



BUSINESS PROCESS BLUEPRINT FINANCIALS

SAP BUSINESS ONE IMPLEMENTATION FOR
EVERGREEN HOMES, INC.



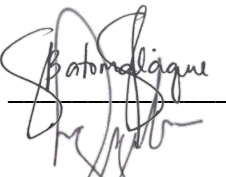
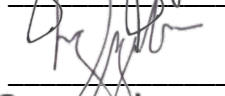
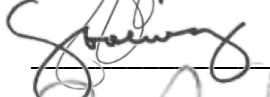
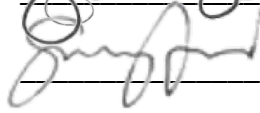
BUSINESS BLUEPRINT FINANCIALS



CONFORME

Discussed By:

ABM GLOBAL SOLUTIONS, INC.

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Approved By:

Evergreen Homes, Inc.

Project Sponsor:	Jerold King	_____
Project Manager:	Razille Fernandez	_____
IT Head:	Mark Joel Umadhay	_____

Presentation Date: September 18, 2020

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1 PROCESS REVIEW

1.1 Date and Place

The process review has been conducted at the following location:

Topic	FINANCIALS
Date	August 26, 2020
Time	9:00 AM – 12:00 NN
Location	Microsoft Teams

1.2 Participants

EVERGREEN HOMES, INC.	
Name	Function
Razille Eden Fernandez	Accounting Manager
Mark Joel Umadhay	IT Head
Eng. Ramir J .Yap	Manager
Jervee Cardinal	System Administrator

ABM GLOBAL SOLUTIONS, INC.	
Name	Function
Sandy Batomalaque	SBO Functional Consultant
April Hope Remandaban	SBO Functional Consultant
Mayette Ramos	Manager

1.3 Agenda

Financial Processes, Policies and Procedures

1.4 Purpose

Process recommendation discussion conducted to identify and simplify **Evergreen Homes, Inc.** major financial processes.

1.5 Input

Business process discussion with **Evergreen Homes, Inc.** core team.

1.6 Output

The output of the Process Review is **Evergreen Homes, Inc.** reengineered and automated selected process using SAP Business One.

1.7 Scope and Prerequisites


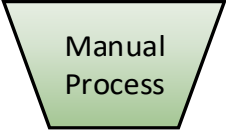


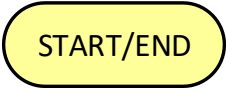
Project will follow standard SAP Business One. Thus, **Evergreen Homes, Inc.** core team is oriented prior Business Process discussion. It is the responsibility of **Evergreen Homes, Inc.** core team to ensure that all business processes are covered.

2 PROCESS DETAILS


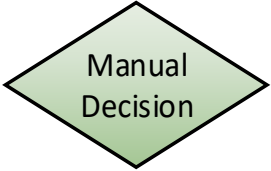
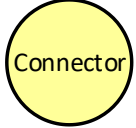
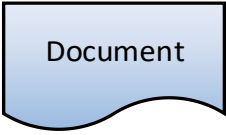

2.1 SAP Terminologies

Term	Description
Chart of Accounts	Lists all of Evergreen Homes, Inc.'s general ledger (G/L) accounts and is the basis for its reporting and posting activities.
Journal Entry	A document that creates a final posting in the General Ledger.
Journal Voucher	A draft document that creates no values in the General Ledger until posted as a Journal Entry.
Cost Center	A functionality used to represent the respective division or department and is used to consolidate the expenses and revenues resulting from the ongoing activities.
Asset Master Data	A document used to create, update, and delete a fixed asset.
Capitalization	A document that takes up a fixed asset into the books
Depreciation Run	A transaction that amortizes the cost of the fixed asset based on its useful life
Asset Revaluation	A document that increases/decreases value of a fixed asset
Retirement	A document that removes a fixed asset from the book without recording sales
Recurring Posting	A predefined journal entry that recurs on predefined dates.
Posting Template	Fixed templates that is applied for recurring journal entries.
Bank Reconciliation	A document used to reconcile the difference between the balance shown in the bank statements you receive from your banks, and the corresponding amount shown in your own accounting records at a particular point in time.
Internal Reconciliation	Matching and clearing of transactions for business partners or for G/L accounts.
Posting Period	Period defined for posting of transactions in SAP Business One.
Period End Closing	Entails creating specific postings in the accounting system indicating that a fiscal year or posting period has ended
Budget	A feature to manage and prepare financial forecasts while keeping expenses on track.
Incoming Payments	A document used to record collections/payments received.
Deposits	A document used to record main information about a deposit.

2.2 Flowchart Symbols

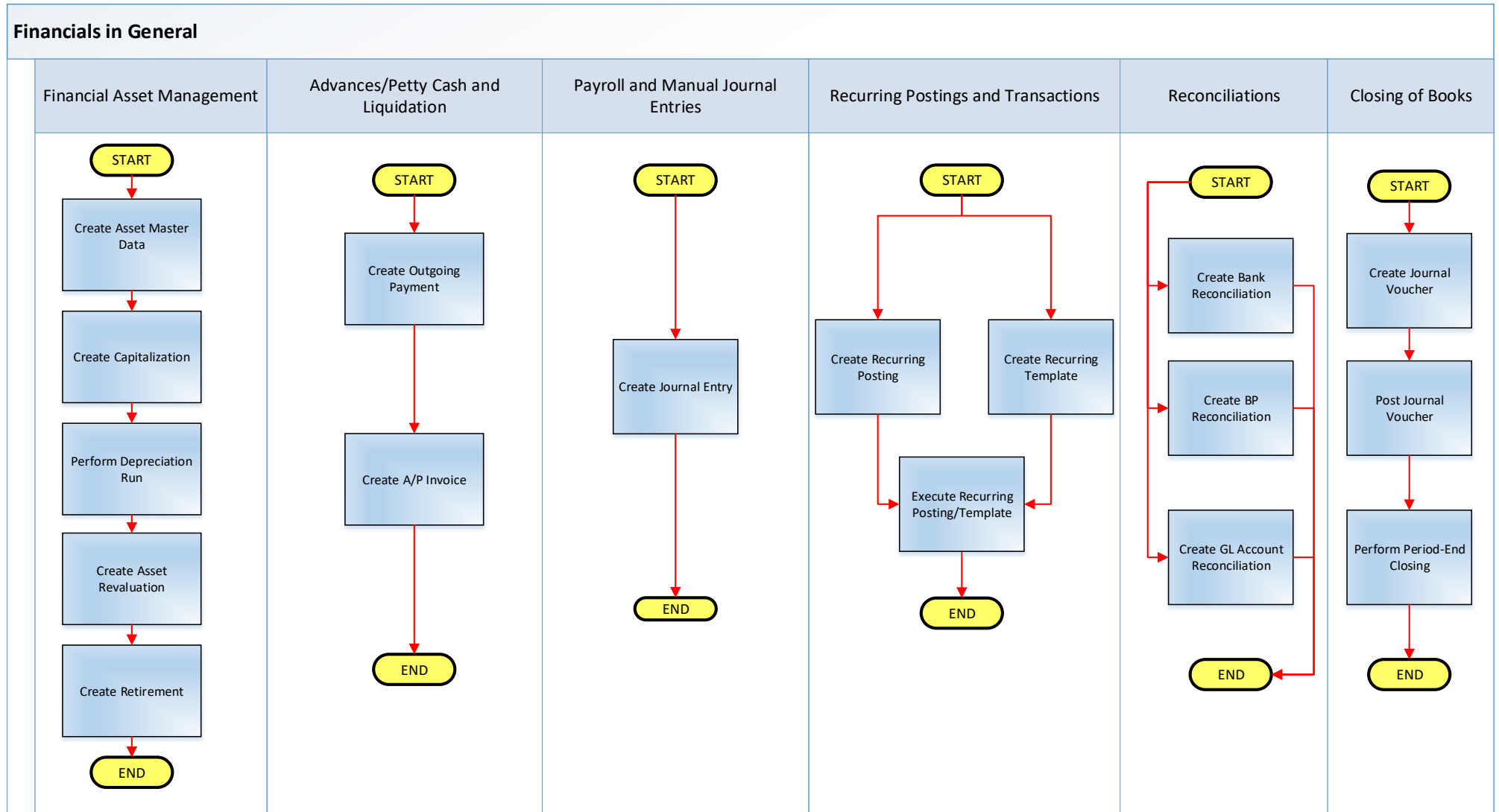
Symbol	Symbol Name	Symbol Description
Process / Operation Symbols		
	SAP Process	Shows a process or an action step that is automated.
	Manual Process	Shows a process or an action step that is not automated.
	SAP Sub Process	Shows a process that is formally defined in another flow chart.
Branching and Control of Flow Symbols		
	Flow Line (Arrow, Connector)	Shows the direction of process flows.
	Terminator (Terminal Point, Oval)	Shows the start and stop points in a process.

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Symbol	Symbol Name	Symbol Description
	SAP Decision	Indicates a decision process done in SAP. Typically, a Decision flowchart shape is used when there are 2 options available (Yes/No, Pass/Failed, etc.).
	Manual Decision	Indicates a manual decision process. Typically, Decision flowchart shape is used when there are 2 options available (Yes/No, Pass/Failed, etc.).
	Connector	Shows continuation of a process flowchart into another page.
Input and Output Symbols		
	Document from SAP	Indicates a process step that produces a SAP document.
	Manual Document	Shows a process step where the operator/user needs to enter information manually into a system.

2.3 Process Sequence

2.3.1 Financials in General – System Flowchart



2.3.2 Fixed Asset Management

An Item is recognized as a Fixed Asset if the following criteria are met:

1. It is probable that the future economic benefits associated with the asset will flow to the entity, and the cost of the asset can be measured reliably.
2. Asset Cost is Five Thousand Pesos (P5,000.00) and above per unit
3. Not Consumable
4. Useful life is more than one year

2.3.2.1 Asset Master Data Maintenance

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Create Asset Master Data	Purchaser	SAP	Asset Master Data	-	-	-	-	-
Company policies for Fixed Assets as follows: <ol style="list-style-type: none"> 1. Depreciation method to be used will be Straight Line 2. Depreciation will start on the first day of the current month vs. first day of the next period. 3. Capitalization date will be the date when fixed asset is purchased. 									
END									

2.3.2.2 Capitalization

2.3.2.2.1 Purchase of Fixed Assets

See Purchase of Fixed Assets Process of Procure to Pay blueprint. Capitalization will automatically be created.

2.3.2.2.2 Capitalization of Expenses as Fixed Assets

This is applicable if Expenses were initially recorded as an Expense in the system and later reclassified or capitalized as Fixed Assets.

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#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Create Capitalization.	Accounting Manager	SAP	Capitalization		-	-	Dr. Fixed Asset Cr. Fixed Asset Clearing	-
2.	Close the Fixed Asset clearing account by creating a manual journal entry.	Accounting Manager	SAP	Journal Entry		-	-	Dr. Fixed Asset Clearing Cr. Other Expense	-
END									

2.3.2.3 Depreciation

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Perform Depreciation run monthly.	Accounting Manager	SAP	Depreciation Run	-	-	-	Dr. Depreciation Expense Cr. Accumulated Depreciation	-
END									

2.3.2.4 Asset Revaluation

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Advise on Revaluation of Asset.	Operations / Recommending Personnel	Manual	-	Board Resolution / Email	-	-	-	-

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#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
2.	Create Asset Revaluation Document	Accounting Manager	SAP	Asset Revaluation	-	-	-	<u>If Increase in NBV</u> Dr. Fixed Asset Cr. Revaluation Gain <u>If Decrease in NBV</u> Dr. Revaluation Loss Cr. Fixed Asset	Asset Value Date must be the last day of the current Fiscal Period
END									

2.3.2.5 Retirement through Sale

Refer to Sale of Fixed Assets Process in the Order to Cash blueprint.

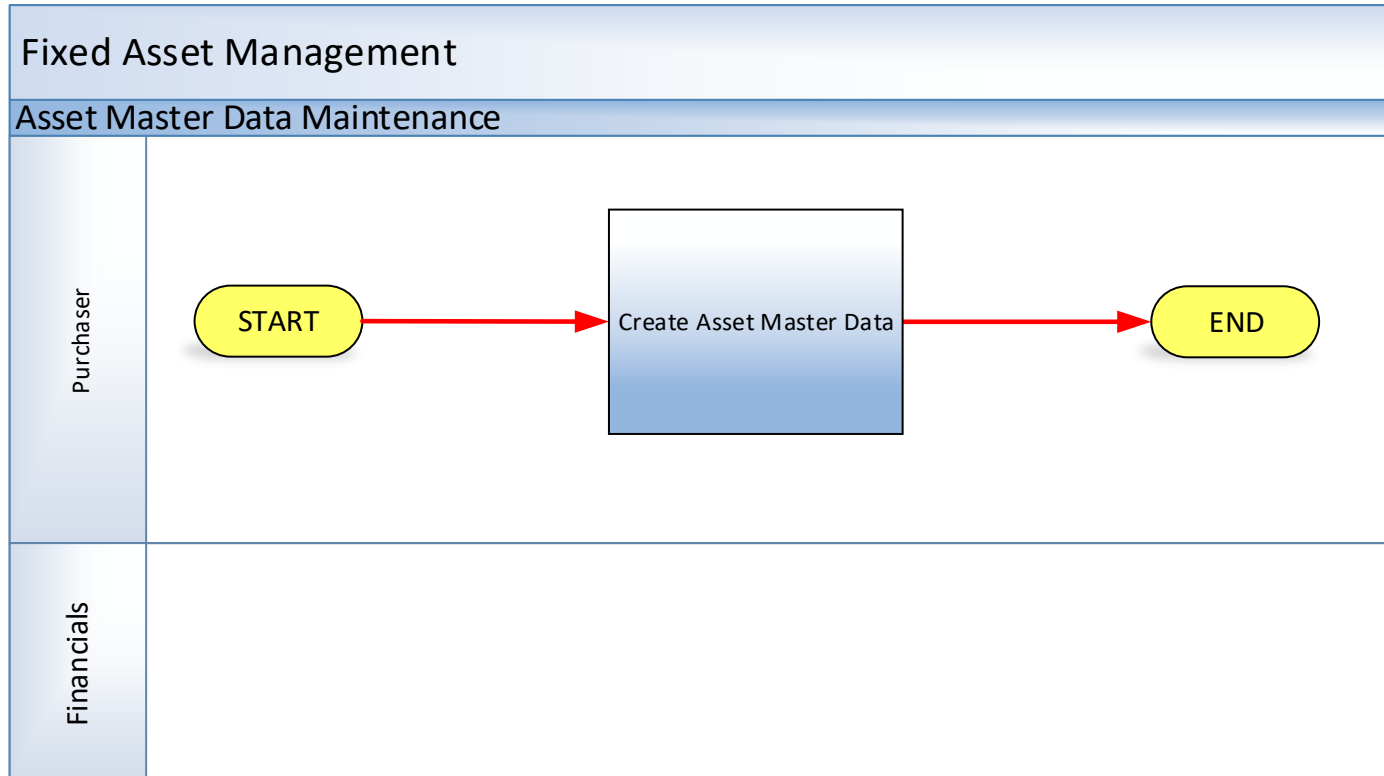
2.3.2.6 Retirement through Scrapping

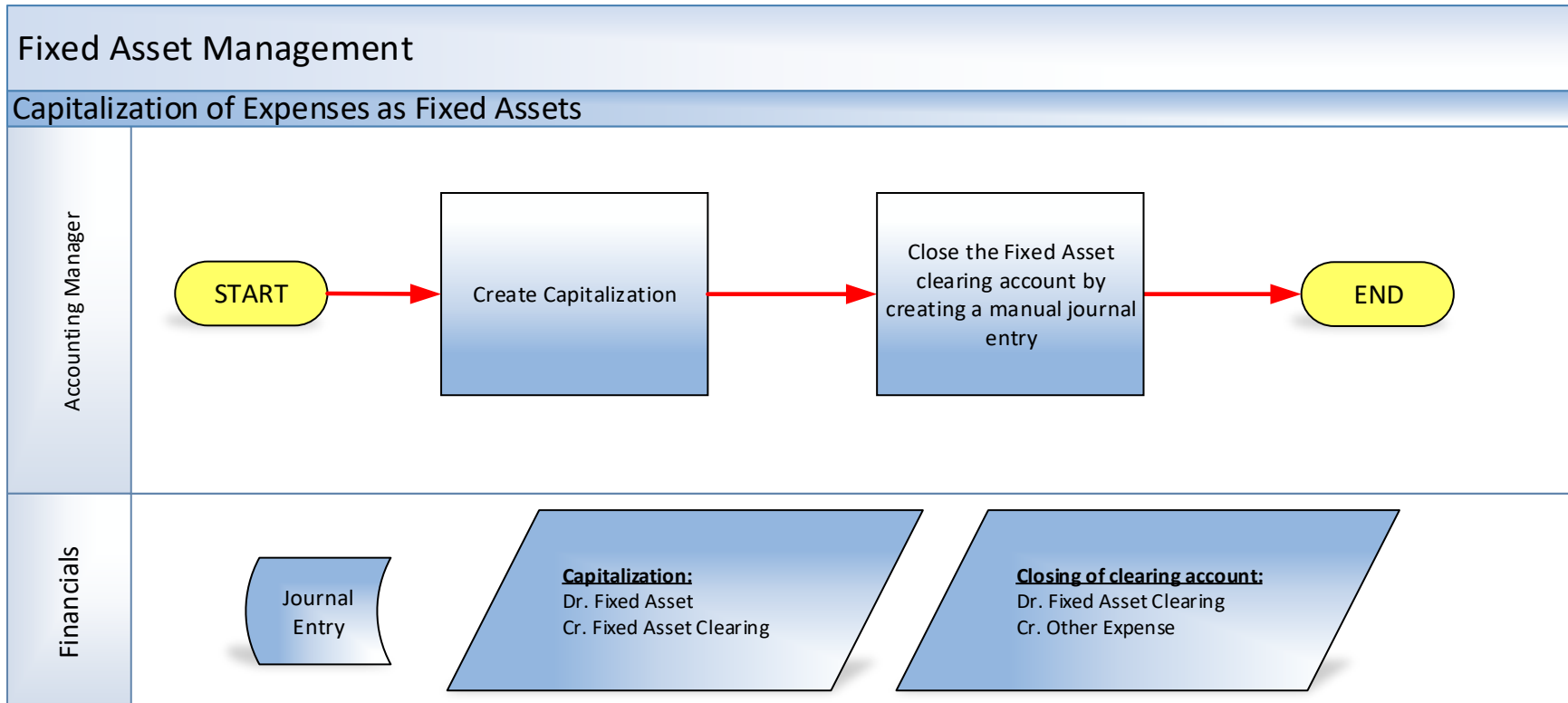
#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Advise on Retirement of Asset.	Operations / Recommending Personnel	Manual	-	Board Resolution / Email	-	-	-	-
2.	Create Retirement Document-Scrapping to record disposal	Accounting Manager	SAP	Retirement-Scrapping		-	-	<u>If Gain</u> Dr. Accumulated Depreciation	Asset Value Date must be the last day of the current Fiscal Period

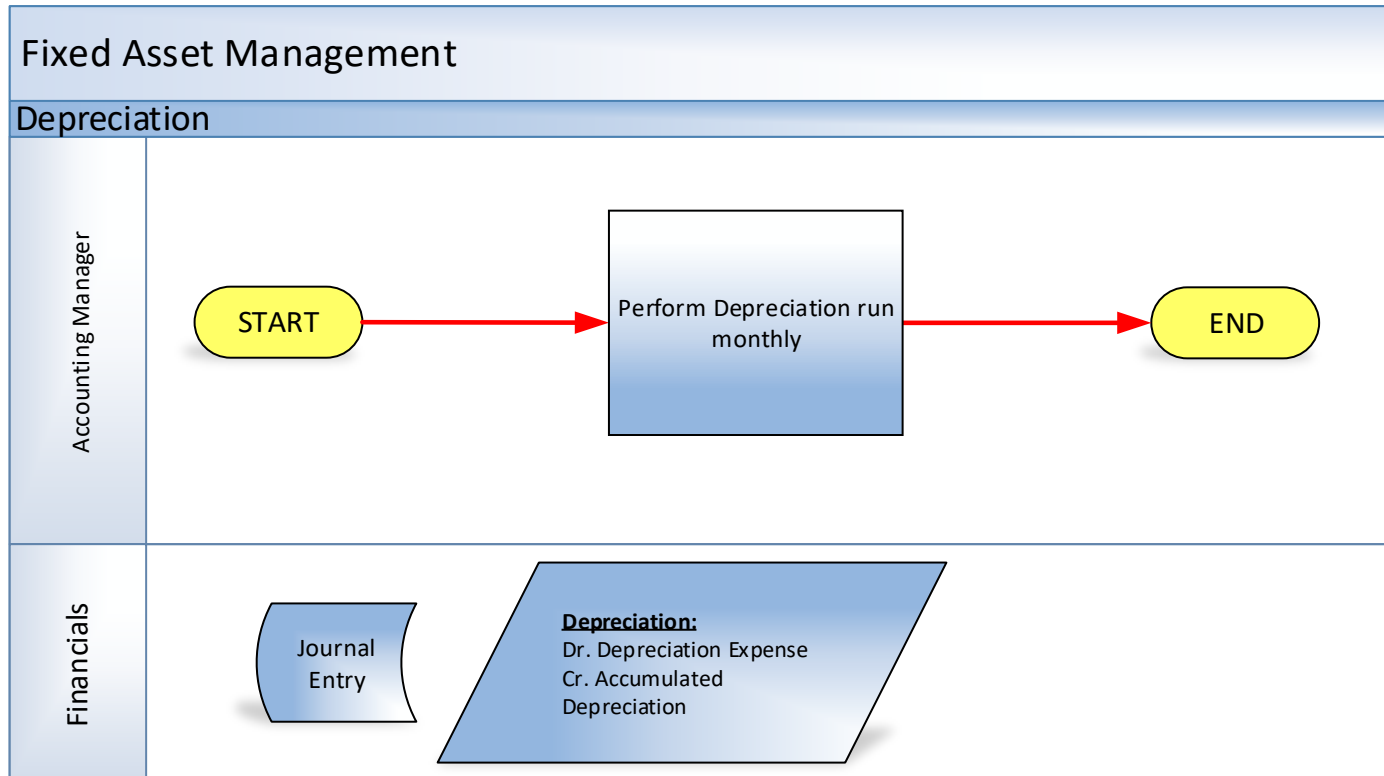
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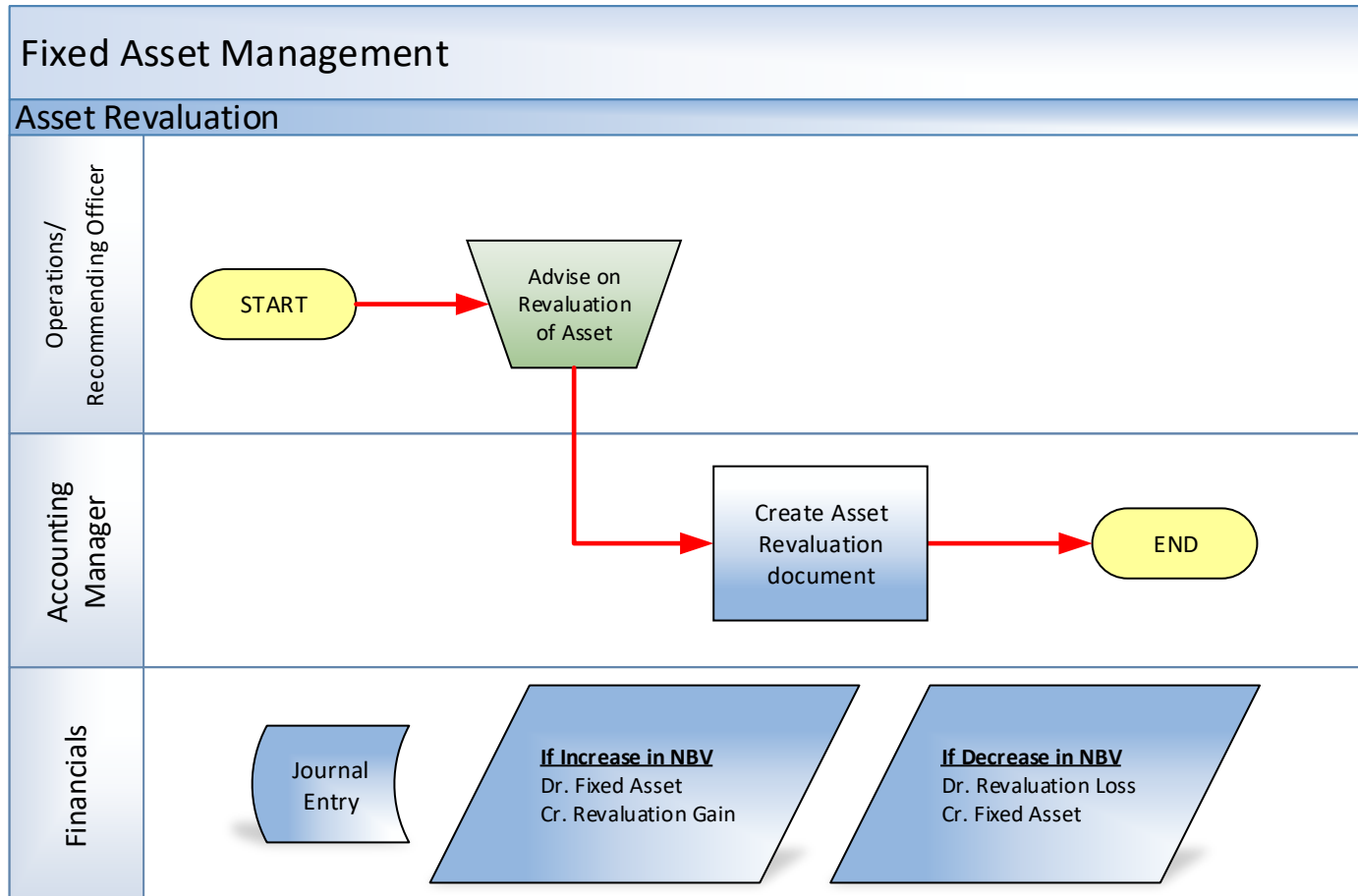
#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
								Cr. Fixed Asset Cr. Asset Retirement Gain <u>If Loss</u> Dr. Accumulated Depreciation Dr. Asset Retirement Loss Cr. Fixed Asset	
END									

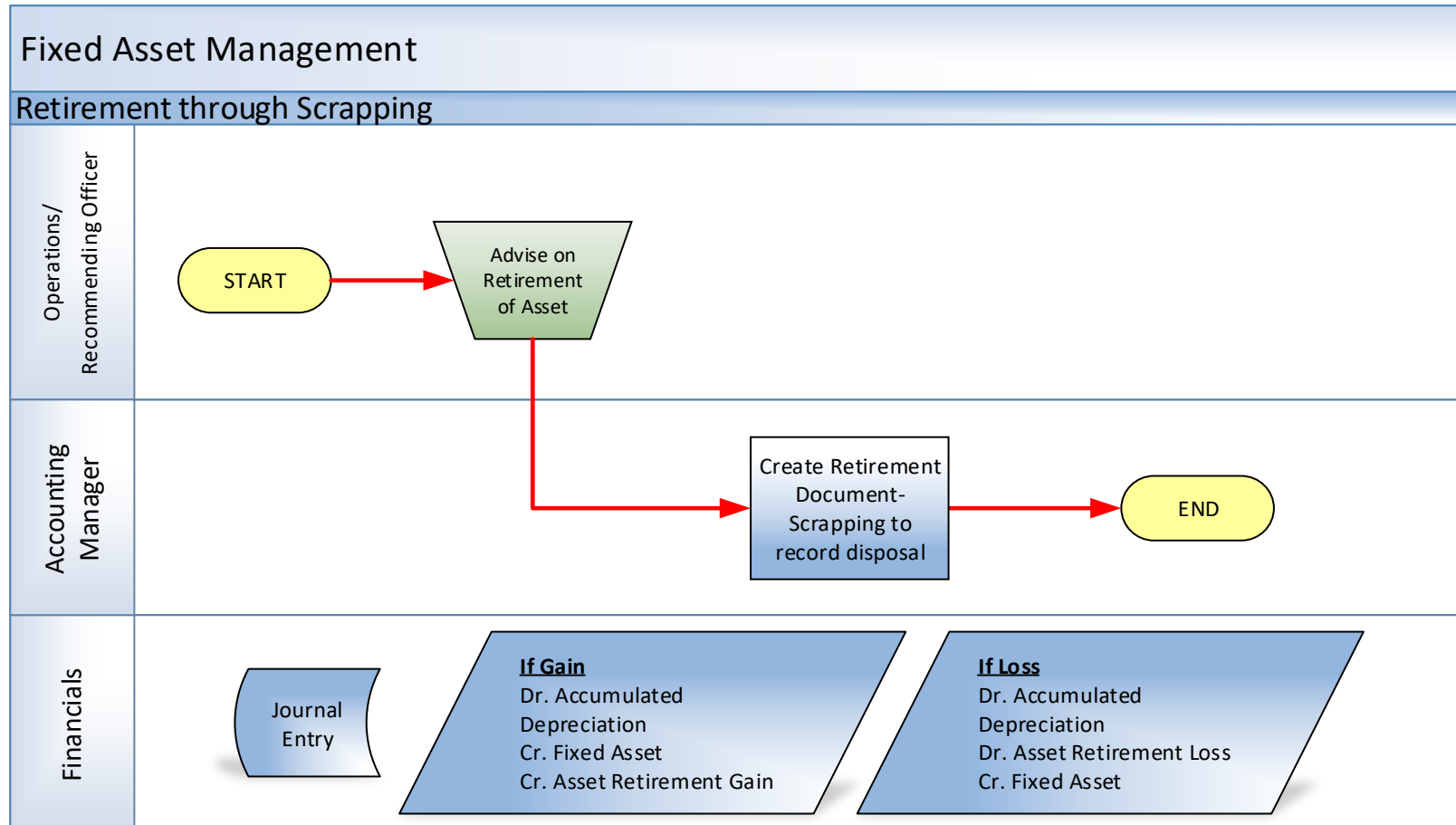
2.3.2.7 Process Flow











2.3.3 Employee/Officer Advances subject to Liquidation

2.3.3.1 Granting of Cash Advance

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1	Requisition of Cash Advance	Employee / Requestor	Manual	-	-	Manual Approval	Request Form	-	-
2	Approver evaluates whether to approve or reject the Cash Advance Form	Manager	Manual	-	Request Form	-	Approved Request Form	-	For approved Cash Advance Form, proceed to next step. If request is rejected, document is revised and resubmitted for approval.
3	Create Purchase Order – Service Type.	Purchaser	SAP	Draft- Purchase Order	Approved Request Form	System Approval	-	-	Identify the corresponding GL Account in particular expenses. Define Purchase Transaction Type
4	Review and approve Purchase Order.	Manager	SAP	Approvals	Draft-Purchase Order	-	-	-	-
5	Add approved Purchase Order.	Purchaser	SAP	Purchase Order	Approved Purchase Order	-	-	-	-
A blocker (Transaction Notification) is created to require Purchase Transaction Type upon adding the document.									

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#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
6	Create Advance Down Payment Invoice copy from Approved PO.	Accounts Payable In-Charge 1	SAP	Draft - AP Down Payment Invoice	Request Form, Approved PO	System Approval	-	-	-
7	Review and approve AP Down Payment Invoice.	Accounts Payable In-Charge 2	SAP	Approvals	Request Form, Approved PO, Draft AP Down Payment Invoice	-	-	-	-
8	Add Approved AP Down Payment Invoice.	Accounts Payable In-Charge 1	SAP	AP Down Payment Invoice	Request Form, Approved AP Down Payment Invoice	-	-	Dr. Advances to Employees Cr. Accounts Payable - Employee	-
9	Create Outgoing Payment.	Accounts Payable In-Charge 1	SAP	Draft - Outgoing Payment	Request Form, AP Down Payment Invoice	System Approval	-	-	-
10	Review and approve Outgoing Payment.	Accounts Payable In-Charge 2 / Managing Manager	SAP	Approvals	Draft - Outgoing Payment	-	-	-	-
Levels of Approval for Outgoing Payments are as follow: 1 ST Level: Accounts Payable In-Charge 2 2ND Level: Managing Director									
11	Reject the Draft Outgoing Payment for the Accounts Payable In-Charge to update Check No. field.	Managing Director	SAP	Approvals	Draft Outgoing Payment	-	-	-	This is applicable only for Check Payment Means
12	Update Check No. Field of the rejected Outgoing Payment	Accounts Payable In-Charge 1	SAP	Draft-Rejected Outgoing Payment	Rejected Outgoing Payment	For System Approval	-	-	This is applicable only for Check Payment Means

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#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
13	Review and approve outgoing payment with supplied Check No.	Accounts Payable In-Charge 2/ Managing Director	SAP	Approvals	Draft Outgoing Payment	-	-	-	This is applicable only for Check Payment Means
14	Add the approved Outgoing Payment.	Accounts Payable In-Charge 1	SAP	Outgoing Payment	Outgoing Payment – Approved	-	Payment Voucher (Crystal)	If Cash Dr. Accounts Payable-Employee Cr. Cash on Hand If Check / Bank Transfer Dr. Accounts Payable-Employee Cr. Cash in Bank	-
15	Check printing if payment means is Check.	Accounts Payable In-Charge 1	SAP	Checks for Payment	Approved Outgoing Payment	-	Check (Shooting) Check Status Report (Crystal Report)	-	This is applicable only for Check Payment Means
16	Sign Checks.	Managing Director	Manual	-	Check	-	-	-	This is applicable only for Check Payment Means
17	Release Checks and Open Outgoing Payments to update the following: <ul style="list-style-type: none"> Check Status, 	Accounts Payable In-Charge 1	SAP	Outgoing Payments	Payment Voucher, Vendor's OR/CR	-	-	-	This is applicable only for Check Payment Means

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#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
	<ul style="list-style-type: none"> Check Released To Check Release Date 								
Note: This is not applicable for Construction Materials but for Depot Expenses only. This is applicable only for Check Payment Means. Cash Disbursements will be handled by Petty Cash Fund. Refer to Petty Cash Fund Management Process.									
END									

2.3.3.2 Liquidation

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1	Prepare liquidation of Cash Advance	Requestor	Manual	-	Receipts	-	Liquidation Form	-	-
2	Create AP Invoice copied from Purchase Order. Note: Paid Down Payments, will automatically be applied.	Accounts Payable In-Charge 1	SAP	Draft A/P Invoice	Approved Purchase Order, Receipts	For system approval	-	-	Actual Amount of Expenses should be recorded in AP Invoice.
3	Review and approve A/P Invoice.	Accounts Payable In-Charge 2	SAP	Approvals	Draft A/P Invoice	-	-	-	-

BUSINESS BLUEPRINT FINANCIALS

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
4	Add approve A/P Invoice.	Accounts Payable In-Charge 1	SAP	AP Invoice	Approved AP Invoice	-	-	Equal: Dr. Expense Account Cr. Advances to Employees Overspending: Dr. Expense Account Cr. Advances to Employees Cr. Accounts Payable – Employee Underspending: Dr. Expense Account Dr. Accounts Payable – Employee Cr. Advances to Employees	Proceed to Outgoing Payment for Overspending. For Underspending, apply the entire advances made resulting to a debit to employee's payable account. Proceed to Incoming Payment Process.
A blocker (Transaction Notification) is created to require Purchase Transaction Type upon adding the document.									
Overspending (Shortage)									
1	Create Outgoing Payment.	Accounts Payable In-Charge 1	SAP	Draft - Outgoing Payment	Request Form, AP Down Payment Invoice	System Approval	-	-	-
2	Review and approve Outgoing Payment.	Accounts Payable In-Charge 2 /	SAP	Approvals	Draft - Outgoing Payment	-	-	-	-

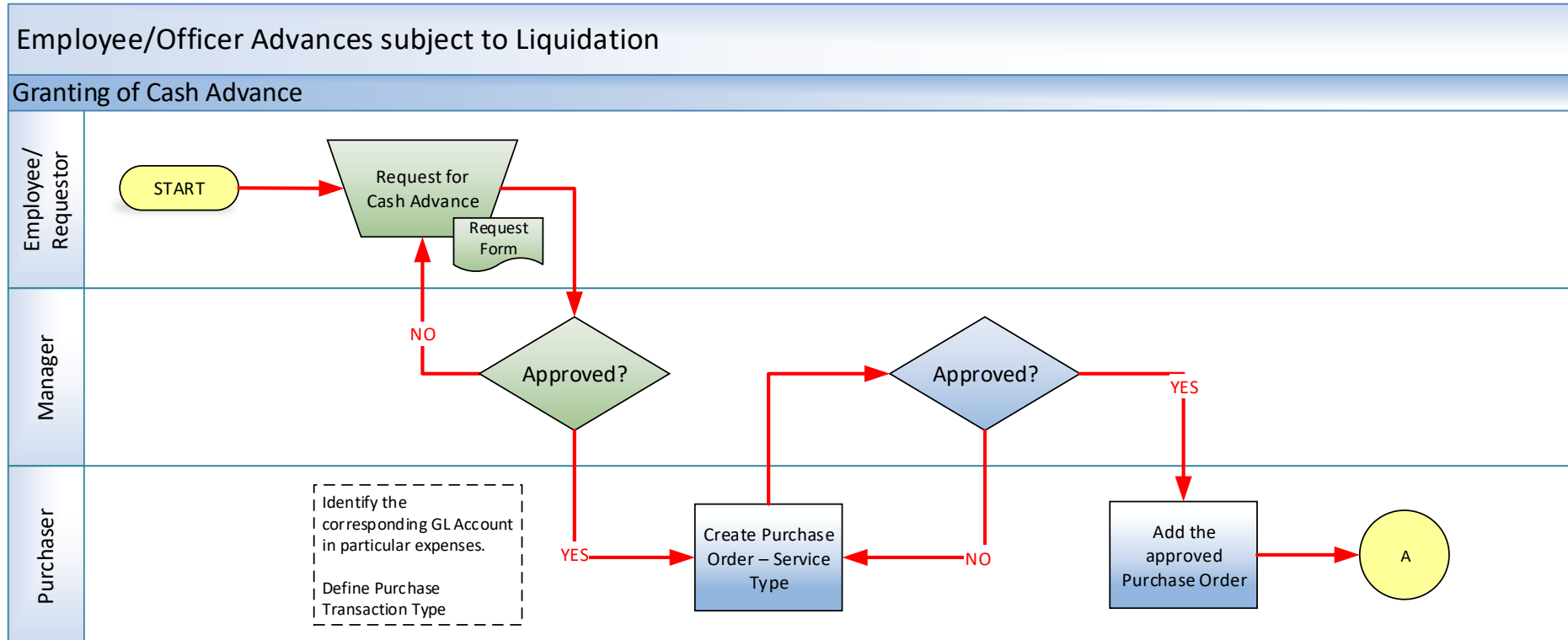
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#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
		Managing Manager							
Levels of Approval for Outgoing Payments are as follow: 1 ST Level: Accounts Payable In-Charge 2 2 nd Level: Managing Director									
3	Reject the Draft Outgoing Payment for the Accounts Payable In-Charge to update Check No. field.	Managing Director	SAP	Approvals	Draft Outgoing Payment	-	-	-	-
4	Update Check No. Field of the rejected Outgoing Payment	Accounts Payable In-Charge 1	SAP	Draft-Rejected Outgoing Payment	Rejected Outgoing Payment	For System Approval	-	-	-
5	Review and approve outgoing payment with supplied Check No.	Accounts Payable In-Charge 2/ Managing Director	SAP	Approvals	Draft Outgoing Payment	-	-	-	-
6	Add the approved Outgoing Payment.	Accounts Payable In-Charge 1	SAP	Outgoing Payment	Outgoing Payment – Approved		Payment Voucher (Crystal)	Dr. Accounts Payable – Employee Cr. Cash in Bank	
7	Check printing if payment means is Check.	Accounts Payable In-Charge 1	SAP	Checks for Payment	Approved Outgoing Payment		Check (Shooting) Check status report (Crystal)		

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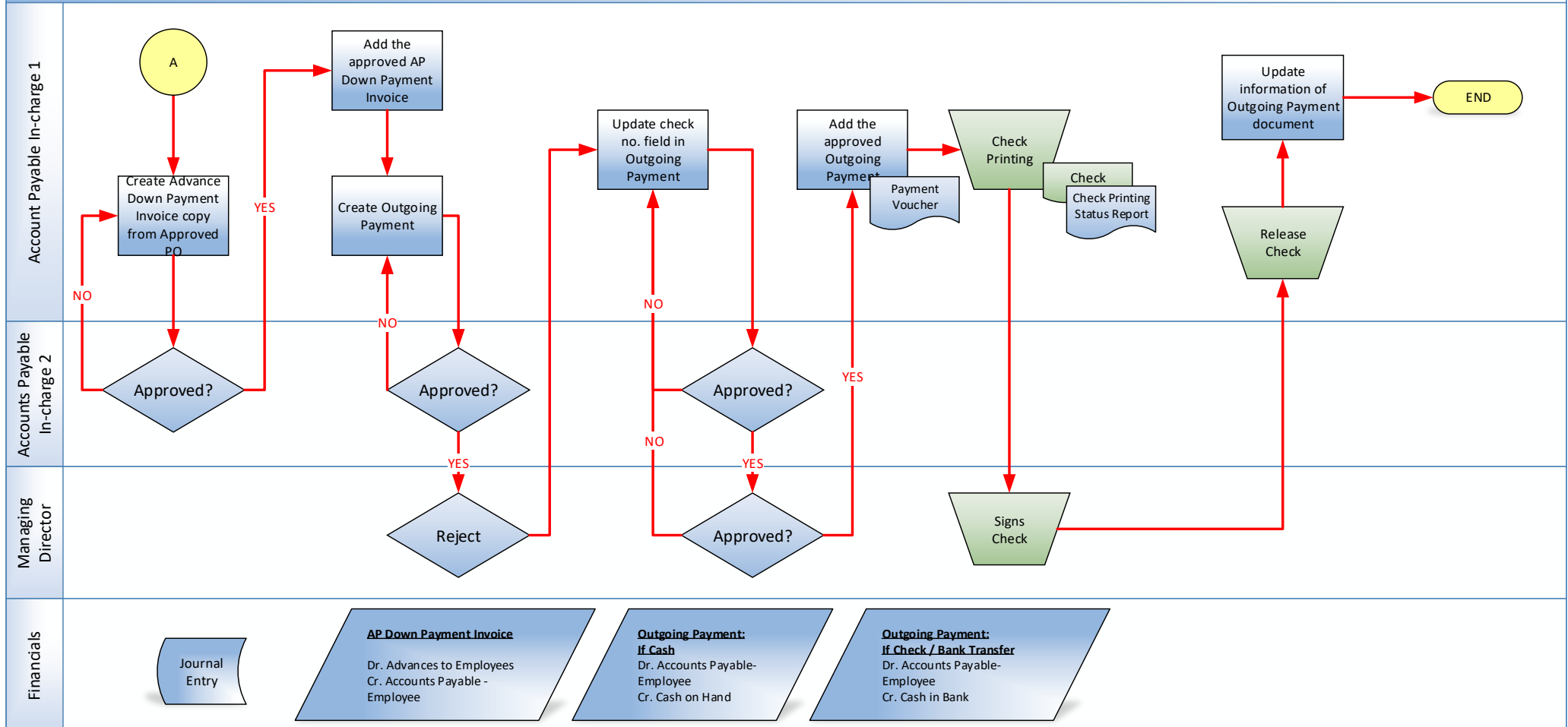
#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
8	Sign Checks.	Managing Director	Manual	-	Check	-	-	-	-
9	Release Checks and Open Outgoing Payments to update the following: • Check Status, • Check Released To • Check Release Date.	Accounts Payable In-Charge 1	SAP	Outgoing Payments	Payment Voucher acknowledged by the Employee	-	-	-	-
Note: For Amounts less than P1,000, the reimbursement to employee will be handled by Petty Cash Fund. Upon entering/encoding the replenishment to the TEXT file, the Petty Cash Custodian will update the data by not including the amount of reimbursement due to Overspending for uploading through DTW as A/P Invoice-Petty Cash Expenses. Manager will be the one to approve the Outgoing Payment instead of Managing Director.									
Underspending (Overage)									
1	Create Incoming Payment.	Accounts Receivable In-Charge	SAP	Incoming Payments Vendor Type	Liquidation Report, Receipts			Dr. Cash in Bank Cr. Accounts Payable - Employee	
2	Manually close the Purchase Order	Purchaser	SAP	Purchase Order	A/P Invoice and Liquidation Report	-	-	-	-
Proceed to Collection Reporting Process.									
END									

2.3.3.3 Process Flow



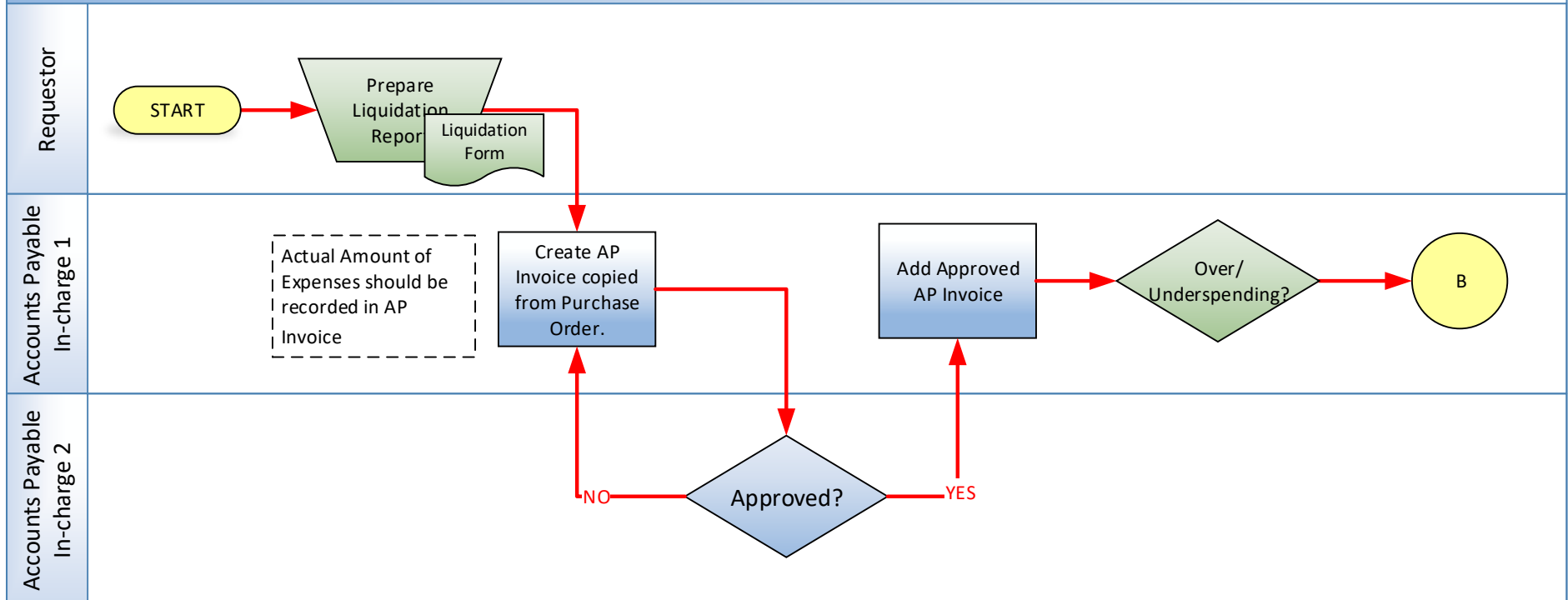
Employee/Officer Advances subject to Liquidation

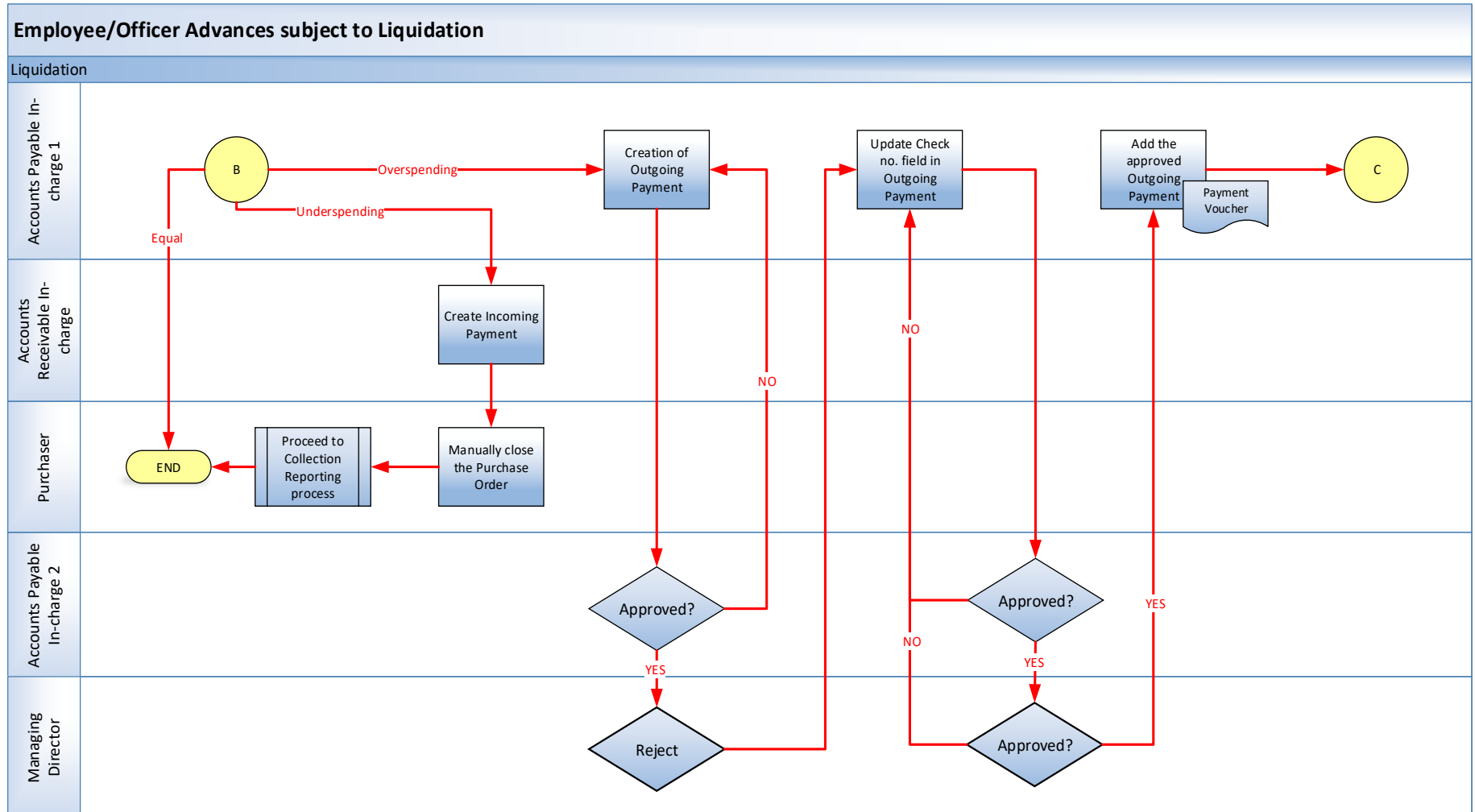
Granting of Cash Advance



Employee/Officer Advances subject to Liquidation

Liquidation

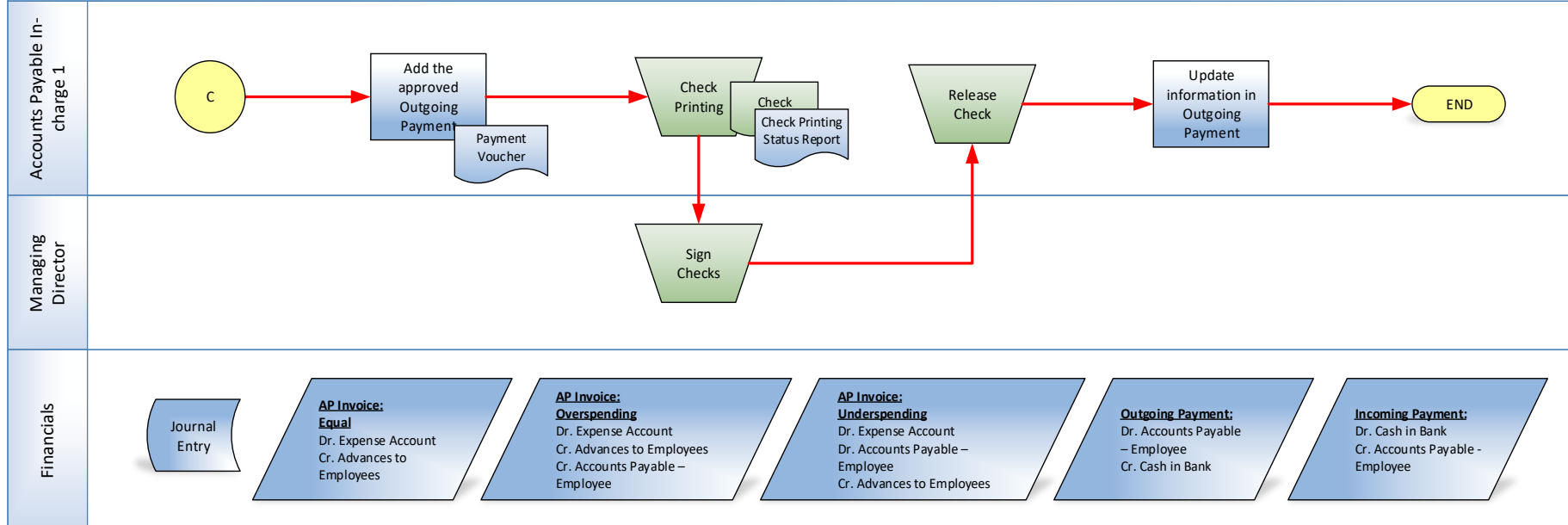




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Employee/Officer Advances subject to Liquidation

Liquidation



2.3.4 Petty Cash Fund Management

2.3.4.1 Establishment and Release of Petty Cash Fund

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
Establishment of Petty Cash/Revolving Fund - Outgoing Payment									
1	Request of Petty Cash Fund Establishment	Accounting Manager	Manual	-	-	Manual Approval	Request Form	-	-
2	Approval of Petty Cash Fund	Finance Officer	Manual	-	-	-	-	-	-
3	Create Outgoing Payments.	Accounts Payable In-Charge 1	SAP	Draft Outgoing Payment	AP Down Payment Invoice / A/P Invoice	For system approval	-	-	-
4	Review and approve outgoing payment.	Accounts Payable In-Charge 2/ Managing Director	SAP	Approvals	Draft Outgoing Payment	-	-	-	-
Levels of Approval for Outgoing Payments are as follow: 1 ST Level: Accounts Payable In-Charge 2 2 ND Level : Managing Director									
5	Reject the Draft Outgoing Payment for the Accounts Payable In-Charge to update Check No. field.	Managing Director	SAP	Approvals	Draft Outgoing Payment	-	-	-	This is applicable only for Check Payment Means
6	Update Check No. Field of the rejected Outgoing Payment	Accounts Payable In-Charge 1	SAP	Draft-Rejected Outgoing Payment	Rejected Outgoing Payment	For System Approval	-	-	This is applicable only for Check Payment Means

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#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
7	Review and approve outgoing payment with supplied Check No.	Accounts Payable In-Charge 2/ Managing Director	SAP	Approvals	Draft Outgoing Payment	-	-	-	This is applicable only for Check Payment Means
8	Add the approved Outgoing Payment.	Accounts Payable In-Charge 1	SAP	Outgoing Payment	Outgoing Payment – Approved	-	Payment Voucher (Crystal)	If Cash Dr. Petty Cash Fund Cr. Cash on Hand If Check / Bank Transfer Dr. Petty Cash Fund Cr. Cash in Bank	-
9	Check printing if payment means is Check.	Accounts Payable In-Charge 1	SAP	Checks for Payment	Approved Outgoing Payment	-	Check (Shooting) Check Printing Status Report (Crystal)	-	This is applicable only for Check Payment Means
10	Sign Checks.	Managing Director	Manual	-	Check	-	-	-	This is applicable only for Check Payment Means
11	Release Checks and Open Outgoing Payments to update the following: <ul style="list-style-type: none"> Check Status, Check Released To Check Release Date. 	Accounts Payable In-Charge 1	SAP	Outgoing Payments	Payment Voucher	-	-	-	This is applicable only for Check Payment Means
12	Receipt of Checks	Petty Cash Custodian	Manual	-	Request Form	-	-	-	-

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#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
Release of Petty Cash Fund to Employee									
13	Prepare Petty Cash Voucher	Employee / Requestor	Manual	-	Request form	For Manual Approval	Petty Cash Form (Manual)		-
14	Approver evaluates document and decides whether to approve/reject it	Manager	Manual	-	Petty Cash Form	-	-	-	For approved document proceed to next process. If rejected, create or update Petty Cash Voucher
15	Release of Petty Cash	Petty Cash Custodian	Manual	-	Approved Petty Cash Form	-	-	-	-
END									

2.3.4.2 Liquidation and Replenishment

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
Liquidation of Expenses – A/P Invoice									
1	Prepare Liquidation Report	Petty Cash Custodian	Manual	-	Petty Cash Voucher, Receipts	-	Liquidation Report	-	-
2	Perform Integration to generate AP Invoice – Service Type document for multiple Petty Cash Vouchers (Through DTW uploading from text file)	Accounts Payable In-Charge 1	SAP	In-house Petty Cash System (A/P Invoice)	Liquidation Report, Receipts	-	-	-	Supplier must be the Petty Cash Custodian. Enter the actual Supplier in the OBP Field (Row). Enter also the Withholding Tax Code and Amount per Supplier in the row.

BUSINESS BLUEPRINT FINANCIALS

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
									<p>Service Type and Item Type Expenses are created separately.</p> <p>Integration will be handled by Evergreen Homes, Inc. from In-House Petty Cash System generated by Property Custodian (Text file for DTW uploading)</p>
3	Review and approve A/P Invoice	Accounts Payable In-Charge 2	Draft A/P Invoice	SAP	Approval	-	-	-	<p>For approved document, proceed to next step.</p> <p>If document is rejected, document is revised and resubmitted for approval.</p>
4	Add approved A/P Invoice	Accounts Payable In-Charge 1	Approved A/P Invoice	SAP	A/P Invoice	-		Dr. Various Expenses Dr. VAT Cr. Accounts Payable – Others Cr. Withholding tax	
Replenishment of Petty Cash/Revolving Fund - Outgoing Payment									

BUSINESS BLUEPRINT FINANCIALS

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
5	Create Outgoing Payments.	Accounts Payable In-Charge 1	SAP	Draft Outgoing Payment	AP Down Payment Invoice / A/P Invoice	For system approval	-	-	-
6	Review and approve outgoing payment.	Accounts Payable In-Charge 2/ Managing Director	SAP	Approvals	Draft Outgoing Payment	-	-	-	-
Levels of Approval for Outgoing Payments are as follow: 1 ST Level: Accounts Payable In-Charge 2 2 ND Level : Managing Director									
7.	Reject the Draft Outgoing Payment for the Accounts Payable In-Charge to update Check No. field.	Managing Director	SAP	Approvals	Draft Outgoing Payment	-	-	-	This is applicable only for Check Payment Means
8.	Update Check No. Field of the rejected Outgoing Payment	Accounts Payable In-Charge 1	SAP	Draft-Rejected Outgoing Payment	Rejected Outgoing Payment	For System Approval	-	-	This is applicable only for Check Payment Means
9.	Review and approve outgoing payment with supplied Check No.	Accounts Payable In-Charge 2/ Managing Director	SAP	Approvals	Draft Outgoing Payment	-	-	-	This is applicable only for Check Payment Means
10.	Add the approved Outgoing Payment.	Accounts Payable In-Charge 1	SAP	Outgoing Payment	Outgoing Payment – Approved	-	Payment Voucher (Crystal)	If Cash Dr. Accounts Payable – Others Cr. Cash on Hand If Check / Bank Transfer Dr. Accounts Payable – Others	-

BUSINESS BLUEPRINT FINANCIALS

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
								Cr. Cash in Bank	
11	Check printing if payment means is Check.	Accounts Payable In-Charge 1	SAP	Checks for Payment	Approved Outgoing Payment	-	Check (Shooting) Check Printing Status Report (Crystal)	-	This is applicable only for Check Payment Means
12.	Sign Checks.	Managing Director	Manual	-	Check	-	-	-	This is applicable only for Check Payment Means
13.	Release Checks and Open Outgoing Payments to update the following: <ul style="list-style-type: none"> Check Status, Check Released To Check Release Date 	Accounts Payable In-Charge 1	SAP	Outgoing Payments	Payment Voucher	-	-	-	This is applicable only for Check Payment Means
END									

2.3.4.3 Increase of Petty Cash Fund

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1	Request of Petty Cash Fund Increase	Accounting Manager	Manual	-	-	Manual Approval	Request Form	-	-

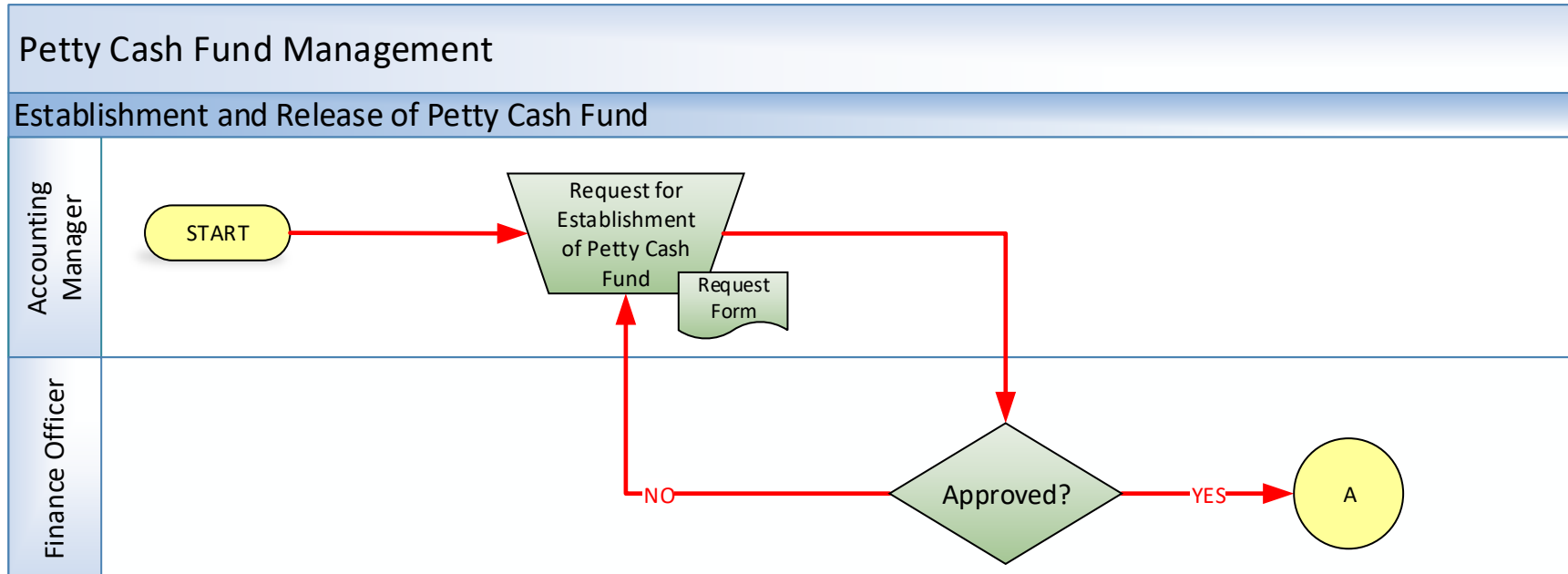
BUSINESS BLUEPRINT FINANCIALS

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
2	Review and approve Petty Cash Fund Increase	Finance Officer	Manual	-	-	-	-	-	-
3	Create Outgoing Payments.	Accounts Payable In-Charge 1	SAP	Draft Outgoing Payment	AP Down Payment Invoice / A/P Invoice	For system approval	-	-	-
4	Review and approve outgoing payment.	Accounts Payable In-Charge 2/ Managing Director	SAP	Approvals	Draft Outgoing Payment	-	-	-	-
Levels of Approval for Outgoing Payments are as follow: 1 ST Level: Accounts Payable In-Charge 2 2 ND Level : Managing Director									
5	Reject the Draft Outgoing Payment for the Accounts Payable In-Charge to update Check No. field.	Managing Director	SAP	Approvals	Draft Outgoing Payment	-	-	-	This is applicable only for Check Payment Means
6	Update Check No. Field of the rejected Outgoing Payment	Accounts Payable In-Charge 1	SAP	Draft-Rejected Outgoing Payment	Rejected Outgoing Payment	For System Approval	-	-	This is applicable only for Check Payment Means
7	Review and approve outgoing payment with supplied Check No.	Accounts Payable In-Charge 2/ Managing Director	SAP	Approvals	Draft Outgoing Payment	-	-	-	This is applicable only for Check Payment Means
8	Add the approved Outgoing Payment.	Accounts Payable In-Charge 1	SAP	Outgoing Payment	Outgoing Payment – Approved	-	Payment Voucher (Crystal)	If Cash Dr. Petty Cash Fund Cr. Cash on Hand	-

BUSINESS BLUEPRINT FINANCIALS

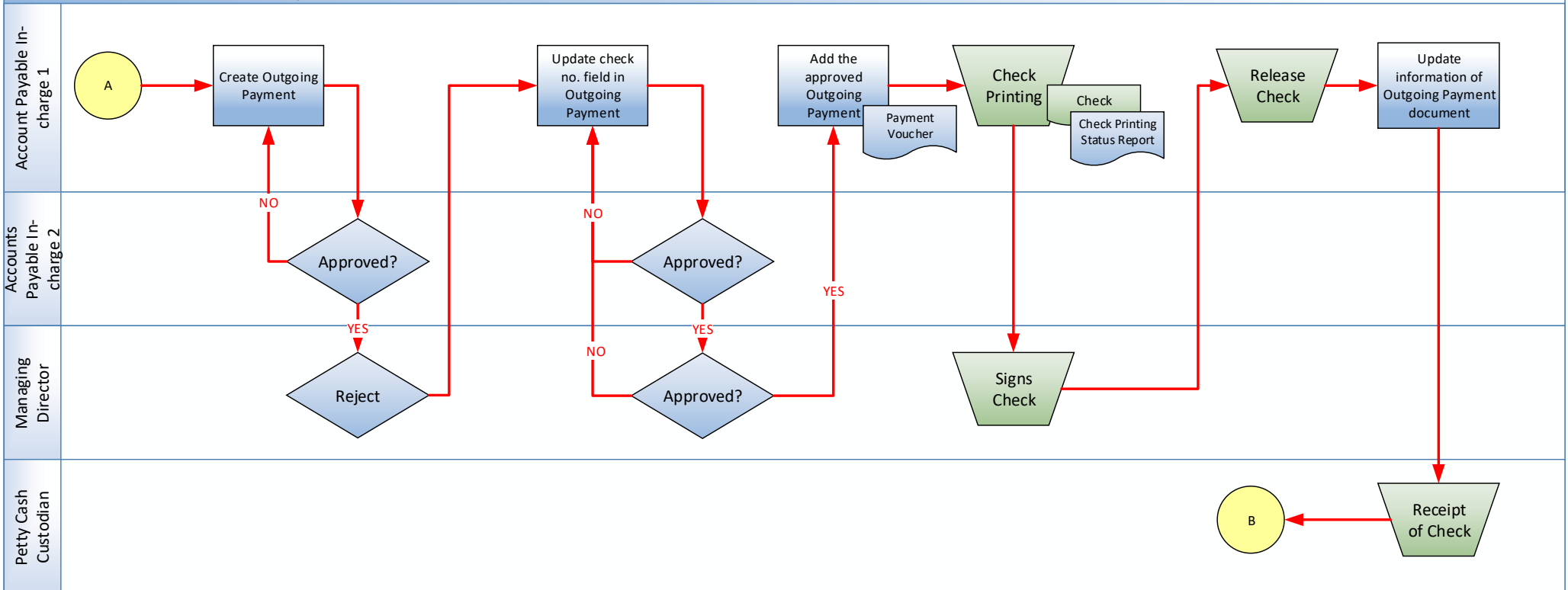
#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
								<u>If Check / Bank Transfer</u> Dr. Petty Cash Fund Cr. Cash in Bank	
9	Check printing if payment means is Check.	Accounts Payable In-Charge 1	SAP	Checks for Payment	Approved Outgoing Payment	-	Check (Shooting) Check Printing Status Report (Crystal)	-	This is applicable only for Check Payment Means
10	Sign Checks.	Managing Director	Manual	-	Check	-	-	-	This is applicable only for Check Payment Means
11	Release Checks and Open Outgoing Payments to update the following: <ul style="list-style-type: none"> Check Status, Check Released To Check Release Date. 	Accounts Payable In-Charge 1	SAP	Outgoing Payments	Payment Voucher	-	-	-	This is applicable only for Check Payment Means
12	Receipt of Checks	Petty Cash Custodian	Manual	-	Request Form	-	-	-	-
END									

2.3.4.4 Process Flow



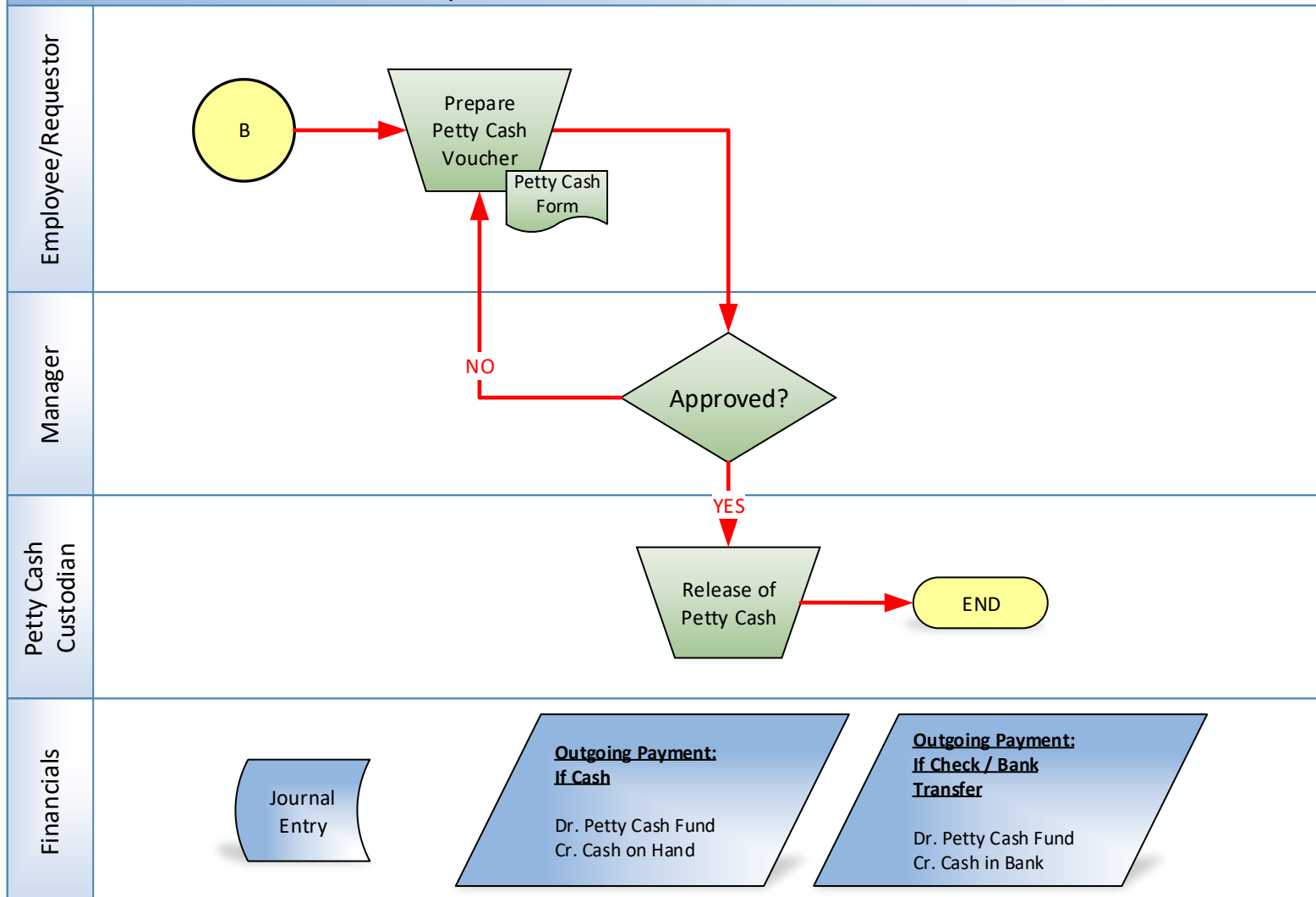
Petty Cash Fund Management

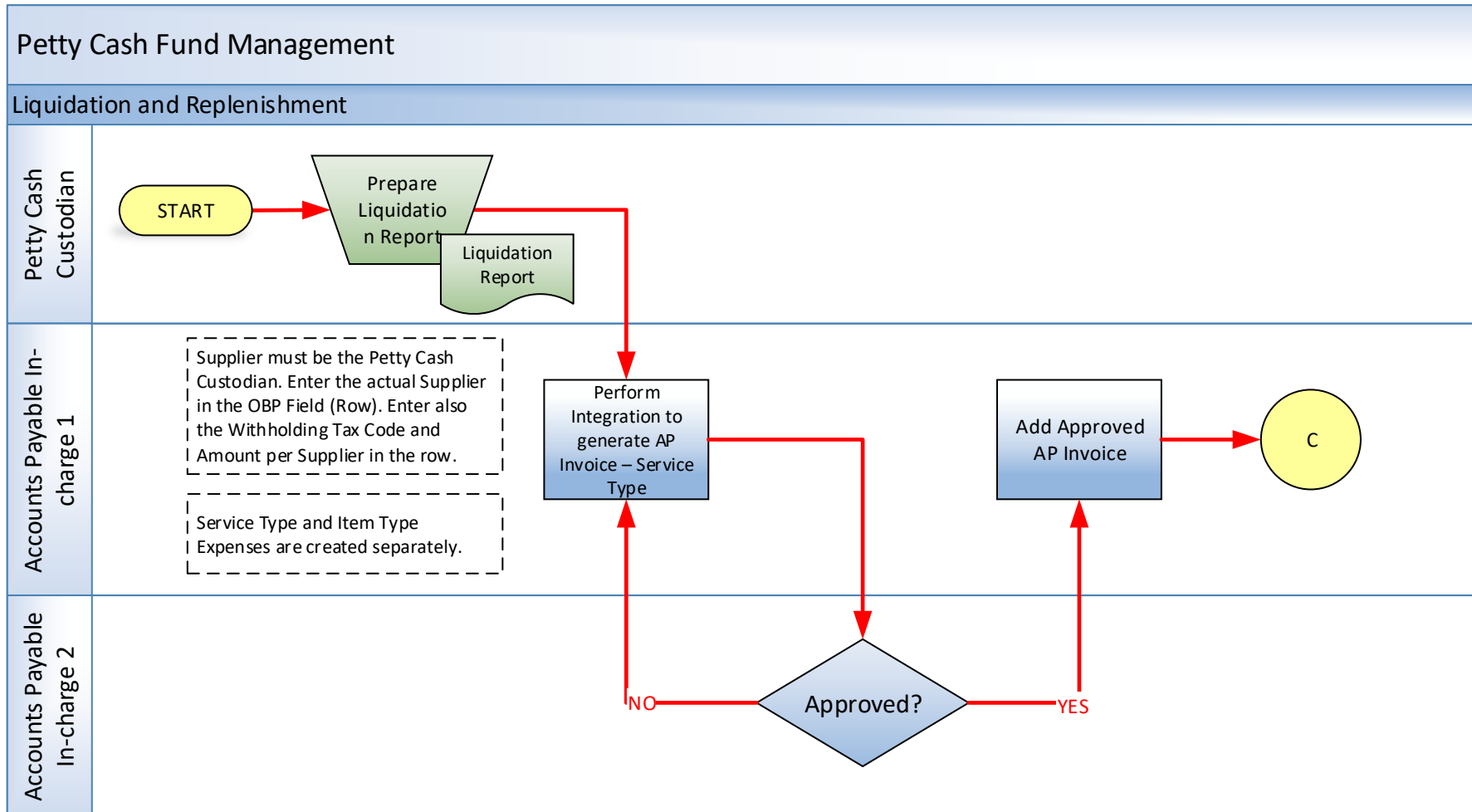
Establishment and Release of Petty Cash Fund



Petty Cash Fund Management

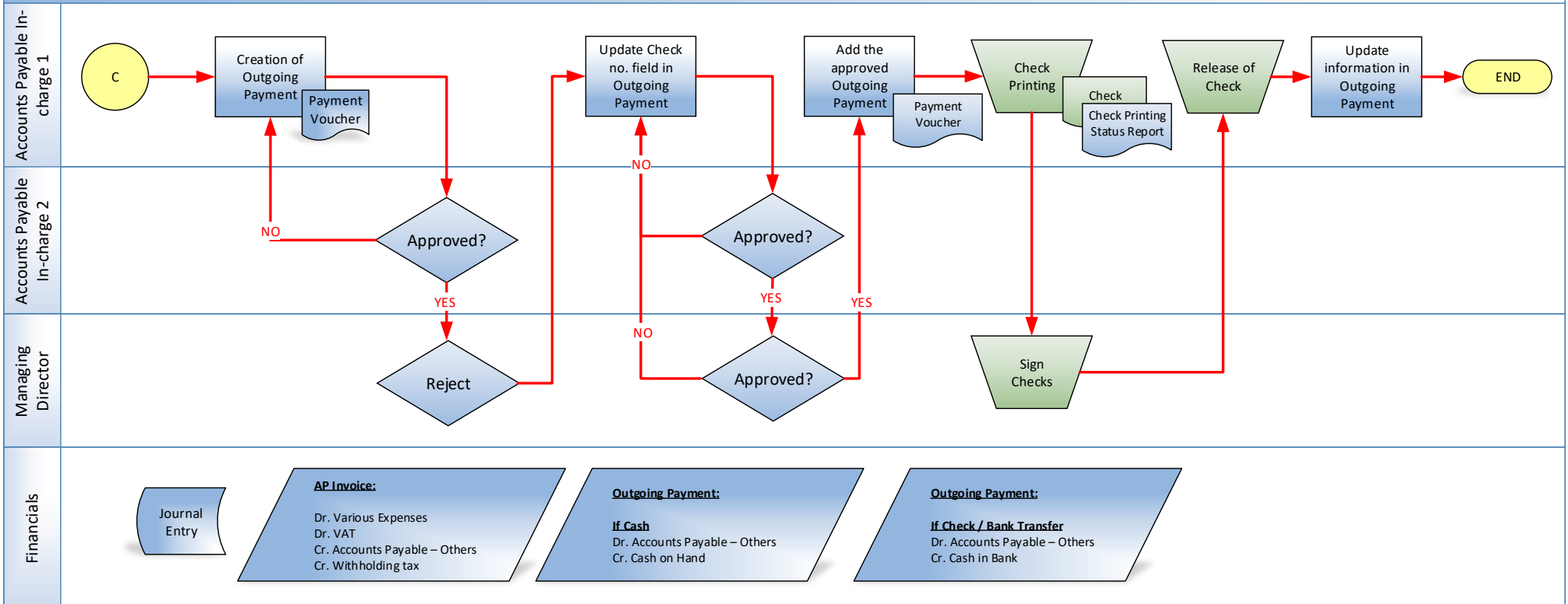
Establishment and Release of Petty Cash Fund

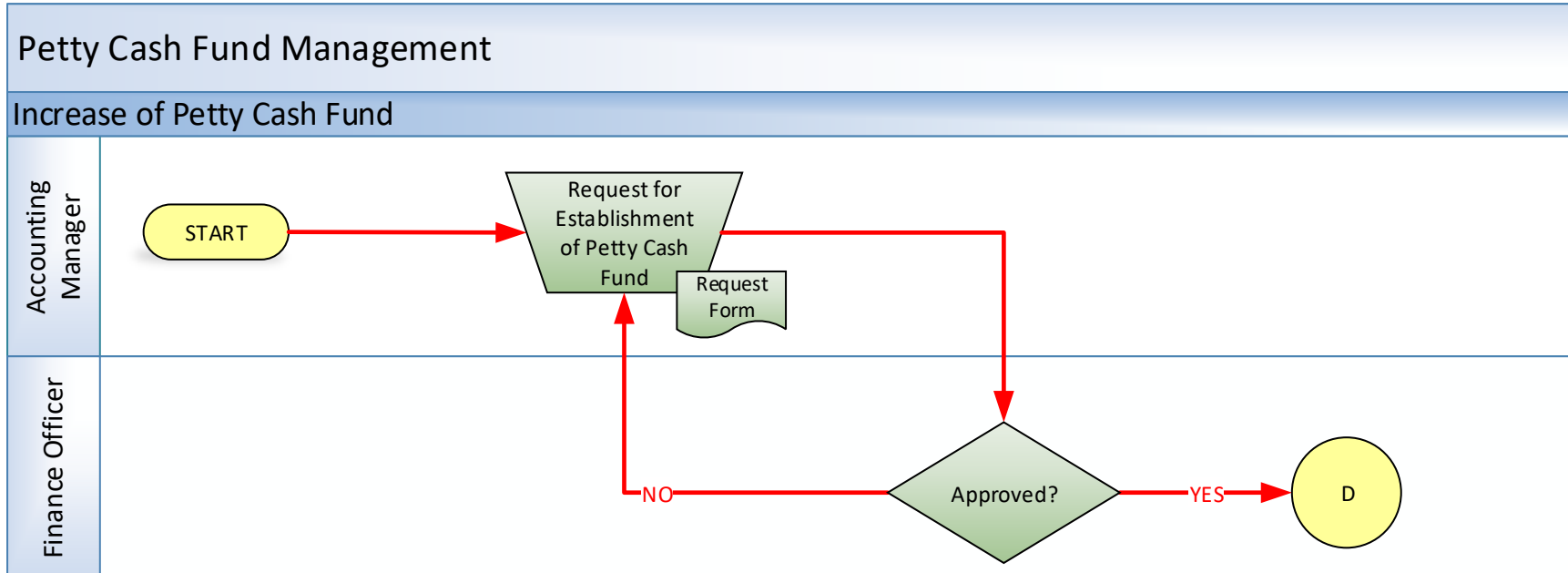




Petty Cash Fund Management

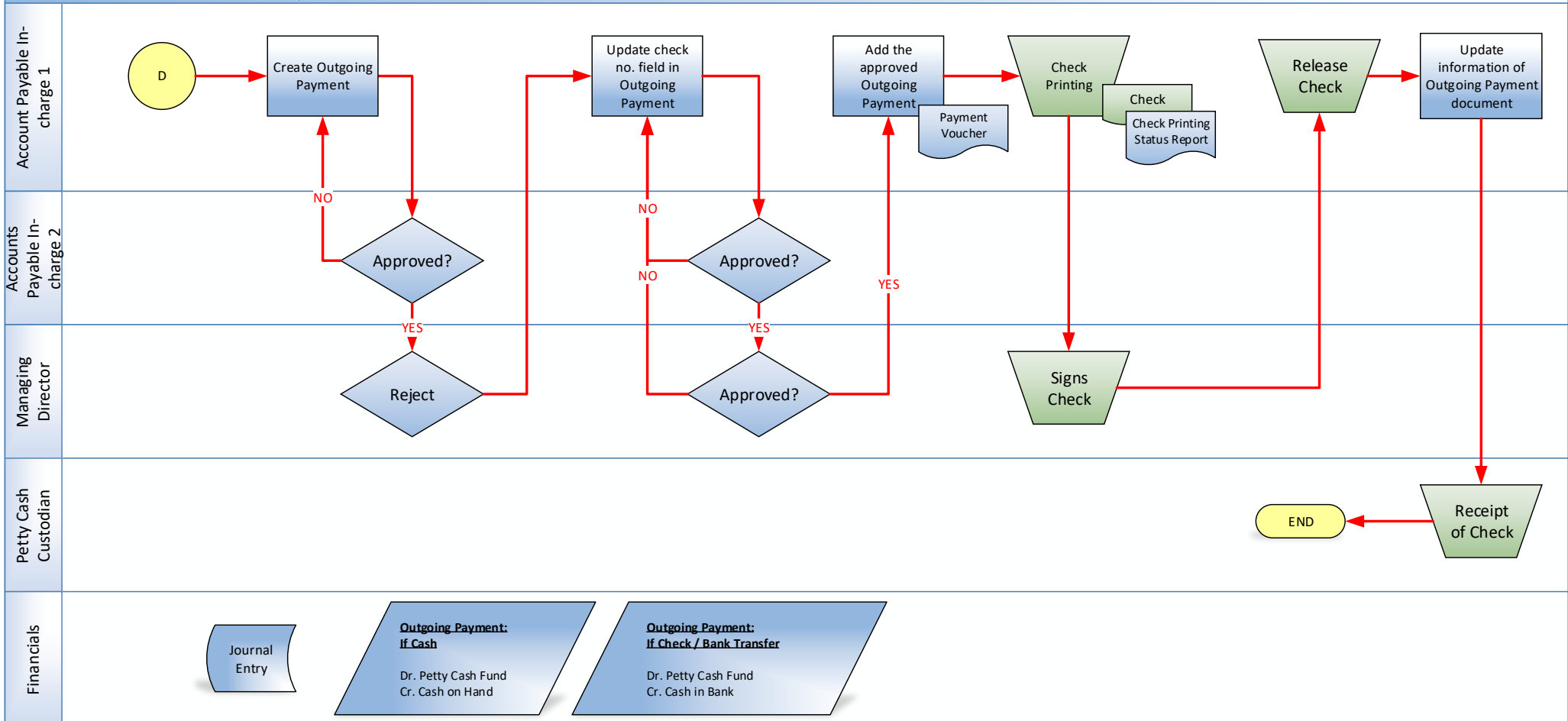
Liquidation and Replenishment





Petty Cash Fund Management

Establishment and Release of Petty Cash Fund



2.3.5 Personal Advances

This process is applicable to the following:

1. Personal Advances subject to salary deduction
2. Personal Advances collectible from the employee/officer

2.3.5.1 Release of Advances

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Request for Advances.	Employee /Requestor	Manual	-	-	For Manual Approval by Managing Director	-	-	-
2.	Create Outgoing Payment on Account. Select the appropriate control account to be used.	Accounts Payable In-Charge 1	SAP	Draft Outgoing Payment	AP Down Payment Invoice / A/P Invoice	For System Approval	-	-	-
3.	Review and approve outgoing payment.	Accounts Payable In-Charge 2/ Managing Director	SAP	Approvals	Draft Outgoing Payment	-	-	-	-
Levels of Approval for Outgoing Payments are as follow: 1 ST Level: Accounts Payable In-Charge 2 2 ND Level : Managing Director									
4.	Reject the Draft Outgoing Payment for the Accounts Payable In-Charge to update Check No. field.	Managing Director	SAP	Approvals	Draft Outgoing Payment	-	-	-	This is applicable only for Check Payment Means

BUSINESS BLUEPRINT FINANCIALS

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
5.	Update Check No. Field of the rejected Outgoing Payment	Accounts Payable In-Charge 1	SAP	Draft-Rejected Outgoing Payment	Rejected Outgoing Payment	For System Approval	-	-	This is applicable only for Check Payment Means
6.	Review and approve outgoing payment with supplied Check No.	Accounts Payable In-Charge 2/ Managing Director	SAP	Approvals	Draft Outgoing Payment	-	-	-	This is applicable only for Check Payment Means
7.	Add the approved Outgoing Payment.	Accounts Payable In-Charge 1	SAP	Outgoing Payment	Outgoing Payment – Approved	-	Payment Voucher (Crystal)	<u>If Cash</u> Dr. Personal Advances (Control Account) Cr. Cash on Hand <u>If Check / Bank Transfer</u> Dr. Personal Advances Cr. Cash in Bank	-
8.	Check printing if payment means is Check.	Accounts Payable In-Charge 1	SAP	Checks for Payment	Approved Outgoing Payment	-	Check (Shooting) Check Printing Status Report (Crystal)	-	This is applicable only for Check Payment Means
9.	Sign Checks.	Managing Director	Manual	-	Check	-	-	-	This is applicable only for Check Payment Means

BUSINESS BLUEPRINT FINANCIALS

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
10.	Release Checks and Open Outgoing Payments to update the following: <ul style="list-style-type: none"> Check Status, Check Released To Check Release Date 	Accounts Payable In-Charge 1	SAP	Outgoing Payments	Payment Voucher	-	-	-	This is applicable only for Check Payment Means
END									

2.3.5.2 Closing of Advances

2.3.5.2.1 Collection through Salary Deduction

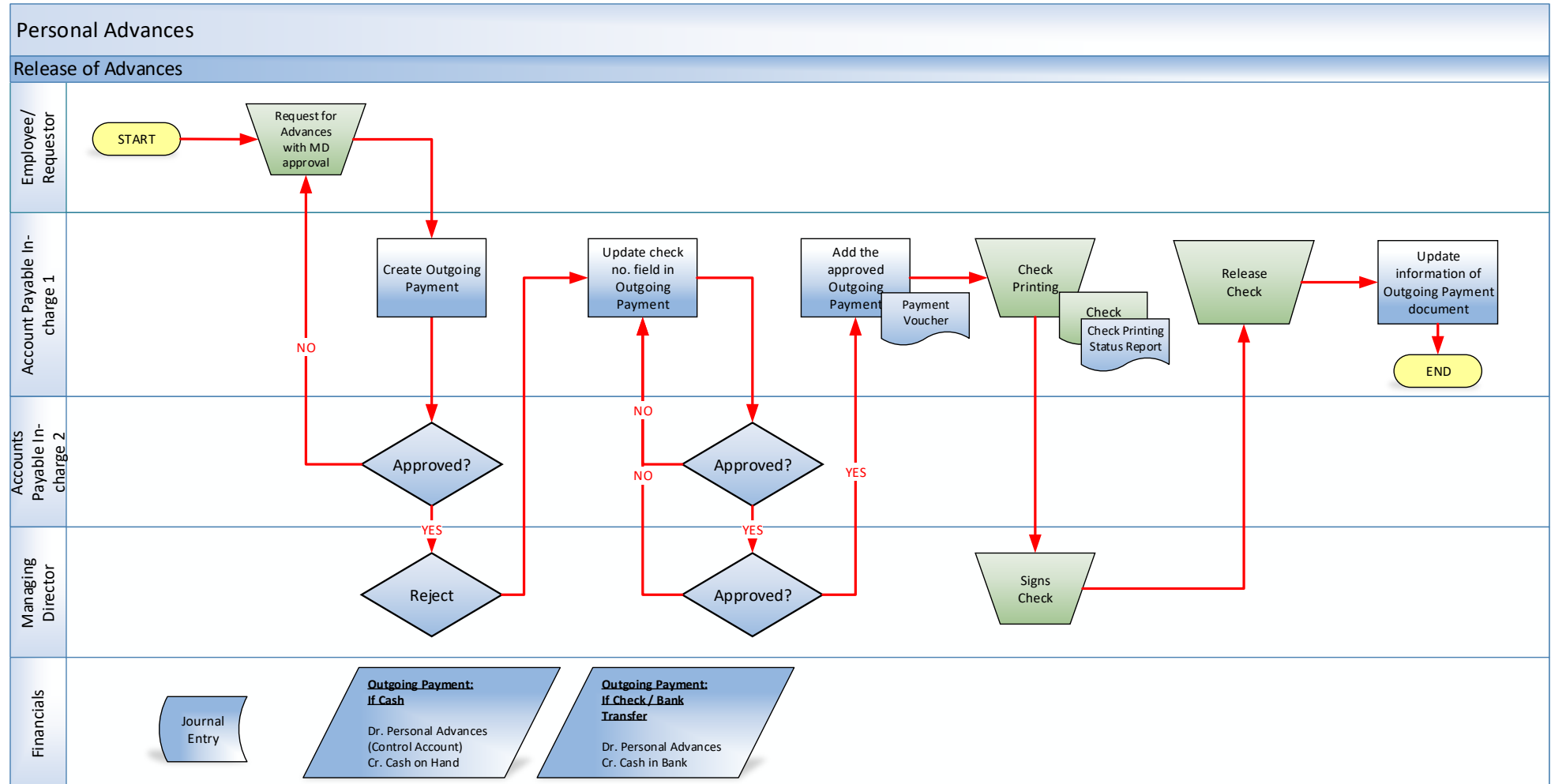
#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Create Journal Entry for Payroll. Note: Include Personal Advances Balances to be deducted from Salaries Payable.	Accounting Manager	SAP	Journal Entry	AP Invoice, Outgoing Payments	-	-	Dr. Salaries Payable Cr. Personal Advances	Input BP Code of the Employee with Personal Advances
2.	Create BP Internal Reconciliation	Accounting Manager	SAP	Internal Reconciliation	AP Invoice, Outgoing Payments	-	-	Dr. BP Account Cr. BP Account	-
END									

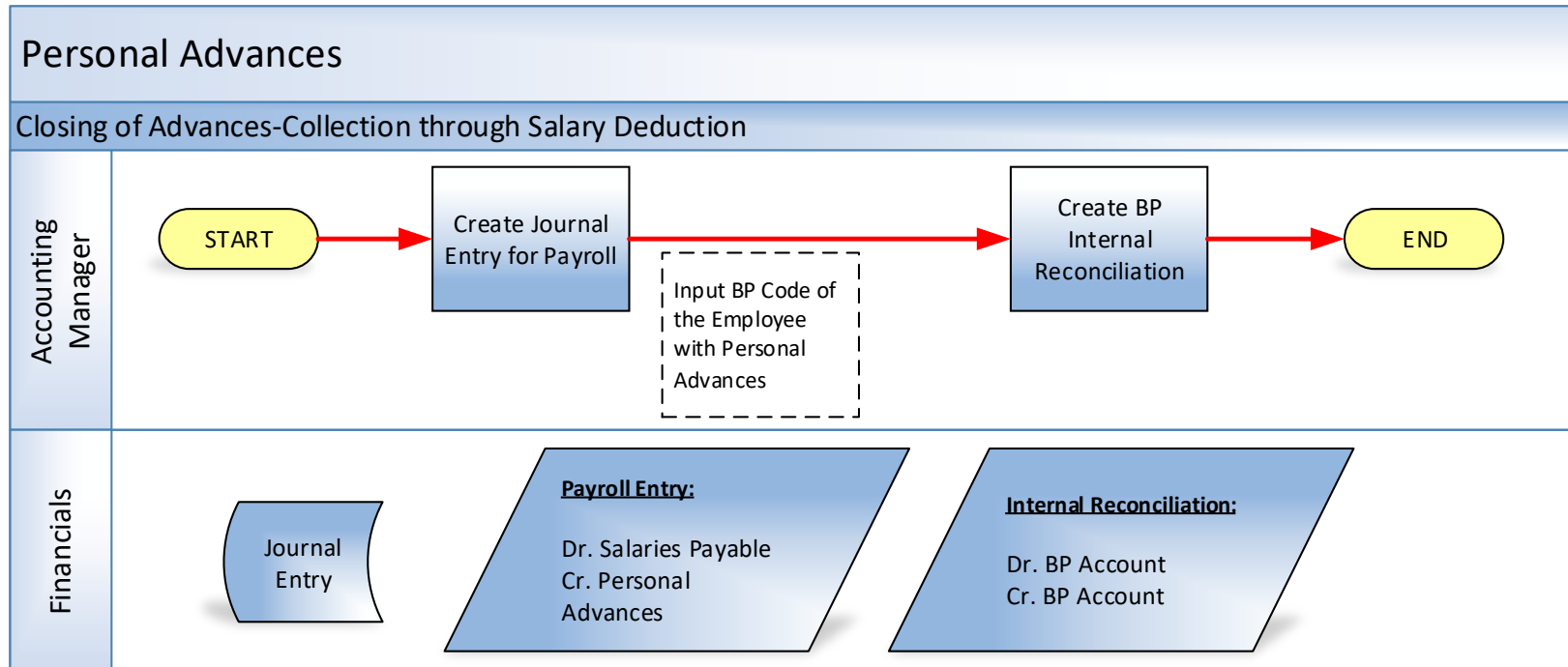
BUSINESS BLUEPRINT FINANCIALS

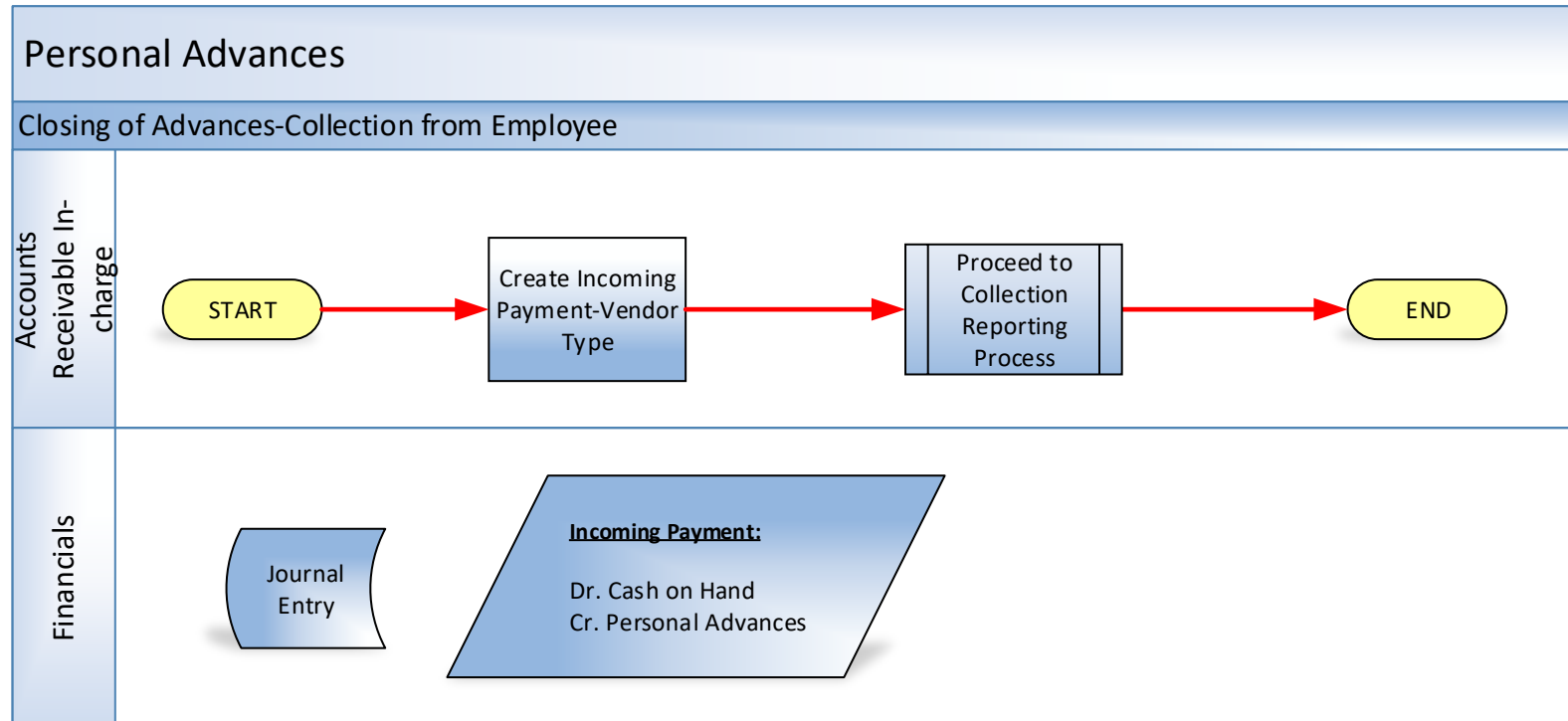
2.3.5.2.2 Collection from Employee

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Create Incoming Payment – Vendor Type.	Accounts Receivable In-Charge	SAP	Incoming Payment	Outgoing Payments	-	-	Dr. Cash on Hand Cr. Personal Advances	-
Proceed to Collection Reporting Process.									
END									

2.3.5.3 Process Flow







2.3.6 Payroll

2.3.6.1 Admin Related-Payroll

2.3.6.1.1 Payroll Preparation

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Payroll Computation Preparation	Human Resource	Manual	-	Payroll Computation	For manual endorsement	Payroll Register Summary	-	-
2.	Endorsement of Payroll	Payroll Accountant	Manual	-	Payroll Register Summary	For manual approval	Endorsed Payroll Register Summary	-	-
3.	Create AP Invoice-Service Type	Accounts Payable In-Charge 1	SAP	-	-	-	-	-	Use Recurring Posting
4.	Approve the document	Accounts Payable In-Charge 2	SAP	-	-	-	-	-	-
5.	Add AP Invoice	Accounts Payable In-Charge 1	SAP	-	-	-	-	Dr. Salaries and Wages Expense Dr. SSS Premium Expense Dr. Philhealth Premium Expense	-

BUSINESS BLUEPRINT FINANCIALS

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
								Dr. Pag-Ibig Premium Expense Cr. Withholding Tax Cr. Salaries Payable	
END									

2.3.6.1.2 Payment process

Refer to 2.3.2.7 Payment process under Procure to Pay Blueprint

2.3.6.2 Project Related-Payroll

2.3.6.2.1 Payroll Preparation

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1	Payroll Computation Preparation	Human Resource	Manual	-	Payroll Computation	For manual endorsement	Payroll Register Summary		
2	Endorsement of Payroll	Payroll Accountant	Manual	-	Payroll Register Summary	For manual approval	Endorsed Payroll Register Summary		

BUSINESS BLUEPRINT FINANCIALS

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
3	Create Stand-Alone Purchase Order	Accounts Payable In-Charge 1	SAP	Purchase Order - Draft	-	For System Approval	-	-	Tagged 'Construction Employees' as Vendor
4	Review and approve the Purchase Order.	Accounts Payable In-Charge 2	SAP	Approvals	Purchase Order – Draft	-	-	-	-
5	Add the approved Purchase Order and submit it to supplier.	Accounts Payable In-Charge 1	SAP	Purchase Order	Purchase Order – Approved	-	-	-	-
6	Create AP Invoice.	Accounts Payable In-Charge 1	SAP	AP Invoice	Approved Purchase Order, Approved Register Summary	-	-	-	-
7	Review and approve the document.	Accounts Payable In-Charge 2	SAP	Approval	Approved Register Summary	-	-	-	-
8	Add approved AP Invoice	Accounts Payable In-Charge 1	SAP	AP Invoice	Approved AP Invoice	-	-	Dr. Salaries and Wages Expense Dr. SSS Premium Expense Dr. Philhealth Premium Expense Dr. Pag-Ibig Premium Expense	-

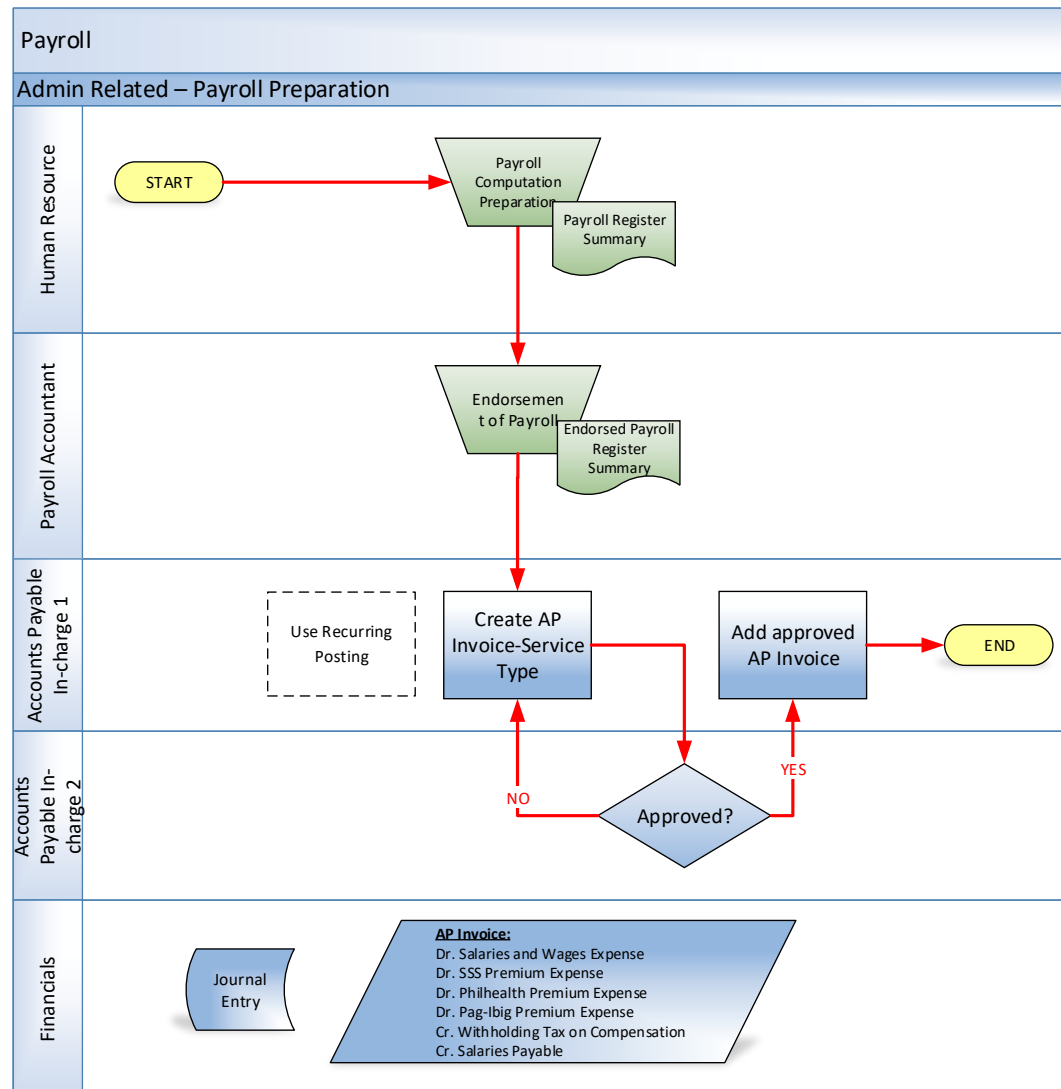
BUSINESS BLUEPRINT FINANCIALS

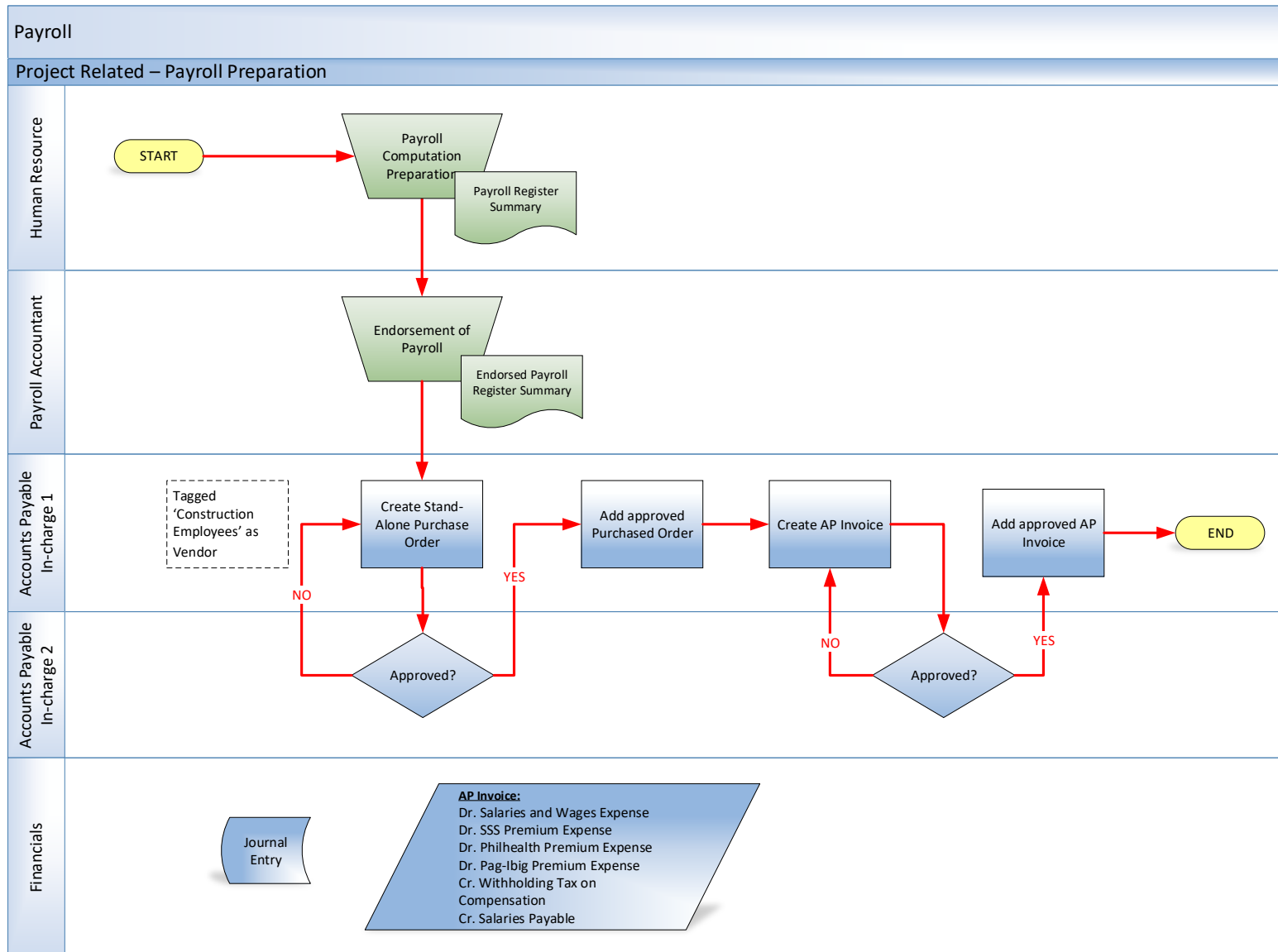
#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
								Cr. Withholding Tax on Compensation Cr. Salaries Payable	
END									

2.3.6.2.2 Payment process

Refer to 2.3.2.7 Payment process under Procure to Pay Blueprint

2.3.6.3 Process Flow





2.3.7 Recurring Postings

2.3.7.1 Creation and Execution

This process applies but not limited to the following:

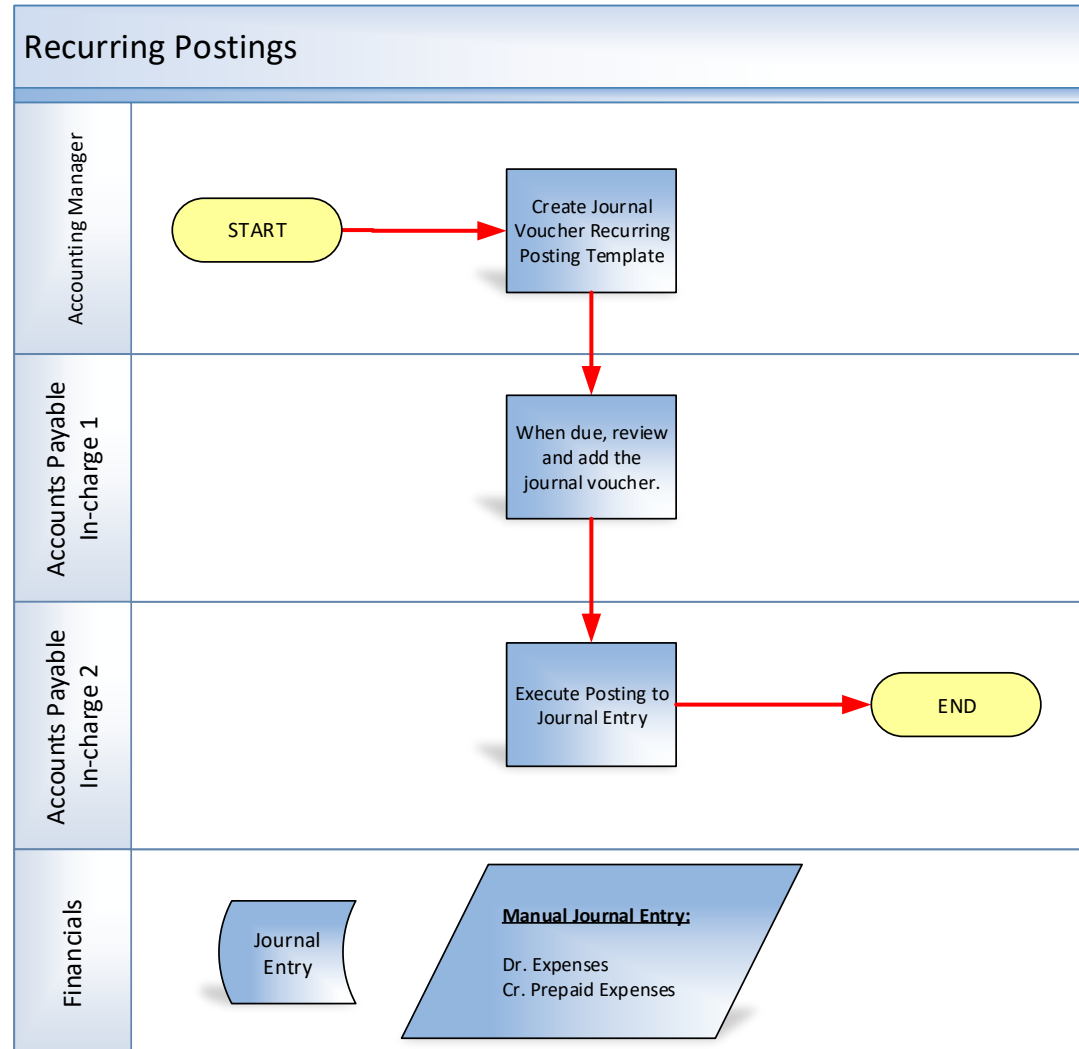
1. Periodic payroll recognition
2. Monthly Bank Charges recognition
3. Other monthly or periodic accruals through Manual Journal Entry

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Create Journal Voucher Recurring Posting Template a. Amortization of Prepaid Expenses Dr. Expenses Cr. Prepaid Expenses	Accounting Manager	SAP	Recurring Posting		-	-	-	-
2.	When due, review the journal voucher and add the journal voucher.	Accounts Payable In-Charge 1	SAP	Journal Entry	Recurring Posting	-	-		-
3.	Execute posting to Journal Entry Notes: <ul style="list-style-type: none">• If there are changes, open the journal entry	Accounts Payable In-Charge 2	SAP					Dr. Expenses Cr. Prepaid Expenses	

BUSINESS BLUEPRINT FINANCIALS

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
	and update information. Click Add. If there are no changes, execute the recurring posting.								
END									

2.3.7.2 Process Flow



2.3.8 Recurring Transactions

2.3.8.1 Creation and Execution

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Create Recurring Transaction. a. Rental Billing b. Salaries and Wages (classified per cost center and project) c. Electricity d. Water Billing	Accounting Manager	SAP	Recurring Transaction, Draft A/P or A/R Invoice	-	-	-	-	-
2.	When due, review the marketing document and execute it or add it, whichever applies. Notes: <ul style="list-style-type: none"> If there are changes, open the document and update information. Click Add. If there are no changes, execute it. 	Accounts Payable In-Charge 1	SAP	AP Invoice/ AR Invoice	Supplier's Billings	-	-	<u>Recognition of Rental Income</u> Dr. Accounts Receivable Cr. Rental Income Cr. Output VAT	-

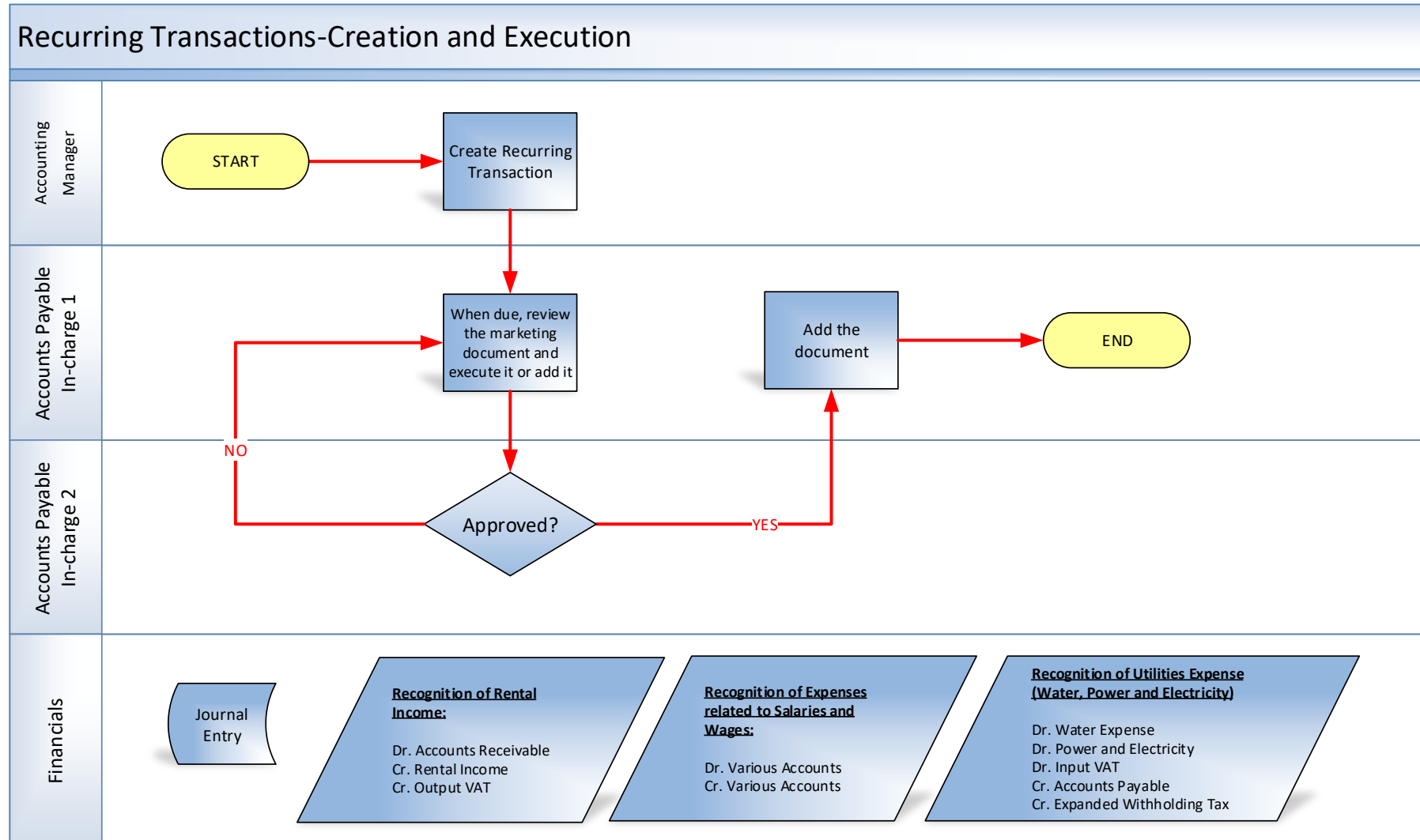
BUSINESS BLUEPRINT FINANCIALS

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
3.	Review and Approve the document.	Accounts Payable In-Charge 2	SAP	Approvals	Draft AP Invoice	-	-	-	-
4.	Add the document.	Accounts Payable In-Charge 1	SAP	AP Invoice	Approved A/P Invoice			<p><u>Recognition of Expenses related to Salaries and Wages</u></p> <p>Dr. Various Accounts Cr. Various Accounts</p> <p><u>Recognition of Utilities Expense (Power and Electricity)</u></p> <p>Dr. Power and Electricity Dr. Input VAT Cr. Accounts Payable Cr. Expanded Withholding Tax</p>	

BUSINESS BLUEPRINT FINANCIALS

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
								<u>Recognition of Utilities Expense (Water Billing)</u> Dr. Water Expense Cr. Accounts Payable Cr. Expanded Withholding Tax	
END									

2.3.8.2 Process Flow



2.3.9 Manual Journal Entries

This process is applicable but not limited to the following:

- a. Reclassification Entries
- b. Adjusting Entries
- c. Insurance Claim
- d. Year-end Adjusting Entries
- e. Subcon Charges Recognition

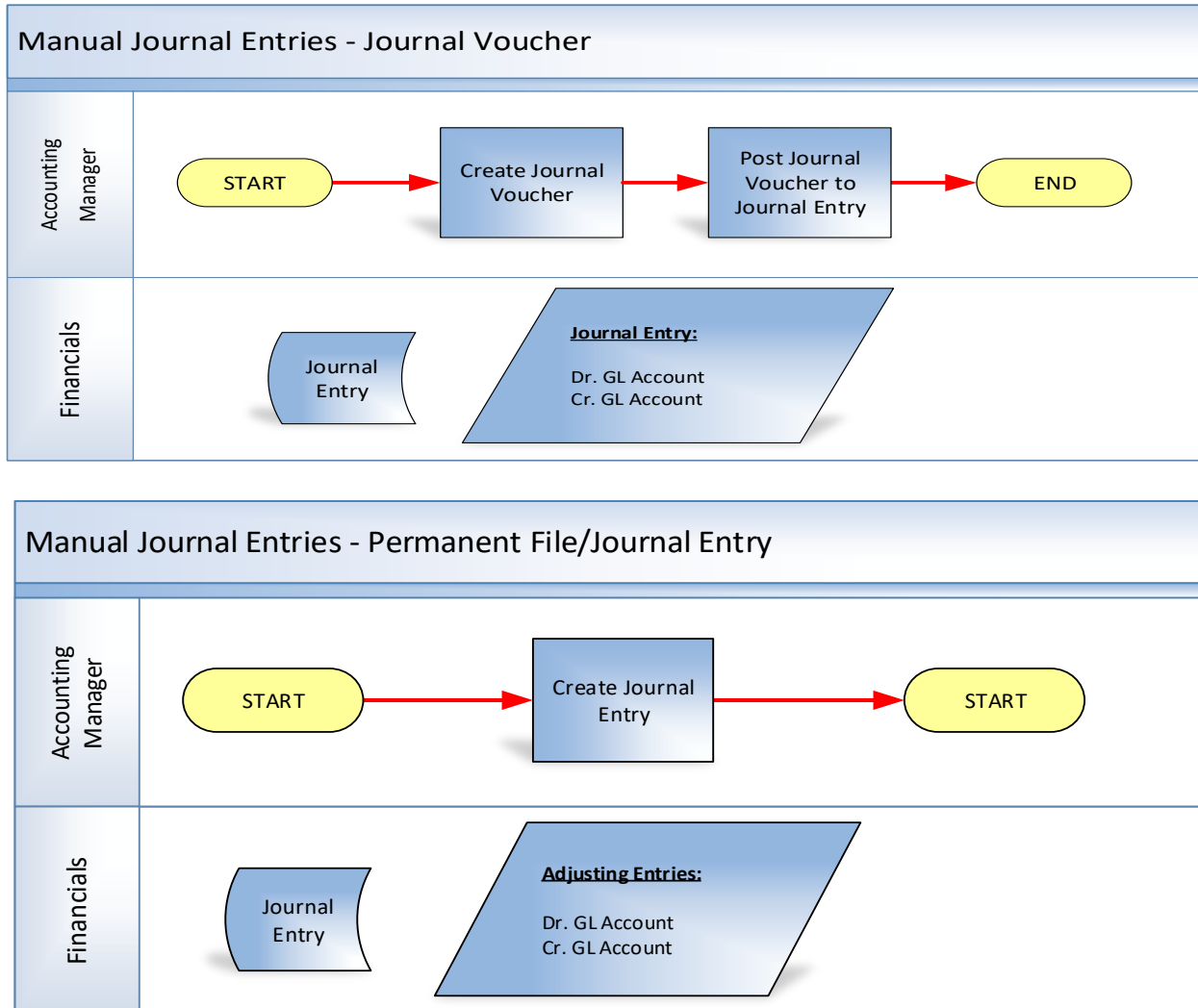
2.3.9.1 Through Journal Voucher

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Create Journal Voucher	Accounting Manager	SAP	Journal Voucher	-	-	-	-	-
2.	Post Journal Voucher.	Accounting Manager	SAP	Journal Entry	Journal Voucher	-	-	Dr. GL Account Cr. GL Account	
END									

2.3.9.2 Directly through Permanent File/Journal Entry

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Create Journal Entry	Accounting Manager	SAP	Journal Entry	-	-	-	Dr. GL Account Cr. GL Account	-
END									

2.3.9.3 Process Flow

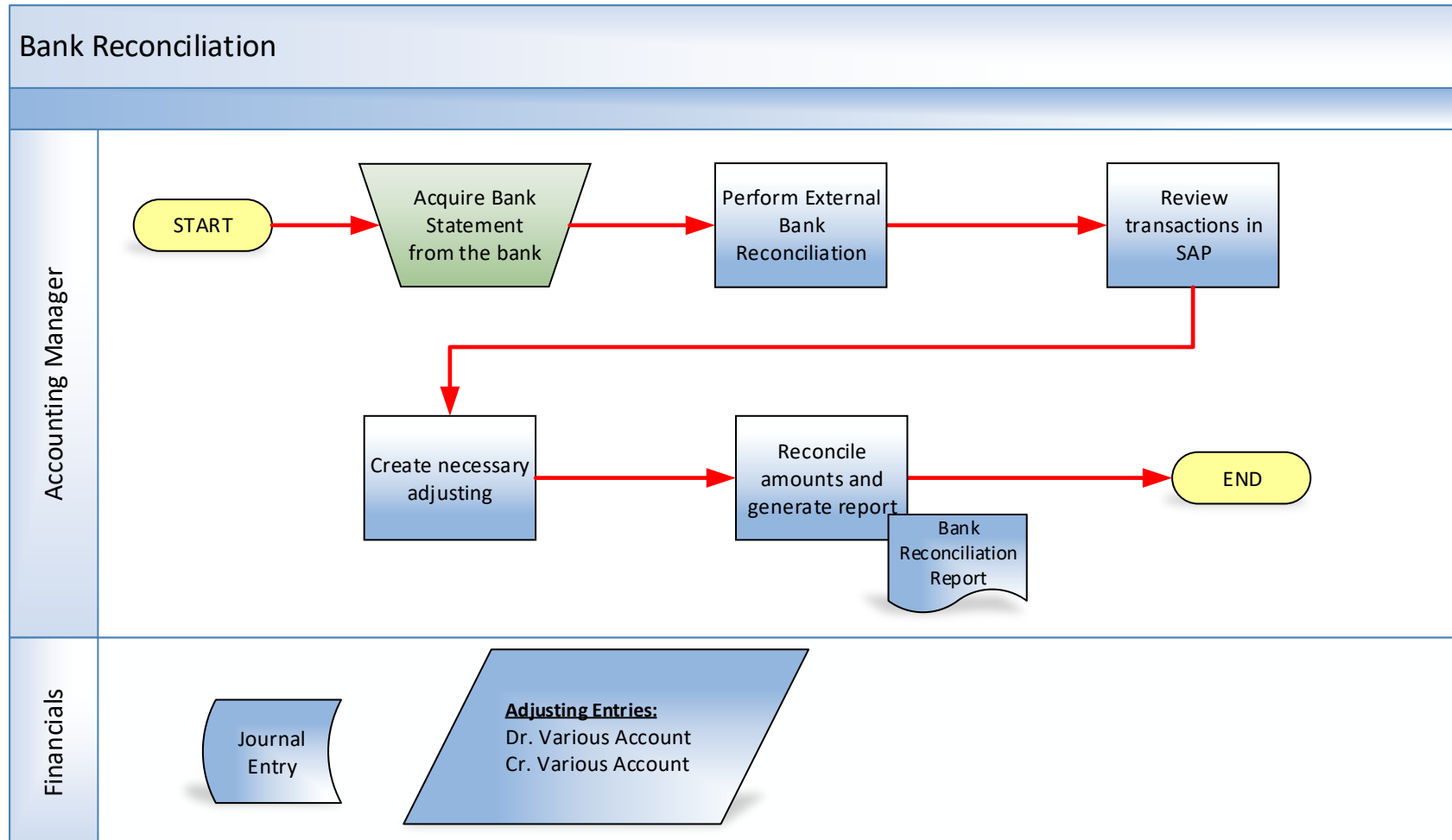


2.3.10 Bank Reconciliation

2.3.10.1 Bank Reconciliation

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Acquire Bank Statement from the bank.	Accounting Manager	Manual	-	-	-	-	-	-
2.	Perform External Bank Reconciliation. Select cleared transactions among the list.	Accounting Manager	SAP	External Bank Reconciliation	-	-	-	-	-
3.	Review transactions in SAP.	Accounting Manager	SAP	Various Documents	-	-	-	-	-
4.	Create necessary adjusting for identified documents for correction or for posting.	Accounting Manager	SAP	1. Journal Entry 2. Incoming Payment 3. Outgoing Payment 4. Checks for Payment 5. Deposit	-	-	-	Dr. Various Accounts Cr. Various Accounts	-
5.	Reconcile amounts and generate report.	Accounting Manager	SAP	External Bank Reconciliation	-	-	Bank Reconciliation Report (Crystal)	-	-
END									

2.3.10.2 Process Flow



2.3.11 Internal Reconciliation of Variances and Adjustments Made

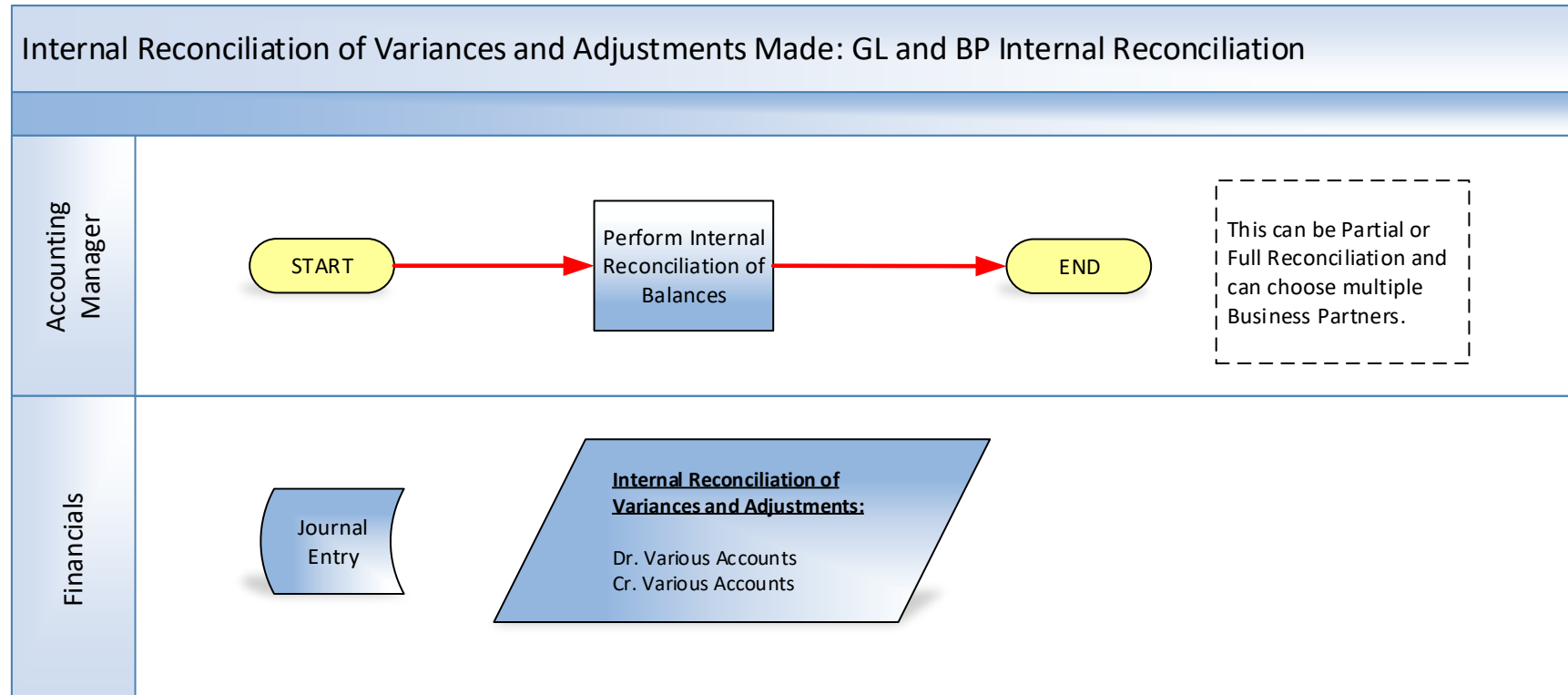
2.3.11.1 Internal Reconciliation of Variances and Adjustments Made

*This process is to be performed to match and clear transactions that remain open for a Business Partner or GL Accounts.
Applicable for:*

- GL Internal Reconciliation
- BP Internal Reconciliation

#	Process	Person Responsible	Manual or SAP Process	SAP Document	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1	Perform Internal Reconciliation of Balances	Accounting Manager	SAP	BP Internal Reconciliation/ GL Internal Reconciliation	AP Invoice, AP Down Payment Invoice, Outgoing Payments, Accounts Receivable, AR Invoice, Incoming Payment, Journal Entry	-	-	Dr. Various Accounts Cr. Various Accounts	This can be Partial or Full Reconciliation and can choose multiple Business Partners.
END									

2.3.11.2 Process Flow

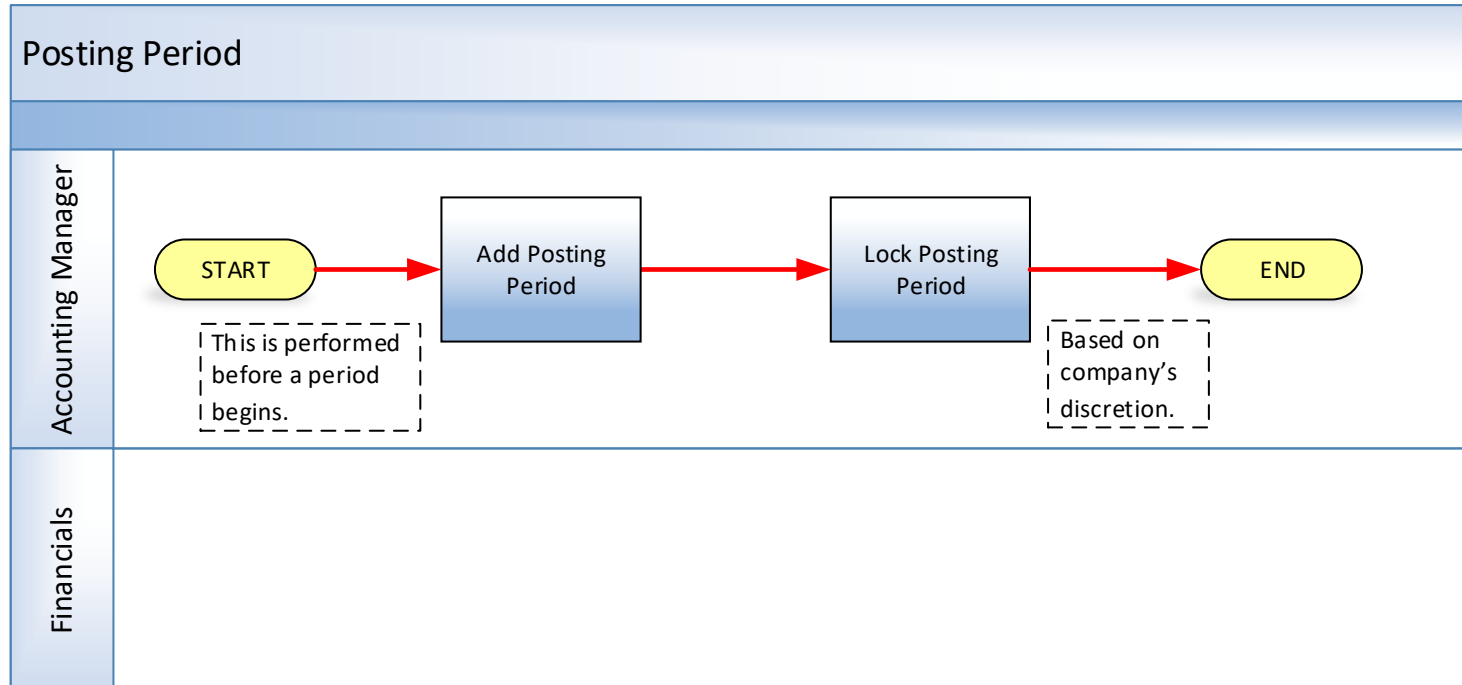


2.3.12 Posting Period

2.3.12.1 Posting Period

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
Adding of Posting Period									
1.	Add a Posting Period	Accounting Manager	SAP	Posting Period	-	-	-	-	This is performed before a period begins
Locking of Posting Period, if applicable									
2.	Lock a Posting Period	Accounting Manager	SAP	Posting Period	-	-	-	-	Based on company's discretion.
END									

2.3.12.2 Process Flow

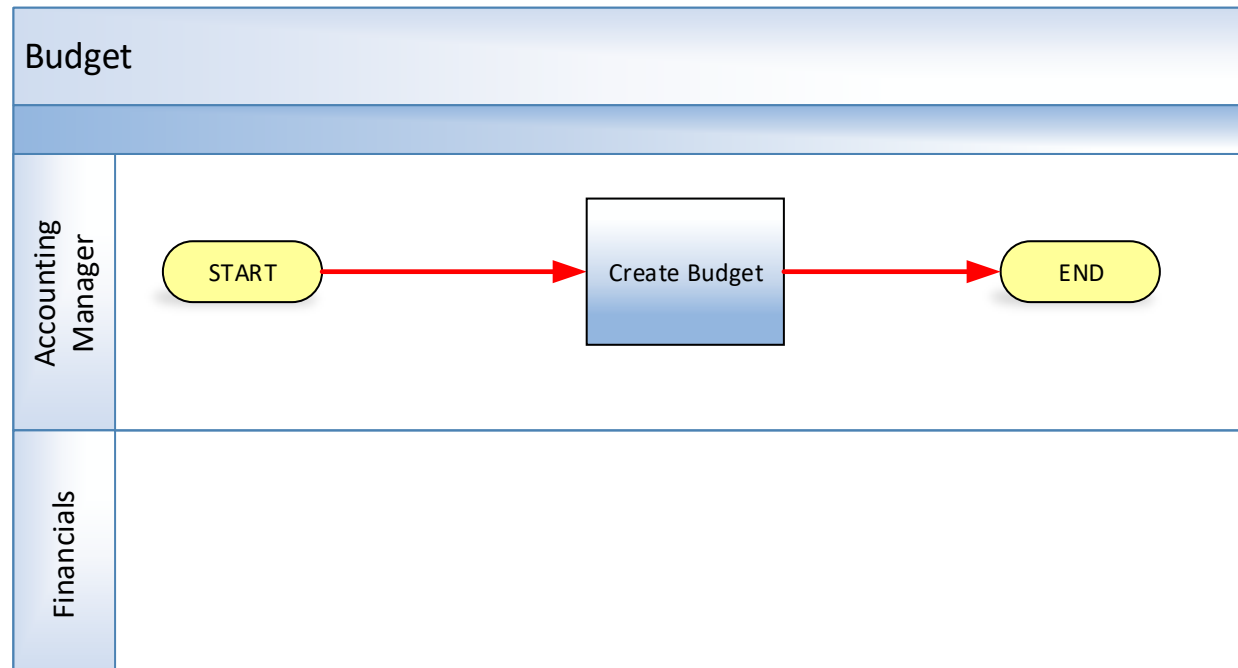


2.3.13 Budget

2.3.13.1 Budget

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Create Budget	Accounting Manager	SAP	Budget	Approved Budget				
END									

2.3.13.2 Process Flow



2.3.14 Deposits (Cash increase due to non-operating transactions)

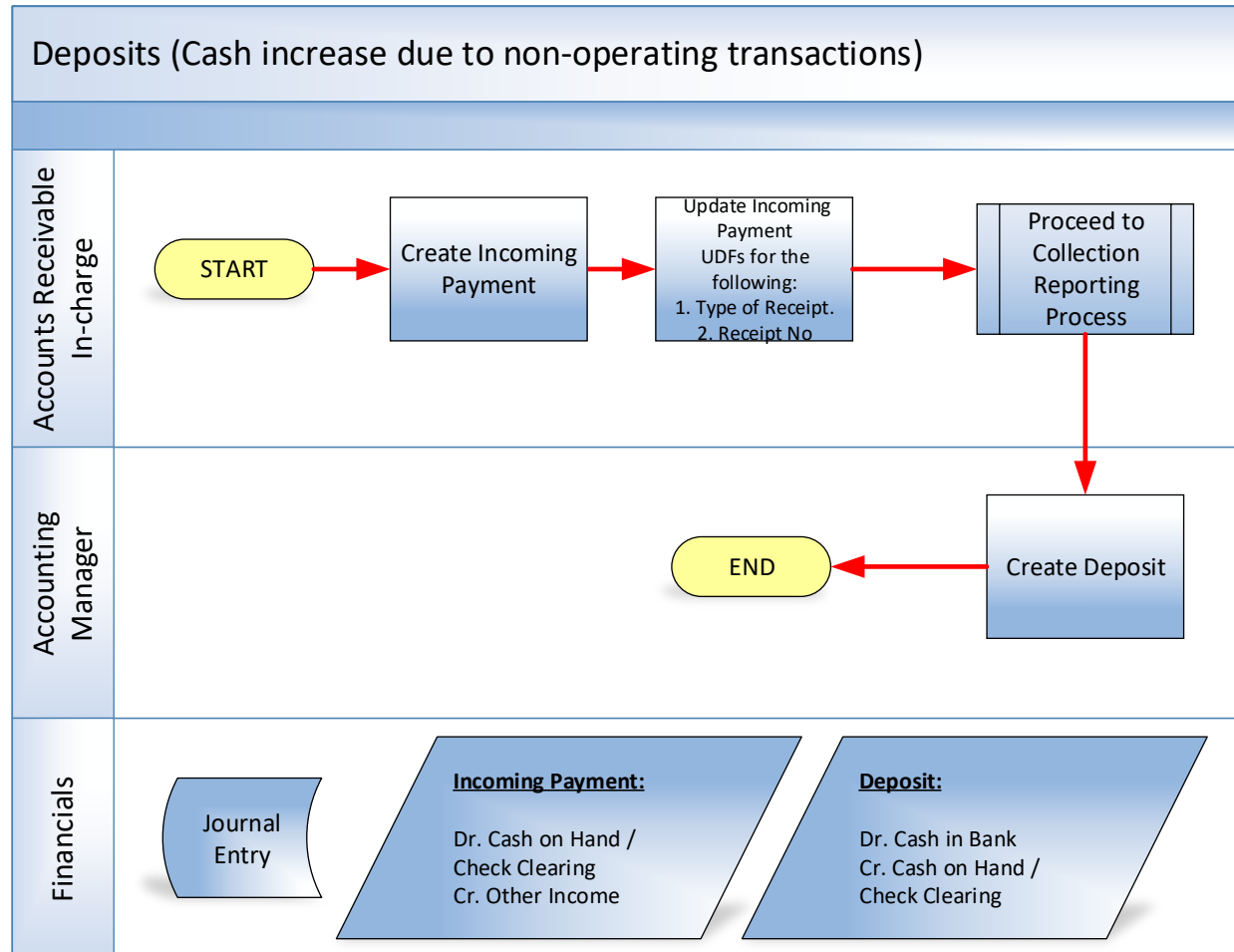
This process is applicable but not limited to the following:

1. Erroneous payments to Brokers
2. Bank Loans
3. Loans to Affiliates

2.3.14.1 Receipt of Deposit

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Create Incoming Payment – Vendor Type.	Accounts Receivable In-Charge	SAP	Incoming Payment				Dr. Cash on Hand / Check Clearing Cr. Other Income	-
2.	Update Incoming Payment UDFs for the following: 1. Type of Receipt. 2. Receipt No.	Sales Associate	SAP	Incoming Payment	Incoming Payment, Client's Payment Form	-	-	-	-
Proceed to Collection Reporting Process									
3.	Create Deposit.	Accounting Manager	SAP	Deposit	Deposit Slip			Dr. Cash in Bank Cr. Cash on Hand / Check Clearing	
END									

2.3.14.2 Process Flow



2.3.15 Closing of Books

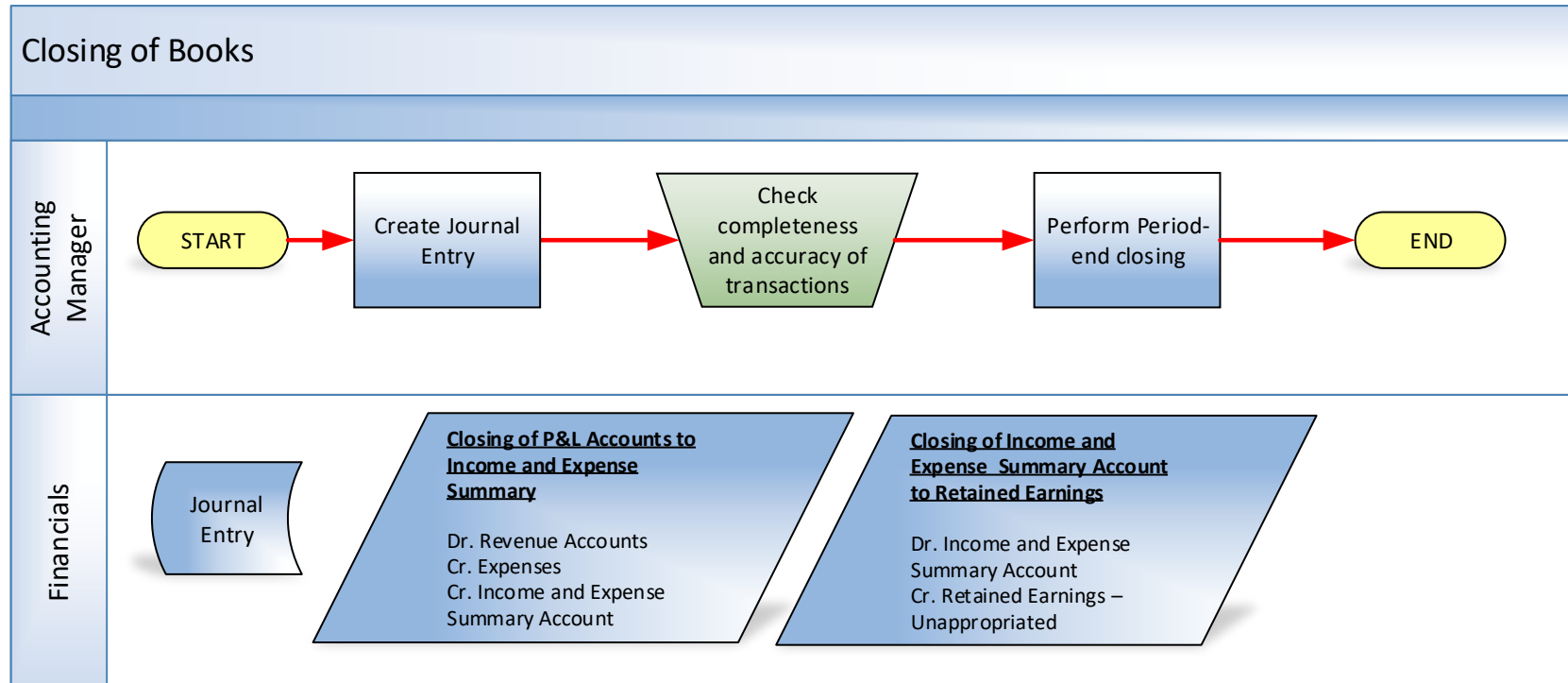
2.3.15.1 Period-End Closing

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Create Journal Entry for necessary year-end adjustments.	Accounting Manager	SAP	Journal Entry	-	-	-	-	-
2.	Check completeness and accuracy of transactions. Ensure that all transactions are posted in the correct period.	Accounting Manager	Manual						
3.	Perform Period-end closing.	Accounting Manager	SAP	Period-end Closing	-	-	-	<u>Closing of P&L Accounts to Income and Expense Summary</u> Dr. Revenue Accounts Cr. Expenses Cr. Income and Expense Summary Account <u>Closing of Income and Expense Summary</u>	

BUSINESS BLUEPRINT FINANCIALS

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
								<u>Account to Retained Earnings</u> Dr. Income and Expense Summary Account Cr. Retained Earnings – Unappropriated	
END									

2.3.15.2 Process Flow



2.3.16 General Policies

- Each transaction in SAP Business One using marketing documents/module creates automatic journal entries or postings to the general ledger.
- Manual entries entered directly such as recurring postings, posting templates and reversals also create postings to the general ledger.
- Standard various reports that reflect the transactions posted in SAP Business One can be generated.

2.3.17 Recording

- The resulting transactions of the predefined processes in SAP Business One Modules are automatically posted in the system upon adding transaction.

2.3.18 Summarizing

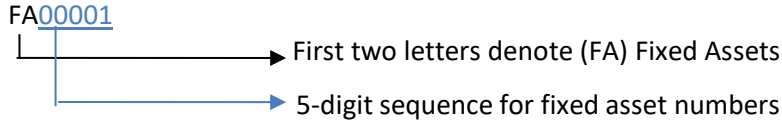
- All transactions shall be summarized once a month. The summary shall be produced after all the transactions have been entered and finalized. It shall be generated through General Ledger Report

2.3.19 Reporting

- The reports which shall be provided by SAP Business One is limited to quantitative information primarily financial in nature and dependent on the data entered in the system
- If there are adjustments made after the reports are generated, the affected report must be regenerated. Proper markings on the superseded report shall be made.

3 FILE MAINTENANCE

- a. Revisions to any or all files maintained in the Chart of Accounts shall be the responsibility of the Accounting Manager.
- b. Required fields to be filled during the creation of G/L account shall include but not limited to the following:
 - GL Account Code
 - GL Account Name
 - Type of Account (either Title or Active Account)
- c. Beginning balances as of cut-off date will be provided and will be uploaded.
- d. Petty Cash Custodians should each have a BP Account.
- e. Fixed Assets Master data must have at least the following:
 - Asset Code
 - Asset Name
 - Asset Class
 - Project
 - Cost Center
 - Employee
 - Location
- f. Asset code masking:



FA00001

First two letters denote (FA) Fixed Assets

5-digit sequence for fixed asset numbers
- g. Dimensions for Cost Centers
 - Project Site Performance
 - Expenses By Function

BUSINESS BLUEPRINT FINANCIALS

h. Transaction Codes:

<u>Code</u>	<u>Name</u>
CAJE	Client Adjusting Entry
PAJE	Proposed Adjusting Entry
BFIN	Bank Financing Entry
CRET	Customer Retention
REPO	Reposting Adjustment
INSU	Insurance Claim

i. Major G/L Account grouping:

- 1000000000 – Assets
- 2000000000 – Liabilities
- 3000000000 – Equity
- 4000000000 – Revenue
- 5000000000 – Cost of Sales
- 6000000000 – Operating Expenses
- 7000000000 – Non-Operating Income and Expenditure
- 8000000000 – Taxation and Other Items

-Nothing follows-