

*Operating Lease Support System  
Collection Module*

**PETUNJUK PEMAKAIAN**

***Daftar Revisi***

Tanggal	Versi	Penjelasan
09 Mar 2015	0.0	Initial Creation
30 Jul 2015	1.0	Update screen aplikasi

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## Bab 1. Collection

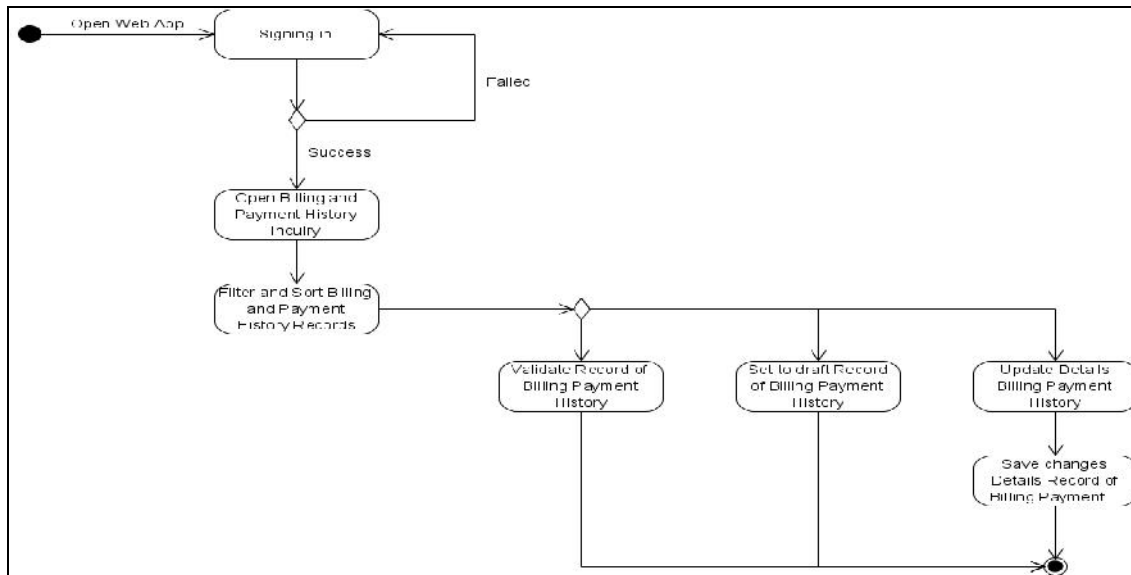
### 1.1. Billing Payment History Inquiry

#### 1.1.1. Pendahuluan

Fungsi utama dari *Billing Payment History Inquiry* ini adalah untuk mengelola data billing payment selama periode *leasing*.

#### 1.1.2. Diagram Aktivitas

Diagram berikut menjelaskan alur operasi yang dilakukan pada modul *Billing Payment History Inquiry*.



Gambar 1. Diagram aktivitas dari *Billing Payment History Inquiry*

No.	Operasi	Aktor	Skenario
1	<i>Signing in</i>	<i>Collection Section User</i>	<ul style="list-style-type: none"> <li>Aktor melengkapi <i>form login</i> dengan mengisi <i>Username</i> dan <i>Password</i>.</li> <li>Aktor menekan tombol [sign in]. Sistem akan melakukan verifikasi akun; jika verifikasi berhasil maka sistem akan mengarahkan aktor ke halaman utama. Jika verifikasi gagal maka sistem akan mengarahkan aktor ke halaman <i>login</i>.</li> </ul>
2.	<i>Open billing and payment history inquiry module</i>	<i>Collection Section User</i>	<ul style="list-style-type: none"> <li>Setelah <i>login</i>, aktor dapat memilih menu <i>Billing Payment History Inquiry</i>. Halaman <i>Billing Payment History Inquiry</i> akan terbuka.</li> </ul>
3.	<i>Filter and sort billing and payment history records</i>	<i>Collection Section User</i>	<ul style="list-style-type: none"> <li>Aktor dapat melakukan <i>filter</i> dan <i>sorting</i> data <i>billing payment history</i> berdasarkan kolom yang ditampilkan.</li> <li>Fungsi <i>filter</i> dapat dilakukan dengan memasukan kata kunci ke dalam isian <i>Search</i>. Kemudian menekan tombol [enter] pada <i>keyboard</i>. Jika data ditemukan, hasil <i>filter</i> akan ditampilkan. Jika data tidak ditemukan maka data <i>billing payment history</i> akan kosong.</li> <li>Fungsi <i>sorting</i> dilakukan dengan menekan <i>header</i> setiap kolom. Data akan ditampilkan <i>ascending</i> atau <i>descending</i>.</li> </ul>

4.	<i>Update billing and payment history record</i>	<i>Collection Section User</i>	<ul style="list-style-type: none"> <li>Jika halaman <i>billing payment history</i> terbuka, aktor dapat menentukan <i>agreement number</i> dan <i>police number</i> yang ingin ditampilkan</li> <li>Ketika menekan tombol [...] pada isian <i>agreement number</i>, jendela pencarian <i>agreement</i> akan ditampilkan. Setelah <i>agreement number</i> dipilih, isian <i>agreement information</i> akan terisi secara otomatis</li> <li>Setelah menentukan <i>agreement number</i>, aktor dapat menekan tombol [Details] untuk mengubah detail data <i>billing and payment history</i>. Halaman '<i>Details</i>' akan ditampilkan.</li> <li>Jika halaman '<i>Details</i>' terbuka, aktor dapat mengubah data dengan melengkapi/mengubah isian.</li> <li>Isian wajib atau bertanda bintang(*) harus diisi</li> </ul>
5.	<i>Validate billing and payment history record</i>	<i>Collection Section User</i>	<ul style="list-style-type: none"> <li>Ketika data tersimpan dan sudah dikonfirmasi, aktor dapat melakukan validasi dengan menekan tombol [Validate].</li> <li>Sistem akan mengubah status data menjadi <b><u>validate (or not draft)</u></b>.</li> <li>Jika selesai, aktor dapat menekan tombol [Back] untuk kembali ke halaman utama</li> </ul>
6.	<i>Set to draft of billing and payment history record</i>	<i>Collection Section User</i>	<ul style="list-style-type: none"> <li>Untuk melakukan ini, aktor harus membuka halaman detail dengan menekan tombol [Details] pada daftar <i>billing payment history</i>. Ketika halaman terbuka, aktor dapat menekan tombol [set to draft]. Jika data masih perlu direvisi atau data belum valid, aktor dapat mengubah status dari <b><i>validated</i></b> ke <b><i>draft</i></b>.</li> <li>Setelah itu, sistem akan mengubah status, dan aktor dapat menekan tombol [Back] untuk kembali ke halaman daftar <i>billing payment history</i>.</li> </ul>

### 1.1.3. Petunjuk Pengoperasian

Fungsi dari *Billing Payment History Inquiry* ini dapat dipanggil dari **Collection>Billing Payment History Inquiry** setelah pengguna *login* terlebih dahulu. Berikut fungsi yang terdapat pada *Billing Payment History Inquiry*:

- View detail billing and payment history records*  
Menambahkan data *billing payment history* baru dengan melengkapi *form*
- Update details billing and payment history records - full payment*  
Mengubah data detail *billing payment history* dengan mengubah isian
- Update details billing and payment history records - pembayaran di angsur*  
Mengubah data detail *billing payment history* dengan mengubah isian
- Filter and sort agreement information*  
Melakukan *filter* dan *sorting* data *billing payment history*
- Validate billing and payment history records*  
Melakukan validasi data *billing payment history*
- Set to draft billing and payment history records*  
Mengubah status data *billing payment history* menjadi *draft*

### View detail billing and payment history records:

Untuk melihat detail data *billing payment history*, pengguna dapat mengikuti langkah-langkah berikut:

1. Pada halaman *billing payment history*, tentukan *agreement number* dengan menekan tombol [...]. Setelah halaman daftar *agreement* terbuka, pilih *agreement* yang dikehendaki.

Gambar 2. Halaman *billing payment history*

Gambar 3. Jendela *popup agreement number*

2. Setelah *agreement number* ditentukan, daftar *billing payment* akan ditampilkan. Pilih salah satu data *billing payment* dengan menekan tombol [Detail]

**Billing Payment History**

Contract Start Date (mm/dd/yyyy): 12/10/2015 | Contract End Date (mm/dd/yyyy): 12/10/2017 | Lease Period (Months): 24 | Usage: 147

Expectation Collection Amount: Rp 411,403,000 | Billing Total: Rp 411,403,000 | Breakdown Total: Rp 1,111,111 | Collection Amount: Rp 411,403,000 | Overdue Amount: Rp 0 | Overdue PPN - PPh: 1

Expectation Penalty Coll Amount: Rp 405,200 | Penalty Collection Amount: Rp 405,200 | Overdue Penalty Amount: Rp 0

Payment Schedule *	Invoice Issue Date	Billing Amount	Break Down	Collection Billing Amount	VAT (10%)	PPH (2%)	Collection Date	Collection Amount	Overdue (Days)	Penalty Amount	Penalty Collection Date	Penalty Collection Amount	Action
06/14/2015	06/01/2015	17,150,000	0	15,000,000	1,600,000	320,000	07/09/2015	17,200,000	25	400,000			[Edit]
06/11/2015	06/01/2015	17,150,000	0	800,000	80,000	16,000	07/14/2015	891,000	30	24,000			[Edit]
16/14/2015	16/01/2015	17,150,000	0	400,000	40,000	8,000	07/14/2015	404,000	40	11,200	07/14/2015	415,200	[Edit]
07/14/2015	07/01/2015	17,150,000	571,667	16,578,333	1,657,033	331,567	07/14/2015	17,904,566	0	0			[Edit]
08/14/2015	06/01/2015	17,150,000											[Edit]

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Gambar 4. Daftar *billing payment history*

Nilai "Expectation Collection Amount", "Billing Total", "Breakdown Total", "Collection Amount", "Overdue Amount", "Overdue PPN - PPh", "Expectation Penalty Coll Amount", "Penalty Collection Amount", "Overdue Penalty Amount" akan di kalkulasi secara otomatis oleh sistem, dan nilainya akan ter-update setelah *record detail billing payment* di validasi.

### 3. Halaman *detail billing payment* akan ditampilkan.

**Billing Payment History Detail**

Created by: Dedy Praditya | Created Date: 12/23/2014 | Last Modified By: Dedy Praditya | Last Modified Date: 01/20/2015

Contract Information

Agreement Number: 249803 | Previous Agreement Number: | Agreement Date (mm/dd/yyyy): 12/10/2014

Billing and Payment History Data

Payment Transaction: Transfer | First Due Date of Usage Unit: 06/11/2015 | First Due Date of Payment: 06/11/2015 | Term of Payment (Days): 30

Monthly Installment: Rp 19,042,790 | Deposit Amount: Rp 0 | Number of Payment (Numbers): 0 | Deposit Payment Date: | Interest Penalty (%): 10.000000

Deposit Return Date: 01/01/2015 | Breakdown Special Contract: Yes | Issue of Invoice Date: 02/11/2015

Payment Schedule (mm/dd/yyyy) | Collection Date (mm/dd/yyyy)

Gambar 5. Halaman *detail billing payment history*

#### **Update details *billing payment history* records - full payment :**

Untuk mengubah data *detail billing payment history*, pengguna dapat melakukan langkah-langkah sebagai berikut:

1. Pilih data yang akan diubah, dengan menekan tombol [Detail] pada halaman daftar *billing payment history*.

**Billing Payment History**

Contract Start Date (mm/dd/yyyy): 17/01/2015 | Contract Expiry Date (mm/dd/yyyy): 14/02/2017 | Lease Period (Months): 24 | Usage: Vpn

Expectation Collection Amount: Rp 417,403,000 | Billing Total: Rp 14,400,000 | Breakdown Total: Rp 1,171,167 | Collection Amount: Rp 45,128,154 | Overdue Amount: Rp 0 | Overdue PPN + PPh: Rp 1

Expectation Penalty Call Amount: Rp 435,200 | Penalty Collection Amount: Rp 135,200 | Overdue Penalty Amount: Rp 0

Search: [ ]

Payment Schedule *	Invoice Issue Date	Billing Amount	Break Down	Collection Billing Amount	VAT (10%)	PPH (2%)	Collection Date	Collection Amount	Overdue (Days)	Penalty Amount	Penalty Collection Date	Penalty Collection Amount	Action
06/14/2015	06/01/2015	17,150,000	0	15,000,000	1,600,000	320,000	07/09/2015	17,200,000	25	400,000			[Detail] [Edit] [Delete]
06/11/2015	06/01/2015	17,150,000	0	800,000	80,000	16,000	07/14/2015	801,000	30	24,000			[Detail] [Edit] [Delete]
18/04/2015	18/03/2015	17,150,000	0	470,000	47,000	9,400	07/14/2015	476,000	30	11,200	07/14/2015	487,200	[Detail] [Edit] [Delete]
07/14/2015	07/01/2015	17,150,000	571,667	15,578,333	1,657,033	301,567	07/14/2015	17,904,968	0	0			[Detail] [Edit] [Delete]
08/11/2015	06/01/2015	17,150,000											[Detail] [Edit] [Delete]

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Gambar 6. Tombol [Detail] pada halaman daftar *billing payment history*

2. Ubah isian data yang diinginkan, seperti *Collection Date*; *Collection Category*; *Break Down Amount*; *Collection Billing Amount*; *Penalty Collection Date*, *Penalty Collection Amount*;

**Billing Payment History Detail**

Billing and Payment History Details

Payment Transaction: [ ] | First Due Date of Usage Unit: 05/01/2015 | First Due Date of Payment: 05/15/2015 | Term of Payment (Days): 14

Monthly Installment: Rp 17,150,000 | Deposit Amount: Rp 0 | Number of Payment (Numbers): 24 | Deposit Payment Date: [ ]

Deposit Return Date: [ ] | Breakdown Special Contract: Yes | Issue of Invoice Date: 05/15/2015 | Interest Penalty (Rp): 3,000,000

Payment Conditions:

Payment Schedule (mm/dd/yyyy): 05/15/2015	Collection Date (mm/dd/yyyy): [ ]	Collection Category: Full After Break Down	Break Down Amount: Rp 0
Collection Billing Amount: [ ]	VAT Amount: Rp 0	PPH Amount: Rp 0	Collection Amount: Rp 0
Penalty Amount: Rp 0	Penalty Collection Date (mm/dd/yyyy): [ ]	Penalty Collection Amount: Rp 0	Penalty Overdue Amount: Rp 0

Save Changes Validate

Gambar 7. Halaman *detail billing payment history*

Perhatikan isian berikut:

- "Collection Date" diisi dengan tanggal saat pembayaran dilakukan
- "Collection Billing Amount" diisi dengan jumlah pembayaran yang dilakukan. Besarnya nilai "Collection Billing Amount" sama dengan "Monthly Installment"
- Isian yang tidak bisa di isi manual oleh pengguna akan dikalkulasi otomatis oleh sistem
- "Penalty Overdue Amount" akan muncul jika terdapat pembayaran yang melewati jatuh tempo
- Abaikan isian "Penalty Collection Date" dan "Penalty Collection Amount" jika tidak terdapat pembayaran penalty, atau sebaliknya "Penalty Collection Date" dan "Penalty Collection Amount" bisa di isi jika terdapat pembayaran pinalty. Besarnya pinalty yang dibayar bisa merujuk pada "Penalty Overdue Amount"



3. Isian wajib atau bertanda bintang (\*) harus diisi. Meskipun isian wajib bisa diubah, akan tetapi isian wajib tetap harus diisi.
- *Collection Date*
  - *Collection Billing Amount*

**Billing Payment History Detail**

Billing and Payment History Details

Payment Transaction: Transfer First Due Date of Usage Unit: 05/01/2015 First Due Date of Payment: 05/15/2015 Term of Payment (Days): 14

Monthly Installment: Rp 12,174,000 Deposit Amount: Rp 0 Number of Payment (Numbers): 14 Deposit Payment Date: (Deposited Payment Date)

Deposit Return Date: Deposit Return Date Breakdown Special Contract: Yes Issue of Invoice Date: 05/15/2015 Interest Penalty (Rp): 3,000,000

Payment Conditions

Payment Schedule (mm/dd/yyyy): 05/15/2015 Collection Date (mm/dd/yyyy): Collection Date (mm/dd/yyyy) This value is required Collection Category: Full After Break Down Break Down Amount: Rp 0

Collection Billing Amount: Collection Amount This value is required VAT Amount: Rp 0 PPN Amount: Rp 0 Collection Amount: Rp 0

Penalty Amount: Rp 0 Penalty Collection Date (mm/dd/yyyy): Penalty Collection Date (mm/dd/yyyy) Penalty Collection Amount: Rp 0

Penalty Overdue Amount: Rp 0

Gambar 8. Isian wajib pada halaman *detail billing payment history*

4. Tekan tombol [Save Changes] untuk menyimpan data.

**Billing Payment History Detail**

Billing and Payment History Details

Payment Transaction: Transfer First Due Date of Usage Unit: 05/01/2015 First Due Date of Payment: 05/15/2015 Term of Payment (Days): 14

Monthly Installment: Rp 12,174,000 Deposit Amount: Rp 0 Number of Payment (Numbers): 14 Deposit Payment Date: (Deposited Payment Date)

Deposit Return Date: Deposit Return Date Breakdown Special Contract: Yes Issue of Invoice Date: 05/15/2015 Interest Penalty (Rp): 3,000,000

Payment Conditions

Payment Schedule (mm/dd/yyyy): 05/15/2015 Collection Date (mm/dd/yyyy): Collection Date (mm/dd/yyyy) Collection Category: Full After Break Down Break Down Amount: Rp 0

Collection Billing Amount: Collection Amount VAT Amount: Rp 0 PPN Amount: Rp 0 Collection Amount: Rp 0

Penalty Amount: Rp 0 Penalty Collection Date (mm/dd/yyyy): Penalty Collection Date (mm/dd/yyyy) Penalty Collection Amount: Rp 0

Penalty Overdue Amount: Rp 0

Save Changes Validate

Gambar 9. Tombol [Save Changes] pada halaman *detail billing payment history*

#### **Update details billing payment history records - pembayaran di angsur :**

Untuk mengubah data *detail billing payment history*, pengguna dapat melakukan langkah-langkah sebagai berikut:

1. Pilih data yang akan diubah, dengan menekan tombol [Detail] pada halaman daftar *billing payment history*.

**Billing Payment History**

Contract Start Date (mm/dd/yyyy): 17/01/2015 | Contract Expired Date (mm/dd/yyyy): 14/02/2017 | Lease Period (Months): 14 | Usage: Vpn

Expectation Collection Amount: Rp 411,403,000 | Billing Total: Rp 14,400,000 | Breakdown Total: Rp 1,111,111 | Collection Amount: Rp 411,403,000 | Overdue Amount: Rp 0 | Overdue PPN + PPh: 1

Expectation Penalty Call Amount: Rp 405,200 | Penalty Collection Amount: Rp 105,200 | Overdue Penalty Amount: Rp 0

Search: [ ]

Payment Schedule *	Invoice Issue Date	Billing Amount	Break Down	Collection Billing Amount	VAT (10%)	PPH (2%)	Collection Date	Collection Amount	Overdue (Days)	Penalty Amount	Penalty Collection Date	Penalty Collection Amount	Action
06/14/2015	06/01/2015	17,150,000	0	15,000,000	1,600,000	320,000	07/09/2015	17,200,000	25	400,000			[Detail] [Edit] [Delete]
06/11/2015	06/01/2015	17,150,000	0	800,000	80,000	16,000	07/14/2015	801,000	30	21,000			[Detail] [Edit] [Delete]
18/04/2015	18/03/2015	17,150,000	0	400,000	40,000	8,000	07/14/2015	401,000	30	11,000	07/14/2015	411,000	[Detail] [Edit] [Delete]
07/14/2015	07/01/2015	17,150,000	571,667	15,578,333	1,657,833	311,567	07/14/2015	17,904,566	0	0			[Detail] [Edit] [Delete]
08/11/2015	06/01/2015	17,150,000											[Detail] [Edit] [Delete]

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Gambar 10. Tombol [Detail] pada halaman daftar *billing payment history*

2. Ubah isian data yang diinginkan, seperti *Collection Date*; *Collection Category*; *Break Down Amount*; *Collection Billing Amount*; *Penalty Collection Date*, *Penalty Collection Amount*;

**Billing Payment History Detail**

Billing and Payment History Details

Payment Transaction: [ ] | First Due Date of Usage Unit: 05/01/2015 | First Due Date of Payment: 05/15/2015 | Term of Payment (Days): 14

Monthly Installment: Rp 12,150,000 | Deposit Amount: Rp 0 | Number of Payment (Numbers): 14 | Deposit Payment Date: [ ]

Deposit Return Date: [ ] | Breakdown Special Contract: Yes | Issue of Invoice Date: 05/15/2015 | Interest Penalty (Rp): 3,000,000

Payment Conditions:

Payment Schedule (mm/dd/yyyy): 05/15/2015	Collection Date (mm/dd/yyyy): [ ]	Collection Category: Full After Break Down	Break Down Amount: Rp 0
Collection Billing Amount: [ ]	VAT Amount: Rp 0	PPH Amount: Rp 0	Collection Amount: Rp 0
Penalty Amount: Rp 0	Penalty Collection Date (mm/dd/yyyy): [ ]	Penalty Collection Amount: Rp 0	Penalty Overdue Amount: Rp 0

Save Changes Validate

Gambar 11. Halaman *detail billing payment history*

Perhatikan isian berikut:

- "Collection Date" diisi dengan tanggal saat pembayaran dilakukan
- "Collection Billing Amount" diisi dengan jumlah pembayaran yang dilakukan. Besarnya nilai "Collection Billing Amount" boleh **kurang dari** nilai "Monthly Installment" karena di angsur
- Isian yang tidak bisa di isi manual oleh pengguna akan dikalkulasi otomatis oleh sistem
- "Penalty Overdue Amount" akan muncul jika terdapat pembayaran yang melewati jatuh tempo
- Abaikan isian "Penalty Collection Date" dan "Penalty Collection Amount" jika tidak terdapat pembayaran penalty, atau sebaliknya "Penalty Collection Date" dan "Penalty Collection Amount" bisa di isi jika terdapat pembayaran pinalty. Besarnya pinalty yang dibayar bisa merujuk pada "Penalty Overdue Amount"

3. Isian wajib atau bertanda bintang (\*) harus diisi. Meskipun isian wajib bisa diubah, akan tetapi isian wajib tetap harus diisi.

- *Collection Date*
- *Collection Billing Amount*

**Billing Payment History Detail**

Billing and Payment History Details

Payment Transaction: Transfer First Due Date of User Unit: 05/01/2015 First Due Date of Payment: 05/15/2015 Term of Payment (Days): 14

Monthly Installment: Rp 12,174,000 Deposit Amount: Rp 0 Number of Payment (Numbers): 14 Deposit Payment Date: (Deposited Payment Date)

Deposit Return Date: Deposit Return Date Breakdown Special Contract: Yes Issue of Invoice Date: 05/15/2015 Interest Penalty (Rp): 3,000,000

Payment Conditions

Payment Schedule (mm/dd/yyyy): 05/15/2015 Collection Date (mm/dd/yyyy): Collection Date (mm/dd/yyyy) This value is required Collection Category: Full After Break Down Break Down Amount: Rp 0

Collection Billing Amount: Collection Amount This value is required VAT Amount: Rp 0 PPN Amount: Rp 0 Collection Amount: Rp 0

Penalty Amount: Rp 0 Penalty Collection Date (mm/dd/yyyy): Penalty Collection Amount: Rp 0 Penalty Collection Date (mm/dd/yyyy): Penalty Collection Amount: Rp 0

Gambar 12. Isian wajib pada halaman *detail billing payment history*

4. Tekan tombol [Save Changes] untuk menyimpan data.

**Billing Payment History Detail**

Billing and Payment History Details

Payment Transaction: Transfer First Due Date of User Unit: 05/01/2015 First Due Date of Payment: 05/15/2015 Term of Payment (Days): 14

Monthly Installment: Rp 12,174,000 Deposit Amount: Rp 0 Number of Payment (Numbers): 14 Deposit Payment Date: (Deposited Payment Date)

Deposit Return Date: Deposit Return Date Breakdown Special Contract: Yes Issue of Invoice Date: 05/15/2015 Interest Penalty (Rp): 3,000,000

Payment Conditions

Payment Schedule (mm/dd/yyyy): 05/15/2015 Collection Date (mm/dd/yyyy): Collection Date (mm/dd/yyyy) Collection Category: Full After Break Down Break Down Amount: Rp 0

Collection Billing Amount: Collection Amount VAT Amount: Rp 0 PPN Amount: Rp 0 Collection Amount: Rp 0

Penalty Amount: Rp 0 Penalty Collection Date (mm/dd/yyyy): Penalty Collection Amount: Rp 0 Penalty Collection Date (mm/dd/yyyy): Penalty Collection Amount: Rp 0

Save Changes Validate

Gambar 13. Tombol [Save Changes] pada halaman *detail billing payment history*

Karena pembayaran di angsur, maka pengguna perlu menambahkan data angsuran berikutnya hingga tagihan terbayar semua. Untuk itu pengguna harus menjalankan beberapa langkah berikut:

1. Tambahkan record billing payment baru, dengan menekan tombol [Add] pada halaman daftar *billing payment history*.

**Billing Payment History**

Contract Start Date (mm/dd/yyyy): 17/01/2015 | Contract Expired Date (mm/dd/yyyy): 14/02/2017 | Lease Period (Months): 14 | Usage: N/A

Expectation Collection Amount: Rp 417,403,000 | Billing Total: Rp 14,400,000 | Breakdown Total: Rp 1,171,800 | Collection Amount: Rp 43,128,000 | Overdue Amount: Rp 0 | Overdue PPH + PPh: 1

Expectation Penalty Call Amount: Rp 435,200 | Penalty Collection Amount: Rp 135,200 | Overdue Penalty Amount: Rp 0

**Add**

Payment Schedule *	Invoice Issue Date	Billing Amount	Break Down	Collection Billing Amount	VAT (10%)	PPH (2%)	Collection Date	Collection Amount	Overdue (Days)	Penalty Amount	Penalty Collection Date	Penalty Collection Amount	Action
06/14/2015	06/01/2015	17,150,000	0	18,000,000	1,600,000	320,000	07/09/2015	17,200,000	25	400,000			
06/11/2015	06/01/2015	17,150,000	0	800,000	80,000	16,000	07/14/2015	801,000	30	24,000			
18/04/2015	18/01/2015	17,150,000	0	470,000	47,000	9,400	07/14/2015	476,000	0	0	07/14/2015	476,000	
07/14/2015	07/01/2015	17,150,000	571,667	18,578,333	1,657,033	301,557	07/14/2015	17,904,566	0	0			
08/11/2015	08/01/2015	17,150,000											

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Gambar 14. Tombol [Add] pada halaman daftar *billing payment history*

- Pilih "Payment Schedule" terlebih dahulu. Kemudian lengkapi isian yang diperlukan, seperti *Collection Date*; *Collection Category*; *Break Dawn Amount*; *Collection Billing Amount*; *Penalty Collection Date*, *Penalty Collection Amount*;

**Add Billing Payment History Detail**

Payment Schedule (mm/dd/yyyy): 08/11/2015

Period Overdue Amount: 17,150,000

Collection Date (mm/dd/yyyy): 08/31/2015

Collection Category: Full After Green Dawn

Break Dawn Amount: Rp 0

Collection Billing Amount: Collection Amount

VAT Amount: Rp | VAT Amount: Rp

PPH Amount: Rp | PPH Amount: Rp

Penalty Amount: Rp 0

Penalty Collection Date (mm/dd/yyyy): | Penalty Collection Amount: Rp

Penalty Overdue Amount: -424,000

Save Changes | Validate

Gambar 15. Halaman *add billing payment history*

Perhatikan isian berikut:

- "Payment Schedule" ialah periode pembayaran dimana angsuran dilakukan
- "Period Overdue Amount" merupakan jumlah angsuran yang belum dibayar
- "Collection Date" diisi dengan tanggal saat pembayaran dilakukan
- "Collection Billing Amount" diisi dengan jumlah pembayaran yang dilakukan. Jika angsuran ingin dilunasi, besarnya nilai "Collection Billing Amount" di isi sama dengan nilai "Period Overdue Amount". Jika "Collection Billing Amount" di isi kurang dari "Period Overdue Amount", maka masih ada kewajiban untuk membayar sisa angsuran. Untuk pembayaran sisa angsuran bisa dibuatkan kembali record billing payment baru saat nanti pembayaran dilakukan
- Isian yang tidak bisa di isi manual oleh pengguna akan dikalkulasi otomatis oleh sistem
- "Penalty Overdue Amount" akan muncul jika terdapat pembayaran yang melewati jatuh

tempo

- Abaikan isian "Penalty Collection Date" dan "Penalty Collection Amount" jika tidak terdapat pembayaran penalty, atau sebaliknya "Penalty Collection Date" dan "Penalty Collection Amount" bisa di isi jika terdapat pembayaran pinalty. Besarnya pinalty yang dibayar bisa merujuk pada "Penalty Overdue Amount"

3. Isian wajib atau bertanda bintang (\*) harus diisi. Meskipun isian wajib bisa diubah, akan tetapi isian wajib tetap harus diisi.

- *Collection Date*
- *Collection Billing Amount*

The screenshot shows the 'Add Billing Payment History Detail' form. Key fields include:

- Payment Condition:** Payment Schedule (mm/dd/yyyy) 08/14/2015, Period Overdue Amount 17,150,000.
- Collection Date:** Collection Date (mm/dd/yyyy) 08/14/2015 (highlighted with a red box and 'This value is required.').
- Collection Billing Amount:** Collection Amount (highlighted with a red box and 'This value is required.').
- Penalty Collection:** Penalty Collection Date (mm/dd/yyyy), Penalty Collection Amount, Penalty Overdue Amount -424,000.

Gambar 16. Isian wajib pada halaman *add billing payment history*

4. Tekan tombol [Save Changes] untuk menyimpan data.

The screenshot shows the same 'Add Billing Payment History Detail' form. The 'Save Changes' button is highlighted with a red box. Other fields visible include:

- Payment Condition:** Payment Schedule (mm/dd/yyyy) 08/14/2015, Period Overdue Amount 17,150,000.
- Collection Date:** Collection Date (mm/dd/yyyy) 08/14/2015.
- Collection Billing Amount:** Collection Amount.
- Penalty Collection:** Penalty Collection Date (mm/dd/yyyy), Penalty Collection Amount, Penalty Overdue Amount -424,000.

Gambar 17. Tombol [Save Changes] pada halaman detail billing payment history

### Filter billing payment history records:

Untuk melakukan *filter* data, pengguna harus menjalankan beberapa langkah berikut:

1. Pada halaman daftar *billing payment history*, masukan kata kunci pada isian [Search] untuk melakukan *filter* data *billing payment history*. Penggunaan karakter/huruf besar dan kecil tidak berpengaruh terhadap proses *filter*.
2. Sistem akan melakukan filter berdasarkan kata kunci, dan ditampilkan pada daftar *billing payment history*.

The screenshot shows the OLSS Billing Payment History interface. At the top, there are filter fields for Customer Name (FAJAR SURYA SWADAYA), Product Brand Name (MITSUBISHI), Product Model Name (L200 STRADA E-2 DOUBLE CAB CR - HD-X TRT), and Model Year (2013/0). Below these are fields for Lease Category (how), Maintenance Type (Full Maintenance), Insurance (Yes), Purchase Required (No), Contract Start Date (02/01/2015), Contract Expired Date (04/30/2017), Lease Period (Months) (24), and Usage (Sue). Summary statistics are displayed, including Expectation Collection Amount (Rp 11,602,000), Billing Total (Rp 24,300,000), Breakdown Total (Rp 571,667), Collection Amount (Rp 33,720,330), Overdue Amount (Rp 0), and Overdue PPH (1). A table below shows payment details with columns: Payment Schedule, Invoice Issue Date, Billing Amount, Break Down, Collection Billing Amount, VAT (10%), PPH (2%), Collection Date, Collection Amount, Overdue (Days), Penalty Amount, Penalty Collection Date, and Penalty Collection Amount. A search bar is highlighted in the top right corner of the table area.

Gambar 10. Fungsi *filter*

### Sort billing payment history records:

Untuk melakukan *sorting* data, pengguna harus menjalankan beberapa langkah berikut:

1. Pada halaman daftar *billing payment history*, tekan tanda panah pada *header* setiap kolom.
2. Untuk menampilkan data dengan urutan *ascending*, klik panah yang mengarah ke atas.

The screenshot shows the OLSS Billing Payment History interface with the sorting function applied. The table is sorted by the 'Collection Billing Amount' column in ascending order. The table has columns: Payment Schedule, Invoice Issue Date, Billing Amount, Break Down, Collection Billing Amount, VAT (10%), PPH (2%), Collection Date, Collection Amount, Overdue (Days), Penalty Amount, Penalty Collection Date, and Penalty Collection Amount. The first row shows a payment schedule of 10/14/2015 with a collection amount of 4,444,444. The second row shows a payment schedule of 09/14/2015 with a collection amount of 23,123,123. The third row shows a payment schedule of 04/14/2015 with a collection amount of 3,121,220. The fourth row shows a payment schedule of 10/14/2015 with a collection amount of 176,120. The fifth row shows a payment schedule of 10/14/2015 with a collection amount of 4,124,110,111. A search bar is visible at the top right of the table area.

Gambar 11. Fungsi *sorting ascending*

3. Untuk menampilkan data dengan urutan *descending*; klik panah yang mengarah ke bawah.



**OLSS Billing Payment History**

Lease Category: New Maintenance Type: Full Maintenance Insurance: Yes Purchase Required: Yes

Contract Start Date (mm/dd/yyyy): 07/07/2018 Contract Expiry Date (mm/dd/yyyy): 07/07/2021 Lease Period (Months): 60 Usage: Full

Expectation Collection Amount: Rp 987,432,561 Collection Amount: Rp 28,123,456 Overdue Amount: Rp 0 Billing Total: Rp 987,432,561

Search:

Payment Schedule	Bill Amount	Invoice Issue Date	Collection Date	Collection Amount	Break Down	Penalty	Overdue (Days)	VAT (10%)	PPH (2%)	Action
07/07/2018	16,042,790	07/07/2018								
12/14/2017	16,042,790	12/11/2017								
11/14/2017	16,042,790	11/11/2017								
10/14/2017	16,042,790	10/11/2017								
09/14/2017	16,042,790	09/11/2017								

Showing 1 to 5 of 6 entries

First Previous 1 2 3 Next Last

Gambar 20. Fungsi sorting descending

**Validate billing payment history records:**

Untuk melakukan validasi data *billing payment history*, pengguna harus menjalankan beberapa langkah berikut:

1. Pilih data *billing payment history* pada halaman daftar *billing payment history* dengan menekan tombol [Detail].

**OLSS Billing Payment History**

Lease Category: New Maintenance Type: Full Maintenance Insurance: Yes Purchase Required: Yes

Contract Start Date (mm/dd/yyyy): 07/07/2018 Contract Expiry Date (mm/dd/yyyy): 07/07/2021 Lease Period (Months): 60 Usage: Full

Expectation Collection Amount: Rp 987,432,561 Collection Amount: Rp 28,123,456 Overdue Amount: Rp 0 Billing Total: Rp 987,432,561

Search:

Payment Schedule	Bill Amount	Invoice Issue Date	Collection Date	Collection Amount	Break Down	Penalty	Overdue (Days)	VAT (10%)	PPH (2%)	Action
07/07/2018	16,042,790	07/11/2018	12/10/2014	4,444,444	3,333	2,222,222	0	444,444	88,889	
03/14/2015	16,042,790	03/11/2015	12/10/2014	33,123,123	33,123,230	1,230	0	900,811	180,162	
04/14/2015	16,042,790	04/11/2015	12/10/2014	3,121,230	31,230	13,320	0	310,000	62,000	
10/14/2015	16,042,790	10/11/2015	12/10/2014	1,23,120	91,241,241,240	1,240	0	4,123,110,411	40,16,72,160	
10/14/2015	16,042,790	10/11/2015								

Showing 1 to 5 of 6 entries

First Previous 1 2 3 Next Last

Gambar 21. Tombol [Detail] pada halaman daftar *billing payment history*

2. Pastikan semua isian data sudah benar. Tekan tombol [Validate] untuk melakukan validasi data.

**Billing Payment History Detail**

Billing and Payment History Details

Payment Transaction:  First Due Date of Usage Unit:  First Due Date of Payment:  Term of Payment (Days):

Monthly Installment:  Deposit Amount:  Number of Payment (Numbers):  Deposit Payment Date:

Deposit Return Date:  Breakdown Special Contract:  Issue of Invoice Date:  Interest Penalty (Rp):

Payment Condition

Payment Schedule (mm/dd/yyyy):  Collection Date (mm/dd/yyyy):  Collection Category:  Break Down Amount:

Collection Billing Amount:  VAT Amount:  PPH Amount:  Collection Amount:

Penalty Amount:  Penalty Collection Date (mm/dd/yyyy):  Penalty Collection Amount:  Penalty Overdue Amount:

Gambar 22. Tombol [Validate] pada halaman detail billing payment history

**Set to Draft billing payment history records:**

Untuk mengubah status data *billing payment history* sebagai *draft*, pengguna harus menjalankan beberapa langkah berikut:

1. Pilih data *billing payment history* pada halaman daftar *billing payment history* dengan menekan tombol [Detail].

**Billing Payment History**

Lease Category:  Maintenance Type:  Insurance:  Purchase Required:

Contract Start Date (mm/dd/yyyy):  Contract Expiry Date (mm/dd/yyyy):  Lease Period (Months):  Usage:

Expectation Collection Amount:  Collection Amount:  Overdue Amount:  Billing Total:

Search:

Payment Schedule	Bill Amount	Invoice Issue Date	Collection Date	Collection Amount	Break Down	Penalty	Overdue (Days)	VAT (10%)	PPH (2%)	Action
10/14/2015	15,042,790	10/11/2015	12/10/2014	4,844,844	3,240	24,244,481	0	444,100	18,000	
03/14/2015	15,042,790	03/11/2015	12/10/2014	33,123,123	33,121,230	1,230	0	900,811	180,162	
04/14/2015	15,042,790	04/11/2015	12/10/2014	3,121,220	31,220	13,320	0	310,000	52,000	
10/14/2015	15,042,790	10/11/2015	12/10/2014	1,24,120	31,241,241,240	1,240	0	4,124,110,411	40,16,72,160	
10/14/2015	15,042,790	10/11/2015								

Showing 1 to 5 of 46 entries

First Previous 1 2 3 4 5 Next Last

Gambar 23. Tombol [Detail] pada halaman daftar billing payment history

2. Tekan tombol [Set to Draft] untuk mengubah status data menjadi *draft*.



**OLSS** Billing Payment History Detail Admin User

Billing and Payment History Details

Payment Transaction: <input type="text" value="Transfer"/>	First Due Date of Usage Unit: <input type="text" value="05/01/2015"/>	First Due Date of Payment: <input type="text" value="06/14/2015"/>	Term of Payment (Days): <input type="text" value="14"/>
Monthly Installment: Rp <input type="text" value="12,154,000"/>	Deposit Amount: Rp <input type="text" value="0"/>	Number of Payment (Numbers): <input type="text" value="24"/>	Deposit Payment Date: <input type="text" value=""/>
Deposit Return Date: <input type="text" value=""/>	Breakdown Special Contract: <input type="text" value="Yes"/>	Issue of Invoice Date: <input type="text" value="06/01/2015"/>	Interest Penalty (%): <input type="text" value="3.000000"/>

Payment Condition

Payment Schedule (mm/dd/yyyy): <input type="text" value="06/14/2015"/>	Collection Date (mm/dd/yyyy): <input type="text" value="07/16/2015"/>	Collection Category: <input type="text" value="Full After Break Down"/>	Break Down Amount: Rp <input type="text" value="0"/>
Collection Billing Amount: <input type="text" value="350,000"/>	WT Amount: Rp <input type="text" value="35,000"/>	PPI Amount: Rp <input type="text" value="7,000"/>	Collection Amount: Rp <input type="text" value="378,000"/>
Penalty Amount: Rp <input type="text" value="11,200"/>	Penalty Collection Date (mm/dd/yyyy): <input type="text" value="07/16/2015"/>	Penalty Collection Amount: Rp <input type="text" value="133,200"/>	Penalty Collection Amount: Rp <input type="text" value="112,800"/>

**Set To Draft**

Gambar 24. Tombol [Set to Draft] pada halaman *detail billing payment history*