

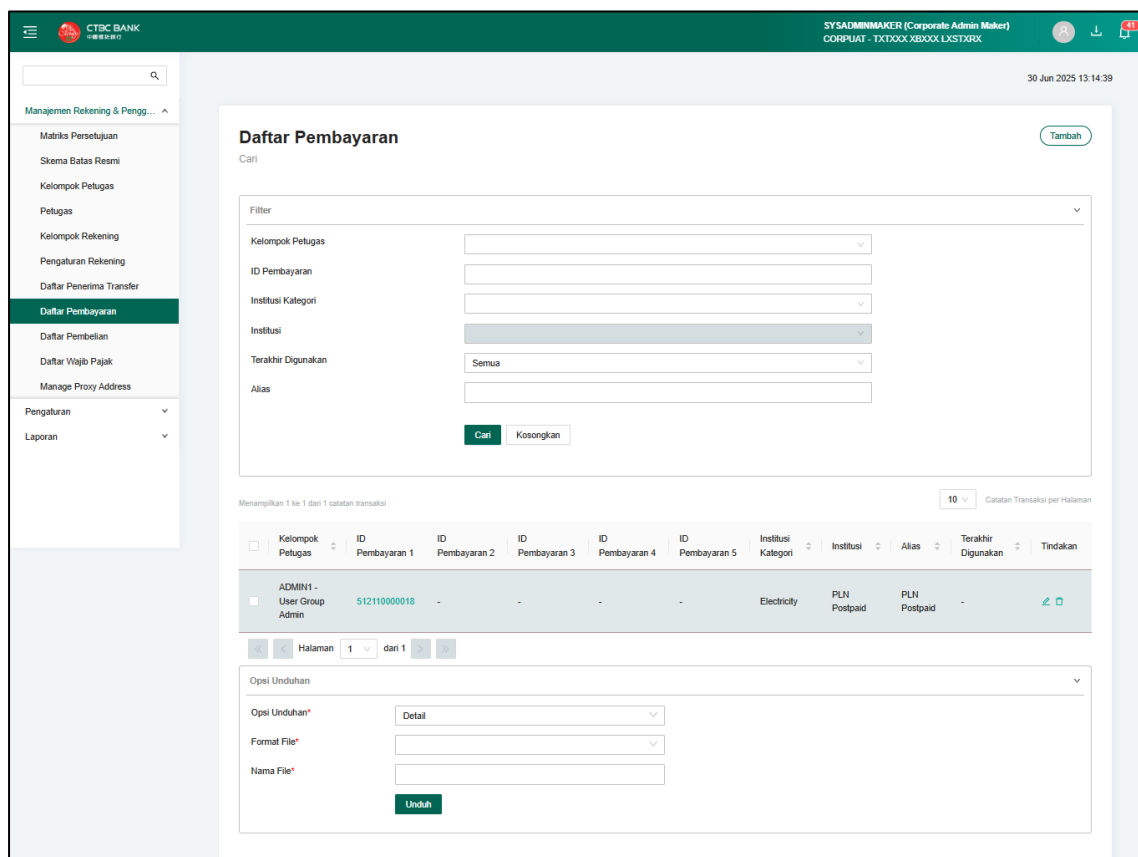
1. Payment List

This menu allows Company Admins to add and delete payment data that officers will use to pay bills in the Single Bill Payment menu.

1.1 Search and View

Here are the steps to search and view **Payment List** details in the **Account & User Management** menu:

1. From the **Prime Cash** main menu, click **Account & User Management**, then click **Payment List**. The **Payment List Search** page will be displayed.



Daftar Pembayaran

Cari

Filter

Kelompok Petugas:

ID Pembayaran:

Institusi Kategori:

Institusi:

Terakhir Digunakan:

Alias:

Cari Kosongkan

Menampilkan 1 ke 1 dari 1 catatan transaksi

10 Catatan Transaksi per Halaman

Kelompok Petugas	ID Pembayaran 1	ID Pembayaran 2	ID Pembayaran 3	ID Pembayaran 4	ID Pembayaran 5	Institusi Kategori	Institusi	Alias	Terakhir Digunakan	Tindakan
ADMIN1 - User Group Admin	512110000018	-	-	-	-	Electricity	PLN Postpaid	PLN Postpaid	-	Edit Delete

Halaman 1 dari 1

Opsi Unduhan

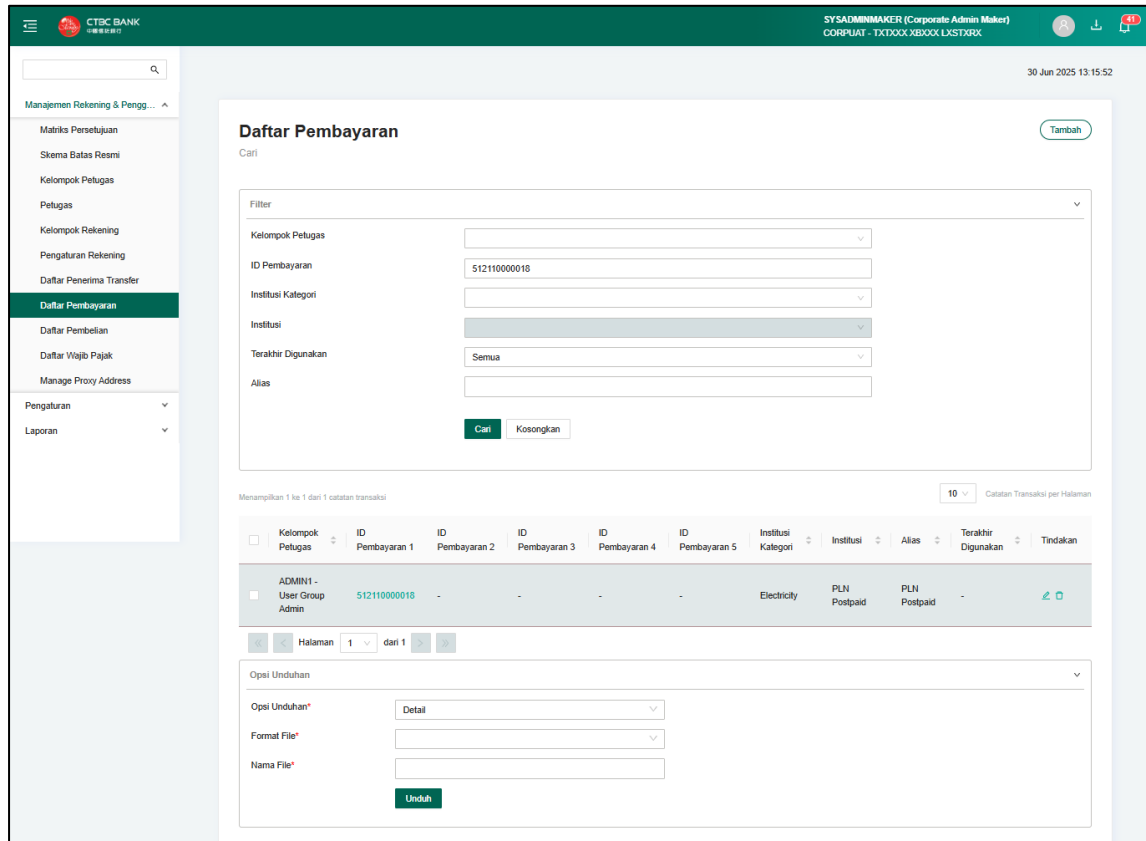
Opsi Unduhan*

Format File*

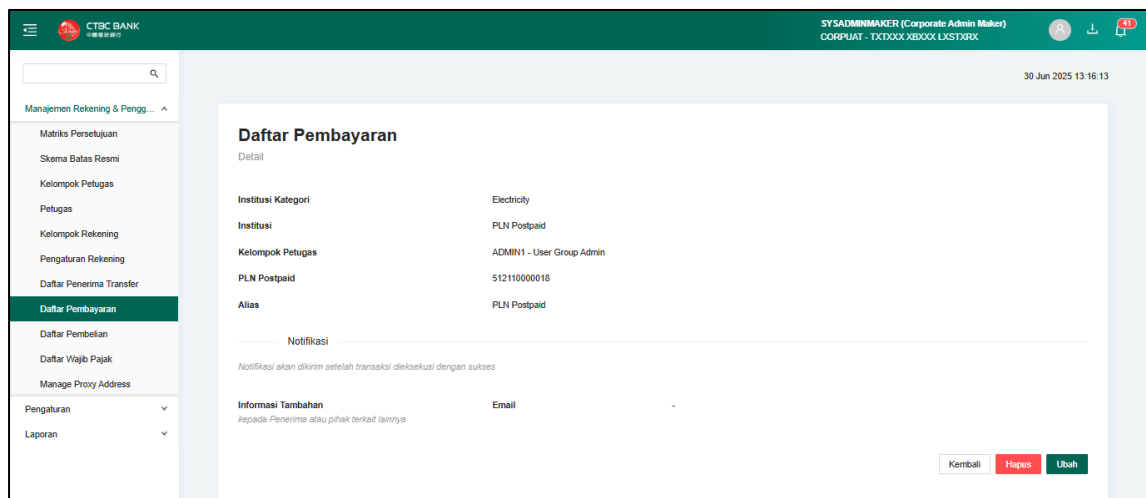
Nama File*

Unduh

2. Select the **Accounting Group** or
3. Select the **Billing ID** or
4. Select the **Institution Category** or
5. Select the **Institution** or
6. Select **Last Used** or
7. Enter an **Alias**.
8. Click the **Search** button. The specific **Payment List** will be displayed.



9. Click the **Payment ID 1** link. The **Payment List Details** page will be displayed.



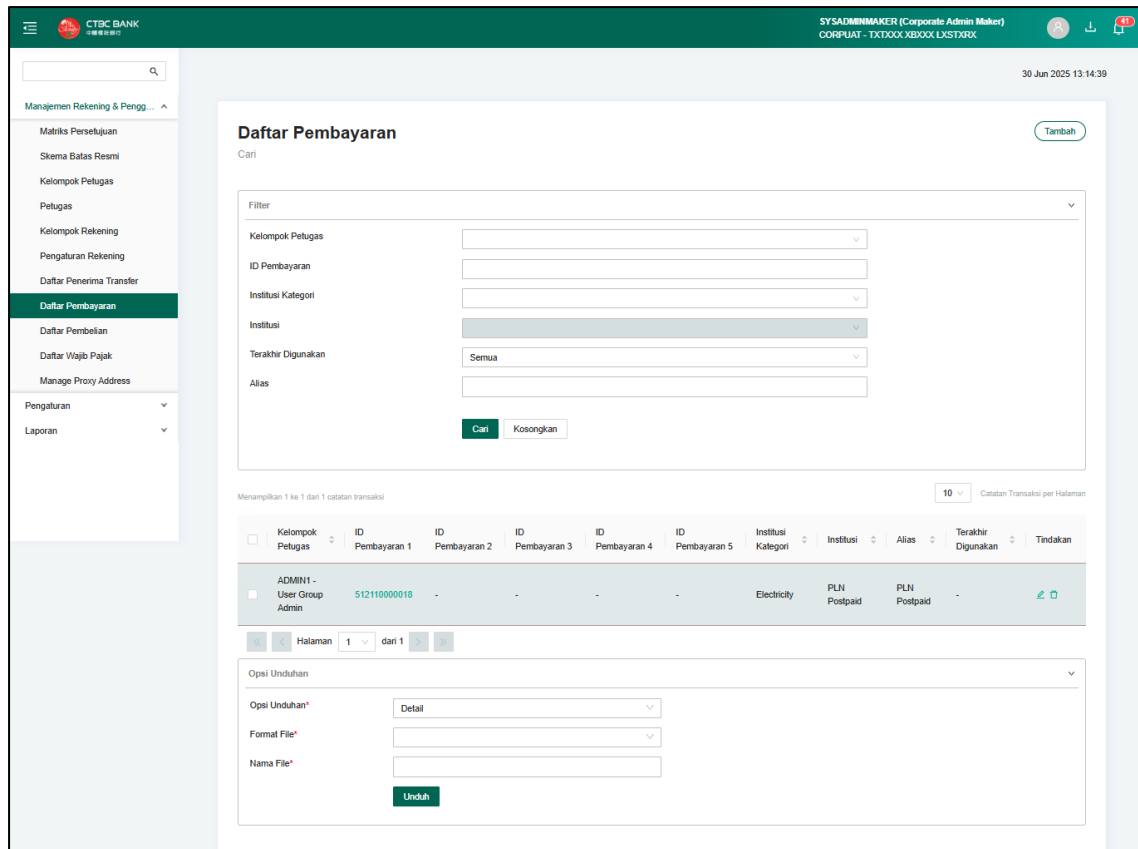
10. The following buttons will appear on the **Payment List Details** page:

- Edit** button: To edit the **Payment List**.
- Delete** button: To delete the **Payment List**.
- Back** button: To return to the **Payment List Search** page.

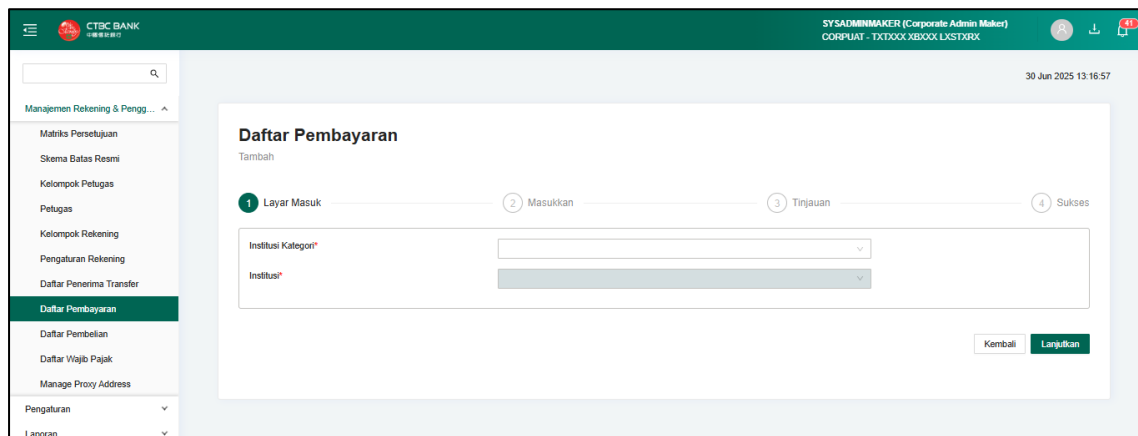
1.2 Add

Here are the steps to add a **Payment List** to the **Account & User Management** menu:

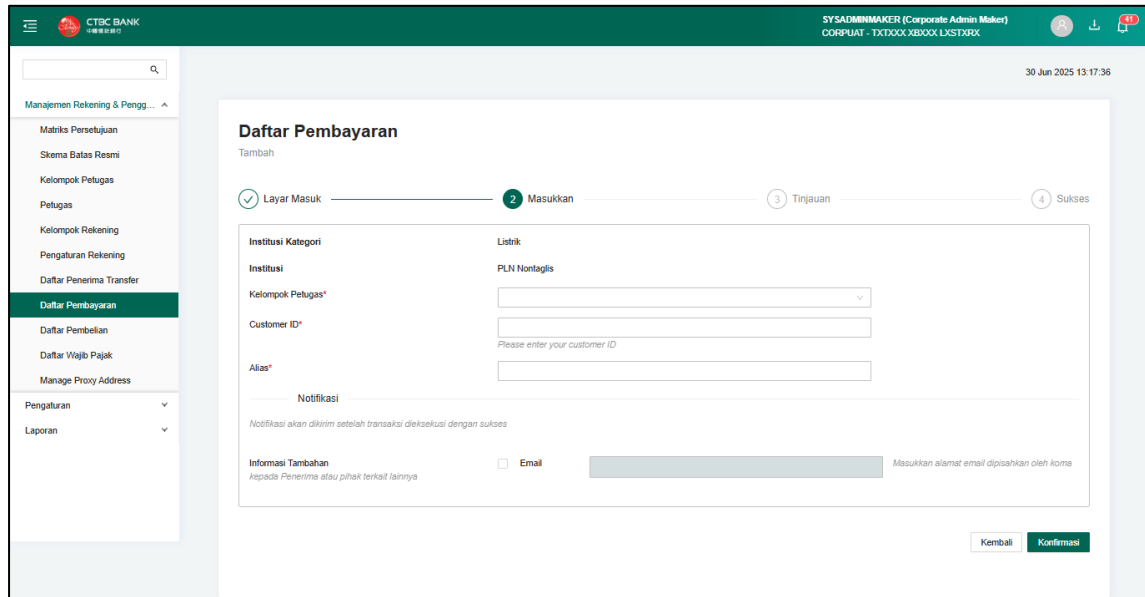
1. From the **Prime Cash** main menu, click **Account & User Management**, then click **Payment List**. The **Payment List Search** page will appear.



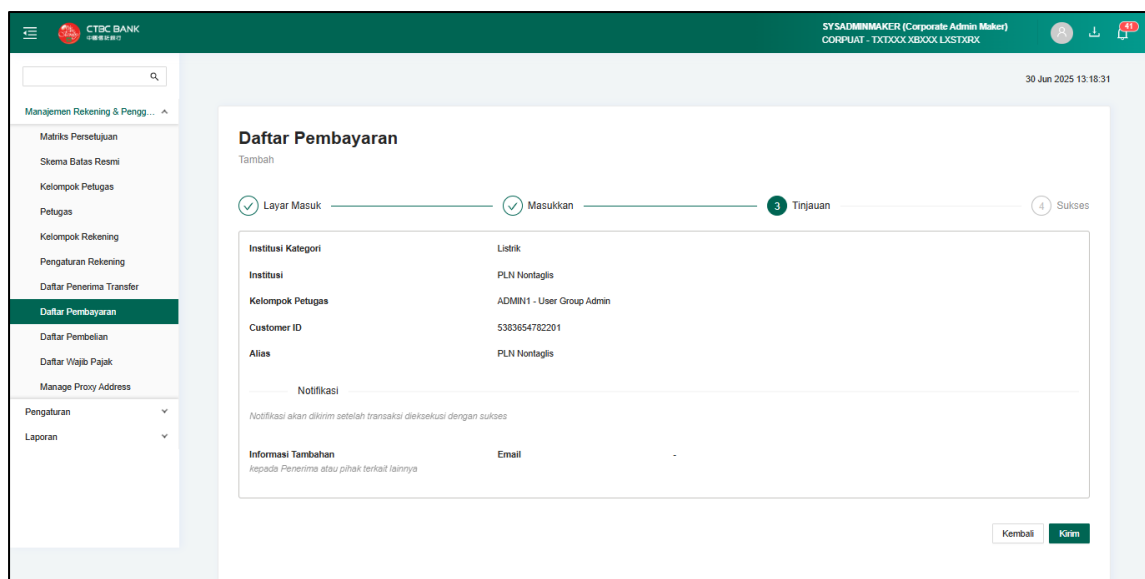
2. Click the **Add** button. The **Add Payment List** page will appear.



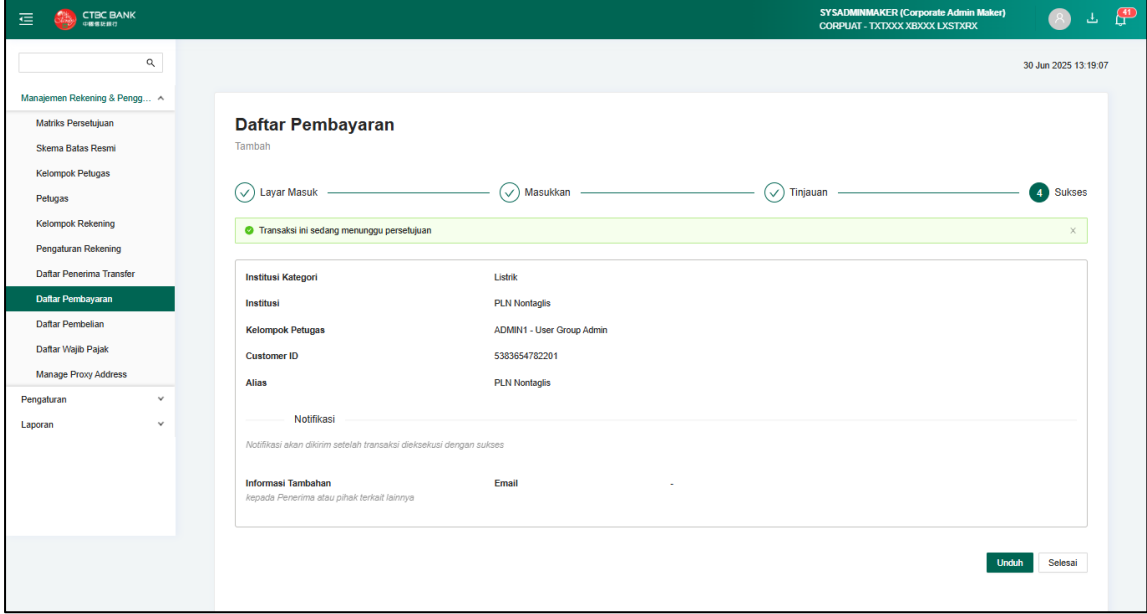
3. Select the **Institution Category (Required)**.
4. Select the **Institution (Required)**.
5. Click the **Back** button to return to the previous page or click the **Continue** button to continue the process.
6. Click the **Continue** button. The **Add Payment List** page will appear.



7. Select the **Officer Group (Required)**.
8. Enter the **Billing Number (Required)**.
9. Enter the **Alias (Required)**.
10. Click the **Back** button to return to the previous page or click the **Confirm** button to continue.
11. Click the **Confirm** button. The **Add Payment List Confirmation** page will appear.



12. Click the **Back** button to return to the previous page or click the **Submit** button to continue the process.
13. Click the **Submit** button. The **Add Payment List Results** page will appear with the message "**This transaction is awaiting approval.**".



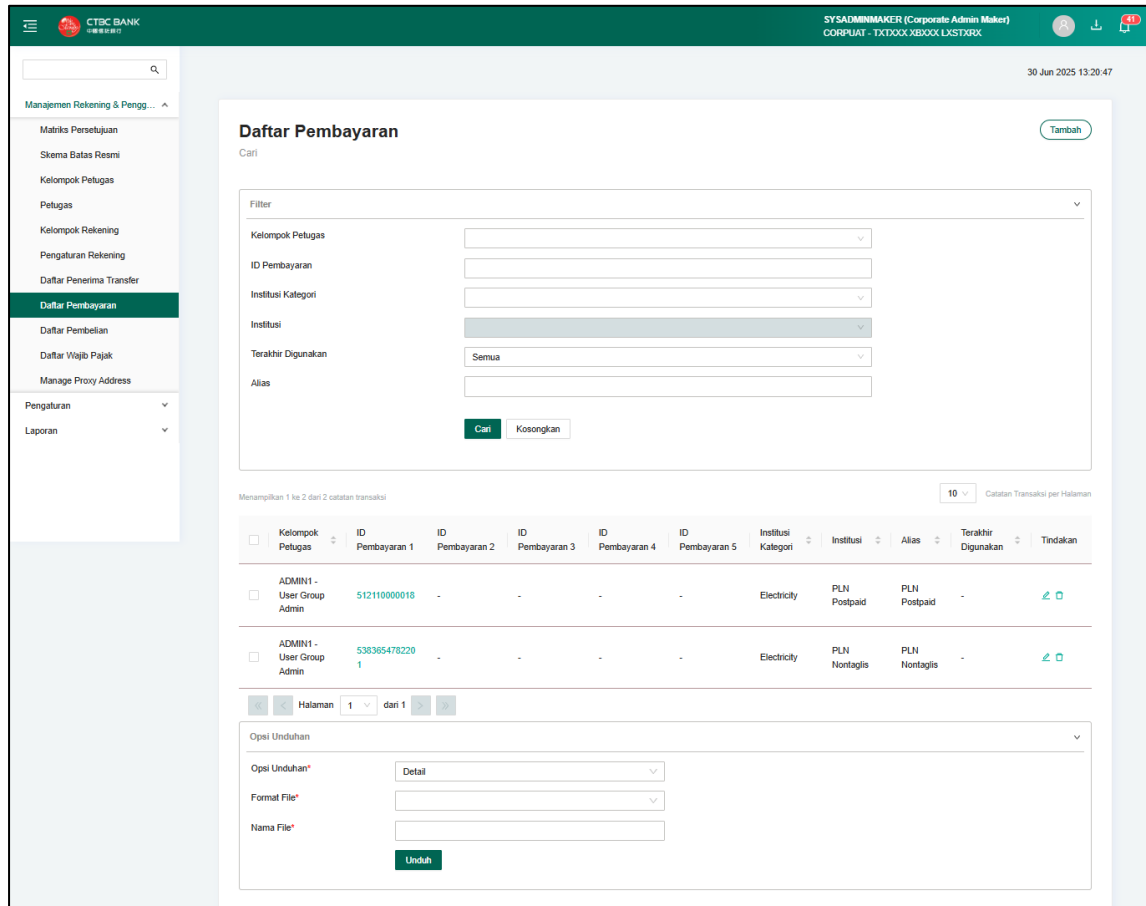
14. Click the **Download** button to download the page or click the **Done** button to return to the **Payment List Search** page.

1.3 Edit

1.3.1 Edit From List

Here are the steps to edit a **Payment List** from the list in the **Account & User Management** menu:

1. From the **Prime Cash** main menu, click **Account & User Management**, then click **Payment List**. The **Payment List Search** page will appear.



Daftar Pembayaran

Cari

Filter

Kelompok Petugas:

ID Pembayaran:

Institusi Kategori:

Institusi:

Terakhir Digunakan:

Alias:

Cari Kosongkan

Menampilkan 1 ke 2 dari 2 catatan transaksi

10 Catatan Transaksi per Halaman

☐	Kelompok Petugas	ID	ID Pembayaran 1	ID Pembayaran 2	ID Pembayaran 3	ID Pembayaran 4	ID Pembayaran 5	Institusi Kategori	Institusi	Alias	Terakhir Digunakan	Tindakan
☐	ADMIN1 - User Group Admin	512110000018	-	-	-	-	-	Electricity	PLN Postpaid	PLN Postpaid	-	Edit Delete
☐	ADMIN1 - User Group Admin	5303654782201	-	-	-	-	-	Electricity	PLN Nontagis	PLN Nontagis	-	Edit Delete

Halaman 1 dari 1

Opsi Unduhan

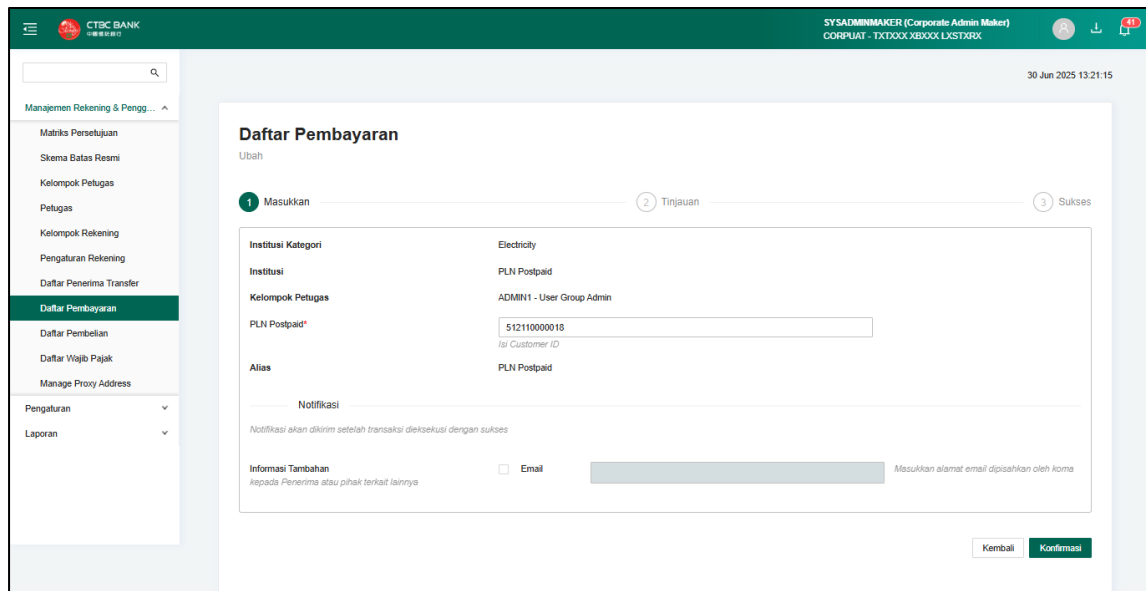
Opsi Unduhan*

Format File*

Nama File*

Unduh

- Click the **Change** icon. The **Change Payment List** page will appear.



Daftar Pembayaran

Ubah

1 Masukkan 2 Tinjauan 3 Sukses

Institusi Kategori: Electricity

Institusi: PLN Postpaid

Kelompok Petugas: ADMIN1 - User Group Admin

PLN Postpaid*:

Alias:

Notifikasi

Notifikasi akan dikirim setelah transaksi dieksekusi dengan sukses

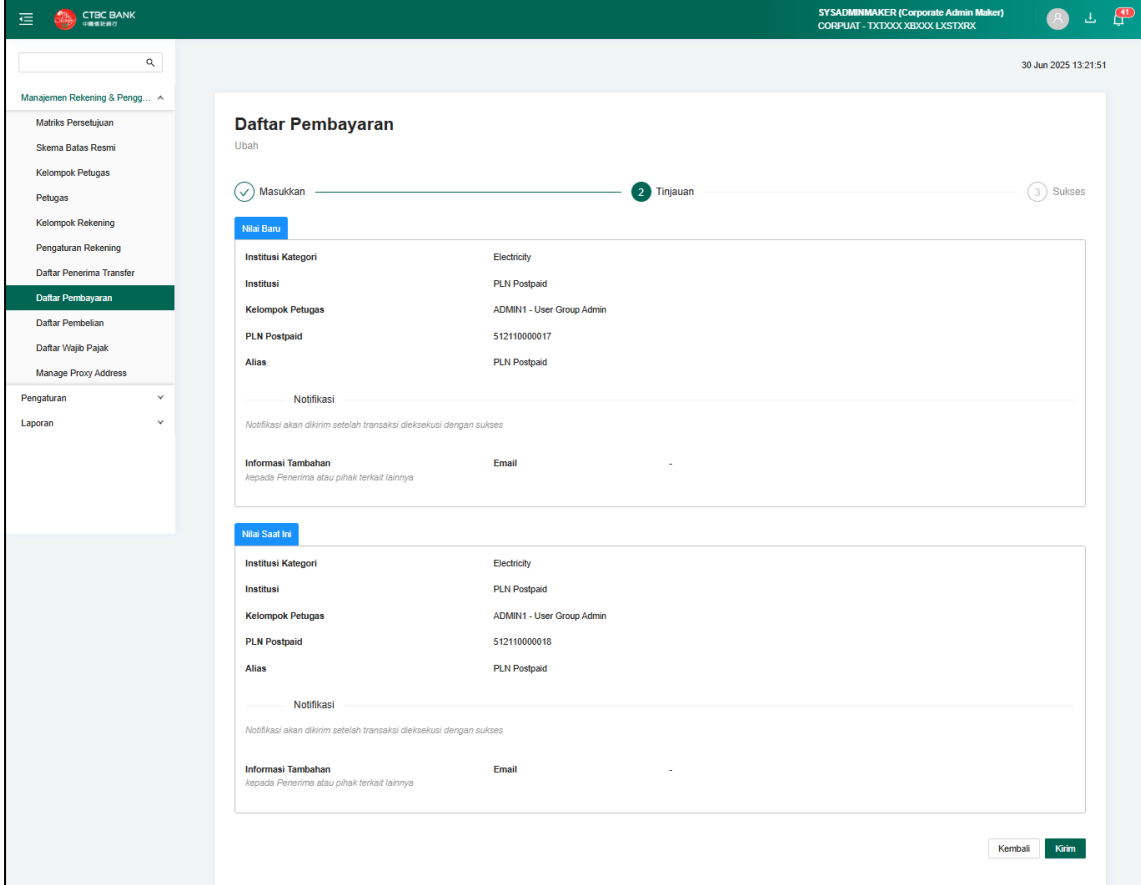
Informasi Tambahan

☐ Email

Masukkan alamat email dipisahkan oleh koma kepada Penerima atau pihak terkait lainnya

Kembali Konfirmasi

- Make any necessary changes.
- Click the **Back** button to return to the previous page or click the **Confirm** button to continue.
- Click the **Confirm** button. The **Payment List Change Confirmation** page will appear.



Daftar Pembayaran
Ubah

✓ Masukkan ————— 2 Tinjauan ————— 3 Sukses

Nilai Baru

Institusi Kategori	Electricity
Institusi	PLN Postpaid
Kelompok Petugas	ADMIN1 - User Group Admin
PLN Postpaid	512110000017
Alias	PLN Postpaid

Notifikasi

Notifikasi akan dikirim setelah transaksi dieksekusi dengan sukses

Informasi Tambahan

Email	-
-------	---

kepada Penerima atau pihak terkait lainnya

Nilai Saat Ini

Institusi Kategori	Electricity
Institusi	PLN Postpaid
Kelompok Petugas	ADMIN1 - User Group Admin
PLN Postpaid	512110000018
Alias	PLN Postpaid

Notifikasi

Notifikasi akan dikirim setelah transaksi dieksekusi dengan sukses

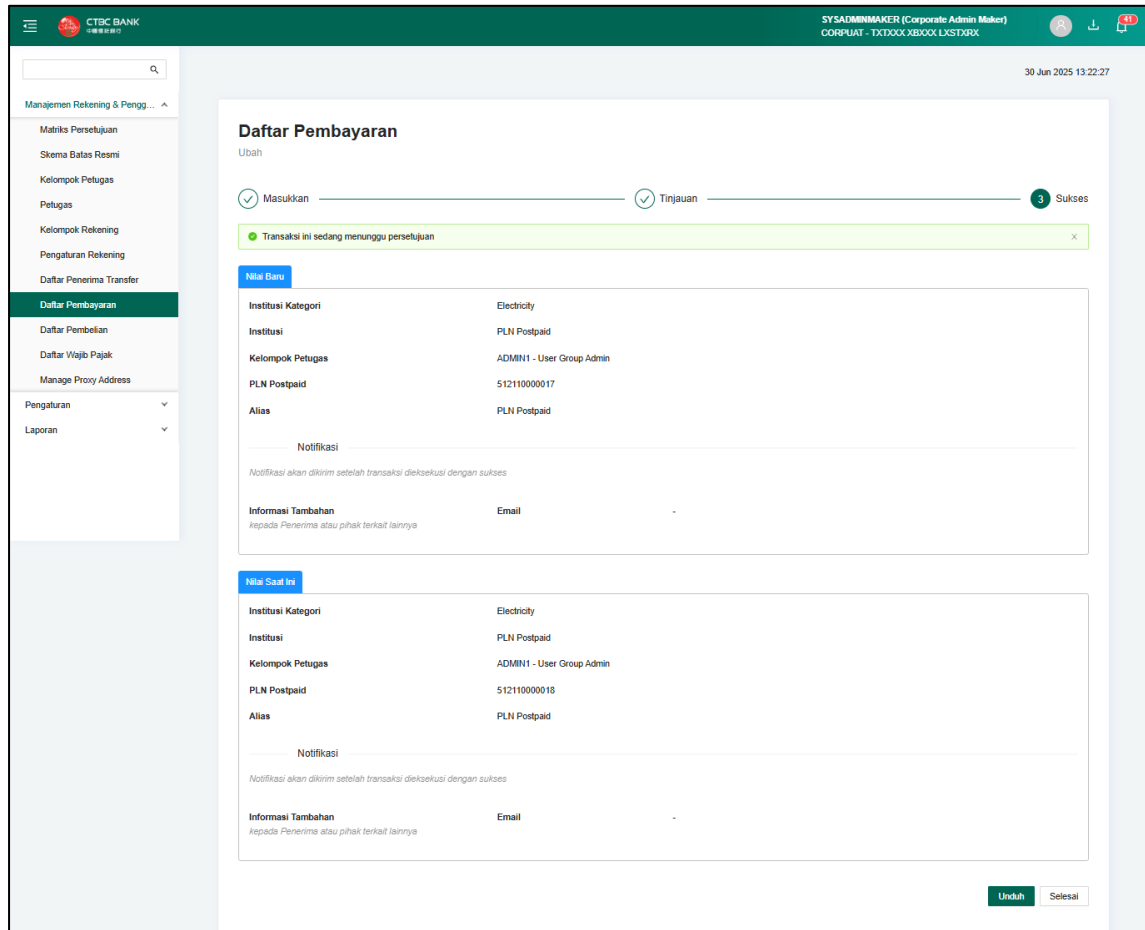
Informasi Tambahan

Email	-
-------	---

kepada Penerima atau pihak terkait lainnya

Kembali Kirim

- Click the **Back** button to return to the previous page or click the **Submit** button to continue the process.
- Click the **Submit** button. The **Change Payment List Results** page will appear with the message "**This transaction is pending approval.**".



Daftar Pembayaran
Ubah

✓ Masukkan ————— ✓ Tinjauan ————— 3 Sukses

● Transaksi ini sedang menunggu persetujuan

Nilai Baru

Institusi Kategori	Electricity
Institusi	PLN Postpaid
Kelompok Petugas	ADMIN1 - User Group Admin
PLN Postpaid	512110000017
Alias	PLN Postpaid

Notifikasi

Notifikasi akan dikirim setelah transaksi dieksekusi dengan sukses

Informasi Tambahan Email -
kepada Penerima atau pihak terkait lainnya

Nilai Saat ini

Institusi Kategori	Electricity
Institusi	PLN Postpaid
Kelompok Petugas	ADMIN1 - User Group Admin
PLN Postpaid	512110000013
Alias	PLN Postpaid

Notifikasi

Notifikasi akan dikirim setelah transaksi dieksekusi dengan sukses

Informasi Tambahan Email -
kepada Penerima atau pihak terkait lainnya

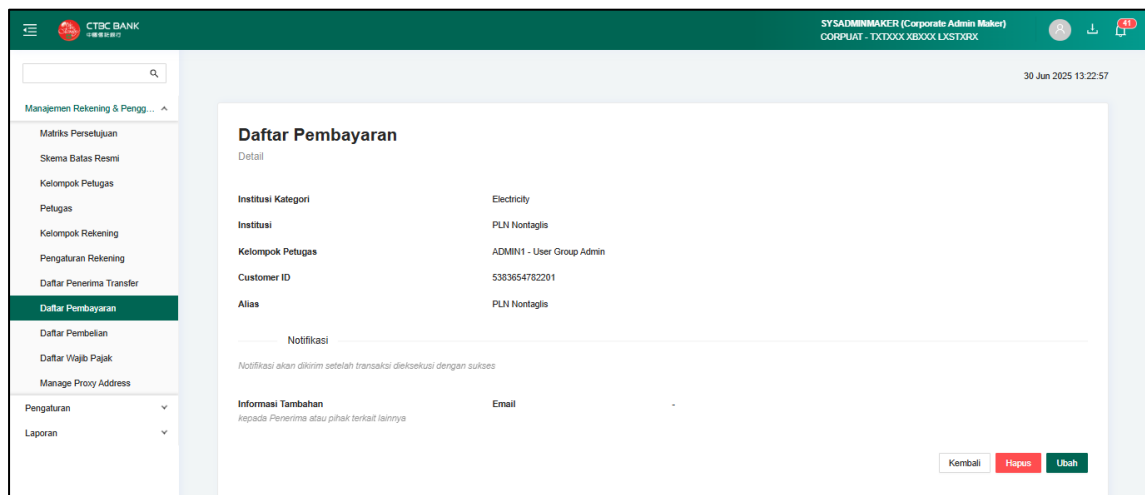
Unduh Selesai

- Click the **Download** button to download the page or click the **Done** button to return to the **Payment List Search** page.

1.3.2 Editing from Details

Here are the steps to edit the **Payment List** from the details in the **Account & User Management** menu:

- Go to the **Payment List Details** page. The **Payment List Details** page will be displayed.



Daftar Pembayaran
Detail

Institusi Kategori	Electricity
Institusi	PLN Nontagis
Kelompok Petugas	ADMIN1 - User Group Admin
Customer ID	5383654782201
Alias	PLN Nontagis

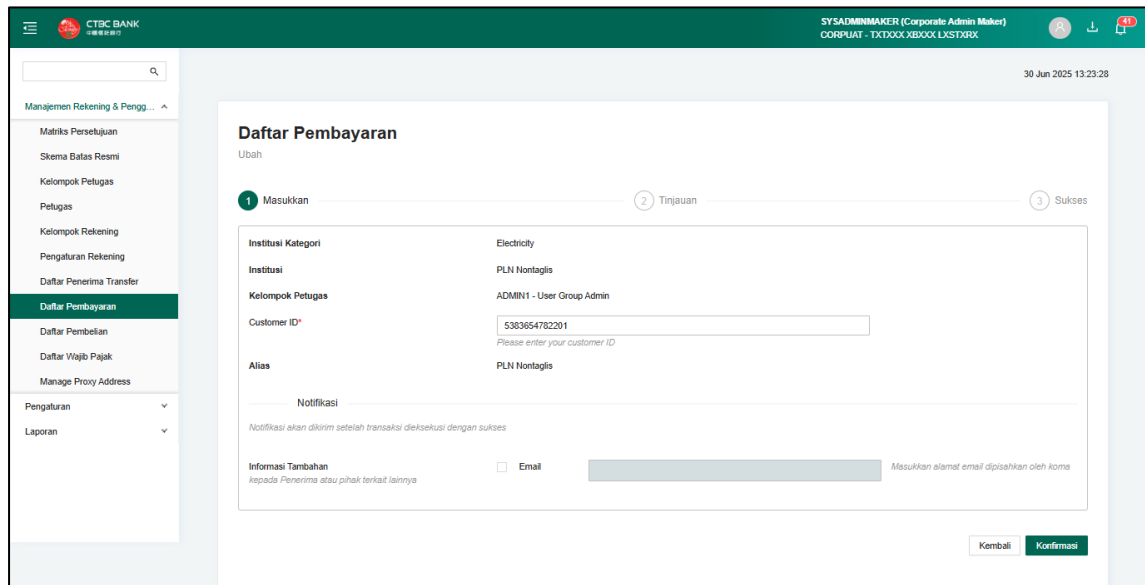
Notifikasi

Notifikasi akan dikirim setelah transaksi dieksekusi dengan sukses

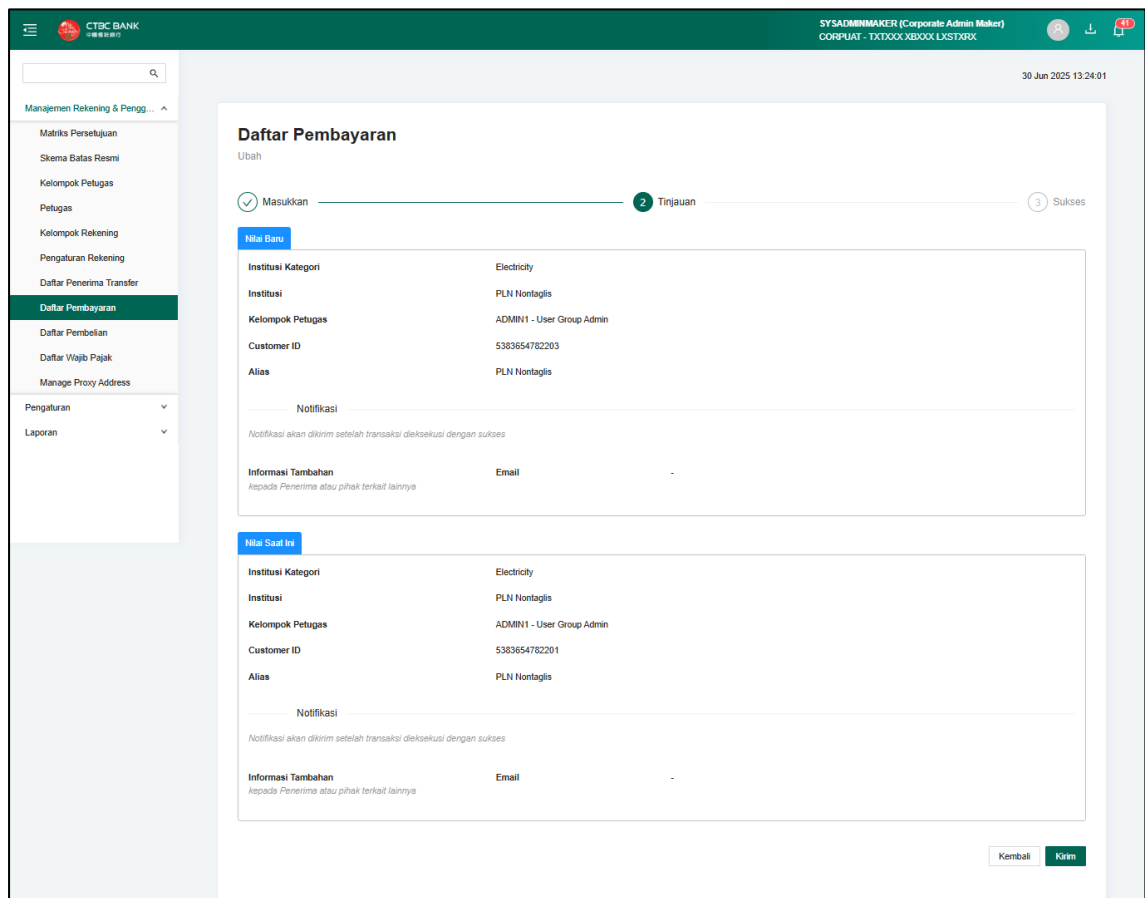
Informasi Tambahan Email -
kepada Penerima atau pihak terkait lainnya

Kembali Hapus Ubah

- Click the **Change** button. The **Change Payment List** page will appear.

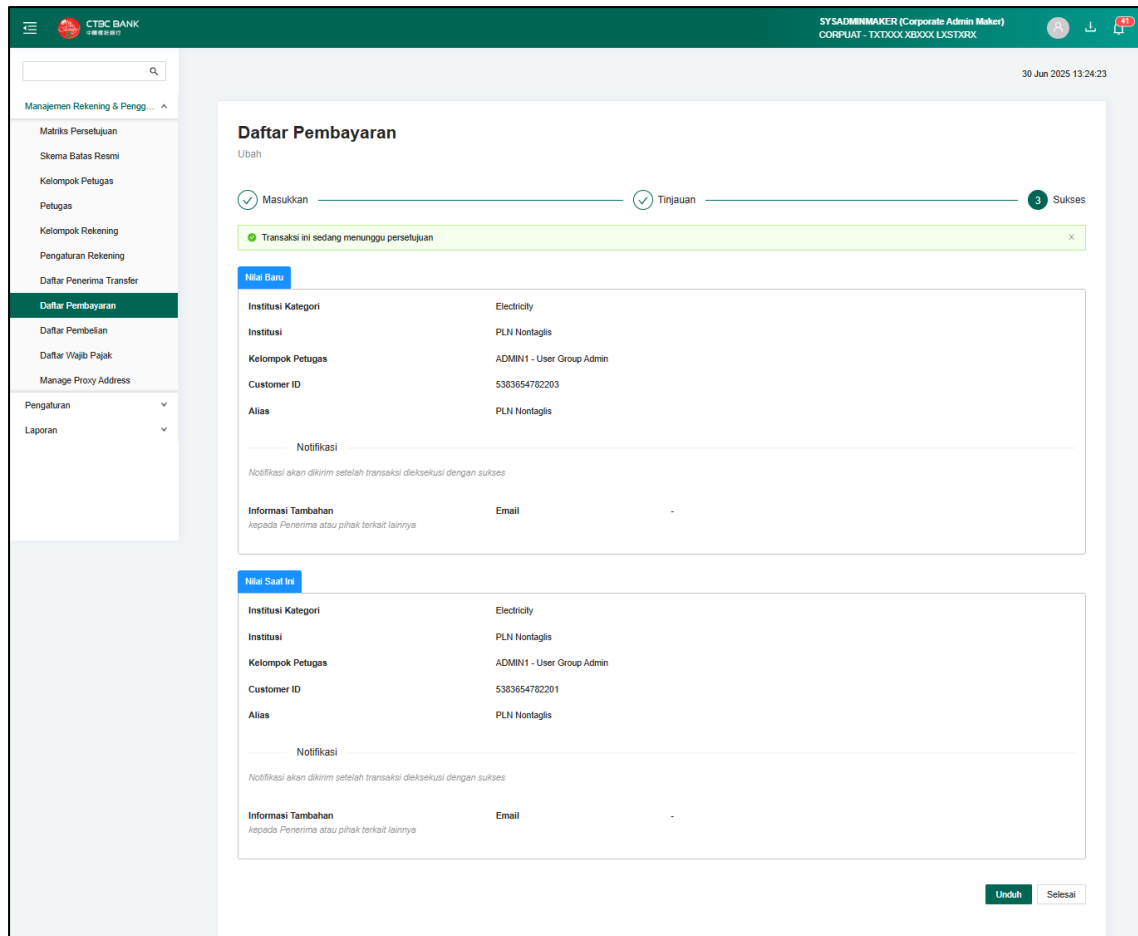


- Make any necessary changes.
- Click the **Back** button to return to the previous page or click the **Confirm** button to continue the process.
- Click the **Confirm** button. The **Payment List Change Confirmation** page will appear.



- Click the **Back** button to return to the previous page or click the **Submit** button to continue the process.

- Click the **Submit** button. The **Change Payment List Results** page will appear with the message **"This transaction is pending approval."**



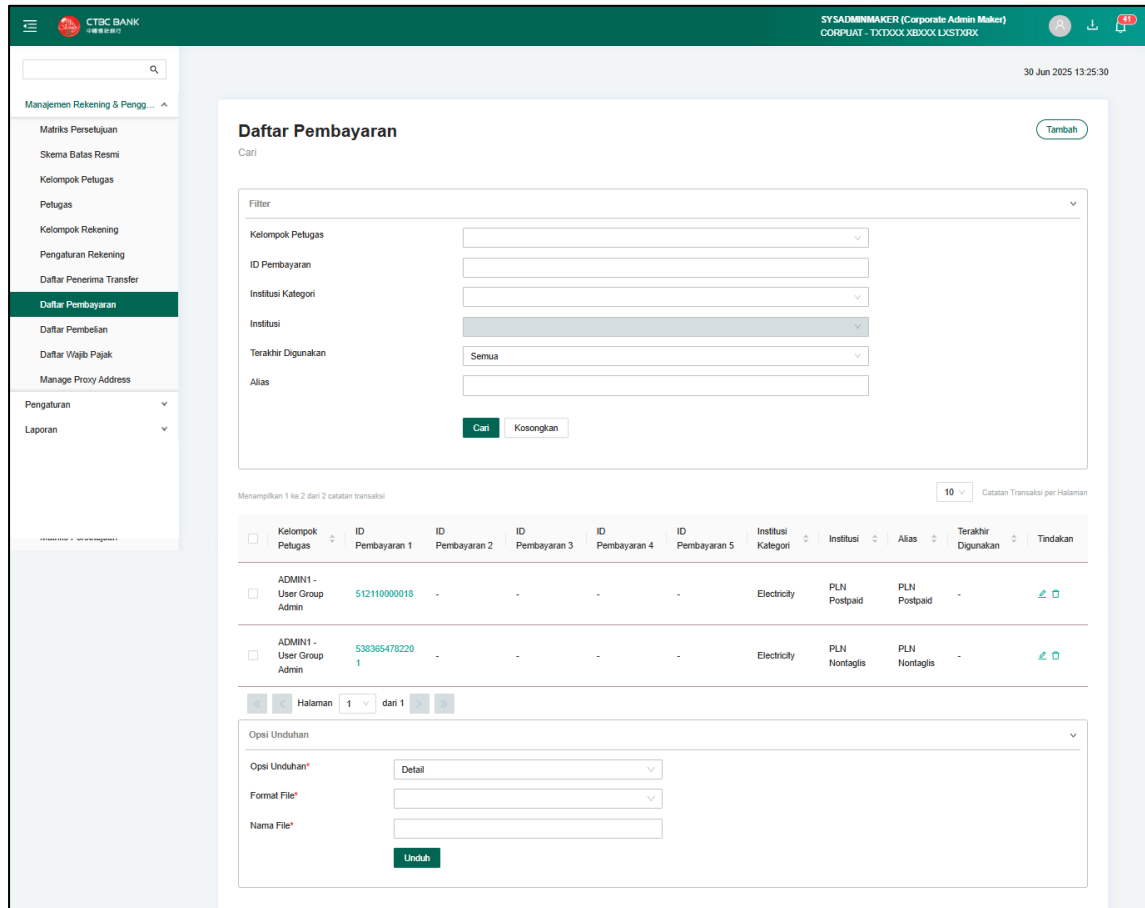
- Click the **Download** button to download the page or click the **Done** button to return to the **Payment List Search** page.

1.4 Delete

1.4.1 Delete From List

Here are the steps to delete a **Payment List** from the list in the **Account & User Management** menu:

- From the **Prime Cash** main menu, click **Account & User Management**, then click **Payment List**. The **Payment List Search** page will appear.



Daftar Pembayaran

Cari

Filter

Kelompok Petugas:

ID Pembayaran:

Institusi Kategori:

Institusi:

Terakhir Digunakan:

Alias:

Menampilkan 1 ke 2 dari 2 catatan transaksi

10 Catatan Transaksi per Halaman

☐	Kelompok Petugas	ID Pembayaran 1	ID Pembayaran 2	ID Pembayaran 3	ID Pembayaran 4	ID Pembayaran 5	Institusi Kategori	Institusi	Alias	Terakhir Digunakan	Tindakan
☐	ADMIN1 - User Group Admin	512110000018	-	-	-	-	Electricity	PLN Postpaid	PLN Postpaid	-	Edit Delete
☐	ADMIN1 - User Group Admin	538365478220	-	-	-	-	Electricity	PLN Nontagis	PLN Nontagis	-	Edit Delete

Halaman 1 dari 1

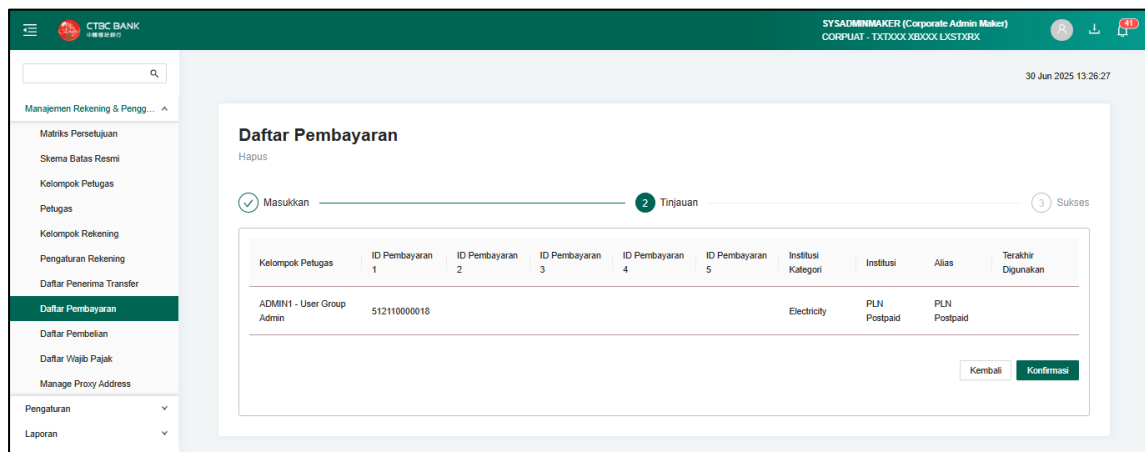
Opsi Unduhan

Opsi Unduhan*

Format File*

Nama File*

2. Check the box and then click the **Delete** button. The **Delete Payment List Confirmation** page will appear.



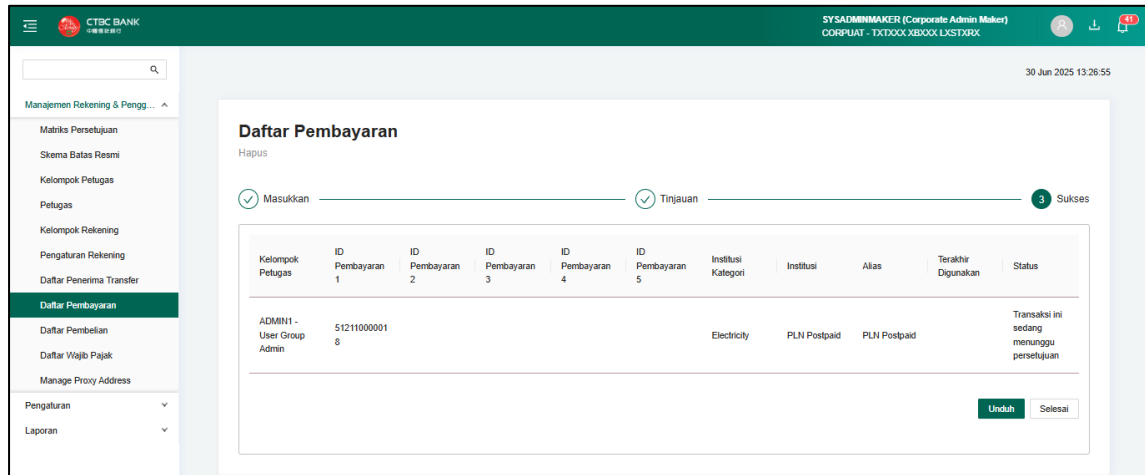
Daftar Pembayaran

Hapus

✓ Masukkan 2 Tinjauan 3 Sukses

Kelompok Petugas	ID Pembayaran 1	ID Pembayaran 2	ID Pembayaran 3	ID Pembayaran 4	ID Pembayaran 5	Institusi Kategori	Institusi	Alias	Terakhir Digunakan
ADMIN1 - User Group Admin	512110000018					Electricity	PLN Postpaid	PLN Postpaid	

3. Click the **Back** button to return to the previous page or click the **Submit** button to continue the process.
4. Click the **Submit** button. The **Delete Payment List Results** page will appear with the message "**This transaction is pending approval.**".

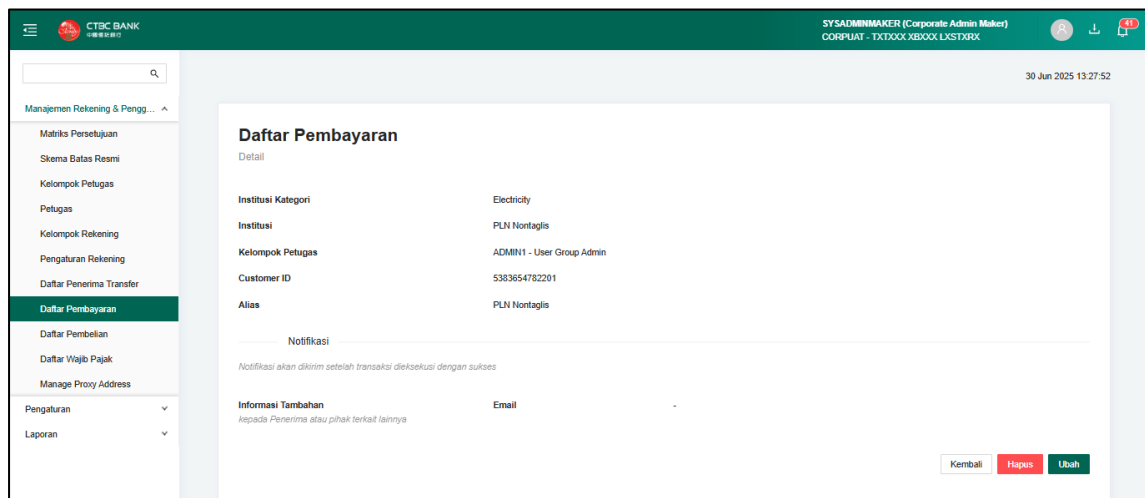


- Click the **Download** button to download the page or click the **Done** button to return to the **Payment List** Search page.

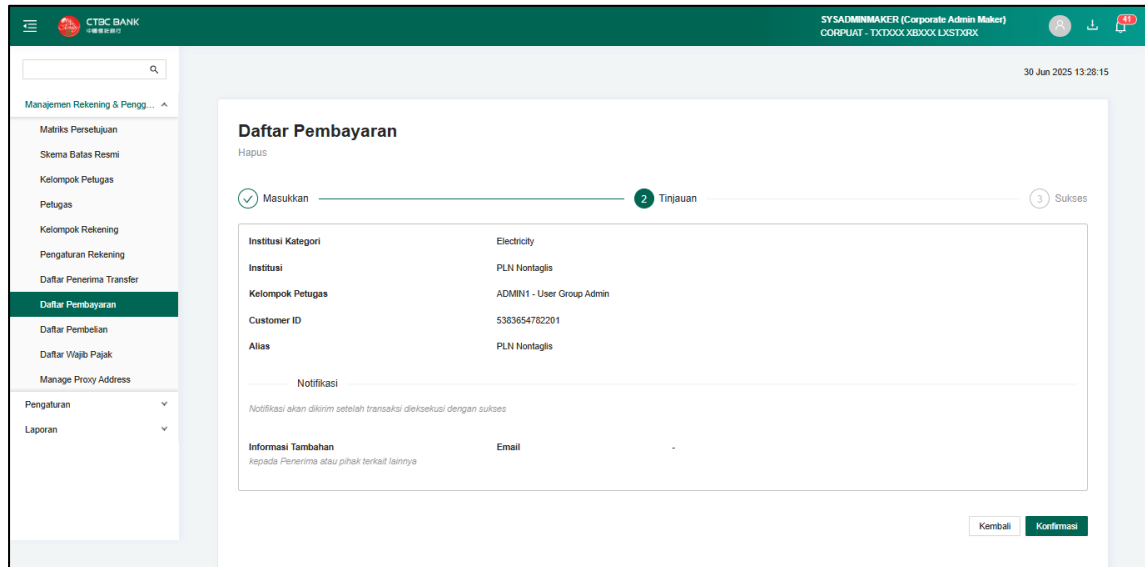
1.4.2 Remove from Details

Here are the steps to remove a **Payment List** from the details in the **Account & User Management** menu:

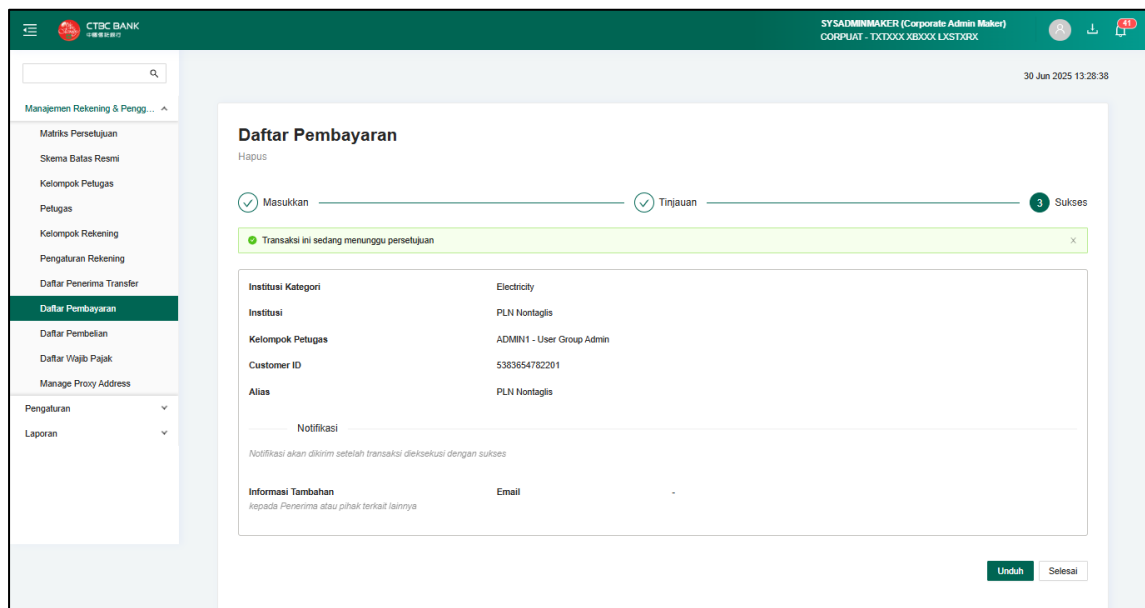
- Go to the **Payment List Details** page. The **Payment List Details** page will be displayed.



- Click the **Delete** button. The **Delete Payment List Confirmation** page will be displayed.



3. Click the **Back** button to return to the previous page or click the **Confirm** button to continue the process.
4. Click the **Confirm** button. The **Delete Payment List Results** page will appear with the message "**This transaction is pending approval.**".



5. Click the **Download** button to download the page or click the **Finish** button to return to the **Payment List Search** page.