ENTERPRISE DIGITAL TRANSFORMATION • 2026 EDITION

HO Finance

Internal Accounting & Financial Management System

One ledger for every brand: from sales import to BIR-ready books.

An end-to-end Head Office Finance platform for a multi-brand fast food and franchise group: consolidates brand ledgers, bills franchise royalties, matches supplier invoices, costs inventory, and generates BIR reports.

- Multi-Brand Ledger
- Franchise Royalty Billing
- 3-Way Match AP
- Recipe & Inventory Costing
- BIR / CAS Reports
- Executive Dashboards



PREPARED FOR

Head Office Finance, Multi-Brand Group

Dayka Bakery • Crispy King • Estong Lechon Manok • Franchising | November 2026

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Proposal: Internal Accounting & Financial Management System (Head Office Finance)
Prepared for: A national multi-brand fast food & franchise group (Dayka Bakery, Crispy King Fried Chicken, Estong Lechon Manok Grilled Chicken, Franchising)
Submitted by: Zapweb Technology Solutions • November 2026

One-Page Summary

A national fast food and franchise group runs Head Office finance on spreadsheets and manual consolidation across four lines: Dayka Bakery, Crispy King, Estong Lechon Manok and Franchising. Zapweb will deliver one Head Office Finance system: a **multi-brand ledger with consolidation**, AP with 3-way matching, AR and **franchise royalty billing**, inventory and recipe costing, and **BIR / CAS reports**. Finance works in GL, AP and AR from Week 11. Branches are not included.

₱1,000,000	20 Weeks	Week 11	6 Milestones
TOTAL INVESTMENT	KICKOFF TO GO-LIVE	GL, AP & AR IN USE	PAYMENTS TIED TO SIGN-OFF

WHAT YOU GET

- ✓ Multi-brand general ledger, consolidation and bank reconciliation
- ✓ Accounts Payable with 3-way matching (PO, delivery receipt, invoice)
- ✓ Franchise royalty and marketing-fund billing with statements of account
- ✓ Accounts Receivable, collections and aging
- ✓ Inventory costing, recipe / BOM costing and wastage tracking
- ✓ Fixed assets, budgets and cash flow forecasting
- ✓ Payroll interface and sales data import
- ✓ BIR / CAS reports, audit trail and role-based access
- ✓ Executive dashboards and brand-level P&L

HOW IT WORKS

1. Phase 1 (Weeks 1–11): Discovery, General Ledger, AP and AR
2. Phase 2 (Weeks 8–17): Fixed Assets, Budget, Costing and Franchise billing
3. Phase 3 (Weeks 13–20): Integrations, BIR / CAS, dashboards and go-live
4. Each phase ends with UAT and written sign-off
5. Payments follow sign-off (milestones A–F), not calendar dates

INVESTMENT

Priced per module in 3 phases (Section 10):
₱380,000 (38%) Phase 1: Discovery, GL, AP and AR
₱340,000 (34%) Phase 2: Assets, Budget and Costing
₱280,000 (28%) Phase 3: Integrations and Go-Live

Total ₱1,000,000. Six milestone payments (A–F), each tied to a kickoff or sign-off.

SCOPE

Covered: Main Office (Head Office) Finance only.

Not included: branch users, branch rollout, POS sync, branch training, branch hardware and post-go-live managed support. These can be quoted separately.

Branch sales reach Head Office through a simple CSV / batch sales data import.

NEXT STEP: Approve the proposal and pay the ₱190,000 kickoff milestone (A), then confirm the kickoff date. Zapweb starts Week 1: Discovery interviews and the unified multi-brand chart of accounts.

1. Executive Summary

This proposal presents the design and implementation approach for an Internal Accounting & Financial Management System for the Head Office Finance function of a national, multi-brand fast-food and franchising group: a bakery brand (Dayka Bakery), a fried chicken brand (Crispy King), a grilled chicken / lechon manok brand (Estong Lechon Manok), and the franchising business.

Scope. Finance needs the system as soon as possible, so this proposal covers the main office only. Branches are not included: there are no branch users, no branch rollout, no POS integration, and no branch training in this scope. Branch data reaches Head Office through a simple sales data import.

Investment and timeline. The total indicative investment is ₱1,000,000, delivered in three phases and priced per module (Section 10). The project runs 20 weeks from kickoff to Head Office go-live; Phase 2 and Phase 3 work starts while earlier phases are in UAT, so Finance gets working modules early (Section 9 has the Gantt chart and week-by-week schedule).

₱1,000,000	20 weeks	Week 11	6 milestones
TOTAL INVESTMENT ACROSS 13 MODULES	FROM KICKOFF TO HEAD OFFICE GO-LIVE	GL, AP & AR SIGNED OFF AND IN USE	PAYMENTS TIED TO SIGN-OFFS, NOT DATES

2. Understanding Your Business

We understand your organization to be a national fast-food and franchising group with the following characteristics that shape the Head Office system design:

- Multiple brands under one corporate umbrella, each requiring its own product costing and profitability tracking, while rolling up into consolidated company financials.
- A mix of company-owned and franchised locations, requiring franchise-specific accounting (royalties, marketing fund, franchise billing) at Head Office.
- High-volume, perishable inventory (raw chicken, dough, bakery ingredients, meat) requiring tight costing, wastage tracking, and commissary / central-kitchen accounting.
- A Head Office Finance team that needs the system first and as soon as possible.
- Regulatory obligations (BIR reporting, potential CAS accreditation) that apply company-wide.

3. Objectives of the System

- Give Head Office Finance consolidated financial visibility across all brands.
- Automate and standardize franchise royalty computation, billing, and collection.
- Give management accurate brand-level profitability data to support expansion and operational decisions.
- Reduce manual, spreadsheet-based reporting and the errors and delays that come with it.
- Strengthen internal controls and audit-readiness.
- Deliver working Finance modules early, with a clear 20-week schedule and payment milestones tied to sign-offs.

3.1 From Typical Pain Points to Outcomes

Groups of this profile typically face the challenges below. We will validate and prioritize them with your team during Discovery.

Typical challenge	How the system addresses it	Expected outcome
Month-end close depends on spreadsheets and manual consolidation	Automated posting and brand consolidation, matched bank reconciliation, drill-down to source transactions	**Faster, auditable close**
Franchise royalties computed by hand; billing disputes and revenue leakage	Contract-driven royalty and marketing-fund engine, auto-generated statements of account, aging and reminders	**Accurate, on-time franchise billing**
Brand and product profitability is hard to see	Multi-brand chart of accounts, recipe / BOM costing, brand-level P&L comparison	**Margin visibility per brand and per product**
Perishable waste is not tied to cost	Wastage and spoilage logging posted to cost of goods sold	**Spoilage cost visible every month**
Weak segregation of duties and a thin audit trail	Maker-checker-approver workflows, role-based access, tamper-evident audit trail	**Audit-ready controls**
BIR reports are prepared manually each period	BIR-formatted reports generated from ledger data, CAS-aligned audit trail	**Less manual preparation, fewer errors**

4. Discovery & Requirements Gathering

Before finalizing system configurations, user roles, and integration specifications, we conduct a structured Discovery activity in Weeks 1–3 (Phase 1). This establishes the baseline for the design and later phases.

4.1 Discovery Methodology

- Interviews with department heads (Finance, Franchise, Supply Chain / Commissary, HR/Payroll, Audit, IT, and Executive Management).
- Review of current AS-IS processes: how sales, purchases, inventory, and franchise billing are recorded and reported at Head Office.
- Review of existing systems (accounting software, payroll) and what needs to integrate vs. be replaced.
- Review of the sales reports and files Head Office currently receives from the business units.
- Documentation of pain points, must-have features, and features management has already identified.

4.2 Discovery Questionnaire

1. What accounting software or system (if any) is currently used at Head Office? Is it the same across all brands?
2. In what format does Head Office currently receive sales data (spreadsheet, POS export, report)? How often?
3. What is the current chart of accounts? Is there a unified COA across brands, or separate books per brand?
4. How are franchise royalties currently computed and billed? What is the fee structure (flat fee, % of gross sales, marketing fund)?
5. What is the current month-end close process and how long does it take?
6. How is inventory currently tracked and costed, especially perishables? Is there a central commissary / warehouse model?
7. What is the current payroll system, and does it need to interface with the new accounting system?
8. What government reporting requirements apply, and is the company currently BIR-accredited for a CAS?
9. Who are the intended Head Office system users, by department and role? Approximate headcount per group?
10. What are the top 3–5 pain points in the current financial process that this project must solve?
11. Are there must-have features already identified by management (specific reports, integrations)?
12. What is the target Head Office go-live date?
13. What hardware and network setup is available for Head Office users?

5. Departments & Estimated System Users

The following Head Office departments will use the system. Exact headcounts will be confirmed during Discovery.

Department / Function	Primary use of the system	Est. users
Corporate Finance & Accounting	General ledger, financial statements, month-end close, consolidation, bank reconciliation, tax filing	15 – 25
Franchise Management / Franchise Accounting	Royalty computation and billing, franchisee statements of account, collections	8 – 12
Supply Chain, Inventory & Commissary	Purchase orders, inventory costing, stock transfers, wastage tracking	10 – 20
Accounts Payable	Vendor bills, 3-way matching, payment processing, aging reports	6 – 10
Accounts Receivable / Credit & Collection	Franchisee and corporate receivables, aging, follow-up	5 – 8
Payroll & HR (Interface)	Payroll journal posting, statutory contributions, cost allocation	5 – 8
Fixed Assets & Store Development	CAPEX, depreciation schedules, asset registry	3 – 5
Budgeting & FP&A	Brand-level budgets, forecasts, variance analysis	4 – 6
Internal Audit & Compliance	Audit trail review, BIR compliance monitoring	5 – 10
Executive Management / Owners	Consolidated dashboards, brand-level P&L, KPI monitoring	5 – 10
IT / System Administration	User access management, configuration, integration monitoring	2 – 4

Branch / store staff are not users of this release.

6. Proposed System Features & Modules

The modules below are the baseline feature set for Head Office Finance. During Discovery we will confirm which are required, which need customization, and whether additional features should be added.

6.0 System at a Glance

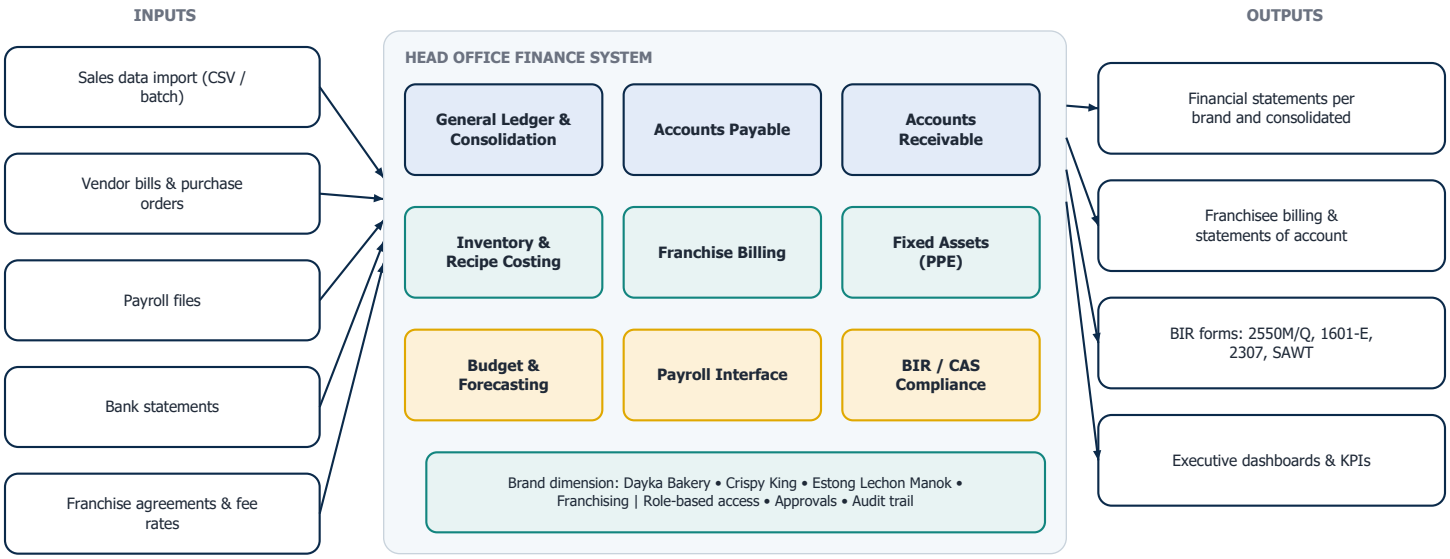

Figure 1. How data flows through the Head Office Finance system. Navy = core accounting, teal = operations and costing, amber = planning and compliance.

6.1 General Ledger & Brand Consolidation

Feature	Description
Chart of Accounts (Multi-Brand)	Unified COA supporting separate reporting per brand (Dayka Bakery, Crispy King, Estong Lechon Manok, other lines) and consolidated group reporting.
General Ledger & Journal Entries	Automated and manual journals, recurring, adjusting and closing entries, multi-level approval workflow.
Consolidation	Roll-up of brand ledgers into company-level financial statements.
Bank Reconciliation	Multi-bank reconciliation with import from bank statements (CSV/OFX).
Financial Statements & Reports	Balance Sheet, Income Statement, Cash Flow, Trial Balance, with drill-down to source transactions.

6.2 Franchise Management & Billing

Feature	Description
Franchise Fee & Royalty Engine	Configurable royalty rate per franchise agreement, computed from imported sales data.
Franchisee Billing & SOA	Auto-generated monthly statements with royalty, marketing fund, and other charges.
Franchise Contract Tracking	Contract terms, renewal dates, territory, and fee schedule tied to accounting records.
Franchisee Collection & Aging	Aging of franchisee receivables with automated reminders.

6.3 Inventory, Procurement & Costing

Feature	Description
Purchase Order & Procurement	PO creation, approval workflow, matching against delivery receipts and supplier invoices.
Inventory Costing	FIFO or weighted-average costing with automatic cost-of-goods-sold posting.
Commissary Transfers	Stock transfer tracking with in-transit valuation.
Wastage & Spoilage Tracking	Spoilage logging tied to cost impact for perishable goods.
Recipe / Bill of Materials Costing	Ingredient-level costing per product for accurate margin analysis.

6.4 Accounts Payable, Receivable & Fixed Assets (PPE)

Feature	Description
Accounts Payable	Vendor invoice management, 3-way matching, payment scheduling, cheque / bank transfer processing, supplier aging.
Accounts Receivable	Franchisee and institutional billing, official receipts, collections tracking, aging reports.
Fixed Assets & Depreciation	Asset and CAPEX registry, tagging, transfers, and automated depreciation schedules.

6.5 Payroll Interface & Budgeting

Feature	Description
Payroll Interface	Interface with the existing payroll system to post payroll journals and allocate labor cost per brand.
Budgeting & Forecasting	Brand-level annual budgets, monthly variance vs. actual, departmental spending controls.
Cash Flow Forecasting	Consolidated and per-brand cash flow projections.

6.6 Compliance, Audit & Internal Controls

Feature	Description
BIR Compliance & E-Filing Support	BIR-required reports (2550M/Q, 1601-E, 2307, Relief/SAWT) formatted for submission; alignment with CAS requirements.
Audit Trail & Internal Controls	Full transaction history with user, timestamp, and before/after values; tamper-evident.
Role-Based Access Control	Access restricted by brand, department, and approval level.
Approval Workflows	Configurable multi-level approval for journal entries, disbursements, and purchase orders.

6.7 Sales Import & Executive Dashboards

Feature	Description
Sales Data Import	Periodic sales data imported at Head Office (CSV / batch) per brand, replacing manual encoding.
Executive Dashboard & Analytics	KPIs on sales, profitability per brand, and franchise royalty collection status.
Multi-Brand Segment Reporting	Side-by-side P&L comparison across Dayka Bakery, Crispy King, Estong Lechon Manok, and other lines.

6.8 BIR / CAS Compliance Coverage

The system generates the BIR-required outputs below from ledger data. Form versions and filing rules are validated against current BIR issuances during Phase 3 (Weeks 14–18).

Form / requirement	Purpose	Fed by
2550M / 2550Q	VAT returns	General Ledger, Accounts Payable, Accounts Receivable (VAT ledgers)
1601-E	Expanded (creditable) withholding tax remittance	Accounts Payable (withholding on supplier payments)
2307	Certificate of creditable tax withheld at source	Accounts Payable (issued to suppliers), Accounts Receivable (received)
SAWT / Relief	Summary alphalist of withholding taxes	Accounts Receivable and Accounts Payable
CAS requirements	Computerized Accounting System controls	Audit trail, role-based access, approval workflows

7. How It Works: Key Process Flows

The diagrams below show how the most important Finance processes run in the system. Each flow is configured with your approval limits, brand structure, and franchise terms during Discovery.

7.1 Procure-to-Pay (Accounts Payable)

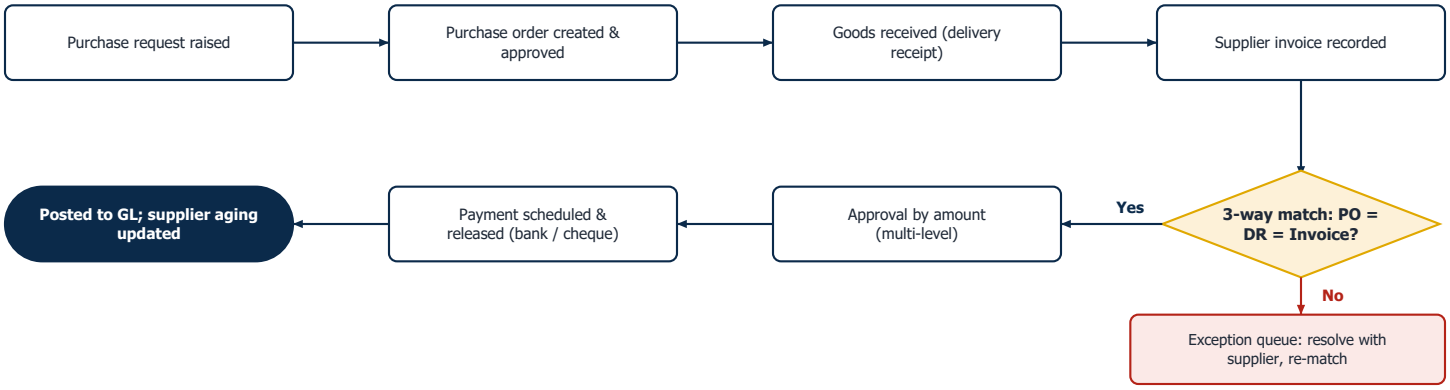

Figure 2. Supplier invoices are posted only after the purchase order, delivery receipt, and invoice agree. Mismatches go to an exception queue instead of being paid.

7.2 Franchise Royalty Billing to Collection

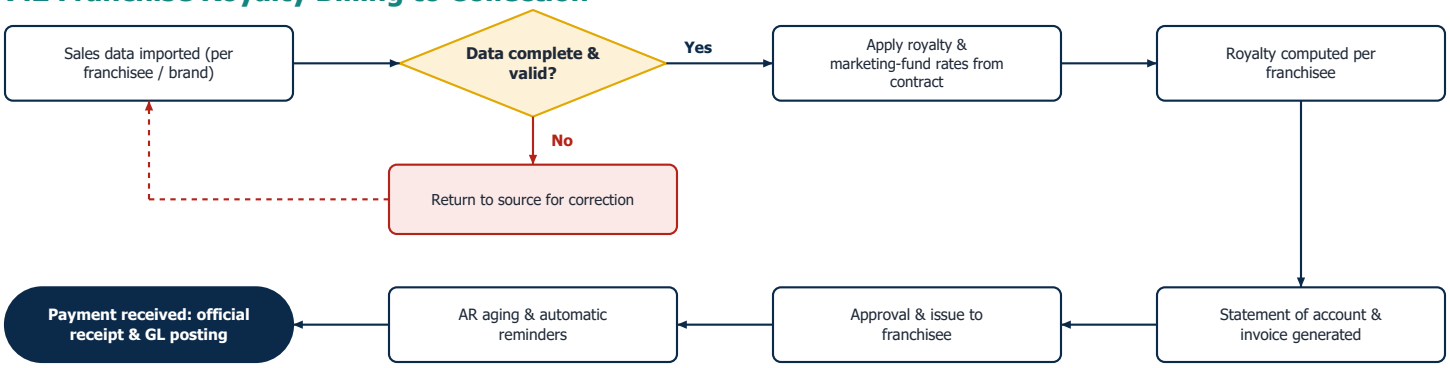

Figure 3. Royalty and marketing-fund charges are computed from contract terms and imported sales, then billed, aged, and collected in one traceable flow.

7.3 Month-End Close: Manual vs. With the System

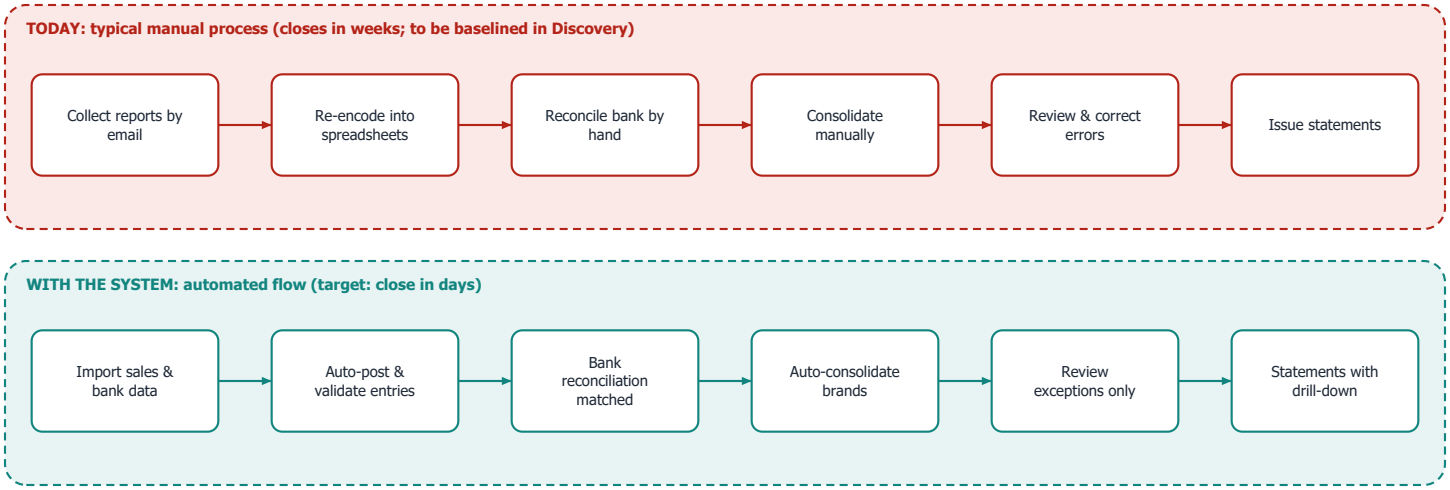

Figure 4. Manual re-encoding and hand consolidation are replaced by automated import, posting, and consolidation, so Finance reviews exceptions instead of rebuilding data.

7.4 Internal Control: Maker, Checker, Approver

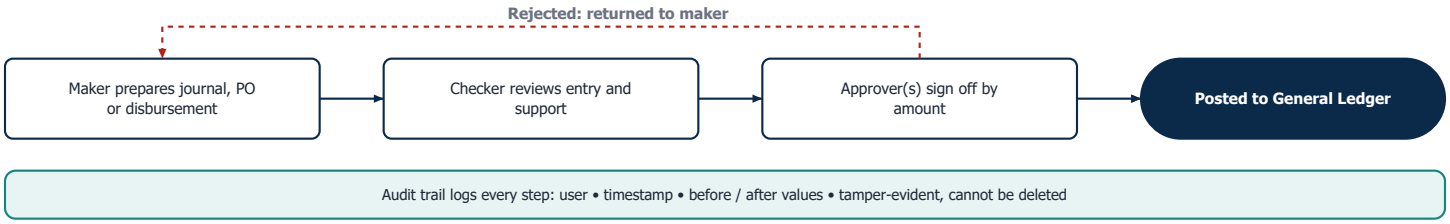

Figure 5. No entry reaches the ledger without review and approval, and every step is recorded in a tamper-evident audit trail.

8. Key Benefits & Business Value

- Consolidated financial visibility across all brands from a single system.
- Elimination of manual, spreadsheet-based reporting, reducing errors and month-end reconciliation delays.
- Accurate, automated franchise royalty computation and billing, reducing disputes and revenue leakage.
- Faster month-end close through automated consolidation.
- Improved cost control through ingredient-level costing, especially for perishable inventory.
- Stronger internal controls with role-based access, approval workflows, and a tamper-evident audit trail.
- BIR-ready reporting that supports Computerized Accounting System (CAS) accreditation requirements.
- Finance gets working modules early: GL, AP, and AR are signed off by Week 11 and the full system goes live by Week 20.

8.1 Where the Value Comes From

Value driver	How it is realized	How we will measure it
Finance staff time	Less re-encoding, manual consolidation, and reconciliation each month	Hours per close cycle, before vs. after
Franchise revenue accuracy	Royalties and marketing fund computed from contract terms; fewer billing disputes	Billing adjustments and disputes per month
Ingredient and spoilage cost	Recipe costing and wastage logging expose margin leaks	Wastage cost per brand, monthly
Compliance effort and risk	BIR reports generated from ledger data with a clean audit trail	Hours to prepare BIR reports; late or corrected filings
Decision speed	Brand-level P&L and dashboards available at close	Days from month-end to management report

8.2 Payback Sensitivity (Illustrative)

Payback in months = ₱1,000,000 ÷ net monthly benefit. The net monthly benefit combines staff time saved, revenue leakage recovered, and cost savings. The actual figure will be baselined with Finance during Discovery; the chart shows how quickly the investment is recovered across a range of outcomes.



Figure 6. Illustrative payback sensitivity. These are scenarios, not forecasts; they are not based on measured client data.

8.3 Success Measures

Measure	Target	How measured
Month-end close duration	From weeks to days (target set with Finance)	Baselined in Discovery; tracked each close
Journals, disbursements, and POs with an approval trail	100%	System audit trail report
Franchisee statements of account issued on schedule	100% each month	SOA issue log vs. billing calendar
3-way match exceptions	All logged, aged, and resolved in the system	Exception queue and aging report
BIR report preparation	Generated from system data, no re-encoding	Preparation time per filing
Brand-level P&L	Available at each month-end close	Dashboard availability date

9. Implementation Timeline

The project runs for **20 weeks** from kickoff. Week 1 begins on the kickoff date (to be confirmed at signing). Work that does not depend on other modules runs in parallel so Finance receives working modules early. Each phase ends with a User Acceptance Test (UAT) and written sign-off.

9.1 Gantt Chart

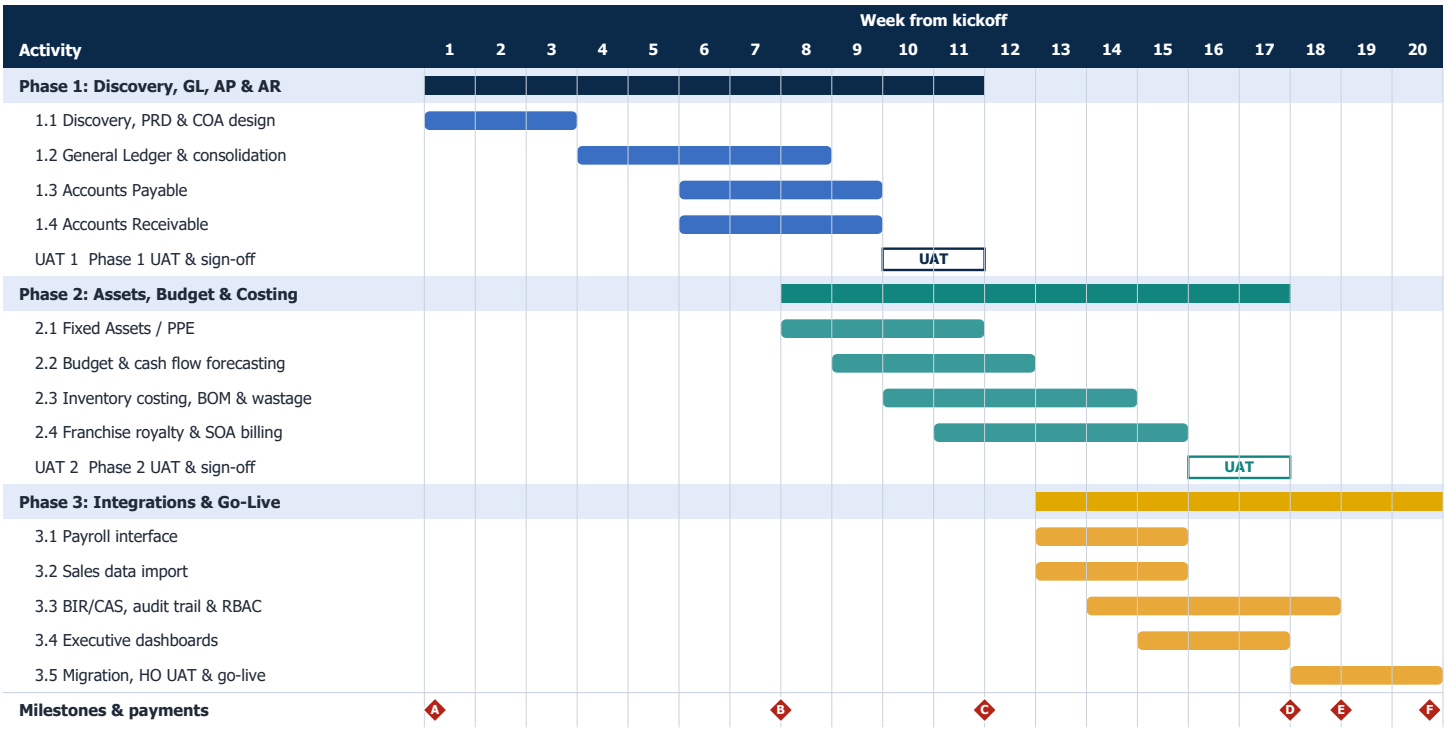

Figure 7. Gantt chart of the 20-week plan. Legend: solid bar = build activity; outlined bar = UAT and sign-off; red diamond = milestone and payment point (A–F, see 9.4). Phase bars show the span from the first to the last activity of the phase.

9.2 Key Dates at a Glance

Target	Outcome
Week 1	Kickoff; Discovery begins
Week 3	PRD and unified multi-brand COA ready for sign-off
Week 8	General Ledger core built; Phase 2 configuration starts
Week 11	General Ledger, AP, AR signed off (Finance can start using these modules)
Week 17	PPE, Budget, Inventory Costing, Franchise Billing signed off
Week 18	Payroll interface, sales import, BIR compliance tested
Week 20	Head Office go-live and handover

The schedule assumes timely availability of Finance stakeholders, sample data, and sign-offs (Section 13). Delays in these items shift the dates accordingly.

9.3 Detailed Schedule

Ref	Activity	Start	End	Weeks	Depends on
	Phase 1: Discovery, General Ledger & Core Accounting	**W1**	**W11**	**11**	
1.1	Discovery, PRD & COA design	W1	W3	3	—
1.2	General Ledger & consolidation	W4	W8	5	1.1
1.3	Accounts Payable	W6	W9	4	1.2 (GL core)
1.4	Accounts Receivable	W6	W9	4	1.2 (GL core)
UAT 1	Phase 1 UAT & sign-off	W10	W11	2	1.2, 1.3, 1.4
	Phase 2: Fixed Assets, Budget & Costing	**W8**	**W17**	**10**	
2.1	Fixed Assets / PPE	W8	W11	4	1.2
2.2	Budget & cash flow forecasting	W9	W12	4	1.2
2.3	Inventory costing, BOM & wastage	W10	W14	5	1.2, 1.3
2.4	Franchise royalty & SOA billing	W11	W15	5	1.4
UAT 2	Phase 2 UAT & sign-off	W16	W17	2	2.1 – 2.4
	Phase 3: Integrations, Compliance & Go-Live	**W13**	**W20**	**8**	
3.1	Payroll interface	W13	W15	3	1.2
3.2	Sales data import	W13	W15	3	1.2
3.3	BIR/CAS, audit trail & RBAC	W14	W18	5	1.2 – 1.4
3.4	Executive dashboards	W15	W17	3	1.2, 2.2
3.5	Migration, HO UAT & go-live	W18	W20	3	All modules
	Total project duration	**W1**	**W20**	**20**	

9.4 Milestones & Payment Schedule

Payments are tied to the milestones below. The amounts follow a 50/50 split within each phase and total ₱1,000,000.

	Milestone	When	Phase	Amount (₱)	Cumulative (₱)
A	Project kickoff and Discovery initiation	Start of Week 1	Phase 1	190,000	190,000
B	Start of Phase 2 configuration	Start of Week 8	Phase 2	170,000	360,000
C	UAT sign-off: General Ledger, Accounts Payable, Accounts Receivable	End of Week 11	Phase 1	190,000	550,000
D	UAT sign-off: PPE, Budget, Inventory Costing, Franchise Billing	End of Week 17	Phase 2	170,000	720,000
E	Completion of Payroll interface, sales import and BIR compliance testing	End of Week 18	Phase 3	140,000	860,000
F	Head Office UAT sign-off, go-live and handover	End of Week 20	Phase 3	140,000	1,000,000
	Total			**1,000,000**	

10. Investment Summary (₱1,000,000 — Head Office Finance)

The total indicative investment is ₱1,000,000, priced per module below. This covers Head Office Finance only; branches are not included.

Phase 1: Discovery, General Ledger & Core Accounting (₱380,000 • 38%)

Ref	Module / feature scope	Key deliverables	Amount (₱)
1.1	Discovery, PRD & Unified Multi-Brand COA	Stakeholder interviews, AS-IS review, PRD, unified multi-brand chart of accounts, approval matrix	90,000
1.2	General Ledger, Brand Consolidation & Bank Reconciliation	GL and journals, multi-brand consolidation, financial statements, bank reconciliation	150,000
1.3	Accounts Payable	Vendor bills, 3-way matching (PO-DR-Invoice), payment scheduling, disbursement, supplier aging	80,000
1.4	Accounts Receivable	Franchisee and corporate billing, official receipts, collection tracking, AR aging	60,000
	Phase 1 Subtotal (38%)		**380,000**

Phase 2: Fixed Assets, Budget & Costing (₱340,000 • 34%)

Ref	Module / feature scope	Key deliverables	Amount (₱)
2.1	Fixed Assets / PPE	Asset and CAPEX registry, tagging, transfers, automated depreciation schedules	70,000
2.2	Budget Management & Cash Flow Forecasting	Brand and department budgets, monthly variance vs. actual, consolidated cash flow projections	70,000
2.3	Inventory Costing, BOM/Recipe & Wastage	FIFO / weighted-average costing, recipe costing, spoilage logging, commissary transfers	110,000
2.4	Franchise Royalty & SOA Billing Engine	Royalty and marketing-fund computation from imported sales, franchisee SOA, contract tracking	90,000
	Phase 2 Subtotal (34%)		**340,000**

Phase 3: Integrations, Compliance & Go-Live (₱280,000 • 28%)

Ref	Module / feature scope	Key deliverables	Amount (₱)
3.1	Payroll Interface & Labor Cost Allocation	Payroll journal posting, statutory contributions, labor cost allocation per brand	50,000
3.2	Sales Data Import	CSV / batch import of sales data at Head Office per brand, feeding royalty billing and reports	40,000
3.3	BIR/CAS Compliance, Audit Trail & RBAC	BIR reports (2550M/Q, 1601-E, 2307, SAWT), CAS-ready tamper-evident audit trail, role-based access	100,000
3.4	Executive & Multi-Brand Dashboards	Consolidated KPIs, brand-level P&L comparison, franchise royalty collection status	50,000
3.5	Opening Balance Migration, Head Office UAT & Go-Live	Opening balance migration, user acceptance testing, go-live and handover	40,000
	Phase 3 Subtotal (28%)		**280,000**

TOTAL PROJECT INVESTMENT (PHASES 1 – 3)	**₱1,000,000**

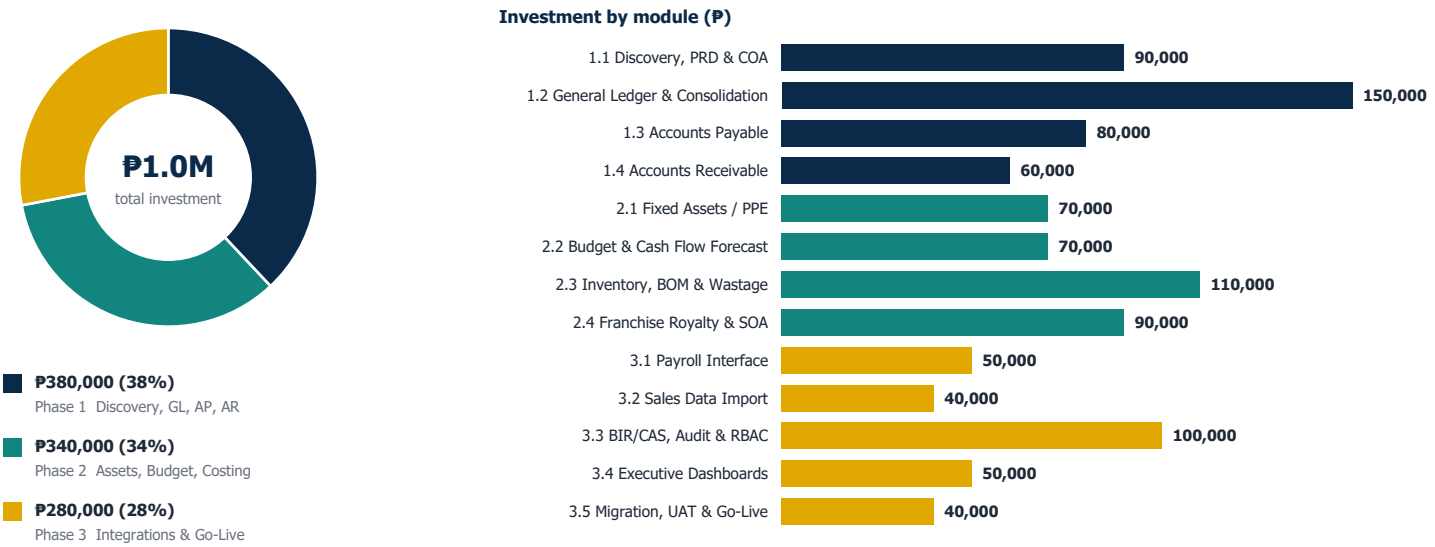

Figure 8. Investment by phase and by module. Every line is priced separately; nothing is bundled.



Figure 9. Cumulative payments against the 20-week plan. Payments (A–F) follow sign-offs, and working modules are in use from Week 11.

Payment milestones: see Section 9.4 for the six milestone payments (A–F), tied to the week-by-week schedule.

Exclusions: branches (branch users, rollout, POS integration, branch training, hypercare), branch hardware, and post-go-live managed support. These can be quoted separately if and when required.

Scope & Pricing Note: The ₱1,000,000 allocation is an indicative budget for the Head Office Finance modules. Final line-item adjustments, if any, will be confirmed at the end of Discovery (Week 3) once payroll interface details and custom report requirements are verified.

11. Risks & Mitigation

We manage delivery risk openly. The main risks for a project of this kind, and how the plan addresses them, are below.

Risk	Impact	Mitigation
Delayed stakeholder availability or sign-offs	Schedule slips week for week	Named sponsor; sign-off window of 3 working days; weekly status report; phase-gate reviews
Inconsistent chart of accounts across brands	Rework in the General Ledger	COA design and sign-off completed in Discovery (Week 3) before the GL build starts
Poor quality of opening balances and master data (vendors, items, franchisees)	Migration delays at go-live	Data-cleansing checklist issued in Discovery; trial migration before the final migration in Weeks 18–20
Payroll file formats not yet known	Interface rework	Formats confirmed in Discovery; interface built on agreed import / export templates
Scope growth during the project	Cost and schedule overrun	Change-request process; anything outside Section 10 (including branches) is quoted separately
BIR / CAS rule or form changes	Report rework	Report templates are configurable and validated against current BIR issuances in Phase 3
Finance team adoption	Low usage after go-live	Hands-on walkthroughs during each UAT; quick-reference guides; early use of GL, AP, and AR from Week 11

12. Project Governance & Why Work With Us

12.1 Roles & Responsibilities

Role	Party	Responsibilities
Project Sponsor	Client	Approves scope, milestones, and sign-offs; removes blockers
Finance Lead / Process Owner	Client	Provides process knowledge and sample data; leads UAT for Finance
IT Administrator	Client	User access, network, and environment readiness
Lead Developer / Project Lead	Delivery team	Plans, builds, reports progress weekly, and manages risks and change requests

12.2 Communication Cadence

- Weekly status report and a short check-in with the Finance Lead.
- Phase-gate reviews at Weeks 3, 11, 17, and 20, aligned with the payment milestones, each with a demonstration of working software.
- A change-request log so any scope change is visible, priced, and approved before work starts.

12.3 Why Work With Us

- **Philippine compliance depth:** 15+ years building fintech, cooperative management, and compliance systems for Philippine businesses, including BIR and CAS requirements.
- **Early value:** General Ledger, Accounts Payable, and Accounts Receivable are signed off and in use by Week 11, not at the end of the project.
- **Transparent pricing:** every module is priced separately, and payments follow sign-offs rather than calendar dates.
- **Focused scope:** Head Office Finance only, so the team stays on the modules that matter to Finance first.

13. Assumptions & What We Need From Your Team

- Availability of key department heads (Finance, Franchise, Operations, IT) for Discovery interviews in Weeks 1–3.
- Access to sample data: current chart of accounts, a sample franchise agreement, sample sales and inventory reports as received by Head Office, and an organizational chart.
- A designated project sponsor / point-of-contact who can approve scope decisions and UAT sign-offs within 3 working days.
- Sales data will be provided to Head Office in an importable format (CSV / spreadsheet / export).
- The 20-week schedule starts on the kickoff date and assumes the kickoff payment (Milestone A) is settled at signing.

14. Next Steps

1. Review and approve this proposal and the ₱1,000,000 investment (initiating with the ₱190,000 kickoff milestone).
2. Confirm the kickoff date, which sets Week 1 of the schedule.
3. Schedule Discovery interviews with the Head Office departments listed in Section 5.
4. Complete the Discovery Questionnaire (Section 4.2) with input from Finance, Franchise, Operations, and IT.
5. Review and sign off on the PRD and Unified Chart of Accounts (target: end of Week 3).
6. Proceed with Phase 1–3 build, UAT, and Head Office go-live (target: Week 20).

Appendix A: Quick-Reference Discovery Checklist

- Current systems / software in use at Head Office
- Number of Head Office users and their access roles
- Existing chart of accounts and multi-brand reporting structure
- Manual vs. automated processes today
- Specific pain points to solve
- Must-have features identified by management
- Required interfaces (bank, payroll, BIR) and sales data format
- Reporting requirements (internal management and regulatory)
- Data volume (transactions per month, SKUs, vendors, franchisees)
- Kickoff date and stakeholder availability for the 20-week schedule

Appendix B: Deliverables & Acceptance Criteria

Each phase closes with a UAT and written sign-off against the criteria below. Criteria are finalized in the PRD at the end of Discovery.

Phase	Key deliverables	Acceptance criteria
Phase 1	Signed PRD and unified multi-brand COA; General Ledger with brand consolidation and financial statements; bank reconciliation; Accounts Payable with 3-way matching; Accounts Receivable with aging	A sample month posts and consolidates across brands; trial balance ties to source data; 3-way match exceptions are flagged; AR aging agrees with the sample ledger; written sign-off
Phase 2	Fixed Assets registry and depreciation; budgets with variance reporting; inventory costing, BOM, and wastage; franchise royalty and SOA billing	Depreciation schedule reconciles to sample assets; budget vs. actual variance runs per brand; sample inventory costs match manual computation; royalties for sample franchisees match contract terms; written sign-off
Phase 3	Payroll journal interface; sales data import; BIR reports; audit trail and role-based access; executive dashboards; migrated opening balances; Head Office go-live	Payroll journal posts and balances; sales import totals match source; BIR reports reviewed against sample filings; audit trail captures user, time, and before / after values; opening trial balance ties to legacy records; Head Office UAT sign-off

Appendix C: Sample Executive Dashboard

The mock-up below shows the type of view Management will have at each close. It uses sample data for illustration only; final dashboards are designed with your team during Phase 3.

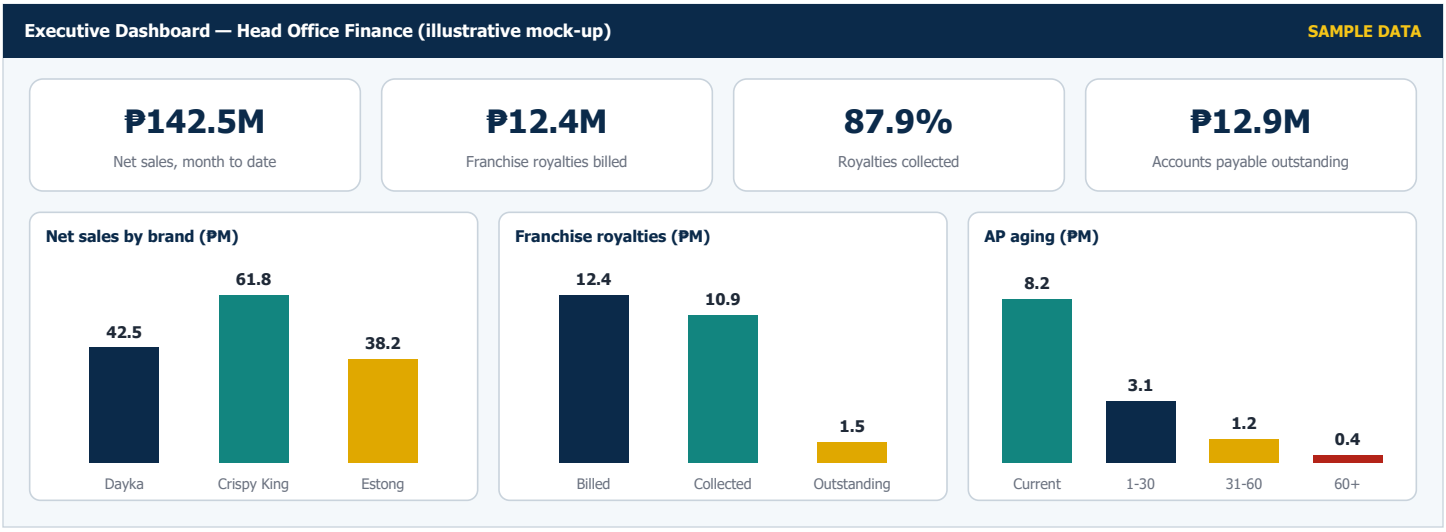

Figure 10. Illustrative executive dashboard with sample data: net sales by brand, franchise royalty collection, and accounts payable aging.

Acceptance & Project Authorization

By signing below, the client approves this proposal, the scope of work (Head Office Finance only; branches excluded), the 20-week timeline, and the ₱1,000,000 total investment payable through the six milestone payments A–F in Section 9.4, beginning with the ₱190,000 kickoff milestone. Each phase closes with UAT and written sign-off. Changes outside Section 10, including branches, are quoted separately through the change-request process.

PREPARED & SUBMITTED BY

Brayan Lee A. Bautista
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Zapweb Technology Solutions
Signature & Date

ACCEPTED & APPROVED BY (CLIENT)

Authorized Representative
Name and Position
Signature & Date

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