

**PT. BERLIAN SISTEM INFORMASI**



# **Operating Lease – Collection Process**

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## **USER MANUAL GUIDE**

**VERSION 1.1**

**7/12/2016**

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Operating Lease – Collection Process

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July 12, 2016

## REVISION HISTORY

Date	Revision	Description	Author
5/12/2016	0.0	Initial Document	AR. Anggun Cahyaningtyas
5/26/2016	0.1	Update Capture	Sabilla Pravita Larassati
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5/30/2016	1.0	1 <sup>st</sup> Baseline	Grand Zah Putra
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## COLLECTION MODULE

Operating Lease Support System termasuk Procurement Process, **Collection Process**, Maintenance Process, dan Collection Process. Fitur-fitur lainnya akan dijelaskan selanjutnya. Menu Collection pada Operating Lease Support System sebagai kelanjutan dari Unit Management process, dan Maintenance Process. Dengan menu Collection, Anda akan dapat me-monitor dan mengubah billing payment, membuat invoice dan me-monitor proses invoice, mengisi payment history berdasarkan bulan, manage RAL, dan manage warning letter/surat peringatan.

Selain itu Anda dapat memasukkan data, melakukan perubahan, dan memeriksa catatan detail, dan juga menyaring catatan tertentu berdasarkan kolom dengan menulis kata kunci di kolom pencarian. Fitur dan data yang terdapat dalam menu Operating Lease Support System Anda dibatasi oleh keamanan dan otorisasi pengaturan data Anda sehingga Anda mungkin tidak dapat mengakses semua fitur.

Hanya user yang memiliki otoritas yang memiliki akses ke semua data untuk melakukan update atas data-data tersebut. Modul Collection memiliki beberapa fungsi:

- a) Me-monitor jadwal pembayaran tagihan oleh customer sebelum tanggal jatuh tempo.
- b) Me-monitor pembayaran tagihan pada saat tanggal jatuh tempo.
- c) Filter dan sorting untuk data pada list. Untuk filter dan sorting ini, user dapat melakukan dengan cara berikut:
  - Klik  untuk sorting data secara ascending atau descending.
  - Pilih jumlah data yang akan ditampilkan  Show 10 entries
  - Tampilkan data dengan mengisi kata kunci pada  Search:

### 1. Monitor Billing Schedule

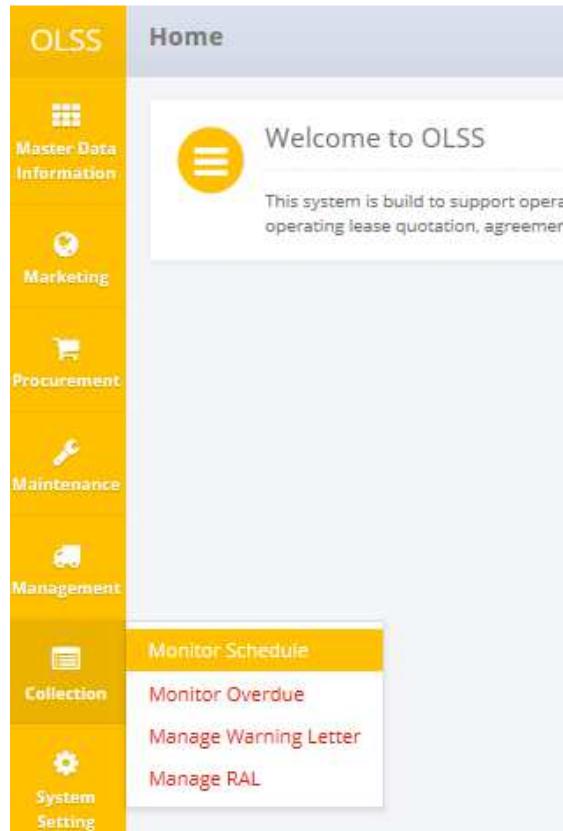
Tampilan **Monitor Schedule** akan digunakan oleh PIC Collection untuk memonitor pembayaran customer per bulannya. Setelah BAST DSF telah diserahkan kepada customer, billing/tagihan akan secara otomatis ter-generate dan ditampilkan pada list **Monitor Schedule**. Dengan menggunakan fitur ini, user dapat me-monitor jadwal penagihan, ubah data tagihan, membuat invoice, dan mengirimkan email reminder/pengingat ke customer. Monitor akan dilakukan berdasarkan akhir periode tanggal penggunaan unit (per bulan) dan tanggal jatuh tempo.

Pertama, user dapat membuka tampilan **Monitor Schedule** dengan memilih “**Monitor Schedule**” pada menu **Collection**. Setelah dipilih, sistem akan menampilkan halaman **Monitor Schedule**. Halaman akan ditampilkan seperti berikut:

1. Pilih menu Collection dan klik “**Monitor Schedule**”.

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Gambar 1: Menu Collection – Monitor Schedule

2. Sistem akan menampilkan halaman **Monitor Schedule** yang berisi agreement yang mendekati tanggal jatuh tempo ataupun agreement yang telah jatuh tempo. Tampilan utama **Monitor Schedule** sebagai berikut:

Monitor Schedule															Billing Maintenance				Total Breakdown														
Search Criteria		Parameter			Start Billing Date		End Billing Date		Billing Maintenance				Total Breakdown				Last Modified By	Last Modified Date	Invoice Status	Action													
DSF Office		Customer Group			Customer Name		Agreement Number		Agreement Date		Issue Date		End Period		Total (Rp)	Detail	Total (Rp)	Last Modified By	Last Modified Date	Invoice Status	Action												
No data available in table																																	
< Showing 0 to 0 of 0 entries >																																	
<a href="#">Print Report</a>																																	

Gambar 2: Tampilan Monitor Schedule

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Pada tampilan **Monitor Schedule**, terdapat 6 tab, yaitu:

- Tab End contract, menampilkan agreement dengan tagihan bulan untuk mengakhiri kontrak.
- Tab 7 days, menampilkan nomor agreement dengan status “Open” yang memiliki sisa waktu 7 hari sebelum tanggal berakhirnya penggunaan unit.
- Tab 5 days, menampilkan nomor agreement dengan status “Open” yang memiliki sisa waktu 5 hari sebelum tanggal jatuh tempo.
- Tab 1 day, menampilkan nomor agreement dengan status “Open” yang memiliki sisa waktu 1 hari sebelum tanggal jatuh tempo.
- Tab Due Date, menampilkan nomor agreement dengan status “Open” yang telah memasuki tanggal jatuh tempo.
- Tab all, menampilkan semua nomor agreement dengan status “Open”.

Setiap tab memiliki fungsi yang berbeda. Terdapat 4 tombol yang ditampilkan pada tab End Contract, antara lain:

DSF Office	Customer Group	Customer Name	Agreement Number	Agreement Date	Invoice Issue Date	End Usage Unit Date	Total Billing Amount (Rp)	Billing Maintenance Detail	Total Breakdown (Rp)	Last Modified By	Last Modified Date	Invoice Status	Action
Jakarta	Mitsubishi	PT. DSF	0000009/4 /04/11/2015	15/02/1992	02/03/2015	01/01/2016	230,000,000	15,000,000	23,000,000	Jhon	11/11/2011	Closed	+ X
Jakarta	Mitsubishi	PT. DSF	0000009/4 /04/11/2015	15/02/1992	02/03/2015	01/01/2016	230,000,000	15,000,000	23,000,000	Jhon	11/11/2011	Approved	+ X
Jakarta	Mitsubishi	PT. DSF	0000009/4 /04/11/2015	15/02/1992	02/03/2015	01/01/2016	230,000,000	15,000,000	23,000,000	Jhon	11/11/2011	Rejected	+ X
Jakarta	Mitsubishi	PT. DSF	0000009/4 /04/11/2015	15/02/1992	02/03/2015	01/01/2016	230,000,000	15,000,000	23,000,000	Jhon	11/11/2011	Submitted	+ X
Jakarta	Mitsubishi	PT. DSF	0000009/4 /04/11/2015	15/02/1992	02/03/2015	01/01/2016	230,000,000	15,000,000	23,000,000	Jhon	11/11/2011	Delivered	+ X

Gambar 3: Tampilan Monitor Schedule – Tab End Contract

- Billing maintenance detail : untuk melihat maintenance pada periode tagihan. Hanya enable jika agreement maintenance type adalah CSD.
- Create RAL : untuk membuat Return Authorization Letter (RAL)/ Surat Kuasa Penarikan unit untuk customer.
- Stop Billing : untuk merubah status kontrak dari OPEN menjadi STOP BILLING. Seluruh tombol akan berubah menjadi disable dan tidak dapat dilakukan perubahan kembali atas agreement dengan status STOP BILLING ini.

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Gambar 4: Pop Up Konfirmasi Stop Billing

Success! Contract with Agreement Number: 0000165/4/01/06/2016 successfully Closed

Gambar 5: Notifikasi Sukses Stop Billing

- d. **Print Report** : untuk mencetak list agreement berdasarkan pencarian yang spesifik.

Pada Tab 7 days, terdapat 6 tombol yaitu:

The screenshot shows the 'Monitor Schedule' page with a search bar for 'DSF Office' and date filters for 'Start Billing Date' and 'End Billing Date'. Below the search bar are buttons for 'End Contract', '7 Days', '5 Days', '1 Days', 'Due Date', and 'All'. A 'Show' dropdown is set to '10' and checked. The main table lists agreements with columns for 'DSF Office', 'Customer Group', 'Customer Name', 'Agreement Number', 'Agreement Date', 'Invoice Issue Date', 'End Period', 'End Usage Unit Date', 'Total Billing Amount (Rp)', 'Billing Maintenance Total (Rp)', 'Billing Maintenance Detail (Rp)', 'Promise to Pay Date', 'Last Modified By', 'Last Modified Date', 'Mail Status', 'Invoice Status', and 'Action'. There are four entries listed, each with a 'Detail' button and a row of icons for actions like edit, delete, and print. The bottom of the table shows 'Showing 1 to 10 of 44 entries' and a 'Print Report' button.

Gambar 6: Tampilan Monitor Schedule – Tab 7 Days

- a. **Billing Maintenance Detail** : untuk melihat biaya maintenance dan informasi untuk setiap unit yang disewakan per bulannya. Hanya enable jika agreement maintenance type adalah CSD. Berikut adalah tampilan billing maintenance detail:

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<b>Agreement No</b>	: 0000021/4/01/05/2016	X																												
<b>Contract Period</b>	: 05/01/2016 - 06/06/2016																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">No</th> <th style="width: 20%;">Unit Model</th> <th style="width: 15%;">Unit Type</th> <th style="width: 15%;">Police Number</th> <th style="width: 15%;">Engine Number</th> <th style="width: 15%;">Maintenance Type</th> <th style="width: 15%;">Billing Amount</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>OUTLANDER SPORT GLX (4X2) M/T</td> <td>OTL</td> <td>B 1100 OPL</td> <td>da1414</td> <td>Regular Maintenance</td> <td style="text-align: right;">20000.00</td> </tr> <tr> <td style="text-align: center;">2</td> <td>OUTLANDER SPORT GLX (4X2) M/T</td> <td>OTL</td> <td>B 1200 OPL</td> <td>affa42425</td> <td>Regular Maintenance</td> <td style="text-align: right;">50000.00</td> </tr> <tr> <td align="right" style="border-top: none; border-bottom: 1px solid black; padding: 5px;">Total</td> <td align="right" style="border-top: none; border-bottom: 1px solid black; padding: 5px;">0</td> <td align="right" style="border-top: none; border-bottom: 1px solid black; padding: 5px;"></td> <td align="right" style="border-top: none; border-bottom: 1px solid black; padding: 5px;"></td> <td align="right" style="border-top: none; border-bottom: 1px solid black; padding: 5px;"></td> <td align="right" style="border-top: none; border-bottom: 1px solid black; padding: 5px;"></td> <td align="right" style="border-top: none; border-bottom: 1px solid black; padding: 5px;"></td> </tr> </tbody> </table>			No	Unit Model	Unit Type	Police Number	Engine Number	Maintenance Type	Billing Amount	1	OUTLANDER SPORT GLX (4X2) M/T	OTL	B 1100 OPL	da1414	Regular Maintenance	20000.00	2	OUTLANDER SPORT GLX (4X2) M/T	OTL	B 1200 OPL	affa42425	Regular Maintenance	50000.00	Total	0					
No	Unit Model	Unit Type	Police Number	Engine Number	Maintenance Type	Billing Amount																								
1	OUTLANDER SPORT GLX (4X2) M/T	OTL	B 1100 OPL	da1414	Regular Maintenance	20000.00																								
2	OUTLANDER SPORT GLX (4X2) M/T	OTL	B 1200 OPL	affa42425	Regular Maintenance	50000.00																								
Total	0																													

Close

**Gambar 7: Tampilan Pop up Billing Maintenance Detail**

- b. Create Invoice : untuk membuat invoice baru agreement yang dipilih.
- c. Edit Billing Payment : untuk meng-edit billing of payment history inquiry.
- d. Input Promise to Pay : untuk mengisi tanggal janji bayar.
- e. Billing Payment History Inquiry Invoice : untuk mengakses invoice dokumen dan approval path.
- f. Print Report : untuk mencetak list tagihan pembayaran berdasarkan pencarian.

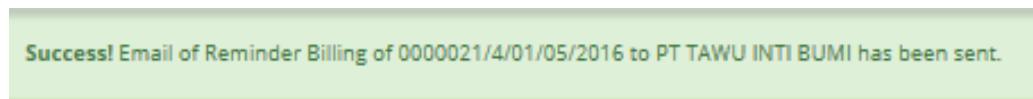
Tab 5 days dan 1 day memiliki tombol yang berbeda dengan tab 7 days, tombol-tombol tersebut antara lain:

**Gambar 8: Monitor Schedule – Tab 5 Days**

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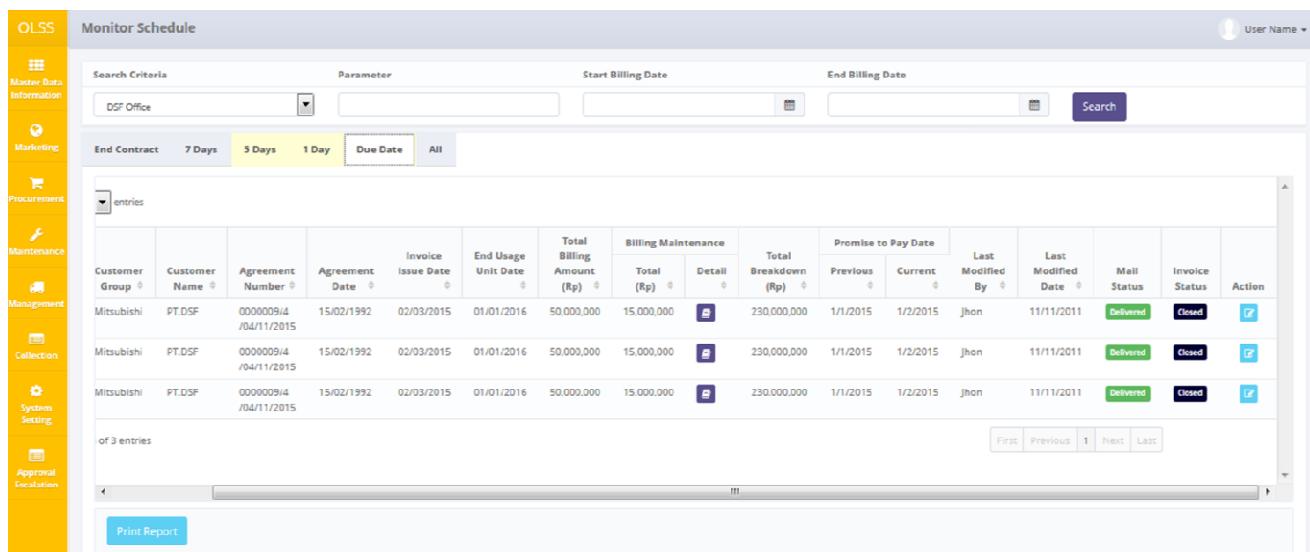
- a. Billing Maintenance Detail  : untuk melihat biaya maintenance pada periode tagihan. Hanya enable jika agreement maintenance type adalah CSD.
- b. Send reminder email  : klik tombol ini untuk mengirimkan email reminder/pengingat sebelum jatuh tempo. Notifikasi akan tampil ketika email berhasil terkirim. Berikut adalah notifikasi sukses setelah email berhasil terkirim:



Gambar 9: Notifikasi Sukses Email Reminder

- c. Input Promise to Pay  : untuk mengisi tanggal janji bayar.
- d. Billing & Payment History Inquiry  : untuk melihat informasi billing payment/tagihan pembayaran, dapat mengakses tampilan Add Billing Payment History Inquiry.
- e.  : untuk mencetak list tagihan berdasarkan pencarian yang spesifik.

Pada Tab Due Date, terdapat 3 tombol yaitu:



Customer Group	Customer Name	Agreement Number	Agreement Date	Issue Date	End Usage Date	Total Billing Amount (Rp)	Billing Maintenance		Premise to Pay Date		Last Modified By	Last Modified Date	Mail Status	Invoice Status	Action
							Total (Rp)	Detail	Total Breakdown (Rp)	Previous	Current				
Mitsubishi	PT.DSF	0000009/4/04/11/2015	15/02/1992	02/03/2015	01/01/2016	50.000.000	15.000.000		230.000.000	1/1/2015	1/2/2015	Jhon	11/11/2011	Delivered	Closed
Mitsubishi	PT.DSF	0000009/4/04/11/2015	15/02/1992	02/03/2015	01/01/2016	50.000.000	15.000.000		230.000.000	1/1/2015	1/2/2015	Jhon	11/11/2011	Delivered	Closed
Mitsubishi	PT.DSF	0000009/4/04/11/2015	15/02/1992	02/03/2015	01/01/2016	50.000.000	15.000.000		230.000.000	1/1/2015	1/2/2015	Jhon	11/11/2011	Delivered	Closed

Gambar 10: Tampilan Monitor Schedule – Tab Due Date

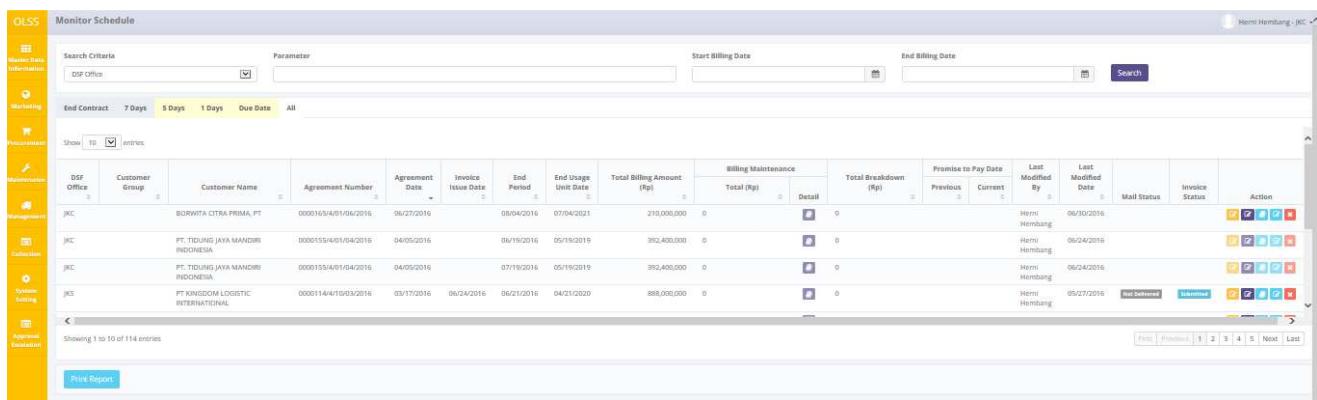
- a. Billing maintenance detail  : untuk melihat maintenance pada periode tagihan. Hanya enable jika agreement maintenance type adalah CSD

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- b. Billing & Payment History Inquiry  : untuk melihat informasi billing payment/tagihan pembayaran, dapat mengakses tampilan Add Billing Payment History Inquiry.
- c.  : untuk mencetak list agreement berdasarkan pencarian yang spesifik.

Pada Tab all, terdapat 7 tombol sebagai berikut:



The screenshot shows a table titled "Monitor Schedule" with the following columns:

DSF Office	Customer Group	Customer Name	Agreement Number	Agreement Date	Invoice Issue Date	End Period	End Usage Unit Date	Total Billing Amount (Rp)	Billing Maintenance	Total Breakdown (Rp)	Promise to Pay Date	Last Modified By	Last Modified Date	Mail Status	Invoice Status	Action
JKC		BORVITA CITRA PRIMA, PT	0000165/4/01/06/2016	08/27/2016	08/04/2016	07/04/2021		210,000,000			Hermi Hembung	08/10/2016				
JKC		PT. TIDUNG JAYA MANDIRI INDONESIA	0000155/4/01/04/2016	04/05/2016	09/19/2016	09/19/2019		392,400,000			Hermi Hembung	08/24/2016				
JKC		PT. TIDUNG JAYA MANDIRI INDONESIA	0000155/4/01/04/2016	04/05/2016	07/19/2016	05/19/2019		392,400,000			Hermi Hembung	08/24/2016				
JKS		PT KINGDOM LOGISTIC INTERNATIONAL	0000114/4/10/03/2016	03/17/2016	06/24/2016	06/21/2016	04/21/2020	888,000,000			Hermi Hembung	09/27/2016				

At the bottom left, there is a "Print Report" button. At the bottom right, there are navigation links for "First", "Previous", "Next", "Last", and "Last".

**Gambar 11: Monitor Schedule – Tab All**

- a. Billing Maintenance detail  : untuk melihat maintenance pada periode tagihan. Hanya enable jika agreement maintenance type adalah CSD.
- b. Edit Billing Payment  : untuk meng-edit billing of payment history inquiry.
- c. Input Promise to pay  : untuk mengisi tanggal pembayaran.
- d. Billing Payment History Inquiry Invoice  : untuk mengakses invoice dokumen dan approval path.
- e. Billing and payment history inquiry  : untuk melihat informasi billing payment/tagihan pembayaran, dapat mengakses tampilan Add Billing Payment History Inquiry.
- f. Stop Billing  : untuk merubah status kontrak dari OPEN menjadi STOP BILLING. Seluruh tombol akan berubah menjadi disable dan tidak dapat dilakukan perubahan kembali atas agreement dengan status STOP BILLING ini.
- g.  : untuk mencetak list agreement berdasarkan pencarian yang spesifik.

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Di sisi kanan tampilan **Monitor Schedule**, terdapat dua kolom dengan status didalamnya; kolom pertama adalah **Mail Status** dan kolom kedua adalah **Invoice Status**. **Mail status** memiliki dua status, yaitu:

- a. **Delivered** , berarti email reminder telah terkirim ke email customer.
- b. **Not Delivered** , berarti email reminder belum terkirim ke email customer.

Sedangkan, Invoice Status memiliki 6 status antara lain:

- a. **Draft** , berarti invoice telah dibuat namun belum disubmit.
- b. **Submitted** , berarti invoice telah disubmit oleh PIC collection. Status ini masih perlu dicheck oleh DSF authorized user.
- c. **Checked** , berarti invoice telah dicheck oleh DSF authorized user, dan dapat dilanjutkan ke level approval selanjutnya.
- d. **Revised** , berarti terdapat kesalahan pada dokumen invoice. Dokumen yang telah direvisi nantinya harus disubmit kembali oleh PIC collection.
- e. **Approved** , berarti invoice telah diapprove oleh DSF authorized user.
- f. **Delivered** , berarti dokumen hardcopy invoice telah terkirim ke customer.

The screenshot shows the 'Monitor Schedule' page from the OLSS system. The left sidebar has a vertical navigation menu with icons for Marketing, Procurement, Maintenance, Management, Collection, System Setting, and Approval Escalation. The main header is 'Monitor Schedule'. Below the header, there are search criteria fields: 'Search Criteria' (set to 'DSF Office'), 'Parameter' (empty), 'Start Billing Date' (empty), 'End Billing Date' (empty), and a 'Search' button. Underneath these are buttons for 'End Contract', '7 Days', '5 Days', '1 Days', 'Due Date', and 'All'. A table follows, with the last two columns, 'Mail Status' and 'Invoice Status', highlighted by a red box. The table includes columns for End Period, End Usage Unit Date, Total Billing Amount (Rp), Billing Maintenance (Total Rp and Detail), Total Breakdown (Rp), Promise to Pay Date (Previous and Current), Last Modified By, Last Modified Date, and Action. The data in the table is as follows:

End Period	End Usage Unit Date	Total Billing Amount (Rp)	Billing Maintenance	Total Breakdown (Rp)	Promise to Pay Date	Last Modified By	Last Modified Date	Action	Mail Status	Invoice Status
06/21/2016	04/21/2020	888,000,000	0	0	Previous Current	Herni Hembang	05/27/2016	Print Report	Not Delivered	Submitted

At the bottom of the page, there are navigation buttons for 'First', 'Previous', 'Next', and 'Last', and a message 'Showing 1 to 1 of 1 entries'.

Gambar 12: Tampilan Monitor Schedule – Status

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### 1.1 Edit Billing dan Payment History Inquiry

Sebelum user membuat invoice untuk customer, user dapat meng-edit billing jika terdapat informasi yang akan diubah. Dengan cara meng-akses tampilan **Monitor Schedule** - Tab 7 days / Tab All. Proses tersebut dapat dilihat sebagai berikut:

The screenshot shows the OLSS (Operating Lease System) interface. On the left is a vertical navigation bar with icons for Master Data Information, Marketing, Procurement, Maintenance, Management, Collection, System Setting, and Approval Escalation. The main title is "Monitor Schedule". Below it are search criteria: "Search Criteria" (DSF Office), "Parameter" (empty), "Start Billing Date" (empty), and "End Billing Date" (empty). There are also buttons for "End Contract", "7 Days" (highlighted in yellow), "5 Days", "1 Days", "Due Date", and "All". The main area displays a table of billing data. The columns include: End Period, End Usage Unit Date, Total Billing Amount (Rp), Billing Maintenance (Total Rp, Detail), Total Breakdown (Rp), Promise to Pay Date (Previous, Current), Last Modified By, Last Modified Date, Mail Status, Invoice Status, and Action. The last row of the table has a yellow-bordered "Edit Billing Payment" button in the Action column. A callout box with the text "Click Edit Billing Payment button to modify billing payment information" points to this button. At the bottom of the table, it says "Showing 1 to 10 of 44 entries" and has navigation buttons for First, Previous, 1, 2, 3, 4, 5, Next, and Last.

Gambar 13: Akses ke tampilan Edit Billing & Payment History Inquiry

Sistem akan menampilkan tampilan **Edit Billing & Payment History Inquiry**.

The screenshot shows the "Edit Billing & Payment History Inquiry" form. The left sidebar has the same navigation icons as the previous screen. The main form has sections for "Contract Information" and "Billing and Payment History". In the "Contract Information" section, fields include: Created by (Jufi Iqbal), Created Date (05/13/2016), Last Modified By (Reza Renika), and Last Modified Date (05/25/2016). In the "Billing and Payment History" section, there are many input fields: Sales PIC Name (REZA RENIKA), Sales PIC Position (Marketing Officer OPL), Sales PIC Email (dimsky32@gmail.com); Customer Name (PT TAWU INTI BUMI), Product Brand Name (ISUZU); Product Model Name (PANTHER PICK UP), Model Year (2015); Lease Category (New), Maintenance Type (Full Maintenance); Insurance (Yes), Purchase Required (Yes); Contract Start Date (06/01/2016), Contract Expired Date (05/31/2017); Lease Period (Months) (12), Usage (99); Expectation Collection Amount (Rp 1,011,010), Collection Amount (Rp 0); Overdue Amount (Rp 1,001,000), Approval Adjustment Memo (Rp 0); Include PPh (No), Billing Total (Rp 1,001,000); Special Invoice Issue Date (checkbox checked). At the bottom are "Save Changes" and "Submit" buttons.

Gambar 14: Tampilan Edit Billing & Payment History Inquiry

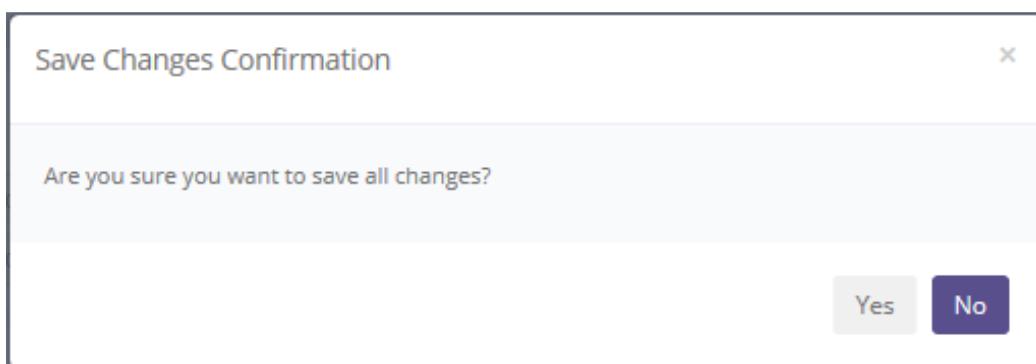
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Terdapat 3 (tiga) tombol yang ditampilkan sebagai berikut:

1.  untuk kembali ke halaman sebelumnya; Monitor Billing Schedule.
2.  untuk meng-update billing payment.
3.  untuk menyimpan perubahan data billing payment yang sudah fix.

Terdapat field informasi di sisi atas tampilan yang terdiri dari informasi user yang membuat dokumen dan melakukan perubahan data. Disini user dapat melihat contract information, customer information, lease category, maintenance type, dan collection amount. Jika agreement menggunakan breakdown, user dapat memberi tanda check pada **approval adjustment memo**, kemudian field **breakdown adjustment amount** akan aktif. Jika permintaan pembayaran billing oleh customer pada tanggal yang spesifik, user dapat memberi tanda check pada **special invoice issue date**, dan kemudian field **issue date** akan aktif dan terisi.

Jika data telah berubah pada tampilan, user dapat menyimpan data pada sistem dengan klik tombol **Save Changes**. Setelah klik tombol **Save Changes**, akan menampilkan pop-up konfirmasi. Klik tombol Yes untuk menyimpan dokumen.



Gambar 15: Pop up Save Changes Confirmation

Sistem akan menampilkan pemberitahuan jika sukses ataupun gagal untuk menyimpan perubahan.



Gambar 16: Notifikasi Sukses Edit Billing Payment

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### 1.2 Pembuatan Invoice

Invoice dapat dibuat ketika agreement telah mencapai 7 hari sebelum tanggal jatuh tempo atau adanya kasus tertentu seperti permintaan pembayaran pada tanggal tertentu oleh customer. Jika user ingin membuat Invoice, ikuti langkah-langkah berikut:

- a. Pilih tampilan **Monitor Schedule** - tab 7 days.
- b. Pada tab 7 days, klik tombol Create Invoice. Agreement yang tampil dilist hanya agreement dengan syarat 7 hari sebelum berakhirnya tanggal penggunaan unit atau agreement dengan kondisi khusus untuk tanggal invoice bisa dibuat invoice dan kuitansi. Sistem akan menampilkan halaman Create Invoice.

The screenshot shows the 'Monitor Schedule' page of the OLSS system. The left sidebar contains icons for various modules: Master Data Information, Marketing, Procurement, Maintenance, Management, Collections, System Setting, and Approval Escalation. The main area has tabs for End Contract, 7 Days, 5 Days, 1 Days, Due Date, and All. The '5 Days' tab is selected. The search criteria include DSF Office, Start Billing Date, and End Billing Date. The results table lists agreements with columns for End Period, End Usage Unit Date, Total Billing Amount (Rp), Billing Maintenance, Total Breakdown (Rp), Promise to Pay Date, Last Modified By, Last Modified Date, Mail Status, and Invoice Status. The last row of the table has a highlighted 'Action' column with a 'Create Invoice' button. A callout box with the text 'Click Create Invoice button to create a new invoice document' points to this button. At the bottom, there are buttons for Print Report, First, Previous, 1, 2, 3, 4, 5, Next, and Last.

End Period	End Usage Unit Date	Total Billing Amount (Rp)	Billing Maintenance		Total Breakdown (Rp)	Promise to Pay Date	Last Modified By	Last Modified Date	Mail Status	Invoice Status	Action			
			Total (Rp)	Detail										
06/19/2016	05/19/2019	392,400,000	0		0		Herni Hembang	06/24/2016						
07/19/2016	05/19/2019	392,400,000	0		0		Herni Hembang	06/24/2016						
07/21/2016	04/21/2020	888,000,000	0		0		Herni Hembang	05/27/2016						
07/11/2016	05/11/2020	888,000,000	0		0		Herni Hembang	07/20/2016						

Gambar 17: Tampilan Monitor Schedule – Tombol Create Invoice

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The screenshot shows the 'Create Invoice' screen in the OLSS system. On the left is a vertical menu with icons for Master Data Information, Marketing, Procurement, Maintenance, Management, Collection, System Setting, and Approval Escalation. The main area has a header 'Create Invoice' and a 'Back' button. It contains sections for 'Invoice Receipt Data' (Number Period: 4/48, Usage Period: 6/21/2016 - 7/21/2016, Agreement No: 0000154/4/01/03/2016, Customer NPWP: [redacted], Due Date (Usage Period + T.O.P): 8/4/2016, Customer Group: [redacted], Customer Name: PT. CARDIG EXPRESS NUSANTARA, Customer Address: HALIM PERDANA KUSUMA AIRPORT, KEL. HALIM PERDANAKUSUMA, KEC. MAKASAR JAKARTA TIMUR), 'Invoice Receiver' (Name: [redacted], Email: [redacted]), 'Installment' (Number: 1, Amount: 6,800,000, Breakdown: 0, Total: 6,800,000), and 'Billing Maintenance' (No Data). At the bottom are 'Save and Print' and 'Cancel' buttons.

Gambar 18: Tampilan Create Invoice

Ketika tampilan Create Invoice terbuka, terdapat 2 tombol yang ditampilkan:

- : Klik tombol ini untuk kembali ke halaman sebelumnya yaitu Monitor Schedule.
- : Klik tombol ini untuk menyimpan dokumen dan mencetak invoice.

Untuk mulai membuat Invoice, silakan isi field-field berikut dengan informasi yang diperlukan:

- Invoice Receipt Date
  - Number period: secara otomatis menampilkan bulan pembayaran/periode. Contoh: 4/12 = 4 dari invoice untuk bulan keempat, dan 12 dari periode agreement.
  - Usage period: secara otomatis menampilkan hari kalender 1-30/31.
  - Agreement No: secara otomatis menampilkan nomor agreement.
  - Customer NPWP: secara otomatis menampilkan NPWP customer.
  - Due date (Usage period + T.O.P): secara otomatis menampilkan tanggal jatuh tempo agreement untuk bulan sekarang.
  - Customer Group: secara otomatis menampilkan grup customer.
  - Customer Name: secara otomatis menampilkan nama customer.
  - Customer Address: secara otomatis menampilkan alamat customer.
  - Invoice Receiver Name: diisi dengan nama penerima invoice.
  - Invoice Receiver Email: diisi dengan alamat email penerima invoice.
- Installment

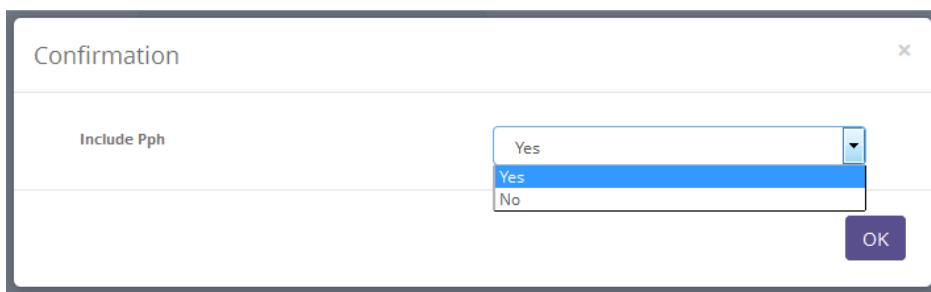
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- Installment amount: menampilkan nilai angsuran.
- Breakdown amount: menampilkan nilai breakdown.
- Installment + breakdown: menampilkan nilai total pembayaran.

c. Maintenance

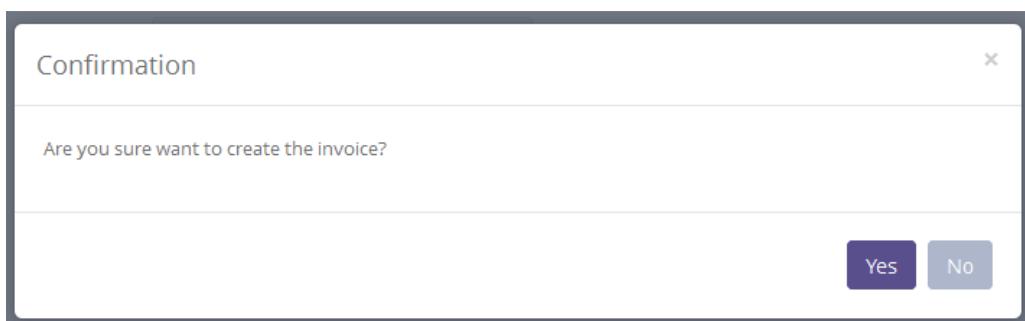
- Police number: menampilkan nomor polisi unit.
- Object type: menampilkan tipe unit.
- Description: menampilkan deskripsi unit.
- Maintenance Amount: menampilkan nilai maintenance.

User dapat menyimpan data pada sistem dengan meng-klik tombol **Save and Print**. Terdapat beberapa field mandatory yang harus diinput sebelum klik tombol tersebut. Jika user membiarkannya kosong atau salah mengisi, sistem akan menampilkan notifikasi error. Klik tombol **Save and Print** akan menampilkan PPh pop-up dialog yang menyatakan apakah invoice sudah termasuk dengan PPh atau tidak.



Gambar 19: Invoice Pph Confirmation Pop up Dialog

Setelah memilih Yes atau No di tampilan Confirmation PPh, sistem akan menampilkan Confirmation pembuatan Invoice seperti dibawah ini:



Gambar 20: Invoice Confirmation Pop up Dialog

Klik **Yes** untuk melanjutkan. Sistem akan menampilkan notifikasi sukses atau gagal tersimpan.

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Success! Invoice for Agreement Number: 0000009/4/04/11/2015 has been saved.

Gambar 21: Notifikasi Sukses Pembuatan Invoice

Sistem akan secara otomatis mengirim email ke customer dan mencetak tanda terima invoice yang terdiri dari:

- Installment invoice
- Installment receipt
- Maintenance invoice
- Maintenance receipt
- Receive letter

### 1.3 Pembuatan Janji Bayar

Setelah user mengirim invoice atau mengirim email pengingat customer untuk pembayaran, user dapat mengisi penundaan tanggal pembayaran di sistem dengan menggunakan fitur **Promise to Pay**. Silakan ikuti prosedur/cara dibawah ini:

- a. Akses tampilan **Monitor Schedule**, pilih tab 7 days/5 days/1 day/all.
- b. Klik tombol Input **Promise to Pay** pada agreement yang dipilih.

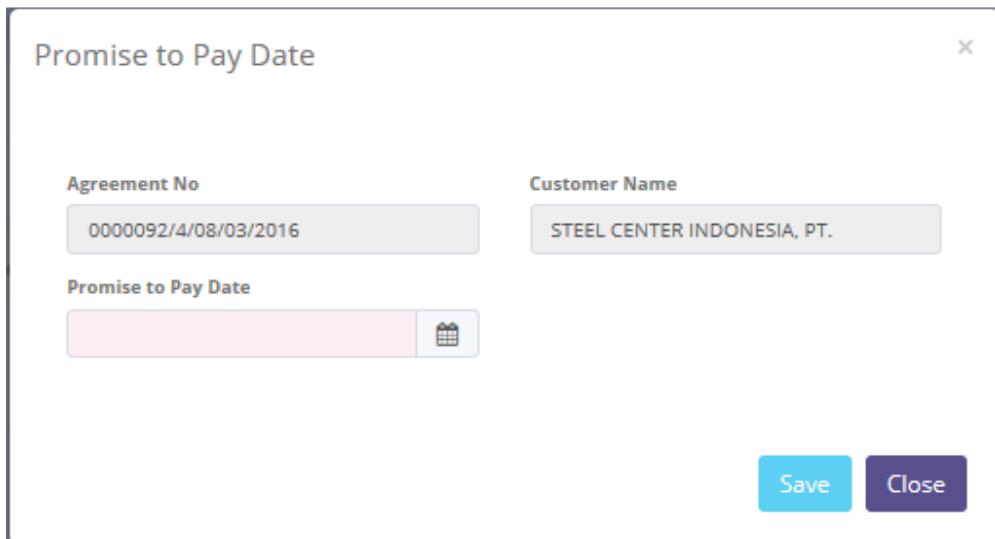
The screenshot shows the 'Monitor Schedule' page of the OLSS system. On the left, there is a vertical sidebar with icons for various modules: Master Data Information, Marketing, Procurement, Maintenance, Management, Collection, System Setting, and Approval Escalation. The main area is titled 'Monitor Schedule' and contains a search bar with 'DSF Office' selected, and date fields for 'Start Billing Date' and 'End Billing Date'. Below the search bar, there are tabs for 'End Contract', '7 Days', '5 Days' (which is highlighted in yellow), '1 Days', 'Due Date', and 'All'. The main table lists agreements with columns for 'End Period', 'End Usage Unit Date', 'Total Billing Amount (Rp)', 'Billing Maintenance' (with 'Total (Rp)' and 'Detail' sub-columns), 'Total Breakdown (Rp)', 'Promise to Pay Date' (with 'Previous' and 'Current' sub-columns), 'Last Modified By', 'Last Modified Date', 'Mail Status', 'Invoice Status', and 'Action'. A tooltip 'Click Input Promise to Pay button to create promise to pay date' points to the 'Promise to Pay Date' column for the first row. The table shows four entries with dates ranging from 06/19/2016 to 07/11/2016. At the bottom, there are buttons for 'Print Report' and navigation links for 'First', 'Previous', '1', '2', '3', '4', '5', 'Next', and 'Last'.

End Period	End Usage Unit Date	Total Billing Amount (Rp)	Billing Maintenance	Total Breakdown (Rp)	Promise to Pay Date	Last Modified By	Last Modified Date	Mail Status	Invoice Status	Action
Click Input Promise to Pay button to create promise to pay date										
06/19/2016	05/19/2019	392,400,000	0	0	Herni Hembang	06/24/2016				
07/19/2016	05/19/2019	392,400,000	0	0	Herni Hembang	06/24/2016				
07/21/2016	04/21/2020	888,000,000	0	0	Herni Hembang	05/27/2016				
07/11/2016	05/11/2020	888,000,000	0	0	Herni Hembang	07/20/2016				

Gambar 22: Tampilan Monitor Schedule – Tombol Promise to Pay

- c. Sistem akan menampilkan pop-up **Promise to Pay Date**.

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Gambar 23: Tampilan Pop-up Promise to Pay

Ketika tampilan **Promise to Pay** muncul, terdapat 2 tombol yang ditampilkan:

- Save** : Klik tombol ini untuk menyimpan tanggal janji bayar yang telah dipilih.
- Close** : Klik untuk menutup tampilan pop-up.

Untuk meng-update tanggal **Promise to Pay**, isi beberapa informasi field di bawah ini:

- Agreement no: secara otomatis menampilkan nomor agreement.
- Customer name: secara otomatis menampilkan nama customer.
- Promise to pay date: pilih tanggal janji bayar.

User dapat menyimpan data di sistem dengan klik tombol Save. Sistem akan secara otomatis kembali ke tampilan **Monitor Schedule**. Notifikasi sukses akan ditampilkan di sisi atas tampilan.

Success! Promise To Pay for Agreement Number: 0000009/4/04/11/2015 has been saved.

Gambar 24: Notifikasi Sukses Promise to Pay

## 1.4 Billing and Payment Invoice Approval Path

Billing and payment invoice approval path terdiri dari fitur contract information, billing and payment history, dan invoice list. Di invoice list, tercantum setiap nilai invoice dan maintenance invoice secara bulanan. Untuk melihat Billing and Payment Invoice Approval path, klik tombol

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**Billing Payment History Inquiry Invoice** pada tampilan Monitoring Schedule. Sistem akan menampilkan halaman **Billing & Payment Invoice Approval Path**.

The screenshot shows the OLSS (Operating Lease System) interface. On the left, there is a vertical sidebar with icons for various modules: Master Data Information, Marketing, Procurement, Maintenance, Management, Collection, System Setting, Approval Escalation, and another Approval Escalation icon at the bottom. The main title is "Monitor Schedule". At the top, there are search criteria: "Search Criteria" (set to "DSF Office"), "Parameter" (empty), "Start Billing Date" (empty), "End Billing Date" (empty), and a "Search" button. Below the search area are buttons for "End Contract", "7 Days", "5 Days", "1 Days", "Due Date", and "All". A callout box with the text "Click Billing Payment History Inquiry Invoice button to view invoice list and approval path" points to the "Action" column in the data grid. The data grid has columns for End Period, End Usage Unit Date, Total Billing Amount (Rp), Billing Maintenance (Total Rp), Total Breakdown (Rp), Promise to Pay Date, Last Modified By, Last Modified Date, Mail Status, Invoice Status, and Action. There are four rows of data:

End Period	End Usage Unit Date	Total Billing Amount (Rp)	Billing Maintenance		Total Breakdown (Rp)	Promise to Pay Date		Last Modified By	Last Modified Date	Mail Status	Invoice Status	Action
			Total (Rp)	Detail		Previous	Current					
06/19/2016	05/19/2019	392,400,000	0		0		Herni Hembang	06/24/2016				
07/19/2016	05/19/2019	392,400,000	0		0		Herni Hembang	06/24/2016				
07/21/2016	04/21/2020	888,000,000	0		0		Herni Hembang	05/27/2016				
07/11/2016	05/11/2020	888,000,000	0		0		Herni Hembang	07/20/2016				

At the bottom of the grid, it says "Showing 1 to 10 of 44 entries" and has navigation buttons for First, Previous, 1, 2, 3, 4, 5, Next, and Last. A "Print Report" button is located at the bottom left.

Gambar 25: Tampilan Monitor Schedule - Billing Payment History Inquiry Invoice

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**Billing & Payment Invoice Approval Path**

Herni Hembang - JKC

**Contract Information**

Agreement Number	0000114/4/10/03/2016	Previous Agreement Number	
Agreement Date (mm/dd/yyyy)	03/12/2016		

**Billing and Payment History**

Sales PIC Name	HERNI HEMBANG	Sales PIC Position	PIC Admin
Sales PIC Phone	21123456789	Sales PIC Email	torceiriva@gmail.com
Customer Name	PT KINGDOM LOGISTIC INTERNATIONAL	Product Brand Name	MITSUBISHI
Product Model Name	FUSO TRUCK FN527MS (6X4)	Model Year	2014
Lease Category		Maintenance Type	Customer Service Desk
Insurance	Yes	Purchase Required	Yes
Contract Start Date	04/12/2016	Contract Expired Date	04/21/2020
Lease Period (Months)	48	Usage	99
Expectation Collection Amount	Rp 0	Collection Amount	Rp 0
Overdue Amount	Rp 92,500,000	Billing Total	Rp 92,500,000
Include Pph	Yes	Billed Breakdown Amount	Rp 0

**Search Criteria**

DSF Office	Parameter	Start Invoice Created Date	End Invoice Created Date	Search
------------	-----------	----------------------------	--------------------------	--------

Show 10 entries

DSF Office	Invoice No	Receipt No	Maintenance Invoice No	Maintenance Invoice Receipt No	Last Modified Date	Last Modified By	Created By	Last Approval	Next Approval	Invoice Status	Action		
JKS	00009/INV/JKC/07/2016	00009/KW/JKC/07/2016								Submitted			
JKS	00009/INV/JKC/06/2016	00000/KW/JKC/06/2016								Submitted			

Showing 1 to 2 of 2 entries

**Action Buttons:**

- : Untuk kembali ke tampilan sebelumnya; yaitu halaman Monitor Schedule.
- : untuk mengisi informasi tanggal pengiriman invoice.
- : untuk mencetak form invoice yang dipilih.
- : untuk mengakses approval Invoice Status.
- : Untuk mencetak invoice list report.

**Gambar 26: Tampilan Billing and Payment Invoice Approval Path**

Terdapat 5 tombol yang ditampilkan, antara lain:

- : Untuk kembali ke tampilan sebelumnya; yaitu halaman Monitor Schedule.
- : untuk mengisi informasi tanggal pengiriman invoice.
- : untuk mencetak form invoice yang dipilih.
- : untuk mengakses approval Invoice Status.
- : Untuk mencetak invoice list report.

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### 1.4.1 Pengiriman Dokumen Invoice

User dapat menggunakan fitur ini untuk mengisi informasi terkait pengiriman invoice. Klik tombol ini untuk mengakses tampilan **Delivery Invoice Document**.

The screenshot shows the 'Billing & Payment Invoice Approval Path' interface. On the left is a vertical navigation bar with icons for Master Data Information, Marketing, Procurement, Maintenance, Management, Collection, System Setting, and Approval Escalation. The main area displays two invoices:

DSF Office	Invoice No	Receipt No	Maintenance Invoice No	Maintenance Invoice Receipt No	Last Modified Date	Last Modified By	Created By	Last Approval	Next Approval	Invoice Status	Action
JKS	00009/INV/JKC/07/2016	00009/KW/JKC/07/2016					Herni Hembang			Submitted	
JKS	00008/INV/JKC/06/2016	00008/KW/JKC/06/2016					Herni Hembang			Submitted	

A callout box with an arrow points to the edit icon for the second invoice, containing the text: 'Click Invoice Delivery button to update invoice delivery information'.

Gambar 27 : Tampilan Billing & Payment Invoice Approval Path – Tombol Invoice Delivery

The screenshot shows a 'Delivery Invoice Document' pop-up window. It contains the following fields:

- Invoice Number: INV-3401/21/10/15
- Delivery Date: (Field with calendar icon)
- Receipt Number: (Field with placeholder)
- Delivery By: A dropdown menu with options 'Internal Courier' and 'Courier Agent'. 'Internal Courier' is currently selected.

At the bottom right are two buttons: 'Save Changes' (in blue) and 'Close' (in purple).

Gambar 28: Tampilan Pop Up Delivery Invoice Document

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Kemudian isi field yang mandatory. Jika **delivery by** yang dipilih adalah Courier Agent, user harus mengisi **Receipt Number**. Klik tombol **Save Changes** atau **Close** untuk kembali ke tampilan **Billing & Payment Invoice Approval Path**. Notifikasi sukses akan ditampilkan di sisi atas halaman. Kemudian status invoice akan berubah menjadi **Delivered**.

Success! Delivery Invoice for Agreement Number: 0000009/4/04/11/2015 has been saved.

Gambar 29: Notifikasi Sukses Invoice Delivery

### 1.4.2 Invoice Approval

DSF authorized user dapat menggunakan fitur ini untuk check, revise, atau approve invoice sebelum hardcopy invoice dikirim ke customer. Invoice approval path selalu dari PIC collection – HOB/HOD. Pertama, akses tampilan dengan klik tombol Detail Invoice.

The screenshot shows the 'Billing & Payment Invoice Approval Path' page. On the left is a vertical menu with icons for Master Data Information, Marketing, Procurement, Maintenance Management, Collection, System Setting, and Approval Escalation. The main area displays a table of invoices:

DSF Office	Invoice No	Receipt No	Maintenance Invoice No	Maintenance Invoice Receipt No	Last Modified Date	Last Modified By	Created By	Last Approval	Next Approval	Invoice Status	Action		
JKS	00009/INV/JKC/07/2016	00009/KW/JKC/07/2016					Herni Hembang			Submitted			
JKS	00008/INV/JKC/06/2016	00008/KW/JKC/06/2016					Herni Hembang			Submitted			

A callout bubble points to the 'Detail Invoice' button for the second invoice with the text: 'Click Detail Invoice button to processes invoice approval'.

Gambar 30: Billing & Payment Invoice Approval Path – Tombol Detail Invoice

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The screenshot shows the 'Detail Invoice' screen of the OLSS system. On the left is a vertical orange sidebar with icons and labels for various modules: Master Data Information, Marketing, Procurement, Maintenance, Management, Collection, System Setting, Approval Escalation, and a general settings icon. The main content area has a header 'Detail Invoice' and a 'User Name' placeholder. It contains several sections:

- Invoice Receipt Data:** Fields include Number Period (4/12), Usage Period (1/1/2015 - 31/1/2015), Agreement No. (000009/4/04/11/2015), Customer NPWP (02.862.100.1-727.000), Due Date (Usage Period + T.O.P) (31/1/2015), Customer Group (GDP Venture), Customer Name (PT. MITRA JASA POWER), and Customer Address (Kawasan Industri Manis Jl. Manis 2 No.27, Manis Jaya, Jatiuwung Tangerang - Banten).
- Invoice Receiver:** Name (Amal Hamzah) and Email (amal\_hamzah@yahoo.com).
- Installment:** A table with columns Number, Installment Amount, Breakdown Amount, and Installment + Breakdown. One row is shown: Number 1, Installment Amount 20,000,000, Breakdown Amount 5,000,000, and Installment + Breakdown 25,000,000.
- Maintenance:** A table with columns Number, Police Number, Object Type, Description, and Maintenance Amount. Two entries are listed: Number 1, Police Number E 001 LO, Object Type Mitsubishi PAJERO SPORT GLX M/T 4X4, Description Regular Monthly Maintenance, and Maintenance Amount 500,000. Number 2, Police Number E 001 LO, Object Type Mitsubishi PAJERO SPORT GLX M/T 4X4, Description Regular Monthly Maintenance, and Maintenance Amount 500,000.
- Remarks:** A large text input field for notes.
- Action Buttons:** Check (blue), Approve (blue), and Revise (red).

Gambar 31: Tampilan Invoice Approval

Isi Remarks dengan alasan approval, dan kemudian klik tombol check, revise, atau approve pada invoice. Tampilan akan kembali ke **Billing & Payment Invoice Approval Path** dan status invoice akan berubah sesuai tombol yang diklik. Setelah invoice diapprove, hardcopy invoice dapat dikirim ke customer.

### 1.4.3 Cetak Invoice Form

Untuk mencetak form Invoice, user dapat mengakses fitur dari tampilan Billing & Payment Invoice Approval Path, dan kemudian klik tombol Print pada invoice yang dipilih.

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Billing & Payment Invoice Approval Path

Herni Hembang - JKC

DSF Office	Invoice No	Receipt No	Maintenance Invoice No	Maintenance Invoice Receipt No	Last Modified Date	Last Modified By	Created By	Last Approval	Next Approval	Invoice Status	Action
JKS	00009/INV/JKC/07/2016	00009/KW/JKC/07/2016					Herni Hembang			Submitted	
JKS	00008/INV/JKC/06/2016	00008/KW/JKC/06/2016					Herni Hembang			Submitted	

Show: 10 entries

DSF Office: DSF Office

Parameter: Parameter

Start Invoice Created Date: Start Invoice Created Date

End Invoice Created Date: End Invoice Created Date

Search: Search

Print Report: Print Report

Click Print button to print Invoice document

**Gambar 32: Billing & Payment Approval Path – Tombol Print**

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July 12, 2016

Report Installment Invoice

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No invoice : 00010/INV/JKC/07/2016      Tanggal : 21 Juli 2016

ASLI

INVOICE PENAGIHAN SEWA KENDARAAN

NPWP PT Dipo Star Finance : 01.367.850.3-091.000					
Periode : 21 Juni 2016 - 21 Juli 2016					
Jatuh Tempo Pembayaran : 04 Agustus 2016					
Nomor Perjanjian : 0000154/4/01/03/2016					
LESSEE	PT. CARDIG EXPRESS NUSANTARA MIGRASI NPWP :				
No	Jenis Alat/Type	Uraian	Jumlah	Harga Per Unit (Rp)	Jumlah Harga (Rp)
1.	TOYOTA VIOS 1.5 E A/T	Sewa Kendaraan Untuk Operasional	1	6.800.000	6.800.000
				Sub Total	6.800.000
				PPN 10%	680.000
				Total	7.480.000

Sejumlah : # Tujuh Juta Empat Ratus Delapan Puluh Ribu Rupiah #

Detail Pembayaran

Mohon Pembayaran di transfer ke

Nama : BANK CIMB NIAGA  
Rek. Atas Nama : PT. DIPO STAR FINANCE  
No. Rekening : 800068562400

PT. DIPO STAR FINANCE

DELTA RIANGGA  
Operating Lease Dept. Head

\*Mohon Kirimkan Potong Bukti Pajak PPh ps. 23 apabila telah dilakukan pembayaran

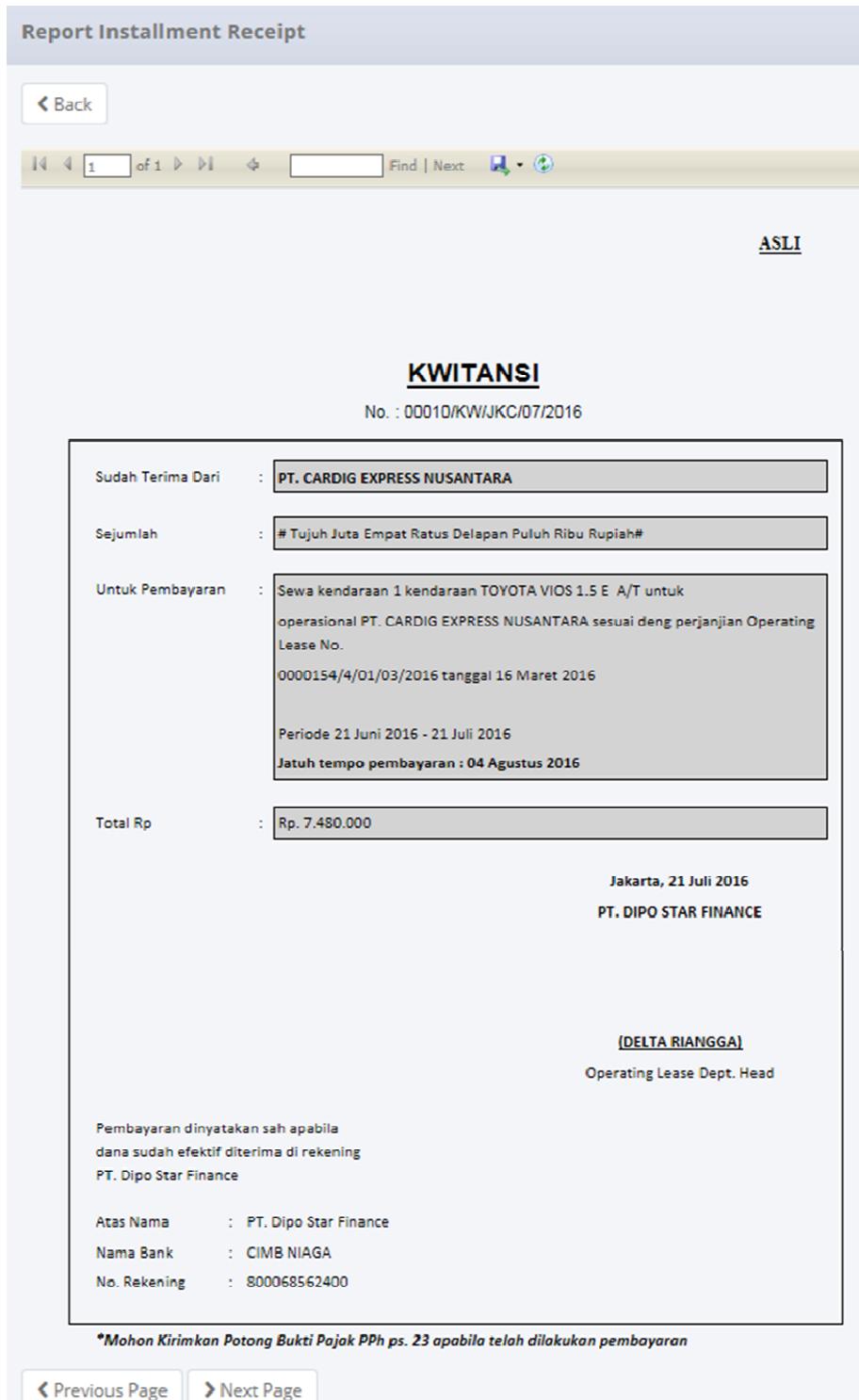
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Gambar 33: Print Preview Invoice

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Ketika mencetak form Invoice akan sekaligus mencetak Kwitansi dan Tanda Terima Dokumen.



Gambar 34: Print Preview Kwitansi

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Report Receive Letter

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ASLI

TANDA TERIMA DOKUMEN			
NO. 00010/OPL/TD/JKC/07/2016			

TUJUAN			
Nama	DELTA RIANGGA	Perusahaan	PT. CARDIG EXPRESS NUSANTARA
Posisi	Operating Lease Dept. Head	Alamat	HALIM PERDANA KUSUMA AIRPORT, KEL. HALIM PERDANAKUSUMA, KEC. MAKASSAR JAKARTA TIMUR

No	Nama Dokumen	Jumlah (Lembar)	Keterangan
1	Invoice Penagihan biaya administrasi anjak piutang No. 00010/INV/JKC/07/2016 Tanggal 20 Juli 2016	1	ASLI
2	Kwitansi No. 00010/KW/JKC/07/2016 Tanggal 20 Juli 2016	1	ASLI

Yang Menerima		Yang Menyerahkan	
Nama	DELTA RIANGGA	Nama	MIGRASI
Tanda Tangan		Tanda Tangan	
Tanggal / Jam	20/7/2016 14:31	Tanggal / Jam	20/7/2016 14:31

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Gambar 35: Print Preview Kwitansi

User dapat memilih untuk mencetak form Invoice, atau menyimpan dokumen dalam format Excel atau PDF.

## Operating Lease – Collection Process

July 12, 2016

### 1.4.4 Cetak List of Invoice Report

Untuk mencetak Invoice List report, user dapat mengakses fitur dari halaman can **Billing & Payment Invoice Approval Path**, klik pada tombol Print Report di bagian bawah halaman.

The screenshot shows the 'Billing & Payment Invoice Approval Path' page. On the left is a vertical menu bar with items: OLSS, Master Data Information, Marketing, Procurement, Maintenance, Management, Collection, System Setting, and Approval Escalation. The main area has search criteria for DSF Office (DSF Office dropdown, Parameter input, Start/End Invoice Created Date), and a table listing two invoices. The table columns include DSF Office, Invoice No, Receipt No, Maintenance Invoice No, Maintenance Receipt No, Last Modified Date, Last Modified By, Created By, Last Approval, Next Approval, Invoice Status, and Action. The two entries are:

DSF Office	Invoice No	Receipt No	Maintenance Invoice No	Maintenance Receipt No	Last Modified Date	Last Modified By	Created By	Last Approval	Next Approval	Invoice Status	Action
JKS	00009/INV/JKC/07/2016	00009/KW/JKC/07/2016								Herni Hembang	<span>Submitted</span> <span>Print</span> <span>Export</span>
JKS	00008/INV/JKC/06/2016	00008/KW/JKC/06/2016								Herni Hembang	<span>Submitted</span> <span>Print</span> <span>Export</span>

At the bottom left, there is a blue button labeled 'Print Report' with a black arrow pointing to it, and a callout box containing the text 'Click Print Report button to print Invoice list report'.

Gambar 36: Tampilan Billing & Payment Invoice Approval Path - Tombol Print Report

The screenshot shows an Excel spreadsheet titled 'Invoice History Monthly Report'. The table has columns: Period, DSF Office, Invoice Number, Receipt Number, Maintenance Invoice Number, Maintenance Receipt Number, Invoice Status, Last Modified By, and Last Modified Date. The data is as follows:

Period	DSF Office	Invoice Number	Receipt Number	Maintenance Invoice Number	Maintenance Receipt Number	Invoice Status	Last Modified By	Last Modified Date
-	JKS	00008/INV/JKC/06/2016	00008/KW/JKC/06/2016			Submitted		
	JKS	00009/INV/JKC/07/2016	00009/KW/JKC/07/2016			Submitted		

At the bottom left, there is a blue button labeled 'Print Report' with a black arrow pointing to it, and a callout box containing the text 'Click Print Report button to print Invoice list report'.

Gambar 37: Invoice History Monthly Report

User dapat memilih untuk cetak List of Invoice Report, atau menyimpan dokumen dengan format Excel.

## Operating Lease – Collection Process

July 12, 2016

### 1.5 Lihat Billing and Payment History Inquiry

Fitur ini akan menampilkan beberapa informasi, antara lain: contract information, billing and payment history, insert new partial payment, dan edit billing and payment. Untuk menggunakan fitur ini, pilih tab 5 days atau tab 1 day. Kemudian klik tombol **Billing and Payment History Inquiry**.

The screenshot shows the 'Monitor Schedule' page with a sidebar containing icons for various modules: Master Data Information, Marketing, Procurement, Maintenance, Management, Collection, System Setting, and Approval Escalation. The main area has tabs for 'End Contract', '7 Days', '5 Days' (which is selected), '1 Days', 'Due Date', and 'All'. A callout box points to the 'Billing & Payment History Inquiry' button, which is highlighted with a blue border. Below the table, there are buttons for 'Print Report' and navigation links for 'First', 'Previous', 'Next', and 'Last'.

End Usage Unit Date	Total Billing Amount (Rp)	Billing Maintenance		Total Breakdown (Rp)	Promise to Pay Date		Last Modified By	Last Modified Date	Mail Status	Invoice Status	Action
		Total (Rp)	Detail		Previous	Current					
2016 02/11/2020	264,480,000	0		0		Herni Hembang	03/08/2016				
2016 10/11/2018	0	0		0		BSL_RAHMAN	03/28/2016				
2016 11/09/2020	210,000,000	0		0		BSL_RAHMAN	03/28/2016				
2016 09/11/2020	270,000,000	0		0		Herni Hembang	05/20/2016				

Gambar 38: Tampilan Monitor Billing Schedule – Tab 5 Days

Sistem akan menampilkan halaman Billing and Payment History Inquiry.

## Operating Lease – Collection Process

July 12, 2016

OLSS
Billing & Payment History Inquiry
Heni Hembang - JK

[Back](#)
Created by: Heni Hembang
Created Date: 03/09/2016
Last Modified By: Hanny Andriary
Last Modified Date: 06/10/2016

**Contract Information**

Agreement Number	00001394/01/12/2015	Previous Agreement Number
Agreement Date (mm/dd/yyyy)	12/18/2015	

**Billing and Payment History**

Agreement Date (mm/dd/yyyy)	12/18/2015	
-----------------------------	------------	--

**Billing and Payment History**

Sales PIC Name	HERNI HEMBANG	Sales PIC Position	PIC Admin
Sales PIC Phone	21 123456789	Sales PIC Email	forcessia@gmail.com
Customer Name	PT. CARDIG EXPRESS NUSANTARA	Product Brand Name	TOYOTA
Sales PIC Name	HERNI HEMBANG	Sales PIC Position	PIC Admin
Sales PIC Phone	21 123456789	Sales PIC Email	forcessia@gmail.com
Customer Name	PT. CARDIG EXPRESS NUSANTARA	Product Brand Name	TOYOTA
Product Model Name	AVANZA VELLOZ 1.3 A/T	Model Year	2015
Lease Category	New	Maintenance Type	Customer Service Desk
Insurance	Yes	Purchase Required	Yes
Contract Start Date	02/11/2016	Contract Expired Date	02/11/2020
Lease Period (Months)	48	Usage	
Expectation Collection Amount	Rp 254,480,000	Payment Amount	Rp 5,510,000
Overdue Amt	Rp 0	Billing Total	Rp 0

Payment Schedule	Invoice No	Payment Date	Bill Amount	Breakdown	Maintenance Amount	VAT (10%)	PPH (2%)	Penalty Amount	Bill Payment	Maintenance Payment	VAT Payment	Penalty Payment	Overdue (Days)	Action
03/25/2016		05/23/2016	5,510,000	0	0	551,000	110,200	0	5,510,000	0	551,000	0	59	
04/25/2016		05/23/2016	5,510,000	0	0	551,000	110,200	0	5,510,000	0	551,000	0	28	
05/25/2016			5,510,000	0	0	0	0	0	0	0	0	0	0	
06/25/2016			5,510,000	0	0	0	0	0	0	0	0	0	0	
07/25/2016			5,510,000	0	0	0	0	0	0	0	0	0	0	
08/25/2016			5,510,000	0	0	0	0	0	0	0	0	0	0	
09/25/2016			5,510,000	0	0	0	0	0	0	0	0	0	0	
10/25/2016			5,510,000	0	0	0	0	0	0	0	0	0	0	
01/25/2017			5,510,000	0	0	0	0	0	0	0	0	0	0	
04/25/2017			5,510,000	0	0	0	0	0	0	0	0	0	0	
07/25/2017			5,510,000	0	0	0	0	0	0	0	0	0	0	
10/25/2017			5,510,000	0	0	0	0	0	0	0	0	0	0	
01/25/2018			5,510,000	0	0	0	0	0	0	0	0	0	0	
04/25/2018			5,510,000	0	0	0	0	0	0	0	0	0	0	
09/25/2018			5,510,000	0	0	0	0	0	0	0	0	0	0	
12/25/2018			5,510,000	0	0	0	0	0	0	0	0	0	0	
10/25/2018			5,510,000	0	0	0	0	0	0	0	0	0	0	
11/25/2018			5,510,000	0	0	0	0	0	0	0	0	0	0	
12/25/2018			5,510,000	0	0	0	0	0	0	0	0	0	0	
01/25/2019			5,510,000	0	0	0	0	0	0	0	0	0	0	
02/25/2019			5,510,000	0	0	0	0	0	0	0	0	0	0	
03/25/2019			5,510,000	0	0	0	0	0	0	0	0	0	0	
04/25/2019			5,510,000	0	0	0	0	0	0	0	0	0	0	
05/25/2019			5,510,000	0	0	0	0	0	0	0	0	0	0	
06/25/2019			5,510,000	0	0	0	0	0	0	0	0	0	0	
07/25/2019			5,510,000	0	0	0	0	0	0	0	0	0	0	
08/25/2019			5,510,000	0	0	0	0	0	0	0	0	0	0	
09/25/2019			5,510,000	0	0	0	0	0	0	0	0	0	0	
10/25/2019			5,510,000	0	0	0	0	0	0	0	0	0	0	
11/25/2019			5,510,000	0	0	0	0	0	0	0	0	0	0	
12/25/2019			5,510,000	0	0	0	0	0	0	0	0	0	0	
01/25/2020			5,510,000	0	0	0	0	0	0	0	0	0	0	
02/25/2020			5,510,000	0	0	0	0	0	0	0	0	0	0	

**Gambar 39: Tampilan Billing & Payment History Inquiry**

## Operating Lease – Collection Process

July 12, 2016

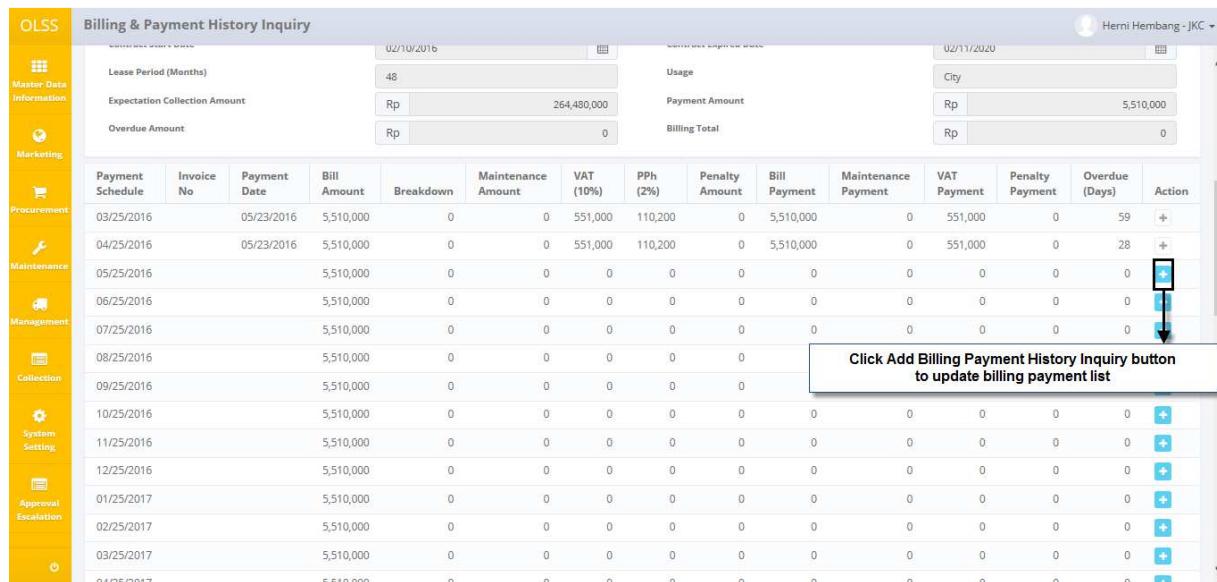
Terdapat total 2 tombol yang ditampilkan.

- a.  : Untuk kembali ke tampilan sebelumnya; Monitor Schedule.
- b. Add Billing Payment History Inquiry  : untuk meng-update data billing payment.

Terdapat jadwal pembayaran di bagian bawah tampilan. Setiap baris digenerate per bulan. User hanya dapat merubah informasi jika customer sudah membayar tagihan/angsuran yang ada.

### 1.5.1 Add Billing Payment History Inquiry

Jika customer menginginkan pembayaran tagihan tidak full/secara bertahap, maka user dapat meng-input pembayaran tersebut menggunakan fitur ini. Pertama klik tombol Add di bagian bawah halaman.



Billing & Payment History Inquiry														
Master Data Information		Lease Period (Months)		Expectation Collection Amount		Overdue Amount		Usage		Payment Amount		Billing Total		
Payment Schedule	Invoice No	Payment Date	Bill Amount	Breakdown	Maintenance Amount	VAT (10%)	PPH (2%)	Penalty Amount	Bill Payment	Maintenance Payment	VAT Payment	Penalty Payment	Overdue (Days)	Action
03/25/2016	05/23/2016	5,510,000	0	0	551,000	110,200	0	5,510,000	0	551,000	0	59		
04/25/2016	05/23/2016	5,510,000	0	0	551,000	110,200	0	5,510,000	0	551,000	0	28		
05/25/2016		5,510,000	0	0	0	0	0	0	0	0	0	0		
06/25/2016		5,510,000	0	0	0	0	0	0	0	0	0	0		
07/25/2016		5,510,000	0	0	0	0	0	0	0	0	0	0		
08/25/2016		5,510,000	0	0	0	0	0	0	0	0	0	0		
09/25/2016		5,510,000	0	0	0	0	0	0	0	0	0	0		
10/25/2016		5,510,000	0	0	0	0	0	0	0	0	0	0		
11/25/2016		5,510,000	0	0	0	0	0	0	0	0	0	0		
12/25/2016		5,510,000	0	0	0	0	0	0	0	0	0	0		
01/25/2017		5,510,000	0	0	0	0	0	0	0	0	0	0		
02/25/2017		5,510,000	0	0	0	0	0	0	0	0	0	0		
03/25/2017		5,510,000	0	0	0	0	0	0	0	0	0	0		
04/25/2017		5,510,000	0	0	0	0	0	0	0	0	0	0		

Gambar 40: Billing & Payment History Inquiry – Tombol Add Billing Payment History Inquiry

Sistem akan menampilkan halaman Billing and Payment History Detail.

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July 12, 2016

OLSS Add Billing & Payment History Inquiry Herni Hembang - JKC

Created by Herni Hembang Created Date 03/08/2016 Last Modified By Last Modified Date

Contract Information

Agreement Number: 0000139/4/01/12/2015 Previous Agreement Number

Agreement Date (MM/dd/yyyy): 12/18/2015

Billing and Payment History

First Due Date of Usage Unit	03/11/2016	First Due Date of Payment	03/25/2016
Term of Payment	14	Number of Payment	48
Deposit Amount	Rp	Deposit Return Date	
Deposit Payment Date		Issue of Invoice Date	03/25/2016
Breakdown Special Contract	Yes	Maintenance Amount	0
Breakdown Adjustment Amount	Rp 0	Monthly Installment	Rp 5,510,000
Interest Penalty (%)	0	VAT Amount	Rp 551,000
Penalty Amount	Rp 0	PPh Amount	Rp 110,200

Payment Condition

Payment Transaction	Transfer	Giro Number
Payment Date (MM/dd/yyyy)		Payment Installment
Breakdown Amount	Rp 0	Penalty Amount
VAT Amount	Rp 551,000	PPh Amount
Maintenance Amount	Rp 0	Payment Amount

Save

Gambar 41: Tampilan Add Billing & Payment History Inquiry

Selanjutnya, silakan isi informasi pada field-field berikut:

- Payment transaction: pilih cara transaksi pembayaran, melalui transfer atau giro.
- Payment date (mm/dd/yyyy): isi dengan tanggal pembayaran.
- Breakdown amount: isi dengan nilai breakdown.
- VAT amount: isi dengan nilai pajak.
- Maintenance amount: isi dengan nilai maintenance.
- Payment installment: isi dengan nilai pembayaran angsuran.
- Penalty amount: isi dengan nilai penalty jika diperlukan.
- PPh amount: isi dengan nilai pajak penghasilan.

User dapat menyimpan data di sistem dengan meng-klik tombol Save. Sistem akan kembali ke tampilan Billing & Payment History Inquiry dan menampilkan notifikasi sukses di bagian atas halaman.

Success! Input payment billing for agreement number: 0000139/4/01/12/2015 successfully saved.

Gambar 42: Notifikasi Sukses Billing and Payment History Detail

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### 1.6 Pembuatan RAL

Return Authorization Letter (RAL)/Surat penarikan dibuat setelah kontrak customer berakhir. Untuk membuat RAL, terdapat 2 cara, pertama akses ke Monitor Billing Schedule- Tab End Contract. Klik tombol **Create RAL** pada agreement yang dipilih.

The screenshot shows the 'Monitor Schedule' interface with the 'End Contract' tab selected. A callout box highlights the 'Create RAL' button in the 'Action' column of a selected row. The table displays various billing details for different agreements.

DSF Office	Customer Group	Customer Name	Agreement Number	Agreement Date	Invoice Issue Date	End Usage Unit Date	Total Billing Amount (Rp)	Billing Maintenance			Last Modified By	Last Modified Date	Invoice Status	Action
								Total (Rp)	Detail	Breakdown (Rp)				
Jakarta	Mitsubishi	PT. DDF	000000914 /04/11/2015	15/02/1992	02/03/2015	01/01/2016	230,000,000	15,000,000		23,000,000	jhon	11/11/2011		
Jakarta	Mitsubishi	PT. DDF	000000914 /04/11/2015	15/02/1992	02/03/2015	01/01/2016	230,000,000	15,000,000		23,000,000	jhon	11/11/2011		
Jakarta	Mitsubishi	PT. DDF	000000914 /04/11/2015	15/02/1992	02/03/2015	01/01/2016	230,000,000	15,000,000		23,000,000	jhon	11/11/2011		
Jakarta	Mitsubishi	PT. DDF	000000914 /04/11/2015	15/02/1992	02/03/2015	01/01/2016	230,000,000	15,000,000		23,000,000	jhon	11/11/2011		
Jakarta	Mitsubishi	PT. DDF	000000914 /04/11/2015	15/02/1992	02/03/2015	01/01/2016	230,000,000	15,000,000		23,000,000	jhon	11/11/2011		

Gambar 43: Monitor Schedule – End Contract Tab

Atau akses ke Monitor Overdue, dan klik tombol Create RAL.

The screenshot shows the 'Monitor Overdue' interface. A callout box highlights the 'Create RAL' button in the 'Action' column of a selected row. The table displays various overdue details for different agreements.

Name	Agreement Number	Agreement Date	End Usage Unit Date	Total Overdue (Rp)	Overdue Days	Overdue Bucket	Promise to Pay Date			Last Modified By	Last Modified Date	Warning Letter Status	RAL Status	Action
							Previous	Current	Last					
	0000114/4/10/03/2016	03/17/2016	04/21/2020	92,500,000	29	1								
	0000136/4/10/03/2016	03/17/2016	05/11/2020	92,500,000	10	1								

Gambar 44: Tampilan Monitor Overdue – Tombol RAL

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Sistem akan menampilkan halaman **Create RAL**.

The screenshot shows the 'Create RAL' page within the OLSS application. On the left is a vertical navigation menu with icons for Master Data Information, Marketing, Procurement, Maintenance, Management, Collection, System Setting, and Approval Escalation. The main area has a header 'Create RAL' and a 'Back' button. It contains sections for 'Endorser' (with Name and Position fields filled with 'MIGRASI') and 'Endorsee' (with four input fields for Name, Identity Number, Address, and Phone Number). Below these is an 'Object List' section with a table header row and a 'Save as Draft' or 'Submit' button at the bottom.

Gambar 45: Tampilan Create RAL

Isi informasi pada field-field berikut:

a. Endorser

- Name: isi dengan nama pemberi kuasa.
- Position: isi dengan jabatan pemberi kuasa.

b. Endorsee

- Name: isi dengan nama penerima kuasa.
- Identity Number: isi dengan nomor identitas penerima kuasa.
- Address: isi dengan alamat penerima kuasa.
- Phone number: isi dengan nomor telepon penerima kuasa.
- Delete button : untuk menghapus baris data Endorsee.
- : Klik untuk menambahkan penerima kuasa.

c. Object List

- Klik tombol untuk menambah unit. Sistem akan menampilkan pop up Object List. Klik Object Type untuk mengisi unit.

User dapat menyimpan data di sistem dengan meng-klik tombol Save as Draft atau Submit. RAL yang telah tersimpan dapat dimanage di halaman Monitor Overdue. Penyimpanan RAL dengan tombol Save as Draft akan merubah status RAL menjadi Draft, dan submit RAL akan merubah status

## Operating Lease – Collection Process

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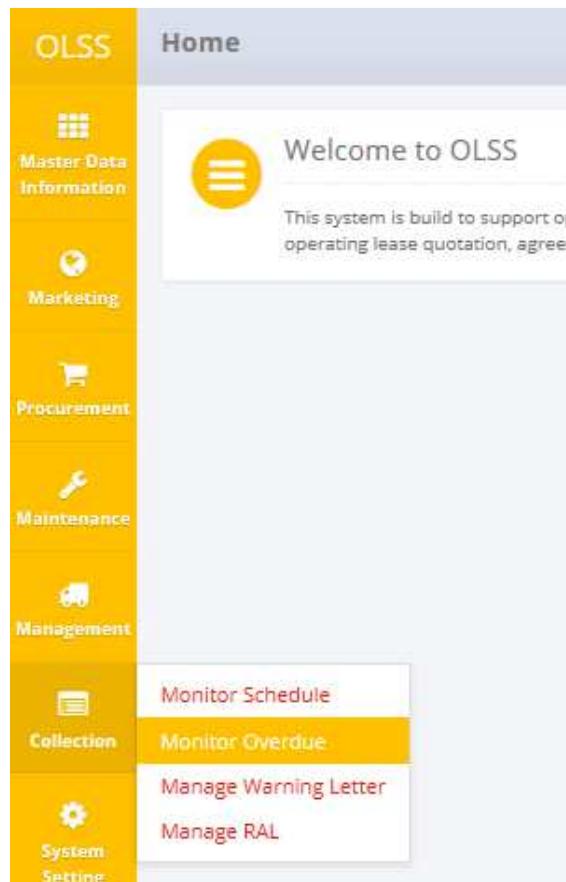
RAL menjadi Submitted. Klik tombol Save as Draft atau Submit akan menampilkan pop-up confirmation. Klik Yes untuk melanjutkan. Sistem akan secara otomatis kembali ke halaman **Monitor Schedule** dan notifikasi sukses akan tampil di bagian atas halaman.

Success! RAL for Agreement Number: 0000009/4/04/11/2015 has been saved.

Gambar 46: Notifikasi Sukses Pembuatan RAL

## 2. Monitor Billing Overdue

Tampilan Monitor Overdue memiliki fitur monitoring overdue agreement, manage RAL, dan manage warning letter. Overdue berarti tanggal agreement saat ini lebih dari tanggal jatuh tempo agreement, dan customer belum melakukan pembayaran. Untuk mengakses halaman Monitor Overdue, silakan akses ke Menu Collection, dan pilih Monitor Overdue.



Gambar 47: Menu Collection – Monitor Overdue

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**Gambar 48: Tampilan Monitor Overdue**

Pada tampilan Monitor Overdue, terdapat 4 tab:

- 1-30 days: menampilkan data tagihan dengan overdue dari 1 – 30 hari.
- 31-60 days: menampilkan data tagihan dengan overdue dari 31 - 60 hari.
- 61-90 days: menampilkan data tagihan dengan overdue dari 61 – 90 hari.
- > 90 days: menampilkan data tagihan dengan overdue lebih dari 90 hari.

Pada tampilan Monitor Overdue, terdapat 7 tombol:

- Create Reminder Memo : untuk memperbarui informasi reminder/pengingat pada agreement yang dipilih.
- Create warning letter : untuk membuat warning letter/surat peringatan pada agreement yang dipilih.
- Create RAL : untuk membuat RAL/Surat Kuasa Penarikan pada agreement yang dipilih. (proses ini sama seperti yang telah dijelaskan pada menu Monitor Schedule)
- Reminder memo history : untuk melihat reminder memo history pada agreement yang dipilih.
- Billing & Payment History Inquiry : untuk melihat informasi billing payment/tagihan pembayaran, dapat mengakses tampilan Add Billing Payment History Inquiry. (proses ini sama seperti yang telah dijelaskan pada menu Monitor Schedule)
- Stop Billing : untuk merubah status kontrak dari OPEN menjadi STOP BILLING. Seluruh tombol akan berubah menjadi disable dan tidak dapat dilakukan perubahan kembali atas agreement dengan status STOP BILLING ini. (proses ini sama seperti yang telah dijelaskan pada menu Monitor Schedule)

## Operating Lease – Collection Process

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- g. **Print Report** : Untuk mencetak overdue billing list sesuai pencarian yang spesifik.

### 2.1 Pembuatan Reminder Memo

User dapat meng-update data setelah melakukan reminder ke customer untuk pembayaran bulanan dengan memanfaatkan fitur **Reminder Memo**. Jika user ingin menggunakan fitur **Reminder Memo**, silakan ikuti langkah-langkah berikut:

- Klik tombol **Reminder Memo** pada agreement yang dipilih (tombol pertama pada kolom action) di tampilan **Monitor Billing Overdue**.

The screenshot shows the 'Monitor Overdue' page from the OLSS system. On the left is a vertical menu bar with icons for Master Data Information, Marketing, Procurement, Maintenance, Management, Collection, System Setting, and Approval Escalation. The main area has a header 'Monitor Overdue' and a sub-header 'DSF Office'. It includes search criteria for 'Search Criteria' (DSF Office), 'Parameter' (empty), 'Start Billing Date' (empty), and 'End Billing Date' (empty). Below these are buttons for time ranges: '1 - 30 Days', '31-60 Days', '61-90 Days', and '>90 Days'. The main table lists two agreements:

Agreement Number	Agreement Date	End Usage Unit Date	Total Overdue (Rp)	Overdue Days	Overdue Bucket	Promise to Pay Date	Previous	Current	Last Modified By	Last Modified Date	Warning Letter Status	RAL Status	Action
0000114/4/10/03/2016	03/17/2016	04/21/2020	92,500,000	29	1								<span style="color:red;">+</span> <span style="color:blue;">Z</span> <span style="color:green;">T</span> <span style="color:orange;">M</span> <span style="color:purple;">X</span>
0000136/4/10/03/2016	03/17/2016	05/11/2020	92,500,000	10	1								<span style="color:red;">+</span> <span style="color:blue;">Z</span> <span style="color:green;">T</span> <span style="color:orange;">M</span> <span style="color:purple;">X</span>

A callout box with the text 'Click Create Reminder Memo button to create a new reminder' points to the first row's 'Action' column. At the bottom of the table, there are navigation buttons for 'First', 'Previous', '1', 'Next', and 'Last'.

Gambar 49: Monitor Overdue – Tombol Reminder Memo

- Sistem akan menampilkan pop up Reminder Memo.

The screenshot shows a 'Reminder Memo' dialog box. It contains the following fields:

- Agreement No:** 0000114/4/10/03/2016
- Customer Name:** PT KINGDOM LOGISTIC INTERNATIONAL
- Reminder Date:** (empty input field with calendar icon)
- Reminder Type:** By Phone
- Response:** (empty text area)
- Buttons:** Save (blue) and Close (grey)

Gambar 50: Tampilan Reminder Memo

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Isi field-field berikut dengan informasi yang diperlukan:

- Agreement No: secara otomatis akan menampilkan nomor agreement yang dipilih.
- Customer Name: secara otomatis akan menampilkan nama customer yang dipilih.
- Reminder Date: isi dengan tanggal reminder.
- Reminder Type: isi dengan tipe reminder, melalui Phone (telepon) atau Visit (kunjungan ke customer).
- Response: isi dengan respon/jawaban customer.

User dapat menyimpan data pada sistem dengan klik tombol Save. Beberapa informasi baru akan tersimpan di **Reminder Memo History** (Monitor Overdue – tombol Reminder Memo History). Dengan klik tombol Save akan menampilkan pop-up confirmation. Klik Yes untuk melanjutkan. Sistem akan secara otomatis kembali ke tampilan **Monitor Overdue**.

The screenshot displays a modal window titled "Reminder Memo History". At the top, there are two input fields: "Agreement Number" containing "0000114/4/10/03/2016" and "Customer Name" containing "PT KINGDOM LOGISTIC INTERNATIONAL". Below these fields is a search bar labeled "Search:" with an empty input field. Underneath the search bar is a table header with columns: "No", "Reminder Date", "Reminder Type", "Reminded By", and "Response". A message "No data available in table" is displayed below the header. At the bottom of the table area, it says "Showing 0 to 0 of 0 entries" and features standard table navigation buttons: "First", "Previous", "Next", and "Last". At the very bottom of the modal are two buttons: "Print" and "Close".

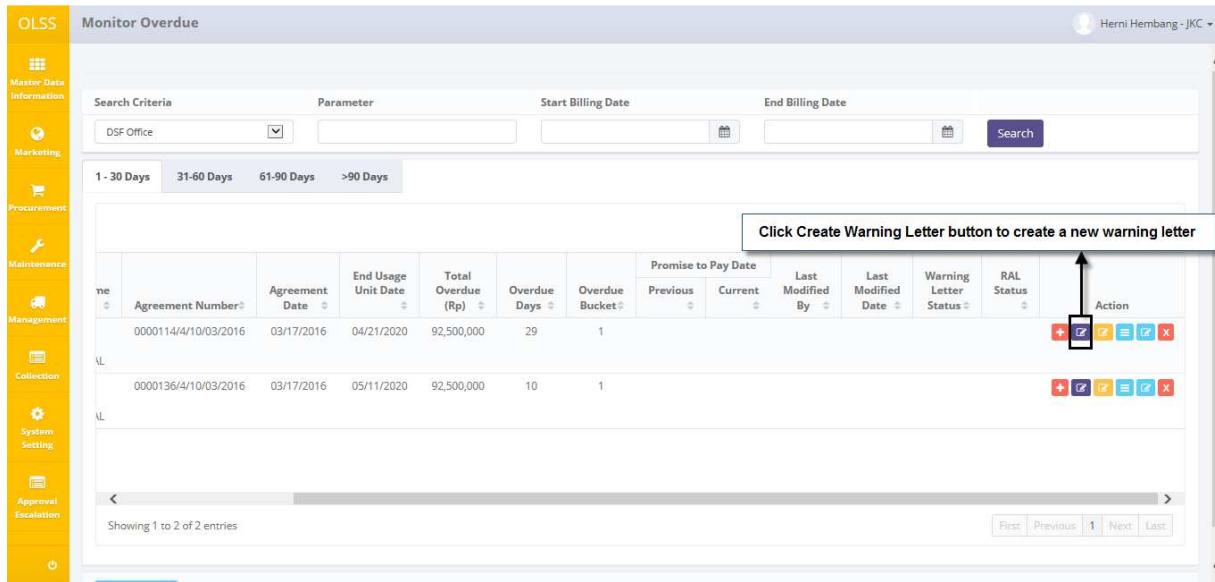
Gambar 51: Tampilan Reminder Memo History

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### 2.2 Pembuatan Warning Letter

Jika agreement sudah melewati tanggal jatuh tempo dan customer belum melakukan pembayaran, maka user dapat membuat Warning Letter/Surat Peringatan untuk agreement yang dipilih. Untuk membuat Warning Letter, klik tombol Create Warning Letter di agreement yang dipilih.



Gambar 52: Monitor Overdue – Tombol Warning Letter

Sistem akan menampilkan halaman Create Warning Letter.

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The screenshot shows the 'Create Warning Letter' page in the OLSS system. On the left is a vertical navigation menu with icons and labels: Master Data Information, Marketing, Procurement, Maintenance, Management, Collection, System Setting, and Approval Escalation. The main area has a header 'Create Warning Letter' and a 'Back' button. It contains fields for 'Agreement Number' (00000014/01/05/2016), 'Authorized Person' (JUFI IQBAL), 'Position' (Marketing Officer OPL), 'Agreement Period' (05/18/2016-05/17/2017), 'Unit Type Lease' (MITSUBISHI STRADA TRITON HDX SINGLE CAF), and a table for 'Invoice Number', 'Usage Period', 'Lease Amount', 'PPN', 'Lease + PPN', 'Penalty Amount', 'Due Date', and 'Action'. Below the table are 'Save as Draft' and 'Submit' buttons. The top right corner shows the user 'Heni Hembang - JHO'.

Gambar 53: Tampilan Create Warning Letter

Isi informasi berikut:

- Authorized Person: isi authorized user yang membuat warning letter.
- Position: isi dengan jabatan authorized person.
- Pilih Invoice Number yang akan digunakan. Klik tombol add item untuk membuat Warning Letter dengan lebih dari satu nomor invoice dalam satu warning letter.

The screenshot shows a modal window titled 'Invoice Data' with a search bar. It has columns for 'Invoice Number', 'Usage Period', and 'Amount'. A message 'No data available in table' is displayed. At the bottom are buttons for 'First', 'Previous', 'Next', 'Last', and a large 'Close' button.

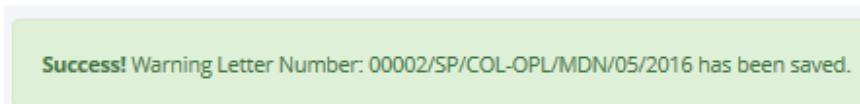
Gambar 54: Tampilan Invoice List di Create Warning Letter

User dapat menyimpan pada sistem dengan klik tombol Save as Draft atau Submit. Warning Letter yang tersimpan dapat dimanage di tampilan Monitor Overdue. Tersimpannya draft Warning Letter akan merubah tatus Warning Letter menjadi Draft, dan submit Warning Letter akan merubah status Warning Letter menjadi Submitted. Meng-klik tombol Save akan menampilkan pop-up

## Operating Lease – Collection Process

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confirmation. Klik Yes untuk melanjutkan. Sistem akan secara otomatis kembali ke halaman **Monitor Overdue**. Sistem akan menampilkan notifikasi sukses di sisi atas halaman.



Gambar 55: Notifikasi Sukses Warning Letter

### 3. Cetak Billing (schedule/overdue) History

Pada bagian bawah tampilan Monitor Billing Schedule dan Monitor Billing Overdue, terdapat tombol Print Report. User dapat menggunakan fitur ini untuk mencetak Billing Schedule History report dan Monitor Billing Overdue report.

The screenshot shows the 'Monitor Overdue' screen. On the left is a vertical menu bar with icons for OLSS, Master Data Information, Marketing, Procurement, Maintenance, Management, Collection, System Setting, and Approval Escalation. The main area has a title 'Monitor Overdue' and a sub-section 'Search Criteria'. It includes fields for 'DSF Office' (dropdown), 'Parameter' (text input), 'Start Billing Date' (calendar icon), 'End Billing Date' (calendar icon), and a 'Search' button. Below these are four buttons for time periods: '1 - 30 Days' (selected), '31-60 Days', '61-90 Days', and '>90 Days'. A table follows, showing two entries for 'JKS' with details like 'Customer Name' (PT KINGDOM LOGISTIC INTERNATIONAL), 'Agreement Number', 'Date', 'Usage Unit', 'Total Overdue (Rp)', 'Overdue Days', 'Overdue Bucket', and various promise-to-pay dates. At the bottom of the table are navigation buttons for 'First', 'Previous', 'Next', and 'Last'. Two buttons at the bottom are highlighted with arrows pointing to them: 'Print Report' (in a blue box) and 'Click here to print Monitor Billing Overdue list report'.

Gambar 56: Print report untuk monitor billing overdue

The screenshot shows a Microsoft Excel spreadsheet titled 'Billing Overdue Report'. The header includes 'Period' (Period ALL), 'Printed by' (Herni Hembang), and 'Printed Date' (7/20/2016 5:29:16 PM). The page number 'Page 1 of 1' is in the top right. The data is presented in a table with columns: DSF Office, Customer Group, Customer Name, Agreement Number, Agreement Date, End Usage Unit Date, Total Overdue (Rp), Overdue Days, Overdue Bucket, Promise to Pay Date Previous, Promise to Pay Date Current, Last Modified By, Last Modified Date, Warning Letter Status, and RAL Status. Two rows of data are shown for 'JKS': one with 'Agreement Number' 0000114/4/10/03/2016 and another with 0000136/4/10/03/2016. Both rows show 'Total Overdue (Rp)' as 92,500,000.00, 'Overdue Days' as 29 and 10, and 'Overdue Bucket' as 1.

Gambar 57: Billing Overdue Report

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DSF Office	Customer Group	Customer Name	Agreement Number	Agreement Date	Invoice Issue Date	End Period	End Usage Unit Date	Total Billing Amount (Rp)	Billing Maintenance
JKC		BORWITA CITRA PRIMA, PT	0000155/4/01/06/2016	06/27/2016	08/04/2016	07/04/2021		210,000,000	0
JKC		PT. TIDUNG JAYA MANDIRI INDONESIA	0000155/4/01/04/2016	04/05/2016	06/19/2016	05/19/2019		392,400,000	0
JKC		PT. TIDUNG JAYA MANDIRI INDONESIA	0000155/4/01/04/2016	04/05/2016	07/19/2016	05/19/2019		392,400,000	0
JKC		PT. TIDUNG JAYA MANDIRI INDONESIA	0000155/4/01/04/2016	04/05/2016	08/19/2016	05/19/2019		392,400,000	0

Gambar 58: Print report untuk monitor billing schedule

Period	DSF Office	Customer Group	Customer Name	Agreement Number	Agreement Date	Invoice Issue Date	End Usage Unit Date	Total Billing Amount	Total Billing Maintenance	Total Breakdown	Promise to Pay Previous	Promise to Pay Current	Last Modified By	Last Modified Date	Mail Status	Invoice Status
	JKS	PT KINGDOM LOTTE	0000144/4/02/02/2016	29/7/2016	6/29/2016	4/21/2020		Rp888,000,000	0	0			Heni Hembang	5/27/2016	Not Delivered	Submitted
	JKC	PT. LUCAS INDOPRESS	0000144/4/02/02/2016	29/7/2016	5/29/2016	4/21/2020		Rp25,000,000	0	0			Heni Hembang	5/27/2016	Not Delivered	Submitted
	SBY	BORWITA CITRA PRIMA	0000057/4/03/02/2016	3/21/2016	5/25/2016	4/15/2023		Rp100,000,000	0	0			Heni Hembang	5/27/2016		
	SEY	BORWITA CITRA PRIMA	0000058/4/03/02/2016	3/21/2016	5/15/2016	4/19/2021		Rp86,000,000	0	0			Heni Hembang	5/27/2016		
	JKN	PT. KRAMA YUDA PA	0000093/4/08/02/2016	3/9/2016	4/15/2016	3/9/2019		Rp74,960,000	0	0			Heni Hembang	5/27/2016		
	JKN	PT. KRAMA YUDA PA	0000094/4/08/02/2016	3/9/2016	4/15/2016	3/9/2019		Rp72,640,000	0	0			Heni Hembang	5/27/2016		
	JKN	STER CENTER INDONESIA	0000032/4/08/02/2016	3/9/2016	5/7/2016	3/24/2019		Rp45,520,000	0	0			Heni Hembang	5/27/2016		
	DKD	DATA MAJU LESTARI	0000040/4/08/02/2016	3/9/2016	4/15/2016	3/9/2019		Rp10,000,000	0	0			Heni Hembang	5/27/2016		
	PLB	DOCIT TRANSFAR CV	0000025/4/12/02/2016	2/25/2016	5/19/2016	3/28/2020		Rp79,200,000	0	0			Heni Hembang	5/27/2016		
	SMA	SILVA RIMBA LESTARI	0000047/4/12/02/2016	2/22/2016	5/9/2016	3/28/2018		Rp17,120,000	0	0			Heni Hembang	5/27/2016		
	JKS	PT BERKAT KAPITA TR	0000012/4/02/02/2016	2/19/2016	6/2/2016	4/12/2020		Rp98,400,000	0	0			Heni Hembang	5/26/2016		
	JKC	PT. TIDUNG JAYA MAN	0000153/4/01/02/2016	2/12/2016	8/2/2016	5/3/2019		Rp83,400,000	0	0			Heni Hembang	5/27/2016		
	JKC	VANA HUA PEASAGU	0000048/4/01/02/2016	2/12/2016	8/2/2016	5/20/2018		Rp47,520,000	0	0			Heni Hembang	3/8/2016		
	CRB	TOYAMILINDO PT	0000044/4/20/02/2016	2/12/2016	4/14/2016	2/23/2020		Rp10,000,000	0	0			Heni Hembang	5/27/2016		
	CRB	TOYAMILINDO PT	0000054/4/20/02/2016	2/12/2016	4/14/2016	2/23/2020		Rp83,600,000	0	0			Heni Hembang	3/8/2016		
	CRB	TOYAMILINDO PT	0000044/4/20/02/2016	2/12/2016	4/14/2016	2/23/2020		Rp345,600,000	0	0			Heni Hembang	3/8/2016		
	SMX	FAJAR SURYA AVADA	0000042/4/20/02/2016	2/13/2016	4/17/2016	2/23/2020		Rp52,200,000	0	0			Heni Hembang	5/27/2016		
	SMX	DATA MAJU LESTARI	0000054/4/20/02/2016	2/13/2016	4/17/2016	2/23/2020		Rp10,000,000	0	0			Heni Hembang	5/27/2016		
	SMX	CV. PUNGUN JAYA	0000014/4/09/01/2016	1/25/2016	4/13/2016	2/17/2019		Rp30,000,000	0	0			Heni Hembang	5/27/2016		
	SMX	CV. PUNGUN JAYA	0000024/4/09/01/2016	1/25/2016	5/15/2016	4/19/2019		Rp30,000,000	0	0			Heni Hembang	5/27/2016		
	PLB	SUTOPOL LESTARI JAYA	0000024/4/12/01/2016	2/25/2016	3/20/2016	2/6/2019		Rp32,200,000	0	0			Heni Hembang	3/8/2016		
	JKC	TUNAS MUDA PT	0000014/4/09/01/2016	1/25/2016	5/19/2016	3/29/2021		Rp108,900,000	0	0			Heni Hembang	3/8/2016		
	SMA	SILVA RIMBA LESTARI	0000048/4/20/02/2016	2/22/2016	5/27/2016	4/13/2018		Rp73,040,000	0	0			Heni Hembang	5/27/2016		
	SMA	DATA MAJU LESTARI	0000048/4/20/02/2016	2/22/2016	5/27/2016	4/13/2018		Rp10,000,000	0	0			Heni Hembang	5/27/2016		
	SMA	DATA MAJU LESTARI	0000045/4/20/02/2016	2/21/2016	5/25/2016	4/12/2019		Rp23,000,000	0	0			Heni Hembang	5/26/2016		
	SMA	VANA HUA PEASAGU	0000045/4/20/02/2016	2/21/2016	5/25/2016	4/12/2019		Rp70,600,000	0	0			Heni Hembang	5/26/2016		
	JKC	PT KARYA SARANA SE	0000047/4/01/01/2016	1/18/2016	3/16/2016	1/30/2018		Rp24,000,000	0	0			BSI DEVLOSA	5/19/2016		
	JKC	PT PRIMA CIPTA SAR	000013/4/01/01/2016	1/18/2016	3/16/2016	1/30/2018		Rp64,000,000	0	0			Heni Hembang	3/19/2016		
	JKC	PT PRIMA CIPTA SAR	000013/4/01/01/2016	1/18/2016	3/16/2016	1/30/2018		Rp64,000,000	0	0			Heni Hembang	3/19/2016		
	JKC	PT. TIDUNG JAYA MAN	000014/4/01/01/2016	1/18/2016	3/17/2016	1/27/2018		Rp10,000,000	0	0			Heni Hembang	5/27/2016		

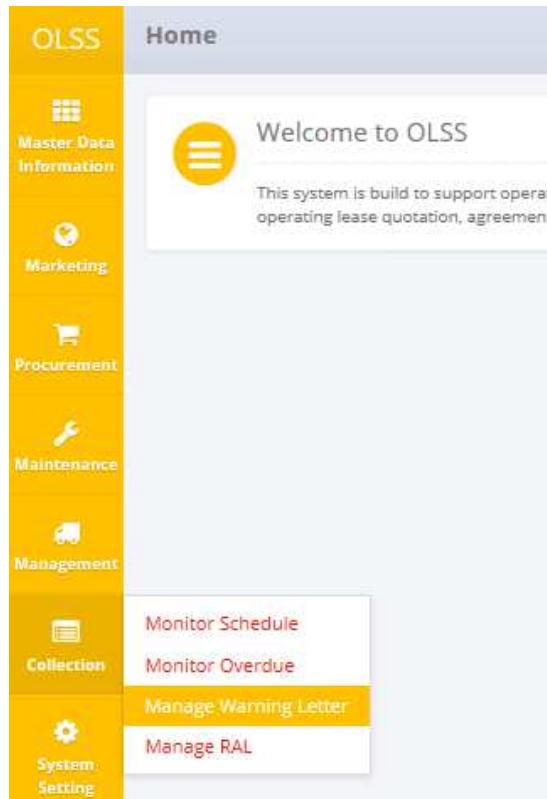
Gambar 59: Billing Schedule Report

Setelah meng-klik tombol ini, sistem akan menampilkan print preview Billing report. User dapat mencetak dokumen hardcopy, atau menyimpan dokumen dengan format Ms. Excel.

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#### 4. Manage Warning Letter

Untuk meng-edit warning letter, user dapat mengakses ke halaman **List of Warning Letter**, dengan klik **Manage Warning Letter** di menu berikut.



Gambar 60: Menu Collection – Manage Warning Letter

Sistem akan menampilkan halaman List of Warning Letter. Disini user dapat melihat warning letter yang telah dibuat, overdue bucket, overdue days, total overdue, dan status warning letter. Klik tombol Edit Warning Letter pada dokumen Warning Letter yang dipilih.

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DSF Office	Warning Letter Number	Agreement Number	Overdue Bucket	Overdue Days	Total Overdue (Rp)	Last Modified Date	Last Modified By	Created By	Last Approval	Next Approval	Warning Letter Status	Action
Bandung	00001/SP/COL-OPL/JKT/11/2015	0000009/4/04/11/2015	1	30	50,000,0000	14/04/2015	Silvi	Silvi	Budi	Amir	Draft	
Bandung	00002/SP/COL-OPL/JKT/11/2015	0000011/4/04/11/2015	1	30	50,000,0000	14/04/2015	Silvi	Silvi	Budi	Amir	Revised	
Bandung	00003/SP/COL-OPL/JKT/11/2015	0000023/4/04/11/2015	1	30	50,000,0000	14/04/2015	Silvi	Silvi	Budi	Amir	Checked	
Bandung	00004/SP/COL-OPL/JKT/11/2015	0000035/4/04/11/2015	1	30	50,000,0000	14/04/2015	Silvi	Silvi	Budi	Amir	Rejected	

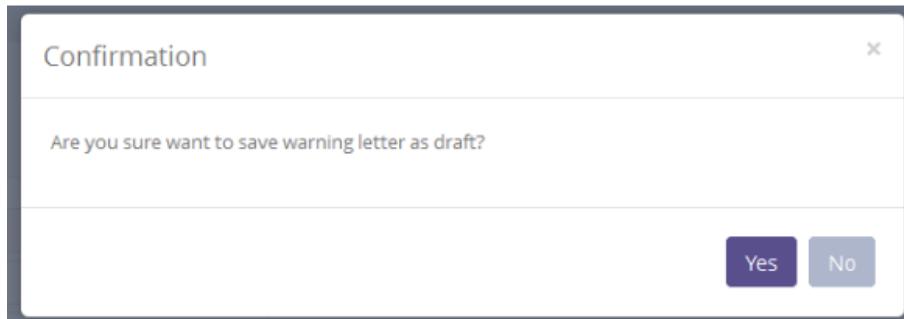
Gambar 61: List of Warning Letter – Tombol Edit

Sistem akan menampilkan halaman Edit Warning Letter.

Gambar 62: Tampilan Edit Warning Letter

Jika data sudah selesai diedit pada tampilan, user dapat menyimpan data pada sistem dengan klik tombol **Save Change** atau Submit. Terdapat beberapa field yang mandatory ditandai dengan background berwarna merah yang harus diisi dan tidak boleh dibiarkan kosong. Jika dibiarkan kosong, sistem akan menampilkan pemberitahuan setelah klik tombol **Save Changes** atau **Submit**. Pastikan jika fix akan submit dokumen, karena dokumen yang disubmit tidak bisa diubah/edit kembali. Setelah klik tombol **Save Changes** atau **Submit**, pop-up confirmation akan ditampilkan. Klik Yes untuk menyimpan dokumen.

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Gambar 63: Pop up Konifrmasi Save as Draft



Gambar 64: Pop up Konifrmasi Submit

Sistem akan menampilkan notifikasi sukses atau gagal menyimpan perubahan.

**Success!** Warning Letter Number: 00002/SP/COL-OPL/MDN/05/2016 has been saved.

Gambar 65: Notifikasi Sukses setelah Save as Draft

**Success!** Warning Letter Number: 00001/SP/COL-OPL/JKT/11/2015 has been submitted.

Gambar 66: Notifikasi Sukses setelah Submit

#### 4.1 Warning Letter Approval

DSF authorized user dapat menggunakan fitur ini untuk check, revise, reject, atau approve warning letter. Pertama, akses ke tampilan dengan klik tombol Warning Letter Approval.

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The screenshot shows the 'List of Warning Letter' page. On the left is a vertical menu bar with icons for OLSS, Master Data Information, Marketing, Procurement, Maintenance, Management, Collection, System Setting, and Approval Escalation. The main area has a header 'List of Warning Letter' and search parameters for DSF Office, Parameter, Start SP Creation Date, and End SP Creation Date. A table lists four lease agreements from Bandung, each with columns for DSF Office, Warning Letter Number, Agreement Number, Overdue Bucket, Overdue Days, Total Overdue (Rp), Last Modified Date, Last Modified By, Created By, Last Approval, Next Approval, and Warning Letter Status (Draft, Revised, Checked, Rejected). A tooltip box points to the 'Detail' button in the action column of the first row, which is highlighted with a blue border.

**Gambar 67: List of Warning Letter – Tombol Detail**

The screenshot shows the 'Warning Letter Approval' page. It includes a back button, user information (Jufi Iqbal - JHO), and a table with fields for Agreement Number (0000001/4/02/2016), Agreement Period, Warning Letter Number (00002/SP/COL-OPL/MDN/05/2016), Unit Type Lease (NISSAN GRAND LIVINA 1.5 SV M/T), Authorized Person (Mario Wijaya), Position (Marketing Officer), Invoice Number (001/JK/67), Usage Period (03/01/2016 - 03/31/2016), Lease Amount (250000.000), PPN (275.000.00), Lease + PPN (525.000.00), Penalty Amount (0.00), Due Date (05/30/2016), and Action. Below the table is a Remarks section with a pink background. At the bottom are two buttons: 'Check' (highlighted with a red border) and 'Revise'.

**Gambar 68: Tampilan Warning Letter Approval**

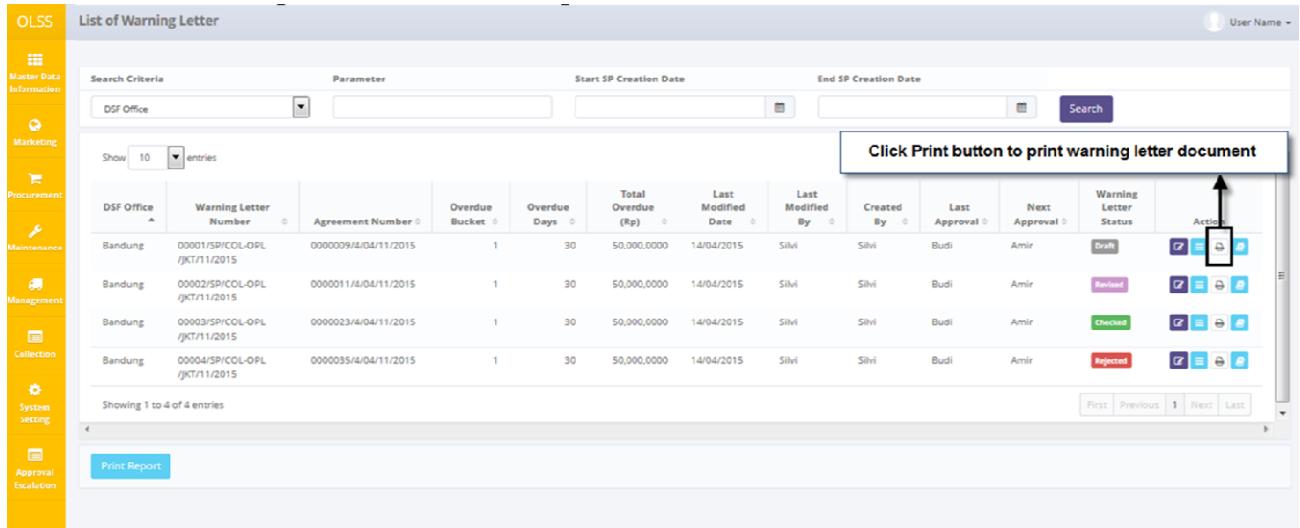
Isi Remarks dengan alasan approval, dan kemudian klik tombol check, revise, atau approve. Tampilan akan kembali ke halaman **List of Warning Letter** dan status Warning Letter akan berubah setelah tombol diklik.

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### 4.2 Cetak Warning Letter Form

Untuk mencetak form Warning Letter, klik tombol Print pada Warning Letter yang dipilih.



The screenshot shows the 'List of Warning Letter' page within the OLSS system. The left sidebar contains navigation links for Master Data Information, Marketing, Procurement, Maintenance, Management, Collection, System Setting, and Approval Escalation. The main area displays a table of warning letters with columns for DSF Office, Warning Letter Number, Agreement Number, Overdue Bucket, Overdue Days, Total Overdue (Rp), Last Modified Date, Last Modified By, Created By, Last Approval, Next Approval, Warning Letter Status, and Actions. A callout box highlights the 'Print' button in the Actions column of the first row, which is for a warning letter from Bandung with number 00001/SP/COL-OPL/JKT/11/2015. The table shows four entries in total. At the bottom, there are buttons for 'Print Report' and navigation links for First, Previous, Next, and Last.

DSF Office	Warning Letter Number	Agreement Number	Overdue Bucket	Overdue Days	Total Overdue (Rp)	Last Modified Date	Last Modified By	Created By	Last Approval	Next Approval	Warning Letter Status	Actions				
Bandung	00001/SP/COL-OPL/JKT/11/2015	0000009/4/04/11/2015	1	30	50,000,0000	14/04/2015	Silvi	Silvi	Budi	Amir	Draft					
Bandung	00002/SP/COL-OPL/JKT/11/2015	0000011/4/04/11/2015	1	30	50,000,0000	14/04/2015	Silvi	Silvi	Budi	Amir	Revised					
Bandung	00003/SP/COL-OPL/JKT/11/2015	0000023/4/04/11/2015	1	30	50,000,0000	14/04/2015	Silvi	Silvi	Budi	Amir	Checked					
Bandung	00004/SP/COL-OPL/JKT/11/2015	0000035/4/04/11/2015	1	30	50,000,0000	14/04/2015	Silvi	Silvi	Budi	Amir	Rejected					

Gambar 69: List of Warning Letter – Tombol Print

Sistem akan mengakses print preview Warning Letter Form.

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**Warning Letter Report**

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**DIPO STAR FINANCE**  
Solusi Kredit Otomatif

SENTRAL SENAYAN 2, 3RD FLOOR, JL. ASIA AFRIKA No. 8. SENAYAN, JAKARTA  
Telp: (021) 57954100, Fax: (021) 57954075

23 May 2016 No : 00002/SP/COL-OPL/MDN/05/2016

Kepada YTH,  
PT. Amal Abadi  
Jl. Ahmad Yani XI Jakarta Timur

**PERIHAL : Peringatan Kelalaian Pembayaran Uang Sewa Operating Lease**

Dengan Hormat,

Sehubungan dengan Perjanjian PT. Amal Abadi dengan PT. Dipo Star Finance sebagai berikut:

No	Nomor Perjanjian Sewa Operating Lease	Kendaraan Sewa Operating Lease	Nilai Sewa Operating Lease per bulan (belum termasuk PPN)
1	0000001/4/02/05/2016	NISSAN GRAND LIVINA 1.5 SV M/T	Rp. 250.000

Maka kami beritahukan bahwa sampai hari ini Pembayaran Sewa Operating Lease perusahaan saudara, yaitu:

No	Nomor Perjanjian Operating Lease	Sewa Operating Lease Jatuh Tempo				
		Nomor Invoice	Periode Pemakaian	Nilai Sewa	PPN	Nilai Sewa termasuk PPN
1	0000001/4/02/05/2016	00010/OPL/TD/JHO/05/2016	14 Februari 2016	Rp. 250.000	Rp. 0	Rp. 250.000

belum kami terima. Perlu saudara/i ketahui bahwa jumlah tersebut di atas belum termasuk denda keterlambatan.

Berdasarkan Perjanjian Operating Lease tersebut di atas yang telah ditandatangani bersama, jelas Saudara/i telah melalaikan kewajiban. Oleh karena itu kami, PT. DIPO STAR FINANCE sebagai Lessor memberi peringatan agar tunggakan Uang Sewa Lease tersebut di atas segera dilunasi paling lambat tanggal

Bilamana dalam batas waktu tersebut Saudara/i belum melaksanakan pembayaran, maka kami akan melaksanakan hak-hak kami berdasarkan Perjanjian Operating Lease tersebut di atas yaitu melakukan penarikan unit-unit tersebut.

Sekian atas perhatiannya kami ucapan terima kasih.

Hormat kami,  
PT. DIPO STAR FINANCE

CC : Penasihat Hukum PT. DIPO STAR FINANCE Bapak DR. LUHUT PANGARIBUAN, S.H., LL.M

**Gambar 70: Warning Letter Form**

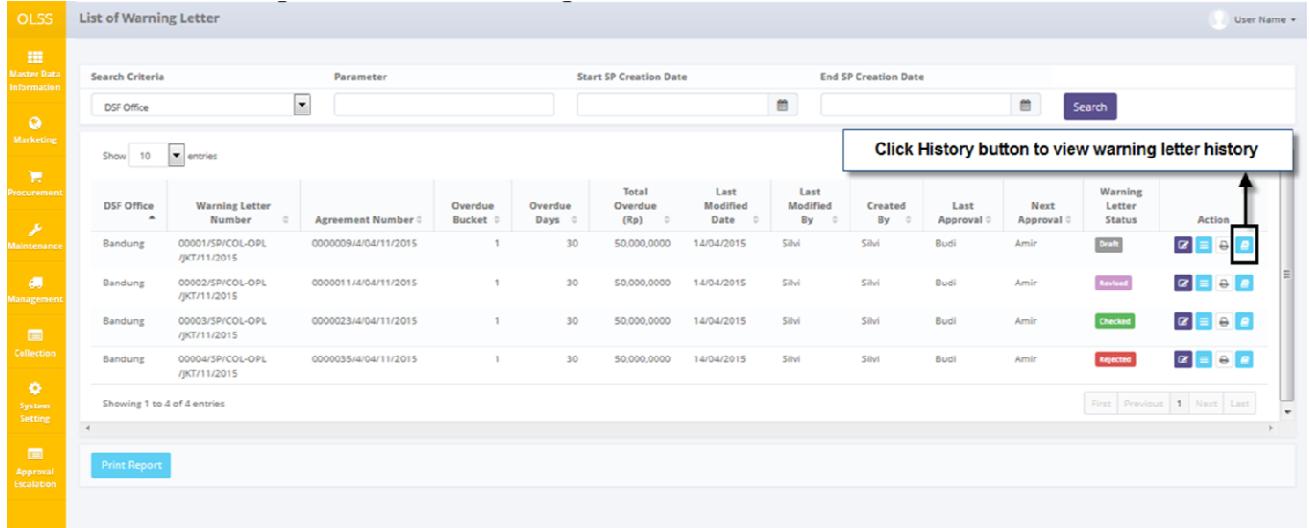
User dapat memilih untuk cetak Warning Letter form, atau menyimpan dokumen dengan format Excel atau PDF.

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### 4.3 Warning Letter History

User dapat memeriksa revision date of warning letter dengan mengakses Warning Letter history. Klik tombol Warning Letter History pada nomor Warning Letter yang dipilih.



DSF Office	Warning Letter Number	Agreement Number	Overdue Bucket	Overdue Days	Total Overdue (Rp)	Last Modified Date	Last Modified By	Created By	Last Approval	Next Approval	Warning Letter Status	Action		
Bandung	00001/SP/COL-OPL/JKT/11/2015	0000009/4/04/11/2015	1	30	50,000,000	14/04/2015	Silvi	Silvi	Budi	Amir	Draft			
Bandung	00002/SP/COL-OPL/JKT/11/2015	0000011/4/04/11/2015	1	30	50,000,000	14/04/2015	Silvi	Silvi	Budi	Amir	Revised			
Bandung	00003/SP/COL-OPL/JKT/11/2015	0000023/4/04/11/2015	1	30	50,000,000	14/04/2015	Silvi	Silvi	Budi	Amir	Checked			
Bandung	00004/SP/COL-OPL/JKT/11/2015	0000035/4/04/11/2015	1	30	50,000,000	14/04/2015	Silvi	Silvi	Budi	Amir	Rejected			

Gambar 71: Tombol Warning Letter History

Sistem akan menampilkan halaman Warning Letter History.

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The screenshot shows the 'Warning Letter History' screen from the OLSS system. On the left, there is a vertical navigation bar with icons and labels for various modules: Master Data Information, Marketing, Procurement, Maintenance, Management, Collection, System Setting, Approval Escalation, and a general 'OLSS' icon. The main content area has a header 'Warning Letter History' and a sub-header 'Warning Letter Information'. It displays several fields: 'Created by' (Delta Riangga), 'Created Date' (06/07/2014), 'Last Modified By' (Abdul Somad), 'Last Modified Date' (06/07/2014). Below this is a table with columns 'Warning Letter Number' (00001/SP/COL-OPL/JKT/11/2015), 'DSF Office' (Bandung), 'Agreement Number' (0000009/4/04/11/2015), 'Warning Letter Issue Date' (1/9/2014), 'Unit Type Lease' (Mitsubishi PAJERO SPORT GLX M/T 4X4), and 'Proposed By' (Silvi). A message 'Customer minta hitung ulang' is visible next to the 'Revised' status entry. Below the table is a grid showing a history of revisions. The grid has columns: 'Revision Date' (e.g., 14/04/2015, 15/04/2015), 'User Name' (Silvi, Herni, Silvi, Herni, Delta, Shomad), 'Status' (Draft, Submitted, Revised, Submitted, Checked, Checked, Approved), and 'Remarks' (draft, Sudah OK, Customer minta hitung ulang, Sudah dihitung ulang, OK, OK, OK). At the bottom of the grid, it says 'Showing 1 to 7 of 7 entries' and includes navigation buttons for First, Previous, Next, and Last. A blue 'Print Report' button is located at the bottom left of the main content area.

Gambar 72: Tampilan Warning Letter History

### 4.4 Cetak Warning Letter Report

Untuk cetak warning letter report, user dapat mengakses fitur dari halaman Warning Letter History, atau dari List of Warning Letter.

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The screenshot shows the 'List of Warning Letter' page within the OLSS system. On the left, there is a vertical navigation menu with icons and labels: Master Data Information, Marketing, Procurement, Maintenance, Management, Collection, System Setting, and Approval Escalation. The main area has a header 'List of Warning Letter' and a sub-header 'Search Criteria'. It includes fields for 'DSF Office' (dropdown), 'Parameter' (text input), 'Start SP Created Date' (calendar), 'End SP Created Date' (calendar), and a 'Search' button. Below this is a table titled 'List of Warning Letter' with columns: DSF Office, Warning Letter Number, Agreement Number, Overdue Bucket, Overdue Days, Total Overdue (Rp), Last Modified Date, and Last Modified By. The table contains five entries, each with a 'Reza Renika' and 'JUNAID' in the last two columns. At the bottom of the table, it says 'Showing 1 to 5 of 5 entries' and has navigation buttons for First, Previous, Next, and Last. A red box highlights the 'Print Report' button at the bottom left.

Gambar 73: Alternatif untuk Cetak Warning Letter History Report

The screenshot shows a Microsoft Excel spreadsheet titled 'Warning Letter History Monthly Report'. The spreadsheet has a header row with the following columns: DSF Office, Warning Letter Number, Agreement Number, Overdue Bucket, Overdue Days, Total Overdue (Rp), Last Modified Date, Last Modified By, Created By, Last Approval, Next Approval, and Warning Letter Status. The header also includes printed details: Period - (empty), Printed by &P, Printed Date 7/20/2016 7:50:54 PM. The rest of the rows are empty, with row numbers 1 through 30 visible on the left.

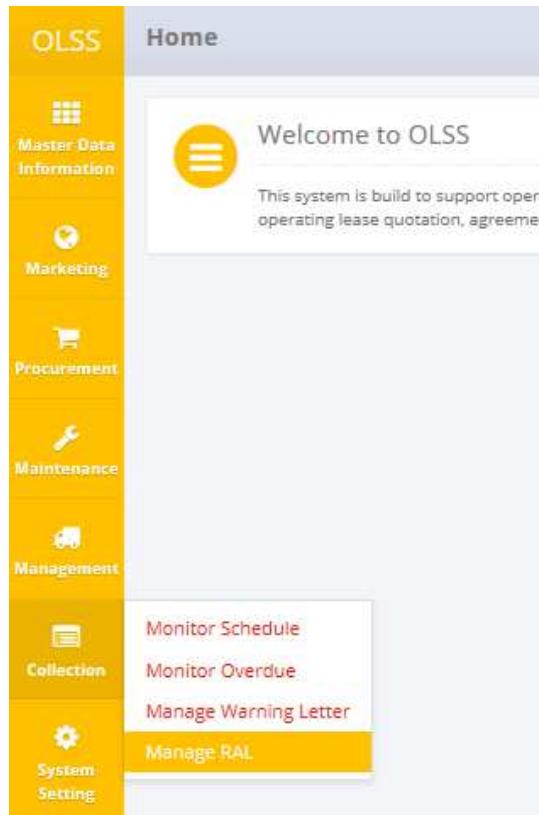
Gambar 74: Warning Letter History Monthly Report

User dapat memilih untuk mencetak Warning Letter form, atau menyimpan dokumen dengan format Excel.

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## 5. Manage RAL

Untuk meng-edit RAL, user dapat mengakses halaman **List of RAL**, dengan meng-klik Manage RAL di menu berikut.



Gambar 75: Menu Collection – Manage RAL

Sistem akan menampilkan halaman List of RAL. In here user can see RAL created, authorized person information, total unit, and RAL status. Klik tombol Edit RAL pada dokumen RAL yang dipilih.

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The screenshot shows a list of RAL (Operating Leases) with the following columns: DSF Office, RAL Number, Agreement Number, RAL Issue Date, Customer Name, Unit Description, Total Unit, Created By, Last Approve By, Next Approve By, RAL Status, and Action. The fourth row, which corresponds to the annotation, has the status 'Rejected'. The 'Action' column contains icons for Edit, Print, Lock, and Delete. An annotation with an arrow points to the 'Edit' icon in the fourth row.

DSF Office	RAL Number	Agreement Number	RAL Issue Date	Customer Name	Unit Description	Total Unit	Created By	Last Approve By	Next Approve By	RAL Status	Action
JHO	00010/SKP /COL-OPL /JHO/06/2015	0000009/4 /04/11/2015	21/05/2016	PT. Windy Perkasa	MITSUBISHI Pajero Sport A/T	10	Djoko	Paul	Steve	Submitted	
JHO	00011/SKP /COL-OPL /JHO/06/2015	0000008/4 /04/11/2015	15/03/2016	PT. Grand Bina Sentosa	MITSUBISHI Mirage A/T	8	Dudi	Paul	Steve	Revised	
JHO	00012/SKP /COL-OPL /JHO/06/2015	0000007/4 /04/11/2015	15/03/2016	PT. Dimas Perkasa	Toyota Rush A/T	5	Sussy	Paul	Steve	Approved	
JHO	00013/SKP /COL-OPL	0000006/4 /04/11/2015	12/01/2016	PT. Dimas Perkasa	MITSUBISHI Dump Truck	14	Sussy	Paul	Steve	Rejected	

[Print Report](#)

**Gambar 76: Tampilan List of RAL – tombol Edit**

Sistem akan menampilkan halaman Edit RAL. Di bagian bawah halaman, terdapat field Revision History yang terdiri dari informasi user yang melakukan perubahan dokumen.

The screenshot shows the 'Edit RAL' page with the following sections:

- Endorser:** Name: JN Nishimura, Position: Direktur
- Endee:** Name: Maria Bina, Identity Number: 120599999300, Address: Kawasan Industri Manis Jl. Manis 2 No.27, Manis Jaya, Jatimulyo Tanggerang - Banten, Phone Number: 081361791106
- Object List:** A table showing details of an object (Mitsubishi PAJERO SPORT GLX M/T 4X4) with columns: Number, Object Type, Chassis No, Engine No, Police No, Year, Colour, and Action.
- Revision History:** A table showing a history of changes with columns: User Name, Date, and Status.

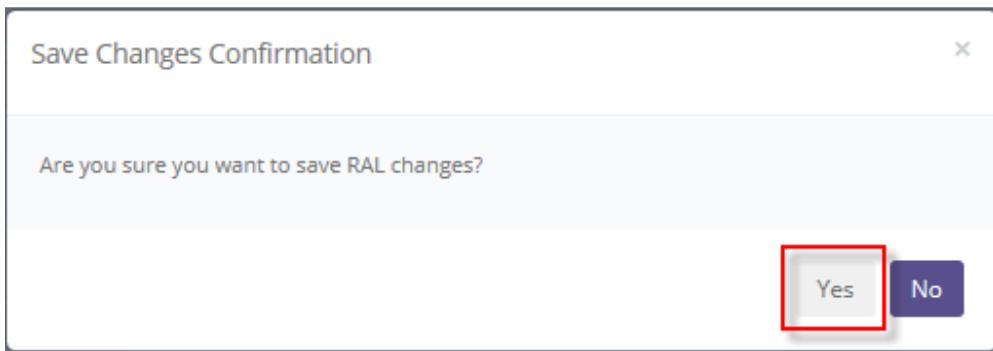
At the bottom, there are 'Save Changes' and 'Submit' buttons.

User Name	Date	Status
Ahmad Somad	11 November 2015	Approve
Raymond	1 Oktober 2015	Reject
Grand Zah Putra	11 November 2015	Revise

**Gambar 77: Tampilan Edit RAL**

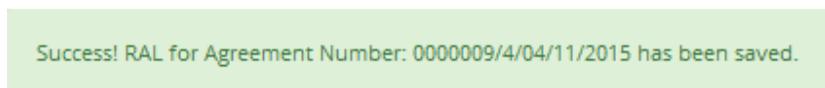
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Jika data sudah selesai dirubah pada tampilan, user dapat menyimpan data pada sistem dengan klik tombol **Save Changes** atau **Submit**. Terdapat field-field mandatory yang ditandai dengan background berwarna merah yang harus diisi dan tidak dapat dibiarkan kosong. Jika dibiarkan kosong, sistem akan menampilkan pemberitahuan setelah klik tombol **Save Changes** atau **Submit**. Pastikan data sudah fix jika ingin men-submit dokumen, karena dokumen yang disubmit tidak dapat lagi diubah. Setelah klik tombol **Save Changes** atau **Submit**, pop-up confirmation tampil. Klik Yes untuk menyimpan dokumen.



Gambar 78: Tampilan Pop up Confirmation Edit RAL

Sistem akan menampilkan pemberitahuan sukses atau gagal untuk menyimpan perubahan.



Gambar 79: Notifikasi Sukses Edit RAL

## 5.1 RAL Approval

DSF authorized user dapat menggunakan fitur ini untuk check, revise, reject, atau approve warning letter. Pertama, akses halaman dengan klik tombol RAL approval.

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The screenshot shows the 'List of RAL' page from the OISS system. On the left is a vertical navigation menu with icons and labels: OISS, Master Data Information, Marketing, Procurement, Maintenance, Management, Collection, System Setting, and Approval Escalation. The 'Collection' icon is highlighted. The main area has a header 'List of RAL' with a 'User Name' dropdown. Below is a search bar with fields for 'DSF Office' (set to 'DSF Office'), 'Parameter' (empty), 'Start RAL Creation Date' (empty), and 'End RAL Creation Date' (empty). A 'Search' button is next to it. Below the search is a table with columns: DSF Office, RAL Number, Agreement Number, RAL Issue Date, Customer Name, Unit Description, Total Unit, Created By, Last Approve By, Next Approve By, RAL Status, and Action. There are 10 entries listed. An arrow points from a callout box to the 'Action' column of the first entry. The callout box contains the text 'Click Detail button to processes RAL approval'. The 'Action' column for each row contains four icons: a pencil for Edit, a trash can for Delete, a lock for Lock, and a checkmark for Approve.

DSF Office	RAL Number	Agreement Number	RAL Issue Date	Customer Name	Unit Description	Total Unit	Created By	Last Approve By	Next Approve By	RAL Status	Action
JHO	00010/SKP /COL-OPL /JHO/06/2015	0000009/4 /04/11/2015	21/05/2016	PT. Windy Perkasa	MITSUBISHI Pajero Sport A/T	10	Djoko	Paul	Steve	Submitted	
JHO	00011/SKP /COL-OPL /JHO/06/2015	0000008/4 /04/11/2015	15/03/2016	PT. Grand Bina Sentosa	MITSUBISHI Mirage A/T	8	Dudi	Paul	Steve	Revised	
JHO	00012/SKP /COL-OPL /JHO/06/2015	0000007/4 /04/11/2015	15/03/2016	PT. Dimas Perkasa	Toyota Rush A/T	5	Sussy	Paul	Steve	Approved	
JHO	00013/SKP /COL-OPL	0000006/4 /04/11/2015	12/01/2016	PT. Dimas Perkasa	MITSUBISHI Dump Truck	14	Sussy	Paul	Steve	Rejected	

[Print Report](#)

**Gambar 80: List of RAL – tombol Detail**

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Check Approve Revise

**Gambar 81: Tampilan RAL approval**

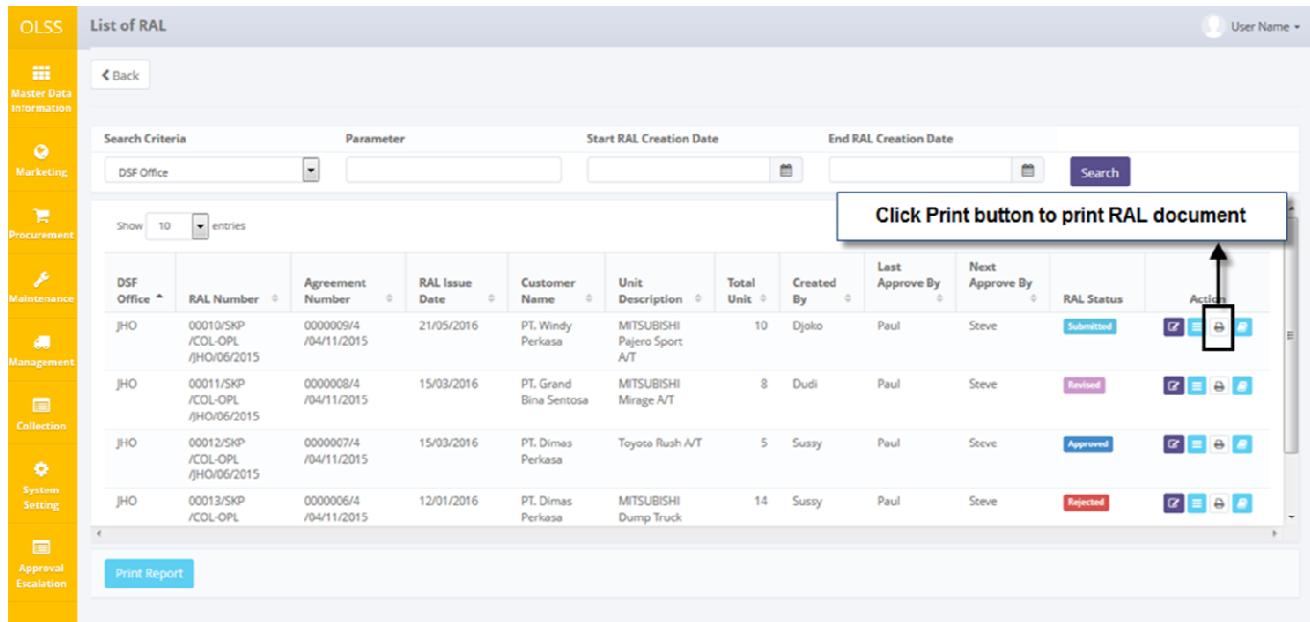
Isi Remarks dengan alasan approval, dan kemudian klik tombol check, revise atau approve RAL. Tampilan akan kembali ke halaman **List of RAL** dan status RAL akan berubah setelah tombol diklik.

## Operating Lease – Collection Process

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### 5.2 Cetak RAL Form

Untuk mencetak RAL form, klik tombol **Print** pada RAL yang dipilih.



Gambar 82: List of RAL – Tombol Print

Sistem akan menampilkan print preview RAL Form.

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**SURAT KUASA**

Nomor Kontrak : 000.0009/4/04/11/2014  
Tanggal : 27 Januari 2018

Yang bertandatangan dibawah ini:

YUTARO SANADA : DIREKTUR  
: PT DIPO STAR FINANCE - HEAD OFFICE

Dalam kedudukannya sebagaimana di atas untuk dan atas nama Perseorangan tersebut di atas, dengan ini memberi kuasa kepada:

No.	Nama	No. KTP	Alamat	No.Hp
1	Maria Bina	351231232203	Jl. Asia Afrika, Tanah Abang, Jakarta	0856 4526 7771
2	Timmy Time	351245232203	Jl. Asia Afrika, Tanah Abang, Jakarta	0856 4526 7888

Dengan hak khusus:  
.....  
..... **KHUSUS** .....

Untuk dan atas nama Pemberi Kuasa mengambil kendaraan bermotor berupa:  
9 UNIT MITSUBISHI STRADA TRITON GLS DOUBLE CABIN

DETIL TERLAMPIR

Dari PT. Kilau Berlian yang beralamat di Jl. Asia Afrika no.45, Tanah Abang, JAKARTA. Pengambilan / Penarikan kendaraan tersebut di atas disebabkan karena kontrak telah berakhir sebagaimana diatur di dalam Perjanjian Operating Lease nomor 000009/4/04/11/2015 tertanggal 27 Januari 2018. Demikian surat kuasa ini dibuat dengan sesuaiannya untuk dipergunakan sebagaimana mestinya.

**[AKARTA,  
PTMIFERI KUASA]**

**PENERIMA KUASA**

YUTARO SANADA MARIA BINA TIMMY TIME

**Gambar 83: Print Preview RAL Form**

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**LAMPIRAN:**

Daftar Kendaraan:

No.	Tipe Kendaraan	No. Rangka	No. Mesin	No.Polisi	Tahun	Warna
1	Mitsubishi PAJERO SPORT GLX M/T 4X4	B325332	A05	B 203 AX	2014	Black
2	Mitsubishi PAJERO SPORT GLX M/T 4X4	B325333	A06	B 204 AX	2014	Black
3	Mitsubishi PAJERO SPORT GLX M/T 4X4	B325334	A07	B 205 AX	2014	Black

**Gambar 84: Lampiran RAL print preview**

User dapat memilih untuk mencetak RAL form, atau menyimpan dokumen dengan format Excel atau PDF.

## Operating Lease – Collection Process

July 12, 2016

### 5.3 RAL History

User dapat memeriksa tanggal revisi RAL dengan mengakses RAL history. Klik tombol **RAL History** sesuai nomor RAL yang dipilih.

The screenshot shows the 'List of RAL' page. On the left is a vertical navigation bar with icons for OLSS, Master Data Information, Marketing, Procurement, Maintenance, Management, Collection, System Setting, and Approval Escalation. The main area has a header 'List of RAL' and a search section with fields for DSF Office, Parameter, Start RAL Creation Date, and End RAL Creation Date. Below is a table with columns: DSF Office, RAL Number, Agreement Number, RAL Issue Date, Customer Name, Unit Description, Total Unit, Created By, Last Approve By, Next Approve By, RAL Status, and Action. A callout box with the text 'Click History button to view history detail RAL information' points to the 'History' button in the 'Action' column of the fourth row. At the bottom are 'Print Report' and 'Search' buttons.

DSF Office	RAL Number	Agreement Number	RAL Issue Date	Customer Name	Unit Description	Total Unit	Created By	Last Approve By	Next Approve By	RAL Status	Action		
JHO	00010/SKP /COL-OPL /JHO/06/2015	0000009/4 /04/11/2015	21/05/2016	PT. Windy Perkasa	MITSUBISHI Pajero Sport A/T	10	Djoko	Paul	Steve	Submitted			
JHO	00011/SKP /COL-OPL /JHO/06/2015	0000008/4 /04/11/2015	15/03/2016	PT. Grand Bina Sentosa	MITSUBISHI Mirage A/T	8	Dudi	Paul	Steve	Revised			
JHO	00012/SKP /COL-OPL /JHO/06/2015	0000007/4 /04/11/2015	15/03/2016	PT. Dimas Perkasa	Toyota Rush A/T	5	Sussy	Paul	Steve	Approved			
JHO	00013/SKP /COL-OPL	0000006/4 /04/11/2015	12/01/2016	PT. Dimas Perkasa	MITSUBISHI Dump Truck	14	Sussy	Paul	Steve	Rejected			

Gambar 85: List of RAL – Tombol History

Sistem akan menampilkan halaman RAL History.

## Operating Lease – Collection Process

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The screenshot shows the 'Return Authorization Letter (RAL) History' page from the OLSS system. On the left, there is a vertical navigation menu with icons and labels: Master Data Information, Marketing, Procurement, Maintenance, Management, Collection, System Setting, Approval Escalation, and a power icon. The main content area has a header 'Return Authorization Letter (RAL) History' with a 'User Name' dropdown. Below the header are fields for 'Created by' (Delta Riangga), 'Created Date' (06/07/2014), 'Last Modified By' (Abdul Somad), and 'Last Modified Date' (06/07/2014). A section titled 'RAL Information' contains fields for 'RAL Number' (00001/RAL/JKT/11/2015), 'DSF Office' (Bandung), 'Unit Type Lease' (Mitsubishi PAJERO SPORT GLX M/T 4X4), and 'Quantity' (5). A table below shows a history of 7 entries, each with columns for Revision Date, User Name, Status, and Remarks. The table includes a 'Show' dropdown set to 10 entries, a 'Print Report' button, and navigation links for First, Previous, Next, and Last.

Revision Date	User Name	Status	Remarks
14/04/2015	Silvi	Draft	draft
14/04/2015	Silvi	Submitted	Sudah OK
14/04/2015	Herni	Revised	Customer minta hitung ulang
15/04/2015	Silvi	Submitted	Sudah dihitung ulang
15/04/2015	Herni	Checked	OK
15/04/2015	Delta	Checked	OK
15/04/2015	Shomad	Approved	OK

Gambar 86: Tampilan RAL history

### 5.4 Cetak RAL Report

Untuk mencetak RAL report, user dapat mengakses fitur dari halaman RAL History, atau dari List of RAL.

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DSF Office	RAL Number	Agreement Number	RAL Issue Date	Customer Name	Unit Description	Total Unit	Created By	Last Approve By	Next Approve By	RAL Status	Action
JHO	00010/SKP /COL-OPL /JHO/06/2015	0000009/4 /04/11/2015	21/05/2016	PT. Windy Perkasa	MITSUBISHI Pajero Sport A/T	10	Djolo	Paul	Steve	Submitted	
JHO	00011/SKP /COL-OPL /JHO/06/2015	0000008/4 /04/11/2015	15/03/2016	PT. Grand Bina Sentosa	MITSUBISHI Mirage A/T	8	Dudi	Paul	Steve	Revised	
JHO	00012/SKP /COL-OPL /JHO/06/2015	0000007/4 /04/11/2015	15/03/2016	PT. Dimas Perkasa	Toyota Rush A/T	5	Sussy	Paul	Steve	Approved	
JHO	00013/SKP /COL-OPL	0000006/4 /04/11/2015	12/01/2016	PT. Dimas Perkasa	MITSUBISHI Dump Truck	14	Sussy	Paul	Steve	Rejected	

**Gambar 87: List of RAL – Tombol Print Report**

RAL Monthly Report							Page
Period	Status			Printed By	Printed Date		
				Herni Hembang	5/30/2016 9:41:13 AM		
DSF Office	Agreement Number	Customer Name	Unit Description	Total Unit	Last Modified By	Last Modified Date	Status
JHO	0000036/4/01/05/2016	Customer Name	ISUZU PANTHER PICK	2	Herni Hembang	5/29/2016	Submitted

**Gambar 88: RAL Monthly Report**

User dapat memilih cetak RAL form, atau menyimpan dokumen dengan format Excel.