

Buku Panduan Kopra by Mandiri

Reports

2025

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Yang Anda Butuhkan Untuk Login

Untuk mendapatkan pengalaman terbaik saat menggunakan Kopra by Mandiri, pastikan laptop atau komputer Anda sesuai spesifikasi berikut:

- Sudah memiliki Company ID, User ID dan Kata Sandi
- Mengupdate ke versi terbaru Firefox, Chrome, dan Safari
- Matikan pop-up blocker saat mengakses Kopra by Mandiri

Account Balance

Ketika pengguna ingin meninjau riwayat aktivitas keuangan dari akun yang terdaftar pada periode tertentu, pengguna dapat membuat Report Account Balance dengan langkah-langkah sebagai berikut:

1. Pengguna dapat mengakses Account Balance dengan mengakses Menu Reports pada *sidebar* lalu memilih Statements Report.
2. Pengguna dapat melengkapi seluruh informasi yang dibutuhkan dalam membuat Account Balance. Informasi yang dibutuhkan di antaranya adalah Report Type, Number of Accounts, Period, dan Account Number. Pengguna dapat meninjau Report yang pernah di-generate pada bagian Report Overview

The screenshot displays the KOPRA web application interface. On the left is a dark sidebar with a 'kopra' logo and a list of menu items: Home, Payments, Collections, Liquidity, Bank Guarantee, Import, Export, Value Chain, Foreign Exchange, Tracker, and Reports. The 'Reports' menu is expanded, showing 'Statement Report', 'Transaction Report', and 'Download Manager'. The main content area is titled 'Statement Report' with the subtitle 'View today's My Account'. It contains a 'Report' section with four input fields: 'Report Type' (set to 'Account Balances'), 'Period' (set to 'Last Month' with a date range from '23 Jan 2024' to '23 Feb 2024'), 'Number of Accounts' (set to 'Single'), and 'Account Number' (set to '0700 0044 1647 0 - Unit Pemasaran PT Nusa Persada'). A 'Generate Report' button is located at the bottom right of this section. Below the 'Report' section is the 'Report Overview' section, which includes a search bar, a date range filter (23 Nov 2023 to 23 Feb 2024), and a 'Show' dropdown menu set to '10 Entries'. A folder icon with a document inside is shown, and the text 'No Report Generated Listed' is displayed below it.

3. Pada Report Type, pengguna diminta untuk menentukan tipe laporan yang akan di-*generate*. Pada field Report Type, terdapat 4 pilihan yaitu Account Balances, Account Statement, Limit Report, dan Merchant Statement. Pengguna dapat memilih Account Balances.

KOPRA

Home Payments Collections Liquidity Bank Guarantee Import Export Value Chain Foreign Exchange Tracker Reports

Statement Report
View today's My Account

Report

Report Type
Account Balances

Period
Last Month 23 Jan 2024 → 23 Feb 2024

Account Number
0700 0044 1647 0 - Unit Pemasaran PT Nusa Persada

Generate Report

Report Overview

Search by report name 23 Nov 2023 → 23 Feb 2024 Show 10 Entries

No Report Generated Listed

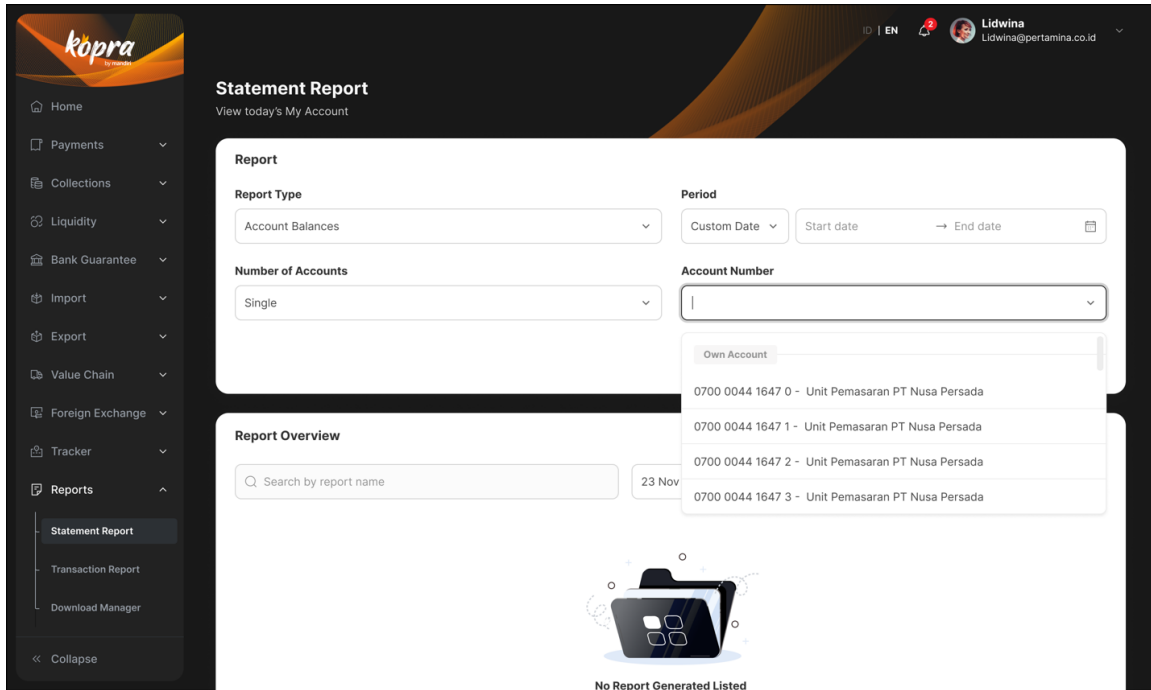
4. Pada *field* Period, pengguna diminta untuk menentukan periode transaksi yang akan di-input pada laporan yang akan di-generate. Terdapat beberapa pilihan Period yang dapat dipilih yaitu Today, Yesterday, Last Week, Last Month, dan Custom.

The screenshot shows the 'Statement Report' interface. The 'Report' section has a 'Report Type' dropdown set to 'Account Balances'. The 'Period' dropdown is open, showing options: 'Today', 'Yesterday', 'Last Week', 'Last Month' (selected), and 'Custom Date'. The date range is '01 Jan 2024' to '23 Feb 2024'. The 'Number of Accounts' dropdown is set to 'Single'. A 'Generate Report' button is visible. Below, the 'Report Overview' section shows a search bar, date range '23 Nov 2023' to '23 Feb 2024', and a 'Show 10 Entries' button. A message 'No Report Generated Listed' is displayed with a folder icon.

5. Pada *field* Number of Accounts, pengguna diminta untuk menentukan jumlah akun yang akan dimasukkan ke dalam Report. Terdapat 2 (dua) pilihan yang dapat dipilih oleh pengguna yaitu Single dan Multiple.

The screenshot shows the 'Statement Report' interface. The 'Report' section has a 'Report Type' dropdown set to 'Account Balances'. The 'Period' dropdown is set to 'Last Month' with a date range of '23 Jan 2024' to '23 Feb 2024'. The 'Number of Accounts' dropdown is open, showing options: 'Single' (selected) and 'Multiple'. The 'Account Number' dropdown is set to '0700 0044 1647 0 - Unit Pemasaran PT Nusa Persada'. A 'Generate Report' button is visible. Below, the 'Report Overview' section shows a search bar, date range '1 Dec 2023' to '31 Dec 2023', and a 'Show 10 Entries' button. A folder icon is displayed.

6. Selanjutnya, pengguna diminta untuk menentukan akun yang akan digunakan dalam pembuatan Report. Jika pengguna memilih “Single” pada *field* Number of Accounts, pengguna diminta memilih 1 (satu) akun yang akan digunakan dalam pembuatan Report.



The screenshot displays the KOPRA Statement Report interface. The left sidebar contains navigation links: Home, Payments, Collections, Liquidity, Bank Guarantee, Import, Export, Value Chain, Foreign Exchange, Tracker, and Reports. The Reports section is expanded, showing Statement Report, Transaction Report, and Download Manager. The main content area is titled 'Statement Report' with the subtitle 'View today's My Account'. It features a 'Report' section with the following fields: 'Report Type' (set to 'Account Balances'), 'Period' (set to 'Custom Date' with 'Start date' and 'End date' inputs), 'Number of Accounts' (set to 'Single'), and 'Account Number' (a dropdown menu). The dropdown menu is open, showing a list of accounts under the heading 'Own Account'. The list includes four entries: '0700 0044 1647 0 - Unit Pemasaran PT Nusa Persada', '0700 0044 1647 1 - Unit Pemasaran PT Nusa Persada', '0700 0044 1647 2 - Unit Pemasaran PT Nusa Persada', and '0700 0044 1647 3 - Unit Pemasaran PT Nusa Persada'. Below the dropdown is a 'Report Overview' section with a search bar labeled 'Search by report name' and a date '23 Nov'. At the bottom, there is a folder icon with the text 'No Report Generated Listed'.

7. Jika pengguna memilih “Multiple” pada *field* Account Type, terdapat beberapa informasi tambahan yang dibutuhkan dalam pembuatan Report untuk menentukan akun yang akan dimuat dalam Report yang akan di-generate yaitu Inquiry Account Type, Account Hierarchy Level, dan Listing Group.

KOPRA
by PT Pertamina

Home | EN | Lidwina
Lidwina@pertamina.co.id

Statement Report

View today's My Account

Report

Report Type

Account Balances

Period

Last Month 23 Jan 2024 → 23 Feb 2024

Number of Accounts

Multiple

Inquiry Account Type

Real Account

Account Type

All

Account Hierarchy Level

Level 1 All

Listing Group

Date Then Currency

Generate Report

Report Overview

Search by report name 1 Dec 2023 → 31 Dec 2023 Show 10 Entries

- a. Pada *field* Inquiry Account Type, terdapat 4 (empat) pilihan yang dapat dipilih yaitu Real Account, Smart Account, Budget Account, dan External Account.

KOPRA
by PT Pertamina

Home | EN | Lidwina
Lidwina@pertamina.co.id

Statement Report

View today's My Account

Report

Report Type

Account Balances

Period

Last Month 23 Jan 2024 → 23 Feb 2024

Number of Accounts

Multiple

Inquiry Account Type

Real Account

Real Account

Smart Account

Budget Account

External Account

Account Type

All

Account Hierarchy Level

Level 1 All

Listing Group

Date Then Currency

Generate Report

Report Overview

Search by report name 1 Dec 2023 → 31 Dec 2023 Show 10 Entries

- b. Jika pengguna memilih Real Account pada *field* Inquiry Account Type, terdapat *field* tambahan Account Type yang perlu dilengkapi pengguna. Pada *field* Account Type, terdapat 6 (enam) pilihan yang dapat dipilih oleh pengguna, yaitu All, Current Account, Loan Account, Overdraft, Saving Account, dan Time Deposit.

The screenshot shows the 'Statement Report' page in the KOPRA system. The left sidebar contains navigation links: Home, Payments, Collections, Liquidity, Bank Guarantee, Import, Export, Value Chain, Foreign Exchange, Tracker, Reports, and Collapse. The 'Reports' section is expanded, showing 'Statement Report', 'Transaction Report', and 'Download Manager'. The main content area is titled 'Statement Report' with the subtitle 'View today's My Account'. It features a 'Report' section with the following fields: 'Report Type' (Account Balances), 'Period' (Last Month, 23 Jan 2024 to 23 Feb 2024), 'Number of Accounts' (Multiple), 'Inquiry Account Type' (Real Account), 'Account Type' (All, Current Account, Loan Account, Overdraft, Saving Account, Time Deposit), 'Account Hierarchy Level' (Level 1, All), and a 'Generate Report' button. At the bottom, there is a search bar, a date range (1 Dec 2023 to 31 Dec 2023), and a 'Show' button with a dropdown set to 10 entries.

- c. Pada *field* Account Hierarchy, terdapat beberapa pilihan yang dapat dipilih oleh pengguna sesuai dengan pengaturan yang telah dilakukan di Sysadmin.

The screenshot shows the 'Statement Report' page in the KOPRA system, similar to the previous one. The 'Account Type' dropdown is still open. The 'Account Hierarchy Level' dropdown is now open, showing options: Level 1, Level 2, Level 3, Level 4, and Level 5. The 'Listing Group' section is also visible, with 'Date' and 'Currency' dropdowns. The 'Generate Report' button is still present. The bottom section shows the search bar, date range, and 'Show' button with a dropdown set to 10 entries.

- d. Pada *field* Listing Group, terdapat 3 pilihan yang dapat dipilih oleh pengguna, yaitu Date, Account Type, dan Currency. Filtering ini dilakukan untuk memilih *primary* dan *secondary grouping* pada saat menampilkan Balance.

Statement Report
View today's My Account

Report

Report Type
Account Balances

Period
Custom Date 21 Jan 2024 → 30 Jan 2024

Number of Accounts
Multiple

Inquiry Account Type
Real Account

Account Type
Saving Account

Account Hierarchy Level
Level 1 All

Listing Group
Date Then Currency

Generate Report

Search by report name 1 Dec 2023 → 31 Dec 2023 Show 10 Entries

- Setelah pengguna melengkapi seluruh informasi yang diminta, pengguna dapat melakukan klik pada “Generate Report” untuk memulai proses pembuatan Report.
- Setelah itu, pengguna akan dialihkan ke laman Preview dan akan ditampilkan pesan “Report successfully generated”.

Report successfully generated

Account Balances Report
Result of account information report

Report Information

Date: 23 Feb 2024
Time: 15:21 WIB
Company: PT Pertamina (Persero) Tbk.
Hierarchy Level 1: Level 01
Base Currency: IDR
Total Asset Amount: 27,799.26
Total Liability Amount: 0.0

Account Information

Status	Date	Currency	Account Type	Account No	Account Name	Branch
Active	09 Mar 2024	IDR	Current Account	1440 5940 5949 3212 3	PT Pertamina	Main Branch
Active	10 Mar 2024	IDR	Current Account	1440 9485 9485 4849 4	PT Pertamina	Main Branch

Customize Table View

All Records Set Auto Report Copy Table Download Print

10. Pengguna dapat melakukan kustomisasi kolom yang akan ditampilkan pada laman Preview dengan melakukan klik “Customize Table View”. Kolom yang dipilih oleh pengguna untuk ditampilkan pada Report Preview akan mempengaruhi hasil download dari Report yang telah di-generate oleh nasabah.

The screenshot shows the KOPRA system interface. The left sidebar contains navigation links: Home, Payments, Collections, Liquidity, Bank Guarantee, Import, Export, Value Chain, Foreign Exchange, Tracker, and Reports. The main area displays the 'Account Balances Report' preview. The 'Report Information' section shows: Date: 23 Feb 2024, Time: 15:21 WIB, Company: PT Pertamina (Persero) Tbk., Hierarchy Level 1: Level 01, Base Currency: IDR, Total Asset Amount: 27,799.26, and Total Liability Amount: 0.0. The 'Account Information' table lists two active accounts. The 'Customize Table View' modal is open, showing a list of columns to be displayed: All, Date, Currency, Status, Account Type, Account No, and Account Name. The 'Set Auto Report' button is visible at the bottom of the modal.

Status	Date	Currency	Account Type	Account No
Active	09 Mar 2024	IDR	Current Account	1440 5940 5949 3212 3
Active	10 Mar 2024	IDR	Current Account	1440 9485 9485 4849 4

11. Pengguna dapat mengatur Auto Report pada laman Preview.

The screenshot shows the KOPRA system interface, similar to the previous one. The 'Account Balances Report' preview is displayed. The 'Set Auto Report' button is highlighted, indicating the option to configure automatic reporting. The 'Customize Table View' modal is also visible, showing the same list of columns to be displayed.

Status	Date	Currency	Account Type	Account No
Active	09 Mar 2024	IDR	Current Account	1440 5940 5949 3212 3
Active	10 Mar 2024	IDR	Current Account	1440 9485 9485 4849 4

12. Terdapat beberapa *action* yang dapat dilakukan oleh pengguna, di antaranya adalah Copy Table, Download, dan Print.

- a. Jika pengguna melakukan klik Copy Table, semua data yang terlihat dari tabel Account Balance Preview akan disalin ke *clipboard* dan terdapat *snack bar* “Successfully copy table to clipboard”.

The screenshot shows the KOPRA web application interface. On the left is a dark sidebar with a menu including Home, Payments, Collections, Liquidity, Bank Guarantee, Import, Export, Value Chain, Foreign Exchange, Tracker, and Reports. The 'Reports' section is expanded, showing 'Statement Report' as the selected item. The main content area is titled 'Account Balances Report' with a subtitle 'Result of account information report'. At the top right, a green notification bubble says 'Successfully copy table to clipboard'. Below the title, there's a 'Report Information' section with fields for Date (23 Feb 2024), Time (15:21 WIB), Company (PT Pertamina (Persero) Tbk.), Hierarchy Level 1 (Level 01), Base Currency (IDR), Total Asset Amount (27,799.26), and Total Liability Amount (0.0). Below this is an 'Account Information' table with columns: Date, Account Type, Currency, Account, Available Balance, Hold Amount, and Current Balance. The table contains two rows of data for 'CASH MANAGEMENT BANK' on 9 Mar 2024 and 16 Mar 2024. At the bottom of the report area, there are buttons for 'Set Auto Report', 'Copy Table' (which is highlighted), 'Download', and 'Print'.

- b. Jika pengguna melakukan klik “Download”, pengguna akan diminta untuk memilih format file yang akan diunduh. Pilihan format file adalah PDF dan XLS.

This screenshot shows the same KOPRA web application interface as the previous one, but with the 'Download' button highlighted. The 'Report Information' and 'Account Information' sections are identical. The 'Account Information' table has a different structure with columns: Status, Date, Currency, Account Type, Account No, Account Name, and Branch. It contains two rows of data for 'Current Account' on 09 Mar 2024 and 10 Mar 2024, both with status 'Active'. The 'Download' button at the bottom is the one that is highlighted.

- c. Jika pengguna ingin mencetak Report yang telah di-*generate*, pengguna dapat melakukan klik "Print".

Account Statement

Ketika pengguna ingin meninjau riwayat aktivitas keuangan dari akun yang terdaftar pada periode tertentu, pengguna dapat membuat Account Statement dengan mengikuti langkah-langkah sebagai berikut:

1. Pengguna dapat mengakses Account Balance pada dengan mengakses Menu Reports pada *sidebar* lalu memilih Statements Report.
2. Pengguna dapat melengkapi seluruh informasi yang dibutuhkan dalam membuat Account Statement. Informasi yang dibutuhkan di antaranya adalah Report Type, Period, Number of Accounts, Account Statement Type, Account Number, dan Transaction Type. Pengguna dapat meninjau Report yang pernah di-*generate* pada bagian Report Overview.

KOPRA

Statement Report
View today's My Account

Generate Report

Report Type: Account Statement

Period: Last Month | 23 Jan 2024 → 23 Feb 2024

Number of Accounts: Single

Account Statement Type: Standard

Account Number: 0700 0044 1647 0 - Unit Pemasaran PT Nusa Persada

Transaction Type: All

Generate Report

Report Overview

Search by report name

23 Nov 2023 → 23 Feb 2024

Show 10 Entries

3. Pada Report Type, pengguna diminta untuk menentukan tipe laporan yang akan di-generate. Pada field Report Type, terdapat 4 pilihan yaitu Account Balances, Account Statement, Limit Report, dan Merchant Statement. Pengguna dapat memilih Account Statement.

The screenshot displays the KOPRA web application interface for generating a Statement Report. On the left is a dark sidebar with a 'kopra' logo and a list of navigation items: Home, Payments, Collections, Liquidity, Bank Guarantee, Import, Export, Value Chain, Foreign Exchange, Tracker, and Reports. The 'Reports' section is expanded, showing 'Statement Report' as the selected option, with sub-options for Transaction Report and Download Manager. The main content area has a header 'Statement Report' with the subtitle 'View today's My Account'. Below this is a 'Report' section containing a 'Report Type' dropdown menu (with options: Account Balances, Account Statement, Limit Report, Merchant Statement), a 'Period' dropdown (with options: Last Month, 23 Jan 2024, 23 Feb 2024), and an 'Account Number' field (with value: 0700 0044 1647 0 - Unit Pemasaran PT Nusa Persada). A 'Generate Report' button is located to the right of these fields. Below the 'Report' section is a 'Report Overview' section featuring a search bar labeled 'Search by report name', a date range selector (23 Nov 2023 to 23 Feb 2024), and a 'Show' button with a dropdown menu set to '10 Entries'. At the bottom of the 'Report Overview' section, there is a small illustration of a printer and some documents.

4. Pada *field* Period, pengguna diminta untuk menentukan periode transaksi yang akan di-input pada laporan yang akan di-generate. Terdapat beberapa pilihan Period yang dapat dipilih yaitu Today, Yesterday, Last Week, Last Month, dan Custom.
5. Pada *field* Number of Accounts, pengguna diminta untuk menentukan jumlah akun yang akan dimasukkan ke dalam Report. Terdapat 2 (dua) pilihan yang dapat dipilih oleh pengguna yaitu Single dan Multiple

KOPRA by PT Pertamina

Statement Report
View today's My Account

Generate Report

Report Type: Account Statement

Period: Last Month | 23 Jan 2024 → 23 Feb 2024

Number of Accounts: Single

Account Statement Type: Standard

Transaction Type: All

Generate Report

Report Overview

Search by report name

1 Dec 2023 → 31 Dec 2023

Show 10 Entries

6. Pada *field* Account Statement Type, terdapat 2 (dua) pilihan yang dapat dipilih oleh pengguna yaitu Standard dan Advance.

KOPRA by PT Pertamina

Statement Report
View today's My Account

Generate Report

Report Type: Account Statement

Period: Last Month | 23 Jan 2024 → 23 Feb 2024

Number of Accounts: Single

Account Statement Type: Standard

Account Number: 0700 0044 1647 0 - Unit Pemasaran PT Nusa Persada

Generate Report

Report Overview

Search by report name

23 Nov 2023 → 23 Feb 2024

Show 10 Entries

7. Selanjutnya, pengguna diminta untuk menentukan akun yang akan digunakan dalam pembuatan Report. Jika pengguna memilih “Single” pada *field* Number of Accounts, pengguna diminta memilih 1 (satu) akun yang akan digunakan dalam pembuatan Report.

The screenshot shows the 'Statement Report' page in the KOPRA system. The left sidebar contains navigation links: Home, Payments, Collections, Liquidity, Bank Guarantee, Import, Export, Value Chain, Foreign Exchange, Tracker, and Reports. The 'Reports' section is expanded, showing 'Statement Report', 'Transaction Report', and 'Download Manager'. The main content area is titled 'Statement Report' with the subtitle 'View today's My Account'. It features a 'Generate Report' form with the following fields: 'Report Type' (Account Statement), 'Period' (Last Month, 23 Jan 2024 to 23 Feb 2024), 'Number of Accounts' (Single), 'Account Statement Type' (Standard), 'Account Number' (0700 0044 1647 0 - Unit Pemasaran PT Nusa Persada), and 'Transaction Type' (All). A 'Generate Report' button is located at the bottom right of the form. Below the form, there is a 'Show' button with a dropdown set to 10 and an 'Entries' label.

8. Jika pengguna memilih “Multiple” pada *field* Account Type, terdapat beberapa informasi tambahan yang dibutuhkan dalam pembuatan Report untuk menentukan akun yang akan dimuat dalam Report yang akan di-generate yaitu Inquiry Account Type dan Account Hierarchy Level.

The screenshot shows the 'Statement Report' page in the KOPRA system, similar to the previous one but with different settings. The 'Number of Accounts' field is set to 'Multiple'. The 'Account Type' field is set to 'All'. The 'Inquiry Account Type' field is set to 'Real Account'. The 'Account Hierarchy Level' field is set to 'Level 1' and 'Saving'. The 'Generate Report' button is located at the bottom right of the form. Below the form, there is a 'Report Overview' section with a search bar, a date range (1 Dec 2023 to 31 Dec 2023), and a 'Show' button with a dropdown set to 10 and an 'Entries' label. Below this, there is a table with the following columns: Status, Report Name, Request Date, Report Type, Periode, Format Type, and Action.

Status	Report Name	Request Date	Report Type	Periode	Format Type	Action
☐	Account Statement	15 Feb 2024	Account Statement	15 Feb 2024 - 28 Feb 2024	PDF	Download

- a. Pada *field* Inquiry Account Type, terdapat 4 (empat) pilihan yang dapat dipilih yaitu Real Account, Smart Account, Budget Account, dan External Account.
 - b. Jika pengguna memilih Real Account pada *field* Inquiry Account Type, terdapat *field* tambahan Account Type yang perlu dilengkapi pengguna. Pada *field* Account Type, terdapat 6 (enam) pilihan yang dapat dipilih oleh pengguna, yaitu All, Current Account, Loan Account, Overdraft, Saving Account, dan Time Deposit.
 - c. Pada *field* Account Hierarchy, terdapat beberapa pilihan yang dapat dipilih oleh pengguna sesuai dengan pengaturan yang sudah ditentukan di Sysadmin.
9. Setelah pengguna melengkapi seluruh informasi yang diminta, pengguna dapat melakukan klik pada “Generate Report” untuk memulai proses pembuatan Report.
 10. Setelah itu, pengguna akan dialihkan ke laman Preview dan akan ditampilkan pesan “Report successfully generated”. Jika pengguna memilih “Multiple” pada *field* Number of Account, sistem akan menampilkan daftar *account number* sesuai dengan parameter yang telah di-*input*.

Report Information

Account Number	0700 0044 1647 0 - Unit Pemasaran PT Nusa Persada	Period	23 Jan 2024 to 23 Feb 2024
Opening Balance	230,000.00	No. of Debit	2
Closing Balance	230,000.00	Total Amount Debited	460,000.00
		No. of Credit	2
		Total Amount Credited	460,000.00

Account Information

Date	Remark	Reference No.	Debit	Credit	Balance
9 Mar 2024 10:00:01	Current Account	0700006580620	1,000,000.00	0.00	245,860.00
9 Mar 2024 10:00:01	Current Account	3892847340498	1,000,000.00	0.00	245,860.00

All Records

Set Auto Report Copy Table Download Print

11. Pengguna dapat mengatur Auto Report pada laman Preview.
12. Terdapat beberapa *action* yang dapat dilakukan oleh pengguna, di antaranya adalah Copy Table, Download, dan Print.

13. Jika pengguna melakukan klik “Download”, pengguna akan diminta untuk memilih format file yang akan diunduh.

The screenshot displays the KOPRA web application interface. On the left is a dark sidebar with a menu including Home, Payments, Collections, Liquidity, Bank Guarantee, Import, Export, Value Chain, Foreign Exchange, Tracker, and Reports. The Reports section is expanded, showing Statement Report, Transaction Report, and Download Manager. The main content area is titled 'Account Statement Report' with a subtitle 'Result of account information report'. It features a 'Report Information' section with account details and a table of transactions. A 'Download' button at the bottom right has triggered a modal dialog for selecting the file format. The modal shows a dropdown menu with 'PDF' selected and a 'Process' button.

Report Information

Account Number	0700 0044 1647 0 - Unit Pemasaran PT Nusa Persada	Period	23 Jan 2024 to 23 Feb 2024
Opening Balance	230,000.00	No. of Debit	2
Closing Balance	230,000.00	Total Amount Debited	460,000.00
		No. of Credit	2
		Total Amount Credited	460,000.00

Account Information

Date	Remark	Reference No.	Debit
9 Mar 2024 10:00:01	Current Account	0700006580620	1,000,000.00
9 Mar 2024 10:00:01	Current Account	3892847340498	1,000,000.00

Download Modal:

PDF

PDF - Transaction Inquiry MCM 1.0

Cancel Process

Advice Printing

Ketika pengguna ingin membuat Transaction Status Reports berdasarkan kriteria pencarian spesifik yang dapat disesuaikan untuk memperoleh Transaction Status Reports yang fleksibel dan terperinci, pengguna dapat melakukan beberapa langkah-langkah berikut.

1. Pengguna dapat mengakses Advice Printing dengan mengakses Menu Reports pada *sidebar* lalu memilih submenu Transaction Report.

The screenshot displays the KOPRA Transaction Report interface. On the left is a sidebar with a dark theme, featuring the KOPRA logo at the top and a list of menu items: Home, Payments, Collections, Liquidity, Bank Guarantee, Import, Export, Value Chain, Foreign Exchange, Tracker, Reports, Statement Report, Transaction Report (highlighted), and Download Manager. The main content area is titled 'Transaction Report' with the subtitle 'Generate a report compiling your transactions history.' Below this are three tabs: 'Cash Management' (active), 'Value Chain', and 'Trade and Guarantee'. The 'Generate Report' section contains several filters: 'Report Type' with a dropdown menu showing 'Advice Printing' and 'Transaction Status'; 'Period' with a dropdown set to 'Last Month' and a date range from '23 Jan 2024' to '23 Feb 2024'; 'Advice Type' with a dropdown set to 'All'; and 'Date Type' with a dropdown set to 'Creation Date'. There is also an 'Advance Filter' checkbox. A 'Generate Report' button is located at the bottom right of this section. Below the filters is a 'Report Overview' section with a search bar, a date range from '1 Dec 2023' to '31 Dec 2023', and a 'Show 10 Entries' option.

2. Pengguna dapat menentukan filter yang diinginkan dalam melakukan filtering transaksi yaitu berdasarkan Advice Type, Transaction ID, Document Number, dan Reference Number.

KOPRA
by PT Pertamina

Home | Payments | Collections | Liquidity | Bank Guarantee | Import | Export | Value Chain | Foreign Exchange | Tracker | Reports | Statement Report | Transaction Report | Download Manager

Transaction Report
Generate a report compiling your transactions history.

Cash Management | Value Chain | Trade and Guarantee

Generate Report

Report Type: Advice Printing | Period: Last Month | 23 Jan 2024 → 23 Feb 2024

Search Transaction by: Advice Type | Advice Type: All

Advice Type: Advice Type, Transaction ID, Reference Number, Document Number

Generate Report

Report Overview

Search by report name | 1 Dec 2023 → 31 Dec 2023 | Show 10 Entries

3. Jika pengguna memilih filtering berdasarkan Advice Type, pengguna diminta untuk melengkapi beberapa informasi yang dibutuhkan, di antaranya adalah Period dan Advice Type, dan Date Type.

KOPRA
by PT Pertamina

Home | Payments | Collections | Liquidity | Bank Guarantee | Import | Export | Value Chain | Foreign Exchange | Tracker | Reports | Statement Report | Transaction Report | Download Manager

Transaction Report
Generate a report compiling your transactions history.

Cash Management | Value Chain | Trade and Guarantee

Generate Report

Report Type: Advice Printing | Period: Last Month | 23 Jan 2024 → 23 Feb 2024

Search Transaction by: Advice Type | Advice Type: All

Date Type: Creation Date

☐ Advance Filter

Generate Report

Report Overview

Search by report name | 1 Dec 2023 → 31 Dec 2023 | Show 10 Entries

- a. Pada *field* Period, terdapat beberapa pilihan yang dapat dipilih oleh pengguna di antaranya Today, Yesterday, Last Week, Last Month, dan Custom Date.

The screenshot shows the 'Transaction Report' interface. On the left is a sidebar with a 'Reports' section containing 'Statement Report', 'Transaction Report' (highlighted), and 'Download Manager'. The main header includes the 'kopra' logo and user information 'Lidwina' with email 'Lidwina@pertamina.co.id'. Below the header, there are tabs for 'Cash Management', 'Value Chain', and 'Trade and Guarantee'. The 'Generate Report' section contains several dropdown menus: 'Report Type' (set to 'Advice Printing'), 'Search TransAction by' (set to 'Advice Type'), and 'Date Type' (set to 'Creation Date'). The 'Period' dropdown is open, showing options: 'Last Month', 'Today', 'Yesterday', 'Last Week', 'Last Month', and 'Custom Date'. The 'Last Month' option is currently selected. A date range '23 Jan 2024 → 23 Feb 2024' is displayed next to the 'Period' dropdown. Below these fields is a 'Generate Report' button. At the bottom, there is a 'Report Overview' section with a search bar, a date range '1 Dec 2023 → 31 Dec 2023', and a 'Show' button with a dropdown set to '10' and 'Entries'.

- b. Pada *field* Advice Type, terdapat beberapa pilihan yang dapat dipilih oleh pengguna di antaranya All, Credit, dan Debit.

This screenshot is similar to the previous one, showing the 'Transaction Report' interface. In this view, the 'Advice Type' dropdown menu is open, showing options: 'All', 'Credit', and 'Debit'. The 'All' option is currently selected. The 'Period' dropdown is now closed, and the date range '23 Jan 2024 → 23 Feb 2024' remains visible. The 'Generate Report' button and the 'Report Overview' section at the bottom are also visible.

- c. Pada *field* Date Type, terdapat beberapa pilihan yang dapat dipilih oleh pengguna di antaranya Creation Date dan Transaction Date.

The screenshot shows the 'Transaction Report' interface. On the left is a sidebar with a 'Reports' section containing 'Statement Report', 'Transaction Report' (highlighted), and 'Download Manager'. The main area has tabs for 'Cash Management', 'Value Chain', and 'Trade and Guarantee'. The 'Generate Report' section includes a 'Report Type' dropdown (set to 'Advice Printing'), a 'Period' dropdown (set to 'Last Month') with date range '23 Jan 2024 → 23 Feb 2024', a 'Search TransAction by' dropdown (set to 'Advice Type'), an 'Advice Type' dropdown (set to 'All'), and a 'Date Type' dropdown (set to 'Creation Date'). Below the 'Date Type' dropdown is a list with 'Creation Date' and 'Transaction Date'. A 'Generate Report' button is at the bottom right. The 'Report Overview' section at the bottom has a search bar, date range '1 Dec 2023 → 31 Dec 2023', and a 'Show 10 Entries' control.

4. Jika pengguna memilih filtering berdasarkan Transaction ID, pengguna diminta untuk melengkapi beberapa informasi yang dibutuhkan, di antaranya adalah Period dan Transaction ID, dan Date Type.

- a. Pada *field* Period, terdapat beberapa pilihan yang dapat dipilih oleh pengguna di antaranya Today, Yesterday, Last Week, Last Month, dan Custom Date.

This screenshot is similar to the previous one but shows the 'Period' dropdown menu open. The menu lists 'Today', 'Yesterday', 'Last Week', 'Last Month' (which is selected), and 'Custom Date'. The 'Date Type' dropdown remains set to 'Creation Date'. The 'Generate Report' button and the 'Report Overview' section are also visible.

- b. Pada *field* Transaction ID, pengguna diminta untuk memasukkan Transaction ID yang ingin di-generate.
 - c. Pada *field* Date Type, terdapat beberapa pilihan yang dapat dipilih oleh pengguna di antaranya Creation Date dan Transaction Date.
5. Jika pengguna memilih filtering berdasarkan Document Number, pengguna diminta untuk melengkapi beberapa informasi yang dibutuhkan, di antaranya adalah Period dan Document Number, dan Date Type.
 - a. Pada *field* Period, terdapat beberapa pilihan yang dapat dipilih oleh pengguna di antaranya Today, Yesterday, Last Week, Last Month, dan Custom Date.

The screenshot displays the KOPRA Transaction Report interface. On the left is a sidebar with a 'Reports' section containing 'Statement Report', 'Transaction Report', and 'Download Manager'. The main area is titled 'Transaction Report' with the subtitle 'Generate a report compiling your transactions history.' Below this are tabs for 'Cash Management', 'Value Chain', and 'Trade and Guarantee'. The 'Generate Report' section includes a 'Report Type' dropdown set to 'Advice Printing', a 'Period' dropdown set to 'Last Month' with a date range from '23 Jan 2024' to '23 Feb 2024', a 'Search Transaction by' dropdown set to 'Document Number', a 'Date Type' dropdown set to 'Creation Date', and an 'Advance Filter' checkbox. A 'Generate Report' button is located at the bottom right of this section. Below the 'Generate Report' section is a 'Report Overview' section with a search bar, a date range from '1 Dec 2023' to '31 Dec 2023', and a 'Show' button with a dropdown for '10' entries.

- b. Pada *field* Document Number, pengguna diminta untuk memasukkan Document Number yang ingin di-generate secara spesifik.
 - c. Pada *field* Date Type, terdapat beberapa pilihan yang dapat dipilih oleh pengguna di antaranya Creation Date dan Transaction Date.
6. Jika pengguna memilih filtering berdasarkan Reference Number, pengguna diminta untuk melengkapi beberapa informasi yang dibutuhkan, di antaranya adalah Period dan Reference Number, dan Date Type.

- a. Pada *field* Period, terdapat beberapa pilihan yang dapat dipilih oleh pengguna di antaranya Today, Yesterday, Last Week, Last Month, dan Custom Date.

KOPRA
Transaction Report

Generate a report compiling your transactions history.

Cash Management Value Chain Trade and Guarantee

Generate Report

Report Type
Advice Printing

Period
Last Month 23 Jan 2024 → 23 Feb 2024

Search TransAction by
Document Number

Date Type
Creation Date

☐ Advance Filter

Generate Report

Report Overview

Search by report name 1 Dec 2023 → 31 Dec 2023 Show 10 Entries

- b. Pada *field* Reference Number, pengguna diminta untuk memasukkan Reference Number yang ingin di-generate secara spesifik.
- c. Pada *field* Date Type, terdapat beberapa pilihan yang dapat dipilih oleh pengguna di antaranya Creation Date dan Transaction Date.
7. Jika pengguna melakukan centang pada “Advance Filter”, pengguna diminta untuk melengkapi beberapa informasi tambahan. Informasi tambahan yang diminta di antaranya adalah Menu, Service Type, Transaction Status, Created By, Customer Account, Transfer Amount, Currency, Beneficiary Name, Amount Value, dan File Name.

- Home
- Payments
- Collections
- Liquidity
- Bank Guarantee
- Import
- Export
- Value Chain
- Foreign Exchange
- Tracker
- Reports
 - Statement Report
 - Transaction Report
 - Download Manager
- Collapse

Transaction Report

Generate a report compiling your transactions history.

Cash Management

Value Chain

Trade and Guarantee

Generate Report

Report Type

Advice Printing

Period

Last Month

23 Jan 2024 → 23 Feb 2024

Search TransAction by

Advice Type

Advice Type

All

Date Type

Creation Date

Advance Filter

☒

Menu

All

Service Type

All

Transaction Status

All

Created By

All

Customer Account

All

Transfer Amount

Equal To

Currency

All

Beneficiary Name

Enter beneficiary name

Amount Value

0.00

File Name

Enter file name

Generate Report

Report Overview

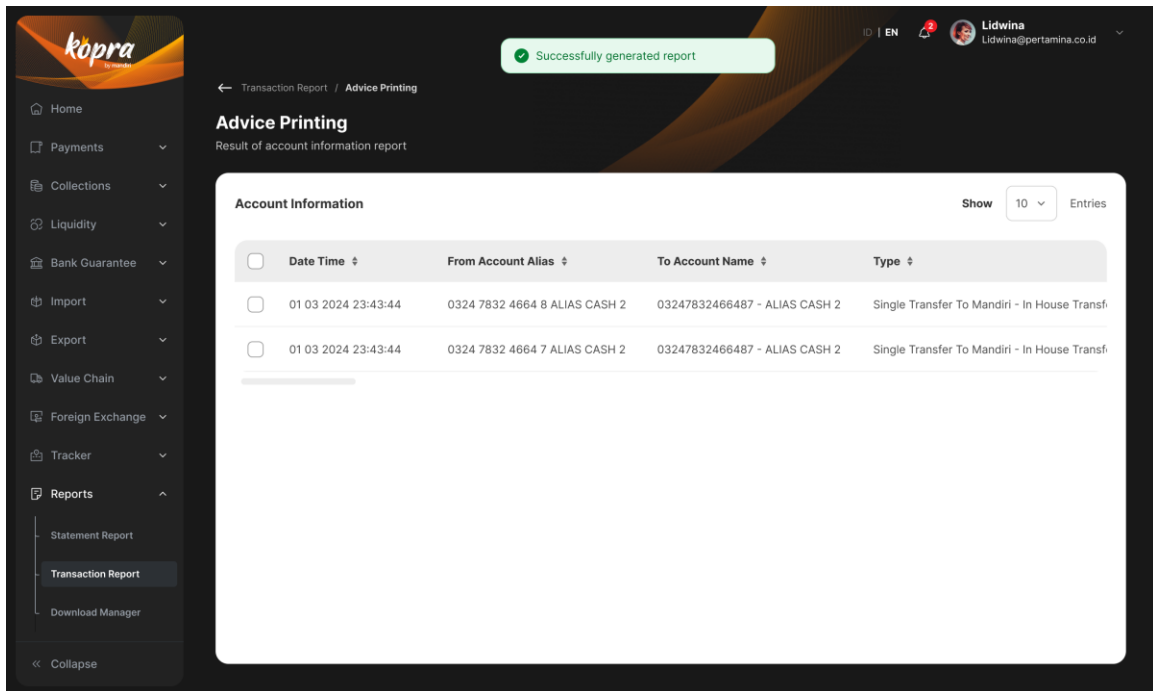
Search by report name

1 Dec 2023 → 31 Dec 2023

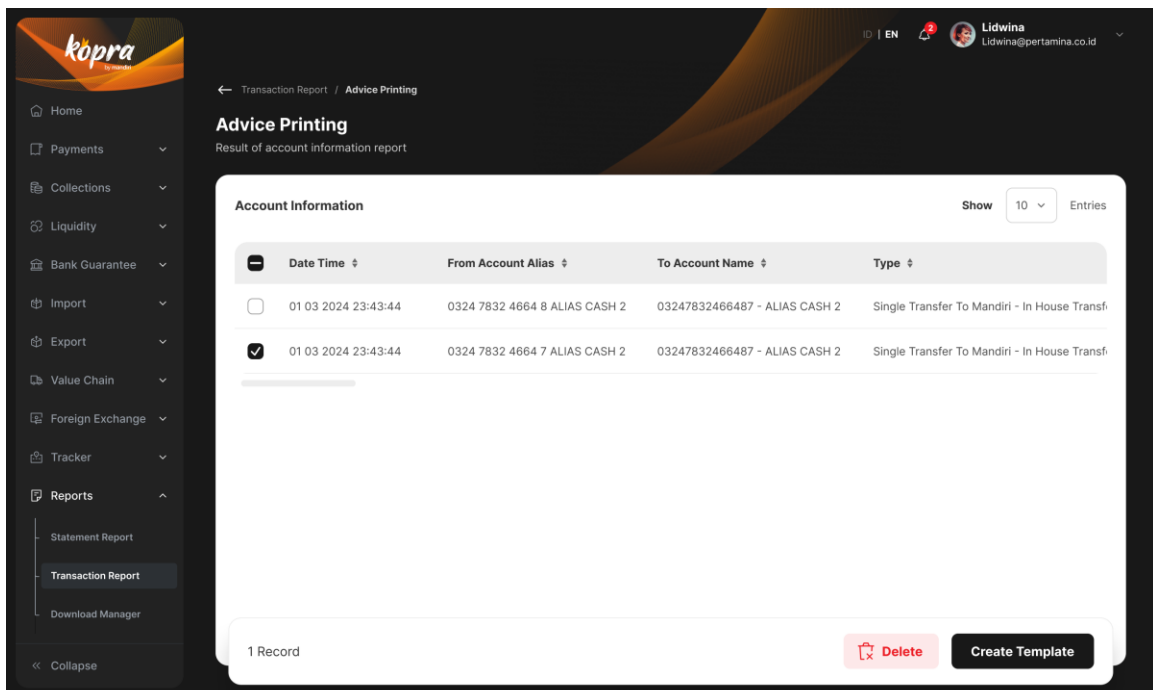
Show 10 Entries

☐	Status	Report Name	Request Date	Report Type	Periode
☐	In Progress	Acc_Advice Printing_20240704	12 Mar 2024	Advice Printing	21 Jan 2024
☐	Completed	Acc_balances_202303121	12 Mar 2024	Advice Printing	21 Jan 2024
☐	Completed	Acc_balances_202303121	12 Mar 2024	Advice Printing	21 Jan 2024
☐	Completed	Acc_balances_202303121	12 Mar 2024	Limit Report	21 Jan 2024
☐	Completed	Acc_balances_202303121	12 Mar 2024	Limit Report	21 Jan 2024
☐	Completed	Acc_balances_202303121	12 Mar 2024	Limit Report	21 Jan 2024

- Setelah pengguna melengkapi seluruh informasi yang diperlukan, pengguna dapat melakukan klik "Generate Report" untuk melanjutkan proses yang akan dilakukan.
- Setelah itu, pengguna akan dialihkan ke laman Advice Printing Preview dan mendapatkan *snack bar* "Successfully generated report". Pada laman Transaction Status Preview, pengguna dapat melihat ringkasan mengenai Report yang di-generate berupa Report Information dan Account Information.



10. Pengguna dapat memilih Account yang ingin di-generate dengan melakukan centang pada *checkbox*. Pengguna dapat melakukan *action* pada laman ini dengan 2 (dua) pilihan Delete dan Create Template.



11. Setelah itu, pengguna akan akan dialihkan ke laman Configure Advice Parameter. Pada laman ini pengguna diminta untuk melengkapi Company Detail, Upload Logo, Language, Advice Type, Debit Template, Credit Template, dan Advice Print Content.



Home

Payments

Collections

Liquidity

Bank Guarantee

Import

Export

Value Chain

Foreign Exchange

Tracker

Reports

Statement Report

Transaction Report

Download Manager

Collapse

Advice Printing

Fill in the blanks to continue setting up automatic reports, download, and print

Advice Print Template

Create template for advice printing

Company Detail

PT Kereta Api Indonesia
Jl. Tanjung Karang No 1, Kebon Melati, Tanah Abang, Jakarta Pusat
Telepon 061 - 4561331

Upload Logo (Optional)

Click to browse file or drag and drop here

File type should be .JPG and max. file size: 10 MB

Language

English

Advice Type

☒ Full ☐ Short

Debit Template



☐ Default Debit Advice MCM 1



☐ Default Debit Advice MCM 2

Credit Template



☐ Default Credit Advice MCM 1



☐ Default Credit Advice MCM 2

Advice Printing Content

Fill recipient details to appear in your advice printing

Title (Optional)

None

Office Address (Optional)

Enter office address

City (Optional)

Enter city

Post Code (Optional)

Enter post code

Delivery Email Option

☐ Email Address ☐ Beneficiary Email Group

Name (Optional)

User Counter Party Name

Country (Optional)

Select country

Province/State (Optional)

Enter province/state

Additional Notes (Optional)

Enter post code

Cancel

Preview

Download

Print

28

12. Setelah melengkapi seluruh informasi yang terdapat pada laman Configure Advice Parameter, pengguna dapat melakukan beberapa *action* yaitu Set Auto Report, Preview, Download, dan Print.

Advice Printing
Fill in the blanks to continue setting up automatic reports, download, and print

Advice Print Template
Create template for advice printing

Company Detail

PT Kereta Api Indonesia
Jl. Tanjung Karang No 1, Kebon Melati, Tanah Abang, Jakarta Pusat
Telepon 061 - 4561331

Upload Logo (Optional)

File type should be .JPG and max. file size: 10 MB

Language
English

Advice Type
☒ Full ☐ Short

Debit Template

Cancel Preview Download Print

13. Jika pengguna melakukan klik “Preview”, pengguna akan mendapatkan pratinjau dari Report yang akan di-*generate*.
14. Jika pengguna melakukan klik “Download”, pengguna akan diminta untuk memilih format file yang akan diunduh. Setelah melengkapi informasi yang diperlukan, pengguna dapat melakukan klik “Save” untuk melanjutkan proses pengunduhan. Jika pengguna ingin membatalkan perubahan yang telah dilakukan, pengguna dapat melakukan klik “Cancel”.

Advice Printing
Fill in the blanks to continue setting up automatic reports, download, and print

Advice Print Template
Create template for advice printing

Company Detail

PT Kereta Api Indonesia
Jl. Tanjung Karang No 1, Kebon Melati, Tanah Abang, Jakarta Pusat
Telepon 061 - 4561331

Upload Logo (Optional)

Logo.JPG
[Change File](#)

File type should be .JPG and max. file size: 10 MB

Language
English

Advice Type
☒ Full ☐ Short

Debit Template

Cancel Preview Download Print

- a. Jika pengguna Jika Report yang telah di-generate sedang diproses, pengguna akan mendapatkan *snack bar* “Your download is currently being processed. You will receive a notification once the generation is complete”.

Advice Printing
Fill in the blanks to continue setting up automatic reports, download, and print

Advice Print Template
Create template for advice printing

Company Detail

PT Kereta Api Indonesia
Jl. Tanjung Karang No 1, Kebon Melati, Tanah Abang, Jakarta Pusat
Telepon 061 - 4561331

Upload Logo (Optional)

Logo.JPG
[Change File](#)

File type should be .JPG and max. file size: 10 MB

Language
English

Advice Type
☒ Full ☐ Short

Debit Template

Cancel Preview Download Print

Download Settings
Choose your preferences:

File Format
PDF

Cancel Process

- b. Jika Report yang telah di-generate sudah siap untuk diunduh, pengguna akan mendapatkan *snack bar* “Your report is now ready for download”.

The screenshot displays the KOPRA Transaction Report interface. On the left is a dark sidebar with a menu including Home, Payments, Collections, Liquidity, Bank Guarantee, Import, Export, Value Chain, Foreign Exchange, Tracker, and Reports (with sub-items: Statement Report, Transaction Report, and Download Manager). The main header shows the KOPRA logo and user information (ID | EN, Lidwina, Lidwina@pertamina.co.id).

The main content area is titled "Transaction Report" with the subtitle "Generate a report compiling your transactions history." Below this are three tabs: "Cash Management", "Value Chain", and "Trade and Guarantee".

The "Generate Report" section contains several input fields: "Report Type" (set to "Advice Printing"), "Period" (set to "Last Month" with dates "23 Jan 2024" to "23 Feb 2024"), "Search TransAction by" (set to "Document Number"), "Document Number" (input field), and "Date Type" (set to "Creation Date"). There is an "Advance Filter" checkbox and a "Generate Report" button.

The "Report Overview" section features a search bar, date range filters (1 Dec 2023 to 31 Dec 2023), and a "Show" dropdown set to "10 Entries". Below is a table of generated reports:

☐	Status	Report Name	Request Date	Report Type	File Type	Periode
☐	Completed	Acc_transaction_20240719	12 Mar 2024	Advice Printing	PDF	10 Mar 2024 - 10 Apr 2024
☐	Completed	Acc_transaction_20240719	12 Mar 2024	Transaction Status	PDF	10 Mar 2024 - 10 Apr 2024
☐	Completed	Acc_transaction_20240719	12 Mar 2024	Transaction Status	PDF	10 Mar 2024 - 10 Apr 2024
☐	Completed	Acc_transaction_20240719	12 Mar 2024	Transaction Status	PDF	10 Mar 2024 - 10 Apr 2024
☐	Completed	Acc_transaction_20240719	12 Mar 2024	Advice Printing	PDF	10 Mar 2024 - 10 Apr 2024
☐	Completed	Acc_transaction_20240719	12 Mar 2024	Advice Printing	PDF	10 Mar 2024 - 10 Apr 2024
☐	Completed	Acc_transaction_20240719	12 Mar 2024	Advice Printing	PDF	10 Mar 2024 - 10 Apr 2024
☐	Completed	Acc_transaction_20240719	12 Mar 2024	Advice Printing	PDF	10 Mar 2024 - 10 Apr 2024
☐	Completed	Acc_transaction_20240719	12 Mar 2024	Transaction Status	PDF	10 Mar 2024 - 10 Apr 2024
☐	Completed	Acc_transaction_20240719	12 Mar 2024	Transaction Status	PDF	10 Mar 2024 - 10 Apr 2024

At the bottom of the table is a pagination bar showing "1" as the current page, with links for previous and next pages, and numbers 2, 3, 4.

Auto Report

Pengguna dapat melakukan penjadwalan Auto Report, sehingga laporan dibuat dan dikirim ke penerima yang ditentukan pada tanggal dan waktu tertentu secara otomatis dengan menjalankan beberapa langkah berikut.

1. Auto Report dapat dijadwalkan untuk Account Balance, Account Statement, dan Advice Printing.
2. Pengguna dapat melakukan penjadwalan Auto Report ketika pengguna sudah melengkapi seluruh informasi/parameter yang dibutuhkan saat melakukan *generate* Report. Pada saat pengguna melakukan penjadwalan Auto Report, terdapat beberapa informasi yang perlu dilengkapi oleh pengguna di antaranya adalah Schedule Report, Report Date, Report Time, Format File, dan Email Recipient.

The screenshot displays the KOPRA system interface. On the left is a sidebar menu with options like Home, Payments, Collections, Liquidity, Bank Guarantee, Import, Export, Value Chain, Foreign Exchange, Tracker, Reports, Statement Report, Transaction Report, and Download Manager. The main content area is titled 'Account Balances Report' and shows report information and account information. A modal window is open for scheduling the Auto Report.

Report Information

Date: 23 Feb 2024
Time: 15:21 WIB
Company: PT Pertamina (Persero)
Hierarchy Level 1: Level 01

Account Information

Status	Date	Currency
Active	09 Mar 2024	IDR
Active	10 Mar 2024	IDR

Auto Report
Choose your preferences:

Schedule Report
One Time
Report Date: dd/mm/yyyy
Report Time: at: 07:00 - Session 1
Format File: PDF
Email Recipient: Enter email recipient

Account Details
Currency: IDR
Amount: 27,799.26
Account Name: PT Pertamina
Branch: Main Branch

Buttons: Set Auto Report, Copy Table, Download, Print

3. Pada *field* Schedule Report, terdapat 4 (empat) pilihan yang dapat dipilih yaitu One Time, Daily, Weekly, dan Monthly.

The screenshot shows the KOPRA web application interface. The main header includes the KOPRA logo and user information (Lidwina, Lidwina@pertamina.co.id). The left sidebar contains navigation links: Home, Payments, Collections, Liquidity, Bank Guarantee, Import, Export, Value Chain, Foreign Exchange, Tracker, and Reports. The Reports section is expanded, showing Statement Report, Transaction Report, and Download Manager. The main content area displays the 'Account Balances Report' for PT Pertamina (Persero) on 23 Feb 2024. A modal window titled 'Auto Report' is open, allowing users to choose preferences for the report. The modal includes a 'Schedule Report' dropdown menu with options: One Time, Daily, Weekly, and Monthly. The 'Format File' dropdown is set to PDF. The 'Email Recipient' field is empty. The background shows the 'Report Information' and 'Account Information' sections, along with a table of account balances.

Status	Date	Currency
Active	09 Mar 2024	IDR
Active	10 Mar 2024	IDR

Account Name	Branch
PT Pertamina	Main Branch
PT Pertamina	Main Branch

- a. Jika pengguna memilih “One Time” pada field Schedule Report, pengguna akan diminta untuk melengkapi *field* Date untuk menentukan tanggal pengiriman Auto Report.

This screenshot shows the same KOPRA interface as the previous one, but with the 'Auto Report' modal window updated. The 'Schedule Report' dropdown is now set to 'One Time'. The 'Report Date' field is populated with '26 Jun 2024'. The 'Report Time' dropdown is set to 'at: 07:00 - Session 1'. The 'Format File' dropdown remains set to PDF. The 'Email Recipient' field now contains two email addresses: 'suci.laula@gmail.com' and 'livia.mandira@pertamina.co.id'. The background shows the 'Report Information' and 'Account Information' sections, along with a table of account balances.

Date	Account Type	Currency
9 Mar 2024	Smart Account	IDR
16 Mar 2024	Smart Account	IDR

Available Balance	Hold Amount	Current Balance
27,799.26	245,860.00	273,659.26
45,283.98	187,860.00	94,659.26

- b. Jika pengguna memilih “Daily” pada field Schedule Report, pengguna akan diminta untuk melengkapi *field* Report Date untuk menentukan rentang tanggal pengiriman Auto Report.

The screenshot shows the KOPRA system interface. The main content area displays the 'Account Balances Report' with a 'Preview' button. The report information includes Date (23 Feb 2024), Time (15:21 WIB), Company (PT Pertamina (Per)), and Hierarchy Level 1 (Level 01). The account information table shows two active accounts with dates 09 Mar 2024 and 10 Mar 2024, both in IDR currency. The 'Auto Report' modal is open, showing 'Daily' as the selected schedule. The 'Report Date' field is set to 'Start date' and 'End date'. The 'Report Time' is set to 'at: 07:00 - Session 1'. The 'Format File' is set to 'PDF'. The 'Email Recipient' field is empty. The modal has 'Cancel' and 'Save' buttons. The background shows a sidebar with navigation options like Home, Payments, Collections, Liquidity, Bank Guarantee, Import, Export, Value Chain, Foreign Exchange, Tracker, and Reports. The top right shows the user profile 'Lidwina' with email 'Lidwina@pertamina.co.id'.

- c. Jika pengguna memilih “Weekly” pada field Schedule Report, pengguna akan diminta untuk melengkapi *field* Report Day berupa hari pengiriman Auto Report dan Report Date untuk menentukan hari dan rentang tanggal pengiriman Auto Report.

The screenshot shows the KOPRA system interface. The main content area displays the 'Account Balances Report' with a 'Preview' button. The report information includes Date (23 Feb 2024), Time (15:21 WIB), Company (PT Pertamina (Per)), and Hierarchy Level 1 (Level 01). The account information table shows two active accounts with dates 09 Mar 2024 and 10 Mar 2024, both in IDR currency. The 'Auto Report' modal is open, showing 'Weekly' as the selected schedule. The 'Report Day' field is set to 'Monday'. The 'Report Date' field is set to 'Start date' and 'End date'. The 'Report Time' is set to 'at: 07:00 - Session 1'. The 'Format File' is set to 'PDF'. The 'Email Recipient' field is empty. The modal has 'Cancel' and 'Save' buttons. The background shows a sidebar with navigation options like Home, Payments, Collections, Liquidity, Bank Guarantee, Import, Export, Value Chain, Foreign Exchange, Tracker, and Reports. The top right shows the user profile 'Lidwina' with email 'Lidwina@pertamina.co.id'.

- d. Jika pengguna memilih “Monthly” pada field Schedule Report, pengguna akan diminta untuk melengkapi *field* Report Day berupa tanggal pengiriman Auto Report setiap bulannya dan Report Date untuk menentukan hari dan rentang tanggal pengiriman Auto Report. Untuk pemilihan Report Date, disesuaikan dengan tanggal dengan tambahan pilihan End of Month.

The screenshot shows the KOPRA web application interface. The main content area displays the 'Account Balances Report' with a 'Preview' tab selected. A modal window titled 'Auto Report' is open, prompting the user to 'Choose your preferences:'. The modal contains the following fields:

- Schedule Report:** A dropdown menu set to 'Monthly'.
- Report Day:** A dropdown menu set to '24'.
- Report Date:** Fields for 'Start date' and 'End date'.
- Report Time:** A dropdown menu set to 'at: 07:00 - Session 1'.
- Format File:** A dropdown menu set to 'PDF'.
- Email Recipient:** A text input field with the placeholder 'Enter email recipient'.

At the bottom of the modal are 'Cancel' and 'Save' buttons. The background interface shows a sidebar with navigation options like Home, Payments, Collections, Liquidity, Bank Guarantee, Import, Export, Value Chain, Foreign Exchange, Tracker, and Reports. The main report area shows 'Report Information' (Date: 23 Feb 2024, Time: 15:21 WIB, Company: PT Pertamina, Hierarchy Level 1: Level 01) and 'Account Information' (Status: Active, Date: 09 Mar 2024, Currency: IDR).

4. Pada *field* Report Time, terdapat 5 (lima) pilihan sesi yang dapat dipilih oleh pengguna yaitu 07.00 - Session 1, 10.00 - Session 2, 13.00 - Session 3, 15.00 - Session 4, dan 16.00 - Session 5.

This screenshot is similar to the previous one, but the 'Report Time' dropdown menu in the 'Auto Report' modal is expanded, showing five available sessions:

- at: 07:00 - Session 1
- 07.00 - Session 1
- 10.00 - Session 2
- 13.00 - Session 3
- 15.00 - Session 4
- 16.00 - Session 5

The background interface remains the same, showing the 'Account Balances Report' and the 'Auto Report' configuration modal.

5. Pada *field* Format File, pengguna dapat memilih satu dari format yang tersedia untuk diunduh.

6. Pada *field* Email Recipient, pengguna dapat melakukan *input* alamat email pengiriman Report.

The screenshot shows the 'Account Balances Report' interface with a sidebar on the left containing navigation items like Home, Payments, Collections, Liquidity, Bank Guarantee, Import, Export, Value Chain, Foreign Exchange, Tracker, and Reports. The main content area displays 'Report Information' (Date: 23 Feb 2024, Time: 15:21 WIB, Company: PT Pertamina (Persero), Hierarchy Level 1: Level 01) and 'Account Information' (Table with 3 columns: Date, Account Type, Currency). A modal titled 'Auto Report' is open, allowing users to 'Schedule Report' (One Time, Report Date: 26 Jun 2024, Report Time: at: 07:00 - Session 1), 'Format File' (PDF), and 'Email Recipient' (Emails: suci.aulia@gmail.com, livia.mandira@pertamina.co.id). The modal also shows a table with columns: Available Balance, Hold Amount, Current Balance. At the bottom of the modal are 'Cancel' and 'Save' buttons. Below the modal, there are buttons for 'Set Auto Report', 'Copy Table', 'Download', and 'Print'.

Date	Account Type	Currency
9 Mar 2024	Smart Account	IDR
16 Mar 2024	Smart Account	IDR

Available Balance	Hold Amount	Current Balance
27,799.26	245,860.00	273,659.26
45,283.98	187,860.00	94,659.26

7. Setelah seluruh informasi yang dibutuhkan sudah dilengkapi, pengguna dapat melakukan klik “Save”. Jika pengguna ingin membatalkan perubahan yang telah dibuat, pengguna dapat melakukan klik “Cancel”.
8. Setelah melakukan klik “Save”, akan muncul snack bar “Successfully set auto report, you can manage auto report in Download Manager”.

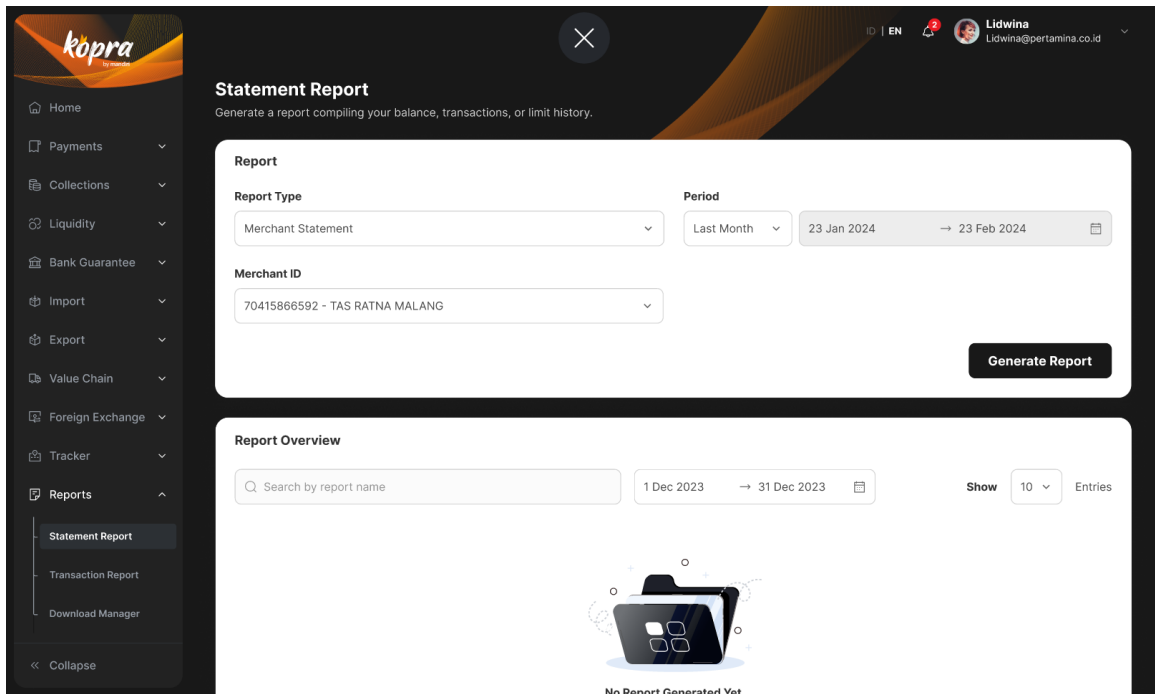
The screenshot shows the 'Account Balances Report' interface with a sidebar on the left. The main content area displays 'Report Information' (Date: 23 Feb 2024, Time: 15:21 WIB, Company: PT Pertamina (Persero) Tbk., Hierarchy Level 1: Level 01) and 'Account Information' (Table with 7 columns: Date, Account Type, Currency, Account, Available Balance, Hold Amount, Current Balance). A modal titled 'Auto Report' is open, allowing users to 'Schedule Report' (One Time, Report Date: 26 Jun 2024, Report Time: at: 07:00 - Session 1), 'Format File' (PDF), and 'Email Recipient' (Emails: suci.aulia@gmail.com, livia.mandira@pertamina.co.id). The modal also shows a table with columns: Available Balance, Hold Amount, Current Balance. At the bottom of the modal are 'Cancel' and 'Save' buttons. Below the modal, there are buttons for 'Set Auto Report', 'Copy Table', 'Download', and 'Print'. A green snack bar at the top of the modal area displays the message: 'Successfully set auto report, you can manage auto report in Download Manager'.

Date	Account Type	Currency	Account	Available Balance	Hold Amount	Current Balance
9 Mar 2024	Smart Account	IDR	CASH MANAGEMENT BANK	27,799.26	245,860.00	273,659.26
16 Mar 2024	Smart Account	IDR	CASH MANAGEMENT BANK	45,283.98	187,860.00	94,659.26

Merchant Statement

Ketika pengguna ingin melihat detail transaksi merchant untuk mengetahui penjualan bersih perusahaan, pengguna dapat membuat Merchant Statement dengan menjalankan beberapa langkah berikut.

1. Pengguna dapat mengakses Merchant Statement pada dengan mengakses Menu Reports pada *sidebar* lalu memilih Statements Report.
2. Pengguna dapat melengkapi seluruh informasi yang dibutuhkan dalam pembuatan Merchant Statement. Informasi yang dibutuhkan di antaranya adalah Report Type, Period, dan Merchant ID. Pengguna dapat meninjau Report yang pernah di-*generate* pada bagian Report Overview.
3. Pengguna memilih nama merchant dan Merchant ID yang ingin dimasukkan ke dalam Merchant Statement.
4. Pada *field* Period, pengguna diminta menentukan rentang tanggal untuk Merchant Statement dengan memasukkan tanggal mulai dan tanggal berakhir. Maksimum rentang tanggal adalah “Last Month”.



5. Jika pengguna melengkapi seluruh informasi yang diminta, pengguna dapat melakukan klik pada “Generate Report” untuk memulai proses pembuatan Report. Setelah itu, pengguna akan dialihkan ke laman Preview. Laman Preview menampilkan informasi umum dan terperinci dalam formati tabel untuk setiap transaksi.

Statement Report / Acc_merchant_202303121

Merchant Statement Report

Result of account information report

Report Information

Merchant ID: 70415868592 - TAS RATNA MALANG Account No.: 144009055555 - IDR - RATNA RINI

Settled	Net Sales	Unsettled	
Date Range	-	Total Settlement Account	IDR 0.00
Number of Settled Sales	0	Total MDR	IDR 0.00
Last Settlement Account	-	Total Net Sales	IDR 0.00

Transaction Date	Card Number	Card Type	Authorization Code	Transaction Amount	Settlement Date	TID
9 Mar 2024	0927349479	-	-	-	-	-

All Records

[Copy Table](#) [Download](#) [Print](#)

6. Terdapat beberapa *action* yang dapat dilakukan oleh pengguna, di antaranya adalah Copy Table, Download, dan Print.
- Jika pengguna melakukan klik Copy Table, semua data yang terlihat dari tabel Merchant Statement Preview akan disalin ke *clipboard* dan terdapat *snack bar* “Successfully copy table to clipboard”.
 - Jika pengguna melakukan klik “Download”, pengguna akan diminta untuk memilih format file yang akan diunduh. Pilihan format file adalah PDF dan XLS.

- Home
- Payments
- Collections
- Liquidity
- Bank Guarantee
- Import
- Export
- Value Chain
- Foreign Exchange
- Tracker
- Reports
 - Statement Report
 - Transaction Report
 - Download Manager

EN

Lidwina

Lidwina@pertamina.co.id

Statement Report / Acc_merchant_202303121

Merchant Statement Report

Result of account information report

Report Information

Merchant ID

70415866592 - TAS RATNA MALANG

Account No.

1440090555555 - IDR - RATNA RINI

Settled	Net Sales	Unsettled
Date Range	-	Total Settlement Amount
Number of Settled Sales	0	Total MDR
Last Settlement Date	-	Total Net Sales

IDR 0.00

IDR 0.00

IDR 0.00

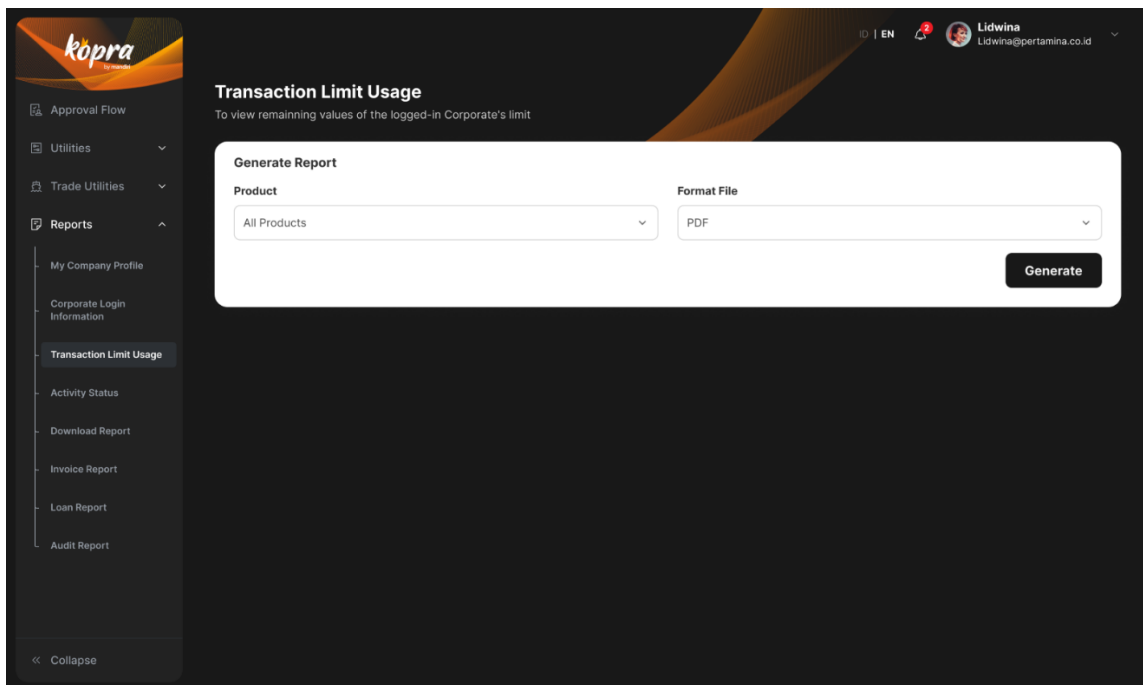
Transaction Date	Card Number	Card Type	Authorization Code	Transaction Amount	Settlement Date	TID
9 Mar 2024	0927349479	-	-	-	-	-

- c. Jika pengguna ingin mencetak Report yang telah di-*generate*, pengguna dapat melakukan klik “Print” .

Transaction Limit

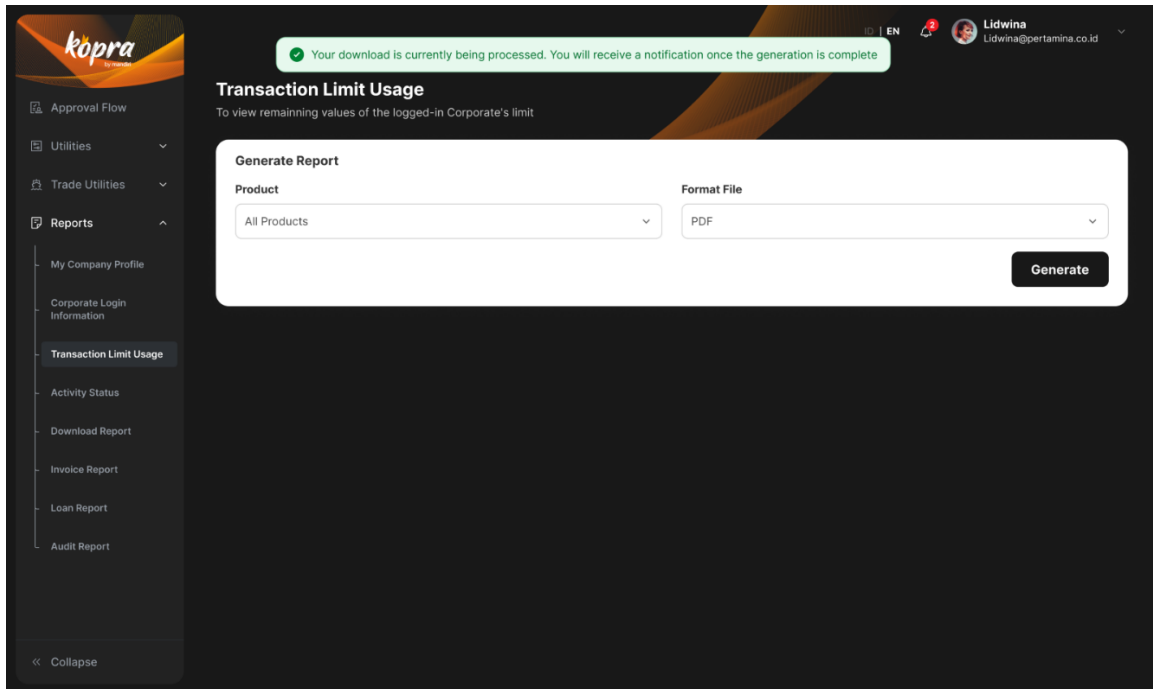
Ketika pengguna ingin melihat semua mengenai limit transaksi untuk ID perusahaan pengguna seperti BI Fast Payroll, BI Fast Transfer, dan lain-lain, pengguna dapat melihat laporan mengenai Transaction Limit Usage dengan melakukan beberapa langkah berikut:

1. Pengguna dapat mengakses submenu Transaction Limit Usage dengan mengakses Menu Reports pada *sidebar*.
2. Pengguna dapat melengkapi seluruh informasi yang dibutuhkan dalam membuat Transaction Limit Usage Report.
3. Pengguna dapat memilih produk yang ingin dicantumkan dalam Transaction Limit Usage Report yang ingin dibuat. Pengguna dapat memilih seluruh produk sekaligus ataupun pada kategori produk tertentu. Setelah melengkapi seluruh informasi yang dibutuhkan, pengguna dapat mengunduh Transaction Limit Usage yang dapat dipilih pada format file yang tersedia yaitu PDF dan XLS dengan menekan Generate.



The screenshot shows the KOPRA web application interface. On the left is a dark sidebar with the KOPRA logo at the top. The sidebar menu includes: Approval Flow, Utilities, Trade Utilities, Reports (expanded), My Company Profile, Corporate Login Information, Transaction Limit Usage (highlighted), Activity Status, Download Report, Invoice Report, Loan Report, and Audit Report. At the bottom of the sidebar is a 'Collapse' button. The main content area has a dark header with the title 'Transaction Limit Usage' and a subtitle 'To view remaining values of the logged-in Corporate's limit'. In the top right corner of the header, there is a language selector 'ID | EN', a notification bell icon with a red '2', and a user profile for 'Lidwina' with email 'Lidwina@pertamina.co.id'. Below the header is a white 'Generate Report' form. The form contains two dropdown menus: 'Product' (currently showing 'All Products') and 'Format File' (currently showing 'PDF'). A black 'Generate' button is located at the bottom right of the form.

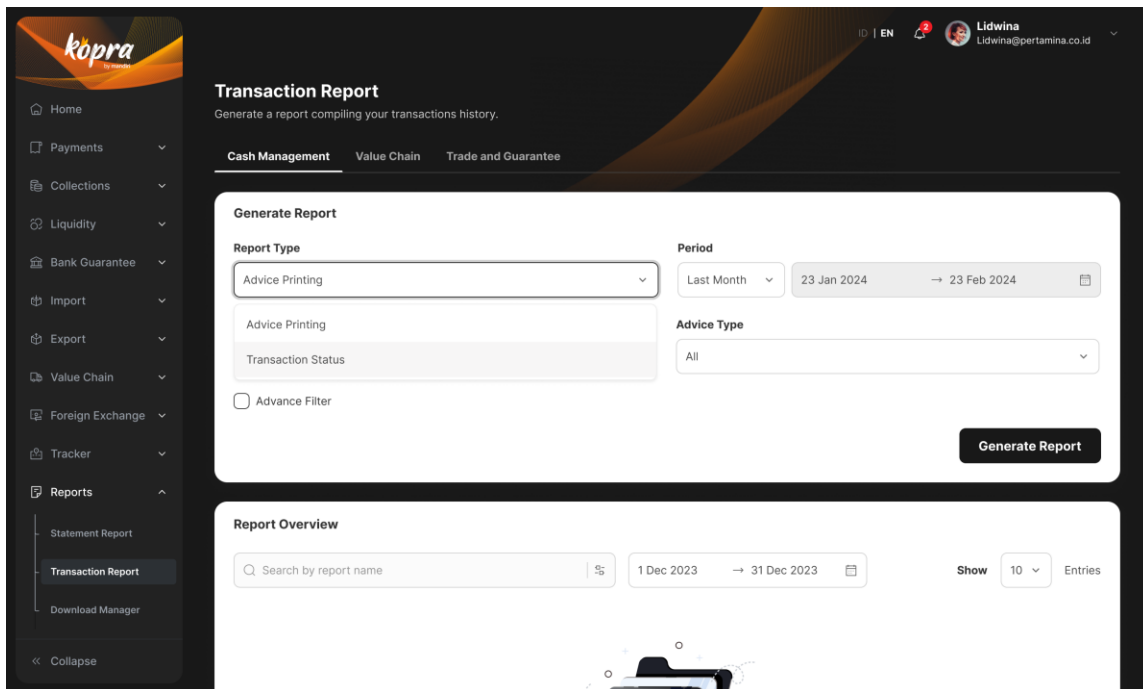
4. Setelah melakukan generate akan muncul pop up proses download sedang berlangsung.



Transaction Status

Ketika pengguna ingin membuat Transaction Status Reports berdasarkan kriteria pencarian yang spesifik yang dapat disesuaikan untuk memperoleh Transaction Status Reports yang fleksibel dan terperinci, pengguna dapat melakukan beberapa langkah berikut:

1. Pengguna dapat mengakses Transaction Status dengan mengakses Menu Reports pada *sidebar* lalu memilih submenu Transaction Report.



2. Pengguna dapat menentukan filter yang diinginkan dalam melakukan filtering transaksi yaitu berdasarkan Date, Transaction ID, dan Reference Number.

KOPRA

Transaction Report

Generate a report compiling your transactions history.

Cash Management | Value Chain | Trade and Guarantee

Generate Report

Report Type
Transaction Status

Period
Last Month | 23 Jan 2024 → 23 Feb 2024

Search Transaction by
Date Type
Transaction ID
Transaction ID LAJU
Reference Number

Date Type
Creation Date

Generate Report

Search by report name | 1 Dec 2023 → 31 Dec 2023 | Show 10 Entries

3. Jika pengguna memilih filtering berdasarkan Date Type, pengguna diminta untuk melengkapi beberapa informasi yang dibutuhkan, di antaranya adalah Period dan Date Type.

KOPRA

Transaction Report

Generate a report compiling your transactions history.

Cash Management | Value Chain | Trade and Guarantee

Generate Report

Report Type
Transaction Status

Period
Last Month | 23 Jan 2024 → 23 Feb 2024

Search Transaction by
Date Type

Date Type
Creation Date

☐ Advance Filter

Generate Report

Report Overview

Search by report name | 1 Dec 2023 → 31 Dec 2023 | Show 10 Entries

- a. Pada *field* Period, terdapat beberapa pilihan yang dapat dipilih oleh pengguna di antaranya Today, Yesterday, Last Week, Last Month, dan Custom Date.

The screenshot shows the KOPRA Transaction Report interface. The left sidebar contains navigation links: Home, Payments, Collections, Liquidity, Bank Guarantee, Import, Export, Value Chain, Foreign Exchange, Tracker, and Reports. The 'Reports' section is expanded, showing 'Statement Report', 'Transaction Report' (selected), and 'Download Manager'. The main content area is titled 'Transaction Report' with the subtitle 'Generate a report compiling your transactions history.' Below this are tabs for 'Cash Management', 'Value Chain', and 'Trade and Guarantee'. The 'Generate Report' section has a 'Report Type' dropdown set to 'Transaction Status'. The 'Period' dropdown is open, showing options: 'Last Month' (selected), 'Today', 'Yesterday', 'Last Week', 'Last Month', and 'Custom Date'. The date range is '23 Jan 2024' to '23 Feb 2024'. The 'Search Transaction by' section has a 'Data Type' dropdown and an 'Advance Filter' checkbox. A 'Generate Report' button is at the bottom right. Below this is the 'Report Overview' section with a search bar, date range '1 Dec 2023' to '31 Dec 2023', and a 'Show' button with a dropdown set to '10' and 'Entries'.

4. Jika pengguna memilih filtering berdasarkan Transaction ID, pengguna diminta untuk melengkapi beberapa informasi yang dibutuhkan, di antaranya adalah Period dan Transaction ID.

This screenshot shows the same KOPRA Transaction Report interface, but with the 'Transaction ID' field highlighted. The 'Period' dropdown is now set to 'Last Month' and the date range is '23 Jan 2024' to '23 Feb 2024'. The 'Search Transaction by' section has the 'Transaction ID' dropdown selected, and the 'Input transaction ID' text box is visible. The 'Advance Filter' checkbox is still unchecked. The 'Generate Report' button remains at the bottom right. The 'Report Overview' section is identical to the previous screenshot.

5. Jika pengguna memilih filtering berdasarkan Reference Number, pengguna diminta untuk memasukkan Reference Number secara spesifik untuk menemukan transaksi yang dituju. Pengguna diminta untuk melengkapi beberapa informasi yang dibutuhkan, di antaranya adalah Period dan Reference Number.

The screenshot displays the KOPRA Transaction Report interface. On the left is a dark sidebar with the KOPRA logo and a menu including Home, Payments, Collections, Liquidity, Bank Guarantee, Import, Export, Value Chain, Foreign Exchange, Tracker, Reports, Statement Report, Transaction Report (highlighted), and Download Manager. The main header shows 'Transaction Report' with a subtitle 'Generate a report compiling your transactions history.' and tabs for 'Cash Management', 'Value Chain', and 'Trade and Guarantee'. The 'Generate Report' section contains a 'Report Type' dropdown set to 'Transaction Status', a 'Period' selector set to 'Last Month' with a date range from '23 Jan 2024' to '23 Feb 2024', a 'Search Transaction by' dropdown set to 'Reference Number', and a 'Reference Number' input field with the placeholder 'Input reference number'. An 'Advance Filter' checkbox is present and unchecked. A 'Generate Report' button is at the bottom right of this section. Below is the 'Report Overview' section with a search bar, a date range from '1 Dec 2023' to '31 Dec 2023', a 'Show' dropdown set to '10', and an 'Entries' label. A decorative graphic of a person at a desk is at the bottom center.

6. Jika pengguna melakukan centang pada “Advance Filter”, pengguna diminta untuk melengkapi beberapa informasi tambahan. Informasi tambahan yang dimminta di antaranya adalah Menu, Service Type, Transaction Status, Created By, Customer Account, Transfer Amount, Currency, Beneficiary Name, Amount Value, dan File Name.

- Home
- Payments
- Collections
- Liquidity
- Bank Guarantee
- Import
- Export
- Value Chain
- Foreign Exchange
- Tracker
- Reports
 - Statement Report
 - Transaction Report
 - Download Manager
- Collapse

Transaction Report

Generate a report compiling your transactions history.

Cash Management
Value Chain
Trade and Guarantee

Generate Report

Report Type

Transaction Status

Period

Last Month

23 Jan 2024 → 23 Feb 2024

Search TransAction by

Data Type

Date Type

All

Advance Filter

☒

Menu

All

Service Type

All

Transaction Status

All

Created By

All

Customer Account

All

Transfer Amount

Equal To

Currency

All

Beneficiary Name

Enter beneficiary name

Amount Value

0.00

File Name

Enter file name

Generate Report

Report Overview

Search by report name

1 Dec 2023 → 31 Dec 2023

Show 10 Entries

☐	Status	Report Name	Request Date	Report Type	Periode
☐	In Progress	Acc_Advice Printing_20240704	12 Mar 2024	Advice Printing	21 Jan 2024
☐	Completed	Acc_balances_202303121	12 Mar 2024	Advice Printing	21 Jan 2024
☐	Completed	Acc_balances_202303121	12 Mar 2024	Advice Printing	21 Jan 2024
☐	Completed	Acc_balances_202303121	12 Mar 2024	Limit Report	21 Jan 2024
☐	Completed	Acc_balances_202303121	12 Mar 2024	Limit Report	21 Jan 2024
☐	Completed	Acc_balances_202303121	12 Mar 2024	Limit Report	21 Jan 2024
☐	Completed	Acc_balances_202303121	12 Mar 2024	Limit Report	21 Jan 2024

- Setelah pengguna melengkapi seluruh informasi yang diperlukan, pengguna dapat melakukan klik "Generate Report" untuk melanjutkan proses yang akan dilakukan.
- Setelah itu, pengguna akan dialihkan ke laman Transaction Status Preview dan mendapatkan *snack bar* "Successfully generated report". Pada laman Transaction Status Preview, pengguna dapat melihat ringkasan mengenai Report yang di-*generate* berupa Report Information dan Account Information.

- Home
- Payments
- Collections
- Liquidity
- Bank Guarantee
- Import
- Export
- Value Chain
- Foreign Exchange
- Tracker
- Reports
 - Statement Report
 - Transaction Report
 - Download Manager

Successfully generated report

Transaction Report / Transaction Status

Transaction Status

Result of account information report

Account Information

Customize Table View

☐	Status	Creation Date	Transaction ID	Document No.	Menu
☐	Failed	9 Mar 2024 10:37:30	0700004416470	0700004416470	Cash Distribution
☐	Need to Repair	10 Mar 2024 10:37:30	0700004416471	0700004416470	Single Transfer To Mandiri
☐	Partial Success	10 Mar 2024 10:37:30	0700004416471	0700004416470	Multiple Bill Payment by Manual Input
☐	Rejected	10 Mar 2024 10:37:30	0700004416471	0700004416470	Multiple Bill Payment by Manual Input
☐	Success	10 Mar 2024 10:37:30	0700004416471	0700004416470	Multiple Bill Payment by Manual Input
☐	Pending Approve	10 Mar 2024 10:37:30	0700004416471	0700004416470	Multiple Bill Payment by Manual Input

3 Selected

Copy Table Download Print

9. Pengguna dapat melakukan kustomisasi tabel pada Account Information dengan pilihan kolom yang dapat ditampilkan adalah Transaction ID, Document No, Status, Menu, Amount Currency, Transaction Amount, Credit Account Number, dan Credit Account Name.

- Home
- Payments
- Collections
- Liquidity
- Bank Guarantee
- Import
- Export
- Value Chain
- Foreign Exchange
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- Reports
 - Statement Report
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 - Download Manager

Transaction Report / Transaction Status

Transaction Status

Result of account information report

Account Information

Customize Table View

Show 10 Entries

Displayed Column

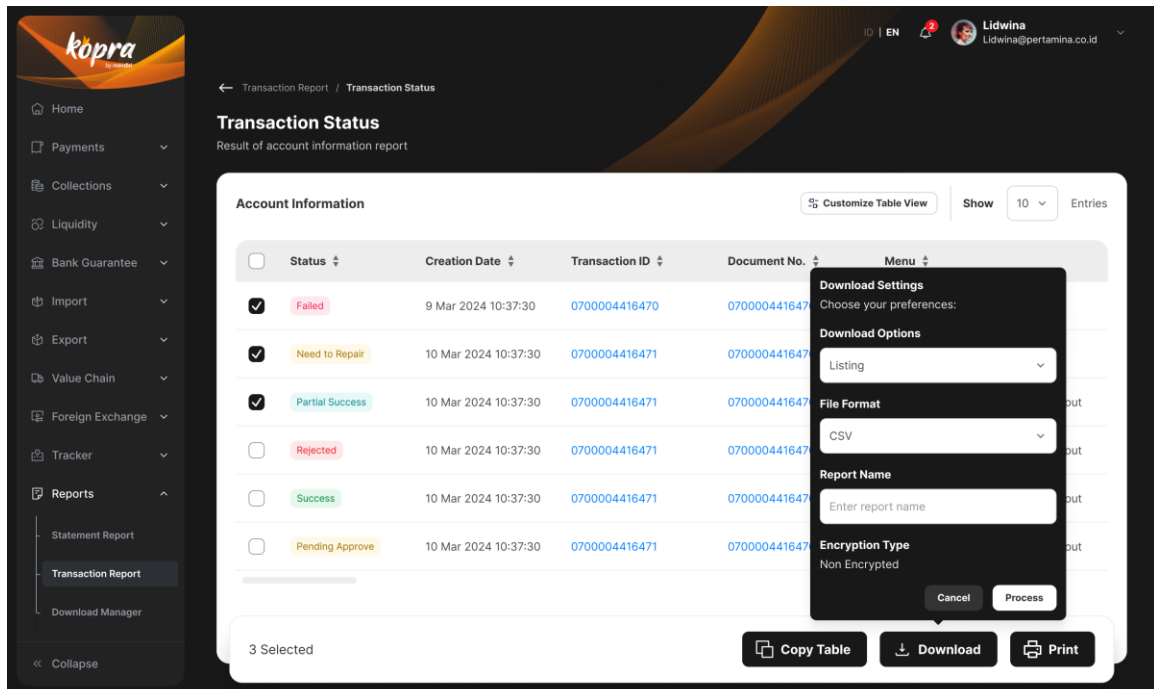
Shift the columns to adjust their positions. The topmost column will become the leftmost column when applied.

☐ All
☒ Transaction ID
☒ Document No
☒ Status
☐ Menu
☐ Amount Currency

Cancel Apply

10. Pengguna dapat melakukan beberapa *action* pada laman Transaction Status Preview yaitu Copy Tabel, Download, dan Print.

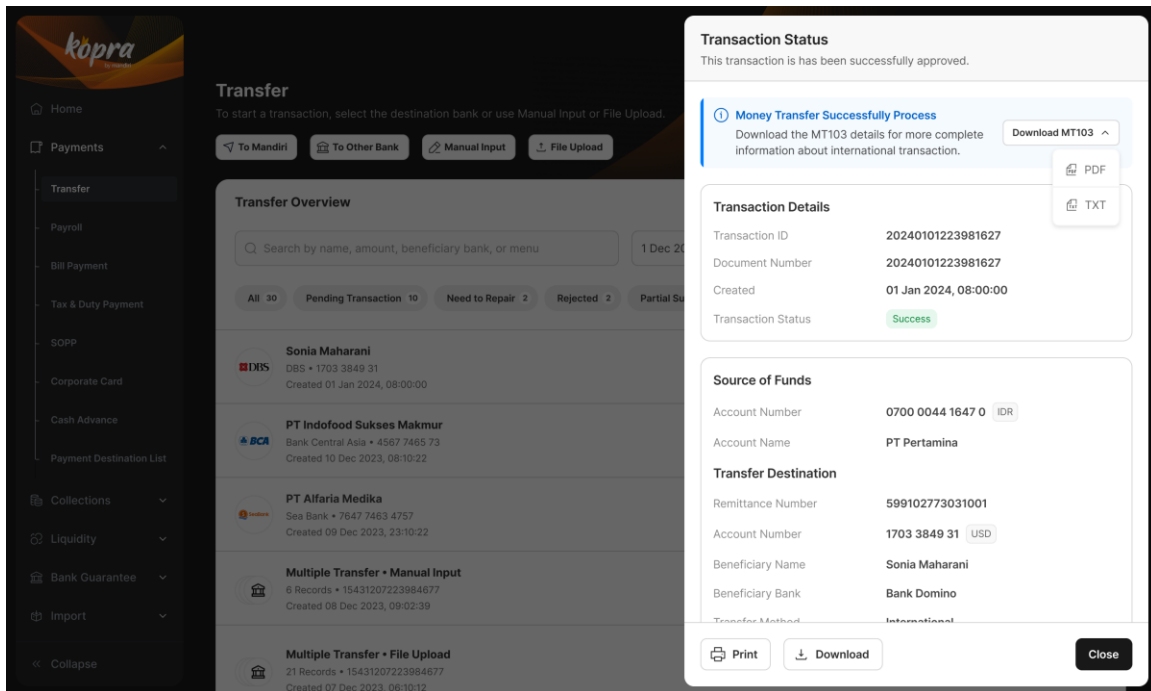
- Jika pengguna melakukan klik “Copy Table”, informasi pada Transaction Status Preview akan disalin secara otomatis ke *clipboard*.
- Jika pengguna melakukan klik “Download”, pengguna akan diminta untuk melengkapi beberapa informasi tambahan berupa Download Option, Format File, Display Header, dan Report Name. Setelah pengguna selesai melengkapi informasi tersebut, pengguna dapat melakukan klik “Process”.



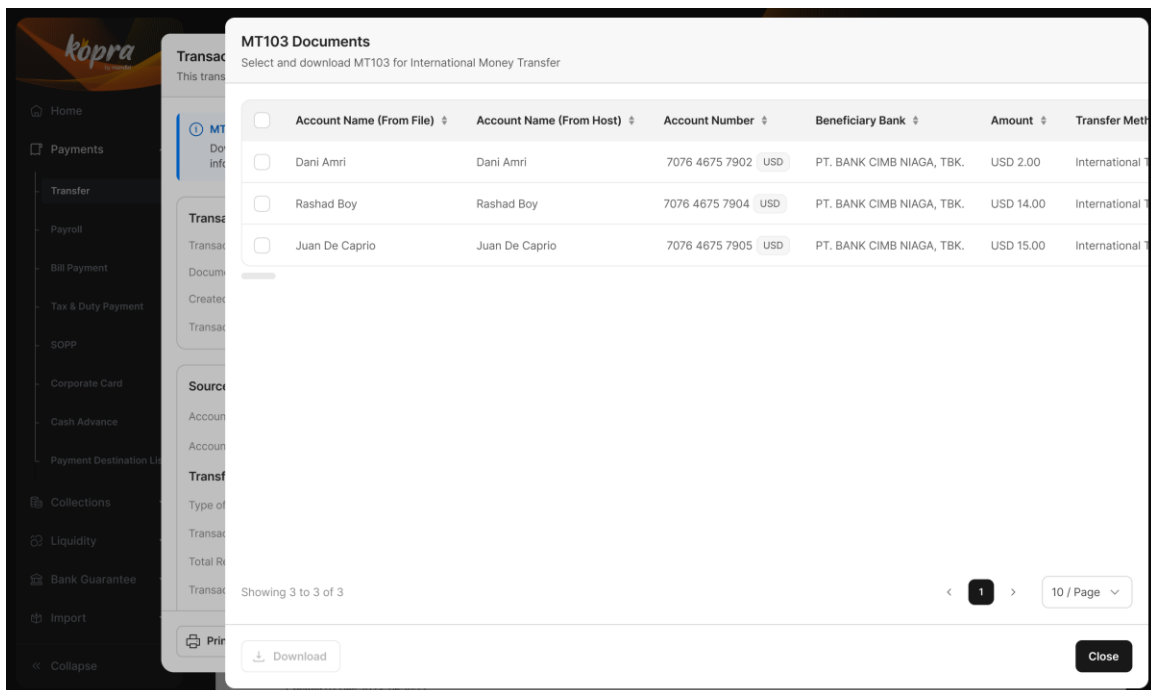
- Jika pengguna ingin mencetak Transaction Status, pengguna dapat melakukan klik “Print”.

11. Untuk transaksi internasional yang dibuat oleh user di menu Transfer (Single Transfer To Other Bank, Multiple Transfer by File Upload Consolidated, Multiple Transfer by File Upload Consolidated) dan menu Payroll (Payroll by File Upload), pengguna dapat mendownload MT103 melalui menu transaction report.

12. Pengguna dapat mencari transaksi seperti langkah sebelumnya. Pengguna dapat mengklik detail transaksi tersebut sampai memunculkan detail sebagai berikut. Apabila transaksi tersebut merupakan transaksi internasional dan statusnya sudah sukses, akan muncul banner untuk dapat mendownload MT103 sebagai berikut:



13. Untuk transaksi single, setelah mengklik tombol download MT103 akan terdapat pilihan file PDF atau TXT. Apabila tombol tersebut diklik maka file akan terbentuk dan langsung terdownload pada browser.



14. Untuk transaksi file upload, setelah mengklik tombol download MT103 akan muncul daftar transaksi yang dapat didownload file MT103. Transaksi yang muncul hanya transaksi internasional yang sudah sukses.
15. Pengguna dapat memilih daftar transaksi yang dan memilih jenis tipe file yang akan di download. Setelah mengklik tombol download, file akan terbentuk dalam zip dan langsung terdownload pada browser.

