

Screen Information and User's Manual

**EVITA**

EDI Invoicing Application

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Version : 2.1.3  
Date : May 2007

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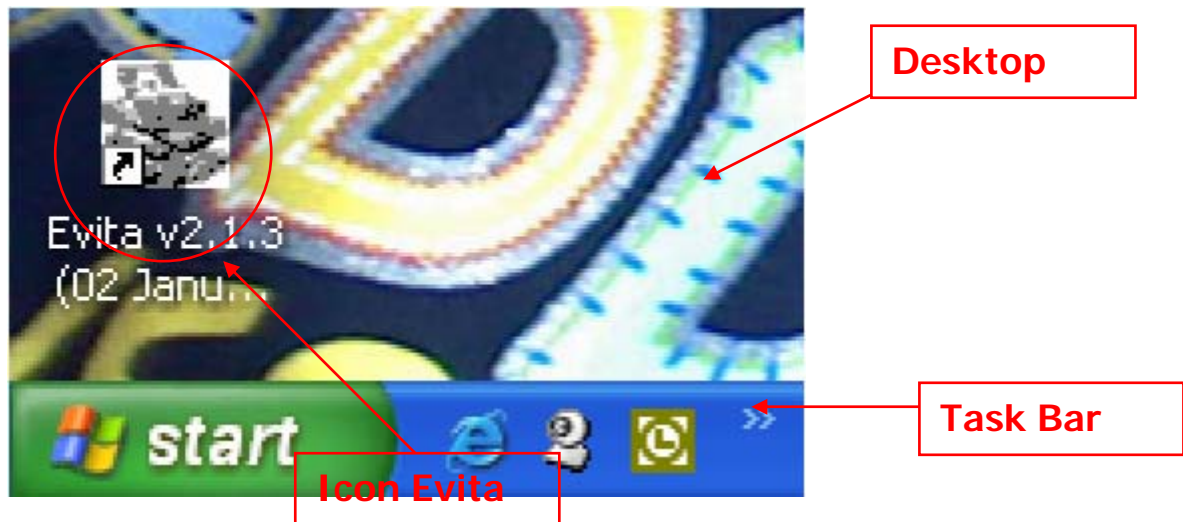
1. EVITA Menu Bar
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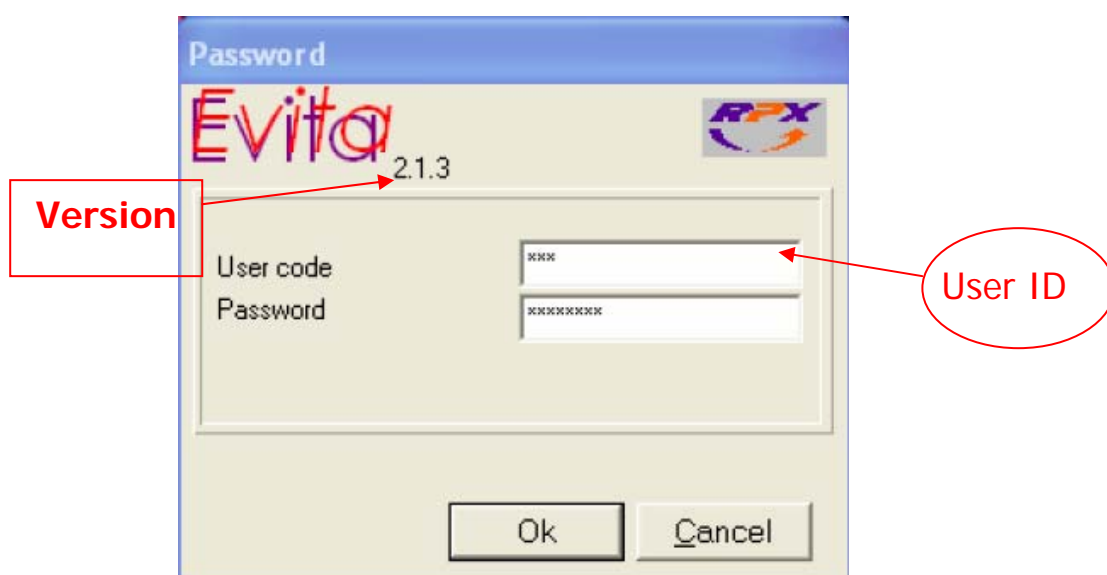
1. EVITA Screen
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## A. Bagaimana memulai EVITA

1. Double klik pada icon EVITA yang ada di desktop screen

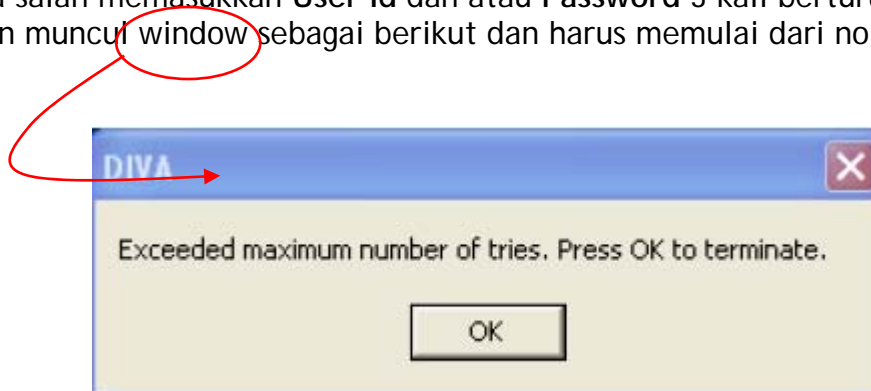


2. User Login Screen



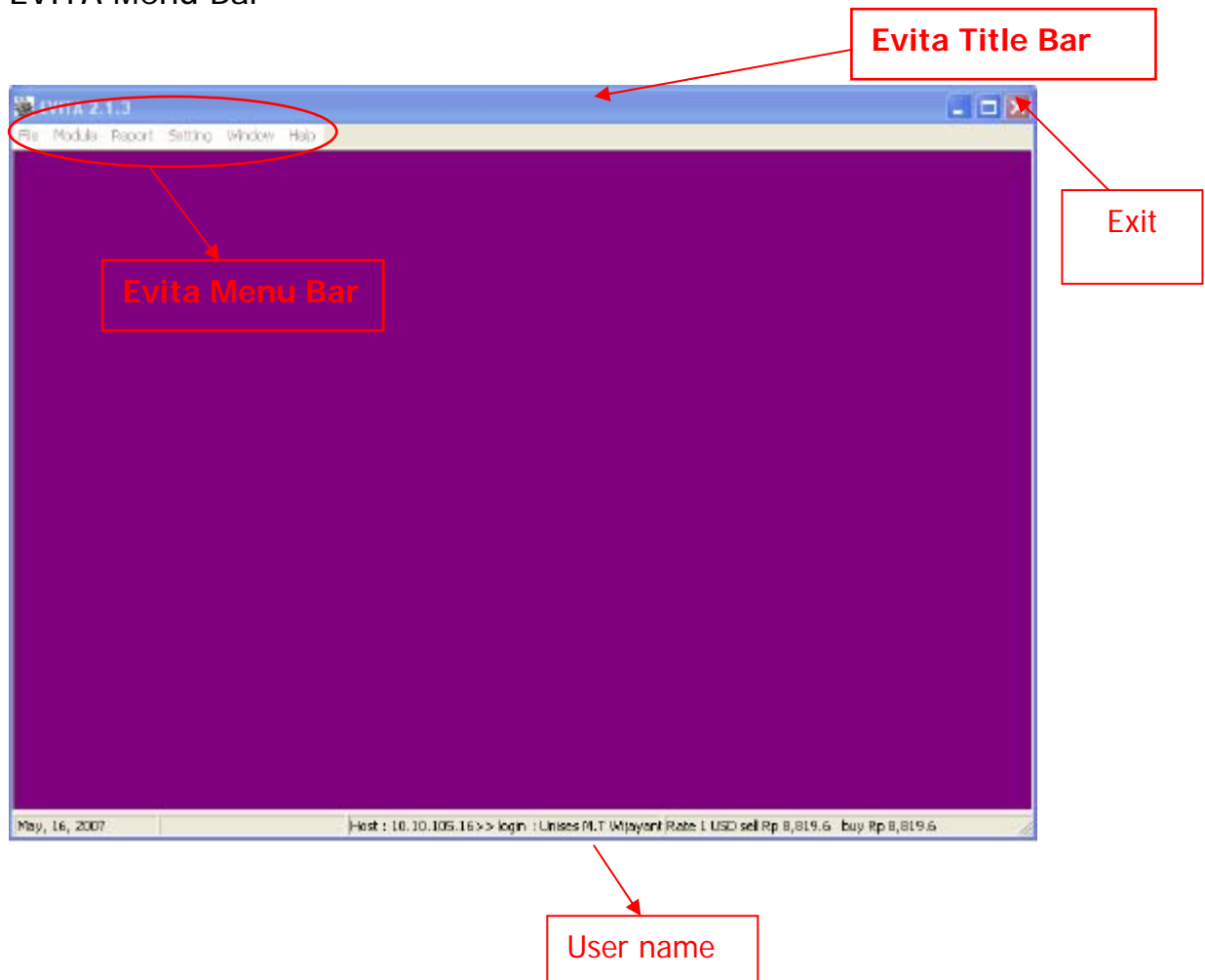
### 3. Ketik User Id dan Password dan klik Ok

Jika salah memasukkan User Id dan atau Password 3 kali berturut-turut, maka akan muncul window sebagai berikut dan harus memulai dari nomor 1 kembali



## B. Bagaimana menggunakan EVITA

### 1. EVITA Menu Bar



## Menggunakan tombol dan mouse untuk EVITA

### Mouse

Standard actions yang digunakan dalam mengoperasikan mouse :

- **Pointing**  
Tindakan menggeser mouse sehingga cursor pointer menunjuk ke arah command, icon, graphic atau text yang kita ingin pilih.
- **Clicking**  
Tindakan menekan tombol kiri pada mouse SEKALI. Dengan tindakan ini, maka menu atau command yang kita pilih akan terpilih ( highlighted ).
- **Double Clicking**  
Tindakan menekan tombol kiri pada mouse DUA KALI secara cepat berurutan. Dengan tindakan ini, maka menu atau command yang kita pilih akan dijalankan / memberikan tick mark pada kotak yang disediakan.
- **Dragging**  
Tindakan menekan dan menahan tombol kiri mouse sambil menggerakkan cursor pointer. Text, windows, file atau icon yang dipilih akan bergerak bersama cursor pointer.

Tombol Panah (  ) pada keyboard

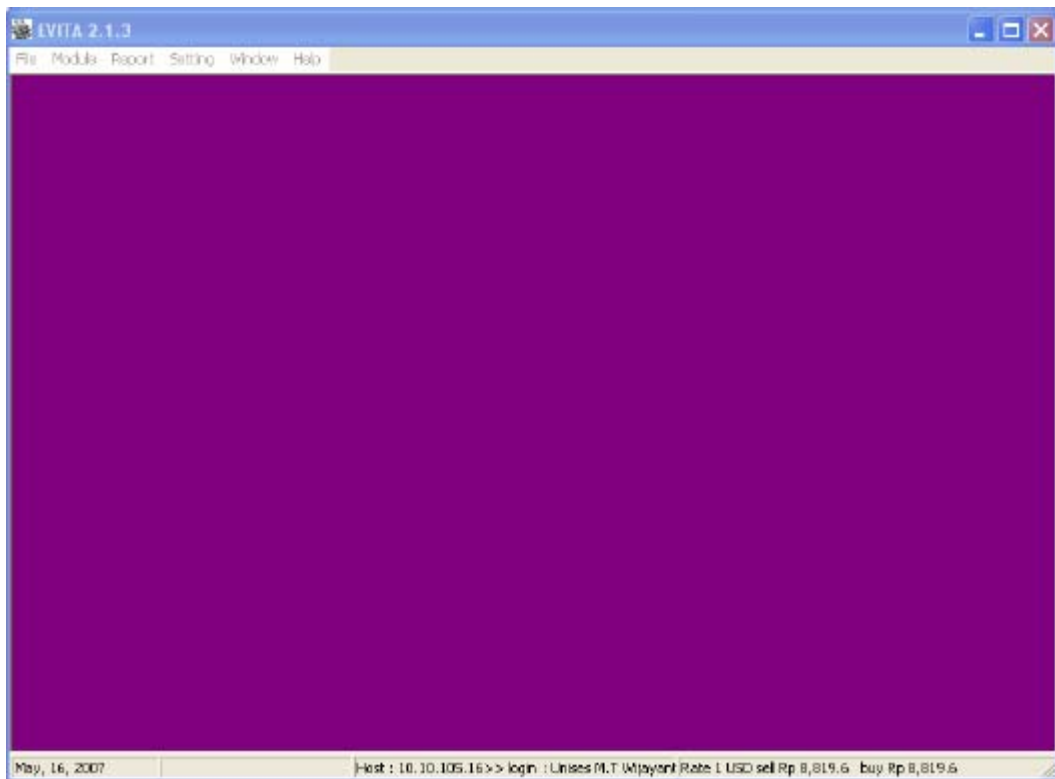
- Untuk memilih salah satu menu pada Evita di Menu Bar, dapat dilakukan dengan menggunakan tombol panah kanan atau panah kiri setelah menu "File" di tandai dengan menekan tombol ALT atau di klik kiri sekali pada menu File dengan menggunakan mouse.
- Menu-menu yang ada di dalam Drop Down Menu dapat di pilih dengan menggunakan tombol panah ke kanan dan ke kiri. Untuk menjalankan menu yang telah dipilih, dapat dengan menekan ENTER atau dengan klik kiri sekali dengan menggunakan mouse.

### Tombol TAB

- Untuk menggerakkan kursor dari satu field ke field lain pada windows Evita adalah dengan menekan tombol TAB.

## C. Menjelajah screen, windows dan menu

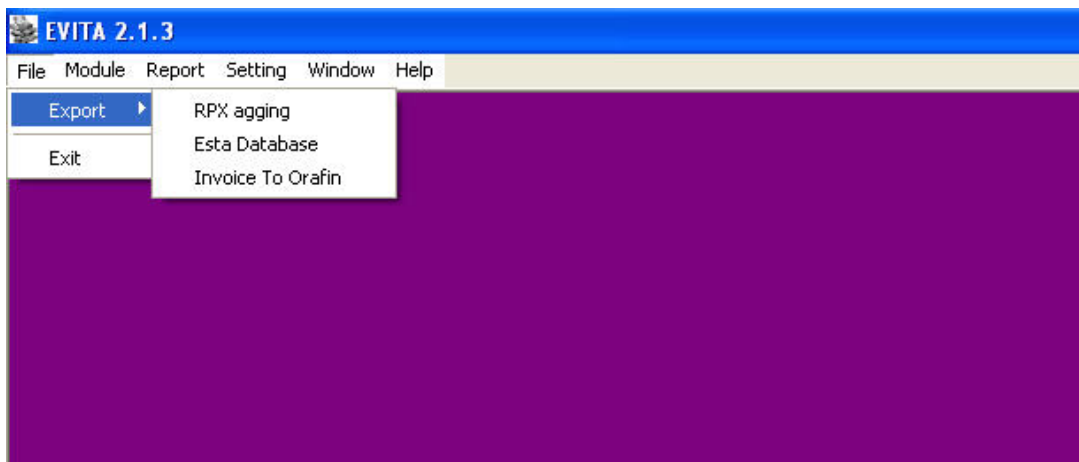
- Evita Screen



### Evita Main Menu Options

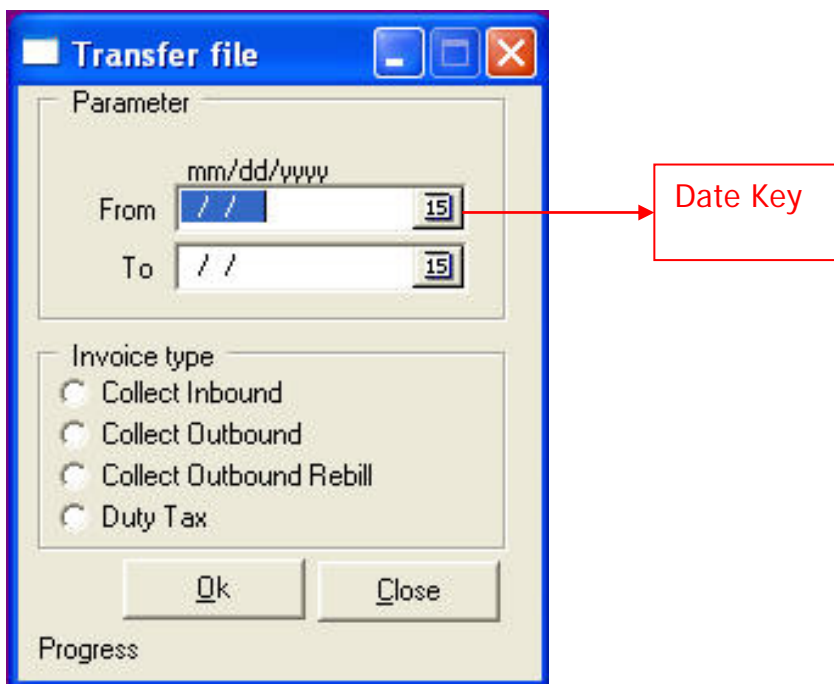
- **File** menu ini tersedia drop-down menu Export dan Exit yang dapat kita jalankan dengan menekan klik kiri pada mouse pada saat pointer menunjuk pada menu Export/Exit.
- **Module** menu digunakan untuk mengupdate master database, pembuatan invoice, CN/DN.
- **Report** menu digunakan untuk menarik report, baik untuk melihat atau juga untuk mencetak melalui printer.
- **Setting** menu digunakan untuk mengganti password, memberikan access ke user (bagi administrator).
- **Help** menu digunakan untuk melihat versi dari Evita dan untuk keluar dari tampilan, dengan menekan tombol ESC.

## □ Modul File



### 1. File

#### a. Export - RPX aging




Field adalah tempat dimana kita mengisi informasi yang ingin kita berikan dalam suatu screen.

Jika Date key kita tekan ( klik kiri sekali pada mouse pada saat pointer mengarah ke date key ) akan keluar windows seperti berikut :

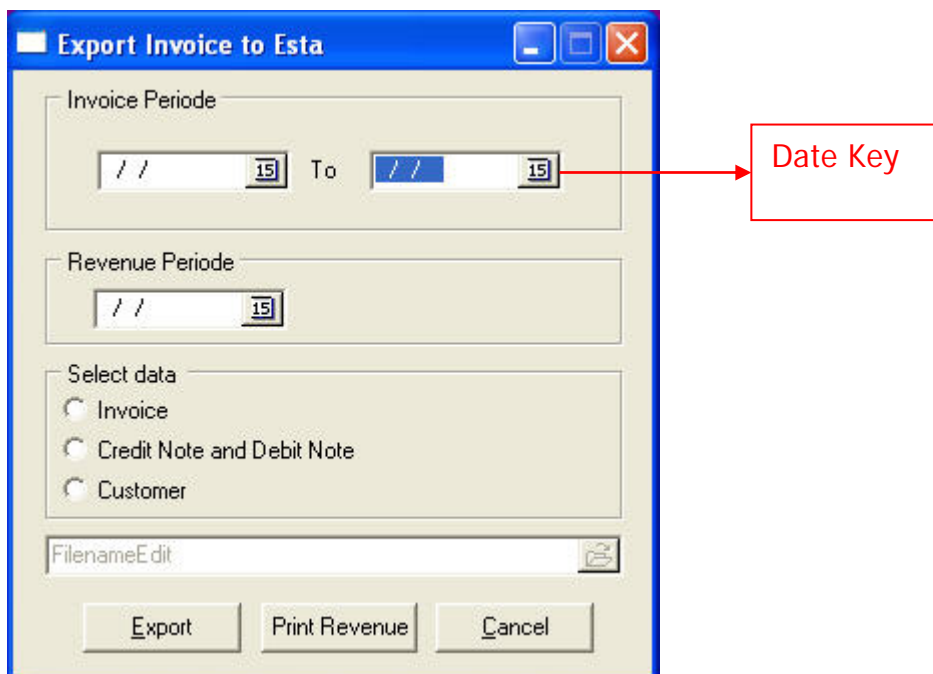


Date key kita gunakan untuk memilih tanggal pada kalender yang sudah disediakan oleh system. Untuk memilihnya dapat dengan menggunakan tombol panah atau dengan klik kiri sekali dengan mouse

#### KETERANGAN


- Klik Date key  untuk memilih tanggal untuk melakukan proses
- Klik / pilih salah satu Invoice Type
- Klik Ok untuk melanjutkan proses export

#### b. ESTA Database

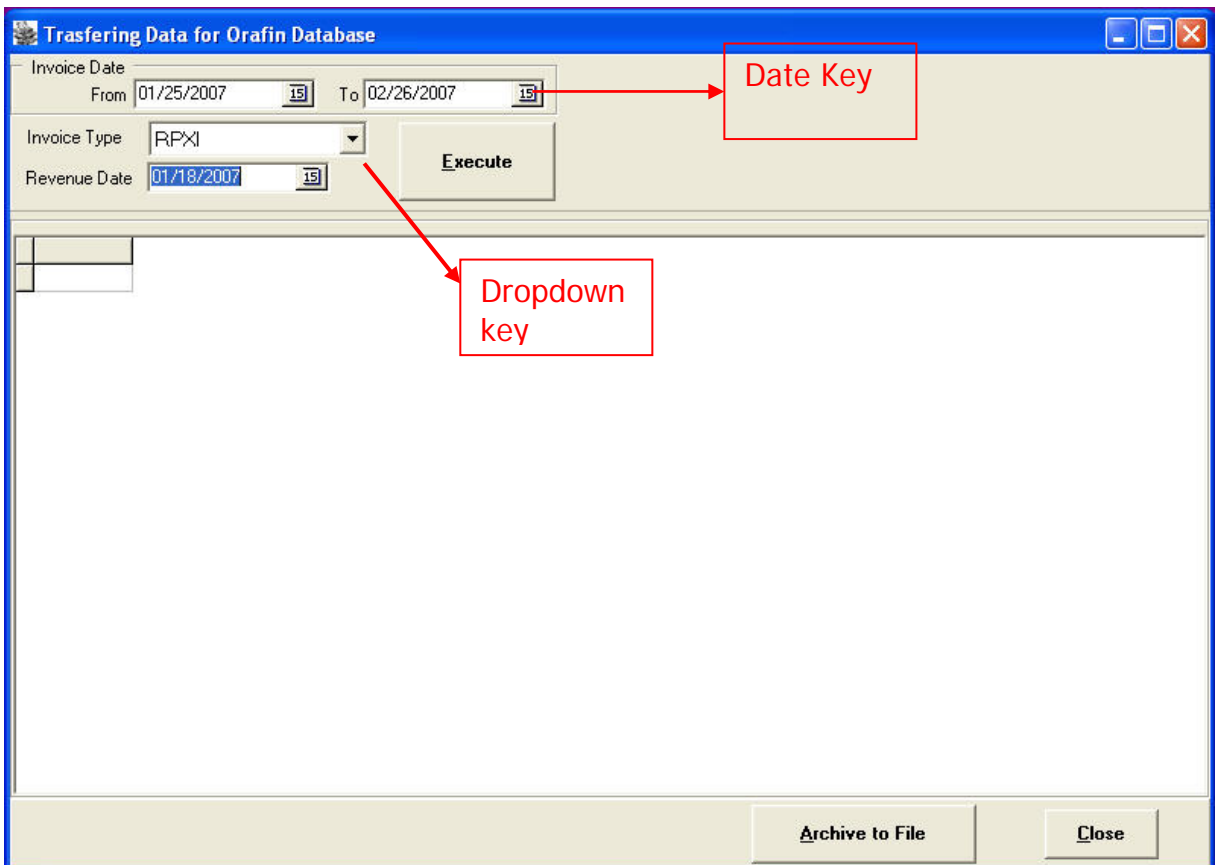






## KETERANGAN

- Klik date key  untuk memilih tanggal Periode invoice, periode revenue
- Klik/pilih salah satu select data
- Klik Export untuk export data
- Print Revenue untuk melihat hasil revenue print out

## c. Invoice to Orafin



## KETERANGAN

- Klik Date key  untuk memilih tanggal invoice dan revenue date
- Klik Drop down  untuk memilih tipe invoice, Jika dropdown key kita tekan (klik kiri sekali pada mouse pada saat pointer mengarah ke dropdown key) akan keluar windows seperti berikut:

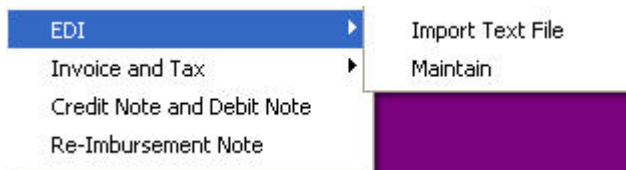
RPXI
RPCO
RPDT
RPCC
CN & COCN
DN & CODN

- Klik Execute untuk melanjutkan process

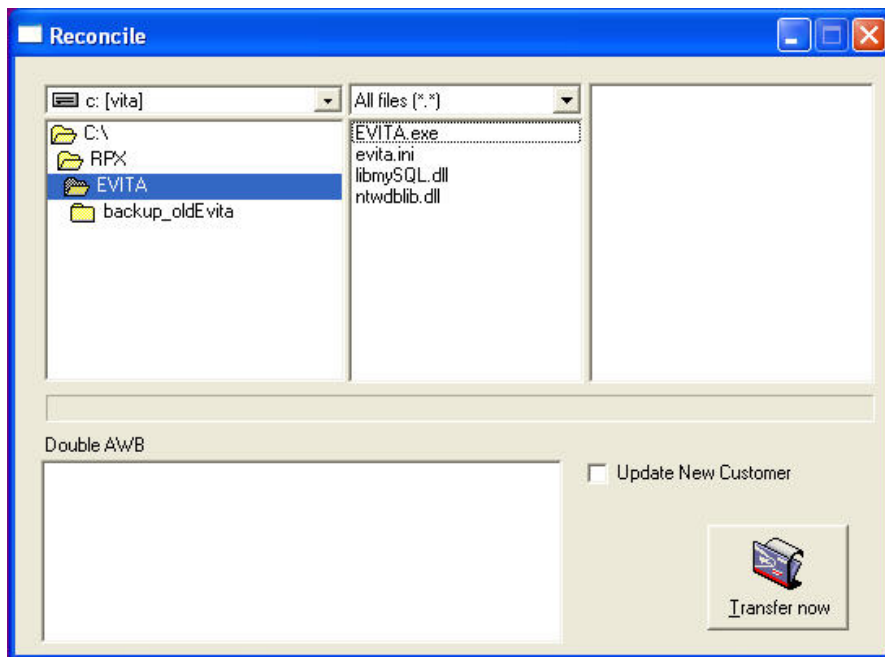
Module



1. EDI



a. Import Text File



b. Maintain

2. Invoice and Tax

a. Create (New)

## b. View

The screenshot shows the 'INVOICE' application window. It contains several input fields for invoice details, a summary table, and a list of actions on the left side.

**Invoice Details:**

- Invoice Date: MAR 02 2004
- Due date: MAR 15 2004
- Rate Rp.: 8,443.00
- invoice: RPCOMAR04
- Vat Serial No.: CZDBH-428-12592
- Group: BDO
- Location Id: BDO
- Ship Month: 11
- Ship year: 2003
- Account No.: 210138900
- Company Name: ARIANTO DARMAWAN, PT-D
- Contact Person: DEDI TJAHYADI, MR
- Address1: HEGARMAHAH 63
- City: BANDUNG

**Summary Table:**

Invoice	Invoice No	record_type	Airway bill	Zone Id	IB/OB	Account no	Shipment date	Service	Pieces
▶RPCOMAR04		2 2	829600843860		I	210138900	Oct 31 2003	11	

**Summary:**

Freigh Charge	563.53	Total Charge	323.89
Discount	253.59	Vat	3.24
Charges	13.95	Amount	327.13

**Actions (Left Panel):** Edit [F2], Save [F4], Find [Ctrl + F], First [Home], Next [Pg Down], Prior [Pg Up], Last [End], Browse [F7], Void [Ctrl + V], Cancel Void [F11], Create F. Pajak [F12], Rebill to Fedex.

## KETERANGAN:

- Tombol Browse (F7) : untuk mencari nomor atau data invoice yang akan dilihat, lalu tekan TAB untuk melihat detail no invoice.
- Find (Ctrl + F) : ketik nomor invoice yang telah diketahui pada field.
- Edit (F2) : untuk mengedit invoice yang telah ditentukan.
- Save (F4) : untuk menyimpan/save data yang.
- Void (Ctrl + V) : untuk melakukan VOID pada invoice yang telah ditentukan.

## c. Print


The screenshot shows the 'Print Invoice and Tax' dialog box. It contains fields for invoice information, print options, and a 'Print' button. Red boxes and arrows highlight specific elements:

- Station:** A red box labeled 'Station' points to the 'Invoice No.' field.
- No invoice:** A red box labeled 'No invoice' points to the 'To' field.
- Tanggal invoice:** A red box labeled 'Tanggal invoice' points to the 'Invoice Date' field.

**Print Options:**

- Type of Print: Invoice, Invoice Detail, Faktur Pajak (selected).
- Collect In bound, Collect Out Bound, Duty Tax, Collect Rebill (checkboxes).
- Authorised by: [Dropdown]
- Date of Print: mm/dd/yyyy (07/19/2007).
- Buttons: Preview, Print.

## KETERANGAN:

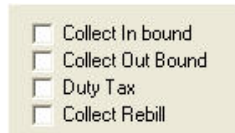
- Ketik/masukkan nomor invoice
- Klik Date key  untuk memilih tanggal invoice
- Klik dropdown untuk memilih station ID



- Klik/pilih Type of print



- Tickmark/klik tipe collect



- Klik dropdown untuk memilih authorized by
- Klik date key untuk memilih tanggal print invoice.
- Pilih salah satu preview atau print invoice
- Klik Print untuk melihat hasil print invoice

## 3. Credit Note and Debit Note


**Invoice Note**

Debit Note  
 Credit Note

Add [F3]  
Edit [F2]  
Save [F4]  
Find [Ctrl + F]  
Cancel

First [Home]  
Next [Pg Down]  
Prior [Pg Up]  
Last [End]

CN/DN  
 Detail  
 Nota Retur

 Print [Ctrl + P]

Serial No. CN 113 Date December 01 2001  
Invoice No. RPC00ct01 11731 Authorised by Sigit Dani Nugroho  
Date Invoice October 05 2001

Account No. 224487100  
Company Name INFINEON TECHNOLOGIES BATAM, PT  
Contact Person ACCOUNTING DEPT  
Address JL. BERINGIN MUKA KUNING LOT 317  
BATAMINDO INDL PARK  
City BATAM

Remarks  
free vat

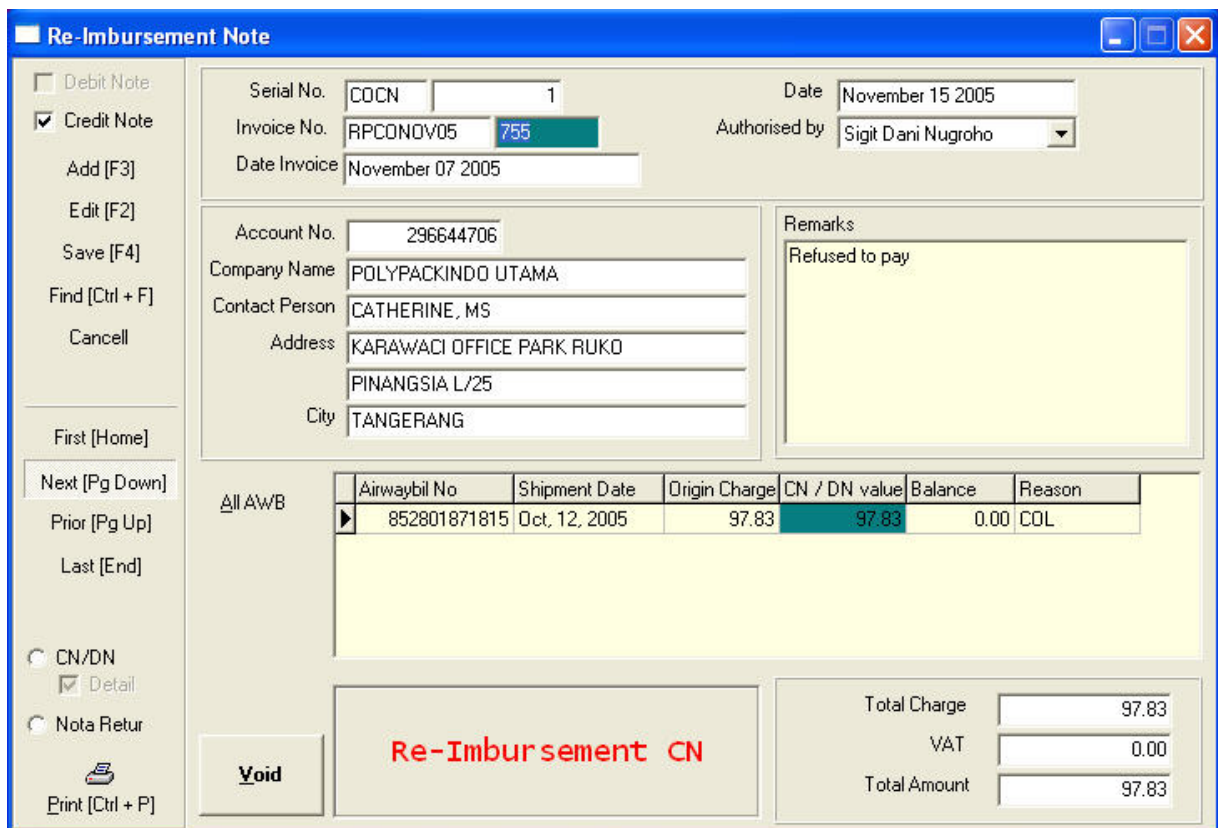
All AWB	Airwaybil No	Shipment Date	Origin Charge	CN / DN value	Balance	Reason
	823776576531	Sep. 19, 2001	24.09	0.24	23.85	

**VOID** **CREDIT NOTE**

Total Charge 0.24  
VAT 0.00  
Total Amount 0.24

**KETERANGAN:**

- Klik Add (F3): untuk input/memasukkan data atau no invoice.
- Tombol Find (Ctrl + F): untuk mencari no invoice.
- Tombol Edit (F2): berfungsi untuk mengedit invoice
- Tombol Save (F4): berfungsi untuk menyimpan data.
- Klik salah satu pilihan Credit note atau Debit note.
- Tombol VOID: untuk void invoice yang telah ditentukan.

**4. Re-Imbursement Note**


Airwaybil No	Shipment Date	Origin Charge	CN / DN value	Balance	Reason
852801871815	Oct. 12, 2005	97.83	97.83	0.00	COL

Total Charge	97.83
VAT	0.00
Total Amount	97.83

**KETERANGAN:**

- Tombol Find (Ctrl + F): untuk mencari data invoice
- Tombol Add (F3): berfungsi untuk memasukkan data/no invoice
- Tombol Edit (F2): berfungsi untuk mengedit data invoice
- Save (F4): untuk menyimpan data
- Beri tanda tickmark/pilih salah satu Credit note atau Debit note
- Tombol VOID: untuk void invoice yang telah ditentukan

**5. Airway Bill**

## 6. Customer

Update Customer  
Maintenance customer  
Customer Revenue

### a. Update Customer

**Customer**

**Identity** | Additional Discount

Edit [F2]  
Add [F3]  
Save [F4]  
Delete [Ctrl + D]  
Find [Ctrl + F]

Account No: 206398566 | Date Update: 01/23/2003 | Location Id: PwK

Contact Person: AGUS PRABOWO ,MR | Free of Tax:   
Phone: 0264-313511 | Cash Payment:

NPWP: 15426588092000 | Invoice Period: 2

Faxes no: 0264311732 | Kode Transaksi Pajak: 04

Email:

Jenis pengiriman invoice: Collector | Antareja Account:

**Invoice**

Company Name: INDOFOOD SUKSES MAKMUR TBK, PT.  
Address1: JL. RAYA PURWAKARTA KM.13  
Address2: DESA CIKOPO CAMPAKA  
City: PURWAKARTA  
State:   
Zip: 41181  
Country: ID

**F. Pajak**

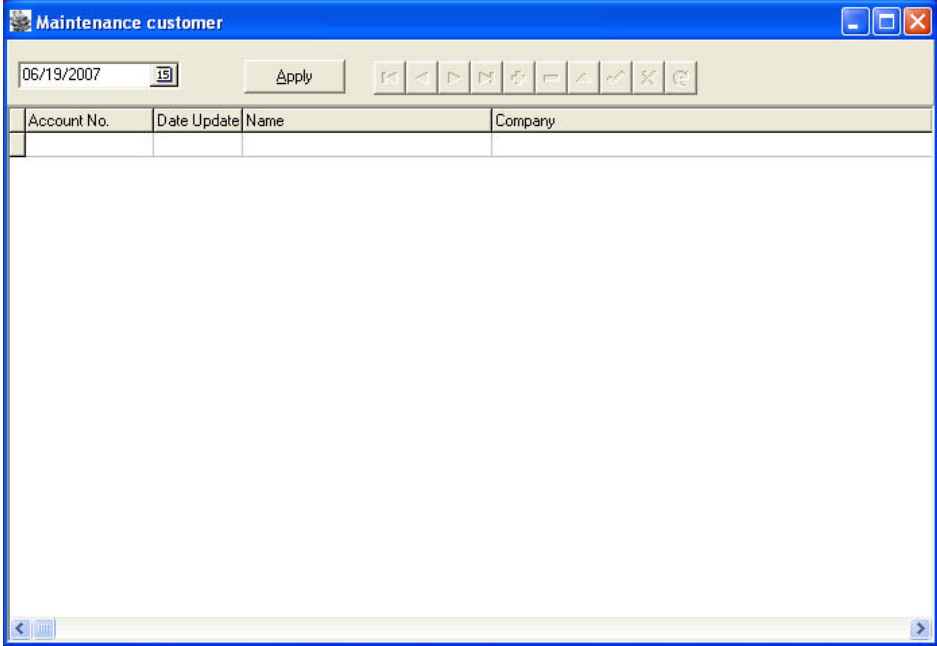
Company Name: PT. INDOFOOD SUKSES MAKMUR TBK  
Address1: GD. ARIOBIMO CENTRAL LT.12  
Address2: JL. H.R. RASUNA SAID X-2 KAV. 5 JAK-SEL  
City:   
State:   
Zip:   
Country:

First [Home]  
Next [Pg Down]  
Prior [Pg Up]  
Last [End]  
Browse [F7]

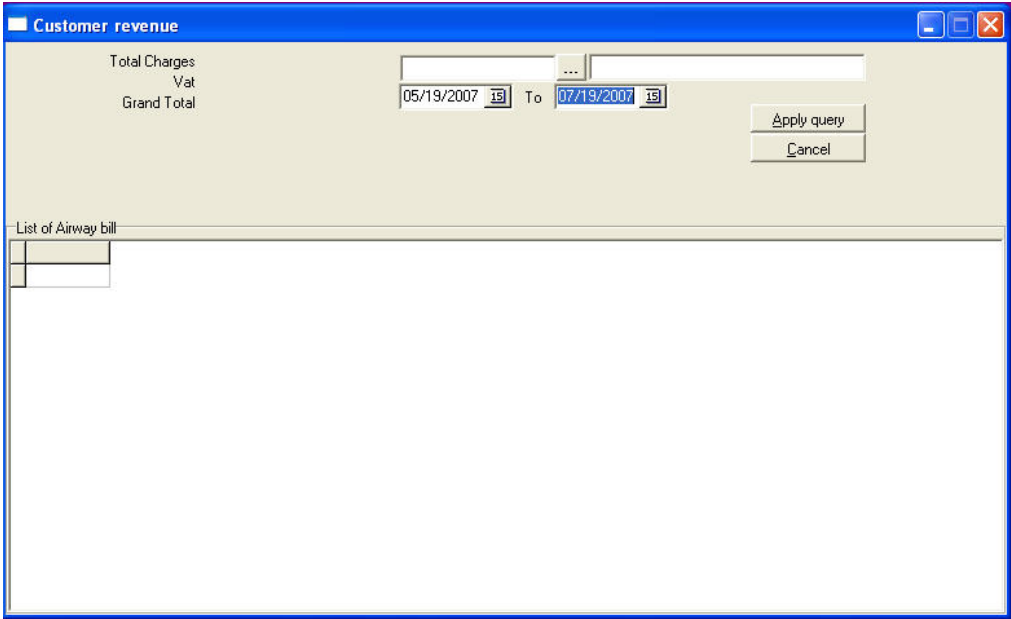
#### KETERANGAN:

- Tombol Browse key (F7) : untuk mencari data customer
- Tombol Add (F3) : untuk membuat/input data baru customer
- Tombol Edit (F2) : untuk mengedit data customer
- Tombol Save (F4) : untuk menyimpan data customer yang baru diinput atau yang baru dirubah
- Tombol Find (Ctrl + F) : melihat data customer dengan cara menetik langsung customer acc# yang telah diketahui

b. Maintenance Customer



c. Customer Revenue



7. Country and City



The 'Country' application window displays a list of countries and a list of cities. The country list is as follows:

country_id	description	scale_id
AL	ALBANIA	G
DZ	ALGERIA	G
AS	AMERICAN SAMOA	F
AD	ANDORA	E
AO	ANGOLA	G
AI	ANGUILLA	G

The city list is as follows:

city_id	description
TIA	TIRANA

Navigation and action buttons on the left side include: Edit [F2], Add [F3], Save [F4], Delete [Ctrl + D], Find [Ctrl + F], First [Home], Next [Pg Down], Prior [Pg Up], and Last [End].

## KETERANGAN:

- Tombol Find (Ctrl + F): untuk melihat/mencari data kode country & city
- Tombol Add (F3) : untuk menambah/input data country baru
- Tombol Edit (F2) : untuk merubah/edit data
- Tombol Save (F4) : untuk menyimpan data

## 8. Branch / Agent

## 9. Update Charge Type

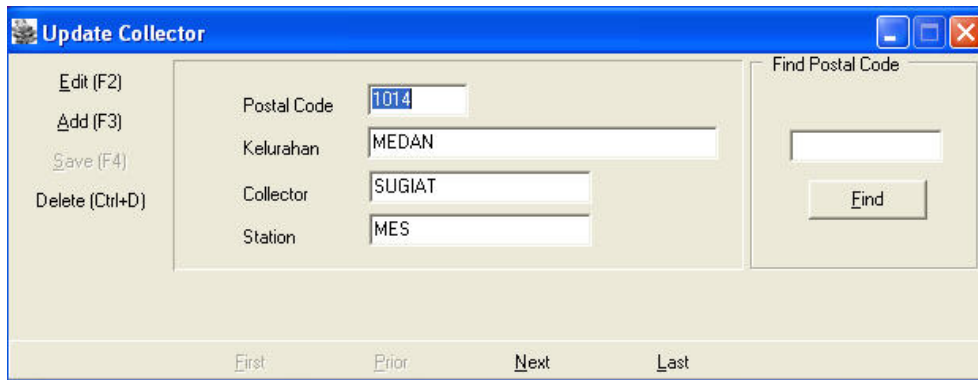
The 'Update Charge Type' application window shows the following fields and controls:

- Charge Type: 26
- Charge Description: VAT/Consumtion Tax

Navigation and action buttons on the left side include: Edit (F2), Add (F3), Save (F4), and Delete (Ctrl + D). At the bottom, there are buttons for First, Prior, Next, and Last.

**KETERANGAN:**

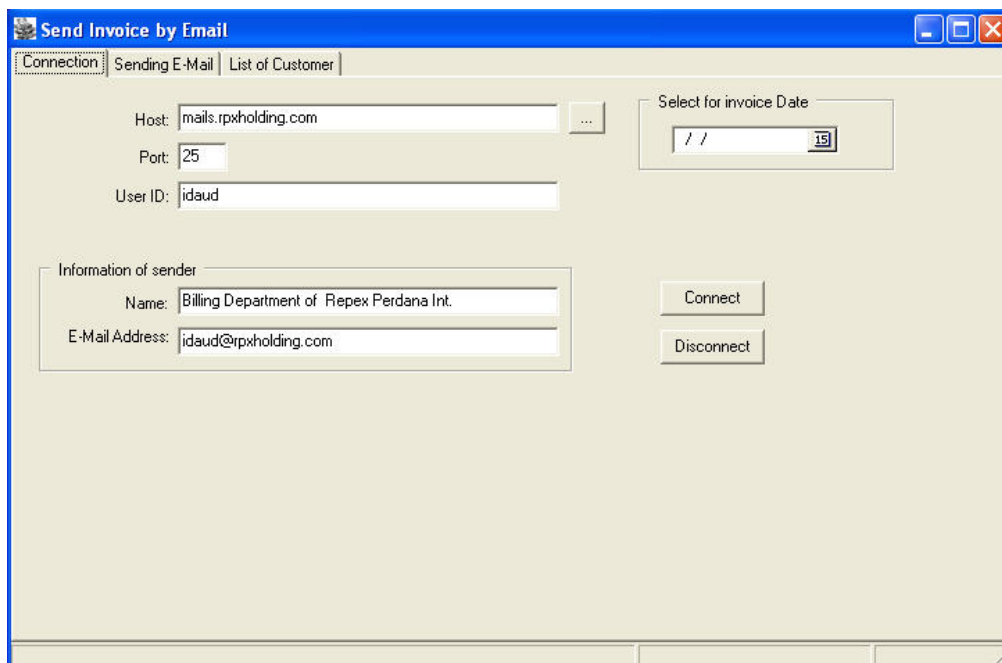
- Tombol Add(F3): untuk menambah/input data
- Tombol Edit (F2) : untuk merubah/edit data
- Tombol Save (F4) : untuk menyimpan data
- Tombol Delete (Ctrl + D) : untuk menghapus data

**10. Update Collector**

Menu ini digunakan untuk membuat/menambah data collector.

**KETERANGAN:**

- Klik tombol Add (F3) untuk membuat baru data collector.
- Tombol Edit (F2) untuk merubah/mengganti data collector.
- Tombol Save (F4) untuk menyimpan data yang baru dibuat atau yang diganti/dirubah.
- Tombol (ctrl+D) untuk menghapus data yang telah ditentukan.

**11. Send Invoice by Email**

12. Create Invoice by Account

**Create Invoice By Account number**

Param Date  
Until Ship Date: 05/31/2007

Customer Account  
From Account: 206398566  
AGUS PRABOWO ,MR  
To Account: 206398566  
AGUS PRABOWO ,MR

0%

Date Server: 31Jul2007

Close Process

13. Aging

a. Import Payment Data

**Import AR from ESTA**

Invoice Type: RPCC  
Interval Date: 70  
 Use Interval for Updating

Update Close

0%

Total Invoice = 0

b. Editing RPX Invoice

**Editing RPX Invoice**

RPX Invoice Number: [ ] Paid Status: ALL Sta ID: ALL  
Account Number: [ ] Invoice Type: ALL  
Invoice Date: / / To: / /

Execute Close

List Of Invoice

INV	INV_NO	ACC. NO	INV DATE	DUE DATE	REV. DATE	CURRENCY	CHARGE NET	TAX	AMOUNT	OUTSTANDING

List Of AWB

PAID	AWB	FEDEX INVOICE DATE	FEDEX INVOICE	FEDEX DUE DATE	ORIGIN	DESTINATION	CURRENCY	AMOUNT

Edit Cancel Save

c. Editing Fedex Invoice

□ REPORT

1. Invoice, Faktur Pajak, EDI

a. Invoice

## b. Faktur Pajak

The screenshot shows a software window titled "Report - Invoice, Faktur Pajak and EDI". It has three tabs: "Invoice", "E. Pajak", and "EDI", with "E. Pajak" selected. The window is divided into several sections:

- Left Panel:** Under "Lampiran Pajak", there are three radio button options: "Customer free of tax", "Customer without NPWP", and "Completely Customer" (which is selected).
- Right Panel:**
  - Select Branch and Satellite:** A dropdown menu showing "JKT - JAKARTA".
  - Collection Options:** A group box containing four checkboxes: "Collect In bound" (checked), "Collect Out Bound", "Collect Out Bound Rebill", and "Duty Tax".
  - Invoice date mm/dd/yyyy:** Two date input fields: "From" (03/01/2007) and "To" (03/31/2007), both with a calendar icon.
  - FilenameEdit1:** A text input field with a file icon.
  - Output Options:** A group box with four radio button options: "Preview" (selected), "Print", "Archive to Excel", and "Archive to file". There are "Print" and "Cancel" buttons to the right.

## c. EDI

The screenshot shows the same software window, but with the "EDI" tab selected. The layout is similar to the previous screenshot, but with different options:

- Left Panel:**
  - Wrong EDI airwaybil:** A group box with two radio button options: "Not equal with visa" and "Not found in visa".
  - Summaries of Total EDI:** A group box with two radio button options: "by Location ID" and "by Customer" (which is selected).
  - List of EDI Airwaybil not created invoice:** A checkbox that is unchecked.
  - List of EDI in paid status:** A checkbox that is unchecked.
  - List of Edi Downloaded by Fedex Invoice Date:** A checkbox that is checked.
- Right Panel:** This section is identical to the previous screenshot, showing the same branch selection, collection options, date range, filename field, and output options.

## 2. Revenue

**Report - Revenue**

Revenue by Customer  
 Revenue by Branch and Agent  
 Additional Discount

Branch and Satellite  
 JKT - JAKARTA

Inbound / CO  
 Outbound / XI  
 Collect Rebill/CC  
 Duty Tax / DT

Invoice date mm/dd/yyyy

From 05/01/2007 15

To 05/31/2007 15

FilenameEdit1

Preview  
 Print  
 Archive to Excel  
 Archive to file

Print

Cancel

### 3. Credit Note and Debit Note

**Credit note and Debit Note Report**

Detail Recapitulation

All Reason

MBG Money Back Guarantee  
 RCE Rebill Customer Error  
 CSL Cash Sales  
 DPW Spot shipment/Late Alert  
 DNA Discount Not Applied / Value Re  
 OBW OB Incorrect Weight  
 TAX Tax Waiver  
 SYS System Error  
 INS Incorrect Service  
 RFE Rebill FedEx Error  
 POD Shpmm Cancelled/Not Uplifted  
 INC Insurance Waiver  
 RME Rebill Manifesting Error  
 COP Company Purposes  
 CSE Change Service from IE to IP  
 SPB Split Billing

Credit Note  
 Debit Note

Invoice date mm/dd/yyyy

From 05/25/2007 15

To 06/26/2007 15

Preview  
 Print  
 Archive to Excel  
 Archive to file

FilenameEdit1

Status

ALL  
 Not Void  
 Void

Cancel

Print

#### 4. Invoice New

The screenshot shows the 'Print Invoice' window with the following fields and options:

- Invoice Date:** 05/25/2007
- Station ID:** JKT - JAKARTA (Starting from customer)
- Account No:** (Empty) To (Empty)
- Invoice No:** (Empty) To (Empty)
- Invoice Type:** RPX
- Within Days:** 7
- Print Logo:**  No  Yes
- Print Options:**  Print  Print Hard Copy  Create Email File
- Preview:**  Preview
- Buttons:** Print, Print Label, Exit

#### 5. Invoice Collection and Branch

The screenshot shows the 'Print Invoice' window with the following fields and options:

- Account No:** (Empty) To (Empty)
- Invoice No:** (Empty) To (Empty)
- Invoice Date:** (Empty)
- Invoice Type:** (Empty)
- Within Days:** 7
- Print Logo:**  No  Yes
- Print Options:**  Print  Print Hard Copy  Create Email File
- Preview:**  Preview
- Buttons:** Preview, Preview Label, Exit

## 6. OB Prepaid Shipment

The 'Print Outbound Prepaid' dialog box features a title bar with standard window controls. The main area contains a 'Ship Date Range' field with the value '25 (from now)' and a 'Post' button. Below it is a 'Limit Date' field with the value '06/26/2007' and a calendar icon. A group box contains three radio buttons: 'Preview' (selected), 'Print', and 'Save to text file'. The 'Save to text file' option has an empty text field and a printer icon. At the bottom, there is a 'Preview' button with a printer icon and an 'Exit' button with a red square icon.

## 7. Fedex Invoice

The 'Print Fedex Invoice' dialog box has a title bar with a close button. It includes two dropdown menus for 'Invoice Type' (set to 'RPCO') and 'Station' (set to 'JKT'). There are two checkboxes: 'By Over Due' (unchecked) and 'By Option' (checked). The 'By Over Due' section has an 'Over Due' field with the value '70' and the unit 'Days'. The 'By Option' section has two radio buttons: 'Return to Fedex (Rebil to FEDEX)' and 'Paid to Fedex' (selected). Below these are 'From' and 'To' date fields with values '05/30/2007' and '06/30/2007' respectively, each with a calendar icon. At the bottom are 'Print' and 'Close' buttons.

## 8. Difference Invoice Amount

The 'Print Difference Amount Of Fedex In...' dialog box has a title bar with standard window controls. It features two radio buttons: 'Invoice Date' (selected) and 'Invoice Number'. The 'Invoice Date' section has 'From' and 'To' date fields with values '04/25/2007' and '05/26/2007' respectively, each with a calendar icon. The 'Invoice Number' section has an empty text field. A 'Preview' button is located at the bottom right.



## 9. Compare Chronos - Cash Sales

The screenshot shows a dialog box titled "Compare CHRONOS to Cash Sales". It features a standard Windows window title bar with minimize, maximize, and close buttons. The main content area is divided into several sections:

- Invoice Date:** A section with two dropdown menus. The "From" dropdown is set to "02/21/2007" and the "To" dropdown is set to "03/21/2007".
- Print for:** A section with four radio button options:
  - Bill to WSC
  - Account WSC (Chronos) not found in Cash Sales Data
  - Cash Sales Data not used Account WSC
  - Cash Sales Data not found in CHRONOS
- Buttons:** Two buttons, "Print" and "Close", are located on the right side of the dialog.
- Progress Bar:** A progress bar at the bottom of the dialog shows "0%".

## 10. Print Note

The screenshot shows a dialog box titled "Print COCN/CODN". It features a standard Windows window title bar with minimize, maximize, and close buttons. The main content area is divided into several sections:

- Note Type:** A dropdown menu set to "CN".
- Use CNCN Number for Selection:** A section with a radio button and a "Note Number" section containing "From" and "To" fields with values "113" and "121" respectively.
- Note Date:** A section with "From" and "To" date fields. The "From" field is set to "03/30/2007" and the "To" field is set to "04/30/2007".
- Use Account Number for Selection:** A section with a radio button and a "From" and "To" field containing the account number "206398566".
- Print With AWB:** A checked checkbox.
- Buttons:** Two radio buttons, "Preview" and "Print", and a "Preview" button are located at the bottom right of the dialog.

## 11. Billing Information

**Print Billing Information**

ACCOUNT NUMBER: 206608609 ... FREYABADI INDOTAMA, PT

FLIGHT PERIOD  
From: 04/01/2007 To: 04/30/2007

AWB: \_\_\_\_\_

Contact Person: HAPPY WIDIYASTUTI, MS.  
Billing Person: Tatik Sudarwati

Buttons: Execute, Print

No	Ship Date	AWB	Acc. #	Dest	Weight (Kg)	Freight Chg (USD)

### □ SETTING

1. Rate Scale
2. Currency Rate
3. Parameter
  - d. System Parameter
  - e. Authorised
  - f. Reason out CN and DN
  - g. Service Type
4. Generate Faktur Pajak
5. Change Password

