



PANDUAN TUTORIAL BILLING KITA

Abstrak

Berisi manual panduan penggunaan aplikasi billing, Untuk Admin dan Client

Aplikasi Billing

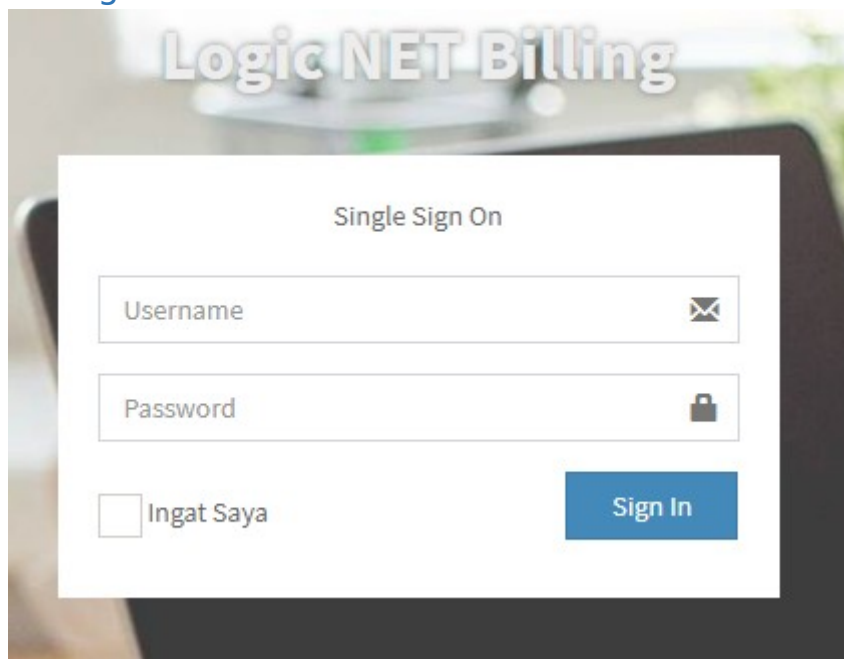
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Panduan Tutorial Billing

Admin

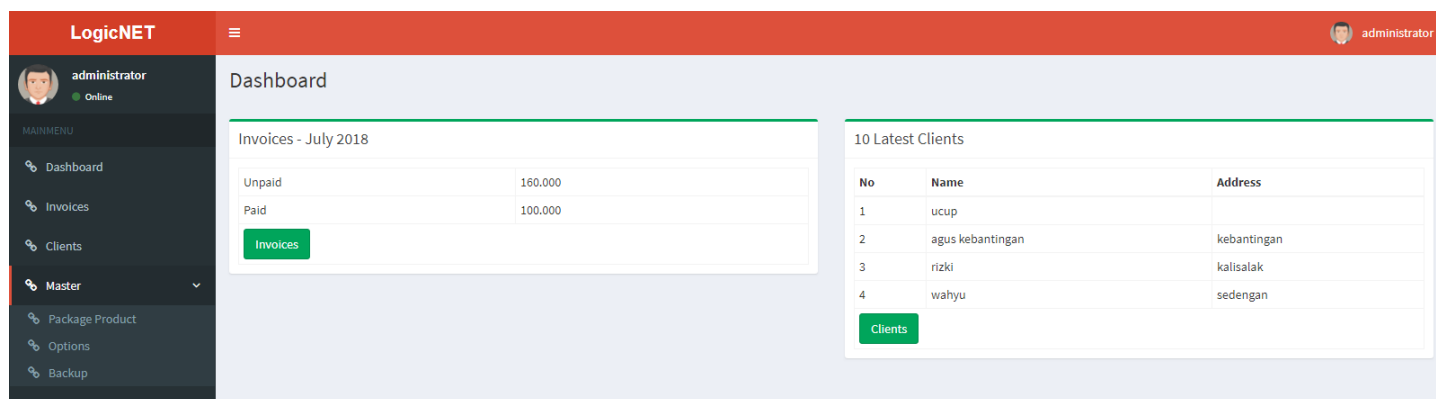
1. Login



Centang ingat saya supaya bisa tetap login
Isi username dan password kemudian Login

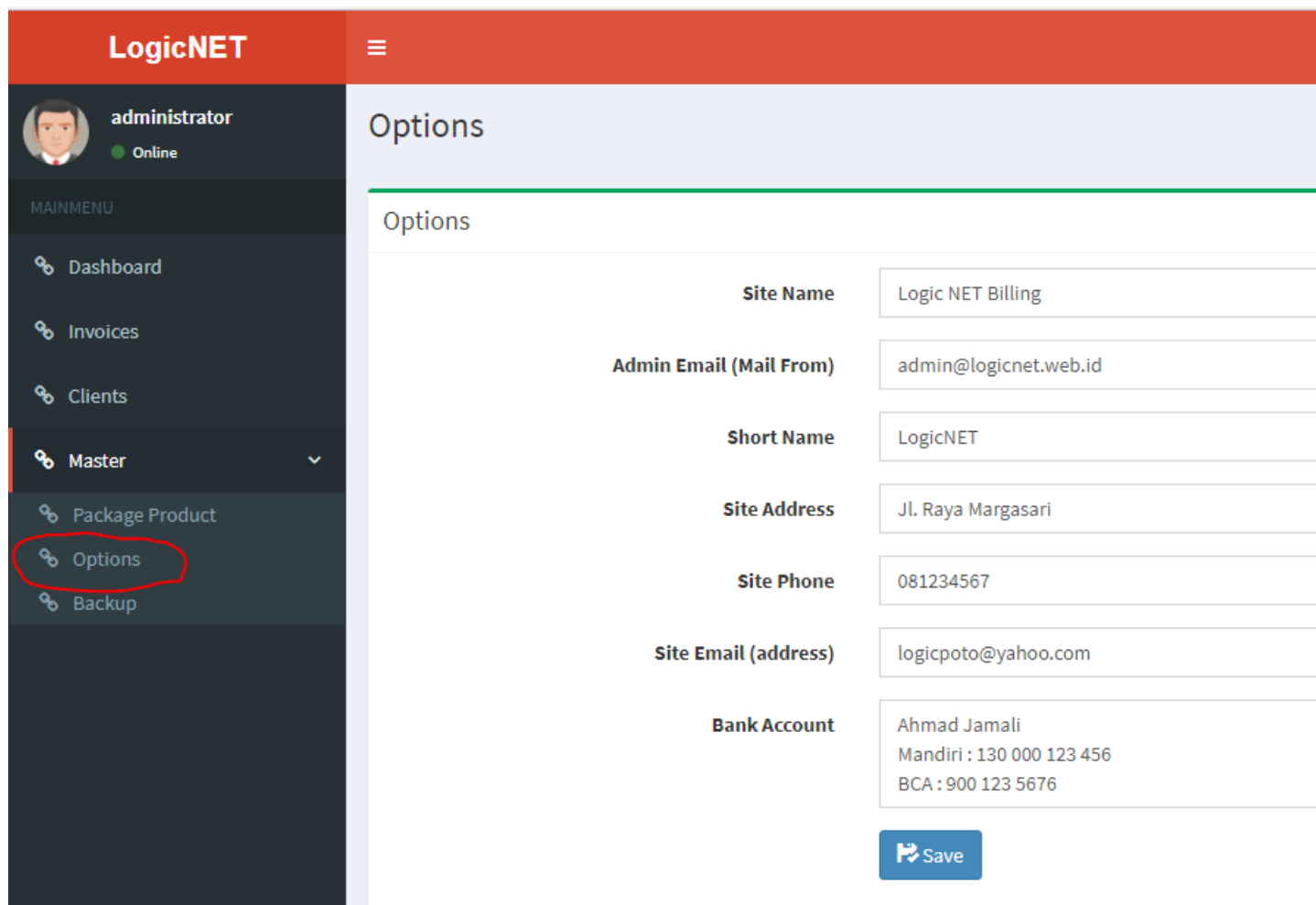
2. Dashboard

Halaman Pembuka berisi ringkasan tagihan dan Clint



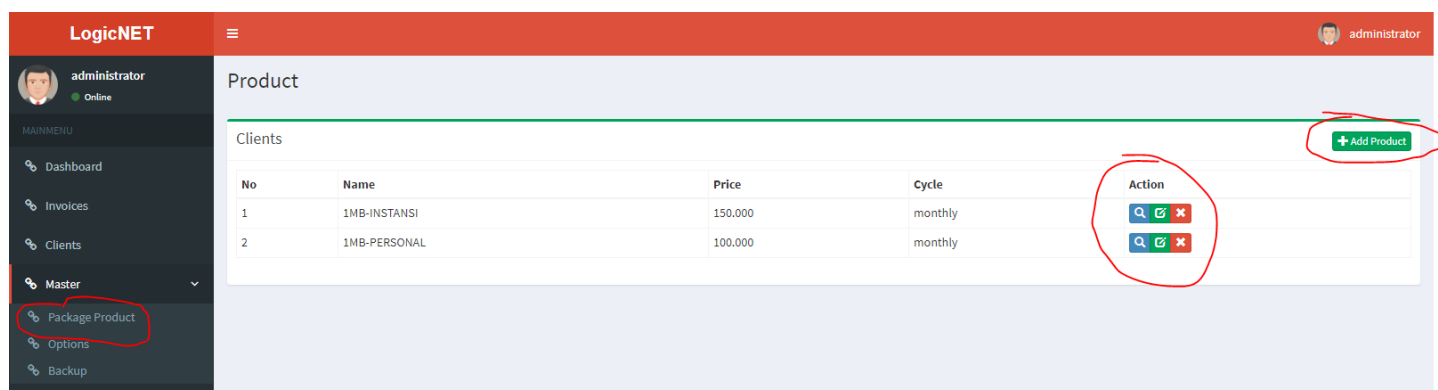
3. Site Setting

Bisa diakses di menu Master > Options
Sesuaikan field dengan perusahaan



4. Paket Produk

Paket Produk yang dijual. Bisa diakses dari menu Master > Package Product



4.1. Add Product

Klik Add Product untuk menambah Produk

- Nama Produk
- Keterangan
- Harga
- Billing Cycle (perulangan Tagihan: bulanan)

Tutorial Aplikasi Billing Kita

- Notifikasi : berapa hari sebelumnya tagihan akan dibuat. Default 7hari. (yang artinya 7 hari sebelum Jatuh Tempo habis invoice tagihan akan dibuat).

The 'Add Product' form contains the following fields:

- Name:** Text input field.
- Description:** Text area.
- Price:** Text input field.
- Billing Cycle:** Dropdown menu set to 'Every Month'. Below it, the text 'Invoice Cycle generation' is visible.
- Notification:** Text input field set to '7'. Below it, the text 'Invoice Notification days sent before service due date' is visible.

Buttons: 'Save' (blue) and 'Close' (grey).

Klik tombol Save untuk menyimpan

4.2. Fungsi Lihat Detail, Edit dan Hapus



Untuk melihat detail produk, edit produk dan hapus
Hati hati untuk menghapus produk pastikan tidak ada Client yang terhubung dengan produk ini.

5. Daftar Client

Client yang terdaftar di layanan perusahaan. Bisa diakses dari menu Client

No	Name	Company	Address	Action
1	ucup			[Search] [Edit] [Delete]
2	agus kebantangan	Agus	kebantangan	[Search] [Edit] [Delete]
3	rizki	wawanet	kallsalak	[Search] [Edit] [Delete]
4	wahyu	pt. wahyu abadi	sedengan	[Search] [Edit] [Delete]

5.1. Add Client

Tambah Pengguna jasa layanan. Klik tombol Add Client. Isi dengan field Username, Password, Nama, CellPhone / SMS dll.

The image shows a web application interface. In the foreground, there is a modal window titled "Add Client" with a close button (X) in the top right corner. The form contains the following fields:

- Username
- Password
- Full Name
- Email
- Company
- Address
- CellPhone / SMS
- WhatsApp
- Notes

At the bottom right of the form are two buttons: "Save" (with a floppy disk icon) and "Close".

In the background, a table is partially visible with an "Action" column. Each row in the table has three icons: a magnifying glass (search), a pencil (edit), and a red X (delete). A red circle highlights a "+ Add Client" button in the top right corner of the background interface.

5.2. Fungsi Edit dan Hapus



Untuk melakukan Edit dan Hapus Client.

Pada bagian Edit Client fungsi Status Active dan Disable.

Bila pada pilihan Disable Client dalam posisi nonaktif. Tidak bisa Login dan kontrak layanan tidak dibuatkan tagihan.

Edit Client

Username

Password
fill the field if you want to update the password

Full Name

Email

Company

Address

CellPhone / SMS

WhatsApp

Notes

Status Active Disable

[Save](#) [Close](#)

5.3. Fungsi Detail Client

Klik pada gambar ikon  untuk lihat detail Client







Berisi Detail Client dan Layanan Produk yang terhubung dengan Client tersebut

Client

Username ucup
Full Name ucup
Email ucup@ucup.com
Company
Address
CellPhone / SMS 00000
WhatsApp
Notes
Status 1

Client Services

[+ Add Product to Client](#)

No	Name	Price	Due Date	Action
1	1MB-INSTANSI	150.000	2018-07-24	  
2	1MB-PERSONAL	100.000	2018-08-23	  

5.4. Client Services

Merupakan produk yang diambil oleh Client tersebut. Client bisa mempunyai / berlangganan lebih dari satu produk. Tabel menampilkan nama produk yang diambil, Harga dan Due Date / Jatuh Tempo masa berlangganan

Client Services

No	Name	Price	Due Date
1	1MB-INSTANSI	150.000	2018-07-24
2	1MB-PERSONAL	100.000	2018-08-23

5.5. Add Products do Client

Menambahkan Produk ke Client. Client berlangganan ke satu produk yang sudah kita buat sebelumnya (Langkah Nomor 4). Klik tombol Add Product to Client

The screenshot shows a 'Product Add' modal window with the following fields:

- Username: ucup
- Product: (empty dropdown)
- Price: (input field with placeholder 'Price')
- Billing Cycle: Every Month (dropdown)
- Invoice Cycle generation: (input field)
- Date: 2018-07-24 (calendar icon)
- Create Invoice: Invoice

Buttons: Save, Close

In the background, a '+ Add Product to Client' button is circled in red.

- Pilih Produk
- Harga akan muncul, harga bisa disesuaikan
- Pilih billing cyce (default bulanan)
- Pilih tanggal Jatuh Tempo
- Centang generate invoice jika menghendaki sekaligus pembuatan tagihan
- Klik tombol Save

5.6. Detail, Edit dan Hapus Produk dari Client

Bisa edit dan hapus Produk dari Clint dengan klik Tombol ikon



5.7. Edit Client Produk

Product Edit

Username ucup

Product 1MB-INSTANSI

Price 160000

Billing Cycle Every Month
Invoice Cycle generation

Start Date 2018-07-24

Next Due Date 2018-07-24

Service Status Active

[Save](#) [Close](#)

- Next Due Date : Tanggal Jatuh Tempo
- Service Status : Jika masih aktif tagihan akan aktif

6. Invoices Tagihan

Tagihan aktif yang sudah muncul. Bisa diakses dari menu Invoices

The screenshot shows the LogicNET interface with the 'Invoices' menu highlighted in the sidebar. The main content area displays a table of invoices with the following data:

No	Client	Product	Price	Due Date	Status	Action
1	ucup	1MB-INSTANSI	160.000	2018-07-24	unpaid	[Search] [Edit] [Delete]
2	ucup	1MB-PERSONAL	100.000	2018-07-28	paid	[Search] [Edit] [Delete]
3	wahyu	1MB-INSTANSI	160.000	2018-07-26	unpaid	[Search] [Edit] [Delete]
4	agus kebantangan	1MB-INSTANSI	125.000	2018-06-20	paid	[Search] [Edit] [Delete]

Showing 1 to 4 of 4 entries

Berisi Fitur sebagai Berikut :

- Pembuatan Invoice Manual (Add Invoice)
- Filter (Tahun - Bulan - Status)
- Fasilitas Pencarian

6.1. Edit Invoice & Hapus Invoice

Pada invoice tagihan yang dipilih, klik tombol Edit

Edit Invoice ×

Client Name	ucup
Service	1MB-INSTANSI ▼
Price	160000
Invoice Date	2018-07-24 ⋮
Invoice Due Date	2018-07-24 ⋮
Status	unpaid ▼

Save Close

Status merupakan status tagihan apakah sudah lunas (Paid), Belum Lunas (Unpaid) atau batal (Cancelled). Setelah melakukan perubahan klik tombol Save atau Close untuk pembatalan.

Klik tombol Hapus untuk melakukan penghapusan tagihan

6.2. Detail Tagihan Invoice

Klik pada tombol Detail untuk melihat detail tagihan Invoice

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Invoice ID #15

Logic NET Billing Date: 2018-07-23

From
Logic NET Billing
Jl. Raya Margasari
Phone: 081234567
Email: logicpoto@yahoo.com

To
ucup
Phone: 00000
Email: ucup@ucup.com

Invoice ID #15
Service Name: 1MB-PERSONAL
Payment Due: 2018-07-28
Status: paid

Qty	Product	Description	Subtotal
1	1MB-PERSONAL-2018-07-28		100.000

Payment Methods:

Ahmad Jamali
Mandiri : 130 000 123 456
BCA : 900 123 5676

Payment Transactions:

Date	Amount	Method	Action
2018-07-23	100.000	bank_transfer	? + x

[Print](#) [Submit Payment](#)

Berisi Keterangan sebagai berikut :

- Detail Perusahaan
- Informasi Client
- Informasi Tagihan (Tanggal terbit, Status)
- Produk
- Total
- Transaksi Pembayaran yang berkaitan dengan Tagihan ini.

Klik tombol [Print] untuk mencetak tagihan.

6.3. Pembayaran Invoice

Setelah menerima pembayaran dari klien. Klik tombol Submit Payment Untuk memasukkan data pembayaran terhadap tagihan ini.

[Submit Payment](#)

Payment Invoice ID #15

Client Name	ucup
Service	1MB-PERSONAL
Payment	<input type="text" value="100000"/>
Payment Method	<input type="text" value="bank_transfer"/>
Payment Date	<input type="text" value="2018-07-24"/>

Isikan dengan jumlah nominal pembayaran, metode dan tanggal pembayaran.

- Memungkinkan untuk melakukan transaksi pembayaran multiple terhadap tagihan. Misalnya jumlah tagihan 200.000. Pembayaran pertama melalui bank transfer sejumlah 100.000. Pembayaran kedua melalui cash sejumlah 100.000
- Jika total pembayaran sudah memenuhi jumlah total tagihan maka status tagihan akan Paid (Lunas)
- Ketika pembayaran lunas Jatuh Tempo Produk Client (Next Due Date) akan bertambah sejumlah billing cycle produknya (default akan tambah sebulan)

7. Update Profil

Update profil pengguna. Bisa diakses dari Pojok Kanan Atas username > Profile

Profile

Update Profile

Username	<input type="text" value="administrator"/>
Password	<input type="password"/> <small>fill the field if you want to update the password</small>
Full Name	<input type="text" value="administrator"/>
Email	<input type="text" value="admin@admin.com"/>
Company	<input type="text" value="ADMIN"/>
Address	<input type="text" value="tegal"/>
CellPhone / SMS	<input type="text" value="00000"/>
WhatsApp	<input type="text" value="123456"/>

administrator

administrator
Administrator

8. Report Transaksi

Laporan transaksi invoice yang sudah dilakukan. Terdapat filter tanggal dan total. Bisa diakses dari menu Report

No	Date	Amount	Client	Service	Rcv.By
1	2018-07-18	40.000			administrator
2	2018-07-17	20.000			administrator
3	2018-07-21	100.000			administrator
4	2018-07-23	100.000	ucup	1MB-PERSONAL-2018-07-28	administrator
5	2018-07-25	10.000	wahyu	1MB-INSTANSI-2018-07-26	administrator
6	2018-07-25	110.000	wahyu	1MB-INSTANSI-2018-07-26	administrator
7	2018-07-26	10.000	wahyu	1MB-INSTANSI-2018-07-26	wewe
Total		390.000			

9. Admin User

Halaman untuk membuat dan Edit User admin pengelola billing. Dapat diakses dari menu Master > Users. Bisa dilakukan View Detail, Edit dan Hapus. Bila status usir nonaktif/disable, usir tidak bisa login. User super administrator (di 1) tidak dapat dihapus

No	Name	Action
1	wewe gombel	View Edit Delete
2	administrator	View Edit Delete

10. Backup Database

Fasilitas untuk melakukan backup database. Perlu dilakukan jika server bermasalah data masih bisa direcovery. Minimal sebulan sekali database perlu dibackup. Setelah proses backup dilakukan ke backup di download ke komputer local.

Fasilitas backup dapat diakses dari menu Master > Backup

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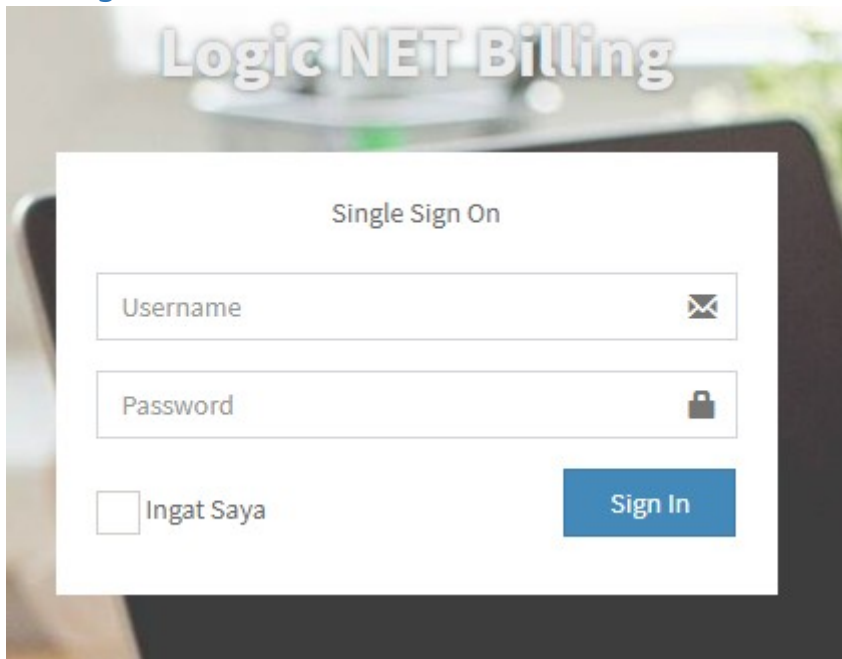
The screenshot shows the LogicNET interface for Database Backup. The top navigation bar is red with the LogicNET logo and a user profile 'wewe'. A dark sidebar on the left contains a 'MAINMENU' with items: Dashboard, Invoices, Clients, Report, Master (expanded), Package Product, Options, Users, and Backup (circled in red). The main content area is titled 'Database Backup' and contains a table of backups. A '+ Create Backup' button is circled in red in the top right. The table has columns 'No', 'Backup', 'Download', and 'Delete'. The first row shows '1' for 'No' and 'backup_201807230433.zip' for 'Backup'. The 'Download' column has a green circular icon with a download symbol, and the 'Delete' column has a red square icon with a white 'x'.

No	Backup	Download	Delete
1	backup_201807230433.zip		

The screenshot shows a 'Create Backup' dialog box overlaid on the main interface. The dialog box has a title bar with 'Create Backup' and a close button. The text inside reads: 'Klik tombol Create untuk memulai proses backup' and 'Mohon tunggu beberapa saat sampai proses backup selesai.' At the bottom right of the dialog are 'Close' and 'Create!' buttons. The background interface is dimmed, showing the '+ Create Backup' button and the 'Delete' column of the table.

Client

1. Login



Centang ingat saya supaya bisa tetap login
Isi username dan password kemudian Login

2. Client Dashboard

Berisi Detail Informasi Tagihan

A screenshot of the LogicNET Client Dashboard. The top navigation bar is red with 'LogicNET' on the left and a user profile 'ucup' on the right. A dark sidebar on the left shows the user's name 'ucup' with a 'Online' status and a 'MAIN MENU' containing 'Dashboard'. The main content area is titled 'Dashboard' and contains an 'Invoices' table. The table has columns for 'No', 'Product', 'Price', 'Due Date', 'Status', and 'Action'.

No	Product	Price	Due Date	Status	Action
1		160.000	2018-07-24	unpaid	Detail
2	1MB-PERSONAL-2018-07-28	100.000	2018-07-28	paid	Detail

Klik tombol Detail untuk melihat tagihan

3. Detail Tagihan

Invoice ID #15

Logic NET Billing Date: 2018-07-23

From Logic NET Billing Jl. Raya Margasari Phone: 081234567 Email: logicpoto@yahoo.com	To ucup Phone: 00000 Email: ucup@ucup.com	Invoice ID #15 Service Name: 1MB-PERSONAL Payment Due: 2018-07-28 Status: paid
--	---	---

Qty	Product	Description	Subtotal
1	1MB-PERSONAL-2018-07-28		100.000

Payment Methods:

Ahmad Jamali
Mandiri : 130 000 123 456
BCA : 900 123 5676

Payment Transactions:

Date	Amount	Method
2018-07-23	100.000	bank_transfer

[Print](#)

Amount Due 2018-07-28

Subtotal:	100.000
Tax	
Shipping:	
Total:	100.000

Klik tombol Print untuk mencetak Tagihan

4. Update Profil

Update profil pengguna. Bisa diakses dari Pojok Kanan Atas username > Profile

administrator

administrator
Administrator

ProfileSign out

Profile

Update Profile

Username	<input type="text" value="administrator"/>
Password	<input type="password"/> <small>fill the field if you want to update the password</small>
Full Name	<input type="text" value="administrator"/>
Email	<input type="text" value="admin@admin.com"/>
Company	<input type="text" value="ADMIN"/>
Address	<input type="text" value="tegal"/>
CellPhone / SMS	<input type="text" value="00000"/>
WhatsApp	<input type="text" value="123456"/>

[Save](#)

SELESAI

