

USER GUIDE

FINANCE

Dipersiapkan untuk:

PT. Dipo Star Finance

Disusun oleh:

PT. Inovasi Mitra Sejati

Agustus 2023



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

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LEMBAR PERSETUJUAN

Dipersiapkan oleh :

Name	Position / Department	Signature	Approve Date
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Dievaluasi oleh :

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

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

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

Disetujui Oleh :

Name	Position / Department	Signature	Approve Date
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RIWAYAT PERUBAHAN DOKUMEN

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1.0	Agustus 2023	Nuril Humaya	First Draft

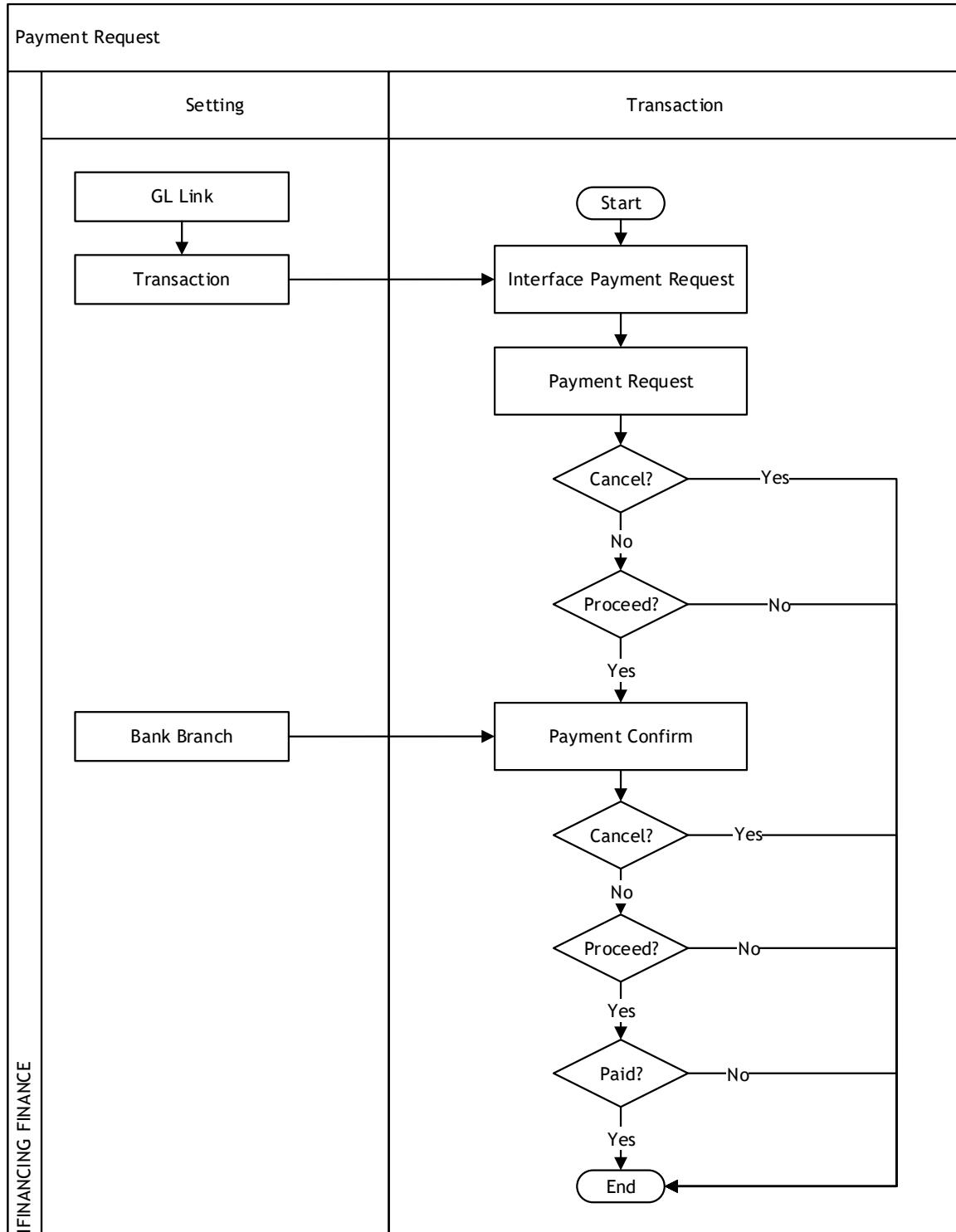
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1 Sistem Modul Finance

Modul Finance dapat digunakan untuk melakukan proses pembayaran baik internal, Third Party maupun pembayaran debitur. Modul Finance akan menampilkan menu yang akan digunakan oleh user untuk melakukan proses pembayaran, pengembalian dana, permintaan dana, voucher dan lainnya mengenai transaksi antara internal maupun eksternal.

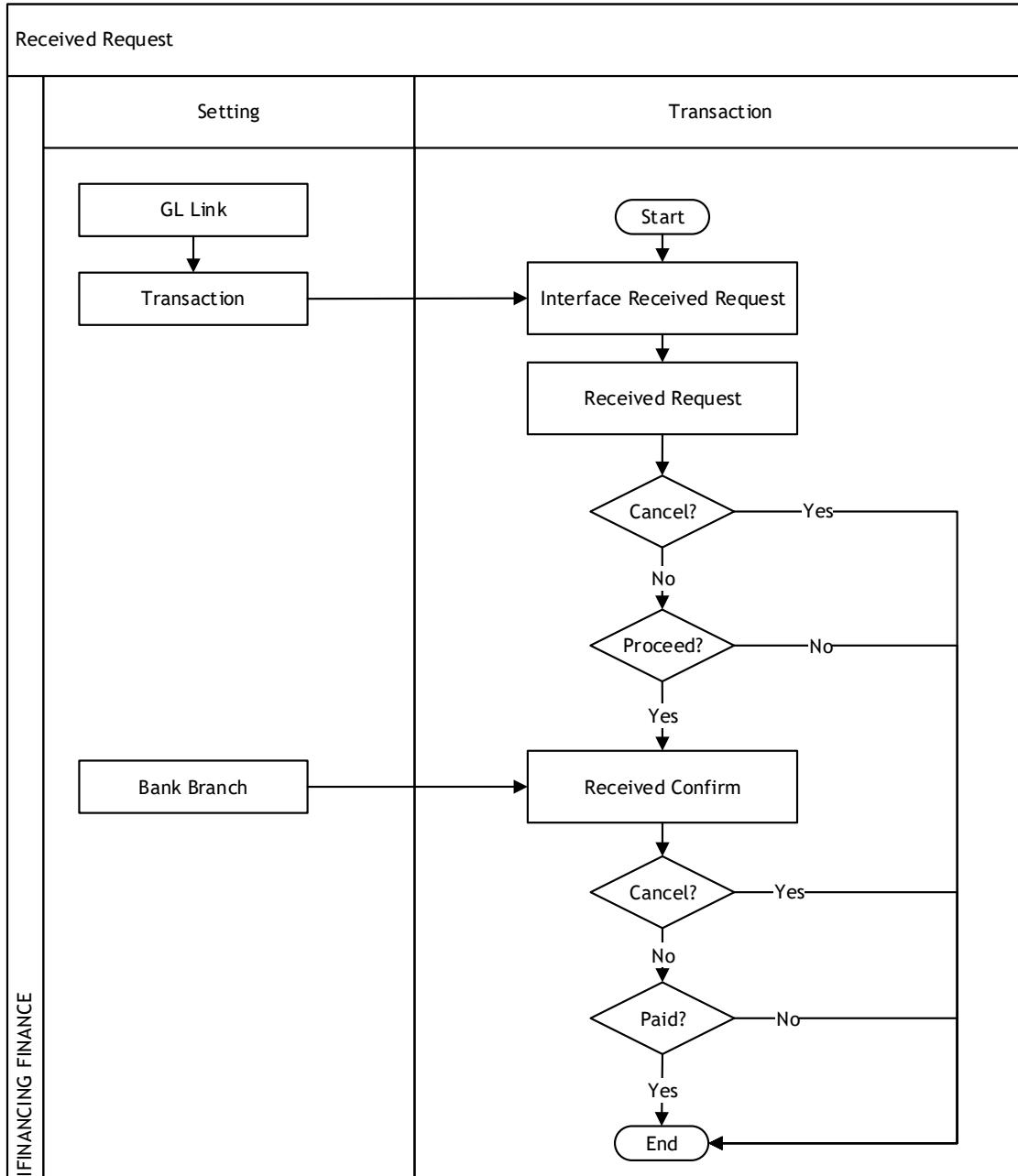
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2 General Flow



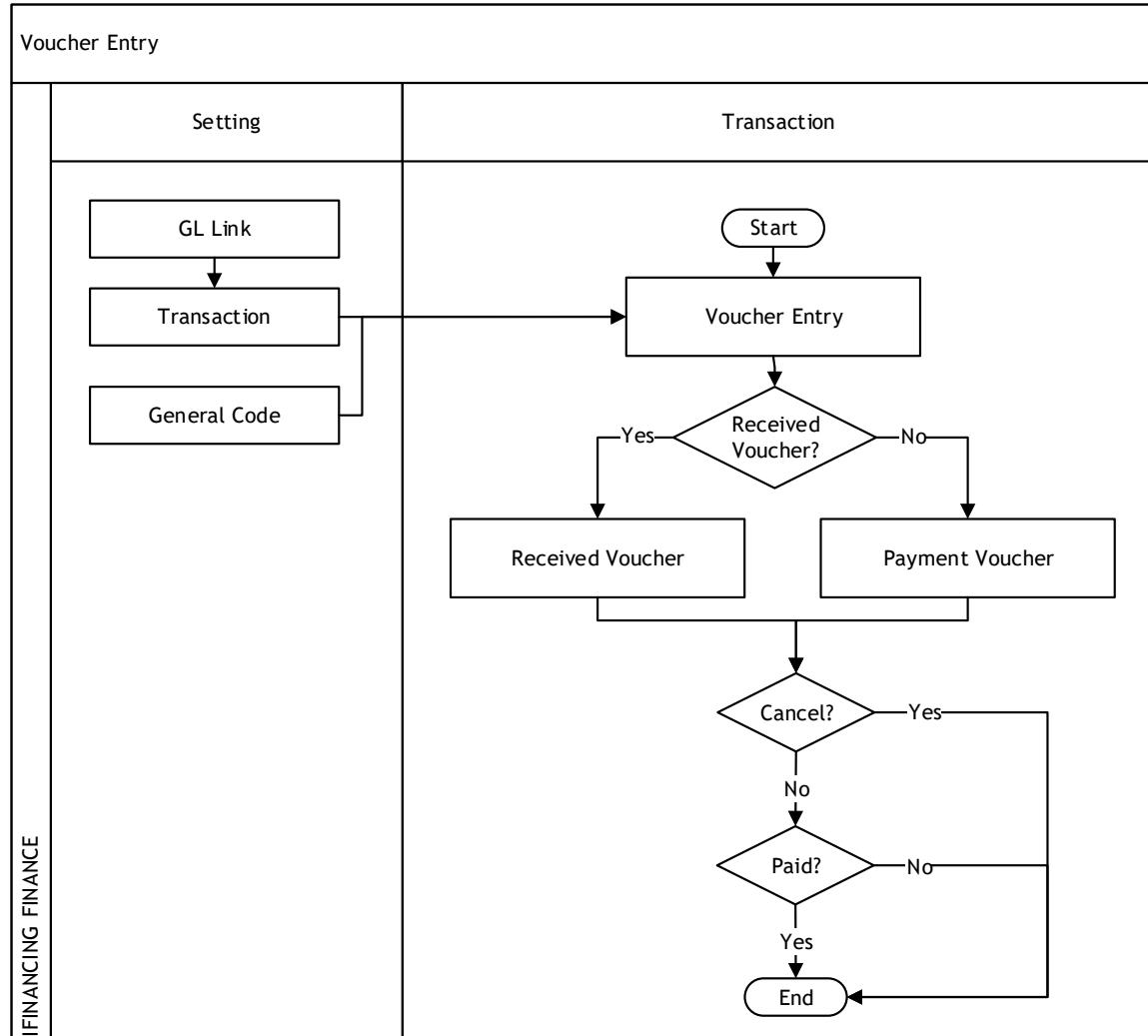
Gambar 1 General Flow Payment Request

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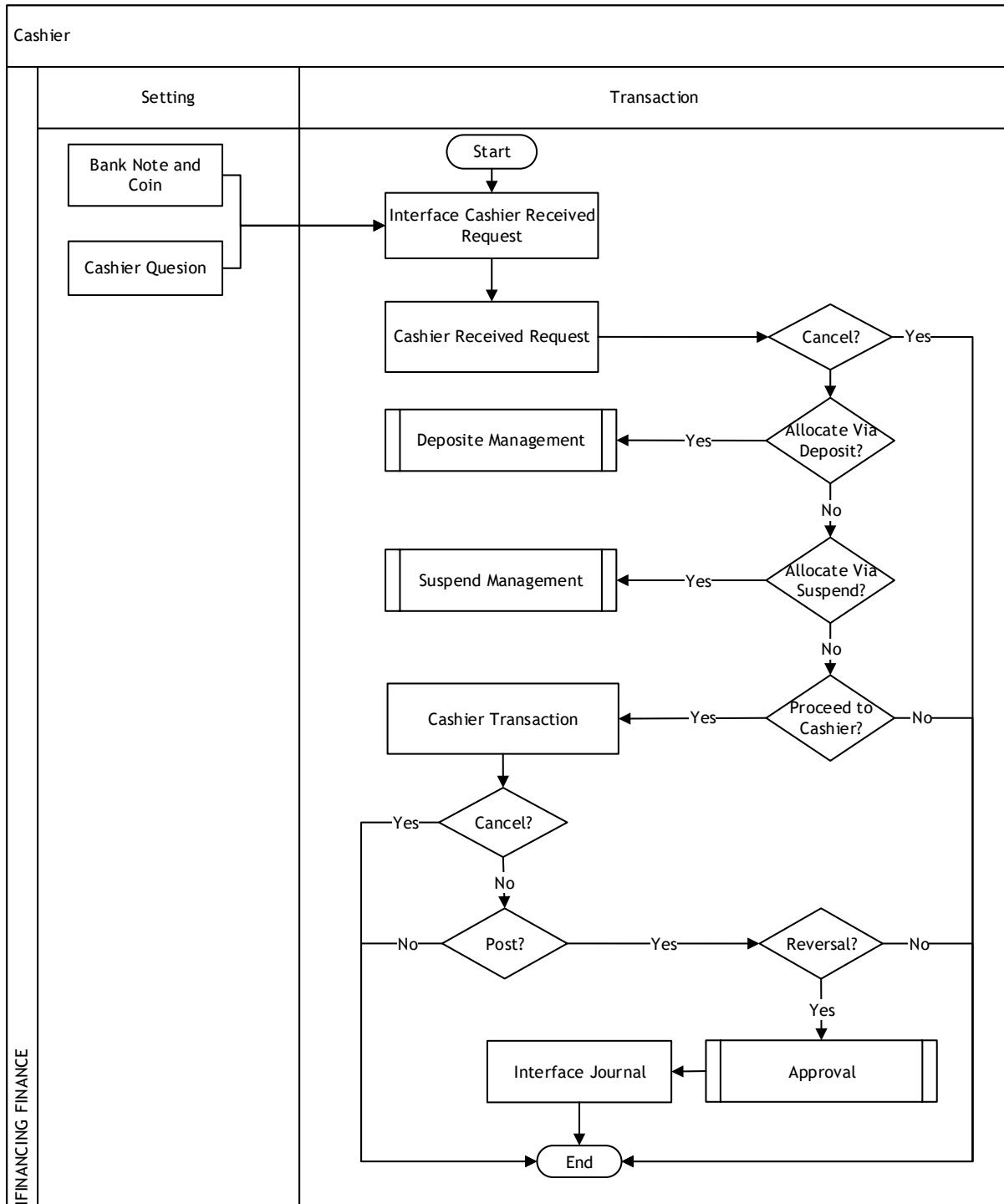
Gambar 2 General Flow Received Request

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Gambar 3 General Flow Voucher Entry

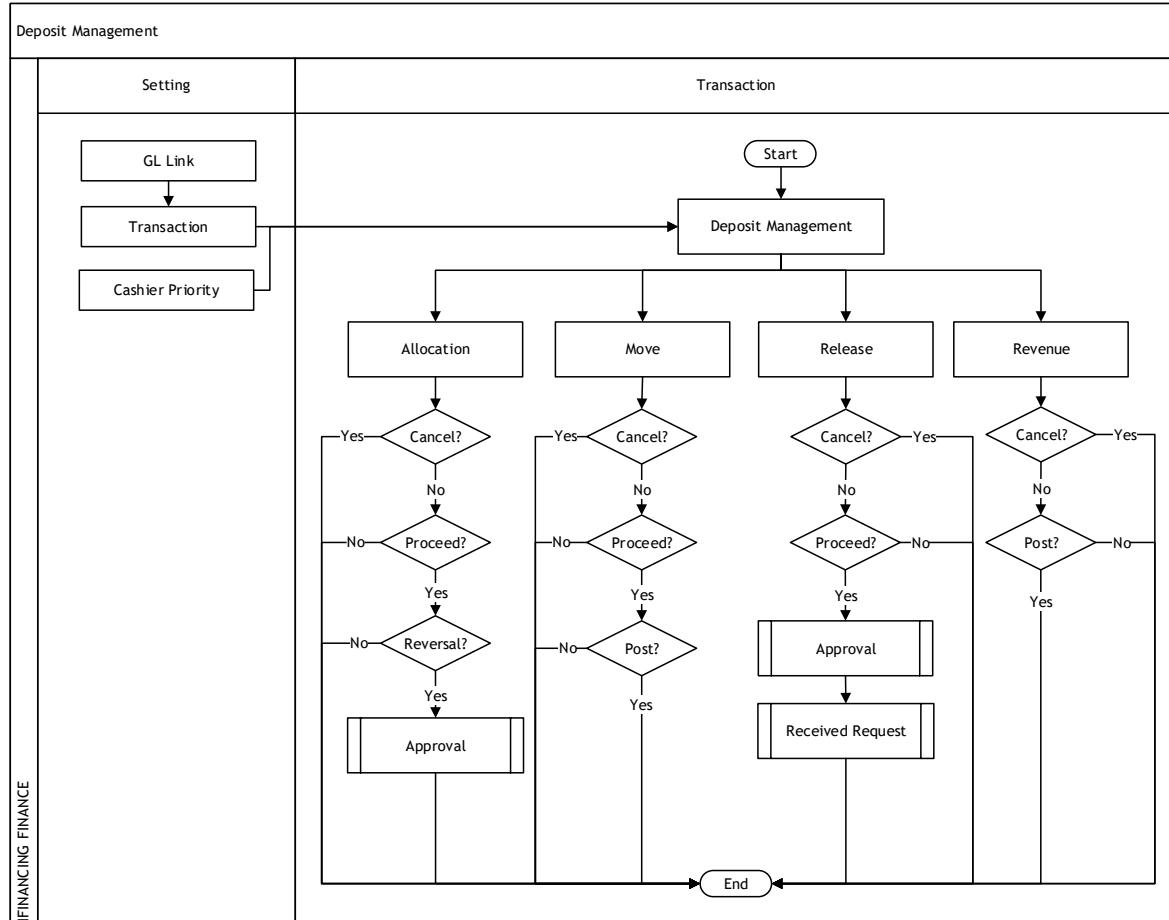
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Gambar 4 General Flow Cashier

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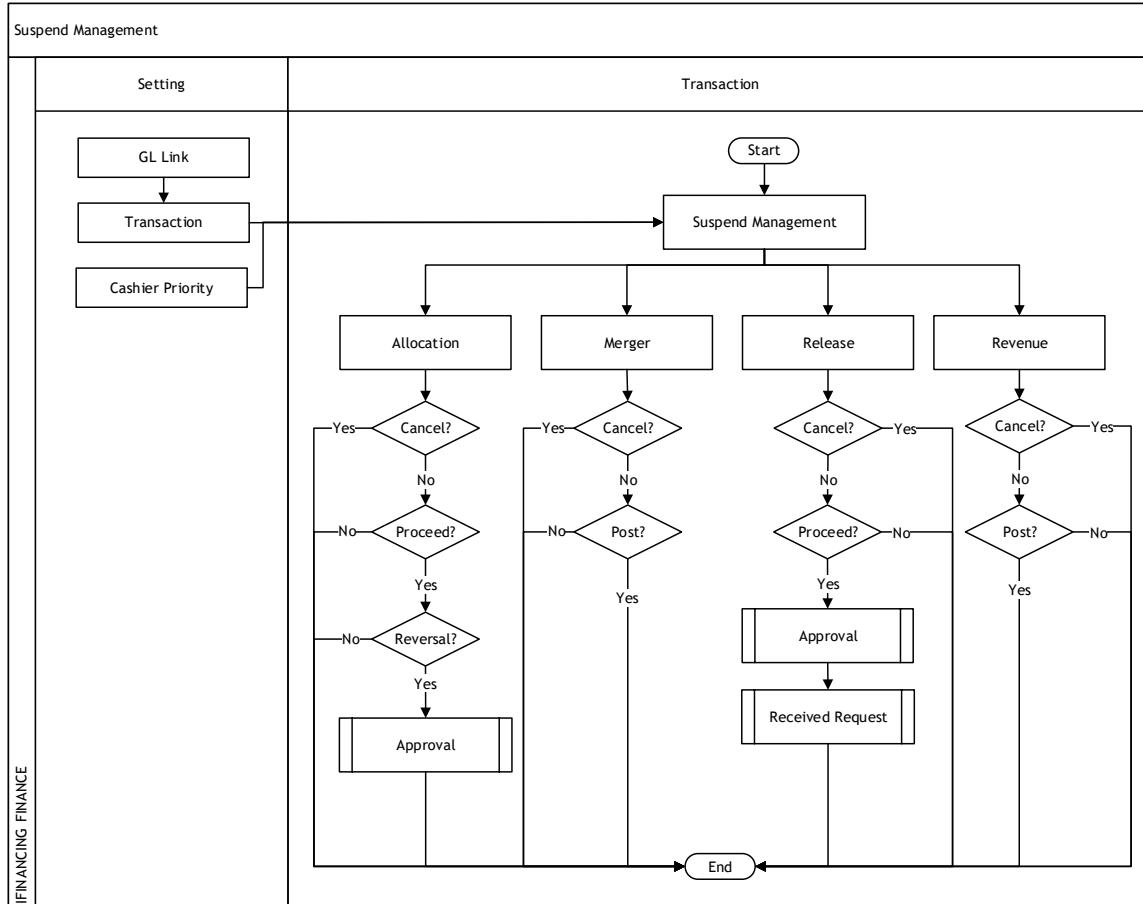
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Gambar 5 General Flow Deposit Management

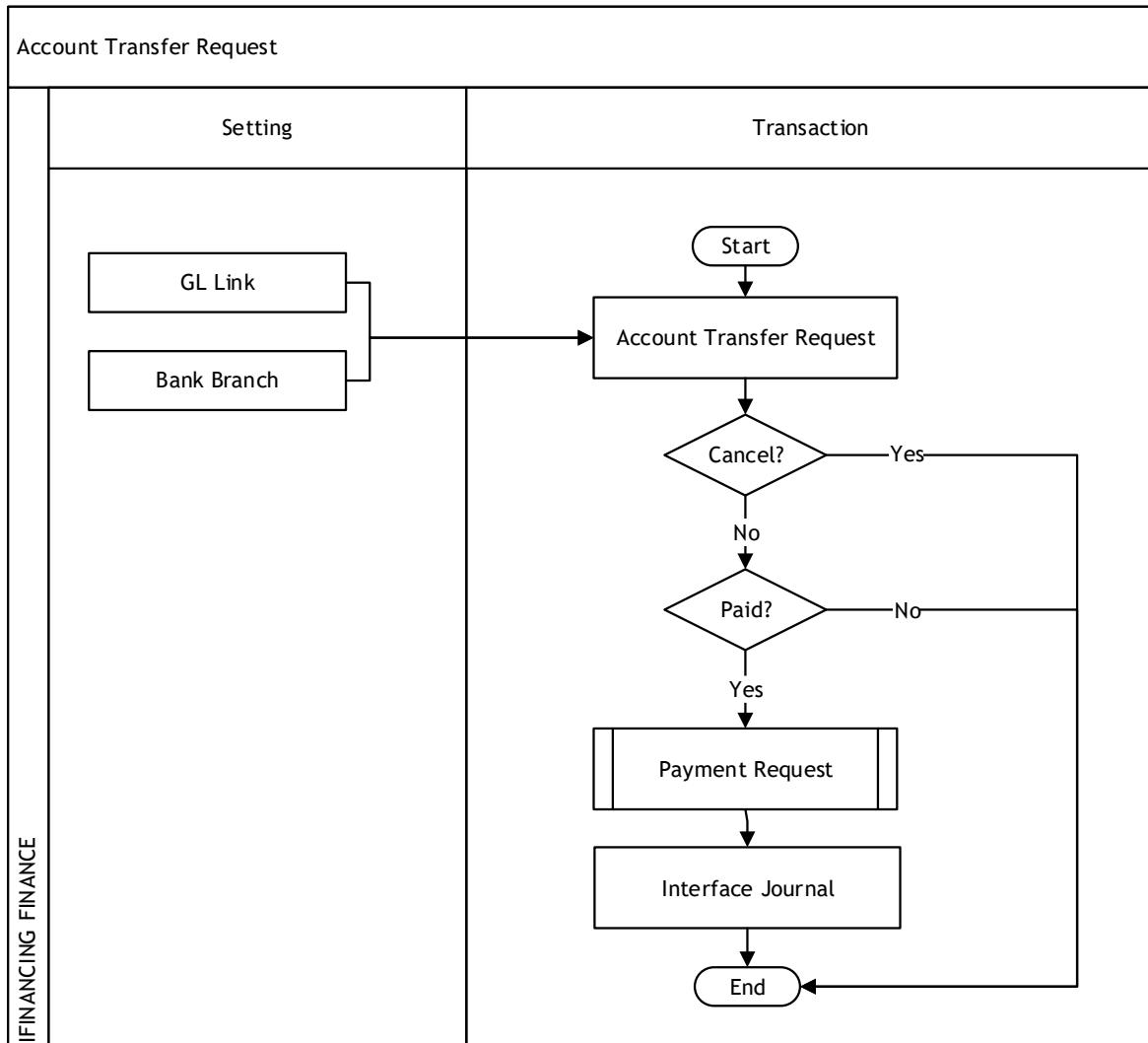
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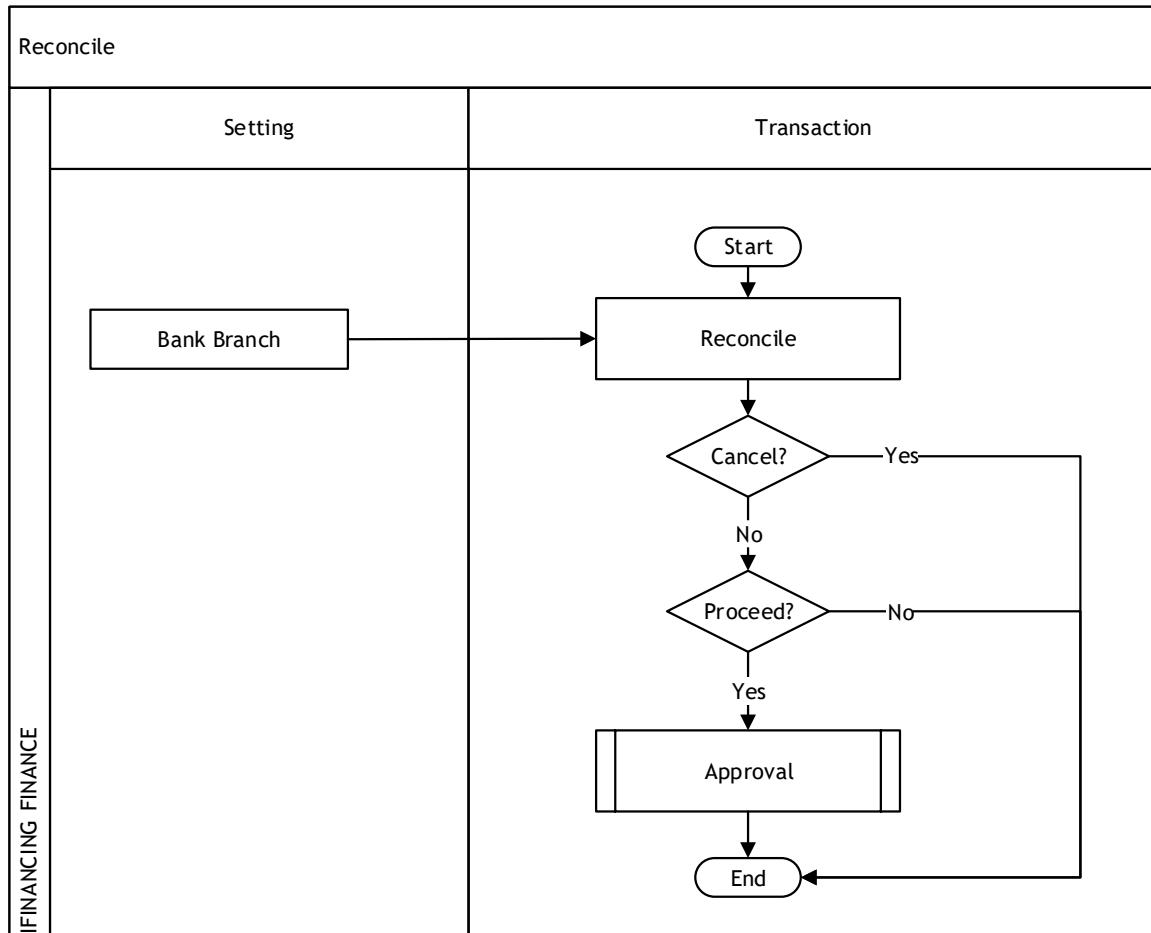
Gambar 6 General Flow Suspend Management

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Gambar 7 General Flow Account Transfer Request

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Gambar 8 General Flow Reconcile

3 Menu dan Cara Penggunaan

3.1 Setting

Setting adalah Menu yang melakukan proses setting data master yang ada pada modul Finance. Selain itu, data master tersebut digunakan sebagai panduan atau kelengkapan data transaksi yang terjadi pada seluruh module pada sistem. Berikut adalah detail penjelasan per masing-masing sub menu yang akan digunakan oleh user.

3.1.1 General Code

Sub Menu General Code dapat diakses oleh user melalui modul **Finance > Setting > General Code**. Sub Menu General Code dapat digunakan oleh user untuk melakukan proses setting terhadap pengkodean pada transaksi proses Finance.

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3.1.1.1 Step Process General Code

Berikut adalah Step Process General Code:

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

General Code List						
		ADD	DELETE			
		Show 10 entries				Search records
No	Code	Description	Editable	Action		
1	ADJC	COMPONENT ASSET ADJUSTMENT	No	<input checked="" type="checkbox"/>		
2	ASTYPE	ASSET TYPE	Yes	<input checked="" type="checkbox"/>		
3	CLCTG	CLAIM LOSS CATEGORY	Yes	<input checked="" type="checkbox"/>		
4	COADFLT	COA DEFAULT	No	<input checked="" type="checkbox"/>		
5	CREA	CLAIM REASON	Yes	<input checked="" type="checkbox"/>		
6	DSPRSN	DISPOSAL REASON	No	<input checked="" type="checkbox"/>		
7	EFAMPRO	EFAM PROCESS	Yes	<input checked="" type="checkbox"/>		
8	EREA	ENDORSEMENT REASON	Yes	<input checked="" type="checkbox"/>		
9	HODOC	HANOVER DOCUMENT	Yes	<input checked="" type="checkbox"/>		
10	ICTC	INSURANCE COLLATERAL TYPE	Yes	<input checked="" type="checkbox"/>		

Showing 1 to 10 of 16 entries

First Previous **1** 2 Next Last

Gambar 9 Halaman General Code List

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

General Code Info

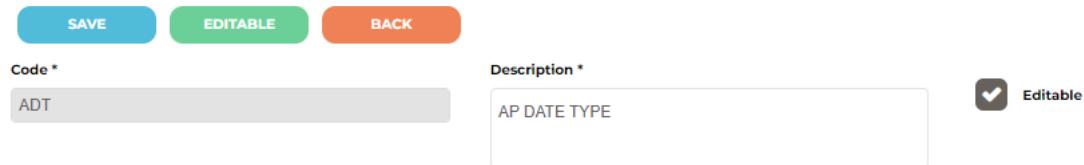
SAVE	BACK
Code *	Description *
<input type="text"/>	<input type="text"/>  Editable

Gambar 10 Halaman General Code Info

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- 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**.

General Code Info

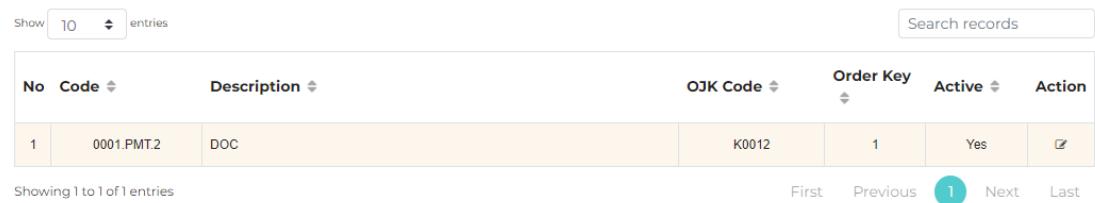


The screenshot shows a form titled "General Code Info". It has two input fields: "Code *" containing "ADT" and "Description *" containing "AP DATE TYPE". Below the fields are three buttons: "SAVE" (blue), "EDITABLE" (green), and "BACK" (orange). To the right of the "Description" field is a checked checkbox with the text "Editable".

Gambar 11 Halaman General Code Info (Editable)

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

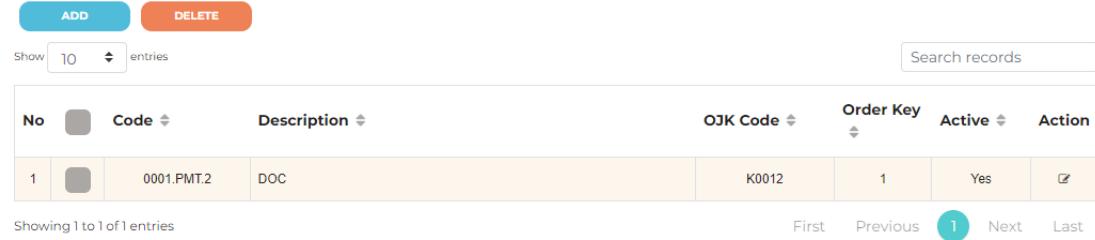
Sub General Code List



The screenshot shows a table titled "Sub General Code List". The columns are: No, Code, Description, OJK Code, Order Key, Active, and Action. There is one data row: No 1, Code 0001.PMT.2, Description DOC, OJK Code K0012, Order Key 1, Active Yes, and a checkbox. At the bottom, it says "Showing 1 to 1 of 1 entries" and has navigation buttons for First, Previous, Next, and Last.

Gambar 12 Halaman Sub General Code List (Non-Editable)

Sub General Code List



The screenshot shows a table titled "Sub General Code List". The columns are: No, Code, Description, OJK Code, Order Key, Active, and Action. There is one data row: No 1, a grayed-out code, Description DOC, OJK Code K0012, Order Key 1, Active Yes, and a checkbox. At the bottom, it says "Showing 1 to 1 of 1 entries" and has navigation buttons for First, Previous, Next, and Last.

Gambar 13 Halaman Sub General Code List (Editable)

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - FINANCE	Date	Agustus 2023

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

Sub General Code Info

Gambar 14 Halaman Sub General Code Info

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

3.1.2 GL Link

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

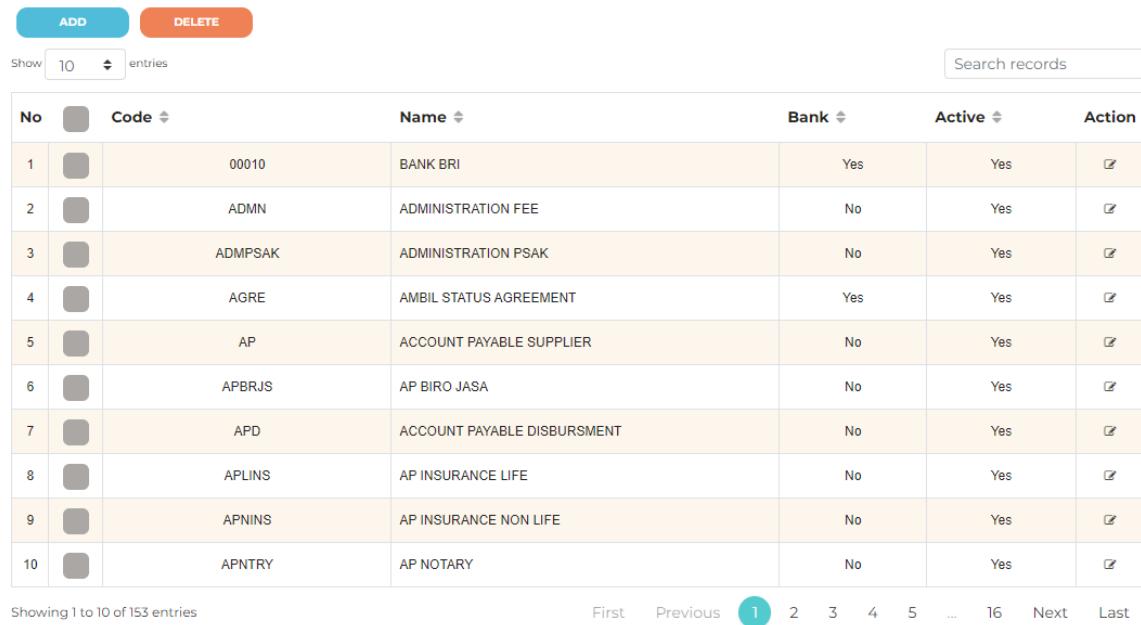
3.1.2.1 Step Process GL Link

Berikut adalah Step Process GL Link:

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

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - FINANCE	Date	Agustus 2023

GL Link List



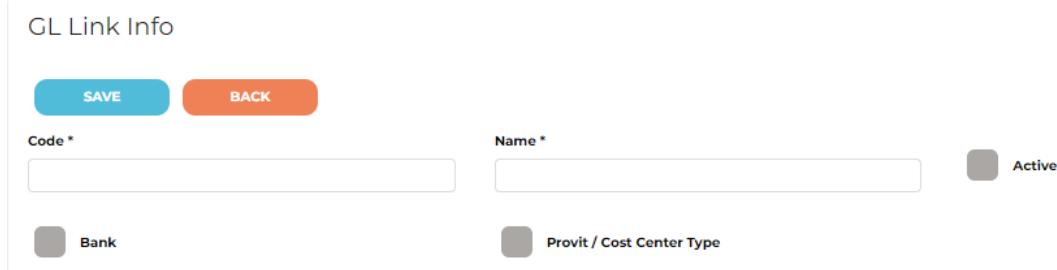
No	Code	Name	Bank	Active	Action
1	00010	BANK BRI	Yes	Yes	<input type="checkbox"/>
2	ADMN	ADMINISTRATION FEE	No	Yes	<input type="checkbox"/>
3	ADMPSAK	ADMINISTRATION PSAK	No	Yes	<input type="checkbox"/>
4	AGRE	AMBIL STATUS AGREEMENT	Yes	Yes	<input type="checkbox"/>
5	AP	ACCOUNT PAYABLE SUPPLIER	No	Yes	<input type="checkbox"/>
6	APBRJS	AP BIRO JASA	No	Yes	<input type="checkbox"/>
7	APD	ACCOUNT PAYABLE DISBURSMENT	No	Yes	<input type="checkbox"/>
8	APLINS	AP INSURANCE LIFE	No	Yes	<input type="checkbox"/>
9	APNINS	AP INSURANCE NON LIFE	No	Yes	<input type="checkbox"/>
10	APNTRY	AP NOTARY	No	Yes	<input type="checkbox"/>

Showing 1 to 10 of 153 entries

First Previous **1** 2 3 4 5 ... 16 Next Last

Gambar 15 Halaman GL Link List

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



GL Link Info

SAVE **BACK**

Code *	Name *	<input checked="" type="checkbox"/> Active
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Bank
		<input type="checkbox"/> Profit / Cost Center Type

Gambar 16 Halaman GL Link Info

- c. Jika user memberi tanda checklist **Bank** maka data dapat digunakan sebagai data GL Link Bank, sedangkan jika user tidak memberi tanda checklist **Bank** maka data tidak dapat digunakan sebagai data GL Link Bank.

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - FINANCE	Date	Agustus 2023

- d. Jika user memberi tanda checklist  **Provit / Cost Center Type** maka data menggunakan Provit/Cost Center, sedangkan jika user tidak memberi tanda checklist  **Provit / Cost Center Type** maka data tidak menggunakan Provit/Cost Center.
- e. Jika user memberi tanda checklist  **Active** maka data dapat digunakan dan status GL Link akan berubah menjadi active, sedangkan jika user tidak memberi tanda checklist  **Active** maka status data GL Link berubah menjadi non-active dan tidak dapat digunakan.
- f. Jika user ingin melakukan perubahan data klik tombol  pada baris data GL Link List.
- g. Untuk menghapus data GL Link user dapat memberi tanda checklist “” pada baris data GL Link List kemudian klik tombol .

3.1.3 Transaction

Sub Menu Transaction dapat diakses oleh user melalui modul **Finance > Setting > Transaction**. Sub Menu Transaction dapat digunakan oleh user untuk melakukan proses setting terhadap pengelompokan transaksi yang akan dilakukan.

3.1.3.1 Step Process Transaction

Berikut adalah Step Process Transaction:

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

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - FINANCE	Date	Agustus 2023

Transaction List

No	Code	Name	API	Active	Action
1	ARWO	ACCOUNT RECEIVABLE WO	http://localhost:5100/api/AgreementAssetAmortization/ExecSpForGetInstalmentAmount	Yes	
2	BYTR	REPOSESSION FEE	http://101.255.160.50:4101/api/v5_iFINCORE_API/API/AGREEMENTOBIGATION/EXECSPFORGETOBIGATIONAMOUNT	No	
3	CHCKCOLL	PENGECEKAN STATUS CONTRACT PADA MODULE COLL	http://101.255.160.50:4101/api/v5_ifincoll_api/api/AgreementMain/ExecSpStatus	Yes	
4	CHCKLMS	PENGECEKAN STATUS CONTRACT PADA MODULE LMS	http://101.255.160.50:4101/api/v5_ifinlms_api/api/AgreementMain/ExecSpStatus	Yes	
5	CHCKREP	PENGECEKAN STATUS CONTRACT PADA MODULE REP	http://101.255.160.50:4101/api/v5_ifinrep_api/api/AgreementMain/ExecSpStatus	No	
6	DPINSI	DEPOSIT INSURANCE		Yes	
7	DPINST	DEPOSIT INSTALLMENT		Yes	
8	DPOTH	DEPOSIT OTHER		Yes	
9	DPSCT	SECURITY DEPOSIT	-	No	
10	EXPLMS	PENGECEKAN EXPIRE DATE TRANSACTION DI MODULE IFLNLS	http://localhost:5234/api/agreementmain/ExecSpForGetExpireDate	No	

Showing 1 to 10 of 15 entries

First Previous **1** 2 Next Last

Gambar 17 Halaman Transaction List

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

Transaction Info

SAVE	BACK	
Code *	Name *	<input checked="" type="checkbox"/> Active
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
API *	GL Link *	<input checked="" type="checkbox"/> Calculated
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Gambar 18 Halaman Transaction Info

- c. Jika user memberi tanda checklist **Calculated** maka data transaction dikalkulasi secara otomatis oleh sistem, sedangkan jika user tidak memberi tanda checklist **Calculated** maka data transaction tidak dikalkulasi otomatis oleh sistem.

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
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- d. Jika user memberi tanda checklist  **Active** maka data dapat digunakan dan status data Transaction berubah menjadi active, sedangkan jika user tidak memberi tanda checklist  **Active** maka status data Transaction berubah menjadi non-active dan tidak dapat digunakan.
- e. Jika user ingin melakukan perubahan data klik tombol  pada baris data Transaction List.
- f. Untuk menghapus data Transaction, user dapat memberi tanda checklist “” pada baris data Transaction List kemudian klik tombol .

3.1.4 Cashier Priority

Sub Menu Cashier Priority dapat diakses oleh user melalui modul **Finance > Setting > Cashier Priority**. Sub Menu Cashier Priority dapat digunakan oleh user untuk melakukan proses setting terhadap data cashier prioritas.

3.1.4.1 Step Process Cashier Priority

Berikut adalah Step Process Cashier Priority:

- a. Klik tombol  untuk menambahkan data pada tampilan Cashier Priority List.

Cashier Priority List



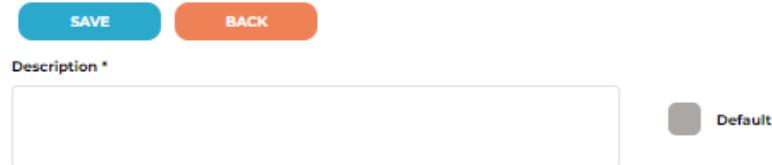
No	Description	Default	Action
1	INTERNAL	Yes	
2	MFIN070 EDIT	No	

Gambar 19 Halaman Cashier Priority List

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

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Cashier Priority Info



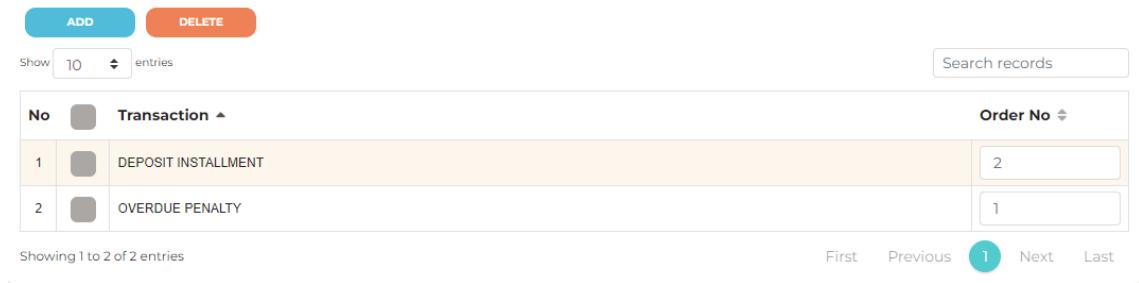
Description *

 Default
Default

Gambar 20 Halaman Cashier Priority Info

- c. Jika user memberi tanda checklist **Default** maka data tersebut bersifat Default, sedangkan jika user tidak memberi tanda checklist **Default** maka data tersebut bersifat Non-Default.
- d. Setelah data Cashier Priority berhasil disimpan, maka sistem akan menampilkan halaman Transaction List. klik tombol **ADD** untuk menambahkan data pada tampilan Transaction List.

Transaction List



No	Transaction	Order No
1	DEPOSIT INSTALLMENT	2
2	OVERDUE PENALTY	1

Show 10 entries

Search records

Showing 1 to 2 of 2 entries

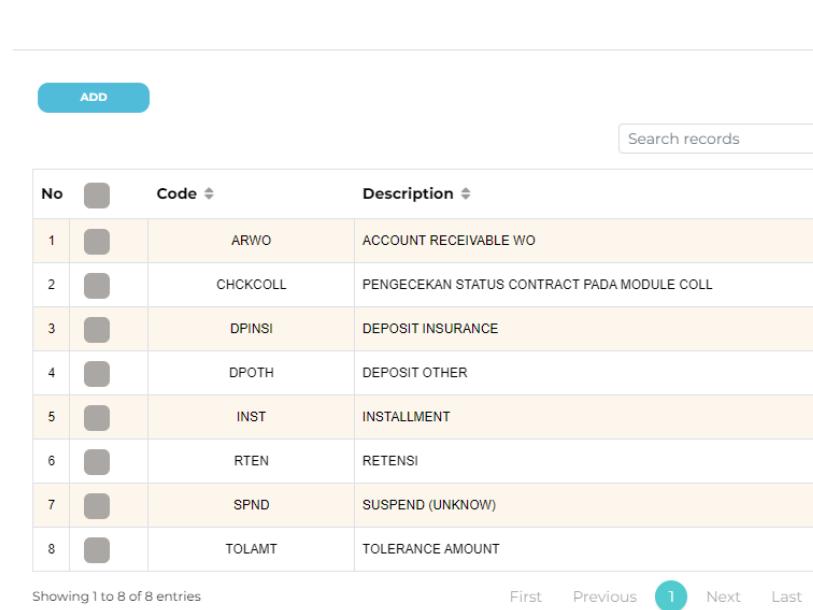
First Previous **1** Next Last

Gambar 21 Halaman Transaction List

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

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	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
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The screenshot shows a table with the following data:

No	Code	Description
1	ARWO	ACCOUNT RECEIVABLE WO
2	CHCKCOLL	PENGECEKAN STATUS CONTRACT PADA MODULE COLL
3	DPINSI	DEPOSIT INSURANCE
4	DPOTH	DEPOSIT OTHER
5	INST	INSTALLMENT
6	RTEN	RETENSI
7	SPND	SUSPEND (UNKNOWN)
8	TOLAMT	TOLERANCE AMOUNT

Showing 1 to 8 of 8 entries First Previous **1** Next Last

Gambar 22 Halaman Look Up Transaction

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

3.1.5 Report

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

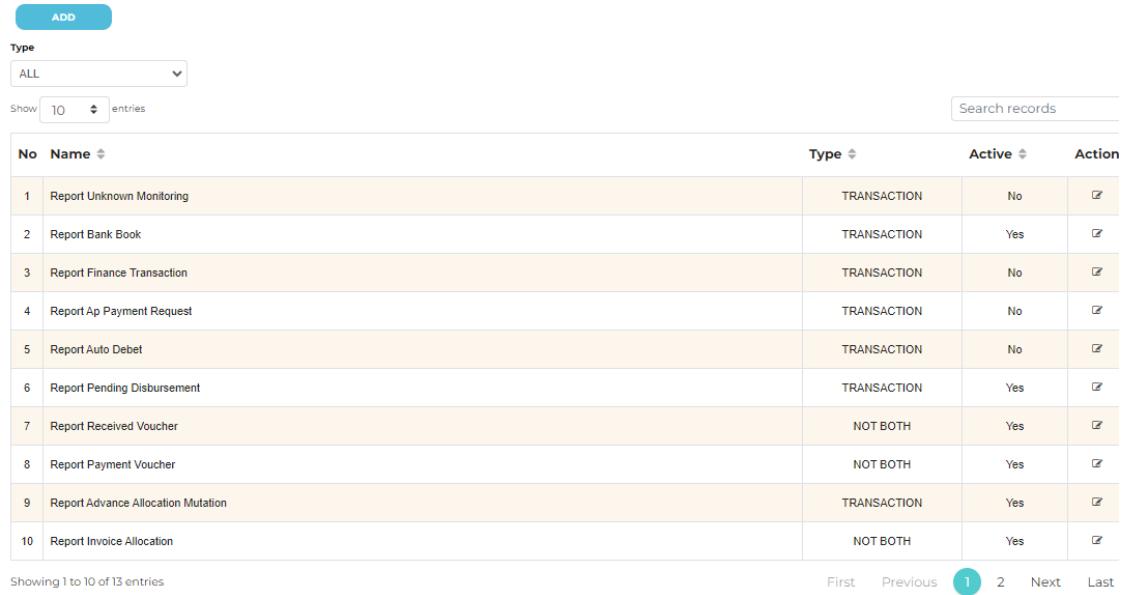
3.1.5.1 Step Process Report

Berikut adalah Step Process Report:

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

 Innovation Comprehensive Technology	USER GUIDE		
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Report List



The screenshot shows a table titled "Report List" with 10 entries. The columns are labeled "No", "Name", "Type", "Active", and "Action". The "Name" column lists various report types such as "Report Unknown Monitoring", "Report Bank Book", etc. The "Type" column shows categories like "TRANSACTION", "NOT BOTH", etc. The "Active" column has checkboxes, and the "Action" column contains edit icons.

No	Name	Type	Active	Action
1	Report Unknown Monitoring	TRANSACTION	No	
2	Report Bank Book	TRANSACTION	Yes	
3	Report Finance Transaction	TRANSACTION	No	
4	Report Ap Payment Request	TRANSACTION	No	
5	Report Auto Debet	TRANSACTION	No	
6	Report Pending Disbursement	TRANSACTION	Yes	
7	Report Received Voucher	NOT BOTH	Yes	
8	Report Payment Voucher	NOT BOTH	Yes	
9	Report Advance Allocation Mutation	TRANSACTION	Yes	
10	Report Invoice Allocation	NOT BOTH	Yes	

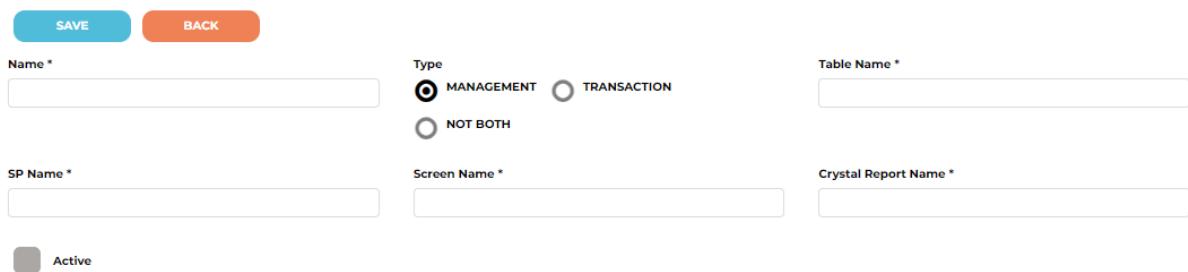
Showing 1 to 10 of 13 entries

First Previous 1 2 Next Last

Gambar 23 Halaman Report List

- b. Lengkapi data pada field yang tersedia, kemudian 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**: Radio buttons for **MANAGEMENT** (selected), **TRANSACTION**, and **NOT BOTH**.
- Table Name ***: Input field.
- SP Name ***: Input field.
- Screen Name ***: Input field.
- Crystal Report Name ***: Input field.
- Active**: Checkbox.

Gambar 24 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. Jika user memberi tanda checklist  **Active** maka data dapat digunakan dan status data Report berubah menjadi active, sedangkan jika user tidak memberi tanda checklist  **Active** maka status data Report berubah menjadi non-active dan tidak dapat digunakan.
- e. Jika user ingin melakukan perubahan data klik tombol  pada baris data Report List.

3.1.6 Reversal Validation

Sub Menu Reversal Validation dapat diakses oleh user melalui modul **Finance > Setting > Reversal Validation**. Sub Menu Reversal Validation dapat digunakan oleh user untuk melakukan proses setting terhadap validasi data yang tidak dapat diproses dan akan dilakukan pengembalian data untuk dilakukan perbaikan.

3.1.6.1 Step Process Reversal Validation

Berikut adalah Step Process Reversal Validation:

- a. Klik tombol  untuk menambahkan data pada tampilan Reversal Validation List.

Reversal Validation List					
	 Name	Module Code	Process Name	API Validation	Action
1	 status plafond	IFINLOS	PLAFOND FEE	https://imtec.ddns.net:7373/v5_ifinlos_api/api/ApplicationMain/ExecSpForCekStatus	<input type="checkbox"/>
2	 suspend	IFINFIN	amount suspend	https://imtec.ddns.net:7373/v5_ifinfin_api/api/CashierTransaction/ExecSpForSuspend	<input type="checkbox"/>
3	 deposit	IFINCORE	saldo deposit	https://imtec.ddns.net:7373/v5_ifincore_api/api/AgreementDeposit/ExecSpForDeposit	<input type="checkbox"/>
4	 Installment	IFINCORE	payment installment	https://imtec.ddns.net:7373/v5_ifincore_api/api/AgreementAmortizationPayment/ExecSpForReversal	<input type="checkbox"/>
5	 overdue	IFINCORE	obligation	https://imtec.ddns.net:7373/v5_ifincore_api/api/AgreementObligationPayment/ExecSpForReversal	<input type="checkbox"/>

Showing 1 to 5 of 5 entries

First Previous  Next Last

Gambar 25 Halaman Reversal Validation List

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

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Reversal Validation Info



The screenshot shows a form titled "Reversal Validation Info". It contains four input fields: "Name *", "Module *", "Process Name *", and "API Validation *". Each field has a required indicator (*). Below the fields are three buttons: a blue "SAVE" button, an orange "BACK" button, and an orange "DELETE" button.

Gambar 26 Halaman Reversal Validation Info

- c. Jika user ingin melakukan perubahan data klik tombol  pada baris data Reversal Validation List.
- d. Untuk menghapus data Reversal Validation, user dapat memberi tanda checklist “” pada baris data Reversal Validation List kemudian klik tombol .

3.1.7 Master Dashboard

Sub Menu Master Dashboard dapat diakses oleh user melalui modul **Finance > Setting > Master Dashboard**. Sub Menu Master Dashboard dapat digunakan oleh user untuk menentukan settingan tampilan informasi dashboard untuk mempermudah user melakukan monitoring terhadap data pada modul Finance. Sub Menu Master Dashboard digunakan pada proses setting Master Dashboard User.

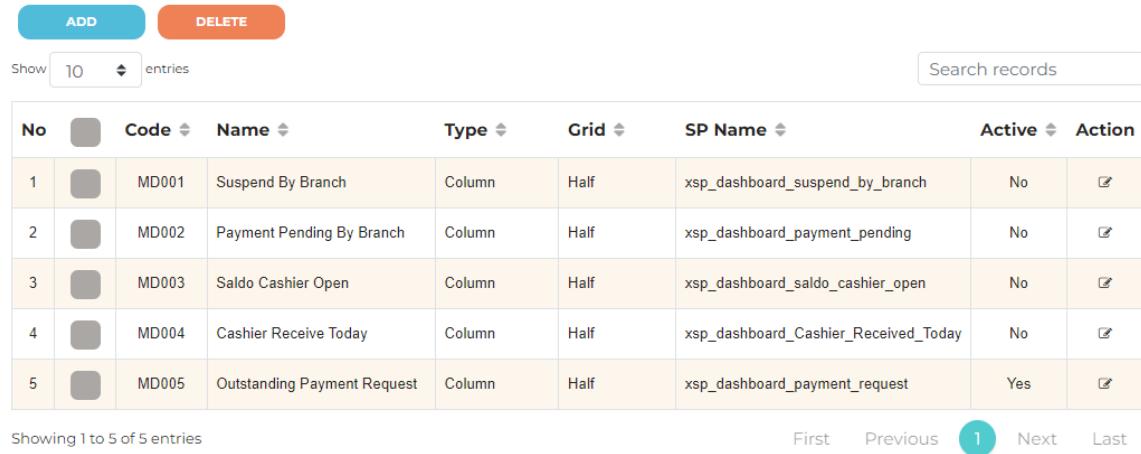
3.1.7.1 Step Process Master Dashboard

Berikut adalah Step Process Master Dashboard:

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

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
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Master Dashboard List



The screenshot shows a table with the following data:

No	Code	Name	Type	Grid	SP Name	Active	Action
1	MD001	Suspend By Branch	Column	Half	xsp_dashboard_suspend_by_branch	No	
2	MD002	Payment Pending By Branch	Column	Half	xsp_dashboard_payment_pending	No	
3	MD003	Saldo Cashier Open	Column	Half	xsp_dashboard saldo_cashier_open	No	
4	MD004	Cashier Receive Today	Column	Half	xsp_dashboard_Cashier_Received_Today	No	
5	MD005	Outstanding Payment Request	Column	Half	xsp_dashboard_payment_request	Yes	

Showing 1 to 5 of 5 entries

Gambar 27 Halaman Master Dashboard List

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

Master Dashboard Info



The form fields are:

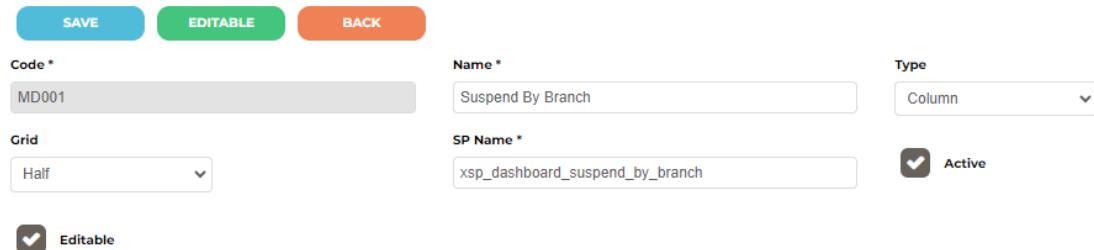
- Code *:
- Name *:
- Type:
- Grid:
- SP Name *:
- Active: Active
- Editable: Editable

Gambar 28 Halaman Master Dashboard Info

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

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Master Dashboard Info



Code *
MD001

Name *
Suspend By Branch

Type
Column

SP Name *
xsp_dashboard_suspend_by_branch

Status
Active

Editable

Gambar 29 Halaman Master Dashboard Info (Editable)

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

3.1.8 Master Dashboard User

Sub Menu Master Dashboard User dapat diakses oleh user melalui modul **Finance > Setting > Master Dashboard User**. Sub Menu Master Dashboard User dapat digunakan oleh user untuk menentukan tampilan dashboard yang didapatkan oleh masing-masing user saat login pada sistem.

3.1.8.1 Step Process Master Dashboard User

Berikut adalah Step Process Master Dashboard User:

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

Master Dashboard User List			
No	Code	Name	Action
1	0006070844	RADEN BEI ARIA WIRJAATMADJA	
2	Admin	TAUFIK ABDULLAH	
3	EMP200700001	SELO SOEMARDJAN	

Show 10 entries Search records

Showing 1 to 3 of 3 entries First Previous  Next Last

Gambar 30 Halaman Master Dashboard User List

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

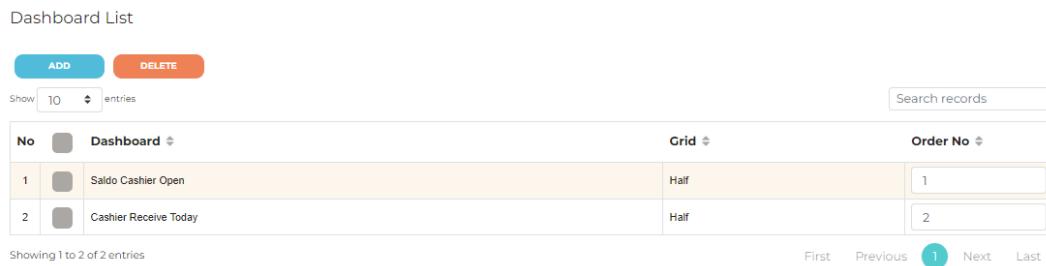
Master Dashboard User Info



The screenshot shows a form titled "Master Dashboard User Info". It has two input fields: "Employee Name" with a placeholder "(@)" and "Employee *". Below these are two buttons: a blue "SAVE" button and an orange "BACK" button.

Gambar 31 Halaman Master Dashboard User Info

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

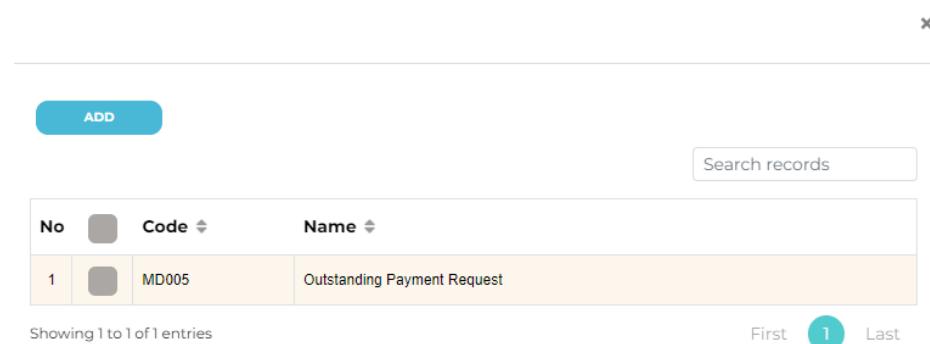


The screenshot shows a table titled "Dashboard List" with two rows of data:

No	Dashboard	Grid	Order No
1	Saldo Cashier Open	Half	1
2	Cashier Receive Today	Half	2

At the top, there are buttons for "ADD" (blue), "DELETE" (orange), and "Search records". At the bottom, there are navigation links: "Showing 1 to 2 of 2 entries", "First", "Previous", "Next", and "Last".

Gambar 32 Halaman Dashboard List

- d. Untuk menambahkan data Dashboard, user dapat memberi tanda checklist “


The screenshot shows a table titled "Look Up Dashboard" with one row of data:

No	Code	Name
1	MD005	Outstanding Payment Request

At the top, there are buttons for "ADD" (blue), "DELETE" (orange), and "Search records". At the bottom, there are navigation links: "Showing 1 to 1 of 1 entries", "First", "1", and "Last".

Gambar 33 Halaman Look Up Dashboard

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
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- e. Untuk menghapus data Dashboard, user dapat memberi tanda checklist “” pada baris data Dashboard List kemudian klik tombol .
- f. Jika user ingin melakukan perubahan data klik tombol  pada baris data Master Dashboard User List.
- g. Untuk menghapus data Master Dashboard User, user dapat memberi tanda checklist “” pada baris data Master Dashboard User List kemudian klik tombol .

3.1.9 Master Approval

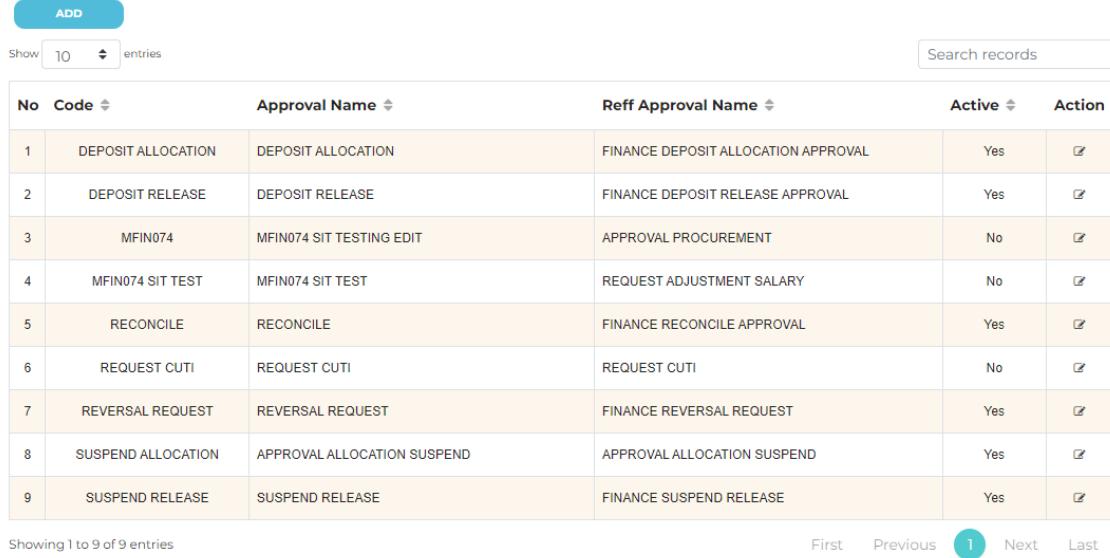
Sub Menu Master Approval dapat diakses oleh user melalui modul **Finance > Setting > Master Approval**. Sub Menu Master Approval dapat digunakan oleh user untuk melakukan setting terhadap data yang membutuhkan approval.

3.1.9.1 Step Process Master Approval

Berikut adalah Step Process Master Approval:

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

Master Approval List



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

No	Code	Approval Name	Reff Approval Name	Active	Action
1	DEPOSIT ALLOCATION	DEPOSIT ALLOCATION	FINANCE DEPOSIT ALLOCATION APPROVAL	Yes	<input checked="" type="checkbox"/>
2	DEPOSIT RELEASE	DEPOSIT RELEASE	FINANCE DEPOSIT RELEASE APPROVAL	Yes	<input checked="" type="checkbox"/>
3	MFIN074	MFIN074 SIT TESTING EDIT	APPROVAL PROCUREMENT	No	<input checked="" type="checkbox"/>
4	MFIN074 SIT TEST	MFIN074 SIT TEST	REQUEST ADJUSTMENT SALARY	No	<input checked="" type="checkbox"/>
5	RECONCILE	RECONCILE	FINANCE RECONCILE APPROVAL	Yes	<input checked="" type="checkbox"/>
6	REQUEST CUTI	REQUEST CUTI	REQUEST CUTI	No	<input checked="" type="checkbox"/>
7	REVERSAL REQUEST	REVERSAL REQUEST	FINANCE REVERSAL REQUEST	Yes	<input checked="" type="checkbox"/>
8	SUSPEND ALLOCATION	APPROVAL ALLOCATION SUSPEND	APPROVAL ALLOCATION SUSPEND	Yes	<input checked="" type="checkbox"/>
9	SUSPEND RELEASE	SUSPEND RELEASE	FINANCE SUSPEND RELEASE	Yes	<input checked="" type="checkbox"/>

Showing 1 to 9 of 9 entries

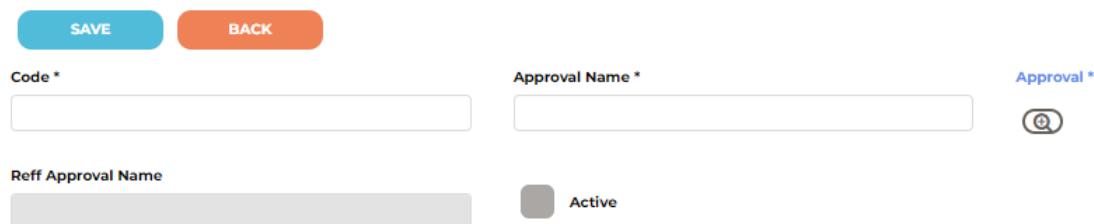
First Previous 1 Next Last

Gambar 34 Halaman Master Approval List

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

Master Approval Info

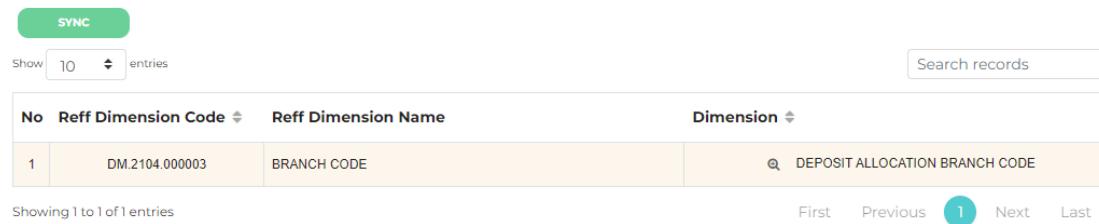


The screenshot shows a form titled "Master Approval Info". At the top are two buttons: a blue "SAVE" button and an orange "BACK" button. Below these are three input fields: "Code *", "Approval Name *", and "Approval *". The "Approval *" field contains a radio button with the text "Active". Below the approval field is a "Reff Approval Name" field with a dropdown menu showing "Active".

Gambar 35 Halaman Master Approval Info

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

Approval Dimension List



The screenshot shows a table titled "Approval Dimension List". At the top left is a green "SYNC" button. To its right is a search bar with the placeholder "Search records". Below the search bar are buttons for "First", "Previous", "Next", and "Last". The table has four columns: "No", "Reff Dimension Code", "Reff Dimension Name", and "Dimension". There is one entry: "1" in "No", "DM.2104.00003" in "Reff Dimension Code", "BRANCH CODE" in "Reff Dimension Name", and "DEPOSIT ALLOCATION BRANCH CODE" in "Dimension".

Gambar 36 Halaman Approval Dimension List

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

3.1.10 Dimension

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

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3.1.10.1 Step Process Dimension

Berikut adalah Step Process Dimension:

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

Dimension List



Dimension List

No	Description	Type	Active	Action
1	DEPOSIT ALLOCATION BRANCH CODE	TABLE	Yes	<input type="checkbox"/>
2	DEPOSIT RELEASE BRANCH CODE	TABLE	Yes	<input type="checkbox"/>
3	REVERSAL REQUEST BRANCH CODE	TABLE	Yes	<input type="checkbox"/>
4	RECONCILE BRANCH CODE	TABLE	Yes	<input type="checkbox"/>
5	REQUEST CUTI	TABLE	No	<input type="checkbox"/>
6	AMWH 1234	TABLE	Yes	<input type="checkbox"/>

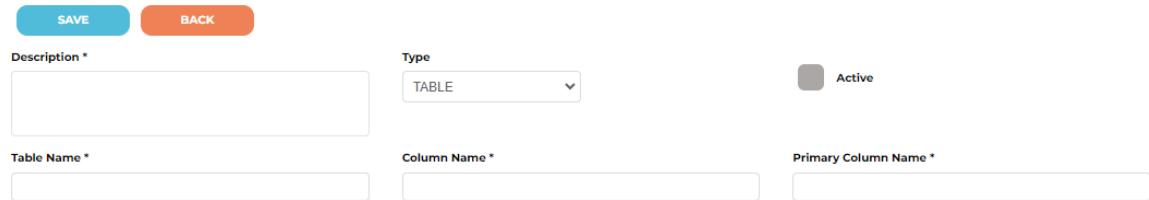
Show 10 entries Search records

Showing 1 to 6 of 6 entries First Previous  Next Last

Gambar 37 Halaman Dimension List

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

Dimension Info



Dimension Info

SAVE BACK

Description *

Type TABLE

Active

Table Name *

Column Name *

Primary Column Name *

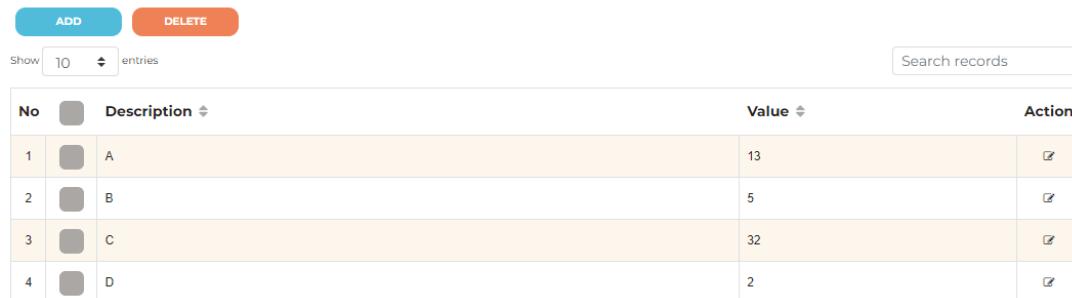
Gambar 38 Halaman Dimension Info

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

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

Dimension Value List



No	Description	Value	Action
1	A	13	<input type="checkbox"/>
2	B	5	<input type="checkbox"/>
3	C	32	<input type="checkbox"/>
4	D	2	<input type="checkbox"/>

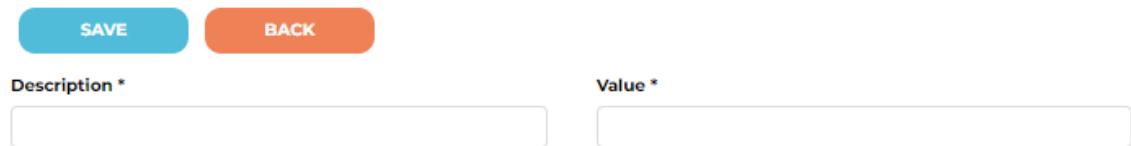
Show 10 entries Search records

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

Gambar 39 Halaman Dimension Value List

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

Dimension Value Info



SAVE BACK

Description * Value *

Gambar 40 Halaman 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.

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3.2 Voucher Request

Voucher Request adalah Menu yang melakukan proses request dan konfirmasi untuk transaksi penerimaan dan pembayaran yang berasal dari modul lain pada sistem. Berikut adalah detail penjelasan per masing-masing sub menu yang akan digunakan oleh user.

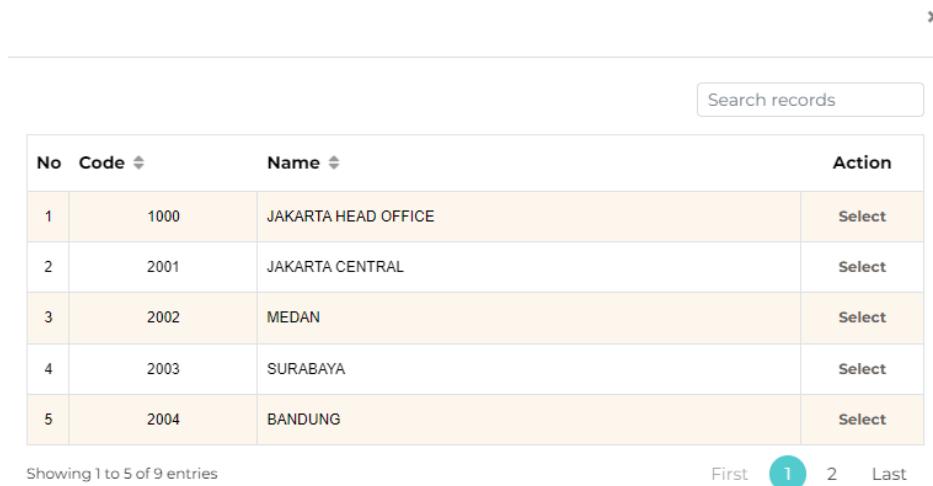
3.2.1 Received Request

Sub Menu Received Request dapat diakses oleh user melalui modul **Finance > Voucher Request > Received Request**. Sub Menu Received Request dapat digunakan oleh user untuk melakukan proses request penerimaan atas transaksi yang berasal dari modul lain pada sistem.

3.2.1.1 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.



The screenshot shows a search interface for '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 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

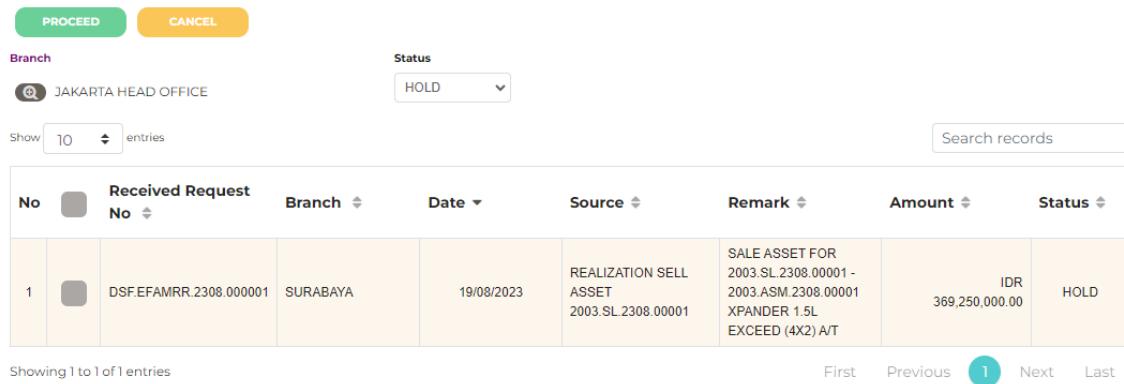
At the bottom left is the text 'Showing 1 to 5 of 9 entries'. In the bottom right corner are buttons for 'First', '1' (highlighted in blue), '2', and 'Last'.

Gambar 41 Halaman Look Up Branch

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

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Received Request List



The screenshot shows a table titled "Received Request" with the following data:

No	Received Request No	Branch	Date	Source	Remark	Amount	Status
1	DSF.EFAMRR.2308.000001	SURABAYA	19/08/2023	REALIZATION SELL ASSET 2003 SL 2308.00001	SALE ASSET FOR 2003 SL 2308.00001 - 2003 ASM 2308.00001 XPANDER 1.5L EXCEED (4X2) A/T	IDR 369,250,000.00	HOLD

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Gambar 42 Halaman Received Request List

- c. User dapat memberi tanda checklist “

3.2.2 Received Confirm

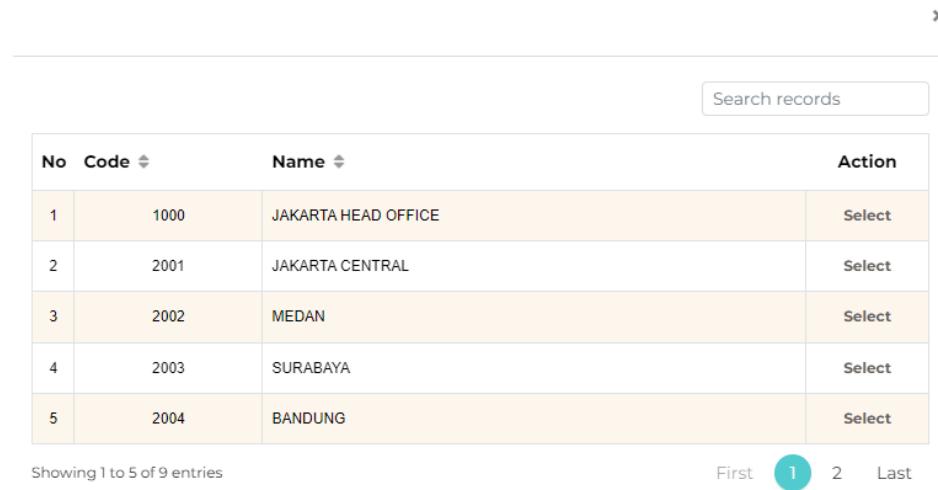
Sub Menu Receipt Confirm dapat diakses oleh user melalui modul **Finance > Voucher Request > Received Confirm**. Sub Menu Received Confirm dapat digunakan oleh user untuk melakukan proses konfirmasi atas transaksi penerimaan yang berasal dari modul lain pada sistem.

3.2.2.1 Step Process Receipt Confirm

Berikut adalah Step Process Receipt Confirm:

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

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Search records

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

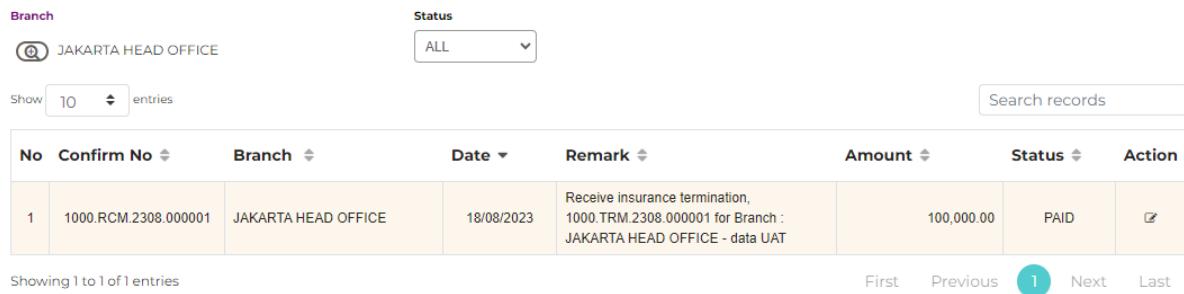
Showing 1 to 5 of 9 entries

First **1** 2 Last

Gambar 43 Halaman Look Up Branch

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

Received Confirm List



Show 10 entries

Search records

No	Confirm No	Branch	Date	Remark	Amount	Status	Action
1	1000.RCM.2308.000001	JAKARTA HEAD OFFICE	18/08/2023	Receive insurance termination, 1000.TRM.2308.000001 for Branch : JAKARTA HEAD OFFICE - data UAT	100,000.00	PAID	

Showing 1 to 1 of 1 entries

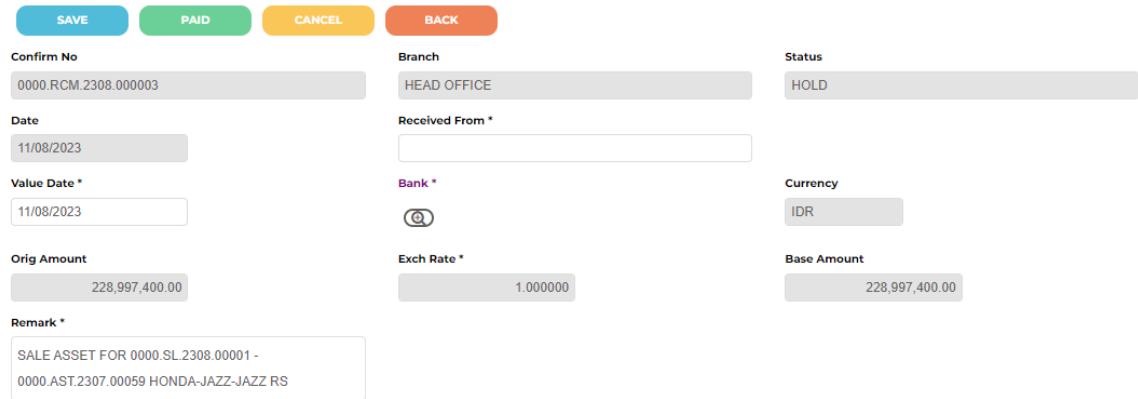
First Previous **1** Next Last

Gambar 44 Halaman Received Confirm List

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

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Received Confirm Info



The form displays the following data:

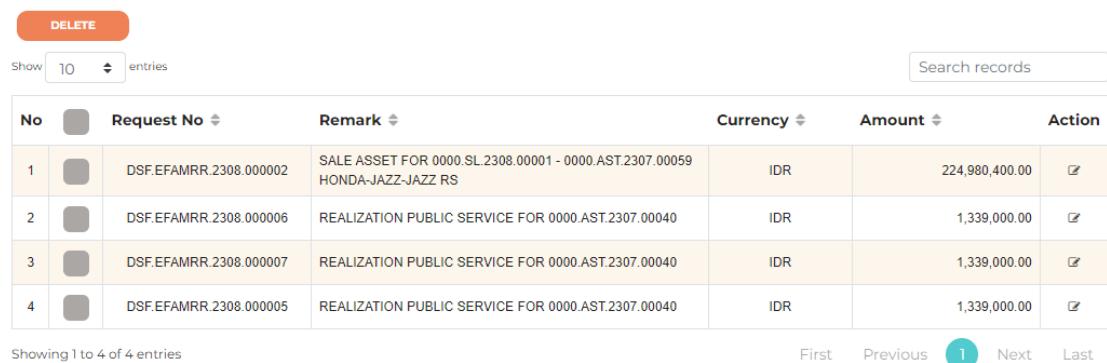
Confirm No 0000.RCM.2308.000003	Branch HEAD OFFICE	Status HOLD
Date 11/08/2023	Received From *	
Value Date * 11/08/2023	Bank * @	Currency IDR
Orig Amount 228,997,400.00	Exch Rate * 1.000000	Base Amount 228,997,400.00
Remark * SALE ASSET FOR 0000.SL.2308.00001 - 0000.AST.2307.00059 HONDA-JAZZ-JAZZ RS		

Gambar 45 Halaman Received Confirm Info (Status: Hold)

- 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 Received Confirm Info, sistem akan menampilkan halaman Transaction List.

Transaction List



The table displays the following transactions:

No	Request No	Remark	Currency	Amount	Action
1	DSF.EFAMRR.2308.000002	SALE ASSET FOR 0000.SL.2308.00001 - 0000.AST.2307.00059 HONDA-JAZZ-JAZZ RS	IDR	224,980,400.00	
2	DSF.EFAMRR.2308.000006	REALIZATION PUBLIC SERVICE FOR 0000.AST.2307.00040	IDR	1,339,000.00	
3	DSF.EFAMRR.2308.000007	REALIZATION PUBLIC SERVICE FOR 0000.AST.2307.00040	IDR	1,339,000.00	
4	DSF.EFAMRR.2308.000005	REALIZATION PUBLIC SERVICE FOR 0000.AST.2307.00040	IDR	1,339,000.00	

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

Gambar 46 Halaman Transaction List

- f. Klik tombol untuk melihat detail data Transaction.

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Transaction Info



The screenshot shows a transaction detail page. At the top left is a 'BACK' button. Below it are fields for Request No (DSF.EFAMRR.2308.000002), Currency (IDR), and Orig Amount (224,980,400.00). In the center, there's an Exch Rate (1.000000) and an Amount (224,980,400.00). On the right, a 'Remark' field contains the text: 'SALE ASSET FOR 0000.SL.2308.00001 - 0000.AST.2307.00059 HONDA-JAZZ-JAZZ RS'.

Gambar 47 Halaman Transaction Info

- g. Untuk menghapus data Transaction, user dapat memberi tanda checklist “” pada baris data Transaction List kemudian klik tombol **DELETE**.
- h. Setelah data Received Confirm berhasil disimpan, klik tombol **PAID** untuk melakukan proses konfirmasi penerimaan voucher dan status data akan berubah menjadi Paid, atau klik tombol **CANCEL** untuk membatalkan proses konfirmasi penerimaan voucher dan status data akan berubah menjadi Cancel.

3.2.3 Payment Request

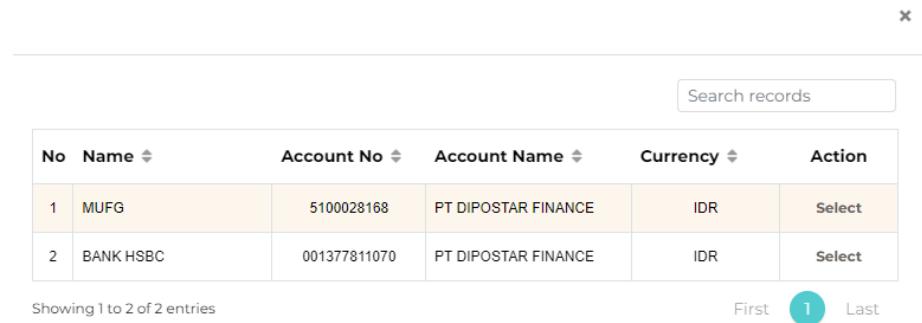
Sub Menu Payment Request dapat diakses oleh user melalui modul **Finance > Voucher Request > Payment Request**. Sub Menu Payment Request dapat digunakan oleh user untuk melakukan proses request pembayaran pada sistem.

3.2.3.1 Step Process Payment Request

Berikut adalah Step Process Payment Request:

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

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Search records

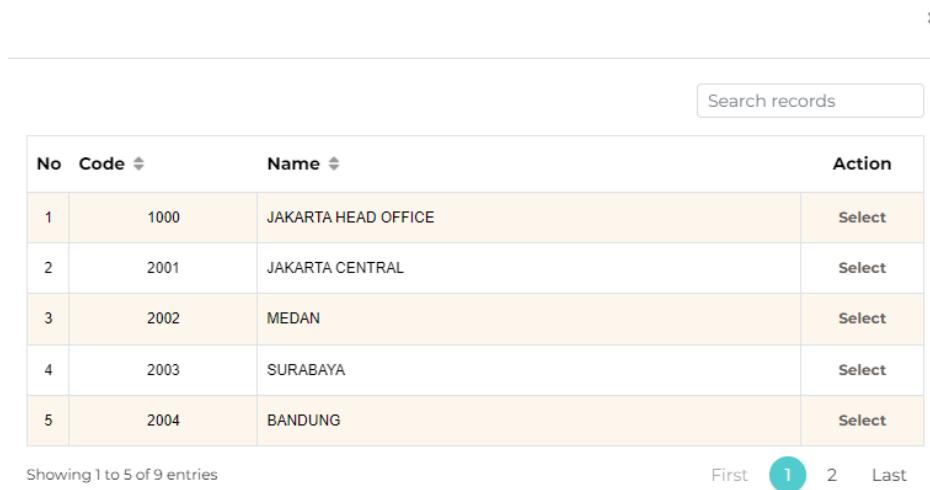
No	Name	Account No	Account Name	Currency	Action
1	MUFG	5100028168	PT DIPOSTAR FINANCE	IDR	Select
2	BANK HSBC	001377811070	PT DIPOSTAR FINANCE	IDR	Select

Showing 1 to 2 of 2 entries

First 1 Last

Gambar 48 Halaman Look Up Bank

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



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 49 Halaman Look Up Branch

- c. Pilih filter data Source Type dan Status yang akan dilihat dengan mengklik tombol dropdown list  maka sistem akan menampilkan halaman Payment Request List.

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Payment Request List

Bank

 MUFG - 5100028168

PROCEED

CANCEL

Branch

 JAKARTA HEAD OFFICE

Source Type

ALL

Status

HOLD

Show 10 entries

Search records

No	Payment Request No	Branch	From Branch	Date	Source	Remark	Amount	Status
1	1000.AMSPR.2310.000011	JAKARTA HEAD OFFICE	JAKARTA HEAD OFFICE	17/10/2023	PAYMENT TRANSACTION FIXED ASSET 1000.PTR.2310.000014	REALIZATION PUBLIC SERVICE FOR PT MITRA SOLUSI KHARISMA, with invoice 036.02.06.023. Worth : 4.000.900,00 - msk	IDR 4.000.900.00	HOLD
2	1000.AMSPR.2310.000008	HEAD OFFICE	HEAD OFFICE	16/10/2023	PAYMENT TRANSACTION FIXED ASSET 1000.PTR.2310.000009	Payment Policy insurance A0902662-2 To ASURANSI TOKIO MARINE	IDR 2.000.000.00	HOLD
3	1000.AMSPR.2310.000006	JAKARTA HEAD OFFICE	JAKARTA HEAD OFFICE	16/10/2023	PAYMENT TRANSACTION FIXED ASSET 1000.PTR.2310.000007	Payment Work Order for DSF.WO.2310.00026 - BH8209NV - Invoice : INV20230800133, worth : 6260000.00 - data testing journal terakhir - SPK No. :1000/DSF-SPK/2310/00026	IDR 6.260.000.00	HOLD
4	1000.AMSPR.2310.000005	JAKARTA HEAD OFFICE	JAKARTA HEAD OFFICE	16/10/2023	PAYMENT TRANSACTION FIXED ASSET 1000.PTR.2310.000006	Payment Work Order for DSF.WO.2310.00025 - B9952PCS - Invoice : , worth : 765000.00 - test journal - SPK No. :1000/DSF-SPK/2310/00025	IDR 765.000.00	HOLD
5	1000.IPR.2310.000001	Jakarta Head Office	Jakarta Head Office	09/10/2023	PROCUREMENT INVOICE PAYMENT DSFAPR.2310.000001	INVOICE to MOCHAMAD DARTO - PROBOLINGGO - BROJO. Payment for DSF.INR.2310.000002	IDR 109.000.000.00	HOLD

Showing 1 to 5 of 5 entries

First Previous **1** Next Last

Gambar 50 Halaman Payment Request List

- d. User dapat memberi tanda checklist “

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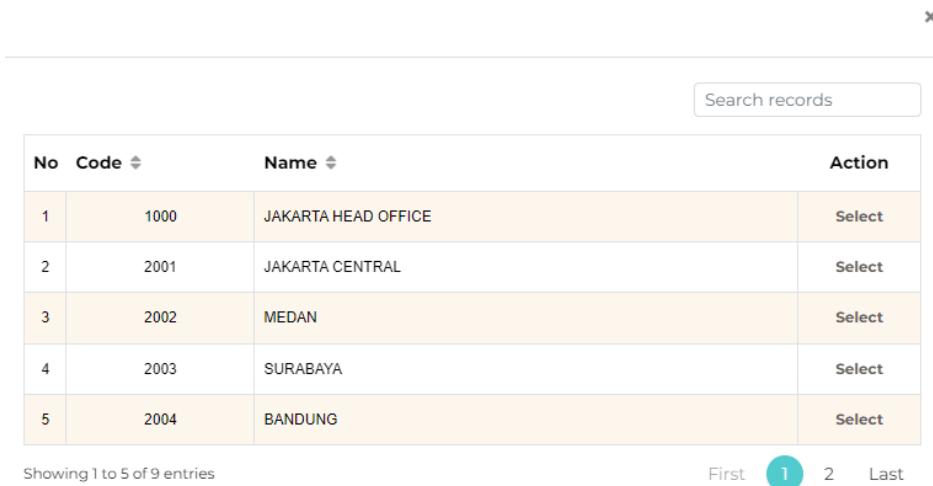
3.2.4 Payment Confirm

Sub Menu Payment Confirm dapat diakses oleh user melalui modul **Finance > Voucher Request > Payment Confirm**. Sub Menu Payment Confirm dapat digunakan oleh user untuk melakukan proses konfirmasi penerimaan pembayaran pada sistem.

3.2.4.1 Step Process Payment Confirm

Berikut adalah Step Process Payment Confirm:

- 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 rows of data. The "Action" column for each row contains a "Select" button. The "Name" column lists branch names: JAKARTA HEAD OFFICE, JAKARTA CENTRAL, MEDAN, SURABAYA, and BANDUNG. The "Code" column lists branch codes: 1000, 2001, 2002, 2003, and 2004 respectively. A search bar at the top right is labeled "Search records". At the bottom, there are navigation buttons: "First", "1" (highlighted in blue), "2", and "Last".

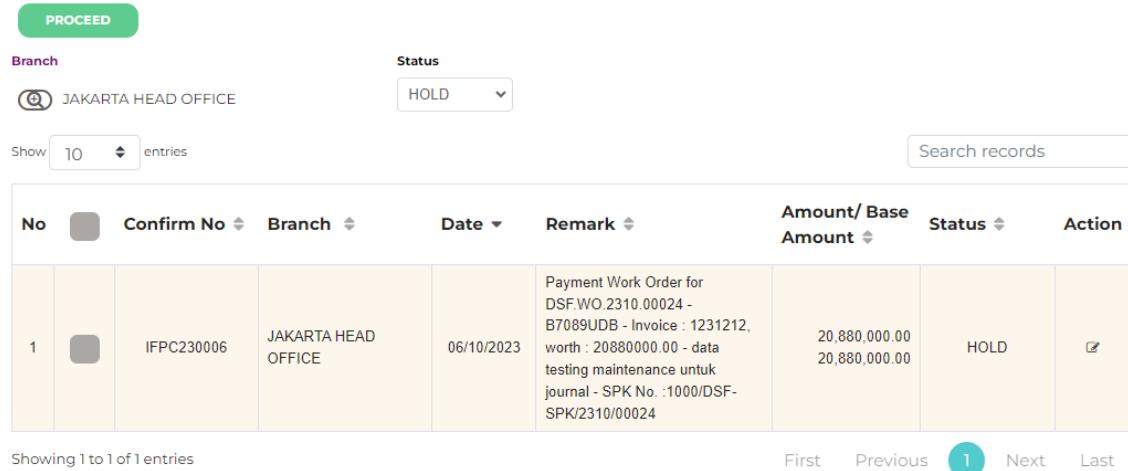
No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

Gambar 51 Halaman Look Up Branch

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

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Payment Confirm List



The screenshot shows a table titled "Payment Confirm List". At the top, there is a green "PROCEED" button. Below it, there are filters for "Branch" (set to "JAKARTA HEAD OFFICE") and "Status" (set to "HOLD"). A dropdown menu shows "Show 10 entries". On the right, there is a search bar labeled "Search records". The main table has columns: No, Confirm No, Branch, Date, Remark, Amount/ Base Amount, Status, and Action. One row is visible, corresponding to the entry shown in the screenshot.

No	Confirm No	Branch	Date	Remark	Amount/ Base Amount	Status	Action
1	IFPC230006	JAKARTA HEAD OFFICE	06/10/2023	Payment Work Order for DSFWO.2310.00024 - B7089UDB - Invoice : 1231212, worth : 20880000.00 - data testing maintenance untuk journal - SPK No. :1000/DSF-SPK/2310/00024	20,880,000.00 20,880,000.00	HOLD	

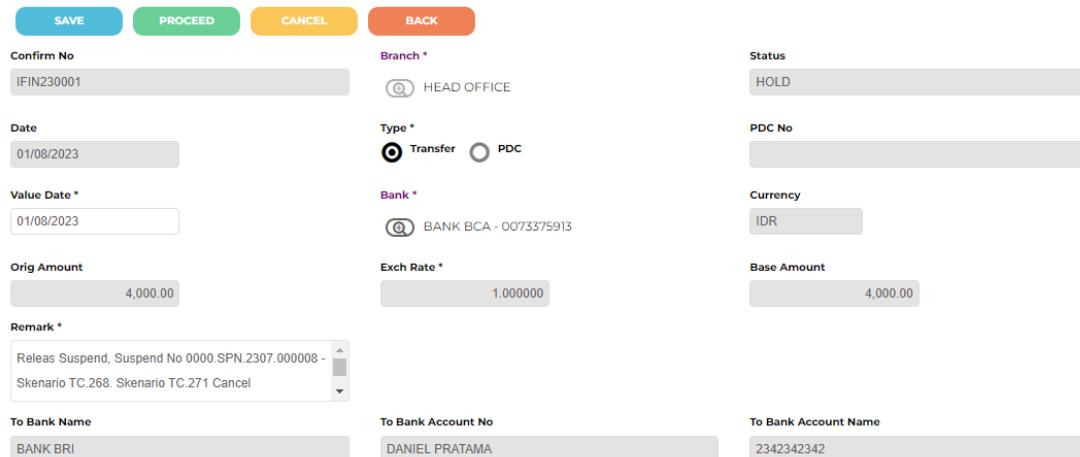
Showing 1 to 1 of 1 entries

First Previous **1** Next Last

Gambar 52 Halaman Payment Confirm List

- c. User dapat memberi tanda checklist “” pada baris data Payment Request List dengan status Hold kemudian klik tombol **PROCEED** untuk melanjutkan proses data ke sub menu Payment Confirm dan status data akan berubah menjadi On Process atau klik tombol  untuk melihat detail data dan melakukan proses perubahan data Payment Confirm.

Payment Confirm Info



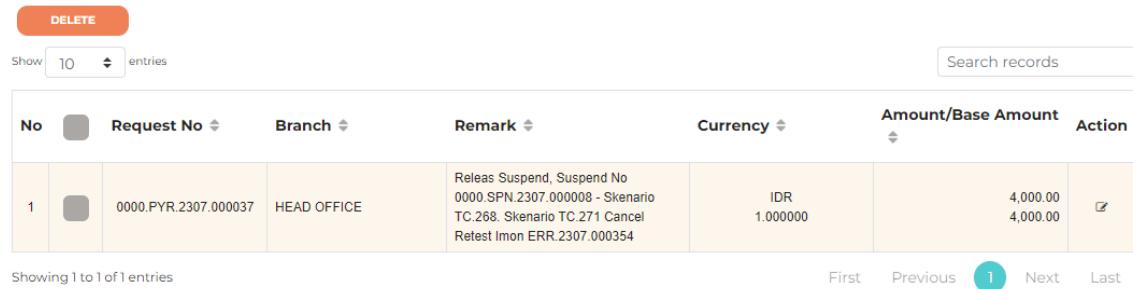
The screenshot shows a form titled "Payment Confirm Info". It includes fields for "Confirm No" (set to "IFIN230001"), "Branch" (set to "HEAD OFFICE"), "Status" (set to "HOLD"), "Date" (set to "01/08/2023"), "Type" (set to "Transfer"), "PDC No", "Value Date" (set to "01/08/2023"), "Bank" (set to "BANK BCA - 0073375913"), "Currency" (set to "IDR"), "Orig Amount" (set to "4,000.00"), "Exch Rate" (set to "1.000000"), "Base Amount" (set to "4,000.00"), "Remark" (containing "Releas Suspend, Suspend No 0000.SPN.2307.000008 - Skenario TC.268. Skenario TC.271 Cancel"), "To Bank Name" (set to "BANK BRI"), "To Bank Account No" (set to "DANIEL PRATAMA"), and "To Bank Account Name" (set to "2342342342"). There are also "SAVE", "PROCEED", "CANCEL", and "BACK" buttons at the top.

Gambar 53 Halaman Payment Confirm Info

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- 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 Confirm Info, sistem akan menampilkan halaman Transaction List.

Transaction List



The screenshot shows a table with columns: No, Request No, Branch, Remark, Currency, Amount/Base Amount, and Action. The first row contains the following data:

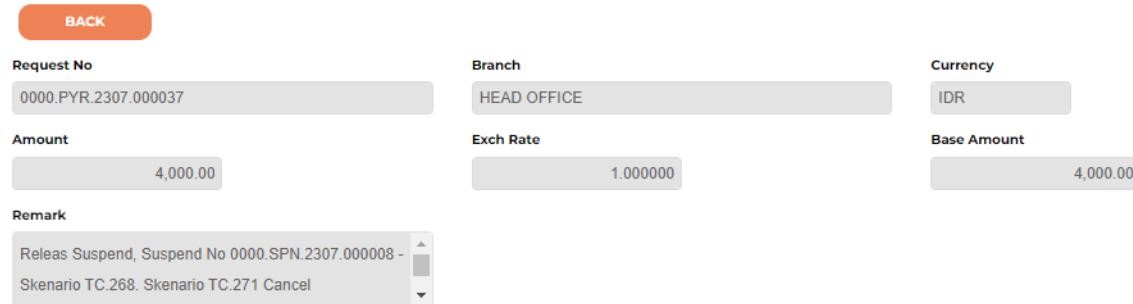
No	Request No	Branch	Remark	Currency	Amount/Base Amount	Action	
1	0000.PYR.2307.000037	HEAD OFFICE	Releas Suspend, Suspend No 0000.SPN.2307.000008 - Skenario TC.268. Skenario TC.271 Cancel Retest Imon ERR.2307.000354	IDR	1.000000 4,000.00	4,000.00 4,000.00	<input checked="" type="checkbox"/>

Below the table, there are navigation links: First, Previous, Next (with a page number 1), and Last.

Gambar 54 Halaman Transaction List

- f. Klik tombol  untuk melihat detail data Transaction.

Transaction Info



The screenshot shows a form with fields: Request No (0000.PYR.2307.000037), Branch (HEAD OFFICE), Currency (IDR), Amount (4,000.00), Exch Rate (1.000000), and Base Amount (4,000.00). Below these, there is a Remark field containing the text: "Releas Suspend, Suspend No 0000.SPN.2307.000008 - Skenario TC.268. Skenario TC.271 Cancel".

Gambar 55 Halaman Transaction Info

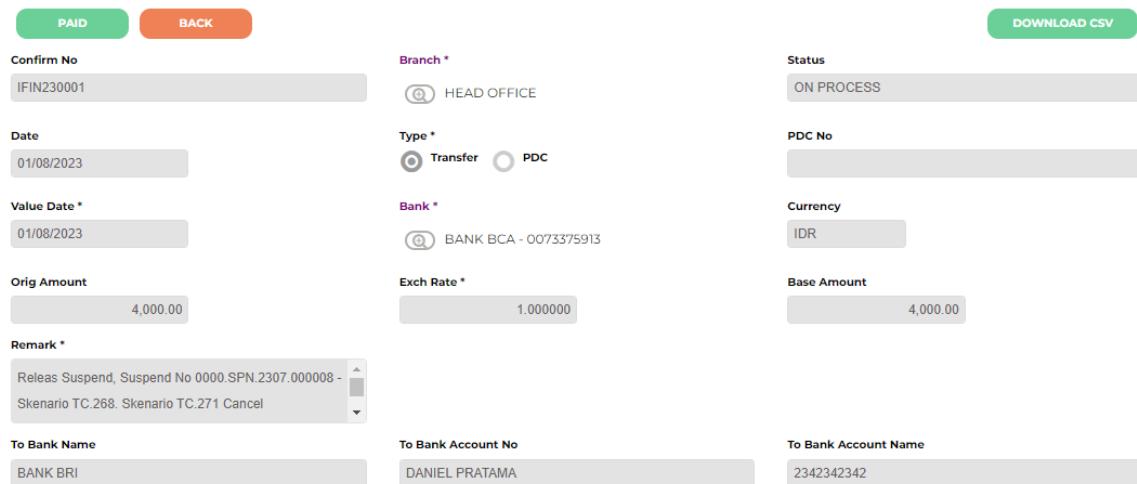
- g. Untuk menghapus data Transaction, user dapat memberi tanda checklist “

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	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
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- i. Setelah data Payment Confirm berstatus On Process, klik tombol **PAID** untuk melakukan konfirmasi penerimaan pembayaran dan status data akan berubah menjadi Paid. Selain itu, user dapat mencetak data Payment Confirm dengan mengklik tombol **DOWNLOAD CSV**.

Payment Confirm Info



The screenshot shows a form titled "Payment Confirm Info". At the top left are two buttons: "PAID" (green) and "BACK" (orange). At the top right is a green button labeled "DOWNLOAD CSV". Below these are several input fields and dropdown menus:

- Confirm No:** IFIN230001
- Branch *:** HEAD OFFICE (with a look-up icon)
- Status:** ON PROCESS
- Date:** 01/08/2023
- Type *:** Transfer (selected radio button)
- PDC No:** (empty field)
- Value Date *:** 01/08/2023
- Bank *:** BANK BCA - 0073375913 (with a look-up icon)
- Currency:** IDR
- Orig Amount:** 4,000.00
- Exch Rate *:** 1.000000
- Base Amount:** 4,000.00
- Remark *:** A dropdown menu containing: Releas Suspend, Suspend No 0000.SPN.2307.000008 - Skenario TC.268. Skenario TC.271 Cancel.
- To Bank Name:** BANK BRI
- To Bank Account No:** DANIEL PRATAMA
- To Bank Account Name:** 2342342342

Gambar 56 Halaman Payment Confirm (Status: On Process)

3.3 Voucher Entry

Voucher Entry adalah Menu yang dapat digunakan oleh user untuk melakukan proses penerimaan dan pembayaran secara manual (tanpa ada trigger dari modul lain) pada sistem. Berikut adalah detail penjelasan per masing-masing sub menu yang akan digunakan oleh user.

3.3.1 Received Voucher

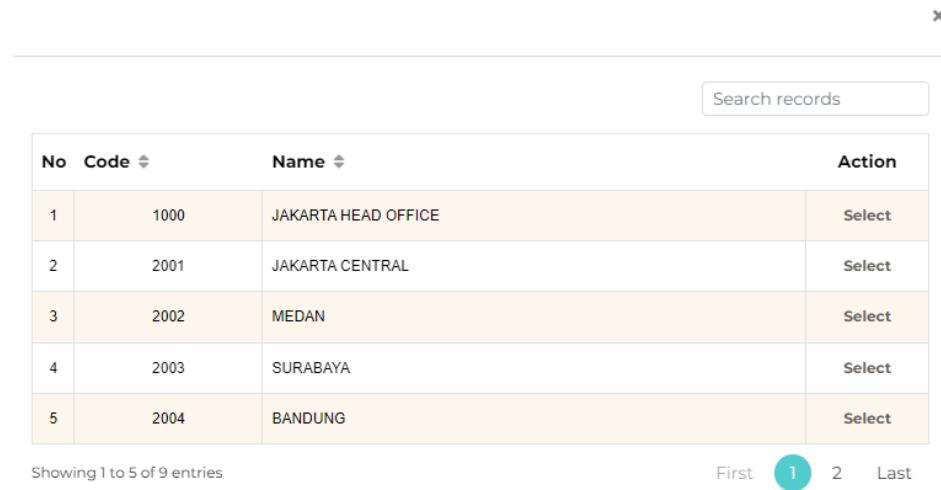
Sub Menu Received Voucher dapat diakses oleh user melalui modul **Finance > Voucher Manual > Received Voucher**. Sub Menu Received Voucher dapat digunakan oleh user untuk melakukan proses request penerimaan atas transaksi yang dilakukan secara manual (tidak berasal dari modul lain) pada sistem.

3.3.1.1 Step Process Received Voucher

Berikut adalah Step Process Received Voucher:

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

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - FINANCE	Date	Agustus 2023



A screenshot of a modal window titled "USER GUIDE". At the top right is a close button (X). Below it is a search bar labeled "Search records". The main content is a table with columns "No", "Code", "Name", and "Action". The table contains five rows of data:

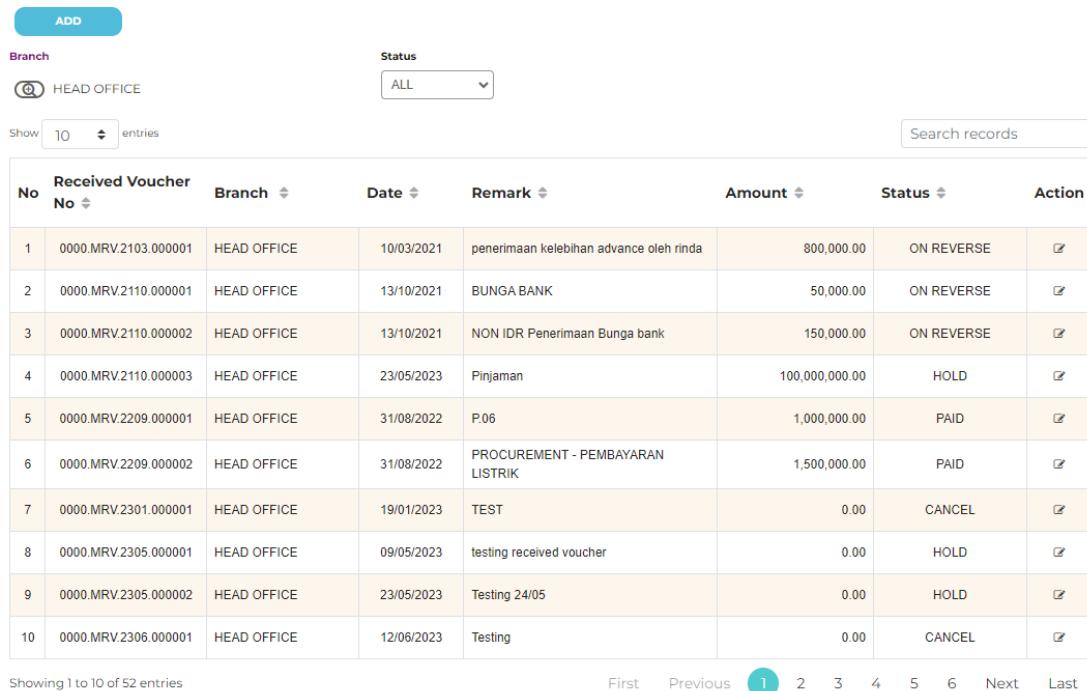
No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

At the bottom left is the text "Showing 1 to 5 of 9 entries". At the bottom right are navigation buttons: "First", a blue circle with the number "1", "2", and "Last".

Gambar 57 Halaman Look Up Branch

- b. Klik tombol  untuk menambahkan data pada tampilan Received Voucher List.

Received Voucher List



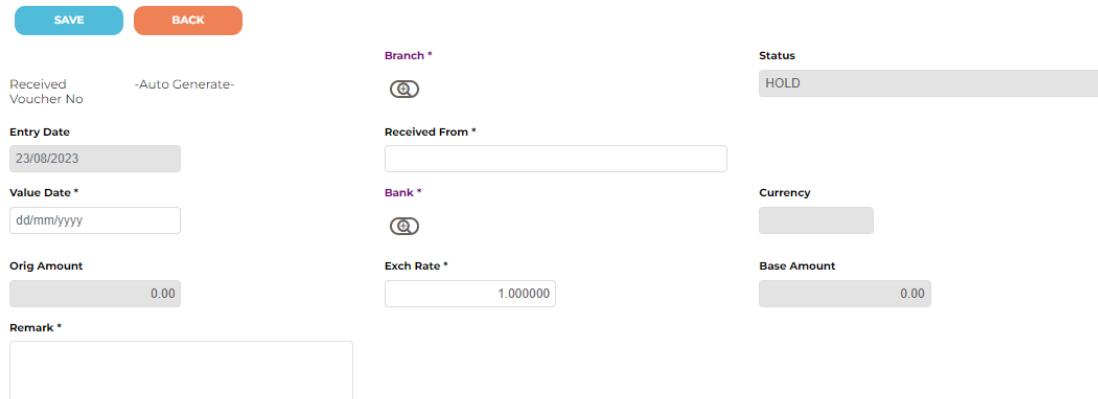
A screenshot of the "Received Voucher List" page. At the top left is an "ADD" button. To its right are filters for "Branch" (set to "HEAD OFFICE") and "Status" (set to "ALL"). Below these are buttons for "Show" (set to "10 entries") and "Search records". The main content is a table with columns: "No", "Received Voucher No", "Branch", "Date", "Remark", "Amount", "Status", and "Action". The table contains 10 rows of data. At the bottom left is the text "Showing 1 to 10 of 52 entries". At the bottom right are navigation buttons: "First", "Previous", a blue circle with the number "1", "2", "3", "4", "5", "6", "Next", and "Last".

Gambar 58 Halaman Received Voucher List

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - FINANCE	Date	Agustus 2023

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

Received Voucher Info



The form displays the following fields:

- Branch *: KELAPA GADING
- Status: HOLD
- Received From: (empty)
- Bank *: INOVASI MITRA SEJATI USD
- Currency: USD
- Orig Amount: 3.000
- Exch Rate *: 1.000000
- Base Amount: 45.000.000.00
- Remark *: (empty)

Gambar 59 Halaman Received Voucher Info

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

Received Detail List



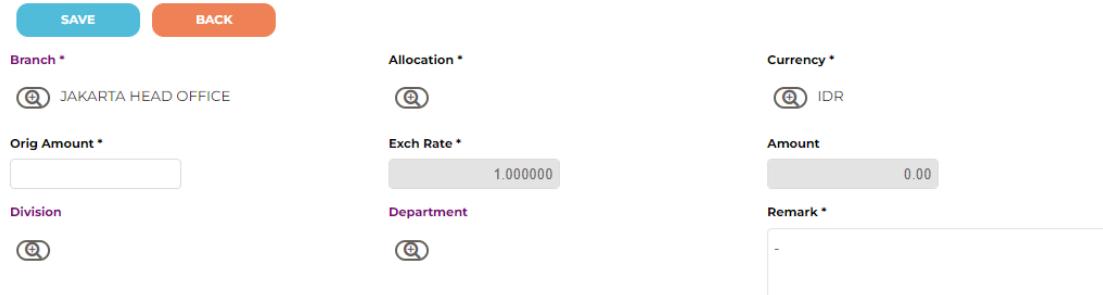
No	Branch	Allocation	Remark	Currency	Orig Amount	Base Amount	Action
1	KELAPA GADING	ADMINISTRATION FEE	INOVASI MITRA SEJATI USD	USD 15.000.000000	3.000.00	45.000.000.00	

Gambar 60 Halaman Received Detail List

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

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - FINANCE	Date	Agustus 2023

Received Detail Info

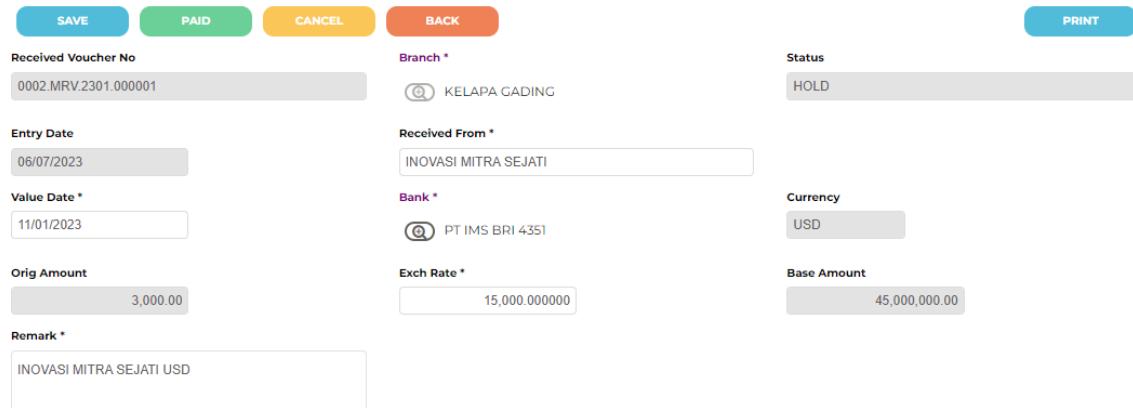


The form displays fields for managing received details. It includes dropdowns for Branch (JAKARTA HEAD OFFICE), Allocation, and Currency (IDR). Numerical input fields for Orig Amount (1.000000), Exch Rate (1.000000), and Amount (0.00). Text input fields for Division, Department, and Remark. Action buttons include 'SAVE' (blue), 'BACK' (orange), and 'PRINT' (green).

Gambar 61 Halaman Received Detail Info

- f. Jika user ingin melakukan perubahan data klik tombol  pada baris data Received Detail List.
- g. Untuk menghapus data Received Detail, user dapat memberi tanda checklist “.
- h. Setelah data Received Voucher berhasil disimpan, klik tombol  untuk melakukan proses konfirmasi penerimaan voucher dan status data akan berubah menjadi Paid, atau klik tombol  untuk membatalkan proses konfirmasi penerimaan voucher dan status data akan berubah menjadi Cancel. Selain itu, user dapat mencetak data Received Voucher dengan mengklik tombol .

Received Voucher Info



The form displays fields for managing received vouchers. It includes input fields for Received Voucher No (0002.MRV.2301.000001), Entry Date (06/07/2023), Value Date (11/01/2023), Orig Amount (3,000.00), and Remark (INOVASI MITRA SEJATI USD). It also includes dropdowns for Branch (KELAPA GADING), Received From (INOVASI MITRA SEJATI), Bank (PT IMS BRI 4351), Exch Rate (15,000.000000), and Currency (USD). Status is set to HOLD. Action buttons include 'PAID' (green), 'CANCEL' (yellow), 'BACK' (orange), and 'PRINT' (blue).

Gambar 62 Halaman Received Voucher Info (Status: Hold)

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - FINANCE	Date	Agustus 2023

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

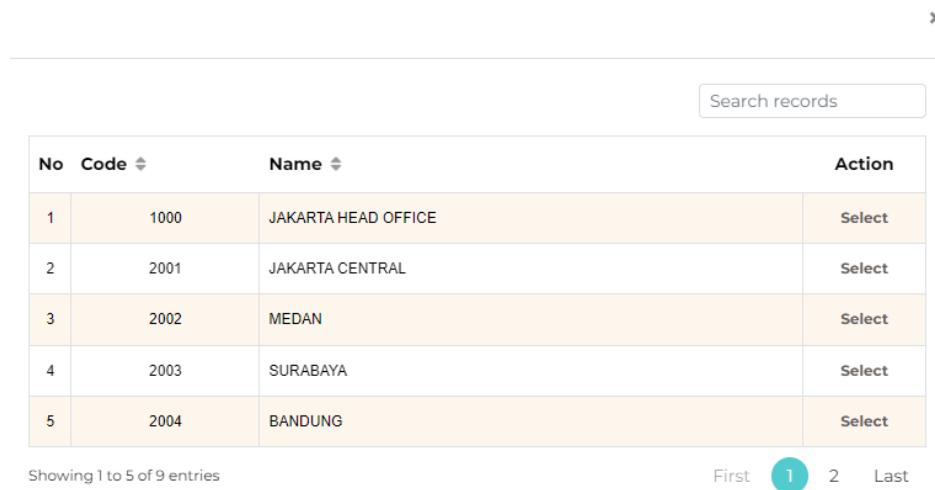
3.3.2 Payment Voucher

Sub Menu Payment Voucher dapat diakses oleh user melalui modul **Finance > Voucher Manual > Payment Voucher**. Sub Menu Payment Voucher dapat digunakan oleh user untuk melakukan proses request pembayaran atas transaksi yang dilakukan secara manual (tidak berasal dari modul lain) pada sistem.

3.3.2.1 Step Process Payment Voucher

Berikut adalah Step Process Payment Voucher:

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



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

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

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

Gambar 63 Halaman Look Up Branch

- b. Klik tombol  untuk menambahkan data pada tampilan Payment Voucher List.

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - FINANCE	Date	Agustus 2023

Payment Voucher List

ADD

Branch
Status

 HEAD OFFICE
ALL

Show 10 entries
Search records

No	Payment Voucher No	Branch	Date	Remark	Amount	Status	Action
1	0000.MPV.2110.000001	HEAD OFFICE	05/10/2021	test	100,000.00	PAID	
2	0000.MPV.2110.000002	HEAD OFFICE	14/10/2021	HO melakukan pembayaran Biaya Maintenance Kantor HO dimana value date < system date	75,800,000.00	PAID	
3	0000.MPV.2110.000003	HEAD OFFICE	14/10/2021	HO dengan Bank IDR melakukan pembayaran biaya subscriptions zoom (USD)	67,500,000.00	PAID	
4	0000.MPV.2110.000004	HEAD OFFICE	14/10/2021	HO melakukan pembayaran Biaya Listrik untuk Cabang A	10,000,000.00	PAID	
5	0000.MPV.2209.000001	HEAD OFFICE	31/08/2022	Procurement payment	1,000,000.00	PAID	
6	0000.MPV.2209.000002	HEAD OFFICE	31/08/2022	P.06. Gula cash	100,000.00	PAID	
7	0000.MPV.2301.000001	HEAD OFFICE	11/01/2023	PAYMENT VOUCHER TRANSFER IDR	20,500.00	PAID	
8	0000.MPV.2301.000002	HEAD OFFICE	11/01/2023	PAYMENT VOUCHER TRANSFER USD	-2,989,500,000.00	HOLD	
9	0000.MPV.2301.000003	HEAD OFFICE	19/01/2023	TEST	0.00	CANCEL	
10	0000.MPV.2305.000001	HEAD OFFICE	11/05/2023	disburse asset testing	900,000,000.00	PAID	

Showing 1 to 10 of 43 entries

First Previous 1 2 3 4 5 Next Last

Gambar 64 Halaman Payment Voucher List

- c. Lengkapi data pada field yang tersedia, kemudian 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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Payment Voucher Info

SAVE
BACK

Payment Voucher No	-Auto Generate-	Branch *	Status
<input type="text"/>	<input type="button" value=""/>	<input type="radio"/>	<input type="text" value="HOLD"/>
Entry Date	dd/mm/yyyy	Type *	PDC No
<input type="text"/>	<input type="radio"/>	<input type="radio"/> Transfer	<input type="text"/>
Value Date *	dd/mm/yyyy	Bank *	Currency
<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Orig Amount	0.00	Exch Rate *	Base Amount
<input type="text"/>	<input type="text" value="1.000000"/>	<input type="text" value="0.00"/>	<input type="text"/>
Remark *	<input type="text"/>		
To Bank Name	<input type="text"/>		
<input type="radio"/>	<input type="text"/>		
To Bank Account No	<input type="text"/>		
To Bank Account Name		<input type="text"/>	

Gambar 65 Halaman Payment Voucher Info

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

Payment Detail List

ADD
DELETE

Payment Detail List							
Show	10	entries	Search records				
No	Branch	Allocation	Remark	Currency	Orig Amount	Base Amount	Action
1	<input type="radio"/>	HEAD OFFICE	ADMINISTRATION FEE	biaya admin bank	IDR 1.000000	11,000.00	11,000.00 <input type="checkbox"/>

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

Gambar 66 Halaman Payment Detail List

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

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - FINANCE	Date	Agustus 2023

PV Manual Info

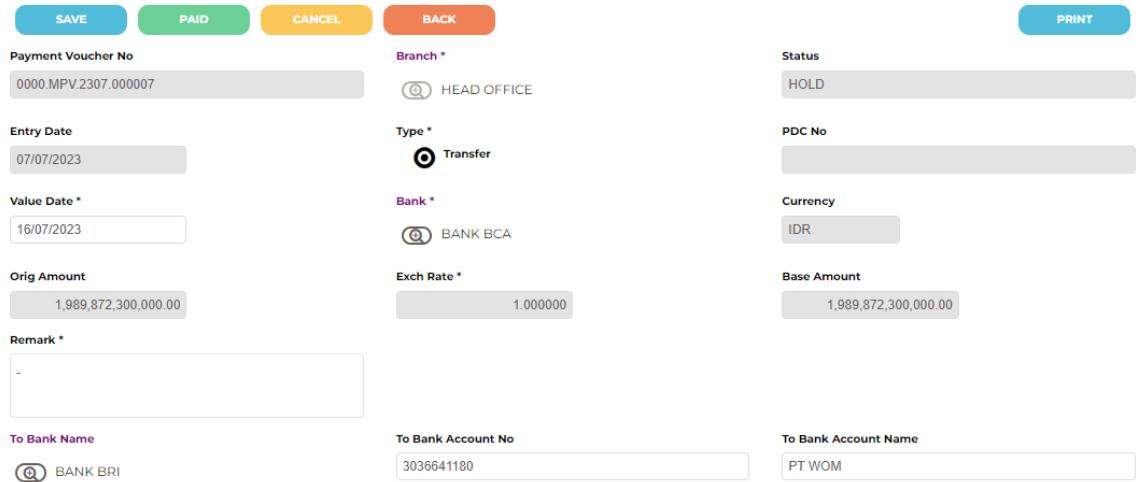


The screenshot shows a form titled "PV Manual Info". It includes fields for "Branch *" (HEAD OFFICE), "Allocation *" (with a magnifying glass icon), "Currency *" (IDR), "Orig Amount *" (0.00), "Exch Rate *" (1.000000), "Amount" (0.00), "Division" (with a magnifying glass icon), "Department" (with a magnifying glass icon), and "Remark *". At the top are "SAVE" and "BACK" buttons, and at the bottom is a "PRINT" button.

Gambar 67 Halaman PV Manual Info

- f. Jika user ingin melakukan perubahan data klik tombol  pada baris data Payment Detail List.
- g. Untuk menghapus data Payment Detail, user dapat memberi tanda checklist “.
- h. Setelah data Payment Voucher berhasil disimpan, klik tombol  untuk melakukan proses konfirmasi penerimaan voucher dan status data akan berubah menjadi Paid, atau klik tombol  untuk membatalkan proses konfirmasi penerimaan voucher dan status data akan berubah menjadi Cancel. Selain itu, user dapat melakukan cetak data Payment Voucher dengan mengklik tombol  kemudian sistem akan mengunduhkan data.

Payment Voucher Info



The screenshot shows a form titled "Payment Voucher Info". It includes fields for "Payment Voucher No" (0000.MPV.2307.000007), "Branch *" (HEAD OFFICE), "Status" (HOLD), "Entry Date" (07/07/2023), "Type *" (Transfer), "PDC No", "Value Date" (16/07/2023), "Bank *" (BANK BCA), "Currency" (IDR), "Orig Amount" (1,989,872,300,000.00), "Exch Rate *" (1.000000), "Base Amount" (1,989,872,300,000.00), "Remark *", and "To Bank Name" (BANK BRI). At the top are "SAVE", "PAID", "CANCEL", "BACK", and "PRINT" buttons.

Gambar 68 Halaman Payment Voucher Info (Status: Hold)

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - FINANCE	Date	Agustus 2023

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

3.4 Cashier

Cashier adalah Menu yang dapat digunakan oleh user untuk melakukan transaksi - transaksi yang berhubungan dengan proses Cashier, seperti: Cashier Open, Cashier Transaction, Reprint Receipt, dll. Berikut adalah detail penjelasan per masing-masing sub menu yang akan digunakan oleh user.

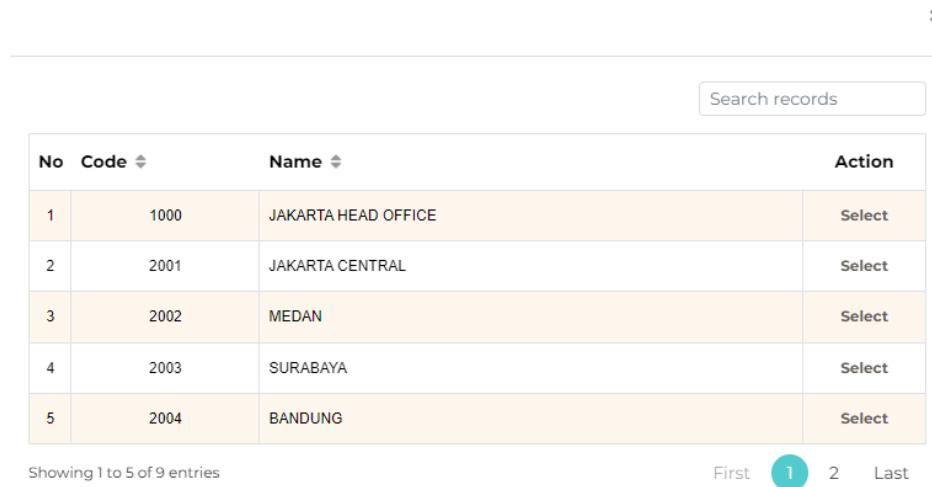
3.4.1 Cashier Open

Sub Menu Cashier Open dapat diakses oleh user melalui modul **Finance > Cashier > Cashier Open**. Sub Menu Cashier Open dapat digunakan oleh user untuk membuka Cashier yang akan digunakan untuk melakukan proses penerimaan pada sistem.

3.4.1.1 Step Process Cashier Open

Berikut adalah Step Cashier Open:

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



The screenshot shows a search interface for 'Look Up Branch'. At the top right is a close button (X). Below it is a search bar labeled 'Search records'. The main area is a table with the following 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

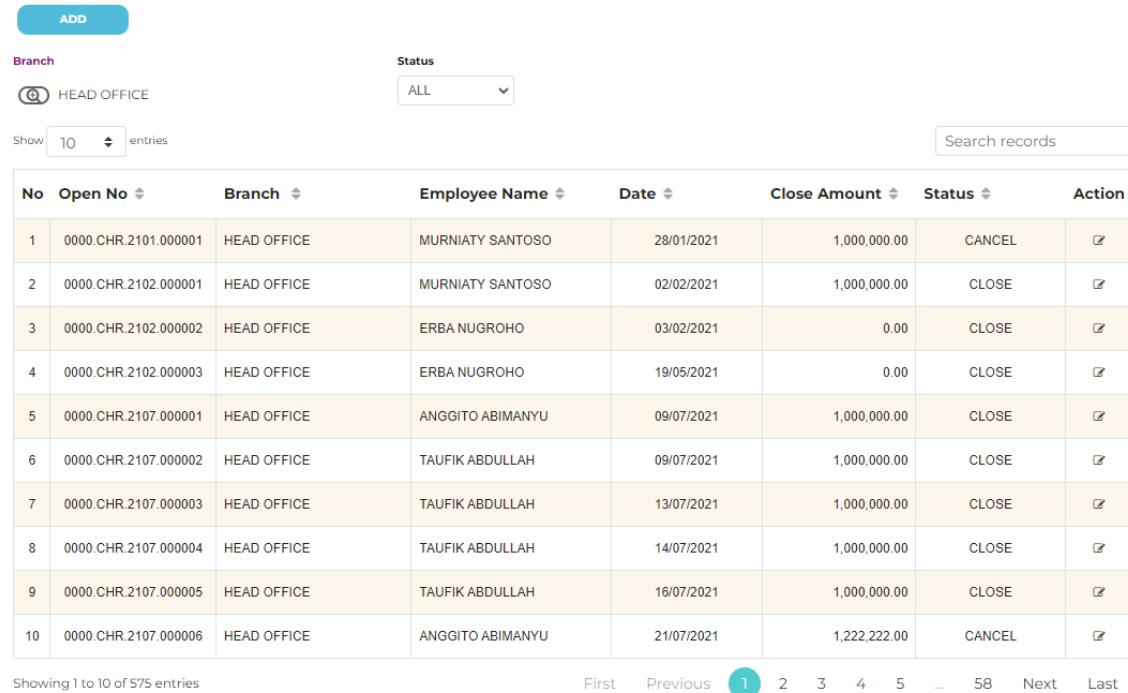
At the bottom left, it says 'Showing 1 to 5 of 9 entries'. In the bottom right corner, there are buttons for 'First', '1' (highlighted in blue), '2', and 'Last'.

Gambar 69 Halaman Look Up Branch

- b. Klik tombol  untuk menambahkan data pada tampilan Cashier Open List.

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - FINANCE	Date	Agustus 2023

Cashier Open List



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

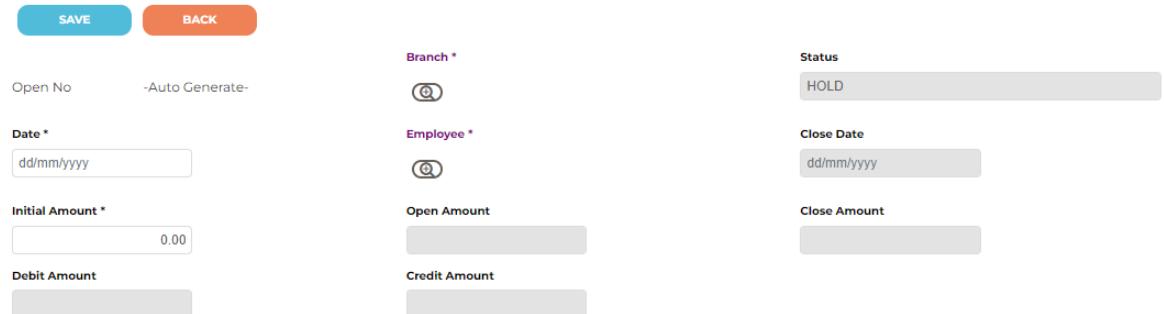
No	Open No	Branch	Employee Name	Date	Close Amount	Status	Action
1	0000.CHR.2101.000001	HEAD OFFICE	MURNIATY SANTOSO	28/01/2021	1,000,000.00	CANCEL	<input checked="" type="checkbox"/>
2	0000.CHR.2102.000001	HEAD OFFICE	MURNIATY SANTOSO	02/02/2021	1,000,000.00	CLOSE	<input checked="" type="checkbox"/>
3	0000.CHR.2102.000002	HEAD OFFICE	ERBA NUGROHO	03/02/2021	0.00	CLOSE	<input checked="" type="checkbox"/>
4	0000.CHR.2102.000003	HEAD OFFICE	ERBA NUGROHO	19/05/2021	0.00	CLOSE	<input checked="" type="checkbox"/>
5	0000.CHR.2107.000001	HEAD OFFICE	ANGGITO ABIMANYU	09/07/2021	1,000,000.00	CLOSE	<input checked="" type="checkbox"/>
6	0000.CHR.2107.000002	HEAD OFFICE	TAUFIK ABDULLAH	09/07/2021	1,000,000.00	CLOSE	<input checked="" type="checkbox"/>
7	0000.CHR.2107.000003	HEAD OFFICE	TAUFIK ABDULLAH	13/07/2021	1,000,000.00	CLOSE	<input checked="" type="checkbox"/>
8	0000.CHR.2107.000004	HEAD OFFICE	TAUFIK ABDULLAH	14/07/2021	1,000,000.00	CLOSE	<input checked="" type="checkbox"/>
9	0000.CHR.2107.000005	HEAD OFFICE	TAUFIK ABDULLAH	16/07/2021	1,000,000.00	CLOSE	<input checked="" type="checkbox"/>
10	0000.CHR.2107.000006	HEAD OFFICE	ANGGITO ABIMANYU	21/07/2021	1,222,222.00	CANCEL	<input checked="" type="checkbox"/>

Showing 1 to 10 of 575 entries

Gambar 70 Halaman Cashier Open List

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

Open Info



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

Open No	-Auto Generate-	Branch *	Status
		(@)	HOLD
Date *	dd/mm/yyyy	Employee *	dd/mm/yyyy
Initial Amount *	0.00	Open Amount	Close Date
Debit Amount		Credit Amount	dd/mm/yyyy

Gambar 71 Halaman Open Info

- d. Setelah data Open berhasil disimpan, sistem akan menampilkan halaman Tab, yaitu : Tab Receipt dan Tab Bank Note and Coin.

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - FINANCE	Date	Agustus 2023

Tab Receipt

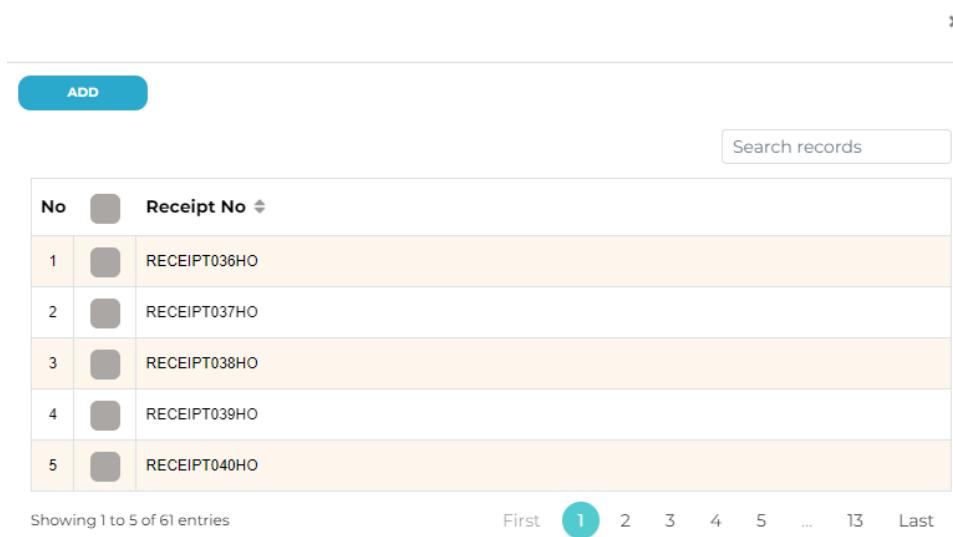
- e. Pada halaman Open Info Tab Receipt, sistem akan menampilkan informasi listing data kwitansi yang diterima. Klik tombol **ADD** untuk menambahkan data pada halaman Tab Receipt.



No	Receipt No	Transaction No	Use Date	Status
1	RECEIPT033HO			NEW
2	RECEIPT035HO			NEW
3	RECEIPT034HO			NEW

Showing 1 to 3 of 3 entries First 1 Last

Gambar 72 Halaman Tab Receipt

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


No	Receipt No
1	RECEIPT036HO
2	RECEIPT037HO
3	RECEIPT038HO
4	RECEIPT039HO
5	RECEIPT040HO

Showing 1 to 5 of 61 entries First 1 2 3 4 5 ... 13 Last

Gambar 73 Halaman Look Up Receipt

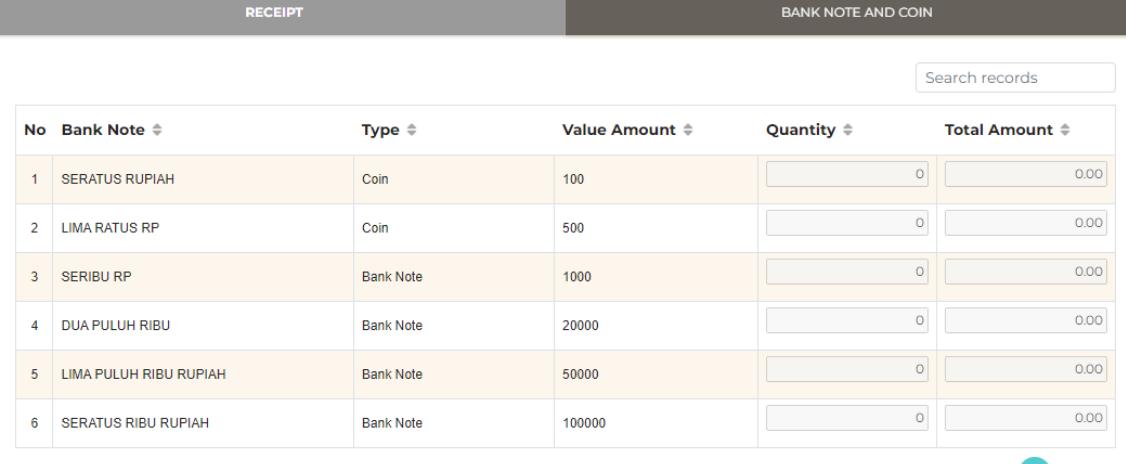
- g. Untuk menghapus data Tab Receipt, user dapat memberi tanda checklist “

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	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
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Tab Bank Note And Coin

- g. Pada halaman Open Info Tab Bank Note and Coin, sistem akan menampilkan informasi listing data jenis pecahan uang yang akan dikeluarkan.



The screenshot shows a table titled 'BANK NOTE AND COIN'. The columns are: No, Bank Note, Type, Value Amount, Quantity, and Total Amount. The data rows are:

No	Bank Note	Type	Value Amount	Quantity	Total Amount
1	SERATUS RUPIAH	Coin	100	0	0.00
2	LIMA RATUS RP	Coin	500	0	0.00
3	SERIBU RP	Bank Note	1000	0	0.00
4	DUA PULUH RIBU	Bank Note	20000	0	0.00
5	LIMA PULUH RIBU RUPIAH	Bank Note	50000	0	0.00
6	SERATUS RIBU RUPIAH	Bank Note	100000	0	0.00

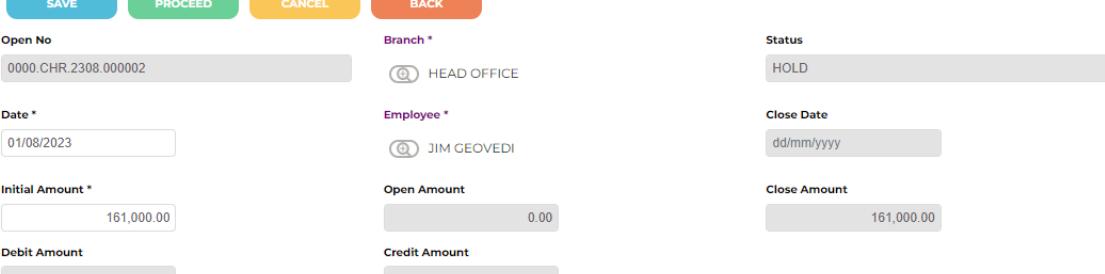
Showing 1 to 6 of 6 entries

First 1 Last

Gambar 74 Halaman Tab Bank Note And Coin

- h. Setelah data Cashier Open berhasil disimpan, klik tombol **PROCEED** (muncul ketika field Initial Amount lebih dari 0) untuk memproses data Cashier dan status data akan berubah menjadi On Process, atau klik tombol **CANCEL** untuk membatalkan proses data Cashier dan status data akan berubah menjadi Cancel. Data yang telah diproses, akan masuk ke sub menu Account Transfer Request.

Open Info



The screenshot shows the 'Open Info' form with the following fields:

- Open No: 0000.CHR.2308.00002
- Date: 01/08/2023
- Initial Amount: 161,000.00
- Debit Amount: 0.00
- Branch: HEAD OFFICE
- Employee: JIM GEOVEDI
- Status: HOLD
- Open Amount: 0.00
- Credit Amount: 0.00
- Close Date: dd/mm/yyyy
- Close Amount: 161,000.00

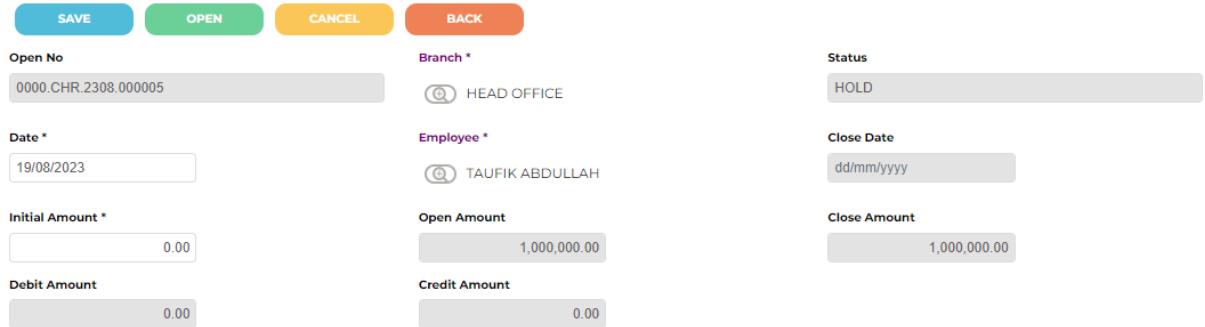
Gambar 75 Halaman Open Info (Status: Hold, Button: Proceed)

- i. Setelah data Cashier Open berhasil disimpan, klik tombol **OPEN** (muncul ketika field Initial Amount sama dengan 0) untuk membuka data Cashier dan status data akan berubah

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menjadi On Process, atau klik tombol **CANCEL** untuk membatalkan proses data Cashier dan status data akan berubah menjadi Cancel.

Open Info



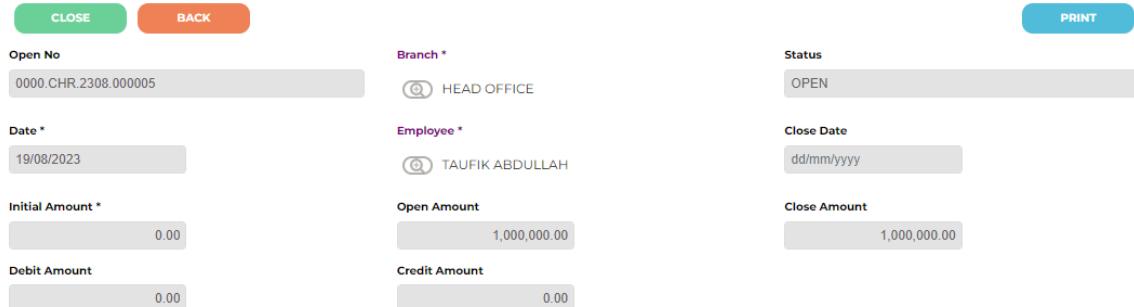
The screenshot shows the 'Open Info' form with the following data:

- Open No:** 0000.CHR.2308.000005
- Date:** 19/08/2023
- Initial Amount:** 0.00
- Debit Amount:** 0.00
- Branch:** HEAD OFFICE
- Employee:** TAUFIK ABDULLAH
- Open Amount:** 1,000,000.00
- Credit Amount:** 0.00
- Status:** HOLD
- Close Date:** dd/mm/yyyy
- Close Amount:** 1,000,000.00

Gambar 76 Halaman Open Info (Status: Hold, Button: Open)

- j. Ketika data Cashier berstatus Open, klik tombol **CLOSE** untuk melakukan close data cashier dan status data akan berubah menjadi Close. Selain itu, user dapat mencetak data Cashier dengan mengklik tombol **PRINT**.

Open Info



The screenshot shows the 'Open Info' form with the following data:

- Open No:** 0000.CHR.2308.000005
- Date:** 19/08/2023
- Initial Amount:** 0.00
- Debit Amount:** 0.00
- Branch:** HEAD OFFICE
- Employee:** TAUFIK ABDULLAH
- Open Amount:** 1,000,000.00
- Credit Amount:** 0.00
- Status:** OPEN
- Close Date:** dd/mm/yyyy
- Close Amount:** 1,000,000.00

Gambar 77 Halaman Open Info (Status: Open)

- k. Jika user ingin melakukan perubahan data klik tombol  pada baris data Cashier Open List.

3.4.2 Cashier Received Request

Sub Menu Cashier Received Request dapat diakses oleh user melalui modul **Finance > Cashier > Cashier Received Request**. Sub Menu Cashier Received Request dapat digunakan oleh user untuk melakukan request penerimaan yang berkaitan dengan kontrak pembiayaan pada sistem, seperti : PDC

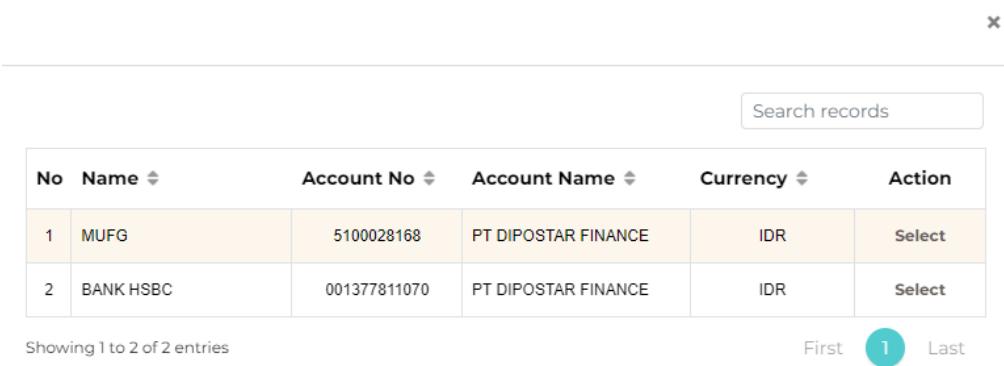
	USER GUIDE		
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Register, pelunasan dipercepat, restructure, biaya birojasa dan yang berhubungan dengan tagihan ke client dari modul lain.

3.4.2.1 Step Process Received Request

Berikut adalah Step Process Received Request:

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



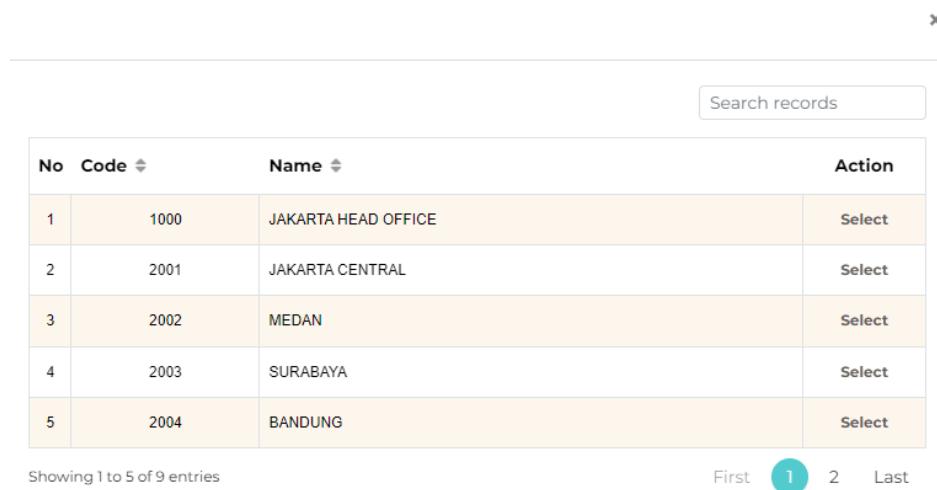
No	Name	Account No	Account Name	Currency	Action
1	MUFG	5100028168	PT DIPOSTAR FINANCE	IDR	Select
2	BANK HSBC	001377811070	PT DIPOSTAR FINANCE	IDR	Select

Showing 1 to 2 of 2 entries

First 1 Last

Gambar 78 Halaman Look Up Bank

- 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 79 Halaman Look Up Branch

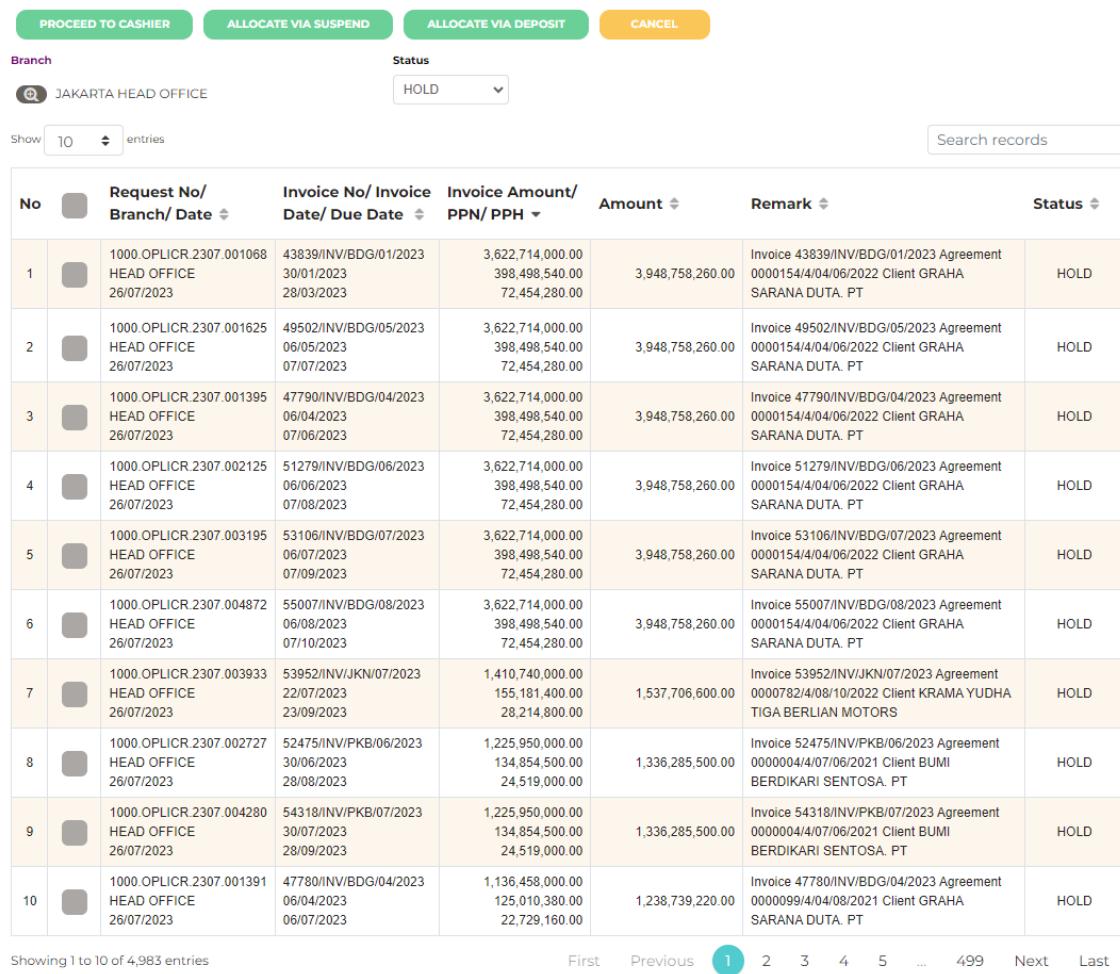
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- c. Pilih Status yang akan dilihat kemudian klik tombol dropdown list Status  maka sistem akan menampilkan halaman Cashier Received Request List.

Cashier Received Request List

Choose Bank

 MUFG - 5100028168



The screenshot shows a table of 10 entries from the Cashier Received Request List. The columns are:

- No
- Request No/ Branch/ Date
- Invoice No/ Invoice Date/ Due Date
- Invoice Amount/ PPN/ PPH
- Amount
- Remark
- Status

Each entry includes a checkbox in the first column. The entries are:

No	Request No/ Branch/ Date	Invoice No/ Invoice Date/ Due Date	Invoice Amount/ PPN/ PPH	Amount	Remark	Status
1	1000.OPLICR.2307.001068 HEAD OFFICE 26/07/2023	43839/INV/BDG/01/2023 30/01/2023 28/03/2023	3,622,714,000.00 398,498,540.00 72,454,280.00	3,948,758,260.00	Invoice 43839/INV/BDG/01/2023 Agreement 0000154/4/04/06/2022 Client GRAHA SARANA DUTA. PT	HOLD
2	1000.OPLICR.2307.001625 HEAD OFFICE 26/07/2023	49502/INV/BDG/05/2023 06/05/2023 07/07/2023	3,622,714,000.00 398,498,540.00 72,454,280.00	3,948,758,260.00	Invoice 49502/INV/BDG/05/2023 Agreement 0000154/4/04/06/2022 Client GRAHA SARANA DUTA. PT	HOLD
3	1000.OPLICR.2307.001395 HEAD OFFICE 26/07/2023	47790/INV/BDG/04/2023 06/04/2023 07/06/2023	3,622,714,000.00 398,498,540.00 72,454,280.00	3,948,758,260.00	Invoice 47790/INV/BDG/04/2023 Agreement 0000154/4/04/06/2022 Client GRAHA SARANA DUTA. PT	HOLD
4	1000.OPLICR.2307.002125 HEAD OFFICE 26/07/2023	51279/INV/BDG/06/2023 06/06/2023 07/08/2023	3,622,714,000.00 398,498,540.00 72,454,280.00	3,948,758,260.00	Invoice 51279/INV/BDG/06/2023 Agreement 0000154/4/04/06/2022 Client GRAHA SARANA DUTA. PT	HOLD
5	1000.OPLICR.2307.003195 HEAD OFFICE 26/07/2023	53106/INV/BDG/07/2023 06/07/2023 07/09/2023	3,622,714,000.00 398,498,540.00 72,454,280.00	3,948,758,260.00	Invoice 53106/INV/BDG/07/2023 Agreement 0000154/4/04/06/2022 Client GRAHA SARANA DUTA. PT	HOLD
6	1000.OPLICR.2307.004872 HEAD OFFICE 26/07/2023	55007/INV/BDG/08/2023 06/08/2023 07/10/2023	3,622,714,000.00 398,498,540.00 72,454,280.00	3,948,758,260.00	Invoice 55007/INV/BDG/08/2023 Agreement 0000154/4/04/06/2022 Client GRAHA SARANA DUTA. PT	HOLD
7	1000.OPLICR.2307.003933 HEAD OFFICE 26/07/2023	53952/INV/JKN/07/2023 22/07/2023 23/09/2023	1,410,740,000.00 155,181,400.00 28,214,800.00	1,537,706,600.00	Invoice 53952/INV/JKN/07/2023 Agreement 0000782/4/08/10/2022 Client KRAMA YUDHA TIGA BERLIAN MOTORS	HOLD
8	1000.OPLICR.2307.002727 HEAD OFFICE 26/07/2023	52475/INV/PKB/06/2023 30/06/2023 28/08/2023	1,225,950,000.00 134,854,500.00 24,519,000.00	1,336,285,500.00	Invoice 52475/INV/PKB/06/2023 Agreement 0000004/4/07/06/2021 Client BUMI BERDIKARI SENTOSA. PT	HOLD
9	1000.OPLICR.2307.004280 HEAD OFFICE 26/07/2023	54318/INV/PKB/07/2023 30/07/2023 28/09/2023	1,225,950,000.00 134,854,500.00 24,519,000.00	1,336,285,500.00	Invoice 54318/INV/PKB/07/2023 Agreement 0000004/4/07/06/2021 Client BUMI BERDIKARI SENTOSA. PT	HOLD
10	1000.OPLICR.2307.001391 HEAD OFFICE 26/07/2023	47780/INV/BDG/04/2023 06/04/2023 06/07/2023	1,136,458,000.00 125,010,380.00 22,729,160.00	1,238,739,220.00	Invoice 47780/INV/BDG/04/2023 Agreement 0000099/4/04/08/2021 Client GRAHA SARANA DUTA. PT	HOLD

Showing 1 to 10 of 4,983 entries

First Previous 1 2 3 4 5 ... 499 Next Last

Gambar 80 Halaman Cashier Received Request List

- d. User dapat memberi tanda checklist “” pada baris data Cashier Received Request List dengan status data Hold kemudian klik tombol  untuk melanjutkan proses data cashier ke sub menu Received Transaction dan status data akan berubah menjadi On Process, atau klik tombol  untuk melanjutkan proses data cashier ke menu Suspend

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sub menu Allocation atau klik tombol **ALLOCATE VIA DEPOSIT** untuk melanjutkan proses data cashier ke menu Deposit sub menu Allocation, atau klik tombol **CANCEL** untuk melakukan pembatalan data Cashier Received Request dan status data akan berubah menjadi Cancel.

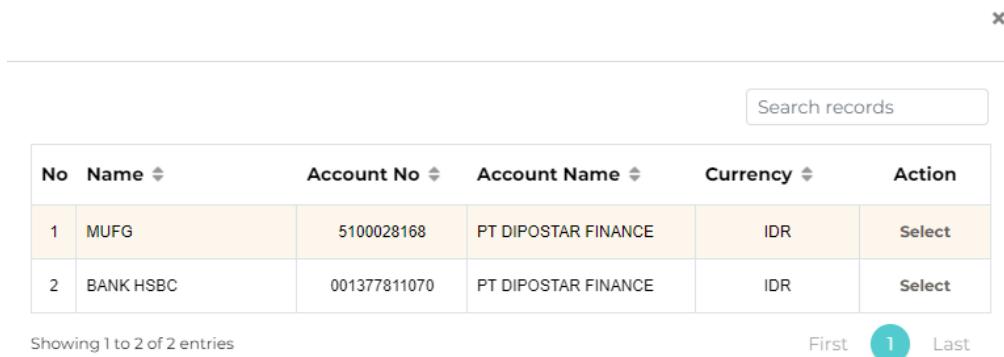
3.4.3 Cashier Transaction

Sub Menu Cashier Transaction dapat diakses oleh user melalui modul **Finance > Cashier > Cashier Transaction**. Sub Menu Cashier Transaction dapat digunakan oleh user untuk proses penerimaan angsuran, denda dan tagihan-tagihan yang harus dibayarkan oleh client ke multifinance.

3.4.3.1 Step Process Cashier Transaction

Berikut adalah Step Cashier Transaction:

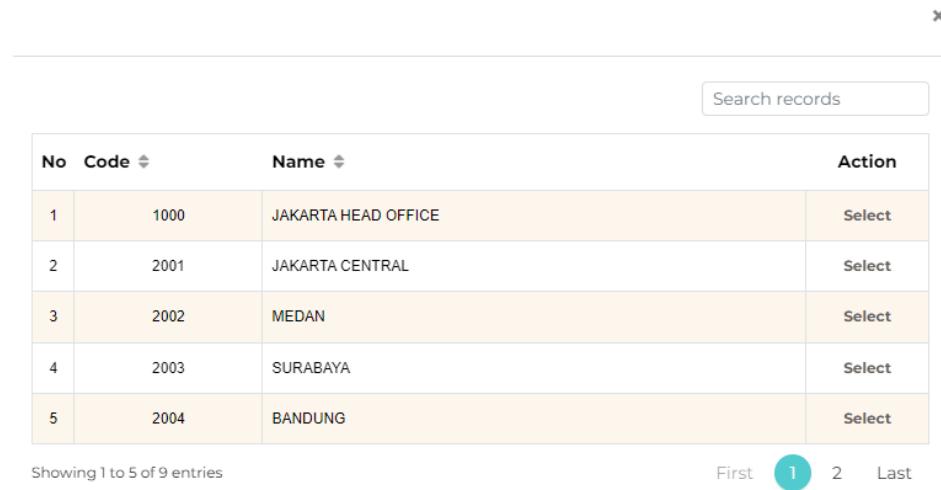
- Klik tombol  untuk menampilkan Look Up Bank, lalu klik **Select** untuk menampilkan data yang dipilih.



Gambar 81 Halaman Look Up Bank

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

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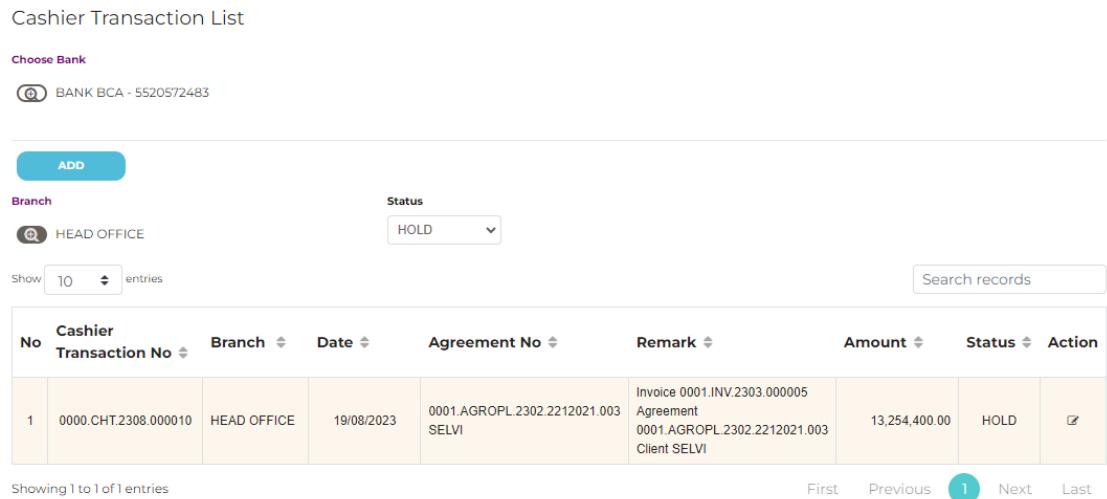
A screenshot of a web-based application interface titled "Look Up Branch". At the top right is a search bar labeled "Search records". Below it is a table with the following columns: "No", "Code", "Name", and "Action". The data rows are:

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

At the bottom left is a message "Showing 1 to 5 of 9 entries". On the right are navigation buttons: "First", a blue button with "1", "2", "Last".

Gambar 82 Halaman Look Up Branch

- c. Klik tombol  untuk menambahkan data pada tampilan Cashier Transaction List.



A screenshot of a web-based application interface titled "Cashier Transaction List". At the top right is a search bar labeled "Search records". Below it is a table with the following columns: "No", "Cashier Transaction No", "Branch", "Date", "Agreement No", "Remark", "Amount", "Status", and "Action". The data row is:

No	Cashier Transaction No	Branch	Date	Agreement No	Remark	Amount	Status	Action
1	0000.CHT.2308.000010	HEAD OFFICE	19/08/2023	0001.AGROPL.2302.2212021.003 SELVI	Invoice 0001.INV.2303.000005 Agreement 0001.AGROPL.2302.2212021.003 Client SELVI	13,254,400.00	HOLD	

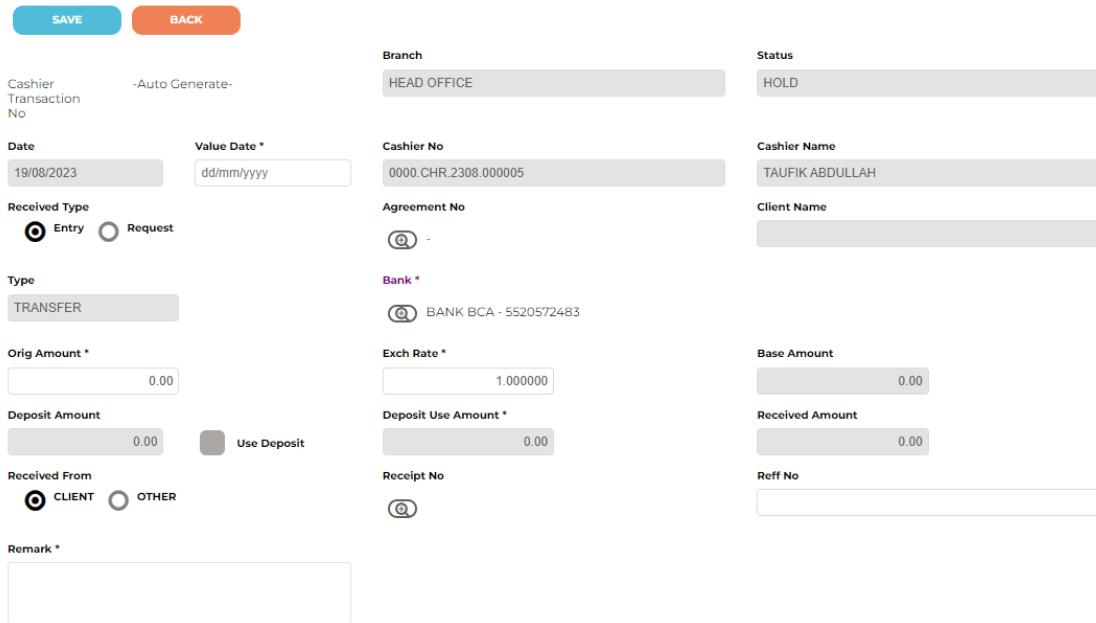
At the bottom left is a message "Showing 1 to 1 of 1 entries". On the right are navigation buttons: "First", "Previous", a blue button with "1", "Next", "Last".

Gambar 83 Halaman Cashier Transaction List

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

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Cashier Transaction Info



SAVE BACK

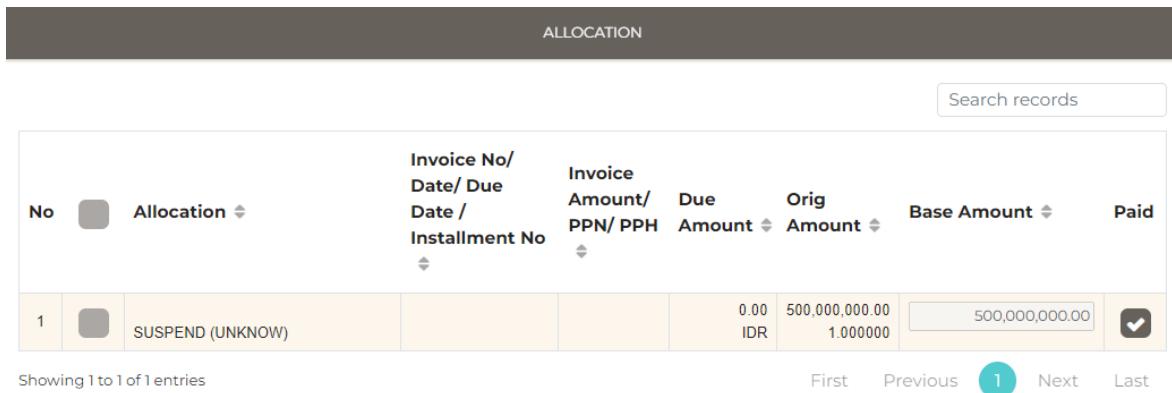
Cashier Transaction No	-Auto Generate-	Branch	HEAD OFFICE	Status	HOLD
Date	19/08/2023	Value Date *	dd/mm/yyyy	Cashier No	0000.CHR.2308.000005
Received Type	<input checked="" type="radio"/> Entry <input type="radio"/> Request	Agreement No	-		
Type	TRANSFER	Bank *	BANK BCA - 5520572483		
Orig Amount *	0.00	Exch Rate *	1.000000	Base Amount	0.00
Deposit Amount	0.00	Deposit Use Amount *	0.00	Received Amount	0.00
Received From	<input checked="" type="radio"/> CLIENT <input type="radio"/> OTHER	Receipt No	-		
Remark *					
<input type="checkbox"/> Use Deposit					

Gambar 84 Halaman Cashier Transaction Info

- e. Setelah data Cashier Transaction berhasil disimpan, sistem akan menampilkan halaman Tab, antara lain: Tab Allocation.

Tab Allocation

- f. Pada halaman Cashier Transaction Info Tab Allocation, sistem akan menampilkan informasi listing data transaksi yang akan dialokasikan.



ALLOCATION

No	Allocation	Invoice No/ Date/ Due Date / Installment No	Invoice Amount/ PPN/ PPH	Due Amount	Orig Amount	Base Amount	Paid
1	SUSPEND (UNKNOWN)		0.00 IDR	500,000,000.00	1.000000	500,000,000.00	<input checked="" type="checkbox"/>

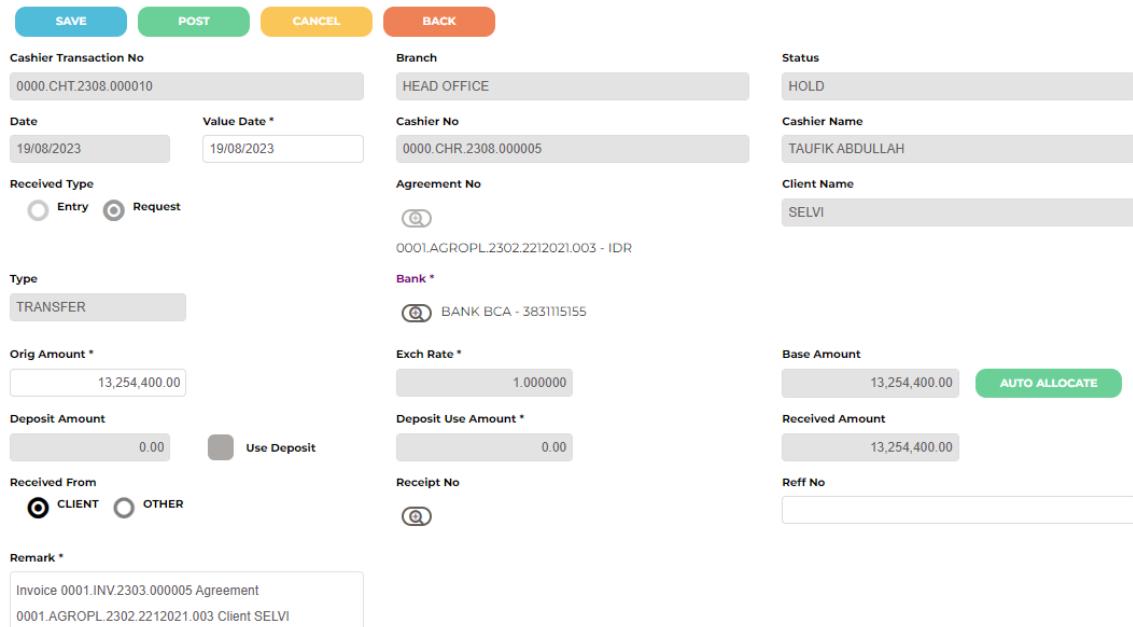
Showing 1 to 1 of 1 entries First Previous **1** Next Last

Gambar 85 Halaman Tab Allocation

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- g. Setelah data Cashier Transaction berhasil disimpan, klik tombol **POST** untuk memproses data Cashier Transaction dan status data akan berubah menjadi Paid, atau klik tombol **CANCEL** untuk membatalkan proses transaksi kasir dan status data akan berubah menjadi Cancel. Selain itu, user dapat melakukan alokasi data Cashier Transaction secara otomatis dengan mengklik tombol **AUTO ALLOCATE**.

Cashier Transaction Info



The screenshot shows the 'Cashier Transaction Info' form with the following fields:

- Buttons:** SAVE (blue), POST (green), CANCEL (yellow), BACK (orange).
- Text Fields:**
 - Cashier Transaction No: 0000.CHT.2308.000010
 - Date: 19/08/2023
 - Value Date *: 19/08/2023
 - Branch: HEAD OFFICE
 - Status: HOLD
 - Cashier No: 0000.CHR.2308.000005
 - Cashier Name: TAUFIK ABDULLAH
 - Client Name: SELVI
 - Type: TRANSFER
 - Bank *: BANK BCA - 3831115155
 - Orig Amount *: 13,254,400.00
 - Exch Rate *: 1.000000
 - Base Amount: 13,254,400.00
 - Deposit Amount: 0.00
 - Deposit Use Amount *: 0.00
 - Received Amount: 13,254,400.00
 - Received From: CLIENT
 - Receipt No: (empty)
 - Ref No: (empty)
 - Remark *: Invoice 0001.INV.2303.000005 Agreement
0001.AGROPL.2302.2212021.003 Client SELVI
- Buttons:** AUTO ALLOCATE (green) located next to the Base Amount field.

Gambar 86 Halaman Cashier Transaction Info (Status: Hold)

- h. Ketika data Cashier Transaction berstatus Paid, user dapat melakukan permintaan pembalikan data dengan mengklik tombol **REVERSAL** maka status data akan berubah menjadi On Reverse dan data akan masuk ke modul Approval.

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Cashier Transaction Info

REVERSAL
BACK

Cashier Transaction No	Branch	Status
1000.CHT.2310.000028	JAKARTA HEAD OFFICE	PAID
Date	Value Date *	Cashier No
06/10/2023	06/10/2023	1000.CHR.2310.000003
Received Type	Agreement No	Client Name
<input checked="" type="radio"/> Entry <input type="radio"/> Request	()	
Type	Bank *	
TRANSFER	( MUFG - 5100028168	
Orig Amount *	Exch Rate *	Base Amount
500,000,000.00	1.000000	500,000,000.00
Deposit Amount	Deposit Use Amount *	Received Amount
0.00	( Use Deposit)	500,000,000.00
Received From	Receipt No	Reff No
<input checked="" type="radio"/> CLIENT <input type="radio"/> OTHER	(	
Remark *	-	

Gambar 87 Halaman Cashier Transaction Info (Status: Paid)

- Jika user ingin melakukan perubahan data klik tombol  pada baris data Cashier Transaction List.

3.4.4 Account Transfer Request

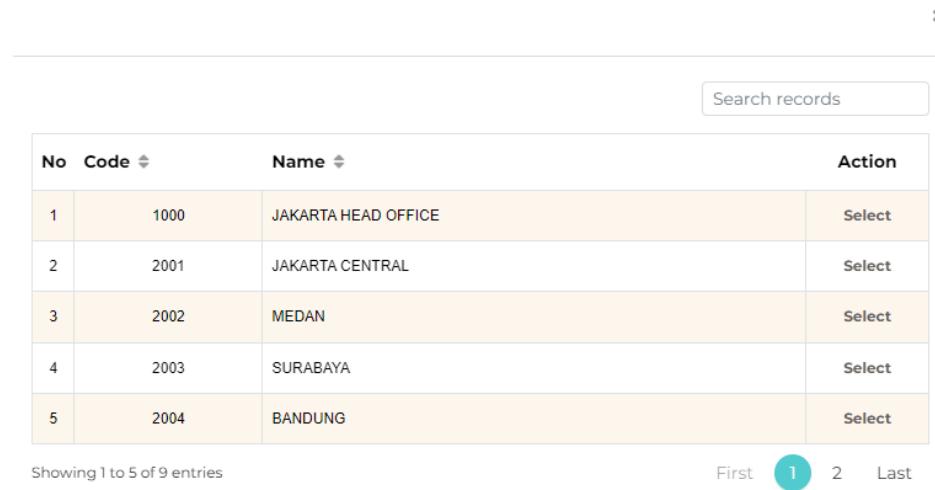
Sub Menu Account Transfer Request dapat diakses oleh user melalui modul **Finance > Cashier > Account Transfer Request**. Sub Menu Account transfer Request digunakan proses pindah buku antara satu rekening dan rekening lain.

3.4.4.1 Step Process Account Transfer Request

Berikut adalah Step Process Account Transfer Request:

- 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 "Look Up Branch" with the following data:

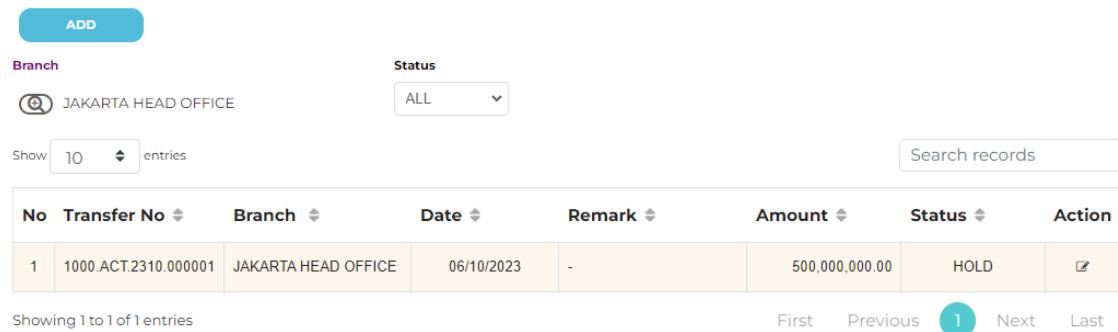
No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

Showing 1 to 5 of 9 entries First 1 2 Last

Gambar 88 Halaman Look Up Branch

- b. Klik tombol ADD untuk menambahkan data pada tampilan Account Transfer Request List.

Account Transfer Request List



The screenshot shows a table titled "Account Transfer Request List" with the following data:

No	Transfer No	Branch	Date	Remark	Amount	Status	Action
1	1000.ACT.2310.000001	JAKARTA HEAD OFFICE	06/10/2023	-	500,000,000.00	HOLD	<input checked="" type="checkbox"/>

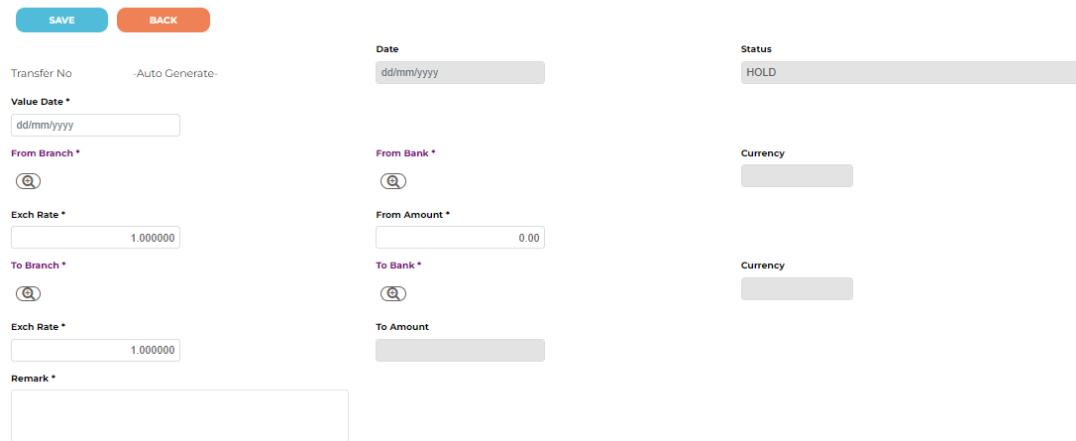
Show 10 entries First Previous 1 Next Last

Gambar 89 Halaman Account Transfer Request List

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

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Account Transfer Request Info

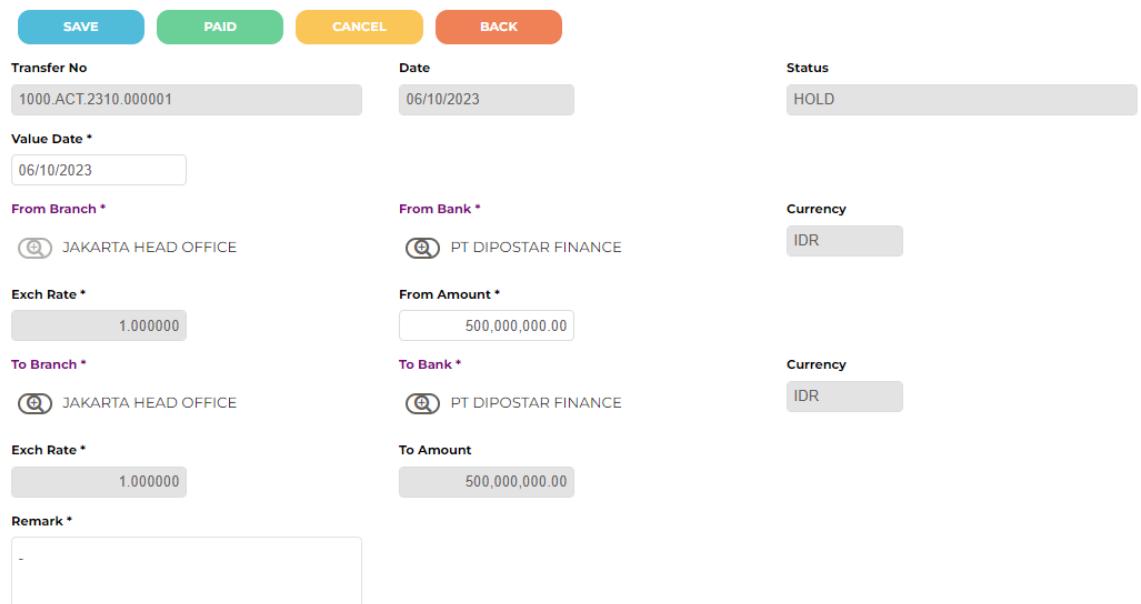


This screenshot shows the 'Account Transfer Request Info' form. It includes fields for Transfer No (Auto Generate), Date (dd/mm/yyyy), Status (HOLD), Value Date (dd/mm/yyyy), From Branch (@), To Branch (@), Exch Rate (1.000000), From Amount (0.00), To Bank (@), To Amount, and Currency. A Remark field is also present. At the top, there are 'SAVE' and 'BACK' buttons, and at the bottom right, there is a green 'PAID' button.

Gambar 90 Halaman Account Transfer Request Info

- d. Setelah data Account Transfer Request berhasil disimpan, klik tombol **PAID** untuk melakukan proses konfirmasi transfer rekening dan status data akan berubah menjadi Paid, atau klik tombol **CANCEL** untuk membatalkan proses konfirmasi transfer rekening dan status data akan berubah menjadi Cancel.

Account Transfer Request Info



This screenshot shows the 'Account Transfer Request Info' form with the status set to 'HOLD'. It includes fields for Transfer No (1000.ACT.2310.000001), Date (06/10/2023), Status (HOLD), Value Date (06/10/2023), From Branch (JAKARTA HEAD OFFICE), To Branch (JAKARTA HEAD OFFICE), Exch Rate (1.000000), From Amount (500,000,000.00), To Bank (PT DIPOSTAR FINANCE), To Amount (500,000,000.00), and Currency (IDR). A Remark field is also present. At the top, there are 'SAVE', 'PAID', 'CANCEL', and 'BACK' buttons.

Gambar 91 Halaman Account Transfer Request Info (Status: Hold)

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- e. Jika user ingin melakukan perubahan data klik tombol  pada baris data Account Transfer Request List.

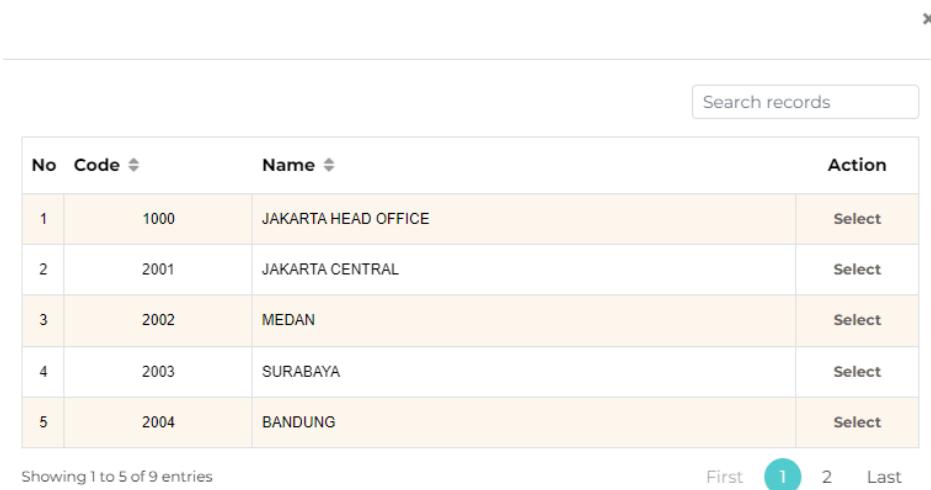
3.4.5 Inquiry

Sub Menu Inquiry dapat diakses oleh user melalui modul **Finance > Cashier > Inquiry**. Sub Menu Inquiry dapat digunakan oleh user untuk melakukan proses monitoring dan inquiry terhadap penerimaan yang dilakukan pada cashier.

3.4.5.1 Step Process Inquiry

Berikut adalah Step Process Inquiry:

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



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

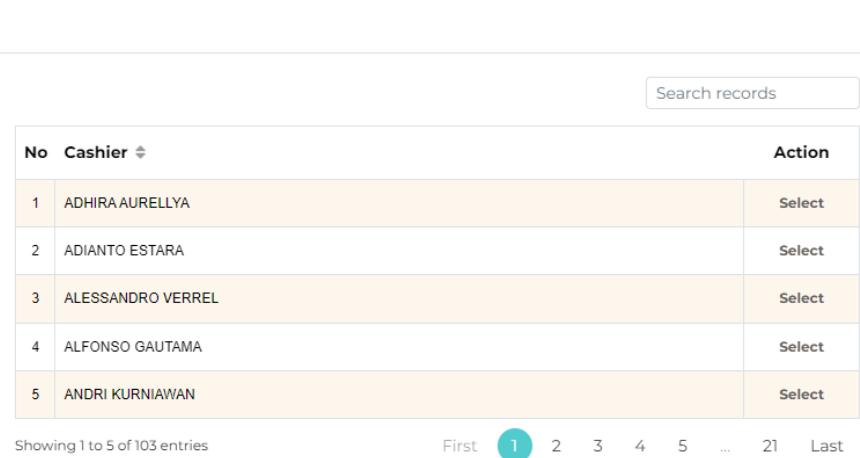
No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

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

Gambar 92 Halaman Look Up Branch

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

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - FINANCE	Date	Agustus 2023



A screenshot of a software interface titled "USER GUIDE". The main content is a "Look Up Cashier" section. At the top right is a search bar labeled "Search records". Below it is a table with the following columns: "No", "Cashier", and "Action". The table contains five rows of data:

No	Cashier	Action
1	ADHIRA AURELLYA	Select
2	ADIANTO ESTARA	Select
3	ALESSANDRO VERREL	Select
4	ALFONSO GAUTAMA	Select
5	ANDRI KURNIAWAN	Select

Below the table, there is a message "Showing 1 to 5 of 103 entries" and a navigation bar with buttons for "First", "1", "2", "3", "4", "5", "...", "21", and "Last".

Gambar 93 Halaman Look Up Cashier

- c. Setelah memilih Branch, Cashier dan Date maka sistem akan menampilkan halaman Inquiry List.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - FINANCE	Date	Agustus 2023

Inquiry List

Branch	Cashier	From Date	To Date				
 HEAD OFFICE		01/08/2022	23/08/2023				
Show 10 entries			<input type="button" value="Search records"/>				
No Cashier Transaction No Branch Date Agreement No Remark Amount Action							
1	0000.CHT.2308.000010	HEAD OFFICE	19/08/2023	0001.AGROPL.2302.2212021.003 SELVI	Invoice 0001.INV.2303.000005 Agreement 0001.AGROPL.2302.2212021.003 Client SELVI	13,254,400.00	
2	0000.CHT.2308.000006	HEAD OFFICE	31/07/2023		-	4,000,000.00	
3	0000.CHT.2308.000009	HEAD OFFICE	31/07/2023	0000129/4/0000/07/2023 WINDA	Invoice 00214/INV/0000/07/2023 Agreement 0000129/4/0000/07/2023 Client INDO	150,000.00	
4	0000.CHT.2307.000166	HEAD OFFICE	30/07/2023	0000021/4/0001/04/2023 RICHY COOKIES	Invoice 00159/INV/0001/07/2023 Agreement 0000021/4/0001/04/2023 Client Ricky Brian	62,326,200.00	
5	0000.CHT.2307.000167	HEAD OFFICE	30/07/2023	0001.AGROPL.2304.2212044.004 ESA SENTOSA	Invoice 00136/INV/0001/07/2023 Agreement 0001.AGROPL.2304.2212044.004 Client ESA SENTOSA	5,777,590.00	
6	0000.CHT.2307.000168	HEAD OFFICE	30/07/2023	0001.AGROPL.2304.2212044.003 ESA SENTOSA	Invoice 00135/INV/0001/07/2023 Agreement 0001.AGROPL.2304.2212044.003 Client ESA SENTOSA	5,777,590.00	
7	0000.CHT.2307.000145	HEAD OFFICE	23/07/2023	0001.AGRFD.2110.2101054.001 CAHAYA BAROKAH MAKMUR	Agreement No : 0001.AGRFD.2110.2101054.001, CAHAYA BAROKAH MAKMUR -	1,000,000.00	
8	0000.CHT.2307.000146	HEAD OFFICE	23/07/2023	0000032/4/0002/04/2023 PT DANA DUNIA	Invoice 00066/INV/0002/07/2023 Agreement 0000032/4/0002/04/2023 Client Dana Danu	92,028,700.00	
9	0000.CHT.2307.000147	HEAD OFFICE	23/07/2023	0000170/4/0000/07/2023 BERKAH BERSAMA	Agreement No : 0000170/4/0000/07/2023, BERKAH BERSAMA -	60,295,530.00	
10	0000.CHT.2307.000149	HEAD OFFICE	23/07/2023		-	10,000,000.00	

Showing 1 to 10 of 366 entries

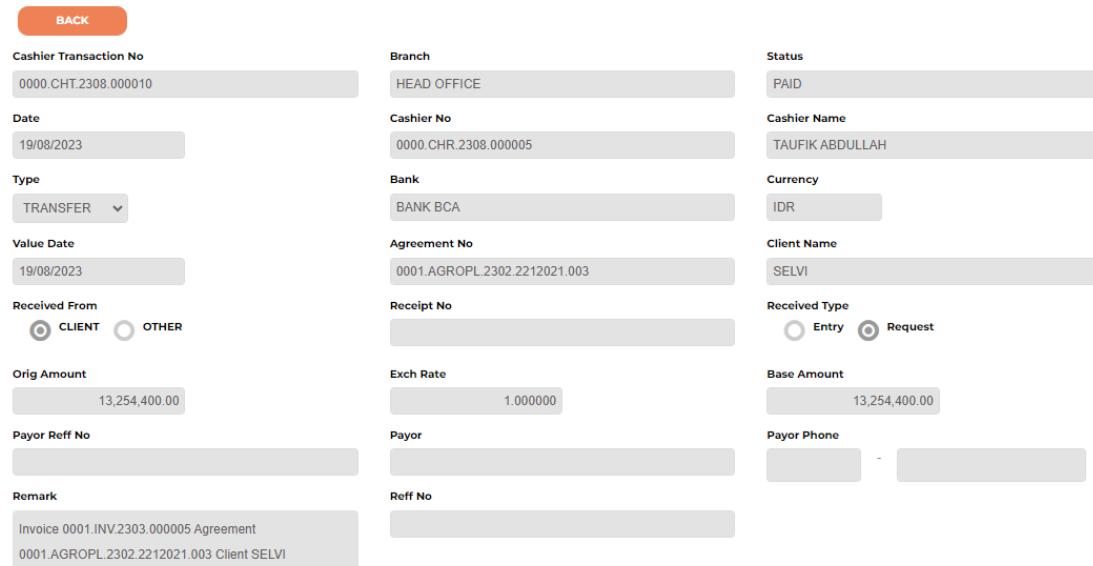
First Previous  2 3 4 5 ... 37 Next Last

Gambar 94 Halaman Inquiry List

- d. Klik tombol  untuk melihat detail data Inquiry.

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - FINANCE	Date	Agustus 2023

Inquiry Cashier Info



Gambar 95 Halaman Inquiry Cashier Info

- e. Pada halaman Inquiry Cashier Info, terdapat halaman Allocation Detail List.

Allocation Detail List



Allocation Detail List					
No	Allocation	Installment No	Initial Amount	Amount	Paid
1	Invoice 0001.INV.2303.000005 Agreement 0001.AGROPL.2302.2212021.003 Client SELVI		13,254,400.00	13,254,400.00	<input checked="" type="checkbox"/>

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

Gambar 96 Halaman Allocation Detail List

- f. Klik tombol  untuk kembali ke halaman sebelumnya.

3.5 Deposit Management

Deposit Management adalah Menu yang digunakan untuk memanage deposit client yang dapat dilakukan alokasi, move, release dan revenue. Berikut adalah detail penjelasan per masing-masing sub menu yang akan digunakan oleh user.

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - FINANCE	Date	Agustus 2023

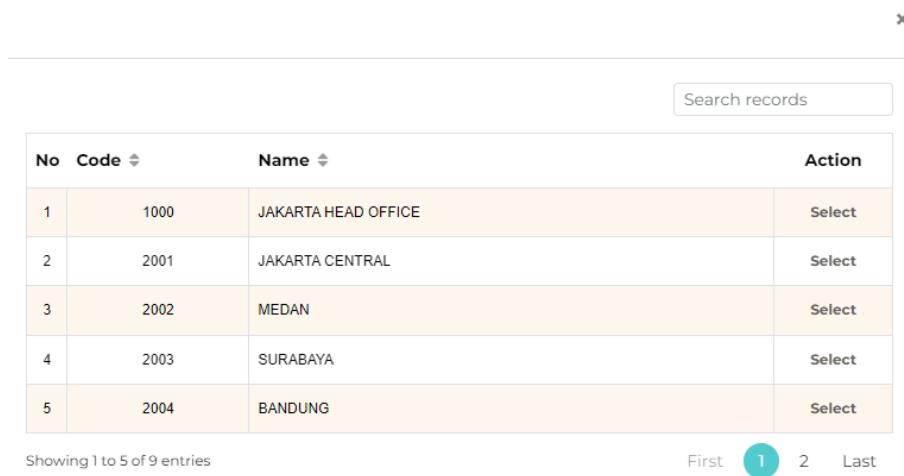
3.5.1 Inquiry

Sub Menu Inquiry dapat diakses oleh user melalui modul **Finance > Deposit Management > Inquiry**. Sub Menu Inquiry dapat digunakan oleh user untuk melakukan proses monitoring dan Inquiry atas data Deposit yang telah terdaftar pada sistem.

3.5.1.1 Step Process Inquiry

Berikut adalah Step Process Inquiry:

- 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, Previous, Next, and Last, with the number 1 highlighted in a teal circle.

Gambar 97 Halaman Look Up Branch

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



The screenshot shows a table titled "Inquiry List" with columns: No, Deposit No, Branch, Agreement No, Deposit Type, Currency, Total Amount, and Action. The table contains three entries:

No	Deposit No	Branch	Agreement No	Deposit Type	Currency	Total Amount	Action
1	1000.OPLADM.2308.000001	JAKARTA HEAD OFFICE	0000002/4/34/08/2023 KURNIA IRawan	OTHER	IDR	20,000,000.00	
2	2034.OPLADM.2308.000001	TANGERANG	0000001/4/34/08/2023 KURNIA IRawan	INSTALLMENT	IDR	0.00	
3	2034.OPLADM.2308.000002	TANGERANG	0000002/4/34/08/2023 KURNIA IRawan	INSTALLMENT	IDR	10,000,000.00	

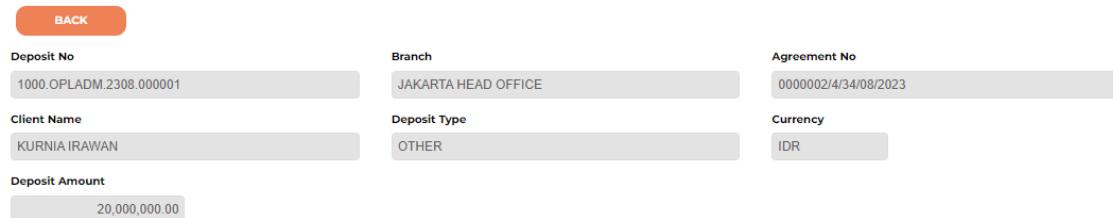
Below the table, it says "Showing 1 to 3 of 3 entries". At the bottom right, there are buttons for First, Previous, Next, and Last, with the number 1 highlighted in a teal circle.

Gambar 98 Halaman Inquiry List

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - FINANCE	Date	Agustus 2023

- c. Klik tombol  untuk melihat detail data Inquiry.

Inquiry Info



The screenshot shows the 'Inquiry Info' page with the following fields filled:

- Deposit No: 1000.OPLADM.2308.000001
- Branch: JAKARTA HEAD OFFICE
- Agreement No: 0000002/4/34/08/2023
- Client Name: KURNIA IRAWAN
- Deposit Type: OTHER
- Currency: IDR
- Deposit Amount: 20,000,000.00

Gambar 99 Halaman Inquiry Info

- d. Pada halaman Inquiry Info, terdapat halaman Inquiry Detail List.

Inquiry Detail List



The screenshot shows the 'Inquiry Detail List' table with the following data:

No	Transaction Date	Source	Agreement No	Orig Amount	Currency	Base Amount
1	20/08/2023	1000.DMV.2308.000001 DEPOSIT MOVE	0000002/4/34/08/2023 KURNIA IRAWAN	20,000,000.00	IDR 1.000000	20,000,000.00

Show 10 entries Search records

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

Gambar 100 Halaman Inquiry Detail List

- e. Klik tombol  untuk kembali ke halaman sebelumnya.

3.5.2 Allocation

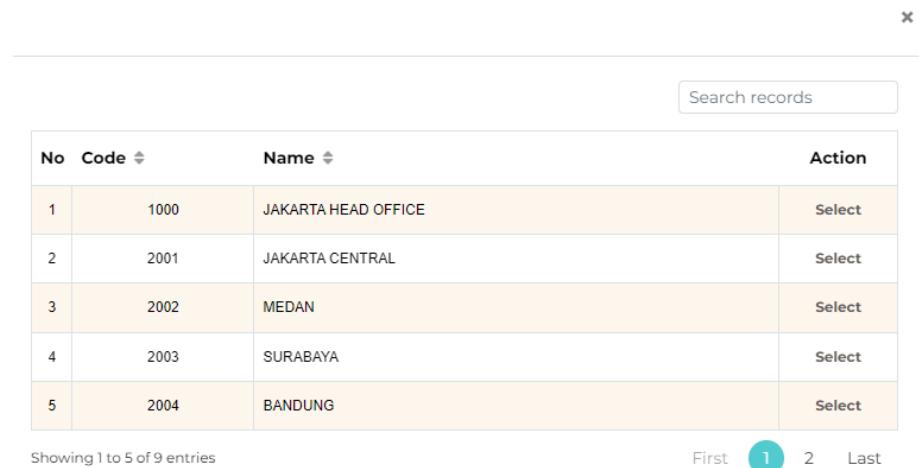
Sub Menu Allocation dapat diakses oleh user melalui modul **Finance > Deposit Management > Allocation**. Sub Menu Allocation dapat digunakan oleh user untuk melakukan proses alokasi terhadap dana deposit yang telah terdaftar pada sistem.

3.5.2.1 Step Process Allocation

Berikut adalah Step Process Allocation:

- 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 - FINANCE	Date	Agustus 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

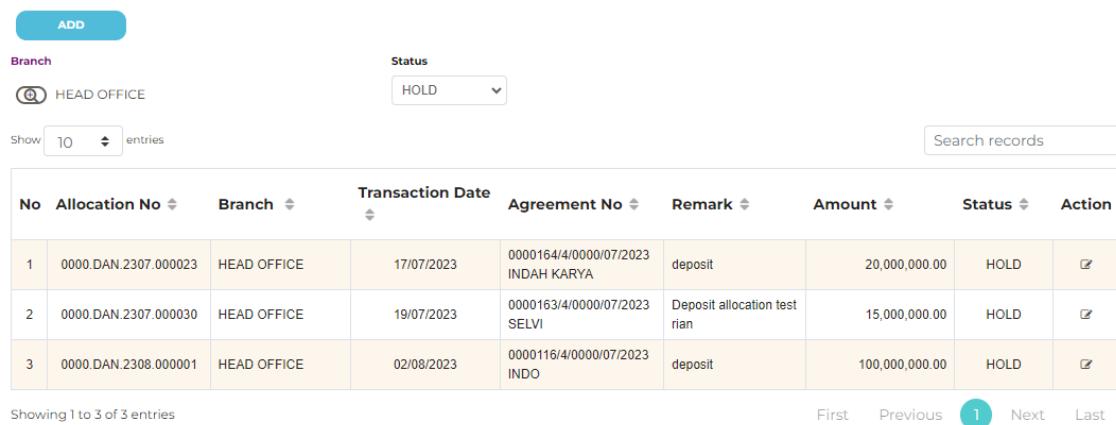
Showing 1 to 5 of 9 entries

First 1 2 Last

Gambar 101 Halaman Look Up Branch

- b. Klik tombol ADD untuk menambahkan data pada tampilan Allocation List.

Allocation List



Search records

No	Allocation No	Branch	Transaction Date	Agreement No	Remark	Amount	Status	Action
1	0000.DAN.2307.000023	HEAD OFFICE	17/07/2023	0000164/0000/07/2023 INDAH KARYA	deposit	20,000,000.00	HOLD	<input checked="" type="checkbox"/>
2	0000.DAN.2307.000030	HEAD OFFICE	19/07/2023	0000163/4/0000/07/2023 SELVI	Deposit allocation test rian	15,000,000.00	HOLD	<input checked="" type="checkbox"/>
3	0000.DAN.2308.000001	HEAD OFFICE	02/08/2023	0000116/4/0000/07/2023 INDO	deposit	100,000,000.00	HOLD	<input checked="" type="checkbox"/>

Show 10 entries

Showing 1 to 3 of 3 entries

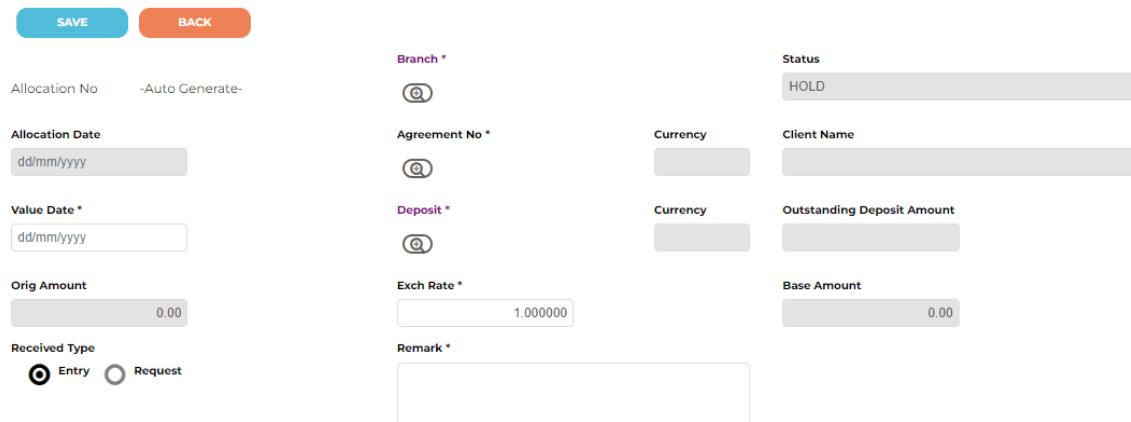
First Previous 1 Next Last

Gambar 102 Halaman Allocation List

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

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - FINANCE	Date	Agustus 2023

Allocation Info



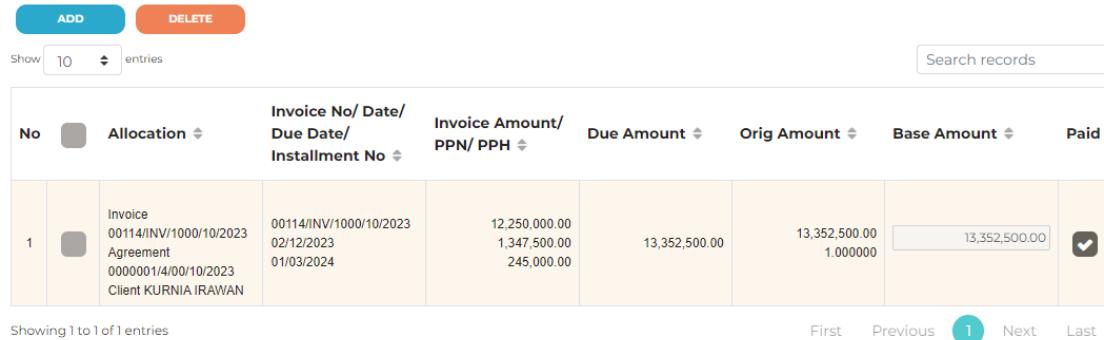
The screenshot shows the 'Allocation Info' form. At the top are two buttons: 'SAVE' (blue) and 'BACK' (orange). Below them are several input fields and dropdowns:

- Allocation No:** -Auto Generate- (disabled)
- Branch *:** (dropdown with icon)
- Status:** HOLD (disabled)
- Allocation Date:** dd/mm/yyyy (text input)
- Agreement No *:** (dropdown with icon)
- Currency:** (dropdown with icon)
- Client Name:** (disabled)
- Value Date *:** dd/mm/yyyy (text input)
- Deposit *:** (dropdown with icon)
- Currency:** (dropdown with icon)
- Outstanding Deposit Amount:** (disabled)
- Orig Amount:** 0.00 (text input)
- Exch Rate *:** 1.000000 (text input)
- Base Amount:** 0.00 (text input)
- Received Type:** (radio buttons) Entry (selected), Request
- Remark *:** (text area)

Gambar 103 Halaman Allocation Info

- d. Setelah data Allocation berhasil disimpan, maka sistem akan menampilkan halaman Allocation List. Klik tombol **ADD** (muncul ketika Received Type Request) untuk menambahkan data pada tampilan Allocation List atau beri tanda checklist “

Allocation List



The screenshot shows the 'Allocation List' table. At the top are buttons for 'ADD' (blue) and 'DELETE' (orange). Below are search and filter options:

No	Allocation	Invoice No/ Date/ Due Date/ Installment No	Invoice Amount/ PPN/ PPH	Due Amount	Orig Amount	Base Amount	Paid
1	(checkbox)	Invoice 00114/INV/1000/10/2023 Agreement 00000014/00/10/2023 Client KURNIA IRAWAN	00114/INV/1000/10/2023 02/12/2023 01/03/2024	12,250,000.00 1,347,500.00 245,000.00	13,352,500.00	13,352,500.00 1.000000	13,352,500.00 <input checked="" type="checkbox"/>

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

Gambar 104 Halaman Allocation List (Received Type: Request)

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - FINANCE	Date	Agustus 2023

SAVE

Show 10 entries Search records

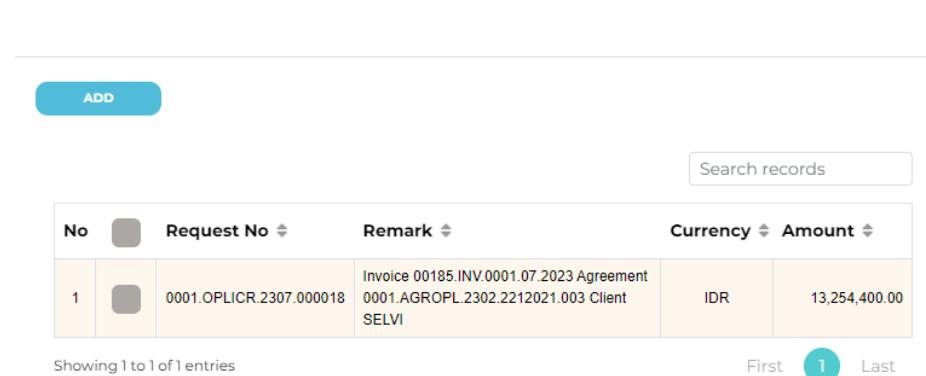
No	Allocation	Invoice No/ Date/ Due Date/ Installment No	Invoice Amount/ PPN/ PPH	Due Amount	Orig Amount	Base Amount	Paid
1	<input checked="" type="checkbox"/>	OVDP OVERDUE PENALTY	1	686,507.25	0.00 1.000000	686,507.25	<input checked="" type="checkbox"/>
2	<input checked="" type="checkbox"/>	OVDP OVERDUE PENALTY	2	1,373,014.50	0.00 1.000000	1,373,014.50	<input checked="" type="checkbox"/>
3	<input checked="" type="checkbox"/>	OVDP OVERDUE PENALTY	3	950,548.50	0.00 1.000000	950,548.50	<input checked="" type="checkbox"/>
4	<input checked="" type="checkbox"/>	OVDP OVERDUE PENALTY	4	844,932.00	0.00 1.000000	844,932.00	<input checked="" type="checkbox"/>
5	<input checked="" type="checkbox"/>	OVDP OVERDUE PENALTY	5	1,651,365.23	0.00 1.000000	0.00	<input type="checkbox"/>
6	<input checked="" type="checkbox"/>	OVDP OVERDUE PENALTY	6	844,932.00	0.00 1.000000	0.00	<input type="checkbox"/>
7	<input checked="" type="checkbox"/>	OVDP OVERDUE PENALTY	7	1,214,589.75	0.00 1.000000	0.00	<input type="checkbox"/>
8	<input checked="" type="checkbox"/>	OVDP OVERDUE PENALTY	8	142,582,275.00	0.00 1.000000	0.00	<input type="checkbox"/>

Showing 1 to 8 of 8 entries First Previous **1** Next Last

Gambar 105 Halaman Allocation List (Received Type: Entry)

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

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - FINANCE	Date	Agustus 2023

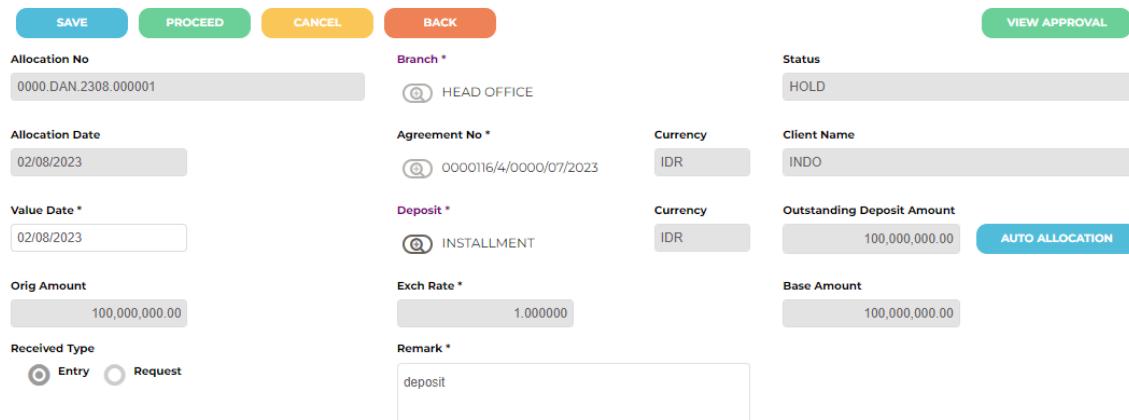


The screenshot shows a table titled "Allocation" with columns: No, Request No, Remark, Currency, and Amount. There is one entry: No 1, Request No 0001.OPLICR.2307.000018, Remark Invoice 00185.INV.0001.07.2023 Agreement 0001.AGROPL.2302.2212021.003 Client SELVI, Currency IDR, Amount 13,254,400.00. Below the table, it says "Showing 1 to 1 of 1 entries". At the bottom right, there are buttons for "First", "Last", and a page number "1".

Gambar 106 Halaman Look Up Allocation

- f. Untuk menghapus data Allocation, user dapat memberi tanda checklist “” pada baris data Allocation List kemudian klik tombol **DELETE** (muncul ketika Received Type Request).
- g. Setelah data Allocation berhasil disimpan, klik tombol **PROCEED** untuk memproses data Allocation dan status data akan berubah menjadi On Process atau klik tombol **CANCEL** untuk membatalkan proses alokasi deposit dan status data akan berubah menjadi Cancel. Data yang telah diproses akan masuk ke modul Approval. Selain itu, user dapat melakukan alokasi data deposit secara otomatis dengan mengklik tombol **AUTO ALLOCATION** (muncul ketika Received Type = Entry) atau klik tombol **VIEW APPROVAL** untuk melihat informasi employee yang melakukan approve.

Allocation Info



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

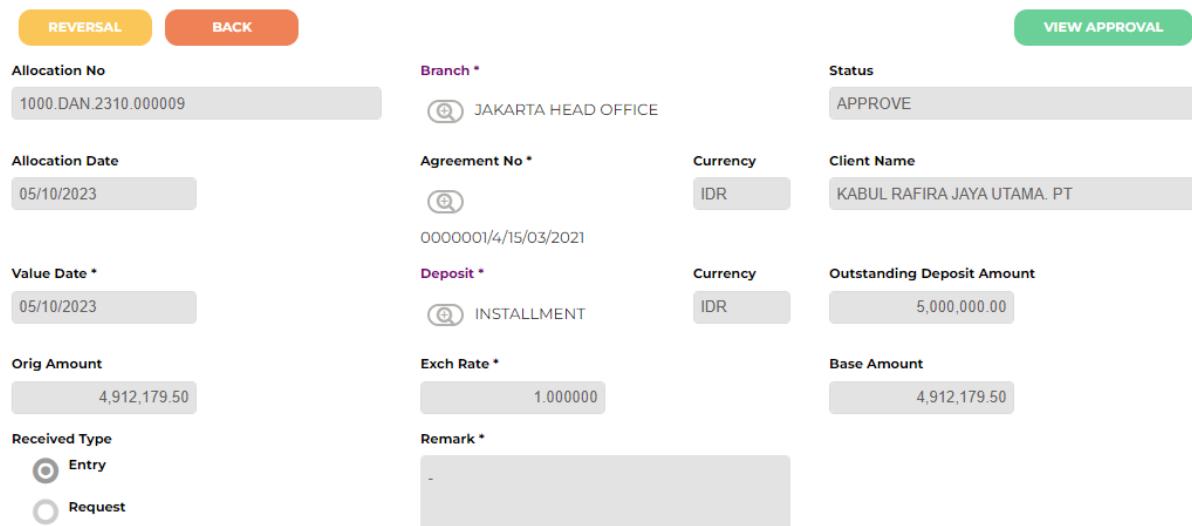
- Buttons: SAVE, PROCEED, CANCEL, BACK, VIEW APPROVAL (disabled), AUTO ALLOCATION (disabled).
- Allocation No: 0000.DAN.2308.000001
- Branch: HEAD OFFICE
- Status: HOLD
- Allocation Date: 02/08/2023
- Agreement No: 0000116/4/0000/07/2023
- Currency: IDR
- Client Name: INDO
- Value Date: 02/08/2023
- Deposit: INSTALLMENT
- Currency: IDR
- Outstanding Deposit Amount: 100,000,000.00
- Orig Amount: 100,000,000.00
- Exch Rate: 1.000000
- Base Amount: 100,000,000.00
- Received Type: Entry (radio button selected)
- Remark: deposit

Gambar 107 Halaman Allocation Info (Status: Hold, Received Type: Entry)

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - FINANCE	Date	Agustus 2023

- h. Ketika data Allocation berstatus Approve, user dapat melakukan permintaan pembalikan data dengan mengklik tombol **REVERSAL** maka status data akan berubah menjadi On Reverse.

Allocation Info



Allocation No	Branch *	Status	
1000.DAN.2310.000009	JAKARTA HEAD OFFICE	APPROVE	
Allocation Date	Agreement No *	Currency	Client Name
05/10/2023	0000001/4/15/03/2021	IDR	KABUL RAFIRA JAYA UTAMA. PT
Value Date *	Deposit *	Currency	Outstanding Deposit Amount
05/10/2023	INSTALLMENT	IDR	5,000,000.00
Orig Amount	Exch Rate *	Base Amount	
4,912,179.50	1.000000	4,912,179.50	
Received Type	Remark *		
<input checked="" type="radio"/> Entry <input type="radio"/> Request	-		

Gambar 108 Halaman Allocation Indo (Status: Approve)

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

3.5.3 Move

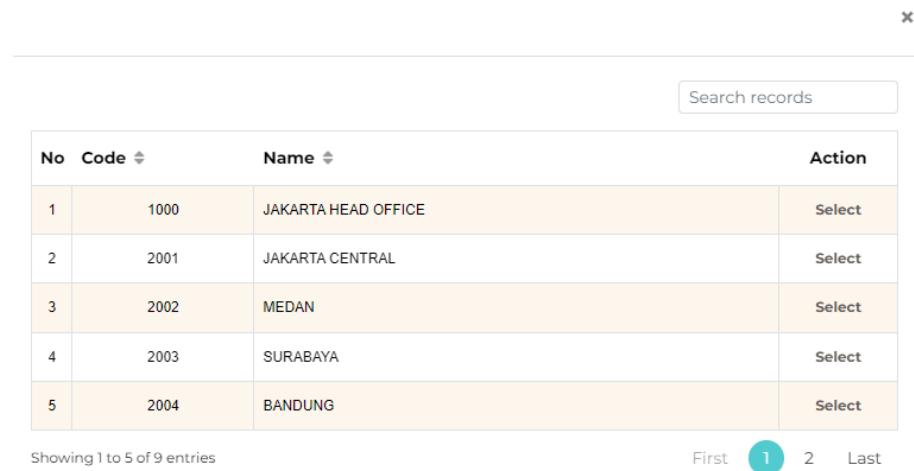
Sub Menu Move dapat diakses oleh user melalui modul **Finance > Deposit Management > Move**. Sub Menu Move dapat digunakan oleh user untuk melakukan proses move deposit antara Agreement dengan client yang sama ataupun memindahkan suatu type ke type lainnya. sistem akan menampilkan halaman Move List.

3.5.3.1 Step Process Move

Berikut adalah Step Process Move:

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

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - FINANCE	Date	Agustus 2023



A screenshot of a dropdown menu titled "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

Showing 1 to 5 of 9 entries

First 1 2 Last

Gambar 109 Halaman Look Up Branch

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

Move List



The page has a header with an **ADD** button, a **Branch** dropdown set to "HEAD OFFICE", and a **Status** dropdown set to "HOLD". It also shows a "Show 10 entries" dropdown and a "Search records" input field.

Below the header is a table with columns: No, Move No, Branch, Date, From Agreement, To Agreement, Status, and Action.

No	Move No	Branch	Date	From Agreement	To Agreement	Status	Action
1	0000.DMV.2307.000004	HEAD OFFICE	26/07/2023	0000131/4/0000/07/2023 BORNEO INDAHTAMA	0000131/4/0000/07/2023 BORNEO INDAHTAMA	HOLD	
2	0000.DMV.2308.000001	HEAD OFFICE	26/07/2023	0011.AGRLA.2111.2111003.001 SENTOSA EKA	0011.AGRLA.2111.2111003.001 SENTOSA EKA	HOLD	

Showing 1 to 2 of 2 entries

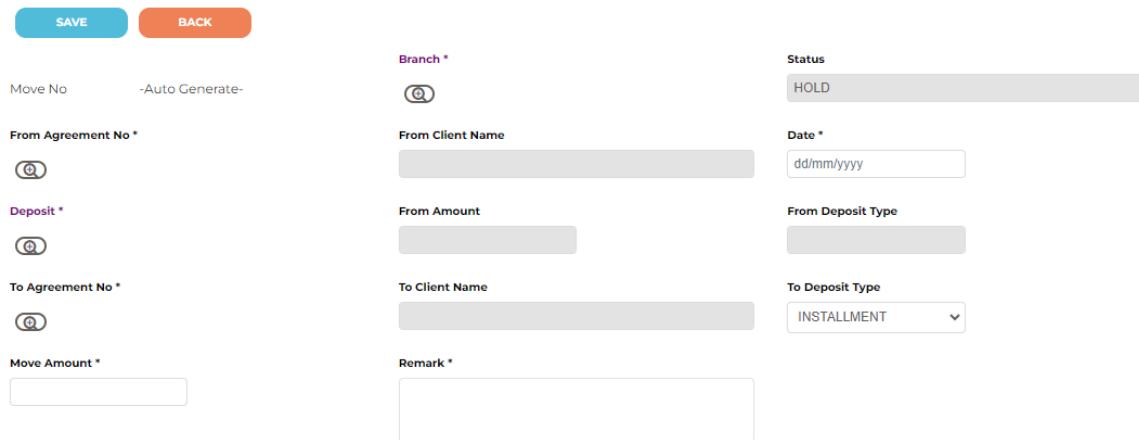
First Previous 1 Next Last

Gambar 110 Halaman Move List

c. Lengkapi data pada field yang tersedia, kemudian 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 - FINANCE	Date	Agustus 2023

Move Info

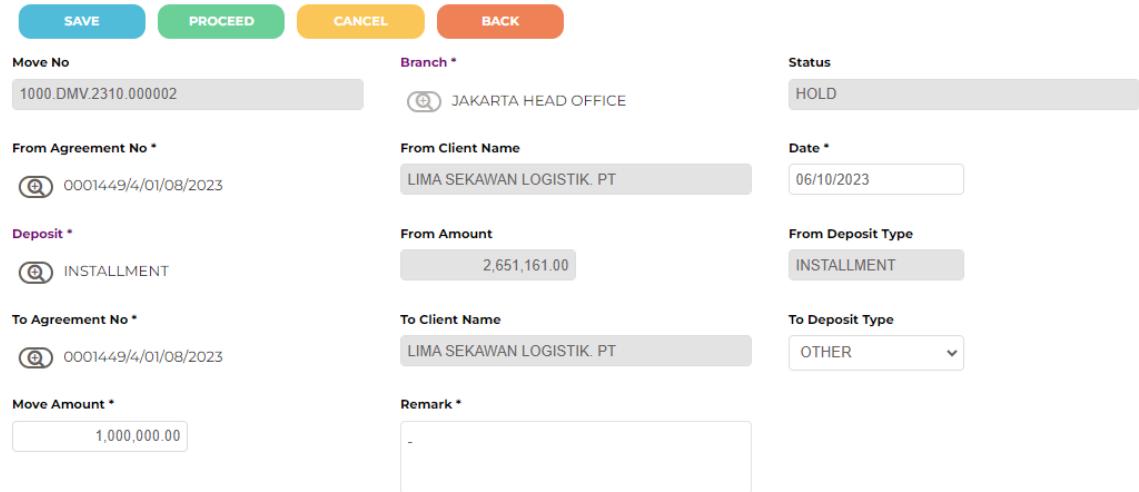


This screenshot shows the 'Move Info' form interface. At the top, there are two buttons: 'SAVE' (blue) and 'BACK' (orange). Below these are several input fields and dropdown menus. On the left, there's a 'Move No' field with a placeholder '-Auto Generate-' and a search icon. In the center, there's a 'Branch *' dropdown with 'JAKARTA HEAD OFFICE' selected, and a 'Status' dropdown set to 'HOLD'. To the right, there's a 'Date *' field for 'dd/mm/yyyy'. On the far left, there's a 'From Agreement No *' field with a search icon. Next to it is a 'From Client Name' field. In the middle, there's a 'From Amount' field and a 'To Client Name' field. On the right, there's a 'From Deposit Type' dropdown and a 'To Deposit Type' dropdown set to 'INSTALLMENT'. Below these, there's a 'Deposit *' field with a search icon, a 'To Agreement No *' field with a search icon, and a 'Move Amount *' field. At the bottom, there's a 'Remark *' field and a large empty text area.

Gambar 111 Halaman Move Info

- d. Setelah data Move berhasil disimpan, klik tombol **PROCEED** untuk memproses data Move dan status data akan berubah menjadi On Process atau klik tombol **CANCEL** untuk membatalkan pemindahan deposit dan status data akan berubah menjadi Cancel.

Move Info



This screenshot shows the 'Move Info' form with a 'Status' of 'HOLD'. The layout is identical to the previous screenshot, with fields for Move No (1000.DMV.2310.00002), Branch (JAKARTA HEAD OFFICE), Date (06/10/2023), and various agreement and client names. The 'From Deposit Type' is set to 'INSTALLMENT' and the 'To Deposit Type' is set to 'OTHER'. The 'Move Amount *' field contains '1.000.000,00'.

Gambar 112 Halaman Move Info (Status: Hold)

- e. Ketika data Move berstatus On Process, klik tombol **POST** untuk melakukan posting data ketika data telah dilakukan pemindahan deposit dan status data akan berubah menjadi Post.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - FINANCE	Date	Agustus 2023

Move Info

Move Info Form Screenshot:

- Move No: 0000.DMV.2301.000001
- Branch: HEAD OFFICE
- Status: ON PROCESS
- From Agreement No: 0004.AGRFD.2107.2107002.001
- From Client Name: BUKIT ASAM
- Date: 11/01/2023
- From Amount: 1,000,000.00
- From Deposit Type: INSTALLMENT
- To Agreement No: 0004.AGRFD.2107.2107002.001
- To Client Name: BUKIT ASAM
- To Deposit Type: OTHER
- Remark: move

Gambar 113 Halaman Move Info (Status: On Process)

- f. Jika user ingin melakukan perubahan data klik tombol  pada baris data Move List.

3.5.4 Release

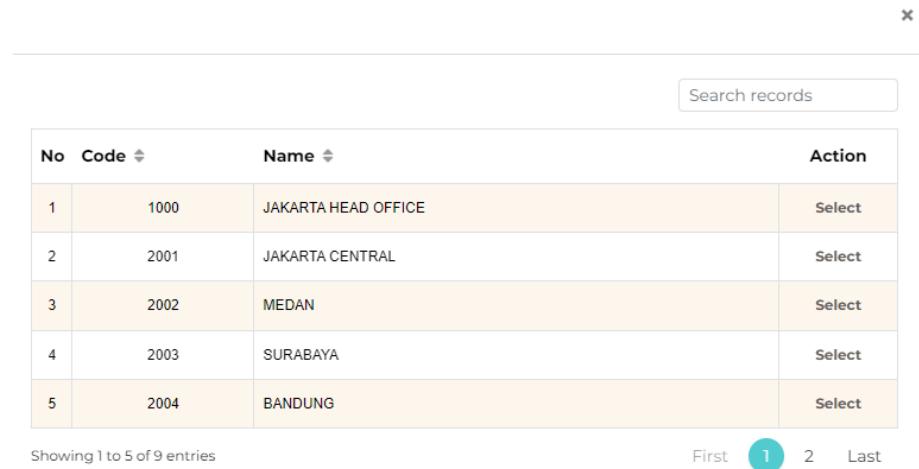
Sub Menu Release dapat diakses oleh user melalui modul **Finance > Deposit Management > Release**. Sub Menu Release Deposit dapat digunakan oleh user untuk melakukan proses pengembalian dana atau release terhadap dana deposit yang telah terdaftar pada sistem.

3.5.4.1 Step Process Release

Berikut adalah Step Process Release:

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

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Search records

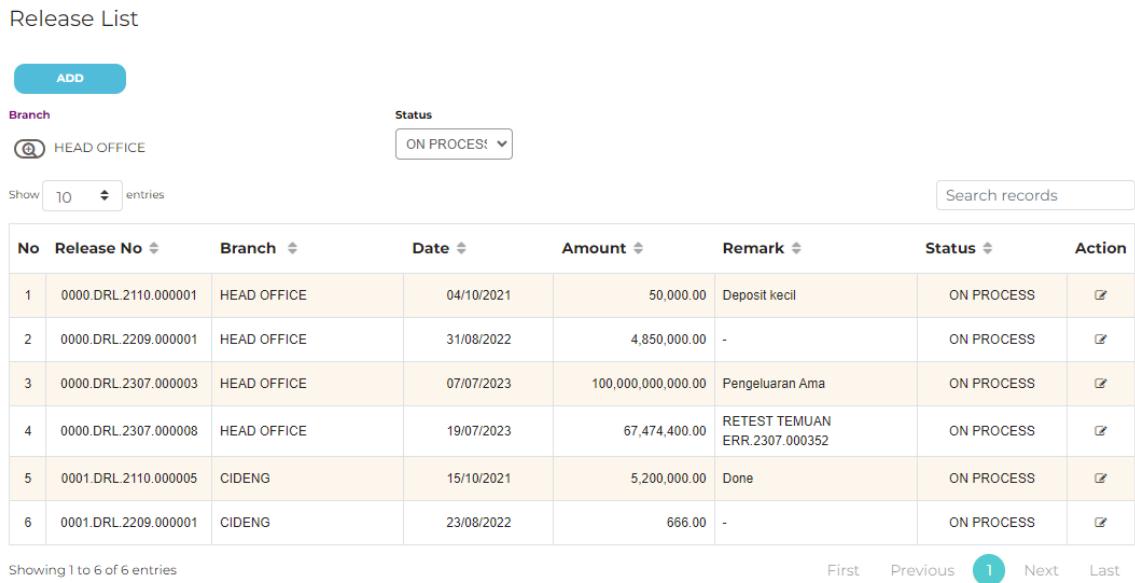
No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

Showing 1 to 5 of 9 entries

First 1 2 Last

Gambar 114 Halaman Look Up Branch

- b. Klik tombol **ADD** untuk menambahkan data pada tampilan Release List.



Release List

ADD

Branch	Status
HEAD OFFICE	ON PROCESS

Show 10 entries

Search records

No	Release No	Branch	Date	Amount	Remark	Status	Action
1	0000.DRL.2110.000001	HEAD OFFICE	04/10/2021	50,000.00	Deposit kecil	ON PROCESS	<input checked="" type="checkbox"/>
2	0000.DRL.2209.000001	HEAD OFFICE	31/08/2022	4,850,000.00	-	ON PROCESS	<input checked="" type="checkbox"/>
3	0000.DRL.2307.000003	HEAD OFFICE	07/07/2023	100,000,000,000.00	Pengeluaran Ama	ON PROCESS	<input checked="" type="checkbox"/>
4	0000.DRL.2307.000008	HEAD OFFICE	19/07/2023	67,474,400.00	RETEST TEMUAN ERR.2307.000352	ON PROCESS	<input checked="" type="checkbox"/>
5	0001.DRL.2110.000005	CIDENG	15/10/2021	5,200,000.00	Done	ON PROCESS	<input checked="" type="checkbox"/>
6	0001.DRL.2209.000001	CIDENG	23/08/2022	666.00	-	ON PROCESS	<input checked="" type="checkbox"/>

Showing 1 to 6 of 6 entries

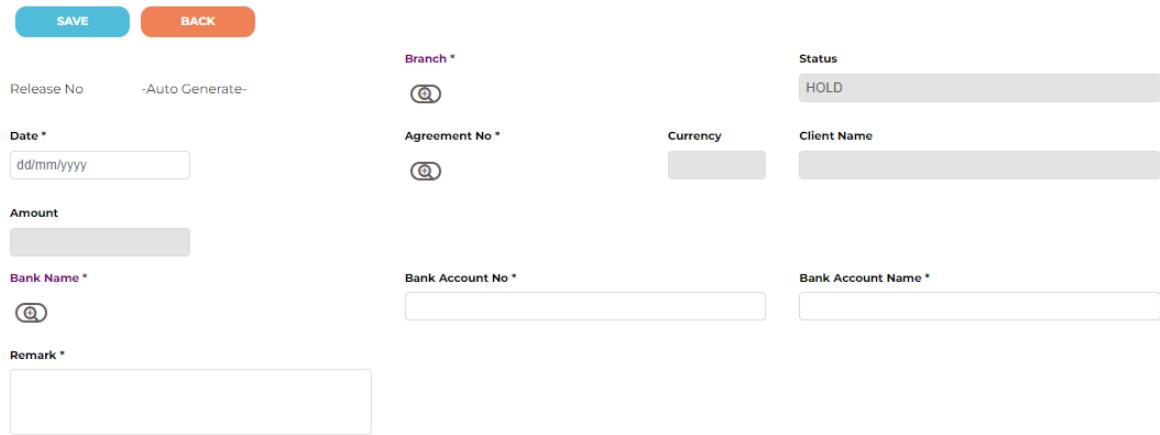
First Previous 1 Next Last

Gambar 115 Halaman Release List

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

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Release Info



SAVE BACK

Release No	-Auto Generate-	Branch *	Status
		(@)	HOLD
Date *	dd/mm/yyyy	Agreement No *	Currency
		(@)	
Amount		Client Name	
Bank Name *		Bank Account No *	Bank Account Name *
(@)			
Remark *			

Gambar 116 Halaman Release Info

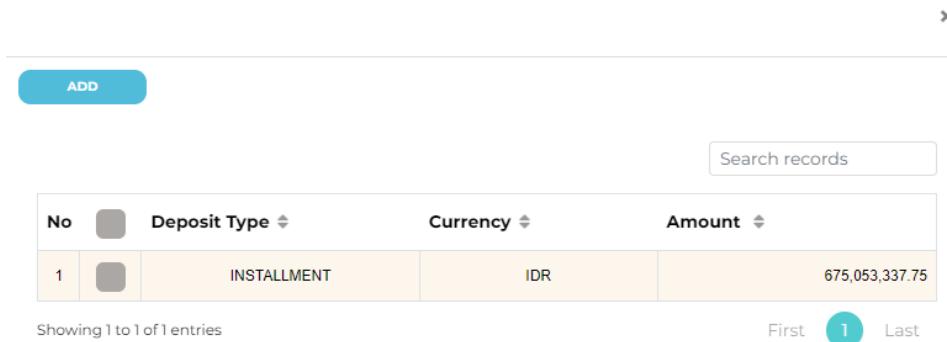
- d. Setelah data Release berhasil disimpan, maka sistem akan menampilkan halaman Deposit List.
klik tombol **ADD** untuk menambahkan data pada tampilan Deposit List.

Deposit List		SAVE	ADD	DELETE	Search records	
Show	10 entries					
No	(@)	Deposit Type		Deposit Amount	Release Amount	
1	(@)	OTHER		3,225,000.00	3,225,000.00	
Showing 1 to 1 of 1 entries						
		First Previous		1	Next	Last

Gambar 117 Halaman Deposit List

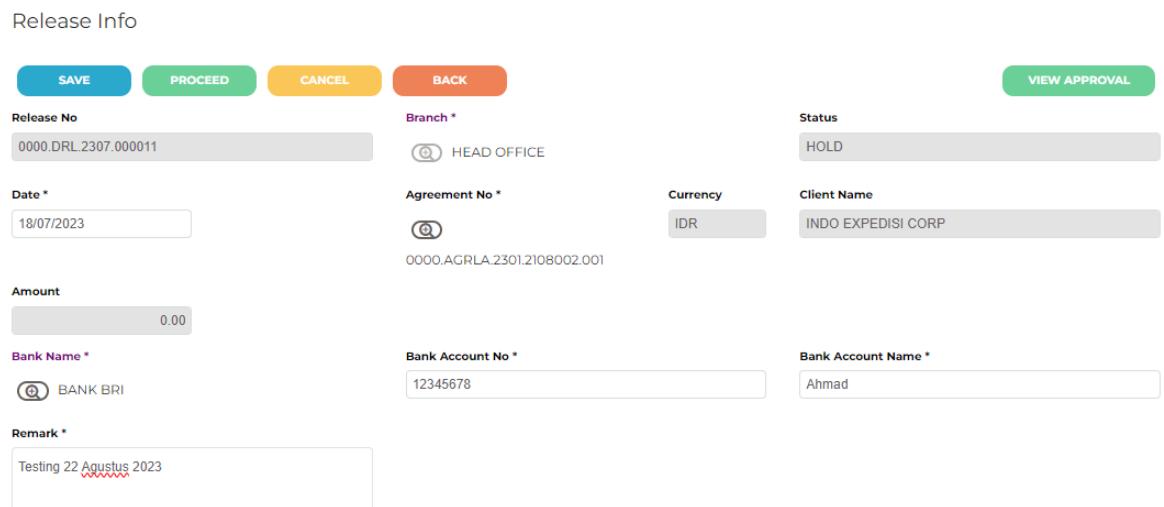
- e. Untuk menambahkan data Deposit, user dapat memberi tanda checklist “” pada baris data Look Up Deposit kemudian klik tombol **ADD**.

	USER GUIDE		
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The screenshot shows a table with columns: No, Deposit Type, Currency, and Amount. There is one row displayed: No 1, Deposit Type INSTALLMENT, Currency IDR, and Amount 675,053,337.5. Above the table is an 'ADD' button and a search bar. Below the table are navigation links: 'Showing 1 to 1 of 1 entries', 'First', a page number '1', and 'Last'.

Gambar 118 Halaman Look Up Deposit

- f. Lengkapi data pada field yang tersedia, kemudian klik tombol **SAVE** untuk menyimpan data.
- g. Untuk menghapus data Deposit, user dapat memberi tanda checklist “


The screenshot shows a form titled 'Release Info' with the following fields:

 - Buttons: SAVE (blue), PROCEED (green), CANCEL (orange), BACK (orange).
 - Release No: 0000.DRL.2307.000011
 - Branch *: HEAD OFFICE
 - Status: HOLD
 - Date *: 18/07/2023
 - Agreement No *: 0000.AGRLA.2301.2108002.001
 - Currency: IDR
 - Client Name: INDO EXPEDISI CORP
 - Amount: 0.00
 - Bank Name *: BANK BRI
 - Bank Account No *: 12345678
 - Bank Account Name *: Ahmad
 - Remark *: Testing 22 Agustus 2023

Gambar 119 Halaman Release Info (Status: Hold)

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
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- i. Jika user ingin melakukan perubahan data klik tombol  pada baris data Release List.

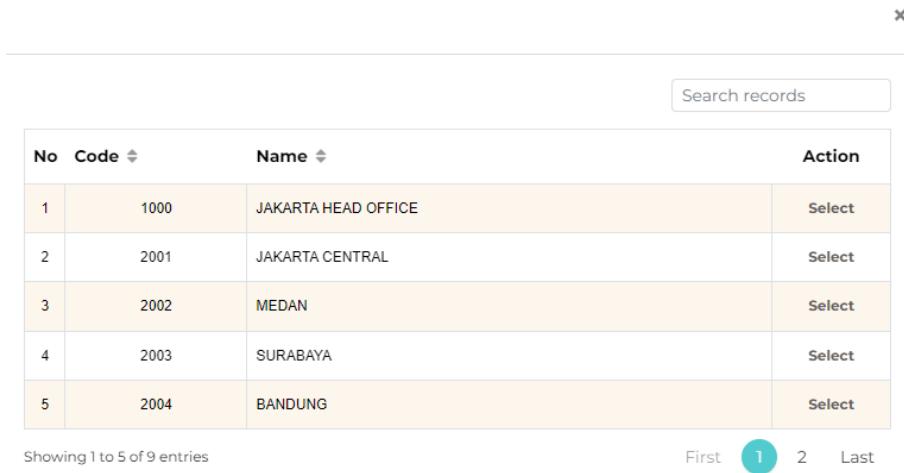
3.5.5 Revenue

Sub Menu Revenue dapat diakses oleh user melalui modul **Finance > Deposit Management > Revenue**. Sub Menu Revenue dapat digunakan oleh user untuk melakukan proses pengakuan pendapatan atas dana deposit yang telah terdaftar pada sistem.

3.5.5.1 Step Process Revenue

Berikut adalah Step Process Revenue:

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



The screenshot shows a modal window titled "Look Up Branch". At the top right is a close button (X). Below it is a search bar labeled "Search records". The main area 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", "1" (highlighted in blue), "2", and "Last".

Gambar 120 Halaman Look Up Branch

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

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Revenue List



The screenshot shows a table of revenue entries. The columns are: No, Revenue No, Branch, Date, Agreement No, Amount, Status, and Action. The data in the table is as follows:

No	Revenue No	Branch	Date	Agreement No	Amount	Status	Action
1	0001.DRV.2110.00001	CIDENG	15/10/2021	0001.AGRD.2102.2101007.003	250,000.00	HOLD	<input checked="" type="checkbox"/>
2	0001.DRV.2301.00002	CIDENG	11/01/2023	0001.AGRLA.2108.2101026.001	1,618,491.30	HOLD	<input checked="" type="checkbox"/>
3	0001.DRV.2304.00001	CIDENG	03/04/2023	0001.AGRD.2105.2101010.001	0.00	HOLD	<input checked="" type="checkbox"/>
4	0004.DRV.2301.00001	SURABAYA	11/01/2023	0004.AGRLA.2109.2105010.001	1,150,800.00	HOLD	<input checked="" type="checkbox"/>

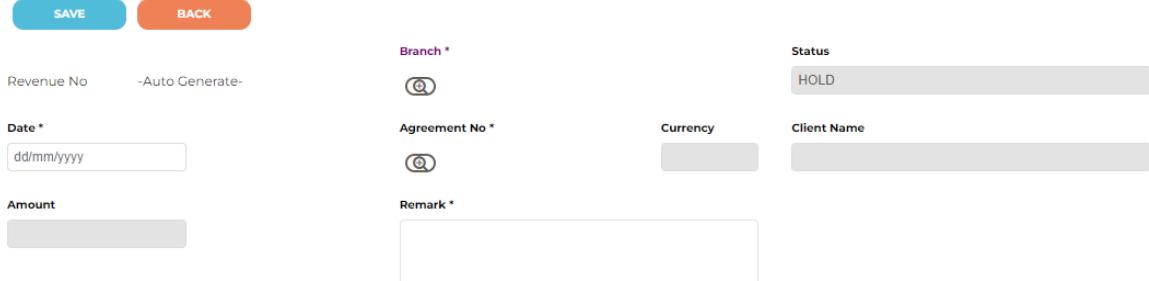
Showing 1 to 4 of 4 entries

First Previous 1 Next Last

Gambar 121 Halaman Revenue List

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

Revenue Info



The screenshot shows a form for adding a new revenue entry. The fields are:

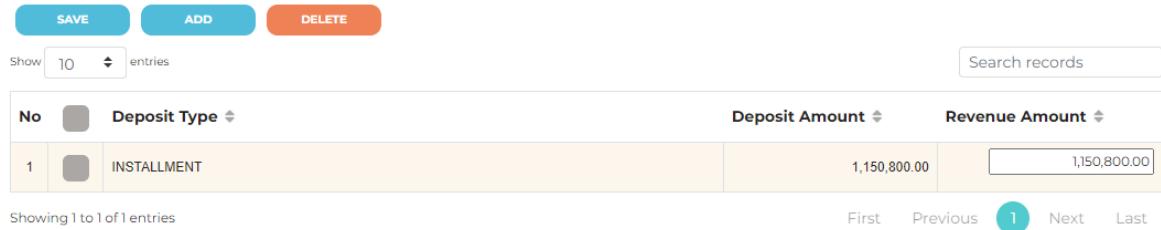
- Revenue No: -Auto Generate-
- Date *: dd/mm/yyyy
- Amount
- Branch *: HEAD OFFICE
- Status: HOLD
- Agreement No *
- Currency
- Client Name
- Remark *

Gambar 122 Halaman Revenue Info

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

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Deposit List

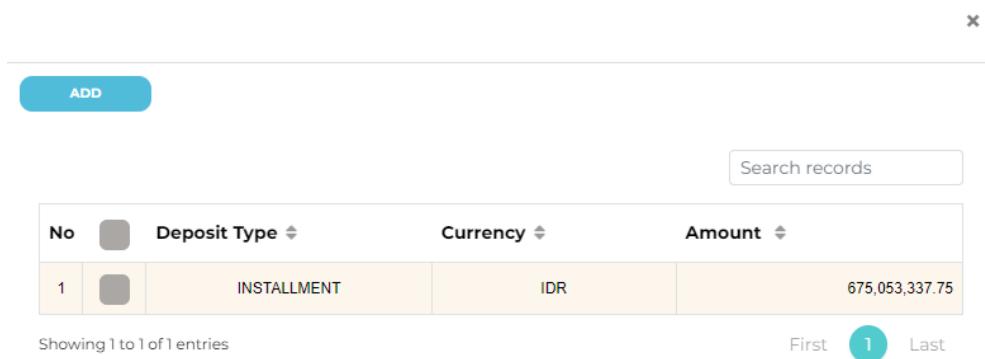


Deposit List

SAVE	ADD	DELETE	
Show 10 entries	Search records		
No	Deposit Type	Deposit Amount	Revenue Amount
1	INSTALLMENT	1,150,800.00	1,150,800.00

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

Gambar 123 Halaman Deposit List

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


Look Up Deposit

ADD	Search records		
No	Deposit Type	Currency	Amount
1	INSTALLMENT	IDR	675,053,337.75

Showing 1 to 1 of 1 entries First 1 Last

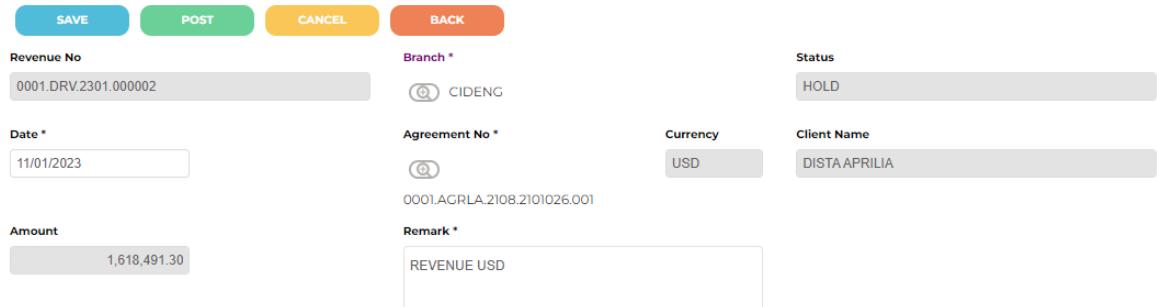
Gambar 124 Halaman Look Up Deposit

- f. Lengkapi data pada field yang tersedia, kemudian klik tombol **SAVE** untuk menyimpan data.
- g. Untuk menghapus data Deposit, user dapat memberi tanda checklist “

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Revenue Info



The screenshot shows a form titled "Revenue Info" with the following fields:

- Buttons:** SAVE (blue), POST (green), CANCEL (yellow), BACK (orange)
- Revenue No:** 0001.DRV.2301.000002
- Branch ***: CIDENG
- Status:** HOLD
- Date ***: 11/01/2023
- Agreement No ***: 0001.AGRLA.2108.2101026.001
- Currency**: USD
- Client Name**: DISTA APRILIA
- Amount**: 1,618,491.30
- Remark ***: REVENUE USD

Gambar 125 Halaman Revenue Info (Status: Hold)

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

3.6 Suspend Management

Suspend Management adalah Menu yang dapat digunakan oleh user untuk memanage dana yang tidak diketahui milik siapa, bisa dilakukan alokasi merge, release dan revenue. Berikut adalah detail penjelasan per masing-masing sub menu yang akan digunakan oleh user.

3.6.1 Inquiry

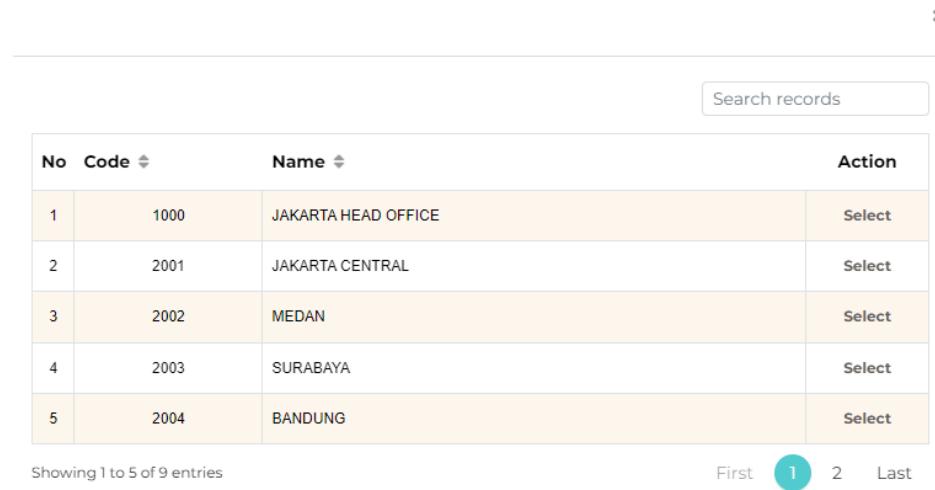
Sub Menu Inquiry dapat diakses oleh user melalui modul **Finance > Suspend Management > Inquiry**. Sub Menu Inquiry dapat digunakan oleh user untuk melakukan proses monitoring dan inquiry terhadap dana suspend yang telah masuk dan terdaftar pada sistem.

3.6.1.1 Step Process Inquiry

Berikut adalah Step Process Inquiry:

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

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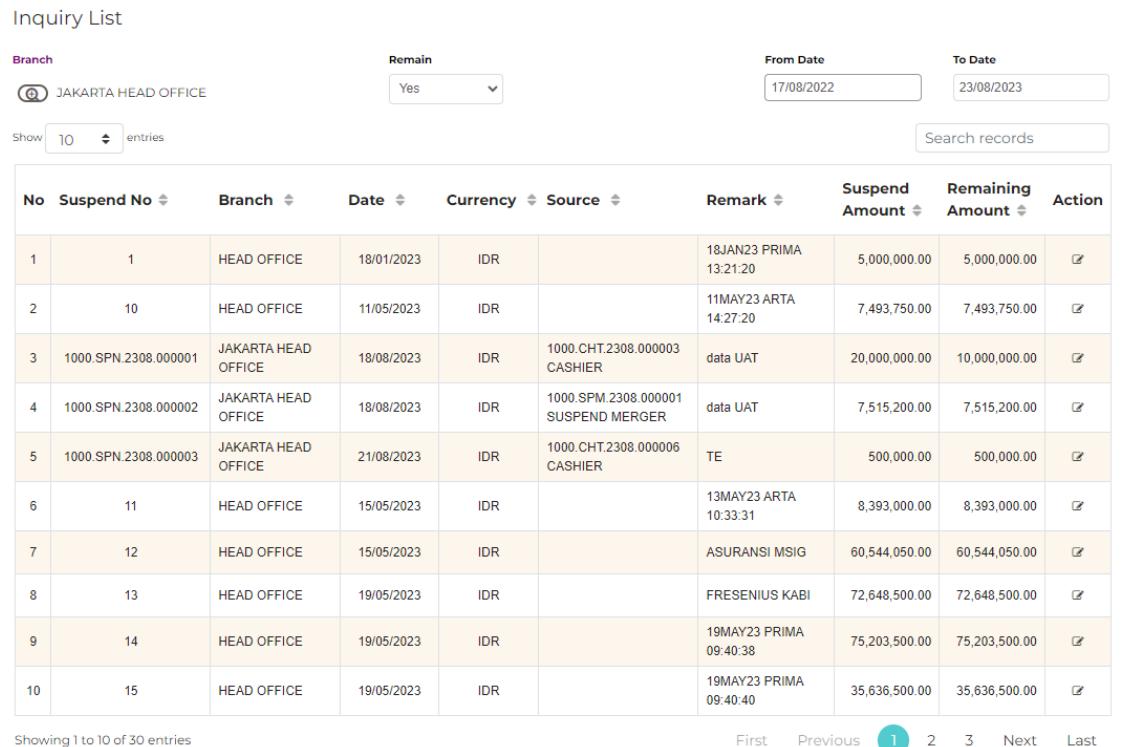
The screenshot shows a table titled "Look Up Branch" with the following data:

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

Showing 1 to 5 of 9 entries First 1 2 Last

Gambar 126 Halaman Look Up Branch

- b. Pilih Remain yang akan dilihat kemudian klik tombol dropdown list Remain maka sistem akan menampilkan halaman Inquiry List.



The screenshot shows an "Inquiry List" page with the following interface elements:

- Branch: JAKARTA HEAD OFFICE
- Remain: Yes
- From Date: 17/08/2022
- To Date: 23/08/2023
- Show: 10 entries
- Search records

The main table has the following columns and data:

No	Suspend No	Branch	Date	Currency	Source	Remark	Suspend Amount	Remaining Amount	Action
1	1	HEAD OFFICE	18/01/2023	IDR		18JAN23 PRIMA 13:21:20	5,000,000.00	5,000,000.00	<input checked="" type="checkbox"/>
2	10	HEAD OFFICE	11/05/2023	IDR		11MAY23 ARTA 14:27:20	7,493,750.00	7,493,750.00	<input checked="" type="checkbox"/>
3	1000.SPN.2308.000001	JAKARTA HEAD OFFICE	18/08/2023	IDR	1000.CHT.2308.000003 CASHIER	data UAT	20,000,000.00	10,000,000.00	<input checked="" type="checkbox"/>
4	1000.SPN.2308.000002	JAKARTA HEAD OFFICE	18/08/2023	IDR	1000.SPM.2308.000001 SUSPEND MERGER	data UAT	7,515,200.00	7,515,200.00	<input checked="" type="checkbox"/>
5	1000.SPN.2308.000003	JAKARTA HEAD OFFICE	21/08/2023	IDR	1000.CHT.2308.000006 CASHIER	TE	500,000.00	500,000.00	<input checked="" type="checkbox"/>
6	11	HEAD OFFICE	15/05/2023	IDR		13MAY23 ARTA 10:33:31	8,393,000.00	8,393,000.00	<input checked="" type="checkbox"/>
7	12	HEAD OFFICE	15/05/2023	IDR		ASURANSI MSIG	60,544,050.00	60,544,050.00	<input checked="" type="checkbox"/>
8	13	HEAD OFFICE	19/05/2023	IDR		FRESENIUS KABI	72,648,500.00	72,648,500.00	<input checked="" type="checkbox"/>
9	14	HEAD OFFICE	19/05/2023	IDR		19MAY23 PRIMA 09:40:38	75,203,500.00	75,203,500.00	<input checked="" type="checkbox"/>
10	15	HEAD OFFICE	19/05/2023	IDR		19MAY23 PRIMA 09:40:40	35,636,500.00	35,636,500.00	<input checked="" type="checkbox"/>

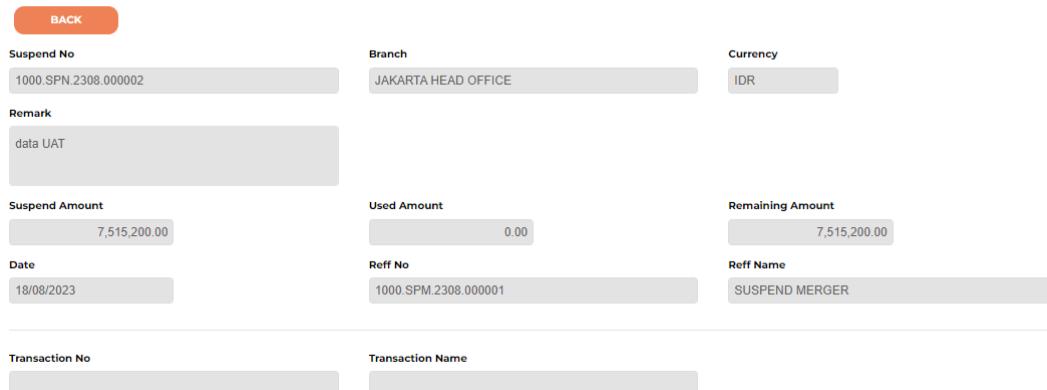
Showing 1 to 10 of 30 entries First Previous 1 2 3 Next Last

Gambar 127 Halaman Inquiry List

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - FINANCE	Date	Agustus 2023

- c. Klik tombol  untuk melihat detail data Inquiry.

Inquiry Info



The screenshot shows the 'Inquiry Info' page with the following details:

- Suspend No:** 1000.SPN.2308.000002
- Branch:** JAKARTA HEAD OFFICE
- Currency:** IDR
- Remark:** data UAT
- Suspend Amount:** 7,515,200.00
- Used Amount:** 0.00
- Remaining Amount:** 7,515,200.00
- Date:** 18/08/2023
- Ref No:** 1000.SPM.2308.000001
- Ref Name:** SUSPEND MERGER
- Transaction No:** (empty)
- Transaction Name:** (empty)

Gambar 128 Halaman Inquiry Info

- d. Pada halaman Inquiry Info, terdapat halaman Inquiry Detail List.

Inquiry Detail List



The screenshot shows the 'Inquiry Detail List' table with the following data:

No	Transaction Date	Source	Agreement No	Orig Amount	Currency	Base Amount
1	20/08/2023	1000.SPM.2308.000001 SUSPEND MERGER		3,757,600.00	IDR 1.000000	3,757,600.00
2	20/08/2023	1000.SPM.2308.000001 SUSPEND MERGER		3,757,600.00	IDR 1.000000	3,757,600.00

Show 10 entries Search records

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

Gambar 129 Halaman Inquiry Detail List

- e. Klik tombol  untuk kembali ke halaman sebelumnya.

3.6.2 Allocation

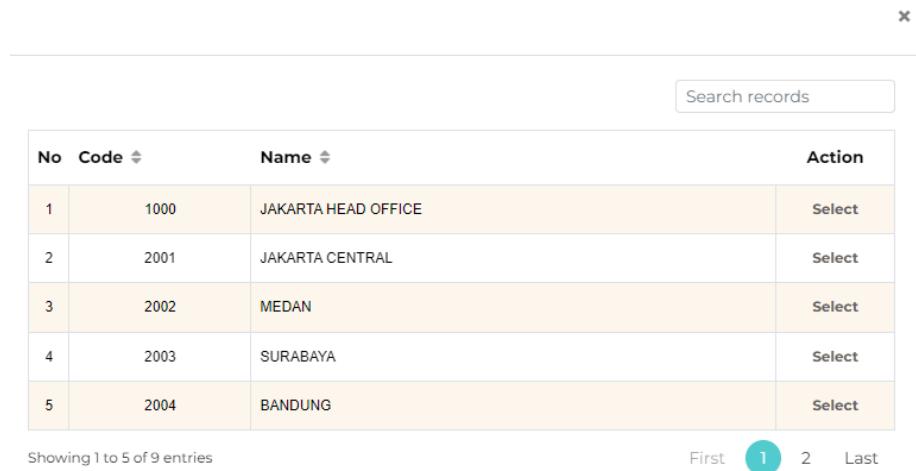
Sub Menu Allocation dapat diakses oleh user melalui modul **Finance > Suspend Management > Allocation**. Sub Menu Allocation dapat digunakan oleh user untuk melakukan proses alokasi terhadap dana suspend yang telah terdaftar pada sistem.

3.6.2.1 Step Process Allocation

Berikut adalah Step Process Allocation:

 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.



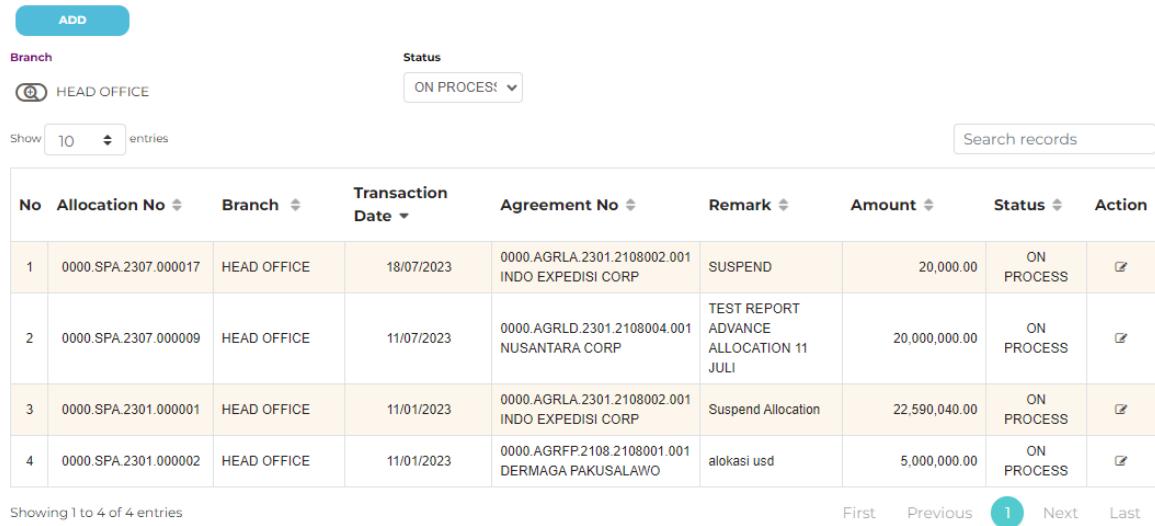
No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

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

Gambar 130 Halaman Look Up Branch

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

Allocation List



No	Allocation No	Branch	Transaction Date	Agreement No	Remark	Amount	Status	Action
1	0000.SPA.2307.000017	HEAD OFFICE	18/07/2023	0000.AGRLA.2301.2108002.001 INDO EXPEDISI CORP	SUSPEND	20,000.00	ON PROCESS	
2	0000.SPA.2307.000009	HEAD OFFICE	11/07/2023	0000.AGRRLD.2301.2108004.001 NUSANTARA CORP	TEST REPORT ADVANCE ALLOCATION 11 JULI	20,000,000.00	ON PROCESS	
3	0000.SPA.2301.000001	HEAD OFFICE	11/01/2023	0000.AGRLA.2301.2108002.001 INDO EXPEDISI CORP	Suspend Allocation	22,590,040.00	ON PROCESS	
4	0000.SPA.2301.000002	HEAD OFFICE	11/01/2023	0000.AGRFP.2108.2108001.001 DERMAGA PAKUSALAWO	alokasi usd	5,000,000.00	ON PROCESS	

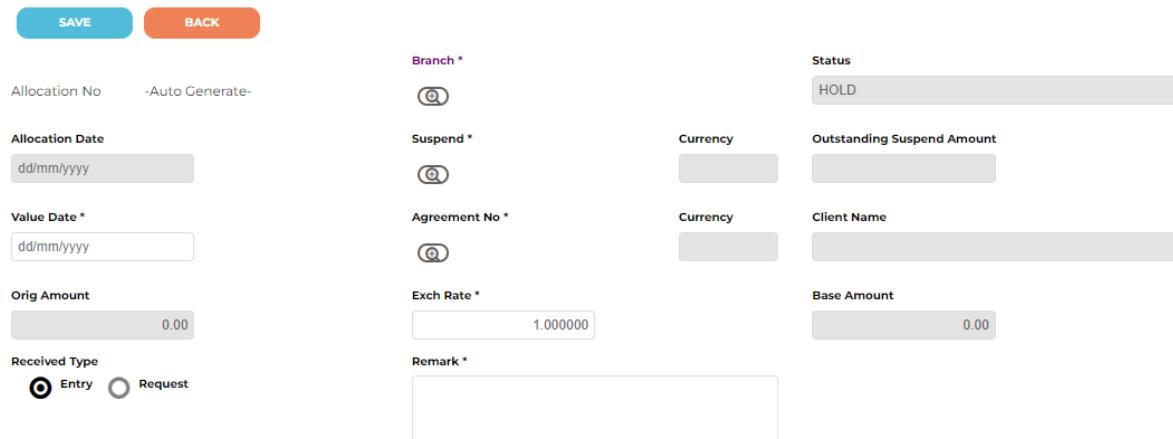
Showing 1 to 4 of 4 entries First Previous **1** Next Last

Gambar 131 Halaman Allocation List

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - FINANCE	Date	Agustus 2023

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

Allocation Info



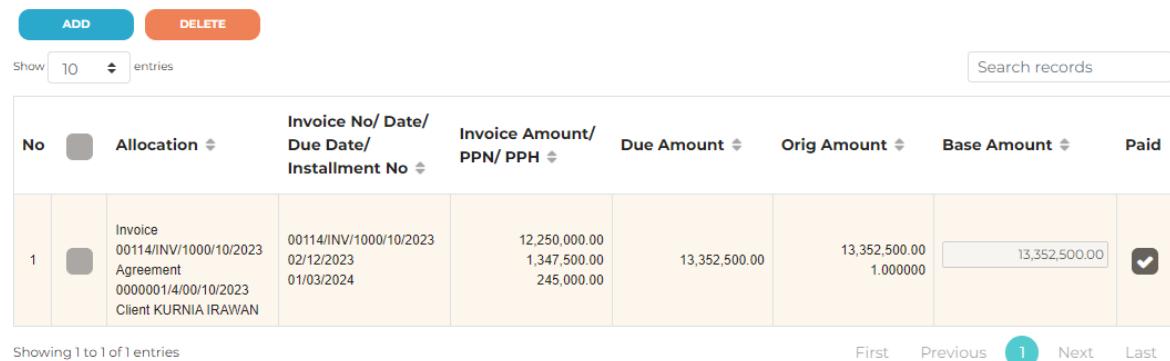
The screenshot shows the 'Allocation Info' form. At the top are two buttons: 'SAVE' (blue) and 'BACK' (orange). The form fields include:

- Allocation No:** -Auto Generate- (disabled)
- Allocation Date:** dd/mm/yyyy (disabled)
- Value Date *:** dd/mm/yyyy (disabled)
- Orig Amount:** 0.00
- Received Type:** Radio buttons for 'Entry' (selected) and 'Request'.
- Branch *:** (disabled)
- Suspend *:** (disabled)
- Agreement No *:** (disabled)
- Exch Rate *:** 1.000000
- Currency:** (disabled)
- Status:** HOLD
- Currency:** (disabled)
- Outstanding Suspend Amount:** (disabled)
- Client Name:** (disabled)
- Base Amount:** 0.00
- Remark *:** (disabled)

Gambar 132 Halaman Allocation Info

- d. Setelah data Allocation berhasil disimpan, maka sistem akan menampilkan halaman Allocation List. Klik tombol **ADD** (muncul ketika Received Type Request) untuk menambahkan data pada tampilan Allocation List atau Lengkapi data pada field yang tersedia, kemudian klik tombol **SAVE** (muncul ketika Received Type Entry) untuk menyimpan data.

Allocation List



The screenshot shows the 'Allocation List' table. At the top are buttons for 'ADD' (blue) and 'DELETE' (orange). Below is a search bar and a dropdown for 'Show' (set to 10 entries).

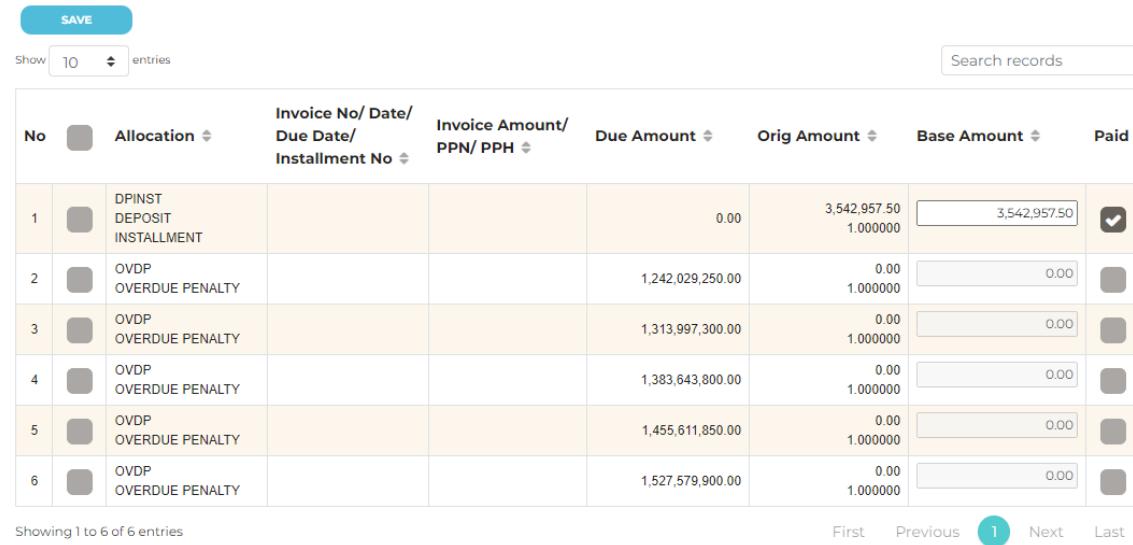
No	Allocation	Invoice No/ Date/ Due Date/ Installment No	Invoice Amount/ PPN/ PPH	Due Amount	Orig Amount	Base Amount	Paid
1	<input checked="" type="checkbox"/>	Invoice 00114/INV/1000/10/2023 Agreement 0000001/4/00/10/2023 Client KURNIA IRAWAN	00114/INV/1000/10/2023 02/12/2023 01/03/2024	12,250,000.00 1,347,500.00 245,000.00	13,352,500.00 1.000000	13,352,500.00 1.000000	<input checked="" type="checkbox"/>

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

Gambar 133 Halaman Allocation List (Received Type: Request)

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
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Allocation List

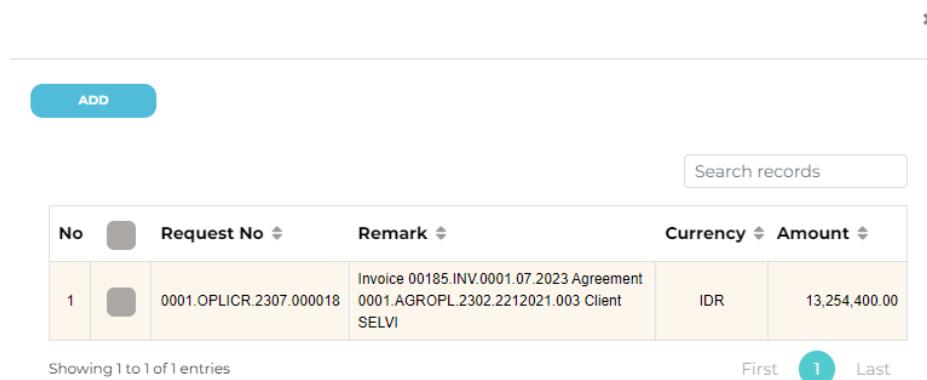


The screenshot shows a table titled "Allocation List". The columns are: No, Allocation, Invoice No/ Date/ Due Date/ Installment No, Invoice Amount/ PPN/ PPH, Due Amount, Orig Amount, Base Amount, and Paid. There are 6 entries listed:

No	Allocation	Invoice No/ Date/ Due Date/ Installment No	Invoice Amount/ PPN/ PPH	Due Amount	Orig Amount	Base Amount	Paid
1	DPINST DEPOSIT INSTALLMENT			0.00	3,542,957.50 1.000000	3,542,957.50	<input checked="" type="checkbox"/>
2	OVDP OVERDUE PENALTY		1,242,029,250.00	0.00 1.000000	0.00	0.00	<input type="checkbox"/>
3	OVDP OVERDUE PENALTY		1,313,997,300.00	0.00 1.000000	0.00	0.00	<input type="checkbox"/>
4	OVDP OVERDUE PENALTY		1,383,643,800.00	0.00 1.000000	0.00	0.00	<input type="checkbox"/>
5	OVDP OVERDUE PENALTY		1,455,611,850.00	0.00 1.000000	0.00	0.00	<input type="checkbox"/>
6	OVDP OVERDUE PENALTY		1,527,579,900.00	0.00 1.000000	0.00	0.00	<input type="checkbox"/>

Showing 1 to 6 of 6 entries First Previous Next Last

Gambar 134 Halaman Allocation List (Received Type: Entry)

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


The screenshot shows a table titled "Look Up Allocation". The columns are: No, Request No, Remark, Currency, and Amount. There is 1 entry listed:

No	Request No	Remark	Currency	Amount
1	0001.OPLICR.2307.000018	Invoice 00185.INV.0001.07.2023 Agreement 0001.AGROPL.2302.2212021.003 Client SELVI	IDR	13,254,400.00

Showing 1 to 1 of 1 entries First 1 Last

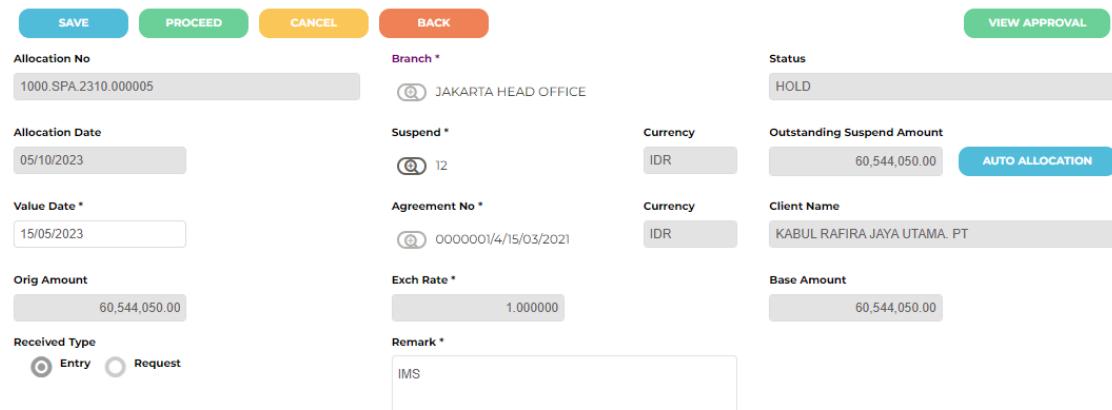
Gambar 135 Halaman Look Up Allocation

- f. Untuk menghapus data Allocation, user dapat memberi tanda checklist “100 | ©Agustus 2023. PT. Inovasi Mitra Sejati, **CONFIDENTIAL**

	USER GUIDE		
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membatalkan proses alokasi deposit dan status data akan berubah menjadi Cancel. Data yang telah diproses akan masuk ke modul Approval. Selain itu, user dapat melakukan alokasi data deposit secara otomatis dengan mengklik tombol **AUTO ALLOCATION** (muncul ketika Received Type = Entry) atau klik tombol **VIEW APPROVAL** untuk melihat informasi employee yang melakukan approve.

Allocation Info

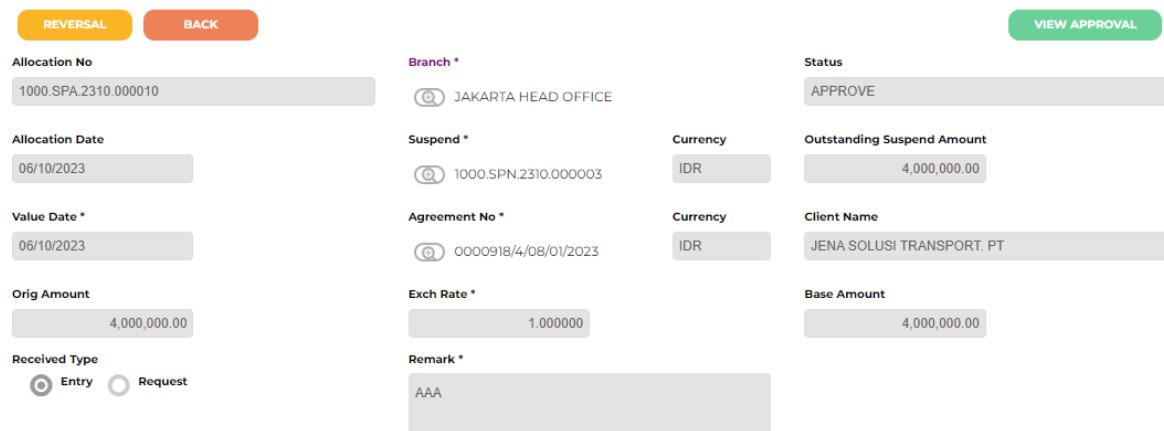


The screenshot shows the Allocation Info form. The status is set to HOLD. The received type is selected as Entry. Other fields include Allocation No: 1000.SPA.2310.000005, Allocation Date: 05/10/2023, Value Date: 15/05/2023, Orig Amount: 60,544,050.00, Branch: JAKARTA HEAD OFFICE, Suspend: 12, Agreement No: 0000001/4/15/03/2021, Currency: IDR, Exchange Rate: 1.000000, Client Name: KABUL RAFIRA JAYA UTAMA. PT, and Base Amount: 60,544,050.00. Buttons at the top include SAVE, PROCEED, CANCEL, BACK, and VIEW APPROVAL. A blue button labeled AUTO ALLOCATION is visible on the right.

Gambar 136 Halaman Allocation Info (Status: Hold, Received Type: Entry)

- h. Ketika data Allocation berstatus Approve, user dapat melakukan permintaan pembalikan data dengan mengklik tombol **REVERSAL** maka status data akan berubah menjadi On Reverse.

Allocation Info



The screenshot shows the Allocation Info form. The status is set to APPROVE. The received type is selected as Entry. Other fields include Allocation No: 1000.SPA.2310.000010, Allocation Date: 06/10/2023, Value Date: 06/10/2023, Orig Amount: 4,000,000.00, Branch: JAKARTA HEAD OFFICE, Suspend: 1000.SPN.2310.000003, Agreement No: 0000918/4/08/01/2023, Currency: IDR, Exchange Rate: 1.000000, Client Name: JENA SOLUSI TRANSPORT. PT, and Base Amount: 4,000,000.00. Buttons at the top include REVERSAL, BACK, and VIEW APPROVAL.

Gambar 137 Halaman Allocation Info (Status: Approve)

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

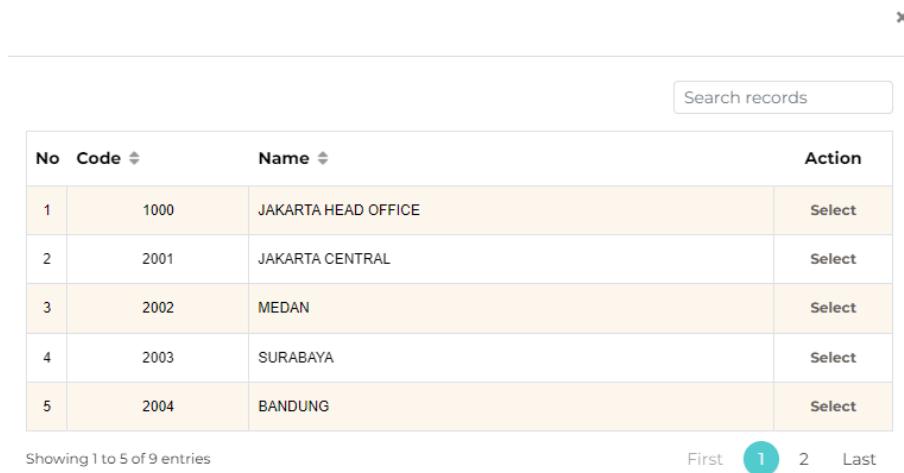
3.6.3 Merger

Sub Menu Merger dapat diakses oleh user melalui modul **Finance > Suspend Management > Merger**. Sub Menu Merger dapat digunakan oleh user untuk melakukan proses penggabungan beberapa suspend menjadi satu suspend yang telah terdaftar pada sistem.

3.6.3.1 Step Process Merger

Berikut adalah Step Process Merger:

- 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

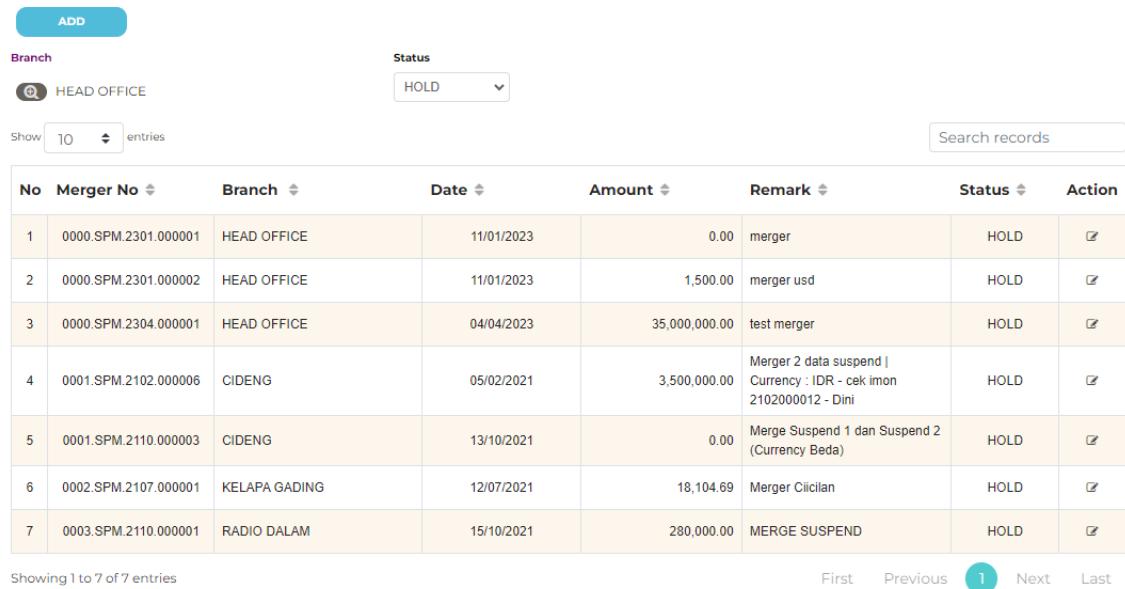
At the bottom left, it says "Showing 1 to 5 of 9 entries". On the right, there are navigation buttons: "First", a page number "1" (which is highlighted in blue), "2", and "Last".

Gambar 138 Halaman Look Up Branch

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

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Merger List



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

No	Merger No	Branch	Date	Amount	Remark	Status	Action
1	0000.SPM.2301.000001	HEAD OFFICE	11/01/2023	0.00	merger	HOLD	
2	0000.SPM.2301.000002	HEAD OFFICE	11/01/2023	1,500.00	merger usd	HOLD	
3	0000.SPM.2304.000001	HEAD OFFICE	04/04/2023	35,000,000.00	test merger	HOLD	
4	0001.SPM.2102.000006	CIDENG	05/02/2021	3,500,000.00	Merger 2 data suspend Currency : IDR - cek imon 2102000012 - Dini	HOLD	
5	0001.SPM.2110.000003	CIDENG	13/10/2021	0.00	Merge Suspend 1 dan Suspend 2 (Currency Beda)	HOLD	
6	0002.SPM.2107.000001	KELAPA GADING	12/07/2021	18,104.69	Merger Cicilan	HOLD	
7	0003.SPM.2110.000001	RADIO DALAM	15/10/2021	280,000.00	MERGE SUSPEND	HOLD	

Showing 1 to 7 of 7 entries

First Previous 1 Next Last

Gambar 139 Halaman Merger List

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

Merger Info



The screenshot shows a form titled "Merger Info" with the following fields:

Merger No	-Auto Generate-	Branch *	Status
			HOLD
Date *	dd/mm/yyyy	Currency *	
Remark *			

Gambar 140 Halaman Merger Info

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

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Suspend List



The screenshot shows a table with columns: No, Code, Source, Date, Remark, and Amount. There are two rows of data. Row 1: No 1, Code 0001.SPN.2305.000001, Source 0001.CHT.2305.000003 CASHIER, Date 01/05/2023, Remark Test, Amount 20,000,000.00. Row 2: No 2, Code 0003.SPN.2110.000004, Source 0003.CHT.2110.0000027 CASHIER, Date 15/10/2021, Remark 0003.CHR.2110.000008 - CYRILLUS HARINOWO SUSPEND, Amount 15,000,000.00.

No	Code	Source	Date	Remark	Amount
1	0001.SPN.2305.000001	0001.CHT.2305.000003 CASHIER	01/05/2023	Test	20,000,000.00
2	0003.SPN.2110.000004	0003.CHT.2110.0000027 CASHIER	15/10/2021	0003.CHR.2110.000008 - CYRILLUS HARINOWO SUSPEND	15,000,000.00

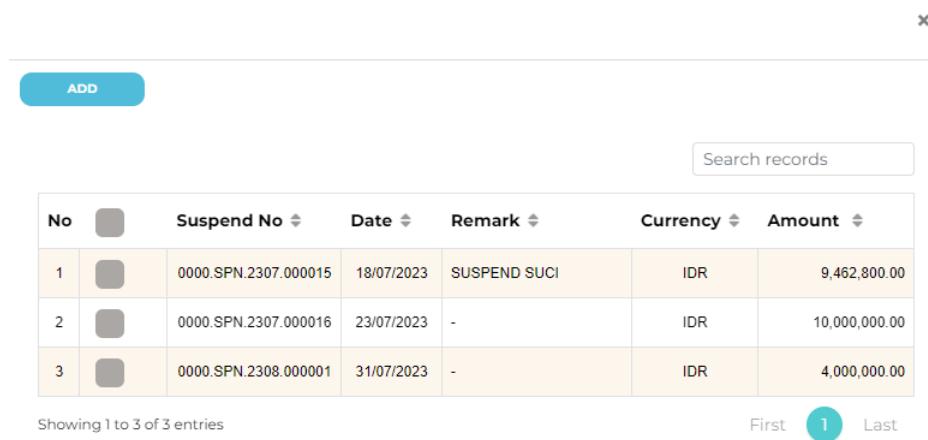
Show 10 entries Search records

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

Gambar 141 Halaman Suspend List

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

Look Up Suspend kemudian klik tombol **ADD**.



The screenshot shows a table with columns: No, Suspend No, Date, Remark, Currency, and Amount. There are three rows of data. Row 1: No 1, Suspend No 0000.SPN.2307.000015, Date 18/07/2023, Remark SUSPEND SUCI, Currency IDR, Amount 9,462,800.00. Row 2: No 2, Suspend No 0000.SPN.2307.000016, Date 23/07/2023, Remark -, Currency IDR, Amount 10,000,000.00. Row 3: No 3, Suspend No 0000.SPN.2308.000001, Date 31/07/2023, Remark -, Currency IDR, Amount 4,000,000.00.

No	Suspend No	Date	Remark	Currency	Amount
1	0000.SPN.2307.000015	18/07/2023	SUSPEND SUCI	IDR	9,462,800.00
2	0000.SPN.2307.000016	23/07/2023	-	IDR	10,000,000.00
3	0000.SPN.2308.000001	31/07/2023	-	IDR	4,000,000.00

Showing 1 to 3 of 3 entries First 1 Last

Gambar 142 Halaman Look Up Suspend

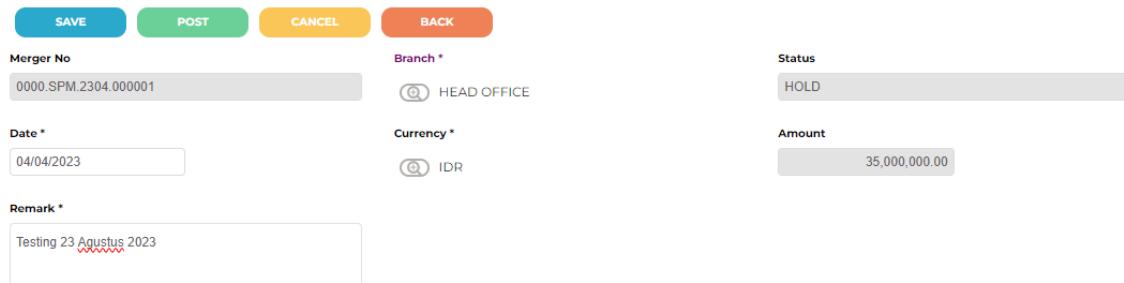
- f. Untuk menghapus data Suspend, user dapat memberi tanda checklist “

Suspend List kemudian klik tombol **DELETE**.

- g. Setelah data Merger berhasil disimpan, klik tombol **POST** untuk memproses data Merger dan status data akan berubah menjadi Post atau klik tombol **CANCEL** untuk membatalkan proses pengumpulan suspend dan status data akan berubah menjadi Cancel.

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Merger Info



The screenshot shows a form titled 'Merger Info' with the following fields:

- Merger No:** 0000.SPM.2304.000001
- Date:** 04/04/2023
- Branch:** HEAD OFFICE
- Currency:** IDR
- Amount:** 35,000,000.00
- Remark:** Testing 23 Agustus 2023

At the top, there are four buttons: **SAVE** (blue), **POST** (green), **CANCEL** (yellow), and **BACK** (orange).

Gambar 143 Halaman Merger Info (Status: Hold)

- h. Jika user ingin melakukan perubahan data klik tombol  pada baris data Merger List.

3.6.4 Release

Sub Menu Release dapat diakses oleh user melalui modul **Finance > Suspend Management > Release**. Sub Menu Release dapat digunakan oleh user untuk melakukan proses transaksi release terhadap data suspend yang telah terdaftar pada sistem.

3.6.4.1 Step Process Release

Berikut adalah Step Process Release:

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



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

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

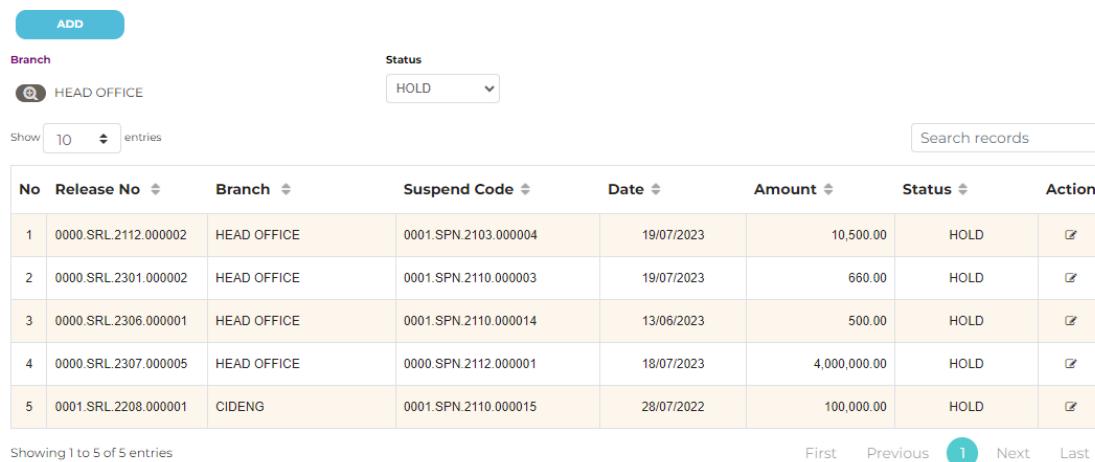
Below the table, there is a search bar labeled 'Search records' and navigation buttons for 'First', 'Last', and page numbers '1' and '2'.

Gambar 144 Halaman Look Up Branch

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

Release List



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

No	Release No	Branch	Suspend Code	Date	Amount	Status	Action
1	0000.SRL.2112.000002	HEAD OFFICE	0001.SPN.2103.000004	19/07/2023	10,500.00	HOLD	
2	0000.SRL.2301.000002	HEAD OFFICE	0001.SPN.2110.000003	19/07/2023	660.00	HOLD	
3	0000.SRL.2306.000001	HEAD OFFICE	0001.SPN.2110.000014	13/06/2023	500.00	HOLD	
4	0000.SRL.2307.000005	HEAD OFFICE	0000.SPN.2112.000001	18/07/2023	4,000,000.00	HOLD	
5	0001.SRL.2208.000001	CIDENG	0001.SPN.2110.000015	28/07/2022	100,000.00	HOLD	

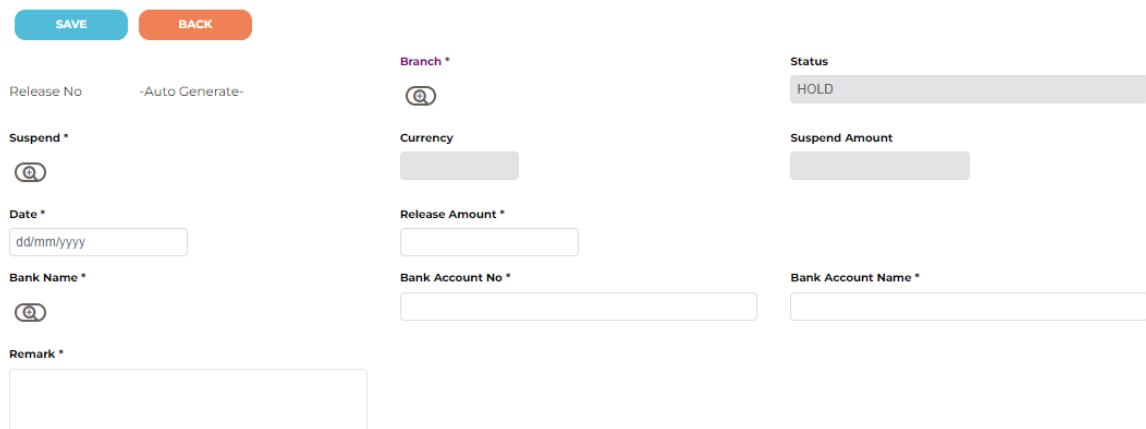
Showing 1 to 5 of 5 entries

First Previous  Next Last

Gambar 145 Halaman Release List

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

Release Info



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

- Release No: -Auto Generate-
- Branch: HEAD OFFICE
- Status: HOLD
- Suspend:
- Currency:
- Suspend Amount:
- Date: dd/mm/yyyy
- Release Amount:
- Bank Name:
- Bank Account No:
- Bank Account Name:
- Remark:
- Buttons: SAVE (blue), BACK (orange)

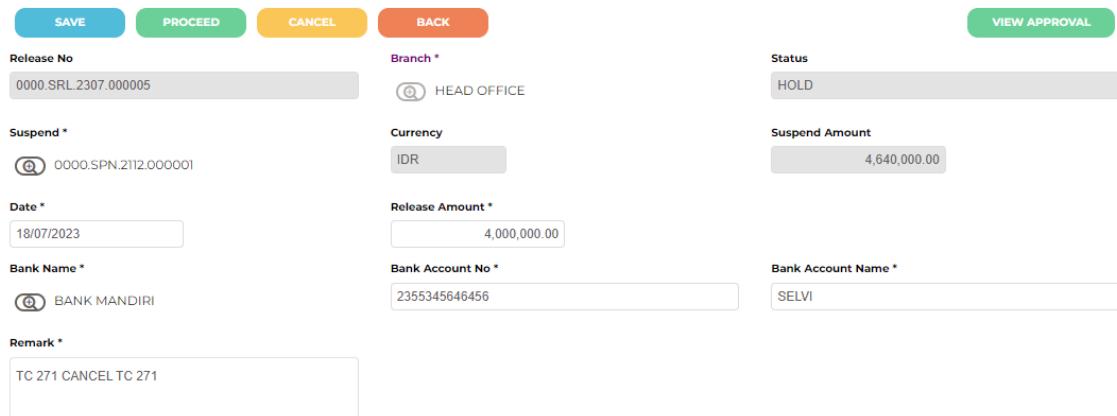
Gambar 146 Halaman Release Info

- d. Setelah data Release berhasil disimpan, klik tombol  untuk memproses data Release Suspend dan status data akan berubah menjadi On Process atau klik tombol  untuk membatalkan proses Release Suspend dan status data akan berubah menjadi Cancel. Data yang

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telah diproses akan masuk ke modul Approval. Selain itu, user dapat mengklik tombol **VIEW APPROVAL** untuk melihat informasi employee yang melakukan approve.

Release Info



SAVE PROCEED CANCEL BACK **VIEW APPROVAL**

Release No: 0000.SRL.2307.000005 Branch *: HEAD OFFICE Status: HOLD

Suspend *: 0000.SPN.2112.000001 Currency: IDR Suspend Amount: 4,640,000.00

Date *: 18/07/2023 Release Amount *: 4,000,000.00

Bank Name *: BANK MANDIRI Bank Account No *: 2355345646456 Bank Account Name *: SELVI

Remark *: TC 271 CANCEL TC 271

Gambar 147 Halaman Release Info (Status: Hold)

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

3.6.5 Revenue

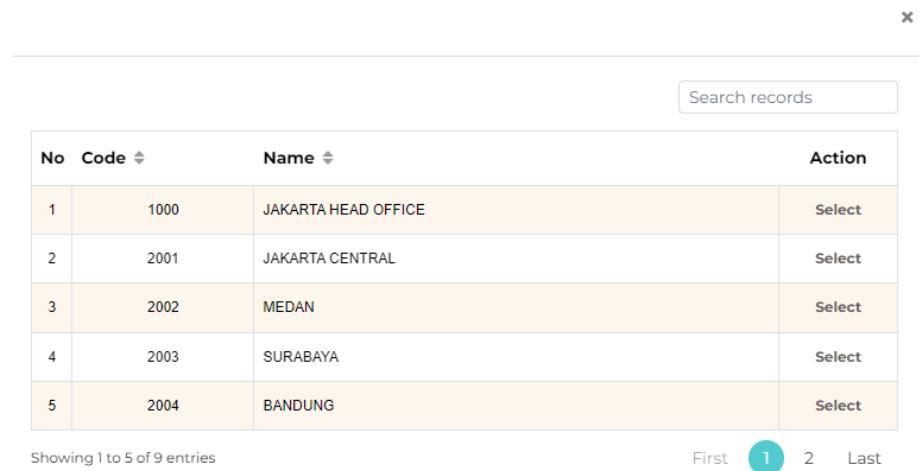
Sub Menu Revenue dapat diakses oleh user melalui modul **Finance > Suspend Management > Revenue**. Sub Menu Revenue dapat digunakan oleh user untuk melakukan proses Revenue / pengakuan pendapatan terhadap data Suspend yang tidak diketahui siapa pemiliknya setelah jangka waktu tertentu.

3.6.5.1 Step Process Revenue

Berikut adalah Step Process Revenue:

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

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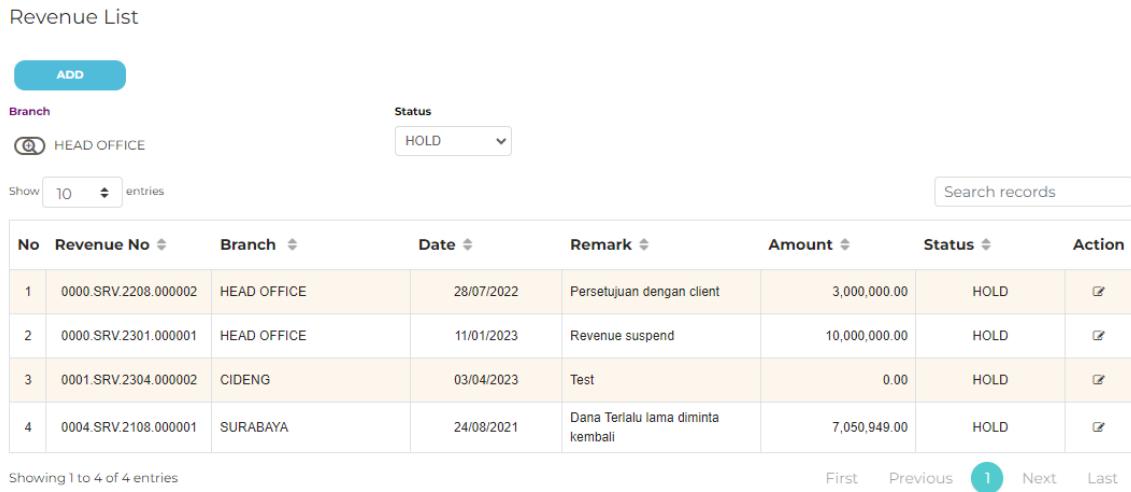
The screenshot shows a table titled 'Search records' containing five entries of branch data:

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 148 Halaman Look Up Branch

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



The screenshot shows a table titled 'Search records' containing four entries of revenue data:

No	Revenue No	Branch	Date	Remark	Amount	Status	Action
1	0000.SRV.2208.000002	HEAD OFFICE	28/07/2022	Persetujuan dengan client	3,000,000.00	HOLD	
2	0000.SRV.2301.000001	HEAD OFFICE	11/01/2023	Revenue suspend	10,000,000.00	HOLD	
3	0001.SRV.2304.000002	CIDENG	03/04/2023	Test	0.00	HOLD	
4	0004.SRV.2108.000001	SURABAYA	24/08/2021	Dana Terlalu lama diminta kembali	7,050,949.00	HOLD	

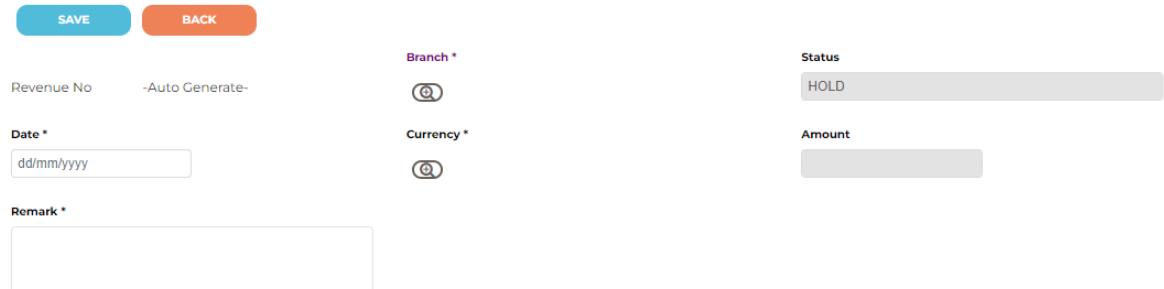
Showing 1 to 4 of 4 entries First Previous 1 Next Last

Gambar 149 Halaman Revenue List

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

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Revenue Info



Branch *

Status

Revenue No -Auto Generate-

Date *

Currency *

Amount

Remark *

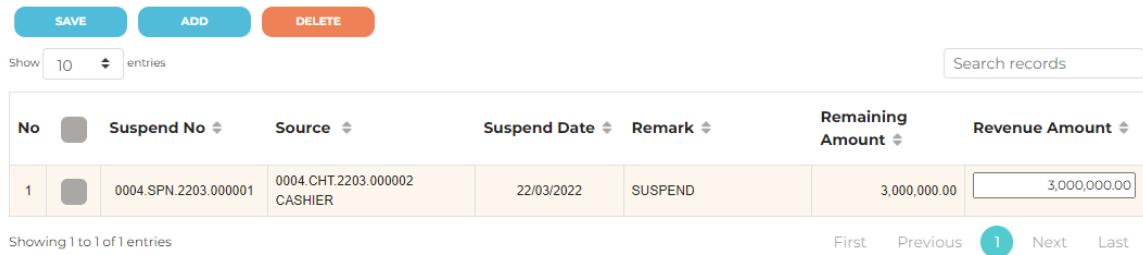
SAVE BACK ADD

Gambar 150 Halaman Revenue Info

d. Setelah data Revenue berhasil disimpan, maka sistem akan menampilkan halaman Suspend List.

klik tombol **ADD** untuk menambahkan data pada tampilan Suspend List.

Suspend List



SAVE ADD DELETE

Show 10 entries Search records

No	Suspend No	Source	Suspend Date	Remark	Remaining Amount	Revenue Amount
1	0004.SPN.2203.000001	0004.CHT.2203.000002 CASHIER	22/03/2022	SUSPEND	3,000,000.00	3,000,000.00

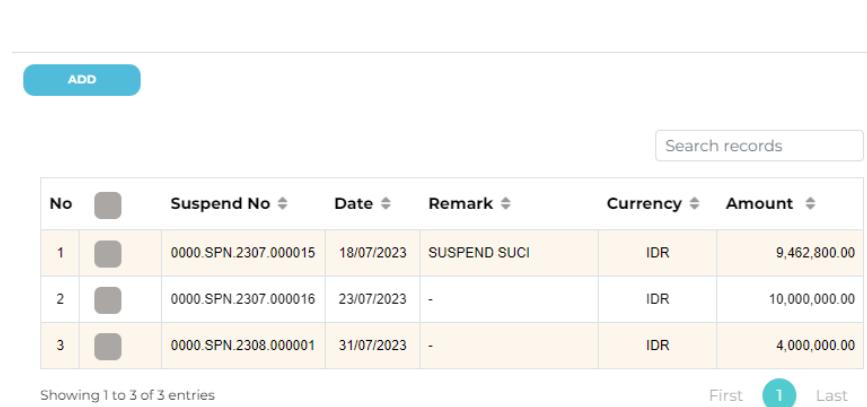
Showing 1 to 1 of 1 entries First Previous 1 Next Last

Gambar 151 Halaman Suspend List

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

Look Up Suspend kemudian klik tombol **ADD**.

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Showing 1 to 3 of 3 entries

First 1 Last

Gambar 152 Halaman Look Up Suspend

- f. Lengkapi data pada field yang tersedia, kemudian klik tombol **SAVE** untuk menyimpan data.
- g. Untuk menghapus data Suspend, user dapat memberi tanda checklist “

Revenue Info

SAVE	POST	CANCEL	BACK
Revenue No <input type="text" value="0001.SRV.2304.000002"/>	Branch * <input type="text" value="CIDENG"/>	Status <input type="text" value="HOLD"/>	
Date * <input type="text" value="03/04/2023"/>	Currency * <input type="text" value="IDR"/>	Amount <input type="text" value="0.00"/>	
Remark * <input type="text" value="Test"/>			

Gambar 153 Halaman Revenue Info (Status: Hold)

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

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3.7 Reconcile

Reconcile adalah Menu yang dapat digunakan oleh user untuk melakukan proses perbandingan rekening koran dengan catatan sistem sehingga akan menghasilkan data berupa informasi selisih transaksi yang dilakukan. Berikut adalah detail penjelasan per masing-masing Sub Menu pada Menu Reconcile.

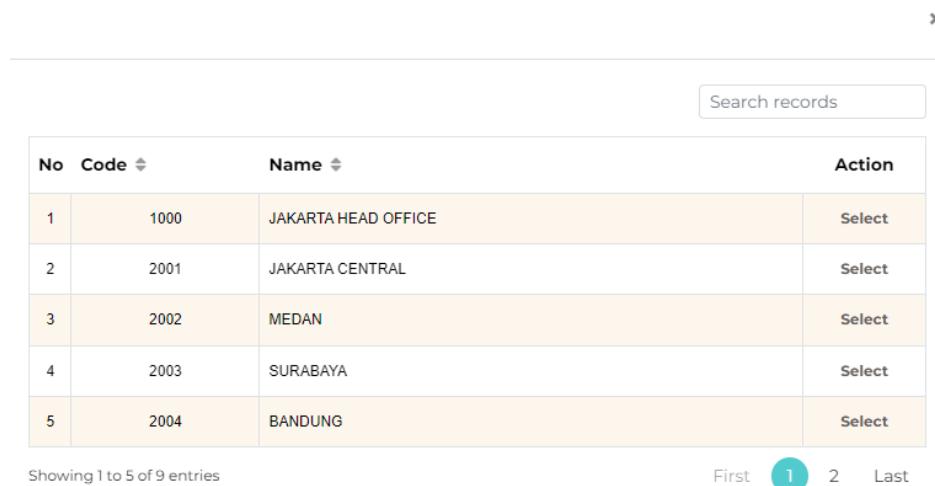
3.7.1 Reconcile

Sub Menu Reconcile dapat diakses oleh user melalui modul **Finance > Reconcile > Reconcile**. Sub Menu Reconcile dapat digunakan oleh user untuk melakukan proses perbandingan rekening koran dengan catatan sistem sehingga akan menghasilkan data berupa informasi selisih transaksi yang dilakukan.

3.7.1.1 Step Process Reconcile

Berikut adalah Step Process Reconcile:

- 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' with the following details:

- Search records:** A text input field at the top right.
- Action:** A column on the far right containing the word 'Select' for each row.
- Table Headers:** 'No', 'Code', 'Name'.
- Data Rows:**

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
- Pagination:** At the bottom left, 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 154 Halaman Look Up Branch

- Klik tombol  untuk menambahkan data pada tampilan Reconcile List.

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Reconcile List

ADD

Branch	Status	From Date	To Date				
 HEAD OFFICE	ALL	01/01/2023	23/08/2023				
Show 10 entries	Search records						
No Reconcile No Branch Bank From Date To Date Status Action							
1	0000.RCM.2209.000001	HEAD OFFICE	PT IMS BRI 8080	01/03/2023	15/06/2023	CANCEL	
2	0000.RCM.2304.000001	HEAD OFFICE	PT IMS CENTRAL ASIA BANK 7619	01/01/2023	04/04/2023	HOLD	
3	0000.RCM.2304.000002	HEAD OFFICE	PT IMS BCA 5520	01/01/2023	04/04/2023	ON PROCESS	
4	0000.RCM.2304.000003	HEAD OFFICE	PT IMS BNI 4468	01/04/2023	06/04/2023	POST	
5	0000.RCM.2304.000004	HEAD OFFICE	PT IMS CIMB NIAGA 7619	06/04/2023	06/04/2023	CANCEL	
6	0000.RCM.2305.000001	HEAD OFFICE	BANK MANDIRI - OPX TGR	01/05/2023	22/05/2023	CANCEL	
7	0000.RCM.2305.000002	HEAD OFFICE	PT IMS BRI 2220	01/03/2023	01/04/2023	ON PROCESS	
8	0000.RCM.2306.000001	HEAD OFFICE	PT IMS BCA 7820	01/03/2023	15/06/2023	CANCEL	
9	0000.RCM.2306.000002	HEAD OFFICE	PT IMS BCA 2050	01/06/2023	15/06/2023	POST	
10	0000.RCM.2307.000001	HEAD OFFICE	BANK MANDIRI - OPX TGR	06/07/2023	06/07/2023	CANCEL	

Showing 1 to 10 of 27 entries

First Previous **1** 2 3 Next Last

Gambar 155 Halaman Reconcile List

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

Reconcile Info

SAVE **BACK**

Reconcile No	-Auto Generate-	Branch *	Status
			HOLD
Date	05/06/2023	From Date *	05/06/2023
Bank *		System Amount	Upload Amount
Remark *	<input type="text" value="0.00"/> <input type="text" value="0.00"/>		

Gambar 156 Halaman Reconcile Info

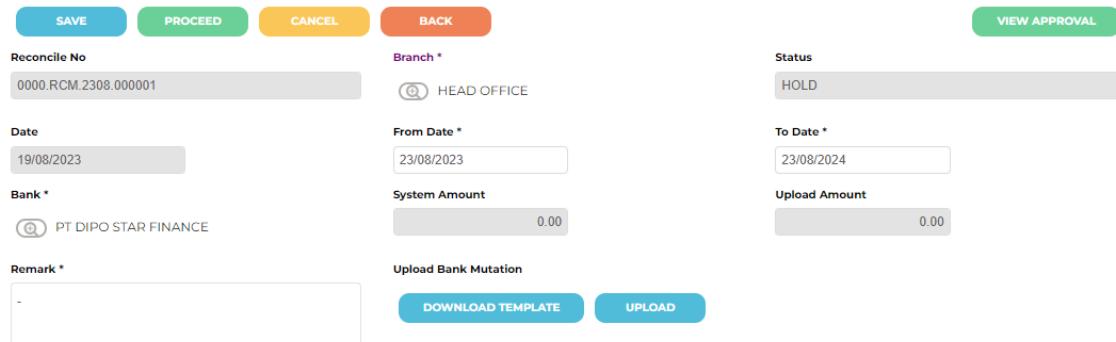
 Innovation Comprehensive Technology	USER GUIDE		
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d. Setelah data Reconcile berhasil disimpan, unduh template mutasi bank dengan mengklik tombol

DOWNLOAD TEMPLATE

lengkapi data pada template yang telah diunduh, kemudian unggah data yang telah dilengkapi dengan mengklik klik tombol **UPLOAD**.

Reconcile Info



The screenshot shows the 'Reconcile Info' page with the following details:

- Reconcile No:** 0000.RCM.2308.000001
- Date:** 19/08/2023
- Branch:** HEAD OFFICE
- Status:** HOLD
- From Date ***: 23/08/2023
- To Date ***: 23/08/2024
- System Amount:** 0.00
- Upload Amount:** 0.00
- Remark:** -
- Buttons:** SAVE, PROCEED, CANCEL, BACK, DOWNLOAD TEMPLATE, UPLOAD, RECOUNT, REFRESH, and VIEW APPROVAL.

Gambar 157 Halaman Reconcile Info (Status: Hold)

e. Setelah data Bank Mutation berhasil diunggah, user dapat menyesuaikan detail data yang telah

diunggah dengan mengklik tombol **RECOUNT** dan melakukan pengulangan proses data dengan mengklik tombol **REFRESH**. Beri tanda checklist “

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SAVE

Show 10 entries

Reconcile	Value Date	Remark	Amount
<input type="checkbox"/>	15/08/2023		10,000,000.00
<input type="checkbox"/>	15/08/2023		1,000,000.00

Showing 1 to 2 of 2 entries First Previous  Next Last

SAVE **REFRESH** **RECOUNT**

Show 10 entries

Reconcile	Value Date	Source	Remark	Amount
<input type="checkbox"/>	30/07/2023	Payment Confirm	REALIZATION PUBLIC SERVICE FOR THOMAS RENT - ok	-11,100.00
<input type="checkbox"/>	04/08/2023	Payment Confirm	REALIZATION PUBLIC SERVICE FOR THOMAS RENT - TEST	-211,000.00
<input type="checkbox"/>	03/08/2023	Received Confirm		32,755,102.00
<input type="checkbox"/>	05/08/2023	Payment Confirm	INVOICE to Audi Puri indah. Payment for IMS.INR.2307.000077	-870,326,666.67
<input type="checkbox"/>	11/08/2023	Payment Confirm	Payment DP Order Public Service for 0000.ODM.2308.000004, branch : HEAD OFFICE to THOMAS RENT . 1.500.000,00 - ok	-1,500,000.00
<input type="checkbox"/>	11/08/2023	Payment Confirm	REALIZATION PUBLIC SERVICE FOR THOMAS RENT - ok	-161,000.00
<input type="checkbox"/>	11/08/2023	Payment Confirm	Payment DP Order Public Service for 0000.ODM.2308.000005, branch : HEAD OFFICE to THOMAS RENT . 100.000,00 - ok	-100,000.00
<input type="checkbox"/>	31/07/2023	Payment Confirm	Pembayaran Work Order DSF.WO.2308.00001 - 1196500.00 - ok	-1,196,500.00
<input type="checkbox"/>	01/08/2023	Payment Confirm	Payment Policy insurance 6516584658 To INSURANCE COMPANY	-1,118,000,000.00
<input type="checkbox"/>	04/08/2023	Payment Confirm	Payment DP Order Public Service for 0000.ODM.2308.000003, branch : HEAD OFFICE to THOMAS RENT . 150.000,00 - TEST PREPAID	-150,000.00

Showing 1 to 10 of 13 entries first Previous  2 Next Last

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Gambar 158 Halaman Reconcile Info Detail

- f. Setelah data Reconcile berhasil disimpan, klik tombol **PROCEED** untuk memproses data Reconcile dan status data akan berubah menjadi On Process atau klik tombol **CANCEL** untuk membatalkan proses pembandingan mutasi dan status data akan berubah menjadi Cancel. Data yang telah diproses akan masuk ke modul Approval. Selain itu, user dapat mengklik tombol **VIEW APPROVAL** untuk melihat informasi employee yang melakukan approve.
- g. Jika user ingin melakukan perubahan data klik tombol  pada baris data Reconcile List.

3.8 Inquiry

Inquiry adalah menu yang dapat digunakan oleh user untuk melakukan proses monitoring dan inquiry terhadap data transaksi yang ada pada sistem. Berikut adalah detail penjelasan per masing-masing sub menu yang akan digunakan oleh user.

3.8.1 Bank Mutation

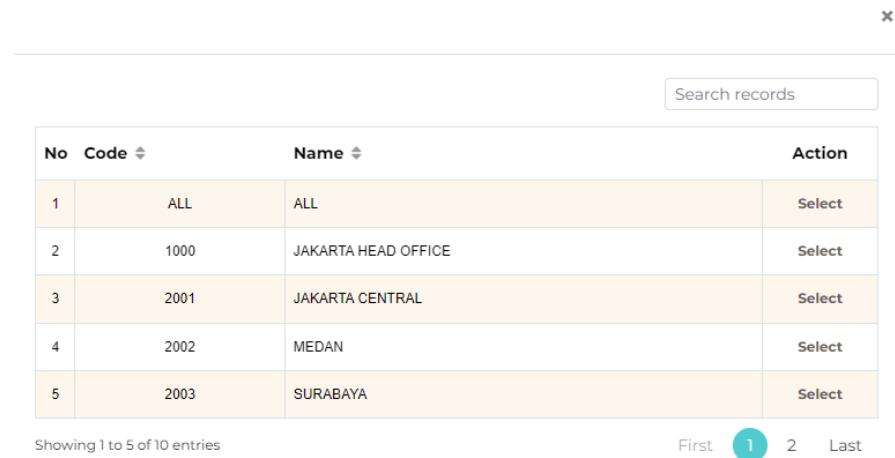
Sub Menu Bank Mutation dapat diakses oleh user melalui modul **Finance > Inquiry > Bank Mutation**. Sub Menu Bank Mutation user dapat melakukan proses monitoring dan inquiry terhadap data mutasi bank yang terjadi pada sistem.

3.8.1.1 Step Process Bank Mutation

Berikut adalah Step Process Bank Mutation:

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

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Showing 1 to 5 of 10 entries

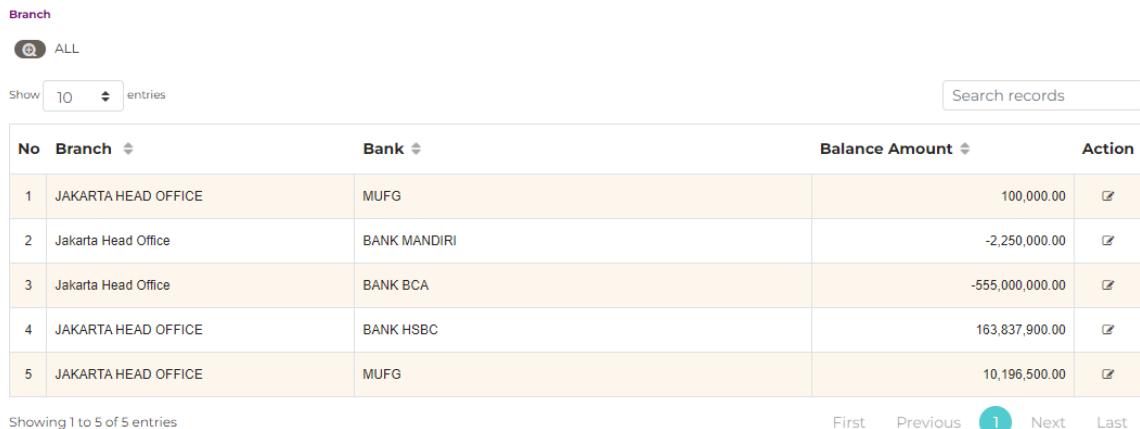
No	Code	Name	Action
1	ALL	ALL	Select
2	1000	JAKARTA HEAD OFFICE	Select
3	2001	JAKARTA CENTRAL	Select
4	2002	MEDAN	Select
5	2003	SURABAYA	Select

First 1 2 Last

Gambar 159 Halaman Look Up Branch

- b. Setelah memilih Branch, maka sistem akan menampilkan halaman Bank Mutation List.

Bank Mutation List



Show 10 entries

No	Branch	Bank	Balance Amount	Action
1	JAKARTA HEAD OFFICE	MUFG	100,000.00	
2	Jakarta Head Office	BANK MANDIRI	-2,250,000.00	
3	Jakarta Head Office	BANK BCA	-555,000,000.00	
4	JAKARTA HEAD OFFICE	BANK HSBC	163,837,900.00	
5	JAKARTA HEAD OFFICE	MUFG	10,196,500.00	

Showing 1 to 5 of 5 entries

First Previous 1 Next Last

Gambar 160 Halaman Bank Mutation List

- c. Klik tombol  untuk melihat detail data Bank Mutation.

Bank Mutation Info



BACK

Branch	Bank	Balance Amount
JAKARTA HEAD OFFICE	MUFG	10,196,500.00

Gambar 161 Halaman Bank Mutation Info

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d. Pada halaman Bank Mutation Info, terdapat halaman Mutation Detail List.

Mutation Detail List

From Date	To Date	Opening Amount	Close Amount																					
23/08/2023	23/08/2023	23,300,000.00	10,196,500.00																					
Show 10 entries		Search records																						
<table border="1"> <thead> <tr> <th>No</th> <th>Value Date</th> <th>Source</th> <th>Orig Amount</th> <th>Currency</th> <th>Base Amount</th> <th>Reconcile</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>23/08/2023</td> <td>1000.MPV.2308.000002 Payment Voucher</td> <td>-5,000,000.00</td> <td>IDR 1.000000</td> <td>-5,000,000.00</td> <td>No</td> </tr> <tr> <td>2</td> <td>23/08/2023</td> <td>IFPC230004 Payment Confirm</td> <td>-8,103,500.00</td> <td>IDR 1.000000</td> <td>-8,103,500.00</td> <td>No</td> </tr> </tbody> </table>				No	Value Date	Source	Orig Amount	Currency	Base Amount	Reconcile	1	23/08/2023	1000.MPV.2308.000002 Payment Voucher	-5,000,000.00	IDR 1.000000	-5,000,000.00	No	2	23/08/2023	IFPC230004 Payment Confirm	-8,103,500.00	IDR 1.000000	-8,103,500.00	No
No	Value Date	Source	Orig Amount	Currency	Base Amount	Reconcile																		
1	23/08/2023	1000.MPV.2308.000002 Payment Voucher	-5,000,000.00	IDR 1.000000	-5,000,000.00	No																		
2	23/08/2023	IFPC230004 Payment Confirm	-8,103,500.00	IDR 1.000000	-8,103,500.00	No																		
Showing 1 to 2 of 2 entries																								
		First		Previous		Next	Last																	

Gambar 162 Halaman Mutation Detail List

e. Klik tombol  untuk kembali ke halaman sebelumnya.

3.8.2 Withholding Tax History

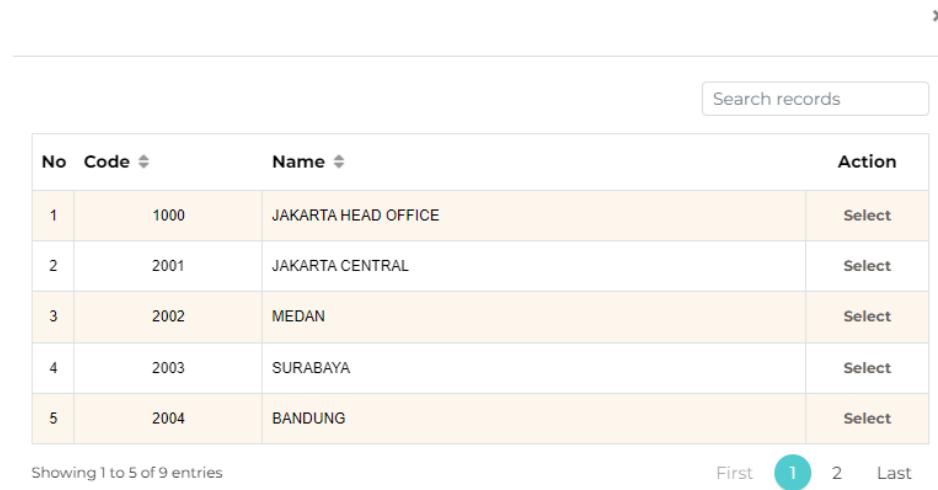
Sub Menu Withholding Tax History dapat diakses oleh user melalui modul **Finance > Inquiry > Withholding Tax History**. Sub Menu Withholding Tax History user dapat melakukan proses monitoring dan inquiry terhadap data Withholding Tax History yang telah terdaftar pada sistem.

3.8.2.1 Step Process Withholding Tax History

Berikut adalah Step Process Withholding Tax History:

- 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 "Look Up Branch" with the following data:

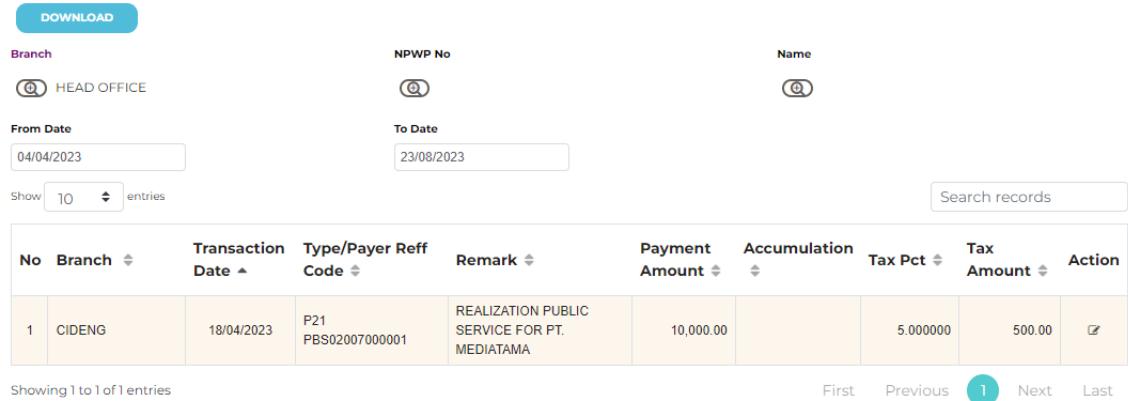
No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

Showing 1 to 5 of 9 entries First 1 2 Last

Gambar 163 Halaman Look Up Branch

- b. Pilih filter data NPWP No dan Name untuk menampilkan data pada halaman Withholding Tax History List.

Withholding Tax History List



The screenshot shows a table titled "Withholding Tax History List" with the following data:

No	Branch	Transaction Date	Type/Payer Ref Code	Remark	Payment Amount	Accumulation	Tax Pct	Tax Amount	Action
1	CIDENG	18/04/2023	P21 PBS0200700001	REALIZATION PUBLIC SERVICE FOR PT. MEDIATAMA	10,000.00		5.000000	500.00	

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

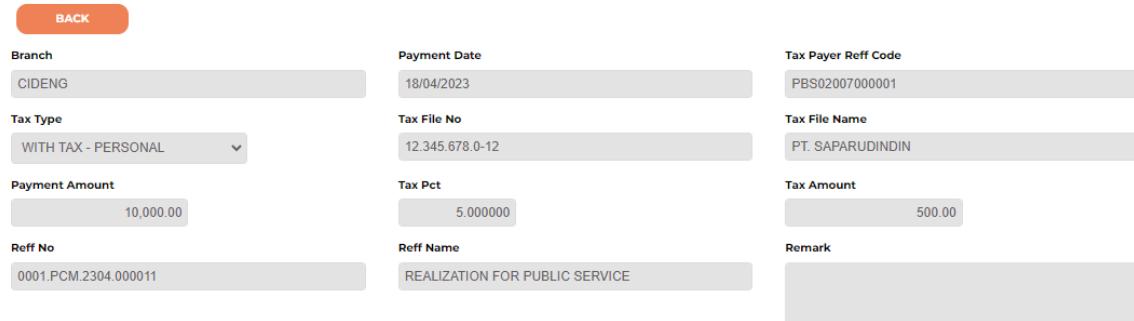
Gambar 164 Halaman Withholding Tax History List

- c. Klik tombol  untuk melihat detail data Withholding Tax History. User dapat mengunduh data Withholding Tax History yang telah terdaftar pada sistem dengan mengklik tombol 

.

	USER GUIDE		
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Withholding Tax History Info



The screenshot displays a user interface for managing tax history. At the top left is a 'BACK' button. The main area contains several input fields and dropdown menus. The 'Branch' field is set to 'CIDENG'. The 'Payment Date' is '18/04/2023'. The 'Tax Payer Ref Code' is 'PBS0200700001'. The 'Tax Type' is 'WITH TAX - PERSONAL'. The 'Tax File No' is '12.345.678.0-12'. The 'Tax File Name' is 'PT. SAPARUDINDIN'. The 'Payment Amount' is '10,000.00'. The 'Tax Pct' is '5.000000'. The 'Tax Amount' is '500.00'. The 'Reff No' is '0001.PCM.2304.000011'. The 'Reff Name' is 'REALIZATION FOR PUBLIC SERVICE'. There is also a 'Remark' field which is currently empty.

Gambar 165 Halaman Withholding Tax History Info

- d. Klik tombol  untuk kembali ke halaman sebelumnya.

3.9 Interface

Interface adalah Menu yang digunakan oleh sistem iFinancing untuk berkomunikasi dengan modul-modul lain pada sistem. Berikut adalah detail penjelasan per masing-masing sub menu yang akan digunakan oleh user.

3.9.1 Journal

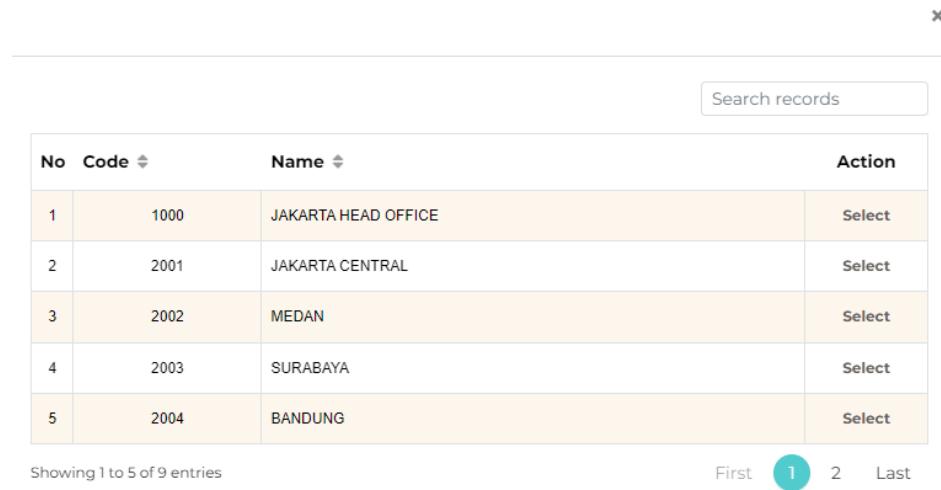
Sub Menu Journal dapat diakses oleh user melalui modul **Finance > Interface > Journal**. Sub Menu Journal digunakan untuk mengirimkan jurnal-jurnal yang terbentuk saat transaksi finance ke modul Accounting.

3.9.1.1 Step Process Journal

Berikut adalah Step Process Journal:

- 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 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 166 Halaman Look Up Branch

- b. Pilih Status yang akan dilihat dengan mengklik tombol Dropdown List Status ALL ▼
 maka sistem akan menampilkan halaman Journal List (Interface).

	USER GUIDE		
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Journal List (Interface)

Branch	Status							
 JAKARTA HEAD OFFICE	ALL							
No	Transaction No	Branch	Date	Value Date	Name	Reff No	Status	Action
1	1000.FIJT.2308.000013	JAKARTA HEAD OFFICE	23/08/2023	23/08/2023	PAYMENT VOUCHER	1000.MPV.2308.000002 Payment Voucher TES BUAT PAYMENT VOCER	HOLD	<input checked="" type="checkbox"/>
2	1000.FIJT.2308.000012	JAKARTA HEAD OFFICE	23/08/2023	23/08/2023	PAYMENT TRANSACTION	IFPC230004 Payment Transaction Payment Work Order for DSF.WO.2308.00002 - B1868FJJ - Invoice , worth : 8103500.00 - Check steering system	HOLD	<input checked="" type="checkbox"/>
3	1000.FIJT.2308.000011	Jakarta Head Office	22/08/2023	22/08/2023	PAYMENT TRANSACTION	IFPC230003 Payment Transaction INVOICE to BUDIMAN RUSLI - BANDAR LAMPUNG - P.ANTASARI. Payment for DSF.INR.2308.000005 - Unit Xenia PO nomor 8.8.2023	HOLD	<input checked="" type="checkbox"/>
4	1000.FIJT.2308.000010	JAKARTA HEAD OFFICE	21/08/2023	21/08/2023	CASHIER TRANSACTION	1000.CHT.2308.000006 Cashier Transaction TE	HOLD	<input checked="" type="checkbox"/>
5	1000.FIJT.2308.000009	JAKARTA HEAD OFFICE	21/08/2023	21/08/2023	RECEIVED VOUCHER	1000.MRV.2308.000001 Received Voucher - test	HOLD	<input checked="" type="checkbox"/>
6	1000.FIJT.2308.000008	JAKARTA HEAD OFFICE	18/08/2023	18/08/2023	DEPOSIT MOVE	1000.DMV.2308.000001 Deposit Move, From Agreement : 0000001/4/34/08/2023 - KURNIA IRawan, to Agreement : 0000002/4/34/08/2023 - KURNIA IRawan. data UAT	HOLD	<input checked="" type="checkbox"/>
7	1000.FIJT.2308.000007	JAKARTA HEAD OFFICE	18/08/2023	18/08/2023	SUSPEND ALLOCATION	1000.SPA.2308.000001 Suspend Allocation, Suspend No : 1000.SPN.2308.000001 for 0000002/4/34/08/2023 - KURNIA IRawan. DATA UAT	HOLD	<input checked="" type="checkbox"/>
8	1000.FIJT.2308.000006	JAKARTA HEAD OFFICE	18/08/2023	18/08/2023	CASHIER TRANSACTION	1000.CHT.2308.000003 Cashier Transaction data UAT	HOLD	<input checked="" type="checkbox"/>
9	1000.FIJT.2308.000005	JAKARTA HEAD OFFICE	18/08/2023	18/08/2023	CASHIER TRANSACTION	1000.CHT.2308.000002 Cashier Transaction Agreement No : 0000001/4/34/08/2023, KURNIA IRawan data UAT	HOLD	<input checked="" type="checkbox"/>
10	1000.FIJT.2308.000004	JAKARTA HEAD OFFICE	18/08/2023	18/08/2023	CASHIER TRANSACTION	1000.CHT.2308.000001 Cashier Transaction Invoice 00001/INV/2024/08/2023 Agreement 0000001/4/34/08/2023 Client KURNIA IRawan	HOLD	<input checked="" type="checkbox"/>

Showing 1 to 10 of 13 entries

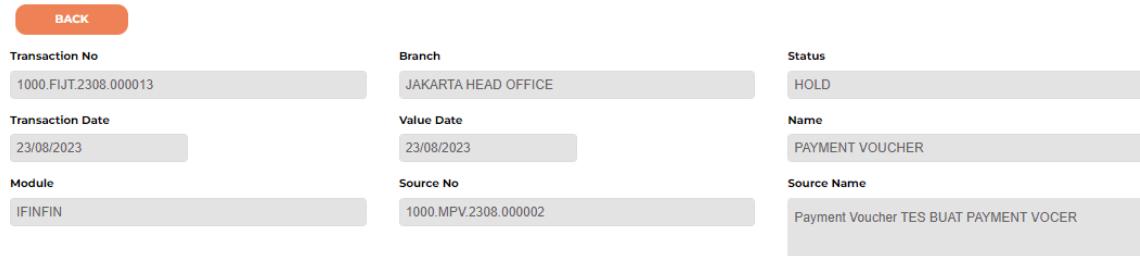
First Previous 1 2 Next Last

Gambar 167 Halaman Journal List (Interface)

- c. Klik tombol  untuk melihat detail data Journal.

	USER GUIDE		
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Journal Info



The screenshot shows a form for a journal entry. It includes fields for Transaction No (1000.FJIT.2308.000013), Branch (JAKARTA HEAD OFFICE), Status (HOLD), Transaction Date (23/08/2023), Value Date (23/08/2023), Module (IFINFIN), Source No (1000.MPV.2308.000002), and Source Name (Payment Voucher TES BUAT PAYMENT VOCER).

Gambar 168 Halaman Journal Info

- d. Pada halaman Journal Info, terdapat halaman Detail List.

Detail List



The table displays two entries:

No	Branch	GL Link	Description	Agreement No	Currency	Debit Amount	Credit Amount
1	JAKARTA HEAD OFFICE	BANK MUFG 5100028168	TES BUAT PAYMENT VOCER		IDR 1.000000	0.00	5,000,000.00
2	JAKARTA HEAD OFFICE	ACCOUNT PAYABLE SUPPLIER	TES BUAT PAYMENT VOCER		IDR 1.000000	5,000,000.00	0.00

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

Gambar 169 Halaman Detail List

- e. Klik tombol  untuk kembali ke halaman sebelumnya.

3.9.2 Payment Request

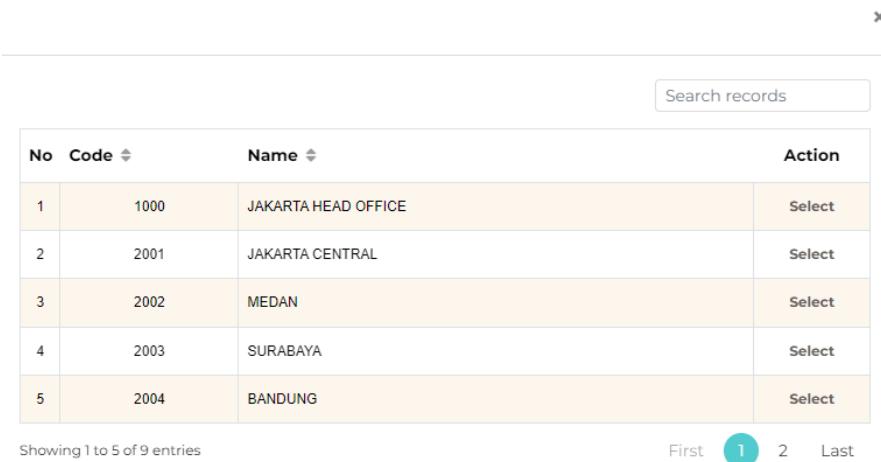
Sub Menu Payment Request dapat diakses oleh user melalui modul **Finance > Interface > Payment Request**. Sub Menu Payment Request dapat digunakan oleh sistem untuk berkomunikasi dengan modul lain yang mentrigger proses pembayaran pada sistem.

3.9.2.1 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.

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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 the following columns: "No", "Code", "Name", and "Action". The data rows are:

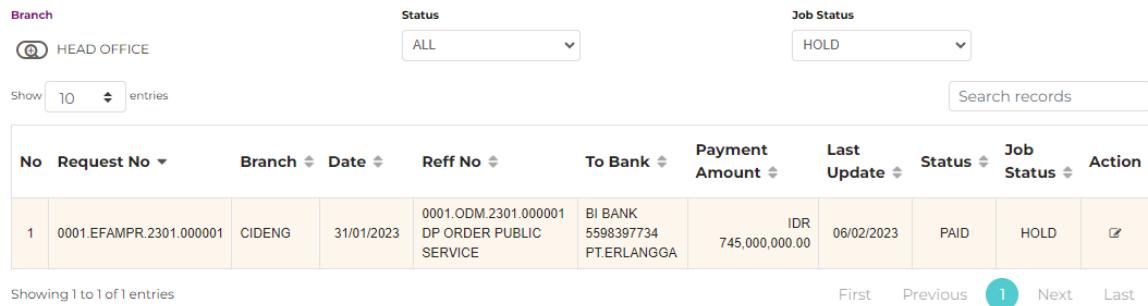
No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

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 green), "2", and "Last".

Gambar 170 Halaman Look Up Branch

- b. Pilih Status dan Job Status yang akan dilihat dengan mengklik tombol Dropdown List  maka sistem akan menampilkan halaman Payment Request List (Interface).

Payment Request List (Interface)



A screenshot of a "Payment Request List (Interface)" page. At the top, there are three dropdown filters: "Branch" (set to HEAD OFFICE), "Status" (set to ALL), and "Job Status" (set to HOLD). Below these are buttons for "Show 10 entries" and a "Search records" bar. The main area is a table with the following columns: No, Request No, Branch, Date, Ref No, To Bank, Payment Amount, Last Update, Status, Job Status, and Action. One row is visible:

No	Request No	Branch	Date	Ref No	To Bank	Payment Amount	Last Update	Status	Job Status	Action
1	0001.EFAMPR.2301.000001	CIDENG	31/01/2023	0001.ODM.2301.000001 DP ORDER PUBLIC SERVICE	BI BANK 5598397734 PT.ERLANGGA	IDR 745,000,000.00	06/02/2023	PAID	HOLD	

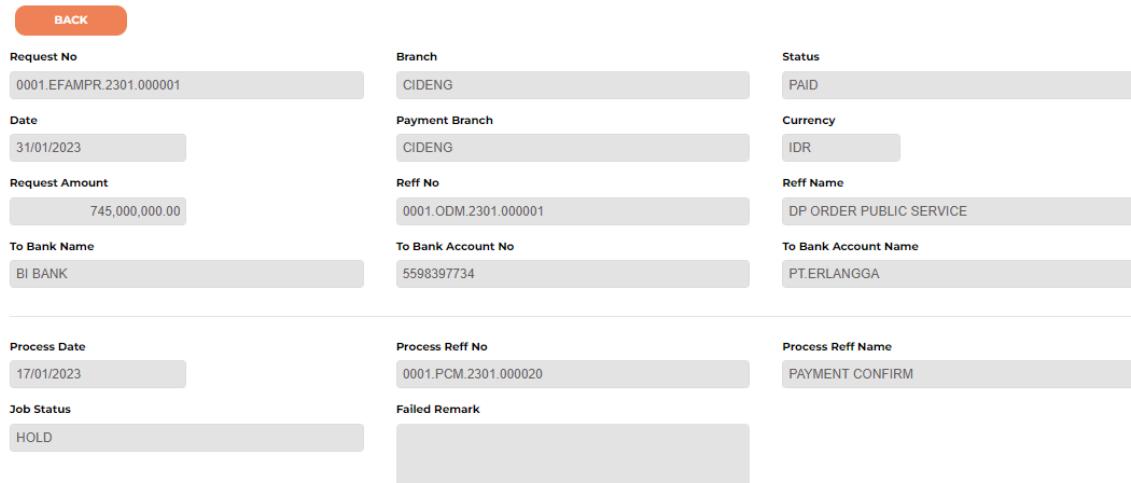
At the bottom left, it says "Showing 1 to 1 of 1 entries". On the right, there are navigation buttons: "First", "Previous", a page number "1" (highlighted in green), "Next", and "Last".

Gambar 171 Halaman Payment Request List (Interface)

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

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Payment Request Info (Interface)



The screenshot shows a form for a payment request. It includes fields for Request No (0001.EFAMPR.2301.000001), Branch (CIDENG), Status (PAID), Date (31/01/2023), Payment Branch (CIDENG), Currency (IDR), Request Amount (745,000,000.00), Ref No (0001.ODM.2301.000001), To Bank Name (BI BANK), To Bank Account No (5598397734), To Bank Account Name (PT.ERLANGGA), Process Date (17/01/2023), Process Ref No (0001.PCM.2301.000020), Process Ref Name (PAYMENT CONFIRM), Job Status (HOLD), and Failed Remark.

Gambar 172 Halaman Payment Request Info (Interface)

- d. Pada halaman Payment Request Info, terdapat halaman Detail List.

Detail List

Detail List						
Show	10	entries	Search records			
No	GL Link	Branch	Agreement No	Orig Amount	Division / Department	Remark
1		TANGERANG		IDR 2,000,000.00		GET REALIZATION ACTUAL FEE, 2,000,000.00 for PT SETA JASA TRANS
2		TANGERANG		IDR 500,000.00		GET REALIZATION SERVICE FEE, 500,000.00 for PT SETA JASA TRANS

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

Gambar 173 Halaman Detail List

- e. Klik tombol  untuk kembali ke halaman sebelumnya.

3.9.3 Agreement Update

Sub Menu Agreement Update dapat diakses oleh user melalui modul **Finance > Interface > Agreement Update**. Sub Menu Agreement Update dapat digunakan oleh sistem untuk berkomunikasi dengan modul lain yang mentrigger proses pembaharuan kontrak pembiayaan pada sistem.

3.9.3.1 Step Process Agreement Update

Berikut adalah Step Process Agreement Update:

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a. Pilih Job Status yang akan dilihat dengan mengklik tombol Dropdown List Job Status



maka sistem akan menampilkan halaman Agreement Update List (Interface).

Agreement Update List (Interface)

Job Status		ALL	Show 10 entries	Search records		
No	Agreement No	Termination Date	Sub Status	Status	Job Status	Action
1	0000001/4/00/10/2023 KURNIA IRAWAN			GO LIVE	POST	<input checked="" type="checkbox"/>
2	0000001/4/00/10/2023 KURNIA IRAWAN			GO LIVE	POST	<input checked="" type="checkbox"/>
3	0000001/4/00/10/2023 KURNIA IRAWAN			GO LIVE	POST	<input checked="" type="checkbox"/>
4	0000001/4/00/10/2023 KURNIA IRAWAN			GO LIVE	POST	<input checked="" type="checkbox"/>
5	0000001/4/11/09/2021 WIJAYA TRANS INDONESIA. PT			GO LIVE	POST	<input checked="" type="checkbox"/>
6	0000001/4/11/09/2021 WIJAYA TRANS INDONESIA. PT			GO LIVE	POST	<input checked="" type="checkbox"/>
7	0000001/4/11/09/2021 WIJAYA TRANS INDONESIA. PT			GO LIVE	POST	<input checked="" type="checkbox"/>
8	0000001/4/11/09/2021 WIJAYA TRANS INDONESIA. PT			GO LIVE	POST	<input checked="" type="checkbox"/>
9	0000001/4/11/09/2021 WIJAYA TRANS INDONESIA. PT			GO LIVE	POST	<input checked="" type="checkbox"/>
10	0000001/4/11/09/2021 WIJAYA TRANS INDONESIA. PT			GO LIVE	POST	<input checked="" type="checkbox"/>

Showing 1 to 10 of 13,923 entries

First Previous 1 2 3 4 5 ... 1393 Next Last

Gambar 174 Halaman Agreement Update List (Interface)

b. Klik tombol untuk melihat detail data Agreement Update.

Agreement Update Info

BACK	Agreement No 0000001/4/00/10/2023	Status GO LIVE	Sub Status
Termination Date dd/mm/yyyy	Termination Status	Job Status	POST
Failed Remark			

Gambar 175 Halaman Agreement Update Info

c. Klik tombol untuk kembali ke halaman sebelumnya.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - FINANCE	Date	Agustus 2023

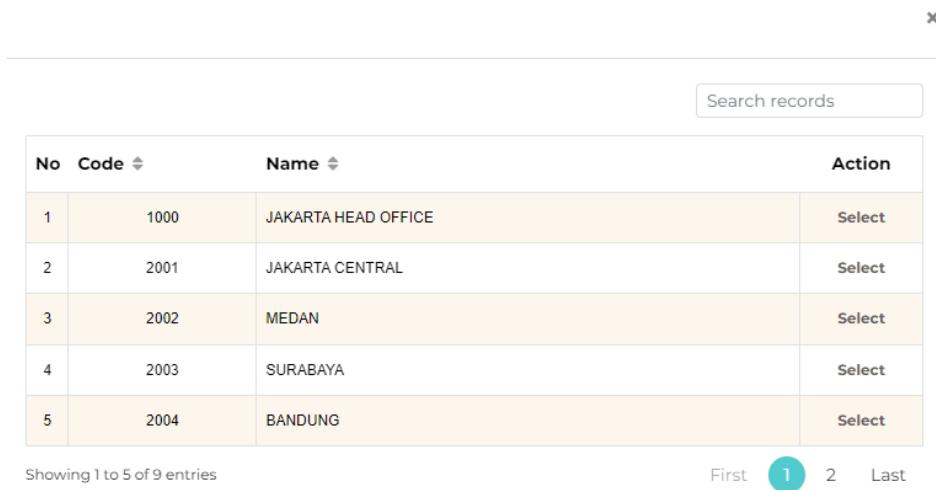
3.9.4 Received Request

Sub Menu Received Request dapat diakses oleh user melalui modul **Finance > Interface > Received Request**. Sub Menu Received Request dapat digunakan oleh sistem untuk berkomunikasi dengan modul lain yang mentrigger proses penerimaan pada sistem.

3.9.4.1 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.



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 176 Halaman Look Up Branch

- Pilih Status dan Job Status yang akan dilihat dengan mengklik tombol Dropdown List  maka sistem akan menampilkan halaman Cashier Received Request List (Interface).

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - FINANCE	Date	Agustus 2023

Received Request List (Interface)

Branch	Status	Job Status								
JAKARTA HEAD OFFICE	ALL	ALL								
No	Request No	Branch	Date	Reff No	Remark	Amount	Last Update	Status	Job Status	Action
1	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	POST	<input checked="" type="checkbox"/>
2	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	POST	<input checked="" type="checkbox"/>
3	DSF.EFAMRR.2308.000002	JAKARTA HEAD OFFICE	19/08/2023	1000.TRM.2308.00001 TERMINATE	Receive insurance termination, 1000.TRM.2308.00001 for Branch : JAKARTA HEAD OFFICE - data UAT	IDR 100,000.00	19/08/2023	PAID	POST	<input checked="" type="checkbox"/>

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

Gambar 177 Halaman Received Request List (Interface)

c. Klik tombol  untuk melihat detail data Received Request.

Received Request Info (Interface)

BACK		
Request No	Branch	Status
DSF.EFAMRR.2310.000013	Jakarta Head Office	PAID
Date	Currency	Received Amount
17/10/2023	IDR	7,770,000.00
Reff No	Reff Name	
DSF.SC.2310.00007	SPAF CLAIM ASSET	
Process Date	Process Reff No	Process Reff Name
06/10/2023	1000.RCM.2310.000011	RECEIVED CONFIRM
Job Status	Failed Remark	
POST		

Gambar 178 Halaman Received Request Info (Interface)

d. Pada halaman Received Request Info, terdapat halaman Detail List.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - FINANCE	Date	Agustus 2023

Detail List

Show	10	entries	Search records					
No GL Link Branch Agreement No Orig Amount Division / Department Remark								
1		JAKARTA SELATAN		IDR -7,770,000.00		ACCOUNT RECEIVABLE SPAF DSF SC.2310.00007		
Showing 1 to 1 of 1 entries				First	Previous	1	Next	Last

Gambar 179 Halaman Detail List

- e. Klik tombol  untuk kembali ke halaman sebelumnya.

3.9.5 Cashier Received Request

Sub Menu Cashier Received Request dapat diakses oleh user melalui modul **Finance > Interface > Cashier Received Request**. Sub Menu Cashier Received Request dapat digunakan oleh sistem untuk berkomunikasi dengan modul lain yang mentrigger proses penerimaan pada sistem.

3.9.5.1 Step Process Cashier Received Request

Berikut adalah Step Process Cashier Received Request:

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

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

Showing 1 to 5 of 9 entries

First  2 Last

Gambar 180 Halaman Look Up Branch

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - FINANCE	Date	Agustus 2023

b. Pilih Status dan Job Status yang akan dilihat dengan mengklik tombol Dropdown List



maka sistem akan menampilkan halaman Cashier Received Request List (Interface).

Cashier Received Request List (Interface)

Branch	Status	Job Status	Search records							
 JAKARTA HEAD OFFICE	PAID	ALL								
No	Request No	Branch	Date	Reff No	Remark	Amount	Last Update	Status	Job Status	Action
1	2034.OPLICR.2308.000001	TANGERANG	19/08/2023	00001.INV.2034.08.2023 INVOICE SEND	Invoice 00001/INV/2034/08/2023 Agreement 0000001/4/34/08/2023 Client KURNIA IRAWAN	IDR 163,837,900.00	19/08/2023	PAID	POST	

Showing 1 to 1 of 1 entries

First  Last

Gambar 181 Halaman Cashier Received Request List (Interface)

c. Klik tombol  untuk melihat detail data Cashier Received Request.

Cashier Received Request Info (Interface)

BACK		
Request No 2034.OPLICR.2308.000001	Branch TANGERANG	Status PAID
Date dd/mm/yyyy	Agreement No 0000001/4/34/08/2023	Client Name KURNIA IRAWAN
Request Amount 163,837,900.00	Reff No 00001.INV.2034.08.2023	Reff Name INVOICE SEND
Process Date 18/08/2023	Process Reff No 1000.CHT.2308.000001	Process Reff Name CASHIER TRANSACTION
Job Status POST	Failed Remark Violation of PRIMARY KEY constraint 'PK_CASHIER_RECEIVED_REQUEST'. Cannot insert	

Gambar 182 Halaman Cashier Received Request Info (Interface)

d. Pada halaman Cashier Received Request Info, terdapat halaman Detail List.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - FINANCE	Date	Agustus 2023

Detail List

Show 10 entries

No	GL Link	Branch	Agreement No	Orig Amount	Division / Department	Remark
1	INVOICE AR AMOUNT	TANGERANG	0000001/4/34/08/2023 KURNIA IRAWAN	IDR -166,844,100.00		INVOICE AR - Billing ke 1 dari Periode 18/08/2023 Sampai dengan 18/09/2023
2	WITHHOLDING INVOICE	TANGERANG	0000001/4/34/08/2023 KURNIA IRAWAN	IDR 3,006,200.00		PREPAID TAX - Billing ke 1 dari Periode 18/08/2023 Sampai dengan 18/09/2023

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

Gambar 183 Halaman Detail List

- e. Klik tombol  untuk kembali ke halaman sebelumnya.

3.9.6 Agreement Main

Sub Menu Agreement Main dapat diakses oleh user melalui modul **Finance > Interface > Agreement Main**. Sub Menu Agreement Main dapat digunakan oleh sistem untuk berkomunikasi dengan modul Operating Lease dan digunakan pada saat transaksi.

3.9.6.1 Step Process Agreement Main

Berikut adalah Step Process Agreement Main:

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

x

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

Showing 1 to 5 of 9 entries First 1 2 Last

Gambar 184 Halaman Look Up Branch

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - FINANCE	Date	Agustus 2023

b. Pilih Job Status yang akan dilihat kemudian klik tombol Dropdown List Job Status

maka sistem akan menampilkan halaman Agreement Main List (Interface).

Agreement Main List (Interface)



The screenshot shows a table with columns: No, Branch, Agreement No, Currency, Termination Date, Agreement Date, Termination Status, Agreement Status, Job Status, and Action. There are two entries:

No	Branch	Agreement No	Currency	Termination Date	Agreement Date	Termination Status	Agreement Status	Job Status	Action
1	TANGERANG	0000001/4/34/08/2023 KURNIA IRAWAN	IDR		18/08/2023		GO LIVE	POST	<input checked="" type="checkbox"/>
2	TANGERANG	0000002/4/34/08/2023 KURNIA IRAWAN	IDR		18/08/2023		GO LIVE	POST	<input checked="" type="checkbox"/>

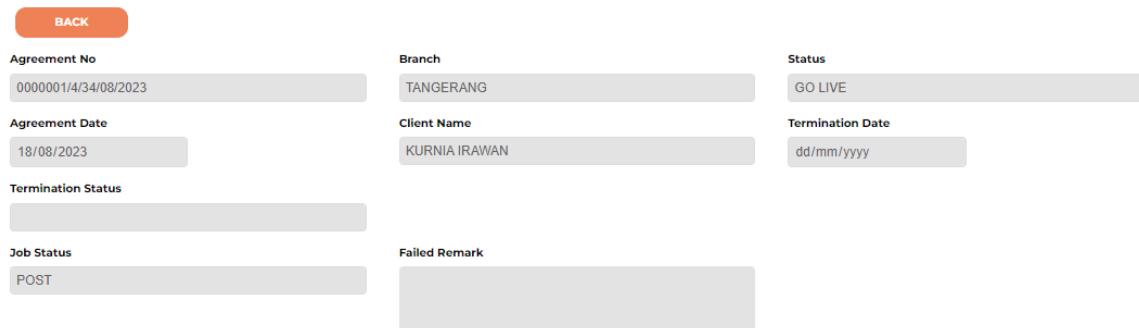
Showing 1 to 2 of 2 entries

First Previous Next Last

Gambar 185 Halaman Agreement Main List (Interface)

c. Klik tombol  untuk melihat detail data Agreement Main.

Agreement Info



The screenshot shows a form with fields: Agreement No (0000001/4/34/08/2023), Branch (TANGERANG), Status (GO LIVE). Below these are fields for Agreement Date (18/08/2023), Client Name (KURNIA IRAWAN), and Termination Date (dd/mm/yyyy). There are also fields for Termination Status, Job Status (POST), and Failed Remark.

Gambar 186 Halaman Agreement Info

d. Klik tombol  untuk kembali ke halaman sebelumnya.

3.9.7 Account Transfer

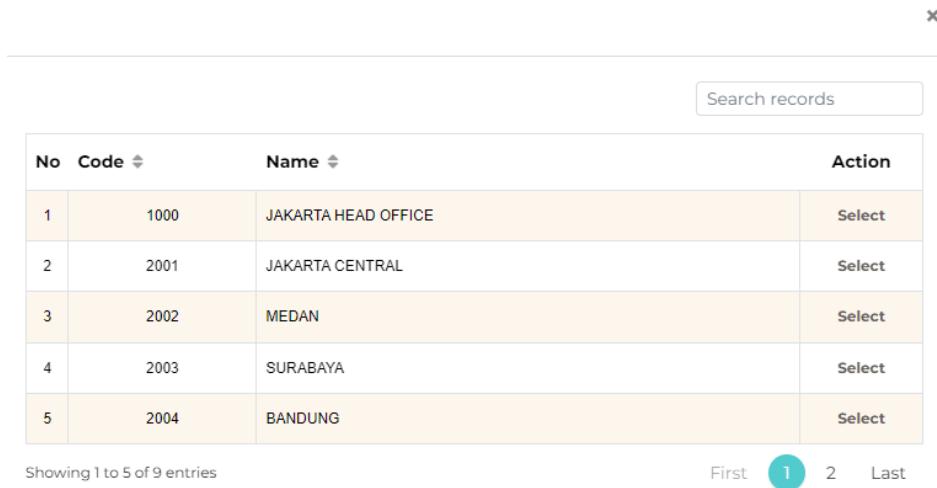
Sub Menu Account Transfer dapat diakses oleh user melalui modul **Finance > Interface > Account Transfer**. Sub Menu Account Transfer dapat digunakan oleh sistem untuk berkomunikasi dengan modul lain yang mentrigger proses permintaan transfer rekening pada sistem.

3.9.7.1 Step Process Account Transfer

Berikut adalah Step Process Account Transfer:

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - FINANCE	Date	Agustus 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 "Select" buttons. 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 187 Halaman Look Up Branch

- b. Pilih Status dan Job Status yang akan dilihat kemudian klik tombol Dropdown List  maka sistem akan menampilkan halaman Account Transfer List (Interface).

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - FINANCE	Date	Agustus 2023

Account Transfer Request List (Interface)

Branch	Status	Job Status						
<input checked="" type="checkbox"/> HEAD OFFICE	ALL	ALL						
Show <input type="text" value="10"/> entries	Search records							
<hr/>								
No	Transfer No	From / To Branch	Date	Remark	Amount	Status	Job Status	Action
1	0005.OPX_ACT.2207.000001	TANGERANG	17/07/2022	Opex Initiation Inisiasi awal	10,000,000.00	HOLD	POST	
2	0002.OPX_ACT.2207.000001	KELAPA GADING	21/07/2022	Opex Adjustment Adjustment	2,000,000.00	HOLD	POST	
3	0004.OPX_ACT.2209.000001	SURABAYA	10/08/2022	Opex Topup top up	3,095,000.00	HOLD	POST	
4	0001.OPX_ACT.2209.000001	CIDENG	10/08/2022	Opex Initiation Ade Test Initiation	50,000,000.00	PAID	POST	
5	0001.OPX_ACT.2209.000002	CIDENG	10/08/2022	Opex Initiation Ade Test Initiation	50,000,000.00	HOLD	POST	
6	0007.OPX_ACT.2209.000001	BANDUNG	10/08/2022	Opex Initiation InitBDGOpex	100,000,000.00	PAID	POST	
7	0001.OPX_ACT.2209.000004	CIDENG	10/08/2022	Opex Topup P06	4,000,000.00	HOLD	POST	
8	0007.OPX_ACT.2209.000004	BANDUNG	10/08/2022	Opex Topup OpxTopUp11	10,000,000.00	PAID	POST	
9	0003.OPX_ACT.2212.000001	RADIO DALAM	03/02/2022	Opex Initiation BOT Opex initiation	10,000,066.00	HOLD	POST	
10	0000.OPX_ACT.2212.000001	HEAD OFFICE	17/01/2022	Opex Initiation test	1,000,000.00	HOLD	POST	

Showing 1 to 10 of 25 entries

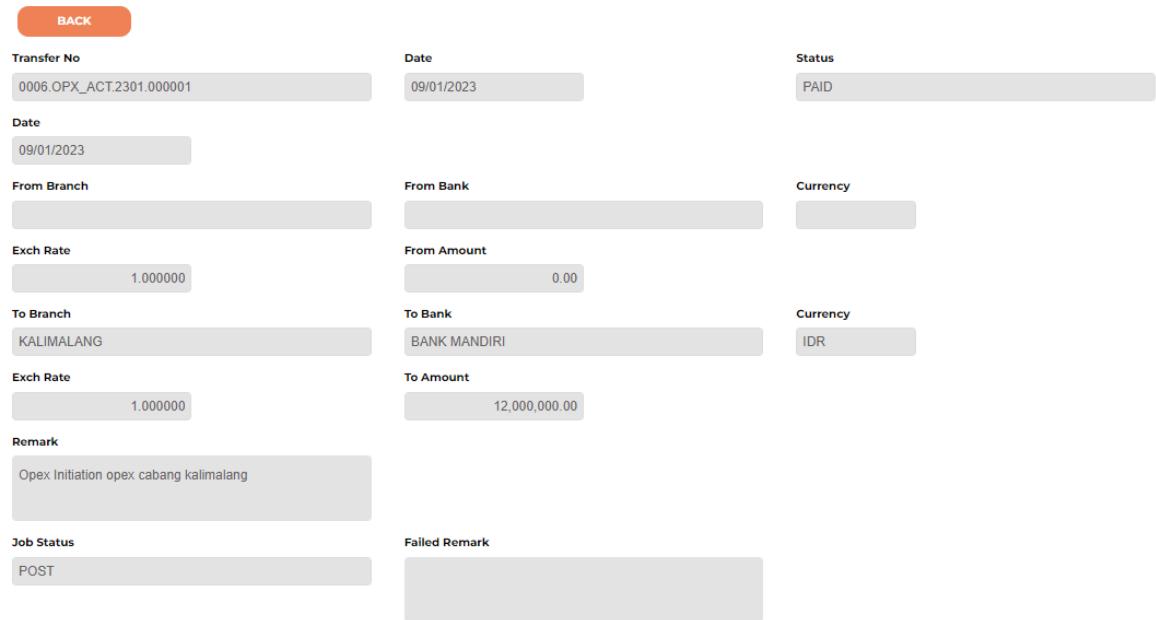
First Previous 1 2 3 Next Last

Gambar 188 Halaman Account Transfer Request List (Interface)

- c. Klik tombol  untuk melihat detail data Account Transfer.

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - FINANCE	Date	Agustus 2023

Account Transfer Request Info (Interface)



BACK

Transfer No 0006.OPX_ACT.2301.000001	Date 09/01/2023	Status PAID
Date 09/01/2023	From Branch	From Bank
Exch Rate 1.000000	From Amount 0.00	Currency
To Branch KALIMALANG	To Bank BANK MANDIRI	Currency IDR
Exch Rate 1.000000	To Amount 12,000,000.00	
Remark Opex Initiation opex cabang kalimalang	Job Status POST	Failed Remark

Gambar 189 Halaman Account Transfer Request Info (Interface)

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

3.9.8 Obligation

Sub Menu Obligation dapat diakses oleh user melalui modul **Finance > Interface > Obligation**. Sub Menu Obligation dapat digunakan oleh sistem untuk berkomunikasi dengan modul lain yang mentrigger data obligasi pada sistem.

3.9.8.1 Step Process Obligation

Berikut adalah Step Process Obligation:

- a. Sistem akan menampilkan halaman Obligation List (Interface).

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - FINANCE	Date	Agustus 2023

Obligation List (Interface)

Obligation List (Interface)						
No	Obligation No	Agreement No	Installment No	Payment Source	Payment Amount	Action
1	AOP.2310.000001	0000320/4/01/07/2019 TRIJAYA UNION, PT.	6	DEPOSIT - 2001.DAN.2310.000001	105,325.00	
2	AOP.2310.000002	0000320/4/01/07/2019 TRIJAYA UNION, PT.	8	DEPOSIT - 2001.DAN.2310.000001	1,358,692.50	
3	AOP.2310.000003	0000320/4/01/07/2019 TRIJAYA UNION, PT.	8	DEPOSIT - 2001.DAN.2310.000001	7,004,112.50	
4	AOP.2310.000004	0000320/4/01/07/2019 TRIJAYA UNION, PT.	9	DEPOSIT - 2001.DAN.2310.000001	410,767.50	
5	AOP.2310.000005	0000320/4/01/07/2019 TRIJAYA UNION, PT.	9	DEPOSIT - 2001.DAN.2310.000001	6,930,385.00	
6	AOP.2310.000006	0000320/4/01/07/2019 TRIJAYA UNION, PT.	11	DEPOSIT - 2001.DAN.2310.000001	126,390.00	
7	AOP.2310.000007	0000320/4/01/07/2019 TRIJAYA UNION, PT.	12	DEPOSIT - 2001.DAN.2310.000001	63,195.00	
8	AOP.2310.000008	0000320/4/01/07/2019 TRIJAYA UNION, PT.	14	DEPOSIT - 2001.DAN.2310.000001	315,975.00	
9	AOP.2310.000009	0000320/4/01/07/2019 TRIJAYA UNION, PT.	15	DEPOSIT - 2001.DAN.2310.000001	737,275.00	
10	AOP.2310.000010	0000320/4/01/07/2019 TRIJAYA UNION, PT.	16	DEPOSIT - 2001.DAN.2310.000001	737,275.00	

Showing 1 to 10 of 57 entries

First Previous 1 2 3 4 5 6 Next Last

Gambar 190 Halaman Obligation List (Interface)

- b. Klik tombol  untuk melihat detail data Obligation.

Obligation Info

BACK			
Obligation No	Agreement No	Client Name	
AOP.2310.000002	0000320/4/01/07/2019	TRIJAYA UNION, PT.	
Installment No	Obligation Type	Payment Date	
8	OVDP	05/10/2023	
Value Date	Transaction Name		
05/10/2023	OVERDUE PENALTY		
Payment Source No		Source Type	Payment Amount
2001.DAN.2310.000001		DEPOSIT	1,358,692.50

Gambar 191 Halaman Obligation Info

- c. Klik tombol  untuk kembali ke halaman sebelumnya.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - FINANCE	Date	Agustus 2023

3.10 Report

Menu 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 dikembangkan.

3.10.1 Management

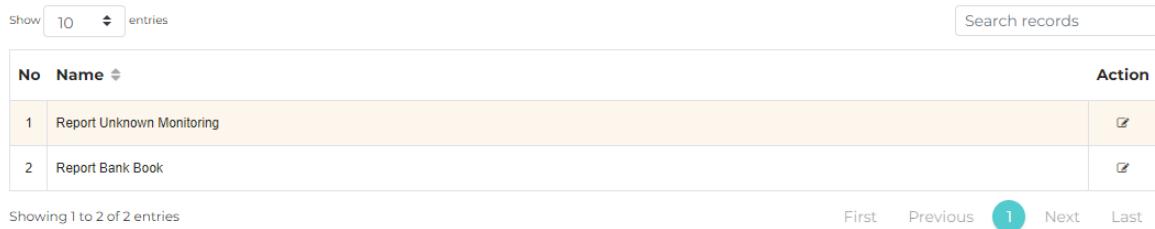
Sub Menu Management dapat diakses oleh user melalui modul **Finance > Report > Management**. Sub Menu Management dapat digunakan oleh user untuk melakukan proses cetak terhadap report yang sebelumnya dikelompokkan ke dalam type management pada **Finance > Setting > Report**.

3.10.1.1 Step Process Management

Berikut adalah Step Process Management:

- Sistem akan menampilkan halaman Management List.

Management List



No	Name	Action
1	Report Unknown Monitoring	
2	Report Bank Book	

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

Gambar 192 Halaman Management List

- Klik tombol untuk melihat detail data Management (nama Report yang dipilih).

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - FINANCE	Date	Agustus 2023

Report Bank Book

PRINT
BACK

Data Type
 TRANSCATION DATE

From Date *

To Date *

Branch *

Bank *

Saldo Awal *

Print Option
 Excel Excel (Data Only)

Gambar 193 Halaman Report Bank Book

- c. Lengkapi data pada field yang tersedia, kemudian klik tombol **PRINT** untuk mencetak data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

3.10.2 Transaction

Sub Menu Transaction dapat diakses oleh user melalui modul **Finance > Report > Transaction**. Sub Menu Transaction dapat digunakan oleh user untuk melakukan proses cetak terhadap report yang sebelumnya dikelompokan ke dalam type transaction pada **Finance > Setting > Report**.

3.10.2.1 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 - FINANCE	Date	Agustus 2023

Transaction List

Show 10 entries		Search records
No	Name	Action
1	Report Finance Transaction	<input checked="" type="checkbox"/>
2	Report Ap Payment Request	<input checked="" type="checkbox"/>
3	Report Advance Allocation Mutation	<input checked="" type="checkbox"/>

Showing 1 to 3 of 3 entries First Previous **1** Next Last

Gambar 194 Halaman Transaction List

- b. Klik tombol  untuk melihat detail data Transaction (nama Report yang dipilih).

Report Finance Transaction

PRINT
BACK

Transaction Type

RECEIVED VOUCHER

From Date *

To Date *

Branch *

Bank *

Print Option

Excel
 Excel (Data Only)

Gambar 195 Halaman Report Finance Transaction

- c. Lengkapi data pada field yang tersedia, kemudian klik tombol **PRINT** untuk mencetak data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

3.10.3 Report Setting

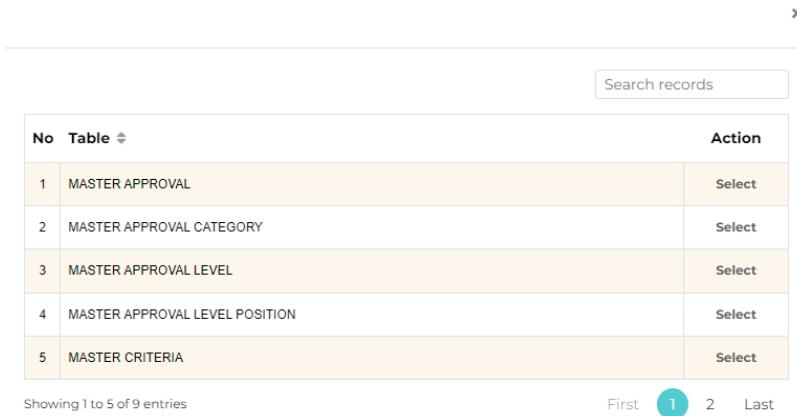
Sub Menu Report Setting dapat diakses oleh user melalui modul **Finance > Report > Report Setting**. Sub Menu Report Setting dapat digunakan oleh user untuk melakukan proses cetak terhadap data report yang sudah terdaftar pada sistem.

3.10.3.1 Step Process Report Setting

Berikut adalah Step Process Report Setting:

IMS Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - FINANCE	Date	Agustus 2023

- a. Pilih Table Setting yang akan dicetak dengan mengklik tombol  , maka sistem akan menampilkan halaman Look Up Table Setting.



The screenshot shows a table titled "No Table" with 5 rows. The columns are "No", "Table", and "Action". The rows contain the following data:

No	Table	Action
1	MASTER APPROVAL	Select
2	MASTER APPROVAL CATEGORY	Select
3	MASTER APPROVAL LEVEL	Select
4	MASTER APPROVAL LEVEL POSITION	Select
5	MASTER CRITERIA	Select

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

Gambar 196 Halaman Look Up Table Setting

- b. Klik tombol  untuk mencetak data, maka sistem akan mengeluarkan output.

Report Data Master



The screenshot shows a "PRINT" button and a "Table Setting *" dropdown menu. The menu contains the following items:

-  -

Gambar 197 Halaman Report Data Master