

*Operating Lease Support System  
Collection Module*

## PETUNJUK PEMAKAIAN

***Daftar Revisi***

Tanggal	Versi	Penjelasan
09 Mar 2015	0.0	Initial Creation

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## Bab 1. Collection

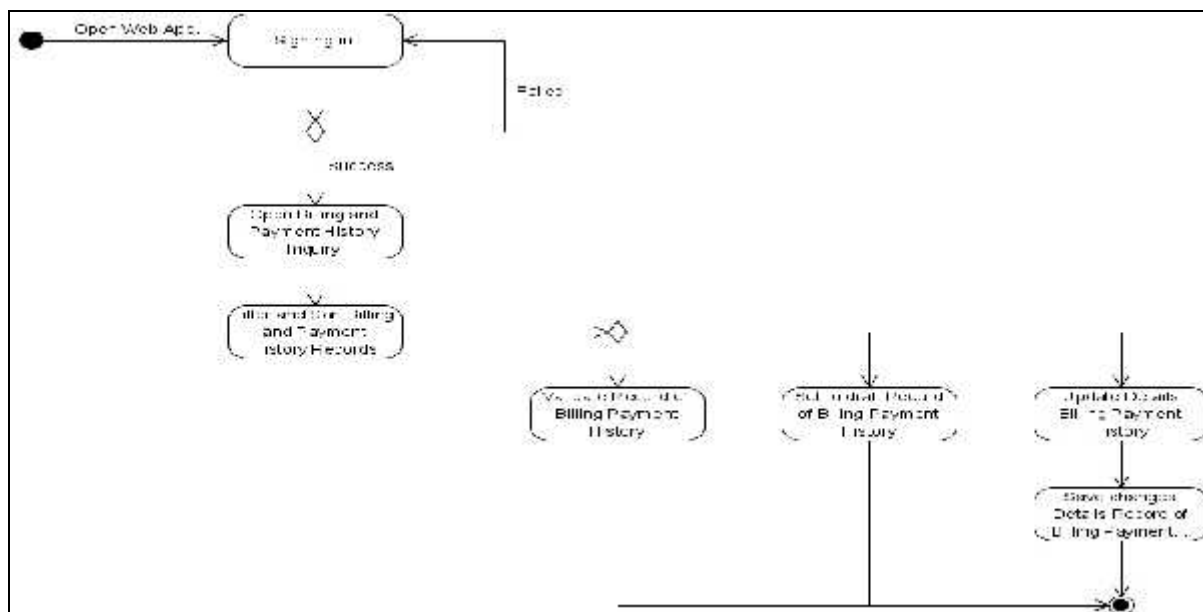
### 1.1. Billing Payment History Inquiry

#### 1.1.1. Pendahuluan

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

#### 1.1.2. Diagram Aktivitas

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



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

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

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

### 1.1.3. Petunjuk Pengoperasian

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

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

#### **View detail billing and payment history records:**

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



**Billing Payment History**

Lease Category:  Invoice Type:  Invoice No:  Purchase Request:

Contract Start Date (mm/dd/yyyy):  Contract End Date (mm/dd/yyyy):  Lease Period (Month):  Usage:

Expected Collection Amount:  Collection Amount:  Overdue Amount:  Billing Total:

Payment Schedule	Bill Amount	Invoice Issue Date	Collection Date	Collection Amount	Break Down	Penalty	Overdue (Days)	VAT (10%)	PPH (3%)	Action
01/11/2015	10.042.000	30/11/2015	1/12/2015	10.042.000	10.042.000	0	0	1.004.200	301.260	
02/12/2015	10.042.000	30/11/2015	12/12/2015	10.042.000	10.042.000	0	0	1.004.200	301.260	
03/01/2016	10.042.000	30/11/2015	12/12/2015	10.042.000	10.042.000	0	0	1.004.200	301.260	
04/02/2016	10.042.000	30/11/2015	12/12/2015	10.042.000	10.042.000	0	0	1.004.200	301.260	
05/03/2016	10.042.000	30/11/2015	12/12/2015	10.042.000	10.042.000	0	0	1.004.200	301.260	

Showing 1 to 5 of 5 records

Gambar 4. Daftar *billing payment history*

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

**Billing Payment History Detail**

Created by:  Created Date:  Last Modified By:  Last Modified Date:

Contract Information:

Agreement Number:  Previous Agreement Number:  Agreement Start Date (mm/dd/yyyy):

Billing and Payment History:

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

Monthly Rental:  Deposit Amount:  Number of Payment (Months):  Deposit Payment Date:

Deposit Security Date:  Breakdown Special Contract:  Break-off Invoice Date:  Interest Penalty (%):

Payment Condition:

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

Gambar 5. Halaman *detail billing payment history*

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

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

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

**GLSS Billing Payment History**

Contract Date (mm/dd/yyyy): 01/01/2018  
 Collection Date (mm/dd/yyyy): 01/01/2018  
 Expected Collection Amount: Rp 28,042,440  
 Collection Amount: Rp 28,023,711  
 Overdue Amount: Rp 0  
 Billing Total: Rp 28,023,711

Payment Schedule *	Bill Amount	Invoice Issue Date	Collection Date	Collection Amount	Break Down	Penalty	Overdue (Days)	VAT (10%)	PPH (2%)	Action
01/01/2018	28,042,440	01/01/2018	01/01/2018	28,023,711	0	0	0	0	0	[Detail] [Print] [Delete]
02/01/2018	28,042,440	02/01/2018	02/01/2018	28,023,711	0	0	0	0	0	[Detail] [Print] [Delete]
03/01/2018	28,042,440	03/01/2018	03/01/2018	28,023,711	0	0	0	0	0	[Detail] [Print] [Delete]
04/01/2018	28,042,440	04/01/2018	04/01/2018	28,023,711	0	0	0	0	0	[Detail] [Print] [Delete]
05/01/2018	28,042,440	05/01/2018	05/01/2018	28,023,711	0	0	0	0	0	[Detail] [Print] [Delete]

Showing 1 to 5 of 5 records

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

- Ubah isian data yang diinginkan, seperti *Collection Date*; *Collection Amount*; *Collection Category*; *Break Down Amount*; *Penalty Amount*; *VAT Amount*; dan *PPH Amount*

**GLSS Billing Payment History Detail**

Payment Transaction: Renew  
 Term Date of Lease Unit: 01/01/2018  
 Term Date of Payment: 01/01/2018  
 Term of Payment (Days): 1  
 Monthly Rental Fee: Rp 28,042,440  
 Deposit Amount: Rp 0  
 Number of Payment (Months): 1  
 Deposit Payment Date: 01/01/2018  
 Payment Period Start: 01/01/2018  
 Renewal/Extension Contract: No  
 Break in Lease Date: 01/01/2018  
 Payment History Date: 01/01/2018

Payment Condition:

Payment Schedule (mm/dd/yyyy): 01/01/2018  
 Collection Date (mm/dd/yyyy): 01/01/2018  
 Collection Category: 10 Other Lease Down  
 Break Down Amount: Rp 0  
 Penalty Amount: Rp 0  
 VAT Amount: Rp 0  
 PPH Amount: Rp 0  
 Total Amount: Rp 0

**Save Changes Validate**

Gambar 7. Halaman *detail billing payment history*

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



**Billing Payment History Detail**

Billing Payment History Detail

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

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

Support system user:  Renewal/Specia Contract:  Book on usage date:  Renewal/Specia Date:

Payment Condition

Payment Schedule (mm/yyyy):  Collection Date (mm/yyyy):  Collection Category:  Group (Down Amount):  Periodly Amount:

Collection Amount:  PPH Amount:  Total Amount:

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

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

**Billing Payment History Detail**

Billing Payment History Detail

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

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

Support system user:  Renewal/Specia Contract:  Book on usage date:  Renewal/Specia Date:

Payment Condition

Payment Schedule (mm/yyyy):  Collection Date (mm/yyyy):  Collection Category:  Group (Down Amount):  Periodly Amount:

Collection Amount:  PPH Amount:  Total Amount:

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

### **Filter billing payment history records:**

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

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

**Billing Payment History**

Contract: Bina Perkasa  
Product: Bina Perkasa  
Payment Method: 100% Bina Perkasa  
Model: 100% Bina Perkasa  
Contract Start Date: 2019-01-01  
Contract End Date: 2019-12-31  
Lease Period (Month): 12  
Billing Period: 12  
Expected Collection Amount: Rp 28,023,711  
Collection Amount: Rp 28,023,711  
Overdue Amount: Rp 0  
Billing Total: Rp 28,023,711

Showing 1 to 3 of 3 entries (Filtered from 30 items limited)

Payment Schedule	Bill Amount	Invoice Issue Date	Collection Date	Collection Amount	Break Down	Penalty	Overdue (Days)	VAT (10%)	PPH (2%)	Action
01/10/2019	10,042,700	01/10/2019	12/10/2019	23,123,120	23,123,120	1,230	0	10,042,700	200,840	10,042,700
04/10/2019	10,042,700	04/10/2019	12/10/2019	23,123,120	23,123,120	1,230	0	10,042,700	200,840	10,042,700
07/10/2019	10,042,700	07/10/2019	12/10/2019	23,123,120	23,123,120	1,230	0	10,042,700	200,840	10,042,700

Gambar 10. Fungsi *filter***Sort billing payment history records:**

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

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

**Billing Payment History**

Contract: Bina Perkasa  
Product: Bina Perkasa  
Payment Method: 100% Bina Perkasa  
Model: 100% Bina Perkasa  
Contract Start Date: 2019-01-01  
Contract End Date: 2019-12-31  
Lease Period (Month): 12  
Billing Period: 12  
Expected Collection Amount: Rp 28,023,711  
Collection Amount: Rp 28,023,711  
Overdue Amount: Rp 0  
Billing Total: Rp 28,023,711

Showing 1 to 3 of 3 entries

Payment Schedule	Bill Amount	Invoice Issue Date	Collection Date	Collection Amount	Break Down	Penalty	Overdue (Days)	VAT (10%)	PPH (2%)	Action
01/10/2019	10,042,700	01/10/2019	12/10/2019	23,123,120	23,123,120	1,230	0	10,042,700	200,840	10,042,700
04/10/2019	10,042,700	04/10/2019	12/10/2019	23,123,120	23,123,120	1,230	0	10,042,700	200,840	10,042,700
07/10/2019	10,042,700	07/10/2019	12/10/2019	23,123,120	23,123,120	1,230	0	10,042,700	200,840	10,042,700

Gambar 11. Fungsi *sorting ascending*

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

**Billing Payment History**

Local Category:  Warehouse Type:  Insurance:  Purchase Required:

Contract Start Date (mm/dd/yyyy):  Contract End Date (mm/dd/yyyy):  Lease Period (Month):  Usage:

Expected Collection Amount:  Collection Amount:  Overdue Amount:  Billing Total:

Search:

Payment Schedule	Bill Amount	Invoice Issue Date	Collection Date	Collection Amount	Break Down	Penalty	Overdue (Days)	VAT (10%)	PPH (2%)	Action
01/01/2018	12.042.440	01/01/2018								
01/02/2018	12.042.440	01/02/2018								
01/03/2018	12.042.440	01/03/2018								
01/04/2018	12.042.440	01/04/2018								
01/05/2018	12.042.440	01/05/2018								

Showing 1 to 5 of 57 records

Grid | Refresh | 1 | 2 | 3 | 4 | 5 | Save | Log

Gambar 12. Fungsi *sorting descending***Validate billing payment history records:**

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

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

**Billing Payment History**

Local Category:  Warehouse Type:  Insurance:  Purchase Required:

Contract Start Date (mm/dd/yyyy):  Contract End Date (mm/dd/yyyy):  Lease Period (Month):  Usage:

Expected Collection Amount:  Collection Amount:  Overdue Amount:  Billing Total:

Search:

Payment Schedule	Bill Amount	Invoice Issue Date	Collection Date	Collection Amount	Break Down	Penalty	Overdue (Days)	VAT (10%)	PPH (2%)	Action
01/01/2018	12.042.440	01/01/2018	01/01/2018	12.042.440	12.042.440	0.000	0	1.204.240	240.880	
01/02/2018	12.042.440	01/02/2018	01/02/2018	12.042.440	12.042.440	0.000	0	1.204.240	240.880	
01/03/2018	12.042.440	01/03/2018	01/03/2018	12.042.440	12.042.440	0.000	0	1.204.240	240.880	
01/04/2018	12.042.440	01/04/2018	01/04/2018	12.042.440	12.042.440	0.000	0	1.204.240	240.880	
01/05/2018	12.042.440	01/05/2018	01/05/2018	12.042.440	12.042.440	0.000	0	1.204.240	240.880	

Showing 1 to 5 of 57 records

Grid | Refresh | 1 | 2 | 3 | 4 | 5 | Save | Log

Gambar 13. Tombol [Detail] pada halaman daftar *billing payment history*

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

**Billing Payment History Detail**

Bill Payment History Detail

Payment Transaction:  Time Due Date of Lease Unit:  Due Date of Payment:  Term of Payment (Days):

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

Payment History Date:  Payment History Date:  Payment History Date:

Payment Condition:

Payment Schedule (month/year):  Collection Date (month/year):

Collection Amount:  Collection Category:  Break Down Amount:  Possible Amount:

VAT Amount:  PPH Amount:  Total Amount:

Gambar 14. Tombol [Validate] pada halaman *detail billing payment history***Set to Draft billing payment history records:**

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

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

**Billing Payment History**

Local Category:  Warehouse Type:  Insurance:  Purchase Required:

Contract Start Date (month/year):  Contract End Date (month/year):  Lease Period (Months):  Usage:

Expected Collection Amount:  Collection Amount:  Billing Amount:  Billing Total:

Search:

Payment Schedule	Bill Amount	Invoice Issue Date	Collection Date	Collection Amount	Break Down	Penalty	Overdue (Days)	VAT (10%)	PPH (20%)	Action
01/11/2013	10,042,750	01/11/2013	01/11/2013	0,000,000	0,000,000	0,000,000	0	0,000,000	0,000,000	<input type="button" value="Detail"/>
02/11/2013	10,042,750	02/11/2013	02/11/2013	0,000,000	0,000,000	0,000,000	0	0,000,000	0,000,000	<input type="button" value="Detail"/>
03/11/2013	10,042,750	03/11/2013	03/11/2013	0,000,000	0,000,000	0,000,000	0	0,000,000	0,000,000	<input type="button" value="Detail"/>
04/11/2013	10,042,750	04/11/2013	04/11/2013	0,000,000	0,000,000	0,000,000	0	0,000,000	0,000,000	<input type="button" value="Detail"/>
05/11/2013	10,042,750	05/11/2013	05/11/2013	0,000,000	0,000,000	0,000,000	0	0,000,000	0,000,000	<input type="button" value="Detail"/>
06/11/2013	10,042,750	06/11/2013	06/11/2013	0,000,000	0,000,000	0,000,000	0	0,000,000	0,000,000	<input type="button" value="Detail"/>

Showing 1 to 6 of 6 records

Gambar 15. Tombol [Detail] pada halaman daftar *billing payment history*

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

**GLSS** Billing Payment History Detail User: Admin

Billing Payment History Detail

Payment Transaction Invoice	First Due Date of Lease Unit 12/11/2018	First Due Date of Payment 12/11/2018	Term of Payment (Days) 4
Monthly Installment Rp 10,244,750	Deposit Amount Rp 0	Number of Payment (Months) 9	Deposit Payment Date 12/11/2018
Payment Status PAID	Amendment/Special Contract No	Due on Invoice Date 12/11/2018	Interest Rate (%) 10.500000

Payment Condition

Payment Schedule (per day/year) 12/11/2018	Collection Date (per day/year) 12/11/2018	Stock Down Amount Rp 0	Penalty Amount Rp 0
Collection Amount Rp 10,244,750	Collection Category to Other Lease Unit	Total Amount Rp 0	
VAT Amount Rp 102,811	PTN Amount Rp 80,102		

**Set to Draft**

Gambar 16. Tombol [Set to Draft] pada halaman detail billing payment history