Screen Information and User's Manual

INTERNATIONAL BILLING SYSTEM FOR APA

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 - 1. INTERBIS Screen
 - 2. INTERBIS Modul

A. Bagaimana memulai Interbis

1. Double klik pada icon INTERBIS 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 Interbis



2. Menggunakan tombol dan mouse untuk INTERBIS

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 menggerakan cursor pointer. Text, windows, file atau icon yang dipilih akan bergerak bersama cursor pointer.

- Untuk memilih salah satu menu pada INTERBIS 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 INTERBIS adalah dengan menekan tombol TAB.

C. Menjelajah screen, windows dan menu

INTERBIS Screen



INTERBIS Main Menu Options

- Main menu. Di dalam menu ini tersedia drop-down menu System setup, Log out dan Exit.
- **Process** menu digunakan untuk melakukan proses transaksi, seperti Import Chronos data, Add/Edit EDI, AWB quick editor, dan Export to Aging data.
- Invoice menu digunakan untuk melakukan pembuatan invoice, membuat CN/DN dan faktur pajak.
- **Report** menu digunakan untuk menarik/membuat report, baik untuk melihat atau juga untuk mencetak melalui printer.
- Help menu digunakan untuk melihat versi dari INTERBIS. Untuk keluar dari tampilan tekan tombol ESC.

A. Modul Main



- 1. System Setup menu berfungsi untuk menganti password pada My password manager.
- 2. Log Out menu
- 3. Exit menu digunakan untuk keluar dari aplikasi Interbis.

KETERANGAN

1. System Setup



a. Configuration

• Master Account Editor - untuk mengedit account number milik APA.

| 0 | InterBiS · APA | Accounts Editor | | |
|---|------------------|-------------------------|-----|----------|
| Е | DIT A.P.A A | ccounts | | |
| , | Account No. 2209 | 63845 | ADI | D New |
| 1 | Description ANT/ | AREJA BALIKPAPAN | EDI | T Acc |
| | , [] a: | DEFAULT Account? | | |
| | | | L | /elete |
| Г | ACCOUNT No. | DESCRIPTION | | Default? |
| Þ | 220963845 | ANTAREJA BALIKPAPAN | | False 📃 |
| | 267344124 | ANTAREJA BANDA ACEH | | False |
| | 274004207 | ANTAREJA BANDAR LAMPUNG | | False |
| | 262728226 | ANTAREJA BANJARMASIN | | False |
| | 276885260 | ANTAREJA BENGKULU.PT | | False |
| | 267343942 | ANTAREJA BONTANG PT | | False 🤜 |
| K | | | | > |

Klik ADD New - untuk menginput nomor acc APA (branch) Klik EDIT Acc - untuk mengedit/mengganti nomor acc Klik Delete - untuk menghapus/menghilangkan nomor acc

• Master Authorized Editor - untuk mengedit authorized person

| 🗿 InterBis | 6 - Authorized | Person l | ditor | _ 🗆 🛛 |
|------------|----------------|----------|-------|--------|
| Add/Set | Authorized | Positio | on | |
| Auth ID | | 6 | << | >> |
| Auth Name | SIGIT DANI NU | GROHO | | |
| Auth Post. | BILLING MANAG | GER | | |
| Wait | Add New | Edit | | Cancel |

• Master Branch Editor - untuk mengedit data alamat kantor cabang

Display Import Branch

| C | InterBiS | Import/ | Edit Branches List 📃 | - 6 | × |
|---------|---|---|--|------|----|
| I | MPORT BRAI | VCH EDI | I/ADD New Branch | | |
| ۵ | IVA Brand | hes List | | | |
| Γ | sbu_id | branch_id | address1 | 2 | ^ |
| D | • 2 | BDO | JL.SEMPURNA ND.12 PASTEUR SUKAJADI | | |
| | 2 | BTH | JL. SRIWJAYA 9 KOMP. SURI GRAHA | | |
| | 2 | 2 DPS | JL. BY PASS NOURAH RAI NO. 100K | | |
| | 2 | 2 JKT | KOMP.GROGOL PERMAI BLOK B27 | | |
| | 2 | MES | JL. MONGINSIDI NO.19 POLONIA | | ¥. |
| ŀ | | | | > | |
| | Imp | ort Selected | linto InterBiS | | |
| | | | | | |
| h | nterBiS Bra | nnches L | ist [] X REMOVE B | anch | 1 |
| h | nterBiS Bra sbu_id | branches L | ist [] X REMOVE By address1 | anch | _ |
| lı Þ | n <mark>terBiS Bra</mark> sbu_id 7 | <mark>branches L</mark> branch_id ALL | ist [] X REMOVE 8. address1 JL PROF DR SATRIO KAV. 7. NO. 21 | anch | - |
| | nterBiS Bra sbu_id 7 7 | branch <u>es L</u> branch_id ALL AMI | ist [] X REMOVE 8. address1 JL PROF DR SATRIO KAV. 7. NO. 21 JL PROF DR SATRIO KAV. 7. NO. 21 | anch | |
| | nterBiS Bra sbu_id 7 7 7 | branch_id ALL AMI BDJ | INTERPORT INTERP | anch | |
| | nterBiS Bra sbu_id 7 7 7 7 7 | h nches L branch_id ALL AMI BDJ BKS | IST [] X REMOVE 8. address1 JL PROF DR SATRIO KAV 7 NO. 21 JL PROF DR SATRIO KAV 7 NO. 21 JL PROF DR SATRIO KAV 7 NO. 21 JL PROF DR SATRIO KAV 7 NO. 21 | anch | |
| | nterBiS Bro sbu_id 7 7 7 7 7 7 7 7 | branch_id ALL AMI BDJ BKS BPN | ist ▲ REMOVE 8. address1 | anch | |
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Display Edit/Add New Branch

| £ | 🕽 InterBi | | Import/ | Edit Branches List | | | | × |
|---------|---------------------|--|--|--|---|---------------------------------|----------------|----------|
| 1 | MPORT BR | W | NCH EDI | 1/ADD New Branch | | | | |
| ſ | Page 1 | Pa | age 2 | | | | ADD New | |
| | Branch ID | | ALL | | | | EDIT Branch | |
| | City ID | | ALL | | | | | |
| | Address 1 | | JL PROF | DR SATRIO KAV. 7-ND. 21 | | | | |
| | Addie≋2 | | KARET K | UNINGAN - SETIABUDI, JAK | (ARTA S | ELATAN | | |
| | Phone # | | [62-21] 75 | i90-1800 | Fak♯ | 62-21 766-1086 | | |
| | Toll-Free # | ; | | | E-Mail | biling-land-apa@ipisholding.com | | |
| | | | | | | | | |
| 1 | nterBiS E | Bra | nnches L | ist [] | | | 🗶 REMOVE Brand | h. |
| 1 | nterBiS I sbu_id | Bra | nnches L branch_id | ist [] address1 | | | 🗶 REMOVE Brand | h |
| lı Þ | nterBiS (sbu_id | Bra 7 | <mark>branches L</mark> branch_id ALL | ist [] address1 JL PROF DR SATRIO KAV. | 7 NO. 2 | 1 | X REMOVE Brand | h A |
| | nterBiSt sbu_id | 8n 7 7 | branches L branch_id ALL AMI | ist [] address1 JL PROF DR SATRIO KAV. JL PROF DR SATRIO KAV. | 7 NO. 2 7 NO. 2 | 1 | X REMOVE Brand | th |
| | sbu_id | 7 7 7 | branches L branch_id ALL AMI BDJ | ist [] address1 JL PROF DR SATRIO KAV. JL PROF DR SATRIO KAV. JL PROF DR SATRIO KAV. | 7 NO. 2 7 NO. 2 7 NO. 2 | | X REMOVE Brand | h |
| | sbu_id | 7 7 7 7 7 | h nches L branch_id ALL AMI BDJ BKS | ist [] address1 JL PROF DR SATRIO KAV. JL PROF DR SATRIO KAV. JL PROF DR SATRIO KAV. JL PROF DR SATRIO KAV. | 7 NO. 2 7 NO. 2 7 NO. 2 7 NO. 2 7 NO. 2 | | X REMOVE Brand | h |
| | aterBiS I | 8 7 7 7 7 7 7 | branch es L branch_id ALL AMI BDJ BKS BPN | ist [] address1 JL PROF DR SATRIO KAV. JL PROF DR SATRIO KAV. JL PROF DR SATRIO KAV. JL PROF DR SATRIO KAV. | 7 NO. 2 7 NO. 2 7 NO. 2 7 NO. 2 7 NO. 2 7 NO. 2 | | X REMOVE Brand | * |
| | aterBiS (| 7 7 7 7 7 7 7 | hanches L branch_id ALL AMI BDJ BDJ BKS BPN BTG | ist [] address1 JL PROF DR SATRIO KAV. JL PROF DR SATRIO KAV. JL PROF DR SATRIO KAV. JL PROF DR SATRIO KAV. JL PROF DR SATRIO KAV. | 7 NO. 2 7 NO. 2 7 NO. 2 7 NO. 2 7 NO. 2 7 NO. 2 | 1 1 1 1 | X REMOVE Brand | h |
| | abu_id | 8 7 7 7 7 7 7 7 7 7 | ALL AMI BDJ BKS BPN BTG BTJ | ist [] JL PROF DR SATRIO KAV. JL PROF DR SATRIO KAV. | 7 NO. 2 7 NO. 2 | 1 1 1 1 1 | X REMOVE Brand | |
| | abu_id | 7 7 7 7 7 7 7 7 7 7 | branch es L branch_id ALL AMI BDJ BKS BPN BTG BTJ CBN | ist [] JL PROF DR SATRIO KAV. JL PROF DR SATRIO KAV. | 7 NO. 2 7 NO. 2 | | X REMOVE Brand | |

Klik ADD New - input data cabang baru Klik EDIT Branch - edit data cabang yang ada Klik X Remove Branch - untuk menghilangkan data cabang

• Master Bank Editor - untuk mengedit informasi bank di cabang

| Ø InterBiS - BANK Editor | | |
|---|------------------|---|
| BRANCHES (taken from DIVA) | BANK Information | 'n |
| ALL · · · | BANK Group | BCA-BANK CENTRAL ASIA V + ADD New Group |
| AMI - Mataram - MATARAM | - · · · | |
| BUJ · BANJAHMASIN · BANJAH MASIN BKS · BENGKULU · BENGKUUU | BANK ID AL 2020 | PCAPLPCA Presdek Jedah |
| BPN - BALIK PAPAN - BALIK PAPAN | DANKTUZINALIE | BOAFI-BCA FUNDOR INDAN |
| BPN - SANGATA - BALIK PAPAN | Address 1 | Jl. Arteri Pondok Indeh |
| O REFRESH LIST | Address 2 | |
| BANKS | Address 3 | |
| | City | Jakarta Edit Bank Cancel |
| | | |
| | Bank Account | 237 300 9661 🔽 Active Account? |
| | Currency Type | USD 💌 |
| | EDC | ((Prev Next)) Edit Acc. Add New |
| | Add To List | waiting for action |

Klik +ADD New Group - untuk penambahan Bank Group Klik +ADD New Bank - untuk penambahan nama bank Klik Edit bank - untuk mengedit/merubah nama dan data bank • Master Profile Editor - untuk mengedit/merubah data company profile

| 🧿 InterBiS - Pro | file Editor | | |
|---|--|---------------------------------|-----------|
| EDIT My Con | npany Profile | | O Refresh |
| You may edit the co Each changes may | ompany profile using t affect all reports and | his tool. I invoices print p | process |
| COMPANY NAME | PT. Antareja Prima | Antaran | |
| Address | RPX Center It. 9 | | |
| | JI. Ciputat Raya no. | 99 Pd. Pinang | |
| City | Jakarta Selatan | | |
| State | Jakarta | | |
| ZIP Code | 13320 | | |
| Country | Indonesia | | |
| info | | EDIT | Close |

• Master Reason Editor - untuk mengedit reason pada Invoice note



• Master Serial Number Editor - edit no urut FP

| 🙆 InterBiS - T | ax Running Serial I | Num. Editor 🛛 🔀 |
|-----------------|---------------------|-------------------|
| Edit Serial I | Number | |
| Invoice Type: | TAX (Faktur Pajak) | • |
| Prefix String: | | |
| Running Number: | | >> |
| | [current num.] | [NEW Num. HERE!!] |
| | Exit | Edit Number |

• Master Parameter Editor - untuk serial number inbound berbeda (tidak running number dengan international)

| 🧭 InterBiS | - Parameter Editor | |
|----------------|------------------------|------------------|
| PARAM | ETER Editor | |
| Parameter I | D - Description | |
| apa_acc · | APA Default account nu | imber 🗾 |
| Parameter V | √alue | |
| (Text) | 202150322 | |
| (Numeric) | 0 | |
| (Float) | 15.5 | |
| (Date) | 10/01/2006 15 |] |
| - | EDIT | EXIT |
| updated by rsu | uhanda 11.3 | 32 - 07-Oct-2006 |

b. User Manager

Submenu ini digunakan oleh Administrator/Super user untuk memberikan akses dan menu aplikasi tersebut.

|) ITD - Us | er Access Manager | | 2 |
|--|--|--|-----------|
| ádd as user | EdiAccess Save Carte | ł. | |
| User / Enployee ID Employee ID Full Name E-Mail User ID Password User Level Create Date Valid From Valid From | | Application Meru List Copy From Other User 100 - Mari - &Configuration 102 - Mari - &Configuration 102 - Mari - &Dan Manager 203 - Process - & Anne & Education 203 - Process - & Anne & Alguns & Education 203 - Process - & Anne & Alguns & Education 203 - Process - & Anne & Alguns & Education 203 - Process - & Anne & Alguns & Education 203 - Process - & Anne & Alguns & Education 203 - Process - & Anne & Manager 203 - Process - & Anne & Manager 203 - Process - & Man | Retresh 🤇 |
| Application Copy Pri Access Valie [09/22/2006 Grantor ID Menus Refre | Phrieges Privleges 4Dats : 5 I to 11/01/2007 I chrehere eshed | 401 - Report - Report & Revenue 402 - Report - Report & AllvANACB 403 - Report - Report & Revenue 403 - Report - Report & Revenue 405 - Report - Report & Revenue | |

Keterangan:

- Klik Browse key ______untuk mencari data yang diperlukan, ketik tanda persen (%) lalu tekan tombol TAB pada keyboard akan muncul window seperti dibawah, pilih user id atau nama lalu klik OK.

| P | .I.N - Sea | rch Employee | | × |
|---|-------------|--------------|----------------------|----------------------|
| ł | Field Name: | | | |
| | % | | <u>k</u> | Cancel |
| Г | lemploupe i | upor id | | erezil narez |
| Ŀ | employee_ | uzer_id | hane | |
| Ľ | 02000130 | agolar | Abdu Golar | agorar@ipenoiding |
| L | 02910015 | agatari | Abdul Gafari | agatari@ipxholdin; |
| | 07970303 | akhaiq | Abdul Khaliq | akhaiq@rpxholdin |
| L | 01010191 | abdulah | Abdullah . | abdullah@rpsholdi |
| | 02950064 | asenjaya | Acep Senjaya | asenjaya@rpxhold |
| | 01050520 | asyamsudin | Achmad Syamsudin | asyamsudin@ipsh |
| C | 03000046 | apribadi1 | Achmad Pribadi | apribadi1@rpxhold |
| | 02910016 | asobari | Achmad Sobari | asobari@rpxholdin |
| E | 02000326 | amarjuki | Achmad Ariel Marjuki | amarjuki@rpxholdi |
| | 03990030 | ayudhasetia | Addy Yudhasetia | ayudhasetia@rpxh |
| | 07060684 | aterdian | Ade Ferdian | aferdian@ipxholdir 👦 |
| < | | | | > |

- Klik Add as user
- Klik Edit Access untuk mengedit/mengganti password, menambah menu dan masa berlaku aplikasi.

c. Application Config

Untuk menempatkan file data disimpan

| 🧭 InterBiS - Application/System Configuration 💦 📃 🗖 🗙 | |
|---|--------------|
| Aging/OAS Data Path | |
| | |
| Select RFXI/RPC0 data file path | |
| Fill with RPX1/RPCO path | Klik untuk |
| Select RPDT data file path. | mencari path |
| Fill with RPDT path | |
| | |
| waiting | |
| | |
| | |
| Apply | |
| | |
| Cancel [Esc] OK | |

d. My Password Manager

| Your User ID | uwijayantoko | • | Kelik üser tu |
|-------------------|--------------|--------|----------------|
| Your Old Password | никинии | • | Ketik password |
| | Submit | Cancel | Ĩ. |

e. Scroller Info

2. Log Out

Menu ini digunakan untuk keluar dari aplikasi Interbis, muncul Interbis Login screen

3. Exit

Menu ini digunakan untuk keluar dari aplikasi, tetapi tidak muncul login screen.

B. Modul Process



- 1. Import Chronos Data Menu ini digunakan untuk mengimport data shipment dari EVITA
- 2. Add / Edit EDI Data menu digunakan untuk mengisi dan mengedit data interchange.
- 3. AWB Quick Editor menu digunakan untuk mencari AWB milik customer tertentu untuk diedit, melihat list AWB yang sudah paid atau harus dicreate invoice atau tidak.
- 4. Export to Aging Data menu digunakan untuk export data ke OAS.

KETERANGAN

1. Import Chronos Data

chronos

| 🔕 IMPORT CHRONOS DATA 📃 🗖 🔀 | |
|--|----------|
| Import Chronos | |
| Date From: 09/07/2006 19 to 09/08/2006 | Date key |
| IMPORT Data | |
| Save Errors and Duplicates to file (csv) | |
| Import Progress | |
| 0% | |
| waiting | |
| | |

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

| 15 | 44 4 | | Octo | ber, 2 | 2006 | | • • |
|----|------|-----|------|--------|------|-----|-----|
| | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| | | | | | | | 1 |
| | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| | 30 | 31 | | | | | |

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

- Klik Import Data untuk melanjutkan proses

2. Add / Edit EDI

| 🕖 InterBiS - A | dd/Edit EDI | | | | | × | |
|-----------------|----------------------|---|-------------------|-------------------|----------------|--------------|--------------|
| | Airwaybill | 852559157 | 0 95 Up | dale: Nerliyanti | 07/25/2006 03 | 49:02 | |
| | Parent Acc. No. | 202150322 APA Invoice No. APALAUG | 0546 RPI In voice | No. 968638379 | RPI Invo. Date | JUL 19, 2006 | |
| | Dield Acc No. | 312437201 Record Type 2 | Shipment I | Date JUL 17, 2006 | Euriency type | USD | |
| E de (F2) | Service Type | 16 Charge Type () | Din We | NOM 0.00 | Weight Type | К. | |
| Add (F3) | Ungn wegni Pieren | 0.50 Children Bate | Dime | may jugo | Fuel Unarge | 3.05 | |
| 5ave [F4] | Drigin Amount | 27 m +os Rate D Amount | 37.00 BilAn | auni 45.00 | Rebil Reason | 16.60 | |
| Cancel (Ecc) | Ing. Anount | 0.00 Charge | 0.00 POD I | ate DEC 30, 1899 | POD Time | | |
| Even Service | Drigin Sta | NDC Dest Sta TRN | Shipper | Baf. | | | |
| Projosterj | Payment | 1 Delivery1d | P00 | Sign | | | |
| raid (ciri + o) | Rebit # | 1 Comp. to Vice T | - | Naid 🗆 🔳 | | | |
| First [Home] | Shipper and Co | nsignee Others Anount List of Invoice List of | CN/DN | 🔽 Flag Invoice | by Account | | |
| Next (PpDover) | Shipper | | Consignee | | | | |
| Pilor (Pg Up) | Account Name | 329469599 | ACCOUNT NO | | | | Browse Key — |
| Last End | Conpany | COMPASSION FAST, INDONESIA | Company | COMPASSION (TAL) | / | | 2 |
| Brosse [E7] | Addreso1 | W.MONGINSIDI BAHU MALL W4-5 | Addecc1 | SOS TERRO MOND | 0 | | |
| | Address2 | KELBAHU, MALALAYANG | Addecc2 | VIA CORIO 15 | | _ | |
| Cancel | City | MAN4DO | City | TORINO | | | |
| Invoice (F12) | State | MANADO | Skate | то | | | |
| | Zip | 95115 | Zp | 10143 | | | |
| | Country | D NDONESIA | Country | IT ITALY | | | |

Keterangan:

a. Klik Browse key ... untuk melihat/mencari data yang tersimpan di dalam database system. Windows yang akan muncul, ketik tanda persen (%) lalu tekan tombol TAB, pilih salah satu data yang ada, lalu tekan OK.

| Field : a account_number | | | SlatRec No 1 | M apr 15 | Becords | | |
|--------------------------|---------------------------|-------------------|--------------------|---------------|--------------------------|--|--|
| 24 | | | (< Ent < Preyiou | s News | Last>>> <u>Qk</u> Cancel | | |
| 4 | account_number_aload_date | c.contact_name | | p.contact_typ | e_id_a oustomer_name | | |
| | 265466216 01/30/200 | RINAWATI | | MKT | RINAWATE MS | | |
| | 205466216 01/30/200 | advedfedfadt. | | 5IM | RINAWATE MS | | |
| | 205466216 01/30/200 | HINAWATI | | MKT | FINAWATE M5 | | |
| | 205466216 01/30/200 | scived/edfsdl | | SIM | FINAWATE MS | | |
| | 24048581B 01/01/000 | FREDDY SETIAWAN | | MKT | LEINTRA TERANG SEJAHTER | | |
| | 225614037 01/01/000 | SULIANTCICHANDRA | | MKT | ANEKA ELEKTRINDO PT | | |
| | 253413492 07/07/200 | TITI | | MKT | FIG MEDEM, PT | | |
| | 241871991 01/01/000 | DEBBIE | | MKT | UN ISGUL SEMESTA. | | |
| | 21,2054208 01/01/000 | MARZUKI | | MKT | SUGZINDO PT | | |
| | 208491465 11/24/199 | 3 ARTA | | MET | AMANKILA RESORT | | |
| | 212165026 05/14/199 | 8 MADELINE BEATTE | ELINE BEATTIE M | | SUIN FLOWER | | |
| | 248951354 01/01/000 | TAN SIM HOEK | | MKT | TAN SIM HOCK | | |
| | 240445557 01/01/000 | ROSSA | | MKT | LIPPO SECURITIES | | |
| | 215137589 10/25/199 | SUSAN CAROLINE | | MKT | TIDIE WATER TRADING | | |
| | 205374361 07/14/199 | BAY | | MKT | HANIN NUSA NUEVA PT | | |

- b. Add (F3) untuk menambahkan data shipment baru
- c. Edit (F2) untuk mengedit/merubah data shipment yang telah ada
- d. Klik Save apabila data akan disimpan
- e. Klik Paid bila AWB sudah dibayar sebelum invoice diterbitkan
- f. Cancel invoice bila sudah tercreate invoice tetapi AWB tidak jadi digunakan.

3. AWB Quick Editor

| Account Ne | um.: | 2027129 HENDIY | ie: Oyo <i>n</i> ii | ESSY | | | | | | |
|------------|------------|-------------------|------------------------|--------------|-----------|-------------|------------|------------|----------|------------|
| Ship D | ate : | 08/15/20 | 06 | <u></u> lo 1 | 1/16/2006 | D | | | | |
| pos: HH | ded ### | Lo | ad Date | s | EDIT Data | | | | Expor | To File |
| Status | PA | 10.7 INV. | to? | AWB # | Ship Date | Ehild Ace # | Ship Ace # | Cons Acc # | Discount | Drigin Sta |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
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| | | | | | | | | | | |
| | | | | | | | | | | |

- Account Number Klik browse key ... untuk mencari no AWB.
- Ship Date klik date key intuk mencari tanggal pengiriman, akan muncul window seperti:

| | | Octo | ber, 2 | 2006 | | • • |
|-----|-----|------|--------|------|-----|-----|
| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

- Klik Load Data untuk memproses loading data
- Klik Edit Data untuk mengedit data AWB

4. Export to Aging Data



- From Invoice Date Untuk mencari tanggal invoice klik pointer mouser pada date key
- Execute klik pointer mouser pada execute untuk melakukan proses generate setelah dilakukannya pengisian invoice date.

5. View Invoice

Create Invoice

View Invoice

Print APA Invoice

Create Debit/Credit Notes

Generate Faktur Pajak

Print Faktur Pajak

A. Create Invoice

| InterBis - Create Invoice | _ | l l |
|---------------------------|---------------------|---------|
| Parameter Date | | 1 |
| C Until Ship Date 77 | 15 | |
| C In Ship Period JANUARY | 2007 Cut Off: 25 | |
| Date Ranged 02/01/2007 | 7 🔟 to 02/20/2007 🔢 | Date Ke |
| Invoice Date | | |
| Use Other Date 11 | 5 | |
| Customer Account | | 1 |
| Account No. 202481744 | | |
| ADECK SIAHAAN | | |
| All Account 🔽 | | |
| | 0% | j |
| 2 | Created Invoices: | 1 |
| Server Date: 20 Feb 2007 | Close Process |] |

- Pilih/Klik salah satu parameter date
- Klik atau beri tanda tickmark pada kolom All Account
- Tekan tombol Process untuk create invoice

B. View Invoice

| Interitis - View | e APA Invoic | | | | | | | | - | 15 |
|---|---|--|--|--|--|------------------|--|---|---|--|
| | INVOID | APNIFEB07 | 6701 | | Due date | FEB | 1 2007 | Rate Rp. | 9,096.40 | ł. |
| | Invoice Date Val Se kal N | FEB 01 2007 | | 5 | Account No. | | 206642386 | | | |
| | Grou | p cpc | | | Conpany Name | PORT RUSH,PT | | | | Ē. |
| | Incation | 1000 | | | Contact Person | SONNY RIDER | | | | |
| | Chie Marth | u jong | | | Addeoi 7 | | KAWASAN INDUSTRI TERBOYO | | | |
| - VOID | anp Prom | nh 12 | | | | BLOW | N 112 SRINULLY | 10 GEMUK | | |
| | SUDA | 2006 | | | City | SEMARANG | | | | |
| First (Home) Next (Pg Down) | Datal Invoic | LINCNYON | | | | | | | | |
| First (Hoine) Next (Pg Down) Plior (Pg Up) | Datal Invoic | List CN/DN | second_type | parse_id | FATICE CONTRACT | rout | account_no | strip_date | erv_Job_data | - |
| First (Home) Next (Pg Down) Pilor (Pg Up) Last (End) | Datal Invoica_n | List CN/DN | secced_type | D D | APOFEB07 | nout | account_no 2006-4230 2006-4230 | thip_date 6 01 /11/2007 6 01 /04/2007 | mv_fds_date 01/12/2007 01/05/2007 | 11 |
| First (Home) Next (Pg Down) Plior (Pg Up) Last (End) Browse (F7) | Datal Invoice | List CN/DN arrwebl_ros 0 650555607 30 650555807 30 650555807 | record_type 103 2 136 2 147 2 | D D D D | APAFEBO7 APAFEBO7 APAFEB07 APAFEB07 | nout 0 0 | account_no 2006-4236 2006-4236 2006-4236 | thip_date 6 01/11/2007 6 01/04/2007 6 01/04/2007 | at./12/2007 01./12/2007 01./05/2007 01./05/2007 | 11 11 11 |
| Fist (Hone) Next (Pg Down) Pilor (Pg Up) Law (End) Browne (F7) | Datel Invoice_r | List CN/DN anwaytal_no 30 65555807 30 65555807 30 65555807 30 65555807 30 65555807 | Necced_type 103 2 136 2 147 2 160 2 | D D D D D | APOFEBO APOFEBO APOFEBO APOFEBO APOFEBO | 0 0 0 | account_no 20664236 20664236 20664238 20664238 | thip_date 6 01/11/2007 8 01/04/2007 6 01/04/2007 6 01/15/2007 | mv_Jda_data 01/12/2007 01/05/2007 01/05/2007 01/15/2007 | N 11 11 11 11 |
| Fist (Hone) Next (Pg Down) Pilor (Pg Up) Law (End) Browse (F7) | Datal Invois | List CN/DN | Necced_type 103 2 136 2 147 2 160 2 156 2 | D D D D D D D D | APOFEBUT APOFEBUT APOFEBUT APOFEBUT APOFEBUT | 0 0 0 0 | account_no 2006423 2006423 2006423 2006423 2006423 | ship_date 6 01/11/2007 6 01/04/2007 6 01/04/2007 6 01/15/2007 6 12/25/2006 | nv_fdv_data 01/12/2007 01/05/2007 01/05/2007 01/15/2007 12/29/2006 | 111111 |
| First (Honne) Naat (Pg Down) Pilor (Pg Up) Law (End) Browse (F7) | Detail Invoicer | List CN-/DN annugbi_no 650555807 90 850555807 90 850555807 90 850555807 90 850555807 90 850555807 | second_type 103 2 136 2 147 2 160 2 156 2 | Dorne_id D D D D D D | APOFEBUT APOFEBUT APOFEBUT APOFEBUT APOFEBUT | 0 0 0 0 | account_no 2006423 2006423 2006423 2006423 2006423 2006423 | stip_dete 6 01 /11/2007 6 01 /04/2007 6 01 /04/2007 6 01 /05/2007 8 12/25/2006 | erv_feb_date 01/12/2007 01/05/2007 01/05/2007 01/15/2007 12/25/2006 | 111111 |
| First (Home) Nuxt (Pig Down) Pilor (Pig Up) Law (End) Browne (F7) | Datal Invoic | Lat CN/DH Lat CN/DH development development | secced_type 103 2 135 2 147 2 160 2 156 2 | porre_id D D D D | PADER APOFEBUT APOFEBUT APOFEBUT APOFEBUT APOFEBUT | | account_mo 2005423 2005423 2005423 2005423 2005423 | stip_date 6 01 /11 /2007 6 01 /04 /2007 6 01 /04 /2007 6 01 /15 /2007 8 12 /26 /2006 | nv_fsl_date 01/12/2007 01/05/2007 01/05/2007 01/15/2007 12/29/2006 | 11 1. 1. 1. 1. |
| Fisit (Home) Neat (Pg Down) Pilor (Pg Up) Last (End) Browne (F7) | Datal Invoic | Lat CH/OH Lat CH/OH annepbl_ns decesses decesses | secced_type 103 2 136 2 147 2 180 2 156 2 | Dorre_id D D D D D | RYUER APOFEBU APOFEBU APOFEBU APOFEBU Freigh Charg | | 467 C0 | stip_date 6 01 /11 /2007 6 01 /04/2007 6 01 /04/2007 6 01 /15/2007 8 12/25/2006 Total Charge | mv_fdu_data 01/12/2007 01/05/2007 01/05/2007 01/15/2007 12/25/2006 28 | 11 11 11 11 11 11 11 11 11 11 11 11 11 |
| Fisit (Home) Neat (Pg Down) Pior (Pg Up) Last (End) Browne (F7) | Datal Invoic mosca_r 61 61 61 61 61 61 61 61 61 61 | Las ChADH Las ChADH manuebl_ns decesses | secost_type 103 2 136 2 147 2 160 2 160 2 | D D D D D D | RYGER APIGFEBUT APIGFEBUT APIGFEBUT APIGFEBUT Freigh Charg Discour | | account_no 2005-423 2005-423 2005-423 2005-423 2005-423 2005-423 2005-423 2005-423 2005-423 2005-423 | stip_date 6 01 /11/2007 6 01 /01/2007 6 01 /04/2007 6 01 /04/2007 6 01 /04/2007 6 12/25/2006 Total Charge Val | erv_fdt_date 01/12/2007 01/05/2007 01/15/2007 12/25/2006 28 | 11 11 11 11 11 11 11 11 11 11 11 11 11 |

KETERANGAN

• Tekan tombol browse key (F7) untuk mencari data invoice yang akan dilihat, akan muncul window seperti dibawah, lalu ketik tanda persen (%) pada field atau pilih drop down invoice_no, tekan OK.

| Intesting, Inc. Inc. <thinc.< th=""> Inc. Inc.</thinc.<> | 21 | Garcel |
|--|---------------|------------|
| 1440 4400 4400 0 2 1 447041005 0 EE03-011 1460 2 2 447041105 0 EE03-011 160 2 3 447041105 0 EE03-011 14227 2 4 44704105 0 EE03-011 14227 2 5 64704105 0 EE03-011 14227 2 5 64704105 0 EE03-011 14227 2 5 64704105 0 EE03-011 14088 2 6 44704105 0 EE03-011 14088 2 5 64704105 0 EE03-011 14089 3 11 44704105 0 EE03-011 14089 3 11 44704105 0 EE03-011 14099 3 12 44704105 0 EE03-011 14099 3 12 44704105 0 0 2 | .ec ··· | invoise_da |
| 1 APAUL05 0 FE683-011- 14690 2 2 APAUL05 0 0 2 3 APAUL05 0 0 2 4 APAUL05 0 0 2 5 APAUL05 0 0 2 6 APAUL05 0 14227 2 5 APAUL05 0 14227 2 6 APAUL05 0 0 2 7 APAUL05 0 14088 2 8 APAUL05 0 14098 2 9 APAUL05 0 14098 3 11 APAUL05 0 14099 3 11 APAUL05 0 1209 1 14099 12 APAUL05 0 1209 1 14099 3 11 APAUL05 0 1209 1 14099 3 12 APAUL05 0< | 20147750 | 01.01120 |
| 2 (AP02LL05) D D 2 3 (AP02LL05) 0 EE03-011 14227 2 4 (AP02LL05) 0 EE03-011 14227 2 5 (AP02LL05) 0 EE03-011 14227 2 5 (AP02LL05) 0 EE03-011 14227 2 7 (AP02L05) 0 EE03-011 14028 2 8 (AP02L05) 0 EE03-011 14088 2 9 (AP02L05) 0 EE03-011 14099 3 11 (AP02L05) 0 EE03-011 14090 3 12 (AP02L05) 0 EE03-011 14090 3 13 (AP02L05) 0 EE03-011 14090 3 15 (AP02L05) 0 EE03-011 14090 3 16 (AP02L05) <td>352186822</td> <td>07/04/200</td> | 352186822 | 07/04/200 |
| S APPOLUDS 0 2 4 APOLUDS 0 EE08-011 - 14727 2 5 GAPOLUDS 0 EE08-011 - 14728 2 5 GAPOLUDS 0 EE08-011 - 14728 2 7 APOLUDS 0 EE08-011 - 14728 2 9 APOLUDS 0 EE08-011 - 14698 2 9 APOLUDS 0 0 0 2 9 APOLUDS 0 EE08-011 - 14698 3 9 APOLUDS 0 EE08-011 - 14699 3 11 APOLUDS 0 EE08-011 - 14031 3 12 APOLUDS 0 EE08-011 - 14031 3 13 APOLUDS 0 EE08-011 - 14031 3 14 APOLUDS 0 0 2 3 14 APOLUDS 0 EE08-011 - 14650 2 3 16 APOLUDS 0 0 2 3 3 16 APOLUDS 0 0 2 3 3 3 17 APOLUDS 0 10 | 202180027 | 07.494/208 |
| 4 4PA3L05 0 EE69-011- 14227 2 5 6PA3L05 0 EE69-011- 14227 2 6 4PA3L05 0 EE69-011- 14230 22 7 4PA3L05 0 EE69-011- 14648 22 9 4PA3L05 0 EE69-011- 14648 23 9 4PA3L05 0 EE69-011- 14231 23 10 4PA3L05 0 EE69-011- 14231 30 11 4PA3L05 0 EE69-011- 14231 30 12 4P43L05 0 EE69-011- 14231 30 13 4P43L05 0 EE69-011- 14690 22 14 4P43L05 0 EE69-011- 14650 22 15 4P43L05 0 EE69-011- 14650 22 16 4P43L05 0 EE69-011- 14650 22 17 4P43L05 0 EE69-011- 14650 23 17 4P43L | 23471425 | 07.04/208 |
| 5 APROLIUS 0 0 2 6 APROLIUS 0 EE00 -011 - 14028 2 7 APROLIUS 0 EE00 -011 - 14028 2 8 APROLIUS 0 EE00 -011 - 14028 2 9 APROLIUS 0 0 2 9 APROLIUS 0 EE00 -011 - 14029 2 10 APROLIUS 0 EE00 -011 - 14029 3 11 APROLUS 0 EE00 -011 - 14031 3 12 APROLUS 0 EE00 -011 - 14031 3 13 APROLUS 0 EE00 -011 - 14030 3 14 APROLUS 0 EE00 -011 - 14090 3 15 APROLUS 0 EE00 -011 - 14090 3 16 APROLUS 0 C 2 16 APROLUS 0 EE00 -011 - 14090 3 17 APROLUS 0 EE00 -011 - 14090 3 17 APROLUS 0 EE00 -011 - 14090 3 | 255682860 | 07/04/20 |
| E APRALADS D E E E 00 - 011 - 14020 14020 2 7 APRALADS 0 E E E 00 - 011 - 14048 2 9 APRALADS 0 0 2 9 APRALADS 0 10 2 9 APRALADS 0 14723 2 10 APRALADS 0 E E E 00 - 011 - 14723 2 10 APRALADS 0 E E E 00 - 011 - 14723 2 11 APRALADS 0 E E E 00 - 011 - 14731 3 12 APRALADS 0 E E E 00 - 011 - 18257 2 13 APRALADS 0 E E 00 - 011 - 18257 2 14 APRALADS 0 E 0 2 14 APRALADS 0 E E 00 - 011 - 14650 2 16 APRALADS 0 E 2 2 17 APRALADS 0 E E 00 - 011 - 14652 2 | 1279ESHU | 07/08/208 |
| 7 APRALUDS 0 EEG01-011- 14048 2 6 APRALUDS D 0 2 5 APRALUDS D EC01-011- 14725 2 10 APRALUDS D EC01-011- 14649 3 11 APRALUDS D EE001-011- 14049 3 12 APRALUDS D EE001-011- 14049 3 12 APRALUDS D EE001-011- 19057 2 13 APRALUDS D EE001-011- 19050 2 14 APRALUDS D EE001-011- 19050 2 15 APRALUDS D E001-011- 19050 2 16 APRALUDS D EE001-011- 19052 2 17 APRALUDS D EE001-011- 19052 2 | 217102325 | 07.04/20 |
| E-GPULLIDS D 0 2 SI APNULUDS D EE 000-0711- 140725 2 10 APNULUDS D EE 000-0711- 140725 2 11 APNULUDS D EE 000-0711- 140791 30 12 APNULUDS D EE 000-0711- 140791 30 12 APNULUDS D EE 000-0711- 15007 2 13 APNULUDS D EE 000-0711- 16050 3 14 APNULUDS D EE 000-0711- 14050 3 16 APNULUDS D EE 000-0711- 14050 3 16 APNULUDS D EE 000-0711- 14050 3 17 APNULUDS D EE 000-0711- 14052 3 17 APNULUDS D EE 000-0711- 140522 3 | 258945660 | 07/04/20 |
| 5 APRALADD D EE000-011- 14725 2 10 APRALADD 0 EE000-011- 14699 3 11 APRALADD 0 EE000-011- 14699 3 11 APRALADD 0 EE000-011- 14071 3 12 APRALADD 0 EE000-011- 19007 2 15 APRALADD 0 EE000-011- 19000 2 14 APRALADD 0 EE000-011- 14650 2 15 APRALADD 0 EE000-011- 14650 2 15 APRALADD 0 EE000-011- 14650 2 16 APRALADD 0 EE000-011- 14652 2 17 APRALADD 0 EE000-011- 14652 2 | 221 97 3280 | 07/04/20 |
| 10 APKSJLUDS 0 EEG63-011- 14049 3 11 APKSJLUDS 0 EEG63-011- 14231 3 12 APKSJLUDS 0 EEG63-011- 14231 3 13 APKSJLUDS 0 EEG63-011- 16050 2 14 APKSJLUDS 0 EEG63-011- 14050 2 16 APKSJLUDS 0 EEG63-011- 14051 2 17 APKSJLUDS 0 EEG63-011- 14052 2 | 2224540003 | 07.04/20 |
| 11 APRALLOS 0 EEG04-011- 14731 0 12: APRALLOS 0 EEG04-011- 19007 2 15: APRALLOS 0 EEG04-011- 19007 2 14: APRALLOS 0 E 0 2 14: APRALLOS 0 E 0 2 16: APRALLOS 0 E 0 2 16: APRALLOS 0 E 2 17 APRALLOS 0 2 17: APRALLOS 0 EEG04-011- 14950 2 2 17: APRALLOS 0 EEG04-011- 14952 2 | 304940620 | 05/04/20 |
| 12 APROLO25 D EE00 -011 - 19557 2 13 APROLO25 D EE00 -011 - 19557 2 14 APROLO25 D EE00 -011 - 19550 2 16 APROLO25 D 0 2 16 APROLO25 D 0 2 16 APROLO25 D EE00 -011 - 14651 2 17 APROLO25 D EE00 -011 - 14652 2 | 04465742 | 07/04/20 |
| 15 APROLUDS D D 22 14 APROLUDS D EEG8-011 - 14850 2 15 APROLUDS D D 2 16 APROLUDS D EEG8-011 - 14851 2 17 APROLUDS D EEG8-011 - 14852 2 | 2020612280 | 07.04/20 |
| 14 44484,005 0 EE683-011 - 14650 2 16 44564,005 0 EE683-011 - 0 2 16 44564,005 0 EE663-011 - 14651 2 17 44564,005 0 EE663-011 - 14652 2 | STORDE | 02.04/20 |
| 16 APRALADS D 0 22 16 APRALADS D EEGO-011 - 14891 22 17 APRALADS D EEGO-011 - 14892 22 | 204929969 | 02.04/20 |
| 16 44504,025 D EE00-011 - 14891 2 17 44934,005 D EE03-011 - 14852 2 | 225070060 | 07.494-20 |
| 17 APRIAULOS D EEGA 011 14852 2 | 25/511685 | 02/04/20 |
| the second of th | 212017122 | 07.04/20 |
| THE REPORTED S IN REPORTED TO THE REPORTED S | EPT OF CHEMIC | 02.01/20 |
| 15 APVMUL05 D D 2 | 255022504 | 07.04/208 |

C. Print APA Invoice

| 🧭 InterBiS - Pri | t Invoice | 🛛 | |
|----------------------------|-------------------------------------|---------------------|----------|
| Invoice Date | 02/01/2007 🗵 To 02/15/2007 🗵 Inv. | Type ALL (exc AFED) | Dropdown |
| C Station ID | ALL - ALL | | |
| Acount No. | 202482023 To | 202482023 | |
| C Invoice No | Τα | | |
| Within Days : 7 News | Pint Lo @ No @ Pint C Prev | C Yes | |

KETERANGAN

- Klik Date key untuk menentukan tanggal pada Invoice Date
- Klik Drop down pada Inv. Type untuk memilih tipe invoice
- Klik Station ID dan pilih pada drop down yang tersedia
- Klik Account No, tekan browse key untuk mencari acc. no
- Pilih print logo dengan meng-klik salah satu pilihan yang ada
- Pilih Print untuk melanjutkan atau preview untuk melihat di layar monitor
- Tekan Print Invoice

D. Create Debit/Credit Notes

| 🥖 InterBiS - Inv | oice Note | | | | | | |
|---|---|--|--------------------------------|---------------|---|---------------|----|
| Debit Note Debit Note Debit Note Defit Note Defit Note Add [F3] | Serial No. Invoice No. Date Invoic | CN 6192 APX10CT06 10/02/2006 | 5222 | Authorise | Date 12/21/2006 ed by SIGIT DANI NUC | SROHO | • |
| Edit (F2) Save (F4) Find (Chl + F) | Account No Company Nam Contact Person | 214578565 PADMA OTHA AMAR | II, PT | | Remarks SYS (CN FULL) | | _ |
| Cancel [Esc] | Addrex Dit | DONOKERTO, TURI. YOGYAKARTA | SLEMAN | = | | | |
| Next [Pg Down] | 411.452.47 | Ainvaybil No | Shipment Date | Origin Charge | EN 7 DN value Balan | ice Reaton | ~ |
| Prior (Pg Up) Last [End] | AIAWE | 838749475737 849534930540 | 5ep. 23. 2006 Sep. 23. 2006 | 125.9 | 80 70.00 14 27.54 | 55.90 8.50 | |
| Browze [F7] | | | | | | | ~ |
| ie Unzunzun III Datai | | | | | | | 2 |
| C Nota Retur | | CRED | | | Total Charge VAT | 97. | 54 |
| 음 Erint [Ctil + P] | Yoid | CRED. | LI NOTE | | Total Amount | 98 | 52 |

KETERANGAN:

• Pilih salah satu kolom Debit Note, Credit Note atau Correct Note dengan cara diberi tickmark.



- Klik Add (F3) lalu pilih no invoice dengan mencari melalui browse key
- Klik Browse (F7) untuk mencari/melihat data CN/DN yang dibuat dan untuk VOID, akan muncul window seperti dibawah ini, ketik persen (%) pada field atau pilih dropdown invoice no, lalu tekan OK.

| Search Dialog | Soarch Dialog | | | | | | | | |
|---------------|---------------|------------|---------------|-----------------|------------|------------|----------------|--|--|
| invnote_no | • 2 | | | | | Qk | <u>C</u> ancel | | |
| invnote_na | note_type | note_date | nota_retur_no | nota_retur_date | account_no | chaige_net | chargenet_ 🔼 | | |
| 1 | CN | 09/10/2005 | | | 291505961 | 22.39 | Z1956 | | |
| 2 | DN . | 09/12/2005 | | | 234385941 | 48.41 | 47562 | | |
| 3 | DN . | 09/14/2005 | | | 208726986 | 23.76 | 23344 | | |
| 4 | DN | 09/14/2005 | 466 | 09/14/2005 | 208726986 | 80.1 | 78695 | | |
| 5 | DN . | 09/21/2005 | | | 274864223 | 146.62 | 144250 | | |
| 6 | DN . | 09/27/2005 | | | 302459860 | 24.42 | 23996 | | |
| 7 | DN | 10/03/2005 | | | 274984223 | 146.92 | 144250 | | |
| 8 | DN | 10/05/2005 | | | 312651548 | 14.05 | 14831 | | |
| 9 | DN | 10/10/2005 | | | 303328947 | 383.57 | 376957 | | |
| 10 | DN | 10/10/2005 | | | 295368500 | 44.77 | 43588 | | |
| 11 | CN . | 10/11/2005 | | | 222177502 | 458.12 | 4501.02 | | |
| 12 | DN | 10/11/2005 | | | 208401424 | 97.02 | 353 22 | | |
| 13 | CN . | 10/25/2005 | | | 271545940 | 33 | 32422 | | |
| 14 | CN . | 11/30/2005 | | | 222177502 | 247.25 | 254667 | | |
| 15 | CN . | 11/30/2005 | | | | | | | |
| 16 | CN | 11/30/2005 | | | 222177502 | 424.4 | 416973 | | |
| 17 | DN | 11/30/2005 | | | 305611689 | 313 | 3222 | | |
| 18 | CN | 11/30/2005 | | | 305611689 | 17.57 | 18057 | | |
| 19 | DN | 12/07/2005 | | | 209726986 | 74.93 | 77177 | | |
| 33 | CN | 12/21/2005 | | | 229976060 | 249.76 | 25725a 🗸 | | |
| 4 | | | | | | | × | | |

• Klik pada kolom CN / DN value untuk melakukan CN/DN

| | | Airwaybil No | Shipment Date | Origin Charge | CN / DN value | Balance | Reason |
|---|---|--------------|---------------|---------------|---------------|---------|--------|
| | | 838749475737 | Sep, 23, 2006 | 125.90 | 70.00 | 55.90 | |
| ſ | • | 849534930540 | Sep, 23, 2006 | 36.04 | 27.54 | 8.50 | |

• Setelah itu tekan Save

E. Generate Faktur Pajak



KETERANGAN:

- Klik Date key 🔟 untuk memilih tanggal mulai invoice
- Tekan Execute untuk melakukan proses

F. Print Faktur Pajak

| 🕖 InterBiS - Print Tax | 🔳 🖬 🛛 | |
|---|---|--------------|
| Invoice No. To Invoice Date (mm/dd/yyyy) - Bra | nch | |
| 01/25/2007 3 | | Dropdown |
| JACC 0. | | Бториотт |
| Type of Print | C Collect In bound C Collect Out Bound Duty Tax C Collect Rebill C ALL Type | |
| Authorised by | | |
| SIGIT DANI NUGROHO | | |
| Date of Print mm/dd/yyyy 02/01/2007 Image: Comparison of the preview Image: Comparison of the preview | New Tax Paper Alignment | |

KETERANGAN:

- Ketik no invoice yang akan dibuat FP
- Klik date key 🗉 untuk memilih tangga invoice

| 44 4 | | Octo | ber, 2 | 2006 | | ••• |
|------|-----|------|--------|------|-----|-----|
| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

Pilih salah satu type of print yang ada pada system •

| - Turne of Drint | |
|----------------------------|---|
| Type of Print Faktur Pajak | Collect In bound Collect Out Bound Duty Tax Collect Rebill ALL Type |

Klik dropdown key untuk memilih authorized by

| _ | Authorised by | |
|---|-------------------------------------|--------|
| | SIGIT DANI NUGROHO | • |
| | M.SEPTIO UTOMO | BILL |
| | DEWI MAYANITA SIGIT DANI NUGBOHO | ACCI |
| | ROBIAH SUHANDA | BILL 💌 |

- Klik date key (date of print) untuk memilih tanggal print FP
 Klik Preview untuk melihat hasil pada monitor
- Klik Print untuk langsung print •
- Tekan Print untuk melanjutkan proses printing/preview •

C. MODUL REPORT

Report Revenue

Report CN/DN/CR

Report Faktur Pajak

1. Report Revenue

| 🔘 InterBiS - Report Revenue | | |
|---|-----------|--|
| Revenue by Customer Revenue by Branch and Agent Branch and Satellite | } | Beri tickmark / klik pada salah satu revenue |
| ALL ()- | - | Drandown |
| Inbound / C0 Outbound / XI Collect Rebill/CC Duty Tax / DT ALL Type Invoice date mm/dd/yyyy From 01/01/2007 IS To 01/18/2007 IS | | Beri tickmark / klik pada salah satu tipe |
| Customer Invoice Option | Inv. Only | |
| | | |
| Preview C Print | Print | |
| Archive To File | Cancel | |

- Pilih / klik tipe salah satu tipe revenue
- Klik dropdown branch and satellite untuk memilih



- Klik date key untuk memilih tanggal invoice
- Klik salah satu Customer invoice option

2. Report CN/DN/CR

| 🧭 InterBiS - Credit Note and Debit | Note Report 🛛 🔀 |
|---|-----------------|
| Detail Recapitulation | |
| | |
| | × |
| All Reason ADC Address Correction ADR Additional Charge CDL Reb Collect I/8 More than 90 d CDM Reb Collect I/8 More than 90 d CDM Reb Collect I/8 More than 90 d CDP Company Purposes CSE Charge Service Irom IE to IP CSL Cash Sales ONA Discount Not Appled / Value f DPW Spot shipment/Late Alert DSC Internal Discount DTC Duty Tax Rebit - Customet Errc DTF Duty Tax Rebit - FodEx Error DTF DUTY Tax | |

- Klik Detail RecapitulationKlik pilihan reason

| 🔲 All Reason | |
|---|---|
| ADC Address Correction | ~ |
| ADR Additional Charge | |
| COL Reb Collect I/B Less than 90 d | |
| COM Reb Collect I/B More than 90 (| |
| COP Company Purposes | |
| CSE Change Service from IE to IP | |
| CSL Cash Sales | |
| DNA Discount Not Applied / Value F | _ |
| DPW Spot shipment/Late Alert | |
| DSC Internal Discount | |
| 🔲 🗔 DTC Duty Tax Rebill - Customer Erro | |
| DTF Duty Tax Rebill - FedEx Error | |
| 🗌 🗌 DTM Duty Tax Rebill - Manifesting E | |
| DUP Duplicate / Double Billing | |
| FSC Fuel Surcharge Waiver | |
| BW IB Incorrect Weight | _ |
| INC Insurance Waiver | * |

Klik salah satu tipe note •



- Klik date key I untuk mencari tanggal invoice
 Klik Preview atau Print
- Tekan Preview untuk melanjutkan proses report Pilih Void atau Archive to file •
- •
- 3. Report Faktur Pajak

| 🕖 InterBis - Report/List 🔳 🔲 🗙 | |
|--|--|
| Select Branch and Satellite | |
| ALL ()- | Dropdown |
| Collect In bound Collect Out Bound Collect Out Bound Rebill Duty Tax | Beri tickmark / klik pada salah satu tipe |
| Invoice date mm/dd/yyyy From 01/01/2007 To 01/31/2007 | Date key |
| Filter FP/TAX Report by ANY/ALL Customer Customer free of tax Customer without NPWP Customer with NPWP and Tax | |
| ✓ Include Invoice without Tax Serial | |
| Preview C Print <u>Print</u> <u>Print</u> <u>Cancel</u> | |

KETERANGAN:

• Klik dropdown pada select branch and satellite untuk memilih salal satu branch, akan muncul pilihan seperti dibawah ini:

| ALL ()- | ~ |
|---------------------------------------|---|
| AMI (Mataram) - MATARAM | |
| API (AMBUN PAGI (EXTENDED AREA)) - P | |
| BAL (BATU AJI (EXTENDED AREA)) - PEKA | |
| BDJ (BANJARMASIN) - BANJARMASIN | |
| BKS (BENGKULU) - BENGKULU | |
| BKT (BUKIT TINGGI) - PADANG | _ |
| BPN (BALIKPAPAN) - BALIK PAPAN | ~ |

• Klik jenis invoice

| Collect In bound | |
|--------------------------|--|
| Collect Out Bound | |
| Collect Out Bound Rebill | |
| 📃 Duty Tax | |
| 🔲 ALL Type | |

- Pilih tanggal invoice yang dikehendaki, klik date key
- Pilih filter FP/Tax report by (beri tanda tickmark)



- Pilih Preview atau Print
- Tekan print untuk melakukan proses pembuatan report.