AMK Microfinance Institution Plc.

Functional Requirements

Enhancement Prospect
Version 1.0

Building 285, Street 271, Tomnubteuk,
Chamkarmorn, Phnom Penh, Cambodia
Tel: +855 23 22 02 02

Appendix 1

Contents

Revision History and Control

Version Control

Version	Date	Description of Revisions
V 1.0	08/06/2020	Initial Document

Prepared By

NAME/POSITION	SIGNATURE	DATE
Im Seyha Software and Business Analyst Manager		

Reviewed By

NAME/POSITION	SIGNATURE	DATE
Lim Seaksrun Deputy Head of Retail Business		

The Functional Requirement Approval

The undersigned person acknowledged that they have reviewed the Functional Requirements and understand its processes and approaches. Any changes to these Requirements will be coordinated with and approved by the undersigned or their designated representatives.

Approved By

NAME/POSITION	SIGNATURE	DATE

1. Introduction

The Functional Requirements are used to track the necessary information required to effectively define business requirements and other non-technical functional requirements (e.g. Finance, HR, Credit, BCD, etc.) in order to ensure the possibility, sustainability and compliance with AMK's standard.

The Functional Requirement document is created during the planning phase of the Project. Its intended audiences are the project manager, project sponsor, project team, user, management, and any stakeholder whose input or approval into the requirements is needed.

2. Objective

The main objectives for this requirement

- Enhancement prospect information and process

3. Scope

Implement the Tablet shall be following these below functions:

- Change the prospect's status when rejected
- Add the loan purpose and CO comment in prospect creation

Implement the Tab Switch Features shall be following these below functions:

- Prospect report for management

4. References

Document Name	Resource
Prospects report	Book1.xlsx

5. Definitions and Abbreviations

CO	: Credit Officer	BM	: Branch Manager
AM	: Area Manager	PM	: Provencal Manager
HQ	: Headquarters/ Head Office		

6. Business Need

6.1. User Accessible

User levers:

- CO or sale staff
- BM
- PM
- Head of Regional
- Department (HQ)

6.2. User Story

As a CO or safe staff, I want to be able to:

- See the status reject on the rejected prospect
- Add the field purpose and CO comment

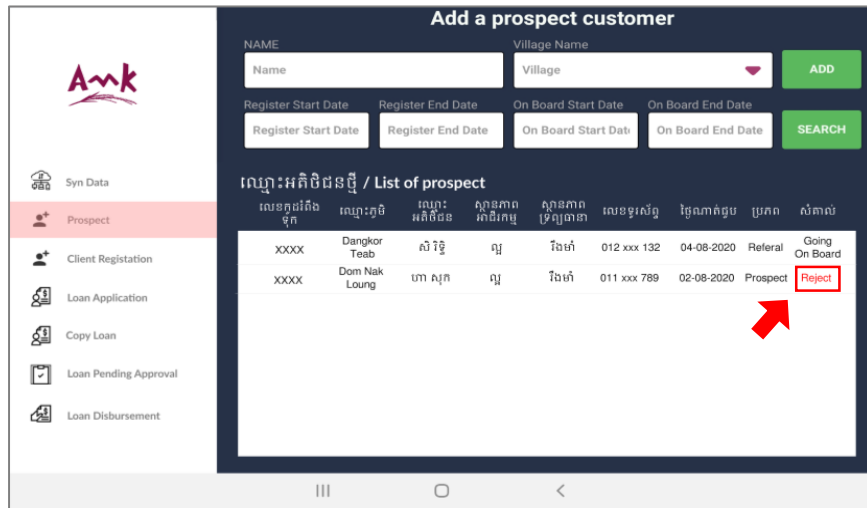As a BM, PM, Regional, Department I want to be able to:

- View Prospect report

7. Functional Requirements

7.1. Tablet App Requirements

7.1.1. Prospect Rejected Status

Due to the current tablet, when the CO or sale staff rejected prospect in the prospect list do not has any state to notify the prospect rejected. Thus, Tablet APP shall develop the feature that make the user shall be able to see the prospect rejected in **System: Tablet APP ➔ Prospect ➔ List Of Prospect List:**

(*Figure 1: Prospect list*)

7.1.2. Add New Fields

Tablet APP shall add new 2 fields in **System: Tablet APP ➔ Prospect ➔ ADD** as below:

Field Name	Field Name KH	Mandatory	Type
Occupation Type	ប្រភេទមុខរបរ	**Yes**	**Drop List:** - ធ្វើការក្រុមហ៊ុន - ធ្វើអាជីវកម្ម - ធ្វើកសិកម្ម - ធ្វើសេវាកម្ម
CO Commends	យោបល់មន្ត្រីឥណទាន	**Yes**	**Drop List:** - រង់ចាំ - មិនទាន់មានតំរូវការ - ច្រោះបង់

The new fields add in between Expected On Board Date/Time and Prospect Status as below figure:

(*Figure 2: Add new Prospect*)

8.   Reports

8.1.   Prospect Report on Tablet Switch

After CO, sell staff or referrer upload prospect or referral to Tablet switch as user shall be able to view the list prospect or referral. Thus, Tablet Switch shall develop a new web page in **"Setting Menu"** to display the information that contains as below:

-    Main Branch Name
-    Branch Name
-    CO Name
-    AM Name
-    Prospect / Referral ID
-    Khmer Name
-    Phone Number
-    Village Name
-    Status (Prospect or Referral)
-    Expect Onboard Date

- Business Status
- Collateral Status
- 1st Promotion Date
- 2nd Promotion Date
- 3rd Promotion Date
- Date Appoint Loan Application (Creation Date)
- Prospect Status (Prospected, Going Onboard, On Boarded)
- Occupation Type
- CO Comment

(*Figure 3: Prospect report*)

The report filter condition:

- Form date, … To Date
- PM: User shall select All or specified PM Name, in case selected All PM, BM drop down list will un enable to select
- BM: User shall select All or specified BM Name, in case selected All BM, AM drop down list will un enable to select.
- AM: User shall select All or specified AM Name

*** Note:

- **Regional** and **Department** user shall filter report all PM, BM and AM
- **PM** user shall filter report for all BM and AM under them supervise
- **BM** user shall filter report for all AM in their branch

9.   Mockup UI

Link:

Appendix 1: Current prospect creation information

Field Khmer Name	Field English Name	Mandatory	Value	Rule
លេខកូដអតិថិជនវ៉ើងទុក	Prospect ID	Yes	Equal CO ID with maximum sequence number of prospect plus one. Example CO ID =1231 Max Prospect =25 ⇨ New Prospect ID =1231-26	View only.
ឈ្មោះមន្ត្រីគណទាន	CO Name	Yes	Equal CO login Name automatically	View only.
ថ្ងៃចុះឈ្មោះ	Prospect Register Date/Time	Yes	Equal tablet switch date time automatically	View only and display in format as DD/MM/YYYY HH:MM
ណែនាំដោយ	Refer By	Optional	-Dropdown list of values such as VBP and SAP. -Default value is null.	
ឈ្មោះអ្នកណែនាំ	Referrer Name	Optional	Text	If the refer by field is not null, user requires to input the referrer name.
ឈ្មោះអតិថិជនជាខ្មែរ	Pros Customer Khmer Name	Yes	Text Box	Invalid for special character and number except space.
ឈ្មោះអតិថិជនជាឡាតាំង	Pros Customer English Name	Optional	Text Box	Invalid for special character and number except space.
ភេទ	Sex	Yes	ប្រុស, ស្រី Default value is null.	N/A
អាយុ	Age	Yes	Text Box	Valid for integer from 18 till 70 only (>=18 and <=70).
លេខទូរស័ព្ទ	Phone Number	Yes	Text Box	Valid for integer with length of 9 or 10 digits only.

ភូមិ	Village Name	Yes	Dropdown list of village name	User should be able to write to trill down or scroll to select.
ស្ថានភាពអាជីវកម្ម	Business Status	Optional	Dropdown list of values such as ល្អ , មិនល្អ Default value is null.	
ស្ថានភាពទ្រព្យធានា	Collateral Status	Optional	Dropdown list of values such as វឹងមាំ , មិនវឹងមាំ Default value is null.	
អាចទទួលកម្ចីទេ	Loan Eligible	Optional	Dropdown list of values such as បាន , អត់បាន Default value is null.	
ថ្ងៃផ្សព្វផ្សាយទី១	1st Promotion Date	Optional	Date	If it has value, it must be greater than or equal prospect register Date.
ថ្ងៃផ្សព្វផ្សាយទី២	2nd Promotion Date	Optional	Date	If it has value, it must be greater than 1st promotion date.
ថ្ងៃផ្សព្វផ្សាយទី៣	3rd Promotion Date	Optional	Date	If it has value, it must be greater than 2st promotion date.
មតិអតិថិជន	Client Comment	Optional	Text	N/A
ថ្ងៃណាត់ជួប	Expected On Board Date/Time	Optional	Date Time Pickup	Must be greater than or equal today.
ស្ថានភាព	Prospect Status	Yes	- If On Board Date/Time is blank, it is equal "Prospected". - If On Board Date/Time is not blank and not created as customer in T24, it is equal "Going On Board" If On Board Date/Time is not blank and created as customer in T24 it is equal "On Boarded"	View Only.

----------------- End of Document -----------------