

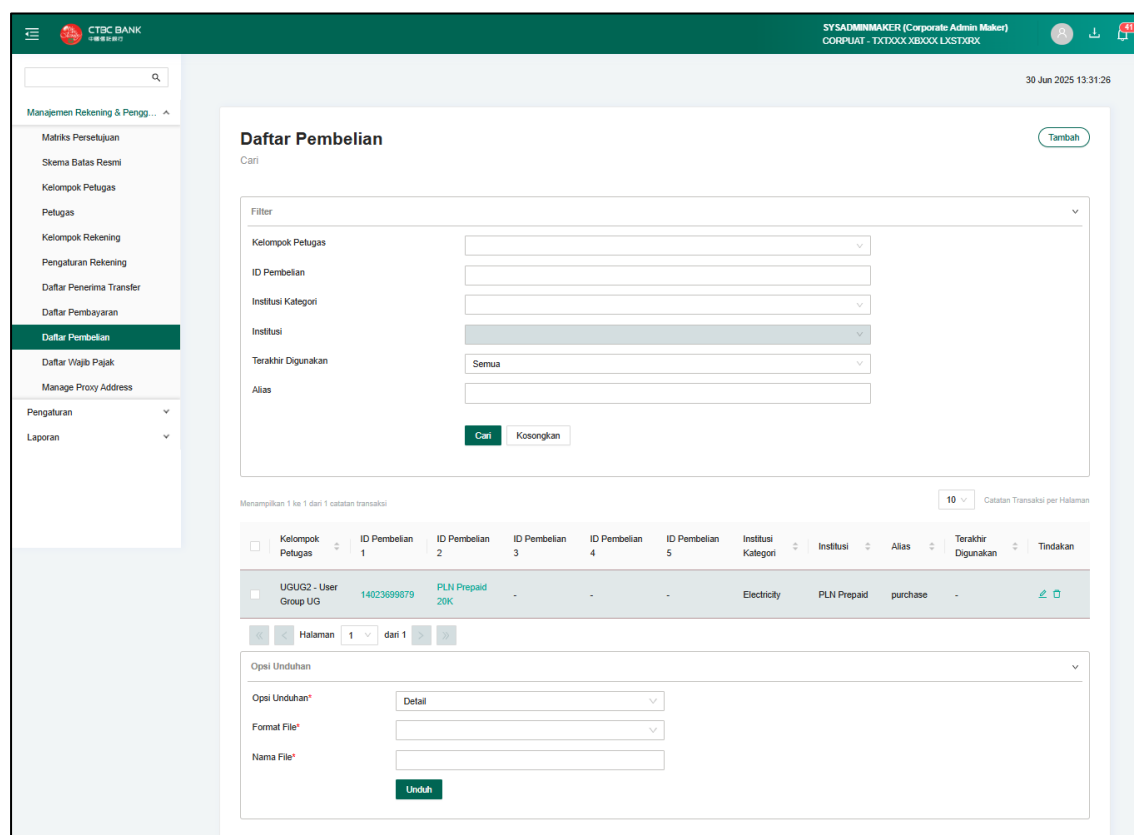
1. Purchase List

This menu allows Company Admins to add and delete purchase data that will be used by staff for purchases in the Single Purchase menu.

1.1 Search and View

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

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



Daftar Pembelian

Cari

Filter

Kelompok Petugas

ID Pembelian

Institusi Kategori

Institusi

Terakhir Digunakan

Alias

Cari Kosongkan

Menampilkan 1 ke 1 dari 1 catatan transaksi

10 Catatan Transaksi per Halaman

Kelompok Petugas	ID Pembelian	ID Pembelian	ID Pembelian	ID Pembelian	ID Pembelian	Institusi Kategori	Institusi	Alias	Terakhir Digunakan	Tindakan
UGUG2 - User Group UG	14023699079	PLN Prepaid 20K	-	-	-	Electricity	PLN Prepaid	purchase	-	

Halaman 1 dari 1

Opsi Unduhan

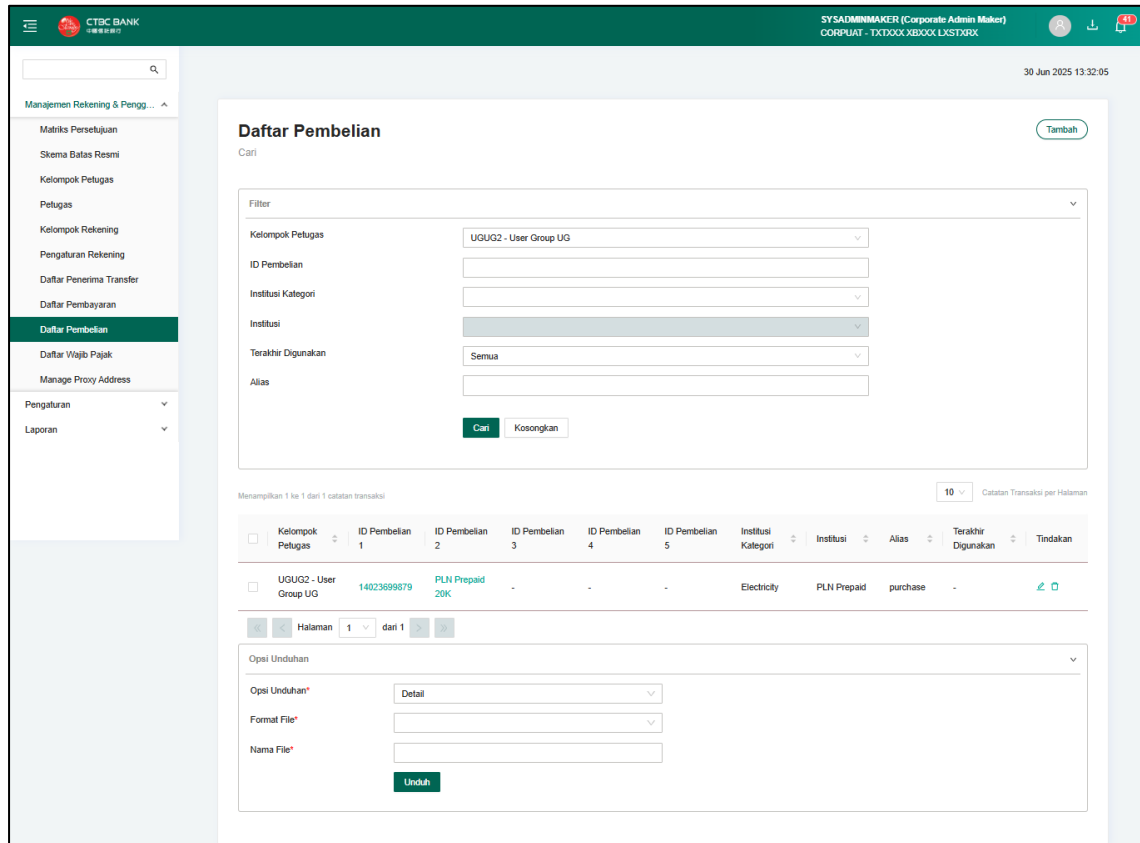
Opsi Unduhan*

Format File*

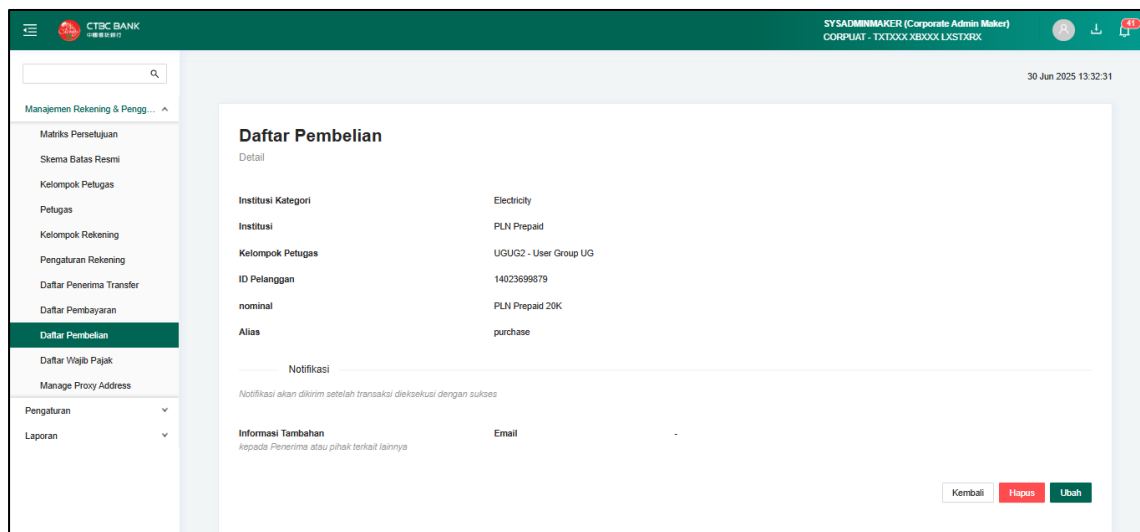
Nama File*

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 **Purchase List** will be displayed.



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



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

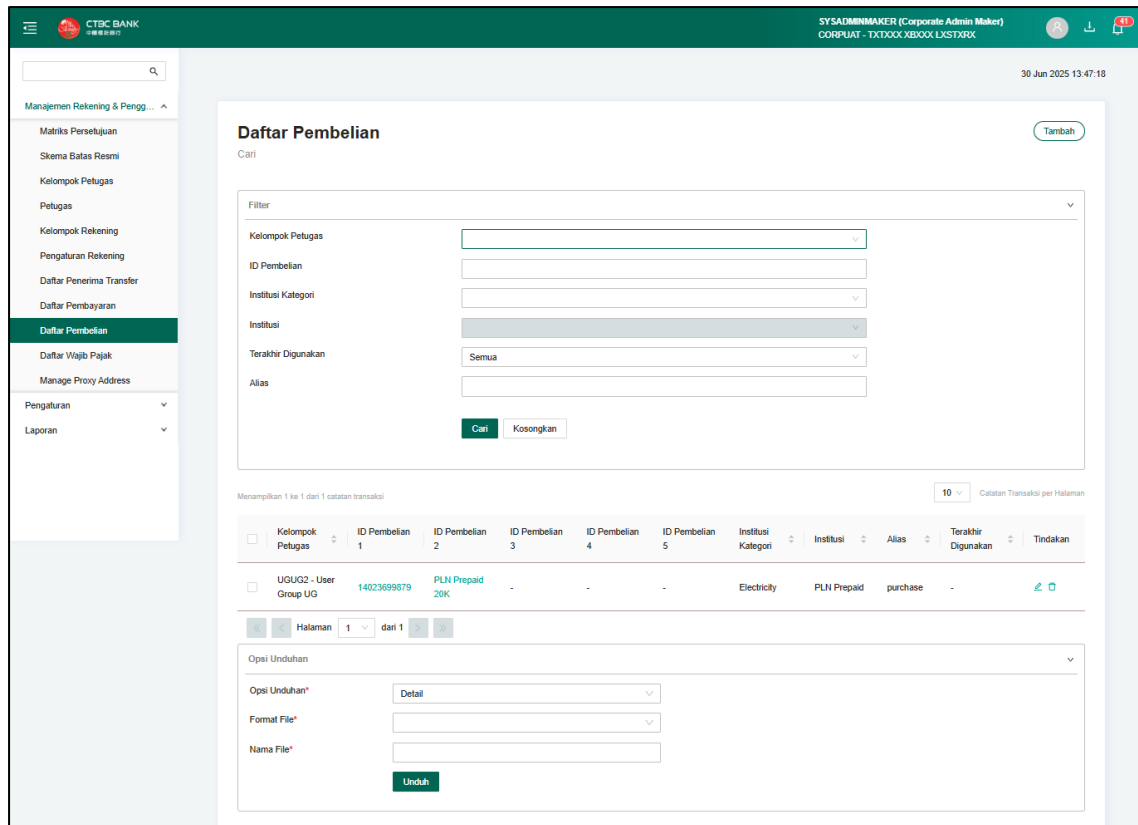
- Edit** button: To change the **Purchase List Details**.
- Delete** button: To delete the **Purchase List**.
- Back** button: To return to the **Purchase List Search** page.

1.2 Add

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

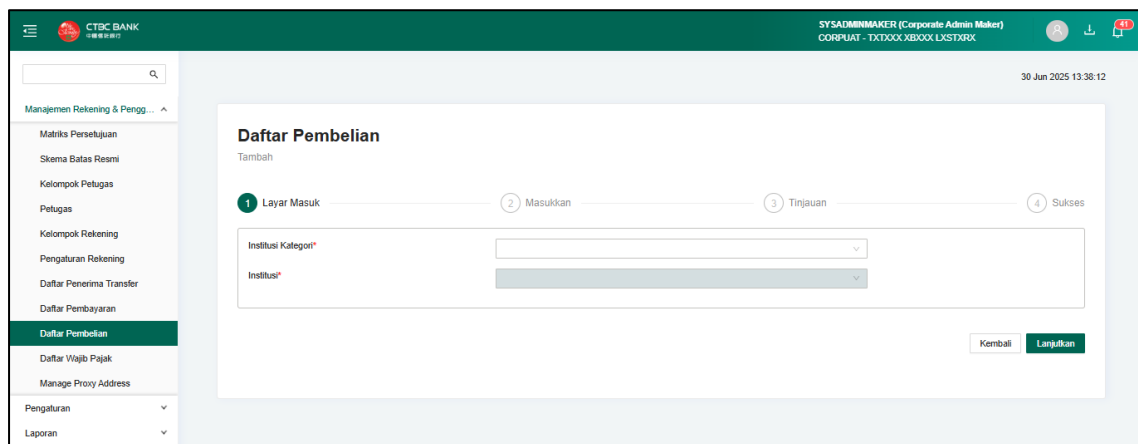
User Manual – How to use Sysadmin NXT

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



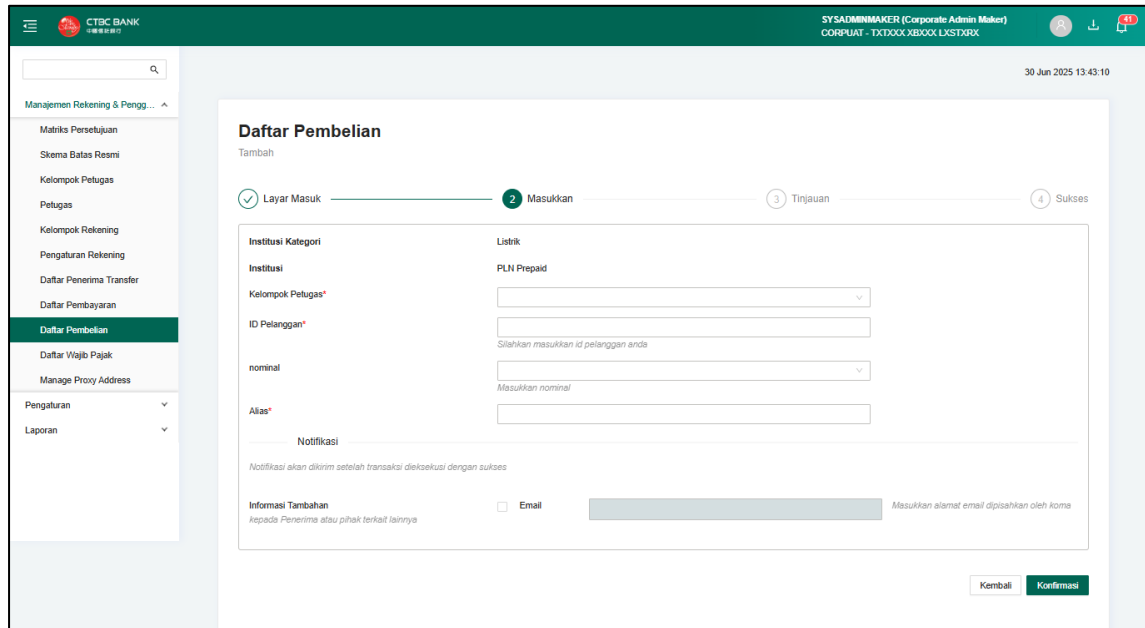
The screenshot shows the 'Daftar Pembelian' (Purchase List) search page. The left sidebar contains a menu with 'Daftar Pembelian' highlighted. The main area has a search filter section with fields for 'Kelompok Petugas', 'ID Pembelian', 'Institusi Kategori', 'Institusi', 'Terakhir Digunakan', and 'Alias'. Below the filters is a table with columns: 'Kelompok Petugas', 'ID Pembelian', 'ID Pembelian', 'ID Pembelian', 'ID Pembelian', 'ID Pembelian', 'Institusi Kategori', 'Institusi', 'Alias', 'Terakhir Digunakan', and 'Tindakan'. A table row is visible with data: 'UGUG2 - User Group UG', '14023699879', 'PLN Prepaid 20K', and 'Electricity'. At the bottom, there is a section for 'Opsil Unduhan' (Download Options) with fields for 'Opsil Unduhan*', 'Format File*', and 'Nama File*', and a 'Unduh' button.

2. Klik tombol **Tambah**. Halaman **Tambah Daftar Pembelian** akan ditampilkan.

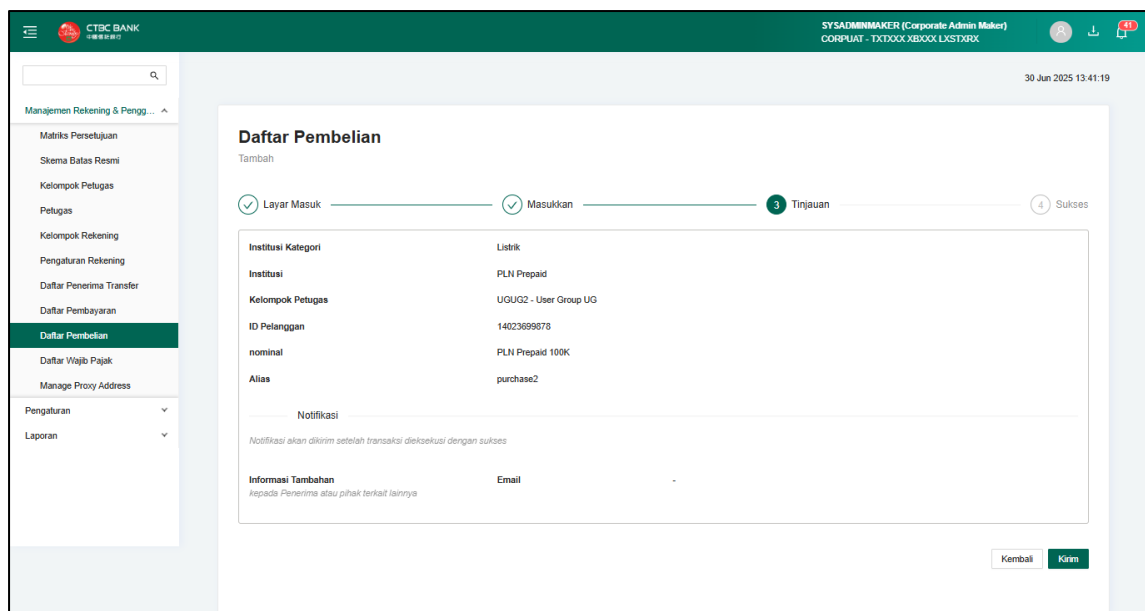


The screenshot shows the 'Daftar Pembelian' (Purchase List) add page. The left sidebar contains a menu with 'Daftar Pembelian' highlighted. The main area has a progress bar with four steps: 1. Layar Masuk, 2. Masukkan, 3. Tinjauan, and 4. Sukses. Below the progress bar are two dropdown menus: 'Institusi Kategori*' and 'Institusi*'. At the bottom right, there are two buttons: 'Kembali' and 'Lanjutkan'.

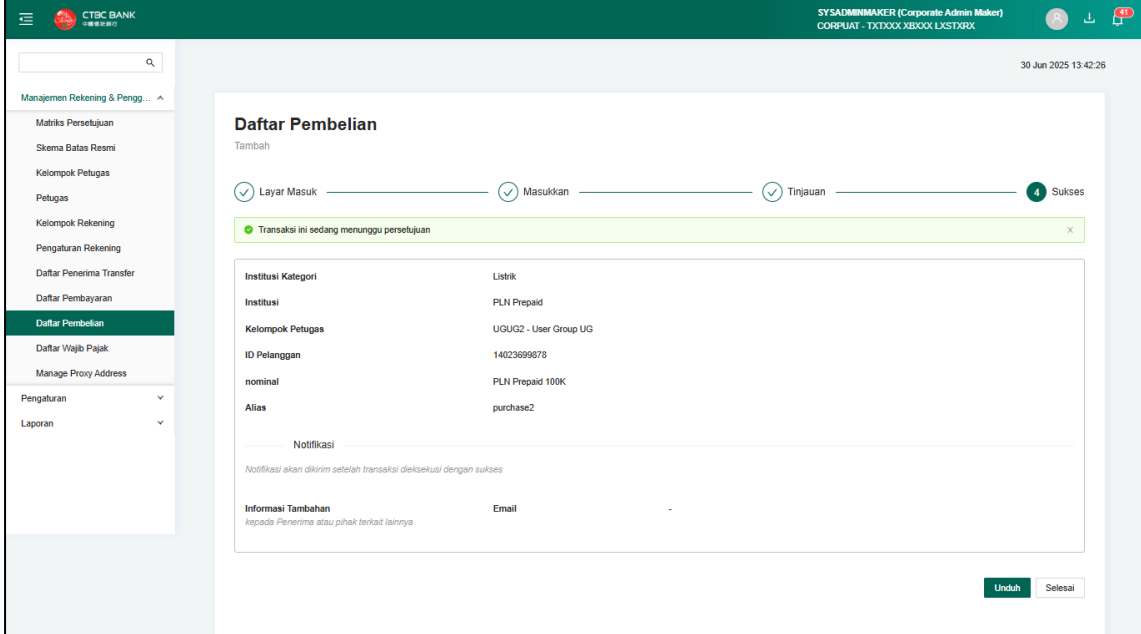
3. Select the **Institution Category (Required)**.
4. Select the **Institution (Required)**.
5. Click the **Back** button to return to the previous page or click the Continue button to **continue** the process.
6. Click the **Continue** button. The **Add Purchase List** page will appear.



7. Select the **Officer Group (Required)**.
8. Enter the **Invoice 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 Purchase 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 Purchase List Results** page will appear with the message "**This transaction is pending approval.**".



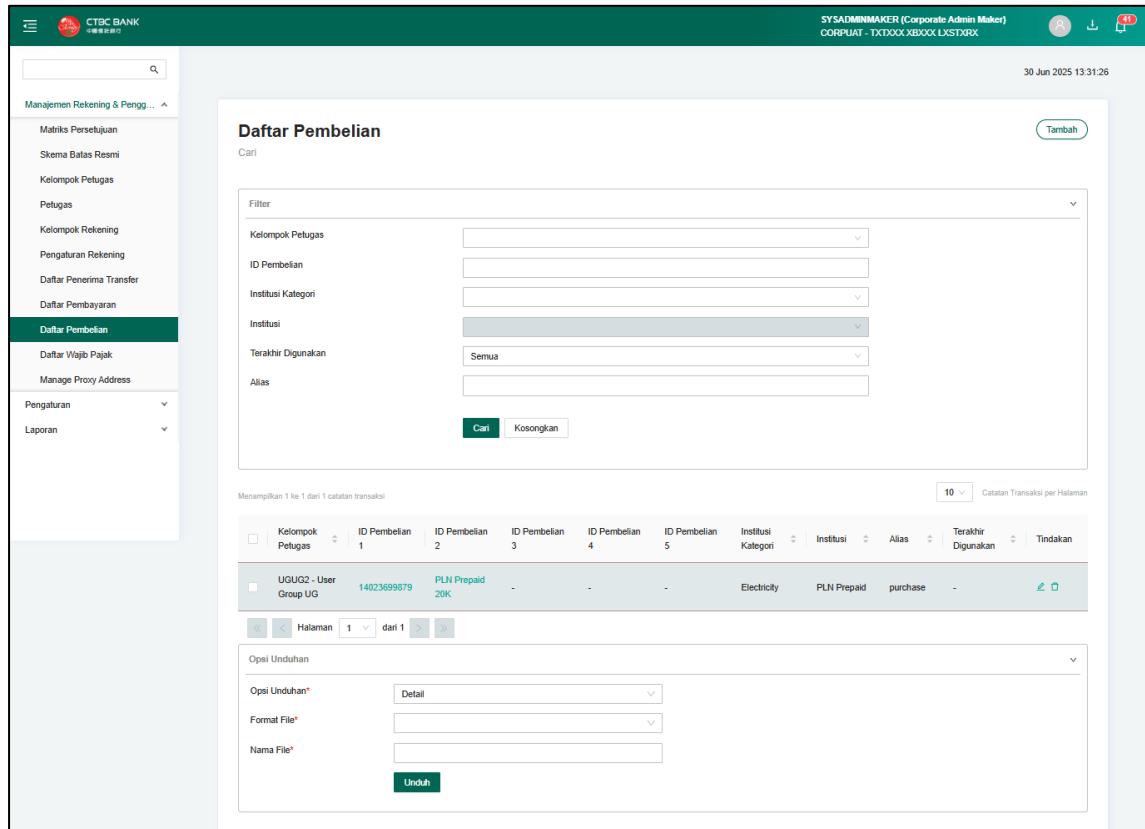
- Click the **Download** button to download the page or click the **Done** button to return to the **Purchase List Search** page.

1.3 Edit

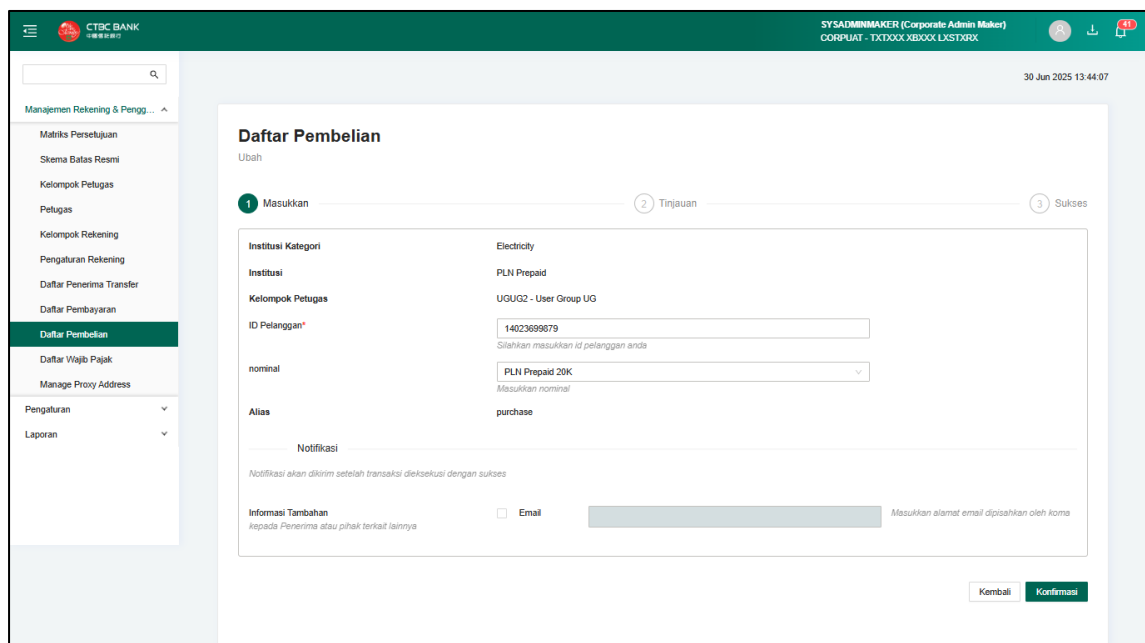
1.3.1 Edit from List

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

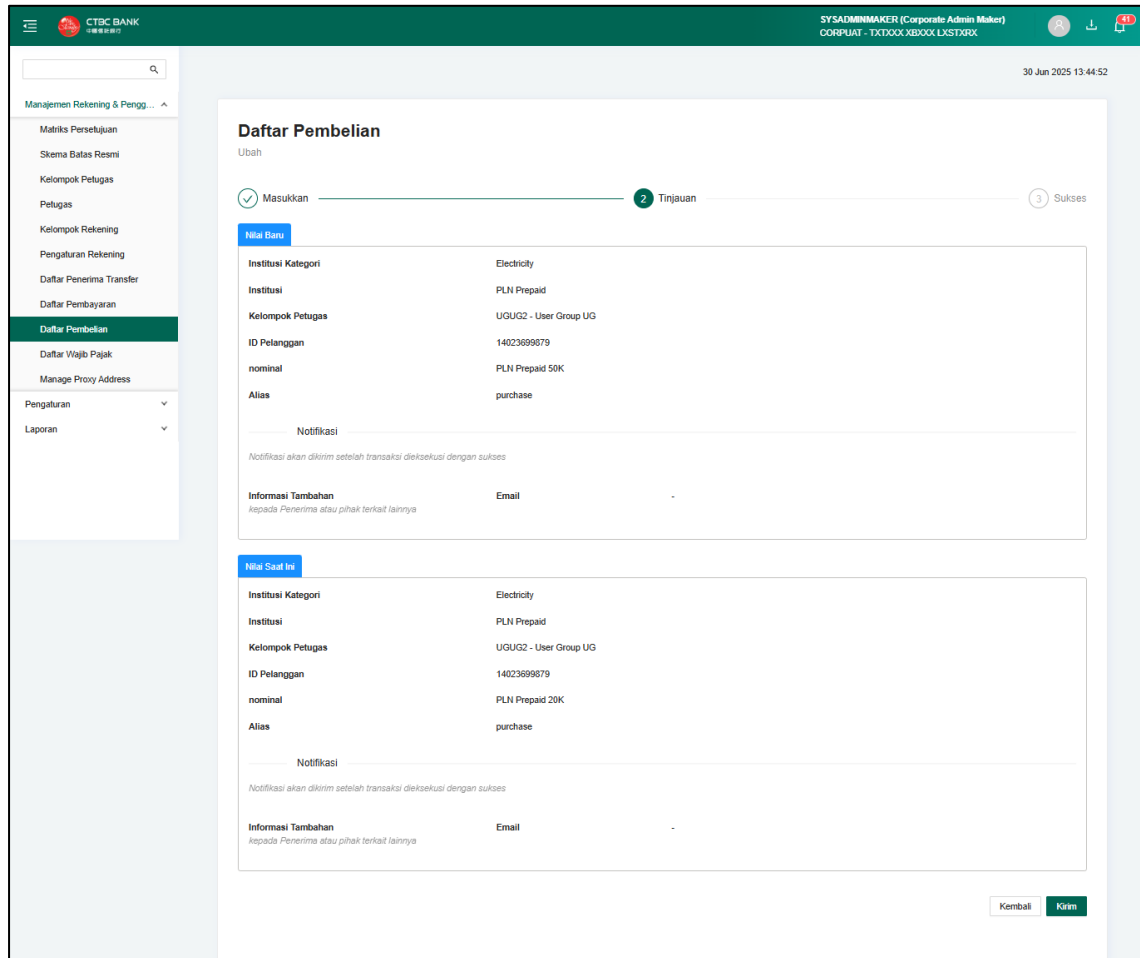
- From the **Prime Cash** main menu, click **Account & User Management**, then click **Purchase List**. The **Purchase List Search** page will appear.



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



Daftar Pembelian
Ubah

1 Masukkan 2 Tinjauan 3 Sukses

Nilai Baru

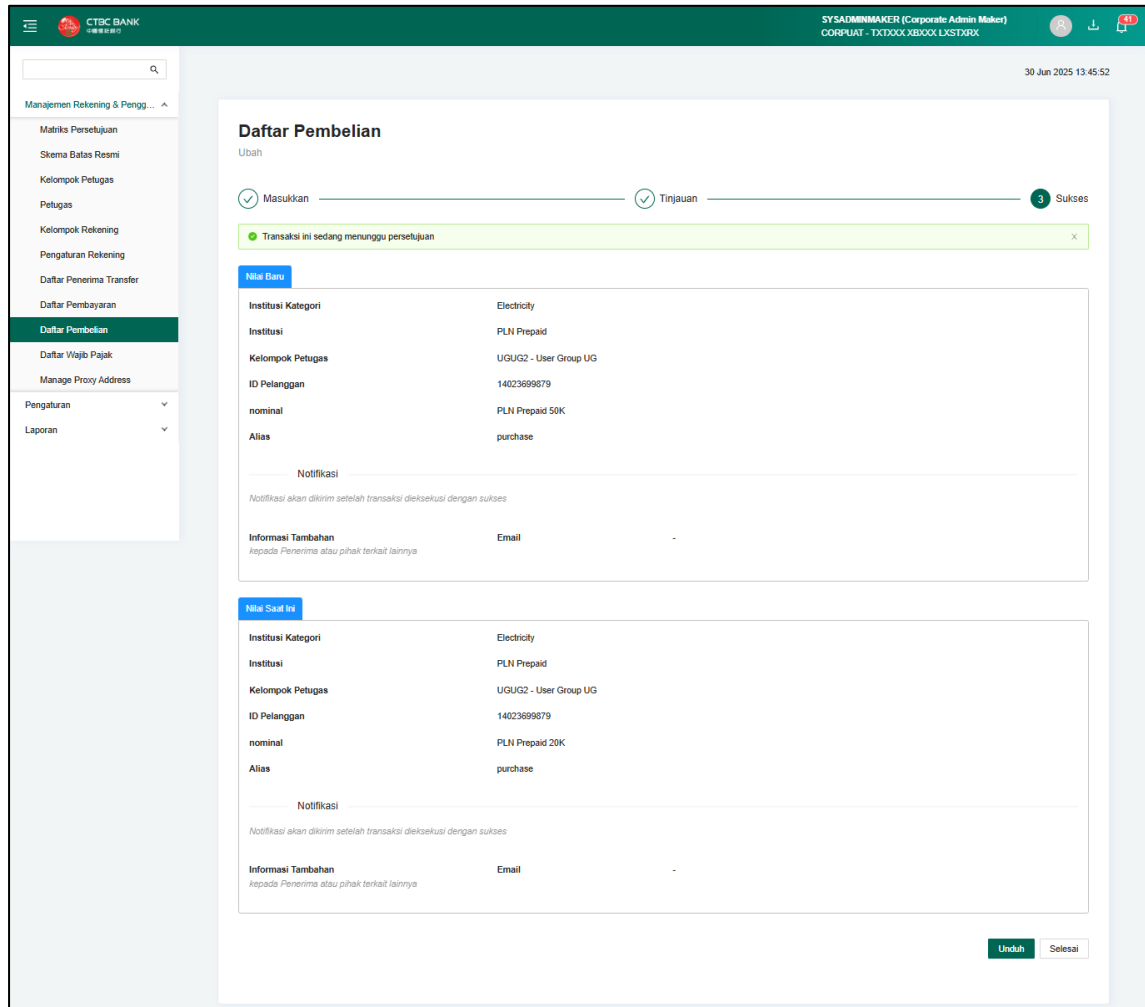
Institusi Kategori	Electricity
Institusi	PLN Prepaid
Kelompok Petugas	UGUG2 - User Group UG
ID Pelanggan	14023699879
nominal	PLN Prepaid 50K
Alias	purchase
Notifikasi	
Notifikasi akan dikirim setelah transaksi dieksekusi dengan sukses	
Informasi Tambahan	Email
Kepada Penerima atau pihak terkait lainnya	

Nilai Saat Ini

Institusi Kategori	Electricity
Institusi	PLN Prepaid
Kelompok Petugas	UGUG2 - User Group UG
ID Pelanggan	14023699879
nominal	PLN Prepaid 20K
Alias	purchase
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 Purchase List Results** page will appear with the message "**This transaction is pending approval.**".



Daftar Pembelian
Ubah

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

● Transaksi ini sedang menunggu persetujuan

Nilai Baru

Institusi Kategori	Electricity
Institusi	PLN Prepaid
Kelompok Petugas	UGUG2 - User Group UG
ID Pelanggan	14023699879
nominal	PLN Prepaid 50K
Alias	purchase

Notifikasi

Notifikasi akan dikirim setelah transaksi dieksekusi dengan sukses

Informasi Tambahan

Informasi Tambahan akan dikirim setelah transaksi dieksekusi dengan sukses

Informasi Tambahan

Informasi Tambahan akan dikirim setelah transaksi dieksekusi dengan sukses

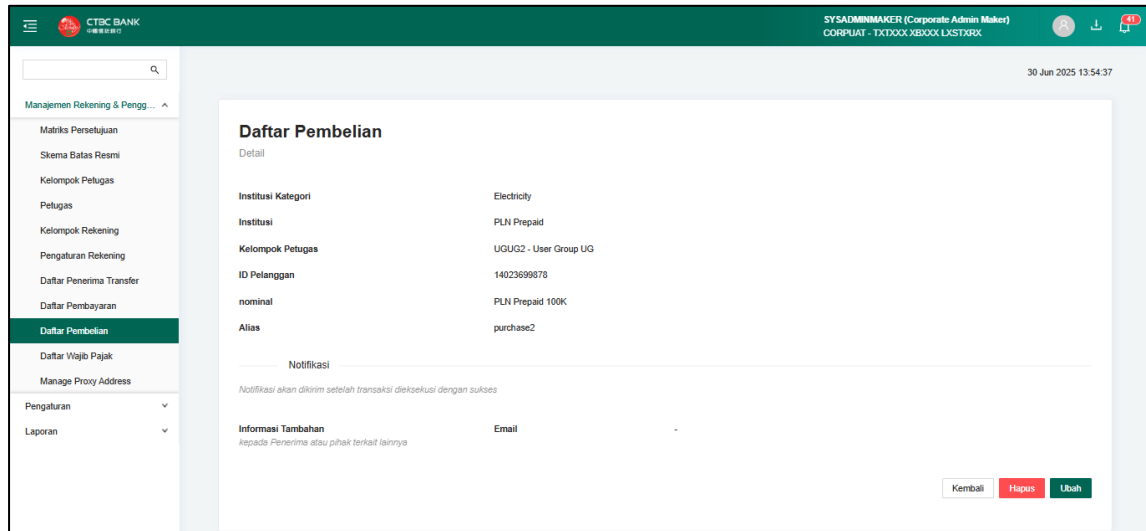
Unduh Selesai

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

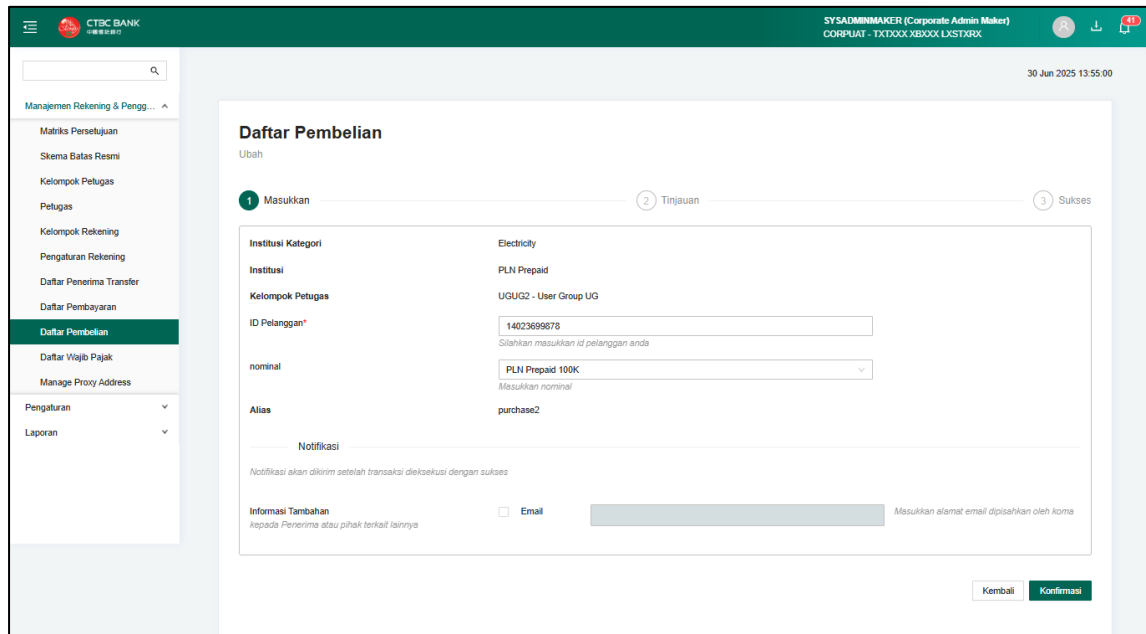
1.3.2 Editing from Details

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

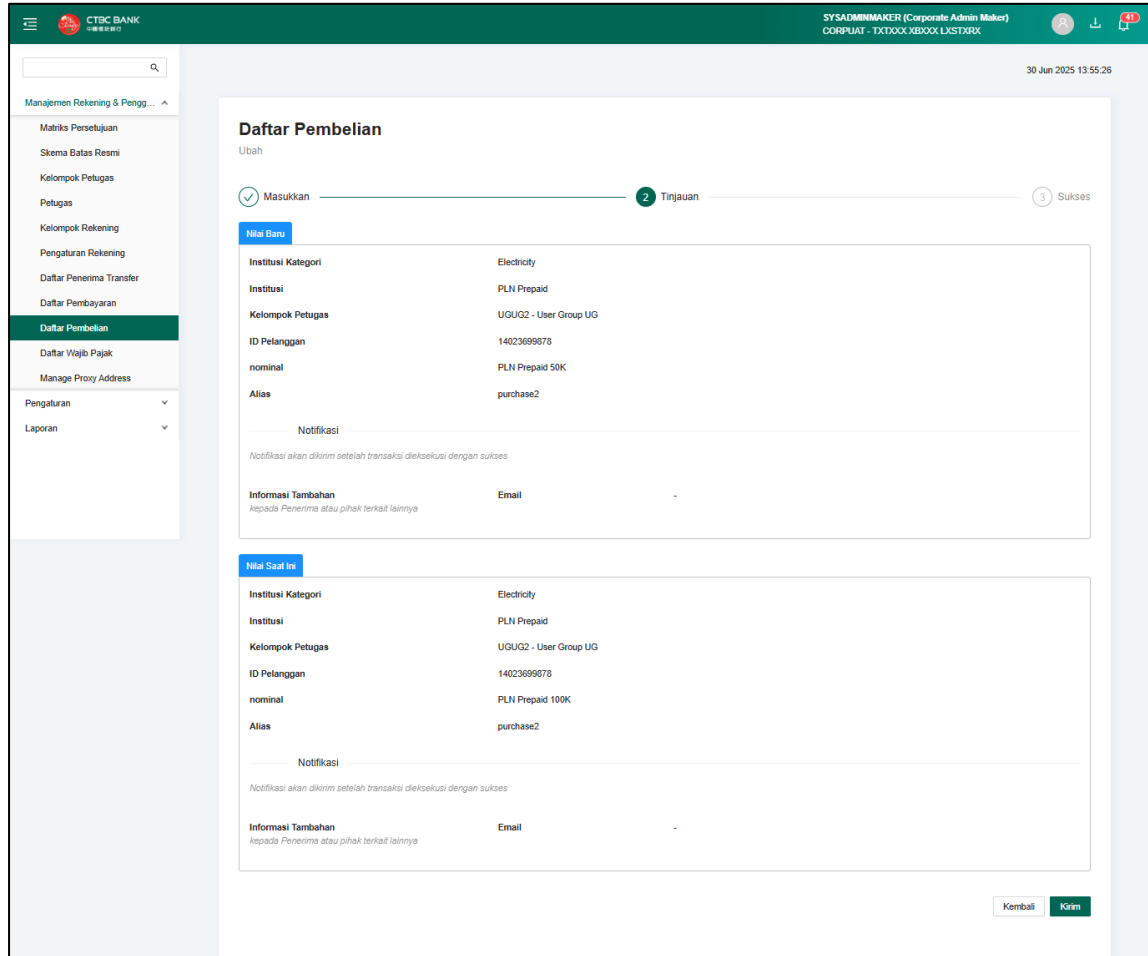
- Go to the **Purchase List Details** page. The **Purchase List Details** page will be displayed.



2. Click **change** button. The **Change Purchase List** page will be displayed.



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



Daftar Pembelian
Ubah

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

Nilai Baru

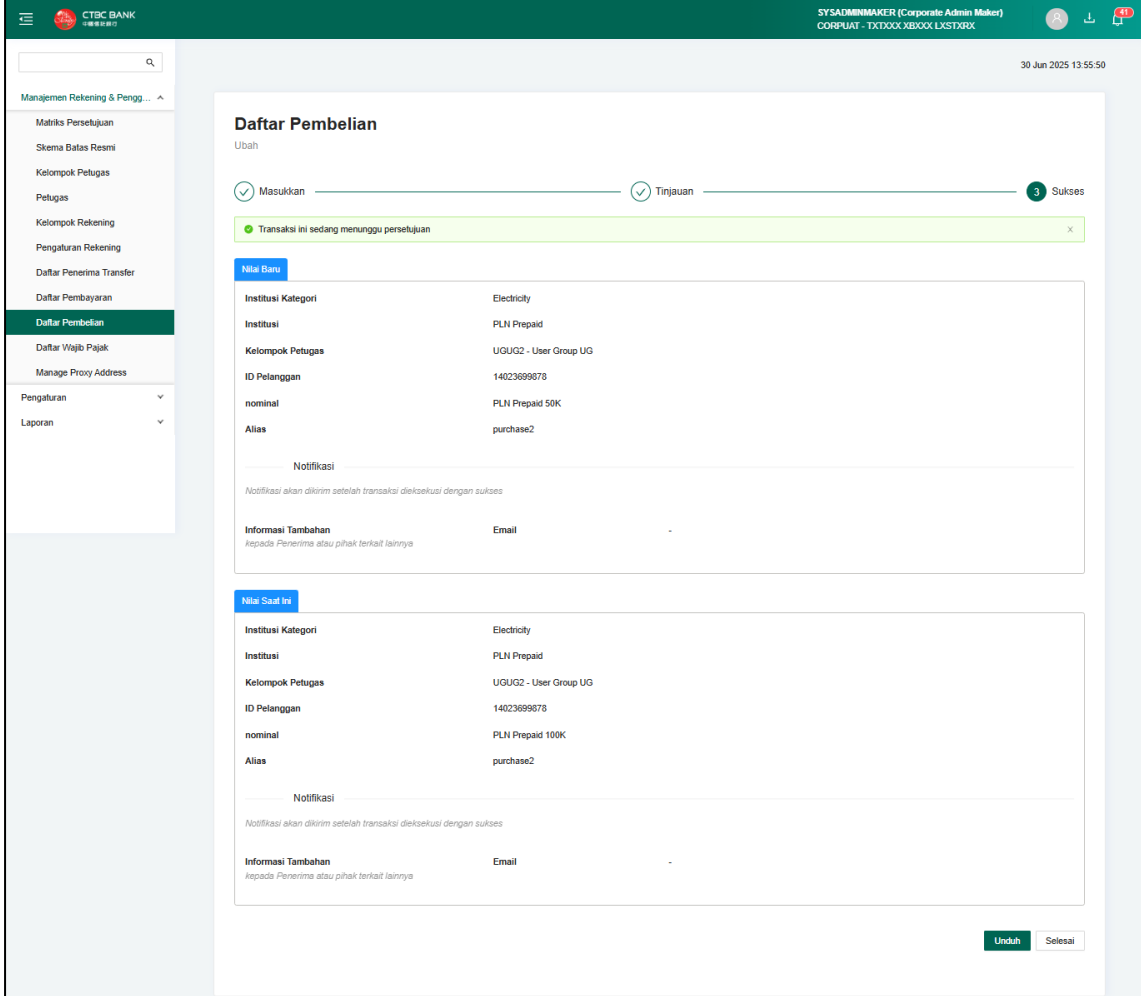
Institusi Kategori	Electricity
Institusi	PLN Prepaid
Kelompok Petugas	UGUG2 - User Group UG
ID Pelanggan	14023699678
nominal	PLN Prepaid 50K
Alias	purchase2
Notifikasi	
Notifikasi akan dikirim setelah transaksi dieksekusi dengan sukses	
Informasi Tambahan	Email
Isipada Penerima atau pihak terkait lainnya	

Nilai Saat ini

Institusi Kategori	Electricity
Institusi	PLN Prepaid
Kelompok Petugas	UGUG2 - User Group UG
ID Pelanggan	14023699678
nominal	PLN Prepaid 100K
Alias	purchase2
Notifikasi	
Notifikasi akan dikirim setelah transaksi dieksekusi dengan sukses	
Informasi Tambahan	Email
Isipada 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 Purchase List Results** page will appear with the message "**This transaction is pending approval.**".



Daftar Pembelian
Ubah

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

● Transaksi ini sedang menunggu persetujuan

Nilai Baru

Institusi Kategori	Electricity
Institusi	PLN Prepaid
Kelompok Petugas	UGUG2 - User Group UG
ID Pelanggan	14023699878
nominal	PLN Prepaid 50K
Alias	purchase2

Notifikasi

Notifikasi akan dikirim setelah transaksi dieksekusi dengan sukses

Informasi Tambahan
kepada Penerima atau pihak terkait lainnya

Email -

Nilai Saat Ini

Institusi Kategori	Electricity
Institusi	PLN Prepaid
Kelompok Petugas	UGUG2 - User Group UG
ID Pelanggan	14023699878
nominal	PLN Prepaid 100K
Alias	purchase2

Notifikasi

Notifikasi akan dikirim setelah transaksi dieksekusi dengan sukses

Informasi Tambahan
kepada Penerima atau pihak terkait lainnya

Email -

Unduh Selesai

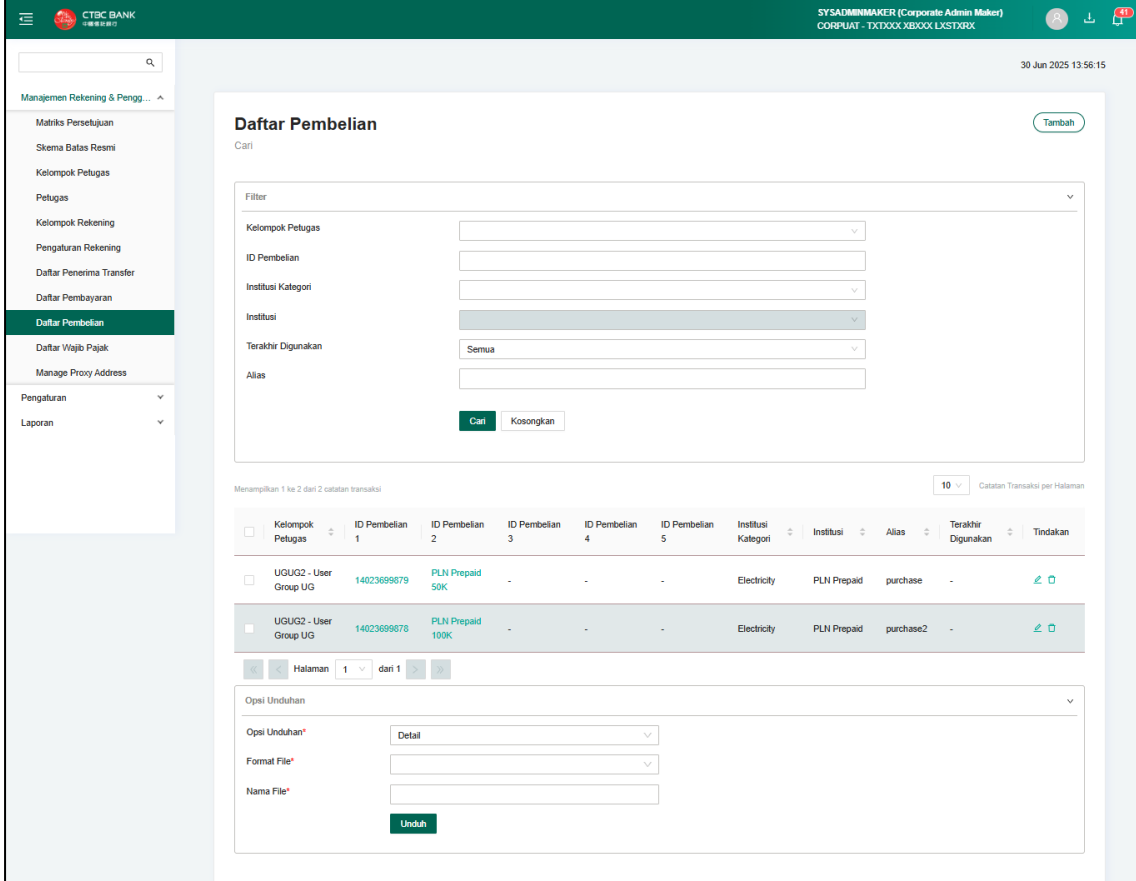
- Click the **Download** button to download the page or click the **Done** button to return to the **Purchase List Search** page.

1.4 Delete

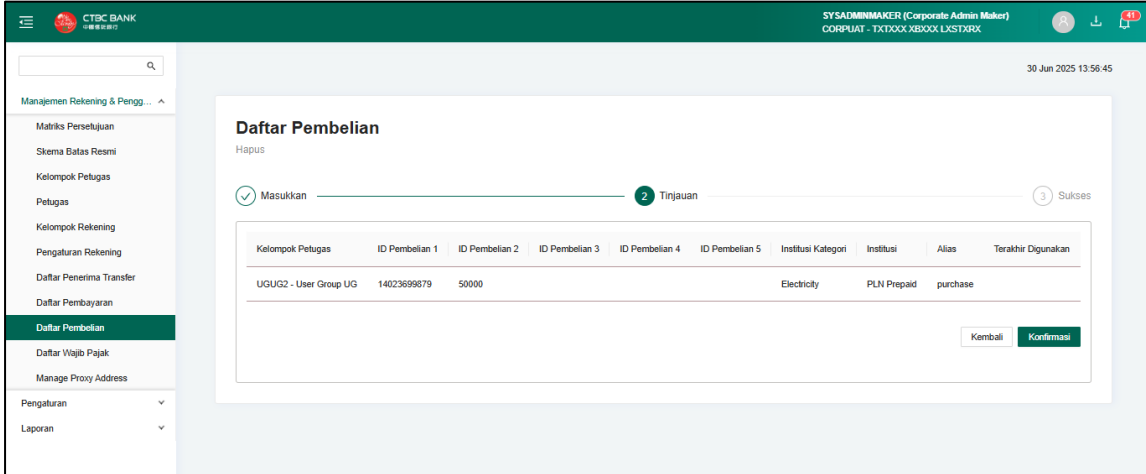
1.4.1 Delete from List

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

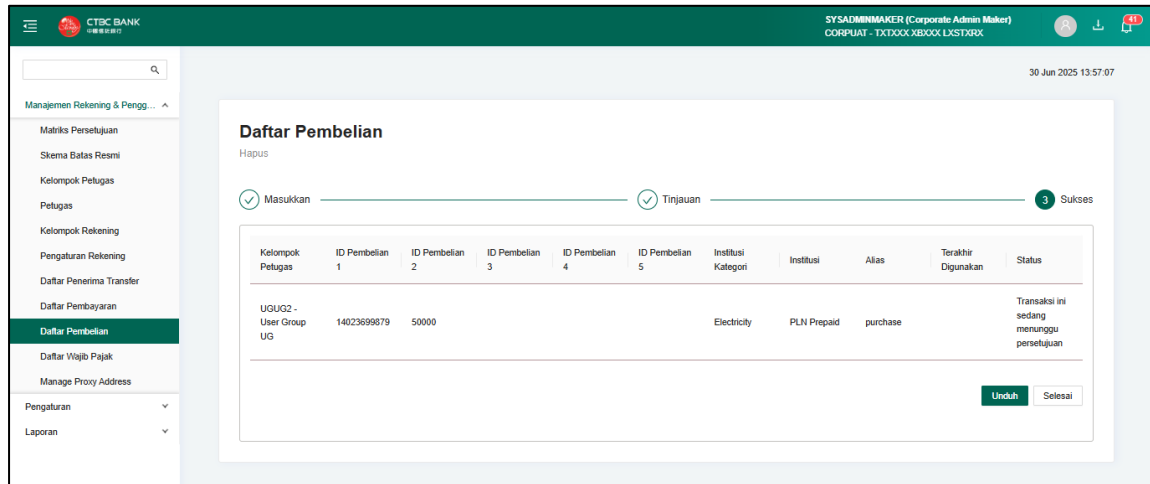
- From the **Prime Cash** main menu, click **Account & User Management**, then click **Purchase List**. The **Purchase List Search** page will appear.



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



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 Purchase List Results** page will appear with the message "**This transaction is pending approval.**".

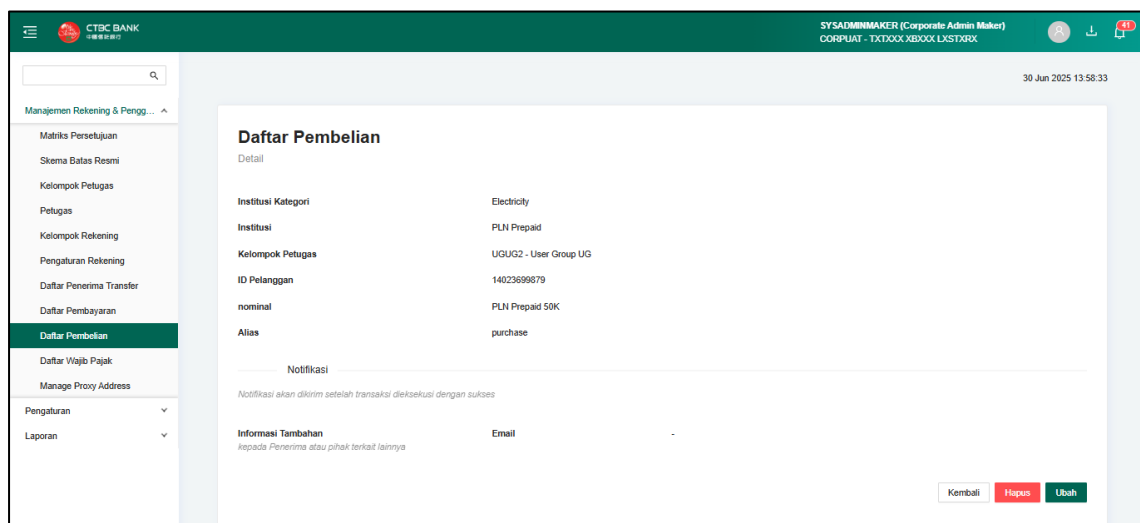


- Click the **Download** button to download the page or click the **Done** button to return to the **Purchase List Search** page.

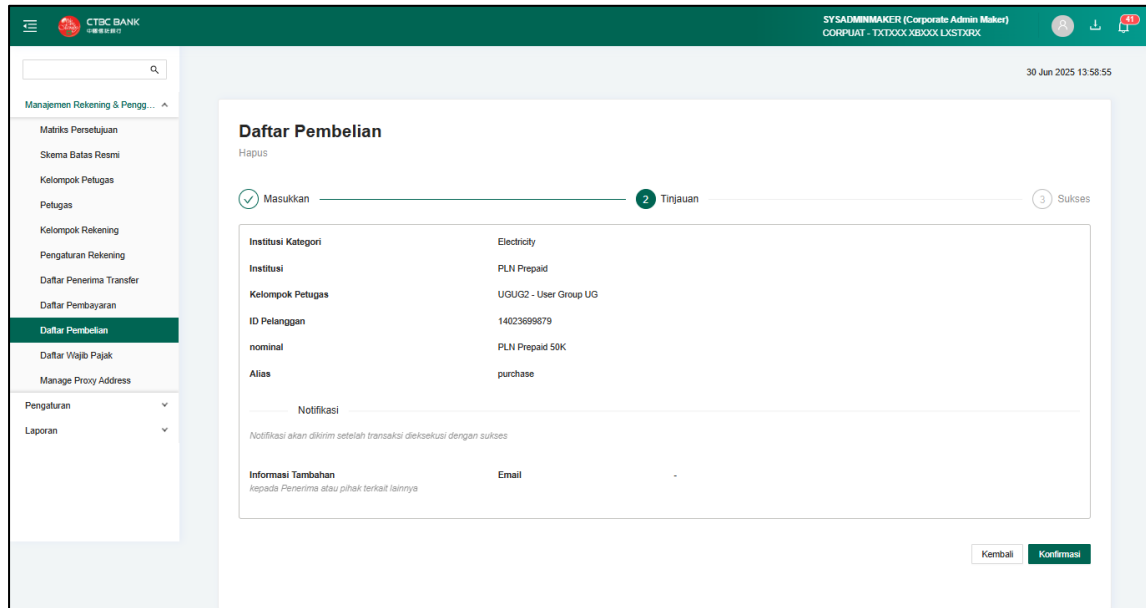
1.4.2 Remove from Details

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

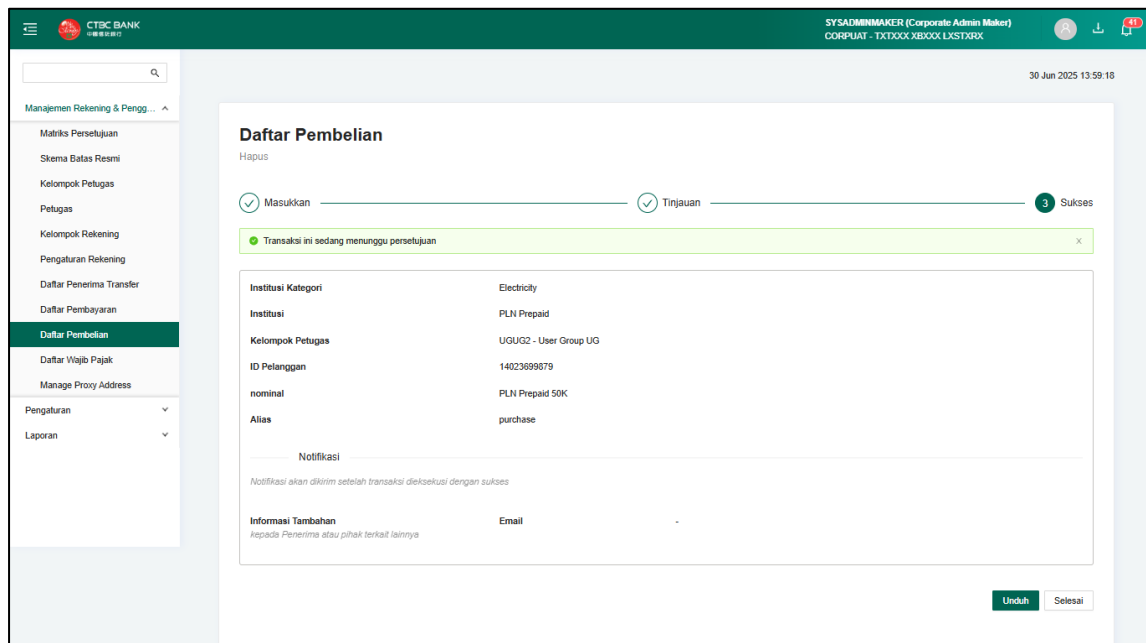
- Go to the **Purchase List Details** page. The **Purchase List Details** page will be displayed.



- Click the **Delete** button. The **Delete Purchase List Confirmation** page will appear.



3. Click the **Back** button to return to the previous page or click the **Submit** button to continue the process.
4. Click the **Confirm** button. The **Delete Purchase 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 **Purchase List Search** page.