

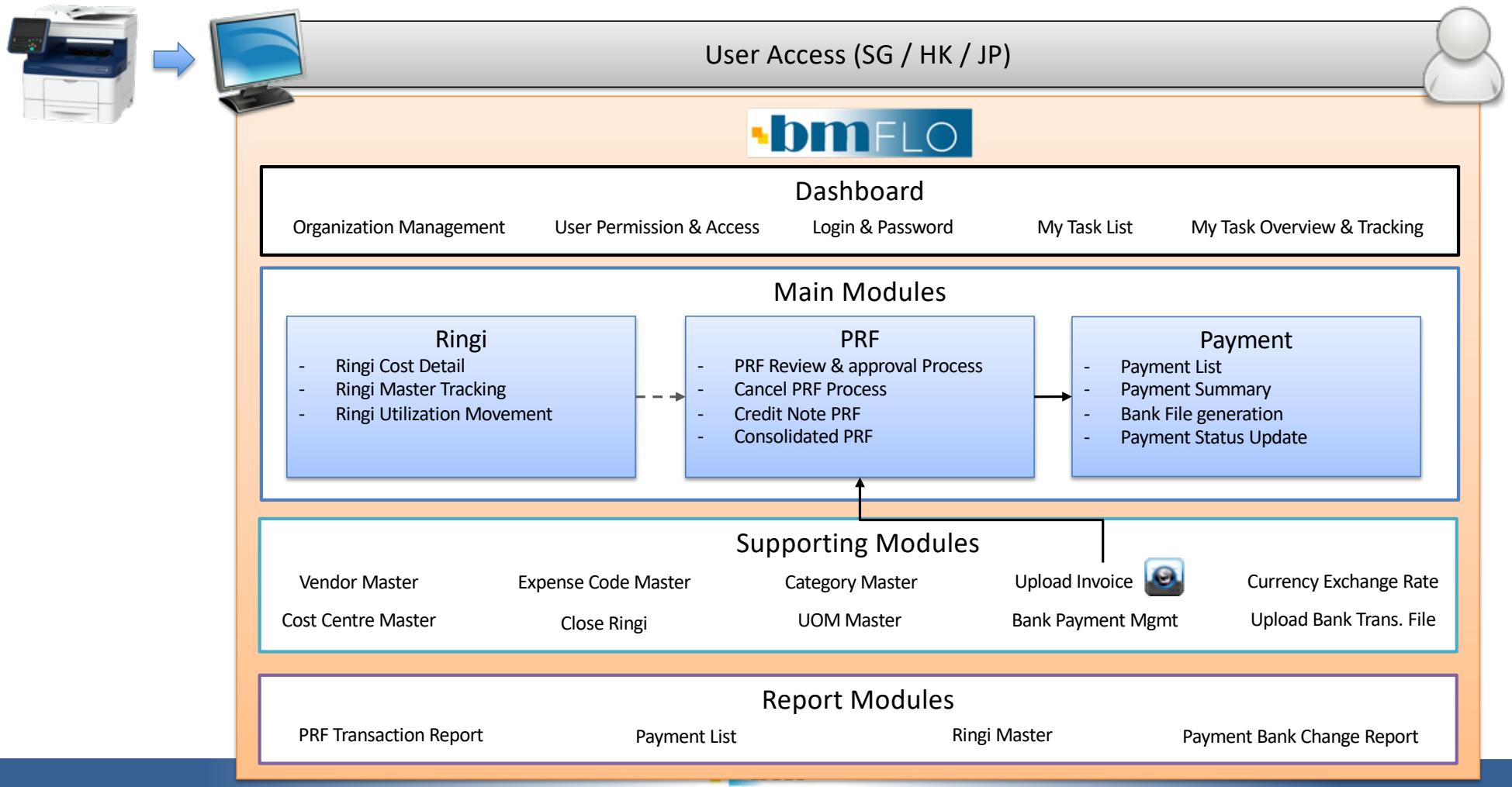


**DON DON:
DONKI**

RINGI CAPTURING PRF PROCESS AUTOMATION



Solution Architecture



Solution Deliverables

Processes			Category
No	Name	Description	
1	Ringi Form	Creation of New Ringi	Core
4	Ringi Adjustment	Adjustment to add new cost to Ringi	Supplemental
5	Close Ringi	To close off Ringi. Ringi cannot be used in any PRF after closing	Supplemental
6	Upload invoice	Upload vendor inv for PRF processing	Core
7	PRF	Creation of new PRF for matching to vendor's invoice	Core
7	Cancel PRF	Cancellation of completed PRF for the purpose of reversing to Ringi to release the budget	Supplemental
8	Credit Note PRF	Matching of vendor's credit against processed invoice to credit payment	Core
9	Consolidated PRF	Approval of all Checked PRF for payment	Core
10	Payment List	Listing of approved PRF to prepare for payment	Core
11	Payment Summary	Group of PRF by Payment Date, Debit Bank, Method & Vendor for bank Payment file generation	Core
12	Payment Status Updates	To update payment status to payment list	Supplemental

Controllers / Admin modules			Category
No	Name	Description	
1	Ringi Master list	Listing of all Ringi. Filter by different status	Core
2	Ringi Movement	Tracking of all transactions to each Ringi	Core
3	Supplier Master	Suppliers details including email addresses for sending remittance & Beneficiary Bank Details	Core
4	Category Master	Categorisation of expense type for user selection	Core
5	UOM Master	Manage list of UOM for selection in Ringi & PRF	Core
6	Cost Centre	Manage Dept and Cost center	Core
7	Expense Master	Expense code for type of expense, tie to cost centre	Core
8	Currency Exchange Mgmt	To setup for exchange rate conversion used in Ringi & PRF	Core
9	Bank Payment Mgmt	Setup for Debit Bank details & Bank Holiday Calendar	Core

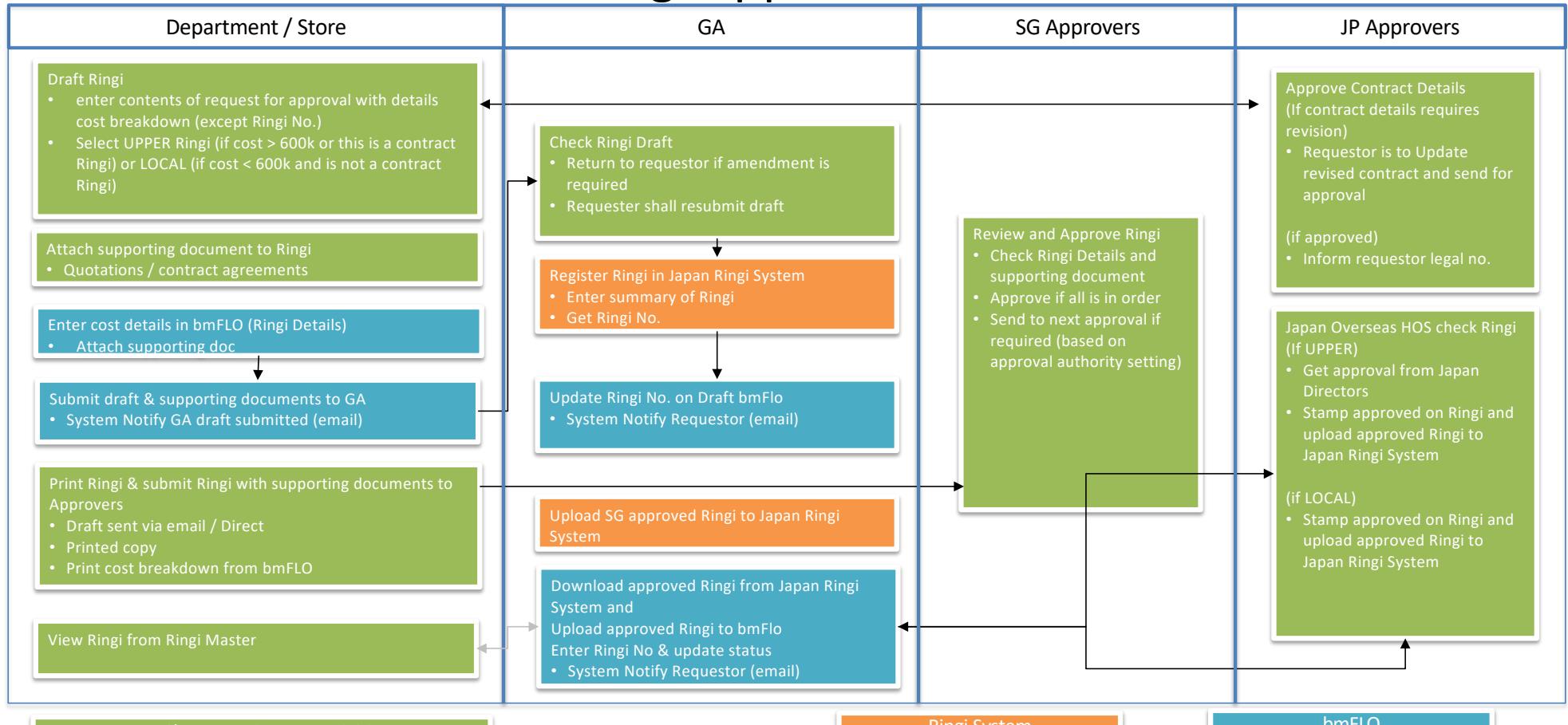
Files posting to bank			
No	Name	Description	Remarks
1	UOB	CSV Format	Template
2	Mizuho	Excel Format	Reference
3	SBMC	Excel Format	Reference

Reports		
No	Name	Description
1	Ringi Master Tracking	Allows user to select and view all their Ringi based on their Filtering. Exportable
2	PRF Transaction Report	Applicants : View their own PRF & dept PRF
3	Payment Bank Change Report	List of PRF with changes made to Debit Bank & Method @ Payment summary (after PRF has completed)
3	Payment List Master	Complete list of payment details (completed)

RINGI PROCESS



To-Be Ringi Approval Workflow



Ringi Process – Create New Ringi Draft (Current Form)

1. Open New Ringi Form on Word

The screenshot shows the Microsoft Word interface with the 'Ringi Document' template open. The form contains various sections for inputting details such as Ringi No., Subject, Description, Department, Name, Signature, Date, and several approval sections. At the bottom, there are fields for Total Payment, Estimate, Ringi Option, Purpose, Detail, and Payment.

2. Enter Ringi Details

The screenshot shows the Microsoft Word interface with the 'Ringi Document' template filled with specific data. The fields include Ringi No., Subject, Description, Department, Name, Signature, Date, and various approval and legal sections. The 'Total Payment' field is set to \$87,000, and the 'Ringi Option' is set to PAYMENT.

Notes:

1. No change to current Ringi Form & SOP
2. Users continue to complete the details
3. For costing, users only need to put in the total sum

Ringi Process

Enter Cost Details – in bmFLO (New form)

3. Enter cost breakdown details and print to PDF (supporting document for Ringi)

Pan Pacific Retail Management (Singapore) Pte Ltd										Ringi Cost Detail				
Subject*	Gross turnover audit			Class*	<input checked="" type="checkbox"/> Local	<input type="checkbox"/> Upper	Ringi No	21001203						
Description*	Fee for Gross Turnover audit for 6 stores			Date*	28/12/2020									
Department*	PPRM Accounts			Store [+]										
Name*	Winnie Thean													
Ringi Details														
Purpose	To pay Gross Turnover audit fee which is required by landlords													
Confidential Ringi	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Contract*	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Contract No.								
Refer Ringi No				Recurring Ringi*	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Rate Budget	<input type="checkbox"/> Yearly Budget	<input type="checkbox"/> Monthly Budget					
Remarks	This ringi will be used for future payment until the app usage is cancelled													
Ringi Status	Approved 			Upload Approved Ringi			21001203-Approved.pdf							
Item Cost Details														
#	Vendor	Expense Description	Currency	UOM	Qty	Unit Price	Amount	Tax Code	Tax	Total Original	Ex Rate	Total SGD	[+]	
1	Bizmann	1 Jan 2019 - 31 Dec 2015	SGD ▼	Unit ▼	1	1,000.00	1,000.00	7%	70.00	1,070.00	1.0000	1,070.00	[−]	
2	Vendor A	1 Apr 2019 - 31 Mar 202	SGD ▼	Unit ▼	1	1,000.00	1,000.00	7%	70.00	1,070.00	1.0000	1,070.00	[−]	
3	Vendor B	1 Apr 2019 - 31 Mar 202	SGD ▼	Unit ▼	1	1,000.00	1,000.00	7%	70.00	1,070.00	1.0000	1,070.00	[−]	
4	Vendor C	8 May 2019 - 31 Mar 202	SGD ▼	Unit ▼	1	1,000.00	1,000.00	7%	70.00	1,070.00	1.0000	1,070.00	[−]	
5	Vendor D	1 Aug 2019 - 31 Dec 201	SGD ▼	Unit ▼	1	1,000.00	1,000.00	7%	70.00	1,070.00	1.0000	1,070.00	[−]	
6	Vendor E	1 Apr 2019 - 31 Dec 201	SGD ▼	Unit ▼	1	1,000.00	1,000.00	7%	70.00	1,070.00	1.0000	1,070.00	[−]	
7	Buffer	1 Apr 2019 - 31 Dec 201	SGD ▼	Unit ▼	1	1,000.00	1,000.00	7%	70.00	1,000.00	1.0000	1,070.00	[−]	
										Sub-total	1,0000	7,000.00		
										Tax	490.00			
										Total	7,490.00			
Budget Information														
#	Subject	Description	Currency	Original Amt	Tax	Original Total	Amount SGD	Exchange Rate	JPY				[+]	
1	Gross Turnover audit	Fee for Gross Turnover audit for 6 stores	SGD	6,000.00	420.00	6,420.00	7,490.00	77	576,730.00				[−]	
										Total	7,490.00	576,730.00		
Audit Logs														
#	User	Designation	Date Time			Comments								
1	Winnie	AC Manager												
2	Shin	GA												
3	Shin	GA												

#	Module	Business Rules	Connected Modules
1	Ringi Form	<p>Ringi is to be created for the purpose of generating the basic ringi cost details for PRF tracking in bmFLO. It will not replace the existing Ringi Form or future e-Ringi. It will supplement the Ringi for tracking of usage and budget details.</p> <p>All current Ringi SOP of approvals shall remain. This Ringi Form has no process of approval. It allows applicant & GA to access at anytime to input the details. Once a Ringi has been updated to Approved, no changes is allowed to Ringi</p> <p>There are 4 types of Ringi:</p> <ul style="list-style-type: none"> > 1 time Ringi - As a total budget for all PRF raised against this Ringi till completed > Recurring Ringi - Rate Budget - User can raise for the rates listed in the item listing. There is no total budget amount to track for Recurring Rate Budget Ringi. > Recurring Ringi - Yearly Budget - Budget raised can be used within the calendar year until complete. User can wait for the new year to raise PRF agains this budet > Recurring Ringi - Monthly Budget - Budget raised can be used within the monthly payment. 	Create Cost Details
2	Cost Details Org Chart Ringi Form	<p>It has been agreed the cost details format is to follow the structure for all Ringi moving forward. The Ringi can be used to capture:</p> <ul style="list-style-type: none"> - Multiple stores from 1 department. This Ringi can be viewed by applicant, and the users from the stores indicated in the Ringi unless marked Confidential. - Users login and department are auto-populated based on login. If the Ringi is applicable to Store, users would have to add store. - When user enters the Ringi details, Ringi status is default to New - Once details have been created, users to print and attach to Ringi Form and follow the existing way to submit for approval (outside of the system) - Ringi No is to be entered by GA when GA has reviewed the Ringi submitted by users, go to Japan Ringi System to create a Ringi. At this point, GA can enter the Ringi No and update the status to Pending. 	Ringi Master
3	Estimates Contract Existing Ringi Payment Purposes Upload Approved Confidential	<ul style="list-style-type: none"> - Estimate is only an indication. The total amount submitted is still the budget which user cannot exceed - If select Yes for Contract, user must enter Contract No & Lawyer Name. - Refer existing Ringi - To show connection to current Ringi. User to select Ringi No - If Ringi is raised not for payment purposes, to indicate Others. Default selection is for Payment. This facilitates tracking of budget. - Upload Approved Ringi is to be done by GA upon approval in Japan Ringi System. GA will also change Ringi to Approved. - If marked Confidential means this Ringi can only be viewed by applicant, GA, SG AC & JP AC only. 	Ringi Master / Movement
	Recurring	<ul style="list-style-type: none"> - If user select Recurring Ringi, it's mandatory for user to select Rate Budget, Yearly budget or Monthly budget > Recurring Ringi means the system will auto renew the budget every year at the start of the calendar year no matter when the contract start. There is no expiry until user close the Ringi. The budget auto renew from 1st day of Jan till end of year. All balance from previous year cannot be used for the next year. > Rate budget means the control is on the rate listed in the items list. There is no tracking of total budget amount. The validation is for the rate listed. Users are to list as many rates needed for the PRF purposes. > Yearly budget means the payment budget is controlled by cal year > Monthly Budget means the payment budget is controlled by month > System will control yearly payment or monthly payment based on users indication of Invoice period in PRF 	PRF & Ringi master / movement
	Ringi Status	<ul style="list-style-type: none"> > New: Auto when user create Ringi > Pending: GA to Update when get Ringi No from Japan Ringi System and waiting for approval > Approved: GA to update when get Ringi approved from Japan Ringi System. GA has to upload Approved Ringi Form. > Completed: Auto updated by system when Ringi balance is zero > Closed: When user close off Ringi no longer required 	
4	Budget Information Subject Description Currency	<p>This shows the total budget of the Ringi</p> <p>Auto fill from subject</p> <p>Auto fill from description</p> <p>Auto fill from currency</p> <p>Currency, Original Amount, Tax, Original Total, Amount SGD - Autopopulate from item cost</p> <p>> The total budget amount is the amount to be used in Ringi Utilization Tracking against PRF. Vendor is for the purpose of validating Vendor selected in PRF is validated.</p> <p>> There is no need to check individual vendor cost utilization against the cost detail</p>	PRF, Ringi Master & Movement
	Vendor	<p>> Mandatory to indicate vendor. If vendor is not confirmed yet, user to indicate 'TBA'. When GA get approval of Ringi, user has to update GA the confirmed vendor. Ringi cannot be changed to approved if vendor is not updated.</p>	
5	Ringi Cost Details	<ul style="list-style-type: none"> > Ringi Cost Detail is not editable after approved. > Whether the cost is 1 line item or more, all cost details must be generated in this system > System to autopopulate the next line based on the previous line when user click on [+] 	
	Hourly/Monthly Rate in UOM	<p>> If users are entering rate such as those contract for HR partimers, user to enter 1 for Qty and unit price as the rate. System to provide for Hourly, Monthly, Yearly in UOM on top fo the standard UOM list.</p>	
	Item details	<ul style="list-style-type: none"> > Buffer is to be listed under Supplier Master for selection to allow user to input additional cost to be used for this Ringi. This cost does not belong to any vendor and can be used by user in PRF as part of the budget. > Store/Dept & Vendor - Select from Master list > Description, Currency, UOM, Qty, Unit Price - User entries > Amount, Tax, Total original, Total SGD - Auto calculate. SGD total is to be used for Budget Tracking purposes. > Tax Code - User select. 7% or 0% > Exchange Rate - Auto from currency selection > Total amount in item details must not exceed budget total 	

Ringi Process – Submit to GA

4. Attach Ringi with supporting document, send draft to GA

Ringi Document											
Class	<input checked="" type="checkbox"/> Local & Upper	Company & Location	Pan Pacific Retail Management (Singapore) Pte Ltd								
Ring No.		Subject	Gross turnover audit								
Description	Fee for Gross Turnover audit for 6 stores										
Department	PPRM Accounts	Store	Date	28 Dec 2020							
Name	Winnie Teo	Signature									
Name	Opinion	Signature	Date								
Discussed With	Winnie Teo										
Approved by	<table border="1"> <tr> <td>Makoto Kazuhiko</td> </tr> <tr> <td>Machida Satoshi</td> </tr> <tr> <td>Yoshiaki Goto</td> </tr> </table>					Makoto Kazuhiko	Machida Satoshi	Yoshiaki Goto			
Makoto Kazuhiko											
Machida Satoshi											
Yoshiaki Goto											
Legal checked by	<table border="1"> <tr> <td><input type="checkbox"/> Approved</td> <td><input type="checkbox"/> Rejected</td> <td><input type="checkbox"/> Report</td> </tr> <tr> <td colspan="3">In case of Discrepancy or Contract issue, Please report to the following Director.</td> </tr> </table>					<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected	<input type="checkbox"/> Report	In case of Discrepancy or Contract issue, Please report to the following Director.		
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected	<input type="checkbox"/> Report									
In case of Discrepancy or Contract issue, Please report to the following Director.											
Approved by	<table border="1"> <tr> <td>NAOKI YOSHIDA</td> </tr> <tr> <td>Date</td> </tr> </table>					NAOKI YOSHIDA	Date				
NAOKI YOSHIDA											
Date											
Opinion											
Final Approval	<table border="1"> <tr> <td>IAKAO YASUDA</td> </tr> <tr> <td>Date</td> </tr> </table>					IAKAO YASUDA	Date				
IAKAO YASUDA											
Date											
Person who can sign the documents for operation after this Document's Approval	Name										
Total Payment	\$57,000 (Tax In)		Rater Ringi No								
Estimate	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Contract	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
RINGI OPTION	<input type="checkbox"/> PAYMENT <input type="checkbox"/> OTHERS (Service Agreement) Lawyer										
[PURPOSE/目的]											
To pay Gross Turnover audit fee which is required by landlords											
[Detail/詳細]											
Refer to attached cost details											
[Payment]											
Refer to attached Payment details											

5. GA Check Ringi & supporting document

Ringi Document											
Class	<input checked="" type="checkbox"/> Local & Upper	Company & Location	Pan Pacific Retail Management (Singapore) Pte Ltd								
Ring No.		Subject	Gross turnover audit								
Description	Fee for Gross Turnover audit for 6 stores										
Department	PPRM Accounts	Store	Date	28 Dec 2020							
Name	Winnie Teo	Signature									
Name	Opinion	Signature	Date								
Discussed With	Winnie Teo										
Approved by	<table border="1"> <tr> <td>Makoto Kazuhiko</td> </tr> <tr> <td>Machida Satoshi</td> </tr> <tr> <td>Yoshiaki Goto</td> </tr> </table>					Makoto Kazuhiko	Machida Satoshi	Yoshiaki Goto			
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<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected	<input type="checkbox"/> Report									
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IAKAO YASUDA											
Date											
Person who can sign the documents for operation after this Document's Approval	Name										
Total Payment	\$57,000 (Tax In)		Rater Ringi No								
Estimate	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Contract	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
RINGI OPTION	<input type="checkbox"/> PAYMENT <input type="checkbox"/> OTHERS (Service Agreement) Lawyer										
[PURPOSE/目的]											
To pay Gross Turnover audit fee which is required by landlords											
[Detail/詳細]											
Refer to attached cost details											
[Payment]											
Refer to attached Payment details											

Notes:

1. No change to current Ringi Form & SOP
2. Checking of draft & supporting document remain the same.
3. GA will check if Cost details are generated correctly in bmFLO

Ringi Process – GA enter Ringi to Japan System

6. Enter Ringi Detail into Japan System. Get Ringi No.

レコードの登録
追加するレコードの情報を入力してください。
(* は必須フィールドです。必ず入力してください。)

ファイルレイアウト [PPRM] DATA-01 [必須] * 値域検査 DATA-02 [必須] * 値域検査

RINGI(Upper) (選択)
RINGI (選択)

LOCATION [PPRM]
RINGI# 74*****
LOCAL#

STORE []

PIC* NEW
PIC Person in Charge NEW! Submit a new record VOID Stop to submit (changing planning or postpone schedule)
Initial date* 2021年7月9日 横組
Subject
Total Payment 0
Payment Remarks
Dept* Requested by* Vendor*
If you don't know partner name, or there's no pertinence about the matter. Please input "nothing"

登録する キャンセルする

8. Requestor informed via email on Ringi no

Dear Winnie Thean,

Please get approval for this Ringi
Subject: Gross turnover audit
Ringi No.: 21001203

Thank You.



7. Update Ringi No. into Ringi Cost Detail System.

Pan Pacific Retail Management (Singapore) Pte Ltd							Ringi Cost Detail						
Subject*	Gross turnover audit			Class*	<input checked="" type="checkbox"/> Local	<input type="checkbox"/> Upper	Ringi No	21001203					
Description*	Fee for Gross Turnover audit for 6 stores			Date*	28/12/2020								
Department*	PPRM Accounts			Store [+]									
Name*	Winnie Thean												
Ringi Details													
Purpose	To pay Gross Turnover audit fee which is required by landlords												
Confidential Ringi	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Contract*	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Contract No.							
Refer Ringi No			Recurring Ringi*	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Rate Budget	<input type="checkbox"/> Yearly Budget	<input type="checkbox"/> Monthly Budget					
Remarks	This ringi will be used for future payment until the app usage is cancelled												
Ringi Status	Pending		Upload Approved Ringi: 21001203-Approved.pdf										
Item Cost Details													
#	Vendor	Expense Description	Currency	UOM	Qty	Unit Price	Amount	Tax Code	Tax	Total Original	Ex Rate	Total SGD	[+]
1	Bizmann	1 Jan 2019 - 31 Dec 2019	SGD	Unit	1	1,000.00	1,000.00	7%	70.00	1,070.00	1.0000	1,070.00	[+]

Ringi Status = Pending

Notes:

1. Creation of new Ringi in Japan Ringi System remain the same
2. Create Ringi and get Ringi No
3. Update Ringi No in Ringi Cost Details (bmFLO) and change status to Pending
4. If Ringi not yet approved, send to user to get approval
5. System send email notification to applicant when status and Ringi No have been updated

Ringi Process – Review & Approve

9. SG Approvers check and approve

A large green 'APPROVED' stamp is diagonally overlaid across the entire form.

Ringi Document			
Class	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Upper	Company & Location	Fan Pacific Retail Management (Singapore) Pte Ltd
Ring No.		Subject	Gross turnover audit
Description	Fee for Gross Turnover audit for 6 stores		
Department	PPRM Accounts	Date	28 Dec 2020
Name	Wimie Thapa	Signature	
Discussed With	Umesh Jaiswal		
Approved by	Watanabe Kazuhiko Machida Satoshi Hase Goro		
Legal checked by			
Examination	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Report in case of User SGD 25,000 or Contractor SGD 50,000		
Approved by	NAOKI YOSHIDA		
Opinion			
Final Approval	NAOKI YOSHIDA		
Person who can sign the document	Name of Document's Author Name		
Total Payment	SGD 0.00	In	Ring No.
Signature	Date: _____ Reference: _____ Other: _____ Comments: _____		
Info/Ref:	BENT OTHERS Reference Any Comments: _____		
Is audit fee required?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Ref no. attached P. No. details			

Ringi Process – Submit to Japan

10. GA upload SG approved Ringi to Japan System

レコードの登録

追加するレコードの情報を入力してください。
(*)は必須フィールドです。必ず入力してください。)

ファイルドレイアウト (PPRM ▾)
DATA-01 用途情報 (必選項目)
DATA-02 用途情報 (必選項目)

RINGI(Upper) (選なし)
RINGI (選なし)

LOCATION (PPRM ▾)
RINGI# T4*****
LOCAL# STORE

PIC* NEW ▾ PIC Person in Charge NEW/Submit a new record VOID Step to submit (changing planning or purpose schedule)
Initial date* 2021年 1月 9日 横浜
Please input the date after you submit to this record to database.

Subject

Total Payment 0
Payment Remarks Exchange rate or Received by IPV

Dept* 部署名
Requested by*
Vendor* If you don't know partner name, or there's no relevance about the matter. Please input "nothing".



11. Inform Japan on new Ringi via Direct



Ringi Process – Japan update Approve

12. Print Ringi from Japan System

Ringi Document																																			
Class	<input checked="" type="checkbox"/> Local (Upper)	Company & Location	Pan Pacific Retail Management (Singapore) Pte Ltd																																
Ring No.	Subject Gross turnover audit																																		
Description	Fee for Gross Turnover audit for 6 stores																																		
Department	PPRM Accounts	Store		Date	28 Dec 2020																														
Name	Winnie Tan	Signatures																																	
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Examination	<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected	<input type="checkbox"/> Report	In case of Upper 220 23,000 or Contract master, Please report to the following Director.																															
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Total Payment	\$57,000 : Tax In : Color Ring No:																																		
Estimate	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Contract	<input type="checkbox"/> Yes	<input type="checkbox"/> No																														
RINGI OPTION	<input checked="" type="checkbox"/> PAYMENT	<input type="checkbox"/> OTHERS (Service Agreement)	Partner/Vendor Name: Deloitte & EY LLP																																
[PURPOSE / 目的]	To pay Gross Turnover audit fee which is required by landlords																																		
[Detail / 詳細]	Refer to attached cost details																																		
[Payment]	Refer to attached Payment details																																		



12a. (if UPPER) Japan approver Review and Approve

Ringi Document																																			
Class	<input checked="" type="checkbox"/> Local (Upper)	Company & Location	Pan Pacific Retail Management (Singapore) Pte Ltd																																
Ring No.	Subject Gross turnover audit																																		
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Yoshi Goto																																			
Discussed With																																			
Approved by																																			
Legal checked by																																			
Examination	<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected	<input type="checkbox"/> Report	In case of Upper 220 23,000 or Contract master, Please report to the following Director.																															
Approved by	NAOKI YOSHIDA																																		
Opinion																																			
Final Approval	IAKAD TOSUKE																																		
Person who can sign the documents for operation after this Document's Approval Name: _____																																			
Total Payment	\$57,000 : Tax In : Color Ring No:																																		
Estimate	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Contract	<input type="checkbox"/> Yes	<input type="checkbox"/> No																														
RINGI OPTION	<input checked="" type="checkbox"/> PAYMENT	<input type="checkbox"/> OTHERS (Service Agreement)	Partner/Vendor Name: Deloitte & EY LLP																																
[PURPOSE / 目的]	To pay Gross Turnover audit fee which is required by landlords																																		
[Detail / 詳細]	Refer to attached cost details																																		
[Payment]	Refer to attached Payment details																																		

13. Japan Stamp Approver and upload Approved Ringi

Ringi Document																																			
Class	<input checked="" type="checkbox"/> Local (Upper)	Company & Location	Pan Pacific Retail Management (Singapore) Pte Ltd																																
Ring No.	Subject Gross turnover audit																																		
Description	Fee for Gross Turnover audit for 6 stores																																		
Department	PPRM Accounts	Store		Date	28 Dec 2020																														
Name	Winnie Tan	Signatures																																	
<table border="1"> <thead> <tr> <th>Name</th> <th>Opinion</th> <th>Signature</th> <th>Date</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Winnie Tan</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Makimoto Kazuho</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Machida Seishi</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Yoshi Goto</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Name	Opinion	Signature	Date			Winnie Tan						Makimoto Kazuho						Machida Seishi						Yoshi Goto					
Name	Opinion	Signature	Date																																
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[Detail / 詳細]	Refer to attached cost details																																		
[Payment]	Refer to attached Payment details																																		



Ringi Process – GA Update Approved Ringi

14. GA download Approved Ringi and upload to Ringi Cost Breakdown

Pan Pacific Retail Management (Singapore) Pte Ltd

Ringi Cost Detail													
Subject*	Gross turnover audit	Class*	<input checked="" type="checkbox"/> Local	<input type="checkbox"/> Upper	Ringi No	21001203							
Description*	Fee for Gross Turnover audit for 6 stores												
Department*	PPRM Accounts	Date*	28/12/2020										
Name*	WinnieThean	Store [+]											
Ringi Details													
Purpose	To pay Gross Turnover audit fee which is required by landlords												
Confidential Ringi	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Contract*	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Contract No.							
Refer Ringi No	Recurring Ringi*												
Remarks	This ringi will be used for future payment until the app usage is cancelled												
Ringi Status	Approved												
Item Cost Details													
#	Vendor	Expense Description	Currency	UOM	Qty	Unit Price	Amount	Tax Code	Tax	Total Original	Ex Rate	Total SGD	[+]
1	Bizmann	1 Jan 2019 - 31 Dec 2019	SGD	Unit	1	1,000.00	1,000.00	7%	70.00	1,070.00	1.0000	1,070.00	[+]

Ringi Status =
Approved

Notes:

1. GA check if Ringi approved in Ringi System
2. Once approved
 1. GA upload approved Ringi form to Ringi Cost Details
 2. Enter Ringi No
 3. Change Ringi to Approved
 4. To change status to approved, vendor must be added. No TBA allowed
3. Ringi is confirmed and no changes to Ringi is allowed.
4. System send email notification to applicant when status has been updated

15. Requestor is informed via email Ringi is approved

Dear Winnie Thean,

Please be informed that your Ringi has been approved
Subject: Gross turnover audit
Ringi No.: 21001203

Thank You.



RINGI TRACKING AND MONITORING



Ringi Master Tracking

Ringi Master Tracking																											
From	All or select Date			Department	PPRM Account			Store	PPRM Account			To take in gross amount															
Status	Approved			PIC	Winnie			Class				Filter	Excel CSV PDF														
#	Ringi No.	Ringi Date	Approved On	Subject	Vendor	Class	Dept	Store	Requestor	Currency	Original Amt	Amt SGD	Balance	Recurring	Type	Status	View										
Search	Search	Search	Search	Search	Search	Search	Search	Search	Search	Search	Search	Search	Search	Search	Search	Search											
1	21001203	28/12/20	5/1/21	Gross turnover audit	Deloitte & Touche LLP, LOCAL	PPRM Accounts		Winnie Thean	SGD		12,000.00	12,000.00	5,000.00	Yearly	Confidential	Approved											
2																											
3																											
#		Modules		Business Rules										Connected Modules													
1	Ringi Master		All Created Ringi will be shown in Ringi Master Tracking with the status. Default listing of all Approved Ringi based on the user login.											Ringi Form													
	Status		<ul style="list-style-type: none"> > New – Created by user and submitted, waiting for approval > Pending – Updated Ringi No and change to Pending by GA. Waiting for approval in Japan. > Approved – Approved and updated in Japan > Completed – When Ringi budget is used up with zero balance. Auto from System. Cannot be used > Closed – Closed Ringi and cannot be used 																								
	2 Ringi Master		Filter: Users can select from the various fields to filter out the Ringi-s to view																								
	3 Search		Search: User can also search for specific Ringi from any of the search field above each column																								
	4 Confidential Ringi		If it's a Confidential Ringi, the Ringi can only be viewed by Applicants, SG AC & JP AC																								
	5 Ringi Link		Click on the Ringi No to view the Ringi details in Ringi Form																								
6	Ringi Report		Ringi Master Listing can be exported to Excel, CSV, PDF based on the view list users has filtered and click to export											Org chart. User Access													
7	View Ringi		Ringi Master Listing is to be view by users based on following:																								
			<ul style="list-style-type: none"> > Applicant - View all their own Ringi > HOD of the Dept - View their own dept Ringi and own Ringi > Users - View own dept (except for Confidential) and own Ringi > SG AC & JP AC - View all Ringi 																								
	8 View Ringi Movement		Click to view Ringi Utilization Movement																								

Ringi Utilization - 1-time Ringi & Recurring Rate Budget Ringi

Ringi Utilization Movement										
Ringi No	21001203									
Year	2021									
#	Transaction Type	Reference No	Supplier	Date	Amt Hold	Amt In	Amt Out	Block	Balance	Actual Balance
1	Ringi	21001203	Vendor A, Vendor B, Vendor C, Vendor D	5/1/21		12,000.00			12,000.00	12,000.00
2	PRF	PRF1800001	Vendor A	5/7/21			6,000.00		6,000.00	6,000.00
3	PRF	PRF1800002	Vendor B	6/7/21				5,000.00	1,000.00	6,000.00
4	PRF	PRF1800003	Vendor C	7/7/21			600.00		400.00	5,400.00
5	Cancel PRF	PRF1800001	Vendor A	8/7/21		6,000.00			400.00	11,400.00

This is for 1 time Ringi & recurring rate budget Ringi.

1 Time Ringi: No tracking of month or year usage as long as there is sufficient budget balance for deduction in PRF.
When budget is used up, Ringi is updated to Completed.

Recurring Rate Budget Ringi: No tracking of total budget or balances. Only capture transactions

Ringi Utilization – Recurring Monthly Payment Ringi

Ringi Utilization Movement												
Ringi No	21001203											
Year	2021	Monthly	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21
#	Transaction Type	Reference No	Supplier	Date	Amt Hold	Amt In	Amt Out	Block	Balance	Actual Balance		
1	Ringi	21001203	Vendor A, Vendor B, Vendor C, Vendor D	5/1/21		12,000.00			12,000.00	12,000.00		
2	PRF	PRF1800001	Vendor A	5/7/21			6,000.00		6,000.00	6,000.00		
3	PRF	PRF1800002	Vendor B	6/7/21				5,000.00	1,000.00	6,000.00		
4	PRF	PRF1800003	Vendor C	7/7/21			600.00		400.00	5,400.00		
5	Cancel PRF	PRF1800001	Vendor A	8/7/21		6,000.00			400.00	11,400.00		

- As each Ringi budget is only applicable per month, tracking of balances will be based monthly period selected in PRF.
- Budget refreshes itself at the start of every month. Transaction shown in each month is based on the selection in PRF (Invoice Period)
- Monthly Recurring Budget Ringi has no expiry until user close it.

Ringi Utilization – Recurring Yearly Payment Ringi

Ringi Utilization Movement												
Ringi No	21001203		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
#	Transaction Type	Reference No	Supplier	Date	Amt Hold	Amt In	Amt Out	Block	Balance	Actual Balance		
1	Ringi	21001203	Vendor A, Vendor B, Vendor C, Vendor D	5/1/21		12,000.00			12,000.00	12,000.00		
2	PRF	PRF1800001	Vendor A	5/7/21			6,000.00		6,000.00	6,000.00		
3	PRF	PRF1800002	Vendor B	6/7/21				5,000.00	1,000.00	6,000.00		
4	PRF	PRF1800003	Vendor C	7/7/21			600.00		400.00	5,400.00		
5	Cancel PRF	PRF1800001	Vendor A	8/7/21		6,000.00			400.00	11,400.00		

- As each Ringi budget is only applicable per Year, tracking of balances will be based Yearly period selected in PRF
- Budget refreshes itself at the start of every calendar year. Transaction shown in each year is based on the selection in PRF (Invoice Period)
- Yearly recurring budget ringi has no expiry until user close it.

Ringi Utilization Overall Business rules

#	Module	Business Rules	Connected Modules
1	Ringi Movement	To show all transactions connected to this Ringi Transaction automatically captured from PRF > Amount Hold - Pending Ringi (Submitted for approval) > Amount in - Approved Ringi. Overwrite Pending Ringi and change to Approved. Capture Cancel PRF. > Amount Out - Approved PRF > Block - Raised PRF (Submitted for approval). To remove and change to Amount out upon approval. Ensure there is sufficient balance if more than 1 PRF has been raised against the same Ringi and pending approval > Balance: Show including Block Amount > Actual Balance: Actual deduction from Approved PRF	Ringi Form PRF Credit Note PRF Cancel PRF Close Ringi

Ringi Adjustment – To manually add Expense Claims

Ringi Adjustment											
Ringi No.	21002103	Period									
Transaction Type	Staff Claims	Reference No	SC123456	Supplier	800	Amount	800	Requester Winne			
Expense Type	SC123456	Store/Dept	Account	Date	Winnie	Tax	70				
#	Type	Expense Type	Reference No	Store / Dept	Suppliers	Date	Amt	Tax	Total	Requestor	Action
1	Staff Claims	Claims	SC123456	Account	Man Man	5/1/21	1,000.00	70.00	1,070.00	Winnie	
	Submit										

#	Module	Business Rules	Connected Module
1	Ringi Master	Select the Ringi to make adjustment	Ringi Master
2	Ringi Adjustment	Use to enter the rest of the details	
3		System to validate if there is sufficient balance for the request to be submitted.	
4		Alert message to inform user to check balance if not enough. Cannot proceed to submit	
5		Access to Ringi Adjustment is only for SG AC & JP AC	

Close Ringi

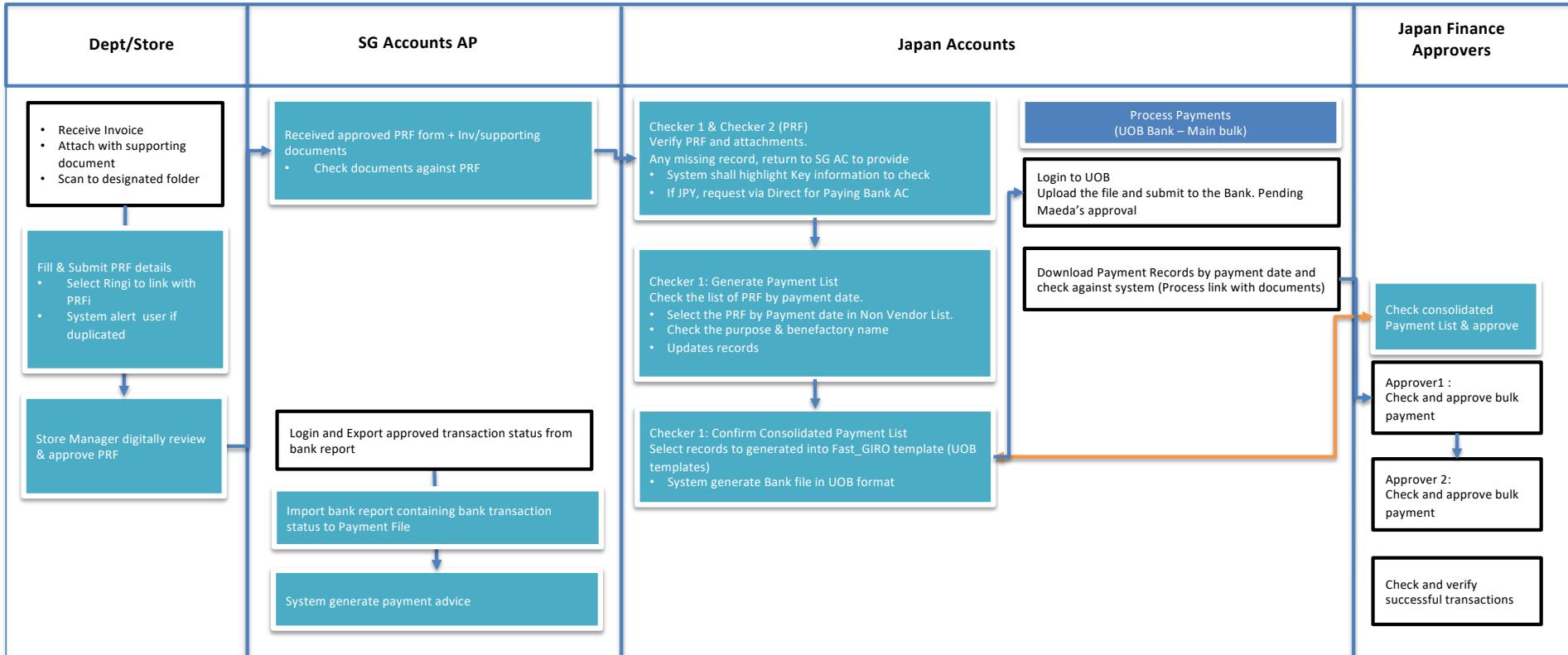
Date	1/12/2020	31/12/2020	Department PIC	PPRM Accounts Winnie Thean	Store	Ringi Master (Close Ringi)									
Date Status	Approved														
#	Ringi No.	Ringi Date	Approve On	Subject	Vendor	Class	Dept	Store	PIC	Currency	Total Amt	Balance	Type	Status	Action
1	21001203	28/12/20	5/1/21	Gross turnover audit	Deloitte & Touche LLP.	LOCAL	PPRM Accounts		Winnie Thean	SGD	12,000.00	5,000.00	Confidential	Approved	
2															
3															

#	Module	Business Rules		Connected Module	Ringi Master	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Pan Pacific Retail Management (Singapore) Pte Ltd </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;"> <input type="checkbox"/> Subject* Gross turnover audit </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;"> <input type="checkbox"/> Description* Fee for Gross Turnover audit for 6 stores </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;"> <input type="checkbox"/> Department* PPRM Accounts </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;"> <input type="checkbox"/> Name* Winnie Thean </div> <div style="text-align: right; margin-top: -10px;">Close Ringi</div>							
1	Ringi Master	SG AC will review Ringi in Ringi Master on a regular basis and filter the list to export.											
2	Close Ringi	SG AC will inform HOD to confirm if they would like to close Ringi if there is no longer required.											
3		User is to open Close Ringi Process and select Ringi No. Only approved Ringi can be closed											
4		Ringi Details automatically populated											
5		If users confirm to proceed, user to enter Reason click on Close button to submit > The Ringi is updated to Closed Status in Ringi Master > User can no longer select this Ringi in PRF											
6		Closed Ringi cannot be re-opened											

PRF PROCESS



TO-BE PRF Workflow



- Payment list is generated automatically by the system based on completion of approval for each PRF
- JP AC can select the invoices to pay from Payment list
- System automatically consolidates payment by Vendor based on selection
- System generates bank file based on bank template upon approval of payment selection

bmFLO Activities

No Change to Current Activities

1. PRF – Receive invoice

Receive invoice from Vendor either softcopy or hardcopy



Deloitte & Touche LLP
Unique Entity no. T88L0721A
8 Shenton Way, #03-00
Singapore 068809

Tel: +65 8224 8288
Fax: +65 8538 8188
www.deloitte.com/sg

Tax Invoice

GST Reg. No.: M90360667I

PAN PACIFIC RETAIL MANAGEMENT
(SINGAPORE) PTE LTD
12 MARINA BOULEVARD
#34-03 MARINA BAY FINANCIAL TOWER 3
SINGAPORE 018982

ATTENTION : MS. WINNIE THEAN (A00000000)

Our Ref. : LBTLTHAr
Invoice no. : 9108159621
Invoice date : 21.12.2020
Payment term : Within 30 days
Engagement no. : 4094545
Client account: 3042244
Page : 1 of 1

FINAL BILLING

Being professional services rendered in connection with the auditor's report on statement of monthly gross turnover of retail outlets
(Please refer to Appendix from the attached PDF)

SGD 6,000.00

DISBURSEMENTS

BENEFICIARIES

One of Bucket Expenses

SGD 300.0

SGD 6,300.0

Total Amount Recd/Ms: One Hundred Six Thousand Seven Hundred Forty One Only

This is a computer generated document. No signature is required.

Remittance Advice Please detach and return to:
Deloitte & Touche LLP
Robinson Road P.O. Box 2110
Singapore 904110
Telephone: +65 5224 2200

Client : PAN PACIFIC RETAIL MANAGEMENT
(SINGAPORE) PTE LTD
Engagement no. : 4094545
Invoice no. : 9108159621

Telephone: +61 8244 6200 INVOICE NUMBER : 04
Telegraphic Transfer is to be effected To Australia And New Zealand Banking Group Limited, Attn: Debitel & Toosie LLP, A/c No: 70878700031, SWIFT/BIC: ANZABSWX, Bnkct Code: 7901, Branch Code: 050.
Cheques should be crossed and made payable to Debitel & Toosie LLP. Please quote invoice number when making payment.
For payments by electronic fund transfer, please send payment details to fg@debitel.com.au



2. PRF – Collect and Scan Inv with Supporting Document (for documents received in hard copies)

2.1 Find supporting document for the invoice & place it behind invoice document



Deloitte

Tax Invoice

PAN PACIFIC RETAIL MANAGEMENT (SINGAPORE) PTE LTD
12 MARINA BOULEVARD
#36-03 MARINA BAY FINANCIAL TOWER 3
SINGAPORE 018982

ATTENTION : MS. WINNIE THEAN (Account Manager)

Billing

	Final billing amount (SGD)
One Ref.	1,000.00
Invoice no.	910815621
Invoice date	21.12.2010
Periodic item	Wilson 30 days
Disbursement no.	3002244
Page	1 of 1

FINAL BILLING

Being professional services rendered in connection with the auditor's report on statement of monthly gross turnover of retail outlet.
(Please refer to Appendix from the attached PDF)

	SGD	6,000.00
DISBURSEMENTS		
Out of Pocket Expenses	SGD	300.00
	SGD	6,300.00
Add: GST @ 7%	SGD	441.00
Total Amount Payable	SGD	6,741.00

Total Amount Payable: Singapore Dollar Six Thousand Seven Hundred Forty One Only

This is a computer generated document. No signature is required.

Deloitte & Touche LLP Singapore Entity No. 1980007194 is an accounting limited liability partnership registered in Singapore under the Limited Liability Partnership Act Chapter 199A.

Remittance Advice Please detach and return to:
Deloitte & Touche LLP
Singapore House P.O. Box 2110
Singapore 034110
Telephone: +65 6224 8288

Bank Details to be forwarded to Australia & New Zealand Banking Group Limited, As Name: Deloitte & Touche LLP
Branch: Singapore Branch
Reference: 910815621
Telephone: +65 6224 8288

For payment by electronic fund transfer, please send payment details to fbm@deloitte.com

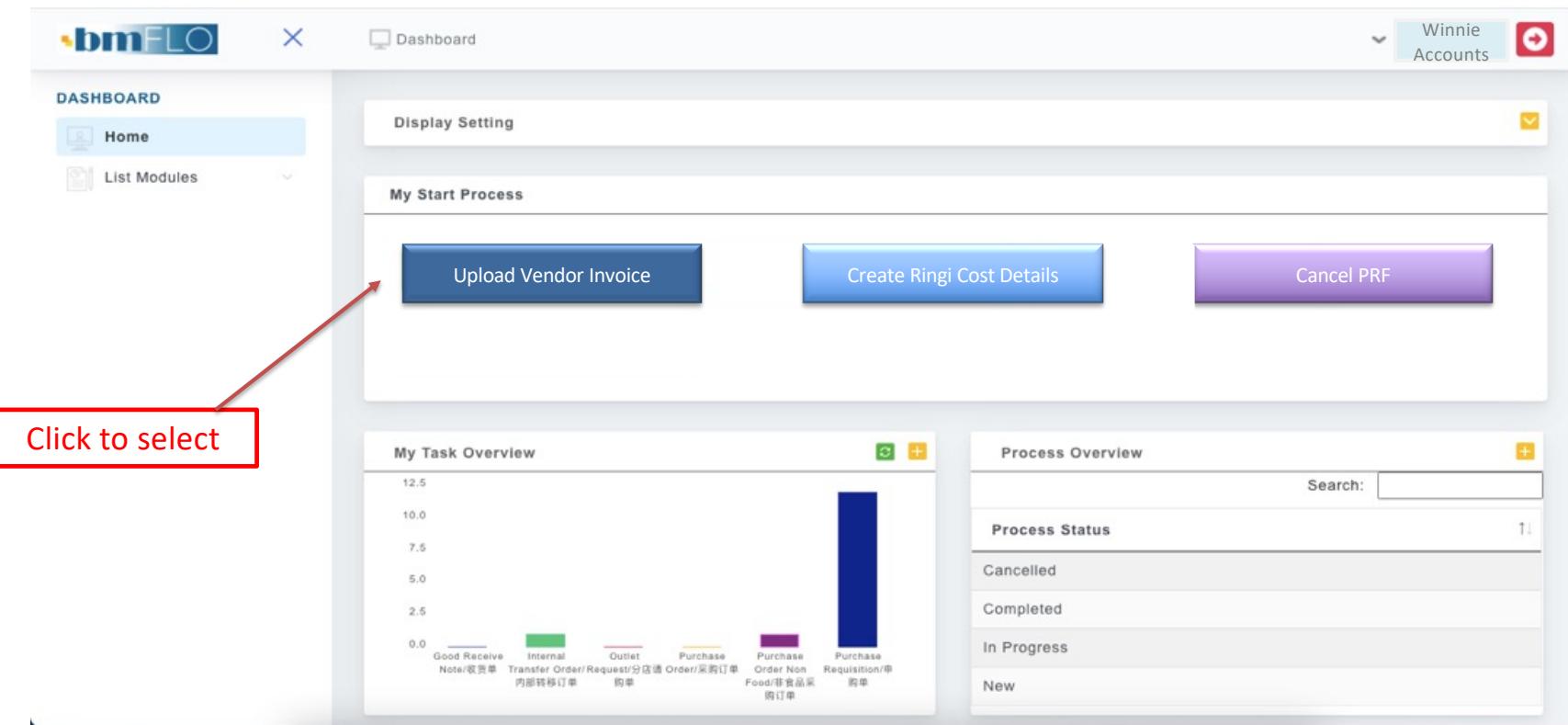
EFICO Filing Reference: 910815621

EFICO Date: 2011-01-10

2.2 Scan invoice + supporting documents to PC



3. Upload INV: Login to bmFLO



3.1. Upload Invoice & Supporting Document

3.1 Upload
Scanned
Document to
Trigger PRF
Processing

Upload Vendor Invoice

User

Drag & Drop / Click to select (PDF Files Only)

Filename	No. of pages	[x]
		<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>

Only those invoices ticked shall be sent to OCR and Trigger PRF
Those unticked will remain outstanding for user to upload / delete later

Upload

#	Module	Business Rules	Connected Module
1	bmFLO	Users Login to bmFLO, click on Upload Invoice to start invoice uploading	Dashboard
2	Upload Invoice to own	User field default to the user who login. If user would like to trigger the file to another user, user to select from the drop down list for another user name Users select the documents files from own computer folder to upload Users to upload 1 set of Invoice & supporting doc as 1 file in Upload Vendor Invoice	Org chart, user list.
3	Upload invoice to another user	User can also select to upload invoice to another user by selecting another user name > After uploading, the file will be sent for OCR and trigger to the user to work on the process > User can upload as many files as required for the same user	
4	OCR Processing	The file will be sent to OCR. The processing of the OCR may take more than 10 mins. Users to take note that processes do not get triggered right after scanning. New PRF process triggered per each file uploaded after OCR is completed	OCR
5	Email Notifications	1. User shall be notified via email when PRF has been triggered 2. If user upload to wrong user, user to cancel process and send email notifications	Email

4. PRF - Login to bmFLO

The screenshot shows the bmFLO dashboard interface. At the top, there is a navigation bar with the bmFLO logo, a 'Dashboard' link, and a user account section for 'Winnie Accounts'. On the left, a sidebar titled 'DASHBOARD' includes links for 'Home' (which is selected) and 'List Modules'. The main content area features several sections:

- Display Setting:** A checkbox labeled 'Display Setting' with a checked status.
- My Start Process:** Three large buttons: 'Upload Vendor Invoice' (blue), 'Create Ringi Cost Details' (blue), and 'Cancel PRF Process' (purple).
- My Task Overview:** A bar chart showing task counts across different categories. The categories and their approximate values are:
 - Good Receive Note/收货单: 1.0
 - Internal Transfer Order/ Request/ 内部转移订单: 1.0
 - Outlet Purchase Order/ 分店请购单: 1.0
 - Purchase Order Non Food/ 非食品采购订单: 1.0
 - Purchase Order Food/ 食品采购订单: 1.0
 - Purchase Requisition/ 采购申请: 11.0
- Process Overview:** A section showing process status with a search bar and a list of statuses: Cancelled, Completed, In Progress, and New. The 'In Progress' status has a count of 11.

4.1 Access all 'Triggered' PRF Processes

Switch 'On' To View Outstanding Task That You Are Involved In.

New Please Select To For Status Filter.

Column visibility Copy CSV Excel Print PDF Search:

Transaction Reports

Process Id	Process Name	Reference No.	Supplier Name	Initiator	Process Start Date	Process End Date	Status	Current Activity	Current Participant	Last Response Made	Last Update On
P0002226596	Payment Request Process			Winnie	2021-02-26 12:26:28.8		NEW	Request	Winnie	2021-02-26 12:26:28.8	
P0002236534	Payment Request Process			Winnie	2021-03-11 17:43:32.55		NEW	Request	Winnie	2021-03-11 17:43:32.55	
P0002236542	Payment Request Process			Winnie	2021-03-12 16:21:47.9		NEW	Request	Winnie	2021-03-12 16:21:47.9	

Show 10 entries Previous 1 Next

Notes:

1. Listing of all PRF Processes (Per Invoice) scanned and processed by OCR
2. Click to open scanned invoice to do PRF

4.2 PRF – Enter Invoice Details (PRF Form)

Payment Request Form																																					
			Type	<input type="checkbox"/> Invoice w/Ringi	<input type="checkbox"/> Invoice w/o Ringi																																
			PRF	PRF1800001	Invoice No	INV2020																															
			Date	07/07/2021	Invoice Date	07/07/2021																															
			Ringi No [x]	21001203	DO No	00202020																															
			Urgent - Please give reason		DO Date	07/07/2021																															
			Recurring Ringi		Select Invoice Service Period	PM/YY																															
<table border="1"> <thead> <tr> <th colspan="2">Vendor Details</th> <th colspan="2">Beneficiary Details</th> </tr> </thead> <tbody> <tr> <td>Vendor Code</td> <td>DT000001</td> <td>Beneficiary Name</td> <td>Deloitte & Touche LLP.</td> </tr> <tr> <td>Vendor Name</td> <td>Deloitte & Touche LLP</td> <td>Bank Account Type</td> <td>Drop down Selection</td> </tr> <tr> <td>UEN</td> <td>T08LL0721A</td> <td>Bank Account No</td> <td>Auto</td> </tr> <tr> <td>Address</td> <td>6 Shenton Way, DUE Downtown 2</td> <td>Bank Name</td> <td>Auto</td> </tr> <tr> <td>Tel</td> <td>6224 8288</td> <td>Branch Code</td> <td>050</td> </tr> <tr> <td>Select for Cheque</td> <td><input type="checkbox"/></td> <td>ID</td> <td>Last 4 digit</td> </tr> <tr> <td>Collector Name</td> <td></td> <td>Currency</td> <td>SGD</td> </tr> </tbody> </table>						Vendor Details		Beneficiary Details		Vendor Code	DT000001	Beneficiary Name	Deloitte & Touche LLP.	Vendor Name	Deloitte & Touche LLP	Bank Account Type	Drop down Selection	UEN	T08LL0721A	Bank Account No	Auto	Address	6 Shenton Way, DUE Downtown 2	Bank Name	Auto	Tel	6224 8288	Branch Code	050	Select for Cheque	<input type="checkbox"/>	ID	Last 4 digit	Collector Name		Currency	SGD
Vendor Details		Beneficiary Details																																			
Vendor Code	DT000001	Beneficiary Name	Deloitte & Touche LLP.																																		
Vendor Name	Deloitte & Touche LLP	Bank Account Type	Drop down Selection																																		
UEN	T08LL0721A	Bank Account No	Auto																																		
Address	6 Shenton Way, DUE Downtown 2	Bank Name	Auto																																		
Tel	6224 8288	Branch Code	050																																		
Select for Cheque	<input type="checkbox"/>	ID	Last 4 digit																																		
Collector Name		Currency	SGD																																		
<table border="1"> <thead> <tr> <th colspan="4">Payment Details</th> </tr> </thead> <tbody> <tr> <td>Remittance Bank</td> <td>UOB</td> <td>Payment Date</td> <td>15/07/2021</td> </tr> <tr> <td>Payment Method</td> <td>TT</td> <td>Rate</td> <td>1</td> </tr> </tbody> </table>						Payment Details				Remittance Bank	UOB	Payment Date	15/07/2021	Payment Method	TT	Rate	1																				
Payment Details																																					
Remittance Bank	UOB	Payment Date	15/07/2021																																		
Payment Method	TT	Rate	1																																		
<p style="text-align: center;">Attachments</p>																																					
<p>Browse: <input type="text"/> Add <input type="button" value=""/></p>																																					
<p style="text-align: center;">Item Details [+]</p>																																					
#	Ringi No	Category	Description	UoM	Qty	Unit Price	Original Amt	(Discount)	Tax Code	Tax Amt	Total (SGD)																										
1	21001203	<input type="button" value="Audit"/>	Professional Service for Audit	<input type="button" value="Unit"/>	1	1,000.00	1,000.00	0.00	7%	70.00	1,000.00																										
2	21001204	<input type="button" value="Audit"/>	Professional Service for Audit	<input type="button" value="Unit"/>	1	1,000.00	1,000.00	0.00	7%	70.00	1,000.00																										
<table border="1"> <tr> <td>Total</td> <td>2,000.00</td> <td>0.00</td> <td>140.00</td> <td>2,000.00</td> </tr> <tr> <td>(Discount)</td> <td>0</td> <td>0</td> <td>0</td> <td>0.00</td> </tr> <tr> <td>Tax</td> <td>140.00</td> <td></td> <td>140.00</td> <td>140.00</td> </tr> <tr> <td>Total Due</td> <td>2,140.00</td> <td></td> <td>2,140.00</td> <td>2,140.00</td> </tr> </table>												Total	2,000.00	0.00	140.00	2,000.00	(Discount)	0	0	0	0.00	Tax	140.00		140.00	140.00	Total Due	2,140.00		2,140.00	2,140.00						
Total	2,000.00	0.00	140.00	2,000.00																																	
(Discount)	0	0	0	0.00																																	
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Total Due	2,140.00		2,140.00	2,140.00																																	
<p style="text-align: center;">Cost Allocation Breakdown [+]</p>																																					
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2	6911	Audit	AXXX	1,000.00																																	
						Sub-total	2,000.00																														
						Tax	140.00																														
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#	User	Designation	Department	Action	Date Time	Comments																															
				Submit																																	
				Verify																																	
				Check																																	
				Check		Kurobe-san (for HK)																															
				Approve																																	
				Approve																																	

PRF Business Rules

#	Topic	Business Rules	Connected Module
1	Invoice for PRF	1 Invoice to 1 PRF only	Upload Invoice Module
2	Invoice with multiple Ringi	1 invoice to 1 PRF to multiple Ringi (Approved)	Ringi Master
3	Different Ringi status in 1 Inv	<ul style="list-style-type: none"> > No combination of Pending & Ringi in 1 invoice allowed. User would have to wait for all Ringi to be approved or request with supplier to split Invoice. > Pop up message for Pending Ringi: You have selected a Pending Ringi. If you require urgent payment, please input your reason and contact SG AC to explain. This is subject to approval by SG AC 	
4	OCR fields	<p>Invoice No, Invoice Date, Vendor UEN, Amount , & Total Amount.</p> <p>> OCR info may not be correct. User to eyeball the information from OCR.</p> <p>> User can correct any of these fields from OCR</p>	OCR
5	Selection of Invoice Type	<p>Invoice with Ringi > User has to select Ringi</p> <p>Invoice w/o Ringi > This is only applicable to Invoices below \$3000, non contract, not recurring, and it's not a partial payment. System is only able to validate based on amount</p>	Ringi Master
6	Ringi Selection	<p>User can only select Pending & Approved Ringi</p> <p>> If user selected a Pending Ringi, user has to complete the Urgent - Please give reason. This is only applicable for very urgent payment request.</p> <p>> If user selected an Approved Ringi which is also confidential and the user is not the applicant, Ringi details cannot be viewed.</p> <p>The user can proceed to submit the PRF but unable to view details of Ringi</p> <p>If Ringi is recurring, user to select invoice period. This is mandatory</p> <p>Invoice period is MM/YY to check budget in Ringi. If Invoice date is 15 Aug, and service/product date is 15 July, user to select 07/21 to capture budget is for July 21 for Monthly Budget or yearly budget within 2021.</p> <p>> Alert user if budget exceed for the selected period. Cannot proceed</p> <p>If the Recurring Ringi is Rate Budget, the rate entered in PRF by user must match to the rate entered in Ringi. For this PRF, there is no checks for budget total.</p>	
7	Vendor Details	<p>If UEN No is available in Invoice and OCR detected UEN no, system can automatically populate supplier details</p> <p>PPRM to request from vendor to input UEN in Invoice</p> <p>System to validate if selected vendor is found in approved Ringi. If vendor is not found, user to select the correct Ringi.</p>	Ringi Master Vendor Master
8	Beneficiary Details	<p>System populate default Bank Account for payment. User to select Bank if more than 1 in master</p> <p>User to select currency of Invoice which must be aligned with the bank account selected</p>	
9	Beneficiary Details (Cheque)	If payment is by cheque, user to click on this option and it's mandatory to complete the Receiver Name & ID No. Bank Account will be blank. Payment Method displayed will default to cheque when PRF is open in SG AC & JP AC. Cannot be changed. Bank Account details will not be shown	

PRF Business Rules (Cont)

10	Payment details	To hide from requestor & HOD. Only show at SG AC & JP AC. Payment Date: Auto count by system based on invoice date + 5 days for next payment date. Editable by SG AC & JP AC. System to check Payment Date against Bank Holiday in Master and set to next working if the payment date selected is PH Bank Holiday check to include Spore bank and if foreign currencies, to check respective country bank holiday Bank account is default to UOD - SGD for SG invoice payment. Editable by SG AC & JP AC Currency rate retrieve from exchange rate master. Bank & Method to select from master list	Bank Master
11	Item Details	User to add line item according to the invoice Ringi is default to the Ringi selected. If there are more than one, user to select the Ringi for each line item User to select Category for the item. Category to be set up in Category Master Description: User can copy and paste from Invoice or enter UOM, Qty, unit Price – user entry Tax Code is per line item in case there are certain line item without tax Original amt, Amount, Nett – system cal	Ringi Master Exchange Rate master Category Master Expense Code Master
12	Cost allocation	This is for user to further breakdown the cost to allocate to different cost centre for each item in invoice The 1st line will be auto assign to the requestor cost centre. User can further edit to break the cost for different cost centre The total amount must equal to the Total in SGD in Item Details	Store Code Master Expense code
13	Routing of PRF	Users>HOD>SG AC>JP AC 1>JP AC 2>JP Approver	Routing Table
14	Audit Trail	Automatically capture based on user login and designation. DD/MM/YY/M/S. User can enter comments before submission. For all return action, Comments are mandatory	
14	Return fo Processes	SG AC > Requestor JP AC > SG AC JP Approver > JP AC 1 When user make the changes, the process will submit according to the routing	
15	Wrong PRF	If the PRF is raised incorrectly by users (wrong vendor beneficiary details, wrong invoice etc) While PRF is still with any of the verifier / AC / Approvers, they can return to requester to make changes If the PRF has been approved and file send to bank for payment. SG AC to inform user to cancel PRF and raise PRF again	

Credit Note PRF

Credit Note PRF

Type	Credit Note										
PRF	PRFCR1800001	Credit Note	CR2100010								
Date	07/07/2021	Credit Note Date	07/07/2021								
Invoice No	INV2100010	Invoice Date	07/07/2021								
Vendor Details		Beneficiary Details									
Vendor Code	DT000001	Beneficiary Name	Deloitte & Touche LLP.								
Vendor Name	Deloitte & Touche LLP	Bank Account Type	Drop down Selection								
UEN	T08LL0721A	Bank Account No	Auto								
Address	6 Shenton Way, OUE Downtown 2	Bank Name	Auto								
Tel	6224 8288	Branch Code	050								
Select for Cheque	<input type="checkbox"/>	ID	Last 4 digit								
Collector Name	Swift Code ANZBSGSXXX										
Payment Details											
Remittance Bank	UOB	Payment Date	15/07/2021								
Payment Method	TTT	Currency	SGD								
Rate	1.00										
Attachments											
Browse:	Add										
Item Details [+]											
#	Ringi No	Category	Description	UOM	Qty	Unit Price	Original Amt	(Discount)	Tax Amt	Total (SGD)	Credit Note
1	21001203	Audit	Professional Service for Audit	Unit	1	1,000.00	1,000.00	0.00	70.00	1,070.00	-1,000.00
2	21001204	Audit	Professional Service for Audit	Unit	1	1,000.00	1,000.00	0.00	70.00	1,070.00	-1,000.00
Total											
2,000.00 0.00 140.00 2,140.00 -2,000.00											
(Discount) 0 0.00 0.00											
Tax 140.00 140.00 -140.00											
Total Due 2,140.00 2,140.00 -2,140.00											
Cost Allocation Breakdown [+]											
#	Store Code	Description			Expense Code	Expense Total					
1	6911	Audit			BXXX	-1,000.00					
2	6911	Audit			AXXX	-1,000.00					
Sub-total -2,000.00											
Tax -140.00											
Invoice total -2,140.00											
Audit Trail											
#	User	Designation	Department	Action	Date Time	Comments					
	COA			Submit							
	HOD			Verify							
	SG Accounts			Check							
	JP Accounts - Kitahara-san			Check		Kurobe-san (for HK)					
	JP Accounts - Yamaguchi-san			Approve							
	JP Accounts - Meada-san			Approve							

#	Topic	Business Rules
1	Invoice No	User to select Invoice no for the credit note. This can only be performed when Invoice has been approved • To pass in negative value to bank file (deduct from the next transaction). Same payment date.
2	Payment & Beneficiary	System auto populate from the invoice details
3	Cost Details	System auto populate all the cost item breakdown from invoice User to enter credit note amount and tax
4	Routing	Same as PRF

5. PRF – HOD Review PRF

5. Login to bmFLO to work on PRF

The screenshot shows the bmFLO dashboard with the following sections:

- My Start Process:** Contains three buttons: "Upload Vendor Invoice", "Create Ringi Cost Details", and "Cancel PRF Process".
- My Task Overview:** A bar chart showing task counts across categories like Global Receive, Note, Internal, Outlet, Purchase, Purchase Request, and Purchase Requisition. Below it is a table of tasks with columns: Status, Process Status, and Last Response.
- Transaction Reports:** A table of payment requests with columns: Process Id, Process Name, Reference No., Supplier Name, Initiator, Process Start Date, Process End Date, Status, Current Activity, Current Participant, Last Response Date, and Last Update On.

5.1 Check details and supporting documents

Payment Request Form																																																																																																						
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Deloitte. </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Tax Invoice <small>Professional Services Tax Invoice Deloitte & Touche LLP 123 Main Street, Suite 1000 Anytown, USA 12345 Attention: Mr. Manager (Account Manager)</small> </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> PENALTY/METING <small>Being delivered service rendered in accordance with the vendor's request on Date of service: 2021-07-07 Amount of service rendered: SGD 100.00 Add VAT @ 7% Total Amount Paid: SGD 107.00</small> </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <small>Please attach relevant documents by clicking the 'Browse' button.</small> </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <small>Print Preview Back Next Print PDF</small> </div> </div> <div style="width: 55%;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Type <input type="checkbox"/> Invoice w/Ringi <input type="checkbox"/> Invoice w/o Ringi </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Date 07/07/2021 Invoice Date 07/07/2021 </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Ringi No [+] 21001203 DO No DO202020 </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Urgent - Please give reason DO Date 07/07/2021 </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Recurring Ringi Select Invoice Period MM/YY </div> </div> </div>																																																																																																						
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6. PRF – SG Finance Check PRF

6. Login to bmFLO to work on PRF

Dashboard

My Start Process

- Upload Vendor Invoice
- Create Ringi Cost Details
- Cancel PRF Process

My Task Overview

Process Overview

Process Status	Count
Cancelled	1
Completed	0
In Progress	0
New	1

Transaction Reports

Process Id	Process Name	Reference No.	Supplier Name	Initiator	Process Start Date	Process End Date	Status	Current Activity	Current Participant	Last Response Made	Last Update On
P000226598	Payment Request Process			Winnie	2021-02-26 12:26:28.8		NEW	Request	Winnie	2021-02-26 12:26:28.8	
P000226534	Payment Request Process			Winnie	2021-03-11 17:43:32.55		NEW	Request	Winnie	2021-03-11 17:43:32.55	
P000226542	Payment Request Process			Winnie	2021-03-12 16:21:47.9		NEW	Request	Winnie	2021-03-12 16:21:47.9	

Showing 1 to 3 of 3 entries

Notes:

- Pop message to show 1 inv for the vendor & any changes to the account
- AC can amend category & cost allocation details

6.1 Check details and supporting documents

Payment Request Form

Deloitte Tax Invoice

Type: PRF1800001
Date: 07/07/2021
Ringi No: 21001203
Urgent - Please give reason:
Recurring Ringi:
Select Invoice Period: MM/YY

Vendor Details

Beneficiary Details

Payment Details

Attachments

Item Details [+]

#	Ringi No	Category	Description	UOM	Qty	Unit Price	Original Amt	(Discount)	Tax Code	Tax Amt	Total (SGD)
1	21001203	Audit	Professional Service for Audit	Unit	1	1,000.00	1,000.00	0.00	7%	70.00	1,000.00
2	21001204	Audit	Professional Service for Audit	Unit	1	1,000.00	1,000.00	0.00	7%	70.00	1,000.00

Total: 2,000.00 **(Discount)**: 0 **Tax**: 140.00 **Total Due**: 2,140.00

Cost Allocation Breakdown [+]

#	Expense Code	Description	Expense Dept	Expense Total
1	6911	Audit	BXXX	1,000.00
2	6911	Audit	AXXX	1,000.00

Audit Trail

#	User	Designation	Department	Action	Date Time
1	COA			Submit	
2	HOD			Verify	
3	SG Accounts			Check	
4	JP Accounts - Kitahara-san			Check	
5	JP Accounts - Yamaguchi-san			Approve	
6	JP Accounts - Meada-san			Approve	

Ku

7. PRF – JP Finance Check PRF (1st Check)

7. Login to bmFLO to work on PRF

My Task Overview

Category	Count
Global Receive Note/凭证	12.5
Internal Transfer/内部转移	10.0
Querit/询单	7.5
Purchase/采购	5.0
Purchase Requisition/采购申请	2.5
Purchase Request/采购需求	0.0

Process Overview

Status	Count
Cancelled	1
Completed	1
In Progress	1
New	1

Switch 'On' To View Outstanding Task That You Are Involved In.

New Please Select To For Status Filter.

Colors visibility | Copy | CSV | Excel | Print | PDF |

Transaction Reports

Process Id	Process Name	Reference No.	Supplier Name	Initiator	Process Start Date	Process End Date	Status	Current Activity	Current Participant	Last Response Made	Last Update On
P000228696	Payment Request Process	Winnie	2021-02-26 12:00:00	NEW	Request	Winnie	2021-02-26 12:00:00				
P0002286534	Payment Request Process	Winnie	2021-03-11 17:43:32.55	NEW	Request	Winnie	2021-03-11 17:43:32.55				
P0002286542	Payment Request Process	Winnie	2021-03-12 10:21:47.0	NEW	Request	Winnie	2021-03-12 10:21:47.0				

Showing 1 to 3 of 3 entries Show 15 entries

Notes:

1. JP AC can return to SG AC if the information is not correct
2. JP AC can input comments when return

7.1 Check details and supporting documents

Payment Request Form

Type	Invoice w Ringi	Invoice w/o Ringi	
PRF	PRF1800001	Invoice No	INV2020
Date	07/07/2021	Invoice Date	07/07/2021
Ringi No [+]	21001203	DO No	DO202020
Urgent - Please give reason		DO Date	07/07/2021
Recurring Ringi		Select Invoice Period	MM/YR

Vendor Details

Vendor Code	DTO00001	Beneficiary Name	Deloitte & Touche LLP.		
Vendor Name	Deloitte & Touche LLP	Bank Account Type	Drop down Selection		
UEN	T08LL0721A	Bank Account No	Auto		
Address	6 Shenton Way, OUE Downtown 2	Bank Name	Auto		
Tel	6224 8288	Branch Code	050		
Select for Cheque	[]	ID	Last 4 digit	Swift Code	ANZBSGSXXX
Collector Name		Currency	SGD		

Payment Details

Remittance Bank	UOB	Payment Date	15/07/2021
Payment Method	TT	Rate	1

Attachments

Browse:	Add
---------	-----

Item Details [+]

#	Ringi No	Category	Description	UOM	Qty	Unit Price	Original Amt	(Discount)	Tax Code	Tax Amt	Total (\$GD)
1	21001203	Audit	Professional Service for Audit	Unit	1	1,000.00	1,000.00	0.00	7%	70.00	1,000.00
2	21001204	Audit	Professional Service for Audit	Unit	1	1,000.00	1,000.00	0.00	7%	70.00	1,000.00

Cost Allocation Breakdown [+]

#	Expense Code	Description	Expense Dept	Expense Total
1	6911	Audit	BXXX	1,000.00
2	6911	Audit	AXXX	1,000.00

Audit Trail

#	User	Designation	Department	Action	Date Time
1	COA			Submit	
	HOD			Verify	
	SG Accounts			Check	
	JP Accounts - Kitahara-san			Check	
	JP Accounts - Yamaguchi-san			Approve	
	JP Accounts - Meada-san			Approve	

8. PRF – JP Finance Check PRF (2nd Check)

8. Login to bmFLO to work on PRF

My Task Overview

Global Receive Note: 0笔	Internal Transfer Request: 0笔	Outlet Purchase: 0笔	Purchase Food: 0笔	Purchase Requisition: 0笔
-------------------------	-------------------------------	---------------------	-------------------	--------------------------

Process Overview

Process Status	Count
Cancelled	1
Completed	0
In Progress	0
New	1

Transaction Reports

Process Id	Process Name	Reference No.	Supplier Name	Initiator	Process Start Date	Process End Date	Status	Current Activity	Current Participant	Last Response Mode	Last Update On
P000228696	Payment Request Process		Winnie	Winnie	2021-02-26 17:43:47.0	2021-02-26 17:43:47.0	NEW	Request	Winnie	2021-02-26 17:43:47.0	
P000228654	Payment Request Process		Winnie	Winnie	2021-03-11 17:43:32.55	2021-03-11 17:43:32.55	NEW	Request	Winnie	2021-03-11 17:43:32.55	
P000228652	Payment Request Process		Winnie	Winnie	2021-03-12 10:21:47.0	2021-03-12 10:21:47.0	NEW	Request	Winnie	2021-03-12 10:21:47.0	

Notes:

1. JP AC can return to SG AC if the information is not correct
2. JP AC can input comments when return

8.1 Check details and supporting documents

Payment Request Form

Type	<input type="checkbox"/> Invoice w/ Ringi	<input type="checkbox"/> Invoice w/o Ringi	
PRF	PRF1800001	Invoice No	INV2020
Date	07/07/2021	Invoice Date	07/07/2021
Ringi No [+]	21001203	DO No	DO202020
Urgent - Please give reason		DO Date	07/07/2021
Recurring Ringi		Select Invoice Period	MM/YR

Vendor Details

Vendor Code	DT000001	Beneficiary Name	Deloitte & Touche LLP.		
Vendor Name	Deloitte & Touche LLP	Bank Account Type	Drop down Selection		
UEN	T08LL0721A	Bank Account No	Auto		
Address	6 Shenton Way, OUE Downtown 2	Bank Name	Auto		
Tel	6224 8288	Branch Code	050		
Select for Cheque	<input type="checkbox"/>	ID	Last 4 digit	Swift Code	ANZBSGSXXX
Collector Name		Currency	SGD		

Payment Details

Remittance Bank	UOB	Payment Date	15/07/2021
Payment Method	TT	Rate	1

Attachments

Browse:	Add
---------	-----

Item Details [+]

#	Ringi No	Category	Description	UOM	Qty	Unit Price	Original Amt	(Discount)	Tax Code	Tax Amt	Total (\$GD)
1	21001203	Audit	Professional Service for Audit	Unit	1	1,000.00	1,000.00	0.00	7%	70.00	1,000.00
2	21001204	Audit	Professional Service for Audit	Unit	1	1,000.00	1,000.00	0.00	7%	70.00	1,000.00

Cost Allocation Breakdown [+]

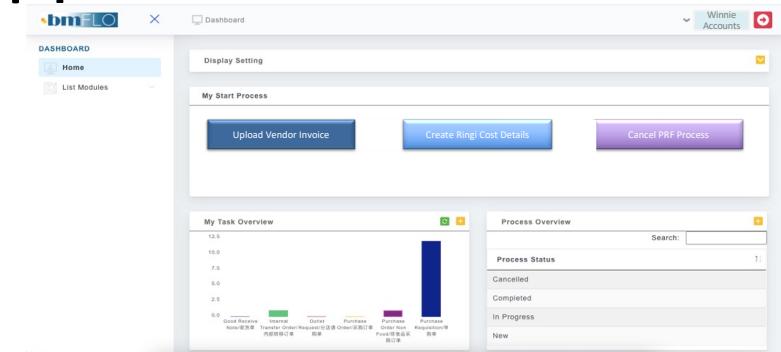
#	Expense Code	Description	Expense Dept	Expense Total
1	6911	Audit	BXXX	1,000.00
2	6911	Audit	AXXX	1,000.00

Audit Trail

#	User	Designation	Department	Action	Date Time	Comments
1	COA			Submit		
	HOD			Verify		
	SG Accounts			Check		
	JP Accounts - Kitahara-san			Check		
	JP Accounts - Yamaguchi-san			Approve		Kurobe-
	JP Accounts - Meada-san			Approve		

9. PRF – JP Finance Approve PRF

Open Consolidated PRF



Approve PRF (Consolidated)

Payment Date		15/7/2021	Vendor	Deloitte & Touche LLP.		Filter							
#	PRF No	Payment Date	Vendor	Beneficiary	Invoice No.	Ringi Ref	Bene Bank	Debit Bank	Payment Method	Invoice Date	Currency	Amount	
1	PRF1800001	15/7/21	Deloitte & Touche LLP.	Deloitte & Touche LLP.	9108159621	21001203	OCBC	UOB	TT	7/7/21	SGD	6,741.00	<input type="checkbox"/>
2	PRF1800002	15/7/21	Deloitte & Touche LLP.	Deloitte & Touche LLP.	9108159654	21001209	DBS	SMBC	Cheque	6/7/21	SGD	2,600.10	<input type="checkbox"/>
6	PRF1800006	15/7/21	Deloitte & Touche LLP.	Deloitte & Touche LLP.	9108159657	21001209	OCBC	Mizuho	TT	7/7/21	SGD	1,500.10	<input type="checkbox"/>
7	PRF1800007	15/7/21	Deloitte & Touche LLP.	Deloitte & Touche LLP.	9108159684	21001209	DBS	UOB	TT	7/7/21	SGD	3,700.10	<input type="checkbox"/>

Comment
(applied to all PRF clicked)

Click to view PRF
invoice details and
documents

Click on the process
and select Return to
return to SG AC

Check and
Approve PRF

Return Approve

CANCEL PRF



Cancel PRF

						Cancel PRF Process
						Select PRF <input style="width: 100px; height: 25px; border: none; background-color: #f0f0f0;" type="button" value="PRF180001"/>
#	PRF No	Vendor	Amount	Date	Raised By	Action
1	PRF180001	Deloitte & Touche LLP	6,000.00	8/1/21	Winnie	<input checked="" type="checkbox"/>
						<input style="width: 100px; height: 25px; border: none; background-color: #f0f0f0;" type="button" value="Submit"/>

Ringi Utilization Movement										
Ringi No.										
#	Transaction Type	Reference No	Supplier	Date	Amt Hold	Amt In	Amt Out	Block	Balance	Actual Balance
1	Ringi	21001203	Deloitte & Touche LLP.	5/1/21		12,000.00			12,000.00	12,000.00
2	PRF	PRF1800001	Deloitte & Touche LLP.	5/7/21			6,000.00		6,000.00	6,000.00
3	PRF	PRF1800002	Deloitte & Touche LLP.	6/7/21				5,000.00	1,000.00	6,000.00
4	PRF	PRF1800003	Deloitte & Touche LLP.	7/7/21			600.00		400.00	5,400.00
5	Cancel PRF	PRF1800001	Deloitte & Touche LLP.	8/7/21		6,000.00			400.00	11,400.00

Cancel PRF Business Rules

#	Business Rules	Connected Modules
1	For the purpose of canceling PRF which needs to be reversed > If the PRF is raised incorrectly by users (wrong vendor beneficiary details, wrong invoice etc) > While PRF is still with any of the verifier / AC / Approvers, they can return to requester to make changes > If the PRF has been approved and file send to bank for payment. SG AC to inform user to cancel PRF and raise PRF again	PRF
2	User can only retrieve PRF where payment have been rejected. This	PRF & Payment Trans
3	Any PRF which is still with any of the verifier / AC / Approvers, requester need to request from them to return before they can cancel.	PRF
4	Roll back PRF – unblock or put back if already deducted in approved PRF in Ringi	Ringi
5	Submit by user & verified by SG AC (HOD) Pop up message to alert: do you want proceed to cancel?	Routing Table
6	The request will be submitted to SG AC to approve and confirm.	
7	Once approved by SG AC. PRF is cancelled and reverse to re-open for invoice submission	PRF & Ringi
8	When PRF is cancelled, automatically remove from Payment List, Payment Summary	

10. Payment – Generate Payment List (Japan)

Open Payment List and select which invoices to proceed for payment

Payment List													
Payment Date		15/7/2021		Vendor		Filter							
#	PRF No	Payment Date	Vendor	Beneficiary	Invoice No.	Ringi Ref	Bene Bank	Debit Bank	Method	Invoice Date	Currency	Amount	<input checked="" type="checkbox"/>
1	1800001	15/7/21	Deloitte & Touche LLP.	Deloitte & Touche LLP.	9108159621	21001203	OCBC	UOB	TT	5/7/21	SGD	6,741.00	<input checked="" type="checkbox"/>
2	1800002	15/7/21	Deloitte & Touche LLP.	Deloitte & Touche LLP.	9108159654	21001209	DBS	UOB	TT	6/7/21	SGD	2,600.10	<input checked="" type="checkbox"/>
3	1800003	15/7/21	ABC VENDOR	ABC VENDOR	A2109941		UOB	Mizuho	Cheque	6/7/21	SGD	40.47	<input checked="" type="checkbox"/>
4	1800004	15/7/21	XYZ VENDOR	XYZ VENDOR	INV003912		OCBC	SMBC	TT	6/7/21	SGD	1,300.50	<input checked="" type="checkbox"/>
5	1800005	15/7/21	ABC VENDOR	ABC VENDOR	A2109965		UOB	Mizuho	TT	6/7/21	SGD	30.60	<input checked="" type="checkbox"/>
6	1800006	15/7/21	Deloitte & Touche LLP.	Deloitte & Touche LLP.	9108159657	21001209	DBS	UOB	TT	7/7/21	SGD	1,500.10	<input checked="" type="checkbox"/>
7	1800007	15/7/21	Deloitte & Touche LLP.	Deloitte & Touche LLP.	9108159684	21001209	DBS	UOB	TT	7/7/21	SGD	3,700.10	<input checked="" type="checkbox"/>
8	1800008	15/7/21	ABC VENDOR	ABC VENDOR	A2109969		UOB	Mizuho	Cheque	7/7/21	SGD	120.00	<input checked="" type="checkbox"/>

Note

1. JP AC can change bank and payment method

Submit

Click to view PRF
invoice details and
documents

Allow to change debit bank
account & method

View Payment
summary by
Vendor

11. Payment – Generate Bank File

Generate Bank File for selected vendors

Payment Summary

Payment Date <input type="text" value="15/7/21"/>			Vendor <input type="text" value="All"/>		Debit Bank <input type="text" value="UOB"/>		Method <input type="text" value="TT"/>		Generated <input checked="" type="checkbox"/>	
#	Payment Date	Vendor	Beneficiary	No. of Invoices	Currency	Bene Bank	Method	Amount	Generated	Generated <input checked="" type="checkbox"/>
1	15/7/21	Deloitte & Touche LLP.	Deloitte & Touche LLP.	4	SGD	UOB Bank	TT	14,541.30	NA	<input checked="" type="checkbox"/>
2	15/7/21	ABC VENDOR	ABC VENDOR	3	SGD	UOB Bank	TT	191.07	NA	<input checked="" type="checkbox"/>
3	15/7/21	XYZ VENDOR	XYZ VENDOR	1	SGD	UOB Bank	TT	1,300.50	NA	<input checked="" type="checkbox"/>

Click to view Payment List for the vendor

Do you want to proceed to generate?

Payment List

Payment Date <input type="text" value="15/7/2021"/>			Vendor <input type="text" value="Deloitte & Touche LLP."/>		Filter <input type="button" value="Filter"/>								
#	PRF No	Payment Date	Vendor	Beneficiary	Invoice No.	Ringi Ref	Bene Bank	Debit Bank	Method	Invoice Date	Currency	Amount	Generated <input checked="" type="checkbox"/>
1	1800001	15/7/21	Deloitte & Touche LLP.	Deloitte & Touche LLP.	9108159621	21001203	OCBC	UOB	TT	5/7/21	SGD	6,741.00	<input checked="" type="checkbox"/>
2	1800002	15/7/21	Deloitte & Touche LLP.	Deloitte & Touche LLP.	9108159654	21001209	DBS	UOB	TT	6/7/21	SGD	2,600.10	<input checked="" type="checkbox"/>
6	1800006	15/7/21	Deloitte & Touche LLP.	Deloitte & Touche LLP.	9108159657	21001209	DBS	UOB	TT	7/7/21	SGD	1,500.10	<input checked="" type="checkbox"/>
7	1800007	15/7/21	Deloitte & Touche LLP.	Deloitte & Touche LLP.	9108159684	21001209	DBS	UOB	TT	7/7/21	SGD	3,700.10	<input checked="" type="checkbox"/>

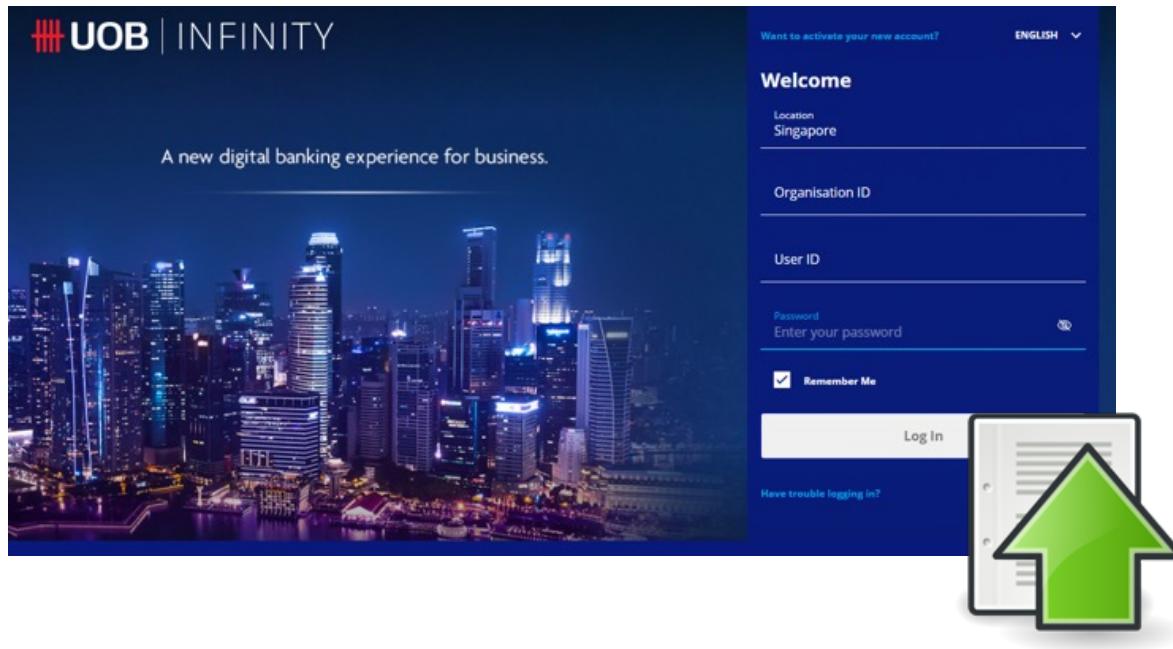
All bank files to be generated at once for all different banks and methods to 1 folder for user to access.

Bank File in UOB format generated



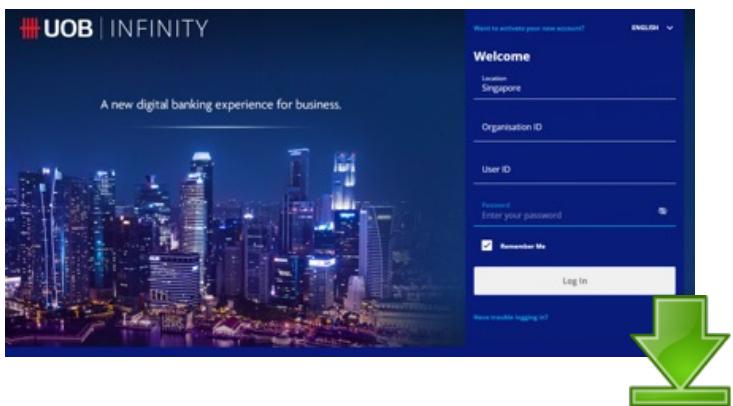
12. Payment – Upload Bank File to iBanking

Upload generated Bank File to internet Banking (UOB)

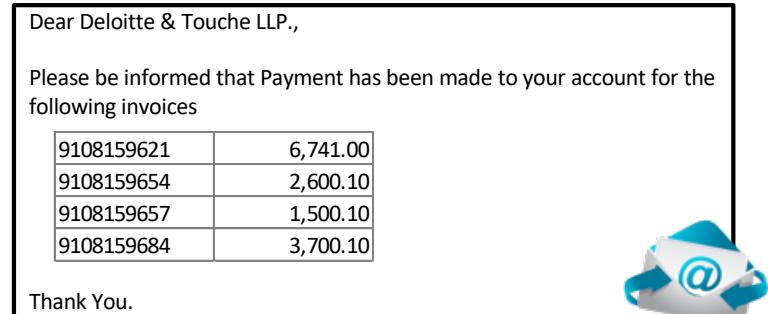


13. Payment – Verify Payment Successful

Download Bank Payment transaction Report



System email remittance notice to Vendor
(for applicable vendors)



Upload Bank transaction Report. System Match payment transactions with PRF

#	Payment Date	Vendor	Beneficiary	No. of Invoices	Currency	Payer Bank	Method	Transaction Ref	Amount	Status
1	15/7/21	Deloitte & Touche LLP.	Deloitte & Touche LLP.	4	SGD	UOB Bank	TT		14,541.30	Successful
2	15/7/21	ABC VENDOR	ABC VENDOR	3	SGD	UOB Bank	TT		191.07	Successful
3	15/7/21	XYZ VENDOR	XYZ VENDOR	1	SGD	UOB Bank	Cheque		1,300.50	Successful

#	Module	Business Rules	Connected Module
1	Payment Verification	This is for SG AP to update payment status in Payment list	Email Remittance advice to Vendor on the payment details
2	Format & file	SG AC download payment transaction file from bank and upload in this module, selecting the required bank	
3	Status	System matches the transaction record and update the status to successful. (Invalid - Rejected)	
4	Manual updates	User may also update the status manually	

REPORT MODULE



PRF Transaction Reports

PRF Transaction Report													
From		1/8/21		To		31/8/21							
Requestor		<input type="text"/>		Vendor		Deliotte & Touche LLP		Status		<input type="text"/>		Filter	
#	PRF No	PRF Date	Vendor	Invoice No.	Invoice Date	Currency	Amount	Ringi Ref	Requestor	Current Activity	Process Start Date	Process End Date	Payment Status
1	1800001	15/7/21	Deloitte & Touche LLP.	9108159621	5/7/21	SGD	6,741.00	21001203	User 1				
2	1800002	15/7/21	Deloitte & Touche LLP.	9108159654	6/7/21	USD	2,600.10	21001209	User 2				
3	1800003	15/7/21	ABC VENDOR	A2109941	6/7/21	SGD	40.47		User A				
4	1800004	15/7/21	XYZ VENDOR	INV003912	6/7/21	SGD	1,300.50		AC 1				
5	1800005	15/7/21	ABC VENDOR	A2109965	6/7/21	SGD	30.60		Store 1				
6	1800006	15/7/21	Deloitte & Touche LLP.	9108159657	7/7/21	SGD	1,500.10	21001209	AC 2				
7	1800007	15/7/21	Deloitte & Touche LLP.	9108159684	7/7/21	SGD	3,700.10	21001209	Store 2				
8	1800008	15/7/21	ABC VENDOR	A2109969	7/7/21	SGD	120.00		AC 3				

Business Rules	
Accessed by	Rules
Applicants	View Own PRF. Hyperlink to PRF & Ringi details.
Users	View own and department PRF. Hyperlink to PRF & Ringi Details (Except for confidential Ringi)
HOD of User	View own and department PRF. Hyperlink to PRF & Ringi Details
SG AC	View all PRF. Hyperlink to all PRF & Ringi details.
JP AC	View all PRF. Hyperlink to all PRF & Ringi details.

Payment Exception Report

Payment Amendment List												
#	PRF No	Payment Date	Vendor	Beneficiary	Invoice No.	Ringi Ref	Bene Bank	Debit Bank	Method	Invoice Date	Currency	Amount
1	1800001	15/7/21	Deloitte & Touche LLP.	Deloitte & Touche LLP.	9108159621	21001203	OCBC	UOB	TT	5/7/21	SGD	6,741.00
2	1800002	15/7/21	Deloitte & Touche LLP.	Deloitte & Touche LLP.	9108159654	21001209	DBS	UOB	TT	6/7/21	SGD	2,600.10
8	1800008	15/7/21	ABC VENDOR	ABC VENDOR	A2109969		UOB	Mizuho	Cheque	7/7/21	SGD	120.00

#	Module	Business Rules
1	Debit Bank	To highlight in Red if there is change. User can click on PRF link to view the actual PRF
2	Method	To highlight in Red if there is change. User can click on PRF link to view the actual PRF

Accessed by SG AC & JP AC

Payment Report

Payment Report												
From			1/8/21		To			31/8/21				
Debit Bank		UOB	Vendor			Deloitte & Touche LLP		Filter				
#	Payment Date	Vendor	Beneficiary	No. of Invoices	Currency	Debit Bank	Method	Transaction Ref	Amount	Status		
1	15/7/21	Deloitte & Touche LLP.	Deloitte & Touche LLP.	4	SGD	UOB Bank	TT		14,541.30	Successful		
2	15/7/21	ABC VENDOR	ABC VENDOR	3	SGD	UOB Bank	TT		191.07	Successful		
3	15/7/21	XYZ VENDOR	XYZ VENDOR	1	SGD	UOB Bank	Cheque		1,300.50	Successful		
Payment List												
#	PRF No	Payment Date	Vendor	Beneficiary	Invoice No.	Ringi Ref	Bene Bank	Debit Bank	Method	Invoice Date	Currency	Amount
1	1800001	15/7/21	Deloitte & Touche LLP.	Deloitte & Touche LLP.	9108159621	21001203	OCBC	UOB	TT	5/7/21	SGD	6,741.00
2	1800002	15/7/21	Deloitte & Touche LLP.	Deloitte & Touche LLP.	9108159654	21001209	DBS	UOB	TT	6/7/21	SGD	2,600.10
8	1800008	15/7/21	ABC VENDOR	ABC VENDOR	A2109969		UOB	Mizuho	Cheque	7/7/21	SGD	120.00
#	Module	Business Rules									Connected Module	
1	Payment Report	Display all payment details by each payment transactions									Email Remittance advice to	
2	Payment List	Show the PRF details of each transaction line									Vendor on the payment	

Accessed by SG AC & JP AC



Master Data Managed and Controlled by authorized user

MASTER MODULES



Supplier Master

Managed by AC for all Non Vendor Details

Supplier List

Status

#	Supplier Code	Supplier Name	Beneficiary	Bank	Address	Tel	Fax	Email	Contact Person	Currency	Payment Term	Tax Code	Paying Bank	Status

More than 1 beneficiary account

Inactivate supplier / beneficiary with effective date

Supplier Master

Supplier Details	Beneficiary Details
Supplier Name	Supplier Code
UEN No.	Status <input style="border: 1px solid black; padding: 2px 5px; border-radius: 3px;" type="button" value="Active"/>
Address 1	Tax Code
Address 2	Payment Term
Address 3	Currency
Address 4	Contact Person
Postal Code	Tel
City	Fax
State	Email
Country	
Remarks 1	
Remarks 2	
Remarks 3	
Remarks 4	

Supplier Details	Bank SGD	Bank USD	Bank JPY
Bank Name			Bank Account Name
Bank Code			Account No
Address 1			Swift Code
Address 2			Postal Code
Address 3			City
Address 4			State
IBAN			Country
Branch Details			
Branch Name			Branch Code
Remittance Advise	<input type="checkbox"/>		
Send To (;)			

Cost Centre & Expense Code Master

Support cost allocation and files for AC

Cost Center Master

Entity

#	Entity	Cost Centre Code	Cost Centre Name	Status

Expense Code Master

Entity

#	Entity	Expense Code	Expense Description	Status



Category & UOM Master

Support categorization of expenses in Ringi & PRF

Category Master

#	Category Name	Expense Code	Add
1	Audit	6911	Edit
2			Edit
3			Edit
4			Edit

[Delete Selected](#)

UOM Master

#	UOM	Description	Add
1	Unit	unit	Edit
2	Pkt	packet	Edit
3	Lot	lot	Edit
4	Mth	month	Edit

[Delete Selected](#)

Supporting modules used to manage main modules / processes

MANAGEMENT MODULES



Currency Exchange Rate Management

Support conversion to SGD & JPY in Ringi & PRF for reference

Currency Exchange Rate Management

#	Currency Code	Status	to SGD		to HKD		to JPY		Add
			Current Rate	w.e.f	Current Rate	w.e.f	Current Rate	w.e.f	
1	SGD	Active	1.000000	1/7/2021	5.720000	1/7/2021	80.93000	1/7/2021	Edit
2	HKD	Active	0.170000	1/7/2021	1.000000	1/7/2021	14.15000	1/7/2021	Remove
3	JPY	Active	0.012000	1/7/2021	0.071000	1/7/2021	1.00000	1/7/2021	Remove
4	USD	Active	1.360000	1/7/2021	7.770000	1/7/2021	109.92000	1/7/2021	Currency SGD Status Active
5	MOP	Active	0.170000	1/7/2021	1.000000	1/7/2021	13.74000	1/7/2021	To SGD

#	Exchange Rate	effective date	+
1	1.000000	1/7/2021	-
2	1.000000	1/8/2021	-

#	Exchange Rate	effective date	+
1	5.720000	1/7/2021	-
2	5.750000	1/8/2021	-

#	Exchange Rate	effective date	+
1	80.930000	1/7/2021	-
2	80.650000	1/8/2021	-

Currency Details
SGD
Status Active

Update

Bank Payment Management

Entry **Pan Pacific Retail Management (Singapore) Pte Ltd**

Year **2021**

Status **Active**

#	Entity	Payment Name	Paying Bank	Acct No.	Payment Mode	Currency	# of Bank Close Days	Status	Add
1	Pan Pacific Retail Management (Singapore) Pte Ltd	UOB SGD TT 1130	UOB	1024921130	TT	SGD	9	Active	Edit
2	Pan Pacific Retail Management (Singapore) Pte Ltd	UOB SGD CQ1130	UOB	1024921130	Cheque	SGD	9	Active	Edit
3	Pan Pacific Retail Management (Singapore) Pte Ltd	UOB USD TT 8432	UOB	3029818432	TT	USD	17	Active	Edit
4	Pan Pacific Retail Management (Singapore) Pte Ltd	MZH JPY TT 1001	Mizuho	5013841001	TT	JPY	19	Active	Edit

Bank Payment Details

Entity	Pan Pacific Retail Management (Singapore) Pte Ltd		
Payment Name	UOB SGD TT 1130	Status	Active
Paying Bank	UOB	Account No.	1024921130
Payment Mode	TT	Currency	SGD
Bank File Format	UOB TT	<input type="button" value="Update"/>	

From Date	To Date	Bank Closure Remark
2021-01-01	2021-01-01	New Year
2021-02-12	2021-02-13	CNY
2021-04-02	2021-04-02	Good Friday
2021-05-13	2021-05-13	Eid al-Fitr
2021-05-26	2021-05-26	Vesak
2021-07-20	2021-07-20	Eid al-Adha
2021-08-09	2021-08-09	National Day
2021-11-04	2021-11-04	Diwali

* Next upcoming Bank close date highlighted

Bank Holiday Setup

Year	2021	Currency	SGD	
From Date	To Date	Holiday	Bank Close Remark	<input type="button" value="Add"/>
2021-01-01	2021-01-01	New Year		<input type="button" value="Remove"/>
2021-02-12	2021-02-13	CNY		<input type="button" value="Remove"/>
2021-04-02	2021-04-02	Good Friday		<input type="button" value="Remove"/>
2021-05-13	2021-05-13	Eid al-Fitr		<input type="button" value="Remove"/>
2021-05-26	2021-05-26	Vesak		<input type="button" value="Remove"/>
2021-07-20	2021-07-20	Eid al-Adha		<input type="button" value="Remove"/>
2021-08-09	2021-08-09	National Day		<input type="button" value="Remove"/>
2021-11-04	2021-11-04	Diwali		<input type="button" value="Remove"/>

* [Default] To date will automatically be populated with the same date as From Date. User can edit To Date if required

- 1 To design the bank holiday by currency. This will then apply to the bank / country based on currency. Eg. If user select payment by USD, and using UOB USD AC, the bank holiday in Spore & US will apply
- 2 Holiday calculation must take in base country + currency country
 - SGD: Singapore holiday. If the currency is SGD and the transaction is processed from Singapore, holiday would have to be SG holiday
 - USD: US Holiday. If the currency is USD and the transaction is processed from Singapore, holiday would have to be SG & US holiday
 - JPY: Japan Holiday. If the currency is JPY and the transaction is processed from Singapore, holiday would have to be SG & Japan holiday
 - EURO: Europe Holiday. If the currency is EURO and the transaction is processed from Singapore, holiday would have to be SG & European holiday