

INBOUND INTEGRATED SYSTEM ACCOUNTING

(IBISA)

Ver. 1.0.9

USER MANUAL HANDBOOK

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Appendix 1. Using Mouse and keyboard Buttons

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Mouse

Standard action that will be use in operating mouse;

- *Pointing.*
Move your mouse until cursor pointer pointed to command, icon, button, field on text we choose.
- *Clicking.*
By clicking the left side of your mouse ONCE, your command or menu you choose will be open.

TAB Button

- To move your cursor from one field to another in IBISA menu program by press Tab button.

Arrow button (←→↑↓) on keyboard

- To choose menu/submenu on IBISA Menu Bar (drop down menu), by click the arrow up, down, left or right.

ENTER button

- Once you choose the menu/submenu on IBISA Menu Bar (drop down menu) with arrow button, click Enter button to open the Tab page you have chosen.

Appendix 2. Using Menus buttons.



Insert: to add new information. Save button will be selectable and ready to be click once you decided to save the information.

Edit: to edit or change the existing information. Save button will be selectable and ready to be click once you decided to save the information.

Delete: to erase or delete the information you made out from text file.

Cancel: to cancel your action. This will delete any information you have already put in the text file

Refresh: to shown new updated forms after being created, edited or added from other SBU.

Appendix 3. Rules in fields

You only can add or change in the **white fields**.

The **gray fields** are the unavailable table to be filled or change. It is defaulted from customer database.

LOGIN TO IBISA SYSTEM

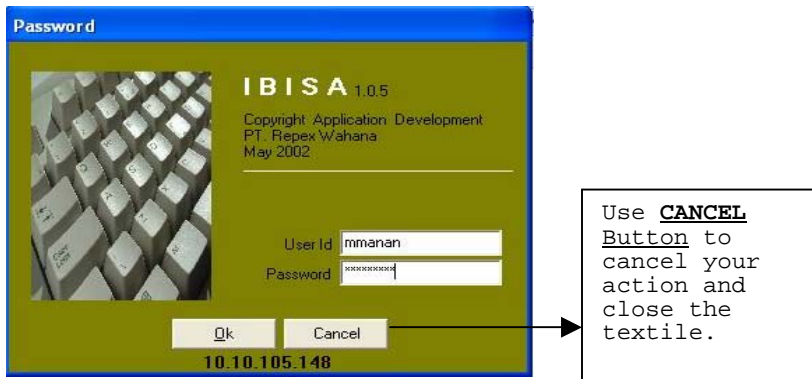
Assumes that you have switched on and logged into IBISA application from Intranet.

The login screen is where you put the login name and password. Manager's approval is needed to acquire user Id and password.

How to do this;

Enter your user id and password, follow by click the OK Button to bring you to the next screen to IBISA menus and you are ready to use the application.

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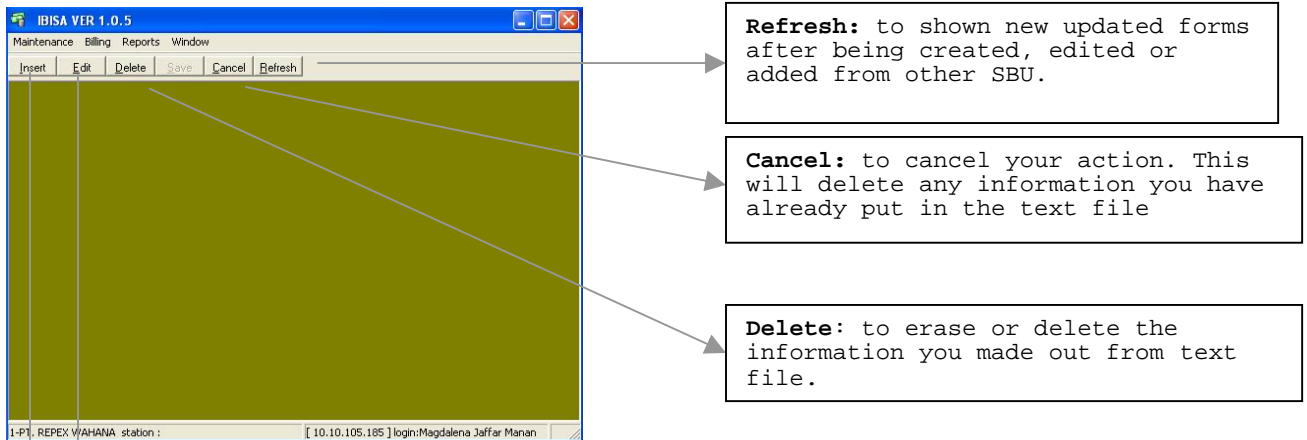


IBISA Main Menu

IBISA main screen contain the following menus:

**Maintenance,
Billing,
Reports,
Window**

Under Main Menu table, there are fields shows in the screen (**Insert, Edit, Delete, Save, Cancel and Refresh**). This buttons will stay in every menus and sub-menus you open.



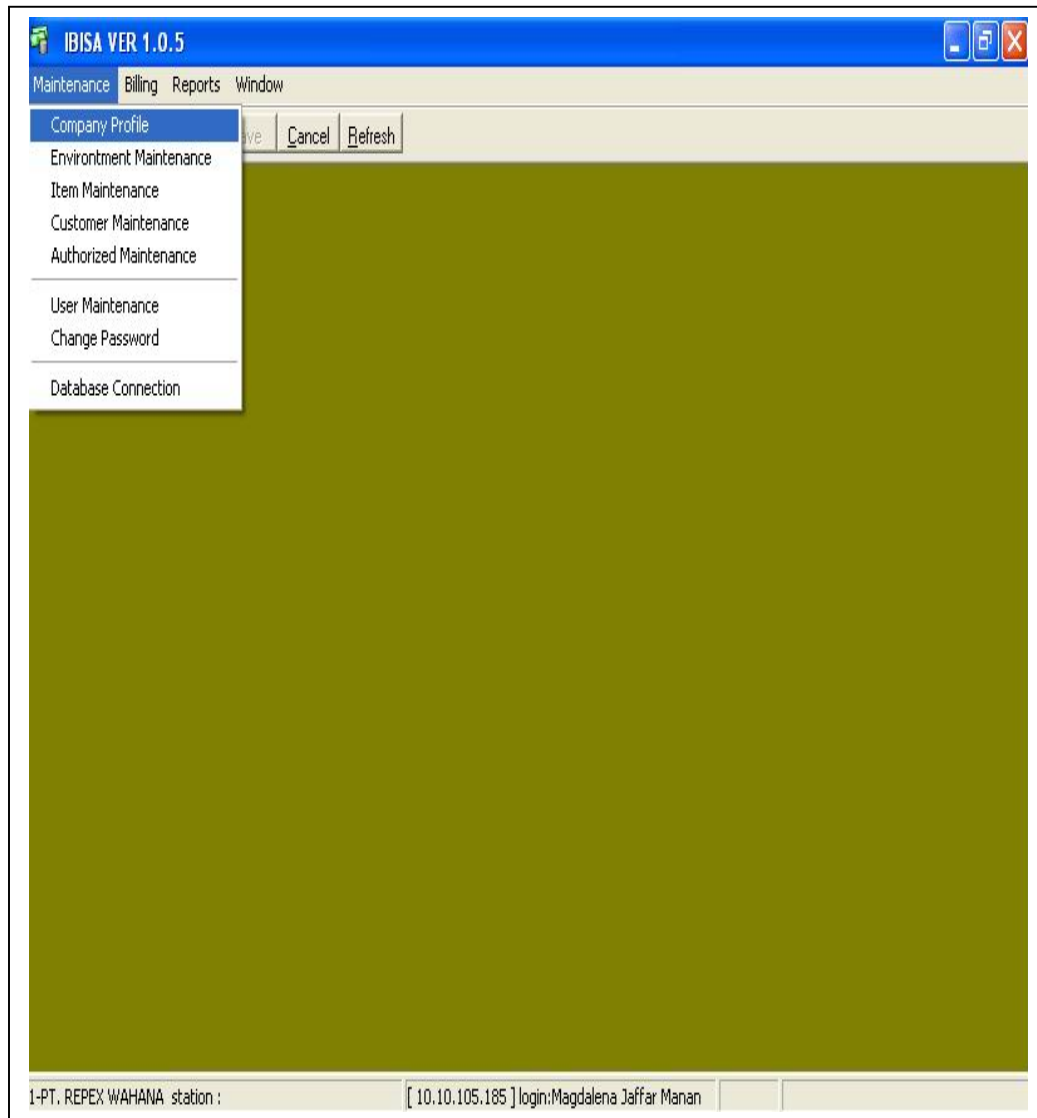
Insert: to add new information. Save button will be selectable and ready to be click once you decided to save the information.

Edit: to edit or change the existing information. Save button will be selectable and ready to be click once you decided to save the information.

1. MAINTENANCE MENUS

Maintenance menu is where you want to create the master data. This is the first step to fill the data/ information. The data that are being inputted in Master Data is considered to be a "fix" data, which means that the data will be valid for a long period of time. If you want to make changes, whether to add or edit, you do so within this menu. This information correlated with the final report you are going to print.

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1.1. Company Profile

Company profile menu describe the information of our company profiles such as internal information of company's SBU, Agents, Branches, etc. The information filled to company database for invoice preparation purposes.

A. Agent.

Function;

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Agent tab page is to give information about our company's agents. Such as address, location, phone, email, etc. This information is for you to check the correct agents to deal with finance personnel and customer.

How to do this:

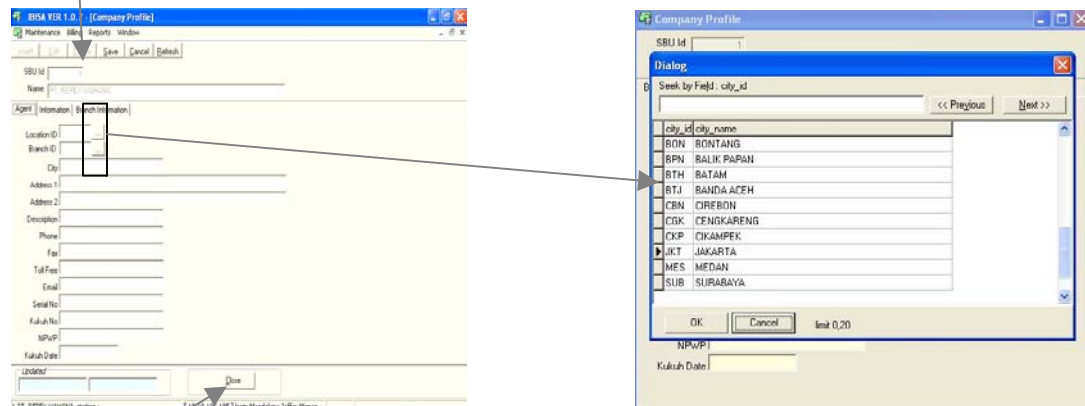


To **search** the Agents information;

- Click Insert button.
- Click ... button from Location-ID and Branch ID fields to bring up the Dialog Screen menu
- Choose your company location and branch from Dialog screen.
- Click OK button in the Dialog screen to finish, and The screen will show the agents information you require, such as Address, Description, phone, City etc.

To **add** or **edit** the Agents information;

- Click Insert button.
- Add or Edit the agent information such as City, Address, Description, Phone, etc. to be set up for master data. (You only can add or edit in the **white fields**. The **gray fields** are the unavailable fields to be filled or change.).
- Click Save button for finish



- Click Close button when everything is done

Please be careful, if you click close button before you click save button, you will lose the information you already made.

B. Information.

Function;

To share Additional Information about company profile per SBU and its related business, such as bank information or others.

How to do this;

- Click the Information tab page (it is between **Agent** and **Branch information**).

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Maintenance	Billing	Reports	Window		
<u>I</u> nsert	<u>E</u> dit	<u>D</u> elete	<u>S</u> ave	<u>C</u> ancel	<u>R</u> efresh

To Add:

- Click insert button to add.
- Fill the blank information about bank information, account, address, name and others information you require on **these 3 columns**
- Click Save button to save the information you made
- Click Close button to finish.

To Edit:

- Click Edit button to edit
- Change the information you require.
- Click Save button to save the information you have change.
- Click Close button to finish

BISA VER 1.0.7 [Company Profile]

Maintenance Billing Reports Window

Insert Edit Delete Save Cancel Refresh

SBU ID

Name

Branch Information

Updated

Close

C. Branch Information

Function;

This is to have information about the company branches. You can have details about the Id, location, address, description, etc to search, add or change the branch information. This is used to have correct final report information if it is correlated with the branches involved.

How to do this;

You may see the Branch Information when you click Branch Information tab page

Maintenance	Billing	Reports	Window		
<u>I</u> nsert	<u>E</u> dit	<u>D</u> elete	<u>S</u> ave	<u>C</u> ancel	<u>R</u> efresh

To Search;

- Click insert button
- Click ... button to choose the city-id of the branch you require from **Dialog screen**.
- Click the city-id field for your choose

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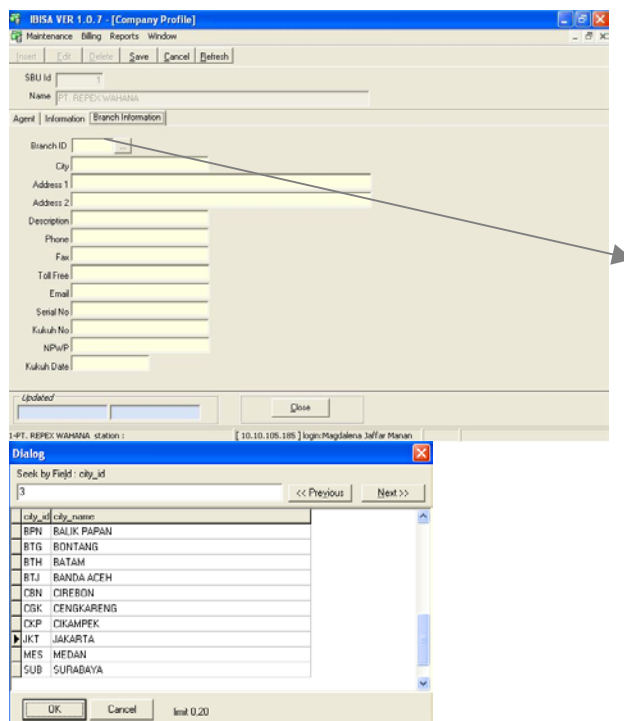
- Click Ok button. And the screen will show the information of the branch you require.

To Add:

- Click insert button to Add.
- Fill the blank information about the account, address, name, city and others information as branches information.
- Click Save button to save the information you made
- Click Close button to finish.

To Edit:

- Click Edit button to edit
- Change the branches information you require.
- Click Save button to save the information you have change.
- Click Close button to finish



1.2. Environment Maintenance.

A. Invoice & DN/CN

Function;

This information is to show the continuing/running invoice number or Debit Note/Credit Note (DN/CN) to be use for preparing new invoice form with next new number.

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When you open the menu, it will show the running number from the last invoice you already create. It set up the last number for invoice or DNCN. The next running number will be automatically added and stated at the print report. So you can start prepare the invoice or CN/DN form based on the next running number showed.

Example;

Last Invoice No -> 1 or

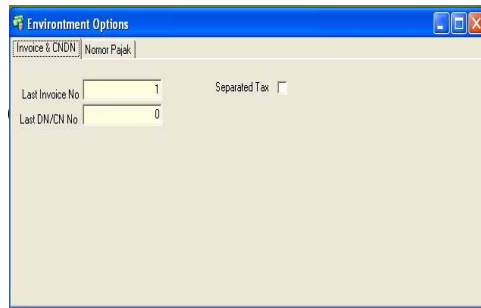
Last DN/CN No. -> 1

So the next Invoice you are going to create will be start with Invoice No ->2or DN/CN No ->2

Last Invoice No	1
Last DN/CN No	0

Note; Very Important step:

You can edit this running number to have information about the previous invoice or DN/CN you have already created. The purpose of this editing is if any mistake occurred in the printed invoice and needs to be edited. After you edit



How to do this;

To Edit:

Maintenance	Billing	Reports	Window		
Insert	Edit	Delete	Save	Cancel	Refresh

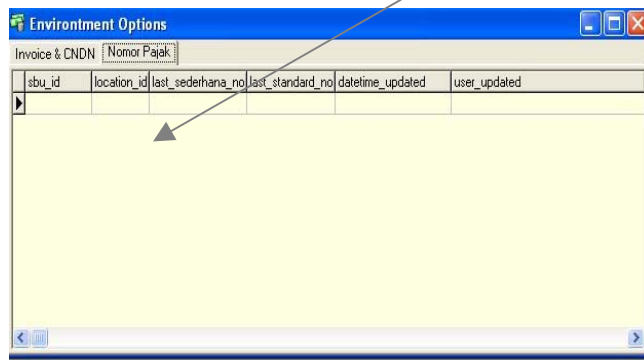
- Click Edit button
- Change the invoice/DNCN number you require
- Click Save button.

Last Invoice No	1
Last DN/CN No	0

B. Nomor Pajak

Function;

This is to give information about Nomor Pajak (Tax Number), along with SBU name, location, time & date updated and user updated. You can also add or edit the information if the changes are required but you can't change **the date time** and **user updated**.



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How to do this;



To **Add** the sbu_id or location or others:

- Click **Insert button**
- Fill the **information** on the fields
- Click **Save button** to save the information

To **Edit** the sbu_id or location or others:

- Click **Edit button**
- Edit or change the information on the fields you require
- Click **Save button**. To save the information

1.3. Invoice Item Maintenance


Function;

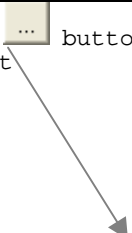
This menu is use to display various information, such as invoice payment type, amount, taxes, etc for customer invoice payment. You can also add or edit the information of invoice items if required.

How to do this;



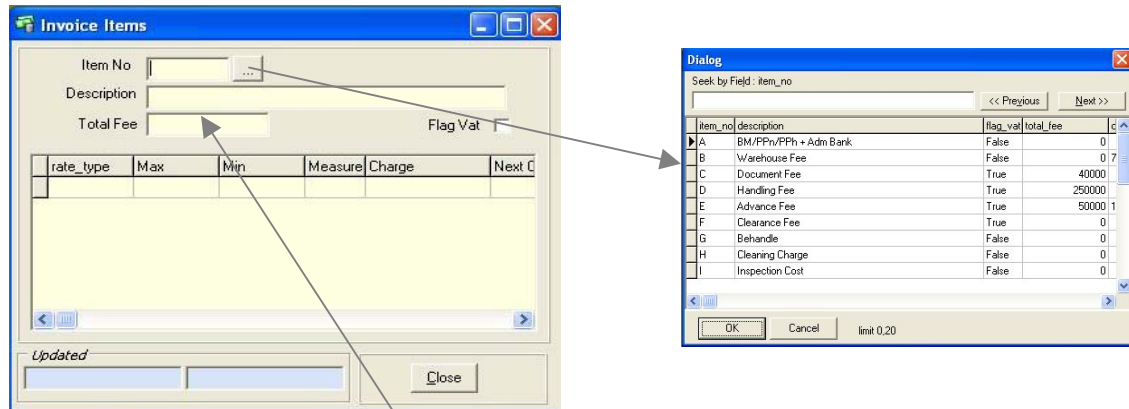
To **Search and Choose**:

- Click **insert button**.
- Click  button and the **dialog screen** will shown various type of invoice payment



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- Click in **item_no** field from dialog screen to choose one you required
- Click ok button



To Add or Edit:

- Click insert button to add or edit button to change the information shown.
- Add or edit the information in *white fields*. Use **Tab** key to continue to move to other fields.
- To add or change the amount in **Total Fee** field, Tick mark ☒ from **Flag Vat** ☒ field, if you don't, leave it blank. **Flag Vat** ☐ So the amount wouldn't be filled/empty.
- Click save button to save the information
- Click close button to finish

Note;

After you create new information or make changes, the **Updated** field will show the last Date, time and user name for the person who create the change.

1.4. Customer Maintenance

Function;

This is global Information about customer, such as customer shipment, name, account number, address, payment status, etc. The purpose is for invoice preparation.

How to do this;



To Search customer data:

- Click button from Account Number field -> **Account Number** 255466216 and the **dialog screen** will show account number and other customer information for you to choose.
- Click in the field (account number field or customer name field or others)
- Click OK button and The **Customer Screen** will show all the information about customer such as customer name, address, billing invoice, etc.

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Or, If you have/ knows the account number, just type the account at the Account Number field and press '**Tab**' key to show the information of customer in the screen.

- Click **browse** field to search the Address, Contact Person and NPWP

To **Add** for customer data:

- Click insert button
- Fill all the customer data/information in **white fields** such as customer account number, Customer name, FedEx account, Billing account (to whom the shipment bill will be collected), mark the Flag option (whether the customer use Flag Cash Only, Flag Revenue, Flag Free Tax or Flag WSC), the customer address, etc. **Gray field** are the *unavailable field to add or edit*.
- Click **save button** to save the information you made.

Customer

Account Number: 6594569816
 Customer Name: RINAWATI MS
 Industry ID: FAB
 Website: 16
 Status Account ID: 07
 Load Date: 01/30/2001
 Billing Account: 255466216
 Billing Account Name: RINAWATI MS
 Address: Contact Person: NWP
 Address Type ID: HEAD OFFICE
 Address: 1
 City: JAKARTA
 Postal Code: 16916
 Country ID: ID
 Communication: Office Phone: 218751730
 Country Code: Area Code: Number

Dialog

Seek by Field: account_number

account_number	customer_name	billing_account_name
213635522	DIRGAYUSA CV	DIRGAYUSA CV
215137589	TIDE WATER TRADING	TIDE WATER TRADING
222771285	OSSEQUI COMEROIO LTD	OSSEQUI COMEROIO L
24045557	LIPPO SECURITIES	LIPPO SECURITIES
240489818	LENTRA TERANG SEJAHTERA	LENTRA TERANG SEJA
241879191	UNGUUL SEMESTA	UNGUUL SEMESTA
248951354	TAN SIM HOCK	TAN SIM HOCK
253413432	ROMEDEM, PT	ROMEDEM, PT
255466216	RINAWATI MS	RINAWATI MS

To **Edit** or **Change** the data shown:

- Click edit button
 - a. Customer account number,
 - Change the number in the account number field and press 'Tab' keys to continue to next field.

Customer

Account Number

604568018

Customer Name

RINAWATI MS

Industry ID

PAB

Website

16

Status Account ID

07

Load Date

01/30/2001

Flag Cash Only

Flag Revenue

Flag Free Tax

Flag WSC

FedEx Account

0

Billing Account

255466216

Email

Address | Contact Person | NPWP

Browse

Address Type ID

HEAD OFFICE

Postal Code

16916

Address

1

City ID

MES

Country ID

ID

City

JAKARTA

Communication

Browse

Communication Type ID

Office Phone

Communication Desc

218751730

Country Code

Area Code

Number

Dialog

Seek by Field: account_number

<< Previous

Next >>






account_number	customer_name	billing_account_name
213635522	DIRIGAYUSA CV	DIRIGAYUSA CV
215137589	TIDE WATER TRADING	TIDE WATER TRADING
222771285	OSSEJUS COMERCIO LTD	OSSEJUS COMERCIO L
240455557	LIPPO SECURITIES	LIPPO SECURITIES
240455818	LENTRA TERANG SEJAHTERA	LENTRA TERANG SEJA
241878191	UNGULU SEMESTA	UNGULU SEMESTA
245951354	TAN SIM HOCK	TAN SIM HOCK
253413492	ROMEDEM, PT	ROMEDEM, PT
255466216	RINAWATI MS	RINAWATI MS

OK

Cancel

- Edit the number in the Billing account field and press 'Tab' keys to continue to next field. Or;

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- Click  from Billing Account field to change the number from customer database
 - a. Choose by click in the account number field or customer name
 - b. Click OK button to finish
- c. Click  button from Industry ID field to change the type of customer Industry
- d. Click  button from Status Account ID field to change the type of customer account status;
 - Choose by click in the Status Account Id field
 - Click OK button to finish
- e. Click  button from Load Date  field to change the date you create the invoice.
- f. Tick Mark the Flag option, this flag is to show customer status of payment. (Flag Cash Only, Flag Revenue, Flag Free Tax or Flag WSC). Press **Tab** key to continue to next field.
- g. Click save button for finish.

Edit or change in **white or yellow fields**. **Gray fields** are the unavailable fields to edit or change.

Note:

Flag Cash Only; The invoice created to CASH ONLY Customer.

Flag Revenue; The invoice created for internal RPXA customer.

Flag Free tax; The invoice created for customer with free tax privilege.

Flag WSC; The invoice created for customer using WSC account number.

The flag can be marked more than one..


1.5. Authorized Maintenance

Function;

This is to search, choose, add or edit the user authorization in her/his responsibility of invoice released. The authorized user will assign the printed invoice form, usually the manager or finance supervisor.

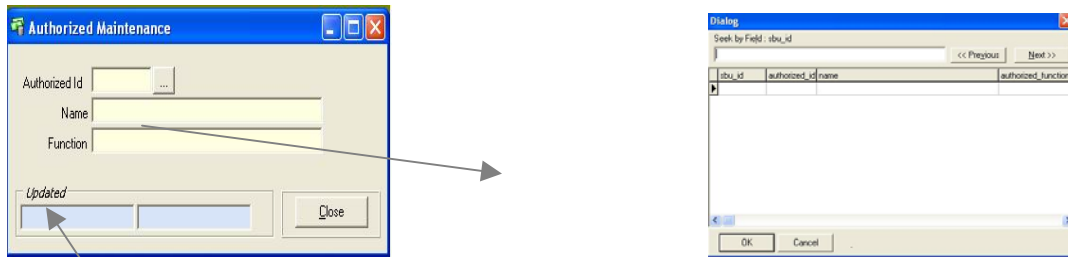
How to do this;

To **check** or **choose** the authorized user:

- Click  button from Authorized Id field to open **Dialog screen**. Choose the user by SBU ID, Authorized ID or name.
- Click OK button to finish



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The **Updated field** is to show the last updated of the finance personnel name that change the information and also the time and date of the update activity.

To **edit** or **add** the authorized user:



- Click insert button to add or Edit button to change the information.
- Fill the fields with the new information or change to edit the information (Authorized Id, Name and Function)
- Click Save button to save the information.
- Click Close button to close the menu

1.6. User Maintenance

Function;

This menu only for user admin and manager, they will responsible to grant menu's privilege for their subordinates or another user.

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Menu Id	Menu Name	Access priv	Grantor Id
10	Maintenance - Maintenance	<input checked="" type="checkbox"/>	kusmayadi
11	Maintenance - Company Profile	<input checked="" type="checkbox"/>	kusmayadi
12	Maintenance - Environment Maintena	<input checked="" type="checkbox"/>	kusmayadi
13	Maintenance - Item Maintenance	<input checked="" type="checkbox"/>	kusmayadi
14	Maintenance - Customer Maintenance	<input checked="" type="checkbox"/>	kusmayadi
15	Maintenance - User Maintenance	<input checked="" type="checkbox"/>	kusmayadi
16	Maintenance - Change Password	<input checked="" type="checkbox"/>	kusmayadi
17	Maintenance - Database Connection	<input checked="" type="checkbox"/>	kusmayadi
20	Billing - Billing	<input checked="" type="checkbox"/>	kusmayadi
21	Billing - Expenses	<input checked="" type="checkbox"/>	kusmayadi
22	Billing - Invoice	<input checked="" type="checkbox"/>	kusmayadi
23	Billing - Debit/Credit Note	<input checked="" type="checkbox"/>	kusmayadi
30	Reports - Reports	<input checked="" type="checkbox"/>	kusmayadi
31	Reports - sspcp	<input checked="" type="checkbox"/>	kusmayadi
32	Reports - Print Invoice Listing	<input checked="" type="checkbox"/>	kusmayadi
33	Reports - Print Credit Debit Note Listi	<input checked="" type="checkbox"/>	kusmayadi


How to do this;

To **Search** or **Add** the admin user:

- Click Insert button,
- Add the employee id in the Employee Id field or click button from Employee Id field to find the user by he/her employee id or email address.
- Choose on the employee id field
- Click OK button from **Dialog** screen to show information of user id, password default, name, email, user level (the type of authorized user), etc
- Or add by User id in the User Id field if you have only the user id.
- Click Tab key to continue. And the user information will apply.
- Choose the user level by open the option of User Level field such as **Administrator, User or Application Admin**
- Fill the valid and expire date for user admin you created by click button form Valid 05/17/2004 To 01/01/2006 field
- Tick mark ☒ for the Application Access you want for user to have.
 - a. An access privilege is for the user to have access to run the IBISA menu program.
 - b. Grant Privileges is for the user to have the access to give menus to other user.

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c. A copy privilege is for the user to have access to copy the menus access to other user.

- Tick mark ☒ for Menu Id option, to choose the menus for authorized user have.
- Click  field to copy other user access that has the same authorities.
- Click Save button to finish.

To **Edit** the data shown:

- Click Edit button,
- Change the information in the field.
- Click Save button for finished.

1.7. Change Password

Function;

If you new user for IBISA program, you will be given a default password to open IBISA. This Password needs to be change for security matter, because default password is as same as given to all new user, which has been registered. Change your password with the words or number that easy for you to remember and you are the only person to know your own password, and open the program as your responsibility.

How to do this;

- Fill your new password in your new password field
- Click **Tab** key to continue to re-enter it again in Confirm New password field for confirmation purpose.
- Click Ok button to finish



The window will close automatically and new password has been set for your account, the next time you log in.

1.8. Database Connection

Function;

Database connection is the information of your IP Host at your computer and an authorized person that will be assigned at the invoice form for customer. You can change the database connection as an IBISA host appropriately, assigned and responsible by Manager or Supervisor.

DBUser; IP Host connection of user computer to the right server and connected to IBISA server.

DBIbisa; IP Host IBISA connection to IBISA program

Send to; SBU Code which is correlated to the invoice form, are send to the next SBU to be completed and final result is printed invoice form to customer.

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Authorized; the code of the authorized user to assign for printed invoice form. The final result for the invoice is for the authorized user to complete the form and assigned as the responsibility to have an invoice form printed send to customer.

Attn; the name of the user that prepare the invoice. The user's name will be printed on the Attn's field in the Invoice.

FP Authorized, The authorize user for Faktur Pajak form

FP Authorization Position; the authorize user to faktur pajak form, from SBU correlated.

CNDN Authorized; the authorize user for Debit Credit Note Form

CNDN Authorize Position; the authorize user to CNDN form, from SBU Correlated.

DBUser	10.10.105.11	FP Authorized	test
DBIbisa	10.10.105.11	FP Authorized Position	set
Send to	2	CNDN Authorized	asdfas
Authorized	2	CNDN Authorized Position	asdfasdf
Attn	Rya		

DBUser and DBIbisa already been setup defaulted (10.10.105.11). ITD will inform if any changes needed.

How To do this;

Each SBU and authorize user have Code that you can see from the User maintenance menu.

- Fill the fields in the table.
- Click Ok button to finish.

2. BILLING MENUS

In the BILLING Menus, you will see 4 sub menus; Expenses, Invoice, Debit/Credit Note, Deposit Payment as seen in the Screen shot below. Detail about these sub-menus is described as follow:

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2.1. Expenses

Function;

Expenses submenu is used to input any information necessary that will be use to prepare and print invoice. This submenu will also be used by Finance personnel from other SBUs to complete the billing charges.

When the AWB numbers are exist from customer database, this menu will show any information about customer package, such as weight, dimension, package, customer account number, address, company, city, consignee information as well as MAWB if any.

You can also have information about the Description of the customer expenses, like warehouse fee, tax fee (PpnBM), document fee, administration fee and others.

If the AWB number you require does not exist nor available in the customer database, you may add the AWB number and customer information in provided fields as well as edit the information if it needs to be change.

How to do this;


There are 2 Tab Page on **Expenses sub-menu**. There are Airway Bill Tab Page and Expenses Tab Page.

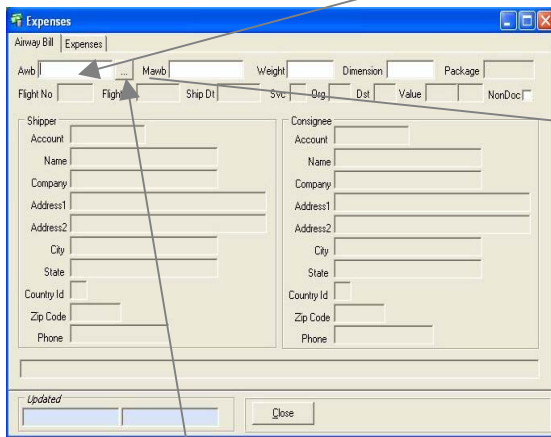
A. Airway Bill Tab Page

Details of AWB Tab Page are described as follow;

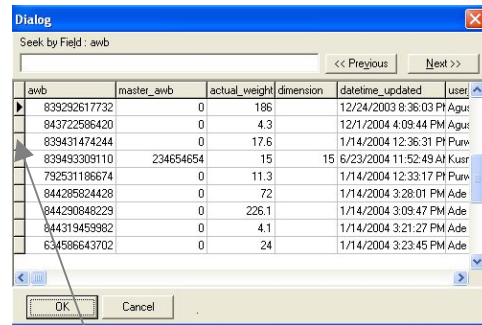
1. *If you have the AWB number.*

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- Enter the number in this field ->  and press the 'Tab' key on your keyboard. If the AWB number already in customer database, the information you require will be shown on the screen.



The Expenses screen contains several input fields organized into sections: Airway Bill (Awb, Mawb, Weight, Dimension, Package), Flight No, Flight Date, Ship Dt, Svc, Orig, Dst, Value, and NonDoc. Below these are sections for Shipper and Consignee, each with fields for Account, Name, Company, Address1, Address2, City, State, Country Id, Zip Code, and Phone. An 'Updated' field and a 'Close' button are at the bottom.




Dialog box titled 'Seek by Field : awb'. It contains a table with the following data:

awb	master_awb	actual_weight	dimension	datetime_updated	user
839292617732	0	186		12/24/2003 8:36:03 PM	Agus
843722596420	0	4.3		12/1/2004 4:09:44 PM	Agus
839431474244	0	17.6		1/14/2004 12:36:31 PM	Purn
839493309110	234654654	15	15	6/23/2004 11:52:49 AM	Kusr
792531196674	0	11.3		1/14/2004 12:33:17 PM	Purn
844285824428	0	72		1/14/2004 3:28:01 PM	Ade
844290848229	0	226.1		1/14/2004 3:09:47 PM	Ade
844319459982	0	4.1		1/14/2004 3:21:27 PM	Ade
634586643702	0	24		1/14/2004 3:23:45 PM	Ade

Buttons: OK, Cancel

2. If you don't have the AWB number and wish to search from customer database,

- Click  button, which located after the AWB field, and the **Dialog** screen will show the AWB number and other information such as MAWB, flight date, etc.
- Choose the AWB number you require by click in the AWB number field
- Click the OK button, and the whole information will apply in the Expenses screen.

3. To edit or add this information;

You only can add or change in the **white fields**, such as AWB, MAWB, Weight, dimension & Package.

The gray fields are the unavailable table to be filled or change. The information in this table only can be change or add from the customer database.



Maintenance Billing Reports Window

Buttons: Insert, Edit, Delete, Save, Cancel, Refresh

- Click insert button first to add the information you require in the table
- Click save button, as if you want to edit the customer information.
- Click edit button to change the information
- Click save button. To save the information.

B. Expenses Tab Page

Customer expenses information will appear after the airway bill Tab Page show the customer information about the AWB number and package description.

Click the Expenses Tab Page menu,

In this menu, shown AWB number, customer expenses description (such as tax fee, warehouse fee, document fee etc), Amount and others

You could choose, add or edit options of other expenses at **Item Description** and **Amount column** for customer invoice preparation.

INBOUND INTEGRATED SYSTEM OF ACCOUNTING

Awb	Item No	Item Description	Amount	Remarks	Datetime Updated	User Updated
84372586420	A	BM/PPn/PPh + Adm Bank	15,502.099		12/1/2004 4:09:40 PM Agus Supriatna	
84372586420	B	Warehouse Fee	55,087	proses	12/1/2004 4:08:46 PM Agus Supriatna	
84372586420	C	Document Fee	40,000		12/1/2004 4:11:25 PM Agus Supriatna	

1. To choose and add for other expenses items :

Awb	Item No	Item Description	Amount	Remarks	Datetime Updated	User Updated
843722586420	...		0		1/1/2001	
843722586420	A	BM/PPn/PPh + Adm Bank	15,502.099		12/1/2004 4:09:40 PM Agus Su	
843722586420	B	Warehouse Fee	55,087	proses	12/1/2004 4:08:46 PM Agus Su	
843722586420	C	Document Fee	40,000		12/1/2004 4:11:25 PM Agus Su	

- Click Insert button
- **Double click** in Item No field to show button.
- Click button to show the next screen of **Dialog** with option of the expenses items.

Item_no	description	flag_vat	datetime_updated
A	BM/PPn/PPh + Adm Bank	False	
B	Warehouse Fee	False	
C	Document Fee	True	
D	Handling Fee	True	
E	Advance Fee	True	1/23/2004 10:50:50
F	Clearance Fee	True	
G	Behandle	False	
H	Cleaning Charge	False	
I	Inspection Cost	False	

flag_vat column consist of True and False information. *True* if tax charge is implied to the expenses items. *False* is the expenses items is tax-free

- Click the Item No. to choose the other expenses.
- Click OK button to finished
- Click Tab key to continue to next field/ column


Continue to add the Amount Column:

- **Double Click** the Amount column or click **tab** key button to type customer's billing amount.
- Click Save Button to finish.

Awb	Item No	Item Description	Amount	Remarks	Datetime Updated	User Updated
844290848229	A	BM/PPn/PPh + Adm Bank	1,063,953		1/14/2004 3:08:45 PM Ade Soelistyowat	
844290848229	B	Warehouse Fee	1,063,953		1/14/2004 3:30:39 PM Purwanto	

INBOUND INTEGRATED SYSTEM OF ACCOUNTING

2. To Edit Item Description and Amount information; (Basically Same step as you want to add the information)

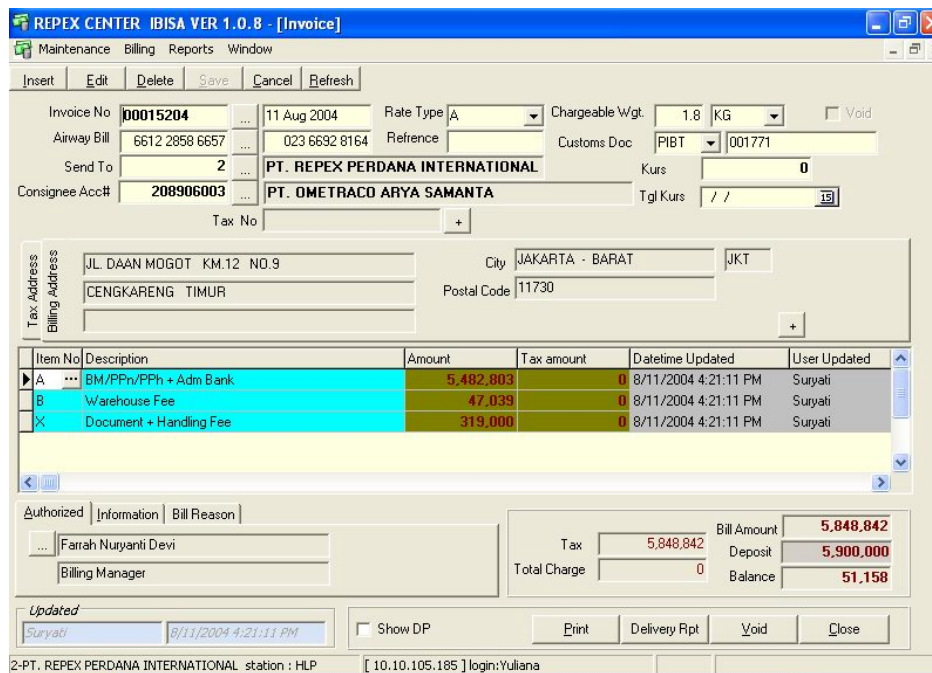
- Click the Edit button
- Click  button to change the **item No**
- Click Amount column, enter desire amount you want to change.
- Click Save button to finish.

2.2. INVOICE

Function;

The invoice preparation will show invoice details from expenses menu, provided with customer package information such as Invoice No, AWB, address, tax fee, billing amount etc.

The final result of invoice preparation process will be distributed to other SBU's finance personnel to complete the billing payment charges. It will be sent to customer as a printed billing invoice payment form.



Item No	Description	Amount	Tax amount	Datetime Updated	User Updated
A	BM/PPn/PPh + Adm Bank	5,482,803	0	8/11/2004 4:21:11 PM	Suryati
B	Warehouse Fee	47,039	0	8/11/2004 4:21:11 PM	Suryati
X	Document + Handling Fee	319,000	0	8/11/2004 4:21:11 PM	Suryati

Tax	5,848,842	Bill Amount	5,848,842
Total Charge	0	Deposit	5,900,000
		Balance	51,158



How to do this;

- Click Insert button

A. To Choose the invoice information details based on customer database by;





1. Invoice No.:



- Click  button from -> Invoice No **99999999**  field to choose the invoice number, and the screen will imply with customer information from customer database.
- Click OK button to finish

INBOUND INTEGRATED SYSTEM OF ACCOUNTING


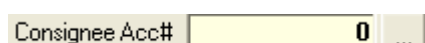
2. Airway bill Number:

- Click  button from ->  field to choose the AWB Number.
- Click OK button to finish



3. Send To:

- Click  button from ->  field to choose the respected SBU where the invoice will be sent.
- Click OK button to finish



4. Consignee Account:

- Click  button from ->  field to choose the account number of consignee
- Click OK button to finish


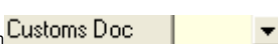
5. Rate Type of shipment:

- Click  button from ->  field to choose types of shipment. The next screen will show 2 types of shipment, which is **Air** or **Ocean**.
- Click Tab key to continue

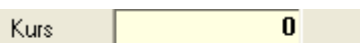
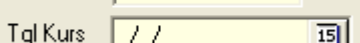

6. Chargeable weight:

- Click button  From ->  field, to show the types of **KG**, **LCL** or **FCL**
- Click Tab key to continue



7. Type of Custom Clearance:

- Click the  from  field to choose type of clearance process (such as **BC23**, **PEB**, **PIB** or **PIBT**)
- Click Tab key to continue

8. Kurs and Date of kurs:

-   Fill in the kurs rate (in IDR) of the shipment charge.
- Click ->  button to choose the date when the shipment occurred.
- Click Tab key to continue

9. Tax Number:

- Click ->  button from  field to fill the Tax Number if available.
- Note;** The Deposit field should be filled before you enter the tax number.

INBOUND INTEGRATED SYSTEM OF ACCOUNTING

- Click Tab key to continue

10. Tax Address:

- Click the Tax address to show the address of the tax information, which consist the City, Postal Code and NPWP number.

Tax Address

City: BALI

Postal Code: 80571

NPWP: 111122223333

DPS

11. Billing address:

- Click the Billing Address to show the address of the shipment, which consist the City and Postal Code.

Billing Address

City: BALI

Postal Code: 80571

DPS

12. Description:

- Click the Item No to show button
- Click to choose types of other billing payment, such as doc fee, handling fee, warehouse fee, etc. as shown in the Dialog screen.
- Click the Item No field. (A, B, C etc) to choose the types of billing payment.
- Click OK button to finish.
- Click "Tab" key to continue to fill the Amount and Tax amount.

Item No	Description	Amount	Tax amount	Datetime Updated	User Updated
...					

Dialog

Seek by Field : item_no

item_no	description	flag_val	datetime_updated
A	BM/PPn/PPH + Adm Bank	False	
B	Warehouse Fee	False	
C	Document Fee	True	
D	Handling Fee	True	
E	Advance Fee	True	1/23/2004 10:50:50.
F	Clearance Fee	True	
G	Behandle	False	
H	Cleaning Charge	False	
I	Inspection Cost	False	

OK Cancel


Dialog Screen

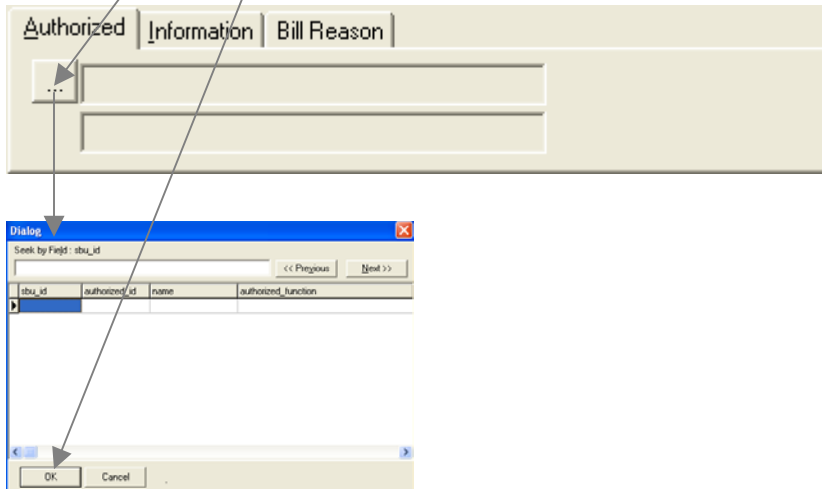
13. Authorized, Information and Bill Reason:

INBOUND INTEGRATED SYSTEM OF ACCOUNTING

Authorized; The invoice authorization. SBU's and finance personnel who have the authorization to create and assign the invoice.

How to find the personnel in charge;

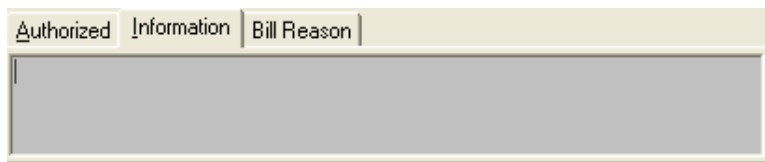
- Click  button to show the **Dialog screen** of the Authorization information. Choose by the SBU id or Authorized id or Name.
- Click OK button for finish.



Information; Add the necessary information about the customer shipment.

How to Add the additional information;

- Click the Information tab page. Add the additional information about customer shipment
- Click **Tab** key to continue.



Bill Reason; Add the necessary information about the customer billing payment reason.

How to add the bill reason information;

- Click the Bill Reason tab page
- Filled additional information you need to be informed.
- Click **Tab** key to continue to other fields or
- Click Save button for finish.



INBOUND INTEGRATED SYSTEM OF ACCOUNTING

14. Tax, Total Charge, Bill Amount, Deposit and Balance fields:

- All items are filled automatically from the invoice you created, but the Deposit field.
- Fill the Deposit if required. How to fill;
 - * Click insert button
 - * Type the number at Deposit field
 - * Click **Tab** key to continue.

Tax	10	Bill Amount	10
Total Charge	0	Deposit	
		Balance	(10)

B. To add or edit the invoice information based on customer database by AWB.

The steps are;

- Click edit or add button,
- Same step as above information, Fill the invoice information you require in the white fields.
- Click the save button

After finished choosing or adding or editing, the Final step would be;

<u>P</u> rint	Deliv <u>e</u> ry Rpt	<u>V</u> oid	<u>C</u> lose
---------------	-----------------------	--------------	---------------

↓

Confirm
Print as Invoice or Announcement Letter, click Yes as Invoice

Print; To print the invoice form for the final data of billing payment charges, as shown in the screen or print the announcement letter only.

Delivery Rpt; To print the delivery report form.

Void; Void can be use, only before you print the invoice. If you have already print the invoice, you couldn't able to void it but create debit-credit note. The warning will be as the screen show:

Information
Can not void, please create Credit/Debit Note

Close;

If you close the screen before click the save button, then the information will not be saved.

2.3. Debit/Credit Note

Function;



If the invoice you have created is being voided, prepare Debit/Credit note for change. Distribute the Credit/Debit note to SBU's finance personnel involved for next process.

How to do this;

A. To choose the DN/CN from customer database :

- Click Insert button
- Defaulted for this screen is Credit Note -> Credit Note ☐. Make a tick mark ☒ to change to Debit Note -> Debit Note ☒.



INBOUND INTEGRATED SYSTEM OF ACCOUNTING



- Click  button to choose on Debit or Credit Note Number from **Debet Note No**  field. It will show **dialog screen** of DN/CN number.
Or type directly the Debit or Credit number if you know it.

- Click **Tab** key to continue.

- Fill the Invoice number from **Invoice No** field. (the invoice number will show running number from the last invoice number created).



- Click **Tab** key to continue

- Click  to choose the Consignee Account from **Consignee Acc**  field. It will show dialog screen of the account number field.

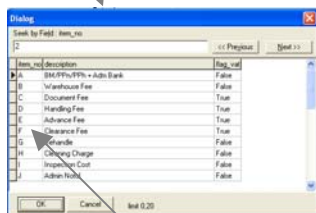
- Click  button from **Send To**  field. Choose the SBU's id you are going to sent to continue the DN/CN process.

- Airway Bill** / **Weight** After you choose the DN/CN number, AWB number and Weight will be displayed on the screen from customer database.

Items and Description:

- Click the **Item No** to show  button.
- Click **->**  button to find types of billing payment, such as doc fee, handling fee, warehouse fee, etc. as shown in **Dialog screen**.

Item No	Description	Amount	Datetime Updated	User Updated
*E1	Advance Fee		1/1/0001	



- Click the **Item No** Table to choose the type. (A,B,C etc)
- Click **OK** button to finish
- Click **"Tab"** key to continue to fill the **Amount** on the Amount field.
- Remarks tab page:
This field use only for additional information you are going to add.
Example; customer phone or fax number.

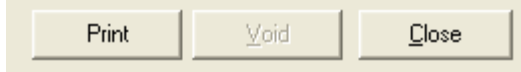
Phone Acct : (021) 75901800 ex2918
 Fax Acct : (021) 75817426

- Grand Total;

INBOUND INTEGRATED SYSTEM OF ACCOUNTING

A screenshot of a software interface showing a 'Grand Total' label next to a text box containing the number '0'. The text box has a gray background, indicating it is read-only.

Grand Total will be automatically displayed, adjusted with the amount you have. *This is gray field, which can't be added or edited.*

A screenshot of three buttons: 'Print', 'Void', and 'Close'. The 'Void' button is disabled and has a gray background.

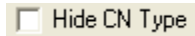
-

Print; To print the DN/CN form as the final data of billing payment.

Void; Void button will not be available.

Close; If you close the screen before click the save button, then the information will not be saved

- Hide CN Type :

A screenshot of a checkbox labeled 'Hide CN Type'. The checkbox is currently unchecked.

Click Hide CN type check box ☒ to hide the word " CN-(number) " from DN/CN form.

- Click Save button to finish

B. To Edit or Add the DN/CN information :


- Click Add button or Edit button
- Add or change the information only in **the white fields**, such as DN/CN number, invoice, consignee acc, AWB number, weight etc.
The gray fields are the unavailable table to be filled or change like Address table, Invoice date, City, Postal Code, etc. It is defaulted from customer database.
- Click Save button to finish.

2.4. Deposit Payment

Function;

Deposit payment form is used if you want to check or find out the information about the customer deposit payment to our company. You can find whether the customer has debit or credit note to company.

How to do this;

- Click  button to choose customer account number or customer name to find the amount of their deposit.
- Click OK button from **Dialog** screen after choosing, and the **Deposit Payment** screen will show the Customer information such as; customer name, Debit amount or Credit amount, deposit number, received date, amount, reference if any and user updated.
- Click Close button for finished.

INBOUND INTEGRATED SYSTEM OF ACCOUNTING

Deposit Payment

Account No:

Customer Name:

Debet:

Kredit:

posted	deposit_no	received_date	amount	refrens	user_updated

Updated:

Close

Dialog

Seek by Field: account_no

<< Previous Next >>

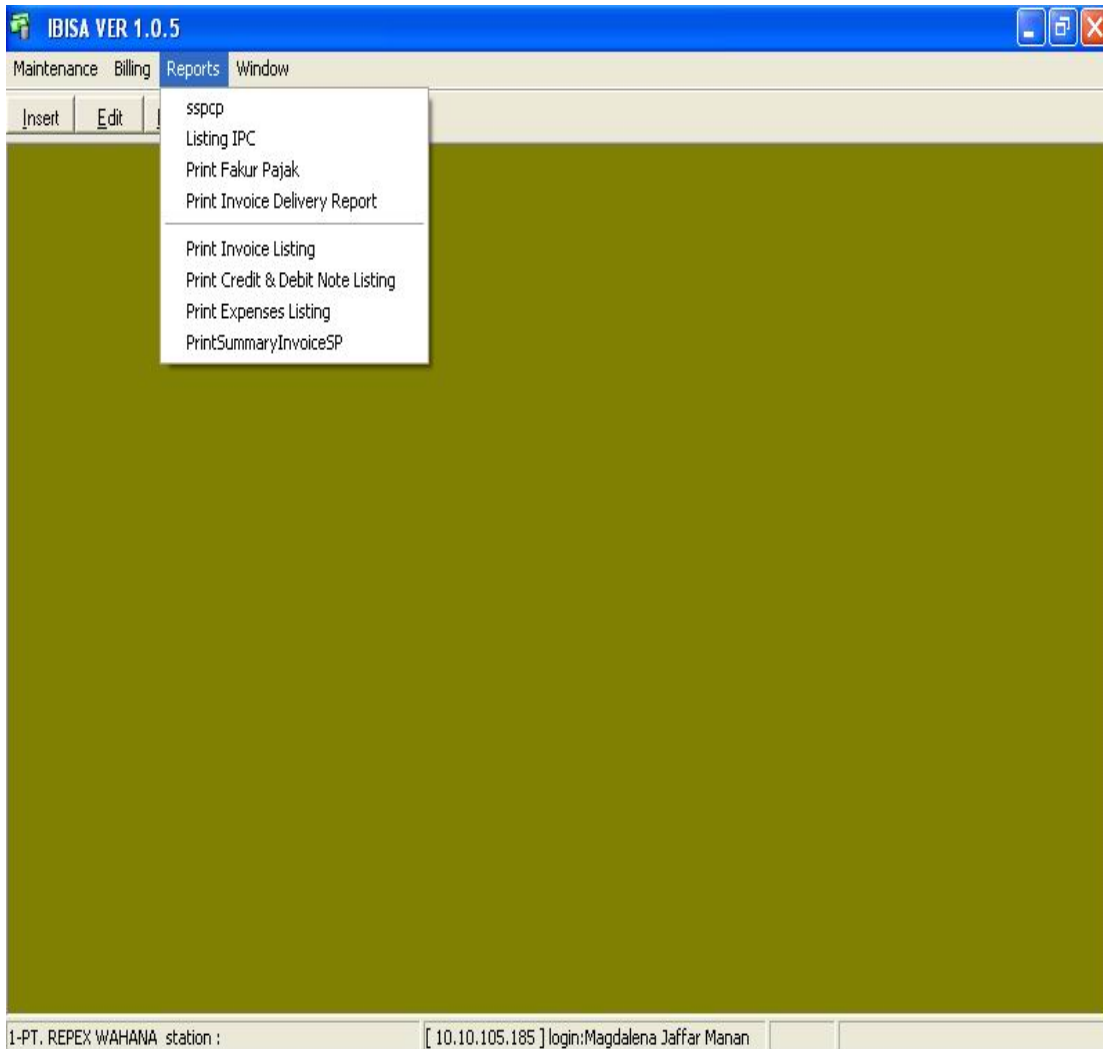
account_no	customer_name	debit
0		0
1		210,000
3		53,000
4		600,000
21.8.2022	DIRGAYUSA CV	1,500,000

OK Cancel Init 0.20

3. REPORT MENUS

Report menu is consists of all resulting information to be print as report forms, there are types of report forms you can release for customer.

INBOUND INTEGRATED SYSTEM OF ACCOUNTING



3.1. SSPCP (Surat Setoran Pabean Cukai dan Pajak dalam Rangka Impor)



Function;

Information in this report consists of duty tax information from custom based on AWB of customer packages.

How to do this;

To Search the information based on master data:

INBOUND INTEGRATED SYSTEM OF ACCOUNTING

- Click  button from **AWB** field below to search for customer custom payment and duty tax information based on AWB number. The Dialog screen will show option to choose by AWB or consignee account.
- Choose by click the in white field of AWB column or Consignee Account column.
- Click OK button and the SSPCP screen will show the complete information from master data
- Click **Tab** key to continue to next field.
- Click  button from **Consignee Account** field to search for consignee account number
- Click in the **cid** column in the Dialog screen to show the consignee information from master data such as the cid, customer name, NPWP etc. Or write **%(number cid)%** in The **Seek by Field: cid** field then click in cid column to find customer name and information in alphabetical.
- Click Ok button to finish

(SSPCP) Surat Setoran Pabean Cukai dan Pajak dalam Rangka Impor

AWB: Consignee Account:

A. NPWP

Nama:
 Alamat:
 Kode Pos:

B. BERDASARKAN DOKUMEN:

NOMOR: TANGGAL:

C. PENERIMAAN PABEAN DAN CUKAI

Bea masuk:
 Bea Masuk berasal dari SPM hibah:
 Denda Administrasi:
 Penerimaan Pabean Lainnya:
 Cukai Hasil Tembakau:
 Cukai Etil Alkohol:
 Cukai Minuman Mengandung Etil Alkohol:
 Penerimaan Cukai Lainnya:
 PNBP/Jasa Pekerjaan:

PENERIMAAN PAJAK

Pajak Pertambahan Nilai (PPN) impor:
 NTPP: NTB:
 Pajak Penjualan Atas Barang Mewah (PPnBM) impor:
 NTPP: NTB:
 Pajak Penghasilan Pasal 22 (PPH Pasal 22) Impor:
 NTPP: NTB:
 Masa Pajak: Tahun:

D. JUMLAH SETORAN PABEAN, CUKAI DAN PAJAK :

Updated:

☐ Blank Form

Dialog

Seek by Field: cid

%2%

<< Previous Next >>

cid	customer_name	npwp	address1
12	AGUMAR EKA	124654654444454	TANJUNG PRIOK
12	ANSETO IND		CAK CING
20	BANDO ELECT	01.071.570.4413.001	MM2100
21	BANDO MEGA SARI		CAKING
22	BENOLUXINDO		CAKING
23	BENOLY	1	
24	BESTEKINDO BUSANA INDUSTRI		CAKING
25	BESTINDO		
26	BETTA DISKINDO BINATAMA		LIPPO CIKARANG

limit 0,20

Dialog

Seek by Field: awb

<< Previous Next >>

awb	consignee account	document reference
839240641063		5 pembebasan bersyarat

Maintenance Billing Reports Window

To Add the new information:

- Click insert button to add the new AWB, Consignee Account, Amount or other information (Fill the information in the *white fields only*. Gray fields are defaulted from master data and can't be added)
- Click **Tab** key to continue step by step.
- Finished by click save button.

To Edit or change the information in the screen:

INBOUND INTEGRATED SYSTEM OF ACCOUNTING

- Click edit button to edit or change the new AWB, Consignee Account, Amount or others information to your requirement. (Fill the information in the *white fields* only. *Gray fields* are defaulted from master data and can't be edited)
- Click tab key to continue step by step.
- Finished by click save button.




The **Updated field** is to show the last updated of the finance personnel name who change the information and also the time and date of the update activity

Close field is to close the SSCP screen you have been created. **Please noted;** You will loose some data if you made changes and close the screen without click save button.

Print table is to print the data you have been created into the printed forms.

Blank form, is for contingency plan only and if the SSCP printed forms are empty.

- Tick mark ☒ from Blank Form field, it shown ->  which means that you print in a defaulted form of SSPCP. Leave it blank if you need to print in blank form.

3.2. Listing IPC



Function;

IPC (Instruction Process Clearance), The report form which is shown selected AWB numbers for clearance process. You can search the AWB based on period and which SBU is correlated.



How to do this;

To Search the Awb:











- Click  button from Periode and To field to choose AWB based on the period time you require.
- Click  button from SBU field to choose the SBU correlated
- Click Execute field to show the screen for AWB information you choose in periodic and which SBU's correlated.
- Click Save field to save the information in to texfile such as excel, etc to be used later on.

3.3. Print Faktur Pajak

Function;

To print selected invoice of Faktur Pajak. Search the invoice by date of period, debtors and Faktur Pajak.

How to do this;

- Click the radio button  from **Selected Invoice From** field to write the invoice number you choose
- Click  button from **Date** and **To** field to choose invoices by date in period.
- Click the radio button  from **All Debtors** field if you want to select for all consignee account number in master data
- Click the radio button  from **Selected Debtors from** field to search for selected consignee account number and click  button to choose.
- Click the radio button  from **Sederhana (Faktur Pajak)** field if you want to search for non NPWP customer
- Click the radio button  from **Standard (Faktur Pajak)** field if you want to search for customer with NPWP number.
- Tick mark  from **Blank Form** field, which means that you print in a defaulted faktur pajak form. Leave it blank if you need to print in blank form
- Click the radio button  from **Preview** field to show the final result.
- Click the radio button  from **Print** field to print the faktur pajak report.
- Click Close button to close the screen.

3.4. Print Invoice Delivery Report

Function;

To print selected invoice delivery report into more specific option/ to minimize the option based on date of period, debtors, etc.

INBOUND INTEGRATED SYSTEM OF ACCOUNTING

How to do this:

- Click button from **Date** and **To** field to choose invoices by date in period.
- Click the radio button from **All Debtors** field if you want to select for all consignee account number in master data
- Click the radio button from **Selected Debtors from** field to search for selected consignee account number and click button to choose.
- Tick mark from **Show Cancelled Invoice** field to minimize searching for invoices that can be cancelled. Leave it blank to find both.
- Click button from **Sort by** field to sort option of **Invoice number**, **bill amount** and **consignee account** you may require.
- Click the radio button from **Preview** field to show the final result.
- Click the radio button from **Print** field to print the Invoice delivery report
- Click Close button to close the screen.

3.5. Print Invoice Listing





Function ;

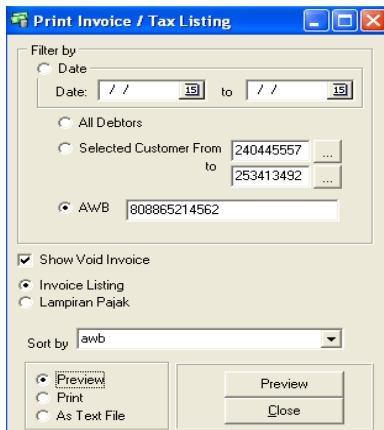
To print selected invoice listing into more specific option/ to minimize the option based on date of period, AWB, debtors, etc.

How to do This;

- Click button from **Date** and **To** field to choose invoices of tax listing by date in period.
- Click the radio button from **All Debtors** field if you want to select for all consignee account number in master data
- Click the radio button from **Selected Customer from** field to search for selected customer account number and click button to choose.
- Click the radio button from **AWB** field and write down the awb number you have. If you choose to write down the AWB, so option by *period date*, *debtors* and *customer* will be ignored.
- Tick mark from **Show Void Invoice** field to minimize searching for invoices that can be cancelled. Leave it blank to find both.
- Click the radio button from **Invoice Listing** field to choose the printed of invoice listing. Or;
- Click the radio button from **Lampiran Pajak** field to choose the printed of Lampiran pajak.

INBOUND INTEGRATED SYSTEM OF ACCOUNTING

- Click  button from **Sort by** field (consist of fields which are part of Invoice listing final result) to sort option of AWB, bill amount, consignee account, invoice No, etc you may require.
- Click the radio button  from **Preview** field to show the final result.
- Click the radio button  from **Print** field to print the Invoice/ Tax Listing report
- Click the radio button  from **As Text File** field to save the information into texfile such as excel, etc to be used later on.
- Click Close button to close the screen.








3.6. Print Credit & Debit Note Listing

Function;

To print selected invoice listing into more specific option/ to minimize the option based on date of period, customer, etc.



How to do this;

- Click  button from **Date** and **To** field to choose invoices of Debit Credit Note by date in period.
- Click the radio button  from **All Customer** field if you want to select for all customer account number in master data
- Click the radio button  from **Selected Customer from** field to search for selected customer account number and click  button to choose.
- Click  button from **Sort by** field (consist of fields which are part of Debit Credit Note final result) to sort option of AWB, bill amount, consignee account, invoice No, etc you may require.

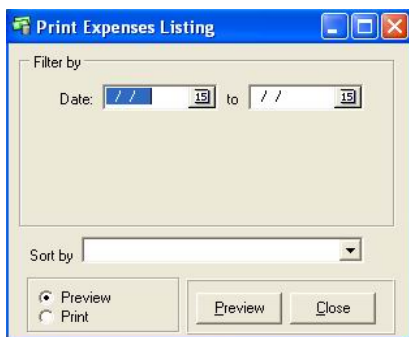
INBOUND INTEGRATED SYSTEM OF ACCOUNTING

- Tick mark ☒ from Show Cancelled Debit/Credit Note field to minimize searching for DN/CN that can be cancelled. *Leave it blank* to find both.
- Click the radio button ☐ from Preview field to show the final result.
- Click the radio button ☐ from Print field to print DN/CN report
- Click the radio button ☐ from Transfer Ke Text field to save the information into texfile such as excel, etc to be used later on.
- Click Close button to close the screen.

3.7. Print Expenses Listing.

Function;

To print selected expenses listing into more specific option/ to minimize the option based on date of period and sort by.



How to do this;

- Click button from Date and To field to choose Expenses Listing by date in period
- Click button from Sort by field (*consist of fields which are part of Expenses Listing final result*) to sort option of AWB, bill amount, consignee account, invoice No, etc you may require
- Click the radio button ☐ from Preview field to show the final result.
- Click the radio button ☐ from Print field to print Expenses Listing report
- Click Close button to close the screen

3.6. Print Summary Invoice SP











Function;

To print Summary Invoice and SP (Surat Pemberitahuan) into more specific option/ to minimize the option based on date of period, debtors, customer, etc.

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How to do this;

- Click  button from Date and To field to choose summary Invoice or SP by date in period
- Click the radio button  from All Debtors field if you want to select for all consignee account number in master data
- Click the radio button  from Selected Customer from field to search for selected customer account number and click  button to choose.
- Tick mark  from Show Cancelled Invoice field to minimize searching for invoice that can be cancelled. *Leave it blank* to find both.
- Click the radio button  from Invoice field to choose summary of Invoices
- Click the radio button  from Surat Pemberitahuan field to choose summary of SP
- Click  button from Sort by field (consist of fields which are part of Summary Invoice and SP final result) to sort option of AWB, bill amount, consignee account, invoice No, etc you may require
- Click the radio button  from Preview field to show the final result.
- Click the radio button  from Print field to print Summary of Invoices or SP report
- Click Close button to close the screen

3.7 Fedex Ramp

Function;

To print frptformal_entry report into more specific option/ to minimize the option based on date of period, Awb, Invoice, etc. You can also choose the formal entry report in daily or monthly.







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The screenshot shows a window titled "frptformal_entry" with a standard Windows interface (minimize, maximize, close buttons). The window is divided into several sections:


- Filter by:** A section with two date pickers. The first is labeled "Date:" and the second is labeled "to". Both have dropdown arrows and a small calendar icon.
- Sort by:** A dropdown menu.
- Radio buttons:** Two groups of radio buttons. The first group has "Preview" (selected) and "Print". The second group has "Formal Entry Daily Summary" (selected) and "Formal Entry Monthly Summary".
- Buttons:** Three buttons labeled "Print", "Print per AWB", and "Close".
- Bottom section:** Another date picker section with "Date:" and "to" fields, followed by an "Invoice No" text field and an "Invoice Summary" button.

How to do this:

First row:

- Click  button from Date and To field to choose Fedex Ramp report by date in period
- Click  button from Sort by field (consist of fields which are part of Fedex Ramp report) to sort option of AWB and invoice No. you may require
- Click the radio button  from Formal Entry Daily Summary field to show the formal entry report in daily/ per day or;
- Click the radio button  from Formal Entry Monthly Summary field to show the formal entry report in monthly period.
- Click the radio button  from Preview field to show the final result.
- Click the radio button  from Print field to print Fedex Ramp report
- Click Print per AWB field to print Fedex Ramp report per AWB
- Click Close button to close the screen

Second row:

- Click  button from Date and To field to choose Invoice Summary report by date in period
- Fill in (free entry) the Invoice No field with the invoice number you require to print the Invoice summary report
- Click Invoice summary field to finish

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END--

...Happy
Working...