

USER GUIDE

FIXED ASSET MANAGEMENT

Dipersiapkan untuk:

PT. Dipo Star Finance

Disusun oleh:

PT. Inovasi Mitra Sejati

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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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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

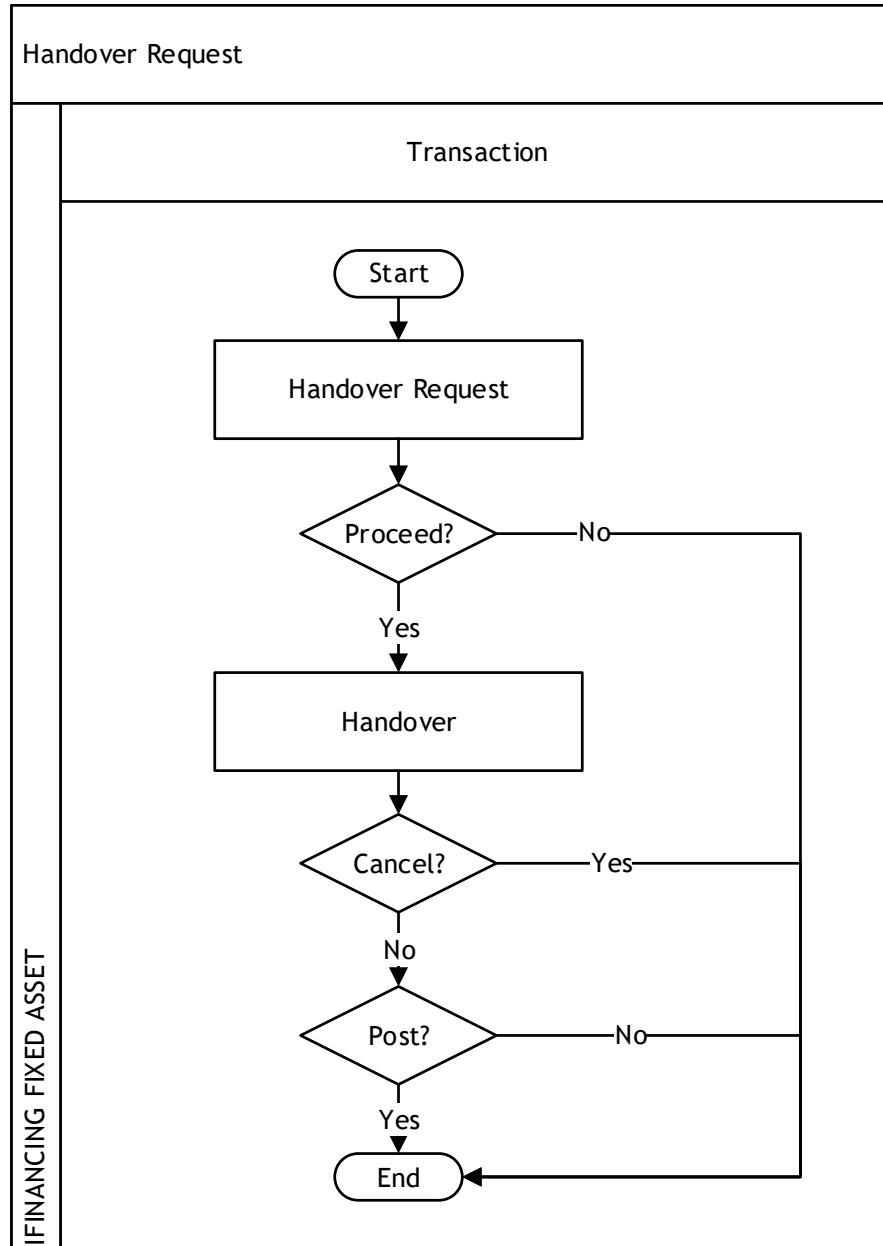
 Innovation Comprehensive Technology	USER GUIDE		
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1 Sistem Modul

Modul Fixed Asset Management digunakan untuk melakukan proses transaksi yang difungsikan untuk operasional setting barang-barang asset, penjualan asset serta proses asuransi hingga pembayaran agar dijalankan secara efisien pada perusahaan. Modul Fixed Asset Management akan menampilkan beberapa menu beserta sub menu yang akan digunakan oleh user untuk melakukan transaksi Fixed Asset.

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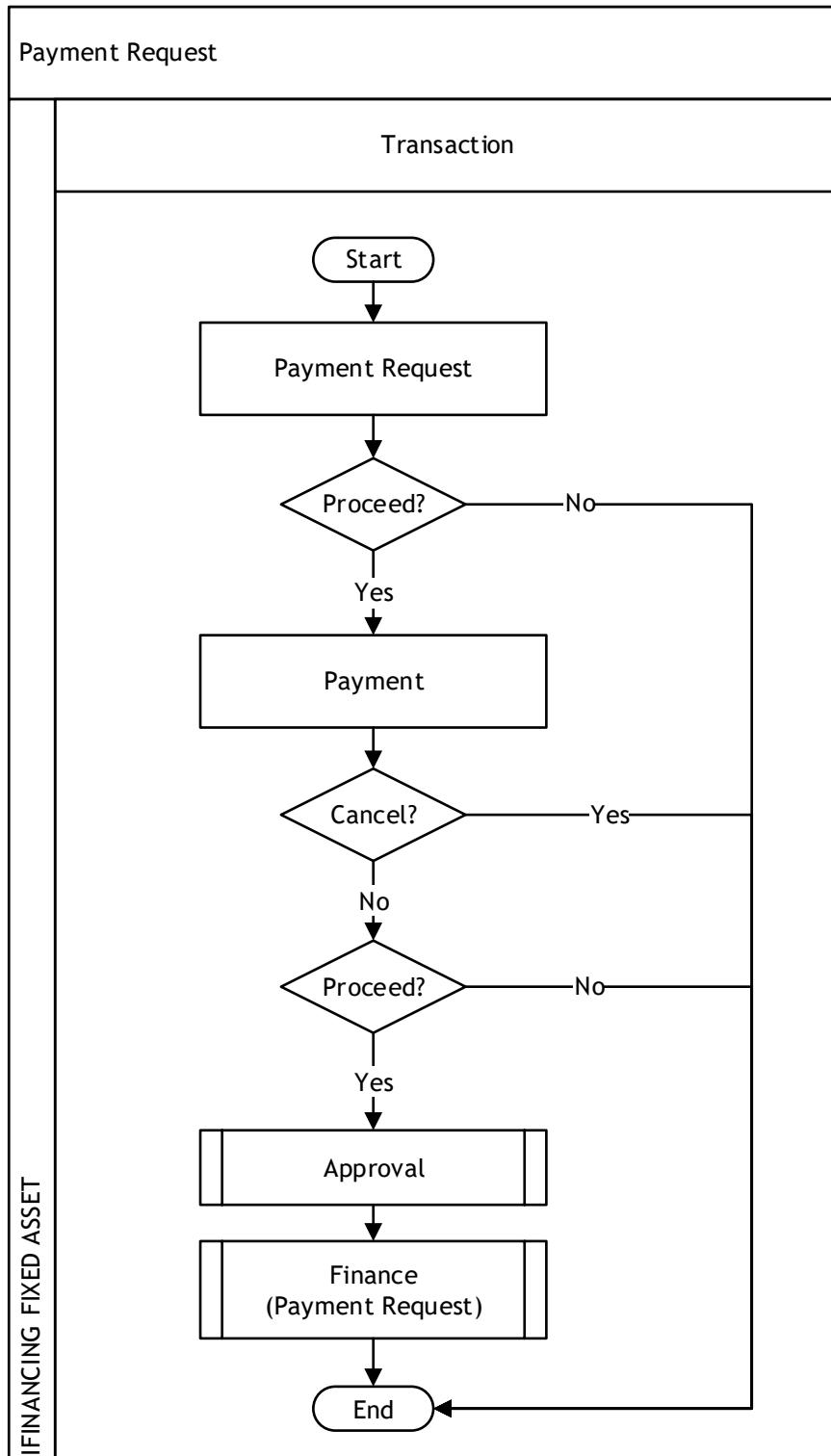
2 General Flow



Gambar 1 General Flow Handover Request

USER GUIDE

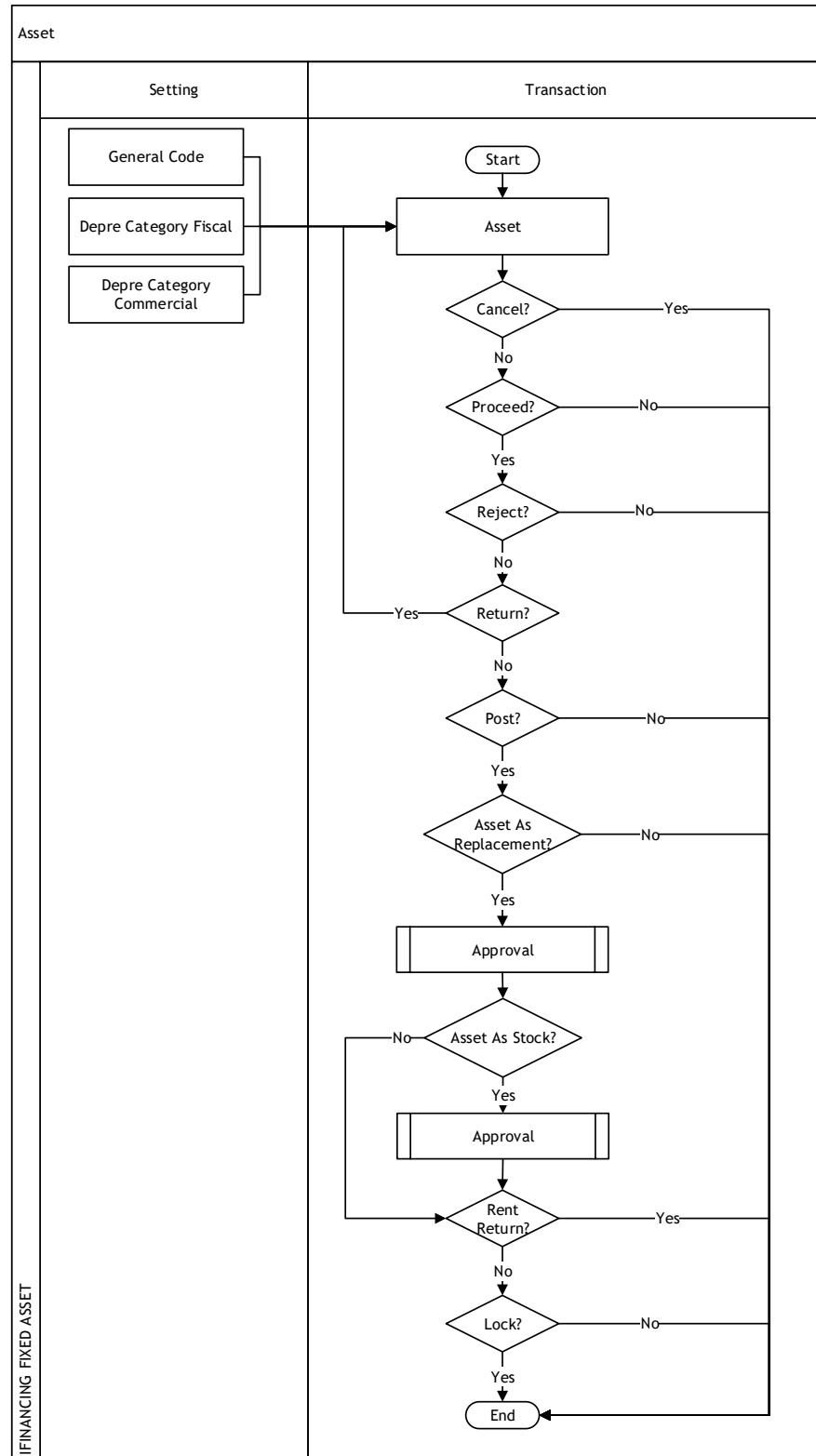
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Gambar 2 General Flow Payment Request

USER GUIDE

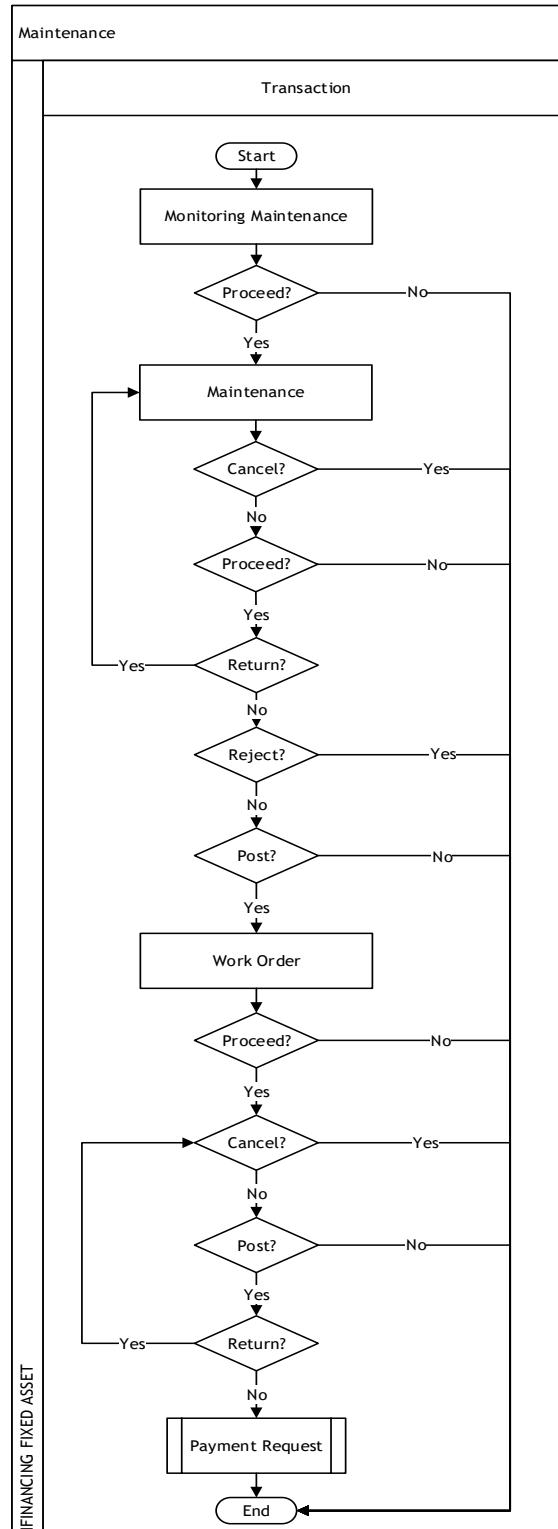
Project Name	iFinancing v5	Version	1.0
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Gambar 3 General Flow Asset

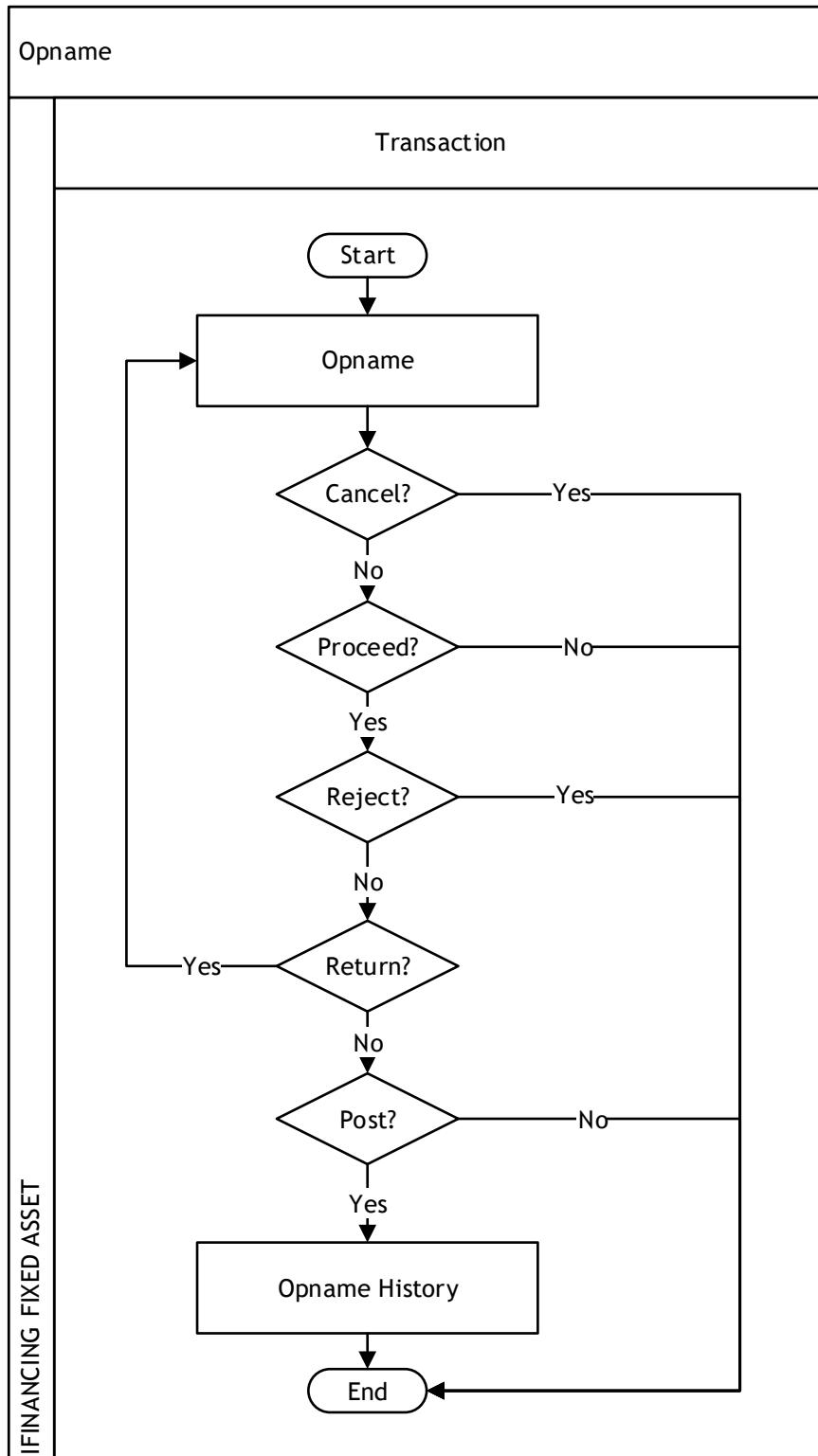
USER GUIDE

Project Name	iFinancing v5	Version	1.0
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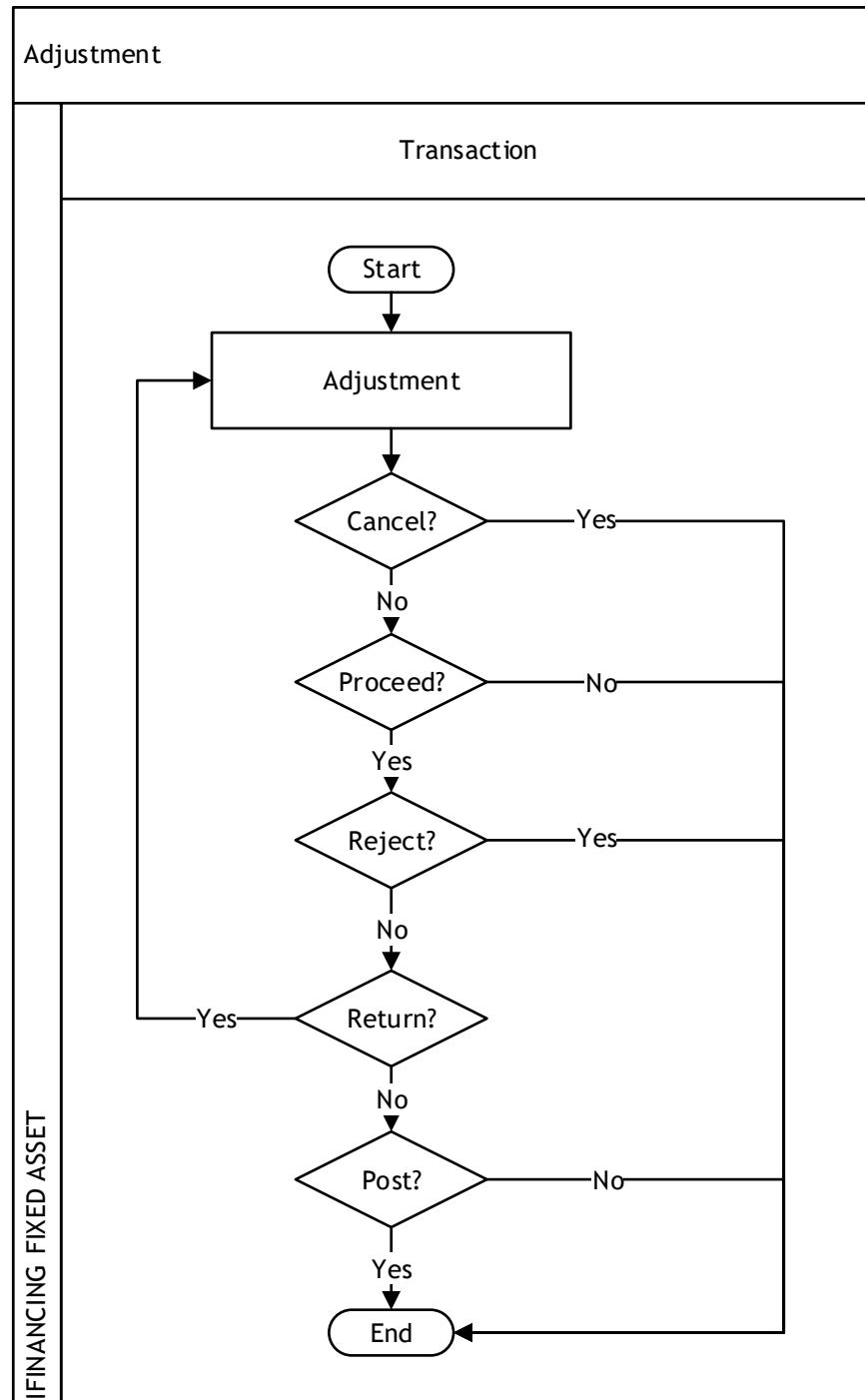
Gambar 4 General Flow Maintenance

Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023



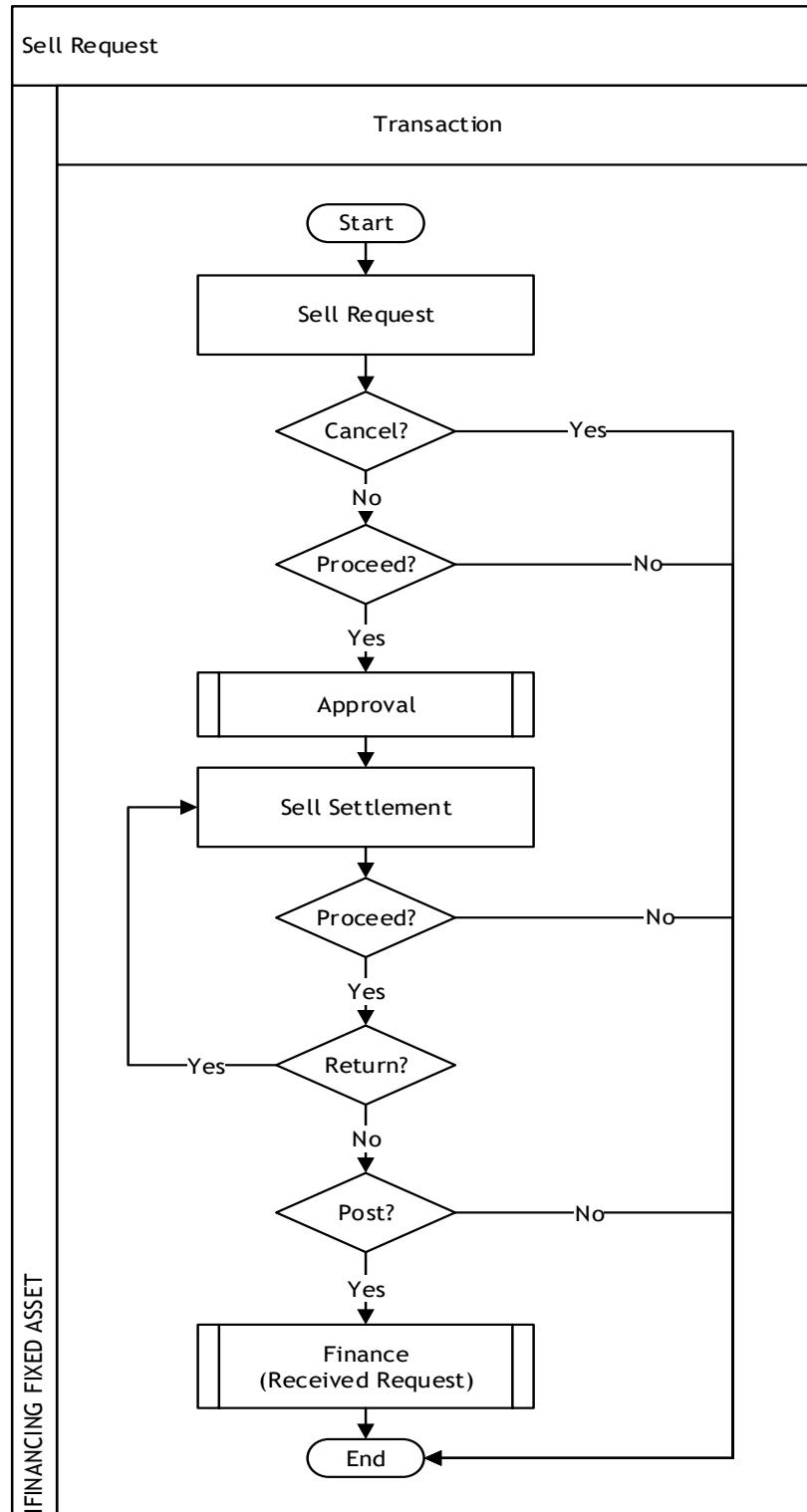
Gambar 5 General Flow Opname

Project Name	iFinancing v5	Version	1.0
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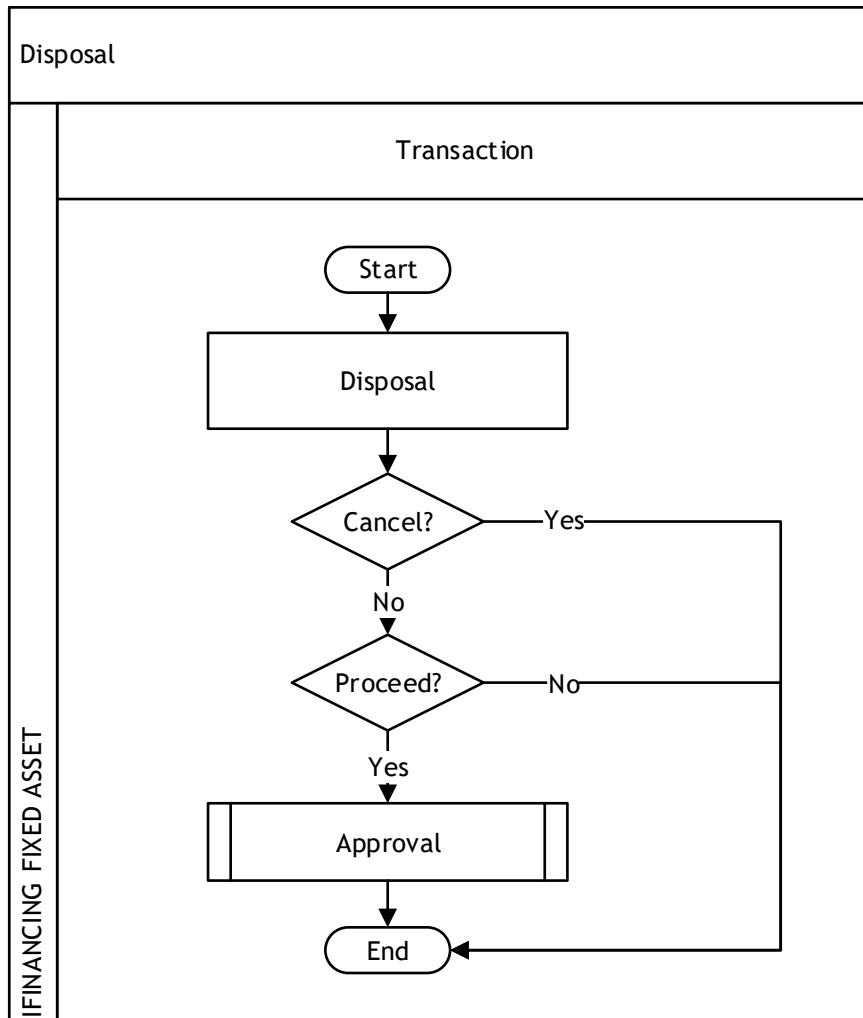
Gambar 6 General Flow Adjustment

Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

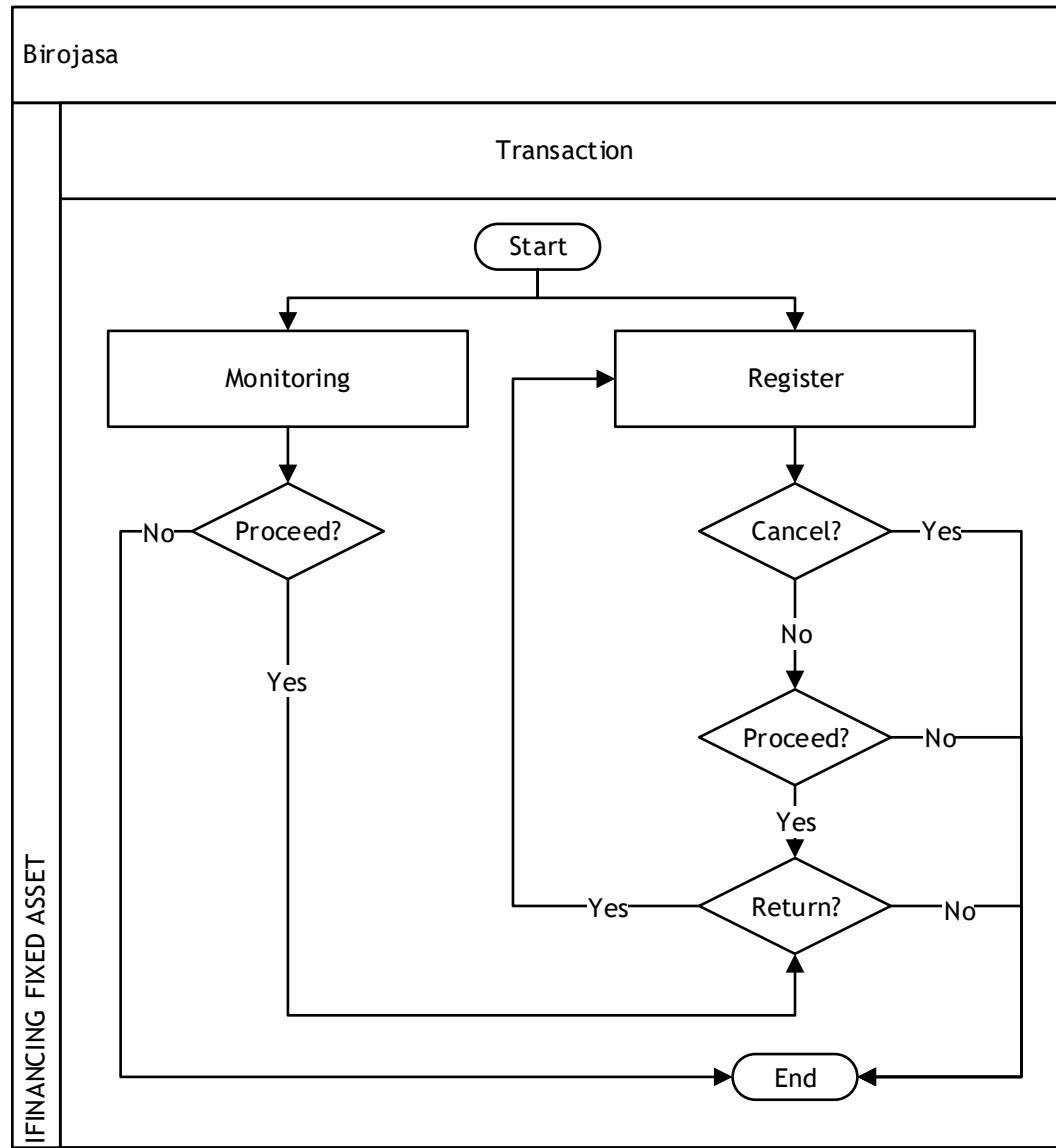


Gambar 7 General Flow Sell Request

Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

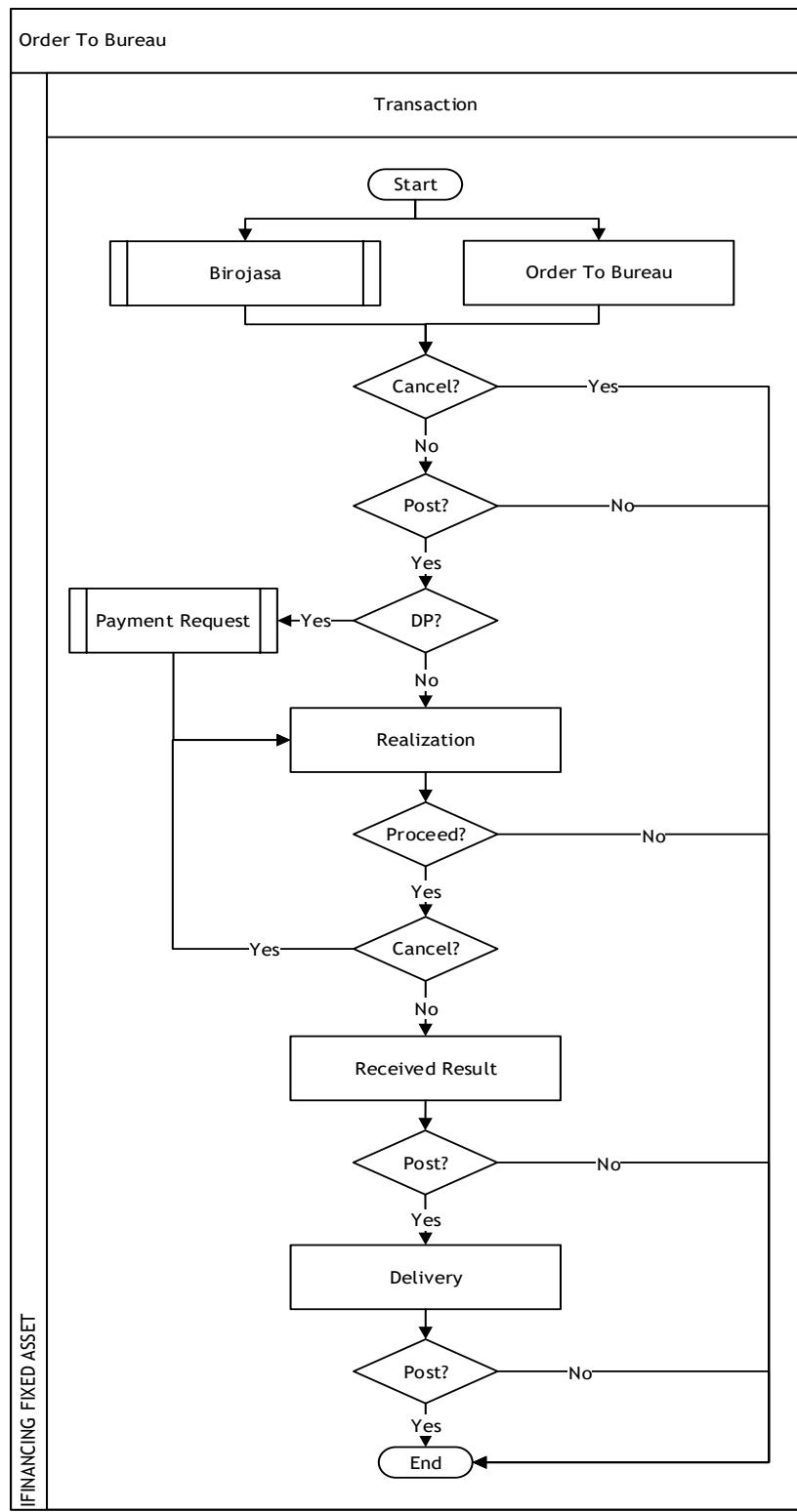
**Gambar 8 General Flow Disposal**

Project Name	iFinancing v5	Version	1.0
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Gambar 9 General Flow Birojasa

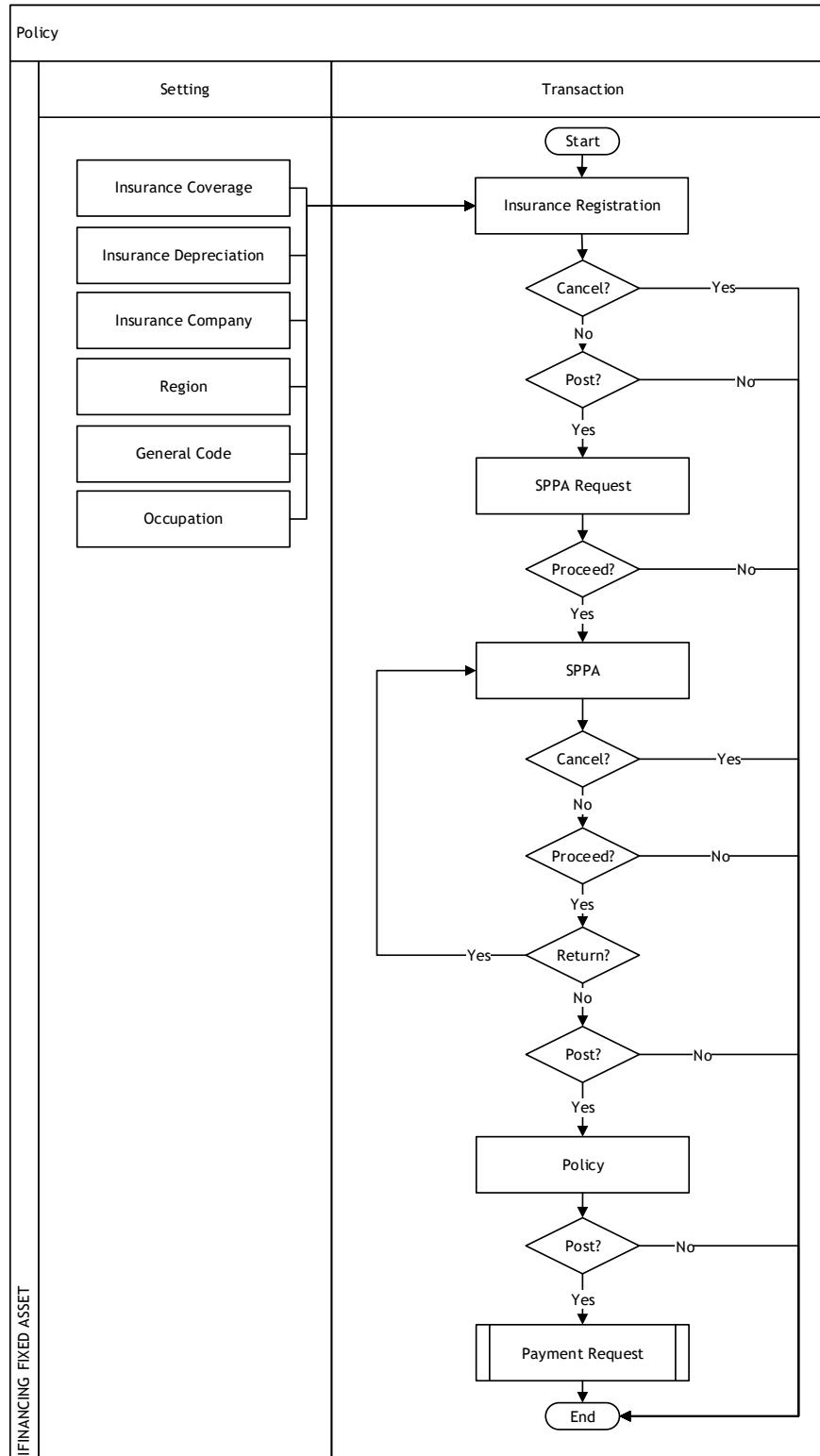
IMS Innovation Comprehensive Technology	USER GUIDE		
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Gambar 10 General Flow Order To Bureau

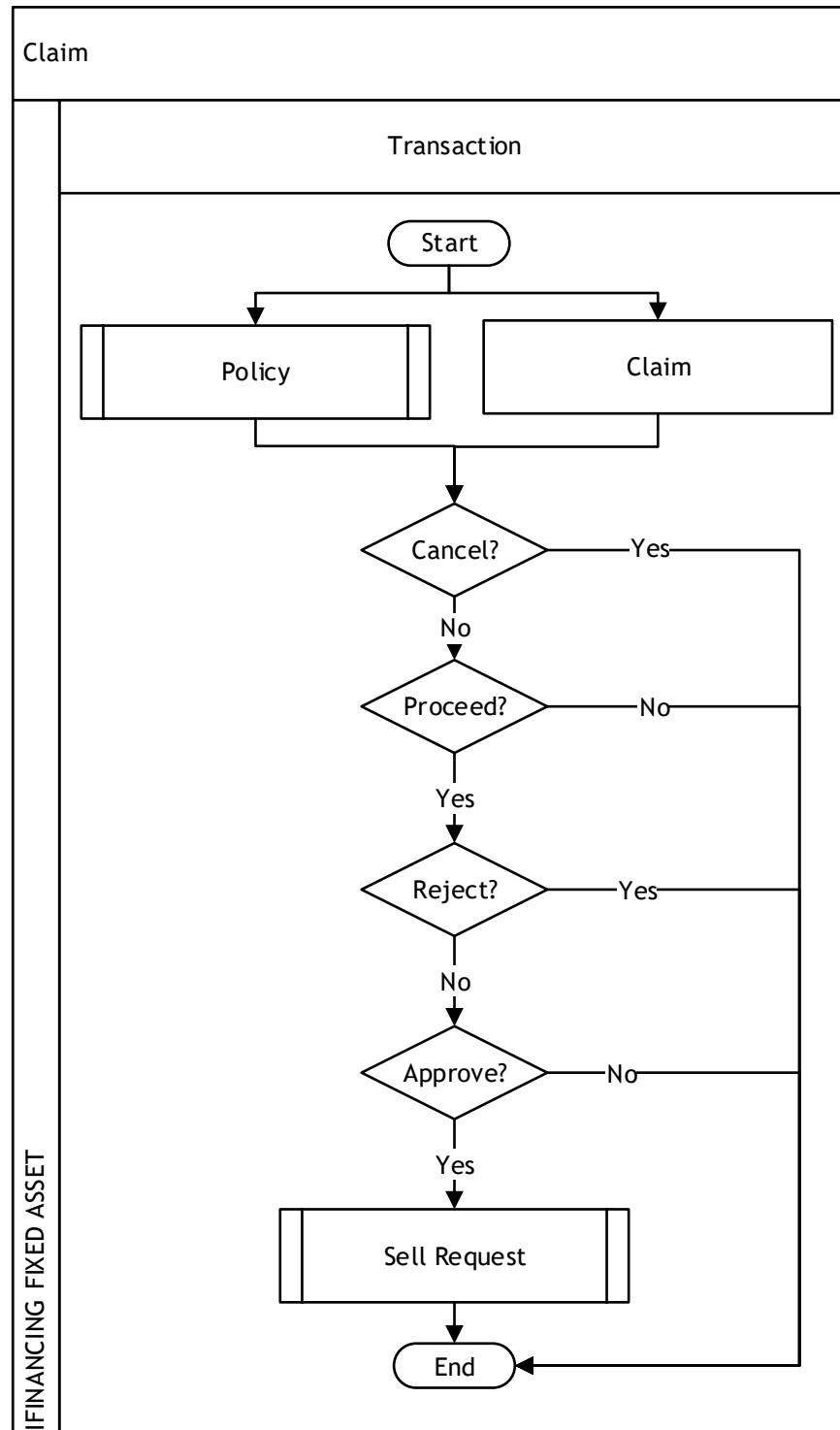
USER GUIDE

Project Name	iFinancing v5	Version	1.0
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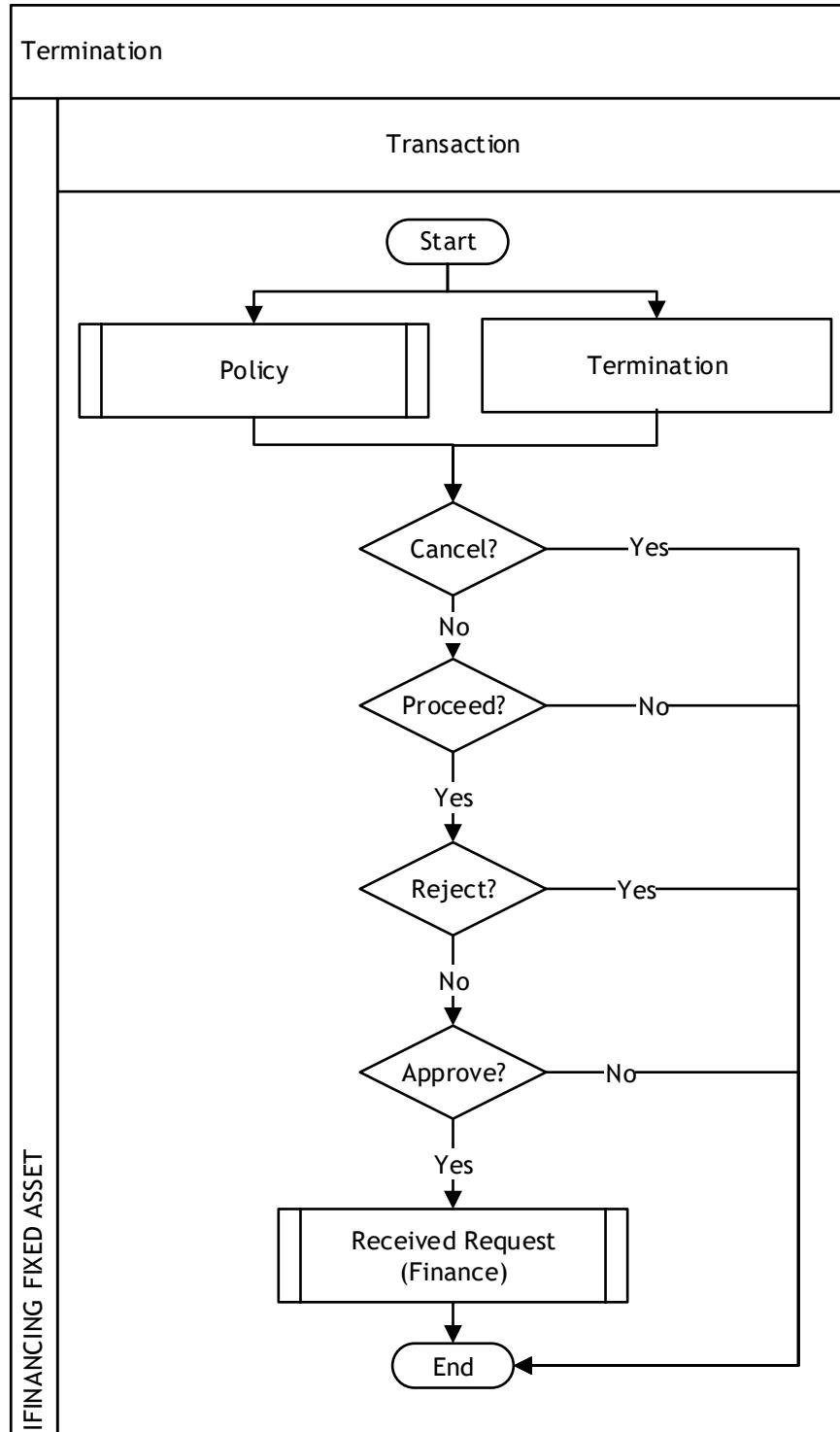
Gambar 11 General Flow Insurance Policy

Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023



Gambar 12 General Flow Insurance Claim

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Gambar 13 General Flow Termination

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3 Menu dan Cara Penggunaan

3.1 System Setting

System Setting adalah Menu yang melakukan proses setting data master yang ada pada modul Fixed Asset Management. Selain itu, data master tersebut akan digunakan sebagai panduan atau kelengkapan data transaksi pada Fixed Asset. Berikut adalah detail penjelasan masing-masing sub menu yang dapat digunakan oleh user.

3.1.1 General Code

Sub Menu General Code dapat diakses oleh user melalui modul **Fixed Asset Management > System Setting > General Code**. Sub Menu General Code dapat digunakan oleh user untuk menentukan pengkodean yang digunakan pada modul Asset Management.

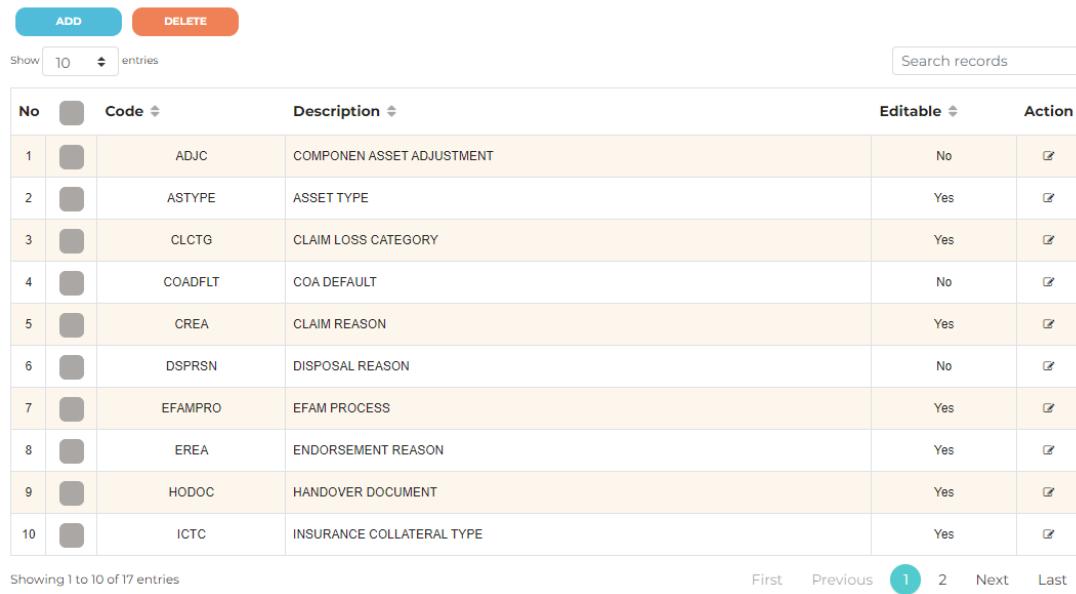
3.1.1.1 Step Process General Code

Berikut adalah Step Process General Code:

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

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General Code List



The screenshot shows a table titled "General Code List". At the top, there are buttons for "ADD" (blue) and "DELETE" (orange). Below that is a dropdown menu "Show 10 entries" and a search bar "Search records". The table has columns: "No", "Code", "Description", "Editable", and "Action". Each row contains a checkbox in the "No" column, followed by the code and description, then a checkbox for "Editable", and finally an "Action" column with a edit icon. The rows are numbered 1 to 10. The descriptions include: ADJC (COMPONENT ASSET ADJUSTMENT), ASTYPE (ASSET TYPE), CLCTG (CLAIM LOSS CATEGORY), COADFLT (COA DEFAULT), CREA (CLAIM REASON), DSPRSN (DISPOSAL REASON), EFAMPRO (EFAM PROCESS), EREA (ENDORSEMENT REASON), HODOC (HANDOVER DOCUMENT), and ICTC (INSURANCE COLLATERAL TYPE).

No	Code	Description	Editable	Action
1	ADJC	COMPONENT ASSET ADJUSTMENT	No	
2	ASTYPE	ASSET TYPE	Yes	
3	CLCTG	CLAIM LOSS CATEGORY	Yes	
4	COADFLT	COA DEFAULT	No	
5	CREA	CLAIM REASON	Yes	
6	DSPRSN	DISPOSAL REASON	No	
7	EFAMPRO	EFAM PROCESS	Yes	
8	EREA	ENDORSEMENT REASON	Yes	
9	HODOC	HANDOVER DOCUMENT	Yes	
10	ICTC	INSURANCE COLLATERAL TYPE	Yes	

Showing 1 to 10 of 17 entries

First Previous 1 2 Next Last

Gambar 14 Halaman General Code List

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

General Code Info



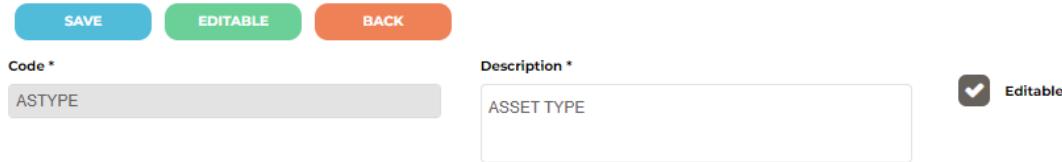
The screenshot shows a form titled "General Code Info". It has two input fields: "Code *" and "Description *". To the right of the "Code" field is a checked checkbox with the label "Editable". Below the form are two buttons: "SAVE" (blue) and "BACK" (orange).

Gambar 15 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 tetap menjadi **Editable**.

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General Code Info

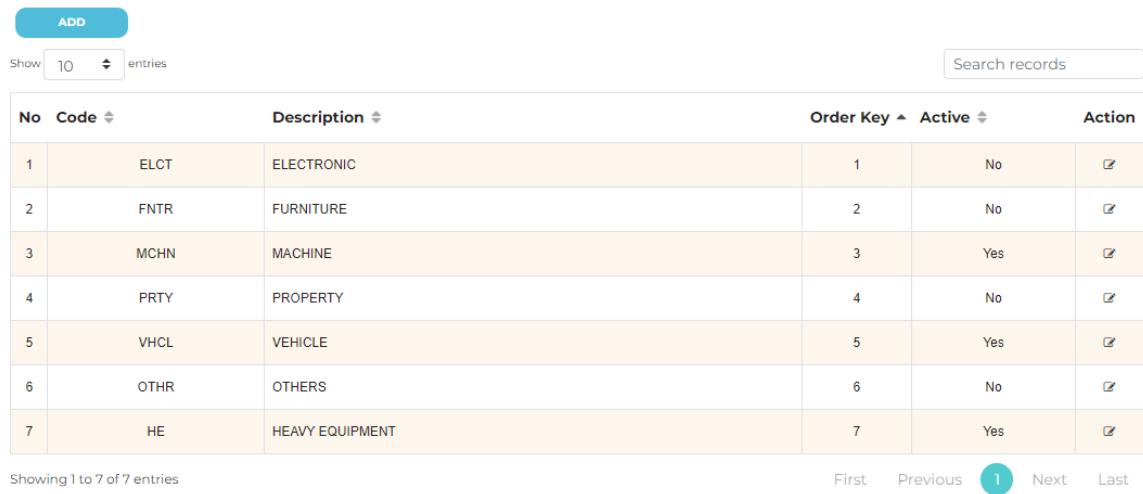


The screenshot shows a form for editing a general code. It has three buttons at the top: 'SAVE' (blue), 'EDITABLE' (green), and 'BACK' (orange). Below these are two input fields: 'Code *' containing 'ASTYPE' and 'Description *' containing 'ASSET TYPE'. To the right of the 'Description' field is a checked checkbox labeled 'Editable'.

Gambar 16 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 .

Sub General Code List



The screenshot shows a table of sub-general codes. At the top left is an 'ADD' button. To its right is a dropdown for 'Show' set to '10 entries' and a 'Search records' input field. The table has columns: No, Code, Description, Order Key, Active, and Action. The data is as follows:

No	Code	Description	Order Key	Active	Action
1	ELCT	ELECTRONIC	1	No	<input type="checkbox"/>
2	FNTR	FURNITURE	2	No	<input type="checkbox"/>
3	MCHN	MACHINE	3	Yes	<input type="checkbox"/>
4	PRTY	PROPERTY	4	No	<input type="checkbox"/>
5	VHCL	VEHICLE	5	Yes	<input type="checkbox"/>
6	OTHR	OTHERS	6	No	<input type="checkbox"/>
7	HE	HEAVY EQUIPMENT	7	Yes	<input type="checkbox"/>

Showing 1 to 7 of 7 entries

First Previous 1 Next Last

Gambar 17 Halaman General Sub Code List (Editable)

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Sub General Code List

Show 10 entries

No	Code	Description	Order Key	Active	Action
1	ELCT	ELECTRONIC	1	No	<input type="checkbox"/>
2	FNTR	FURNITURE	2	No	<input type="checkbox"/>
3	MCHN	MACHINE	3	Yes	<input type="checkbox"/>
4	PRTY	PROPERTY	4	No	<input type="checkbox"/>
5	VHCL	VEHICLE	5	Yes	<input type="checkbox"/>
6	OTHR	OTHERS	6	No	<input type="checkbox"/>
7	HE	HEAVY EQUIPMENT	7	Yes	<input type="checkbox"/>

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

Gambar 18 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

SAVE **BACK**

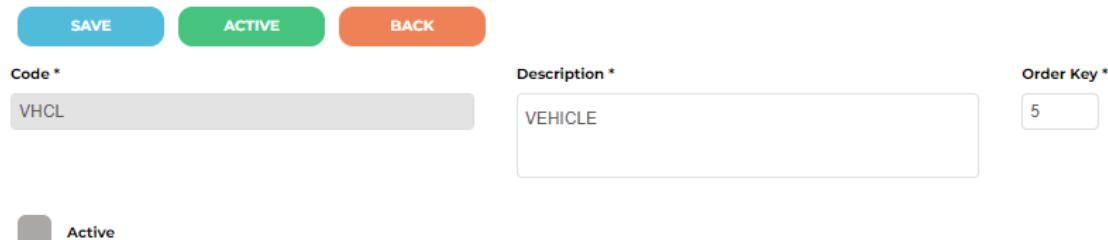
Code *	Description *	Order Key *
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Active		

Gambar 19 Halaman Sub General Code Info

- f. Setelah data Sub General Code berhasil disimpan, user dapat mengklik tombol **ACTIVE** maka data dapat digunakan dan status data Sub General Code menjadi **Active**, sedangkan jika user mengklik tombol **INACTIVE** maka data tidak dapat digunakan dan status data Sub General Code menjadi **Active**.

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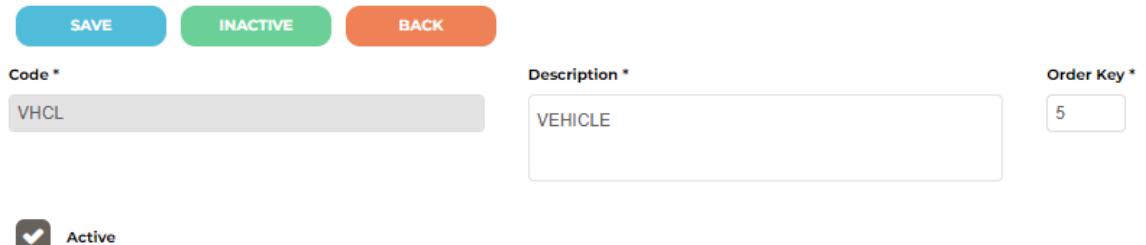
Sub General Code Info



This screenshot shows a form for a sub-general code. At the top are three buttons: 'SAVE' (blue), 'ACTIVE' (green), and 'BACK' (orange). Below them are fields for 'Code *' (containing 'VHCL'), 'Description *' (containing 'VEHICLE'), and 'Order Key *' (containing '5'). A small checkbox labeled 'Active' is checked. The overall background is white.

Gambar 20 Halaman Sub General Code Info (Non-Active)

Sub General Code Info



This screenshot shows the same form as above, but the 'ACTIVE' button is now green and has a checkmark, indicating the record is active. The rest of the fields and layout remain the same.

Gambar 21 Halaman Sub General Code Info (Active)

- g. Jika user ingin melakukan perubahan data klik tombol  pada baris data Sub General Code List.
- h. Jika user ingin melakukan perubahan data klik tombol  pada baris data General Code List.
- i. Untuk menghapus data General Code, user dapat memberi tanda checklist “” pada baris data General Code List kemudian klik tombol .

3.1.2 General Document

Sub Menu General Document dapat diakses oleh user melalui modul **Fixed Fixed Asset Management > System Setting > General Document**. Sub Menu General Document dapat digunakan oleh user untuk melakukan proses setting dokumen-dokumen yang digunakan pada sistem.

3.1.2.1 Step Process General Document

Berikut adalah Step Process General Document:

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

General Document List



No	Description	Active	Action
1	NPWP	Yes	<input type="checkbox"/>
2	KTP	Yes	<input type="checkbox"/>
3	SIM	Yes	<input type="checkbox"/>
4	BPKB	Yes	<input type="checkbox"/>
5	SIUP	No	<input type="checkbox"/>
6	STNK	Yes	<input type="checkbox"/>
7	INVOICE	Yes	<input type="checkbox"/>
8	BAST	Yes	<input type="checkbox"/>
9	FOTO BAST	Yes	<input type="checkbox"/>

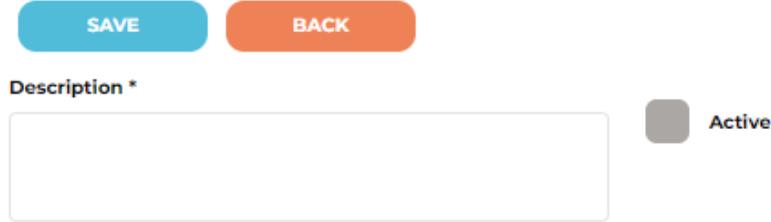
Showing 1 to 9 of 9 entries

First Previous **1** Next Last

Gambar 22 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.

General Document Info



SAVE BACK

Description *

Active

Gambar 23 Halaman General Document Info

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

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 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.
- e. Untuk menghapus data General Document, user dapat memberi tanda checklist “” pada baris data General Document List kemudian klik tombol .

3.1.3 Report

Sub Menu Report dapat diakses oleh user melalui modul **Fixed Asset Management > System Setting > Report**. Sub Menu Report dapat digunakan oleh user untuk melakukan proses setting terhadap data Report yang digunakan pada sistem.

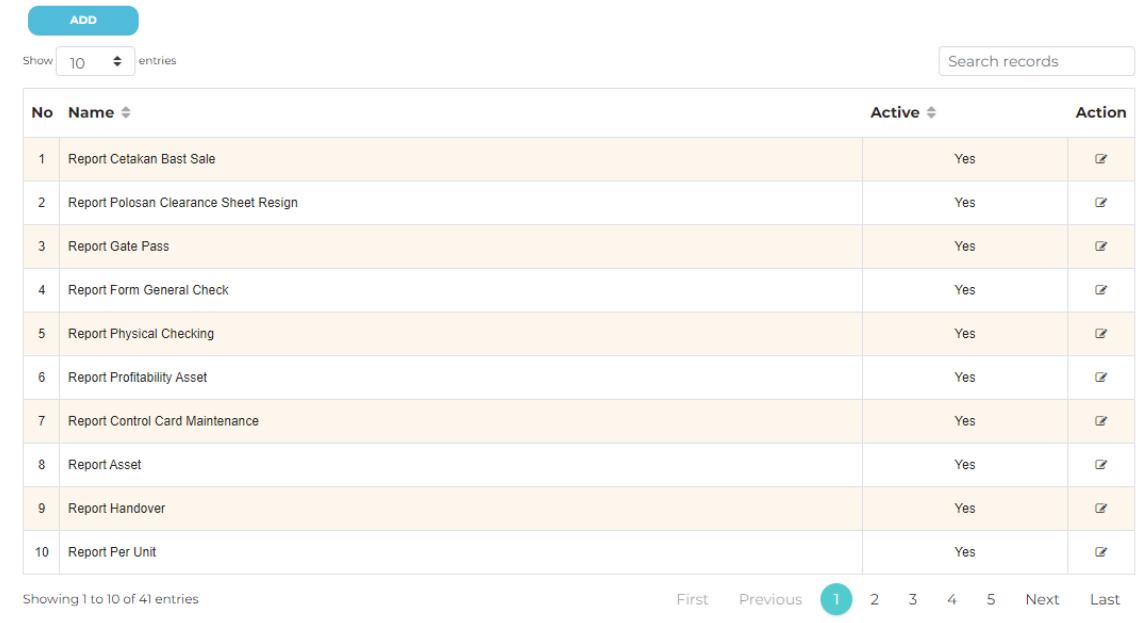
3.1.3.1 Step Process Report

Berikut adalah Step Process Report:

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

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Report List



The screenshot shows a table titled "Report List" with 10 entries. The columns are "No", "Name", "Active", and "Action". The "Name" column lists various report types, and the "Active" column shows "Yes" for all entries. The "Action" column contains a checkbox for each row.

No	Name	Active	Action
1	Report Cetakan Bant Sale	Yes	<input checked="" type="checkbox"/>
2	Report Polosan Clearance Sheet Resign	Yes	<input checked="" type="checkbox"/>
3	Report Gate Pass	Yes	<input checked="" type="checkbox"/>
4	Report Form General Check	Yes	<input checked="" type="checkbox"/>
5	Report Physical Checking	Yes	<input checked="" type="checkbox"/>
6	Report Profitability Asset	Yes	<input checked="" type="checkbox"/>
7	Report Control Card Maintenance	Yes	<input checked="" type="checkbox"/>
8	Report Asset	Yes	<input checked="" type="checkbox"/>
9	Report Handover	Yes	<input checked="" type="checkbox"/>
10	Report Per Unit	Yes	<input checked="" type="checkbox"/>

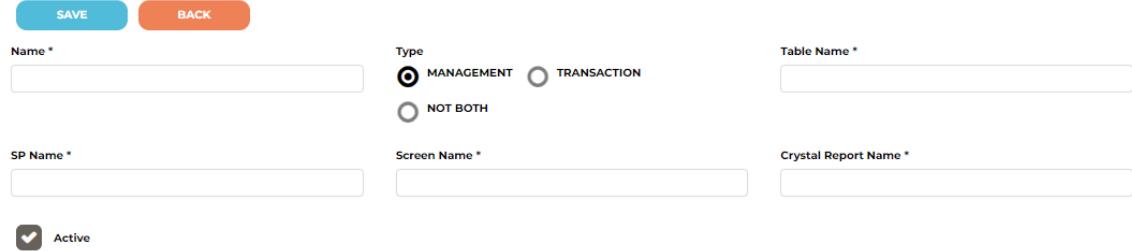
Showing 1 to 10 of 41 entries

First Previous 1 2 3 4 5 Next Last

Gambar 24 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



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

- Name ***: Input field.
- Type**:
 - MANAGEMENT
 - TRANSACTION
 - NOT BOTH
- Table Name ***: Input field.
- SP Name ***: Input field.
- Screen Name ***: Input field.
- Crystal Report Name ***: Input field.
- Active**: A checkbox with a checked mark.

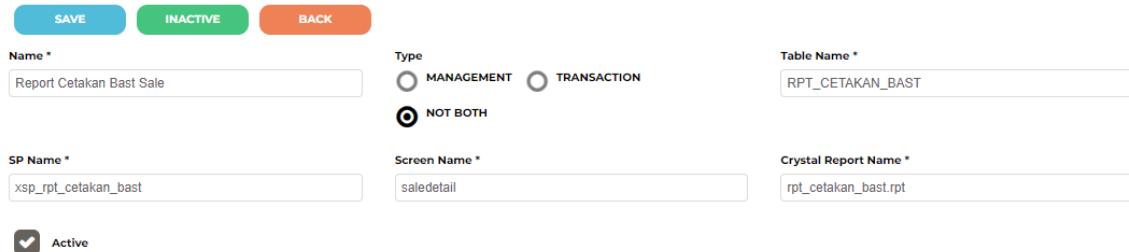
Gambar 25 Halaman Report Info

- 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.

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- d. Setelah data Report berhasil disimpan, user dapat mengklik tombol  maka data dapat digunakan dan status data Report menjadi  Active, sedangkan jika user mengklik tombol  maka data tidak dapat digunakan dan status data Report menjadi  Inactive.

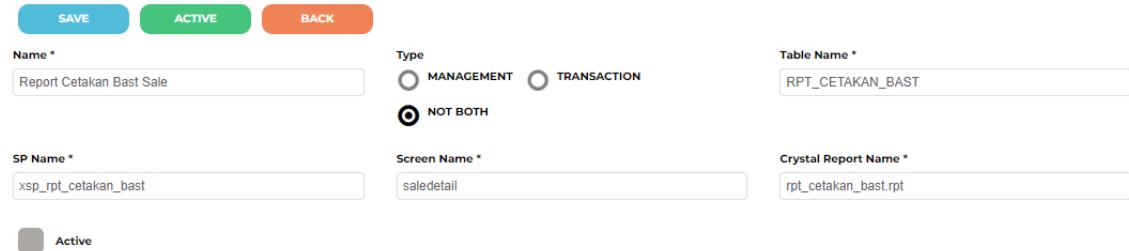
Report Info



The screenshot shows the 'Report Info' configuration page. At the top, there are three buttons: 'SAVE' (blue), 'INACTIVE' (green), and 'BACK' (orange). Below these are fields for 'Name *' (Report Cetakan Bast Sale), 'Type' (radio buttons for 'MANAGEMENT', 'TRANSACTION', and 'NOT BOTH' - the last one is selected), and 'Table Name *' (RPT_CETAKAN_BAST). Further down are fields for 'SP Name *' (xsp_rpt_cetakan_bast), 'Screen Name *' (saledetail), and 'Crystal Report Name *' (rpt_cetakan_bast.rpt). At the bottom left is a checkbox labeled 'Active' with a checked mark.

Gambar 26 Halaman Report Info (Active)

Report Info



This screenshot is identical to the previous one, showing the 'Report Info' configuration page. The only difference is at the bottom left, where the 'Active' checkbox is unchecked, indicating the report is now inactive.

Gambar 27 Halaman Report Info (Non-Active)

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

3.1.4 Document Group

Sub Menu Document Group dapat diakses oleh user melalui modul **Fixed Fixed Asset Management > System Setting > Document Group**. Sub Menu Document Group dapat digunakan oleh user untuk mendaftarkan dokumen apa saja yang masuk ke kategori tertentu dan akan disetting pada beberapa transaction.

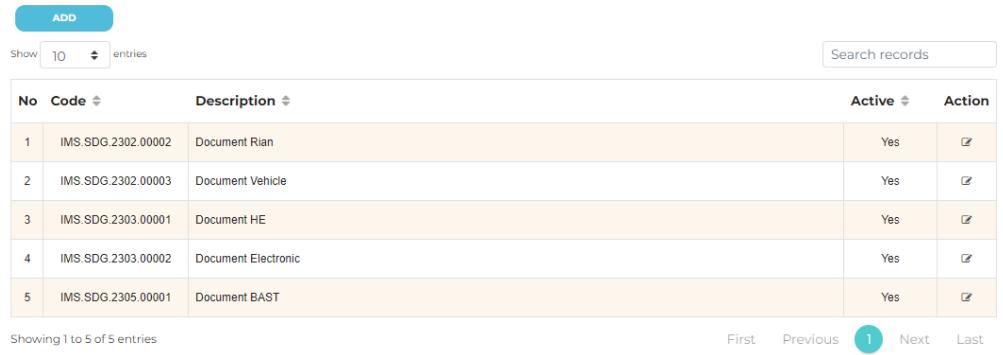
3.1.4.1 Step Process Document Group

Berikut adalah Step Process Document Group:

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

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Document Group List



No	Code	Description	Active	Action
1	IMS.SDG.2302.00002	Document Rian	Yes	<input type="checkbox"/>
2	IMS.SDG.2302.00003	Document Vehicle	Yes	<input type="checkbox"/>
3	IMS.SDG.2303.00001	Document HE	Yes	<input type="checkbox"/>
4	IMS.SDG.2303.00002	Document Electronic	Yes	<input type="checkbox"/>
5	IMS.SDG.2305.00001	Document BAST	Yes	<input type="checkbox"/>

Showing 1 to 5 of 5 entries

First Previous 1 Next Last

Gambar 28 Halaman Document Group List

- b. 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 Group Info

SAVE
BACK

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

Gambar 29 Halaman Document Group Info

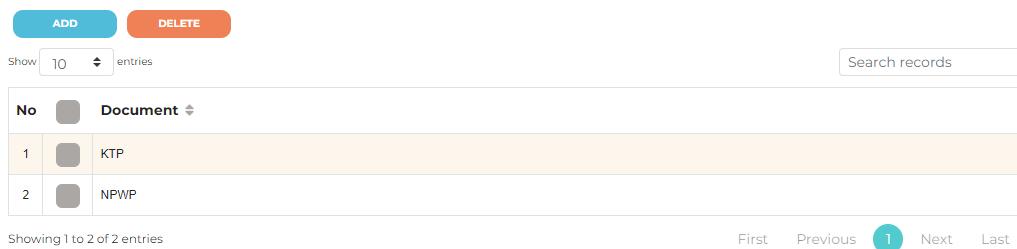
- c. Setelah data Document Group berhasil disimpan, user dapat mengklik tombol **ACTIVE** maka data dapat digunakan dan status data Document Group menjadi  **Active**, sedangkan jika user

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mengklik tombol  maka data tidak dapat digunakan dan status data Document Group menjadi .

- d. 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.

Document Group Detail List



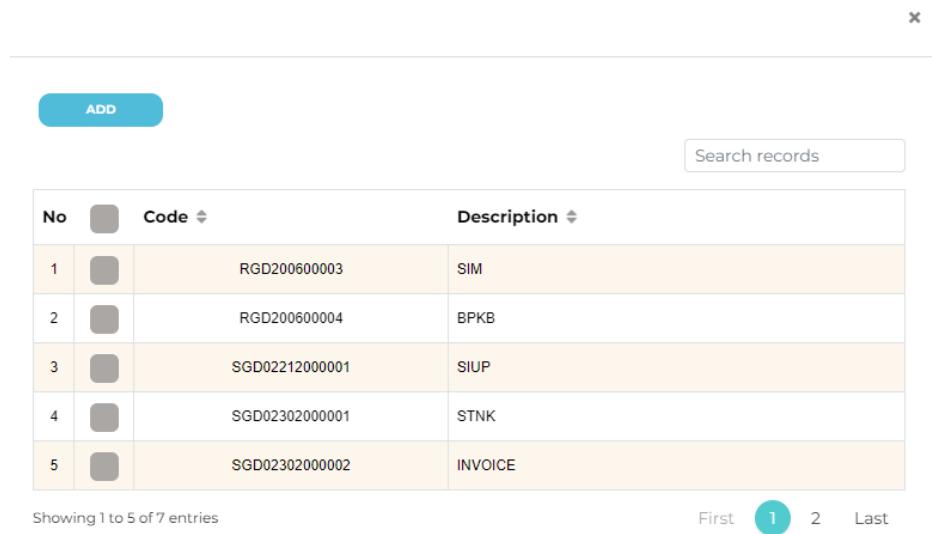
The screenshot shows a table with columns for No, Document, and Description. The first row contains '1' and 'KTP'. The second row contains '2' and 'NPWP'. There are buttons for ADD and DELETE at the top, and search and pagination controls at the bottom.

No	Document	Description
1	KTP	
2	NPWP	

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

Gambar 30 Halaman Document Group Detail List

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



The screenshot shows a table with columns for No, Code, and Description. The first row contains '1' and 'RGD20060003'. The second row contains '2' and 'RGD20060004'. The third row contains '3' and 'SGD0221200001'. The fourth row contains '4' and 'SGD0230200001'. The fifth row contains '5' and 'SGD0230200002'. There are buttons for ADD and DELETE at the top, and search and pagination controls at the bottom.

No	Code	Description
1	RGD20060003	SIM
2	RGD20060004	BPKB
3	SGD0221200001	SIUP
4	SGD0230200001	STNK
5	SGD0230200002	INVOICE

Showing 1 to 5 of 7 entries First **1** 2 Last

Gambar 31 Halaman Look Up Document Group

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

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

3.1.5 Dimension

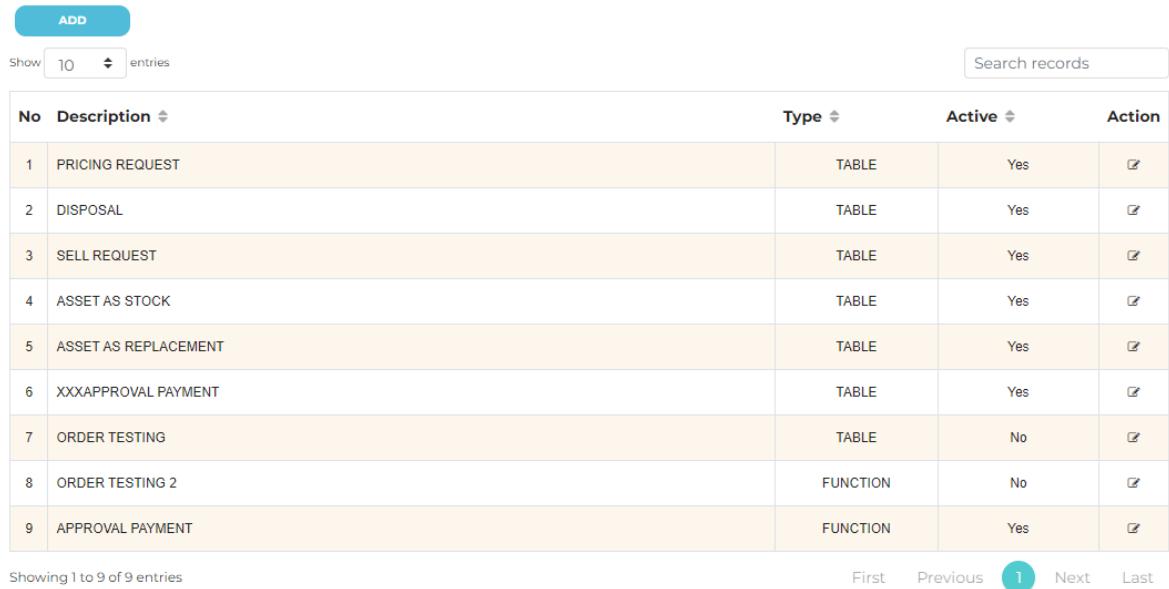
Sub Menu Dimension dapat diakses oleh user melalui modul **Fixed Fixed Asset Management > System Setting > Dimension**. Sub Menu Dimension dapat digunakan oleh user untuk melakukan proses setting terhadap data kriteria untuk melakukan proses Approval.

3.1.5.1 Step Process Dimension

Berikut adalah Step Process Dimension:

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

Dimension List



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

No	Description	Type	Active	Action
1	PRICING REQUEST	TABLE	Yes	<input type="checkbox"/>
2	DISPOSAL	TABLE	Yes	<input type="checkbox"/>
3	SELL REQUEST	TABLE	Yes	<input type="checkbox"/>
4	ASSET AS STOCK	TABLE	Yes	<input type="checkbox"/>
5	ASSET AS REPLACEMENT	TABLE	Yes	<input type="checkbox"/>
6	XXXAPPROVAL PAYMENT	TABLE	Yes	<input type="checkbox"/>
7	ORDER TESTING	TABLE	No	<input type="checkbox"/>
8	ORDER TESTING 2	FUNCTION	No	<input type="checkbox"/>
9	APPROVAL PAYMENT	FUNCTION	Yes	<input type="checkbox"/>

Showing 1 to 9 of 9 entries

First Previous  Next Last

Gambar 32 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



The screenshot shows a form for creating 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. Buttons for SAVE and BACK are at the top.

Gambar 33 Halaman Dimension Info (Type: Table)

Dimension Info



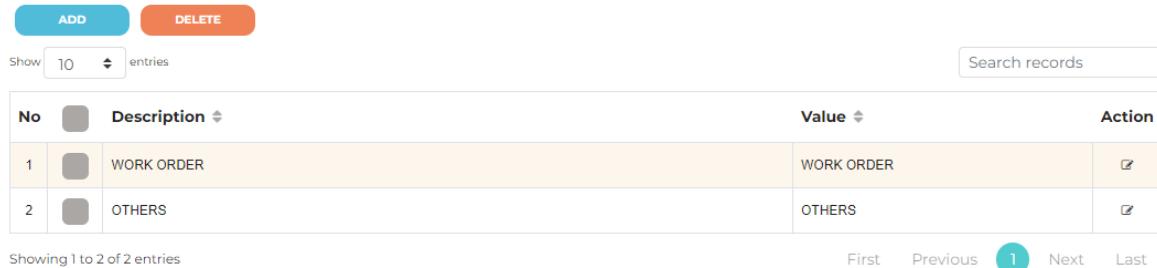
The screenshot shows a form for creating a dimension of type FUNCTION. It includes fields for Description, Type (set to FUNCTION), Active status (checked), and Function Name. Buttons for SAVE and BACK are at the top.

Gambar 34 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



The screenshot shows a table with columns: No, Description, Value, and Action. There are two rows of data:

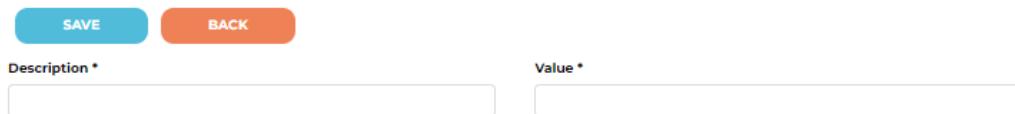
No	Description	Action
1	WORK ORDER	
2	OTHERS	

At the bottom, there are navigation links: First, Previous, Next (highlighted), Last, and a search bar labeled "Search records".

Gambar 35 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



The screenshot shows a form with two input fields: "Description *" and "Value *". Each field has a corresponding "SAVE" button to its left and a "BACK" button to its right.

Gambar 36 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 “.
- h. Jika user ingin melakukan perubahan data klik tombol  pada baris data Dimension List.

3.1.6 Asset Category

Sub Menu Asset Category dapat diakses oleh user melalui modul **Fixed Asset Management** > **System Setting** > **Asset Category**. Sub Menu Asset Category dapat digunakan oleh user untuk melakukan proses setting terhadap kategori data Asset yang akan digunakan pada sistem.

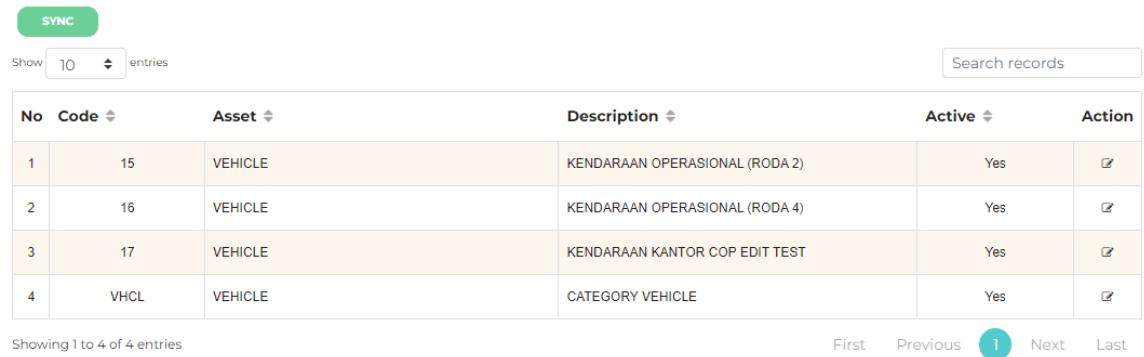
3.1.6.1 Step Process Asset Category

Berikut adalah Step Process Asset Category:

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- a. Klik tombol  untuk sinkronisasi data antara data yang ada pada Asset Category List dan data yang ada pada modul Base Asset.

Asset Category List



No	Code	Asset	Description	Active	Action
1	15	VEHICLE	KENDARAAN OPERASIONAL (RODA 2)	Yes	<input type="checkbox"/>
2	16	VEHICLE	KENDARAAN OPERASIONAL (RODA 4)	Yes	<input type="checkbox"/>
3	17	VEHICLE	KENDARAAN KANTOR COP EDIT TEST	Yes	<input type="checkbox"/>
4	VHCL	VEHICLE	CATEGORY VEHICLE	Yes	<input type="checkbox"/>

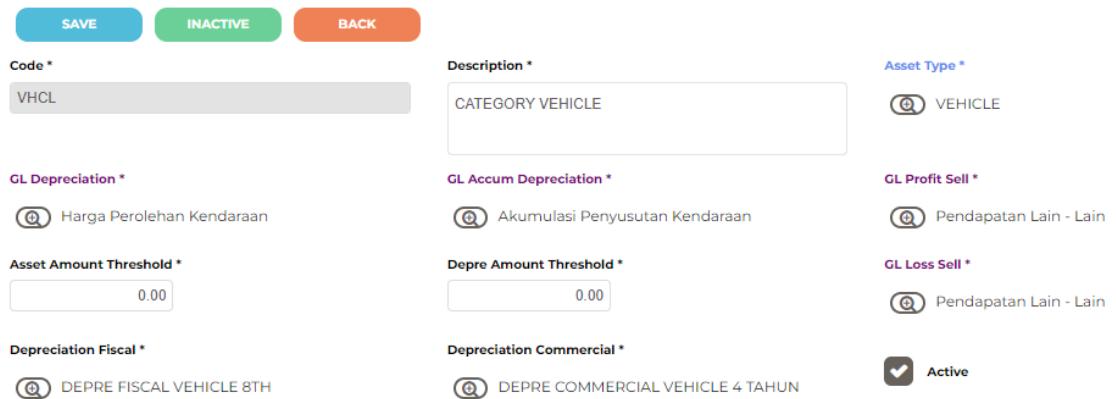
Showing 1 to 4 of 4 entries

First Previous 1 Next Last

Gambar 37 Halaman Asset Category List

- b. Klik tombol  untuk melihat detail data dan melakukan perubahan data Asset Category.

Asset Category Info



Code *: VHCL

Description *: CATEGORY VEHICLE

Asset Type *: VEHICLE

GL Depreciation *: Harga Perolehan Kendaraan

GL Accum Depreciation *: Akumulasi Penyusutan Kendaraan

GL Profit Sell *: Pendapatan Lain - Lain

GL Loss Sell *: Pendapatan Lain - Lain

Asset Amount Threshold *: 0.00

Depre Amount Threshold *: 0.00

Depreciation Fiscal *: DEPRE FISCAL VEHICLE 8TH

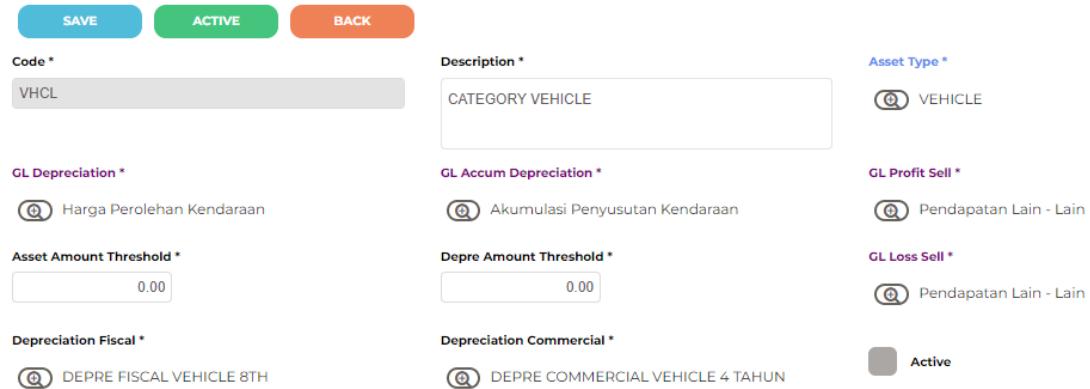
Depreciation Commercial *: DEPRE COMMERCIAL VEHICLE 4 TAHUN

Active:

Gambar 38 Halaman Asset Category Info (Active)

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Asset Category Info



The screenshot shows the 'Asset Category Info' form. At the top are three buttons: 'SAVE' (blue), 'ACTIVE' (green), and 'BACK' (orange). Below them are several input fields and dropdowns:

- Code ***: VHCL
- Description ***: CATEGORY VEHICLE
- Asset Type ***: VEHICLE
- GL Depreciation ***: Harga Perolehan Kendaraan
- GL Accum Depreciation ***: Akumulasi Penyusutan Kendaraan
- GL Profit Sell ***: Pendapatan Lain - Lain
- GL Loss Sell ***: Pendapatan Lain - Lain
- Asset Amount Threshold ***: 0.00
- Depre Amount Threshold ***: 0.00
- Depreciation Fiscal ***: DEPRE FISCAL VEHICLE 8TH
- Depreciation Commercial ***: DEPRE COMMERCIAL VEHICLE 4 TAHUN
- Status**: Active (indicated by a checked checkbox)

Gambar 39 Halaman Asset Category Info (Non-Active)

- c. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.
- d. User dapat mengklik tombol **ACTIVE** maka data dapat digunakan dan status data Asset Category menjadi Active, sedangkan jika user mengklik tombol **INACTIVE** maka data tidak dapat digunakan dan status data Asset Category menjadi Active.

3.1.7 Depre Category Fiscal

Sub Menu Master Depre Category Fiscal dapat diakses oleh user melalui modul **Fixed Fixed Asset Management > System Setting > Depre Category Fiscal**. Sub Menu Depre Category Fiscal dapat digunakan oleh user untuk melakukan proses setting terhadap penyusutan Asset pertahun berapa, dan lama pemakaian Asset tersebut dengan menggunakan 2 metode, yaitu Straight Line, dan Double Declining. Penyusutan ini didasarkan kepada peraturan perpajakan.

3.1.7.1 Step Process Depre Category Fiscal

Berikut adalah Step Process Depre Category Fiscal:

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

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Category Fiscal List

ADD

Show 10 entries

No	Code	Description	Method	Usefull	Rate	Active	Action
1	FISCAL01	DEPRE FISCAL GOL 1 - 4TH	Double Declining	4	50.000000	Yes	<input checked="" type="checkbox"/>
2	FISCAL02	DEPRE FISCAL GOL 2 - 8TH	Double Declining	8	25.000000	Yes	<input checked="" type="checkbox"/>
3	FISCAL03	DEPRE FISCAL GOL 3 - 16TH	Double Declining	16	12.500000	Yes	<input checked="" type="checkbox"/>
4	FISCAL04	DEPRE FISCAL GOL 4 - 20TH	Double Declining	20	10.000000	Yes	<input checked="" type="checkbox"/>
5	MCFADD	Aset Double Decline	Double Declining	4	50.000000	Yes	<input checked="" type="checkbox"/>
6	MCFADP	Aset dalam Pembangunan	Straight Line	0	0.000000	Yes	<input checked="" type="checkbox"/>
7	MCFBNG	Bangunan	Straight Line	20	5.000000	Yes	<input checked="" type="checkbox"/>
8	MCFBRN1	Gedung Renovasi 1 tahun	Straight Line	1	100.000000	Yes	<input checked="" type="checkbox"/>
9	MCFBRN10	Gedung Renovasi 10 tahun	Straight Line	10	10.000000	Yes	<input checked="" type="checkbox"/>
10	MCFBRN2	Gedung Renovasi 2 tahun	Straight Line	2	50.000000	Yes	<input checked="" type="checkbox"/>

Showing 1 to 10 of 27 entries First Previous 1 2 3 Next Last

Gambar 40 Halaman Category Fiscal List

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

Category Fiscal Info

SAVE **BACK**

Code *	Description *	Method Type *
<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> Straight Line <input type="radio"/> Double Declining
Usefull *	Rate *	<input checked="" type="checkbox"/> Active
<input type="text"/>	0.000000	

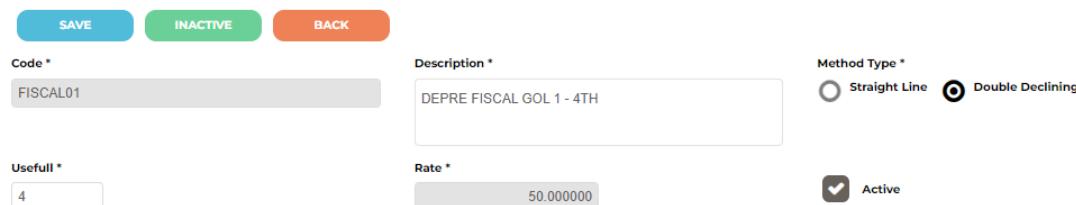
Gambar 41 Halaman Category Fiscal Info

- c. Setelah data Category Fiscal berhasil disimpan, user dapat mengklik tombol **ACTIVE** maka data dapat digunakan dan status data Category Fiscal menjadi **Active**, sedangkan jika user

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mengklik tombol  maka data tidak dapat digunakan dan status data Category Fiscal menjadi .

Category Fiscal Info



The screenshot shows a form for 'Category Fiscal Info'. It includes fields for 'Code *' (FISCAL01), 'Description *' (DEPRE FISCAL GOL 1 - 4TH), 'Method Type *' (with options 'Straight Line' and 'Double Declining' where 'Straight Line' is selected), 'Usefull *' (4), 'Rate *' (50.000000), and a 'Status' field with a checked checkbox labeled 'Active'.

Gambar 42 Halaman Category Fiscal Info (Active)

- d. Jika user ingin melakukan perubahan data klik tombol  pada baris data Category Fiscal List.

3.1.8 Depre Category Commercial

Sub Menu Depre Category Commercial dapat diakses oleh user melalui modul **Fixed Asset Management > System Setting > Depre Category Commercial**. Sub Menu Depre Category Commercial dapat digunakan oleh user untuk melakukan proses penyusutan Asset pertahun berapa, dan lama pemakaian Asset tersebut dengan menggunakan 2 metode, yaitu Straight Line, dan Double Declining. Penyusutan ini didasarkan kepada PSAK (Pernyataan Standar Akuntansi Keuangan).

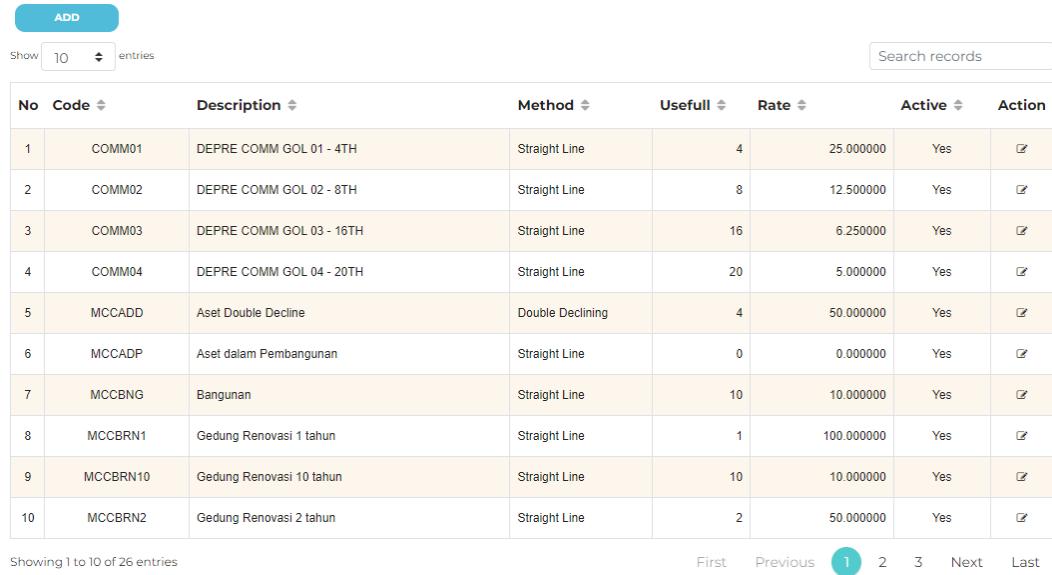
3.1.8.1 Step Process Depre Category Commercial

Berikut adalah Step Process Depre Category Commercial:

- a. Klik tombol  untuk menambahkan pada tampilan Category Commercial List.

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Category Commercial List



The screenshot shows a table with 10 rows of data. The columns are labeled: No, Code, Description, Method, Useful, Rate, Active, and Action. The data includes various asset types like COMM01 to COMM04 and MCCADD to MCCBRN2, along with their descriptions, depreciation methods, useful lives, rates, and active status.

No	Code	Description	Method	Usefull	Rate	Active	Action
1	COMM01	DEPRE COMM GOL 01 - 4TH	Straight Line	4	25.000000	Yes	<input checked="" type="checkbox"/>
2	COMM02	DEPRE COMM GOL 02 - 8TH	Straight Line	8	12.500000	Yes	<input checked="" type="checkbox"/>
3	COMM03	DEPRE COMM GOL 03 - 16TH	Straight Line	16	6.250000	Yes	<input checked="" type="checkbox"/>
4	COMM04	DEPRE COMM GOL 04 - 20TH	Straight Line	20	5.000000	Yes	<input checked="" type="checkbox"/>
5	MCCADD	Aset Double Decline	Double Declining	4	50.000000	Yes	<input checked="" type="checkbox"/>
6	MCCADP	Aset dalam Pembangunan	Straight Line	0	0.000000	Yes	<input checked="" type="checkbox"/>
7	MCCBNG	Bangunan	Straight Line	10	10.000000	Yes	<input checked="" type="checkbox"/>
8	MCCBRN1	Gedung Renovasi 1 tahun	Straight Line	1	100.000000	Yes	<input checked="" type="checkbox"/>
9	MCCBRN10	Gedung Renovasi 10 tahun	Straight Line	10	10.000000	Yes	<input checked="" type="checkbox"/>
10	MCCBRN2	Gedung Renovasi 2 tahun	Straight Line	2	50.000000	Yes	<input checked="" type="checkbox"/>

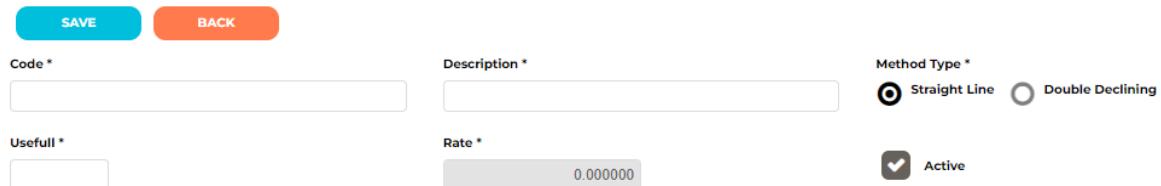
Showing 1 to 10 of 26 entries

First Previous 1 2 3 Next Last

Gambar 43 Halaman Category Commercial List

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

Category Commercial Info



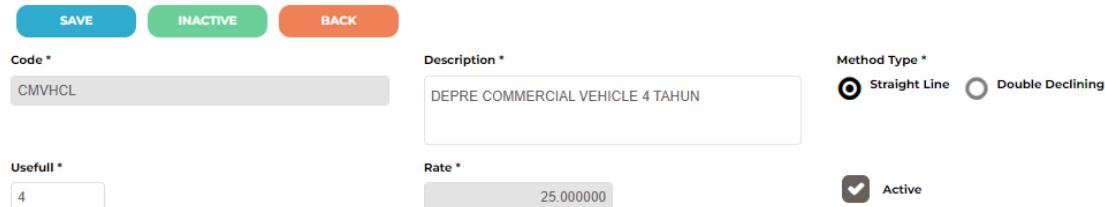
The form allows users to input data for a specific category. Fields include: Code (with a required asterisk), Description (with a required asterisk), Method Type (radio buttons for Straight Line and Double Declining, with Straight Line selected), Useful (input field), Rate (input field with value 0.000000), and Active (checkbox checked).

Gambar 44 Halaman Category Commercial Info

- c. Setelah data Category Commercial berhasil disimpan, user dapat mengklik tombol **ACTIVE** maka data dapat digunakan dan status data Category Commercial menjadi **Active**, sedangkan jika user mengklik tombol **INACTIVE** maka data tidak dapat digunakan dan status data Category Commercial menjadi **Active**.

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Category Commercial Info

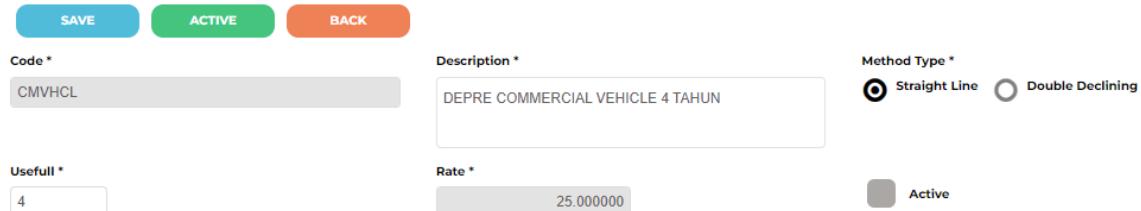


This screenshot shows the 'Category Commercial Info' page with the following details:

- Buttons:** SAVE (blue), INACTIVE (green), BACK (orange).
- Code:** CMVHCL
- Description:** DEPRE COMMERCIAL VEHICLE 4 TAHUN
- Method Type:** Straight Line (selected)
- Usefull:** 4
- Rate:** 25.000000
- Status:** Active (checkbox checked)

Gambar 45 Halaman Category Commercial Info (Active)

Category Commercial Info



This screenshot shows the 'Category Commercial Info' page with the following details:

- Buttons:** SAVE (blue), ACTIVE (green), BACK (orange).
- Code:** CMVHCL
- Description:** DEPRE COMMERCIAL VEHICLE 4 TAHUN
- Method Type:** Straight Line (selected)
- Usefull:** 4
- Rate:** 25.000000
- Status:** Active (checkbox checked)

Gambar 46 Halaman Category Commercial Info (Non-Active)

- d. Jika user ingin melakukan perubahan data klik tombol  pada baris data Category Commercial List.

3.1.9 Parameter

Sub Menu Parameter dapat diakses oleh user melalui modul **Fixed Asset Management > System Setting > Parameter**. Sub Menu Parameter dapat digunakan oleh user untuk melakukan setting atas transaksi yang akan digunakan pada sub menu Parameter Transaction dan setting function cara pengambilan value atau nominal yang dibutuhkan pada saat pembentukan jurnal.

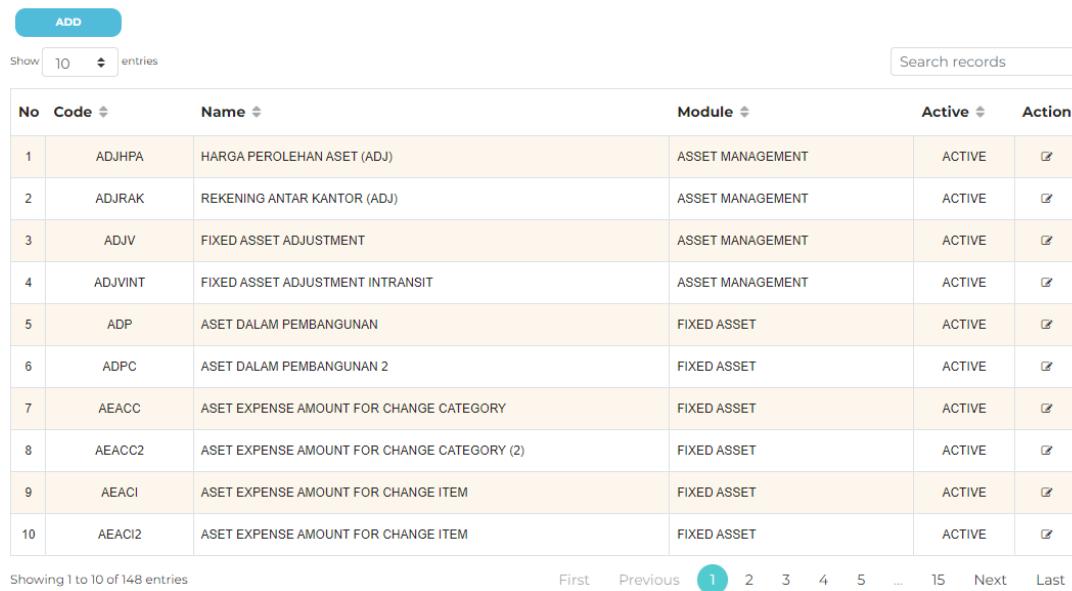
3.1.9.1 Step Process Parameter

Berikut adalah Step Process Parameter:

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

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Parameter List



The screenshot shows a table titled "Parameter List". At the top left is a blue "ADD" button. To its right is a dropdown menu set to "Show 10 entries". Further right is a search bar labeled "Search records". The main table has columns: "No", "Code", "Name", "Module", "Active", and "Action". Each row contains a numeric value in "No", a code in "Code", a name in "Name", a module in "Module", an active status with a checkbox in "Active", and an "Action" column with a small icon. Below the table, a message says "Showing 1 to 10 of 148 entries". At the bottom are navigation links: First, Previous, Next, Last, and a page number indicator "1 2 3 4 5 ... 15".

Gambar 47 Halaman Parameter List

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

Parameter Info



The screenshot shows a form titled "Parameter Info". At the top are two buttons: a teal "SAVE" button and an orange "BACK" button. Below them are four input fields: "Code *", "Name *", "Sp Name *", and "Module *". The "Code" and "Name" fields have placeholder text. The "Sp Name" field has a placeholder and a checked "Active" checkbox. To the right of the "Module" field is a magnifying glass icon.

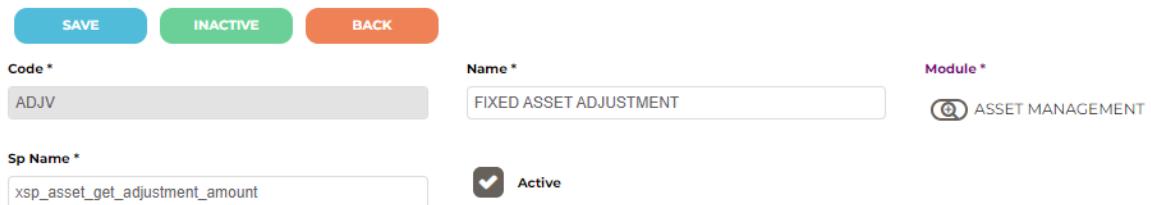
Gambar 48 Halaman Parameter Info

- c. Setelah data Parameter berhasil disimpan, user dapat mengklik tombol **ACTIVE** maka data dapat digunakan dan status data Parameter menjadi **✓ Active**, sedangkan jika user mengklik

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tombol  maka data tidak dapat digunakan dan status data Parameter menjadi  Active.

Parameter Info



SAVE INACTIVE BACK

Code * Name *

ADJV FIXED ASSET ADJUSTMENT

Module *

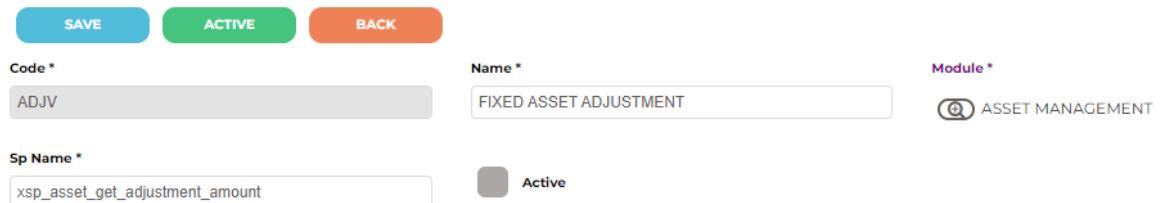
ASSET MANAGEMENT

Sp Name * Active

xsp_asset_get_adjustment_amount

Gambar 49 Halaman Parameter Info (Active)

Parameter Info



SAVE ACTIVE BACK

Code * Name *

ADJV FIXED ASSET ADJUSTMENT

Module *

ASSET MANAGEMENT

Sp Name * Active

xsp_asset_get_adjustment_amount

Gambar 50 Halaman Parameter Info (Non-Active)

- d. Jika user ingin melakukan perubahan data klik tombol  pada baris data Parameter List.

3.1.10 Parameter Transaction

Sub Menu Parameter Transaction dapat diakses oleh user melalui modul **Fixed Asset Management > System 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.

3.1.10.1 Step Process ParameterTransaction

Berikut adalah Step Process Parameter Transaction:

- a. Sistem akan menampilkan halaman Parameter Transaction List.

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Parameter Transaction List

Show 10 entries

No	Code	Name	Action
1	ADJPNM	FIXED ASSET REVALUATION	
2	CHCY	CHANGE CATEGORY	
3	CHCYKVM	CHANGE CATEGORY (SIMILAR USELIFE WITH NBV)	
4	CHCYKVM	CHANGE CATEGORY (PERALATAN KANTOR KE MEUBLE) - TAHUN SEBELUMNYA	
5	CHCYKVS	CHANGE CATEGORY (DIFFERENT USELIFE WITH NBV)	
6	CHCYN	CHANGE CATEGORY (WITHOUT NBV)	
7	CHITY	CHANGE ITEM TYPE	
8	CHITYNN	CHANGE ITEM TYPE (NILAI BUKU NOL)	
9	DEPRE	FIXED ASSET DEPRECIATION	
10	DISPOSAL	FIXED ASSET DISPOSAL	

Showing 1 to 10 of 30 entries First Previous 1 2 3 Next Last

Gambar 51 Halaman Parameter Transaction List

- b. Klik tombol untuk melihat detail data Parameter Transaction.

Parameter Transaction Info

[BACK](#)

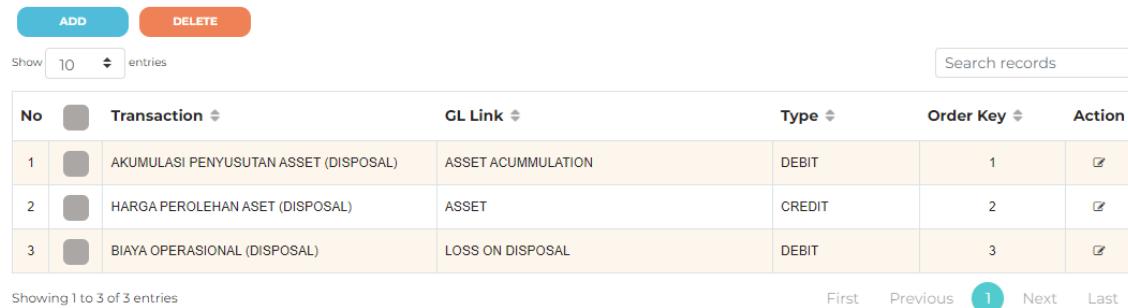
Code	Name
ADJPNM	FIXED ASSET REVALUATION

Gambar 52 Halaman Parameter Transaction Info

- c. Pada halaman Parameter Transaction Info, terdapat halaman Transaction List. Klik tombol untuk menambahkan data pada tampilan Transaction List.

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Transaction List



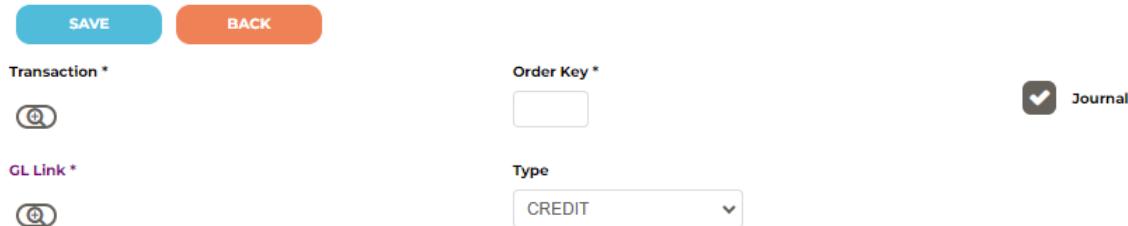
Showing 1 to 3 of 3 entries

No	Transaction	GL Link	Type	Order Key	Action
1	AKUMULASI PENYUSUTAN ASSET (DISPOSAL)	ASSET ACUMMULATION	DEBIT	1	<input checked="" type="checkbox"/>
2	HARGA PEROLEHAN ASET (DISPOSAL)	ASSET	CREDIT	2	<input checked="" type="checkbox"/>
3	BIAYA OPERASIONAL (DISPOSAL)	LOSS ON DISPOSAL	DEBIT	3	<input checked="" type="checkbox"/>

Gambar 53 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



SAVE BACK

Transaction * 

Order Key *  Journal

GL Link * 

Type

Gambar 54 Halaman Parameter Info

- e. Jika user memberi tanda checklist   maka data transaksi tersebut akan memiliki journal, sedangkan jika user tidak memberi tanda checklist   maka data transaksi tersebut tidak memiliki journal.
- f. Jika user ingin melakukan perubahan data klik tombol  pada baris data Transaction List.
- g. Untuk menghapus data Transaction, user dapat memberi tanda checklist “” pada baris data Transaction List kemudian klik tombol **DELETE**.

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3.1.11 Insurance Company

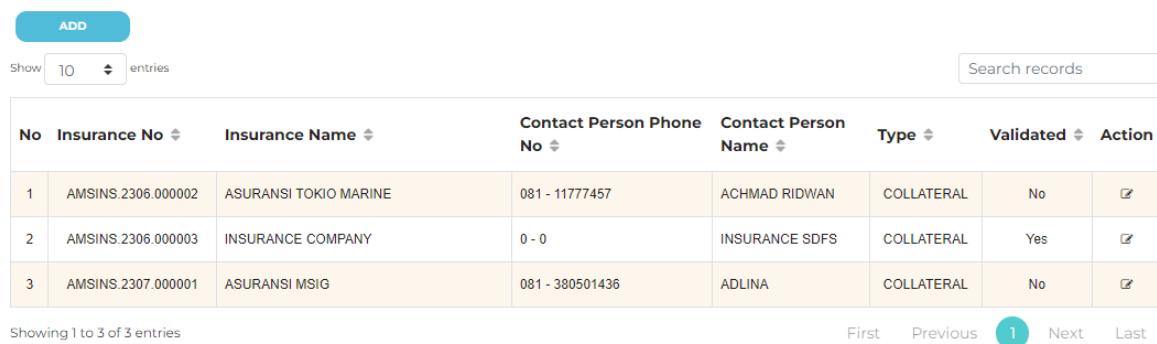
Sub Menu Insurance Company dapat diakses oleh user melalui modul **Fixed Asset Management > Setting > Insurance Company**. Sub Menu Insurance Company dapat digunakan oleh user untuk melakukan proses setting terhadap data asuransi perusahaan yang digunakan pada transaksi asuransi.

3.1.11.1 Step Process Insurance Company

Berikut adalah Step Process Insurance Company:

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

Insurance Company List



No	Insurance No	Insurance Name	Contact Person Phone No	Contact Person Name	Type	Validated	Action
1	AMINS.2306.000002	ASURANSI TOKIO MARINE	081 - 11777457	ACHMAD RIDWAN	COLLATERAL	No	
2	AMINS.2306.000003	INSURANCE COMPANY	0 - 0	INSURANCE SDFS	COLLATERAL	Yes	
3	AMINS.2307.000001	ASURANSI MSIG	081 - 380501436	ADLINA	COLLATERAL	No	

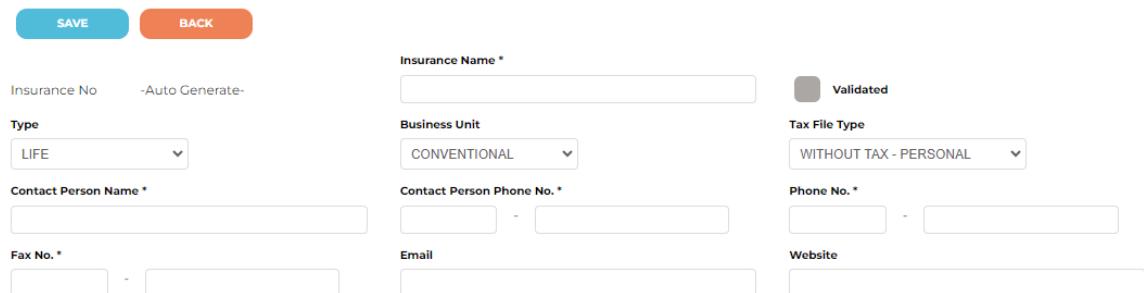
Showing 1 to 3 of 3 entries

First Previous  Next Last

Gambar 55 Halaman Insurance Company List

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

Insurance Company Info



Insurance Name *

Validated

Type

LIFE

Business Unit

CONVENTIONAL

Tax File Type

WITHOUT TAX - PERSONAL

Contact Person Name *

Contact Person Phone No. *

Email

Phone No. *

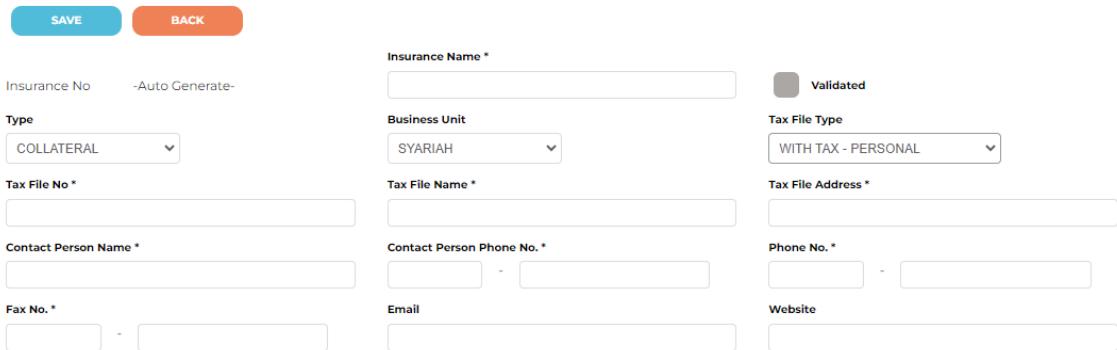
Fax No. *

Website

Gambar 56 Halaman Insurance Company Info (Without Tax)

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Insurance Company Info



SAVE BACK

Insurance Name * Validated

Insurance No -Auto Generate-

Type COLLATERAL

Business Unit SYARIAH

Tax File Type WITH TAX - PERSONAL

Tax File No *

Tax File Name *

Contact Person Name *

Contact Person Phone No. *

Phone No. *

Fax No. *

Email

Website

Gambar 57 Halaman Insurance Company Info (With Tax)

- c. Setelah data Insurance Company berhasil disimpan, sistem akan menampilkan halaman Tab, antara lain: Tab Address, Tab Bank, Tab Branch, Tab Document, Tab Depreciation dan Tab Fee.

Tab Address

- d. Pada halaman Insurance Company Info Tab Address sistem akan menampilkan informasi listing data alamat dari maskapai asuransi yang telah terdaftar pada sistem. Klik tombol **ADD** untuk menambahkan data pada tampilan Tab Address.

ADDRESS	BANK	BRANCH	DOCUMENT	DEPRECIATION	FEE
ADD	DELETE				
Show 10 entries					Search records

No	Address	Province	City	Zip Code	Latest	Action
1	Senayan I, 3rd Floor, Jl. Asia Afrika No. 8, Jakarta 10270	DKI JAKARTA	Jakarta Selatan	12190	Yes	<input checked="" type="checkbox"/>

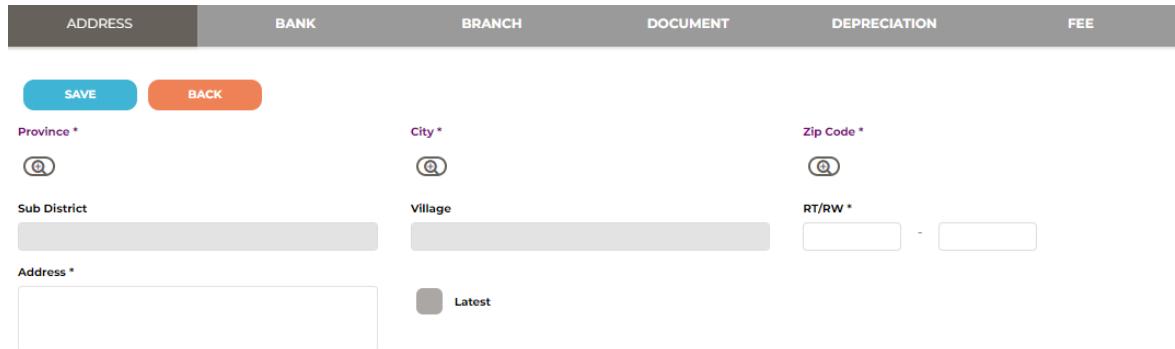
Showing 1 to 1 of 1 entries

First Previous **1** Next Last

Gambar 58 Halaman Tab Address

- 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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Address Fields:

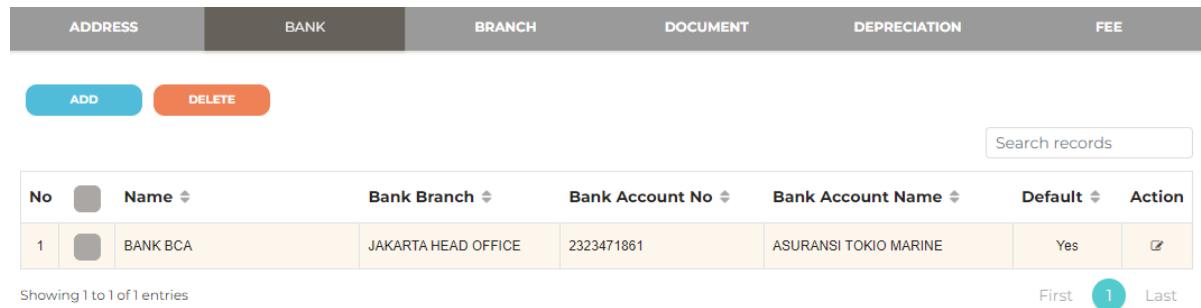
- Province *
- City *
- Zip Code *
- Sub District
- Village
- RT/RW *
- Address *
- Latest

Gambar 59 Halaman Tab Address Info

- f. Jika user memberi tanda checklist  **Latest** maka data Address merupakan alamat terbaru, sedangkan jika user tidak memberi tanda checklist  **Latest** maka data Address bukan merupakan alamat terbaru.
- g. Jika user ingin melakukan perubahan data klik tombol  pada baris data Tab Address List.
- h. Untuk menghapus data Tab Address, user dapat memberi tanda checklist “” pada baris data Tab Address List kemudian klik tombol .

Tab Bank

- i. Pada halaman Insurance Company Info Tab Bank sistem akan menampilkan informasi listing data rekening bank dari maskapai asuransi yang telah terdaftar pada sistem. Klik tombol  untuk menambahkan data pada tampilan Tab Bank.



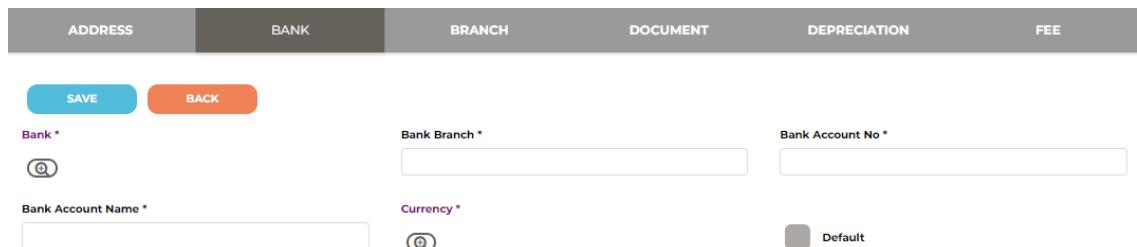
No	Name	Bank Branch	Bank Account No	Bank Account Name	Default	Action
1	BANK BCA	JAKARTA HEAD OFFICE	2323471861	ASURANSI TOKIO MARINE	Yes	<input type="checkbox"/>

Showing 1 to 1 of 1 entries

Gambar 60 Halaman Tab Bank

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

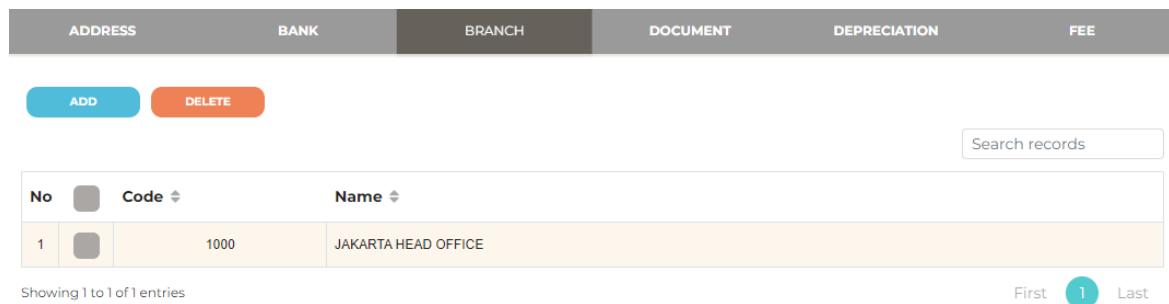


Gambar 61 Halaman Tab Bank Info

- k. Jika user memberi tanda checklist   maka data Bank merupakan Default, sedangkan jika user tidak memberi tanda checklist   maka data Bank bukan merupakan Default.
- l. Jika user ingin melakukan perubahan data klik tombol  pada baris data Tab Bank List.
- m. Untuk menghapus data Tab Bank, user dapat memberi tanda checklist “” pada baris data Tab Bank List kemudian klik tombol .

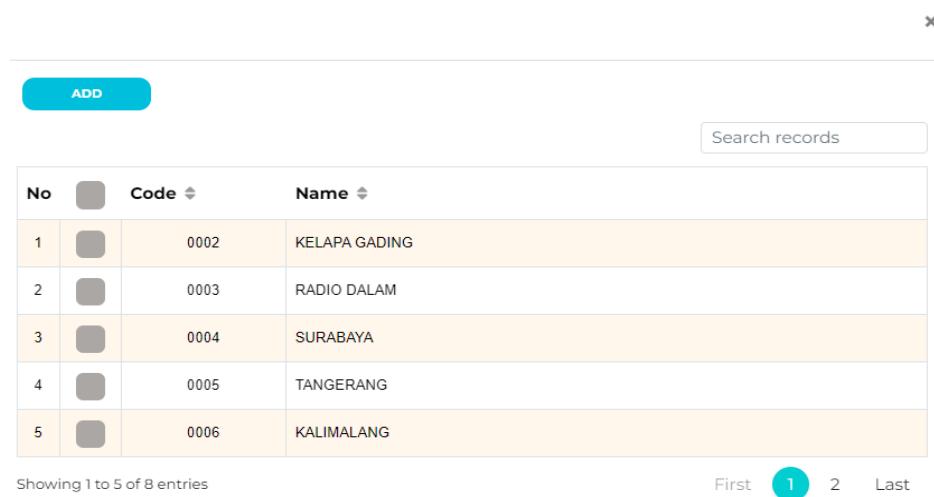
Tab Branch

- n. Pada halaman Insurance Company Info Tab Branch sistem akan menampilkan informasi listing data cabang yang menggunakan maskapai asuransi tersebut. Klik tombol  untuk menambahkan data pada tampilan Tab Branch.



Gambar 62 Halaman Tab Branch

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- o. Untuk menambahkan data Branch, user dapat memberi tanda checklist “


The screenshot shows a table titled "Look Up Branch" with the following data:

No	Code	Name
1	0002	KELAPA GADING
2	0003	RADIO DALAM
3	0004	SURABAYA
4	0005	TANGERANG
5	0006	KALIMALANG

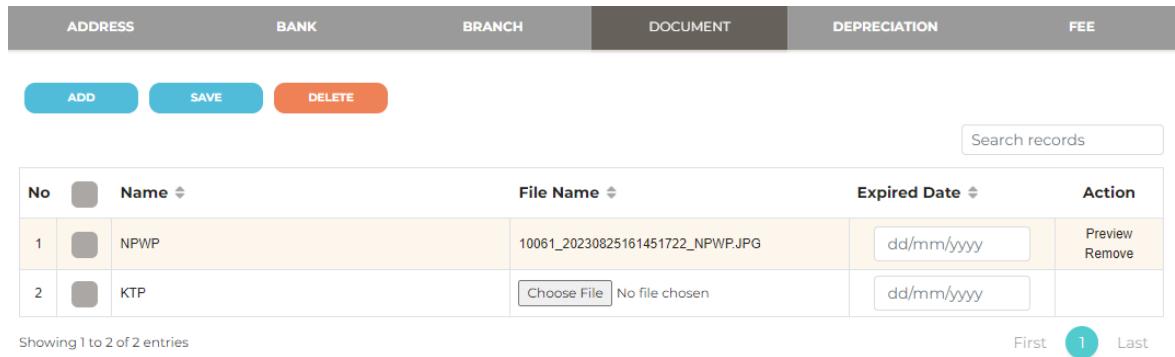
Below the table, it says "Showing 1 to 5 of 8 entries" and has navigation buttons "First" (highlighted), "1", "2", and "Last".

Gambar 63 Halaman Look Up Branch

- p. Untuk menghapus data Tab Branch, user dapat memberi tanda checklist “

Tab Document

- q. Pada halaman Insurance Company Info Tab Document sistem akan menampilkan informasi listing data dokumen pendukung yang digunakan oleh maskapai asuransi. Klik tombol **ADD** untuk menambahkan data pada tampilan Tab Document.



The screenshot shows a table titled "Tab Document" with the following data:

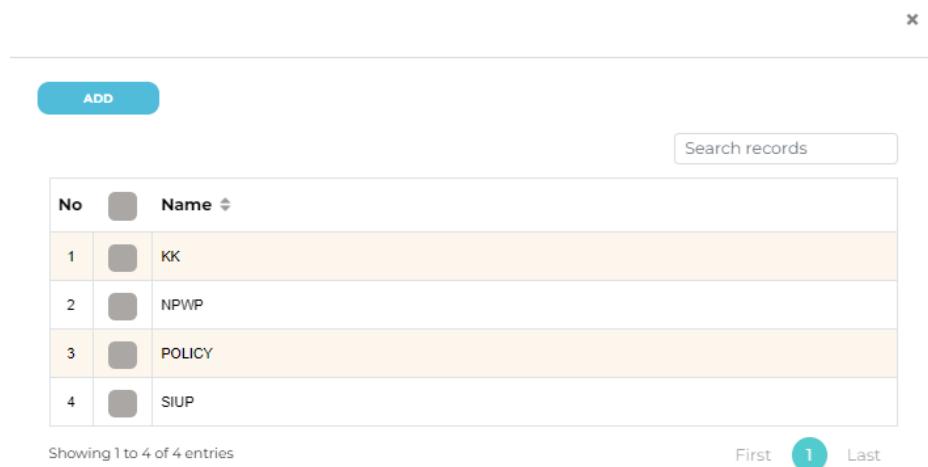
No	Name	File Name	Expired Date	Action
1	NPWP	10061_20230825161451722_NPWP.JPG	dd/mm/yyyy	Preview Remove
2	KTP	Choose File No file chosen	dd/mm/yyyy	

Below the table, it says "Showing 1 to 2 of 2 entries" and has navigation buttons "First" (highlighted), "1", and "Last".

Gambar 64 Halaman Tab Document

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



The screenshot shows a table with four rows, each containing a checkbox and a name. The names are KK, NPWP, POLICY, and SIUP. Above the table is a blue 'ADD' button. To the right of the table is a search bar labeled 'Search records'. At the bottom left is the text 'Showing 1 to 4 of 4 entries'. At the bottom right are 'First', a page number '1', and 'Last'.

No	Name
1	KK
2	NPWP
3	POLICY
4	SIUP

Gambar 65 Halaman Look Up Document

- s. Lengkapi data pada field yang tersedia, kemudian klik tombol **SAVE** untuk menyimpan data.
- t. User dapat melihat dokumen yang telah diupload pada Tab Document dengan mengklik tombol **Preview** atau menghapus dokumen yang telah diupload pada Tab Document dengan mengklik tombol **Remove**.
- u. Untuk menghapus data Tab Document, user dapat memberi tanda checklist “” pada baris data Tab Document List kemudian klik tombol **DELETE**.

Tab Depreciation

- v. Pada halaman Insurance Company Info Tab Depreciation sistem akan menampilkan informasi listing data asset/collateral yang mengalami depresiasi. klik tombol **ADD** untuk menambahkan data pada tampilan Tab Depreciation.

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Showing 1 to 1 of 1 entries

First 1 Last

Gambar 66 Halaman Tab Depreciation

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



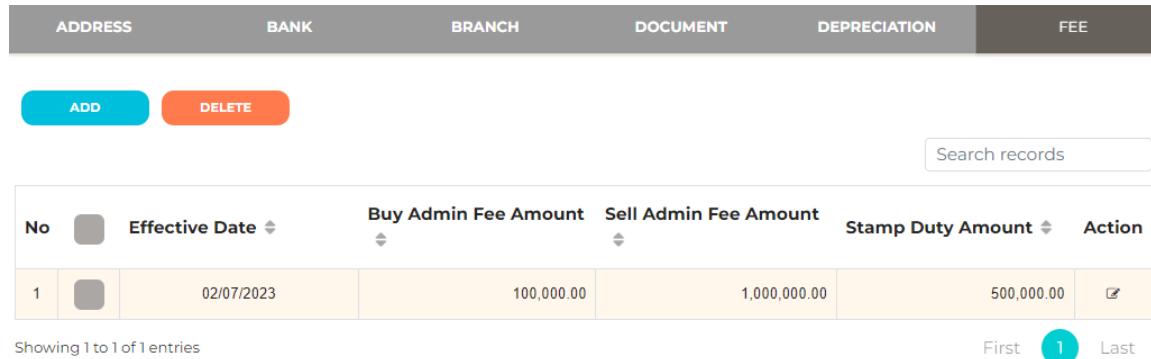
Gambar 67 Halaman Tab Depreciation Info

- x. Jika user memberi tanda checklist **Default** maka data Depreciation merupakan Default, sedangkan jika user tidak memberi tanda checklist **Default** maka data Depreciation bukan merupakan Default.
- y. Jika user ingin melakukan perubahan data klik tombol  pada baris data Tab Depreciation List.
- z. Untuk menghapus data Tab Depreciation, user dapat memberi tanda checklist “” pada baris data Tab Depreciation List kemudian klik tombol **DELETE**.

Tab Fee

- aa. Pada halaman Insurance Company Info Tab Fee sistem akan menampilkan informasi listing data biaya administrasi dan materai yang dikenakan oleh maskapai asuransi ke multifinance. klik tombol **ADD** untuk menambahkan data pada tampilan Tab Fee.

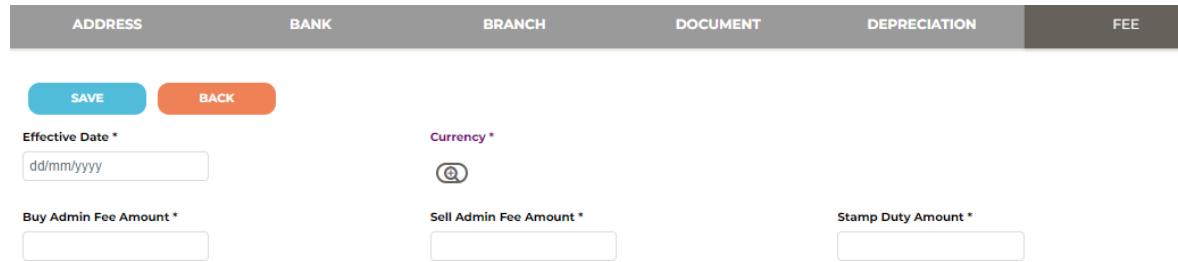
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The screenshot shows a table with columns: No, Effective Date, Buy Admin Fee Amount, Sell Admin Fee Amount, Stamp Duty Amount, and Action. There is one entry: Row 1, Effective Date 02/07/2023, Buy Admin Fee Amount 100,000.00, Sell Admin Fee Amount 1,000,000.00, Stamp Duty Amount 500,000.00, and Action (checkbox checked). Below the table, it says 'Showing 1 to 1 of 1 entries' and has navigation buttons 'First', '1', and 'Last'.

Gambar 68 Halaman Tab Fee

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



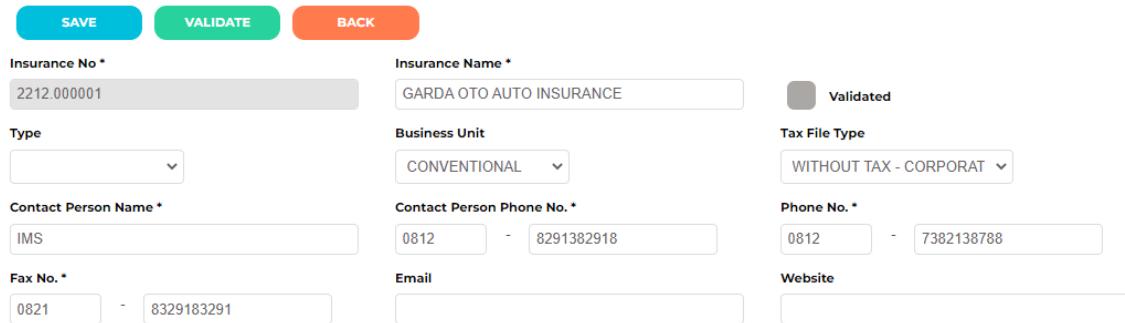
The screenshot shows input fields for 'Effective Date *' (dd/mm/yyyy), 'Currency *' (dropdown menu), 'Buy Admin Fee Amount *' (text input), 'Sell Admin Fee Amount *' (text input), and 'Stamp Duty Amount *' (text input).

Gambar 69 Halaman Tab Fee Info

- cc. Jika user ingin melakukan perubahan data klik tombol  pada baris data Tab Fee List.
- dd. Untuk menghapus data Tab Fee, user dapat memberi tanda checklist “ **Validated**, sedangkan jika user tidak mengklik tombol **VALIDATE** maka status data akan tetap menjadi  **Validated**.

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Insurance Company Info



SAVE VALIDATE BACK

Insurance No *	2212.000001		Insurance Name *	GARDA OTO AUTO INSURANCE		<input checked="" type="checkbox"/> Validated				
Type	<input type="button" value="▼"/>		Business Unit	<input type="button" value="CONVENTIONAL"/>		Tax File Type	<input type="button" value="WITHOUT TAX - CORPORAT"/>			
Contact Person Name *	IMS		Contact Person Phone No. *	0812	-	8291382918	Phone No. *	0812	-	7382138788
Fax No. *	0821	-	8329183291	Email	<input type="button" value="▼"/>		Website	<input type="button" value="▼"/>		

Gambar 70 Halaman Insurance Company Info (Non-Validate)

- ff. Jika user ingin melakukan perubahan data klik tombol  pada baris data Insurance Company List.

3.1.12 Insurance Depreciation

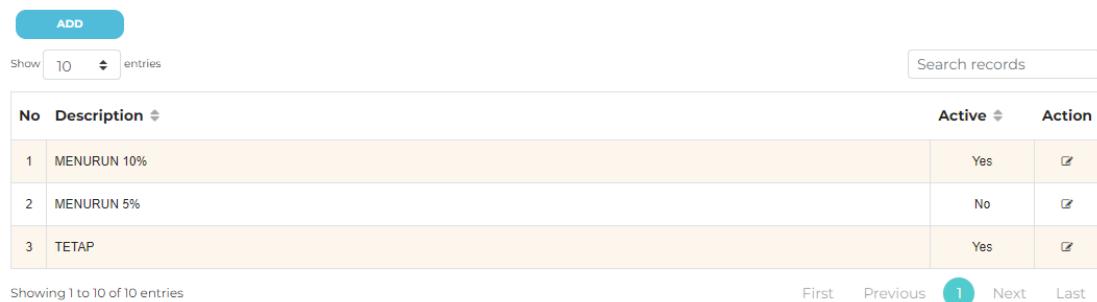
Sub Menu Insurance depreciation dapat diakses oleh user melalui modul **Fixed Asset Management > Setting > Insurance Depreciation**. Sub Menu Insurance Depreciation dapat digunakan oleh user untuk melakukan proses setting terhadap data depresiasi asuransi yang akan digunakan pada transaksi asuransi.

3.1.12.1 Step Process Insurance Depreciation

Berikut adalah Step Process Insurance Depreciation:

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

Insurance Depreciation List



ADD

Show 10 entries

Search records

No	Description	Active	Action
1	MENURUN 10%	Yes	<input checked="" type="checkbox"/>
2	MENURUN 5%	No	<input checked="" type="checkbox"/>
3	TETAP	Yes	<input checked="" type="checkbox"/>

Showing 1 to 10 of 10 entries

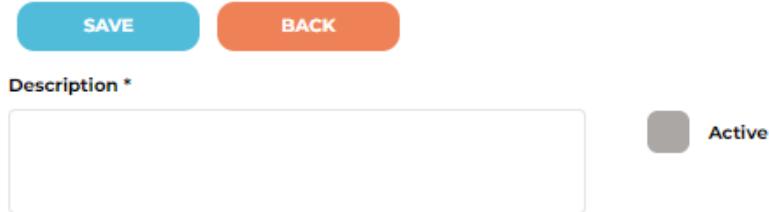
First Previous **1** Next Last

Gambar 71 Halaman Insurance Depreciation List

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

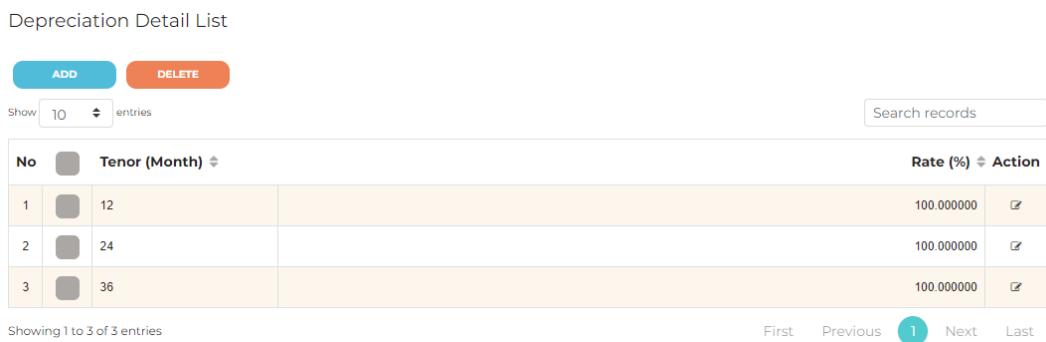
Insurance Depreciation Info



The screenshot shows a form titled "Insurance Depreciation Info". It has a "Description * " input field containing a placeholder "Insurance Depreciation". To the right of the input field is a checked checkbox labeled "Active". Below the input field are two buttons: a blue "SAVE" button and an orange "BACK" button.

Gambar 72 Halaman Insurance Depreciation Info

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



The screenshot shows a table titled "Depreciation Detail List". The table has columns for "No", "Tenor (Month)", "Rate (%)", and "Action". There are three entries:

No	Tenor (Month)	Rate (%)	Action
1	12	100.000000	
2	24	100.000000	
3	36	100.000000	

Below the table, it says "Showing 1 to 3 of 3 entries" and has navigation buttons for "First", "Previous", "Next", and "Last".

Gambar 73 Halaman Depreciation Detail List

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

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Depreciation Detail Info



The screenshot shows a form titled "Depreciation Detail Info". It has two input fields: "Tenor (Month) *" and "Rate (%) *". Below each field is a small rectangular input box. At the top right are two buttons: "SAVE" (blue) and "BACK" (orange). At the bottom right is a "DELETE" button with a trash icon.

Gambar 74 Halaman Depreciation Detail Info

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

3.1.13 Region

Sub Menu Region dapat diakses oleh user melalui modul **Fixed Asset Management > System Setting > Region**. Sub Menu Region dapat digunakan oleh user untuk melakukan setting wilayah sesuai kebutuhan user yang dapat digunakan pada sistem aplikasi Asset Management.

3.1.13.1 Step Process Region

Berikut adalah Step Process Region:

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

Region List

Region List		Active	Action
No	Description		
1	MIGRATION FOR REGION	Yes	<input type="checkbox"/>
2	Wilayah 1 - Sumatera dan Kepulauan di sekitarnya	Yes	<input type="checkbox"/>
3	Wilayah 2 - Area Jabodetabek	Yes	<input type="checkbox"/>
4	Wilayah 3 - Papua	No	<input type="checkbox"/>

Show 10 entries Search records

Showing 1 to 4 of 4 entries First Previous 1 Next Last

Gambar 75 Halaman Region 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.

Region Info

The screenshot shows a form titled "Region Info". It contains a text input field labeled "Description *". To the right of the input field is a checked checkbox labeled "Active". Below the input field are two buttons: a blue "SAVE" button and an orange "BACK" button.

Gambar 76 Halaman Region Info

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

Tab City

- e. Pada halaman Region Info Tab City sistem akan menampilkan informasi listing data kota. Klik tombol **ADD** untuk menambahkan data pada tampilan Tab City.

The screenshot shows a listing page for "Tab City". At the top, there are tabs for "CITY" and "PLAT", with "CITY" being active. Below the tabs are two buttons: "ADD" (blue) and "DELETE" (orange). A search bar is located to the right of the table. The table itself has columns: "No", "Code", and "Description". The data is as follows:

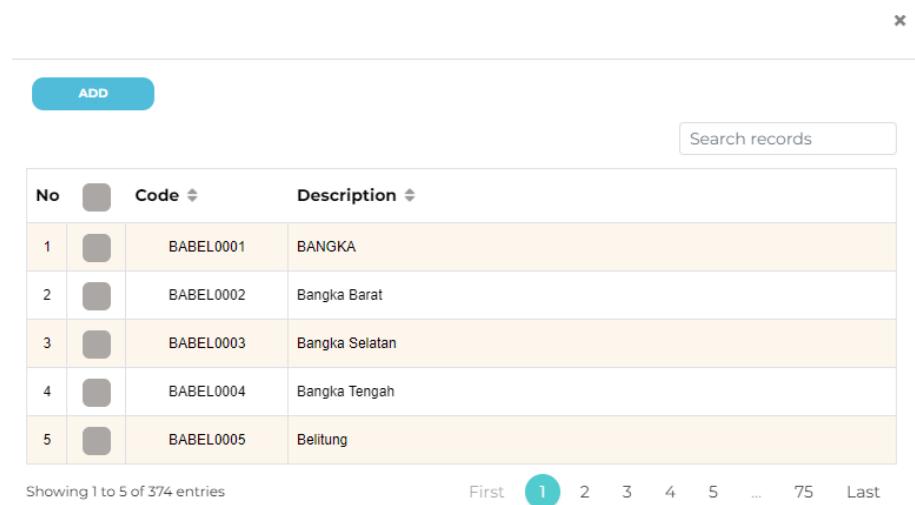
No	Code	Description
1	CTY0540	TANGERANG
2	CTY0539	SURAKARTA
3	CTY0538	ROKAN HILIR
4	CTY0537	KOTA-YOGYAKARTA
5	CTY0536	KOTA-TUAL

At the bottom of the table, it says "Showing 1 to 5 of 5 entries". To the right, there are navigation links: "First", "Last", and a page number "1".

Gambar 77 Halaman Tab City

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



The screenshot shows a table titled "Look Up City" with columns "No", "Code", and "Description". The data rows are:

No	Code	Description
1	BABEL0001	BANGKA
2	BABEL0002	Bangka Barat
3	BABEL0003	Bangka Selatan
4	BABEL0004	Bangka Tengah
5	BABEL0005	Belitung

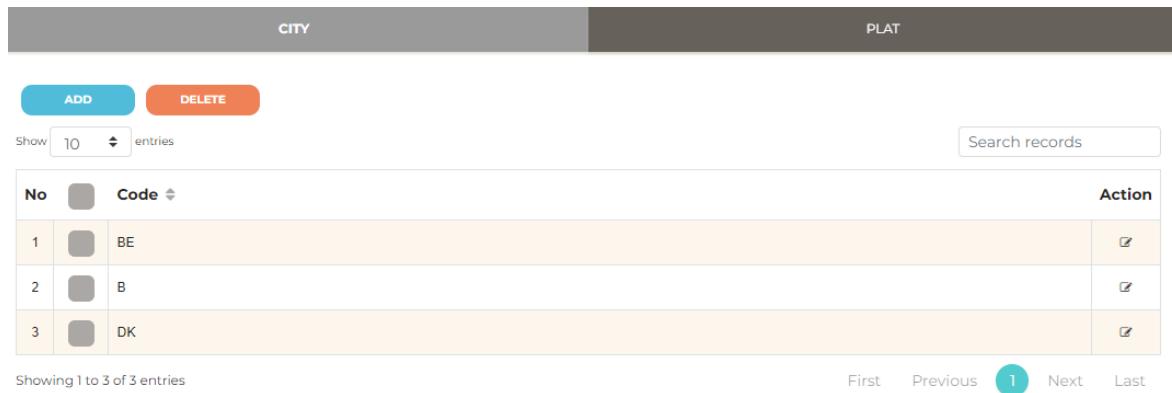
At the bottom, there is a search bar labeled "Search records", a pagination area showing "Showing 1 to 5 of 374 entries", and a navigation bar with buttons for "First", "1", "2", "3", "4", "5", "...", "75", and "Last".

Gambar 78 Halaman Look Up City

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

Tab Plat

- h. Pada halaman Region Info Tab Plat sistem akan menampilkan informasi listing data kode plat kendaraan. Klik tombol **ADD** untuk menambahkan data pada tampilan Tab Plat.



The screenshot shows a table titled "TAB PLAT" with columns "No", "Code", and "Action". The data rows are:

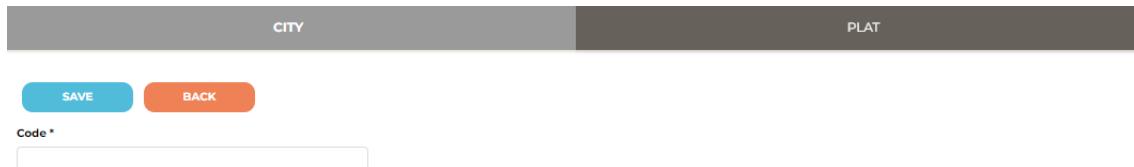
No	Code	Action
1	BE	<input checked="" type="checkbox"/>
2	B	<input checked="" type="checkbox"/>
3	DK	<input checked="" type="checkbox"/>

At the top, there are buttons for "CITY" and "PLAT". Below the table, there are buttons for "ADD" and "DELETE", a dropdown for "Show 10 entries", a search bar labeled "Search records", and a pagination area showing "Showing 1 to 3 of 3 entries" and buttons for "First", "Previous", "1", "Next", and "Last".

Gambar 79 Halaman Tab Plat

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



Gambar 80 Halaman Tab Plat Info

- j. Jika user ingin melakukan perubahan data klik tombol  pada baris data Tab Plat List.
- k. Untuk menghapus data Tab Plat, user dapat memberi tanda checklist “.
- l. Jika user ingin melakukan perubahan data klik tombol  pada baris data Region List.

3.1.14 Collateral Category

Sub Menu Collateral Category dapat diakses oleh user melalui modul **Fixed Asset Management > Setting > Collateral Category**. Sub Menu Collateral Category dapat digunakan oleh user untuk melakukan proses setting data kategori jaminan yang digunakan dalam proses pengajuan aplikasi.

3.1.14.1 Step Process Collateral Category

Berikut adalah Step Process Collateral Category:

- a. Klik tombol  untuk menambahkan data pada tampilan Collateral Category List.

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Collateral Category List



Collateral Category List

No	Description	Type	Active	Action
1	NON BUS & NON TRUCK	VEHICLE	Yes	
2	BUS	VEHICLE	Yes	
3	TRUCK	VEHICLE	Yes	
4	COLLATERAL FOR MIGRATION	VEHICLE	No	

Showing 1 to 4 of 4 entries

First Previous **1** Next Last

Gambar 81 Halaman Collateral Category List

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

Collateral Category Info



Collateral Category Info

SAVE BACK

Description *

Type *

Active

Gambar 82 Halaman Collateral Category Info

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

3.1.15 Insurance Coverage

Sub Menu Insurance Coverage dapat diakses oleh user melalui modul **Fixed Asset Management > Setting > Insurance Coverage**. Sub Menu Insurance Coverage dapat digunakan oleh user untuk melakukan proses setting data kategori pertanggungan asuransi yang dicover.

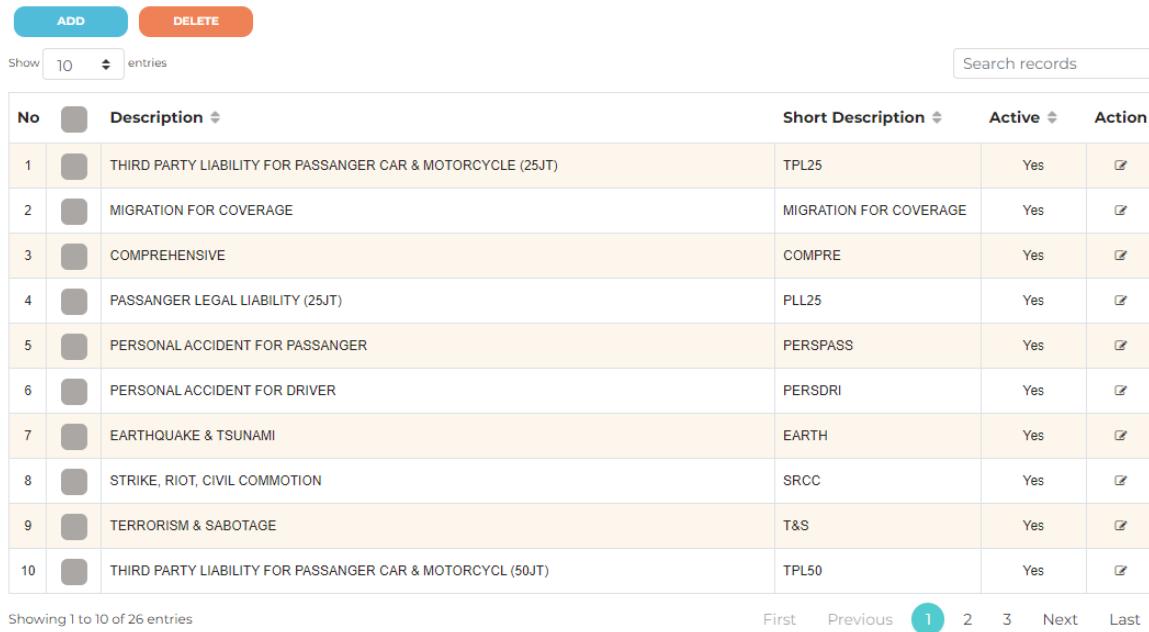
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3.1.15.1 Step Process Insurance Coverage

Berikut adalah Step Process Insurance Coverage:

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

Insurance Coverage List



The screenshot shows a table titled "Insurance Coverage List". The columns are labeled "No", "Description", "Short Description", "Active", and "Action". There are 10 entries displayed, each with a checkbox in the "Active" column. The entries are:

No	Description	Short Description	Active	Action
1	THIRD PARTY LIABILITY FOR PASSANGER CAR & MOTORCYCLE (25JT)	TPL25	Yes	<input checked="" type="checkbox"/>
2	MIGRATION FOR COVERAGE	MIGRATION FOR COVERAGE	Yes	<input checked="" type="checkbox"/>
3	COMPREHENSIVE	COMPRE	Yes	<input checked="" type="checkbox"/>
4	PASSANGER LEGAL LIABILITY (25JT)	PLL25	Yes	<input checked="" type="checkbox"/>
5	PERSONAL ACCIDENT FOR PASSANGER	PERSPASS	Yes	<input checked="" type="checkbox"/>
6	PERSONAL ACCIDENT FOR DRIVER	PERSDRI	Yes	<input checked="" type="checkbox"/>
7	EARTHQUAKE & TSUNAMI	EARTH	Yes	<input checked="" type="checkbox"/>
8	STRIKE, RIOT, CIVIL COMMOTION	SRCC	Yes	<input checked="" type="checkbox"/>
9	TERRORISM & SABOTAGE	T&S	Yes	<input checked="" type="checkbox"/>
10	THIRD PARTY LIABILITY FOR PASSANGER CAR & MOTORCYCL (50JT)	TPL50	Yes	<input checked="" type="checkbox"/>

Showing 1 to 10 of 26 entries

First Previous 1 2 3 Next Last

Gambar 83 Halaman Insurance Coverage List

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

Insurance Coverage Info



The screenshot shows a form titled "Insurance Coverage Info". It has fields for "Description *", "Short Description *", and "Currency *". Below these are two checkboxes: "Active" and "Main Coverage".

Gambar 84 Halaman Insurance Coverage Info

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- c. Jika user memberi tanda checklist  **Main Coverage** maka data bertipe Main Coverage, sedangkan jika user tidak memberi tanda checklist  **Main Coverage** maka data bukan Main Coverage.
- d. Jika user memberi tanda checklist  **Active** maka data dapat digunakan dan status data Insurance Coverage akan berubah menjadi active, sedangkan jika user tidak memberi tanda checklist  **Active** maka status data Insurance Coverage akan berubah menjadi non-active dan tidak dapat digunakan.
- e. Jika user ingin melakukan perubahan data klik tombol  pada baris data Insurance Coverage List.
- f. Untuk menghapus data Insurance Coverage, user dapat memberi tanda checklist “” pada baris data Insurance Coverage List kemudian klik tombol .

3.1.16 Occupation

Sub Menu Occupation dapat diakses oleh user melalui modul **Fixed Asset Management > System Setting > Occupation**. Sub Menu Occupation dapat digunakan oleh user untuk setting jenis penggunaan suatu barang yang akan diasuransikan sistem.

3.1.16.1 Step Process Occupation

Berikut adalah Step Process Occupation:

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

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Occupation List

ADD				
Show <input type="text" value="10"/> entries ▼ ▲ Search records				
No	Code	Description	Active	Action
1	00382	Testing	No	<input checked="" type="checkbox"/>
2	00002	REFINING INSTALLATIONS (GOLD, SILVER, PLATINUM, ETC.)	Yes	<input type="checkbox"/>
3	00003	ALUMINIUM WORKS (FOUNDRIES)	Yes	<input type="checkbox"/>
4	00004	IRON MINES, BLAST FURNACE, IRON FOUNDRIES, IRON WORKS	Yes	<input type="checkbox"/>
5	00005	STEELWORKS AND ROLLING MILLS	Yes	<input type="checkbox"/>
6	00006	EXPLORATION AND PRODUCTION OF PETROLEUM AND NATURAL GAS, TERMINALS MENGACU KEPADA UNDERWRITER PERUSAHAAN ASURANSI UMUM	Yes	<input type="checkbox"/>
7	00007	MINES NOT OTHERWISE CLASSIFIED	Yes	<input type="checkbox"/>
8	00008	FOUNDRIES, REDUCTION PLANTS FOR METALS (EXCL. IRON ALUMINUM)	Yes	<input type="checkbox"/>
9	00009	HARD COAL AND LIGNITE EXTRACTION, ASPHALTS MINES	Yes	<input type="checkbox"/>
10	00010	SALT MINES	Yes	<input type="checkbox"/>

Showing 1 to 10 of 381 entries

First Previous 1 2 3 4 5 ... 39 Next Last

Gambar 85 Halaman Occupation List

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

Occupation Info

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

Gambar 86 Halaman Occupation Info

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

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3.1.17 Public Service

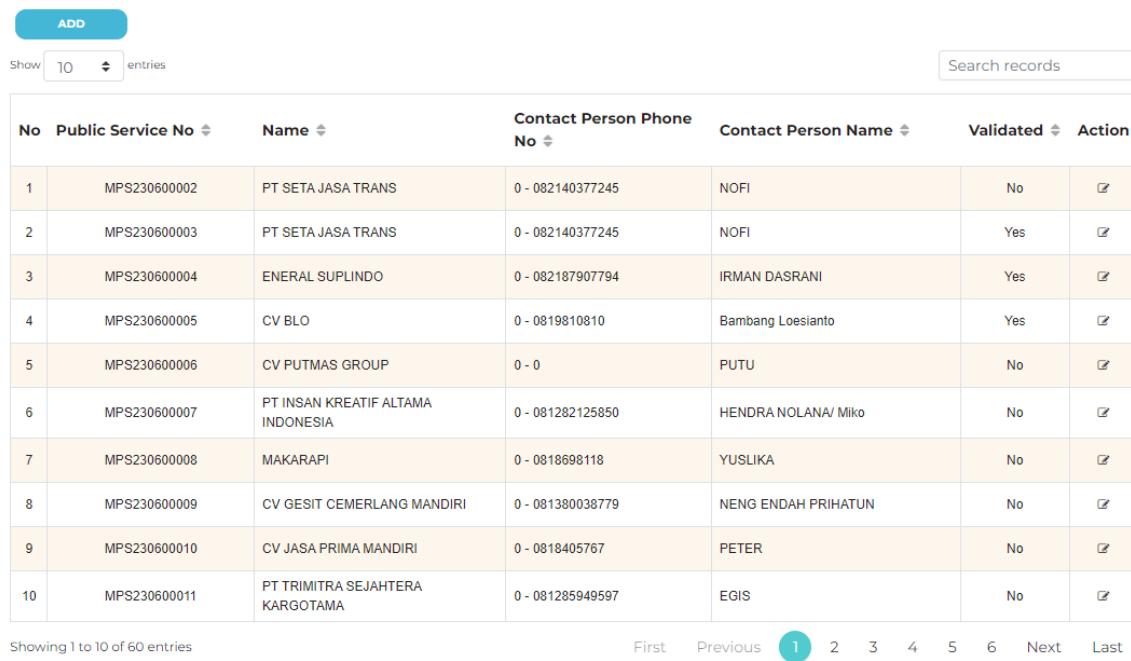
Sub Menu Public Service dapat diakses oleh user melalui modul **Fixed Asset Management > Setting > Public Service**. Sub Menu Public Service dapat digunakan oleh user untuk melakukan proses setting terhadap data biro jasa yang akan digunakan pada sistem aplikasi Asset Management.

3.1.17.1 Step Process Public Service

Berikut adalah Step Process Public Service:

- a. Klik tombol  untuk menambahkan data pada tampilan Public Service List.

Public Service List



No	Public Service No	Name	Contact Person Phone No	Contact Person Name	Validated	Action
1	MPS230600002	PT SETA JASA TRANS	0 - 082140377245	NOFI	No	<input checked="" type="checkbox"/>
2	MPS230600003	PT SETA JASA TRANS	0 - 082140377245	NOFI	Yes	<input checked="" type="checkbox"/>
3	MPS230600004	ENERAL SUPLINDO	0 - 082187907794	IRMAN DASRANI	Yes	<input checked="" type="checkbox"/>
4	MPS230600005	CV BLO	0 - 0819810810	Bambang Loesianto	Yes	<input checked="" type="checkbox"/>
5	MPS230600006	CV PUTMAS GROUP	0 - 0	PUTU	No	<input checked="" type="checkbox"/>
6	MPS230600007	PT INSAN KREATIF ALTAMA INDONESIA	0 - 081282125850	HENDRA NOLANA/ Miko	No	<input checked="" type="checkbox"/>
7	MPS230600008	MAKARAPI	0 - 0818698118	YUSLIKA	No	<input checked="" type="checkbox"/>
8	MPS230600009	CV GESIT CEMERLANG MANDIRI	0 - 081830038779	NENG ENDAH PRIHATUN	No	<input checked="" type="checkbox"/>
9	MPS230600010	CV JASA PRIMA MANDIRI	0 - 0818405767	PETER	No	<input checked="" type="checkbox"/>
10	MPS230600011	PT TRIMITRA SEJAHTERA KARGOTAMA	0 - 081285949597	EGIS	No	<input checked="" type="checkbox"/>

Showing 1 to 10 of 60 entries

First Previous 1 2 3 4 5 6 Next Last

Gambar 87 Halaman Public Service 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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Public Service Info

Public Service No	-Auto Generate-	Name *	<input type="text"/>	<input checked="" type="checkbox"/> Validated
Contact Person Name *	<input type="text"/>	Contact Person Phone No *	<input type="text"/> - <input type="text"/>	Tax File Type
Phone No. *	<input type="text"/> - <input type="text"/>	Fax No	<input type="text"/> - <input type="text"/>	<input type="button" value="WITHOUT TAX - PERSONAL"/>
Website	<input type="text"/>	KTP No *	<input type="text"/>	Email <input type="text"/>

Gambar 88 Halaman Public Service Info (Without Tax)

Public Service Info

Public Service No	-Auto Generate-	Name *	<input type="text"/>	<input checked="" type="checkbox"/> Validated
Contact Person Name *	<input type="text"/>	Contact Person Phone No *	<input type="text"/> - <input type="text"/>	Tax File Type
Tax File No *	<input type="text"/>	Tax File Name *	<input type="text"/>	<input type="button" value="WITH TAX - PERSONAL"/>
Phone No. *	<input type="text"/> - <input type="text"/>	Fax No	<input type="text"/> - <input type="text"/>	Tax File Address *
Website	<input type="text"/>	KTP No *	<input type="text"/>	Email <input type="text"/>

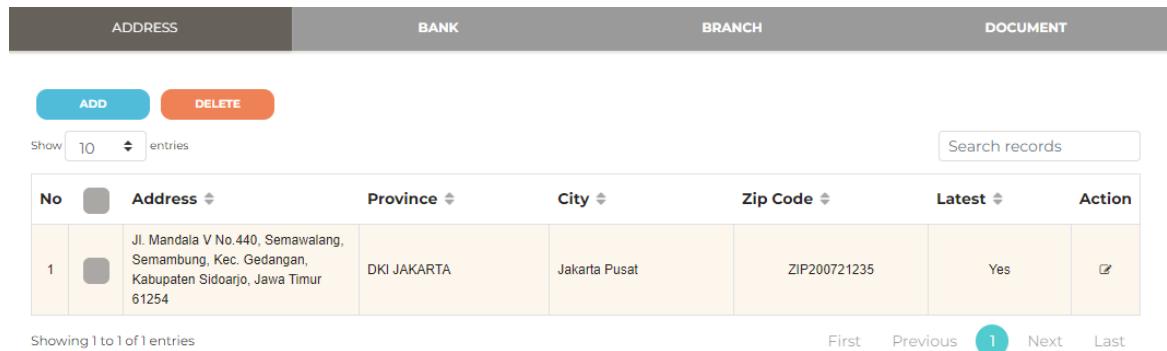
Gambar 89 Halaman Public Service Info (With Tax)

- c. Setelah data Public Service berhasil disimpan, sistem akan menampilkan halaman Tab, antara lain: Tab Address, Tab Bank, Tab Branch, dan Tab Document.

Tab Address

- d. Pada halaman Public Service Info Tab Address sistem akan menampilkan informasi listing data alamat dari birojasa yang telah terdaftar pada sistem. Klik tombol untuk menambahkan data pada tampilan Tab Address.

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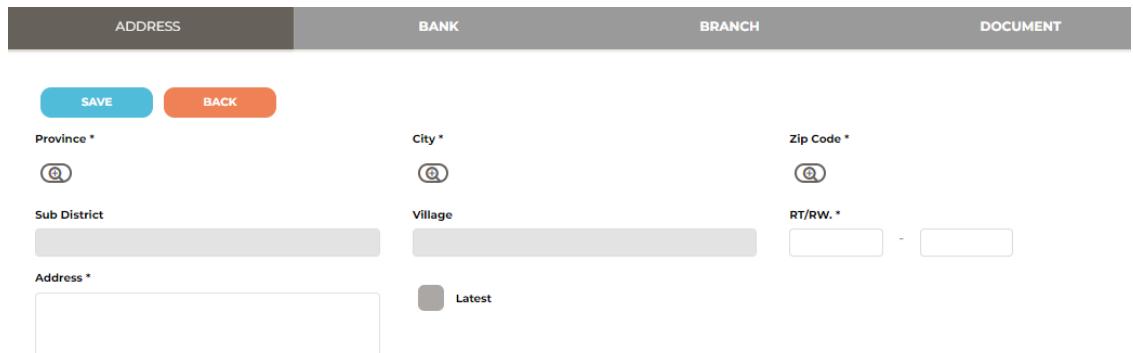


Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Gambar 90 Halaman Tab Address

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



Gambar 91 Halaman Tab Address Info

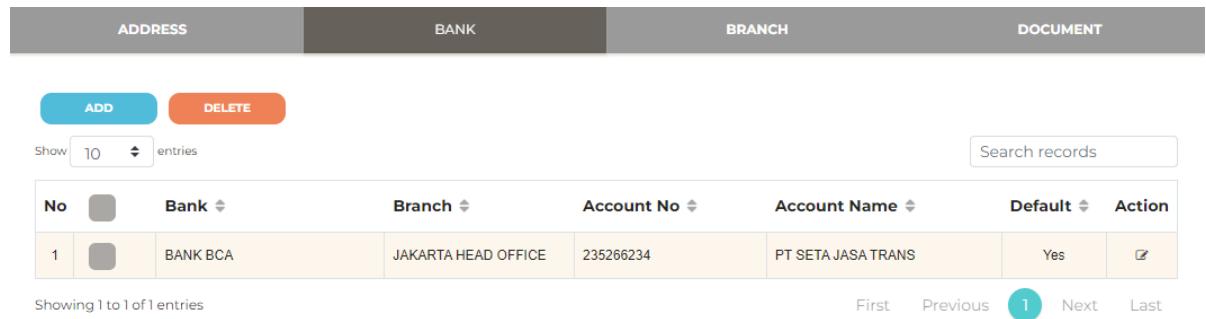
- f. Jika user memberi tanda checklist **Latest** maka data Address merupakan alamat terbaru, sedangkan jika user tidak memberi tanda checklist **Latest** maka data Address bukan merupakan alamat terbaru.
- g. Jika user ingin melakukan perubahan data klik tombol  pada baris data Tab Address List.
- h. Untuk menghapus data Tab Address, user dapat memberi tanda checklist “

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Tab Bank

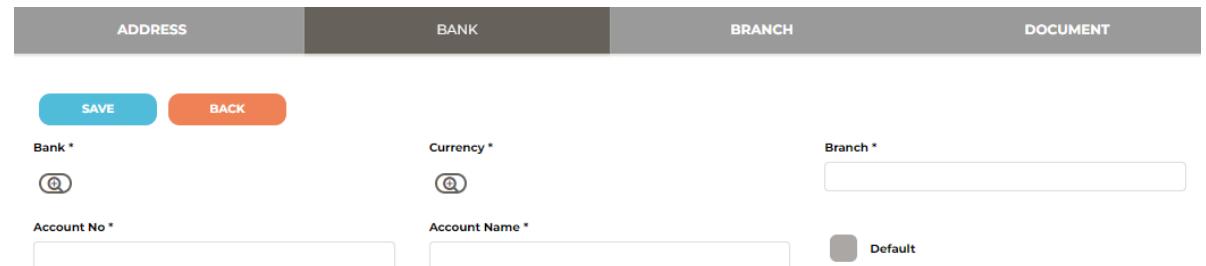
- i. Pada halaman Public Service Info Tab Bank sistem akan menampilkan informasi listing data rekening bank dari biro jasa yang telah terdaftar pada sistem. Klik tombol  untuk menambahkan data pada tampilan Tab Bank.



ADDRESS		BANK		BRANCH		DOCUMENT
 						
Show 10 entries						<input type="text" value="Search records"/>
No	Bank	Branch	Account No	Account Name	Default	Action
1	BANK BCA	JAKARTA HEAD OFFICE	235266234	PT SETA JASA TRANS	Yes	
Showing 1 to 1 of 1 entries						First Previous  Next Last

Gambar 92 Halaman Tab Bank

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



ADDRESS		BANK		BRANCH		DOCUMENT
 						
Bank *		Currency *		Branch *		
						
Account No *	<input type="text"/>	Account Name *	<input type="text"/>	<input checked="" type="checkbox"/> Default		

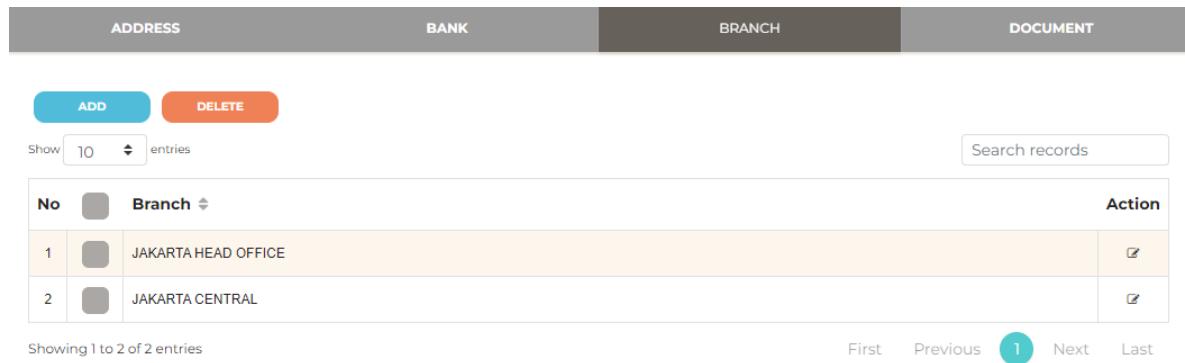
Gambar 93 Halaman Tab Bank Info

- k. Jika user memberi tanda checklist  maka data Bank merupakan Default, sedangkan jika user tidak memberi tanda checklist  maka data Bank bukan merupakan Default.
- l. Jika user ingin melakukan perubahan data klik tombol  pada baris data Tab Bank List.
- m. Untuk menghapus data Tab Bank, user dapat memberi tanda checklist “.

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Tab Branch

- n. Pada halaman Public Service Info Tab Branch sistem akan menampilkan informasi listing data cabang multifinance yang menggunakan biro jasa tersebut. Klik tombol  untuk menambahkan data pada tampilan Tab Branch.



No	Branch	Action
1	JAKARTA HEAD OFFICE	
2	JAKARTA CENTRAL	

Gambar 94 Halaman Tab Branch

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



Gambar 95 Halaman Tab Branch Info

- p. Setelah data Tab Branch berhasil disimpan, sistem akan menampilkan halaman Branch Detail List. Pada halaman Branch Detail List, klik tombol  untuk menambahkan data.

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Branch Detail List

ADD
SAVE
DELETE

Show **10** entries Search records

No	Service	Service Fee Amount	Estimate Finish Date
1	BALIK NAMA	444,000.00	0
2	MUTASI	0.00	0

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

Gambar 96 Halaman Branch Detail List

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

ADD
X

Search records

No	Description
1	BALIK NAMA
2	BLOKIR BPKB & SURAT ABSAH
3	PENGURUSAN ETL
4	MUTASI
5	PENGURUSAN DOKUMEN LAIN LAIN

Showing 1 to 5 of 6 entries First 1 2 Last

Gambar 97 Halaman Look Up Branch Detail

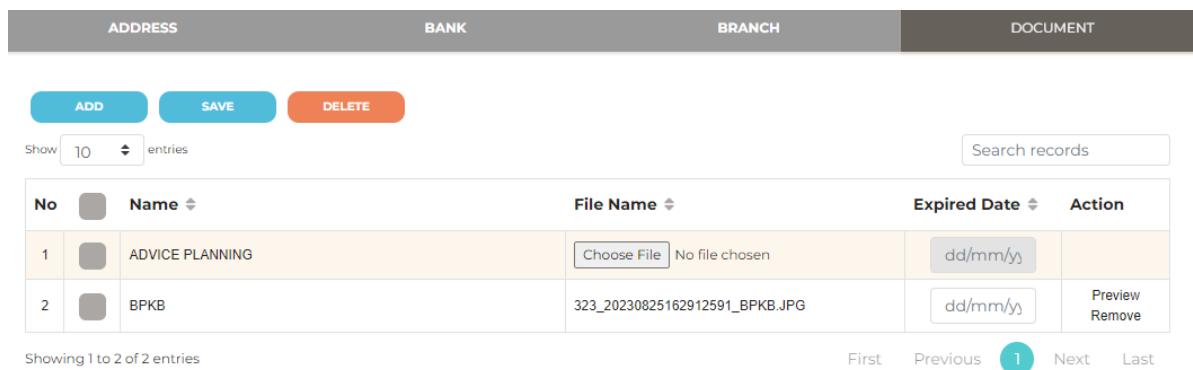
- r. Lengkapi data pada field yang tersedia, kemudian klik tombol **SAVE** untuk menyimpan data.
- s. Untuk menghapus data Branch Detail, user dapat memberi tanda checklist “ pada baris data Tab Branch List.

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

Tab Document

- v. Pada halaman Public Service Info Tab Document sistem akan menampilkan informasi listing data dokumen pendukung dari proses biro jasa. Klik tombol **ADD** untuk menambahkan data pada tampilan Tab Document.

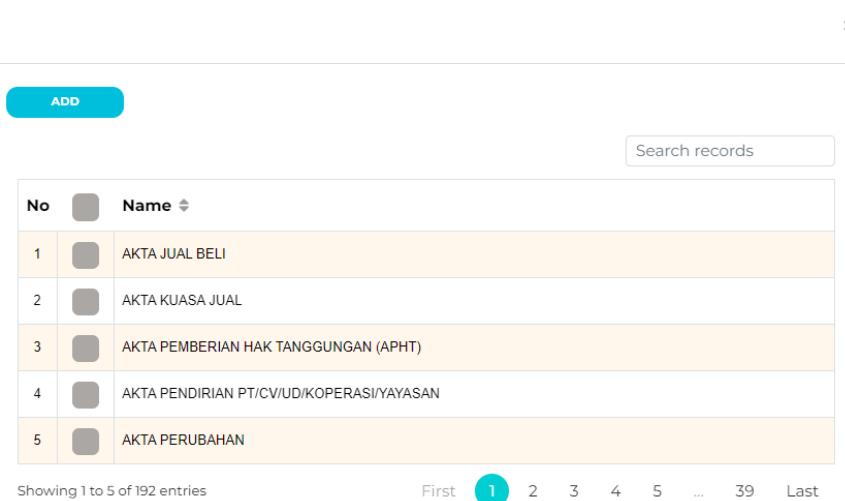


ADDRESS	BANK	BRANCH	DOCUMENT
ADD	SAVE	DELETE	
Show 10 entries			Search records
No	Name	File Name	Expired Date Action
1	ADVICE PLANNING	Choose File No file chosen	dd/mm/yy
2	BPKB	323_20230825162912591_BPKB.JPG	dd/mm/yy Preview Remove

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

Gambar 98 Halaman Tab Document

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



No	Name
1	AKTA JUAL BELI
2	AKTA KUASA JUAL
3	AKTA PEMBERIAN HAK TANGGUNGAN (APHT)
4	AKTA PENDIRIAN PT/CV/UD/KOPERASI/YAYASAN
5	AKTA PERUBAHAN

Showing 1 to 5 of 192 entries First **1** 2 3 4 5 ... 39 Last

Gambar 99 Halaman Look Up Document

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- x. Lengkapi data pada field yang tersedia, kemudian klik tombol  untuk menyimpan data.
- y. User dapat melihat dokumen yang telah diupload pada Tab Document dengan mengklik tombol  atau menghapus dokumen yang telah diupload pada Tab Document dengan mengklik tombol .
- z. Untuk menghapus data Tab Document, user dapat memberi tanda checklist “” pada baris data Tab Document List kemudian klik tombol .
- aa. Setelah data Tab dari Public Service Info dilengkapi dan berhasil disimpan, user dapat memvalidasi data dengan mengklik tombol  maka status data berubah menjadi  **Validated**, jika user tidak mengklik tombol  maka status data akan tetap menjadi  **Validated**.

Public Service Info

				
Public Service No *	MPS230500001	Name *	ASFDSADFSADF	 Validated
Contact Person Name *	ASDFASDF	Contact Person Phone No *	1234 - 12341	Tax File Type WITHOUT TAX - PERSONAL
Phone No *	1234 - 2341	Fax No. *	1234 - 1234123	Email
Website				

Gambar 100 Halaman Public Service Info (Non-Validate)

- bb. Jika user ingin melakukan perubahan data klik tombol  pada baris data Public Service List.

3.1.18 Auction

Sub Menu Auction dapat diakses oleh user melalui modul **Fixed Asset Management > System Setting > Auction**. Sub Menu Auction dapat digunakan oleh user untuk melakukan proses setting terhadap data lelang yang akan digunakan pada sistem.

3.1.18.1 Step Process Auction

Berikut adalah Step Process Auction:

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

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Auction List

		ADD	DELETE				
		Show 10 entries				Search records	
No	Action	Auction No	Name	Contact Person Phone No	Contact Person Name	Validated	Action
1	<input type="checkbox"/>	AUC.2306.000001	BALAI LELANG CAREADY	081 - 310974532	BIEM HADIEDY	No	<input checked="" type="checkbox"/>
2	<input type="checkbox"/>	AUC.2306.000002	OTOBID INDONESIA	081 - 227723071	SURYO	No	<input checked="" type="checkbox"/>
3	<input type="checkbox"/>	AUC.2306.000003	JBA INDONESIA	081 - 319310860	NIKO HALIM	Yes	<input checked="" type="checkbox"/>
4	<input type="checkbox"/>	AUC.2307.000001	IBID	081 - 519306747	DESSY	No	<input checked="" type="checkbox"/>

Showing 1 to 4 of 4 entries First Previous **1** Next Last

Gambar 101 Halaman Auction List

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

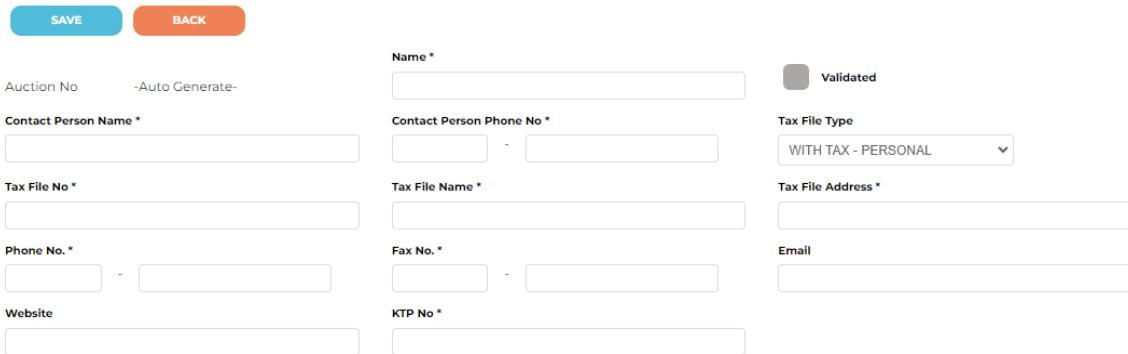
Auction Info

SAVE	BACK																				
<table border="0"> <tr> <td>Auction No</td> <td>-Auto Generate-</td> <td>Name *</td> <td><input type="text"/></td> <td><input checked="" type="checkbox"/> Validated</td> </tr> <tr> <td>Contact Person Name *</td> <td><input type="text"/></td> <td>Contact Person Phone No *</td> <td><input type="text"/> - <input type="text"/></td> <td>Tax File Type</td> </tr> <tr> <td>Phone No. *</td> <td><input type="text"/> - <input type="text"/></td> <td>Fax No. *</td> <td><input type="text"/> - <input type="text"/></td> <td><input type="text"/> Email</td> </tr> <tr> <td>Website</td> <td><input type="text"/></td> <td>KTP No *</td> <td><input type="text"/></td> <td></td> </tr> </table>		Auction No	-Auto Generate-	Name *	<input type="text"/>	<input checked="" type="checkbox"/> Validated	Contact Person Name *	<input type="text"/>	Contact Person Phone No *	<input type="text"/> - <input type="text"/>	Tax File Type	Phone No. *	<input type="text"/> - <input type="text"/>	Fax No. *	<input type="text"/> - <input type="text"/>	<input type="text"/> Email	Website	<input type="text"/>	KTP No *	<input type="text"/>	
Auction No	-Auto Generate-	Name *	<input type="text"/>	<input checked="" type="checkbox"/> Validated																	
Contact Person Name *	<input type="text"/>	Contact Person Phone No *	<input type="text"/> - <input type="text"/>	Tax File Type																	
Phone No. *	<input type="text"/> - <input type="text"/>	Fax No. *	<input type="text"/> - <input type="text"/>	<input type="text"/> Email																	
Website	<input type="text"/>	KTP No *	<input type="text"/>																		

Gambar 102 Halaman Auction Info (Without Tax)

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Project Name	iFinancing v5	Version	1.0
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Auction Info



The screenshot shows a form for 'Auction Info'. At the top are two buttons: 'SAVE' (blue) and 'BACK' (orange). Below them are several input fields and dropdown menus:

- Name ***: A text input field with a validation status indicator: Validated.
- Auction No**: A text input field with a note: -Auto Generate-
- Contact Person Name ***: A text input field.
- Contact Person Phone No ***: A text input field.
- Tax File Type**: A dropdown menu set to WITH TAX - PERSONAL.
- Tax File No ***: A text input field.
- Tax File Name ***: A text input field.
- Tax File Address ***: A text input field.
- Phone No. ***: A text input field.
- Fax No. ***: A text input field.
- Email**: A text input field.
- Website**: A text input field.
- KTP No ***: A text input field.

Gambar 103 Halaman Auction Info (With Tax)

- c. Setelah data Auction berhasil disimpan, sistem akan menampilkan halaman Tab, antara lain: Tab Address, Tab Bank, Tab Branch, dan Tab Document.

Tab Address

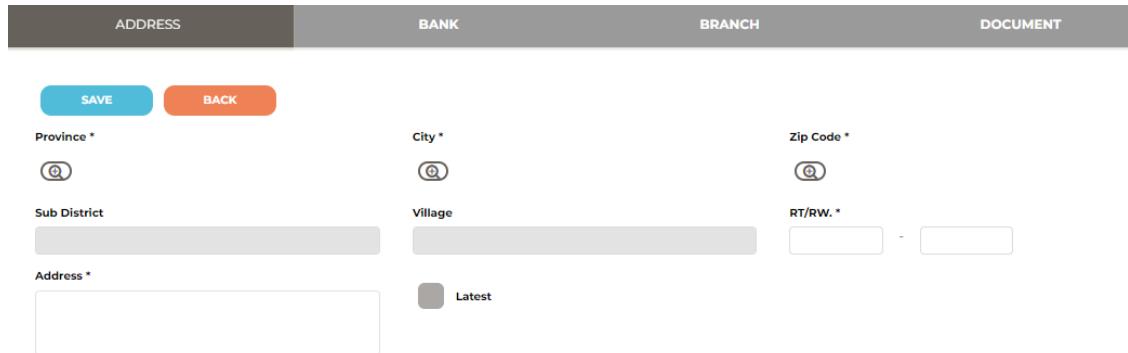
- d. Pada halaman Auction Info Tab Address sistem akan menampilkan informasi listing data alamat dari balai lelang yang telah terdaftar pada sistem. Klik tombol  untuk menambahkan data pada tampilan Tab Address.

ADDRESS		BANK	BRANCH	DOCUMENT	
					
Show	10	entries		Search records	
No	<input checked="" type="checkbox"/>	Address	Province	City	Zip Code
1	<input checked="" type="checkbox"/>	Jalan Sosial No 4, Wijaya Kusuma, Grogol Petamburan, Jakarta Barat, Indonesia	DKI JAKARTA	Jakarta Barat	ZIP200721235
Showing 1 to 1 of 1 entries					
				First	Previous
				Next	Last

Gambar 104 Halaman Tab Address

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

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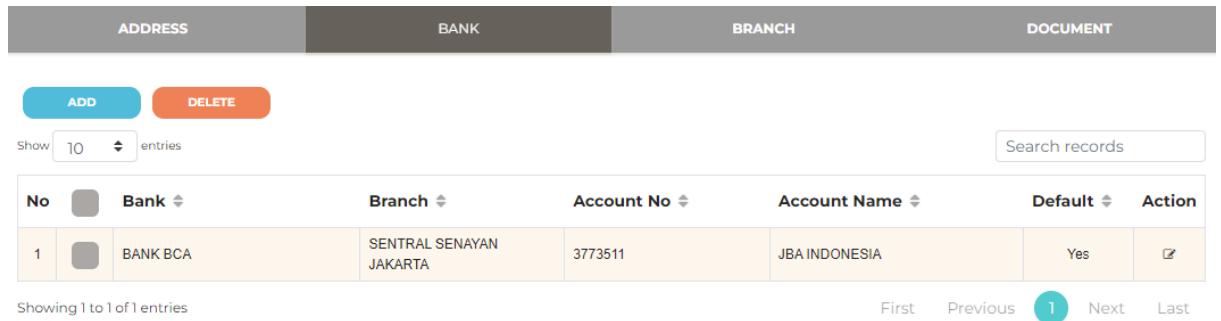
The screenshot shows the 'ADDRESS' tab of a form. At the top are four buttons: 'SAVE' (blue), 'BACK' (orange), 'BANK' (disabled), 'BRANCH' (disabled), and 'DOCUMENT' (disabled). Below these are fields for 'Province *' (dropdown), 'City *' (dropdown), 'Zip Code *' (dropdown), 'Sub District' (text input), 'Village' (text input), 'RT/RW.*' (text input), 'Address *' (text input), and a checkbox labeled 'Latest' which is checked.

Gambar 105 Halaman Tab Address Info

- f. Jika user memberi tanda checklist  **Latest** maka data Address merupakan alamat terbaru, sedangkan jika user tidak memberi tanda checklist  **Latest** maka data Address bukan merupakan alamat terbaru.
- g. Jika user ingin melakukan perubahan data klik tombol  pada baris data Tab Address List.
- h. Untuk menghapus data Address, user dapat memberi tanda checklist “.

Tab Bank

- i. Pada halaman Auction Info Bank sistem akan menampilkan informasi listing data rekening bank dari balai lelang yang telah terdaftar pada sistem. Klik tombol  untuk menambahkan data pada tampilan Tab Bank.

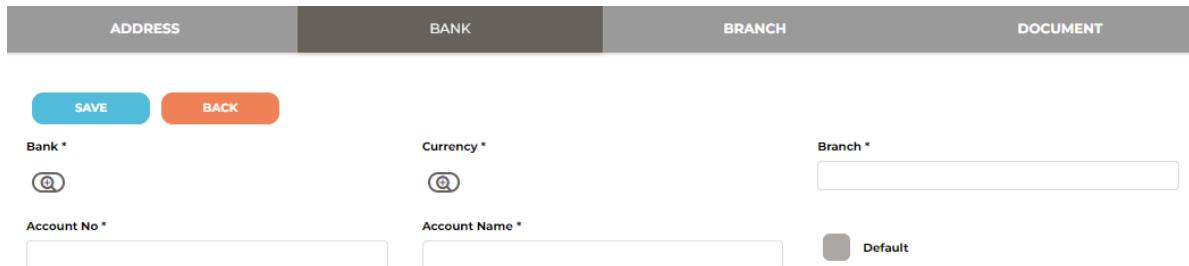


The screenshot shows the 'BANK' tab of a form. At the top are four buttons: 'ADDRESS' (disabled), 'BANK' (blue), 'BRANCH' (disabled), and 'DOCUMENT' (disabled). Below these are buttons for 'ADD' (blue) and 'DELETE' (orange). A dropdown menu shows 'Show 10 entries'. A search bar says 'Search records'. The main area is a table with columns: 'No' (checkbox), 'Bank' (dropdown), 'Branch' (dropdown), 'Account No' (dropdown), 'Account Name' (dropdown), 'Default' (dropdown), and 'Action' (checkbox). One row is visible: '1' (checkbox), 'BANK BCA' (dropdown), 'SENTRAL SENAYAN JAKARTA' (dropdown), '3773511' (dropdown), 'JBA INDONESIA' (dropdown), 'Yes' (checkbox), and an empty checkbox. At the bottom are links for 'Showing 1 to 1 of 1 entries', 'First', 'Previous', 'Next' (highlighted with a blue circle containing '1'), and 'Last'.

Gambar 106 Halaman Tab Bank

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



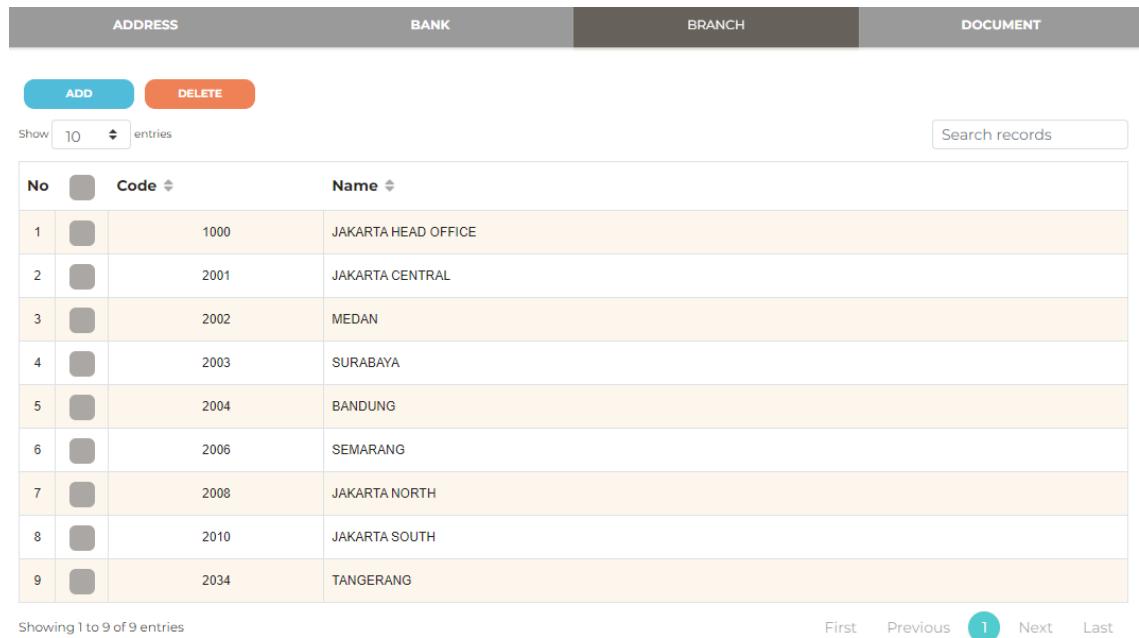
Gambar 107 Halaman Tab Bank Info

- k. Jika user memberi tanda checklist   maka data Bank merupakan Default, sedangkan jika user tidak memberi tanda checklist   maka data Bank bukan merupakan Default.
- l. Jika user ingin melakukan perubahan data klik tombol  pada baris data Tab Bank List.
- m. Untuk menghapus data Bank, user dapat memberi tanda checklist “” pada baris data Tab Bank List kemudian klik tombol .

Tab Branch

- n. Pada halaman Auction Info Tab Branch sistem akan menampilkan informasi listing data cabang yang menggunakan balai lelang tersebut. Klik tombol  untuk menambahkan data pada tampilan Tab Branch.

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ADDRESS BANK BRANCH DOCUMENT

ADD **DELETE**

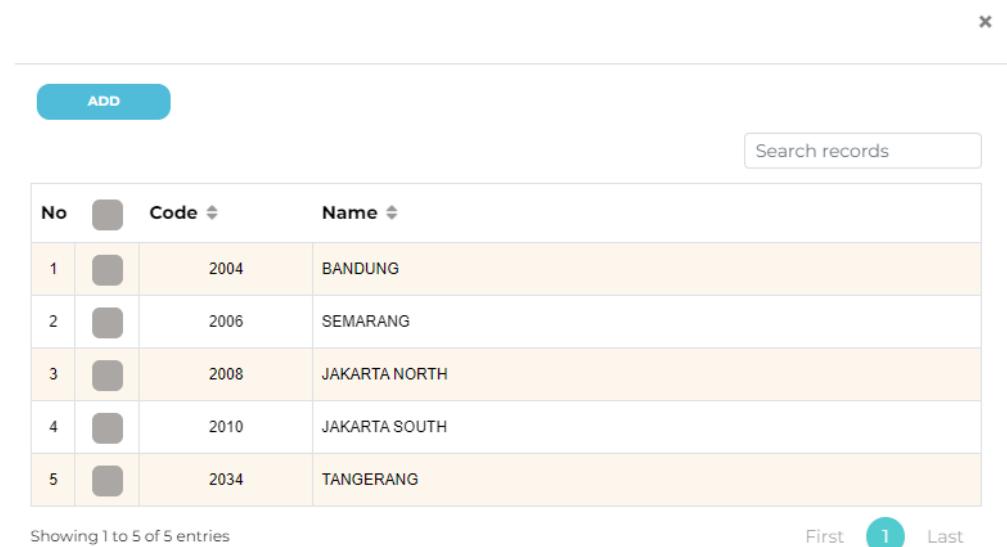
Show 10 entries Search records

No	Code	Name
1	1000	JAKARTA HEAD OFFICE
2	2001	JAKARTA CENTRAL
3	2002	MEDAN
4	2003	SURABAYA
5	2004	BANDUNG
6	2006	SEMARANG
7	2008	JAKARTA NORTH
8	2010	JAKARTA SOUTH
9	2034	TANGERANG

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

Gambar 108 Halaman Tab Branch

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



ADD Search records

No	Code	Name
1	2004	BANDUNG
2	2006	SEMARANG
3	2008	JAKARTA NORTH
4	2010	JAKARTA SOUTH
5	2034	TANGERANG

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

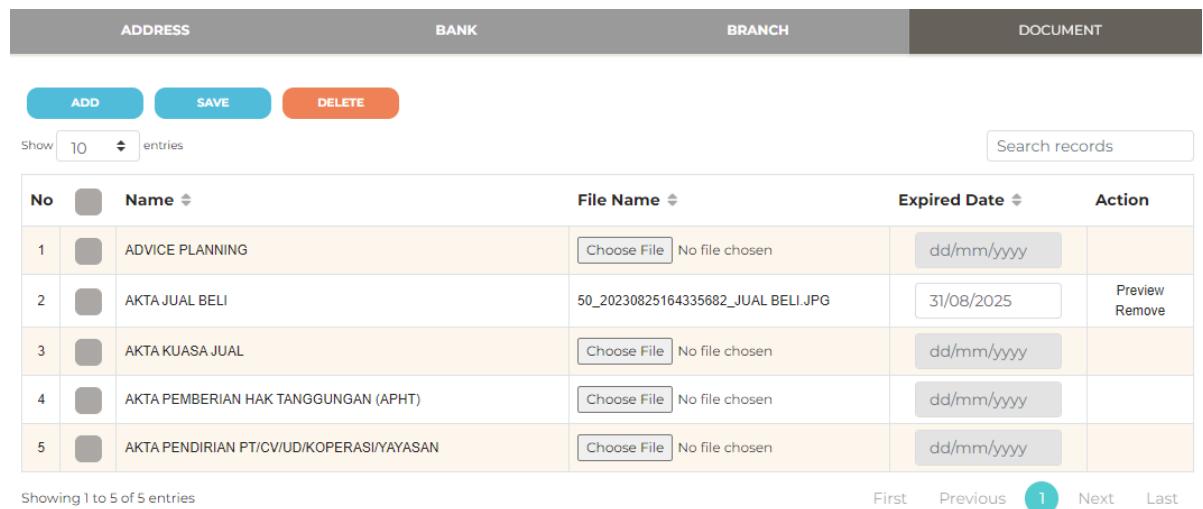
Gambar 109 Halaman Look Up Branch

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

Tab Document

- q. Pada halaman Auction Info Tab Document sistem akan menampilkan informasi listing data dokumen pendukung dari proses lelang tersebut. Klik tombol **ADD** untuk menambahkan data pada tampilan Tab Document.



ADDRESS		BANK	BRANCH	DOCUMENT
No	Name	File Name	Expired Date	Action
1	ADVICE PLANNING	Choose File No file chosen	dd/mm/yyyy	
2	AKTA JUAL BELI	50_20230825164335682_JUAL BELI.JPG	31/08/2025	Preview Remove
3	AKTA KUASA JUAL	Choose File No file chosen	dd/mm/yyyy	
4	AKTA PEMBERIAN HAK TANGGUNGAN (APHT)	Choose File No file chosen	dd/mm/yyyy	
5	AKTA PENDIRIAN PT/CV/UD/KOPERASI/YAYASAN	Choose File No file chosen	dd/mm/yyyy	

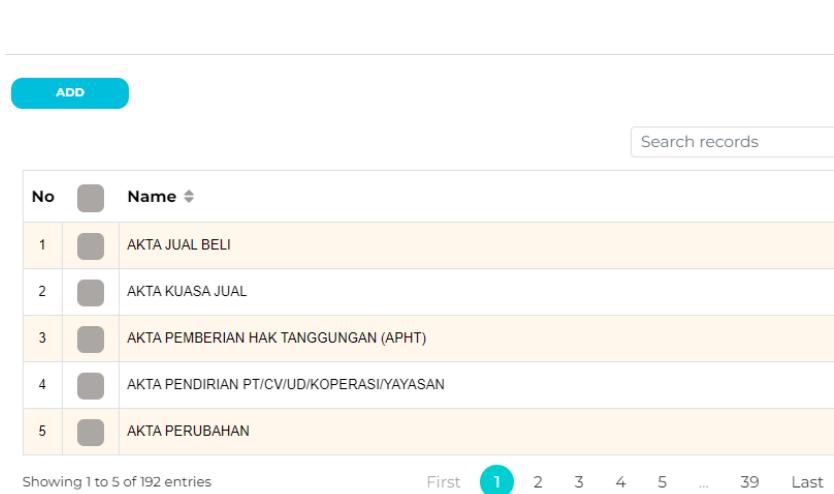
Show 10 entries Search records

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

Gambar 110 Halaman Tab Document

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

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The screenshot shows a table with the following data:

No	Name
1	AKTA JUAL BELI
2	AKTA KUASA JUAL
3	AKTA PEMBERIAN HAK TANGGUNGAN (APHT)
4	AKTA PENDIRIAN PT/CV/UD/KOPERASI/YAYASAN
5	AKTA PERUBAHAN

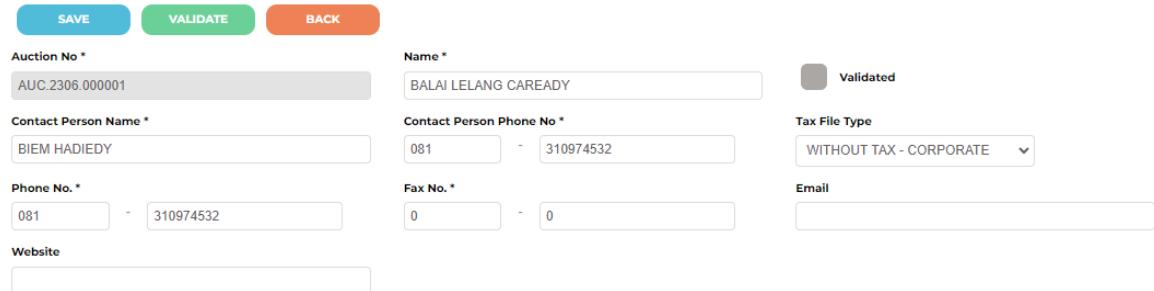
Below the table, there is a search bar labeled "Search records" and a navigation bar showing "Showing 1 to 5 of 192 entries", page numbers 1 through 39, and "First" and "Last" buttons.

Gambar 111 Halaman Look Up Document

- s. Lengkapi data pada field yang tersedia, kemudian klik tombol **SAVE** untuk menyimpan data.
- t. User dapat melihat dokumen yang telah diupload pada Tab Document dengan mengklik tombol **Preview** atau menghapus dokumen yang telah diupload pada Tab Document dengan mengklik tombol **Remove**.
- u. Untuk menghapus data pada Tab Document, user dapat memberi tanda checklist “” pada baris data Tab Document List kemudian klik tombol **DELETE**.
- v. Setelah data Tab dari Auction Info dilengkapi dan berhasil disimpan, user dapat memvalidasi data dengan mengklik tombol **VALIDATE** maka status data berubah menjadi **Validated**, jika user tidak mengklik tombol **VALIDATE** maka status data akan tetap menjadi **Validated**.

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Auction Info



SAVE VALIDATE BACK

Auction No *
AUC.2306.000001

Name *
BALAI LELANG CAREADY

Contact Person Name *
BIEM HADIEDY

Contact Person Phone No *
081 - 310974532

Tax File Type
WITHOUT TAX - CORPORATE

Phone No.
081 - 310974532

Fax No.
0 - 0

Email

Website

Gambar 112 Halaman Auction Info (Non-Validate)

- w. Jika user ingin melakukan perubahan data klik tombol  pada baris data Auction List.
- x. Untuk menghapus data pada Auction, user dapat memberi tanda checklist “” pada baris data Auction List kemudian klik tombol .

3.1.19 Auction Fee

Sub Menu Auction Fee dapat diakses oleh user melalui modul **Fixed Asset Management > System Setting > Auction Fee**. Sub Menu Auction Fee dapat digunakan oleh user untuk melakukan setting biaya lelang asset sesuai dengan ketentuan pada sistem aplikasi Asset Management.

3.1.19.1 Step Process Auction Fee

Berikut adalah Step Process Auction Fee:

- a. Klik tombol  untuk menambahkan data pada tampilan Auction Fee List.

Auction Fee List

Auction Fee List		ADD			
No	Name	Taxable	Active	Action	
1	AUCTION FEE	Yes	Yes	<input checked="" type="checkbox"/>	
2	BROKER FEE	Yes	Yes	<input checked="" type="checkbox"/>	
3	MOBILISASI	Yes	Yes	<input checked="" type="checkbox"/>	
4	OTHER FEE	No	No	<input checked="" type="checkbox"/>	

Showing 1 to 4 of 4 entries

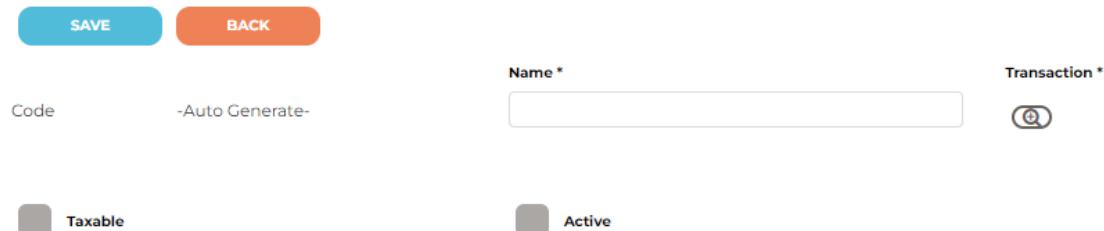
First Previous 1 Next Last

Gambar 113 Halaman Auction Fee List

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

Auction Fee Info



The screenshot shows a form titled "Auction Fee Info". It includes fields for "Name *", "Transaction *", "Code" (set to "-Auto Generate-"), and checkboxes for "Taxable" and "Active". Below the form are two buttons: "SAVE" (blue) and "BACK" (orange).

Gambar 114 Halaman Auction Fee Info

- c. Jika user memberi tanda checklist  **Taxable** maka biaya lelang asset tersebut memiliki pajak sedangkan jika user tidak memberi tanda checklist  **Taxable** maka biaya lelang asset tersebut tidak memiliki pajak.
- d. Jika user memberi tanda checklist  **Active** maka data dapat digunakan dan status data Auction Fee akan berubah menjadi active, sedangkan jika user tidak memberi tanda checklist  **Active** maka status data Auction Fee akan berubah menjadi non-active dan tidak dapat digunakan.
- e. Jika user ingin melakukan perubahan data klik tombol  pada baris data Auction Fee List.

3.1.20 Asset Checklist

Sub Menu Asset Checklist dapat diakses oleh user melalui modul **Fixed Asset Management > System Setting > Asset Checklist**. Sub Menu Asset Checklist dapat digunakan oleh user untuk mendaftarkan dan melihat asset yang sudah ada didalam proses transaksi.

3.1.20.1 Step Process Asset Checklist

Berikut adalah Step Process Asset Checklist:

- a. Sistem akan menampilkan halaman Asset List.

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Asset List

Asset List			
No	Code	Description	Action
1	HE	HEAVY EQUIPMENT	<input type="checkbox"/>
2	MCHN	MACHINE	<input type="checkbox"/>
3	VHCL	VEHICLE	<input type="checkbox"/>

Showing 1 to 3 of 3 entries

First Previous **1** Next Last

Gambar 115 Halaman Asset List

- b. Klik tombol  untuk melihat detail data dan melakukan proses perubahan data Asset.

Asset Info

BACK	
Code *	Description *
VHCL	VEHICLE

Gambar 116 Halaman Asset Info

- c. Pada halaman Asset Info, terdapat halaman Checklist List. Klik tombol  untuk menambahkan data pada tampilan Checklist List.

Cheklist List

		ADD	DELETE	Checklist List			
No		Code	Checklist Name	Order Key	Active	Action	
1	<input type="checkbox"/>	CHC.2212.000012	BAN	1	Yes	<input type="checkbox"/>	
2	<input type="checkbox"/>	CHC.2212.000013	BAN CADANGAN	2	Yes	<input type="checkbox"/>	
3	<input type="checkbox"/>	CHC.2212.000014	SEPION KIRI	3	Yes	<input type="checkbox"/>	
4	<input type="checkbox"/>	CHC.2212.000015	SEPION KANAN	4	Yes	<input type="checkbox"/>	

Showing 1 to 4 of 4 entries

First Previous **1** Next Last

Gambar 117 Halaman Checklist List

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

Checklist Info

The screenshot shows a form for creating a new checklist. It includes fields for 'Checklist Name *' (with placeholder '-Auto Generate-'), 'Order Key *' (set to 1), and a status toggle switch labeled 'Active' which is checked. Below the form are three buttons: 'SAVE' (blue), 'BACK' (orange), and another 'ACTIVE' button which is greyed out.

Gambar 118 Halaman Checklist Info

- e. Setelah data Checklist berhasil disimpan, user dapat mengklik tombol **ACTIVE** maka data dapat digunakan dan status data Checklist menjadi **Active**, sedangkan jika user mengklik tombol **INACTIVE** maka data tidak dapat digunakan dan status data Checklist menjadi **Inactive**.

Checklist Info

The screenshot shows a checklist entry with the following details: Code 'CHC.2212.000012', Checklist Name 'BAN', Order Key '1', and Status 'Active'. The status is indicated by a checked checkbox icon. The same three buttons ('SAVE', 'BACK', 'ACTIVE') are present below the form.

Gambar 119 Halaman Checklist Info (Active)

Checklist Info

The screenshot shows a checklist entry with the following details: Code 'CHC.2212.000012', Checklist Name 'BAN', Order Key '1', and Status 'Non-Active'. The status is indicated by an unchecked checkbox icon. The same three buttons ('SAVE', 'BACK', 'ACTIVE') are present below the form.

Gambar 120 Halaman Checklist Info (Non-Active)

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

3.1.21 Master Approval

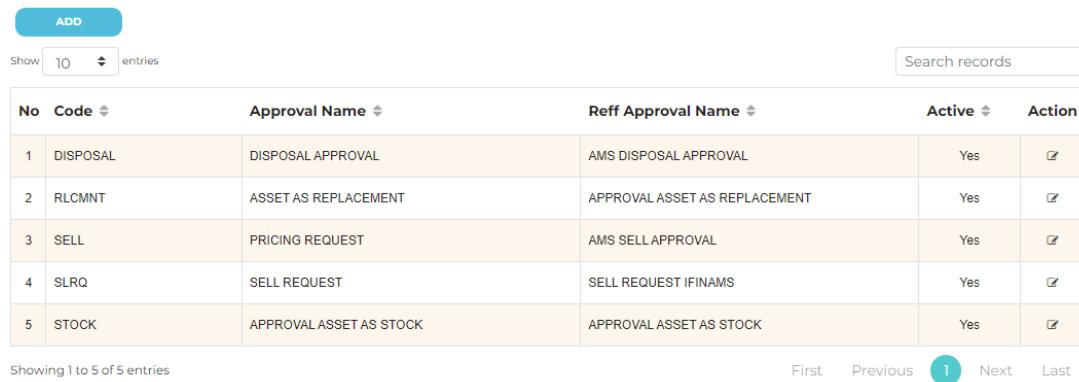
Sub Menu Master Approval dapat diakses oleh user melalui modul **Fixed Asset Management > System Setting > Master Approval**. Sub Menu Master Approval dapat digunakan oleh user untuk melakukan setting terhadap data yang membutuhkan approval.

3.1.21.1 Step Process Master Approval

Berikut adalah Step Process Master Approval:

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

Master Approval List



No	Code	Approval Name	Reff Approval Name	Active	Action
1	DISPOSAL	DISPOSAL APPROVAL	AMS DISPOSAL APPROVAL	Yes	<input checked="" type="checkbox"/>
2	RLCMNT	ASSET AS REPLACEMENT	APPROVAL ASSET AS REPLACEMENT	Yes	<input checked="" type="checkbox"/>
3	SELL	PRICING REQUEST	AMS SELL APPROVAL	Yes	<input checked="" type="checkbox"/>
4	SLRQ	SELL REQUEST	SELL REQUEST IFINAMS	Yes	<input checked="" type="checkbox"/>
5	STOCK	APPROVAL ASSET AS STOCK	APPROVAL ASSET AS STOCK	Yes	<input checked="" type="checkbox"/>

Showing 1 to 5 of 5 entries

First Previous  Next Last

Gambar 121 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.

 Innovation Comprehensive Technology	USER GUIDE		
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Master Approval Info

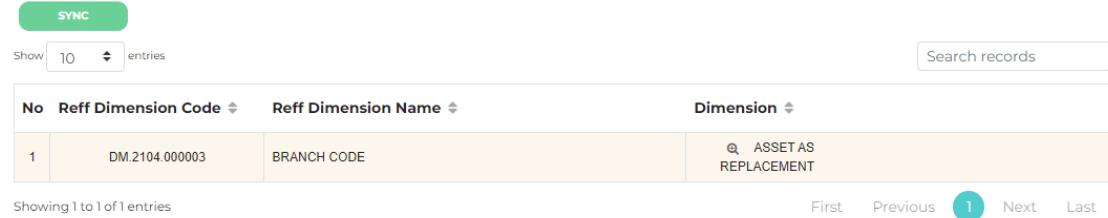


The screenshot shows a form titled "Master Approval Info". It includes fields for "Code *", "Approval Name *", and "Approval *". There is also a "Reff Approval Name" field with a dropdown menu and a checkbox labeled "Active". Buttons for "SAVE" and "BACK" are at the top.

Gambar 122 Halaman Master Approval Info

- c. Jika user memberi tanda checklist **Active** maka data dapat digunakan dan status data Master Approval akan berubah menjadi active, sedangkan jika user tidak memberi tanda checklist **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 **SYNC** untuk melakukan sinkronisasi data Approval Dimension pada sistem.

Approval Dimension List



The screenshot shows a table titled "Approval Dimension List". It has columns for "No", "Reff Dimension Code", "Reff Dimension Name", and "Dimension". A single row is displayed with values: No 1, Reff Dimension Code DM.2104.00003, Reff Dimension Name BRANCH CODE, and Dimension ASSET AS REPLACEMENT. A "SYNC" button is located at the top left of the table area.

Gambar 123 Halaman Approval Dimension List

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

3.2 Transaction

Transaction adalah Menu untuk melakukan proses transaksi-transaksi terkait dengan permintaan pembelian asset, penyerahan asset, maintenance, opname, depreciation, adjustment dan SPAF Claim Asset. Berikut adalah detail penjelasan per masing-masing sub menu yang akan digunakan oleh user.

 Innovation Comprehensive Technology	USER GUIDE		
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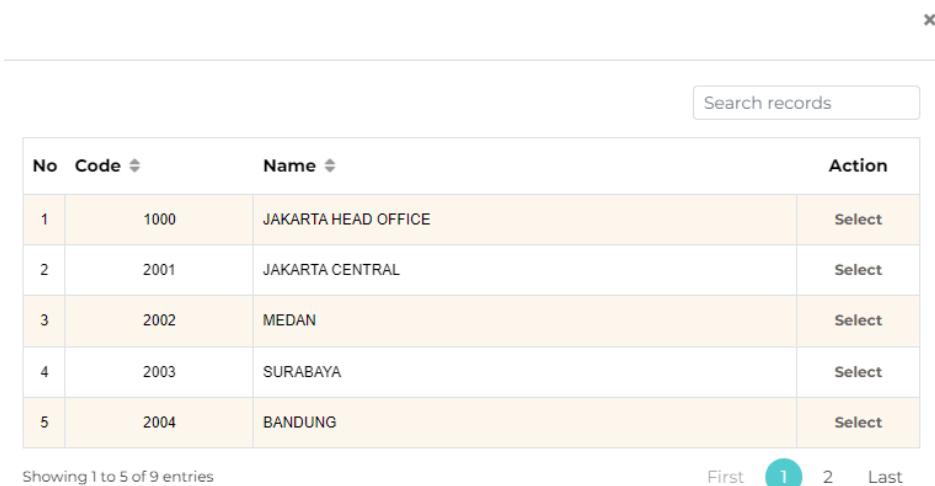
3.2.1 Handover Request

Sub Menu Handover Request dapat diakses oleh user melalui modul **Fixed Asset Management > Transaction > Handover Request**. Sub Menu Handover Request dapat digunakan oleh user untuk melakukan proses permintaan serah terima asset yang mana jika sudah dilakukan posting maka data Handover Request akan diproses lebih lanjut pada sub menu Handover.

3.2.1.1 Step Process Handover Request

Berikut adalah Step Process Handover 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 124 Halaman Look Up Branch

- b. Pilih Status yang akan dilihat kemudian klik tombol dropdown list Status  maka sistem akan menampilkan halaman Handover Request List.

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Handover Request List

PROCEED

Branch	Status
JAKARTA HEAD OFFICE	HOLD
Show 10 entries	Search records

No	Code	Branch	Type	Date	Estimate Delivery Date	From / To	Asset	Status	Remark
1	2034.OPLHA.2308.00005	TANGERANG	PICK UP	19/08/2023		KURNIA IRAWAN INTERNAL	2034.AST.2308.00001 MAZDA-CX-MAZDA CX-8 B 079 C	HOLD	Penarikan Unit Sewa, Stop Billing Untuk Agreement No : 0000001/4/34/08/2023. dari Asset : 2034 AST 2308.00001 - MAZDA-CX-MAZDA CX-8.
2	1000.WOHR.2308.00001	JAKARTA HEAD OFFICE	MAINTENANCE IN	21/08/2023		TAN SIOK KHOEN MIGRASI	4120030250 COLT DIESEL FE 71 BM9084TQ	HOLD	Pengembalian Asset 4120030250
3	1000.WOHR.2308.00002	JAKARTA HEAD OFFICE	MAINTENANCE IN	22/08/2023		DIPO INTERNASIONAL PAHALA OTOMOTIF - JAKARTA SELATAN - SULTAN ISKANDAR MUDA MIGRASI	4120030582 PAJERO SPORT DAKAR HI-POWER 2.5L 4X2 A/T B1868PJJ	HOLD	Pengembalian Asset 4120030582
4	1000.WOHR.2308.00007	JAKARTA HEAD OFFICE	MAINTENANCE IN	23/08/2023		PT.REEFCONINDO CEMERLANG INTI (EXPRESS TYRE) MIGRASI	4120035845 ALL NEW PAJERO SPORT (CKD) EXCEED 4X2 A/T (2.5L 5A/T) (WHITE) B1505UJV	HOLD	Pengembalian Asset 4120035845
5	1000.WOHR.2308.00006	JAKARTA HEAD OFFICE	MAINTENANCE IN	22/08/2023		ARMADA INTERNATIONAL MOTOR - MAGELANG - SOEKARNO HATTA MIGRASI	4120036214 GRAN MAX 1.3 BLIND VAN FH B9010PCR	HOLD	Pengembalian Asset 4120036214
6	1000.WOHR.2308.00003	JAKARTA HEAD OFFICE	MAINTENANCE IN	22/08/2023		AUTO 2000 - JAKARTA - KERAMATJATI MIGRASI	4120037934 ALL NEW AVANZA 1.3 G M/T L1310GT	HOLD	Pengembalian Asset 4120037934
7	1000.WOHR.2308.00004	JAKARTA HEAD OFFICE	MAINTENANCE IN	22/08/2023		ARMADA INTERNATIONAL MOTOR - MAGELANG - SOEKARNO HATTA MIGRASI	4120039690 GRAN MAX 1.3 BLIND VAN AC B9939SCL	HOLD	Pengembalian Asset 4120039690
8	1000.WOHR.2308.00005	JAKARTA HEAD OFFICE	MAINTENANCE IN	22/08/2023		ARMADA INTERNATIONAL MOTOR - MAGELANG - SOEKARNO HATTA MIGRASI	4120039690 GRAN MAX 1.3 BLIND VAN AC B9939SCL	HOLD	Pengembalian Asset 4120039690

Showing 1 to 8 of 8 entries

First Previous **1** Next Last

Gambar 125 Halaman Handover Request List

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

- c. User dapat memberi tanda checklist “” pada baris data Handover Request List kemudian klik tombol **PROCEED** untuk melanjutkan proses data ke sub menu Handover.

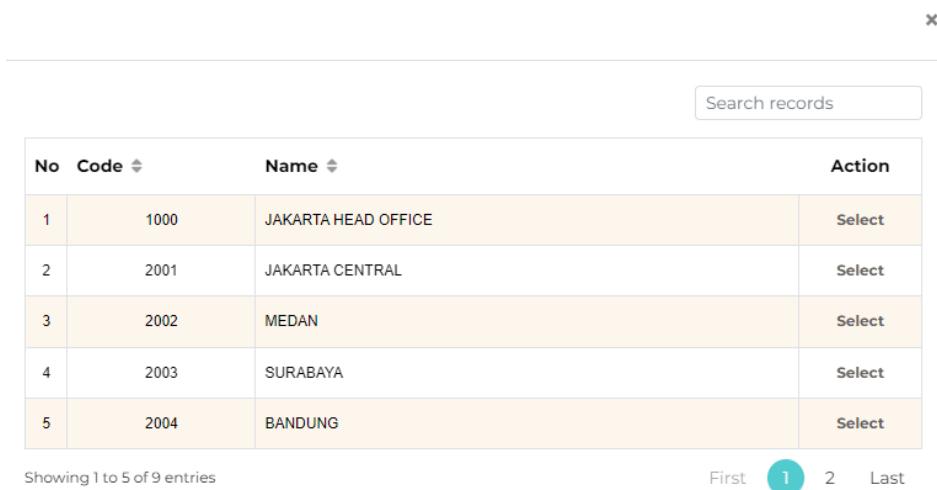
3.2.2 Handover

Sub Menu Handover dapat diakses oleh user melalui modul **Fixed Asset Management > Transaction > Handover**. Sub Menu Handover dapat digunakan oleh user untuk melakukan proses serah terima Asset pada sistem.

3.2.2.1 Step Process Handover

Berikut adalah Step Process Handover:

- 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 126 Halaman Look Up Branch

- b. Pilih Status yang akan dilihat kemudian klik tombol Dropdown List Status , maka sistem akan menampilkan halaman Handover List.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

Handover List

Branch		Status	Type / Status						
 JAKARTA HEAD OFFICE		HOLD							
Show 10 entries			<input type="button" value="Search records"/>						
No	Code	Branch	Type	Date	Reff Code	Asset	Remark	Status	Action
1	1000.HNR.2308.000001	JAKARTA HEAD OFFICE	MOBILISASI	24/08/2023	DSF.PRR.2308.000035 PROCUREMENT MOBILISASI	4120036494 Honda HR-V 1,5L E CVT B2065PKZ	Mobilisasi Asset 4120036494 Honda HR-V 1,5L E CVT	HOLD	

Showing 1 to 1 of 1 entries

First Previous  Next Last

Gambar 127 Halaman Handover List

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

Handover Info

SAVE	POST	CANCEL	BACK	PRINT SURAT TUGAS	PRINT ORDER	PRINT BAST	PRINT GATE PASS
Code <input type="text" value="1000.HNR.2310.000009"/>	Branch *  JAKARTA HEAD OFFICE	Status <input type="text" value="HOLD"/>					
Transaction Date * <input type="text" value="16/10/2023"/>	Type / Status <input type="text" value="DELIVERY"/>	Request BAST Date <input type="text" value="28/10/2023"/>					
Handover Date * <input type="text" value="dd/mm/yyyy"/>	Handover From <input type="text" value="PT. DIPO START FINANCE"/>	Handover To <input type="text" value="BERLIAN SENTOSA"/>					
Handover Area / Phone <input type="text" value="62 - 81228188321"/>	Handover Address <input type="text" value="JL. PETA SELATAN NO.6C"/>	Courier <input type="text"/>					
PIC Handover Name <input type="text"/>	PIC Handover Address <input type="text"/>	PIC Handover Area / Phone <input type="text"/>					
PIC Recipient Name <input type="text"/>	PIC Recipient Area / Phone <input type="text"/>	BBN <input type="text"/>					
Process Status 	Delivery Plan Date <input type="text" value="dd/mm/yyyy"/>	Unit Condition * <input type="text"/>	Remark * <input type="text" value="Pengiriman Unit Sewa Untuk Application : 0000014/4/00/10/2023 - BERLIAN SENTOSA. Asset"/>				
KM * <input type="text" value="0"/>	Ref Name <input type="text" value="XPANDER 1.5L SPORT-L (4X2) M/T MY21"/>	Plat No <input type="text" value="B 1234"/>					
Ref Code <input type="text" value="1000.OPLAA.2310.000023"/>	FA Name <input type="text" value="MITSUBISHI-FE PAJERO SPORT EXCEED A/T 4X4"/>	Colour <input type="text"/>					
FA Code <input type="text" value="1000.AST.2310.00005"/>	Chasis No <input type="text" value="MXBDTG1234567"/>	Engine No <input type="text" value="MXBDTG1234567"/>					

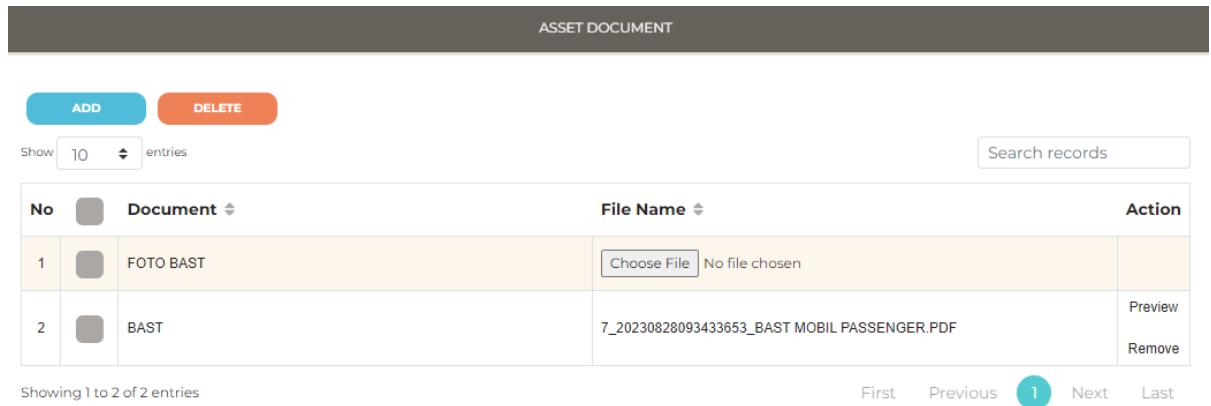
Gambar 128 Halaman Handover Info

IMS Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

- d. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.
- e. Pada halaman Handover Info, terdapat halaman Tab, antara lain: Tab Asset Document.

Tab Asset Document

- f. Pada halaman Handover Info Tab Asset Document sistem akan menampilkan informasi listing data dokumen yang digunakan saat penyerahan asset. Klik tombol **ADD** untuk menambahkan data pada tampilan Tab Asset Document.

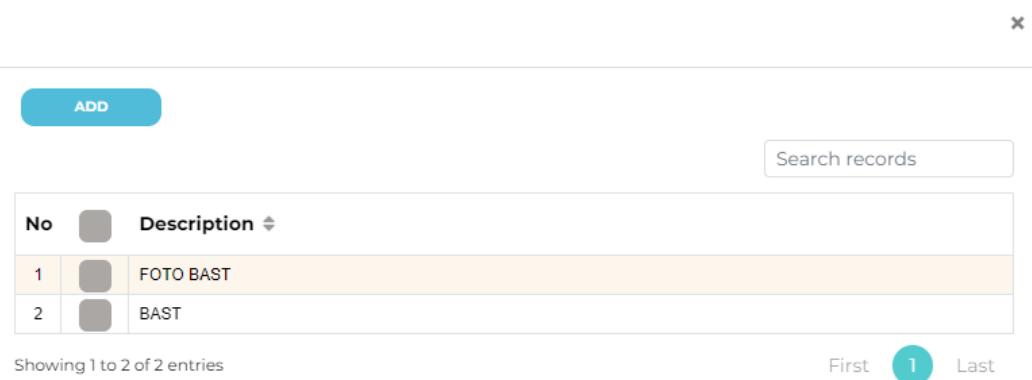


ASSET DOCUMENT			
No	Document	File Name	Action
1	FOTO BAST	Choose File No file chosen	
2	BAST	7_20230828093433653_BAST MOBIL PASSENGER.PDF	Preview Remove

Show 10 entries Search records

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

Gambar 129 Halaman Tab Asset Document

- g. Untuk menambahkan data Tab Asset Document, user dapat memberi tanda checklist “


No	Description	Action
1	FOTO BAST	
2	BAST	

Search records

Showing 1 to 2 of 2 entries First 1 Last

Gambar 130 Halaman Look Up Asset Document

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

- h. User dapat melihat dokumen yang telah diupload pada Tab Asset Document dengan mengklik tombol **Preview** atau menghapus dokumen yang telah diupload pada Tab Asset Document dengan mengklik tombol **Remove**.
- i. Untuk menghapus data Tab Asset Document, user dapat memberi tanda checklist “” pada baris data Tab Asset Document List kemudian klik tombol **DELETE**.
- j. Setelah data Handover berhasil disimpan, klik tombol **POST** untuk memposting data Handover dan status data akan berubah menjadi Post, atau klik tombol **CANCEL** untuk membatalkan proses Handover dan status data akan berubah menjadi Cancel. Selain itu, user dapat mencetak surat tugas handover dengan mengklik tombol **PRINT SURAT TUGAS**, atau mencetak surat order dengan mengklik tombol **PRINT ORDER**, atau mencetak surat gate pass dengan mengklik tombol **PRINT GATE PASS**, atau mencetak surat berita acara serah terima dengan mengklik tombol **PRINT BAST**.

3.2.3 Asset

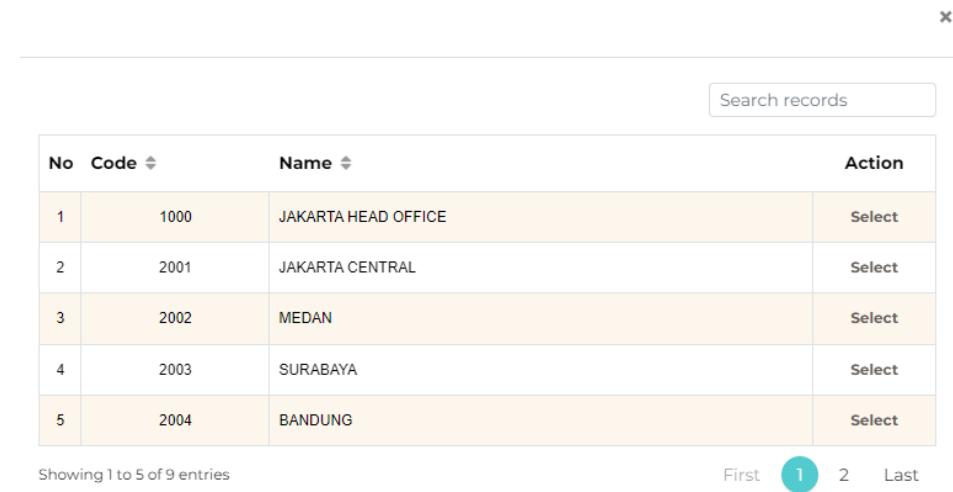
Sub Menu Asset dapat diakses oleh user melalui modul **Fixed Asset Management > Transaction > Asset**. Sub Menu Asset dapat digunakan oleh user untuk melakukan proses pendaftaran data Asset pada sistem.

3.2.3.1 Step Process Asset

Berikut adalah Step Process Asset:

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

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A screenshot of a web-based application interface titled "Look Up Branch". 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". In the center, there is a page number "1" inside a teal circle, with "First" to its left and "Last" to its right. To the right of the page number are navigation icons for "1", "2", and "Last".

Gambar 131 Halaman Look Up Branch

- b. Untuk melakukan tracking terhadap kondisi asset, user dapat memberi tanda checklist “


A screenshot of a web-based application interface titled "Look Up Tracking Transaction". At the top right is a search bar labeled "Search records". Below it is a table with columns "No", "Code", "Date", "Office Name", "Status", and "Transaction". The table contains one row of data:

No	Code	Date	Office Name	Status	Transaction
1	1000.SL.2308.00005	23/08/2023	JAKARTA HEAD OFFICE	HOLD	SALE

At the bottom left, it says "Showing 1 to 1 of 1 entries". In the center, there is a page number "1" inside a teal circle, with "First" to its left and "Last" to its right.

Gambar 132 Halaman Look Up Tracking Transaction

- c. Klik tombol **ADD** untuk menambahkan data pada tampilan Asset List.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

Asset List

		ADD	TRACKING TRANSACTION	Branch	Status	Asset Type				
No	Code/Branch	Purchase Date	Item/Colour/Year	Plat/Engine/Chassis No/KM	Agr. No/ Client Name	Status/Fiscal	Rental/Process Status	City / Parking Location	Remark	Action
1	1000 ASM.2310.0004 JAKARTA HEAD OFFICE	03/10/2023	NEW XPANDER 1.5L SPORT-L (4X2) M/T MY23	HONDA H2 MHK42131231FSAE		REPLACEMENT ON HAND			testing	
2	1000 ASM.2310.0005 JAKARTA HEAD OFFICE	04/10/2023	ALL NEW PAJERO SPORT EXCEED 4X2 M/T (2.5L 5M/T)	weq qweqweq dasdas		REPLACEMENT ON HAND			test	
3	1000 AST.2310.0002 JAKARTA HEAD OFFICE	02/10/2023	NEW XPANDER 1.5L SPORT-L (4X2) M/T MY23	T9643EE 4A91KBS8991 MKZNCXTATPJ009013 0		REPLACEMENT ON HAND			GTS - Asset No : 1000 OPLAA 2310.00003 - Year : 2021 - Condition : NEW - Colour : KUNING - Transmission : AT	

Showing 1 to 3 of 3 entries

First Previous Next Last

Gambar 133 Halaman Asset List

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

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

Asset Info

SAVE
BACK

Code	-Auto Generate-			Item *	Status		
				<input type="text"/>	HOLD	/	<input type="text"/>
Condition	<input checked="" type="radio"/> NEW <input type="radio"/> USED			Process Status	<input type="text"/>		
Vendor *	<input type="text"/>			Category	<input type="text"/>		
Remark *	<input type="text"/>			Fisical Status	<input type="text"/>		
Asset From	<input checked="" type="radio"/> RENT <input type="radio"/> BUY			Use By	<input type="text"/>		
PO No	<input type="text"/>			Purchase Date *	<input type="text"/>		
Invoice No	<input type="text"/>			Invoice Date	<input type="text"/>		
PPH %	<input type="text"/>			PPN %	<input type="text"/>		
				Purchase Price *	<input type="text"/>		
				Original Price *	<input type="text"/>		
				Residual Value	<input type="text"/>		
Branch *	<input type="text"/>			Division *	<input type="text"/>		
Depre	<input type="text"/>			Department *	<input type="text"/>		
Usefull	<input type="text"/>			Depre Commercial	<input type="text"/>		
Reserved By	<input type="text"/>			Reserved Date	<input type="text"/>		
<hr/>							

Gambar 134 Halaman Asset Info (1)

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

Unit Province <input type="text"/>	Unit City <input type="text"/>	Parking Location <input type="text"/>
Last Location <input type="text"/>		
Warranty (Year) <input type="text"/>	Warranty Start Date <input type="text"/>	Warranty End Date <input type="text"/>
Warranty Remark <input type="text"/>		
Insured Name <input type="text"/>	Policy No <input type="text"/>	Policy Eff/Exp Date <input type="text"/> / <input type="text"/>
With Maintenance Routin <input checked="" type="checkbox"/>	Last Service Date <input type="text"/>	Last Miles <input type="text"/>
Sold Request <input checked="" type="checkbox"/>	Sell Request Amount <input type="text"/>	Sell Date <input type="text"/>
Sell Amount <input type="text"/> 0.00		
SPAF Amount <input type="text"/> 0.00	Subvention Amount <input type="text"/> 0.00	
Claim SPAF <input type="text"/>	Claim SPAF Date <input type="text"/>	
Last Opname Date <input type="text"/>	Last Opname Condition <input type="text"/>	
Disposal Date <input type="text"/>	Work Order No <input type="text"/>	Work Order Status <input type="text"/>
Total Depre Commercial <input type="text"/> 0.00	Depre Period Commercial <input type="text"/>	Net Book Value Commercial <input type="text"/> 0.00
Total Depre Fiscal <input type="text"/> 0.00	Depre Period Fiscal <input type="text"/>	Net Book Value Fiscal <input type="text"/> 0.00

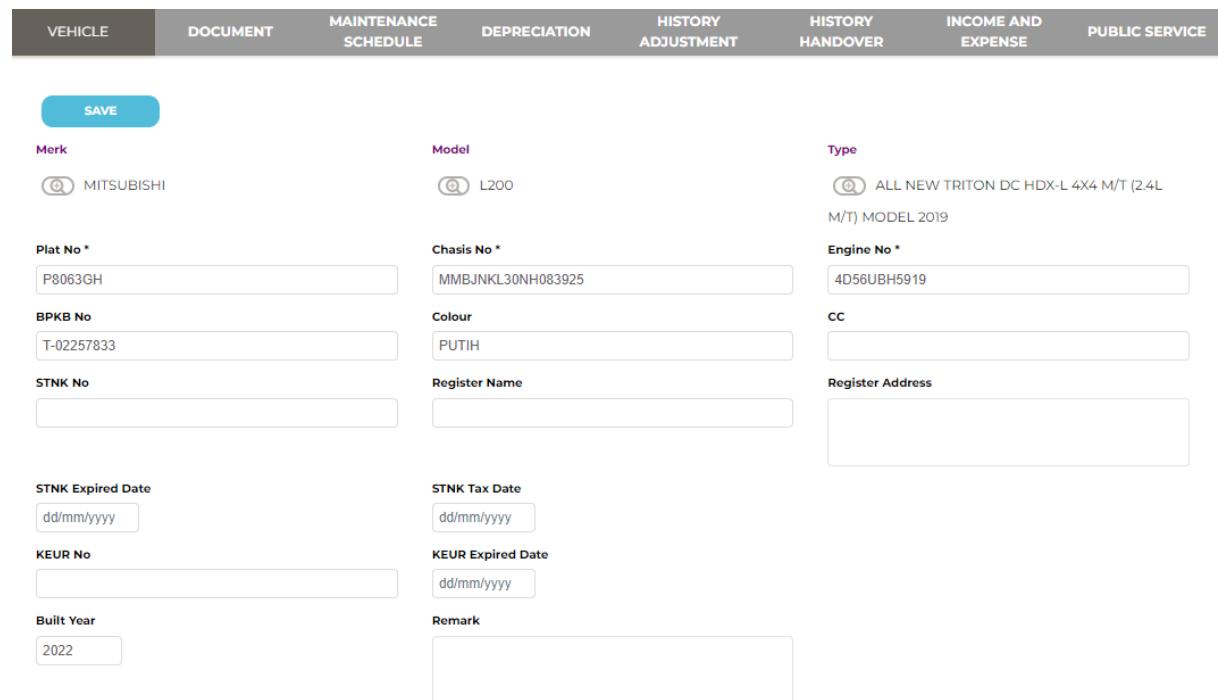
Gambar 135 Halaman Asset Info (2)

- e. Setelah data Asset berhasil disimpan, maka sistem akan menampilkan halaman Tab, antara lain: Tab Vehicle, Tab Document, Tab Maintenance Schedule, Tab Depreciation, Tab History Adjustment, Tab History Handover, Tab Income Expense, dan Tab Public Service.

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Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

Tab Vehicle

- f. Pada halaman Asset Info Tab Vehicle, sistem akan menampilkan informasi asset yang tergolong dalam kendaraan bergerak dan perlu dilengkapi. Klik tombol **SAVE** untuk menyimpan data Tab Vehicle.



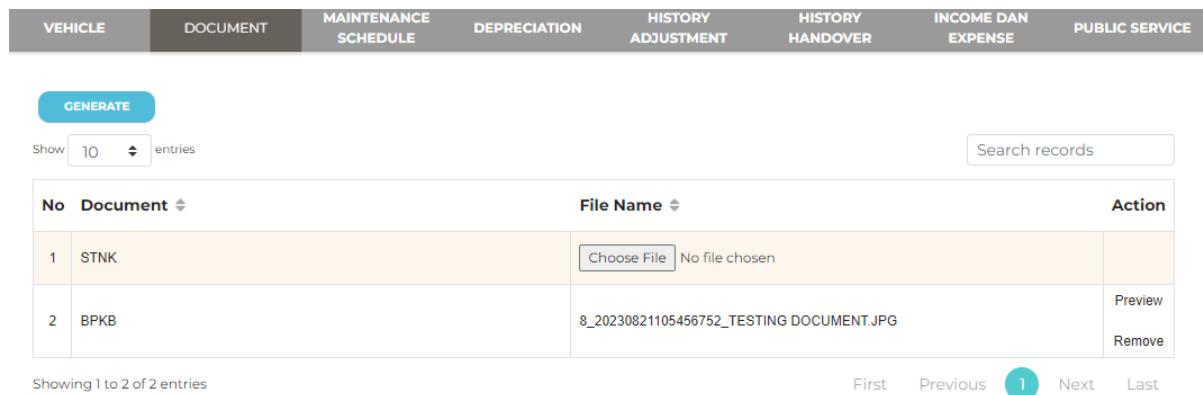
VEHICLE	DOCUMENT	MAINTENANCE SCHEDULE	DEPRECIATION	HISTORY ADJUSTMENT	HISTORY HANDOVER	INCOME AND EXPENSE	PUBLIC SERVICE																																										
<div style="text-align: center;"> <input style="background-color: #007bff; color: white; border-radius: 10px; padding: 5px 10px; margin-bottom: 10px;" type="button" value="SAVE"/> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Merk</td> <td style="width: 25%;">Model</td> <td style="width: 25%;">Type</td> </tr> <tr> <td>MITSUBISHI</td> <td>L200</td> <td>ALL NEW TRITON DC HDX-L 4X4 M/T (2.4L M/T) MODEL 2019</td> </tr> <tr> <td>Plat No *</td> <td>Chassis No *</td> <td>Engine No *</td> </tr> <tr> <td>P8063GH</td> <td>MMBJNKL30NH083925</td> <td>4D56UBH5919</td> </tr> <tr> <td>BPKB No</td> <td>Colour</td> <td>CC</td> </tr> <tr> <td>T-02257833</td> <td>PUTIH</td> <td></td> </tr> <tr> <td>STNK No</td> <td>Register Name</td> <td>Register Address</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>STNK Expired Date</td> <td>STNK Tax Date</td> <td></td> </tr> <tr> <td>dd/mm/yyyy</td> <td>dd/mm/yyyy</td> <td></td> </tr> <tr> <td>KEUR No</td> <td>KEUR Expired Date</td> <td></td> </tr> <tr> <td></td> <td>dd/mm/yyyy</td> <td></td> </tr> <tr> <td>Built Year</td> <td>Remark</td> <td></td> </tr> <tr> <td>2022</td> <td></td> <td></td> </tr> </table> </div>								Merk	Model	Type	MITSUBISHI	L200	ALL NEW TRITON DC HDX-L 4X4 M/T (2.4L M/T) MODEL 2019	Plat No *	Chassis No *	Engine No *	P8063GH	MMBJNKL30NH083925	4D56UBH5919	BPKB No	Colour	CC	T-02257833	PUTIH		STNK No	Register Name	Register Address				STNK Expired Date	STNK Tax Date		dd/mm/yyyy	dd/mm/yyyy		KEUR No	KEUR Expired Date			dd/mm/yyyy		Built Year	Remark		2022		
Merk	Model	Type																																															
MITSUBISHI	L200	ALL NEW TRITON DC HDX-L 4X4 M/T (2.4L M/T) MODEL 2019																																															
Plat No *	Chassis No *	Engine No *																																															
P8063GH	MMBJNKL30NH083925	4D56UBH5919																																															
BPKB No	Colour	CC																																															
T-02257833	PUTIH																																																
STNK No	Register Name	Register Address																																															
STNK Expired Date	STNK Tax Date																																																
dd/mm/yyyy	dd/mm/yyyy																																																
KEUR No	KEUR Expired Date																																																
	dd/mm/yyyy																																																
Built Year	Remark																																																
2022																																																	

Gambar 136 Halaman Tab Vehicle

Tab Document

- g. Pada halaman Asset Info Tab Document, klik tombol **GENERATE** untuk men-generate listing dokumen yang akan diupload mengenai kelengkapan Asset.

 Innovation Comprehensive Technology	USER GUIDE		
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The screenshot shows the 'DOCUMENT' tab interface. At the top, there are tabs: VEHICLE, DOCUMENT, MAINTENANCE SCHEDULE, DEPRECIATION, HISTORY ADJUSTMENT, HISTORY HANDOVER, INCOME DAN EXPENSE, and PUBLIC SERVICE. Below the tabs is a 'GENERATE' button. A dropdown menu shows 'Show 10 entries'. A search bar says 'Search records'. The main area is a table with the following data:

No	Document	File Name	Action
1	STNK	Choose File No file chosen	
2	BPKB	8_20230821105456752_TESTING DOCUMENT.JPG	Preview Remove

Below the table, it says 'Showing 1 to 2 of 2 entries'. Navigation buttons include First, Previous, Next, Last, and a page number '1'.

Gambar 137 Halaman Tab Document

- h. User dapat melihat dokumen yang telah diupload pada Tab Document dengan mengklik tombol **Preview** atau menghapus dokumen yang telah diupload pada Tab Document dengan mengklik tombol **Remove**.

Tab Maintenance Schedule

- i. Pada halaman Asset Info Tab Maintenance Schedule, klik tombol **GENERATE** untuk men-generate listing data jadwal maintenance suatu asset. Lengkapi data pada field yang tersedia, kemudian klik tombol **SAVE** untuk menyimpan data.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
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VEHICLE	DOCUMENT	MAINTENANCE SCHEDULE	DEPRECIATION	HISTORY ADJUSTMENT	HISTORY HANDOVER	INCOME DAN EXPENSE	PUBLIC SERVICE				
GENERATE				SAVE							
Show 10 entries											
Search records											
No	Service Date	Service Due Date	Status	Reff No	Miles	Month	Hour				
1	SERVICE ROUTINE	21/02/2024	SCHEDULE PENDING			6					
2	SERVICE ROUTINE	21/08/2024	SCHEDULE PENDING			12					
3	SERVICE ROUTINE	21/02/2025	SCHEDULE PENDING			18					
4	SERVICE ROUTINE	21/08/2025	SCHEDULE PENDING			24					
5	SERVICE ROUTINE	21/02/2026	SCHEDULE PENDING			30					
6	SERVICE ROUTINE	21/08/2026	SCHEDULE PENDING			36					
7	SERVICE ROUTINE	21/02/2027	SCHEDULE PENDING			42					
8	SERVICE ROUTINE	21/08/2027	SCHEDULE PENDING			48					

Showing 1 to 8 of 8 entries

First Previous 1 Next Last

Gambar 138 Halaman Tab Maintenance Schedule

Tab Depreciation

- j. Pada halaman Asset Info Tab Depreciation, sistem akan menampilkan informasi harga asli dan nilai buku bersih dari penyusutan commercial dan fiscal. Schedule Depreciation akan dihitung 1 bulan penuh walaupun tanggal perolehan tidak pada tanggal 1 bulan berjalan. Field Date selalu terisi tanggal akhir bulan.

Tab Commercial

- k. Pada halaman Asset Info Tab Depreciation Tab Commercial, sistem akan menampilkan informasi harga asli dan nilai buku bersih dari penyusutan commercial.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
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VEHICLE	DOCUMENT	MAINTENANCE SCHEDULE	DEPRECIATION	HISTORY ADJUSTMENT	HISTORY HANDOVER	INCOME DAN EXPENSE	PUBLIC SERVICE
	COMMERCIAL						FISCAL
Show	10	entries					Search records
No	Date	Transaction Code	Depre Amount	Accum Depre Amount		Net Book Value	
1	31/08/2023		8,333,333.33	8,333,333.33		391,666,666.67	
2	30/09/2023		8,333,333.33	16,666,666.66		383,333,333.34	
3	31/10/2023		8,333,333.33	24,999,999.99		375,000,000.01	
4	30/11/2023		8,333,333.33	33,333,333.32		366,666,666.68	
5	31/12/2023		8,333,333.33	41,666,666.65		358,333,333.35	
6	31/01/2024		8,333,333.33	49,999,999.98		350,000,000.02	
7	29/02/2024		8,333,333.33	58,333,333.31		341,666,666.69	
8	31/03/2024		8,333,333.33	66,666,666.64		333,333,333.36	
9	30/04/2024		8,333,333.33	74,999,999.97		325,000,000.03	
10	31/05/2024		8,333,333.33	83,333,333.30		316,666,666.70	

Showing 1 to 10 of 48 entries

First Previous 1 2 3 4 5 Next Last

Gambar 139 Halaman Tab Depreciation Tab Commercial

Tab Fiscal

- I. Pada halaman Asset Info Tab Depreciation Tab Fiscal, sistem akan menampilkan informasi harga asli dan nilai buku bersih dari penyusutan fiscal.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

VEHICLE	DOCUMENT	MAINTENANCE SCHEDULE	DEPRECIATION	HISTORY ADJUSTMENT	HISTORY HANDOVER	INCOME DAN EXPENSE	PUBLIC SERVICE
COMMERCIAL				FISCAL			
Show 10 entries							
No	Date	Depre Amount	Accum Depre Amount			Net Book Value	
1	31/08/2023	8,333,333.33			8,333,333.33	391,666,666.67	
2	30/09/2023	8,333,333.33			16,666,666.66	383,333,333.34	
3	31/10/2023	8,333,333.33			24,999,999.99	375,000,000.01	
4	30/11/2023	8,333,333.33			33,333,333.32	366,666,666.68	
5	31/12/2023	8,333,333.33			41,666,666.65	358,333,333.35	
6	31/01/2024	7,465,277.78			49,131,944.43	350,868,055.57	
7	29/02/2024	7,465,277.78			56,597,222.21	343,402,777.79	
8	31/03/2024	7,465,277.78			64,062,499.99	335,937,500.01	
9	30/04/2024	7,465,277.78			71,527,777.77	328,472,222.23	
10	31/05/2024	7,465,277.78			78,993,055.55	321,006,944.45	

Showing 1 to 10 of 96 entries

First Previous 1 2 3 4 5 ... 10 Next Last

Gambar 140 Halaman Tab Depreciation Tab Fiscal

Tab History Adjustment

- m. Pada halaman Asset Info Tab History Adjustment, sistem akan menampilkan informasi history adjustment nilai Asset yang terdapat jurnal pada transaksi.

VEHICLE	DOCUMENT	MAINTENANCE SCHEDULE	DEPRECIATION	HISTORY ADJUSTMENT	HISTORY HANDOVER	INCOME DAN EXPENSE	PUBLIC SERVICE
Show 10 entries							
No	Code	Adjstment Date	Old NetBook Value	New NetBook Value	Total Adjustment	Remark	
1	0000.ADJ.2307.00082	27/07/2023	704,000,000.00	704,000,000.00	2,000,000.00	ADJUSTMENT FROM PROCUREMENT	
2	0000.ADJ.2307.00083	27/07/2023	704,000,000.00	704,000,000.00	2,000,000.00	ADJUSTMENT FROM PROCUREMENT	

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

Gambar 141 Halaman Tab History Adjustment

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

Tab History Handover

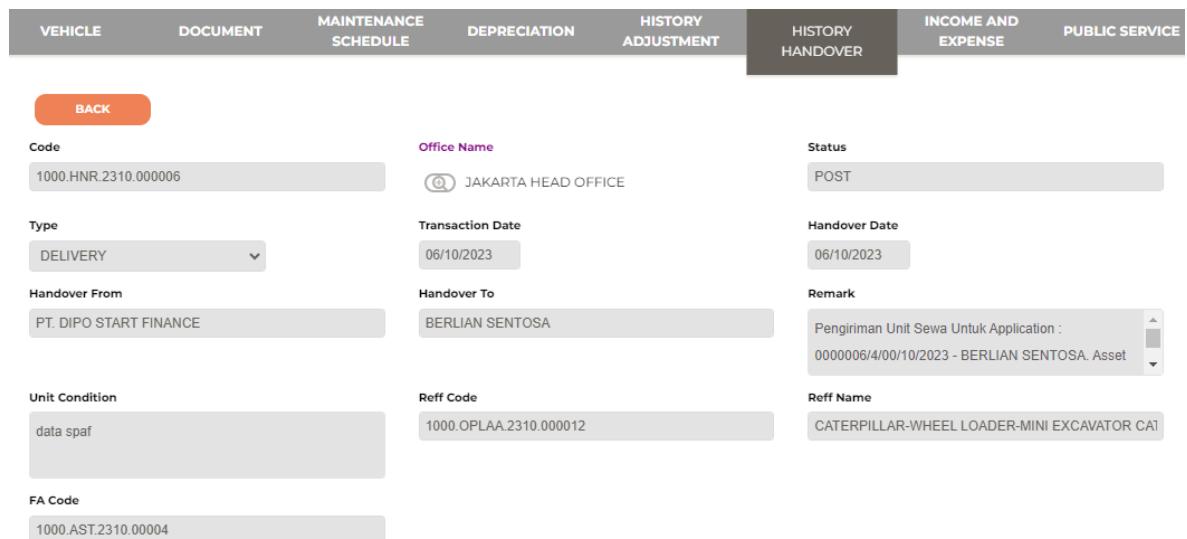
- n. Pada halaman Asset Info Tab History Handover, sistem akan menampilkan informasi history handover dokumen Asset yang terdapat jurnal pada transaksi.



The screenshot shows a table with columns: No, Code, Type, Date, Remark, and Action. There is one entry: No 1, Code 0001.HNR.2301.000007, Type DELIVERY, Date 31/01/2023, Remark Pengiriman Unit Sewa Untuk Application : 0001.OPLAP.2301.000050 - RANGGA. Asset NISSAN X-TRAIL, and Action (checkbox). Below the table, it says Showing 1 to 1 of 1 entries and includes navigation buttons: First, Previous, Next (with page number 1), and Last.

Gambar 142 Halaman Tab History Handover

- o. Klik tombol  untuk melihat detail data Tab History Handover.



The form contains fields for: Code (1000.HNR.2310.000006), Office Name (JAKARTA HEAD OFFICE), Status (POST); Type (DELIVERY), Transaction Date (06/10/2023), Handover Date (06/10/2023); Handover From (PT. DIPLO START FINANCE), Handover To (BERLIAN SENTOSA), Remark (Pengiriman Unit Sewa Untuk Application : 0000006/4/00/10/2023 - BERLIAN SENTOSA. Asset); Unit Condition (data spaf), Ref Code (1000.OPLAA.2310.000012), Ref Name (CATERPILLAR-WHEEL LOADER-MINI EXCAVATOR CAT); FA Code (1000.AST.2310.00004).

Gambar 143 Halaman Tab History Handover Info

- p. Pada halaman Tab Handover Info, terdapat halaman Tab Asset Document.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

ASSET DOCUMENT

No	Document Name	File Name	Action
1		3_20230209194743777_031105000_1591617708-20200608-PROTOKOL-KESEHATAN-DI-TEMPAT-KERJA-HERMAN-7.JPG	Preview
2		4_20230209194747628_KARTU-KELUARGA-KK-KK.JPG	Preview
3			
4			
5			
6			
7		15_20230209194752786_KTP.JPG	Preview

Showing 1 to 7 of 7 entries

First Previous 1 Next Last

Gambar 144 Tab Asset Document

- q. User dapat melihat dokumen yang telah diupload pada Tab Asset Document dengan mengklik tombol [Preview](#).
- r. Klik tombol [BACK](#) untuk kembali ke halaman sebelumnya.

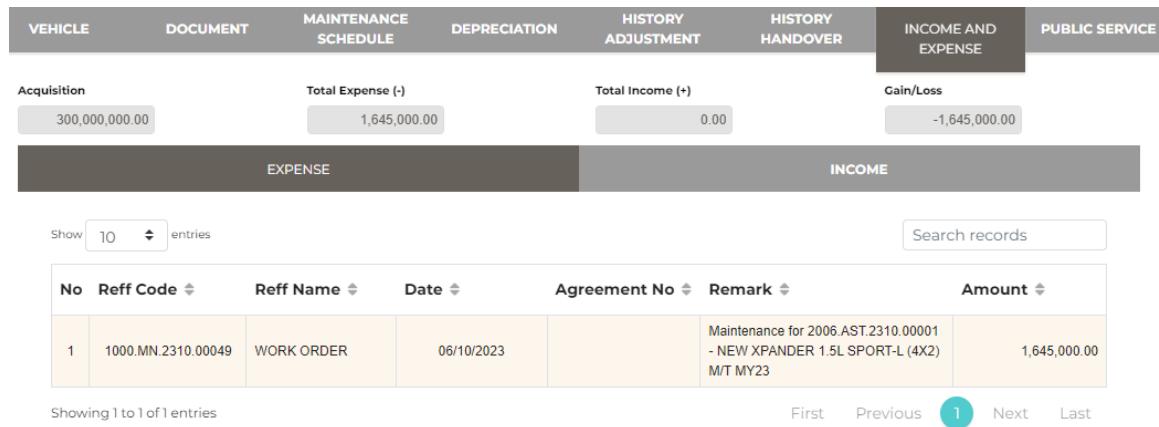
Tab Income dan Expense

- s. Halaman Asset Info Tab Income dan Expense dapat digunakan oleh user untuk menampilkan informasi pemasukan dan pengeluaran dari Asset yang telah terdaftar pada sistem.

Tab Expense

- t. Pada halaman Asset Info Tab Income dan Expense Tab Expense, sistem akan menampilkan informasi listing data total biaya pengeluaran dari asset yang telah terdaftar pada sistem.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023



The screenshot shows the 'Expense' tab of the Asset Info module. At the top, there are tabs for VEHICLE, DOCUMENT, MAINTENANCE SCHEDULE, DEPRECIATION, HISTORY ADJUSTMENT, HISTORY HANDOVER, INCOME AND EXPENSE (which is selected), and PUBLIC SERVICE. Below the tabs, there are four summary boxes: Acquisition (300,000,000.00), Total Expense (-) (1,645,000.00), Total Income (+) (0.00), and Gain/Loss (-1,645,000.00). Below these boxes, the page is divided into 'EXPENSE' and 'INCOME' sections. A table lists one expense entry:

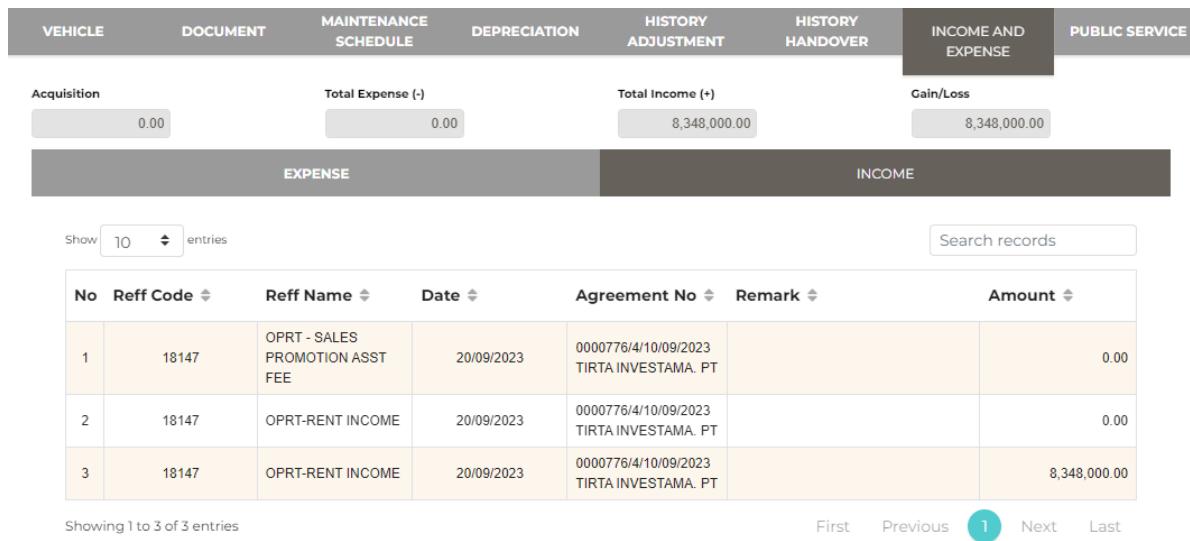
No	Reff Code	Reff Name	Date	Agreement No	Remark	Amount
1	1000.MN.2310.00049	WORK ORDER	06/10/2023		Maintenance for 2006 AST.2310.00001 - NEW XPANDER 1.5L SPORT-L (4X2) M/T MY23	1,645,000.00

At the bottom, there are buttons for Show (10 entries), Search records, First, Previous, Next (with a page number 1), and Last.

Gambar 145 Halaman Tab Expense

Tab Income

- u. Pada halaman Asset Info Tab Income dan Expense Tab Income, sistem akan menampilkan informasi listing data total pemasukan dari asset yang telah terdaftar pada sistem.



The screenshot shows the 'Income' tab of the Asset Info module. At the top, there are tabs for VEHICLE, DOCUMENT, MAINTENANCE SCHEDULE, DEPRECIATION, HISTORY ADJUSTMENT, HISTORY HANDOVER, INCOME AND EXPENSE (selected), and PUBLIC SERVICE. Below the tabs, there are four summary boxes: Acquisition (0.00), Total Expense (-) (0.00), Total Income (+) (8,348,000.00), and Gain/Loss (8,348,000.00). Below these boxes, the page is divided into 'EXPENSE' and 'INCOME' sections. A table lists three income entries:

No	Reff Code	Reff Name	Date	Agreement No	Remark	Amount
1	18147	OPRT - SALES PROMOTION ASST FEE	20/09/2023	0000776/4/10/09/2023 TIRTA INVESTAMA. PT		0.00
2	18147	OPRT-RENT INCOME	20/09/2023	0000776/4/10/09/2023 TIRTA INVESTAMA. PT		0.00
3	18147	OPRT-RENT INCOME	20/09/2023	0000776/4/10/09/2023 TIRTA INVESTAMA. PT		8,348,000.00

At the bottom, there are buttons for Show (10 entries), Search records, First, Previous, Next (with a page number 1), and Last.

Gambar 146 Halaman Tab Income

Tab Public Service

- v. Pada halaman Asset Info Tab Public Service, sistem akan menampilkan informasi listing data dari Biro Jasa yang telah terdaftar pada sistem.

 Innovation Comprehensive Technology	USER GUIDE			
Project Name	iFinancing v5		Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT		Date	September 2023

VEHICLE	DOCUMENT	DEPRECIATION	HISTORY ADJUSTMENT	HISTORY HANDOVER	INCOME DAN EXPENSE	PUBLIC SERVICE
Show 10 entries						Search records
No	Code	Date	Status	Amount	Remark	
1	1000.RMN.2308.000026	21/08/2023	DELIVERY	3,245,400.00	Perpanjangan STNK untuk asset 2034.ASM.2308.00003 B2241DK 23427AA7GGADA34254 81531Q7333AA	
2	1000.RMN.2308.000031	21/08/2023	PENDING	371,000.00	Perpanjangan STNK untuk asset 2034.ASM.2308.00003 B2241DK 23427AA7GGADA34254 81531Q7333AA	

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

Gambar 147 Halaman Tab Public Service

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

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

Asset Info

Code <input style="width: 100%; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text" value="2001.ASM.2308.00003"/>	Item * <input style="width: 100%; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text" value="VERTICAL MACHINING CENTER V2.5XP"/>	Status <input style="width: 100%; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text" value="HOLD"/> / <input style="width: 100%; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text"/>
Condition <input checked="" type="radio"/> NEW <input type="radio"/> USED	Process Status <input style="width: 100%; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text" value="NEED CLAIM BODY REPAIR"/>	Requestor * <input style="width: 100%; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text" value="JEVRI"/>
Vendor * <input style="width: 100%; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text" value="PT. DIPO STAR FINANCE"/>	Category <input style="width: 100%; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text" value="CATEGORY VEHICLE"/>	Type <input style="width: 100%; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text" value="VEHICLE"/>
Remark * <input style="width: 100%; height: 50px; border: 1px solid #ccc; border-radius: 5px;" type="text" value="Testing 28 Agustus 2023"/>	Fisical Status <input style="width: 100%; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text"/>	Agreement No / Client Name <input style="width: 100%; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text"/>
Asset From <input checked="" type="radio"/> RENT <input type="radio"/> BUY	Use By <input style="width: 100%; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text"/>	
PO No <input style="width: 100%; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text"/>	Purchase Date * <input style="width: 100%; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text" value="28/08/2023"/>	Purchase Price * <input style="width: 100%; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text" value="400,000,000.00"/>
Invoice No <input style="width: 100%; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text"/>	Invoice Date <input style="width: 100%; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text" value="dd/mm/yyyy"/>	Original Price * <input style="width: 100%; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text" value="400,000,000.00"/>
PPH % <input style="width: 100%; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text" value="0.000000"/>	PPN % <input style="width: 100%; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text" value="0.000000"/>	Residual Value <input style="width: 100%; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text" value="0.00"/>
Branch * <input style="width: 100%; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text" value="JAKARTA CENTRAL"/>	Division * <input style="width: 100%; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text" value="KONSOLIDASI"/>	Department * <input style="width: 100%; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text" value="CONSOLIDATION"/>
Depre <input checked="" type="radio"/> Depre Usefull <input style="width: 100%; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text" value="4"/>	Depre Commercial <input style="width: 100%; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text" value="DEPRE COMMERCIAL VEHICLE 4 TAHUN"/>	Depre Fiscal <input style="width: 100%; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text" value="DEPRE FISCAL VEHICLE 8TH"/>
Reserved By <input style="width: 100%; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text"/>	Reserved Date <input style="width: 100%; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text" value="dd/mm/yyyy"/>	

Gambar 148 Halaman Asset Info (Status: Hold) (1)

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

Unit Province <input type="text" value="Banten"/> Banten	Unit City <input type="text" value="Tangerang"/> Tangerang	Parking Location <input type="text" value="Alam Sutera"/>
Last Location <input type="text"/>		
Warranty (Year) <input type="text" value="0"/>	Warranty Start Date <input type="text" value="dd/mm/yyyy"/>	Warranty End Date <input type="text" value="dd/mm/yyyy"/>
Warranty Remark <input type="text"/>		
Insured Name <input type="text"/>	Policy No <input type="text"/>	Policy Eff/Exp Date <input type="text" value="dd/mm/yyyy"/> / <input type="text" value="dd/mm/yyyy"/>
With Maintenance Routin <input checked="" type="checkbox"/>		
Last Service Date <input type="text" value="dd/mm/yyyy"/>	Last Miles <input type="text"/>	
Sold Request <input checked="" type="checkbox"/>		
Sell Amount <input type="text" value="0.00"/>	Sell Request Amount <input type="text" value="0.00"/>	Sell Date <input type="text" value="dd/mm/yyyy"/>
SPAF Amount <input type="text" value="0.00"/>	Subvention Amount <input type="text" value="0.00"/>	
Claim SPAF <input type="text"/>		
Claim SPAF Date <input type="text" value="dd/mm/yyyy"/>		
Last Opname Date <input type="text" value="dd/mm/yyyy"/>	Last Opname Condition <input type="text"/>	Work Order Status <input type="text"/>
Disposal Date <input type="text" value="dd/mm/yyyy"/>		
Total Depre Commercial <input type="text" value="0.00"/>	Depre Period Commercial <input type="text"/>	Net Book Value Commercial <input type="text" value="400,000,000.00"/>
Total Depre Fiscal <input type="text" value="0.00"/>		
Depre Period Fiscal <input type="text"/>	Net Book Value Fiscal <input type="text" value="400,000,000.00"/>	

Gambar 149 Halaman Asset Info (Status: Hold) (2)

x. Ketika data Asset berstatus On Process, klik tombol **POST** untuk melakukan posting data

Asset dan status data Asset akan berubah menjadi Replacement, atau klik tombol **RETURN** untuk mengembalikan data ke proses sebelumnya lalu diperbaiki kembali dan status data Asset

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

akan berubah menjadi Hold, atau klik tombol **REJECT** untuk menolak data Asset yang tidak sesuai dan status data Asset akan berubah menjadi Reject.

Asset Info

POST
RETURN
REJECT
BACK

Code <input type="text" value="2001 ASM.2308.00003"/>	Item * <input type="text" value="VERTICAL MACHINING CENTER V2.5XP"/>	Status <input type="text" value="ON PROCESS /"/>
Condition <input checked="" type="radio"/> NEW <input type="radio"/> USED	Process Status <input type="text" value="NEED CLAIM BODY REPAIR"/>	Requestor * <input type="text" value="JEVRI"/>
Vendor * <input type="text" value="PT. DIPO STAR FINANCE"/>	Category <input type="text" value="CATEGORY VEHICLE"/>	Type <input type="text" value="VEHICLE"/>
Remark * <input type="text" value="Testing 28 Agustus 2023"/>	Fisical Status <input type="text"/>	Agreement No / Client Name <input type="text"/>
Asset From <input checked="" type="radio"/> RENT <input type="radio"/> BUY	Use By <input type="text"/>	
PO No <input type="text"/>	Purchase Date * <input type="text" value="28/08/2023"/>	Purchase Price * <input type="text" value="400,000,000.00"/>
Invoice No <input type="text"/>	Invoice Date <input type="text" value="dd/mm/yyyy"/>	Original Price * <input type="text" value="400,000,000.00"/>
PPH % <input type="text" value="0.000000"/>	PPN % <input type="text" value="0.000000"/>	Residual Value <input type="text" value="0.00"/>
Branch * <input type="text" value="JAKARTA CENTRAL"/>	Division * <input type="text" value="KONSOLIDASI"/>	Department * <input type="text" value="CONSOLIDATION"/>
Depre <input checked="" type="checkbox"/>	Depre Commercial <input type="text" value="DEPRE COMMERCIAL VEHICLE 4 TAHUN"/>	Depre Fiscal <input type="text" value="DEPRE FISCAL VEHICLE 8TH"/>
Usefull <input type="text" value="4"/>		
Reserved By <input type="text"/>	Reserved Date <input type="text" value="dd/mm/yyyy"/>	

Gambar 150 Halaman Asset Info (Status: On Process) (1)

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

Unit Province <input checked="" type="radio"/> Banten	Unit City <input checked="" type="radio"/> Tangerang	Parking Location Alam Sutera
Last Location <input checked="" type="radio"/>		
Warranty (Year) 0	Warranty Start Date dd/mm/yyyy	Warranty End Date dd/mm/yyyy
Warranty Remark 		
Insured Name 	Policy No 	Policy Eff/Exp Date dd/mm/yyyy / dd/mm/yyyy
<input checked="" type="checkbox"/> With Maintenance Routin	Last Service Date dd/mm/yyyy	Last Miles
<input checked="" type="checkbox"/> Sold Request	Sell Request Amount 	Sell Date dd/mm/yyyy
Sell Amount 0.00		
SPAF Amount 0.00	Subvention Amount 0.00	
Claim SPAF 	Claim SPAF Date dd/mm/yyyy	
Last Opname Date dd/mm/yyyy	Last Opname Condition 	
Disposal Date dd/mm/yyyy	Work Order No 	Work Order Status
Total Depre Commercial 0.00	Depre Period Commercial 	Net Book Value Commercial 400,000,000.00
Total Depre Fiscal 0.00	Depre Period Fiscal 	Net Book Value Fiscal 400,000,000.00

Gambar 151 Halaman Asset Info (Status: On Process) (2)

- y. Ketika data Asset berstatus Replacment, klik tombol **ASSET AS STOCK** untuk menjadikan data asset replacement menjadi asset stock dan status data Asset akan berubah menjadi Stock. Selain itu, user dapat mengunci field data Asset dengan mengklik tombol **LOCK**, atau membuka kembali field yang dikunci dengan mengklik tombol **UNLOCK**.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

Asset Info

SAVE
ASSET AS STOCK
LOCK
BACK

Code 4120035597	Item *  GRAND NEW AVANZA 1.3 G M/T	Status REPLACEMENT / REPLACEMENT
Condition <input type="radio"/> NEW <input checked="" type="radio"/> USED	Process Status 	Requestor *  MIGRASI
Vendor *  DIPO STAR FINANCE - JAKARTA PUSAT - SENTRAL SENAYAN II	Category VEHICLE	Type VEHICLE
Remark * <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	Fisical Status ON CUSTOMER	Agreement No / Client Name <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
Asset From <input type="radio"/> RENT <input checked="" type="radio"/> BUY	Use By 	
PO No 000024.DSF.POR.08.2023	Purchase Date * 25/08/2023	Purchase Price * 495,000,000.00
Invoice No <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	Invoice Date dd/mm/yyyy	Original Price * 500,000,000.00
PPH % 2.000000	PPN % 11.000000	Residual Value 0.00
Branch *  JAKARTA HEAD OFFICE	Division *  KONSOLIDASI	Department *  CONSOLIDATION
Usefull 4	Depre Commercial DEPRE COMMERCIAL VEHICLE 4 TAHUN	Depre Fiscal DEPRE FISCAL VEHICLE 8TH
Reserved By <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	Reserved Date dd/mm/yyyy	

Gambar 152 Halaman Asset Info (Status: Replacement) (1) (Unlock)

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

Unit Province <input type="text" value="Banten"/> Banten	Unit City <input type="text" value="Tangerang"/> Tangerang	Parking Location <input type="text" value="Alam Sutera"/>
Last Location <input type="text"/>		
Warranty (Year) <input type="text" value="0"/>	Warranty Start Date <input type="text" value="dd/mm/yyyy"/>	Warranty End Date <input type="text" value="dd/mm/yyyy"/>
Warranty Remark <input type="text"/>		
Insured Name <input type="text"/>	Policy No <input type="text"/>	Policy Eff/Exp Date <input type="text" value="dd/mm/yyyy"/> / <input type="text" value="dd/mm/yyyy"/>
<input checked="" type="checkbox"/> With Maintenance Routin <input type="checkbox"/> Sold Request		
Last Service Date <input type="text" value="dd/mm/yyyy"/>	Last Miles <input type="text"/>	Sell Request Amount <input type="text"/>
Sell Amount <input type="text" value="0.00"/>	Sell Date <input type="text" value="dd/mm/yyyy"/>	SPAF Amount <input type="text" value="0.00"/>
Subvention Amount <input type="text" value="0.00"/>	Claim SPAF <input type="text"/>	Claim SPAF Date <input type="text" value="dd/mm/yyyy"/>
Last Opname Date <input type="text" value="dd/mm/yyyy"/>	Last Opname Condition <input type="text"/>	Work Order Status <input type="text"/>
Disposal Date <input type="text" value="dd/mm/yyyy"/>	Work Order No <input type="text"/>	Net Book Value Commercial <input type="text" value="400,000,000.00"/>
Total Depre Commercial <input type="text" value="0.00"/>	Depre Period Commercial <input type="text"/>	Net Book Value Fiscal <input type="text" value="400,000,000.00"/>
Total Depre Fiscal <input type="text" value="0.00"/>	Depre Period Fiscal <input type="text"/>	

Gambar 153 Halaman Asset Info (Status: Replacement) (2) (Unlock)

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

Asset Info

ASSET AS STOCK **UNLOCK** **BACK**

Code <input type="text" value="4120035597"/>	Item * <input type="text" value="GRAND NEW AVANZA 1.3 G M/T"/>	Status <input type="text" value="REPLACEMENT / REPLACEMENT"/>
Condition <input checked="" type="radio"/> NEW <input type="radio"/> USED	Process Status <input type="text" value=""/>	Requestor * <input type="text" value="MIGRASI"/>
Vendor * <input type="text" value="DIPON STAR FINANCE - JAKARTA PUSAT - SENTRAL SENAYAN II"/>	Category <input type="text" value="VEHICLE"/>	Type <input type="text" value="VEHICLE"/>
Remark * <input type="text" value=""/>	Fisical Status <input type="text" value="ON CUSTOMER"/>	Agreement No / Client Name <input type="text" value=""/>
Asset From <input checked="" type="radio"/> RENT <input type="radio"/> BUY	Use By <input type="text" value=""/>	
PO No <input type="text" value=""/>	Purchase Date * <input type="text" value="14/04/2020"/>	Purchase Price * <input type="text" value="137,452,920.00"/>
Invoice No <input type="text" value=""/>	Invoice Date <input type="text" value="dd/mm/yyyy"/>	Original Price * <input type="text" value="0.00"/>
PPH % <input type="text" value="0.000000"/>	PPN % <input type="text" value="0.000000"/>	Residual Value <input type="text" value="0.00"/>
Branch * <input type="text" value="BANDUNG"/>	Division * <input type="text" value=""/>	Department * <input type="text" value=""/>
<input checked="" type="checkbox"/> Depre Usefull <input type="text" value=""/>	Depre Commercial <input type="text" value="DEPRE COMMERCIAL VEHICLE 4 TAHUN"/>	Depre Fiscal <input type="text" value=""/>
Reserved By <input type="text" value="MIG"/>	Reserved Date <input type="text" value="dd/mm/yyyy"/>	

Gambar 154 Halaman Asset Info (Status: Replacement) (1) (Lock)

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

Unit Province <input type="radio"/> Banten Last Location <input type="radio"/>	Unit City <input type="radio"/> Tangerang	Parking Location <input type="radio"/> Alam Sutera
Warranty (Year) <input type="text" value="0"/>		
Warranty Start Date <input type="text" value="dd/mm/yyyy"/>		
Warranty End Date <input type="text" value="dd/mm/yyyy"/>		
Warranty Remark <div style="background-color: #f0f0f0; height: 40px; width: 100%;"></div>		
Insured Name <input type="text"/>		
Policy No <input type="text"/>		
Policy Eff/Exp Date <input type="text" value="dd/mm/yyyy"/> / <input type="text" value="dd/mm/yyyy"/>		
With Maintenance Routin <input checked="" type="checkbox"/>		
Last Service Date <input type="text" value="dd/mm/yyyy"/>		
Last Miles <input type="text"/>		
Sold Request <input checked="" type="checkbox"/>		
Sell Request Amount <input type="text" value="0.00"/>		
Sell Date <input type="text" value="dd/mm/yyyy"/>		
Sell Amount <input type="text" value="0.00"/>		
SPAF Amount <input type="text" value="0.00"/>		
Subvention Amount <input type="text" value="0.00"/>		
Claim SPAF <input type="text"/>		
Claim SPAF Date <input type="text" value="dd/mm/yyyy"/>		
Last Opname Date <input type="text" value="dd/mm/yyyy"/>		
Last Opname Condition <input type="text"/>		
Disposal Date <input type="text" value="dd/mm/yyyy"/>		
Work Order No <input type="text"/>		
Work Order Status <input type="text"/>		
Total Depre Commercial <input type="text" value="0.00"/>		
Depre Period Commercial <input type="text"/>		
Net Book Value Commercial <input type="text" value="400,000,000.00"/>		
Total Depre Fiscal <input type="text" value="0.00"/>		
Depre Period Fiscal <input type="text"/>		
Net Book Value Fiscal <input type="text" value="400,000,000.00"/>		

Gambar 155 Halaman Asset Info (Status: Replacement) (2) (Lock)

- z. Ketika data Asset berstatus Stock, klik tombol **ASSET AS REPLACEMENT** untuk menjadikan data asset stock menjadi asset replacement dan status data Asset akan berubah menjadi Replacement. Selain itu, user dapat mengunci field data Asset dengan mengklik tombol **LOCK**, atau membuka kembali field yang dikunci dengan mengklik tombol **UNLOCK**.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

Asset Info

SAVE
ASSET AS REPLACEMENT
LOCK
BACK

Code	Item *	Status
1000.AST.2308.00002	GRAND NEW FORTUNER VN TURBO 2.5 G A/T TRD	STOCK /
Condition	Process Status	Requestor *
<input checked="" type="radio"/> NEW <input type="radio"/> USED	<input checked="" type="radio"/>	<input checked="" type="radio"/> IVAN ANGELO
Vendor *	Category	Type
AUTO 2000 - JAKARTA - KERAMATJATI	CATEGORY VEHICLE	VEHICLE
Remark *	Fisical Status	Agreement No / Client Name
VNT TURBO	ON HAND	
Asset From	Use By	
<input type="radio"/> RENT <input checked="" type="radio"/> BUY	<input checked="" type="radio"/>	
PO No	Purchase Date *	Purchase Price *
000024.DSF.POR.08.2023	25/08/2023	495,000,000.00
Invoice No	Invoice Date	Original Price *
	dd/mm/yyyy	500,000,000.00
PPH %	PPN %	Residual Value
2.000000	11.000000	0.00
Branch *	Division *	Department *
<input checked="" type="radio"/> JAKARTA HEAD OFFICE	<input checked="" type="radio"/> KONSOLIDASI	<input checked="" type="radio"/> CONSOLIDATION
Depre	Depre Commercial	Depre Fiscal
<input checked="" type="checkbox"/> Depre	DEPRE COMMERCIAL VEHICLE 4 TAHUN	DEPRE FISCAL VEHICLE 8TH
Usefull		
4		
Reserved By	Reserved Date	
	dd/mm/yyyy	

Gambar 156 Halaman Asset Info (Status: Stock) (1) (Unlock)

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

Unit Province <input type="text" value="Banten"/>	Unit City <input type="text" value="Tangerang"/>	Parking Location <input type="text" value="Alam Sutera"/>
Last Location <input type="text"/>		
Warranty (Year) <input type="text" value="0"/>	Warranty Start Date <input type="text" value="dd/mm/yyyy"/>	Warranty End Date <input type="text" value="dd/mm/yyyy"/>
Warranty Remark <input type="text"/>		
Insured Name <input type="text"/>	Policy No <input type="text"/>	Policy Eff/Exp Date <input type="text" value="dd/mm/yyyy"/> / <input type="text" value="dd/mm/yyyy"/>
<input checked="" type="checkbox"/> With Maintenance Routin <input type="text" value="dd/mm/yyyy"/>		
<input checked="" type="checkbox"/> Sold Request Sell Amount <input type="text" value="0.00"/>		
SPAF Amount <input type="text" value="0.00"/>	Subvention Amount <input type="text" value="0.00"/>	Last Service Date <input type="text" value="dd/mm/yyyy"/>
Claim SPAF <input type="text" value="dd/mm/yyyy"/>		
Last Opname Date <input type="text" value="dd/mm/yyyy"/>	Last Opname Condition <input type="text"/>	Work Order Status <input type="text"/>
Disposal Date <input type="text" value="dd/mm/yyyy"/>		
Total Depre Commercial <input type="text" value="0.00"/>	Depre Period Commercial <input type="text"/>	Net Book Value Commercial <input type="text" value="400,000,000.00"/>
Total Depre Fiscal <input type="text" value="0.00"/>		
Depre Period Fiscal <input type="text"/>	Net Book Value Fiscal <input type="text" value="400,000,000.00"/>	

Gambar 157 Halaman Asset Info (Status: Stock) (2) (Unlock)

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

Asset Info

ASSET AS REPLACEMENT
UNLOCK
BACK

Code <input type="text" value="1000.AST.2308.00002"/>	Item *  GRAND NEW FORTUNER VN TURBO 2.5 G A/T TRD	Status <input type="text" value="STOCK"/> / <input type="text"/>
Condition <input checked="" type="radio"/> NEW <input type="radio"/> USED	Process Status 	Requestor *  IVAN ANGELO
Vendor *  AUTO 2000 - JAKARTA - KERAMATJATI	Category <input type="text" value="CATEGORY VEHICLE"/>	Type <input type="text" value="VEHICLE"/>
Remark * <input type="text" value="VNT TURBO"/>	Fisical Status <input type="text" value="ON HAND"/>	Agreement No / Client Name <input type="text"/>
Asset From <input type="radio"/> RENT <input checked="" type="radio"/> BUY	Use By 	
PO No <input type="text" value="000024.DSF.POR.08.2023"/>	Purchase Date * <input type="text" value="25/08/2023"/>	Purchase Price * <input type="text" value="495,000,000.00"/>
Invoice No <input type="text"/>	Invoice Date <input type="text" value="dd/mm/yyyy"/>	Original Price * <input type="text" value="500,000,000.00"/>
PPH % <input type="text" value="2.000000"/>	PPN % <input type="text" value="11.000000"/>	Residual Value <input type="text" value="0.00"/>
Branch *  JAKARTA HEAD OFFICE	Division *  KONSOLIDASI	Department *  CONSOLIDATION
<input checked="" type="checkbox"/> Depre Usefull <input type="text" value="4"/>	Depre Commercial <input type="text" value="DEPRE COMMERCIAL VEHICLE 4 TAHUN"/>	Depre Fiscal <input type="text" value="DEPRE FISCAL VEHICLE 8TH"/>
Reserved By <input type="text"/>	Reserved Date <input type="text" value="dd/mm/yyyy"/>	

Gambar 158 Halaman Asset Info (Status: Stock) (1) (Lock)

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

Unit Province <input type="radio"/> Banten Last Location <input type="radio"/>	Unit City <input type="radio"/> Tangerang	Parking Location <input type="radio"/> Alam Sutera
Warranty (Year) <input type="text" value="0"/>		
Warranty Start Date <input type="text" value="dd/mm/yyyy"/>		
Warranty End Date <input type="text" value="dd/mm/yyyy"/>		
Warranty Remark <div style="background-color: #f0f0f0; height: 40px; width: 100%;"></div>		
Insured Name <input type="text"/>		
Policy No <input type="text"/>		
Policy Eff/Exp Date <input type="text" value="dd/mm/yyyy"/> / <input type="text" value="dd/mm/yyyy"/>		
<input checked="" type="checkbox"/> With Maintenance Routin		
Last Service Date <input type="text" value="dd/mm/yyyy"/>		
Last Miles <input type="text"/>		
<input checked="" type="checkbox"/> Sold Request		
Sell Request Amount <input type="text" value="0.00"/>		
Sell Date <input type="text" value="dd/mm/yyyy"/>		
Sell Amount <input type="text" value="0.00"/>		
SPAF Amount <input type="text" value="0.00"/>		
Subvention Amount <input type="text" value="0.00"/>		
Claim SPAF <input type="text"/>		
Claim SPAF Date <input type="text" value="dd/mm/yyyy"/>		
Last Opname Date <input type="text" value="dd/mm/yyyy"/>		
Last Opname Condition <input type="text"/>		
Disposal Date <input type="text" value="dd/mm/yyyy"/>		
Work Order No <input type="text"/>		
Work Order Status <input type="text"/>		
Total Depre Commercial <input type="text" value="0.00"/>		
Depre Period Commercial <input type="text"/>		
Net Book Value Commercial <input type="text" value="400,000,000.00"/>		
Total Depre Fiscal <input type="text" value="0.00"/>		
Depre Period Fiscal <input type="text"/>		
Net Book Value Fiscal <input type="text" value="400,000,000.00"/>		

Gambar 159 Halaman Asset Info (Status: Stock) (2) (Unlock)

- aa. Ketika data Asset berstatus Replacement dengan Type Asset From Rent, klik tombol **RENT RETURN** untuk mengembalikan asset rental ke penyedia sewa dan status data Asset akan berubah menjadi Returned.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

Asset Info

ASSET AS STOCK
RENT RETURN
UNLOCK
BACK

Code	Item *	Status
2034.ASM.2308.00003	MAZDA CX-8	REPLACEMENT / REPLACEMENT
Condition	Process Status	Requestor *
<input checked="" type="radio"/> NEW <input type="radio"/> USED		 IVAN ANGELO
Vendor *	Category	Type
 EKA JAYA MOBIL	CATEGORY VEHICLE	VEHICLE
Remark *	Fisical Status	Agreement No / Client Name
data uat	ON CUSTOMER	0000001/4/34/08/2023 - KURNIA IRAWAN
Asset From	Use By	
<input checked="" type="radio"/> RENT <input type="radio"/> BUY		
PO No	Purchase Date *	Purchase Price *
	18/08/2023	300,000,000.00
Invoice No	Invoice Date	Original Price *
	dd/mm/yyyy	300,000,000.00
PPH %	PPN %	Residual Value
0.000000	0.000000	0.00
Branch *	Division *	Department *
 TANGERANG	 KONSOLIDASI	 CONSOLIDATION
Depre	Depre Commercial	Depre Fiscal
<input checked="" type="checkbox"/> Depre	DEPRE COMMERCIAL VEHICLE 4 TAHUN	DEPRE FISCAL VEHICLE 8TH
Usefull	Reserved By	Reserved Date
4		dd/mm/yyyy

Gambar 160 Halaman Asset Info (Status: Replacement, Asset From: Rent) (1)

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

Unit Province <input type="button" value="Banten"/>	Unit City <input type="button" value="Tangerang"/>	Parking Location <input type="button" value="Alam Sutera"/>
Last Location <input type="button"/>		
Warranty (Year) <input type="button" value="0"/>	Warranty Start Date <input type="button" value="dd/mm/yyyy"/>	Warranty End Date <input type="button" value="dd/mm/yyyy"/>
Warranty Remark <input type="text"/>		
Insured Name <input type="text"/>	Policy No <input type="text"/>	Policy Eff/Exp Date <input type="button" value="dd/mm/yyyy"/> / <input type="button" value="dd/mm/yyyy"/>
With Maintenance Routin <input checked="" type="checkbox"/>		
Last Service Date <input type="button" value="dd/mm/yyyy"/>	Last Miles <input type="text"/>	
Sold Request <input checked="" type="checkbox"/>	Sell Request Amount <input type="text"/>	Sell Date <input type="button" value="dd/mm/yyyy"/>
Sell Amount <input type="button" value="0.00"/>		
SPAF Amount <input type="button" value="0.00"/>	Subvention Amount <input type="button" value="0.00"/>	
Claim SPAF <input type="text"/>		
Last Opname Date <input type="button" value="dd/mm/yyyy"/>	Last Opname Condition <input type="text"/>	
Disposal Date <input type="button" value="dd/mm/yyyy"/>	Work Order No <input type="text"/>	Work Order Status <input type="text"/>
Total Depre Commercial <input type="button" value="0.00"/>	Depre Period Commercial <input type="text"/>	Net Book Value Commercial <input type="button" value="400,000,000.00"/>
Total Depre Fiscal <input type="button" value="0.00"/>	Depre Period Fiscal <input type="text"/>	Net Book Value Fiscal <input type="button" value="400,000,000.00"/>

Gambar 161 Halaman Asset Info (Status: Replacement, Asset From: Rent) (2)

bb. Jika user ingin melakukan perubahan data klik tombol  pada baris data Asset List.

3.2.4 Monitoring Maintenance

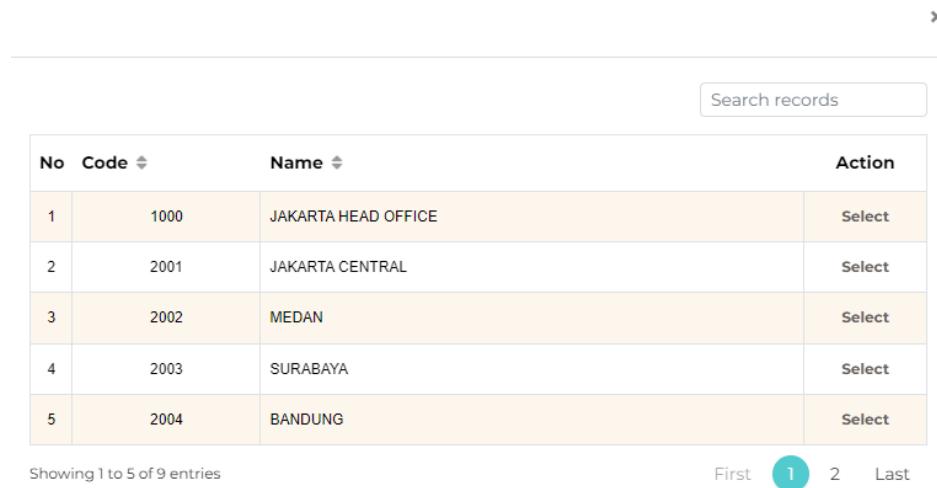
Sub Menu Monitoring Maintenance dapat diakses oleh user melalui modul **Fixed Asset Management > Transaction > Monitoring Maintenance**. Sub Menu Monitoring Maintenance dapat

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

digunakan oleh user untuk melakukan proses monitoring dan memproses lebih lanjut data maintenance pada sub menu Maintenance.

3.2.4.1 Step Process Monitoring Maintenance

- 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 5 entries out of 9. The entries are:

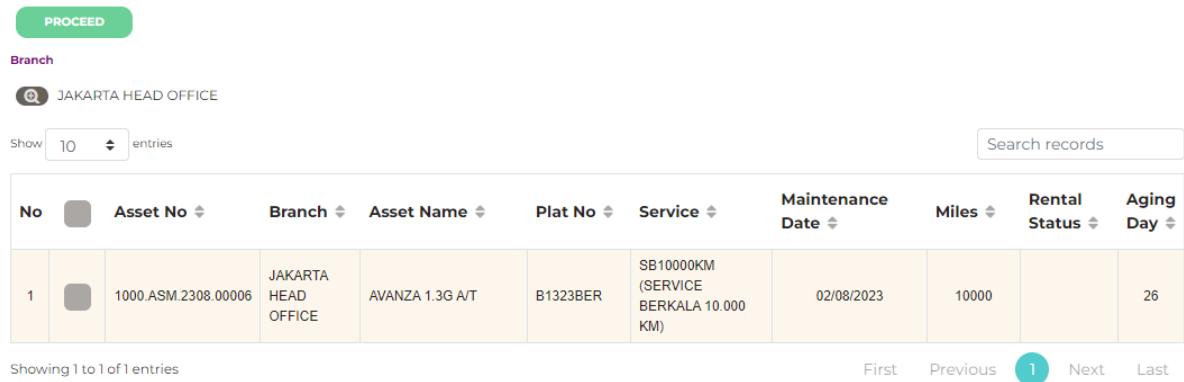
No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

Below the table, it says "Showing 1 to 5 of 9 entries" and has a pagination area with "First" (highlighted), "1", "2", "Last".

Gambar 162 Halaman Look Up Branch

- Setelah memilih Branch, maka sistem akan menampilkan halaman Monitoring Maintenance List.

Monitoring Maintenance List



The screenshot shows a table titled "Monitoring Maintenance List" with columns: No, Asset No, Branch, Asset Name, Plat No, Service, Maintenance Date, Miles, Rental Status, and Aging Day. The table contains 1 entry:

No	Asset No	Branch	Asset Name	Plat No	Service	Maintenance Date	Miles	Rental Status	Aging Day
1	1000.ASM.2308.00006	JAKARTA HEAD OFFICE	AVANZA 1.3G A/T	B1323BER	SB10000KM (SERVICE BERKALA 10.000 KM)	02/08/2023	10000		26

Below the table, it says "Showing 1 to 1 of 1 entries" and has a pagination area with "First", "Previous", "1", "Next", "Last".

Gambar 163 Halaman Monitoring Maintenance List

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

- c. User dapat memberi tanda checklist “” pada baris data Monitoring Maintenance List kemudian klik tombol  untuk melanjutkan proses data ke sub menu Maintenance.

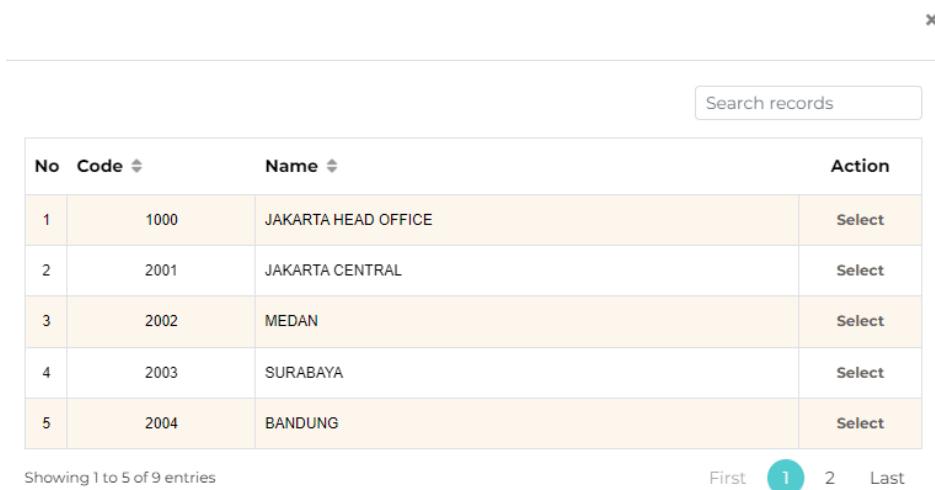
3.2.5 Maintenance

Sub Menu Maintenance dapat diakses oleh user melalui modul **Fixed Asset Management > Transaction > Maintenance**. Sub Menu Maintenance dapat digunakan oleh user untuk melakukan proses pengajuan maintenance Asset pada sistem.

3.2.5.1 Step Process Maintenance

Berikut adalah Step Process Maintenance:

- 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 navigation buttons: "First", a page number "1" (highlighted in blue), "2", and "Last".

Gambar 164 Halaman Look Up Branch

- b. Klik tombol  untuk menambahkan data pada tampilan Maintenance List.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

Maintenance List

ADD

Branch	Status							
 JAKARTA HEAD OFFICE	HOLD							
Show 10 entries	Search records							
No	Code / SPK No	Branch	Transaction Date	FA Code / Name	Plat / Chassis / Engine No	Remark	Status	Action
1	1000.MN.2310.00005	JAKARTA HEAD OFFICE	05/10/2023	4120036194 ALL NEW KIJANG INNOVA 2.4 G MT DIESEL	E1826DE MHFJB8EM7L1075855 2GDC777675	test lagi	HOLD	
2	1000.MN.2310.00008	JAKARTA HEAD OFFICE	13/10/2023	4120030288 PAJERO SPORT DAKAR HI-POWER 2.5L 4X2 A/T	B1706PJI MMBGYKG40EF025167 4D56UCFP8235	dfgdfg	HOLD	
3	1000.MN.2310.00012	JAKARTA HEAD OFFICE	16/10/2023	4120043598 FUSO TRUCK FIGHTER FN61FL HD (6X2) M/T	F9452FH MHMFN61FMNK000350 6M60263372	TEST	HOLD	
4	79577-77455	HEAD OFFICE	15/09/2023	4120039265 CALYA G/A/T	B1207DFU MHKA6GK6JNJ065324 3NRH680995	SERVICE BERKALA KM 50.000	HOLD	
5	80919-78797	HEAD OFFICE	02/10/2023	4120036712 NMR 71 TL	L9407CE MHCNMR71LMJ118196 B118196	SERVICE BERKALA 90.000KM	HOLD	

Showing 1 to 5 of 5 entries

First Previous **1** Next Last

Gambar 165 Halaman Maintenance List

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

Maintenance Info

SAVE **BACK**

Code	-Auto Generate-	Branch *	Status
			HOLD
Transaction Date *	dd/mm/yyyy	Asset *	Maintenance
			
Service Type *	ROUTINE	Maintenance By *	Work Date *
		<input checked="" type="radio"/> Internal <input type="radio"/> External <input type="radio"/> Customer	dd/mm/yyyy
Remark *		Requestor *	
			
<input checked="" type="checkbox"/> Reimburse to Customer			

Gambar 166 Halaman Maintenance Info (Maintenance By: Internal)

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

Maintenance Info

SAVE
BACK

Code	-Auto Generate-	Branch *	<input type="radio"/>	Status	HOLD
Transaction Date *	<input type="text" value="dd/mm/yyyy"/>	Asset *	<input type="radio"/>	Maintenance	<input type="radio"/>
Service Type *	<input type="text" value="ROUTINE"/>	Maintenance By *	<input type="radio"/> Internal <input checked="" type="radio"/> External <input type="radio"/> Customer	Work Date *	<input type="text" value="dd/mm/yyyy"/>
Remark *	<input type="text"/>	Requestor *	<input type="radio"/>	Vendor *	<input type="radio"/>
SA Vendor Name *	<input type="text"/>	SA Vendor Phone No *	<input type="text"/> - <input type="text"/>	<input type="checkbox"/> Reimburse to Customer	

Gambar 167 Halaman Maintenance Info (Maintenance By: External)

Maintenance Info

SAVE
BACK

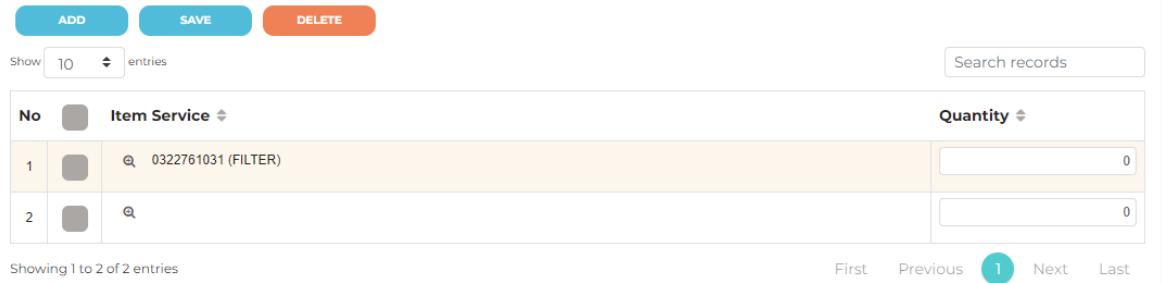
Code	-Auto Generate-	Branch *	<input type="radio"/>	Status	HOLD
Transaction Date *	<input type="text" value="dd/mm/yyyy"/>	Asset *	<input type="radio"/>	Maintenance	<input type="radio"/>
Service Type *	<input type="text" value="ROUTINE"/>	Maintenance By *	<input type="radio"/> Internal <input type="radio"/> External <input checked="" type="radio"/> Customer	Work Date *	<input type="text" value="dd/mm/yyyy"/>
Remark *	<input type="text"/>	Requestor *	<input type="radio"/>	Vendor *	<input type="radio"/>
Bank Name *	<input type="text"/>	Bank Account No *	<input type="text"/>	Bank Account Name *	<input type="text"/>

Gambar 168 Halaman Maintenance Info (Maintenance By: Customer)

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

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

Maintenance Detail List

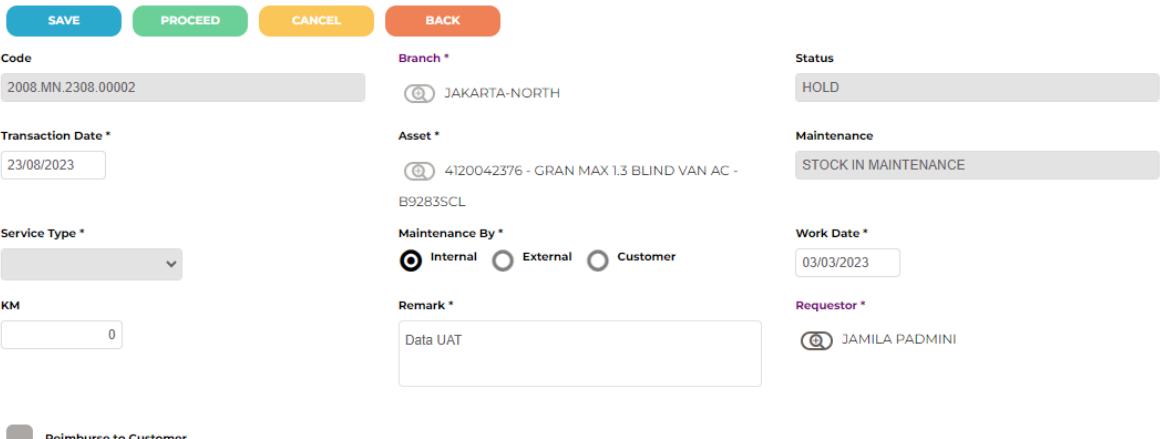


The screenshot shows a table with columns for No, Item Service, and Quantity. There are two rows of data. Row 1 contains the code 0322761031 with a filter icon and a quantity of 0. Row 2 is empty with a quantity of 0. At the top, there are buttons for ADD, SAVE (highlighted in blue), and DELETE. Below the table, it says "Showing 1 to 2 of 2 entries". On the right, there's a search bar labeled "Search records" and some pagination controls: First, Previous, Next (highlighted in blue), and Last.

Gambar 169 Halaman Maintenance Detail List

- e. Lengkapi data pada field yang tersedia, kemudian klik tombol **SAVE** untuk menyimpan data Maintenance Detail.
- f. Untuk menghapus data Maintenance Detail, user dapat memberi tanda checklist “” pada baris data Maintenance Detail List kemudian klik tombol **DELETE**.
- g. Setelah data Maintenance berhasil disimpan, klik tombol **PROCEED** untuk memproses data Maintenance dan status data Maintenance akan berubah menjadi On Process atau klik tombol **CANCEL** untuk membatalkan proses data Maintenance dan status data Maintenance akan berubah menjadi Cancel.

Maintenance Info



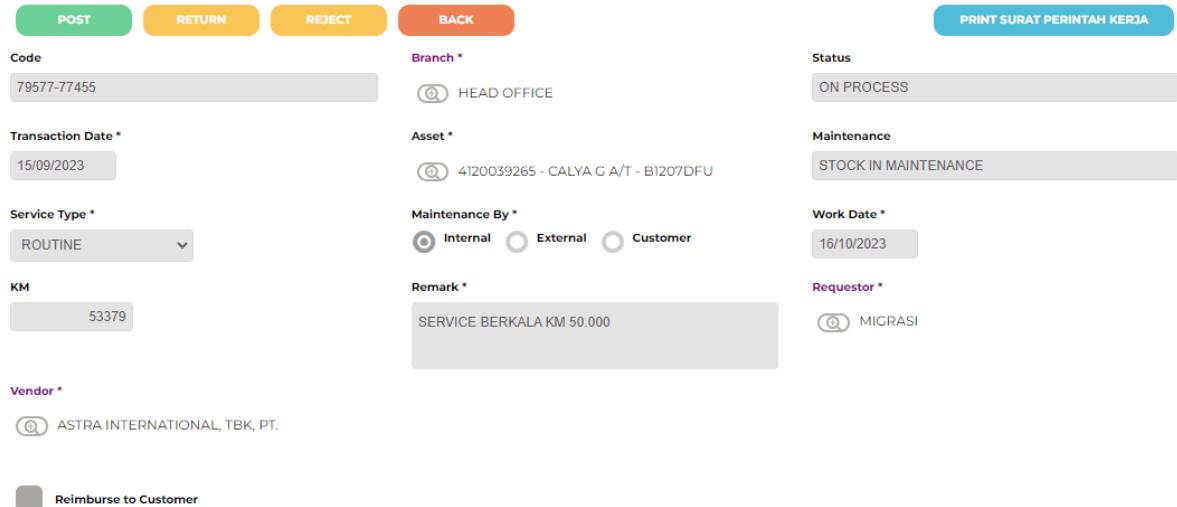
The screenshot shows a form for maintenance info. It includes fields for Code (2008.MN.2308.00002), Branch (JAKARTA-NORTH), Status (HOLD), Transaction Date (23/08/2023), Asset (4120042376 - GRAN MAX 1.3 BLIND VAN AC - B9283SCL), Maintenance (STOCK IN MAINTENANCE), Service Type (dropdown menu), Maintenance By (Internal selected), Work Date (03/03/2023), KM (0), Remark (Data UAT), Requestor (JAMILA PADMINI), and a checkbox for Reimburse to Customer.

Gambar 170 Halaman Maintenance Info (Status: Hold)

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

- h. Ketika data Maintenance berstatus On Process, klik tombol **POST** untuk melakukan posting data Maintenance dan status data akan berubah menjadi Post, atau klik tombol **RETURN** untuk mengembalikan data ke proses sebelumnya lalu diperbaiki kembali dan status data Maintenance akan berubah menjadi Hold, atau klik tombol **REJECT** untuk menolak data Maintenance yang tidak sesuai dan status data Maintenance akan berubah menjadi Reject. User dapat mencetak surat Perintah Surat Kerja dengan mengklik tombol **PRINT PERINTAH SURAT KERJA**.

Maintenance Info



The screenshot shows a maintenance information form with the following fields:

- Buttons:** POST (green), RETURN (yellow), REJECT (orange), BACK (orange), and PRINT SURAT PERINTAH KERJA (blue).
- Code:** 79577-77455
- Branch:** HEAD OFFICE
- Status:** ON PROCESS
- Transaction Date:** 15/09/2023
- Asset:** 4120039265 - CALYA G A/T - B1207DFU
- Maintenance:** STOCK IN MAINTENANCE
- Service Type:** ROUTINE
- Maintenance By:** Internal (selected)
- Work Date:** 16/10/2023
- KM:** 53379
- Remark:** SERVICE BERKALA KM 50.000
- Requestor:** MIGRASI
- Vendor:** ASTRA INTERNATIONAL, TBK, PT.
- Reimburse to Customer:** (checkbox)

Gambar 171 Halaman Maintenance Info (Status: On Process)

- i. Jika user ingin melakukan perubahan data klik tombol  pada baris data Maintenance List.

3.2.6 Work Order

Sub Menu Work Order dapat diakses oleh user melalui modul **Fixed Asset Management > Transaction > Work Order**. Sub Menu Work Order dapat digunakan oleh user untuk melakukan proses pengajuan work order, dimana data yang tampil pada sub menu ini adalah data yang telah diposting pada sub menu maintenance.

3.2.6.1 Step Process Work Order

Berikut adalah Step Process Work Order:

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- a. Pilih Status yang akan dilihat kemudian klik tombol Dropdown List Status  maka sistem akan menampilkan halaman Work Order List.

Work Order List



The screenshot shows a table titled "Work Order List". At the top, there is a dropdown menu labeled "Status" set to "HOLD", a "Show" button with "10 entries", and a "Search records" input field. The table has columns: No, Work Order / SPK No, Asset, Date / Status, Vendor, Maintenance By, Remark, Payment, and Action. A single row is displayed with the following data:

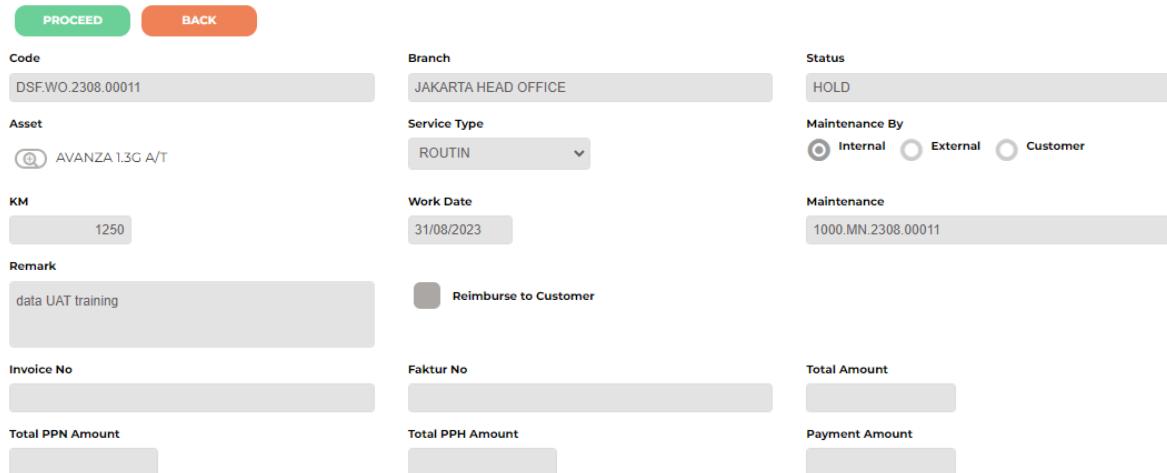
No	Work Order / SPK No	Asset	Date / Status	Vendor	Maintenance By	Remark	Payment	Action
1	80919-78797	4120036712 NMR 71 TL L9407CE B118196 MHCNMR71LMJ118196	08/10/2023 HOLD	PT GEMILANG ABADI SASHANA	Internal ROUTINE			

At the bottom, it says "Showing 1 to 1 of 1 entries" and has navigation buttons: First, Previous, **1**, Next, Last.

Gambar 172 Halaman Work Order List

- b. Klik tombol  untuk melihat detail data dan melakukan proses perubahan data Work Order.

Work Order Info



The screenshot shows a form titled "Work Order Info". It includes fields for Code (DSF.WO.2308.00011), Branch (JAKARTA HEAD OFFICE), Status (HOLD). Other fields include Asset (AVANZA 1.3G A/T), Service Type (ROUTIN), Maintenance By (Internal selected), KM (1250), Work Date (31/08/2023), Maintenance (1000.MN.2308.00011), Remark (data UAT training), Reimburse to Customer (checkbox checked), Invoice No, Faktur No, Total Amount, Total PPN Amount, Total PPH Amount, Payment Amount, and buttons for PROCEED (green) and BACK (orange).

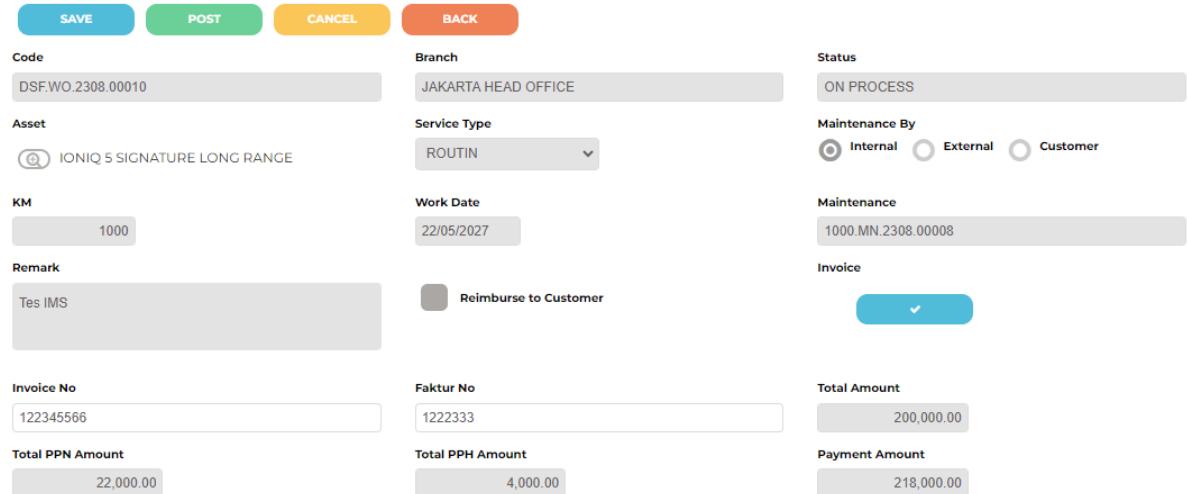
Gambar 173 Halaman Work Order Info (Status: Hold)

- c. Klik tombol  untuk memproses data Work Order lebih lanjut dan status data akan berubah menjadi On Process.
- d. Lengkapi data pada field yang tersedia, lalu klik tombol  untuk menyimpan data atau klik tombol  untuk kembali ke halaman sebelumnya.

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- e. Ketika data Work Order berstatus On Process, klik tombol **POST** untuk memposting data Work Order dan status data akan berubah menjadi Post, atau klik tombol **CANCEL** untuk membatalkan proses data Work Order dan status data Work Order akan berubah menjadi Cancel.

Work Order Info

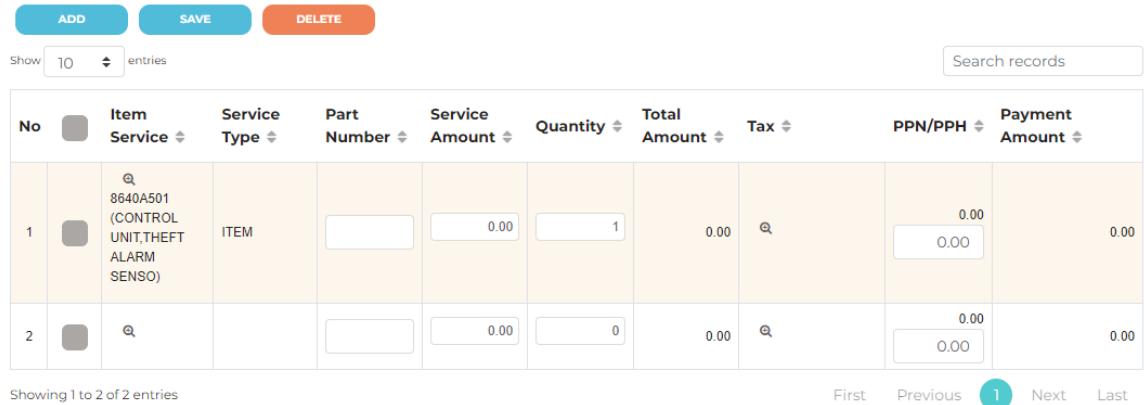


The screenshot shows the 'Work Order Info' form. At the top are four buttons: **SAVE** (blue), **POST** (green), **CANCEL** (orange), and **BACK** (red). Below these are sections for **Code** (DSF.WO.2308.00010), **Branch** (JAKARTA HEAD OFFICE), **Status** (ON PROCESS), **Asset** (IONIQ 5 SIGNATURE LONG RANGE), **Service Type** (ROUTIN), **Maintenance By** (Internal selected), **KM** (1000), **Work Date** (22/05/2027), **Maintenance** (1000.MN.2308.00008), **Remark** (Tes IMS), **Invoice** (dropdown menu), **Invoice No** (12345566), **Faktur No** (1222333), **Total Amount** (200,000.00), **Total PPN Amount** (22,000.00), **Total PPH Amount** (4,000.00), **Payment Amount** (218,000.00), and **Reimburse to Customer** (checkbox checked).

Gambar 174 Halaman Workd Order Info (Status: On Process)

- f. Pada halaman Work Order Info, terdapat halaman Work Order Detail List. Klik tombol **ADD** untuk menambahkan data pada tampilan Work Order Detail List.

Work Order Detail List



No	Item	Service	Part	Service	Quantity	Total	Tax	PPN/PPH	Payment
	Service	Type	Number	Amount		Amount			Amount
1	8640A501 (CONTROL UNIT,THEFT ALARM SENSO)	ITEM		0.00	1	0.00	0.00	0.00	0.00
2	Q			0.00	0	0.00	0.00	0.00	0.00

Showing 1 to 2 of 2 entries

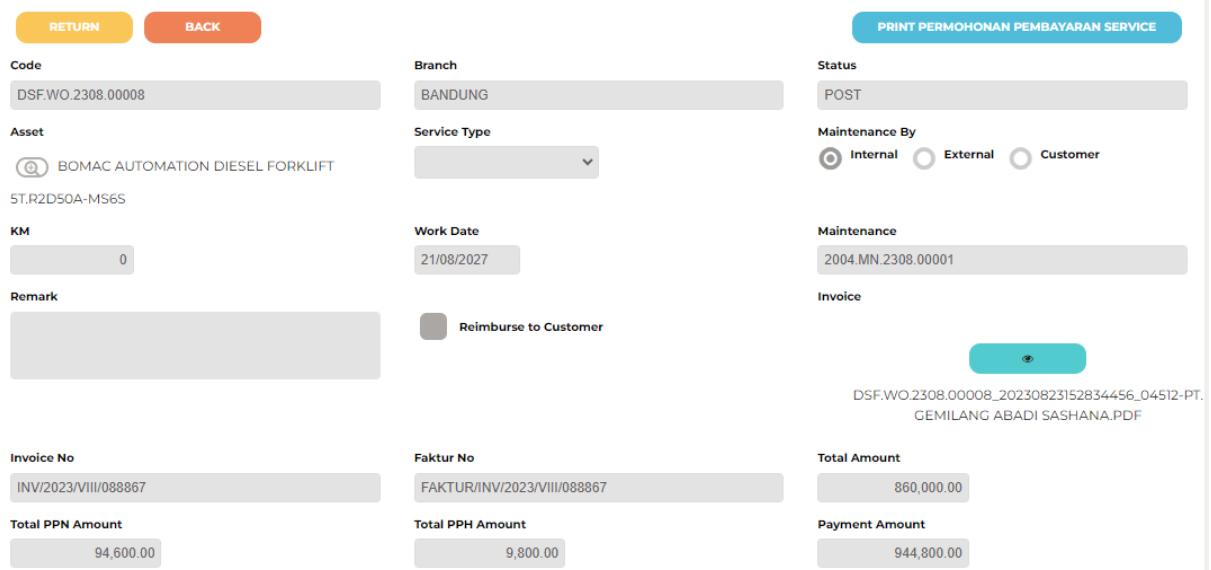
First Previous **1** Next Last

Gambar 175 Halaman Work Order Detail List

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- g. Lengkapi data pada field yang tersedia, kemudian klik tombol  untuk menyimpan data Work Order Detail.
- h. Untuk menghapus data Work Order Detail, user dapat memberi tanda checklist “.
- i. Ketika data Work Order berstatus Post, klik tombol  untuk mengembalikan data ke proses sebelumnya lalu diperbaiki kembali dan status data Work Order akan berubah menjadi On Process. Selain itu, user dapat mencetak surat permohonan pembayaran service dengan mengklik tombol .

Work Order Info



The screenshot shows the 'Work Order Info' page with the following details:

- Code:** DSF.WO.2308.00008
- Branch:** BANDUNG
- Status:** POST
- Asset:** BOMAC AUTOMATION DIESEL FORKLIFT
ST.R2D50A-MS6S
- Service Type:** (dropdown menu)
- Maintenance By:** Internal (selected), External, Customer
- KM:** 0
- Work Date:** 21/08/2027
- Maintenance:** 2004.MN.2308.00001
- Remark:** Reimburse to Customer
- Print Button:** PRINT PERMOHONAN PEMBAYARAN SERVICE
- Invoice Section:**
 - Invoice No:** INV/2023/VIII/088867
 - Faktur No:** FAKTUR/INV/2023/VIII/088867
 - Total Amount:** 860,000.00
 - Total PPN Amount:** 94,600.00
 - Total PPH Amount:** 9,800.00
 - Payment Amount:** 944,800.00

Gambar 176 Halaman Work Order Info (Status: Post)

3.2.7 Opname

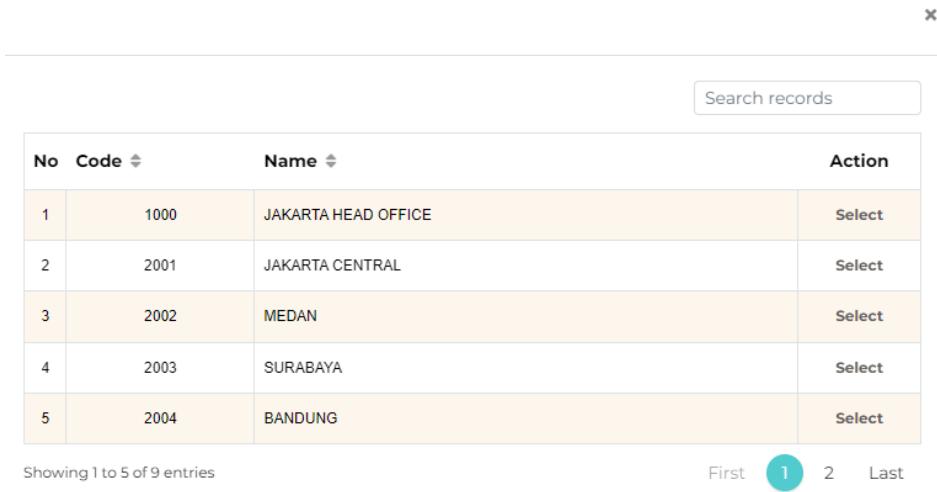
Sub Menu Opname dapat diakses oleh user melalui modul **Fixed Asset Management > Transaction > Opname**. Sub Menu Opname dapat digunakan oleh user untuk melakukan proses pengecekan kondisi Asset saat ini.

3.2.7.1 Step Process Opname

Berikut adalah Step Process Opname:

IMS Innovation Comprehensive Technology	USER GUIDE		
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- 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 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

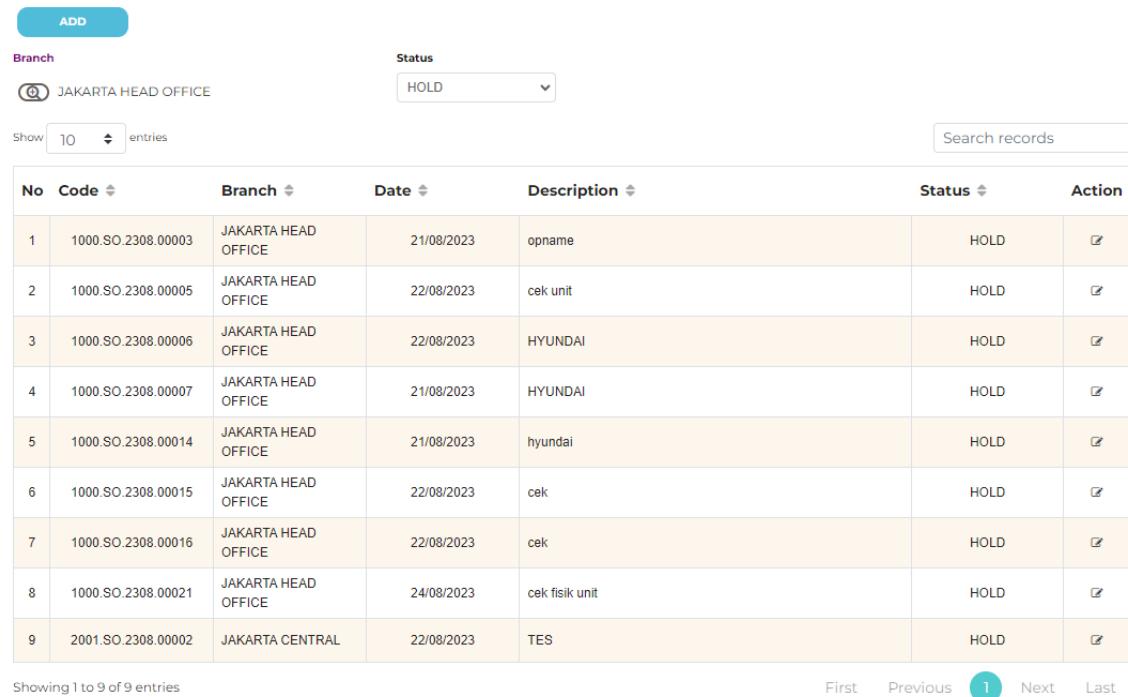
Below the table, it says "Showing 1 to 5 of 9 entries". At the bottom right, there are buttons for "First", "1" (highlighted in blue), "2", and "Last".

Gambar 177 Halaman Look Up Branch

- b. Klik tombol  untuk menambahkan data pada tampilan Opname List.

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Opname List



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

No	Code	Branch	Date	Description	Status	Action
1	1000.SO.2308.00003	JAKARTA HEAD OFFICE	21/08/2023	opname	HOLD	<input checked="" type="checkbox"/>
2	1000.SO.2308.00005	JAKARTA HEAD OFFICE	22/08/2023	cek unit	HOLD	<input checked="" type="checkbox"/>
3	1000.SO.2308.00006	JAKARTA HEAD OFFICE	22/08/2023	HYUNDAI	HOLD	<input checked="" type="checkbox"/>
4	1000.SO.2308.00007	JAKARTA HEAD OFFICE	21/08/2023	HYUNDAI	HOLD	<input checked="" type="checkbox"/>
5	1000.SO.2308.00014	JAKARTA HEAD OFFICE	21/08/2023	hyundai	HOLD	<input checked="" type="checkbox"/>
6	1000.SO.2308.00015	JAKARTA HEAD OFFICE	22/08/2023	cek	HOLD	<input checked="" type="checkbox"/>
7	1000.SO.2308.00016	JAKARTA HEAD OFFICE	22/08/2023	cek	HOLD	<input checked="" type="checkbox"/>
8	1000.SO.2308.00021	JAKARTA HEAD OFFICE	24/08/2023	cek fisik unit	HOLD	<input checked="" type="checkbox"/>
9	2001.SO.2308.00002	JAKARTA CENTRAL	22/08/2023	TES	HOLD	<input checked="" type="checkbox"/>

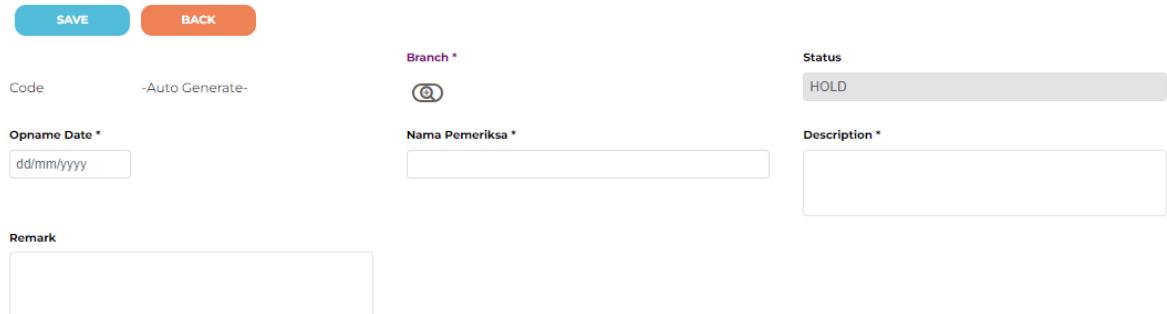
Showing 1 to 9 of 9 entries

First Previous 1 Next Last

Gambar 178 Halaman Opname List

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

Opname Info



The screenshot shows the "Opname Info" form with the following fields:

Code	-Auto Generate-	Branch *	Status
		()	HOLD
Opname Date *	dd/mm/yyyy	Nama Pemeriksa *	Description *
Remark			

Gambar 179 Halaman Opname Info

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

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Opname Detail List

		ADD	DELETE						
		Show	10	entries					Search records
No	<input type="checkbox"/>	FA Code / Name	Plat / Engine / Chasis No	Status	Located In	KM / Condition / Date	File	Action	
1	<input checked="" type="checkbox"/>	1000.ASM.2308.00004 AVANZA 1.3G A/T	B1256UJV 4D561234 MHM1234	STOCK	PERMATA HIJAU	dd/mm/yy			
2	<input checked="" type="checkbox"/>	1000 ASM.2308.00006 AVANZA 1.3G A/T	B1323BER BALENO123 BALENO123	STOCK	PERMATA HIJAU	dd/mm/yy			

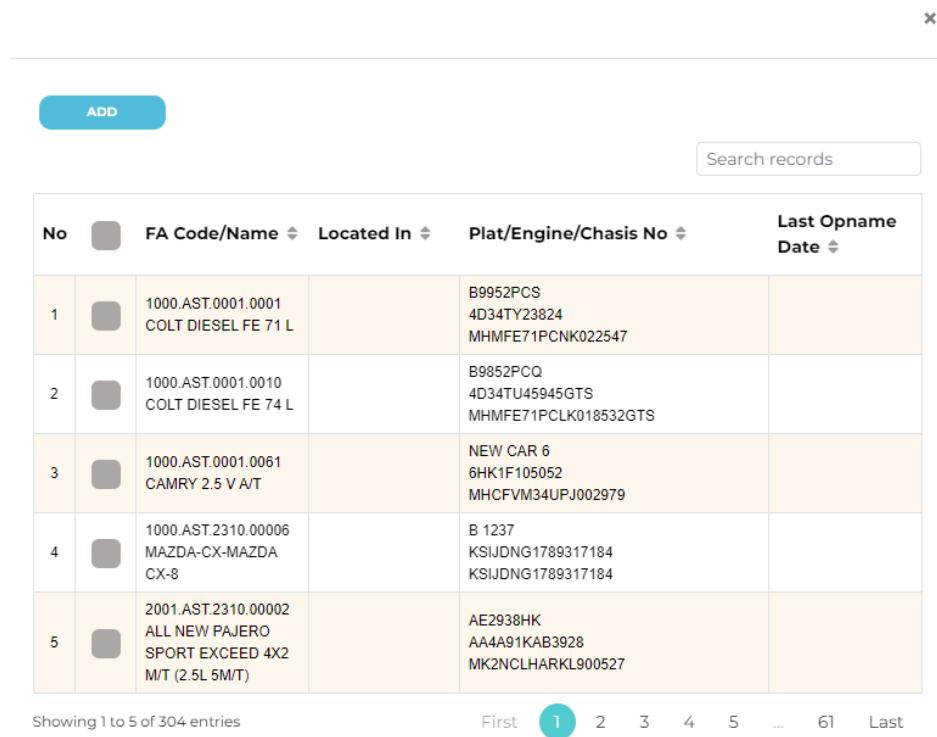
Showing 1 to 2 of 2 entries

First Previous **1** Next Last

Gambar 180 Halaman Opname Detail List

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

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The screenshot shows a table of asset details. The columns are:

- No
- FA Code/Name
- Located In
- Plat/Engine/Chassis No
- Last Opname Date

The data rows are:

No	FA Code/Name	Located In	Plat/Engine/Chassis No	Last Opname Date
1	1000.AST.0001.0001 COLT DIESEL FE 71 L		B9952PCS 4D34TY23824 MHMFE71PCNK022547	
2	1000.AST.0001.0010 COLT DIESEL FE 74 L		B9852PCQ 4D34TU45945GTS MHMFE71PCLK018532GTS	
3	1000.AST.0001.0061 CAMRY 2.5 V A/T		NEW CAR 6 6HK1F105052 MHCFVM34UPJ002979	
4	1000.AST.2310.00006 MAZDA-CX-MAZDA CX-8		B 1237 KSJDNG1789317184 KSJDNG1789317184	
5	2001.AST.2310.00002 ALL NEW PAJERO SPORT EXCEED 4X2 M/T (2.5L 5M/T)		AE2938HK AA4A91KAB3928 MK2NCLHARKL900527	

Showing 1 to 5 of 304 entries

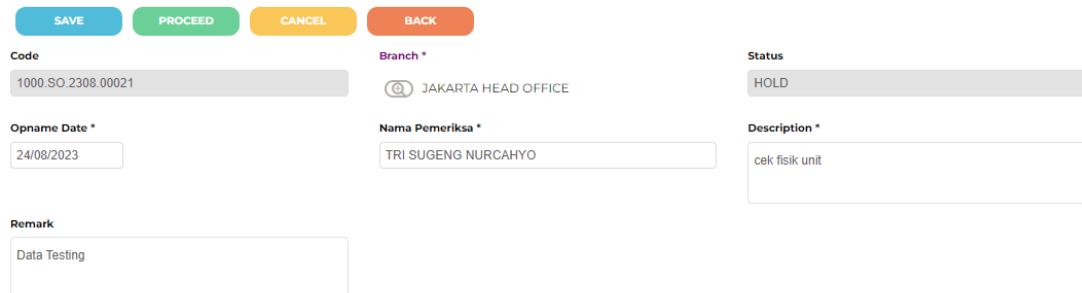
First 1 2 3 4 5 ... 61 Last

Gambar 181 Halaman Look Up Opname Detail

- f. Untuk menghapus data Opname Detail, user dapat memberi tanda checklist “” pada baris data Opname Detail List kemudian klik tombol **DELETE**.
- g. Setelah data Opname berhasil disimpan, klik tombol **PROCEED** untuk memproses lebih lanjut data Opname dan status data Opname akan berubah menjadi On Process, atau klik tombol **CANCEL** untuk membatalkan data Opname dan status data Opname akan berubah menjadi Cancel.

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Opname Info



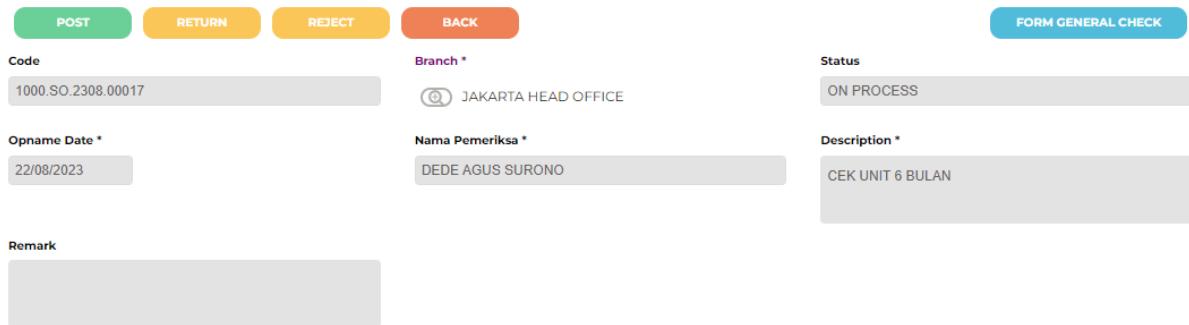
This screenshot shows the 'Opname Info' form with the following details:

- Buttons:** SAVE (blue), PROCEED (green), CANCEL (yellow), BACK (orange).
- Code:** 1000.SO.2308.00021
- Branch:** JAKARTA HEAD OFFICE
- Status:** HOLD
- Opname Date:** 24/08/2023
- Nama Pemeriksa:** TRI SUGENG NURCAHYO
- Description:** cek fisik unit
- Remark:** Data Testing

Gambar 182 Halaman Opname Info (Status: Hold)

- h. Ketika data Opname berstatus On Process, klik tombol **POST** untuk melakukan posting data Opname dan status data Opname akan berubah menjadi Post, atau klik tombol **RETURN** untuk mengembalikan data ke proses sebelumnya lalu diperbaiki kembali dan status data Opname akan berubah menjadi Hold, atau klik tombol **REJECT** untuk menolak data Opname yang tidak sesuai dan status data Opname akan berubah menjadi Reject. Selain itu, user dapat mencetak data Form General Check dengan mengklik tombol **FORM GENERAL CHECK**.

Opname Info



This screenshot shows the 'Opname Info' form with the following details:

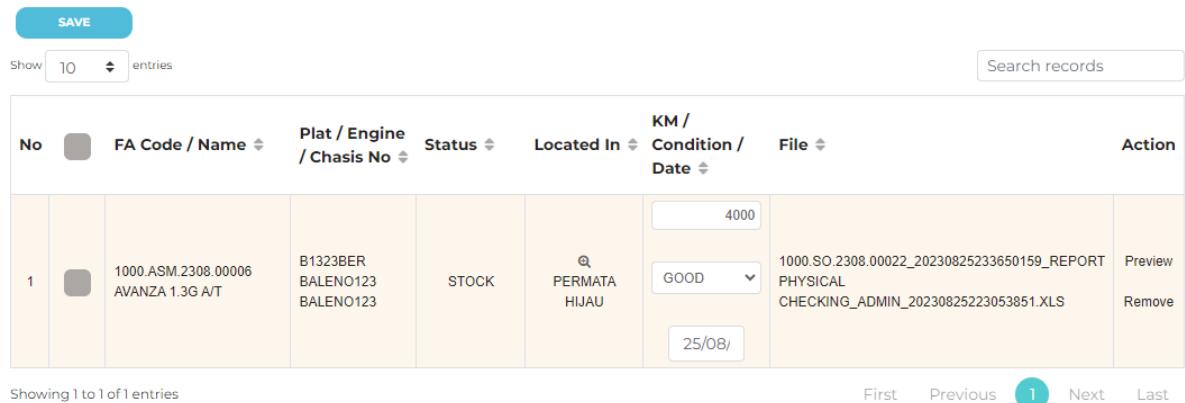
- Buttons:** POST (blue), RETURN (yellow), REJECT (orange), BACK (orange), FORM GENERAL CHECK (blue).
- Code:** 1000.SO.2308.00017
- Branch:** JAKARTA HEAD OFFICE
- Status:** ON PROCESS
- Opname Date:** 22/08/2023
- Nama Pemeriksa:** DEDE AGUS SURONO
- Description:** CEK UNIT 6 BULAN
- Remark:**

Gambar 183 Halaman Opname Info (Status: On Process)

- i. Pada halaman Opname Info, terdapat halaman Opname Detail List. Lengkapi data pada field yang tersedia, kemudian klik tombol **SAVE** untuk menyimpan data Opname Detail.

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Opname Detail List



SAVE

Show 10 entries

Search records

No	FA Code / Name	Plat / Engine / Chassis No	Status	Located In	KM / Condition / Date	File	Action
1	1000.ASM.2308.00006 AVANZA 1.3G AT	B1323BER BALENO123 BALENO123	STOCK	PERMATA HIJAU	4000 GOOD 25/08/	1000.SO.2308.00022_20230825233650159_REPORT PHYSICAL CHECKING_ADMIN_20230825223053851.XLS	Preview Remove

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Gambar 184 Halaman Opname Detail List (Status: On Process)

- j. User dapat melihat dokumen yang telah diupload pada Opname Detail List dengan mengklik tombol **Preview** atau menghapus dokumen yang telah diupload pada Opname Detail List dengan mengklik tombol **Remove**.
- k. Jika user ingin melakukan perubahan data klik tombol  pada baris data Opname List.

3.2.8 Opname History

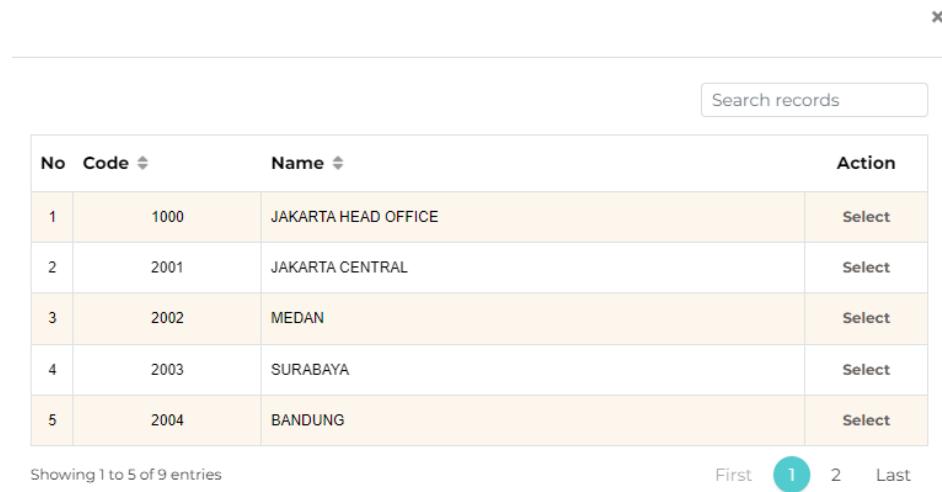
Sub Menu Opname History dapat diakses oleh user melalui modul **Fixed Asset Management > Transaction > Opname History**. Sub Menu Opname History dapat digunakan oleh user untuk menampilkan catatan lokasi, cabang, dan kondisi Asset saat ini.

3.2.8.1 Step Process Opname History

Berikut adalah Step Process Opname History:

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

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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 185 Halaman Look Up Branch

- b. Setelah memilih Branch, maka sistem akan menampilkan halaman Opname History List.



No	Code	Branch	Asset	Date	Condition	Location In	Status
1	1000.SO.2308.00008	JAKARTA HEAD OFFICE	IONIQ 5 SIGNATURE LONG RANGE 1000.ASM.2308.00003	21/08/2023	AVERAGE	PERMATA HIJAU	POST
2	1000.SO.2308.00010	JAKARTA HEAD OFFICE	NEW XPANDER 1.5L SPORT-L (4X2) M/T MY23 1000.ASM.2308.00002	22/08/2023	GOOD	PERMATA HIJAU	POST
3	1000.SO.2308.00018	JAKARTA HEAD OFFICE	ALL NEW CRV A/T 1000.ASM.2308.00010	22/08/2023	GOOD	SENTRAL SENAYAN	POST
4	1000.SO.2308.00019	JAKARTA HEAD OFFICE	AVANZA 1.3G A/T 1000.ASM.2308.00006	24/08/2023	BAD	PERMATA HIJAU	POST
5	1000.SO.2308.00020	JAKARTA HEAD OFFICE	ALL NEW CRV A/T 1000.ASM.2308.00010	24/08/2023	GOOD	SENTRAL SENAYAN	POST

Showing 1 to 5 of 5 entries

First Previous 1 Next Last

Gambar 186 Halaman Opname History List

3.2.9 Depreciation

Sub Menu Depreciation dapat diakses oleh user melalui modul **Fixed Asset Management > Transaction > Depreciation**. Sub Menu Depreciation dapat digunakan oleh user untuk melakukan proses penyusutan pada Asset berdasarkan schedule depresiasi komersil. Sub Menu Depreciation digunakan untuk mengakomodir proses penyusutan apabila proses EOM secara otomatis tidak berjalan.

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3.2.9.1 Step Process Depreciation

Berikut adalah Step Process Depreciation:

- a. Input filter Year dan pilih Status yang akan dilihat kemudian klik tombol Dropdown List Status

, maka sistem akan menampilkan halaman Asset Depreciation List.

Asset Depreciation List

Year	Month	Search records						
2024	December							
Show	10	entries						
No	Asset	Date	Depre Comm Amount	Net Book Value Comm	Depre Fiscal Amount	Net Book Value Fiscal	Purchase Amount	Journal Code
1	4120039803 RANGER TRUCK FG 260 JS - EURO 4	26/12/2025	0.00	0.00	8,854,563.00	0.00	824,279,279.00	MIGRASI
2	4120032795 COLT DIESEL FE 71	02/12/2018	0.00	0.00	2,661,621.00	0.00	237,000,000.00	MIGRASI
3	4120032794 COLT DIESEL FE 71	02/12/2018	0.00	0.00	2,661,621.00	0.00	237,000,000.00	MIGRASI
4	4120041817 CANTER FE 74HD N (4X2) M/T	25/12/2025	0.00	0.00	4,597,152.00	0.00	437,905,405.00	MIGRASI
5	4120039803 RANGER TRUCK FG 260 JS - EURO 4	26/12/2026	0.00	0.00	6,640,922.00	0.00	824,279,279.00	MIGRASI
6	4120032799 COLT DIESEL FE 71	02/12/2018	0.00	0.00	2,661,621.00	0.00	237,000,000.00	MIGRASI
7	4120032798 COLT DIESEL FE 71	02/12/2018	0.00	0.00	2,661,621.00	0.00	237,000,000.00	MIGRASI
8	4120041819 CANTER FE 84 GS N (4X2) M/T	25/12/2026	0.00	0.00	3,809,798.00	0.00	483,873,874.00	MIGRASI
9	4120039807 RANGER TRUCK FG 260 JS - EURO 4	26/12/2025	0.00	0.00	8,854,563.00	0.00	824,279,279.00	MIGRASI
10	4120030582 PAJERO SPORT DAKAR HI-POWER 2.5L 4X2 A/T	02/12/2018	0.00	0.00	5,942,162.00	0.00	456,358,000.00	MIGRASI

Showing 1 to 10 of 7,424 entries

First Previous 2 3 4 5 ... 743 Next Last

Gambar 187 Halaman Asset Depreciation List

3.2.10 Adjustment

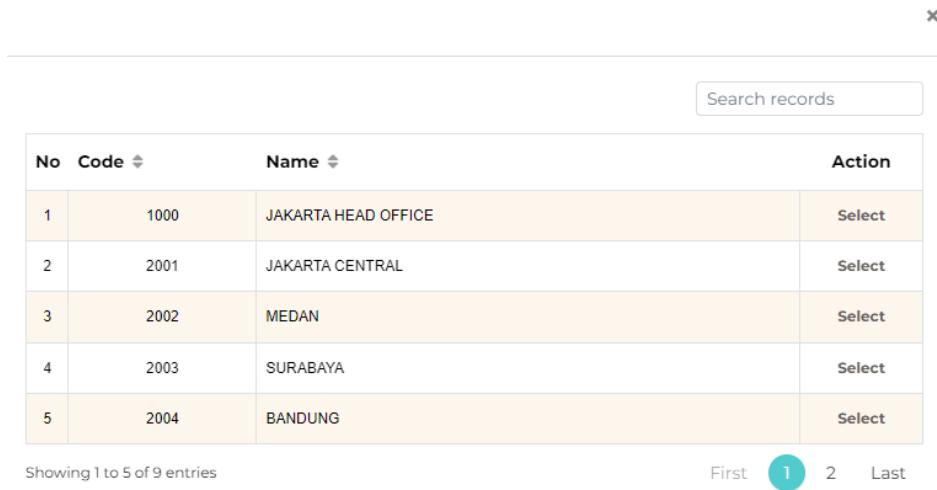
Sub Menu Adjustment dapat diakses oleh user melalui modul **Fixed Asset Management > Transaction > Adjustment**. Sub Menu Adjustment dapat digunakan oleh user untuk melakukan proses adjustment terhadap nilai dan tanggal perolehan Asset.

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3.2.10.1 Step Process Adjustment

Berikut adalah Step Process Adjustment:

- 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 "Action" column contains a "Select" button for each row. The rows show the following data:

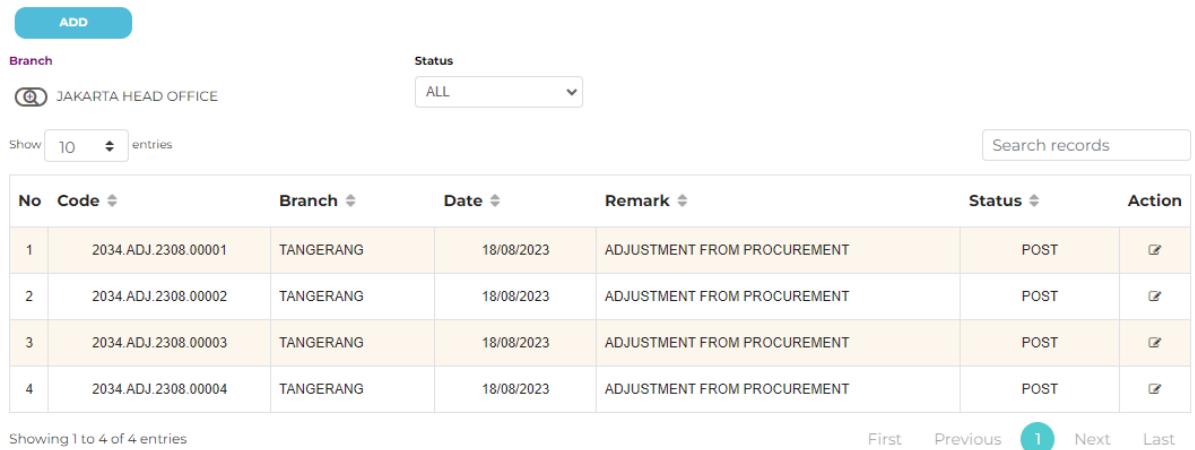
No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

Below the table, there is a message "Showing 1 to 5 of 9 entries" and a navigation bar with buttons for First, 1, 2, Last, and a search bar labeled "Search records".

Gambar 188 Halaman Look Up Branch

- b. Klik tombol  untuk menambahkan data pada tampilan Adjustment List.

Adjustment List



The screenshot shows a table titled "Adjustment List" with columns: No, Code, Branch, Date, Remark, Status, and Action. The "Status" column has a dropdown menu set to "ALL". The "Action" column contains a checkbox for each row. The rows show the following data:

No	Code	Branch	Date	Remark	Status	Action
1	2034 ADJ.2308.00001	TANGERANG	18/08/2023	ADJUSTMENT FROM PROCUREMENT	POST	<input checked="" type="checkbox"/>
2	2034 ADJ.2308.00002	TANGERANG	18/08/2023	ADJUSTMENT FROM PROCUREMENT	POST	<input checked="" type="checkbox"/>
3	2034 ADJ.2308.00003	TANGERANG	18/08/2023	ADJUSTMENT FROM PROCUREMENT	POST	<input checked="" type="checkbox"/>
4	2034 ADJ.2308.00004	TANGERANG	18/08/2023	ADJUSTMENT FROM PROCUREMENT	POST	<input checked="" type="checkbox"/>

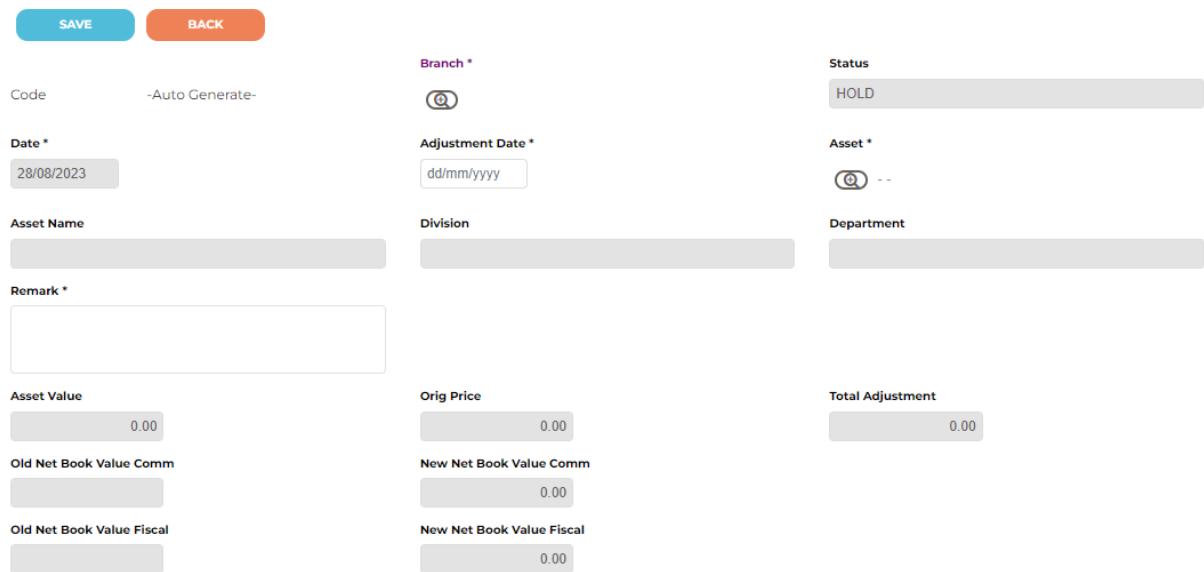
Below the table, there is a message "Showing 1 to 4 of 4 entries" and a navigation bar with buttons for First, Previous, 1, Next, and Last, and a search bar labeled "Search records".

Gambar 189 Halaman Adjustment List

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

Adjustment Info



The screenshot shows the 'Adjustment Info' form. At the top left are 'SAVE' and 'BACK' buttons. The form contains several input fields and dropdowns:

- Branch ***: A dropdown menu with a placeholder icon.
- Status**: A dropdown menu with 'HOLD' selected.
- Date ***: A date input field showing '28/08/2023'.
- Adjustment Date ***: A date input field showing 'dd/mm/yyyy'.
- Asset Name**: An input field.
- Division**: An input field.
- Department**: An input field.
- Remark ***: A text area.
- Asset Value**: An input field showing '0.00'.
- Orig Price**: An input field showing '0.00'.
- Total Adjustment**: An input field showing '0.00'.
- Old Net Book Value Comm**: An input field.
- New Net Book Value Comm**: An input field showing '0.00'.
- Old Net Book Value Fiscal**: An input field.
- New Net Book Value Fiscal**: An input field showing '0.00'.

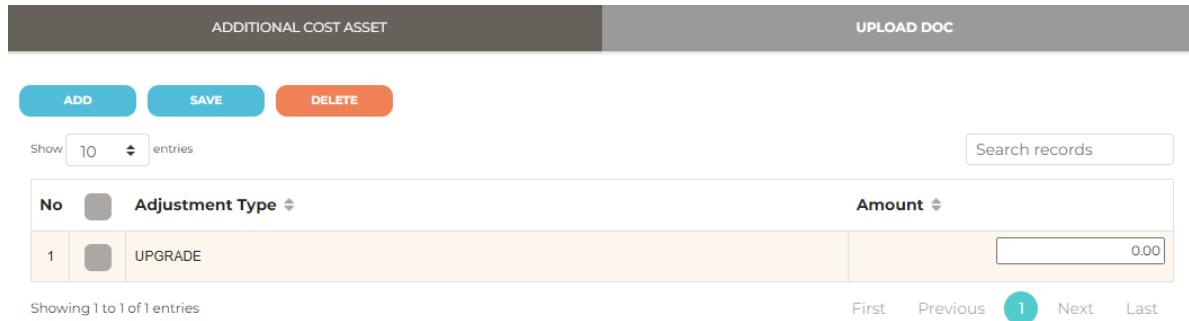
Gambar 190 Halaman Adjustment Info

- d. Setelah data Adjustment berhasil disimpan, sistem akan menampilkan halaman Tab, antara lain: Tab Additional Cost Asset dan Tab Upload Doc.

Tab Additional Cost Asset

- e. Pada halaman Adjustment Info Tab Additional Cost Asset sistem akan menampilkan informasi listing data tipe adjustment. Klik tombol **ADD** untuk menambahkan data pada tampilan Tab Additional Cost Asset.

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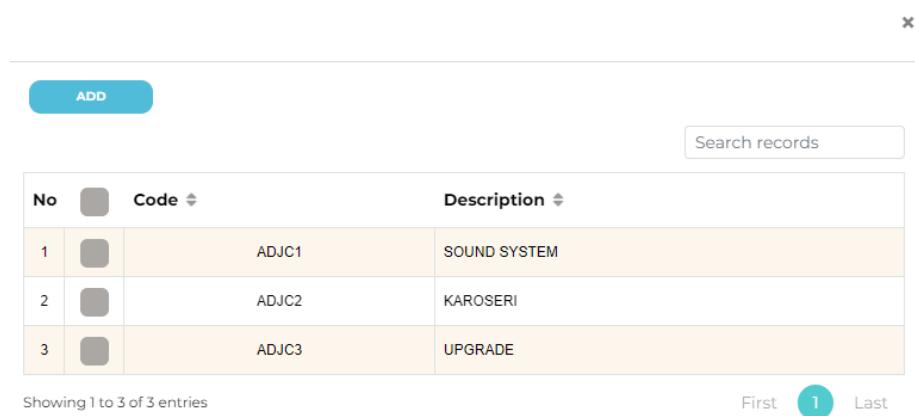
No	Adjustment Type	Amount
1	UPGRADE	0.00

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Gambar 191 Halaman Tab Cost Asset

- f. Untuk menambahkan data Additional Cost Asset List, user dapat memberi tanda checklist “” pada baris data Look Up Additional Cost Asset kemudian klik tombol **ADD**.



No	Code	Description
1	ADJC1	SOUND SYSTEM
2	ADJC2	KAROSERI
3	ADJC3	UPGRADE

Showing 1 to 3 of 3 entries

First 1 Last

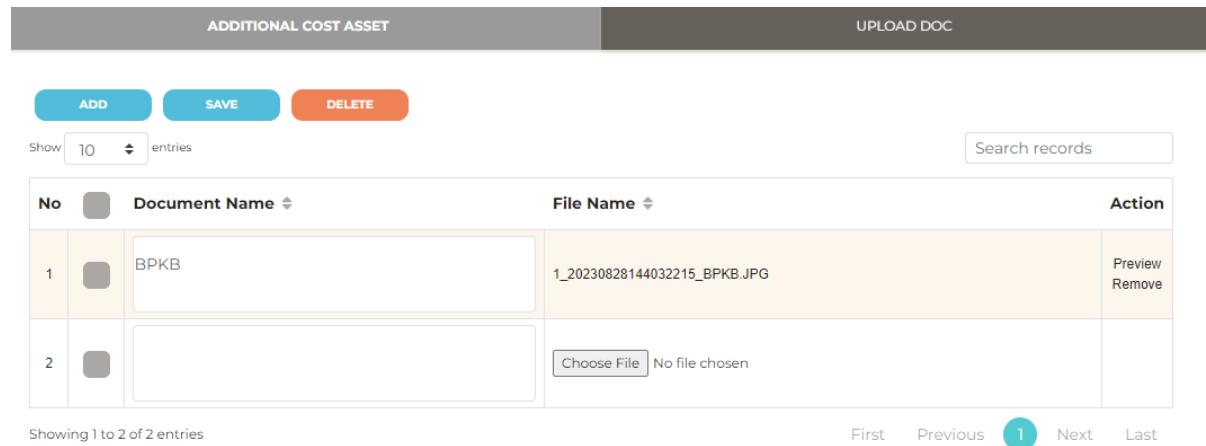
Gambar 192 Halaman Look Up Additional Cost Asset

- g. Lengkapi data pada field yang tersedia, kemudian klik tombol **SAVE** untuk menyimpan data Tab Additional Cost Asset.
- h. Untuk menghapus data Tab Additional Cost Asset, user dapat memberi tanda checklist “” pada baris data Tab Additional Cost Asset List kemudian klik tombol **DELETE**.

Tab Upload DOC

- i. Pada halaman Adjustment Info Tab Upload Doc, sistem akan menampilkan informasi listing data document pendukung yang perlu dilengkapi. Klik tombol **ADD** untuk menambahkan data pada tampilan Tab Upload Doc.

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The screenshot shows a user interface for managing additional cost assets. At the top, there are buttons for 'ADD', 'SAVE', and 'DELETE'. Below this is a search bar labeled 'Search records'. A dropdown menu shows 'Show 10 entries'. The main area contains a table with columns for 'No', 'Document Name', 'File Name', and 'Action'. The first row shows an entry with document name 'BPKB' and file name '1_20230828144032215_BPKB.JPG'. The second row is empty, showing a 'Choose File' button and the message 'No file chosen'. Navigation buttons at the bottom include 'First', 'Previous', '1' (highlighted), 'Next', and 'Last'.

Gambar 193 Halaman Tab Upload Doc

- j. Lengkapi data pada field yang tersedia, kemudian klik tombol **SAVE** untuk menyimpan data.
- k. User dapat melihat dokumen yang telah diupload pada Tab Upload Doc dengan mengklik tombol **Preview** atau menghapus dokumen yang telah diupload pada Tab Upload Doc dengan mengklik tombol **Remove**.
- l. Untuk menghapus data Tab Upload Doc, user dapat memberi tanda checklist “” pada baris data Tab Upload Doc List kemudian klik tombol **DELETE**.
- m. Setelah data Adjustment berhasil disimpan, klik tombol **PROCEED** untuk memproses lebih lanjut data Adjustment dan status data Adjustment akan berubah menjadi On Process, atau klik tombol **CANCEL** untuk membatalkan proses data Adjustment dan status data Adjustment akan berubah menjadi Cancel.

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Adjustment Info

SAVE
PROCEED
CANCEL
BACK

Code	Branch *	Status
1000.ADJ.2308.00001	JAKARTA HEAD OFFICE	HOLD
Date *	Adjustment Date *	Asset *
28/08/2023	18/08/2023	2034.AST.2308.00003 - MAZDA-CX-MAZDA CX-8 -
Asset Name	Division	Department
MAZDA-CX-MAZDA CX-8	KONSOLIDASI	KONSOLIDASI
Remark *		
Data Testing 28 Agustus 2023		
Asset Value	Orig Price	Total Adjustment
600,000,000.00	600,000,000.00	0.00
Old Net Book Value Comm	New Net Book Value Comm	
600,000,000.00	600,000,000.00	
Old Net Book Value Fiscal	New Net Book Value Fiscal	
600,000,000.00	600,000,000.00	

Gambar 194 Halaman Adjustment Info (Status: Hold)

- n. Ketika data Adjustment berstatus On Process, klik tombol POST untuk melakukan posting data Adjustment dan status data akan berubah menjadi Post, atau klik tombol RETURN untuk mengembalikan data ke proses sebelumnya lalu diperbaiki kembali dan status data Adjustment akan berubah menjadi Hold, atau klik tombol REJECT untuk menolak data Adjustment yang tidak sesuai dan status data Adjustment akan berubah menjadi Reject.

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Adjustment Info

POST
RETURN
REJECT
BACK

Code 1000.ADJ.2308.00001	Branch *  JAKARTA HEAD OFFICE	Status ON PROCESS
Date * 28/08/2023	Adjustment Date * 18/08/2023	Asset *  2034.AST.2308.00003 - MAZDA-CX-MAZDA CX-8 -
Asset Name MAZDA-CX-MAZDA CX-8	Division KONSOLIDASI	Department KONSOLIDASI
Remark * Data Testing 28 Agustus 2023		
Asset Value 600,000,000.00	Orig Price 600,000,000.00	Total Adjustment 0.00
Old Net Book Value Comm 600,000,000.00	New Net Book Value Comm 600,000,000.00	
Old Net Book Value Fiscal 600,000,000.00	New Net Book Value Fiscal 600,000,000.00	

Gambar 195 Halaman Adjustment Info (Status: On Process)

- o. Jika user ingin melakukan perubahan data klik tombol  pada baris data Adjustment List.

3.2.11 SPAF Asset

Sub Menu SPAF Asset dapat diakses oleh user melalui modul **Fixed Asset Management > Transaction > SPAF Asset**. Sub Menu SPAF Asset dapat digunakan oleh user untuk memproses data asset yang berhasil disewakan dan akan dilakukan SPAF Claim, data ini digenerate dari sub menu Asset.

3.2.11.1 Step Process SPAF Asset

Berikut adalah Step Process SPAF Asset:

- a. Pilih Status yang akan dilihat kemudian klik tombol Dropdown List Status , maka sistem akan menampilkan halaman SPAF Asset List.

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SPAF Asset List

SPAF Asset List									
Status		Search records							
No	Code / Type	SPAF / Subvention Receipt No	Receipt Date	Asset / Unit Price	Engine/Chassis/Plat No	SPAF / PPN / PPH / Nett	Subvention / PPN / PPH / Nett	Validation Date / Status	Validation Remark
1	DSF.SA.2310.00006	1000.AST.2310.00005 MITSUBISHI-FE-PAJERO SPORT EXCEED AT 4X4 1,900,000,000.00	MXBDTG1234567 MXBDTG1234567 B 1234	3,711,711.71 0.00 0.00 3,711,711.71	1,000,000.00 0.00 0.00 1,000,000.00	HOLD			

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Gambar 196 Halaman SPAF Asset List

3.2.12 SPAF Claim

Sub Menu SPAF Claim dapat diakses oleh user melalui modul **Fixed Asset Management > Transaction > SPAF Claim**. Sub Menu SPAF Claim dapat digunakan oleh user untuk menampilkan data asset yang telah divalidasi oleh sistem NMS. Data ini berasal dari sub menu SPAF Asset yang berstatus Valid.

3.2.12.1 Step Process SPAF Claim

Berikut adalah Step Process SPAF Claim:

- Pilih Status yang akan dilihat kemudian klik tombol Dropdown List Status  , maka sistem akan menampilkan halaman SPAF Claim List.

SPAF Claim List

SPAF Claim List							
Status		Total Claim Amount				Status	
No	Code	Date	Type	Remark	Action		
1	DSF.SC.2307.00001	24/07/2023	OPL SPAF	32,755,102.00		COMPLETE	<input checked="" type="checkbox"/>
2	DSF.SC.2307.00002	27/07/2023	OPL SPAF	32,755,102.00		PAID	<input checked="" type="checkbox"/>
3	DSF.SC.2307.00003	31/07/2023	OPL SPAF	525,000.00	-	CONFIRMATION	<input checked="" type="checkbox"/>
4	DSF.SC.2307.00004	31/07/2023	OPL SPAF	525,000.00	-	CONFIRMATION	<input checked="" type="checkbox"/>
5	DSF.SC.2307.00005	31/07/2023	OPL SPAF	525,000.00	-	CONFIRMATION	<input checked="" type="checkbox"/>

Showing 1 to 5 of 5 entries

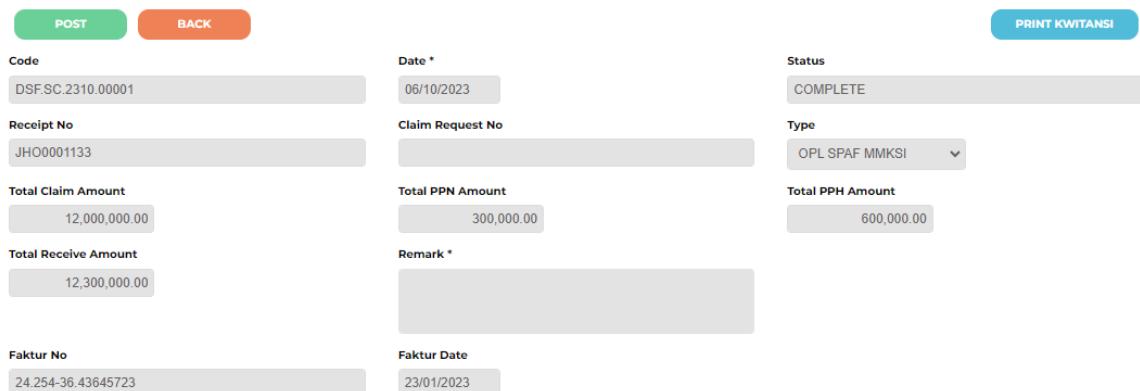
First Previous 1 Next Last

Gambar 197 Halaman SPAF Claim List

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- b. Klik tombol  untuk melihat detail data SPAF Claim.

SPAF Claim Info



The screenshot shows a form titled 'SPAF Claim Info'. At the top are buttons for 'POST' (green), 'BACK' (orange), and 'PRINT KWITANSI' (blue). The form fields include:

- Code:** DSF.SC.2310.00001
- Date ***: 06/10/2023
- Status:** COMPLETE
- Receipt No:** JHO0001133
- Claim Request No:** (empty)
- Type:** OPL SPAF MMKSI
- Total Claim Amount:** 12,000,000.00
- Total PPN Amount:** 300,000.00
- Total PPH Amount:** 600,000.00
- Total Receive Amount:** 12,300,000.00
- Remark *:** (empty)
- Faktur No:** 24.254-36.43645723
- Faktur Date:** 23/01/2023

Gambar 198 Halaman SPAF Claim Info

- c. Klik tombol  untuk melakukan posting data SPAF Claim dan status data akan berubah menjadi Post atau klik tombol  untuk kembali ke halaman sebelumnya. Selain itu, user dapat mencetak kwitansi pembayaran jika data SPAF Claim berstatus Paid dengan mengklik tombol .
- d. Pada halaman SPAF Claim Info, terdapat halaman SPAF Claim Detail List. Lengkapi data pada field yang tersedia, lalu klik tombol  untuk menyimpan data.

SPAF Claim Detail List



The screenshot shows a table titled 'SPAF Claim Detail List' with a 'SAVE' button at the top left. The table has columns: No, SPAF Asset Code, FA Code/Name, Plat/Engine/Chassis No, Purchase Price, and Claim Amount. There is one entry:

No	SPAF Asset Code	FA Code/Name	Plat/Engine/Chassis No	Purchase Price	Claim Amount
1	DSF.SA.2310.00005	4120032508 FUSO TRUCK E2 FN517ML2 SUPER LONG	B9148GFU 6D16L27525 MHMFN517GFK000305	1,000,000,000.00	10,918,367.00

At the bottom, it says 'Showing 1 to 1 of 1 entries' and has navigation buttons: First, Previous, Next, Last. A page number '1' is also visible.

Gambar 199 Halaman SPAF Claim Detail List

- e. Klik tombol  untuk kembali ke halaman sebelumnya.

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3.3 Sell And Disposal

Sell and Disposal adalah Menu yang dapat digunakan oleh user untuk melakukan proses transaksi penjualan dan dokumentasi penghapusan aset yang dilakukan pada sistem aplikasi Asset Management. Berikut adalah detail penjelasan per masing-masing sub menu yang akan digunakan oleh user.

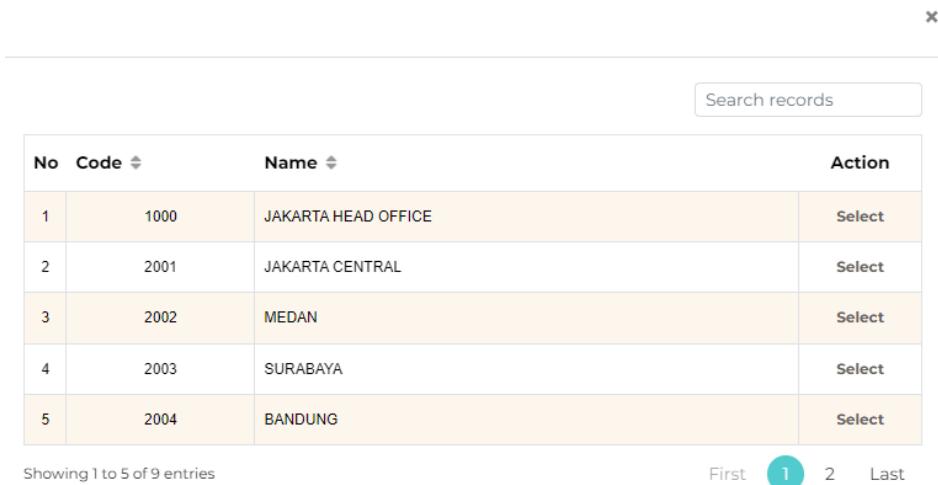
3.3.1 Sell Request

Sub Menu Sell Request dapat diakses oleh user melalui modul **Fixed Asset Management > Sell and Disposal > Sell Request**. Sub Menu Sell Request dapat digunakan oleh user untuk melakukan proses permintaan penjualan asset dengan tipe asset penjualan sesuai dengan kategori yang telah disetting pada sistem.

3.3.1.1 Step Process Sell Request

Berikut adalah Step Process Sell Request:

- 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 200 Halaman Look Up Branch

- Klik tombol  untuk menambahkan data pada tampilan Sell Request List.

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Sell Request List

ADD

Branch	Status	Sell Type						
 JAKARTA HEAD OFFICE	HOLD	ALL						
Show <input type="button" value="10"/> entries	Search records							
No Code Branch Date Amount Sell Type Remark Status Action								
1	1000 SL.2308.00005	JAKARTA HEAD OFFICE	23/08/2023	0.00 1 Item	COP	TEST BILLA	HOLD	
2	1000 SL.2308.00006	JAKARTA HEAD OFFICE	23/08/2023	1,700,000,000.00 4 Item	AUCTION	Memo Harga Dasar Lelang Caready Agustus 2023	HOLD	
3	1000 SL.2308.00008	JAKARTA HEAD OFFICE	23/08/2023	0.00 1 Item	COP	pelunasan COP	HOLD	
4	1000 SL.2308.00009	JAKARTA HEAD OFFICE	23/08/2023	0 Item	CLAIM	CLAIM TOTAL LOSS	HOLD	
5	1000 SL.2308.00016	JAKARTA HEAD OFFICE	25/08/2023	250,000,000.00 1 Item	CLAIM	claim total loss IMS	HOLD	

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

Gambar 201 Halaman Sell Request List

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

Sell Request Info

SAVE **BACK**

Code	-Auto Generate-	Description *	Status
Sell Date *	<input type="text" value="dd/mm/yyyy"/>	Branch *	<input type="text" value="HOLD"/>
Auction *		Sell Request Amount	<input type="text" value="AUCTION"/>
		Remark *	<input type="text"/>

Gambar 202 Halaman Sell Request Info (Sell Type: Auction)

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Sell Request Info

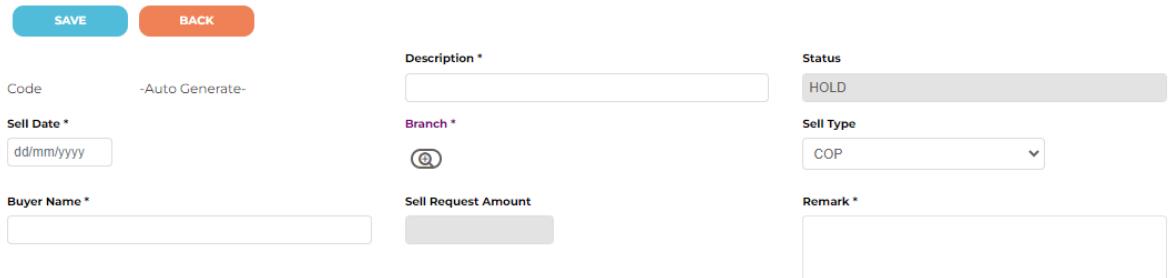


The screenshot shows a form titled "Sell Request Info". At the top right are two buttons: "SAVE" (blue) and "BACK" (orange). The form fields are arranged in a grid:

- Code: -Auto Generate-
- Description *: [Text input field]
- Status: HOLD
- Sell Date *: dd/mm/yyyy [Text input field]
- Branch *: [Image of a dropdown menu icon]
- Sell Type: MOCIL
- Sell Request Amount: [Text input field]
- Remark *: [Text input field]

Gambar 203 Halaman Sell Request Info (Sell Type: Mocil)

Sell Request Info



The screenshot shows a form titled "Sell Request Info". At the top right are two buttons: "SAVE" (blue) and "BACK" (orange). The form fields are arranged in a grid:

- Code: -Auto Generate-
- Description *: [Text input field]
- Status: HOLD
- Sell Date *: dd/mm/yyyy [Text input field]
- Branch *: [Image of a dropdown menu icon]
- Sell Type: COP
- Buyer Name *: [Text input field]
- Sell Request Amount: [Text input field]
- Remark *: [Text input field]

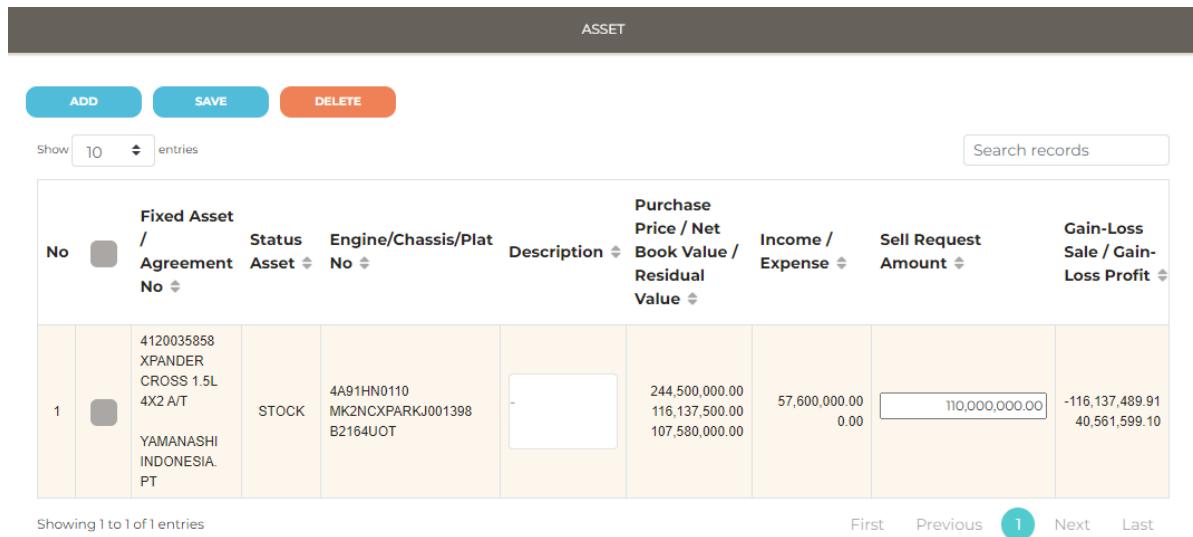
Gambar 204 Halaman Sell Request Info (Sell Type: COP)

- d. Setelah data Sell Request berhasil disimpan, sistem akan menampilkan halaman Tab, antara lain:
Tab Asset.

Tab Asset

- e. Pada halaman Sell Request Info Tab Asset sistem akan menampilkan informasi listing data asset yang akan dijual. Klik tombol  untuk menambahkan data pada tampilan Tab Asset.

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The screenshot shows a table of asset data with the following columns:

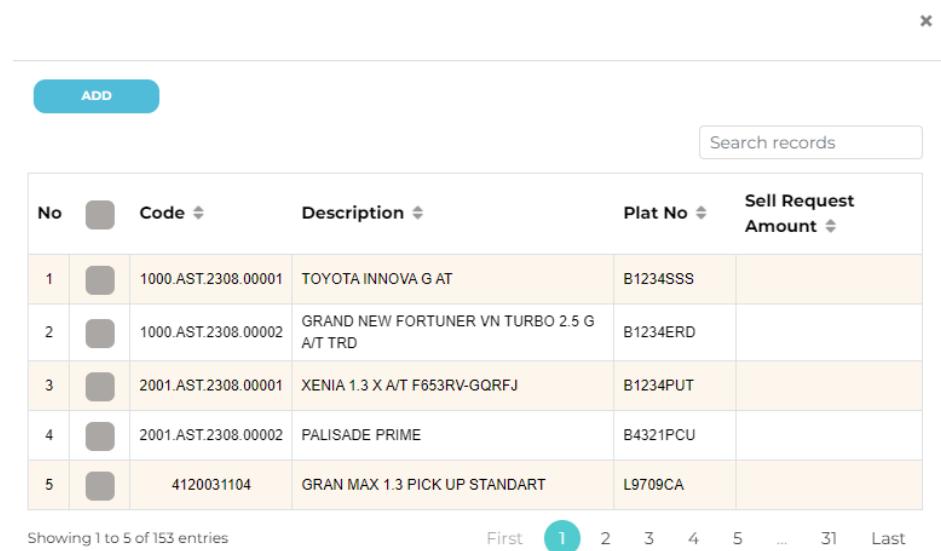
No	Fixed Asset / Agreement	Status Asset	Engine/Chassis/Plat No	Description	Purchase Price / Net Book Value / Residual Value	Income / Expense	Sell Request Amount	Gain-Loss Sale / Gain-Loss Profit
1	4120035858 XPANDER CROSS 1.5L 4X2 A/T YAMANASHI INDONESIA. PT	STOCK	4A91HN0110 MK2NCXPARKJ001398 B2164UOT	-	244,500,000.00 116,137,500.00 107,580,000.00	57,600,000.00 0.00	110,000,000.00	-116,137,489.91 40,561,599.10

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

Gambar 205 Halaman Tab Asset

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



The screenshot shows a table of asset codes with the following columns:

No	Code	Description	Plat No	Sell Request Amount
1	1000.AST.2308.00001	TOYOTA INNOVA G AT	B1234SSS	
2	1000.AST.2308.00002	GRAND NEW FORTUNER VN TURBO 2.5 G A/T TRD	B1234ERD	
3	2001.AST.2308.00001	XENIA 1.3 X A/T F653RV-GQRFJ	B1234PUT	
4	2001.AST.2308.00002	PALISADE PRIME	B4321PCU	
5	4120031104	GRAN MAX 1.3 PICK UP STANDART	L9709CA	

Showing 1 to 5 of 153 entries

First **1** 2 3 4 5 ... 31 Last

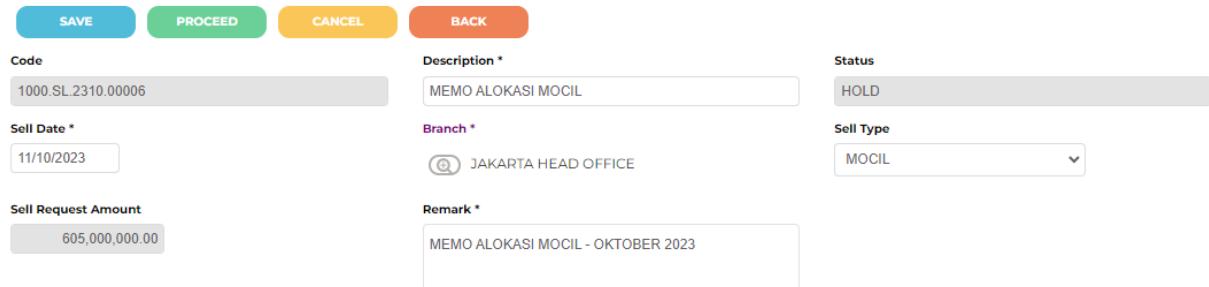
Gambar 206 Halaman Look Up Asset

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

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- h. Untuk menghapus data Tab Asset, user dapat memberi tanda checklist “” pada baris data Tab Asset List kemudian klik tombol **DELETE**.
- i. Setelah data Sell Request berhasil disimpan, klik tombol **PROCEED** untuk memproses data Sell Request dan status data akan berubah menjadi On Process atau klik tombol **CANCEL** untuk membatalkan proses permintaan penjualan asset dan status data akan berubah menjadi Cancel. Data yang telah diproses akan masuk ke modul Approval.

Sell Request Info



Code 1000.SL.2310.00006	Description * MEMO ALOKASI MOCIL	Status HOLD
Sell Date * 11/10/2023	Branch * JAKARTA HEAD OFFICE	Sell Type MOCIL
Sell Request Amount 605,000,000.00	Remark * MEMO ALOKASI MOCIL - OKTOBER 2023	

Gambar 207 Halaman Sell Request Info (Status: Hold)

- j. Ketika data Sell Request berstatus Approve, user dapat mengklik tombol **VIEW APPROVAL** untuk melihat informasi employee yang melakukan approve.

Sell Request Info



Code 1000.SL.2310.00009	Description * Testing Journal	Status ON PROCESS
Sell Date * 06/10/2023	Branch * JAKARTA HEAD OFFICE	Sell Type MOCIL
Sell Request Amount 300,000,000.00	Remark * 4120032800	

Gambar 208 Halaman Sell Request Info (Status: On Process)

3.3.2 Sell Settlement

Sub Menu Sell Settlement dapat diakses oleh user melalui modul **Fixed Asset Management > Sell and Disposal > Sell Settlement**. Sub Menu Sell Settlement dapat digunakan oleh user untuk melakukan proses settle terhadap transaksi penjualan asset yang telah dilakukan pada sistem.

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3.3.2.1 Step Process Sold Settlement

Berikut adalah Step Process Sell Settlement:

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

Sell Settlement List

Sell Settlement List											
No	Sell Code	Fixed Asset / Agreement	Plat/ Engine/ Chasis No	Sell Date	Sell Type / Auction / Sold	Net Book Value	Request Amount	Description	Status	Action	
1	1000.SL.2310.00002	4120043279 IONIQ 5 SIGNATURE LONG RANGE 0001415/4/01/07/2023 BINTANG MARAGA LINTAS MEDIA. PT	B1752PNO EM17P4T3171D MF3KM81AUPJ006574	12/10/2023	COP ADMIN IMS SOLD	764,827,666.00	740,000,000.00	Penjualan Asset Rehearsal	HOLD		
2	1000.SL.2310.00005	4120031366 COLT DIESEL FE 73 0001087/4/08/07/2023 NAKU LOGISTICS INDONESIA. PT	B9754PCI 4D34TK34002 MHMFE73P2EK024651		COP ADMIN IMS NOT SOLD	75,888,000.00	80,000,000.00	testing jurnal	HOLD		

Showing 1 to 2 of 2 entries

First Previous  Next Last

Gambar 209 Halaman Sell Settlement List

- b. Klik tombol  untuk melihat detail data dan melakukan proses perubahan data Sell Settlement.

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Sell Settlement Info

SAVE
PROCEED
BACK

Sell Code	Sell Type *	Status
2034.SL.2308.00002	MOCIL	HOLD
Auction	Asset Code	Asset Name
ADMIN	4120036605	XPANDER 1.5L EXCEED-L (4X2) A/T MY21
Plat No	Engine No	Chassis No
B2755POA	4A91KAB3928	MK2NCLHARMJ000527
Purchase Price	Agreement No	Client Name
210,759,091.00	0000004/4/34/03/2021	SEMESTA BOLO TRANSINDO. PT
Net Book Value	Sell Request	Gain/Loss Sale
58,397,830.00	170,000,000.00	482,142,710.54
Total Income	Total Expense	Description
0.00	0.00	data sell UAT kedua
File	Sold	Sell Remark *
	<input type="radio"/> SOLD <input checked="" type="radio"/> NOT SOLD	sell settlement

Gambar 210 Halaman Sell Settlement Info (Not Sold)

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Sell Settlement Info

SAVE
PROCEED
BACK

Sell Code 2034.SL.2308.00002	Sell Type * MOCIL	Status HOLD
Auction ADMIN	Asset Code 4120036605	Asset Name XPANDER 1.5L EXCEED-L (4X2) A/T MY21
Plat No B2755POA	Engine No 4A91KAB3928	Chasis No MK2NCLHARMJ000527
Purchase Price 210,759,091.00	Agreement No 0000004/4/34/03/2021	Client Name SEMESTA BOLO TRANSINDO. PT
Net Book Value 58,397,830.00	Sell Request 170,000,000.00	Gain/Loss Sale 482,142,710.54
Total Income 0.00	Total Expense 0.00	Description data sell UAT kedua
File <input type="button" value="▼"/>	Sold <input checked="" type="radio"/> SOLD <input type="radio"/> NOT SOLD	Sell Date * 24/08/2023
Buyer Type <input checked="" type="radio"/> PERSONAL <input type="radio"/> CORPORATE	Buyer Name <input type="text"/>	Buyer Area / Phone <input type="text"/> - <input type="text"/>
Buyer NPWP No 0	Buyer Address <input type="text"/>	Sold Amount With PPN * 600,000,000.00
PPN Asset 59,459,459.46	Total Fee 0.00	Net Receive 600,000,000.00
Gain/Loss Profit 482,142,710.54	Sell Remark * sell settlement	

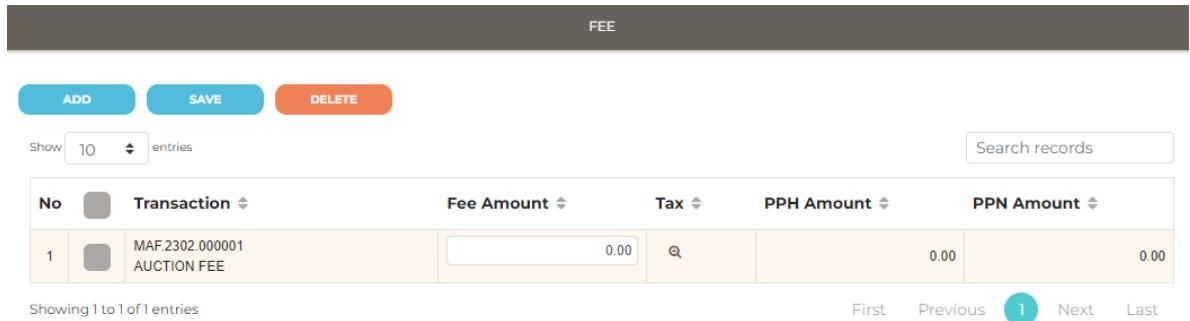
Gambar 211 Halaman Sell Settlement Info (Sold)

- c. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.
- d. Pada halaman Sell Settlement Info, terdapat halaman Tab, antara lain: Tab Fee.

Tab Fee

- e. Pada halaman Sell Settlement Info Tab Fee sistem akan menampilkan informasi listing data biaya yang dikenakan dari proses penjualan asset. Klik tombol **ADD** untuk menambahkan data pada tampilan Tab Fee.

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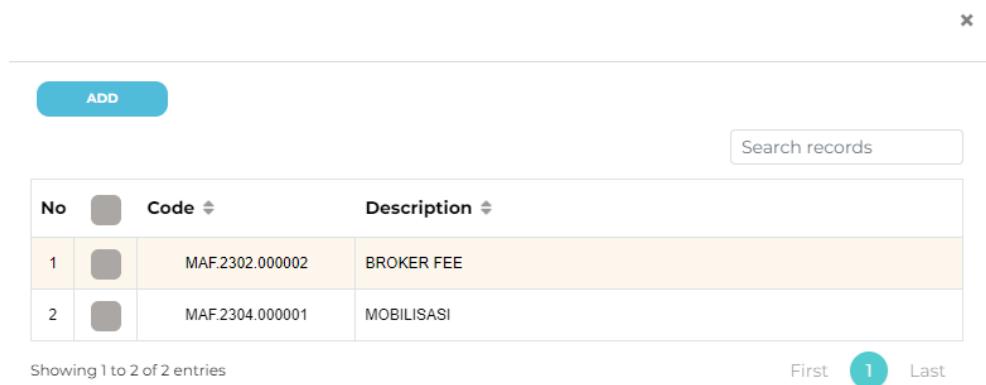


No	Transaction	Fee Amount	Tax	PPH Amount	PPN Amount
1	MAF2302.000001 AUCTION FEE	0.00	0.00	0.00	0.00

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

Gambar 212 Halaman Tab Fee

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



No	Code	Description
1	MAF.2302.000002	BROKER FEE
2	MAF.2304.000001	MOBILISASI

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

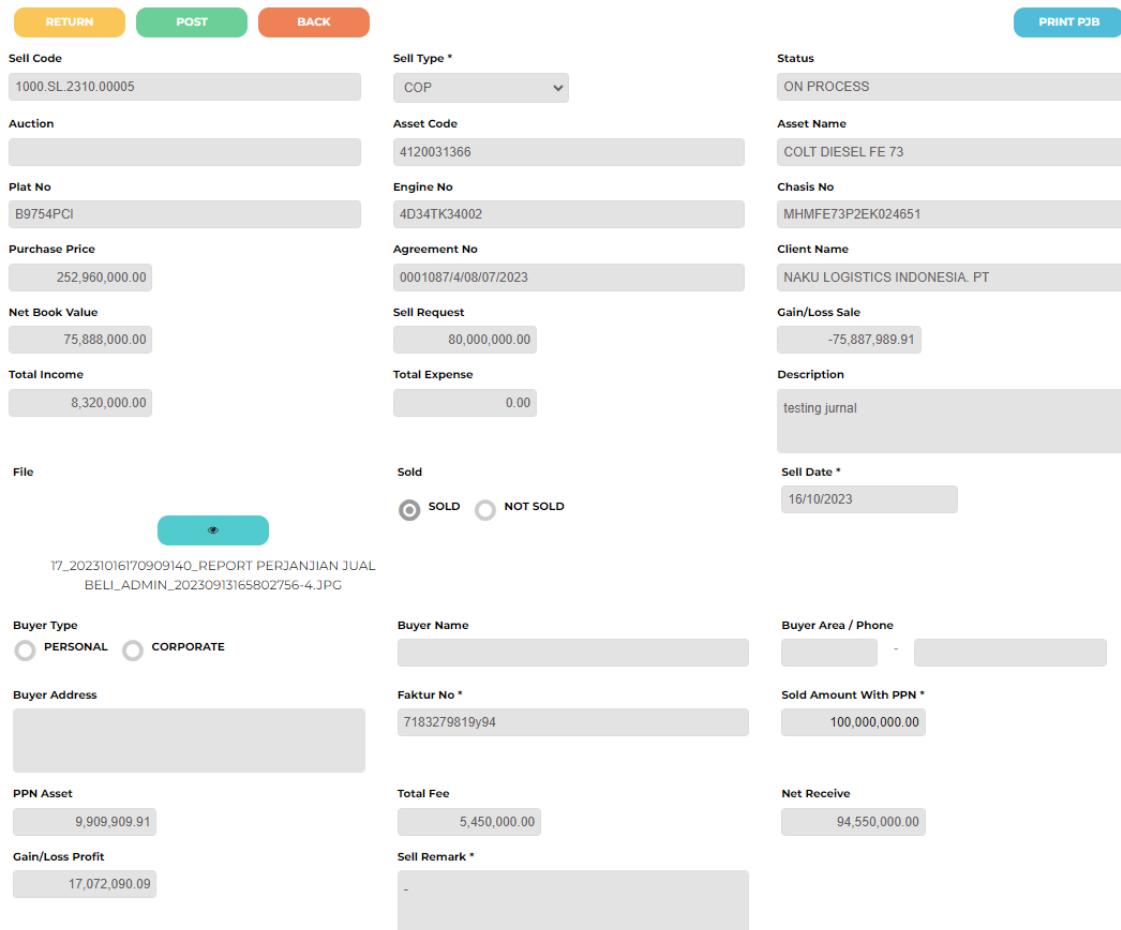
Gambar 213 Halaman Look Up Fee

- g. Lengkapi data pada field yang tersedia, kemudian klik tombol **SAVE** untuk menyimpan data.
- h. Untuk menghapus data Tab Fee, user dapat memberi tanda checklist “” pada baris data Tab Fee List kemudian klik tombol **DELETE**.
- i. Setelah data Sell Settlement berhasil diperbarui, klik tombol **PROCEED** untuk memproses data Sell Settlement dan status data akan berubah menjadi On Process.
- j. Setelah data Sell Settlement berstatus On Process, klik tombol **POST** untuk melakukan posting data ketika proses Sell Settlement telah selesai (sold/not sold) dan status data akan

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berubah menjadi Post, atau klik tombol **RETURN** untuk mengembalikan data Sell Settlement ke proses sebelumnya lalu diperbaiki kembali dan status data akan berubah menjadi Hold. User dapat mencetak surat Perjanjian Jual Beli dengan mengklik tombol **PRINT PJB**.

Sell Settlement Info



The screenshot shows the 'Sell Settlement Info' form. At the top, there are three buttons: **RETURN** (yellow), **POST** (green), and **BACK** (orange). On the right, there is a **PRINT PJB** button. The form contains the following data:

Sell Code 1000.SL.2310.00005	Sell Type * COP	Status ON PROCESS
Auction	Asset Code 4120031366	Asset Name COLT DIESEL FE 73
Plat No B9754PCI	Engine No 4D34TK34002	Chasis No MHMFET73P2EK024651
Purchase Price 252,960,000.00	Agreement No 0001087/4/08/07/2023	Client Name NAKU LOGISTICS INDONESIA. PT
Net Book Value 75,888,000.00	Sell Request 80,000,000.00	Gain/Loss Sale -75,887,989.91
Total Income 8,320,000.00	Total Expense 0.00	Description testing jurnal
File	Sold <input checked="" type="radio"/> SOLD <input type="radio"/> NOT SOLD	Sell Date * 16/10/2023
I7_20231016170909140_REPORT PERJANJIAN JUAL BELI_ADMIN_20230913165802756-4.JPG		
Buyer Type <input checked="" type="radio"/> PERSONAL <input type="radio"/> CORPORATE	Buyer Name	Buyer Area / Phone
Buyer Address	Faktur No * 7183279819y94	Sold Amount With PPN * 100,000,000.00
PPN Asset 9,909,909.91	Total Fee 5,450,000.00	Net Receive 94,550,000.00
Gain/Loss Profit 17,072,090.09	Sell Remark * -	

Gambar 214 Halaman Sell Settlement (Status: On Process)

3.3.3 Disposal

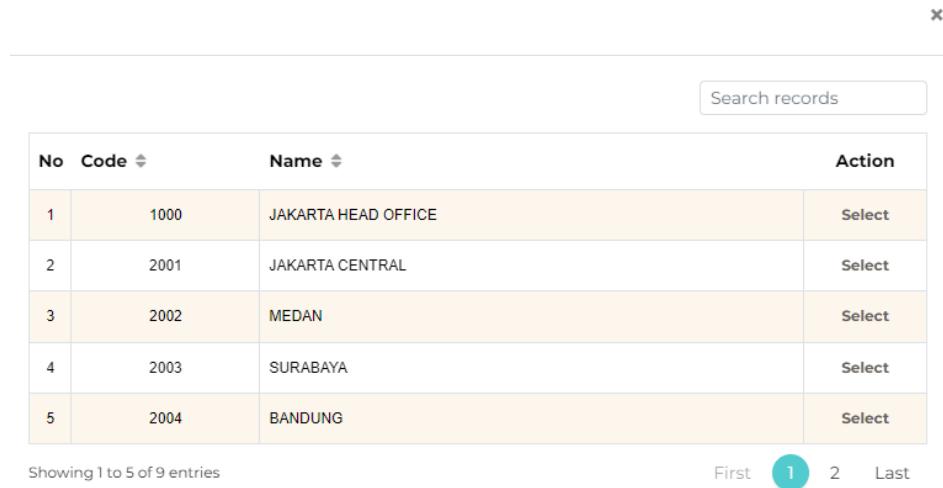
Sub Menu Disposal dapat diakses oleh user melalui modul **Fixed Asset Management > Sell and Disposal > Disposal**. Sub Menu Disposal dapat digunakan oleh user untuk melakukan proses Disposal Asset dikarenakan alasan tertentu.

3.3.3.1 Step Process Disposal

Berikut adalah Step Process Disposal:

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



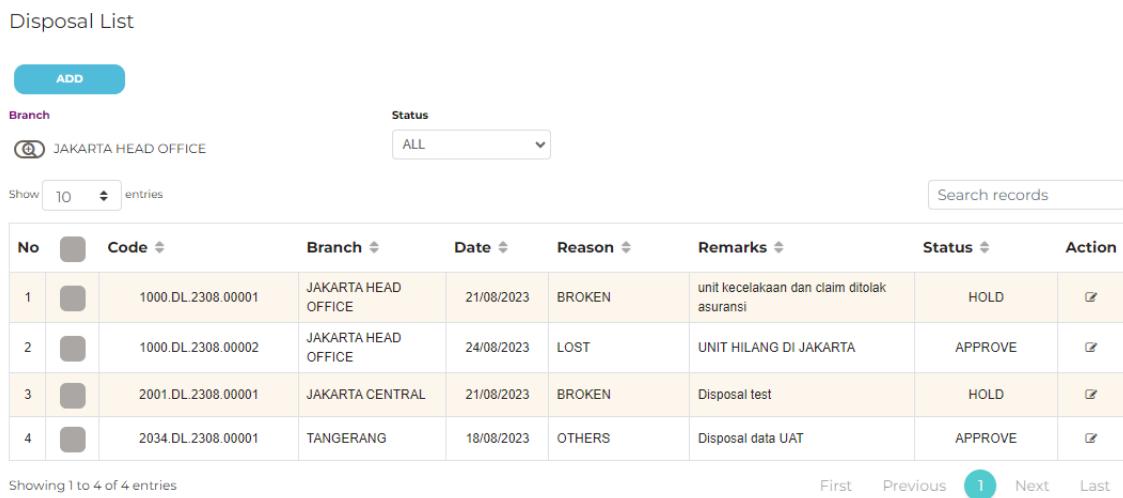
A screenshot of a web-based application interface. At the top right is a close button (X). Below it is a search bar labeled "Search records". The main area contains a table with columns: No, Code, Name, and Action. The table has 5 rows of data:

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 is a message "Showing 1 to 5 of 9 entries". On the right are buttons for "First", "1" (highlighted in blue), "2", and "Last".

Gambar 215 Halaman Look Up Branch

- b. Klik tombol  untuk menambahkan data pada tampilan Disposal List.



A screenshot of a web-based application interface. At the top left is a title "Disposal List". In the center is a search bar labeled "Search records". To the left of the search bar are dropdown menus for "Branch" (set to "JAKARTA HEAD OFFICE") and "Status" (set to "ALL"). Below these are buttons for "Show 10 entries" and a "Search records" button. The main area contains a table with columns: No, Code, Branch, Date, Reason, Remarks, Status, and Action. The table has 4 rows of data:

No	Code	Branch	Date	Reason	Remarks	Status	Action
1	1000.DL.2308.00001	JAKARTA HEAD OFFICE	21/08/2023	BROKEN	unit kecelakaan dan claim ditolak asuransi	HOLD	
2	1000.DL.2308.00002	JAKARTA HEAD OFFICE	24/08/2023	LOST	UNIT HILANG DI JAKARTA	APPROVE	
3	2001.DL.2308.00001	JAKARTA CENTRAL	21/08/2023	BROKEN	Disposal test	HOLD	
4	2034.DL.2308.00001	TANGERANG	18/08/2023	OTHERS	Disposal data UAT	APPROVE	

At the bottom left is a message "Showing 1 to 4 of 4 entries". On the right are buttons for "First", "Previous", "1" (highlighted in blue), "Next", and "Last".

Gambar 216 Halaman Disposal List

- 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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Disposal Info



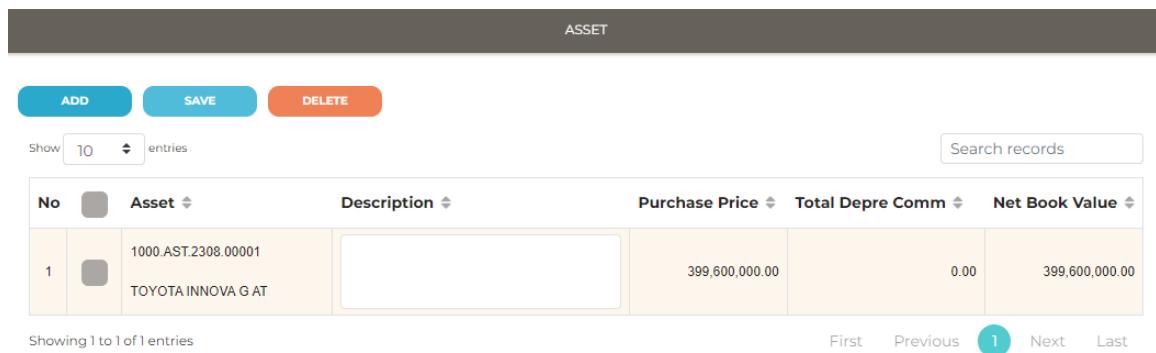
The form has two main sections. The left section contains fields for 'Code' (with a note '-Auto Generate-'), 'Disposal Date' (format dd/mm/yyyy), and 'Total Net Book Value'. The right section contains fields for 'Description *', 'Branch *', 'Status' (set to 'HOLD'), 'Reason *', and 'Remarks *'. There are also small icons next to some of the text input fields.

Gambar 217 Halaman Disposal Info

- d. Setelah data Disposal berhasil disimpan, sistem akan menampilkan halaman Tab, antara lain: Tab Asset.

Tab Asset

- e. Pada halaman Disposal Info Tab Asset sistem akan menampilkan informasi listing data asset yang akan dilakukan Disposal. Klik tombol **ADD** untuk menambahkan data pada tampilan Tab Asset.



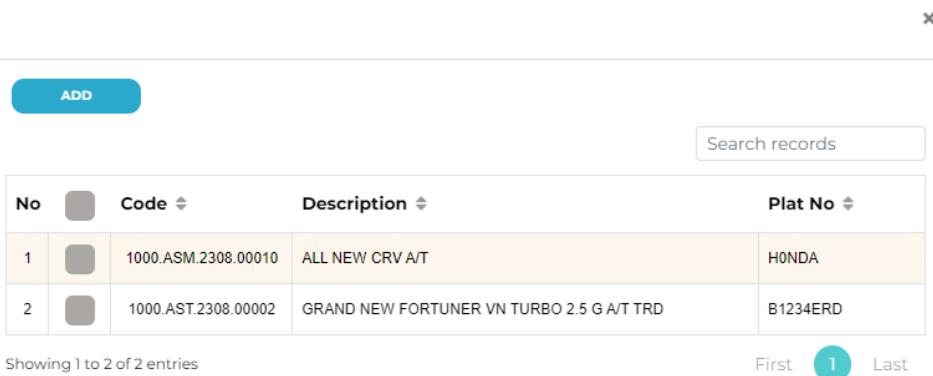
The table has a header row with columns: No, Asset, Description, Purchase Price, Total Depre Comm, and Net Book Value. Below the header, there is one data row. The data row contains the number 1, a checkbox (which is checked), the description '1000.AST.2308.00001 TOYOTA INNOVA G AT', and values for Purchase Price (399,600,000.00), Total Depre Comm (0.00), and Net Book Value (399,600,000.00).

Gambar 218 Halaman Tab Asset

- f. Untuk menambahkan data Asset, user dapat memberi tanda checklist “

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The screenshot shows a table with columns: No, Code, Description, and Plat No. There are two entries:

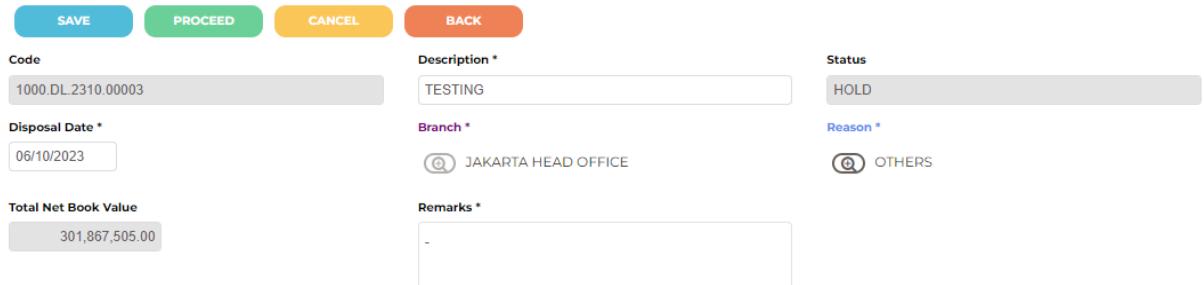
No	Code	Description	Plat No
1	1000.ASM.2308.00010	ALL NEW CRV A/T	HONDA
2	1000.AST.2308.00002	GRAND NEW FORTUNER VN TURBO 2.5 G A/T TRD	B1234ERD

Below the table, it says "Showing 1 to 2 of 2 entries". To the right, there are buttons for "First", a page number "1", and "Last".

Gambar 219 Halaman Look Up Asset

- g. Lengkapi data pada field yang tersedia, kemudian klik tombol **SAVE** untuk menyimpan data Asset.
- h. Untuk menghapus data Tab Asset, user dapat memberi tanda checklist “” pada baris data Tab Asset List kemudian klik tombol **DELETE**.
- i. Setelah data Disposal berhasil disimpan, klik tombol **PROCEED** untuk memproses data Disposal dan status data akan berubah menjadi On Process atau klik tombol **CANCEL** untuk membatalkan proses Disposal dan status data akan berubah menjadi Cancel. Data yang telah diproses akan masuk ke modul Approval.

Disposal Info



The form has the following fields and buttons:

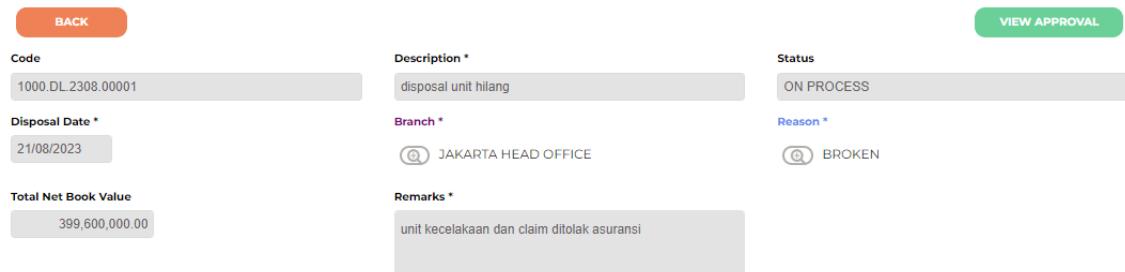
- Buttons: **SAVE**, **PROCEED**, **CANCEL**, **BACK**.
- Code: 1000.DL.2310.00003
- Description *: TESTING
- Status: HOLD
- Disposal Date *: 06/10/2023
- Branch *: JAKARTA HEAD OFFICE
- Reason *: OTHERS
- Total Net Book Value: 301,867,505.00
- Remarks *: -

Gambar 220 Halaman Disposal Info (Status: Hold)

- j. Ketika data Disposal berstatus On Process, user dapat mengklik tombol **VIEW APPROVAL** untuk melihat informasi employee yang melakukan approve.

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Disposal Info



The screenshot shows a form titled "Disposal Info". It includes the following fields:

- Code:** 1000.DL.2308.00001
- Description ***: disposal unit hilang
- Status:** ON PROCESS
- Disposal Date ***: 21/08/2023
- Branch ***: JAKARTA HEAD OFFICE
- Reason ***: BROKEN
- Total Net Book Value**: 399.600.000,00
- Remarks ***: unit kecelakaan dan claim ditolak asuransi

Buttons at the top right include "BACK" (orange) and "VIEW APPROVAL" (green).

Gambar 221 Halaman Disposal Info (Status: On Process)

3.4 Biro Jasa

Biro Jasa adalah Menu yang dapat digunakan oleh user untuk melakukan proses transaksi biro jasa yang ada pada modul Fixed Asset Management. Berikut adalah detail penjelasan per masing-masing sub menu yang akan digunakan oleh user.

3.4.1 Monitoring

Sub Menu Monitroing dapat diakses oleh user melalui modul **Fixed Asset Management > Biro Jasa > Monitoring**. Sub Menu Monitoring dapat digunakan oleh user untuk melakukan proses pemantauan data dokumen asset Biro Jasa yang telah terdaftar pada sistem. Data monitoring akan digunakan pada Register.

3.4.1.1 Step Process Monitoring

Berikut adalah Step Process Monitoring:

- Pilih Document Type yang akan dilihat kemudian klik tombol Dropdown List Document Type  , maka sistem akan menampilkan halaman Monitoring List.

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Monitoring List

PROCEED

Document Type	Aging Day	Search records						
KEUR								
Show 10 entries								
No	Asset No	Asset Name	Plat / Chassis / Engine No	Document Name	Document Expired Date	Rental Status	Aging Day	
1	4120035553	TRAGA CABIN CHASSIS	L8916AC MHCPHR54CLJ412793 E412793	KEUR	22/07/2023		-34	
2	4120035554	TRAGA CABIN CHASSIS	L8915AC MHCPHR54CLJ412795 E412795	KEUR	07/03/2023		-171	
3	4120035556	TRAGA CABIN CHASSIS	L8923AC MHCPHR54CLJ412803 E412803	KEUR	22/07/2023		-34	
4	4120035558	TRAGA CABIN CHASSIS	L8912AC MHCPHR54CLJ412802 E412802	KEUR	07/03/2023		-171	
5	4120035603	COLT DIESEL FE 84G HDL	H8837BA MHMFE84PWLK017496 4D34T-U16452	KEUR	11/05/2023		-106	
6	4120035604	COLT DIESEL FE 84G HDL	H8758BA MHMFE84PWLK017511 4D34T-U16469	KEUR	28/11/2022		-270	
7	4120035560	TRAGA CABIN CHASSIS	L8924AC MHCPHR54CLJ412779 E412779	KEUR	22/07/2023		-34	
8	4120035643	ALL NEW TRITON DC GLS 4X4 M/T (2.4L MT) MODEL 2019	BM9908TX MMBJJKL10KH059195 4N15UGH8825	KEUR	01/06/2023		-85	
9	4120036659	COLT DIESEL FE 74 L K	H9246CA MHMFE74PVMK004886 4D34TX28154	KEUR	05/12/2022		-263	
10	4120036707	GRAN MAX PU BOX 1.3 ALUMUNIUM PT FH E4	B9311PCR MHKP3BA1JMK161490 K3MH87137	KEUR	25/01/2023		-212	

Showing 1 to 10 of 104 entries

First Previous **1** 2 3 4 5 ... 11 Next Last

Gambar 222 Halaman Monitoring List

- b. User dapat memberi tanda checklist “

PROCEED

untuk memproses lebih lanjut data Monitoring ke sub menu Register.

3.4.2 Register

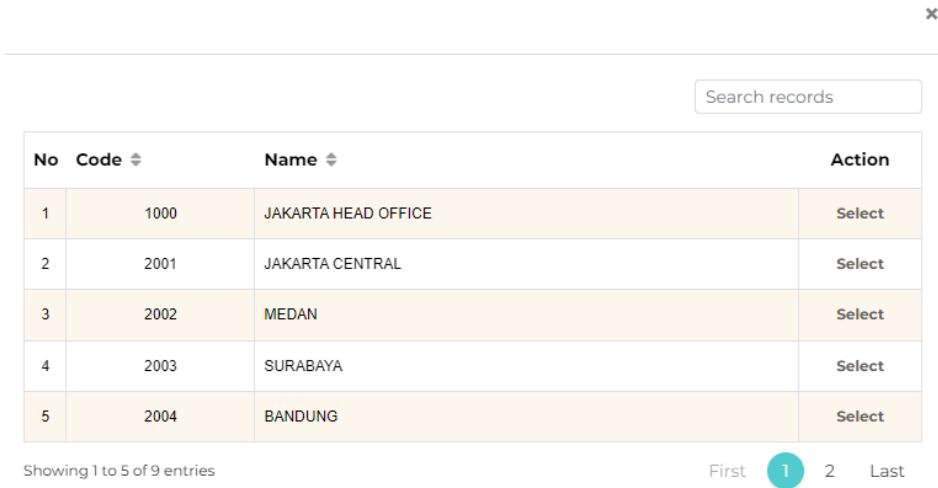
Sub Menu Register dapat diakses oleh user melalui modul **Fixed Asset Management > Biro Jasa > Register**. Sub Menu Register dapat digunakan oleh user untuk melakukan proses pendaftaran terhadap transaksi biro jasa yang akan dilakukan pada sistem.

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3.4.2.1 Step Process Register

Berikut adalah Step Process Register:

- 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 223 Halaman Look Up Branch

- b. Klik tombol  untuk menambahkan data pada tampilan Register List.

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Register List

ADD

Branch	Status							
 JAKARTA HEAD OFFICE	HOLD							
Show 10 entries	Search records							
No	Register No	Branch	Date	FA Code	Doc Name	Remark	Status	Action
1	1000.RMN.2308.000109	JAKARTA HEAD OFFICE	25/08/2023	1000.AST.2308.00002 GRAND NEW FORTUNER VN TURBO 2.5 G A/T TRD		retest 191	HOLD	
2	2001.RMN.2308.000002	JAKARTA CENTRAL	21/08/2023	4120031031 TRUCK E-2 ELF NHR55 C/C	PENGURUSAN STNK 5 TAHUNAN HILANG, PERPANJANGAN STNK TAHUNAN HILANG	REIMBURSE STNK HILANG TO CUSTOMER	HOLD	
3	2001.RMN.2308.000003	JAKARTA CENTRAL	21/08/2023	4120031033 TRUCK E-2 ELF NHR55 C/C	PENGURUSAN KEUR HILANG	reimburse stnk hilang	HOLD	
4	2001.RMN.2308.000004	JAKARTA CENTRAL	21/08/2023	4120031047 TRUCK E-2 ELF NHR55 C/C	PERPANJANGAN STNK TAHUNAN HILANG	test	HOLD	
5	2001.RMN.2308.000008	JAKARTA CENTRAL	24/08/2023	4120032868 COLT DIESEL FE 71 L	KEHILANGAN STNK, PENGURUSAN KEUR HILANG, PENGURUSAN STNK 5 TAHUNAN HILANG, PERPANJANGAN STNK TAHUNAN HILANG	data retest issue 185	HOLD	

Showing 1 to 5 of 5 entries

First Previous **1** Next Last

Gambar 224 Halaman Register List

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

Register Info

SAVE	BACK		
Register No	-Auto Generate-	Branch *	Status
			HOLD
Date *	dd/mm/yyyy	FA Code *	<input type="checkbox"/> Reimburse To Customer
Remark *	<input type="text"/>		

Gambar 225 Halaman Register Info

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- d. Setelah data Register berhasil disimpan, sistem akan menampilkan halaman Tab, antara lain: Tab Service dan Tab Document.

Tab Service

- e. Pada halaman Register Info Tab Service, sistem akan menampilkan informasi listing data servis yang akan dilakukan. Klik tombol **ADD** untuk menambahkan data pada tampilan Tab Service.

The screenshot shows a table with the following data:

No	Service Name
1	KEHILANGAN STNK
2	PENGURUSAN STNK 5 TAHUNAN HILANG
3	PERPANJANGAN STNK TAHUNAN HILANG
4	PENGURUSAN KEUR HILANG

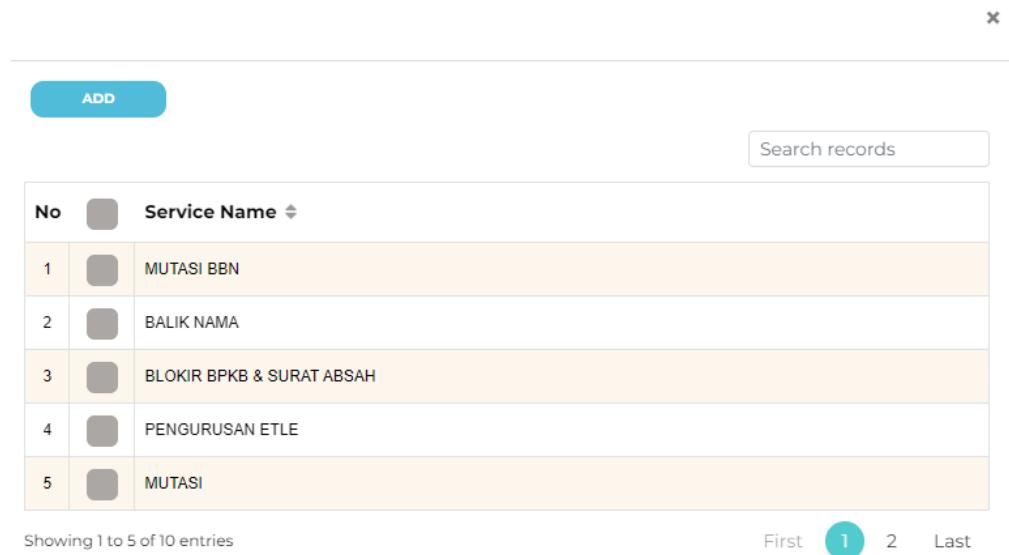
At the top of the page, there are buttons for **ADD** and **DELETE**. Below the table, there are pagination controls: 'Showing 1 to 4 of 4 entries', 'First', 'Previous', '1', 'Next', and 'Last'.

Gambar 226 Halaman Tab Service

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

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The screenshot shows a table titled 'Service Name' with five entries:

No	Service Name
1	MUTASI BBN
2	BALIK NAMA
3	BLOKIR BPKB & SURAT ABSAH
4	PENGURUSAN ETEL
5	MUTASI

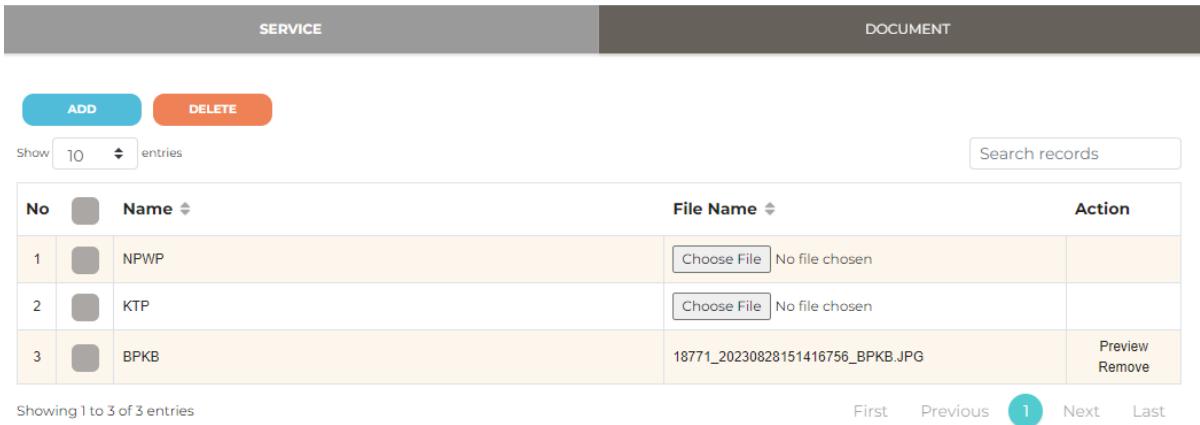
At the bottom, there is a message 'Showing 1 to 5 of 10 entries' and navigation buttons 'First', '1', '2', 'Last'.

Gambar 227 Halaman Look Up Service

- g. Untuk menghapus data Tab Service, user dapat memberi tanda checklist “

Tab Document

- h. Pada halaman Register Info Tab Document, sistem akan menampilkan informasi listing data dokumen pendukung pada proses register birojasa. Klik tombol **ADD** untuk menambahkan data pada tampilan Tab Document.



The screenshot shows a table with columns: No, Name, File Name, and Action.

No	Name	File Name	Action
1	NPWP	Choose File No file chosen	
2	KTP	Choose File No file chosen	
3	BPKB	18771_20230828151416756_BPKB.JPG	Preview Remove

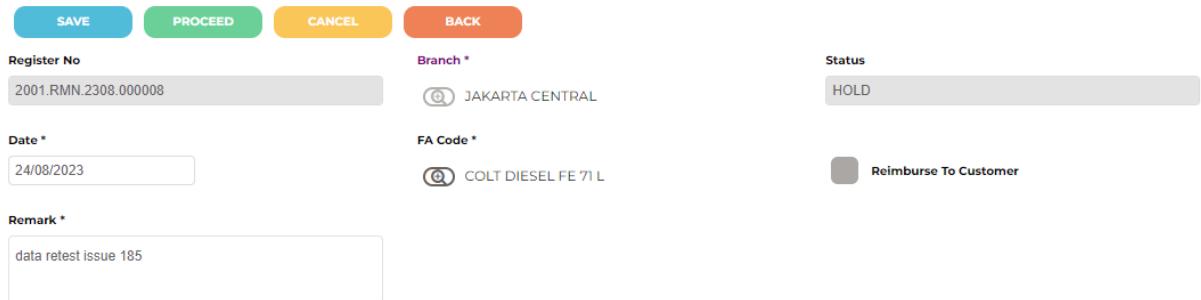
At the bottom, there is a message 'Showing 1 to 3 of 3 entries' and navigation buttons 'First', 'Previous', '1', 'Next', 'Last'.

Gambar 228 Halaman Tab Document

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- i. Untuk menambahkan data Tab Document, user dapat memberi tanda checklist “” pada baris data Look Up Document kemudian klik tombol **ADD** .
- j. User dapat melihat dokumen yang telah diupload pada Tab Document dengan mengklik tombol **Preview** atau menghapus dokumen yang telah diupload pada Tab Document dengan mengklik tombol **Remove** .
- k. Untuk menghapus data Tab Document, user dapat memberi tanda checklist “” pada baris data Tab Document List kemudian klik tombol **DELETE** .
- l. Setelah data Register berhasil disimpan, klik tombol **PROCEED** untuk memproses lebih lanjut data Register dan status data Register akan berubah menjadi On Process, atau klik tombol **CANCEL** untuk membatalkan proses data Register dan status data Register akan berubah menjadi Cancel.

Register Info



The screenshot shows a form titled "Register Info". At the top are four buttons: **SAVE** (blue), **PROCEED** (green), **CANCEL** (orange), and **BACK** (red). Below these are several input fields and dropdowns:

- Register No:** Input field containing "2001.RMN.2308.000008".
- Branch ***: A dropdown menu showing "JAKARTA CENTRAL".
- Status:** Input field containing "HOLD".
- Date ***: Input field containing "24/08/2023".
- FA Code ***: A dropdown menu showing "COLT DIESEL FE 71 L".
- Remark *:** Input field containing "data retest issue 185".
- Reimburse To Customer:** A checkbox that is checked.

Gambar 229 Halaman Register Info (Status: Hold)

- m. Ketika data Register berstatus On Process, klik tombol **RETURN** untuk mengembalikan data ke proses sebelumnya lalu diperbaiki kembali dan status data Register akan berubah menjadi Hold.

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Register Info

RETURN	BACK			
Register No	Branch *		Status	
1000.RMN.2308.000103	④ Jakarta Head Office		ON PROCESS	
Date *	FA Code *			
25/08/2023	④ TRUCK E-2 ELF NKR71 C/C		<input checked="" type="checkbox"/> Reimburse To Customer	
Remark *	Perpanjangan STNK untuk asset 4120032947 L9463CO MHCNKR71HGJ074779 B074779			

Gambar 230 Halaman Register Info (Status: On Process)

- n. Jika user ingin melakukan perubahan data klik tombol  pada baris data Register List.

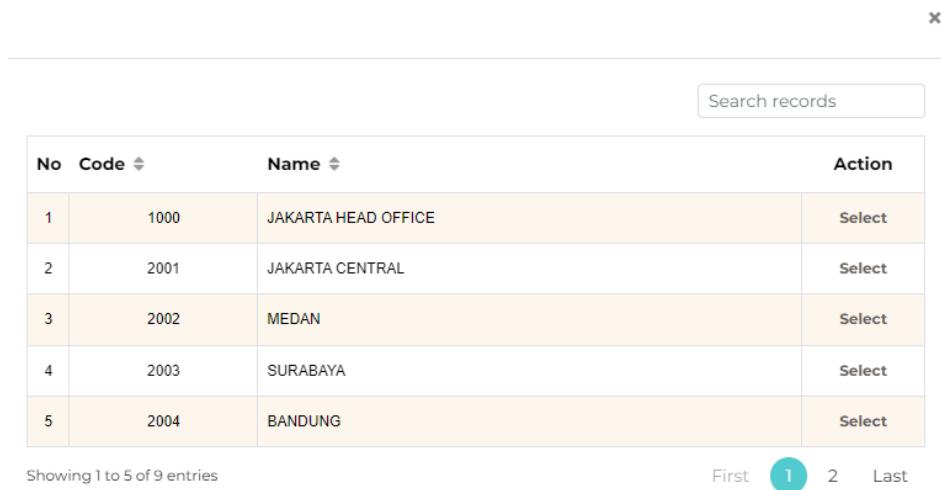
3.4.3 Order To Bureau

Sub Menu Order To Bureau dapat diakses oleh user melalui modul **Fixed Asset Management > Biro Jasa > Order To Bureau**. Sub Menu Order To Bureau dapat digunakan oleh user untuk melakukan proses order ke biro jasa terhadap agreement yang telah terdaftar pada sistem.

3.4.3.1 Step Process Order To Bureau

Berikut adalah Step Process Order To Bureau:

- 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

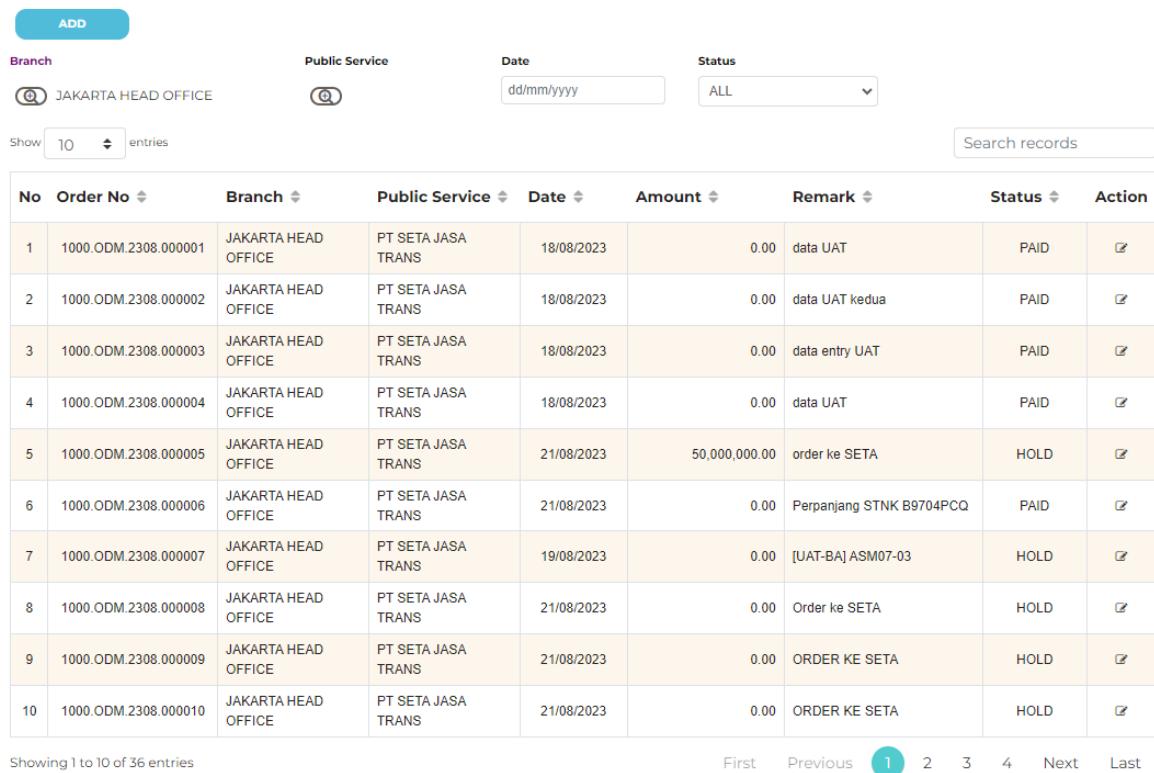
Showing 1 to 5 of 9 entries First **1** 2 Last

Gambar 231 Halaman Look Up Branch

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b. Klik tombol  untuk menambahkan data pada tampilan Order To Bureau List.

Order To Service Bureau List



The screenshot shows a table with 10 rows of data. The columns are: No, Order No, Branch, Public Service, Date, Amount, Remark, Status, and Action. The data includes various service requests like PT SETA JASA TRANS and PT SETA JASA TRANS, with dates ranging from 18/08/2023 to 21/08/2023, amounts from 0.00 to 50,000,000.00, and remarks such as 'data UAT', 'data UAT kedua', and 'order ke SETA'.

No	Order No	Branch	Public Service	Date	Amount	Remark	Status	Action
1	1000.ODM.2308.000001	JAKARTA HEAD OFFICE	PT SETA JASA TRANS	18/08/2023	0.00	data UAT	PAID	
2	1000.ODM.2308.000002	JAKARTA HEAD OFFICE	PT SETA JASA TRANS	18/08/2023	0.00	data UAT kedua	PAID	
3	1000.ODM.2308.000003	JAKARTA HEAD OFFICE	PT SETA JASA TRANS	18/08/2023	0.00	data entry UAT	PAID	
4	1000.ODM.2308.000004	JAKARTA HEAD OFFICE	PT SETA JASA TRANS	18/08/2023	0.00	data UAT	PAID	
5	1000.ODM.2308.000005	JAKARTA HEAD OFFICE	PT SETA JASA TRANS	21/08/2023	50,000,000.00	order ke SETA	HOLD	
6	1000.ODM.2308.000006	JAKARTA HEAD OFFICE	PT SETA JASA TRANS	21/08/2023	0.00	Perpanjang STNK B9704PCQ	PAID	
7	1000.ODM.2308.000007	JAKARTA HEAD OFFICE	PT SETA JASA TRANS	19/08/2023	0.00	[UAT-BA] ASM07-03	HOLD	
8	1000.ODM.2308.000008	JAKARTA HEAD OFFICE	PT SETA JASA TRANS	21/08/2023	0.00	Order ke SETA	HOLD	
9	1000.ODM.2308.000009	JAKARTA HEAD OFFICE	PT SETA JASA TRANS	21/08/2023	0.00	ORDER KE SETA	HOLD	
10	1000.ODM.2308.000010	JAKARTA HEAD OFFICE	PT SETA JASA TRANS	21/08/2023	0.00	ORDER KE SETA	HOLD	

Showing 1 to 10 of 36 entries

First Previous  2 3 4 Next Last

Gambar 232 Halaman Order To Service Bureau List

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

Order To Service Bureau Info



The form contains several input fields: Order No (Auto Generate), Date (dd/mm/yyyy), Branch (JAKARTA HEAD OFFICE), Public Service Name (PT SETA JASA TRANS), Status (HOLD), DP Amount, and Remark.

Gambar 233 Halaman Order To Service Bureau Info

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

Order Detail List

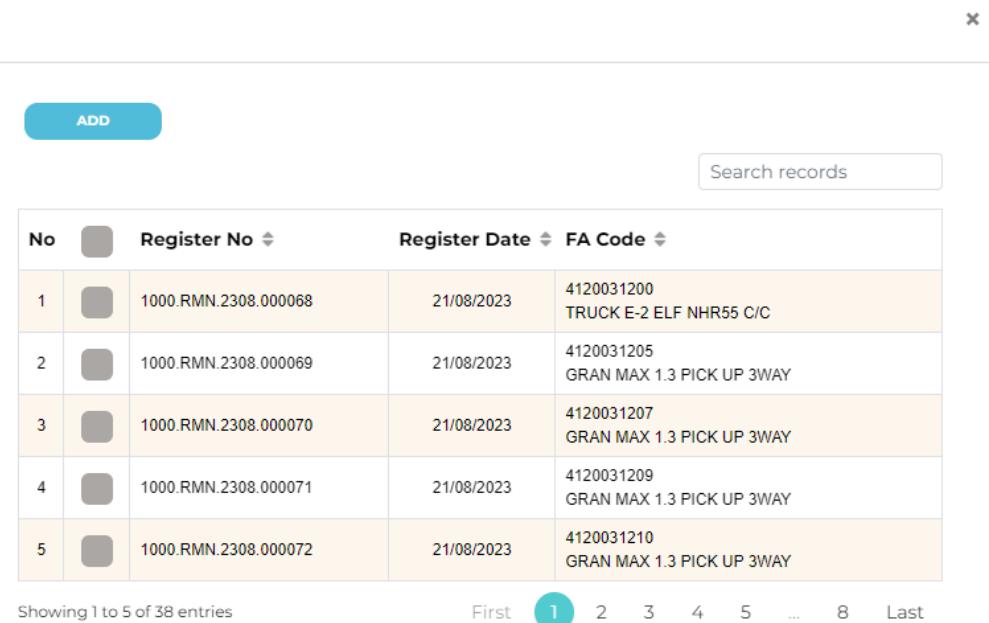


No	Register Code	FA Code/Item Name	Plat / Chassis / Engine No	Doc Name	DP Amount	Remark
1	<input checked="" type="checkbox"/>	1000.RMN.2308.000069	4120031205 GRAN MAX 1.3 PICK UP 3WAY	DD8714MM MHKP3BA1JGK113755 K3MG61430	PERPANJANG STNK	0.00 Perpanjangan STNK untuk asset 4120031205 DD8714MM MHKP3BA1JGK113755 K3MG61430
2	<input checked="" type="checkbox"/>	1000.RMN.2308.000068	4120031200 TRUCK E-2 ELF NHR55 C/C	L9749CH MHCNHR55EGJ068713 M068713	PERPANJANG STNK	0.00 Perpanjangan STNK untuk asset 4120031200 L9749CH MHCNHR55EGJ068713 M068713

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

Gambar 234 Halaman Order Detail List

- e. Untuk menambahkan data Order Detail List, user dapat memberi tanda checklist “” pada baris data Look Up Order Detail kemudian klik tombol .



No	Register No	Register Date	FA Code
1	<input checked="" type="checkbox"/> 1000.RMN.2308.000068	21/08/2023	4120031200 TRUCK E-2 ELF NHR55 C/C
2	<input checked="" type="checkbox"/> 1000.RMN.2308.000069	21/08/2023	4120031205 GRAN MAX 1.3 PICK UP 3WAY
3	<input checked="" type="checkbox"/> 1000.RMN.2308.000070	21/08/2023	4120031207 GRAN MAX 1.3 PICK UP 3WAY
4	<input checked="" type="checkbox"/> 1000.RMN.2308.000071	21/08/2023	4120031209 GRAN MAX 1.3 PICK UP 3WAY
5	<input checked="" type="checkbox"/> 1000.RMN.2308.000072	21/08/2023	4120031210 GRAN MAX 1.3 PICK UP 3WAY

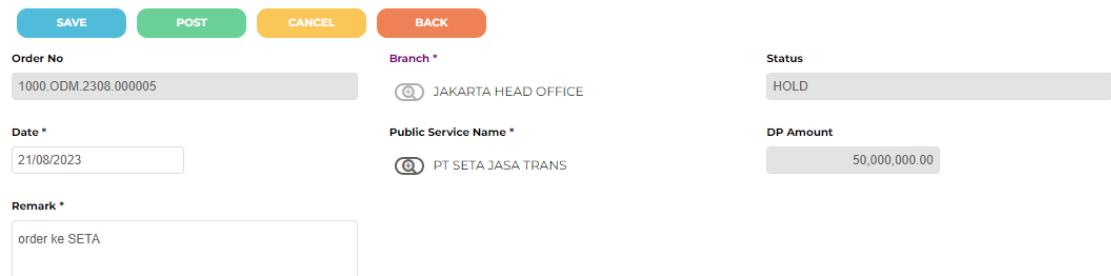
Showing 1 to 5 of 38 entries First **1** 2 3 4 5 ... 8 Last

Gambar 235 Halaman Look Up Order Detail

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- f. Untuk menghapus data Order Detail, user dapat memberi tanda checklist “” pada baris data Order Detail List kemudian klik tombol .
- g. Setelah data Order To Service Bureau berhasil disimpan, klik tombol  untuk memproses data Order To Service Bureau dan status data Order To Service Bureau akan berubah menjadi On Process, atau klik tombol  untuk membatalkan data Order To Service Bureau dan status data Order To Service Bureau akan berubah menjadi Cancel. Data yang telah diproses akan masuk ke modul Approval.

Order To Service Bureau Info

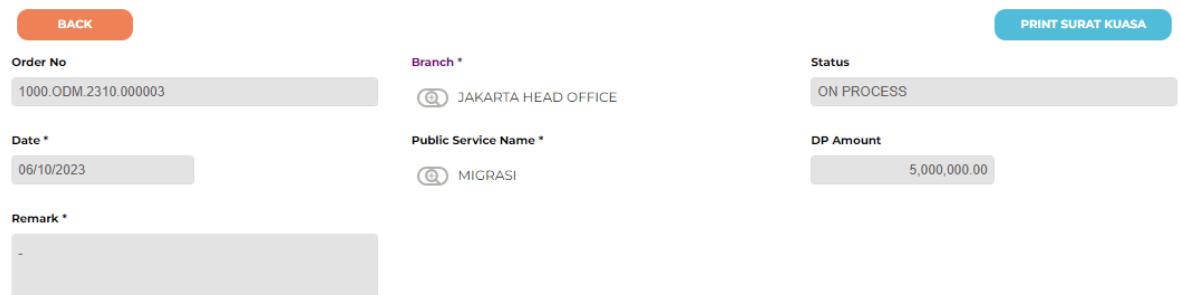


The screenshot shows the 'Order To Service Bureau Info' form. At the top, there are four buttons: 'SAVE' (blue), 'POST' (green), 'CANCEL' (orange), and 'BACK' (red). Below these are four input fields: 'Order No' (1000.ODM.2308.000005), 'Branch *' (JAKARTA HEAD OFFICE), 'Status' (HOLD), 'Date *' (21/08/2023), 'Public Service Name *' (PT SETA JASA TRANS), 'DP Amount' (50,000,000.00), and a 'Remark *' field containing 'order ke SETA'. The 'Status' field is highlighted in red.

Gambar 236 Halaman Order To Service Bureau Info (Status: Hold)

- h. Ketika data Order To Service Bureau berstatus On Process, maka user dapat mencetak Surat Kuasa dengan mengklik tombol .

Order To Service Bureau Info



The screenshot shows the 'Order To Service Bureau Info' form. At the top, there are three buttons: 'BACK' (orange), 'PRINT SURAT KUASA' (blue), and another 'PRINT SURAT KUASA' button on the right. Below these are four input fields: 'Order No' (1000.ODM.2310.000003), 'Branch *' (JAKARTA HEAD OFFICE), 'Status' (ON PROCESS), 'Date *' (06/10/2023), 'Public Service Name *' (MIGRASI), and 'DP Amount' (5,000,000.00). The 'Status' field is highlighted in red.

Gambar 237 Halaman Order To Service Bureau Info (Status: On Process)

- i. Jika user ingin melakukan perubahan data klik tombol  pada baris data Order To Service Bureau List.

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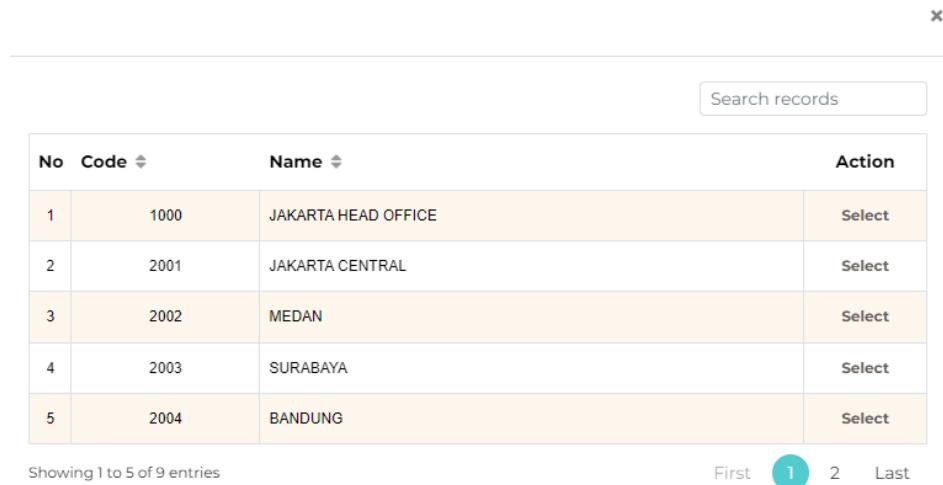
3.4.4 Realization

Sub Menu Realization dapat diakses oleh user melalui modul **Fixed Asset Management > Biro Jasa > Realization**. Sub Menu Realization dapat digunakan oleh user untuk melakukan proses realisasi terhadap proses biro jasa yang telah dilakukan pada sistem.

3.4.4.1 Step Process Realization

Berikut adalah Step Process Realization:

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



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

Below the table, it says "Showing 1 to 5 of 9 entries" and has a pagination area with "First" (highlighted), "1", "2", "Last".

Gambar 238 Halaman Look Up Branch

- Pilih Status yang akan dilihat kemudian klik tombol Dropdown List Status , maka sistem akan menampilkan halaman Realization List.

Realization List



The screenshot shows a table titled "Realization List" with columns: No, Register No, Branch, Date, Public Service / Doc Name, FA Code/Name, Plat / Engine / Chasis No, Payment Status, and Action. The data includes:

No	Register No	Branch	Date	Public Service / Doc Name	FA Code/Name	Plat / Engine / Chasis No	Payment Status	Action
1	1000.RMN.2308.000001	Jakarta Head Office	18/08/2023	PT SETA JASA TRANS PERPANJANG STNK	4120030639 GRAN MAX 1.3 BLIND VAN AC	B9115PCL K3MC69838 MHKB3BA1JGK036452	PAID	

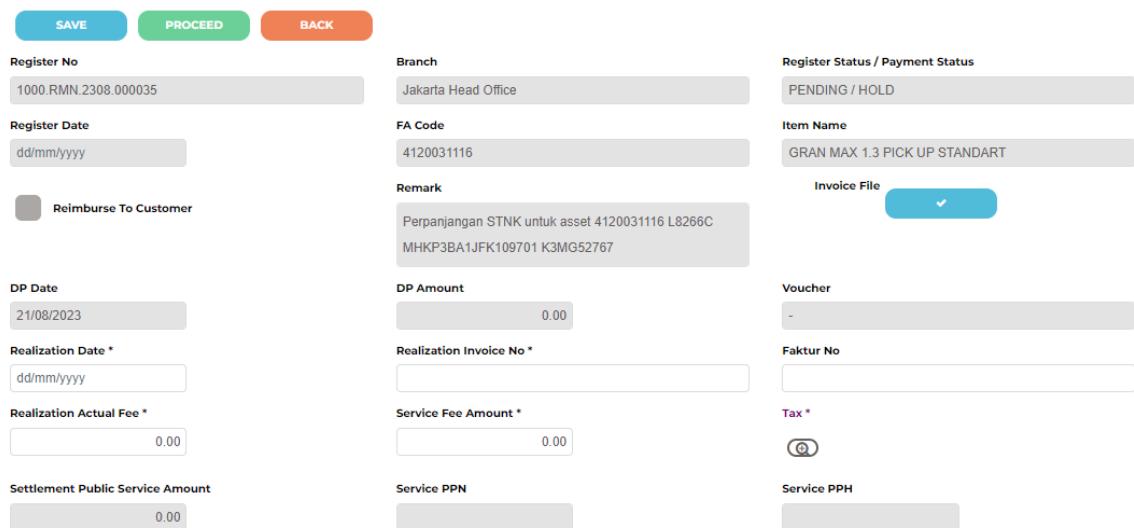
Below the table, it says "Showing 1 to 1 of 1 entries" and has a pagination area with "First", "Previous", "1", "Next", "Last".

Gambar 239 Halaman Realization List

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

Realization Info



The screenshot shows the 'Realization Info' form with the following fields and controls:

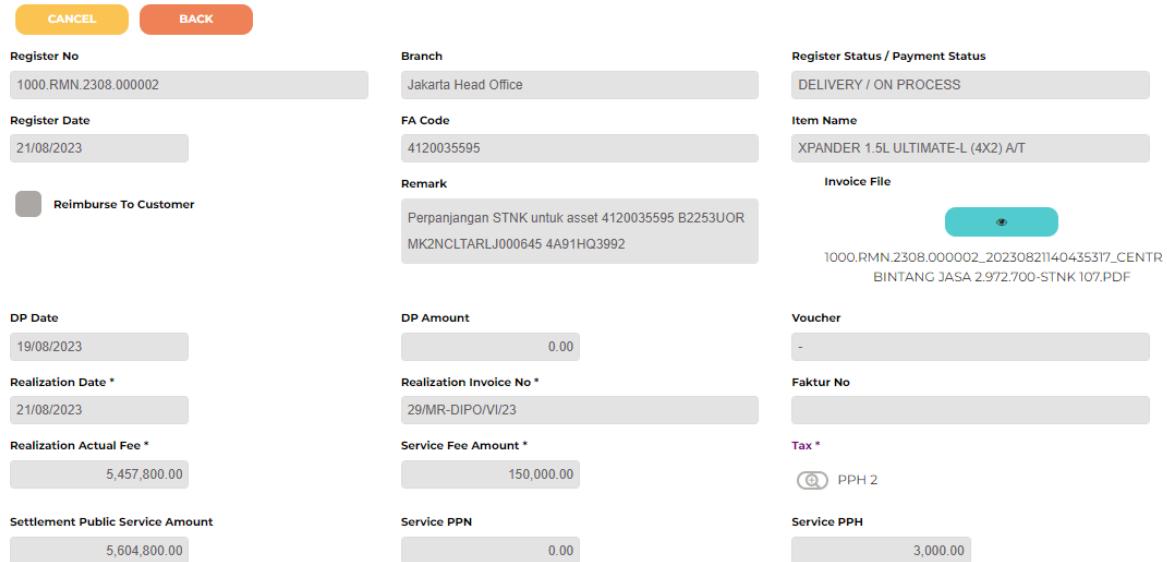
- Top Buttons:** SAVE (blue), PROCEED (green), BACK (orange).
- Left Column:**
 - Register No: 1000 RMN.2308.000035
 - Register Date: dd/mm/yyyy
 - Reimburse To Customer
- Middle Column:**
 - Branch: Jakarta Head Office
 - FA Code: 4120031116
 - Remark: Perpanjangan STNK untuk asset 4120031116 L8266C
MIHKPBA1JFK109701 K3MG52767
 - DP Date: 21/08/2023
 - Realization Date *: dd/mm/yyyy
 - Realization Actual Fee *: 0.00
 - Settlement Public Service Amount: 0.00
- Right Column:**
 - Register Status / Payment Status: PENDING / HOLD
 - Item Name: GRAN MAX 1.3 PICK UP STANDART
 - Invoice File:
 - Voucher: -
 - Faktur No:
 - Tax *:
 - Service PPN:
 - Service PPH:

Gambar 240 Halaman Realization Info (Status: Pending/Hold)

- d. Lengkapi data pada field yang tersedia, lalu klik tombol  untuk menyimpan data atau klik tombol  untuk kembali ke halaman sebelumnya.
- e. Setelah data Realization berhasil diperbarui, klik tombol  untuk memproses lebih lanjut data Realization dan status data Realization akan berubah menjadi On Process.
- f. Ketika data Realization berstatus On Process, klik tombol  untuk membatalkan proses data Realization dan status data Realization akan berubah menjadi Cancel.

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Realization Info



The screenshot shows the 'Realization Info' form with the following details:

- Header Buttons:** CANCEL (yellow), BACK (orange).
- Register No:** 1000.RMN.2308.000002
- Branch:** Jakarta Head Office
- Register Status / Payment Status:** DELIVERY / ON PROCESS
- Register Date:** 21/08/2023
- FA Code:** 4120035595
- Item Name:** XPANDER 1.5L ULTIMATE-L (4X2) A/T
- Remark:** Perpanjangan STNK untuk asset 4120035595 B2253UOR MK2NCLTARLJ000645 4A91HQ3992
- Invoice File:** 1000.RMN.2308.000002_20230821I40435317_CENTR BINTANG JASA 2.972.700-STNK 107.PDF
- Reimburse To Customer:** (checkbox)
- DP Date:** 19/08/2023
- DP Amount:** 0.00
- Voucher:** -
- Realization Date *:** 21/08/2023
- Realization Invoice No ***: 29/MR-DIPO/VI/23
- Faktur No:** (dropdown)
- Realization Actual Fee *:** 5,457,800.00
- Service Fee Amount *:** 150,000.00
- Tax *:** (checkbox) PPH 2
- Settlement Public Service Amount:** 5,604,800.00
- Service PPN:** 0.00
- Service PPH:** 3,000.00

Gambar 241 Halaman Realization Info (Status: Delivery/On Process)

3.4.5 Receive Result

Sub Menu Receive Result dapat diakses oleh user melalui modul **Fixed Asset Management > Biro Jasa > Receive Result**. Sub Menu Receive Result dapat digunakan oleh user untuk melakukan proses penerimaan dokumen yang telah dilakukan proses biro jasa pada sistem.

3.4.5.1 Step Process Receive Result

Berikut adalah Step Process Receive Result:

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

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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 242 Halaman Look Up Branch

- b. Pilih Status yang akan dilihat kemudian klik tombol Dropdown List Status  , maka sistem akan menampilkan halaman Receive Result List.

Receive Result List

Branch

 JAKARTA HEAD OFFICE

Show

10

entries

Status

DELIVERY

Search records

No	Register No/ Branch	Order Code	Public Service	Date / Status	FA Code/Name	Plat / Engine / Chasis No	Remark	Action
1	22040.4120037326 JAKARTA HEAD OFFICE	2359	CV RIZAL BUNGADAM TANJUNG	09/06/2023 DELIVERY	4120037326 GRAN MAX 1.5 PICK UP STANDART	B9388UAR 3SZDHB7883 MHKP3CA1JKM239065	-	

Showing 1 to 1 of 1 entries

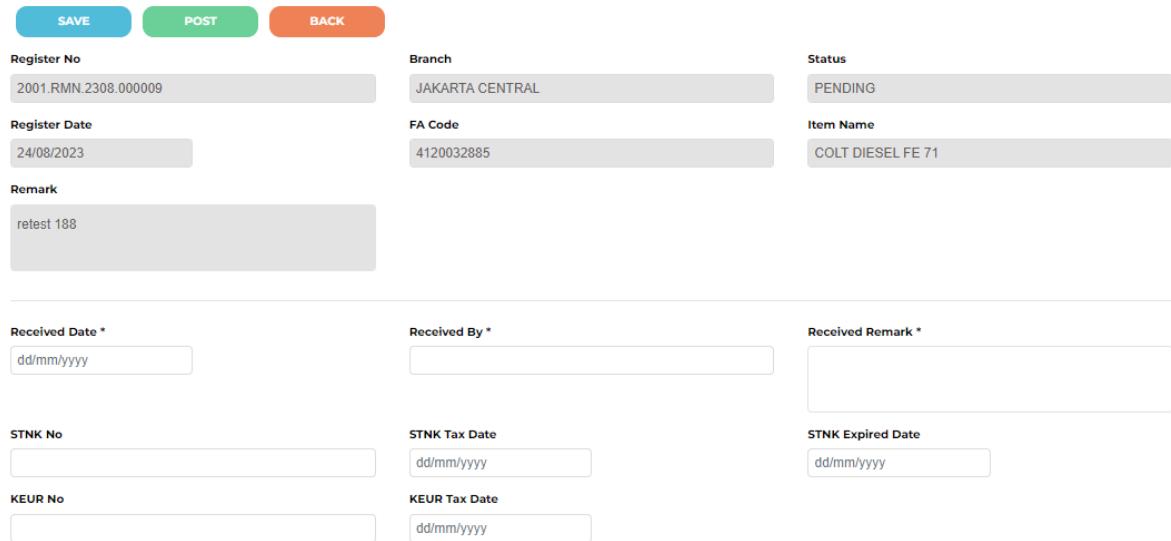
First Previous 1 Next Last

Gambar 243 Halaman Receive Result List

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

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Receive Result Info



The screenshot shows the 'Receive Result Info' form. At the top are three buttons: **SAVE** (blue), **POST** (green), and **BACK** (orange). Below these are four rows of input fields:

- Register No:** 2001.RMN.2308.000009
- Branch:** JAKARTA CENTRAL
- Status:** PENDING
- Register Date:** 24/08/2023
- FA Code:** 4120032885
- Item Name:** COLT DIESEL FE 71
- Remark:** retest 188

Below these are three rows of input fields:

- Received Date ***: dd/mm/yyyy
- Received By ***: (empty)
- Received Remark ***: (empty)
- STNK No**: (empty)
- STNK Tax Date**: dd/mm/yyyy
- STNK Expired Date**: dd/mm/yyyy
- KEUR No**: (empty)
- KEUR Tax Date**: dd/mm/yyyy

Gambar 244 Halaman Receive Result Info (Status: Pending)

- d. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.
- e. Setelah data Receive Result berhasil disimpan, klik tombol **POST** untuk melakukan posting data karna proses pengiriman dokumen telah diterima dan status data Receive Result akan berubah menjadi Delivery. Data yang telah diposting akan masuk ke sub menu Delivery.

3.4.6 Delivery

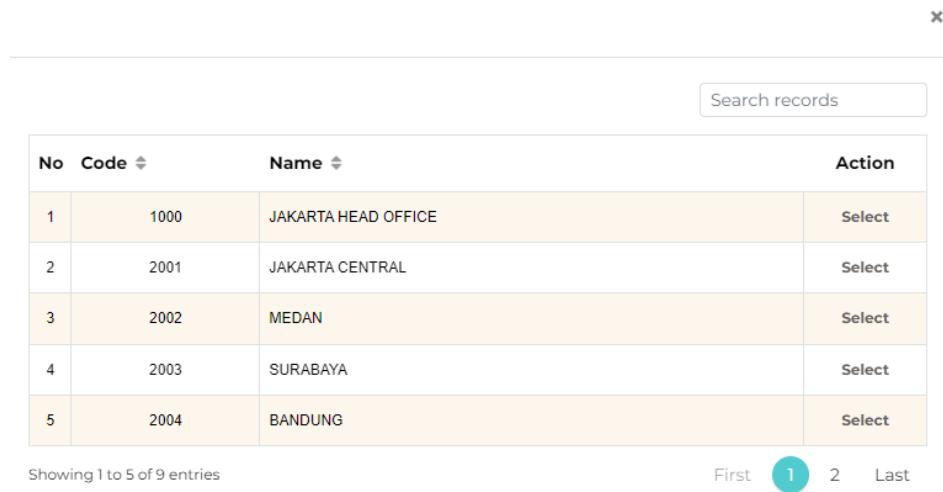
Sub Menu Delivery dapat diakses oleh user melalui modul **Fixed Asset Management > Biro Jasa > Delivery**. Sub Menu Delivery dapat digunakan oleh user untuk melakukan proses pengiriman dokumen yang telah dilakukan proses biro jasa pada sistem.

3.4.6.1 Step Process Delivery

Berikut adalah Step Process Delivery:

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

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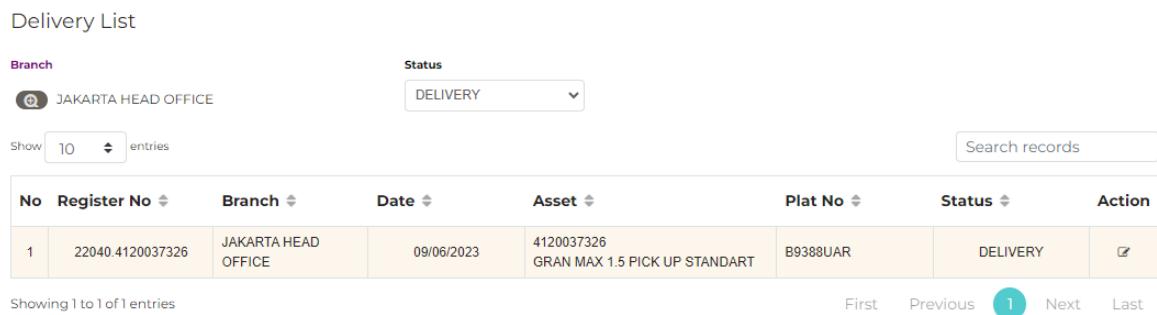
The screenshot shows a table titled 'Branch' with the following data:

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

Showing 1 to 5 of 9 entries First 1 2 Last

Gambar 245 Halaman Look Up Branch

- b. Pilih Status yang akan dilihat kemudian klik tombol Dropdown List Status  , maka sistem akan menampilkan halaman Delivery List.



The screenshot shows a table titled 'Delivery List' with the following data:

No	Register No	Branch	Date	Asset	Plat No	Status	Action
1	22040.4120037326	JAKARTA HEAD OFFICE	09/06/2023	4120037326 GRAN MAX 1.5 PICK UP STANDART	B9388UAR	DELIVERY	

Show 10 entries Search records

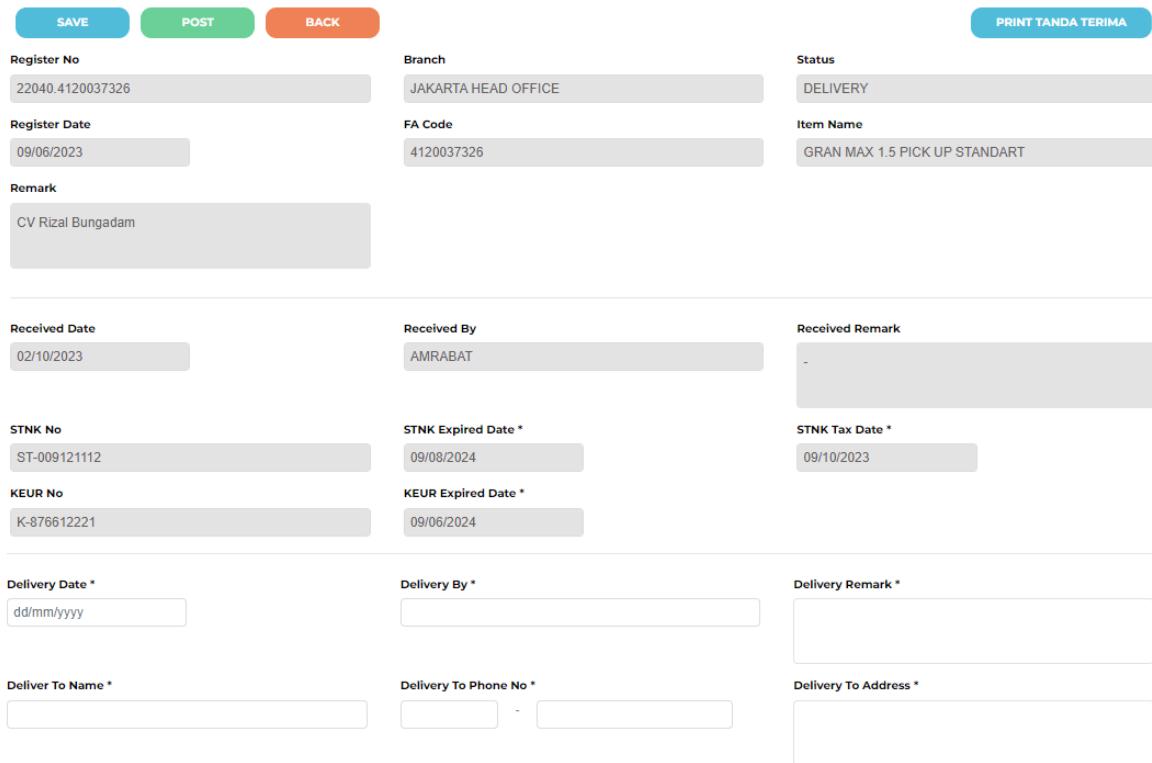
Showing 1 to 1 of 1 entries First Previous 1 Next Last

Gambar 246 Halaman Delivery List

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

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Delivery Info



SAVE POST BACK PRINT TANDA TERIMA

Register No 22040.4120037326	Branch JAKARTA HEAD OFFICE	Status DELIVERY
Register Date 09/06/2023	FA Code 4120037326	Item Name GRAN MAX 1.5 PICK UP STANDART
Remark CV Rizal Bungadam		
Received Date 02/10/2023	Received By AMRABAT	Received Remark -
STNK No ST-009121112	STNK Expired Date * 09/08/2024	STNK Tax Date * 09/10/2023
KEUR No K-876612221	KEUR Expired Date * 09/06/2024	
Delivery Date * dd/mm/yyyy	Delivery By *	Delivery Remark *
Deliver To Name *	Delivery To Phone No *	Delivery To Address *

Gambar 247 Halaman Delivery Info (Status: Delivery)

- d. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.
- e. Setelah data Delivery berhasil diperbarui, klik tombol **POST** untuk melakukan posting data karna proses pengiriman dokumen telah selesai dikirimkan dan status data Delivery akan berubah menjadi Done. Selain itu, user dapat mencetak Surat Tanda Terima dengan mengklik tombol **PRINT TANDA TERIMA**.

3.5 Policy Registration

Policy Registration adalah Menu yang dapat digunakan oleh user untuk melakukan proses transaksi policy asuransi. Berikut adalah detail penjelasan per masing-masing sub menu yang akan digunakan oleh user.

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3.5.1 Assets Uninsured

Sub Menu Assets Uninsured dapat diakses oleh user melalui modul **Fixed Asset Management > Policy Registration > Assets Uninsured**. Sub Menu Assets Uninsured dapat digunakan oleh user untuk melihat informasi listing data asset yang tidak diasuransikan pada sistem.

3.5.1.1 Step Process Assets Uninsured

Berikut adalah Step Process Assets Uninsured:

- 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 contains 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', a page number '1' (which is highlighted in green), '2', and 'Last'.

Gambar 248 Halaman Look Up Branch

- Pilih Existing Insurance yang akan dilihat kemudian klik tombol Dropdown List Existing Insurance  , maka sistem akan menampilkan halaman Assets Uninsured.

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Assets Uninsured List

Branch Existing Insurance

Show entries

No	FA Code / Name	Branch	Net Book Value	Plat / Engine / Chassis No	Rental Status
1	1000.ASM.2308.00002 NEW XPANDER 1.5L SPORT-L (4X2) M/T MY23	JAKARTA HEAD OFFICE	250,000,000.00	B1808VTA 4A91GR1918 MK2NCWPARKJ002718	
2	1000.ASM.2308.00004 AVANZA 1.3G A/T	JAKARTA HEAD OFFICE	250,000,000.00	B1256UVJ 4D561234 MHM1234	
3	1000.ASM.2308.00006 AVANZA 1.3G A/T	JAKARTA HEAD OFFICE	400,000,000.00	B1323BER BALENO123 BALENO123	
4	1000.ASM.2308.00009 ALL NEW PAJERO SPORT (CKD) EXCEED 4X2 A/T (2.5L 5A/T)	JAKARTA HEAD OFFICE	500,000,000.00	B1995VT CCCBBCB23BB ABC12345DEF	
5	2034 AST.2308.00003 MAZDA-CX-MAZDA CX-8	TANGERANG	600,000,000.00		IN USE
6	4120030250 COLT DIESEL FE 71	CENTRAL JAKARTA	0.00	BM9084TQ 4D34TKX7801 MHMFE71P1EK053159	BOOKED
7	4120030250 COLT DIESEL FE 71	CENTRAL JAKARTA	0.00	BM9084TQ 4D34TKX7801 MHMFE71P1EK053159	BOOKED
8	4120030288 PAJERO SPORT DAKAR HI-POWER 2.5L 4X2 A/T	JAKARTA SELATAN	0.00	B1706PJI 4D56UCFP8235 MMBGYKG40EF025167	BOOKED
9	4120030432 COLT DIESEL FE 84G HDL	JAKARTA-NORTH	0.00	B9026PCJ 4D34TK68097 MHMFE84P8EK006053	IN USE
10	4120030432 COLT DIESEL FE 84G HDL	JAKARTA-NORTH	0.00	B9026PCJ 4D34TK68097 MHMFE84P8EK006053	IN USE

Showing 1 to 10 of 8,334 entries First Previous 2 3 4 5 ... 834 Next Last

Gambar 249 Halaman Assets Uninsured List

3.5.2 Insurance Registration

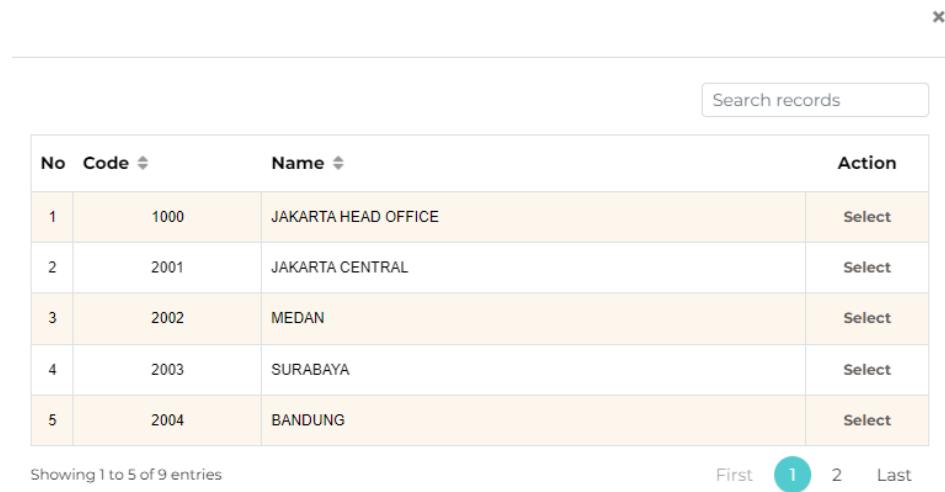
Sub Menu Insurance Registration dapat diakses oleh user melalui modul **Fixed Asset Management** > **Policy Registration** > **Insurance Registration**. Sub Menu Insurance Registration dapat digunakan oleh user untuk melakukan proses pendaftaran asuransi setelah pencairan dari kontrak pembiayaan pada sistem. Data Insurance Registration yang telah terdaftar akan diproses pada sub menu SPPA Request.

3.5.2.1 Step Process Insurance Registration

Berikut adalah Step Process Insurance Registration:

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

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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

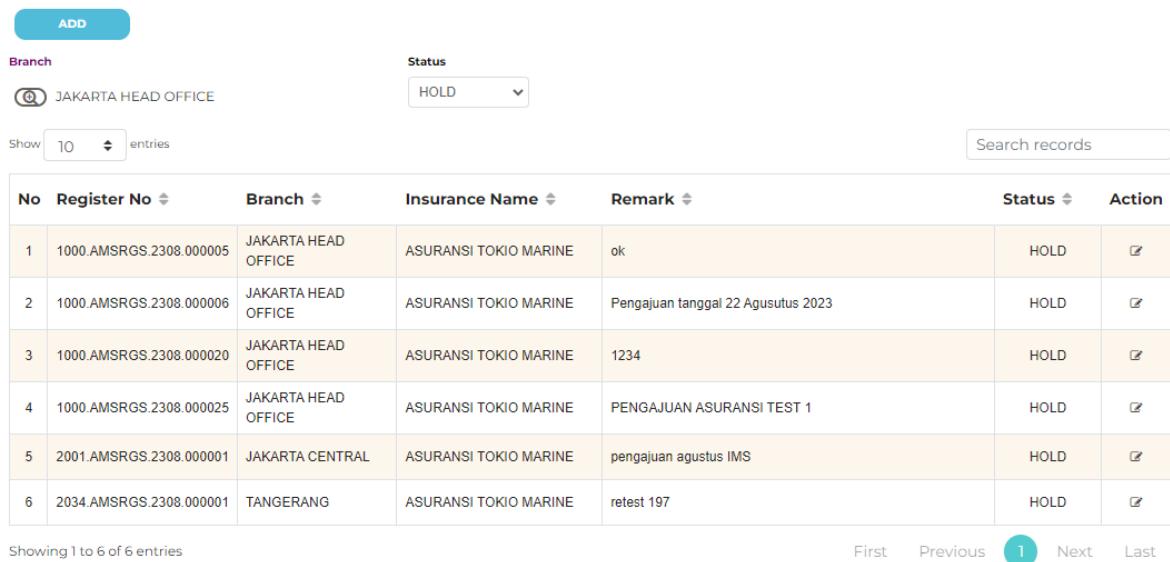
Showing 1 to 5 of 9 entries

First 1 2 Last

Gambar 250 Halaman Look Up Branch

b. Klik tombol  untuk menambahkan data pada tampilan Insurance Registration List.

Insurance Registration List



No	Register No	Branch	Insurance Name	Remark	Status	Action
1	1000.AMSRGS.2308.000005	JAKARTA HEAD OFFICE	ASURANSI TOKIO MARINE	ok	HOLD	<input checked="" type="checkbox"/>
2	1000.AMSRGS.2308.000006	JAKARTA HEAD OFFICE	ASURANSI TOKIO MARINE	Pengajuan tanggal 22 Agustus 2023	HOLD	<input checked="" type="checkbox"/>
3	1000.AMSRGS.2308.000020	JAKARTA HEAD OFFICE	ASURANSI TOKIO MARINE	1234	HOLD	<input checked="" type="checkbox"/>
4	1000.AMSRGS.2308.000025	JAKARTA HEAD OFFICE	ASURANSI TOKIO MARINE	PENGAJUAN ASURANSI TEST 1	HOLD	<input checked="" type="checkbox"/>
5	2001.AMSRGS.2308.000001	JAKARTA CENTRAL	ASURANSI TOKIO MARINE	pengajuan agustus IMS	HOLD	<input checked="" type="checkbox"/>
6	2034.AMSRGS.2308.000001	TANGERANG	ASURANSI TOKIO MARINE	retest 197	HOLD	<input checked="" type="checkbox"/>

Showing 1 to 6 of 6 entries

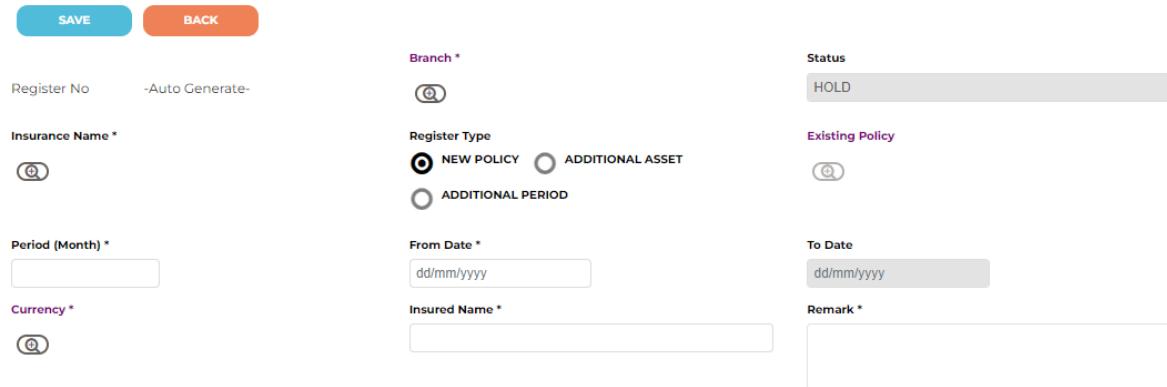
First Previous 1 Next Last

Gambar 251 Halaman Insurance Registration List

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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Insurance Registration Info



SAVE BACK

Branch *

Register No -Auto Generate-

Status HOLD

Insurance Name *

Register Type

- NEW POLICY
- ADDITIONAL ASSET
- ADDITIONAL PERIOD

Period (Month) *

From Date *

To Date

Currency *

Insured Name *

Remark *

Gambar 252 Halaman Insurance Registration Info

- d. Setelah data Insurance Registration berhasil disimpan, sistem akan menampilkan halaman Tab, antara lain: Tab Asset dan Tab Period.

Tab Asset

- e. Pada halaman Insurance Registration Info Tab Asset, sistem akan menampilkan informasi listing data asset yang telah didaftarkan asuransi. Klik tombol **ADD** untuk menambahkan data pada tampilan Tab Asset.



ASSET PERIOD

ADD DELETE

Status ALL

Show 10 entries

Search records

No	FA Code/Name	Plat/Engine/Chassis No	Asset Year	Sum Insured	Status	Action
1	1000.ASM.2310.00004 NEW XPANDER 1.5L SPORT-L (4X2) M/T MY23	HONDA H2 MHK42131231FSAE		300,000,000.00	NEW	<input checked="" type="checkbox"/>

Showing 1 to 1 of 1 entries First Previous Next Last

Gambar 253 Halaman Tab Asset

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

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×

ADD

Asset Type *
Asset Category *
Region

Depreciation *
Occupation
 Loading Authorized Dealer

Loading Commercial

No		Code	Description	Plat No
1		4120031047	TRUCK E-2 ELF NHR55 C/C	L9985BW
2		4120031058	TRUCK E-2 ELF NHR55 C/C	L9986BW
3		4120031059	TRUCK E-2 ELF NHR55 C/C	L9989BW
4		4120031095	GRAN MAX 1.3 PICK UP STANDART	L8983CB
5		4120031097	GRAN MAX 1.3 PICK UP STANDART	L9143CL

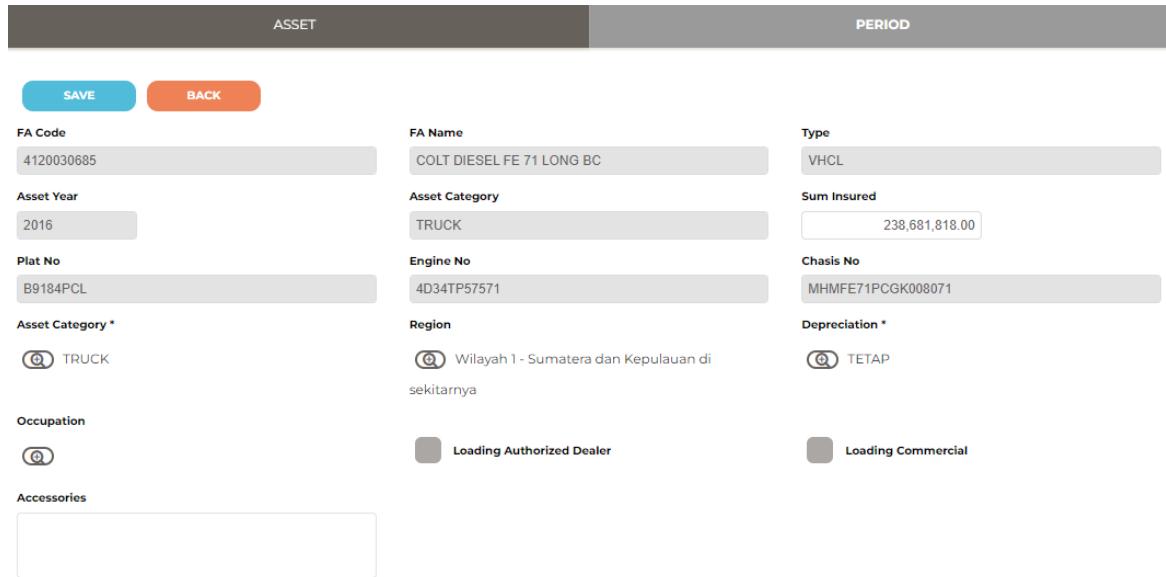
Showing 1 to 5 of 7,502 entries
First

2
3
4
5
...
1501
Last

Gambar 254 Halaman Look Up Asset

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

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The screenshot shows the 'ASSET' tab selected. The form fields include:

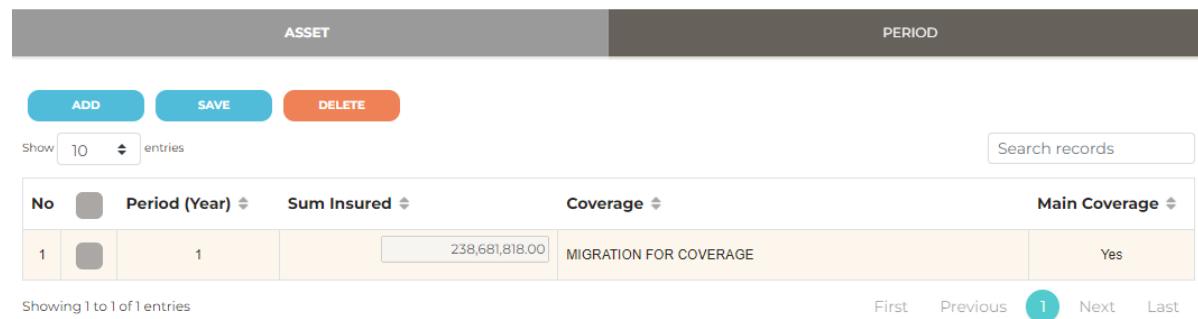
- FA Code: 4120030685
- FA Name: COLT DIESEL FE 71 LONG BC
- Type: VHCL
- Asset Year: 2016
- Asset Category: TRUCK
- Sum Insured: 238,681,818.00
- Plat No: B9184PCL
- Engine No: 4D34TP57571
- Chassis No: MHMFE71PCGK008071
- Depreciation: TETAP
- Region: Wilayah I - Sumatera dan Kepulauan di sekitarnya
- Occupation: Loading Authorized Dealer, Loading Commercial
- Accessories: (empty)

Gambar 255 Halaman Tab Asset Info

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

Tab Period

- Pada halaman Insurance Registration Info Tab Period, sistem akan menampilkan informasi listing data periode. Klik tombol **ADD** untuk menambahkan data pada tampilan Tab Period.



The screenshot shows the 'PERIOD' tab selected. The table displays the following data:

No	Period (Year)	Sum Insured	Coverage	Main Coverage
1	1	238,681,818.00	Migration for Coverage	Yes

Showing 1 to 1 of 1 entries

Gambar 256 Halaman Tab Period

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

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
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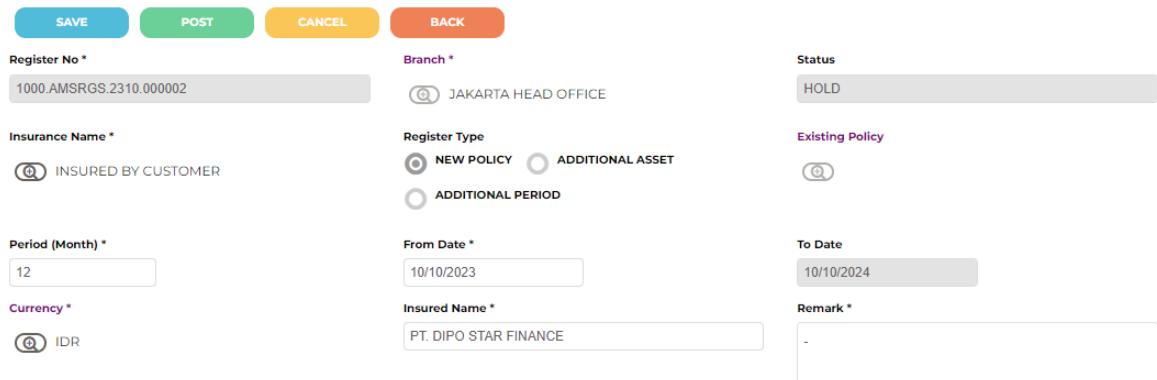


The screenshot shows the 'Period' tab interface. At the top, there are two tabs: 'ASSET' (highlighted in grey) and 'PERIOD' (highlighted in dark grey). Below the tabs are four buttons: 'SAVE' (blue), 'BACK' (orange), 'DELETE' (orange), and 'POST' (green). There are also input fields for 'Period (Year)*' and 'Coverage *' with a magnifying glass icon.

Gambar 257 Halaman Tab Period Info

- l. Untuk menghapus data Tab Period, user dapat memberi tanda checklist “” pada baris data Tab Period List kemudian klik tombol **DELETE**.
- m. Setelah data Insurance Registration berhasil disimpan, klik tombol **POST** untuk melakukan posting data Insurance Registration dan status data akan berubah menjadi Post, atau klik tombol **CANCEL** untuk membatalkan pendaftaran data Insurance dan status data akan berubah menjadi Cancel.

Insurance Registration Info



The screenshot shows the 'Insurance Registration Info' page. It includes fields for Register No* (1000.AMSRGS.2310.000002), Branch* (JAKARTA HEAD OFFICE), Status (HOLD), Insurance Name* (INSURED BY CUSTOMER), Register Type (NEW POLICY selected), Existing Policy, Period (Month)* (12), From Date* (10/10/2023), To Date (10/10/2024), Insured Name* (PT. DIPO STAR FINANCE), Currency* (IDR), and Remark*.

Gambar 258 Halaman Insurance Registration Info (Status: Hold)

- n. Jika user ingin melakukan perubahan data klik tombol  pada baris data Insurance Registration List.

3.5.3 Insurance Existing

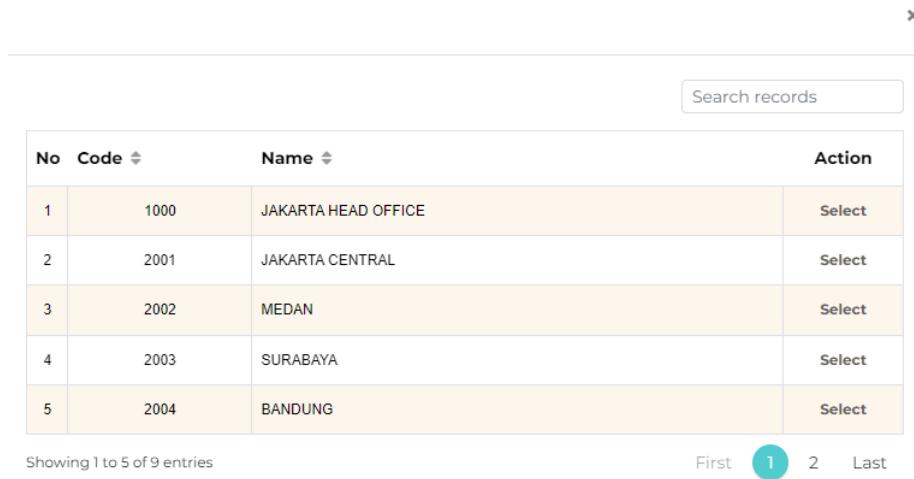
Sub Menu Insurance Existing dapat diakses oleh user melalui modul **Fixed Asset Management > Policy Registration > Insurance Existing**. Sub Menu Insurance Existing dapat digunakan oleh user untuk melakukan proses pendaftaran terhadap asuransi yang telah tersedia sebelumnya pada sistem.

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3.5.3.1 Step Process Order Insurance Existing

Berikut adalah Step Process Insurance Existing:

- 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 table contains five entries:

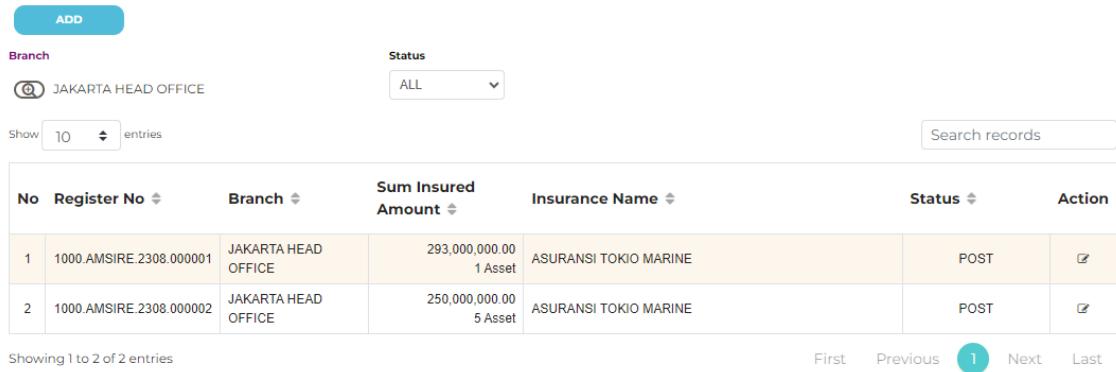
No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

Below the table, there is a search bar labeled "Search records", a message "Showing 1 to 5 of 9 entries", and a pagination area with buttons for "First", "1", "2", and "Last".

Gambar 259 Halaman Look Up Branch

- b. Klik tombol  untuk menambahkan data pada tampilan Insurance Existing List.

Insurance Existing List



The screenshot shows a table titled "Insurance Existing List" with columns: No, Register No, Branch, Sum Insured Amount, Insurance Name, Status, and Action. The table contains two entries:

No	Register No	Branch	Sum Insured Amount	Insurance Name	Status	Action
1	1000.AMSIRE.2308.000001	JAKARTA HEAD OFFICE	293,000,000.00 1 Asset	ASURANSI TOKIO MARINE	POST	
2	1000.AMSIRE.2308.000002	JAKARTA HEAD OFFICE	250,000,000.00 5 Asset	ASURANSI TOKIO MARINE	POST	

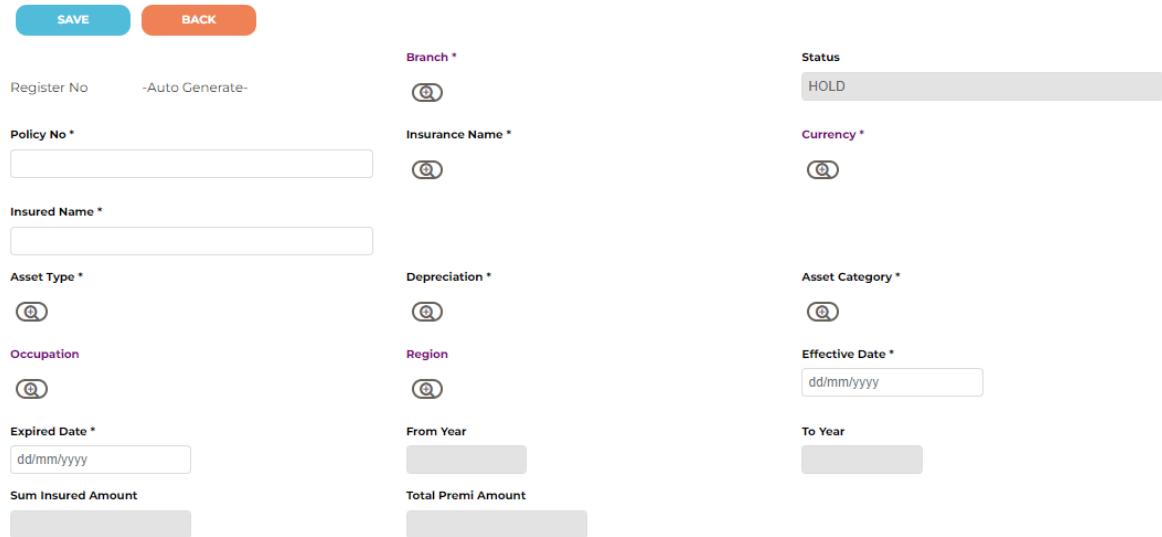
Below the table, there is a search bar labeled "Search records", a message "Showing 1 to 2 of 2 entries", and a pagination area with buttons for "First", "Previous", "1", "Next", and "Last".

Gambar 260 Halaman Insurance Existing List

- 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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Insurance Existing Info



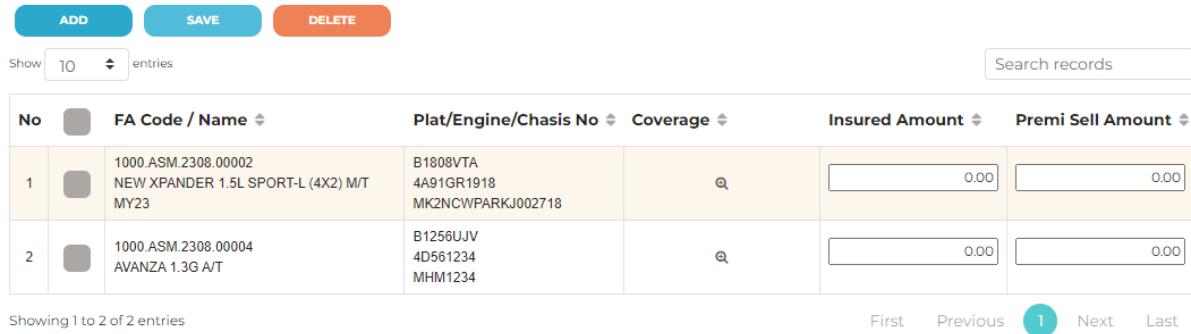
SAVE BACK

Register No	-Auto Generate-	Branch *	Status
		(@)	HOLD
Policy No *		Insurance Name *	Currency *
		(@)	(@)
Insured Name *		Depreciation *	Asset Category *
		(@)	(@)
Asset Type *	Occupation	Region	Effective Date *
(@)	(@)	(@)	dd/mm/yyyy
Expired Date *		From Year	To Year
dd/mm/yyyy			
Sum Insured Amount		Total Premi Amount	

Gambar 261 Halaman Insurance Existing Info

- d. Setelah data Insurance Existing berhasil disimpan, sistem akan menampilkan halaman Insurance Existing Asset List. Klik tombol **ADD** untuk menambahkan data pada tampilan Insurance Existing Asset List.

Insurance Existing Asset List



ADD SAVE DELETE

No	FA Code / Name	Plat/Engine/Chassis No	Coverage	Insured Amount	Premi Sell Amount
1	1000.ASM.2308.00002 NEW XPANDER 1.5L SPORT-L (4X2) M/T MY23	B1808VTA 4A91GR1918 MK2NCWPARKJ002718	(@)	0.00	0.00
2	1000.ASM.2308.00004 AVANZA 1.3G A/T	B1256UJV 4D561234 MHM1234	(@)	0.00	0.00

Show 10 entries Search records

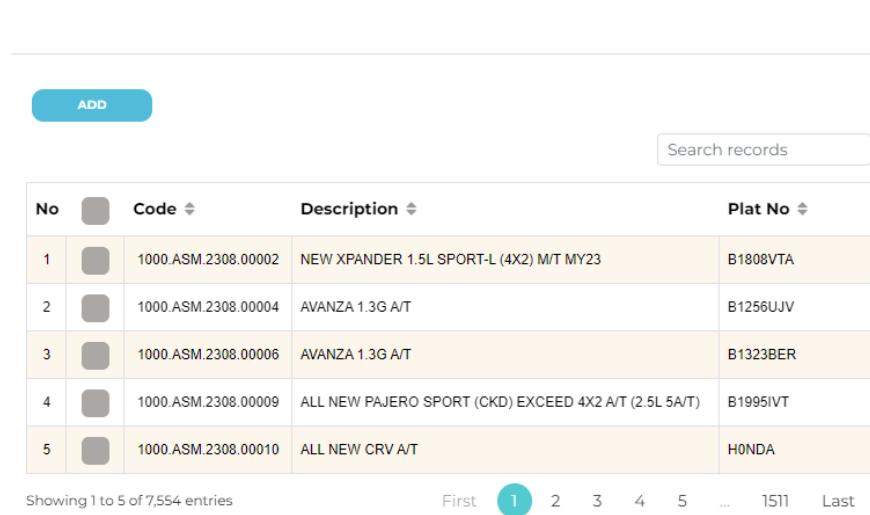
Showing 1 to 2 of 2 entries First Previous Next Last

Gambar 262 Halaman Insurance Existing Asset List

- e. Untuk menambahkan data Insurance Existing Asset, user dapat memberi tanda checklist “

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The screenshot shows a user interface for managing assets. At the top left is the IMS logo with the text "Innovation Comprehensive Technology". The title "USER GUIDE" is centered above a table. The table has four columns: "No", "Code", "Description", and "Plat No". The data in the table is as follows:

No	Code	Description	Plat No
1	1000.ASM.2308.00002	NEW XPANDER 1.5L SPORT-L (4X2) M/T MY23	B1808VTA
2	1000.ASM.2308.00004	AVANZA 1.3G A/T	B1256UJV
3	1000.ASM.2308.00006	AVANZA 1.3G A/T	B1323BER
4	1000.ASM.2308.00009	ALL NEW PAJERO SPORT (CKD) EXCEED 4X2 A/T (2.5L 5A/T)	B1995IVT
5	1000.ASM.2308.00010	ALL NEW CRV A/T	H0NDA

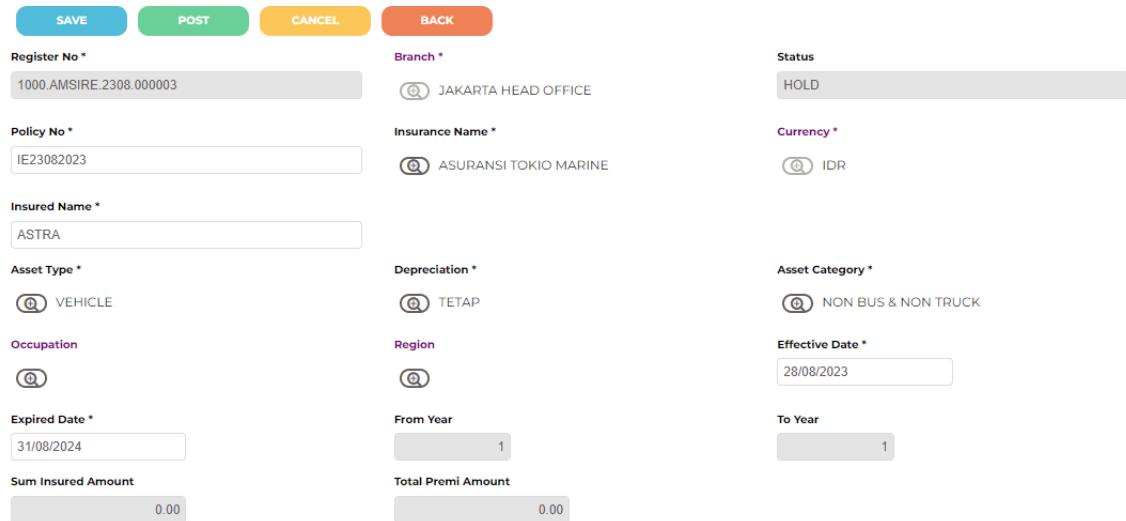
At the bottom of the table, it says "Showing 1 to 5 of 7,554 entries". Below the table are navigation buttons: "First", "1", "2", "3", "4", "5", "...", "1511", and "Last".

Gambar 263 Halaman Look Up Asset

- f. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data.
- g. Untuk menghapus data Insurance Existing Asset, user dapat memberi tanda checklist “” pada baris data Insurance Existing Asset List kemudian klik tombol **DELETE**.
- h. Setelah data Insurance Existing berhasil disimpan, klik tombol **POST** untuk memposting data Insurance Existing dan status data Insurance Existing akan berubah menjadi Post, atau klik tombol **CANCEL** untuk membatalkan pendaftaran data Insurance Existing dan status data akan berubah menjadi Cancel.

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Insurance Existing Info



The screenshot shows a form titled "Insurance Existing Info". At the top are four buttons: "SAVE" (blue), "POST" (green), "CANCEL" (orange), and "BACK" (red). Below these are several input fields and dropdown menus:

- Register No ***: 1000.AMSIRE.2308.000003
- Branch ***: JAKARTA HEAD OFFICE
- Status**: HOLD
- Policy No ***: IE23082023
- Insurance Name ***: ASURANSI TOKIO MARINE
- Currency ***: IDR
- Insured Name ***: ASTRA
- Asset Type ***: VEHICLE
- Depreciation ***: TETAP
- Asset Category ***: NON BUS & NON TRUCK
- Occupation**: (empty)
- Region**: (empty)
- Effective Date ***: 28/08/2023
- Expired Date ***: 31/08/2024
- From Year**: 1
- To Year**: 1
- Sum Insured Amount**: 0.00
- Total Premi Amount**: 0.00

Gambar 264 Halaman Insurance Existing Info (Status: Hold)

- Jika user ingin melakukan perubahan data klik tombol  pada baris data Insurance Existing List.

3.5.4 SPPA Request

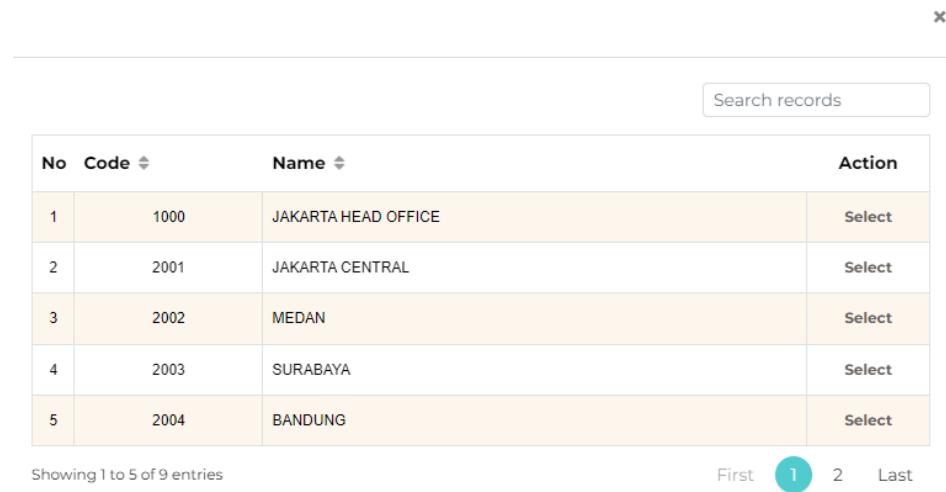
Sub Menu SPPA Request dapat diakses oleh user melalui modul **Fixed Asset Management > Policy Registration > SPPA Request**. Sub Menu SPPA Request dapat digunakan oleh user untuk melakukan proses data SPPA Request pada data kontrak ataupun Asset yang akan didaftarkan proses asuransinya. Data yang diproses pada sub menu SPPA Request akan dilanjutkan pada sub menu SPPA.

3.5.4.1 Step Process SPPA Request

Berikut adalah Step Process SPPA Request:

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

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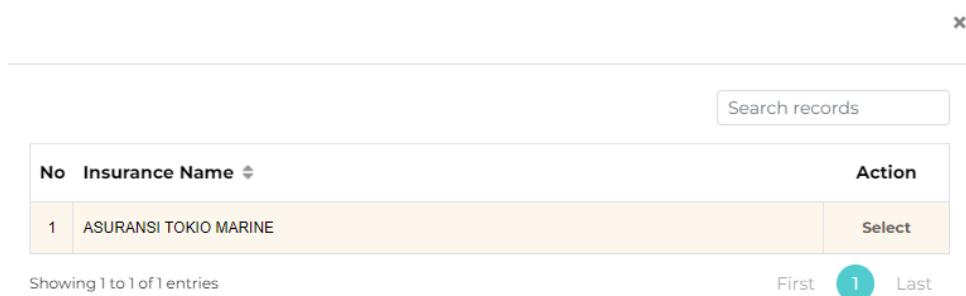
Showing 1 to 5 of 9 entries

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

First 1 2 Last

Gambar 265 Halaman Look Up Branch

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



Showing 1 to 1 of 1 entries

No	Insurance Name	Action
1	ASURANSI TOKIO MARINE	Select

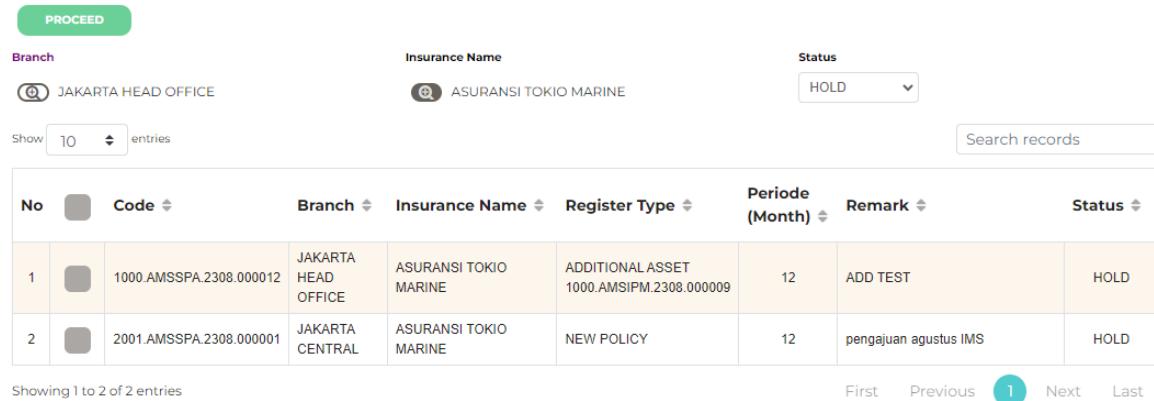
First 1 Last

Gambar 266 Halaman Look Up Insurance Name

- c. Pilih Status yang akan dilihat kemudian klik tombol Dropdown List Status , maka sistem akan menampilkan halaman SPPA Request List.

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SPPA Request List



PROCEED

No	Code	Branch	Insurance Name	Register Type	Periode (Month)	Remark	Status
1	1000.AMSSPA.2308.000012	JAKARTA HEAD OFFICE	ASURANSI TOKIO MARINE	ADDITIONAL ASSET 1000.AMSIPM.2308.000009	12	ADD TEST	HOLD
2	2001.AMSSPA.2308.000001	JAKARTA CENTRAL	ASURANSI TOKIO MARINE	NEW POLICY	12	pengajuan agustus IMS	HOLD

Show 10 entries Search records

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

Gambar 267 Halaman SPPA Request List

- d. User dapat memberi tanda checklist “” pada baris data SPPA Request List kemudian klik tombol **PROCEED** untuk memproses lebih lanjut data SPPA Request ke sub menu SPPA.

3.5.5 SPPA

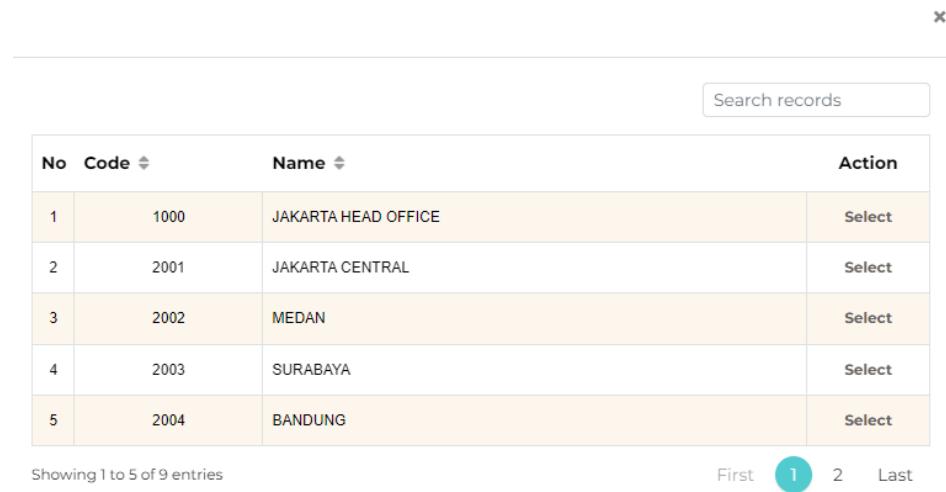
Sub Menu SPPA dapat diakses oleh user melalui modul **Fixed Asset Management > Policy Registration > SPPA**. Sub Menu SPPA dapat digunakan oleh user untuk melakukan proses pengiriman data kontrak atau Asset yang akan diproses asuransi ke maskapai.

3.5.5.1 Step Process SPPA

Berikut adalah Step Process SPPA:

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

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
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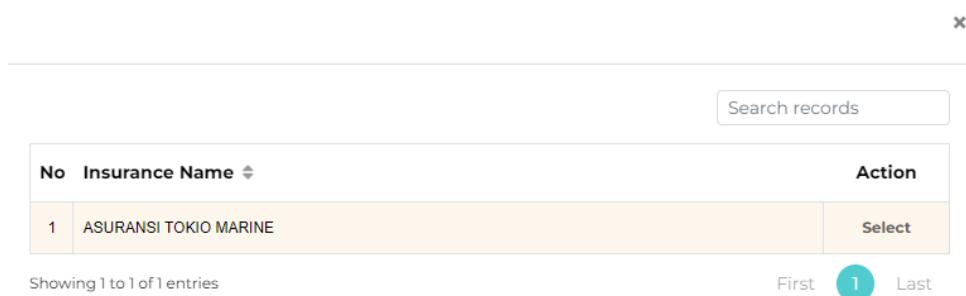
Showing 1 to 5 of 9 entries

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

First 1 2 Last

Gambar 268 Halaman Look Up Branch

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



Showing 1 to 1 of 1 entries

No	Insurance Name	Action
1	ASURANSI TOKIO MARINE	Select

First 1 Last

Gambar 269 Halaman Look Up Insurance Name

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

 Innovation Comprehensive Technology	USER GUIDE		
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SPPA List

Branch	Insurance Name	Status					
JAKARTA HEAD OFFICE	ALL	HOLD					
Show 10 entries		Search records					
No	Code	Branch	Date	Insurance Name	Remark	Status	Action
1	1000.AMSSM.2308.000011	JAKARTA HEAD OFFICE	25/08/2023	ASURANSI TOKIO MARINE		HOLD	

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

Gambar 270 Halaman SPPA List

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

SPPA Info

SAVE	PROCEED	CANCEL	BACK	PRINT SPPA WITH PAYMENT STATUS	PRINT SPPA WITHOUT PAYMENT STATUS
Code <input type="text" value="1000.AMSSM.2308.000011"/>	Branch JAKARTA HEAD OFFICE	Status <input type="text" value="HOLD"/>			
Insurance Name ASURANSI TOKIO MARINE	Received Date * <input type="text" value="25/08/2023"/>	Sum Insured Amount <input type="text" value="0.00"/>			
Remark <input type="text"/>					

Gambar 271 Halaman SPPA Info (Status: Hold)

- e. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.
- f. Pada halaman SPPA Info, terdapat halaman SPPA Detail List. Klik tombol **DOWNLOAD** untuk mengunduh template SPPA Detail kemudian lengkapi data dan unggah kembali pada tombol **UPLOAD**.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

SPPA Detail List

		DOWNLOAD	UPLOAD	DELETE					
		Show 10 entries						Search records	
No	Fixed Asset No	Sum Insured Amount	From Year	To Year	Policy No	Premi Amount	Result Status	Action	
1	4120033156 TRUCK JUMBO RANGER E-2 FM260JD/A9224B Putih	905,909,090.00	1	1		0.00	ON PROCESS		

Showing 1 to 1 of 1 entries First Previous Next Last

Gambar 272 Halaman SPPA Detail List

g. Klik tombol untuk melihat detail data SPPA Detail Result.

SPPA Detail Result Info

BACK		Fixed Asset		Fixed Asset Name		Result Status	
Fixed Asset	4120033156	Fixed Asset Name	TRUCK JUMBO RANGER E-2 FM260JD	Result Status	ON PROCESS		
Date	25/08/2023	Sum Insured Amount	905,909,090.00	Premi Amount	0.00		
Policy No							

Gambar 273 Halaman SPPA Detail Result Info

h. Pada halaman SPPA Detail Result Info, terdapat halaman SPPA Coverage List.

SPPA Coverage List

		Period(Year)	Coverage	Rate	Discount Amount	Admin Fee	Stamp Fee	Coverage Premi Amount
No								
1	1	ALL RISK + SRCC + TPL + PAP + PAD + TS + FLOOD + E/Q	0.000000	0.00	0.00	0.00	0.00	0.00
2	1	THEFT OWN DRIVER	0.000000	0.00	0.00	0.00	0.00	0.00

Showing 1 to 2 of 2 entries First Previous Next Last

Gambar 274 Halaman SPPA Coverage List

IMS Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

- i. Untuk menghapus data SPPA Detail, user dapat memberi tanda checklist “” pada baris data SPPA Detail List kemudian klik tombol **DELETE**.
- j. Setelah data SPPA berhasil diperbarui, klik tombol **PROCEED** untuk memproses lebih lanjut data SPPA dan status data SPPA akan berubah menjadi On Process, atau klik tombol **CANCEL** untuk membatalkan proses data SPPA dan status data akan berubah menjadi Cancel.

SPPA Info

Code 0000.AMSSM.2307.000011	Branch HEAD OFFICE	Status ON PROCESS
Insurance Name INSURANCE COMPANY	Received Date * 08/07/2023	Sum Insured Amount 1,000,000.00
Remark 		
<input type="button" value="POST"/> <input type="button" value="RETURN"/> <input type="button" value="BACK"/> <input type="button" value="PRINT SPPA WITH PAYMENT STATUS"/> <input type="button" value="PRINT SPPA WITHOUT PAYMENT STATUS"/>		

Gambar 275 Halaman SPPA Info (Status: On Process)

- k. Ketika data SPPA berstatus On Process, klik tombol **POST** untuk memposting data SPPA dan status data SPPA akan berubah menjadi Post atau klik tombol **RETURN** untuk mengembalikan data ke proses sebelumnya lalu diperbaiki kembali dan status data SPPA akan berubah menjadi Hold. Selain itu, user dapat mencetak data SPPA beserta status pembayaran dengan mengklik tombol **PRINT SPPA WITH PAYMENT STATUS** atau mencetak data SPPA tanpa status pembayaran dengan mengklik tombol **PRINT SPPA WITHOUT PAYMENT STATUS**.

3.5.6 Policy

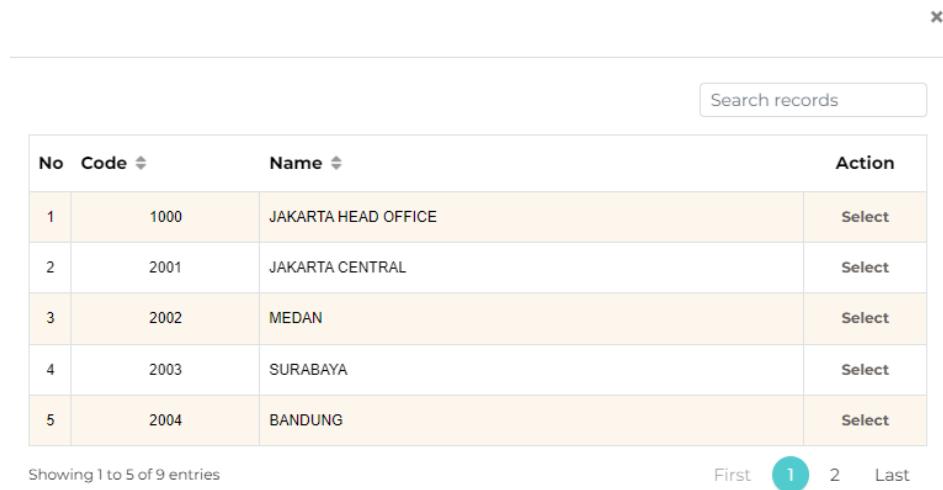
Sub Menu Policy dapat diakses oleh user melalui modul **Fixed Asset Management > Policy Registration > Policy**. Sub Menu Policy dapat digunakan oleh user untuk menginput hasil dari pendaftaran asuransi dari maskapai.

3.5.6.1 Step Process Policy

Berikut adalah Step Process Policy:

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

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

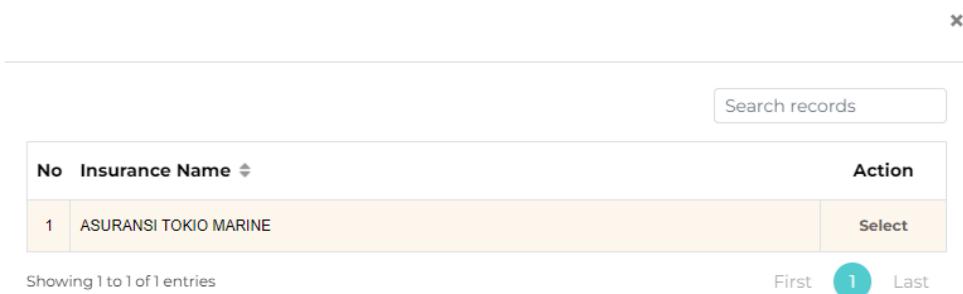


No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

Showing 1 to 5 of 9 entries First **1** 2 Last

Gambar 276 Halaman Look Up Branch

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



No	Insurance Name	Action
1	ASURANSI TOKIO MARINE	Select

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

Gambar 277 Halaman Look Up Insurance Name

- b. Pilih Status dan Payment Type yang akan dilihat kemudian klik tombol Dropdown List , maka sistem akan menampilkan halaman Policy List.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

Policy List

Branch	Insurance Name	Status			
 JAKARTA HEAD OFFICE	 ASURANSI TOKIO MARINE	ACTIVE 			
Payment Status					
ALL 					
Show 10  entries	Search records				
No	Policy No	Branch	Insurance Name	Status/Payment Status	Action
1	IE23082023	JAKARTA HEAD OFFICE	ASURANSI TOKIO MARINE	ACTIVE PAID	
2	A0844153-1	HEAD OFFICE	ASURANSI TOKIO MARINE	ACTIVE PAID	
3	A0879935-1	HEAD OFFICE	ASURANSI TOKIO MARINE	ACTIVE PAID	
4	A0883963-1	HEAD OFFICE	ASURANSI TOKIO MARINE	ACTIVE PAID	
5	A0907129-1	HEAD OFFICE	ASURANSI TOKIO MARINE	ACTIVE PAID	
6	A0909335-1	HEAD OFFICE	ASURANSI TOKIO MARINE	ACTIVE PAID	
7	A0909410-1	HEAD OFFICE	ASURANSI TOKIO MARINE	ACTIVE PAID	
8	A0912635-1	HEAD OFFICE	ASURANSI TOKIO MARINE	ACTIVE PAID	
9	A0912640-1	HEAD OFFICE	ASURANSI TOKIO MARINE	ACTIVE PAID	
10	A0832527-2	HEAD OFFICE	ASURANSI TOKIO MARINE	ACTIVE PAID	

Showing 1 to 10 of 2,077 entries

First Previous 1 2 3 4 5 ... 208 Next Last

Gambar 278 Halaman Policy List

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

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

Policy Info

SAVE
POST
BACK

Policy No *	ACTIVE	Payment Status
A0897499-2	HOLD	
Branch	Currency	
HEAD OFFICE	IDR	
Source Type	Insurance Name	Insured Name
ASSET	PT DIPO STAR FINANCE	
From Year	To Year	Faktur No
2	2	
Effective Date	Expired Date	Endorsement Count
05/01/2024	05/01/2025	0
<input checked="" type="checkbox"/> Existing Policy	Invoice No *	Invoice Date *
Policy File	09.10.2023	02/10/2023
<div style="display: flex; align-items: center;"> </div> <p>1000.AMSMIG.2310.000104_20231009183938117_REPORT CETAKAN TANDA TERIMA_ADMIN_20231009105840421.PDF</p>		
Total Initial Buy Amount	Total Discount Amount	Adjustment Amount
0.00	0.00	0.00
PPN Amount	PPH Amount	Payment Amount
0.00	0.00	2,125,000.00

Gambar 279 Halaman Policy Info

- d. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.
- e. Pada halaman Policy Info, terdapat halaman Tab, antara lain: Tab Asset, Tab Coverage dan Tab History.

Tab Asset

- f. Pada halaman Policy Info Tab Asset, sistem akan menampilkan informasi listing data asset dari asuransi yang telah terdaftar pada sistem.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

ASSET	COVERAGE	HISTORY
Search records		
No	Fixed Asset	Depreciation
Occupation	Region	Sum Insured Amount
Total Premi Amount	Status	Action

Showing 1 to 1 of 1 entries

1	4120038983 ALL NEW TRITON DC GLS 4X4 M/T (2.4L M/T) MODEL 2019/ BM8257QE PUTIH	TETAP	MASTER OCCUPATION MIGRATION		401,000,000.00	2,125,000.00		<input checked="" type="checkbox"/>
---	--	-------	-----------------------------------	--	----------------	--------------	--	-------------------------------------

First 1 Last

Gambar 280 Halaman Tab Asset

g. Klik tombol  untuk melihat detail data Asset.

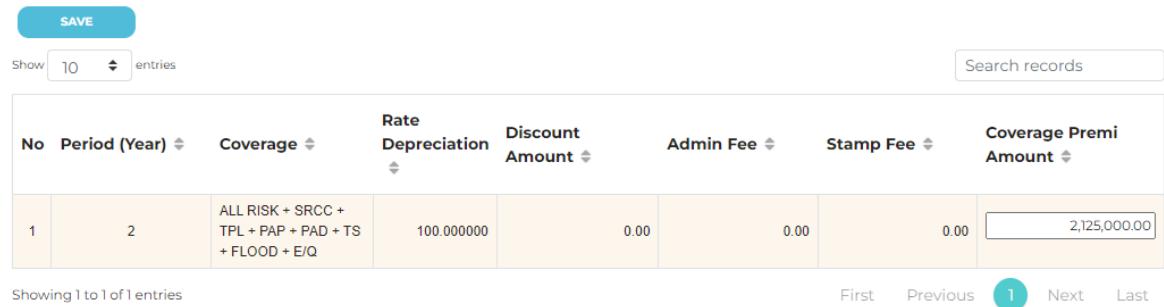
ASSET	COVERAGE	HISTORY
BACK		
Code <input type="text" value="2310.0001044120038983"/>	Status Policy Asset <input type="text"/>	Fixed Asset <input type="text" value="4120038983"/>
Fixed Asset Name <input type="text" value="ALL NEW TRITON DC GLS 4X4 M/T (2.4L M/T) MODEL :"/>	Depreciation <input type="text" value="TETAP"/>	Occupation <input type="text" value="MASTER OCCUPATION MIGRATION"/>
Region <input type="text"/>	Sum Insured Amount <input type="text" value="401,000,000.00"/>	Collateral Type <input type="text" value="VHCL"/>
Collateral Year <input type="text" value="2021"/>	Total Coverage Premi Amount <input type="text" value="2,125,000.00"/>	Accessories <input type="text"/>
<input type="checkbox"/> Authorized Workshop <input type="checkbox"/> Commercial		

Gambar 281 Halaman Tab Asset Info

h. Pada halaman Tab Asset Info, terdapat halaman Asset Coverage List. Lengkapi data pada field yang tersedia lalu klik tombol  untuk menyimpan data.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

Asset Coverage List



The screenshot shows a table with columns: No, Period (Year), Coverage, Rate Depreciation, Discount Amount, Admin Fee, Stamp Fee, and Coverage Premium Amount. The first row contains the following data:

No	Period (Year)	Coverage	Rate Depreciation	Discount Amount	Admin Fee	Stamp Fee	Coverage Premium Amount
1	2	ALL RISK + SRCC + TPL + PAP + PAD + TS + FLOOD + E/Q	100.000000	0.00	0.00	0.00	2,125,000.00

Showing 1 to 1 of 1 entries

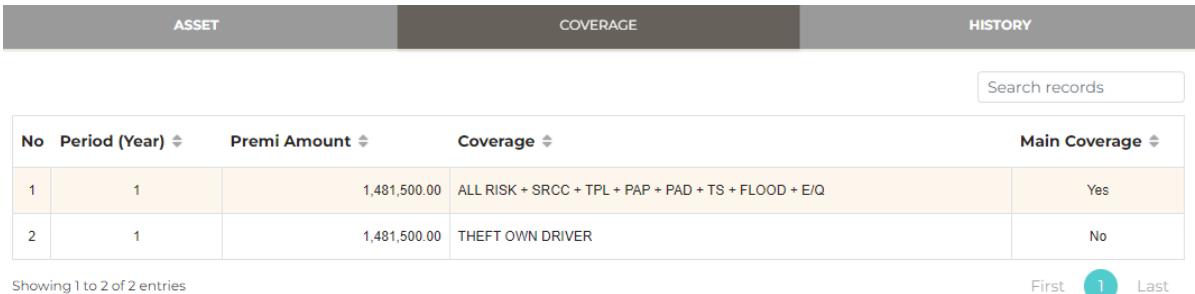
First Previous **1** Next Last

Gambar 282 Halaman Asset Coverage List

- i. Klik tombol **BACK** untuk kembali ke halaman sebelumnya.

Tab Coverage

- j. Pada halaman Policy Info Tab Coverage, sistem akan menampilkan informasi listing data policy yang ditanggung oleh pihak asuransi.



The screenshot shows a table with columns: No, Period (Year), Premi Amount, Coverage, and Main Coverage. The entries are:

No	Period (Year)	Premi Amount	Coverage	Main Coverage
1	1	1,481,500.00	ALL RISK + SRCC + TPL + PAP + PAD + TS + FLOOD + E/Q	Yes
2	1	1,481,500.00	THEFT OWN DRIVER	No

Showing 1 to 2 of 2 entries

First **1** Last

Gambar 283 Halaman Tab Coverage

Tab History

- k. Pada halaman Policy Info Tab History, sistem akan menampilkan daftar riwayat asuransi yang dilakukan yang telah terdaftar pada sistem.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

ASSET	COVERAGE	HISTORY
Search records		
No	Date	Type
1	19/08/2023	ENTRY
2	19/08/2023	ON PROCESS
Showing 1 to 2 of 2 entries		
First 1 Last		

Gambar 284 Halaman Tab History

- Setelah data Policy berhasil disimpan, klik tombol **POST** untuk memproses data Policy dan status data Policy akan berubah menjadi On Process. Data yang telah diproses akan masuk ke menu Payment > Payment Request.

3.5.7 Claim

Sub Menu Claim dapat diakses oleh user melalui modul **Fixed Asset Management > Policy Registration > Claim**. Sub Menu Claim dapat digunakan oleh user untuk melakukan proses klaim atas policy yang telah aktif jika terjadi kehilangan, rusak, atau resiko lainnya dari yang diasuransikan.

3.5.7.1 Step Process Claim

Berikut adalah Step Process Claim:

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

Search records				
No	Code	Name		
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

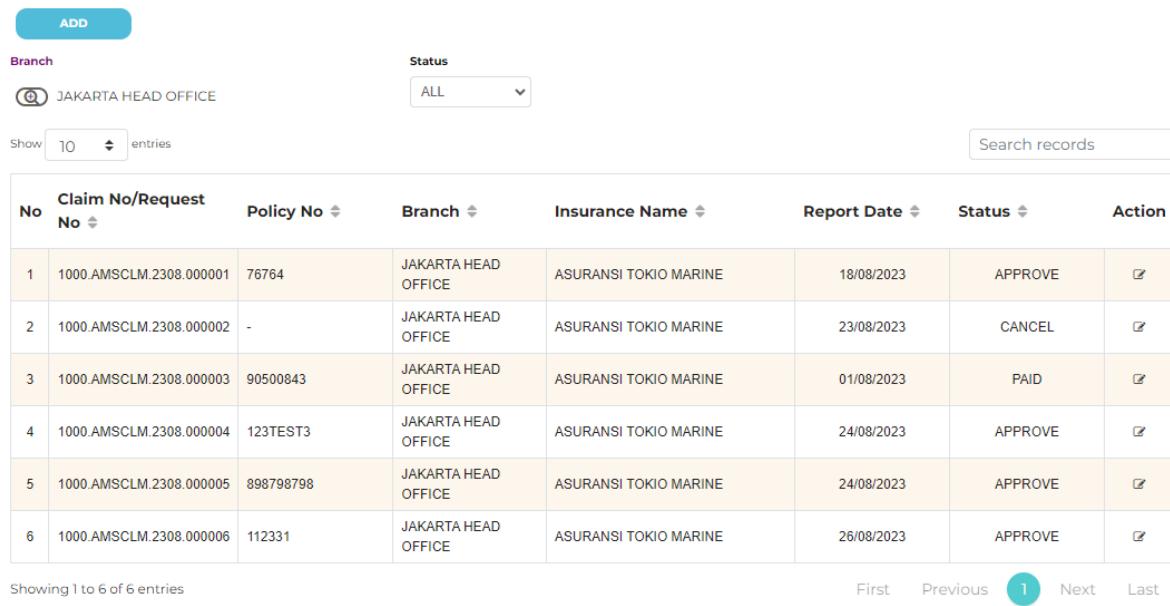
First 1 2 Last

Gambar 285 Halaman Look Up Branch

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

b. Klik tombol  untuk menambahkan data pada tampilan Claim List.

Claim List



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

No	Claim No/Request No	Policy No	Branch	Insurance Name	Report Date	Status	Action
1	1000.AMSCLM.2308.000001	76764	JAKARTA HEAD OFFICE	ASURANSI TOKIO MARINE	18/08/2023	APPROVE	
2	1000.AMSCLM.2308.000002	-	JAKARTA HEAD OFFICE	ASURANSI TOKIO MARINE	23/08/2023	CANCEL	
3	1000.AMSCLM.2308.000003	90500843	JAKARTA HEAD OFFICE	ASURANSI TOKIO MARINE	01/08/2023	PAID	
4	1000.AMSCLM.2308.000004	123TEST3	JAKARTA HEAD OFFICE	ASURANSI TOKIO MARINE	24/08/2023	APPROVE	
5	1000.AMSCLM.2308.000005	898798798	JAKARTA HEAD OFFICE	ASURANSI TOKIO MARINE	24/08/2023	APPROVE	
6	1000.AMSCLM.2308.000006	112331	JAKARTA HEAD OFFICE	ASURANSI TOKIO MARINE	26/08/2023	APPROVE	

Showing 1 to 6 of 6 entries

First Previous  Next Last

Gambar 286 Halaman Claim List

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

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

Claim Info

SAVE
BACK

Claim No	-Auto Generate-	Request No	Status
Branch *		Policy No *	
Insurance Name			
Claim Loss Type *		Effective Date	Expired Date
Loss Date *			
Claim Ref External No *			
Result Report To Insurance Date		Report To Insurance Date *	
Reason *		<input checked="" type="checkbox"/> Ex Gratia	<input checked="" type="checkbox"/> Policy Terminated
Claim Remark *			

Gambar 287 Halaman Claim Info

- d. Setelah data Claim berhasil disimpan, maka sistem akan menampilkan halaman Tab, antara lain: Tab Asset, Tab Progress dan Tab Document.

Tab Asset

- e. Pada halaman Claim Info Tab Asset, sistem akan menampilkan informasi listing data asset yang akan dilakukan klaim. Klik tombol **ADD** untuk menambahkan data pada tampilan Tab Asset.

ASSET		PROGRESS	DOCUMENT
ADD	DELETE	ADD	
Show <input type="text" value="10"/> entries		Search records	

No	FA Code/Name	Plat/Engine/Chasis No	Sum Insured Amount	Premi Amount
1	4120036091 CRV 1.5 L TURBO	B1005PJS L15BJ1139167 MHRRW1840LJ000658	0.00	

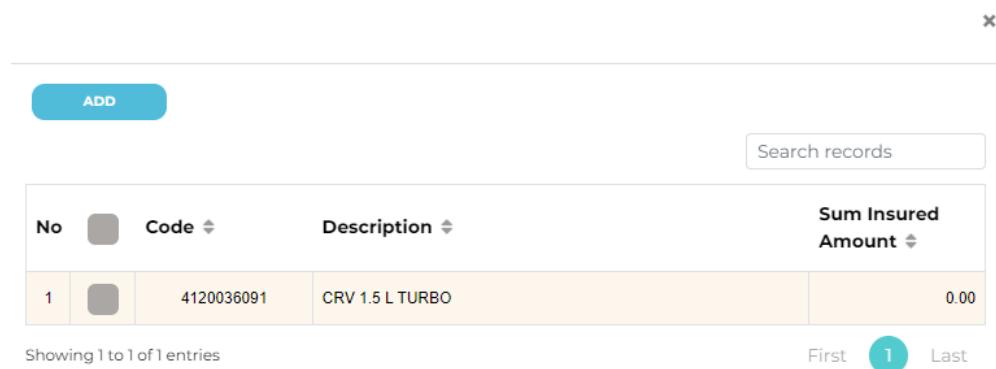
Showing 1 to 1 of 1 entries

First Previous **1** Next Last

Gambar 288 Halaman Tab Asset

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

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



No	Code	Description	Sum Insured Amount
1	4120036091	CRV 1.5 L TURBO	0.00

Showing 1 to 1 of 1 entries

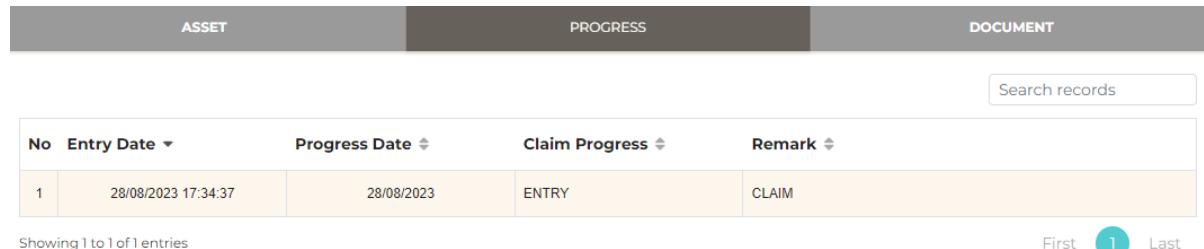
First **1** Last

Gambar 289 Halaman Look Up Asset

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

Tab Progress

- h. Pada halaman Claim Info Tab Progress, sistem akan menampilkan daftar progress claim dari asset yang dimiliki.



No	Entry Date	Progress Date	Claim Progress	Remark
1	28/08/2023 17:34:37	28/08/2023	ENTRY	CLAIM

Showing 1 to 1 of 1 entries

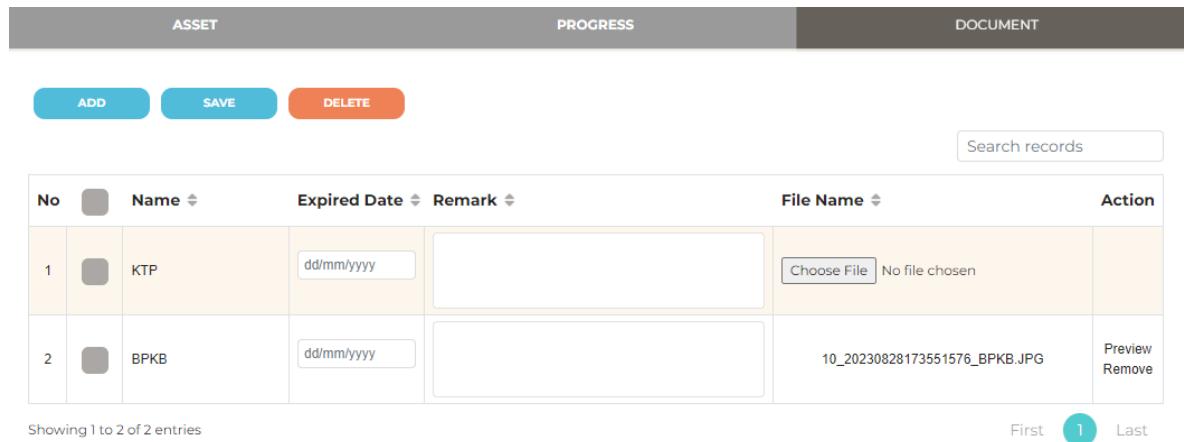
First **1** Last

Gambar 290 Halaman Tab Progress

Tab Document

- i. Pada halaman Claim Info Tab Document, sistem akan menampilkan informasi listing data dokumen pendukung yang dibutuhkan untuk melakukan klaim. Klik tombol **ADD** untuk menambahkan data pada tampilan Tab Document.

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

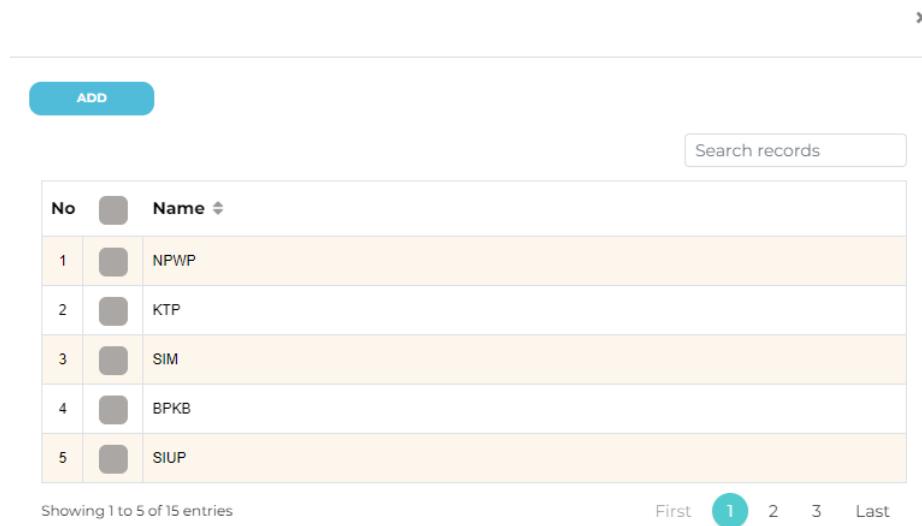


No	Name	Expired Date	Remark	File Name	Action
1	KTP	dd/mm/yyyy		Choose File No file chosen	
2	BPKB	dd/mm/yyyy		10_20230828173551576_BPKB.JPG	Preview Remove

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

Gambar 291 Halaman Tab Document

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



No	Name
1	NPWP
2	KTP
3	SIM
4	BPKB
5	SIUP

Showing 1 to 5 of 15 entries First **1** 2 3 Last

Gambar 292 Halaman Look Up Document

- k. Lengkapi data pada field yang tersedia, kemudian klik tombol **SAVE** untuk menyimpan data.
- l. User dapat melihat dokumen yang telah diupload pada Tab Document dengan mengklik tombol **Preview** atau menghapus dokumen yang telah diupload pada Tab Document dengan mengklik tombol **Remove**.

IMS Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
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- m. Untuk menghapus data pada Tab Document, user dapat memberi tanda checklist “” pada baris data Tab Document List kemudian klik tombol **DELETE**.
- n. Setelah data Claim berhasil disimpan, klik tombol **PROCEED** untuk memproses data Claim dan status data Claim akan berubah menjadi On Process, atau klik tombol **CANCEL** untuk membatalkan data Claim dan status data Claim akan berubah menjadi Cancel.

Claim Info

The screenshot shows a form titled 'Claim Info' with the following fields:

- Buttons at the top: **SAVE**, **PROCEED**, **CANCEL**, **BACK**.
- Claim No:** 1000.AMSCLM.2308.000007
- Request No:** (empty)
- Status:** HOLD
- Branch *:** JAKARTA HEAD OFFICE
- Policy No *:** (empty)
- Insurance Name:** ASURANSI TOKIO MARINE
- Claim Loss Type *:** TOTAL LOSS
- Effective Date:** 21/01/2025
- Expired Date:** 21/01/2026
- Loss Date *:** 28/08/2023
- Client Report Date *:** 28/08/2023
- Report To Insurance Date *:** 28/08/2023
- Claim Ref External No *:** 12345
- Result Report To Insurance Date:** dd/mm/yyyy
- Claim Amount:** 0.00
- Reason *:** KECELAKAAN
- Ex Gratia:** (checkbox)
- Policy Terminated:** (checkbox)
- Claim Remark *:** Testing

Gambar 293 Halaman Claim Info (Status: Hold)

- o. Ketika data Claim berstatus On Process, klik tombol **APPROVE** untuk melakukan proses persetujuan data Claim dan status data Claim akan berubah menjadi Approve, atau klik tombol **REJECT** untuk menolak data Claim yang tidak sesuai dan status data Claim akan berubah menjadi Reject. Data yang telah disetujui akan masuk ke menu Sell and Disposal sub menu Sell Request.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

Claim Info

APPROVE
REJECT
BACK

Claim No	Request No	Status
1000.AMSCLM.2310.000002		ON PROCESS
Branch *	Policy No *	
<input type="button" value=""/>	A09234B3-5	
Insurance Name		
ASURANSI TOKIO MARINE		
Claim Loss Type *	Effective Date	Expired Date
<input type="button" value=""/>	20/02/2027	20/02/2028
Loss Date *	Client Report Date *	Report To Insurance Date *
06/10/2023	06/10/2023	06/10/2023
Claim Reff External No *	Result Report To Insurance Date *	Claim Amount *
Reff112345	dd/mm/yyyy	0.00
Reason *		
<input type="button" value=""/>	Ex Gratia	<input checked="" type="checkbox"/> Policy Terminated
Claim Remark *		
-		

Gambar 294 Halaman Claim Info (Status: On Process)

- p. Jika user ingin melakukan perubahan data klik tombol  pada baris data Claim List.

3.5.8 Termination

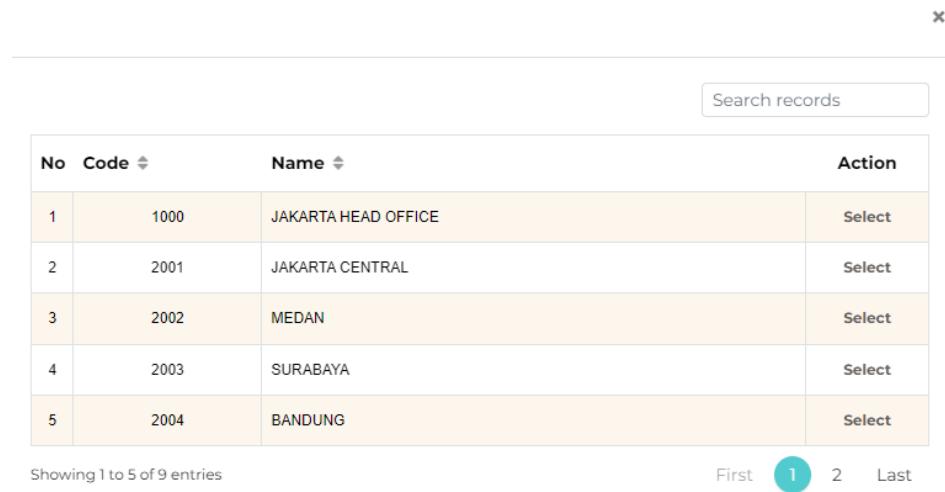
Sub Menu Termination dapat diakses oleh user melalui modul **Fixed Asset Management > Policy Registration > Termination**. Sub Menu Termination dapat digunakan oleh user untuk melakukan proses pengajuan pelunasan policy ke maskapai, sehingga adanya refund dari premi yang telah dibayarkan diawal.

3.5.8.1 Step Process Termination

Berikut adalah Step Process Termination:

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

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023



The screenshot shows a table titled '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

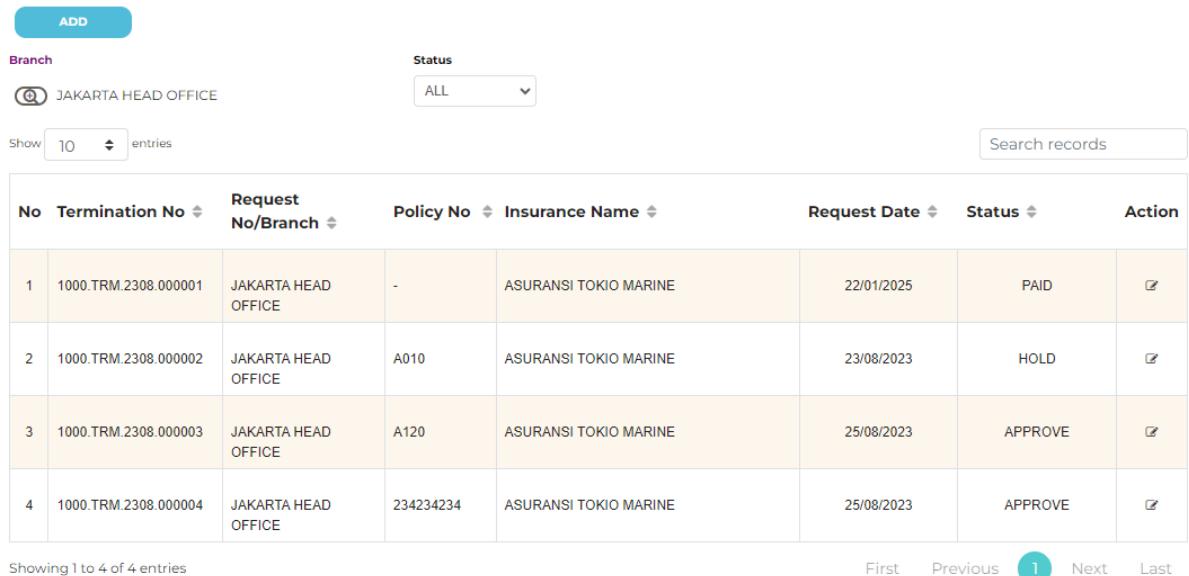
Showing 1 to 5 of 9 entries

First 1 2 Last

Gambar 295 Halaman Look Up Branch

- b. Klik tombol ADD untuk menambahkan data pada tampilan Termination List.

Termination List



The screenshot shows a table titled 'Termination List' with the following data:

No	Termination No	Request No/Branch	Policy No	Insurance Name	Request Date	Status	Action
1	1000.TRM.2308.000001	JAKARTA HEAD OFFICE	-	ASURANSI TOKIO MARINE	22/01/2025	PAID	<input checked="" type="checkbox"/>
2	1000.TRM.2308.000002	JAKARTA HEAD OFFICE	A010	ASURANSI TOKIO MARINE	23/08/2023	HOLD	<input checked="" type="checkbox"/>
3	1000.TRM.2308.000003	JAKARTA HEAD OFFICE	A120	ASURANSI TOKIO MARINE	25/08/2023	APPROVE	<input checked="" type="checkbox"/>
4	1000.TRM.2308.000004	JAKARTA HEAD OFFICE	234234234	ASURANSI TOKIO MARINE	25/08/2023	APPROVE	<input checked="" type="checkbox"/>

Show 1 to 4 of 4 entries

First Previous 1 Next Last

Gambar 296 Halaman 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.

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File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

Termination Info

SAVE
BACK

Termination No <input type="text" value="Auto Generate-"/>	Branch * 	Status <input type="text" value="HOLD"/>
Policy No * 	Insured Name <input type="text"/>	Insurance Name <input type="text"/>
Date * <input type="text" value="dd/mm/yyyy"/>	Effective Date <input type="text" value="dd/mm/yyyy"/>	Expired Date <input type="text" value="dd/mm/yyyy"/>
Reason * 	Estimated Refund Amount <input type="text"/>	Refund Amount <input type="text"/>
Remark * <input type="text"/>		

Gambar 297 Halaman Termination Info

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

Asset Detail List

ADD
SAVE
DELETE

Show 10 entries
Search records

No	FA Code / Name	Plat/Engine/Chasis No	Estimate Refund Amount	Refund Amount
1	4120034582 GRAN MAX 1.3 BLIND VAN	B9258PCP K3MH51485 MHKB3BA1JKK059540	25,107.00	0.00

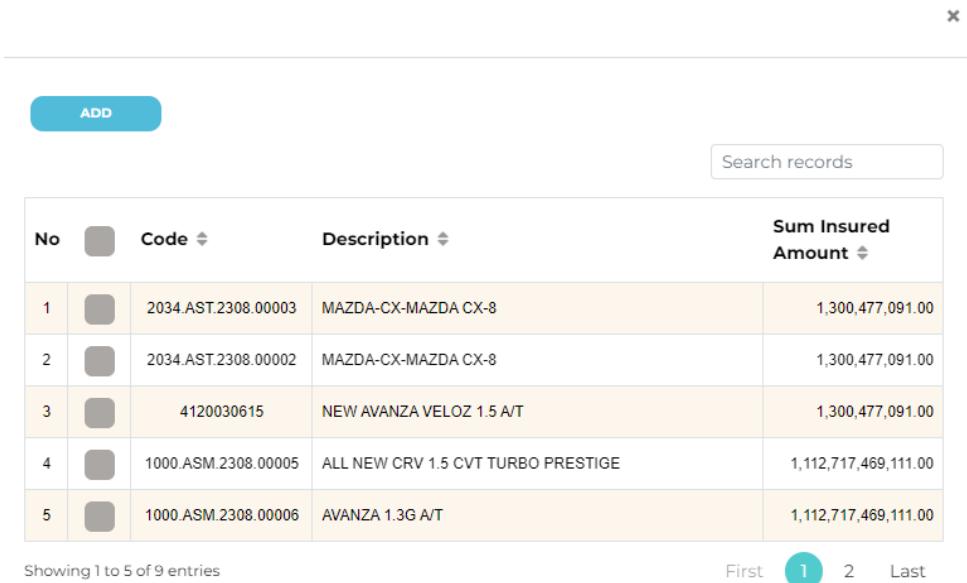
Showing 1 to 1 of 1 entries First Previous **1** Next Last

Gambar 298 Halaman Asset Detail List

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

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The screenshot shows a table of asset records:

No	Code	Description	Sum Insured Amount
1	2034.AST.2308.00003	MAZDA-CX-MAZDA CX-8	1,300,477,091.00
2	2034.AST.2308.00002	MAZDA-CX-MAZDA CX-8	1,300,477,091.00
3	4120030615	NEW AVANZA VELOZ 1.5 A/T	1,300,477,091.00
4	1000.ASM.2308.00005	ALL NEW CRV 1.5 CVT TURBO PRESTIGE	1,112,717,469,111.00
5	1000.ASM.2308.00006	AVANZA 1.3G A/T	1,112,717,469,111.00

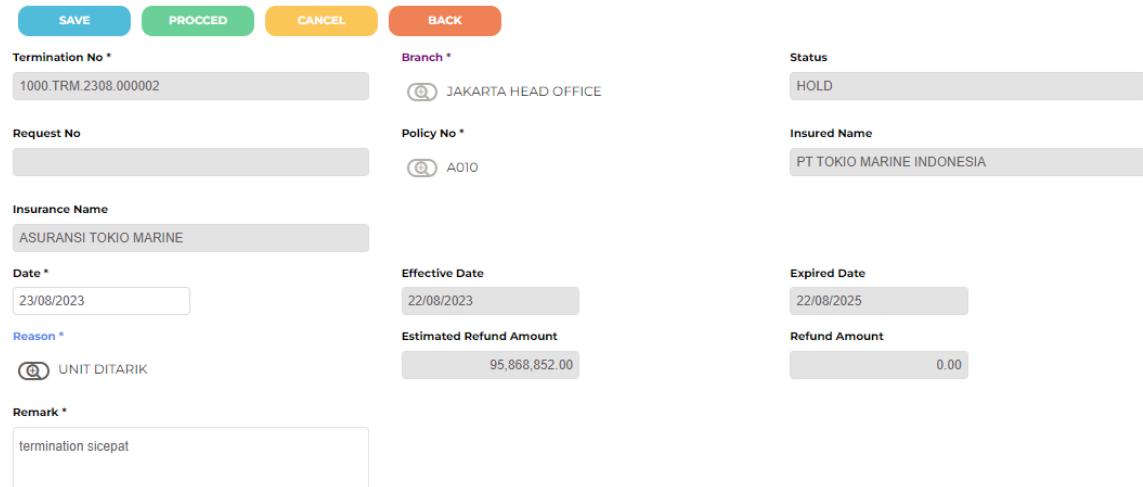
Showing 1 to 5 of 9 entries First 1 2 Last

Gambar 299 Halaman Look Up Asset Detail

- f. Lengkapi data pada field yang tersedia, kemudian klik tombol **SAVE** untuk menyimpan data.
- g. Untuk menghapus data Asset Detail, user dapat memberi tanda checklist “” pada baris data Asset Detail List kemudian klik tombol **DELETE**.
- h. Setelah data Termination berhasil disimpan, klik tombol **PROCEED** untuk memproses lebih lanjut data Termination dan status data Termination akan berubah menjadi On Process, atau klik tombol **CANCEL** untuk membatalkan data Termination dan status data Termination akan berubah menjadi Cancel.

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Termination Info



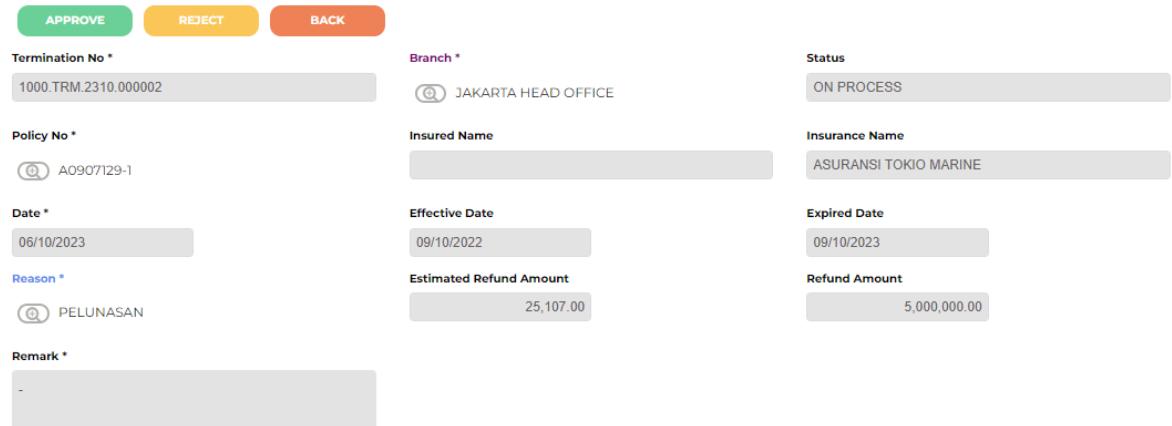
This screenshot shows the 'Termination Info' form. At the top are four buttons: 'SAVE' (blue), 'PROCEED' (green), 'CANCEL' (yellow), and 'BACK' (orange). Below these are several input fields and dropdowns:

- Termination No ***: 1000.TRM.2308.000002
- Branch ***: JAKARTA HEAD OFFICE
- Status**: HOLD
- Request No**: (empty)
- Policy No ***: A010
- Insured Name**: PT TOKIO MARINE INDONESIA
- Insurance Name**: ASURANSI TOKIO MARINE
- Date ***: 23/08/2023
- Effective Date**: 22/08/2023
- Expired Date**: 22/08/2025
- Reason ***: UNIT DITARIK
- Estimated Refund Amount**: 95,868,852.00
- Refund Amount**: 0.00
- Remark ***: termination sicepat

Gambar 300 Halaman Termination Info (Status: Hold)

- Ketika data Termination berstatus On Process, klik tombol **APPROVE** untuk melakukan proses persetujuan data Termination dan status data Termination akan berubah menjadi Approve, atau klik tombol **REJECT** untuk menolak data Termination yang tidak sesuai dan status data Termination akan berubah menjadi Reject. Data yang telah disetujui akan masuk ke modul Finance menu Voucher Request sub menu Received Confirm.

Termination Info



This screenshot shows the 'Termination Info' form with the status set to 'ON PROCESS'. The layout is identical to the previous screenshot, with the same fields and values, except for the status field which now displays 'ON PROCESS'.

Gambar 301 Halaman Termination Info (Status: On Process)

- Jika user ingin melakukan perubahan data klik tombol  pada baris data Termination List.

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3.6 Payment

Payment adalah Menu yang dapat digunakan oleh sistem untuk melakukan proses pembayaran. Berikut adalah detail penjelasan per masing-masing sub menu yang akan digunakan oleh user.

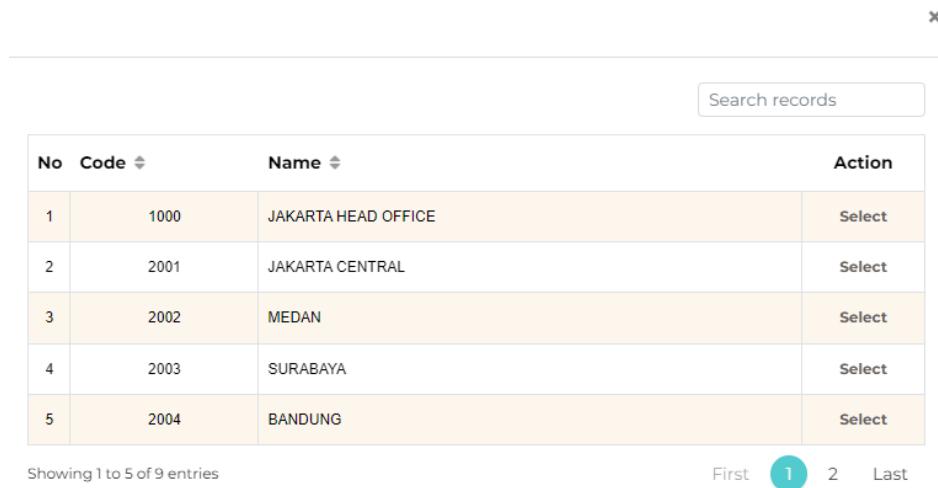
3.6.1 Payment Request

Sub Menu Payment Request dapat diakses oleh user melalui modul **Fixed Asset Management > Payment > Payment Request**. Sub Menu Payment Request dapat digunakan oleh sistem untuk melakukan proses permintaan pembayaran pada sistem dari sub menu Realization.

3.6.1.1 Step Process Payment Request

Berikut adalah Step Process 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 navigation buttons "First", "1", "2", and "Last". A search bar labeled "Search records" is also visible at the top right.

Gambar 302 Halaman Look Up Branch

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

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

Payment Request List

PROCEED

Branch	Status																
 JAKARTA HEAD OFFICE	HOLD																
Show 10 entries	Search records																
<table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>No</th> <th>Payment Request No</th> <th>Branch</th> <th>Date</th> <th>Source</th> <th>Remark</th> <th>Amount</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1000.PR.2308.000041</td> <td>JAKARTA HEAD OFFICE</td> <td>25/08/2023</td> <td>POLICY</td> <td>Payment Policy insurance 112331 To ASURANSI TOKIO MARINE</td> <td>12,000,000.00</td> <td>HOLD</td> </tr> </tbody> </table>		No	Payment Request No	Branch	Date	Source	Remark	Amount	Status	1	1000.PR.2308.000041	JAKARTA HEAD OFFICE	25/08/2023	POLICY	Payment Policy insurance 112331 To ASURANSI TOKIO MARINE	12,000,000.00	HOLD
No	Payment Request No	Branch	Date	Source	Remark	Amount	Status										
1	1000.PR.2308.000041	JAKARTA HEAD OFFICE	25/08/2023	POLICY	Payment Policy insurance 112331 To ASURANSI TOKIO MARINE	12,000,000.00	HOLD										

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

Gambar 303 Halaman Payment Request List

- c. User dapat memberi tanda checklist “

3.6.2 Payment

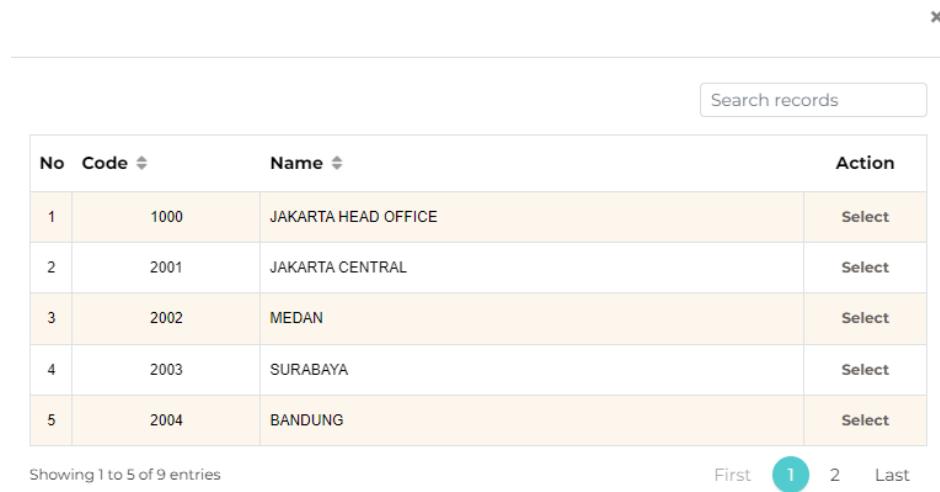
Sub Menu Payment dapat diakses oleh user melalui modul **Fixed Asset Management > Payment > Payment**. Sub Menu Payment dapat digunakan oleh user untuk melakukan proses pembayaran pada sistem.

3.6.2.1 Step Process Payment

Berikut adalah Step Process Payment:

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

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A screenshot of a web-based application interface 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 contains a table with the following columns: "No", "Code", "Name", and "Action". The table has 5 rows, each representing a location with a "Select" button in the "Action" column. The data 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, it says "Showing 1 to 5 of 9 entries". On the right, there are navigation buttons: "First", a page number "1" (which is highlighted with a green circle), "2", and "Last". To the right of the page number is a dropdown menu set to "ALL".

Gambar 304 Halaman Look Up Branch

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

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

Payment List

Branch	Status						
 JAKARTA HEAD OFFICE	ALL						
Show <input type="button" value="10"/> entries	<input type="button" value="Search records"/>						
No	Code	Branch	Date	Payment Amount	Remark	Status	Action
1	1000.PTR.2308.000001	Jakarta Head Office	18/08/2023	2,250,000.00	REALIZATION PUBLIC SERVICE FOR PT SETA JASA TRANS - Perpanjangan STNK untuk asset 4120030639 B9115PCL MHKB3BA1JGK036452 K3MG69838	PAID	
2	1000.PTR.2308.000002	Jakarta Head Office	21/08/2023	541,000.00	REALIZATION PUBLIC SERVICE FOR PT SETA JASA TRANS - Perpanjangan STNK untuk asset 4120035805 B9704PCQ MHMFET1PCLK018473 4D34TU45950	APPROVE	
3	1000.PTR.2308.000003	Jakarta Head Office	21/08/2023	699,000.00	REALIZATION PUBLIC SERVICE FOR PT SETA JASA TRANS - Perpanjangan STNK untuk asset 4120035595 B2253UOR MK2NCLTARLJ000645 4A91HQ3992	CANCEL	
4	1000.PTR.2308.000004	JAKARTA HEAD OFFICE	18/08/2023	80,963,000.00	Payment Policy Insurance 76764 To ASURANSI TOKIO MARINE	ON PROCESS	
5	1000.PTR.2308.000005	Jakarta Head Office	21/08/2023	13,141,451.40	REALIZATION PUBLIC SERVICE FOR PT SETA JASA TRANS - Perpanjangan STNK untuk asset 2034.ASM.2308.00003 B2241DK 23427AA7GGADA34254 81531Q7333AA	APPROVE	
6	1000.PTR.2308.000006	Jakarta Head Office	21/08/2023	699,000.00	REALIZATION PUBLIC SERVICE FOR PT SETA JASA TRANS - Perpanjangan KEUR untuk asset 4120031875 A8951UI MMBJNKL30GH079001 4D56UAH5339	APPROVE	
7	1000.PTR.2308.000007	Jakarta Head Office	21/08/2023	27,532,000.00	REALIZATION PUBLIC SERVICE FOR PT SETA JASA TRANS - Perpanjangan STNK untuk asset 4120031104 L9709CA MHKP3BA1JFK1010429 K3MG54422	APPROVE	
8	1000.PTR.2308.000008	JAKARTA HEAD OFFICE	21/08/2023	5,450,000.00	Pembayaran Work Order DSF.WO.2308.00001 - 5450000.00 - test	APPROVE	
9	1000.PTR.2308.000009	JAKARTA HEAD OFFICE	23/08/2023	8,103,500.00	Payment Work Order for DSF.WO.2308.00002 - B1868PJ - Invoice : , worth : 8103500.00 - Check steering system	APPROVE	
10	1000.PTR.2308.000010	JAKARTA HEAD OFFICE	22/08/2023	5,394,000.00	Payment Work Order for DSF.WO.2308.00003 - L1310GT - Invoice : , worth : 2276600.00 - service 10.000 km	ON PROCESS	

Showing 1 to 10 of 17 entries

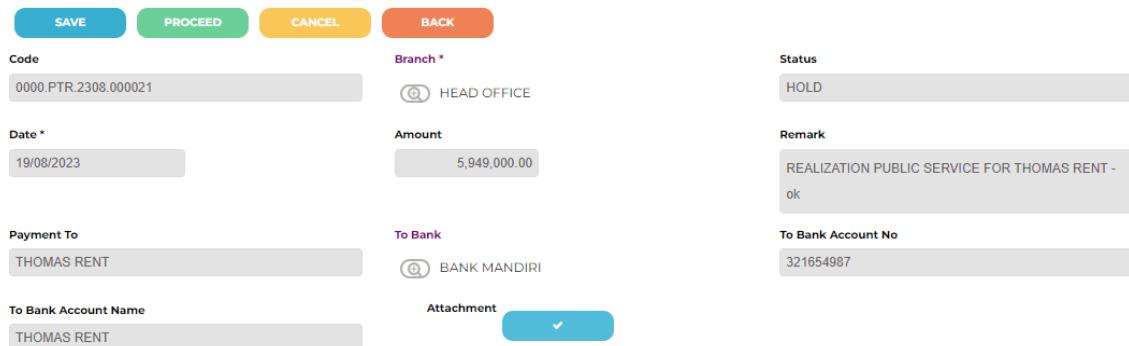
First Previous  2 Next Last

Gambar 305 Halaman Payment List

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

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

Payment Info



The screenshot shows a payment information form with the following fields:

- Code:** 0000.PTR.2308.000021
- Date ***: 19/08/2023
- Amount:** 5,949,000.00
- Branch ***: HEAD OFFICE
- Status:** HOLD
- Remark:** REALIZATION PUBLIC SERVICE FOR THOMAS RENT - ok
- Payment To:** THOMAS RENT
- To Bank:** BANK MANDIRI
- To Bank Account No:** 321654987
- To Bank Account Name:** THOMAS RENT
- Attachment:** A blue button with a checkmark icon.

Gambar 306 Halaman Payment 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 Payment Info, terdapat halaman Payment Detail List.

Payment Detail List



The screenshot shows a table of payment details with the following data:

No	Request No	Source No	Source	Remark	Amount
1	0000 PR.2308.000018	0000.RMN.2308.000008	REALIZATION FOR PUBLIC SERVICE	REALIZATION PUBLIC SERVICE FOR THOMAS RENT - ok	5,949,000.00

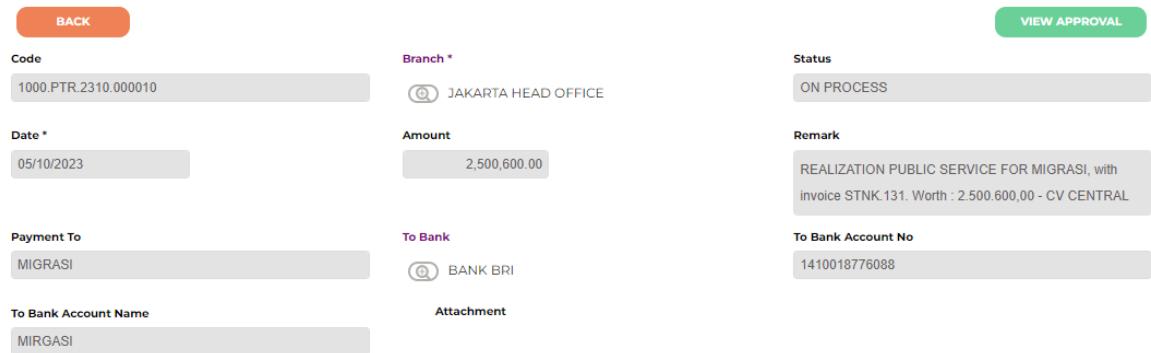
Show 10 entries | Search records | First | Previous | Next | Last

Gambar 307 Halaman Payment Detail List

- f. Untuk menghapus data Payment Detail, user dapat memberi tanda checklist “” pada baris data Payment Detail List kemudian klik tombol **DELETE**.
- g. Klik tombol **PROCEED** untuk memproses data Payment dan status data Payment akan berubah menjadi On Process atau klik tombol **CANCEL** untuk membatalkan proses pembayaran data dan status data Payment akan berubah menjadi Cancel. Data yang telah diproses akan masuk ke modul Approval.
- h. Setelah data di Approve, user dapat mengklik tombol **VIEW APPROVAL** untuk melihat informasi employee yang melakukan approve.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
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Payment Info



The screenshot shows a form titled "Payment Info". It includes fields for:

- Code:** 1000.PTR.2310.000010
- Branch ***: JAKARTA HEAD OFFICE
- Status**: ON PROCESS
- Date ***: 05/10/2023
- Amount**: 2,500,600.00
- Remark**: REALIZATION PUBLIC SERVICE FOR MIGRASI, with invoice STNK.131. Worth : 2.500.600,00 - CV CENTRAL
- Payment To**: MIGRASI
- To Bank**: BANK BRI
- To Bank Account No**: 1410018776088
- To Bank Account Name**: MIRGASI
- Attachment**: (represented by a small icon)

Gambar 308 Halaman Payment Info (Status: On Process)

3.7 Interface

Interface adalah Menu yang dapat digunakan oleh sistem untuk berkomunikasi dengan modul lain atau integrasi pada sistem. Berikut adalah detail penjelasan per masing-masing sub menu yang akan digunakan oleh user.

3.7.1 Received Request

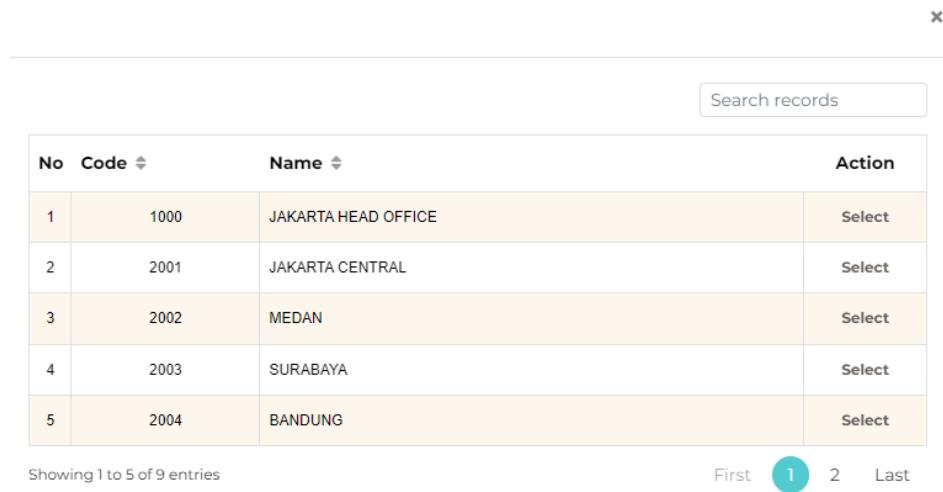
Sub Menu Received Request dapat diakses oleh user melalui modul **Fixed Asset Management > Interface > Received Request**. Sub Menu Received Request dapat digunakan oleh sistem untuk berkomunikasi dengan modul lain yang mentriger proses penerimaan pada sistem.

3.7.1.1 Step Process Received Request

Berikut adalah Step Process Received Request:

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

 Innovation Comprehensive Technology	USER GUIDE		
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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 309 Halaman Look Up Branch

- b. Pilih Status yang akan dilihat dengan mengklik tombol dropdown list Status  maka sistem akan menampilkan halaman Received Request List (Interface).

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

Received Request List (Interface)

Branch Status

Show 10 entries

No	Request No	Branch	Date	Reff No	Remark	Amount	Last Update	Status	Action
1	DSF.EFAMRR.2308.000006	JAKARTA HEAD OFFICE	25/08/2023	1000.TRM.2308.000003 TERMINATE	Receive insurance termination, 1000.TRM.2308.000003 for Branch : JAKARTA HEAD OFFICE - police termination karena ditarik	IDR 40,000,000.00	25/08/2023	HOLD	
2	DSF.EFAMRR.2308.000007	JAKARTA HEAD OFFICE	25/08/2023	1000.TRM.2308.000004 TERMINATE	Receive insurance termination, 1000.TRM.2308.000004 for Branch : JAKARTA HEAD OFFICE - Polis ditermination karena Pelunasan	IDR 4,000,000.00	25/08/2023	HOLD	
3	DSF.EFAMRR.2308.000005	JAKARTA HEAD OFFICE	24/08/2023	1000.SL.2308.00011 REALIZATION SELL ASSET	SALE ASSET FOR 1000.SL.2308.00011 - 2034.AST.2308.00002 MAZDA-CX-MAZDA CX-8	IDR 600,000,000.00	25/08/2023	PAID	
4	DSF.EFAMRR.2308.000003	JAKARTA HEAD OFFICE	23/08/2023	1000.SL.2308.00006 REALIZATION SELL ASSET	SALE ASSET FOR 1000.SL.2308.00006 - 1000.ASM.2308.00005 ALL NEW CRV 1.5 CVT TURBO PRESTIGE	IDR 398,150,000.00	23/08/2023	HOLD	
5	DSF.EFAMRR.2308.000004	JAKARTA HEAD OFFICE	23/08/2023	1000.SL.2308.00006 REALIZATION SELL ASSET	SALE ASSET FOR 1000.SL.2308.00006 - 1000.ASM.2308.00005 ALL NEW CRV 1.5 CVT TURBO PRESTIGE	IDR 398,150,000.00	23/08/2023	HOLD	
6	DSF.EFAMRR.2308.000001	SURABAYA	19/08/2023	2003.SL.2308.00001 REALIZATION SELL ASSET	SALE ASSET FOR 2003.SL.2308.00001 - 2003.ASM.2308.00001 XPANDER 1.5L EXCEED (4X2) A/T	IDR 369,250,000.00	19/08/2023	HOLD	
7	DSF.EFAMRR.2308.000002	JAKARTA HEAD OFFICE	18/08/2023	1000.TRM.2308.000001 TERMINATE	Receive insurance termination, 1000.TRM.2308.000001 for Branch : JAKARTA HEAD OFFICE - data UAT	IDR 100,000.00	19/08/2023	PAID	

Showing 1 to 7 of 7 entries

First Previous Next Last

Gambar 310 Halaman Received Request List (Interface)

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

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

Received Request Info

BACK

Request No	Branch	Status
DSF.EFAMRR.2308.000002	JAKARTA HEAD OFFICE	PAID
Date	Currency	Received Amount
18/08/2023	IDR	100000
Reff No	Reff Name	
1000.TRM.2308.000001	TERMINATE	
Last Update	Process Reff No	Process Reff Name
19/08/2023	1000.RCM.2308.000001	RECEIVED CONFIRM
Job Status	Remark	
POST	Receive insurance termination, 1000.TRM.2308.000001 for	

Gambar 311 Halaman Received Request Info

d. Pada halaman Received Request Info, terdapat halaman Received Detail List.

Received Detail List

Show 10 entries

No	GL Link	Branch	Orig Amount	Remark
1	ASSET	JAKARTA HEAD OFFICE	-505,000,000.00	PURCHASE PRICE SOLD SETTLEMENT1000.SL.2308.00011 For Asset 2034.AST.2308.00002 MAZDA-CX-MAZDA CX-8

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

Gambar 312 Halaman Received Detail List

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

3.7.2 Payment Request

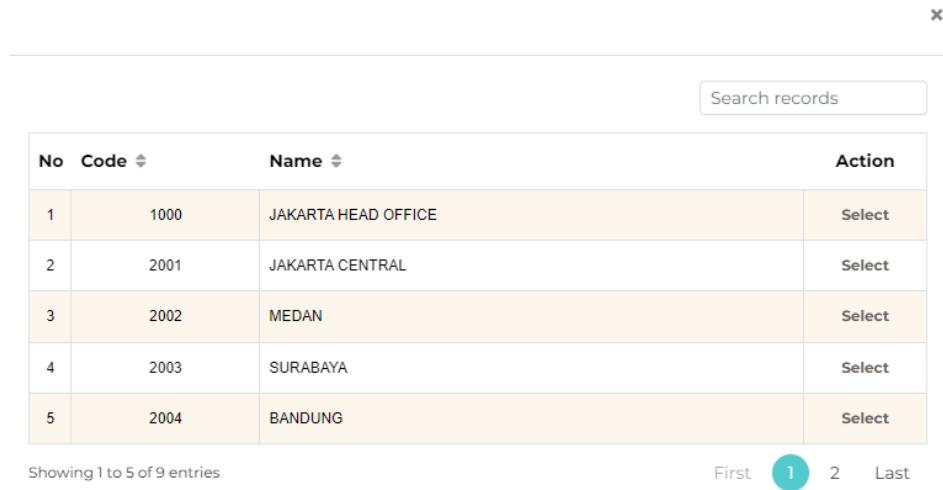
Sub Menu Payment Request dapat diakses oleh user melalui modul **Fixed Asset Management > Interface > Payment Request**. Sub Menu Payment Request dapat digunakan oleh sistem untuk berkomunikasi dengan modul lain yang mentrigger proses permintaan pembayaran pada sistem.

3.7.2.1 Step Process Payment Request

Berikut adalah Step Process Payment Request:

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

 Innovation Comprehensive Technology	USER GUIDE		
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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 313 Halaman Look Up Branch

- b. Pilih Status yang akan dilihat dengan mengklik tombol dropdown list Status maka sistem akan menampilkan halaman Payment Request List (Interface).

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

Payment Request List (Interface)

Branch Status

 JAKARTA HEAD OFFICE ALL

Show 10 entries Search records

No	Request No	Branch	Date	Ref No	Payment Amount	To Bank	Last Update	Status	Action
1	1000.AMSPR.2308.000007	JAKARTA HEAD OFFICE	23/08/2023	1000.PTR.2308.000008 PAYMENT TRANSACTION FIXED ASSET	IDR 5,450,000.00	BANK MANDIRI 12312312 31231231	24/08/2023	PAID	
2	1000.AMSPR.2308.000006	JAKARTA HEAD OFFICE	22/08/2023	1000.PTR.2308.000009 PAYMENT TRANSACTION FIXED ASSET	IDR 8,103,500.00		23/08/2023	PAID	
3	1000.AMSPR.2308.000005	Jakarta Head Office	22/08/2023	1000.PTR.2308.000002 PAYMENT TRANSACTION FIXED ASSET	IDR 541,000.00	BANK BCA 235266234 PT SETA JASA TRANS	22/08/2023	HOLD	
4	1000.AMSPR.2308.000004	Jakarta Head Office	22/08/2023	1000.PTR.2308.000007 PAYMENT TRANSACTION FIXED ASSET	IDR 27,532,000.00	BANK BCA 235266234 PT SETA JASA TRANS	22/08/2023	HOLD	
5	1000.AMSPR.2308.000003	Jakarta Head Office	22/08/2023	1000.PTR.2308.000005 PAYMENT TRANSACTION FIXED ASSET	IDR 13,141,451.40	BANK BCA 235266234 PT SETA JASA TRANS	22/08/2023	HOLD	
6	1000.AMSPR.2308.000002	Jakarta Head Office	22/08/2023	1000.PTR.2308.000006 PAYMENT TRANSACTION FIXED ASSET	IDR 699,000.00	BANK BCA 235266234 PT SETA JASA TRANS	22/08/2023	HOLD	
7	2034.AMSPR.2308.000001	TANGERANG	19/08/2023	2034.PTR.2308.000001 PAYMENT TRANSACTION FIXED ASSET	IDR 2,500,000.00	BANK BCA 235266234 PT SETA JASA TRANS	19/08/2023	HOLD	
8	1000.AMSPR.2308.000001	Jakarta Head Office	19/08/2023	1000.PTR.2308.000001 PAYMENT TRANSACTION FIXED ASSET	IDR 2,250,000.00	BANK BCA 235266234 PT SETA JASA TRANS	19/08/2023	PAID	

Showing 1 to 8 of 8 entries First Previous 1 Next Last

Gambar 314 Halaman Payment Request List (Interface)

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

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

Payment Request Info

BACK

Request No	Branch	Status
1000.AMSPR.2308.000007	JAKARTA HEAD OFFICE	PAID
Request Date	Payment Branch	Currency
23/08/2023	JAKARTA HEAD OFFICE	IDR
Payment Amount	Reff No	Reff Name
5,450,000.00	1000.PTR.2308.000008	PAYMENT TRANSACTION FIXED ASSET
To Bank Name	To Bank Account No	To Bank Account Name
BANK MANDIRI	12312312	31231231
Job Status	Last Update	
HOLD	24/08/2023	
Process Date	Process Reff No	Process Reff Name
[object Object]	IFPC230012	PAYMENT CONFIRM

Gambar 315 Halaman Payment Request Info

d. Pada halaman Payment Request Info, terdapat halaman Payment Detail List.

Payment Detail List

Show 10 entries

No	CL Link	Branch	Orig Amount	Remark
1	DIFFERET REALIZATION ACTUAL FEE PUBLIC SERVICE	Jakarta Head Office	492,000.00	GET REALIZATION ACTUAL FEE, 492.000.00 for PT SETA JASA TRANS
2	DIFFERET REALIZATION ACTUAL FEE PUBLIC SERVICE	Jakarta Head Office	50,000.00	GET REALIZATION SERVICE FEE, 50.000.00 for PT SETA JASA TRANS

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

Gambar 316 Halaman Payment Detail List

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

3.7.3 Document Pending

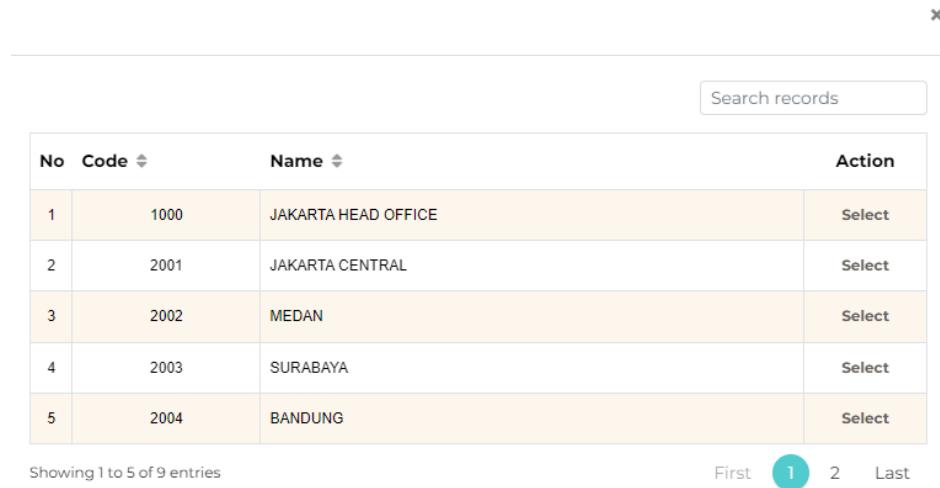
Sub Menu Document Pending dapat diakses oleh user melalui modul modul **Fixed Asset Management > Interface > Document Pending**. Sub Menu Document Pending dapat digunakan oleh user untuk melihat data dokumen yang sedang tertunda prosesnya.

3.7.3.1 Step Process Document Pending

Berikut adalah Step Document Pending:

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

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

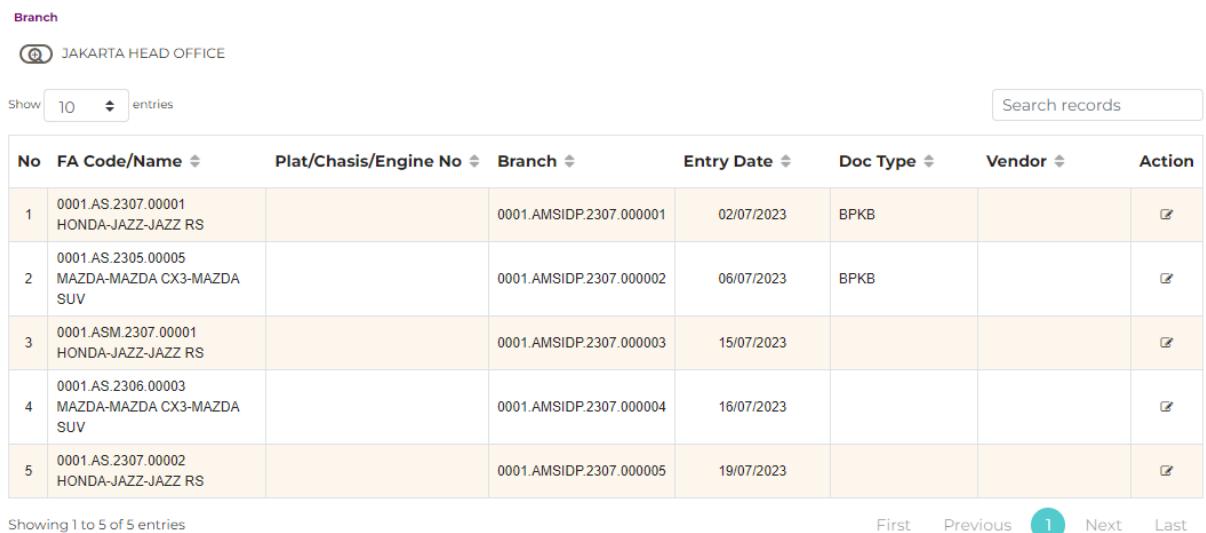


The screenshot shows a table titled "Look Up Branch" with columns: No, Code, Name, and Action. The "Action" column contains a "Select" button for each row. The rows represent different branches: 1. 1000 JAKARTA HEAD OFFICE, 2. 2001 JAKARTA CENTRAL, 3. 2002 MEDAN, 4. 2003 SURABAYA, and 5. 2004 BANDUNG. A search bar at the top right is labeled "Search records". Below the table, it says "Showing 1 to 5 of 9 entries" and has navigation buttons for First, Last, and page numbers 1, 2.

Gambar 317 Halaman Look Up Branch

- b. Setelah memilih Branch, maka sistem akan menampilkan halaman Document Pending List (Interface).

Document Pending List (Interface)



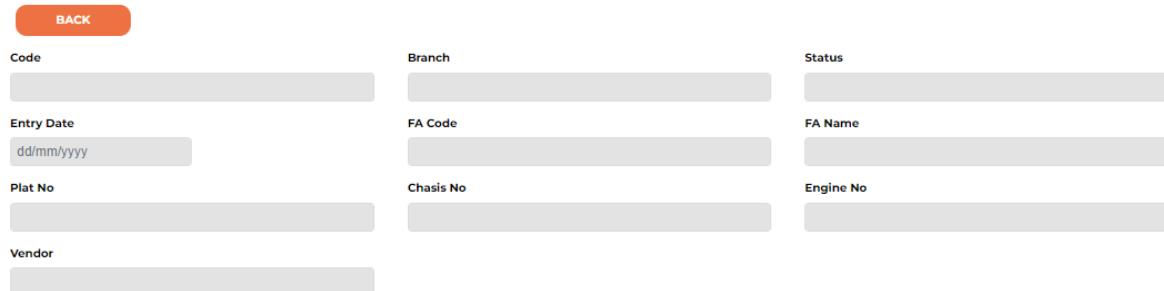
The screenshot shows a table titled "Document Pending List" with columns: No, FA Code/Name, Plat/Chassis/Engine No, Branch, Entry Date, Doc Type, Vendor, and Action. The "Action" column contains a checkbox for each row. The rows represent five pending documents: 1. 0001.AS.2307.00001 HONDA-JAZZ-JAZZ RS, 2. 0001.AS.2305.00005 MAZDA-MAZDA CX3-MAZDA SUV, 3. 0001.ASM.2307.00001 HONDA-JAZZ-JAZZ RS, 4. 0001.AS.2306.00003 MAZDA-MAZDA CX3-MAZDA SUV, and 5. 0001.AS.2307.00002 HONDA-JAZZ-JAZZ RS. A search bar at the top right is labeled "Search records". Below the table, it says "Showing 1 to 5 of 5 entries" and has navigation buttons for First, Previous, Next, and Last.

Gambar 318 Halaman Pending List (Interface)

- c. Klik tombol  untuk melihat detail data Document Pending.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

Document Pending Info (Interface)



The screenshot shows a form titled "Document Pending Info (Interface)". It includes fields for "Code" (with a placeholder), "Branch" (with a placeholder), "Status" (with a placeholder), "Entry Date" (with a placeholder "dd/mm/yyyy"), "FA Code" (with a placeholder), "FA Name" (with a placeholder), "Plat No" (with a placeholder), "Chassis No" (with a placeholder), "Engine No" (with a placeholder), and "Vendor" (with a placeholder). A "BACK" button is located at the top left.

Gambar 319 Halaman Document Pending Info

- d. Pada halaman Document Pending Info, terdapat halaman Detail List.

Detail List (Interface)



The screenshot shows a "Detail List (Interface)" table. The columns are "No", "Document Name", and "Expired Date". There are two entries: row 1 has "KTP" in "Document Name" and is highlighted in orange; row 2 has "NPWP" in "Document Name". The table includes a header with sorting icons, a search bar, and navigation buttons for "First", "Previous", "Next", and "Last".

Gambar 320 Halaman Detail List

- e. Klik tombol  untuk kembali ke halaman sebelumnya.

3.7.4 Journal

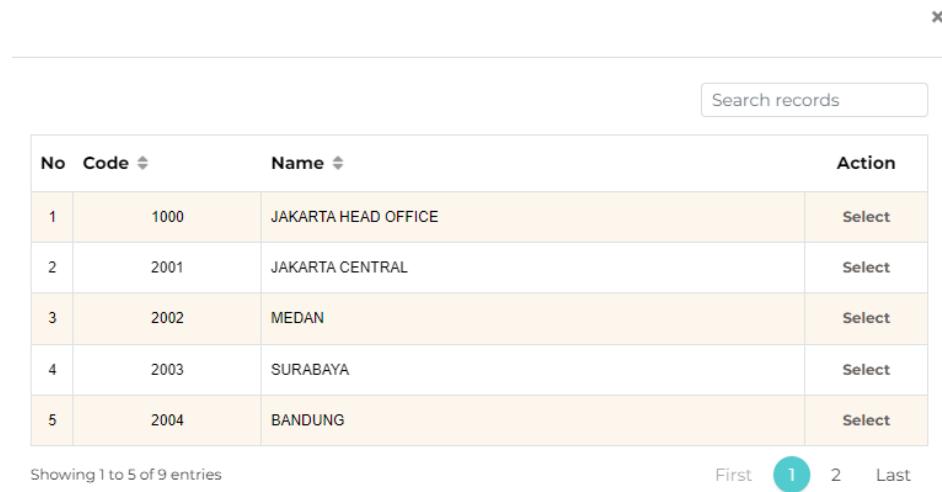
Sub Menu Journal dapat diakses oleh user melalui modul **Fixed Asset Management > Interface > Journal**. Sub Menu Journal dapat digunakan oleh sistem untuk mengirimkan jurnal-jurnal yang terbentuk saat transaksi finance ke modul Accounting.

3.7.4.1 Step Process Journal

Berikut adalah Step Process Journal:

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

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	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

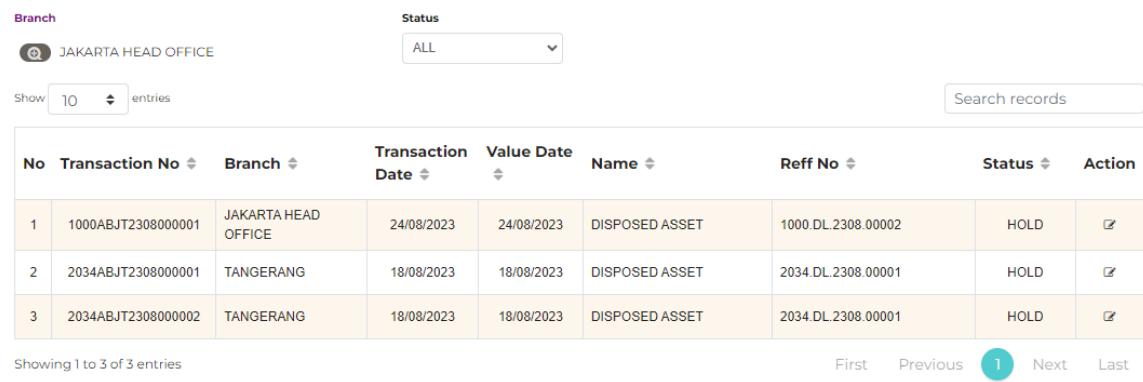
Showing 1 to 5 of 9 entries

First 1 2 Last

Gambar 321 Halaman Look Up Branch

- b. Pilih Status yang akan dilihat dengan mengklik tombol dropdown list Status maka sistem akan menampilkan halaman Journal List (Interface).

Journal List (Interface)



Branch

JAKARTA HEAD OFFICE

Status

ALL

Show 10 entries

Search records

No	Transaction No	Branch	Transaction Date	Value Date	Name	Ref No	Status	Action
1	1000ABJT230800001	JAKARTA HEAD OFFICE	24/08/2023	24/08/2023	DISPOSED ASSET	1000.DL.2308.00002	HOLD	
2	2034ABJT230800001	TANGERANG	18/08/2023	18/08/2023	DISPOSED ASSET	2034.DL.2308.00001	HOLD	
3	2034ABJT230800002	TANGERANG	18/08/2023	18/08/2023	DISPOSED ASSET	2034.DL.2308.00001	HOLD	

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

Gambar 322 Halaman Journal List (Interface)

- c. Klik tombol  untuk melihat detail data Journal.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

Journal Info (Interface)



The screenshot shows a form for a journal entry. It includes fields for Transaction No (1000ABJT230800001), Office Name (JAKARTA HEAD OFFICE), Status (HOLD), Transaction Date (24/08/2023), Value Date (24/08/2023), Name (DISPOSED ASSET), Module (IFINAMS), Source No (1000.DL.2308.00002), and Source Name (Disposed asset 1000.DL.2308.00002). A 'BACK' button is at the top left.

Gambar 323 Halaman Journal Info

- d. Pada halaman Journal Info, terdapat halaman Journal Detail List (Interface).

Journal Detail List (Interface)



The screenshot shows a table of journal detail entries. The columns are: No, Branch, GL Link, Description, Currency, Debit Amount, and Credit Amount. There are two entries:

No	Branch	GL Link	Description	Currency	Debit Amount	Credit Amount
1	JAKARTA HEAD OFFICE	DSPAST	DISPOSAL HARGA PEROLEHAN ASET (DISPOSAL) - ASSET NO 1000.AST.2308.00001 TOYOTA INNOVA G AT	IDR	0.00	399,600,000.00
2	JAKARTA HEAD OFFICE	DSPLS	DISPOSAL BIAYA OPERASIONAL (DISPOSAL) - ASSET NO 1000.AST.2308.00001 TOYOTA INNOVA G AT	IDR	399,600,000.00	0.00

Showing 1 to 2 of 2 entries

First Previous **1** Next Last

Gambar 324 Halaman Journal Detail List (Interface)

- e. Klik tombol  untuk kembali ke halaman sebelumnya.

3.7.5 Document Request

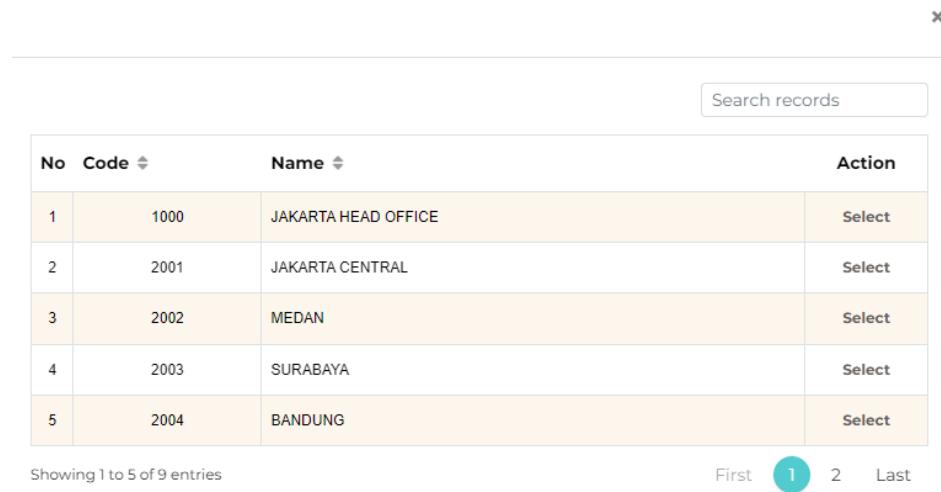
Sub Menu Document Request dapat diakses oleh user melalui modul **Fixed Asset Management > Interface > Document Request**. Sub Menu Document Request dapat digunakan oleh user untuk melihat informasi data dokumen yang sedang dilakukan request pada transaksi Fixed Asset Management.

3.7.5.1 Step Process Document Request

Berikut adalah Document Request:

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

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023



The screenshot shows a table titled "Look Up Branch" with columns: No, Code, Name, and Action. The data rows are:

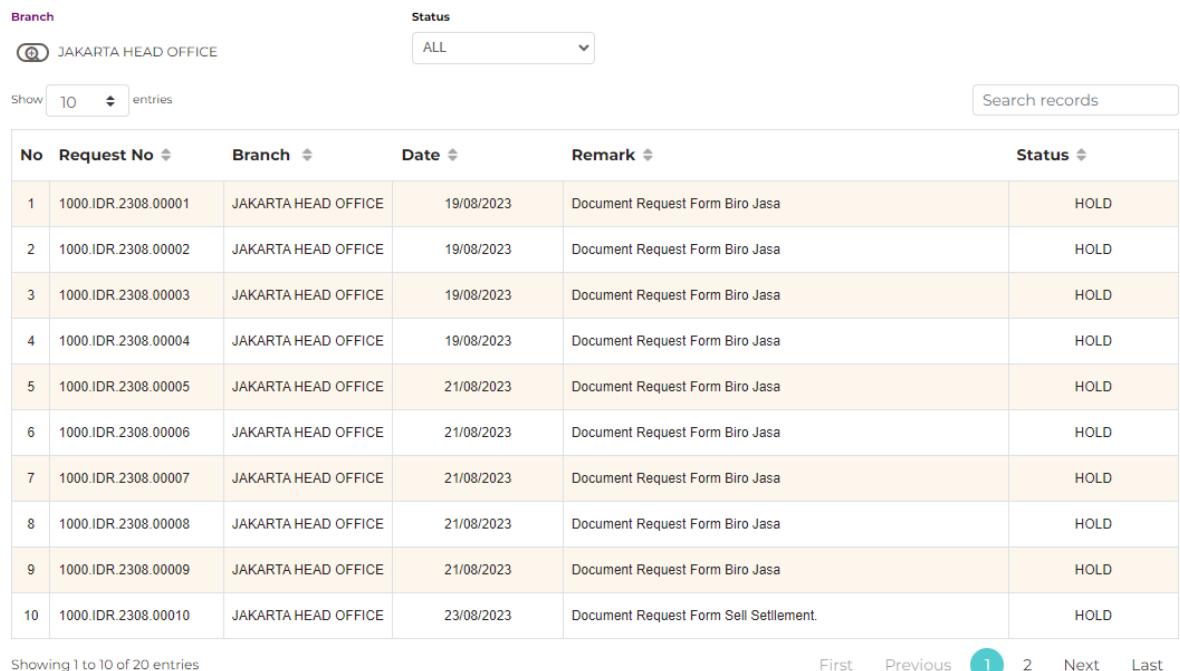
No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

Showing 1 to 5 of 9 entries First 1 2 Last

Gambar 325 Halaman Look Up Branch

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

Document Request List (Interface)



The screenshot shows a table titled "Document Request List" with columns: No, Request No, Branch, Date, Remark, and Status. The data rows are:

No	Request No	Branch	Date	Remark	Status
1	1000.IDR.2308.00001	JAKARTA HEAD OFFICE	19/08/2023	Document Request Form Biro Jasa	HOLD
2	1000.IDR.2308.00002	JAKARTA HEAD OFFICE	19/08/2023	Document Request Form Biro Jasa	HOLD
3	1000.IDR.2308.00003	JAKARTA HEAD OFFICE	19/08/2023	Document Request Form Biro Jasa	HOLD
4	1000.IDR.2308.00004	JAKARTA HEAD OFFICE	19/08/2023	Document Request Form Biro Jasa	HOLD
5	1000.IDR.2308.00005	JAKARTA HEAD OFFICE	21/08/2023	Document Request Form Biro Jasa	HOLD
6	1000.IDR.2308.00006	JAKARTA HEAD OFFICE	21/08/2023	Document Request Form Biro Jasa	HOLD
7	1000.IDR.2308.00007	JAKARTA HEAD OFFICE	21/08/2023	Document Request Form Biro Jasa	HOLD
8	1000.IDR.2308.00008	JAKARTA HEAD OFFICE	21/08/2023	Document Request Form Biro Jasa	HOLD
9	1000.IDR.2308.00009	JAKARTA HEAD OFFICE	21/08/2023	Document Request Form Biro Jasa	HOLD
10	1000.IDR.2308.00010	JAKARTA HEAD OFFICE	23/08/2023	Document Request Form Sell Settlement.	HOLD

Show 10 entries Search records

Showing 1 to 10 of 20 entries First Previous 1 2 Next Last

Gambar 326 Halaman Document Request List (Interface)

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

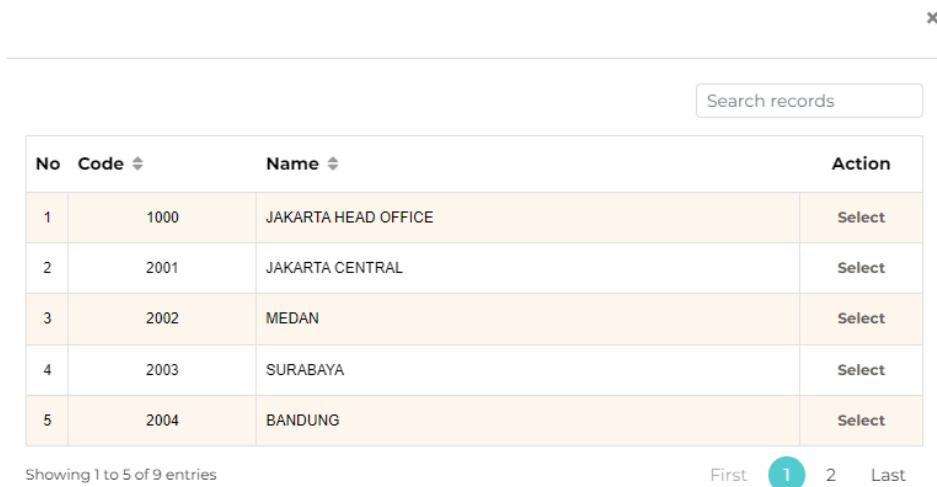
3.7.6 Approval

Sub Menu Approval dapat diakses oleh user melalui modul **Fixed Asset Management > Interface > Approval**. Sub Menu Approval dapat digunakan oleh user untuk melihat informasi listing data yang menggunakan approval.

3.7.6.1 Step Process Approval

Berikut adalah Step Process Approval:

- 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 search bar labeled "Search records" and a pagination area showing "Showing 1 to 5 of 9 entries", "First", "1", "2", "Last", and a dropdown menu set to "ALL".

Gambar 327 Halaman Look Up Branch

- Pilih Status yang akan dilihat dengan mengklik tombol dropdown list Status  maka sistem akan menampilkan halaman Approval List (Interface).

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

Approval List (Interface)

Approval List (Interface)									
<div style="display: flex; justify-content: space-between;"> Branch Status </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;">  JAKARTA HEAD OFFICE HOLD </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Show 10 entries Search records </div>									
No	Request No	Branch	Date	Ref No	Remark	Approve Amount	Last Update	Status	Action
1	1000.AMSIAR.2308.000010	JAKARTA HEAD OFFICE	22/08/2023	1000.ASM.2308.00003 APPROVAL ASSET AS REPLACEMENT	Approval Asset As Replacement 1000 ASM.2308.00003	0.00	22/08/2023	HOLD	
2	1000.AMSIAR.2308.000011	JAKARTA HEAD OFFICE	22/08/2023	1000.ASM.2308.00002 APPROVAL ASSET AS REPLACEMENT	Approval Asset As Replacement 1000 ASM.2308.00002	0.00	22/08/2023	HOLD	
3	1000.AMSIAR.2308.000012	JAKARTA HEAD OFFICE	22/08/2023	1000.PTR.2308.00004 PAYMENT APPROVAL	Payment Policy insurance 76764 To ASURANSI TOKIO MARINE	80,963,000.00	22/08/2023	HOLD	
4	1000.AMSIAR.2308.000013	JAKARTA HEAD OFFICE	22/08/2023	1000.ASM.2308.00004 APPROVAL ASSET AS REPLACEMENT	Approval Asset As Replacement 1000 ASM.2308.00004	0.00	22/08/2023	HOLD	
5	1000.AMSIAR.2308.000014	JAKARTA HEAD OFFICE	22/08/2023	1000.ASM.2308.00005 APPROVAL ASSET AS REPLACEMENT	Approval Asset As Replacement 1000 ASM.2308.00005	0.00	22/08/2023	HOLD	
6	1000.AMSIAR.2308.000016	JAKARTA HEAD OFFICE	22/08/2023	1000.PTR.2308.000010 PAYMENT APPROVAL	Payment Work Order for DSF.WO.2308.00003 - L1310GT - Invoice : , worth : 2276600.00 - service 10.000 km	5,394,000.00	22/08/2023	HOLD	
7	1000.AMSIAR.2308.000017	JAKARTA HEAD OFFICE	22/08/2023	1000.ASM.2308.00009 APPROVAL ASSET AS REPLACEMENT	Approval Asset As Replacement 1000 ASM.2308.00009	0.00	22/08/2023	HOLD	
8	1000.AMSIAR.2308.000018	JAKARTA HEAD OFFICE	22/08/2023	1000.ASM.2308.00010 APPROVAL ASSET AS REPLACEMENT	Approval Asset As Replacement 1000 ASM.2308.00010	0.00	22/08/2023	HOLD	
9	1000.AMSIAR.2308.000019	JAKARTA HEAD OFFICE	22/08/2023	1000.PTR.2308.000012 PAYMENT APPROVAL	Payment Policy insurance A010 To ASURANSI TOKIO MARINE	172,000,000.00	22/08/2023	HOLD	
10	1000.AMSIAR.2308.000022	JAKARTA HEAD OFFICE	23/08/2023	1000.PTR.2308.000011 PAYMENT APPROVAL	Payment Work Order for DSF.WO.2308.00005 - B9010PCR - Invoice : , worth : 3815000.00 - SERVICE BERKALA 20.000KM	4,759,800.00	23/08/2023	HOLD	

Showing 1 to 10 of 14 entries

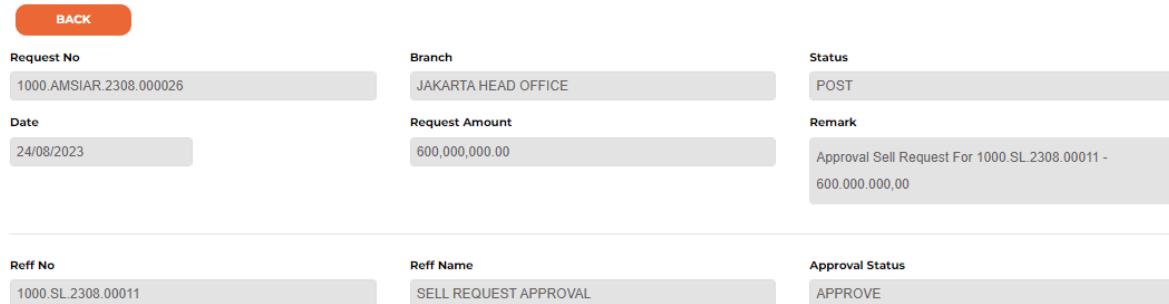
First Previous 1 2 Next Last

Gambar 328 Halaman Approval List (Interface)

- c. Klik tombol  untuk melihat detail data Approval.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

Approval Request Info (Interface)



The screenshot shows the Approval Request Info interface. At the top left is a 'BACK' button. Below it are several input fields: Request No (1000.AMSIAR.2308.000026), Branch (JAKARTA HEAD OFFICE), Status (POST). In the middle row, there are Date (24/08/2023), Request Amount (600,000,000.00), and Remark (Approval Sell Request For 1000.SL.2308.00011 - 600,000,000.00). At the bottom, there are Ref No (1000.SL.2308.00011), Ref Name (SELL REQUEST APPROVAL), and Approval Status (APPROVE).

Gambar 329 Halaman Approval Request Info

d. Pada halaman Approval Info, terdapat halaman Approval Request Dimension List (Interface).



The screenshot shows the Approval Request Dimension List interface. It features a table with columns 'No', 'Dimension Code', and 'Dimension Value'. There is one entry: No 1, Dimension Code DM.2104.000003, and Dimension Value 0000. At the bottom, it says 'Showing 1 to 1 of 1 entries' and includes navigation buttons for First, Previous, Next, and Last.

Gambar 330 Halaman Approval Request Dimension List (Interface)

e. Klik tombol  untuk kembali ke halaman sebelumnya.

3.7.7 SPAF Asset

Sub Menu SPAF Asset dapat diakses oleh user melalui modul **Fixed Asset Management > Interface > SPAF Asset**. Sub Menu SPAF Asset dapat digunakan oleh user untuk melihat informasi listing data SPAF Asset yang telah terdaftar pada sistem.

3.7.7.1 Step Process SPAF Asset

Berikut adalah Step Process SPAF Asset:

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

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

SPAF Asset List (Interface)

Status									
<input type="button" value="ALL"/> <input type="button" value="Search records"/> Show <input type="button" value="10"/> entries									
No	FA Code / Name	Engine/Chassis/Plat No	Date	Unit Price	SPAF Pct	SPAF Amount	Validation Date	Validation Remark	Validation Status
1	0000.AS.2302.00001 TOYOTA FORTUNER G M/T	e5498654 cs46876545 asfdffdfdfdfsf	13/05/2023	600,000,000.00	12.000000	95,000,000.00	18/05/2023	QEKAS	HOLD
2	0001.AS.2303.00003 AUDI SUV Q3 SPORTBACK	3456357373567 453567356735673 H 534 YU	13/05/2023	500,000,000.00	72.000000	95,000,000.00	18/05/2023	UEKAS	HOLD
3	0001.AS.2302.00006 NISSAN MARCH AT	2U30917 9038028 B 7107 CC	13/05/2023	220,000,000.00	52.000000	90,000,000.00	18/05/2023	REKAS	PAID
4	0000.AS.2302.00008 HONDA BLADE 110	2462563456356356 43567357567 5	12/05/2023	12,000,000.00	52.000000	70,000,000.00	18/05/2023	LEKAS	VALID
5	0000.AS.2302.00012 DONGFENG GLORY 560 I-AUTO	12121212112 12345687899 b 500 da	12/05/2023	365,000,000.00	42.000000	60,000,000.00	17/05/2023	PEKAS	INVALID
6	0000.AS.2302.00007 PC DELL LATITUDE INTEL CORE i3		13/05/2023	10,000,000.00	52.000000	80,000,000.00	18/05/2023	MEKAS	VALID
7	0000.AS.2302.00006 PC DELL LATITUDE INTEL CORE i3		13/05/2023	20,000,000.00	52.000000	80,000,000.00	18/05/2023	REKAS	HOLD

Showing 1 to 7 of 7 entries

First Previous Next Last

Gambar 331 Halaman SPAF Asset List (Interface)

3.8 Report

Report adalah Menu yang dapat digunakan oleh user untuk mencetak report atas transaksi yang ada pada sistem. Berikut adalah detail penjelasan per masing-masing sub menu yang akan digunakan.

3.8.1 Management

Sub Menu Management dapat diakses oleh user melalui modul modul **Fixed Asset Management > Report > Management**. Sub Menu Management dapat digunakan oleh user untuk melakukan proses cetak terhadap report management terkait dengan transaksi yang terjadi atas proses Management pada sistem.

3.8.1.1 Step Process Management

Berikut adalah Step Process Management:

- Sistem akan menampilkan halaman Management List.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

Management List

Show 10 entries		Search records
No Name 		
1	Report Data Asset	
2	Report Expense Asset	
3	Report Profit And Loss Asset Sold	

Showing 1 to 3 of 3 entries

First Previous **1** Next Last

Gambar 332 Halaman Management List

- b. Klik tombol  untuk melihat detail data Report Management (nama Report yang dipilih).

Report Expense Asset

PRINT	BACK
Branch *	
	
As of Date *	
<input type="text" value="dd/mm/yyyy"/>	
Print Option	
<input checked="" type="radio"/> Excel	<input type="radio"/> Excel (Data Only)

Gambar 333 Halaman Report Expense Asset

- c. Lengkapi data pada field yang tersedia, kemudian klik tombol **PRINT** untuk mencetak data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

3.8.2 Transaction

Sub Menu Transaction dapat diakses oleh user melalui modul modul **Fixed Asset Management > Report > Transaction**. Sub Menu Transaction dapat digunakan oleh user untuk melakukan proses cetak terhadap report Transaction yang ada pada modul Document pada sistem.

3.8.2.1 Step Process Transaction

Berikut adalah Step Process Transaction:

- a. Sistem akan menampilkan halaman Transaction List.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - ASSET MANAGEMENT	Date	September 2023

Transaction List

Show	10	entries	Search records
No Name 			
1	Report Physical Checking		
2	Report Profitability Asset		
3	Report Control Card Maintenance		
4	Report Asset		
5	Report Handover		
6	Report Per Unit		
7	Report Per Customer		
8	Report Fixed Asset In Use Book		
9	Report Status Pengajuan Birojasa		
10	Report Payment Approval Maintenance		

Showing 1 to 10 of 26 entries

First Previous **1** 2 3 Next Last

Gambar 334 Halaman Transaction List

- b. Klik tombol  untuk melihat detail data Report Transaction (nama Report yang dipilih).

Report Control Card Maintenance

Agreement No *



Client Name

Fixed Asset *



Fixed Asset Description

Print Option

PDF

Gambar 335 Halaman Report Control Card Maintenance

- c. Lengkapi data pada field yang tersedia, kemudian klik tombol  untuk mencetak data atau klik tombol  untuk kembali ke halaman sebelumnya.

 Innovation Comprehensive Technology	USER GUIDE		
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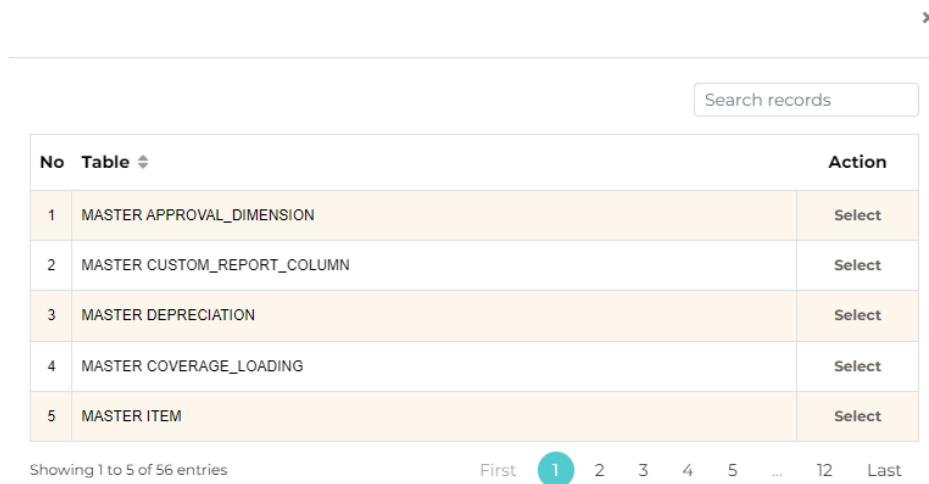
3.8.3 Report Setting

Sub Menu Report Setting dapat diakses oleh user melalui modul modul **Fixed Asset Management** > **Report > Report Setting**. Sub Menu Report Setting dapat digunakan oleh user untuk melakukan proses cetak terhadap data report yang sudah terdaftar pada sistem.

3.8.3.1 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.



No	Table	Action
1	MASTER APPROVAL_DIMENSION	Select
2	MASTER CUSTOM_REPORT_COLUMN	Select
3	MASTER DEPRECIATION	Select
4	MASTER COVERAGE_LOADING	Select
5	MASTER ITEM	Select

Showing 1 to 5 of 56 entries First 1 2 3 4 5 ... 12 Last

Gambar 336 Halaman Look Up Table Setting

- Klik tombol  untuk mencetak data, maka sistem akan mengeluarkan output.

Report Data Master



Table Setting *



Gambar 337 Halaman Report Data Master