

USER MANUAL

Operating Lease Support System Version 2.1

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

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Version 2.1

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

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

1. Starting to Use the system

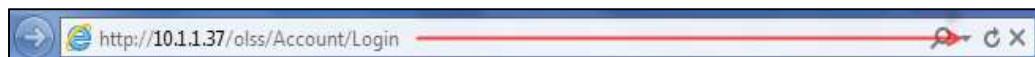
1.1 Opening your browser and connecting the system

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



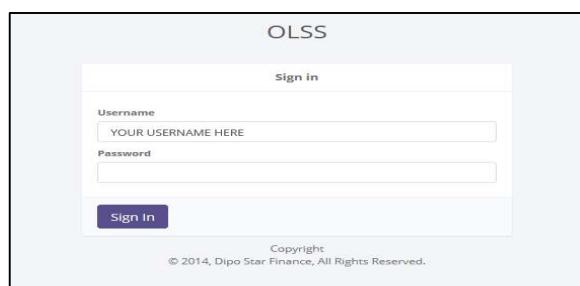
Picture 1. Launch Internet Explorer

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



Picture 2. Connecting the system over browser

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



Picture 3. Connecting the system over browser

1.2 Signing In

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

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

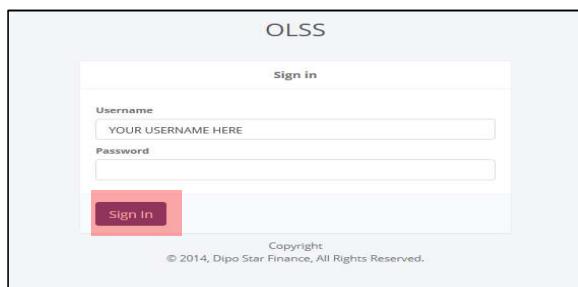
1) Start with User Name

User Name is a text field; in order to make an entry simply click your mouse in the respective field, and start typing the information.

2) Continue with Password

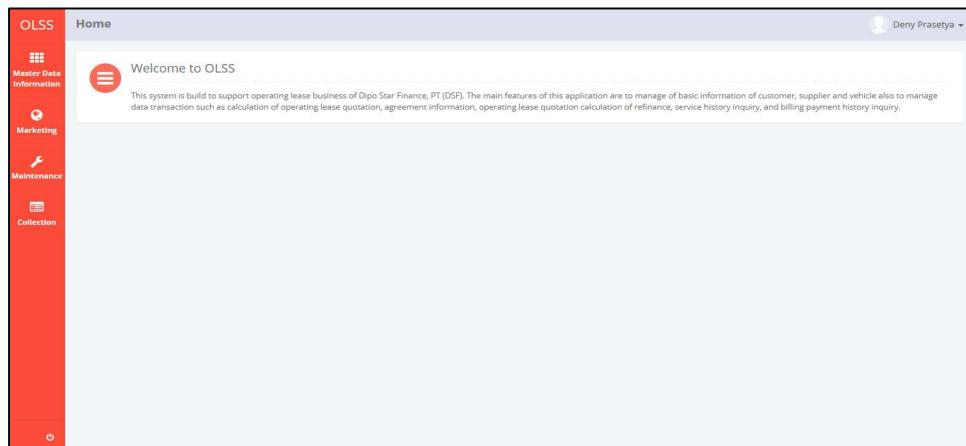
Password is also a text field, follow same steps as above described for User Name to enter your password, e.g. 'demo'. For security reasons the password will not be shown in the letter you type in but with dots or stars:

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



Picture 4. Signing the system on the Sign in Screen

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



Picture 5. Home screen

Forgot your password?

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

2. Master Data Module

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

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

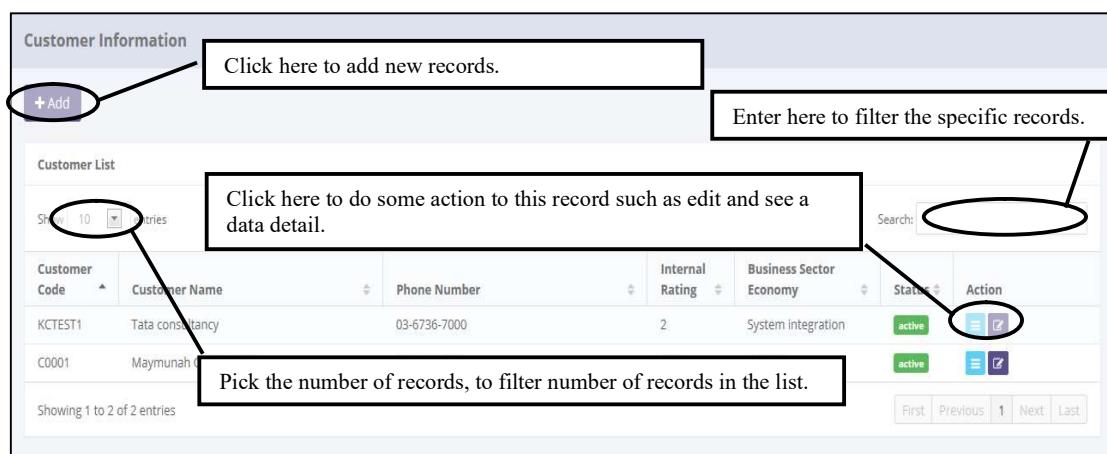
2.1 Customer Information

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

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

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

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



Picture 6. Main Page of Customer List

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

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

In the customer information module provides several functions:

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

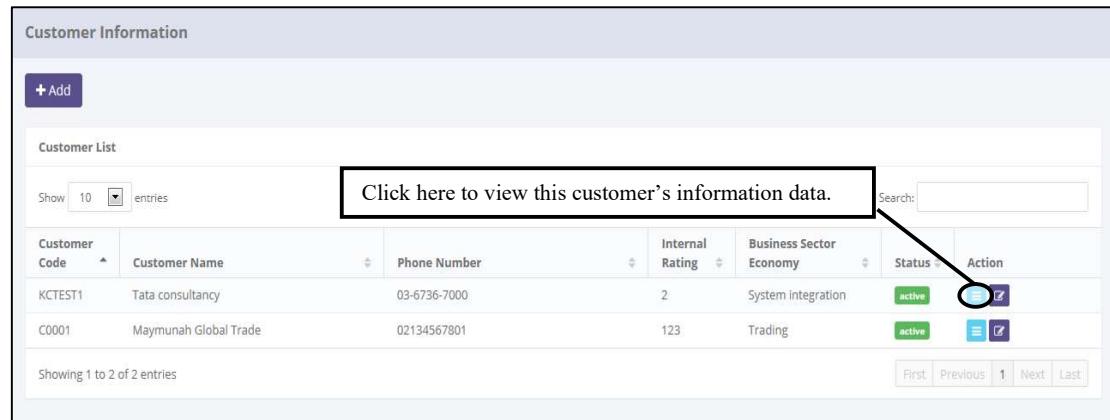
In the Customer Information module, the records will have several step of status when proceed by user. At the first time, when new customer added by user, the status will be saved as . After saved, the records can be submitted by user and the status will be set as . If records have been submitted, it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

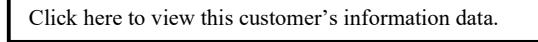
In special cases, if the authorized user want to inactive customer records, he/she can do some procedure to  the records, and the status will be . And also if the authorized user want the records changes by the members, they can  the record, then automatically the status of the records will be changes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

2.1.1 Customer Detail

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

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



Customer Information							
							
Customer List							
Show <input type="text" value="10"/> entries							
Customer Code	Customer Name	Phone Number	Internal Rating	Business Sector Economy	Status	Action	
KCTEST1	Tata consultancy	03-6736-7000	2	System integration		 	
C0001	Maymunah Global Trade	02134567801	123	Trading		 	
Showing 1 to 2 of 2 entries							<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="1"/> <input type="button" value="Next"/> <input type="button" value="Last"/>

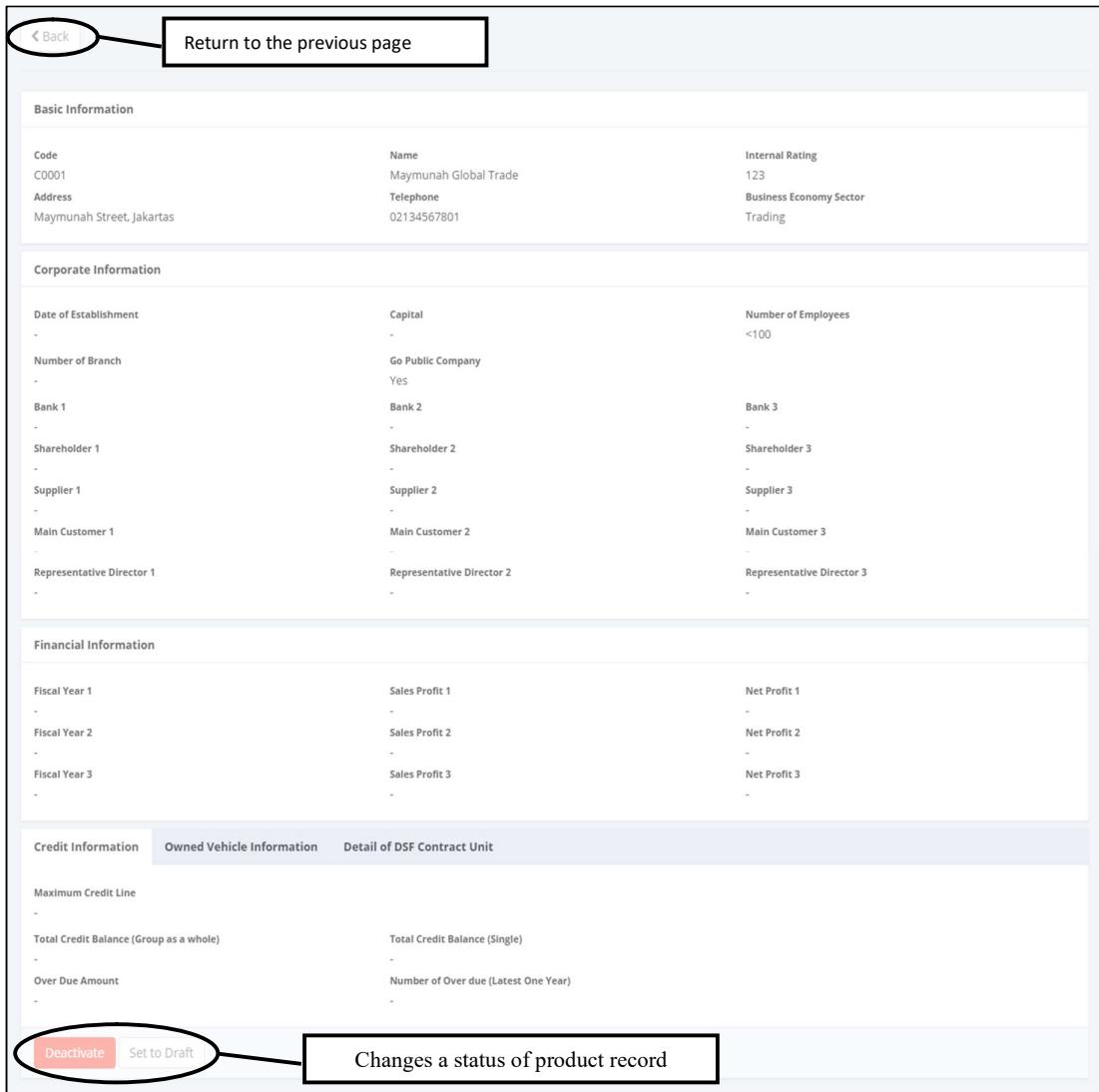
Picture 7. Main Page of Customer Information

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

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

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

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



The screenshot shows the 'Customer Detail' view in the Operating Lease Support System. The page is divided into several sections:

- Basic Information:** Displays customer details like Code (C0001), Name (Maymunah Global Trade), Address (Maymunah Street, Jakarta), Internal Rating (123), and Business Economy Sector (Trading).
- Corporate Information:** Displays details such as Date of Establishment, Capital, Number of Employees (<100), Number of Branch, Go Public Company, Yes/No, Bank 1, Bank 2, Bank 3, Shareholder 1, Shareholder 2, Shareholder 3, Supplier 1, Supplier 2, Supplier 3, Main Customer 1, Main Customer 2, Main Customer 3, Representative Director 1, Representative Director 2, and Representative Director 3.
- Financial Information:** Displays Sales Profit 1, Net Profit 1, Sales Profit 2, Net Profit 2, Sales Profit 3, and Net Profit 3 for Fiscal Year 1, 2, and 3.
- Credit Information:** Displays Maximum Credit Line, Total Credit Balance (Group as a whole), Total Credit Balance (Single), Over Due Amount, and Number of Over due (Latest One Year).

At the top left, there is a  labeled 'Return to the previous page'. At the bottom left, there are two buttons:  and . A callout box points to these buttons with the text 'Changes a status of product record'.

Picture 8. Customer Detail

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

information, financial information, credit information, owned product information, detail of product and so on.

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

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

2.1.2 Filter and Sort Customer

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

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

The screenshot shows a table of customer data with various filter and sort controls. Annotations highlight specific features:

- A callout box points to the 'Show' dropdown labeled 'Pick the number of records, to filter number of records in the list.'
- A callout box points to the search bar labeled 'Enter here to filter the specific records.'
- A callout box points to the table header 'Customer Name' labeled 'Click on table header, to sort a record per columns in the list.'
- A callout box points to the 'Search:' input field.

Customer Code	Customer Name	Phone Number	Internal Rating	Business Sector Economy	Status	Action	
KCTEST1	Tata consultancy	03-6736-7000	2	System integration	active		
C0001	Maymunah Global Trade	02134567801	123	Trading	active		

Picture 9. Main Page of Customer Information

To filter the records there are two categories as follows:

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

The screenshot shows a table of customer data with a search filter applied. Annotations point to the search bar and the results table:

- A callout box points to the search bar labeled 'Search: Tata consultancy'.
- A callout box points to the table body labeled 'Showing 1 to 1 of 1 entries (filtered from 2 total entries)'.

Customer Code	Customer Name	Phone Number	Internal Rating	Business Sector Economy	Status	Action	
KCTEST1	Tata consultancy	03-6736-7000	2	System integration	inactive		

Picture 10. Customer List

2.1.3 Add New Customer

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

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

The screenshot shows the 'Customer Information' module. At the top left is a purple button labeled '+ Add'. To its right is a black-bordered box containing the text 'Click here to add new records.' Below this is a table titled 'Customer List' with columns for Customer Code, Customer Name, Phone Number, Internal Rating, Business Sector Economy, Status, and Action. Two rows of data are visible: 'KCTEST1' (Tata consultancy) and 'C0001' (Maymunah Global Trade). At the bottom of the table, it says 'Showing 1 to 2 of 2 entries' and has navigation buttons for First, Previous, 1, Next, and Last.

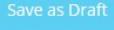
Picture 11. Main Page of Customer Information

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

The screenshot shows the 'Add New Customer' form. At the top left is a purple button labeled '< Back' and a black-bordered box containing the text 'Return back to the previous page'. The form is divided into several sections: 'Basic Information' (Customer Code, Name, Internal Rating), 'Corporate Information' (Date of Establishment, Capital, Go Public Company, Number of Branches, Shareholder 1, Supplier 1, Main Customer 1, Representative Director 1), 'Financial Information' (Fiscal Year 1-3, Sales Profit 1-3, Net Profit 1-3), and 'Credit Information' (Maximum Credit Line, Total Credit Balance, Over Due Amount). At the bottom left are two buttons: 'Save as Draft' and 'Submit'. A black-bordered box at the bottom right contains the text 'To Save as Draft and Submit a customer record'.

Picture 12. Add New Customer

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

5.  , on the top-left corner of the screen.
6.  , on the bottom-left corner of the screen.
7.  , on the bottom-left corner of the screen.

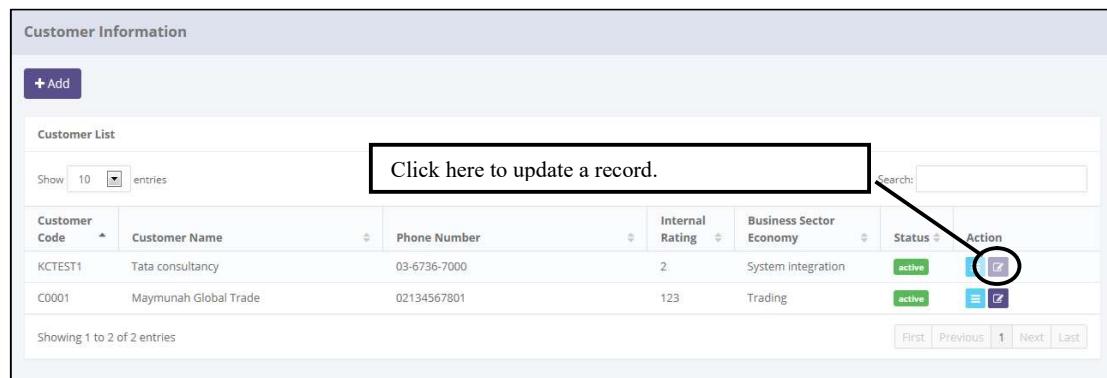
If data already entered on the screen, user can save a data on the system by clicking **Save as Draft** button, or **Submit** button. Ensure that you actually want to **Submit** a record, because the records can't be reserved and update after submitted by user. For authorized user they still can update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

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

2.1.4 Edit Customer

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

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



Customer List						
		Show 10 entries		Click here to update a record.		
Customer Code	Customer Name	Phone Number	Internal Rating	Business Sector	Status	Action
KCTEST1	Tata consultancy	03-6736-7000	2	System integration	active	
C0001	Maymunah Global Trade	02134567801	123	Trading	active	

Showing 1 to 2 of 2 entries

Picture 13. Main Page of Customer Information

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

The screenshot shows the 'Edit Customer' page with various input fields for customer details. The 'Basic Information' section includes fields for Customer Code (dod123), Name (gundah), Internal Rating (1234), Address (cimahi), Telephone (123123123), and Business Economy Sector (deden). The 'Corporate Information' section contains fields for Date of Establishment (09/09/2014), Capital (Capital), Number of Employees (Number of Employees), Number of Branch (Number of Branch), Go Public Company (Yes), Bank 1 (Bank 1), Shareholder 1 (Shareholder 1), Supplier 1 (Supplier 1), Main Customer 1 (Main Customer 1), Representative Director 1 (Representative Director 1), Bank 2 (Bank 2), Shareholder 2 (Shareholder 2), Supplier 2 (Supplier 2), Main Customer 2 (Main Customer 2), Representative Director 2 (Representative Director 2), Bank 3 (Bank 3), Shareholder 3 (Shareholder 3), Supplier 3 (Supplier 3), Main Customer 3 (Main Customer 3), and Representative Director 3 (Representative Director 3). The 'Financial Information' section includes fields for Fiscal Year 1 (Fiscal Year 1), Sales Profit 1 (Sales Profit 1), Net Profit 1 (Net Profit 1), Fiscal Year 2 (Fiscal Year 2), Sales Profit 2 (Sales Profit 2), Net Profit 2 (Net Profit 2), Fiscal Year 3 (Fiscal Year 3), Sales Profit 3 (Sales Profit 3), and Net Profit 3 (Net Profit 3). The 'Credit Information' section features fields for Maximum Credit Line, Total Credit Balance (Group as a whole) (Total Credit Balance), Total Credit Balance (Single) (Total Credit Balance (Single)), Over Due Amount (Over Due Amount), Number of Over due (Latest One Year) (Number of Over due (Latest One Year)), and Number of Over due (Latest One Year) (Number of Over due (Latest One Year)). At the bottom left, a blue button labeled 'Save Changes' is circled with a red oval, and a callout box points to it with the text 'To Save Changes a customer record'.

Picture 14. Edit Customer

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

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

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

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

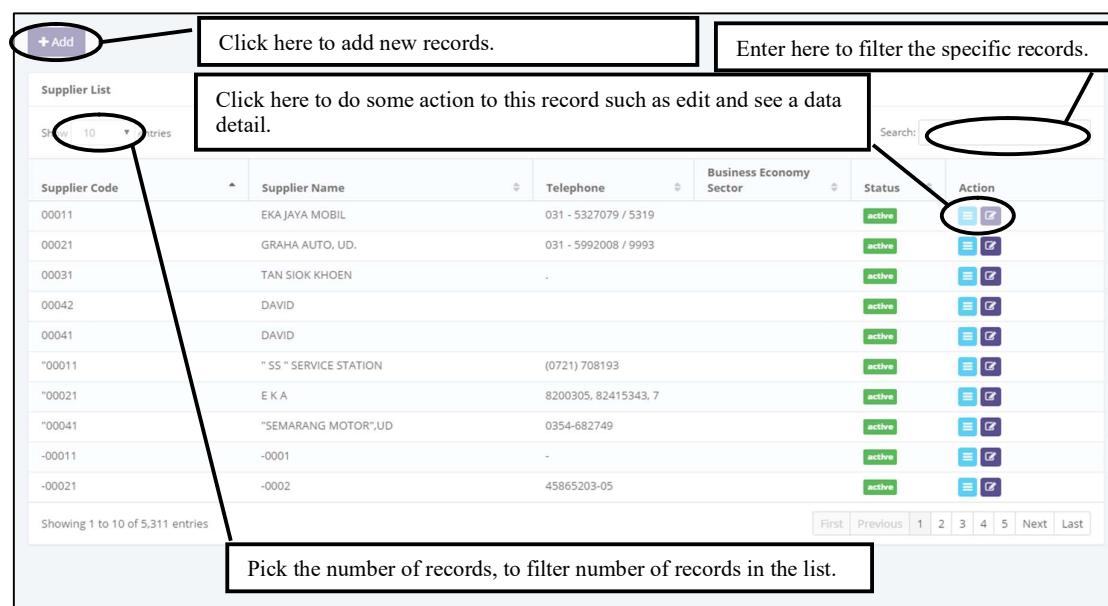
2.2 Supplier Information

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

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

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

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



The screenshot shows a table titled 'Supplier List'. At the top left is a purple button labeled '+ Add'. To its right are two text boxes: one for adding new records and another for filtering specific records. Below the table, there's a search bar and a link to pick the number of records to filter. The table has columns for Supplier Code, Supplier Name, Telephone, Business Economy Sector, Status, and Action. The 'Action' column contains icons for edit and delete. The table shows 10 entries out of 5,311. A vertical scroll bar is visible on the right side of the table.

Supplier Code	Supplier Name	Telephone	Business Economy Sector	Status	Action
00011	EKA JAYA MOBIL	031 - 5327079 / 5319		active	
00021	GRAHA AUTO, UD.	031 - 5992008 / 9993		active	
00031	TAN SIOK KHOEN	-		active	
00042	DAVID			active	
00041	DAVID			active	
"00011	" SS " SERVICE STATION	(0721) 708193		active	
"00021	E K A	8200305, 82415343, 7		active	
"00041	"SEMARANG MOTOR",UD	0354-682749		active	
-00011	-0001	-		active	
-00021	-0002	45865203-05		active	

Showing 1 to 10 of 5,311 entries

First Previous 1 2 3 4 5 Next Last

Pick the number of records, to filter number of records in the list.

Picture 15. Main Page of Supplier List

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

1. , on the rightmost column. Or,
2. , on the top-left of the supplier list screen.

Supplier Information module provides several functions:

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

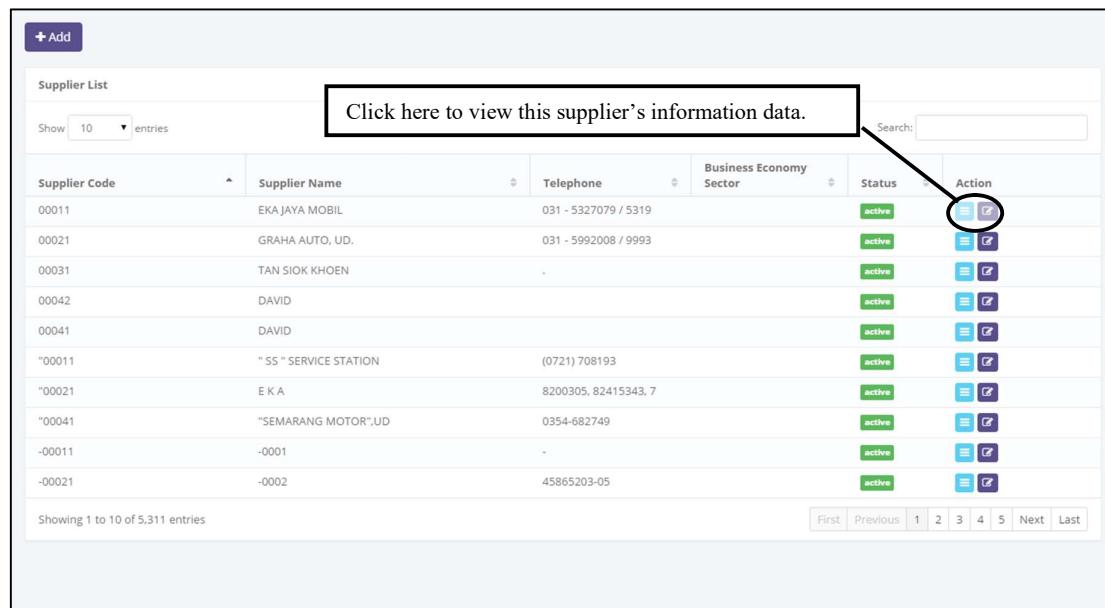
In the Supplier Information module, the records will have several step of status when proceed by user. At the first time, when new supplier added by user, the status will be saved as **draft**. After saved, the records can be submitted by user and the status will be set as **submitted**. If records have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

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

2.2.1 Supplier Detail

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

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



The screenshot shows a 'Supplier List' page with the following details:

- Header:** + Add, Supplier List, Show 10 entries, Search: [input field].
- Table Headers:** Supplier Code, Supplier Name, Telephone, Business Economy Sector, Status, Action.
- Table Data:** A list of 10 suppliers from row 00011 to -00021, each with their name, phone number, sector, status (active), and action buttons (Edit, Delete).
- Callout:** A callout box highlights the 'Action' column, specifically the edit icon in the first row (00011). A mouse cursor arrow points to this icon.
- Text Overlay:** Click here to view this supplier's information data.
- Pagination:** Showing 1 to 10 of 5,311 entries, with links for First, Previous, Next, Last.

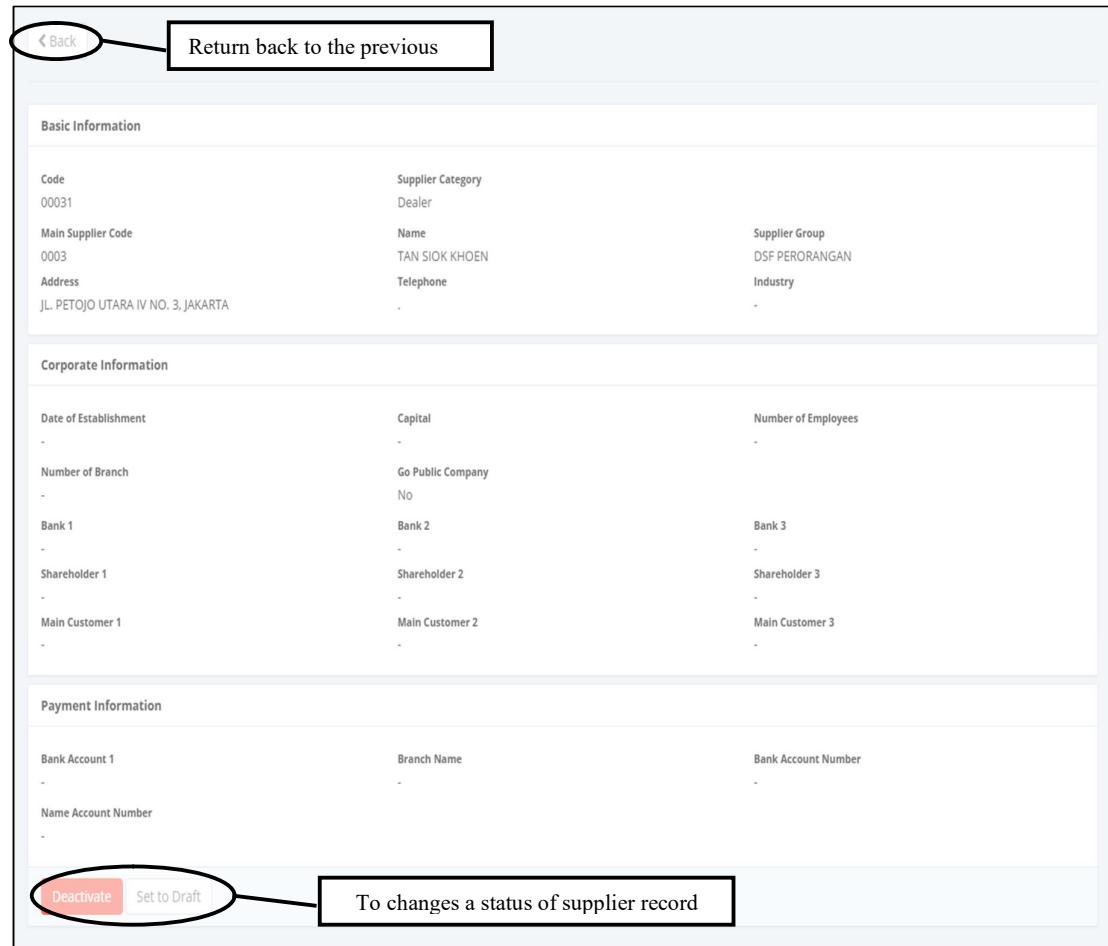
Picture 16. Main Page of Supplier Information

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

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

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

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



The screenshot shows the 'Supplier Detail' view in the Operating Lease Support System. The screen is divided into three main sections: 'Basic Information', 'Corporate Information', and 'Payment Information'. In the 'Basic Information' section, there are fields for Code (00031), Supplier Category (Dealer), Main Supplier Code (003), Name (TAN SIOK KHOEN), Supplier Group (DSF PERORANGAN), Address (JL. PETOJO UTARA IV NO. 3, JAKARTA), and Industry. In the 'Corporate Information' section, there are fields for Date of Establishment, Capital, Number of Employees, Number of Branch, Go Public Company, No, Bank 1, Bank 2, Bank 3, Shareholder 1, Shareholder 2, Shareholder 3, Main Customer 1, Main Customer 2, and Main Customer 3. In the 'Payment Information' section, there are fields for Bank Account 1, Branch Name, and Bank Account Number. At the bottom left of the screen, there are two buttons: 'Deactivate' (highlighted with a red oval) and 'Set to Draft'. A callout box points from the 'Deactivate' button to the text 'To changes a status of supplier record'.

Picture 17. Supplier Detail

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

If you are authorized user, you can change record status by clicking **Activate** button, and in other case you can also changes the record status to **inactive** by clicking **Deactivate** button, but make sure

you actually want to deactivate because the records can't be used for the transaction process in another modules.

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

2.2.2 Filter and Sort Supplier

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

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

The screenshot shows a table of supplier data with the following columns: Supplier Code, Supplier Name, Telephone, Business Sector, Status, and Action. The table has 10 rows of data. A search bar at the top right is labeled 'Enter here to filter the specific records.' A tooltip above the search bar says 'Enter here to filter the specific records.' A tooltip over the 'Show' dropdown says 'Pick the number of records, to filter number of records in the list.' Another tooltip over the 'Supplier Name' column header says 'Click on table header, to sort a record per columns in the list.' An oval highlights the 'Supplier Name' column header. The bottom of the table shows pagination: 'Showing 1 to 10 of 5,311 entries' and buttons for 'First', 'Previous', '1', '2', '3', '4', '5', 'Next', and 'Last'.

Supplier Code	Supplier Name	Telephone	Business Sector	Status	Action
00011	EKA JAYA MOBIL	031 - 5327079 / 5319		active	[Edit] [Delete]
00021	GRAHA AUTO, UD.	031 - 5992008 / 9993		active	[Edit] [Delete]
00031	TAN SIOK KHOEN	.		active	[Edit] [Delete]
00042	DAVID			active	[Edit] [Delete]
00041	DAVID			active	[Edit] [Delete]
"00011	" SS " SERVICE STATION	(0721) 708193		active	[Edit] [Delete]
"00021	E KA	8200305, 82415343, 7		active	[Edit] [Delete]
"00041	"SEMARANG MOTOR",UD	0354-682749		active	[Edit] [Delete]
-00011	-0001	-		active	[Edit] [Delete]
-00021	-0002	45865203-05		active	[Edit] [Delete]

Picture 18. Main Page of Supplier Information

To filter the records there are two categories as follows:

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

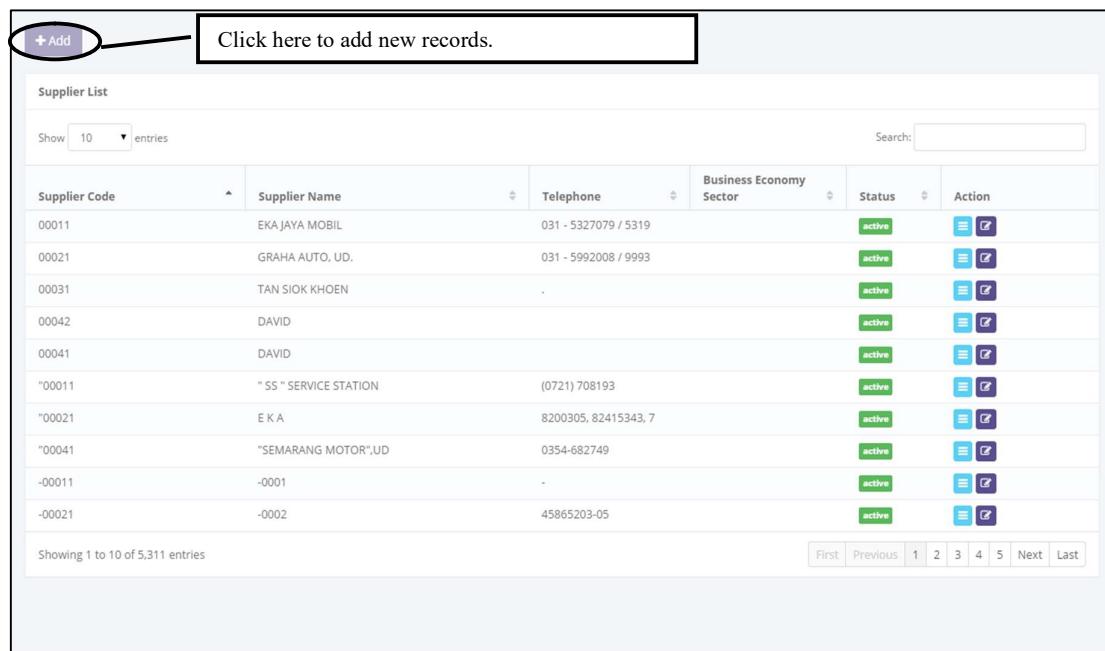
Customer List							
Show <input type="text" value="25"/> <input checked="" type="checkbox"/> entries Search: <input type="text" value="Tata consultancy"/>							
Customer Code	Customer Name	Phone Number	Internal Rating	Business Sector Economy	Status	Action	
KCTEST1	Tata consultancy	03-6736-7000	2	System integration	Inactive	 	
Showing 1 to 1 of 1 entries (filtered from 2 total entries)							
First Previous 1 Next Last							

Picture 19. Supplier List

2.2.3 Add New Supplier

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

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



The screenshot shows the 'Supplier List' page. At the top left, there is a purple button labeled '+ Add'. A black callout box with a pointer points to this button, containing the text 'Click here to add new records.' Below the button is the heading 'Supplier List'. The page includes a search bar, a table header with columns for 'Supplier Code', 'Supplier Name', 'Telephone', 'Business Economy Sector', 'Status', and 'Action', and a table body listing various supplier entries. At the bottom, there is a pagination area showing 'Showing 1 to 10 of 5,311 entries' and a set of navigation buttons for 'First', 'Previous', '1', '2', '3', '4', '5', 'Next', and 'Last'.

Picture 20. Main Page of Supplier Information

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

Picture 21. Add New Supplier

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

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

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

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

2.2.4 Edit Supplier

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

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

Customer Code	Customer Name	Phone Number	Internal Rating	Business Sector Economy	Status	Action
KCTEST1	Tata consultancy	03-6736-7000	2	System integration	active	
C0001	Maymunah Global Trade	02134567801	123	Trading	active	

Picture 22. Main Page of Supplier Information

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

Supplier Code	Supplier Category	Supplier Group
00011	Dealer	SHOWROOM
Main Supplier Code	Name	Business Economy Sector
0001	EKA JAYA MOBIL	Agriculture
Address	Telephone	
JL. KERTAJAYA NO. 183	031 - 5327079 / 5319	

Date of Establishment	Capital	Number of Employees
03/01/2014	Capital	Number of Employees
Number of Branch	Go Public Company	Bank 3
Number of Branch	No	Bank 3
Bank 1	Bank 2	Shareholder 3
Bank 1	Bank 2	Shareholder 3
Shareholder 1	Shareholder 2	Main Customer 3
Shareholder 1	Shareholder 2	Main Customer 3
Main Customer 1	Main Customer 2	
Main Customer 1	Main Customer 2	

The screenshot shows a 'Payment Information' section with three input fields: 'Bank Account 1', 'Branch Name', and 'Bank Account Number'. Below these are two more fields: 'Name Account Holder' and another unlabeled field. At the bottom left is a blue 'Save Changes' button, which is highlighted with a red oval. To its right is a black rectangular box containing the text 'To Save Changes a supplier record'. At the very bottom left is a grey 'Back' button.

Picture 23. Edit Supplier

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

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

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

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

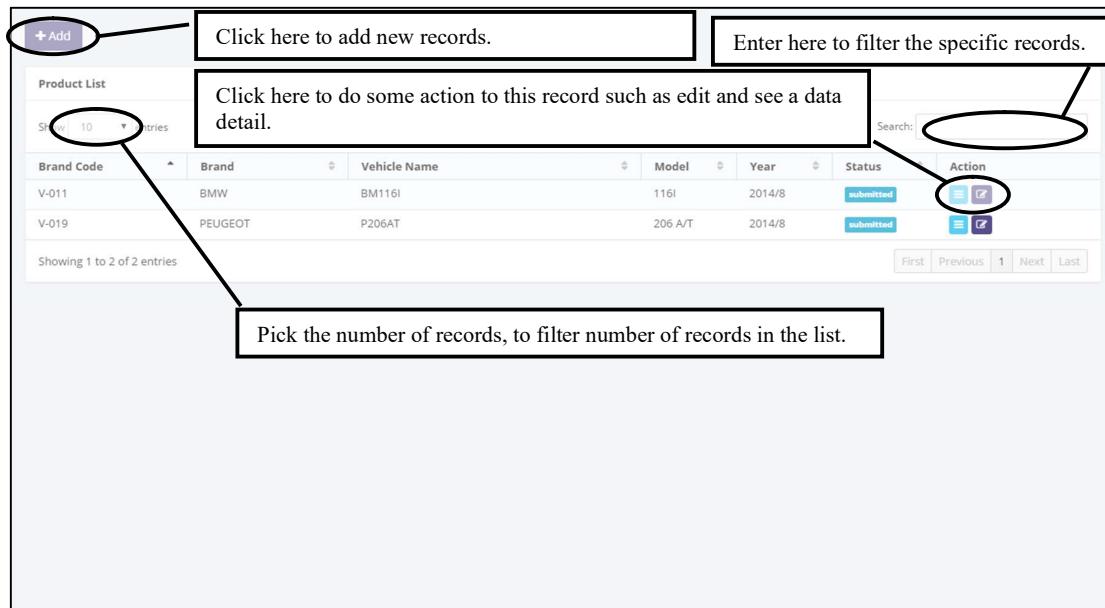
2.3 Product Information

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

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

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

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



Picture 24. Main Page of Product List

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

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

In the Product Information module provides several functions:

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

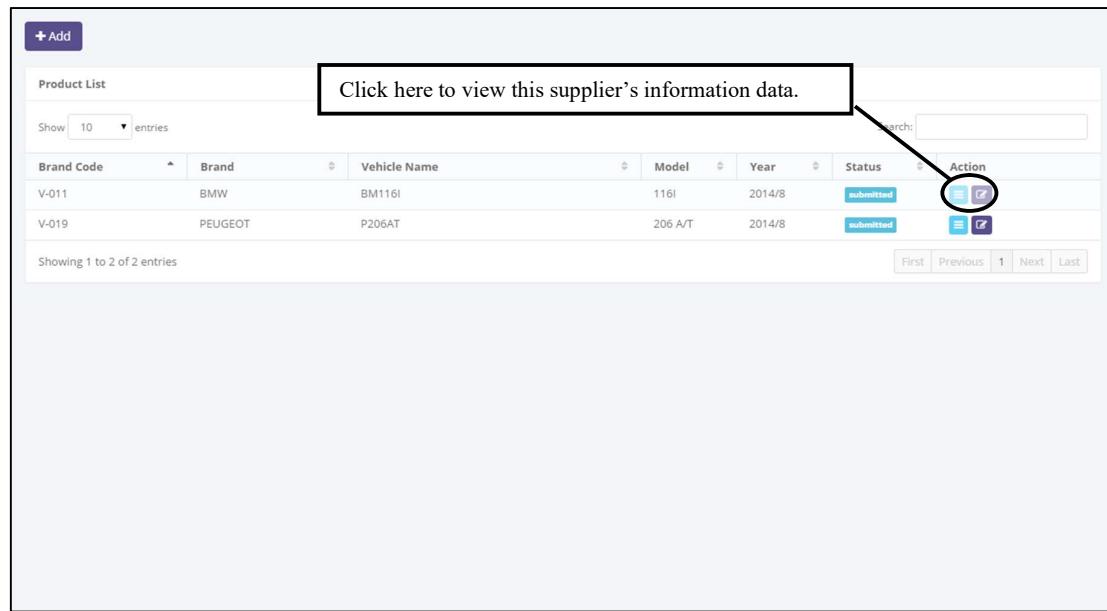
In the Product Information module, the records will have several step of status when proceed by user. At the first time, when new product added by user, the status will be saved as . After saved, the records can be submitted by user and the status will be set as . If records have been submitted, it can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

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

2.3.1 Product Detail

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

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



Product List							Action
Brand Code	Brand	Vehicle Name	Model	Year	Status	Action	
V-011	BMW	BM116i	116i	2014/8	submitted		
V-019	PEUGEOT	P206AT	206 A/T	2014/8	submitted		

Showing 1 to 2 of 2 entries

Picture 25. Main Page of Product Information

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

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

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

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

Product Basic Information

Product Code sdads	Product Type Motorcycle	
Product Category PASSANGER MPV	Brand Code V-019	Brand Name PEUGEOT
Model Code P206AT	Model Name 206 A/T	Model Type ddd
Model Year (yyyy/mm) 2014/09	Maximum Loading Capacity (ton)	Displacement (cc)
Transmission -	Length	Grade
Riding Capacity (person) -	Wheelbase	Fuel Type
Gross Weight of Vehicle (ton) -	Engine Model 206 A/T	Weight of Vehicle (ton)
Height -	Width	-

Maintenance and Other Information

STNK Renewal Cycle (year) -	KIR Renewal Cycle (month)	Number of Battery
Battery Size -	Number of Tire	Tire Size (Front)
Tire Size (Rear) -	Rate Class of Maintenance	Rate Class of Insurance

Activate To changes a status of supplier record

Picture 26. Product Detail

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

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

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

2.3.2 Filter and Sort Product's

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

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

The screenshot shows a table of product information with the following details:

Brand Code	Brand	Vehicle Name	Model	Year	Status	Action
V-011	BMW	BM116i	116i	2014/8	submitted	
V-019	PEUGEOT	P206AT	206 A/T	2014/8	submitted	

Annotations on the screenshot:

- A callout box points to the "Show" dropdown menu with the text: "Pick the number of records, to filter number of records in the list." The dropdown shows "10" selected.
- A callout box points to the "Search:" input field with the text: "Enter here to filter the specific records."
- A callout box points to the "Brand" column header with the text: "Click on table header, to sort a record per columns in the list."

Picture 27. Main Page of Product Information

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

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

The screenshot shows a table of customer information with the following details:

Customer Code	Customer Name	Phone Number	Internal Rating	Business Sector Economy	Status	Action
KCTEST1	Tata consultancy	03-6736-7000	2	System integration	inactive	

Annotations on the screenshot:

- A callout box points to the "Show" dropdown menu with the text: "Pick the number of records, to filter number of records in the list."
- A callout box points to the "Search:" input field with the text: "Enter here to filter the specific records."
- A callout box points to the "Customer Name" column header with the text: "Click on table header, to sort a record per columns in the list."

Picture 28. Product List

2.3.3 Add New Product

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

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

Brand Code	Brand	Vehicle Name	Model	Year	Status	Action
V-011	BMW	BM116i	116i	2014/8	submitted	
V-019	PEUGEOT	P206AT	206 A/T	2014/8	submitted	

Picture 29. Main Page of Product Information

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

Product Basic Information

Product Registration Code	Product Type
Product Code	Vehicle
Product Category	Brand Code
Category	Model Name
Model Code	Model
Transmission	Maximum Loading Capacity (ton)
Model Year (yyyy/mm)	Length
(yyyy/mm)	Maximum Loading Capacity
Transmission	Length
Riding Capacity (person)	Wheelbase
Capacity	Engine Model
Gross Weight of Vehicle (ton)	Width
Gross Weight	Width
Height	

Maintenance and Other Information

STNK Renewal Cycle (year)	KIR Renewal Cycle (month)	Number of Battery
STNK Renewal Cycle	KIR Renewal Cycle	Number of Battery
Battery Size	Number of Tire	Tire Size (Front)
	Number of Tire	Tire Size (Front)
Tire Size (Rear)	Rate Class of Maintenance	Rate Class of Insurance
Tire Size (Rear)	Rate Class of Maintenance	Rate Class of Insurance

To Save as Draft and Submit a product record

Picture 30. Add New Product

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

4. , on the top-left corner of the screen.
5. , on the bottom-left corner of the screen.
6. , on the bottom-left corner of the screen.

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

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

2.3.4 Edit Product

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

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

Product List						
Show 10 entries	Brand	Vehicle Name	Model	Year	Status	Action
V-011	BMW	BM116I	116I	2014/8	submitted	
V-019	PEUGEOT	P206AT	206 A/T	2014/8	submitted	
Showing 1 to 2 of 2 entries						

Picture 31. Main Page of Product Information

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

Product Basic Information

Product Registration Code OO123	Product Type Forklift	Brand Name BMW
Product Category Category	Brand Code V-011	Model Type 116
Model Code BM116I	Model Name 116I	Displacement (cc) 1500cc
Model Year (yyyy/mm) 2014/09	Maximum Loading Capacity (ton) 312123	Grade asdad
Transmission asdda	Length	Fuel Type FuelType
Riding Capacity (person)	Wheelbase	Weight of Vehicle (ton) 5
Gross Weight of Vehicle (ton) 4	Engine Model Engine Model	
Height 3.4	Width	

Maintenance and Other Information

STNK Renewal Cycle (year) STNK Renewal Cycle	KIR Renewal Cycle (month) KIR Renewal Cycle	Number of Battery Number of Battery
Battery Size Battery Size	Number of Tire Number of Tire	Tire Size (Front) Tire Size (Front)
Tire Size (Rear) Tire Size (Rear)	Rate Class of Maintenance Rate Class of Maintenance	Rate Class of Insurance Rate Class of Insurance

Buttons at the bottom-left:

- Save Changes** (highlighted in blue)
- Back** (highlighted in white)
- Submit** (highlighted in dark purple)

To Save Changes a product record

Picture 32. Edit Product

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

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

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

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

3. Marketing Module

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

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

3.1 Calculation of Refinance

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

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

The screenshot shows the 'Calculation of Refinance' page with the following annotations:

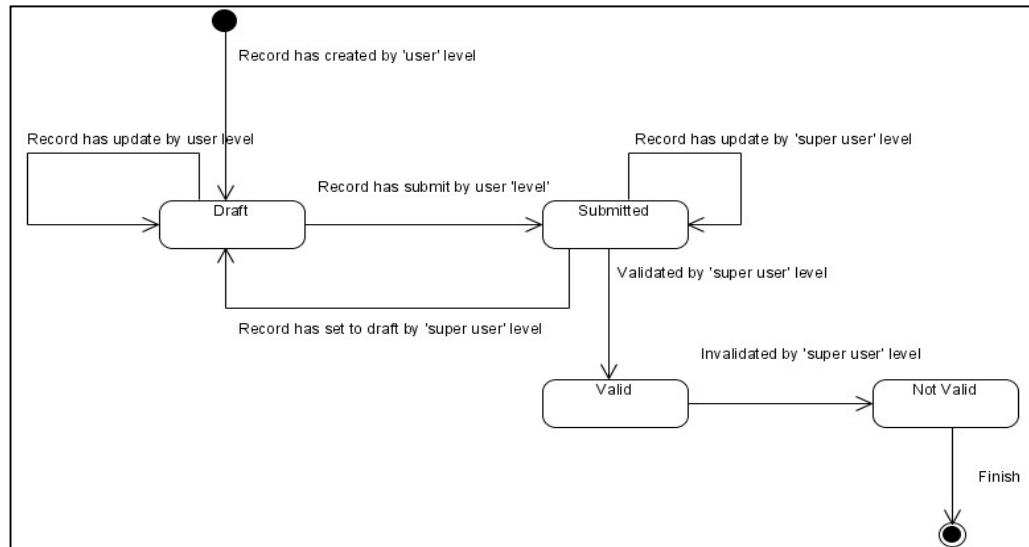
- Top Left:** A red sidebar menu with 'Marketing' selected. Annotations point to 'Calculation of Refinance' and 'Refinance Quotation'.
- Top Right:** A callout box says 'Click here to open Calculation of Refinance.'
- Header:** 'Calculation of Refinance' with a 'Create' button. Annotations point to 'Click here to add new records.' and 'Enter here to filter the specific records.'
- Table Headers:** 'Refinance Calc. Number', 'Customer Name', 'Agreement Number ref.', 'Product Name', 'Quantity', 'Sales Price', 'Created By', 'Created Date', 'Status', 'Action'.
- Table Data:** Three rows of data with columns for Refinance Calc. Number, Customer Name, Agreement Number ref., Product Name, Quantity, Sales Price, Created By, Created Date, Status, and Action.
- Annotations on Table:**
 - 'Click here to sort the records.' points to the column headers.
 - 'Click here to do some action to this record such as edit and see a...' points to the 'Action' column.
 - 'Pick the number of records, to filter number of records in the list.' points to the 'Show' dropdown.
- Bottom:** 'Showing 1 to 3 of 3 entries' and navigation buttons 'First', 'Previous', '1', 'Next', 'Last'.

Picture 33. Main Page of Calculation of Refinance

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

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

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



Picture 34. Workflow of status on Calculation of Refinance

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

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

3.1.1 Details of Calculation of Refinance

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

The screenshot shows a table titled 'List of Refinance Calculation'. The columns include: Refinance Calc. Number, Customer Name, Agreement Number ref., Product Name, Quantity, Sales Price, Created By, Created Date, Status, and Action. There are three rows of data. A callout box highlights the 'Action' column for the first row, which contains a blue 'Details' icon. Below the table, it says 'Showing 1 to 3 of 3 entries'.

Picture 35. Main Page of Calculation of Refinance

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

The screenshot shows the detailed view of a calculation record. At the top, there are navigation links: 'Back' (with a 'Return back to the previous page' callout), 'Audit rails', and 'Status of record' (with a 'draft' status). Below these are standard metadata fields: 'Created by' (Test2), 'Created Date' (12/17/2014), 'Last Modified by', 'Last Modified Date'. The main content area is divided into several sections: 'Refinance Calc. Number' (00013/SCN/01/12/2014) and 'Customer Name / Buyer' (PT, PRAHARA ANGKARA MURKA) under 'Calculation of Refinance Header'; 'Lease Contract Information' (including 'Agreement Number Ref.', 'Customer Name Ref.', 'Maintenance Type', 'Expiration Date', 'Purchase Requirement After Lease'); and 'Product Basic Information' (including 'Product Registration Code', 'Product Type', 'Product Brand Name', 'Product Model Name', 'Transmission', 'Maximum Loading Capacity', 'Registration Date', 'Usage', 'Police Number', 'Product Category', 'Product Model Code', 'Product Model Year', 'Displacement (CC)', 'Number Plat Color', 'Location', 'Special Options').

Calculation		
Sales Price	Rp	
Unit Quantity		0
Comission	Rp	0
-	Rp	0
Net Sales	Rp	0
 Profits		
Profit Amount	Rp	0
Submit	To update the record status	

Picture 36. Details of Calculation of Refinance

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

Success! The data has been successfully submitted ×

Picture 37. Submit process notification

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

Success! The data has been saved as draft ×

Picture 38. Set to draft process notification

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

Notes:

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

3.1.2 Filter and Sort Calculations of Refinance

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

The screenshot shows a table titled 'List of Refin' with columns: Refinance Calc. Number, Customer Name, Agreement Number ref., Product Name, Quantity, Sales Price, Created By, Created Date, Status, and Action. The table contains three rows of data. At the top left is a '+ Create' button. To its right is a search bar with placeholder text 'Enter here to filter the specific records.' Below the search bar is a dropdown menu labeled 'Show 10 entries'. A callout box points to this dropdown with the text 'Pick the number of records, to filter number of records in the list.' Another callout box points to the 'Customer Name' column header with the text 'Click column title, to sort a record per columns in the list.' The bottom of the table shows pagination controls: 'Showing 1 to 3 of 3 entries' and 'First Previous 1 Next Last'.

Picture 39. Main Page of Calculation of Refinance

To filter the records there are two categories as follows:

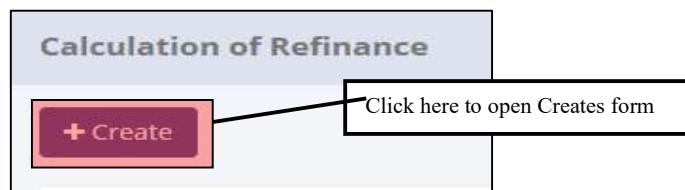
1. To sort the record by column, user can click column title on the table header.
2. Filter the number of records. User can select the number by picking this feature on the screen. If the records have been filtered based on number, the amount of records that will be shown is same as the selected. For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

The screenshot shows the same table as Picture 39, but with only one row visible, indicating a filtered result. The first row is highlighted in yellow. A callout box points to the search bar with the text 'Keywords enter here' and the value '00014/SCN/01/12/2014' is shown in the search field. The bottom of the table shows 'Showing 1 to 1 of 1 entries (filtered from 3 total entries)'.

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

3.1.3 Create New Calculation of Refinance

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



Picture 41. Create new button

When the Create form opens it may look as following:

The screenshot displays a multi-section form for creating a calculation of refinance. The sections are as follows:

- Calculation of Refine Header:** Contains fields for Refine Calc. Number and Customer Name / Buyer.
- Agreement Basic Information:** Contains fields for Agreement Number Ref., Maintenance Type, Expiration Date, and Purchase Requirement After Lease.
- Product Basic Information:** Contains fields for Product Registration Code, Product Brand Code, Product Model Name, Transmission, Maximum Loading Capacity, Registration Date, Engine Number, Product Type, Product Brand Name, Product Model Type, Fuel Type, Riding Capacity, Usage, Police Number, Product Category, Product Model Code, Product Model Year, Displacement, Number Plat Color, Location, and Special Options.
- Calculation items:** Contains a table for Sales Price, Unit Quantity, Comission, Input Other Expense 1-4, Net Sales, and Profit Amount. It also includes buttons for Save as Draft and Submit, and a note: "To save a data to Database".

Picture 42. Create new a Calculation of Refinance

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

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

When creating a new calculation:

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

Customer Data			
Customer Code <input type="button" value="▼"/> Customer Name <input type="button" value="▼"/> Address <input type="button" value="▼"/> Phone <input type="button" value="▼"/>			
CUST001	Siva Zainuddin Edit EDIT	Jakarta Edit	085325068159 Edit EDIT
A018	PT. PRAHARA ANGKARA MURKA	Jalan Hayam Wuruk No.108	03-6736-7000
A008	PT. HARAPAN BARU	Gedung DPR RI Senayan	08623746324
A006	PT. Maju Sejahtera	Gedung DPR RI Senayan	021-837-09348
A003	PT. UNTUNG SARI	Gedung DPR RI Senayan	08562823832

Showing 1 to 5 of 7 entries

Picture 43. Customer data selection

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

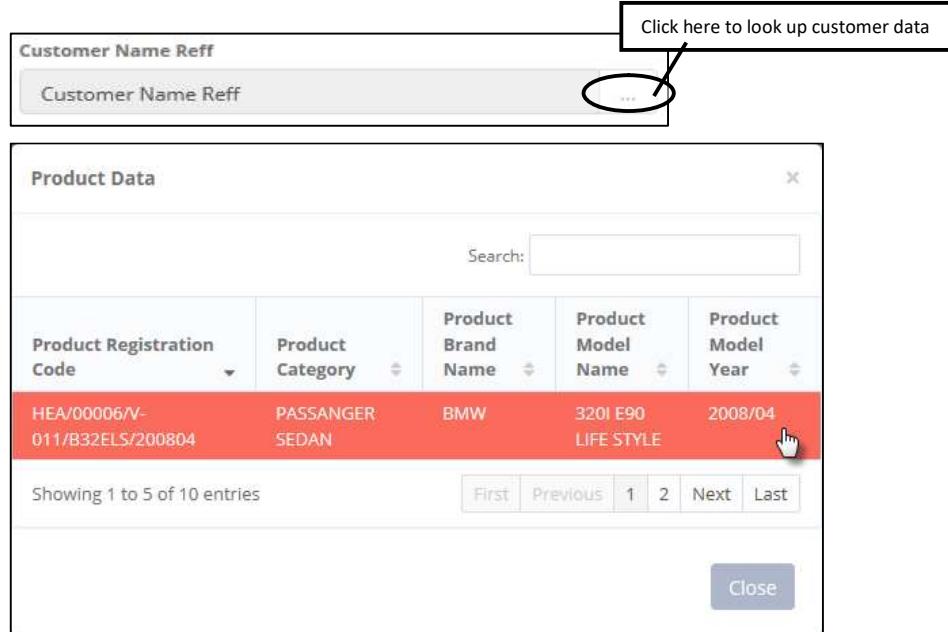
Customer Data			
Customer Code <input type="button" value="▼"/> Customer Name <input type="button" value="▼"/> Address <input type="button" value="▼"/> Phone <input type="button" value="▼"/>			
CUST001	Siva Zainuddin Edit EDIT	Jakarta Edit	085325068159 Edit EDIT
A018	PT. PRAHARA ANGKARA MURKA	Jalan Hayam Wuruk No.108	03-6736-7000
A008	PT. HARAPAN BARU	Gedung DPR RI Senayan	08623746324
A006	PT. Maju Sejahtera	Gedung DPR RI Senayan	021-837-09348
A003	PT. UNTUNG SARI	Gedung DPR RI Senayan	08562823832

Showing 1 to 5 of 7 entries

Picture 44. Customer data selection

Click here to look u

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

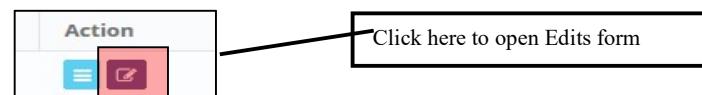


Picture 45. Product data selection

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

3.1.4 Edit Calculation of Refinance Record

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



Picture 46. Create new button

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

The screenshot displays the 'Calculation of Refinance' edit form with several sections and annotations:

- Header:** Includes a 'Back' button, a note 'Click here to return to the main page of calculation of refinance.', and an 'Audit rails' button.
- Top Navigation:** Shows fields for 'Created by' (Test2), 'Created Date' (12/17/2014), 'Last Modified By' (Deny Prasetya), 'Last Modified Date' (12/17/2014), and a status 'draft'.
- Refinance Calc. Number:** Displays '00013/SCN/01/12/2014'.
- Customer Name / Buyer:** Displays 'PT. PRAHARA ANGKARA MURKA'.
- Calculation of Refinance Header:** A box labeled 'Calculation of Refinance Header' is shown.
- Lease Contract Information:** Includes fields for 'Agreement Number Ref.', 'Customer Name Ref.', 'Maintenance Type', 'Expiration Date (mm/dd/yyyy)', 'Monthly Mileage', 'Expected Mileage', 'Purchase Requirement After Lease', and 'Residual Value'.
- Agreement Basic Information:** A box labeled 'Agreement Basic Information' is shown.
- Product Basic Information:** Includes fields for 'Product Registration Code', 'Product Brand Code', 'Product Model Name', 'Transmission', 'Maximum Loading Capacity', 'Registration Date (mm/dd/yyyy)', 'Engine Number', 'Product Type', 'Product Brand Name', 'Product Model Type', 'Fuel Type', 'Riding Capacity', 'Usage', 'Police Number', 'Product Category', 'Product Model Code', 'Product Model Year (yyyy/mm)', 'Displacement (CC)', 'Number Plat Color', 'Location', 'City', and 'Special Options'.
- Product Basic Information:** A box labeled 'Product Basic Information' is shown.
- Calculation:** A table showing calculations for Sales Price, Unit Quantity, Comission, Net Sales, and Profits.
- Calculation items:** A box labeled 'Calculation items' is shown.
- Buttons:** A red button labeled 'Save Changes' and a blue button labeled 'To save a data to Database'.

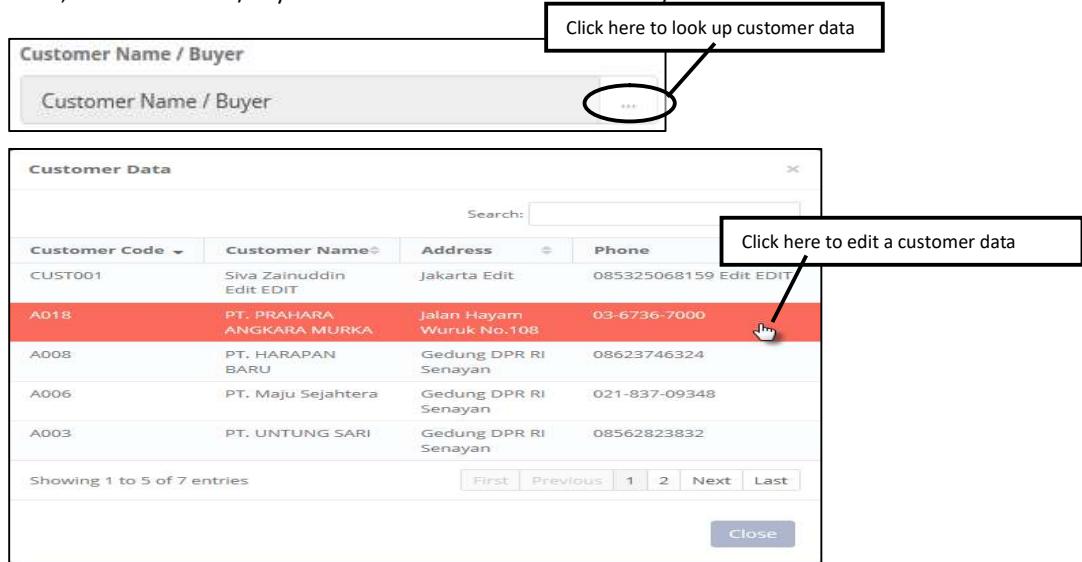
Picture 47. Edits a Calculation of Refinance

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

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

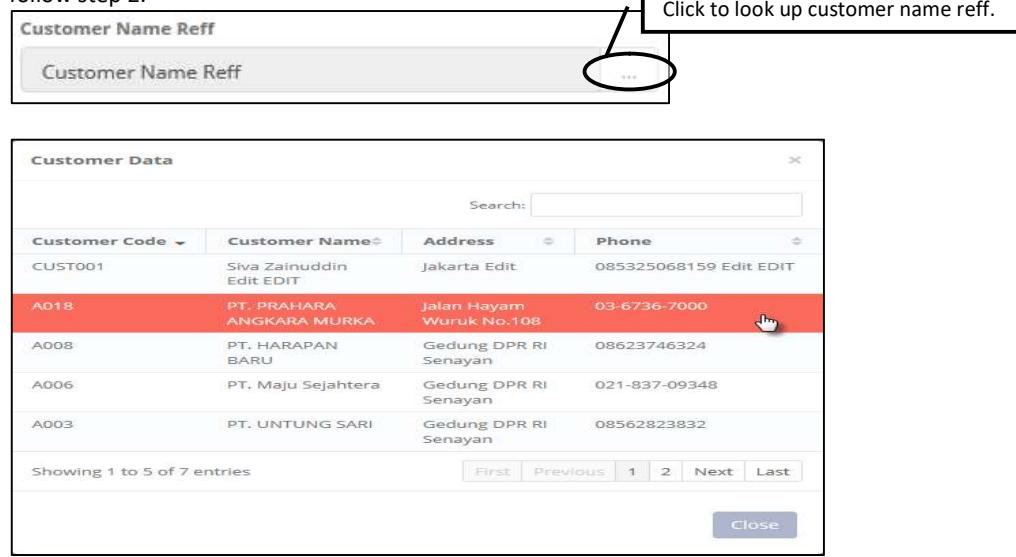
When editing a calculation:

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



Picture 48. Customer data selection

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



Picture 49. Customer data selection

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

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

Product Registration Code	Product Category	Product Brand Name	Product Model Name	Product Model Year
HEA/00006/V-011/B32ELS/200804	PASSANGER SEDAN	BMW	320I E90 LIFE STYLE	2008/04

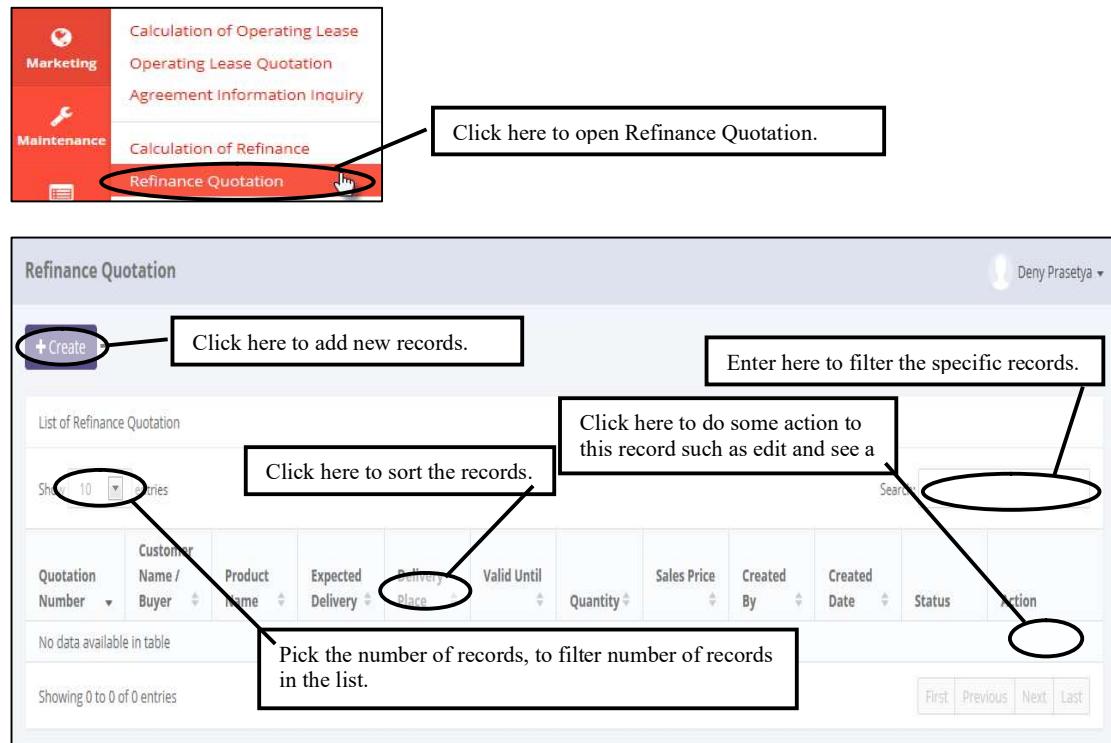
Picture 50. Product data selection

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

3.2 Quotation of Refinance

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

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

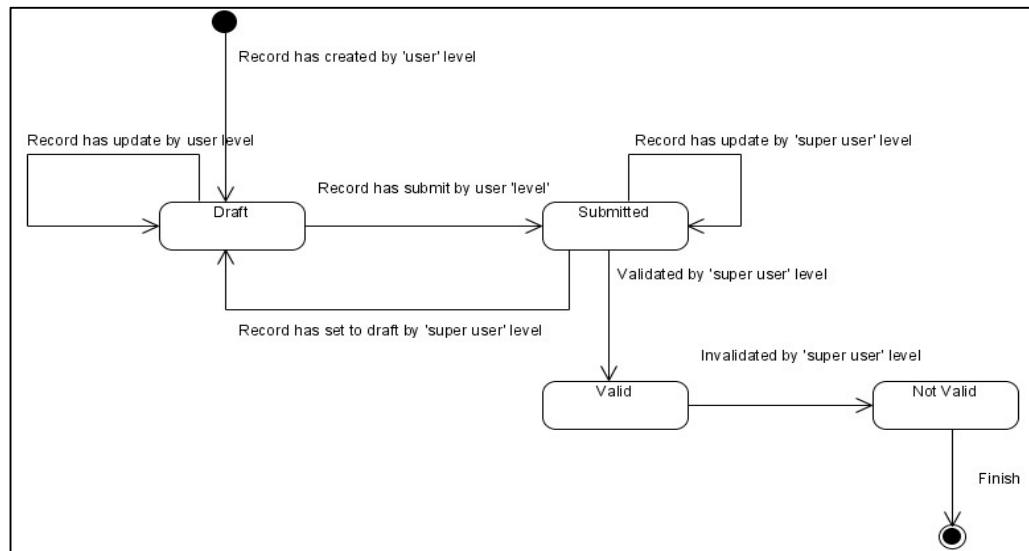


Picture 51. Main Page of Quotation of Refinance

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

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

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



Picture 52. Workflow of status on Quotation of Refinance

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

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

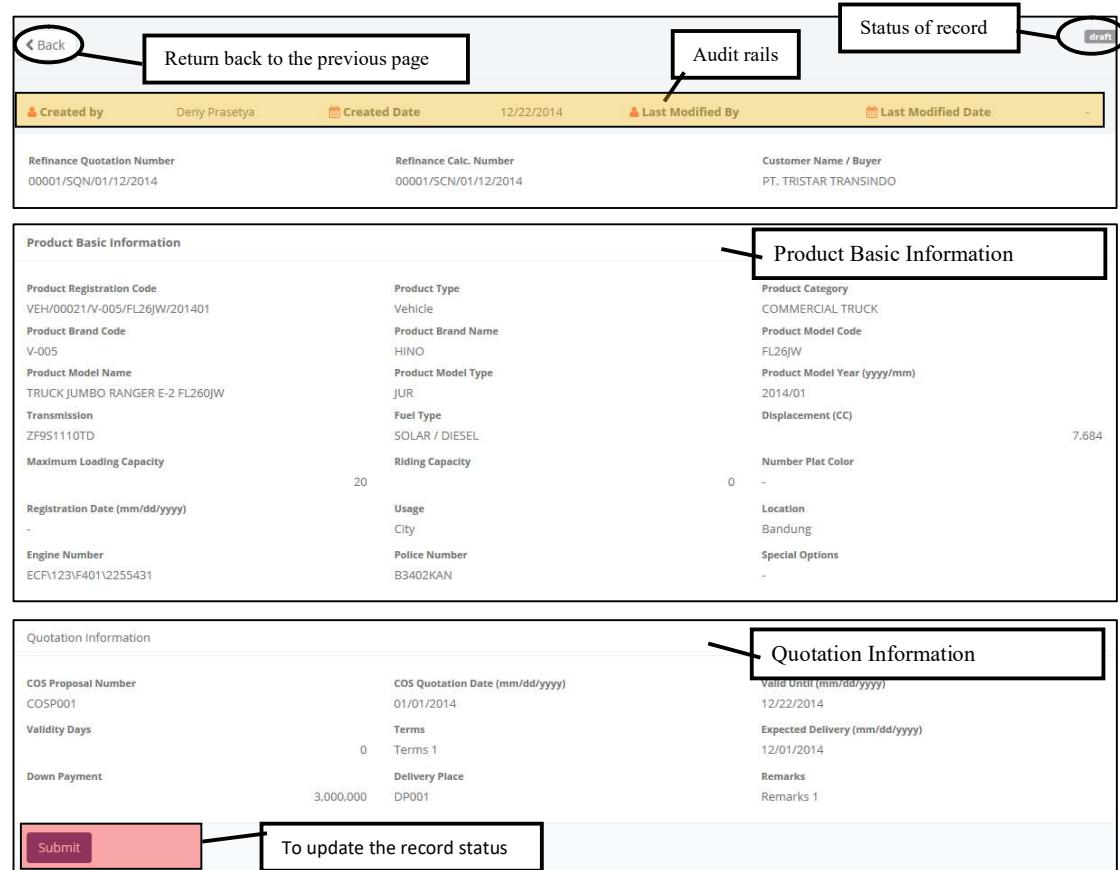
3.2.1 Details of Quotation of Refinance

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

The screenshot shows the 'Refinance Quotation' page. At the top, there's a '+ Create' button and a user profile 'Deny Prasetya'. Below is a table with columns: Quotation Number, Customer Name / Buyer, Product Name, Expected Delivery, Delivery Place, Valid Until, Quantity, Sales Price, Created By, Created Date, Status, and Action. One row is visible: '00001/SQN/0 1/12/2014 PT. TRISTAR TRANSINDO TRUCK JUMBO RANGER E- 2 FL260)W'. The 'Status' column shows 'draft'. To the right of the table is a button labeled 'Click here to Calculation of Refinance Details.' A search bar and navigation buttons ('First', 'Previous', '1', 'Next', 'Last') are at the bottom.

Picture 53. Main Page of Quotation of Refinance

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



The screenshot shows a three-sectioned form for a quotation. The top section contains general header information and a status indicator. The middle section is 'Product Basic Information' and the bottom is 'Quotation Information'. A red box highlights the 'Submit' button in the Quotation Information section, with an arrow pointing to a callout 'To update the record status'.

Created by	Deny Prasetya	Created Date	12/22/2014	Last Modified By		Last Modified Date	
Refinance Quotation Number		Refinance Calc. Number		Customer Name / Buyer			
00001/SQN/01/12/2014		00001/SCN/01/12/2014		PT. TRISTRAR TRANSINDO			
Product Basic Information							
Product Registration Code	VEH/00021/V-005/FL26JW/201401	Product Type	Vehicle	Product Category	COMMERCIAL TRUCK		
Product Brand Code	V-005	Product Brand Name	HINO	Product Model Code	FL26JW		
Product Model Name	TRUCK JUMBO RANGER E-2 FL260JW	Product Model Type	JUR	Product Model Year (yyyy/mm)	2014/01		
Transmission	ZF9S1110TD	Fuel Type	SOLAR / DIESEL	Displacement (CC)	7.684		
Maximum Loading Capacity	20	Riding Capacity	0	Number Plat Color	-		
Registration Date (mm/dd/yyyy)	-	Usage	City	Location	Bandung		
Engine Number	ECFV123\VF4012255431	Police Number	B3402KAN	Special Options	-		
Quotation Information							
COS Proposal Number	COSP001	COS Quotation Date (mm/dd/yyyy)	01/01/2014	Valid Until (mm/dd/yyyy)	12/22/2014		
Validity Days	0	Terms	Terms 1	Expected Delivery (mm/dd/yyyy)	12/01/2014		
Down Payment	3,000,000	Delivery Place	DP001	Remarks	Remarks 1		
Submit		To update the record status					

Picture 54. Details of Quotation of Refinance

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

Success! The data has been successfully submitted 

Picture 55. Submit process notification

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

Success! The data has been saved as draft 

Picture 56. Set to draft process notification

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

3.2.2 Filter and Sort Quotation of Refinance

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

Quotation Number	Customer Name / Buyer	Product Name	Expected Delivery	Delivery Place	Valid Until	Quantity	Sales Price	Created By	Created Date	Status	Action
00001/SQN/0 1/12/2014	PT. TRISTAR TRANSINDO	TRUCK JUMBO RANGER E-2 FL260JW	12/01/2014	DP001	12/22/2014	1	170,000,00	Deny Prasetya	12/22/2014	draft	

Picture 57. Main Page of Quotation of Refinance

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

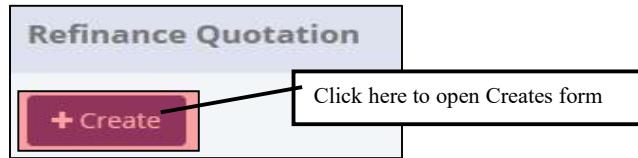
1. To sort the record by column, user can click column title on the table header.
2. Filter the number of records. User can select the number by picking this feature on the screen. If the records have been filtered based on number, the amount of records that will be shown is same as the selected. For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

Quotation Number	Customer Name / Buyer	Product Name	Expected Delivery	Delivery Place	Valid Until	Quantity	Sales Price	Created By	Created Date	Status	Action
00001/SQN/0 1/12/2014	PT. TRISTAR TRANSINDO	TRUCK JUMBO RANGER E-2 FL260JW	12/01/2014	DP001	12/23/2014	1	170,000,00	Deny Prasetya	12/22/2014	draft	

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

3.2.3 Create New Quotation of Refinance

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



Picture 59. Create new button

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

Refinance Quotation Header		
Back	Click here to return to the main page of Refinance Quotation	
Refinance Quotation Number	Refinance Calc. Number	Customer Name / Buyer
Refinance Quotation Number	Refinance Calc. Number	...

Product Basic Information		
Product Registration Code	Product Type	Product Category
Product Registration Code	Product Type	Product Category
Product Brand Code	Product Brand Name	Product Model Code
Product Brand Code	Product Brand Name	Product Model Code
Product Model Name	Product Model Type	Product Model Year (yyyy/mm)
Product Model Name	Product Model Type	Product Model Year (yyyy/mm)
Transmission	Fuel Type	Displacement (CC)
Transmission	Fuel Type	Displacement (CC)
Maximum Loading Capacity	Riding Capacity	Number Plat Color
Maximum Loading Capacity	Riding Capacity	Number Plat Color
Registration Date (mm/dd/yyyy)	Usage	Location
Registration Date (mm/dd/yyyy)	Usage	Location
Engine Number	Police Number	Special Options
Engine Number	Police Number	Special Options

Quotation Information		
COS Proposal Number	COS Quotation Date (mm/dd/yyyy)	Valid Until (mm/dd/yyyy)
<input type="text"/> COS Proposal Number	12/22/2014 <input type="button" value=""/>	12/22/2014 <input type="button" value=""/>
Validity Days	Terms	Expected Delivery (mm/dd/yyyy)
<input type="text"/> 0	<input type="text"/> Terms	<input type="text"/> Expected Delivery (mm/dd/yyyy) <input type="button" value=""/>
Down Payment	Delivery Place	Remarks
Rp <input type="text"/>	Down Payment <input type="text"/>	<input type="text"/> Remarks <input type="button" value=""/>
<input type="button" value="Save as Draft"/> <input type="button" value="Submit"/>		To save a data to Database

Picture 60. Create new a Quotation of Refinance

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

1. [Back](#), on the top-left corner of the screen.
2. , on the bottom-left corner of the screen.
3. , on the bottom-left corner of the screen.

When creating a new Quotation:

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

Calculation of Refinance

Refinance Calc. Number	Customer Name	Product Registrati on Code	Product Brand Name	Quantity	Sales Price
00001/SCN /01/12/2014	PT. TRISTRAR TRANSIND O	VEH/00021 /V-005/FL26J W/201401	HINO	1	170000000

Showing 1 to 1 of 1 entries

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

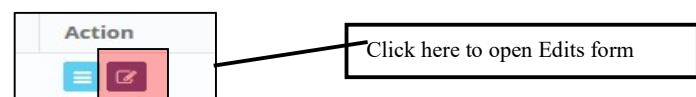
[Close](#)

Picture 61. Calculation of Refinance data selection

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

3.2.4 Edit Quotation of Refinance record

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



Picture 62. Create new button

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

Click here to return to the main page of calculation of refinance.

Audit rails

Created by Deny Prasetya Created Date 12/22/2014 Last Modified By Last Modified Date

Refinance Quotation Number 00001/SQN/01/12/2014 Refinance Calc. Number 00001/SCN/01/12/2014 PT. TRISTAR TRANSINDO

Product Basic Information

Product Registration Code VEH/00021/V-005/FL26JW/201401	Product Type Vehicle	Product Category COMMERCIAL TRUCK
Product Brand Code V-005	Product Brand Name HINO	Product Model Code VEH/00021/V-005/FL26JW/201401
Product Model Name TRUCK JUMBO RANGER E-2 FL260JW	Product Model Type JUR	Product Model Year (yyyy/mm) 2014/01
Transmission ZF951110TD	Fuel Type SOLAR / DIESEL	Displacement (CC) 7,684
Maximum Loading Capacity 20	Riding Capacity	Number Plat Color
Registration Date (mm/dd/yyyy)	Usage	Number Plat Color
Registration Date (mm/dd/yyyy)	Usage	Location
Engine Number	Police Number	Special Options
Engine Number	Police Number	Special Options

Quotation Information

COS Proposal Number COSP001	COS Quotation Date (mm/dd/yyyy) 12/22/2014	Valid Until (mm/dd/yyyy) 12/22/2014
Validity Days 0	Terms Terms 1	Expected Delivery (mm/dd/yyyy) 12/01/2014
Down Payment Rp 3,000,000	Delivery Place DP001	Remarks Remarks 1

Save Changes Submit To save a data to Database

Picture 63. Edits a Quotation of Refinance

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

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

When editing a Quotation:

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

Refinance Calc. Number

Click here to look up calculation of refinance data

Refinance Calc. Number ...

Calculation of Refinance					
Search: <input type="text"/>					
Refinance Calc. Number	Customer Name	Product Registrati on Code	Product Brand Name	Quantity	Sales Price
00001/SCN /01/12/2014	PT. TRISTRAR TRANSINDO	VEH/00021/N-005/FL26J W/201401	HINO	1	170000000

Showing 1 to 1 of 1 entries

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

[Close](#)

Picture 64. Calculation of Refinance data selection

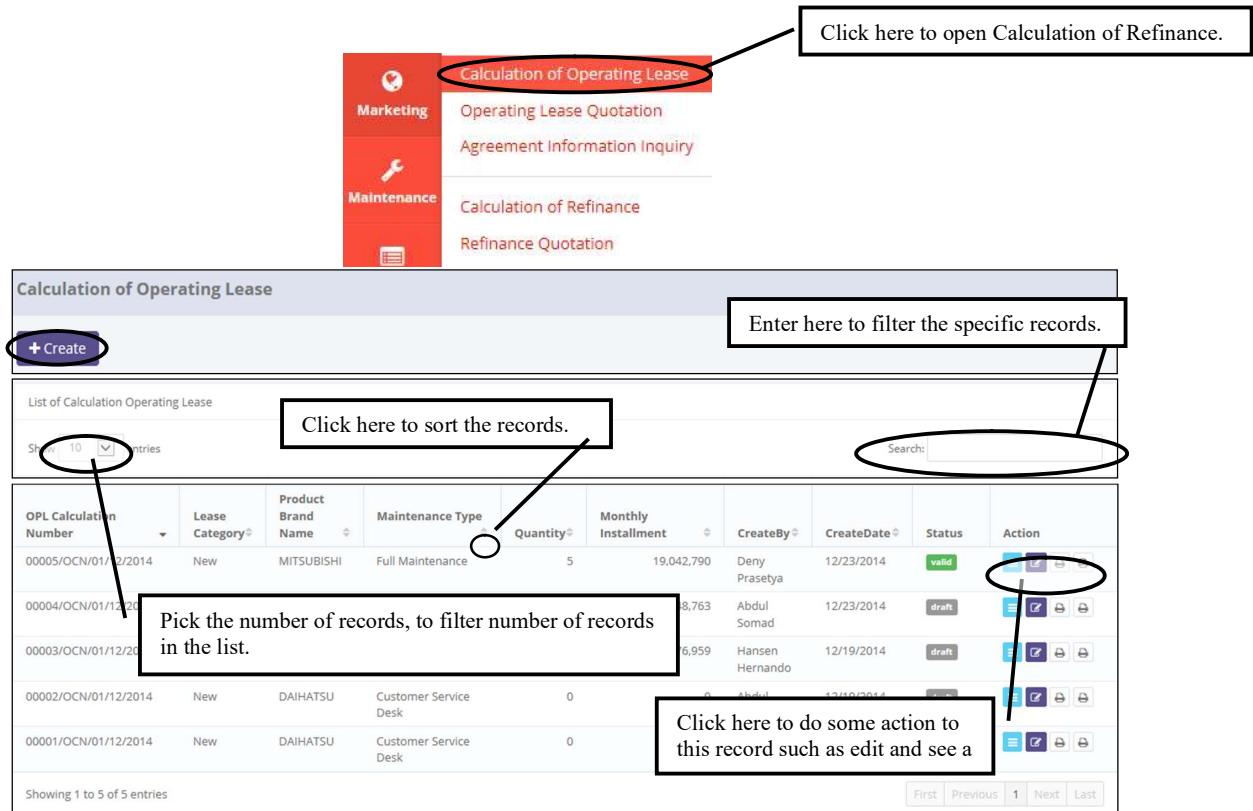
3. Once it done, the field will be filled out automatically and all the remaining fields in the Refinance Quotation Header and Product Basic too. For the remaining field on the quotation information can be input manually.
4. If data already entered on the form, Net Sales field and Profits Amount will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

Click here to look up

3.3 Calculation of Operating Lease

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

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

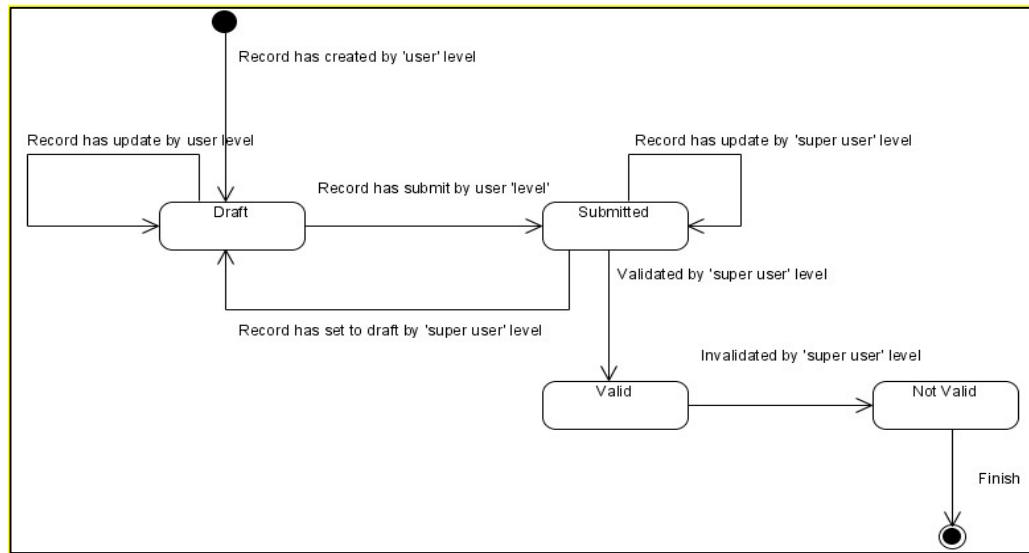


Picture 65. Main Page of Calculation of Operating Lease

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

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

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



Picture 66. Workflow of status on Calculation of Operating Lease

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

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

3.3.1 Details of Calculation of Operating Lease

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

The screenshot shows the main interface for managing Calculation of Operating Lease. At the top, there's a header bar with the title 'Calculation of Operating Lease' and a '+ Create' button. Below the header is a list titled 'List of Calculation Operating Lease'. At the bottom of the list area, there are pagination controls ('Show 10 entries') and a search bar ('Search:').

Click here to Calculation of Operating Lease Details.										
OPL Calculation Number	Lease Category	Product Brand Name	Maintenance Type	Quantity	Monthly Installment	CreateBy	CreateDate	Status	Action	
00005/OCN/01/12/2014	New	MITSUBISHI	Full Maintenance	5	19,042,790	Deny Prasetya	12/23/2014	valid		
00004/OCN/01/12/2014	New	MITSUBISHI	Limited	0	648,763	Abdul Somad	12/23/2014	draft		
00003/OCN/01/12/2014	New	MITSUBISHI	Full Maintenance	0	1,265,876,959	Hansen Hernando	12/19/2014	draft		
00002/OCN/01/12/2014	New	DAIHATSU	Customer Service Desk	0	0	Abdul Somad	12/19/2014	draft		
00001/OCN/01/12/2014	New	DAIHATSU	Customer Service Desk	0	4,621,048	Abdul Somad	12/19/2014	draft		

Showing 1 to 5 of 5 entries

First Previous 1 Next Last

Picture 67. Main Page of Calculation of Operating Lease

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

- Step 1:

The screenshot shows the 'Calculation of Operating Lease' interface. At the top, there's a navigation bar with a 'Back' link, a 'Return back to the previous page' link, and tabs for 'Step 1' through 'Step 6'. Below the tabs, there's a toolbar with various filters like 'Created by', 'Created Date', 'Last Modified By', etc. The main content area is divided into sections: 'Basic Information (Product)' and 'Basic Information (Lease)'. The 'Basic Information (Product)' section contains fields for Product Registration Code (VEH/24-TR/V-001/TE2PUD/201301), Product Brand Code (V-001), Product Model Name (COLT T120SS E-2 PICK UP FLAT DECK 1.5), Transmission (MT 5 SPEED), Usage (City), Product Type (Vehicle), Product Category (LIGHT COMMERCIAL VEHICLE - TR), Product Model Code (TE2PUD), Fuel Type (GASOLINE), Number Plate Color (Black), Displacement (CC) (1,468), and Monthly Mileage (Km) (1000). The 'Basic Information (Lease)' section includes fields for Customer Name (CC001), Lease Category (New), Previous Agreement Number (-), Start Date Usage Unit Plan (mm/dd/yyyy) (01/01/2015), End Date Usage Unit Plan (mm/dd/yyyy) (01/01/2018), Insurance (Yes), Carroserie (Rp), Accessories (Rp), and Lease Period Plan (Months) (36). A red box highlights the 'Next Step >' button at the bottom left, and another red box highlights the 'To go to the next step' button in the 'Basic Information (Lease)' section.

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

- Step 2:

Return back to the previous page

Step rails

Audit rails

Status of record

Cost Condition Details

Product Price	Dealer Discount	ATPM Discount	Product Price Total
Rp 180,000,000	Rp 3,000,000	Rp 2,000,000	Rp 175,000,000
Accessories Price	Supplier Discount		Accessories Price Total
Rp 1,000,000	Rp 0	Rp	Rp 1,000,000
Carrosserie Price	Supplier Discount		Carrosserie Price Total
Rp 1,000,000	Rp 0	Rp	Rp 1,000,000

Residual Value Amount	Residual Value (%)	Standard Residual Value (%)	Standard Residual Value Amount
Rp 53,100,000	30.00	30.00	Rp 53,100,000

Finance Condition Details					
Spread Effective (%)	Borrowing Rate Flat (%)	Prime Rate Effective (%)	Prime Rate Flat (%)	Borrowing Rate Effective (%)	Spread Flat (%)
-2.00	4.02	6.00	2.99	8.00	-0.96
Administration Fee	Replacement Unit Cost (monthly)	Mobilizations Fee	Demobilizations Fee	Term of Payment (Days)	Payment Type
Rp 200,000	Rp 3,000,000	Rp 1,000,000	Rp 500,000	4	In Advance

Product			
DP Before BAST (%)	DP Period to BAST (Days)	Payment Settlement before BAST (%)	Payment Settlement Period to BAST (Days)
0.00	0	0.00	0

Carrosserie			
DP Before BAST (%)	DP Period to BAST (Day)	Payment Settlement Before BAST (%)	Payment Settlement Period to BAST (Days)
0.00	0	0.00	0

Accessories			
DP Before BAST (%)	DP Period to BAST (Days)	Payment Settlement Before BAST (%)	Payment Settlement Period to BAST (Days)
0.00	0	0.00	0

Registration Fee Details	
Amount of STNK Renewal Fee	Amount of KIR Renewal Fee
Rp 500,000	Rp 700,000

◀ Previous Step Next Step ▶

To go to the previous/next page

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

- Step 3:

Return back to the previous page

Step rails

Audit rails

Status of record

Maintenance Basic Information Details

Brand Code	Brand Name	Model Name
V-001	MITSUBISHI	COLT T1205S E-2 PICK UP FLAT DECK 1.5
Product Type	Product Category	Model Year (yyyy/mm)
Vehicle	LIGHT COMMERCIAL VEHICLE - TR	01/2013
Monthly Mileage (Km)	Usage	Lease Period (Months)
1000	City	0

Maintenance Condition & Cost		Maintenance Condition & Cost			
Maintenance Type					
Periodic Maintenance	Oil Exchange	1000	Exchange of Oil and Fats	100	Rp 1,000,000
Irregular Maintenance					
IM001				Rp	1,000,000
Battery		100		Rp	1,000,000
Tire		100		Rp	1,000,000
Maintenance of Special OP Parts					
MS001				Rp	1,000,000
CSD				Rp	1,000,000
CSD001					
Maintenance of Others (1)				Rp	1,000,000
MO1					
Maintenance of Others (2)				Rp	1,000,000
MO2					
					Total Maintenance Cost Rp 9,000,000
◀ Previous Step Next Step ▶		To go to the previous/next page			

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

- Step 4:

Back	Return back to the previous page	Step rails	Status of record
			invalid
1 Step 1 2 Step 2 3 Step 3 4 Step 4 5 Step 5 6 Step 6		Audit rails	
<small>Created by Deny Prasetya Created Date 12/23/2014 Last Modified By Deny Prasetya Last Modified Date 12/23/2014</small>			
Insurance Basic Information			
Start Date Usage Unit Plan (mm/dd/yyyy) 01/01/2015	End Date Usage Unit Plan (mm/dd/yyyy) 01/01/2018	Lease Period Plan (Months)	36
Insurance Company IC001	Insurance Agent IA001	Coverage Period (Month + 1)	7
Class of Insurance CI	Commission Rate (%) 25.00	Region	Insurance of Payment Cycle Yearly
Region Region 1			
Remarks -			
Product	Product Name		
Model Name COLT T12055 E-2 PICK UP FLAT DECK 1.5	Product Type Vehicle	Product Category LIGHT COMMERCIAL VEHICLE - TR	Model Year (yyyy/mm) 2013/01
Insurance Condition & Cost		Insurance Condition & Cost	
Basic Premium	180000000.00	10,00	Rp 47,946,575
Third Party Liability (TPL)	0	0	Rp 0
Property Lost Liability (PPL)	0	0	Rp 0
Personal Accident for Passenger (PAP)	0	0	Rp 0
Personal Accident for Driver (PAD)	0	0	Rp 0
Strike, Riots & Civil Commotion (SRCC)	0	0	Rp 0
Terrorism & Sabotage (TS)	0	0	Rp 0
Flood & Windstorm (FLD)	0	0	Rp 0
Earthquake & Tsunami (EAQ)	0	0	Rp 0
Authorized Workshop	0	0	Rp 0

Total Gross Premium	Rp	47,946,575
Commission Amount	Rp	11,986,644
Mediator Fee Amount	Rp	0
Net Premium	Rp	35,959,931

[◀ Previous Step](#) [Next Step ▶](#) To go to the previous/next page

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

- Step 5:

[Return back to the previous page](#)

[Step rails](#)

[Status of record](#) (invalid)

[Audit rails](#)

[Basic Information \(Lease Fee\)](#)

[Setting Monthly Installment](#)

[Confirmation of Lease Cost](#)

Created by	Deny Prasetya	Created Date	12/23/2014	Last Modified By	Deny Prasetya	Last Modified Date	12/23/2014
Start Date Usage Unit Plan (mm/dd/yyyy)	01/01/2015	End Date Usage Unit Plan (mm/dd/yyyy)	01/01/2018	Lease Period Plan (Months)	36		
Rate Insurance Income	10.00	Admin Fee Amout	200,000	Interest Income	-5,117,927		
BAST Handover Schedule (mm/dd/yyyy)	12/01/2014	Security Deposit Payment	No	Security Deposit Amount	0		
First Lease Payment (Days)	15	Total Unit Quantity Lease	5	Special Case (Remarks)	-		

Monthly Installment Setting (%)	Borrowing Rate (%)	Spread of Interest Rate (%)	Internal Interest Rate (%)
7.00	8.00	-2.00	6.00

Confirmation of Lease Cost						
Product Price	Rp	177,000,000	5	Rp	885,000,000	
Residual Value (-)	Rp	53,100,000	5	Rp	265,500,000	
STNK & KEUR Renewal Cost	Rp	1,200,000	5	Rp	6,000,000	
Maintenance Cost	Rp	324,000,000	5	Rp	1,620,000,000	
Replacement Unit Cost	Rp	133,200,000	5	Rp	666,000,000	
Insurance Cost	Rp	35,959,931	5	Rp	179,799,655	
Mediator Fee Cost	Rp	0	5	Rp	0	
Mobilization Cost	Rp	1,000,000	5	Rp	5,000,000	
Demobilization Cost	Rp	500,000	5	Rp	2,500,000	

Interest Cost	Rp	21,352,968	5	Rp	106,764,840
Interest Cost for Term of Payment	Rp	79,085	5	Rp	395,425
Interest Cost Payment Before BAST	Rp	0	5	Rp	0
Total Cost	Rp	640,691,984	5	Rp	3,203,459,920
Profit Result					
Monthly Installment Amount	Rp	19,042,790	5	Rp	95,213,950
Total Profit	Rp	685,540,440	5	Rp	3,427,702,200

[◀ Previous Step](#) [Next Step ▶](#)

To go to the previous/next page

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

- Step 6:

The interface shows a step navigation bar at the top with 'Step 1' through 'Step 6'. 'Step 6' is highlighted in yellow. Below it is a toolbar with 'Created by' (Deny Prasetya), 'Created Date' (12/23/2014), 'Last Modified By' (Deny Prasetya), 'Last Modified Date' (12/23/2014), and other status indicators. The main content area is divided into sections: 'Proposal Info', 'Person In Charge', and 'Additional Item for Proposal'. Each section contains several input fields. Annotations include: 'Back' pointing to the 'Back' button; 'Step rails' pointing to the step navigation bar; 'Status of record' pointing to the 'Status of record' field which is circled and labeled 'invalid'; 'Audit rails' pointing to the audit log section; and arrows pointing from the 'Proposal Information', 'Person in Charge Information', and 'Additional item for Proposal' labels to their respective sections.

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

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



Picture 74. No Record Notification

3.3.2 Filter and Sort Calculations of Operating Lease

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

The screenshot shows the 'Calculation of Operating Lease' main page. At the top left is a '+ Create' button. To its right is a search bar with placeholder text 'Enter here to filter the specific records.' Below the search bar is a dropdown menu labeled 'Show' with the value '10' selected, and a dropdown arrow pointing down. To the right of the dropdown is a 'Search:' input field with a magnifying glass icon. A callout box points to the 'Search:' field with the text 'Click here to sort the records.' Below the search area is a table header with columns: OPL Calculation Number, Lease Category, Product Brand Name, Maintenance Type, Quantity, Monthly Installment, CreateBy, CreateDate, Status, and Action. The table contains five rows of data. A callout box points to the 'Quantity' column with the text 'Pick the number of records, to filter number of records in the list.' At the bottom of the table is a pagination bar with buttons for 'First', 'Previous', '1', 'Next', and 'Last'.

OPL Calculation Number	Lease Category	Product Brand Name	Maintenance Type	Quantity	Monthly Installment	CreateBy	CreateDate	Status	Action
00005/OCN/01/12/2014	New	MITSUBISHI	Full Maintenance	5	19,042,790	Deny Prasetya	12/23/2014	valid	
00004/OCN/01/12/2014	New			4,763	Abdul Somad	12/23/2014	draft		
00003/OCN/01/12/2014	New	DAIHATSU	Customer Service Desk	0	6,959	Hansen Hernando	12/19/2014	draft	
00002/OCN/01/12/2014	New	DAIHATSU	Customer Service Desk	0	0	Abdul Somad	12/19/2014	draft	
00001/OCN/01/12/2014	New	DAIHATSU	Customer Service Desk	0	4,621,048	Abdul Somad	12/19/2014	draft	

Picture 75. Main Page of Calculation of Operating Lease

To filter the records there are two categories as follows:

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

The screenshot shows the 'List of Calculation Operating Lease' page. At the top left is a search bar with placeholder text 'Keywords enter here'. Below the search bar is a dropdown menu labeled 'Show' with the value '10' selected, and a dropdown arrow pointing down. A callout box points to the 'Show' dropdown with the text 'Result shows here'. In the search bar, the text '00016/OCN/01/12/2014' is entered. The table below has the same structure as Picture 75. Only one row is visible, showing the entry for OCN/01/12/2014. At the bottom of the table is a pagination bar with buttons for 'First', 'Previous', '1', 'Next', and 'Last'.

OPL Calculation Number	Lease Category	Product Brand Name	Maintenance Type	Quantity	Monthly Installment	CreateBy	CreateDate	Status	Action
00016/OCN/01/12/2014	New	MITSUBISHI	Full Maintenance	0	0	Abdul Somad	12/29/2014	draft	

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

3.3.3 Create New Calculation of Operating Lease

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



Picture 77. Create new button

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

3.3.3.1 Step 1:

The screenshot shows the 'Step 1' page of the 'Calculation of Operating Lease' process. At the top, there's a navigation bar with a back button labeled 'Return back to the previous page' and a 'draft' status indicator. Below the navigation is a progress bar showing steps 1 through 6. The main content area is divided into two main sections: 'Basic Information (Product)' and 'Basic Information (Lease)'. The 'Basic Information (Product)' section contains fields for Product Registration Code, Product Type, Product Category, Product Brand Code, Product Brand Name, Product Model Code, Product Model Year (yyyy/mm), Product Model Name, Product Model Type, Fuel Type, Displacement (CC), Transmission, Fuel Type, Number Plate Color, Displacement, Usage, and Monthly Mileage. The 'Basic Information (Lease)' section contains fields for Customer Name, Lease Category, Previous Agreement Number, Start Date Usage Unit Plan (mm/dd/yyyy), End Date Usage Unit Plan (mm/dd/yyyy), Lease Period Plan (Months), Maintenance Type, Insurance, Purchase Requirement After Lease, Carrosserie Type, Carrosserie, Accessories Type, and Accessories. At the bottom left, there are two buttons: a blue 'Save as Draft' button and a light blue 'To save a data to Database' button. A large black oval highlights the 'Save as Draft' button.

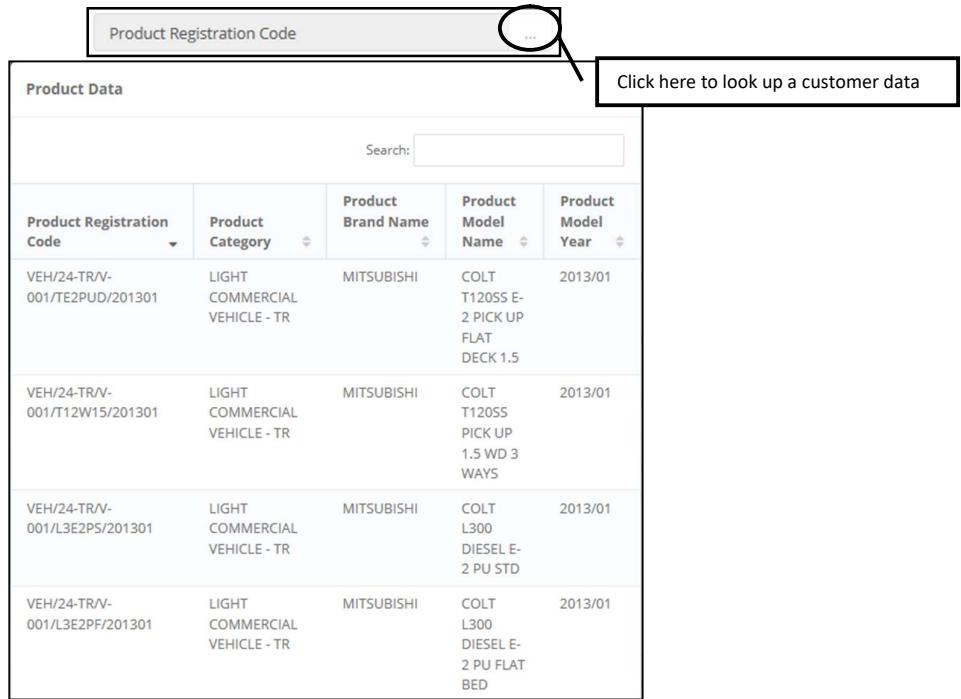
Picture 78. Create new a Calculation of Operating Lease – Step 1

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

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

When filling step 1 form:

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

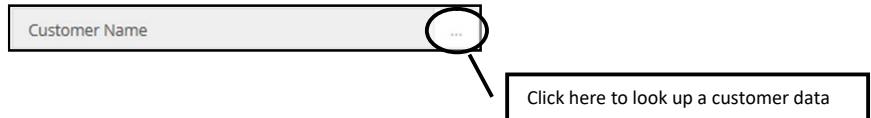


The screenshot shows a table titled "Product Data" with columns: Product Registration Code, Product Category, Product Brand Name, Product Model Name, and Product Model Year. There are four rows of data. A search bar labeled "Search:" is at the top right. A callout box points to the "Product Registration Code" column header with the text "Click here to look up a customer data".

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

Picture 79. Product Data Selection

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



The screenshot shows a form with a field labeled "Customer Name" containing a placeholder "...". A callout box points to the "Customer Name" field with the text "Click here to look up a customer data".

Customer Data			
Search: <input type="text"/>			
Customer Code	Customer Name	Address	Phone
H00001	PT TAWU INTI BUMI	RUKO MADISON, CIBUBUR TIME SQUARE BLOK B 4 NO 12	021-84305488
CC001	Zein	Jakarta	0858237268
12345	PT. KREASI SARANA LOGISTICS	JL. FORT BARAT NO. 31 TANJUNG PRIOK JAKARTA UTARA	021-43904836
1020657	ERA CEPAT TRANSPORTINDO, PT.	GEDUNG WISMA RAHARJA LT. 6 ZONA B JL. LETJEN TB SIMATUPANG KAV. 1	081284049135
0140318	KANGAR CONSOLIDATED INDUSTRIES, PT.	JL. RAYA HAMENGKUBUWONO IX/JL. RAYA BEKASI KM 24,5	021-46951009

Showing 1 to 5 of 5 entries

First Previous 1 Next Last

[Close](#)

Picture 80. Customer Data Selection

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



Picture 81. Next Step Icon

3.3.3.2 Step 2:



Cost Condition				Cost Condition Details	
Product Price <input type="text" value="Rp"/>	Product Price <input type="text" value="Rp"/>	Dealer Discount <input type="text" value="Rp"/>	Dealer Discount <input type="text" value="Rp"/>	ATPM Discount <input type="text" value="Rp"/>	ATPM Discount <input type="text" value="Rp"/>
Accessories Price <input type="text" value="Rp"/>	Accessories Price <input type="text" value="Rp"/>	Supplier Discount <input type="text" value="Rp"/>	Supplier Discount <input type="text" value="Rp"/>	Product Price Total <input type="text" value="Rp"/> Product Price Total <input type="text" value="Rp"/>	
Carrosserie Price <input type="text" value="Rp"/>	Carrosserie Pricec <input type="text" value="Rp"/>	Supplier Discount <input type="text" value="Rp"/>	Supplier Discount <input type="text" value="Rp"/>	Accessories Price Total <input type="text" value="Rp"/> Accessories Price Total <input type="text" value="Rp"/>	
Residual Value Amount <input type="text" value="Rp"/>		Residual Value (%) <input type="text" value="Rp"/>	Standard Residual Value (%) <input type="text" value="Rp"/>	Standard Residual Value Amount <input type="text" value="Rp"/>	Standard Residual Value Amount <input type="text" value="Rp"/>
Finance Condition				Finance Condition Details	
Payment Type <input type="button" value="In Arrear"/>	Spread Effective (%) <input type="text" value="Rp"/>	Prime Rate Effective (%) <input type="text" value="Rp"/>	Borrowing Rate Flat (%) <input type="text" value="Rp"/>	Spread Flat (%) <input type="text" value="Rp"/>	Prime Rate Flat (%) <input type="text" value="Rp"/>
Borrowing Rate Effective (%) <input type="text" value="Rp"/>	Administration Fee <input type="text" value="Rp"/>	Replacement Unit Cost (monthly) <input type="text" value="Rp"/>	Mobilizations Fee <input type="text" value="Rp"/>	Demobilizations Fee <input type="text" value="Rp"/>	Term of Payment (Days) <input type="text" value="Rp"/>
Repayment Unit Cost (monthly) <input type="text" value="Rp"/>	Demobilizations Fee <input type="text" value="Rp"/>	Term of Payments <input type="text" value="Rp"/>			
Product					
DP Before BAST (%) <input type="text" value="Down Payment of Product Before BAST"/>	DP Period to BAST (Days) <input type="text" value="Time Number of Down Payment of Product to BAST"/>	Payment Settlement before BAST (%) <input type="text" value="Payment Settlement of Product before BAST"/>	Payment Settlement Period to BAST (Days) <input type="text" value="Payment Settlement Period to BAST (Days)"/>		
Carrosserie					
DP Before BAST (%) <input type="text" value="Rp"/>	DP Period to BAST (Day) <input type="text" value="Rp"/>	Payment Settlement Before BAST (%) <input type="text" value="Rp"/>	Payment Settlement Period to BAST (Days) <input type="text" value="Rp"/>		
Accessories					
DP Before BAST (%) <input type="text" value="Rp"/>	DP Period to BAST (Days) <input type="text" value="Rp"/>	Payment Settlement Before BAST (%) <input type="text" value="Rp"/>	Payment Settlement Period to BAST (Days) <input type="text" value="Rp"/>		
Registration Fee					
STNK Renewal Cost <input type="text" value="Rp"/>	KEUR Renewal Cost <input type="text" value="Rp"/>	Registration Fee Details			
<input type="button" value="◀ Previous Step"/> <input type="button" value="Save Changes"/>		Go to previous page or saving to Database			

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

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

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

When filling step 2 form:

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



Picture 83. Next Step Icon

3.3.3.3 Step 3:

Maintenance Basic Information

Brand Code V-001	Brand Name MITSUBISHI	Model Name COLT DIESEL FE 71 BC
Product Type Vehicle	Product Category COMMERCIAL BUS	Model Year (yyyy/mm) 2014/01
Monthly Mileage (Km) 2123124	Usage Site	Lease Period (Months) 4

Maintenance Condition & Cost

Maintenance Type	Periodic Maintenance	Oil Exchange	Exchange of Oil and Fats
<input type="checkbox"/> Full Maintenance	Periodic Maintenance Km	Oil Exchange Km	Remarks Km Rp Amount
<input type="checkbox"/> Periodic Maintenance	Km	Km	Rp Amount
<input type="checkbox"/> Irregular Maintenance	Remarks		Rp Amount
<input type="checkbox"/> Battery		Exchange Cycle Km	Rp Amount
<input type="checkbox"/> Tire		Exchange Cycle Km	Rp Amount
<input type="checkbox"/> Maintenance of Special Option Parts	Remarks		Rp Amount
<input type="checkbox"/> Customer Service Desk	Remarks		Rp Amount
<input type="checkbox"/> Maintenance of Others (1)	Remarks		Rp Amount
<input type="checkbox"/> Maintenance of Others (2)	Remarks		Rp Amount
<input type="checkbox"/> Maintenance of Others (3)	Remarks		Rp Amount

Total Maintenance Cost
Rp 0

Buttons:

- < Back
- Save Changes

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

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

1. < Back, on the top-left corner of the screen.
2. < Previous Step, on the bottom-left corner of the screen.

3. **Save Changes**, on the right after **Previous Step** button

When filling step 3 form:

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



Picture 85. Next Step Icon

3.3.3.4 Step 4:

Insurance Basic Information					
Start Date Usage Unit Plan (mm/dd/yyyy)	End Date Usage Unit Plan (mm/dd/yyyy)	Lease Period Plan (Months)	Insurance Basic Information		
12/17/2014	04/29/2015		Coverage Period (Month + 1)	Coverage Period (Month + 1)	Insurance of Payment Cycle
Insurance Company	Insurance Agent				Yearly
Insurance Company	Insurance Agent				
Class of Insurance	Commission Rate (%)				
Class of Insurance	Commission Rate (%)				
Remarks					
Remarks					

Product				Product Name	
Model Name	Product Type	Product Category	Model Year (yyyy/mm)	Product Name	
COLT DIESEL FE 71 BC	Vehicle	COMMERCIAL BUS	2014/01		

Insurance Condition & Cost					
Basic Premium	Comprehensive	Basic Rate (%)	Rp	Gross Premium	
Third Party Liability (TPL)	Comprehensive	Basic Rate (%)	Rp	Gross Premium	
Property Lost Liability (PPL)	Comprehensive	Basic Rate (%)	Rp	Gross Premium	
Personal Accident for Passenger (PAP)	Comprehensive	Basic Rate (%)	Rp	Gross Premium	
Personal Accident for Driver (PAD)	Comprehensive	Basic Rate (%)	Rp	Gross Premium	
Strike, Riots & Civil Commotion (SRCC)	Comprehensive	Basic Rate (%)	Rp	Gross Premium	
Terrorism & Sabotage (TS)	Comprehensive	Basic Rate (%)	Rp	Gross Premium	
Flood & Windstorm (FLD)	Comprehensive	Basic Rate (%)	Rp	Gross Premium	
Earthquake & Tsunami (EAQ)	Comprehensive	Basic Rate (%)	Rp	Gross Premium	
Authorized Workshop	Comprehensive	Basic Rate (%)	Rp	Gross Premium	

The screenshot shows a form for calculating operating lease premiums. At the top right are four input fields: 'Total Gross Premium' (Rp), 'Gross Premium' (Rp), 'Commission Amount' (Rp), 'Commission Amount' (Rp), 'Mediator Fee Amount' (Rp), 'Mediator Fee Amount' (Rp), and 'Net Premium' (Rp), 'Net Premium' (Rp). Below these are two buttons: '< Previous Step' and 'Save Changes'. A callout box points to the 'Save Changes' button with the text 'Go to previous page or saving to Database'.

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

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

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

When filling step 3 form:

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



Picture 87. Next Step Icon

3.3.3.5 Step 5:

The screenshot shows the Step 5 page. At the top left is a 'Back' button with a circled arrow icon. To its right is a 'Return back to the previous page' link. Below these are six tabs labeled 'Step 1' through 'Step 6', with 'Step 5' being the active tab. The main area is divided into two sections: 'Basic Information (Lease Fee)' and 'Setting Monthly Installment'. The 'Basic Information (Lease Fee)' section contains fields for 'Start Date Usage Unit Plan' (12/17/2014), 'End Date Usage Unit Plan' (04/29/2015), 'Lease Period Plan (months)' (4), 'Rate Insurance Income' (0), 'Admin Fee Amout' (0), 'Interest Income' (0), 'BAST Handover Schedule' (mm/dd/yyyy), 'Security Deposit Payment' (No checked), 'Security Deposit Amount' (Rp 0), 'First Lease Payment (Days)' (0), 'Total Unit Quantity Lease' (0), 'Special Case (Remarks)', and 'Remarks'. The 'Setting Monthly Installment' section contains fields for 'Monthly Installment Setting (%)' (0), 'Borrowing Rate (%)' (0), 'Spread of Interest Rate (%)' (0), and 'Internal Interest Rate (%)' (0). Callout boxes point to the 'Basic Information of Lease Fee' section and the 'Setting Monthly Installment' section.

Confirmation of Lease Cost			
Product Price	Rp 0	0	Rp 0
Residual Value (-)	Rp 0	0	Rp 0
STNK & KEUR Renewal Cost	Rp 0	0	Rp 0
Maintenance Cost	Rp 0	0	Rp 0
Replacement Unit Cost	Rp 0	0	Rp 0
Insurance Cost	Rp 0	0	Rp 0
Mediator Fee Cost	Rp 0	0	Rp 0
Mobilization Cost	Rp 0	0	Rp 0
Demobilization Cost	Rp 0	0	Rp 0
Interest Cost	Rp 0	0	Rp 0
Interest Cost for Term of Payment	Rp 0	0	Rp 0
Interest Cost Payment Before BAST	Rp 0	0	Rp 0
Total Cost	Rp 0	0	Rp 0
Monthly Installment Amount	Rp 0	0	Rp 0
Profit Result	 		
Total Profit	Rp 0	0	Rp 0
<input type="button" value="◀ Previous Step"/> <input type="button" value="Save Changes"/> <input type="button" value="Go to previous page or saving to Database"/>			

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

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

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

When filling step 3 form:

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

<input type="button" value="◀ Previous Step"/>	<input type="button" value="Save Changes"/>	<input type="button" value="Next Step ➤"/>
--	---	--

Picture 89. Next Step Icon

3.3.3.6 Step 6:

The screenshot shows a step-by-step process for creating a proposal. At the top, there is a navigation bar with a 'Back' button, a 'Return back to the previous page' link, and a progress indicator showing 'Step 1' through 'Step 6'. Below this, the main form is divided into several sections:

- Proposal Info:** Fields include Proposal Number (empty), Customer Code (12345), Customer Name (PT. KREASI SARANA LOGISTICS), and a date field set to 01/01/0001.
- Person In Charge:** Fields include PIC Name (Deny Prasetya), PIC Position (empty), PIC Phone (empty), and PIC Email (empty).
- Additional Item for Proposal:** Fields include Is COP Program? (No), Proposed By (empty), Purpose of Use (empty), Valid Until (01/01/0001), Acknowledge By 1 (Acknowledge By 1), Acknowledge By 2 (Acknowledge By 2), Acknowledge By 3 (Acknowledge By 3), Approve By (Approve By), To (empty), and Remarks (empty).
- Action Buttons:** At the bottom left, there are three buttons: '< Previous Step' (disabled), 'Save Changes' (highlighted in blue), and 'Go to previous page or saving to Database'.

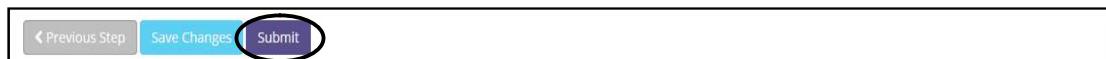
Picture 90. Create new a Calculation of Operating Lease – Step 4

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

1. **< Back**, on the top-left corner of the screen.
2. **< Previous Step**, on the bottom-left corner of the screen.
3. **Save Changes**, on the right after **< Previous Step** button

When filling step 3 form:

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



Picture 91. Next Step Icon

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

3.3.4 Edit Calculation of Operating Lease Record

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



Picture 92. Edit Calculation

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

3.4 Quotation of Operating Lease

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

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

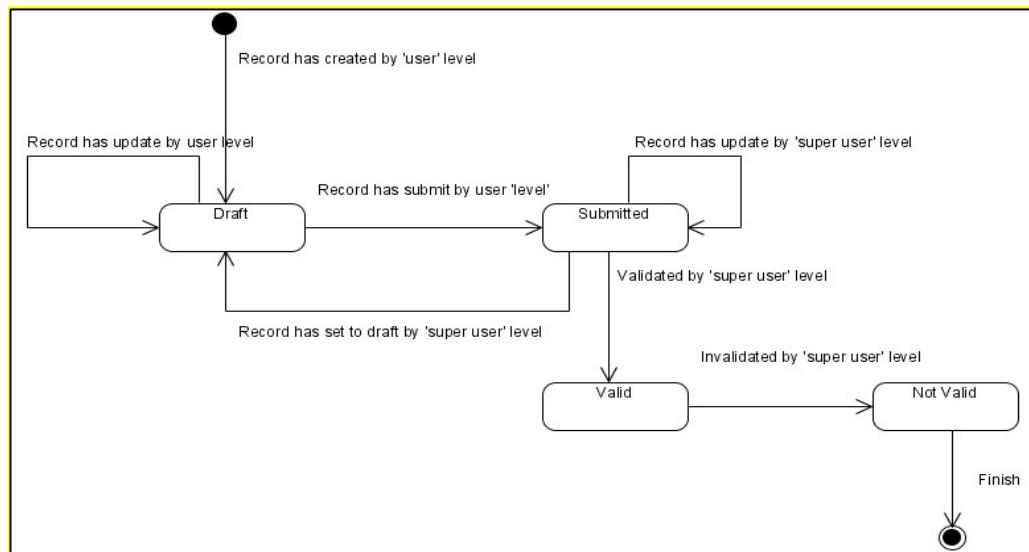
Quotation Number	Calculation Number	Customer Name	Product Name	Quantity	Monthly Installment	Valid Until	Created By	Created Date	Status	Action
00001/OQN/01/12/2014	00005/OCN/01/12/2014	Zein	mitsubishi	5	19,042,790	12/23/2014	Deny Prasetya	12/23/2014	valid	

Picture 93. Main Page of Operating Lease Quotation

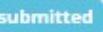
Only authorized user have access to all records in order to keep them up to date. This page provides following functions:

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

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



Picture 94. Workflow of status on Quotation of Refinance

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

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

3.4.1 Details of Quotation of Operating Lease

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

Quotation Number	Calculation Number	Customer Name	Product Name	Quantity	Monthly Installment	Valid Until	Created By	Created Date	Status	Action
00001/OQN/01/12/2014	00005/OCN/01/12/2014	Zein	MITSUBISHI	5	19,042,790	12/23/2014	Deny Prasetya	12/23/2014	valid	

Picture 95. Main Page of Quotation of Refinance

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

OPL Calculation Number	OPL Proposal Number		
00014/OCN/01/12/2014	00013/OPN/01/12/2014		
OPL Quotation Number	Customer Code	Customer Name	OPL Quotation Date (mm/dd/yyyy)
00005/OQN/01/12/2014	1020657	ERA CEPAT TRANSPORTINDO, PT.	12/29/2014
Start Period Plan (mm/dd/yyyy)	End Period Plan (mm/dd/yyyy)	Lease Period Plan (Months)	Valid Until (mm/dd/yyyy)
12/17/2014	11/26/2015	11	12/29/2014

Basic Information (Product)	
Product Registration Code VEH/24-TR/V-001/TE2PUD/201301	Product Type Vehicle
Product Brand Code V-001	Product Brand Name MITSUBISHI
Product Model Name COLT T120S E-2 PICK UP FLAT DECK 1.5	Product Model Type T12
Transmission MT 5 SPEED	Fuel Type GASOLINE
	Product Category LIGHT COMMERCIAL VEHICLE - TR
	Product Model Code TE2PUD
	Product Model Year (yyyy/mm) 2013/01
	Displacement (CC) 1,468

Quotation Information			
Monthly Installment 0	Down Payment 0	Pre-Paid Month Rent 0	Delivery Place -
Tax Amount 0	Expected Delivery Date (mm/dd/yyyy) 12/29/2014		
Additional Items -			
Remarks -			
Submit		To update the record status	

Picture 96. Details of Quotation of Operating Lease

Once the Quotation has been created, status is displayed on the top-right corner. If the data already confirm, user can submit the Quotation by clicking . Once it done, system quotation

status will be change to **submitted**, then system will return back to main page of Quotation of Operating Lease (see picture 96). And also system will notify success/failure message like this:



Picture 97. Submit process notification

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



Picture 98. Set to draft process notification

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

3.4.2 Filter and Sort Quotation of Operating Lease

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

 A screenshot of a web-based application showing a table titled "List of Operating Lease Quotation". The table has columns: Quotation Number, Calculation Number, Customer Name, Product Name, Quantity, Monthly Installment, Valid Until, Created By, Created Date, Status, and Action. A single row of data is visible: 00001/QQN/01/12/2014, 00005/OCN/01/12/2014, Zein, MITSUBISHI, 5, 19,042,790, 12/23/2014, Deny Prasetya, 12/23/2014, valid. The table includes navigation buttons at the bottom: First, Previous, 1, Next, Last. Several UI elements are annotated with boxes and arrows:
 - A box labeled "Pick the number of records, to filter number of records in the list." points to a dropdown menu labeled "Show 10 entries".
 - A box labeled "Enter here to filter the specific records." points to a search input field.
 - A box labeled "Click column title, to sort a record per columns in the list." points to the header of the "Customer Name" column.
 - A callout bubble points to the "Status" column header.
 - A circled "Show 10 entries" dropdown is shown with an arrow pointing to the "Search" input field.

Picture 99. Main Page of Quotation of Refinance

To filter the records there are two categories as follows:

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

List of Operating Lease Quotation										
Quotation Number	Calculation Number	Customer Name	Product Name	Quantity	Monthly Installment	Valid Until	Created By	Created Date	Status	Action
00005/OQN/01/12/2014	00014/OCN/01/12/2014	ERA CEPAT TRANSPORTINDO, PT.	MITSUBISHI	0	0	12/29/2014	Deny Prasetya	12/29/2014	draft	
Showing 1 to 1 of 1 entries (filtered from 5 total entries)										
First	Previous	1	Next	Last						

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

Picture 1.

3.4.3 Create New Quotation of Refinance

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



Picture 101. Create new button

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

	Click here to return to the main page of Refinance Quotation	OPL Calculation Number
OPL Calculation Number	OPL Proposal Number	Customer Name
OPL Quotation Number	Customer Code	OPL Quotation Date (mm/dd/yyyy)
OPL Quotation Number	Customer Code	12/29/2014
Start Date Usage Unit Plan (mm/dd/yyyy)	End Date Usage Unit Plan (mm/dd/yyyy)	Lease Period Plan (Months)
Start Period Plan (mm/dd/yyyy)	End Period Plan (mm/dd/yyyy)	Valid Until (mm/dd/yyyy)
Basic Information (Product)		
Product Registration Code	Product Type	Product Category
Product Registration Code	Product Type	Product Category
Product Brand Code	Product Brand Name	Product Model Code
Product Brand Code	Product Brand Name	Product Model Code
Product Model Name	Product Model Type	Product Model Year (yyyy/mm)
Product Model Name	Product Model Type	Product Model Year (yyyy/mm)
Transmission	Fuel Type	Displacement (CC)
Transmission	Fuel Type	Displacement

The screenshot shows the 'Quotation Information' screen. It includes fields for 'Monthly Installment' (Rp 0), 'Down Payment' (Rp 0), 'Tax Amount' (Rp 0), 'Expected Delivery Date (mm/dd/yyyy)' (12/24/2014), 'Pre-Paid Month Rent' (Rp 0), 'Delivery Place' (Delivery Place), 'Additional Items' (Additional Items), and 'Remarks' (Remarks). At the bottom left are two buttons: 'Save as Draft' and 'Submit'. A callout box labeled 'To save a data to Database' points to the 'Save as Draft' button.

Picture 102. Create new a Quotation of Operating Lease

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

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

When creating a new Quotation:

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

The screenshot shows an input field for 'OPL Calculation Number'. A callout box labeled 'Click here to look up a quotation data' points to the right side of the input field, which has a small circular arrow icon next to it.

Operating Lease Calculation Data					
Search: <input type="text"/>					
OPL Calculation Number	Lease Category	Product Brand Name	Quantity	Maintenance Type	Monthly Installment Fee
00018/OC N/01/12/2014	New	MITSUBISHI	0	Full Maintenance	0
00017/OC N/01/12/2014	New	MITSUBISHI		Full Maintenance	
00016/OC N/01/12/2014	New	MITSUBISHI		Full Maintenance	
00015/OC N/01/12/2014	New	MITSUBISHI		Full Maintenance	
00014/OC N/01/12/2014	New	MITSUBISHI	0	Full Maintenance	0

Showing 1 to 5 of 23 entries

[First](#) [Previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) [Next](#) [Last](#)

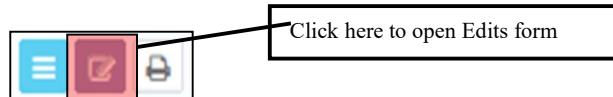
[Close](#)

Picture 103. Calculation of Operating Lease data selection

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

3.2.4 Edit Quotation of Operating Lease record

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



Picture 104. Create new button

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

Click here to return to the main page of calculation of refinance.

Audit rails

Calculation of Operating Lease Header

Product Basic Information

Quotation Information

To save a data to Database

Save Changes

Submit

Picture 105. Edits a Quotation of Refinance

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

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

When editing a Quotation:

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

OPL Calculation Number

OPL Calculation Number

Click here to look up calculation of refinance data

Operating Lease Calculation Data					
Search: <input type="text"/> X					
OPL Calculation Number	Lease Category	Product Brand Name	Quantity	Maintenance Type	Monthly Installment Fee
00018/OC N/01/12/2014	New	MITSUBISHI	0	Full Maintenance	0
00017/OC N/01/12/2014	New	MITSUBISHI		Full Maintenance	
00016/OC N/01/12/2014	New	MITSUBISHI		Full Maintenance	
00015/OC N/01/12/2014	New	MITSUBISHI		Full Maintenance	
00014/OC N/01/12/2014	New	MITSUBISHI	0	Full Maintenance	0

Showing 1 to 5 of 23 entries

[First](#) [Previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) [Next](#) [Last](#)

[Close](#)

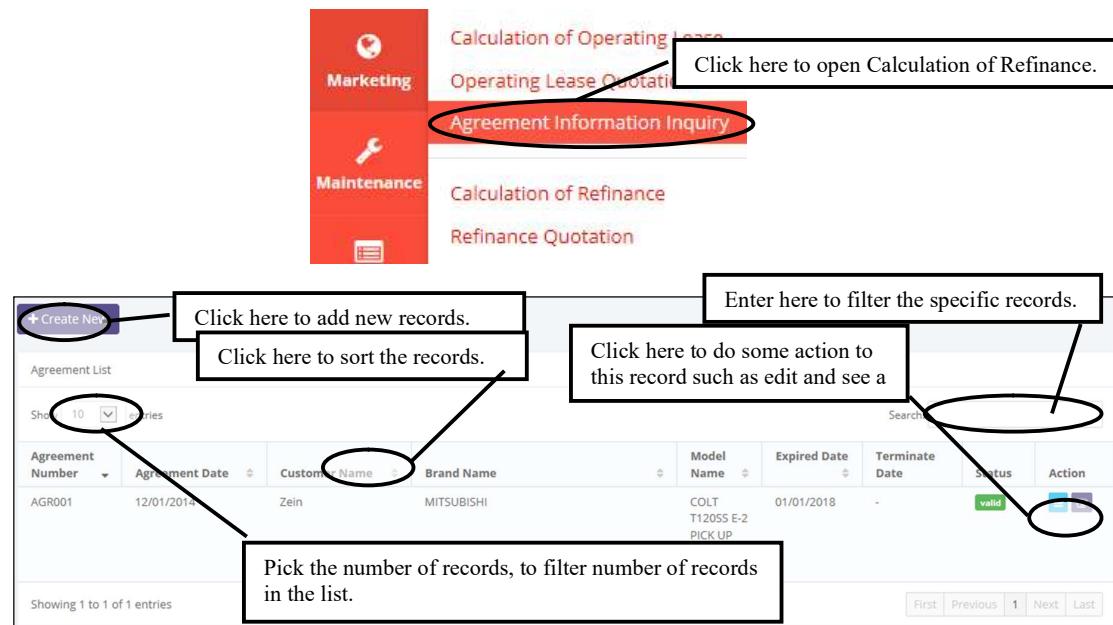
Picture 106. Editing Quotation of Operating List

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

3.5 Agreement Information Inquiry

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

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

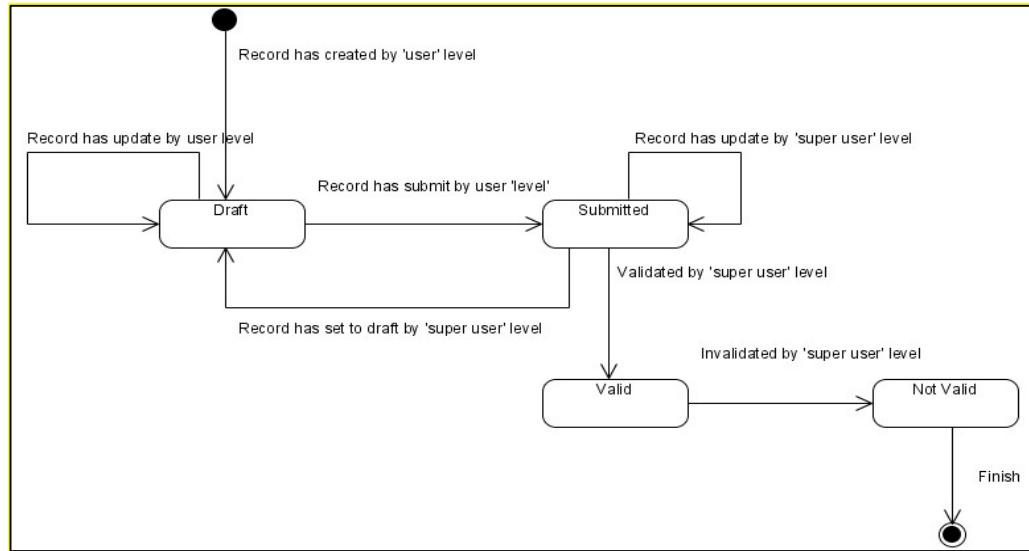


Picture 107. Main Page of Agreement Information Inquiry

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

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

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



Picture 108. Workflow of Agreement Information Inquiry

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

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

3.5.1 Details of Agreement Information Inquiry

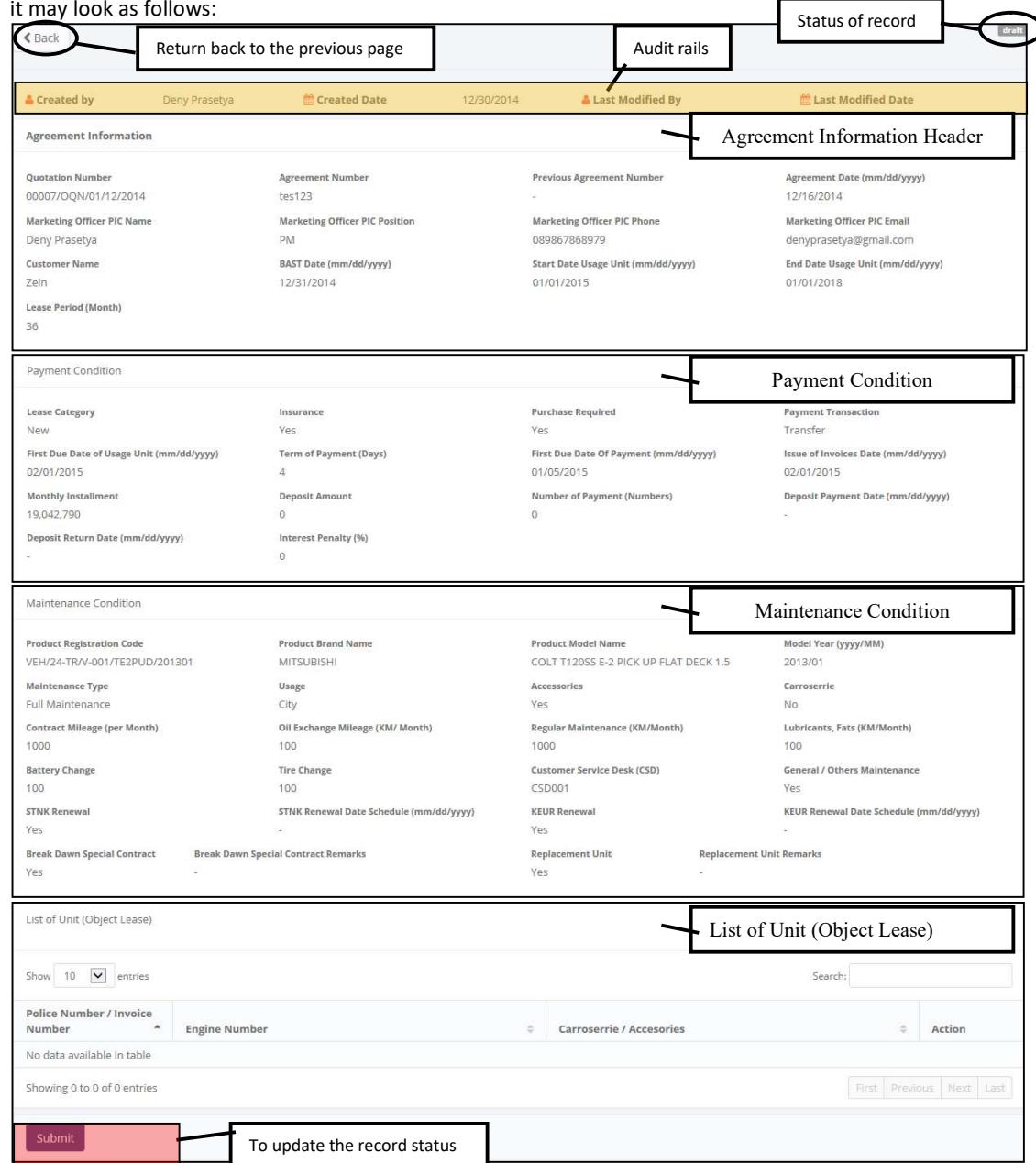
To open details in agreement information inquiry, click sub menu ‘Agreement Information Inquiry’ in Marketing module. Below is figure of main page of Agreement Information Inquiry:

Agreement Number	Agreement Date	Customer Name	Brand Name	Model Name	Expired Date	Terminate Date	Status	Action
AGR001	12/01/2014	Zein	MITSUBISHI	COLT T120SS E-2 PICK UP FLAT DECK 1.5	01/01/2018	-	valid	

Click here to Agreement Information Details.

Picture 109. Details of Agreement Information Inquiry

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



The screenshot shows a detailed view of an agreement information record. At the top, there's a navigation bar with 'Back' (highlighted with a blue oval), 'Return back to the previous page', 'Audit rails' (highlighted with a blue oval), and 'Status of record' (highlighted with a blue oval) which shows 'draft'. Below the navigation is a header row with columns for 'Created by' (Deny Prasetya), 'Created Date' (12/30/2014), 'Last Modified By' (Deny Prasetya), and 'Last Modified Date' (12/30/2014). The main content is organized into several sections:

- Agreement Information Header:** Contains fields like Quotation Number (00007/OQN/01/12/2014), Agreement Number (tes123), Previous Agreement Number (-), and Agreement Date (mm/dd/yyyy) (12/16/2014).
- Agreement Information:** Contains fields like Marketing Officer PIC Name (Deny Prasetya), Marketing Officer PIC Position (PM), Marketing Officer PIC Phone (089867868979), Marketing Officer PIC Email (denypreasetya@gmail.com), Customer Name (Zein), BAST Date (mm/dd/yyyy) (12/31/2014), Start Date Usage Unit (mm/dd/yyyy) (01/01/2015), End Date Usage Unit (mm/dd/yyyy) (01/01/2018), Lease Period (Month) (36), and Lease Period (Year) (-).
- Payment Condition:** Contains fields like Lease Category (New), Insurance (Yes), Purchase Required (Yes), Payment Transaction (Transfer), First Due Date of Usage Unit (mm/dd/yyyy) (02/01/2015), Term of Payment (Days) (4), First Due Date Of Payment (mm/dd/yyyy) (01/05/2015), Issue of Invoices Date (mm/dd/yyyy) (02/01/2015), Monthly Installment (19,042,790), Deposit Amount (0), Number of Payment (Numbers) (0), Deposit Payment Date (mm/dd/yyyy) (-), Deposit Return Date (mm/dd/yyyy) (-), Interest Penalty (%) (0), and Interest Penalty (%) (-).
- Maintenance Condition:** Contains fields like Product Registration Code (VEH/24-TR/V-001/TE2PUD/201301), Product Brand Name (MITSUBISHI), Product Model Name (COLT T120SS E-2 PICK UP FLAT DECK 1.5), Model Year (yyyy/MM) (2013/01), Maintenance Type (Full Maintenance), Usage (City), Accessories (Yes), Carrosserie (No), Contract Mileage (per Month) (1000), Oil Exchange Mileage (KM/ Month) (100), Regular Maintenance (KM/Month) (1000), Lubricants, Fats (KM/Month) (100), Battery Change (100), Tire Change (100), Customer Service Desk (CSD) (CSD001), General / Others Maintenance (Yes), STNK Renewal (Yes), STNK Renewal Date Schedule (mm/dd/yyyy) (-), KEUR Renewal (Yes), KEUR Renewal Date Schedule (mm/dd/yyyy) (-), Break Dawn Special Contract (Yes), Break Dawn Special Contract Remarks (-), Replacement Unit (Yes), and Replacement Unit Remarks (-).
- List of Unit (Object Lease):** A table with columns for Police Number / Invoice Number, Engine Number, Carrosserie / Accesories, and Action. It shows 'No data available in table' and 'Showing 0 to 0 of 0 entries'. Buttons for 'First', 'Previous', 'Next', and 'Last' are at the bottom.
- Action Buttons:** A red button labeled 'Submit' (highlighted with a blue oval) and a blue button labeled 'To update the record status' (highlighted with a blue oval).

Picture 110. Details Page of Agreement Information Inquiry

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



Picture 111. Submit process notification

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



Picture 112. Set to Draft process notification

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

Notes:

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

3.5.2 Filter and Sort Agreement Information Inquiry

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

The screenshot shows a table titled "Agreement List". At the top left is a "+ Create New" button. Below the title, there's a search bar with "Show 10" and a dropdown menu set to "entries". A callout box with a black border and arrow points to the text "Click here to Agreement Information Details." located in the center of the table area. The table has columns: Agreement Number, Agreement Date, Customer Name, Brand Name, Model Name, Expired Date, Terminate Date, Status, and Action. The first row contains the following data:

Agreement Number	Agreement Date	Customer Name	Brand Name	Model Name	Expired Date	Terminate Date	Status	Action
AGR001	12/01/2014	Zein	MITSUBISHI	COLT T120SS E-2 PICK UP FLAT DECK 1.5	01/01/2018	-	valid	

At the bottom of the table, it says "Showing 1 to 1 of 1 entries". To the right, there are navigation buttons for "First", "Previous", "1", "Next", and "Last".

Picture 113. Details of Agreement Information Inquiry

To filter the records there are two categories as follows:

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

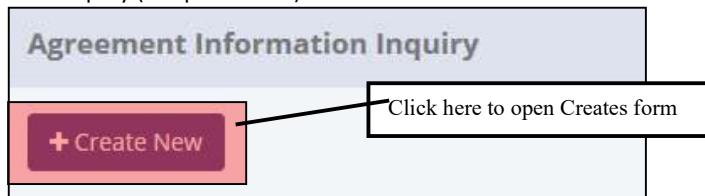
Agreement List									
<input type="button" value="Result shows here"/> <input type="text" value="Keywords enter here"/> <input type="text" value="Search: AGR001"/>									
Agreement Number	Agreement Date	Customer Name	Brand Name	Model Name	Expired Date	Terminate Date	Status	Action	
AGR001	12/01/2014	Zein	MITSUBISHI	COLT T120SS E-2 PICK UP FLAT DECK 1.5	01/01/2018	-	valid	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Showing 1 to 1 of 1 entries (filtered from 6 total entries)									
<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="1"/> <input type="button" value="Next"/> <input type="button" value="Last"/>									

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

Picture 2.

3.5.3 Create New Agreement Information Inquiry

If user wants to create a new agreement, click  on the top-left corner of the main page of Agreement Information Inquiry (see picture 33.)



Picture 115. Create new Button

When the Create form opens it may look as following:

Agreement Information									
Quotation Number	Agreement Number	Previous Agreement Number	Agreement Date (mm/dd/yyyy)						
Quotation Number	Agreement Number	Previous Agreement Number	Agreement Date (mm/dd/yyyy)						
Marketing Officer PIC Name	Marketing Officer PIC Position	Marketing Officer PIC Phone	Marketing Officer PIC Email						
Marketing Officer PIC Name	Marketing Officer PIC Position	Marketing Officer PIC Phone	Marketing Officer PIC Email						
Customer Name	BAST Date (mm/dd/yyyy)	Start Date Usage Unit (mm/dd/yyyy)	End Date Usage Unit (mm/dd/yyyy)						
Customer Name	BAST Date (mm/dd/yyyy)	Start Date Usage Unit (mm/dd/yyyy)	End Date Usage Unit (mm/dd/yyyy)						
Lease Period (Month)									
Lease Period (Month)									
Payment Condition									
Lease Category	Insurance	Purchase Required	Payment Transaction						
Lease Category	Insurance	Yes	Transfer						
First Due Date of Usage Unit (mm/dd/yyyy)	Term of Payment (Days)	First Due Date Of Payment (mm/dd/yyyy)	Issue of Invoices Date (mm/dd/yyyy)						
First Due Date of Usage Unit (mm/dd/yyyy)	Term of Payment (Days)	First Due Date Of Payment (mm/dd/yyyy)	Issue of Invoices Date (mm/dd/yyyy)						
Monthly Installment	Deposit Amount	Number of Payment (Numbers)	Deposit Payment Date (mm/dd/yyyy)						
Rp	Rp	Number of Payment (Numbers)	Deposit Payment Date (mm/dd/yyyy)						
Deposit Return Date (mm/dd/yyyy)	Interest Penalty (%)	Interest Penalty (%)	Interest Penalty (%)						
Deposit Return Date (mm/dd/yyyy)	Interest Penalty (%)	Interest Penalty (%)	Interest Penalty (%)						

Maintenance Condition

Product Registration Code	Product Brand Name	Product Model Name	Model Year (yyyy/MM)
Product Registration Code	Product Brand Name	Product Model Name	Model Year (yyyy/MM)
Maintenance Type	Usage	Accessories	Carrosserie
Full Maintenance	City	Yes	Yes
Contract Mileage (per Month)	Oil Exchange Mileage (KM/ Month)	Regular Maintenance (KM/Month)	Lubricants, Fats (KM/Month)
Contract Mileage (per Month) Km	Oil Exchange Mileage (KM/ Month) Km	Regular Maintenance (KM/Month) Km	Lubricants, Fats (KM/Month) Km
Battery Change	Tire Change	Customer Service Desk (CSD)	General / Others Maintenance
Battery Change Km	Tire Change Km	Customer Service Desk (CSD)	Yes
STNK Renewal	STNK Renewal Date Schedule (mm/dd/yyyy)	KEUR Renewal	KEUR Renewal Date Schedule (mm/dd/yyyy)
Yes	STNK Renewal Date Schedule (mm/dd/)	Yes	KEUR Renewal Date Schedule (mm/dd/)
Break Dawn Special Contract	Break Dawn Special Contract Remarks	Replacement Unit	Replacement Unit Remarks
Yes	Break Dawn Special Contract Remarks	Yes	Replacement Unit Remarks

Buttons:

- Save as Draft
- Submit

Callout: Saving or Submit to database

Picture 116. Create new Agreement Information

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

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

When creating a new Agreement Information:

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

Quotation Number

Click here to look up customer data

Quotation Number

Operating Lease Quotation Data

Quotati on Numbe r	Quotati on Date	Custom er Name	Brand Name	Model Name	Mainten ance Type	Status
00001/O QN/01/1 2/2014	12/23/20 14	Zein	MITSUBI SHI	COLT T120SS E -2 PICK UP FLAT DECK 1.5	1	valid

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Buttons:

- Close

Picture 117. Quotation Data Selection

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

3.5.4 Edit Agreement Information Inquiry Record

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



Picture 118. Edit Button

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

Agreement Information				Agreement Information Header			
Quotation Number 00007/QN/01/12/2014	Agreement Number tes123	Previous Agreement Number	Agreement Date (mm/dd/yyyy) 12/16/2014				
Marketing Officer PIC Name Deny Prasetya	Marketing Officer PIC Position PM	Marketing Officer PIC Phone 089867868979	Marketing Officer PIC Email denyprasetya@gmail.com				
Customer Name Zein	BAST Date (mm/dd/yyyy) 12/31/2014	Start Date Usage Unit (mm/dd/yyyy) 01/01/2015	End Date Usage Unit (mm/dd/yyyy) 01/01/2018				
Lease Period (Month) 36							
Payment Condition							
Lease Category New	Insurance Yes	Purchase Required Yes	Payment Transaction Transfer				
First Due Date of Usage Unit (mm/dd/yyyy) 02/01/2015	Term of Payment (Days) 4	First Due Date Of Payment (mm/dd/yyyy) 01/05/2015	Issue of Invoices Date (mm/dd/yyyy) 02/01/2015				
Monthly Installment Rp 19,042,790	Deposit Amount Rp	Number of Payment (Numbers)	Deposit Payment Date (mm/dd/yyyy)				
Deposit Return Date (mm/dd/yyyy)	Interest Penalty (%)	Number of Payment (Numbers)	Deposit Payment Date (mm/dd/yyyy)				
Deposit Return Date (mm/dd/yyyy)	Interest Penalty (%)						

Maintenance Condition

Product Registration Code VEH/24-TR/V-001/TE2PUD/201301	Product Brand Name MITSUBISHI	Product Model Name COLT T120SS E-2 PICK UP FLAT DECK 1.5	Model Year (yyyy/MM) 2013/01
Maintenance Type Full Maintenance	Usage City	Accessories Yes	Carrosserie No
Contract Mileage (per Month) 1000 Km	Oil Exchange Mileage (KM/ Month) 100 Km	Regular Maintenance (KM/Month) 1000 Km	Lubricants, Fats (KM/Month) 100 Km
Battery Change 100 Km	Tire Change 100 Km	Customer Service Desk (CSD) CSD001	General / Others Maintenance Yes
STNK Renewal Yes	STNK Renewal Date Schedule (mm/dd/yyyy) STNK Renewal Date Schedule (mm/dd/)	KEUR Renewal Yes	KEUR Renewal Date Schedule (mm/dd/yyyy) KEUR Renewal Date Schedule (mm/dd/)
Break Dawn Special Contract Yes	Break Dawn Special Contract Remarks	Replacement Unit Yes	Replacement Unit Remarks

List of Unit (Object Lease)

Add	Show 10 entries	Search:	
Police Number / Invoice Number	Engine Number	Carrosserie / Accessories	Action
No data available in table			
Showing 0 to 0 of 0 entries			
First Previous Next Last			

Save Changes **Submit** Saving or Submit to database

Picture 119. Edit Agreement Information

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

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

When creating a new Agreement Information:

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

Quotation Number

Quotation Number

Click here to look up customer data

Operating Lease Quotation Data						
Search: <input type="text"/>						
Quotati on Numbe r	Quotati on Date	Custom er Name	Brand Name	Model Name	Mainten ance Type	Status
00001/O QN/01/1 2/2014	12/23/20 14	Zein	MITSUBI SHI	COLT T120SS E -2 PICK UP FLAT DECK 1.5	1	valid
Showing 1 to 1 of 1 entries						
First Previous 1 Next Last						
Close						

Picture 120. Quotation Data Selection

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

4. Maintenance Module

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

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

4.1 Service History Inquiry

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

Click here to open Service History Inquiry

Click here to add new records.

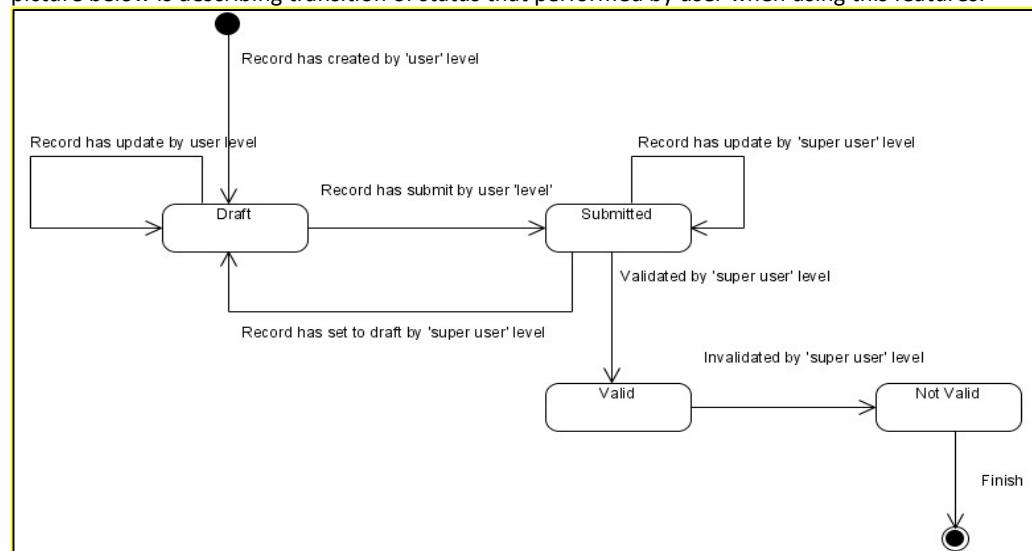
Pick the agreement number

Picture 121. Service History Inquiry

This page provides following functions:

1. Open Agreement Information Inquiry. Go to Agreemenet Information by click **Open Agreement Information Inquiry**, on the top-left of the list of Service History Inquiry.
2. Open details service history by choose Agreement Number
 and Police Number/Invoice Number

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



Picture 122. Workflow of Service History Inquiry

4.1.1 Open Service History Inquiry

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

Open Agreement Information Inquiry

Agreement Information

Agreement Number
Agreement Number ... Previous Agreement Number
Previous Agreement Number
Agreement Date (mm/dd/yyyy)
Agreement Date (mm/dd/yyyy)

Service Record History

Police Number / Invoice Number
Police Number / Invoice Number ... Engine Number
Engine Number
Marketing Officer PIC Position
Marketing Officer PIC Position
Marketing Officer PIC Phone
Marketing Officer PIC Phone
Marketing Officer PIC Email
Marketing Officer PIC Email
Customer Name
Product Brand Name
Product Model Name
Product Model Name
Model Year (yyyy/MM)
Model Year (yyyy/MM)
Lease Category
Maintenance Type
Insurance
Purchase Required
Purchase Required
Start Date Usage Unit (mm/dd/yyyy)
End Date Usage Unit (mm/dd/yyyy)
Usage Unit (mm/dd/yyyy)
Usage
Lease Period (Months)
Lease Period (Months)
Usage
Usage

Click here to open Agreement Number

Click here to open Police/Invoice Number

Picture 123. Main Page Service History Inquiry

When opening Service History Information:

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

Agreement Number
Agreement Number ...

Agreement Data

Agreement Number	Agreement Date	Customer Name	Brand Name	Model Name	Expired Date
AGR002	12/18/2014	Zein	MITSUBISHI	COLT T12055 E-2 PICK UP FLAT DECK 1.5	01/01/2018
AGR003	12/01/2014	Zein	MITSUBISHI	COLT T12055 E-2 PICK UP FLAT DECK 1.5	01/01/2018
AGR001	12/01/2014	Zein	MITSUBISHI	COLT T12055 E-2 PICK UP FLAT DECK 1.5	01/01/2018

Showing 1 to 5 of 6 entries (filtered from 3 total entries)

First Previous 1 2 Next Last

Click here to look up agreement

Picture 124. Agreement Number

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

Police Number / Invoice Number	Engine Number	Carroserie / Accessories	Product Brand Name
INV003	ENG003	CA003	MITSUBISHI
INV002	ENG002	CA002	MITSUBISHI
INV001	ENG001	CA001	MITSUBISHI

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

Close

Picture 125. Police/Invoice Number

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

Agreement Information			
Agreement Number	Previous Agreement Number		
AGR001	Previous Agreement Number		
Agreement Date (mm/dd/yyyy)			
12/01/2014			
Service Record History			
Police Number / Invoice Number	Engine Number	Marketing Officer PIC Name	Marketing Officer PIC Position
INV002	ENG002	Deny Prasetya	PM
Marketing Officer PIC Phone	Marketing Officer PIC Email	Customer Name	Product Brand Name
089867866979	denyprasetya@gmail.com	Zein	MITSUBISHI
Product Model Name	Model Year (yyyy/MM)	Lease Category	Maintenance Type
COLT T120SS E-2 PICK UP FLAT DECK 1.5	2013/01	New	Full Maintenance
Insurance	Purchase Required	Start Date Usage Unit (mm/dd/yyyy)	End Date Usage Unit (mm/dd/yyyy)
Yes	Yes	01/11/2015	01/01/2018
Lease Period (Months)	Usage		
36	City		

Add	Maintenance Budget			Maintenance Disbursement			Digestibility																																											
	Rp	9,000,000	Rp	12,155,898,014			135065.533489																																											
Add Service History																																																		
Search:																																																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Service Date</th> <th>Actual Mileage</th> <th>Maintenance Item</th> <th>Payment Expenses</th> <th>Workshop</th> <th>Workshop Address</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>12/16/2014</td> <td>70</td> <td>CSD Maintenance</td> <td>0</td> <td>GRAHA AUTO, UD.</td> <td>JL. KLAMPIIS INDAH 6/3 E - 26</td> <td> </td> </tr> <tr> <td>12/17/2014</td> <td>80</td> <td>CSD Maintenance</td> <td>0</td> <td>GRAHA AUTO, UD.</td> <td>JL. KLAMPIIS INDAH 6/3 E - 26</td> <td> </td> </tr> <tr> <td>02/10/2015</td> <td>1000</td> <td>Periodic Maintenance</td> <td>0</td> <td></td> <td></td> <td> </td> </tr> <tr> <td>03/10/2015</td> <td>2000</td> <td>Periodic Maintenance</td> <td>0</td> <td></td> <td></td> <td> </td> </tr> <tr> <td>04/10/2015</td> <td>3000</td> <td>Periodic Maintenance</td> <td>0</td> <td></td> <td></td> <td> </td> </tr> </tbody> </table>									Service Date	Actual Mileage	Maintenance Item	Payment Expenses	Workshop	Workshop Address	Action	12/16/2014	70	CSD Maintenance	0	GRAHA AUTO, UD.	JL. KLAMPIIS INDAH 6/3 E - 26		12/17/2014	80	CSD Maintenance	0	GRAHA AUTO, UD.	JL. KLAMPIIS INDAH 6/3 E - 26		02/10/2015	1000	Periodic Maintenance	0				03/10/2015	2000	Periodic Maintenance	0				04/10/2015	3000	Periodic Maintenance	0			
Service Date	Actual Mileage	Maintenance Item	Payment Expenses	Workshop	Workshop Address	Action																																												
12/16/2014	70	CSD Maintenance	0	GRAHA AUTO, UD.	JL. KLAMPIIS INDAH 6/3 E - 26																																													
12/17/2014	80	CSD Maintenance	0	GRAHA AUTO, UD.	JL. KLAMPIIS INDAH 6/3 E - 26																																													
02/10/2015	1000	Periodic Maintenance	0																																															
03/10/2015	2000	Periodic Maintenance	0																																															
04/10/2015	3000	Periodic Maintenance	0																																															
Showing 1 to 5 of 38 entries																																																		
First Previous 1 2 3 4 5 Next Last																																																		

Picture 126. Service History Inquiry

This page provides following functions:

1. Open Agreement Information Inquiry. Go to Agreemenet Information by click **Open Agreement Information Inquiry**, on the top-left of the list of Service History Inquiry.
2. Open details service history by choose Agreement Number **Agreement Number** and Police Number/Invoice Number **Police Number / Invoice Number**.
3. Add Service History Inquiry by click Add

Picture 127. Add Service History Inquiry

4.1.2 Add Service History Inquiry

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

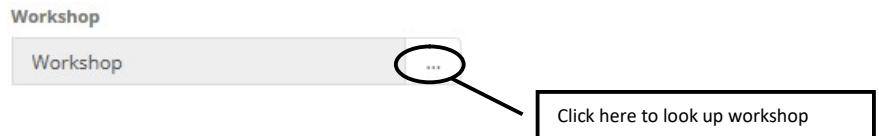
Picture 128. Main Page Service History Inquiry

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

Picture 129. Add Service History Inquiry

This page provides following functions:

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



Workshop Data				
Search: <input type="text"/>				
Supplier Code	Supplier Name	Telephone	Business Economy Sector	Status
00011	EKA JAYA MOBIL	031 - 5327079 / 5319	Agriculture	active
00021	GRAHA AUTO, UD.	031 - 5992008 / 9993	Industry & Manufacturers	active
00031	TAN SIOK KHOEN	.		active
00041	DAVID			active
00042	DAVID			active

Showing 1 to 5 of 5,307 entries

First Previous 1 2 3 4 5 Next Last

[Close](#)

Picture 130. Workshop Data

3. [Save as Draft](#), on the bottom-left corner of the screen.

4.1.3 Details of Service History

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

Open Agreement Information Inquiry

Agreement Information

Agreement Number	Previous Agreement Number	Agreement Date (mm/dd/yyyy)
<input type="text"/> ...	<input type="text"/> Previous Agreement Number	<input type="text"/> Agreement Date (mm/dd/yyyy)

Service Record History

Police Number / Invoice Number	Engine Number	Marketing Officer PIC Name	Marketing Officer PIC Position
<input type="text"/> ...	<input type="text"/> Engine Number	<input type="text"/> Marketing Officer PIC Name	<input type="text"/> Marketing Officer PIC Position
Marketing Officer PIC Phone	Marketing Officer PIC Email	Customer Name	Product Brand Name
<input type="text"/> Marketing Officer PIC Phone	<input type="text"/> Marketing Officer PIC Email	<input type="text"/> Customer Name	<input type="text"/> Product Brand Name
Product Model Name	Model Year (yy/MM)	Lease Category	Maintenance Type
<input type="text"/> Product Model Name	<input type="text"/> Model Year (yy/MM)	<input type="text"/> Lease Category	<input type="text"/> Maintenance Type
Insurance	Purchase Required	Start Date Usage Unit (mm/dd/yyyy)	End Date Usage Unit (mm/dd/yyyy)
<input type="text"/> Insurance	<input type="text"/> Purchase Required	<input type="text"/> Start Date Usage Unit (mm/dd/yyyy)	<input type="text"/> End Date Usage Unit (mm/dd/yyyy)
Lease Period (Months)	Usage		
<input type="text"/> Lease Period (Months)	<input type="text"/> Usage		

Picture 131. Main Page Service History Inquiry

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

Add		Maintenance Budget		Maintenance Disbursement		Digestibility	
		Rp	9,000,000	Rp	12,155,898,014		135065.533489
Search:							
Service Date	Actual Mileage	Maintenance Item	Payment Expenses	Workshop	Workshop Address	Action	
12/16/2014	70	CSD Maintenance	0	GRAHA AUTO, UD.	JL. KLAMPIIS INDAH 6/3 E - 26		
12/17/2014	80	CSD Maintenance	0				
02/10/2015	1000	Periodic Maintenance	0				
03/10/2015	2000	Periodic Maintenance	0				
04/10/2015	3000	Periodic Maintenance	0				

Showing 1 to 5 of 38 entries

First Previous 1 2 3 4 5 Next Last

Picture 132. Go to Service History Inquiry Details

And you will go to page below:

General Information of Service

Created by	Deny Prasetya	Created Date	12/23/2014	Last Modified By	Deny Prasetya	Last Modified Date	12/23/2014
General Information of Service							
Agreement Number	AGR001	Previous Agreement Number	-	Agreement Date (mm/dd/yyyy)	12/01/2014		
Police Number / invoice Number	INV002	Engine Number	ENG002	Maintenance Type	Full Maintenance		

Service History Details

Periodic Maintenance	Customer Service Desk (CSD)	Irrregular Maintenance	Workshop	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	GRAHA AUTO, UD. <input type="button" value="..."/>	
Service Date (mm/dd/yyyy)	Actual Mileage (KM)			
12/16/2014	70 Km			
Main Implementation Item	Sub Total	PPN Tax (10%)	PPH Tax (2%)	Total
<input type="button" value="Add"/>	Rp 0	Rp 0	Rp 0	Rp 0
Show 10 <input checked="" type="checkbox"/> entries	Search:			
Implementation Item	Labor Cost Amount	Remarks	Action	
No data available in table				

Showing 0 to 0 of 0 entries

First Previous Next Last

Parts Item

Add					
Show 10 <input checked="" type="checkbox"/> entries	Search:				
Parts Code	Parts Name	Amount	Quantity	Remarks	Action
No data available in table					
Showing 0 to 0 of 0 entries					
<input type="button" value="Validate"/>	<input type="button" value="Save Changes"/>				

Picture 133. Service History Details

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

1.  , on the top-left corner of the screen.
2.  , for adding Main Implementation Item.
3.  , for adding Parts Item.
4.  , on the bottom-left corner of the screen.
5.  , beside Validate button.

When look at details of Service History Inquiry:

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

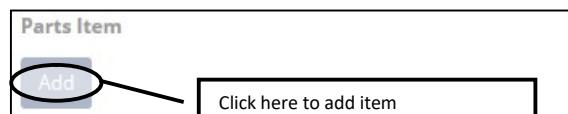


And there will a pop-up a page as follows:

Add History Item	
Implementation Item	<input type="text"/>
Labor Cost Amount	Rp <input type="text"/> Labor Cost Amount
Remarks	<input type="text"/> Remarks
<input type="button" value="Close"/> <input type="button" value="Add"/>	

Picture 134. Add History for Main Implementation Item

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



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

The screenshot shows a modal dialog titled "Add Parts Item". It contains the following fields:

- Part Code: Text input field.
- Part Name: Text input field.
- Type Of Action: A dropdown menu currently set to "Cleaned".
- Quantity: Text input field.
- Amount: Text input field with "Rp" prefix.
- Remarks: Text input field.

At the bottom right of the dialog are two buttons: "Close" and "Add".

Picture 135. Add History for Parts Item

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

5. Collection Module

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

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

5.1 Billing Payment History

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



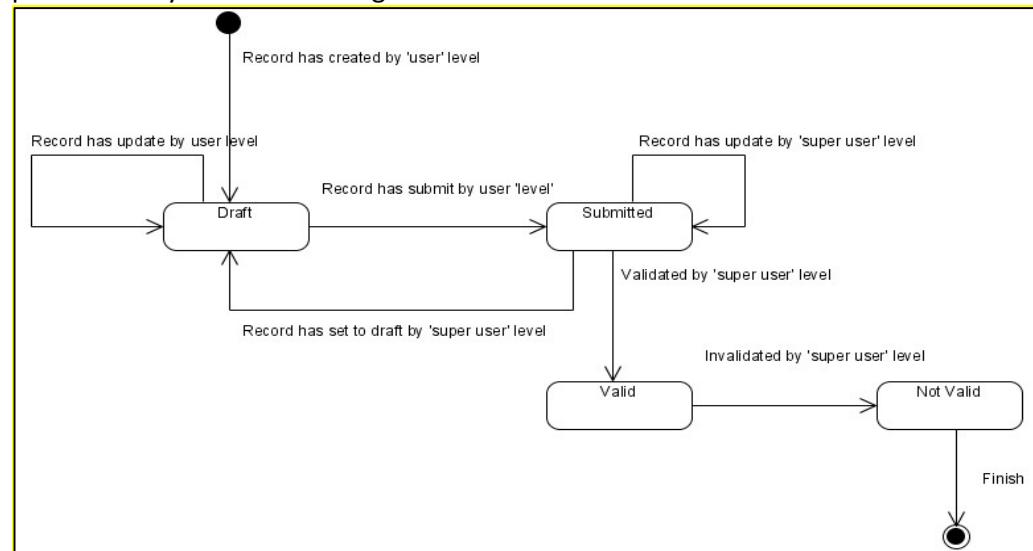
The screenshot shows a web-based application interface for managing lease contracts. At the top right, there is a button labeled "Click here to open Service History Inquiry". Below it, a section titled "Open Agreement Information Inquiry" is circled in red. A callout arrow points from this circle to a text box containing the instruction "Pick the agreement number". The main form contains several input fields: "Agreement Number" (with a dropdown menu), "Previous Agreement Number" (with a dropdown menu), "Agreement Date (mm/dd/yyyy)" (with a date picker set to "01/01/0001"), and other sections for "Contract Information", "Billing and Payment History", and "Expectation Collection Amount".

Picture 136. Billing Payment History

This page provides following functions:

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

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



Picture 137. Workflow of Billing Payment History

5.1.1 Open Billing Payment History

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

The screenshot shows the main interface of the Billing Payment History module. At the top, there are four filter fields: 'Created by', 'Created Date', 'Last Modified By', and 'Last Modified Date'. Below these are sections for 'Contract Information' and 'Billing and Payment History'. In the 'Contract Information' section, there are fields for 'Agreement Number' (with an ellipsis button), 'Previous Agreement Number', and 'Agreement Date (mm/dd/yyyy)'. In the 'Billing and Payment History' section, there are numerous fields including 'Marketing Officer PIC Name', 'Customer Name', 'Lease Category', 'Contract Start Date (mm/dd/yyyy)', 'Expectation Collection Amount', 'Collection Amount', 'Overdue Amount', and 'Billing Total'. A large text box in the center says 'Pick the agreement number' with an arrow pointing to the ellipsis button in the 'Agreement Number' field.

Picture 138. Main Page of Billing Payment History

When opening Billing Payment History:

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

A close-up of the 'Agreement Number' input field. The input field contains the placeholder 'Agreement Number' and has an ellipsis button at the end. A callout box with the text 'Click here to look up agreement' points to the ellipsis button.

Agreement Data					
<input type="text" value="Search:"/>					
Agreement Number	Agreement Date	Customer Name	Brand Name	Model Name	Expired Date
AGR003	12/01/2014	Zein	MITSUBISHI	COLT T120SS E-2 PICK UP FLAT DECK 1.5	01/01/2018
AGR001	12/01/2014	Zein	MITSUBISHI	COLT T120SS E-2 PICK UP FLAT DECK 1.5	01/01/2018

Showing 1 to 5 of 6 entries (filtered from 2 total entries)

[First](#) [Previous](#) [1](#) [2](#) [Next](#) [Last](#)

[Close](#)

Picture 139. Agreement Number

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

Open Details Agreement					
Created by	Deny Prasetya	Created Date	12/23/2014	Last Modified By	Deny Prasetya
Contract Information					
Agreement Number	AGR001	Previous Agreement Number	Previous Agreement Number	Agreement Date (mm/dd/yyyy)	12/01/2014
Marketing Officer PIC Name	Deny Prasetya	Marketing Officer PIC Position	Deny Prasetya	Marketing Officer PIC Phone	089867868979
Customer Name	Zein	Product Brand Name	MITSUBISHI	Product Model Name	COLT T120SS E-2 PICK UP FLAT DECK 1.5
Lease Category	New	Maintenance Type	Full Maintenance	Insurance	Yes
Contract Start Date (mm/dd/yyyy):	01/11/2015	Contract Expired Date (mm/dd/yyyy)	01/01/2018	Lease Period (Months)	Usage
Expectation Collection Amount	Rp 685,540,440	Collection Amount	Rp 0	Overdue Amount	Rp 0
Billing Total	Rp 0				

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

Showing 1 to 5 of 36 entries

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Picture 140. Billing Payment History Opened

This page provides following functions:

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

5.1.2 Details of Billing Payment History

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

The screenshot shows the main interface for managing billing payment histories. At the top, there are search filters for 'Created by', 'Created Date', 'Last Modified By', and 'Last Modified Date'. Below these are sections for 'Contract Information' and 'Billing and Payment History'. In the 'Contract Information' section, there are fields for 'Agreement Number' (with a placeholder 'Marketing Officer PIC Name') and 'Previous Agreement Number'. A callout box points to the 'Previous Agreement Number' field with the instruction 'Click here to open Service History Inquiry'. In the 'Billing and Payment History' section, there are multiple rows of data entry fields for various lease-related details like 'Marketing Officer PIC Name', 'Customer Name', 'Lease Category', and 'Contract Start Date'. A callout box points to the 'Agreement Number' field in this section with the instruction 'Pick the agreement number'.

Picture 141. Main Page of Billing Payment History

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

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

Showing 1 to 5 of 36 entries

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Picture 142. Go to Billing History Payment Details

And you will go to page below:

Billing Payment History Detail

Deny Prasetya draft

[Back](#)

Created by	Deny Prasetya	Created Date	12/23/2014	Last Modified By	Deny Prasetya	Last Modified Date	01/02/2015
-------------------	---------------	---------------------	------------	-------------------------	---------------	---------------------------	------------

Contract Information

Agreement Number	Previous Agreement Number	Agreement Date (mm/dd/yyyy)
AGR001	Agreement Number	12/01/2014

Billing and Payment History Details

Payment Transaction	First Due Date of Usage Unit	First Due Date of Payment	Term of Payment (Days)
Transfer	02/11/2015	01/15/2015	4
Monthly Installment	Deposit Amount	Number of Payment (Numbers)	Deposit Payment Date
Rp 19,042,790	Rp 0	0	Deposit Payment Date
Deposit Return Date	Breakdown Special Contract	Issue of Invoice Date	Interest Penalty (%)
01/01/2015	Yes	02/11/2015	10.000000

Payment Condition

Payment Schedule (mm/dd/yyyy)	Collection Date (mm/dd/yyyy)	Break Dawn Amount	Penalty Amount
02/14/2015	12/16/2014	Rp 3,350	Rp 23,233,330
Collection Amount	Collection Category	Total Amount	
4,444,444	Full After Break Dawn	Rp 28,029,711	
VAT Amount	PPH Amount		
Rp 444,109	Rp 88,822		

Save Changes **Validate**

Picture 143. Billing Payment History Details

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

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

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