	<h1>Recording of Revenue</h1>		Document Number:
	Policies and Procedures		2P-FIN-03.11
	Department: F2 Logistics Philippines Inc.-Finance	Effective Date: June 05, 2017	Revision No 0

## Scope

All encoded transactions for the day in F2 System that passes the criteria for the interface will be part of data transfer daily every 12 midnight to ensure daily recording of receivables and revenue.

## Objectives

To ensure on time and accurate recording of revenue via direct interface of F2 System to SAP. Transfer of data will run daily every 12 midnight.

## Definition of Terms

HWB – House waybill

RFA – Request for adjustments

## Ownership

Finance Department


## Policy

1. Pick-up transactions for the day should be encoded in F2 System within 24hrs to generate House way Bill (HWB).

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2. Operations Supervisor must ensure completeness and correctness of encoded transactions in the system before the scheduled interface to SAP.
3. Daily Interface at 12midnight will automatically run to upload HWB into F2 System going to SAP. Only transactions with computed charges will be part of the interface.
4. Transactions/ HWB that are transferred to SAP will be tagged as posted and can no longer be edited.
5. All adjustment after posting in SAP will be done thru RFA Module in F2 System. *Refer to RFA Policy.*
6. Closing of books will be done every 10<sup>th</sup> of the following month.

## Procedures

### Encoder

1. Encodes all transactions within 24 hours

### Operation Supervisor

2. Checks completeness and correctness of encoded

### Finance Analyst/Billing Assistant


3. Monitors daily email push for possible errors in interfaces.
4. Endorses to respective team for correction.
5. Monitors zero charges and endorse to respective team.
6. Monitors completeness of monthly transactions posted in SAP.

### End of activity

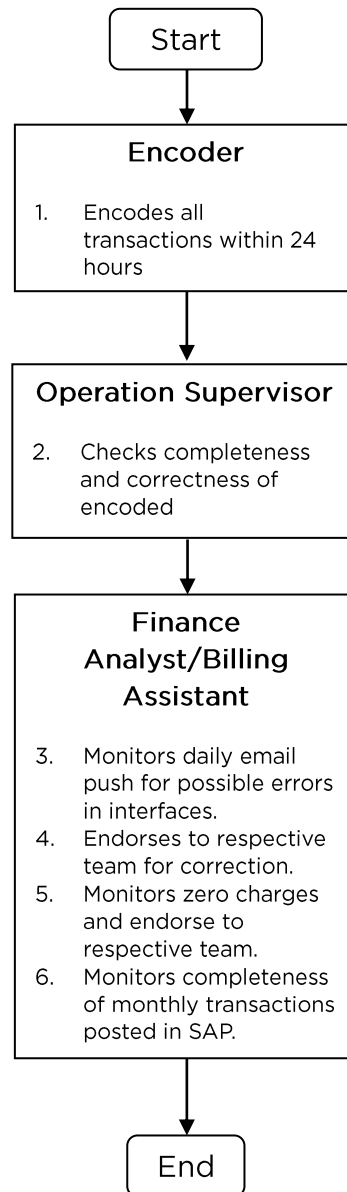
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### Procedures



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