

**A. The Lotus Notes Application:**



### ***Revenue Recognition Contract Review***

*click to expand sections*

#### **Contract Data Section**

**\* Required Entry**

<b>* Region:</b>	E	
<b>* Site or Plant Name:</b>	F	
<b>* Date Of Order:</b>	0	
<b>* Customer Name:</b>	F	
<b>* Order Value: ( 000's U.S. Dollars )</b>	1	
<b>* Order/PO Number:</b>	1	
<b>* Currency of Contract:</b>		
<b>* Quoted in Pros:</b>	C	
<b>* Associated Contracts:</b>	C	

*Associated orders may be for different purposes. Such orders would be for the same period of time for the same project.*

#### **Nature of Deliverables/S**

**(check all that apply)**

**Products**

*(summarize below or note relevant details)*

**Description**

**Quantity**

**Installation**

*(briefly describe, note is associated with)*

Installation and commissioning pumps

*manufacture job,*

Please contact the Director of Accounting Policy where complex business arrangements are involved or there are questions concerning the nature and/or treatment of contractual deliverables for revenue recognition purposes.

**Applicable Revenue Recognition Methodology Section**

**\* (required entry choose only one)**

<u>Methodology</u>	<u>Baseline Decision Criteria</u>
<b>Delivery-Based</b> <input type="radio"/> Multiple deliverables - Se - De inco - Ba crit - Mu sep - Ea - Re the  <input type="radio"/> Single deliverable - Re hav	<div style="border: 1px solid black; height: 200px; width: 100%;"></div>
<b>Effort Based</b> <input type="radio"/> Percentage of Completion - De - De - Re - Re - Re - Es - Ar  <input checked="" type="radio"/> Service/Repair - En	

**Document rationale here as necessary**  
On site time and expense field service work receipts

**Terms and Conditions Section**

**Use the following tables for deliveries under INCOTERMS; otherwise see below:**

<u>Applicable Terms</u>	<u>Named Delivery Point</u>
<input type="checkbox"/> EXW Ex <input type="checkbox"/> FCA Fr <input type="checkbox"/> FAS Fr <input type="checkbox"/> FOB Fr <input type="checkbox"/> CFR Co <input type="checkbox"/> CIF Co <input type="checkbox"/> CPT Ca <input checked="" type="checkbox"/> CIP Ca <input type="checkbox"/> DAF De <input type="checkbox"/> DES De <input type="checkbox"/> DEQ De <input type="checkbox"/> DDU De <input checked="" type="checkbox"/> DDP De <input type="checkbox"/> OtherTerms No	<div style="border: 1px solid black; height: 200px; width: 100%;"></div>
Please list Terms:  What is the point (place) of the	

Is the contract subject to liquidation?  
If so – what % or maximum level?  
10% of \$3,500,000  
PO and should

held the original

**Other Revenue Considerations**


Note any contractual specific accounting  
None  
- Are payments tied to

**Other Technical Considerations**

1. Is the order subject to Pro Forma?  
No. Original contract received after the
2. What are the delivery terms?  
DDP/CIP
3. Does the contract allow partial shipments?  
Not this portion of
4. Any extended warranty provisions?  
Not this portion of
5. Subject to witness inspection?  
Not this portion of

PO which we

**Attach Documents Section**

Attach Documents: 

PDF  
file

copy is in the job

**Signature Approval Section**

Completed

Comments:  Yes  No  
Reviewed &

Comments:  Yes  No

[Empty rectangular box]





## D. Adding Process Flow / Workflow Reduces Labor, Duplication of Effort, Improves Compliance and Prevents Expensive Mistakes

The screenshot displays a SharePoint web browser interface. At the top, there is a search bar and a user profile for 'INGRAM/administrator'. Below this is a navigation pane on the left with sections for 'Libraries', 'Lists', 'Discussions', 'Recycle Bin', and 'All Site Content'. The main content area shows a table with the following columns: 'Type', 'Send To', 'Region Controller Approval', 'Division Controller Approval', 'Policy Director Approval', 'Reviewer Comments', and 'Response to Comments'. The table contains several rows of data, including one with 'Approved' and another with 'Please check item 21'.

Type	Send To	Region Controller Approval	Division Controller Approval	Policy Director Approval	Reviewer Comments	Response to Comments
Procedure	Tom Ingram	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Import Log	Tom Ingram	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Tom Ingram	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Tom Ingram	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	
	Tom Ingram	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Please check item 21	Item 21 OK
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

At the bottom of the browser window, the taskbar shows several open applications: 'Inbox - Micros...', 'TIA Action Sup...', 'TIA Time Track...', 'Revenue Rec...', 'https://www.t...', 'Revenue Reco...', 'Revenue Reco...', and 'Microsoft Excel...'. The system clock shows '10:45 AM'.