USER MANUAL

Operating Lease Support System Version 2.1

Master Data Information Module, Marketing Module, Maintenance Module & Collection Module

Table of Contents

Version 2.1

This manual covers the explanation of features, functions that are delivered to operate the Operating Lease Support System (OLSS). The version 2.1 includes basic features of operating lease system, e.g.: customer information, supplier information, product information, quotation of refinance, calculation of operating lease, quotation of operating lease, agreement information inquiry, service history, and billing payment history.

The following paragraphs will list all features available inside each module with this version and describe what they are for and how to use them.

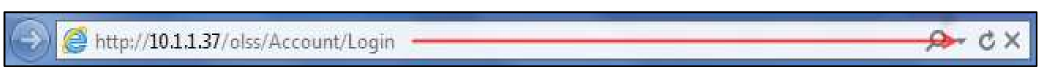
1. Starting to Use the system

1.1 Opening your browser and connecting the system

Before you can use the system and all the functions you need for you work, you need to open the system. The first step to do is opening your browser. Depending on your computer you may find your browser on the "quick start menu" (shown below), in your "start menu" under Programs, or on your desktop. If you are not sure how to open a web browser, contact your technical support or assistance.

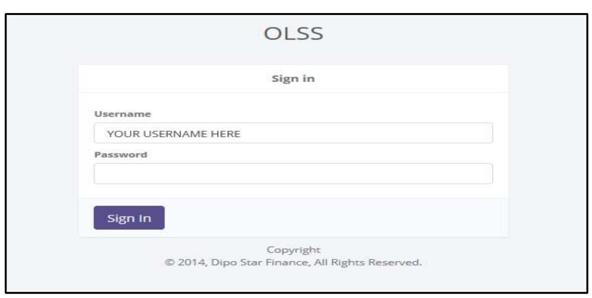
Picture 1. Launch Internet Explorer

Next, type in the field for 'Address' the URL under which the application is installed and click 'Go' or hit the 'Enter' button on your keyboard. The address of system will be temporary for 1st Go Live, if you are not sure of the address contact technical support. The recommended server name is http://10.1.1.37/olss.



Picture 2. Connecting the system over browser

The browser then takes a few seconds to display the page that belongs to the URL address you have typed in. When it's fully loaded you will see following Login Window before you can enter the system. If you see a notice similar to "the page cannot be displayed" then you have likely entered the incorrect address. Verify that the address is correct then contact your corporate technical support for assistance.



Picture 3. Connecting the system over browser

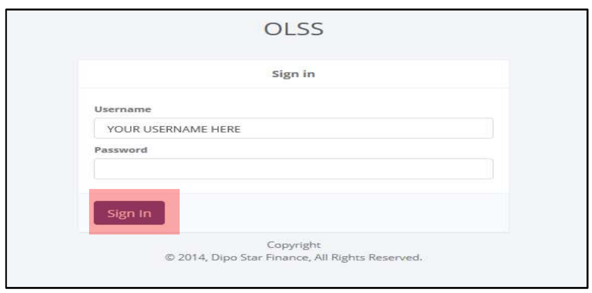
1.2 Signing In

The application is secured by login to prevent unauthorized access foremost but also each person's login is combined with a different set of functions that can be accessed. For example any employee can see his/her profile, but not that of another employee, or only a few management staff are entrusted with processing data. So your login serves the system as a checkpoint to analyze what can be displayed and based on that check it will show only features and data you are allowed to see.

After you type the application URL you will get to the Login Window as shown above that secures the access from unauthorized access and is a checkpoint for your access privileges. In that window you type in your Username and Password, which was given to you by the administrator:

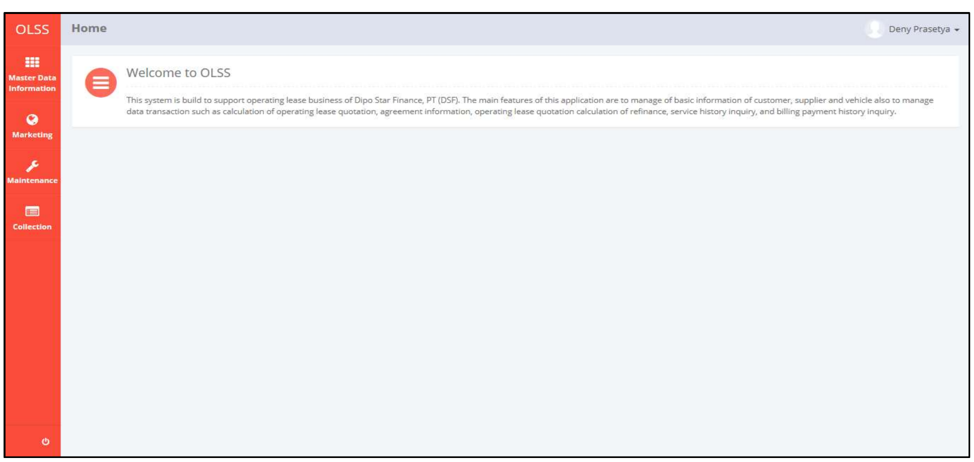
1) Start with User Name
   User Name is a text field; in order to make an entry simply click your mouse in the respective field, and start typing the information.
2) Continue with Password
   Password is also a text field, follow same steps as above described for User Name to enter your password, e.g. 'demo'. For security reasons the password will not be shown in the letter you type in but with dots or stars:

After entering your user name and password the whole screen on your PC would look like this (note that your company may have implemented a different design, but you should still be able to locate the User Name and Password boxes as well as the Sign in button:



Picture 4. Signing the system on the Sign in Screen

Click the "Sign in" button underneath the password field (marked red in the above illustration), or hit again the 'Enter' button on your keyboard to access the application and its features. When entering the application you will see the following (depend on what you allowed to see):



Picture 5. Home screen

Forgot your password?

Before we continue with the application and its functions, if you have forgetting your password, you can contact technical support or your assistance.

2. Master Data Module

Operating Lease Support System includes Master Data Module features; Customer Information, Supplier Information, and Product Information. All features will be described in the subsequent sections. The Master Data Information menu of Operating Lease Support System serves as the basic access to master data information and records of all data. With the master data menu, you will be able to access all of master data information, including information that will be adjusted through other features of Operating Lease Support System.

Additionally you can add new records, edit existing records, view detail and also filter specific records based on columns by writing a keyword on the search field. The features and data contained in your Operating Lease Support System menu are limited by your security and data authorization settings so you may not be able to access all features.

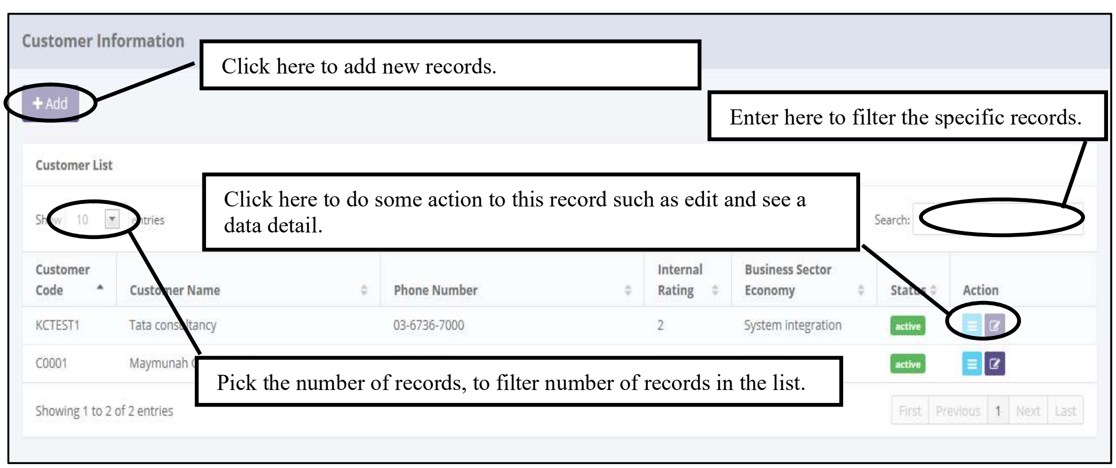
2.1 Customer Information

The customer information feature supports the management of all data related to a customer including basic information, corporate information, financial information, credit information, owned product information, detail of product and so on.

Although each user can draft, save changes, submit, and view their respective data; activation and deactivation of them will conducted by authorized super users only. Since the manager or supervisor will do the activation, user will have to contact them in order to activate/deactivate the records. Only authorized user, such as company manager or supervisor can changes all status (draft, submitted, active, inactive) of their information or records by using the system.

To enter in customer information data, click sub menu 'Customer Information' in Master Data Information.

When first entering the Customer Information module, user will see a list of customers that already recorded in the system. The main page of employee list is shown in picture below.



Picture 6. Main Page of Customer List

Only authorized users have access to all customer information in order to keep them up to date. The screen above appears after you select a record from the customer list page by clicking the action buttons as follows:

1. , on the rightmost column. Or,
2. + Add, on the top-left of the customer list screen.

In the customer information module provides several functions:

1. View detail of customer information and/or change status of customer records.
2. Filter and sort function.
3. Add new customer, within save as draft and/or submit.
4. Modify this customer's information; keep them up-to-date.

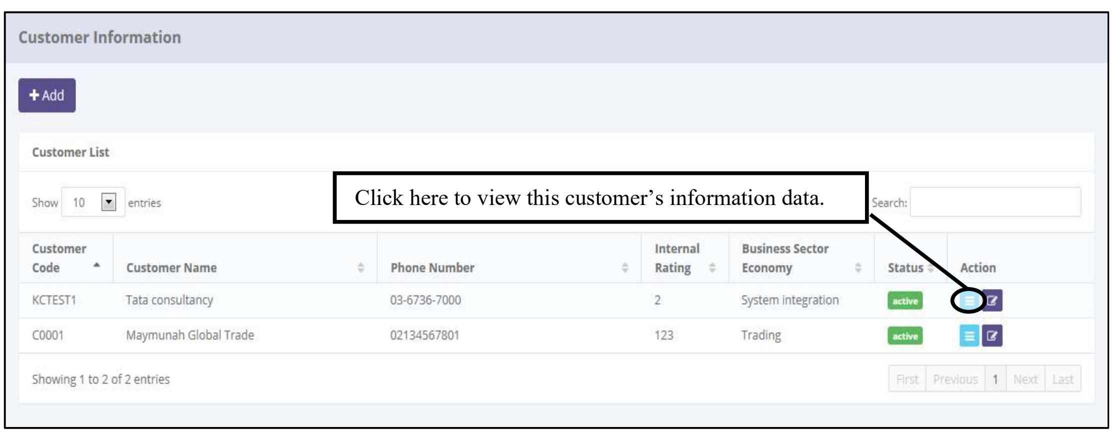
In the Customer Information module, the records will have several step of status when proceed by user. At the first time, when new customer added by user, the status will be saved as draft. After saved, the records can be submitted by user and the status will be set as submitted. If records have been submitted, it can be activated by authorized user, then the status will be set as active.

In special cases, if the authorized user want to inactive customer records, he/she can do some procedure to Deactivate the records, and the status will be inactive. And also if the authorized user want the records changes by the members, they can Set to Draft the record, then automatically the status of the records will be changes to draft.

2.1.1 Customer Detail

To enter in customer information data, click sub menu 'Customer Information' in Master Data Information.

When first entering the Customer Information module, user will see a list of customers that already recorded in the system. The main page of employee list is shown in picture below.



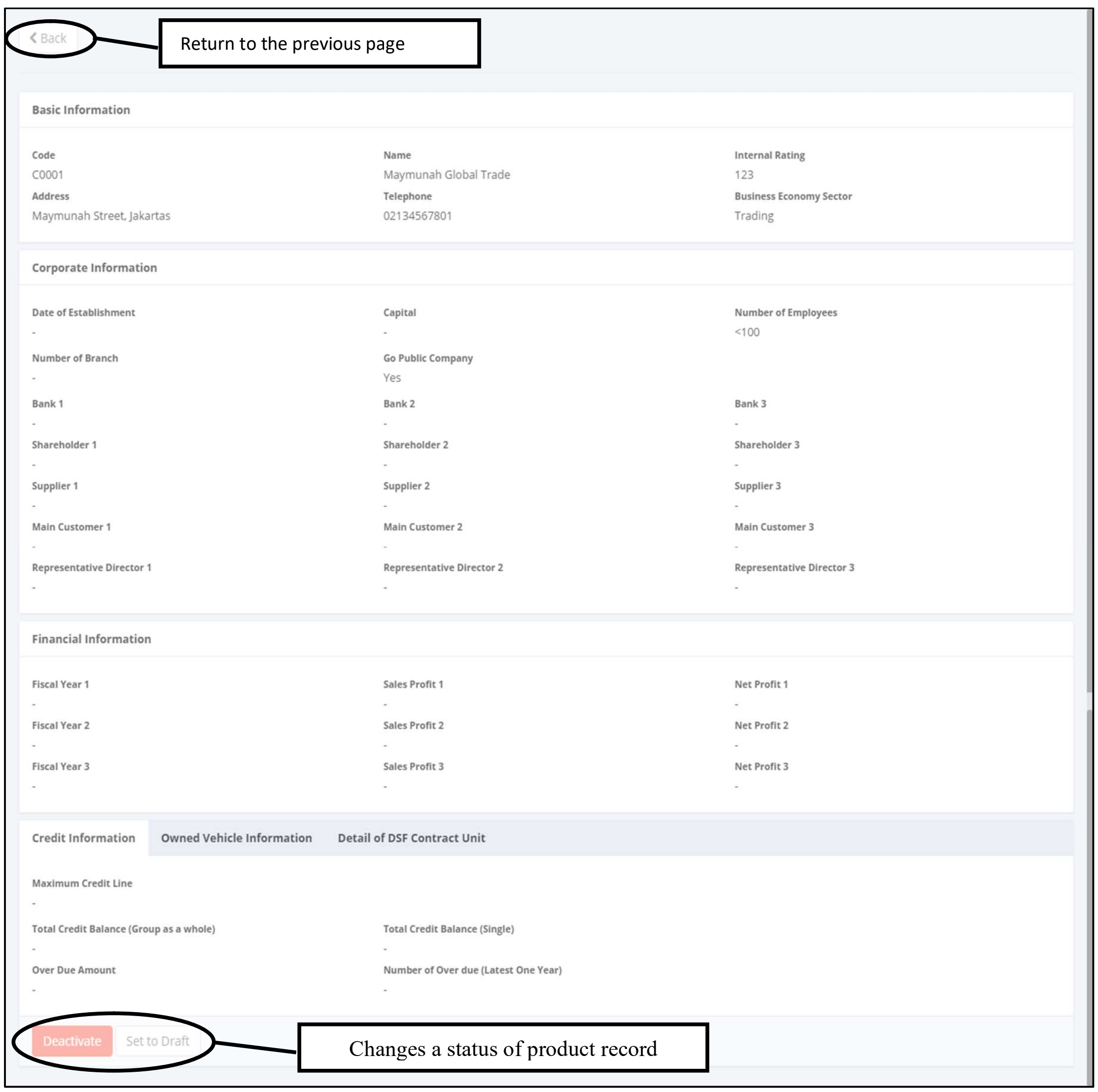
Picture 7. Main Page of Customer Information

This screen appears after you select a record from the customer list page by clicking the action button , on the rightmost column.

Once the view detail screen opened, there are 4 buttons that can be performed on the screen as follows:

1. Back, on the top-left corner of the screen.
2. Deactivate, on the bottom-left corner of the screen. Only for authorized user. It will be displayed if status is **active**.
3. Activate, on the bottom-left corner of the screen. Only for authorized user. It will be be displayed if status is **inactive**.
4. Set to Draft, on the bottom-left corner of the screen. Only for authorized user. It will be displayed if status is **active**.

Once the view detail screen opens, all of information related to customer in the system will be able to be seen. See the picture below:



Picture 8. Customer Detail

As mentioned above on the Customer Information module, user will see a list of customers. Here you can see the detail information related with customers, such as; basic information, corporate information, financial information, credit information, owned product information, detail of product and so on.

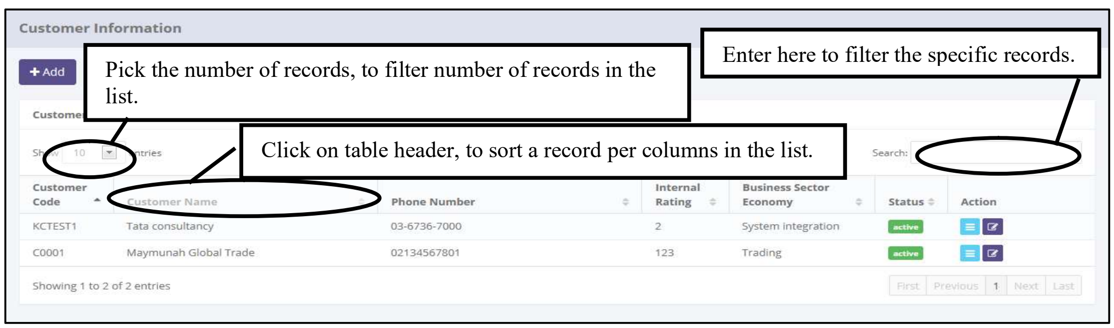
If you are authorized users, you can change record status by clicking **Activate** button, and in other case you can also changes the record status to **inactive** by clicking **Deactive** button, but make sure you actually want to deactive because the records can't used for the transaction process in another modules.

In special case, if you a authorized user you can ask your member to update a data within clicking **Set to Draft** button. After clicking **Set to Draft** button, that'll give the permission for the user to update the record. You also have a **Back** button, which redirect you to the previous page, customer information page.

2.1.2 Filter and Sort Customer

To enter in customer information data, click sub menu 'Customer Information' in Master Data Information.

When first entering the Customer Information module, user will see a list of customers that already recorded in the system. The main page of employee list is shown in picture below.



Picture 9. Main Page of Customer Information

To filter the records there are two categories as follows:

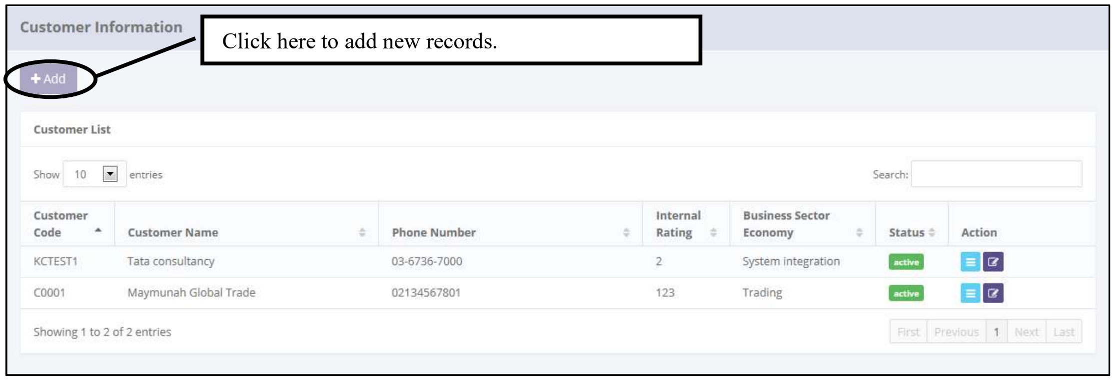
1. To sort the record by column, user can click column title on the table header.
2. Filter the number of records. User can select the number of records that want to be showed by picking this feature Show 10 entries on the screen. If the records have been filtered based on number, the amount of records that will be shown is same as the selected number. For example if you want to display 10 customer records, you can select 10.
3. Filter the records with the specific information. You can do it by entering the keywords on the Search: field. For example, you can enter name of customer on the **search field**, and then press **Enter** button on the keyboard. See the picture below:

Picture 10. Customer List

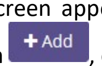
2.1.3 Add New Customer

To enter in customer information data, click sub menu ‘Customer Information’ in Master Data Information.

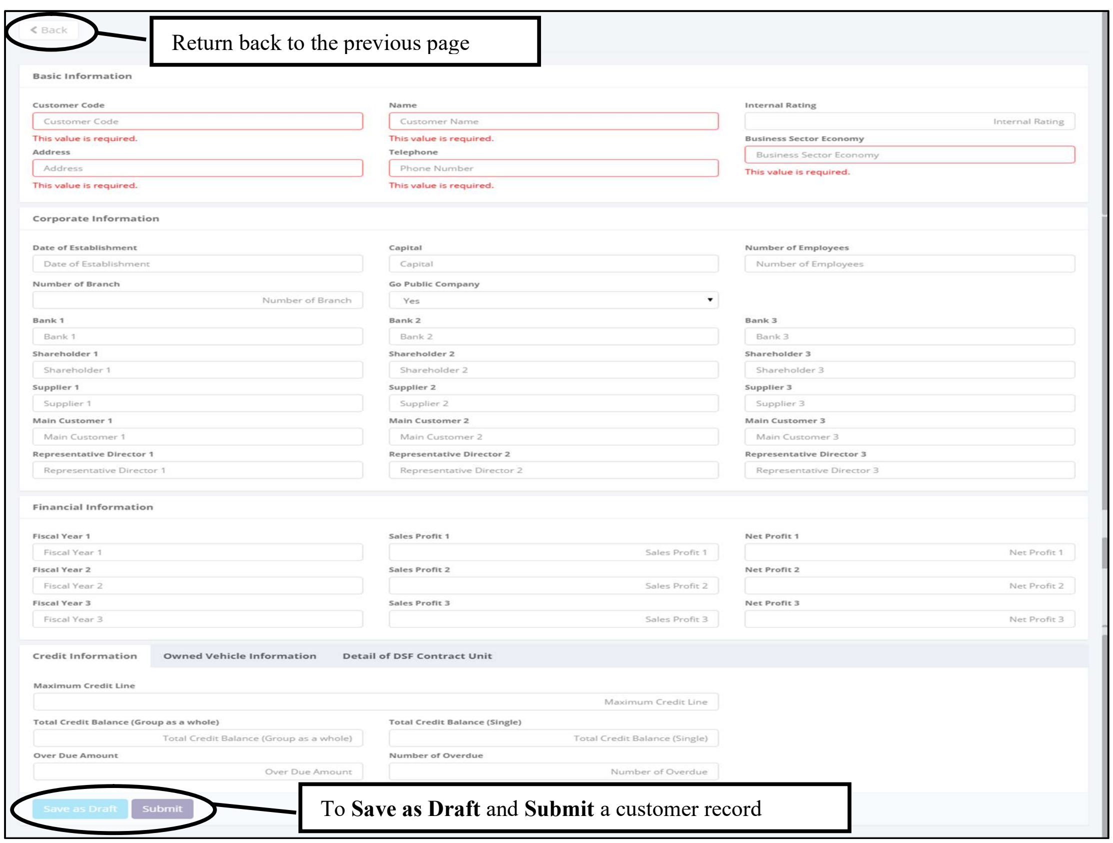
When first entering the Customer Information module, user will see a list of customers that already recorded in the system. The main page of employee list is shown in picture below.



Picture 11. Main Page of Customer Information

This screen appears after you select a record from the customer list page by clicking the action button 

, on top-left screen. To enter a data you can utilize a screen show below.



Picture 12. Add New Customer

Once the Add New Customer screen opens, there are 3 buttons that will be displayed on the screen as follows:

5. Back, on the top-left corner of the screen.
6. Save as Draft , on the bottom-left corner of the screen.
7. Submit, on the bottom-left corner of the screen.

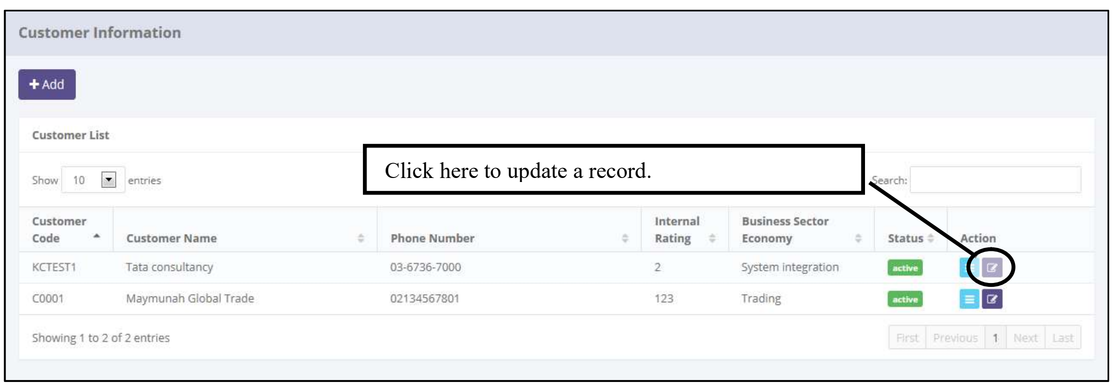
If data already entered on the screen, user can save a data on the system by clicking **Save as Draft** button, or **Submit** button. Ensure that you actually want to **Submit** a record, because the records can't be reserved and update after submitted by user. For authorized user they still can update the data after submitted. But don't be afraid, if you don't have an authorization, data still can be updated as long as draft.

There are 5 mandatory fields that should be inputted including; customer code, customer name, customer address, customer telephone, and so on. It can't leave as blanks. If blanks, system will notified it after you clicking **Save as Draft** or **Submit** button. After clicking **Save as Draft** or **Submit** button, system will notified if it success or failed to save or submit a data. You also have a **Back** button, which redirect you to the previous page, customer information page.

2.1.4 Edit Customer

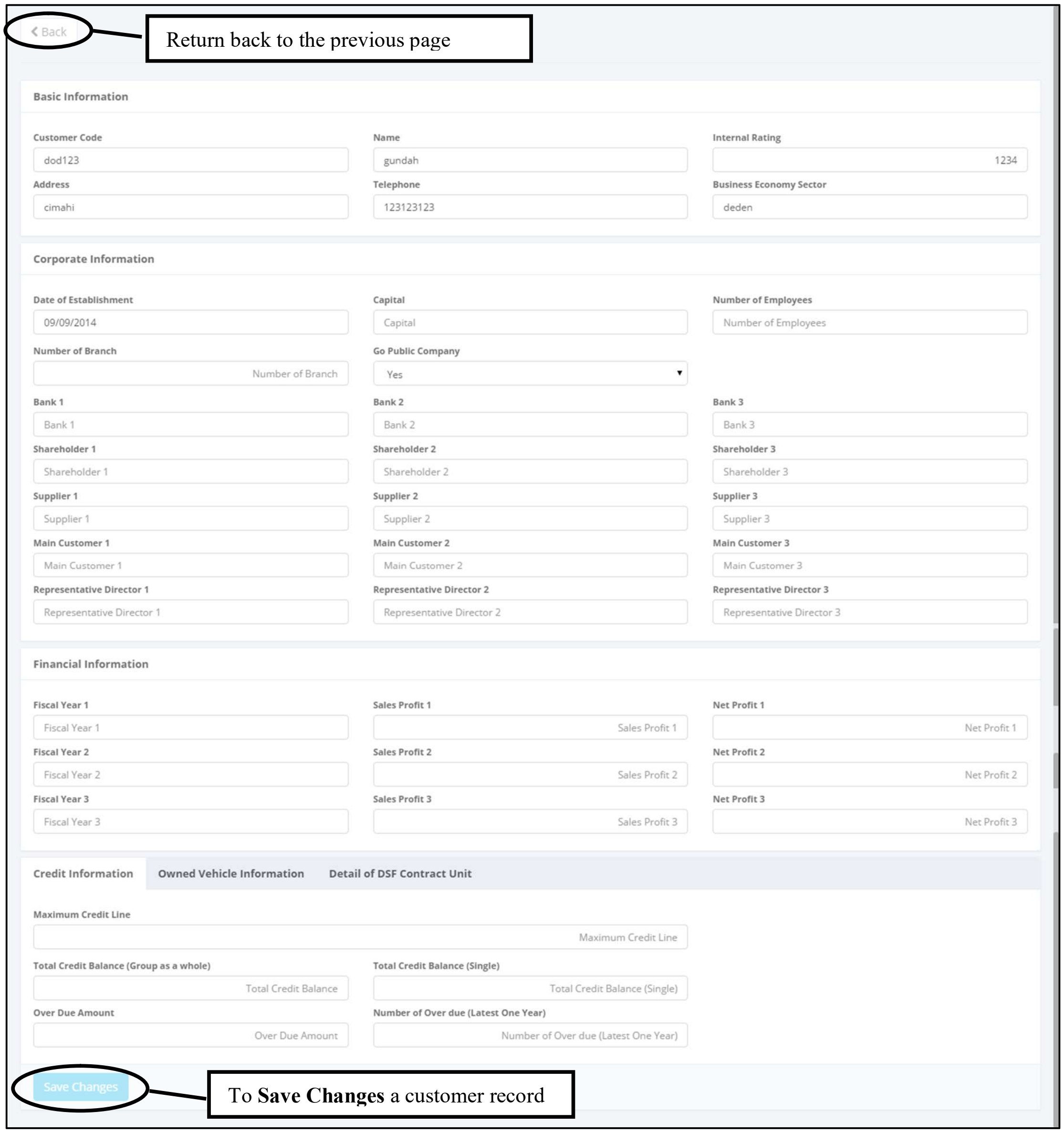
To enter in customer information data, click sub menu 'Customer Information' in Master Data Information.

When first entering the Customer Information module, user will see a list of customers that already recorded in the system. The main page of employee list is shown in picture below.



Picture 13. Main Page of Customer Information

This screen appears after you select a record from the customer list page by clicking the action button + Add, on top-left screen. To enter a data you can utilize a screen show below:



Picture 14. Edit Customer

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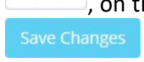
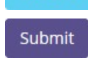
Once the Add New Customer screen opened, there are 3 buttons that will be displayed on the screen as follows:

1. 

, on the top-left corner of the screen.
2. 

, on the bottom-left corner of the screen.
3. 

, on the bottom-left corner of the screen.

If data already changes on the screen, user can save a data on the system by clicking **Save Changes** button, or **Submit** button. Ensure that you actually want to **Submit** a record, because the records can't be reserved and update after submitted by user. For authorized user, they still can update the data after submitted. But don't be afraid if you don't have an authorization, data still can be updated as long as draft.

There are 5 mandatory fields that should be inputted including; customer code, customer name, customer address, customer telephone, and so on. It can't leave as blanks. If blanks, system will notified it after you clicking **Save Changes** or **Submit** button. After clicking **Save Changes** or **Submit** button, system will notified if it success or failed to save or submit a data. You also have a **Back** button, which redirect you to the previous page, customer information page.

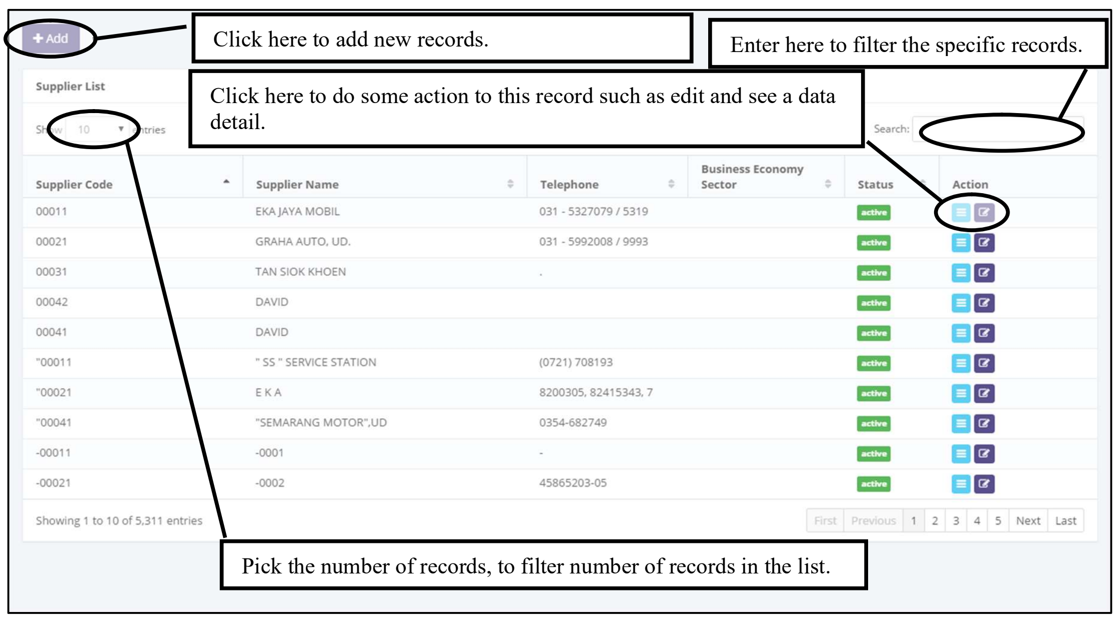
2.2 Supplier Information

The Supplier Information feature supports the management of all data related to a supplier including basic information, corporate information, payment information and so on.

Although each user can draft, save changes, submit, and view their respective data; activation and deactivation of them will conducted by authorized super users only. Since the manager or supervisor will do the activation, user will have to contact them in order to activate/deactivate the records. Only authorized user, such as company manager or supervisor can changes all status (draft, submitted, active, inactive) of their information or records by using the system.

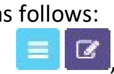
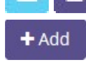
To enter in supplier Information data, click sub menu 'Supplier Information' in Master Data Information.

When first entering the Supplier Information module user will see a list of suppliers that already recorded in the system. The main page of employee list is shown in picture below.



Picture 15. Main Page of Supplier List

Only authorized user have access to all supplier information in order to keep them up to date. The screen above appears after you select a record from the supplier list page by clicking the action buttons as follows:

1. , on the rightmost column. Or,
2. 

, on the top-left of the supplier list screen.

Supplier Information module provides several functions:

1. View detail of supplier information and/or change status of supplier records.
2. Filter and sort function.
3. Add new supplier, within save as draft and/or submit.
4. Modify this supplier's information; keep them up-to-date.

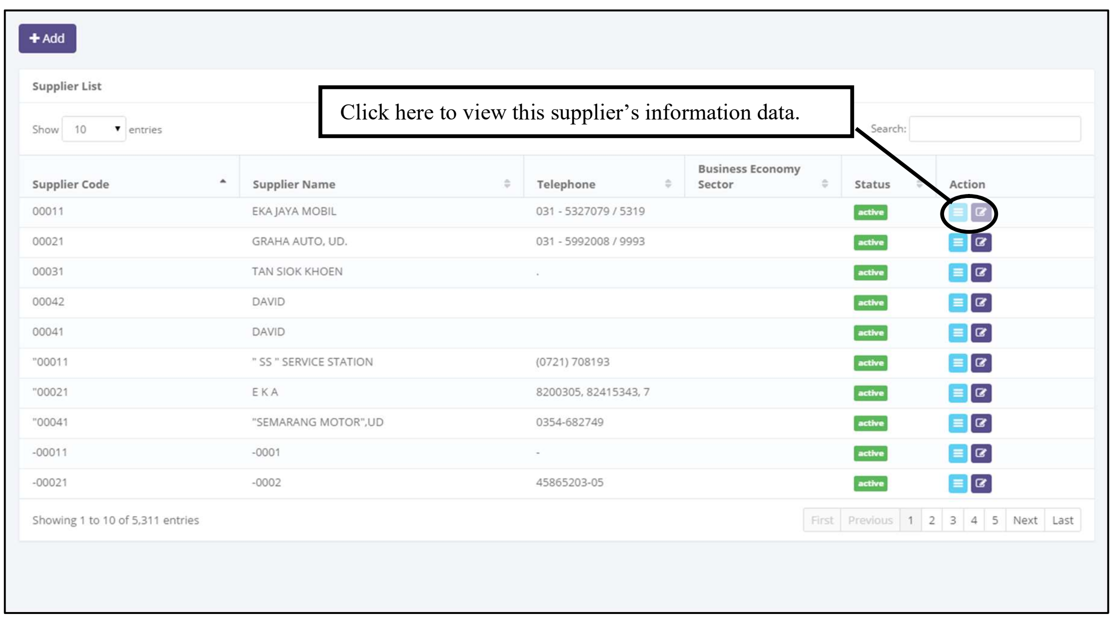
In the Supplier Information module, the records will have several step of status when proceed by user. At the first time, when new supplier added by user, the status will be saved as draft. After saved, the records can be submitted by user and the status will be set as submitted. If records have been submitted, it can be activated by authorized user, then the status will be set as active.

In special cases, if the authorized user want to inactive supplier records, he/she can do some procedure to Deactivate the records, and the status will be inactive. And also if the authorized user want the records changes by the members, they can Set to Draft the record, then automatically the status records will be changes to draft.

2.2.1 Supplier Detail

To enter in supplier information data, click sub menu 'Supplier Information' in Master Data Information.

When first entering the Supplier Information module, user will see a list of suppliers that already recorded in the system. The main page of employee list is shown in picture below.



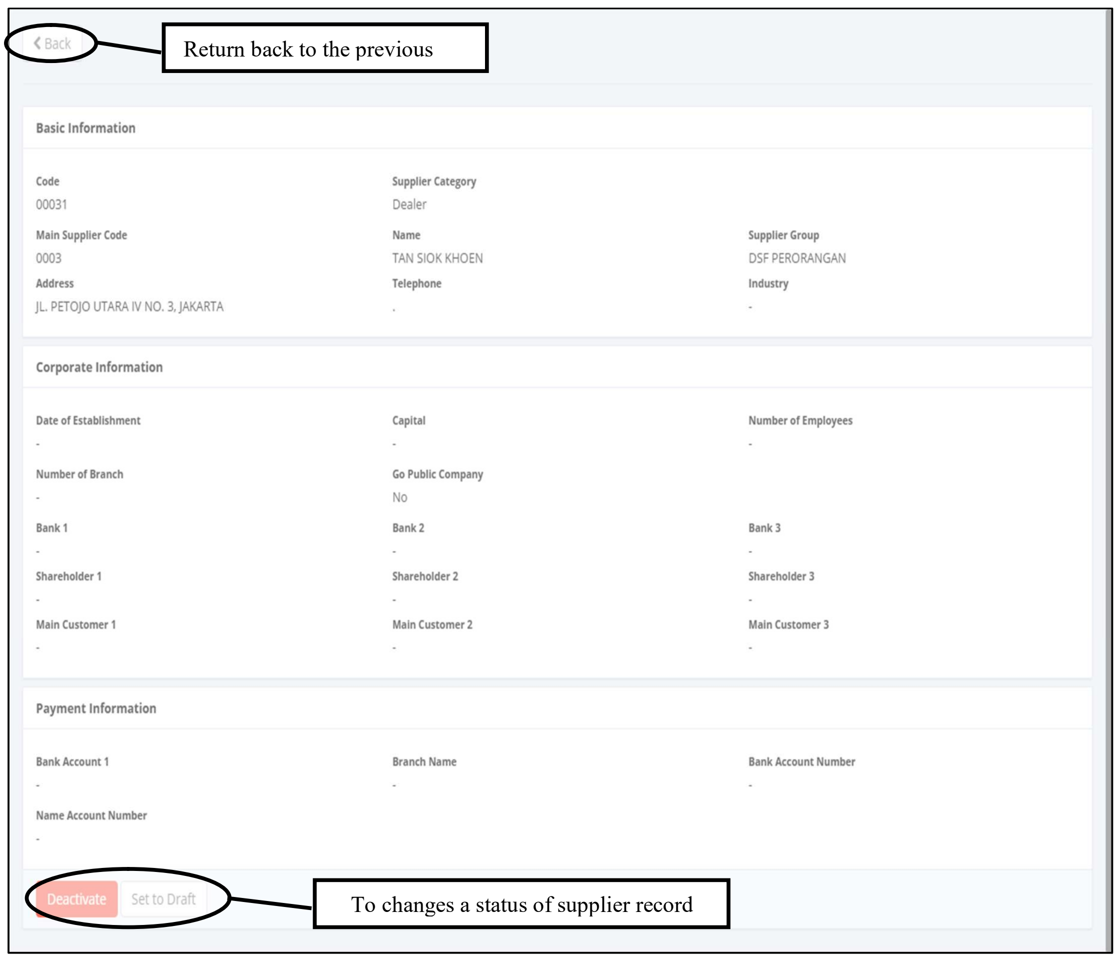
Picture 16. Main Page of Supplier Information

This screen appears after you select a record from the supplier list page by clicking the action button, on the rightmost column.

Once the View Detail Screen opens, there are 4 buttons that can be performed on the screen as follows:

1. Back, on the top-left corner of the screen.
2. Deactivate, on the bottom-left corner of the screen. Only for authorized user. It will be displayed if status is **active**.
3. Activate, on the bottom-left corner of the screen. Only for authorized user. It will be be displayed if status is **inactive**.
4. Set to Draft, on the bottom-left corner of the screen. Only for authorized user. It will be displayed if status is **active**.

Once the view detail screen opens, all of information related to supplier in the system will be able to be seen. See the picture below:



Picture 17. Supplier Detail

As mentioned above on the Supplier Information module, user will see a list of suppliers. Here you can see the detail information related with suppliers, such as; basic information, corporate information, financial information, credit information, owned product information, detail of product and so on.

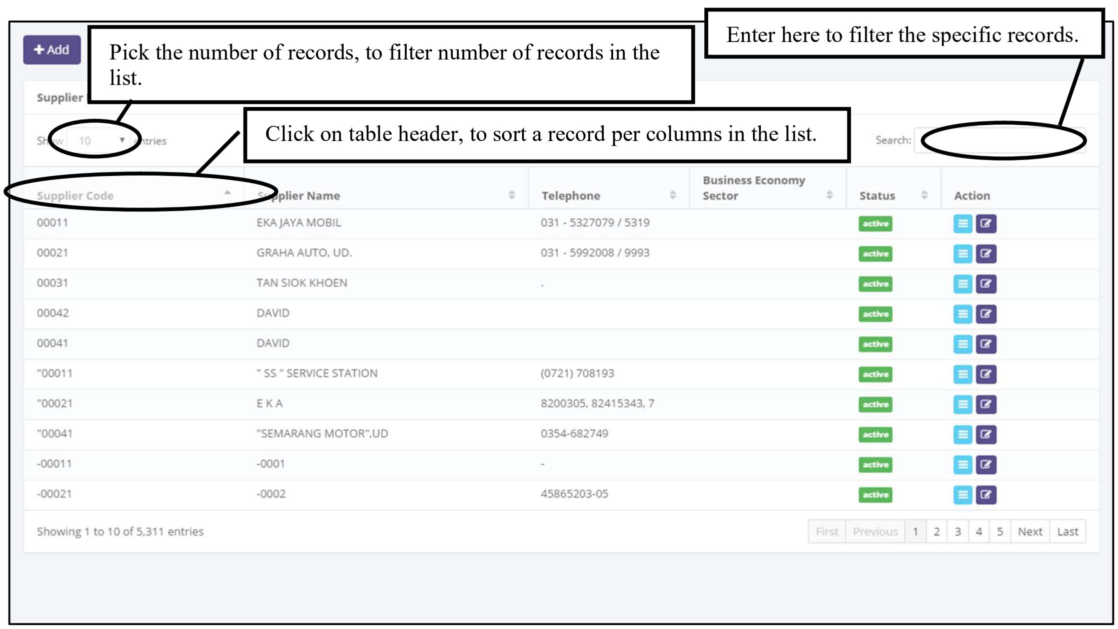
If you are authorized user, you can change record status by clicking **Activate** button, and in other case you can also changes the record status to **inactive** by clicking **Deactive** button, but make sure you actually want to deactive because the records can't be used for the transaction process in another modules.

In special case, if you are authorized user you may can ask your member to update a data within clicking **Set to Draft** button. After clicking **Set to Draft** button, that'll give the permission for the user to update the record. You also have a **Back** button, which redirect you to the previous page, supplier information page.

2.2.2 Filter and Sort Supplier

To enter in supplier Information data, click sub menu 'Supplier Information' in Master Data Information.

When first entering the Supplier Information module, user will see a list of suppliers that already recorded in the system. The main page of employee list is shown in picture below.



Picture 18. Main Page of Supplier Information

To filter the records there are two categories as follows:

1. To sort the record by column, user can click column title on the table header.
2. Filter the number of records. User can select the number of records that want to be showed by picking this feature Show 10 entries on the screen. If the records have been filtered based on number, the amount of records that will be shown is same as the selected number. For example if you want to display 10 supplier records, you can select 10.

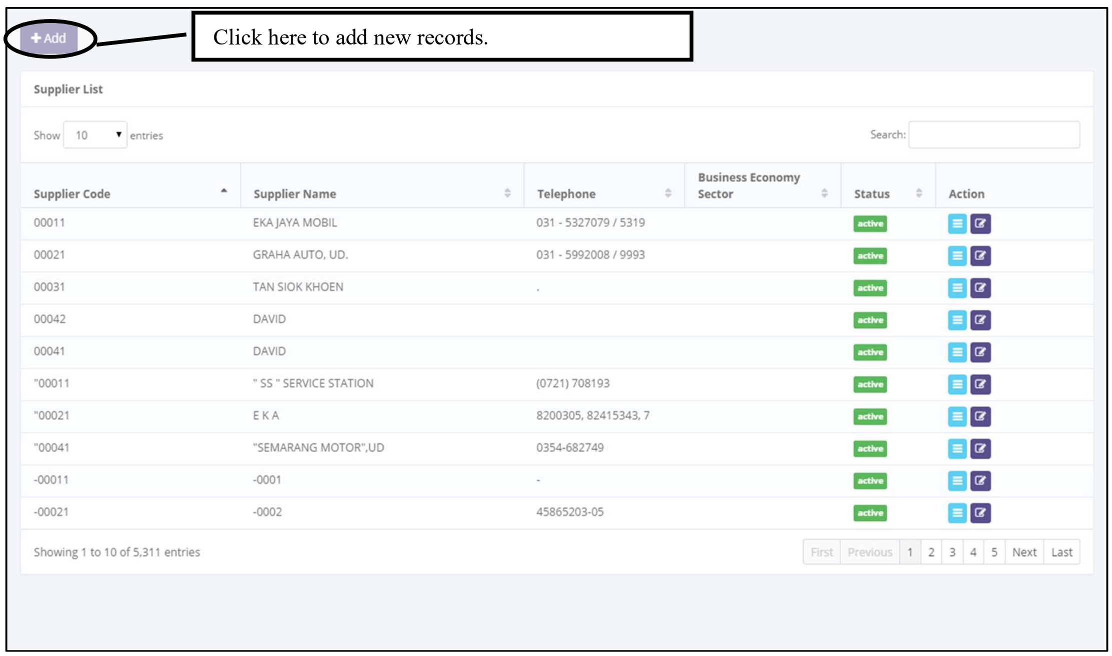
3. Filter the records with the specific information. You can do it by entering the keywords on the Search: field. For example, you can enter name of supplier on the **search field**, and then press **Enter** button on the keyboard. See the picture below:

Picture 19. Supplier List

2.2.3 Add New Supplier

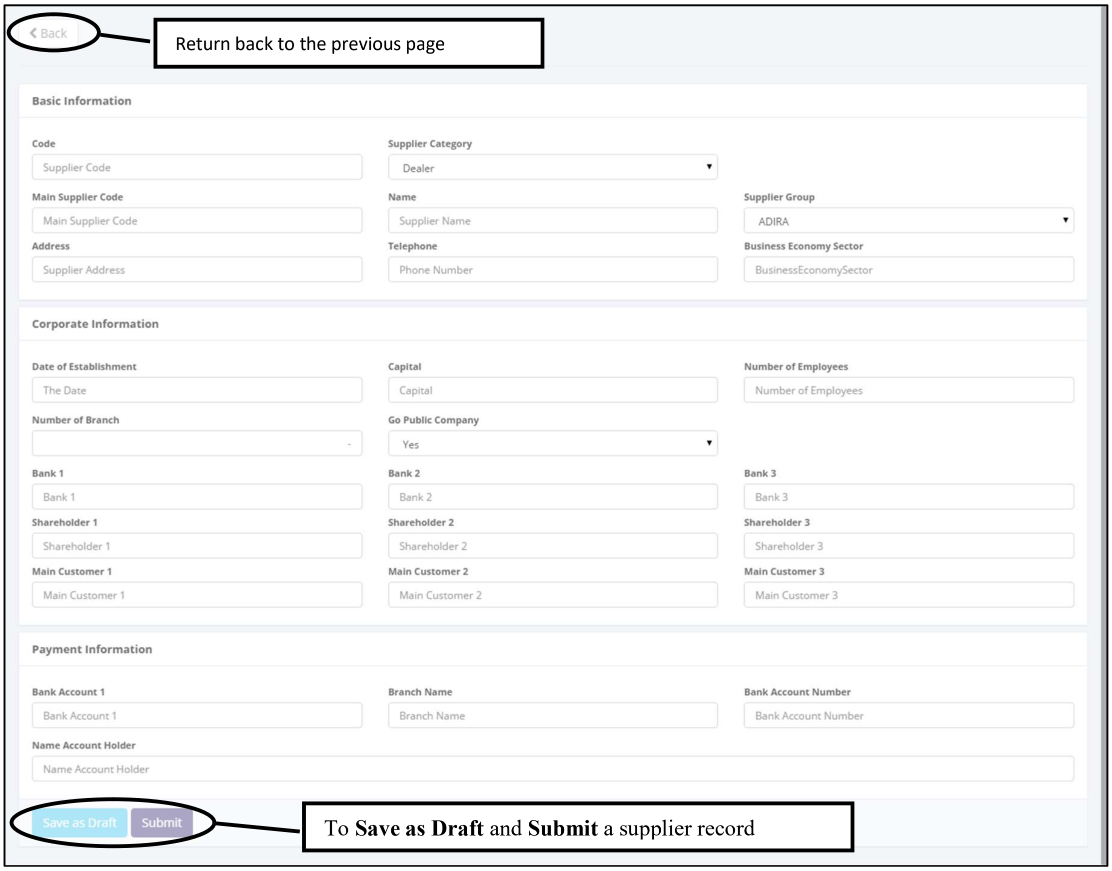
To enter in supplier Information data, click sub menu 'Supplier Information' in Master Data Information.

When first entering the Supplier Information module, user will see a list of all suppliers that already recorded in the system. The main page of employee list is shown in picture below.



Picture 20. Main Page of Supplier Information

This screen appears after you select a record from the supplier list page by clicking the action button **+ Add**, on top-left screen. To enter a data you can utilize a screen show below.



Picture 21. Add New Supplier

Once the Add New Supplier screen opens, there are 3 buttons that will be displayed on the screen as follows:

1. Back, on the top-left corner of the screen.
2. Save as Draft , on the bottom-left corner of the screen.
3. Submit, on the bottom-left corner of the screen.

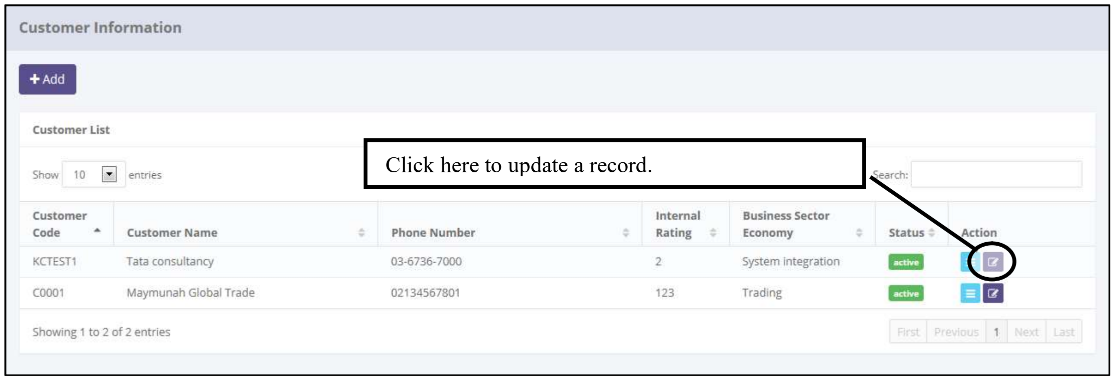
If data already entered on the screen, user can save a data on the system by clicking **Save as Draft** or **Submit** button. Ensure that you actually want to **Submit** a record, because the records can't be reserved and update after submitted by user. For authorized user, they still can be update the data after submitted. But don't be afraid, if you don't have an authorization, data still can be updated as long as draft.

There are 5 mandatory fields that should be inputted including; supplier code, supplier name, supplier address, supplier telephone, and so on. It can't leave as blanks. If blanks, system will notified it after you clicking **Save as Draft** or **Submit** button. After clicking **Save as Draft** or **Submit** button, system will notified if it success or failed to save or submit a data. You also have a **Back** button, which redirect you to the previous page, supplier information page.

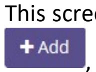
2.2.4 Edit Supplier

To enter in supplier information data, click sub menu 'Supplier Information' in Master Data Information.

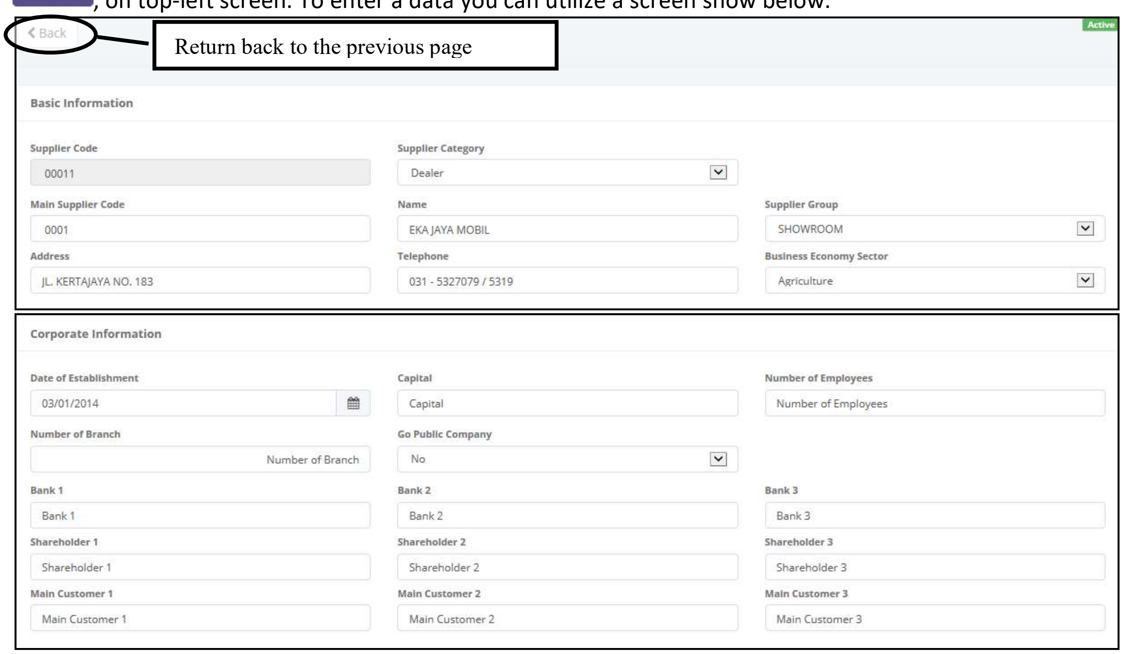
When first entering the Supplier Information module, user will see a list of all suppliers that already recorded in the system. The main page of employee list is shown in picture below.

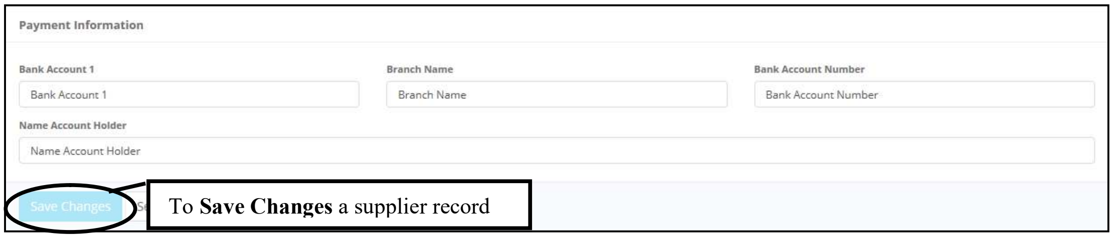


Picture 22. Main Page of Supplier Information

This screen appears after you select a record from the supplier list page by clicking the action button 

, on top-left screen. To enter a data you can utilize a screen show below.





Picture 23. Edit Supplier

Once the Add New Supplier screen opens, there are 3 buttons that will be displayed on the screen as follows:

1. Back, on the top-left corner of the screen.
2. Save Changes , on the bottom-left corner of the screen.
3. Submit, on the bottom-left corner of the screen.

If data already changes on the screen, user can save a data on the system by clicking **Save Changes** or **Submit** button. Ensure that you actually want to **Submit** a record, because the records can't be reserved and update after submitted by user. For authorized user, they still can update the data after submitted. But don't be afraid if you don't have an authorization, data still can be updated as long as draft.

There are 5 mandatory fields that should be inputted including; supplier code, supplier name, supplier address, supplier telephone, and so on. It can't leave as blanks. If blanks, system will notified it after clicking **Save Changes** or **Submit** button. After clicking **Save Changes** or **Submit** button, system will notified if it success or failed to save or submit a data. You also have a **Back** button, which redirect you to the previous page, supplier information page.

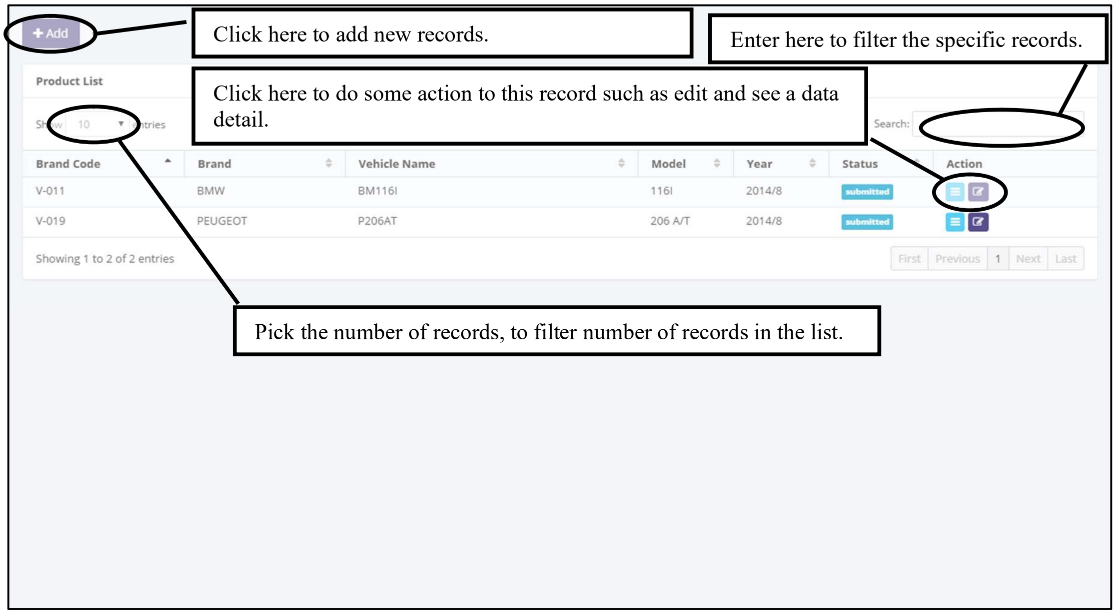
2.3 Product Information

The Product information feature supports the management of all data related to a product including product basic information, maintenance information, and so on.

Although each user can draft, save changes, submit, and view their respective data; activation, and deactivation of them will conducted by authorized super user only. Since the manager or supervisor will do the activation, user will have to contact them in order to activate/deactivate the records. Only authorized user, such as company manager or supervisor can changes all status (draft, submitted, active, inactive) of their information or records by using the system.

To enter in product information data, click sub menu 'Product Information' in Master Data Information.

When first entering the Product Information module user will see a list of all products that already recorded in the system. The main page of employee list is shown in picture below.



Picture 24. Main Page of Product List

Only authorized users have access to all product information in order to keep them up to date. The screen above appears after you select a record from the product list page by clicking the action buttons as follows:

1. , on the rightmost column. Or,
2. + Add, on the top-left of the Product list screen.

In the Product Information module provides several functions:

1. View detail of Product information and/or change status of product records.
2. Filter and sort function.
3. Add new Product, within save as draft and/or submit.
4. Modify this Product's information; keep them up-to-date.

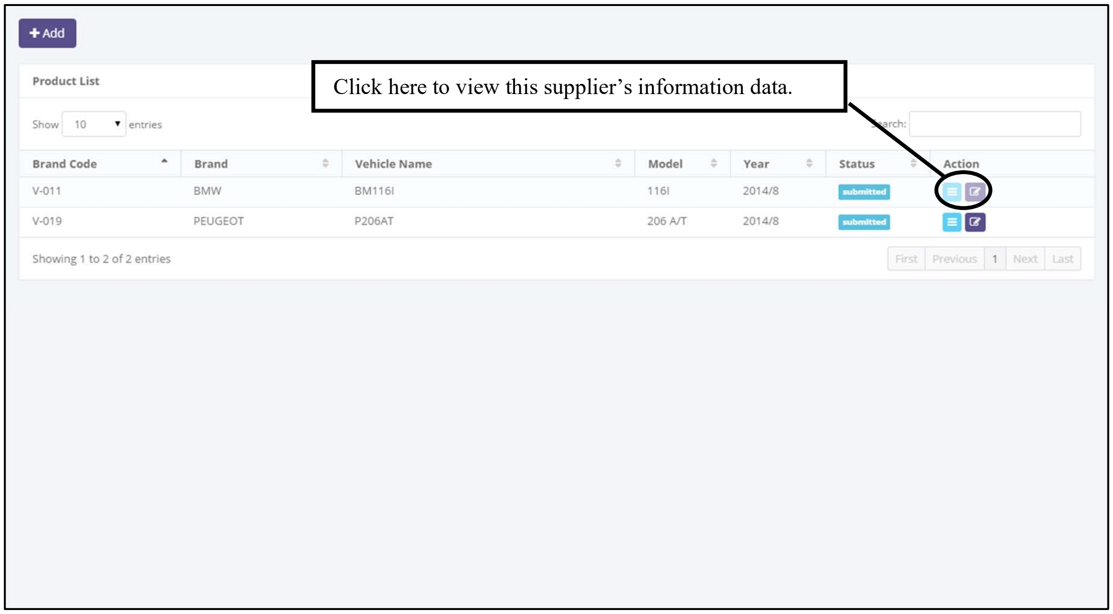
In the Product Information module, the records will have several step of status when proceed by user. At the first time, when new product added by user, the status will be saved as draft. After saved, the records can be submitted by user and the status will be set as submitted. If records have been submitted, it can be activated by authorized user, then the status will be set as active.

In special cases, if the authorized user want to inactive product records, he/she can do some procedure to Deactivate the records, and the status will be inactive. And also if the authorized user want the records changes by the members, they can Set to Draft the record, then automatically the status records will be changes to draft.

2.3.1 Product Detail

To enter in product information data, click sub menu 'Product Information' in Master Data Information.

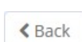
When first entering the Product Information module user will see a list of all products that already recorded in the system. The main page of employee list is shown in picture below.

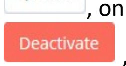


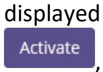
Picture 25. Main Page of Product Information

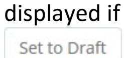
This screen appears after you select a record from the product list page by clicking the action button , on the rightmost column.

Once the View Detail Screen opens, there are 4 buttons that can be performed on the screen as follows:

1. 

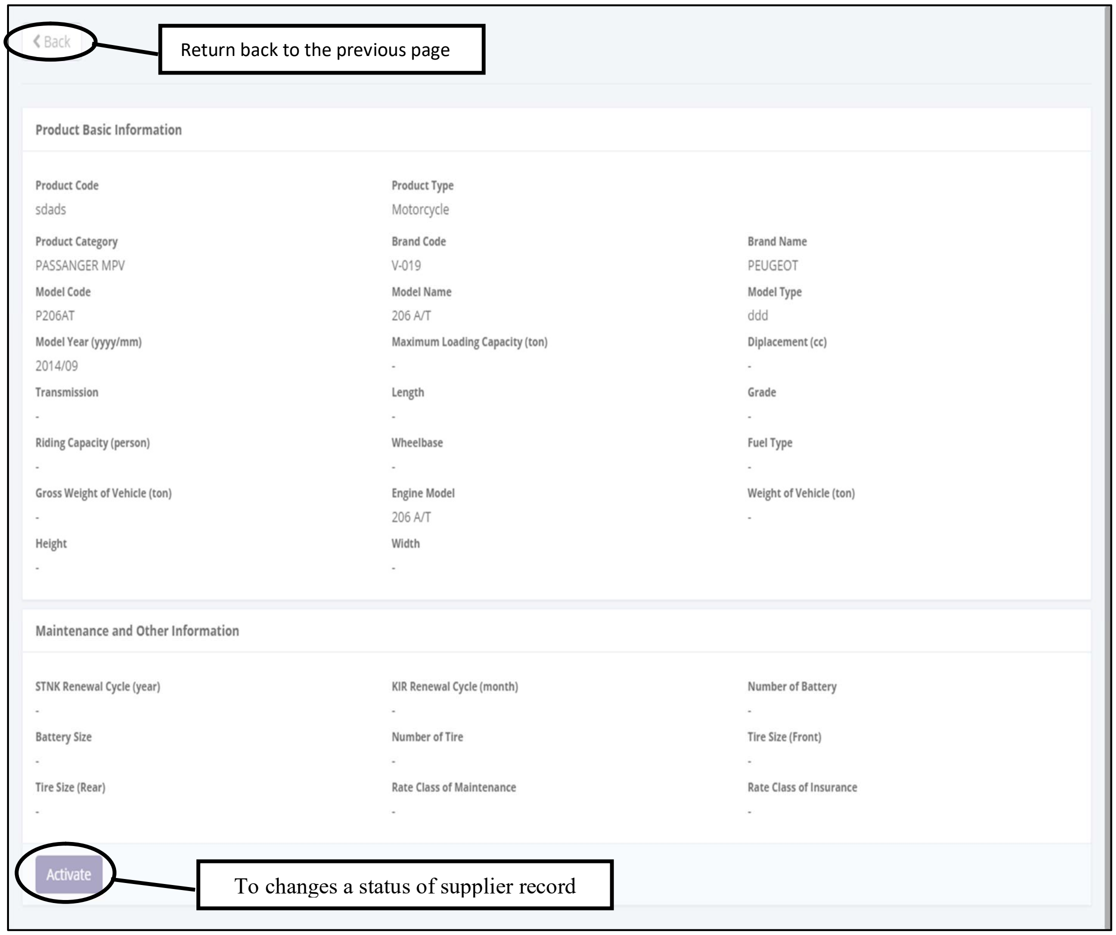
, on the top-left corner of the screen.
2. 

, on the bottom-left corner of the screen. Only for authorized user. It will be displayed if status is **active**.
3. 

, on the bottom-left corner of the screen. Only for authorized user. It will be be displayed if status is **inactive**.
4. 

, on the bottom-left corner of the screen. Only for authorized user. It will be be displayed if status is **active**.

Once the view detail screen opens, all of information related to Product in the system will be able to be seen. See the picture below:



Picture 26. Product Detail

As mentioned above on the Product Information module users see a list of all products. Here you can see the detail information related with products, such as; basic information, corporate information, financial information, credit information, owned product information, detail of product and so on.

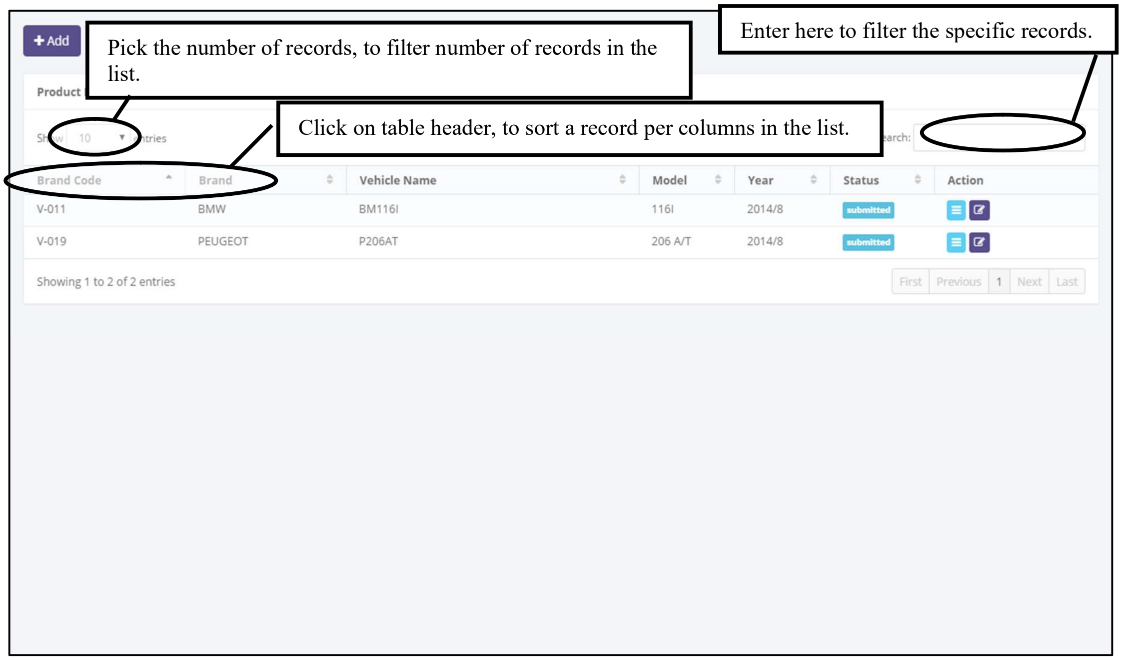
If you are authorized user, you can change record status by clicking **Activate** button, and in other case you can also changes the record status to **inactive** by clicking **Deactive** button, but make sure you actually want to deactive because the records can't be used for the transaction process in another modules.

In special case, if you as authorized user you may can ask your member to update a data within clicking **Set to Draft** button. After clicking **Set to Draft** button, that'll give the permission for the user to update the record. You also have a **Back** button, which redirect you to the previous page, product information page.

2.3.2 Filter and Sort Product's

To enter in product information data, click sub menu 'Product Information' in Master Data Information.

When first entering the Product Information module user will see a list of all products that already recorded in the system. The main page of employee list is shown in picture below.



Picture 27. Main Page of Product Information

To filter the records there are two categories are as follows:

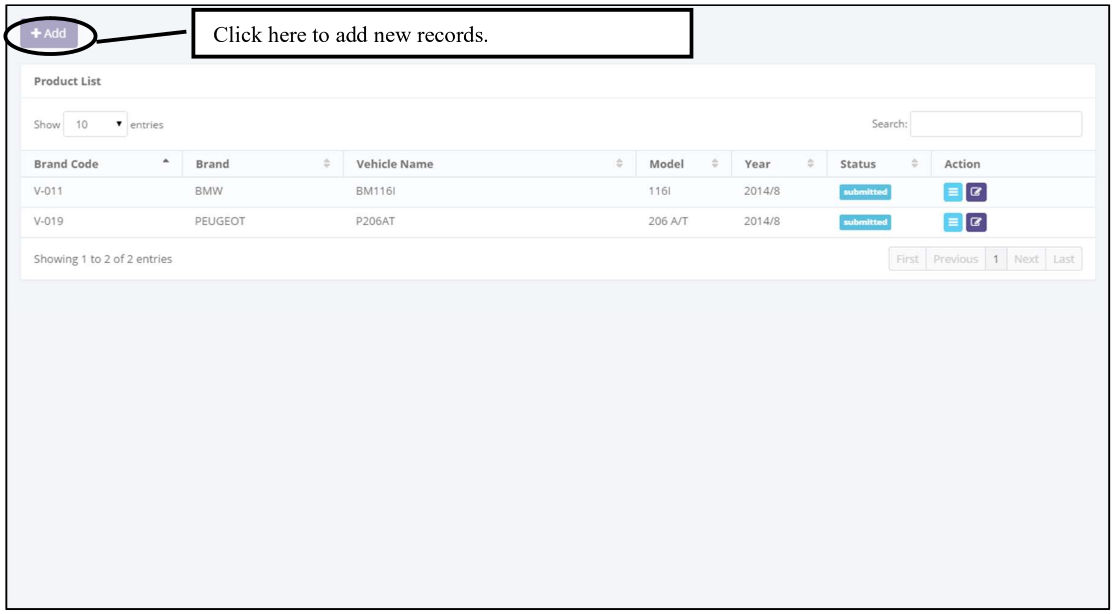
1. To sort the record by column, user can click column title on the table header.
2. Filter the number of records. User can select the number by picking this feature Show 10 entries on the screen. If the records have been filtered based on number, the amount of records that will be shown is same as the selected. For example if you want to display 10 product record, you can select 10.
3. Filter the records with the specific information. You can do it by entering the keywords on the Search: field. For example, you can enter name of product on the **search field**, and then press an **Enter** button on the keyboard. See the picture below:

Picture 28. Product List

2.3.3 Add New Product

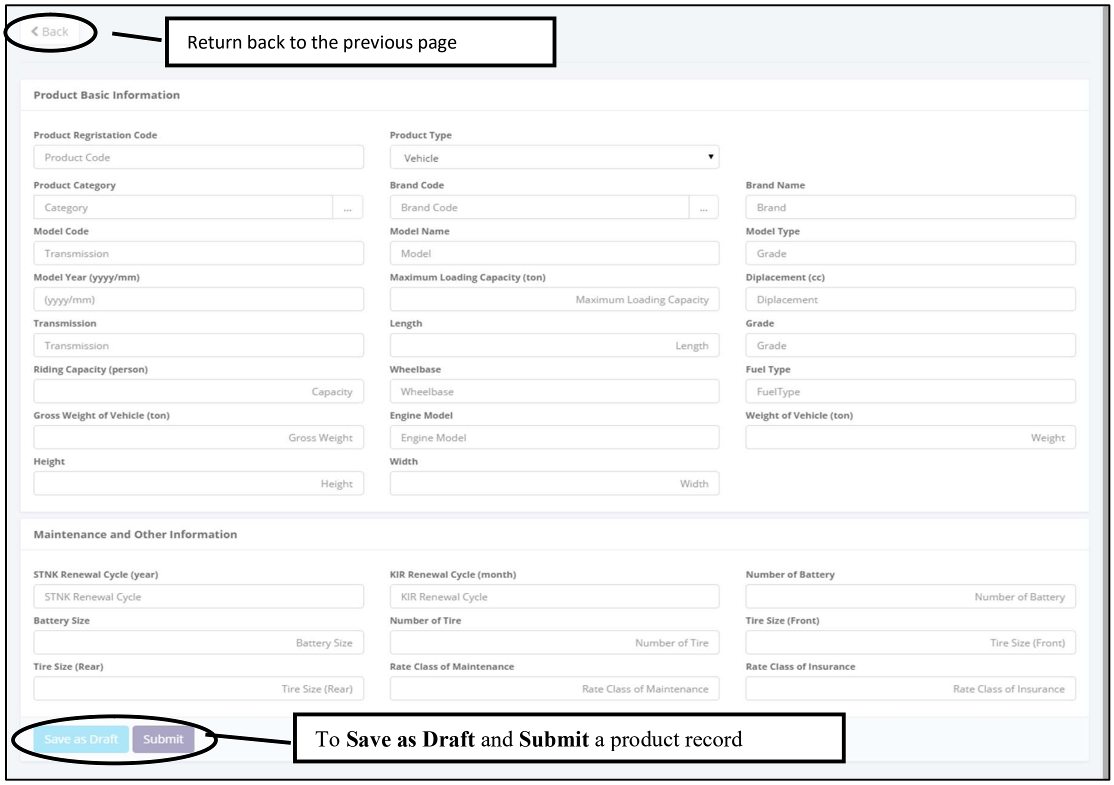
To enter in product information data, click sub menu 'Product Information' in Master Data Information.

When first entering the Product Information module user will see a list of all products that already recorded in the system. The main page of employee list is shown in picture below.



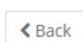
Picture 29. Main Page of Product Information

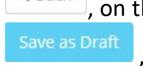
This screen appears after you select a record from the product list page by clicking the action button + Add, on top-left screen. To enter a data you can utilize a screen show below.

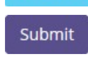


Picture 30. Add New Product

Once the Add New Product screen opens, there are 3 buttons that will be displayed on the screen as follows:

4. 

, on the top-left corner of the screen.
5. 

, on the bottom-left corner of the screen.
6. 

, on the bottom-left corner of the screen.

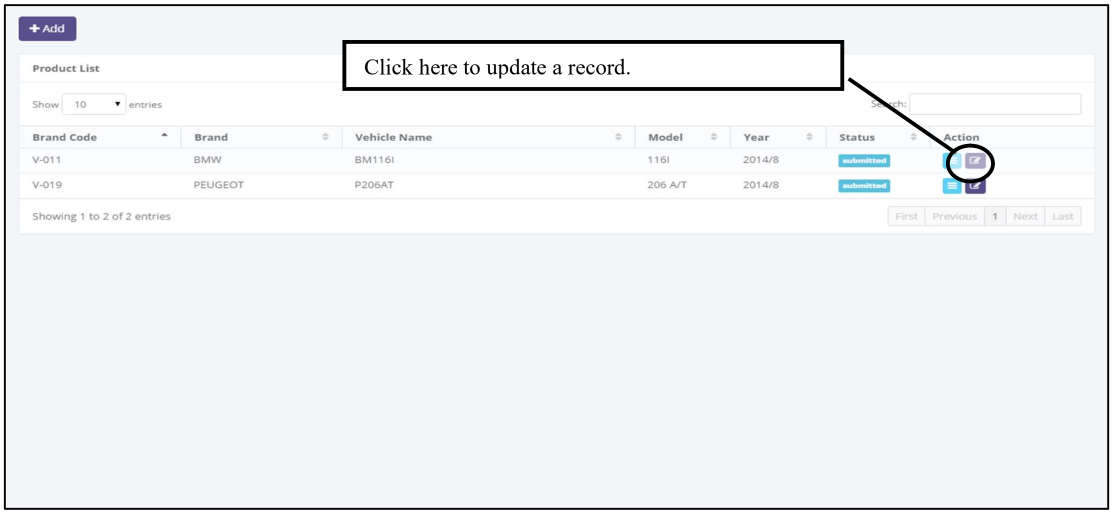
If data already entered on the screen, user can save a data on the system by clicking **Save as Draft** or **Submit** button. Ensure that you actually want to **Submit** a record, because the records can't be reserved and update after submitted by user. For authorized user, they still can be update the data after submitted. But don't be afraid, if you don't have an authorization, data still can be updated as long as draft.

There are 5 mandatory fields that should be inputted including; product code, product name, product address, product telephone, and so on. It can't leave as blanks. If blanks, system will notified it when you clicking **Save as Draft** or **Submit** button. After clicking **Save as Draft** or **Submit** button, system will notified if it success or failed to save or submit a data. You also have a **Back** button, which redirect you to the previous page, Product information page.

2.3.4 Edit Product

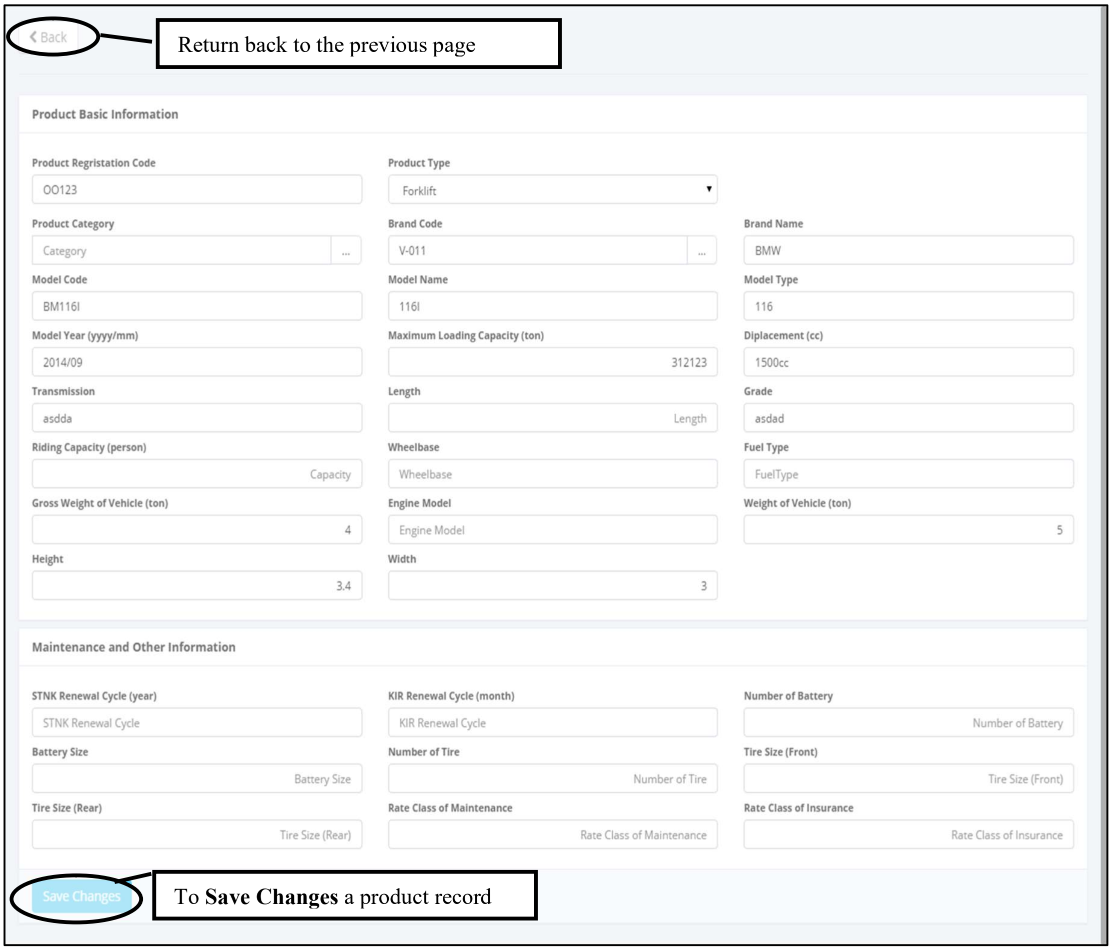
To enter in product information data, click sub menu 'Product Information' in Master Data Information.

When first entering the Product Information module user will see a list of all products that already recorded in the system. The main page of employee list is shown in picture below.



Picture 31. Main Page of Product Information

This screen appears after you select a record from the product list page by clicking the action button **+ Add**, on top-left screen. To enter a data you can utilize a screen show below.



Picture 32. Edit Product

Once the Add New Product screen opens, there are 3 buttons that will be displayed on the screen as follows:

1. Back, on the top-left corner of the screen.
2. Save Changes, on the bottom-left corner of the screen.
3. Submit, on the bottom-left corner of the screen.

If data already changes on the screen, user can save a data on the system by clicking **Save Changes** or **Submit** button. Ensure that you actually want to **Submit** a record, because the records can't be reserved and update after submitted by user. For authorized user, they still can update after submitted. But don't be afraid if you don't have an authorization, data still can be updated as long as draft.

There are 5 mandatory fields that should be inputted including; product code, product name, product address, product telephone, and so on. It can't leave as blanks. If blanks, system will notified it after clicking **Save Changes** or **Submit** button. After clicking **Save Changes** or **Submit** button, system will notified if it success or failed to save or submit a data. You also have a **Back** button, which redirect you to the previous page, product information page.

3. Marketing Module

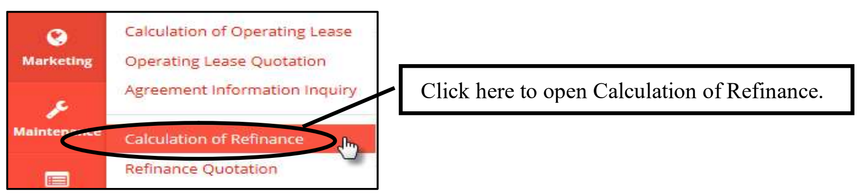
Operating Lease Support System includes Marketing Module features; Calculation of Refinance, Quotation of Refinance, Calculation of Operating Lease, Quotation of Operating Lease, and Agreement Information Inquiry. All features will be described in the subsequent sections. The Marketing menu of Operating Lease Support System serves as the basic access to marketing module and records of all data. With the marketing menu, you will be able to utilize features of marketing module, including information that will be adjusted through other features of Operating Lease Support System.

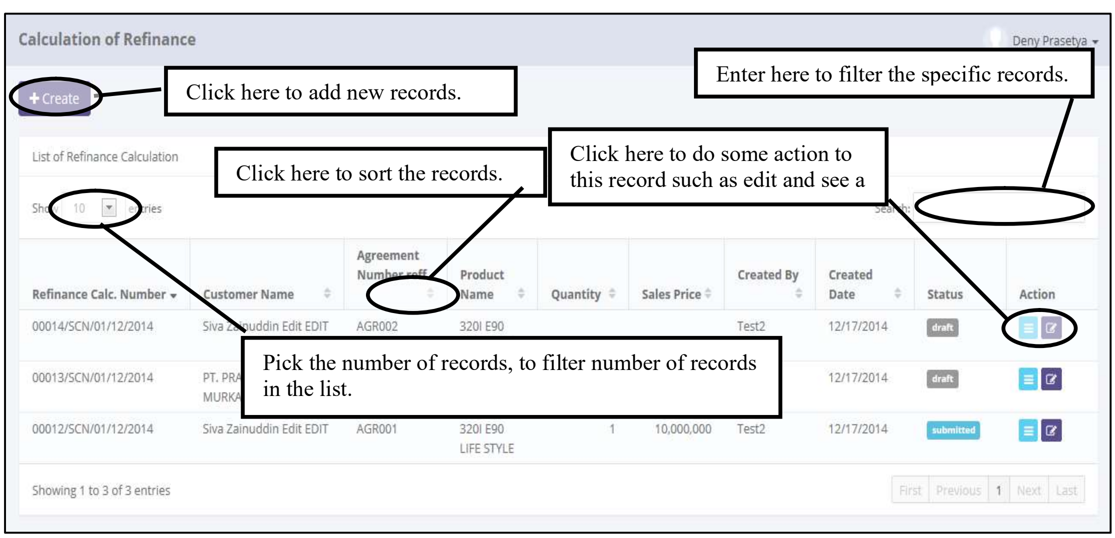
Additionally you can enter a record, make changes, and inspect a detail record, and also filter specific records based on columns by writing a keyword on the search field. The features and data contained in your Operating Lease Support System menu are limited by your security and data authorization settings so you may not be able to access all features.

3.1 Calculation of Refinance

The Calculation of refinance is designed to facilitate and maintain the calculation process for refinance that had to be done manually before. The system simplifies the calculation process by filling out the input forms. This function are consist of several information, there are; agreement information, basic product information, and calculation information and so on. Although each user can draft, save changes, submit, and view their respective data, only authorized user, such as managers or supervisor can changes the status (draft, submitted, active, inactive) their information or records by using the system.

At the beginning, user can open calculation of refinance by clicking the 'Calculation of Refinance' on the list of Marketing menus. Once clicked the menus, system will display the Calculation of Refinance page. This page may show a calculation list, which is done inputted including status that processed by user. When opening the Calculation of Refinance page it may look as following:



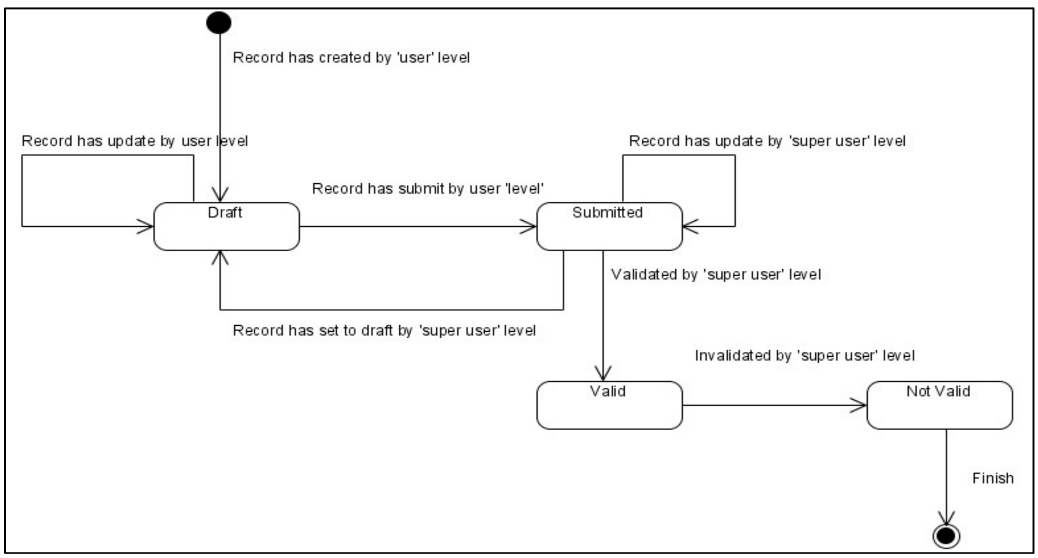


Picture 33. Main Page of Calculation of Refinance

Only authorized user have access to all records in order to keep them up to date. This page provides following functions:

1. Create a calculation of refinance by opening 'Create' page. To open this page user can click + Create, on the top-left of the list of refinance calculation.
2. Open details of calculation by click , on the rightmost column at the list.
3. Editing a calculation data using edit menu. User can click on the rightmost column at the list.
4. Filter and sort a data that appears on the list. To do this function user can do as follows:
   a) Click to sort a record ascending or descending.
   b) Filter a numbers of record by selecting Show 10 entries.
   c) Filter a records by input a keywords at Search: .

Calculation of Refinance function will have some business rules for status when processing a data. The picture below is describing transition of status that performed by user when using this features. In this features, validation (validate and invalidate) process triggered on the refinance quotation module. If the quotation already validate, so the status of calculation will be valid too, and vice versa.



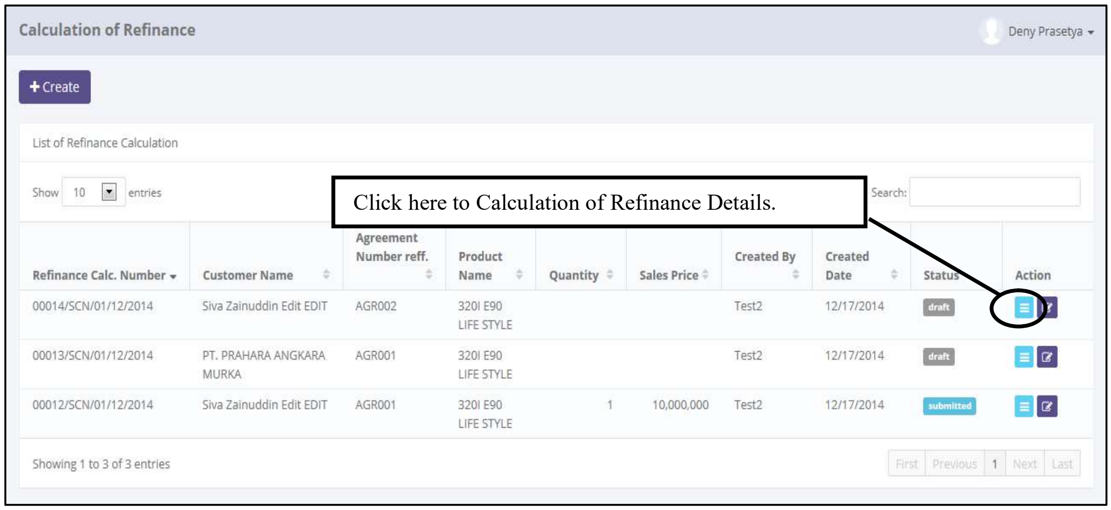
Picture 34. Workflow of status on Calculation of Refinance

In the beginning, when new calculation created by user, the status will be saved as draft. After saved, the records can be submitted by user and the status will be changes to submitted. Once it done, record can be validate by authorized user, then the status will be changes to valid. If the authorized user want the records changes by member, the authorized user can Set to Draft the record, then the status records will be changes to draft automatically.

In special cases, if the authorized user want records to be invalidate, they can do Invalidate process, and the status will be invalid.

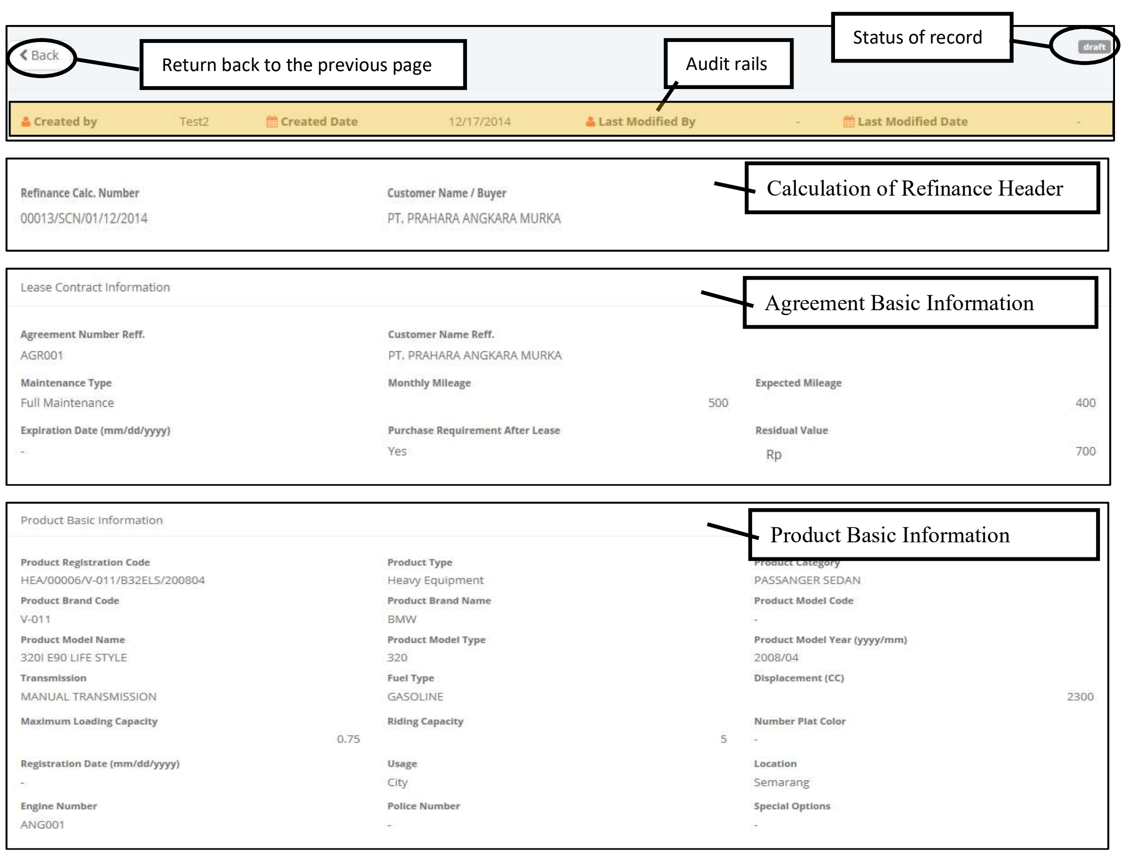
3.1.1 Details of Calculation of Refinance

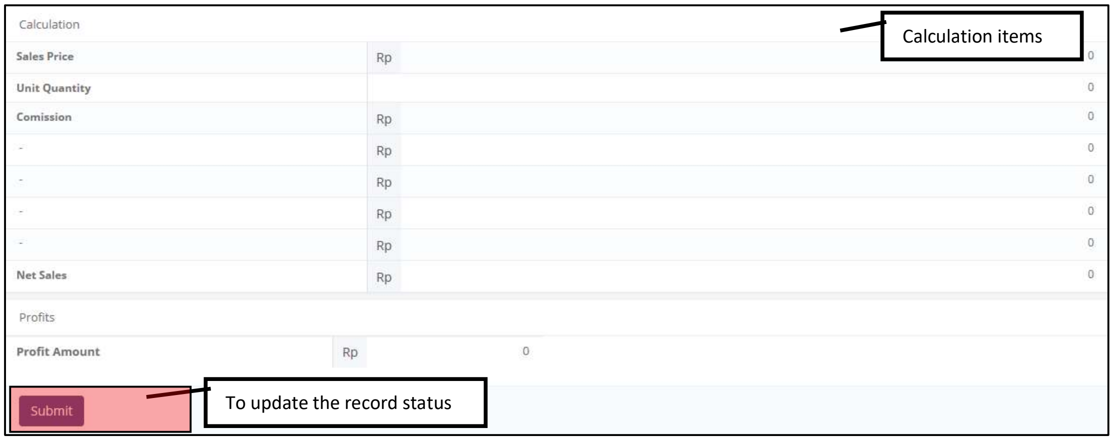
To open details in Calculation of Refinance, click sub menu 'Calculation of Refinance' in Marketing module. Below is figure of main page of Calculation of Refinance:



Picture 35. Main Page of Calculation of Refinance

Once user clicking , system will open details of calculation of refinance. This page displays all information related to calculations which have been inputted by user. When the details page opens it may look as follows:





Picture 36. Details of Calculation of Refinance

Once the calculation has been created, draft status is displayed on the top-right corner. If the data already confirm, user can submit the calculation by clicking Submit. Once it done, system calculation status will be change to submitted, then system will return back to main page of calculation of refinance (see picture 33). And also system will notify success/failure message like this:

Picture 37. Submit process notification

If user feels the calculation needs return back to draft, user can open details page of calculation (see picture 36). Once it opened, submitted status is displayed on the top-right corner. If submitted data already confirm, user can click Set to Draft button, then system will return back to main page of Calculation of Refinance (see picture 32). And also system will notify success/failure message like this:

Picture 38. Set to draft process notification

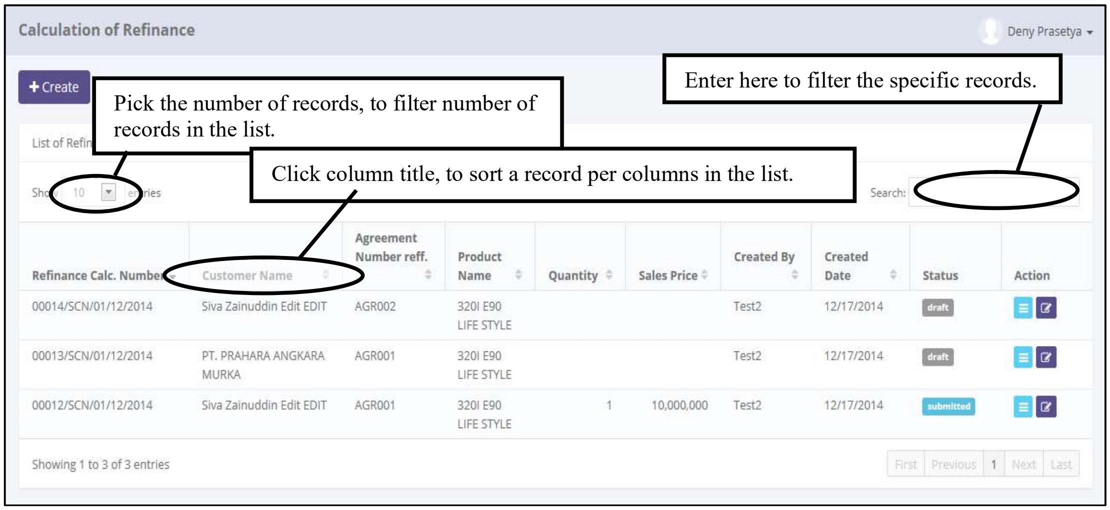
As long as the calculation of refinance record still not validate*), user can changes the status from draft to submitted or vice versa.

<u>Notes:</u>

*) *Calculation of refinance can be validating if the record is* submitted. *(see section 3.2 Refinance Quotation).*

3.1.2 Filter and Sort Calculations of Refinance

To open details calculation of refinance, click sub menu 'Customer Information' in Marketing module. Below is figure of main page of Calculation of Refinance:



Picture 39. Main Page of Calculation of Refinance

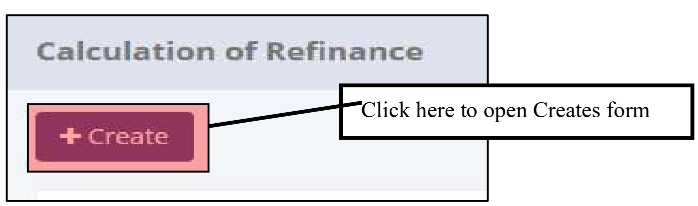
To filter the records there are two categories as follows:

1. To sort the record by column, user can click column title on the table header.
2. Filter the number of records. User can select the number by picking this feature Show 10 entries on the screen. If the records have been filtered based on number, the amount of records that will be shown is same as the selected. For example if you want to display 10 product record, you can select 10.
3. Filter the records with the specific information. You can do it by entering the keywords on the Search: field. For example, you can enter name of product on the **search field**, and then press an **Enter** button on the keyboard. See the picture below:

Picture 40. Filter and sort result on Main Page of Calculation of Refinance

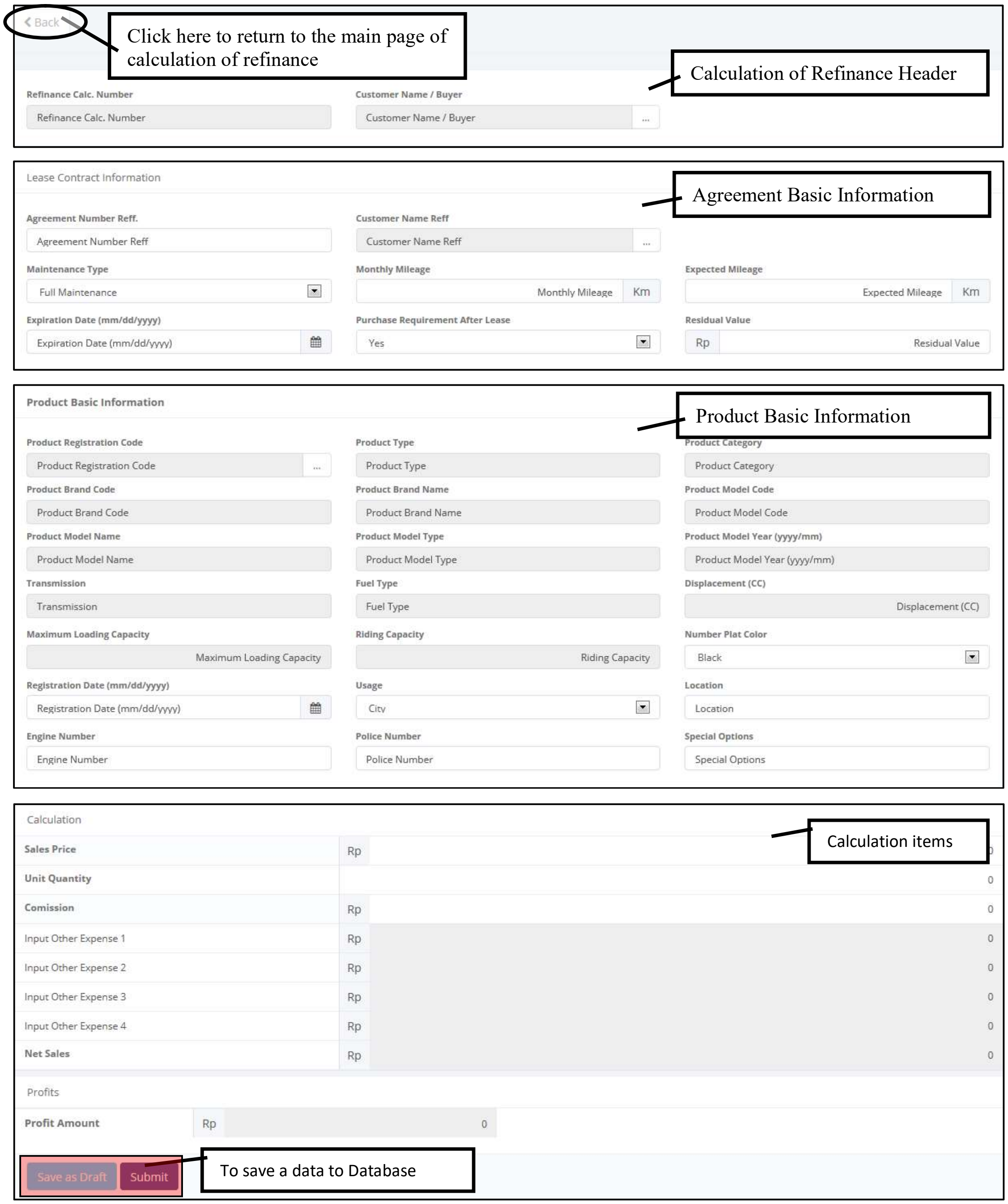
3.1.3 Create New Calculation of Refinance

If user wants to create a new calculation, click + Create on the top-left corner of the main page of Calculation of Refinance (see picture 33.)



Picture 41. Create new button

When the Create form opens it may look as following:



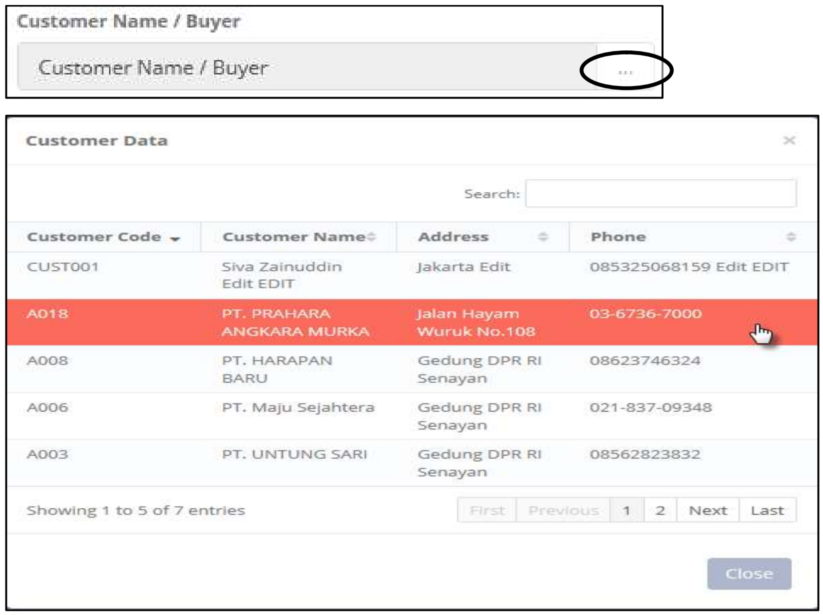
Picture 42. Create new a Calculation of Refinance

Once the Add New Product screen opens, there are 3 buttons that will be displayed on the screen, are as follows:

1. < Back, on the top-left corner of the screen.
2. Save as Draft , on the bottom-left corner of the screen.
3. Submit, on the bottom-left corner of the screen.

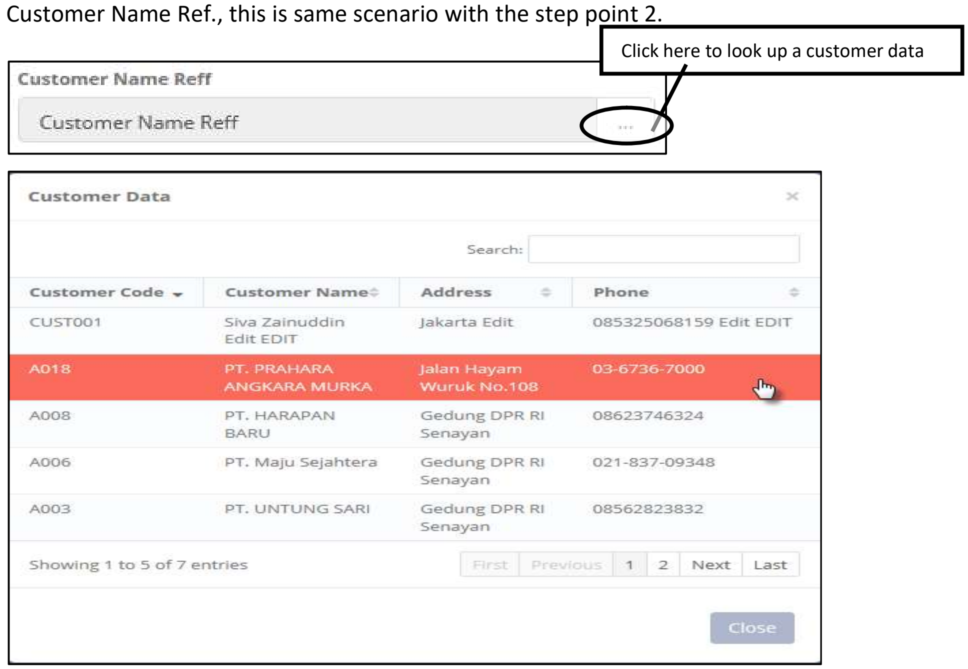
When creating a new calculation:

1. As default, Refinance Calculation number will be generated automatically.
2. The first field to be input is the Customer Name/Buyer. To enter its field, user can looking up a customer data then select the Customer Name (only one customer data can be selected). Once it done, Customer Name/Buyer field will be filled out automatically.



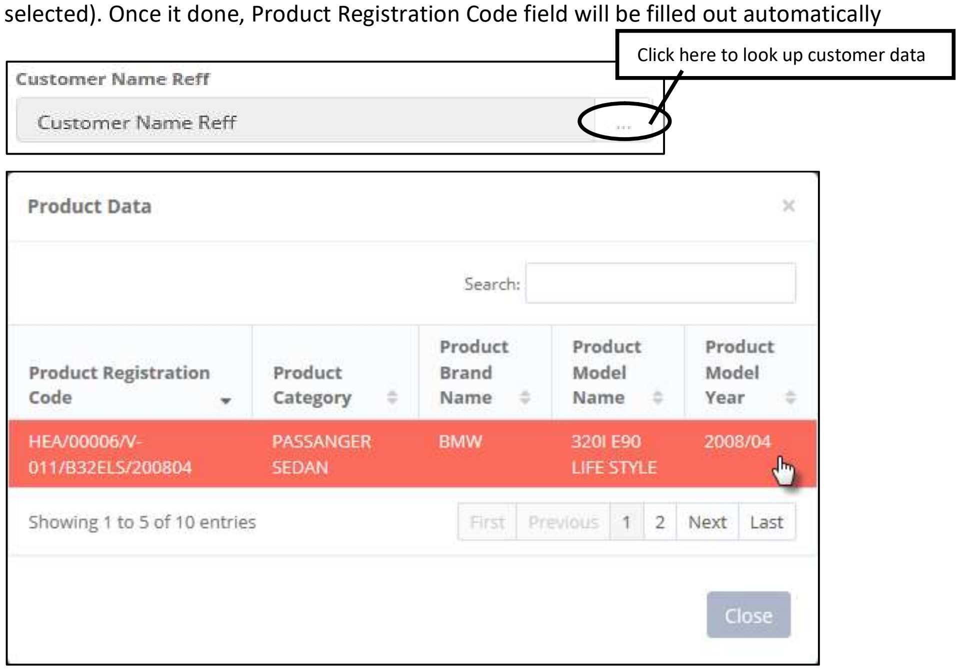
Picture 43. Customer data selection

3. After customer data selection, user can input a several data on Agreement Basic Information panel (see picture 39.) Please complete the fields on Agreement Basic Information. In this panel, there is Customer Name Ref. that should be input. To input Customer Name Ref., this is same scenario with the step point 2.



Picture 44. Customer data selection

4. On the Product Basic Information panel, user can input a several data (see picture 39.) Please complete the fields on Product Basic Information. In this panel, there Product Registration Code that should be input. To input Product Registration Code, users can look up a product data then select the Product Registration Code (only one product can be selected). Once it done, Product Registration Code field will be filled out automatically

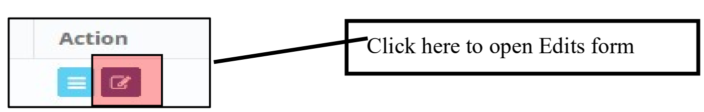


Picture 45. Product data selection

5. All the remaining fields in Product Basic Information panel and Calculation panel can be input manually.
6. If data already entered on the form, Net Sales field and Profits Amount will be calculated automatically.
7. User can save a data on the system by clicking **Save as Draft**, or **Submit** button. Ensure that you actually want to **Submit** a record, because the records cannot be reserved and update after submitted by user. For authorized user, they still can be updating after submitted. But don't be afraid, if you don't have an authorization, data still can be updated as long as draft. It can't leave as blanks. If blanks, system will notified it after clicking **Save as Draft** button. After clicking **Save as Draft** button, or **Submit** button system will notified if success or failed to save or submit a data. You also have a **Back** button, to return back to main page screen.

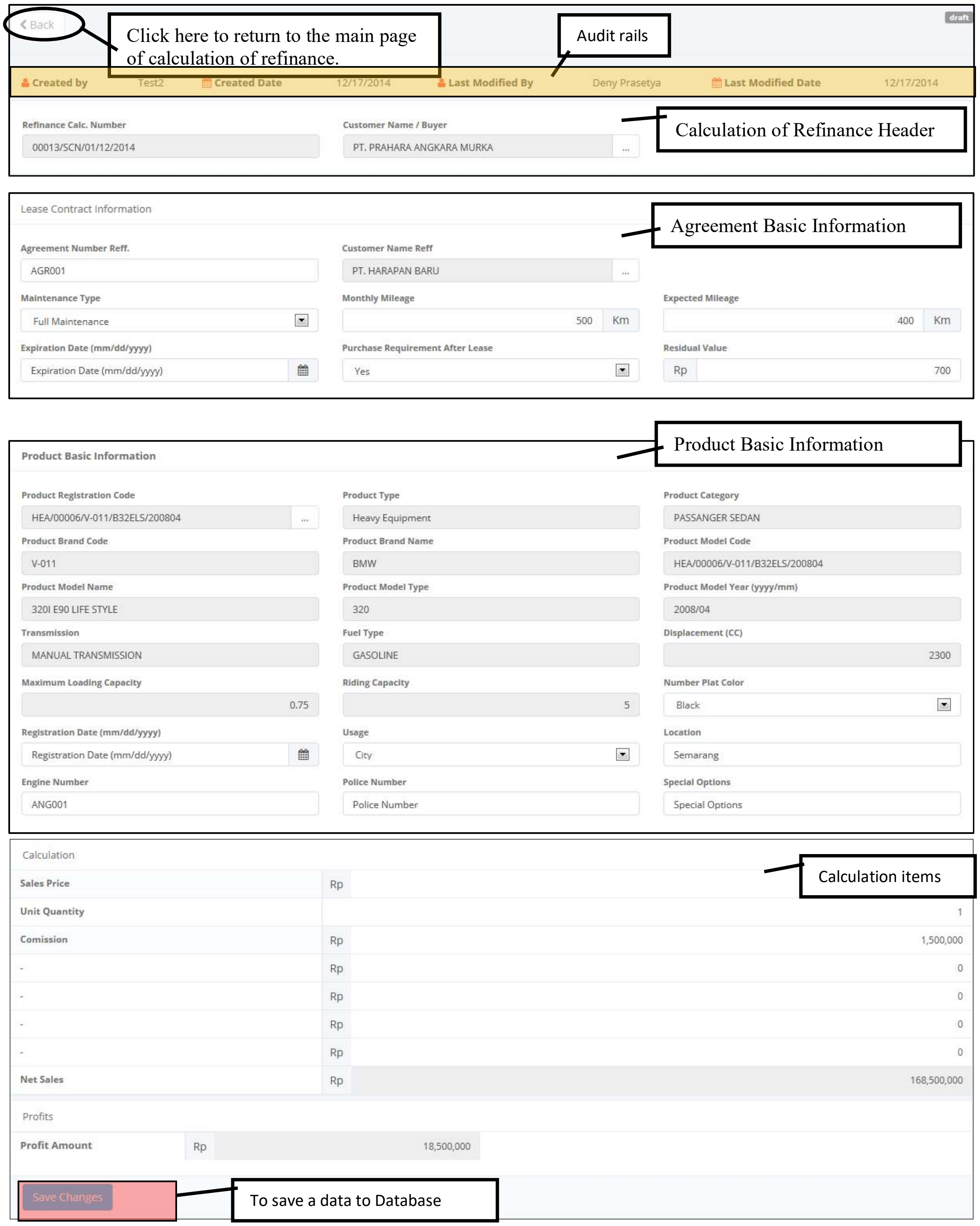
3.1.4 Edit Calculation of Refinance Record

If user wants to edit a calculation of refinance record, click  on the left column of the records at the list of calculation (see picture 39.).



Picture 46. Create new button

When the Edit form opened, it may look as following:



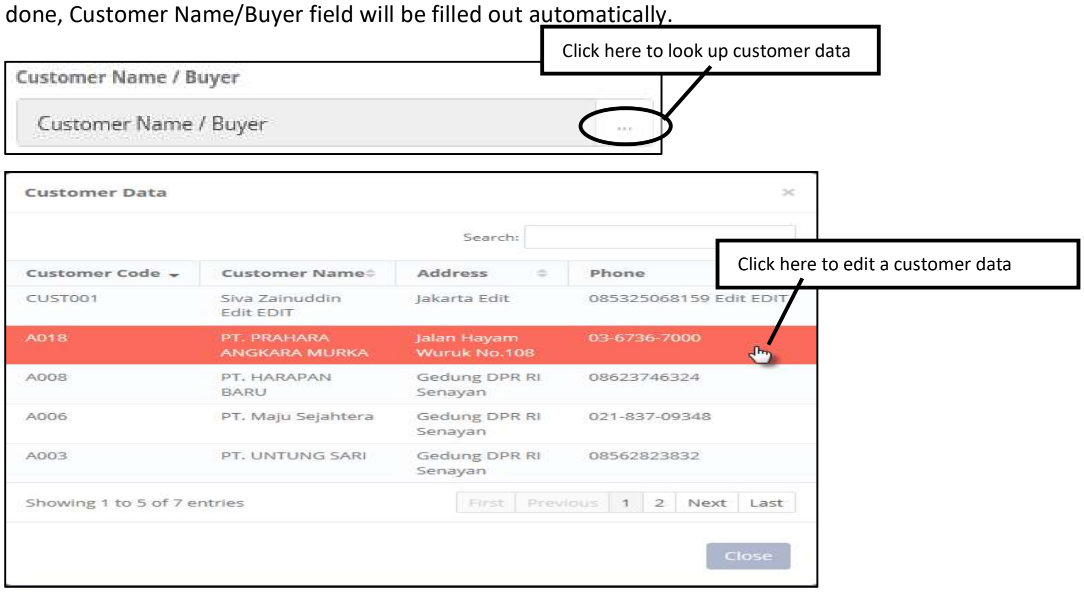
Picture 47. Edits a Calculation of Refinance

Once the Edit screen opened, there are 2 buttons that will be displayed on the screen as follows:

1. [Back], on the top-left corner of the screen.
2. [Save Changes], on the bottom-left corner of the screen.

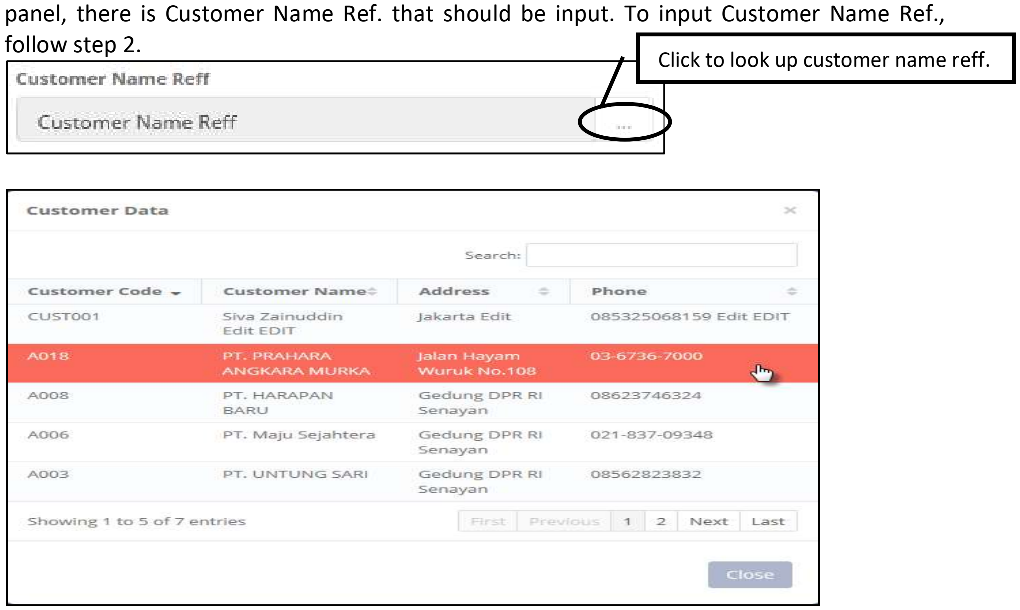
When editing a calculation:

1. As default, Refinance Calculation number already generated automatically when creating a new calculation record.
2. The first field can be edit is the Customer Name/Buyer. To edit, user can look up a customer data then select the Customer Name (only one customer data can be selected). Once it done, Customer Name/Buyer field will be filled out automatically.



Picture 48. Customer data selection

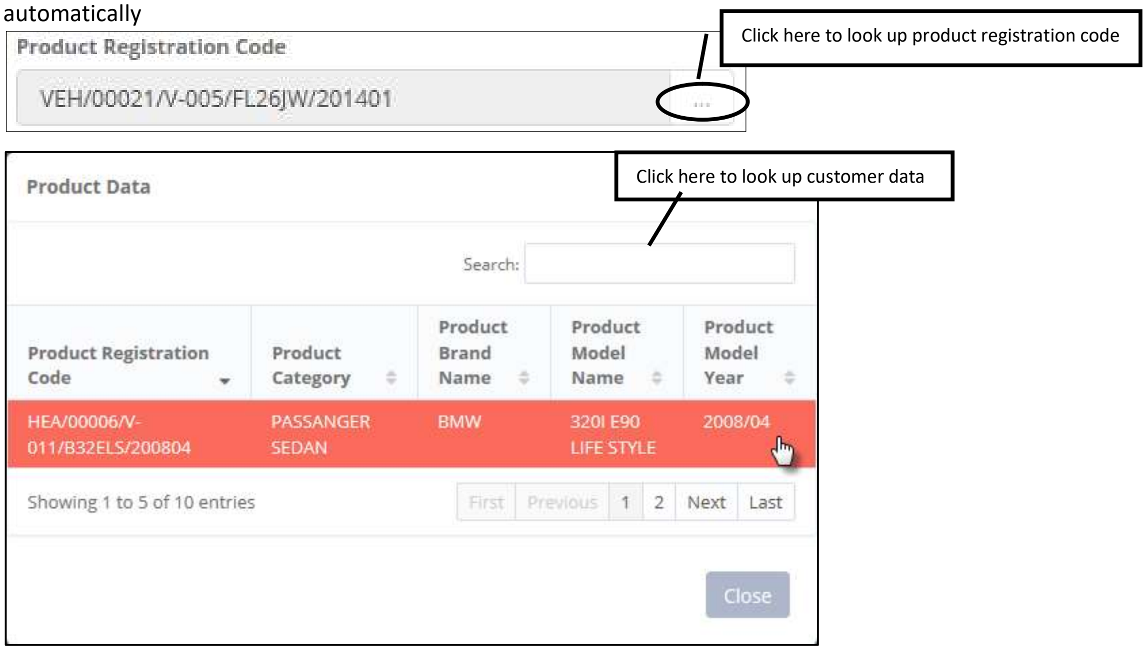
3. After customer data selection, user can edit several data on Agreement Basic Information panel (see picture 47.) Please complete the fields on Agreement Basic Information. In this panel, there is Customer Name Ref. that should be input. To input Customer Name Ref., follow step 2.



Picture 49. Customer data selection

4. On the Product Basic Information panel, user can edit several data (see picture 47.) In this panel, there is Product Registration Code that can be edit. To input Product Registration

Code, users can look up a product data then select the Product Registration Code (only one product can be selected). Once it done, Product Registration Code field will be filled out automatically



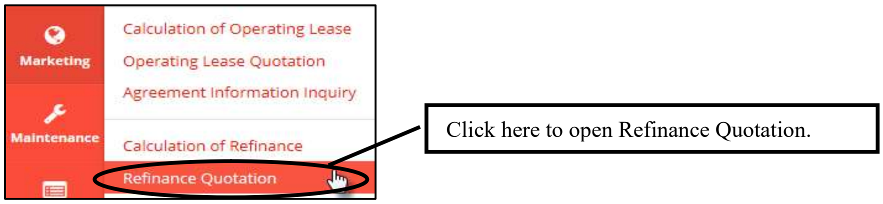
Picture 50. Product data selection

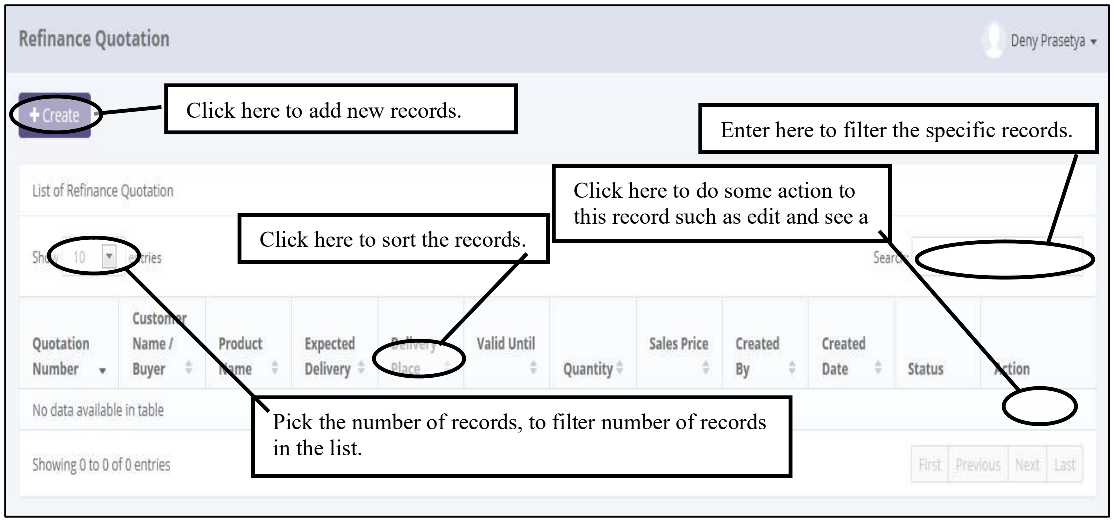
5. All the remaining fields in Product Basic Information panel and Calculation panel can be edit by input manually.
6. If data already edited on the form, Net Sales field and Profits Amount will be calculated automatically.
7. User can save a data on the system by clicking **Save Changes** or **Submit** button. Ensure that you actually want to **submit** a record, because the records cannot be reserved and update after submitted by user. For authorized user, they still can update after submitted. But don't be afraid, if you don't have an authorization, data still can be updated as long as draft. It can't leave as blanks. If blanks, system will notified it after clicking **Save as Changes** or **Submit** button. After clicking **Save Changes** or **Submit** button system will notified if success or failed to save or submit a data. You also have a **Back** button, which redirect you to the previous page, Product information page.

3.2 Quotation of Refinance

The Quotation of refinance is designed to facilitate and maintain the quotation process for refinance that had to be done manually before. Also on this feature user can print the quotation by system. This function are consist of several information, there are; basic product information, Quotation information and so on. Although each user can draft, save changes, submit, and view their respective data only authorized user, such as managers or supervisor can changes the status (draft, submitted, active, inactive) their information or records by using the system.

At the beginning, user can open quotation of refinance by clicking the 'Quotation of Refinance' on the list of Marketing menus. Once clicked the menus, system will display the Quotation of Refinance page. This page may show a quotation list, which is done inputted including status that processed by user. When opening the Quotation of Refinance page it may look as following:



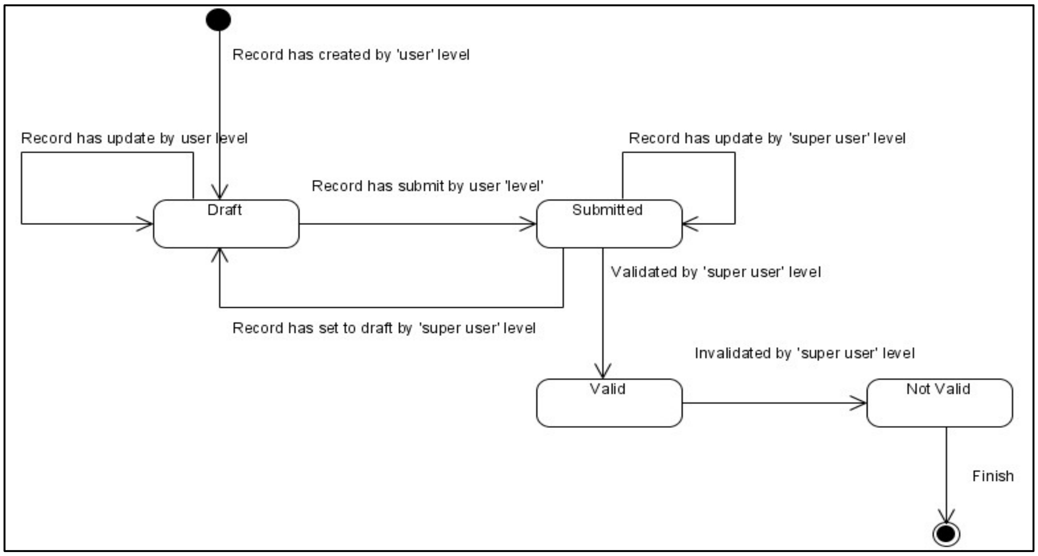


Picture 51. Main Page of Quotation of Refinance

Only authorized user have access to all records in order to keep them up to date. This page provides following functions:

1. Create a quotation of refinance by opening 'Create' page. To open this page user can click **+ Create**, on the top-left of the list of Quotation of Refinance.
2. Open details of Quotation by click , on the rightmost column at the list.
3. Editing a Quotation data using edit menu. User can click on the rightmost column at the list.
4. Filter and sort a data that appears on the list. To do this function user can do as follows:
   - d) Click to sort a record ascending or descending.
   - e) Filter a numbers of record by selecting Show 10 entries.
   - f) Filter a records by input a keywords at Search: .

Quotation of Refinance function will have some business rules for status when processing a data. The picture below is describing transition of status that performed by user when using this features. In this features, validation (validate and invalidate) process triggered on the operating lease quotation module. If the quotation already validate, so the status of Quotation will be valid too, and vice versa.



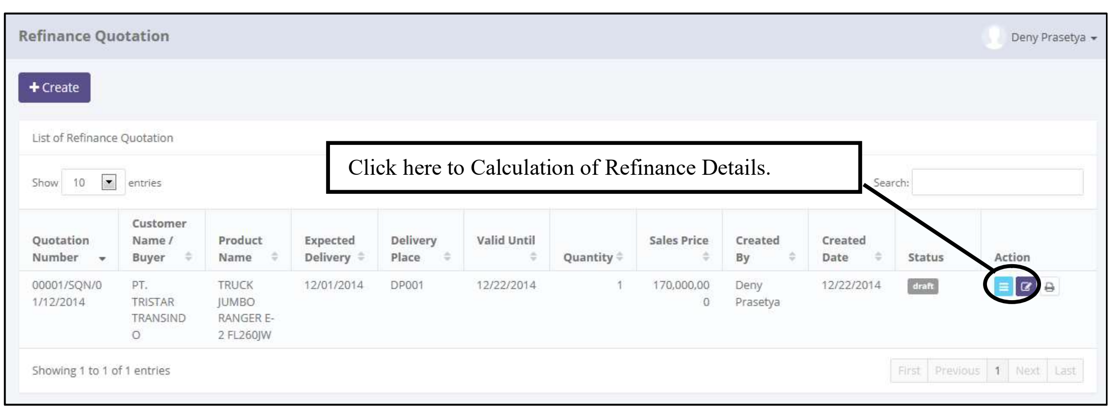
Picture 52. Workflow of status on Quotation of Refinance

In the beginning, when new Quotation created by user, the status will be saved as draft. After saved, the records submitted by user, the status will be changes to submitted. Once it done, record can be validate by authorized user , then the status will be changes to valid. If the quotation already validate, so the status of Quotation will be valid too, and vice versa. If the authorized user want the records changes by member, the authorized user can Set to Draft the record, then the status records will be changes to draft automatically.

In special cases, if the authorized user want records to be invalidate, they can do Invalidate process, and the status will be invalid.

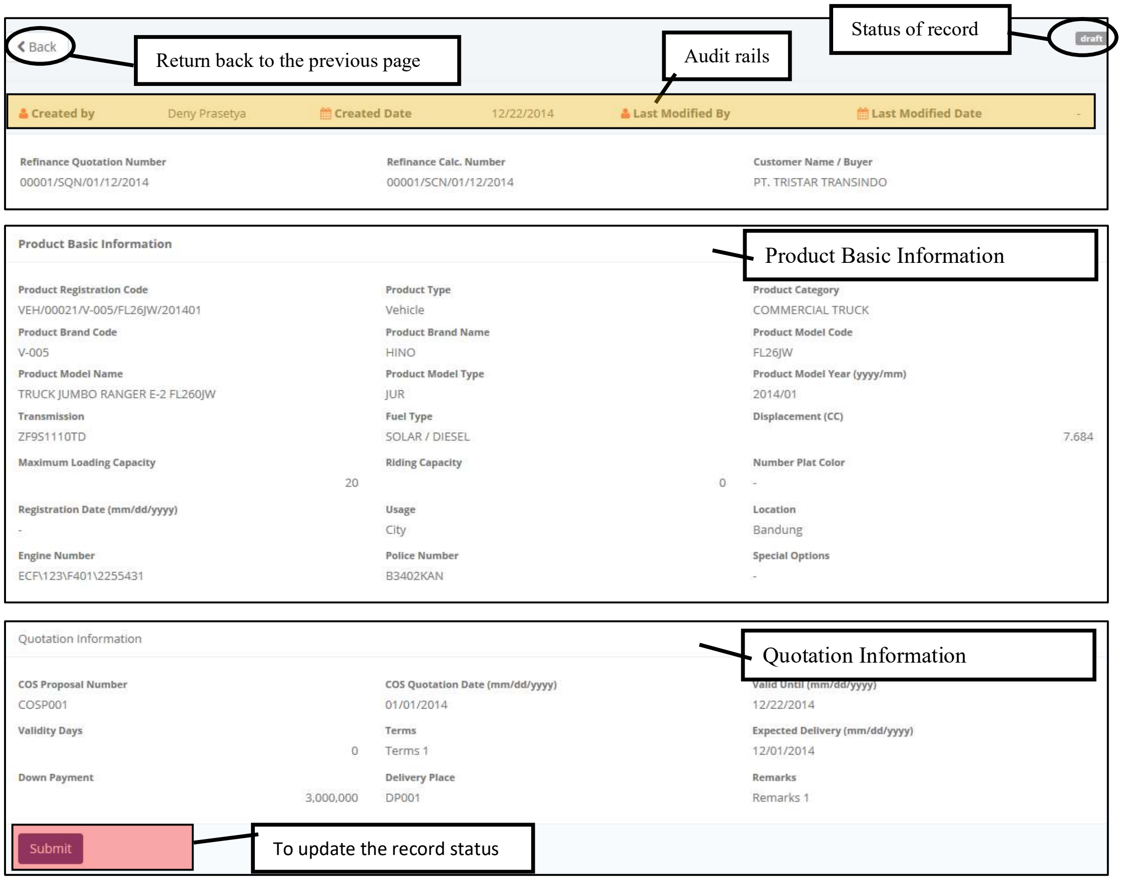
3.2.1 Details of Quotation of Refinance

To open details in Quotation of Refinance, click sub menu 'Customer Information' in Marketing module. Below is figure of main page of Quotation of Refinance:



Picture 53. Main Page of Quotation of Refinance

Once user clicking ☰, system will open details of Quotation of Refinance. This page displays all information related to quotations which have been inputted by user. When the details page opens it may look as follows:



Picture 54. Details of Quotation of Refinance

Once the Quotation has been created, draft status is displayed on the top-right corner. If the data already confirm, user can submit the Quotation by clicking Submit. Once it done, system quotation status will be change to submitted, then system will return back to main page of Quotation of Refinance (see picture 53). And also system will notify success/ failure message like this:

Picture 55. Submit process notification

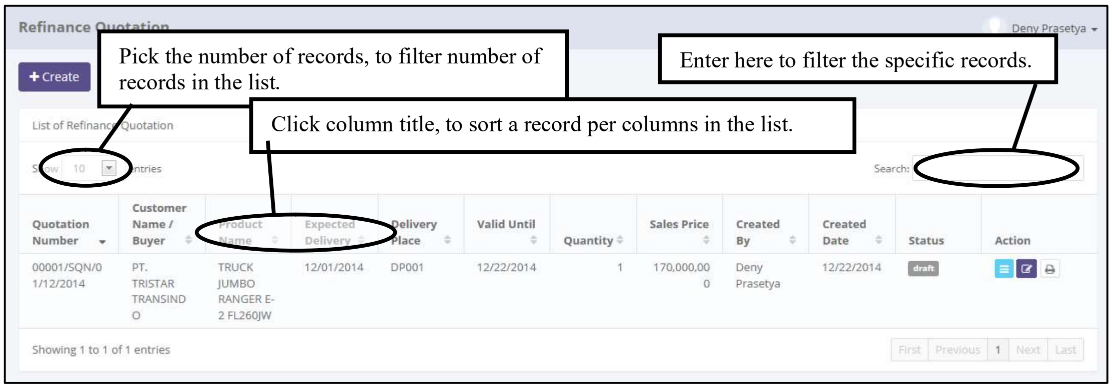
If user feels the Quotation needs return back to draft, user can open details page of quotation (see picture 54). Once it opened, submitted status is displayed on the top-right corner. If submitted data already confirm, user can click Set to Draft button, then system will return back to main page of Quotation of Refinance (see picture 53). And also system will notify success/failure message like this:

Picture 56. Set to draft process notification

As long as the Quotation of Refinance record still not validate, user can changes the status from draft to submitted or vice versa.

3.2.2 Filter and Sort Quotation of Refinance

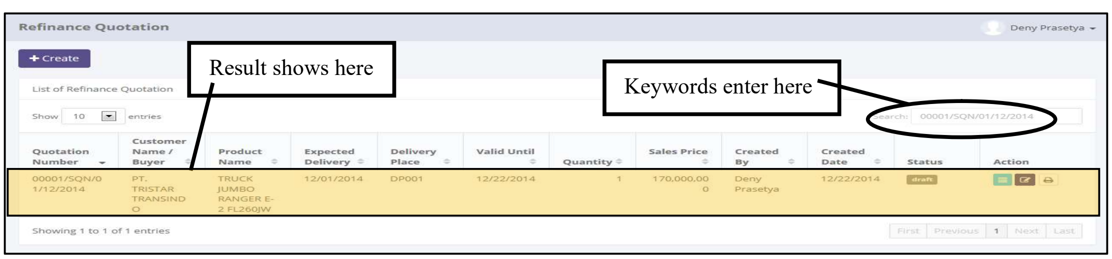
To open details quotation of refinance, click sub menu 'Customer Information' in Marketing module. Below is figure of main page of Quotation of Refinance:



Picture 57. Main Page of Quotation of Refinance

To filter the records there are two categories are as follows:

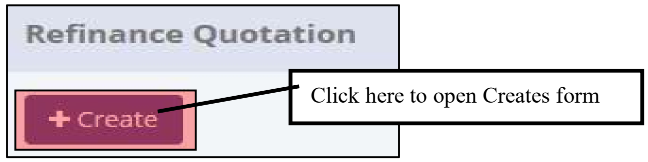
1. To sort the record by column, user can click column title on the table header.
2. Filter the number of records. User can select the number by picking this feature Show 10 entries on the screen. If the records have been filtered based on number, the amount of records that will be shown is same as the selected. For example if you want to display 10 product record, you can select 10.
3. Filter the records with the specific information. You can do it by entering the keywords on the Search: field. For example, you can enter name of product on the **search field**, and then press an **Enter** button on the keyboard. See the picture below:



Picture 58. Filter and sort result on Main Page of Quotation of Refinance

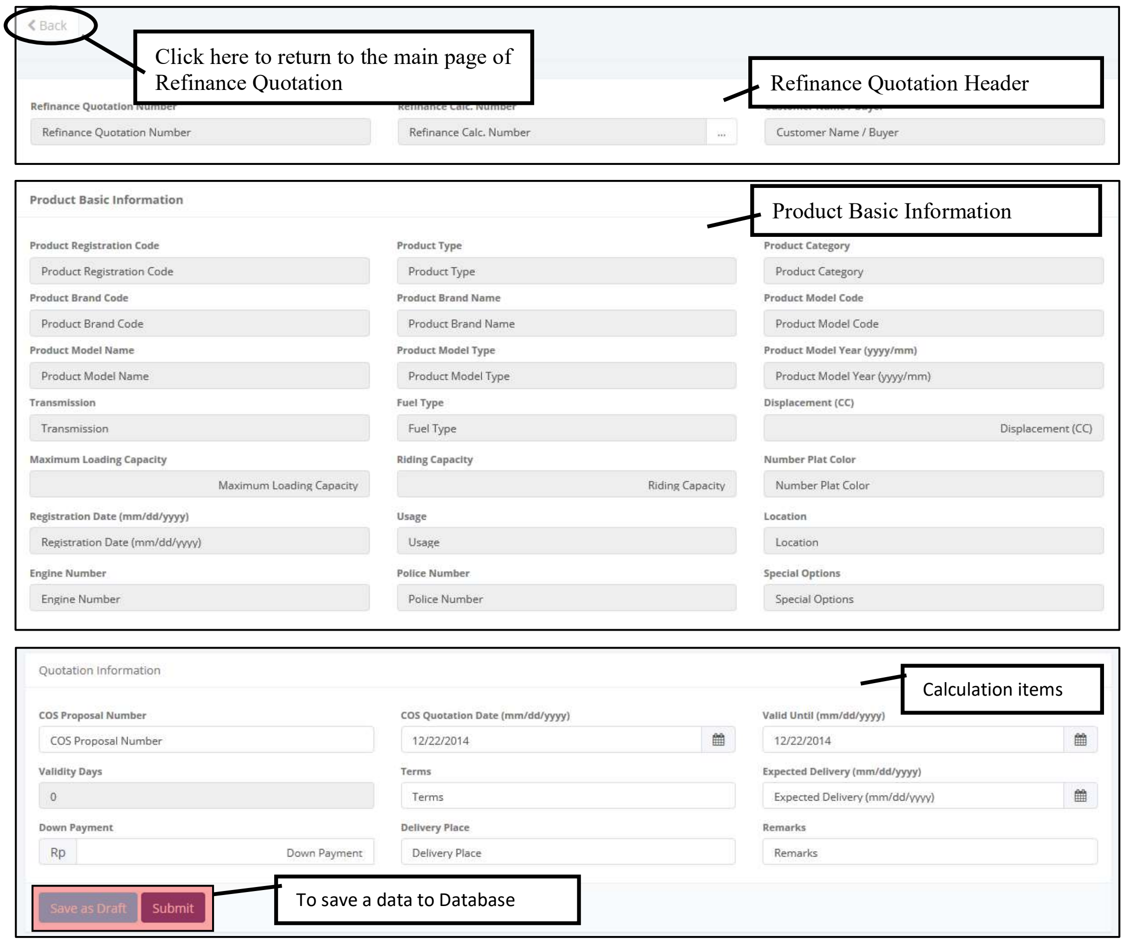
3.2.3 Create New Quotation of Refinance

If user wants to create a new Quotation, click + Create on the top-left corner of the main page of Quotation of Refinance (see picture 53.)



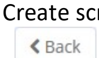
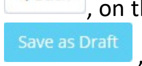
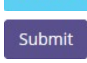
Picture 59. Create new button

When the Create form opened, it may look as following:



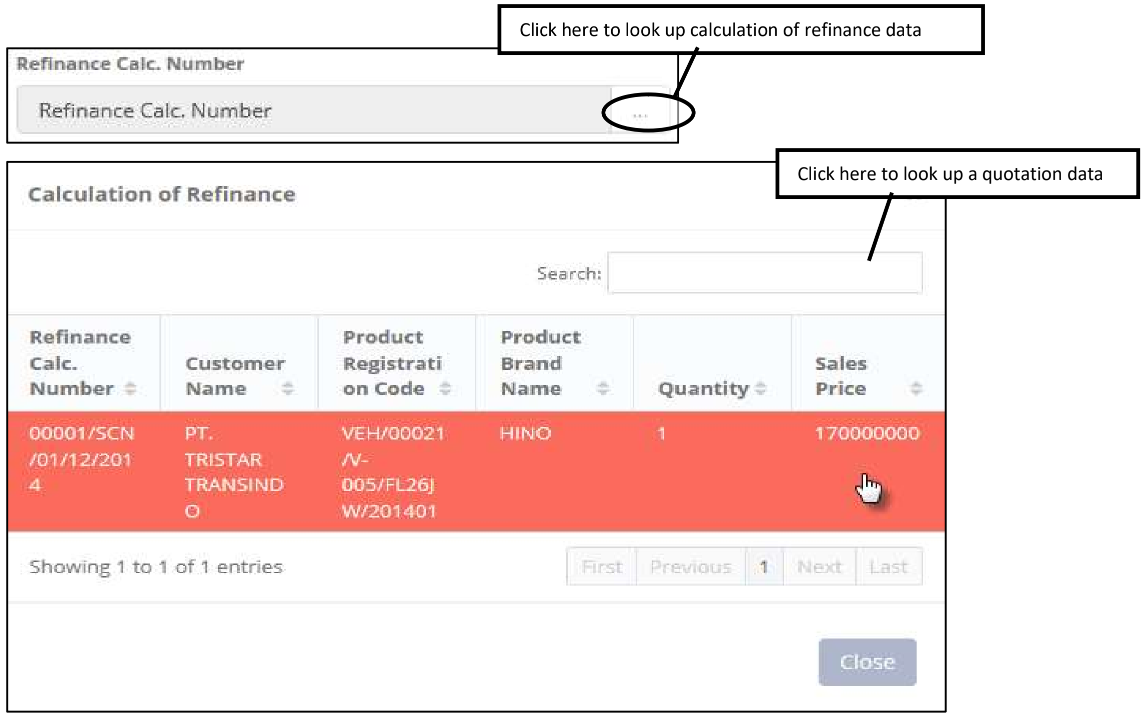
Picture 60. Create new a Quotation of Refinance

Once the Create screen opened, there are 3 buttons that will be displayed on the screen, as follows:

1. , on the top-left corner of the screen.
2.  , on the bottom-left corner of the screen.
3. , on the bottom-left corner of the screen.

When creating a new Quotation:

1. As default, Quotation of Refinance number will be generated automatically.
2. The first field to be input is the Refinance Calculation Number. To enter its field, user can looking up a data then select the Refinance Calculation Number on the look up form (only one record can be selected).

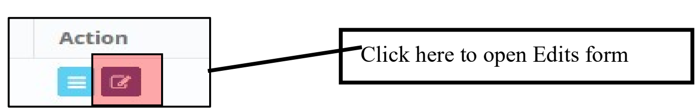


Picture 61. Calculation of Refinance data selection

3. Once it done, the field will be filled out automatically and all the remaining fields in the Refinance Quotation Header and Product Basic will be filled automatically. For the remaining field on the quotation information, it can be input manually.
4. If data already entered on the form, Net Sales field and Profits Amount will be calculated automatically.
5. User can save a data on the system by clicking **Save as Draft** or **Submit** button. Ensure that you actually want to **Submit** a record, because the records cannot be reserved and update after submitted by user. For authorized user, they still can update after submitted. But don't be afraid, if you don't have an authorization, data still can be updated as long as draft. It can't leave as blanks. If blanks, system will notified it after clicking **Save as Draft** or **Submit** button. After clicking **Save as Draft** or **Submit** button system will notified if success or failed to save or submit a data. You also have a **Back** button, to return back to main page screen. (see picture 53).

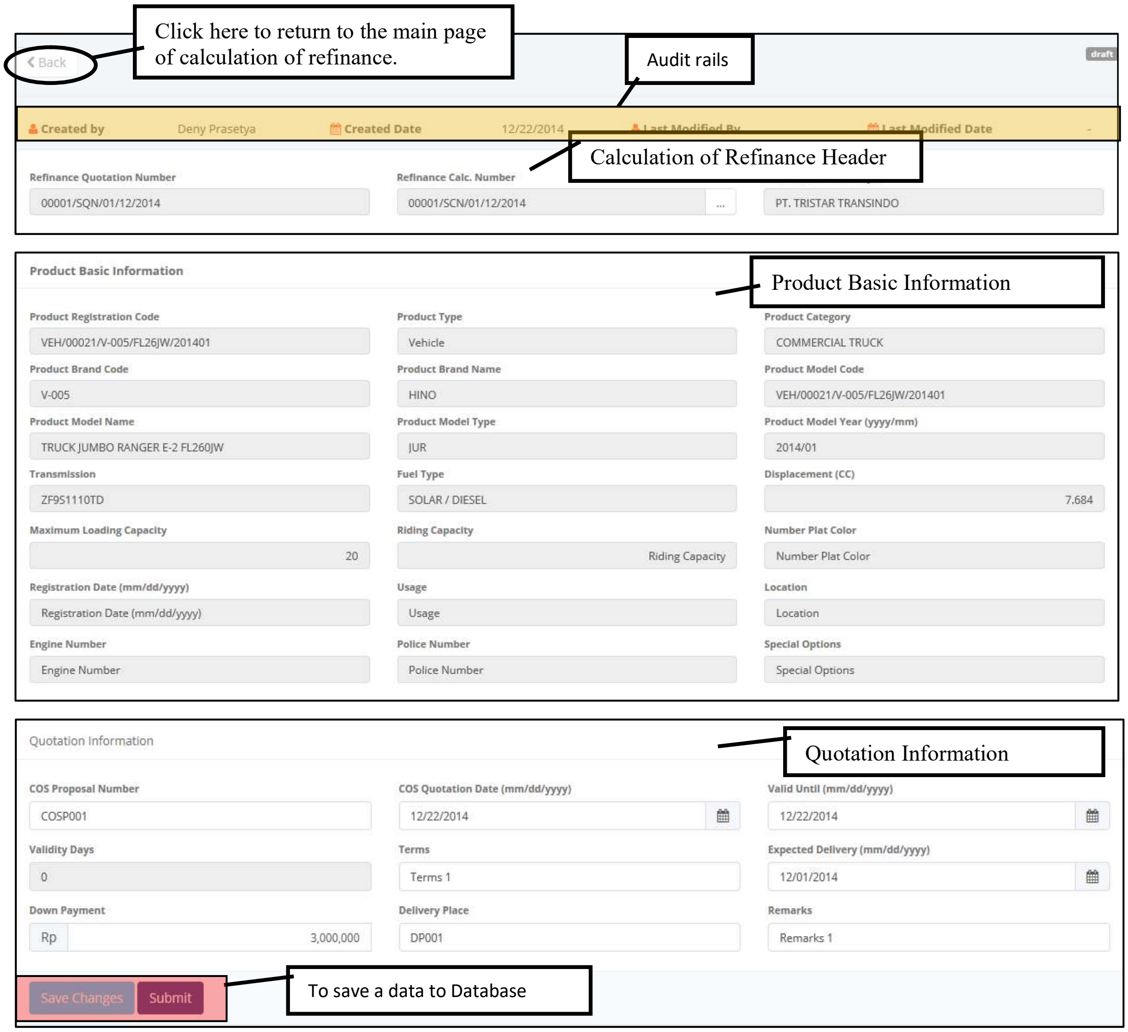
3.2.4 Edit Quotation of Refinance record

If user wants to edit a quotation of refinance record, click  on the left column of the records at the list of quotation (see picture 48.).



Picture 62. Create new button

When the Create form opened, it may look as following:



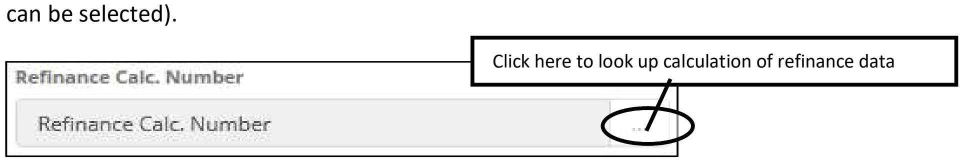
Picture 63. Edits a Quotation of Refinance

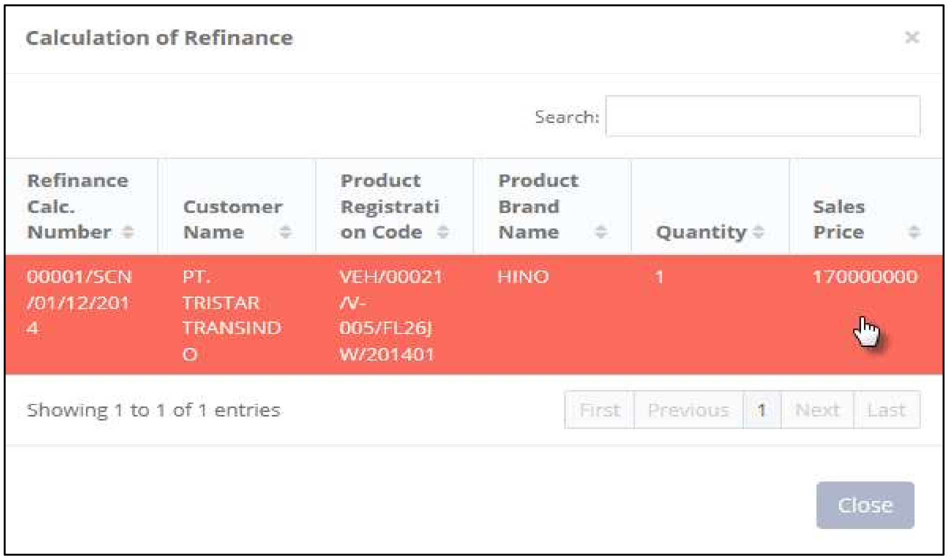
Once the Edit screen opened, there are 3 buttons that will be displayed on the screen, are as follows:

1. Back, on the top-left corner of the screen.
2. Save as Draft , on the bottom-left corner of the screen.
3. Submit, on the bottom-left corner of the screen.

When editing a Quotation:

1. As default, Quotation of Refinance number will be generated automatically.
2. The first field to input is the Refinance Calculation Number. To edit, user can looking up a data then select the Refinance Calculation Number on the look up form (only one record can be selected).





Picture 64. Calculation of Refinance data selection

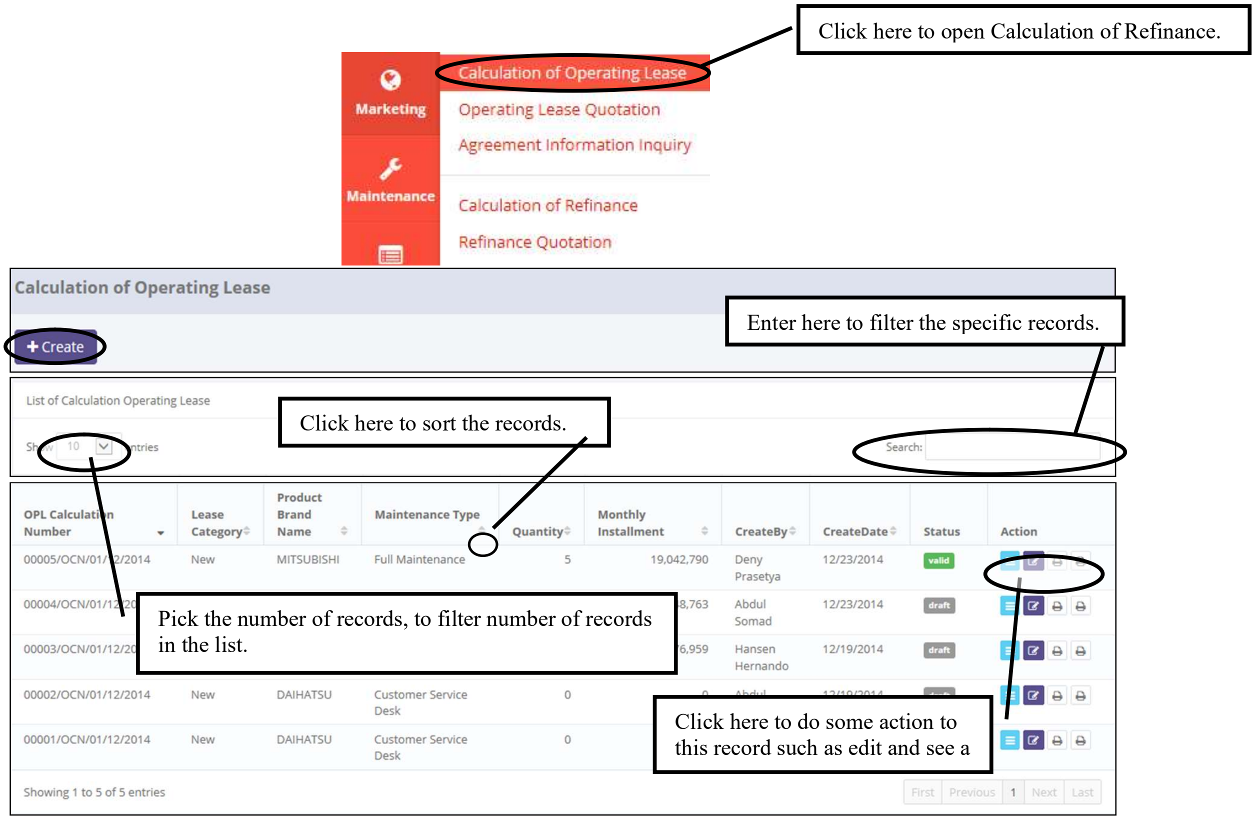
Click here to look up

3. Once it done, the field will be filled out automatically and all the remaining fields in the Refinance Quotation Header and Product Basic too. For the remaining field on the quotation information can be input manually.
4. If data already entered on the form, Net Sales field and Profits Amount will be calculated automatically.
5. User can save a data on the system by clicking **Save Changes** or **Submit** button. Ensure that you actually want to **Submit** a record, because the records cannot be reserved and update after submitted by user. For authorized user, they still can update after submitted. But don't be afraid, if you don't have an authorization, data still can be updated as long as draft. It can't leave as blanks. If blanks, system will notified it after clicking **Save Changes** or **Submit** button. After clicking **Save Changes** or **Submit** button system will notified if it success or failed to save or submit a data. You also have a **Back** button, to return back to main page screen. (see picture 53).

3.3 Calculation of Operating Lease

The Calculation of refinance is designed to facilitate and maintain the calculation process for operating lease that had to be done manually before. The system simplifies the calculation process by filling out the input forms. This function are consist of several information, there are basic product information, basic lease information, and calculation information and so on. Although each user can draft, save changes, submit, and view their respective data. Only authorized user, such as managers or supervisor can changes the status (draft, submitted, active, inactive) their information or records by using the system.

At the beginning, user can open calculation of operating lease by clicking the 'Calculation of Operating Lease' on the list of Marketing menus. Once clicked the menus, system will display the Calculation of Operating Lease page. This page may show a calculation list, which is done inputted including status that processed by user. When opening the Calculation of Refinance page it may look as following:

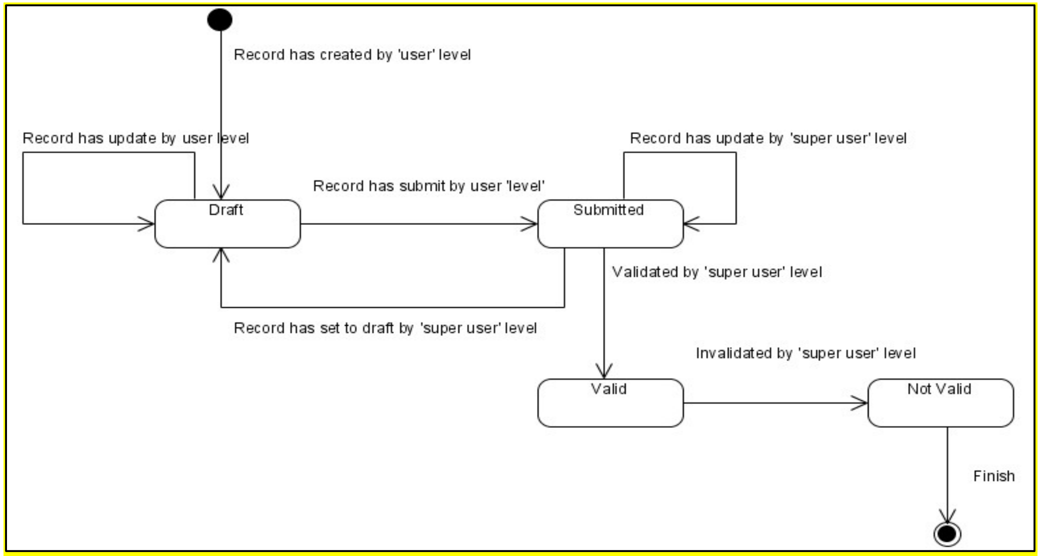


Picture 65. Main Page of Calculation of Operating Lease

Only authorized user have access to all records in order to keep them up to date. This page provides following functions:

1. Create a calculation of operating lease by opening ‘Create’ page. To open this page user can click + Create, on the top-left of the list of refinance calculation.
2. Open details of calculation by click , on the rightmost column at the list.
3. Editing a calculation data using edit menu by click on the right after detail icon at the list.
4. Print Proposal Report and OPL Calculation Report by click on the rightmost column of the list.
5. Filter and sort a data that appears on the list. To do this function user can do as follows:
   g) Click to sort a record ascending or descending.
   h) Filter a numbers of record by selecting Show 10 entries.
   i) Filter a records by input a keywords at Search: .

Calculation of operating lease function will have some business rules for status when processing a data. The picture below is describing transition of status that performed by user when using this features. In this features, validation (validate and invalidate) process triggered on the operating lease quotation module. If the quotation already validate, so the status of calculation will be valid too, and vice versa.



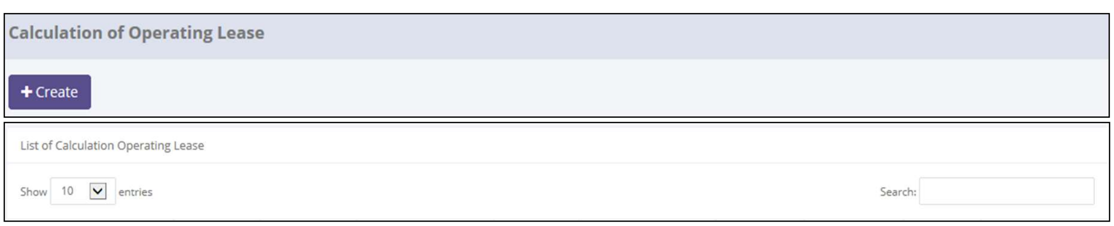
Picture 66. Workflow of status on Calculation of Operating Lease

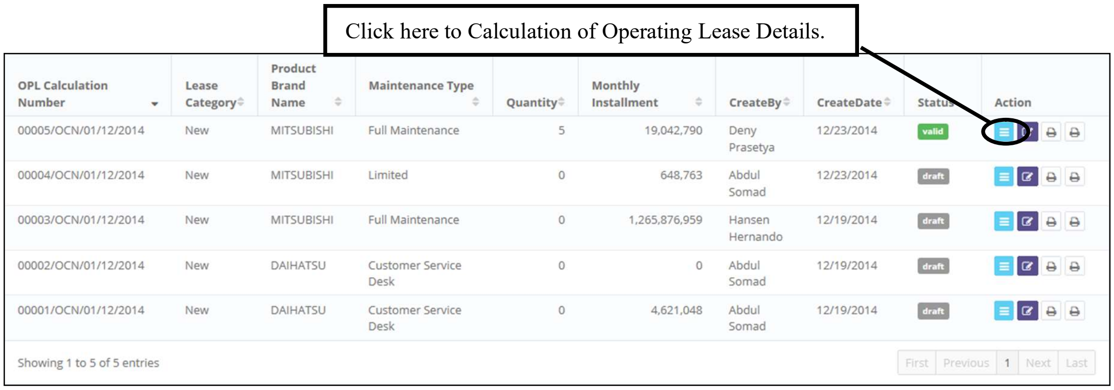
In the beginning, when new calculation created by user, the status will be saved as draft. After saved and fill all the 6 step in calcaulation of operating lease, the records can be submitted by user and the status will be changes to submitted. Once it done, record can be validate by authorized user, then the status will be changes to valid. If the authorized user want the records changes by member, the authorized user can Set to Draft the record, then the status records will be changes to draft automatically.

In special cases, if the authorized user want records to be invalidate, they can do Invalidate process, and the status will be invalid.

3.3.1 Details of Calculation of Operating Lease

To open details in Calculation of Operating Lease, click sub menu 'Calculation of Operating Lease' in Marketing module. Below is figure of main page of Calculation of Operating Lease:

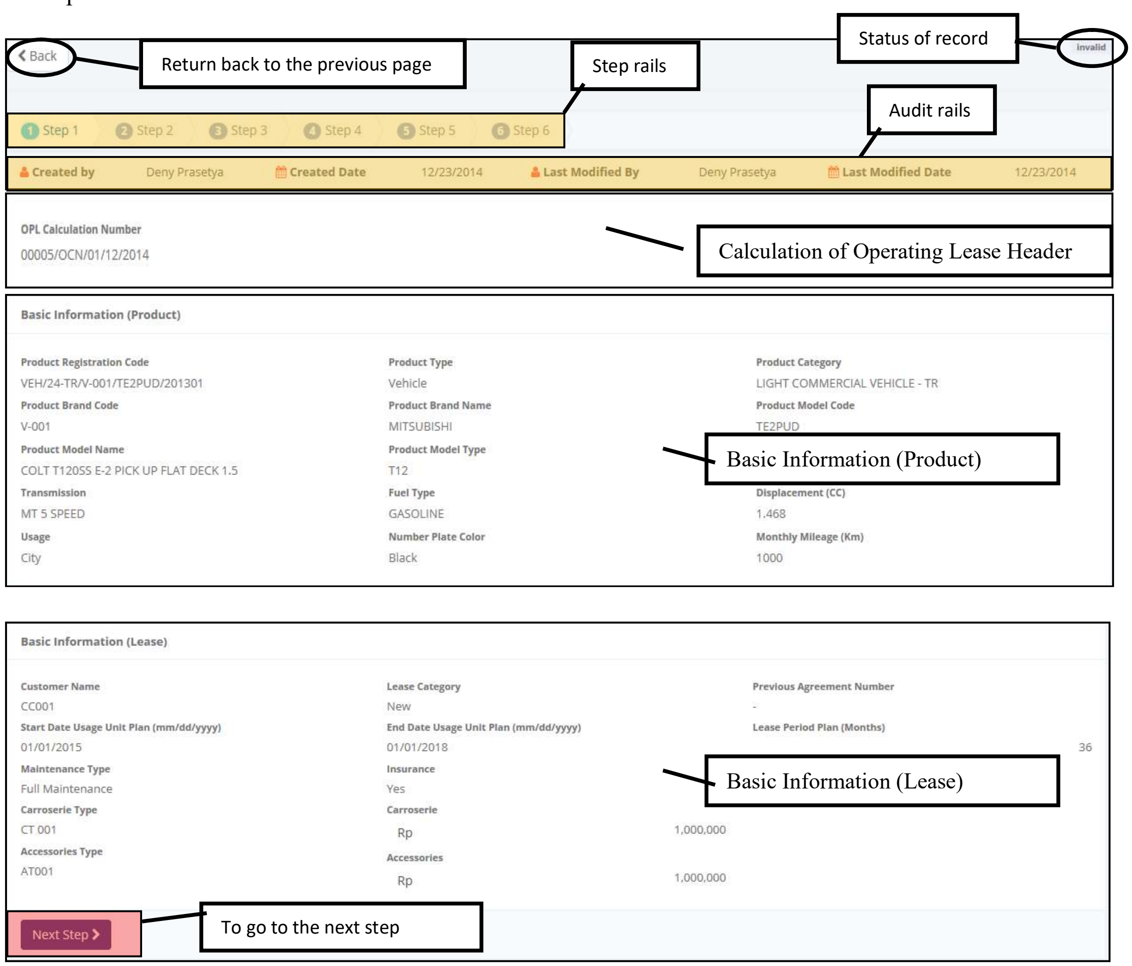




Picture 67. Main Page of Calculation of Operating Lease

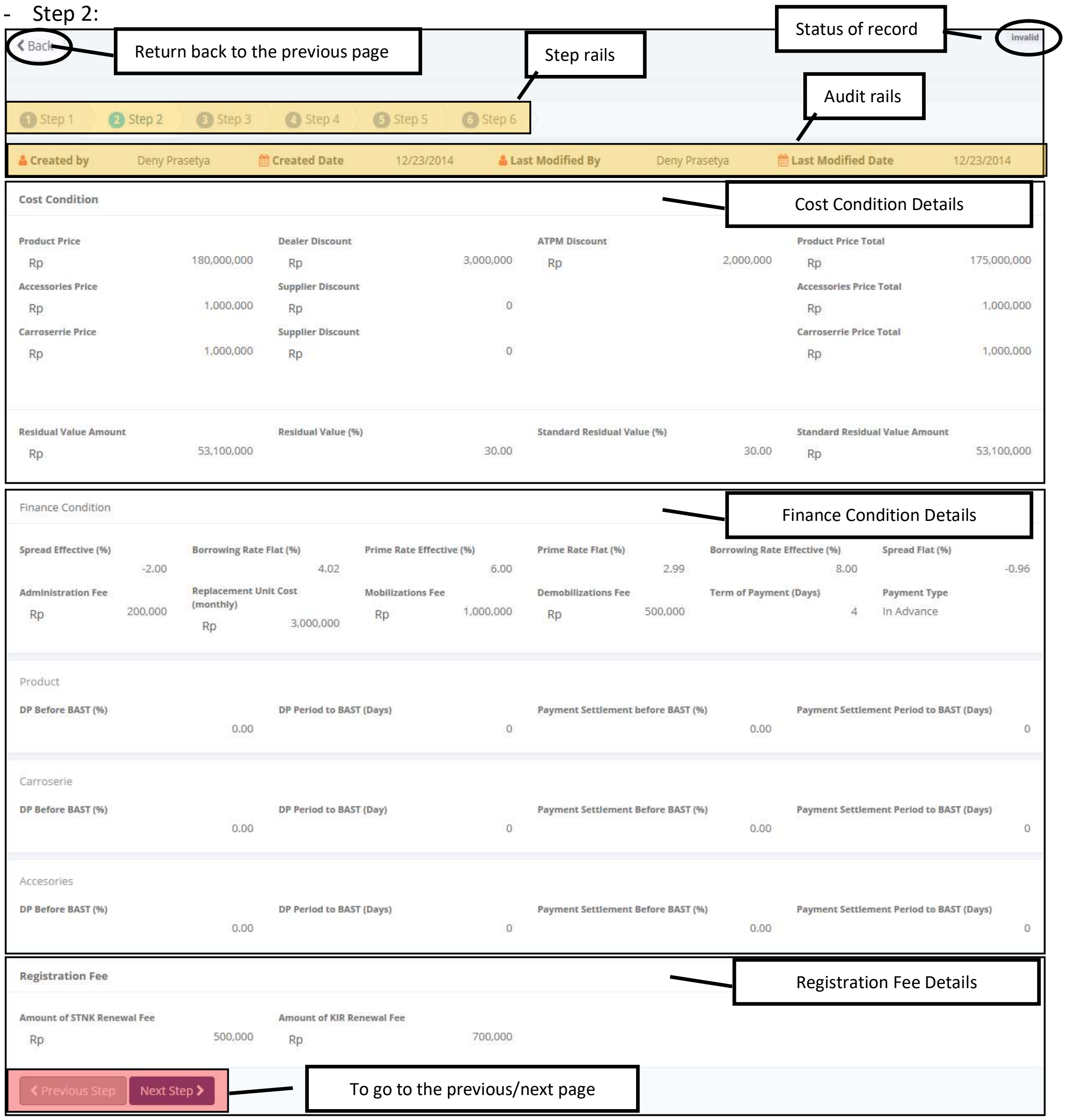
Once user clicking , system will open details of calculation of refinance. This page displays all information related to calculations which have been inputted by user. It will open the details page that contain 6 steps of the calculation look as follows:

- Step 1:



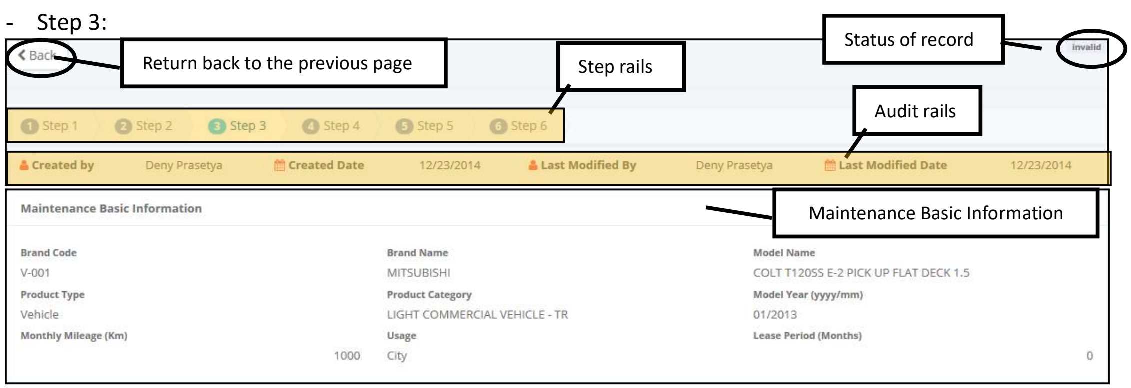
Picture 68. Details of Calculation of Operating Lease – Step 1

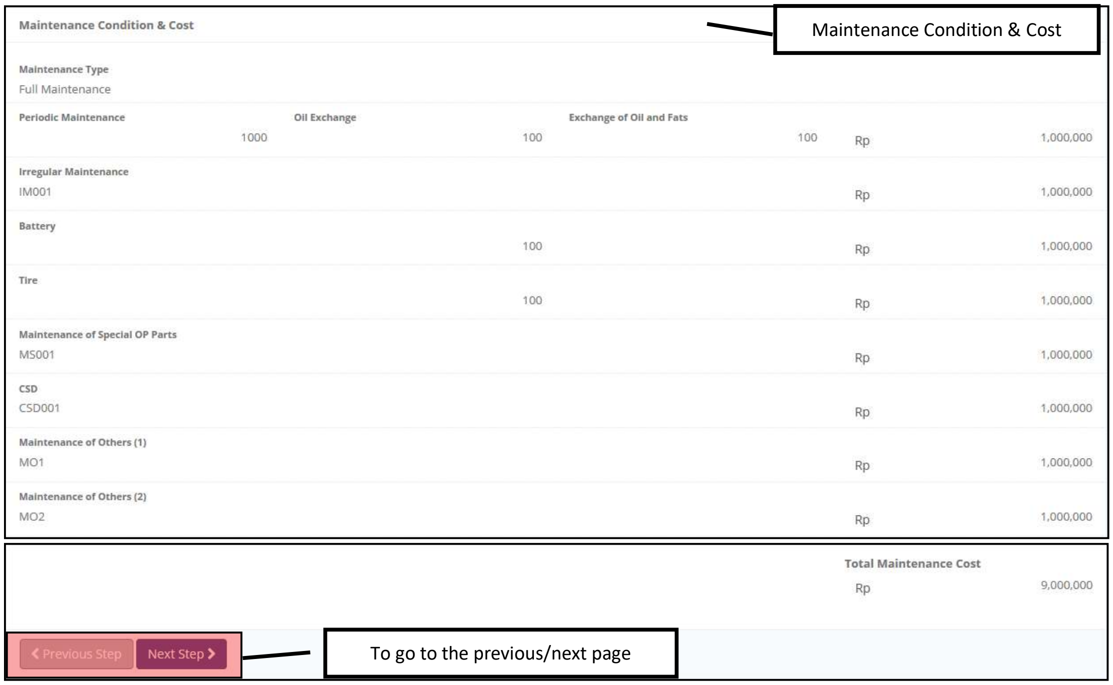
- Step 2:



Picture 69. Details of Calculation of Operating Lease – Step 2

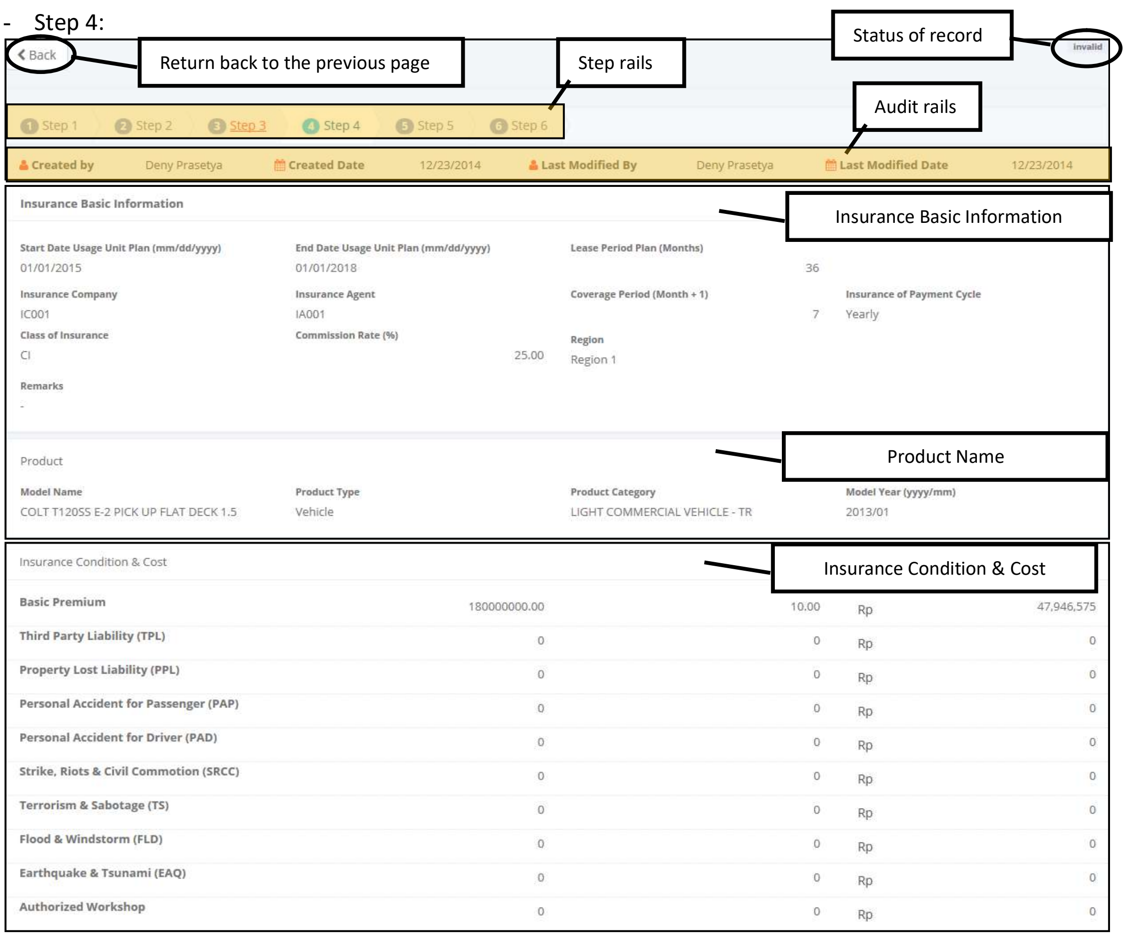
- Step 3:

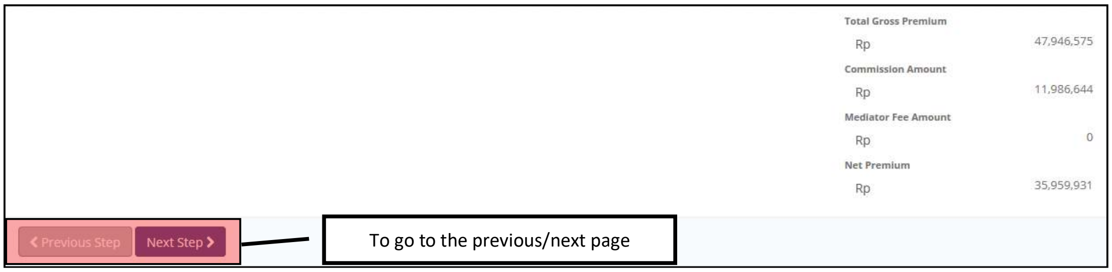




Picture 70. Details of Calculation of Operating Lease – Step 3

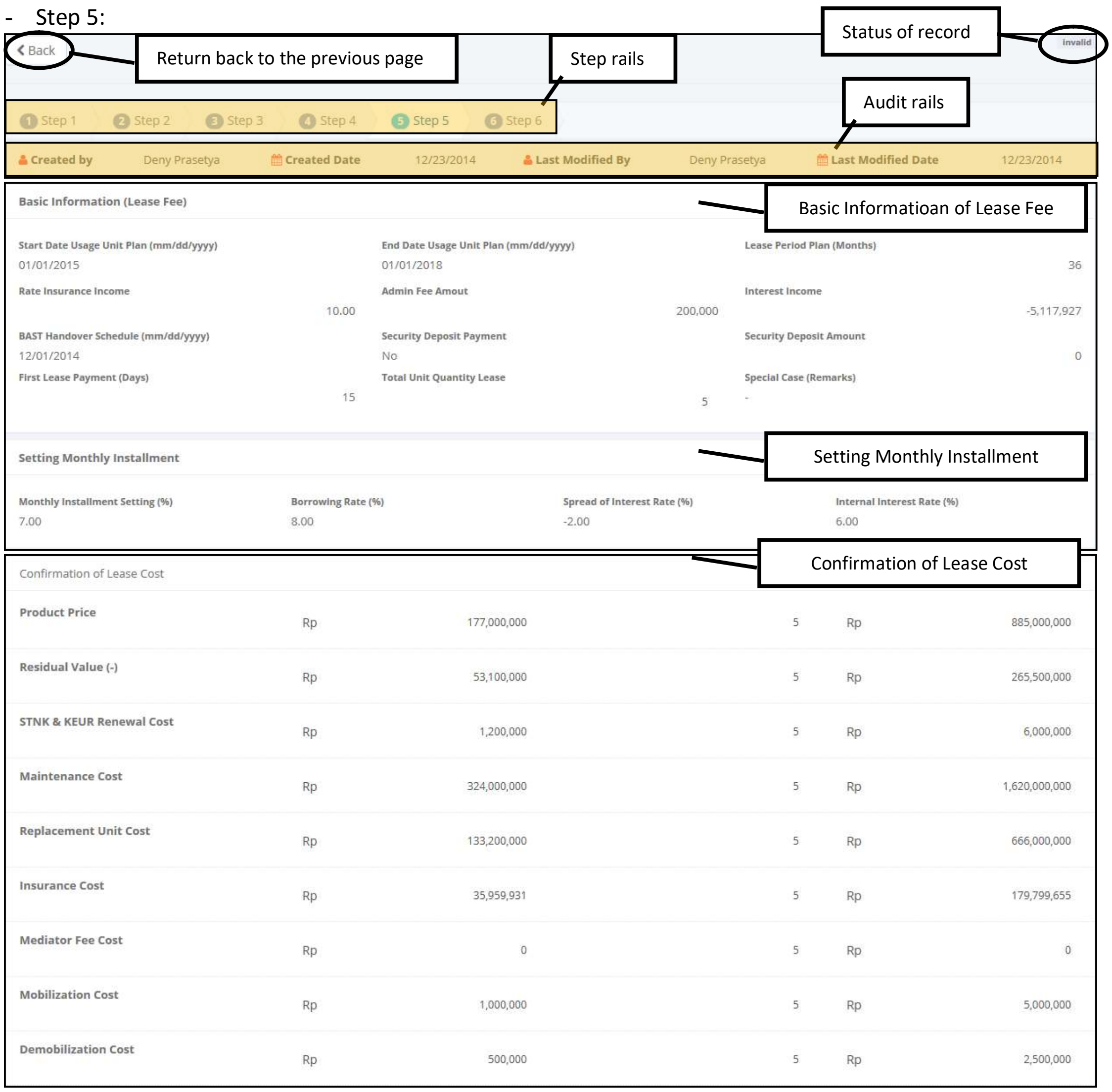
- Step 4:





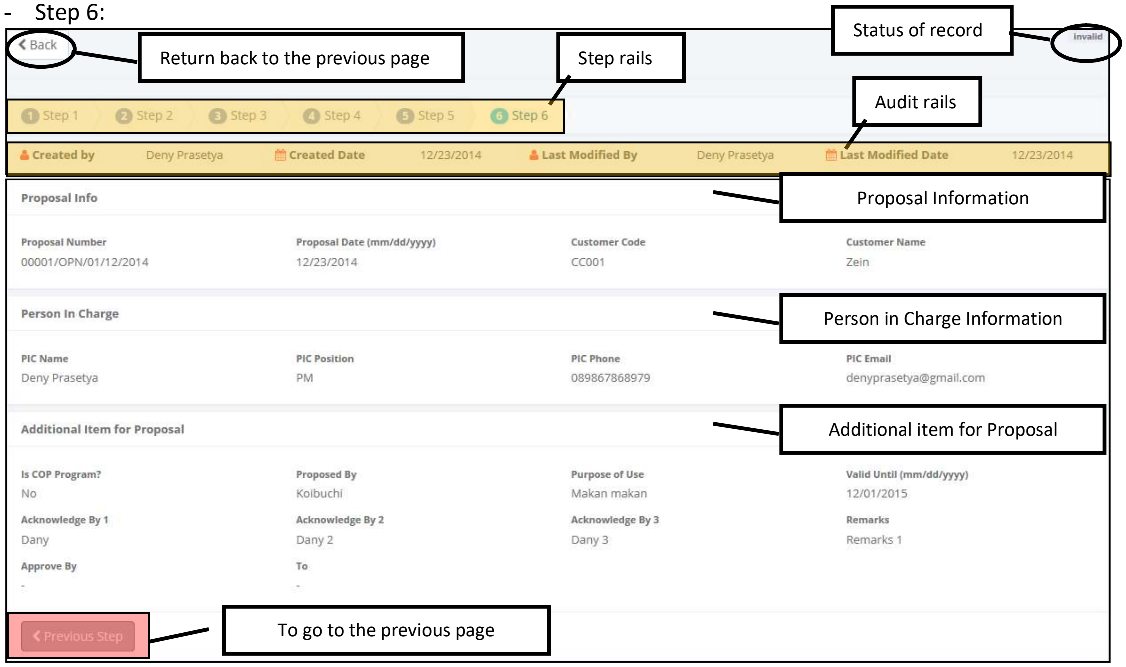
Picture 71. Details of Calculation of Operating Lease – Step 4

- Step 5:



Picture 72. Details of Calculation of Operating Lease – Step 5

- Step 6:



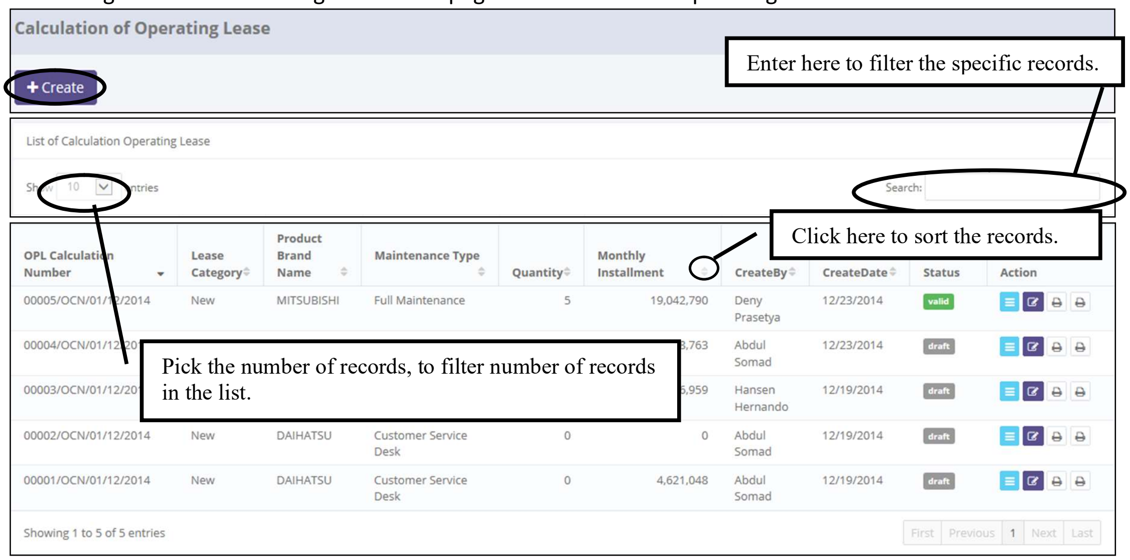
Picture 73. Details of Calculation of Operating Lease – Step 6

Once the calculation has been created, draft status is displayed on the top-right corner. If the 6 step in Calculation of Operating Lease has not been done until the end, we will stopped in the last step that user has been successfully inputted. And when we click **Next,** the system will notify like this:

Picture 74. No Record Notification

3.3.2 Filter and Sort Calculations of Operating Lease

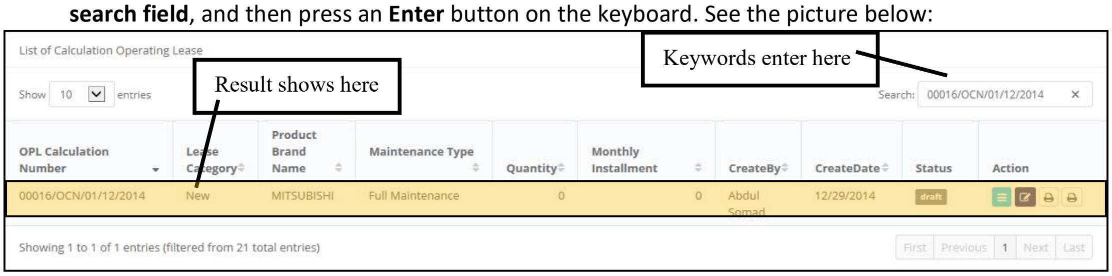
To open details calculation of operating lease, click sub menu 'Calculation of Operating Lease in Marketing module. Below is figure of main page of Calculation of Operating Lease:



Picture 75. Main Page of Calculation of Operating Lease

To filter the records there are two categories as follows:

1. To sort the record by column, user can click column title on the table header.
2. Filter the number of records. User can select the number by picking this feature Show 10 entries on the screen. If the records have been filtered based on number, the amount of records that will be shown is same as the selected. For example if you want to display 10 product record, you can select 10.
3. Filter the records with the specific information. You can do it by entering the keywords on the Search: field. For example, you can enter name of product on the **search field**, and then press an **Enter** button on the keyboard. See the picture below:



Picture 76. Filter and sort result on Main Page of Calculation of Refinance

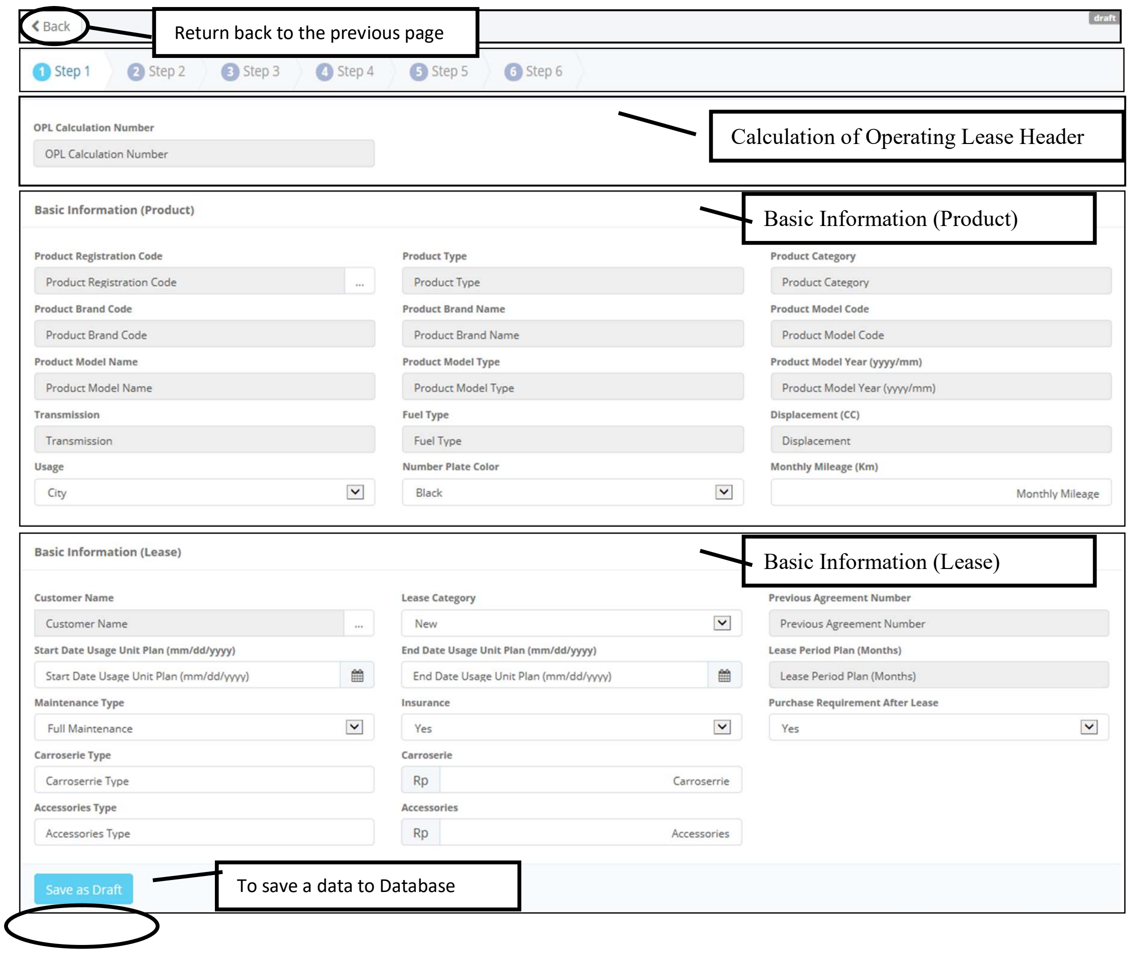
3.3.3 Create New Calculation of Operating Lease

If user wants to create a new calculation, click + Create on the top-left corner of the main page of Calculation of Operating Lease (see picture 65.)

Picture 77. Create new button

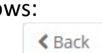
When the Create form opens it will open 6 step that you must fill, and it may look as follows:

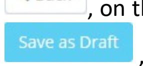
3.3.3.1 Step 1:



Picture 78. Create new a Calculation of Operating Lease – Step 1

Once the Step 1 page opened, there are 2 buttons that will be displayed on the screen, are as follows:

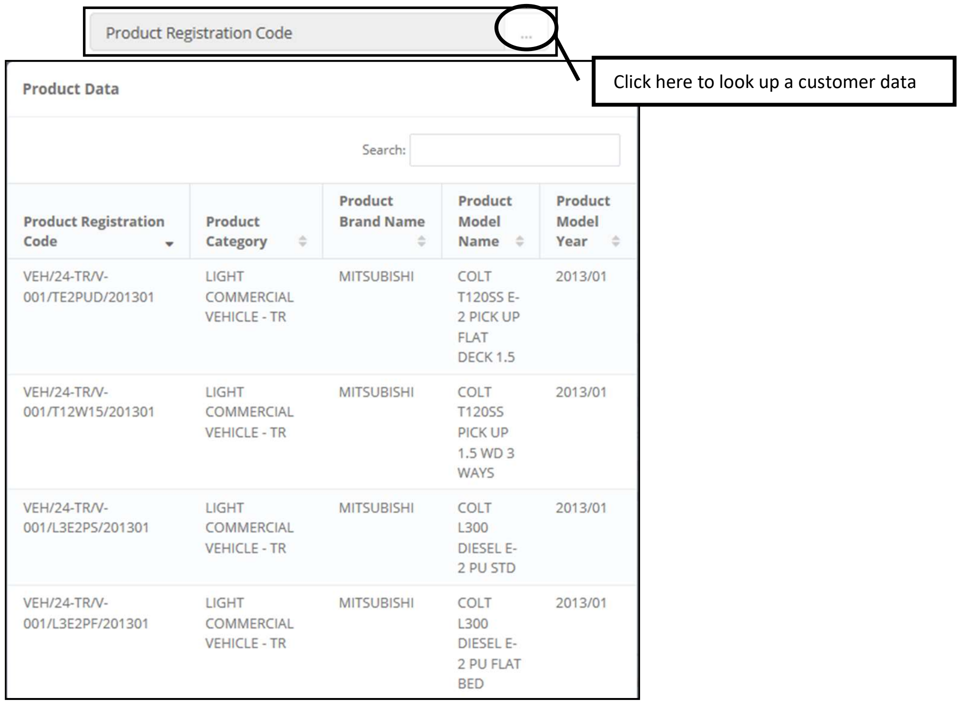
1. 

, on the top-left corner of the screen.
2. 

, on the bottom-left corner of the screen.

When filling step 1 form:

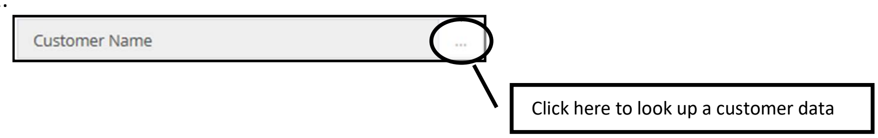
1. As default, OPL Calculation number will be generated automatically.
2. The first field to be input is the Basic Information (Product). To enter its field, user can look up a product registration code then select the product name and model (only one product can be selected). Once it done, Product type, category and so on, will be filled out automatically.

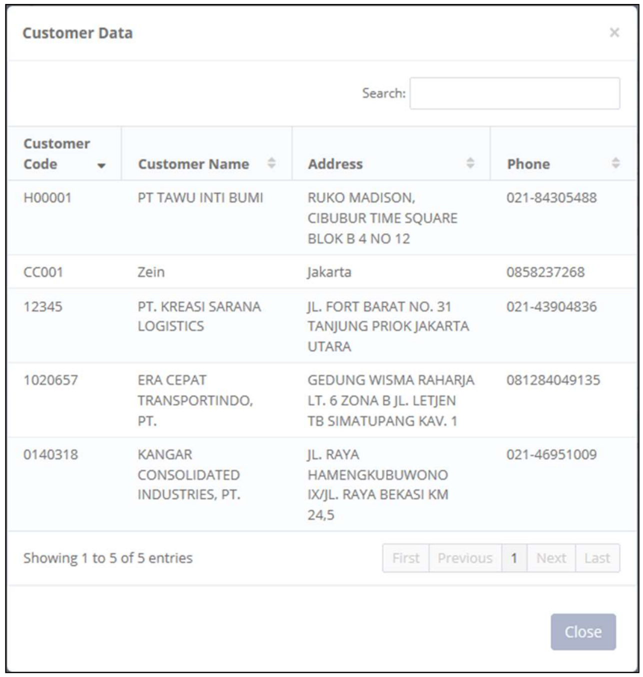


Product Registration Code	Product Category	Product Brand Name	Product Model Name	Product Model Year
VEH/24-TR/V-001/TE2PUD/201301	LIGHT COMMERCIAL VEHICLE - TR	MITSUBISHI	COLT T120SS E-2 PICK UP FLAT DECK 1.5	2013/01
VEH/24-TR/V-001/T12W15/201301	LIGHT COMMERCIAL VEHICLE - TR	MITSUBISHI	COLT T120SS PICK UP 1.5 WD 3 WAYS	2013/01
VEH/24-TR/V-001/L3E2PS/201301	LIGHT COMMERCIAL VEHICLE - TR	MITSUBISHI	COLT L300 DIESEL E-2 PU STD	2013/01
VEH/24-TR/V-001/L3E2PF/201301	LIGHT COMMERCIAL VEHICLE - TR	MITSUBISHI	COLT L300 DIESEL E-2 PU FLAT BED	2013/01

Picture 79. Product Data Selection

3. After product data selection, user can input a several data on Basic Information (Lease) panel (see picture 78.) Please complete the fields on Basic Information (Lease). In this panel, there is Customer Name Ref. that should be input. To input Customer Name Ref., this is same scenario with the step point 2.



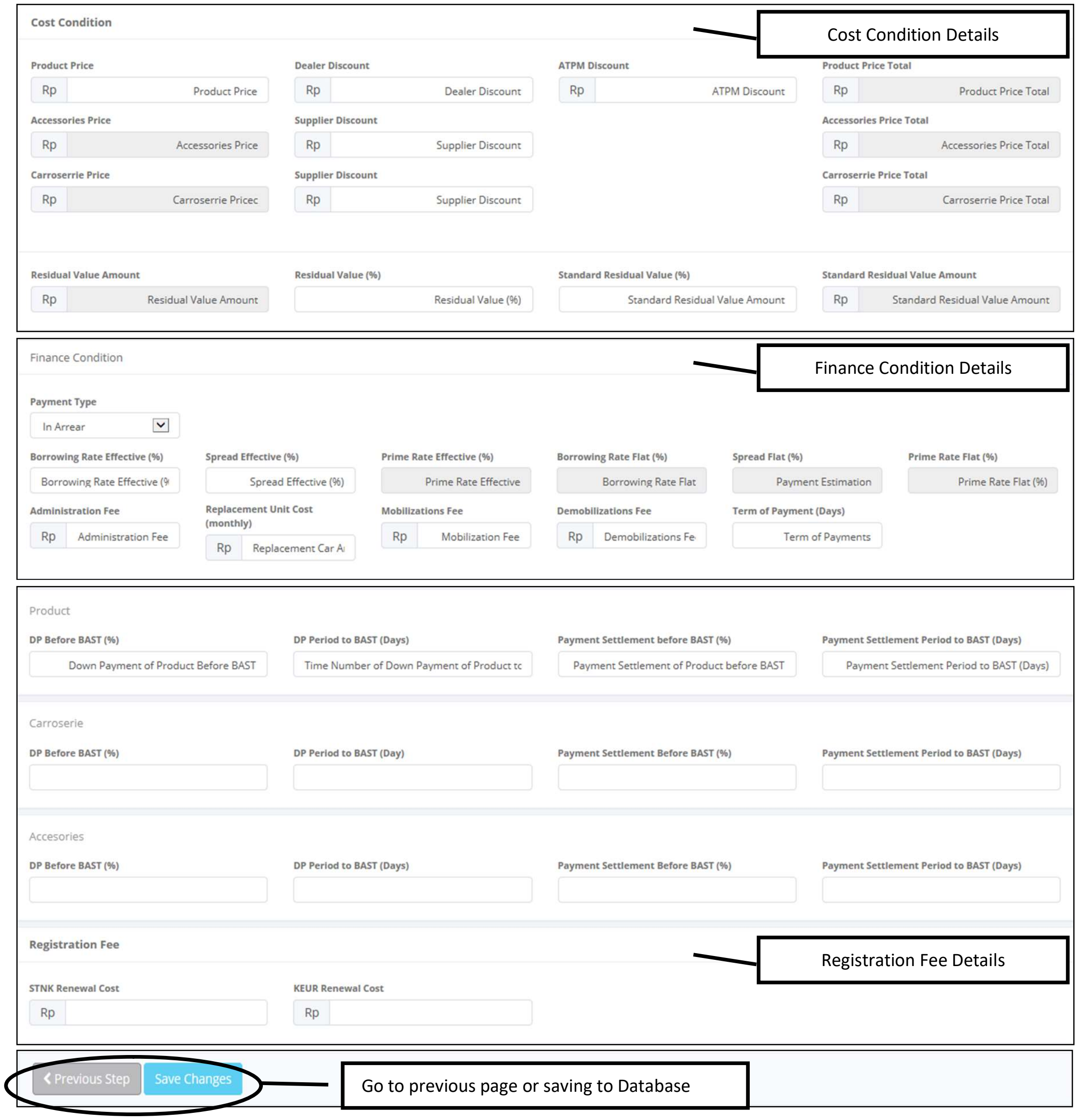


Picture 80. Customer Data Selection

4. All the remaining fields in Product Basic Information panel and Calculation panel can be input manually.
5. User can save a data on the system by clicking **Save Changes** button. There are several mandatory fields that should be inputted such as Product Registration Code, Customer Name, Start Date Usage Unit Plan, and so on. If blanks, system will notified it after clicking **Save Changes** button. After clicking **Save Changes** button system will notified if success or failed to save or submit a data. You also have a **Back** button, to return back to main page screen.
6. After success to input data, you can go to the next step by click icon as follows:

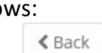
Picture 81. Next Step Icon

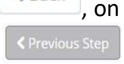
3.3.3.2 Step 2:

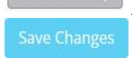


Picture 82. Create new a Calculation of Operating Lease – Step 2

Once the Step 2 page opened, there are 3 buttons that will be displayed on the screen, are as follows:

1. 

, on the top-left corner of the screen.
2. 

, on the bottom-left corner of the screen.
3. 

, on the right after 

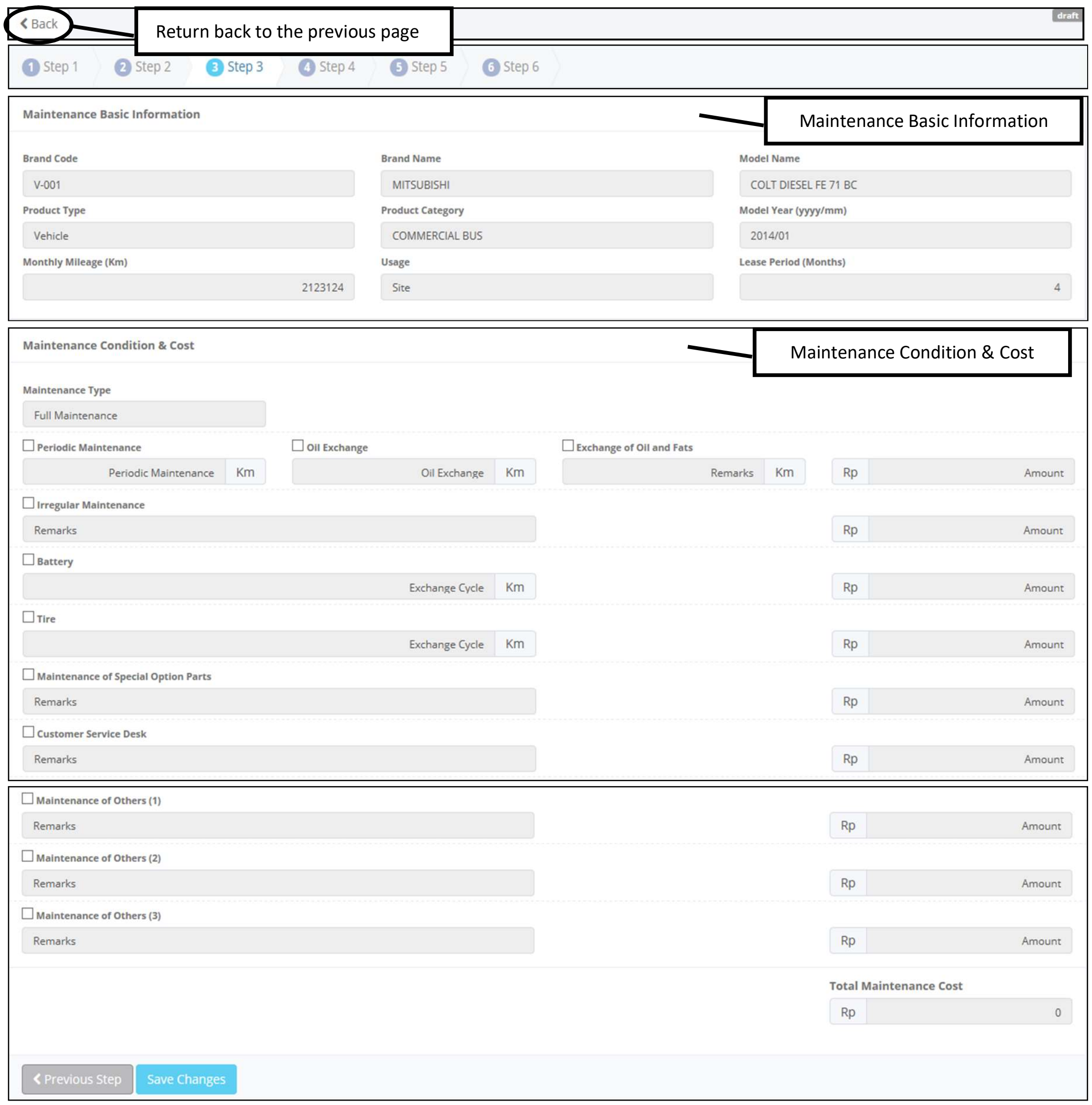
button

When filling step 2 form:

1. All remaining fields in Product can be inputted manually.
2. User can save a data on the system by clicking **Save Changes** button. After clicking **Save Changes** button system will notified if success or failed to save or submit a data. You also have a **Back** button, to return back to main page screen.
3. After success to input data, you can go to the next step by click icon as follows:

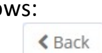
Picture 83. Next Step Icon

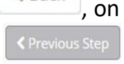
3.3.3.3 Step 3:



Picture 84. Create new a Calculation of Operating Lease – Step 3

Once the Step 3 page opened, there are 3 buttons that will be displayed on the screen, are as follows:

1. 

, on the top-left corner of the screen.
2. 

, on the bottom-left corner of the screen.

3. 

, on the right after 

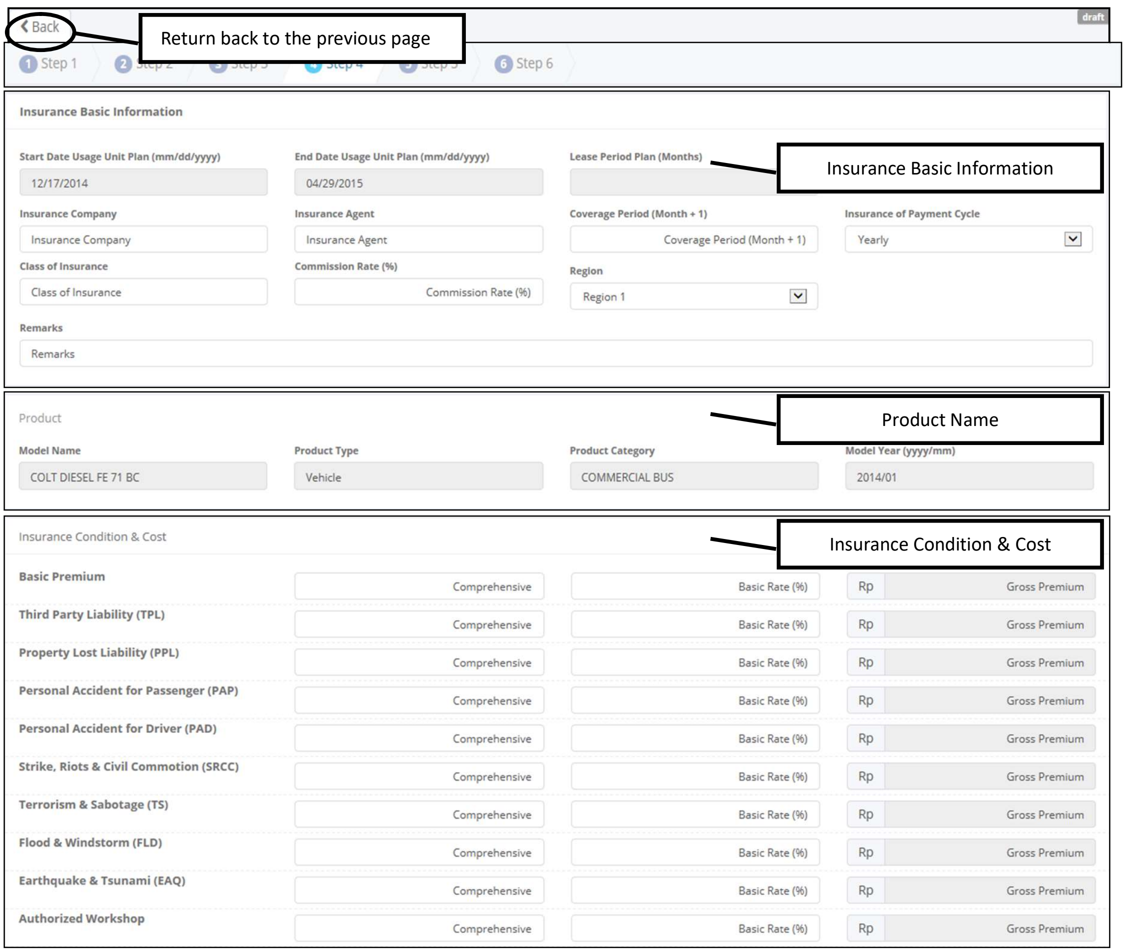
button

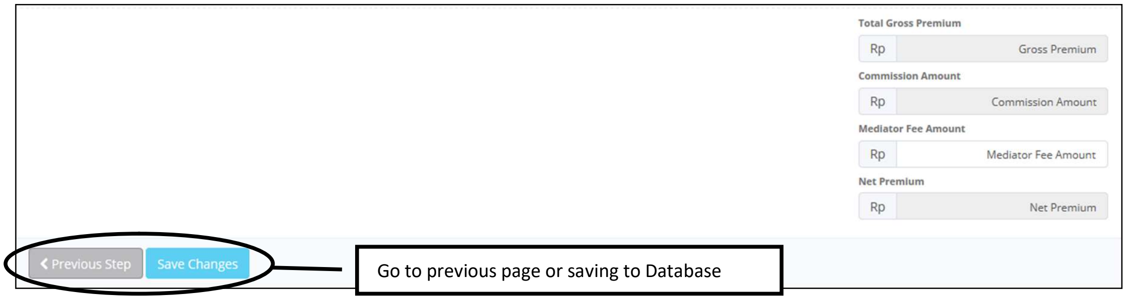
When filling step 3 form:

1. All the remaining fields in can be inputted manually.
2. User can save a data on the system by clicking **Save Changes** button. After clicking **Save Changes** button system will notified if success or failed to save or submit a data. You also have a **Back** button, to return back to main page screen.
3. After success to input data, you can go to the next step by click icon as follows:

Picture 85. Next Step Icon

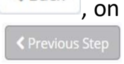
3.3.3.4 Step 4:





Picture 86. Create new a Calculation of Operating Lease – Step 4

Once the Step 4 page opened, there are 3 buttons that will be displayed on the screen, are as follows:

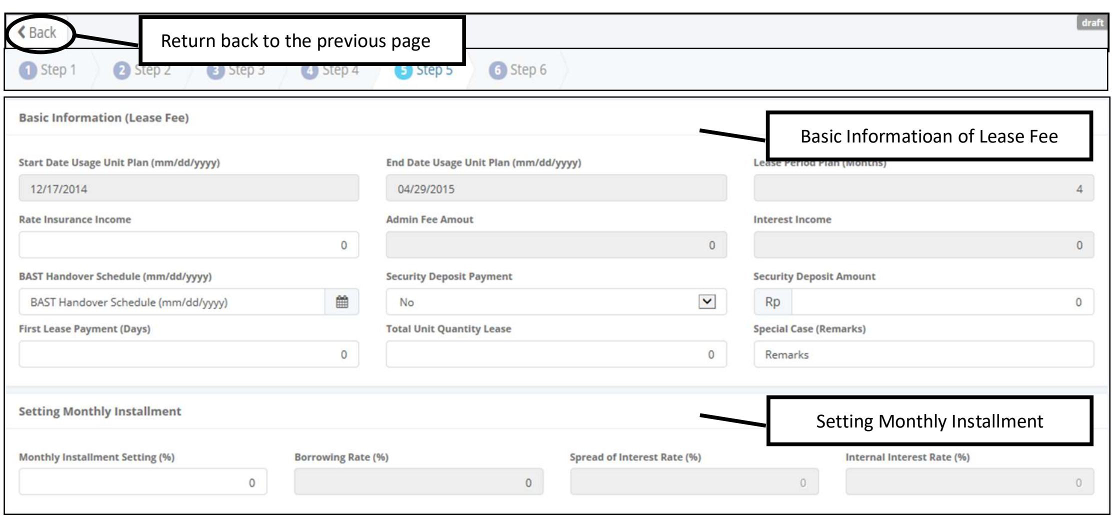
1.  , on the top-left corner of the screen.
2.  , on the bottom-left corner of the screen.
3.  , on the right after  button

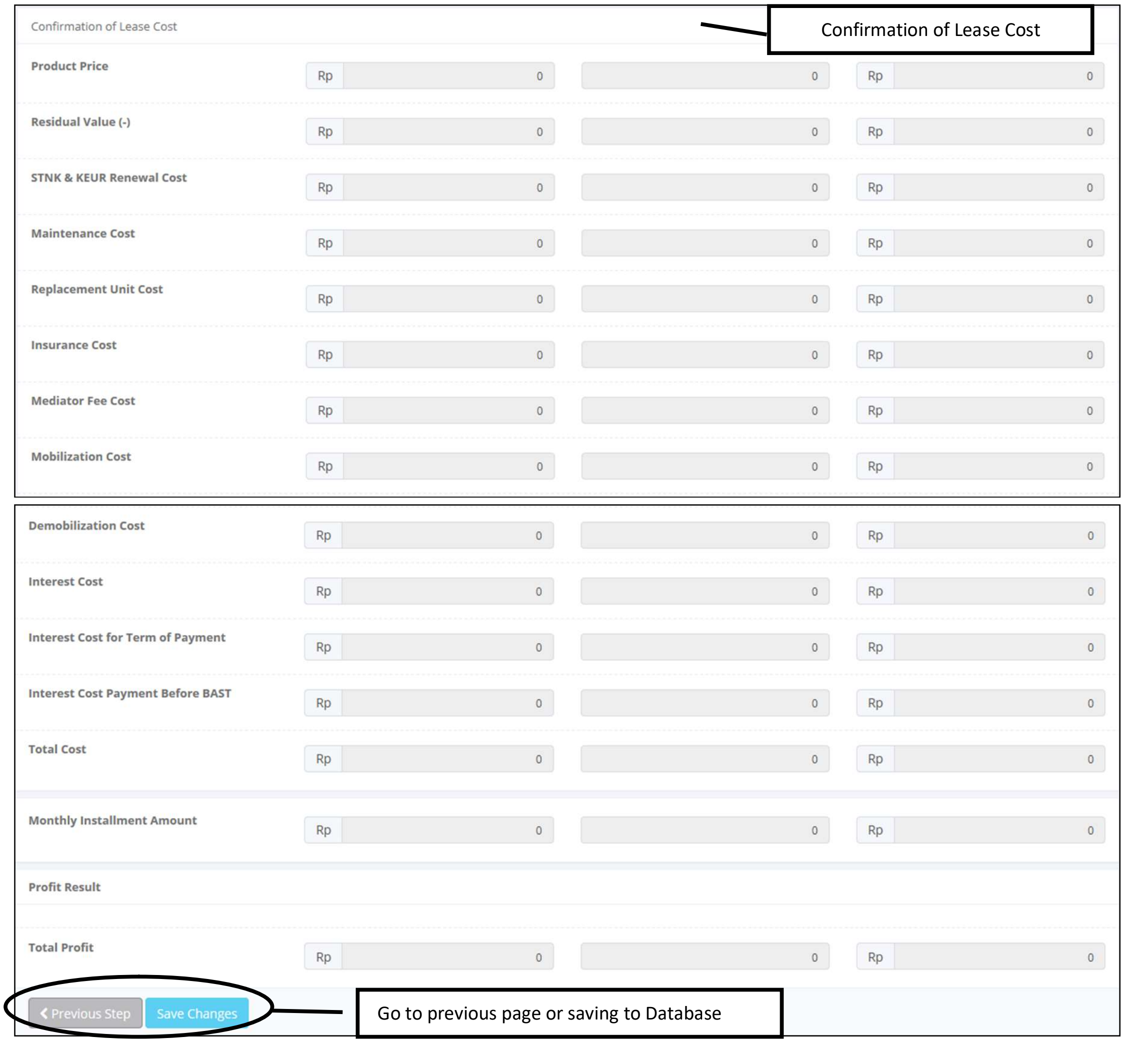
When filling step 3 form:

1. All the remaining fields in can be inputted manually.
2. User can save a data on the system by clicking **Save Changes** button. After clicking **Save Changes** button system will notified if success or failed to save or submit a data. You also have a **Back** button, to return back to main page screen.
3. After success to input data, you can go to the next step by click icon as follows:

Picture 87. Next Step Icon

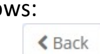
3.3.3.5 Step 5:

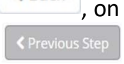


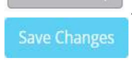


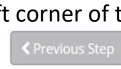
Picture 88. Create new a Calculation of Operating Lease – Step 4

Once the Step 5 page opened, there are 3 buttons that will be displayed on the screen, are as follows:

1. 

, on the top-left corner of the screen.
2. 

, on the bottom-left corner of the screen.
3. 

, on the right after 

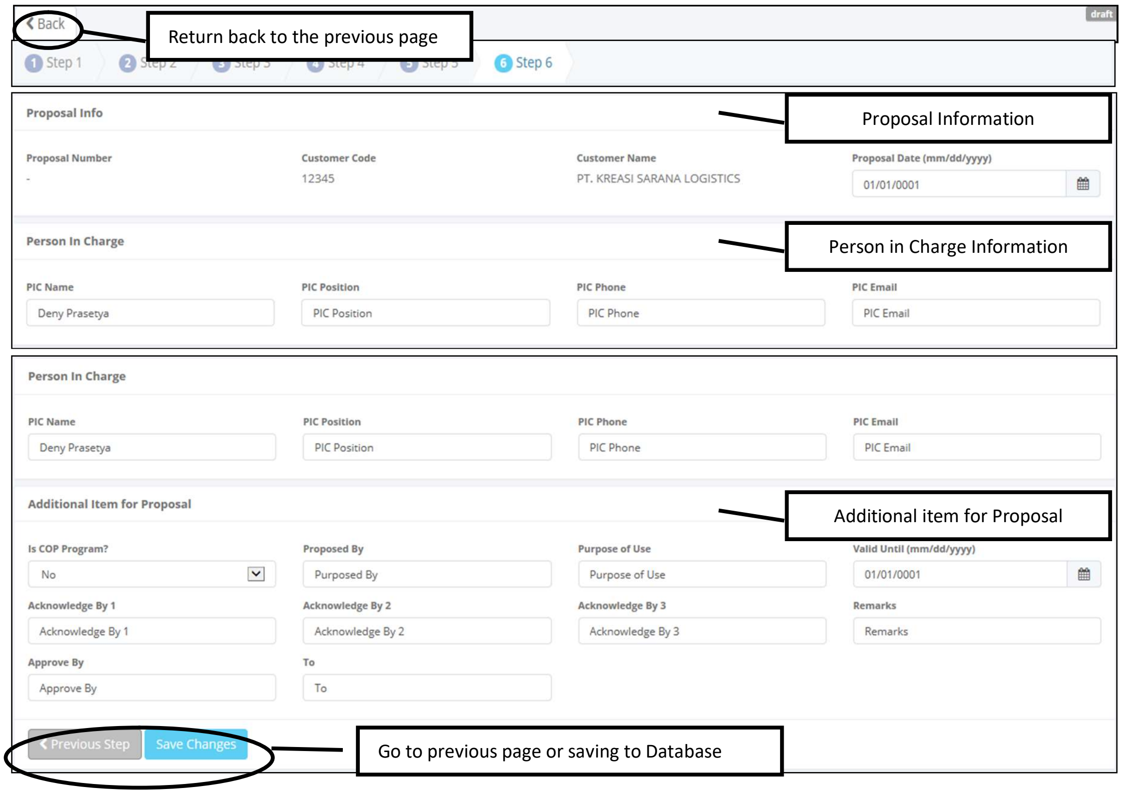
button

When filling step 3 form:

1. All the remaining fields in can be inputted manually.
2. User can save a data on the system by clicking **Save Changes** button. After clicking **Save Changes** button system will notified if success or failed to save or submit a data. You also have a **Back** button, to return back to main page screen.
3. After success to input data, you can go to the next step by click icon as follows:

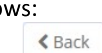
Picture 89. Next Step Icon

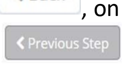
3.3.3.6 Step 6:

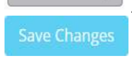


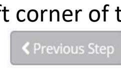
Picture 90. Create new a Calculation of Operating Lease – Step 4

Once the Step 6 page opened, there are 3 buttons that will be displayed on the screen, are as follows:

1. 

, on the top-left corner of the screen.
2. 

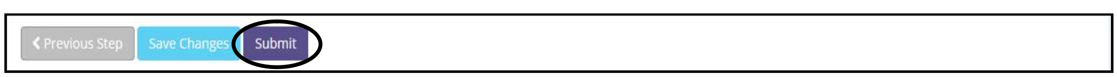
, on the bottom-left corner of the screen.
3. 

, on the right after 

button

When filling step 3 form:

1. All the remaining fields in can be inputted manually.
2. After success to input data, you can go to the next step by click icon as follows:



Picture 91. Next Step Icon

3. User can save a data on the system by clicking **Save Changes** or **Submit** button. Ensure that you actually want to **Submit** a record, because the records cannot be reserved and update after submitted by user. For authorized user, they still can be updating after submitted. But don't be afraid, if you don't have an authorization, data still can be updated as long as draft. You also have a **Back** button, to return back to main page screen..

3.3.4 Edit Calculation of Operating Lease Record

If user wants to edit a calculation of operating lease, click on the left column of the records at the list of calculation.

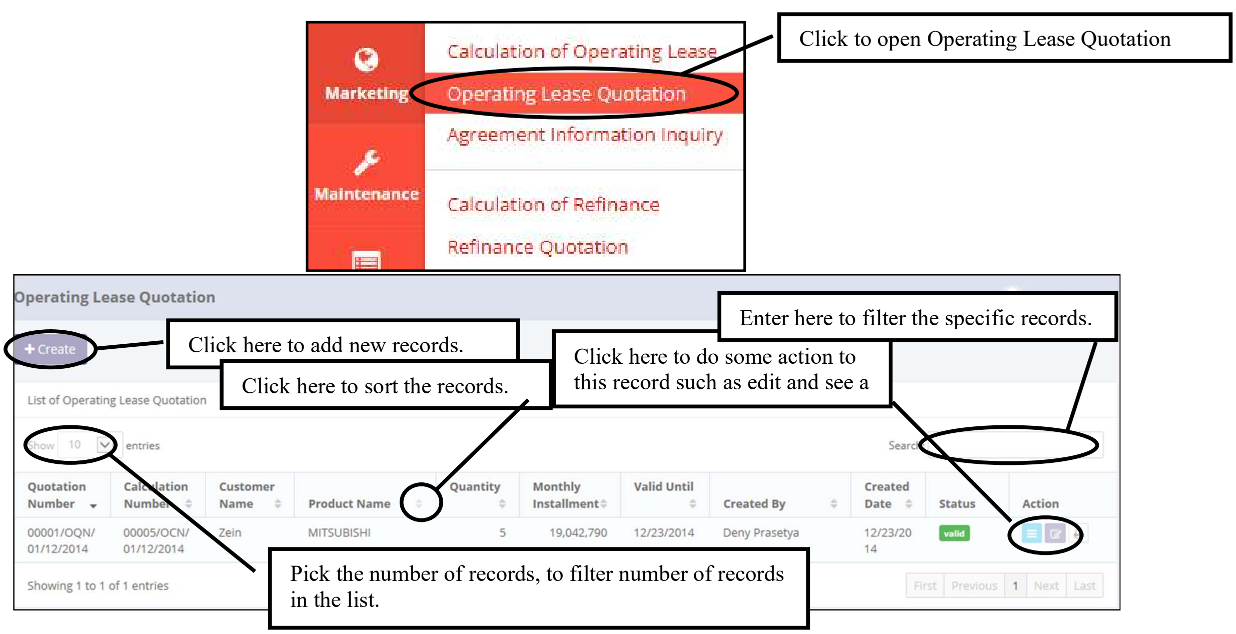
Picture 92. Edit Calculation

When the Edit form opened, it will open a form like in 3.4.1 and you can do editing things like in 3.4.3.

3.4 Quotation of Operating Lease

The Quotation of operating lease is designed to facilitate and maintain the quotation process for operating lease that had to be done manually before. Also on this feature user can print the quotation by system. This function are consist of several information, there are; basic product information, Quotation information and so on. Although each user can draft, save changes, submit, and view their respective data only authorized user, such as managers or supervisor can changes the status (draft, submitted, active, inactive) their information or records by using the system.

At the beginning, user can open quotation of operating lease by clicking the 'Quotation of Operating Lease' on the list of Marketing menus. Once clicked the menus, system will display the Quotation of Operating Lease page. This page may show a quotation list, which is done inputted including status that processed by user. When opening the Quotation of Operating Lease page it may look as follows:

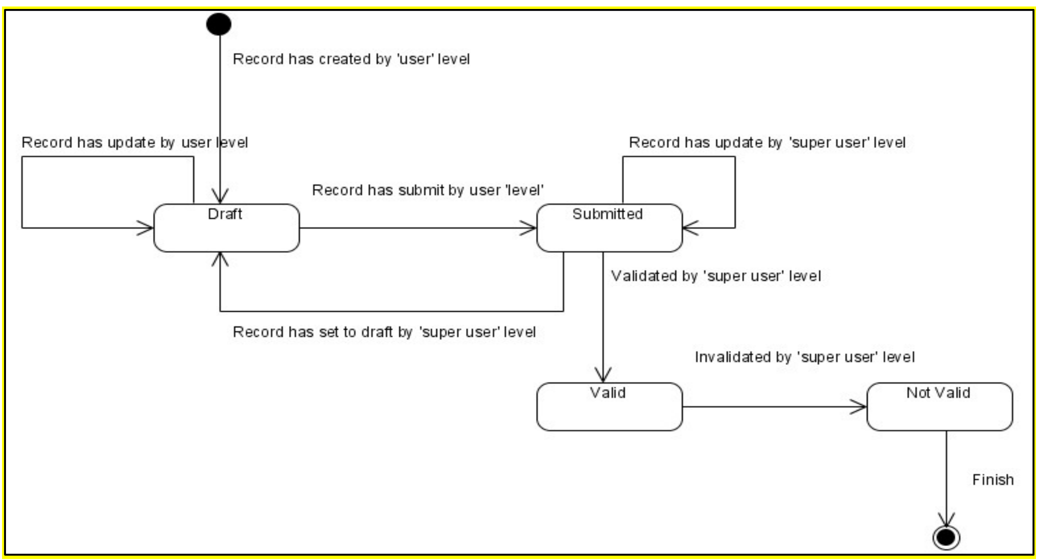


Picture 93. Main Page of Operating Lease Quotation

Only authorized user have access to all records in order to keep them up to date. This page provides following functions:

1. Create a quotation of operating lease by opening 'Create' page. To open this page user can click **+Create**, on the top-left of the list of Quotation of Operating Lease.
2. Open details of Quotation by click , on the rightmost column at the list.
3. Editing a Quotation data using edit menu. User can click on the rightmost column at the list.
4. Print Operating Lease Quotation by click on the rightmost column of the list.
5. Filter and sort a data that appears on the list. To do this function user can do as follows:
   j) Click to sort a record ascending or descending.
   k) Filter a numbers of record by selecting Show 10 entries.
   l) Filter a records by input a keywords at Search: .

Quotation of Operating Lease function will have some business rules for status when processing a data. The picture below is describing transition of status that performed by user when using this features. In this features (validate and invalidate), process triggered on the operating lease quotation module. If the quotation already validate, so the status of Quotation will be valid too, and vice versa.



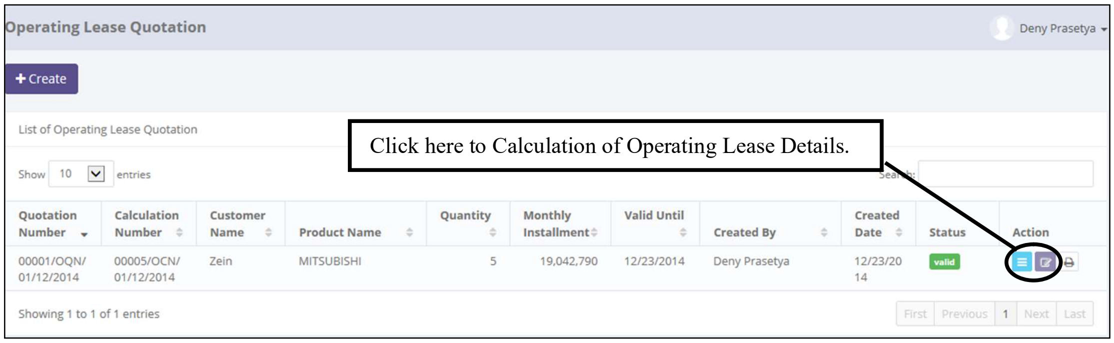
Picture 94. Workflow of status on Quotation of Refinance

In the beginning, when new Quotation created by user, the status will be saved as **draft**. After saved, the records submitted by user, the status will be changes to **submitted**. Once it done, record can be validate by authorized user, then the status will be changes to **valid**. If the quotation already validate, so the status of Quotation will be valid too, and vice versa. If the authorized user want the records changes by member, the authorized user can Set to Draft the record, then the status records will be changes to **draft** automatically.

In special cases, if the authorized user want records to be invalidate, they can do Invalidate process, and the status will be **invalid**.

3.4.1 Details of Quotation of Operating Lease

To open details in Quotation of Operating Lease, click sub menu 'Operating Lease Quotation' in Marketing module. Below is figure of main page of Quotation of Refinance:



Picture 95. Main Page of Quotation of Refinance

Once user clicking ☰, system will open details of Quotation of Refinance. This page displays all information related to quotations which have been inputted by user. When the details page opens it may look as follows:

Picture 96. Details of Quotation of Operating Lease

Once the Quotation has been created, draft status is displayed on the top-right corner. If the data already confirm, user can submit the Quotation by clicking Submit. Once it done, system quotation status will be change to submitted, then system will return back to main page of Quotation of Operating Lease (see picture 96). And also system will notify success/ failure message like this:

Picture 97. Submit process notification

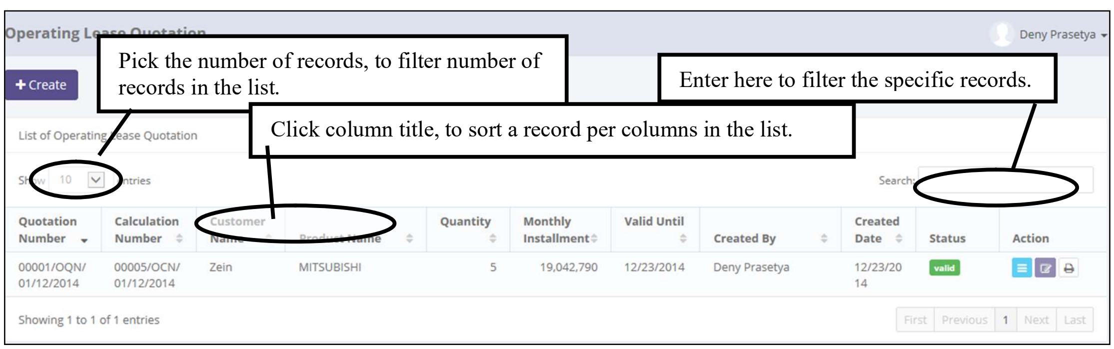
If user feels the Quotation needs return back to draft, user can open details page of quotation (see picture 96). Once it opened, submitted status is displayed on the top-right corner. If submitted data already confirm, user can click Set to Draft button, then system will return back to main page of Quotation of Refinance (see picture 96). And also system will notify success/failure message like this:

Picture 98. Set to draft process notification

As long as the Quotation of Operating Lease record still not validate, user can changes the status from draft to submitted or vice versa.

3.4.2 Filter and Sort Quotation of Operating Lease

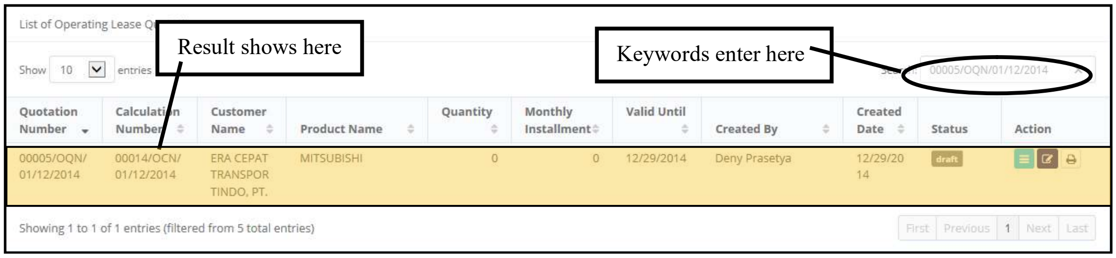
To open details quotation of operating lease, click sub menu 'Operating Lease Quotation' in Marketing module. Below is figure of main page of Quotation of Operating Lease:



Picture 99. Main Page of Quotation of Refinance

To filter the records there are two categories as follows:

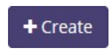
4. To sort the record by column, user can click column title on the table header.
5. Filter the number of records. User can select the number by picking this feature Show 10 entries on the screen. If the records have been filtered based on number, the amount of records that will be shown is same as the selected. For example if you want to display 10 product record, you can select 10.
6. Filter the records with the specific information. You can do it by entering the keywords on the Search: field. For example, you can enter name of product on the **search field**, and then press an **Enter** button on the keyboard. See the picture below:

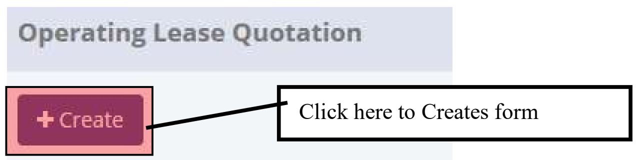


Picture 100. Filter and sort result on Main Page of Quotation of Refinance

Picture 1.

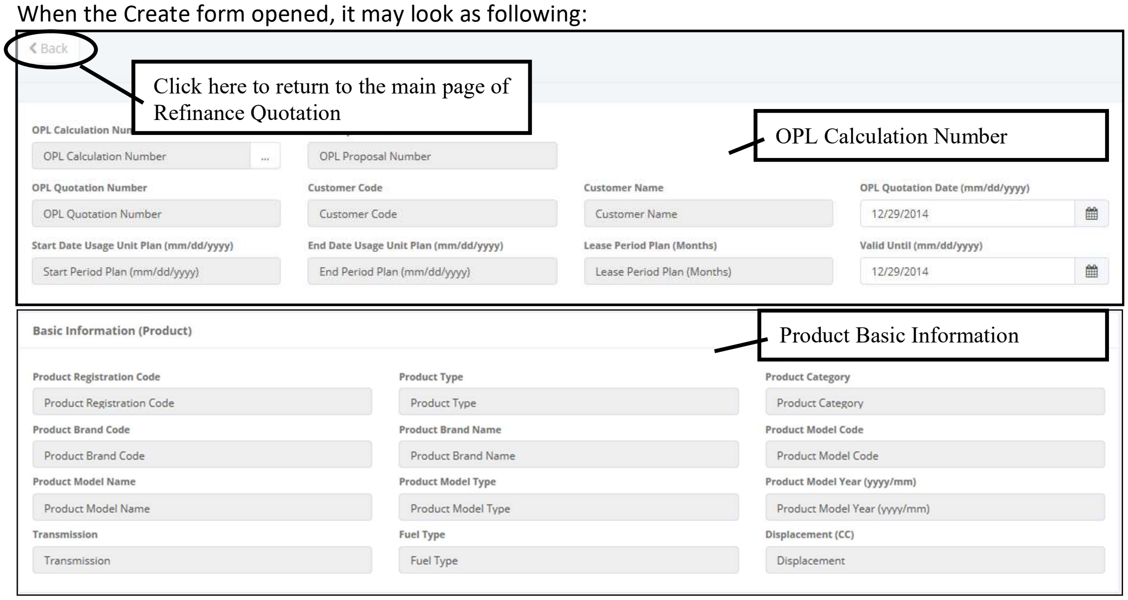
3.4.3 Create New Quotation of Refinance

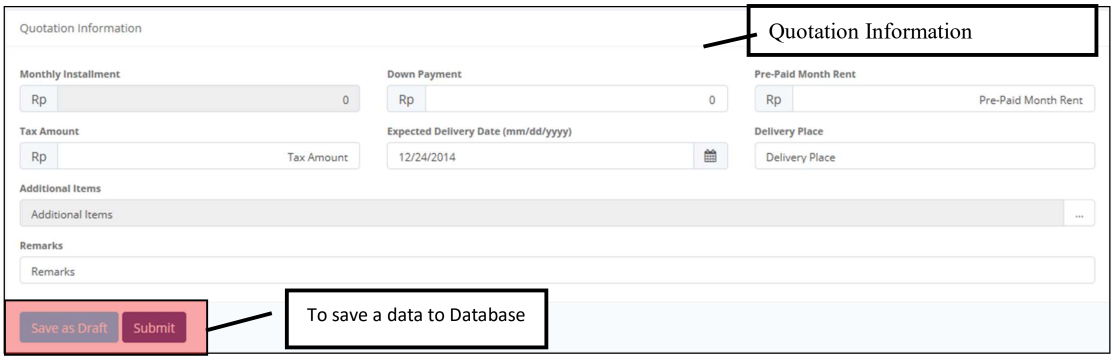
If user wants to create a new Quotation, click  on the top-left corner of the main page of Quotation of Refinance.



Picture 101. Create new button

When the Create form opened, it may look as following:





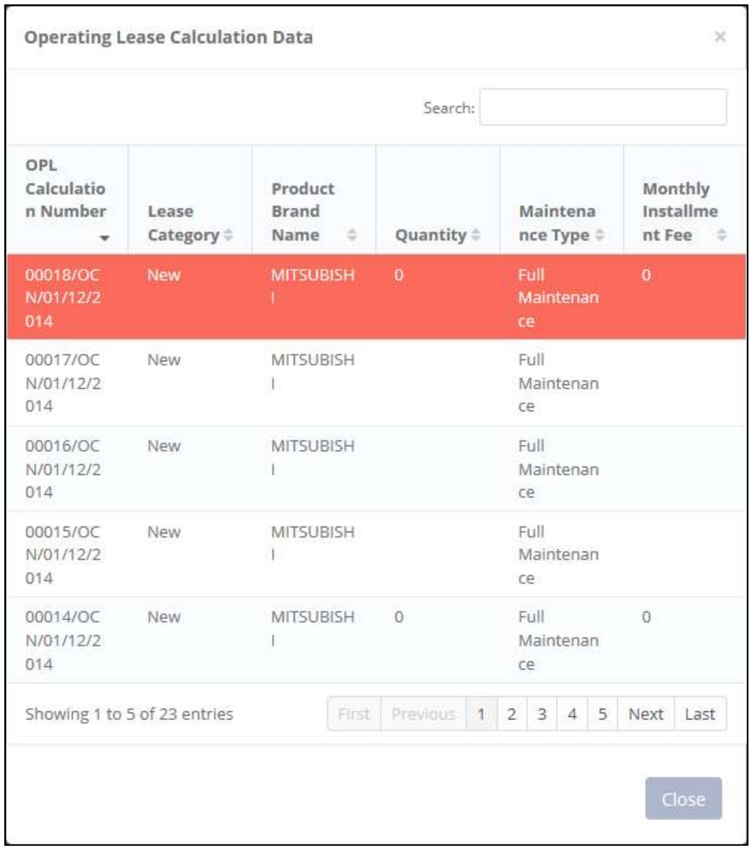
Picture 102. Create new a Quotation of Operating Lease

Once the Create screen opened, there are 3 buttons that will be displayed on the screen, as follows:

1. Back, on the top-left corner of the screen.
2. Save as Draft , on the bottom-left corner of the screen.
3. Submit, on the bottom-left corner of the screen.

When creating a new Quotation:

1. As default, Quotation of Operating Lease number will be generated automatically.
2. The first field to be input is the OPL Calculation Number. To enter its field, user can looking up a data then select the OPL Calculation Number on the look up form (only one record can be selected).

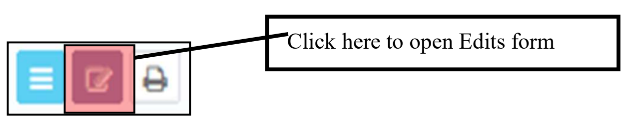
- 

Picture 103. Calculation of Operating Lease data selection

3. Once it done, the field will be filled out automatically and all the remaining fields in the OPL Quotation Header and Product Basic will be filled automatically. For the remaining field on the quotation information, it can be input manually.
4. User can save a data on the system by clicking **Save as Draft** or **Submit** button. Ensure that you actually want to **Submit** a record, because the records cannot be reserved and update after submitted by user. For authorized user, they still can update after submitted. But don't be afraid, if you don't have an authorization, data still can be updated as long as draft. After clicking **Save as Draft** or **Submit** button system will notified if success or failed to save or submit a data. You also have a **Back** button, to return back to main page screen. (see picture 99).

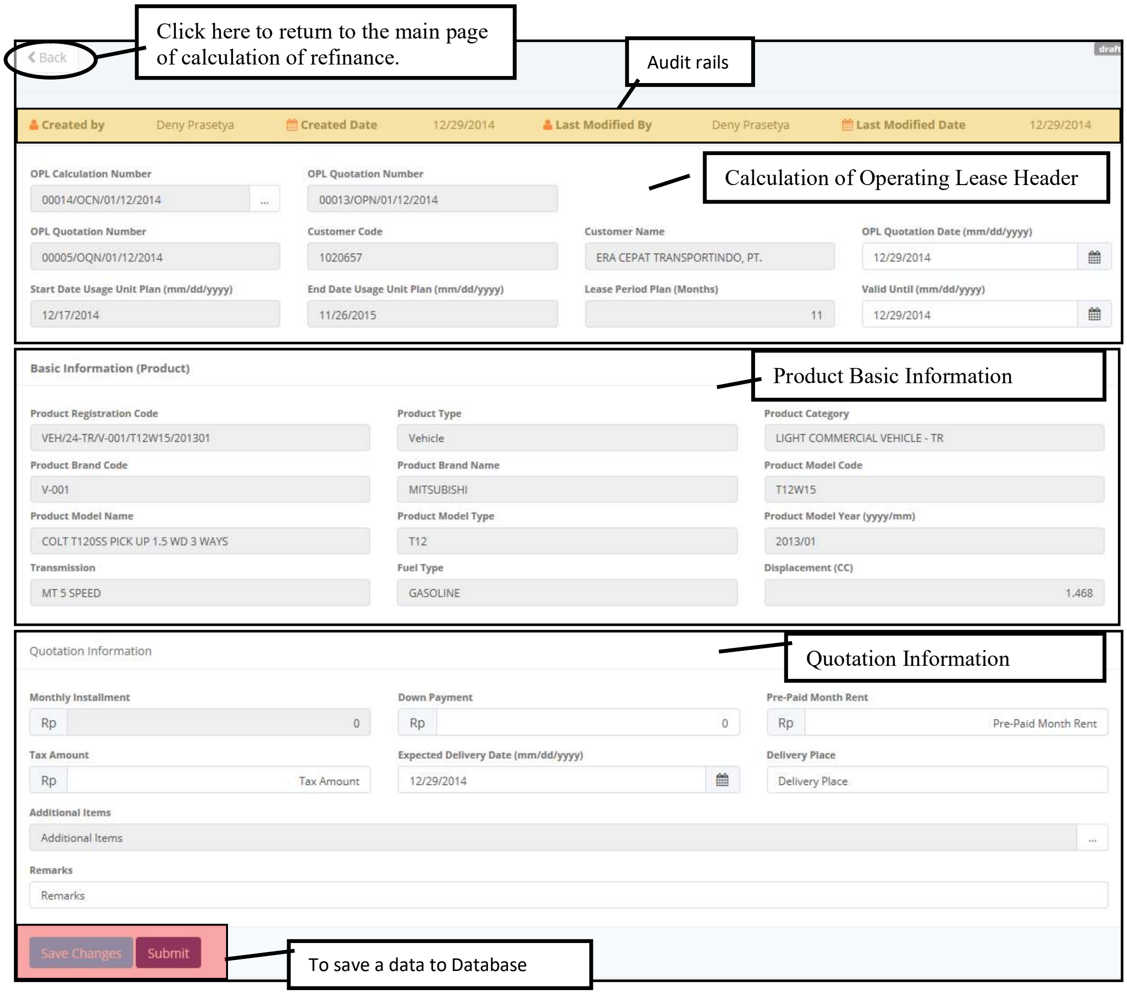
3.2.4 Edit Quotation of Operating Lease record

If user wants to edit a quotation of operating lease record, click on the left column of the records at the list of quotation.



Picture 104. Create new button

When the Edit form opened, it may look as following:



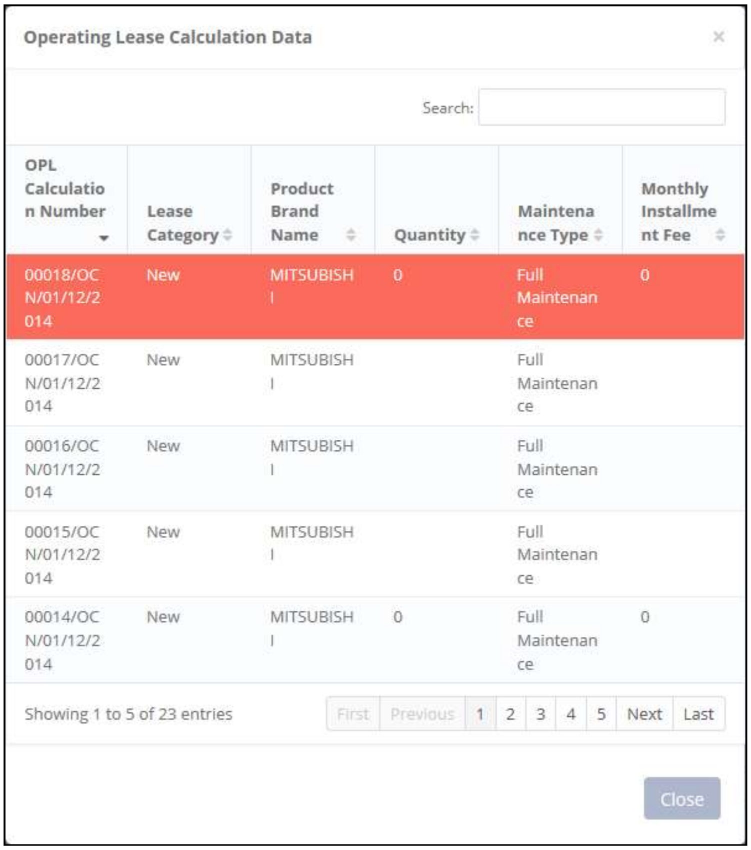
Picture 105. Edits a Quotation of Refinance

Once the Edit screen opened, there are 3 buttons that will be displayed on the screen, are as follows:

1. Back, on the top-left corner of the screen.
2. Save Changes, on the bottom-left corner of the screen.
3. Submit, on the bottom-left corner of the screen.

When editing a Quotation:

1. As default, Quotation of Operating Lease number will be generated automatically.
2. The first field to input is the Refinance Calculation Number. To edit, user can looking up a data then select the Refinance Calculation Number on the look up form (only one record can be selected).


Operating Lease Calculation Data

Search:

OPL Calculation Number	Lease Category	Product Brand Name	Quantity	Maintenance Type	Monthly Installment Fee
00018/OCN/01/12/2014	New	MITSUBISHI	0	Full Maintenance	0
00017/OCN/01/12/2014	New	MITSUBISHI		Full Maintenance	
00016/OCN/01/12/2014	New	MITSUBISHI		Full Maintenance	
00015/OCN/01/12/2014	New	MITSUBISHI		Full Maintenance	
00014/OCN/01/12/2014	New	MITSUBISHI	0	Full Maintenance	0

Showing 1 to 5 of 23 entries

First Previous 1 2 3 4 5 Next Last

Close

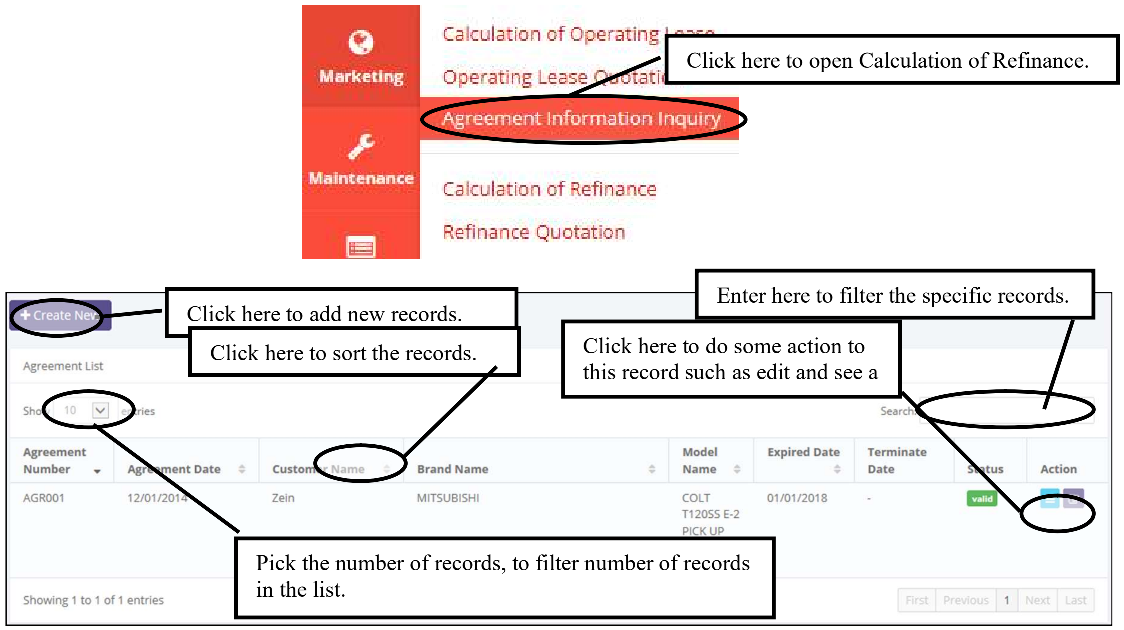
Picture 106. Editing Quotation of Operating List

3. Once it done, the field will be filled out automatically and all the remaining fields in the Refinance Quotation Header and Product Basic too. For the remaining field on the quotation information can be input manually.
4. If data already entered on the form, Net Sales field and Profits Amount will be calculated automatically.
5. User can save a data on the system by clicking **Save Changes** or **Submit** button. Ensure that you actually want to **Submit** a record, because the records cannot be reserved and update after submitted by user. For authorized user, they still can update after submitted. But don't be afraid, if you don't have an authorization, data still can be updated as long as draft. After clicking **Save Changes** or **Submit** button system will notified if it success or failed to save or submit a data. You also have a **Back** button, to return back to main page screen.

3.5 Agreement Information Inquiry

The Agreement Infromation Inquiry is designed to facilitate and maintain the process for make an agreement that had to be done manually before. The system simplifies the calculation process by filling out the input forms. This function are consist of several information, there are; quotation number, BAST date, agreement date and so on. Although each user can draft, save changes, submit, and view their respective data. Only authorized user, such as managers or supervisor can changes the status e.g. draft, submit, validate, invalidate, terminate, and generate periodic service and billing payment schedule by using the system.

At the beginning, user can open agreement information inquiry by clicking the ‘Agreement Information Inquiry’ on the list of Marketing menus. Once clicked the menus, system will display the Agreement Information Inquiry page. When opening the page it may look as following:

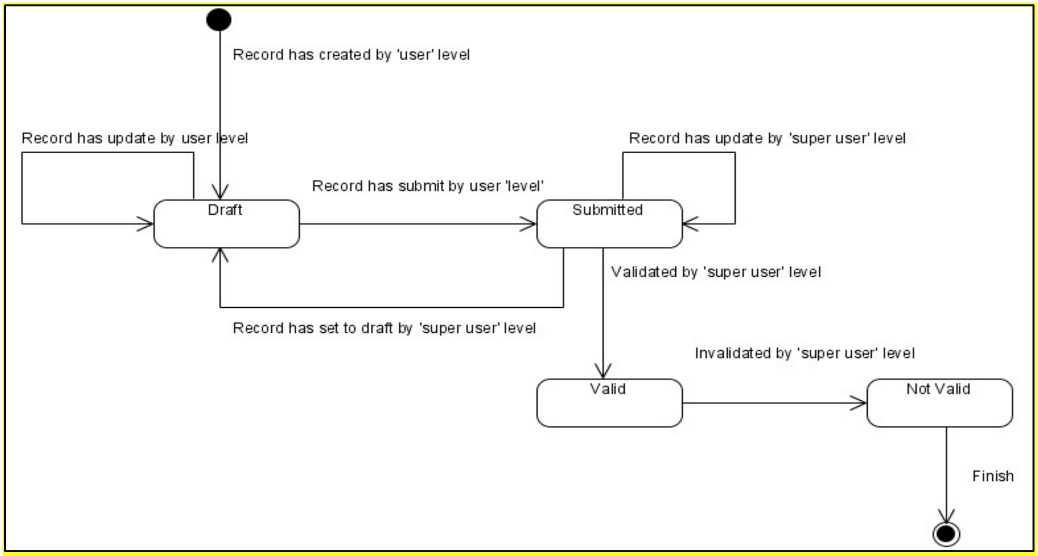


Picture 107. Main Page of Agreement Information Inquiry

Only authorized user have access to all records in order to keep them up to date. This page provides following functions:

1. Create a calculation of refinance by opening ‘Create’ page. To open this page user can click + Create, on the top-left of the list of refinance calculation.
2. Open details of calculation by click , on the rightmost column at the list.
3. Editing a calculation data using edit menu. User can click on the rightmost column at the list.
4. Filter and sort a data that appears on the list. To do this function user can do as follows:
   m) Click to sort a record ascending or descending.
   n) Filter a numbers of record by selecting Show 10 entries.
   o) Filter a records by input a keywords at Search: .

Agreement Information Inquiry function will have some business rules for status when processing a data. The picture below is describing transition of status that performed by user when using this features.



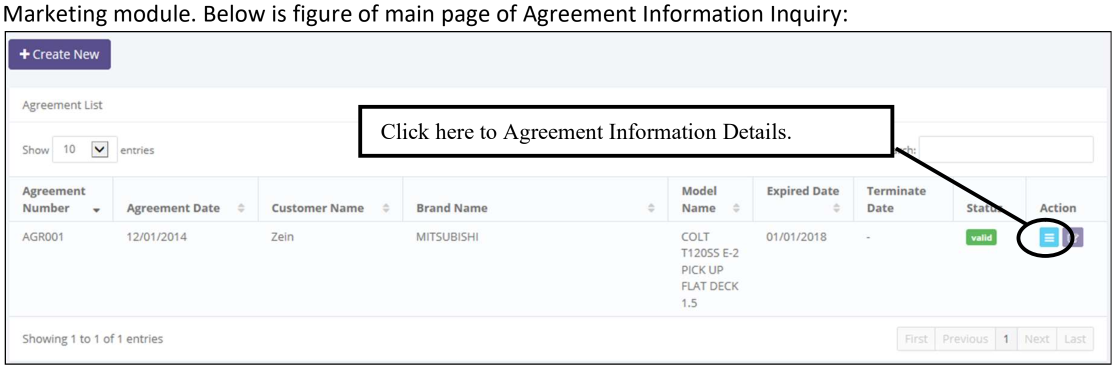
Picture 108. Workflow of Agreement Information Inquiry

In the beginning, when new agreement information created by user, the status will be saved as **draft**. After saved, the records can be submitted by user and the status will be changes to **submitted**. Once it done, record can be validate by authorized user, then the status will be changes to **valid**. If the authorized user want the records changes by member, the authorized user can Set to Draft the record, then the status records will be changes to **draft** automatically.

In special cases, if the authorized user want records to be invalidate, they can do Invalidate process, and the status will be **invalid**.

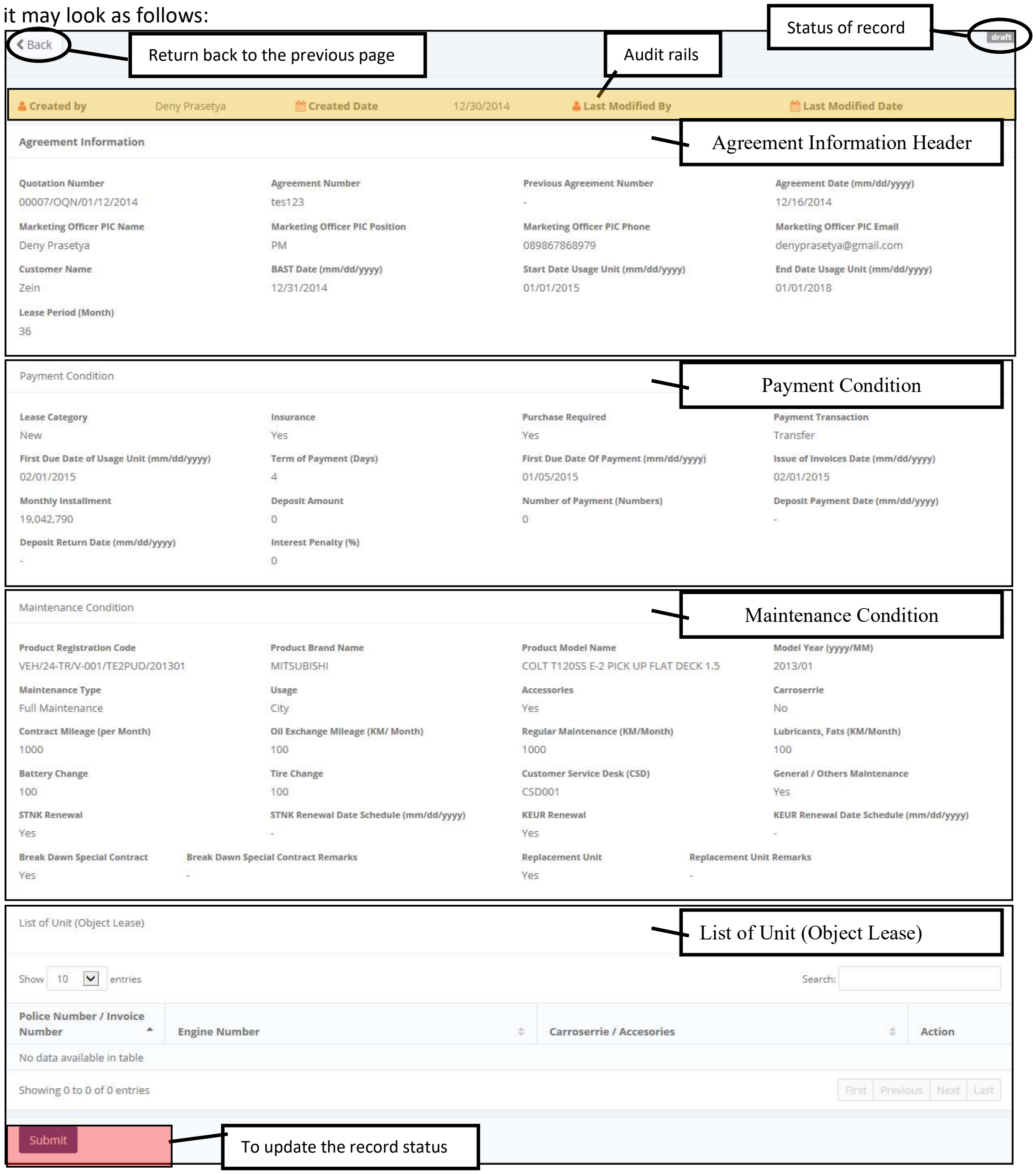
3.5.1 Details of Agreement Information Inquiry

To open details in agreement information inquiry, click sub menu 'Agreement Information Inquiry' in Marketing module. Below is figure of main page of Agreement Information Inquiry:



Picture 109. Details of Agreement Information Inquiry

Once user clicking , system will open details of agreement information. This page displays all information related to calculations which have been inputted by user. When the details page opens it may look as follows:



Picture 110. Details Page of Agreement Information Inquiry

Once the calculation has been created, draft status is displayed on the top-right corner. If the data already confirm, user can submit agreement information by clicking Submit. Once it done, system agreement information will be change to submitted, then system will return back to main page of agreement information (see picture 107). And also system will notify success/failure message like this:

Picture 111. Submit process notification

If user feels the agreement information needs return back to draft, user can open details page of agreement information (see picture 110). Once it opened, submitted status is displayed on the top-right corner. If submitted data already confirm, user can click Set to Draft button, then system will return back to main page of Agreement Information (see picture 107). And also system will notify success/failure message like this:

Picture 112. Set to Draft process notification

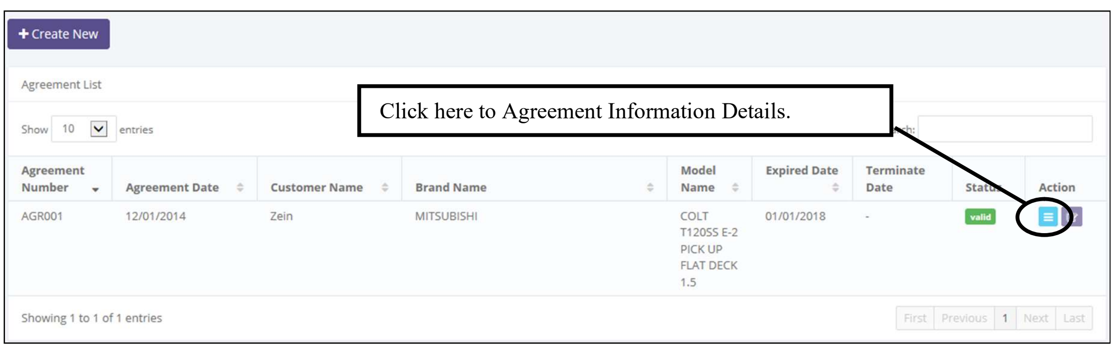
As long as the agreement information record still not validate*), user can changes the status from draft to submitted or vice versa.

<u>Notes:</u>

*) *Agreement Information can be validating if the record is* submitted. *(see section 3.5 Agreement Information Inquiry).*

3.5.2 Filter and Sort Agreement Information Inquiry

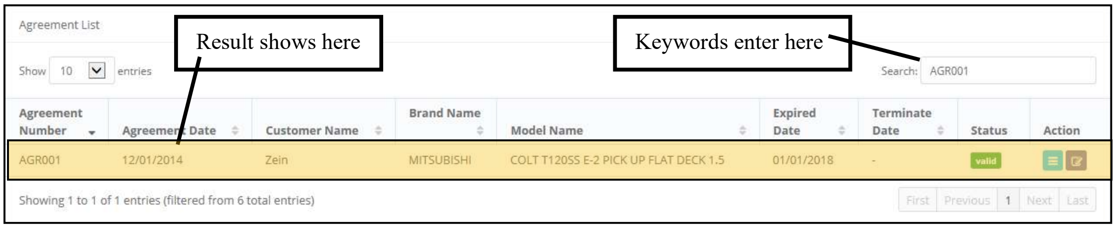
To open details Agreement Information Inquiry, click sub menu ‘Agreement Information Inquiry’ in Marketing module. Below is figure of main page of Agreement Information Inquiry:



Picture 113. Details of Agreement Information Inquiry

To filter the records there are two categories as follows:

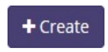
1. To sort the record by column, user can click column title on the table header.
2. Filter the number of records. User can select the number by picking this feature Show 10 entries on the screen. If the records have been filtered based on number, the amount of records that will be shown is same as the selected. For example if you want to display 10 product record, you can select 10.
3. Filter the records with the specific information. You can do it by entering the keywords on the Search: field. For example, you can enter name of product on the **search field**, and then press an **Enter** button on the keyboard. See the picture below:



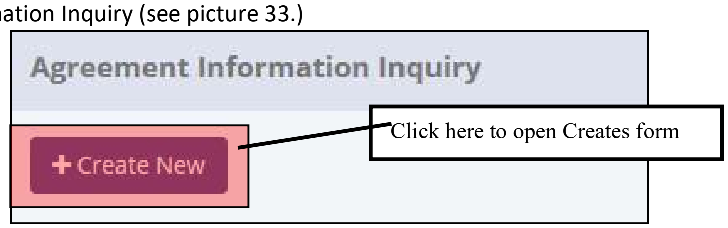
Picture 114. Filter and Sort Result on Main Page of Agreement Information Inquiry

Picture 2.

3.5.3 Create New Agreement Information Inquiry

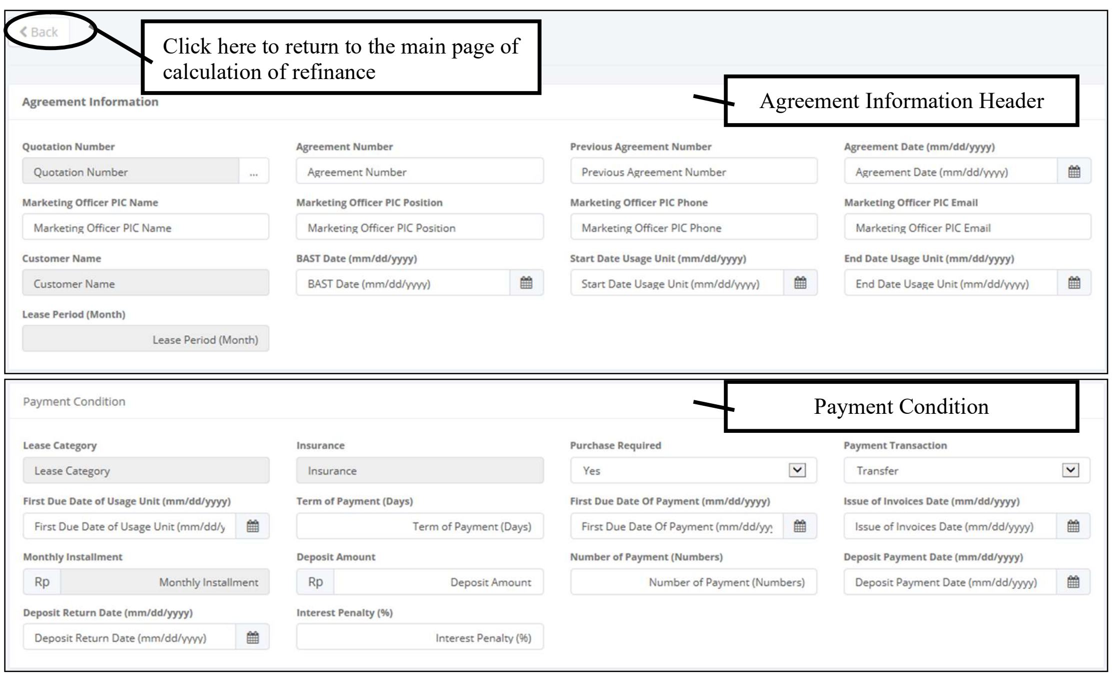
If user wants to create a new agreement, click 

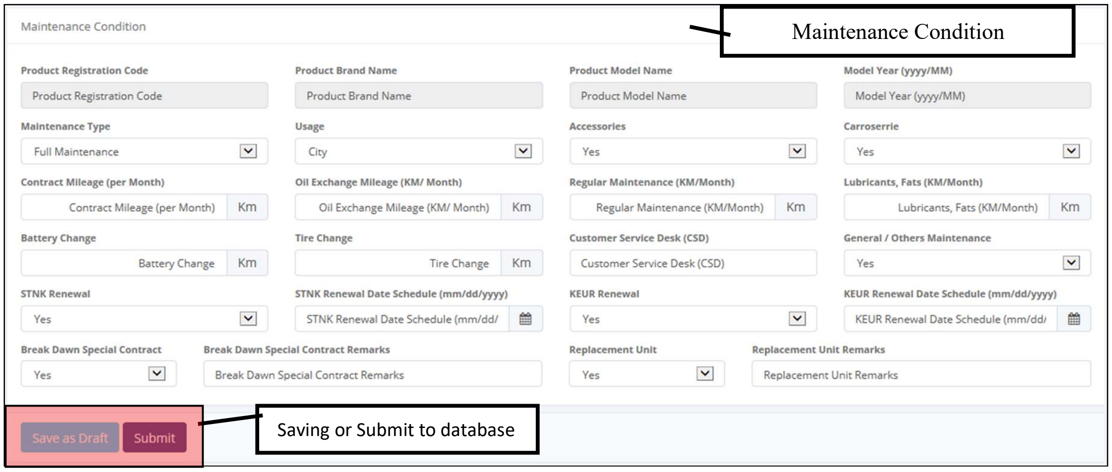
on the top-left corner of the main page of Agreement Information Inquiry (see picture 33.)



Picture 115. Create new Button

When the Create form opens it may look as following:





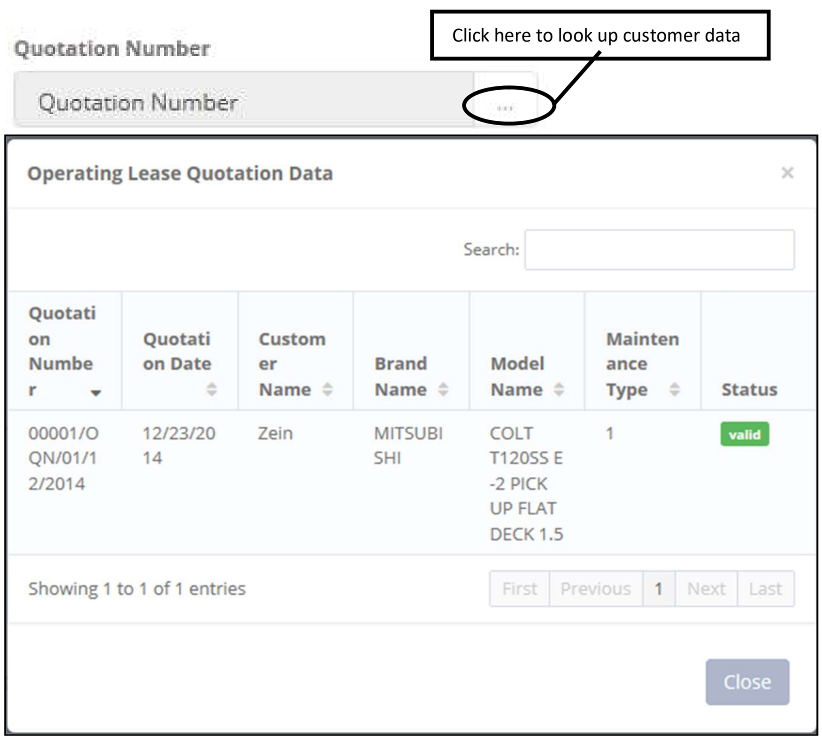
Picture 116. Create new Agreement Information

Once the Add New Product screen opens, there are 3 buttons that will be displayed on the screen, are as follows:

1. Back, on the top-left corner of the screen.
2. Save as Draft, on the bottom-left corner of the screen.
3. Submit, on the bottom-left corner of the screen.

When creating a new Agreement Information:

1. The first field to be input is the Quotation Number. To enter its field, user can looking up a quotation data then select the QuotationNumber (only one quotation data can be selected). Once it done, Quotation Number field will be filled out automatically.



Picture 117. Quotation Data Selection

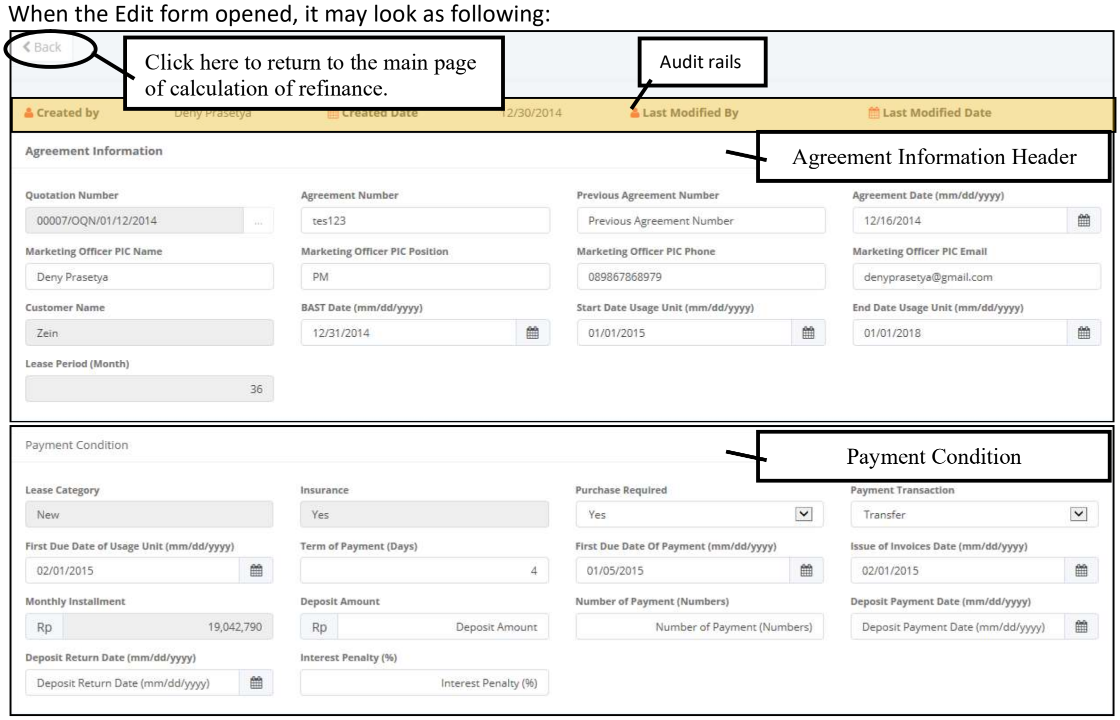
2. All the remaining fields in Agreement Information, Paymet, and Maintenance panel can be input manually.
3. User can save a data on the system by clicking **Save as Draft**, or **Submit** button. Ensure that you actually want to **Submit** a record, because the records cannot be reserved and update after submitted by user. For authorized user, they still can be updating after submitted. But don't be afraid, if you don't have an authorization, data still can be updated as long as draft. It can't leave as blanks. If blanks, system will notified it after clicking **Save as Draft** or **Submit** button. After clicking **Save as Draft** or **Submit** button system will notified if success or failed to save or submit a data. You also have a **Back** button, to return back to main page screen.

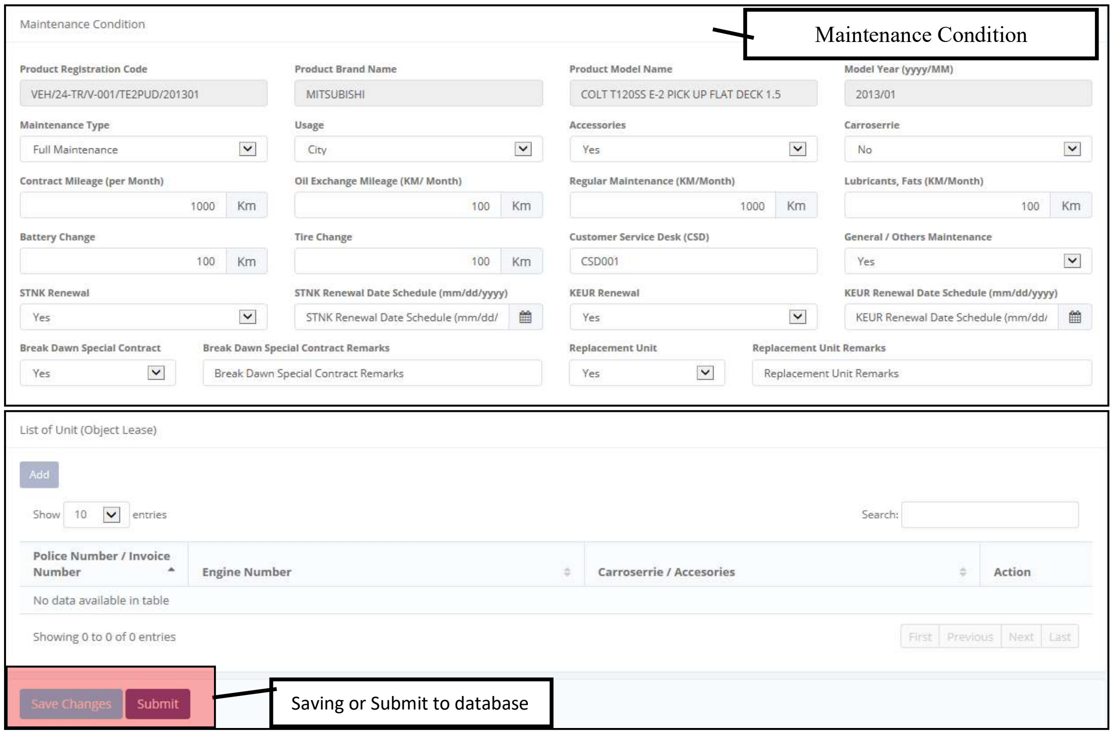
3.5.4 Edit Agreement Information Inquiry Record

If user wants to edit an agreement record, click  on the left column of the records at the list of agreement.

Picture 118. Edit Button

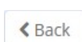
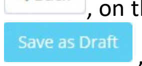
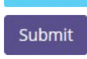
When the Edit form opened, it may look as following:





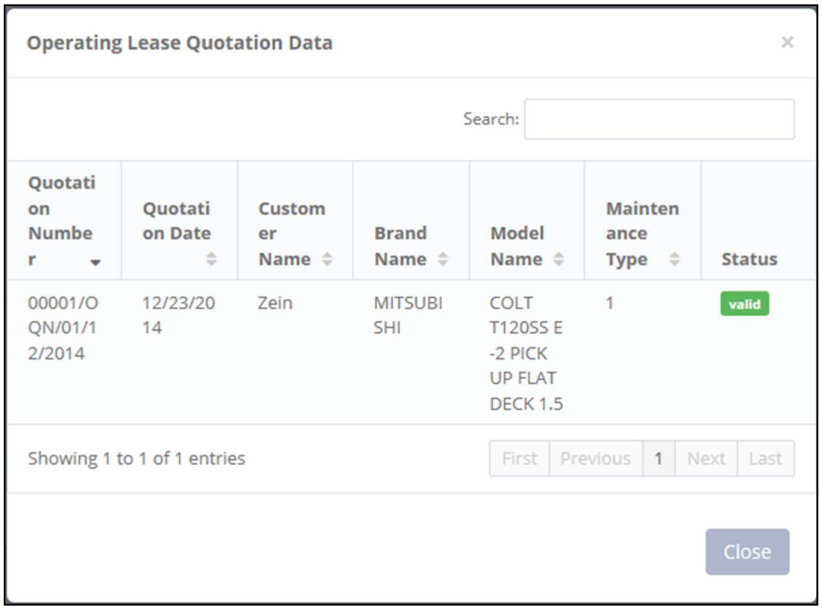
Picture 119. Edit Agreement Information

Once the Edit screen opened, there are 2 buttons that will be displayed on the screen as follows:

1.  , on the top-left corner of the screen.
2.  , on the bottom-left corner of the screen.
3.  , on the bottom-left corner of the screen.

When creating a new Agreement Information:

1. The first field to be input is the Quotation Number. To enter its field, user can looking up a quotation data then select the QuotationNumber (only one quotation data can be selected). Once it done, Quotation Number field will be filled out automatically.



Picture 120. Quotation Data Selection

2. All the remaining fields in Agreement Information, Paymet, and Maintenance panel can be input manually.
3. User can save a data on the system by clicking **Save as Draft**, or **Submit** button. Ensure that you actually want to **Submit** a record, because the records cannot be reserved and update after submitted by user. For authorized user, they still can be updating after submitted. But don't be afraid, if you don't have an authorization, data still can be updated as long as draft. It can't leave as blanks. If blanks, system will notified it after clicking **Save as Draft** or **Submit** button. After clicking **Save as Draft** or **Submit** button system will notified if success or failed to save or submit a data. You also have a **Back** button, to return back to main page screen.

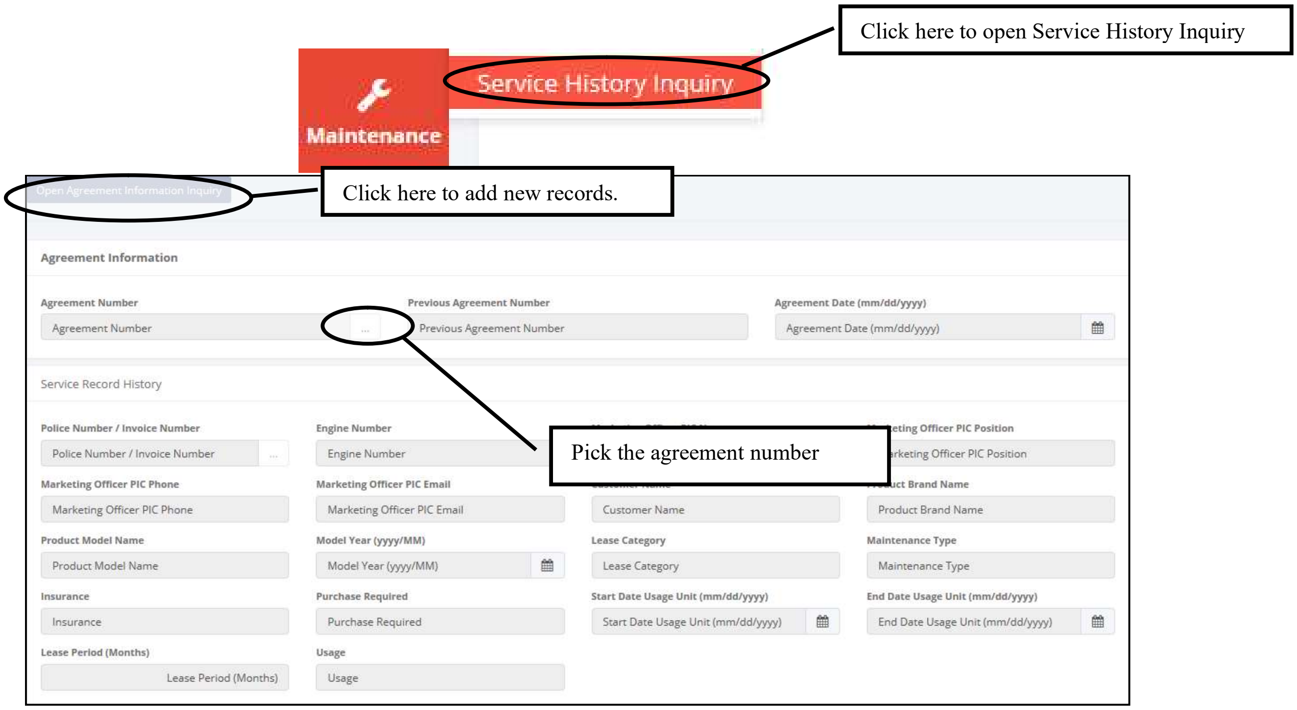
4. Maintenance Module

Operating Lease Support System includes Maintenance Module features; Service History Inquiry. The features will be described in the subsequent sections. The Maintenance menu of Operating Lease Support System serves as the basic access to maintenance module and records all data. With the maintenance menu, you will be able to utilize features of maintenance module, including information that will be adjusted through other features of Operating Lease Support System.

Additionally you can enter a record, make changes, and inspect a detail record. The features and data contained in your Operating Lease Support System menu are limited by your security and data authorization settings so you may not be able to access all features.

4.1 Service History Inquiry

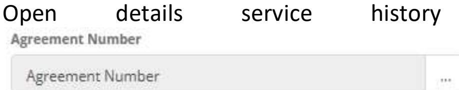
At the beginning, user can open service history inquiry by clicking the 'Service History Inquiry' on the list of Maintenance menus. Once clicked the menus, system will display the Service History Inquiry page. When opening the page it may look as following:

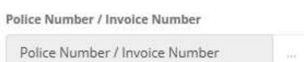


Picture 121. Service History Inquiry

This page provides following functions:

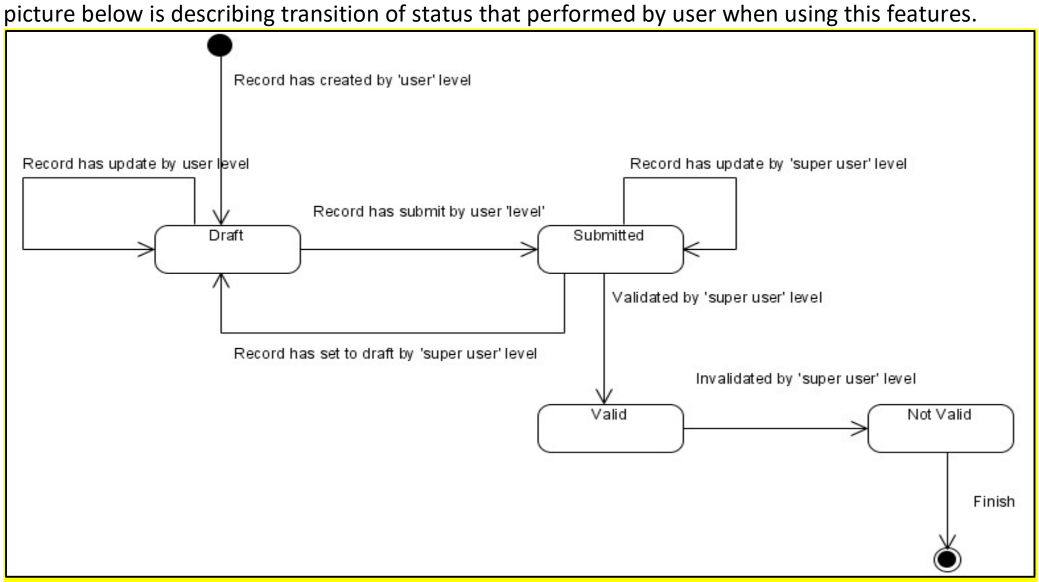
1. Open Agreement Information Inquiry. Go to Agreemenet Information by click 

, on the top-left of the list of Service History Inquiry.
2. Open details service history by choose Agreement Number 

and Police Number/Invoice Number 

.

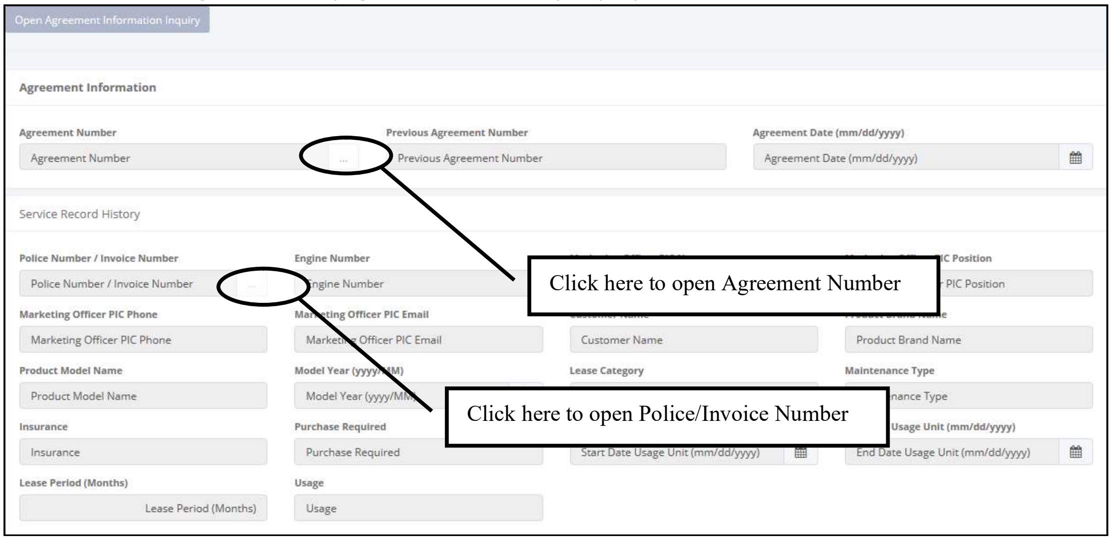
Service History Inquiry function will have some business rules for status when processing a data. The picture below is describing transition of status that performed by user when using this features.



Picture 122. Workflow of Service History Inquiry

4.1.1 Open Service History Inquiry

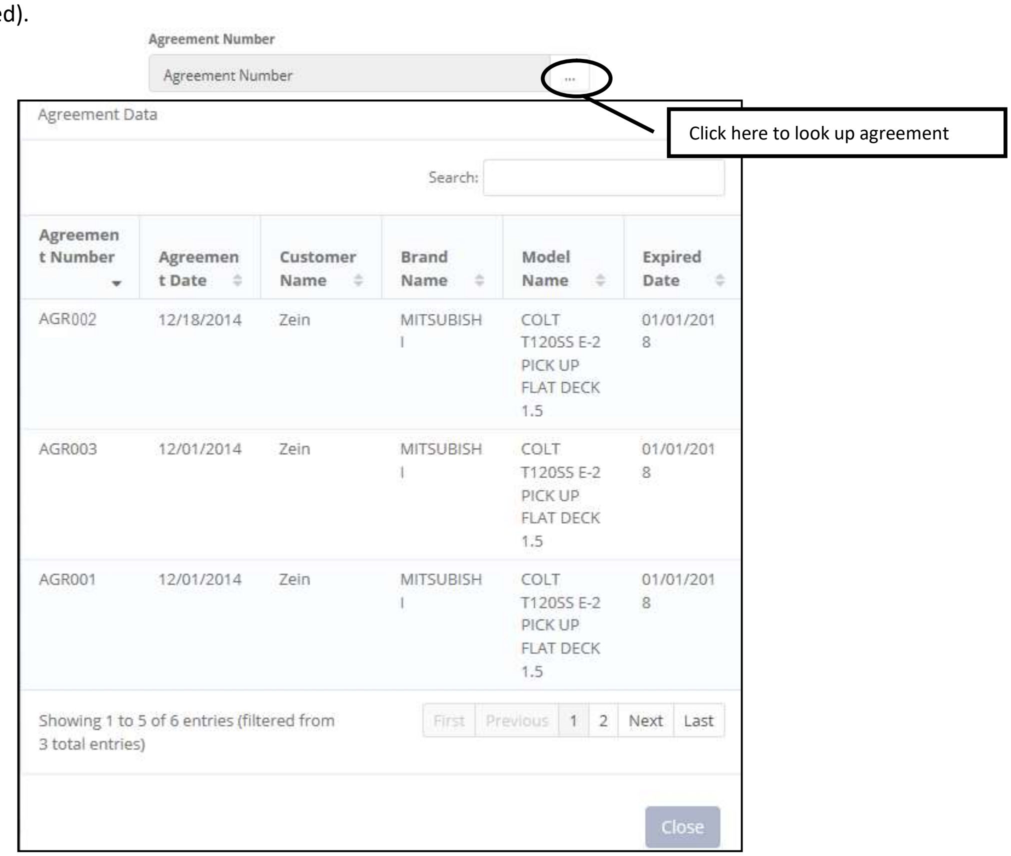
To open details in service history inquiry, click sub menu 'Service History Inquiry' in Maintenance module. Below is figure of main page of Service History Inquiry:



Picture 123. Main Page Service History Inquiry

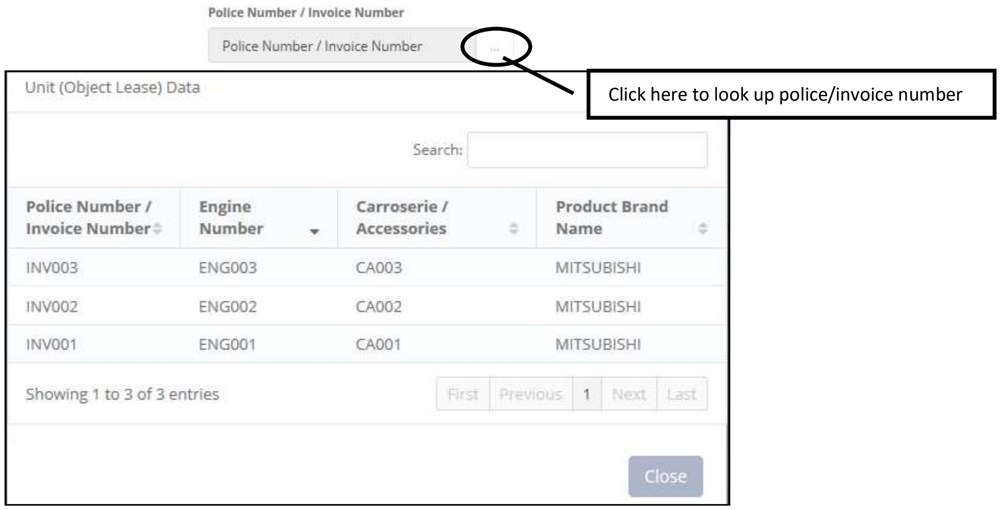
When opening Service History Information:

1. The first field to be input is the Agreement Number. To enter its field, user can looking up a agreement data then select the Agreement Number (only one agreement data can be selected).



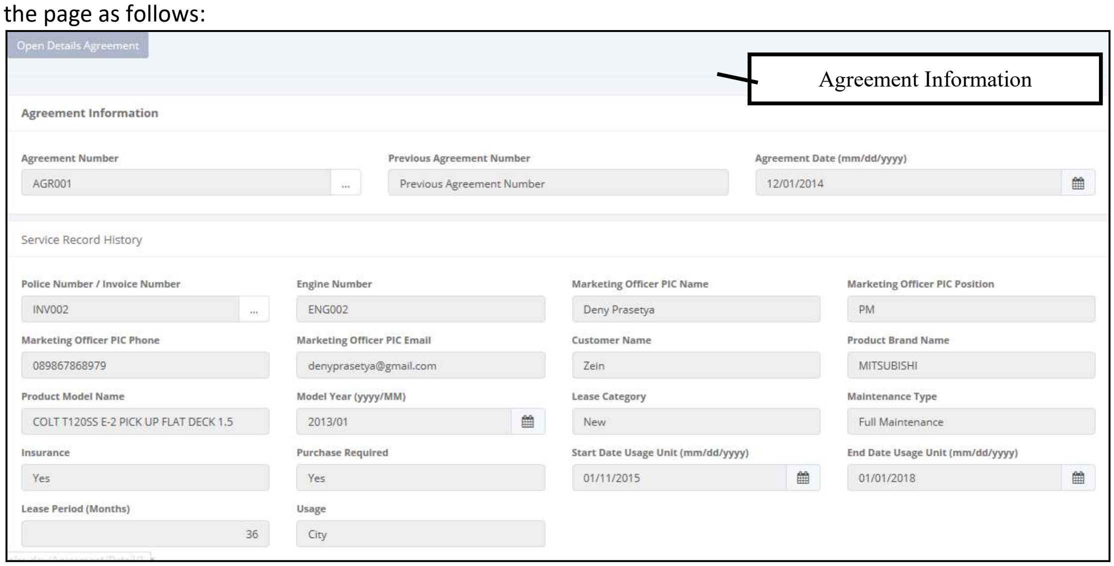
Picture 124. Agreement Number

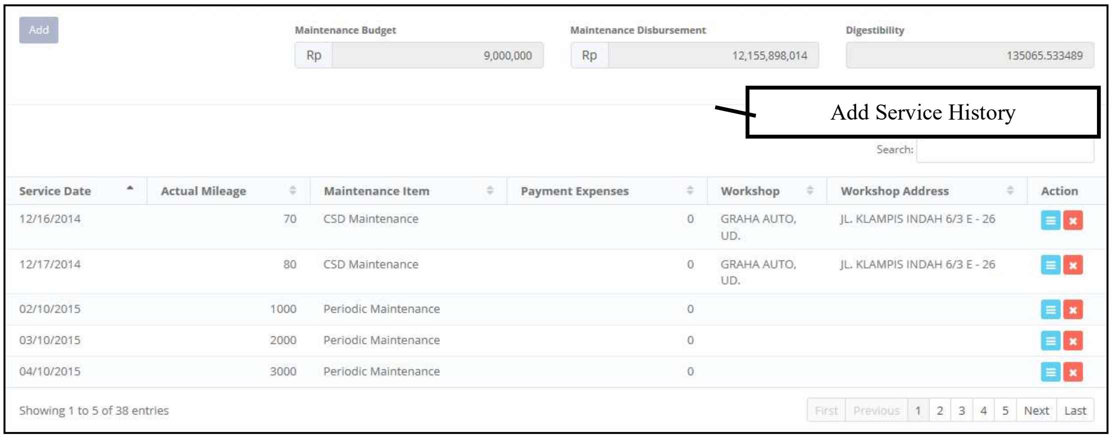
2. After that you can select Police/Invoice Number that the servicerecord history you want to see. User can looking up a Police/Invoice Number in its field.



Picture 125. Police/Invoice Number

Once the two field above has been inputted, the page will display service history in the bottom of the page as follows:

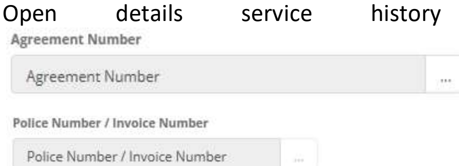




Picture 126. Service History Inquiry

This page provides following functions:

1. Open Agreement Information Inquiry. Go to Agreemenet Information by click 

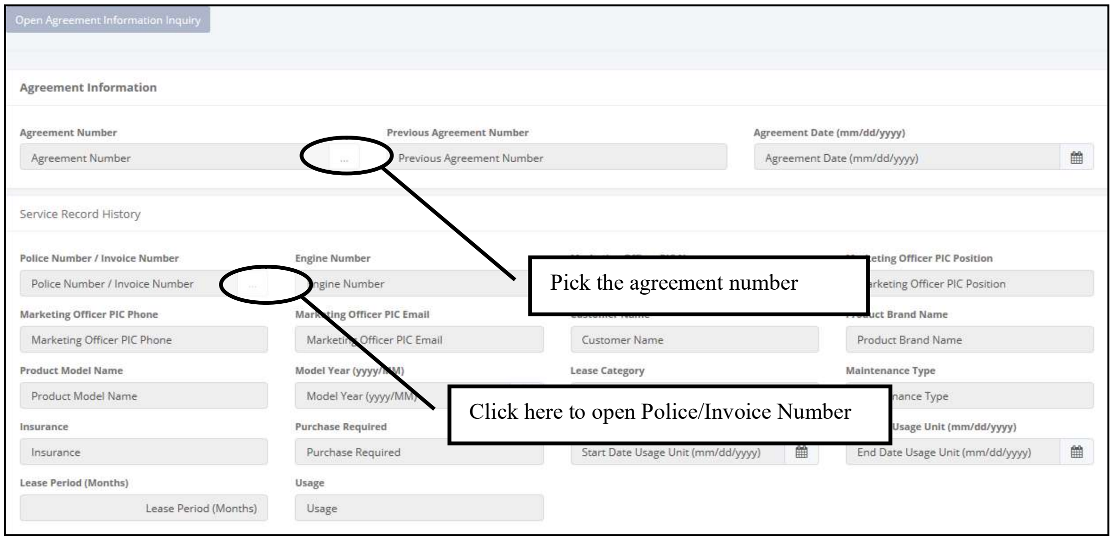
, on the top-left of the list of Service History Inquiry.
2. Open details service history by choose Agreement Number 

and Police Number/Invoice Number.
3. Add Service History Inquiry by click Add

Picture 127. Add Service History Inquiry

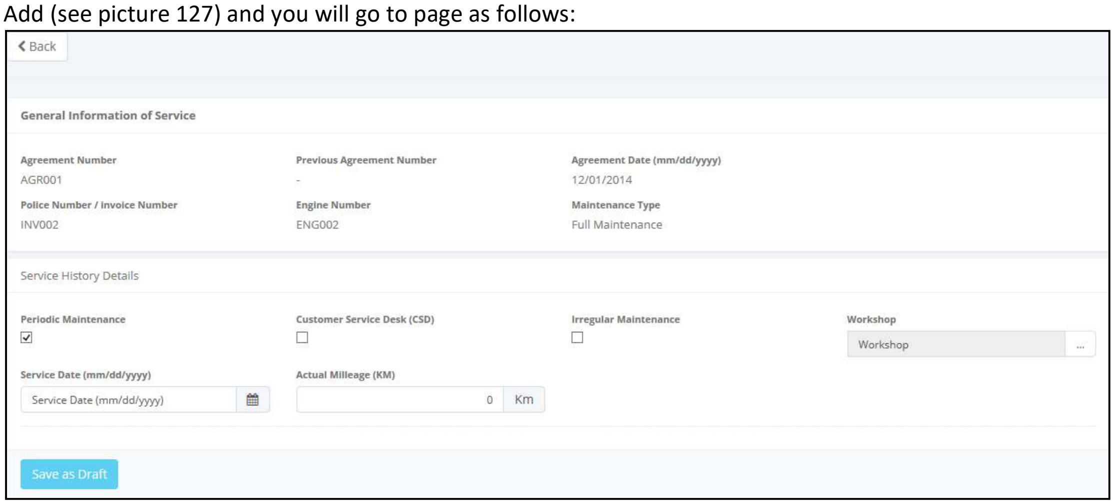
4.1.2 Add Service History Inquiry

To open details service history, click sub menu 'Service History Inquiry' in Maintenance module. Below is figure of main page of Service History Inquiry:



Picture 128. Main Page Service History Inquiry

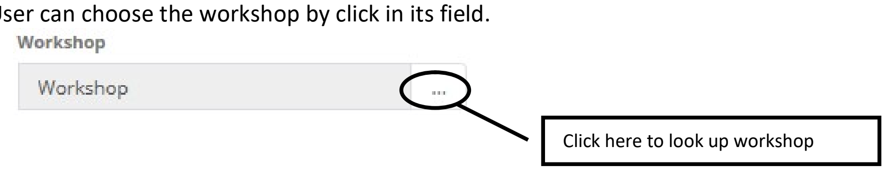
After you open Service History Inquiry like in step 4.1.1, you can add service history inquiry by click Add (see picture 127) and you will go to page as follows:

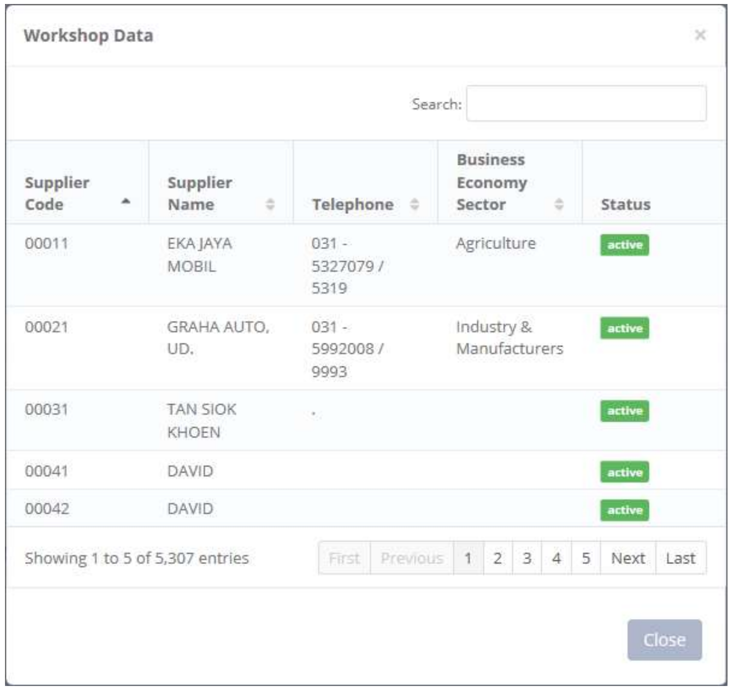


Picture 129. Add Service History Inquiry

This page provides following functions:

1. Choices of Maintenance e.g. Periodic, CSD, and Irregular Maintenance.
2. Choices of Workshop. User can choose the workshop by click in its field.



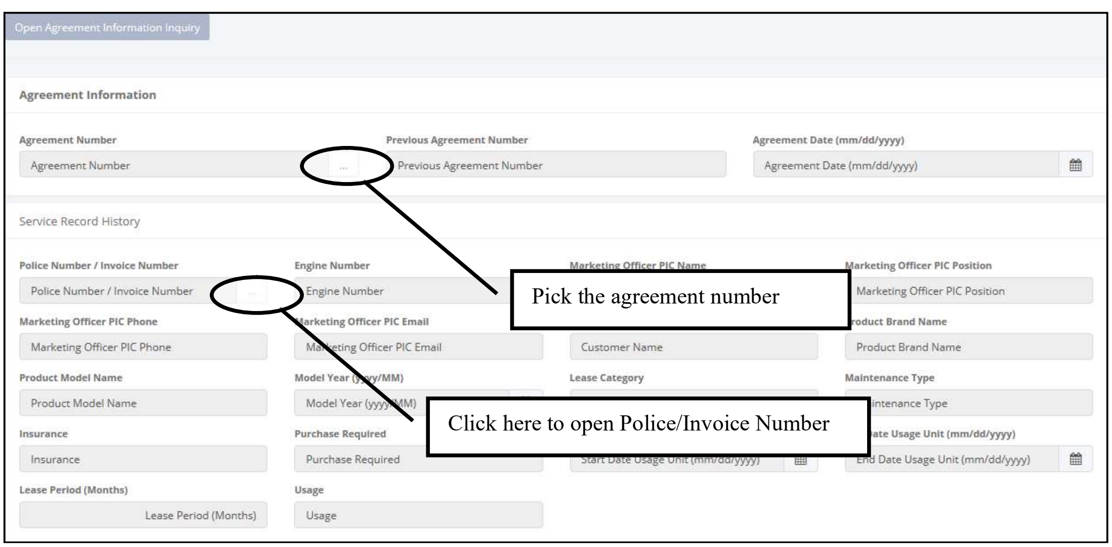


Picture 130. Workshop Data

3. Save as Draft, on the bottom-left corner of the screen.

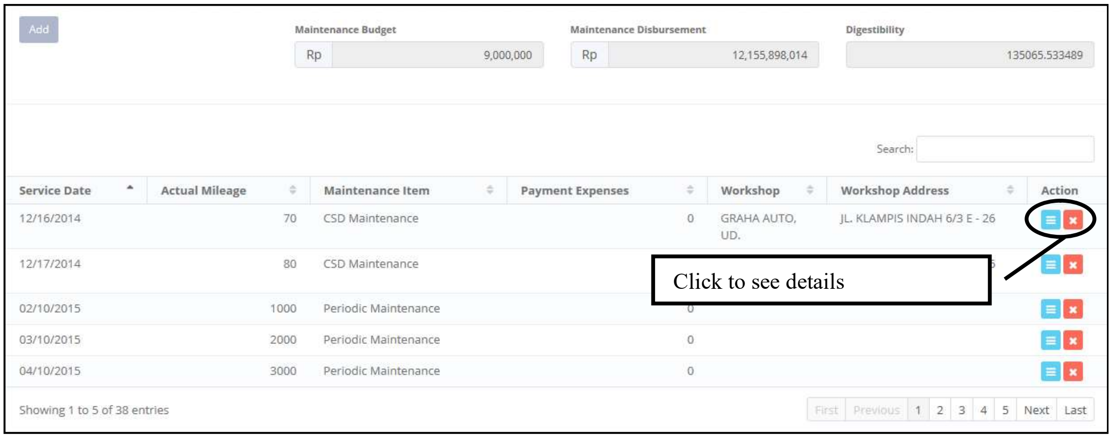
4.1.3 Details of Service History

To open details service history, click sub menu 'Service History Inquiry' in Maintenance module. Below is figure of main page of Service History Inquiry:



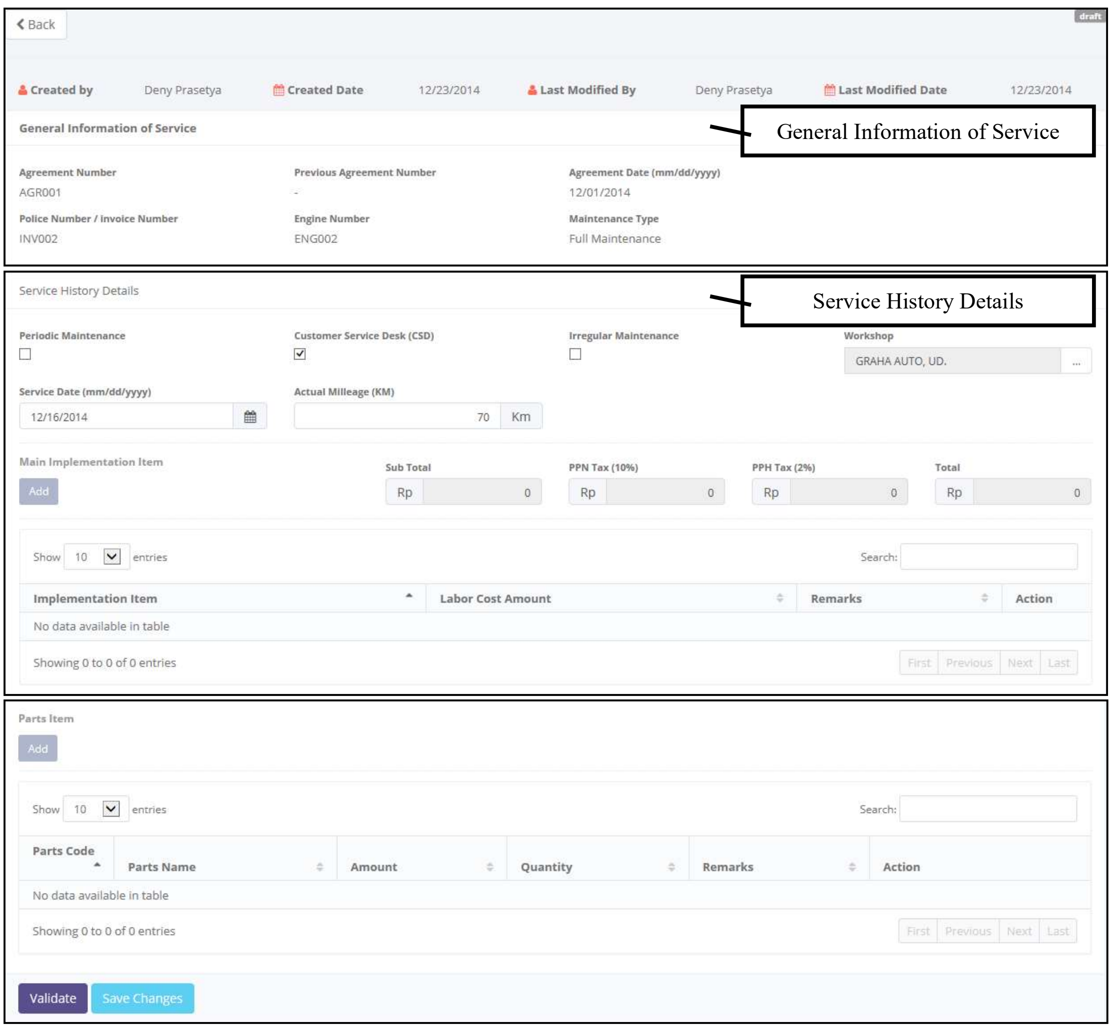
Picture 131. Main Page Service History Inquiry

After you open Service History Inquiry like in step 4.1.1, you can see details of service history by click as follows:



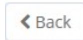
Picture 132. Go to Service History Inquiry Details

And you will go to page below:



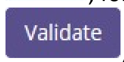
Picture 133. Service History Details

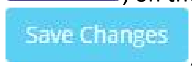
Once the Service History Details opened, there are 5 buttons that will be displayed on the screen, are as follows:

1. 

, on the top-left corner of the screen.
2. 

, for adding Main Implementation Item.
3. 

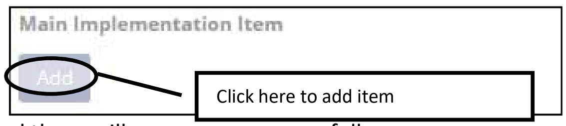
, for adding Parts Item.
4. 

, on the bottom-left corner of the screen.
5. 

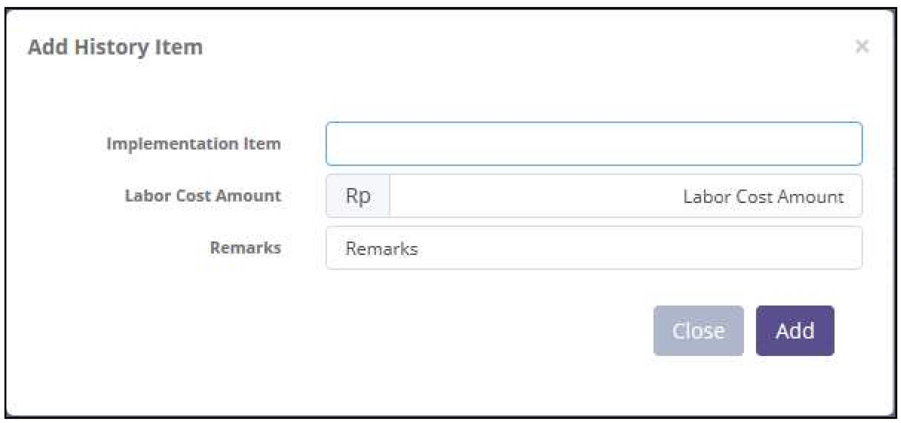
, beside Validate button.

When look at details of Service History Inquiry:

1. The first you can add is main implementation item. To add its field, user click the following icon:

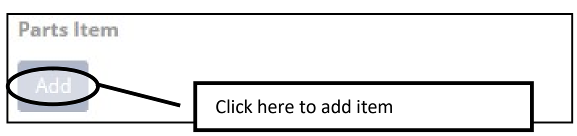


And there will a pop-up a page as follows:

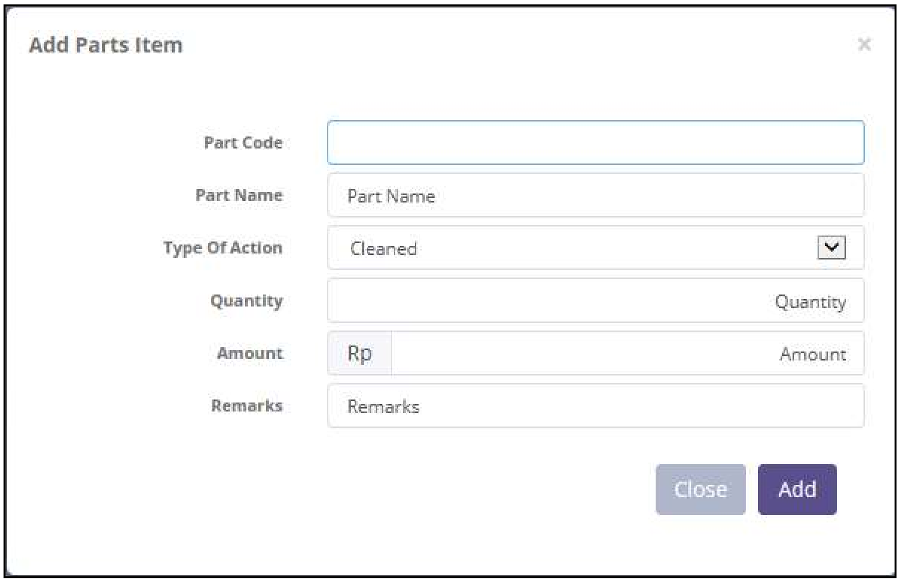


Picture 134. Add History for Main Implemenetation Item

2. The second you can add is parts item. To add its field, user can click the following icon:



And there will a pop-up a page as follows:



Picture 135. Add History for Parts Item

3. User can save a data on the system by clicking **Save Changes** or **Validate** button. Ensure that you actually want to **Validate** a record, because the records cannot be reserved and update after validated by user. For authorized user, they still can be updating after submitted. After clicking **Save Changes or Validate** button system will notified if success or failed to save or submit a data. You also have a **Back** button, to return back to main page screen.

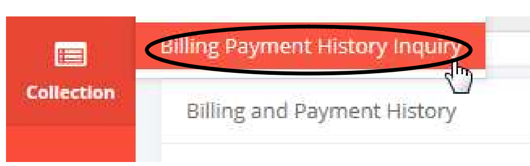
5. Collection Module

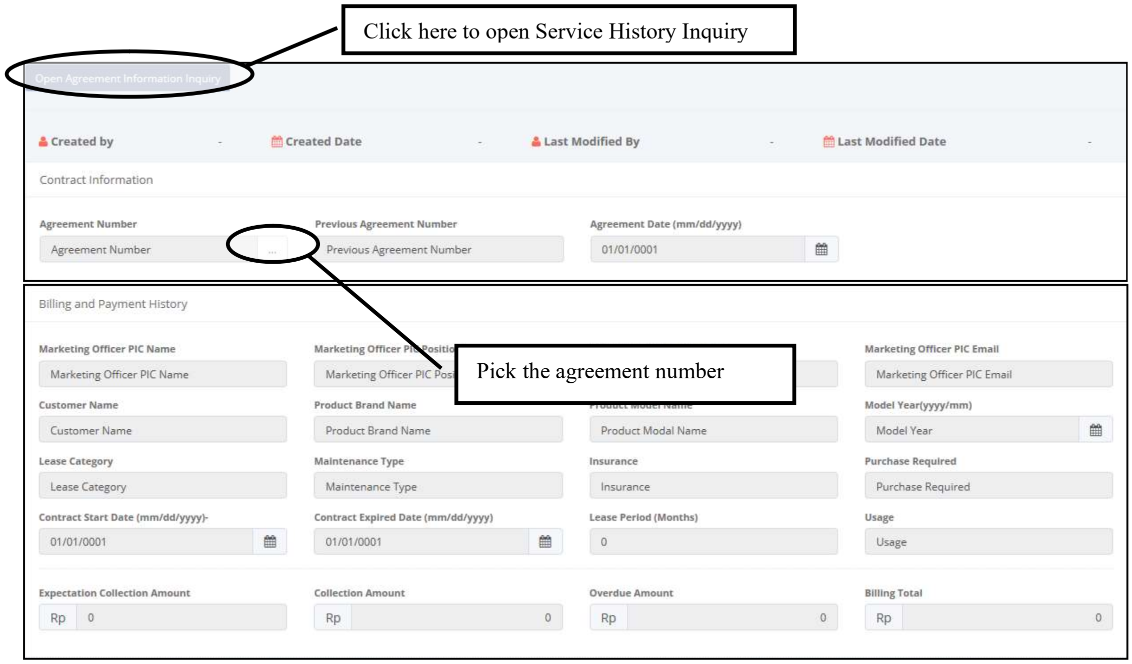
Operating Lease Support System includes Collection Module features; Billing Payment History. The features will be described in the subsequent sections. The Collection menu of Operating Lease Support System serves as the basic access to collection module and records all data. With the collection menu, you will be able to utilize features of collection module, including information that will be adjusted through other features of Operating Lease Support System.

Additionally you can make changes status and inspect a detail of record. The features and data contained in your Operating Lease Support System menu are limited by your security and data authorization settings so you may not be able to access all features.

5.1 Billing Payment History

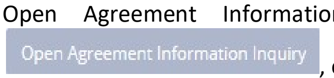
At the beginning, user can open billing payment history by clicking the ‘Billing Payment History’ on the list of Collection menus. Once clicked the menus, system will display the Billing Payment History page. When opening the page it may look as following:



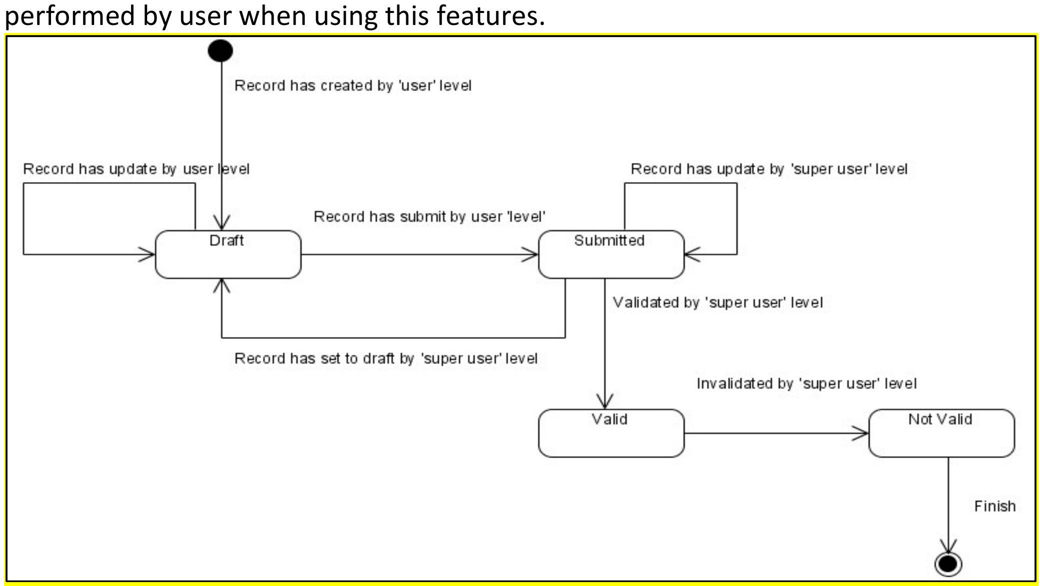


Picture 136. Billing Payment History

This page provides following functions:

1. Open Agreement Information Inquiry. Go to Agreemenet Information by click , on the top-left of the list of Service History Inquiry.
2. Open details billing payment history by choose Agreement Number .

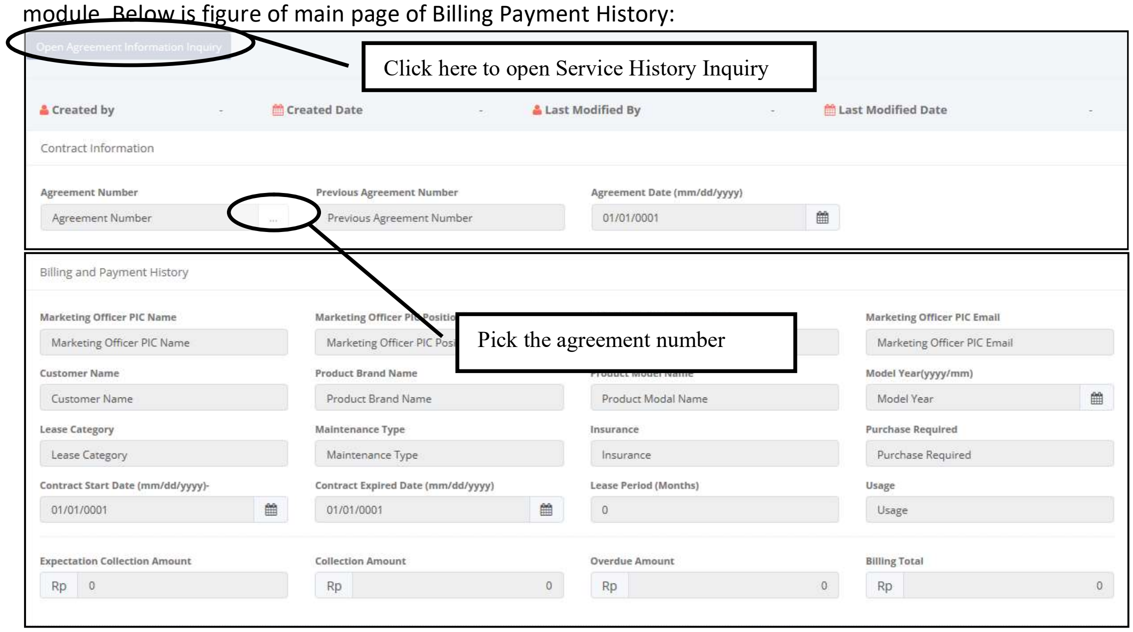
Billing Payment History function will have some business rules for status when processing a data. The picture below is describing transition of status that performed by user when using this features.



Picture 137. Workflow of Billing Payment History

5.1.1 Open Billing Payment History

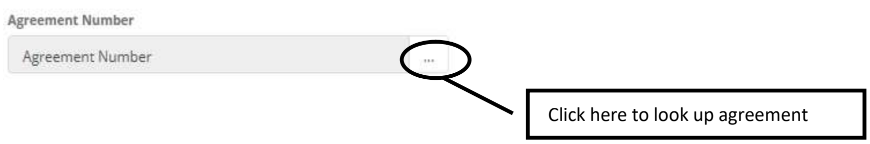
To open details in billing payment history, click sub menu 'Billing Payment History' in Collection module. Below is figure of main page of Billing Payment History:

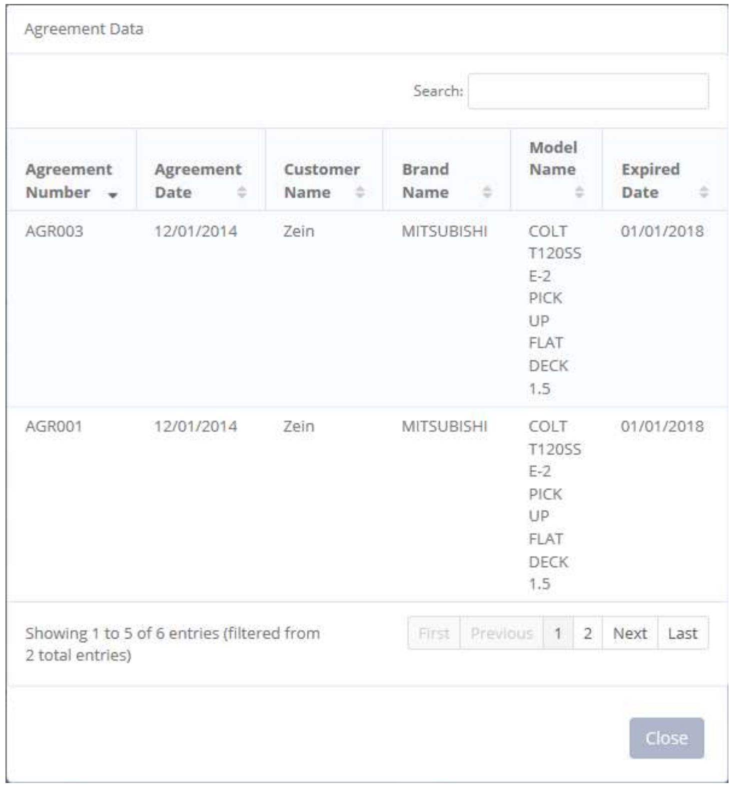


Picture 138. Main Page of Billing Payment History

When opening Billing Payment History:

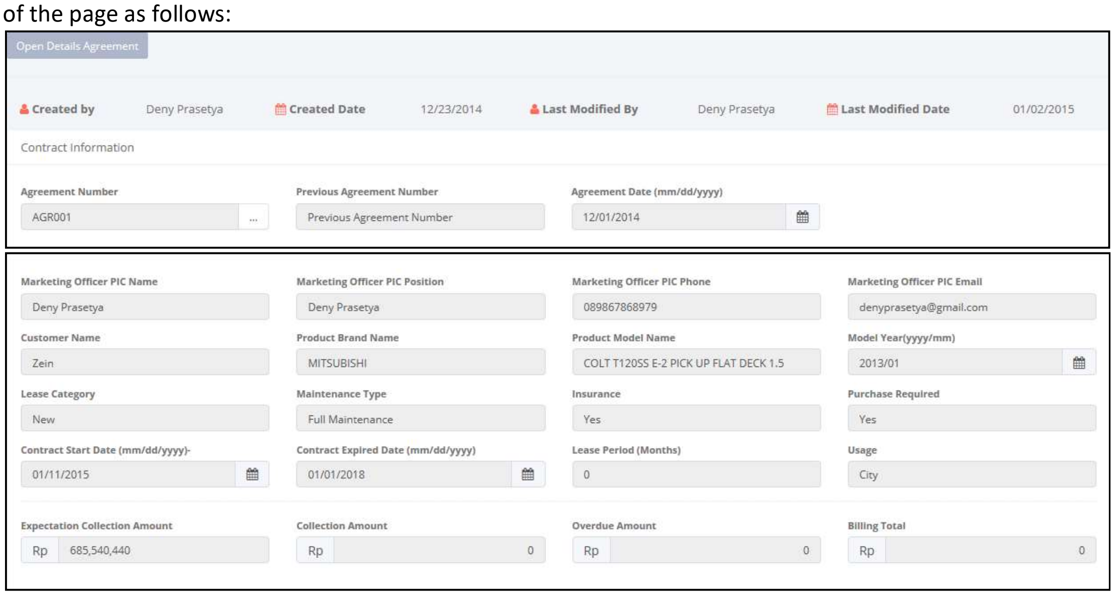
1. The first field to be input is the Agreement Number. To enter its field, user can looking up a agreement data then select the Agreement Number (only one agreement data can be selected).





Picture 139. Agreement Number

Once the field above has been inputted, the page will display billing payment history in the bottom of the page as follows:



Search:

Payment Schedule	Bill Amount	Invoice Issue Date	Collection Date	Collection Amount	Break Dawn	Penalty	Overdue (Days)	VAT (10%)	PPH (2%)	Action
02/14/2015	19,042,790	02/11/2015	12/16/2014	4,444,444	3,350	23,233,330	0	444,109	88,822	
03/14/2015	19,042,790	03/11/2015	12/10/2014	23,123,123	32,131,230	1,230	0	-900,811	-180,162	
04/14/2015	19,042,790	04/11/2015	12/10/2014	3,131,230	31,230	13,320	0	310,000	62,000	
05/14/2015	19,042,790	05/11/2015	12/19/2014	123,120	31,231,231,230	1,230	0	-3,123,110,811	-624,622,162	
06/14/2015	19,042,790	06/11/2015								

Showing 1 to 5 of 36 entries First Previous 1 2 3 4 5 Next Last

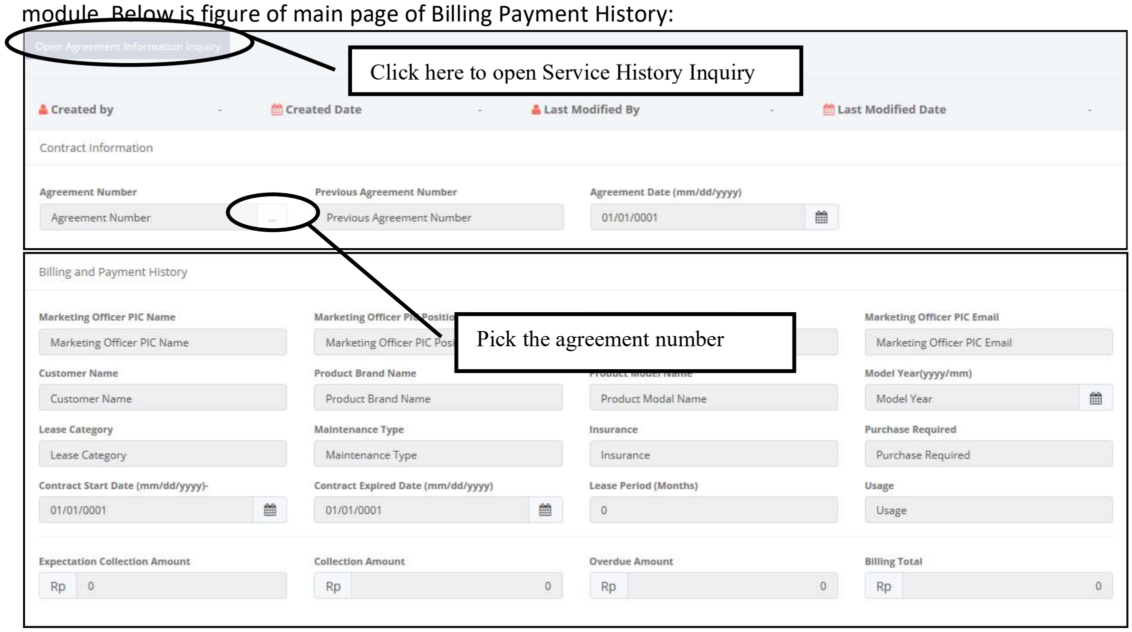
Picture 140. Billing Payment History Opened

This page provides following functions:

1. Open Details Agreement. Go to Details of Agreemenet page by click Open Details Agreement, on the top-left of the list of Billing Payment History.
2. Open details billing payment history by click action button beside Action .

5.1.2 Details of Billing Payment History

To open details billing payment history, click sub menu 'Billing Payment History' in Collection module. Below is figure of main page of Billing Payment History:

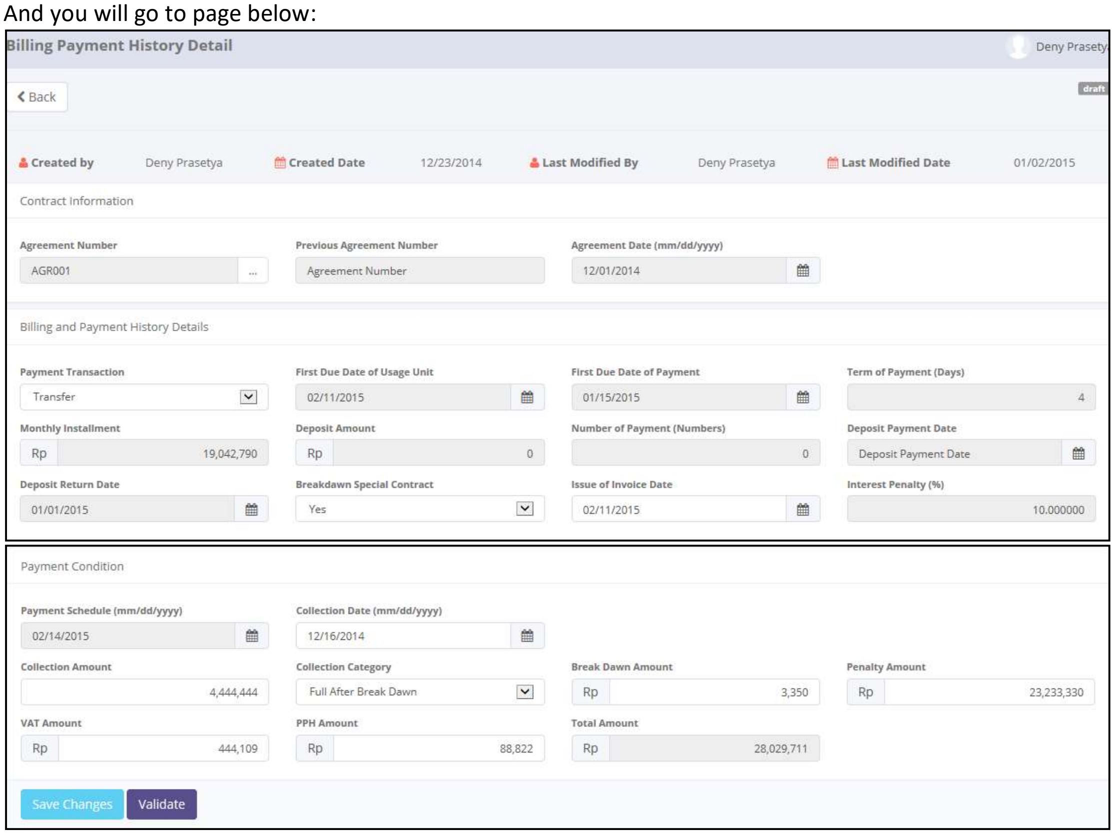


Picture 141. Main Page of Billing Payment History

After you open Billing Payment History like in step 5.1.1, you can see details of billing payment history by click as follows:

Picture 142. Go to Billing History Payment Details

And you will go to page below:



Picture 143. Billing Payment History Details

Once the Service History Details opened, there are 5 buttons that will be displayed on the screen, are as follows:

1. Back, on the top-left corner of the screen.
2. Save Changes, on the bottom-left corner of the screen.
3. Validate, beside Save Changes button.
4. Or if the data has been validated, then there will be Set To Draft, on the bottom-left corner of the screen.

When look at details of Service History Inquiry, user can save a data on the system by clicking **Save Changes** or **Validate** button. After clicking **Save Changes or Validate** button system will notified if success or failed to save or submit a data. You also have a **Back** button, to return back to main page screen.