

# **USER GUIDE**

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## **OPERATING LEASE**

**Dipersiapkan untuk:**

**PT. Dipo Star Finance**

**Disusun oleh:**

**PT. Inovasi Mitra Sejati**

**September 2023**



Dokumen ini mengandung informasi yang merupakan hak milik PT. Dipo Star Finance. Dokumen ini (termasuk bagian-bagian di dalamnya) tidak diperbolehkan untuk disebarluaskan, diperbanyak ataupun dipindah tangankan kepada pihak-pihak lain diluar PT. Dipo Star Finance tanpa izin tertulis dari manajemen PT. Dipo Star Finance.

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## **LEMBAR PERSETUJUAN**

Dipersiapkan oleh :

Name	Position / Department	Signature	Approve Date
Nuril Humaya	Technical Writer PT. Inovasi Mitra Sejati		

Dievaluasi oleh :

Name	Position / Department	Signature	Approve Date
Antonius Hari	Project Manager PT. Inovasi Mitra Sejati		
Sepria Yunita	Project Leader PT. Inovasi Mitra Sejati		

Adapun yang bertanda tangan di bawah ini menyatakan bahwa dokumen ini adalah dokumen yang sudah sesuai dengan permintaan dari pihak PT Dipo Star Finance. Item-item yang tercantum didalam dokumen ini diluar *Changes Request* dan *Case and Solution*, sudah dicover oleh Base Line IFinancing, dan sudah dijamin oleh PT. Inovasi Mitra Sejati sesuai dengan system IFinancing yang tersedia saat ini. Dokumen ini akan digunakan oleh PT. Dipo Star Finance sebagai materi Training dan Testing.

Item-item yang tercantum dalam *Changes Request* dan *Case and Solution*, yang dituangkan pada dokumen ini berdasarkan hasil User Requirement antara PT. Inovasi Mitra Sejati dan PT. Dipo Star Finance.

Disetujui Oleh :

Name	Position / Department	Signature	Approve Date
Richardus Bayu	Project Manager PT. Dipo Star Finance		
Sony Nugraha	Project Manager PT. Dipo Star Finance		

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## **RIWAYAT PERUBAHAN DOKUMEN**

Version	Tanggal	Diubah oleh	Penjelasan Perubahan
1.0	September 2023	Nuril Humaya	First Draft

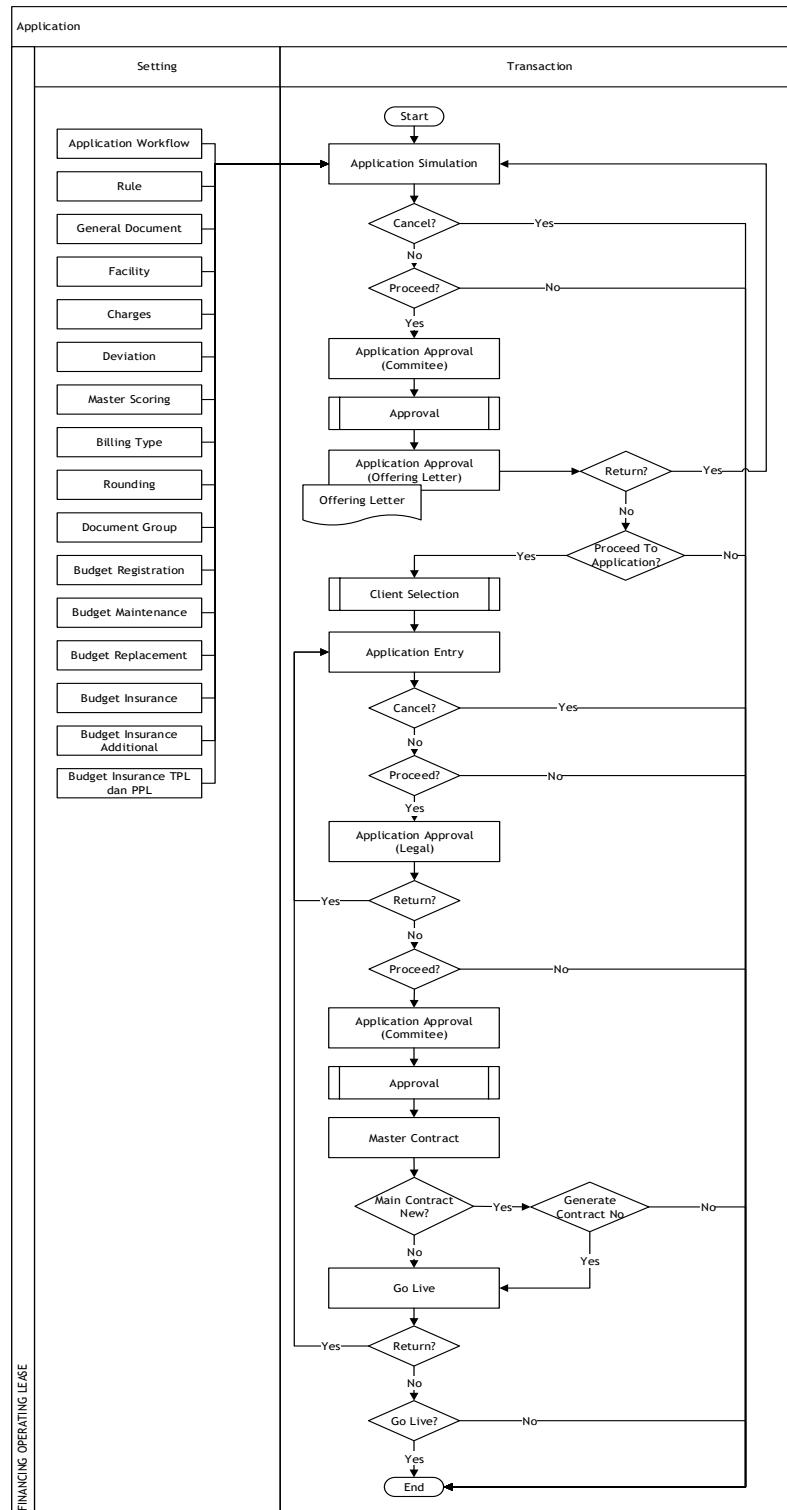
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## 1 Sistem Modul

Modul Operating Lease digunakan untuk proses setting data Operating Lease dan melakukan proses transaksi seperti General Policy, Application, Contract, Billing, Taxation, Account Maintenance, Account Management, dan Collection. Modul ini juga akan menampilkan Inquiry dan Interface data Operating Lease.

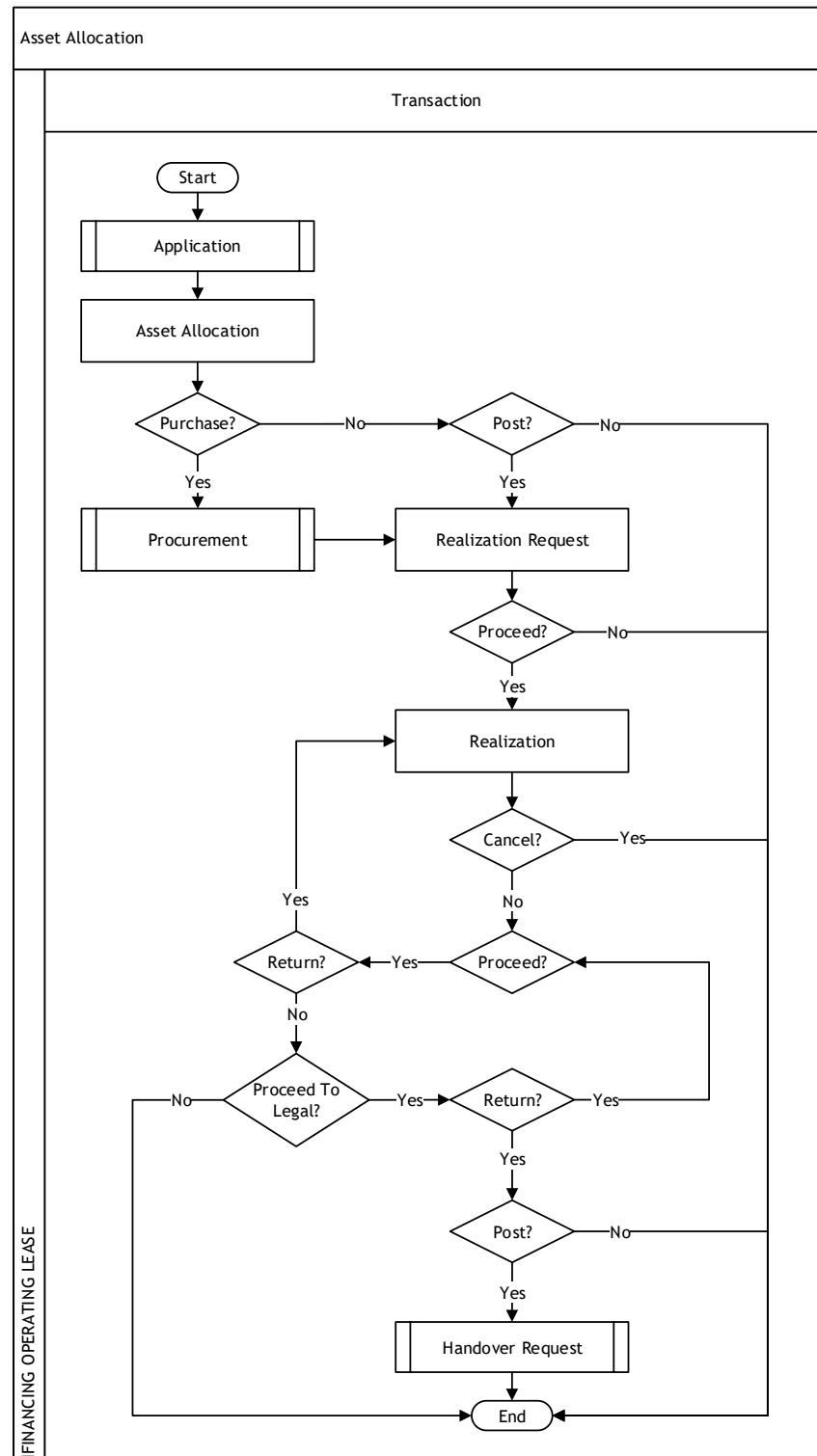
## 2 General Flow

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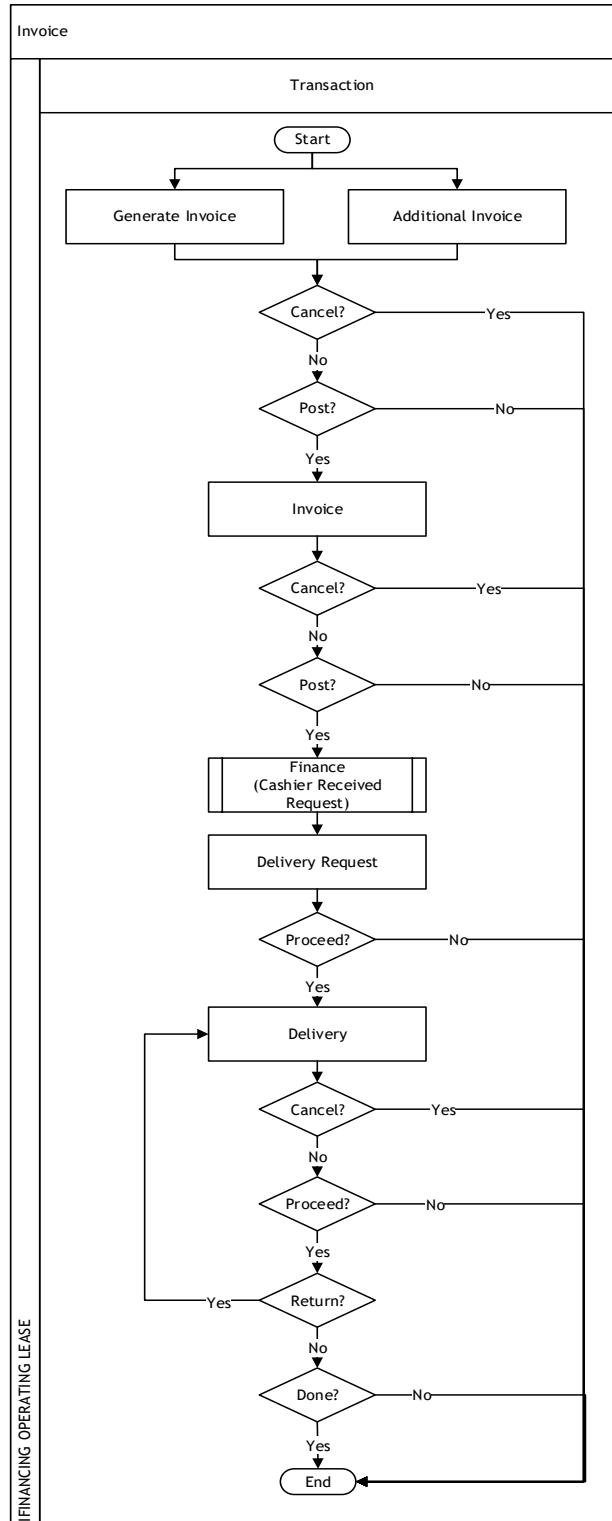
Gambar 1 General Flow Application

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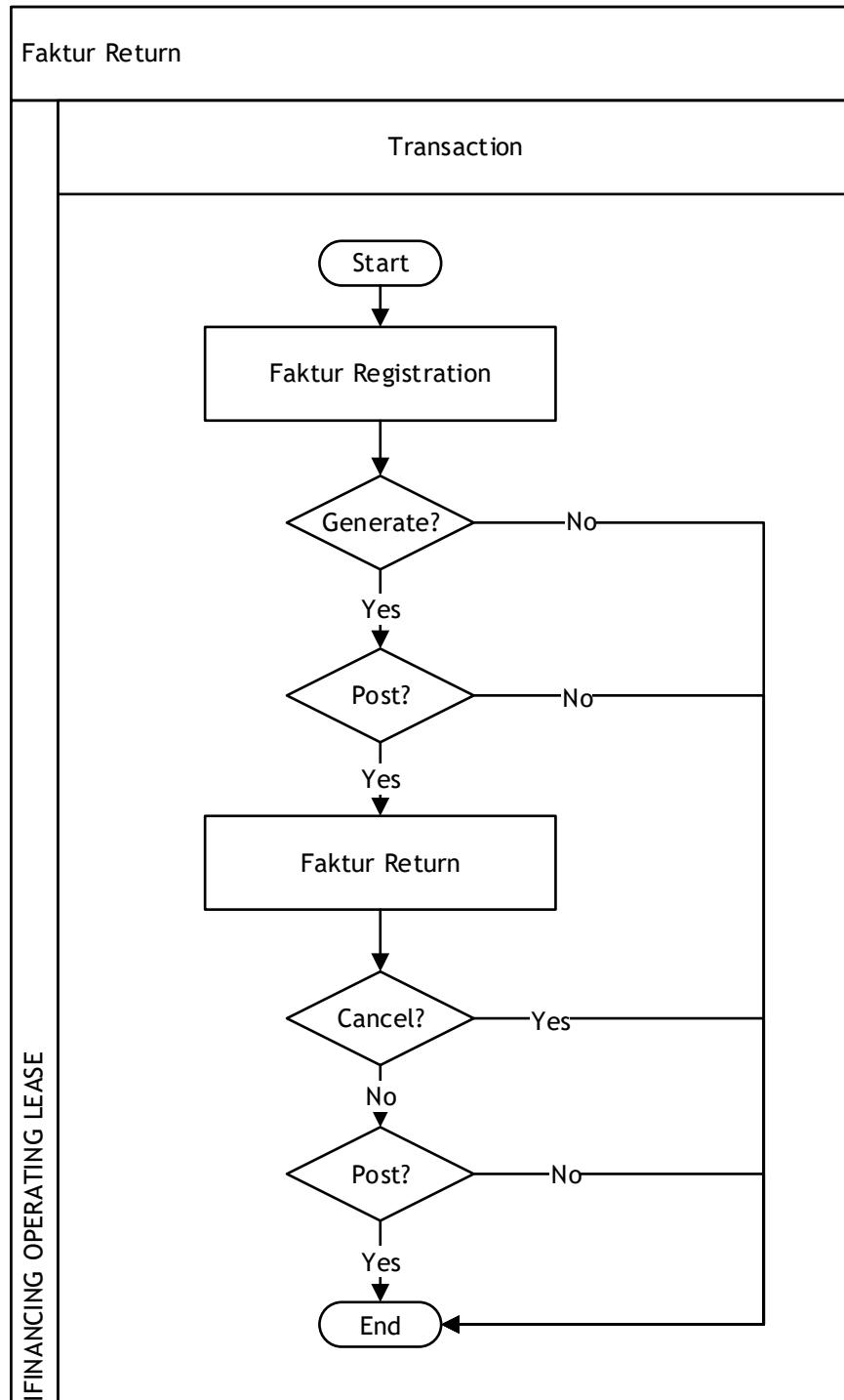
**Gambar 2 General Flow Asset Allocation**

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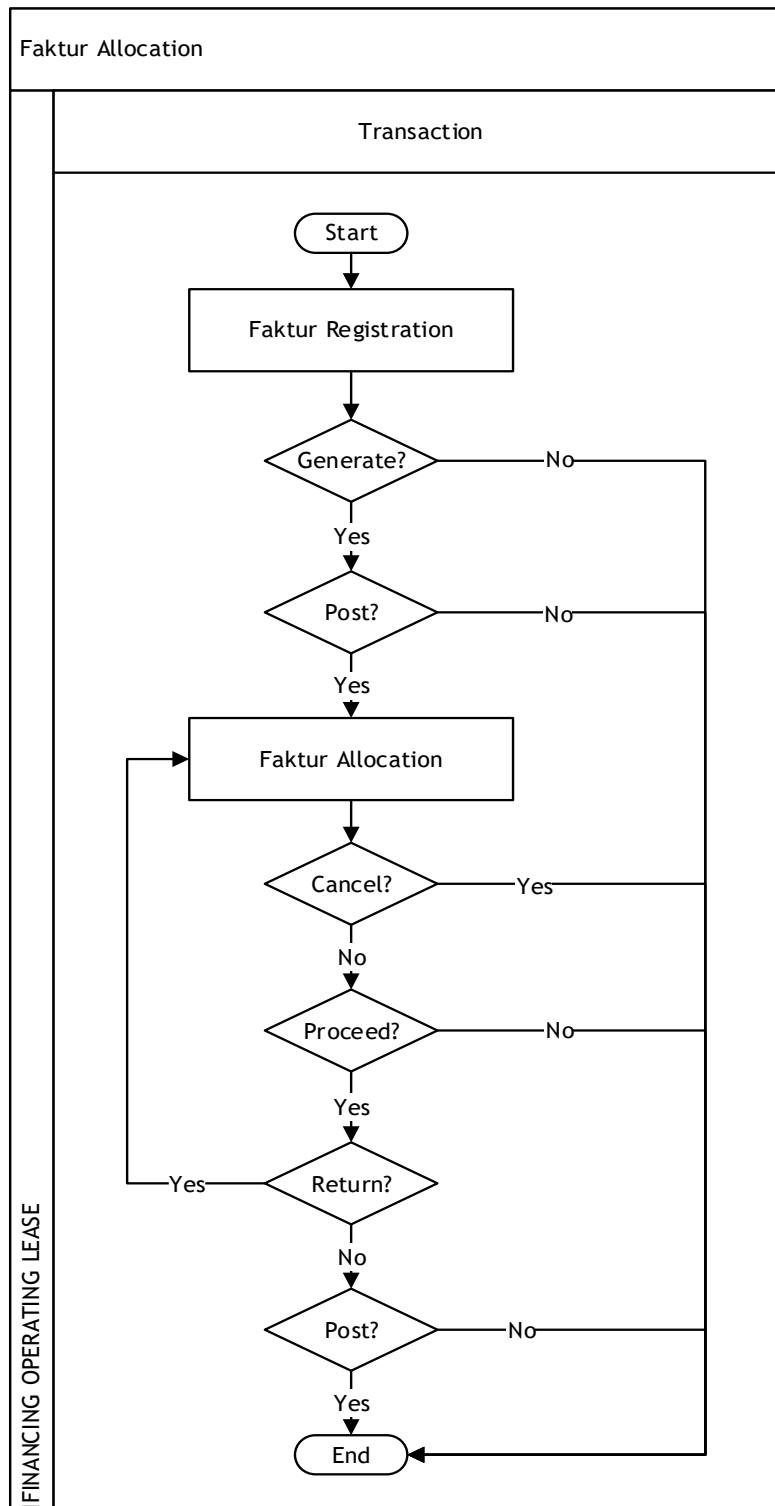
Gambar 3 General Flow Invoice

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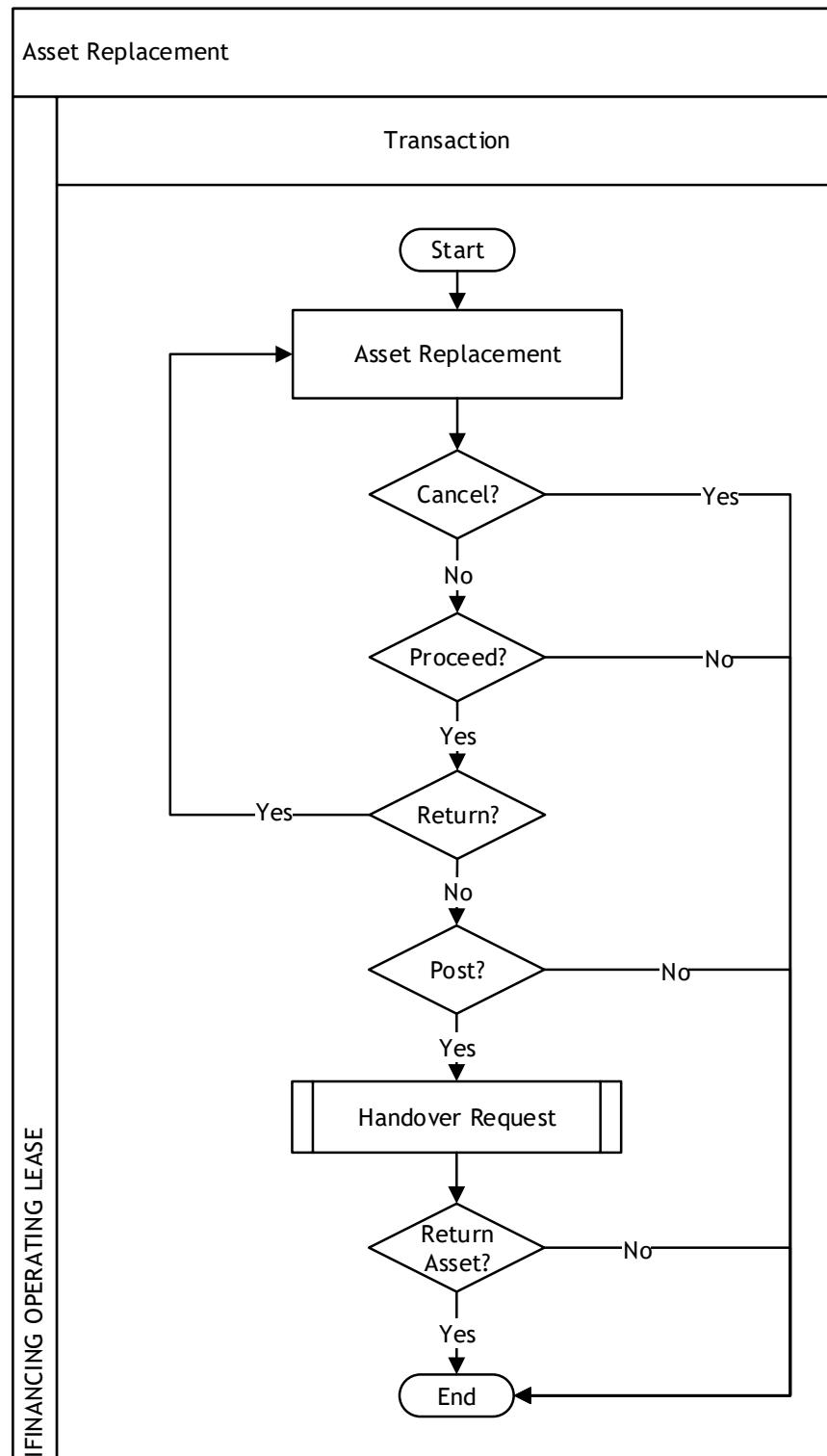
**Gambar 4 General Flow Faktur Return**

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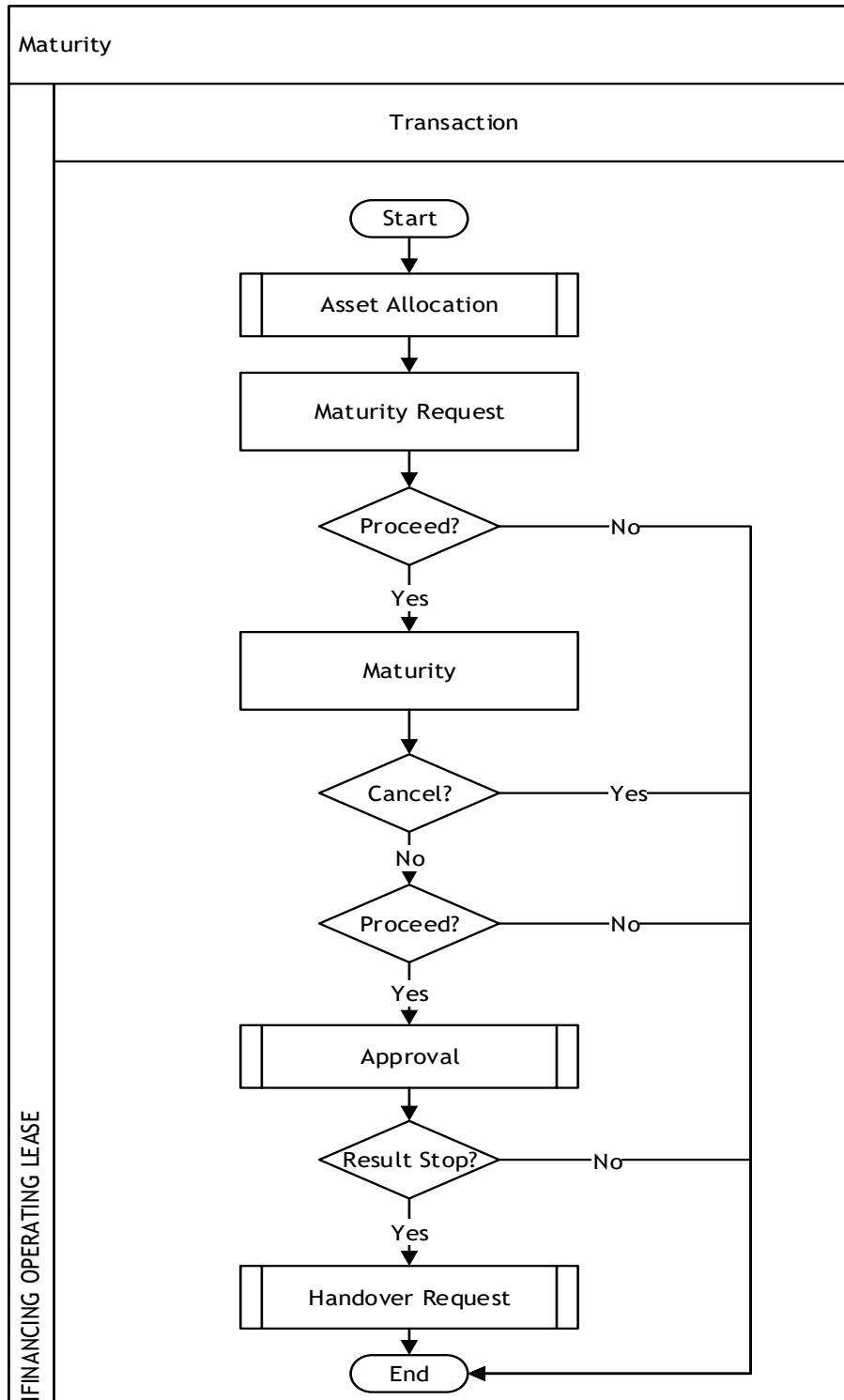
Gambar 5 General Flow Faktur Allocation

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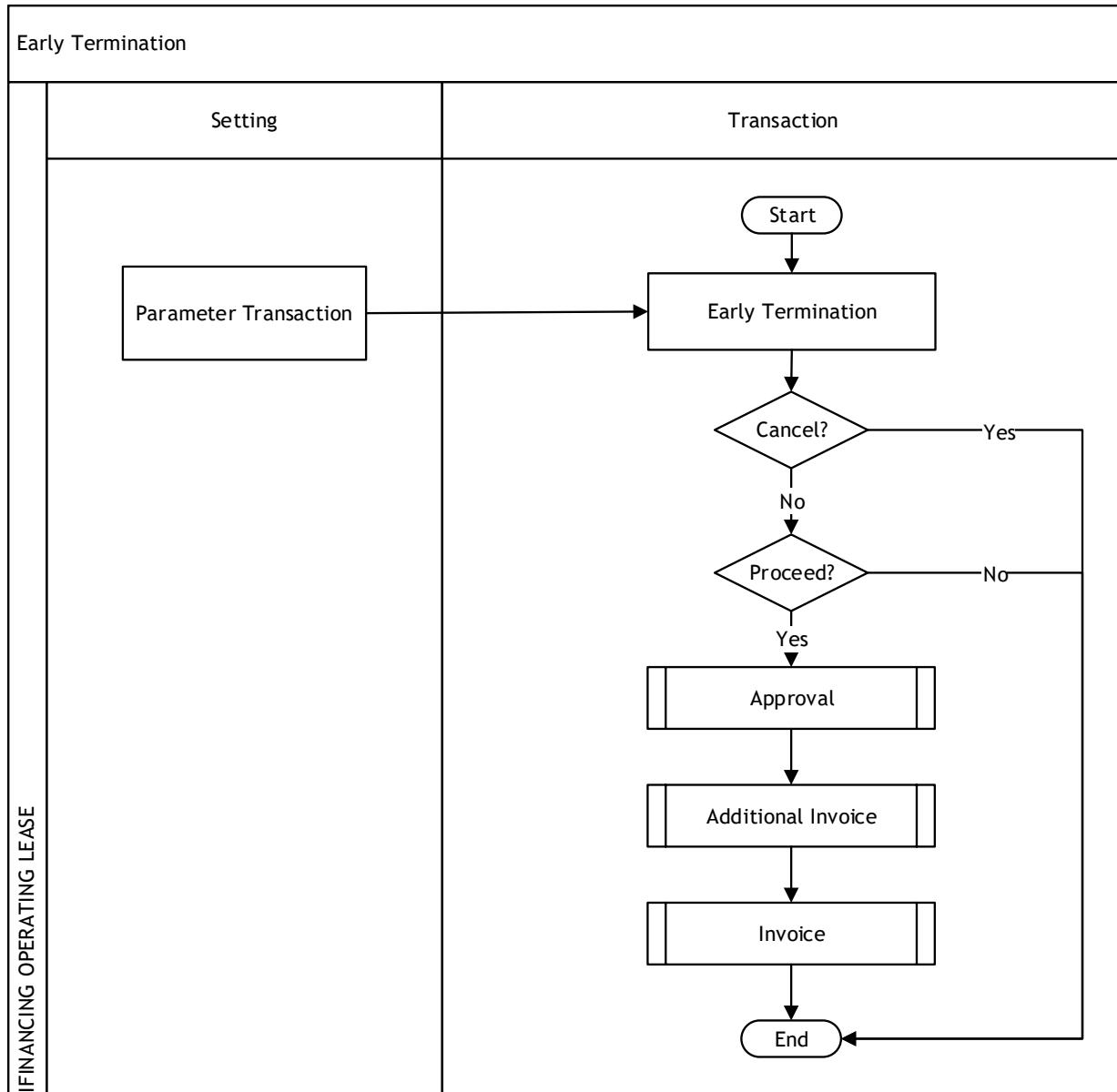
**Gambar 6 General Flow Asset Replacement**

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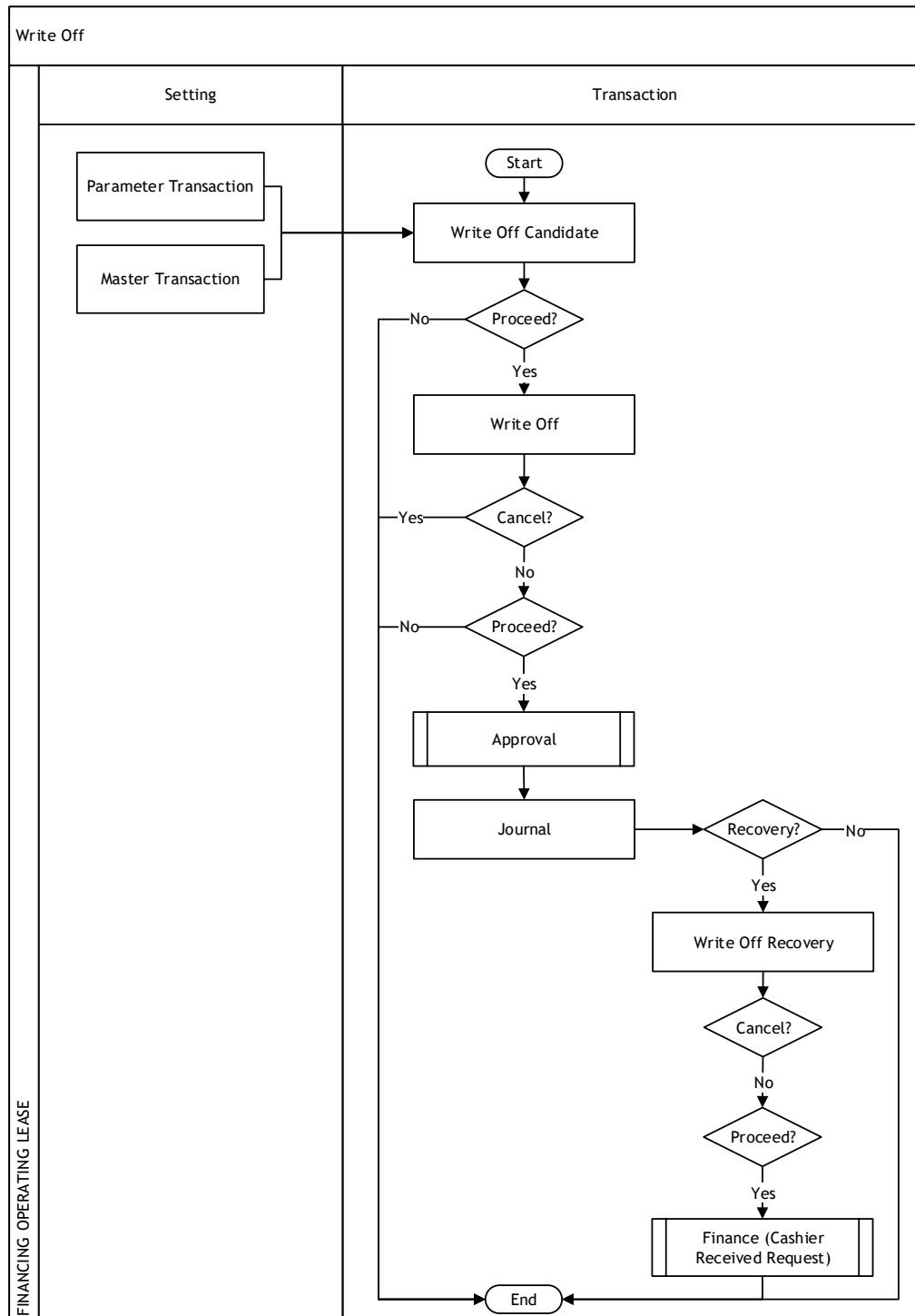
**Gambar 7 General Flow Maturity**

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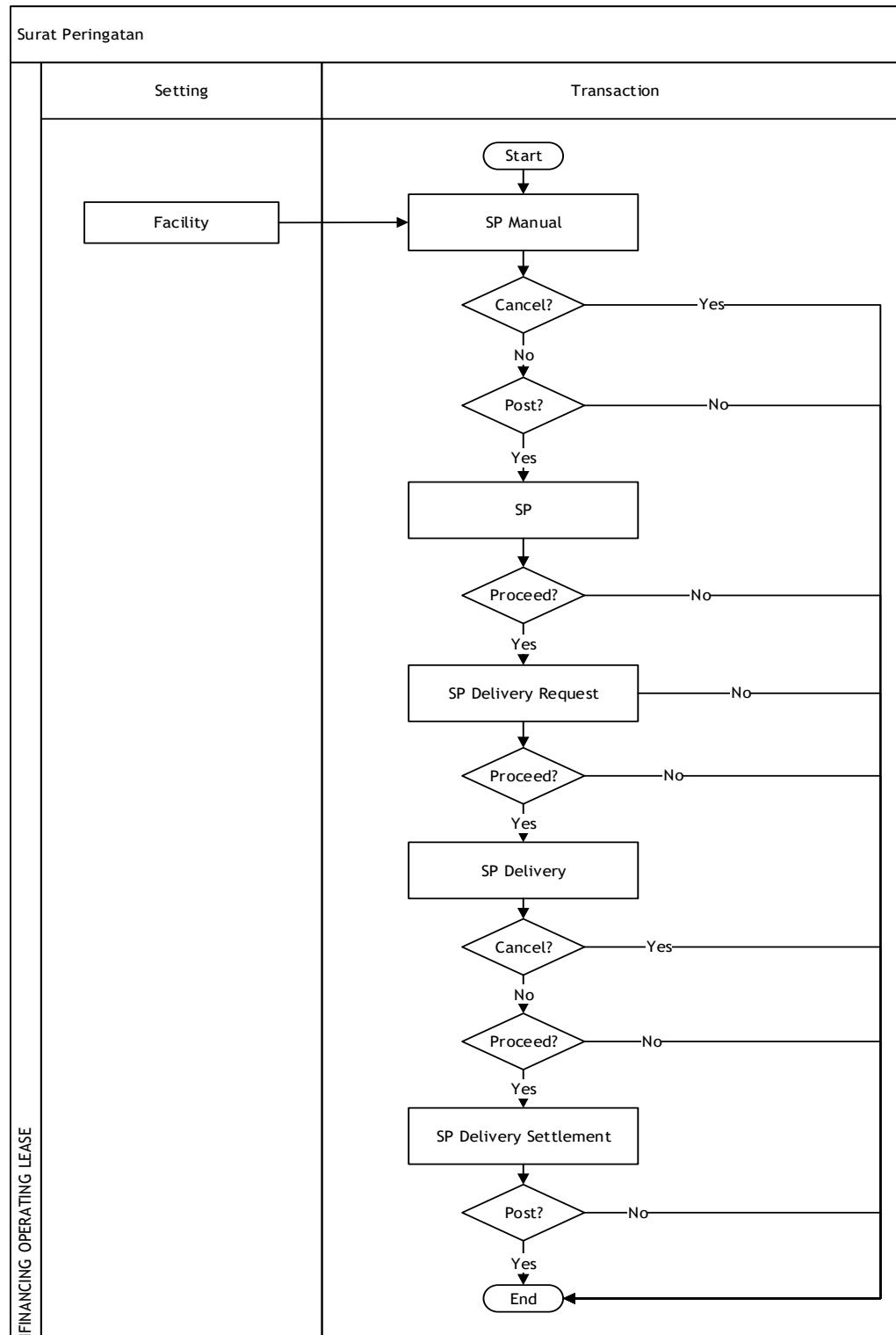
**Gambar 8 General Flow Early Termination**

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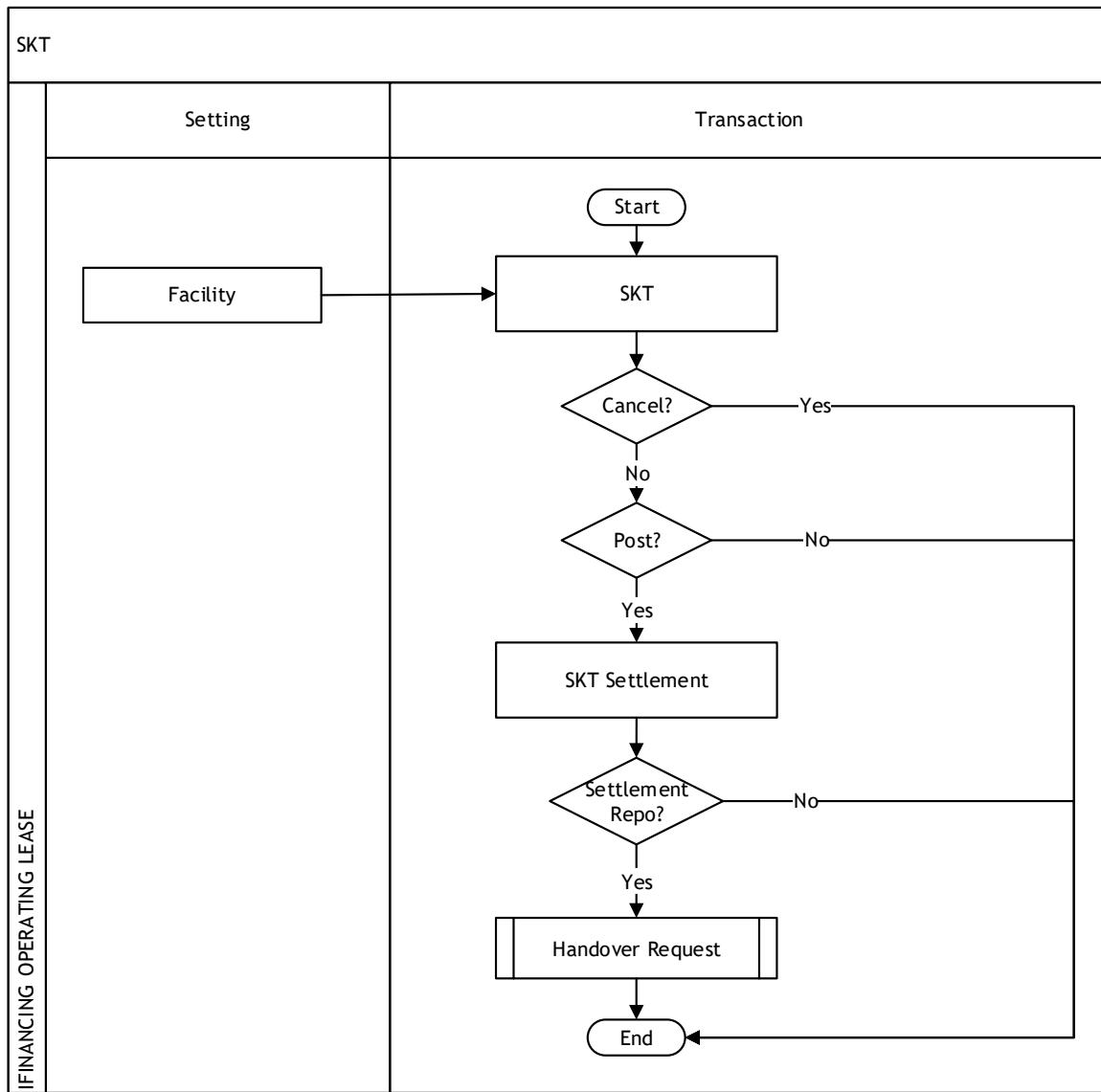
Gambar 9 General Flow Write Off

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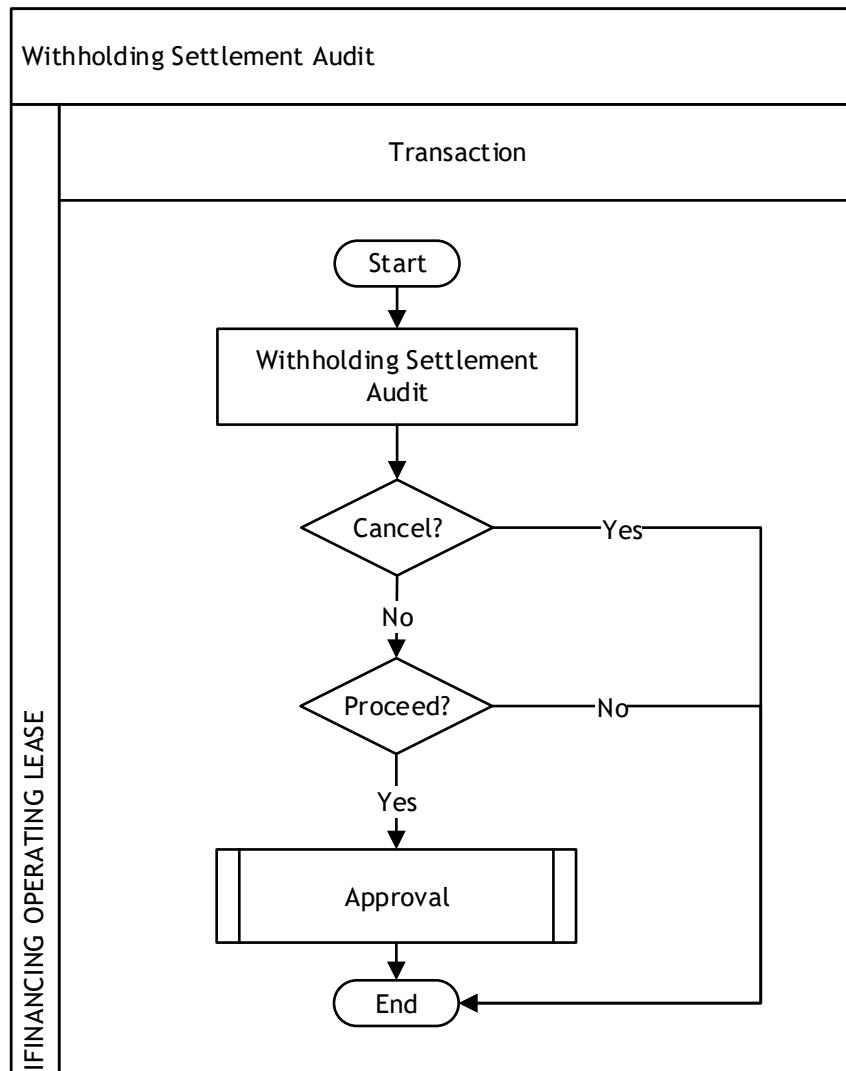
Gambar 10 General Flow Surat Peringatan

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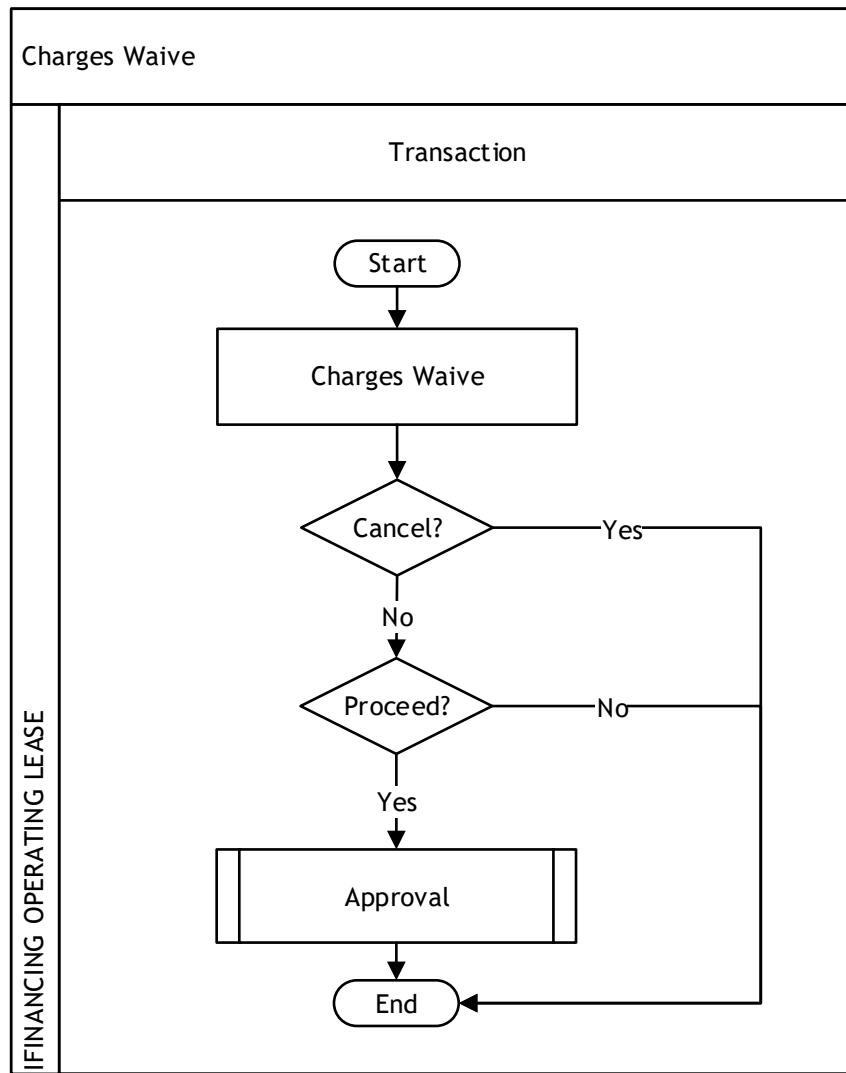
Gambar 11 General Flow SKT

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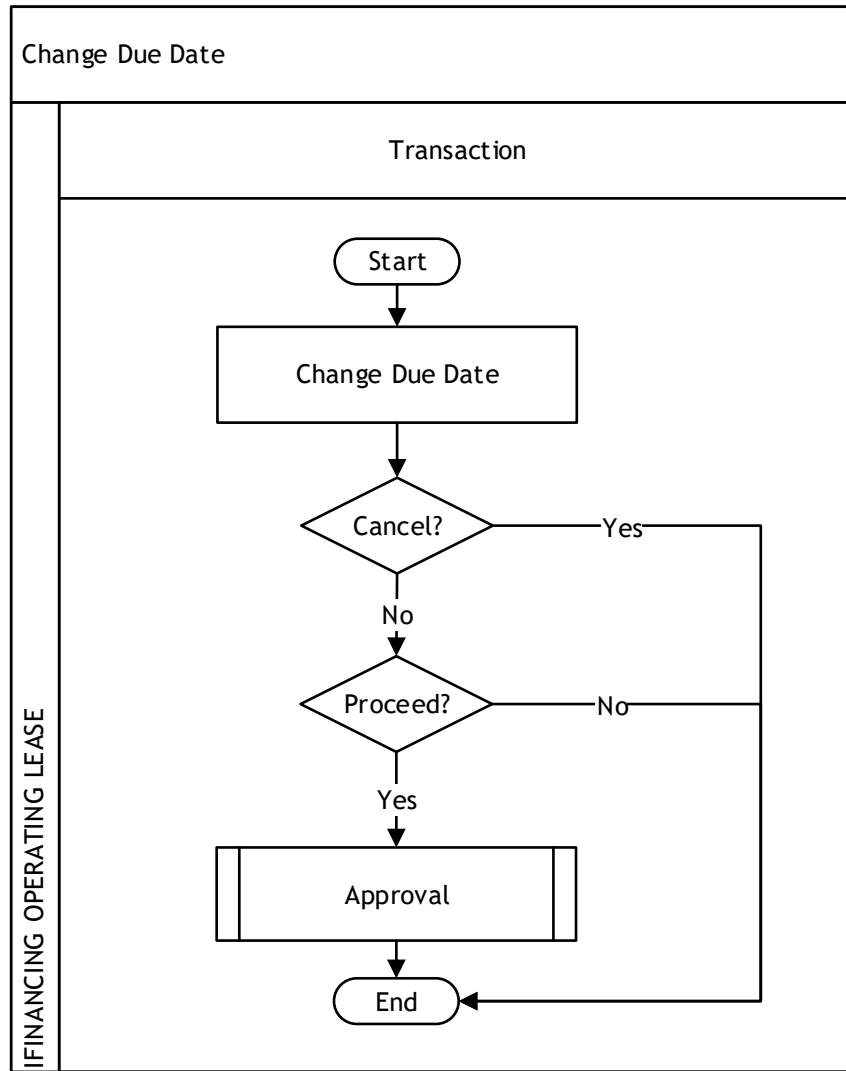
Gambar 12 General Flow Withholding Settlement Audit

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Gambar 13 General Flow Charge Waive

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Gambar 14 General Flow Change Due Date

### 3 Menu dan Cara Penggunaan

#### 3.1 Setting

Setting adalah Menu yang melakukan proses setting data master untuk kebutuhan transaksi pada modul Operating Lease. Selain itu, data master tersebut akan digunakan sebagai panduan atau kelengkapan data transaksi modul Operating Lease. Berikut adalah detail penjelasan per masing-masing sub menu yang dapat digunakan oleh user.

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### 3.1.1 General Code

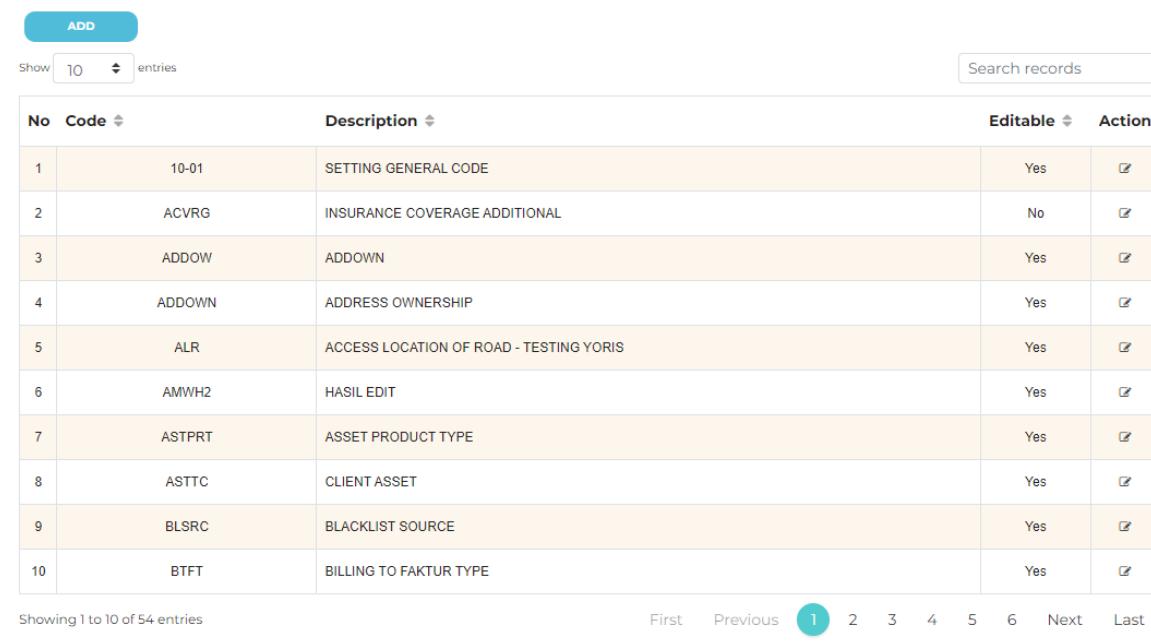
Sub Menu General Code dapat diakses oleh user melalui modul **Operating Lease > Setting > General Code**. Sub Menu General Code dapat digunakan oleh user untuk menentukan pengkodean yang digunakan pada modul Operating Lease.

#### 3.1.1.1 Step Process General Code

Berikut adalah Step Process General Code:

- a. Klik tombol  untuk menambahkan data pada tampilan General Code List.

General Code List



The screenshot shows a table titled "General Code List". The columns are labeled "No", "Code", "Description", "Editable", and "Action". There are 10 rows of data, each with a unique number from 1 to 10, a code, a description, an "Editable" status (Yes or No), and an "Action" column with a checkbox. The "Description" column contains entries like "SETTING GENERAL CODE", "INSURANCE COVERAGE ADDITIONAL", etc. The "Editable" column has mostly "Yes" values. The "Action" column has checkboxes that are all checked.

No	Code	Description	Editable	Action
1	10-01	SETTING GENERAL CODE	Yes	<input type="checkbox"/>
2	ACVRG	INSURANCE COVERAGE ADDITIONAL	No	<input type="checkbox"/>
3	ADDOWN	ADDOWN	Yes	<input type="checkbox"/>
4	ADDOWN	ADDRESS OWNERSHIP	Yes	<input type="checkbox"/>
5	ALR	ACCESS LOCATION OF ROAD - TESTING YORIS	Yes	<input type="checkbox"/>
6	AMWH2	HASIL EDIT	Yes	<input type="checkbox"/>
7	ASTPRT	ASSET PRODUCT TYPE	Yes	<input type="checkbox"/>
8	ASTTC	CLIENT ASSET	Yes	<input type="checkbox"/>
9	BLSRC	BLACKLIST SOURCE	Yes	<input type="checkbox"/>
10	BTFT	BILLING TO FAKTUR TYPE	Yes	<input type="checkbox"/>

Showing 1 to 10 of 54 entries

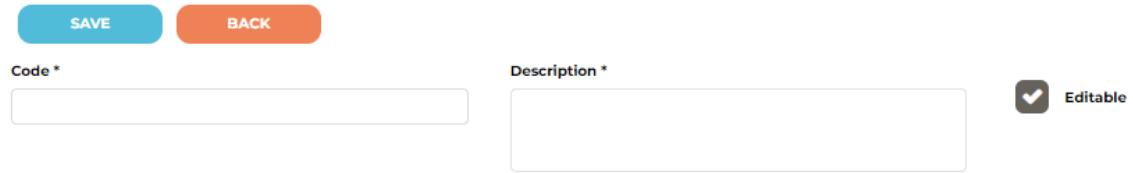
First Previous 1 2 3 4 5 6 Next Last

Gambar 15 Halaman General Code List

- b. Lengkapi data pada field yang tersedia, lalu klik tombol  untuk menyimpan data atau klik tombol  untuk kembali ke halaman sebelumnya.

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### General Code Info

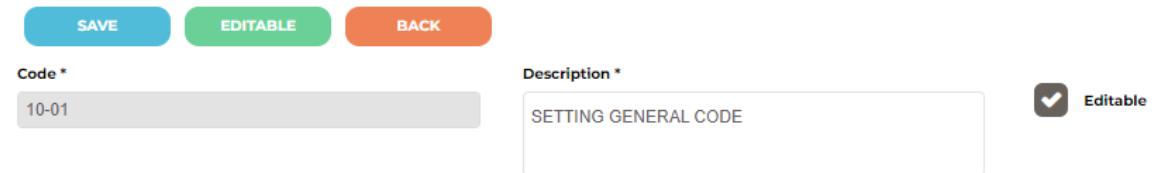


The screenshot shows a form titled "General Code Info". It has two input fields: "Code \*" containing "10-01" and "Description \*" containing "SETTING GENERAL CODE". Below the fields are three buttons: "SAVE" (blue), "BACK" (orange), and a button labeled "Editable" which has a checked checkbox icon and the word "Editable" next to it.

**Gambar 16 Halaman General Code Info**

- c. Setelah data General Code berhasil disimpan, user dapat mengklik tombol **EDITABLE** maka status data akan berubah menjadi **Editable**, jika user tidak mengklik kembali tombol **EDITABLE** maka status data akan berubah menjadi **Editable**.

### General Code Info



The screenshot shows a form titled "General Code Info". It has two input fields: "Code \*" containing "10-01" and "Description \*" containing "SETTING GENERAL CODE". Below the fields are three buttons: "SAVE" (blue), "EDITABLE" (green), and "BACK" (orange). To the right of the "EDITABLE" button is a checked checkbox icon and the word "Editable".

**Gambar 17 Halaman General Code Info (Editable)**

- d. Setelah data General Code berhasil disimpan, maka sistem akan menampilkan halaman Sub General Code List. Jika General Code tidak Editable maka halaman Sub General Code List hanya dapat dilihat, namun jika General Code Editable maka user dapat menambahkan data Sub General Code List dengan klik tombol **ADD**.

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#### Sub General Code List



Sub General Code List

Show 10 entries Search records

No	Code	Description	OJK Code	Order Key	Active	Action
1	1001	SUB GENERAL CODE INFO	123	0	No	<input checked="" type="checkbox"/>
2	0000.SO.23	SUB GENERAL CODE 2	3	2	Yes	<input checked="" type="checkbox"/>

Showing 1 to 2 of 2 entries First Previous 1 Next Last

**Gambar 18 Halaman General Sub Code List (Editable)**

#### Sub General Code List



Sub General Code List

Show 10 entries Search records

No	Code	Description	OJK Code	Order Key	Active	Action
1	1001	SUB GENERAL CODE INFO	123	0	No	<input checked="" type="checkbox"/>
2	0000.SO.23	SUB GENERAL CODE 2	3	2	Yes	<input checked="" type="checkbox"/>

Showing 1 to 2 of 2 entries First Previous 1 Next Last

**Gambar 19 Halaman General Sub Code List (Non-Editable)**

- e. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

#### Sub General Code Info



Sub General Code Info

Code \*

Description \*

OJK Code \*

Order Key \*

Active

SAVE BACK

**Gambar 20 Halaman Sub General Code Info**

- f. Jika user memberi tanda checklist  **Active** maka data dapat digunakan dan status data Sub General Code akan berubah menjadi active, sedangkan jika user tidak memberi tanda checklist  **Active** maka status data Sub General Code akan berubah menjadi non-active dan tidak dapat digunakan.

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- g. Setelah data Sub General Code berhasil disimpan, maka sistem akan menampilkan halaman Sub General Code Detail List. Klik tombol  untuk menambahkan data pada tampilan Sub General Code Detail List.

Sub General Code Detail List



The screenshot shows a table with the following data:

No	Code	Description	OJK Code	Order Key	Active	Action
1	0011	SUB GENERAL CODE DETAIL INFO 1	-	0	Yes	
2	0000	SUB GENERAL CODE DETAIL INFO	1	2	No	

Showing 1 to 2 of 2 entries

Gambar 21 Halaman Sub General Code Detail List

- h. Lengkapi data pada field yang tersedia, lalu klik tombol  untuk menyimpan data atau klik tombol  untuk kembali ke halaman sebelumnya.

Sub General Code Detail Info



The form fields are:

- Code \*:
- Description \*:
- OJK Code \*:
- Order Key \*:
- Active:  Active 

Gambar 22 Halaman Sub General Code Detail Info

- i. Jika user memberi tanda checklist  Active maka data dapat digunakan dan status data Sub General Code Detail akan berubah menjadi active, sedangkan jika user tidak memberi tanda checklist  Active maka status data Sub General Code Detail akan berubah menjadi non-active dan tidak dapat digunakan.
- j. Jika user ingin melakukan perubahan data klik tombol  pada baris data Sub General Code Detail List.
- k. Jika user ingin melakukan perubahan data klik tombol  pada baris data Sub General Code List.

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- I. Jika user ingin melakukan perubahan data klik tombol  pada baris data General Code List.

### 3.1.2 General Document

Sub Menu General Document dapat diakses oleh user melalui modul **Operating Lease > Setting > General Document**. Sub Menu General Document dapat digunakan oleh user untuk melakukan proses setting dokumen yang nantinya akan digunakan untuk kelengkapan pengajuan aplikasi.

#### 3.1.2.1 Step Process General Document

Berikut adalah Step Process General Document

- a. Klik tombol  untuk menambahkan data pada tampilan General Document List.

General Document List



The screenshot shows a table titled "General Document List". The table has columns for "No", "Description", "Active", and "Action". The "Description" column lists various document types: AKTA PENDIRIAN, AKTA PERUBAHAN, SIUP, SIM, HOME SUPPLY, LAPORAN KEUANGAN, NPWP, SKT, NIB BERBASIS RESIKO, IJIN USAHA, and SERTIFIKAT STANDART. The "Active" column shows values Yes or No, and the "Action" column shows checkboxes. At the top, there are buttons for "ADD" (blue) and "DELETE" (orange). Below the table, there is a search bar labeled "Search records", a dropdown for "Show 10 entries", and a navigation bar with buttons for "First", "Previous", "Next", and "Last". The current page is indicated as "1".

Gambar 23 Halaman General Document List

- b. Lengkapi data pada field yang tersedia, lalu klik tombol  untuk menyimpan data atau klik tombol  untuk kembali ke halaman sebelumnya.

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## General Document Info

SAVE
BACK

Description \*

✓
Active

**Gambar 24 Halaman General Document Info**

- c. Jika user memberi tanda checklist  Active maka data dapat digunakan dan status data General Document akan berubah menjadi active, sedangkan jika user tidak memberi tanda checklist  Active maka status data General Document akan berubah menjadi non-active dan tidak dapat digunakan.
- d. Jika user ingin melakukan perubahan data klik tombol  pada baris data General Document List.

### 3.1.3 GL Link

Sub Menu GL Link dapat diakses oleh user melalui modul **Operating Lease > Setting > GL Link**. Sub Menu GL Link dapat digunakan oleh user untuk melakukan proses setting terhadap data General Ledger yang akan digunakan pada sistem.

#### 3.1.3.1 Step Process GL Link

Berikut adalah Step Process GL Link:

- a. Klik tombol  untuk menambahkan data pada tampilan GL Link List.

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#### GL Link List

No		Code	Name	Active	Action
1		CETA	ET ADMIN CHARGES	Yes	<input checked="" type="checkbox"/>
2		CETP	ET PENALTY CHARGES	Yes	<input checked="" type="checkbox"/>
3		DEFF_INC	DEFERRED RENTAL INCOME	Yes	<input checked="" type="checkbox"/>
4		DPOTH	DEPOSIT OTHER	Yes	<input checked="" type="checkbox"/>
5		DPS_INST	DEPOSIT INSTALLMENT	Yes	<input checked="" type="checkbox"/>
6		GLOPL	GL LINK OPERATING LEASE	Yes	<input checked="" type="checkbox"/>
7		INST	RENTAL AMOUNT	Yes	<input checked="" type="checkbox"/>
8		INTR	INTEREST	Yes	<input checked="" type="checkbox"/>
9		INTRIC	INTEREST INCOME	Yes	<input checked="" type="checkbox"/>
10		INVCRV	INVOICE CASHIER RECEIVED	Yes	<input checked="" type="checkbox"/>

Showing 1 to 10 of 30 entries

First Previous 1 2 3 Next Last

**Gambar 25 Halaman GL Link List**

- b. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

#### GL Link Info

<b>SAVE</b>	<b>BACK</b>
Code *	Name *
<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Active	

**Gambar 26 Halaman GL Link Info**

- c. Jika user ingin melakukan perubahan data klik tombol  pada baris data GL Link List.
- d. Untuk menghapus data GL Link, user dapat memberi tanda checklist “

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### 3.1.4 Dimension

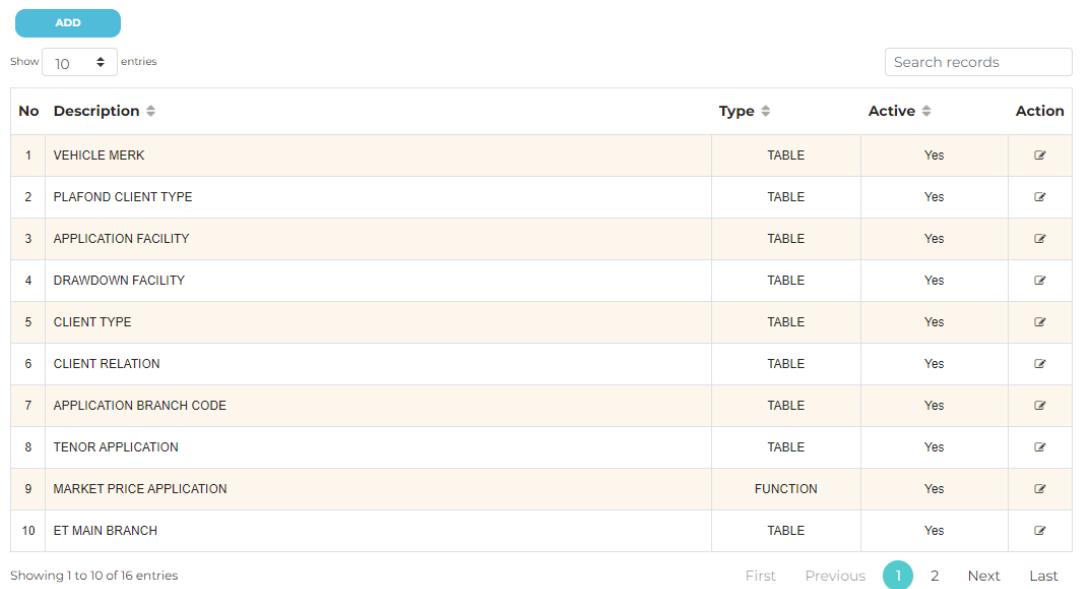
Sub Menu Dimension dapat diakses oleh user melalui modul **Operating Lease > Setting > Dimension**. Sub Menu Dimension dapat digunakan oleh user untuk melakukan proses setting terhadap data kriteria untuk melakukan proses Approval.

#### 3.1.4.1 Step Process Dimension

Berikut adalah Step Process Dimension:

- a. Klik tombol  untuk menambahkan data pada tampilan Dimension List.

Dimension List



No	Description	Type	Active	Action
1	VEHICLE MERK	TABLE	Yes	<input type="checkbox"/>
2	PLAFOND CLIENT TYPE	TABLE	Yes	<input type="checkbox"/>
3	APPLICATION FACILITY	TABLE	Yes	<input type="checkbox"/>
4	DRAWDOWN FACILITY	TABLE	Yes	<input type="checkbox"/>
5	CLIENT TYPE	TABLE	Yes	<input type="checkbox"/>
6	CLIENT RELATION	TABLE	Yes	<input type="checkbox"/>
7	APPLICATION BRANCH CODE	TABLE	Yes	<input type="checkbox"/>
8	TENOR APPLICATION	TABLE	Yes	<input type="checkbox"/>
9	MARKET PRICE APPLICATION	FUNCTION	Yes	<input type="checkbox"/>
10	ET MAIN BRANCH	TABLE	Yes	<input type="checkbox"/>

Showing 1 to 10 of 16 entries

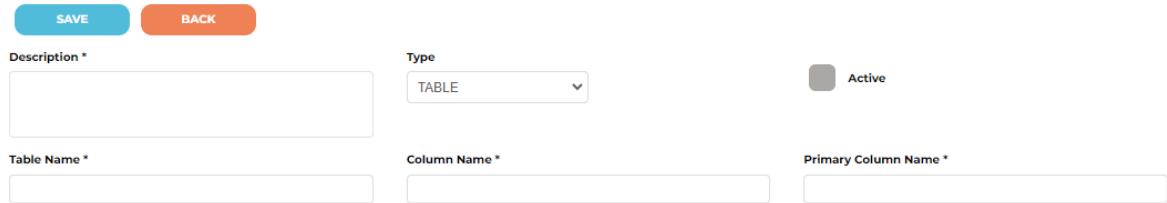
First Previous 1 2 Next Last

Gambar 27 Halaman Dimension List

- b. Lengkapi data pada field yang tersedia, lalu klik tombol  untuk menyimpan data atau klik tombol  untuk kembali ke halaman sebelumnya.

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#### Dimension Info



This screenshot shows the 'Dimension Info' form for a dimension of type 'TABLE'. It includes fields for Description, Type (set to TABLE), Active status (checked), Table Name, Column Name, and Primary Column Name.

**Gambar 28 Halaman Dimension Info (Type: Table)**

#### Dimension Info



This screenshot shows the 'Dimension Info' form for a dimension of type 'FUNCTION'. It includes fields for Description, Type (set to FUNCTION), Active status (checked), Function Name, and Primary Column Name.

**Gambar 29 Halaman Dimension Info (Type: Function)**

- c. Jika user memberi tanda checklist  **Active** maka data dapat digunakan dan status data Dimension akan berubah menjadi active, sedangkan jika user tidak memberi tanda checklist  **Active** maka status data Dimension akan berubah menjadi non-active dan tidak dapat digunakan.
- d. Setelah data Dimension berhasil disimpan, maka sistem akan menampilkan halaman Dimension Value List. Klik tombol  untuk menambahkan data pada tampilan Dimension Value List.

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Dimension Value List



No	Description	Value	Action
1	CIDENG	0001	
2	KELAPA GADING	0002	

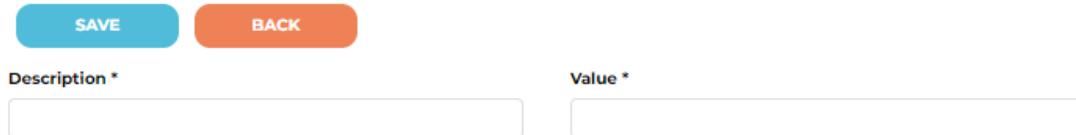
Showing 1 to 2 of 2 entries

First Previous 1 Next Last

**Gambar 30 Halaman Dimension Value List**

- e. Lengkapi data pada field yang tersedia, lalu klik tombol  untuk menyimpan data atau klik tombol  untuk kembali ke halaman sebelumnya.

Dimension Value Info



**SAVE**    **BACK**

Description \*

Value \*

**Gambar 31 Halaman Dimension Value Info**

- f. Jika user ingin melakukan perubahan data klik tombol  pada baris data Dimension Value List.
- g. Untuk menghapus data Dimension Value, user dapat memberi tanda checklist “” pada baris data Dimension Value List kemudian klik tombol .
- h. Jika user ingin melakukan perubahan data klik tombol  pada baris data Dimension List.

### 3.1.5 Master Approval

Sub Menu Master Approval dapat diakses oleh user melalui modul **Operating Lease > Setting > Master Approval**. Sub Menu Master Approval dapat digunakan oleh user untuk melakukan setting terhadap data yang membutuhkan approval.

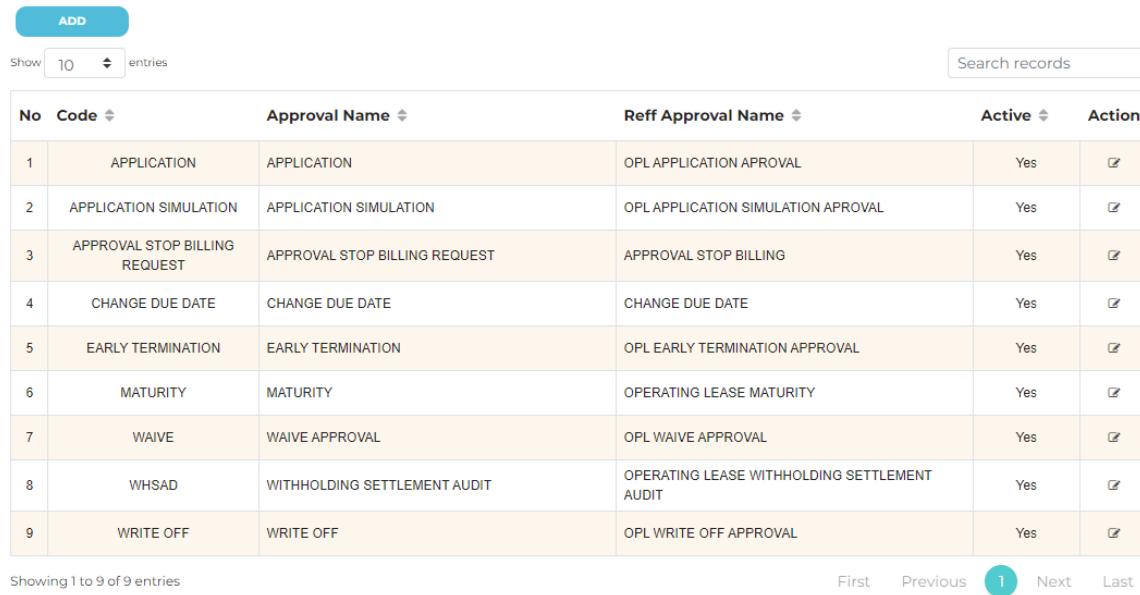
#### 3.1.5.1 Step Process Master Approval

Berikut adalah Step Process Master Approval:

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- a. Klik tombol  untuk menambahkan data pada tampilan Master Approval List.

Master Approval List



The screenshot shows a table titled "Master Approval List" with 9 entries. The columns are: No, Code, Approval Name, Reff Approval Name, Active, and Action. The data includes:

No	Code	Approval Name	Reff Approval Name	Active	Action
1	APPLICATION	APPLICATION	OPL APPLICATION APROVAL	Yes	<input checked="" type="checkbox"/>
2	APPLICATION SIMULATION	APPLICATION SIMULATION	OPL APPLICATION SIMULATION APROVAL	Yes	<input checked="" type="checkbox"/>
3	APPROVAL STOP BILLING REQUEST	APPROVAL STOP BILLING REQUEST	APPROVAL STOP BILLING	Yes	<input checked="" type="checkbox"/>
4	CHANGE DUE DATE	CHANGE DUE DATE	CHANGE DUE DATE	Yes	<input checked="" type="checkbox"/>
5	EARLY TERMINATION	EARLY TERMINATION	OPL EARLY TERMINATION APPROVAL	Yes	<input checked="" type="checkbox"/>
6	MATURITY	MATURITY	OPERATING LEASE MATURITY	Yes	<input checked="" type="checkbox"/>
7	WAIVE	WAIVE APPROVAL	OPL WAIVE APPROVAL	Yes	<input checked="" type="checkbox"/>
8	WHSAD	WITHHOLDING SETTLEMENT AUDIT	OPERATING LEASE WITHHOLDING SETTLEMENT AUDIT	Yes	<input checked="" type="checkbox"/>
9	WRITE OFF	WRITE OFF	OPL WRITE OFF APPROVAL	Yes	<input checked="" type="checkbox"/>

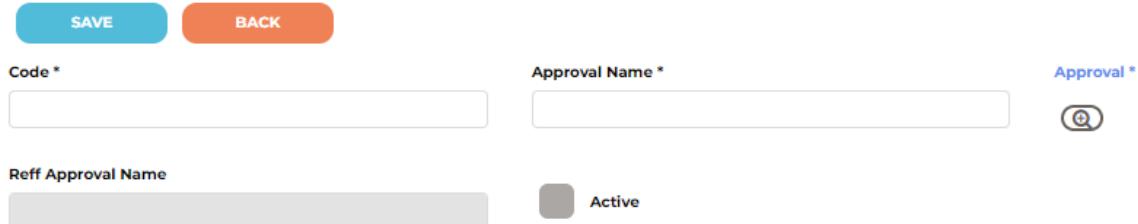
Show 10 entries Search records

Showing 1 to 9 of 9 entries First Previous **1** Next Last

Gambar 32 Halaman Master Approval List

- b. Lengkapi data pada field yang tersedia, lalu klik tombol  untuk menyimpan data atau klik tombol  untuk kembali ke halaman sebelumnya.

Master Approval Info



The screenshot shows a form titled "Master Approval Info" with fields:

- Code \*: Input field
- Approval Name \*: Input field with a search icon
- Reff Approval Name: Input field
- Active: Radio button labeled "Active" (checked)

SAVE BACK

Gambar 33 Halaman Master Approval Info

- c. Jika user memberi tanda checklist  maka data dapat digunakan dan status data Master Approval akan berubah menjadi active, sedangkan jika user tidak memberi tanda checklist

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-  **Active** maka status data Master Approval akan berubah menjadi non-active dan tidak dapat digunakan.
- d. Setelah data Master Approval berhasil disimpan, maka sistem akan menampilkan halaman Approval Dimension List. Klik tombol  untuk melakukan sinkronisasi data Approval Dimension pada sistem.

Approval Dimension List



No	Reff Dimension Code	Reff Dimension Name	Dimension
1	DM.2308.000004	OUTSTANDING NET INVESTMENT OF CUSTOMER GROUP	OUTSTANDING NET INVESTMENT OF CUSTOMER GROUP

Show 10 entries Search records

Showing 1 to 1 of 1 entries First Previous  Next Last

**Gambar 34 Halaman Approval Dimension List**

- e. Jika user ingin melakukan perubahan data klik tombol  pada baris data Master Approval List.

### 3.1.6 Master Scoring

Sub Menu Master Scoring dapat diakses oleh user melalui modul **Operating Lease > Setting > Master Scoring**. Sub Menu Master Scoring dapat digunakan oleh user untuk melakukan proses setting terhadap data Scoring yang akan digunakan pada sistem.

#### 3.1.6.1 Step Process Master Scoring

Berikut adalah Step Process Master Scoring:

- a. Klik tombol  untuk menambahkan data pada tampilan Master Scoring List.

Master Scoring List



No	Code	Description	Reff Scoring Name	Active	Action
1	APPLICATION_SCORING	APPLICATION SCORING	APPLICATION SCORING	Yes	<input checked="" type="checkbox"/>

Show 10 entries Search records

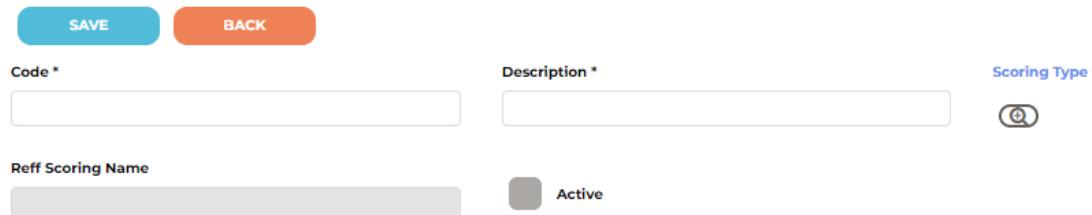
Showing 1 to 1 of 1 entries First Previous  Next Last

**Gambar 35 Halaman Master Scoring List**

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- b. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

#### Master Scoring Info



The screenshot shows a form titled "Master Scoring Info". It includes fields for "Code \*", "Description \*", "Reff Scoring Name", and "Scoring Type \*". A status checkbox labeled "Active" is checked. There are "SAVE" and "BACK" buttons at the top.

**Gambar 36 Halaman Master Scoring Info**

- c. Jika user memberi tanda checklist  **Active** maka data dapat digunakan dan status data Master Scoring akan berubah menjadi active, sedangkan jika user tidak memberi tanda checklist  **Active** maka status data Master Scoring akan berubah menjadi non-active dan tidak dapat digunakan.
- d. Setelah data Master Scoring berhasil disimpan, maka sistem akan menampilkan halaman Dimension List. Klik tombol **SYNC** untuk melakukan sinkronisasi data Dimension pada sistem.

#### Dimension List

No	Reff Dimension Code	Reff Dimension Name	Dimension
1	MSI.2105.000007	NUMBER OF EMPLOYEE (C)	NUMBER OF EMPLOYEE (C)
2	MSI.2106.000001	CREDIT LINE (C)	CREDIT LINE (C)
3	MSI.2106.000002	LINE OF BUSINESS (C)	LINE OF BUSINESS (C)
4	MSI.2106.000003	BUSINESS ACTIVITY (C)	BUSINESS ACTIVITY (C)
5	MSI.2106.000004	BUSINESS SCOPE (C)	BUSINESS SCOPE (C)
6	MSI.2106.000005	BUSINESS PERIOD (C)	BUSINESS PERIOD YEAR (C)
7	MSI.2106.000006	PLAFOND BANK (C)	PLAFOND BANK CODE (C)
8	MSI.2106.000007	NET MONTHLY INCOME (C)	NET MONTHLY INCOME (C)
9	MSI.2106.000008	NUMBER CUSTOMER ASSET (C)	NUMBER CUSTOMER ASSET (C)
10	MSI.2106.000009	ORDER STATUS (P)	ORDER STATUS (P)

Showing 1 to 10 of 18 entries

First Previous 1 2 Next Last

**Gambar 37 Halaman Dimension List**

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- e. Jika user ingin melakukan perubahan data klik tombol  pada baris data Master Scoring List.

### 3.1.7 Application Workflow

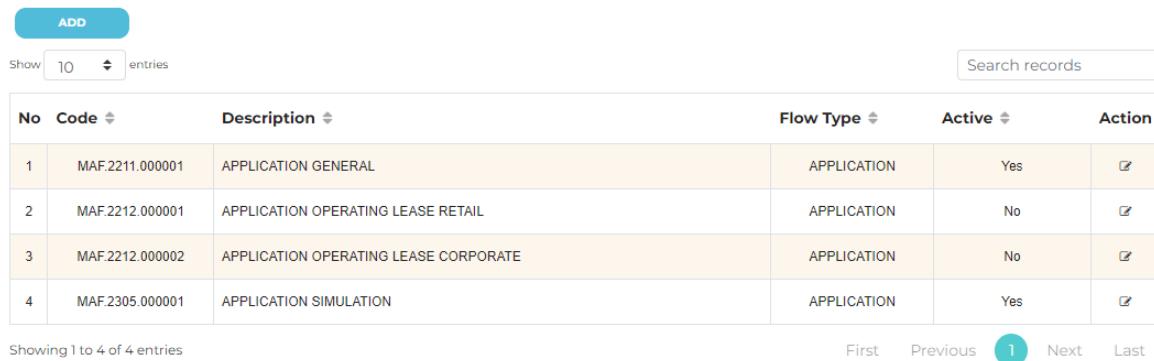
Sub Menu Application Workflow dapat diakses oleh user melalui modul **Operating Lease > Setting > Application Workflow**. Sub Menu Application Workflow dapat digunakan oleh user untuk melakukan proses setting terhadap data aplikasi workflow approval yang akan digunakan pada saat proses pengajuan aplikasi Operating Lease pada sistem.

#### 3.1.7.1 Step Process Application Workflow

Berikut adalah Step Process Application Workflow:

- a. Klik tombol  untuk menambahkan data pada tampilan Workflow List.

Application Workflow List



No	Code	Description	Flow Type	Active	Action
1	MAF.2211.000001	APPLICATION GENERAL	APPLICATION	Yes	
2	MAF.2212.000001	APPLICATION OPERATING LEASE RETAIL	APPLICATION	No	
3	MAF.2212.000002	APPLICATION OPERATING LEASE CORPORATE	APPLICATION	No	
4	MAF.2305.000001	APPLICATION SIMULATION	APPLICATION	Yes	

Showing 1 to 4 of 4 entries

First Previous  Next Last

Gambar 38 Halaman Application Workflow List

- b. Lengkapi data pada field yang tersedia, lalu klik tombol  untuk menyimpan data atau klik tombol  untuk kembali ke halaman sebelumnya.

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### Application Workflow Info

**SAVE**
**BACK**

Code      -Auto Generate-

Description \*      Flow Type

 **APPLICATION**

Dimension Count      Active

3

Dimension 1 \*

Operator 1

Value From \*


Value To \*

Dimension 2 \*

Operator 2

Value From \*


Value To \*

Dimension 3 \*

Operator 3

Value From \*


Value To \*

Dimension 4 \*

Operator 4

Value From \*


Value To \*

Dimension 5 \*

Operator 5

Value From \*


Value To \*

Dimension 6 \*

Operator 6

Value From \*


Value To \*

Dimension 7 \*

Operator 7

Value From \*


Value To \*

Dimension 8 \*

Operator 8

Value From \*


Value To \*

Dimension 9 \*

Operator 9

Value From \*


Value To \*

Dimension 10 \*

Operator 10

Value From \*


Value To \*

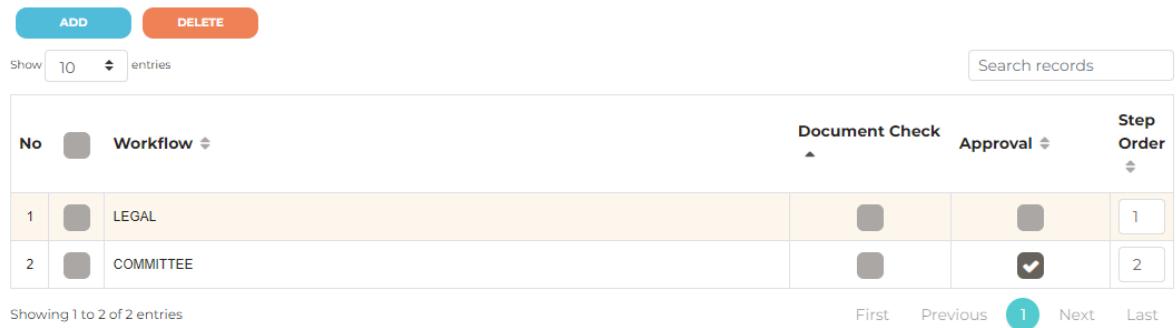
**Gambar 39 Halaman Application Workflow Info**

- c. Jika user memberi tanda checklist  **Active** maka data dapat digunakan dan status data Application Workflow akan berubah menjadi active, sedangkan jika user tidak memberi tanda

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- checklist  maka status data Application Workflow berubah menjadi non-active dan tidak dapat digunakan.
- d. Setelah data Application Workflow berhasil disimpan maka sistem akan menampilkan halaman Workflow List. Klik tombol  untuk menambahkan data pada tampilan Workflow List.

Workflow List

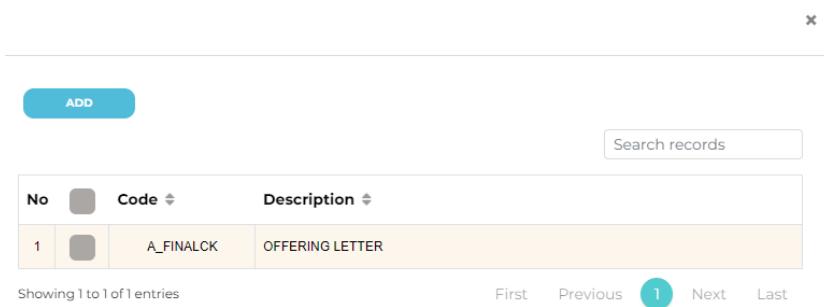


No	Workflow	Document Check	Approval	Step Order
1	LEGAL			1
2	COMMITTEE		<input checked="" type="checkbox"/>	2

Showing 1 to 2 of 2 entries      First      Previous      **1**      Next      Last

Gambar 40 Halaman Application Workflow List

- e. Untuk menambahkan data Workflow, user dapat memberi tanda checklist “.



No	Code	Description
1	A_FINALCK	OFFERING LETTER

Showing 1 to 1 of 1 entries      First      Previous      **1**      Next      Last

Gambar 41 Halaman Look Up Workflow

- f. Untuk menghapus data Workflow, user dapat memberi tanda checklist “.
- g. Jika user ingin melakukan perubahan data klik tombol  pada baris data Application Workflow List.

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### 3.1.8 Parameter Transaction

Sub Menu Parameter Transaction dapat diakses oleh user melalui modul **Operating Lease > Setting > Parameter Transaction**. Sub Menu Parameter Transaction dapat digunakan oleh user untuk mengimplementasikan parameter yang sudah disetting ke dalam proses transaksi, dalam hal ini guna proses setting komponen jurnal yang dibutuhkan pada tiap transaksi.

#### 3.1.8.1 Step Process Parameter Transaction

Berikut adalah Step Process Parameter Transaction:

- Sistem akan menampilkan halaman Parameter Transaction List.

Parameter Transaction List			Action
No	Code	Name	Action
1	INTEREST	ACCRUE INTEREST INCOME	
2	INVCHRCN	INVOICE CASHIER RECEIVED CREDIT NOTE	
3	INVCR	INVOICE CASHIER RECEIVED	
4	INVCREDIT	INVOICE CREDIT NOTE	
5	INVOICE	GENERATE INVOICE	
6	INVOICEDUE	INVOICE DUE	
7	INVPPH	INVOICE SETTLEMENT PPH	
8	INVPPHAUD	WITHHOLDING SETTLEMENT AUDIT	
9	WO	WRITE OFF	
10	WOREC	WO RECOVERY	

Showing 1 to 10 of 10 entries

First Previous 1 Next Last

**Gambar 42 Halaman Parameter Transaction List**

- Klik tombol  untuk melihat detail data Parameter Transaction.

#### Parameter Transaction Info

**BACK**

<b>Code</b>	<b>Name</b>
INTEREST	ACCRUE INTEREST INCOME

**Gambar 43 Halaman Parameter Transaction Info**

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

c. Pada halaman Parameter Transaction Info, terdapat halaman Transaction List. Klik tombol

**ADD**

untuk menambahkan data pada tampilan Transaction List.

Transaction List

		<b>ADD</b>	<b>DELETE</b>	Search records				
No	Transaction Name	GL Link	Type	Calculate By System	Transaction	Action		
1	PENDAPATAN SEWA DITANGGUHKAN	INVOICE ACCRUE INCOME RENTAL AMOUNT	DEBIT	Yes	Yes	<input checked="" type="checkbox"/>		
2	PENDAPATAN SEWA	INVOICE INCOME RENTAL AMOUNT	CREDIT	Yes	Yes	<input checked="" type="checkbox"/>		

Showing 1 to 2 of 2 entries

First Previous **1** Next Last

**Gambar 44 Halaman Transaction List**

d. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data

atau klik tombol **BACK**

untuk kembali ke halaman sebelumnya.

Parameter Info

<b>SAVE</b>	<b>BACK</b>	
<b>Transaction *</b>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Calculate By System	<input checked="" type="checkbox"/> Transaction
<b>Default Discount (%) *</b>		
<input type="text"/>		<input checked="" type="checkbox"/> Discount Editable
<input checked="" type="checkbox"/> Amount Editable	<b>Default Discount Amount *</b>	<input type="text"/>
<b>GL Link *</b>		
<input checked="" type="checkbox"/>	<input type="text"/>	<input checked="" type="checkbox"/> Journal
<b>Discount GL Link *</b>		
<input checked="" type="checkbox"/>	<b>Type</b>	<input type="text"/>

**Gambar 45 Halaman Parameter Info**

e. Jika user memberi tanda checklist  **Journal** maka data transaksi tersebut akan memiliki journal, sedangkan jika user tidak memberi tanda checklist  **Journal** maka data transaksi tersebut tidak memiliki journal.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

- f. Jika user ingin melakukan perubahan data klik tombol  pada baris data Transaction List.
- g. Untuk menghapus data Transaction, user dapat memberi tanda checklist “.

### 3.1.9 Master Transaction

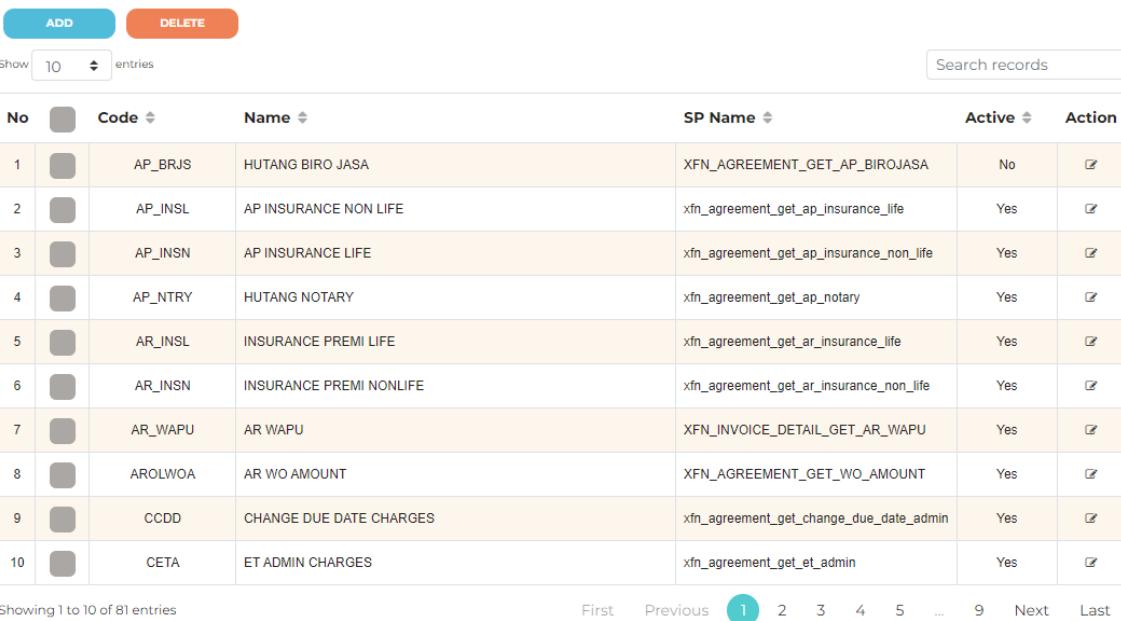
Sub Menu Master Transaction dapat diakses oleh user melalui modul **Operating Lease > Setting > Master Transaction**. Sub Menu Master Transaction dapat digunakan oleh user untuk melakukan proses setting terhadap data transaksi yang akan digunakan pada sistem.

#### 3.1.9.1 Step Process Master Transaction

Berikut adalah Step Process Master Transaction:

- a. Klik tombol  untuk menambahkan data pada tampilan Master Transaction List.

Master Transaction List



No	Code	Name	SP Name	Active	Action
1	AP_BRJS	HUTANG BIRO JASA	XFN_AGREEMENT_GET_AP_BIROJASA	No	
2	AP_INSL	AP INSURANCE NON LIFE	XFN_AGREEMENT_GET_AP_INSURANCE_LIFE	Yes	
3	AP_INSN	AP INSURANCE LIFE	XFN_AGREEMENT_GET_AP_INSURANCE_NON_LIFE	Yes	
4	AP_NTRY	HUTANG NOTARY	XFN_AGREEMENT_GET_AP_NOTARY	Yes	
5	AR_INSL	INSURANCE PREMI LIFE	XFN_AGREEMENT_GET_AR_INSURANCE_LIFE	Yes	
6	AR_INSN	INSURANCE PREMI NONLIFE	XFN_AGREEMENT_GET_AR_INSURANCE_NON_LIFE	Yes	
7	AR_WAPU	AR WAPU	XFN_INVOICE_DETAIL_GET_AR_WAPU	Yes	
8	AROLWOA	AR WO AMOUNT	XFN_AGREEMENT_GET_WO_AMOUNT	Yes	
9	CCDD	CHANGE DUE DATE CHARGES	XFN_AGREEMENT_GET_CHANGE_DUE_DATE_ADMIN	Yes	
10	CETA	ET ADMIN CHARGES	XFN_AGREEMENT_GET_ET_ADMIN	Yes	

Showing 1 to 10 of 81 entries

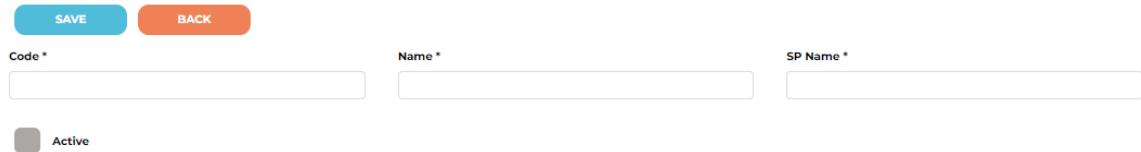
First Previous  2 3 4 5 ... 9 Next Last

Gambar 46 Halaman Master Transaction List

- b. Lengkapi data pada field yang tersedia, lalu klik tombol  untuk menyimpan data atau klik tombol  untuk kembali ke halaman sebelumnya.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

Master Transaction Info



The screenshot shows a form titled "Master Transaction Info". It includes fields for "Code \*", "Name \*", and "SP Name \*". Below these fields is a checkbox labeled "Active". At the top right are "SAVE" and "BACK" buttons.

**Gambar 47 Halaman Master Transaction Info**

- c. Jika user memberi tanda checklist  **Active** maka data dapat digunakan dan status data Master Transaction akan berubah menjadi active, sedangkan jika user tidak memberi tanda checklist  **Active** maka status data Master Transaction berubah menjadi non-active dan tidak dapat digunakan.
- d. Untuk menghapus data Master Transaction, user dapat memberi tanda checklist “” pada baris data Master Transaction List kemudian klik tombol .

### 3.1.10 Rule

Sub Menu Rule dapat diakses oleh user melalui modul **Operating Lease > Setting > Rule**. Sub Menu Rule dapat digunakan oleh user untuk melakukan proses setting terhadap data Rule atau aturan yang akan digunakan untuk proses penginputan pada sistem.

#### 3.1.10.1 Step Process Rule

Berikut adalah Step Process Rule:

- a. Klik tombol  untuk menambahkan data pada tampilan Rule List.

Rule List

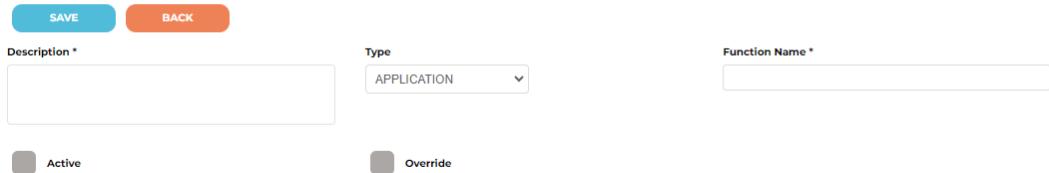
Rule List						
		Type	Active	Action		
1	PLAFOND LIMIT	APPLICATION	Yes			
Showing 1 to 1 of 1 entries						
		First	Previous	1	Next	Last

**Gambar 48 Halaman Rule List**

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

- b. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

Rule Info



SAVE      BACK

Description \*

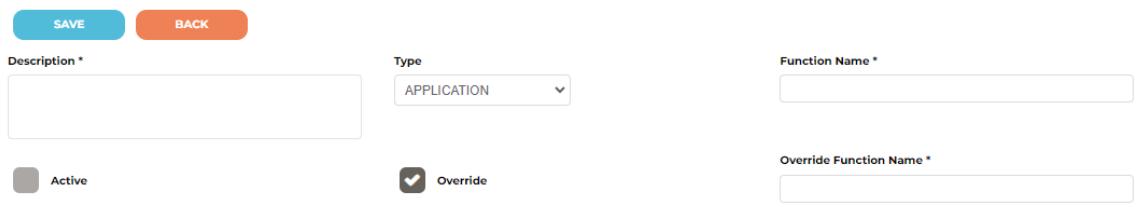
Type

Function Name \*

Active       Override

**Gambar 49 Halaman Rule Info (Non-Override)**

Rule Info



SAVE      BACK

Description \*

Type

Function Name \*

Active       Override

Override Function Name \*

**Gambar 50 Halaman Rule Info (Override)**

- c. Jika user memberi tanda checklist  **Active** maka data dapat digunakan dan status data Rule akan berubah menjadi active, sedangkan jika user tidak memberi tanda checklist  **Active** maka status data Rule berubah menjadi non-active dan tidak dapat digunakan.
- d. Jika user ingin melakukan perubahan data klik tombol  pada baris data Rule List.

### 3.1.11 Workflow

Sub Menu Workflow dapat diakses oleh user melalui modul **Operating Lease > Setting > Workflow**. Sub Menu Workflow dapat digunakan oleh user untuk melakukan proses setting terhadap data workflow approval yang akan digunakan pada sistem.

#### 3.1.11.1 Step Process Workflow

Berikut adalah Step Process Workflow :

- a. Klik tombol **ADD** untuk menambahkan data pada tampilan Workflow List.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

### Workflow List



The screenshot shows a table titled "Workflow List" with the following data:

No	Code	Description	Screen Name	SP Validation Name	Active	Action
1	A_COMITE	COMMITTEE			Yes	<input checked="" type="checkbox"/>
2	A_CREDIAN	LEGAL			Yes	<input checked="" type="checkbox"/>
3	A_FINALCK	OFFERING LETTER	approvalfinalchecklist		Yes	<input checked="" type="checkbox"/>

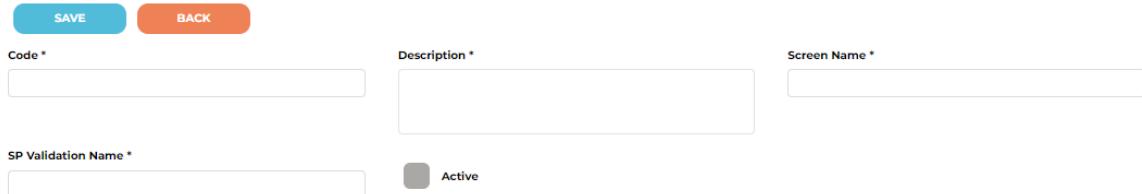
Showing 1 to 3 of 3 entries

First Previous **1** Next Last

**Gambar 51 Halaman Workflow List**

- b. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

### Workflow Info



The screenshot shows a form for "Workflow Info" with the following fields:

- Code \*:
- Description \*:
- Screen Name \*:
- SP Validation Name \*:
- Active:  **Active**

**Gambar 52 Halaman Workflow Info**

- c. Jika user memberi tanda checklist  **Active** maka data dapat digunakan dan status data Workflow akan berubah menjadi active, sedangkan jika user tidak memberi tanda checklist  **Active** maka status data Workflow berubah menjadi non-active dan tidak dapat digunakan.
- d. Setelah data Workflow berhasil disimpan, sistem akan menampilkan halaman Position List. Klik tombol **ADD** untuk menambahkan data pada tampilan Position List.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

Position List

		<b>ADD</b>	<b>DELETE</b>
Show <b>10</b> entries			
No	Code	Name	
1	SP200700001	CASHIER	
2	SP210500001	MARKETING SUPPORT	

Showing 1 to 2 of 2 entries First Previous **1** Next Last

**Gambar 53 Halaman Position List**

- e. Untuk menambahkan data Position, user dapat memberi tanda checklist “” pada baris data Look Up Position kemudian klik tombol **ADD**.

		<b>ADD</b>
Search records		
No	Description	
1	REGION MANAGER	
2	VICE PRESIDENT DIRECTOR MARKETING	
3	IT SENIOR MANAGER	
4	PRESIDENT DIRECTOR	
5	QA	

Showing 1 to 5 of 54 entries First **1** 2 3 4 5 ... 11 Last

**Gambar 54 Halaman Look Up Position**

- f. Untuk menghapus data Position, user dapat memberi tanda checklist “” pada baris data Position List kemudian klik tombol **DELETE**.
- g. Jika user ingin melakukan perubahan data klik tombol  pada baris data Workflow List.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

### 3.1.12 Billing Type

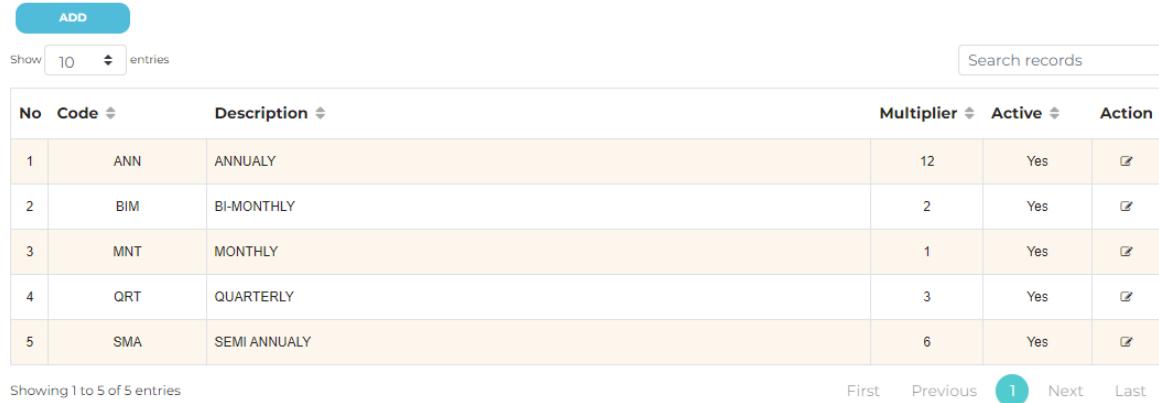
Sub Menu Billing Type dapat diakses oleh user melalui modul **Operating Lease > Setting > Billing Type**. Sub Menu Billing Type dapat digunakan oleh user untuk melakukan proses setting terhadap data tipe waktu pembayaran billing atau aturan yang akan digunakan untuk proses penginputan pada sistem.

#### 3.1.12.1 Step Process Billing Type

Berikut adalah Step Process Billing Type:

- Klik tombol  untuk menambahkan data pada tampilan Billing Type List.

Billing Type List



No	Code	Description	Multiplier	Active	Action
1	ANN	ANNUALY	12	Yes	
2	BIM	BI-MONTHLY	2	Yes	
3	MNT	MONTHLY	1	Yes	
4	QRT	QUARTERLY	3	Yes	
5	SMA	SEMI ANNUALY	6	Yes	

Showing 1 to 5 of 5 entries

First Previous  Next Last

Gambar 55 Halaman Billing Type List

- Lengkapi data pada field yang tersedia, lalu klik tombol  untuk menyimpan data atau klik tombol  untuk kembali ke halaman sebelumnya.

Billing Type Info



Code \*

Description \*

Multiplier \*

Active

Gambar 56 Halaman Billing Type Info

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

- c. Jika user memberi tanda checklist  **Active** maka data dapat digunakan dan status data Billing Type akan berubah menjadi active, sedangkan jika user tidak memberi tanda checklist  **Active** maka status data Billing Type berubah menjadi non-active dan tidak dapat digunakan.
- d. Jika user ingin melakukan perubahan data klik tombol  pada baris data Billing Type List.

### 3.1.13 Desk Collection Result

Sub Menu Desk Collection Result dapat diakses oleh user melalui modul **Operating Lease > Setting > Desk Collection Result**. Sub Menu Desk Collection Result dapat digunakan oleh user untuk melakukan proses setting atau pendaftaran terhadap data hasil penagihan Desk Collection yang akan digunakan pada sistem.

#### 3.1.13.1 Step Process Desk Collection Result

Berikut adalah Step Process Desk Collection Result:

- a. Klik tombol  untuk menambahkan data pada tampilan Desk Collection Result List.



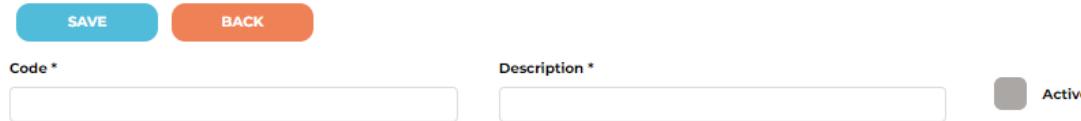
No	Code	Description	Active	Action
1	MD001	BERHASIL DI TELFON	Yes	<input checked="" type="checkbox"/>
2	MD002	TIDAK BERHASIL DI TELPON	Yes	<input checked="" type="checkbox"/>
3	MD003	UNABLE TO CALL	Yes	<input checked="" type="checkbox"/>

Gambar 57 Halaman Desk Collection Result List

- b. Lengkapi data pada field yang tersedia, lalu klik tombol  untuk menyimpan data atau klik tombol  untuk kembali ke halaman sebelumnya.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

### Desk Collection Result Info



Code \*

Description \*

Active

**Gambar 58 Halaman Desk Collection Result Info**

- c. Jika user memberi tanda checklist  Active maka data dapat digunakan dan status data Desk Collection Result akan berubah menjadi active, sedangkan jika user tidak memberi tanda checklist  Active maka status data Desk Collection Result berubah menjadi non-active dan tidak dapat digunakan.
- d. Setelah data Desk Collection Result berhasil disimpan, maka sistem akan menampilkan halaman Result Detail List. Klik tombol **ADD** untuk menambahkan data pada tampilan Result Detail List.

Result Detail List						
		<b>ADD</b>	<b>DELETE</b>			
		Show 10 entries	Search records			
No	<input type="checkbox"/>	Code	Description	Active	Action	
1	<input type="checkbox"/>	RD-00001	GAGAL MENERIMA PANGGILAN	Yes	<input type="checkbox"/>	

Showing 1 to 1 of 1 entries First Previous **1** Next Last

**Gambar 59 Halaman Result Detail List**

- e. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

### Result Detail Info



Code \*

Description \*

Active

**Gambar 60 Halaman Result Detail Info**

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

- f. Jika user memberi tanda checklist  **Active** maka data dapat digunakan dan status data Result Detail akan berubah menjadi active, sedangkan jika user tidak memberi tanda checklist  **Active** maka status data Result Detail berubah menjadi non-active dan tidak dapat digunakan.
- g. Jika user ingin melakukan perubahan data klik tombol  pada baris data Result Detail List.
- h. Untuk menghapus data Result Detail, user dapat memberi tanda checklist “” pada baris data Result Detail List kemudian klik tombol .
- i. Jika user ingin melakukan perubahan data klik tombol  pada baris data Desk Collection Result List.
- j. Untuk menghapus data Desk Collection Result, user dapat memberi tanda checklist “” pada baris data Desk Collection Result List kemudian klik tombol .

### 3.1.14 Report

Sub Menu Report dapat diakses oleh user melalui modul **Operating Lease > Setting > Report**. Sub Menu Report dapat digunakan oleh user untuk melakukan proses setting atau pendaftaran terhadap data Report yang akan digunakan pada sistem.

#### 3.1.14.1 Step Process Report

Berikut adalah Step Process Report:

- a. Klik tombol  untuk menambahkan data pada tampilan Report List.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

### Report List

ADD				
Show	10	entries	Search records	
No	Name	Type	Active	Action
1	RPT INVOICE	NOT BOTH	Yes	<input checked="" type="checkbox"/>
2	RPT INVOICE FAKTUR	NOT BOTH	Yes	<input checked="" type="checkbox"/>
3	Report Surat Peringatan 1	NOT BOTH	Yes	<input checked="" type="checkbox"/>
4	Report Surat Peringatan 2	NOT BOTH	Yes	<input checked="" type="checkbox"/>
5	Report Surat Somasi	NOT BOTH	Yes	<input checked="" type="checkbox"/>
6	Report Asset Allocation	NOT BOTH	Yes	<input checked="" type="checkbox"/>
7	Report Schedule Rental	NOT BOTH	Yes	<input checked="" type="checkbox"/>
8	Report Schedule Pembayaran	NOT BOTH	Yes	<input checked="" type="checkbox"/>
9	Report Maturity	NOT BOTH	Yes	<input checked="" type="checkbox"/>
10	RPT SURAT KUASA	NOT BOTH	Yes	<input checked="" type="checkbox"/>

Showing 1 to 10 of 10 entries

First Previous 1 Next Last

**Gambar 61 Halaman Report List**

- b. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

### Report Info

Name *	<input type="text"/>	Type	<input checked="" type="radio"/> MANAGEMENT <input type="radio"/> TRANSACTION <input type="radio"/> NOT BOTH	Table Name *	<input type="text"/>
SP Name *	<input type="text"/>	Screen Name *	<input type="text"/>	Crystal Report Name *	<input type="text"/>
<input type="checkbox"/> Active					

**Gambar 62 Halaman Report Info**

- c. Pada field Type jika user memilih  MANAGEMENT maka tipe data report tersebut adalah management, jika user memilih  TRANSACTION maka tipe data report tersebut adalah transaction dan jika user memilih  NOT BOTH maka tipe data report tersebut adalah bukan keduanya.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

- d. Jika user memberi tanda checklist  **Active** maka data dapat digunakan dan status data Report akan berubah menjadi active, sedangkan jika user tidak memberi tanda checklist  **Active** maka status data Report berubah menjadi non-active dan tidak dapat digunakan.
- e. Jika user ingin melakukan perubahan data klik tombol  pada baris data Report List.

### 3.1.15 Master Dashboard

Sub Menu Master Dashboard dapat diakses oleh user melalui modul **Operating Lease > Setting > Master Dashboard**. Sub Menu Master Dashboard dapat digunakan oleh user untuk melakukan proses setting terhadap data yang akan ditampilkan pada halaman Dashboard.

#### 3.1.15.1 Step Process Master Dashboard

Berikut adalah Step Process Master Dashboard:

- a. Klik tombol  untuk menambahkan data pada tampilan Master Dashboard List.

Master Dashboard List



No	Code	Name	Type	Grid	SP Name	Active	Action
1	MD0001	Number Of Contract	Bar	Half	xsp_dashboard_maturity	Yes	<input checked="" type="checkbox"/>

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

Gambar 63 Halaman Master Dashboard List

- b. Lengkapi data pada field yang tersedia, lalu klik tombol  untuk menyimpan data atau klik tombol  untuk kembali ke halaman sebelumnya.

Master Dashboard Info



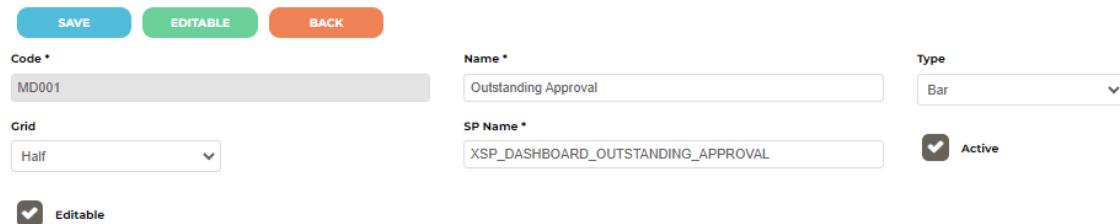
Code *	Name *	Type
<input type="text"/>	<input type="text"/>	<input type="text"/>
Grid	SP Name *	<input checked="" type="checkbox"/> Active
<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Editable		

Gambar 64 Halaman Master Dashboard Info

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

- c. Jika user memberi tanda checklist  **Active** maka data dapat digunakan dan status data Master Dashboard akan berubah menjadi active, sedangkan jika user tidak memberi tanda checklist  **Active** maka status data Master Dashboard berubah menjadi non-active dan tidak dapat digunakan.
- d. Setelah data Master Dashboard berhasil disimpan user dapat mengklik tombol  maka status data akan berubah menjadi  **Editable**, jika user mengklik kembali tombol  maka status data akan berubah menjadi  **Editable**.

Master Dashboard Info



The screenshot shows a form for editing a Master Dashboard entry. The fields are:

- Code \***: MD001
- Name \***: Outstanding Approval
- Type**: Bar
- SP Name \***: XSP\_DASHBOARD\_OUTSTANDING\_APPROVAL
- Grid**: Half
- Status**: Active (indicated by a checked checkbox)

At the top, there are buttons for **SAVE**, **EDITABLE**, and **BACK**. Below the form, there is a checkbox labeled **Editable**.

**Gambar 65 Halaman Master Dashboard Info (Editable)**

- e. Jika user ingin melakukan perubahan data klik tombol  pada baris data Master Dashboard List.
- f. Untuk menghapus data Master Dashboard, user dapat memberi tanda checklist “” pada baris data Master Dashboard List kemudian klik tombol .

### 3.1.16 Master Dashboard User

Sub Menu Master Dashboard User dapat diakses oleh user melalui modul **Operating Lease > Setting > Master Dashboard User**. Sub Menu Master Dashboard User bertujuan untuk melakukan proses setting terhadap tampilan dashboard yang didapatkan oleh masing-masing user saat login pada sistem.

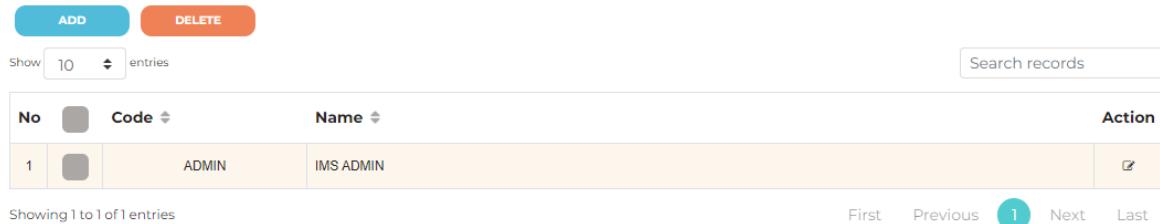
#### 3.1.16.1 Step Process Master Dashboard User

Berikut adalah Step Process Master Dashboard User:

- a. Klik tombol  untuk menambahkan data pada tampilan Master Dashboard User List.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

Master Dashboard User List



The screenshot shows a table with columns: No, Code, Name, and Action. A single row is present with values: 1, ADMIN, IMS ADMIN, and a delete icon. Navigation buttons at the bottom include First, Previous, Next, and Last.

No	Code	Name	Action
1	ADMIN	IMS ADMIN	

**Gambar 66 Halaman Master Dashboard User List**

- b. Lengkapi data pada field yang tersedia, lalu klik tombol  untuk menyimpan data atau klik tombol  untuk kembali ke halaman sebelumnya.

Master Dashboard User Info

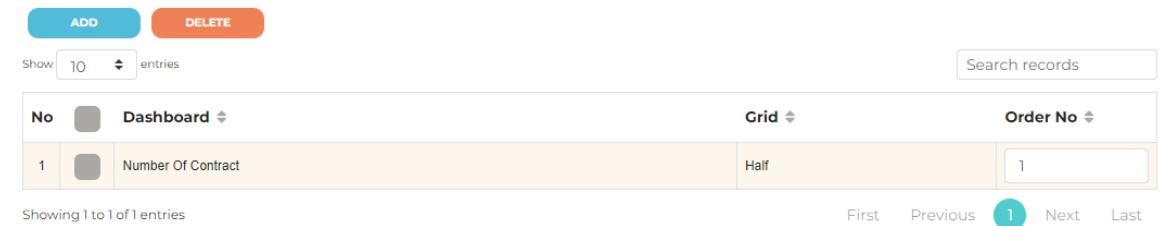


The screenshot shows a search interface with a magnifying glass icon and a 'Employee Name' input field. Below it is a 'SAVE' button.

**Gambar 67 Halaman Master Dashboard User Info**

- c. Setelah data Master Dashboard User berhasil disimpan, maka sistem akan menampilkan halaman Dashboard List. Klik tombol  untuk menambahkan data pada tampilan Dashboard List.

Dashboard List



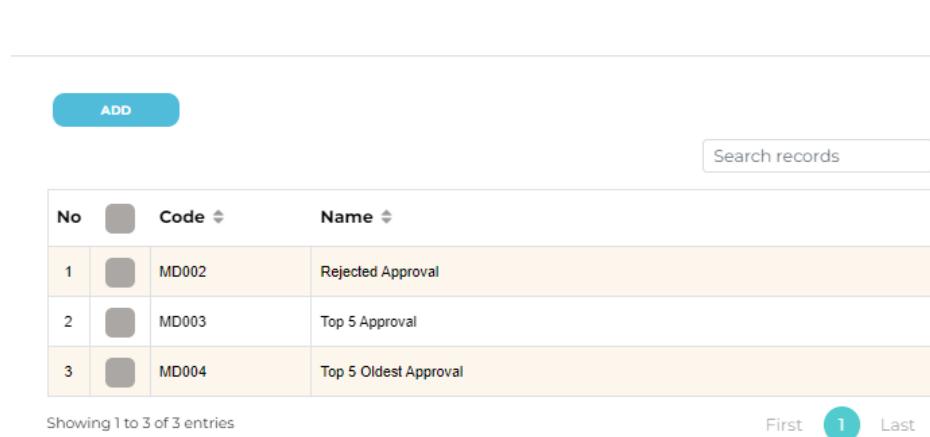
The screenshot shows a table with columns: No, Dashboard, Grid, and Order No. A single row is present with values: 1, Number Of Contract, Grid, and 1. Navigation buttons at the bottom include First, Previous, Next, and Last.

No	Dashboard	Grid	Order No
1	Number Of Contract	Grid	1

**Gambar 68 Halaman Dashboard List**

- d. Untuk menambahkan data Dashboard, user dapat memberi tanda checklist “” pada baris data Look Up Dashboard kemudian klik tombol .

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The screenshot shows a user interface for managing a list of items. At the top left is a blue 'ADD' button. To its right is a search bar labeled 'Search records'. Below these are two columns: 'No.' and 'Code'. Under 'Name' there are two arrows indicating sorting. The data table has three rows:

No.	Code	Name
1	MD002	Rejected Approval
2	MD003	Top 5 Approval
3	MD004	Top 5 Oldest Approval

At the bottom of the table, it says 'Showing 1 to 3 of 3 entries'. Navigation buttons 'First' and 'Last' are on either side of a page number '1'.

**Gambar 69 Halaman Look Up Dashboard**

- e. Untuk menghapus data Dashboard, user dapat memberi tanda checklist “” pada baris data Dashboard List kemudian klik tombol  .
- f. Jika user ingin melakukan perubahan data klik tombol  pada baris data Master Dashboard User List.
- g. Untuk menghapus data Master Dashboard User, user dapat memberi tanda checklist “” pada baris data Master Dashboard User List kemudian klik tombol  .

### 3.2 General Policy

General Policy adalah Menu untuk menentukan dan mendaftarkan kebijakan terhadap data yang digunakan pada modul Operating Lease. Berikut adalah detail penjelasan per masing-masing sub menu yang dapat digunakan oleh user.

#### 3.2.1 Document Contract

Sub Menu Document Contract dapat diakses oleh user melalui modul **Operating Lease > General Policy > Document Contract**. Sub Menu Document Contract dapat digunakan oleh user untuk melakukan proses setting terhadap dokumen kontrak yang akan digunakan pada aplikasi pembiayaan pada sistem.

##### 3.2.1.1 Step Process Document Contract

Berikut adalah Step Process Document Contract:

- a. Klik tombol  untuk menambahkan data pada tampilan Document Contract List.

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#### Document Contract List

ADD		Show 10 entries	Search records
No	Description	Type	Action
1	OFFERING LATER	PDF	
Showing 1 to 1 of 1 entries			
First Previous  Next Last			

**Gambar 70 Halaman Document Contract List**

- b. Lengkapi data pada field yang tersedia, lalu klik tombol  untuk menyimpan data atau klik tombol  untuk kembali ke halaman sebelumnya.

#### Document Contract Info

		
Description *	Type *	Template Name *
<input type="text"/>	<input type="text" value="DOC"/>	<input type="text"/>
SP Name *	Table Name *	
<input type="text"/>	<input type="text"/>	

**Gambar 71 Halaman Document Contract Info (Type: DOC)**

#### Document Contract Info

		
Description *	Type *	RPT Name *
<input type="text"/>	<input type="text" value="DOC"/>	<input type="text"/>
SP Name *	Table Name *	
<input type="text"/>	<input type="text"/>	

**Gambar 72 Halaman Document Contract Info (Type: PDF)**

- c. Pada field “Type” jika user memilih  maka tipe data document contract tersebut adalah DOC, namun jika user memilih  maka tipe data document contract tersebut adalah PDF.

#### 3.2.2 Document Contract Group

Sub Menu Document Contract Group dapat diakses oleh user melalui modul **Operating Lease > General Policy > Document Contract Group**. Sub Menu Document Contract Group dapat digunakan oleh

	<b>USER GUIDE</b>		
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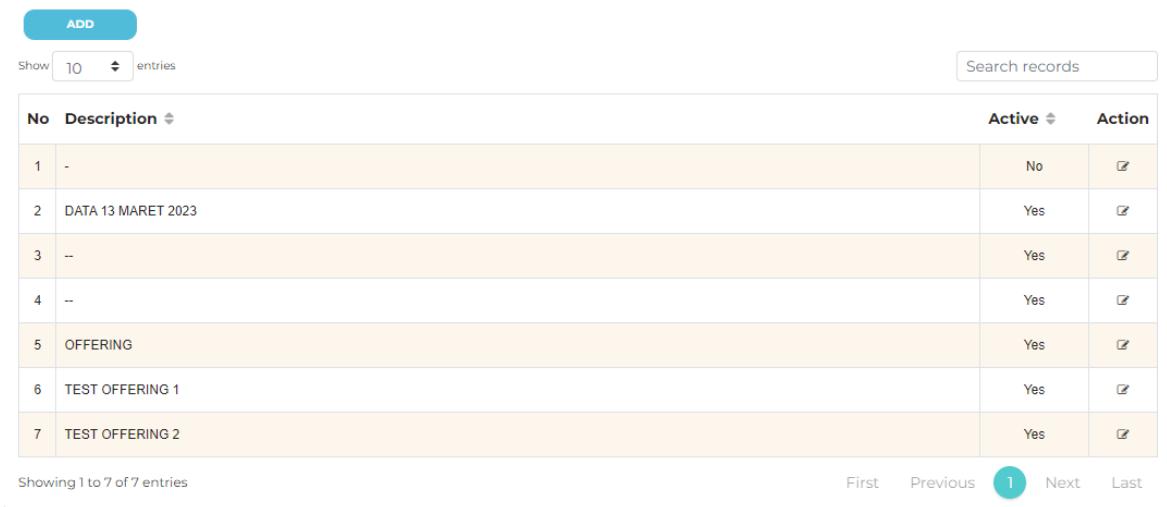
user untuk melakukan proses setting terhadap grup dokumen kontrak yang akan digunakan pada aplikasi pembiayaan pada sistem.

### 3.2.2.1 Step Process Document Contract Group

Berikut adalah Step Process Document Contract Group:

- Klik tombol **ADD** untuk menambahkan data pada tampilan Document Contract Group List.

Document Contract Group List



No	Description	Active	Action
1	-	No	<input checked="" type="checkbox"/>
2	DATA 13 MARET 2023	Yes	<input checked="" type="checkbox"/>
3	--	Yes	<input checked="" type="checkbox"/>
4	--	Yes	<input checked="" type="checkbox"/>
5	OFFERING	Yes	<input checked="" type="checkbox"/>
6	TEST OFFERING 1	Yes	<input checked="" type="checkbox"/>
7	TEST OFFERING 2	Yes	<input checked="" type="checkbox"/>

Showing 1 to 7 of 7 entries

First Previous **1** Next Last

**Gambar 73 Halaman Document Contract Group List**

- Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

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#### Document Contract Group Info

**SAVE**
**BACK**

Description \*
Flow Type
Dim Count

**APPLICATION**

**3**

Active

**Dimension 1 \***

**Operator 1**  
**EQUAL**

**Value From \***

**Value To \***

**Dimension 2 \***

**Operator 2**  
**EQUAL**

**Value From \***

**Value To \***

**Dimension 3 \***

**Operator 3**  
**EQUAL**

**Value From \***

**Value To \***

**Dimension 4 \***

**Operator 4**

**Value From \***

**Value To \***

**Dimension 5 \***

**Operator 5**

**Value From \***

**Value To \***

**Dimension 6 \***

**Operator 6**

**Value From \***

**Value To \***

**Dimension 7 \***

**Operator 7**

**Value From \***

**Value To \***

**Dimension 8 \***

**Operator 8**

**Value From \***

**Value To \***

**Dimension 9 \***

**Operator 9**

**Value From \***

**Value To \***

**Dimension 10 \***

**Operator 10**

**Value From \***

**Value To \***

**Gambar 74 Halaman Document Contract Group Info**

- c. Setelah data Document Contract Group berhasil disimpan, sistem akan menampilkan halaman Document Contract Group Detail List. Klik tombol **ADD** untuk menambahkan data pada tampilan Document Contract Group Detail List.

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#### Document Contract Group Detail List

<b>ADD</b>	<b>DELETE</b>
Show 10 entries	Search records
<b>No</b> <input type="checkbox"/> <b>Document Contract</b> <input type="checkbox"/>	
1	<input type="checkbox"/> OFFERING LATER
Showing 1 to 1 of 1 entries	
First Previous <b>1</b> Next Last	

**Gambar 75 Halaman Document Contract Group Detail List**

- d. Untuk menambahkan data Document Contract Group Detail, user dapat memberi tanda checklist

“

**ADD**.

<b>ADD</b>	<b>Search records</b>
<b>No</b> <input type="checkbox"/> <b>Code</b> <input type="checkbox"/> <b>Description</b> <input type="checkbox"/> <b>Type</b> <input type="checkbox"/>	
1	<input type="checkbox"/> MDC.2301.000001 OFFERING LETTER PDF
2	<input type="checkbox"/> MDC.2307.000001 TEST OFFERING LATTER PDF
Showing 1 to 2 of 2 entries	
First Previous <b>1</b> Next Last	

**Gambar 76 Halaman Look Up Document Contract Group Detail**

- e. Jika user ingin melakukan perubahan data klik tombol  pada baris data Document Contract Group Detail List.

- f. Untuk menghapus data Document Contract Group Detail, user dapat memberi tanda checklist “

“

g. Jika user ingin melakukan perubahan data klik tombol  pada baris data Document Contract Group List.

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### 3.2.3 Document Group

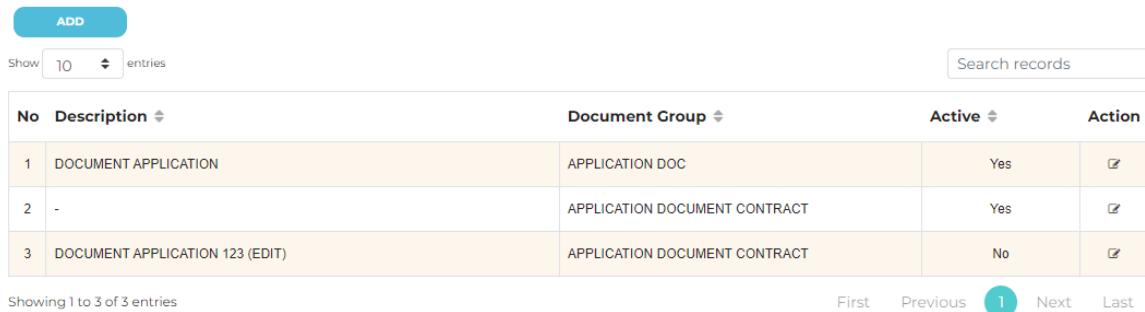
Sub Menu Document Group dapat diakses oleh user melalui modul **Operating Lease > General Policy > Document Group**. Sub Menu Document Group dapat digunakan oleh user untuk melakukan proses setting terhadap grup dokumen-dokumen yang akan digunakan pada aplikasi pembiayaan pada sistem.

#### 3.2.3.1 Step Process Document Group

Berikut adalah Step Process Document Group:

- Klik tombol  untuk menambahkan data pada tampilan Document Group List.

Document Group List



No	Description	Document Group	Active	Action
1	DOCUMENT APPLICATION	APPLICATION DOC	Yes	<input checked="" type="checkbox"/>
2	-	APPLICATION DOCUMENT CONTRACT	Yes	<input checked="" type="checkbox"/>
3	DOCUMENT APPLICATION 123 (EDIT)	APPLICATION DOCUMENT CONTRACT	No	<input type="checkbox"/>

Showing 1 to 3 of 3 entries

First Previous  Next Last

Gambar 77 Halaman Document Group List

- Lengkapi data pada field yang tersedia, lalu klik tombol  untuk menyimpan data atau klik tombol  untuk kembali ke halaman sebelumnya.

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### Document Group Info

**SAVE**
**BACK**

<b>Description *</b> <input type="text"/>	<b>Document Group *</b> <input type="text"/>	<b>Dim Count</b> <input type="text" value="3"/>
<input checked="" type="checkbox"/> Active		
<b>Dimension 1 *</b> <input type="text"/>	<b>Operator 1</b> <input type="text" value="EQUAL"/>	<b>Value From *</b> <input type="text"/>
		<b>Value To *</b> <input type="text"/>
<b>Dimension 2 *</b> <input type="text"/>	<b>Operator 2</b> <input type="text" value="EQUAL"/>	<b>Value From *</b> <input type="text"/>
		<b>Value To *</b> <input type="text"/>
<b>Dimension 3 *</b> <input type="text"/>	<b>Operator 3</b> <input type="text" value="EQUAL"/>	<b>Value From *</b> <input type="text"/>
		<b>Value To *</b> <input type="text"/>
<b>Dimension 4 *</b> <input type="text"/>	<b>Operator 4</b> <input type="text"/>	<b>Value From *</b> <input type="text"/>
		<b>Value To *</b> <input type="text"/>
<b>Dimension 5 *</b> <input type="text"/>	<b>Operator 5</b> <input type="text"/>	<b>Value From *</b> <input type="text"/>
		<b>Value To *</b> <input type="text"/>
<b>Dimension 6 *</b> <input type="text"/>	<b>Operator 6</b> <input type="text"/>	<b>Value From *</b> <input type="text"/>
		<b>Value To *</b> <input type="text"/>
<b>Dimension 7 *</b> <input type="text"/>	<b>Operator 7</b> <input type="text"/>	<b>Value From *</b> <input type="text"/>
		<b>Value To *</b> <input type="text"/>
<b>Dimension 8 *</b> <input type="text"/>	<b>Operator 8</b> <input type="text"/>	<b>Value From *</b> <input type="text"/>
		<b>Value To *</b> <input type="text"/>
<b>Dimension 9 *</b> <input type="text"/>	<b>Operator 9</b> <input type="text"/>	<b>Value From *</b> <input type="text"/>
		<b>Value To *</b> <input type="text"/>
<b>Dimension 10 *</b> <input type="text"/>	<b>Operator 10</b> <input type="text"/>	<b>Value From *</b> <input type="text"/>
		<b>Value To *</b> <input type="text"/>

**Gambar 78 Halaman Document Group Info**

- c. Setelah data Document Group berhasil disimpan, maka sistem akan menampilkan halaman Document Group Detail List. Klik tombol  untuk menambahkan data pada tampilan Document Group Detail List.

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#### Document Group Detail List

<b>Required</b>	<b>No</b>	<b>Document Name</b>	<b>ADD</b>	<b>DELETE</b>
	1	NPWP, SKT		
	2	NIB BERBASIS RESIKO		
	3	IJIN USAHA		
	4	SERTIFIKAT STANDART		
	5	SK. DOMISILI / SK IJIN LOKASI		
	6	AKTA AD PENYESUAIAN (UU NO.40/2007)		
	7	SK MENKEH AKTA PENYESUAIAN (UU NO.40/2007)		
	8	AKTA KEPENGURUSAN TERBARU		
	9	SK.MENKEH AKTA KEPENGURUSAN TERBARU		
	10	KTP / PASPOR DIREKSI		

Showing 1 to 10 of 14 entries

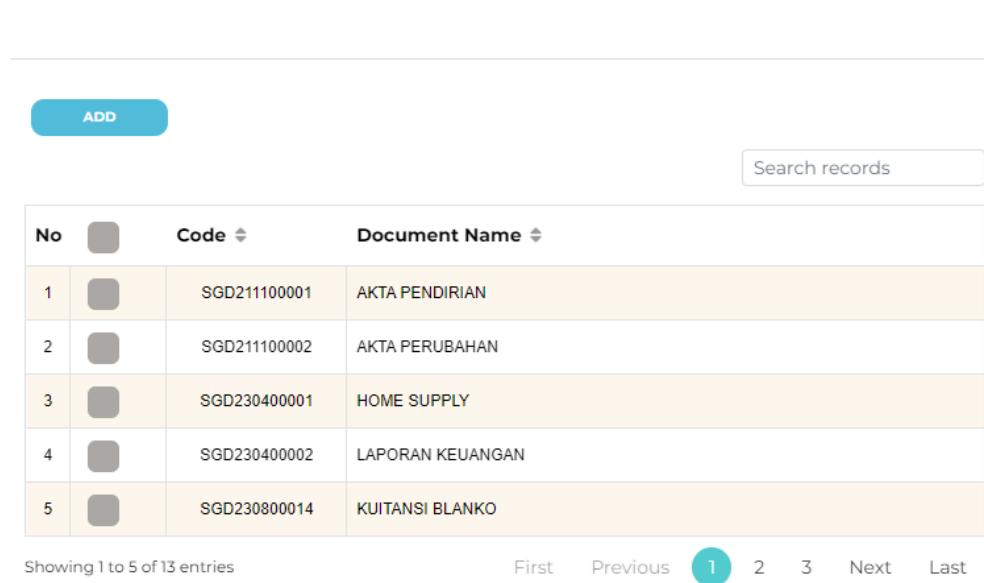
First Previous **1** Next Last

**Gambar 79 Halaman Document Group Detail List**

- d. Untuk menambahkan data Document Group Detail, user dapat memberi tanda checklist “

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The screenshot shows a list of document group details. The table has three columns: No, Code, and Document Name. The data is as follows:

No	Code	Document Name
1	SGD211100001	AKTA PENDIRIAN
2	SGD211100002	AKTA PERUBAHAN
3	SGD230400001	HOME SUPPLY
4	SGD230400002	LAPORAN KEUANGAN
5	SGD230800014	KUITANSI BLANKO

Below the table, it says "Showing 1 to 5 of 13 entries". At the bottom, there are navigation buttons: First, Previous, **1**, 2, 3, Next, Last.

**Gambar 80 Halaman Look Up Document Group Detail**

- e. Untuk menghapus data Document Group Detail, user dapat memberi tanda checklist “” pada baris data Document Group Detail List kemudian klik tombol **DELETE**.
- f. Jika user ingin melakukan perubahan data klik tombol  pada baris data Document Group List.

### 3.2.4 Facility

Sub Menu Facility dapat diakses oleh user melalui modul **Operating Lease > General Policy > Facility**. Sub Menu Facility dapat digunakan oleh user untuk melakukan proses setting terhadap data fasilitas yang akan digunakan pada sistem.

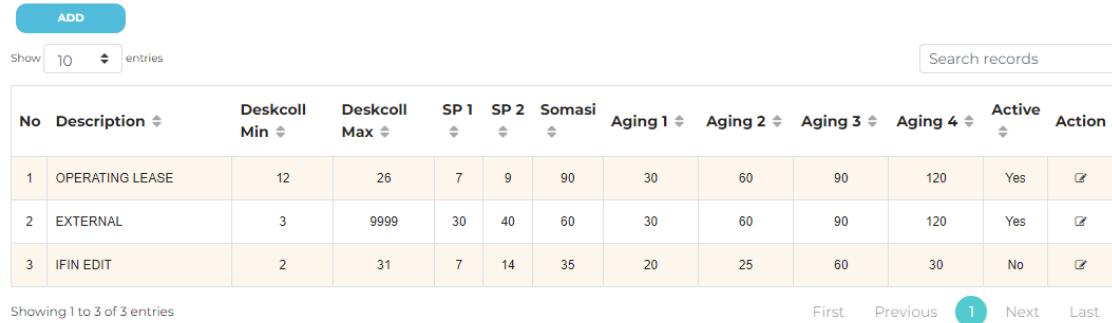
#### 3.2.4.1 Step Process Facility

Berikut adalah Step Process Facility:

- a. Klik tombol **ADD** untuk menambahkan data pada tampilan Facility List.

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### Facility List



The screenshot shows a table with the following data:

No	Description	Deskcoll Min	Deskcoll Max	SP 1	SP 2	Somasi	Aging 1	Aging 2	Aging 3	Aging 4	Active	Action
1	OPERATING LEASE	12	26	7	9	90	30	60	90	120	Yes	
2	EXTERNAL	3	9999	30	40	60	30	60	90	120	Yes	
3	IFIN EDIT	2	31	7	14	35	20	25	60	30	No	

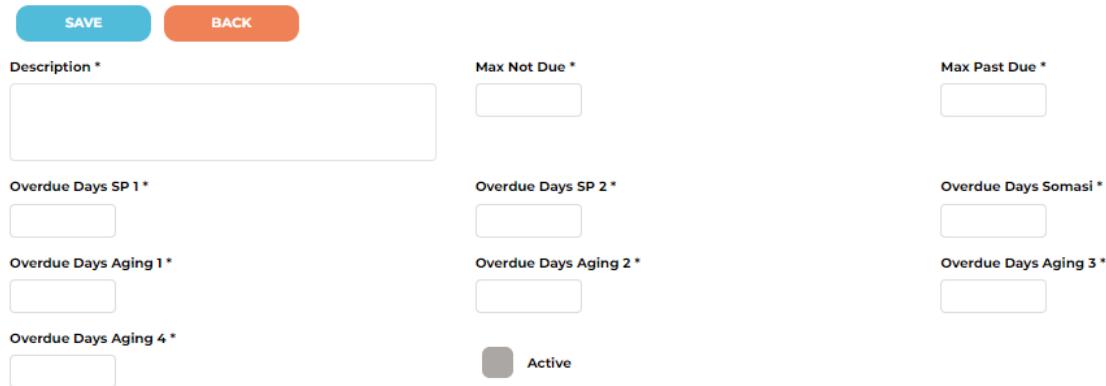
Showing 1 to 3 of 3 entries

First Previous 1 Next Last

**Gambar 81 Halaman Facility List**

- b. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

### Facility Info



The form fields include:

- Description \* (Text input)
- Max Not Due \* (Text input)
- Max Past Due \* (Text input)
- Overdue Days SP 1 \* (Text input)
- Overdue Days SP 2 \* (Text input)
- Overdue Days Somasi \* (Text input)
- Overdue Days Aging 1 \* (Text input)
- Overdue Days Aging 2 \* (Text input)
- Overdue Days Aging 3 \* (Text input)
- Overdue Days Aging 4 \* (Text input)
- Active (Checklist button with checked status)

**Gambar 82 Halaman Facility Info**

- c. Jika user memberi tanda checklist  **Active** maka data dapat digunakan dan status data Facility akan berubah menjadi active, sedangkan jika user tidak memberi tanda checklist  **Active** maka status data Facility berubah menjadi non-active dan tidak dapat digunakan.
- d. Jika user ingin melakukan perubahan data klik tombol  pada baris data Facility List.

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### 3.2.5 Charge

Sub Menu Charge dapat diakses oleh user melalui modul **Operating Lease > General Policy > Charge**. Sub Menu Charge dapat digunakan oleh user untuk melakukan proses setting terhadap biaya-biaya Charge yang akan digunakan pada sistem.

#### 3.2.5.1 Step Process Charge

Berikut adalah Step Process Charge:

- Klik tombol  untuk menambahkan data pada tampilan Charge List.

Charge List



No	Code	Description	Active	Action
1	CETP	ET PENALTY CHARGES	Yes	<input checked="" type="checkbox"/>
2	CRTA	RETURN ASSET CHARGES	Yes	<input checked="" type="checkbox"/>
3	MGEN019	TESTMGEN019	No	<input type="checkbox"/>
4	OVDP	OVERDUE PENALTY - DAILY	Yes	<input checked="" type="checkbox"/>

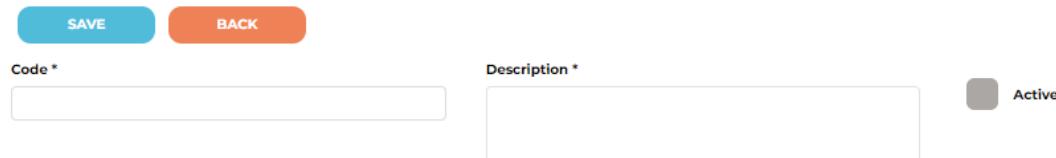
Showing 1 to 4 of 4 entries

First Previous  Next Last

Gambar 83 Halaman Charge List

- Lengkapi data pada field yang tersedia, lalu klik tombol  untuk menyimpan data atau klik tombol  untuk kembali ke halaman sebelumnya.

Charges Info



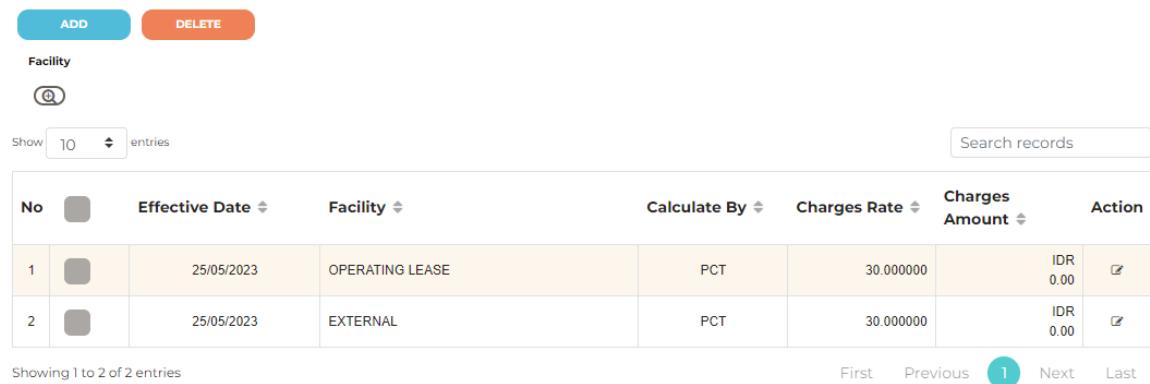
Gambar 84 Halaman Charge Info

- Jika user memberi tanda checklist  **Active** maka data dapat digunakan dan status data Charge akan berubah menjadi active, sedangkan jika user tidak memberi tanda checklist  **Active** maka status data Charge berubah menjadi non-active dan tidak dapat digunakan.

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- d. Setelah data Charge berhasil disimpan, maka sistem akan menampilkan Charge Amount List. Klik tombol **ADD** untuk menambahkan data pada tampilan Charge Amount List.

Charges Amount List



No	Effective Date	Facility	Calculate By	Charges Rate	Charges Amount	Action
1	25/05/2023	OPERATING LEASE	PCT	30.000000	IDR 0.00	<input checked="" type="checkbox"/>
2	25/05/2023	EXTERNAL	PCT	30.000000	IDR 0.00	<input checked="" type="checkbox"/>

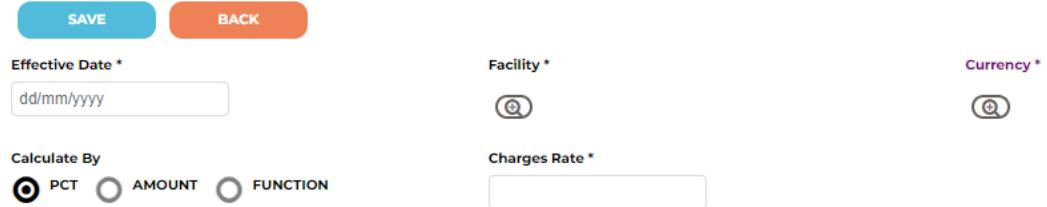
Show 10 entries Search records

Showing 1 to 2 of 2 entries First Previous 1 Next Last

Gambar 85 Halaman Charge Amount List

- e. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

Charge Amount Info



Effective Date \*

Facility \*

Currency \*

Calculate By

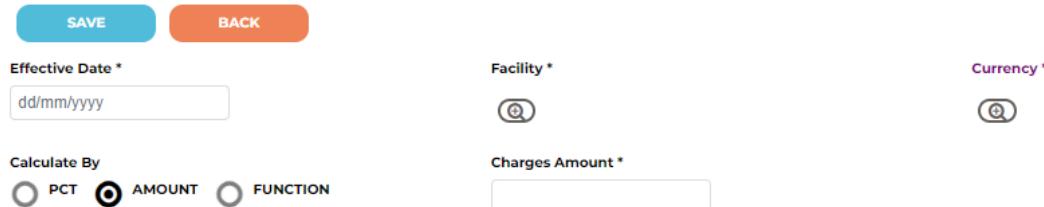
PCT  AMOUNT  FUNCTION

Charges Rate \*

Gambar 86 Halaman Charge Amount Info (Calculate By PCT)

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### Charge Amount Info



This screenshot shows the 'Charge Amount Info' page. At the top are two buttons: 'SAVE' (blue) and 'BACK' (orange). Below them are three input fields: 'Effective Date \*' (dd/mm/yyyy), 'Facility \*' (with a magnifying glass icon), and 'Currency \*' (with a magnifying glass icon). Underneath these are two radio buttons: 'PCT' and 'AMOUNT' (which is selected), and 'FUNCTION'. To the right of the facility field is a 'Charges Amount \*' input field.

**Gambar 87 Halaman Charge Amount Info (Calculate By Amount)**

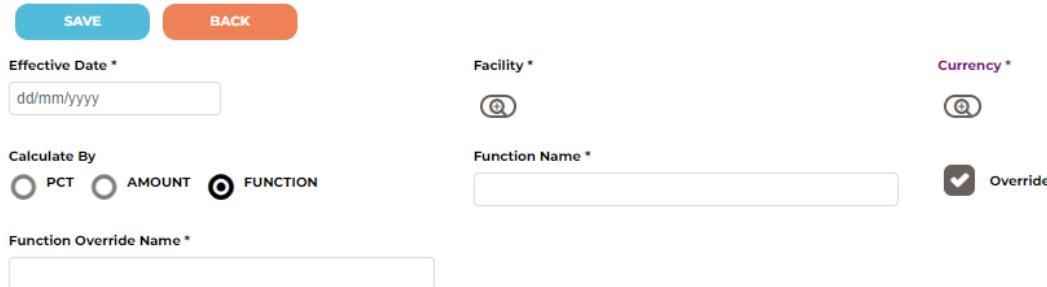
### Charge Amount Info



This screenshot shows the 'Charge Amount Info' page. It has the same layout as the previous one, but the 'FUNCTION' radio button is selected instead of 'AMOUNT'. The 'Function Name \*' input field and an 'Override' checkbox are also present on the right side.

**Gambar 88 Halaman Charge Amount Info (Calculate By Function)**

### Charge Amount Info



This screenshot shows the 'Charge Amount Info' page with an 'Override' checked. It includes the 'Function Override Name \*' input field and the 'Override' checkbox.

**Gambar 89 Halaman Charge Amount Info (Calculate By Function Override)**

- f. Jika user ingin melakukan perubahan data klik tombol  pada baris data Charge Amount List.
- g. Untuk menghapus data Charge Amount, user dapat memberi tanda checklist “.
- h. Jika user ingin melakukan perubahan data klik tombol  pada baris data Charge List.

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### 3.2.6 Deviation

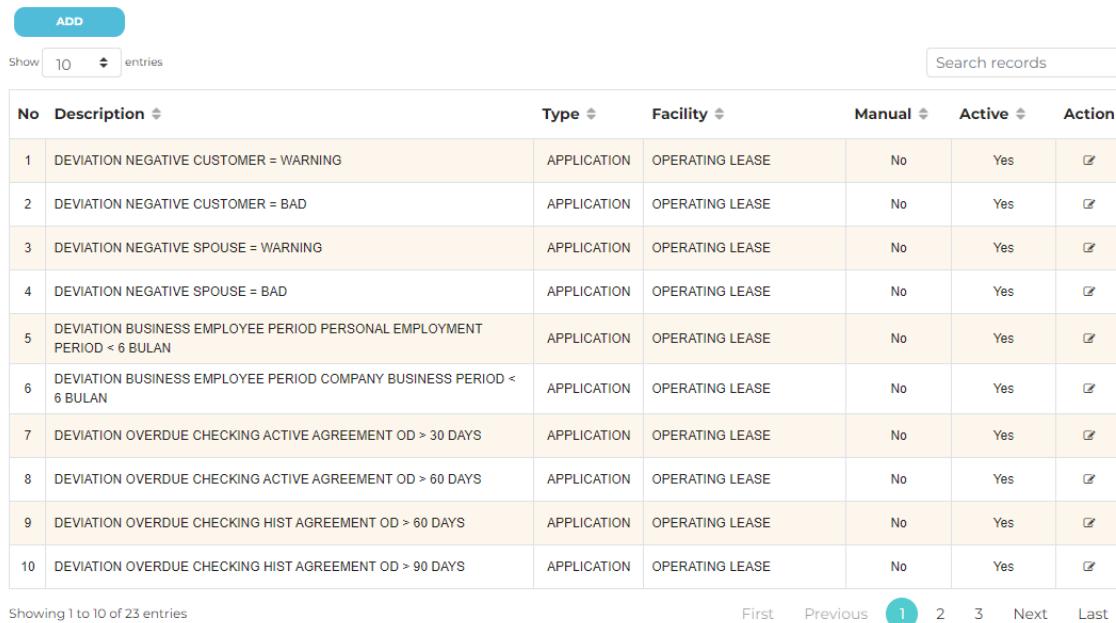
Sub Menu Deviation dapat diakses oleh user melalui modul **Operating Lease > General Policy > Deviation**. Sub Menu Deviation dapat digunakan oleh user untuk melakukan proses setting terhadap jenis-jenis penyimpangan atau deviasi yang akan digunakan pada aplikasi pembiayaan pada sistem.

#### 3.2.6.1 Step Process Deviation

Berikut adalah Step Process Deviation:

- a. Klik tombol  untuk menambahkan data pada tampilan Deviation List.

Deviation List



No	Description	Type	Facility	Manual	Active	Action
1	DEVIATION NEGATIVE CUSTOMER = WARNING	APPLICATION	OPERATING LEASE	No	Yes	<input type="checkbox"/>
2	DEVIATION NEGATIVE CUSTOMER = BAD	APPLICATION	OPERATING LEASE	No	Yes	<input type="checkbox"/>
3	DEVIATION NEGATIVE SPOUSE = WARNING	APPLICATION	OPERATING LEASE	No	Yes	<input type="checkbox"/>
4	DEVIATION NEGATIVE SPOUSE = BAD	APPLICATION	OPERATING LEASE	No	Yes	<input type="checkbox"/>
5	DEVIATION BUSINESS EMPLOYEE PERIOD PERSONAL EMPLOYMENT PERIOD < 6 BULAN	APPLICATION	OPERATING LEASE	No	Yes	<input type="checkbox"/>
6	DEVIATION BUSINESS EMPLOYEE PERIOD COMPANY BUSINESS PERIOD < 6 BULAN	APPLICATION	OPERATING LEASE	No	Yes	<input type="checkbox"/>
7	DEVIATION OVERDUE CHECKING ACTIVE AGREEMENT OD > 30 DAYS	APPLICATION	OPERATING LEASE	No	Yes	<input type="checkbox"/>
8	DEVIATION OVERDUE CHECKING ACTIVE AGREEMENT OD > 60 DAYS	APPLICATION	OPERATING LEASE	No	Yes	<input type="checkbox"/>
9	DEVIATION OVERDUE CHECKING HIST AGREEMENT OD > 60 DAYS	APPLICATION	OPERATING LEASE	No	Yes	<input type="checkbox"/>
10	DEVIATION OVERDUE CHECKING HIST AGREEMENT OD > 90 DAYS	APPLICATION	OPERATING LEASE	No	Yes	<input type="checkbox"/>

Showing 1 to 10 of 23 entries

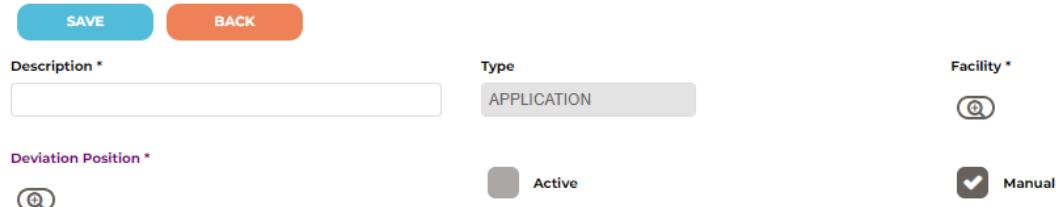
First Previous  2 3 Next Last

**Gambar 90 Halaman Deviation List**

- b. Lengkapi data pada field yang tersedia, lalu klik tombol  untuk menyimpan data atau klik tombol  untuk kembali ke halaman sebelumnya.

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### Deviation Info

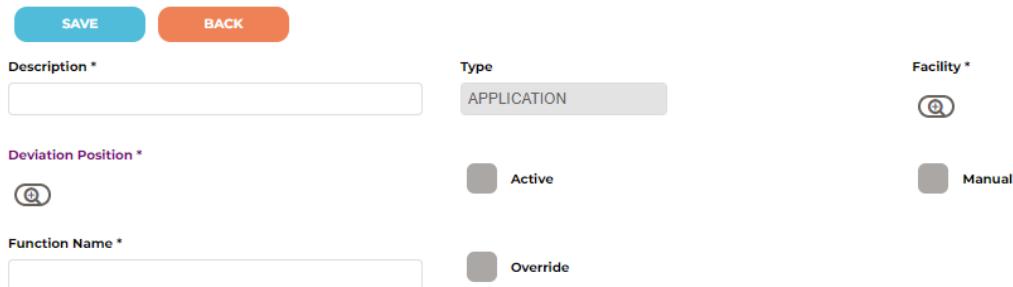


The screenshot shows a form titled "Deviation Info". At the top are two buttons: "SAVE" (blue) and "BACK" (orange). Below them are four groups of fields:

- Description \***: An input field.
- Type**: A dropdown menu set to "APPLICATION".
- Facility \***: A dropdown menu with a magnifying glass icon.
- Deviation Position \***: A dropdown menu with a magnifying glass icon.
- Active**: A checkbox with a checked mark.
- Manual**: A checkbox with an unchecked mark.

**Gambar 91 Halaman Deviation Info (Manual)**

### Deviation Info

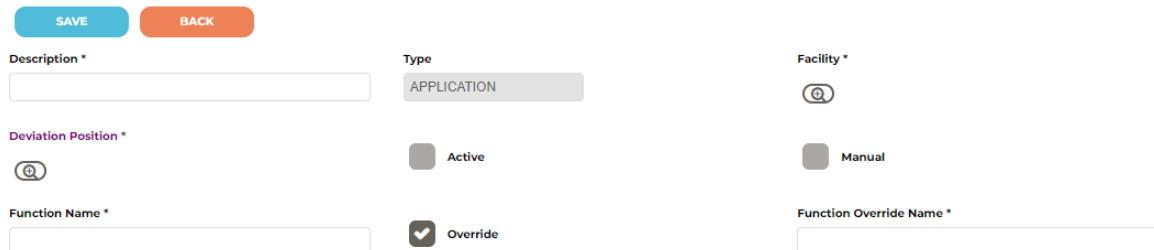


The screenshot shows a form titled "Deviation Info". At the top are two buttons: "SAVE" (blue) and "BACK" (orange). Below them are four groups of fields:

- Description \***: An input field.
- Type**: A dropdown menu set to "APPLICATION".
- Facility \***: A dropdown menu with a magnifying glass icon.
- Deviation Position \***: A dropdown menu with a magnifying glass icon.
- Active**: A checkbox with an unchecked mark.
- Function Name \***: An input field.
- Override**: A checkbox with an unchecked mark.

**Gambar 92 Halaman Deviation Info (Non-Manual dan Non-Override)**

### Deviation Info



The screenshot shows a form titled "Deviation Info". At the top are two buttons: "SAVE" (blue) and "BACK" (orange). Below them are six groups of fields:

- Description \***: An input field.
- Type**: A dropdown menu set to "APPLICATION".
- Facility \***: A dropdown menu with a magnifying glass icon.
- Deviation Position \***: A dropdown menu with a magnifying glass icon.
- Active**: A checkbox with an unchecked mark.
- Manual**: A checkbox with an unchecked mark.
- Function Name \***: An input field.
- Override**: A checkbox with a checked mark.
- Function Override Name \***: An input field.

**Gambar 93 Halaman Deviation Info (Non-Manual dan Override)**

- Jika user memberi tanda checklist **Active** maka data dapat digunakan dan status data Deviation akan berubah menjadi active, sedangkan jika user tidak memberi tanda checklist **Active** maka status data Deviation berubah menjadi non-active dan tidak dapat digunakan.
- Jika user ingin melakukan perubahan data klik tombol pada baris data Deviation List.

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### 3.2.7 Rounding

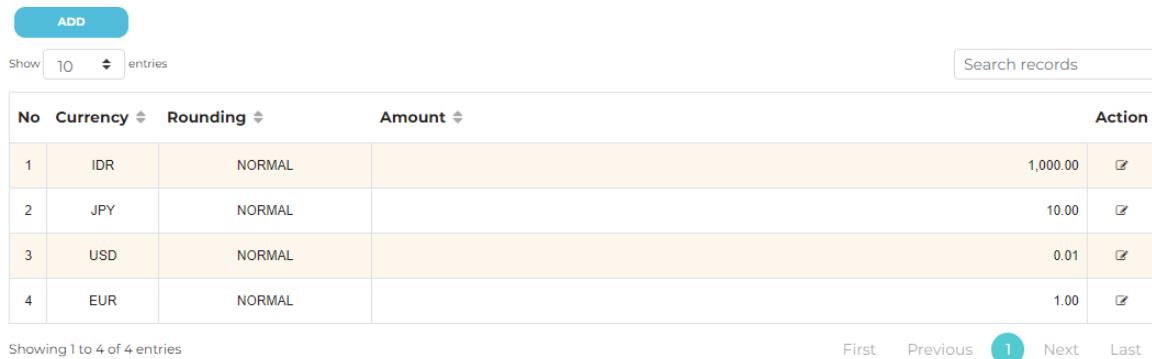
Sub Menu Rounding dapat diakses oleh user melalui modul **Operating Lease > General Policy > Rounding**. Sub Menu Rounding dapat digunakan oleh user untuk melakukan proses setting terhadap data Rounding atau pembulatan yang akan digunakan pada sistem.

#### 3.2.7.1 Step Process Rounding

Berikut adalah Step Process Rounding:

- a. Klik tombol  untuk menambahkan data pada tampilan Rounding List.

Rounding List



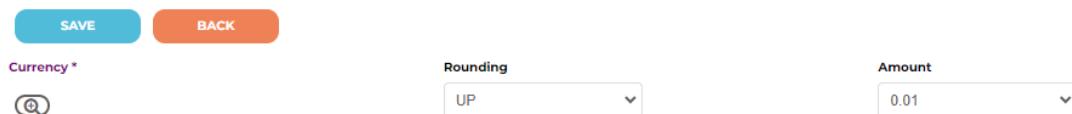
No	Currency	Rounding	Amount	Action
1	IDR	NORMAL	1,000.00	<input checked="" type="checkbox"/>
2	JPY	NORMAL	10.00	<input checked="" type="checkbox"/>
3	USD	NORMAL	0.01	<input checked="" type="checkbox"/>
4	EUR	NORMAL	1.00	<input checked="" type="checkbox"/>

Showing 1 to 4 of 4 entries      First      Previous            Next      Last

Gambar 94 Halaman Rounding List

- b. Lengkapi data pada field yang tersedia, lalu klik tombol  untuk menyimpan data atau klik tombol  untuk kembali ke halaman sebelumnya.

Rounding Info



SAVE      BACK

Currency \*

Rounding

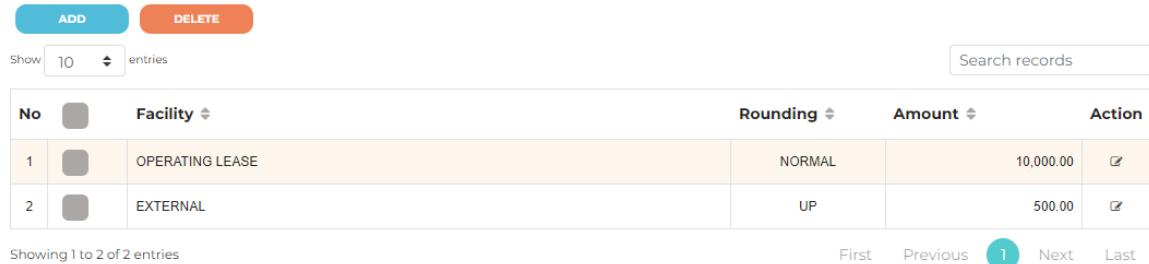
Amount

Gambar 95 Halaman Rounding Info

- c. Setelah data Rounding berhasil disimpan, maka sistem akan menampilkan halaman Rounding Detail List. Klik tombol  untuk menambahkan data pada tampilan Rounding Detail List.

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#### Rounding Detail List



The screenshot shows a table with columns: No, Facility, Rounding, Amount, and Action. The first row has a checked checkbox and the value 'OPERATING LEASE'. The second row has a checked checkbox and the value 'EXTERNAL'. The 'Rounding' column shows 'NORMAL' and 'UP' respectively. The 'Amount' column shows '10,000.00' and '500.00'. The 'Action' column contains edit icons.

**Gambar 96 Halaman Rounding Detail List**

- d. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

#### Rounding Detail Info



The screenshot shows a form with three main sections: Facility (with a dropdown menu), Rounding (with a dropdown menu set to 'UP'), and Amount (with a dropdown menu set to '0.01').

**Gambar 97 Halaman Rounding Detail Info**

- e. Jika user ingin melakukan perubahan data klik tombol  pada baris data Rounding Detail List.  
f. Untuk menghapus data Rounding Detail, user dapat memberi tanda checklist “” pada baris data Rounding Detail List kemudian klik tombol **DELETE**.  
g. Jika user ingin melakukan perubahan data klik tombol  pada baris data Rounding List.

#### 3.2.8 Budget Registration

Sub Menu Budget Registration dapat diakses oleh user melalui modul **Operating Lease > General Policy > Budget Registration**. Sub Menu Budget Registration dapat digunakan oleh user untuk melakukan proses setting terhadap registrasi budegt yang akan digunakan pada sistem.

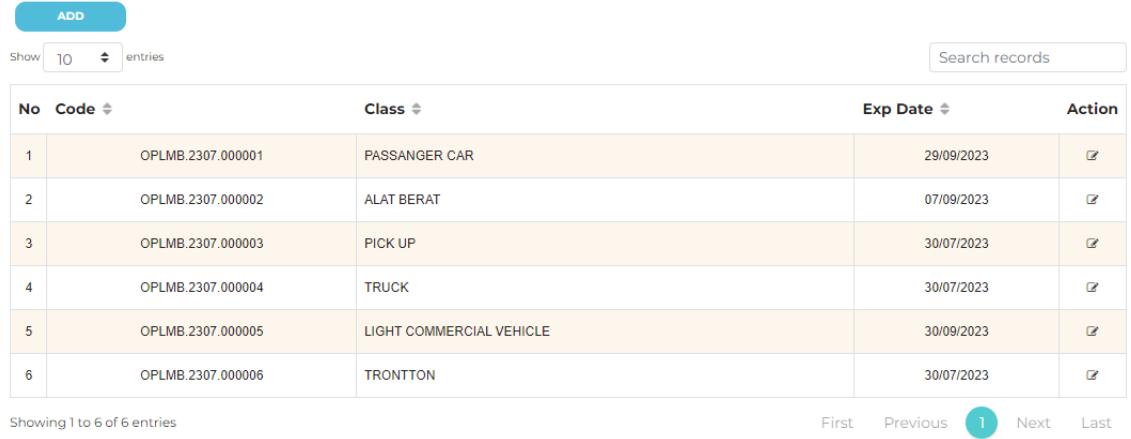
##### 3.2.8.1 Step Process Budget Registration

Berikut adalah Step Process Budget Registration:

- a. Klik tombol **ADD** untuk menambahkan data pada tampilan Budget Registration List.

	<b>USER GUIDE</b>		
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### Budget Registration List



The screenshot shows a table titled "Budget Registration List". The columns are labeled "No", "Code", "Class", "Exp Date", and "Action". The data rows are as follows:

No	Code	Class	Exp Date	Action
1	OPLMB.2307.000001	PASSANGER CAR	29/09/2023	<input type="checkbox"/>
2	OPLMB.2307.000002	ALAT BERAT	07/09/2023	<input type="checkbox"/>
3	OPLMB.2307.000003	PICK UP	30/07/2023	<input type="checkbox"/>
4	OPLMB.2307.000004	TRUCK	30/07/2023	<input type="checkbox"/>
5	OPLMB.2307.000005	LIGHT COMMERCIAL VEHICLE	30/09/2023	<input type="checkbox"/>
6	OPLMB.2307.000006	TRONTTON	30/07/2023	<input type="checkbox"/>

Showing 1 to 6 of 6 entries

First Previous 1 Next Last

**Gambar 98 Halaman Budget Registration List**

- b. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

### Budget Registration Info



The screenshot shows a form titled "Budget Registration Info". It has the following fields:

- Code: -Auto Generate-
- Class \*: A dropdown menu with an icon.
- Exp Date: dd/mm/yyyy
- Active: A checkbox labeled "Active".

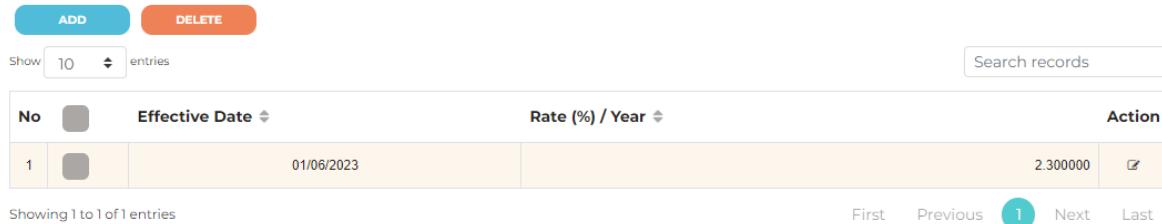
Buttons at the top left are "SAVE" and "BACK".

**Gambar 99 Halaman Budget Registration Info**

- c. Jika user memberi tanda checklist  **Active** maka data dapat digunakan dan status data Budget Registration akan berubah menjadi active, sedangkan jika user tidak memberi tanda checklist  **Active** maka status data Budget Registration berubah menjadi non-active dan tidak dapat digunakan.
- d. Setelah data Budget Registration berhasil disimpan, maka sistem akan menampilkan halaman Budget Registration Detail List. Klik tombol **ADD** untuk menambahkan data pada tampilan Budget Registration Detail List.

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#### Budget Registration Detail List



The screenshot shows a table titled "Budget Registration Detail List". At the top, there are "ADD" and "DELETE" buttons. Below them is a dropdown menu "Show 10 entries" and a search bar "Search records". The table has columns: "No", "Effective Date", "Rate (%)/Year", and "Action". A single row is displayed with "No" 1, "Effective Date" 01/06/2023, "Rate (%)/Year" 2.300000, and an "Action" column containing a edit icon.

**Gambar 100 Halaman Budget Registration Detail List**

- e. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

#### Budget Registration Detail Info



The screenshot shows a form titled "Budget Registration Detail Info". It has two main input fields: "Effective Date \*" with a placeholder "dd/mm/yyyy" and "Rate (%) / Year \*". Below each field is a button: "SAVE" (blue) and "BACK" (orange).

**Gambar 101 Halaman Budget Registration Detail Info**

- f. Jika user ingin melakukan perubahan data klik tombol  pada baris data Budget Registration Detail List.
- g. Untuk menghapus data Budget Registration Detail, user dapat memberi tanda checklist  pada baris data Budget Registration Detail kemudian klik tombol **DELETE**.
- h. Jika user ingin melakukan perubahan data klik tombol  pada baris data Budget Registration List.

#### 3.2.9 Budget Maintenance

Sub Menu Budget Maintenance dapat diakses oleh user melalui modul **Operating Lease > General Policy > Budget Maintenance**. Sub Menu Budget Maintenance dapat digunakan oleh user untuk melakukan proses setting terhadap budget pemeliharaan asset yang akan digunakan pada sistem.

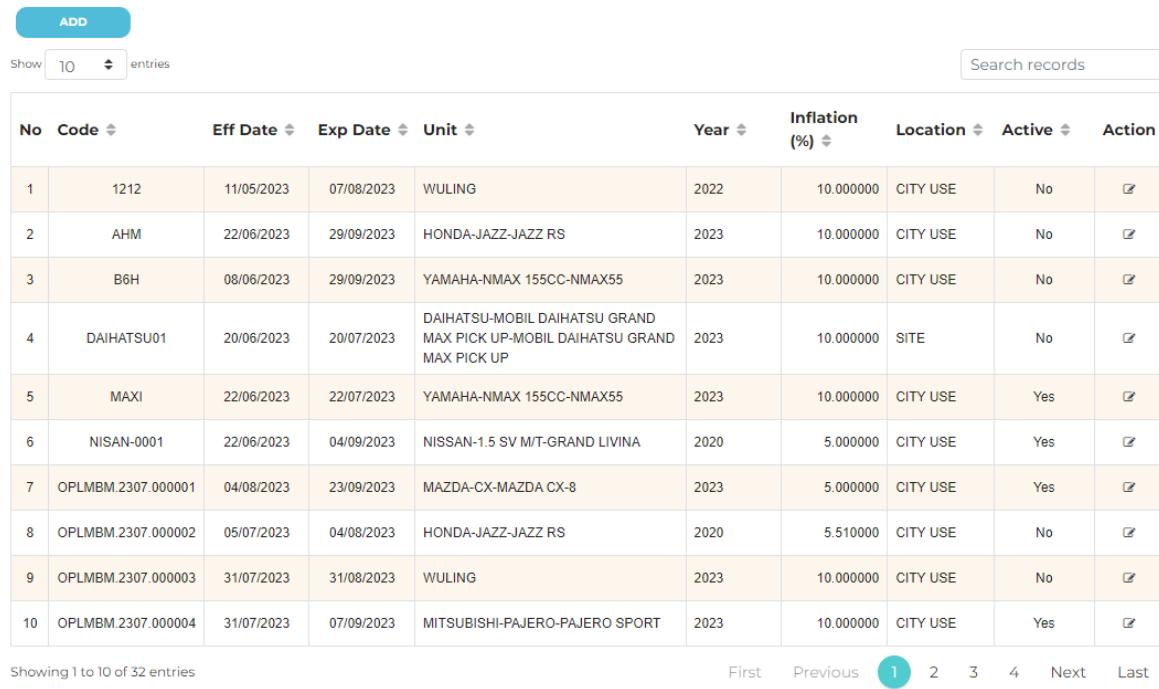
	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
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### 3.2.9.1 Step Process Budget Maintenance

Berikut adalah Step Process Budget Maintenance:

- a. Klik tombol  untuk menambahkan data pada tampilan Budget Maintenance List.

Budget Maintenance List



No	Code	Eff Date	Exp Date	Unit	Year	Inflation (%)	Location	Active	Action
1	1212	11/05/2023	07/08/2023	WULING	2022	10.000000	CITY USE	No	
2	AHM	22/06/2023	29/09/2023	HONDA-JAZZ-JAZZ RS	2023	10.000000	CITY USE	No	
3	B6H	08/06/2023	29/09/2023	YAMAHA-NMAX 155CC-NMAX55	2023	10.000000	CITY USE	No	
4	DAIHATSU01	20/06/2023	20/07/2023	DAIHATSU-MOBIL DAIHATSU GRAND MAX PICK UP-MOBIL DAIHATSU GRAND MAX PICK UP	2023	10.000000	SITE	No	
5	MAXI	22/06/2023	22/07/2023	YAMAHA-NMAX 155CC-NMAX55	2023	10.000000	CITY USE	Yes	
6	NISAN-0001	22/06/2023	04/09/2023	NISSAN-1.5 SV M/T-GRAND LIVINA	2020	5.000000	CITY USE	Yes	
7	OPLMBM.2307.000001	04/08/2023	23/09/2023	MAZDA-CX-MAZDA CX-8	2023	5.000000	CITY USE	Yes	
8	OPLMBM.2307.000002	05/07/2023	04/08/2023	HONDA-JAZZ-JAZZ RS	2020	5.510000	CITY USE	No	
9	OPLMBM.2307.000003	31/07/2023	31/08/2023	WULING	2023	10.000000	CITY USE	No	
10	OPLMBM.2307.000004	31/07/2023	07/09/2023	MITSUBISHI-PAJERO-PAJERO SPORT	2023	10.000000	CITY USE	Yes	

Showing 1 to 10 of 32 entries

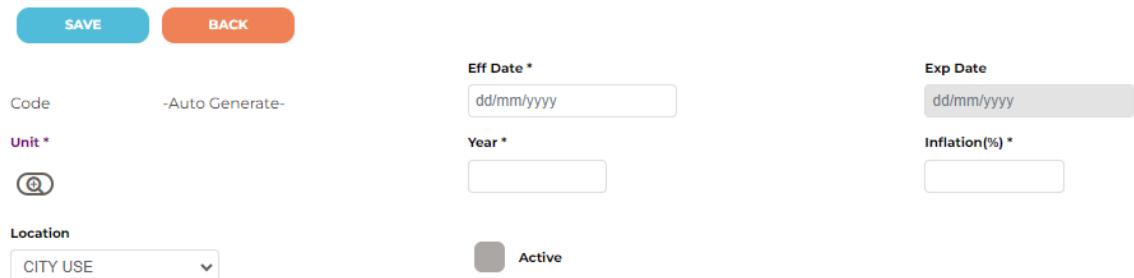
First Previous  2 3 4 Next Last

Gambar 102 Halaman Budget Maintenance List

- b. Lengkapi data pada field yang tersedia, lalu klik tombol  untuk menyimpan data atau klik tombol  untuk kembali ke halaman sebelumnya.

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### Budget Maintenance Info



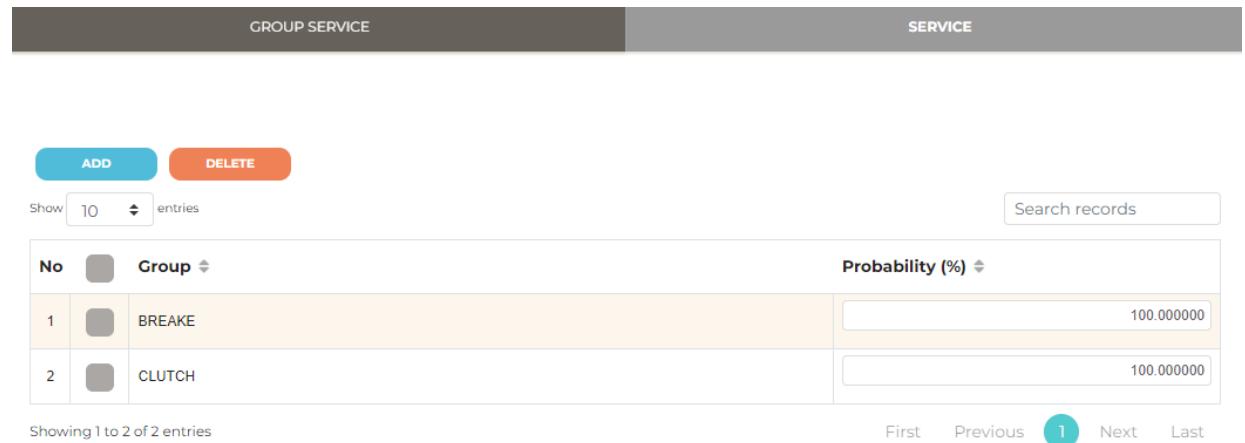
The screenshot shows a form titled "Budget Maintenance Info". At the top are two buttons: "SAVE" (blue) and "BACK" (orange). Below them are several input fields and dropdowns. On the left, there's a "Code" field with "-Auto Generate-", a "Unit" field with a dropdown and a camera icon, and a "Location" dropdown set to "CITY USE". On the right, there are "Eff Date" and "Exp Date" fields (dd/mm/yyyy), a "Year" field (dd/mm/yyyy), an "Inflation(%)" field, and a "Status" checkbox labeled "Active".

**Gambar 103 Halaman Budget Maintenance Info**

- c. Jika user memberi tanda checklist  **Active** maka data dapat digunakan dan status data Budget Maintenance akan berubah menjadi active, sedangkan jika user tidak memberi tanda checklist  **Active** maka status data Budget Maintenance berubah menjadi non-active dan tidak dapat digunakan.
- d. Setelah data Budget Maintenance berhasil disimpan, maka sistem akan menampilkan halaman Tab, antara lain: Tab Group Service dan Tab Service.

### Tab Group Service

- e. Pada halaman Budget Maintenance Info Tab Group Service, sistem akan menampilkan informasi listing data service yang telah terdaftar pada sistem. Klik tombol  untuk menambahkan data pada tampilan Tab Group Service.

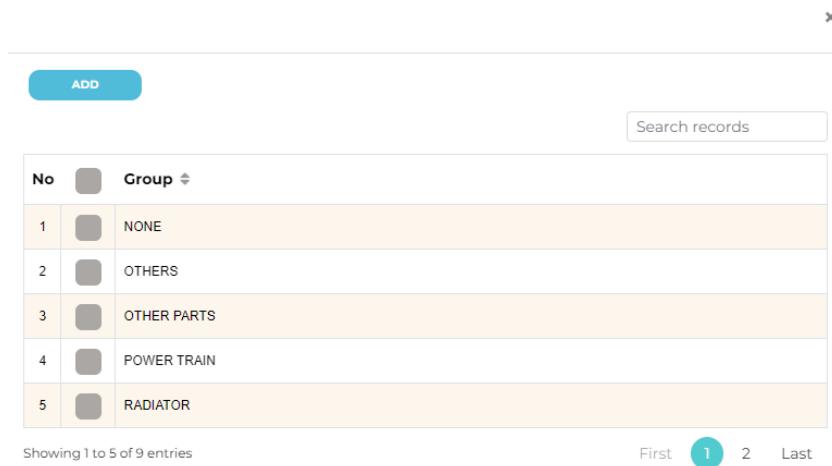


The screenshot shows a table titled "GROUP SERVICE" with a "SERVICE" tab next to it. The table has columns for "No", "Group", and "Probability (%)". There are two rows: row 1 with "BREAKE" and row 2 with "CLUTCH", both with a probability of 100.000000. At the top, there are buttons for "ADD" (blue) and "DELETE" (orange). Below the table, there are buttons for "Show 10 entries" and "Search records". At the bottom, there are navigation buttons for "First", "Previous", "Next", and "Last".

**Gambar 104 Halaman Tab Group Service**

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- f. Untuk menambahkan data Group Service, user dapat memberi tanda checklist “” pada baris data Look Up Group Service kemudian klik tombol **ADD**.



The screenshot shows a table titled "Group" with columns for "No" and "Group". The data rows are:

No	Group
1	NONE
2	OTHERS
3	OTHER PARTS
4	POWER TRAIN
5	RADIATOR

At the top right is a search bar labeled "Search records". At the bottom left is a message "Showing 1 to 5 of 9 entries". At the bottom center are navigation buttons: "First", a teal circle with the number "1", "2", and "Last". Above the table is a blue "ADD" button.

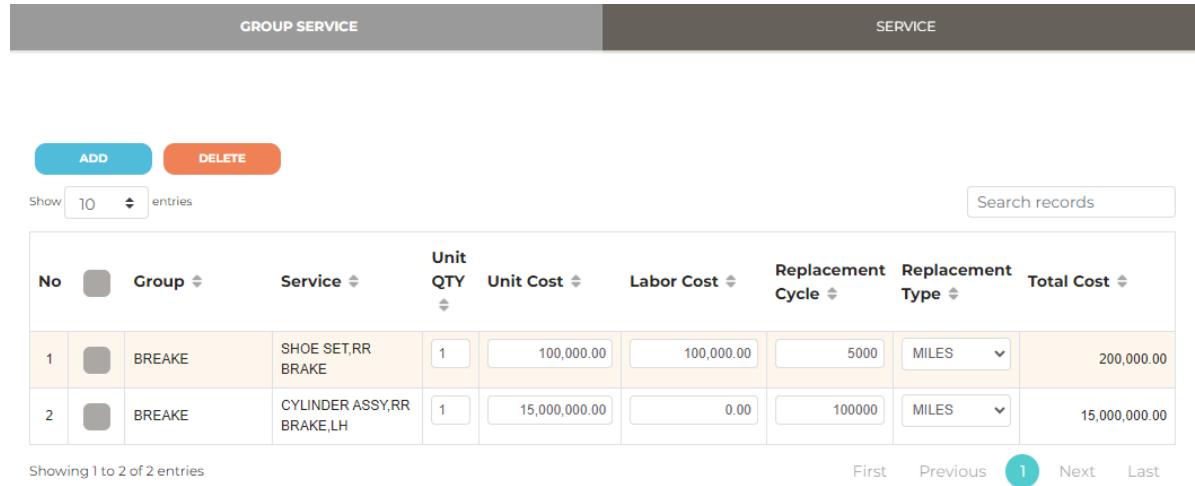
**Gambar 105 Halaman Look Up Group Service**

- g. Untuk menghapus data Tab Group Service, user dapat memberi tanda checklist “” pada baris data Tab Group Service List kemudian klik tombol **DELETE**.

### Tab Service

- h. Pada halaman Budget Maintenance Info Tab Service, sistem akan menampilkan informasi listing data budget service yang telah terdaftar pada sistem. Klik tombol **ADD** untuk menambahkan data pada tampilan Tab Service.

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GROUP SERVICE

SERVICE

ADD    DELETE

Show 10 entries

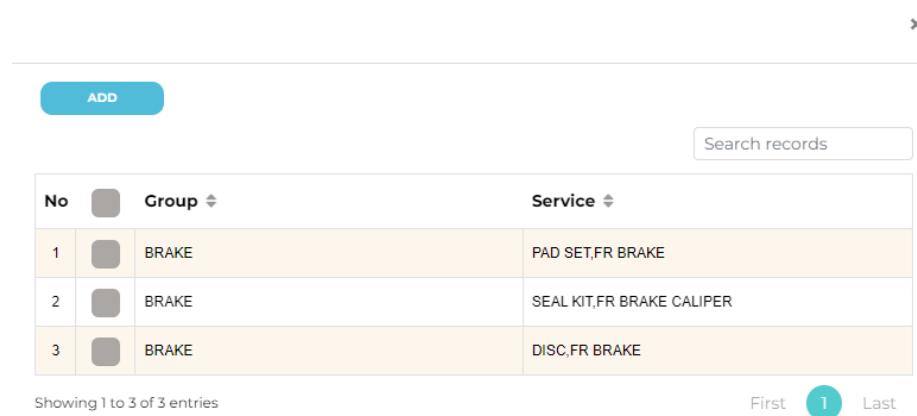
Search records

No	Group	Service	Unit QTY	Unit Cost	Labor Cost	Replacement Cycle	Replacement Type	Total Cost
1	BREAKE	SHOE SET,RR BRAKE	1	100,000.00	100,000.00	5000	MILES	200,000.00
2	BREAKE	CYLINDER ASSY,RR BRAKE,LH	1	15,000,000.00	0.00	100000	MILES	15,000,000.00

Showing 1 to 2 of 2 entries

First    Previous    1    Next    Last

**Gambar 106 Halaman Tab Service**

- i. Untuk menambahkan data Service, user dapat memberi tanda checklist “


ADD

Search records

No	Group	Service
1	BRAKE	PAD SET,FR BRAKE
2	BRAKE	SEAL KIT,FR BRAKE CALIPER
3	BRAKE	DISC,FR BRAKE

Showing 1 to 3 of 3 entries

First    1    Last

**Gambar 107 Halaman Look Up Service**

- j. Untuk menghapus data Tab Service, user dapat memberi tanda checklist “ pada baris data Budget Maintenance List.

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### 3.2.10 Budget Replacement

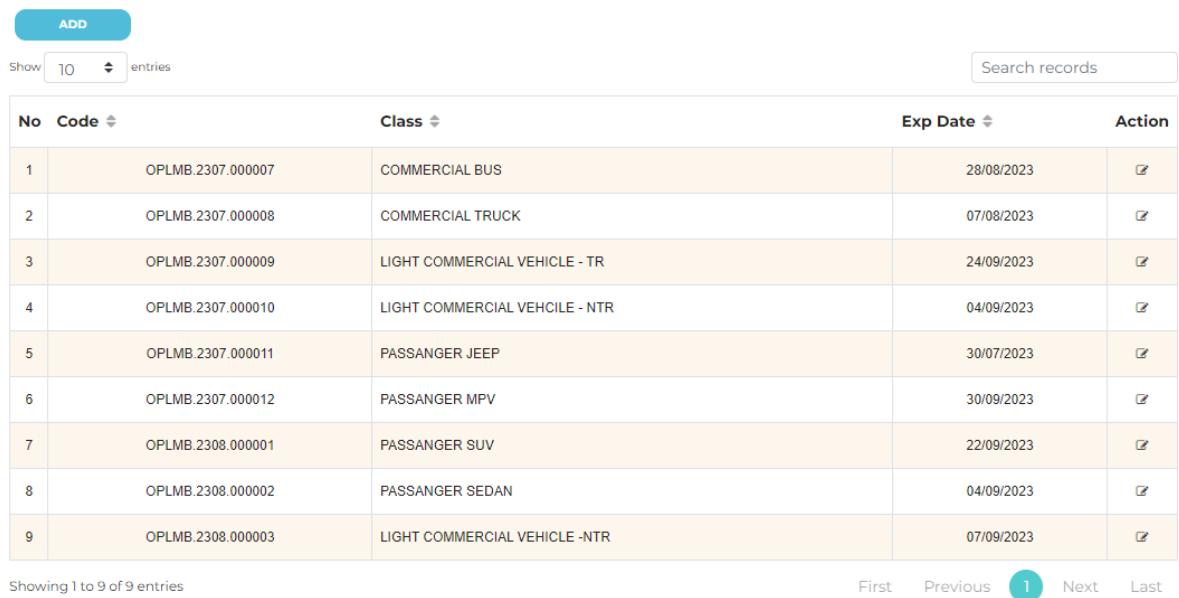
Sub Menu Budget Replacement dapat diakses oleh user melalui modul **Operating Lease > General Policy > Budget Replacement**. Sub Menu Budget Replacement dapat digunakan oleh user untuk melakukan proses setting terhadap jenis budget pengganti yang akan digunakan pada sistem.

#### 3.2.10.1 Step Process Budget Replacement

Berikut adalah Step Process Budget Replacement:

- a. Klik tombol  untuk menambahkan data pada tampilan Budget Replacement List.

Budget Replacement List



No	Code	Class	Exp Date	Action
1	OPLMB.2307.000007	COMMERCIAL BUS	28/08/2023	<input type="checkbox"/>
2	OPLMB.2307.000008	COMMERCIAL TRUCK	07/08/2023	<input type="checkbox"/>
3	OPLMB.2307.000009	LIGHT COMMERCIAL VEHICLE - TR	24/09/2023	<input type="checkbox"/>
4	OPLMB.2307.000010	LIGHT COMMERCIAL VEHCILE - NTR	04/09/2023	<input type="checkbox"/>
5	OPLMB.2307.000011	PASSANGER JEEP	30/07/2023	<input type="checkbox"/>
6	OPLMB.2307.000012	PASSANGER MPV	30/09/2023	<input type="checkbox"/>
7	OPLMB.2308.000001	PASSANGER SUV	22/09/2023	<input type="checkbox"/>
8	OPLMB.2308.000002	PASSANGER SEDAN	04/09/2023	<input type="checkbox"/>
9	OPLMB.2308.000003	LIGHT COMMERCIAL VEHICLE -NTR	07/09/2023	<input type="checkbox"/>

Showing 1 to 9 of 9 entries

First Previous **1** Next Last

**Gambar 108 Halaman Budget Replacement List**

- b. Lengkapi data pada field yang tersedia, lalu klik tombol  untuk menyimpan data atau klik tombol  untuk kembali ke halaman sebelumnya.

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### Budget Replacement Info



The screenshot shows a form for 'Budget Replacement Info'. It includes fields for 'Project Name' (iFinancing v5), 'Version' (1.0), 'File Name' (User Guide - V5 - OPERATING LEASE), and 'Date' (September 2023). There are also checkboxes for 'Class \*' and 'Exp Date' (dd/mm/yyyy). Below the form, there is a status indicator labeled 'Active'.

**Gambar 109 Halaman Budget Replacement Info**

- c. Jika user memberi tanda checklist  **Active** maka data dapat digunakan dan status data Budget Replacement akan berubah menjadi active, sedangkan jika user tidak memberi tanda checklist  **Active** maka status data Budget Replacement berubah menjadi non-active dan tidak dapat digunakan.
- d. Setelah data Budget Replacement berhasil disimpan, maka sistem akan menampilkan halaman Budget Replacement Detail List. Klik tombol **ADD** untuk menambahkan data pada tampilan Budget Replacement Detail List.

### Budget Replacement Detail List



The screenshot shows a table titled 'Budget Replacement Detail List'. The columns are 'No', 'Effective Date', 'Rate (%) / Year', and 'Action'. There is one entry: Row 1, Effective Date 01/06/2023, Rate 1.40000, and Action (checkbox). Navigation buttons at the bottom include 'First', 'Previous', 'Next', and 'Last'.

No	Effective Date	Rate (%) / Year	Action
1	01/06/2023	1.40000	<input type="checkbox"/>

**Gambar 110 Halaman Budget Replacement Detail List**

- e. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

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## Budget Replacement Detail Info

**SAVE**

**BACK**

**Effective Date \***

dd/mm/yyyy

**Rate (%) / Year \***

**Gambar 111 Halaman Budget Replacement Detail Info**

- f. Jika user ingin melakukan perubahan data klik tombol  pada baris data Budget Replacement Detail List.
- g. Untuk menghapus data Budget Replacement Detail, user dapat memberi tanda checklist “.
- h. Jika user ingin melakukan perubahan data klik tombol  pada baris data Budget Replacement List.

### 3.2.11 Budget Insurance

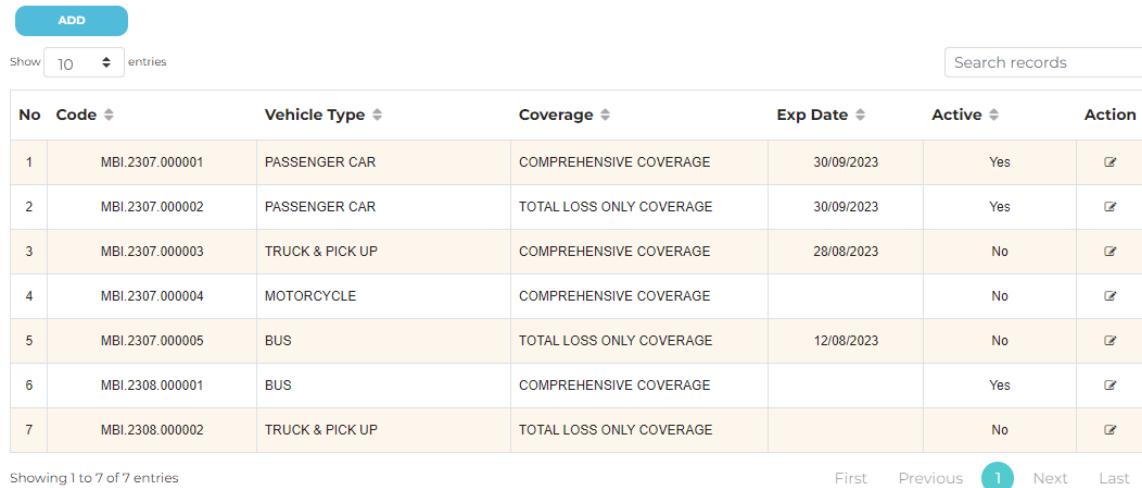
Sub Menu Budget Insurance dapat diakses oleh user melalui modul **Operating Lease > General Policy > Budget Insurance**. Sub Menu Budget Insurance bertujuan untuk setting perhitungan main coverage asuransi yang akan digunakan pada sistem.

#### 3.2.11.1 Step Process Budget Insurance

- a. Klik tombol  untuk menambahkan data pada tampilan Budget Insurance List.

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### Budget Insurance List



The screenshot shows a table titled "Budget Insurance List". The table has columns: No, Code, Vehicle Type, Coverage, Exp Date, Active, and Action. There are 7 entries listed:

No	Code	Vehicle Type	Coverage	Exp Date	Active	Action
1	MBI.2307.000001	PASSENGER CAR	COMPREHENSIVE COVERAGE	30/09/2023	Yes	<input checked="" type="checkbox"/>
2	MBI.2307.000002	PASSENGER CAR	TOTAL LOSS ONLY COVERAGE	30/09/2023	Yes	<input checked="" type="checkbox"/>
3	MBI.2307.000003	TRUCK & PICK UP	COMPREHENSIVE COVERAGE	28/08/2023	No	<input checked="" type="checkbox"/>
4	MBI.2307.000004	MOTORCYCLE	COMPREHENSIVE COVERAGE		No	<input checked="" type="checkbox"/>
5	MBI.2307.000005	BUS	TOTAL LOSS ONLY COVERAGE	12/08/2023	No	<input checked="" type="checkbox"/>
6	MBI.2308.000001	BUS	COMPREHENSIVE COVERAGE		Yes	<input checked="" type="checkbox"/>
7	MBI.2308.000002	TRUCK & PICK UP	TOTAL LOSS ONLY COVERAGE		No	<input checked="" type="checkbox"/>

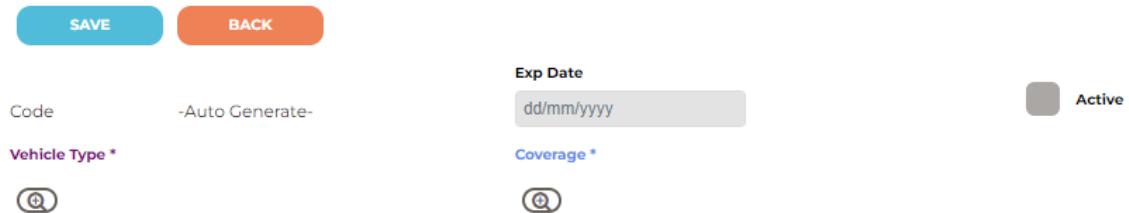
Show 10 entries Search records

Showing 1 to 7 of 7 entries First Previous 1 Next Last

**Gambar 112 Halaman Budget Insurance List**

- b. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

### Budget Insurance Info



The screenshot shows a form titled "Budget Insurance Info". It includes fields for "Code" (Auto Generate), "Vehicle Type" (dropdown menu), "Coverage" (dropdown menu), "Exp Date" (date input), and "Active" (checkbox). There are "SAVE" and "BACK" buttons at the top.

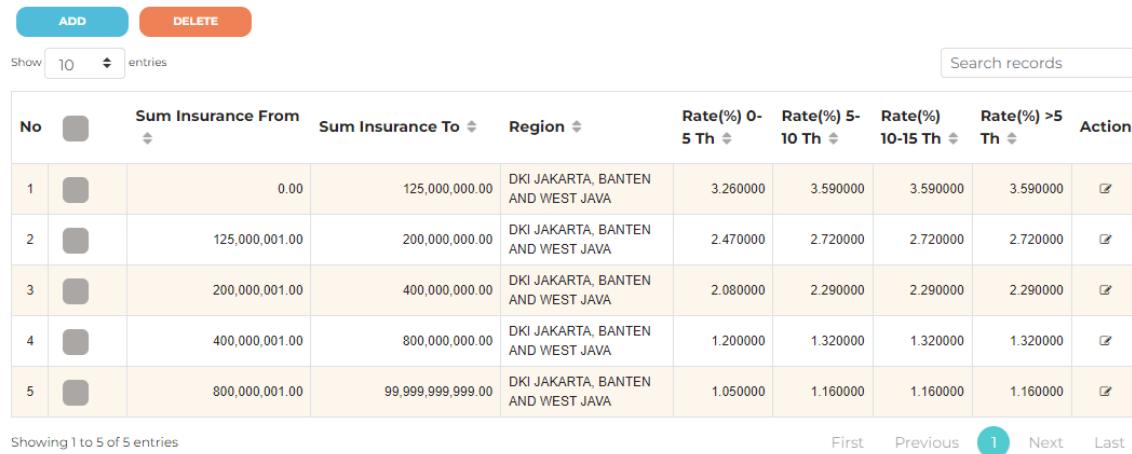
**Gambar 113 Halaman Budget Insurance Info**

- c. Jika user memberi tanda checklist  **Active** maka data dapat digunakan dan status data Budget Insurance akan berubah menjadi active, sedangkan jika user tidak memberi tanda checklist  **Active** maka status data Budget Insurance berubah menjadi non-active dan tidak dapat digunakan.

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- d. Setelah data Budget Insurance berhasil disimpan, maka sistem akan menampilkan halaman Detail List. Klik tombol  untuk menambahkan data pada tampilan Budget Insurance Detail List.

Budget Insurance Detail List



No	Sum Insurance From	Sum Insurance To	Region	Rate(%) 0-5 Th	Rate(%) 5-10 Th	Rate(%) 10-15 Th	Rate(%) >5 Th	Action
1	0.00	125,000,000.00	DKI JAKARTA, BANTEN AND WEST JAVA	3.260000	3.590000	3.590000	3.590000	
2	125,000,001.00	200,000,000.00	DKI JAKARTA, BANTEN AND WEST JAVA	2.470000	2.720000	2.720000	2.720000	
3	200,000,001.00	400,000,000.00	DKI JAKARTA, BANTEN AND WEST JAVA	2.080000	2.290000	2.290000	2.290000	
4	400,000,001.00	800,000,000.00	DKI JAKARTA, BANTEN AND WEST JAVA	1.200000	1.320000	1.320000	1.320000	
5	800,000,001.00	99,999,999,999.00	DKI JAKARTA, BANTEN AND WEST JAVA	1.050000	1.160000	1.160000	1.160000	

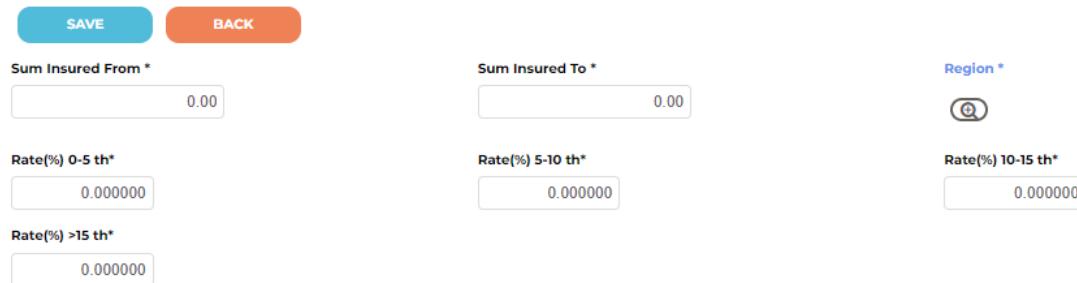
Showing 1 to 5 of 5 entries

First Previous  Next Last

Gambar 114 Halaman Budget Insurance Detail List

- e. Lengkapi data pada field yang tersedia, lalu klik tombol  untuk menyimpan data atau klik tombol  untuk kembali ke halaman sebelumnya.

Detail List



Sum Insured From *	Sum Insured To *	Region *
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	
Rate(%) 0-5 th*	Rate(%) 5-10 th*	Rate(%) 10-15 th*
<input type="text" value="0.000000"/>	<input type="text" value="0.000000"/>	<input type="text" value="0.000000"/>
Rate(%) >15 th*		
<input type="text" value="0.000000"/>		

Gambar 115 Halaman Budget Insurance Info Detail Info

- f. Jika user ingin melakukan perubahan data klik tombol  pada baris data Budget Insurance Detail List.

	<b>USER GUIDE</b>		
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- g. Untuk menghapus data Budget Insurance Detail, user dapat memberi tanda checklist “ .
- h. Jika user ingin melakukan perubahan data klik tombol  pada baris data Budget Insurance List.

### 3.2.12 Budget Insurance Additional

Sub Menu Budget Insurance Additional dapat diakses oleh user melalui modul **Operating Lease > General Policy > Budget Insurance Additional**. Sub Menu Budget Insurance Additional bertujuan untuk setting perhitungan additional coverage asuransi yang akan digunakan pada sistem.

#### 3.2.12.1 Step Process Budget Insurance Additional

Berikut adalah Step Process Insurance Additional:

- a. Klik tombol  untuk menambahkan data pada tampilan Budget Insurance Additional List.

Insurance Additional Rate List

Insurance Additional Rate List									
No		Code	Coverage	Compre(%)	TLO(%)	Region	Exp Date	Active	Action
1		BIE.2306.000001	PERSONAL ACCIDENT FOR PASSENGER (I/SEAT)	0.001000	0.001000		30/09/2023	Yes	<input type="checkbox"/>
2		BIE.2306.000002	PERSONAL ACCIDENT FOR DRIVER	0.005000	0.005000		30/09/2023	Yes	<input type="checkbox"/>
3		BIE.2306.000003	STRIKE, RIOT, CIVIL COMMOTION (SRCC)	0.000500	0.000500		30/09/2023	Yes	<input type="checkbox"/>
4		BIE.2306.000004	FLOOD & WINDSTORM	0.001000	0.001000	SUMATERA AND SURROUNDING ISLANDS	30/09/2023	Yes	<input type="checkbox"/>
5		BIE.2306.000005	FLOOD & WINDSTORM	0.001000	0.001000	DKI JAKARTA, BANTEN AND WEST JAVA	24/09/2023	Yes	<input type="checkbox"/>
6		BIE.2306.000006	FLOOD & WINDSTORM	0.075000	0.050000	OTHERS	06/07/2023	Yes	<input type="checkbox"/>
7		BIE.2306.000007	EARTHQUAKE & TSUNAMI	0.001000	0.001000	SUMATERA AND SURROUNDING ISLANDS	06/07/2023	Yes	<input type="checkbox"/>
8		BIE.2306.000008	EARTHQUAKE & TSUNAMI	0.001000	0.001000	DKI JAKARTA, BANTEN AND WEST JAVA	24/09/2023	Yes	<input type="checkbox"/>
9		BIE.2306.000009	EARTHQUAKE & TSUNAMI	0.075000	0.050000	OTHERS	06/07/2023	Yes	<input type="checkbox"/>
10		BIE.2306.000010	TERRORISM & SABOTAGE (T&S)	0.000500	0.000500		24/09/2023	Yes	<input type="checkbox"/>

Showing 1 to 10 of 15 entries

First Previous 1 2 Next Last

Gambar 116 Halaman Insurance Additional Rate List

	<b>USER GUIDE</b>		
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- b. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

#### Insurance Additional Rate Info



The screenshot shows a form titled "Insurance Additional Rate Info". At the top are two buttons: "SAVE" (blue) and "BACK" (orange). Below the buttons are several input fields and controls:

- Coverage \***: A dropdown menu with an icon.
- Exp Date**: A date input field with placeholder "dd/mm/yyyy".
- Code**: A text input field with placeholder "-Auto Generate-".
- Compre (%) \***: An input field containing "0.000000".
- TLO (%) \***: An input field containing "0.000000".
- Region**: A dropdown menu with an icon.
- Status**: A checkbox labeled "Active" with a checked state.

Gambar 117 Halaman Insurance Additional Rate Info

- c. Jika user memberi tanda checklist  **Active** maka data dapat digunakan dan status data Insurance Additional akan berubah menjadi active, sedangkan jika user tidak memberi tanda checklist  **Active** maka status data Insurance Additional berubah menjadi non-active dan tidak dapat digunakan.
- d. Jika user ingin melakukan perubahan data klik tombol  pada baris data Insurance Additional List.

#### 3.2.13 Budget Insurance TPL dan PLL

Sub Menu Insurance Third Party Liability and Passenger Legal Liability Rate dapat diakses oleh user melalui modul **Operating Lease > General Policy > Budget Insurance TPL dan PLL**. Sub Menu Budget Insurance Third Party Liability and Passenger Legal Liability bertujuan untuk setting perhitungan coverage asuransi untuk Third Party Liability dan Passenger Legal Liability yang akan digunakan pada sistem.

##### 3.2.13.1 Step Process Budget Insurance TPL dan PLL

Berikut adalah Step Process Budget Insurance Third Party Liability and Passenger Legal Liability:

- a. Klik tombol **ADD** untuk menambahkan data pada tampilan Budget Insurance TPL dan PLL List.

	<b>USER GUIDE</b>		
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#### Budget Insurance TPL dan PLL List

<div style="float: left; margin-right: 10px;"><b>ADD</b></div> <div style="float: left; margin-right: 10px;">Show <b>10</b> entries</div> <div style="float: right;">Search records</div>									
No	Code	Type	Coverage	Coverage Amount	Rate Of Limit(%)	Exp Date	Active	Action	
1	BIRL.2306.000001	PLL	PASSENGER LEGAL LIABILITY	25,000,000.00	1.000000	29/09/2023	Yes	<input checked="" type="checkbox"/>	
2	BIRL.2306.000002	TPL	THIRD PARTY LIABILITY FOR PASSENGER CAR & MOTORCYCLE	100,000,000.00	0.500000	29/09/2023	Yes	<input checked="" type="checkbox"/>	
3	BIRL.2306.000003	TPL	THIRD PARTY LIABILITY FOR BUS & CARGO CAR	25,000,000.00	1.500000	22/09/2023	Yes	<input checked="" type="checkbox"/>	
4	BIRL.2307.000001	PLL	THIRD PARTY LIABILITY FOR BUS & CARGO CAR	0.00	0.000000	11/08/2023	No	<input checked="" type="checkbox"/>	

Showing 1 to 4 of 4 entries

First Previous **1** Next Last

**Gambar 118 Halaman Budget Insurance TPL dan PLL List**

- b. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

#### Budget Insurance TPL dan PLL Info

**SAVE**
**BACK**

Code	-Auto Generate-	type	Coverage *
		<input type="text" value="TPL"/> <span style="font-size: small;">(C)</span>	<input type="text"/>
Coverage Amount *	<input type="text" value="0.00"/>	Rate Of Limit (%) *	<input type="text" value="0.000000"/>
		Exp Date	<input type="text" value="dd/mm/yyyy"/>
<input checked="" type="checkbox"/> Active			

**Gambar 119 Halaman Budget Insurance TPL dan PLL Info**

- c. Jika user memberi tanda checklist  **Active** maka data dapat digunakan dan status data Budget Insurance TPL dan PLL akan berubah menjadi active, sedangkan jika user tidak memberi tanda checklist  **Active** maka status data Budget Insurance TPL dan PLL berubah menjadi non-active dan tidak dapat digunakan.
- d. Jika user ingin melakukan perubahan data klik tombol  pada baris data Budget Insurance TPL dan PLL List.

	<b>USER GUIDE</b>		
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### 3.3 Blacklist

Blacklist adalah Menu yang dapat digunakan oleh user untuk melakukan proses setting dan mendaftarkan data area yang dilarang pada sistem. Berikut adalah detail penjelasan per masing-masing sub menu yang dapat digunakan oleh user.

#### 3.3.1 Negative Area List

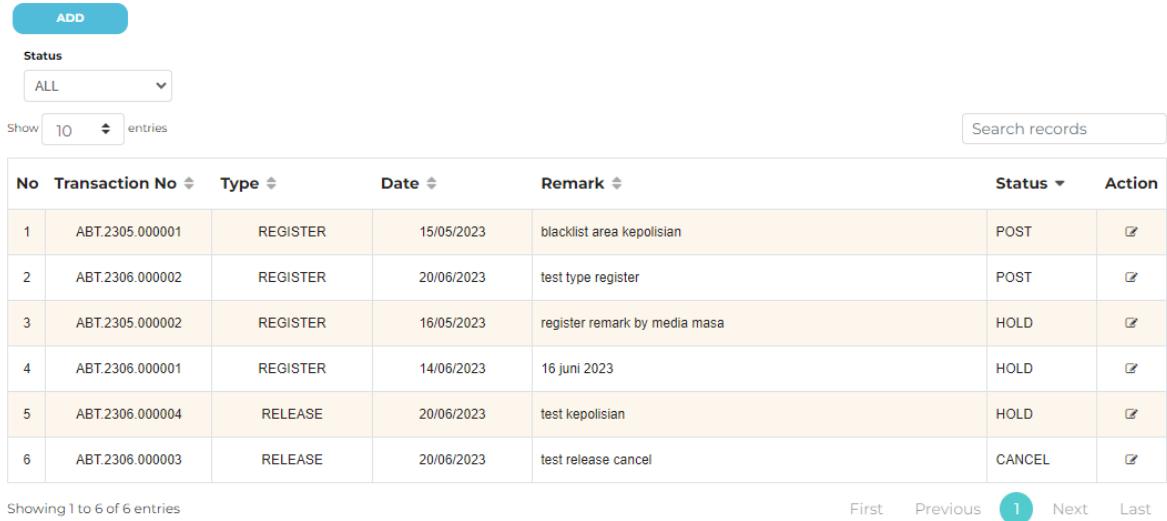
Sub Menu Negative Area List dapat diakses oleh user melalui modul **Operating Lease > Blacklist > Negative Area List**. Sub Menu Negative Area List dapat digunakan oleh user untuk mendaftarkan Area atau wilayah yang termasuk kategori Blacklist pada sistem.

##### 3.3.1.1 Step Process Negative Area List

Berikut adalah Step Process Negative Area List:

- a. Klik tombol  untuk menambahkan data pada tampilan Negative Area List.

Negative Area List



The screenshot shows a table titled "Negative Area List" with the following columns: No, Transaction No, Type, Date, Remark, Status, and Action. There are 6 entries listed:

No	Transaction No	Type	Date	Remark	Status	Action
1	ABT.2305.000001	REGISTER	15/05/2023	blacklist area kepolisian	POST	<input checked="" type="checkbox"/>
2	ABT.2306.000002	REGISTER	20/06/2023	test type register	POST	<input checked="" type="checkbox"/>
3	ABT.2305.000002	REGISTER	16/05/2023	register remark by media masa	HOLD	<input checked="" type="checkbox"/>
4	ABT.2306.000001	REGISTER	14/06/2023	16 juni 2023	HOLD	<input checked="" type="checkbox"/>
5	ABT.2306.000004	RELEASE	20/06/2023	test kepolisian	HOLD	<input checked="" type="checkbox"/>
6	ABT.2306.000003	RELEASE	20/06/2023	test release cancel	CANCEL	<input checked="" type="checkbox"/>

Showing 1 to 6 of 6 entries

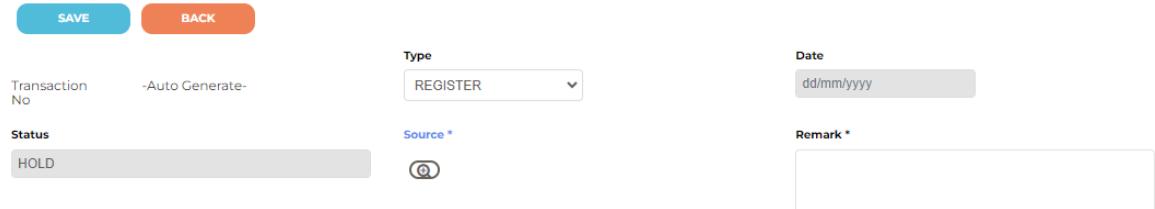
First Previous  Next Last

Gambar 120 Halaman Negative Area List

- b. Lengkapi data pada field yang tersedia, lalu klik tombol  untuk menyimpan data atau klik tombol  untuk kembali ke halaman sebelumnya.

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#### Negative Area Info



SAVE    BACK

Transaction No: -Auto Generate-

Type: REGISTER

Date: dd/mm/yyyy

Status: HOLD

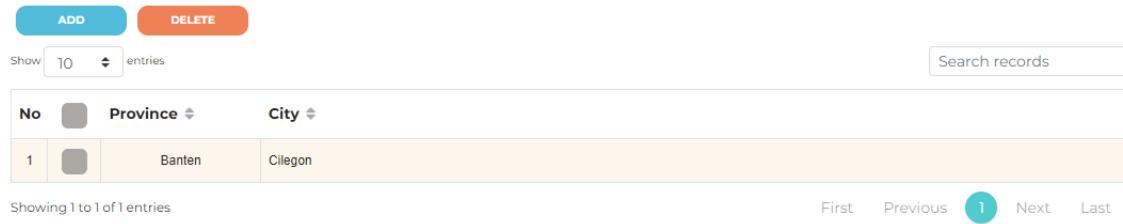
Source:

Remark \*

**Gambar 121 Halaman Negative Area Info**

- c. Setelah data Negative Area berhasil disimpan, maka sistem akan menampilkan halaman Area List.
- Klik tombol **ADD** untuk menambahkan data pada tampilan Area List.

#### Area List



ADD    DELETE

Show 10 entries

Search records

No	Province	City
1	Banten	Cilegon

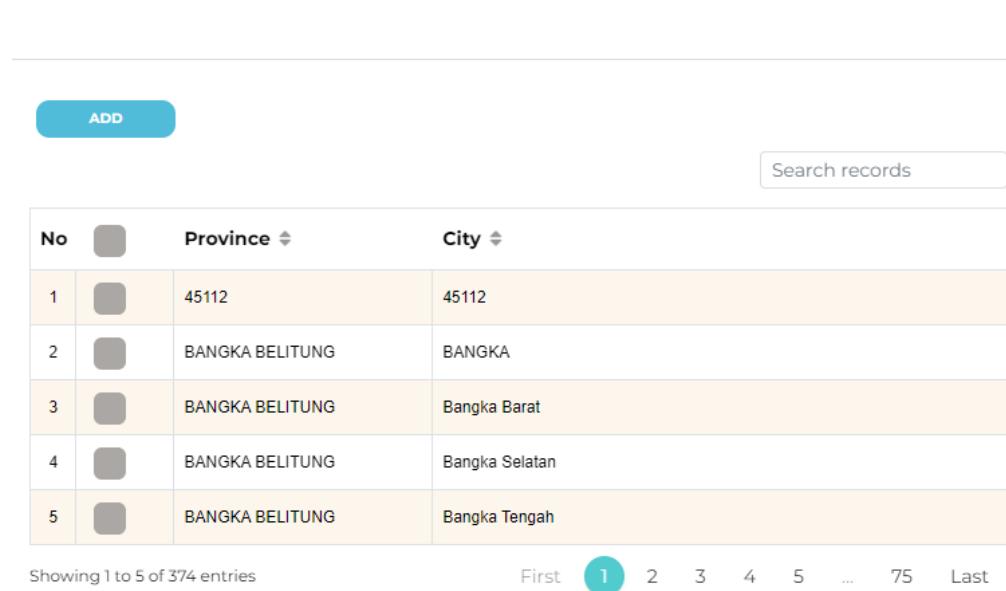
Showing 1 to 1 of 1 entries

First Previous 1 Next Last

**Gambar 122 Halaman Area List**

- d. Untuk menambahkan data Area, user dapat memberi tanda checklist “” pada baris data Look Up Area kemudian klik tombol **ADD**.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
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Search records

No	Province	City
1	45112	45112
2	BANGKA BELITUNG	BANGKA
3	BANGKA BELITUNG	Bangka Barat
4	BANGKA BELITUNG	Bangka Selatan
5	BANGKA BELITUNG	Bangka Tengah

Showing 1 to 5 of 374 entries

First 1 2 3 4 5 ... 75 Last

**Gambar 123 Halaman Look Up Area**

- e. Untuk menghapus data Area, user dapat memberi tanda checklist “” pada baris data Area List kemudian klik tombol **DELETE**.
- f. Setelah data Negative Area berhasil disimpan, klik tombol **POST** untuk melakukan posting data Negative Area dan status data Negative Area akan berubah menjadi Post atau klik tombol **CANCEL** untuk membatalkan pendaftaran data Negative Area dan status data Negative Area akan berubah menjadi Cancel.

#### Negative Area Info



Transaction No	Type	Date
ABT.2305.00002	REGISTER	2023-05-16
Status	Source *	Remark *
HOLD	MEDIA MASA	register remark by media masa

**Gambar 124 Halaman Negative Area Info (Status: Hold)**

- g. Jika user ingin melakukan perubahan data klik tombol  pada baris data Negative Area List.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
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### 3.3.2 Negative Area Inquiry

Sub Menu Negative Area Inquiry dapat diakses oleh user melalui modul **Operating Lease > Blacklist > Negative Area Inquiry**. Sub Menu Negative Area Inquiry dapat digunakan oleh user untuk melihat history dari data negative area pada sistem.

#### 3.3.2.1 Step Process Negative Area Inquiry

Berikut adalah Step Process Negative Area Inquiry:

- Sistem akan menampilkan halaman Negative Area Inquiry.

Negative Area Inquiry



No	Province Name	City Name	Source	In Negative	Action
1	BANGKA BELITUNG	Bangka Tengah	MEDIA MASA	Yes	<input checked="" type="checkbox"/>
2	BANGKA BELITUNG	Belitung	MEDIA MASA	Yes	<input checked="" type="checkbox"/>

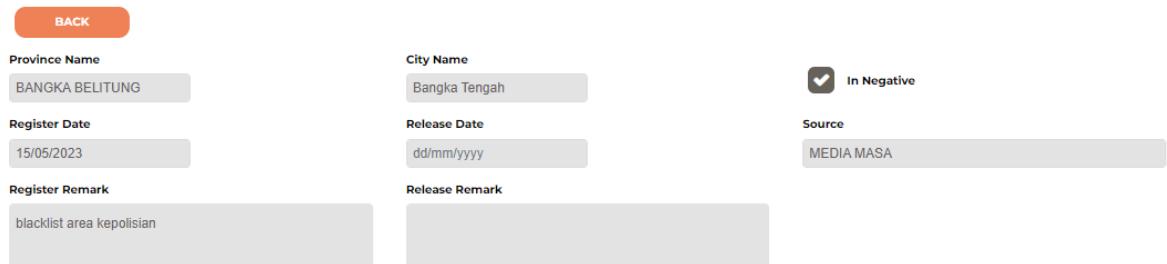
Showing 1 to 2 of 2 entries

First Previous **1** Next Last

Gambar 125 Halaman Negative Area Inquiry

- Klik tombol  untuk melihat detail data Negative Area Inquiry.

Negative Area Inquiry Info



<b>BACK</b>	<b>Province Name</b> BANGKA BELITUNG	<b>City Name</b> Bangka Tengah	<input checked="" type="checkbox"/> In Negative
<b>Register Date</b> 15/05/2023	<b>Release Date</b> dd/mm/yyyy	<b>Source</b> MEDIA MASA	
<b>Register Remark</b> blacklist area kepolisian	<b>Release Remark</b>		

Gambar 126 Halaman Negative Area Inquiry Info

- Pada halaman Negative Area Inquiry Info, terdapat halaman Area History List.

	<b>USER GUIDE</b>		
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#### Area History List

Show	10	entries	Search records
No	Date	Source	Remark
1	15/05/2023	MEDIA MASA	REGISTER - blacklist area kepolisian
Showing 1 to 1 of 1 entries			
<a href="#">First</a> <a href="#">Previous</a> <span style="background-color: #00AEEF; color: white; border-radius: 50%; padding: 2px 5px;">1</span> <a href="#">Next</a> <a href="#">Last</a>			

Gambar 127 Halaman Area History List

### 3.4 Application

Application adalah Menu yang dapat digunakan oleh user untuk melakukan proses pendaftaran dan melakukan transaksi-transaksi terhadap data aplikasi pembiayaan pada sistem. Berikut adalah detail penjelasan per masing-masing sub menu yang dapat digunakan oleh user.

#### 3.4.1 Application

Sub Menu Application dapat diakses oleh user melalui modul **Operating Lease > Application > Application**. Sub Menu Application dapat digunakan oleh user untuk melakukan pendaftaran data Aplikasi pembiayaan pada sistem.

##### 3.4.1.1 Step Process Simulation

Berikut adalah Step Process Simulation:

- Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.

Look Up Branch			X
No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

Showing 1 to 5 of 9 entries

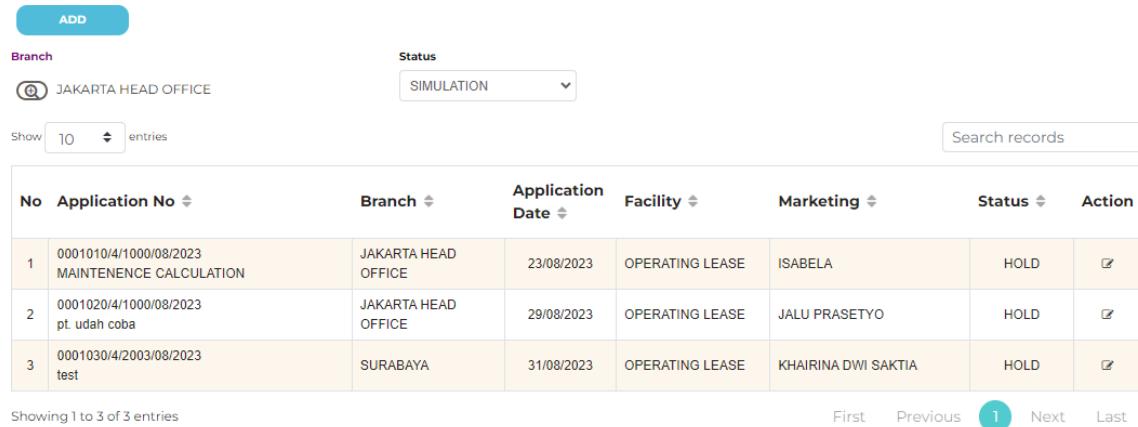
[First](#) 1 [2](#) [Last](#)

Gambar 128 Halaman Look Up Branch

 Innovation Comprehensive Technology	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
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b. Klik tombol  untuk menambahkan data pada tampilan Application List.

Application List



The screenshot shows a table titled "Application List" with the following data:

No	Application No	Branch	Application Date	Facility	Marketing	Status	Action
1	0001010/4/1000/08/2023 MAINTENENCE CALCULATION	JAKARTA HEAD OFFICE	23/08/2023	OPERATING LEASE	ISABELA	HOLD	<input checked="" type="checkbox"/>
2	0001020/4/1000/08/2023 pt. udah coba	JAKARTA HEAD OFFICE	29/08/2023	OPERATING LEASE	JALU PRASETYO	HOLD	<input checked="" type="checkbox"/>
3	0001030/4/2003/08/2023 test	SURABAYA	31/08/2023	OPERATING LEASE	KHAIRINA DWI SAKTIA	HOLD	<input checked="" type="checkbox"/>

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

**Gambar 129 Halaman Application List (Status: Simulation)**

c. Lengkapi data pada field yang tersedia, lalu klik tombol  untuk menyimpan data atau klik tombol  untuk kembali ke halaman sebelumnya.

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### Application Info

**Simulation**

**SAVE**
**BACK**

**Application Status**

**Workflow Status**

**Branch \***

**Region**

**Marketing \***

**Application Date \***

**Go Live Date**

**Facility \***

**Client Name \***

**Phone No \***

**Client Address \***

**Client Email \***

**Currency \***

**Tenor \***

**Credit Term (TOP) \***

**Billing Type \***

**Payment Type**  
 ADVANCE  ARREAR

Purchase Requirement After Lease

**Main Contract**

**Rental Amount**

**Remark \***

Watchlist Area

Watchlist Job

**Return Count**

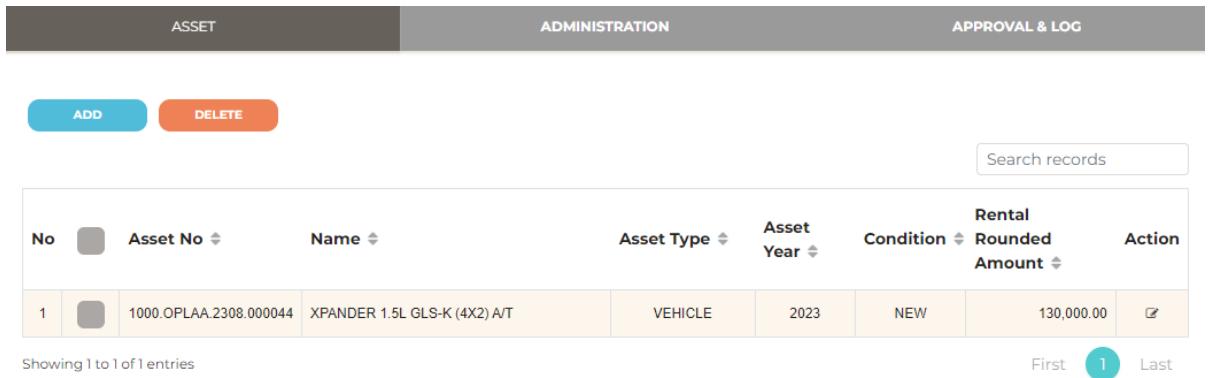
**Gambar 130 Halaman Application Info (Simulation)**

- d. Setelah data Application berhasil disimpan, maka sistem akan menampilkan halaman Tab, yaitu: Tab Asset, Tab Administration dan Tab Approval & Log.

#### Tab Asset

- e. Halaman Application Info Tab Asset akan menampilkan informasi asset yang didaftarkan untuk pengajuan aplikasi pembiayaan pada sistem. Klik tombol **ADD** untuk menambahkan data Asset pada tampilan Tab Asset.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

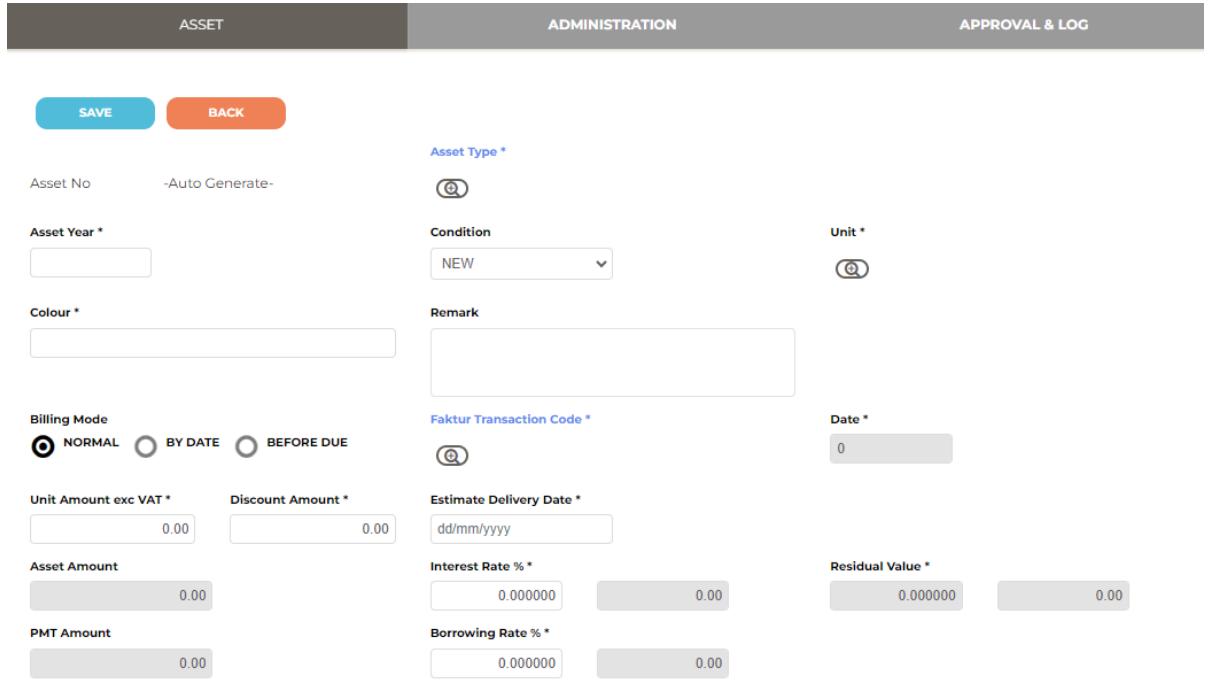


Showing 1 to 1 of 1 entries

First 1 Last

**Gambar 131 Halaman Tab Asset**

- f. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.



**Gambar 132 Halaman Tab Asset Info**

- g. Setelah data Asset berhasil disimpan, sistem akan menampilkan halaman Tab Asset Info seperti berikut. Selain itu, user dapat meng-copy data asset yang telah terdaftar dengan mengklik tombol

**COPY ASSET**

	<b>USER GUIDE</b>		
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ASSET
ADMINISTRATION
APPROVAL & LOG

SAVE
BACK
COPY ASSET

Asset No	Asset Type *	Transmisi *
2003.OPLAA.2308.000001	VEHICLE	AT
Asset Year *	Condition	Unit *
2023	NEW	MAZDA-CX-MAZDA CX-8
Colour *	ON THE ROAD	BBN Location
MERAH		
Plat Colour	BBN Client	Usage
KUNING	HITAM	CITY USE
Start KM *	Monthly KM *	Remark
0	3500	
Billing Mode	Faktur Transaction Code *	Date *
NORMAL	01	0
Unit Amount exc VAT *	Discount Amount *	Estimate Delivery Date *
350,000,000.00	0.00	01/09/2023
Karoseri Amount	Accessories Amount	Mobilization Amount *
10,000,000.00	0.00	0.00
Asset Amount	Interest Rate % *	Residual Value *
360,000,000.00	10.000000	0.000000
PMT Amount	Borrowing Rate % *	City
11,616,186.71	9.000000	58,182,721.56
<input checked="" type="checkbox"/> Use Replacement	<input checked="" type="checkbox"/> Use Maintenance	<input checked="" type="checkbox"/> Use Registration
		<input checked="" type="checkbox"/> Use Insurance

Gambar 133 Halaman Tab Asset Info (Setelah disimpan) (1)

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

No	Budget Cost	Initial Budget Amount	Budget Amount
1	REPLACEMENT CAR	54,000,000.00	54,000,000.00
2	STNK & KEUR	24,840,000.00	24,840,000.00
3	MAINTENANCE	44,161,288.51	44,161,288.51
4	INSURANCE	19,468,800.00	19,468,800.00

Previous      Next

Total Budget 142,470,088.51	Margin Of TOP 2,747,320.00	Basic Lease 15,634,981.39
Rounding NORMAL - 10,000.00	Rental Rounded Amount 15,630,000.00	
Insurance Commission Amount 4,732,000.00	SPAF Amount 0.00	Subvention Amount * 0.00
Average Asset Amount 175,000,000.00	Yearly Profit Amount 3,536,952.04	ROA (%) 2.021115

**Gambar 134 Halaman Tab Asset Info (Setelah disimpan) (2)**

- h. Jika user ingin melakukan perubahan data klik tombol  pada baris data Tab Asset List.
  - i. Untuk menghapus data Tab Asset, user dapat memberi tanda checklist “.
- Tab Amortization**
- j. Setelah data Tab Asset berhasil disimpan, maka sistem akan menampilkan halaman Tab Amortization dengan syarat telah mengisi field Tenor pada halaman Application Info.

	<b>USER GUIDE</b>		
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AMORTIZATION					
<input type="text" value="Search records"/>					
No	Installment No	Due Date	Billing Date	Billing Amount	Description
1	1	17/01/2023	17/01/2023	1,667,000.00	Billing ke 1 dari Periode 17/01/2023 Sampai dengan 17/02/2023
2	2	17/02/2023	17/02/2023	1,667,000.00	Billing ke 2 dari Periode 17/02/2023 Sampai dengan 17/03/2023
3	3	17/03/2023	17/03/2023	1,667,000.00	Billing ke 3 dari Periode 17/03/2023 Sampai dengan 17/04/2023
4	4	17/04/2023	17/04/2023	1,667,000.00	Billing ke 4 dari Periode 17/04/2023 Sampai dengan 17/05/2023
5	5	17/05/2023	17/05/2023	1,667,000.00	Billing ke 5 dari Periode 17/05/2023 Sampai dengan 17/06/2023
6	6	17/06/2023	17/06/2023	1,667,000.00	Billing ke 6 dari Periode 17/06/2023 Sampai dengan 17/07/2023
7	7	17/07/2023	17/07/2023	1,667,000.00	Billing ke 7 dari Periode 17/07/2023 Sampai dengan 17/08/2023
8	8	17/08/2023	17/08/2023	1,667,000.00	Billing ke 8 dari Periode 17/08/2023 Sampai dengan 17/09/2023
9	9	17/09/2023	17/09/2023	1,667,000.00	Billing ke 9 dari Periode 17/09/2023 Sampai dengan 17/10/2023
10	10	17/10/2023	17/10/2023	1,667,000.00	Billing ke 10 dari Periode 17/10/2023 Sampai dengan 17/11/2023
11	11	17/11/2023	17/11/2023	1,667,000.00	Billing ke 11 dari Periode 17/11/2023 Sampai dengan 17/12/2023
12	12	17/12/2023	17/12/2023	1,667,000.00	Billing ke 12 dari Periode 17/12/2023 Sampai dengan 17/01/2024

Showing 1 to 12 of 12 entries

Previous 1 Next

**Gambar 135 Halaman Tab Amortization**

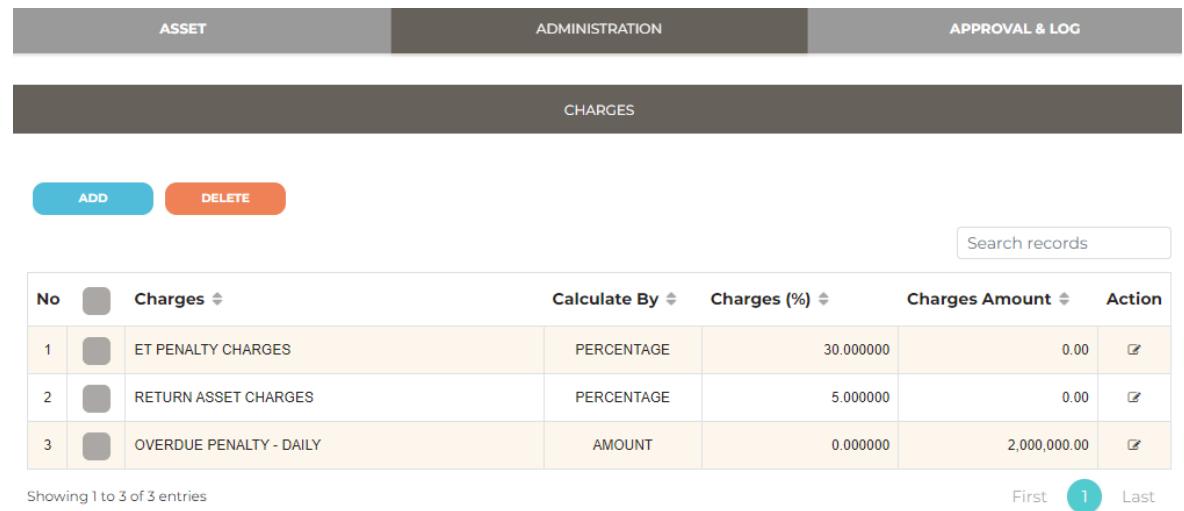
### Tab Administration

Halaman Application Info Tab Administration akan berisi informasi terkait dengan biaya-biaya charge yang akan didaftarkan pada data Application tersebut. Halaman Application Info Tab Administration memiliki Tab, antara lain: Tab Charge.

#### Tab Charge

- k. Halaman Application Info Tab Administration Tab Charge akan menampilkan informasi data biaya-biaya yang dikenakan pada pengajuan application simulation. Klik tombol ADD untuk menambahkan data pada tampilan Tab Charge.

	<b>USER GUIDE</b>		
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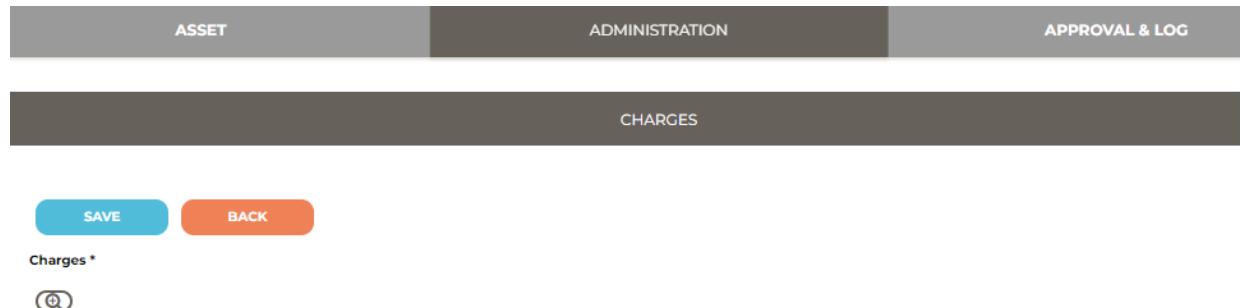
The screenshot shows the 'CHARGES' tab selected. At the top, there are three main tabs: 'ASSET', 'ADMINISTRATION', and 'APPROVAL & LOG'. Below these is a dark header bar with the word 'CHARGES'. In the center, there's a table with the following data:

No	Charges	Calculate By	Charges (%)	Charges Amount	Action
1	ET PENALTY CHARGES	PERCENTAGE	30.000000	0.00	<input checked="" type="checkbox"/>
2	RETURN ASSET CHARGES	PERCENTAGE	5.000000	0.00	<input checked="" type="checkbox"/>
3	OVERDUE PENALTY - DAILY	AMOUNT	0.000000	2,000,000.00	<input checked="" type="checkbox"/>

At the bottom left, it says 'Showing 1 to 3 of 3 entries'. On the right, there are buttons for 'First', '1', and 'Last'. There are also 'ADD' and 'DELETE' buttons at the top left, and a 'Search records' input field.

Gambar 136 Halaman Tab Charges

- l. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.



The screenshot shows a form for adding or editing a charge. At the top, there are three tabs: 'ASSET', 'ADMINISTRATION', and 'APPROVAL & LOG'. Below them is a dark header bar with the word 'CHARGES'. In the center, there's a form with the following fields:

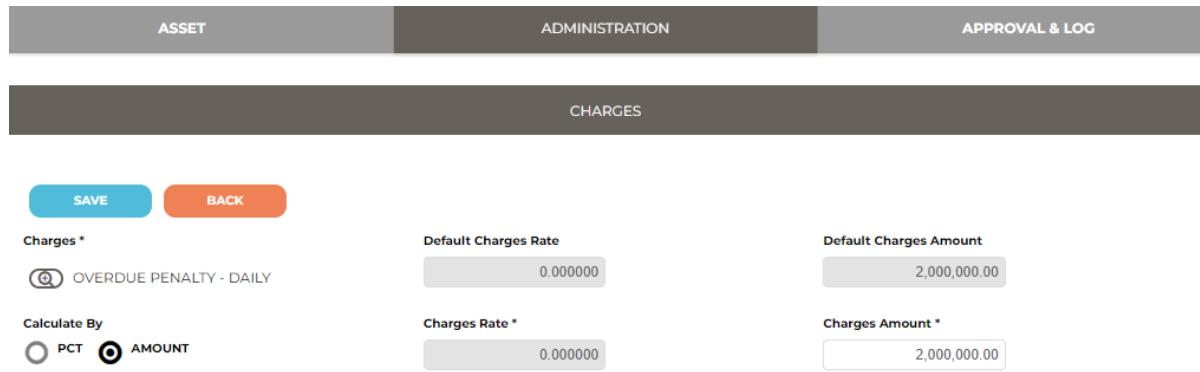
- Charges \***: A required input field.
- Unit**: A dropdown menu with one option visible.

At the bottom, there are two buttons: 'SAVE' (blue) and 'BACK' (orange).

Gambar 137 Halaman Tab Charges Info

- m. Setelah data Charge berhasil disimpan, sistem akan menampilkan halaman Tab Charge Info seperti berikut.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
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ASSET      ADMINISTRATION      APPROVAL & LOG

CHARGES

Charges \*      Default Charges Rate      Default Charges Amount

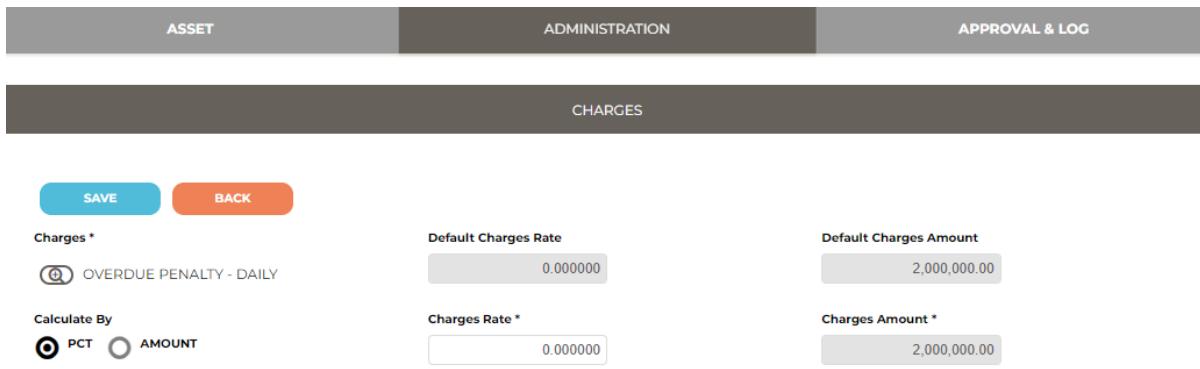
(@) OVERDUE PENALTY - DAILY      0.000000      2,000,000.00

Calculate By      Charges Rate \*      Charges Amount \*

(@) PCT      (●) AMOUNT      0.000000      2,000,000.00

SAVE      BACK

Gambar 138 Halaman Tab Charges Info (Calculate By: Amount)



ASSET      ADMINISTRATION      APPROVAL & LOG

CHARGES

Charges \*      Default Charges Rate      Default Charges Amount

(@) OVERDUE PENALTY - DAILY      0.000000      2,000,000.00

Calculate By      Charges Rate \*      Charges Amount \*

(●) PCT      (@) AMOUNT      0.000000      2,000,000.00

SAVE      BACK

Gambar 139 Halaman Tab Charges Info (Calculate By: PCT)

- n. Jika user ingin melakukan perubahan data klik tombol  pada baris data Tab Charge List.
- o. Untuk menghapus data Tab Charge, user dapat memberi tanda checklist “” pada baris data Tab Charge List kemudian klik tombol .

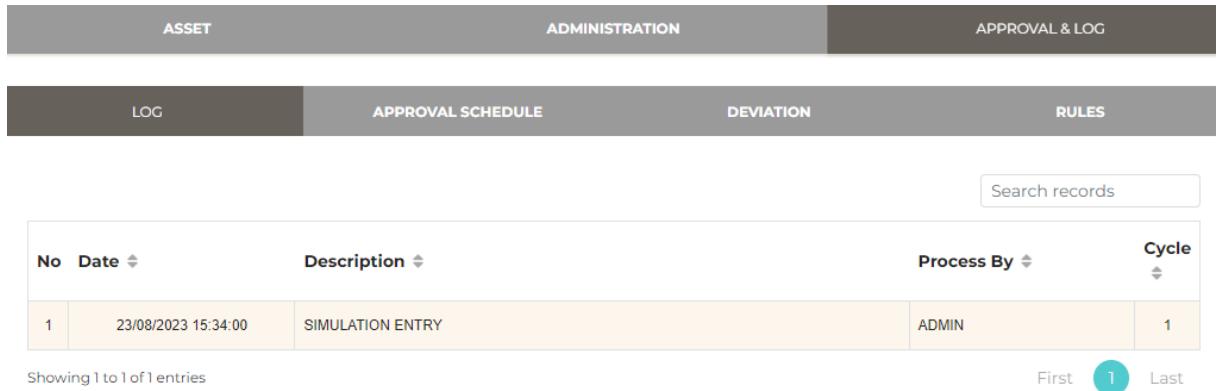
#### Tab approval & Log

- p. Halaman Application Info Tab Approval & Log akan berisi informasi terkait dengan history approval dan log atas data simulasi aplikasi pembiayaan tersebut. Halaman Application Info Tab Approval & Log memiliki 4 Tab, antara lain: Tab Log, Tab Approval Schedule, Tab Deviation, dan Tab Rules.

	<b>USER GUIDE</b>		
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### Tab Log

- q. Halaman Application Info Tab Approval & Log Tab Log List akan berisi informasi listing data history aktivitas atas data simulai aplikasi pembiayaan yang telah terdaftar pada sistem.



No	Date	Description	Process By	Cycle
1	23/08/2023 15:34:00	SIMULATION ENTRY	ADMIN	1

Showing 1 to 1 of 1 entries

First 1 Last

**Gambar 140 Halaman Tab Log**

### Tab Approval Schedule

- r. Halaman Application Info Tab Approval & Log Tab Approval Schedule akan berisi informasi listing jadwal approval atas data simulation yang telah terdaftar pada sistem tersebut. Data Approval Schedule akan muncul setelah data Simulation tersebut masuk ke Application kemudian melalui proses Approval pada sistem.

	<b>USER GUIDE</b>		
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ASSET			ADMINISTRATION			APPROVAL & LOG		
LOG		APPROVAL SCHEDULE		DEVIATION		RULES		
Search records								
No	Employee	Position	Level	Return Count	Take Over By	Result Date	Result Remark	Result Status
1	TAUFIK ABDULLAH	CASHIER	1	RETURN 0		13/07/2023 22:47:59	Approve skenario tc.21	APPROVE
2	DRAJAD WIBOWO	BRANCH MANAGER	1	RETURN 0				
3	MUHAMMAD CHATIB BASRI	BRANCH MANAGER	1	RETURN 0				
4	TAUFIK ABDULLAH	CASHIER	1	RETURN 0		06/08/2023 22:21:46	Approve APPLICATION SIMULATION 00001974/0000/07/2023 - DINA	APPROVE
5	DRAJAD WIBOWO	BRANCH MANAGER	1	RETURN 0		06/08/2023 22:21:46		NO RESULT
6	MUHAMMAD CHATIB BASRI	BRANCH MANAGER	1	RETURN 0		06/08/2023 22:21:46		NO RESULT

Showing 1 to 6 of 6 entries

First 1 Last

**Gambar 141 Halaman Tab Approval Schedule**

### Tab Deviation

- s. Halaman Application Info Tab Approval & Log Tab Deviation List akan berisi informasi listing Deviation yang telah terdaftar atas data Simulation pada sistem. Data Deviation akan muncul setelah data Simulation tersebut masuk ke Application.

ASSET			ADMINISTRATION			APPROVAL & LOG			
LOG		APPROVAL SCHEDULE		DEVIATION		RULES			
Search records									
No	Deviation	Remark			Approve Position		Manual		
1	DEVIATION VEHICLE PRICE LCV	DEVIATION VEHICLE PRICE LCV			DIREKTUR UTAMA		No		

Showing 1 to 1 of 1 entries

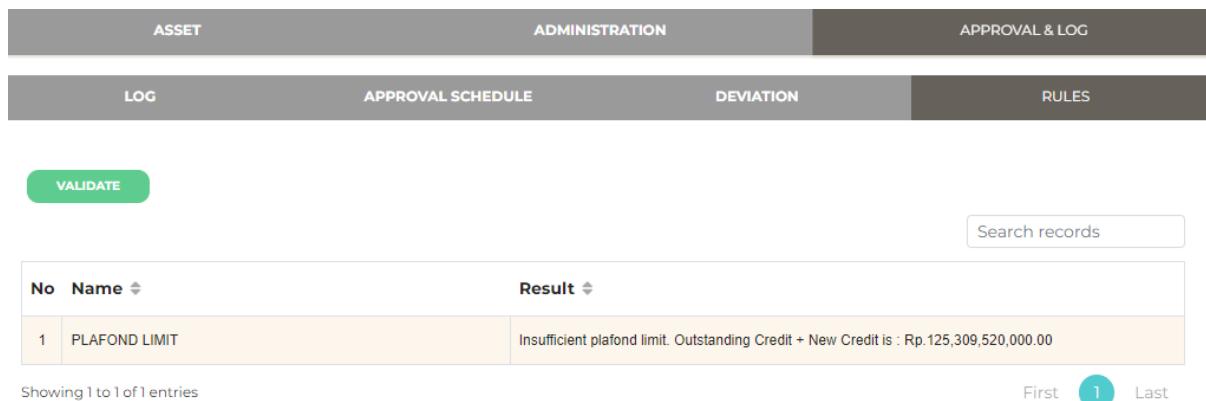
First 1 Last

**Gambar 142 Halaman Tab Deviation**

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### Tab Rules

- t. Halaman Application Info Tab Approval & Log Tab Rules List akan berisi informasi listing Rules yang telah dilanggar atas data Simulation pada sistem. Data Rules akan muncul setelah data Simulation tersebut masuk ke Application. Klik tombol **VALIDATE** untuk melakukan validasi data peraturan yang telah dilanggar.



The screenshot shows a user interface for managing rules. At the top, there are three main tabs: ASSET, ADMINISTRATION, and APPROVAL & LOG. Under APPROVAL & LOG, there are four sub-tabs: LOG, APPROVAL SCHEDULE, DEVIATION, and RULES. The RULES tab is active, indicated by a green background. A green button labeled 'VALIDATE' is located at the top left of the content area. To the right is a search bar with the placeholder 'Search records'. Below the search bar is a table with two columns: 'No' and 'Name'. The first row shows entry 1 with the name 'PLAFOND LIMIT'. The 'Result' column for this entry displays the message: 'Insufficient plafond limit. Outstanding Credit + New Credit is : Rp. 125,309,520,000.00'. At the bottom of the table, it says 'Showing 1 to 1 of 1 entries'. On the far right, there are navigation buttons for 'First', a page number '1', and 'Last'.

**Gambar 143 Halaman Tab Rules**

- u. Setelah data Simulation berhasil disimpan, klik tombol **PROCEED** untuk memproses lebih lanjut data Simulation dan status data Simulation akan berubah menjadi On Process atau klik tombol **CANCEL** untuk membatalkan proses data Simulation dan status data akan berubah menjadi Cancel. Data Simulation yang telah diproses akan masuk ke sub menu Application Approval (Offering Letter).

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### Application Info

**Simulation**

<b>SAVE</b>	<b>PROCEED</b>	<b>CANCEL</b>	<b>BACK</b>
Application No 0000008/4/00/10/2023	Application Status HOLD	Workflow Status ENTRY	
Branch *  JAKARTA HEAD OFFICE	Region MIGRASI	Marketing *  Nurul Farah Dianti	
Application Date * 06/10/2023	Go Live Date dd/mm/yyyy	Facility *  OPERATING LEASE	
Client Name * BERLIAN SENTOSA	Phone No * 62 - 80987631873	Client Address * alam sutera, 5th floor suite 01-17 The Smith @ RT 002 RW 003 Kunciran, Kec. Piang	
Client Email * berliansentosa@gmail.com	Tenor * 24	Credit Term (TOP) * 30	
Currency *  IDR	Payment Type <input type="radio"/> ADVANCE <input checked="" type="radio"/> ARREAR	Purchase Requirement After Lease <input checked="" type="checkbox"/>	
Billing Type *  MONTHLY	Main Contract 	Rental Amount 362,160.000,00	Remark * data application 13/10/2023
Watchlist Area		Watchlist Job	Return Count 0

**Gambar 144 Application Info (Simulation: Hold Entry)**

#### 3.4.1.2 Step Process Application

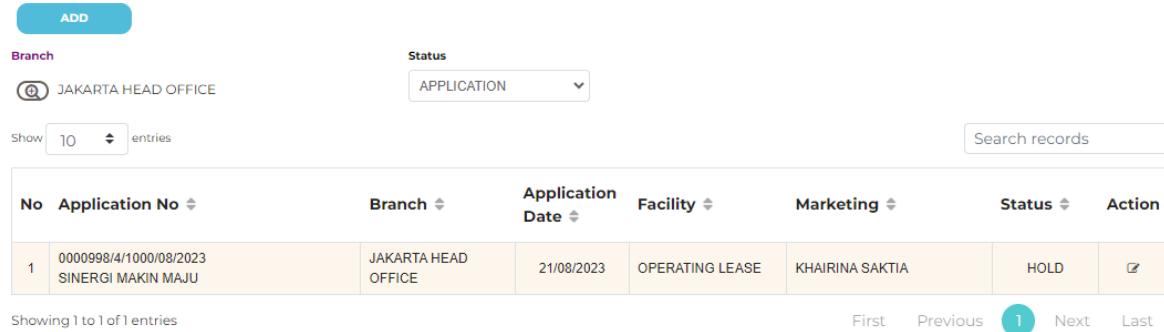
Berikut adalah Step Process Application:

Setelah data Simulation di Approve pada sub menu Application Approval Committee, Modul Approval dan sub menu Application Approval Offering Letter, maka data Simulation akan kembali pada sub menu Application dengan Status Application.

- v. Klik tombol  untuk melihat detail data dan melakukan proses perubahan data Application.

 Innovation Comprehensive Technology	<b>USER GUIDE</b>		
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### Application List

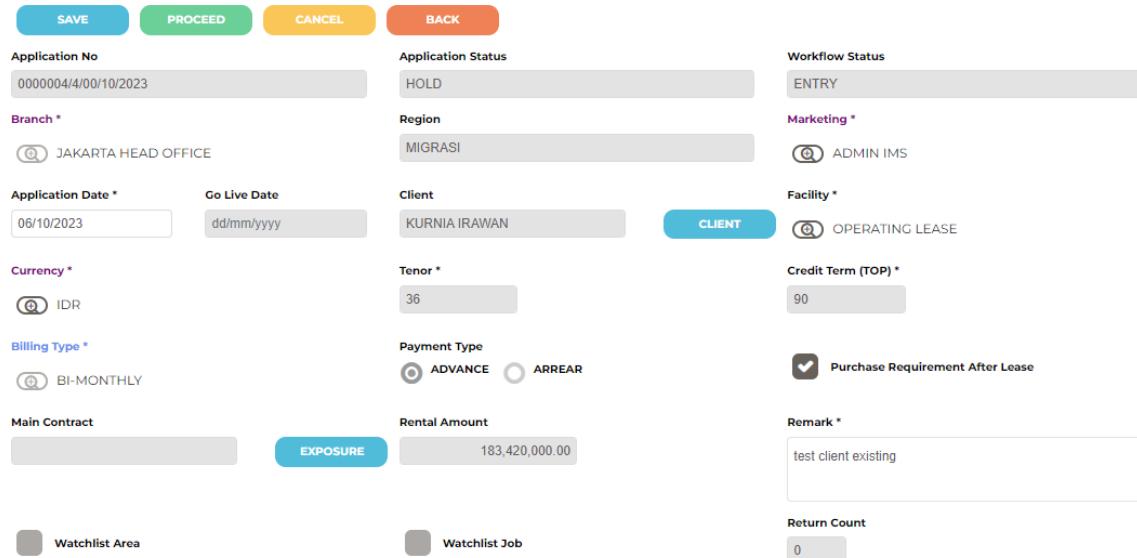


The screenshot shows a table with columns: No, Application No, Branch, Application Date, Facility, Marketing, Status, and Action. There is one entry: No 1, Application No 0000998/4/1000/08/2023, Branch JAKARTA HEAD OFFICE, Application Date 21/08/2023, Facility OPERATING LEASE, Marketing KHAIRINA SAKTIA, Status HOLD, and Action (button).

**Gambar 145 Halaman Application List (Status: Application)**

- w. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

### Application Info



The screenshot shows a form with tabs: Application Info (selected), Asset, Administration, Survey, Legal, and Approval & Log. The Application Info tab displays fields: Application No (0000004/4/00/10/2023), Application Status (HOLD), Workflow Status (ENTRY), Branch (JAKARTA HEAD OFFICE), Region (MIGRASI), Marketing (ADMIN IMS), Facility (OPERATING LEASE), Client (KURNIA IRAWAN), Credit Term (TOP) (90), Payment Type (ADVANCE selected), Billing Type (BI-MONTHLY), Exposure (183,420.000.00), Rental Amount, Remark (test client existing), and Return Count (0). Buttons include SAVE, PROCEED, CANCEL, and BACK.

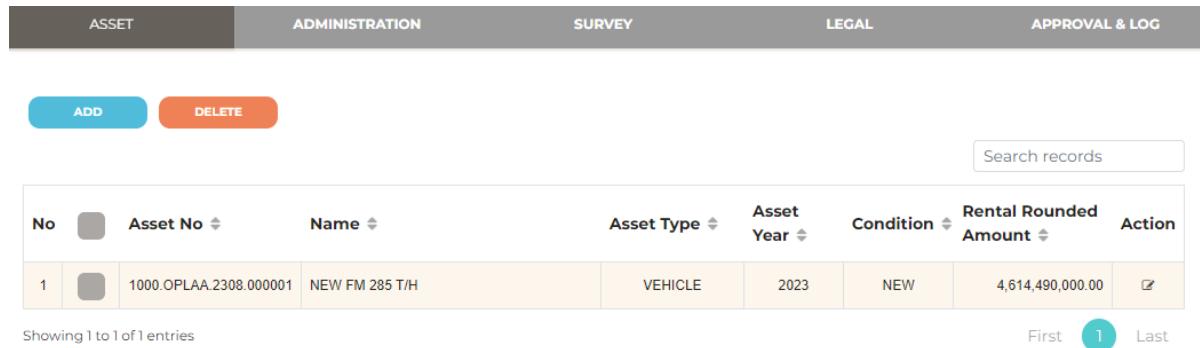
**Gambar 146 Halaman Application Info (Status: Application)**

- x. Pada halaman Application Info, terdapat halaman Tab, antara lain: Tab Asset, Tab Administration, Tab Survey, Tab Legal dan Tab Approval & Log.

	<b>USER GUIDE</b>		
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### Tab Asset

- y. Halaman Application Info Tab Asset akan berisi informasi listing data Asset yang telah terdaftar pada data aplikasi pembiayaan pada sistem. Klik tombol **ADD** untuk menambahkan data pada tampilan Tab Asset.



No	Asset No	Name	Asset Type	Asset Year	Condition	Rental Rounded Amount	Action
1	1000.OPLAA.2308.000001	NEW FM 285 T/H	VEHICLE	2023	NEW	4,614,490,000.00	<input checked="" type="checkbox"/>

**Gambar 147 Halaman Tab Asset**

- z. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

	<b>USER GUIDE</b>		
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ASSET
ADMINISTRATION
SURVEY
LEGAL
APPROVAL & LOG

SAVE
BACK

Asset Type \*

@

Asset No \* -Auto Generate-

@

Asset Year \*

@

Condition

@

Unit \*

@

Colour \*

@

Email \*

@

Remark

@

Billing To Name \*

@

Billing To Phone No. \*

@

Billing To Address \*

@

NPWP Name \*

@

NPWP No \*

@

NPWP Address \*

@

Deliver To Name \*

@

Deliver To Phone No. \*

@

Deliver To Address \*

@

Pickup Name \*

@

Pickup Phone No. \*

@

Pickup Address \*

@

Billing Mode

NORMAL  BY DATE  BEFORE DUE

Faktur Transaction Code \*

@

Date \*

@

Unit Amount exc VAT \*

@

Discount Amount \*

@

Estimate Delivery Date \*

@

Asset Amount

@

Interest Rate % \*

@

Residual Value \*

@

PMT Amount

@

Borrowing Rate % \*

@

0.000000

**Gambar 148 Halaman Tab Asset Info**

aa. Setelah data Asset berhasil disimpan, sistem akan menampilkan halaman Tab Asset Info seperti berikut. Selain itu, user dapat meng-copy data asset yang telah terdaftar dengan mengklik tombol

**COPY ASSET**

	<b>USER GUIDE</b>		
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**ASSET**      **ADMINISTRATION**      **SURVEY**      **LEGAL**      **APPROVAL & LOG**

SAVE    BACK    COPY ASSET

Asset No 1000.OPLAA.2310.000010	Asset Type * <input checked="" type="radio"/> VEHICLE	Transmisi * MT
Asset Year * 2020	Condition NEW	Unit * <input checked="" type="radio"/> ALL NEW JAZZ GE8 1.5 M/T
Colour * BLACK	<input checked="" type="checkbox"/> ON THE ROAD	BBN Location * <input checked="" type="radio"/> Tangerang-Banten
Plat Colour <input checked="" type="radio"/> KUNING <input type="radio"/> HITAM	<input checked="" type="radio"/> BBN Client	Usage <input checked="" type="radio"/> CITY USE <input type="radio"/> SITE
Start KM * 0	Monthly KM * 3500	Email * kurniairawan@gmail.com
Remark -		
Billing To Name * <input type="text"/>	Billing To Phone No. * <input type="text"/>	Billing To Address * <input type="text"/>
NPWP Name * <input type="text"/>	NPWP No * <input type="text"/>	NPWP Address * <input type="text"/>
Deliver To Name * <input type="text"/>	Deliver To Phone No. * <input type="text"/>	Deliver To Address * <input type="text"/>
Pickup Name * <input type="text"/>	Pickup Phone No. * <input type="text"/>	Pickup Address * <input type="text"/>
Billing Mode <input checked="" type="radio"/> NORMAL <input type="radio"/> BY DATE <input type="radio"/> BEFORE DUE	Faktur Transaction Code * <input checked="" type="radio"/> 01	Date * 0
OTR Amount * 500,000,000.00	Unit Amount exc VAT 463,963,963.96	Discount Amount * 0.00
Karoseri Amount exc VAT 0.00	Accessories Amount exc VAT 0.00	Discount Amount * 0.00
Asset Amount 463,963,963.96	Interest Rate % * 1.200000	Estimate Delivery Date * 17/11/2023
PMT Amount 4,347,384.74	Borrowing Rate % * 1.000000	Mobilization Amount * 0.00
<input checked="" type="checkbox"/> Use Replacement	<input checked="" type="checkbox"/> Use Maintenance	<input checked="" type="checkbox"/> Use Registration
		<input type="checkbox"/> Use Insurance

**Gambar 149 Halaman Tab Asset Info (Setelah disimpan) (1)**

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
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No	Budget Cost	Initial Budget Amount	Budget Amount
1	REPLACEMENT CAR	54,000,000.00	54,000,000.00
2	STNK & KEUR	24,840,000.00	24,840,000.00
3	MAINTENANCE	44,161,288.51	44,161,288.51
4	INSURANCE	19,468,800.00	19,468,800.00

Previous    Next

Total Budget 142,470,088.51	Margin Of TOP 2,747,320.00	Basic Lease 15,634,981.39
Rounding NORMAL - 10,000.00	Rental Rounded Amount 15,630,000.00	
Insurance Commission Amount 4,732,000.00	SPAF Amount 0.00	Subvention Amount * 0.00
Average Asset Amount 175,000,000.00	Yearly Profit Amount 3,536,952.04	ROA (%) 2.021115

**Gambar 150 Halaman Tab Asset Info (Setelah disimpan) (2)**

- bb. Jika user ingin melakukan perubahan data klik tombol  pada baris data Tab Asset List.
- cc. Untuk menghapus data Tab Asset, user dapat memberi tanda checklist “.

#### Tab Amortization

- dd. Setelah data Tab Asset berhasil disimpan, maka sistem akan menampilkan halaman Tab Amortization dengan syarat telah mengisi field Tenor pada halaman Application Info.

	<b>USER GUIDE</b>		
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AMORTIZATION					
<input type="text" value="Search records"/>					
No	Installment No	Due Date	Billing Date	Billing Amount	Description
1	1	17/01/2023	17/01/2023	1,667,000.00	Billing ke 1 dari Periode 17/01/2023 Sampai dengan 17/02/2023
2	2	17/02/2023	17/02/2023	1,667,000.00	Billing ke 2 dari Periode 17/02/2023 Sampai dengan 17/03/2023
3	3	17/03/2023	17/03/2023	1,667,000.00	Billing ke 3 dari Periode 17/03/2023 Sampai dengan 17/04/2023
4	4	17/04/2023	17/04/2023	1,667,000.00	Billing ke 4 dari Periode 17/04/2023 Sampai dengan 17/05/2023
5	5	17/05/2023	17/05/2023	1,667,000.00	Billing ke 5 dari Periode 17/05/2023 Sampai dengan 17/06/2023
6	6	17/06/2023	17/06/2023	1,667,000.00	Billing ke 6 dari Periode 17/06/2023 Sampai dengan 17/07/2023
7	7	17/07/2023	17/07/2023	1,667,000.00	Billing ke 7 dari Periode 17/07/2023 Sampai dengan 17/08/2023
8	8	17/08/2023	17/08/2023	1,667,000.00	Billing ke 8 dari Periode 17/08/2023 Sampai dengan 17/09/2023
9	9	17/09/2023	17/09/2023	1,667,000.00	Billing ke 9 dari Periode 17/09/2023 Sampai dengan 17/10/2023
10	10	17/10/2023	17/10/2023	1,667,000.00	Billing ke 10 dari Periode 17/10/2023 Sampai dengan 17/11/2023
11	11	17/11/2023	17/11/2023	1,667,000.00	Billing ke 11 dari Periode 17/11/2023 Sampai dengan 17/12/2023
12	12	17/12/2023	17/12/2023	1,667,000.00	Billing ke 12 dari Periode 17/12/2023 Sampai dengan 17/01/2024

Showing 1 to 12 of 12 entries

Previous 1 Next

**Gambar 151 Tab Amortization**

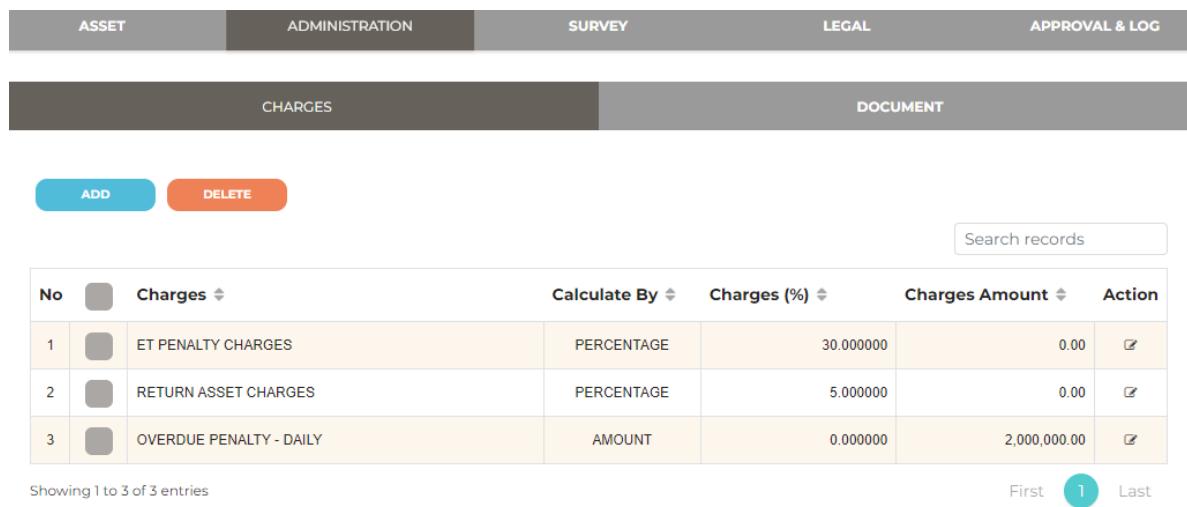
### Tab Administration

ee. Halaman Application Info Tab Administration akan berisi informasi terkait dengan biaya-biaya fee dan charge yang telah terdaftar pada data Application tersebut. Halaman Application Info Tab Administration memiliki 2 Tab, antara lain: Tab Charge dan Tab Document.

### Tab Charge

ff. Halaman Application Info Tab Administration Tab Charge List akan berisi informasi listing data biaya-biaya yang telah terdaftar atas data Application pada sistem tersebut. Klik tombol **ADD** untuk menambahkan data pada tampilan Tab Charge.

	<b>USER GUIDE</b>			
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No	Charges	Calculate By	Charges (%)	Charges Amount	Action
1	ET PENALTY CHARGES	PERCENTAGE	30.000000	0.00	
2	RETURN ASSET CHARGES	PERCENTAGE	5.000000	0.00	
3	OVERDUE PENALTY - DAILY	AMOUNT	0.000000	2,000,000.00	

Showing 1 to 3 of 3 entries      First 1 Last

**Gambar 152 Halaman Tab Charge**

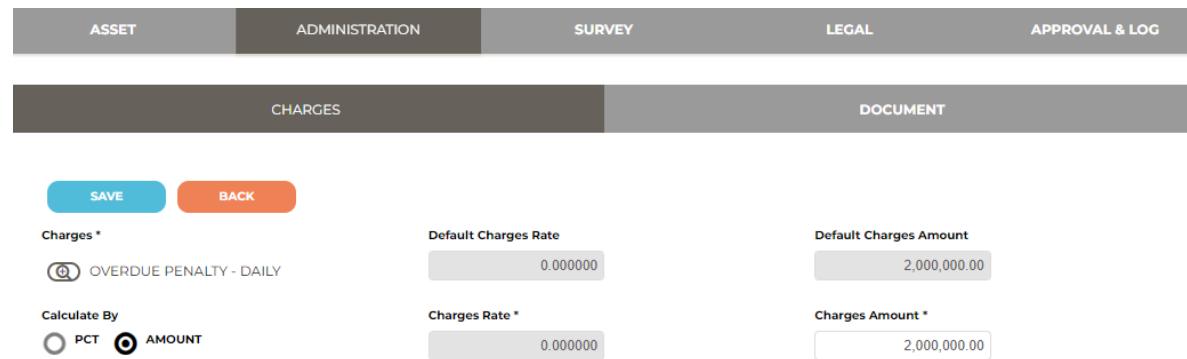
gg. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.



Charges \*

**Gambar 153 Halaman Tab Charge Info**

hh. Setelah data Charge berhasil disimpan, sistem akan menampilkan halaman Tab Charge Info seperti berikut.



Charges \*

OVERDUE PENALTY - DAILY

Default Charges Rate  
0.000000

Default Charges Amount  
2,000,000.00

Calculate By  
 PCT  AMOUNT

Charges Rate \*  
0.000000

Charges Amount \*  
2,000,000.00

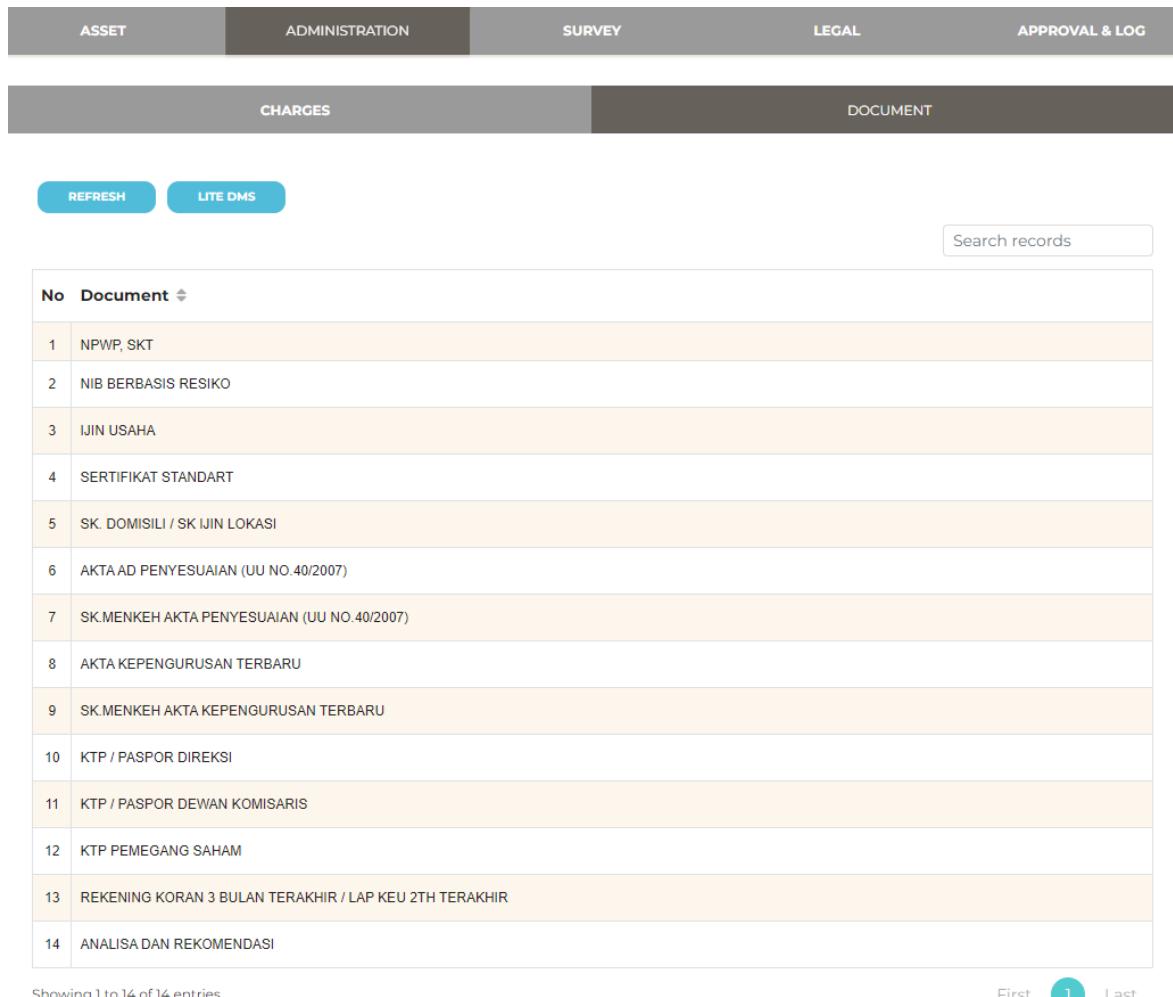
**Gambar 154 Halaman Tab Charge Info (Calculate By: Amount)**

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

- ii. Jika user ingin melakukan perubahan data klik tombol  pada baris data Tab Charge List.
- jj. Untuk menghapus data pada Tab Charge, user dapat memberi tanda checklist “” pada Tab Charge List kemudian klik tombol .

### Tab Document

- kk. Halaman Application Info Tab Administration Tab Document akan berisi informasi listing data dokumen pendukung yang telah terdaftar atas data Application pada sistem.



No	Document
1	NPWP, SKT
2	NIB BERBASIS RESIKO
3	IJIN USAHA
4	SERTIFIKAT STANDART
5	SK. DOMISILI / SK IJIN LOKASI
6	AKTA AD PENYESUAIAN (UU NO.40/2007)
7	SK MENKEH AKTA PENYESUAIAN (UU NO.40/2007)
8	AKTA KEPENGURUSAN TERBARU
9	SK MENKEH AKTA KEPENGURUSAN TERBARU
10	KTP / PASPOR DIREKSI
11	KTP / PASPOR DEWAN KOMISARIS
12	KTP PEMEGANG SAHAM
13	REKENING KORAN 3 BULAN TERAKHIR / LAP KEU 2TH TERAKHIR
14	ANALISA DAN REKOMENDASI

**Gambar 155 Halaman Tab Document**

- ll. Klik tombol  untuk menampilkan halaman Application Info Tab Administration Tab Document atau klik tombol  untuk melihat data dokumen pada sistem Lite DMS.

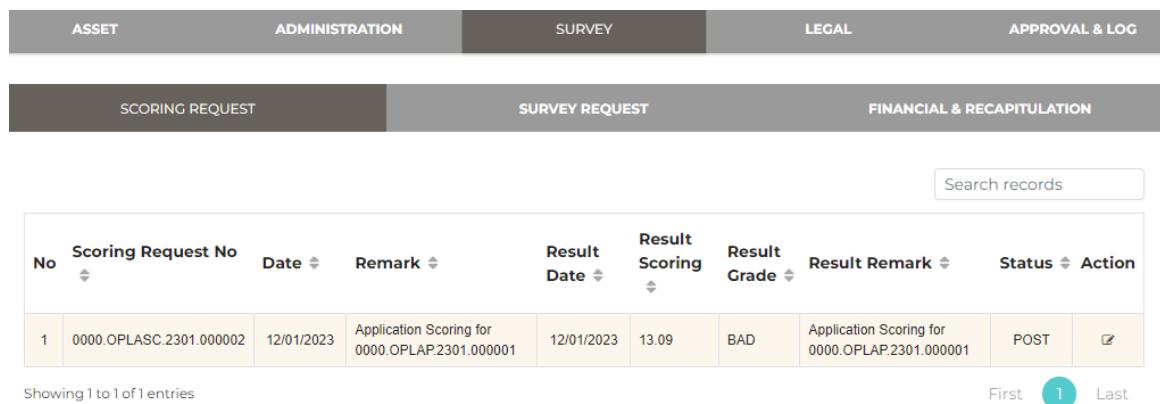
	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

### Tab Survey

mm. Halaman Application Info Tab Survey akan berisi informasi terkait dengan proses survey terhadap data aplikasi pembiayaan. Halaman Application Info Tab Survey memiliki 3 Tab, antara lain: Tab Scoring Request, Tab Survey Request dan Tab Financial Analysis.

### Tab Scoring Request

nn. Halaman Tab Scoring Request akan menampilkan informasi mengenai scoring yang dilakukan pada data Application.



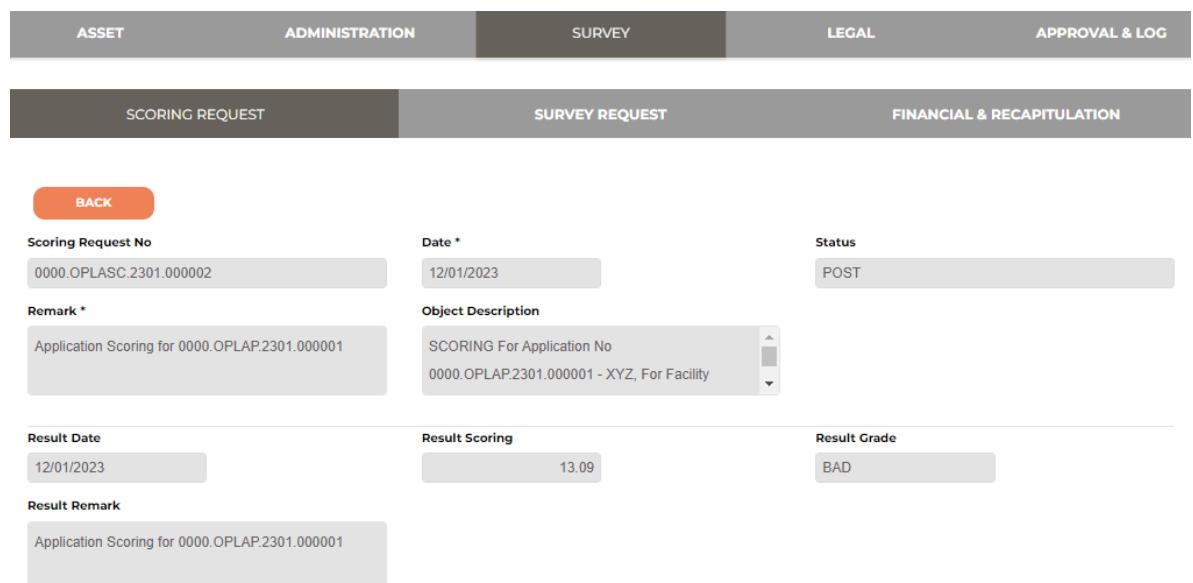
No	Scoring Request No	Date	Remark	Result Date	Result Scoring	Result Grade	Result Remark	Status	Action
1	0000.OPLASC.2301.000002	12/01/2023	Application Scoring for 0000.OPLAP.2301.000001	12/01/2023	13.09	BAD	Application Scoring for 0000.OPLAP.2301.000001	POST	<input checked="" type="checkbox"/>

Showing 1 to 1 of 1 entries

First 1 Last

**Gambar 156 Halaman Tab Scoring Request**

oo. Klik tombol  untuk melihat detail data Scoring Request.



**BACK**

<b>Scoring Request No</b> 0000.OPLASC.2301.000002	<b>Date *</b> 12/01/2023	<b>Status</b> POST
<b>Remark *</b> Application Scoring for 0000.OPLAP.2301.000001	<b>Object Description</b> SCORING For Application No 0000.OPLAP.2301.000001 - XYZ, For Facility	
<b>Result Date</b> 12/01/2023	<b>Result Scoring</b> 13.09	<b>Result Grade</b> BAD
<b>Result Remark</b> Application Scoring for 0000.OPLAP.2301.000001		

**Gambar 157 Halaman Tab Scoring Request Info**

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

### Tab Survey Request

pp. Halaman Tab Survey Request akan berisi informasi survey yang harus dilengkapi pada field yang tersedia, klik tombol **ADD** untuk menambahkan data Survey Request kemudian klik tombol **SAVE** untuk menyimpan data. Selain itu, user dapat meng-copy hasil analisa & rekomendasi survey dengan mengklik tombol **PRINT ANALISA & REKOMENDASI**.



### Profile Customer

<b>Nama</b> BERLIAN SENTOSA	<b>Application Type</b> <input checked="" type="radio"/> RO <input type="radio"/> NEW	<b>Group Name</b>
<b>Alamat Kantor</b> JL. PETA SELATAN NO.6C	<b>Kota</b> Jakarta Barat	<b>Provinsi</b>
<b>Alamat Usaha</b> JL. PETA SELATAN NO.6C	<b>Kota</b> Jakarta Barat	<b>Provinsi</b>
<b>Usaha Sejak</b> 05/05/2010		

**Gambar 158 Halaman Tab Survey Request (Profile Customer)**

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

### Rencana Pengadaan Dalam 1 Tahun

Total Rp :

No	Description	NI (Rp)
1		0.00

Showing 1 to 1 of 1 entries

Tujuan Pengadaan Unit \*

First 1 Last

**Gambar 159 Halaman Tab Survey Request (Rencana Pengadaan Dalam 1 Tahun)**

### Top Customer Lessee

Search records

No	Nama	Business	Business Location	Unit/ Omzet	Additional Info
1				0.00	

Showing 1 to 1 of 1 entries

First 1 Last

**Gambar 160 Halaman Tab Survey Request (Top Customer Lessee)**

### Other Lessee

Search records

No	Rental Company	Jumlah Unit	Jenis Kendaraan	O/S Periode (Bulan)	Nilai Pinjaman
1		0		0	0.00

Showing 1 to 1 of 1 entries

First 1 Last

**Gambar 161 Halaman Tab Survey Request (Other Lessee)**

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

### Financial Data

As Of Date *	Monthly Sales/ Revenue *	Total Monthly Expense *
01/01/1900	0.00	0.00
Total Monthly Installment DSF *	Total Monthly Installment Other *	Net Income Amount *
459,360,000.00	0.00	0.00

### Rekening

BCA (BANK CENTRAL ASIA) - 7571990001 - KWAN RINAWATI NATALIA

Average Rp :

No	Company	Month	Year	Amount
1				0.00

Showing 1 to 1 of 1 entries

First
1
Last

**Gambar 162 Halaman Tab Survey Request (Financial Data & Rekening)**

### Business/ Office Infomation

Overall Assessment *	Notes *	Economic Sector Evolution *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Pemberi Kerja *	Kelas Pemberi kerja *	Management Style *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Lokasi / Area Kerja *	No Of Client *	No Of Employee *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Credit Line Of Bank	Business Expansion *	
<input type="text"/>	<input type="text"/>	

### MO Summary \*

Strength Point & Recomendation \*

**Gambar 163 Halaman Tab Survey Request (Bussiness/ Office Confirmation)**

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

### Project Lessee

**ADD**    **DELETE**

No		Project Name *	Main Kontraktor	Kompetitor
1	<input type="checkbox"/>	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>
			<input type="text"/>	<input type="text"/>
			<input type="text"/>	<input type="text"/>

Showing 1 to 1 of 1 entries      First 1 Last

**Gambar 164 Halaman Tab Survey Request (Project Lessee)**

### Survey

<b>Date Of Visit *</b> <input type="text" value="01/01/1900"/>	<b>Time *</b> <input type="text"/>	<b>Survey Method *</b> <input checked="" type="radio"/> On The Phone <input type="radio"/> Site Visit
<b>Venue 1 *</b> <input type="text"/>	<b>Venue 2 *</b> <input type="text"/>	<b>Project *</b> <input type="text"/>

### Trade Checking

<b>Category *</b> <input type="text"/>	<b>Date *</b> <input type="text" value="01/01/1900"/>	<b>Interview Name *</b> <input type="text"/>
<b>Phone Number *</b> <input type="text"/> - <input type="text"/>	<b>result *</b> <input type="text"/>	<b>Notes *</b> <input type="text"/>

**Gambar 165 Halaman Tab Survey Request (Survey & Trade Checking)**

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

Foto and Document

**ADD**
**DELETE**

Search records

No	Location	Remark	File	Action
1	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="file"/> Choose File No file chosen	<b>DELETE</b>

Showing 1 to 1 of 1 entries
First
1
Last

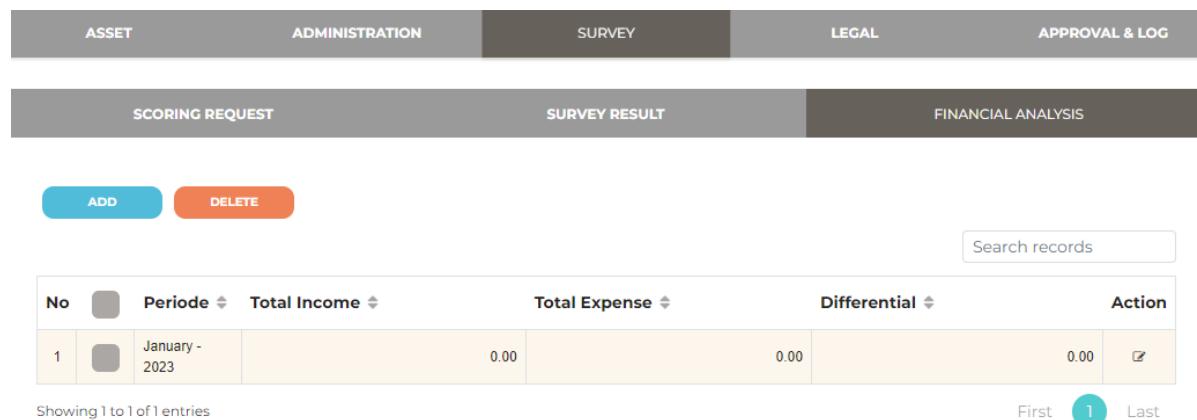
**Gambar 166 Halaman Tab Survey Request (Foto and Document)**

qq. Untuk menghapus data pada halaman Survey Request, user dapat memberi tanda checklist “

#### Tab Financial Analysis

rr. Halaman Tab Financial Analysis akan berisi informasi listing data Income atau Expense yang telah terdaftar atas data aplikasi pembiayaan. Klik tombol **ADD** untuk menambahkan data pada tampilan Tab Financial Analysis. Tab ini muncul jika Type Client merupakan Personal.

	<b>USER GUIDE</b>			
Project Name	iFinancing v5		Version	1.0
File Name	User Guide - V5 - OPERATING LEASE		Date	September 2023



The screenshot shows the 'Financial Analysis' tab of the iFinancing v5 application. At the top, there are navigation tabs: ASSET, ADMINISTRATION, SURVEY, LEGAL, APPROVAL & LOG. Below them are three sub-tabs: SCORING REQUEST, SURVEY RESULT, and FINANCIAL ANALYSIS. In the center, there is a table with the following columns: No, Periode, Total Income, Total Expense, Differential, and Action. The table has one entry: No 1, Periode January - 2023, Total Income 0.00, Total Expense 0.00, Differential 0.00, and Action (with a checkbox). Below the table, it says 'Showing 1 to 1 of 1 entries'. On the right, there are buttons for 'First', '1', and 'Last'. At the bottom, there are 'ADD' and 'DELETE' buttons, and a 'Search records' input field.

**Gambar 167 Halaman Tab Financial Analysis**

ss. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.



The screenshot shows the 'Financial Analysis Info' tab. At the top, there are navigation tabs: ASSET, ADMINISTRATION, SURVEY, LEGAL, APPROVAL & LOG. Below them are three sub-tabs: SCORING REQUEST, SURVEY RESULT, and FINANCIAL ANALYSIS. In the center, there are buttons for 'SAVE' and 'BACK'. Below that, there is a 'Month - Year \*' dropdown set to 'January' and an empty input field. There are also three input fields for 'Total Income', 'Total Expense', and 'Differential', each with a corresponding grey progress bar below it.

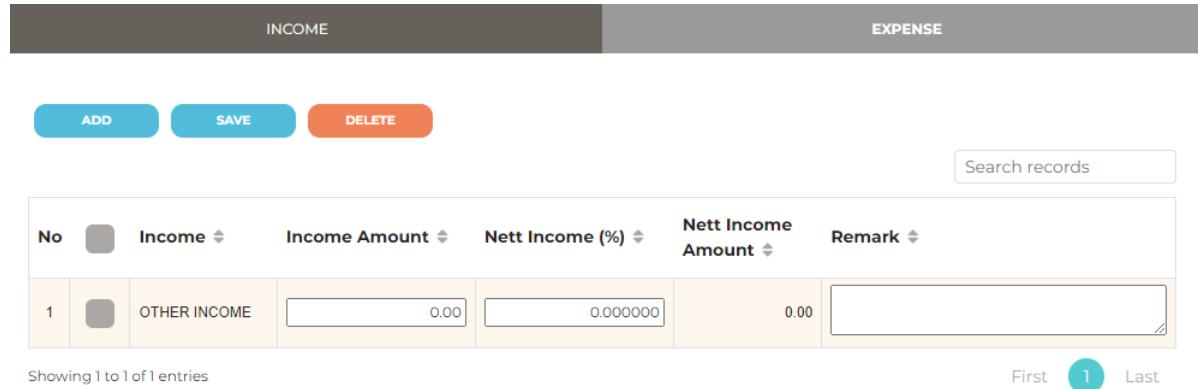
**Gambar 168 Halaman Tab Financial Analysis Info**

tt. Setelah data Financial Analysis berhasil disimpan, maka sistem akan menampilkan halaman Tab, antara lain: Tab Income dan Tab Expense.

#### Tab Income

uu. Halaman Tab Income akan menampilkan informasi listing data nilai pemasukan client pada data aplikasi pembiayaan tersebut. Klik tombol **ADD** untuk menambahkan data pada tampilan Tab Income.

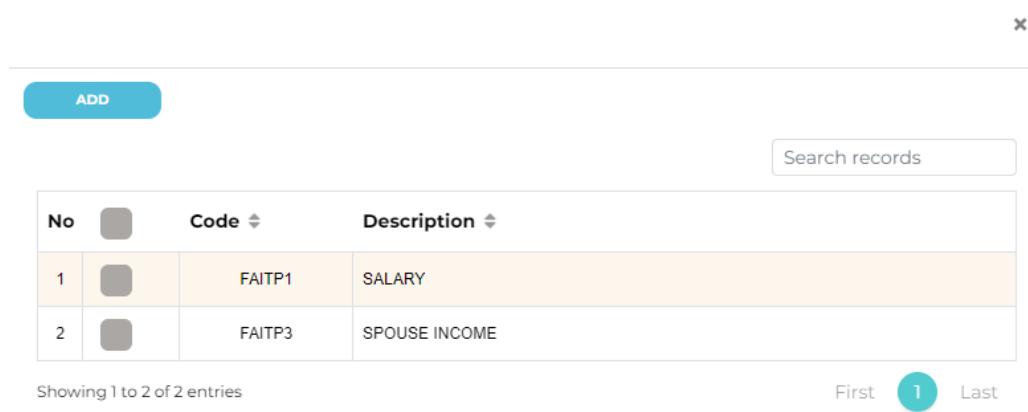
	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023



No	Income	Income Amount	Nett Income (%)	Nett Income Amount	Remark
1	OTHER INCOME	0.00	0.000000	0.00	

Showing 1 to 1 of 1 entries      First 1 Last

**Gambar 169 Halaman Tab Income**

- vv. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.
- ww. Untuk menambahkan data Tab Income, user dapat memberi tanda checklist “


No	Code	Description
1	FAITP1	SALARY
2	FAITP3	SPOUSE INCOME

Showing 1 to 2 of 2 entries      First 1 Last

**Gambar 170 Halaman Look Up Income**

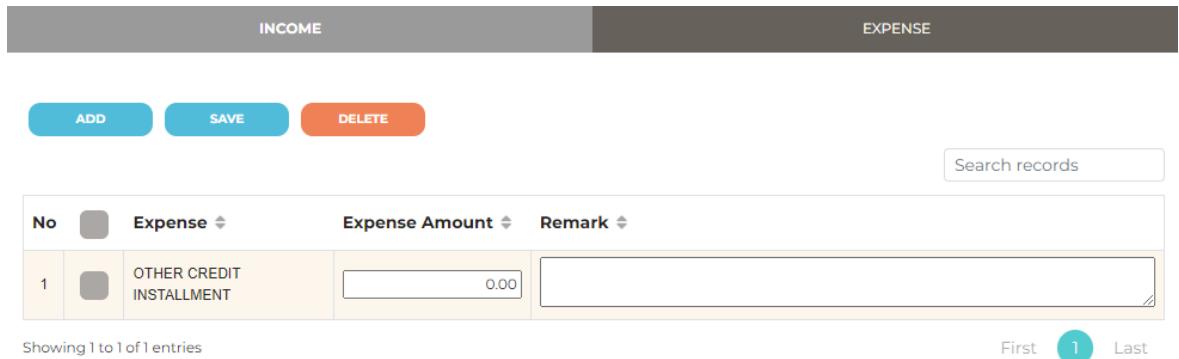
- xx. Untuk menghapus data Tab Income, user dapat memberi tanda checklist “

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	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
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### Tab Expense

- yy. Halaman Tab Expense akan menampilkan informasi listing data nilai pengeluaran client pada data aplikasi pembiayaan tersebut. Klik tombol **ADD** untuk menambahkan data pada tampilan Tab Expense.



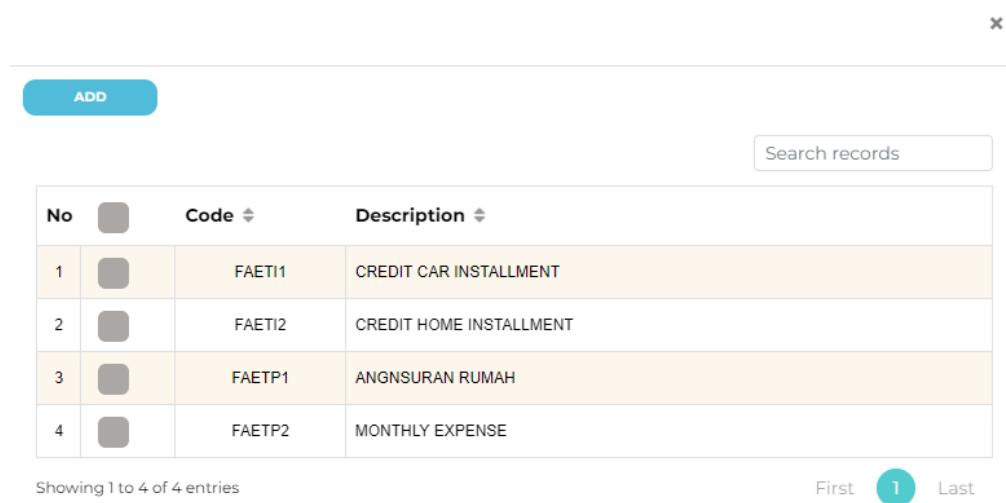
No	Expense	Expense Amount	Remark
1	OTHER CREDIT INSTALLMENT	0.00	

Showing 1 to 1 of 1 entries

First 1 Last

**Gambar 171**

- zz. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

- aaa. Untuk menambahkan data Tab Expense, user dapat memberi tanda checklist “


No	Code	Description
1	FAETI1	CREDIT CAR INSTALLMENT
2	FAETI2	CREDIT HOME INSTALLMENT
3	FAETP1	ANGNSURAN RUMAH
4	FAETP2	MONTHLY EXPENSE

Showing 1 to 4 of 4 entries

First 1 Last

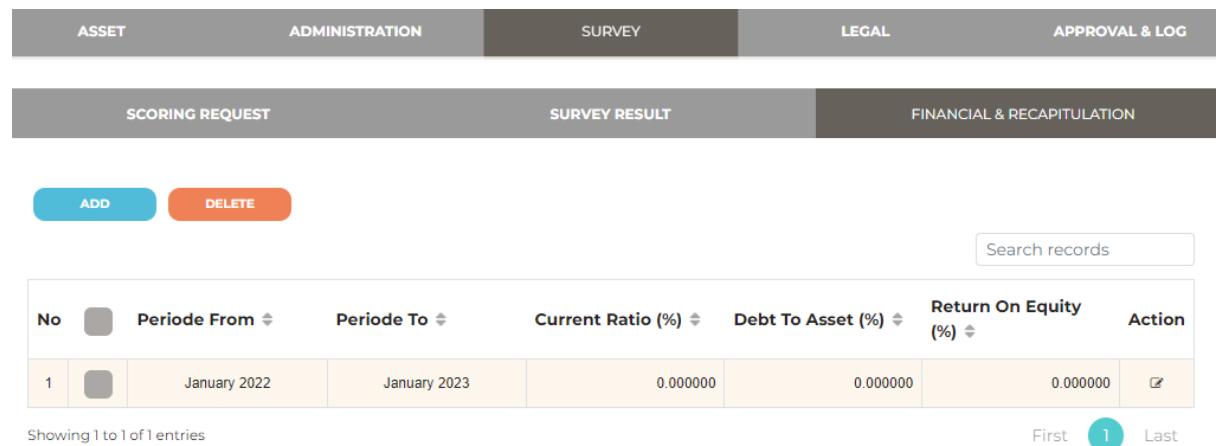
**Gambar 172 Halaman Look Up Expense**

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

- bbb. Untuk menghapus data Tab Expense, user dapat memberi tanda checklist “” pada baris data Tab Expense List kemudian klik tombol **DELETE**.

### Tab Financial & Recapitulation

ccc. Halaman Tab Financial & Recapitulation akan berisi informasi listing data rekapitulasi keuangan klien pada data aplikasi pembiayaan. Klik tombol **ADD** untuk menambahkan data pada tampilan Tab Financial Analysis. Tab ini muncul jika Type Client merupakan Corporate.



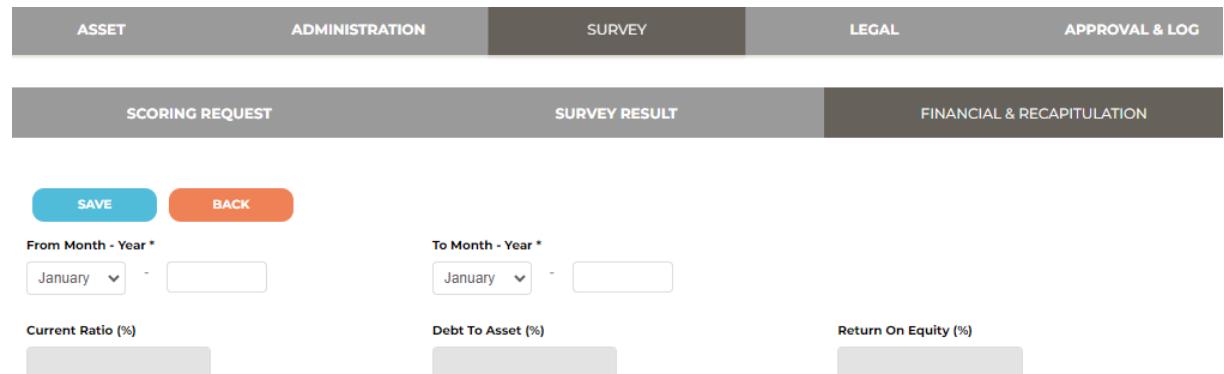
No	Periode From	Periode To	Current Ratio (%)	Debt To Asset (%)	Return On Equity (%)	Action
1	January 2022	January 2023	0.00000	0.00000	0.00000	

Showing 1 to 1 of 1 entries

First 1 Last

**Gambar 173 Halaman Tab Financial & Recapitulation**

- ddd. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.



**From Month - Year \***

**To Month - Year \***

**Current Ratio (%)**

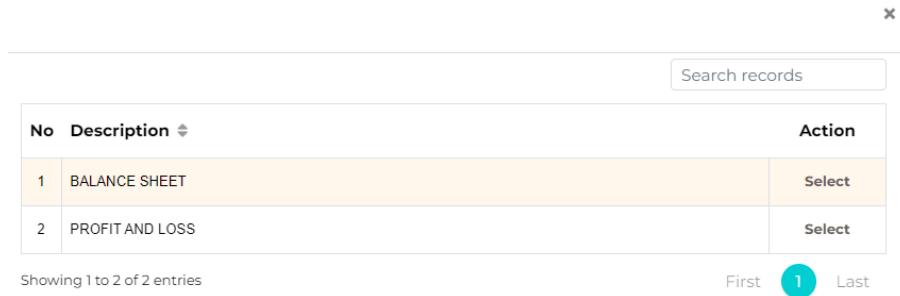
**Debt To Asset (%)**

**Return On Equity (%)**

**Gambar 174 Halaman Tab Financial & Recapitulation Info**

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

eee. Setelah data Financial & Recapitulation berhasil disimpan, maka sistem akan menampilkan halaman Financial Statement. Klik tombol  untuk menampilkan Look Up Report Type, lalu klik **Select** untuk menampilkan data yang dipilih.

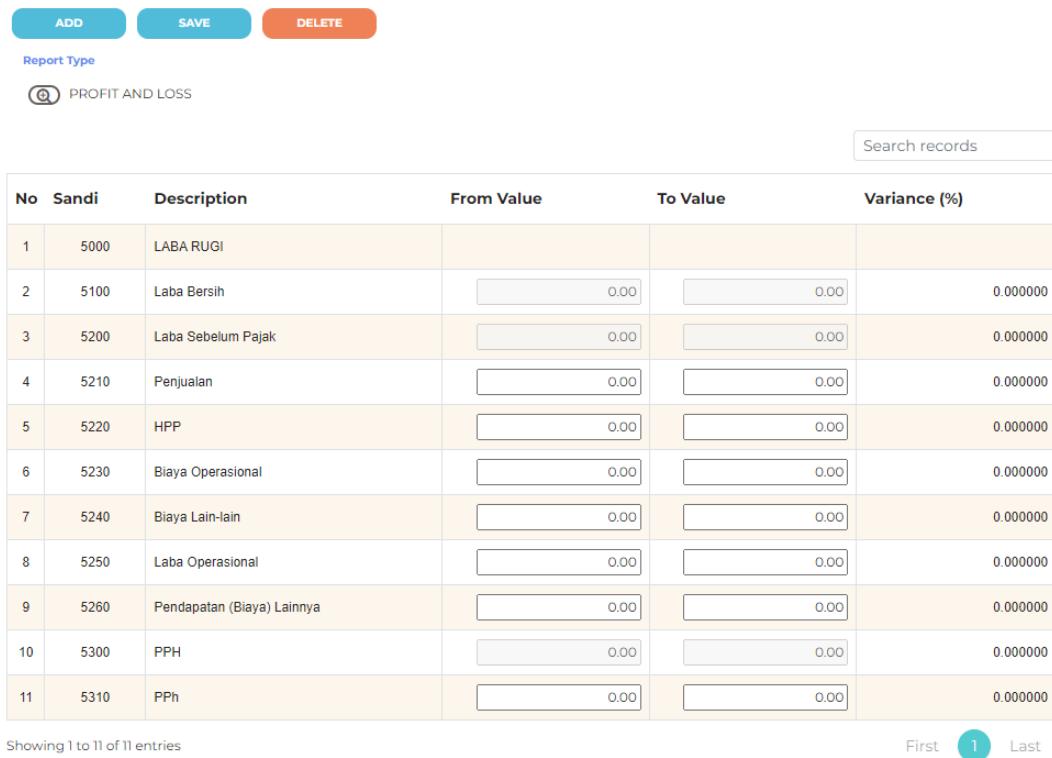


No	Description	Action
1	BALANCE SHEET	Select
2	PROFIT AND LOSS	Select

**Gambar 175 Halaman Look Up Report Type**

fff. Klik tombol  untuk menambahkan data pada tampilan Financial Statement.

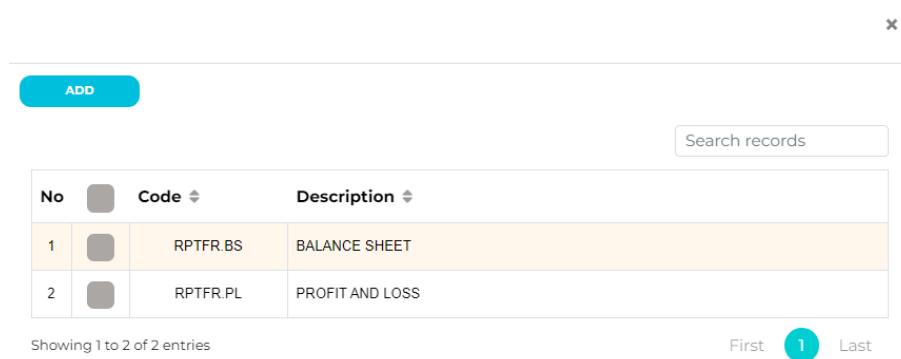
#### Financial Statement



No	Sandi	Description	From Value	To Value	Variance (%)
1	5000	LABA RUGI			
2	5100	Laba Bersih	0.00	0.00	0.000000
3	5200	Laba Sebelum Pajak	0.00	0.00	0.000000
4	5210	Penjualan	0.00	0.00	0.000000
5	5220	HPP	0.00	0.00	0.000000
6	5230	Biaya Operasional	0.00	0.00	0.000000
7	5240	Biaya Lain-lain	0.00	0.00	0.000000
8	5250	Laba Operasional	0.00	0.00	0.000000
9	5260	Pendapatan (Biaya) Lainnya	0.00	0.00	0.000000
10	5300	PPH	0.00	0.00	0.000000
11	5310	PPh	0.00	0.00	0.000000

**Gambar 176 Halaman Financial Statement (Profit And Loss)**

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

ggg. Untuk menambahkan data Financial Statement, user dapat memberi tanda checklist “


No	Code	Description
1	RPTFR.BS	BALANCE SHEET
2	RPTFR.PL	PROFIT AND LOSS

**Gambar 177 Halaman Look Up Financial Statement**

hhh. Lengkapi data pada field yang tersedia, kemudian klik tombol **SAVE** untuk menyimpan data.

iii. Untuk menghapus data Financial Statement, user dapat memberi tanda checklist “

jjj. Jika user ingin melakukan perubahan data klik tombol  pada baris data Tab Financial & Recapitulation.

kkk. Untuk menghapus data Tab Financial & Recapitulation, user dapat memberi tanda checklist “

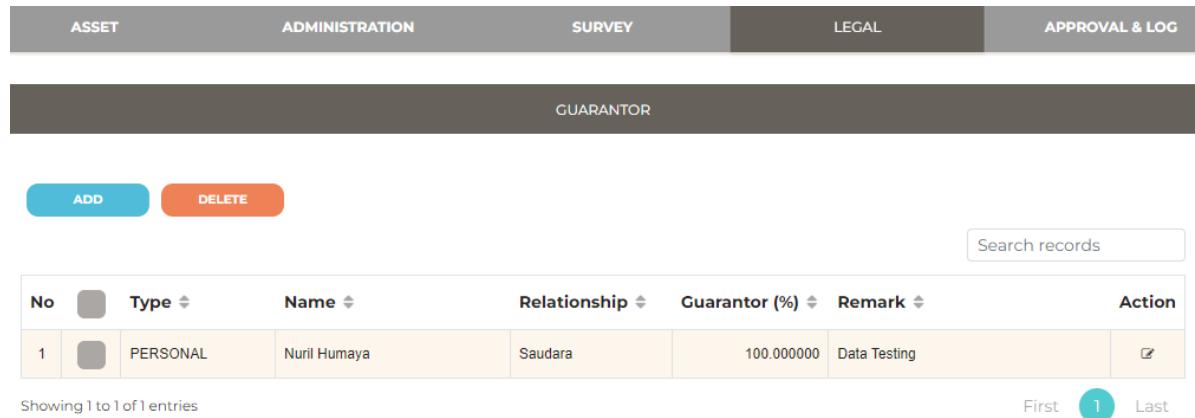
### **Tab Legal**

lll. Halaman Application Info Tab Legal akan berisi informasi terkait dengan hal hal yang terkait dengan legalitas pada data aplikasi pembiayaan. Halaman Application Info Tab Legal memiliki Tab, antara lain: Tab Guarantor.

### **Tab Guarantor**

mmm. Halaman Tab Guarantor akan berisi informasi listing data guarantor yang menjamin pembiayaan yang telah terdaftar atas data Application pada sistem. Klik tombol **ADD** untuk menambahkan data pada tampilan Tab Guarantor.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

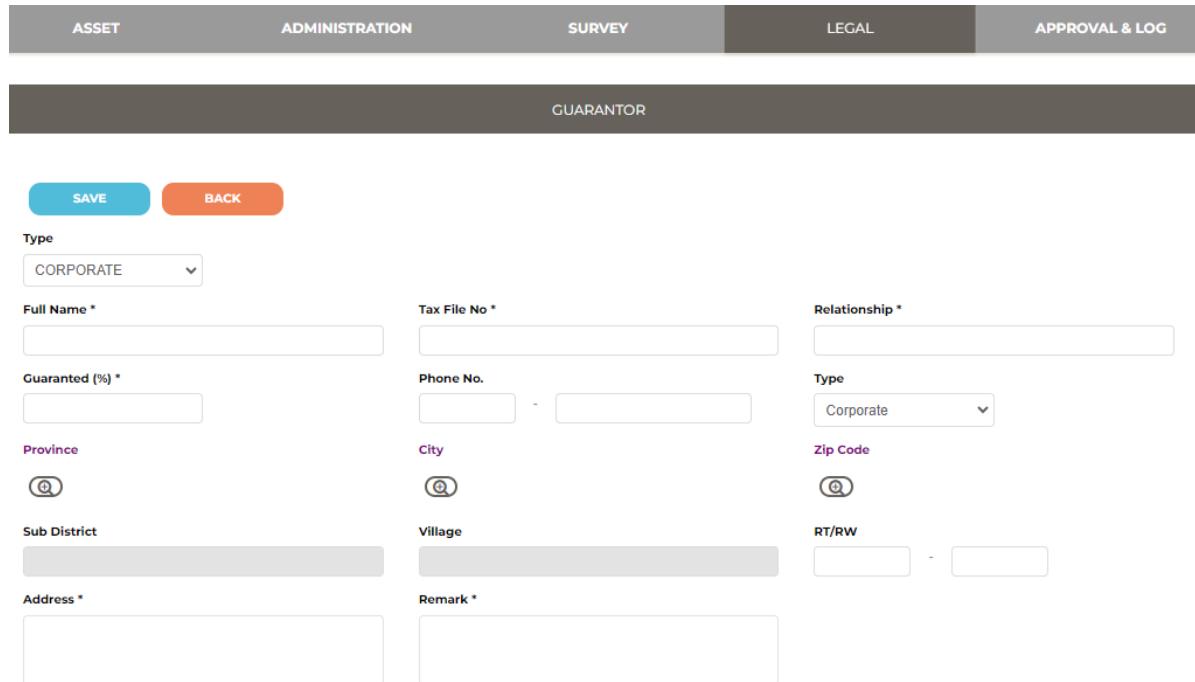


Showing 1 to 1 of 1 entries

First 1 Last

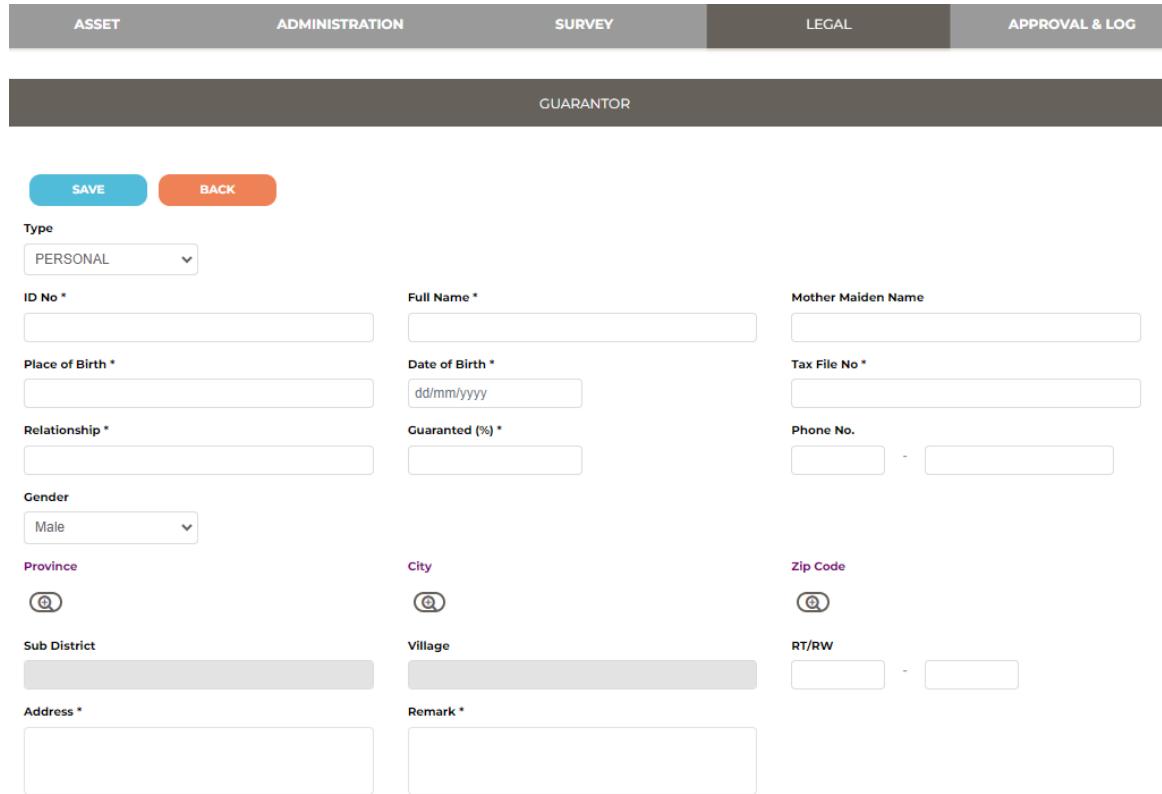
**Gambar 178 Halaman Tab Guarantor**

nnn. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.



**Gambar 179 Halaman Tab Guarantor Info (Corporate)**

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023



ASSET ADMINISTRATION SURVEY LEGAL APPROVAL & LOG

GUARANTOR

SAVE BACK

Type  
PERSONAL

ID No \*  
Full Name \*  
Mother Maiden Name

Place of Birth \*  
Date of Birth \*  
dd/mm/yyyy  
Tax File No \*

Relationship \*  
Guaranteed (%) \*  
Phone No.

Gender  
Male

Province  
Sub District  
City  
Zip Code

Sub District  
Village  
RT/RW

Address \*  
Remark \*

**Gambar 180 Halaman Tab Guarantor Info (Personal)**

ooo. Jika user ingin melakukan perubahan data klik tombol  pada baris data Tab Guarantor List.

ppp. Untuk menghapus data Tab Guarantor, user dapat memberi tanda checklist “” pada baris data Tab Guarantor List kemudian klik tombol .

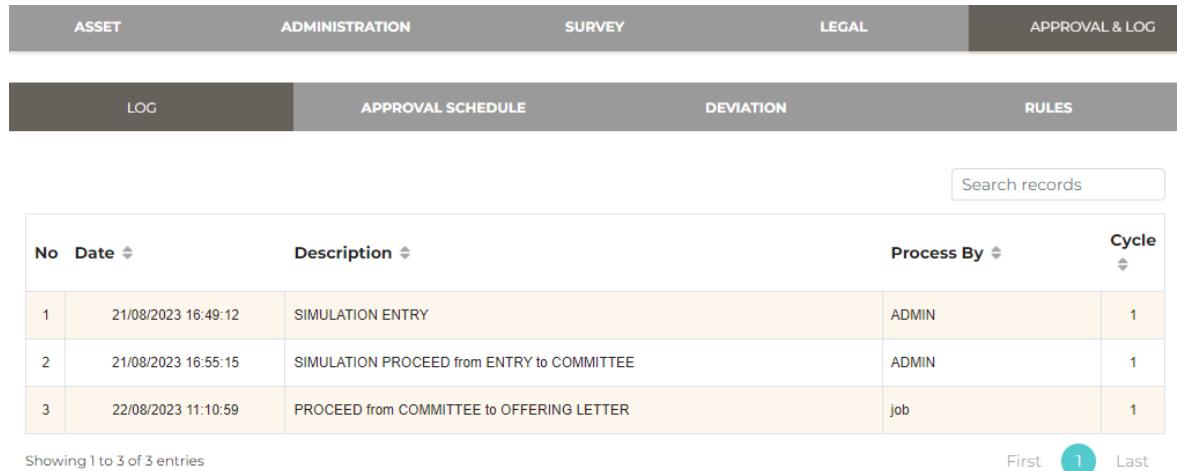
### Tab Approval & Log

qqq. Halaman Application Info Tab Approval & Log akan berisi informasi history terkait dengan approval dan log atas data aplikasi pembiayaan. Halaman Application Info Tab Approval & Log memiliki 5 Tab, antara lain: Tab Log, Recommendation, Tab Approval Schedule, Tab Deviation, dan Tab Rules.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

### Tab Log

rr. Halaman Tab Log akan berisi informasi listing data history aktivitas atas data aplikasi pembiayaan yang telah terdaftar pada sistem.



No		Date	Description	Process By	Cycle
1		21/08/2023 16:49:12	SIMULATION ENTRY	ADMIN	1
2		21/08/2023 16:55:15	SIMULATION PROCEED from ENTRY to COMMITTEE	ADMIN	1
3		22/08/2023 11:10:59	PROCEED from COMMITTEE to OFFERING LETTER	job	1

Showing 1 to 3 of 3 entries

First 1 Last

**Gambar 181 Halaman Tab Log**

### Tab Approval Schedule

sss. Halaman Application Info Tab Approval & Log Tab Approval Schedule List akan berisi informasi listing jadwal approval atas data Application yang telah terdaftar pada sistem. Data Approval Schedule akan muncul setelah data Application tersebut melalui proses Approval pada sistem.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

ASSET	ADMINISTRATION	SURVEY	LEGAL	APPROVAL & LOG				
LOG	APPROVAL SCHEDULE	DEVIATION	RULES					
Search records								
No	Employee ♦	Position ♦	Level ♦	Return Count ♦	Take Over By ♦	Result Date ♦	Result Remark ♦	Result Status ♦
1	TAUFIK ABDULLAH	SECTION HEAD (OPL - MARKETING - EXECUTIVE)	1	RETURN 0		22/08/2023 11:02:54	Approve ok	APPROVE
2	TAUFIK ABDULLAH	SECTION HEAD (OPL - MARKETING - ADMIN)	2	RETURN 0		22/08/2023 11:09:09	Approve ok lv2	APPROVE
3	TAUFIK ABDULLAH	DEPARTMENT HEAD (OPL - MARKETING)	3	RETURN 0		22/08/2023 11:09:52	Approve ok lv3	APPROVE
4	TAUFIK ABDULLAH	DIRECTOR (STRATEGIC, RISK, RESEARCH & DEVELOPMENT)	4	RETURN 0		22/08/2023 11:10:15	Approve ok lv4	APPROVE

Showing 1 to 4 of 4 entries

First 1 Last**Gambar 182 Halaman Tab Approval Schedule****Tab Deviation**

ttt. Halaman Tab Deviation akan berisi informasi listing data deviasi yang telah dikenakan atas data aplikasi pembiayaan pada sistem.

ASSET	ADMINISTRATION	SURVEY	LEGAL	APPROVAL & LOG
LOG	APPROVAL SCHEDULE	DEVIATION	RULES	
Search records				
No	Deviation ♦	Remark ♦	Approve Position ♦	Manual ♦
1	DEVIATION MINIMUM DP 1	DEVIATION MINIMUM DP 1	DIREKTUR UTAMA	No
2	DEVIATION MINIMUM DP 10	DEVIATION MINIMUM DP 10	DIREKTUR UTAMA	No
3	DEVIATION VEHICLE PRICE BUS	DEVIATION VEHICLE PRICE BUS	DIREKTUR UTAMA	No
4	DEVIATION VEHICLE PRICE TRUK	DEVIATION VEHICLE PRICE TRUK	DIREKTUR UTAMA	No

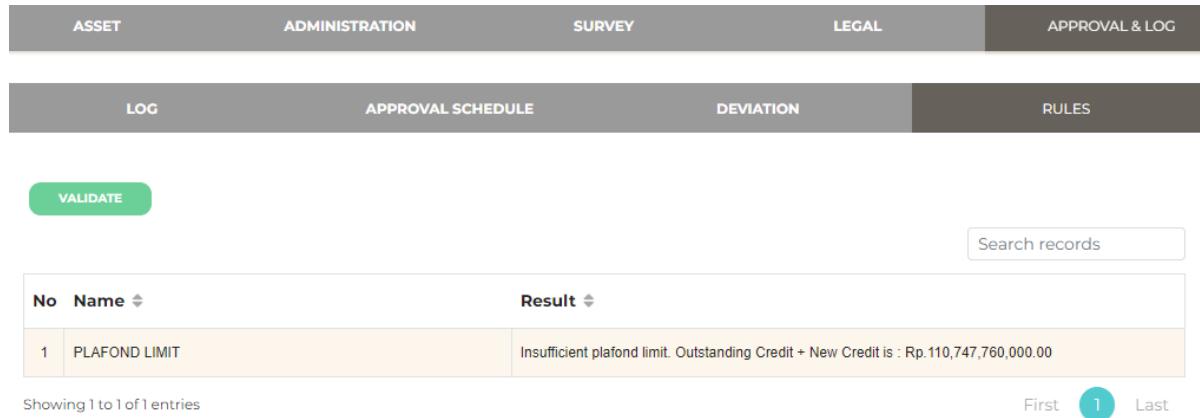
Showing 1 to 4 of 4 entries

First 1 Last**Gambar 183 Halaman Tab Deviation**

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### Tab Rules

uuu. Halaman Tab Rules akan berisi informasi listing data peraturan yang telah dilanggar atas data aplikasi pembiayaan pada sistem. Klik tombol **VALIDATE** untuk melakukan validasi data peraturan yang telah dilanggar.



The screenshot shows a user interface for validating rules. At the top, there are two rows of tabs: 'ASSET', 'ADMINISTRATION', 'SURVEY', 'LEGAL' (which is highlighted in grey), and 'APPROVAL & LOG'. Below that is another row with 'LOG', 'APPROVAL SCHEDULE', 'DEVIATION' (which is highlighted in grey), and 'RULES' (which is highlighted in dark grey). A green 'VALIDATE' button is located at the top left of the main content area. To the right is a search bar labeled 'Search records'. The main content area displays a table with two columns: 'No' and 'Name'. The first row shows '1' and 'PLAFOND LIMIT'. To the right of the table is a message: 'Insufficient plafond limit. Outstanding Credit + New Credit is : Rp.110,747,760,000.00'. At the bottom left, it says 'Showing 1 to 1 of 1 entries'. On the right, there are navigation buttons for 'First', a page number '1' in a teal circle, and 'Last'.

**Gambar 184 Halaman Tab Rules**

vvv. Setelah data Application berhasil diproses, klik tombol **PROCEED** untuk memproses lebih lanjut data Application atau klik tombol **CANCEL** untuk membatalkan proses data Application. Data Application yang telah diproses akan masuk ke sub menu Application Approval (Legal). Selain itu, user dapat melihat detail data client pada Application dengan mengklik tombol **CLIENT** atau melihat exposure data Application dengan mengklik tombol **EXPOSURE**.

	<b>USER GUIDE</b>				
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X

---

Search records

No	Agreement No / Application No	Date	OVD Days	Facility	Tenor / OS	Finance Amount	OVD Installment Amount	Installment Amount / OS	Description
1	0010919/2/27/01/2023	31/08/2023	5	INVIF-L300 KAR+90 ADDM FEB2022	0 0	267,641,966.00	0.00	7,472,000.00 306,352,000.00	AGREEMENT
2	0010920/2/27/01/2023	31/08/2023	5	INVIF-L300 KAR+90 ADDM FEB2022	0 0	267,641,966.00	0.00	7,472,000.00 306,352,000.00	AGREEMENT
3	0010921/2/27/01/2023	31/08/2023	5	INVIF-L300 KAR+90 ADDM FEB2022	0 0	267,641,966.00	0.00	7,472,000.00 306,352,000.00	AGREEMENT
4	0011122/2/27/05/2023	31/08/2023	0	INVIF-L300 KAR+90 ADDM FEB2022	0 0	251,843,966.00	0.00	7,031,000.00 316,395,000.00	AGREEMENT
5	0001001/4/1000/08/2023	31/08/2023	0		36 36	0.00	0.00	24,635,420.42 0.00	APPLICATION
6	0001003/4/1000/08/2023	31/08/2023	0		36 36	0.00	0.00	10,564,050.54 0.00	APPLICATION

Showing 1 to 6 of 6 entries

First Previous 1 Next Last

**Gambar 185 Halaman Exposure**

### 3.4.2 Application Approval

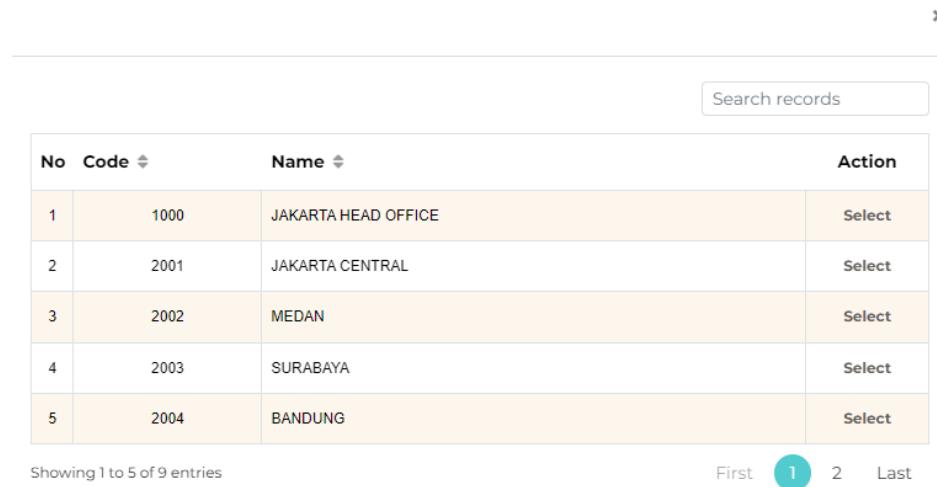
Sub Menu Application Approval dapat diakses oleh user melalui modul **Operating Lease > Application > Application Approval**. Sub Menu Application Approval dapat digunakan oleh user untuk melakukan proses persetujuan dari data aplikasi pembiayaan pada proses approval.

#### 3.4.2.1 Step Process Application

Berikut adalah Step Process Application:

- Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.

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Search records

No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

Showing 1 to 5 of 9 entries

First 1 2 Last

**Gambar 186 Halaman Look Up Branch**

- b. Klik tombol  untuk menampilkan Look Up WorkFlow Status, lalu klik **Select** untuk menampilkan data yang dipilih.



Search records

No	Code	Name	Action
1	A_COMITE	COMMITTEE	Select
2	A_CREDIAN	LEGAL	Select
3	A_FINALCK	OFFERING LETTER	Select

Showing 1 to 3 of 3 entries

First 1 Last

**Gambar 187 Halaman Look Up WorkFlow Status**

- c. Pilih Status yang akan dilihat kemudian klik tombol Dropdown List Status , maka sistem akan menampilkan data Application List.

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### Application List

Branch	WorkFlow Status	Status					
JAKARTA HEAD OFFICE	OFFERING LETTER	SIMULATION					
Show 10 entries		Search records					
No	Application No	Branch	Application Date	Facility	Marketing	Status	Action
1	0000005/4/00/10/2023 KURNIA IRAWAN	JAKARTA HEAD OFFICE	06/10/2023	OPERATING LEASE	ADMIN IMS	APPROVE OFFERING LETTER	<input checked="" type="checkbox"/>
Showing 1 to 1 of 1 entries			First	Previous	1	Next	Last

**Gambar 188 Halaman Application List (Status: Simulation)**

- d. Klik tombol  untuk melihat detail data dan melakukan proses perubahan data Application.

### Application Info

Application Info		Simulation	
<b>Application No</b>	0001015/4/2001/08/2023	<b>Workflow Status</b>	OFFERING LETTER
<b>Branch *</b>	JAKARTA CENTRAL	<b>Region</b>	MIGRASI
<b>Application Date *</b>	25/08/2023	<b>Go Live Date</b>	dd/mm/yyyy
<b>Facility *</b>	OPERATING LEASE		
<b>Client Name</b>	hari	<b>Phone No *</b>	909 - 909090
<b>Client Address</b>	jakarta barat nomor 12. DKI raya		
<b>Client Email *</b>	hari@ims-tec.com		
<b>Currency *</b>	IDR	<b>Tenor *</b>	36
<b>Billing Type *</b>	MONTHLY	<b>Payment Type</b>	ADVANCE <input checked="" type="radio"/> ARREAR <input type="radio"/>
<b>Main Contract</b>	<input type="checkbox"/> Purchase Requirement After Lease		
<b>Rental Amount</b>	192,240,000.00		
<b>Remark *</b>	-		
<b>Watchlist Area</b>	<b>Watchlist Job</b>	<b>Return Count</b>	0

**Gambar 189 Halaman Application Info (Simulation)**

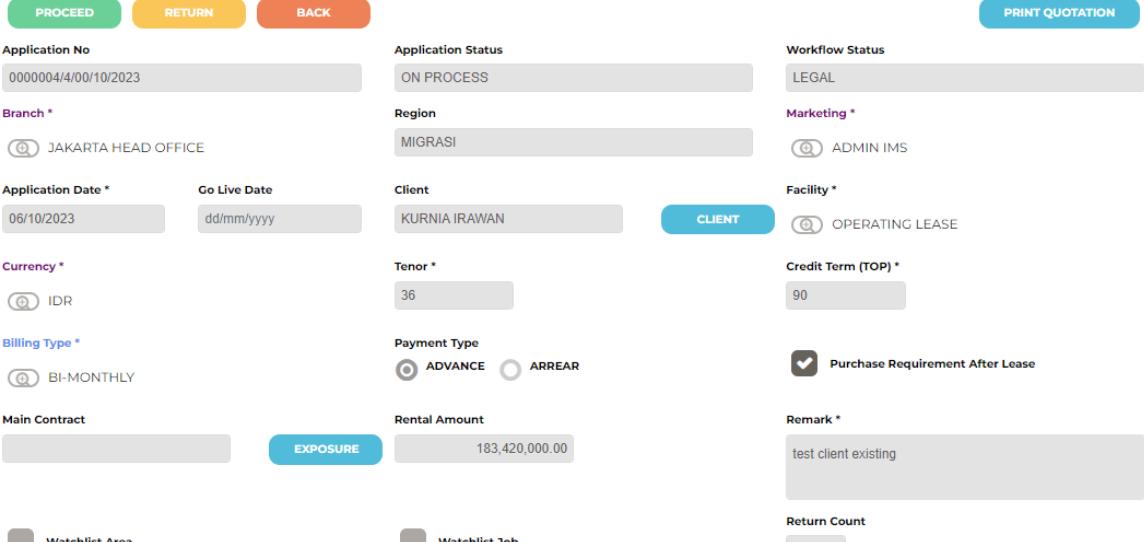
 Innovation Comprehensive Technology	<b>USER GUIDE</b>		
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e. User dapat memproses data Application (Simulation) dengan mengklik tombol

**PROCEED TO APPLICATION**

untuk memproses lebih lanjut data Application (Simulation) menjadi data Application atau klik tombol **RETURN** untuk mengembalikan data Application keproses sebelumnya. Data Application (Simulation) yang telah diproses akan masuk ke sub menu Application Approval (Offering Letter). Selain itu, user dapat mencetak surat penawaran/quotation dengan mengklik tombol **PRINT QUOTATION** atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

#### Application Info



The screenshot shows the 'Application Info' page with the following fields:

- Buttons:** PROCEED (green), RETURN (yellow), BACK (orange), PRINT QUOTATION (blue).
- Application No:** 0000004/4/00/10/2023
- Application Status:** ON PROCESS
- Workflow Status:** LEGAL
- Branch:** JAKARTA HEAD OFFICE
- Region:** MIGRASI
- Marketing:** ADMIN IMS
- Application Date \***: 06/10/2023
- Go Live Date**: dd/mm/yyyy
- Client:** KURNIA IRAWAN
- Facility \***: OPERATING LEASE
- Currency \***: IDR
- Tenor \***: 36
- Credit Term (TOP) \***: 90
- Billing Type \***: BI-MONTHLY
- Payment Type**: ADVANCE (selected)
- Purchase Requirement After Lease**: checked
- Main Contract**: Watchlist Area
- Rental Amount**: 183,420,000.00
- Remark \***: test client existing
- Return Count**: 0
- Buttons at bottom:** EXPOSURE (blue), WATCHLIST (grey), CANCEL (yellow), PROCEED (green).

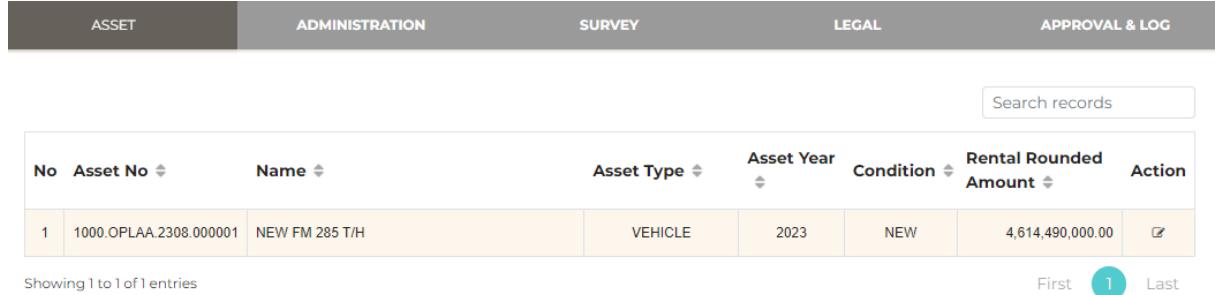
Gambar 190 Halaman Application Info (Application)

f. User dapat memproses data Application (Application) dengan mengklik tombol **PROCEED** untuk memproses lebih lanjut data Application atau klik tombol **CANCEL** untuk membatalkan proses data Application. Data Application yang telah diproses akan masuk ke modul Approval. Selain itu, user dapat mencetak surat penawaran/quotation dengan mengklik tombol **PRINT QUOTATION** atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

	<b>USER GUIDE</b>		
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### Tab Asset

- g. Halaman Application Info Tab Asset akan menampilkan informasi listing data asset pada pengajuan aplikasi pembiayaan yang telah terdaftar pada sistem.



ASSET	ADMINISTRATION	SURVEY	LEGAL	APPROVAL & LOG
Search records				
No	Asset No	Name	Asset Type	Asset Year
1	1000.OPLAA.2308.000001	NEW FM 285 T/H	VEHICLE	2023
Showing 1 to 1 of 1 entries				
First <span style="background-color: #00AEEF; color: white; border-radius: 50%; padding: 2px 5px;">1</span> Last				

**Gambar 191 Halaman Tab Asset**

- h. Klik tombol  untuk melihat detail data Asset.

	<b>USER GUIDE</b>		
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File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

ASSET
ADMINISTRATION
SURVEY
LEGAL
APPROVAL & LOG

**Asset No**  
2001.OPLAA.2308.000007

**Asset Year \***  
2023

**FA No \***  
NEW XPANDER 1.5L SPORT-L (4X2) M/T  
MY23

**BBN Location\***  
Jakarta Pusat-DKI JAKARTA

**Email \***  
sinergimakinmaju@gmail.com

**Billing To Name \***  
Nunung

**NPWP Name \***  
SALAWATI MOTORINDO

**Deliver To Name**  
Nunung

**Pickup Name**  
Nunung

**Billing Mode**  
 NORMAL  BY DATE  BEFORE DUE

**Asset Type \***  
 VEHICLE

**Condition**  
USED

**Colour \***  
BLACK

**Plat Colour**  
 KUNING  HITAM

**Start Miles \***  
0

**Remark**  
TEST

**Billing To Phone No.\***  
62 - 814326789

**NPWP No \***  
11153079951000

**Deliver To Phone No.**  
62 - 814326789

**Pickup Phone No**  
62 - 814326789

**Faktur Transaction Code \***  
 01

**Transmisi**  
MT

**Unit \***  
NEW XPANDER 1.5L SPORT-L (4X2) M/T  
MY23

**ON THE ROAD**

**BBN Client**

**Monthly Miles \***  
2500

**Billing To Address \***  
Solo

**NPWP Address \***  
Solo

**Deliver To Address**  
Solo

**Pickup Address \***  
Solo

**Date \***  
0

**Gambar 192 Halaman Asset Info (1)**

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

Unit Amount exc VAT *	Discount Amount *	Estimate Delivery Date
200,000,000.00	0.00	31/08/2023
Karoseri Amount	Discount Amount *	Accessories Amount
0.00	0.00	0.00
Mobilization Amount *	City	
0.00	0.00	(@) -
Asset Amount	Interest Rate % *	Residual Value *
200,000,000.00	10.763000	58,233,032.84
PMT Amount	Borrowing Rate % *	Use Registration
2,805,778.69	9.000000	<input checked="" type="checkbox"/> Use Registration
Use Replacement	Use Maintenance	Use Insurance
<input type="checkbox"/> Use Replacement	<input checked="" type="checkbox"/> Use Maintenance	<input checked="" type="checkbox"/> Use Insurance

No	Budget Cost	Initial Budget Amount	Budget Amount
1	STNK & KEUR	19,800,000.00	19,800,000.00
2	MAINTENANCE	0.00	15,000,000.00
3	INSURANCE	11,580,000.00	11,580,000.00

Total Budget	Margin Of TOP	Basic Lease
46,380,000.00	1,528,950.00	4,136,582.85
Rounding	Rental Rounded Amount	
NORMAL - 10,000.00	4,140,000.00	
Insurance Commission Amount	SPAF Amount	Subvention Amount *
2,895,000.00	4,000,000.00	10,000,000.00
Average Asset Amount	Yearly Profit Amount	ROA (%)
178,612,500.00	15,430,991.64	8.639368

**Gambar 193 Halaman Asset Info (2)**

- i. Pada halaman Tab Asset Info, terdapat Tab Amortization.

#### Tab Amortization

- j. Halaman Tab Amortization akan menampilkan informasi jadwal pembayaran (Billing).

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The screenshot shows a table titled 'AMORTIZATION' with the following columns: No, Installment No, Due Date, Billing Date, Billing Amount, and Description. There are two entries:

No	Installment No	Due Date	Billing Date	Billing Amount	Description
1	1	25/06/2024	15/06/2024	40,090,000.00	Billing ke 1 dari Periode 25/06/2023 Sampai dengan 25/06/2024
2	2	25/06/2025	15/06/2025	40,090,000.00	Billing ke 2 dari Periode 25/06/2024 Sampai dengan 25/06/2025

Showing 1 to 2 of 2 entries

**Gambar 194 Halaman Tab Amortization**

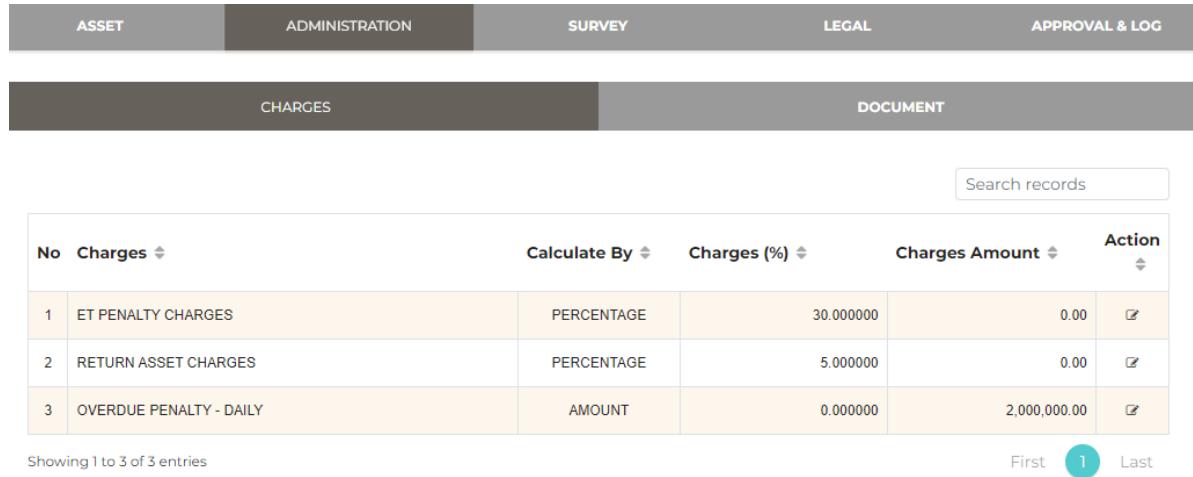
k. Klik tombol  untuk kembali ke halaman sebelumnya.

#### Tab Administration

- l. Halaman Application Info Tab Administration akan berisi informasi terkait dengan biaya-biaya fee dan charge yang telah terdaftar pada data Application tersebut. Halaman Application Info Tab Administration memiliki 2 Tab, antara lain: Tab Charge dan Tab Document.

#### Charge

- m. Halaman Tab Charge akan menampilkan informasi data charge yang dikenakan pada pengajuan aplikasi pembiayaan pada sistem.



The screenshot shows a table titled 'CHARGES' with the following columns: No, Charges, Calculate By, Charges (%), Charges Amount, and Action. There are three entries:

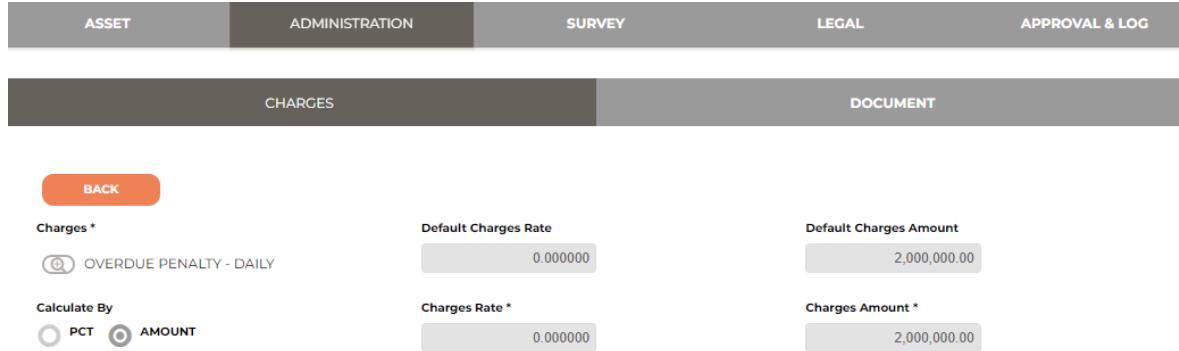
No	Charges	Calculate By	Charges (%)	Charges Amount	Action
1	ET PENALTY CHARGES	PERCENTAGE	30.00000	0.00	
2	RETURN ASSET CHARGES	PERCENTAGE	5.00000	0.00	
3	OVERDUE PENALTY - DAILY	AMOUNT	0.00000	2,000,000.00	

Showing 1 to 3 of 3 entries

**Gambar 195 Halaman Tab Charge**

 Innovation Comprehensive Technology	<b>USER GUIDE</b>		
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- n. Klik tombol  untuk melihat detail data Charge.



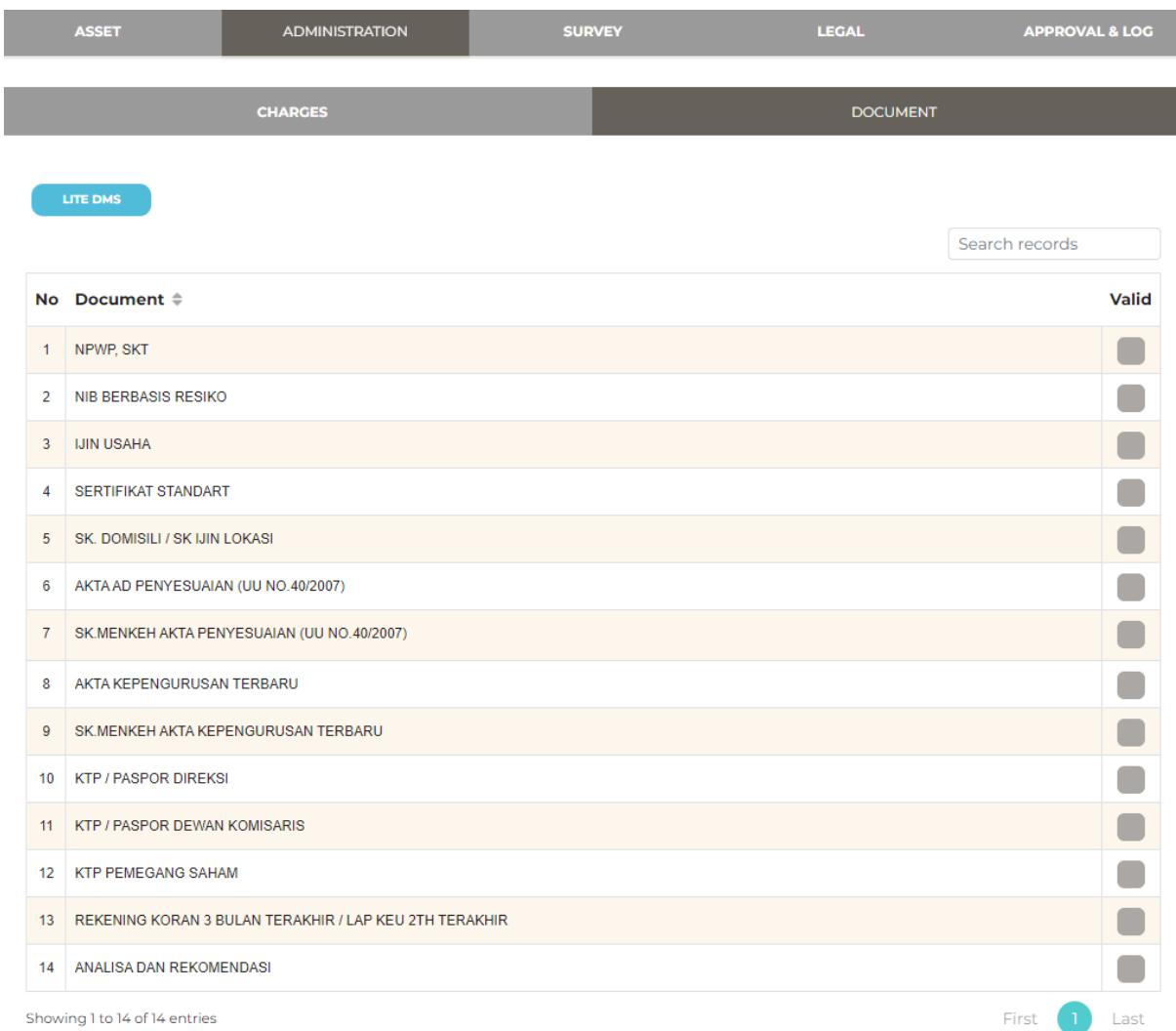
**Gambar 196 Halaman Tab Charges Info**

- o. Klik tombol  untuk kembali ke halaman sebelumnya.

#### Document

- p. Halaman Application Info Tab Administration Tab Document akan menampilkan informasi data dokumen pendukung yang digunakan pada pengajuan aplikasi pembiayaan pada sistem.

	<b>USER GUIDE</b>		
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No	Document	Valid
1	NPWP, SKT	<input type="checkbox"/>
2	NIB BERBASIS RESIKO	<input type="checkbox"/>
3	IJIN USAHA	<input type="checkbox"/>
4	SERTIFIKAT STANDART	<input type="checkbox"/>
5	SK. DOMISILI / SK IJIN LOKASI	<input type="checkbox"/>
6	AKTA AD PENYESUAIAN (UU NO.40/2007)	<input type="checkbox"/>
7	SK.MENKEH AKTA PENYESUAIAN (UU NO.40/2007)	<input type="checkbox"/>
8	AKTA KEPENGURUSAN TERBARU	<input type="checkbox"/>
9	SK.MENKEH AKTA KEPENGURUSAN TERBARU	<input type="checkbox"/>
10	KTP / PASPOR DIREKSI	<input type="checkbox"/>
11	KTP / PASPOR DEWAN KOMISARIS	<input type="checkbox"/>
12	KTP PEMEGANG SAHAM	<input type="checkbox"/>
13	REKENING KORAN 3 BULAN TERAKHIR / LAP KEU 2TH TERAKHIR	<input type="checkbox"/>
14	ANALISA DAN REKOMENDASI	<input type="checkbox"/>

Showing 1 to 14 of 14 entries First 1 Last

**Gambar 197 Halaman Tab Document**

- q. User dapat memberi tanda checklist “

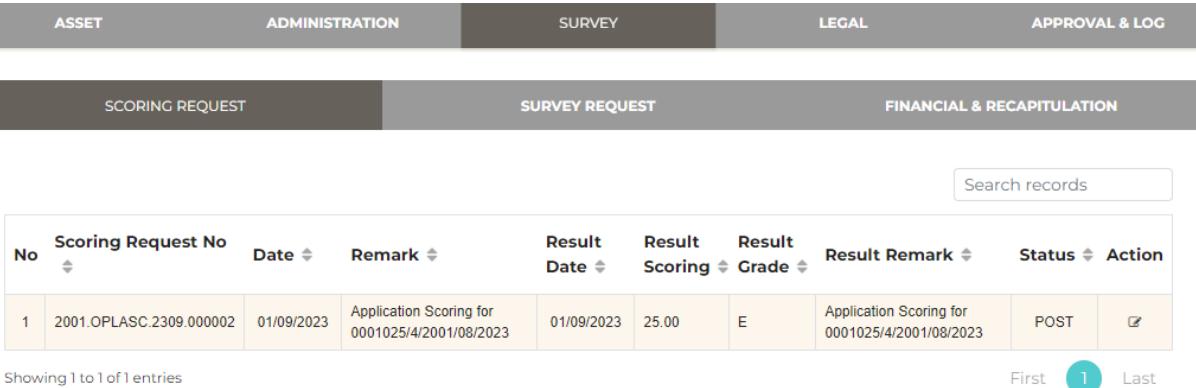
#### Tab Survey

- r. Halaman Application Info Tab Survey akan berisi informasi terkait dengan proses survey terhadap data aplikasi pembiayaan. Halaman Application Info Tab Survey memiliki 3 Tab, antara lain: Tab Scoring Request, Tab Survey Request dan Tab Financial Analysis.

	<b>USER GUIDE</b>			
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### Scoring Request

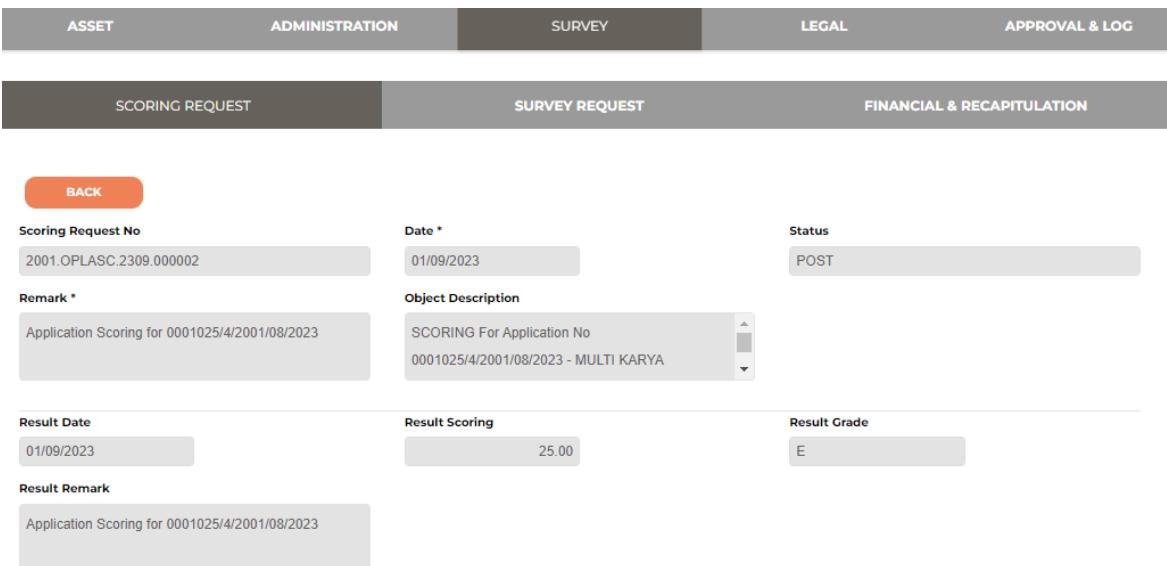
- s. Halaman Tab Scoring Request akan menampilkan informasi data scoring request yang digunakan pada pengajuan aplikasi pembiayaan pada sistem.



No	Scoring Request No	Date	Remark	Result Date	Result Scoring	Result Grade	Result Remark	Status	Action
1	2001.OPLASC.2309.000002	01/09/2023	Application Scoring for 0001025/4/2001/08/2023	01/09/2023	25.00	E	Application Scoring for 0001025/4/2001/08/2023	POST	<input checked="" type="checkbox"/>

**Gambar 198 Halaman Tab Scoring Request**

- t. Klik tombol  untuk melihat detail data Scoring Request.



**Gambar 199 Halaman Tab Scoring Request Info**

- u. Klik tombol  untuk kembali ke halaman sebelumnya.

	<b>USER GUIDE</b>		
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### Survey Request

- v. Halaman Tab Survey Request akan menampilkan informasi data survey request yang digunakan pada pengajuan aplikasi pembiayaan pada sistem.



### Profile Customer

Nama	Application Type <input checked="" type="radio"/> RO <input type="radio"/> NEW	Group Name
Alamat Kantor	Kota	Provinsi
Alamat Usaha	Kota	Provinsi
Usaha Sejak	dd/mm/yyyy	

Gambar 200 Halaman Tab Survey Request

### Financial Analysis

- w. Halaman Tab Financial Analysis akan menampilkan informasi data income dan expense yang digunakan pada pengajuan aplikasi pembiayaan pada sistem.

No	Periode	Total Income	Total Expense	Differential	Action
1	January - 2023	0.00	0.00	0.00	<input type="checkbox"/>

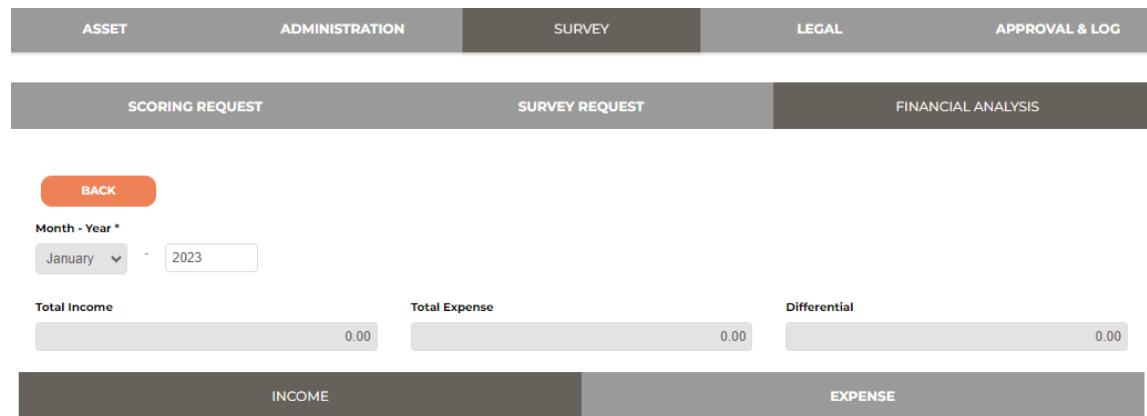
Showing 1 to 1 of 1 entries

First 1 Last

Gambar 201 Halaman Tab Financial Analysis

- x. Klik tombol  untuk melihat detail data Financial Analysis.

	<b>USER GUIDE</b>			
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The screenshot shows the Financial Analysis tab interface. At the top, there are tabs: ASSET, ADMINISTRATION, SURVEY, LEGAL, APPROVAL & LOG. Below these are sub-tabs: SCORING REQUEST, SURVEY REQUEST, and FINANCIAL ANALYSIS. A large orange 'BACK' button is at the top left. A date selector shows 'January' and '2023'. Below it, there are three horizontal bars: 'Total Income' (0.00), 'Total Expense' (0.00), and 'Differential' (0.00). At the bottom, there are two tabs: INCOME and EXPENSE.

Gambar 202 Halaman Tab Financial Analysis Info

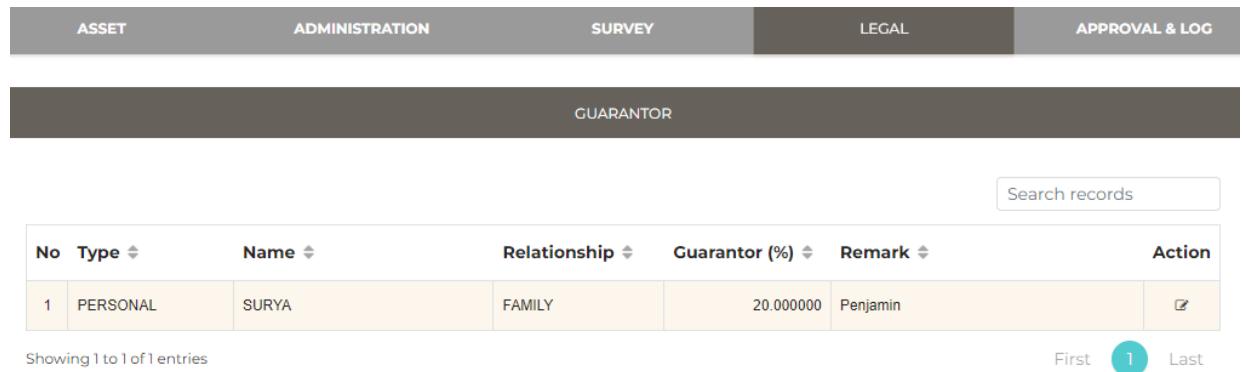
y. Klik tombol  untuk kembali ke halaman sebelumnya.

#### Tab Legal

z. Halaman Application Info Tab Legal akan berisi informasi terkait dengan hal hal yang terkait dengan legalitas pada data aplikasi pembiayaan. Halaman Application Info Tab Legal memiliki Tab, antara lain: Tab Guarantor.

#### Tab Guarantor

aa. Halaman Tab Guarantor akan menampilkan informasi guarantor yang menjamin proses pengajuan aplikasi pembiayaan pada sistem.



The screenshot shows the Tab Guarantor interface. At the top, there are tabs: ASSET, ADMINISTRATION, SURVEY, LEGAL, APPROVAL & LOG. Below these is a dark bar with the word 'GUARANTOR'. A search bar is at the top right. A table lists one guarantor: No. 1, Type PERSONAL, Name SURYA, Relationship FAMILY, Guarantor (%) 20.000000, Remark Penjamin, and Action (checkbox). Navigation buttons at the bottom include First, Last, and a page number 1.

Gambar 203 Halaman Tab Guarantor

bb. Klik tombol  untuk melihat detail data Guarantor.

	<b>USER GUIDE</b>		
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GUARANTOR

**BACK**

Type	PERSONAL		
ID No *	SURYA	Mother Maiden Name	
Place of Birth *	YOGYAKARTA	Date of Birth *	dd/mm/yyyy
Relationship *	FAMILY	Guaranteed (%) *	20.000000
Gender	Laki - Laki	Phone No.	
Province	DI Yogyakarta	City	55264
Sub District	Godean	Village	RT/RW
Address *	Godean	Remark *	005 - 004

**Gambar 204 Halaman Tab Guarantor Info**

cc. Klik tombol **BACK** untuk kembali ke halaman sebelumnya.

#### **Tab Approval & Log**

dd. Halaman Application Info Tab Approval & Log akan berisi informasi history terkait dengan approval dan log atas data aplikasi pembiayaan. Halaman Application Info Tab Approval & Log memiliki 4 Tab, antara lain: Tab Log, Tab Approval Schedule, Tab Deviation, dan Tab Rules.

#### **Log**

ee. Halaman Tab Log akan menampilkan informasi history aktifitas dari pengajuan aplikasi pembiayaan pada sistem.

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**ASSET**      **ADMINISTRATION**      **SURVEY**      **LEGAL**      **APPROVAL & LOG**

**LOG**      **APPROVAL SCHEDULE**      **DEVIATION**      **RULES**

Search records

No	Date	Description	Process By	Cycle
1	30/08/2023 09:52:18	SIMULATION ENTRY	1660	1
2	30/08/2023 10:17:49	SIMULATION PROCEED from ENTRY to COMMITTEE	1660	1
3	30/08/2023 10:25:29	PROCEED from COMMITTEE to OFFERING LETTER	job	1
4	01/09/2023 11:36:22	PROCEED from ENTRY to LEGAL	1671	1

Showing 1 to 4 of 4 entries

First 1 Last

**Gambar 205 Halaman Tab Log**

#### Approval Schedule

- ff. Halaman Tab Approval Schedule akan menampilkan informasi jadwal approval dari pengajuan aplikasi pembiayaan pada sistem.

**ASSET**      **ADMINISTRATION**      **SURVEY**      **LEGAL**      **APPROVAL & LOG**

**LOG**      **APPROVAL SCHEDULE**      **DEVIATION**      **RULES**

Search records

No	Employee	Position	Level	Return Count	Take Over By	Result Date	Result Remark	Result Status
1	TAUFIK ABDULLAH	SECTION HEAD (OPL - MARKETING - EXECUTIVE)	1	RETURN 0		30/08/2023 10:24:44	Approve oks	APPROVE
2	TAUFIK ABDULLAH	SECTION HEAD (OPL - MARKETING - ADMIN)	2	RETURN 0		30/08/2023 10:24:51	Approve oks	APPROVE
3	TAUFIK ABDULLAH	DEPARTMENT HEAD (OPL - MARKETING)	3	RETURN 0		30/08/2023 10:25:00	Approve oks	APPROVE
4	TAUFIK ABDULLAH	DIRECTOR (STRATEGIC, RISK, RESEARCH & DEVELOPMENT)	4	RETURN 0		30/08/2023 10:25:08	Approve oks	APPROVE
5	NAOTO ODA	DIRECTOR (STRATEGIC, RISK, RESEARCH & DEVELOPMENT)	4	RETURN 0		30/08/2023 10:25:08		NO RESULT

Showing 1 to 5 of 5 entries

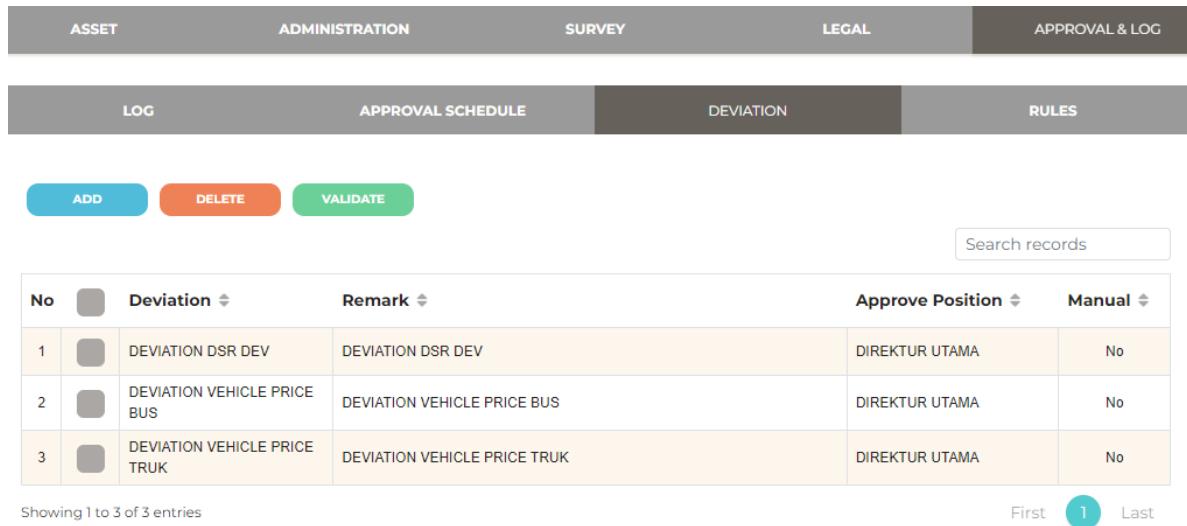
First 1 Last

**Gambar 206 Halaman Tab Approval Schedule**

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

### Deviation

gg. Halaman Tab Deviation akan menampilkan informasi deviasi dari pengajuan aplikasi pembiayaan pada sistem. Klik tombol **ADD** untuk menambahkan data pada tampilan Tab Deviation.



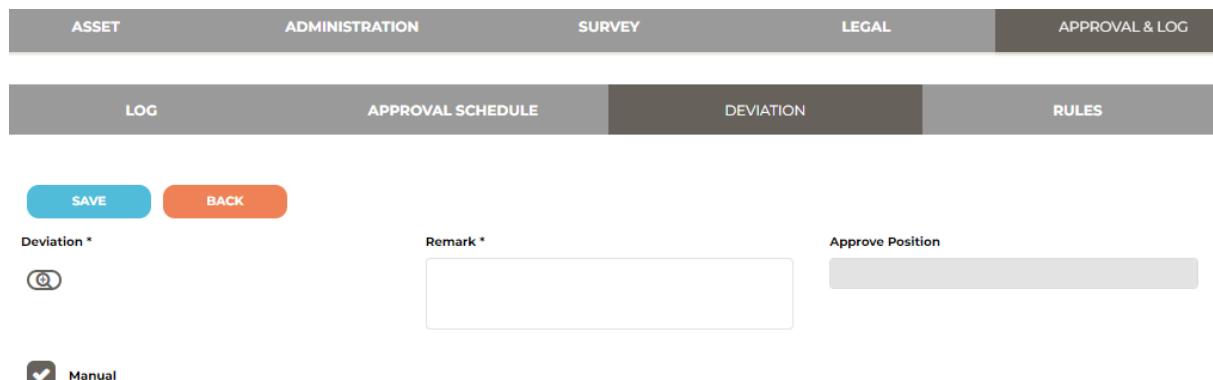
No	Deviation	Remark	Approve Position	Manual
1	DEVIATION DSR DEV	DEVIATION DSR DEV	DIREKTUR UTAMA	No
2	DEVIATION VEHICLE PRICE BUS	DEVIATION VEHICLE PRICE BUS	DIREKTUR UTAMA	No
3	DEVIATION VEHICLE PRICE TRUK	DEVIATION VEHICLE PRICE TRUK	DIREKTUR UTAMA	No

Showing 1 to 3 of 3 entries

First 1 Last

**Gambar 207 Halaman Tab Deviation**

hh. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.



Deviation \*

(Q)

Remark \*

Approve Position

Manual

**Gambar 208 Halaman Tab Deviation Info**

- ii. Untuk memvalidasi data Deviation, user dapat memberi tanda checklist “

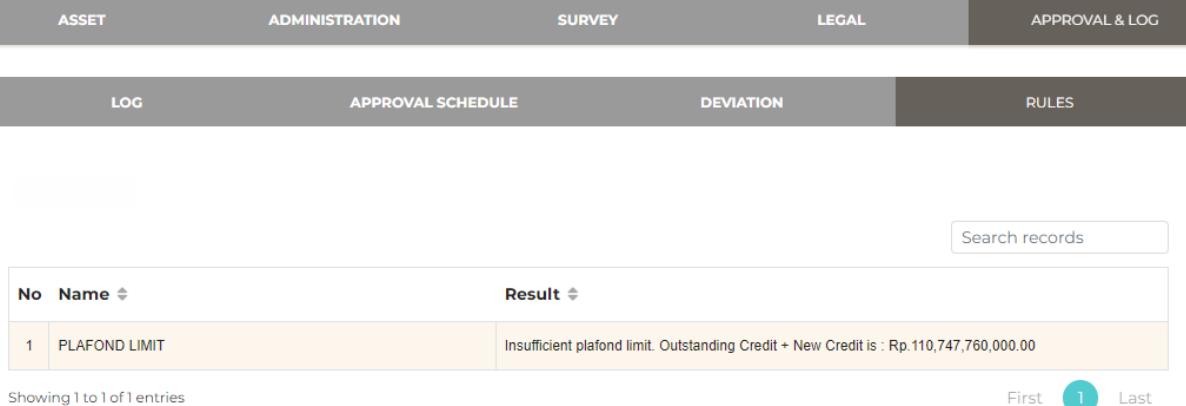
162 | ©September 2023. PT. Inovasi Mitra Sejati, **CONFIDENTIAL**

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

- jj. Untuk menghapus data Tab Deviation, user dapat memberi tanda checklist “” pada baris data Tab Deviation List kemudian klik tombol **DELETE**.

### Rules

- kk. Halaman Tab Rules akan menampilkan informasi aturan yang telah dilanggar dari pengajuan aplikasi pembiayaan pada sistem.



No	Name	Result
1	PLAFOND LIMIT	Insufficient plafond limit. Outstanding Credit + New Credit is : Rp.110,747,760,000.00

**Gambar 209 Halaman Tab Rules**

- ll. Setelah data Application di Approve pada Application Approval dan modul Approval maka data Application akan masuk pada sub menu Master Contract.

#### 3.4.3 Master Contract

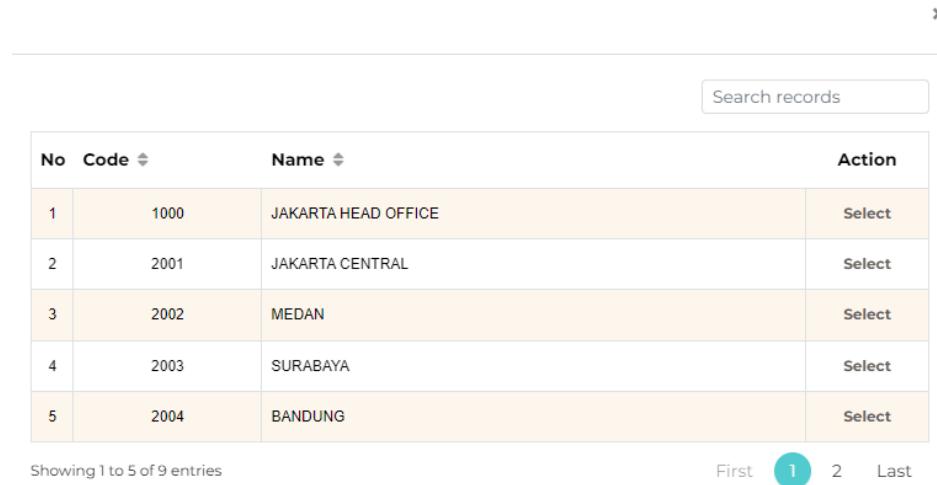
Sub Menu Master Contract dapat diakses oleh user melalui modul **Operating Lease > Application > Master Contract**. Sub Menu Master Contract dapat digunakan oleh user untuk memilih kontrak induk yang sudah ada atau mengenerate nomor kontrak baru dan mengupload dokumen kontrak induk.

##### 3.4.3.1 Step Process Master Contract

Berikut adalah Step Process Master Contract:

- Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.

 Innovation Comprehensive Technology	<b>USER GUIDE</b>		
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A screenshot of a web-based application interface. At the top right is a close button (X). Below it is a search bar labeled "Search records". The main content area displays a table titled "Branch" with columns: "No", "Code", "Name", and "Action". The table contains five rows, each with a "Select" button in the "Action" column. The rows represent different branches: JAKARTA HEAD OFFICE (Code 1000), JAKARTA CENTRAL (Code 2001), MEDAN (Code 2002), SURABAYA (Code 2003), and BANDUNG (Code 2004). At the bottom left, it says "Showing 1 to 5 of 9 entries". On the right, there are buttons for "First", "1" (highlighted in blue), "2", and "Last".

**Gambar 210 Halaman Look Up Branch**

b. Setelah memilih Branch, maka sistem akan menampilkan halaman Master Contract List.

#### Master Contract List



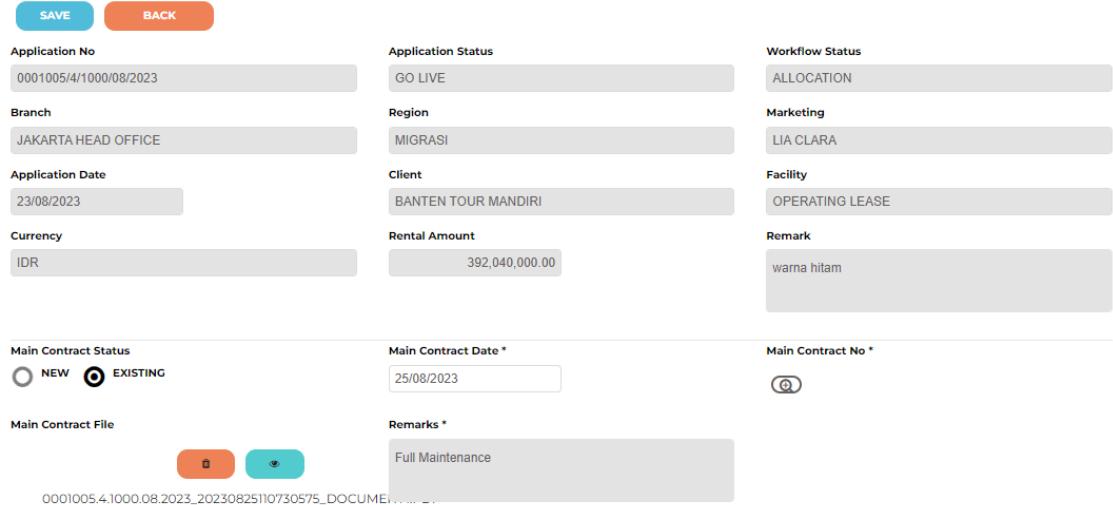
A screenshot of a web-based application interface. At the top left is a "Branch" filter set to "JAKARTA HEAD OFFICE". Below it is a search bar labeled "Search records". The main content area displays a table titled "Master Contract List" with columns: "No", "Application No", "Main Contract No", "Branch", "Application Date", "Facility Name", "Marketing", "Status", and "Action". The table contains three rows, each with a "GO LIVE ALLOCATION" button in the "Action" column. The rows represent different contracts: KURNIA IRAWAN (Application No 000002/4/00/10/2023, Main Contract No 001/OPL-AGR/10/2023), TRANSKON JAYA, TBK (Application No 000003/4/00/10/2023, Main Contract No 002/OPL-AGR/NM/10/2023), and BERLIAN SENTOSA (Application No 0000006/4/00/10/2023, Main Contract No 003/OPL-AGR/10/2023). At the bottom left, it says "Showing 1 to 3 of 3 entries". On the right, there are buttons for "First", "Previous", "1" (highlighted in blue), "Next", and "Last".

**Gambar 211 Halaman Master Contract List**

c. Klik tombol  untuk melihat detail data dan melakukan proses perubahan data Master Contract.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

#### Master Contract Info



Application No: 0001005/4/1000/08/2023

Branch: JAKARTA HEAD OFFICE

Application Date: 23/08/2023

Currency: IDR

Application Status: GO LIVE

Region: MIGRASI

Client: BANTEN TOUR MANDIRI

Rental Amount: 392,040,000.00

Workflow Status: ALLOCATION

Marketing: LIA CLARA

Facility: OPERATING LEASE

Remark: warna hitam

Main Contract Status: EXISTING

Main Contract Date: 25/08/2023

Main Contract No: (empty)

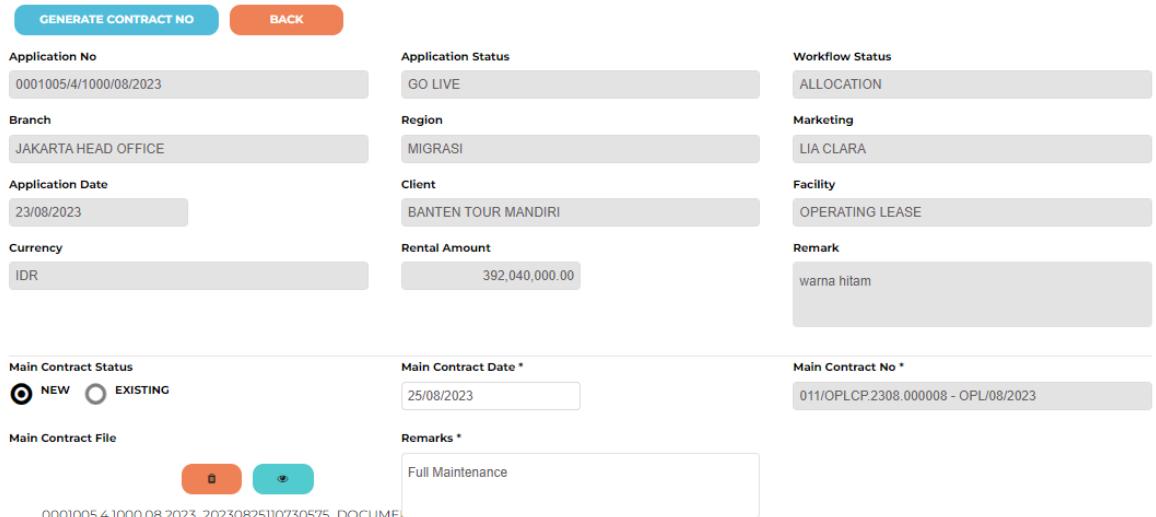
Main Contract File: (file icon)

Remarks: Full Maintenance

**Gambar 212 Halaman Master Contract Info (Main Contract Status: Existing)**

- d. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

#### Master Contract Info



Application No: 0001005/4/1000/08/2023

Branch: JAKARTA HEAD OFFICE

Application Date: 23/08/2023

Currency: IDR

Application Status: GO LIVE

Region: MIGRASI

Client: BANTEN TOUR MANDIRI

Rental Amount: 392,040,000.00

Workflow Status: ALLOCATION

Marketing: LIA CLARA

Facility: OPERATING LEASE

Remark: warna hitam

Main Contract Status: NEW

Main Contract Date: 25/08/2023

Main Contract No: 011/OPLCP.2308.000008 - OPL/08/2023

Main Contract File: (file icon)

Remarks: Full Maintenance

**Gambar 213 Halaman Master Contract Info (Main Contract Status: New)**

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
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- e. Klik tombol **GENERATE CONTRACT NO** untuk melakukan generate nomor kontrak atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

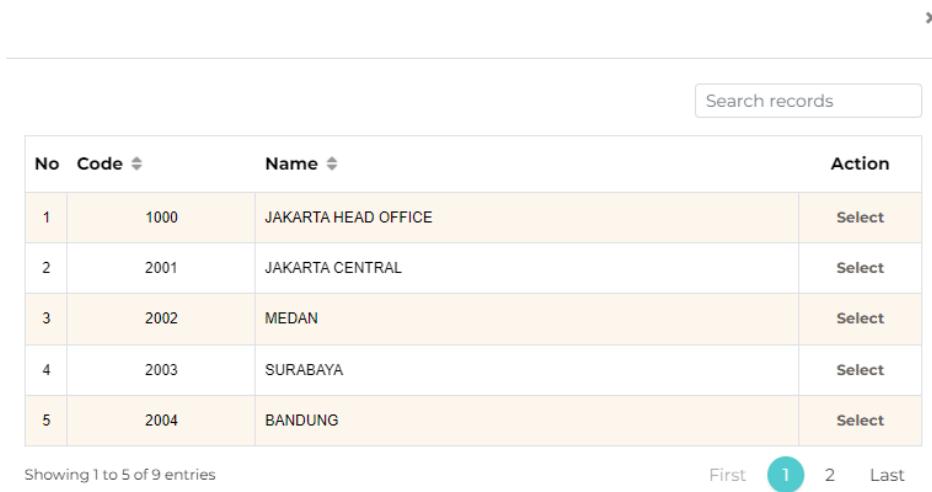
#### 3.4.4 Go Live

Sub Menu Go Live dapat diakses oleh user melalui modul **Operating Lease > Application > Go Live**. Sub Menu Go Live dapat digunakan oleh user untuk melakukan proses Go Live data aplikasi pemberian yang telah melalui proses approval pada sistem.

##### 3.4.4.1 Step Process Go Live

Berikut adalah Step Process Go Live:

- a. Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.



The screenshot shows a search interface for 'Look Up Branch'. At the top right is a search bar labeled 'Search records' with a magnifying glass icon. Below it is a table with the following columns: 'No', 'Code', 'Name', and 'Action'. The table contains the following data:

No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

At the bottom left, it says 'Showing 1 to 5 of 9 entries'. On the right, there are buttons for 'First', '1' (highlighted in blue), '2', and 'Last'.

**Gambar 214 Halaman Look Up Branch**

- b. Setelah memilih Branch, maka sistem akan menampilkan halaman Go Live List.

 Innovation Comprehensive Technology	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

### Go Live List

Branch							
<input type="checkbox"/> JAKARTA HEAD OFFICE							
Show	10	entries	Search records				
No	Application No	Branch	Application Date	Facility	Marketing	Rental Amount	Action
1	0001004/4/1000/08/2023 EKO SUCIPTO	JAKARTA HEAD OFFICE	22/08/2023	OPERATING LEASE	ADMIN IMS	IDR 200,160,000.00	<input checked="" type="checkbox"/>

Showing 1 to 1 of 1 entries First Previous 1 Next Last

**Gambar 215 Halaman Go Live List**

- c. Klik tombol  untuk melihat detail data dan melakukan proses perubahan data Go Live.

### Go Live Info

GO LIVE	RETURN	BACK
Application No 0001004/4/1000/08/2023	Branch JAKARTA HEAD OFFICE	Application Date 22/08/2023
Client EKO SUCIPTO	Facility OPERATING LEASE	Application Status APPROVE
Marketing ADMIN IMS	Remark Simulation	Workflow Status GO LIVE
Currency IDR	Rental Amount 200,160,000.00	Return Count 0
<input type="checkbox"/> Watchlist Area <input type="checkbox"/> Watchlist Job		

**Gambar 216 Halaman Go Live Info**

- d. Pada halaman Go Live Info, terdapat halaman Asset List.

### Asset List

No		Asset No	Year	Condition	Unit	Fixed Asset	Rental Amount
1		1000.OPLAA.2308.000024 NEW XPANDER 1.5L SPORT-L (4X2) M/T MY23	2023	NEW	NEW XPANDER 1.5L SPORT-L (4X2) M/T MY23		5,560,000.00

Showing 1 to 1 of 1 entries First 1 Last

**Gambar 217 Halaman Asset List**

	<b>USER GUIDE</b>		
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- e. Klik tombol  untuk melakukan Go Live data Application kemudian data tersebut siap untuk dilakukan pencairan pembiayaan atau klik tombol  untuk melakukan pengembalian data kepada user marketing atau klik tombol  untuk kembali ke halaman sebelumnya.

### 3.5 Contract

Contract adalah Menu yang dapat digunakan oleh user untuk melakukan proses pendaftaran data terhadap persetujuan dan ketentuan-ketentuan umum pada sistem. Menu Contract digunakan sebagai kelengkapan data transaksi yang terjadi pada module Operating Lease pada sistem. Berikut adalah detail penjelasan per masing-masing sub menu yang dapat digunakan oleh user.

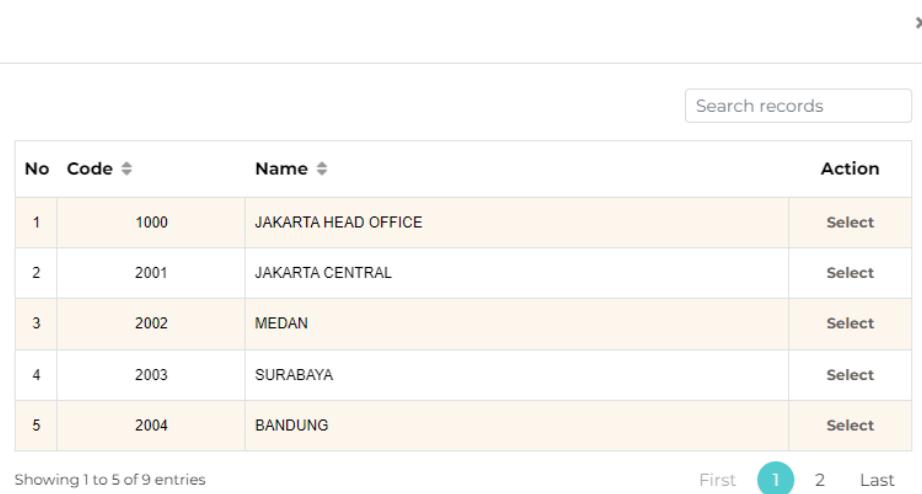
#### 3.5.1 Asset Allocation

Sub Menu Asset Allocation dapat diakses oleh user melalui modul **Operating Lease > Contract > Asset Allocation**. Sub Menu Asset Allocation dapat digunakan oleh user untuk melakukan proses pengalokasian asset pada data aplikasi pembiayaan yang telah terdaftar pada sistem.

##### 3.5.1.1 Step Process Asset Allocation

Berikut adalah Step Process Asset Allocation:

- a. Klik tombol  untuk menampilkan Look Up Branch, lalu klik  untuk menampilkan data yang dipilih.



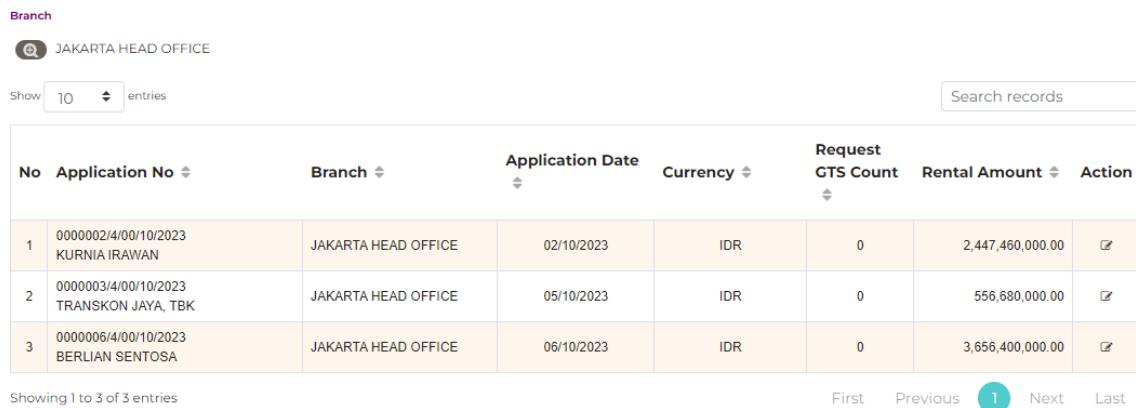
No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

Gambar 218 Halaman Look Up Branch

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
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- b. Setelah memilih Branch, maka sistem akan menampilkan halaman Application Asset Allocation List.

Application Asset Allocation List



The screenshot shows a table with columns: No, Application No, Branch, Application Date, Currency, Request GTS Count, Rental Amount, and Action. The data is as follows:

No	Application No	Branch	Application Date	Currency	Request GTS Count	Rental Amount	Action
1	0000002/4/00/10/2023 KURNIA IRAWAN	JAKARTA HEAD OFFICE	02/10/2023	IDR	0	2,447,460,000.00	
2	0000003/4/00/10/2023 TRANSKON JAYA, TBK	JAKARTA HEAD OFFICE	05/10/2023	IDR	0	556,680,000.00	
3	0000006/4/00/10/2023 BERLIAN SENTOSA	JAKARTA HEAD OFFICE	06/10/2023	IDR	0	3,656,400,000.00	

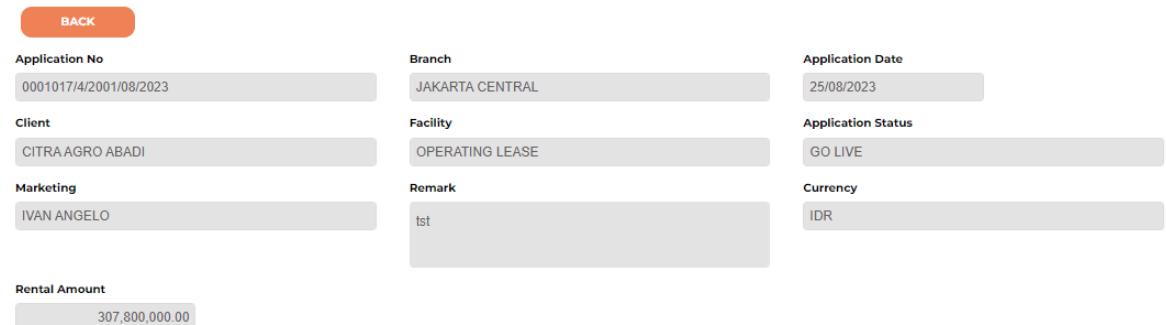
Showing 1 to 3 of 3 entries

First Previous  Next Last

**Gambar 219 Halaman Application Asset Allocation List**

- c. Klik tombol  untuk melihat detail data Application Asset Allocation.

Application Asset Allocation Info



The screenshot shows a form with various input fields:

<b>BACK</b>	Application No 0001017/4/2001/08/2023	Branch JAKARTA CENTRAL	Application Date 25/08/2023
Client CITRA AGRO ABADI	Facility OPERATING LEASE	Application Status GO LIVE	
Marketing IVAN ANGELO	Remark tst	Currency IDR	
Rental Amount 307,800,000.00			

**Gambar 220 Halaman Application Asset Allocation Info**

- d. Pada halaman Application Asset Allocation Info, terdapat halaman Asset Allocation List.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

### Asset Allocation List

POST											
Show <input type="text" value="10"/> entries <span style="float: right;">Search records</span>											
No	Asset No	Fixed Asset	Plat No/ Chasis/ Engine	Fixed Asset GTS	Plat No/ Chasis/ Engine	Estimate PO Date	Aging Day	Request Bast Date	Status		
1	0000.OPLAA.2307.000163 MITSUBISHI-EXPANDER-1500 MANUAL 2020 - NEW	0000.AST.2307.00157 MITSUBISHI-EXPANDER-1500 MANUAL	AU 547 JY dee94w356w34t 34523452345345			14/07/2023	-17	31/07/2023	DONE		
2	0000.OPLAA.2307.000166 MITSUBISHI-EXPANDER-1500 MANUAL 2020 - NEW	0000.AST.2307.00051 MITSUBISHI-EXPANDER-1500 MANUAL	A 6789 AL 69874987854 564796856			14/07/2023	-17	31/07/2023	DONE		
3	0000.OPLAA.2307.000168 MITSUBISHI-EXPANDER-1500 MANUAL 2020 - NEW	0000.AST.2307.00016 MITSUBISHI-EXPANDER-1500 MANUAL								<b>Clear</b>	
4	0000.OPLAA.2307.000169 MITSUBISHI-EXPANDER-1500 MANUAL 2020 - NEW	0000.AST.2307.00019 MITSUBISHI-EXPANDER-1500 MANUAL	H 3453 H 235345345 3634534							REALIZATION	
5	0000.OPLAA.2307.000170 MITSUBISHI-EXPANDER-1500 MANUAL 2020 - NEW	0000.AST.2307.00051 MITSUBISHI-EXPANDER-1500 MANUAL	A 6789 AL 69874987854 564796856						31/07/2023	<b>Clear</b>	
6	0000.OPLAA.2307.000171 MITSUBISHI-EXPANDER-1500 MANUAL 2020 - NEW	Q							31/07/2023	<b>Purchase</b>	
7	0000.OPLAA.2307.000172 MITSUBISHI-EXPANDER-1500 MANUAL 2020 - NEW								31/07/2023	ON PROCESS	
8	0000.OPLAA.2307.000175 MITSUBISHI-EXPANDER-1500 MANUAL 2020 - NEW	Q							31/07/2023	<b>Purchase</b>	
9	0000.OPLAA.2307.000176 MITSUBISHI-EXPANDER-1500 MANUAL 2020 - NEW	0000.AST.2307.00050 MITSUBISHI-EXPANDER-1500 MANUAL	CB 2727 BC 2425432 253454						31/07/2023	REALIZATION	
10	0000.OPLAA.2307.000177 MITSUBISHI-EXPANDER-1500 MANUAL 2020 - NEW	Q							31/07/2023	<b>Purchase</b>	

Showing 1 to 10 of 12 entries

First Previous **1** 2 Next Last

**Gambar 221 Halaman Asset Allocation List**

- e. Klik tombol **Clear** untuk membersihkan data fixed asset yang telah dipilih atau klik tombol **Purchase** untuk mengajukan pembelian asset dan status data akan berubah menjadi On Process.

	<b>USER GUIDE</b>		
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- f. User dapat memberi tanda checklist “” pada baris data Asset Allocation List kemudian klik tombol  untuk melanjutkan proses data ke sub menu Purchase Request jika melakukan pengajuan pembelian asset atau melanjutkan proses data ke sub menu Realization Request jika pembelian asset telah dilakukan dan siap untuk dikirimkan.
- g. Klik tombol  untuk kembali ke halaman sebelumnya.

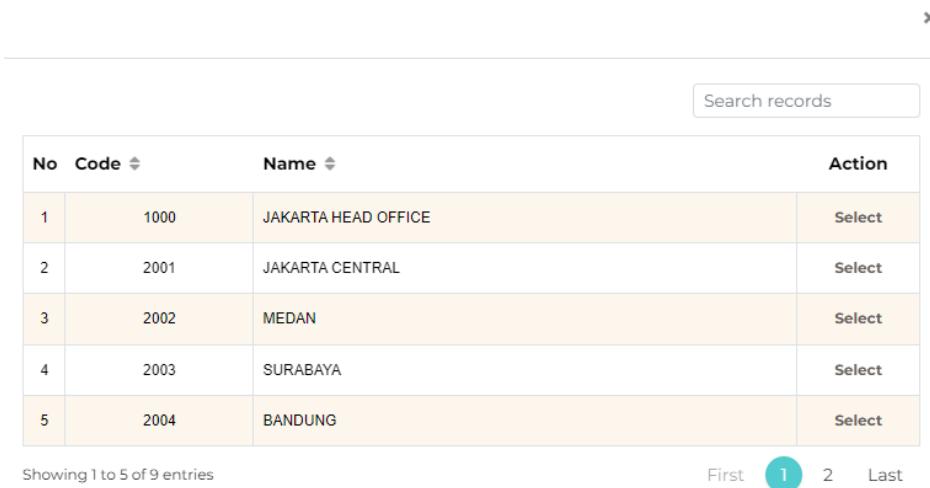
### 3.5.2 Request GTS

Sub Menu Realization dapat diakses oleh user melalui modul **Operating Lease > Contract > Request GTS**. Sub Menu Request GTS dapat digunakan oleh user untuk melakukan request asset yang akan dilakukan ganti tunggu sementara dikarenakan waktu PO yang terlalu lama.

#### 3.5.2.1 Step Process Request GTS

Berikut adalah Step Process Request GTS:

- a. Klik tombol  untuk menampilkan Look Up Branch, lalu klik  untuk menampilkan data yang dipilih.



The screenshot shows a modal window titled "Look Up Branch". At the top right is a close button (X). Below it is a search bar labeled "Search records". The main area is a table with the following data:

No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

At the bottom left, it says "Showing 1 to 5 of 9 entries". On the right, there are buttons for "First", "1" (highlighted in green), "2", and "Last".

**Gambar 222 Halaman Look Up Branch**

- b. Setelah memilih Branch, maka sistem akan menampilkan halaman Request GTS List.

	<b>USER GUIDE</b>		
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#### Request GTS List

Branch

Show 10 entries

No	Application No	Branch	Application Date	Count Asset	PO Aging Day	Currency	Rental Amount	Action
1	0000002/4/00/10/2023 KURNIA IRAWAN	JAKARTA HEAD OFFICE	02/10/2023	4		IDR	2,447,460,000.00	<input checked="" type="checkbox"/>
2	0000003/4/00/10/2023 TRANSKON JAYA, TBK	JAKARTA HEAD OFFICE	05/10/2023	1		IDR	556,680,000.00	<input checked="" type="checkbox"/>
3	0000006/4/00/10/2023 BERLIAN SENTOSA	JAKARTA HEAD OFFICE	06/10/2023	4		IDR	3,656,400,000.00	<input checked="" type="checkbox"/>

Showing 1 to 3 of 3 entries First Previous  Next Last

**Gambar 223 Halaman Request GTS List**

- c. Klik tombol  untuk melihat detail data Request GTS.

#### Request GTS Info

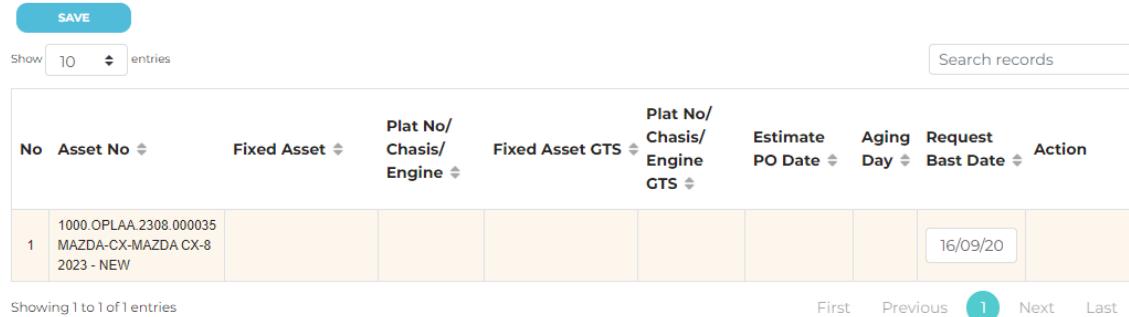
Application No 0001012/4/1000/08/2023	Branch JAKARTA HEAD OFFICE	Application Date 24/08/2023
Client TRANSKON JAYA, TBK	Facility OPERATING LEASE	Application Status GO LIVE
Marketing FARAH MARTHALIA	Remark TBA	Workflow Status ALLOCATION
Currency IDR	Rental Amount 532,080,000.00	Return Count 0
<input type="checkbox"/> Watchlist Area	<input type="checkbox"/> Watchlist Job	

**Gambar 224 Halaman Request GTS Info**

- d. Pada halaman Request GTS Info, terdapat halaman Asset List.

	<b>USER GUIDE</b>		
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### Asset List



SAVE

Show 10 entries

Search records

No Asset No Fixed Asset Plat No/  
Chassis/  
Engine Fixed Asset GTS Plat No/  
Chassis/  
Engine GTS Estimate PO Date Aging Day Request Best Date Action

1 1000.OPLAA.2308.000035  
MAZDA-CX-MAZDA CX-8  
2023 - NEW

16/09/20

Showing 1 to 1 of 1 entries First Previous 1 Next Last

- e. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data.
- f. Klik tombol **BACK** untuk kembali ke halaman sebelumnya.

#### 3.5.3 Realization Request

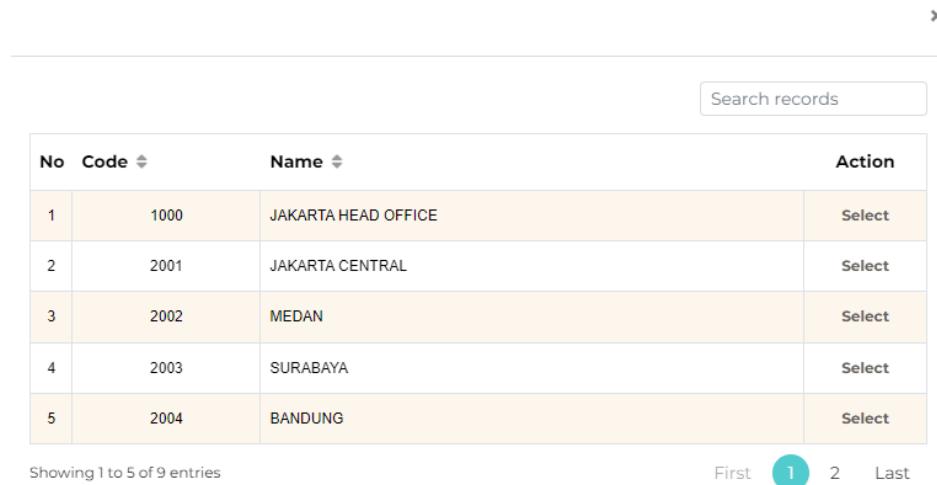
Sub Menu Realization Request dapat diakses oleh user melalui modul **Operating Lease > Contract > Realization Request**. Sub Menu Realization Request dapat digunakan oleh user untuk melakukan proses realisasi request kontrak ketika pengiriman asset telah berhasil diterima pada data aplikasi pembiayaan yang telah terdaftar pada sistem.

##### 3.5.3.1 Step Process Realization Request

Berikut adalah Step Process Realization Request:

- a. Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.

	<b>USER GUIDE</b>		
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Search records

No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

Showing 1 to 5 of 9 entries

First 1 2 Last

**Gambar 225 Halaman Look Up Branch**

- b. Setelah memilih Branch, maka sistem akan menampilkan halaman Realization Request List.

Realization Request List



PROCEED

Branch

JAKARTA HEAD OFFICE

Show 10 entries

Search records

No	Application No	Branch	Application Date	Asset No	Deliver To	Fixed Asset No
1	0000001/4/2023/08/2023 KURNIA IRAWAN	TANGERANG	18/08/2023	2034.OPLAA.2308.000023 MAZDA-CX-MAZDA CX-8	KURNIA IRAWAN	2034.AST.2308.00005 MAZDA-CX-MAZDA CX-8

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

**Gambar 226 Halaman Realization Request List**

- c. User dapat memberi tanda checklist “

### 3.5.4 Realization

Sub Menu Realization dapat diakses oleh user melalui modul **Operating Lease > Contract > Realization**. Sub Menu Realization dapat digunakan oleh user untuk melakukan proses realisasi kontrak

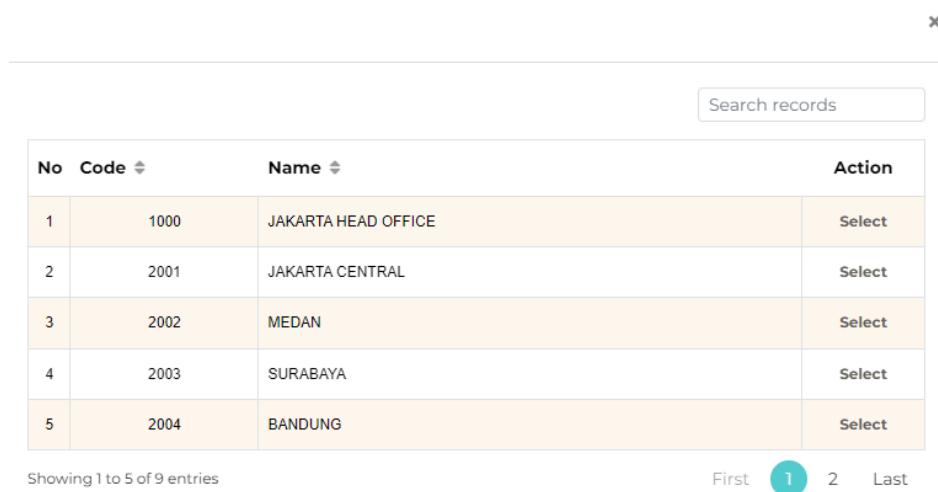
	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

ketika pengiriman asset telah berhasil diterima pada data aplikasi pembiayaan yang telah terdaftar pada sistem.

### 3.5.4.1 Step Process Realization

Berikut adalah Step Process Realization:

- Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.



A screenshot of a web-based application interface for selecting a branch. At the top right is a close button (X). Below it is a search bar labeled "Search records". The main area contains a table with columns: No, Code, Name, and Action. The table has 5 rows, each with a "Select" button in the Action column. The rows are numbered 1 to 5. The data in the table is as follows:

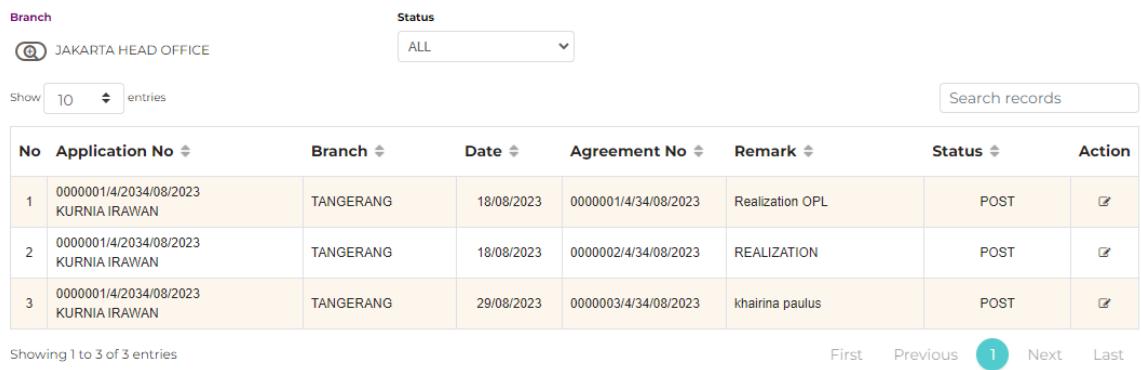
No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

At the bottom left is the text "Showing 1 to 5 of 9 entries". On the right are buttons for "First", "1", "2", "Last", and "All".

Gambar 227 Halaman Look Up Branch

- Pilih Status yang akan dilihat dengan mengklik tombol dropdown list Status  maka sistem akan menampilkan halaman Realization List.

#### Realization List



A screenshot of a web-based application interface for viewing realization lists. At the top left are filter fields for "Branch" (set to "JAKARTA HEAD OFFICE") and "Status" (set to "ALL"). To the right is a search bar labeled "Search records". Below these are buttons for "Show 10 entries" and "All". The main area contains a table with columns: No, Application No, Branch, Date, Agreement No, Remark, Status, and Action. The table has 3 rows. The data in the table is as follows:

No	Application No	Branch	Date	Agreement No	Remark	Status	Action
1	0000001/4/2034/08/2023 KURNIA IRAWAN	TANGERANG	18/08/2023	0000001/4/34/08/2023	Realization OPL	POST	
2	0000001/4/2034/08/2023 KURNIA IRAWAN	TANGERANG	18/08/2023	0000002/4/34/08/2023	REALIZATION	POST	
3	0000001/4/2034/08/2023 KURNIA IRAWAN	TANGERANG	29/08/2023	0000003/4/34/08/2023	khairina paulus	POST	

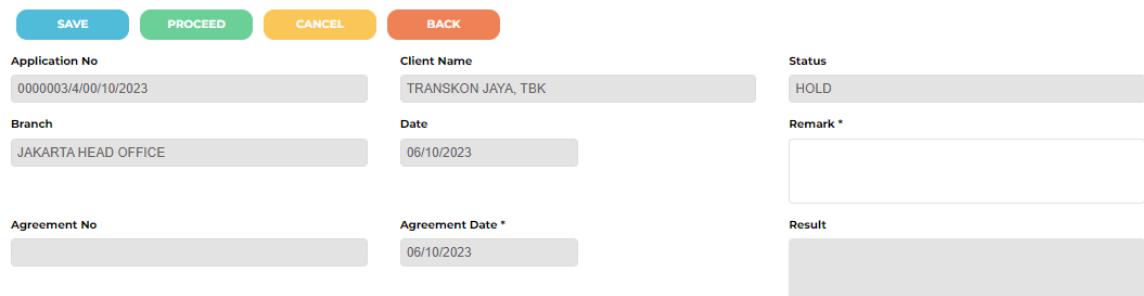
At the bottom left is the text "Showing 1 to 3 of 3 entries". On the right are buttons for "First", "Previous", "1", "Next", and "Last".

Gambar 228 Halaman Realization List

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

- c. Klik tombol  untuk melihat detail data dan melakukan proses perubahan data Realization.

Realization Info



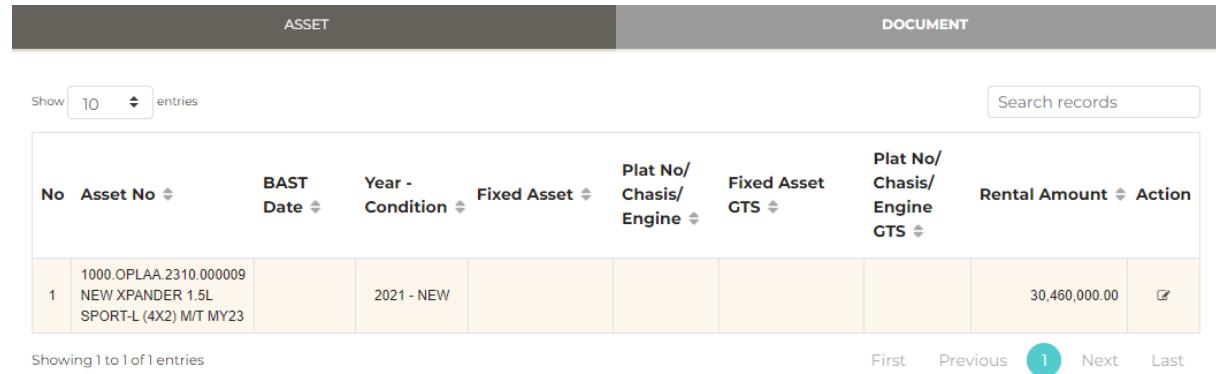
The screenshot shows a form titled "Realization Info". It includes fields for Application No (000003/4/00/10/2023), Client Name (TRANSKON JAYA, TBK), Status (HOLD), Branch (JAKARTA HEAD OFFICE), Date (06/10/2023), Remark (empty), Agreement No (empty), Agreement Date \* (06/10/2023), and Result (empty). At the top are buttons for SAVE (blue), PROCEED (green), CANCEL (orange), and BACK (red).

Gambar 229 Halaman Realization Info

- d. Lengkapi data pada field yang tersedia, kemudian klik tombol  untuk menyimpan data atau klik tombol  untuk kembali ke halaman sebelumnya.  
e. Pada halaman Realization Info, terdapat halaman Tab, antara lain: Tab Asset dan Tab Document.

### Tab Asset

- f. Pada halaman Realization Info Tab Asset, sistem akan menampilkan informasi listing data asset yang akan dilakukan realisasi (penyerahan asset kepada customer).



The screenshot shows a table titled "ASSET" under the "Tab Asset" tab. The columns are: No, Asset No, BAST Date, Year - Condition, Fixed Asset, Plat No/Chasis/Engine, Fixed Asset GTS, Plat No/Chasis/Engine GTS, Rental Amount, and Action. There is one entry: No 1, Asset No 1000 OPLAA.2310.000009, BAST Date NEW XPANDER 1.5L SPORT-L (4X2) M/T MY23, Year - Condition 2021 - NEW, Fixed Asset, Plat No/Chasis/Engine, Fixed Asset GTS, Plat No/Chasis/Engine GTS, Rental Amount 30,460,000.00, and Action (checkbox). The table has a header row with sorting icons. Navigation buttons at the bottom include First, Previous, Next, and Last.

Gambar 230 Halaman Tab Asset

- g. Klik tombol  untuk melihat detail data Asset.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

ASSET		DOCUMENT
-------	--	----------

### Asset Info

BACK

<b>Asset No</b> 2034.OPLAA.2308.000023	<b>Asset Name</b> MAZDA-CX-MAZDA CX-8	<b>Asset Year</b> 2023
<b>Asset Condition</b> NEW	<b>Fa Code</b> <input type="text"/>	<b>Fa Name</b> <input type="text"/>
<b>Billing To Name</b> KURNIA IRAWAN	<b>Deliver To Name</b> KURNIA IRAWAN	<b>Billing Date</b> 0
<b>Billing To Phone No.</b> 0857 - 13138332	<b>Deliver To Phone No.</b> 0857 - 13138332	<b>Faktur Transaction Code</b> 01
<b>Billing To Address</b> <input type="text" value="Alam Sutera, 5th Floor, Suite 01-17 The Smith @, RT.002/RW.003, Kunciran, Kec. Pinang, Kota"/>	<b>Deliver To Address</b> <input type="text" value="Alam Sutera, 5th Floor, Suite 01-17 The Smith @, RT.002/RW.003, Kunciran, Kec. Pinang, Kota"/>	
<b>Billing To NPWP No</b> 46.346.475.7-575.785		

**Gambar 231 Halaman Tab Asset Info**

h. Pada halaman Tab Asset Info, terdapat halaman Amortization.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

### Amortization

Search records

No	Installment No	Due Date	Billing Date	Billing Amount	Description
1	1	18/08/2023	18/08/2023	150,310,000.00	Billing ke 1 dari Periode 18/08/2023 Sampai dengan 18/09/2023
2	2	18/09/2023	18/09/2023	150,310,000.00	Billing ke 2 dari Periode 18/09/2023 Sampai dengan 18/10/2023
3	3	18/10/2023	18/10/2023	150,310,000.00	Billing ke 3 dari Periode 18/10/2023 Sampai dengan 18/11/2023
4	4	18/11/2023	18/11/2023	150,310,000.00	Billing ke 4 dari Periode 18/11/2023 Sampai dengan 18/12/2023
5	5	18/12/2023	18/12/2023	150,310,000.00	Billing ke 5 dari Periode 18/12/2023 Sampai dengan 18/01/2024
6	6	18/01/2024	18/01/2024	150,310,000.00	Billing ke 6 dari Periode 18/01/2024 Sampai dengan 18/02/2024
7	7	18/02/2024	18/02/2024	150,310,000.00	Billing ke 7 dari Periode 18/02/2024 Sampai dengan 18/03/2024
8	8	18/03/2024	18/03/2024	150,310,000.00	Billing ke 8 dari Periode 18/03/2024 Sampai dengan 18/04/2024
9	9	18/04/2024	18/04/2024	150,310,000.00	Billing ke 9 dari Periode 18/04/2024 Sampai dengan 18/05/2024
10	10	18/05/2024	18/05/2024	150,310,000.00	Billing ke 10 dari Periode 18/05/2024 Sampai dengan 18/06/2024
11	11	18/06/2024	18/06/2024	150,310,000.00	Billing ke 11 dari Periode 18/06/2024 Sampai dengan 18/07/2024
12	12	18/07/2024	18/07/2024	150,310,000.00	Billing ke 12 dari Periode 18/07/2024 Sampai dengan 18/08/2024
13	13	18/08/2024	18/08/2024	150,310,000.00	Billing ke 13 dari Periode 18/08/2024 Sampai dengan 18/09/2024
14	14	18/09/2024	18/09/2024	150,310,000.00	Billing ke 14 dari Periode 18/09/2024 Sampai dengan 18/10/2024
15	15	18/10/2024	18/10/2024	150,310,000.00	Billing ke 15 dari Periode 18/10/2024 Sampai dengan 18/11/2024
16	16	18/11/2024	18/11/2024	150,310,000.00	Billing ke 16 dari Periode 18/11/2024 Sampai dengan 18/12/2024
17	17	18/12/2024	18/12/2024	150,310,000.00	Billing ke 17 dari Periode 18/12/2024 Sampai dengan 18/01/2025
18	18	18/01/2025	18/01/2025	150,310,000.00	Billing ke 18 dari Periode 18/01/2025 Sampai dengan 18/02/2025
19	19	18/02/2025	18/02/2025	150,310,000.00	Billing ke 19 dari Periode 18/02/2025 Sampai dengan 18/03/2025
20	20	18/03/2025	18/03/2025	150,310,000.00	Billing ke 20 dari Periode 18/03/2025 Sampai dengan 18/04/2025
21	21	18/04/2025	18/04/2025	150,310,000.00	Billing ke 21 dari Periode 18/04/2025 Sampai dengan 18/05/2025
22	22	18/05/2025	18/05/2025	150,310,000.00	Billing ke 22 dari Periode 18/05/2025 Sampai dengan 18/06/2025
23	23	18/06/2025	18/06/2025	150,310,000.00	Billing ke 23 dari Periode 18/06/2025 Sampai dengan 18/07/2025
24	24	18/07/2025	18/07/2025	150,310,000.00	Billing ke 24 dari Periode 18/07/2025 Sampai dengan 18/08/2025

Showing 1 to 24 of 24 entries

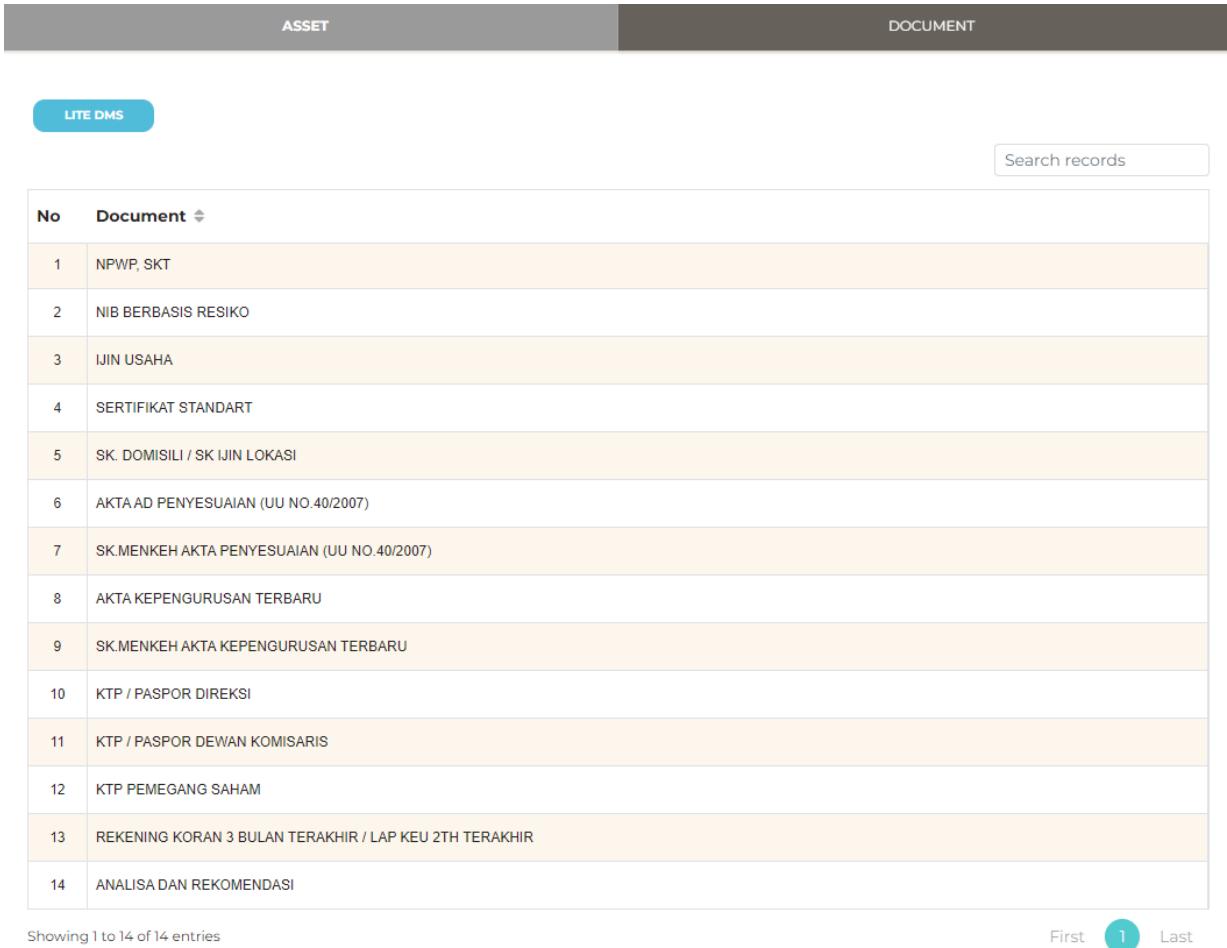
Previous 1 Next

**Gambar 232 Halaman Amortization**

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

### Tab Document

- i. Pada halaman Realization Info Tab Document, sistem akan menampilkan informasi listing data dokumen pendukung yang dibutuhkan dalam proses realisasi (penyerahan asset kepada customer). Klik tombol **LITE DMS** untuk masuk ke sistem Lite DMS.



No	Document
1	NPWP, SKT
2	NIB BERBASIS RESIKO
3	IJIN USAHA
4	SERTIFIKAT STANDART
5	SK. DOMISILI / SK IJIN LOKASI
6	AKTA AD PENYESUAIAN (UU NO.40/2007)
7	SK.MENKEH AKTA PENYESUAIAN (UU NO.40/2007)
8	AKTA KEPENGURUSAN TERBARU
9	SK.MENKEH AKTA KEPENGURUSAN TERBARU
10	KTP / PASPOR DIREKSI
11	KTP / PASPOR DEWAN KOMISARIS
12	KTP PEMEGANG SAHAM
13	REKENING KORAN 3 BULAN TERAKHIR / LAP KEU 2TH TERAKHIR
14	ANALISA DAN REKOMENDASI

Showing 1 to 14 of 14 entries

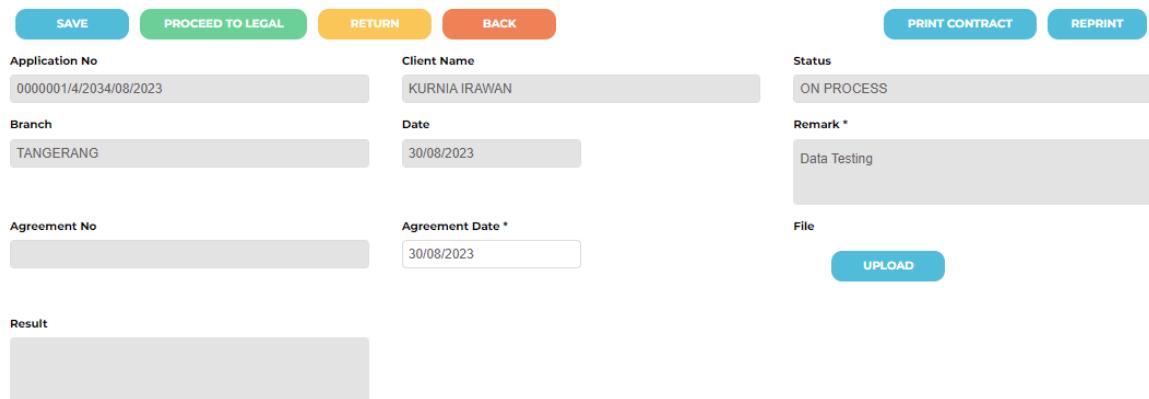
First 1 Last

**Gambar 233 Halaman Tab Document**

- j. Setelah data Realization berhasil disimpan, klik tombol **PROCEED** untuk memproses data lebih lanjut dan status data Realization akan berubah menjadi On Process atau klik tombol **CANCEL** untuk membatalkan proses data Realization dan status data Realization akan berubah menjadi Cancel.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
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#### Realization Info



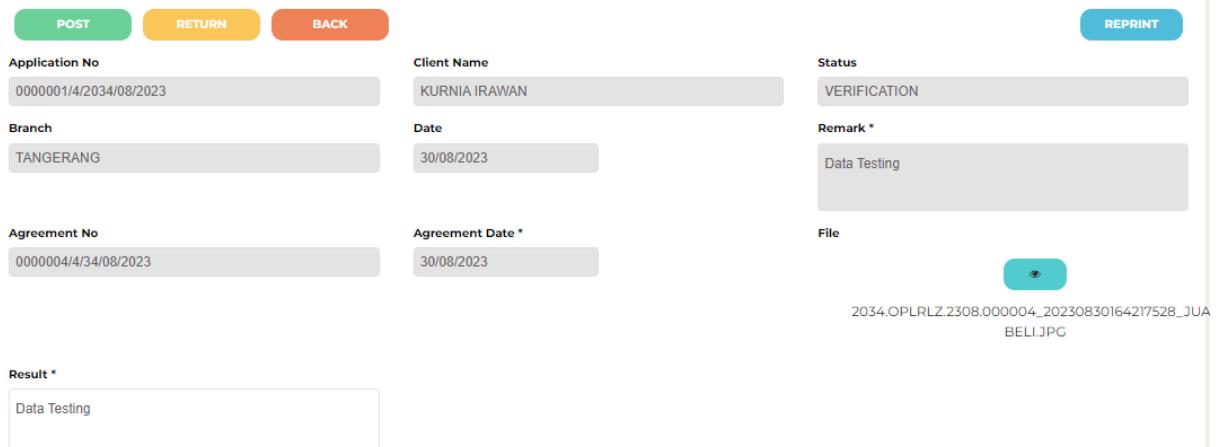
The screenshot shows the 'Realization Info' page with the following fields:

- Buttons:** SAVE (blue), PROCEED TO LEGAL (green), RETURN (yellow), BACK (orange), PRINT CONTRACT (blue), REPRINT (blue).
- Text Input Fields:**
  - Application No: 0000001/4/2034/08/2023
  - Client Name: KURNIA IRAWAN
  - Branch: TANGERANG
  - Date: 30/08/2023
  - Agreement No: (empty)
  - Agreement Date \*: 30/08/2023
- Status:** ON PROCESS
- Remark:** Data Testing
- File:** UPLOAD (button)
- Result:** (empty box)

**Gambar 234 Halaman Realization Info (Status: On Process)**

- k. Ketika data Realization berstatus On Process, cetak terlebih dahulu data kontrak yang berisi lampiran barang dan Berita Acara Serah Terima Kendaraan dengan mengklik tombol **PRINT CONTRACT** lalu cetak surat perjanjian pelaksanaan dengan mengklik tombol **REPRINT**. Kemudian klik tombol **PROCEED TO LEGAL** untuk diproses lebih lanjut oleh tim legal dan status data Realization akan berubah menjadi Verification atau klik tombol **RETURN** untuk mengembalikan data Realization ke proses sebelumnya lalu diperbaiki kembali dan status data Realization akan berubah kembali menjadi Hold.

#### Realization Info



The screenshot shows the 'Realization Info' page with the following fields:

- Buttons:** POST (green), RETURN (yellow), BACK (orange), REPRINT (blue).
- Text Input Fields:**
  - Application No: 0000001/4/2034/08/2023
  - Client Name: KURNIA IRAWAN
  - Branch: TANGERANG
  - Date: 30/08/2023
  - Agreement No: 0000004/4/34/08/2023
  - Agreement Date \*: 30/08/2023
- Status:** VERIFICATION
- Remark:** Data Testing
- File:** (button with file name: 2034.OPLRLZ.2308.000004\_20230830164217528\_JUABELI.JPG)
- Result:** Data Testing

**Gambar 235 Halaman Realization Info (Status: Verification)**

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

- I. Ketika data Realization berstatus Verification, lengkapi data pada field yang tersedia lalu klik tombol **POST** untuk melakukan posting data Realization dan status data Realization akan berubah menjadi Post atau klik tombol **RETURN** untuk mengembalikan data Realization ke proses sebelumnya lalu diperbaiki kembali dan status data Realization akan berubah kembali menjadi On Process.

### 3.6 Billing

Billing adalah Menu yang digunakan untuk melakukan pendaftaran segala bentuk tagihan dan pembelian barang yang akan dikirimkan pada aplikasi pembiayaan. Berikut adalah detail penjelasan per masing-masing sub menu yang dapat digunakan oleh user.

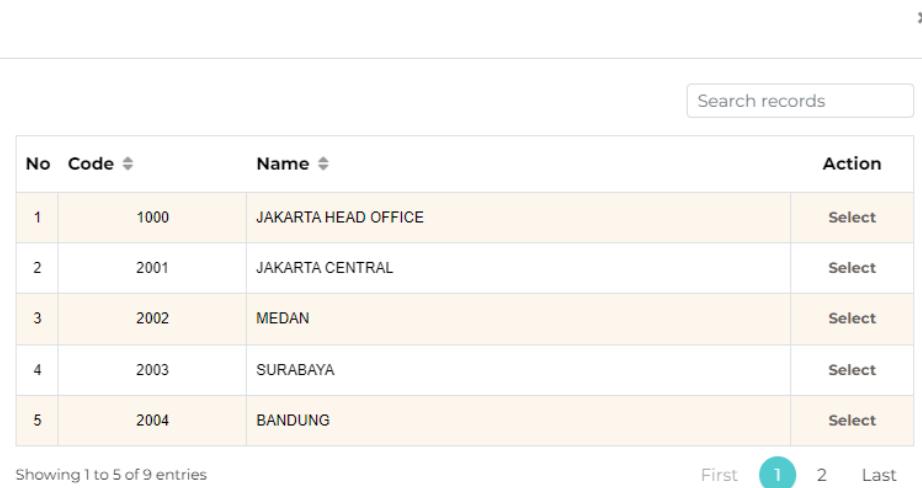
#### 3.6.1 Additional Invoice Request

Sub Menu Additional Invoice Request dapat diakses oleh user melalui modul **Operating Lease > Billing > Additional Invoice Request**. Sub Menu Additional Invoice Request dapat digunakan oleh user untuk melakukan proses pembentukan Invoice tambahan jika dibutuhkan pada sistem.

##### 3.6.1.1 Step Process Additional Invoice

Berikut adalah Step Process Additional Invoice:

- Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.



The screenshot shows a modal window titled "Look Up Branch". At the top right is a close button (X). Below it is a search bar labeled "Search records". The main area is a table with the following data:

No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

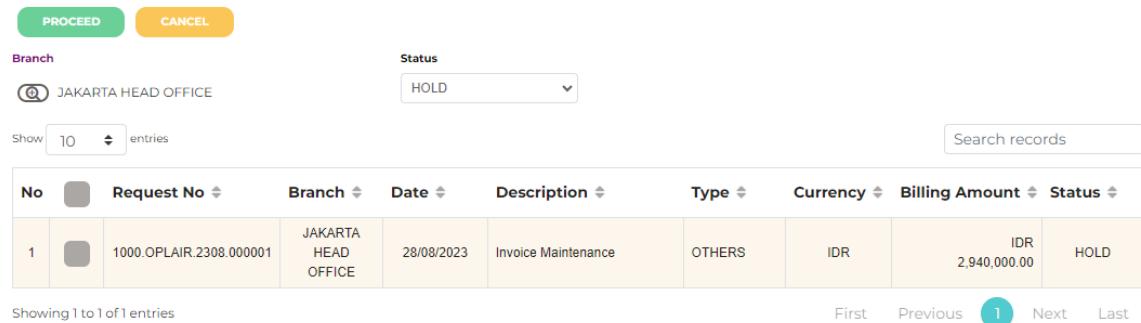
At the bottom left, it says "Showing 1 to 5 of 9 entries". At the bottom right, there are buttons for "First", "1", "2", and "Last".

Gambar 236 Halaman Look Up Branch

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

- b. Pilih Status yang akan dilihat dengan mengklik tombol dropdown list Status  maka sistem akan menampilkan halaman Additional Invoice Request List.

Additional Invoice Request List



The screenshot shows a table with the following data:

No	Request No	Branch	Date	Description	Type	Currency	Billing Amount	Status
1	1000.OPLAIR.2308.000001	JAKARTA HEAD OFFICE	28/08/2023	Invoice Maintenance	OTHERS	IDR	2,940,000.00	HOLD

Showing 1 to 1 of 1 entries

First Previous  Next Last

Gambar 237 Halaman Additional Invoice Request List

- c. User dapat memberi tanda checklist “ untuk melanjutkan proses data ke sub menu Additional Invoice dan status data Additional Invoice Request akan berubah menjadi On Process atau klik tombol  untuk membatalkan proses data Additional Invoice Request dan status data Additional Invoice Request akan berubah menjadi Cancel.

### 3.6.2 Billing Scheme

Sub Menu Billing Scheme dapat diakses oleh user melalui modul **Operating Lease > Billing > Billing Shceme**. Sub Menu Billing Scheme dapat digunakan oleh user untuk melakukan setting terhadap skema penggabungan Invoice yang didapat dari beberapa asset yang telah terdaftar pada sistem.

#### 3.6.2.1 Step Process Billing Scheme

Berikut adalah Step Process Billing Scheme:

- a. Klik tombol  untuk menambahkan data pada tampilan Billing Scheme List.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
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### Billing Scheme List

<div style="display: flex; justify-content: space-between;"> <span><b>ADD</b></span> <span>Show <b>10</b> entries</span> <span>Search records</span> </div>									
No	Code	Scheme	Client No	Client Name	Active	Action			
1	BSC.2308.00001	Billing Scheme 010923	0000785522	NUFARINDO. PT	Yes	<input checked="" type="checkbox"/>			
Showing 1 to 1 of 1 entries									
					First	Previous	<b>1</b>	Next	Last

**Gambar 238 Halaman Billing Scheme List**

- b. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

### Billing Scheme Info

**SAVE**
**BACK**

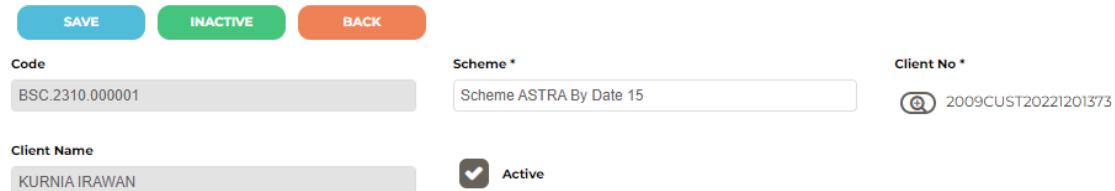
Code	-Auto Generate-	Scheme * <input type="text"/>	Client No * <input type="text"/> 
Client Name	<input type="text"/>	<input checked="" type="checkbox"/> Active	

**Gambar 239 Halaman Billing Scheme Info**

- c. Setelah data Billing Scheme berhasil disimpan, klik tombol **ACTIVE** untuk mengaktifkan data Billing Scheme dan status data Billing Scheme akan berubah menjadi active  **Active**, atau klik tombol **INACTIVE** untuk menonaktifkan data Billing Scheme dan status data Billing Scheme akan berubah menjadi non-active  **Active**.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

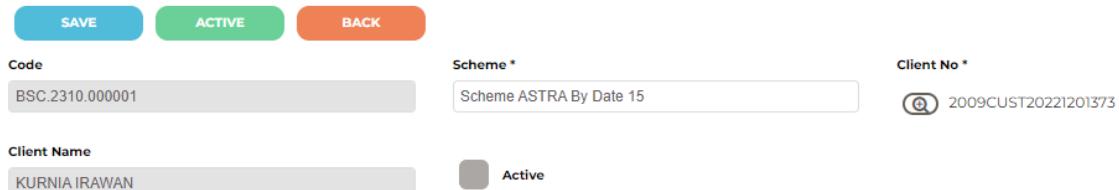
### Billing Scheme Info



This screenshot shows the 'Billing Scheme Info' page. At the top, there are three buttons: 'SAVE' (blue), 'INACTIVE' (green), and 'BACK' (orange). Below these are four input fields: 'Code' (BSC.2310.000001), 'Scheme \*' (Scheme ASTRA By Date 15), 'Client No \*' (2009CUST20221201373), and 'Client Name' (KURNIA IRAWAN). A checkbox labeled 'Active' is checked.

**Gambar 240 Halaman Billing Scheme Info (Active)**

### Billing Scheme Info

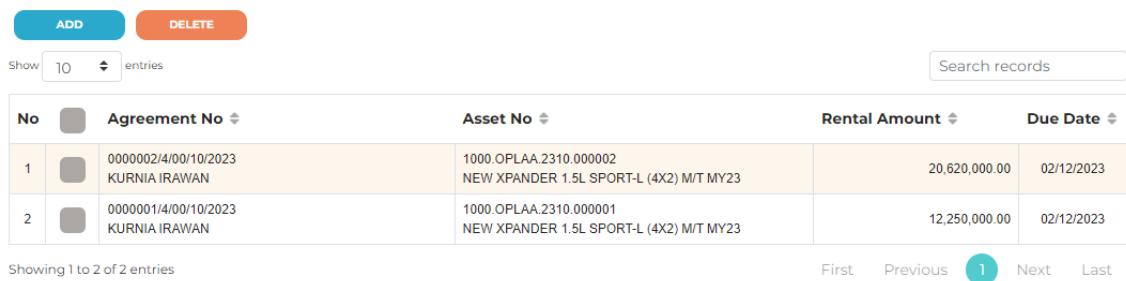


This screenshot shows the same 'Billing Scheme Info' page as above, but the 'Active' checkbox is unchecked, indicating the scheme is non-active.

**Gambar 241 Halaman Billing Scheme Info (Non-Active)**

- d. Setelah data Billing Scheme berhasil disimpan, maka sistem akan menampilkan halaman Detail List. Klik tombol **ADD** untuk menambahkan data pada tampilan Detail List.

### Detail List



This screenshot shows the 'Detail List' page. It features a header with 'ADD' and 'DELETE' buttons, a dropdown for 'Show 10 entries', and a search bar. The main area contains a table with columns: No, Agreement No, Asset No, Rental Amount, and Due Date. Two entries are listed:

No	Agreement No	Asset No	Rental Amount	Due Date
1	0000002/4/00/10/2023 KURNIA IRAWAN	1000.OPLAA.2310.000002 NEW XPANDER 1.5L SPORT-L (4X2) M/T MY23	20,620,000.00	02/12/2023
2	0000001/4/00/10/2023 KURNIA IRAWAN	1000.OPLAA.2310.000001 NEW XPANDER 1.5L SPORT-L (4X2) M/T MY23	12,250,000.00	02/12/2023

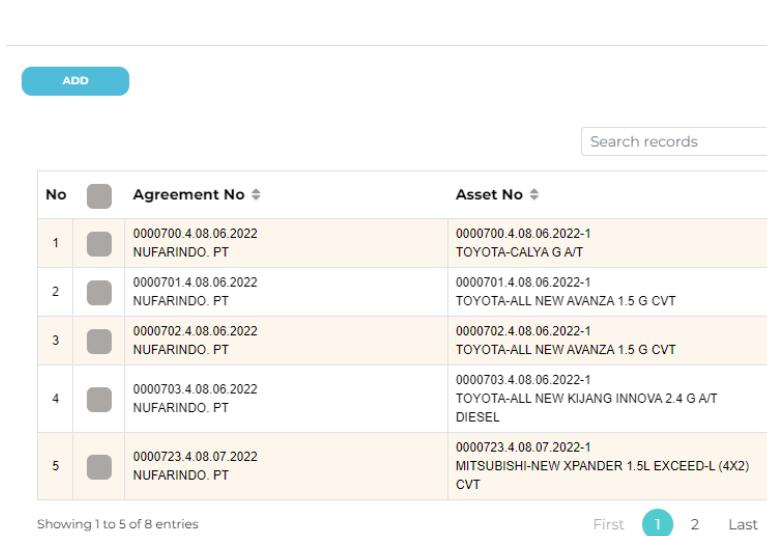
At the bottom, it says 'Showing 1 to 2 of 2 entries' and includes navigation links: First, Previous, Next, Last, and a page number '1'.

**Gambar 242 Halaman Detail List**

- e. Untuk menambahkan data Detail, user dapat memberi tanda checklist “

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	<b>USER GUIDE</b>		
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File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023



The screenshot shows a software interface with a header bar containing a search bar labeled "Search records" and a blue "ADD" button. Below this is a table with columns "No", "Agreement No", and "Asset No". The table contains five rows of data, each with a checkbox in the first column. Row 1: Agreement No 0000700 4.08.06.2022, Asset No 0000700 4.08.06.2022-1 TOYOTA-CALYA G A/T. Row 2: Agreement No 0000701.4.08.06.2022, Asset No 0000701.4.08.06.2022-1 TOYOTA-ALL NEW AVANZA 1.5 G CVT. Row 3: Agreement No 0000702 4.08.06.2022, Asset No 0000702 4.08.06.2022-1 TOYOTA-ALL NEW AVANZA 1.5 G CVT. Row 4: Agreement No 0000703 4.08.06.2022, Asset No 0000703.4.08.06.2022-1 TOYOTA-ALL NEW KIJANG INNOVA 2.4 G A/T DIESEL. Row 5: Agreement No 0000723 4.08.07.2022, Asset No 0000723 4.08.07.2022-1 MITSUBISHI-NEW XPANDER 1.5L EXCEED-L (4X2) CVT.

No	Agreement No	Asset No
1	0000700 4.08.06.2022 NUFARINDO .PT	0000700 4.08.06.2022-1 TOYOTA-CALYA G A/T
2	0000701.4.08.06.2022 NUFARINDO .PT	0000701.4.08.06.2022-1 TOYOTA-ALL NEW AVANZA 1.5 G CVT
3	0000702 4.08.06.2022 NUFARINDO .PT	0000702 4.08.06.2022-1 TOYOTA-ALL NEW AVANZA 1.5 G CVT
4	0000703 4.08.06.2022 NUFARINDO .PT	0000703.4.08.06.2022-1 TOYOTA-ALL NEW KIJANG INNOVA 2.4 G A/T DIESEL
5	0000723 4.08.07.2022 NUFARINDO .PT	0000723 4.08.07.2022-1 MITSUBISHI-NEW XPANDER 1.5L EXCEED-L (4X2) CVT

Showing 1 to 5 of 8 entries      First      **1**      2      Last

**Gambar 243 Halaman Look Up Detail**

- f. Untuk menghapus data Detail, user dapat memberi tanda checklist “” pada baris data Detail List kemudian klik tombol .
- g. Jika user ingin melakukan perubahan data klik tombol  pada baris data Billing Scheme List.

### 3.6.3 Generate Invoice

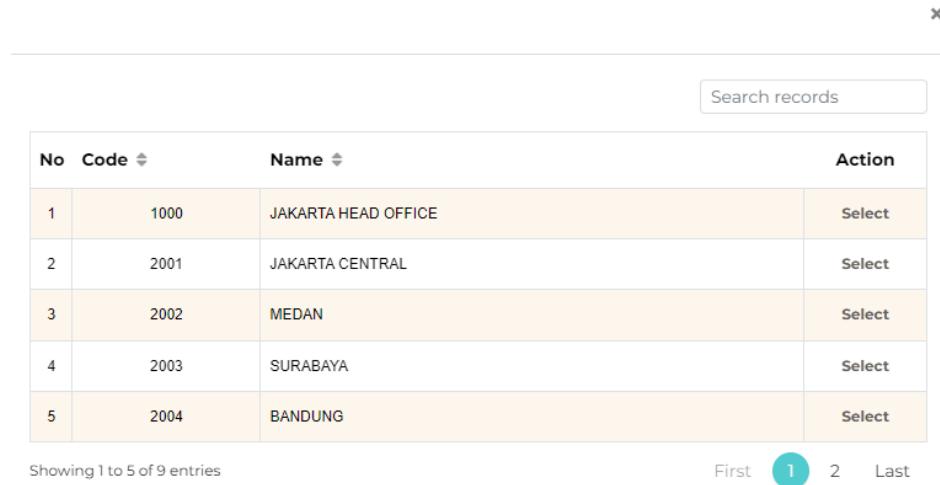
Sub Menu Generate Invoice dapat diakses oleh user melalui modul **Operating Lease > Billing > Generate Invoice**. Sub Menu Generate Invoice dapat digunakan oleh user untuk melakukan proses pembentukan Invoice berdasarkan Schedule Billing dari masing-masing skema Invoice yang telah terdaftar pada sistem.

#### 3.6.3.1 Step Process Generate Invoice

Berikut adalah Step Process Generate Invoice:

- a. Klik tombol  untuk menampilkan Look Up Branch, lalu klik  untuk menampilkan data yang dipilih.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023



A screenshot of a web-based application interface. At the top right is a close button (X). Below it is a search bar labeled "Search records". The main area contains a table with the following columns: "No", "Code", "Name", and "Action". The data rows are:

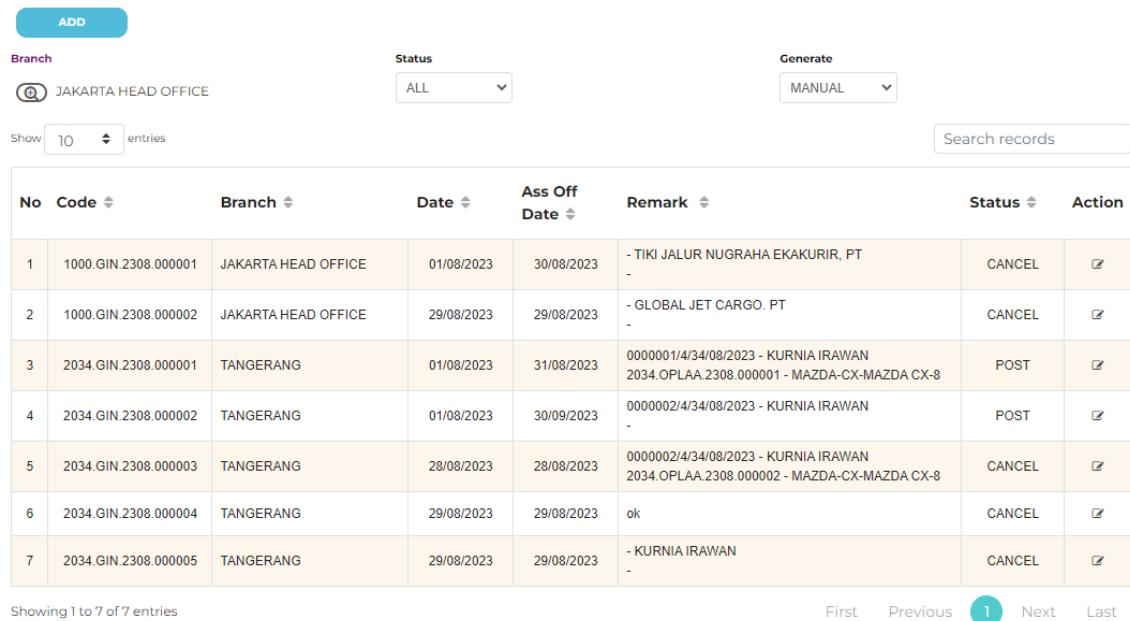
No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

Below the table, it says "Showing 1 to 5 of 9 entries". At the bottom right are buttons for "First", "1" (highlighted in green), "2", and "Last".

**Gambar 244 Halaman Look Up Branch**

b. Klik tombol  untuk menambahkan data pada tampilan Generate Invoice List.

Generate Invoice List



A screenshot of a web-based application interface for generating invoices. At the top left is an "ADD" button. To its right are filters for "Branch" (set to "JAKARTA HEAD OFFICE"), "Status" (set to "ALL"), and "Generate" (set to "MANUAL"). Below these are buttons for "Show 10 entries" and a "Search records" bar. The main area is a table with the following columns: "No", "Code", "Branch", "Date", "Ass Off Date", "Remark", "Status", and "Action". The data rows are:

No	Code	Branch	Date	Ass Off Date	Remark	Status	Action
1	1000.GIN.2308.000001	JAKARTA HEAD OFFICE	01/08/2023	30/08/2023	- TIKI JALUR NUGRAHA EKAKURIR, PT -	CANCEL	<input checked="" type="checkbox"/>
2	1000.GIN.2308.000002	JAKARTA HEAD OFFICE	29/08/2023	29/08/2023	- GLOBAL JET CARGO, PT -	CANCEL	<input checked="" type="checkbox"/>
3	2034.GIN.2308.000001	TANGERANG	01/08/2023	31/08/2023	0000001/4/34/08/2023 - KURNIA IRAWAN 2034.OPLAA.2308.000001 - MAZDA-CX-MAZDA CX-8	POST	<input checked="" type="checkbox"/>
4	2034.GIN.2308.000002	TANGERANG	01/08/2023	30/09/2023	0000002/4/34/08/2023 - KURNIA IRAWAN -	POST	<input checked="" type="checkbox"/>
5	2034.GIN.2308.000003	TANGERANG	28/08/2023	28/08/2023	0000002/4/34/08/2023 - KURNIA IRAWAN 2034.OPLAA.2308.000002 - MAZDA-CX-MAZDA CX-8	CANCEL	<input checked="" type="checkbox"/>
6	2034.GIN.2308.000004	TANGERANG	29/08/2023	29/08/2023	ok	CANCEL	<input checked="" type="checkbox"/>
7	2034.GIN.2308.000005	TANGERANG	29/08/2023	29/08/2023	- KURNIA IRAWAN -	CANCEL	<input checked="" type="checkbox"/>

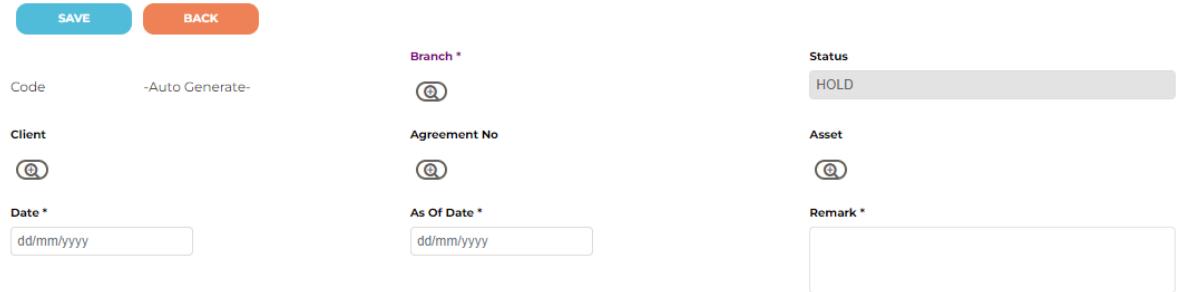
Below the table, it says "Showing 1 to 7 of 7 entries". At the bottom right are buttons for "First", "Previous", "1" (highlighted in green), "Next", and "Last".

**Gambar 245 Halaman Generate Invoice List**

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

- c. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

Generate Invoice Info



The form has two main sections. The first section contains fields for 'Client' (Code: -Auto Generate-, Branch: HOLD), 'Date' (dd/mm/yyyy), 'As Of Date' (dd/mm/yyyy), and 'Status' (Asset). The second section contains a 'Remark' field.

**Gambar 246 Halaman Generate Invoice Info**

- d. Setelah data Generate Invoice berhasil disimpan, maka sistem akan menampilkan halaman Detail List.

Detail List

Detail List					
No	Agreement No	Asset No	Due Date	Rental Amount	
1	000003/4/34/08/2023 KURNIA IRAWAN	2034.OPLAA.2308.000021 MAZDA-CX-MAZDA CX-8	29/09/2023	150,310,000.00	<b>DELETE</b>
2	000003/4/34/08/2023 KURNIA IRAWAN	2034.OPLAA.2308.000021 MAZDA-CX-MAZDA CX-8	29/10/2023	150,310,000.00	
3	000003/4/34/08/2023 KURNIA IRAWAN	2034.OPLAA.2308.000021 MAZDA-CX-MAZDA CX-8	29/11/2023	150,310,000.00	
4	000003/4/34/08/2023 KURNIA IRAWAN	2034.OPLAA.2308.000021 MAZDA-CX-MAZDA CX-8	29/12/2023	150,310,000.00	
5	000003/4/34/08/2023 KURNIA IRAWAN	2034.OPLAA.2308.000021 MAZDA-CX-MAZDA CX-8	29/01/2024	150,310,000.00	

Showing 1 to 5 of 5 entries

First Previous **1** Next Last

**Gambar 247 Halaman Detail List**

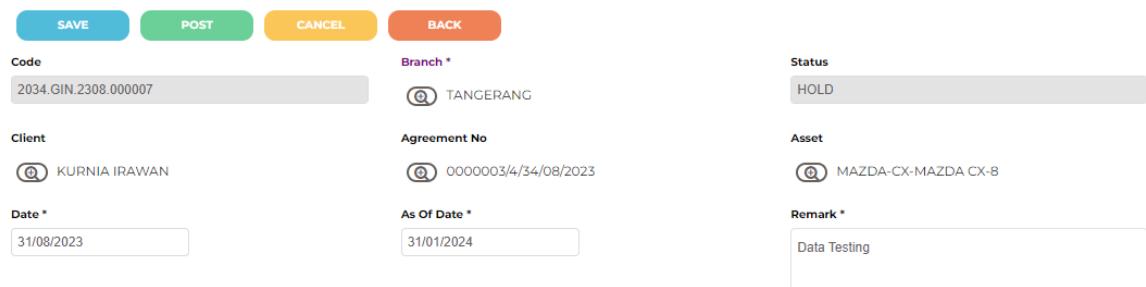
- e. Untuk menghapus data Detail, user dapat memberi tanda checklist “

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	<b>USER GUIDE</b>		
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klik tombol  untuk membatalkan pendaftaran data Generate Invoice dan status data Generate Invoice akan berubah menjadi Cancel.

Generate Invoice Info



The screenshot shows a form titled 'Generate Invoice Info'. At the top are four buttons: 'SAVE' (blue), 'POST' (green), 'CANCEL' (yellow), and 'BACK' (orange). Below these are several input fields:

- Code:** 2034.GIN.2308.000007
- Branch \***: TANGERANG (selected via a dropdown icon)
- Status:** HOLD (selected via a dropdown icon)
- Client:** KURNIA IRAWAN (selected via a dropdown icon)
- Agreement No:** 0000003/4/34/08/2023 (selected via a dropdown icon)
- Asset:** MAZDA-CX-MAZDA CX-8 (selected via a dropdown icon)
- Date \***: 31/08/2023
- As Of Date \***: 31/01/2024
- Remark \***: Data Testing

Gambar 248 Halaman Generate Invoice Info (Status: Hold)

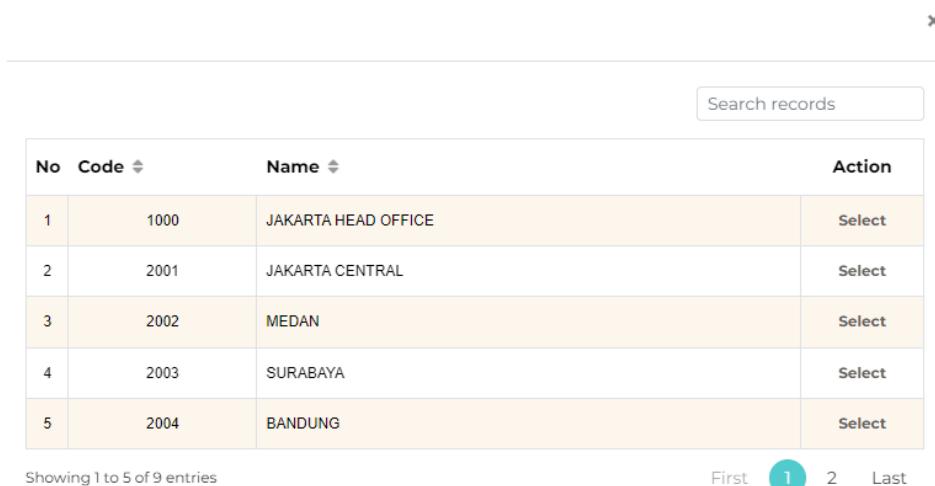
### 3.6.4 Additional Invoice

Sub Menu Additional Invoice dapat diakses oleh user melalui modul **Operating Lease > Billing > Additional Invoice**. Sub Menu Additional Invoice dapat digunakan oleh user untuk melakukan proses pembentukan Invoice tambahan jika dibutuhkan pada sistem.

#### 3.6.4.1 Step Process Additional Invoice

Berikut adalah Step Process Additional Invoice:

- Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.



The screenshot shows a table titled 'Search records' with the following data:

No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

Showing 1 to 5 of 9 entries

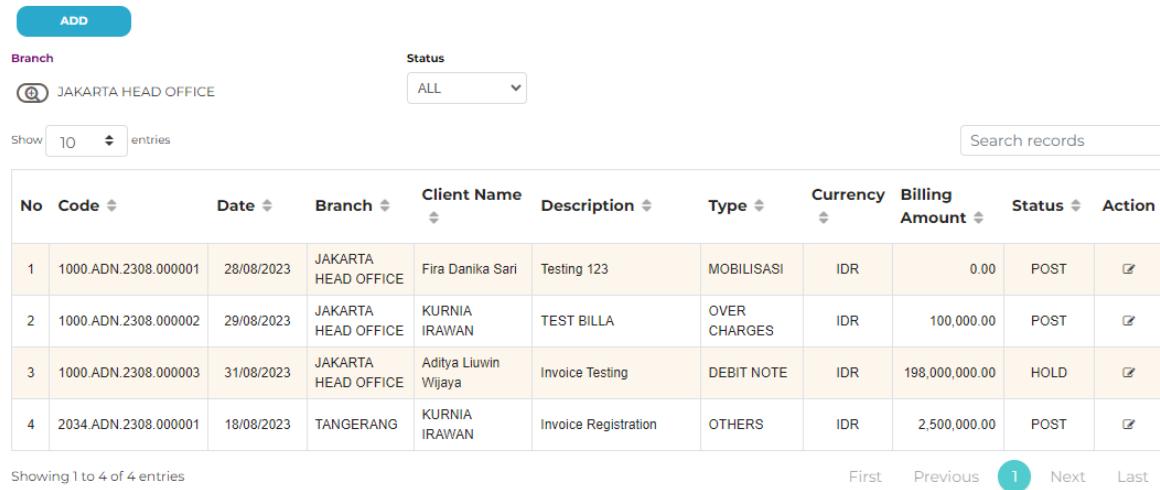
First 1 2 Last

Gambar 249 Halaman Look Up Branch

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

b. Klik tombol  untuk menambahkan data pada tampilan Additional Invoice List.

Additional Invoice List



The screenshot shows a table of invoices with the following data:

No	Code	Date	Branch	Client Name	Description	Type	Currency	Billing Amount	Status	Action
1	1000.ADN.2308.000001	28/08/2023	JAKARTA HEAD OFFICE	Fira Danika Sari	Testing 123	MOBILISASI	IDR	0.00	POST	
2	1000.ADN.2308.000002	29/08/2023	JAKARTA HEAD OFFICE	KURNIA IRAWAN	TEST BILLA	OVER CHARGES	IDR	100,000.00	POST	
3	1000.ADN.2308.000003	31/08/2023	JAKARTA HEAD OFFICE	Aditya Liuwin Wijaya	Invoice Testing	DEBIT NOTE	IDR	198,000,000.00	HOLD	
4	2034.ADN.2308.000001	18/08/2023	TANGERANG	KURNIA IRAWAN	Invoice Registration	OTHERS	IDR	2,500,000.00	POST	

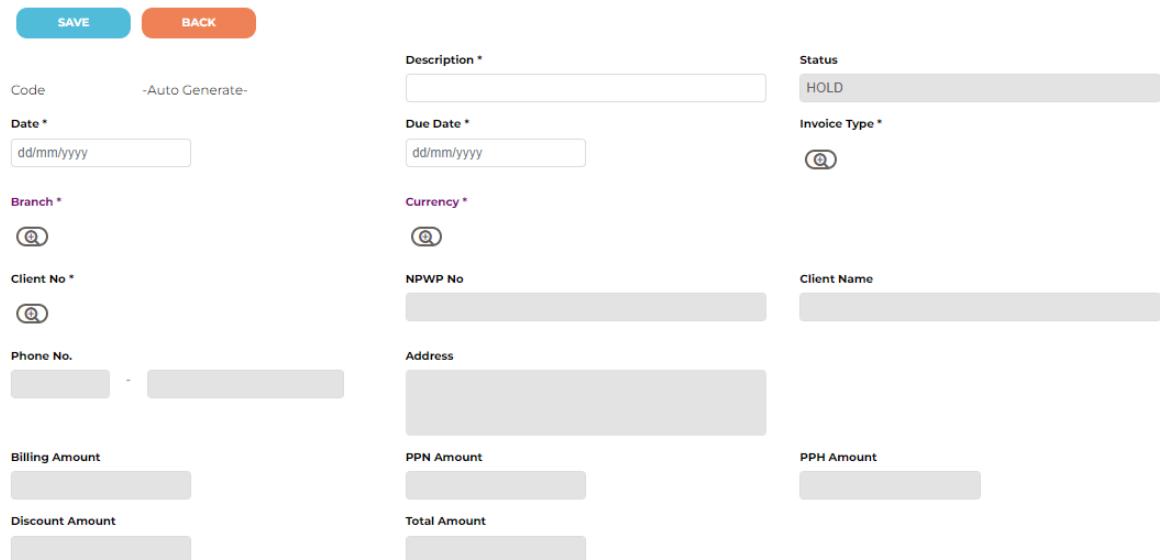
Showing 1 to 4 of 4 entries

First Previous  Next Last

Gambar 250 Halaman Additional Invoice List

c. Lengkapi data pada field yang tersedia, lalu klik tombol  untuk menyimpan data atau klik tombol  untuk kembali ke halaman sebelumnya.

Additional Invoice Info



The form fields include:

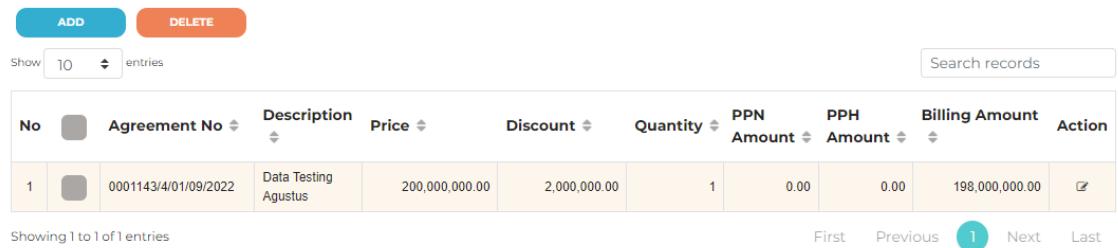
- Code: Auto Generate
- Date: dd/mm/yyyy
- Branch: 
- Client No: 
- Phone No.:
- Billing Amount:
- Discount Amount:
- Due Date: dd/mm/yyyy
- Currency: 
- NPWP No:
- Address:
- PPN Amount:
- Total Amount:
- Client Name:
- Invoice Type: 
- Status: HOLD

Gambar 251 Halaman Additional Invoice Info

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

- d. Setelah data Additional Invoice berhasil disimpan, maka sistem akan menampilkan halaman Detail List. Klik tombol  untuk menambahkan data pada tampilan Detail List.

Detail List



No	Agreement No	Description	Price	Discount	Quantity	PPN Amount	PPH Amount	Billing Amount	Action
1	0001143/4/01/09/2022	Data Testing Agustus	200,000,000.00	2,000,000.00	1	0.00	0.00	198,000,000.00	

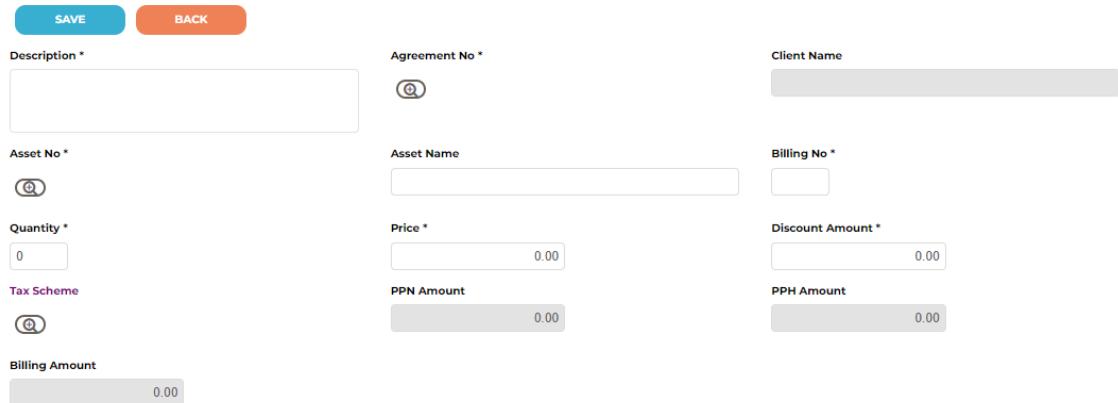
Showing 1 to 1 of 1 entries

First Previous  Next Last

Gambar 252 Halaman Detail List

- e. Lengkapi data pada field yang tersedia, lalu klik tombol  untuk menyimpan data atau klik tombol  untuk kembali ke halaman sebelumnya.

Detail Info



<b>SAVE</b>	<b>BACK</b>	
Description *	Agreement No *	Client Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Asset No *	Asset Name	Billing No *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Quantity *	Price *	Discount Amount *
<input type="text"/> 0	<input type="text"/> 0.00	<input type="text"/> 0.00
Tax Scheme	PPN Amount	PPH Amount
<input type="text"/>	<input type="text"/> 0.00	<input type="text"/> 0.00
Billing Amount	<input type="text"/> 0.00	

Gambar 253 Halaman Detail Info

- f. Jika user ingin melakukan perubahan data klik tombol  pada baris data Detail List.
- g. Untuk menghapus data Detail, user dapat memberi tanda checklist “.
- h. Jika user ingin melakukan perubahan data klik tombol  pada baris data Additional Invoice List.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

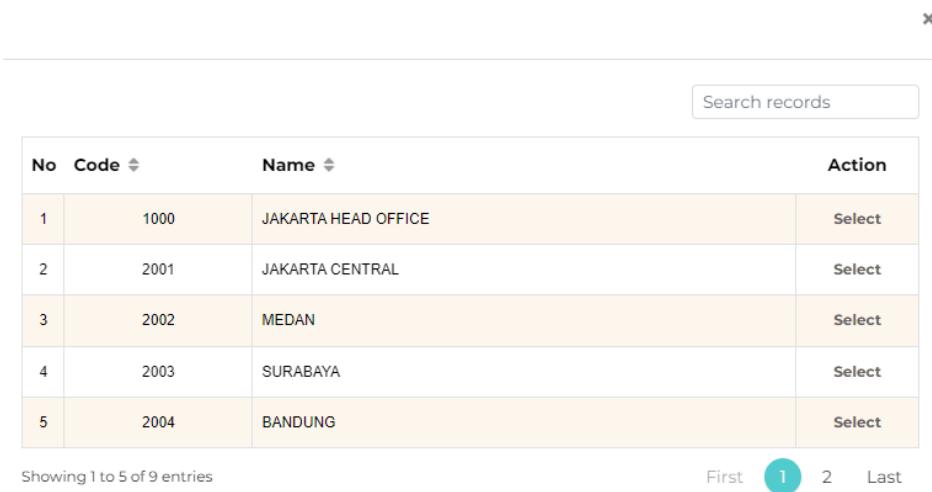
### 3.6.5 Invoice

Sub Menu Invoice dapat diakses oleh user melalui modul **Operating Lease > Billing > Invoice**. Sub Menu Invoice dapat digunakan oleh user untuk melakukan proses perubahan pada kumpulan data Invoice yang ada pada sistem.

#### 3.6.5.1 Step Process Invoice

Berikut adalah Step Process Invoice:

- Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.



No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

Showing 1 to 5 of 9 entries

First 1 2 Last

**Gambar 254 Halaman Look Up Branch**

- Pilih Status yang akan dilihat dengan mengklik tombol dropdown list Status maka sistem akan menampilkan halaman Invoice Request List.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

### Invoice List

POST
PRINT INVOICE

Branch
Status

 SURABAYA
NEW 

Show 10  entries
Search records 

No		Code/ Faktur No	Branch	Description	Date	Due Date	Client Name	Currency	Billing Amount	Status	Action
1		00023/INV/2023/10/2023	SURABAYA	Invoice Rental Contract No 0000210/4/03/08/2023 a.n MITRA JAYA KAWAN LAMA. PT	30/09/2023	30/10/2023	MITRA JAYA KAWAN LAMA. PT	IDR	5,995,000.00	NEW	
2		00024/INV/2023/10/2023	SURABAYA	Invoice Rental Contract No 0000213/4/03/08/2023 a.n GONUSA PRIMA DISTRIBUSI. PT	30/09/2023	30/10/2023	GONUSA PRIMA DISTRIBUSI. PT	IDR	3,488,000.00	NEW	
3		00039/INV/2023/10/2023	SURABAYA	Invoice Rental Contract No 0000059/4/03/09/2021 a.n SETA JASA TRANS. PT	06/10/2023	05/12/2023	SETA JASA TRANS. PT	IDR	6,158,500.00	NEW	
4		00053/INV/2023/10/2023	SURABAYA	Invoice Rental Contract No 0000171/4/03/12/2022 a.n TELAGA BARU TRANSINDO. PT	06/10/2023	05/11/2023	TELAGA BARU TRANSINDO. PT	IDR	8,325,000.00	NEW	
5		00071/INV/2023/10/2023	SURABAYA	Invoice Rental Contract No 0000218/4/03/09/2023 a.n GONUSA PRIMA DISTRIBUSI. PT	06/10/2023	05/11/2023	GONUSA PRIMA DISTRIBUSI. PT	IDR	3,488,000.00	NEW	

Showing 1 to 5 of 5 entries
First
Previous
 1
Next
Last

**Gambar 255 Halaman Invoice List**

- c. Jika Klik tombol  untuk melihat detail data dan melakukan proses perubahan data Invoice.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

### Invoice Info

**POST**
**CANCEL**
**BACK**
**PRINT INVOICE**
**PRINT KWITANSI**

Invoice No	Description		Status
17424/IINV/JKN/01/2021			NEW
Invoice Date	New Invoice Date	Invoice Type	Invoice Due Date
31/01/2021	31/01/2021	 RENTAL	17/03/2021
Client Name	Phone No	Address	
INDOTRUCK UTAMA. PT	/	JL. RAYA CAKUNG CILINCING RAYA KAV. 3A RT.000 RW.000 SEMPER TIMUR, CILINCING, JAKARTA	
Rental Amount / Total Discount Amount	Total PPN Amount	Total PPH Amount	
49,010,000.00	49,010.01	9,801.99	
Billing Amount	Currency	Faktur No	
49,049,208.03	IDR	010.000-22.22000049	

**Gambar 256 Halaman Invoice Info**

- d. Pada halaman Invoice Info, terdapat halaman Detail List.

### Detail List

**SAVE**
Show  entries
Search records

No	Agreement No	Asset No	Description	Quantity	Rental Amount	Discount	Billing Amount
1	0000375/4/08/2020 INDOTRUCK UTAMA. PT	0000375.4.08.08.2020-2	-	3	16,336,666.67	0.00	16,349,736.01
2	0000375/4/08/2020 INDOTRUCK UTAMA. PT	0000375.4.08.08.2020-3	-	3	16,336,666.67	0.00	16,349,736.01
3	0000375/4/08/2020 INDOTRUCK UTAMA. PT	0000375.4.08.08.2020-1	-	3	16,336,666.67	0.00	16,349,736.01

Showing 1 to 3 of 3 entries
First
Previous
**1**
Next
Last

**Gambar 257 Halaman Detail List**

- e. Lengkapi data pada field yang tersedia, kemudian klik tombol **SAVE** untuk menyimpan data.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

f. Klik tombol **POST** untuk melakukan posting data Invoice dan status data Invoice akan berubah menjadi Post atau klik tombol **CANCEL** untuk membatalkan pendaftaran data Invoice dan status data Invoice akan berubah menjadi Cancel. Selain itu, user dapat mencetak Invoice dengan mengklik tombol **PRINT INVOICE** atau mencetak Kwitansi dengan mengklik tombol **PRINT KWITANSI**.

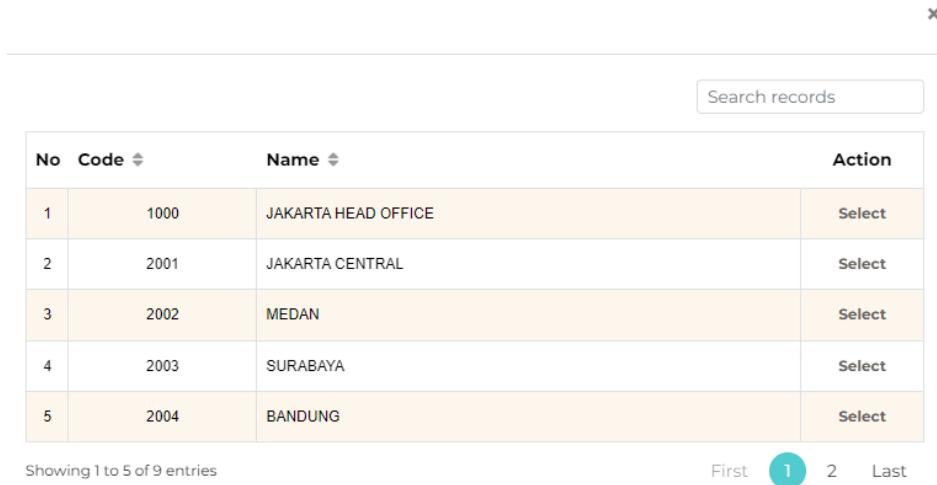
### 3.6.6 Delivery Request

Sub Menu Delivery Request dapat diakses oleh user melalui modul **Operating Lease > Billing > Delivery Request**. Sub Menu Delivery Request dapat digunakan oleh user untuk melakukan pemrosesan terhadap data Invoice yang siap dilakukan pengiriman.

#### 3.6.6.1 Step Process Delivery Request

Berikut adalah Step Process Delivery Request:

- a. Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.



The screenshot shows a search interface for 'Look Up Branch'. At the top right is a close button (X). Below it is a search bar labeled 'Search records'. The main area is a table with the following columns: No, Code, Name, and Action. The table contains 5 entries out of 9 total, with each entry having a 'Select' checkbox in the Action column. The entries are:

No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

At the bottom left, it says 'Showing 1 to 5 of 9 entries'. At the bottom right, there are navigation buttons: 'First', a page number '1' (highlighted in blue), '2', and 'Last'.

Gambar 258 Halaman Look Up Branch

- b. Setelah memilih Branch, maka sistem akan menampilkan halaman Delivery Request Invoice List.

	<b>USER GUIDE</b>				
Project Name	iFinancing v5			Version	1.0
File Name	User Guide - V5 - OPERATING LEASE			Date	September 2023

### Delivery Request Invoice List

**PROCEED**

**Branch**

 JAKARTA HEAD OFFICE

Show 10 entries Search records

No	Invoice No	Branch	Date	Due Date	Description	Client Name	Client Address	Currency	Billing Amount
1	00002/DSF/INV/4/02/2022	HEAD OFFICE	28/03/2022	12/05/2022		SICEPAT EKSPRES INDONESIA. PT	JALAN IR H JUANDA III NOMOR 17 A-B RT.008 RW.002 KEBON KELAPA, GAMBIR, JAKARTA PUSAT, DKI JAKARTA 1	IDR	25,272,000.00
2	00002/INV/2034/08/2023	TANGERANG	18/08/2023	19/08/2023	Invoice OTHERS 0000001/4/34/08/2023 client KURNIA IRAWAN	KURNIA IRAWAN	Alam Sutera, 5th Floor, Suite 01-17 The Smith @, RT.002/RW.003, Kunciran, Kec. Pinang, Kota Tangerang, Banten 15315	IDR	2,500,000.00
3	00003/DSF/INV/4/03/2022	HEAD OFFICE	30/03/2022	14/05/2022		SICEPAT EKSPRES INDONESIA. PT	JALAN IR H JUANDA III NOMOR 17 A-B RT.008 RW.002 KEBON KELAPA, GAMBIR, JAKARTA PUSAT, DKI JAKARTA 1	IDR	4,055,832,000.00
4	00003/INV/2034/08/2023	TANGERANG	18/09/2023	18/10/2023	Invoice Rental Contract No 0000002/4/34/08/2023 a.n KURNIA IRAWAN	KURNIA IRAWAN	Alam Sutera, 5th Floor, Suite 01-17 The Smith @, RT.002/RW.003, Kunciran, Kec. Pinang, Kota Tangerang, Banten 15315	IDR	56,527,400.00
5	00004/INV/1000/08/2023	JAKARTA HEAD OFFICE	29/08/2023	29/08/2023	Invoice OVER CHARGES 0000003/4/34/08/2023 client KURNIA IRAWAN	KURNIA IRAWAN	Alam Sutera, 5th Floor, Suite 01-17 The Smith @, RT.002/RW.003, Kunciran, Kec. Pinang, Kota Tangerang, Banten 15315	IDR	100,000.00
6	00005/DSF/INV/4/03/2022	HEAD OFFICE	28/03/2022	30/04/2022		SANY PERKASA, PT		IDR	534,276,000.00
7	00007/DSF/INV/4/04/2022	HEAD OFFICE	28/04/2022	14/07/2022		SICEPAT EKSPRES INDONESIA. PT	JALAN IR H JUANDA III NOMOR 17 A-B RT.008 RW.002 KEBON KELAPA, GAMBIR, JAKARTA PUSAT, DKI JAKARTA 1	IDR	4,118,892,000.00
8	00008/DSF/INV/4/04/2022	HEAD OFFICE	28/04/2022	30/05/2022		SANY PERKASA, PT		IDR	705,993,000.00
9	00009/DSF/INV/4/04/2022	HEAD OFFICE	30/04/2022	30/05/2022		SANY PERKASA, PT		IDR	116,409,900.00
10	00010/DSF/INV/4/05/2022	HEAD OFFICE	31/05/2022	14/08/2022		SICEPAT EKSPRES INDONESIA. PT	JALAN IR H JUANDA III NOMOR 17 A-B RT.008 RW.002 KEBON KELAPA, GAMBIR, JAKARTA PUSAT, DKI JAKARTA 1	IDR	4,118,892,000.00

Showing 1 to 10 of 29,237 entries

First Previous 1 2 3 4 5 ... 2924 Next Last

**Gambar 259 Halaman Delivery Request Invoice List**

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

- c. User dapat memberi tanda checklist “

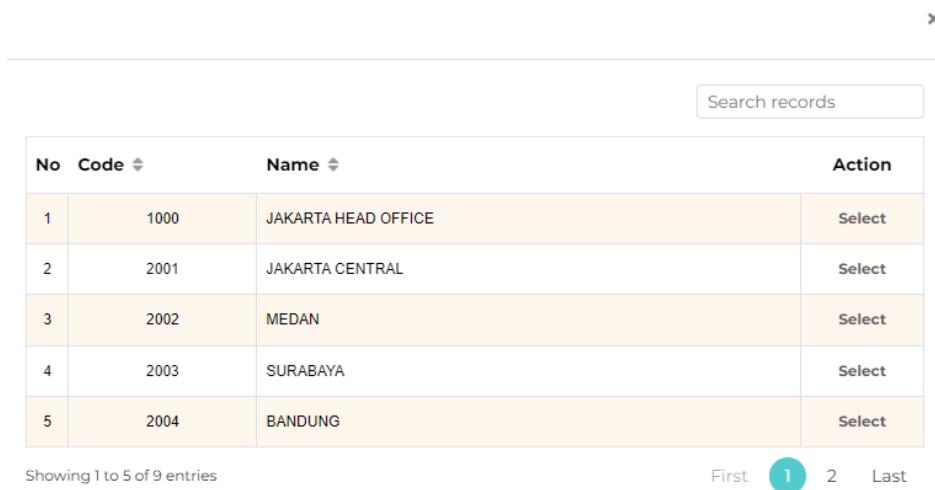
### 3.6.7 Delivery

Sub Menu Delivery dapat diakses oleh user melalui modul **Operating Lease > Billing > Delivery**. Sub Menu Delivery dapat digunakan oleh user untuk melakukan proses batch pengiriman Invoice yang ada pada sistem.

#### 3.6.7.1 Step Process Delivery

Berikut adalah Step Process Delivery:

- a. Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.



No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

Showing 1 to 5 of 9 entries      First    1    2    Last

**Gambar 260 Halaman Look Up Branch**

- b. Pilih Status yang akan dilihat dengan mengklik tombol dropdown list Status  maka sistem akan menampilkan halaman Delivery List.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

### Delivery List

Branch	Status						
 JAKARTA HEAD OFFICE	ALL						
Show 10 entries	Search records						
<b>No</b> <b>Code</b> <b>Branch</b> <b>Date</b> <b>Delivery Type/Employee</b> <b>Remark</b> <b>Status</b> <b>Action</b>							
1	1000.ID.2308.000001	HEAD OFFICE	29/08/2023	INTERNAL ANDREINA AMIDIA	Delivery Invoice	ON PROCESS	
2	1000.ID.2308.000002	HEAD OFFICE	31/08/2023	INTERNAL	Delivery Invoice	HOLD	
3	2034.ID.2308.000001	TANGERANG	18/08/2023	EXTERNAL ARI	Delivery Invoice	DONE	
4	2034.ID.2308.000002	TANGERANG	31/08/2023	INTERNAL	Delivery Invoice	HOLD	

Showing 1 to 4 of 4 entries

First Previous  Next Last

**Gambar 261 Halaman Delivery List**

- c. Klik tombol  untuk melihat detail data dan melakukan proses perubahan data Delivery.

### Delivery Info

SAVE	PROCEED	CANCEL	BACK
Code *	Branch *	Status	
1000.ID.2308.000002	 HEAD OFFICE	HOLD	
Date *	Delivery Type *	Employee *	
31/08/2023	<input checked="" type="radio"/> Internal <input type="radio"/> External <input type="radio"/> E-mail		
Remark *			
Delivery Invoice			

**Gambar 262 Halaman Delivery Info**

- d. Lengkapi data pada field yang tersedia, lalu klik tombol  untuk menyimpan data atau klik tombol  untuk kembali ke halaman sebelumnya.
- e. Pada halaman Delivery Info, terdapat halaman Invoice List.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

### Invoice List

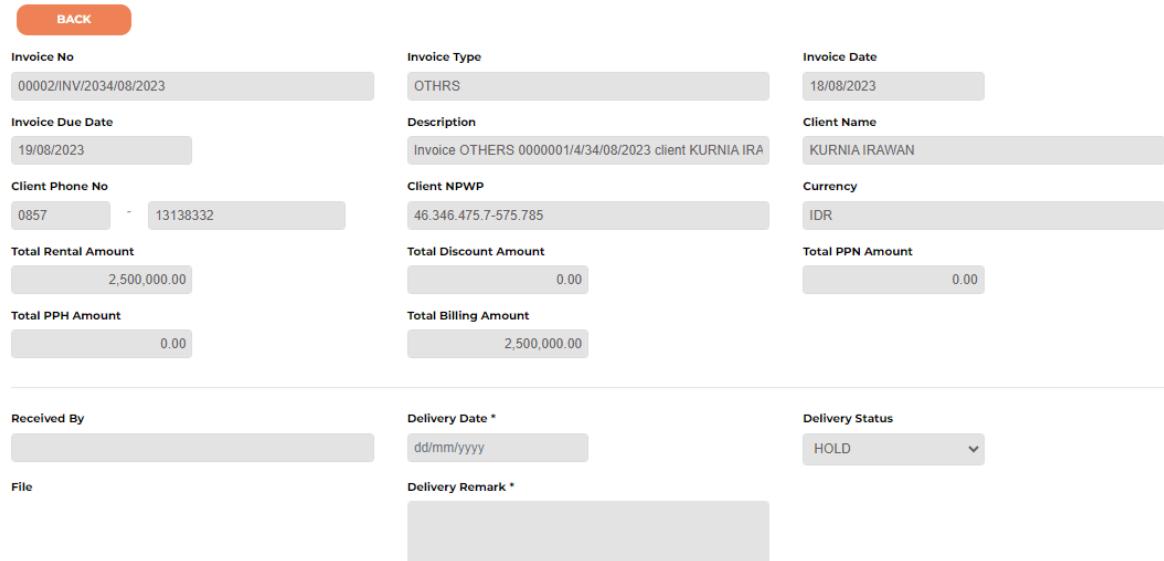


The screenshot shows a table titled "Invoice List" with the following columns: No, Invoice No, Date, Due Date, Description, Client Name, Address, Phone, Billing Amount, Status/Received Date/Received By, and Action. A single row is displayed for an invoice with the number 1, reference 00002/INV/2024/08/2023, due date 19/08/2023, and a description of "Invoice OTHERS 0000001/4/34/08/2023 client KURNIA IRAWAN". The client details include "KURNIA IRAWAN" at "Alam Sutera, 5th Floor, Suite 01-17 The Smith @ RT.002/RW.003, Kunciran, Kec. Pinang, Kota Tangerang, Banten 15315". The billing amount is 2,500,000.00 IDR, and the status is HOLD. The table includes a header with sorting icons and a footer showing "Showing 1 to 1 of 1 entries" and navigation links for First, Previous, Next, and Last.

**Gambar 263 Halaman Invoice List**

- f. Klik tombol  untuk melihat detail data Invoice Detail.

### Invoice Detail Info



The screenshot shows a form titled "Invoice Detail Info" with the following fields: BACK button, Invoice No (00002/INV/2024/08/2023), Invoice Type (OTRS), Invoice Date (18/08/2023), Client Name (KURNIA IRAWAN), Client Phone No (0857 13138332), Client NPWP (46.346.475.7-575.785), Currency (IDR), Total Rental Amount (2,500,000.00), Total Discount Amount (0.00), Total Billing Amount (2,500,000.00), Total PPH Amount (0.00), Received By (empty), Delivery Date (dd/mm/yyyy), Delivery Status (HOLD), File (empty), and Delivery Remark (empty).

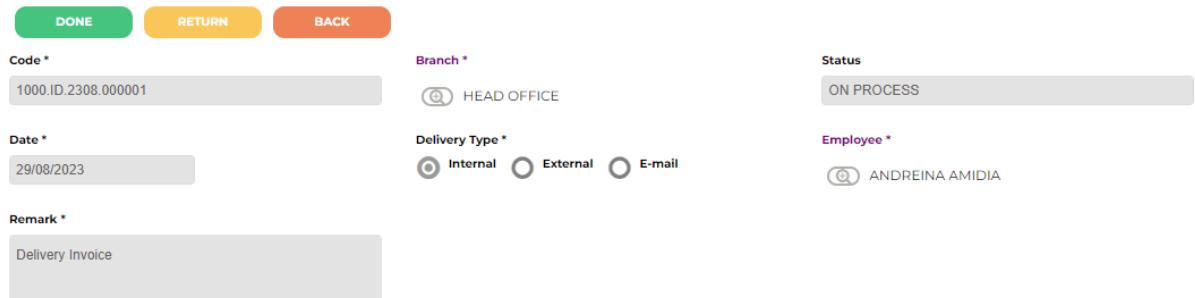
**Gambar 264 Halaman Invoice Detail Info**

- g. Untuk menghapus data Invoice, user dapat memberi tanda checklist “.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

- h. Setelah data Delivery berhasil disimpan, klik tombol **PROCEED** untuk memproses lebih lanjut data Delivery dan status data Delivery akan berubah menjadi On Process atau klik tombol **CANCEL** untuk membatalkan proses data Delivery dan status data Delivery akan berubah menjadi Cancel.
- i. Ketika data Delivery berstatus On Process, klik tombol **DONE** untuk menyelesaikan proses pengiriman invoice dan status data Delivery akan berubah menjadi Done atau klik tombol **RETURN** untuk mengembalikan data Delivery ke proses sebelumnya lalu diperbaiki kembali dan status data Delivery akan berubah menjadi Hold.

#### Delivery Info



The screenshot shows a form titled 'Delivery Info'. At the top are three buttons: 'DONE' (green), 'RETURN' (yellow), and 'BACK' (orange). Below these are four main sections:

- Code \***: Input field containing '1000.ID.2308.000001'.
- Branch \***: Input field showing 'HEAD OFFICE' with a location icon.
- Status**: Input field showing 'ON PROCESS'.
- Date \***: Input field showing '29/08/2023'.
- Delivery Type \***: Radio buttons for 'Internal' (selected), 'External', and 'E-mail'.
- Employee \***: Input field showing 'ANDREINA AMIDIA' with a location icon.
- Remark \***: Text area containing 'Delivery Invoice'.

**Gambar 265 Halaman Delivery Info (Status: On Process)**

- j. Pada halaman Invoice List, klik tombol **DOWNLOAD TEMPLATE** untuk menambahkan data secara manual dengan mengunduh template lalu lengkapi data dan unggah kembali dengan mengklik tombol **UPLOAD EXCEL**.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

### Invoice List

<span style="float: left; margin-right: 10px;">DOWNLOAD TEMPLATE</span> <span style="float: left; margin-right: 10px;">UPLOAD EXCEL</span>										Search records		
<span>Show</span> <span>10</span> <span>entries</span>												
No	Invoice No	Date	Due Date	Description	Client Name	Address	Phone	Billing Amount	Status/ Received Date/ Received By	Action		
1	00001/DSF/INV/4/02/2022	28/02/2022	14/04/2022	SICEPAT EKSPRES INDONESIA. PT	JALAN IR H JUANDA III NOMOR 17 A-B RT.008 RW.002 KEBON KELAPA, GAMBIR, JAKARTA PUSAT, DKI JAKARTA 1			4,055,832,000.00	HOLD	<input checked="" type="checkbox"/>		

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

**Gambar 266 Halaman Invoice List (Status: On Process)**

- k. Klik tombol  untuk melihat detail data dan melakukan proses perubahan data Invoice.

### Invoice Detail Info

<span style="background-color: #0070C0; color: white; padding: 2px 5px;">SAVE</span> <span style="background-color: #E67E22; color: white; padding: 2px 5px;">BACK</span>		
Invoice No	Invoice Type	Invoice Date
00001/DSF/INV/4/02/2022	RENTAL	28/02/2022
Invoice Due Date	Description	Client Name
14/04/2022		SICEPAT EKSPRES INDONESIA. PT
Client Phone No	Client NPWP	Currency
	71.633.704.3-451.000	IDR
Total Rental Amount	Total Discount Amount	Total PPV Amount
3,755,400,000.00	0.00	375,540,000.00
Total PPH Amount	Total Billing Amount	
75,108,000.00	4,055,832,000.00	
<hr/>		
Received By	Delivery Date *	Delivery Status
	dd/mm/yyyy	<span style="border: 1px solid #ccc; padding: 2px;">HOLD</span>
File	Delivery Remark *	
	<span style="border: 1px solid #ccc; width: 150px; height: 30px; display: block; vertical-align: middle;"></span>	
	<span style="background-color: #0070C0; color: white; padding: 2px 5px;">UPLOAD</span>	

**Gambar 267 Halaman Invoice Detail Info (Status: On Process)**

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

- l. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

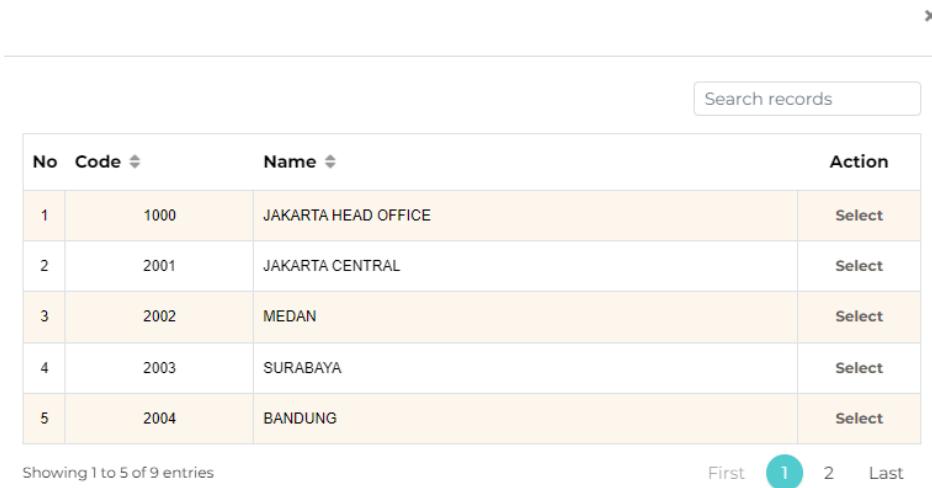
### 3.6.8 Stop Billing Request

Sub Menu Stop Billing Request dapat diakses oleh user melalui modul **Operating Lease > Billing > Stop Billing Request**. Sub Menu Stop Billing Request dapat digunakan oleh user untuk melihat daftar kontrak yang telah diberhentikan sebab Overdue tertentu oleh sistem.

#### 3.6.8.1 Step Process Stop Billing Request

Berikut adalah Step Process Stop Billing Request:

- a. Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.



No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

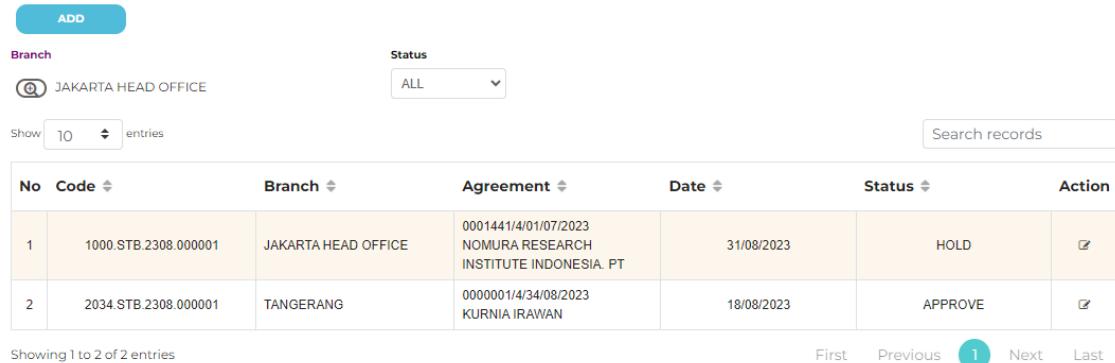
Showing 1 to 5 of 9 entries      First      **1**      2      Last

**Gambar 268 Halaman Look Up Branch**

- b. Klik tombol **ADD** untuk menambahkan data pada tampilan Stop Billing List.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

### Stop Billing List



The screenshot shows a table titled "Stop Billing List" with the following data:

No	Code	Branch	Agreement	Date	Status	Action
1	1000.STB.2308.000001	JAKARTA HEAD OFFICE	0001441/4/01/07/2023 NOMURA RESEARCH INSTITUTE INDONESIA. PT	31/08/2023	HOLD	<input checked="" type="checkbox"/>
2	2034.STB.2308.000001	TANGERANG	0000001/4/34/08/2023 KURNIA IRAWAN	18/08/2023	APPROVE	<input checked="" type="checkbox"/>

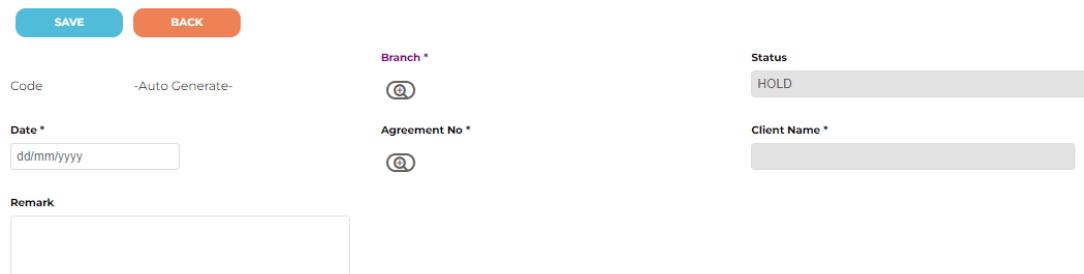
Showing 1 to 2 of 2 entries

First Previous 1 Next Last

**Gambar 269 Halaman Stop Billing List**

- c. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

### Stop Billing Info



The screenshot shows the "Stop Billing Info" form with the following fields:

- Code: -Auto Generate-
- Date: dd/mm/yyyy
- Remark: (empty text area)
- Branch:
- Status: HOLD
- Agreement No.:
- Client Name: (empty text area)

SAVE BACK

**Gambar 270 Halaman Stop Billing Info**

- d. Setelah data Stop Billing berhasil disimpan, maka sistem akan menampilkan halaman Asset List.

### Asset List



The screenshot shows the "Asset List" table with the following data:

No	Asset	Plat / Chassis / Engine	Asset Year	Condition	Rental Amount	Status Asset
1	0001441.4.01.07.2023-1 1 MITSUBISHI-XPANDER 1.5L EXCEED-L (4X2) A/T	MK2NCLHARLJ000898 4A91HX1103	2020	USED	5.800.000,00	RENTED

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

**Gambar 271 Halaman Asset List**

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

- e. Klik tombol **PROCEED** untuk memproses data Stop Billing dan status data Stop Billing akan berubah menjadi On Process atau klik tombol **CANCEL** untuk membatalkan pendaftaran data Stop Billing dan status data Stop Billing akan berubah menjadi Cancel. Selain itu, user dapat mengklik tombol **VIEW APPROVAL** untuk melihat informasi employee yang melakukan approve.

#### Stop Billing Info



The screenshot shows a form titled "Stop Billing Info". At the top right are four buttons: **SAVE** (blue), **PROCEED** (green), **CANCEL** (orange), and **BACK** (red). To the right of the form is a **VIEW APPROVAL** button. The form fields include:

- Code:** 1000.STB.2308.000001
- Branch \***: JAKARTA HEAD OFFICE
- Date \***: 31/08/2023
- Agreement No \***: 0001441/4/01/07/2023
- Status**: HOLD
- Client Name \***: NOMURA RESEARCH INSTITUTE INDONESIA, PT
- Remark**: Data Testing

Gambar 272 Halaman Stop Billing Info (Status: Hold)

#### 3.6.9 Credit Note

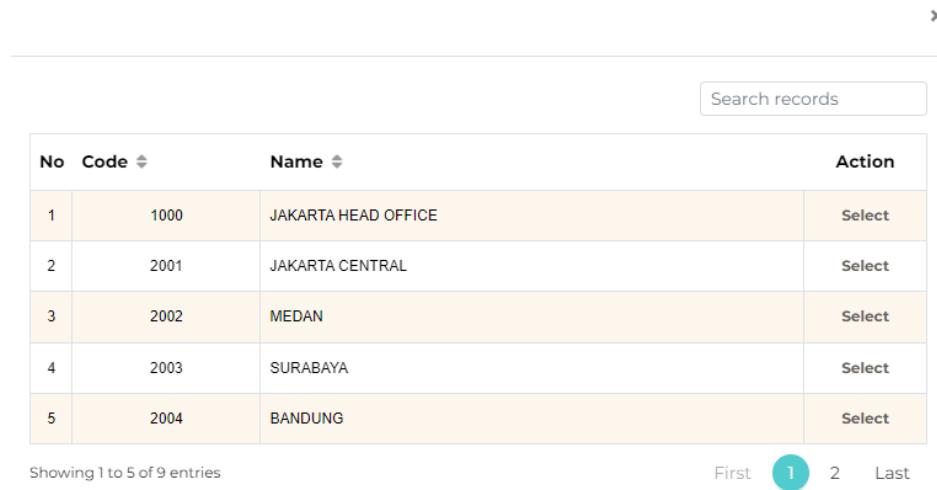
Sub Menu Credit Note dapat diakses oleh user melalui modul **Operating Lease > Billing > Credit Note**. Sub Menu Credit Note dapat digunakan oleh user untuk melakukan proses pembentukan koreksi Invoice yang ada pada sistem.

##### 3.6.9.1 Step Process Credit Note

Berikut adalah Step Process Credit Note:

- a. Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.

 Innovation Comprehensive Technology	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
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Search records

No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

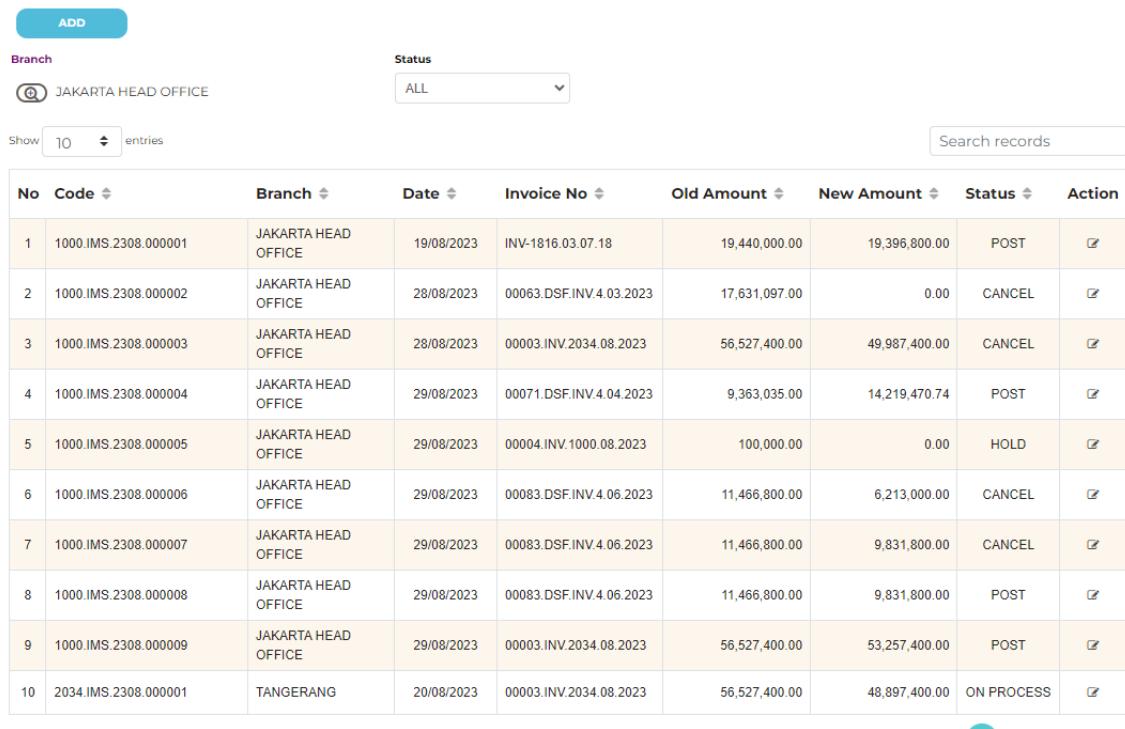
Showing 1 to 5 of 9 entries

First 1 2 Last

**Gambar 273 Halaman Look Up Branch**

- b. Klik tombol  untuk menambahkan data pada tampilan Credit Note List.

Credit Note List



ADD

Branch Status

JAKARTA HEAD OFFICE ALL

Show 10 entries Search records

No	Code	Branch	Date	Invoice No	Old Amount	New Amount	Status	Action
1	1000.IMS.2308.000001	JAKARTA HEAD OFFICE	19/08/2023	INV-1816.03.07.18	19,440,000.00	19,396,800.00	POST	
2	1000.IMS.2308.000002	JAKARTA HEAD OFFICE	28/08/2023	00063.DSF.INV.4.03.2023	17,631,097.00	0.00	CANCEL	
3	1000.IMS.2308.000003	JAKARTA HEAD OFFICE	28/08/2023	00003.INV.2034.08.2023	56,527,400.00	49,987,400.00	CANCEL	
4	1000.IMS.2308.000004	JAKARTA HEAD OFFICE	29/08/2023	00071.DSF.INV.4.04.2023	9,363,035.00	14,219,470.74	POST	
5	1000.IMS.2308.000005	JAKARTA HEAD OFFICE	29/08/2023	00004.INV.1000.08.2023	100,000.00	0.00	HOLD	
6	1000.IMS.2308.000006	JAKARTA HEAD OFFICE	29/08/2023	00083.DSF.INV.4.06.2023	11,466,800.00	6,213,000.00	CANCEL	
7	1000.IMS.2308.000007	JAKARTA HEAD OFFICE	29/08/2023	00083.DSF.INV.4.06.2023	11,466,800.00	9,831,800.00	CANCEL	
8	1000.IMS.2308.000008	JAKARTA HEAD OFFICE	29/08/2023	00083.DSF.INV.4.06.2023	11,466,800.00	9,831,800.00	POST	
9	1000.IMS.2308.000009	JAKARTA HEAD OFFICE	29/08/2023	00003.INV.2034.08.2023	56,527,400.00	53,257,400.00	POST	
10	2034.IMS.2308.000001	TANGERANG	20/08/2023	00003.INV.2034.08.2023	56,527,400.00	48,897,400.00	ON PROCESS	

Showing 1 to 10 of 10 entries

First Previous 1 Next Last

**Gambar 274 Halaman Credit Note List**

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

- c. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

#### Credit Note Info

**SAVE**
**BACK**

Code	-Auto Generate-	Branch *	Status
		<input type="checkbox"/>	HOLD
Date *		Remark *	
dd/mm/yyyy			
Invoice *		Invoice No	Description
<input type="text"/>		<input type="text"/>	<input type="text"/>
Currency		Rental Amount	Discount Amount
<input type="text"/>		<input type="text"/>	<input type="text"/>
PPN PCT		PPN Amount	Billing Amount
<input type="text"/>		<input type="text"/>	<input type="text"/>
PPH PCT		PPH Amount	
<input type="text"/>		<input type="text"/>	
Total Credit Amount		New Faktur No	
<input type="text"/>		<input type="text"/>	
New PPN Amount		New PPH Amount	New Billing Amount
<input type="text"/>		<input type="text"/>	<input type="text"/>

**Gambar 275 Halaman Credit Note Info**

- d. Setelah data Credit Note berhasil disimpan, sistem akan menampilkan halaman Detail List.

#### Detail List

Show 10 entries
Search records

No	Agreement No	Asset No	Description	Quantity	Rental Amount / PPN Amount / PPH Amount	Total Amount	Credit Amount
1	0000003/4/34/08/2023 KURNIA IRAWAN	2034.OPLAA.2308.000021	OK	1	100,000.00 0.00 0.00	100,000.00	0.00

Showing 1 to 1 of 1 entries

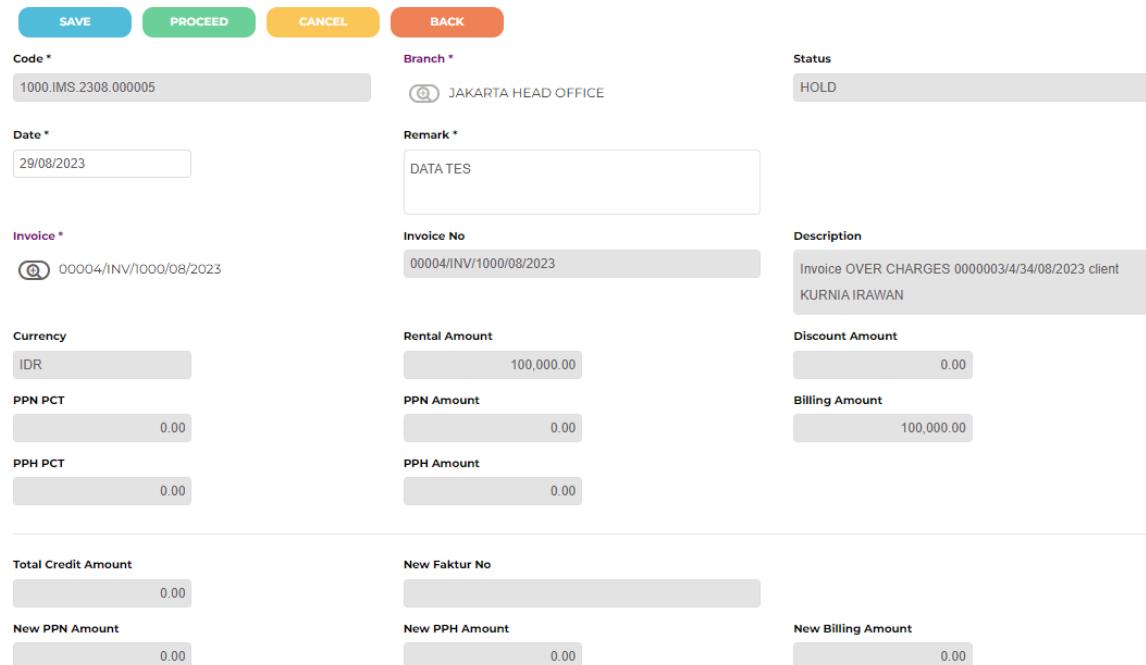
First Previous 1 Next Last

**Gambar 276 Halaman Detail List**

 Innovation Comprehensive Technology	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

- e. Klik tombol **PROCEED** untuk memproses lebih lanjut data Credit Note dan status data Credit Note akan berubah menjadi On Process atau klik tombol **CANCEL** untuk membatalkan data Credit Note dan status data Credit Note akan berubah menjadi Cancel.

#### Credit Note Info



The screenshot shows a form titled 'Credit Note Info' with the following fields:

- Code \***: 1000.IMS.2308.000005
- Branch \***: JAKARTA HEAD OFFICE
- Status**: HOLD
- Date \***: 29/08/2023
- Remark \***: DATA TES
- Invoice \***: 00004/INV/1000/08/2023
- Description**: Invoice OVER CHARGES 0000003/4/34/08/2023 client KURNIA IRAWAN
- Currency**: IDR
- Rental Amount**: 100,000.00
- Discount Amount**: 0.00
- PPN PCT**: 0.00
- PPN Amount**: 0.00
- Billing Amount**: 100,000.00
- PPH PCT**: 0.00
- PPH Amount**: 0.00
- Total Credit Amount**: 0.00
- New Faktur No**: (empty)
- New PPN Amount**: 0.00
- New Billing Amount**: 0.00

Gambar 277 Halaman Credit Note (Status: Hold)

- f. Ketika data Credit Note berstatus On Process, klik tombol **POST** untuk melakukan posting data Credit Note dan status data Credit Note akan berubah menjadi Done atau klik tombol **RETURN** untuk mengembalikan data Credit Note ke proses sebelumnya lalu diperbaiki kembali dan status data Credit Note akan berubah menjadi Hold.

 Innovation Comprehensive Technology	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
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#### Credit Note Info

**POST**
**RETURN**
**BACK**

<b>Code *</b>	<b>Branch *</b>	<b>Status</b>
2034.IMS.2308.000001	(@) TANGERANG	ON PROCESS
<b>Date *</b>	<b>Remark *</b>	
20/08/2023	CREDIT NOTE	
<b>Invoice *</b>	<b>Invoice No</b>	<b>Description</b>
(@) 00003/INV/2034/08/2023	00003/INV/2034/08/2023	Invoice Rental Contract No 0000002/4/34/08/2023 a.n KURNIA IRAWAN
<b>Currency</b>	<b>Rental Amount</b>	<b>Discount Amount</b>
IDR	51,860,000.00	0.00
<b>PPN PCT</b>	<b>PPN Amount</b>	<b>Billing Amount</b>
11.00	5,704,600.00	56,527,400.00
<b>PPH PCT</b>	<b>PPH Amount</b>	
2.00	1,037,200.00	
<b>Total Credit Amount</b>	<b>New Faktur No</b>	
7,000,000.00	011.008.23.28090853	
<b>New PPN Amount</b>	<b>New PPH Amount</b>	<b>New Billing Amount</b>
4,934,600.00	897,200.00	48,897,400.00

**Gambar 278 Halaman Credit Note Info (Status: On Process)**

- g. Jika user ingin melakukan perubahan data klik tombol  pada baris data Credit Note List.

#### 3.6.10 Pending Billing

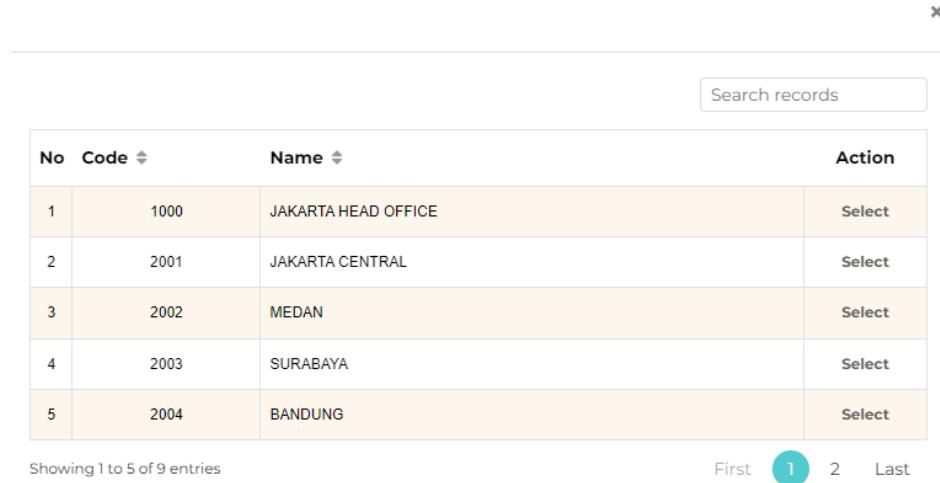
Sub Menu Pending Billing dapat diakses oleh user melalui modul **Operating Lease > Billing > Pending Billing**. Sub Menu Pending Billing dapat digunakan oleh user untuk melihat daftar kontrak yang sedang diberhentikan secara sementara oleh sistem.

##### 3.6.10.1 Step Process Pending Billing

Berikut adalah Step Process Pending Billing:

- a. Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023



Search records

No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

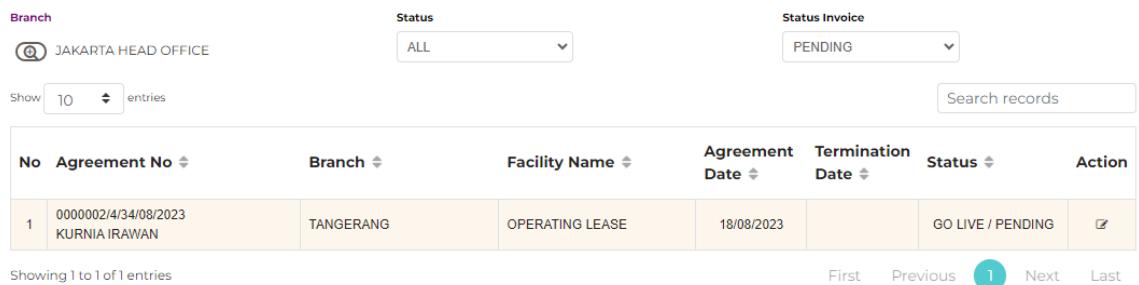
Showing 1 to 5 of 9 entries

First 1 2 Last

**Gambar 279 Halaman Look Up Branch**

- b. Pilih Status yang akan dilihat dengan mengklik tombol dropdown list Status maka sistem akan menampilkan halaman Agreement List.

Agreement List



Show 10 entries

Search records

No	Agreement No	Branch	Facility Name	Agreement Date	Termination Date	Status	Action
1	000002/4/34/08/2023 KURNIA IRAWAN	TANGERANG	OPERATING LEASE	18/08/2023		GO LIVE / PENDING	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

**Gambar 280 Halaman Agreement List**

- c. Klik tombol  untuk melihat detail data Agreement.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

#### Agreement Info

**BACK**

Agreement No	Client Name	Status
0000002/4/34/08/2023	KURNIA IRAWAN	GO LIVE
Branch Name	Initial Branch Name	Agreement Date
TANGERANG	TANGERANG	18/08/2023
Facility Name	Termination Type	Termination Date
OPERATING LEASE		dd/mm/yyyy

**Gambar 281 Halaman Agreement Info**

- d. Pada halaman Agreement Info, terdapat halaman Asset List.

#### Asset List

Show 10 entries

No	Asset No	Name	Asset Type	Asset Year	Condition	Rental Amount	Billing Status	Action
1	2034.OPLAA.2308.000002	MAZDA-CX-MAZDA CX-8	VEHICLE	2023	NEW	25,930,000.00	PENDING	

Showing 1 to 1 of 1 entries First Previous **1** Next Last

**Gambar 282 Halaman Asset List**

- e. Klik tombol  untuk melihat detail data Asset.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

### Asset Info

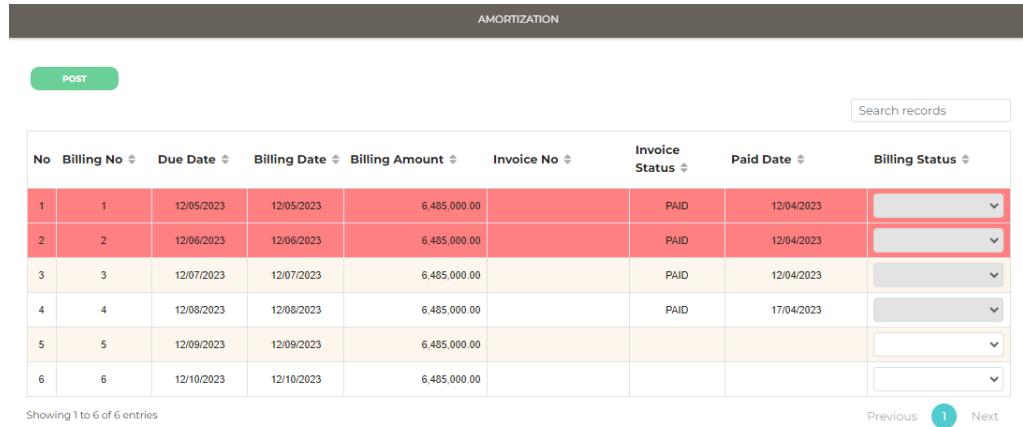
**BACK**
**Asset Type**
**Transmisi**

<b>Asset No</b>	1000.OPLAA.2310.000001	<b>Condition</b>	USED	<b>Unit</b>	NEW XPANDER 1.5L SPORT-L (4X2) M/T MY23
<b>Asset Year</b>	2021	<b>Colour</b>	KUNING	<b>ON THE ROAD</b>	
<b>Fixed Asset</b>	4120032795 - COLT DIESEL FE 71 - T9643DD	<b>Plat Colour</b>		<b>BBN Client</b>	
<b>BBN</b>		<b>Start KM</b>	30000	<b>Monthly KM</b>	1000
<b>Usage</b>	<input checked="" type="radio"/> CITY USE <input type="radio"/> SITE	<b>Remark</b>			
<b>Email</b>	kurniairawan@gmail.com	<b>Billing To Name</b>	SUCI ALAWIYAH	<b>Billing To Phone No.</b>	08 - 1333514723
<b>NPWP Name</b>	KURNIA IRAWAN	<b>NPWP No</b>	13142152636364663522		
<b>Deliver To Name</b>	KURNIA IRAWAN	<b>Deliver To Phone No.</b>	08 - 1333514723	<b>NPWP Address</b>	The Smith @ Alam Sutera, 5th Floor, Suite 01 – 17, Tangerang City, Banten 15315
<b>Pickup No</b>		<b>Pickup Name</b>	KURNIA IRAWAN	<b>NPWP Address</b>	The Smith @ Alam Sutera, 5th Floor, Suite 01 – 17, Tangerang City, Banten 15315
<b>Billing Mode</b>	<input checked="" type="radio"/> NORMAL <input type="radio"/> BY DATE <input type="radio"/> BEFORE DUE	<b>Faktur Transaction Code</b>	01		
<b>OTR Amount</b>	237,000,000.00	<b>Unit Amount exc VAT</b>	219,918,918.92	<b>Discount Amount</b>	0.00
<b>Karoseri Amount exc VAT</b>	0.00	<b>Accessories Amount exc VAT</b>	0.00	<b>Discount Amount</b>	0.00
<b>Asset Amount</b>	219,918,918.92	<b>Interest Rate %</b>	10.000000	<b>Mobilization Amount</b>	0.00
<b>PMT Amount</b>	5,349,885.04	<b>Borrowing Rate %</b>	9.000000	<b>Residual Value</b>	30.000000 + 71,100,000.00
<input checked="" type="checkbox"/> Use Replacement		<input checked="" type="checkbox"/> Use Maintenance		<input checked="" type="checkbox"/> Use Registration	

**Gambar 283 Halaman Asset Info**

- f. Pada halaman Asset Info, terdapat halaman Tab Amortization yang dapat digunakan oleh user untuk melakukan posting data Billing yang telah dibayarkan dengan mengklik tombol **POST**

 Innovation Comprehensive Technology	<b>USER GUIDE</b>			
Project Name	iFinancing v5		Version	1.0
File Name	User Guide - V5 - OPERATING LEASE		Date	September 2023



AMORTIZATION

POST

No	Billing No	Due Date	Billing Date	Billing Amount	Invoice No	Invoice Status	Paid Date	Billing Status
1	1	12/05/2023	12/05/2023	6,485,000.00		PAID	12/04/2023	
2	2	12/06/2023	12/06/2023	6,485,000.00		PAID	12/04/2023	
3	3	12/07/2023	12/07/2023	6,485,000.00		PAID	12/04/2023	
4	4	12/08/2023	12/08/2023	6,485,000.00		PAID	17/04/2023	
5	5	12/09/2023	12/09/2023	6,485,000.00				
6	6	12/10/2023	12/10/2023	6,485,000.00				

Showing 1 to 6 of 6 entries

Previous 1 Next

**Gambar 284 Halaman Tab Amortization**

g. Klik tombol  untuk kembali ke halaman sebelumnya.

### 3.6.11 Stop Billing

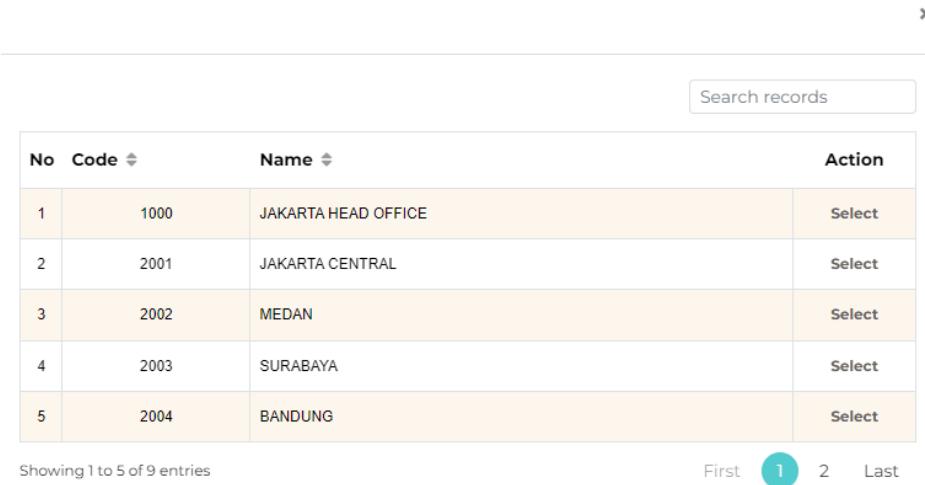
Sub Menu Stop Billing dapat diakses oleh user melalui modul **Operating Lease > Billing > Stop Billing**. Sub Menu Stop Billing dapat digunakan oleh user untuk melihat daftar kontrak yang telah diberhentikan secara permanen oleh sistem.

#### 3.6.11.1 Step Process Pending Billing

Berikut adalah Step Process Pending Billing:

- Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023



Search records

No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

Showing 1 to 5 of 9 entries

First 1 2 Last

**Gambar 285 Halaman Look Up Branch**

- b. Setelah memilih Branch, maka sistem akan menampilkan halaman Agreement List.

#### Agreement List



Branch

 JAKARTA HEAD OFFICE

Show 10 entries

Search records

No	Agreement No	Branch	Facility Name	Agreement Date	Termination Date	Status	Action
1	0000001/4/34/08/2023 KURNIA IRAWAN	TANGERANG	OPERATING LEASE	18/08/2023	18/08/2023	TERMINATE	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

**Gambar 286 Halaman Agreement List**

- c. Klik tombol  untuk melihat detail data Agreement. User dapat mencetak surat somasi dengan mengklik tombol **PRINT SOMASI**.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

#### Agreement Info

BACK
PRINT SOMASI

Agreement No 0000001/4/34/08/2023	Client Name KURNIA IRAWAN	Status TERMINATE
Branch Name TANGERANG	Initial Branch Name TANGERANG	Agreement Date 18/08/2023
Facility Name OPERATING LEASE	Termination Type STOP BILLING	Termination Date 18/08/2023

**Gambar 287 Halaman Agreement Info**

d. Pada halaman Agreement Info, terdapat halaman Asset List.

#### Asset List

Show 10 entries
Search records

No	Asset No	Name	Asset Type	Asset Year	Condition	Rental Amount	Billing Status	Action
1	2034.OPLAA.2308.000001	MAZDA-CX-MAZDA CX-8	VEHICLE	2023	NEW	150,310,000.00	NORMAL	

Showing 1 to 1 of 1 entries
First
Previous
1
Next
Last

**Gambar 288 Halaman Asset List**

e. Klik tombol  untuk melihat detail data Asset.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

### Asset Info

**BACK**

<b>Asset No</b> 2034.OPLAA.2308.000001	<b>Asset Type</b> VEHICLE	<b>Name</b> MAZDA-CX-MAZDA CX-8
<b>Asset Year</b> 2023	<b>Condition</b> NEW	<b>Tenor</b> 24
<b>Billing To</b> OTHER	<b>Deliver To</b> OTHER	<b>Billing Type</b> MONTHLY
<b>Billing To Name</b> KURNIA IRAWAN	<b>Deliver To Name</b> KURNIA IRAWAN	<b>Billing Mode</b> NORMAL
<b>Billing To Phone No.</b> 0857 - 13138332	<b>Deliver To Phone No.</b> 0857 - 13138332	<b>Date *</b> 0
<b>Billing To Address</b> Alam Sutera, 5th Floor, Suite 01-17 The Smith @. RT.002/RW.003, Kunciran, Kec. Pinang, Kota	<b>Deliver To Address</b> Alam Sutera, 5th Floor, Suite 01-17 The Smith @. RT.002/RW.003, Kunciran, Kec. Pinang, Kota	<b>Market Value</b> 3,000,000,000.00
<b>Billing To NPWP</b> 46.346.475.7-575.785		
<b>Payment Type</b> <input checked="" type="radio"/> ADVANCE <input type="radio"/> ARREAR	<input type="radio"/> Rent To Own	<b>Lease Option</b> <input checked="" type="radio"/> FULL <input type="radio"/> NON MAINTENANCE
<b>Asset Amount</b> 2,983,000,000.00	<b>Rate %</b> 12.000000 + 353,716,854.80	<b>Residual Value</b> 0.000000 + 0.00
<b>COGS</b> 0.00	<b>Basic Lease</b> 150,305,043.74	<b>Additional Charge Rate</b> 0.000000
<b>Additional Charge Amount</b> 19,984,981.33	<b>Lease Amount</b> 150,305,043.74	<b>Lease Round Amount</b> NORMAL - 10,000.00

**Gambar 289 Halaman Asset Info**

f. Pada halaman Asset Info, terdapat halaman Tab Amortization.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

AMORTIZATION							
No	Billing No	Due Date	Billing Date	Billing Amount	Invoice No	Billing Status	Paid Date
1	1	16/04/2023	16/04/2023	5,080,000.00			17/04/2023
2	2	16/05/2023	16/05/2023	5,080,000.00			17/04/2023
3	3	16/06/2023	16/06/2023	5,080,000.00			17/04/2023
4	4	16/07/2023	16/07/2023	5,080,000.00			
5	5	16/08/2023	16/08/2023	5,080,000.00			18/07/2023
6	6	16/09/2023	16/09/2023	5,080,000.00			
7	7	16/10/2023	16/10/2023	5,080,000.00			
8	8	16/11/2023	16/11/2023	5,080,000.00			
9	9	16/12/2023	16/12/2023	5,080,000.00			
10	10	16/01/2024	16/01/2024	5,080,000.00			
11	11	16/02/2024	16/02/2024	5,080,000.00			
12	12	16/03/2024	16/03/2024	5,080,000.00			

Showing 1 to 12 of 12 entries

Previous 1 Next

**Gambar 290 Halaman Tab Amortization**

g. Klik tombol  untuk kembali ke halaman sebelumnya.

### 3.6.12 Billing Change Setting

Sub Menu Billing Change Setting dapat diakses oleh user melalui modul **Operating Lease > Billing > Billing Change Setting**. Sub Menu Billing Change Setting dapat digunakan oleh user untuk melakukan proses pembentukan koreksi Invoice yang ada pada sistem.

#### 3.6.12.1 Step Process Billing Change Setting

Berikut adalah Step Process Billing Change Setting:

- Klik tombol  untuk menampilkan Look Up Agreement, lalu klik  untuk menampilkan data yang dipilih.

 Innovation Comprehensive Technology	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

x

---

No	Agreement No	Client Name	Action
1	000001/4/11/09/2021	WIJAYA TRANS INDONESIA. PT	<a href="#">Select</a>
2	000001/4/15/03/2021	KABUL RAFIRA JAYA UTAMA. PT	<a href="#">Select</a>
3	000001/4/29/06/2021	ARTHA BERLIAN BLAMBANGAN. PT	<a href="#">Select</a>
4	000001/4/34/03/2021	SEMESTA BOLO TRANSINDO. PT	<a href="#">Select</a>
5	000001/4/38/06/2022	GLOBAL JET CARGO. PT	<a href="#">Select</a>

Showing 1 to 5 of 2,177 entries      First 1 2 3 4 5 ... 436 Last

**Gambar 291 Halaman Look Up Agreement**

- b. Klik tombol  untuk menampilkan Look Up Asset No, lalu klik [Select](#) untuk menampilkan data yang dipilih.

x

---

No	Asset No	Asset Name	Action
1	000001.4.11.09.2021-1	MITSUBISHI-ALL NEW TRITON DC GLS 4X4 M/T (2.4L M/T) MODEL 2019	<a href="#">Select</a>

Showing 1 to 1 of 1 entries      First 1 Last

**Gambar 292 Halaman Look Up Asset No**

- c. Setelah memilih Branch dan Asset No, maka sistem akan menampilkan halaman Agreement List.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

### Agreement List

Agreement No	Asset No				
 WIJAYA TRANS INDONESIA, PT	 MITSUBISHI-ALL NEW TRITON DC GLS 4X4 M/T (2.4L M/T) MODEL 2019				
Show 10 entries					
Search records					
No	Agreement No	Asset No	Due Date	Rental Amount	Action
1	0000001/4/11/09/2021 WIJAYA TRANS INDONESIA, PT	0000001.4.11.09.2021-1 MITSUBISHI-ALL NEW TRITON DC GLS 4X4 M/T (2.4L M/T) MODEL 2019	10/10/2021	11,130,000.00	

Showing 1 to 1 of 1 entries

First Previous  Next Last

**Gambar 293 Halaman Agreement List**

d. Klik tombol  untuk melihat detail data dan melakukan proses perubahan data Agreement.

### Agreement Info

SAVE		BACK	
Agreement No	Client Name		
0000001/4/00/10/2023	KURNIA IRAWAN		
Asset Name	Asset No		
NEW XPANDER 1.5L SPORT-L (4X2) M/T MY23	1000.OPLAA.2310.000001		
Fix Asset No	Rental Amount		
4120032795	12,250,000.00		
Chasis No	Plat No		
MHMFE71P1FK054990	T9643DD		
Faktur Transaction Code *	Email *		
 01	kurniairawan@gmail.com		
<input checked="" type="checkbox"/> Invoice Deduct PPH	<input checked="" type="checkbox"/> Email Billing Notification		
Billing To Name *	<input checked="" type="checkbox"/> Receipt Deduct PPH		
SUCI ALAWIYAH	Billing To Phone No. *		
08	-	1333514723	
NPWP No *	Billing To Address *		
13142152636364663522	The Smith @ Alam Sutera, 5th Floor, Suite 01 – 17, Tangerang City, Banten 15315		
Deliver To Name *	NPWP Address *		
KURNIA IRAWAN	The Smith @ Alam Sutera, 5th Floor, Suite 01 – 17, Tangerang City, Banten 15315		
Pickup Name *	Deliver To Address *		
KURNIA IRAWAN	The Smith @ Alam Sutera, 5th Floor, Suite 01 – 17, Tangerang City, Banten 15315		
Pickup Phone No. *	Pickup Address *		
08	-	1333514723	

**Gambar 294 Halaman Agreement Info**

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

- e. Lengkapi data pada field yang tersedia, lalu klik tombol  untuk menyimpan data atau klik tombol  untuk kembali ke halaman sebelumnya.

### 3.7 Taxation

Taxation adalah Menu yang dapat digunakan untuk melakukan pendaftaran data invoice dan pembayaran pajak atau dana tertahan yang ada pada sistem. Berikut adalah detail penjelasan per masing-masing sub menu yang dapat digunakan oleh user.

#### 3.7.1 Faktur No. Registration

Sub Menu Faktur No. Registration dapat diakses oleh user melalui modul **Operating Lease > Taxation > Faktur No. Registration**. Sub Menu Faktur No. Registration dapat digunakan oleh user untuk melakukan pendaftaran dan perubahan data Faktur Registration yang ada pada sistem untuk kebutuhan client.

##### 3.7.1.1 Step Process Faktur No. Registration

Berikut adalah Step Process Faktur No. Registration:

- a. Klik tombol  untuk menambahkan data pada tampilan Faktur No. Registration List.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

#### Faktur No. Registration List

**ADD**

Branch	Status					
 JAKARTA HEAD OFFICE	ALL					
Show 10 entries	Search records					
<b>No</b> <b>Code</b> <b>Branch</b> <b>Remark</b> <b>Count</b> <b>Status</b> <b>Action</b>						
1	1000.FRG.2308.000001	JAKARTA HEAD OFFICE	faktur registration	10	POST	
2	1000.FRG.2308.000002	JAKARTA HEAD OFFICE	REGISTRATION FAKTUR	1000	POST	
3	1000.FRG.2308.000003	JAKARTA HEAD OFFICE	UAT21082023	100	POST	
4	1000.FRG.2308.000004	JAKARTA HEAD OFFICE	UAT TAX 21082023	5	POST	
5	1000.FRG.2308.000005	JAKARTA HEAD OFFICE	UAT TAX 21082023 KAR	7	POST	
6	1000.FRG.2308.000006	JAKARTA HEAD OFFICE	22082023	100	POST	
7	1000.FRG.2308.000007	JAKARTA HEAD OFFICE	test uat	10	POST	
8	1000.FRG.2308.000008	JAKARTA HEAD OFFICE	test re-regist	100	POST	
9	1000.FRG.2308.000009	JAKARTA HEAD OFFICE	COBA 22	5	POST	
10	1000.FRG.2308.000010	JAKARTA HEAD OFFICE	COBA REGIS ULANG 22	5	POST	

Showing 1 to 10 of 11 entries

First Previous  2 Next Last

#### Gambar 295 Halaman Faktur No. Registration List

- b. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

#### Faktur No. Registration Info

**SAVE** **BACK**

Code	-Auto Generate-	Branch *	Status
			NEW
Remark *			
Year *			
No Prefix	No Running *		
Count *			

#### Gambar 296 Halaman Faktur No. Registration Info

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

- c. Setelah data Faktur No. Registration berhasil disimpan, maka sistem akan menampilkan halaman Detail List.

Detail List	
<a href="#">DELETE</a>	
Show	10 entries
	<input type="text"/> Search records
No	Faktur No
1	000-22.0000000
2	000-22.0000001
3	000-22.0000002
Showing 1 to 3 of 3 entries	
First Previous <a href="#">1</a> Next Last	

**Gambar 297 Halaman Detail List**

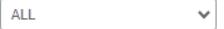
- d. Untuk menghapus data Detail, user dapat memberi tanda checklist “DELETE.
- e. Setelah data Faktur No. Registration berhasil disimpan, user dapat melakukan generate data untuk mengisi data Detail List secara otomatis dengan mengklik tombol [GENERATE](#) atau klik tombol [POST](#) untuk melakukan posting data Faktur Registration dan status data Faktur Registration akan berubah menjadi Post.
- f. Jika user ingin melakukan perubahan data klik tombol  pada baris data Faktur No. Registration List.

### 3.7.2 Faktur No. List

Sub Menu Faktur List dapat diakses oleh user melalui modul **Operating Lease > Taxation > Faktur No. List**. Sub Menu Faktur No. List dapat digunakan oleh user untuk melihat listing dari faktur yang telah terdaftar pada sistem.

#### 3.7.2.1 Step Process Faktur No. List

Berikut adalah Step Process Faktur No. List:

- Pilih Status yang akan dilihat dengan mengklik tombol dropdown list Status  maka sistem akan menampilkan halaman Faktur No. List.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

### Faktur No.List

Status	ASSIGN				
Show	10 entries				
Search records					
No	Faktur No	Year	Registration	Invoice No	Status
1	000-22.22000022	2022	1000.FRG.2308.000008	17424.INV.JKN.01.2021	ASSIGN
2	000-22.22000023	2022	1000.FRG.2308.000008	17425.INV.JKN.01.2021	ASSIGN
3	000-22.22000024	2022	1000.FRG.2308.000008	17430.INV.JKN.01.2021	ASSIGN
4	000-22.22000025	2022	1000.FRG.2308.000008	17431.INV.JKN.01.2021	ASSIGN
5	000-22.22000026	2022	1000.FRG.2308.000008	41112.INV.JKS.12.2022	ASSIGN
6	000-22.22000027	2022	1000.FRG.2308.000008	41149.INV.JKS.12.2022	ASSIGN
7	000-22.22000028	2022	1000.FRG.2308.000008	42892.INV.MKS.12.2022	ASSIGN
8	000-22.22000029	2022	1000.FRG.2308.000008	42894.INV.MKS.12.2022	ASSIGN
9	000-22.22000030	2022	1000.FRG.2308.000008	42896.INV.MKS.12.2022	ASSIGN
10	000-22.22000031	2022	1000.FRG.2308.000008	42897.INV.MKS.12.2022	ASSIGN

Showing 1 to 10 of 135 entries

First Previous 1 2 3 4 5 ... 14 Next Last

**Gambar 298 Halaman Faktur No. List**

#### 3.7.3 Faktur No. Return

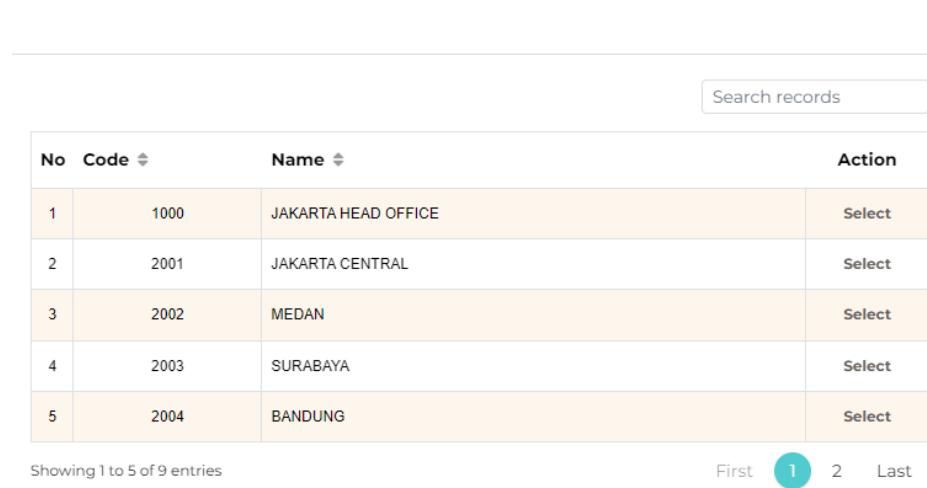
Sub Menu Faktur No. Return dapat diakses oleh user melalui modul **Operating Lease > Taxation > Faktur No. Return**. Sub Menu Faktur No. Return dapat digunakan oleh user untuk melakukan penambahan atau perubahan data faktur cancelation yang ada pada sistem.

##### 3.7.3.1 Step Process Faktur No. Return

Berikut adalah Step Process Faktur No. Return:

- Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023



Search records

No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

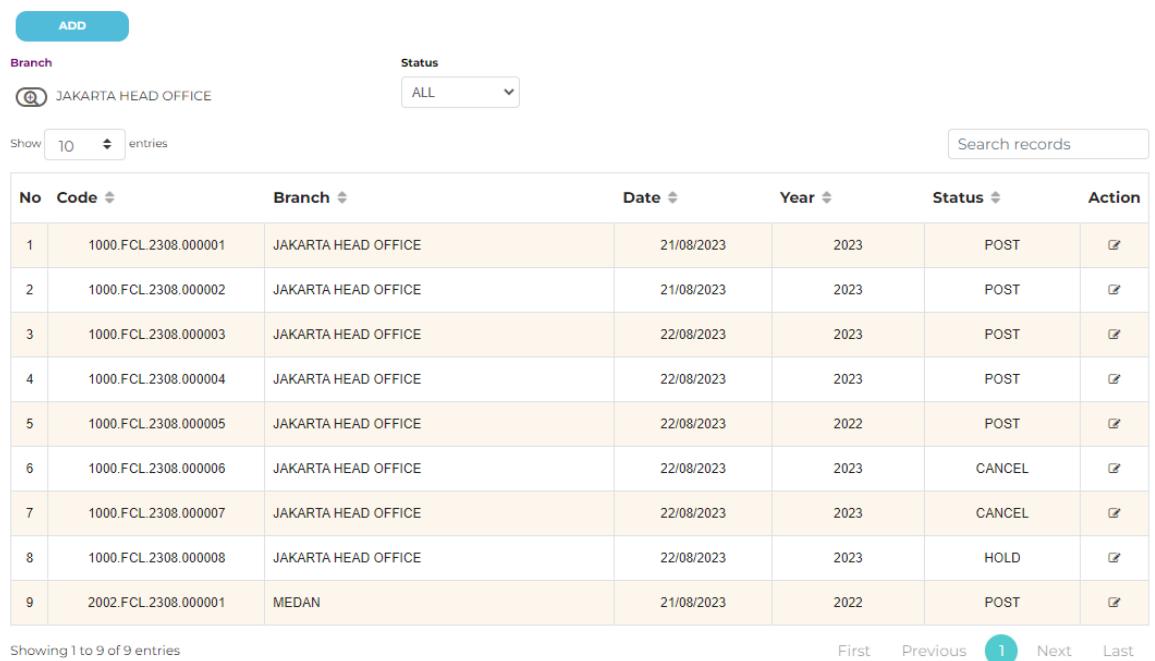
Showing 1 to 5 of 9 entries

First 1 2 Last

**Gambar 299 Halaman Look Up Branch**

b. Klik tombol **ADD** untuk menambahkan data pada tampilan Faktur No. Return List.

Faktur No. Return List



Search records

No	Code	Branch	Date	Year	Status	Action
1	1000.FCL.2308.000001	JAKARTA HEAD OFFICE	21/08/2023	2023	POST	<input type="checkbox"/>
2	1000.FCL.2308.000002	JAKARTA HEAD OFFICE	21/08/2023	2023	POST	<input type="checkbox"/>
3	1000.FCL.2308.000003	JAKARTA HEAD OFFICE	22/08/2023	2023	POST	<input type="checkbox"/>
4	1000.FCL.2308.000004	JAKARTA HEAD OFFICE	22/08/2023	2023	POST	<input type="checkbox"/>
5	1000.FCL.2308.000005	JAKARTA HEAD OFFICE	22/08/2023	2022	POST	<input type="checkbox"/>
6	1000.FCL.2308.000006	JAKARTA HEAD OFFICE	22/08/2023	2023	CANCEL	<input type="checkbox"/>
7	1000.FCL.2308.000007	JAKARTA HEAD OFFICE	22/08/2023	2023	CANCEL	<input type="checkbox"/>
8	1000.FCL.2308.000008	JAKARTA HEAD OFFICE	22/08/2023	2023	HOLD	<input type="checkbox"/>
9	2002.FCL.2308.000001	MEDAN	21/08/2023	2022	POST	<input type="checkbox"/>

Showing 1 to 9 of 9 entries

First Previous 1 Next Last

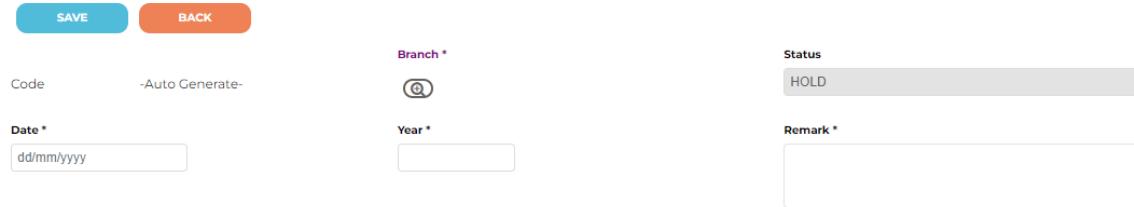
**Gambar 300 Halaman Faktur No. Return List**

c. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data

atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

#### Faktur No. Return Info



SAVE      BACK

Branch \*      Status

Code -Auto Generate-      HOLD

Date \*      Year \*

dd/mm/yyyy     

Remark \*

**Gambar 301 Halaman Faktur No. Return Info**

- d. Setelah data Faktur No. Return berhasil disimpan, maka sistem akan menampilkan halaman Detail List. Klik tombol **GENERATE** untuk melakukan generate data secara otomatis.

#### Detail List

No Faktur No	
1	1.010107
2	1.010108
3	1.010109
4	1.010110
5	1000.202311
6	1000.202312
7	1000.202313
8	1000.202314
9	1000.202315
10	1000.202316

Showing 1 to 10 of 34 entries

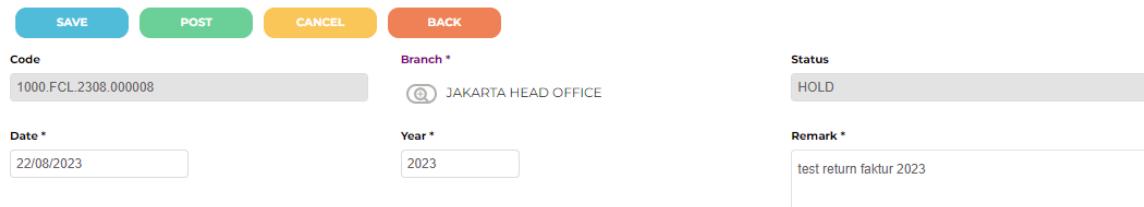
First Previous 1 2 3 4 Next Last

**Gambar 302 Halaman Detail List**

- e. Setelah data Faktur No. Return berhasil disimpan, klik tombol **POST** untuk melakukan posting data Faktur No. Return dan status data Faktur No. Return akan berubah menjadi Post atau klik tombol **CANCEL** untuk membatalkan pendaftaran data Faktur No. Return dan status data Faktur No. Return akan berubah menjadi Cancel.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

#### Faktur No. Return Info



Code: 1000.FCL.2308.000008  
Branch: JAKARTA HEAD OFFICE  
Status: HOLD  
Date: 22/08/2023  
Year: 2023  
Remark: test return faktur 2023

**Gambar 303 Halaman Faktur No. Return Info (Status: Hold)**

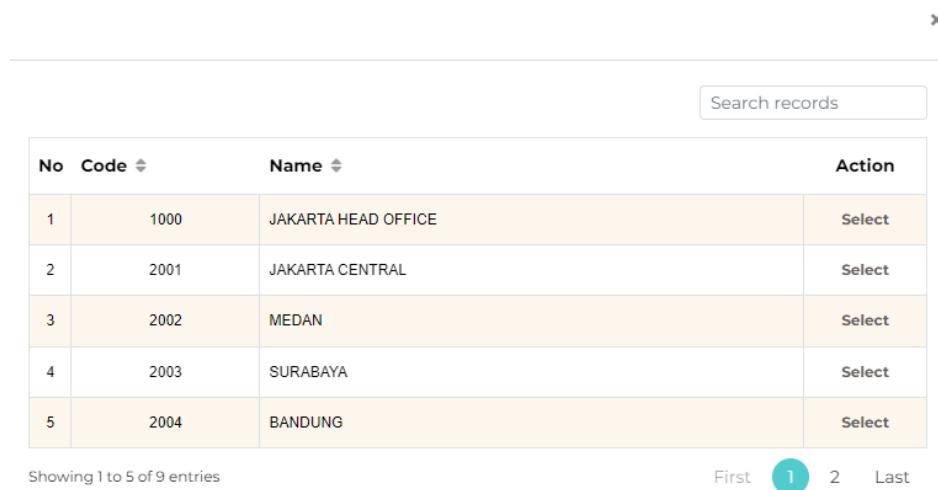
#### 3.7.4 Faktur No. Allocation

Sub Menu Faktur No. Allocation dapat diakses oleh user melalui modul **Operating Lease > Taxation > Faktur No. Allocation**. Sub Menu Faktur No. Allocation dapat digunakan oleh user untuk melakukan pengalokasian nomor faktur ke Invoice yang ada pada sistem.

##### 3.7.4.1 Step Process Faktur No. Allocation

Berikut adalah Step Process Faktur No. Allocation:

- Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.



No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

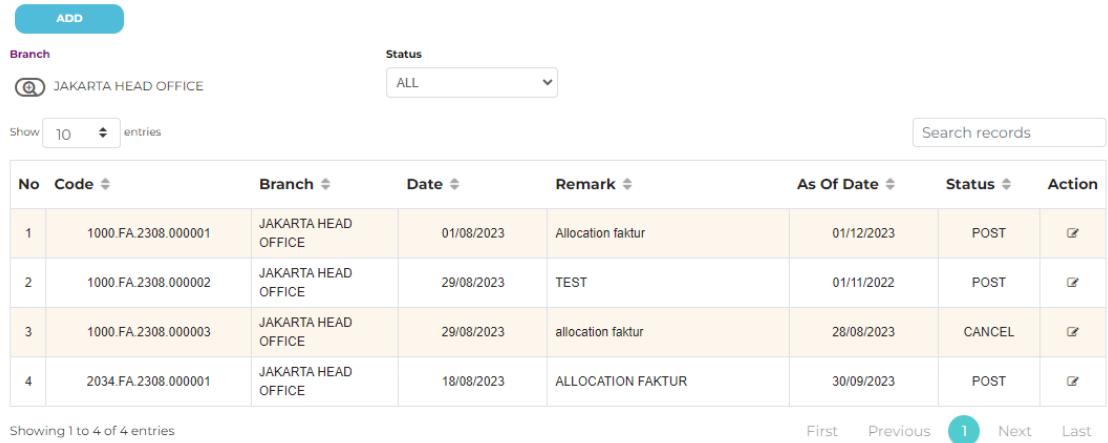
Showing 1 to 5 of 9 entries      First      **1**      2      Last

**Gambar 304 Halaman Look Up Branch**

- Klik tombol  untuk menambahkan data pada tampilan Faktur No. Allocation List.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

#### Faktur No. Allocation List



The screenshot shows a table with the following data:

No	Code	Branch	Date	Remark	As Of Date	Status	Action
1	1000.FA.2308.000001	JAKARTA HEAD OFFICE	01/08/2023	Allocation faktur	01/12/2023	POST	
2	1000.FA.2308.000002	JAKARTA HEAD OFFICE	29/08/2023	TEST	01/11/2022	POST	
3	1000.FA.2308.000003	JAKARTA HEAD OFFICE	29/08/2023	allocation faktur	28/08/2023	CANCEL	
4	2034.FA.2308.000001	JAKARTA HEAD OFFICE	18/08/2023	ALLOCATION FAKTUR	30/09/2023	POST	

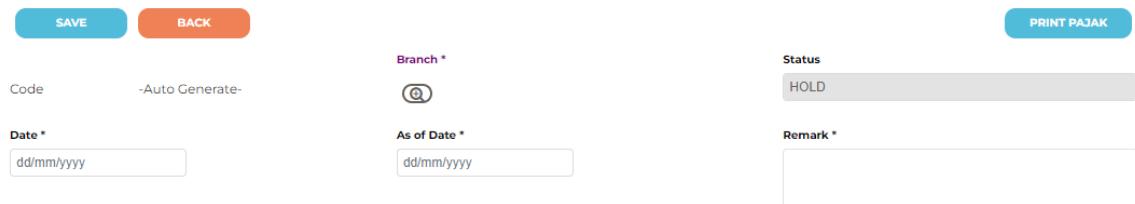
Showing 1 to 4 of 4 entries

First Previous Next Last

**Gambar 305 Halaman Faktur No. Allocation List**

- c. Lengkapi data pada field yang tersedia, lalu klik tombol  untuk menyimpan data atau klik tombol  untuk kembali ke halaman sebelumnya.

#### Faktur No. Allocation Info



The screenshot shows the following form fields:

- Code: -Auto Generate-
- Date \*: dd/mm/yyyy
- Branch \*: 
- Status: HOLD
- As of Date \*: dd/mm/yyyy
- Remark \*

**Gambar 306 Halaman Faktur No. Allocation Info**

- d. Setelah data Faktur No. Allocation berhasil disimpan, maka sistem akan menampilkan halaman Faktur No. Allocation Info Detail List. Klik tombol  untuk melakukan pembaruan data Detail List secara otomatis.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

#### Faktur No. Allocation Info Detail List

REFRESH

Show 10 entries Search records

No	Invoice	Faktur No	Client Name	Invoice Date/ Due Date	Rental Amount
1	00097/DSF/INV/4/07/2023	010.000-22.22000053	BANK SINARMAS, PT	31/08/2023 30/09/2023	330,035,000.00
2	28600/INV/JKC/08/2023	010.000-22.22000054	SWIF ASIA, PT	22/08/2023 22/09/2023	4,000,000.00
3	41112/INV/JKS/12/2022	010.000-22.22000055	JASA PEGAWAI PT SWADHARMA SARANA I. KOPERASI	01/12/2022 01/03/2023	15,600,000.00
4	41149/INV/JKS/12/2022	010.000-22.22000056	JASA PEGAWAI PT SWADHARMA SARANA I. KOPERASI	02/12/2022 02/03/2023	3,900,000.00
5	42892/INV/MKS/12/2022	010.000-22.22000057	BORWITA CITRA PRIMA	30/01/2023 30/01/2023	147,120,000.00
6	42894/INV/MKS/12/2022	010.000-22.22000058	BORWITA CITRA PRIMA	30/01/2023 30/01/2023	49,600,000.00
7	42896/INV/MKS/12/2022	010.000-22.22000059	BORWITA CITRA PRIMA	30/01/2023 30/01/2023	254,933,333.00
8	42897/INV/MKS/12/2022	010.000-22.22000060	BORWITA CITRA PRIMA	30/01/2023 30/01/2023	111,760,000.00
9	42898/INV/MKS/12/2022	010.000-22.22000061	BORWITA CITRA PRIMA	30/01/2023 30/01/2023	33,950,000.00
10	54659/INV/JKC/08/2023	010.000-22.22000062	PT. SIRKULASI KOMPAS GRAMEDIA	25/08/2023 24/10/2023	4,100,000.00

Showing 1 to 10 of 84 entries

First Previous 1 2 3 4 5 ... 9 Next Last

**Gambar 307 Halaman Detail List**

- e. Setelah data Faktur No. Allocation berhasil disimpan, klik tombol **PROCEED** untuk memproses data lebih lanjut dan status data Faktur No. Allocation akan berubah menjadi On Process atau klik tombol **CANCEL** untuk membatalkan data Faktur No. Allocation dan status data Faktur No. Allocation akan berubah menjadi Cancel. Selain itu, user dapat mencetak data faktur dengan mengklik tombol **PRINT PAJAK**.

#### Faktur No. Allocation Info

**PRINT PAJAK**

<b>SAVE</b>	<b>PROCEED</b>	<b>CANCEL</b>	<b>BACK</b>	<b>PRINT PAJAK</b>
Code	Branch *	Status		
1000.FA.2308.000004	@ JAKARTA HEAD OFFICE	HOLD		
Date *	As of Date *	Remark *		
30/08/2023	01/08/2029	Data Testing		

**Gambar 308 Halaman Faktur No. Allocation Info (Status: Hold)**

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

- f. Ketika data Faktur No. Allocation berstatus On Process, klik tombol **POST** untuk melakukan posting data Faktur No. Allocation dan status data Faktur No. Allocation akan berubah menjadi Post atau klik tombol **RETURN** untuk mengembalikan data ke proses sebelumnya lalu diperbaiki kembali dan status data akan berubah menjadi Hold.

Faktur No. Allocation Info



The screenshot shows a form for 'Faktur No. Allocation Info'. It includes fields for 'Code' (1000.FA.2308.000004), 'Branch' (JAKARTA HEAD OFFICE), 'Status' (ON PROCESS), 'Date' (30/08/2023), 'As of Date' (01/08/2029), and 'Remark' (Data Testing). Action buttons include 'POST' (green), 'RETURN' (orange), 'BACK' (red), and 'PRINT PAJAK' (blue).

Gambar 309 Halaman Faktur No. Allocation Info (Status: On Process)

- g. Ketika data Faktur No. Allocation berstatus Post, user dapat mencetak nomor invoice dan nomor faktur dengan mengklik tombol **DOWNLOAD EXCEL**.

Faktur No. Allocation Info



The screenshot shows a form for 'Faktur No. Allocation Info'. It includes fields for 'Code' (1000.FA.2308.000004), 'Branch' (JAKARTA HEAD OFFICE), 'Status' (POST), 'Date' (30/08/2023), 'As of Date' (01/08/2029), and 'Remark' (Data Testing). Action buttons include 'BACK' (orange), 'PRINT PAJAK' (blue), and 'DOWNLOAD EXCEL' (blue).

Gambar 310 Halaman Faktur No. Allocation Info (Status: Post)

### 3.7.5 Withholding Settlement

Sub Menu Withholding Settlement dapat diakses oleh user melalui modul **Operating Lease > Taxation > Withholding Settlement**. Sub Sub Menu Withholding Settlement dapat digunakan oleh user untuk melakukan proses pembayaran PPH dengan cara upload bukti potong pajak, hal tersebut berlaku untuk customer bertipe personal yang merupakan tidak wajib pungut (Non-WAPU).

#### 3.7.5.1 Step Process Withholding Settlement

Berikut adalah Step Process Withholding Settlement:

- Pilih Status yang akan dilihat dengan mengklik tombol dropdown list Status **ALL**, maka sistem akan menampilkan halaman Withholding Settlement Invoice List.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

#### Withholding Settlement Invoice List

SAVE
DOWNLOAD TEMPLATE
UPLOAD EXCEL
POST

Settlement Status

Show 10 entries Search records

No	Invoice No / Invoice Date	Faktur No / Description	Npwp No / Name	PPH Amount	File Name	Payment Ref No	Payment Ref Date	Settlement Status	
1	00021/DSF/INV/4/09/2022 30/09/2022	Invoice Rental Contract No 00021/DSF/INV/4/09/2022 Client SICEPAT EKSPRES INDONESIA, PT	71.833.704.3-451.000 SICEPAT EKSPRES INDONESIA, PT	20,482,000.00 IDR	<input type="button" value="Choose File"/> No file chosen			dd/mm/yyyy	HOLD
2	00028/DSF/INV/4/10/2022 31/10/2022	Invoice Rental Contract No 00028/DSF/INV/4/10/2022 Client TUNGGAL IDAMAN ABDI, PT	01.000.788.2-007.000 TUNGGAL IDAMAN ABDI, PT	210,400.00 IDR	<input type="button" value="Choose File"/> No file chosen			dd/mm/yyyy	HOLD
3	00029/DSF/INV/4/10/2022 31/10/2022	Invoice Rental Contract No 00029/DSF/INV/4/10/2022 Client NUSANTARA EKSPRES KILAT, PT	85.781.183.4-067.000 NUSANTARA EKSPRES KILAT, PT	9,875,500.00 IDR	<input type="button" value="Choose File"/> No file chosen			dd/mm/yyyy	HOLD
4	00030/DSF/INV/4/10/2022 31/10/2022	Invoice Rental Contract No 00030/DSF/INV/4/10/2022 Client SANY PERKASA, PT	66.324.255.0-008.000 SANY PERKASA, PT	8,630,000.00 IDR	<input type="button" value="Choose File"/> No file chosen			dd/mm/yyyy	HOLD
5	00031/DSF/INV/4/10/2022 31/10/2022	Invoice Rental Contract No 00031/DSF/INV/4/10/2022 Client SICEPAT EKSPRES INDONESIA, PT	71.833.704.3-451.000 SICEPAT EKSPRES INDONESIA, PT	20,482,000.00 IDR	<input type="button" value="Choose File"/> No file chosen			dd/mm/yyyy	HOLD
6	00033/DSF/INV/4/11/2022 30/11/2022	Invoice Rental Contract No 00033/DSF/INV/4/11/2022 Client SANY PERKASA, PT	66.324.255.0-008.000 SANY PERKASA, PT	300,000.00 IDR	<input type="button" value="Choose File"/> No file chosen			dd/mm/yyyy	HOLD
7	00034/DSF/INV/4/11/2022 30/11/2022	Invoice Rental Contract No 00034/DSF/INV/4/11/2022 Client NUSANTARA EKSPRES KILAT, PT	85.781.183.4-067.000 NUSANTARA EKSPRES KILAT, PT	11,650,500.00 IDR	<input type="button" value="Choose File"/> No file chosen			dd/mm/yyyy	HOLD
8	00038/DSF/INV/4/11/2022 30/11/2022	Invoice Rental Contract No 00038/DSF/INV/4/11/2022 Client SICEPAT EKSPRES INDONESIA, PT	71.833.704.3-451.000 SICEPAT EKSPRES INDONESIA, PT	20,482,000.00 IDR	<input type="button" value="Choose File"/> No file chosen			dd/mm/yyyy	HOLD
9	00037/DSF/INV/4/11/2022 30/11/2022	Invoice Rental Contract No 00037/DSF/INV/4/11/2022 Client SANY PERKASA, PT	66.324.255.0-008.000 SANY PERKASA, PT	8,630,000.00 IDR	<input type="button" value="Choose File"/> No file chosen			dd/mm/yyyy	HOLD
10	00038/DSF/INV/4/10/2022 31/10/2022	Invoice Rental Contract No 00038/DSF/INV/4/10/2022 Client SANY PERKASA, PT	66.324.255.0-008.000 SANY PERKASA, PT	0.00 IDR	<input type="button" value="Choose File"/> No file chosen			dd/mm/yyyy	HOLD

Showing 1 to 10 of 7,093 entries

First Previous 1 2 3 4 5 ... 710 Next Last

**Gambar 311 Halaman Withholding Settlement Invoice List**

- b. Lengkapi data pada field yang tersedia, kemudian klik tombol SAVE untuk menyimpan data.
- c. Pada halaman Withholding Settlement Invoice List, user dapat melengkapi data secara manual dengan mengunggah dokumen pada field Choose File No file chosen atau dengan mengunduh template dokumen pada tombol DOWNLOAD TEMPLATE lalu mengunggahnya kembali setelah data dilengkapi dengan mengklik tombol UPLOAD EXCEL.
- d. User dapat memberi tanda checklist “” pada baris data Withholding Settlement Invoice List dengan mengklik tombol POST maka Status data berubah menjadi Post.

 Innovation Comprehensive Technology	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
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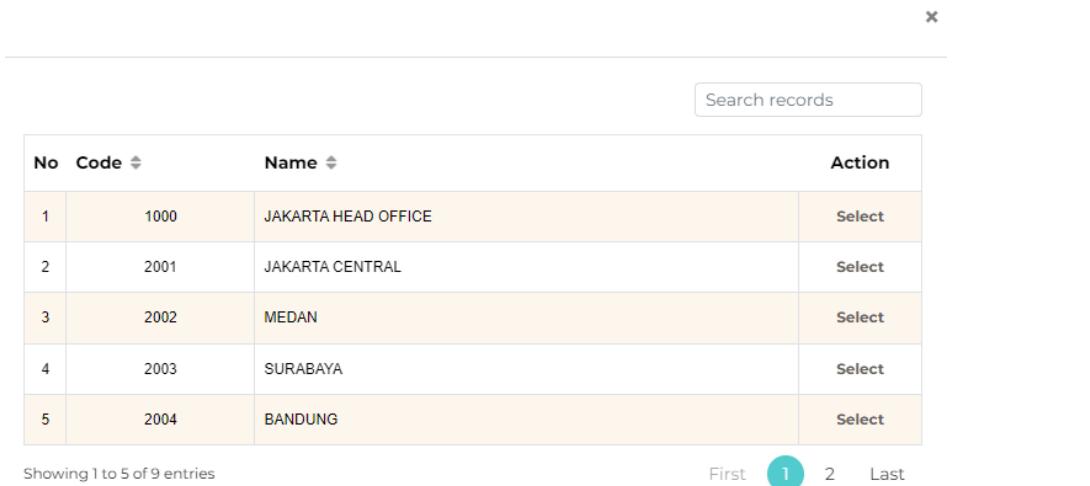
### 3.7.6 Withholding Settlement Audit

Sub Menu Withholding Settlement Audit dapat diakses oleh user melalui modul **Operating Lease** > **Taxation** > **Withholding Settlement Audit**. Sub Menu Withholding Settlement Audit dapat digunakan oleh user untuk melakukan pencatatan biaya Bukti Potong yang tidak diterima sampai dengan bulan berikutnya.

#### 3.7.6.1 Step Process Withholding Payment Request

Berikut adalah Step Process Withholding Payment Request:

- Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.



The screenshot shows a table titled "Look Up Branch" with columns: No, Code, Name, and Action. The table contains five entries:

No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

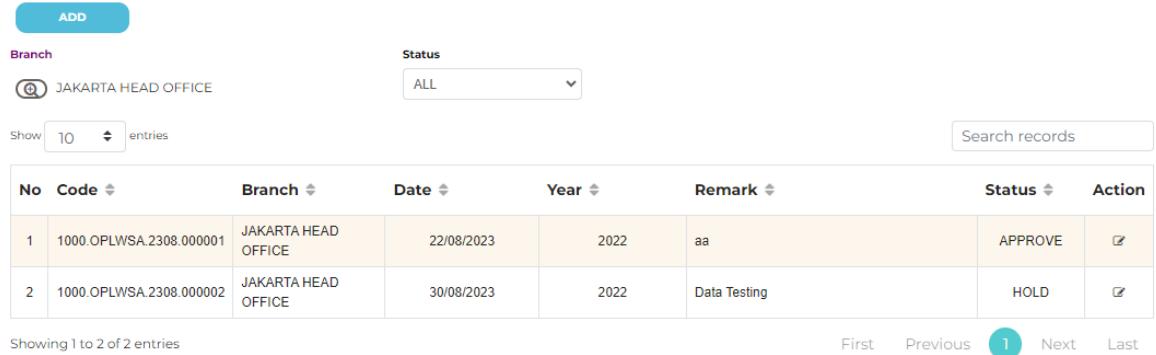
Below the table, there is a message "Showing 1 to 5 of 9 entries" and a navigation bar with buttons for First, 1, 2, Last.

**Gambar 312 Halaman Look Up Branch**

- Klik tombol  untuk menambahkan data pada tampilan Withholding Settlement Audit List.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

### Withholding Settlement Audit List



The screenshot shows a table with the following data:

No	Code	Branch	Date	Year	Remark	Status	Action
1	1000.OPLWSA.2308.000001	JAKARTA HEAD OFFICE	22/08/2023	2022	aa	APPROVE	<input checked="" type="checkbox"/>
2	1000.OPLWSA.2308.000002	JAKARTA HEAD OFFICE	30/08/2023	2022	Data Testing	HOLD	<input checked="" type="checkbox"/>

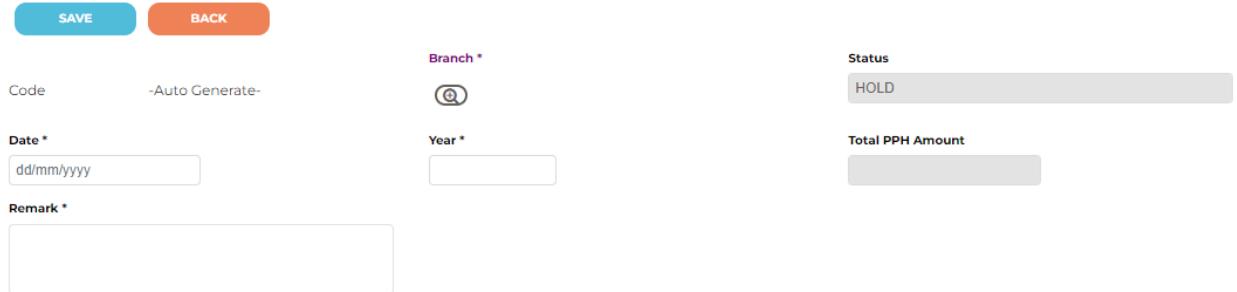
Showing 1 to 2 of 2 entries

First Previous **1** Next Last

**Gambar 313 Halaman Withholding Settlement Audit List**

- c. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

### Withholding Settlement Audit Info



The form fields include:

- Code: -Auto Generate-
- Date: dd/mm/yyyy
- Remark:
- Branch:
- Year:
- Status: HOLD
- Total PPH Amount: [empty field]

**Gambar 314 Halaman Withholding Settlement Audit Info**

- d. Setelah data Withholding Settlement Audit berhasil disimpan, sistem akan menampilkan halaman Withholding Settlement Due List.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

#### Withholding Settlement Due List

Withholding Settlement Due List							
Show	10	entries	Search records				
No	Invoice No	Faktur No	Invoice Date	PPH Amount	Payment Reff No	Payment Reff Date	Settlement Status
1	00001/DSF/INV/4/02/2022 SICEPAT EKSPRES INDONESIA. PT		28/02/2022	IDR 75,108,000.00			POST
2	00002/DSF/INV/4/02/2022 SICEPAT EKSPRES INDONESIA. PT		28/03/2022	IDR 468,000.00			POST
3	00003/DSF/INV/4/03/2022 SICEPAT EKSPRES INDONESIA. PT		30/03/2022	IDR 75,108,000.00			POST
4	00005/DSF/INV/4/03/2022 SANY PERKASA, PT		28/03/2022	IDR 9,894,000.00			POST
5	00007/DSF/INV/4/04/2022 SICEPAT EKSPRES INDONESIA. PT		28/04/2022	IDR 75,576,000.00			POST
6	00008/DSF/INV/4/04/2022 SANY PERKASA, PT		28/04/2022	IDR 12,954,000.00			POST
7	00010/DSF/INV/4/05/2022 SICEPAT EKSPRES INDONESIA. PT		31/05/2022	IDR 75,576,000.00			POST
8	00011/DSF/INV/4/05/2022 SANY PERKASA, PT		30/05/2022	IDR 22,098,000.00			POST
9	00012/DSF/INV/4/06/2022 SICEPAT EKSPRES INDONESIA. PT		30/06/2022	IDR 75,576,000.00			POST
10	00014/DSF/INV/07/2022 SICEPAT EKSPRES INDONESIA. PT		31/07/2022	IDR 75,576,000.00			POST

Showing 1 to 10 of 10,570 entries

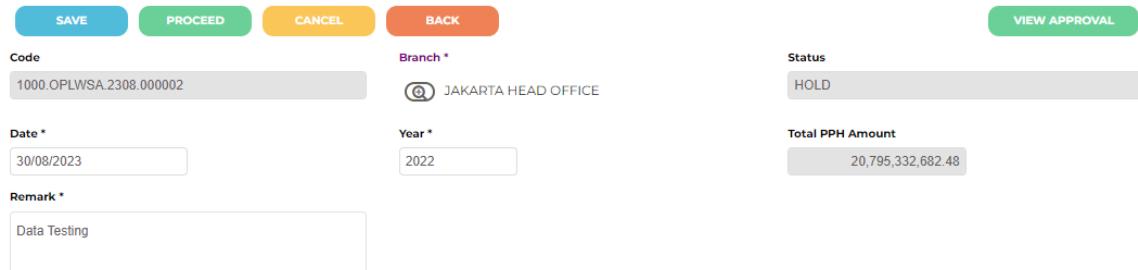
First Previous 1 2 3 4 ... 1057 Next Last

**Gambar 315 Halaman Withholding Settlement Due List**

- e. Klik tombol **PROCEED** untuk memproses lebih lanjut data Withholding Settlement Audit dan status data Withholding Settlement Audit akan berubah menjadi On Process atau klik tombol **CANCEL** untuk membatalkan pendaftaran data Withholding Settlement Audit dan status data Withholding Settlement Audit akan berubah menjadi Cancel. Selain itu, user dapat mengklik tombol **VIEW APPROVAL** untuk melihat informasi employee yang melakukan approve.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

#### Withholding Settlement Audit Info



Code: 1000.OPLWSA.2308.000002

Branch \*: JAKARTA HEAD OFFICE

Status: HOLD

Date \*: 30/08/2023

Year \*: 2022

Total PPH Amount: 20,795,332,682.48

Remark \*:  
Data Testing

**Gambar 316 Halaman Withholding Settlement Audit Info (Status: Hold)**

## 3.8 Accounts Maintenance

Accounts Maintenance adalah Menu yang berkaitan dengan pemeliharaan akun yang ada pada sistem. Berikut adalah detail penjelasan per masing-masing sub menu yang dapat digunakan oleh user.

### 3.8.1 Asset Replacement

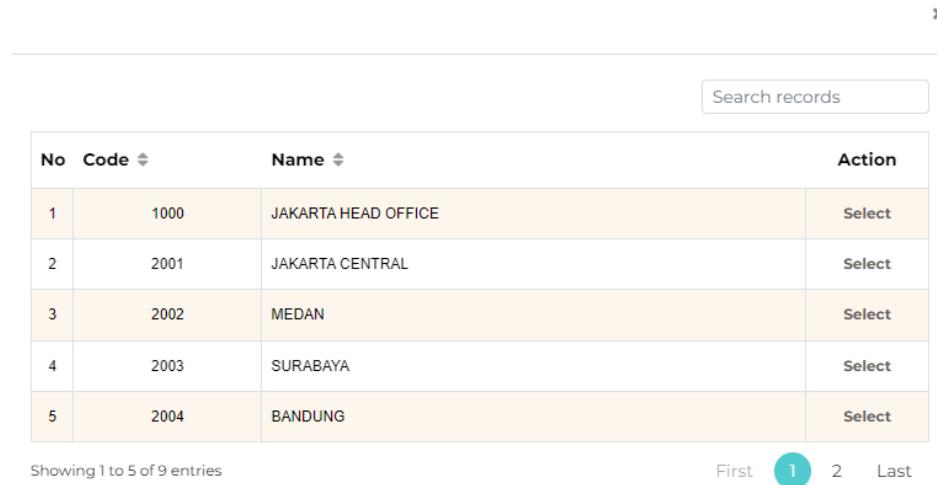
Sub Menu Asset Replacement dapat diakses oleh user melalui modul **Operating Lease > Accounts Maintenance > Asset Replacement**. Sub Menu Asset Replacement dapat digunakan oleh user untuk melakukan proses penggantian asset dikarenakan alasan tertentu pada sistem.

#### 3.8.1.1 Step Process Asset Replacement

Berikut adalah Step Process Asset Replacement:

- Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023



Search records

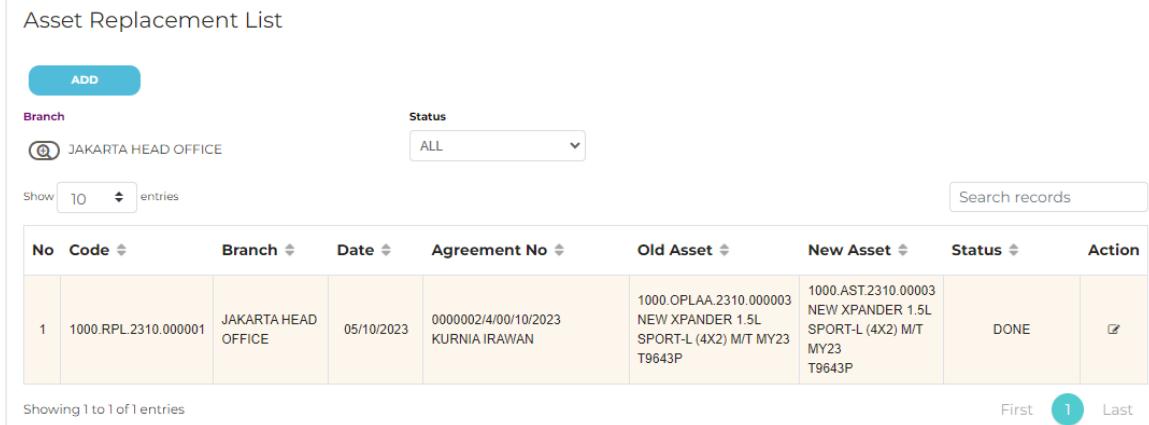
No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

Showing 1 to 5 of 9 entries

First 1 2 Last

**Gambar 317 Halaman Look Up Branch**

- b. Klik tombol ADD untuk menambahkan data pada tampilan Asset Replacement List.



Asset Replacement List

ADD

No	Code	Branch	Date	Agreement No	Old Asset	New Asset	Status	Action
1	1000.RPL.2310.000001	JAKARTA HEAD OFFICE	05/10/2023	0000002/4/00/10/2023	1000.OPLAA.2310.000003 NEW XPANDER 1.5L SPORT-L (4X2) M/T MY23 T9643P	1000.AST.2310.00003 NEW XPANDER 1.5L SPORT-L (4X2) M/T MY23 T9643P	DONE	<input checked="" type="checkbox"/>

Show 10 entries

Search records

Showing 1 to 1 of 1 entries

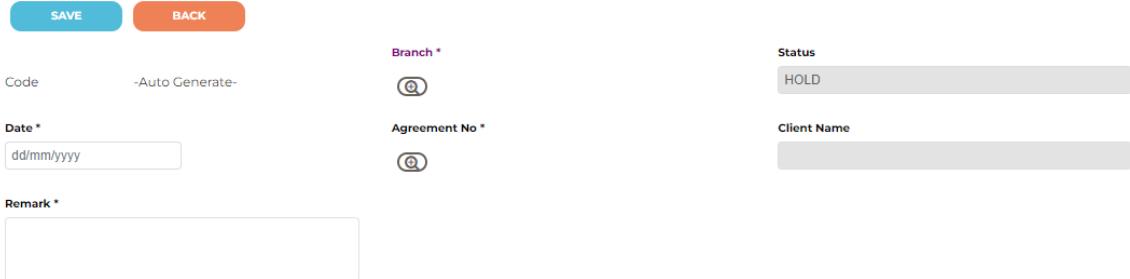
First 1 Last

**Gambar 318 Halaman Asset Replacement List**

- c. Lengkapi data pada field yang tersedia, lalu klik tombol SAVE untuk menyimpan data atau klik tombol BACK untuk kembali ke halaman sebelumnya.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

#### Asset Replacement Info



SAVE    BACK

Branch \*

Code -Auto Generate-

Date \* dd/mm/yyyy

Agreement No \*

Status HOLD

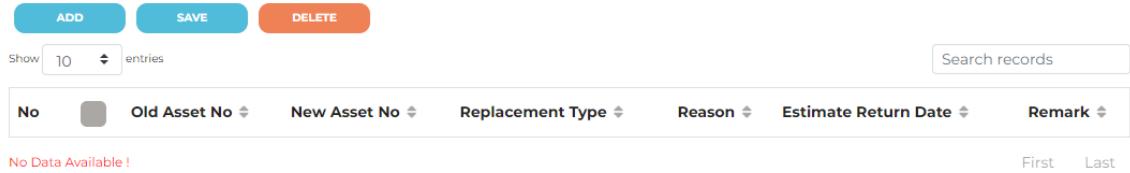
Client Name

Remark \*

**Gambar 319 Halaman Asset Replacement Info**

- d. Setelah data Asset Replacement berhasil disimpan, maka sistem akan menampilkan halaman Asset Detail List. Klik tombol **ADD** untuk menambahkan data pada tampilan Asset Detail List.

#### Asset Detail List



ADD    SAVE    DELETE

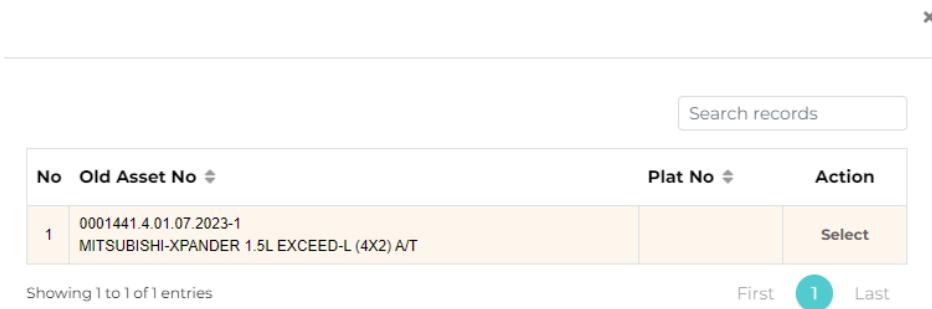
Show 10 entries Search records

No	Old Asset No	New Asset No	Replacement Type	Reason	Estimate Return Date	Remark
No Data Available !						

First Last

**Gambar 320 Halaman Asset Detail List (Add)**

- e. Untuk menambahkan data Asset Detail, user dapat memilih pada baris data Look Up Asset Detail kemudian klik tombol **Select**.



Search records

No	Old Asset No	Plat No	Action
1	0001441.4.01.07.2023-1 MITSUBISHI-XPANDER 1.5L EXCEED-L (4X2) A/T		Select

Showing 1 to 1 of 1 entries First 1 Last

**Gambar 321 Halaman Look Up Asset Detail**

- f. Lengkapi data pada field yang tersedia, kemudian klik tombol **SAVE** untuk menyimpan data.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

#### Asset Detail List

		SAVE	DELETE	Show 10 entries		Search records
No	Old Asset No	New Asset No	Replacement Type	Reason	Estimate Return Date	Remark
1	0001441.4.01.07.2023-1 / MITSUBISHI-XPANDER 1.5L EXCEED-L (4X2) A/T	/	TEMPORARY	Q	dd/mm/yyyy	
Showing 1 to 1 of 1 entries						

Gambar 322 Halaman Asset Detail List

- g. Untuk menghapus data Asset Detail, user dapat memberi tanda checklist “

Asset Detail List kemudian klik tombol **DELETE**.

- h. Setelah data Asset Replacement berhasil disimpan, klik tombol **PROCEED** untuk memproses data lebih lanjut data Asset Replacement dan status data Asset Replacement akan berubah menjadi On Process, atau klik tombol **CANCEL** untuk membatalkan pendaftaran data Asset Replacement dan status data Asset Replacement akan berubah menjadi Cancel.

#### Asset Replacement Info

Code 2001.RPL.2308.000002	Branch * JAKARTA CENTRAL	Status HOLD
Date * 30/08/2023	Agreement No * 0001441/4/01/07/2023	Client Name NOMURA RESEARCH INSTITUTE INDONESIA. PT
Remark * Data Testing		

Gambar 323 Halaman Asset Replacement Info (Status: Hold)

- i. Ketika data Asset Replacement berstatus On Process, klik tombol **POST** untuk melakukan posting data Asset Replacement dan status data Asset Replacement akan berubah menjadi Post atau klik tombol **RETURN** untuk mengembalikan data Asset Replacement ke proses sebelumnya untuk dilakukan perbaikan dan status data akan berubah menjadi Hold.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

#### Asset Replacement Info



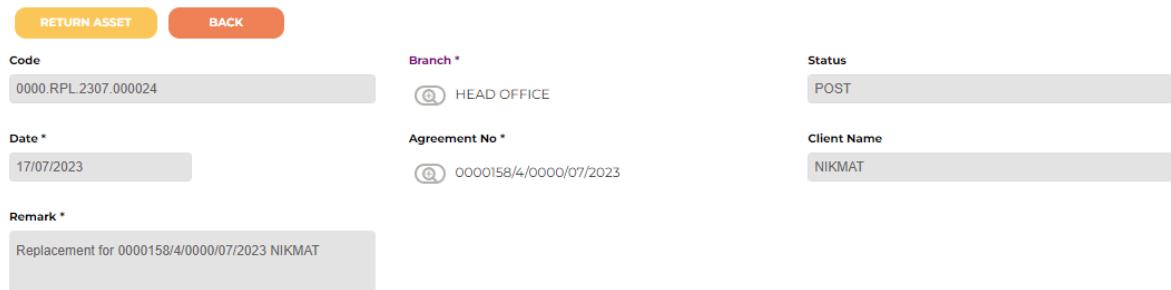
This screenshot shows the 'Asset Replacement Info' form. At the top, there are three buttons: 'POST' (green), 'RETURN' (yellow), and 'BACK' (orange). Below these are several input fields and dropdowns:

- Code:** 2001.RPL.2308.000002
- Branch \***: JAKARTA CENTRAL
- Status:** ON PROCESS
- Date \***: 30/08/2023
- Agreement No \***: 0001441/4/01/07/2023
- Client Name:** NOMURA RESEARCH INSTITUTE INDONESIA. PT
- Remark \***: Data Testing

**Gambar 324 Halaman Asset Replacement Info (Status: On Process)**

- j. Ketika data Asset Replacement berstatus Post, klik tombol **RETURN ASSET** untuk melakukan penyelesaian proses pengembalian asset replacement dan status data Asset Replacement akan berubah menjadi Return. Data yang telah diposting akan masuk ke modul Fixed Asset > Transaction > Handover Request.

#### Asset Replacement Info



This screenshot shows the 'Asset Replacement Info' form. At the top, there are two buttons: 'RETURN ASSET' (yellow) and 'BACK' (orange). Below these are several input fields and dropdowns:

- Code:** 0000.RPL.2307.000024
- Branch \***: HEAD OFFICE
- Status:** POST
- Date \***: 17/07/2023
- Agreement No \***: 0000158/4/0000/07/2023
- Client Name:** NIKMAT
- Remark \***: Replacement for 0000158/4/0000/07/2023 NIKMAT

**Gambar 325 Halaman Asset Replacement Info (Status: Post)**

#### 3.8.2 Maturity Request

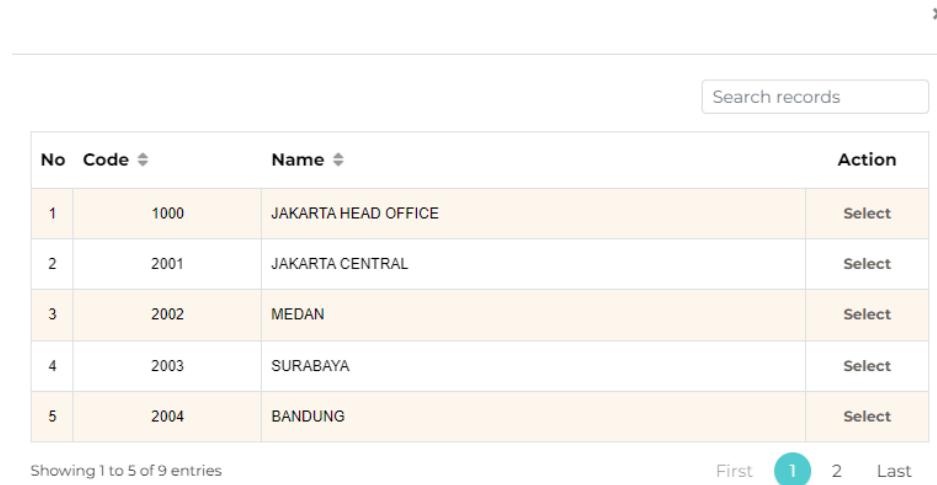
Sub Menu Maturity Request dapat diakses oleh user melalui modul **Operating Lease > Accounts Maintenance > Maturity Request**. Sub Menu Maturity Request dapat digunakan oleh user untuk melakukan monitoring data kontrak yang akan berakhir masa berlakunya pada sistem.

##### 3.8.2.1 Step Process Maturity Request

Berikut adalah Step Process Maturity Request:

- Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023



The screenshot shows a table with columns for No, Code, Name, and Action. The rows list five branches: JAKARTA HEAD OFFICE, JAKARTA CENTRAL, MEDAN, SURABAYA, and BANDUNG. Each row has a 'Select' button in the Action column.

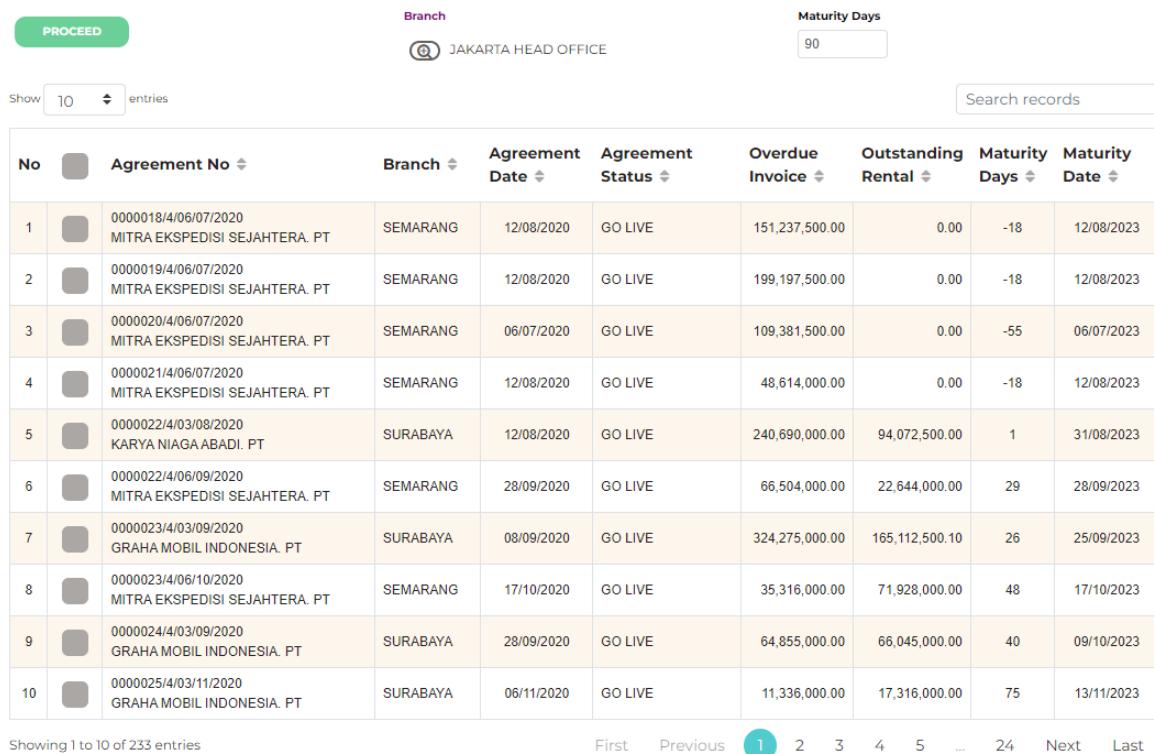
No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

Showing 1 to 5 of 9 entries      First      **1**      2      Last

**Gambar 326 Halaman Look Up Branch**

- b. Setelah memilih Branch, maka sistem akan menampilkan halaman Maturity Request List.

Maturity Request List



The screenshot shows a table with columns for No, Agreement No, Branch, Agreement Date, Agreement Status, Overdue Invoice, Outstanding Rental, Maturity Days, and Maturity Date. The table lists 10 agreements for the branch JAKARTA HEAD OFFICE. Each row includes a checkbox in the first column.

No	Agreement No	Branch	Agreement Date	Agreement Status	Overdue Invoice	Outstanding Rental	Maturity Days	Maturity Date
1	0000018/4/06/07/2020 MITRA EKSPEDISI SEJAHTERA. PT	SEMARANG	12/08/2020	GO LIVE	151,237,500.00	0.00	-18	12/08/2023
2	0000019/4/06/07/2020 MITRA EKSPEDISI SEJAHTERA. PT	SEMARANG	12/08/2020	GO LIVE	199,197,500.00	0.00	-18	12/08/2023
3	0000020/4/06/07/2020 MITRA EKSPEDISI SEJAHTERA. PT	SEMARANG	06/07/2020	GO LIVE	109,381,500.00	0.00	-55	06/07/2023
4	0000021/4/06/07/2020 MITRA EKSPEDISI SEJAHTERA. PT	SEMARANG	12/08/2020	GO LIVE	48,614,000.00	0.00	-18	12/08/2023
5	0000022/4/03/08/2020 KARYA NIAGA ABADI. PT	SURABAYA	12/08/2020	GO LIVE	240,690,000.00	94,072,500.00	1	31/08/2023
6	0000022/4/06/09/2020 MITRA EKSPEDISI SEJAHTERA. PT	SEMARANG	28/09/2020	GO LIVE	66,504,000.00	22,644,000.00	29	28/09/2023
7	0000023/4/03/09/2020 GRAHA MOBIL INDONESIA. PT	SURABAYA	08/09/2020	GO LIVE	324,275,000.00	165,112,500.10	26	25/09/2023
8	0000023/4/06/10/2020 MITRA EKSPEDISI SEJAHTERA. PT	SEMARANG	17/10/2020	GO LIVE	35,316,000.00	71,928,000.00	48	17/10/2023
9	0000024/4/03/09/2020 GRAHA MOBIL INDONESIA. PT	SURABAYA	28/09/2020	GO LIVE	64,855,000.00	66,045,000.00	40	09/10/2023
10	0000025/4/03/11/2020 GRAHA MOBIL INDONESIA. PT	SURABAYA	06/11/2020	GO LIVE	11,336,000.00	17,316,000.00	75	13/11/2023

Showing 1 to 10 of 233 entries      First      Previous      **1**      2      3      4      5      ...      24      Next      Last

**Gambar 327 Halaman Maturity Request List**

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

- c. User dapat memberi tanda checklist “” pada baris data Maturity Request List kemudian klik tombol **PROCEED** untuk memproses lebih lanjut data Maturity Request ke sub menu Maturity.

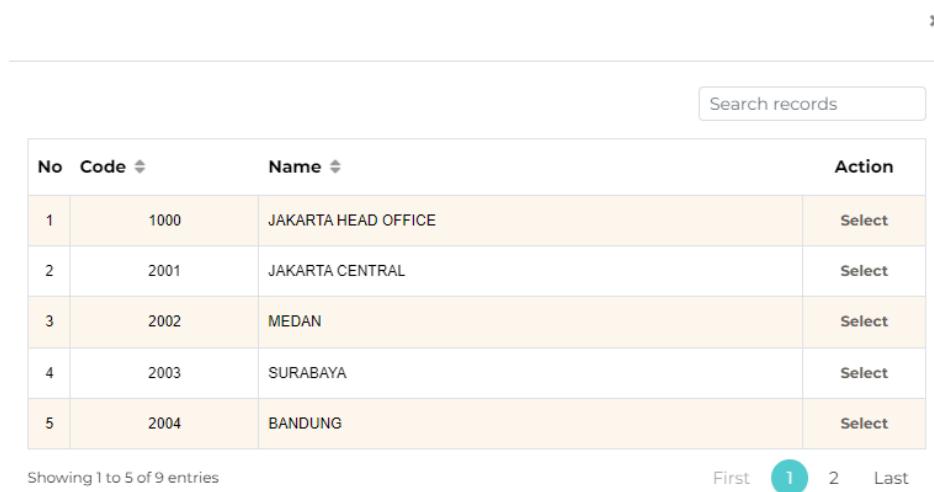
### 3.8.3 Maturity

Sub Menu Maturity dapat diakses oleh user melalui modul **Operating Lease > Accounts Maintenance > Maturity**. Sub Menu Maturity dapat digunakan oleh user untuk melakukan proses konfirmasi terhadap data kontrak yang akan habis masa kontraknya, apakah kontrak tersebut akan diperpanjang atau diberhentikan pada sistem.

#### 3.8.3.1 Step Process Maturity

Berikut adalah Step Process Maturity:

- a. Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.



The screenshot shows a search interface for 'Look Up Branch'. At the top right is a search bar labeled 'Search records' and a close button 'x'. Below the search bar is a table with the following columns: No, Code, Name, and Action. The table contains five entries, each with a 'Select' button in the Action column. The entries are:

No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

At the bottom left, it says 'Showing 1 to 5 of 9 entries'. On the right, there are navigation buttons: 'First', a page number '1' (highlighted in blue), '2', and 'Last'.

Gambar 328 Halaman Look Up Branch

- b. Pilih Status yang akan dilihat dengan mengklik tombol dropdown list Status  maka sistem akan menampilkan halaman Maturity List.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

### Maturity List

Branch	Status
JAKARTA HEAD OFFICE	ALL
Show 10 entries	Search records
<b>No</b> <b>Agreement No</b> <b>Branch</b> <b>Agreement Date</b> <b>Overdue Invoice</b> <b>Outstanding Rental</b> <b>Maturity Days</b> <b>Maturity Date</b> <b>Maturity Status</b> <b>Action</b>	
1 0000018/4/03/2017 SURABAYA 24/08/2023 53,379,000.00 4,995,000.00 -17 16/09/2023 HOLD	
2 0000002/34/08/2023 TANGERANG 18/08/2023 0.00 745,310,000.00 -872 18/01/2026 APPROVE	
Showing 1 to 2 of 2 entries	
First Previous <b>1</b> Next Last	

**Gambar 329 Halaman Maturity List**

- c. Klik tombol  untuk melihat detail data dan melakukan proses perubahan data Contract.

### Contract Info

SAVE	PROCEED	CANCEL	BACK	VIEW APPROVAL
Agreement No 0000343/4/01/2019	Client ASURANSI TOKIO MARINE INDONESIA, PT.	Status HOLD		
Branch CENTRAL JAKARTA	Date * 30/08/2023	Remark * perpanjang		
Result CONTINUE RENTAL	Additional Periods 0	Estimate Pickup Date dd/mm/yyyy		
File 	2001.MTR.2308.000002_20230830174448298_REPORT MATURITY_ADMIN_20230830173608495.PDF			

**Gambar 330 Halaman Contract Info**

- d. Lengkapi data pada field yang tersedia, kemudian klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.
- e. Pada halaman Contract Info, terdapat halaman Asset List.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

### Asset List

Asset List					
No	Asset No	Maturity Date	Overdue Invoice	Outstanding Rental	Action
1	0000343.4.01.09.2019-1 SUZUKI-ERTIGA GX A/T	23/09/2023	0.00	7,326,000.00	

Showing 1 to 1 of 1 entries      First  Last

**Gambar 331 Halaman Asset List**

- f. Klik tombol  untuk melihat detail data Asset.

### Asset Info

Asset Info		
Asset No	Result	Additional Periods
0000343.4.01.09.2019-1	CONTINUE	0
Maturity Date	23/09/2023	

**Gambar 332 Halaman Asset Info**

- g. Pada halaman Asset Info terdapat halaman Amortization History.

### Amortization History

Amortization History						
No	Installment No	Due Date	Billing Date	Billing Amount	Deskripsi	Old Or New
1	1	18/02/2023	18/02/2023	17,200,000.00	Billing ke 1 dari Periode 18/01/2023 Sampai dengan 18/02/2023	OLD
2	2	18/04/2023	18/04/2023	17,200,000.00	Billing ke 2 dari Periode 18/02/2023 Sampai dengan 18/03/2023	OLD
3	3	18/06/2023	18/06/2023	17,200,000.00	Billing ke 3 dari Periode 18/03/2023 Sampai dengan 18/04/2023	OLD
4	4	18/08/2023	18/08/2023	17,200,000.00	Billing ke 4 dari Periode 18/04/2023 Sampai dengan 18/05/2023	OLD
5	5	18/10/2023	18/10/2023	17,200,000.00	Billing ke 5 dari Periode 18/05/2023 Sampai dengan 18/06/2023	OLD
6	6	18/12/2023	18/12/2023	17,200,000.00	Billing ke 6 dari Periode 18/06/2023 Sampai dengan 18/07/2023	OLD

Showing 1 to 6 of 6 entries

Previous  Next

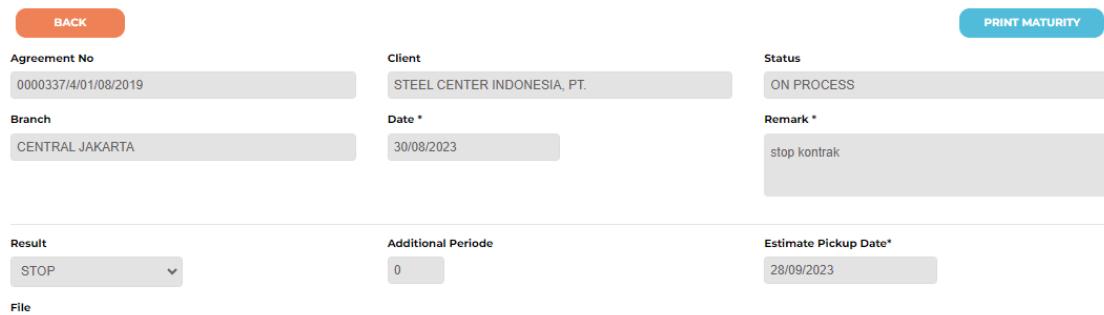
**Gambar 333 Halaman Amortization History**

- h. Setelah data Maturity berhasil disimpan, klik tombol  untuk memproses data lebih lanjut dan status data Maturity akan berubah menjadi On Process atau klik tombol  untuk membatalkan data Maturity dan status data Maturity akan berubah menjadi Cancel. Data yang telah diproses akan masuk ke modul Approval. Selain itu, user dapat mengklik tombol  untuk melihat informasi employee yang melakukan approve.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

- i. Setelah data Maturity berstatus On Process, user dapat mencetak data Maturity dengan mengklik tombol **PRINT Maturity**.

Contract Info



The screenshot shows a form titled 'Contract Info'. It includes fields for 'Agreement No' (0000337/4/01/08/2019), 'Client' (STEEL CENTER INDONESIA, PT.), 'Status' (ON PROCESS), 'Branch' (CENTRAL JAKARTA), 'Date \*' (30/08/2023), 'Remark \*' (stop kontrak), 'Result' (STOP), 'Additional Periode' (0), and 'Estimate Pickup Date\*' (28/09/2023). Buttons for 'BACK' and 'PRINT Maturity' are visible.

**Gambar 334 Halaman Contract Info (Status: On Process)**

### 3.8.4 Monitoring GTS

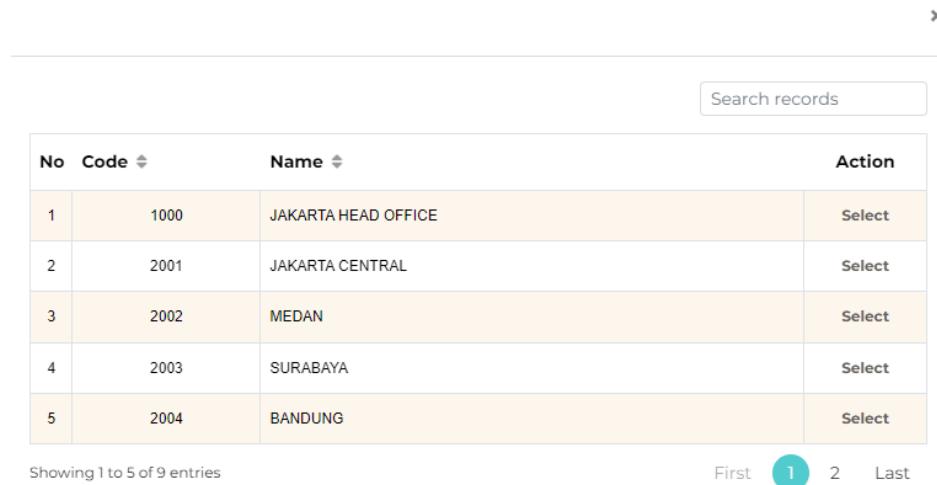
Sub Menu Monitoring GTS dapat diakses oleh user melalui modul **Operating Lease > Accounts Maintenance > Monitoring GTS**. Sub Menu Monitoring GTS dapat digunakan oleh user untuk melakukan pemantauan data dari Request GTS.

#### 3.8.4.1 Step Process Monitoring GTS

Berikut adalah Step Process Monitoring GTS:

- Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.

 Innovation Comprehensive Technology	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023



Search records

No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

Showing 1 to 5 of 9 entries

First 1 2 Last

**Gambar 335 Halaman Look Up Branch**

b. Setelah memilih Branch, maka sistem akan menampilkan halaman Monitoring GTS List.

Monitoring GTS List



Show 10 entries

Search records

No	Agreement No	Application No	Branch	Agreement Date	Count Asset GTS	Unit Ready	Currency	Rental Amount	Action
1	0000062/4/0001/06/2023 INDO CARTER	0000044/4/0001/04/2023	CIDENG	04/06/2023	1	1	IDR	4,975,500.00	
2	0000063/4/0001/06/2023 INDO CARTER	0000044/4/0001/04/2023	CIDENG	04/06/2023	1	1	IDR	4,975,500.00	
3	0000064/4/0001/06/2023 INDO CARTER	0000044/4/0001/04/2023	CIDENG	05/06/2023	1	0	IDR	4,975,500.00	
4	0000065/4/0001/06/2023 ESA SENTOSA	0001.OPLAP.2304.000002	CIDENG	06/06/2023	1	0	IDR	5,895,500.00	
5	0000116/4/0000/07/2023 INDO	0000081/4/0000/06/2023	HEAD OFFICE	01/07/2023	1	1	IDR	62,784,500.00	
6	0000119/4/0000/07/2023 INDO	0000101/4/0000/06/2023	HEAD OFFICE	04/07/2023	1	1	IDR	12,730,000.00	

Showing 1 to 6 of 6 entries

First Previous 1 Next Last

**Gambar 336 Halaman Monitoring GTS List**

c. Klik tombol  untuk melihat detail data Monitoring GTS.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

### Monitoring GTS Info

[BACK](#)

Agreement No 0000119/4/0000/07/2023	Branch HEAD OFFICE	Agreement Date 04/07/2023
Client INDO	Facility OPERATING LEASE	Agreement Status GO LIVE
Marketing TAUFIK ABDULLAH	Remark TC.23 dengan 1 Asset Vehicle, 1 Acessories, 1 Karoseri	Currency IDR
Rental Amount 12,730,000.00		

**Gambar 337 Halaman Monitoring GTS Info**

- d. Pada halaman Monitoring GTS Info terdapat halaman Asset List. Klik tombol **POST** untuk memproses data asset ke modul Fixed Asset > Transaction > Handover Request.

### Asset List

Search records

No	Asset No	Fixed Asset	Plat No/ Chasis/ Engine	Fixed Asset GTS	Plat No/ Chasis/ Engine	Estimate PO Date	Aging Day	Estimate Delivery Date	Action
1	0000.OPLAA.2306.000271 TOYOTA FORTUNER G M/T 2021 - NEW	IMS.AST.2307.00023 TOYOTA FORTUNER G M/T	B 6678 YUI CHS783938HUDYIE ENG78492687DYE	IMS.AST.2307.00022 TOYOTA FORTUNER G M/T		04/07/2023	0	04/07/2023	<b>POST</b>

Showing 1 to 1 of 1 entries

First 1 Last

**Gambar 338 Halaman Asset List**

- e. Klik tombol **BACK** untuk kembali ke halaman sebelumnya.

## 3.9 Account Management

Account Management adalah Menu yang digunakan untuk melakukan pendaftaran dan memanajemen akun yang terdaftar pada aplikasi pembiayaan. Berikut adalah detail penjelasan per masing-masing sub menu yang dapat digunakan oleh user.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

### 3.9.1 Early Termination

Sub Menu Early Termination dapat diakses oleh user melalui modul **Operating Lease > Account Management > Early Termination**. Sub Menu Early Termination dapat digunakan oleh user untuk melakukan proses percepatan pelunasan terhadap data kontrak yang telah terdaftar pada sistem.

#### 3.9.1.1 Step Process Early Termination

Berikut adalah Step Process Early Termination:

- Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.

No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

Showing 1 to 5 of 9 entries      First      **1**      2      Last

**Gambar 339 Halaman Look Up Branch**

- Klik tombol  untuk menambahkan data pada tampilan Early Termination List.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

### Early Termination List



The screenshot shows a table titled "Early Termination List". The table has columns: No, Termination No, Branch, Agreement, Date, Amount, Status, and Action. There are 3 entries:

No	Termination No	Branch	Agreement	Date	Amount	Status	Action
1	2001.OPLEM.2308.000001	JAKARTA CENTRAL	0001299/4/01/03/2023 FONTERRA BRANDS INDONESIA. PT	15/09/2023	0.00	CANCEL	
2	2001.OPLEM.2308.000002	JAKARTA CENTRAL	0001427/4/01/07/2023 PINUS MERAH ABADI. PT	31/08/2023	0.00	HOLD	
3	2008.OPLEM.2308.000001	JAKARTA NORTH	0000933/4/08/02/2023 SATU RODA INDONESIA. PT	23/08/2023	342,221,880.00	HOLD	

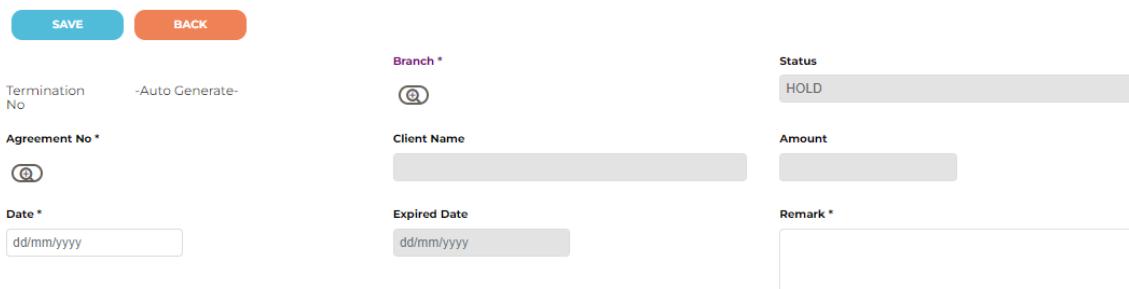
Showing 1 to 3 of 3 entries

First Previous **1** Next Last

**Gambar 340 Halaman Early Termination List**

- c. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

### Early Termination Info



The screenshot shows a form titled "Early Termination Info". It includes fields for Termination No (Auto Generate), Agreement No, Date (dd/mm/yyyy), Branch (JAKARTA HEAD OFFICE), Client Name, Expired Date (dd/mm/yyyy), Amount, and Remark.

**Gambar 341 Halaman Early Termination Info**

- d. Setelah data Early Termination berhasil disimpan, maka sistem akan menampilkan halaman Tab, antara lain: Tab Asset, Tab Information dan Tab Transaction.

### Tab Asset

- e. Pada halaman Early Termination Info Tab Asset, sistem akan menampilkan informasi listing asset yang akan dilakukan pelunasan dipercepat.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

ASSET	INFORMATION	TRANSACTION			
Search records					
No	Name	Plat No			
Chasis No	Engine No	Outstanding Rental Amount			
Terminate					
1	TOYOTA-ALL NEW AVANZA 1.5 G M/T	MHKAB1BY1PK045895	MHKAB1BY1PK045895	327,272,400.00	<input checked="" type="checkbox"/>
Showing 1 to 1 of 1 entries					
First		Last			

**Gambar 342 Halaman Tab Asset**

#### Tab Information

- f. Pada halaman Early Termination Info Tab Information, sistem akan menampilkan informasi listing biaya yang harus dibayarkan untuk pelunasan dipercepat.

ASSET	INFORMATION	TRANSACTION
Search records		
No	Transaction	Amount
1	OVD PENALTY	0.00
2	DEPOSIT INSTALLMENT	0.00
3	RENTAL BILLING + PPN	0.00
4	RENTAL NOT YET BILLING	327,272,400.00
5	SOLD ASSET WITH VAT	469,968,251.44
Showing 1 to 5 of 5 entries		
First		Last

**Gambar 343 Halaman Tab Information**

#### Tab Transaction

- g. Pada halaman Early Termination Info Tab Transaction, sistem akan menampilkan informasi listing data biaya transaksi yang dikenakan karna pelunasan dipercepat. Lengkapi data pada field yang tersedia, kemudian klik tombol  untuk menyimpan data.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

ASSET	INFORMATION	TRANSACTION
<b>SAVE</b>		<input type="text" value="Search records"/>
No Transaction 	Transaction Amount  Discount (%)  Discount Amount  Total Amount 	

Showing 1 to 2 of 2 entries First  Last

No	Transaction	Amount	Discount (%)	Discount Amount	Total Amount
1	PENALTY ET CHARGES	333,333,000.00	0.000000	0.00	333,333,000.00
2	ET INTERIM RENTAL	8,888,880.00	0.000000	0.00	8,888,880.00

**Gambar 344 Halaman Tab Transaction**

- h. Setelah data Early Termination berhasil disimpan, klik tombol **PROCEED** untuk memproses lebih lanjut data Early Termination dan status data Early Termination akan berubah menjadi On Process atau klik tombol **CANCEL** untuk membatalkan pendaftaran data Early Termination dan status data Early Termination akan berubah menjadi Cancel. Data yang telah diproses akan masuk ke modul Approval. Selain itu, user dapat mengklik tombol **VIEW APPROVAL** untuk melihat informasi employee yang melakukan approve.

#### Early Termination Info

<b>SAVE</b>	<b>PROCEED</b>	<b>CANCEL</b>	<b>BACK</b>	<b>VIEW APPROVAL</b>
Termination No <input type="text" value="2008.OPLEM.2308.000001"/>	Branch * <input type="text" value="JAKARTA NORTH"/>	Status <input type="text" value="HOLD"/>		
Agreement No * <input type="text" value="0000933/4/08/02/2023"/>	Client Name <input type="text" value="SATU RODA INDONESIA. PT"/>	Amount <input type="text" value="342,221,880.00"/>		
Date * <input type="text" value="23/08/2023"/>	Expired Date <input type="text" value="25/08/2023"/>	Remark * <input type="text" value="ET for Agreement - 0000933/4/08/02/2023"/>		

**Gambar 345 Halaman Early Termination (Status: Hold)**

- i. Jika user ingin melakukan perubahan data Klik tombol  pada data baris data Early Termination List.

#### 3.9.2 Write Off Candidate

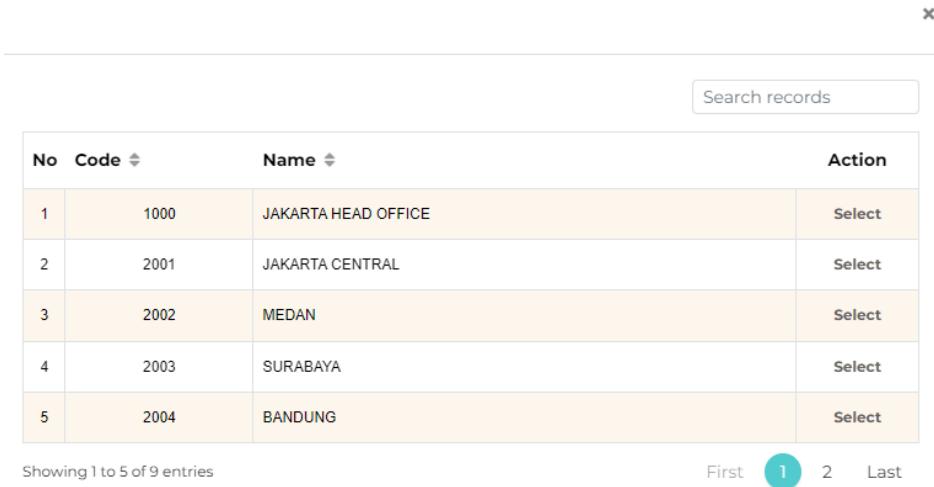
Sub Menu Write Off Candidate dapat diakses oleh user melalui modul **Operating Lease > Account Management > Write Off Candidate**. Sub Menu Write Off Candidate dapat digunakan oleh user untuk melakukan proses pemilihan calon data kontrak yang akan dihapuskan pada sistem.

 Innovation Comprehensive Technology	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
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### 3.9.2.1 Step Process Write Off Candidate

Berikut adalah Step Process Write Off Candidate:

- a. Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.



The screenshot shows a search interface for 'Look Up Branch'. At the top right is a 'Search records' input field. Below it is a table with columns: No, Code, Name, and Action. The table contains 5 entries (1 to 5) with the following data:

No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

At the bottom left is the text 'Showing 1 to 5 of 9 entries'. On the right are navigation buttons: 'First', a blue circle containing the number '1' (which is highlighted), '2', and 'Last'.

**Gambar 346 Halaman Look Up Branch**

- b. Setelah memilih Branch, maka sistem akan menampilkan halaman Write Off Candidate List.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

### Write Off Candidate List

**PROCEED**

Branch  JAKARTA HEAD OFFICE

Show 10 entries

No	Branch	Agreement No/Client Name	Agreement Date	Overdue Invoice	Outstanding Rental	Overdue Days	Agreement Status
1	SOLO	0000001/4/15/03/2021 KABUL RAFIRA JAYA UTAMA, PT	04/03/2021	184,035,600.000000	1,967,830,200.00	65	GO LIVE
2	JEMBER	0000001/4/29/06/2021 ARTHA BERLIAN BLAMBANGAN, PT	30/06/2021	47,742,000.000000	178,266,000.00	111	GO LIVE
3	TANGERANG	0000001/4/34/03/2021 SEMESTA BOLO TRANSINDO, PT	29/03/2021	18,639,000.000000	126,540,000.00	87	GO LIVE
4	MEDAN III BRANCH	0000001/4/38/06/2022 GLOBAL JET CARGO, PT	13/06/2022	126,440,000.000000	1,480,740,000.00	62	GO LIVE
5	JAMBI	0000002/4/11/10/2021 WIJAYA TRANS INDONESIA, PT	07/10/2021	12,131,700.000000	185,314,500.00	42	GO LIVE
6	SOLO	0000002/4/15/09/2021 KABUL RAFIRA JAYA UTAMA, PT	23/09/2021	552,106,800.000000	7,309,083,600.00	62	GO LIVE
7	JEMBER	0000002/4/29/07/2021 ARTHA BERLIAN BLAMBANGAN, PT	01/07/2021	63,765,000.000000	259,740,000.00	94	GO LIVE
8	TANGERANG	0000002/4/34/03/2021 SEMESTA BOLO TRANSINDO, PT	29/03/2021	23,217,000.000000	118,215,000.00	118	GO LIVE
9	MEDAN III BRANCH	0000002/4/38/06/2022 DAGANGAN KARYA INDONESIA, PT	22/06/2022	22,296,429.000000	199,800,000.00	184	GO LIVE
10	PEKANBARU	0000003/4/07/06/2021 BUMI BERDIKARI SENTOSA, PT	21/06/2021	1,667,569,200.000000	13,019,278,800.00	93	GO LIVE

Showing 1 to 10 of 1,951 entries First Previous **1** 2 3 4 5 ... 196 Next Last

**Gambar 347 Halaman Write Off Candidate List**

- c. User dapat memberi tanda checklist “” pada baris data Write Off Candidate List kemudian klik tombol **PROCEED** untuk melanjutkan proses data ke sub menu Write Off.

### 3.9.3 Write Off

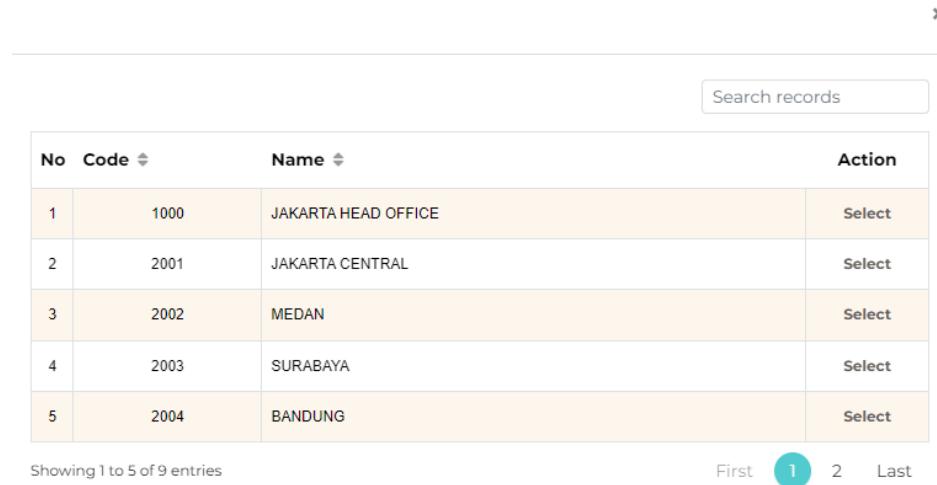
Sub Menu Write Off dapat diakses oleh user melalui modul **Operating Lease > Account Management > Write Off**. Sub Menu Write Off dapat digunakan oleh user untuk melakukan pendaftaran terhadap data kontrak yang akan dihapuskan pada sistem.

#### 3.9.3.1 Step Process Write Off

Berikut adalah Step Process Write Off:

- a. Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023



Search records

No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

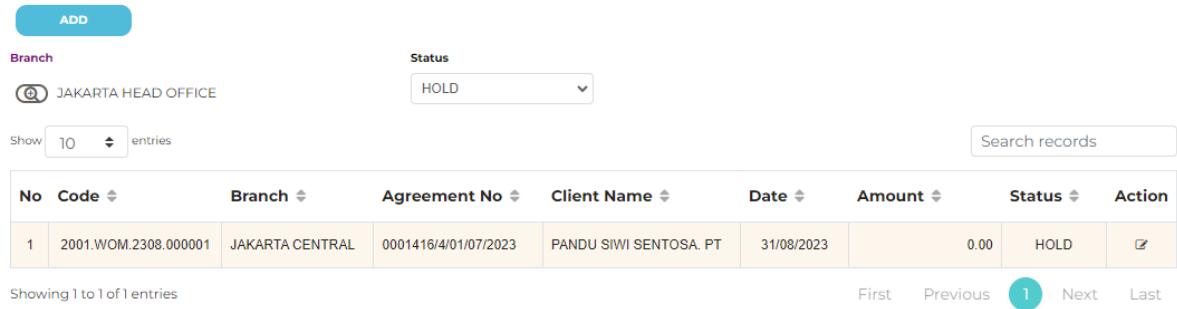
Showing 1 to 5 of 9 entries

First 1 2 Last

**Gambar 348 Halaman Look Up Branch**

- b. Klik tombol ADD untuk menambahkan data pada tampilan Write Off List.

Write Off List



Search records

No	Code	Branch	Agreement No	Client Name	Date	Amount	Status	Action
1	2001.WOM.2308.000001	JAKARTA CENTRAL	0001416/4/01/07/2023	PANDU SIWI SENTOSA, PT	31/08/2023	0.00	HOLD	<input checked="" type="checkbox"/>

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

**Gambar 349 Halaman Write Off List**

- c. Lengkapi data pada field yang tersedia, lalu klik tombol SAVE untuk menyimpan data atau klik tombol BACK untuk kembali ke halaman sebelumnya.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

#### Write Off Info

**SAVE**
**BACK**

Write Off No	Branch *	Status
-Auto Generate-	<input type="button" value=""/>	HOLD
Date *	Agreement No *	Client Name
<input type="text" value="dd/mm/yyyy"/>	<input type="button" value=""/>	<input type="text"/>
Amount	Remark *	<input type="text"/>

**Gambar 350 Halaman Write Off Info**

- d. Setelah data Write Off berhasil disimpan, maka sistem akan menampilkan halaman Tab, antara lain: Tab Asset dan Tab Information.

#### Tab Asset

- e. Pada halaman Write Off Info Tab Asset, sistem akan menampilkan informasi listing asset yang akan dihapuskan kontraknya.

ASSET		INFORMATION		
Search records				
No	Name	Plat No	Chasis No	Engine No
1	DAIHATSU-GRAN MAX 1.3 BLIND VAN FH		MHKB3BA1JMK073733	K3MH86984

Showing 1 to 1 of 1 entries

First 1 Last

**Gambar 351 Halaman Tab Asset**

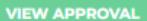
#### Tab Information

- f. Pada halaman Write Off Info Tab Information, sistem akan menampilkan informasi listing data biaya transaksi yang dikenakan karna penghapusan kontrak.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

ASSET	INFORMATION
Search records	
No	Transaction 
1	WO AMOUNT
2	AR WO AMOUNT
3	AR WO AMOUNT
Showing 1 to 3 of 3 entries	
First  Last	

**Gambar 352 Halaman Tab Information**

- g. Setelah data Write Off berhasil disimpan, klik tombol  untuk memproses lebih lanjut data Write Off dan status data Write Off akan berubah menjadi On Process atau klik tombol  untuk membatalkan pendaftaran data Write Off dan status data Write Off akan berubah menjadi Cancel. Data yang telah diproses akan masuk ke modul Approval. Selain itu, user dapat mengklik tombol  untuk melihat informasi employee yang melakukan approve atau mencetak surat tagih atas transaksi Write Off dengan mengklik tombol .

#### Write Off Info

SAVE	PROCEED	CANCEL	BACK	PRINT SURAT TAGIH	VIEW APPROVAL
Write Off No 2001.WOM.2308.000001	Branch * JAKARTA CENTRAL	Status HOLD			
Date * 31/08/2023	Agreement No * 0001416/4/01/07/2023	Client Name PANDU SIWI SENTOSA. PT			
Amount 0.00	Remark * Data Testing				

**Gambar 353 Halaman Write Off Info (Status: Hold)**

- h. Jika user ingin melakukan perubahan data klik tombol  pada baris data Write Off List.

#### 3.9.4 Write Off Recovery

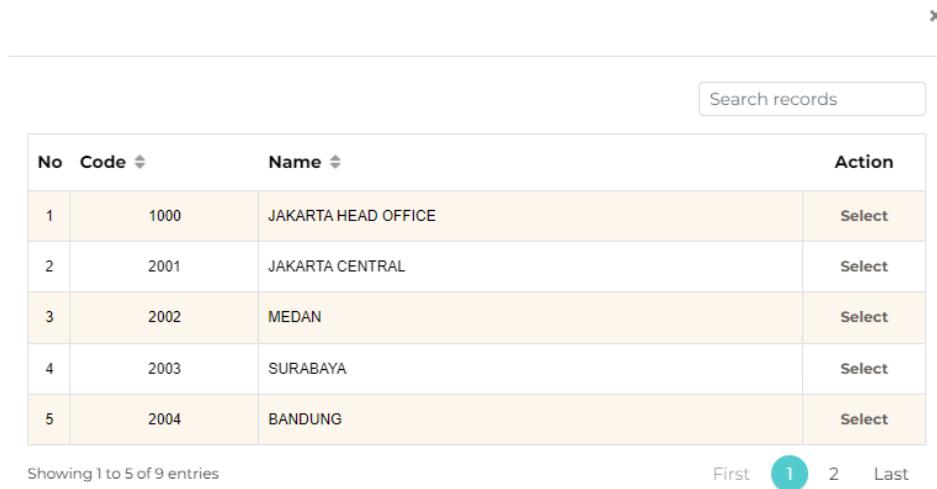
Sub Menu Write Off Recovery dapat diakses oleh user melalui modul **Operating Lease > Account Management > Write Off Recovery**. Sub Menu Write Off Recovery dapat digunakan oleh user untuk melakukan pemulihan terhadap data kontrak yang sebelumnya telah dihapuskan oleh sistem.

 Innovation Comprehensive Technology	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

### 3.9.4.1 Step Process Write Off Recovery

Berikut adalah Step Process Write Off Recovery:

- Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.



The screenshot shows a table titled "Look Up Branch" with columns "No", "Code", "Name", and "Action". The data includes:

No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

Showing 1 to 5 of 9 entries      First **1** 2 Last

**Gambar 354 Halaman Look Up Branch**

- Klik tombol  untuk menambahkan data pada tampilan Write Off Recovery List.

Write Off Recovery List



The screenshot shows a form with fields for "Branch" (selected: HEAD OFFICE) and "Status" (selected: HOLD). Below the form is a table with columns "No", "Recovery No", "Branch", "Agreement No", "Date", "Amount", "Status", and "Action". One row is visible:

No	Recovery No	Branch	Agreement No	Date	Amount	Status	Action
1	0000.OPLWOR.2308.000001	HEAD OFFICE	0000134/4/0000/07/2023 BORNEO INDAHTAMA	01/08/2023	1.000,000.00	HOLD	

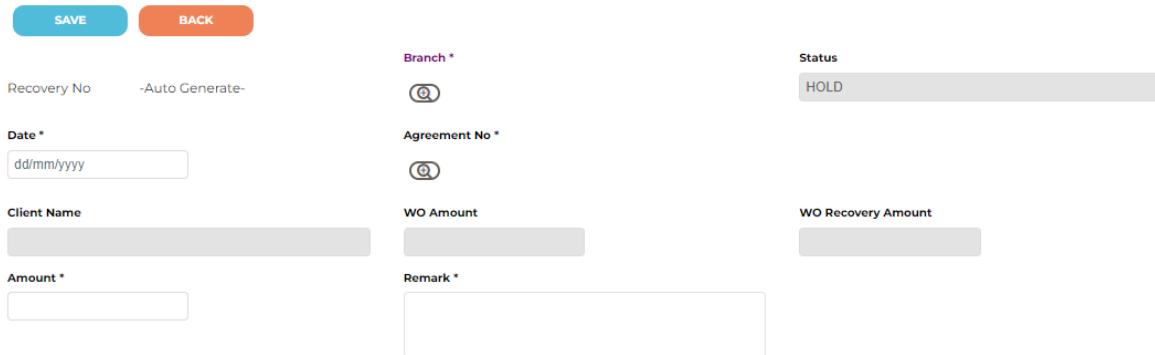
Showing 1 to 1 of 1 entries      First Previous **1** Next Last

**Gambar 355 Halaman Write Off Recovery List**

- Lengkapi data pada field yang tersedia, lalu klik tombol  untuk menyimpan data atau klik tombol  untuk kembali ke halaman sebelumnya.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

#### Write Off Recovery Info

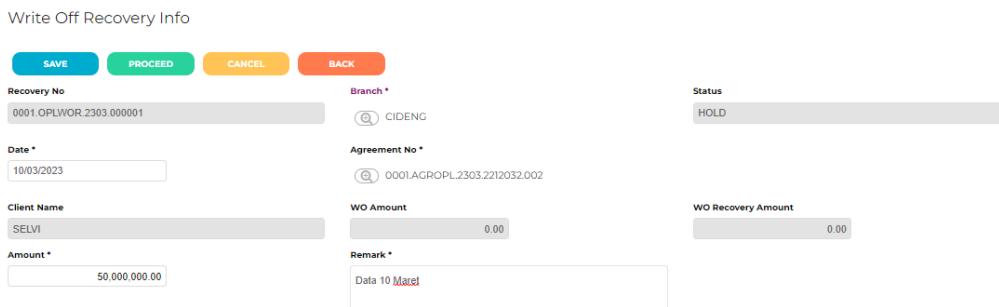


SAVE    BACK

Recovery No	-Auto Generate-	Branch *	Status
		(cid:1)	HOLD
Date *	dd/mm/yyyy	Agreement No *	
		(cid:1)	
Client Name		WO Amount	WO Recovery Amount
Amount *		Remark *	

Gambar 356 Halaman Write Off Recovery Info

- d. Setelah data Write Off Recovery berhasil disimpan, klik tombol **PROCEED** untuk memproses lebih lanjut data Write Off Recovery dan status data Write Off Recovery akan berubah menjadi On Process atau klik tombol **CANCEL** untuk membatalkan pendaftaran data Write Off Recovery dan status data Write Off Recovery akan berubah menjadi Cancel. Data yang telah diproses akan masuk ke modul Approval.



Write Off Recovery Info

SAVE	PROCEED	CANCEL	BACK	Branch *	Status
Recovery No	0001.OPLWOR.2303.000001	(cid:1)	CIDENG	(cid:1)	HOLD
Date *	10/03/2023	Agreement No *		(cid:1)	
Client Name	SELVI	WO Amount	WO Recovery Amount		
Amount *	50.000.000.00				
		Remark *			
		Data 10 March			

Gambar 357 Halaman Write Off Recovery Info (Status: Hold)

- e. Jika user ingin melakukan perubahan data klik tombol  pada baris data Write Off Recovery List.

#### 3.9.5 Charge Waive

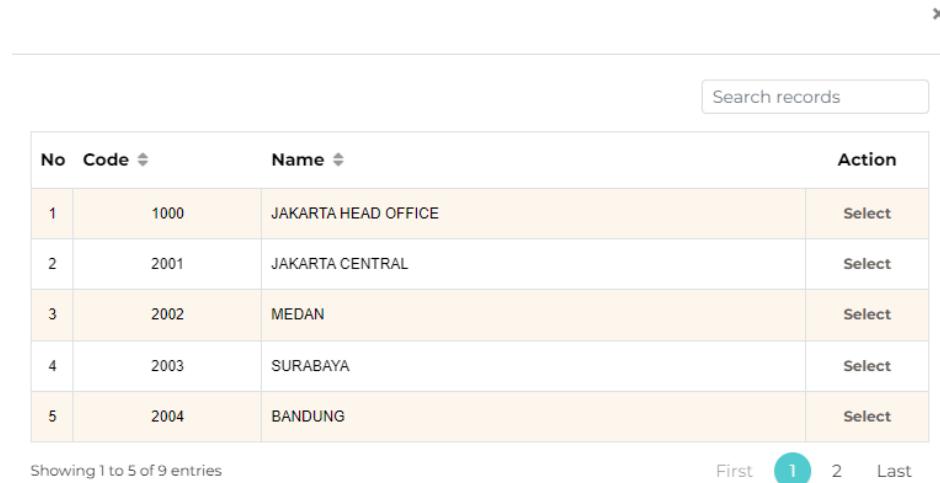
Sub Menu Charges Waive dapat diakses oleh user melalui modul **Operating Lease > Account Management > Charges Waive**. Sub Menu Charges Waive dapat digunakan oleh user untuk melakukan proses pembebasan biaya terhadap tunggakan client seperti denda dan biaya tarik.

##### 3.9.5.1 Step Process Charge Waive

Berikut adalah Step Process Charge Waive:

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

- a. Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.



The screenshot shows a table titled "Look Up Branch" with columns "No", "Code", "Name", and "Action". The data rows are:

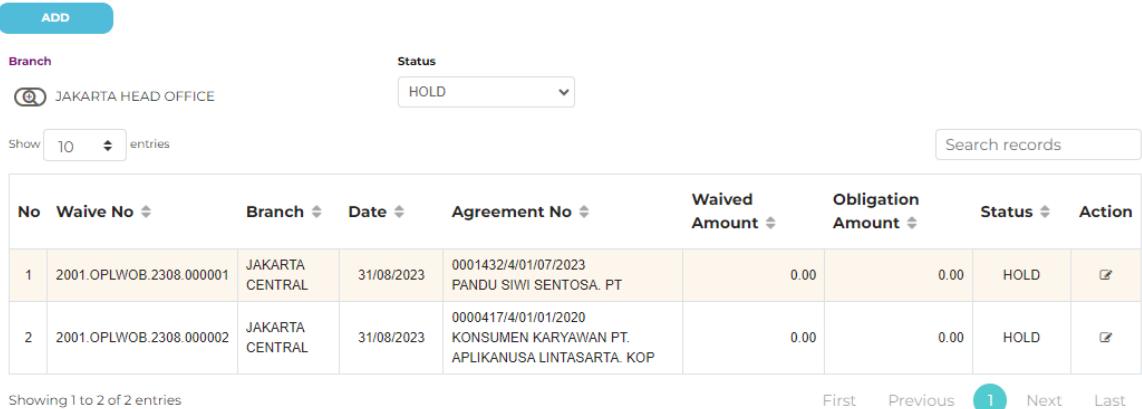
No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

Below the table, it says "Showing 1 to 5 of 9 entries" and has a "First" button, a page number "1", a "2", and a "Last" button.

**Gambar 358 Halaman Look Up Branch**

- b. Klik tombol  untuk menambahkan data pada tampilan Charge Waive List.

Charges Waive List



The screenshot shows a table titled "Charges Waive List" with columns "No", "Waive No", "Branch", "Date", "Agreement No", "Waived Amount", "Obligation Amount", "Status", and "Action". The data rows are:

No	Waive No	Branch	Date	Agreement No	Waived Amount	Obligation Amount	Status	Action
1	2001.OPLWOB.2308.000001	JAKARTA CENTRAL	31/08/2023	0001432/4/01/07/2023 PANDU SIWI SENTOSA, PT	0.00	0.00	HOLD	<input checked="" type="checkbox"/>
2	2001.OPLWOB.2308.000002	JAKARTA CENTRAL	31/08/2023	0000417/4/01/01/2020 KONSUMEN KARYAWAN PT. APLIKANUSA LINTASARTA, KOP	0.00	0.00	HOLD	<input checked="" type="checkbox"/>

Below the table, it says "Showing 1 to 2 of 2 entries" and has buttons for "First", "Previous", a page number "1", "Next", and "Last".

**Gambar 359 Halaman Charge Waive List**

- c. Lengkapi data pada field yang tersedia, lalu klik tombol  untuk menyimpan data atau klik tombol  untuk kembali ke halaman sebelumnya.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

#### Charges Waive Info

**SAVE**
**BACK**

<b>Waive No</b> <input type="text" value="-Auto Generate-"/>	<b>Branch *</b> <input type="text" value="@(empty)"/>	<b>Status</b> <input type="text" value="HOLD"/>
<b>Date *</b> <input type="text" value="dd/mm/yyyy"/>	<b>Agreement No *</b> <input type="text" value="@(empty)"/>	<b>Client Name</b> <input type="text"/>
<b>Obligation Amount</b> <input type="text"/>	<b>Waived Amount</b> <input type="text"/>	<b>Remark *</b> <input type="text"/>

**Gambar 360 Halaman Charge Waive Info**

- d. Setelah data Charge Waive berhasil disimpan, maka sistem akan menampilkan halaman Detail List. Klik tombol **ADD** untuk menambahkan data pada tampilan Detail List.

#### Detail List

**SAVE**
**ADD**
**DELETE**

Show 10 entries
Search records

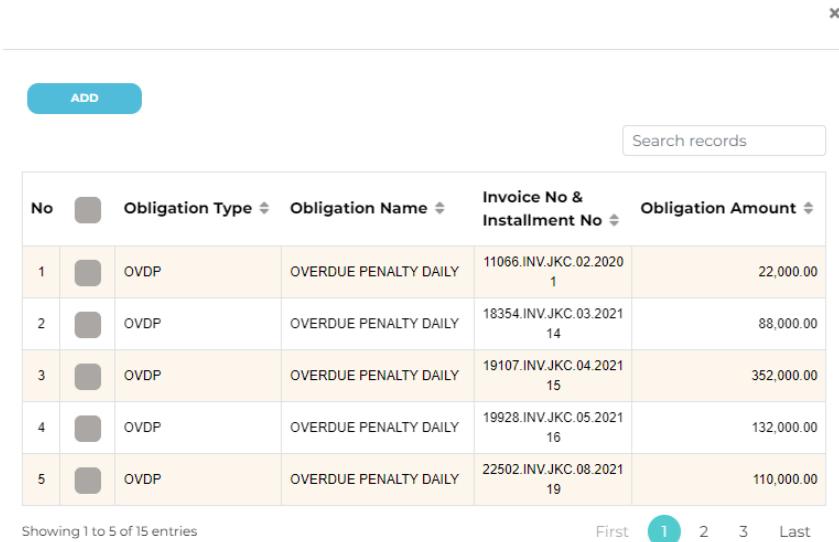
No	<input type="checkbox"/>	Obligation Type	Obligation Name	Installment No	Obligation Amount	Waived Amount
1	<input checked="" type="checkbox"/>	OVDP	OVERDUE PENALTY DAILY	1	22,000.00	<input type="text" value="0.00"/>
2	<input checked="" type="checkbox"/>	OVDP	OVERDUE PENALTY DAILY	14	88,000.00	<input type="text" value="0.00"/>
3	<input checked="" type="checkbox"/>	OVDP	OVERDUE PENALTY DAILY	15	352,000.00	<input type="text" value="0.00"/>

Showing 1 to 3 of 3 entries
First
Previous
1
Next
Last

**Gambar 361 Halaman Detail List**

- e. Untuk menambahkan data Detail, user dapat memberi tanda checklist “” pada baris data Look Up Detail kemudian klik tombol **ADD**.

	<b>USER GUIDE</b>		
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The screenshot shows a table with the following data:

No	Obligation Type	Obligation Name	Invoice No & Installment No	Obligation Amount
1	OVDP	OVERDUE PENALTY DAILY	11066.INV.JKC.02.2020 1	22,000.00
2	OVDP	OVERDUE PENALTY DAILY	18354.INV.JKC.03.2021 14	88,000.00
3	OVDP	OVERDUE PENALTY DAILY	19107.INV.JKC.04.2021 15	352,000.00
4	OVDP	OVERDUE PENALTY DAILY	19928.INV.JKC.05.2021 16	132,000.00
5	OVDP	OVERDUE PENALTY DAILY	22502.INV.JKC.08.2021 19	110,000.00

Showing 1 to 5 of 15 entries      First    1    2    3    Last

**Gambar 362 Halaman Look Up Detail**

- f. Lengkapi data pada field yang tersedia, kemudian klik tombol **SAVE** untuk menyimpan data.
- g. Untuk menghapus data Detail, user dapat memberi tanda checklist “

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	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

#### Charges Waive Info

SAVE	PROCEED	CANCEL	BACK	VIEW APPROVAL
Waive No 2001.OPLWOB.2308.000001	Branch * JAKARTA CENTRAL	Status HOLD		
Date * 31/08/2023	Agreement No * 0001432/4/01/07/2023	Client Name PANDU SIWI SENTOSA. PT		
Obligation Amount 0.00	Waived Amount 0.00	Remark * Data Testing		

Gambar 363 Halaman Charges Waive Info (Status: Hold)

- i. Jika user ingin melakukan perubahan data klik tombol  pada baris data Charge Waive List.

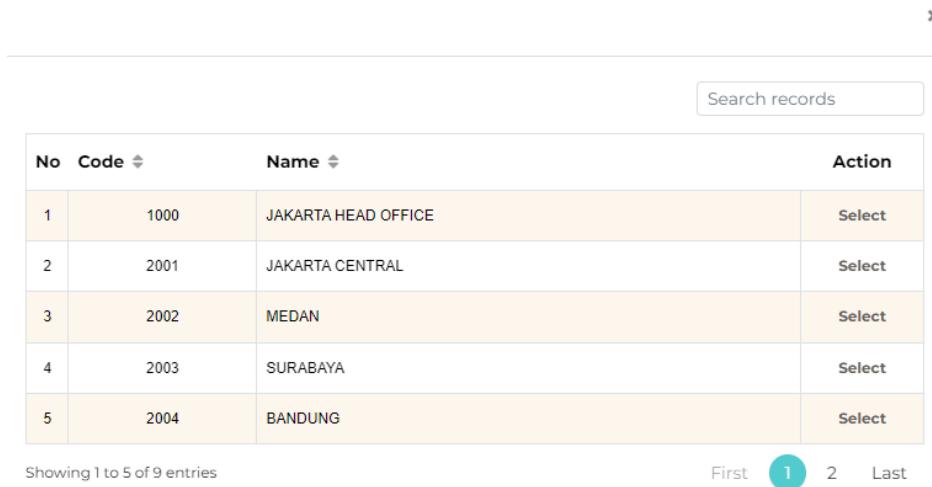
#### 3.9.6 Change Due Date

Sub Menu Change Due Date dapat diakses oleh user melalui modul **Operating Lease > Account Management > Change Due Date**. Sub Menu Change Due Date dapat digunakan oleh user untuk proses transaksi terkait perubahan jatuh tempo data pembiayaan pada sistem modul Operating Lease.

##### 3.9.6.1 Step Process Change Due Date

Berikut adalah Step Process Change Due Date:

- a. Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.



No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

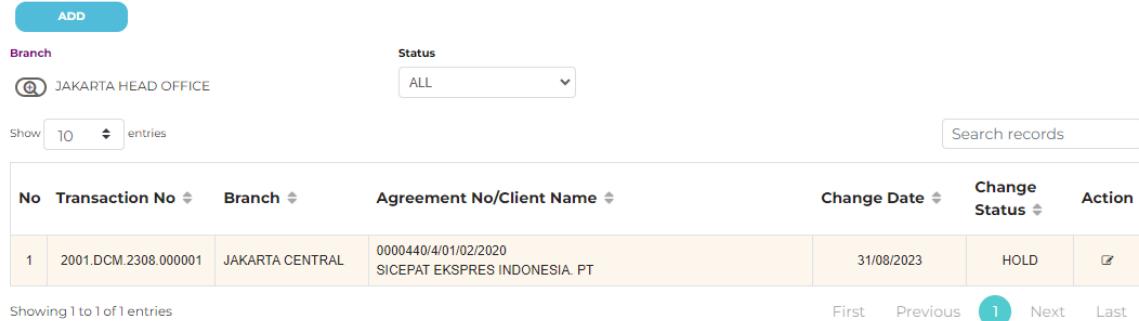
Showing 1 to 5 of 9 entries      First    **1**    2    Last

Gambar 364 Halaman Look Up Branch

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

- b. Klik tombol **ADD** untuk menambahkan data pada tampilan Change Due Date List.

Change Due Date List

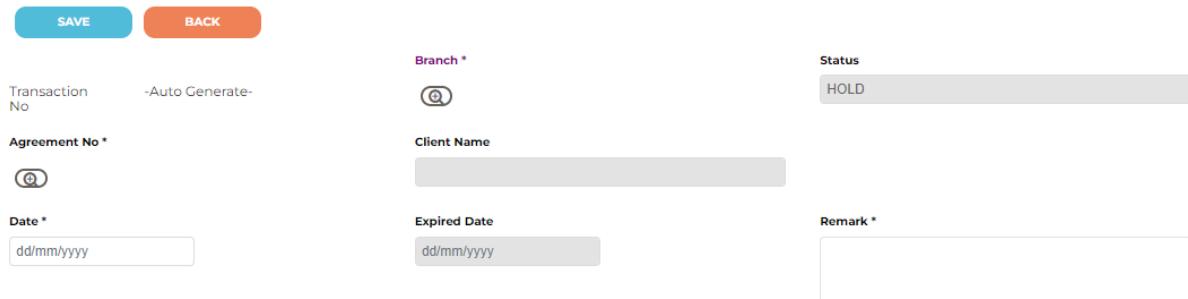


The screenshot shows a table titled "Change Due Date List". The columns are: No, Transaction No, Branch, Agreement No/Client Name, Change Date, Change Status, and Action. There is one entry: No 1, Transaction No 2001.DCM.2308.000001, Branch JAKARTA CENTRAL, Agreement No/Client Name 0000440/4/01/02/2020 SICEPAT EKSPRES INDONESIA, PT, Change Date 31/08/2023, Change Status HOLD, and Action (button).

Gambar 365 Halaman Change Due Date List

- c. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

Change Due Date Info



The screenshot shows a form titled "Change Due Date Info". It includes fields for Transaction No (Auto Generate), Agreement No (dropdown), Date (dd/mm/yyyy), Expired Date (dd/mm/yyyy), Status (HOLD), and Remark (text area).

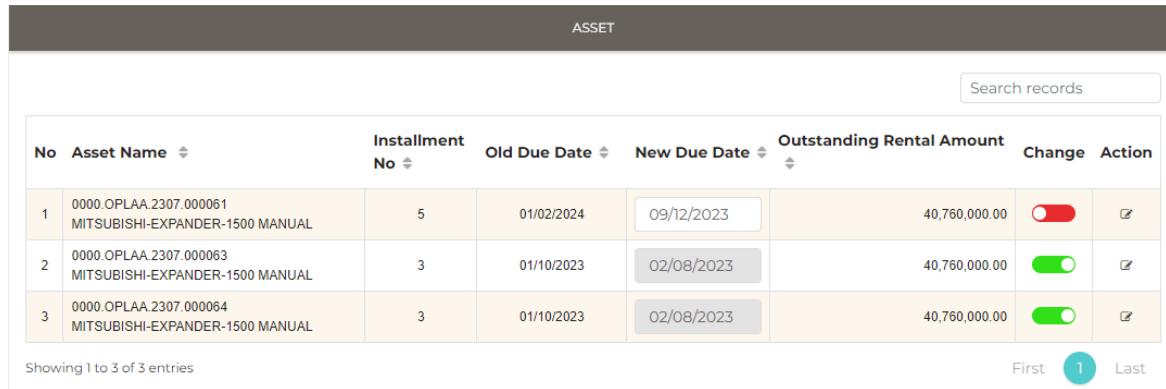
Gambar 366 Halaman Change Due Date Info

- d. Setelah data Change Due Date berhasil disimpan, maka sistem akan menampilkan halaman Tab, antara lain: Tab Asset.

### Tab Asset

- e. Pada halaman Change Due Date Info Tab Asset, sistem akan menampilkan informasi listing data asset yang akan dilakukan change due date pada sistem.

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Showing 1 to 3 of 3 entries

First 1 Last

**Gambar 367 Halaman Tab Asset**

f. Klik tombol  untuk melihat detail data Asset.

#### Asset Info

<b>BACK</b>			
<b>Asset No</b>	<b>Asset Type</b>	<b>Asset Name</b>	
0000.OPLAA.2307.000063	VEHICLE	MITSUBISHI-EXPANDER-1500 MANUAL	
<b>Asset Year</b>	<b>Condition</b>	<b>Asset Amount</b>	
2020	NEW	250,000,000.00	

**Gambar 368 Halaman Tab Asset Info**

g. Pada halaman Asset Info, terdapat halaman Agreement Asset Amortization.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

### Agreement Asset Amortization

Search records

No	Asset No	Billing No	Due Date	Billing Date	Description	Billing Amount
1	0000.OPLAA.2307.000063 MITSUBISHI-EXPANDER-1500 MANUAL	1	01/06/2023	01/06/2023	Billing ke 1 dari Periode 01/04/2023 Sampai dengan 01/06/2023	10,190,000.00
2	0000.OPLAA.2307.000063 MITSUBISHI-EXPANDER-1500 MANUAL	2	01/08/2023	01/08/2023	Billing ke 2 dari Periode 01/06/2023 Sampai dengan 01/08/2023	10,190,000.00
3	0000.OPLAA.2307.000063 MITSUBISHI-EXPANDER-1500 MANUAL	3	02/08/2023	02/08/2023	Billing ke 3 dari Periode 01/08/2023 Sampai dengan 02/08/2023	339,663.27
4	0000.OPLAA.2307.000063 MITSUBISHI-EXPANDER-1500 MANUAL	4	02/10/2023	02/10/2023	Billing ke 4 dari Periode 02/08/2023 Sampai dengan 02/10/2023	10,190,000.00
5	0000.OPLAA.2307.000063 MITSUBISHI-EXPANDER-1500 MANUAL	5	02/12/2023	02/12/2023	Billing ke 5 dari Periode 02/10/2023 Sampai dengan 02/12/2023	10,190,000.00
6	0000.OPLAA.2307.000063 MITSUBISHI-EXPANDER-1500 MANUAL	6	02/02/2024	02/02/2024	Billing ke 6 dari Periode 02/12/2023 Sampai dengan 02/02/2024	10,190,000.00
7	0000.OPLAA.2307.000063 MITSUBISHI-EXPANDER-1500 MANUAL	7	01/04/2024	01/04/2024	Billing ke 7 dari Periode 02/02/2024 Sampai dengan 01/04/2024	9,850,336.73

Showing 1 to 7 of 7 entries

First 1 Last

**Gambar 369 Halaman Agreement Asset Amortization**

- h. Setelah data Change Due Date berhasil disimpan, klik tombol **PROCEED** untuk memproses lebih lanjut data Change Due Date dan status data Change Due Date akan berubah menjadi On Process atau klik tombol **CANCEL** untuk membatalkan pendaftaran data Change Due Date dan status data Change Due Date akan berubah menjadi Cancel. Data yang telah diproses akan masuk ke modul Approval. Selain itu, user dapat mengklik tombol **VIEW APPROVAL** untuk melihat informasi employee yang melakukan approve atau mencetak surat persetujuan dilakukan change due date dengan mengklik tombol **PRINT LEMBAR PERSETUJUAN**.

### Change Due Date Info

SAVE	PROCEED	CANCEL	BACK	<b>PRINT LEMBAR PERSETUJUAN</b>	<b>VIEW APPROVAL</b>
Transaction No	Branch *			Status	
2001.DCM.2308.000001	@ JAKARTA CENTRAL			HOLD	
Agreement No *	Client Name			Remark *	
@ 0000440/4/01/02/2020	SICEPAT EKSPRES INDONESIA. PT			Data Testing	
Date *	Expired Date				
31/08/2023	02/09/2023				

**Gambar 370 Halaman Change Due Date Info (Status: Hold)**

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

- i. Jika user ingin melakukan perubahan data klik tombol  pada baris data Change Due Date List.

### 3.10 Collection

Collection adalah Menu yang dapat digunakan untuk mengatur atau me-manage proses penagihan transaksi dan surat peringatan seperti Deskcoll Task, Deskcoll Inquiry, SP Manual, SP, SP Delivery, dan SP Delivery Settlement. Berikut adalah detail penjelasan per masing-masing sub menu yang dapat digunakan oleh user.

#### 3.10.1 Deskcoll Task

Sub Menu Deskcoll Task dapat diakses oleh user melalui modul **Operating Lease > Collection > Deskcoll Task**. Sub Menu Deskcoll Task dapat digunakan oleh user untuk melakukan memproses tasklist penagihan Deskcollection dari kontrak pembiayaan yang telah masuk kedalam kategori Deskcoll pada sistem.

##### 3.10.1.1 Step Process Deskcoll Task

Berikut adalah Step Process Deskcoll Task:

Sub Menu Deskcoll Task memiliki beberapa Tab, antara lain: Tab Past Due dan Tab Not Due.

###### Tab Past Due

- a. Pada halaman Tab Past Due, sistem akan menampilkan informasi data kontrak pembiayaan yang telah memasuki parameter bucket Desk Collection untuk dilakukan proses penagihan melalui telepon. Pilih Status dengan mengklik tombol Dropdown list Status  maka sistem akan menampilkan halaman Deskcoll Task List.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
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PAST DUE	NOT DUE
----------	---------

Status: NEW  
Show: 10 entries Search records

No	Agreement No	Task Date	Due Date	Overdue Period	Overdue Days	Installment Amount	Status	Action
1	000006/4/0001/04/2023 SENTOSA.ABADI	29/08/2023	07/08/2023	1	22	5,820,000.00	NEW	
2	000009-4-0001-04-2023 PURNA LOGISTIC	29/08/2023	15/08/2023	4	14	6,485,000.00	NEW	
3	000065/4/0001/06/2023 ESA SENTOSA	29/08/2023	09/08/2023	3	20	11,791,000.00	NEW	

Showing 1 to 3 of 3 entries First Previous  Next Last

**Gambar 371 Halaman Deskcoll Task List Tab Past Due**

- b. Klik tombol  untuk melihat detail data dan melakukan proses perubahan data Deskcoll Task Tab Past Due.

Deskcoll Task Info

<b>SAVE</b>	<b>POST</b>	<b>BACK</b>
Agreement No 0001.AGROPL.2304.2212044.003	Client Name ESA SENTOSA	Status HOLD
Desk Date 14/06/2023	Desk Collector TAUFIK ABDULLAH	
Result * 	Result Detail * 	Promise Date * dd/mm/yyyy
Remark *		
Overdue Days 39	Overdue Installment Amount 6,544,005.00	Outstanding Installment Amount 123,805,500.00
Overdue Period 1	Overdue Penalty Amount 10,470,407.80	Outstanding Deposit Amount 0.00
Last Paid Installment No 1	Overdue Total Amount 17,014,412.80	Outstanding Total Amount 140,819,912.80
Installment Due Date 06/05/2023	Phone No 1 -	Phone No 2 -

**Gambar 372 Halaman Deskcoll Task Info Tab Past Due**

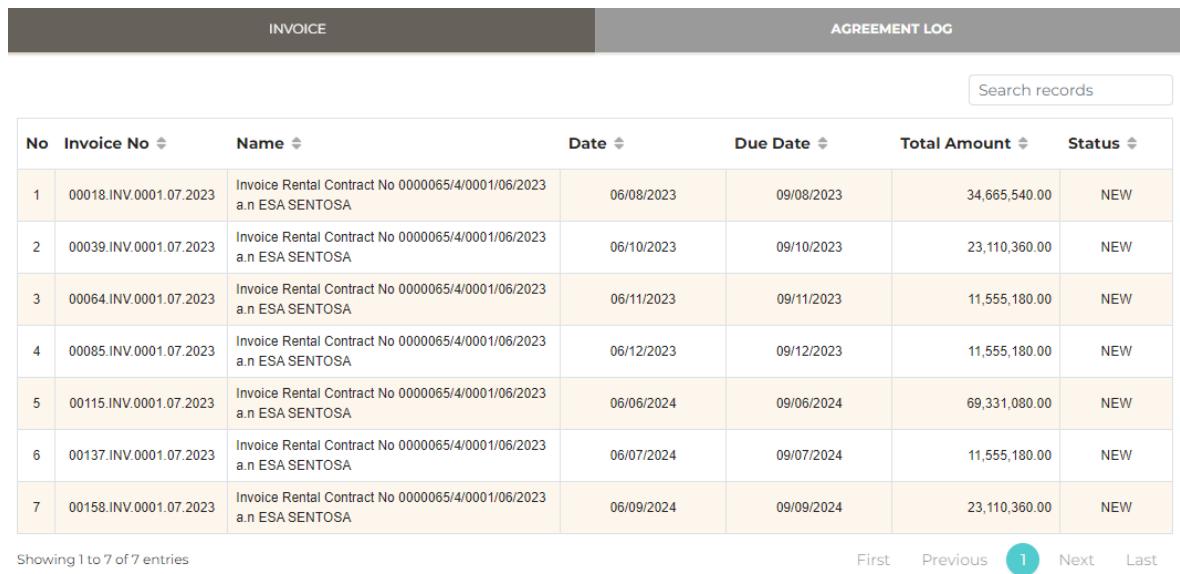
- c. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

	<b>USER GUIDE</b>		
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- d. Pada halaman Deskcoll Task Info, terdapat halaman Tab, antara lain: Tab Invoice dan Tab Agreement Log.

#### Tab Invoice

- e. Pada halaman Deskcoll Task Info Tab Invoice, sistem akan menampilkan informasi listing data Invoice yang telah terdaftar pada sistem.



No	Invoice No	Name	Date	Due Date	Total Amount	Status
1	00018.INV.0001.07.2023	Invoice Rental Contract No 0000065/4/0001/06/2023 a.n ESA SENTOSA	06/08/2023	09/08/2023	34,665,540.00	NEW
2	00039.INV.0001.07.2023	Invoice Rental Contract No 0000065/4/0001/06/2023 a.n ESA SENTOSA	06/10/2023	09/10/2023	23,110,360.00	NEW
3	00064.INV.0001.07.2023	Invoice Rental Contract No 0000065/4/0001/06/2023 a.n ESA SENTOSA	06/11/2023	09/11/2023	11,555,180.00	NEW
4	00085.INV.0001.07.2023	Invoice Rental Contract No 0000065/4/0001/06/2023 a.n ESA SENTOSA	06/12/2023	09/12/2023	11,555,180.00	NEW
5	00115.INV.0001.07.2023	Invoice Rental Contract No 0000065/4/0001/06/2023 a.n ESA SENTOSA	06/06/2024	09/06/2024	69,331,080.00	NEW
6	00137.INV.0001.07.2023	Invoice Rental Contract No 0000065/4/0001/06/2023 a.n ESA SENTOSA	06/07/2024	09/07/2024	11,555,180.00	NEW
7	00158.INV.0001.07.2023	Invoice Rental Contract No 0000065/4/0001/06/2023 a.n ESA SENTOSA	06/09/2024	09/09/2024	23,110,360.00	NEW

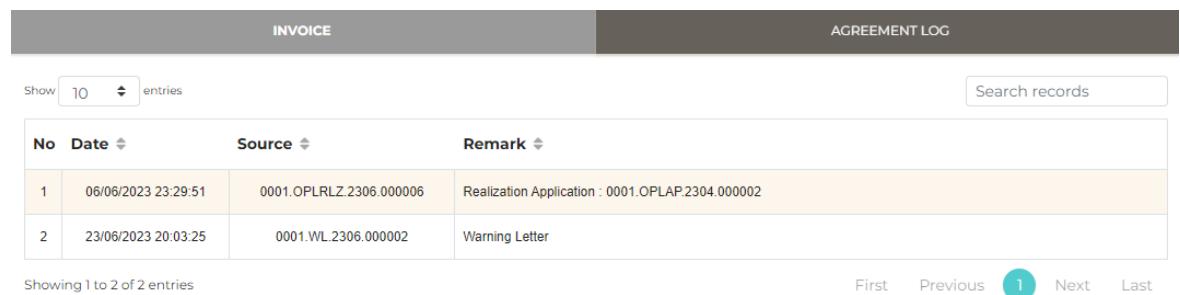
Showing 1 to 7 of 7 entries

First Previous 1 Next Last

**Gambar 373 Halaman Tab Invoice**

#### Tab Agreement Log

- f. Pada halaman Deskcoll Task Info Tab Agreement Log, sistem akan menampilkan informasi listing data history aktifitas kontrak pembiayaan pada data Deskcoll Task.



No	Date	Source	Remark
1	06/06/2023 23:29:51	0001.OPLRLZ.2306.000006	Realization Application : 0001.OPLAP.2304.000002
2	23/06/2023 20:03:25	0001.WL.2306.000002	Warning Letter

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

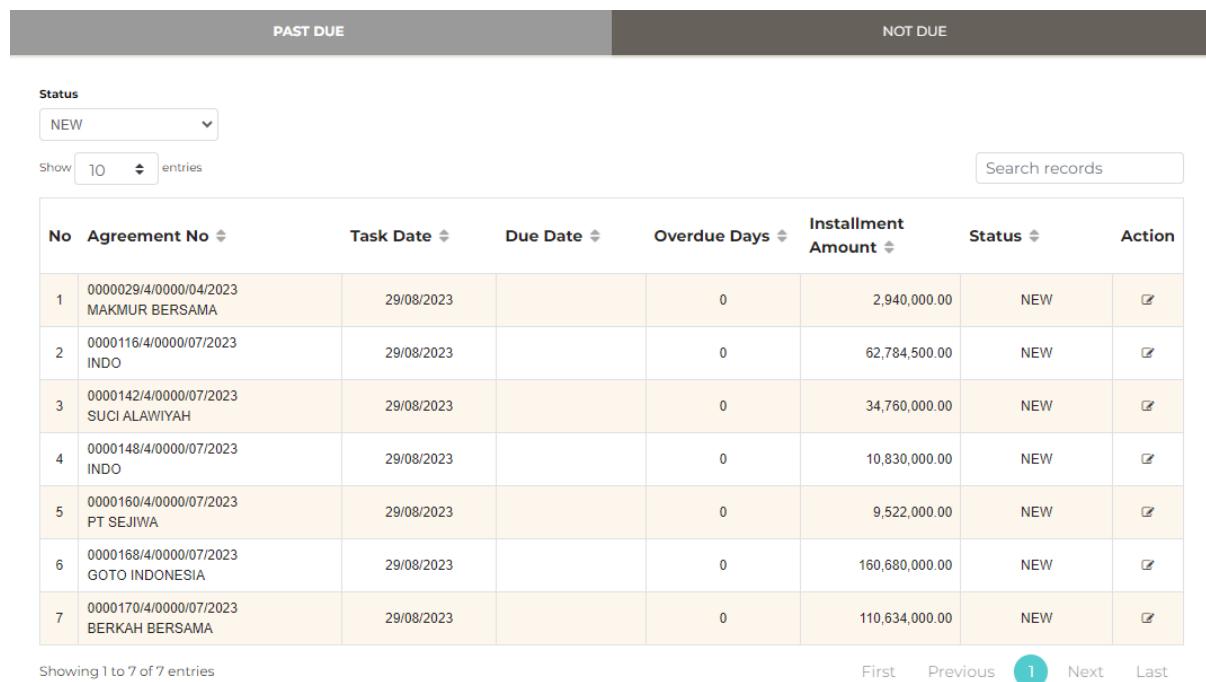
**Gambar 374 Halaman Tab Agreement Log**

- g. Setelah data Deskcoll Task berhasil disimpan, klik tombol **POST** untuk melakukan posting data Deskcoll Task dan status data Deskcoll Task akan berubah menjadi Post.

	<b>USER GUIDE</b>		
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### Tab Not Due

- h. Pada halaman Tab Not Due, sistem akan menampilkan informasi data kontrak pembiayaan yang telah memasuki parameter bucket Desk Collection tetapi belum jatuh tempo untuk diingatkan bahwa sebentar lagi akan memasuki masa jatuh tempo. Pilih Status dengan mengklik tombol Dropdown list Status  maka sistem akan menampilkan halaman Deskcoll Task Tab Not Due.



The screenshot shows a table titled "Deskcoll Task List Tab Not Due". The table has 7 rows, each representing a task. The columns are: No, Agreement No, Task Date, Due Date, Overdue Days, Installment Amount, Status, and Action. The "Status" column dropdown is set to "NEW". The "Installment Amount" column shows values such as 2,940,000.00, 62,784,500.00, etc. The "Action" column contains small icons for each row.

No	Agreement No	Task Date	Due Date	Overdue Days	Installment Amount	Status	Action
1	00000294/0000/04/2023 MAKMUR BERSAMA	29/08/2023		0	2,940,000.00	NEW	
2	00001164/0000/07/2023 INDO	29/08/2023		0	62,784,500.00	NEW	
3	00001424/0000/07/2023 SUCI ALAWIYAH	29/08/2023		0	34,760,000.00	NEW	
4	00001484/0000/07/2023 INDO	29/08/2023		0	10,830,000.00	NEW	
5	00001604/0000/07/2023 PT SEJWA	29/08/2023		0	9,522,000.00	NEW	
6	00001684/0000/07/2023 GOTO INDONESIA	29/08/2023		0	160,680,000.00	NEW	
7	00001704/0000/07/2023 BERKAH BERSAMA	29/08/2023		0	110,634,000.00	NEW	

Showing 1 to 7 of 7 entries

First Previous  Next Last

**Gambar 375 Halaman Deskcoll Task List Tab Not Due**

- i. Klik tombol  untuk melihat detail data dan melakukan proses perubahan data Deskcoll Task Tab Not Due.

	<b>USER GUIDE</b>		
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#### Deskcold Task Info

SAVE
POST
BACK

Agreement No <input type="text" value="0001.AGROPL.2304.2212045.002"/>	Client Name <input type="text" value="SENTOSA ABADI"/>	Status <input type="text" value="HOLD"/>
Desk Date <input type="text" value="14/06/2023"/>	Desk Collector <input type="text" value="TAUFIK ABDULLAH"/>	
Result * <input type="radio"/>	Result Detail * <input type="radio"/>	Promise Date * <input type="text" value="dd/mm/yyyy"/>
Remark * <input type="text"/>		
Overdue Days <input type="text" value="0"/>	Overdue Installment Amount <input type="text" value="0.00"/>	Outstanding Installment Amount <input type="text" value="197,880,000.00"/>
Overdue Period <input type="text" value="0"/>	Overdue Penalty Amount <input type="text" value="0.00"/>	Outstanding Deposit Amount <input type="text" value="0.00"/>
Last Paid Installment No <input type="text" value="5"/>	Overdue Total Amount <input type="text" value="0.00"/>	Outstanding Total Amount <input type="text" value="197,880,000.00"/>
Installment Due Date <input type="text" value="dd/mm/yyyy"/>	Phone No 1 <input type="text"/> - <input type="text"/>	Phone No 2 <input type="text"/> - <input type="text"/>

**Gambar 376 Halaman Deskcold Task Info Tab Not Due Info**

- j. Lengkapi data pada field yang tersedia, lalu klik tombol SAVE untuk menyimpan data atau klik tombol BACK untuk kembali ke halaman sebelumnya.
- k. Pada halaman Deskcold Task Info, terdapat halaman Tab, antara lain: Tab Invoie dan Tab Agreement Log.

#### Tab Invoice

- l. Pada halaman Deskcold Task Info Tab Invoice, sistem akan menampilkan informasi listing data Invoice yang telah terdaftar pada sistem.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
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INVOICE				AGREEMENT LOG																																																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>No</th><th>Invoice No</th><th>Name</th><th>Date</th><th>Due Date</th><th>Total Amount</th><th>Status</th><th> </th></tr> </thead> <tbody> <tr><td>1</td><td>00220.INV.0000.07.2023</td><td>Invoice Rental Contract No 0000029/4/0000/04/2023 a.n MAKMUR BERSAMA</td><td>13/07/2023</td><td>24/07/2023</td><td>3,199,150.00</td><td>POST</td><td></td></tr> <tr><td>2</td><td>00225.INV.0000.07.2023</td><td>Invoice Rental Contract No 0000029/4/0000/04/2023 a.n MAKMUR BERSAMA</td><td>14/07/2023</td><td>24/07/2023</td><td>3,204,600.00</td><td>NEW</td><td></td></tr> <tr><td>3</td><td>00230.INV.0000.07.2023</td><td>Invoice Rental Contract No 0000029/4/0000/04/2023 a.n MAKMUR BERSAMA</td><td>15/07/2023</td><td>24/07/2023</td><td>3,204,600.00</td><td>NEW</td><td></td></tr> <tr><td>4</td><td>00247.INV.0000.07.2023</td><td>Invoice Rental Contract No 0000029/4/0000/04/2023 a.n MAKMUR BERSAMA</td><td>16/07/2023</td><td>24/07/2023</td><td>3,204,600.00</td><td>NEW</td><td></td></tr> <tr><td>5</td><td>00273.INV.0000.08.2023</td><td>Invoice Rental Contract No 0000029/4/0000/04/2023 a.n MAKMUR BERSAMA</td><td>12/08/2023</td><td>24/08/2023</td><td>3,204,600.00</td><td>NEW</td><td></td></tr> </tbody> </table>								No	Invoice No	Name	Date	Due Date	Total Amount	Status		1	00220.INV.0000.07.2023	Invoice Rental Contract No 0000029/4/0000/04/2023 a.n MAKMUR BERSAMA	13/07/2023	24/07/2023	3,199,150.00	POST		2	00225.INV.0000.07.2023	Invoice Rental Contract No 0000029/4/0000/04/2023 a.n MAKMUR BERSAMA	14/07/2023	24/07/2023	3,204,600.00	NEW		3	00230.INV.0000.07.2023	Invoice Rental Contract No 0000029/4/0000/04/2023 a.n MAKMUR BERSAMA	15/07/2023	24/07/2023	3,204,600.00	NEW		4	00247.INV.0000.07.2023	Invoice Rental Contract No 0000029/4/0000/04/2023 a.n MAKMUR BERSAMA	16/07/2023	24/07/2023	3,204,600.00	NEW		5	00273.INV.0000.08.2023	Invoice Rental Contract No 0000029/4/0000/04/2023 a.n MAKMUR BERSAMA	12/08/2023	24/08/2023	3,204,600.00	NEW	
No	Invoice No	Name	Date	Due Date	Total Amount	Status																																																	
1	00220.INV.0000.07.2023	Invoice Rental Contract No 0000029/4/0000/04/2023 a.n MAKMUR BERSAMA	13/07/2023	24/07/2023	3,199,150.00	POST																																																	
2	00225.INV.0000.07.2023	Invoice Rental Contract No 0000029/4/0000/04/2023 a.n MAKMUR BERSAMA	14/07/2023	24/07/2023	3,204,600.00	NEW																																																	
3	00230.INV.0000.07.2023	Invoice Rental Contract No 0000029/4/0000/04/2023 a.n MAKMUR BERSAMA	15/07/2023	24/07/2023	3,204,600.00	NEW																																																	
4	00247.INV.0000.07.2023	Invoice Rental Contract No 0000029/4/0000/04/2023 a.n MAKMUR BERSAMA	16/07/2023	24/07/2023	3,204,600.00	NEW																																																	
5	00273.INV.0000.08.2023	Invoice Rental Contract No 0000029/4/0000/04/2023 a.n MAKMUR BERSAMA	12/08/2023	24/08/2023	3,204,600.00	NEW																																																	
<p>Showing 1 to 5 of 5 entries</p> <span style="float: right;">First Previous <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; margin: 0 5px;">1</span> Next Last</span>																																																							
<b>Gambar 377 Halaman Tab Invoice</b>																																																							

### Tab Agreement Log

- m. Pada halaman Deskcoll Task Info Tab Agreement Log, sistem akan menampilkan informasi listing data history aktifitas kontrak pembiayaan pada data Deskcoll Task.

INVOICE				AGREEMENT LOG																																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>No</th><th>Date</th><th>Source</th><th>Remark</th></tr> </thead> <tbody> <tr><td>1</td><td>12/07/2023 14:33:31</td><td>0000.OPLRLZ.2304.000001</td><td>Realization Application : 0000.OPLAP.2302.000005</td></tr> <tr><td>2</td><td>15/07/2023 11:56:54</td><td>0000.WL.2307.000011</td><td>Warning Letter</td></tr> <tr><td>3</td><td>15/07/2023 19:02:47</td><td>0000.WL.2307.000017</td><td>Warning Letter</td></tr> <tr><td>4</td><td>15/07/2023 19:07:06</td><td>0000.WL.2307.000018</td><td>Warning Letter</td></tr> <tr><td>5</td><td>17/07/2023 10:05:20</td><td>0000.RLM.2307.000004</td><td>Repossession Letter Request 0000.RLM.2307.000004</td></tr> <tr><td>6</td><td>17/07/2023 10:09:25</td><td>0000.RLM.2307.000004</td><td>Repossession Letter Settlement</td></tr> <tr><td>7</td><td>17/07/2023 10:12:11</td><td>0000.RLM.2307.000004</td><td>Repossession Letter Request 0000.RLM.2307.000004</td></tr> <tr><td>8</td><td>17/07/2023 10:14:09</td><td>0000.RLM.2307.000004</td><td>Repossession Letter Settlement</td></tr> <tr><td>9</td><td>18/07/2023 11:54:45</td><td>0000.RLM.2307.000004</td><td>Repossession Letter Request 0000.RLM.2307.000004</td></tr> <tr><td>10</td><td>18/07/2023 11:59:12</td><td>0000.RLM.2307.000004</td><td>Repossession Letter Settlement</td></tr> </tbody> </table>								No	Date	Source	Remark	1	12/07/2023 14:33:31	0000.OPLRLZ.2304.000001	Realization Application : 0000.OPLAP.2302.000005	2	15/07/2023 11:56:54	0000.WL.2307.000011	Warning Letter	3	15/07/2023 19:02:47	0000.WL.2307.000017	Warning Letter	4	15/07/2023 19:07:06	0000.WL.2307.000018	Warning Letter	5	17/07/2023 10:05:20	0000.RLM.2307.000004	Repossession Letter Request 0000.RLM.2307.000004	6	17/07/2023 10:09:25	0000.RLM.2307.000004	Repossession Letter Settlement	7	17/07/2023 10:12:11	0000.RLM.2307.000004	Repossession Letter Request 0000.RLM.2307.000004	8	17/07/2023 10:14:09	0000.RLM.2307.000004	Repossession Letter Settlement	9	18/07/2023 11:54:45	0000.RLM.2307.000004	Repossession Letter Request 0000.RLM.2307.000004	10	18/07/2023 11:59:12	0000.RLM.2307.000004	Repossession Letter Settlement
No	Date	Source	Remark																																																
1	12/07/2023 14:33:31	0000.OPLRLZ.2304.000001	Realization Application : 0000.OPLAP.2302.000005																																																
2	15/07/2023 11:56:54	0000.WL.2307.000011	Warning Letter																																																
3	15/07/2023 19:02:47	0000.WL.2307.000017	Warning Letter																																																
4	15/07/2023 19:07:06	0000.WL.2307.000018	Warning Letter																																																
5	17/07/2023 10:05:20	0000.RLM.2307.000004	Repossession Letter Request 0000.RLM.2307.000004																																																
6	17/07/2023 10:09:25	0000.RLM.2307.000004	Repossession Letter Settlement																																																
7	17/07/2023 10:12:11	0000.RLM.2307.000004	Repossession Letter Request 0000.RLM.2307.000004																																																
8	17/07/2023 10:14:09	0000.RLM.2307.000004	Repossession Letter Settlement																																																
9	18/07/2023 11:54:45	0000.RLM.2307.000004	Repossession Letter Request 0000.RLM.2307.000004																																																
10	18/07/2023 11:59:12	0000.RLM.2307.000004	Repossession Letter Settlement																																																
<p>Showing 1 to 10 of 15 entries</p> <span style="float: right;">First Previous <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; margin: 0 5px;">1</span> 2 Next Last</span>																																																			
<b>Gambar 378 Halaman Tab Agreement Log</b>																																																			

- n. Setelah data Deskcoll Task berhasil disimpan, klik tombol **POST** untuk melakukan posting data Deskcoll Task dan status data Deskcoll Task akan berubah menjadi Post.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

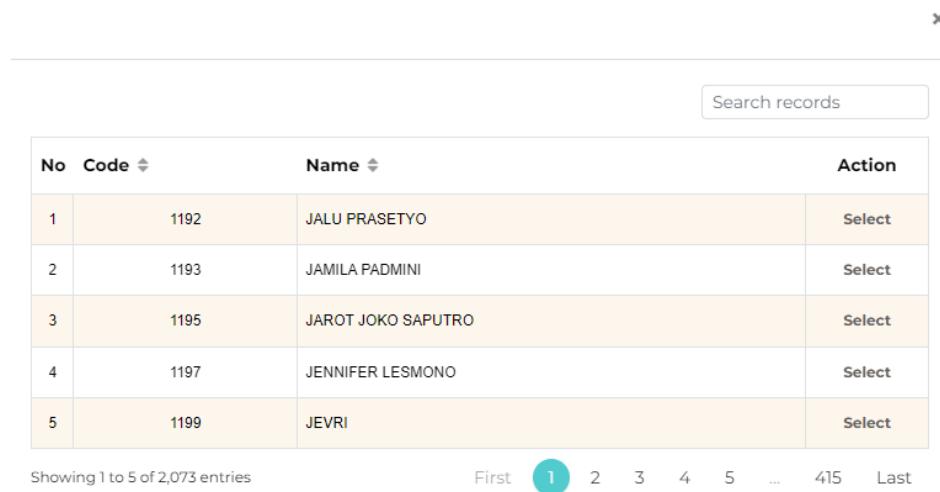
### 3.10.2 Deskcoll Inquiry

Sub Menu Deskcoll Inquiry dapat diakses oleh user melalui modul **Operating Lease > Collection > Deskcoll Inquiry**. Sub Menu Deskcoll Inquiry dapat digunakan oleh user untuk melakukan proses monitoring terhadap data kontrak pembiayaan yang telah masuk kedalam kategori Deskcoll pada sistem.

#### 3.10.2.1 Step Process Deskcoll Inquiry

Berikut adalah Step Process Deskcoll Inquiry:

- Klik tombol  untuk menampilkan Look Up Deskcoll Staff, lalu klik **Select** untuk menampilkan data yang dipilih.



No	Code	Name	Action
1	1192	JALU PRASetyo	Select
2	1193	JAMILA PADMINI	Select
3	1195	JAROT JOKO SAPUTRO	Select
4	1197	JENNIFER LESMONO	Select
5	1199	JEVRI	Select

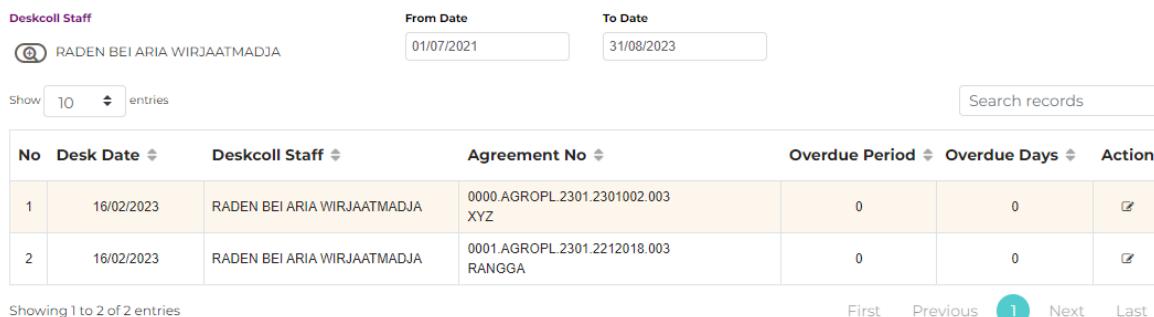
Showing 1 to 5 of 2,073 entries

First **1** 2 3 4 5 ... 415 Last

**Gambar 379 Halaman Look Up Deskcoll Staff**

- Pilih filter From Date dan To Date, maka sistem akan menampilkan halaman Deskcoll Inquiry List.

#### Deskcoll Inquiry List



No	Desk Date	Deskcoll Staff	Agreement No	Overdue Period	Overdue Days	Action
1	16/02/2023	RADEN BEI ARIA WIRJAATMADJA	0000.AGROPL.2301.2301002.003 XYZ	0	0	
2	16/02/2023	RADEN BEI ARIA WIRJAATMADJA	0001.AGROPL.2301.2212018.003 RANGGA	0	0	

Showing 1 to 2 of 2 entries

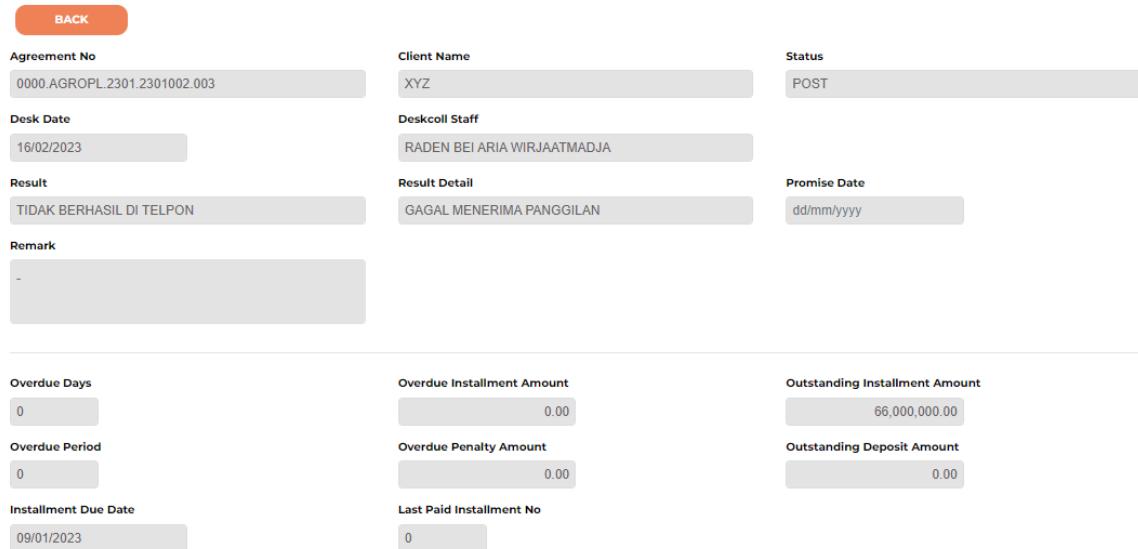
First Previous **1** Next Last

**Gambar 380 Halaman Deskcoll Inquiry List**

- Klik tombol  untuk melihat detail data Deskcoll Inquiry.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

### Deskcollections Inquiry Info



The screenshot shows the 'Deskcollections Inquiry Info' page. At the top left is a 'BACK' button. The page displays the following information:

- Agreement No:** 0000.AGROPL.2301.2301002.003
- Client Name:** XYZ
- Status:** POST
- Desk Date:** 16/02/2023
- Deskcoll Staff:** RADEN BEI ARIA WIRJAATMADJA
- Result:** TIDAK BERHASIL DI TELPON
- Result Detail:** GAGAL MENERIMA PANGGILAN
- Promise Date:** dd/mm/yyyy
- Remark:** -
- Overdue Days:** 0
- Overdue Installment Amount:** 0.00
- Outstanding Installment Amount:** 66,000,000.00
- Overdue Period:** 0
- Overdue Penalty Amount:** 0.00
- Outstanding Deposit Amount:** 0.00
- Installment Due Date:** 09/01/2023
- Last Paid Installment No:** 0

**Gambar 381 Halaman Deskcollections Inquiry Info**

- d. Klik tombol  untuk kembali ke halaman sebelumnya.

#### 3.10.3 SP Manual

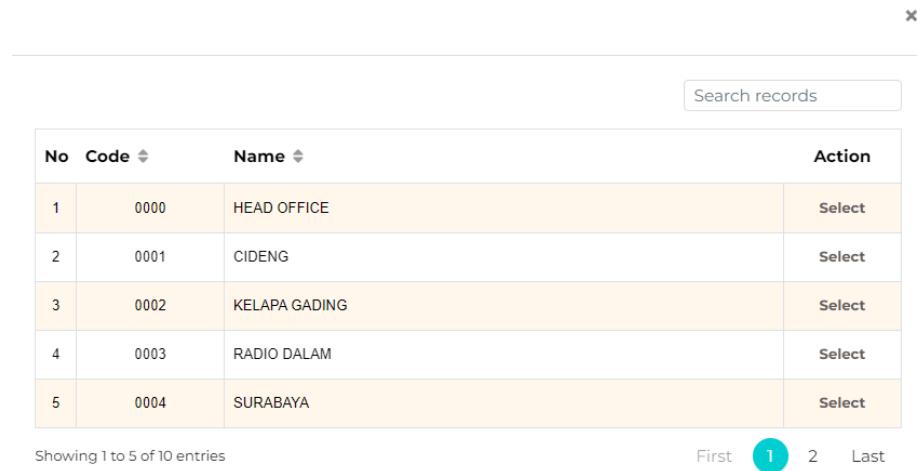
Sub Menu SP Manual dapat diakses oleh user melalui modul **Operating Lease > Collection > SP Manual**. Sub Menu SP Manual dapat digunakan oleh user untuk membuat Surat Peringatan terhadap kontrak pembiayaan secara manual (tidak harus mengikuti parameter aging) dikarenakan suatu alasan tertentu.

##### 3.10.3.1 Step Process SP Manual

Berikut adalah Step Process SP Manual:

- a. Klik tombol  untuk menampilkan Look Up Branch, lalu klik  untuk menampilkan data yang dipilih.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023



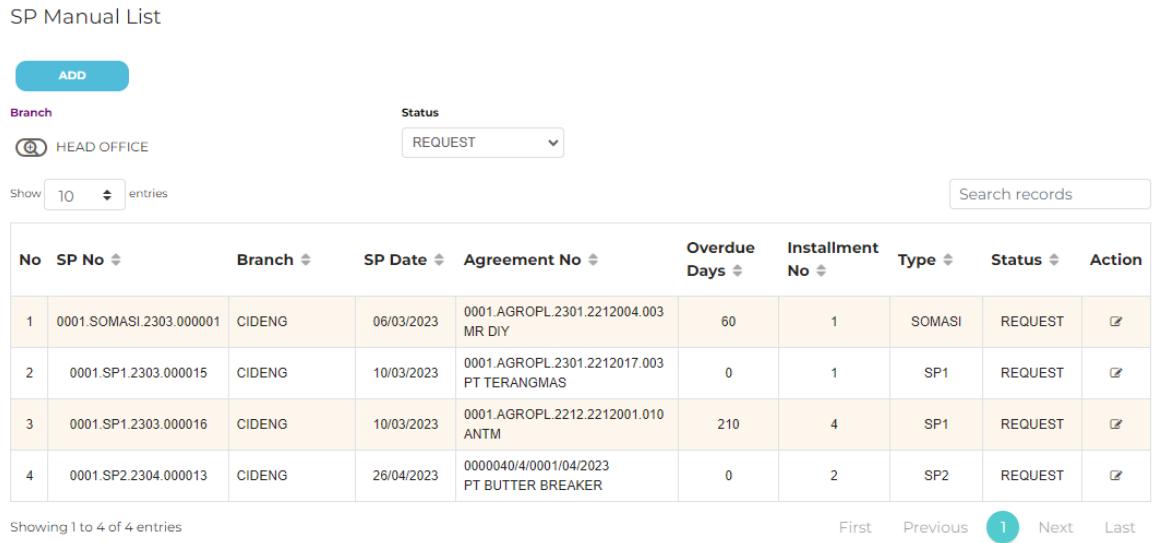
Showing 1 to 5 of 10 entries

No	Code	Name	Action
1	0000	HEAD OFFICE	Select
2	0001	CIDENG	Select
3	0002	KELAPA GADING	Select
4	0003	RADIO DALAM	Select
5	0004	SURABAYA	Select

First 1 2 Last

**Gambar 382 Halaman Look Up Branch**

- b. Klik tombol ADD untuk menambahkan data pada tampilan SP Manual List.



SP Manual List

No	SP No	Branch	SP Date	Agreement No	Overdue Days	Installment No	Type	Status	Action
1	0001.SOMASI.2303.000001	CIDENG	06/03/2023	0001.AGROPL.2301.2212004.003 MR DIY	60	1	SOMASI	REQUEST	<input checked="" type="checkbox"/>
2	0001.SP1.2303.000015	CIDENG	10/03/2023	0001.AGROPL.2301.2212017.003 PT TERANGMAS	0	1	SP1	REQUEST	<input checked="" type="checkbox"/>
3	0001.SP1.2303.000016	CIDENG	10/03/2023	0001.AGROPL.2212.2212001.010 ANTM	210	4	SP1	REQUEST	<input checked="" type="checkbox"/>
4	0001.SP2.2304.000013	CIDENG	26/04/2023	0000040/4/0001/04/2023 PT BUTTER BREAKER	0	2	SP2	REQUEST	<input checked="" type="checkbox"/>

Show 10 entries

Showing 1 to 4 of 4 entries

First Previous 1 Next Last

**Gambar 383 Halaman SP Manual List**

- c. Lengkapi data pada field yang tersedia, lalu klik tombol SAVE untuk menyimpan data atau klik tombol BACK untuk kembali ke halaman sebelumnya.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

#### SP Manual Info



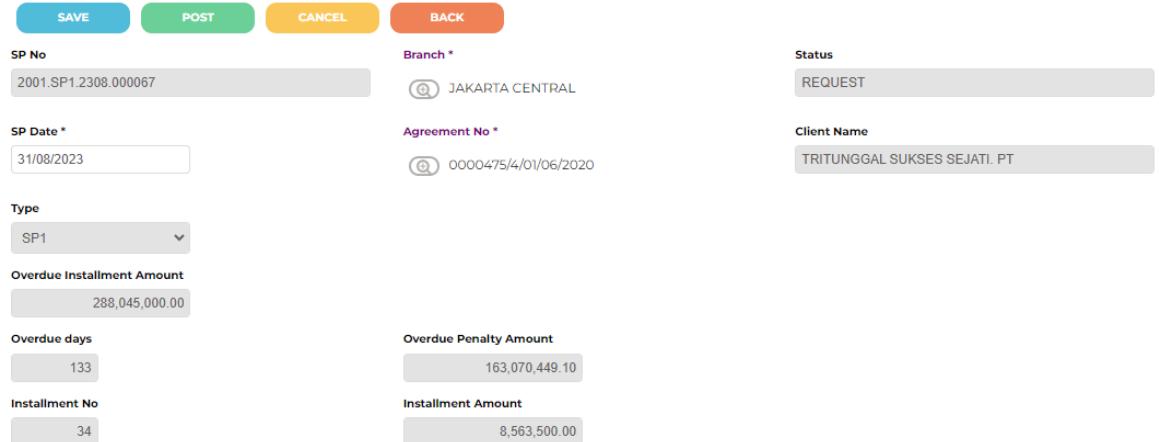
SP Manual Info Form Fields:

- SP No: SP1
- SP Date: dd/mm/yyyy
- Type: SP1
- Branch: JAKARTA CENTRAL
- Agreement No: 00004754/01/06/2020
- Status: REQUEST
- Client Name: TRITUNGGAL SUKSES SEJATI. PT

**Gambar 384 Halaman SP Manual Info**

- d. Setelah data SP Manual berhasil disimpan, klik tombol **POST** untuk melakukan posting data SP Manual dan status data SP Manual akan berubah menjadi Post atau klik tombol **CANCEL** untuk membatalkan pendaftaran data SP Manual dan status data SP Manual akan berubah menjadi Cancel.

#### SP Manual Info



SP Manual Info Form Fields (Status: Request):

- SP No: 2001.SP1.2308.000067
- SP Date: 31/08/2023
- Type: SP1
- Branch: JAKARTA CENTRAL
- Agreement No: 00004754/01/06/2020
- Status: REQUEST
- Client Name: TRITUNGGAL SUKSES SEJATI. PT
- Overdue Installment Amount: 288,045,000.00
- Overdue days: 133
- Installment No: 34
- Overdue Penalty Amount: 163,070,449.10
- Installment Amount: 8,563,500.00

**Gambar 385 Halaman SP Manual Info (Status: Request)**

- e. Jika user ingin melakukan perubahan data klik tombol  pada baris data SP Manual List.

#### 3.10.4 SP

Sub Menu SP dapat diakses oleh user melalui modul **Operating Lease > Collection > SP**. Sub Menu SP (Surat Peringatan) dapat digunakan oleh user untuk memproses data Surat Peringatan terhadap kontrak pembiayaan yang telah masuk parameter SP pada sistem.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

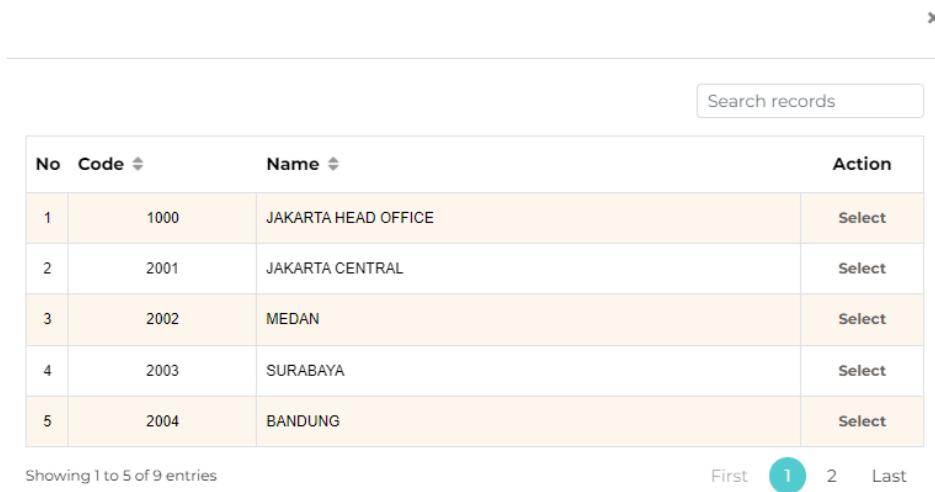
### 3.10.4.1 Step Process SP

Berikut adalah Step Process SP:

Pada sub menu SP terdapat beberapa Tab, antara lain:

#### Tab SP 1

- Halaman Tab SP 1 akan menampilkan informasi listing data surat peringatan atas kontrak pembiayaan yang masa overduenya telah memasuki SP 1.
- Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.



The screenshot shows a search interface for 'Look Up Branch'. At the top right is a search bar labeled 'Search records' with a clear button 'x'. Below it is a table with the following data:

No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

At the bottom left is the text 'Showing 1 to 5 of 9 entries'. On the right are navigation buttons: 'First' (disabled), '1' (highlighted), '2', and 'Last'.

**Gambar 386 Halaman Look Up Branch**

- Setelah memilih Branch, maka sistem akan menampilkan halaman Tab SP 1.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

**SPI**      **SP2**      **SOMASI**      **HISTORY**

**PROCEED**

Branch:  JAKARTA HEAD OFFICE

Show 10 entries

No	SP No	Branch	Letter Date	Generate Type	Agreement No	Overdue Days	Installment No
1	2001.SP1.2308.000001	CENTRAL JAKARTA	23/08/2023	EOD	0001321/4/01/04/2023 SURYAPATIH JAYA KREASI. PT	90	1
2	2001.SP1.2308.000003	CENTRAL JAKARTA	26/08/2023	EOD	0001302/4/01/02/2023 G4S SECURITY SERVICES	90	3
3	2001.SP1.2308.000005	CENTRAL JAKARTA	26/08/2023	EOD	0001303/4/01/02/2023 G4S SECURITY SERVICES	90	3
4	2001.SP1.2308.000007	CENTRAL JAKARTA	27/08/2023	EOD	0001086/4/01/07/2022 ORICA MINING SERVICES. PT	90	10
5	2001.SP1.2308.000009	CENTRAL JAKARTA	27/08/2023	EOD	0001137/4/01/08/2022 G4S SECURITY SERVICES	90	9
6	2001.SP1.2308.000011	CENTRAL JAKARTA	27/08/2023	EOD	0001138/4/01/09/2022 G4S SECURITY SERVICES	90	8
7	2001.SP1.2308.000013	CENTRAL JAKARTA	28/08/2023	EOD	0001059/4/01/06/2022 G4S SECURITY SERVICES	90	11
8	2001.SP1.2308.000015	CENTRAL JAKARTA	28/08/2023	EOD	0001185/4/01/11/2022 G4S SECURITY SERVICES	90	6
9	2001.SP1.2308.000017	CENTRAL JAKARTA	28/08/2023	EOD	0001308/4/01/04/2023 G4S SECURITY SERVICES	90	1
10	2001.SP1.2308.000019	CENTRAL JAKARTA	28/08/2023	EOD	0001325/4/01/04/2023 G4S SECURITY SERVICES	90	1

Showing 1 to 10 of 157 entries      First      Previous 1 2 3 4 5 ... 16 Next Last

**Gambar 387 Halaman Tab SP 1**

- d. User dapat memberi tanda checklist “” pada baris data Tab SP 1 List kemudian klik tombol **PROCEED** untuk melanjutkan proses data ke sub menu SP Delivery Request.

### **Tab SP 2**

- e. Halaman Tab SP 2 akan menampilkan informasi listing data surat peringatan atas kontrak pembiayaan yang masa overduenya telah memasuki SP 2.
- f. Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.

 Innovation Comprehensive Technology	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

✖

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No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

Showing 1 to 5 of 9 entries      First 1 2 Last

**Gambar 388 Halaman Look Up Branch**

- g. Setelah memilih Branch, maka sistem akan menampilkan halaman Tab SP 2.

 Innovation Comprehensive Technology	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

**SP1**      **SP2**      **SOMASI**      **HISTORY**

**PROCEED**

**Branch**

JAKARTA HEAD OFFICE

Show 10 entries

No	SP No	Branch	Letter Date	Generate Type	Agreement No	Overdue Days	Installment No
1	2001.SP2.2308.000002	CENTRAL JAKARTA	23/08/2023	EOD	0001321/4/01/04/2023 SURYAPATIH JAYA KREASI. PT	90	1
2	2001.SP2.2308.000004	CENTRAL JAKARTA	26/08/2023	EOD	0001302/4/01/02/2023 G4S SECURITY SERVICES	90	3
3	2001.SP2.2308.000006	CENTRAL JAKARTA	26/08/2023	EOD	0001303/4/01/02/2023 G4S SECURITY SERVICES	90	3
4	2001.SP2.2308.000008	CENTRAL JAKARTA	27/08/2023	EOD	0001086/4/01/07/2022 ORICA MINING SERVICES. PT	90	10
5	2001.SP2.2308.000010	CENTRAL JAKARTA	27/08/2023	EOD	0001137/4/01/08/2022 G4S SECURITY SERVICES	90	9
6	2001.SP2.2308.000012	CENTRAL JAKARTA	27/08/2023	EOD	0001138/4/01/09/2022 G4S SECURITY SERVICES	90	8
7	2001.SP2.2308.000014	CENTRAL JAKARTA	28/08/2023	EOD	0001059/4/01/06/2022 G4S SECURITY SERVICES	90	11
8	2001.SP2.2308.000016	CENTRAL JAKARTA	28/08/2023	EOD	0001185/4/01/11/2022 G4S SECURITY SERVICES	90	6
9	2001.SP2.2308.000018	CENTRAL JAKARTA	28/08/2023	EOD	0001308/4/01/04/2023 G4S SECURITY SERVICES	90	1
10	2001.SP2.2308.000020	CENTRAL JAKARTA	28/08/2023	EOD	0001325/4/01/04/2023 G4S SECURITY SERVICES	90	1

Showing 1 to 10 of 157 entries      First      Previous **1** 2 3 4 5 ... 16 Next      Last

**Gambar 389 Halaman Tab SP 2**

- h. User dapat memberi tanda checklist “

#### Tab Somasi

- i. Halaman Tab Somasi akan menampilkan informasi listing data surat peringatan atas kontrak pembiayaan yang masa overduenya telah memasuki Somasi.
- j. Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.

 Innovation Comprehensive Technology	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

✖

---

No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

Showing 1 to 5 of 9 entries
First
1
2
Last

#### Gambar 390 Halaman Look Up Branch

- k. Setelah memilih Branch, maka sistem akan menampilkan halaman Tab Somasi.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

**SP1**      **SP2**      **SOMASI**      **HISTORY**

**PROCEED**

**Branch**

 JAKARTA HEAD OFFICE

Show 10 entries

No	SP No	Branch	Letter Date	Generate Type	Agreement No	Overdue Days	Installment No
1	2001.SOMASI.2308.000001	CENTRAL JAKARTA	23/08/2023	EOD	0001321/4/01/04/2023 SURYAPATIH JAYA KREASI. PT	90	1
2	2001.SOMASI.2308.000002	CENTRAL JAKARTA	26/08/2023	EOD	0001302/4/01/02/2023 G4S SECURITY SERVICES	90	3
3	2001.SOMASI.2308.000003	CENTRAL JAKARTA	26/08/2023	EOD	0001303/4/01/02/2023 G4S SECURITY SERVICES	90	3
4	2001.SOMASI.2308.000004	CENTRAL JAKARTA	27/08/2023	EOD	0001086/4/01/07/2022 ORICA MINING SERVICES. PT	90	10
5	2001.SOMASI.2308.000005	CENTRAL JAKARTA	27/08/2023	EOD	0001137/4/01/08/2022 G4S SECURITY SERVICES	90	9
6	2001.SOMASI.2308.000006	CENTRAL JAKARTA	27/08/2023	EOD	0001138/4/01/09/2022 G4S SECURITY SERVICES	90	8
7	2001.SOMASI.2308.000007	CENTRAL JAKARTA	28/08/2023	EOD	0001059/4/01/06/2022 G4S SECURITY SERVICES	90	11
8	2001.SOMASI.2308.000008	CENTRAL JAKARTA	28/08/2023	EOD	0001185/4/01/11/2022 G4S SECURITY SERVICES	90	6
9	2001.SOMASI.2308.000009	CENTRAL JAKARTA	28/08/2023	EOD	0001308/4/01/04/2023 G4S SECURITY SERVICES	90	1
10	2001.SOMASI.2308.000010	CENTRAL JAKARTA	28/08/2023	EOD	0001325/4/01/04/2023 G4S SECURITY SERVICES	90	1

Showing 1 to 10 of 150 entries      First      Previous 1 2 3 4 5 ... 15 Next Last

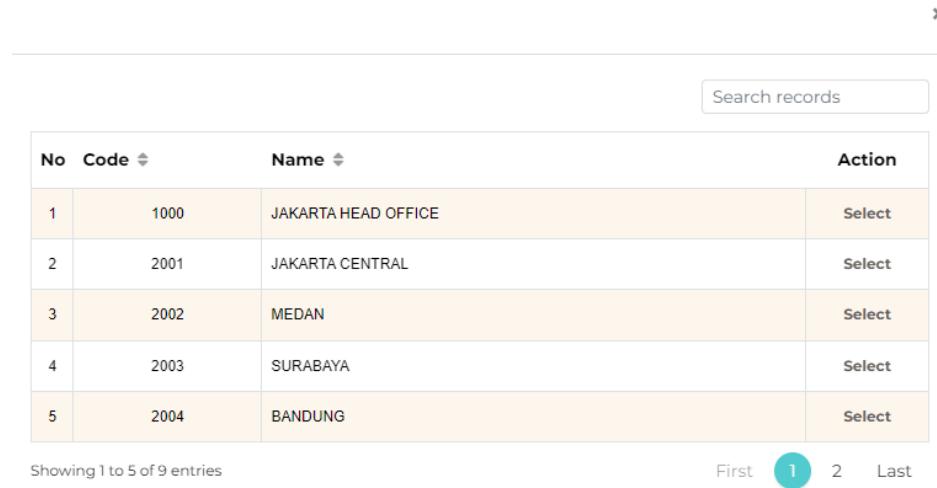
**Gambar 391 Halaman Tab Somasi**

- I. User dapat memberi tanda checklist “

#### Tab History

- m. Halaman Tab History akan menampilkan informasi listing history dari surat peringatan atas kontrak pembiayaan yang telah terdaftar pada sub menu SP.
- n. Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.

 Innovation Comprehensive Technology	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023



Search records

No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

Showing 1 to 5 of 9 entries

First 1 2 Last

**Gambar 392 Halaman Look Up Branch**

- o. Pilih filter From Date, To Date dan SP Type, maka sistem akan menampilkan halaman Tab History.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

SP1		SP2		SOMASI		HISTORY				
Branch		From Date		To Date		SP Type				
@ JAKARTA HEAD OFFICE		31/07/2023		31/08/2023		ALL				
Show	10	entries				Search records				
No	SP No	Branch	SP Date	Generate Type	Agreement No	Overdue Days	Installment No	Last Print By	Delivery Date / Status	Status
1	2001.SP1.2308.000001	CENTRAL JAKARTA	23/08/2023	SP1 EOD	0001321/4/01/04/2023 SURYAPATIH JAYA KREASI. PT	90	1			HOLD
2	2001.SP2.2308.000002	CENTRAL JAKARTA	23/08/2023	SP2 EOD	0001321/4/01/04/2023 SURYAPATIH JAYA KREASI. PT	90	1			HOLD
3	2001.SOMASI.2308.000001	CENTRAL JAKARTA	23/08/2023	SOMASI EOD	0001321/4/01/04/2023 SURYAPATIH JAYA KREASI. PT	90	1			HOLD
4	2001.SP1.2308.000003	CENTRAL JAKARTA	26/08/2023	SP1 EOD	0001302/4/01/02/2023 G4S SECURITY SERVICES	90	3			HOLD
5	2001.SP2.2308.000004	CENTRAL JAKARTA	26/08/2023	SP2 EOD	0001302/4/01/02/2023 G4S SECURITY SERVICES	90	3			HOLD
6	2001.SOMASI.2308.000002	CENTRAL JAKARTA	26/08/2023	SOMASI EOD	0001302/4/01/02/2023 G4S SECURITY SERVICES	90	3			HOLD
7	2001.SP1.2308.000005	CENTRAL JAKARTA	26/08/2023	SP1 EOD	0001303/4/01/02/2023 G4S SECURITY SERVICES	90	3			HOLD
8	2001.SP2.2308.000006	CENTRAL JAKARTA	26/08/2023	SP2 EOD	0001303/4/01/02/2023 G4S SECURITY SERVICES	90	3			HOLD
9	2001.SOMASI.2308.000003	CENTRAL JAKARTA	26/08/2023	SOMASI EOD	0001303/4/01/02/2023 G4S SECURITY SERVICES	90	3			HOLD
10	2001.SP1.2308.000007	CENTRAL JAKARTA	27/08/2023	SP1 EOD	0001086/4/01/07/2022 ORICA MINING SERVICES. PT	90	10			HOLD

Showing 1 to 10 of 464 entries

First Previous 1 2 3 4 5 ... 47 Next Last

**Gambar 393 Halaman Tab History**

### 3.10.5 SP Delivery Request

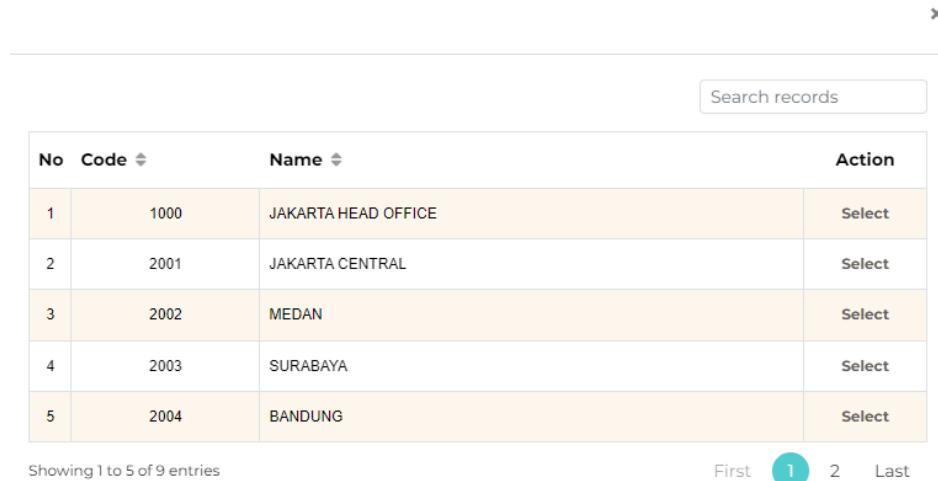
Sub Menu SP Delivery Request dapat diakses oleh user melalui modul **Operating Lease > Collection > SP Delivery Request**. Sub Menu SP Delivery Request dapat digunakan oleh user untuk memproses data Surat Peringatan untuk dilakukan proses pengiriman dari data kontrak pembiayaan pada sistem.

#### 3.10.5.1 Step Process SP Delivery Request

Berikut adalah Step Process SP Delivery Request:

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

- a. Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.



A screenshot of a web-based application interface. At the top right is a search bar labeled "Search records". Below it is a table with columns "No", "Code", "Name", and "Action". The table contains five rows of data:

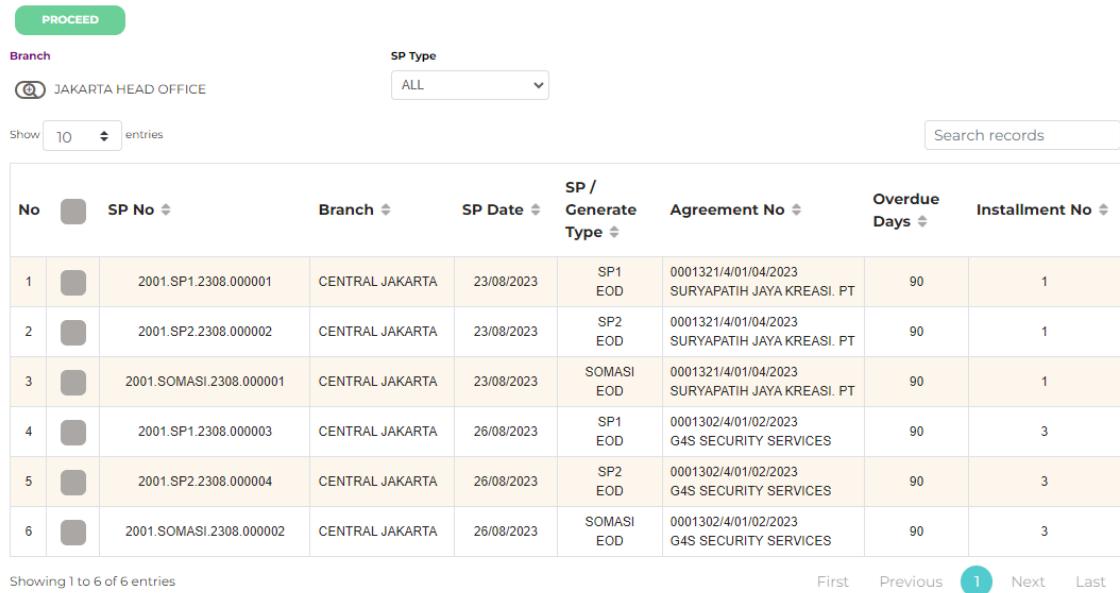
No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

At the bottom left, it says "Showing 1 to 5 of 9 entries". On the right, there are buttons for "First", "1", "2", and "Last".

**Gambar 394 Halaman Look Up Branch**

- b. Pilih SP Type yang akan dilihat dengan mengklik tombol dropdown list SP Type  maka sistem akan menampilkan halaman SP Delivery Request List.

SP Delivery Request List



A screenshot of a web-based application interface. At the top left is a green button labeled "PROCEED". To its right are two dropdown menus: "Branch" set to "JAKARTA HEAD OFFICE" and "SP Type" set to "ALL". Below them is a "Show" dropdown set to "10 entries" and a "Search records" bar. The main area is a table with columns "No", "SP No", "Branch", "SP Date", "SP / Generate Type", "Agreement No", "Overdue Days", and "Installment No". The table contains six rows of data:

No	SP No	Branch	SP Date	SP / Generate Type	Agreement No	Overdue Days	Installment No
1	2001.SP1.2308.000001	CENTRAL JAKARTA	23/08/2023	SP1 EOD	0001321/4/01/04/2023 SURYAPATIH JAYA KREASI. PT	90	1
2	2001.SP2.2308.000002	CENTRAL JAKARTA	23/08/2023	SP2 EOD	0001321/4/01/04/2023 SURYAPATIH JAYA KREASI. PT	90	1
3	2001.SOMASI.2308.000001	CENTRAL JAKARTA	23/08/2023	SOMASI EOD	0001321/4/01/04/2023 SURYAPATIH JAYA KREASI. PT	90	1
4	2001.SP1.2308.000003	CENTRAL JAKARTA	26/08/2023	SP1 EOD	0001302/4/01/02/2023 G4S SECURITY SERVICES	90	3
5	2001.SP2.2308.000004	CENTRAL JAKARTA	26/08/2023	SP2 EOD	0001302/4/01/02/2023 G4S SECURITY SERVICES	90	3
6	2001.SOMASI.2308.000002	CENTRAL JAKARTA	26/08/2023	SOMASI EOD	0001302/4/01/02/2023 G4S SECURITY SERVICES	90	3

At the bottom left, it says "Showing 1 to 6 of 6 entries". On the right, there are buttons for "First", "Previous", "1", "Next", and "Last".

**Gambar 395 Halaman SP Delivery Request List**

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

- c. User dapat memberi tanda checklist “” pada baris data SP Delivery Request List kemudian klik tombol **PROCEED** untuk melanjutkan proses data ke sub menu SP Delivery.

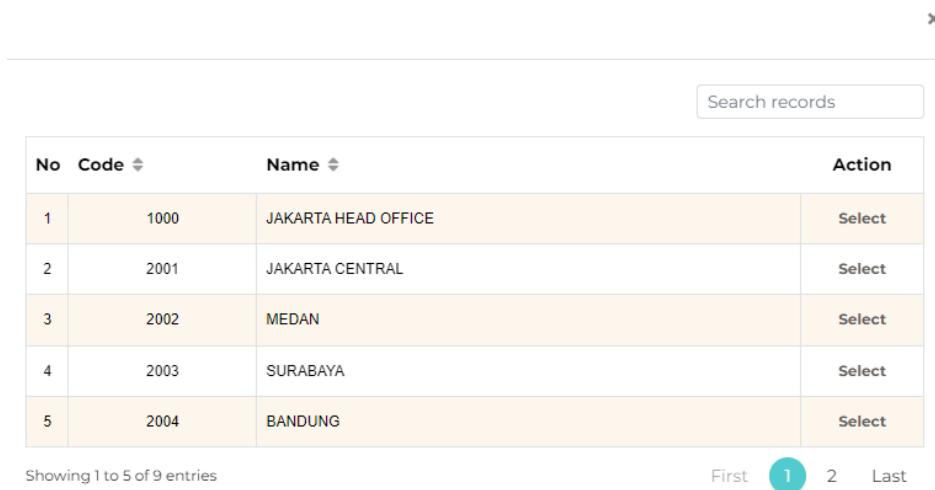
### 3.10.6 SP Delivery

Sub Menu SP Delivery dapat diakses oleh user melalui modul **Operating Lease > Collection > SP Delivery**. Sub Menu SP Delivery dapat digunakan oleh user untuk mengirimkan surat peringatan dari kontrak pembiayaan kepada Client pada sistem.

#### 3.10.6.1 Step Process SP Delivery

Berikut adalah Step Process SP Delivery:

- a. Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.



The screenshot shows a modal window titled "Look Up Branch". At the top right is a close button (X). Below it is a search bar labeled "Search records". The main area is a table with the following data:

No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

At the bottom left is the text "Showing 1 to 5 of 9 entries". In the bottom right corner are buttons for "First", "1" (highlighted in blue), "2", and "Last". To the right of the page number is a dropdown menu set to "ALL".

**Gambar 396 Halaman Look Up Branch**

- b. Pilih Status yang akan dilihat dengan mengklik tombol dropdown list Status  maka sistem akan menampilkan halaman SP Delivery List.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

#### SP Delivery List

Branch	Status																											
 JAKARTA HEAD OFFICE	<input type="button" value="ALL"/>																											
Show <input type="button" value="10"/> entries	<input type="button" value="Search records"/>																											
<hr/>																												
<table border="1"> <thead> <tr> <th>No</th> <th>Delivery No</th> <th>Branch</th> <th>Date</th> <th>Type</th> <th>Courier / Collector</th> <th>Count</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2001.WLD.2308.000001</td> <td>CENTRAL JAKARTA</td> <td>31/08/2023</td> <td>INTERNAL</td> <td></td> <td>1</td> <td>HOLD</td> <td></td> </tr> <tr> <td>2</td> <td>2001.WLD.2308.000002</td> <td>CENTRAL JAKARTA</td> <td>31/08/2023</td> <td>INTERNAL</td> <td></td> <td>2</td> <td>HOLD</td> <td></td> </tr> </tbody> </table>		No	Delivery No	Branch	Date	Type	Courier / Collector	Count	Status	Action	1	2001.WLD.2308.000001	CENTRAL JAKARTA	31/08/2023	INTERNAL		1	HOLD		2	2001.WLD.2308.000002	CENTRAL JAKARTA	31/08/2023	INTERNAL		2	HOLD	
No	Delivery No	Branch	Date	Type	Courier / Collector	Count	Status	Action																				
1	2001.WLD.2308.000001	CENTRAL JAKARTA	31/08/2023	INTERNAL		1	HOLD																					
2	2001.WLD.2308.000002	CENTRAL JAKARTA	31/08/2023	INTERNAL		2	HOLD																					
Showing 1 to 2 of 2 entries																												
<input type="button" value="First"/> <input type="button" value="Previous"/>  <input type="button" value="Next"/> <input type="button" value="Last"/>																												

**Gambar 397 Halaman SP Delivery List**

- c. Klik tombol  untuk melihat detail data dan melakukan proses perubahan data SP Delivery.

#### SP Delivery Info

<input type="button" value="SAVE"/>	<input type="button" value="PROCEED"/>	<input type="button" value="CANCEL"/>	<input type="button" value="BACK"/>
Delivery No *	Branch *	Status	
2001.WLD.2308.000001	 CENTRAL JAKARTA	<input type="button" value="HOLD"/>	
Date *	Type *	Collector *	
31/08/2023	<input checked="" type="radio"/> INTERNAL <input type="radio"/> EXTERNAL	 ANTONIUS FEDRIK YOHANES YAHYA	
Remark *	<p>WARNING LETTER DELIVERY</p>		

**Gambar 398 Halaman SP Delivery Info**

- d. Lengkapi data pada field yang tersedia, lalu klik tombol  untuk menyimpan data atau klik tombol  untuk kembali ke halaman sebelumnya.
- e. Pada halaman SP Delivery Info, terdapat halaman SP List.

#### SP List

<input type="button" value="DELETE"/>								
Show <input type="button" value="10"/> entries	<input type="button" value="Search records"/>							
No	SP No	SP Date	Agreement No	SP Type	Last Print By	Print Count	Action	
1	2001.SP1.2308.000001	23/08/2023	0001321/4/01/04/2023 SURYAPATIH JAYA KREASI. PT	SP1		0		
Showing 1 to 1 of 1 entries								
<input type="button" value="First"/> <input type="button" value="Previous"/>  <input type="button" value="Next"/> <input type="button" value="Last"/>								

**Gambar 399 Halaman SP List**

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

- f. Untuk menghapus data SP, user dapat memberi tanda checklist “” pada baris data SP List kemudian klik tombol .
- g. Setelah data SP Delivery Info berhasil disimpan, klik tombol  untuk memproses lebih lanjut data SP Delivery dan status data SP Delivery akan berubah menjadi On Process atau klik tombol  untuk membatalkan data SP Delivery dan status data SP Delivery akan berubah menjadi Cancel.

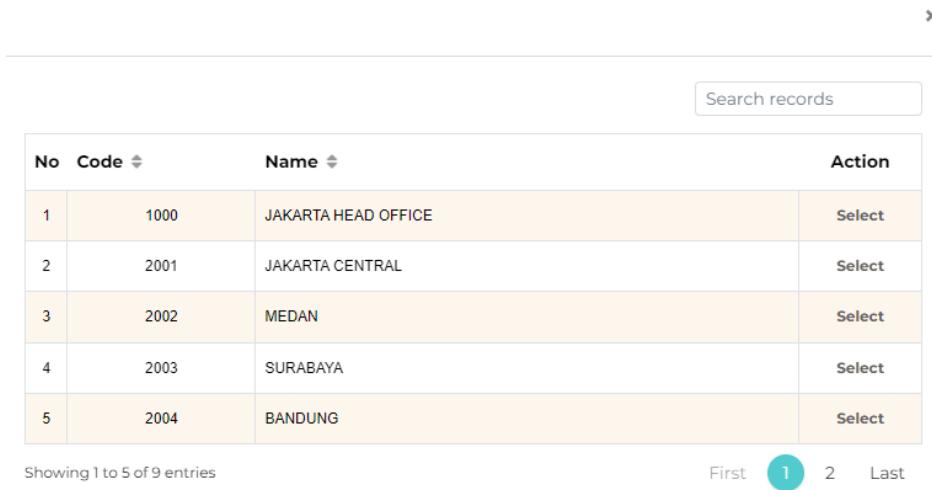
### 3.10.7 SP Delivery Settlement

Sub Menu SP Delivery Settlement dapat diakses oleh user melalui modul **Operating Lease > Collection > SP Delivery Settlement**. Sub Menu SP Delivery Settlement dapat digunakan oleh user untuk melakukan proses penginputan hasil pengiriman surat peringatan dari kontrak pembiayaan kepada Client pada sistem.

#### 3.10.7.1 Step Process SP Delivery Settlement

Berikut adalah Step Process SP Delivery Settlement:

- a. Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.



No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

Showing 1 to 5 of 9 entries      First      **1**      2      Last

**Gambar 400 Halaman Look Up Branch**

- b. Pilih Status yang akan dilihat dengan mengklik tombol dropdown list Status  maka sistem akan menampilkan halaman SP Delivery Settlement List.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

### SP Delivery Settlement

Branch	Status
JAKARTA HEAD OFFICE	ALL
Show 10 entries	Search records
<b>No</b> <b>Delivery No</b> <b>Branch</b> <b>Date</b> <b>Type</b> <b>Courier / Collector</b> <b>Count</b> <b>Status</b> <b>Action</b>	
1 2001.WLD.2308.000001	
CENTRAL JAKARTA	
31/08/2023	
INTERNAL	
ANTONIUS FEDRIK YOHANES YAHYA	
1	
ON PROCESS	
<input checked="" type="checkbox"/>	
Showing 1 to 1 of 1 entries	
First Previous <b>1</b> Next Last	

**Gambar 401 Halaman SP Delivery Settlement List**

- c. Klik tombol  untuk melihat detail data dan melakukan proses perubahan data SP Delivery Settlement.

### SP Delivery Settlement Info

POST	BACK	
<b>Delivery No</b> 2001.WLD.2308.000001	<b>Branch *</b>  CENTRAL JAKARTA	<b>Status</b> ON PROCESS
<b>Date</b> 31/08/2023	<b>Type</b> <input checked="" type="radio"/> INTERNAL <input type="radio"/> EXTERNAL	<b>Collector</b>  ANTONIUS FEDRIK YOHANES YAHYA
<b>Remark</b> WARNING LETTER DELIVERY		

**Gambar 402 Halaman SP Delivery Settlement Info**

- d. Pada halaman SP Delivery Settlement Info, terdapat halaman SP Settlement Detail List.

### SP Settlement Detail List

No	Agreement No	SP No / Date / Type	Status	Received	File Name	Action
1	0001321/4/01/04/2023 SURYAPATIH JAYA KREASI PT	2001.SP1.2308.000001 23/08/2023 SP1	Received Status <input type="dropdown"/>	Received Date * dd/mm/yyyy <input type="dropdown"/> Received Remark * <input type="dropdown"/>	1_20230831111520305_REPORT SURAT PERINGATAN 1_ADMIN_2023083110424740.PDF	Preview Remove
Showing 1 to 1 of 1 entries						
First Previous <b>1</b> Next Last						

**Gambar 403 Halaman SP Settlement Detail List**

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

- e. Lengkapi data pada field yang tersedia, kemudian klik tombol **SAVE** untuk menyimpan data.
- f. User dapat melihat dokumen yang telah diupload pada halaman SP Settlement Detail List dengan mengklik tombol **Preview** atau menghapus dokumen yang telah diupload pada halaman SP Settlement Detail List dengan mengklik tombol **Remove**.
- g. Klik tombol **POST** untuk melakukan posting data SP Delivery Settlement dan status data SP Delivery Settlement akan berubah menjadi Post atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

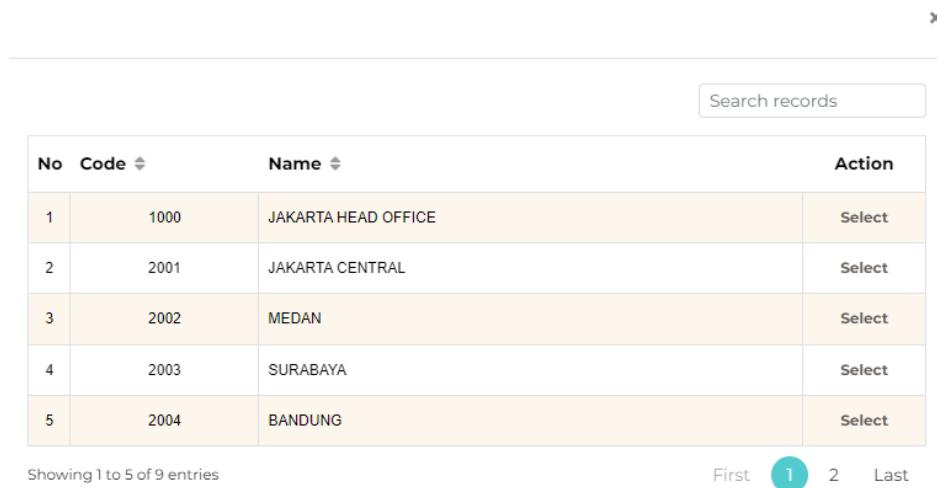
### 3.10.8 Deskcoll Staff

Sub Menu Deskcoll Staff dapat diakses oleh user melalui modul **Operating Lease > Collection > Deskcoll Staff**. Sub Menu Deskcoll Staff dapat digunakan oleh user untuk menentukan staff deskcoll yang akan bertanggung jawab dari data kontrak tersebut.

#### 3.10.8.1 Step Process Deskcoll Staff

Berikut adalah Step Process Deskcoll Staff:

- a. Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.



No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

Showing 1 to 5 of 9 entries

First 1 2 Last

**Gambar 404 Halaman Look Up Branch**

- b. Pilih Status yang akan dilihat dengan mengklik tombol dropdown list Status  maka sistem akan menampilkan halaman Deskcoll Staff List.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

### Deskcill Staff List

Branch	Status							
 JAKARTA HEAD OFFICE	GO LIVE							
Show 10 entries	Search records							
No	Agreement No	Facility Name	Installment Amount	Next Due Date	Overdue Days	Agreement Status	Agreement Sub Status	Deskcill Staff
1	0000001/4/11/09/2021 WIJAYA TRANS INDONESIA. PT	OPERATING LEASE	1,000.00	10/09/2023	0	GO LIVE		
2	0000001/4/15/03/2021 KABUL RAFIRA JAYA UTAMA. PT	OPERATING LEASE	10,000.00	27/08/2023	65	GO LIVE		
3	0000001/4/29/06/2021 ARTHA BERLIAN BLAMBANGAN. PT	OPERATING LEASE	1,000.00	12/09/2023	111	GO LIVE		
4	0000001/4/34/03/2021 SEMESTA BOLO TRANSINDO. PT	OPERATING LEASE	1,000.00	05/09/2023	87	GO LIVE		
5	0000001/4/38/06/2022 GLOBAL JET CARGO. PT	OPERATING LEASE	5,000.00	30/09/2023	62	GO LIVE		
6	0000002/4/11/10/2021 WIJAYA TRANS INDONESIA. PT	OPERATING LEASE	1,000.00	20/08/2023	42	GO LIVE		
7	0000002/4/15/09/2021 KABUL RAFIRA JAYA UTAMA. PT	OPERATING LEASE	30,000.00	30/08/2023	62	GO LIVE		
8	0000002/4/29/07/2021 ARTHA BERLIAN BLAMBANGAN. PT	OPERATING LEASE	2,000.00	29/08/2023	94	GO LIVE		
9	0000002/4/34/03/2021 SEMESTA BOLO TRANSINDO. PT	OPERATING LEASE	1,000.00	05/09/2023	118	GO LIVE		
10	0000002/4/34/08/2023 KURNIA IRAWAN	OPERATING LEASE	25,930,000.00	18/10/2023	0	GO LIVE		 IVAN ANGELO

Showing 1 to 10 of 2,177 entries

First Previous  2 3 4 5 ... 218 Next Last

**Gambar 405 Halaman Deskcill Staff List**

#### 3.10.9 SKT

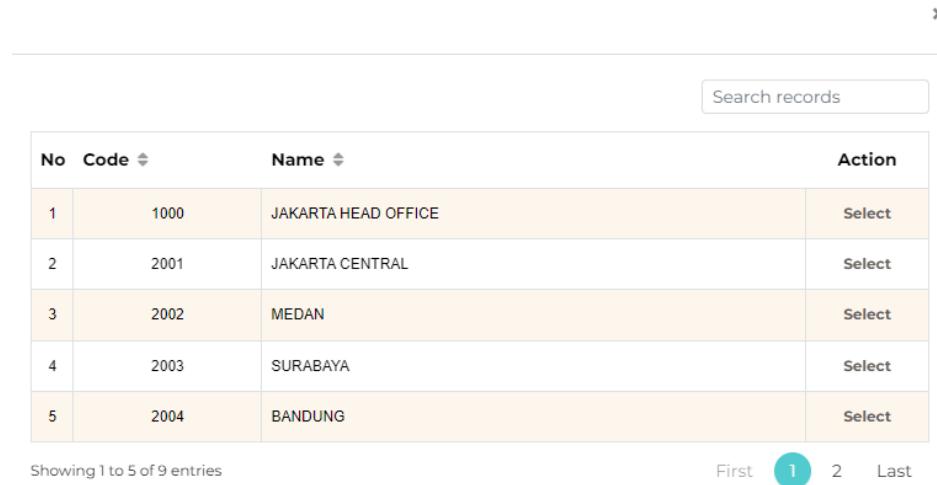
Sub Menu SKT dapat diakses oleh user melalui modul **Operating Lease > Collection > SKT**. Sub Menu SKT dapat digunakan oleh user untuk menambahkan data SKT secara manual (tidak mengikuti parameter yang telah ditentukan) dikarenakan suatu alasan pada sistem.

##### 3.10.9.1 Step Process SKT

Berikut adalah Step Process SKT:

- Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023



Search records

No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

Showing 1 to 5 of 9 entries

First 1 2 Last

**Gambar 406 Halaman Look Up Branch**

- b. Klik tombol ADD untuk menambahkan data pada tampilan SKT List.

SKT List



Search records

No	SKT No	Branch	SKT Date	Agreement No	Status	Action
1	2001.SKT.2308.000001	JAKARTA CENTRAL	31/08/2023	0000455/4/01/03/2020 KOPERASI KARYAWAN COGINDO	HOLD	<input checked="" type="checkbox"/>

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

**Gambar 407 Halaman SKT List**

- c. Lengkapi data pada field yang tersedia, lalu klik tombol SAVE untuk menyimpan data atau klik tombol BACK untuk kembali ke halaman sebelumnya.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

#### SKT Info

SAVE BACK

SKT No	-Auto Generate-	Branch *	Status
			HOLD
SKT Date *	dd/mm/yyyy	Agreement No *	Client Name
			
Remark *	<input type="text" value="Data Testing"/>		

**Gambar 408 Halaman SKT Info**

- d. Setelah data SKT berhasil disimpan, klik tombol POST untuk melakukan posting data SKT dan status data SKT akan berubah menjadi Post atau klik tombol CANCEL untuk membatalkan pendaftaran data SKT dan status data SKT akan berubah menjadi Cancel.

#### SKT Info

SAVE POST CANCEL BACK

SKT No	Branch *	Status
2001.SKT.2308.000001	 JAKARTA CENTRAL	HOLD
SKT Date *	Agreement No *	Client Name
31/08/2023	 0000455/4/01/03/2020	KOPERASI KARYAWAN COGINDO
Remark *	<input type="text" value="Data Testing"/>	
Letter Eff Date *	Letter Exp Date *	Collector *
<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="dd/mm/yyyy"/>	
Signer Collector *		
Companion ID No	Companion Name	Companion Job
<input type="text"/>	<input type="text"/>	<input type="text"/>
Overdue Days	Overdue Installment Amount	Oustanding Installment Amount
121	15,941,250.00	0.00
Overdue Period	Overdue Penalty Amount	Oustanding Deposit Amount
1	20,026,987.50	0.00
Installment Amount	Installment Due Date	
15,941,250.00	02/05/2023	

**Gambar 409 Halaman SKT Info (Status: Hold)**

- e. Jika user ingin melakukan perubahan data klik tombol  pada baris data SKT List.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

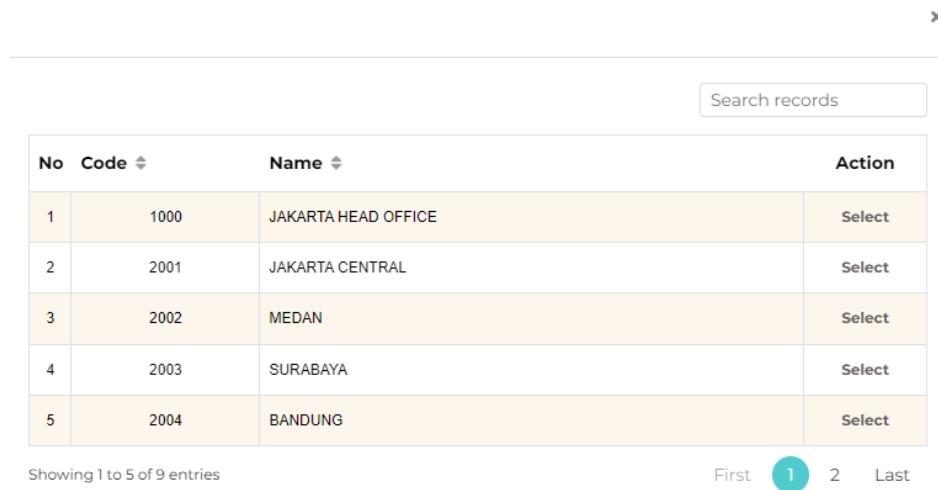
### 3.10.10 SKT Settlement

Sub Menu SKT Settlement dapat diakses oleh user melalui modul **Operating Lease > Collection > SKT Settlement**. Sub Menu SKT Settlement dapat digunakan oleh user untuk melakukan proses penginputan hasil penarikan dari kontrak pembiayaan Client yang telah berstatus overdue pada sistem.

#### 3.10.10.1 Step Process SKT Settlement

Berikut adalah Step Process SKT Settlement:

- Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.



The screenshot shows a table titled "Look Up Branch" with columns: No, Code, Name, and Action. The table contains five entries:

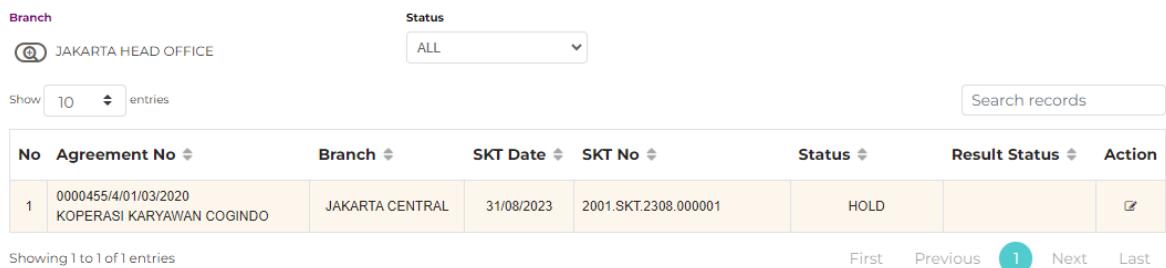
No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

Below the table, there is a message "Showing 1 to 5 of 9 entries" and a navigation bar with buttons for First, 1, 2, Last.

Gambar 410 Halaman Look Up Branch

- Pilih Status yang akan dilihat dengan mengklik tombol dropdown list Status  maka sistem akan menampilkan halaman SKT Settlement List.

#### SKT Settlement List



The screenshot shows a table titled "SKT Settlement List" with columns: No, Agreement No, Branch, SKT Date, SKT No, Status, Result Status, and Action. The table contains one entry:

No	Agreement No	Branch	SKT Date	SKT No	Status	Result Status	Action
1	0000455/4/01/03/2020 KOPERASI KARYAWAN COGINDO	JAKARTA CENTRAL	31/08/2023	2001.SKT.2308.000001	HOLD		

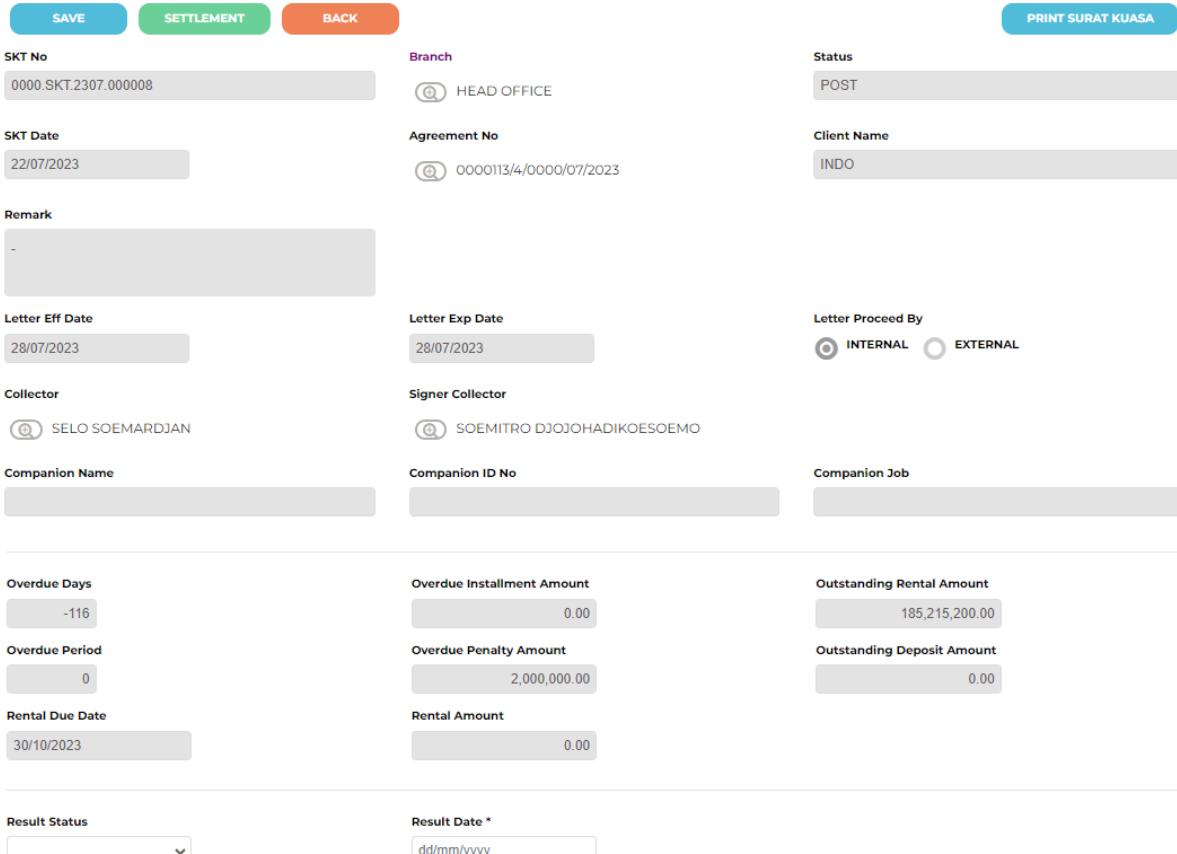
At the top, there are filters for Branch (selected: JAKARTA HEAD OFFICE) and Status (selected: ALL). Below the table, there is a message "Showing 1 to 1 of 1 entries" and a navigation bar with buttons for First, Previous, 1, Next, Last.

Gambar 411 Halaman SKT Settlement List

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- c. Klik tombol  untuk melihat detail data dan melakukan proses perubahan data SKT Settlement.

#### SKT Settlement Info



The screenshot shows the 'SKT Settlement Info' form. At the top, there are three buttons: 'SAVE' (blue), 'SETTLEMENT' (green), and 'BACK' (orange). On the right, there is a 'PRINT SURAT KUASA' button. The form contains several input fields:

- SKT No:** 0000.SKT.2307.000008
- Branch:** HEAD OFFICE
- Status:** POST
- SKT Date:** 22/07/2023
- Agreement No:** 0000113/4/0000/07/2023
- Client Name:** INDO
- Remark:** -
- Letter Eff Date:** 28/07/2023
- Letter Exp Date:** 28/07/2023
- Letter Proceed By:** INTERNAL (radio button selected)
- Collector:** SELO SOEMARDJAN
- Signer Collector:** SOEMITRO DJOJOHADIKOESOEMO
- Companion Name:** (redacted)
- Companion ID No:** (redacted)
- Companion Job:** (redacted)
- Overdue Days:** -116
- Overdue Installment Amount:** 0.00
- Outstanding Rental Amount:** 185,215,200.00
- Overdue Period:** 0
- Overdue Penalty Amount:** 2,000,000.00
- Outstanding Deposit Amount:** 0.00
- Rental Due Date:** 30/10/2023
- Rental Amount:** 0.00
- Result Status:** (dropdown menu)
- Result Date \*:** dd/mm/yyyy

**Gambar 412 Halaman SKT Settlement Info**

- d. Lengkapi data pada field yang tersedia, lalu klik tombol  untuk menyimpan data atau klik tombol  untuk kembali ke halaman sebelumnya.
- e. Pada halaman SKT Settlement Info, terdapat halaman SKT Detail List.

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#### SKT Detail List

Show	10	entries	Search records
<b>No</b> <b>Repo</b> <b>Asset</b> <b>Asset Status</b> <b>Asset Value</b>			
1	<input type="checkbox"/>	0000.OPLAA.2306.000213 MOBIL TOYOTA INNOVA	RETURN 750.000.000.00
Showing 1 to 1 of 1 entries			
First		Previous	<b>1</b> Next Last

Gambar 413 Halaman SKT Detail List (Jika Result Status: Failed)

#### SKT Detail List

SAVE		Show	10	entries	Search records
<b>No</b> <b>Repo</b> <b>Asset</b> <b>Asset Status</b> <b>Asset Value</b>					
1	<input checked="" type="checkbox"/>	0000.OPLAA.2307.000009 MAZDA-MAZDA SUV-MAZDA CX3	RENTED	400.000.000.00	
Showing 1 to 1 of 1 entries					
First		Previous	<b>1</b>	Next	Last

Gambar 414 Halaman SKT Detail List (Jika Result Status: Repo)

- f. user dapat memberi tanda checklist “” pada baris data SKT Detail List kemudian klik tombol

**SAVE** untuk menyimpan data.

- g. Klik tombol **SETTLEMENT** untuk menyelesaikan proses SKT Settlement sesuai dengan Result Status dan Result Action yang dipilih. Selain itu, user dapat mencetak Surat Kuasa SKT Settlement dengan mengklik tombol **PRINT SURAT KUASA**.

## 3.11 Inquiry

Inquiry adalah Menu yang melakukan proses inquiry data master dan transaksi yang ada pada modul Operating Lease. Selain itu, data master tersebut digunakan sebagai panduan atau kelengkapan data inquiry yang terjadi pada seluruh modul pada sistem. Berikut adalah detail penjelasan per masing-masing sub menu yang dapat digunakan oleh user.

### 3.11.1 Application

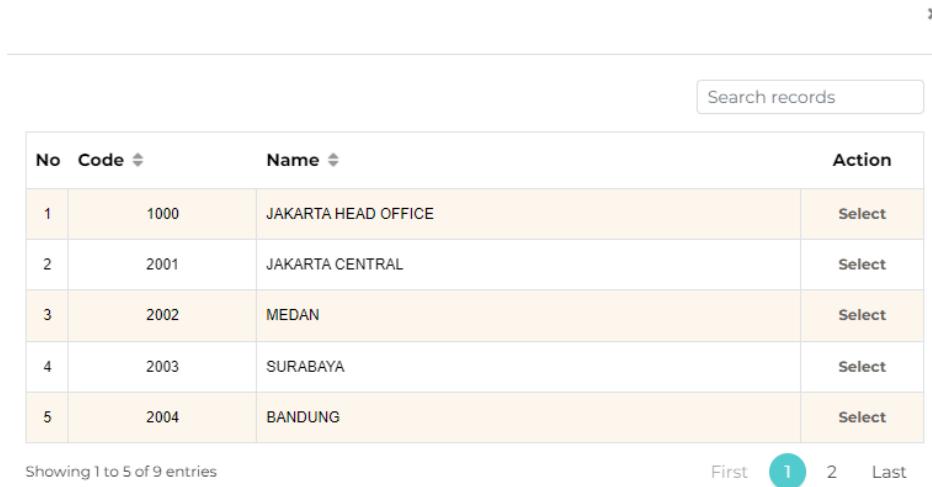
Sub Menu Application dapat diakses oleh user melalui modul **Operating Lease > Inquiry > Application**. Sub Menu Application dapat digunakan oleh user untuk melihat history dari data Application pada sistem.

	<b>USER GUIDE</b>		
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### 3.11.1.1 Step Process Application

Berikut adalah Step Process Application:

- a. Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.

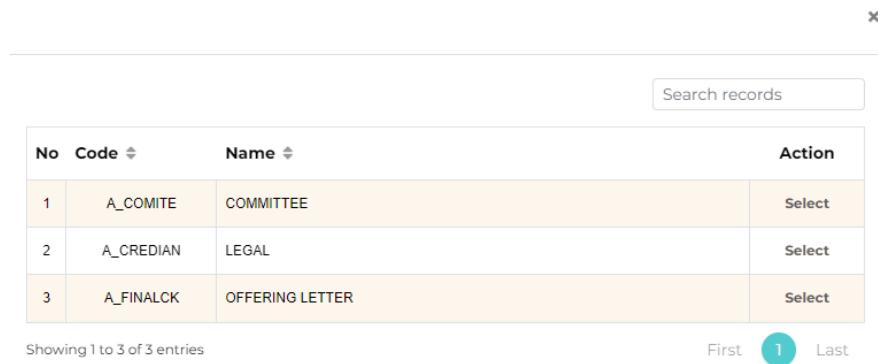


No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

Showing 1 to 5 of 9 entries      First 1 2 Last

**Gambar 415 Halaman Look Up Branch**

- b. Klik tombol  untuk menampilkan Look Up WorkFlow Status, lalu klik **Select** untuk menampilkan data yang dipilih.



No	Code	Name	Action
1	A_COMITE	COMMITTEE	Select
2	A_CREDIAN	LEGAL	Select
3	A_FINALCK	OFFERING LETTER	Select

Showing 1 to 3 of 3 entries      First 1 Last

**Gambar 416 Halaman Look Up WorkFlow Status**

- c. Pilih Status yang akan dilihat kemudian klik tombol Dropdown List Status , maka sistem akan menampilkan halaman Application List.

	<b>USER GUIDE</b>		
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### Application List

Branch  Status  Status

WorkFlow Status

Show  entries Search records

No	Application No	Branch	Application Date	Facility	Marketing	Status	Action
1	0001014/4/2001/08/2023 BANTEN TOUR MANDIRI	JAKARTA CENTRAL	25/08/2023	OPERATING LEASE	IVAN ANGELO	ON PROCESS LEGAL	<input checked="" type="checkbox"/>
2	0001018/4/2001/08/2023 MITRA HASIANNA	JAKARTA CENTRAL	29/08/2023	OPERATING LEASE	LIA CLARA	ON PROCESS LEGAL	<input checked="" type="checkbox"/>
3	0001027/4/2001/08/2023 TAMBANG SULAWESI HIJAU	JAKARTA CENTRAL	31/08/2023	OPERATING LEASE	IVAN ANGELO	ON PROCESS LEGAL	<input checked="" type="checkbox"/>

Showing 1 to 3 of 3 entries First Previous  Next Last

**Gambar 417 Halaman Application List**

d. Klik tombol  untuk melihat detail data Application.

### Application Info

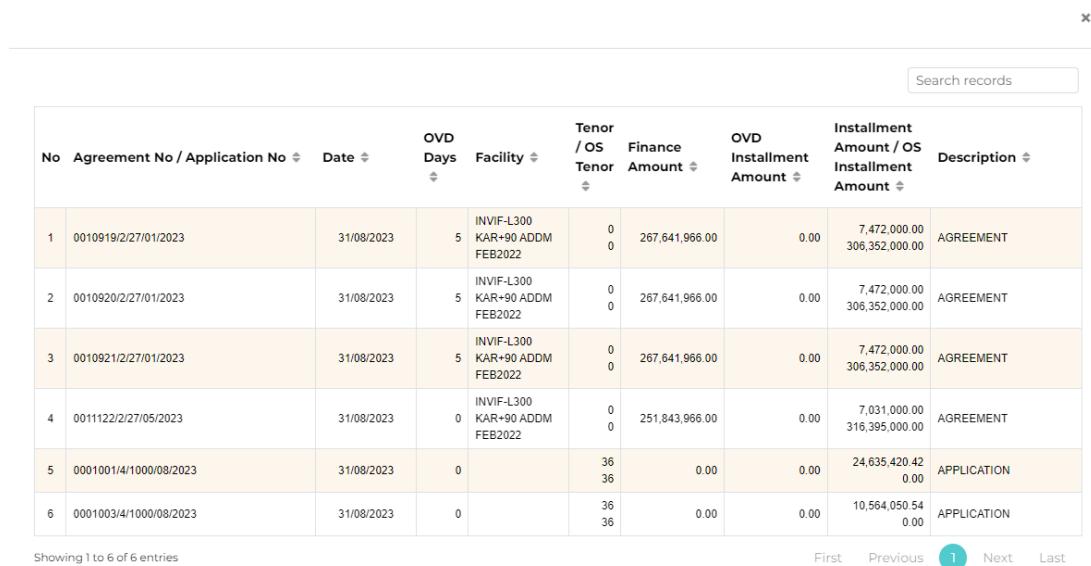
BACK PRINT RENTAL SCHEDULE

Application No <input type="text" value="0000998/4/1000/08/2023"/>	Application Status <input type="text" value="HOLD"/>	Workflow Status <input type="text" value="ENTRY"/>
Branch * <input type="button" value="JAKARTA HEAD OFFICE"/>	Region <input type="text" value="MIGRASI"/>	Marketing * <input type="button" value="KHAIRINA SAKTIA"/>
Application Date * <input type="text" value="21/08/2023"/>	Go Live Date <input type="text" value="dd/mm/yyyy"/>	Client <input type="text" value="SINERGI MAKIN MAJU"/> <span style="background-color: #009640; color: white; padding: 2px 10px;">CLIENT</span>
Currency * <input type="button" value="IDR"/>	Tenor * <input type="text" value="24"/>	Credit Term (TOP) * <input type="text" value="24"/>
Billing Type * <input type="button" value="MONTHLY"/>	Payment Type <input type="radio"/> ADVANCE <input checked="" type="radio"/> ARREAR	<input checked="" type="checkbox"/> Purchase Requirement After Lease
Main Contract <input type="text"/>	Rental Amount <input type="text" value="110,747,760,000.00"/>	Remark * <input type="text" value="TESTTT"/>
<span style="background-color: #009640; color: white; padding: 2px 10px;">EXPOSURE</span>		Return Count <input type="text" value="0"/>
<input type="checkbox"/> Watchlist Area	<input type="checkbox"/> Watchlist Job	

**Gambar 418 Halaman Application Info**

	<b>USER GUIDE</b>		
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- e. Klik tombol **CLIENT** untuk melihat detail data client pada Application atau klik tombol **PRINT RENTAL SCHEDULE** untuk mencetak data jadwal pembayaran rental asset. Selain itu, user dapat melihat exposure data Application dengan mengklik tombol **EXPOSURE**.



The screenshot shows a table titled "Search records" with the following columns:

No	Agreement No / Application No	Date	OVD Days	Facility	Tenor / OS Tenor	Finance Amount	OVD Installment Amount	Installment Amount / OS Installment Amount	Description
1	0010919/2/27/01/2023	31/08/2023	5	INVIF-L300 KAR+90 ADDM FEB2022	0 0	267,641,966.00	0.00	7,472,000.00 306,352,000.00	AGREEMENT
2	0010920/2/27/01/2023	31/08/2023	5	INVIF-L300 KAR+90 ADDM FEB2022	0 0	267,641,966.00	0.00	7,472,000.00 306,352,000.00	AGREEMENT
3	0010921/2/27/01/2023	31/08/2023	5	INVIF-L300 KAR+90 ADDM FEB2022	0 0	267,641,966.00	0.00	7,472,000.00 306,352,000.00	AGREEMENT
4	0011122/2/27/05/2023	31/08/2023	0	INVIF-L300 KAR+90 ADDM FEB2022	0 0	251,843,966.00	0.00	7,031,000.00 316,395,000.00	AGREEMENT
5	0001001/4/1000/08/2023	31/08/2023	0		36 36	0.00	0.00	24,635,420.42 0.00	APPLICATION
6	0001003/4/1000/08/2023	31/08/2023	0		36 36	0.00	0.00	10,564,050.54 0.00	APPLICATION

Showing 1 to 6 of 6 entries

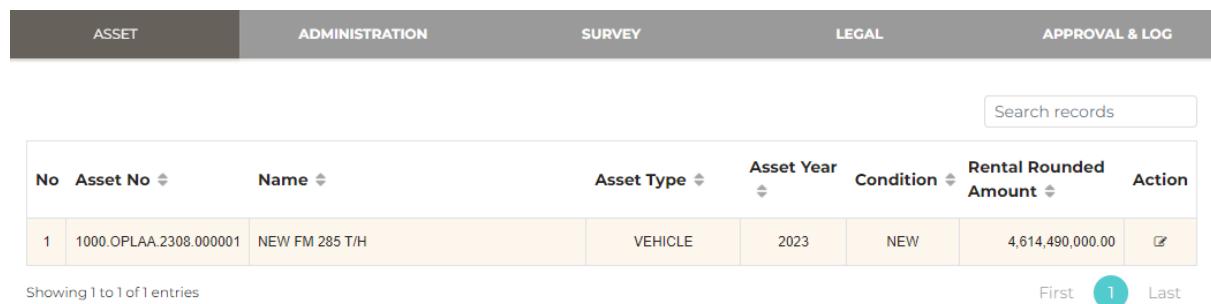
First Previous 1 Next Last

**Gambar 419 Halaman Exposure**

- f. Pada halaman Application Info terdapat halaman Tab, antara lain: Tab Asset, Tab Administration, Tab Survey, Tab Legal dan Tab Approval & Log.

#### Tab Asset

- g. Halaman Application Info Tab Asset akan menampilkan informasi listing data asset pada pengajuan aplikasi pembiayaan yang telah terdaftar pada sistem.



The screenshot shows a table titled "Search records" with the following columns:

No	Asset No	Name	Asset Type	Asset Year	Condition	Rental Rounded Amount	Action
1	1000.OPLAA.2308.000001	NEW FM 285 T/H	VEHICLE	2023	NEW	4,614,490,000.00	<input checked="" type="checkbox"/>

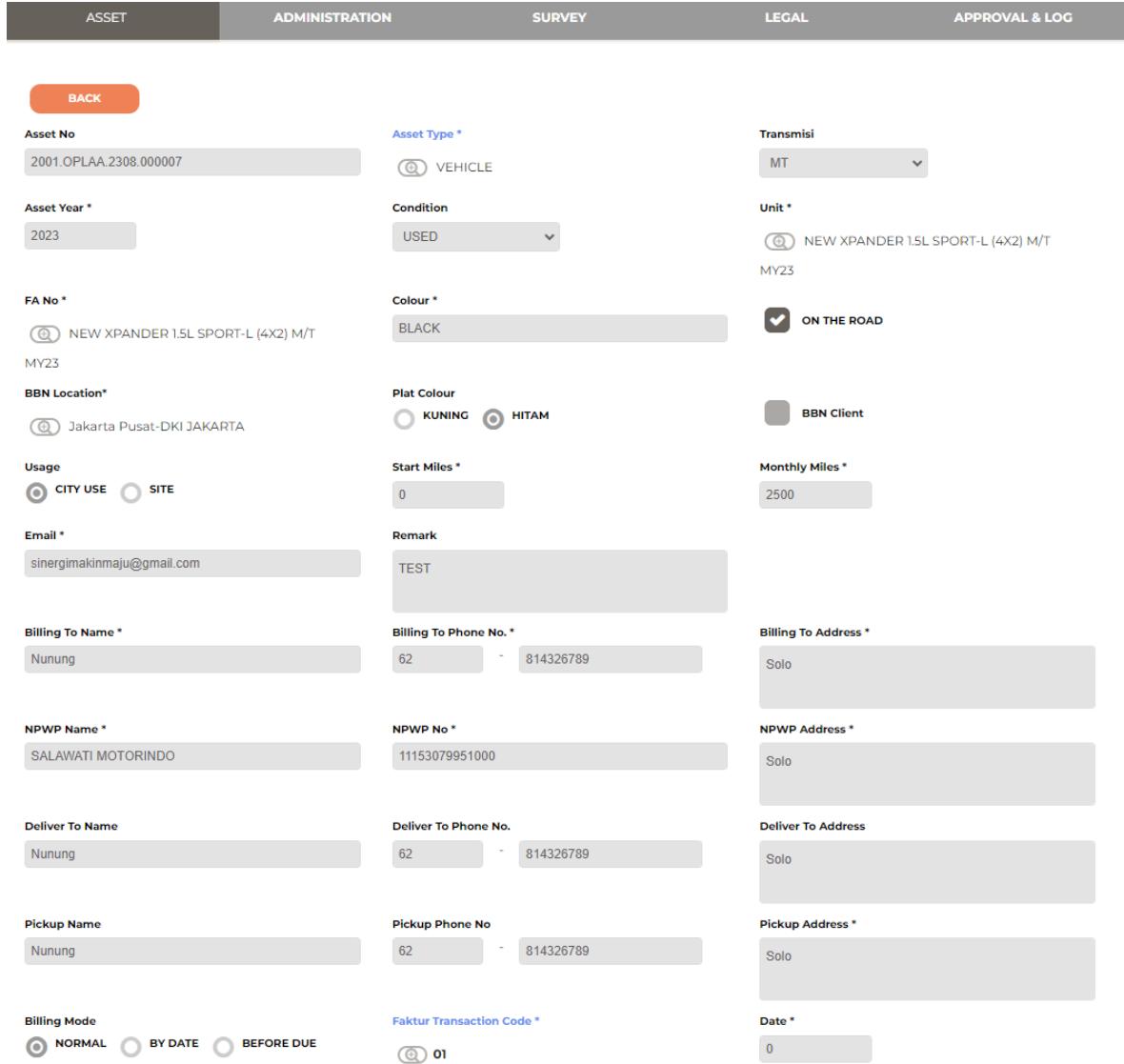
Showing 1 to 1 of 1 entries

First 1 Last

**Gambar 420 Halaman Tab Asset**

	<b>USER GUIDE</b>		
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h. Klik tombol  untuk melihat detail data Asset.



The screenshot shows the 'ASSET' tab selected in a navigation bar. Below it is a form for entering asset details. The fields include:

- Asset No:** 2001.OPLAA.2308.000007
- Asset Type \*:** VEHICLE
- Transmisi:** MT
- Asset Year \*:** 2023
- Condition:** USED
- Unit \*:** NEW XPANDER 1.5L SPORT-L (4X2) M/T MY23
- FA No \*:** NEW XPANDER 1.5L SPORT-L (4X2) M/T MY23
- Colour \*:** BLACK
- ON THE ROAD:** ON THE ROAD
- BBN Location \*:** Jakarta Pusat-DKI JAKARTA
- Plat Colour:** KUNING HITAM
- BBN Client:** BBN Client
- Usage:** CITY USE
- Start Miles \*:** 0
- Monthly Miles \*:** 2500
- Email \*:** sinergimakinmaju@gmail.com
- Remark:** TEST
- Billing To Name \*:** Nunung
- Billing To Phone No. \*:** 62 - 814326789
- Billing To Address \*:** Solo
- NPWP Name \*:** SALAWATI MOTORINDO
- NPWP No \*:** 11153079951000
- NPWP Address \*:** Solo
- Deliver To Name:** Nunung
- Deliver To Phone No.:** 62 - 814326789
- Deliver To Address:** Solo
- Pickup Name:** Nunung
- Pickup Phone No:** 62 - 814326789
- Pickup Address \*:** Solo
- Billing Mode:** NORMAL
- Faktur Transaction Code \*:** 01
- Date \*:** 0

**Gambar 421 Halaman Asset Info (1)**

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
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OTR Amount  237,000,000.00	Unit Amount exc VAT  219,918,918.92	Discount Amount *  0.00
Karoseri Amount exc VAT  0.00	Accessories Amount exc VAT  0.00	Discount Amount *  0.00
Asset Amount  219,918,918.92	Interest Rate % *  10.000000	Mobilization Amount *  0.00
PMT Amount  5,349,885.04	Borrowing Rate % *  9.000000	Residual Value *  30.000000
<input checked="" type="checkbox"/> Use Replacement <input checked="" type="checkbox"/> Use Maintenance		<input checked="" type="checkbox"/> Use Registration <input checked="" type="checkbox"/> Use Insurance

No	Budget Cost	Initial Budget Amount	Budget Amount
1	REPLACEMENT CAR	0.00	10,000,000.00
2	STNK & KEUR	0.00	8,000,000.00
3	MAINTENANCE	0.00	5,600,000.00
4	INSURANCE	0.00	3,000,000.00

Total Budget  26,600,000.00	Margin Of TOP  4,948,175.68	Basic Lease  12,177,547.86
Rounding  NORMAL - 10,000.00	Rental Rounded Amount  12,250,000.00	
Insurance Commission Amount  0.00	SPAF Amount  4,398,378.38	Subvention Amount *  0.00
Average Asset Amount  145,509,459.46	Yearly Profit Amount  4,854,430.85	ROA (%)  3.336162

**Gambar 422 Halaman Asset Info (2)**

- i. Halaman Application Info Tab Asset akan menampilkan informasi data Tab Amortization.
- Tab Amortization**
- j. Halaman Application Info Tab Asset Tab Amortization akan menampilkan informasi jadwal pembayaran (Billing).

	<b>USER GUIDE</b>		
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AMORTIZATION

No	Installment No	Due Date	Billing Date	Billing Amount	Description
1	1	25/06/2024	15/06/2024	40,090,000.00	Billing ke 1 dari Periode 25/06/2023 Sampai dengan 25/06/2024
2	2	25/06/2025	15/06/2025	40,090,000.00	Billing ke 2 dari Periode 25/06/2024 Sampai dengan 25/06/2025

Showing 1 to 2 of 2 entries

Previous 1 Next

**Gambar 423 Halaman Tab Amortization**

- k. Klik tombol  untuk kembali ke halaman sebelumnya.

#### Tab Administration

- l. Halaman Application Info Tab Administration akan menampilkan informasi data charge dan document.

#### Charge

- m. Halaman Application Info Tab Administration Tab Charge akan menampilkan informasi data charge yang dikenakan pada pengajuan aplikasi pembiayaan pada sistem.

ASSET	ADMINISTRATION	SURVEY	LEGAL	APPROVAL & LOG	
		CHARGES	DOCUMENT		
<input type="button" value="Search records"/>					
No	Charges	Calculate By	Charges (%)	Charges Amount	Action
1	ET PENALTY CHARGES	PERCENTAGE	10.000000	0.00	<input type="checkbox"/>
2	RETURN ASSET CHARGES	PERCENTAGE	5.000000	0.00	<input type="checkbox"/>
3	OVERDUE PENALTY - DAILY	PERCENTAGE	5.000000	0.00	<input type="checkbox"/>

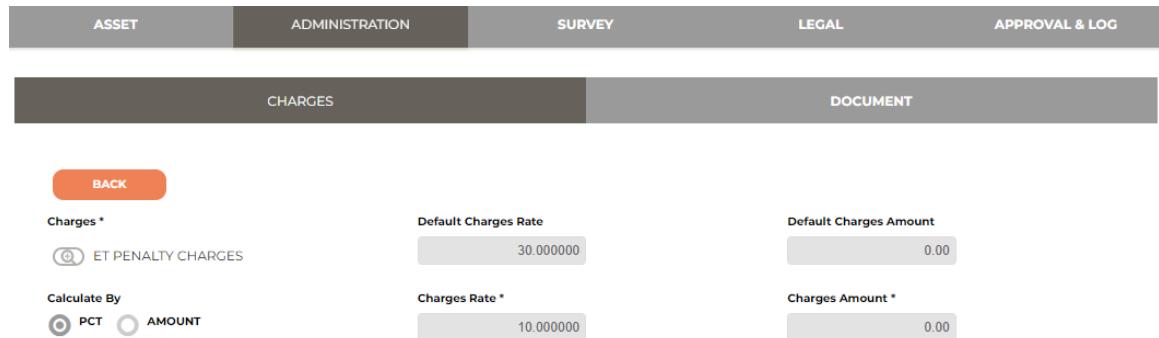
Showing 1 to 3 of 3 entries

First 1 Last

**Gambar 424 Halaman Tab Charge**

- n. Klik tombol  untuk melihat detail data Charge.

	<b>USER GUIDE</b>			
Project Name	iFinancing v5		Version	1.0
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Charges \*

Default Charges Rate: 30.000000

Default Charges Amount: 0.00

Calculate By: PCT (radio button selected) AMOUNT

Charges Rate \*: 10.000000

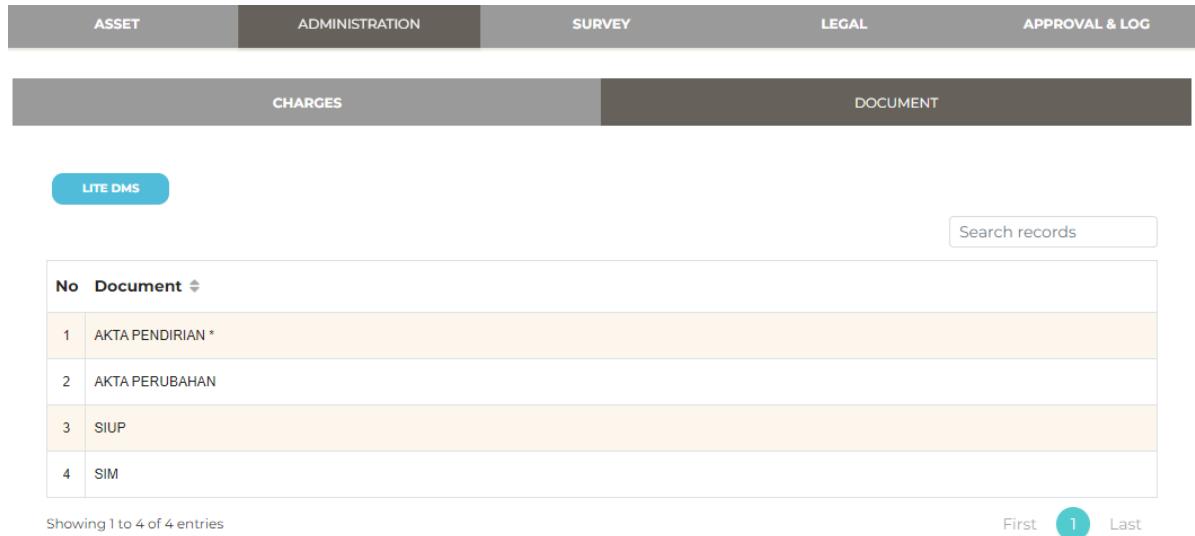
Charges Amount \*: 0.00

**Gambar 425 Halaman Tab Charges Info**

- o. Klik tombol **BACK** untuk kembali ke halaman sebelumnya.

#### Document

- p. Halaman Application Info Tab Administration Tab Document akan menampilkan informasi data dokumen pendukung yang digunakan pada pengajuan aplikasi pembiayaan pada sistem. Klik tombol **LITE DMS** untuk melihat data dokumen pada sistem Lite DMS.



No	Document	
1	AKTA PENDIRIAN *	
2	AKTA PERUBAHAN	
3	SIUP	
4	SIM	

Showing 1 to 4 of 4 entries

First   **1**   Last

**Gambar 426 Halaman Tab Document**

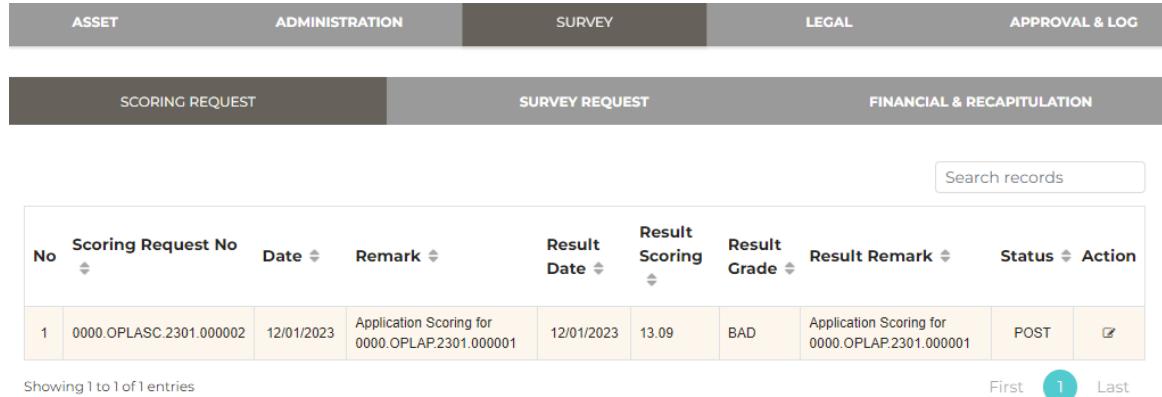
#### Tab Survey

- q. Halaman Application Info Tab Survey akan menampilkan informasi data Scoring Request, Survey Request dan Financial Analysis.

	<b>USER GUIDE</b>		
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### Scoring Request

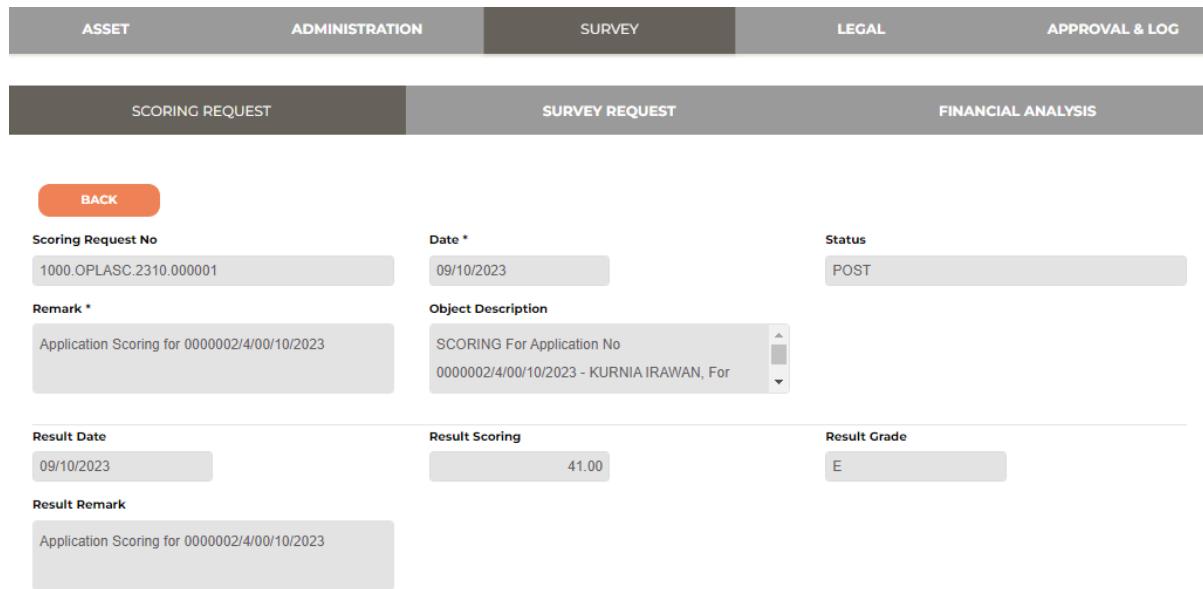
- r. Halaman Application Info Tab Survey Tab Scoring Request akan menampilkan informasi data scoring request yang digunakan pada pengajuan aplikasi pembiayaan pada sistem.



No	Scoring Request No	Date	Remark	Result Date	Result Scoring	Result Grade	Result Remark	Status	Action
1	0000.OPLASC.2301.000002	12/01/2023	Application Scoring for 0000.OPLAP.2301.000001	12/01/2023	13.09	BAD	Application Scoring for 0000.OPLAP.2301.000001	POST	<input checked="" type="checkbox"/>

**Gambar 427 Halaman Tab Scoring Request**

- s. Klik tombol  untuk melihat detail data Scoring Request.



**Gambar 428 Halaman Tab Scoring Request Info**

- t. Klik tombol  untuk kembali ke halaman sebelumnya.

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### Survey Request

- u. Halaman Application Info Tab Survey Tab Survey Request akan menampilkan informasi data survey request yang digunakan pada pengajuan aplikasi pembiayaan pada sistem.



#### Profile Customer

Nama	Application Type <input checked="" type="radio"/> RO <input type="radio"/> NEW	Group Name
Alamat Kantor	Kota	Provinsi
Alamat Usaha	Kota	Provinsi
Usaha Sejak	dd/mm/yyyy	

**Gambar 429 Halaman Tab Survey Request**

### Financial Analysis

- v. Halaman Application Info Tab Survey Tab Financial Analysis akan menampilkan informasi data income dan expense yang digunakan pada pengajuan aplikasi pembiayaan pada sistem. Tab ini muncul ketika Type Client merupakan Personal.

No	Periode	Total Income	Total Expense	Differential	Action
1	January - 2023	0.00	0.00	0.00	<input type="checkbox"/>

Showing 1 to 1 of 1 entries

First 1 Last

**Gambar 430 Halaman Tab Financial Analysis**

	<b>USER GUIDE</b>		
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w. Klik tombol  untuk melihat detail data Financial Analysis.



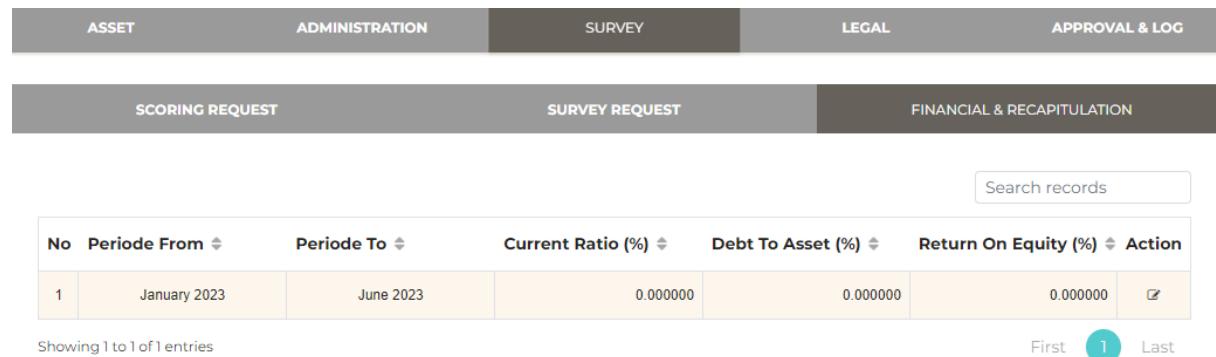
The screenshot shows the Financial Analysis section of the application. It includes a back button, a date selector for Month - Year (January 2023), and three financial metrics: Total Income (50,000,000.00), Total Expense (17,000,000.00), and Differential (33,000,000.00).

**Gambar 431 Halaman Tab Financial Analysis Info**

x. Klik tombol  untuk kembali ke halaman sebelumnya.

#### Tab Financial & Recapitulation

y. Halaman Application Info Tab Survey Tab Financial & Recapitulation akan menampilkan informasi data rekap keuangan yang dimiliki klien pada pengajuan aplikasi. Tab ini muncul ketika Type Client merupakan Corporate.



The screenshot shows the Financial & Recapitulation section of the application. It includes a search bar and pagination controls (Showing 1 to 1 of 1 entries, First, Last). The table displays financial ratios for January 2023:

No	Periode From	Periode To	Current Ratio (%)	Debt To Asset (%)	Return On Equity (%)	Action
1	January 2023	June 2023	0.000000	0.000000	0.000000	

**Gambar 432 Halaman Tab Financial & Recapitulation**

z. Klik tombol  untuk melihat detail data Financial & Recapitulation.

	<b>USER GUIDE</b>			
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The screenshot shows the software's navigation bar with tabs for ASSET, ADMINISTRATION, SURVEY, LEGAL, and APPROVAL & LOG. Below this, there are three sub-tabs: SCORING REQUEST, SURVEY REQUEST, and FINANCIAL & RECAPITULATION. The FINANCIAL & RECAPITULATION tab is currently active. On the left, there is a 'BACK' button. Below the tabs, there are two date selection boxes: 'From Month - Year \*' (set to January 2023) and 'To Month - Year \*' (set to June 2023). Underneath these are three input fields for financial ratios: 'Current Ratio (%)' (0.000000), 'Debt To Asset (%)' (0.000000), and 'Return On Equity (%)' (0.000000).

**Gambar 433 Halaman Tab Financial & Recapitulation Info**

aa. Pada halaman Tab Financial & Recapitulation Info, terdapat halaman Financial Statement.

#### Financial Statement

The screenshot shows a table titled 'Report Type' with a search bar at the top right. It has a single row under 'PROFIT AND LOSS'. The table has six columns: No, Sandi, Description, From Value, To Value, and Variance (%). The data is as follows:

No	Sandi	Description	From Value	To Value	Variance (%)
1	5000	LABA RUGI			
2	5100	Laba Bersih	0.00	0.00	0.000000
3	5200	Laba Sebelum Pajak	0.00	0.00	0.000000
4	5210	Penjualan	0.00	0.00	0.000000
5	5220	HPP	0.00	0.00	0.000000
6	5230	Biaya Operasional	0.00	0.00	0.000000
7	5240	Biaya Lain-lain	0.00	0.00	0.000000
8	5250	Laba Operasional	0.00	0.00	0.000000
9	5260	Pendapatan (Biaya) Lainnya	0.00	0.00	0.000000
10	5300	PPH	0.00	0.00	0.000000
11	5310	PPH	0.00	0.00	0.000000

Showing 1 to 11 of 11 entries

First 1 Last

**Gambar 434 Halaman Financial Statement**

bb. Klik tombol  untuk kembali ke halaman sebelumnya.

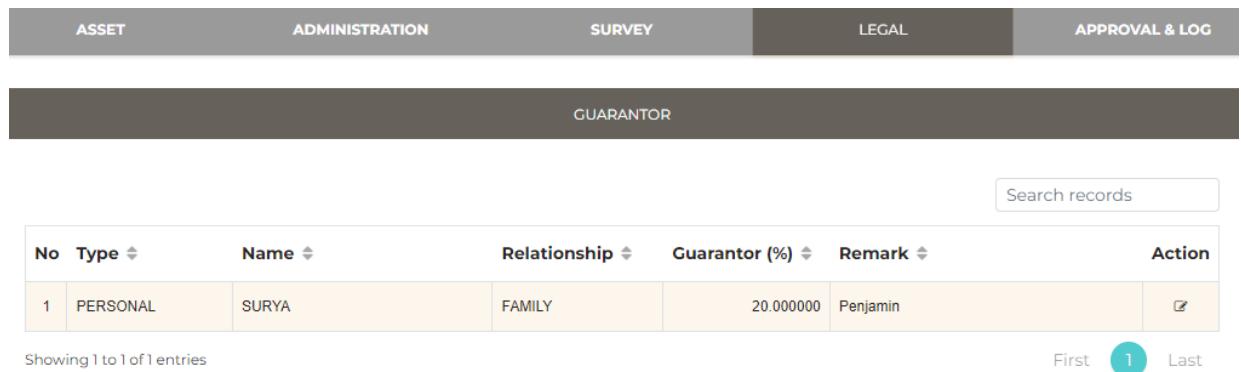
	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

### Tab Legal

cc. Halaman Application Info Tab Legal akan menampilkan informasi data Guarantor yang digunakan pada pengajuan aplikasi pembiayaan pada sistem.

### Tab Guarantor

dd. Halaman Application Info Tab Legal Tab Guarantor akan menampilkan informasi guarantor yang menjamin proses pengajuan aplikasi pembiayaan pada sistem.



No	Type	Name	Relationship	Guarantor (%)	Remark	Action
1	PERSONAL	SURYA	FAMILY	20.000000	Penjamin	

**Gambar 435 Halaman Tab Guarantor**

ee. Klik tombol  untuk melihat detail data Guarantor.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

**GUARANTOR**

**BACK**

Type <input type="button" value="PERSONAL"/>	Full Name * <input type="text" value="SURYA"/>	Mother Maiden Name <input type="text"/>
ID No * <input type="text" value="6549879846"/>	Date of Birth * <input type="text" value="dd/mm/yyyy"/>	Tax File No * <input type="text" value="54.135.489.7-498.446"/>
Place of Birth * <input type="text" value="YOGYAKARTA"/>	Guaranteed (%) * <input type="text" value="20.000000"/>	Phone No. <input type="text"/> - <input type="text"/>
Relationship * <input type="text" value="FAMILY"/>	Gender <input type="text" value="Laki - Laki"/>	
Province <input type="text" value="DI Yogyakarta"/>	City <input type="text" value="Sleman"/>	Zip Code <input type="text" value="55264"/>
Sub District <input type="text" value="Godean"/>	Village <input type="text" value="Sidoagung"/>	RT/RW <input type="text" value="005"/> - <input type="text" value="004"/>
Address * <input type="text" value="Godean"/>	Remark * <input type="text" value="Penjamin"/>	

**Gambar 436 Halaman Tab Guarantor Info**

ff. Klik tombol **BACK** untuk kembali ke halaman sebelumnya.

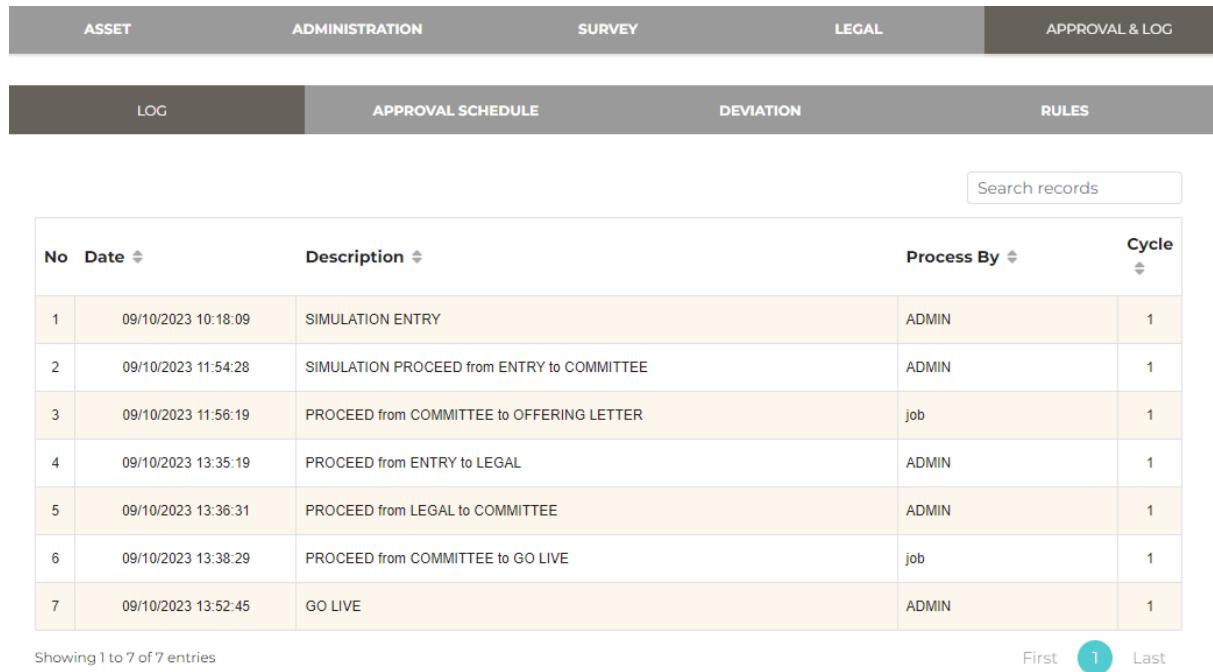
#### **Tab Approval & Log**

gg. Halaman Application Info Tab Approval & Log akan menampilkan informasi data Log, Recommendation, Approval Schedule, Deviation, Rules dan Printing yang digunakan pada pengajuan aplikasi pembiayaan pada sistem.

#### **Log**

hh. Halaman Application Info Tab Approval & Log Tab Log akan menampilkan informasi history aktifitas dari pengajuan aplikasi pembiayaan pada sistem.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023



No	Date	Description	Process By	Cycle
1	09/10/2023 10:18:09	SIMULATION ENTRY	ADMIN	1
2	09/10/2023 11:54:28	SIMULATION PROCEED from ENTRY to COMMITTEE	ADMIN	1
3	09/10/2023 11:56:19	PROCEED from COMMITTEE to OFFERING LETTER	job	1
4	09/10/2023 13:35:19	PROCEED from ENTRY to LEGAL	ADMIN	1
5	09/10/2023 13:36:31	PROCEED from LEGAL to COMMITTEE	ADMIN	1
6	09/10/2023 13:38:29	PROCEED from COMMITTEE to GO LIVE	job	1
7	09/10/2023 13:52:45	GO LIVE	ADMIN	1

Showing 1 to 7 of 7 entries

First 1 Last

**Gambar 437 Halaman Tab Log**

#### Approval Schedule

- ii. Halaman Application Info Tab Approval & Log Tab Approval Schedule akan menampilkan informasi jadwal approval dari pengajuan aplikasi pembiayaan pada sistem.

 Innovation Comprehensive Technology	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

ASSET
ADMINISTRATION
SURVEY
LEGAL
APPROVAL & LOG

LOG
APPROVAL SCHEDULE
DEVIATION
RULES

Search records

No	Employee	Position	Level	Return Count	Take Over By	Result Date	Result Remark	Result Status
1	ADMIN IMS	SECTION HEAD (OPL - MARKETING - EXECUTIVE)	1	RETURN 0		09/10/2023 11:55:30	Approve lvl 1	APPROVE
2	Ivan Angelo	SECTION HEAD (OPL - MARKETING - EXECUTIVE)	1	RETURN 0		09/10/2023 11:55:30		NO RESULT
3	Adianto Estara	SECTION HEAD (OPL - MARKETING - EXECUTIVE)	1	RETURN 0		09/10/2023 11:55:30		NO RESULT
4	ADMIN IMS	SECTION HEAD (OPL - MARKETING - ADMIN)	2	RETURN 0		09/10/2023 11:55:35	Approve 2	APPROVE
5	Herni Hembang	SECTION HEAD (OPL - MARKETING - ADMIN)	2	RETURN 0		09/10/2023 11:55:35		NO RESULT
6	ADMIN IMS	DEPARTMENT HEAD (OPL - MARKETING)	3	RETURN 0		09/10/2023 11:55:39	Approve 3	APPROVE
7	Ryantho	DEPARTMENT HEAD (OPL - MARKETING)	3	RETURN 0		09/10/2023 11:55:39		NO RESULT
8	ADMIN IMS	DIRECTOR (STRATEGIC, RISK, RESEARCH & DEVELOPMENT)	4	RETURN 0		09/10/2023 11:55:43	Approve 4	APPROVE
9	Naoto Oda	DIRECTOR (STRATEGIC, RISK, RESEARCH & DEVELOPMENT)	4	RETURN 0		09/10/2023 11:55:43		NO RESULT
10	ADMIN IMS	SECTION HEAD (OPL - MARKETING - EXECUTIVE)	1	RETURN 0		09/10/2023 13:37:45	Approve 1	APPROVE

Showing 1 to 10 of 20 entries

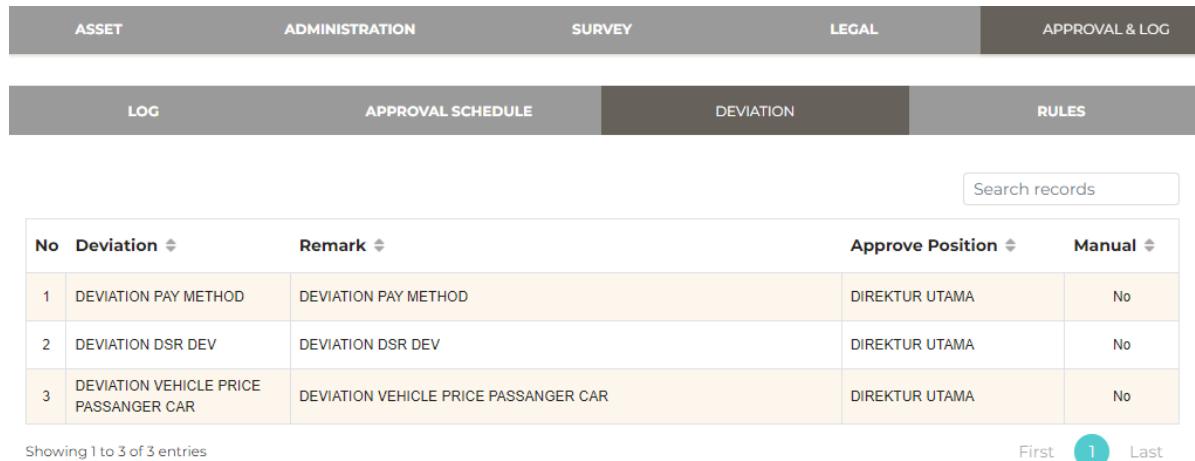
First 1 2 Last

**Gambar 438 Halaman Tab Approval Schedule**

### Deviation

- jj. Halaman Application Info Tab Approval & Log Tab Deviation akan menampilkan informasi deviasi dari pengajuan aplikasi pembiayaan pada sistem

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023



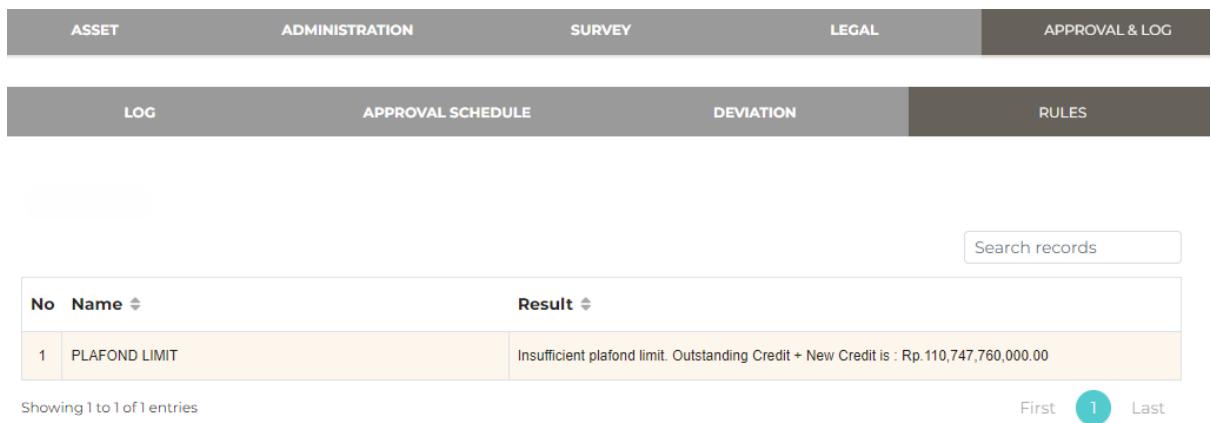
The screenshot shows a table with the following data:

No	Deviation	Remark	Approve Position	Manual
1	DEVIATION PAY METHOD	DEVIATION PAY METHOD	DIREKTUR UTAMA	No
2	DEVIATION DSR DEV	DEVIATION DSR DEV	DIREKTUR UTAMA	No
3	DEVIATION VEHICLE PRICE PASSANGER CAR	DEVIATION VEHICLE PRICE PASSANGER CAR	DIREKTUR UTAMA	No

**Gambar 439 Halaman Tab Deviation**

### Rules

kk. Halaman Application Info Tab Approval & Log Tab Rules akan menampilkan informasi aturan yang telah dilanggar dari pengajuan aplikasi pembiayaan pada sistem.



The screenshot shows a table with the following data:

No	Name	Result
1	PLAFOND LIMIT	Insufficient plafond limit. Outstanding Credit + New Credit is : Rp.110,747,760,000.00

**Gambar 440 Halaman Tab Rules**

### 3.11.2 Agreement

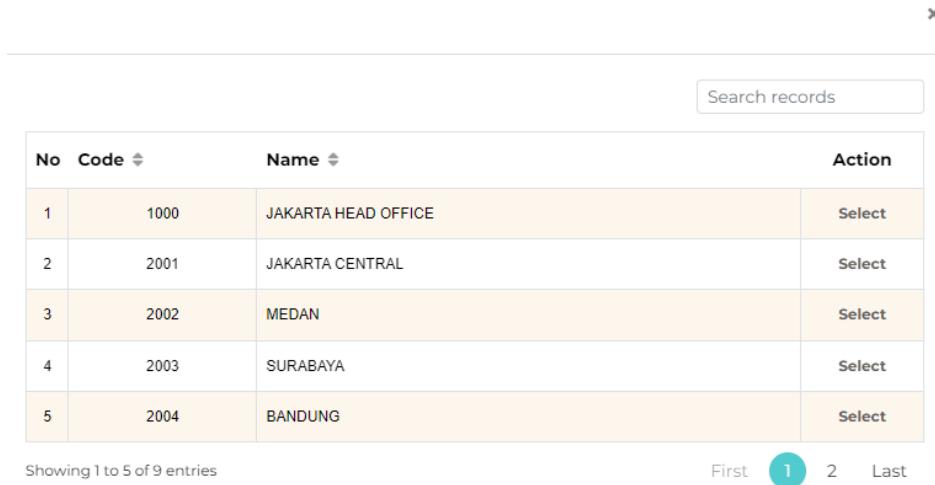
Sub Menu Agreement dapat diakses oleh user melalui modul **Operating Lease > Inquiry > Agreement**. Sub Menu Agreement dapat digunakan oleh user untuk melihat history dari data Agreement pada sistem.

#### 3.11.2.1 Step Process Agreement

Berikut adalah Step Process Agreement:

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

- a. Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.



No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

Showing 1 to 5 of 9 entries      First 1 2 Last

**Gambar 441 Halaman Look Up Branch**

- b. Pilih Status yang akan dilihat kemudian klik tombol Dropdown List Status , maka sistem akan menampilkan halaman Agreement List.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

### Agreement List

Branch	Status	Search records					
Branch	Status	Search records					
JAKARTA HEAD OFFICE	ALL	Search records					
No	Agreement No	Branch	Facility Name	Agreement Date	Termination Date	Status	Action
1	000001/4/11/09/2021 WIJAYA TRANS INDONESIA. PT	JAMBI	OPERATING LEASE	03/09/2021		GO LIVE	
2	000001/4/15/03/2021 KABUL RAFIRA JAYA UTAMA. PT	SOLO	OPERATING LEASE	04/03/2021		GO LIVE	
3	000001/4/29/06/2021 ARTHA BERLIAN BLAMBANGAN. PT	JEMBER	OPERATING LEASE	30/06/2021		GO LIVE	
4	000001/4/34/03/2021 SEMESTA BOLO TRANSINDO. PT	TANGERANG	OPERATING LEASE	29/03/2021		GO LIVE	
5	000001/4/34/08/2023 KURNIA IRAWAN	TANGERANG	OPERATING LEASE	18/08/2023	18/08/2023	TERMINATE	
6	000001/4/38/06/2022 GLOBAL JET CARGO. PT	MEDAN III BRANCH	OPERATING LEASE	13/06/2022		GO LIVE	
7	000002/4/11/10/2021 WIJAYA TRANS INDONESIA. PT	JAMBI	OPERATING LEASE	07/10/2021		GO LIVE	
8	000002/4/15/09/2021 KABUL RAFIRA JAYA UTAMA. PT	SOLO	OPERATING LEASE	23/09/2021		GO LIVE	
9	000002/4/29/07/2021 ARTHA BERLIAN BLAMBANGAN. PT	JEMBER	OPERATING LEASE	01/07/2021		GO LIVE	
10	000002/4/34/03/2021 SEMESTA BOLO TRANSINDO. PT	TANGERANG	OPERATING LEASE	29/03/2021		GO LIVE	

Showing 1 to 10 of 2,178 entries

First Previous 1 2 3 4 5 ... 218 Next Last

**Gambar 442 Halaman Agreement List**

- c. Klik tombol  untuk melihat detail data Agreement.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

### Agreement Info

**BACK**
**PRINT INVOICE DENDA KETERLAMBATAN**
**PRINT STATEMENT OF ACCOUNT**

Agreement No 0000003/4/34/08/2023	Status GO LIVE	Application No 0000001/4/2034/08/2023
Client KURNIA IRAWAN	Client Type <b>CLIENT</b> PERSONAL	Branch Name TANGERANG
Agreement Date 29/08/2023	Payment Promise Date dd/mm/yyyy	<input checked="" type="checkbox"/> Purchase Requirement After Lease
Currency IDR	Facility Name OPERATING LEASE	Round Type NORMAL
Facility Name OPERATING LEASE	Collection Status	Agreement Sub Status
First Payment Type ADVANCE	Credit Term 30	Billing Type MONTHLY
Overdue Days 2	Stop Billing No	Periode 24
Termination Type	Termination Date dd/mm/yyyy	

**Gambar 443 Halaman Agreement Info**

- d. Pada halaman Agreement Info, terdapat halaman Tab, antara lain: Tab Asset, Tab Deposit, Tab Write Off dan Tab Invoice PPH.

### Tab Asset

- e. Pada halaman Agreement Info Tab Asset, sistem akan menampilkan informasi listing data asset yang telah terdaftar atas agreement tersebut pada sistem.

ASSET
DEPOSIT
WRITE OFF
INVOICE PPH

Search records

No	Asset No	Name	Plat No/ Chassis/ Engine	Asset Type	Asset Year	Condition	Lease Amount	Asset Status	Action
1	2034.OPLAA.2308.000002	MAZDA-CX-MAZDA CX-8		VEHICLE	2023	NEW	25,930,000.00	RENTED	<input type="checkbox"/>

Showing 1 to 1 of 1 entries
First
1
Last

**Gambar 444 Halaman Tab Asset**

- f. Klik tombol  untuk melihat detail data Asset.



# USER GUIDE

Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

**ASSET**      **DEPOSIT**      **WRITE OFF**      **INVOICE PPH**

## Asset Info

**BACK**      **PRINT EXPENSE**

<b>Asset No</b> 1000.OPLAA.2310.000001	<b>Asset Type</b> VEHICLE	<b>Transmisi</b> AT
<b>Asset Year</b> 2021	<b>Condition</b> USED	<b>Unit</b> NEW XPANDER 1.5L SPORT-L (4X2) M/T MY23
<b>Fixed Asset</b> 4120032795 - COLT DIESEL FE 71 - T9643DD	<b>Colour</b> KUNING	<input checked="" type="checkbox"/> ON THE ROAD
<b>BBN</b>	<b>Plat Colour</b>	<input checked="" type="checkbox"/> BBN Client
<b>Usage</b> <input checked="" type="radio"/> CITY USE <input type="radio"/> SITE	<b>Start KM</b> 30000	<b>Monthly KM</b> 1000
<b>Email</b> kurniairawan@gmail.com	<b>Remark</b>	
<b>NPWP Name</b> KURNIA IRAWAN	<b>NPWP No</b> 131421526363663522	<b>NPWP Address</b> The Smith @ Alam Sutera, 5th Floor, Suite 01 – 17, Tangerang City, Banten 15315
<b>Deliver To Name</b> KURNIA IRAWAN	<b>Deliver To Phone No.</b> 08 - 1333514723	<b>Deliver To Address</b> The Smith @ Alam Sutera, 5th Floor, Suite 01 – 17, Tangerang City, Banten 15315
<b>Pickup Name</b> KURNIA IRAWAN	<b>Pickup Phone No</b> 08 - 1333514723	<b>Pickup Address</b> The Smith @ Alam Sutera, 5th Floor, Suite 01 – 17, Tangerang City, Banten 15315
<b>Billing Mode</b> <input checked="" type="radio"/> NORMAL <input type="radio"/> BY DATE <input type="radio"/> BEFORE DUE	<b>Faktur Transaction Code</b> 01	<b>Date</b> 0
<b>OTR Amount</b> 237,000,000.00	<b>Unit Amount exc VAT</b> 219,918,918.92	<b>Discount Amount</b> 0.00
<b>Karoseri Amount exc VAT</b> 0.00	<b>Accessories Amount exc VAT</b> 0.00	<b>Mobilization Amount</b> 0.00
<b>Asset Amount</b> 219,918,918.92	<b>Interest Rate %</b> 10.000000	<b>City</b> <input checked="" type="radio"/>
<b>PMT Amount</b> 5,349,885.04	<b>Borrowing Rate %</b> 9.000000	<b>Residual Value</b> 30.000000      71,100,000.00
<b>Replacement Car</b> 8,000,000.00	<b>STNK &amp; KEUR</b> 8,000,000.00	<b>Maintenance</b> 5,600,000.00
<b>Insurance</b> 3,000,000.00		
<b>Total Budget</b> 26,600,000.00	<b>Margin Of TOP</b> 4,948,175.68	<b>Basic Lease</b> 12,177,547.86
<b>Rounding</b> NORMAL - 10,000.00	<b>Rental Rounded Amount</b> 12,250,000.00	
<b>Insurance Commission Amount</b> 0.00	<b>SPAF Amount</b> 4,398,378.38	<b>Subvention Amount *</b> 0.00
<b>Average Asset Amount</b> 145,509,459.46	<b>Yearly Profit Amount</b> 4,854,430.85	<b>ROA (%)</b> 3.336162

Gambar 445 Halaman Tab Asset Info

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

- g. Pada halaman Tab Asset Info, terdapat halaman Tab, antara lain: Tab Amortization, Tab Replacement dan Tab Obligation.

#### Tab Amortization

- h. Pada halaman Tab Asset Info Tab Amortization, sistem akan menampilkan informasi daftar amortisasi atas agreement tersebut.

AMORTIZATION										REPLACEMENT		OBLIGATION		
No	Billing No	Due Date	Billing Date	Billing Amount	Invoice No	Billing Status	Paid Date	Voucher No	Invoice Due Date					
1	1	15/03/2023	15/03/2023	30,000.00	00211/INV/0000/07/2023	POST			20/07/2028					
2	2	15/05/2023	15/05/2023	30,000.00	0000/INV/2303/000009	PAID	15/03/2023		15/05/2023					
3	3	15/07/2023	15/07/2023	30,000.00	0000/INV/2303/000010	POST			15/07/2023					
4	4	15/09/2023	15/09/2023	30,000.00										
5	5	15/11/2023	15/11/2023	30,000.00										
6	6	15/01/2024	15/01/2024	30,000.00										

Showing 1 to 6 of 6 entries

Previous 1 Next

**Gambar 446 Halaman Tab Amortization**

#### Tab Replacement

- i. Pada halaman Tab Asset Info Tab Replacement, sistem akan menampilkan informasi daftar riwayat penggantian asset atas agreement tersebut.

AMORTIZATION					REPLACEMENT		OBLIGATION		
No	Asset No	Asset Name	Replacement Code	Replacement Date	Latest				
1	1000.AST.2310.00002	NEW XPANDER 1.5L SPORT-L (4X2) M/T MY23	1000.RPL.2310.000001	05/10/2023	No				

Showing 1 to 1 of 1 entries

Previous 1 Next

**Gambar 447 Halaman Tab Replacement**

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

### Tab Obligation

- j. Pada halaman Tab Asset Info Tab Obligation, sistem akan menampilkan informasi daftar kewajiban atas agreement tersebut.

AMORTIZATION		REPLACEMENT		OBLIGATION					
<b>Obligation</b>									
 OVERDUE PENALTY - DAILY									
Show	10	entries							
No	Installment No	Overdue Days	Obligation Type	Obligation Amount	Total Payment				
1	1	15	OVERDUE PENALTY - DAILY	602,250.00					
2	2	1	OVERDUE PENALTY - DAILY	40,150.00					
3	3	2	OVERDUE PENALTY - DAILY	80,300.00					
4	4	17	OVERDUE PENALTY - DAILY	682,550.00					
5	5	3	OVERDUE PENALTY - DAILY	120,450.00					
6	6	7	OVERDUE PENALTY - DAILY	281,050.00					
7	7	7	OVERDUE PENALTY - DAILY	281,050.00					
8	8	20	OVERDUE PENALTY - DAILY	803,000.00					
9	9	9	OVERDUE PENALTY - DAILY	364,635.00					
10	10	14	OVERDUE PENALTY - DAILY	567,210.00					

Showing 1 to 10 of 23 entries

First Previous 1 2 3 Next Last

**Gambar 448 Halaman Tab Obligation**

- k. Klik tombol  untuk melihat detail data Obligation.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

**AMORTIZATION**      **REPLACEMENT**      **OBLIGATION**

**BACK**

Show 10 entries Search records

No	Payment Source No	Payment Source Type	Payment Date	Value Date	Payment Amount
1	2034.OPLWOB.2310.000008	WAIVED OBLIGATION	05/10/2023	05/10/2023	100,000.00
2	2034.OPLWOB.2310.000009	WAIVED OBLIGATION	05/10/2023	05/10/2023	112,200.00

Showing 1 to 2 of 2 entries First Previous **1** Next Last

**Gambar 449 Halaman Tab Obligation Info**

l. Klik tombol **BACK** untuk kembali ke halaman sebelumnya.

#### **Tab Deposit**

m. Pada halaman Agreement Info Tab Deposit, sistem akan menampilkan informasi history deposit atas agreement tersebut pada sistem.

**ASSET**      **DEPOSIT**      **WRITE OFF**      **INVOICE PPH**

Search records

No	Deposit Type	Deposit Amount	Action
1	INSTALLMENT	20,000,000.00	<input checked="" type="checkbox"/>

Showing 1 to 1 of 1 entries First **1** Last

**Gambar 450 Halaman Tab Deposit**

n. Klik tombol  untuk melihat detail data Deposit.

**ASSET**      **DEPOSIT**      **WRITE OFF**      **INVOICE PPH**

**BACK**

Deposit Type INSTALLMENT	Currency Code IDR	Deposit Amount 20,000,000.00
-----------------------------	----------------------	---------------------------------

**Gambar 451 Halaman Tab Deposit Info**

o. Pada halaman Tab Deposit Info, terdapat halaman Deposit History.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

### Deposit History

Show	10	entries	Search records	
No	Transaction Date	Amount	Reff No	Reff Name
1	17/07/2023	20,000,000.00	0000.CHT.2307.000106	CASHIER
Showing 1 to 1 of 1 entries				
			First	Previous
			1	Next
			Last	

**Gambar 452 Halaman Deposit History**

p. Klik tombol **BACK** untuk kembali ke halaman sebelumnya.

### Tab Write Off

q. Pada halaman Agreement Info Tab Write Off, sistem akan menampilkan informasi history deposit atas agreement tersebut pada sistem.

ASSET	DEPOSIT	WRITE OFF	INVOICE PPH
-------	---------	-----------	-------------

Search records					
No	Transaction Name	Transaction Code	WO Date	WO Amount	WO Remark
1	Write Off	2034.WOM.2310.000001		14,551,500.00	WRITE OFF FROM AGREEMENT NO. 0000008.4.34.12.2021 CLIENT NAME KERETA API PARIWISATA PT
Showing 1 to 1 of 1 entries					
				First	1
				Last	

**Gambar 453 Halaman Tab Write Off**

### Tab Invoice PPH

r. Pada halaman Agreement Info Tab Invoice, sistem akan menampilkan informasi history invoice atas agreement tersebut pada sistem.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

ASSET	DEPOSIT	WRITE OFF	INVOICE PPH				
Settlement Status							
HOLD							
Show	10	entries	Search records				
No	Invoice No	Faktur No	Invoice Date	PPH Amount	Payment Reff No	Payment Reff Date	Settlement Status
1	00042/INV/0000/07/2023 NIKMAT SEJAHTERA	010000-22.1074	15/09/2023	IDR 600.00			HOLD
2	00067/INV/0000/07/2023 NIKMAT SEJAHTERA	010000-22.1097	15/11/2023	IDR 600.00			HOLD
3	00119/INV/0000/07/2023 NIKMAT SEJAHTERA	1200	15/01/2024	IDR 600.00			HOLD

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

**Gambar 454 Halaman Tab Invoice PPH**

- s. Klik tombol  untuk kembali ke halaman sebelumnya.

### 3.11.3 Invoice

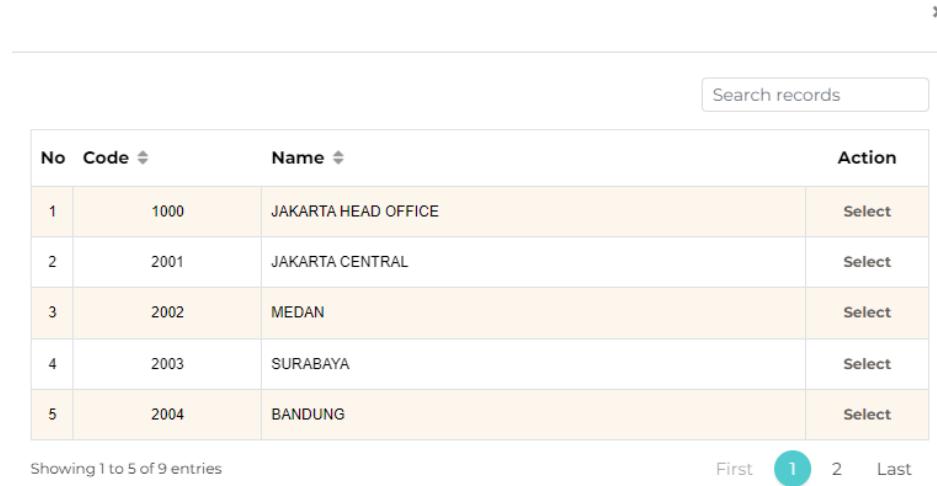
Sub Menu Invoice dapat diakses oleh user melalui modul **Operating Lease > Inquiry > Invoice**. Sub Menu Invoice dapat digunakan oleh user untuk melihat history data Invoice pada sistem.

#### 3.11.3.1 Step Process Invoice

Berikut adalah Step Process Invoice:

- Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023



Search records

No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

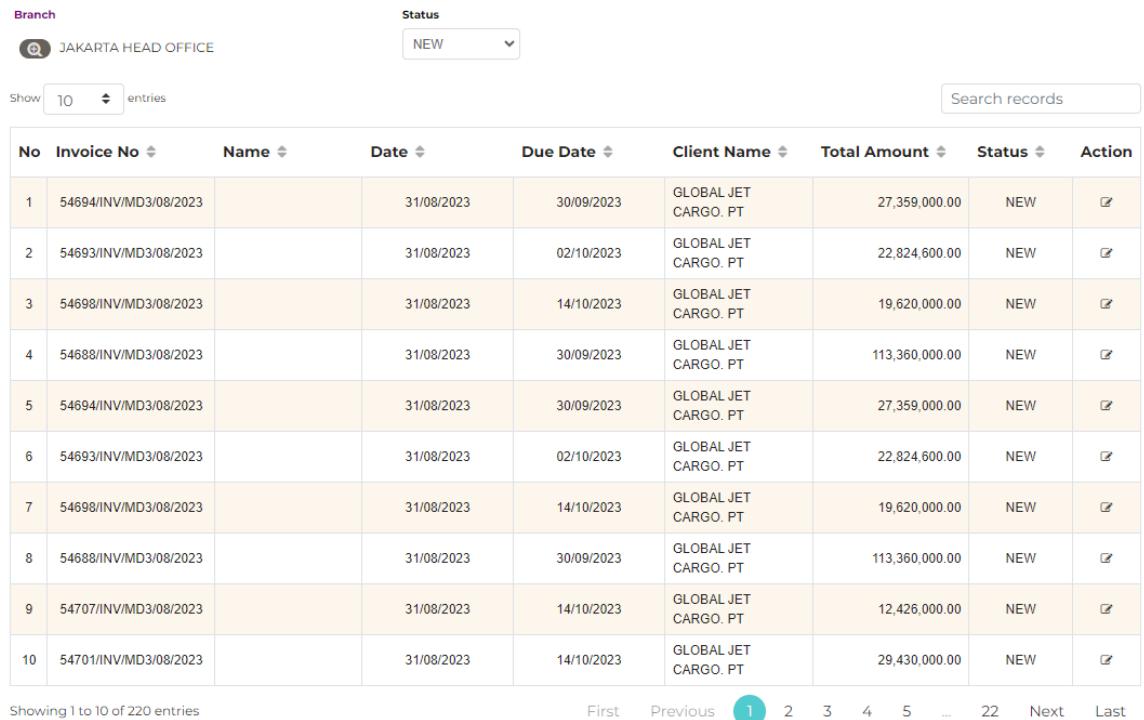
Showing 1 to 5 of 9 entries

First 1 2 Last

**Gambar 455 Halaman Look Up Branch**

- b. Pilih Status yang akan dilihat dengan mengklik tombol dropdown list Status maka sistem akan menampilkan halaman Invoice List.

#### Invoice List



Show 10 entries

Search records

No	Invoice No	Name	Date	Due Date	Client Name	Total Amount	Status	Action
1	54694/INV/MD3/08/2023		31/08/2023	30/09/2023	GLOBAL JET CARGO. PT	27,359,000.00	NEW	
2	54693/INV/MD3/08/2023		31/08/2023	02/10/2023	GLOBAL JET CARGO. PT	22,824,600.00	NEW	
3	54698/INV/MD3/08/2023		31/08/2023	14/10/2023	GLOBAL JET CARGO. PT	19,620,000.00	NEW	
4	54688/INV/MD3/08/2023		31/08/2023	30/09/2023	GLOBAL JET CARGO. PT	113,360,000.00	NEW	
5	54694/INV/MD3/08/2023		31/08/2023	30/09/2023	GLOBAL JET CARGO. PT	27,359,000.00	NEW	
6	54693/INV/MD3/08/2023		31/08/2023	02/10/2023	GLOBAL JET CARGO. PT	22,824,600.00	NEW	
7	54698/INV/MD3/08/2023		31/08/2023	14/10/2023	GLOBAL JET CARGO. PT	19,620,000.00	NEW	
8	54688/INV/MD3/08/2023		31/08/2023	30/09/2023	GLOBAL JET CARGO. PT	113,360,000.00	NEW	
9	54707/INV/MD3/08/2023		31/08/2023	14/10/2023	GLOBAL JET CARGO. PT	12,426,000.00	NEW	
10	54701/INV/MD3/08/2023		31/08/2023	14/10/2023	GLOBAL JET CARGO. PT	29,430,000.00	NEW	

Showing 1 to 10 of 220 entries

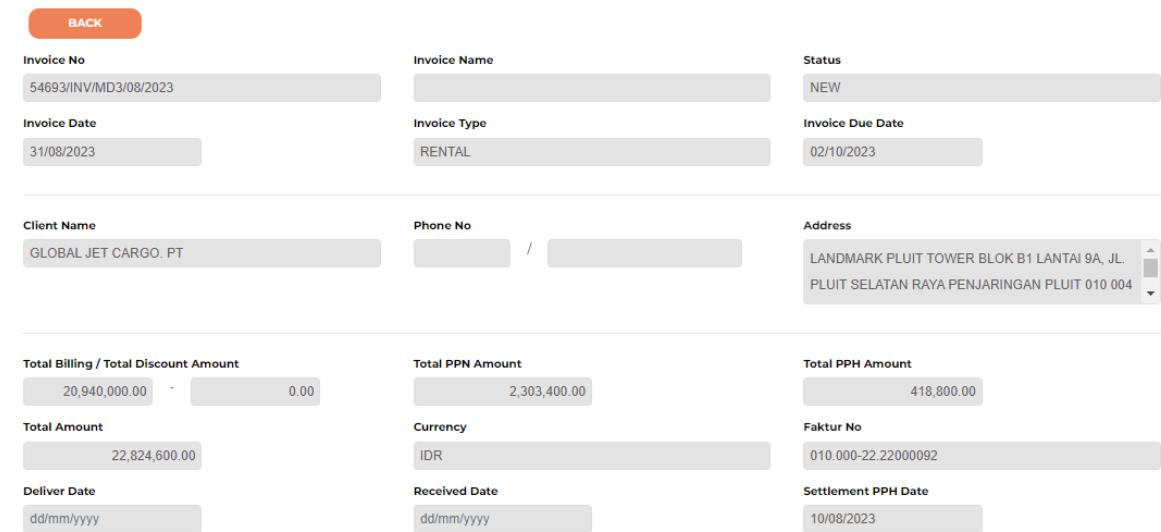
First Previous 1 2 3 4 5 ... 22 Next Last

**Gambar 456 Halaman Invoice List**

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

- c. Klik tombol  untuk melihat detail data Invoice.

Invoice Info



The screenshot shows the 'Invoice Info' page with the following data:

Invoice No	Invoice Name	Status
54693/INV/MD3/08/2023		NEW

Invoice Date	Invoice Type	Invoice Due Date
31/08/2023	RENTAL	02/10/2023

Client Name	Phone No	Address
GLOBAL JET CARGO. PT	/	LANDMARK PLUIT TOWER BLOK B1 LANTAI 9A, JL. PLUIT SELATAN RAYA PENJARINGAN PLUIT 010 004

Total Billing / Total Discount Amount	Total PPN Amount	Total PPH Amount
20,940,000.00	2,303,400.00	418,800.00

Total Amount	Currency	Faktur No
22,824,600.00	IDR	010.000-22.22000092

Deliver Date	Received Date	Settlement PPH Date
dd/mm/yyyy	dd/mm/yyyy	10/08/2023

**Gambar 457 Halaman Invoice Info**

- d. Pada halaman Invoice Info, terdapat halaman Detail List.

Detail List



The screenshot shows a table with the following data:

No	Agreement No	Description	Quantity	Billing Amount	Total Amount	Action
1	0000015/4/38/10/2022 GLOBAL JET CARGO. PT		2	10,470,000.00	11,412,300.00	<input checked="" type="checkbox"/>
2	0000015/4/38/10/2022 GLOBAL JET CARGO. PT		2	10,470,000.00	11,412,300.00	<input checked="" type="checkbox"/>

Showing 1 to 2 of 2 entries

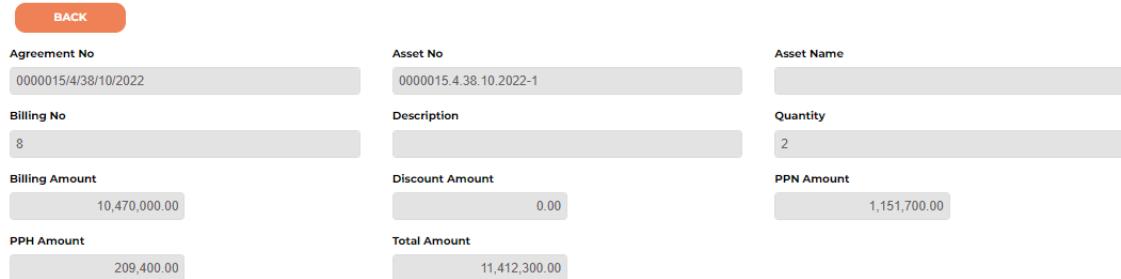
First 1 Last

**Gambar 458 Halaman Detail List**

- e. Klik tombol  untuk melihat detail data Detail.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

#### Detail Info



Agreement No 0000015/4/38/10/2022	Asset No 0000015.4.38.10.2022-1	Asset Name [empty]
Billing No 8	Description [empty]	Quantity 2
Billing Amount 10,470,000.00	Discount Amount 0.00	PPN Amount 1,151,700.00
PPH Amount 209,400.00	Total Amount 11,412,300.00	

**Gambar 459 Halaman Detail Info**

f. Klik tombol  untuk kembali ke halaman sebelumnya.

#### 3.11.4 Amortize Deffered Income

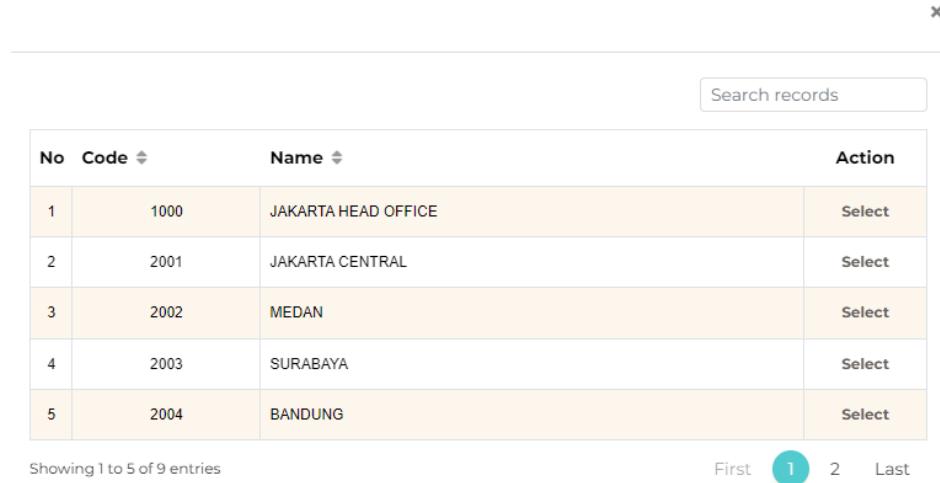
Sub Menu Amortize Deffered Income dapat diakses oleh user melalui modul **Operating Lease > Inquiry > Amortize Deffered Income**. Sub Menu Amortize Deffered Income dapat digunakan oleh user untuk melihat history/schedule Deferred Income (proses pengakuan pendapatan) yang belum diterima pada sistem.

##### 3.11.4.1 Step Process Amortize Deffered Income

Berikut adalah Step Process Amortize Deffered Income:

- Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023



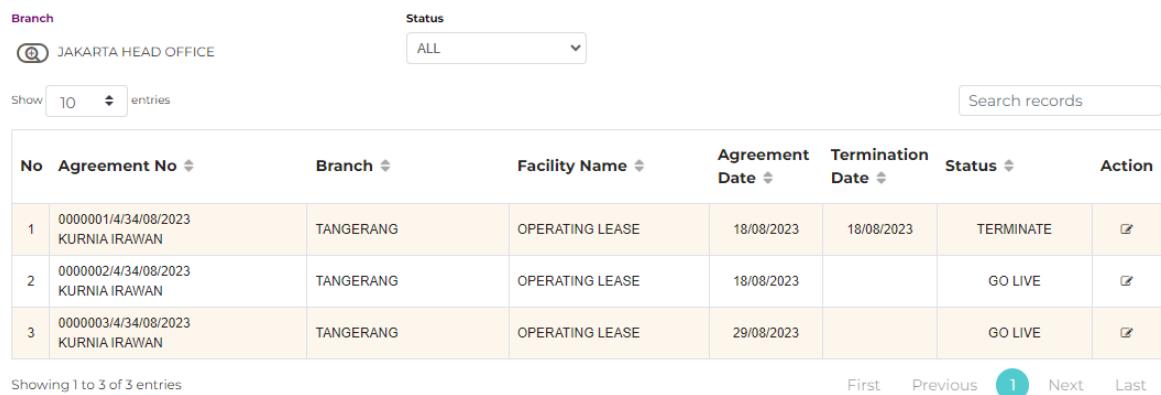
Showing 1 to 5 of 9 entries

First 1 2 Last

**Gambar 460 Halaman Look Up Branch**

- b. Pilih Status yang akan dilihat dengan mengklik tombol dropdown list Status maka sistem akan menampilkan halaman Agreement List.

Agreement List



Show 10 entries

Search records

First Previous 1 Next Last

**Gambar 461 Halaman Agreement List**

- c. Klik tombol  untuk melihat detail data Agreement.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

### Agreement Info

[BACK](#)

Agreement No	Status	Application No
0000001/4/00/10/2023	GO LIVE	0000002/4/00/10/2023
Client No	Client Name	Client Type
2009CUST20221201373	KURNIA IRAWAN	PERSONAL
Branch Code	Branch Name	Initial Branch Name
1000	JAKARTA HEAD OFFICE	JAKARTA HEAD OFFICE
Agreement Date	Payment Promise Date	
02/10/2023	dd/mm/yyyy	
Currency	Facility Code	Lease Option
IDR	FC.2208.000001	FULL
Facility Name	Collection Status	Agreement Sub Status
OPERATING LEASE		
First Payment Type	Credit Term	Billing Type
ADVANCE	90	BI-MONTHLY
Pending Billing	Stop Billing	Periode
0	No	36
Termination Type	Termination Date	Outstanding Deferred Income
	dd/mm/yyyy	

**Gambar 462 Halaman Agreement Info**

- d. Pada halaman Agreement Info, terdapat halaman Asset Deffered Income List. User dapat mencetak data informasi mengenai pengakuan pendapatan dari asset dengan mengklik tombol

[DOWNLOAD EXCEL](#)

### Asset Deferred Income List

Asset No

 MAZDA-CX-MAZDA CX-8	<a href="#">DOWNLOAD EXCEL</a>	Search records
---------------------------------------------------------------------------------------------------------	--------------------------------	----------------

No	Asset No	Installment No	Transaction Date	Invoice No	Income Amount	Reff Name	Action
1	2034.OPLAA.2308.000021 MAZDA-CX-MAZDA CX-8	1	31/08/2023	00004.INV.1000.08.2023	-6,451.61	PENDAPATAN SEWA	
2	2034.OPLAA.2308.000021 MAZDA-CX-MAZDA CX-8	1	31/08/2023	00004.INV.1000.08.2023	6,451.61	Invoice OVER CHARGES 000003/4/34/08/2023 client KURNIA IRAWAN	
3	2034.OPLAA.2308.000021 MAZDA-CX-MAZDA CX-8	1	30/09/2023	00004.INV.1000.08.2023	100.000.00	Invoice OVER CHARGES 000003/4/34/08/2023 client KURNIA IRAWAN	

Showing 1 to 3 of 3 entries

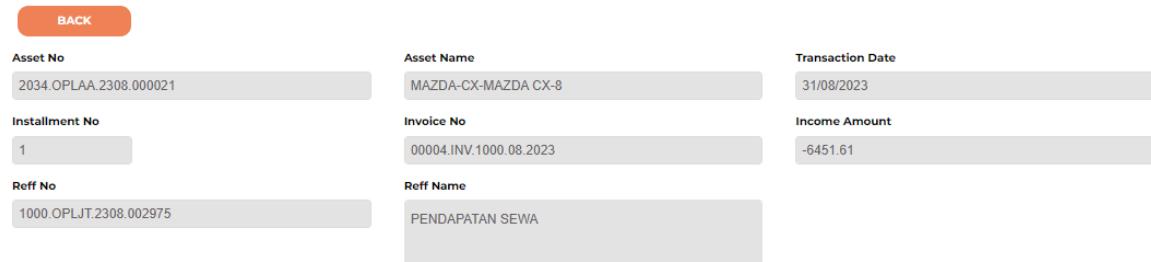
First 1 Last

**Gambar 463 Halaman Asset Defered Income List**

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

- e. Klik tombol  untuk melihat detail data Asset Deffered Income.

Amortize Deferred Info



The screenshot shows a form titled 'Amortize Deferred Info' with the following fields:

- Asset No:** 2034.OPLAA.2308.000021
- Asset Name:** MAZDA-CX-MAZDA CX-8
- Transaction Date:** 31/08/2023
- Installment No:** 1
- Invoice No:** 00004.INV.1000.08.2023
- Income Amount:** -6451.61
- Reff No:** 1000.OPLJT.2308.002975
- Reff Name:** PENDAPATAN SEWA

Gambar 464 Halaman Amortize Deferred Info

- f. Klik tombol  untuk kembali ke halaman sebelumnya.

## 3.12 Report

Report adalah Menu yang dapat digunakan oleh user untuk mencetak report atas transaksi yang ada pada Operating Lease. Berikut adalah detail penjelasan per masing-masing sub menu yang dapat digunakan oleh user.

### 3.12.1 Management

Sub Menu Management dapat diakses oleh user melalui modul **Operating Lease > Report > Management**. Sub menu Management dapat digunakan oleh user untuk melakukan proses cetak terhadap report yang sebelumnya dikelompokan ke dalam type management pada **Operating Lease > Setting > Report**.

#### 3.12.1.1 Step Process Management

Berikut adalah Step Process Management:

- a. Sistem akan menampilkan halaman Management List.

Management List

Management List		Action
Show	10 <input type="button" value="▼"/> entries	Search records
No	Name <input type="button" value="▼"/>	
Showing 1 to 1 of 1 entries		
1	Report Kontrak Overdue	<input checked="" type="checkbox"/>
Last	First	Previous
	1	Next

Gambar 465 Halaman Management List

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

- b. Klik tombol  untuk melihat detail data Report Management (nama Report yang dipilih).

### Report Kontrak Overdue

**PRINT**
**BACK**

**Branch \***



**As At Date \***

dd/mm/yyyy

**Print Option**

PDF  Excel  Excel (Data Only)

**Gambar 466 Halaman Report Kontrak Overdue**

- c. Lengkapi data pada field yang tersedia, kemudian klik tombol **PRINT** untuk mencetak data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

#### 3.12.2 Transaction

Sub Menu Transaction dapat diakses oleh user melalui modul **Operating Lease > Report > Transaction**. Sub Menu Transaction dapat digunakan oleh user untuk melakukan proses cetak terhadap report yang sebelumnya dikelompokan ke dalam type transaction pada **Operating Lease > Setting > Report**.

##### 3.12.2.1 Step Process Transaction

Berikut adalah Step Process Transaction:

- a. Sistem akan menampilkan halaman Transaction List.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

#### Transaction List

No	Name	Action
1	Report Open Contract	<input type="checkbox"/>
2	Report SKD Approved	<input type="checkbox"/>
3	Report End Contract	<input type="checkbox"/>
4	Report Monthly Sales	<input type="checkbox"/>
5	Report Invoice List	<input type="checkbox"/>
6	Report Outstanding Invoice	<input type="checkbox"/>
7	Report Outstanding NI	<input type="checkbox"/>
8	Report Overdue	<input type="checkbox"/>
9	Report Pending Document	<input type="checkbox"/>

Showing 1 to 9 of 9 entries

First Previous 1 Next Last

**Gambar 467 Halaman Transaction List**

- b. Klik tombol  untuk melihat detail data Report Transaction (nama Report yang dipilih).

#### Report Open Contract

**PRINT**
**BACK**

**Branch \***

**From Date \***

**To Date \***

**Print Option**

 Excel  Excel (Data Only)

**Gambar 468 Halaman Report Open Contract**

- c. Lengkapi data pada field yang tersedia, kemudian klik tombol **PRINT** untuk mencetak data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

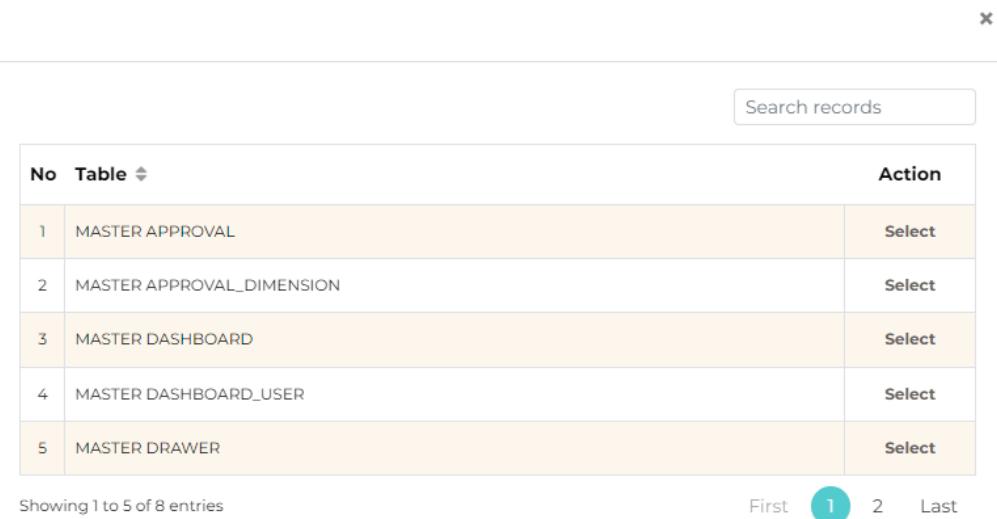
### 3.12.3 Report Setting

Sub Menu Report Setting dapat diakses oleh user melalui modul modul **Operating Lease > Report > Report Setting**. Sub Menu Report Setting dapat digunakan oleh user untuk melakukan proses cetak terhadap data report yang sudah terdaftar pada sistem.

#### 3.12.3.1 Step Process Report Setting

Berikut adalah Step Process Report Setting:

- Pilih Table Setting yang akan dicetak dengan mengklik tombol  , maka sistem akan menampilkan halaman Look Up Table Setting.



The screenshot shows a table titled "No Table" with 5 rows. Each row contains a number (1-5), a table name, and a "Select" button. The table names are: MASTER APPROVAL, MASTER APPROVAL\_DIMENSION, MASTER DASHBOARD, MASTER DASHBOARD\_USER, and MASTER DRAWER. A search bar at the top right says "Search records". At the bottom, it shows "Showing 1 to 5 of 8 entries" and navigation buttons for First, Last, and page numbers 1 and 2.

No	Table	Action
1	MASTER APPROVAL	Select
2	MASTER APPROVAL_DIMENSION	Select
3	MASTER DASHBOARD	Select
4	MASTER DASHBOARD_USER	Select
5	MASTER DRAWER	Select

Gambar 469 Halaman Look Up Table Setting

- Klik tombol  untuk mencetak data, maka sistem akan mengeluarkan output.

#### Report Data Master



Table Setting \*



Gambar 470 Halaman Report Data Master

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

### 3.13 Interface

Interface adalah Menu yang dapat digunakan oleh sistem untuk berkomunikasi dengan modul lain terkait dengan transaksi-transaksi yang dilakukan pada sistem. Berikut adalah detail penjelasan per masing-masing sub menu yang dapat digunakan oleh user.

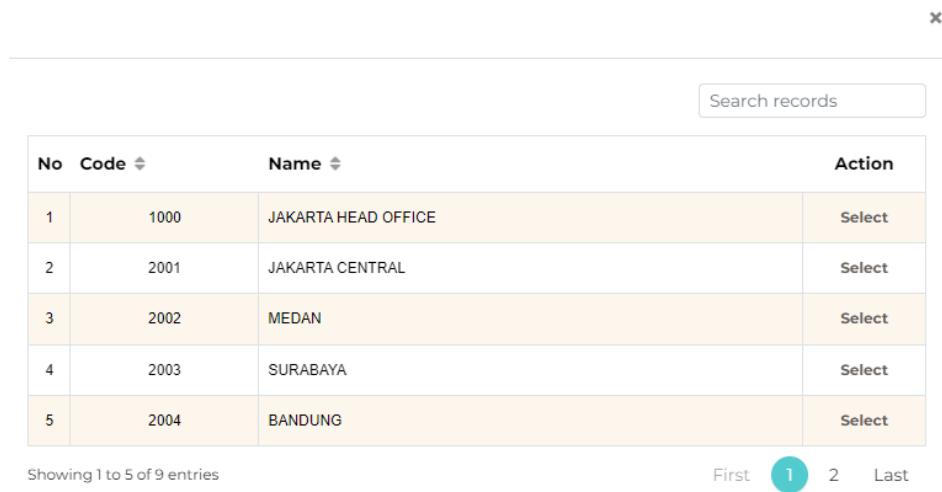
#### 3.13.1 Purchase Request

Sub Menu Purchase Request dapat diakses oleh user melalui modul **Operating Lease > Interface > Purchase Request**. Sub Menu Purchase Request dapat digunakan oleh sistem untuk berkomunikasi dengan modul lain yang mentrigger proses pembayaran pada sistem.

##### 3.13.1.1 Step Process Purchase Request

Berikut adalah Step Process Purchase Request:

- b. Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.



The screenshot shows a table titled 'Look Up Branch' with the following data:

No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

Below the table, there is a message: 'Showing 1 to 5 of 9 entries'. To the right, there are buttons for 'First', a page number '1' (highlighted in blue), '2', and 'Last'.

**Gambar 471 Halaman Look Up Branch**

- c. Pilih Status yang akan dilihat dengan mengklik tombol dropdown list Status  maka sistem akan menampilkan halaman Purchase Request List (Interface).

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

### Purchase Request List (Interface)

Branch	Status	Search records						
<input type="checkbox"/> JAKARTA HEAD OFFICE		ALL						
No	Code	Branch	Request Date	Request Status	Description	Result Fa Name	Result Date	Action
1	1000.OPLPUR.2308.000001	JAKARTA HEAD OFFICE	24/08/2023	CANCEL	Application Purchase : 0000999/4/1000/08/2023 - TAMBANG SULAWESI HIJAU Price. 235.500.000,00			<input checked="" type="checkbox"/>
2	1000.OPLPUR.2308.000003	JAKARTA HEAD OFFICE	24/08/2023	ON PROCESS	Application Purchase : 0000999/4/1000/08/2023 - TAMBANG SULAWESI HIJAU Price. 235.500.000,00			<input checked="" type="checkbox"/>
3	1000.OPLPUR.2308.000005	JAKARTA HEAD OFFICE	24/08/2023	ON PROCESS	Application Purchase : 0001000/4/1000/08/2023 - BANTEN TOUR MANDIRI Price. 225.500.000,00			<input checked="" type="checkbox"/>
4	1000.OPLPUR.2308.000007	JAKARTA HEAD OFFICE	24/08/2023	ON PROCESS	Application Purchase : 0001000/4/1000/08/2023 - BANTEN TOUR MANDIRI Price. 225.500.000,00			<input checked="" type="checkbox"/>
5	1000.OPLPUR.2308.000009	JAKARTA HEAD OFFICE	24/08/2023	ON PROCESS	Application Purchase : 0001000/4/1000/08/2023 - BANTEN TOUR MANDIRI Price. 225.500.000,00			<input checked="" type="checkbox"/>
6	1000.OPLPUR.2308.000011	JAKARTA HEAD OFFICE	24/08/2023	CANCEL	Application Purchase : 0001001/4/1000/08/2023 - SINERGI MAKIN MAJU Price. 448.000.000,00			<input checked="" type="checkbox"/>
7	1000.OPLPUR.2308.000012	JAKARTA HEAD OFFICE	24/08/2023	POST	Application Purchase : 0001001/4/1000/08/2023 - SINERGI MAKIN MAJU Price. 448.000.000,00	ALL NEW TRITON DC GLS 4X4 M/T (2,4L M/T) MODEL 2019	30/08/2023	<input checked="" type="checkbox"/>
8	1000.OPLPUR.2308.000013	JAKARTA HEAD OFFICE	25/08/2023	ON PROCESS	Application Purchase : 0001007/4/1000/08/2023 - BANTEN TOUR MANDIRI Price. 250.000.000,00			<input checked="" type="checkbox"/>
9	1000.OPLPUR.2308.000014	JAKARTA HEAD OFFICE	25/08/2023	ON PROCESS	Application Purchase : 0001003/4/1000/08/2023 - SINERGI MAKIN MAJU Price. 250.000.000,00			<input checked="" type="checkbox"/>
10	1000.OPLPUR.2308.000015	JAKARTA HEAD OFFICE	25/08/2023	ON PROCESS	Application Purchase : 0001011/4/1000/08/2023 - UMAQ TUKUNG MANDIRI UTAMA Price. 250.000.000,00			<input checked="" type="checkbox"/>

Showing 1 to 10 of 31 entries

First Previous 1 2 3 4 Next Last

**Gambar 472 Halaman Purchase Request List (Interface)**

- d. Klik tombol  untuk melihat detail data Purchase Request.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

#### Purchase Request Info (Interface)

**BACK**

code 2034.OPLPUR.2308.000026	Branch TANGERANG	Request Date 30/08/2023
Category OTHER	Request Status POST	Description Application Purchase : 0000001/4/2034/08/2023 - KURNIA I
Merk MAZDA	Model CX	Type BT-50 SINGLE CABIN FREE STYLE 4X4
Fa Code 2034.AST.2308.00006	Fa Name MAZDA-CX-MAZDA CX-8	Result Date 30/08/2023
Job Status	Failed Remarks	

**Gambar 473 Halaman Purchase Request Info**

- e. Klik tombol **BACK** untuk kembali ke halaman sebelumnya.

#### 3.13.2 Cashier Received Request

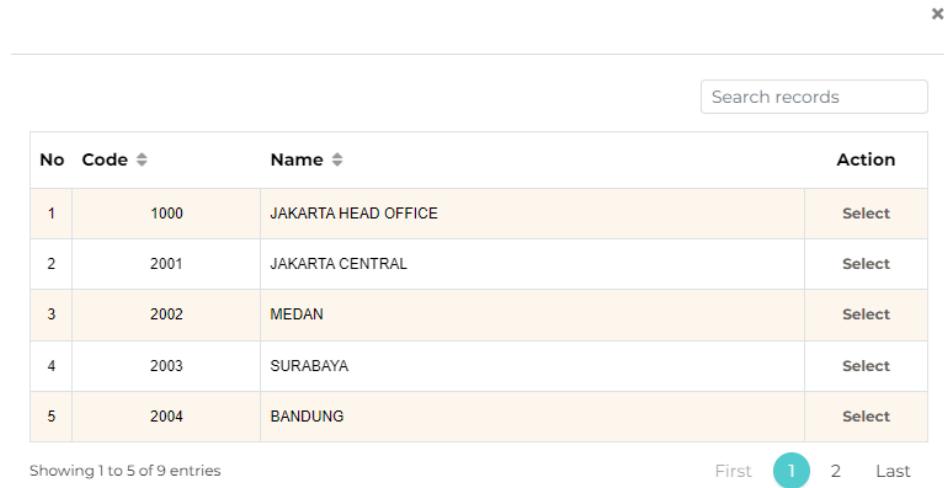
Sub Menu Cashier Received Request dapat diakses oleh user melalui modul **Operating Lease > Interface > Cashier Received Request**. Sub Menu Cashier Received Request dapat digunakan oleh sistem untuk berkomunikasi dengan modul lain yang mentrigger proses penerimaan pada sistem.

##### 3.13.2.1 Step Process Payment Request

Berikut adalah Step Process Payment Request:

- a. Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023



No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

Showing 1 to 5 of 9 entries

First 1 2 Last

#### Gambar 474 Halaman Look Up Branch

- b. Pilih Status dan Job Status yang akan dilihat dengan mengklik tombol dropdown list  maka sistem akan menampilkan halaman Cashier Received Request List (Interface).

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

#### Cashier Received Request List (Interface)

Branch	Status	Job Status							
<input checked="" type="checkbox"/> JAKARTA HEAD OFFICE	ALL	ALL							
Show <input type="button" value="10"/> entries	Search records								
<b>No Request No</b> <b>Branch</b> <b>Date</b> <b>Ref No</b> <b>Remark</b> <b>Amount</b> <b>Last Update</b> <b>Status</b> <b>Action</b>									
1	1000.OPLICR.2307.000001	HEAD OFFICE	26/07/2023	00009.DSF.INV.4.04.2022 INVOICE SEND	Invoice 00009/DSF/INV/4/04/2022 Agreement 0000649/4/08/03/2022 Client SANY PERKASA, PT	IDR 116,409,900.00	26/07/2023	HOLD	<input checked="" type="checkbox"/>
2	1000.OPLICR.2307.000002	HEAD OFFICE	26/07/2023	00026.DSF.INV.4.09.2022 INVOICE SEND	Invoice 00026/DSF/INV/4/09/2022 Agreement 0000523/4/10/06/2022 Client NUSANTARA EKSPRES KILAT. PT	IDR 82,503,525.00	26/07/2023	HOLD	<input checked="" type="checkbox"/>
3	1000.OPLICR.2307.000003	HEAD OFFICE	26/07/2023	00032.DSF.INV.4.10.2022 INVOICE SEND	Invoice 00032/DSF/INV/4/10/2022 Agreement 0000714/4/01/04/2021 Client SICEPAT EKSPRES INDONESIA. PT	IDR 12,933,289.00	26/07/2023	HOLD	<input checked="" type="checkbox"/>
4	1000.OPLICR.2307.000004	HEAD OFFICE	26/07/2023	00038.DSF.INV.4.10.2022 INVOICE SEND	Invoice 00038/DSF/INV/4/10/2022 Agreement 0000650/4/08/03/2022 Client SANY PERKASA, PT	IDR 4,296,774.00	26/07/2023	HOLD	<input checked="" type="checkbox"/>
5	1000.OPLICR.2307.000005	HEAD OFFICE	26/07/2023	00047.DSF.INV.4.01.2023 INVOICE SEND	Invoice 00047/DSF/INV/4/01/2023 Agreement 0000401/4/01/12/2019 Client SICEPAT EKSPRES INDONESIA. PT	IDR 47,622,581.00	26/07/2023	HOLD	<input checked="" type="checkbox"/>
6	1000.OPLICR.2307.000006	HEAD OFFICE	26/07/2023	00048.DSF.INV.4.01.2023 INVOICE SEND	Invoice 00048/DSF/INV/4/01/2023 Agreement 0001101/4/01/08/2022 Client LION EXPRESS. PT	IDR 60,414,437.00	26/07/2023	HOLD	<input checked="" type="checkbox"/>
7	1000.OPLICR.2307.000007	HEAD OFFICE	26/07/2023	00055.DSF.INV.4.03.2023 INVOICE SEND	Invoice 00055/DSF/INV/4/03/2023 Agreement 0000554/4/10/11/2022 Client BANK SINARMAS. PT	IDR 146,674,607.00	26/07/2023	HOLD	<input checked="" type="checkbox"/>
8	1000.OPLICR.2307.000008	HEAD OFFICE	26/07/2023	00063.DSF.INV.4.03.2023 INVOICE SEND	Invoice 00063/DSF/INV/4/03/2023 Agreement 0000923/4/01/12/2021 Client SICEPAT EKSPRES INDONESIA. PT	IDR 17,631,097.00	26/07/2023	HOLD	<input checked="" type="checkbox"/>
9	1000.OPLICR.2307.000009	HEAD OFFICE	26/07/2023	00071.DSF.INV.4.04.2023 INVOICE SEND	Invoice 00071/DSF/INV/4/04/2023 Agreement 0001002/4/08/04/2023 Client BANK SINARMAS. PT	IDR 9,363,035.00	26/07/2023	HOLD	<input checked="" type="checkbox"/>
10	1000.OPLICR.2307.000010	HEAD OFFICE	26/07/2023	00081.DSF.INV.4.06.2023 INVOICE SEND	Invoice 00081/DSF/INV/4/06/2023 Agreement 0000949/4/08/02/2023 Client BANK SINARMAS. PT	IDR 25,852,259.00	26/07/2023	HOLD	<input checked="" type="checkbox"/>

Showing 1 to 10 of 4,988 entries

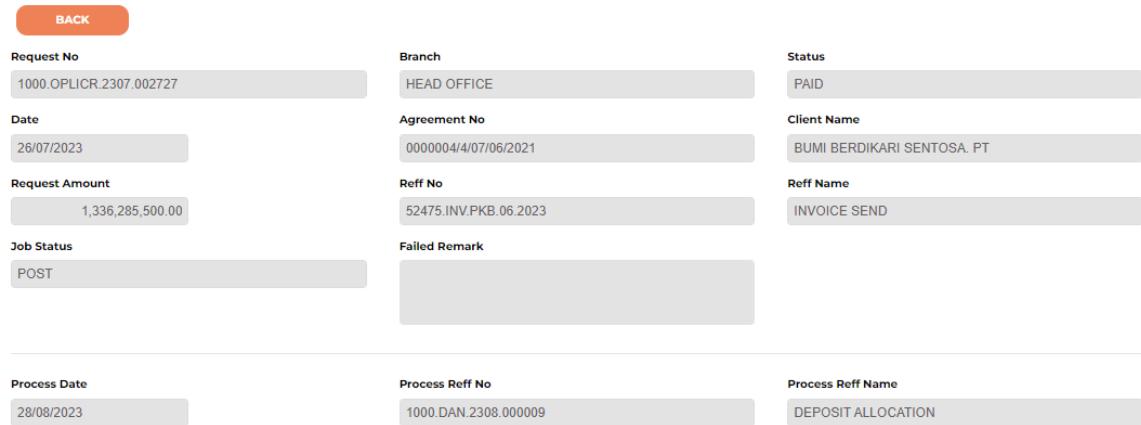
First Previous 1 2 3 4 5 ... 499 Next Last

**Gambar 475 Halaman Cashier Received Request List (Interface)**

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

- c. Klik tombol  untuk melihat detail data Cashier Received Request.

Cashier Received Request Info (Interface)



The screenshot shows a form for viewing a Cashier Received Request. It includes fields for Request No (1000.OPLICR.2307.002727), Branch (HEAD OFFICE), Status (PAID), Date (26/07/2023), Agreement No (0000004/07/06/2021), Client Name (BUMI BERDIKARI SENTOSA, PT), Request Amount (1,336,285,500.00), Ref No (52475.INV.PKB.06.2023), Ref Name (INVOICE SEND), Job Status (POST), Failed Remark (empty), Process Date (28/08/2023), Process Ref No (1000.DAN.2308.000009), and Process Ref Name (DEPOSIT ALLOCATION).

**Gambar 476 Halaman Cashier Received Request Info**

- d. Pada halaman Cashier Received Request Info, terdapat halaman Detail List.

Detail List

Detail List						
No	GL Link	Branch	Agreement No	Orig Amount	Division / Department	Remark
1	OLAR	HEAD OFFICE	SANY PERKASA, PT	IDR -4,296,774.00		INVOICE AR -
2	WTHI	HEAD OFFICE	SANY PERKASA, PT	IDR 0.00		PREPAID TAX -

Showing 1 to 2 of 2 entries

First Previous **1** Next Last

**Gambar 477 Halaman Detail List**

- e. Klik tombol  untuk kembali ke halaman sebelumnya.

### 3.13.3 Journal

Sub Menu Journal dapat diakses oleh user melalui modul **Operating Lease > Interface > Journal**.

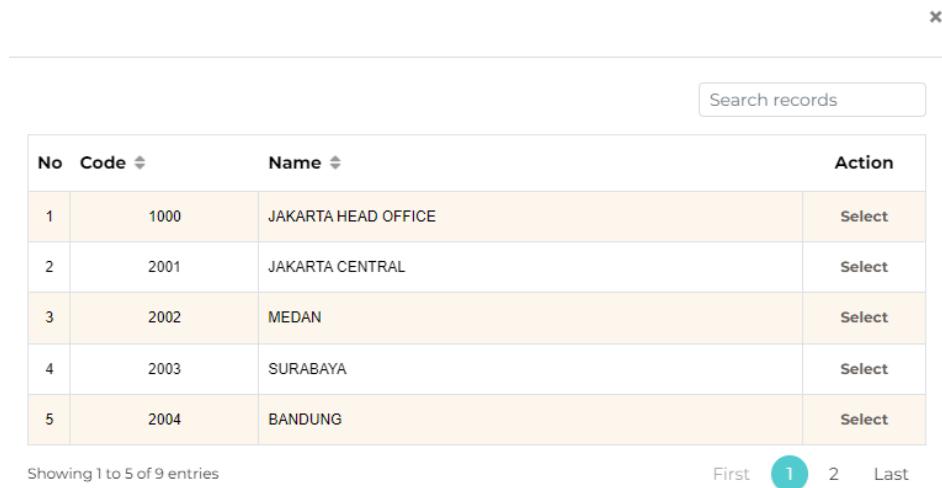
Sub Menu Journal dapat digunakan oleh sistem untuk berkomunikasi dengan modul Accounting dari transaksi-transaksi yang terjadi pada sistem.

#### 3.13.3.1 Step Process Journal

Berikut adalah Step Process Journal:

 Innovation Comprehensive Technology	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

- a. Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.



The screenshot shows a table titled "Look Up Branch" with the following data:

No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

Below the table, there is a message: "Showing 1 to 5 of 9 entries". At the bottom right, there are buttons for "First", "1", "2", and "Last".

**Gambar 478 Halaman Look Up Branch**

- b. Pilih Status dan Job Status yang akan dilihat dengan mengklik tombol dropdown list  maka sistem akan menampilkan halaman halaman Journal List (Interface).

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

### Journal List (Interface)

Branch	Status							
 JAKARTA HEAD OFFICE	ALL							
Show 10 entries	Search records							
No	Transaction No	Branch	Date	Value Date	Name	Reff No	Status	Action
1	1000.OPLJT.2308.000001	JAKARTA HEAD OFFICE	19/08/2023	19/08/2023	CREDIT NOTE	1000.IMS.2308.000001 CREDIT NOTE For : INV-1816/03/07/18	HOLD	
2	1000.OPLJT.2308.000002	HEAD OFFICE	22/08/2023	22/08/2023	WITHHOLDING SETTLEMENT AUDIT	00031.DSF.INV.4.10.2022 WITHHOLDING SETTLEMENT AUDIT For : 00031/DSF/INV/4/10/2022 - SICEPAT EKSPRES INDONESIA. PT. Periode : 20231	HOLD	
3	1000.OPLJT.2308.000003	HEAD OFFICE	22/08/2023	22/08/2023	WITHHOLDING SETTLEMENT AUDIT	00034.DSF.INV.4.11.2022 WITHHOLDING SETTLEMENT AUDIT For : 00034/DSF/INV/4/11/2022 - NUSANTARA EKSPRES KILAT. PT. Periode : 202212	HOLD	
4	1000.OPLJT.2308.000004	HEAD OFFICE	22/08/2023	22/08/2023	WITHHOLDING SETTLEMENT AUDIT	00029.DSF.INV.4.10.2022 WITHHOLDING SETTLEMENT AUDIT For : 00029/DSF/INV/4/10/2022 - NUSANTARA EKSPRES KILAT. PT. Periode : 202211	HOLD	
5	1000.OPLJT.2308.000005	HEAD OFFICE	22/08/2023	22/08/2023	WITHHOLDING SETTLEMENT AUDIT	00037.DSF.INV.4.11.2022 WITHHOLDING SETTLEMENT AUDIT For : 00037/DSF/INV/4/11/2022 - SANY PERKASA, PT. Periode : 202212	HOLD	
6	1000.OPLJT.2308.000006	HEAD OFFICE	22/08/2023	22/08/2023	WITHHOLDING SETTLEMENT AUDIT	29845.INV.JKN.03.2022 WITHHOLDING SETTLEMENT AUDIT For : 29845/INV/JKN/03/2022 - MITSUBISHI MOTORS KRAMA YUDHA SALES INDONESIA. PT. Periode : 20225	HOLD	
7	1000.OPLJT.2308.000007	HEAD OFFICE	22/08/2023	22/08/2023	WITHHOLDING SETTLEMENT AUDIT	27298.INV.JKN.01.2022 WITHHOLDING SETTLEMENT AUDIT For : 27298/INV/JKN/01/2022 - MARGA NUSANTARA JAYA. PT. Periode : 20221	HOLD	
8	1000.OPLJT.2308.000008	HEAD OFFICE	22/08/2023	22/08/2023	WITHHOLDING SETTLEMENT AUDIT	28820.INV.JKN.02.2022 WITHHOLDING SETTLEMENT AUDIT For : 28820/INV/JKN/02/2022 - KECANTIKAN FARRA KOSMETIK INDONESIA. PT. Periode : 20223	HOLD	
9	1000.OPLJT.2308.000009	HEAD OFFICE	22/08/2023	22/08/2023	WITHHOLDING SETTLEMENT AUDIT	28822.INV.JKN.02.2022 WITHHOLDING SETTLEMENT AUDIT For : 28822/INV/JKN/02/2022 - MARGA NUSANTARA JAYA. PT. Periode : 20223	HOLD	
10	1000.OPLJT.2308.000010	HEAD OFFICE	22/08/2023	22/08/2023	WITHHOLDING SETTLEMENT AUDIT	28838.INV.JKN.02.2022 WITHHOLDING SETTLEMENT AUDIT For : 28838/INV/JKN/02/2022 - MARGA NUSANTARA JAYA. PT. Periode : 20223	HOLD	

Showing 1 to 10 of 2,978 entries

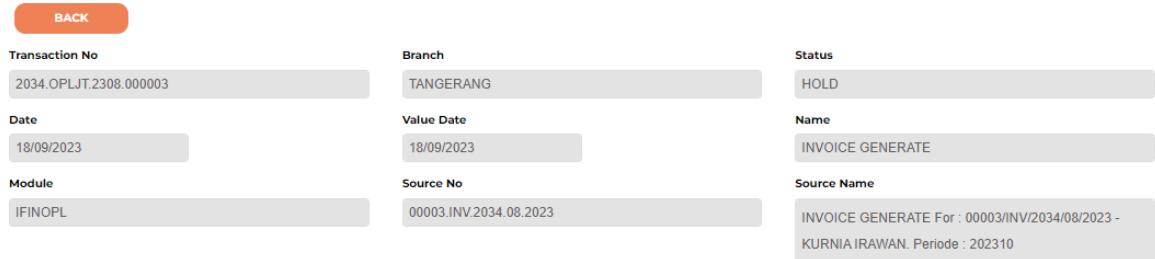
First Previous 1 2 3 4 5 ... 298 Next Last

**Gambar 479 Halaman Journal List (Interface)**

	<b>USER GUIDE</b>		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - OPERATING LEASE	Date	September 2023

- c. Klik tombol  untuk melihat detail data Journal.

GL Link Transaction Info (Interface)



The screenshot shows a search form for GL Link Transaction Info. It includes fields for Transaction No (2034.OPLJT.2308.000003), Branch (TANGERANG), Status (HOLD), Date (18/09/2023), Value Date (18/09/2023), Name (INVOICE GENERATE), Module (IFINOPL), Source No (00003.INV.2034.08.2023), and Source Name (INVOICE GENERATE For : 00003/INV/2034/08/2023 - KURNIA IRAWAN. Periode : 202310).

Gambar 480 Halaman GL Link Transaction Info

- d. Pada halaman Journal Info, terdapat halaman Detail List.

Detail List



No	Branch	GL Link	Description	Agreement No	Currency	Debit Amount	Credit Amount	Division / Department
1	HEAD OFFICE	OPERATING OTHER EXPENSE	WITHHOLDING SETTLEMENT AUDIT For Asset : 0000534.4.08.06.2021-1	0000534/4/08/06/2021	IDR	155,000.00	0.00	
2	HEAD OFFICE	PREPAID TAX	WITHHOLDING SETTLEMENT AUDIT For Asset : 0000534.4.08.06.2021-1	0000534/4/08/06/2021	IDR	0.00	155,000.00	

Showing 1 to 2 of 2 entries      First    Previous    **1**    Next    Last

Gambar 481 Halaman Detail List

- e. Klik tombol  untuk kembali ke halaman sebelumnya.