



BUSINESS PROCESS BLUEPRINT

ORDER TO CASH

SAP BUSINESS ONE IMPLEMENTATION FOR

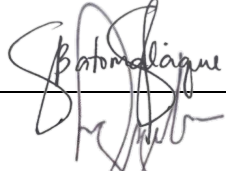
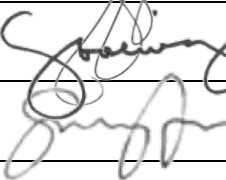


EVERGREEN HOMES, INC.



CONFORME

Discussed By:

ABM GLOBAL SOLUTIONS, INC.

Business Application Consultant:	Sandy Batomalaque		09/19/2020
Business Application Consultant:	April Hope Remandaban		09/19/2020
Project Lead:	Jaswill Grace Bolivar		09/19/2020
Project Manager:	Mayette Ramos		09/19/2020

Approved By:

EVERGREEN HOMES, INC.

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

Presentation Date: September 18, 2020

**BUSINESS BLUEPRINT
ORDER TO CASH**



Table of Contents

CONFORME	1
1 PROCESS REVIEW	4
1.1 Date and Place	4
1.2 Participants	4
1.3 Agenda.....	5
1.4 Purpose.....	5
1.5 Input	5
1.6 Output	5
1.7 Scope and Prerequisites	5
2 PROCESS DETAILS	6
2.1 SAP Terminologies	6
2.2 Flowchart Symbols.....	6
2.3 Process Sequence	9
2.3.1 Order To Cash in General - System Flowchart	9
2.3.2 Real Estate Sales	10
2.3.3 Sale of Fixed Asset	92
2.3.4 Other Sales	97



**BUSINESS BLUEPRINT
ORDER TO CASH**



2.4	General Policies	99
3	FILE MAINTENANCE	99
4	DOCUMENT SERIES	99

1 PROCESS REVIEW

1.1 Date and Place

The process review has been conducted at the following location:

Topic	ORDER TO CASH
Date	August 27, 2020
Time	9:00 am to 4:00 pm
Location	Microsoft Teams (Virtual Meeting)

1.2 Participants

COMPANY	
Name	Function
Razille Fernandez	Accounting Manager
Mark Umadhay	IT Head
Engr. 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	Project Manager

1.3 Agenda

Order to Cash, Policies and Procedures

1.4 Purpose

Process recommendation discussion conducted to identify order to cash process applicable to **Evergreen Homes, Inc.**

1.5 Input

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

1.6 Output

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

1.7 Scope and Prerequisites

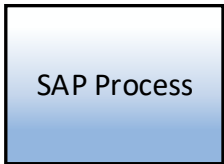
Project will follow standard SAP Business One thus, **Evergreen Homes, Inc's** core team are oriented prior Business Process discussion. It is the responsibility of **Evergreen Homes, Inc's** core team to ensure that all business processes are covered.

2 PROCESS DETAILS

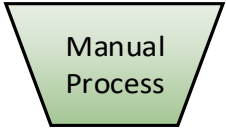


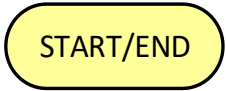

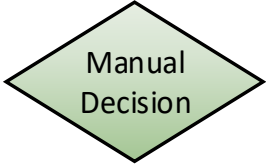
2.1 SAP Terminologies

Term	Description
Sales Quotation	A document used to record an offer or proposal that is sent to a customer or lead.
Sales Order	A document used to record items or services to be delivered or rendered to customer
Delivery	A document used to record delivery of items.
Returns	A document used to record corrections on delivery of items.
AR Down Payment Invoice	A document used to create a down payment invoice for a customer.
AR Invoice	A document used to record revenue and update customer balances.
AR Credit memo	A document used to record corrections on revenue and customer balances.
Incoming Payment	A document used to record collections/payments received.
Deposit	A document used to record main information about a deposit.

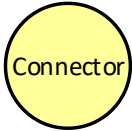


2.2 Flowchart Symbols

Symbol	Symbol Name	Symbol Description
Process / Operation Symbols		
	SAP Process	Shows a process or an action step that is automated.

BUSINESS BLUEPRINT ORDER TO CASH

Symbol	Symbol Name	Symbol Description
	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.
	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.).

BUSINESS BLUEPRINT ORDER TO CASH

Symbol	Symbol Name	Symbol Description
	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.

2.3.1 Order To Cash in General - System Flowchart



2.3.2 Real Estate Sales

This process is applicable to the following:

- Sale of House and Lot (Inventoriable)
- Sale of Developed Land (Lot Alone)
- Sale of Condominium Units (Inventoriable)

2.3.2.1.1 Presales Activity

2.3.2.1.1.1 Payment Scheme Creation

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Create Payment Scheme in the Web Real Estate	Accounting Manager	SAP – Web Real Estate	Payment Scheme	Computation Sheet	-	-	-	-
END									

2.3.2.1.1.2 Lead Identification and Classification

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Identification of leads.	Marketing Staff	Manual	-	Call Slip	-	-	-	-
2.	Create leads in the Business Partner Master Data.	Sales Associate	SAP	Business Partner Master Data	Lead Form	-	-	-	-

Following are the necessary client information (User-defined Fields) to be displayed in the Business Partner Master Data:

- Call Slip Date
- Spouse's Details (If Married)
 - Spouse's Name
 - Address

BUSINESS BLUEPRINT ORDER TO CASH

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
4. Landline 5. Email 6. Mobile No. 7. Prospect From (With Valid Values)									
3.	Create opportunity, if applicable	Sales Associate	SAP	Opportunity	-	-	-	-	-
Lead Classification: SAP classifies the leads based on the following criteria: 1. Hot 1. Date of Reservation 2. Warm 2. Monthly Income Range 3. Cold 3. Other Source of Income									
4.	Log activities created such as inviting, calling and presentation, if applicable.	Sales Associate	SAP	Activity	Lead Classification	-	-	-	-
SAP measures the performance of the Sales Associate based on the following Key Performance Indicators: a. Leads classified as Hot – Activity should be made within 3 working days and deal is expected to be closed within 3 working days. b. Leads classified as Warm – Activity should be made within 5 working days and deal is expected to be closed within 20 working days. c. Leads classified as Cold – Activity should be made within 7 working days and deal is expected to be closed within 30 working days.									
5	Create Loan Amortization Calculation.	Sales Associate	SAP – Web Real Estate	Loan Amortization Calculator	-	-	-	-	No SAP Document generated.
6	Provide sample computation to interested buyers or provide to Marketing Officer	Sales Associate	Manual	-	-	-	Loan Amortization Calculation (Crystal-Web RE)	-	-
END									

2.3.2.1.1.3 Lead Reclassification

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	File Customer Information Sheet.	Lead	Manual		-	-	Client Information Sheet (Manual)	-	-
2.	Provide the following documents to customers: a. Clients Information Sheet b. Deed of Restriction c. Reservation Agreement d. Initial requirements for reservation (e.g. Birth or Marriage Certificate, 2 Valid ID's, Dedication/Baptismal/Confirmation Certificate).	Sales Associate/Marketing Officer	Manual	-	Customer Information Sheet	For Manual Approval	Reservation Agreement and Deed of Restrictions (Manual)	-	-
3.	Fill out and provide necessary requirements to be submitted to the Sales Associate	Lead	Manual	-	-	-	-	-	-
4.	Review and approve Lead's application based on document's provided	Sales Associate	Manual	-	-	-	-	-	-
5.	Discuss with the Lead the terms and conditions based on Reservation Agreement and Deed of Restrictions.	Sales Associate	Manual			For Manual Approval			
6.	Decide to agree or not with the terms and conditions provided by the Sales	Lead	Manual				Signed Reservation Agreement		

BUSINESS BLUEPRINT ORDER TO CASH

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
	Associate and sign the Reservation Agreement and Deed of Restrictions						and Deed of Restrictions (Manual)		
7.	Ask to pay for the Reservation Fee and informs about their monthly amortization, penalties and list of additional requirements for loan application.	Sales Associate	Manual						
8.	Updating of BP Card Type in Customer Master Data from 'Lead' to 'Customer'.	Sales Associate	SAP	Business Partner Master Data	Client Folder	-	-	-	-
END									

2.3.2.1.2 Closed-Deal or Unit Reservation

There is only a closed deal/sale once reservation fee has already been paid and the documentary requirements are completed.

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
Sales Order Creation – Saleable Unit									
1.	Receive Reservation fee from customer.	Sales Associate	Manual	-	Client's Payment Form	-	-	-	-
Sales Associate provides receipt for the following payment means: <ol style="list-style-type: none"> If Cash, SA creates 3 copies of Official Receipt (OR) and signs then issues the original copy of OR to Client. If Check, SA creates 3 copies of Provisional Receipt (PR) and signs then issues the original copy of PR to Client. If Online Transfer, 									

BUSINESS BLUEPRINT ORDER TO CASH

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
SA creates 3 copies of Official Receipt (OR) once verified by the Finance Department, signs and then issues the original copy of OR to Client for the next transaction.									
2.	Update Client's Information Sheet in the Business Partner Master Data	Sales Associate	SAP	Business Partner Master Data	Client Information Sheet	-	-	-	Attach scanned copy Documentary Requirements in the Attachment Tab
Refer to Evergreen Home's Client Information Sheet for the User-defined Fields to be displayed in the Business Partner Master Data:									
3.	Execute Copy to Sales Order in the Loan Amortization Calculator - Details and define Sales Transaction Type	Sales Associate	SAP- Web RE	Loan Amortization Calculator – Copy to Sales Order (Sales Order)	Reservation Fee, Documentary Requirements	-	-	-	-
<p>User-defined Fields generated and filled in through Web Real Estate Add-on upon adding of Sales Order are the following:</p> <ol style="list-style-type: none"> 1. Type of Financing 2. Payment Scheme 3. Reservation Fee 4. Equity Amount 5. Loanable Amount 6. Start Date (Amortization Start Date) 7. Last Due Date (Amortization Last Due Date) 8. LAC Reference No. (Loan Amortization Computation Reference No.) <p>User-defined Fields added for Customizations are the following:</p> <ol style="list-style-type: none"> 1. Unit Take Out 2. Unit Turnover 3. Unit Acceptance 4. Commission Tab <ol style="list-style-type: none"> a. Total Contract Price b. Commission Rate (%) 									

BUSINESS BLUEPRINT ORDER TO CASH

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
c. Total Commission d. Retention Rate (%) e. Retention Amount f. Realty g. Agent Name 5. Sales Transaction Type									
4.	Automatic posting of A/R Down Payment Invoice for the Reservation Fee	SAP	SAP-Web Real Estate	A/R Down Payment Invoice	Loan Amortization Calculator	-	-	Dr. Accounts Receivable Cr. Advances from Customers Cr. Output VAT	-
Sales Transaction Type (User-defined Field) are the following: <ol style="list-style-type: none"> 1. Sale of Unit 2. Loanable Amount – In House 3. Processing Fees 4. Penalties 5. Transfer Fees 6. Sale of Fixed Assets 7. Other Sales 									
An alert will be received by the following recipient once Sales Order is added: <ol style="list-style-type: none"> 1. Accounting Manager 2. Accounts Receivable In-Charge 3. Manager 									
An alert within SAP will be activated and received by Sales Associate once A/R Down Payment Invoice is added.									
An alert within Web RE will be activated and received by Sales Associate upon three (3) days before the amortization due date.									
5.	Execute Collection of Reservation Fee	Sales Associate	SAP- Web RE	Loan Amortization Calculator (Incoming Payment)	A/R Down Payment Invoice, Client's Payment Form	-	Provisional/ Official Receipt (Manual)	Dr. Cash on Hand/Undeposited Checks Clearing/Cash in Bank	Define payment means based on the following payment type: <ul style="list-style-type: none"> • Cash

BUSINESS BLUEPRINT ORDER TO CASH

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
								Cr. Accounts Receivable	<ul style="list-style-type: none"> Check Bank Transfer
6.	Update Incoming Payment UDFs for the following: 1. Type of Receipt. 2. Receipt No.	Sales Associate	SAP	Incoming Payment	Client's Payment Form	-	-	-	-
Proceed to Collection Reporting Process.									
Sales Order Creation – Processing Fees, if applicable									
7.	Create Sales Order – Service Type	Sales Associate	SAP	Sales Order	Sales Order of Saleable Unit	-	-	-	Required Fields are the following: 1. Sales Transaction Type 2. Reference Field: Sales Order No. of Saleable Unit
An alert will be received by the following recipient once Sales Order is added: 1. Accounting Manager 2. Accounts Receivable In-Charge 3. Manager									
END									

2.3.2.1.3 Down Payment/Equity Payment and Other Fees Recognition and Collection

This process is applicable but not limited to the following:

- a. Recognition of Equity Payments
- b. Recognition of Processing/Miscellaneous Fee in installment

2.3.2.1.3.1 Equity Payments

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Execute A/R Down Payment Invoice in the Web RE for equity payments	Accounts Receivable In-Charge	SAP-Web Real Estate	Loanable Amount Processing – Execute ARDP (A/R Down Payment Invoice)	Sales Order	-	Contract to Sell (Crystal Report)	Dr. Accounts Receivable Cr. Advances from Customers Cr. Output VAT	Contract to Sell can only be generated once there's only three (3) months left from the last due date of amortization.
<p>Requirements for the Contract to Sell to be generated and given to the Buyer:</p> <ol style="list-style-type: none"> 1. Approved Transactions 2. Complete Payments (Cash, Check, and Bank Transfer) 3. Complete submission of Client Credentials 4. Initial Bank Credentials Check 5. Three (3) months left from the last due date of equity payment <p>An alert within SAP will be activated and received by Sales Associate once A/R Down Payment Invoice is added.</p>									
2.	Execute Collection in the Web RE	Sales Associate	SAP-Web Real Estate	Loanable Amount Processing – Collection (Incoming Payment)	A/R Down Payment, Client's Payment Form	-	Provisional/Official Receipt (Manual)	Dr. Cash on Hand/Undeposited Checks Clearing/Cash in Bank Cr. Accounts Receivable	<p>Define payment means based on the following payment type:</p> <ul style="list-style-type: none"> • Cash • Check • Bank Transfer
<p>Sales Associate provides receipt for the following payment means:</p> <ol style="list-style-type: none"> If Cash, SA creates 3 copies of Official Receipt (OR) and signs then issues the original copy of OR to Client. If Check, SA creates 3 copies of Provisional Receipt (PR) and signs then issues the original copy of PR to Client. If Online Transfer, 									

BUSINESS BLUEPRINT ORDER TO CASH

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
<p>SA creates 3 copies of Official Receipt (OR) once verified by the Finance Department, signs and then issues the original copy of OR to Client for the next transaction.</p> <p>An alert will be activated and received by the following once the customer has only three months unpaid Equity left:</p> <ol style="list-style-type: none"> 1. Sales Associate 2. Accounts Receivable In-Charge 3. Accounting Manager 4. Manager 									
3.	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.									
END									

2.3.2.1.3.2 Processing/Miscellaneous Fee in Installments

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Create AR Down Payment Invoice copied from Sales Order.	Accounts Receivable In-Charge	SAP	AR Down Payment Invoice	Sales Order	-	-	Dr. Accounts Receivable Cr. Advances from Customers Cr. Output VAT	Input Down Payment Amount in the DPM field in the Document Footer.
2.	Create Incoming Payment	Sales Associate	SAP	Incoming Payment	A/R Down Payment, Client's Payment Form	-	Provisional/Official Receipt (Crystal)	Dr. Cash on Hand/Undeposited Checks Clearing Cr. Accounts Receivable	Notes: If postdated checks, posting date must be the same with check date and due date.

BUSINESS BLUEPRINT ORDER TO CASH

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
<p>Sales Associate provides receipt for the following payment means:</p> <ol style="list-style-type: none"> If Cash, SA creates 3 copies of Official Receipt (OR) and signs then issues the original copy of OR to Client. If Check, SA creates 3 copies of Provisional Receipt (PR) and signs then issues the original copy of PR to Client. If Online Transfer, SA creates 3 copies of Official Receipt (OR) once verified by the Finance Department, signs and then issues the original copy of OR to Client for the next transaction. 									
3.	Update Incoming Payment UDFs for the following: 1. Type of Receipt 2. Receipt No.	Sales Associate	SAP	Incoming Payment	Client's Payment Form	-	-	-	-
Proceed to Collection Reporting Process.									
END									

2.3.2.1.3.3 Collection Reporting

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Fill up the following User-defined Tables for the daily actual collections: 1. Opening Amount 2. Closing Amount 3. Bills and Coins Breakdown	Sales Associate	SAP	User-defined Tables	Actual Collections	-	-	-	-

BUSINESS BLUEPRINT ORDER TO CASH

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
2.	Generate Daily Cashier's Report and signed it.	Sales Associate	SAP	Banking Reports	Actual Collections, User Defined Tables	-	Daily Cashier's Report (Crystal)	-	-
3.	Review Cashier's Report and Investigate for Variances if there's any and provide correction and adjustments if applicable.	Accounts Receivable In-Charge	Manual	-	Incoming Payments, Daily Cashier's Report	-	-	-	Refer to Employees Overage and Shortage Guidelines
4.	Create Journal Voucher for the adjustments, if applicable	Accounts Receivable In-Charge	SAP	Journal Voucher	Investigation Variance Report	-	-	-	-
5.	Forwards Journal Voucher to Journal Entry if applicable.	Accounting Manager	SAP	Journal Entry	Daily Cashier's Report and Journal Voucher	-	-	Dr. Various Account Cr. Various Account	-
6.	Create Deposit	Accounting Manager	SAP	Deposit	Incoming Payment, Bank Deposit	-	-	Dr. Cash in Bank Cr. Cash on Hand/Undeposited Checks Clearing	-
7.	Submits Documents and Collection to Managing Director for actual Deposit.	Accounts Receivable In-Charge	Manual	-	Daily Cashier's Report, Actual Collection, and other related	-	-	-	-

BUSINESS BLUEPRINT ORDER TO CASH

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
					documents. (OR,CR,PR)				
END									

2.3.2.1.3.4 Client's Account Ledger Monitoring

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Generate Client's Account Ledger	Sales Associate	SAP	Sales Report	Equity Payments	-	Client's Account Ledger (Crystal)	-	-
END									

2.3.2.1.3.5 Notice to Proceed for Finishes and Fixtures

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Alert the users if there's only three (3) months left from the last due date of Equity Payment.	SAP	SAP	Alert	Equity Amortization Schedule	-	-	-	-
Recipients for the alert are the following: <ol style="list-style-type: none"> 1. Sales Associate 2. Accounts Receivable In-Charge 3. Accounting Manager 4. Manager 									

BUSINESS BLUEPRINT ORDER TO CASH

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
2.	Inform the Site Engineer and issue Notice to Proceed for Finishes and Fixtures	Sales Associate	Manual	-	Incoming Payments, Client's Account Ledger	-	Notice to Proceed for Finishes and Fixtures (Crystal Report)	-	This report will only be generated once there's only three months left from the last due date of equity payment.
3.	Execute Notice to Proceed for Finishes and Fixtures	Site Engineer	Manual	-	Notice to Proceed for Finishes and Fixtures	-	-	-	-
END									

2.3.2.1.4 Unit Take Out (Loan Processing)

This process is applicable to the following:

1. Receipt of Letter of Guarantee from the Bank for the Loanable Amount
2. Receipt of Notice of Approval from the PAG-IBIG for the Loanable Amount
3. Management's approval for an In-House Financing for the Loanable Amount

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Fill out the loan application	Buyer	Manual	-	-	-	-	-	-
2.	Sign all documents provided by the Compliance Officer	Buyer	Manual	-	-	-	-	-	-

BUSINESS BLUEPRINT ORDER TO CASH

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
3.	Review and submit Client's Loan Application Requirement	Compliance Officer	Manual		-	-	-	-	-
4.	Process the loan with Bank or Pag-IBIG	Liaison Officer	Manual	-	-	Manual Approval	-	-	-
5.	Approve and take out the Housing Loan	Pag-Ibig/Bank/ Developer	Manual	-	-	-	Letter of Guarantee, Notice of Approval	-	-
6.	Claim the Payment Request Form to the Financial Institution and forward to the Compliance Officer	Liaison Officer	Manual	-	-	-	Payment Request Form (Manual)	-	-
7.	Update the status of the Unit Take Out in the Sales Order UDF.	Sales Associate	SAP	Sales Order	Payment Request Form	-	Letter of Guarantee, Notice of Approval , Payment Request Form (Manual)	-	-
An alert will be activated and received by the following once Unit Take Out Status will be updated to "Complete": 1. Accounting Manager 2. Manager									

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
3. Managing Director									
END									

2.3.2.1.5 Loanable Amount Recognition

2.3.2.1.5.1 Loanable Amount Processing

2.3.2.1.5.1.1 Pag-Ibig/Bank Financing

This process is applicable once the loan application has been approved by the financial institution.

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Execute A/R Down Payment Invoice in the Web RE	Accounts Receivable In-Charge	SAP-Web Real Estate	Loanable Amount Processing – Execute ARDP (A/R Down Payment Invoice)	Sales Order, Client's Payment Form	-	-	Dr. Accounts Receivable Cr. Advances from Customers Cr. Output VAT	This process is applicable once Equity is fully paid.
An alert within SAP will be activated and received by Sales Associate once A/R Down Payment Invoice is added.									
2.	Execute Collection in the Web RE	Sales Associate	SAP	Loanable Amount Processing – Collection (Incoming Payment)	A/R Down Payment, Client's Payment Form	-	Provisional/ Official Receipt	Dr. Cash on Hand/Undeposited Checks Clearing/Cash in Bank Cr. Accounts Receivable	Define payment means based on the following payment type: <ul style="list-style-type: none"> Cash Check Bank Transfer

BUSINESS BLUEPRINT ORDER TO CASH

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
									Input actual amount, net of Retention if there's any.
3.	Update Incoming Payment UDFs for the following: 1. Type of Receipt 2. Receipt No.	Sales Associate	SAP	Incoming Payment	Client's Payment Form	-	-	-	-
<p>Sales Associate provides receipt for the following payment means:</p> <ul style="list-style-type: none"> a. If Cash, SA creates 3 copies of Official Receipt (OR) and signs then issues the original copy of OR to Client. b. If Check, SA creates 3 copies of Provisional Receipt (PR) and signs then issues the original copy of PR to Client. c. If Online Transfer, SA creates 3 copies of Official Receipt (OR) once verified by the Finance Department, signs and then issues the original copy of OR to Client for the next transaction. 									
4.	Execute Collection in the Web RE for the retention amount, if applicable	Sales Associate	SAP	Loanable Amount Processing – Collection (Incoming Payment)	A/R Down Payment, Client's Payment Form	-	Provisional/ Official Receipt	Dr. Retention Receivable Clearing Cr. Accounts Receivable	<p>This process is needed to proceed with the Turnover.</p> <p>Proceed to Retention Collection if collection for the retention will be available.</p> <p>Define Payment Means as Cash and use Retention</p>

BUSINESS BLUEPRINT ORDER TO CASH

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
									Receivable Clearing Account.
Proceed to Collection Reporting Process.									
END									

2.3.2.1.5.1.2 In-House Bank Financing

This process is applicable once the loan application has been approved by the Company.

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Execute A/R Down Payment Invoice in the Web RE	Accounts Receivable In-Charge	SAP-Web Real Estate	Loanable Amount Processing – Execute ARDP (A/R Down Payment Invoice)	Sales Order, Client's Payment Form	-	-	Dr. Accounts Receivable Cr. Advances from Customers Cr. Output VAT	This process is applicable once Equity is fully paid.
An alert within SAP will be activated and received by Sales Associate once A/R Down Payment Invoice is added.									
2.	Execute Collection in the Web RE	Sales Associate	SAP	Loanable Amount Processing – Collection (Incoming Payment)	A/R Down Payment, Client's Payment Form	-	Provisional/ Official Receipt	Dr. Accounts Receivable – In House Financing Clearing Cr. Accounts Receivable	<p>This process is needed to proceed with the Turnover.</p> <p>Define Payment Means as Cash and use Accounts Receivable – In House Financing Clearing Account.</p> <p>Proceed to 2.3.2.1.8.1.2</p>

BUSINESS BLUEPRINT ORDER TO CASH

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
									Loanable Amount Schedule - Receivable Recognition Process when Loanable Amount Amortization becomes due.
Proceed to Collection Reporting Process.									
END									

2.3.2.1.5.2 Collection Reporting, if applicable

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Fill up the following User-defined Tables for the daily actual collections: 1. Opening Amount 2. Closing Amount 3. Bills and Coins Breakdown	Sales Associate	SAP	User-defined Tables	Actual Collections	-	-	-	-
2.	Generate Daily Cashier's Report and signed it.	Sales Associate	SAP	Banking Reports	Actual Collections, User Defined Tables	-	Daily Cashier's Report (Crystal)	-	-

BUSINESS BLUEPRINT ORDER TO CASH

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
3.	Review Cashier's Report and Investigate for Variances if there's any and provide correction and adjustments if applicable.	Accounts Receivable In-Charge	Manual	-	Incoming Payments, Daily Cashier's Report	-	-	-	Refer to Employees Overage and Shortage Guidelines
4.	Create Journal Voucher for the adjustments if applicable	Accounts Receivable In-Charge	SAP	Journal Voucher	Cashier's Report, Result of Investigation	-	-	-	-
5.	Forwards Journal Voucher to Journal Entry if applicable.	Accounting Manager	SAP	Journal Entry	Daily Cashier's Report and Journal Voucher			Dr. Various Account Cr. Various Account	-
6.	Create Deposit	Accounting Manager	SAP	Deposit	Incoming Payment, Bank Deposit	-	-	Dr. Cash in Bank Cr. Cash on Hand/Undeposited Checks Clearing	-
7.	Submits Documents and Collection to Managing Director for actual Deposit.	Accounts Receivable In-Charge	Manual	-	Daily Cashier's Report, Actual Collection, and other related documents. (OR,CR,PR)	-	-	-	-
END									

2.3.2.1.5.3 Client's Account Ledger Monitoring

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Generate Client's Account Ledger	Sales Associate	SAP	Sales Report	Equity Payments	-	Client's Account Ledger (Crystal)	-	-
END									

2.3.2.1.6 Revenue Recognition or Turnover

2.3.2.1.6.1 Bank as Financing Type

2.3.2.1.6.1.1 Revenue Recognition

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
Prior to creating AR Invoice or Turnover, Accounting Manager should perform an Inventory Revaluation to get the correct Cost of Goods Sold amount. Refer to the 2.3.2.2 Costing of Saleable Units Process in Inventory Management Blueprint.									
1.	Execute Turnover in the Web RE	Sales Associate	SAP – Web Real Estate	Loanable Amount Processing - Turnover	Letter of Guarantee, Collected Loanable and Equity Payments	-	-	Dr. Advances from Customers Dr. Cost of Goods Sold Dr. Output VAT (Recognized in ARDP) Cr. Sales Cr. Saleable Units Inventory Cr. Output VAT (100%)	To execute, total Equity or Down Payment Amount and Loanable Amount must be fully collected.
An alert will be received by the following recipient for the added A/R Invoice: 1. Accounts Receivable In-Charge									

BUSINESS BLUEPRINT ORDER TO CASH

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
	2. Accounting Manager 3. Manager 4. Managing Director								
A blocker (Transaction Notification) will be setup to prevent the user in adding A/R Invoice with A/R Down Payments applied from Cancelled Sales Order.									
END									

2.3.2.1.6.2 PAG-IBIG as Financing Type

2.3.2.1.6.2.1 Revenue Recognition

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
Prior to creating AR Invoice, Accounting Manager should perform an Inventory Revaluation to get the correct Cost of Goods Sold amount. Refer to the 2.3.2.2 Costing of Saleable Units Process in Inventory Management Blueprint.									
1.	Execute Turnover in the Web RE	Sales Associate	SAP – Web Real Estate	Loanable Amount Processing - Turnover	Notice of Approval	-	-	Dr. Advances from Customers Dr. Cost of Goods Sold Dr. Output VAT (Recognized in ARDP) Cr. Sales Cr. Saleable Units Inventory Cr. Output VAT (100%)	To execute, total Equity or Down Payment Amount and Loanable Amount must be fully collected.
An alert will be received by the following recipient for the added A/R Invoice: 1. Accounts Receivable In-Charge 2. Accounting Manager 3. Manager									

BUSINESS BLUEPRINT ORDER TO CASH

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
4.	Managing Director								
END									

2.3.2.1.6.2.2 Retention Fee Collection, if applicable

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Create AR Invoice - Service Type for the retention fee charged by PAG-IBIG.	Accounts Receivable In-Charge	SAP	AR Invoice	PAG-IBIG Voucher	-	-	Dr. Accounts Receivable Cr. Retention Receivable Clearing	This process is applicable once retention will either be released by Pag-Ibig or will be collected from the Customer.
2.	Create Incoming Payment for the collection of retention fee from PAG-IBIG or Customer.	Sales Associate	SAP	Incoming Payment	PAG-IBIG Voucher, Official Receipt	-	-	Dr. Cash on Hand/Undeposited Checks Clearing/Cash in Bank Cr. Accounts Receivable	-
3.	Update Incoming Payment UDFs for the following: 1. Type of Receipt 2. Receipt No.	Sales Associate	SAP	Incoming Payment	Client's Payment Form	-	-	-	-
Proceed to Collection Reporting Process.									
END									

2.3.2.1.6.3 In-House Financing Type

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
Prior to creating AR Invoice, Accounting Manager should perform an Inventory Revaluation to get the correct Cost of Goods Sold amount. Refer to the 2.3.2.2 Costing of Saleable Units Process in Inventory Management Blueprint.									
1.	Execute Turnover in the Web RE	Sales Associate	SAP – Web Real Estate	Loanable Amount Processing - Turnover	Management's Approval	-	-	Dr. Advances from Customers Dr. Cost of Goods Sold Dr. Output VAT (Recognized in ARDP) Cr. Sales Cr. Saleable Units Inventory Cr. Output VAT (100%)	To execute, total Equity or Down Payment Amount and Loanable Amount must be fully paid.
An alert will be received by the following recipient for the added A/R Invoice: 1. Accounts Receivable In-Charge 2. Accounting Manager 3. Manager 4. Managing Director									
END									

2.3.2.1.6.4 Processing Fees/Move-in Fees Recognition

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Create A/R Invoice – Service Type copied from Sales Order	Accounts Receivable In-Charge	SAP	A/R Invoice	Sales Order	-	-	Dr. Accounts Receivable Dr. Advances from Customers	-

BUSINESS BLUEPRINT ORDER TO CASH

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
								Cr. Advance from Customers – Processing Fee	
2.	Create Incoming Payments.	Sales Associate	SAP	Incoming Payments	A/R Invoice	-	Provisional/Of ficial Receipt (Crystal)	Dr. Checks Clearing/Cash on Hand Cr. Accounts Receivable	-
3.	Update Incoming Payment UDFs for the following: 1. Type of Receipt 2. Receipt No.	Sales Associate	SAP	Incoming Payment	Client's Payment Form	-	-	-	-
Proceed to Collection Reporting Process.									
END									

2.3.2.1.7 Unit Acceptance

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Inform the buyer that the house is ready for acceptance.	Sales Associate/ Marketing Officer	Manual	-	-	-	-	-	-
2.	Present the constructed house to the buyer for acceptance.	Site Engineer	Manual	-	-	-	-	-	-

BUSINESS BLUEPRINT ORDER TO CASH

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
3.	Signify acceptance in the Certificate of Acceptance document	Customer	Manual	-	-	-	-	-	-
4.	Provide the Certificate of Acceptance to the Compliance Officer.	Site Engineer	Manual	-	-	-	Certificate of Acceptance (Manual)	-	-
5.	Update the status of the Unit Acceptance UDF in the Sales Order.	Sales Associate	SAP	Sales Order	-	-	-	-	-
END									

2.3.2.1.8 Loanable Amount Amortization for In-House Financing

2.3.2.1.8.1 Loanable Amount Schedule

2.3.2.1.8.1.1 Sales Order Creation

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Execute Copy to Sales Order in the Web RE	Sales Associate	SAP – Web Real Estate	Loanable Amount Schedule – Details Copy to Sales Order (Sales Order)	Turnover	-	-	-	-
This feature automatically creates Sales Order in the SAP for the loanable amount amortization including Interest, if applicable.									
END									

BUSINESS BLUEPRINT ORDER TO CASH

2.3.2.1.8.1.2 Receivable Recognition

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Execute Post A/R Invoice	Accounts Receivable In-Charge	SAP – Web Real Estate	Loanable Amount Schedule – Post A/R Invoice (A/R Invoice)	Loanable Amount Amortization Schedule, Sales Order	-	-	Dr. Accounts Receivable Cr. Accounts Receivable – In House Financing Clearing Cr. Interest Income	This feature will aggregately close the previously recognized Accounts Receivable – In House Financing Clearing in Loanable Amount Recognition Process.
END									

2.3.2.1.8.1.3 Collection

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Execute Collection	Sales Associate	SAP – Web Real Estate	Loanable Amount Schedule – Collection (Incoming Payment)	A/R Invoice	-	Provisional/Official Receipt	Dr. Cash on Hand/Undeposited Checks Clearing/Cash in Bank Cr. Accounts Receivable	Define payment means based on the following payment type: <ul style="list-style-type: none"> Cash Check Bank Transfer
2.	Update Incoming Payment UDFs for the following: 1. Type of Receipt	Sales Associate	SAP	Incoming Payment	Client's Payment Form	-	-	-	-

BUSINESS BLUEPRINT ORDER TO CASH

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
	2. Receipt No.								
Proceed to Collection Reporting Process.									
END									

2.3.2.1.8.2 In-House Loanable Amount Restructuring, if applicable

This process is applicable if the customer opted to change In-House Payment Scheme for the Loanable Amount

2.3.2.1.8.2.1 New Sales Order Creation

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Execute Restructure in the Web RE	Sales Associate	SAP – Web Real Estate	Loanable Amount Schedule – Details – Restructure	Sales Order – Loanable Amount	-	-	-	Saves the updated loan amortization based on the new In-House Payment Scheme.
2.	Execute Copy to Sales Order	Sales Associate	SAP – Web Real Estate	Loanable Amount Schedule – Details – Copy to Sales Order (Sales Order)	Updated Loan Amortization Schedule	-	-	-	-
3.	Update Sales Order Reference Document Field in the Accounting Tab to tag the Original Sales Order.	Sales Associate	SAP	Sales Order	Closed Sales Order due to Restructure	-	-	-	-
This feature automatically closes the previously created Sales Order for Loanable Amount and creates new Sales Order in SAP for the remaining and unpaid loanable amount amortization including Interest, if applicable based on the new In-House Payment Scheme.									

BUSINESS BLUEPRINT ORDER TO CASH

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
END									

2.3.2.1.8.2.2 Receivable Recognition

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
2.	Execute Post A/R Invoice in the Web RE	Accounts Receivable In-Charge	SAP – Web Real Estate	Loanable Amount Schedule – Post A/R Invoice (A/R Invoice)	Loanable Amount Amortization Schedule, Sales Order	-	-	Dr. Accounts Receivable Cr. Accounts Receivable – In House Financing Cr. Interest Income	This feature will aggregately close the previously recognized Accounts Receivable – In House Financing in Loanable Amount Recognition Process.
END									

2.3.2.1.8.2.3 Collection

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Execute Collection in the Web RE	Sales Associate	SAP – Web Real Estate	Loanable Amount Schedule – Collection (Incoming Payment)	A/R Invoice	-	Provisional/Official Receipt	Dr. Cash on Hand/Undeposited Checks Clearing/Cash in Bank Cr. Accounts Receivable	Define payment means based on the following payment type: <ul style="list-style-type: none"> Cash Check Bank Transfer

BUSINESS BLUEPRINT ORDER TO CASH

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
2.	Update Incoming Payment UDFs for the following: 1. Type of Receipt 2. Receipt No.	Sales Associate	SAP	Incoming Payment	Client's Payment Form	-	-	-	-
Proceed to Collection Reporting Process.									
END									

2.3.2.1.9 Individual Title and Tax Declaration

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Process annotation of the Master Deed with Declaration of Restrictions on the Mother title.	Compliance Officer	Manual	-	-	-	-	-	-
2.	Prepare Docket for individual titling application.	Compliance Officer	Manual	-	-	-	-	-	-
Requirements for the application are the following: 1. Request Letter to Registry of Deeds 2. Technical/ Unit Description 3. DOAS 4. Tax Declaration 5. Tax Clearance 6. Approved Survey Plan for horizontal project (BOL Approved) 7. Original/Owner's Duplicate Copy of Title 8. Secretary's Certificate 9. LTS									

BUSINESS BLUEPRINT ORDER TO CASH

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
3.	Submit to Registry of Deeds. Comply any deficiencies, if there's any.	Compliance Officer	Manual	-	-	-	-	-	-
4.	Receive individual titles and prepare master data for list of titles per unit.	Compliance Officer	Manual	-	-	-	-	-	-
5.	Prepare application for Individual Tax Declaration.	Compliance Officer	Manual	-	-	-	-	-	-
Requirements for the application are the following: <ol style="list-style-type: none"> 1. Request Letter 2. Photocopy of Individual Title 3. Copy of approved Subdivision Plan (for Horizontal) 4. Copy of approved Bldg. Permit Plan (Vertical) 5. Original Mother Tax Declaration 6. List of Machineries with Receipts 7. Occupancy Permit 									
6.	Receive and review Individual Tax Declaration from City Assessor's office.	Compliance Officer	Manual	-	-	-	-	-	-
7.	Review Individual Tax Declaration classification.	Compliance Officer	Manual	-	-	-	-	-	-
8.	If errors are identified, notify Legal team to file appeal to City Assessors within 60 days upon receipt of Tax Declaration.	Compliance Officer	Manual	-	-	-	-	-	-

BUSINESS BLUEPRINT ORDER TO CASH

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
9.	Request for Real Property Tax Assessment.	Compliance Officer	Manual	-	-	-	-	-	-
Proceed to Purchase of Local Items and Services Process.									
END									

2.3.2.1.10 Transfer of Title by Buyer's Name

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Generate List of Fully Paid Contract TCP	Accounts Receivable In-Charge	SAP	Query Manager	-	-	Query Report	-	-
2.	Print Deed of Absolute Sale (DOAS) and review.	Accounts Receivable In-Charge	SAP	Sales Order	-	-	Deed of Absolute Sale (Crystal Report)	-	The report will be generated once Sales Order Status is Closed or Fully Paid.
An alert within SAP will be activated and received by Accounts Receivable In-Charge once Sales Order is fully paid. This triggers the notification for generation of Deed of Absolute Sale.									
3.	Route DOAS for signature.	Compliance Officer	Manual	-	-	-	-	-	-
4.	Received signed DOAS and file to Buyers Folder, forward the Buyers folder.	Compliance Officer	Manual	-	-	-	Signed Deed of Absolute Sale	-	-

BUSINESS BLUEPRINT ORDER TO CASH

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
5.	Process Creditable Withholding Tax (CWT)/Documentary Stamp Tax (DST).	Accounts Receivable In-Charge	Manual	-	-	-	-	-	-
6.	Process Certificate Authorizing Registration (CAR).	Compliance Officer	Manual	-	-	-	-	-	-
7.	Process Notarization of DOAS.	Compliance Officer	Manual	-	-	-	-	-	-
8.	Process Transfer Tax	Compliance Officer	Manual	-	-	-	-	-	-
9.	Process Transfer of Title.	Compliance Officer	Manual	-	-	-	-	-	-
10	Process Transfer of Tax Declaration	Compliance Officer	Manual	-	-	-	-	-	-

BUSINESS BLUEPRINT ORDER TO CASH

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
11	File Transfer Certificate of Title (TCT), Tax Declaration, Tax Clearance	Compliance Officer	Manual	-	-	-	-	-	-
12	Transmit transferred titles and Tax Declarations to Buyer or Bank/PAG-IBIG.	Compliance Officer	Manual	-	-	-	-	-	-
13	Request for conversion retention refund from Bank/PAG-IBIG, if applicable	Compliance Officer	Manual	-	-	-	-	-	-
END									

2.3.2.1.11 Issues on Payment

2.3.2.1.11.1 Reservation Fee Forfeiture

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
Reservation fee shall be forfeited if the buyer fails to pay the equity payment for three (3) consecutive months.									
1.	Inform the customer regarding the unpaid months leading to forfeiture.	Sales Associate	Manual	-	-	-	Client's Account Ledger (Crystal Report)	-	-

BUSINESS BLUEPRINT ORDER TO CASH

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
<p>An alert within SAP will be activated and received by the following once A/R Down Payment Invoice remain outstanding or open for three (3) consecutive months from the Posting Date:</p> <ol style="list-style-type: none"> 1. Sales Associate 2. Accounts Receivable In-Charge 3. Accounting Manager 4. Manager 									
2.	Send Notice of Forfeiture to the customer.	Sales Associate	Manual	-	-	-	Notice of Forfeiture (Crystal)	-	This report will be generated once condition will met.
3.	Cancel the Sales Order in the Web RE	Sales Associate	SAP- Web RE	Loan Amortization – Calculator – Cancel (Cancelled Sales Order)	-	-	-	-	-
<p>An alert will be received by the following recipient for the cancelled Sales Order:</p> <ol style="list-style-type: none"> 1. Manager 2. Accounts Receivable In-Charge 3. Accounting Manager <p>Cancellation of Sales Order will change the status of the unit from committed to available.</p>									
4.	<p>Create manual journal entry to recognize miscellaneous income from forfeited reservation.</p> <p>Also, create manual entry for adjustment/offsetting of commission cash advanced by broker due to Cancelled Reservation.</p>	Accounting Manager	SAP	Journal Entry	Reservation Fee Agreement	-	-	<p><u>Reservation Forfeiture:</u> Dr. Advances from Customers Cr. Miscellaneous Income</p> <p><u>Offsetting of Commission CA due to Cancelled Reservation:</u></p>	-

BUSINESS BLUEPRINT ORDER TO CASH

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
								Dr. Accounts Payable (Broker BP Account) Cr. Advances to Brokers	
END									

2.3.2.1.11.2 Equity Payment Forfeiture before Revenue Recognition

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
Equity Payments shall be forfeited if the buyer fails to pay the equity payment for three (3) consecutive months.									
1.	Inform the customer regarding the unpaid months leading to forfeiture.	Sales Associate	Manual	-	Client's Account Ledger	-		-	-
2.	Send Notice of Forfeiture to the customer.	Sales Associate	Manual	-	-	-	Notice of Forfeiture (Crystal Report)	-	This report will be generated once condition will met.
3.	Cancel the Sales Order in the Web RE	Sales Associate	SAP- Web RE	Loan Amortization – Calculator	-	-	-	-	-
<p>An alert within SAP will be activated and received by the following once A/R Down Payment Invoice remain outstanding or open for three (3) consecutive months from the Posting Date:</p> <ol style="list-style-type: none"> 1. Sales Associate 2. Accounts Receivable In-Charge 3. Accounting Manager 4. Manager 									

BUSINESS BLUEPRINT ORDER TO CASH

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
Cancellation of Sales Order will change the status of the unit from committed to available.									
4.	Create manual journal entry to recognize miscellaneous income from forfeited equity payment.	Accounts Receivable In-Charge	SAP	Journal Entry	Equity Agreement	-	-	Dr. Advances from Customers Cr. Miscellaneous Income	-
Equity Refund, if applicable									
<p>Under Maceda Law Section 3: All transactions or contracts involving the sale or financing of real estate on installment payments, including residential condominium apartments but excluding industrial lots, commercial buildings and sales to tenants under Republic Act Numbered Thirty-eight hundred forty-four (3844), as amended by Republic Act Numbered Sixty-three hundred eighty-nine (6389), where the buyer has paid at least two years of installments, the buyer is entitled to the following rights in case he defaults in the payment of succeeding installments:</p> <p>“(a) To pay, without additional interest, the unpaid installments due within the total grace period earned by him which is hereby fixed at the rate of one month grace period for every one year of installment payments made: Provided, That this right shall be exercised by the buyer only once in every five years of the life of the contract and its extensions, if any.</p> <p>“(b) If the contract is canceled, the seller shall refund to the buyer the cash surrender value of the payments on the property equivalent to fifty per cent of the total payments made, and, after five years of installments, an additional five per cent every year but not to exceed ninety per cent of the total payments made: Provided, That the actual cancellation of the contract shall take place after thirty days from receipt by the buyer of the notice of cancellation or the demand for rescission of the contract by a notarial act and upon full payment of the cash surrender value to the buyer.</p>									
<p>User-defined Fields setup to auto-calculate amount of Refund are the following:</p> <ol style="list-style-type: none"> 1. Total Equity Payments Paid 2. Rate of Refund 3. Amount of Refund 									
5.	Create Outgoing Payment-Account Type for the refund, if applicable	Accounts Payable In-Charge 1	SAP	Draft Outgoing Payment	Equity Payments	For system approval	-	-	-
6.	Review and approve outgoing payment.	Accounts Payable In-Charge 2/ Managing Director	SAP	Approvals	Draft Outgoing Payment	-	-	-	-

BUSINESS BLUEPRINT ORDER TO CASH

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
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)	<u>If Cash</u> Dr. Advances from Customers Cr. Cash on Hand <u>If Check / Bank Transfer</u> Dr. Advances from Customers 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 Status Report (Crystal Report)	-	This is applicable only for Check Payment Means

BUSINESS BLUEPRINT ORDER TO CASH

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
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, Vendor's OR/CR	-	-	-	This is applicable only for Check Payment Means
END									

2.3.2.1.11.3 Handling of Bounced Checks

2.3.2.1.11.3.1 Cancellation of Collection

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Receive notification from the bank of the bounced checks.	Accounts Receivable In-Charge	Manual	-	Bank Notification	-	-	-	-
2.	Upon receipt of the actual returned bounced check from the bank, cancel the Deposit document previously created related to the bounced check.	Accounting Manager	SAP	Deposit	Actual Returned Check	-	-	Dr. Checks Clearing Account Cr. Cash in Bank	Enter the reason of cancellation in remarks. Restrict cancellation if blank.
3.	Cancel the related Incoming Payment of the cancelled Deposit in Web RE	Sales Associate	SAP-Web Real Estate	Equity Payment Schedule	Bank Notification	-	-	Dr. Accounts Receivable Cr. Checks Clearing Account	

BUSINESS BLUEPRINT ORDER TO CASH

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
Cancellation of Incoming Payment is needed to generate correct Client Account Ledger with updated Posting Date and Bank Details, if applicable. Cancellation of the Incoming Payment re-opens the AR Down Payment Invoice.									
END									

2.3.2.1.11.3.2 Re-Collection of Bounced Checks

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Execute Collection for the re-opened A/R Down Payment Invoice	Sales Associate	SAP- Web RE	Equity Payment Schedule - Collection	New Check, Proof of Payment	-	Provisional/Official Receipt	Dr. Cash on Hand Cr. Accounts Receivable	Payment Means should be Cash
2.	Update Incoming Payment UDFs for the following: 1. Type of Receipt 2. Receipt No.	Sales Associate	SAP	Incoming Payment	New Check, Cash, Bank Transfer, Proof of Payment	-	-	-	-
Proceed to Collection Reporting Process.									
END									

2.3.2.1.11.4 Handling of Penalty

This process is applicable but not limited to the following:

1. Penalty for Late Payments
2. Penalty for Bounced Checks

2.3.2.1.11.4.1 Penalty Computation and Collection

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
Penalty Computation:									
1.	Generate Penalties for Late Payment	Sales Associate	SAP	Sales Report	Outstanding A/R Down Payment Invoices	-	Penalties for Late Payment (Crystal Report)	-	-
2.	Prepare Penalty Computation	Sales Associate	Manual	-	Cancelled Deposit and Incoming Payments	-	-	-	-.
Criteria for computing penalty: <ol style="list-style-type: none"> Calculation for penalty for late payments starts on the 4th day from the Due Date Penalty Rate for late payments is 5% or P100.00 whichever is higher for Riverview Homes and 7% or P300.00 whichever is higher for Southwoods Residences Calculation of Penalty for Bounced Checks is 10% of the Check Amount for both Riverview Homes and Southwoods Residences 									
Recording and Collection:									
3.	Create stand-alone AR Invoice - service type to record the penalties receivable from the buyer.	Accounts Receivable In-Charge	SAP	AR Invoice - Service	Penalty Computation	-	-	Dr. Accounts Receivable Cr. Miscellaneous Income	-
4.	Create Incoming Payment copied from the related AR Invoice.	Sales Associate	SAP	Incoming Payment	Collection Receipt	-	Provisional/Official Receipt (Crystal)	Dr. Cash on Hand/Undeposited Checks Clearing/Cash in Bank Cr. Accounts Receivable	-
5.	Update Incoming Payment UDFs for the following: 1. Type of Receipt	Sales Associate	SAP	Incoming Payment	Client's Payment Form	-	-	-	-

BUSINESS BLUEPRINT ORDER TO CASH

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
	2. Receipt No.								
Proceed to Collection Reporting Process.									
END									

2.3.2.1.12 Change of Contract

2.3.2.1.12.1 Equity Terms Adjustment – Increase/Decrease in Payment Terms

This process is applicable but not limited to the following:

1. Customer opted to change the Payment Scheme
2. Company offers Deferred Payment Scheme due to declined loan application from the Financial Institution

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Send request for the Change of Payment Terms	Buyer	Manual	-	-	-	-	-	-
2.	Obtain manual approval for the Change of Payment Terms	Sales Associate	Manual	-	-	For Manual Approval by Manager, Managing Director	-	-	-
3.	Cancel Sales Order in the Web RE	Sales Associate	SAP- Web RE	Loan Amortization Calculation – Cancel (Cancelled Sales Order)	Approved Transfer of Unit Request	-	-	-	-
An alert will be received by the following recipient for the cancelled Sales Order:									
1. Manager									

BUSINESS BLUEPRINT ORDER TO CASH

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
2. Accounts Receivable In-Charge 3. Accounting Manager Cancellation of Sales Order will change the status of the unit from committed to available.									
4.	Create New Calculation based on new Payment Scheme and execute Copy to Sales Order for the new Sales Order.	Sales Associate	SAP-Web Real Estate	Loan Amortization Calculation – Copy to Sales Order (Sales Order)	Cancelled Sales Order, Approved Transfer of Unit Request, Client Profile	-	-	-	New Sales Order will be created. Required Field: Reference Field for the Cancelled Sales Order in the Accounting Tab.
5.	Execute AR Down Payment in the Web RE based on previous advances.	Accounts Receivable In-Charge	SAP-Web Real Estate	Loan Amortization – Equity Schedule – Execute ARDP (A/R Down Payment Invoice)	Previously Paid A/R Down Payments	-	-	Dr. Accounts Receivable Cr. Advances from Customers	Amortization schedule covering the previously paid Equity will be selected. Current Posting Date will be defined for these AR Down Payment Reposting.
6.	Execute Collection based on customer's previous payments made.	Sales Associate	SAP-Web Real Estate	Loan Amortization – Equity Schedule - Collection	Client's Payment Form	-	-	Dr. Reposting Clearing Account Cr. Accounts Receivable	Current Posting Date will be defined for these Collections Reposting. Define Cash as Payment Means and use Reposting

BUSINESS BLUEPRINT ORDER TO CASH

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
									Clearing Account during Collection.
7.	Create Journal Entry to reverse previously recognized Advances and Reposting Clearing Account due to reposting.	Accounting Manager	SAP	Journal Entry	Incoming Payment	-	-	Dr. Advances from Customers Cr. Reposting Clearing Account	This step is necessary to close previously recognized Advances from Customers and Reposting Clearing Account on Steps 5 and 6, respectively.
Proceed to Standard Process for remaining and outstanding Equity.									
A blocker (Transaction Notification) will be setup to prevent the user in adding A/R Invoice with A/R Down Payments applied from Cancelled Sales Order.									
END									

2.3.2.1.12.2 Change of Unit

This process is applicable but not limited to change of unit either:

- a. Downgrade
- b. Upgrade
- c. Same Contract Price

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Send request for the Transfer of Unit	Buyer	Manual	-	-	-	-	-	As a company policy, Change of Unit after Revenue Recognition/Turn

BUSINESS BLUEPRINT ORDER TO CASH

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
									over is not applicable.
2.	Obtain manual approval for the Transfer of Unit	Sales Associate	Manual	-	-	For Manual Approval by the Managing Director	-	-	-
3.	Cancel Sales Order in the Web RE	Sales Associate	SAP- Web RE	Loan Amortization Calculation – Cancel (Cancelled Incoming Payment)	Approved Transfer of Unit Request	-	-	-	-
<p>An alert will be received by the following recipient for the cancelled Sales Order:</p> <ol style="list-style-type: none"> 1. Manager 2. Accounts Receivable In-Charge 3. Accounting Manager <p>Cancellation of Sales Order will change the status of the unit from committed to available.</p>									
4.	Create New Calculation based on new Unit and execute Copy to Sales Order for the new Sales Order.	Sales Associate	SAP-Web Real Estate	Loan Amortization Calculation – Copy to Sales Order (Sales Order)	Cancelled Sales Order, Approved Transfer of Unit Request, Client Profile	-	-	-	<p>New Sales Order will be created.</p> <p>Required Field: Reference Field for the Cancelled Sales Order in the Accounting Tab.</p>
5.	Execute AR Down Payment in the Web RE based for previous advances.	Accounts Receivable In-Charge	SAP-Web Real Estate	Loan Amortization – Equity Schedule – Execute ARDP (A/R Down	Previously Paid A/R Down Payments	-	-	Dr. Accounts Receivable Cr. Advances from Customers	Amortization schedule covering the previously paid Equity will be selected.

BUSINESS BLUEPRINT ORDER TO CASH

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
				Payment Invoice)					Current Posting Date will be defined for these AR Down Payment Reposting.
6.	Execute Collection based on customer's previous payments made.	Sales Associate	SAP-Web Real Estate	Loan Amortization – Equity Schedule - Collection	Client's Payment Form	-	-	Dr. Reposting Clearing Account Cr. Accounts Receivable	Current Posting Date will be defined for these Collections Reposting. Define Cash as Payment Means and use Reposting Clearing Account during Collection.
7.	Create Journal Entry to reverse previously recognized Advances and Cash on Hand Account due to reposting.	Accounting Manager	SAP	Journal Entry	Incoming Payment	-	-	Dr. Advances from Customers Cr. Reposting Clearing Account	This step is necessary to close previously recognized Advances from Customers and Reposting Clearing Account on Steps 5 and 6, respectively.
Proceed to Standard Process for remaining and outstanding Equity.									
A blocker (Transaction Notification) will be setup to prevent the user in adding A/R Invoice with A/R Down Payments applied from Cancelled Sales Order.									
END									

2.3.2.1.12.3 Change of Owner/Rights (Assumed Buyer)

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Send request for the Transfer of Ownership	Buyer	Manual	-	-	-	-	-	As a company policy, Change of Owner/Rights after Revenue Recognition/Turn over is not applicable.
2.	Obtain manual approval for the Transfer of Unit	Sales Associate	Manual	-	-	For Manual Approval by the Manager	-	-	-
3.	Create Customer Business Partner Master Data for the Assumed Buyer.	Sales Associate	SAP	-	-	-	-	-	-
4.	Update the Sales Order UDF Assumed Owner	Sales Associate	SAP	Sales Order	Approved Transfer of Ownership	-	-	-	Input remarks for the Assumption transaction.
Proceed to Standard Process.									
END									

2.3.2.1.12.4 Transfer/Processing Fees Recognition and Collection

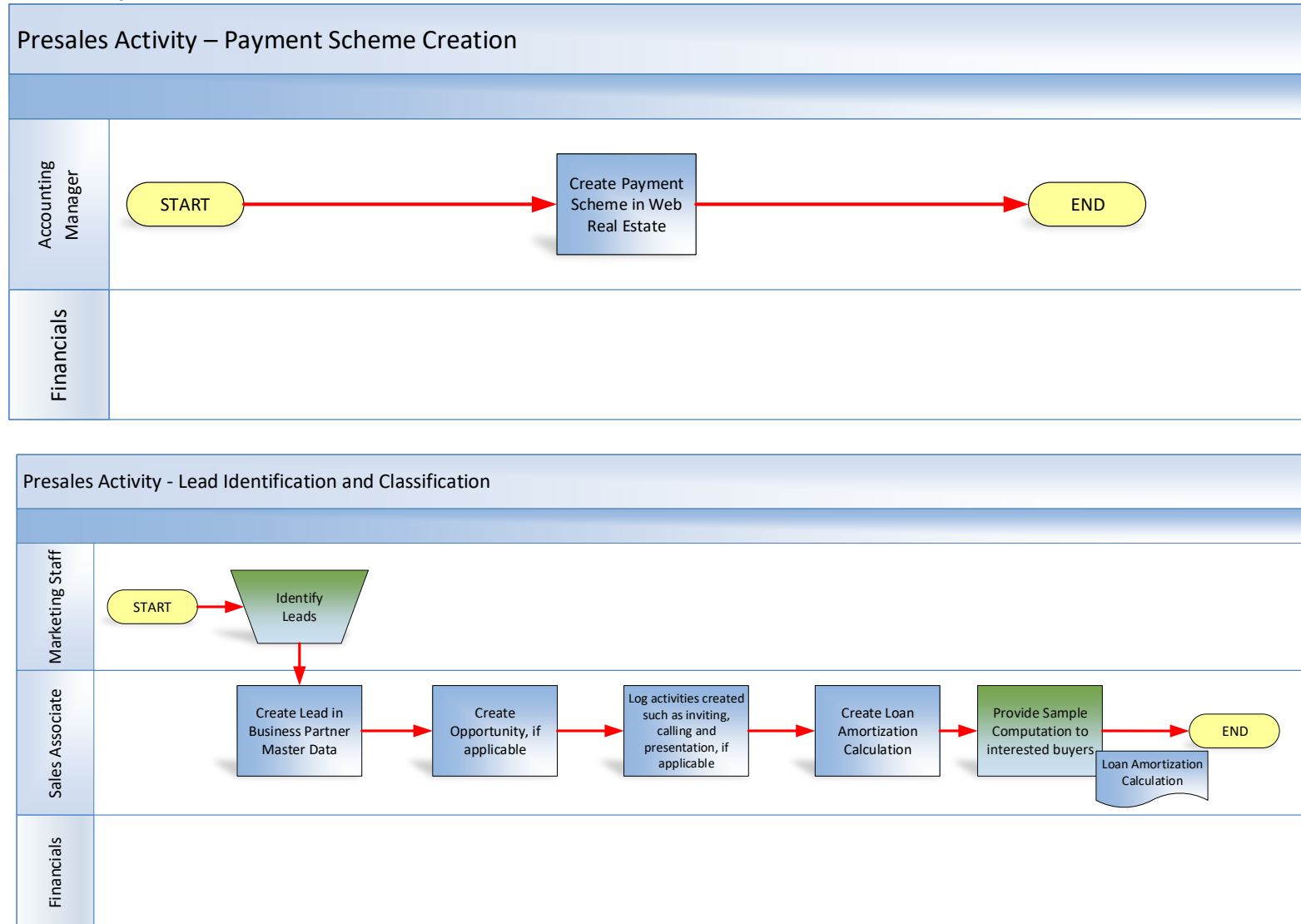
This process applies but not limited to the following:

1. Equity Terms Adjustments
2. Change of Unit
3. Change of Owner/Buyer

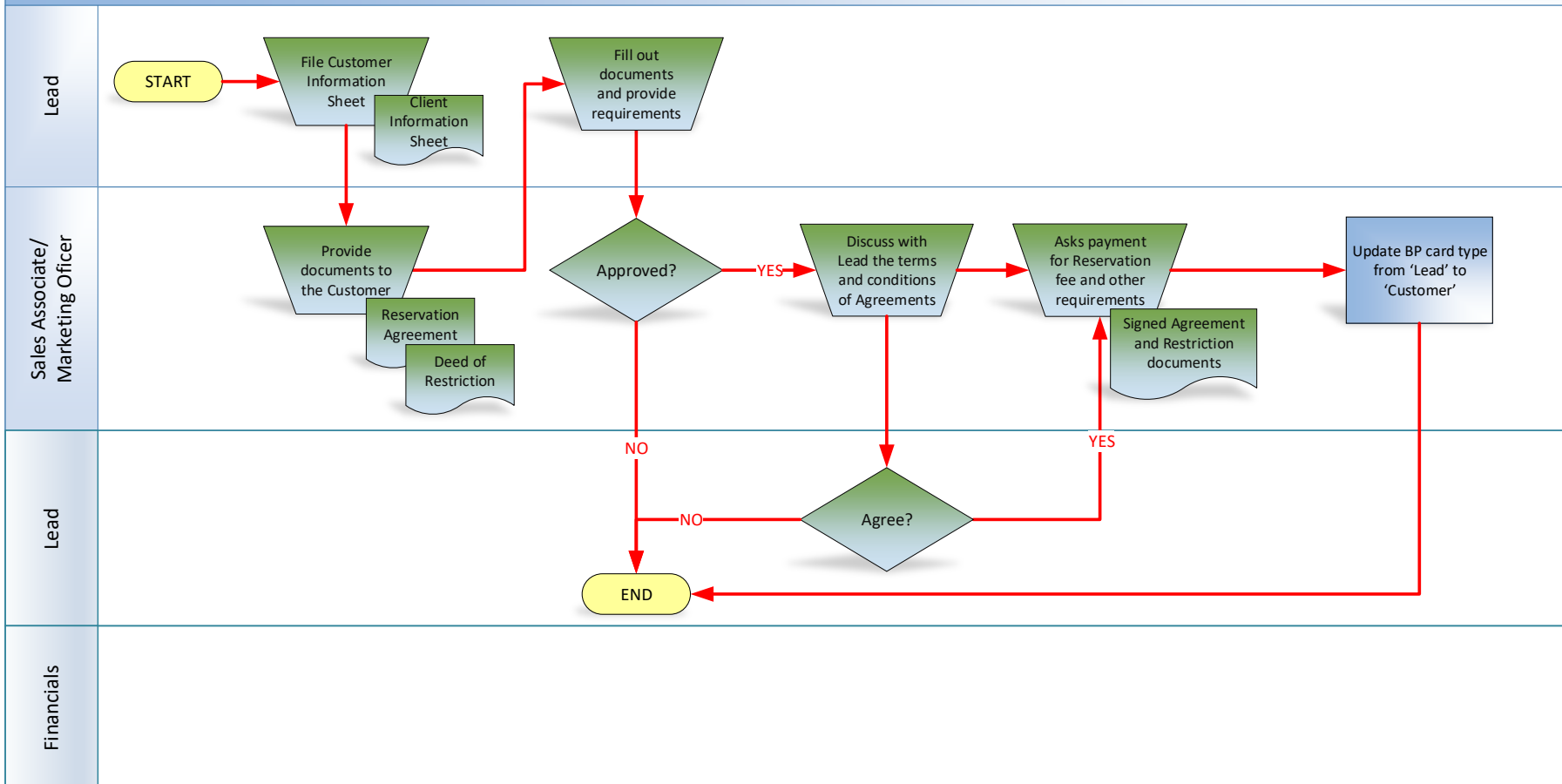
#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Create AR Invoice – Service Type for the Transfer Fee	Accounts Receivable In-Charge	SAP	AR Invoice – Service Type	-	-	-	Dr. Accounts Receivable Cr. Miscellaneous Income	Tag the sales Order in the Reference field.
2.	Create Incoming Payment for the collection of Transfer Fee	Sales Associate	SAP	Incoming Payment	Client's Payment Form	-	-	Dr. Cash on Hand/Undeposited Checks Clearing/Cash in Bank Cr. Accounts Receivable	-
3.	Update Incoming Payment UDFs for the following: 1. Type of Receipt 2. Receipt No.	Sales Associate	SAP	Incoming Payment	Client's Payment Form	-	-	-	-
Proceed to Collection Reporting Process.									
END									

2.3.2.1.13 Process Flow

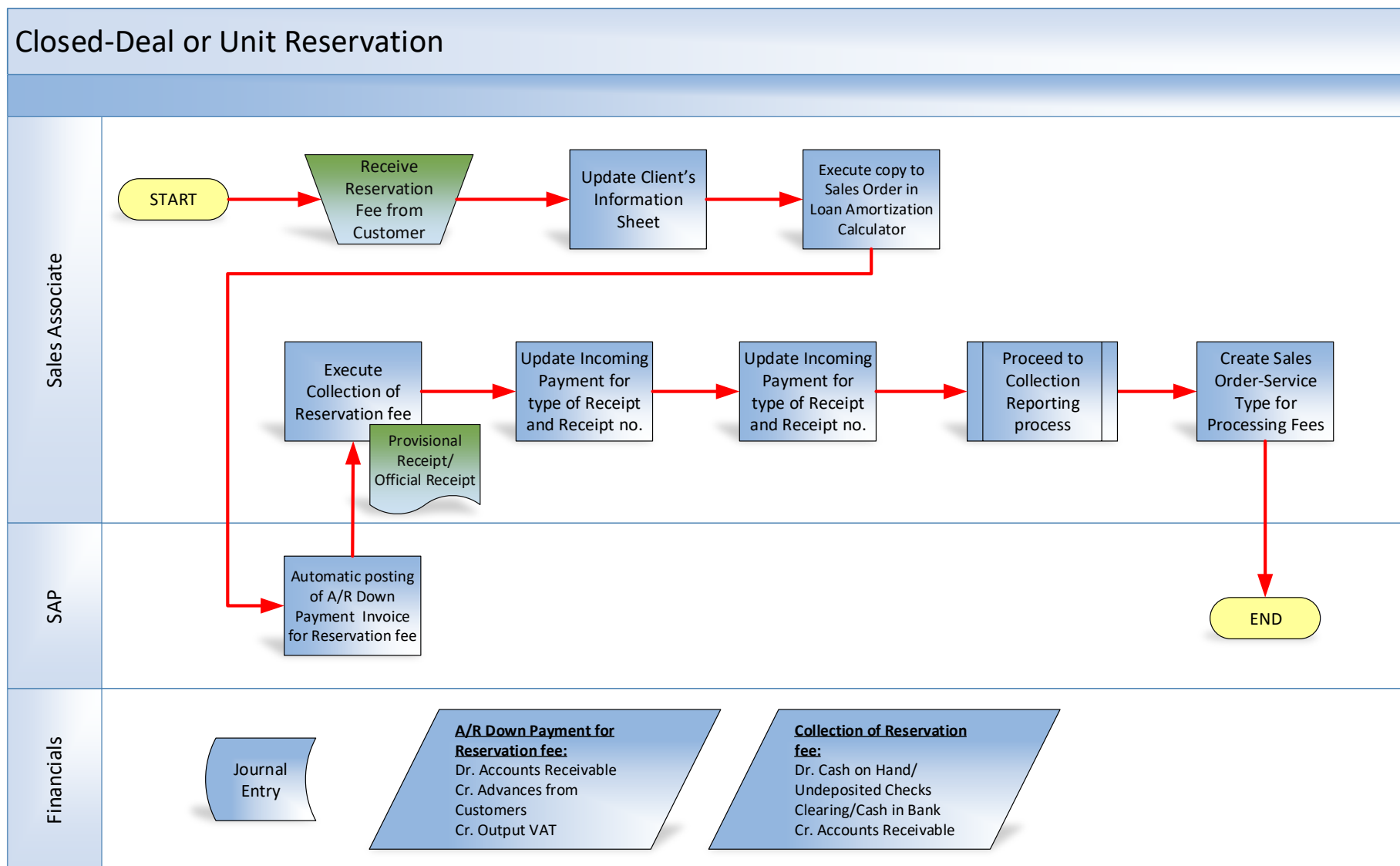
2.3.2.1.13.1 Presales Activity



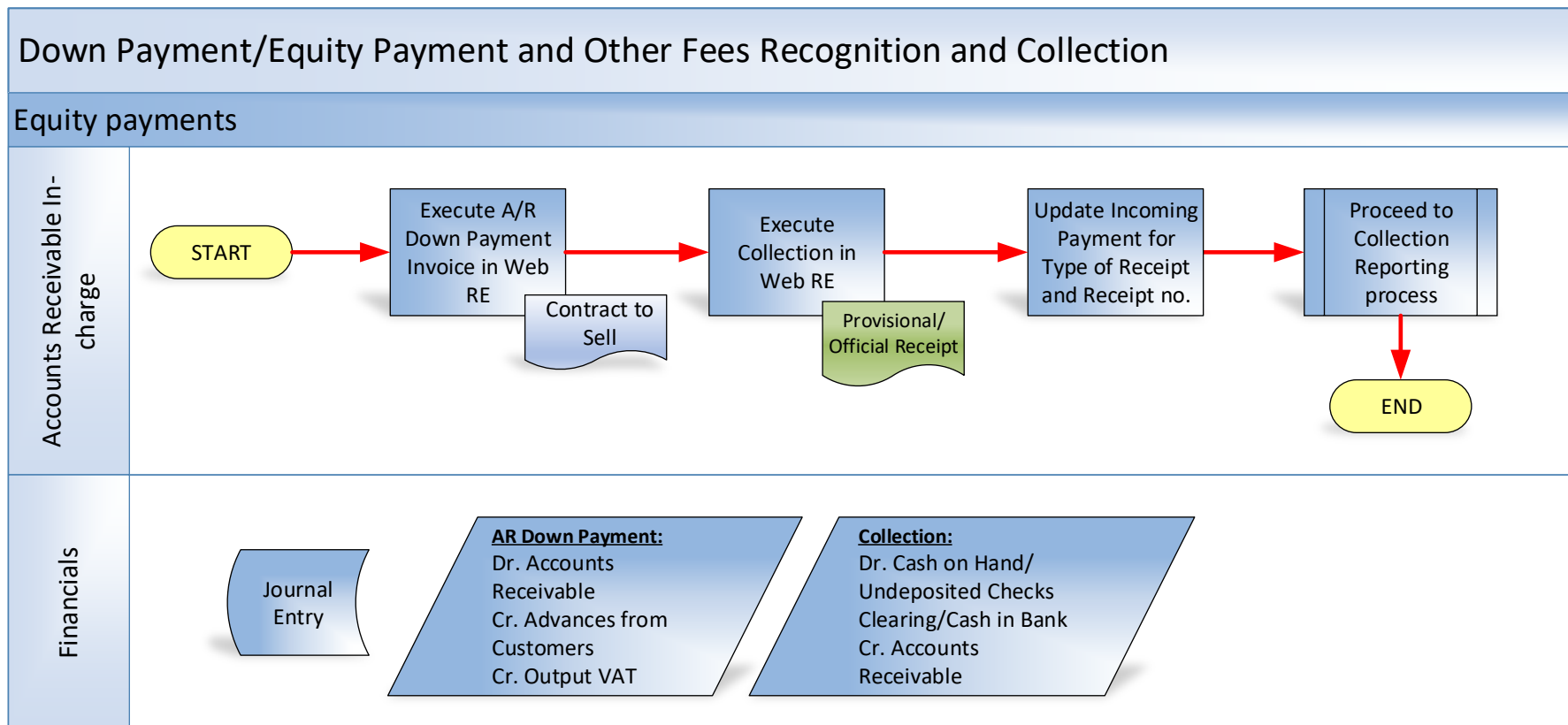
Presales Activity - Lead Reclassification

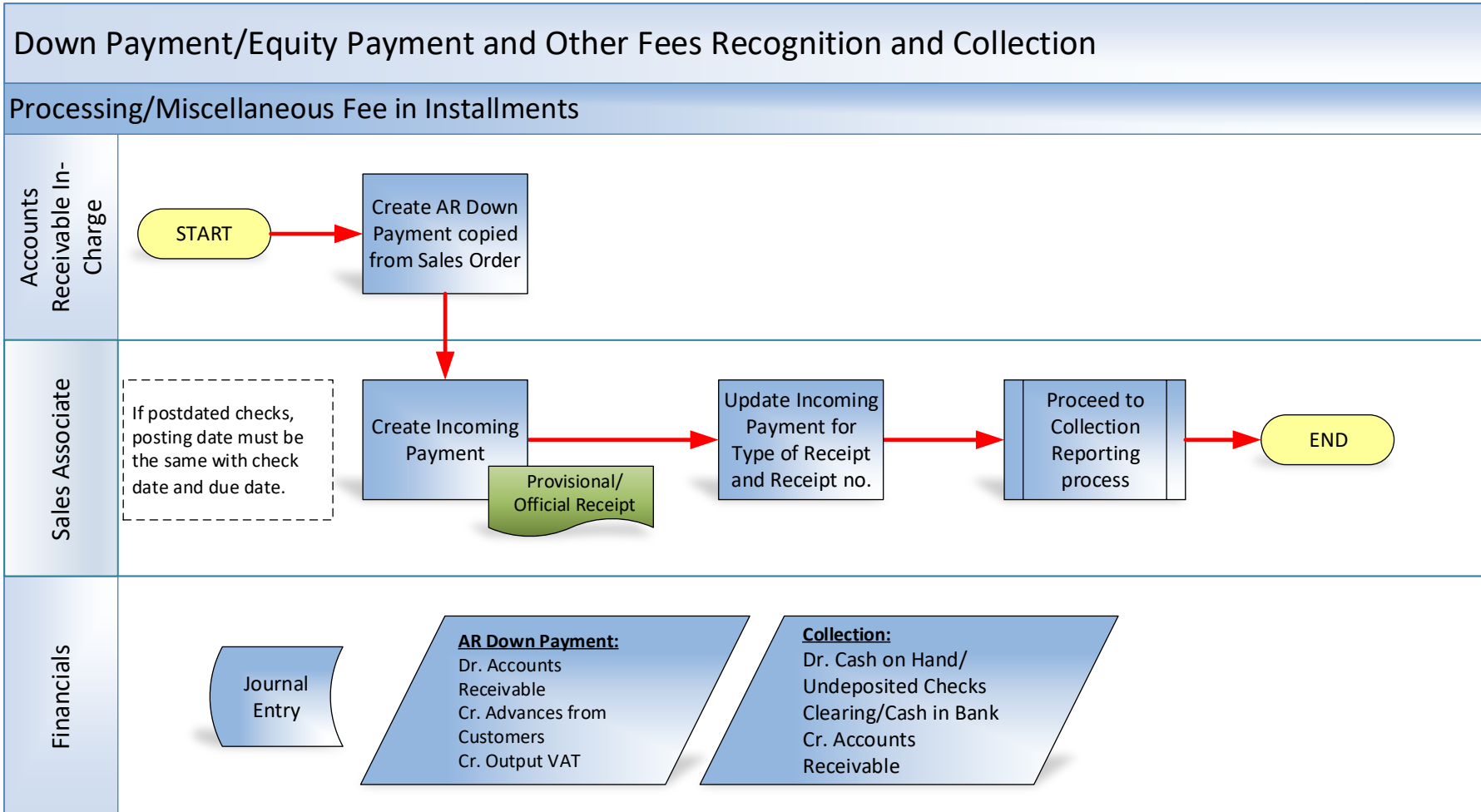


2.3.2.1.13.2 Closed-Deal or Unit Reservation.



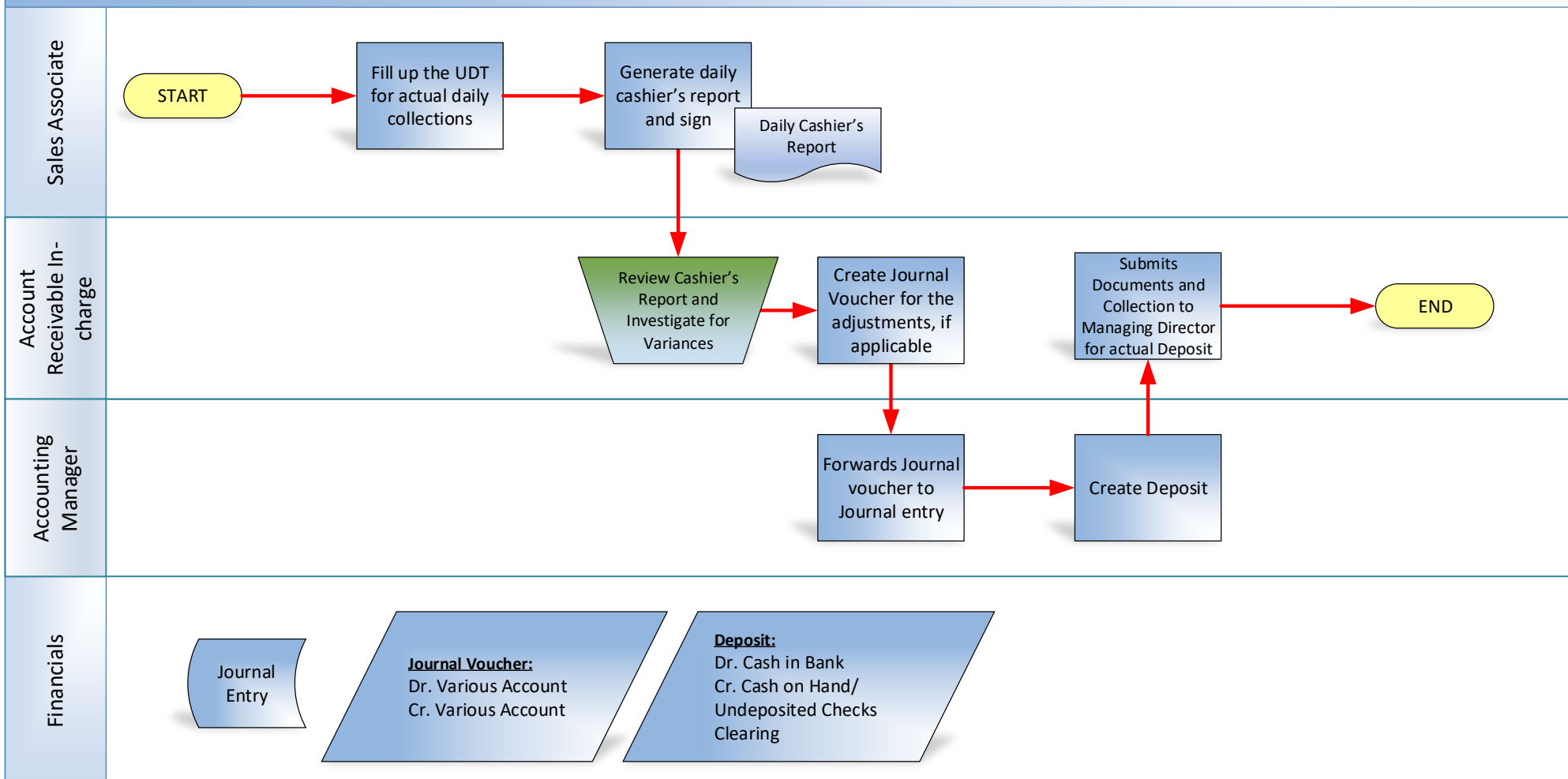
2.3.2.1.13.3 Down Payment/Equity Payment and Other Fees Recognition and Collection



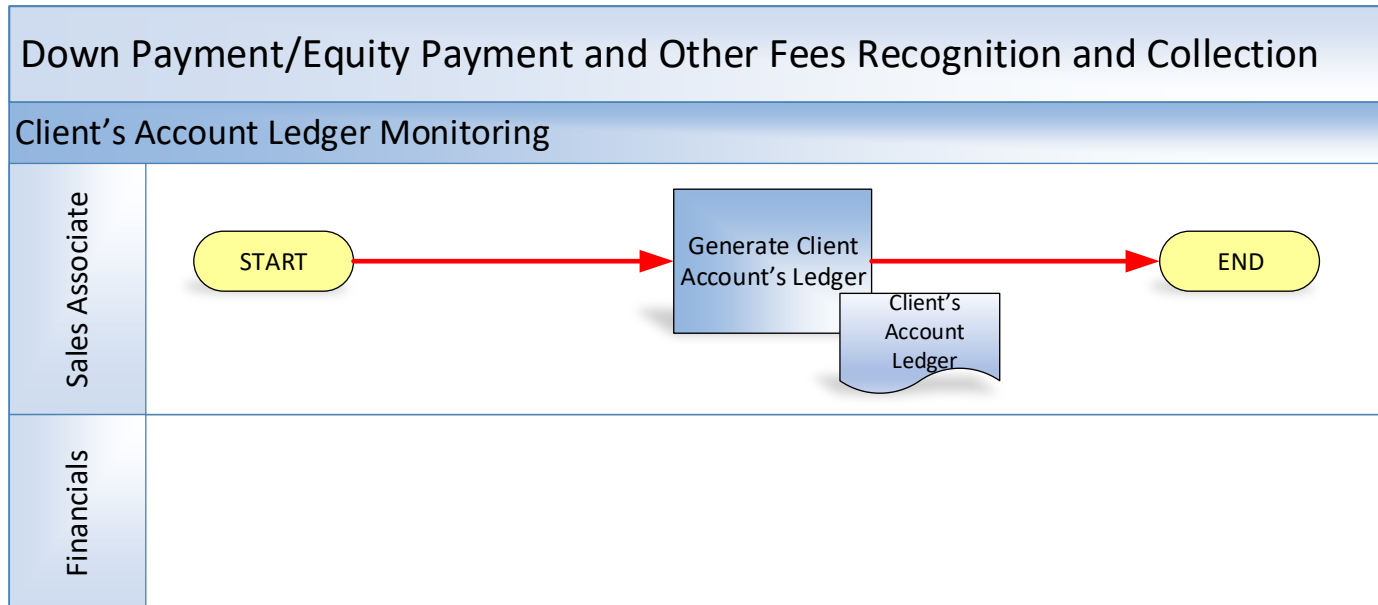


Down Payment/Equity Payment and Other Fees Recognition and Collection

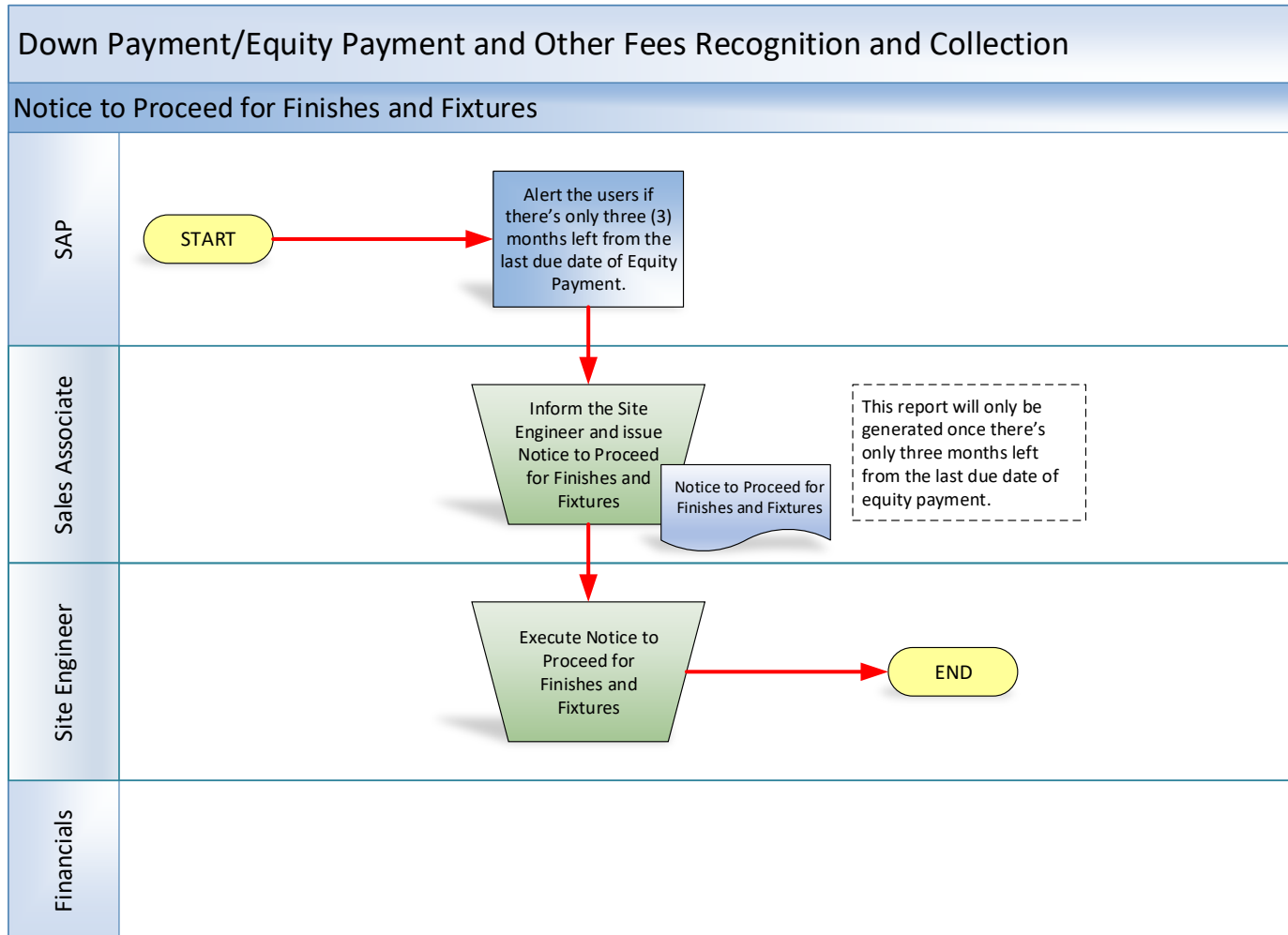
Collection Reporting



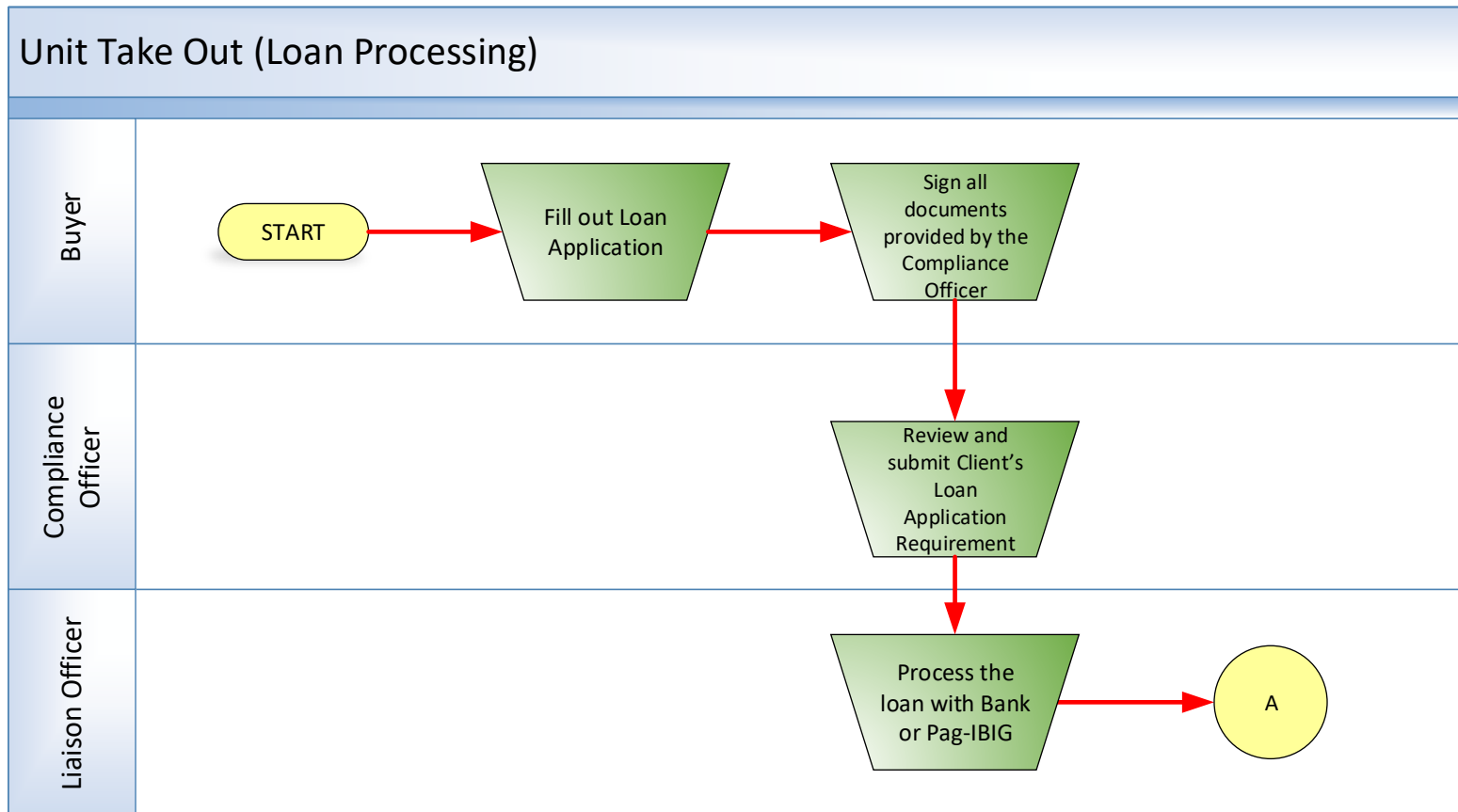
BUSINESS BLUEPRINT ORDER TO CASH



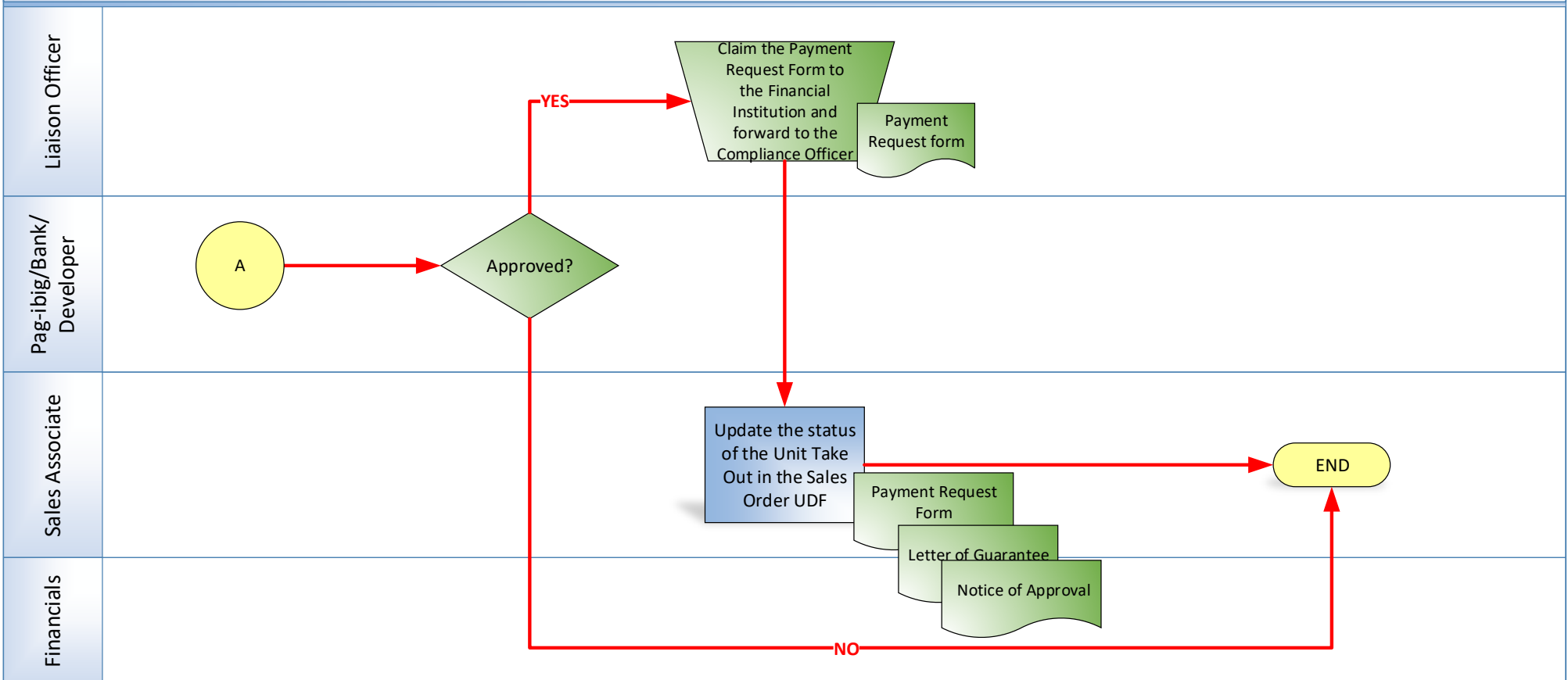
BUSINESS BLUEPRINT ORDER TO CASH



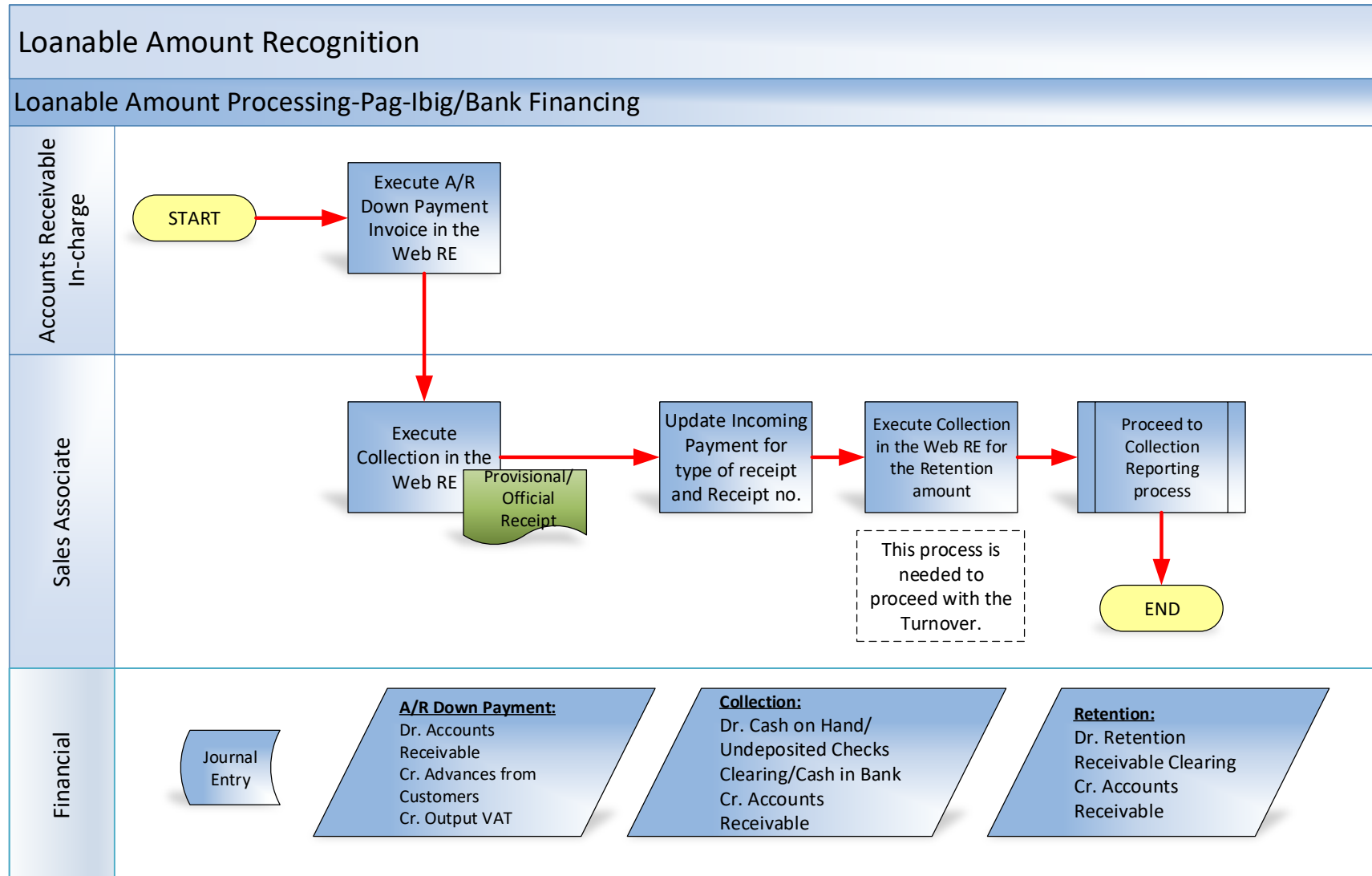
2.3.2.1.13.4 Unit Take Out

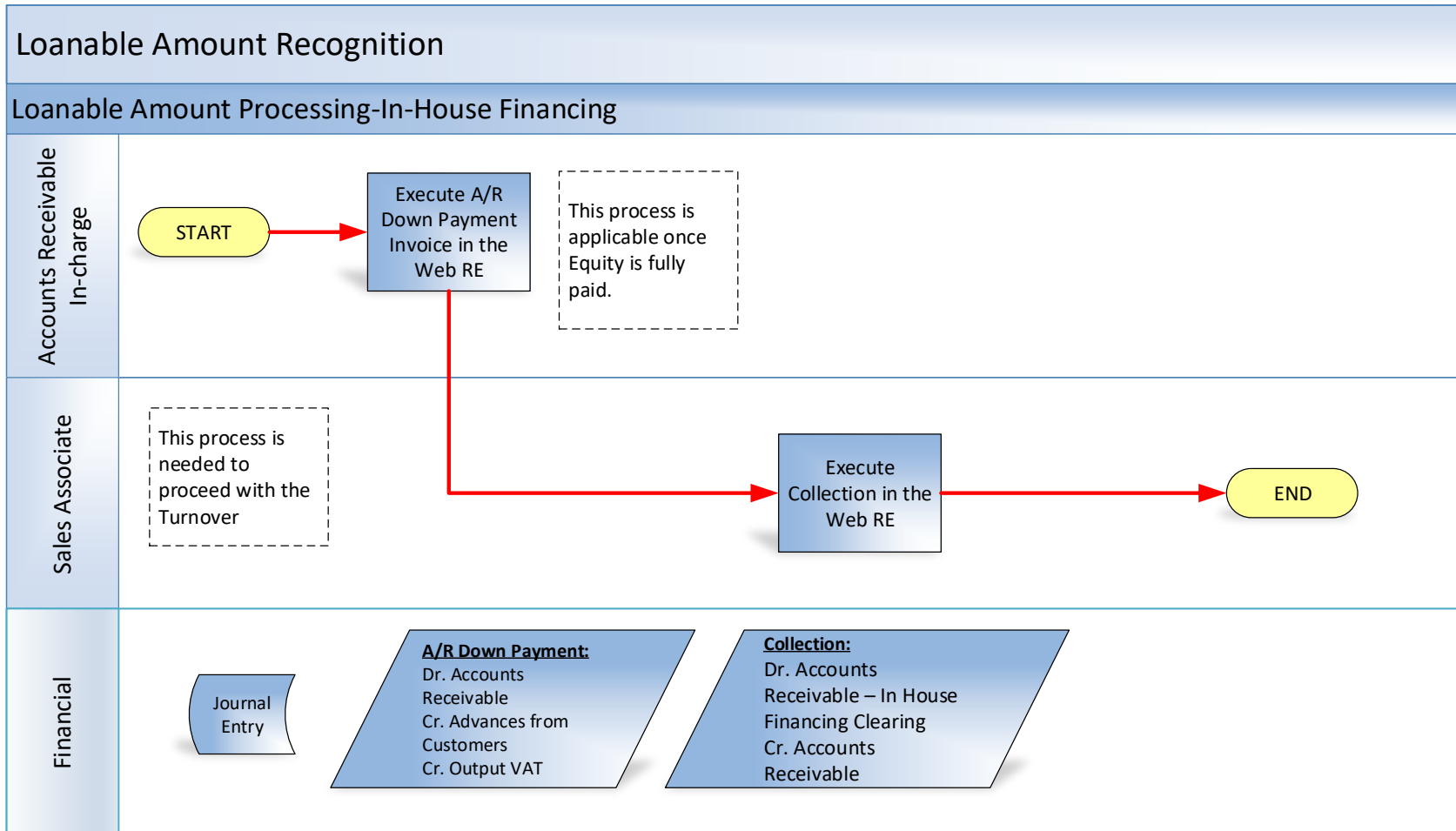


Unit Take Out (Loan Processing)



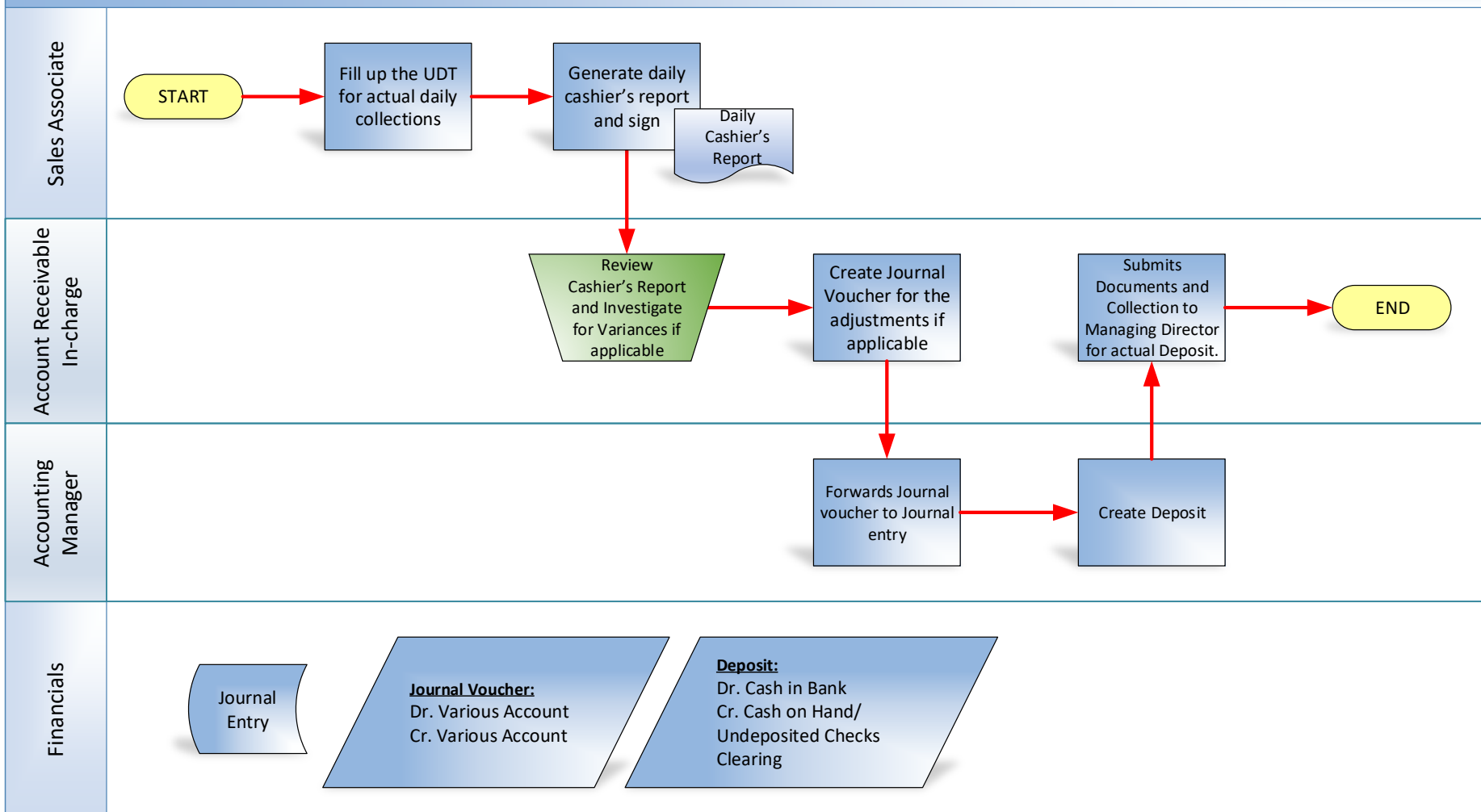
2.3.2.1.13.5 Loanable Amount Recognition





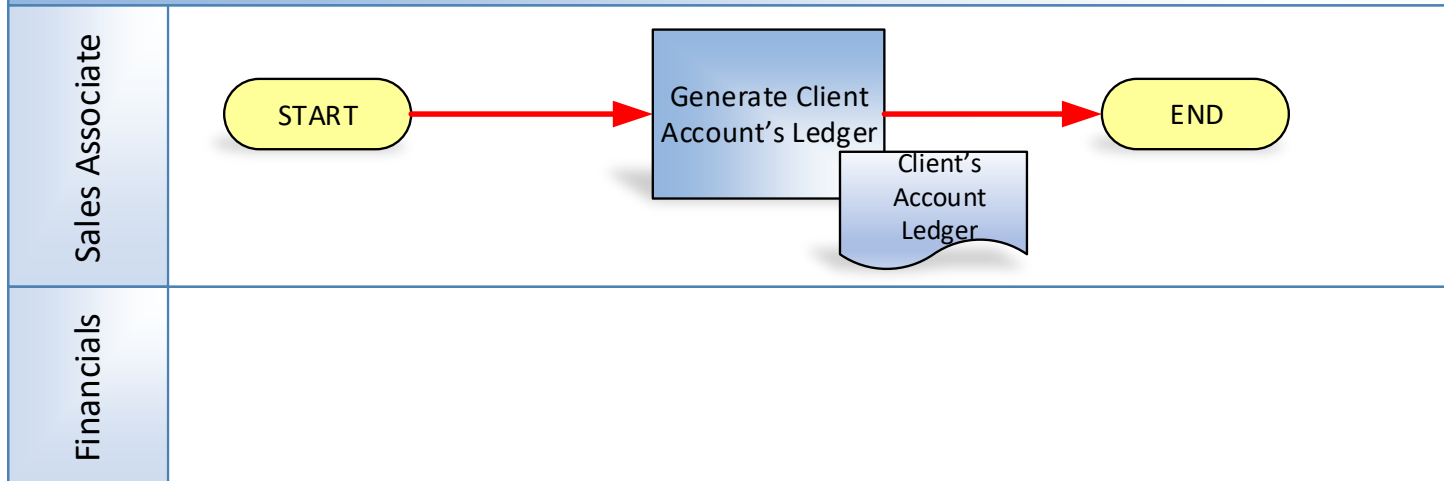
Down Payment/Equity Payment and Other Fees Recognition and Collection

Collection Reporting

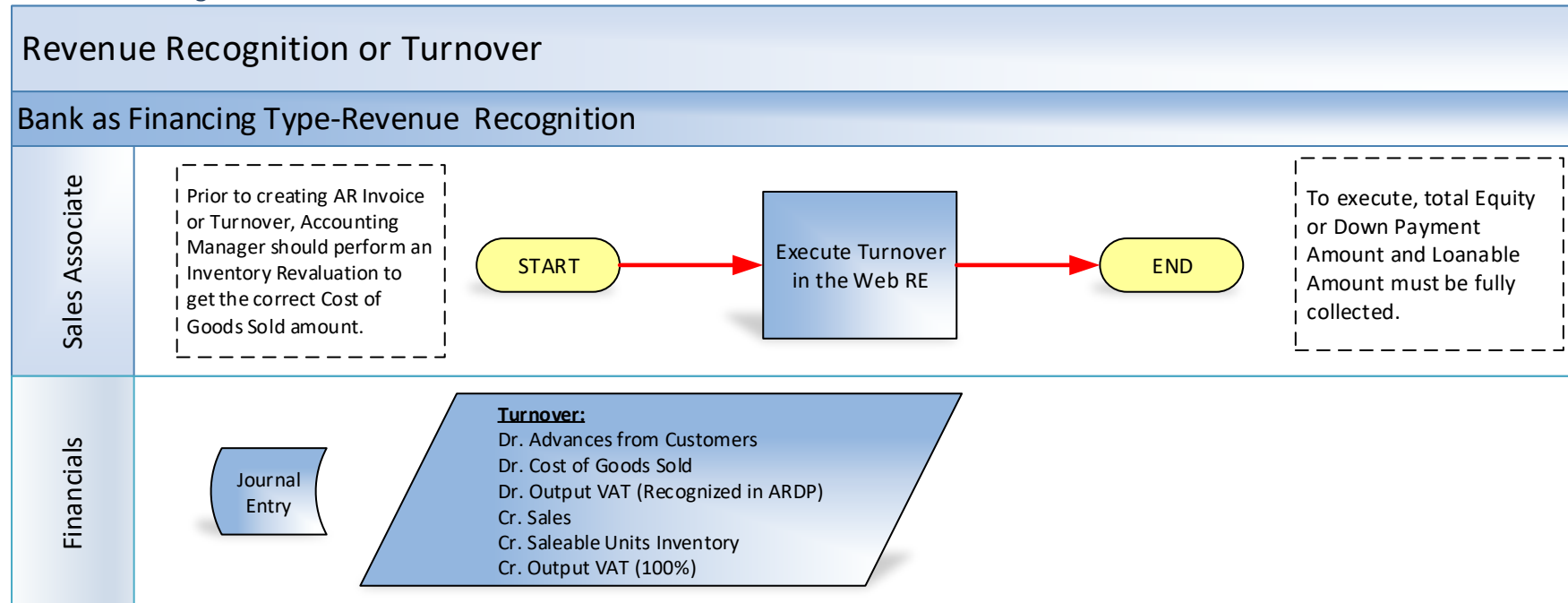


Down Payment/Equity Payment and Other Fees Recognition and Collection

Client's Account Ledger Monitoring

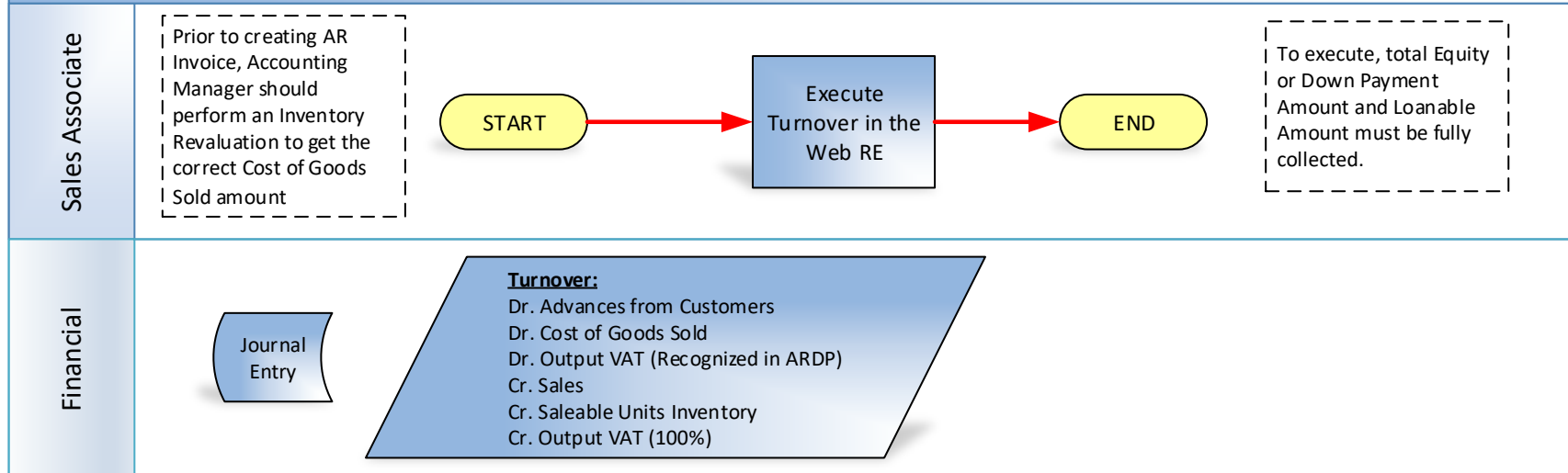


2.3.2.1.13.6 Revenue Recognition

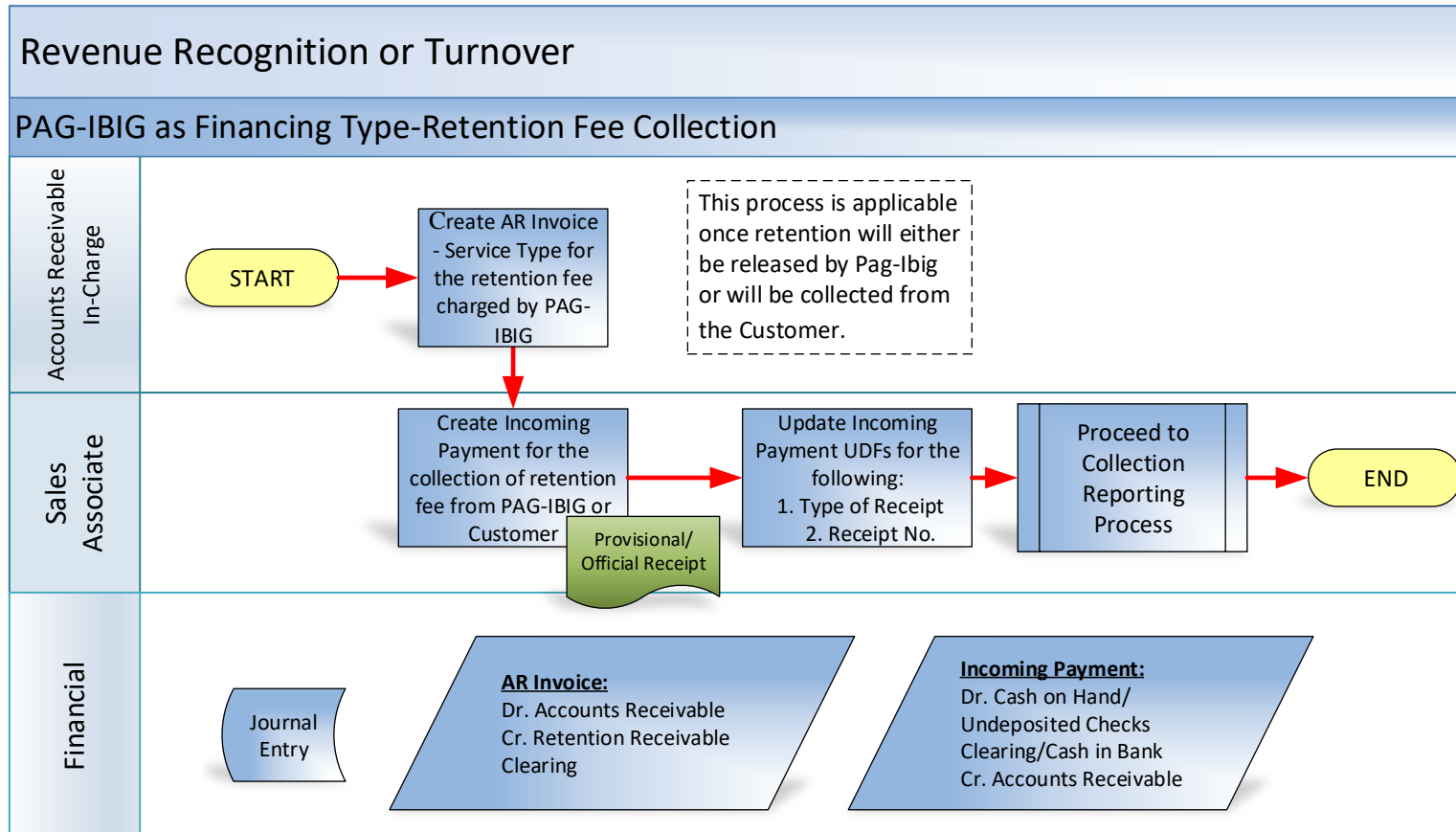


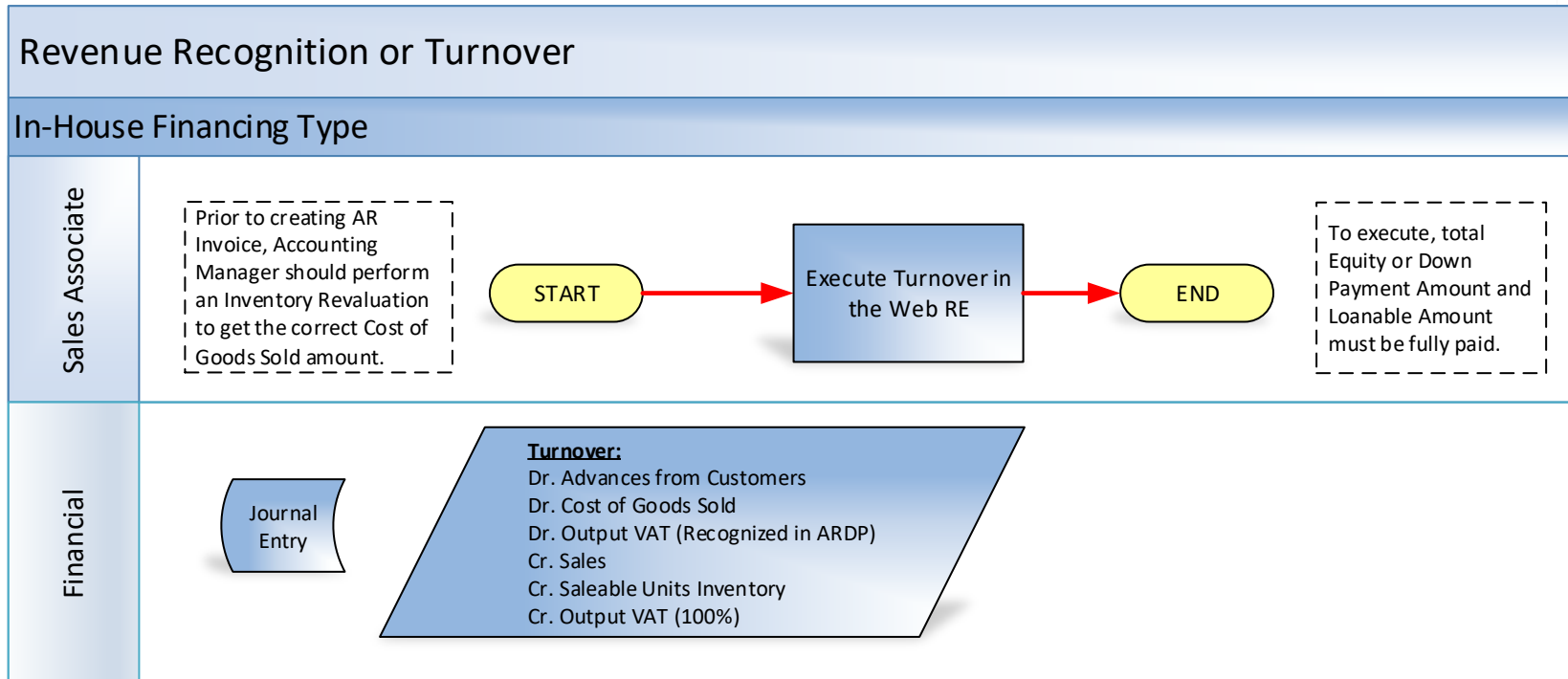
Revenue Recognition or Turnover

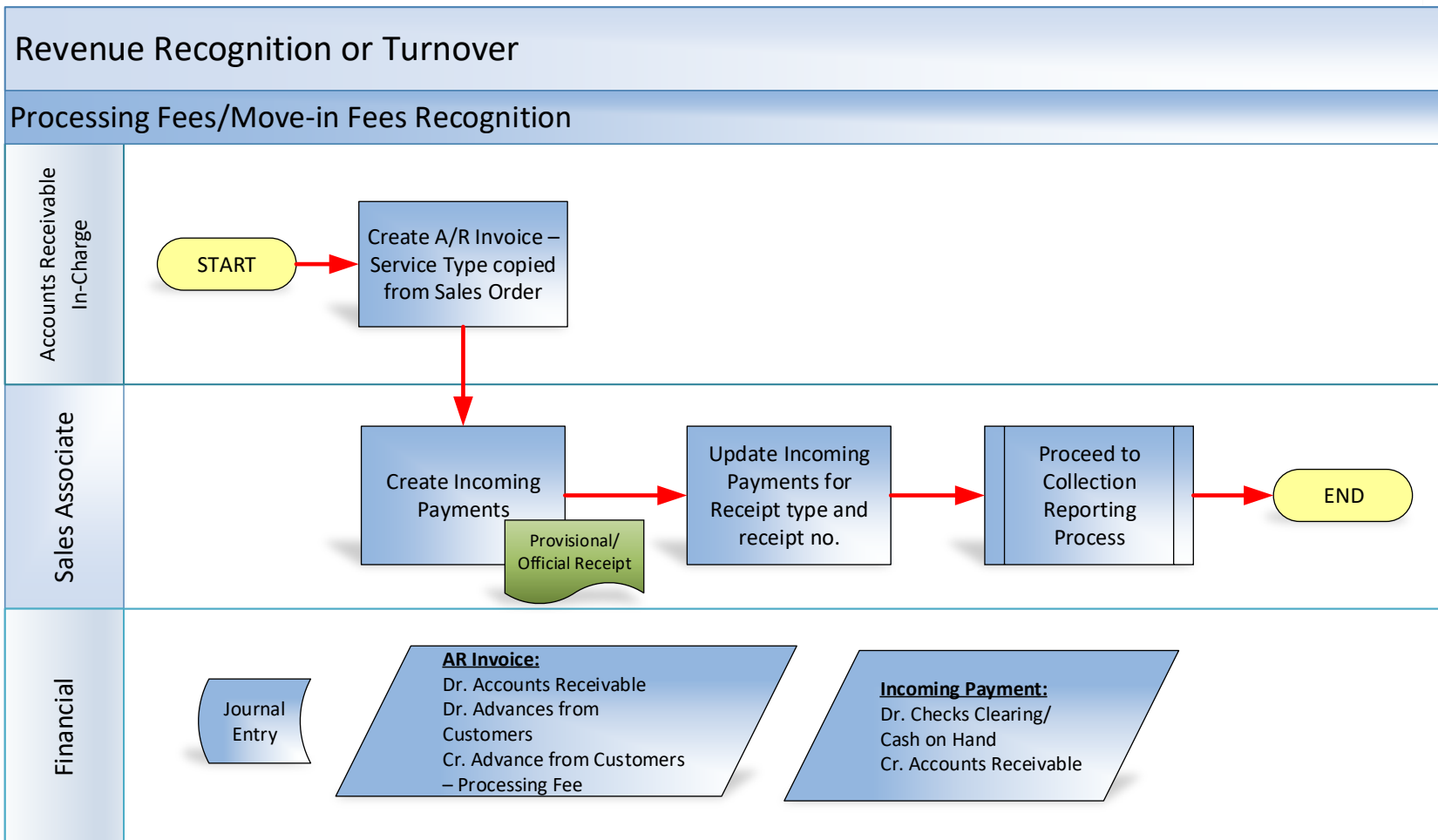
PAG-IBIG as Financing Type-Revenue Recognition



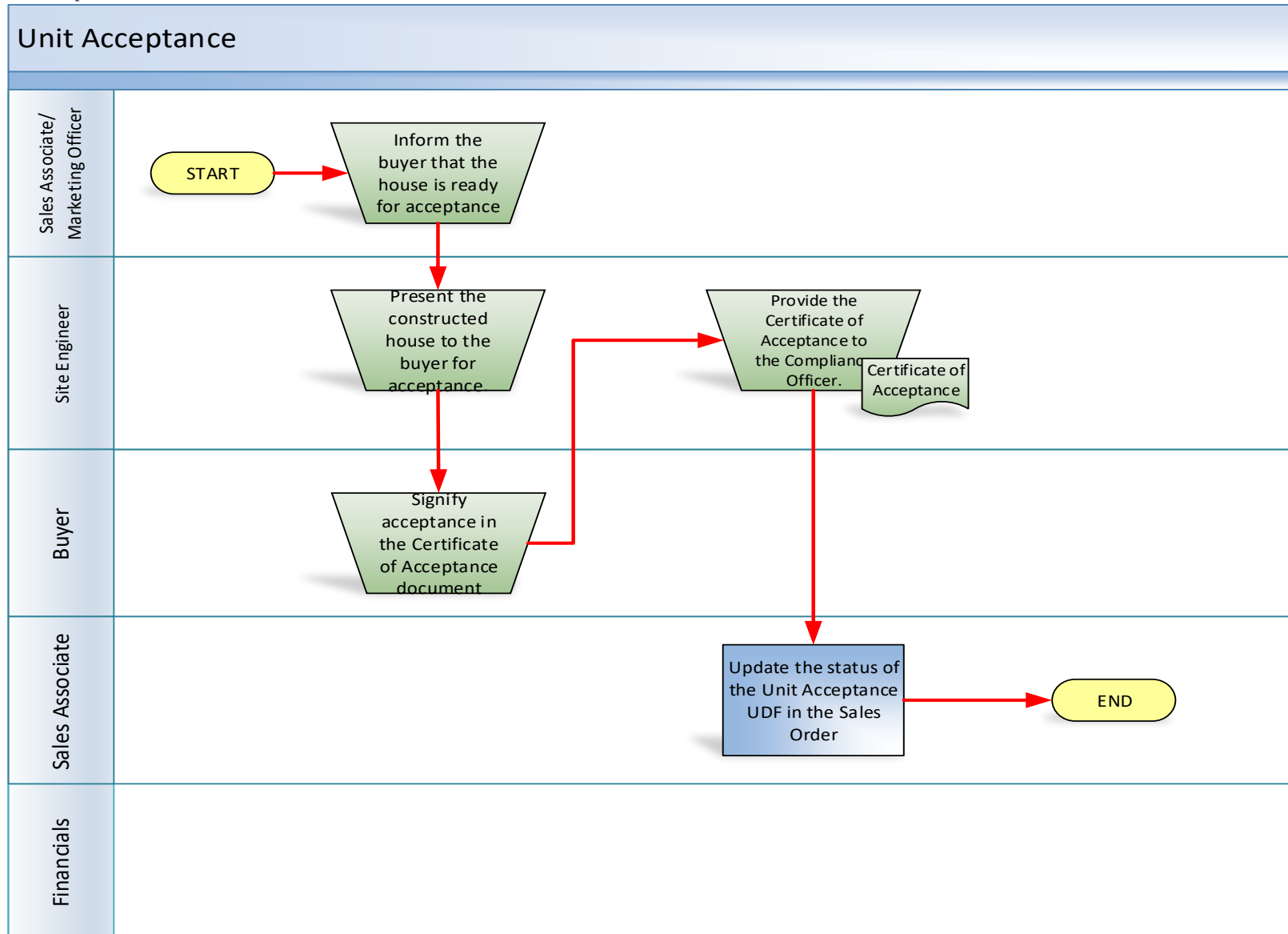
BUSINESS BLUEPRINT ORDER TO CASH



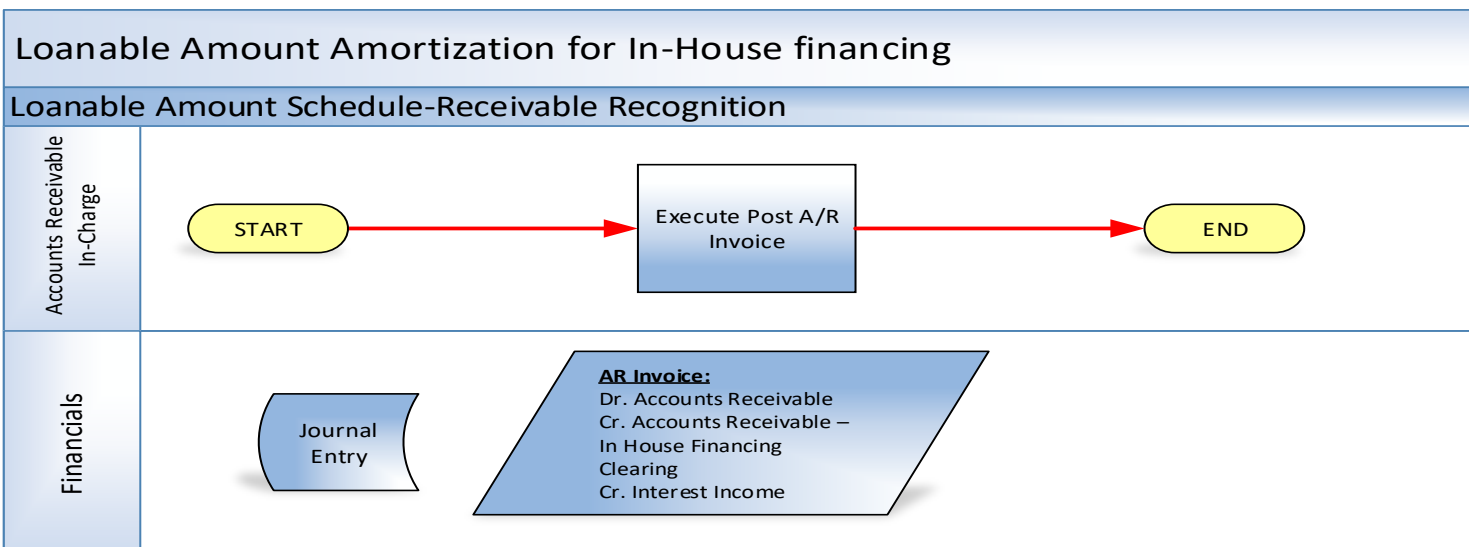
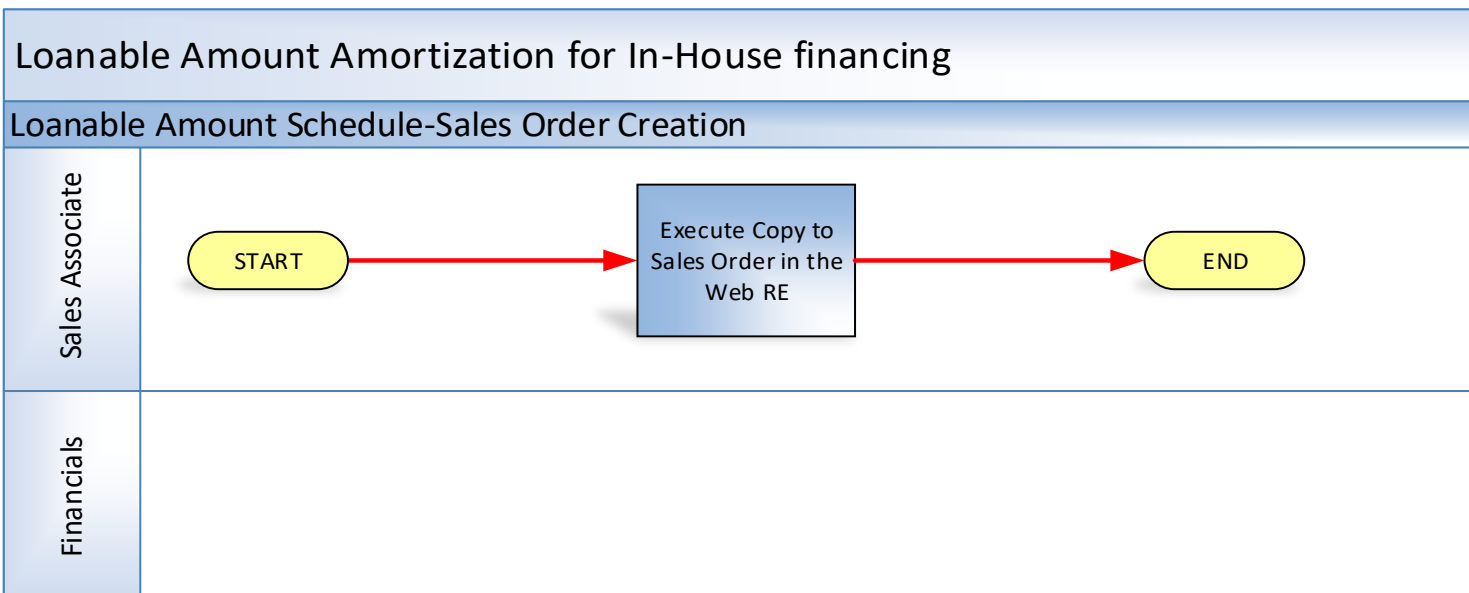


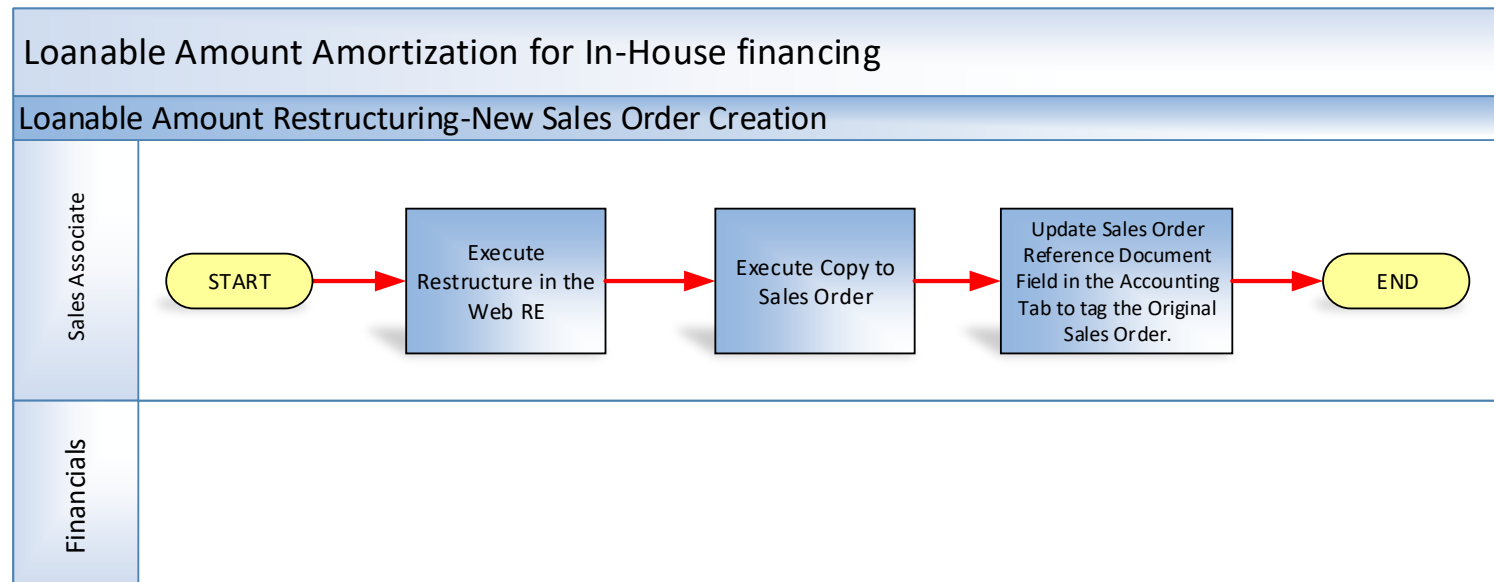
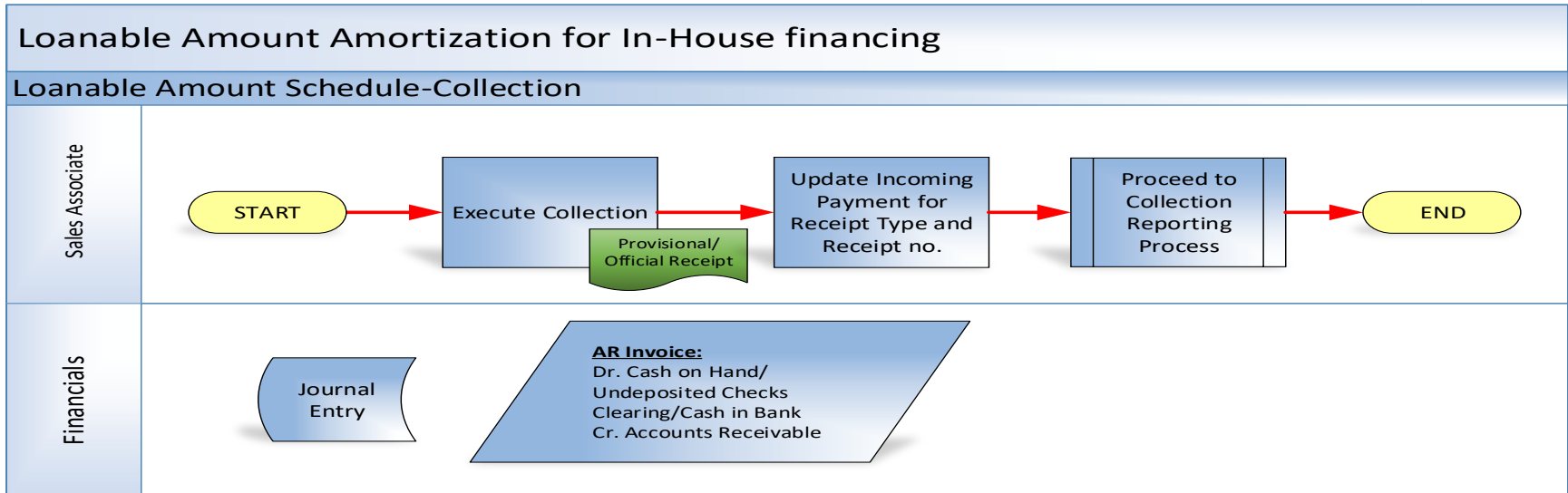


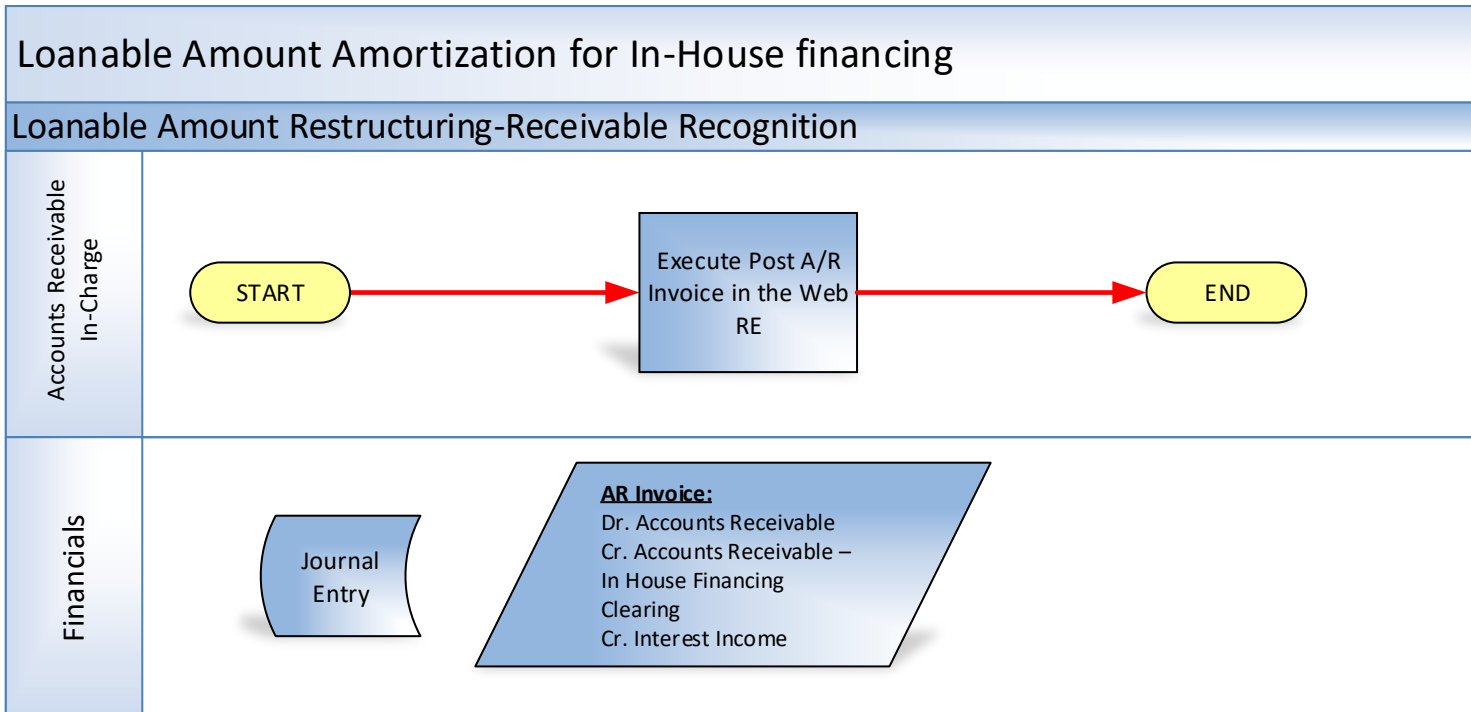
2.3.2.1.13.7 Unit Acceptance



2.3.2.1.13.8 Loanable Amount Amortization

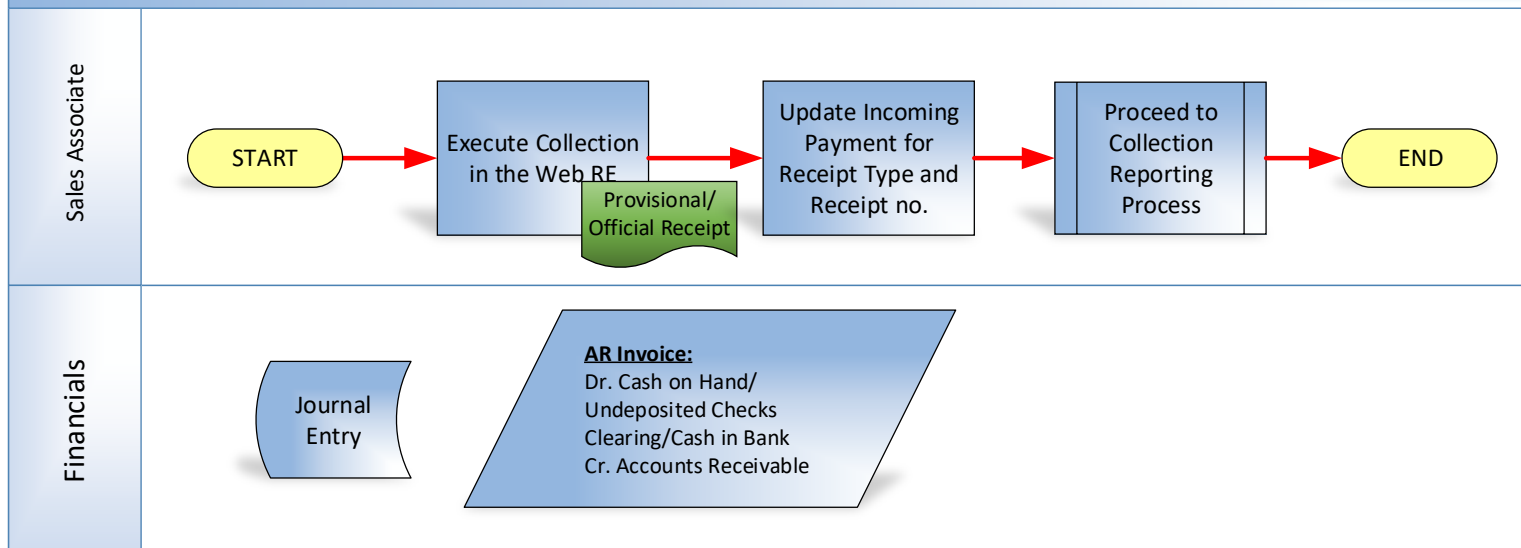






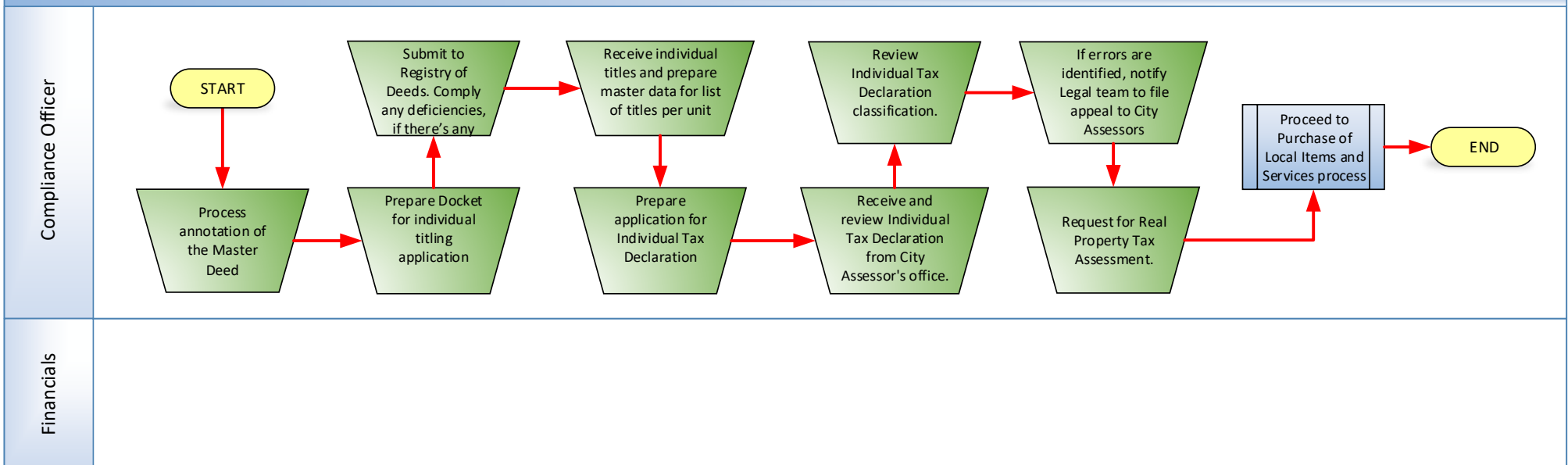
Loanable Amount Amortization for In-House financing

Loanable Amount Schedule-Collection



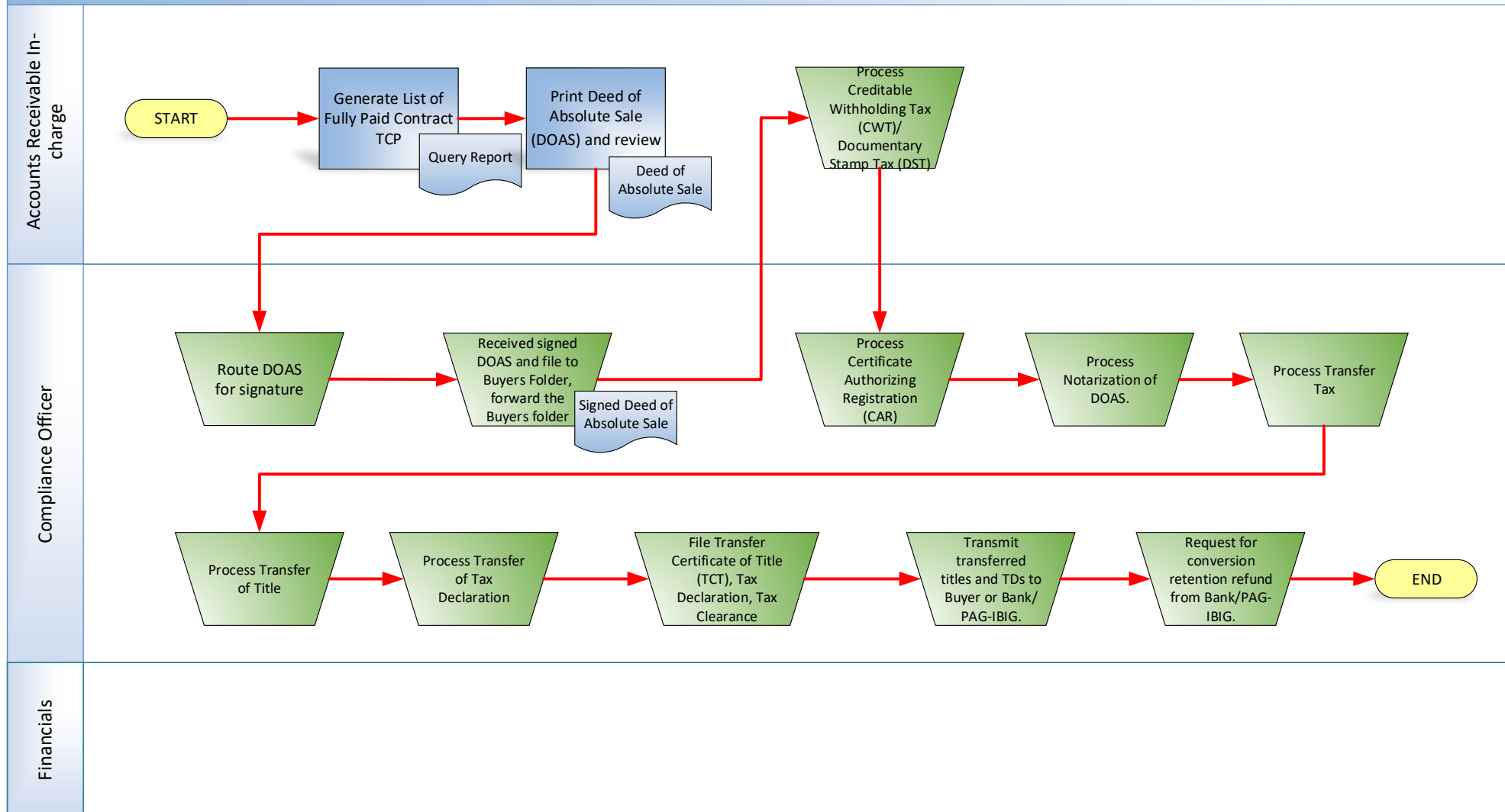
2.3.2.1.13.9 Individual Title and Tax Declaration

Individual Title and Tax Declaration

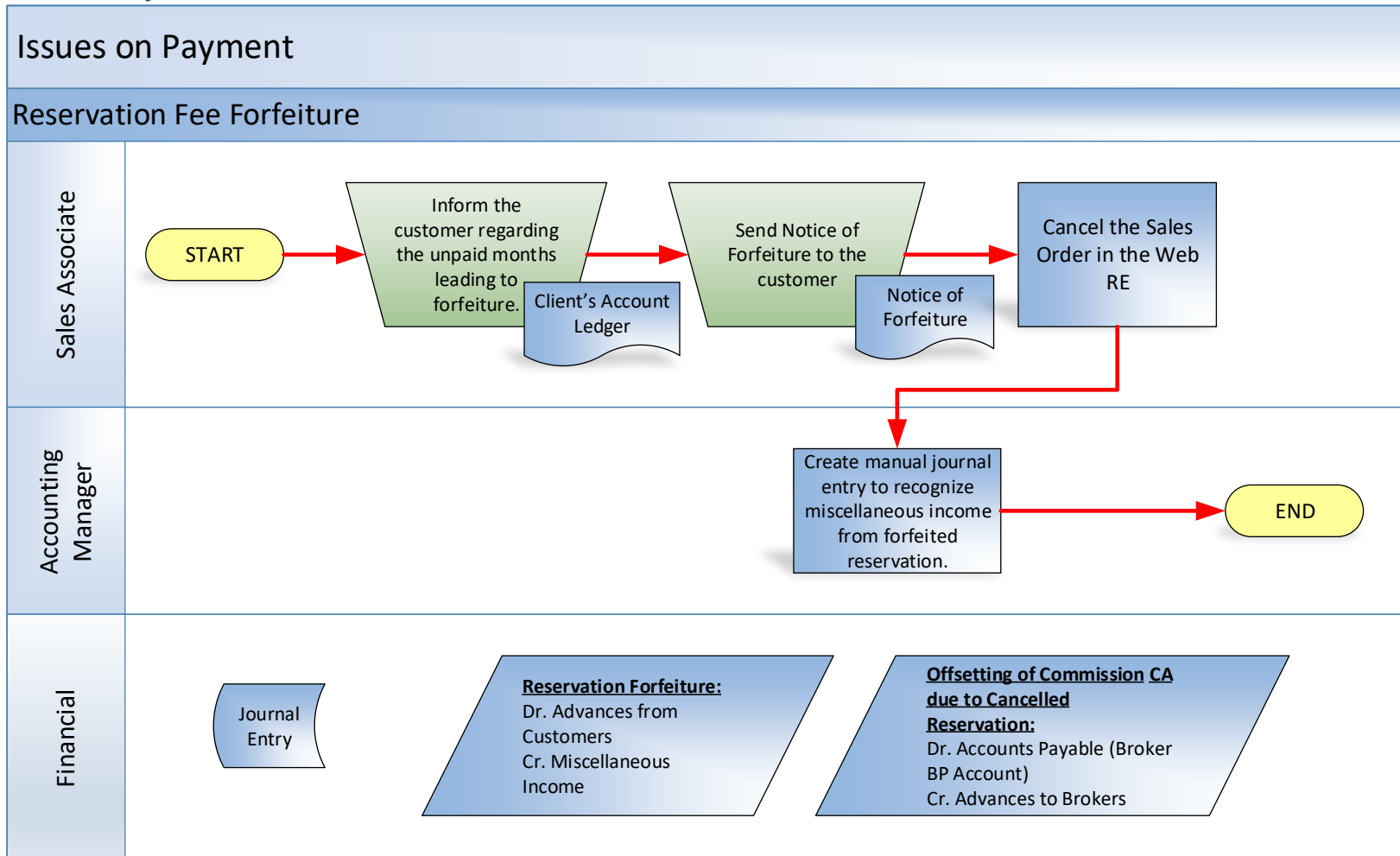


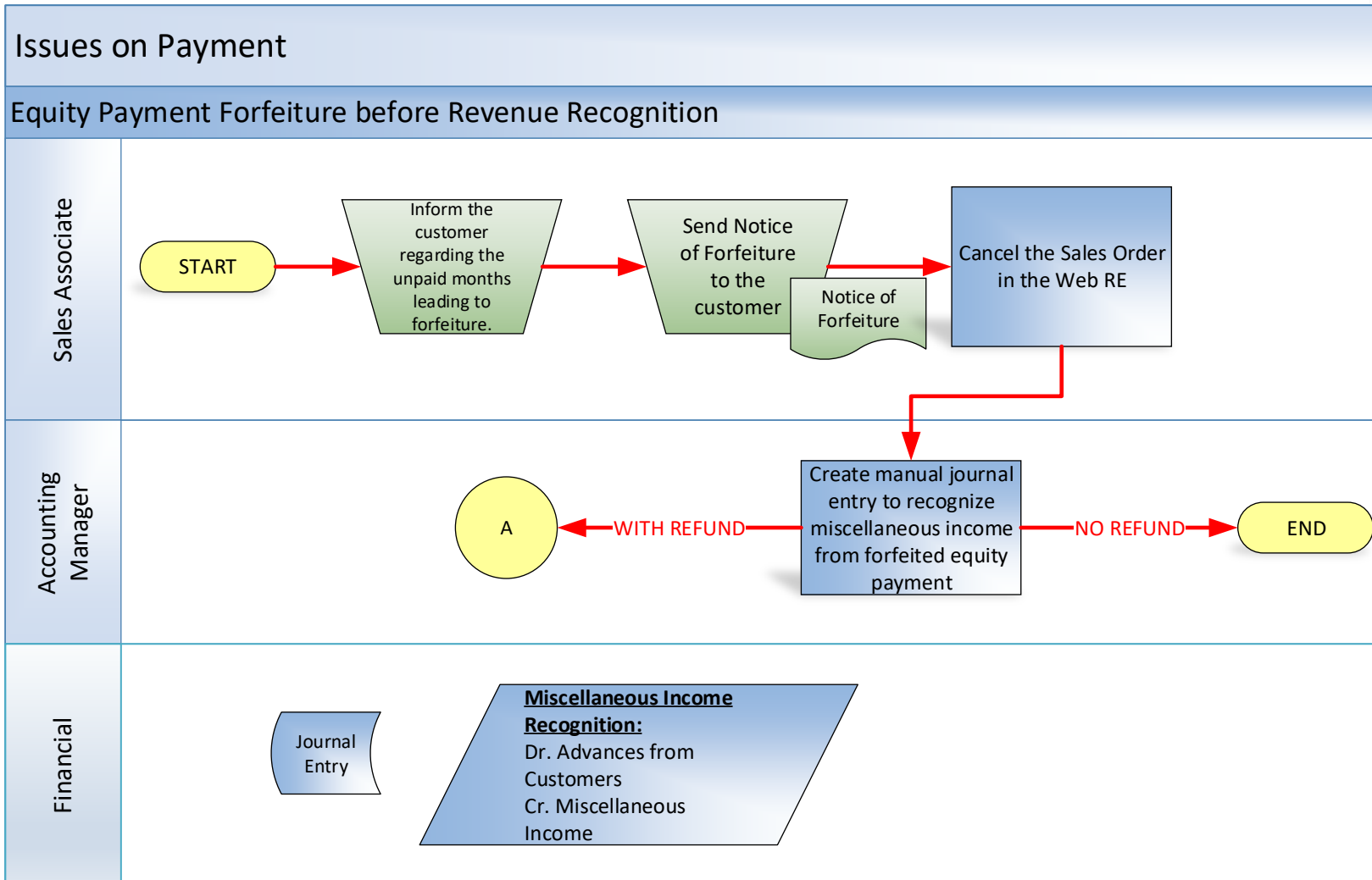
2.3.2.1.13.10 Transfer of Title by Buyer's Name

Transfer of Title by Buyer's Name



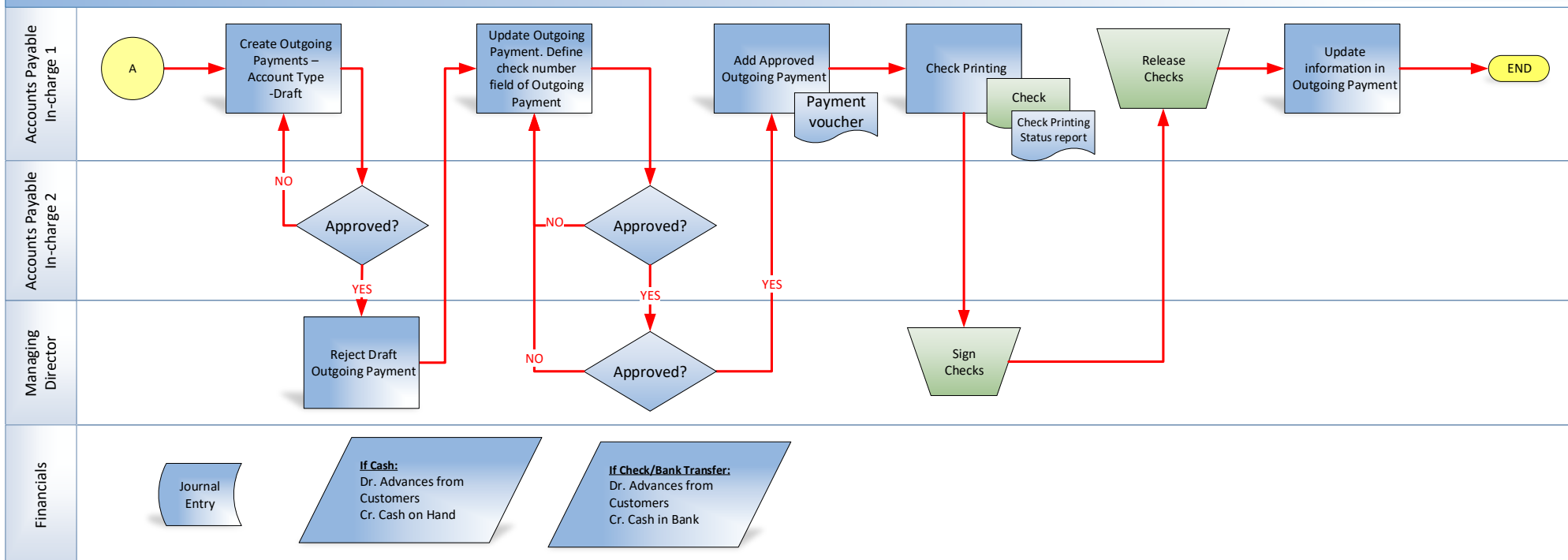
2.3.2.1.13.11 Issues on Payment

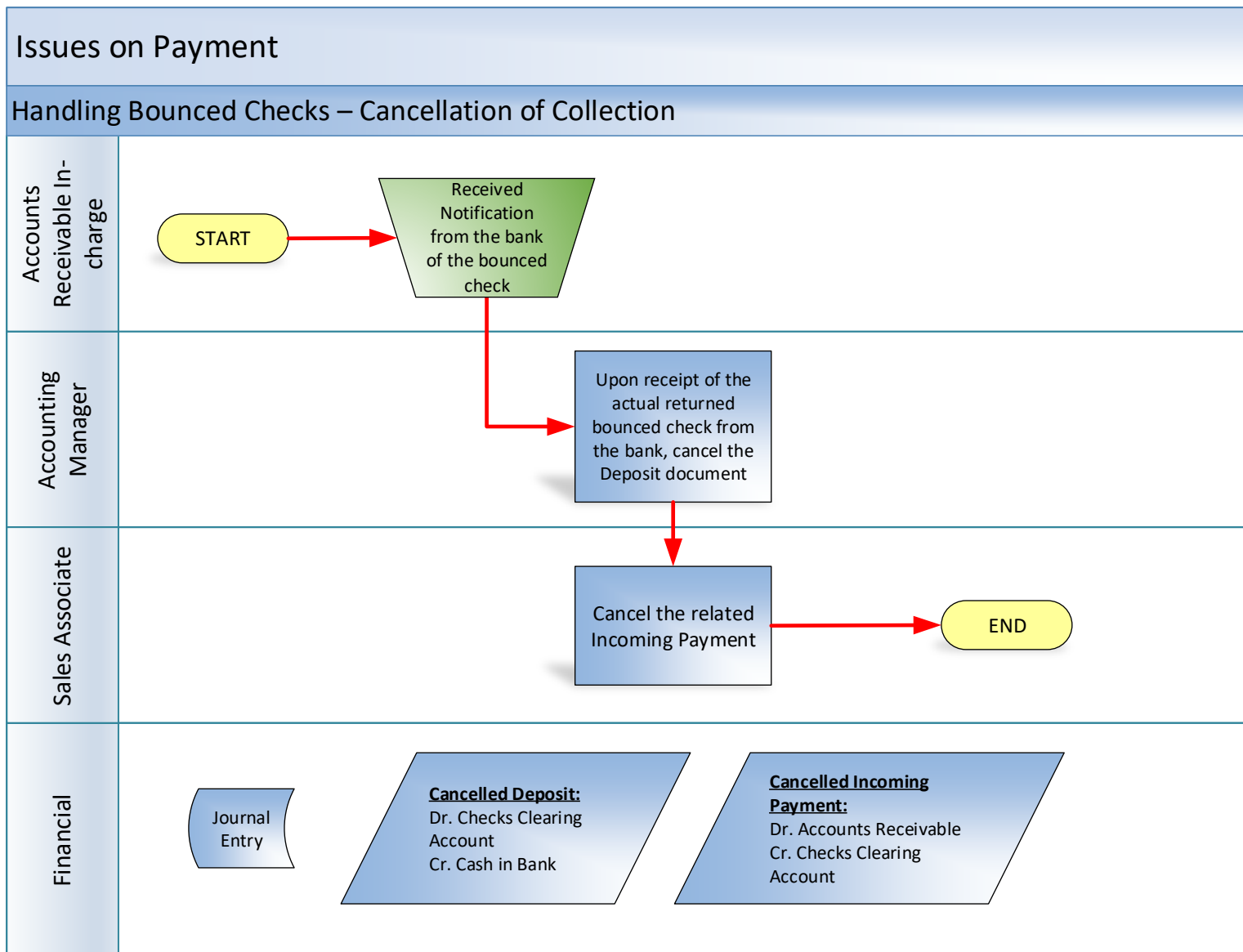




Issues on Payment

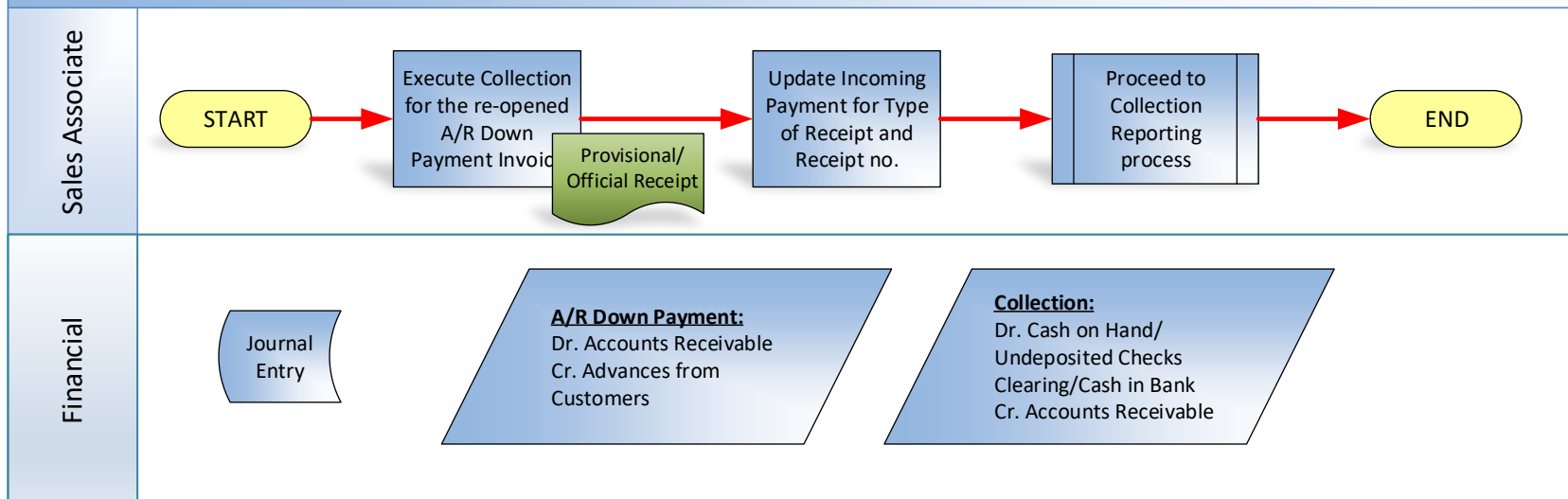
Equity Payment Forfeiture before Revenue Recognition





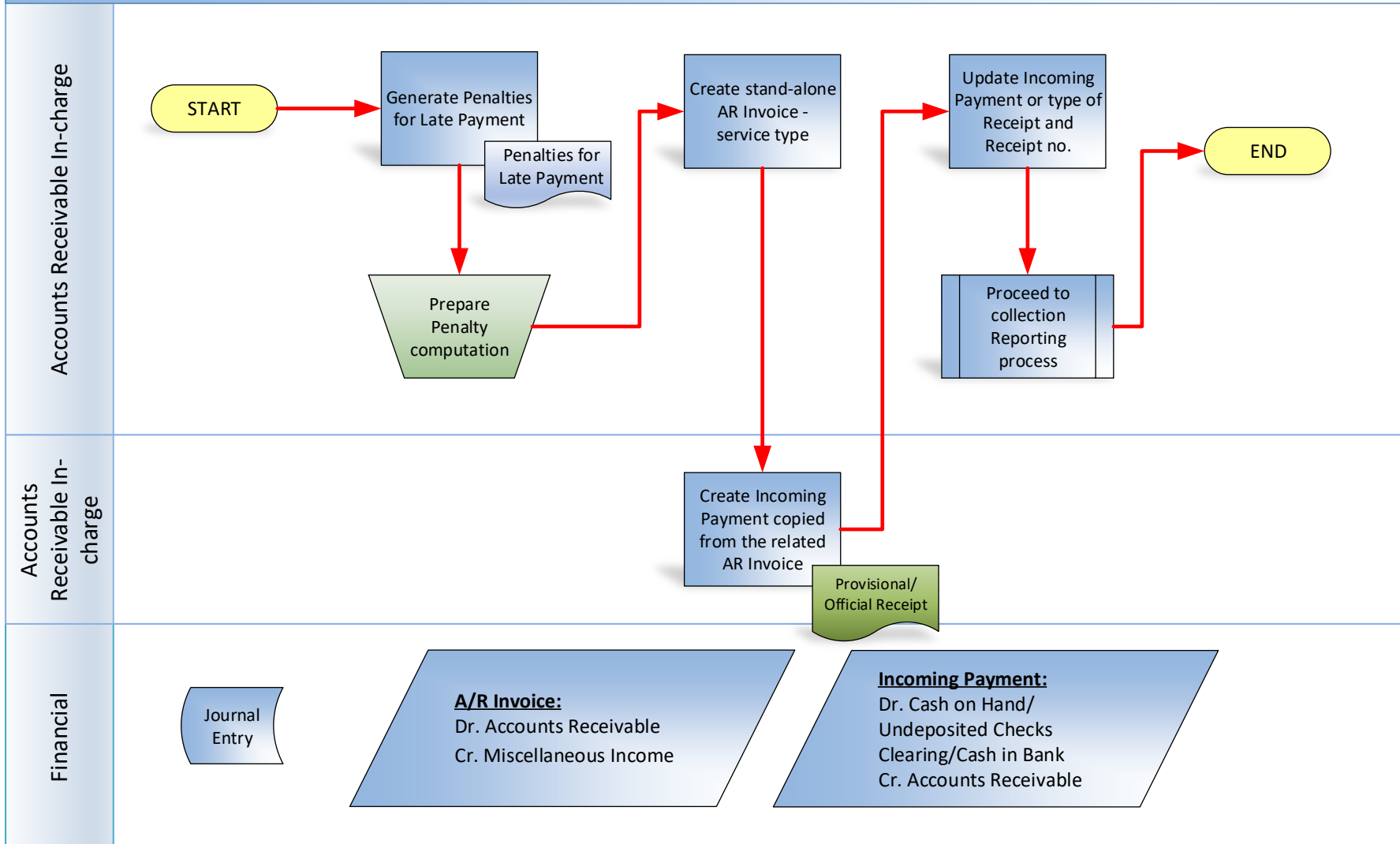
Issues on Payment

Handling Bounced Checks – Recollection of Bounced Check

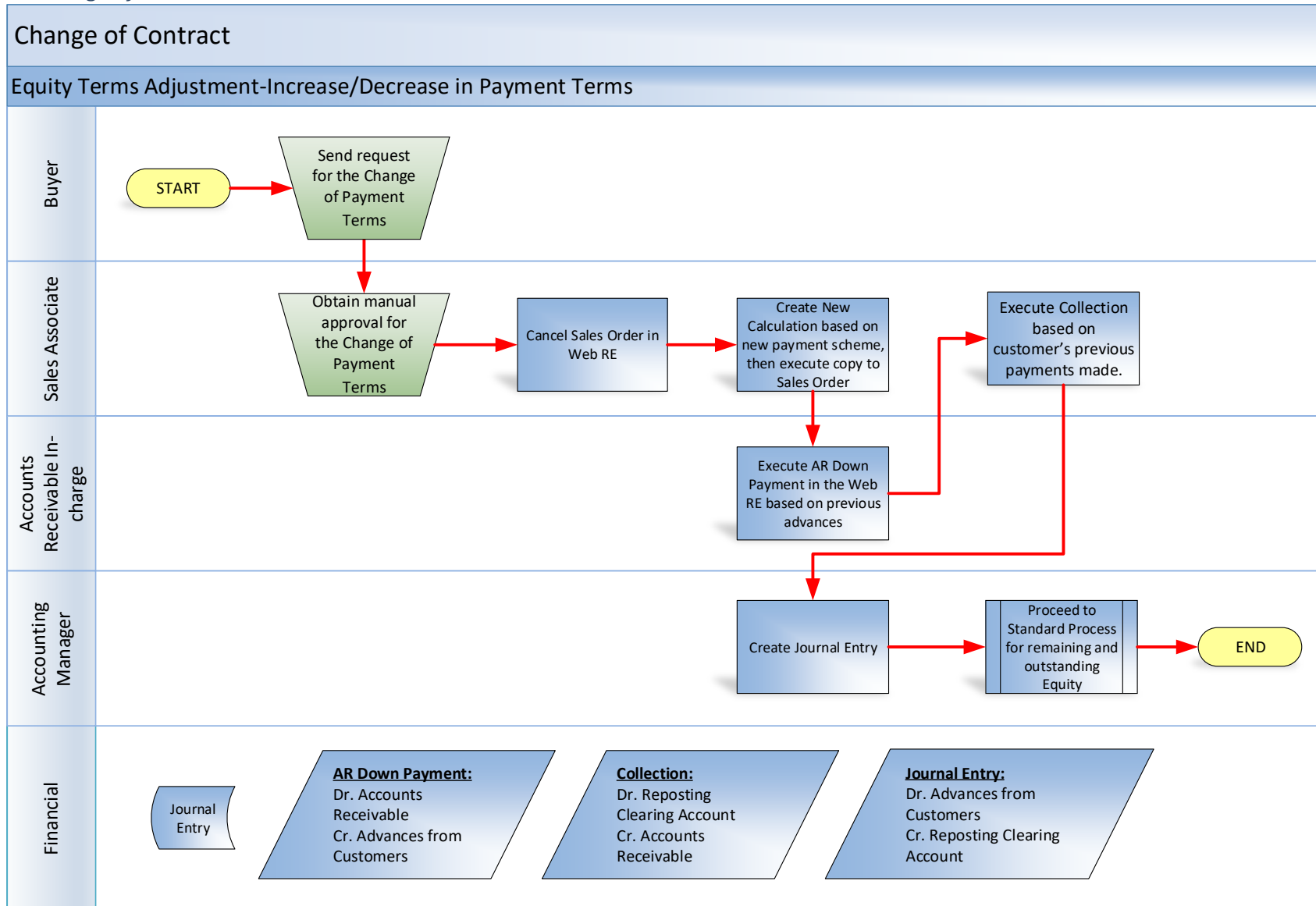


Issues on Payment

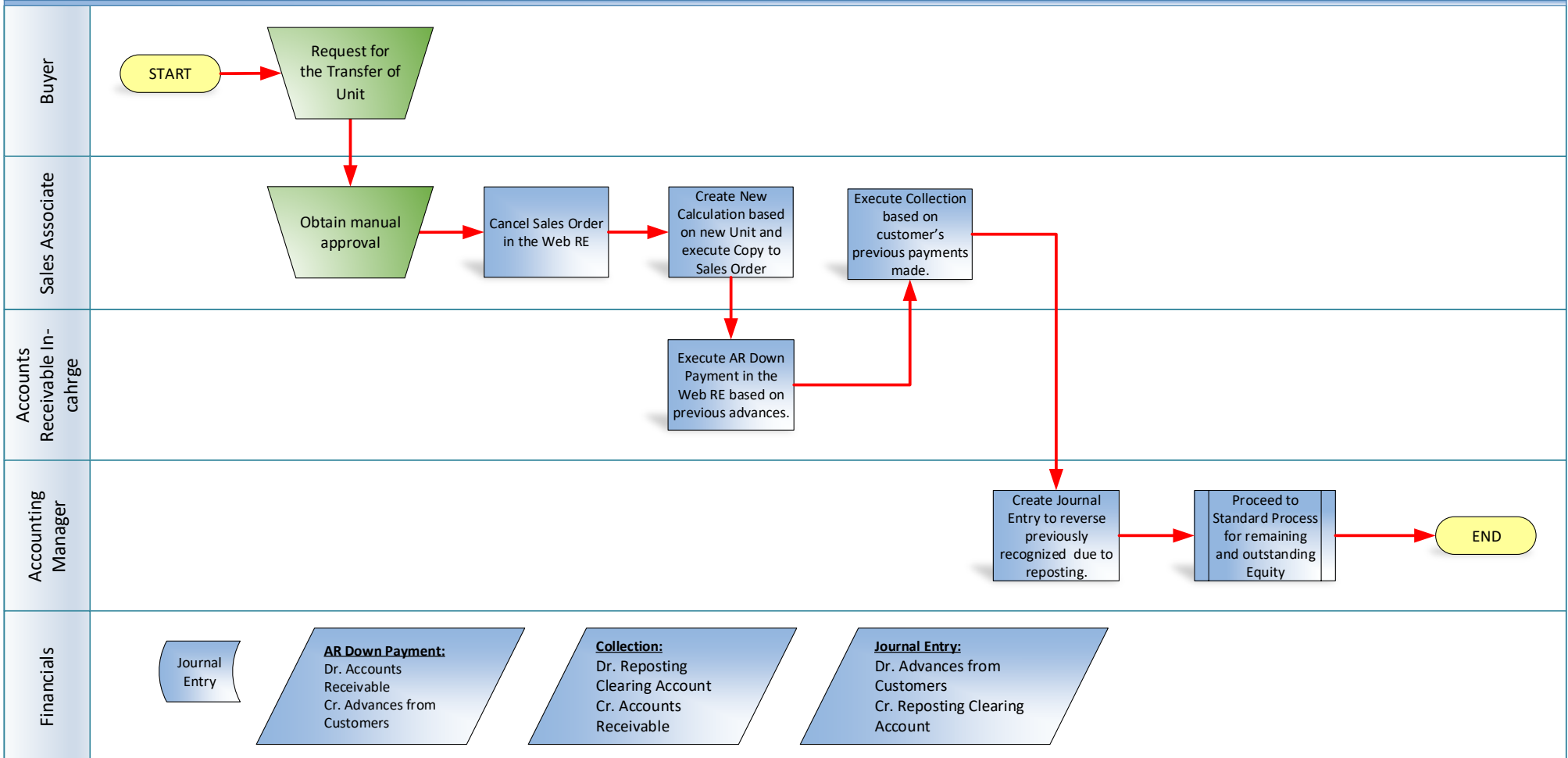
Handling Penalty – Computation and Collection



2.3.2.1.13.12 Change of Contract

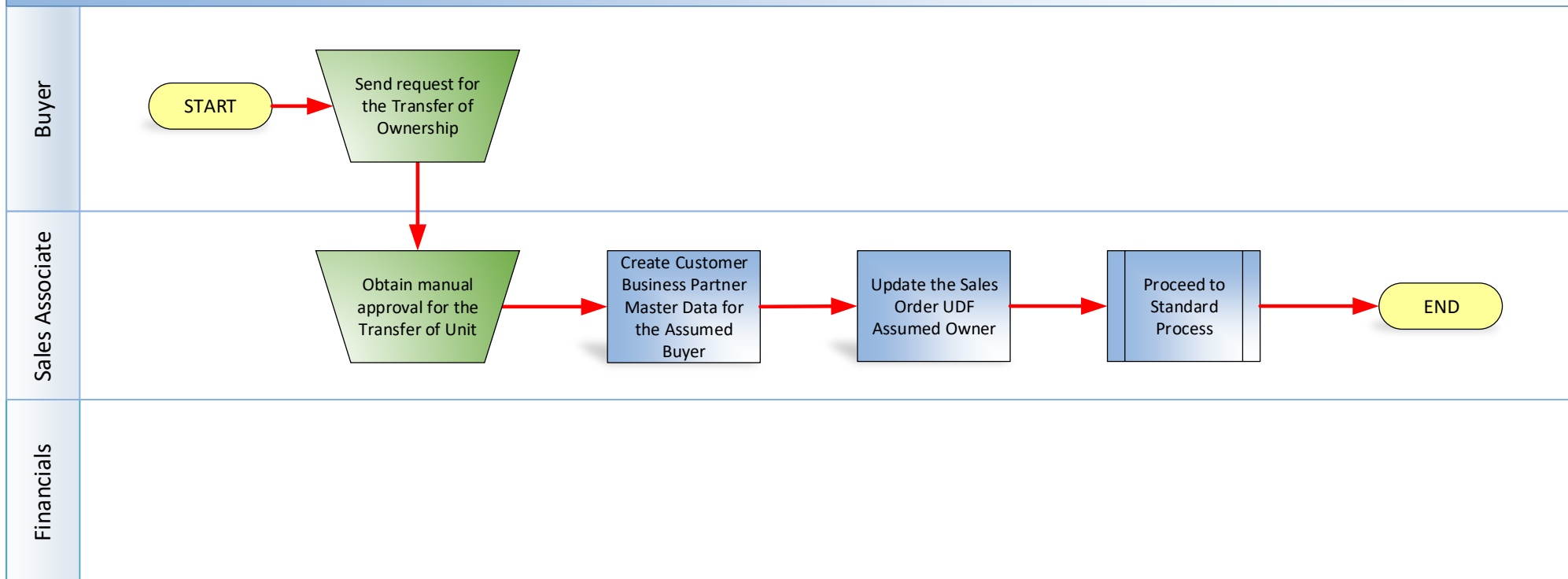


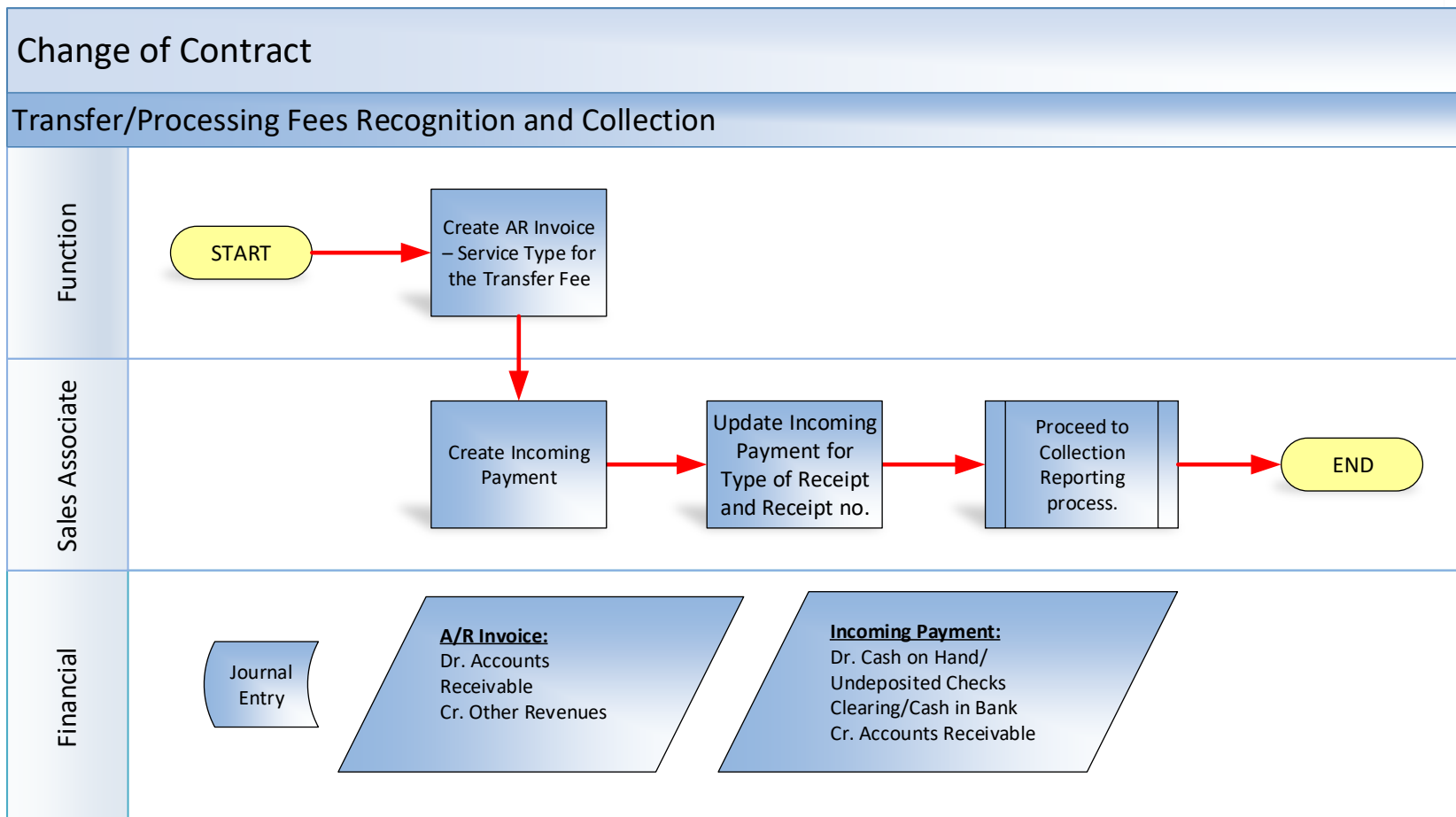
Change of Contract – Change of Unit



Change of Contract

Change of Owner/Rights (Assumed Buyer)





2.3.3 Sale of Fixed Asset

2.3.3.1 Recommendation and Assessment

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Recommend for the possible sale of Fixed Asset	Management	Manual	-	-	-	-	-	-
2.	Assess the Disposal Method	Accounting Manager	Manual	-	-	-	-	-	-
END									

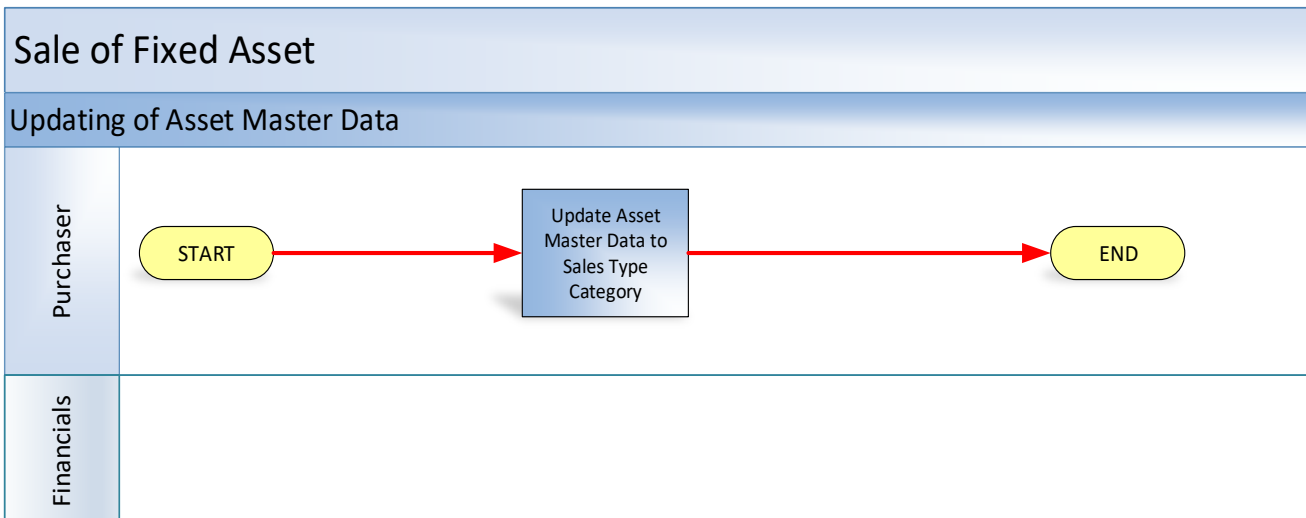
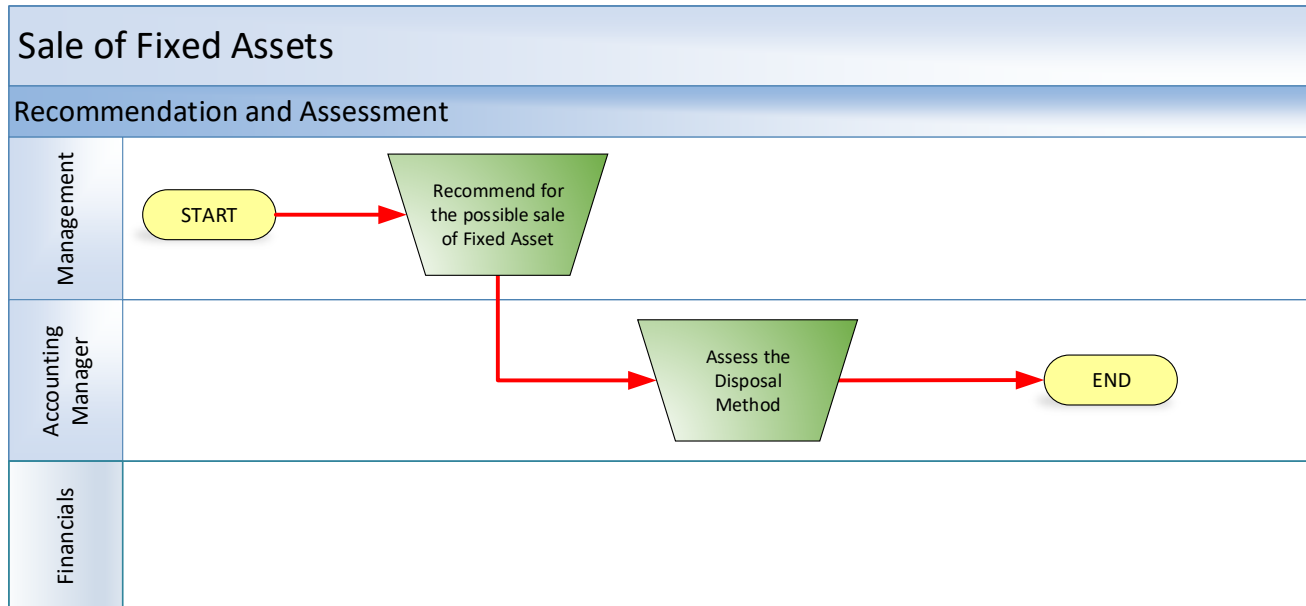
2.3.3.2 Updating of Asset Master Data

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Update Asset Master Data to Sales Type Category	Purchaser	SAP	Asset Master Data	-	-	-	-	-
END									

2.3.3.3 Invoicing and Collection

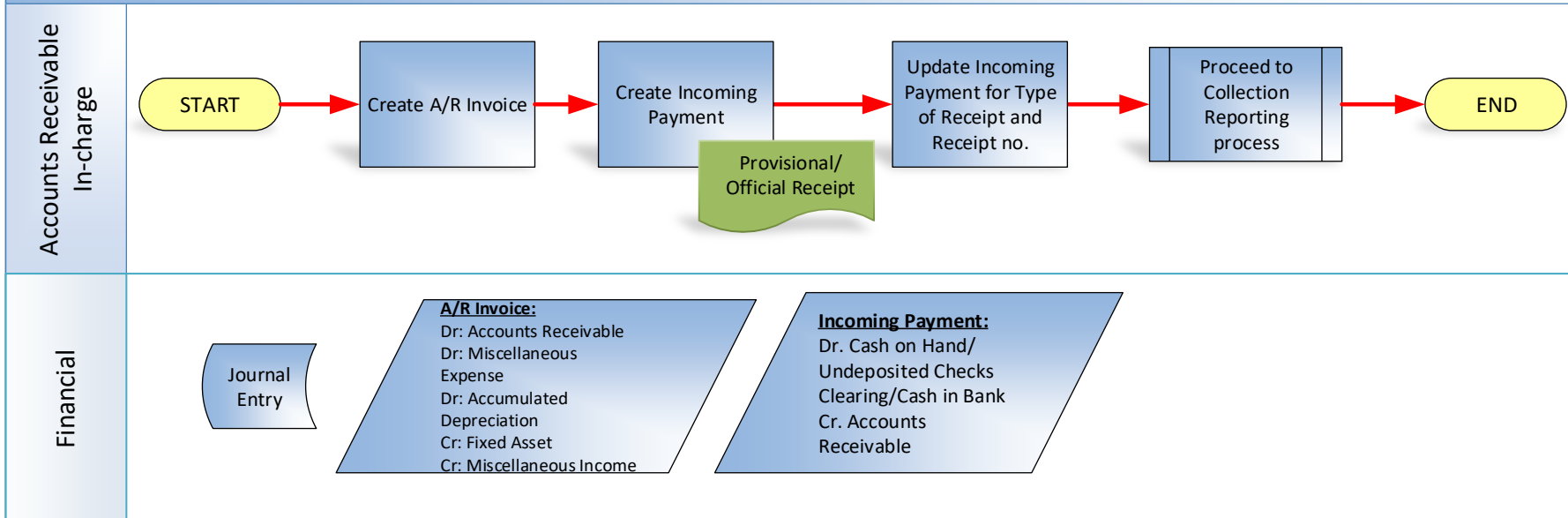
#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Create A/R Invoice	Accounts Receivable In-Charge	SAP	A/R Invoice	-	-	-	Dr: Accounts Receivable Dr: Miscellaneous Expense Dr: Accumulated Depreciation Cr: Fixed Asset Cr: Miscellaneous Income	-
2.	Create Incoming Payment	Accounts Receivable In-Charge	SAP	Incoming Payment	A/R Invoice	-	Provisional/Official Receipt (Crystal)	Dr. Cash on Hand/Undeposited Checks Clearing/Cash in Bank Cr. Accounts Receivable	-
3.	Update Incoming Payment UDFs for the following: 1. Type of Receipt 2. Receipt No.	Accounts Receivable In-Charge	SAP	Incoming Payment	Client's Payment Form	-	-	-	-
Proceed to Collection Reporting Process.									
END									

2.3.3.4 Process Flow



Sale of Fixed Asset

Invoicing and Collection



2.3.4 Other Sales

This process is applicable to the following:

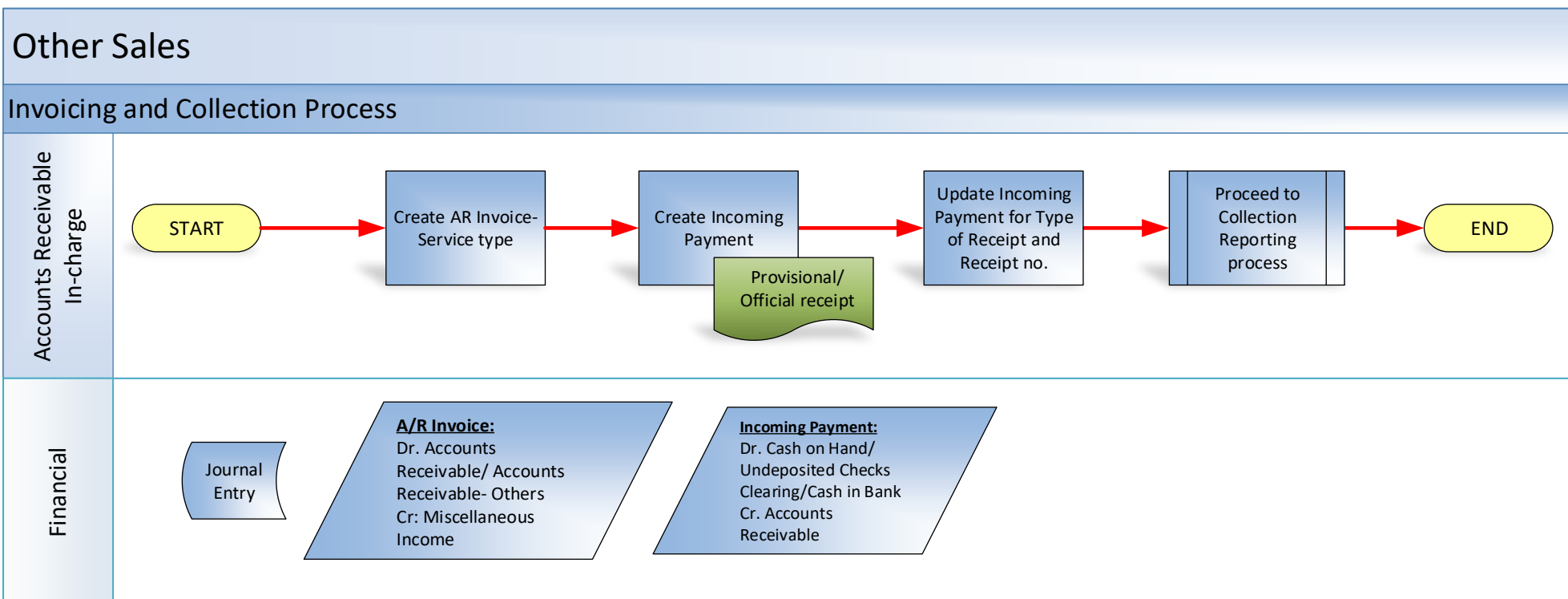
- Rendering of Professional Services
- Sales of Scrapped Items
- Equipment Rental billed to Subcontractors
- Equipment Rental billed to Projects, Evergreen as Admin

2.3.4.1.1 Invoicing and Collection Process

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
1.	Create AR Invoice – Service Type.	Accounts Receivable In-Charge	SAP	AR Invoice	-	-	-	Dr. Accounts Receivable/ Accounts Receivable- Others Cr. Miscellaneous Income	
2.	Create Incoming Payment.	Accounts Receivable In-Charge	SAP	Incoming Payments	Client's Payment Form	-	Provisional/ Official Receipt (Crystal)	Dr. Cash on Hand/Undeposited Checks Clearing/Cash in Bank Cr. Accounts Receivable	-
3.	Update Incoming Payment UDFs for the following: 1. Type of Receipt 2. Receipt No.	Accounts Receivable In-Charge	SAP	Incoming Payment	Client's Payment Form	-	-	-	-
Proceed to Collection Reporting Process.									

#	Process	Responsible Person	Manual or SAP Process	SAP Document Entry	Reference Document	Pending	Print-Out/Report Generated	Journal Entry	Remarks
END									

2.3.4.1.2 Process Flow



2.4 General Policies

1. Output Tax and Creditable Withholding Tax shall be recognized.
2. Withholding Tax recognition will be upon invoice.

3 FILE MAINTENANCE

- a. Revisions to any or all files maintained for Order to Cash shall be the responsibility of Sales Associate.
- b. BP customer code masking:

#	Series	Prefix	Digits	Suffix
1	Customers	C	6	-
2	Affiliates	C	6	-

- At the minimum, the following fields shall be filled up for the creation of Business Partner – Customer shall be:
 - Business Partner Code
 - Business Partner Name
 - Business Partner Type
 - Business Partner Group
 - Business Partner TIN
 - Business Partner Address
 - Business Partner Contact Number
 - Business Partner Contact Person/s
 - Credit Limit
 - Credit Term
 - Pricelist
 - Currency
 - Vat Code
 - Withholding Tax Code
- c. Customer Groups
- d. BP Properties to be utilized as checklist for customer requirements.

4 DOCUMENT SERIES

Standard SAP series shall be used.

-Nothing follows-