



Finance Accounting Interface

USER MANUAL
VERSION 1.1

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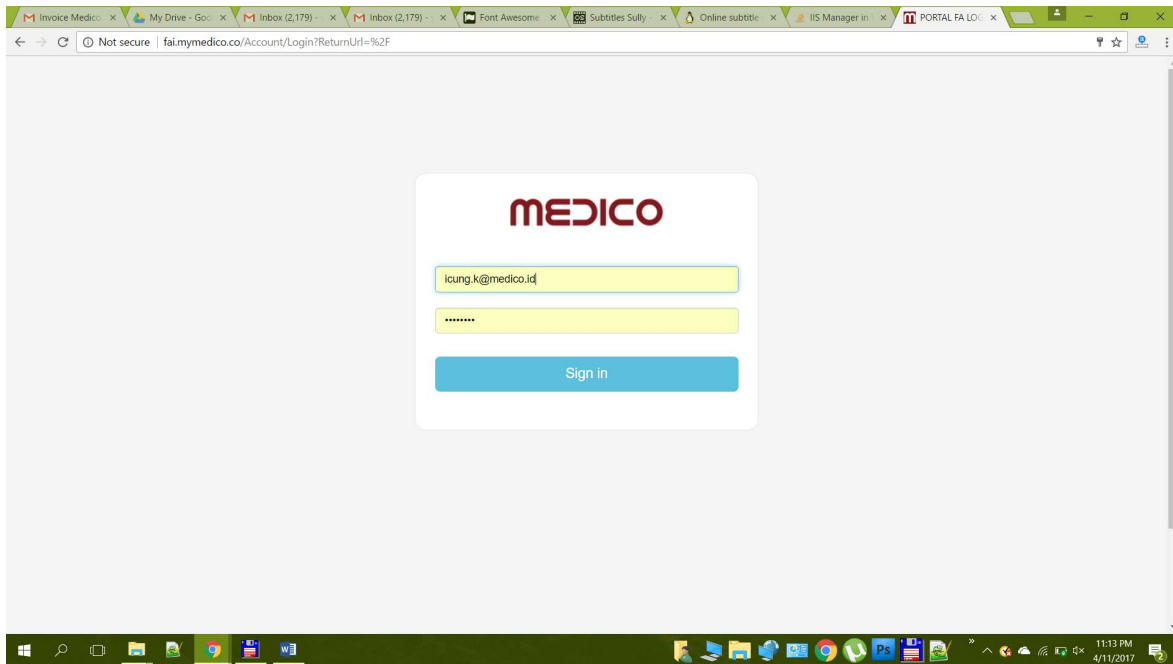
8.2 POSTED..... 41



1. LOGIN PAGE

Portal FAI login page is just a simple login form, where user must input their email/username and its corresponding password.

If the user input the right username and password, then the user will go to the home page. But if the username and password is incorrect, the user will get the username/password is incorrect alert.



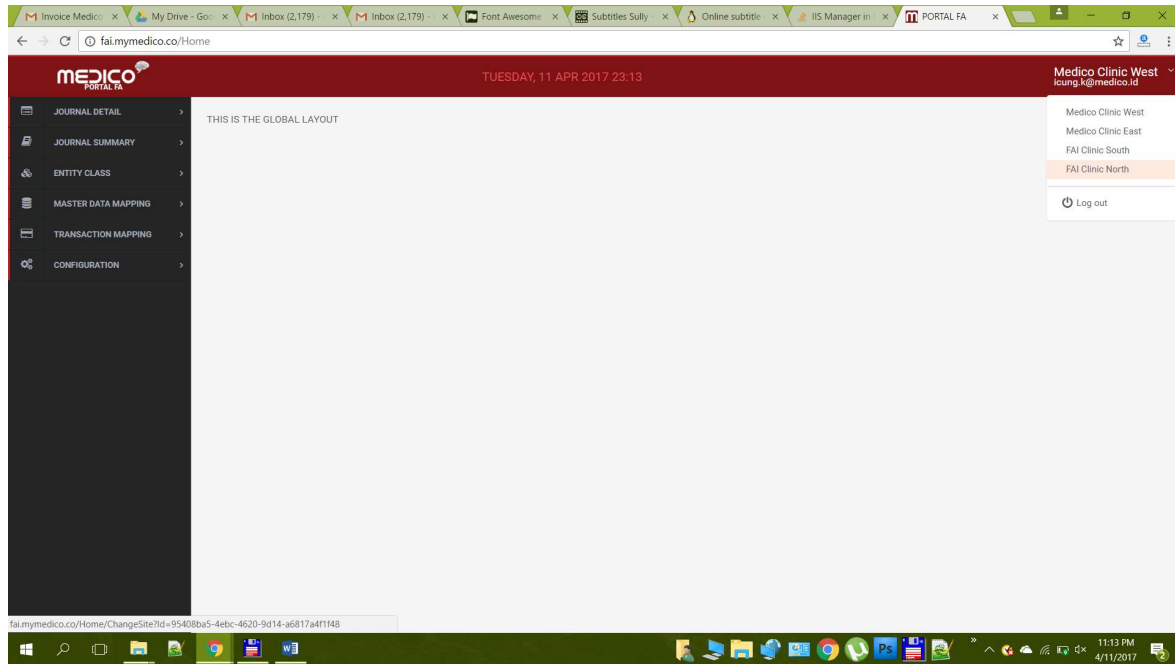
2. HEADER MENU

2.1 CHANGING SITE

User can change the site they want to manage in the portal FAI. The site that they are capable to manage is handle by Medico application.

How to use :

1. Just click on the upper right of the header menu, a dropdown list of site will appear
2. Choose the site you want to manage

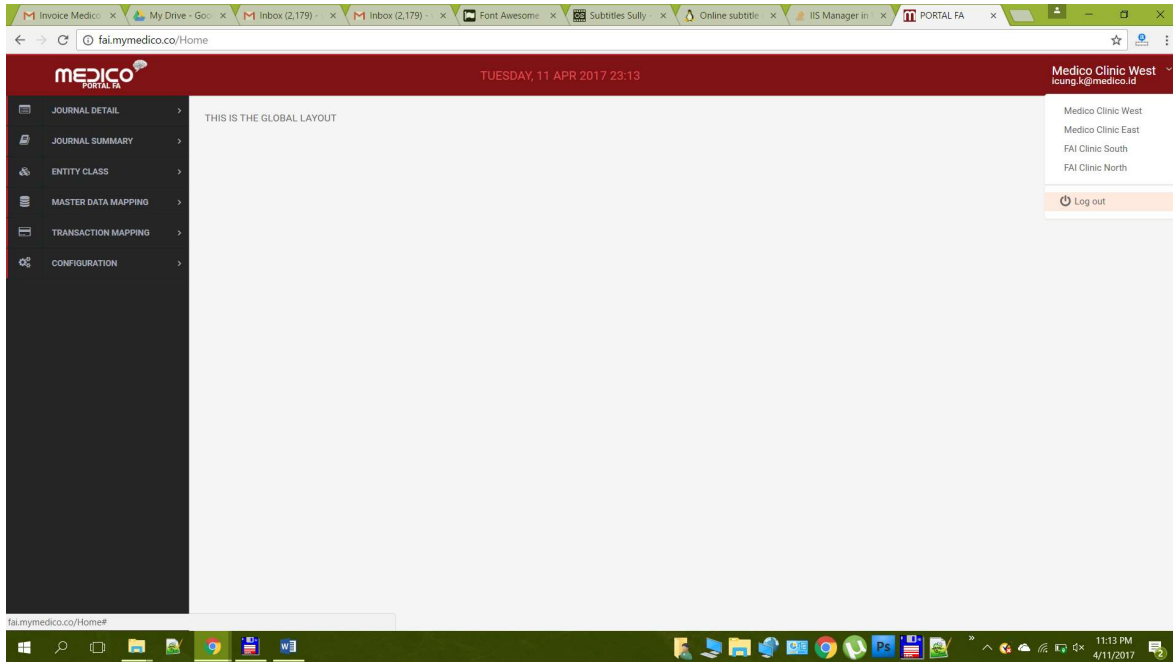


2.2 LOGOUT

User can log out from portal FAI, with this function

How to use :

1. Just click on the upper right of the header menu, a dropdown list of site will appear
2. Click Log Out menu



3. ENTITY CLASS

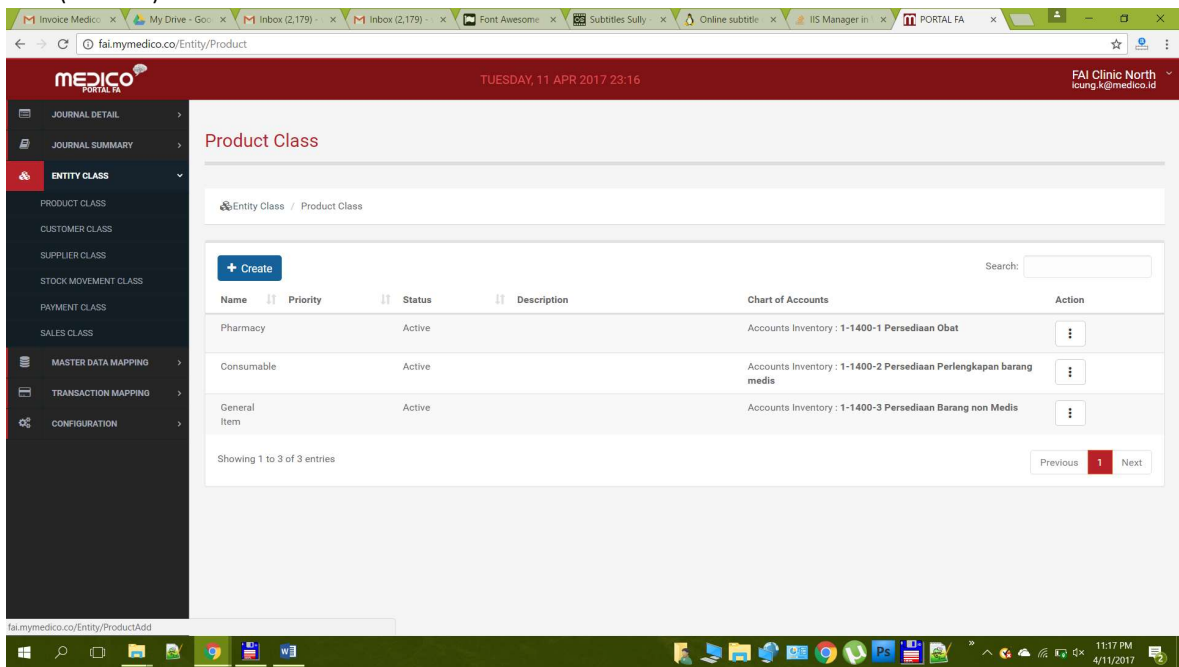
The entity class menu can be found on the left sidebar. There are 6 type of entity classes in the entity class menu. The type are Product Class, Customer Class, Payment Class, Supplier Class, Stock Movement Class, and Sales Class.

Each class types have the same function. Its function are :

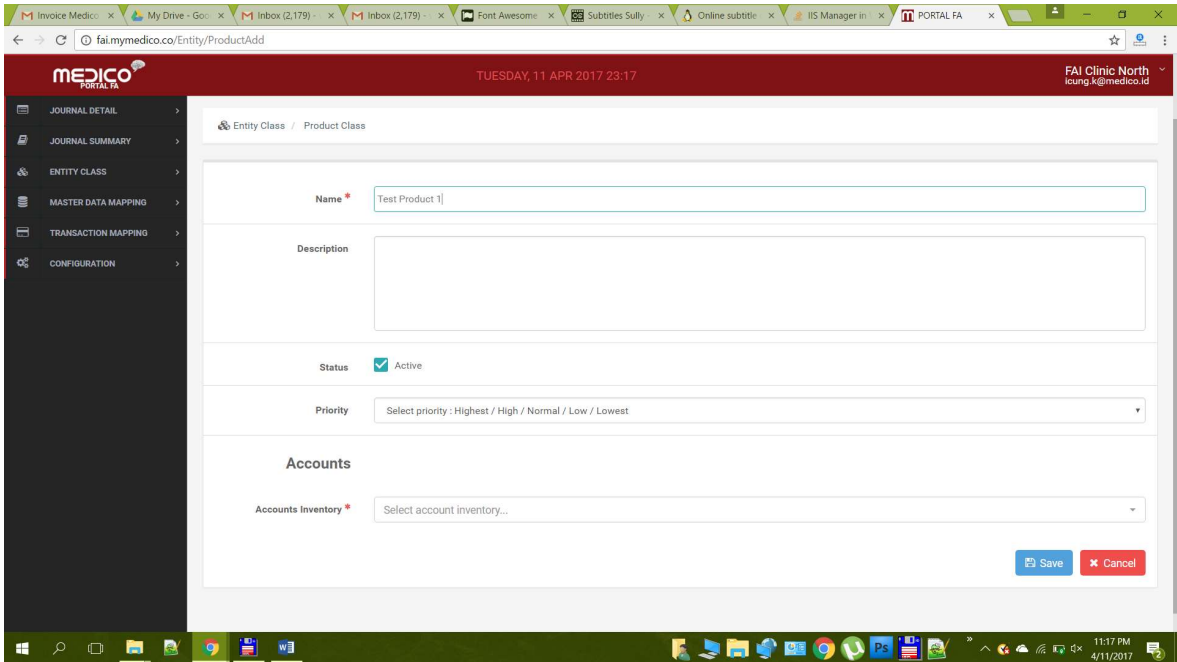
1. Create new class
2. Edit class
3. Delete class

3.1 CREATE NEW CLASS

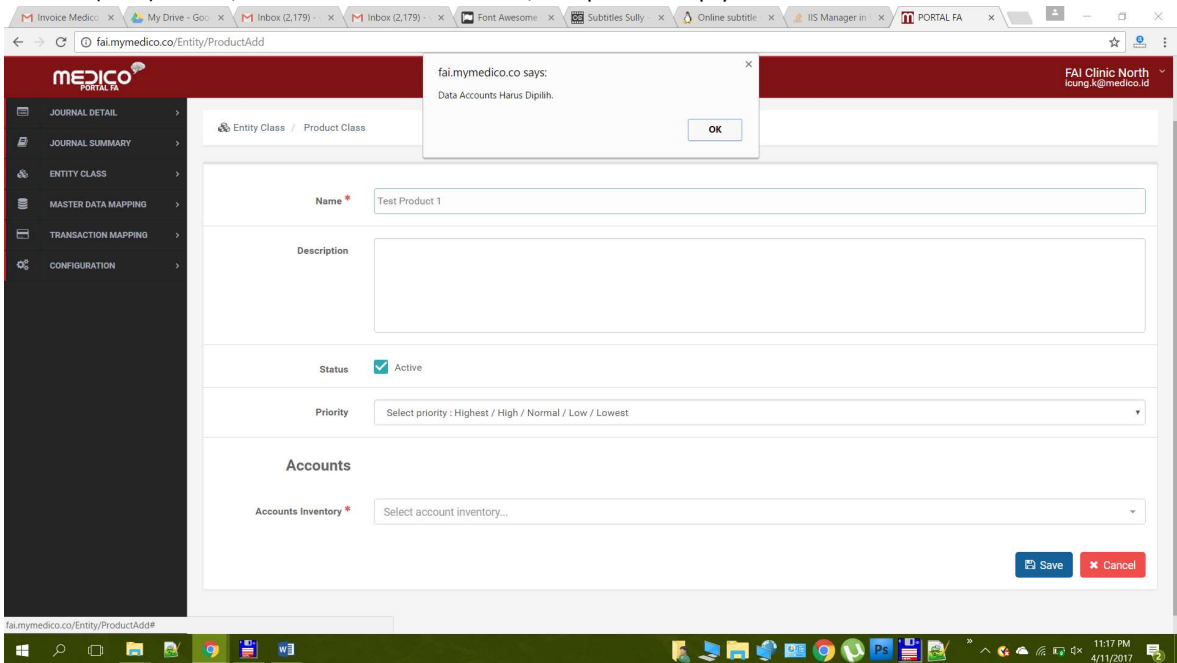
1. Go to one of the entity class type, by clicking submenu on Entity Class menu on the left sidebar
2. Click (+ Create) blue button



3. Input all the fields that you want to input, and click (Save) button to save the data

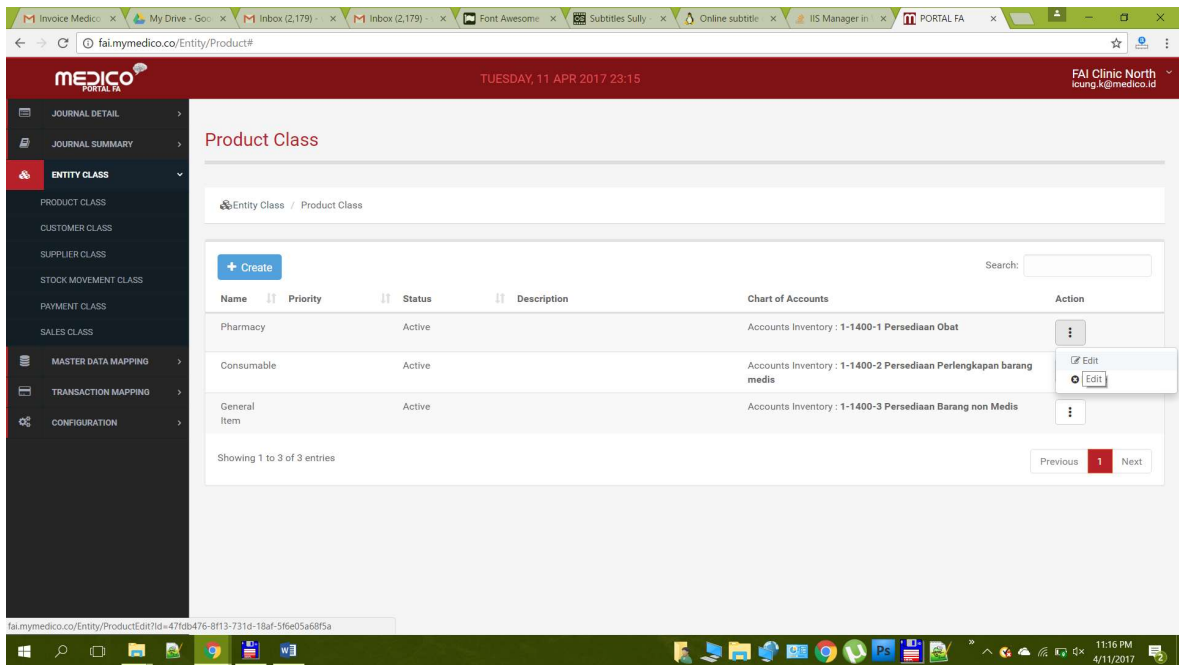


4. Only the asterisked (*) fields are the one that a must input fields. If you haven't input the asterisked fields and click the (Save) button, then the alert will be shown, to input the empty asterisked fields.

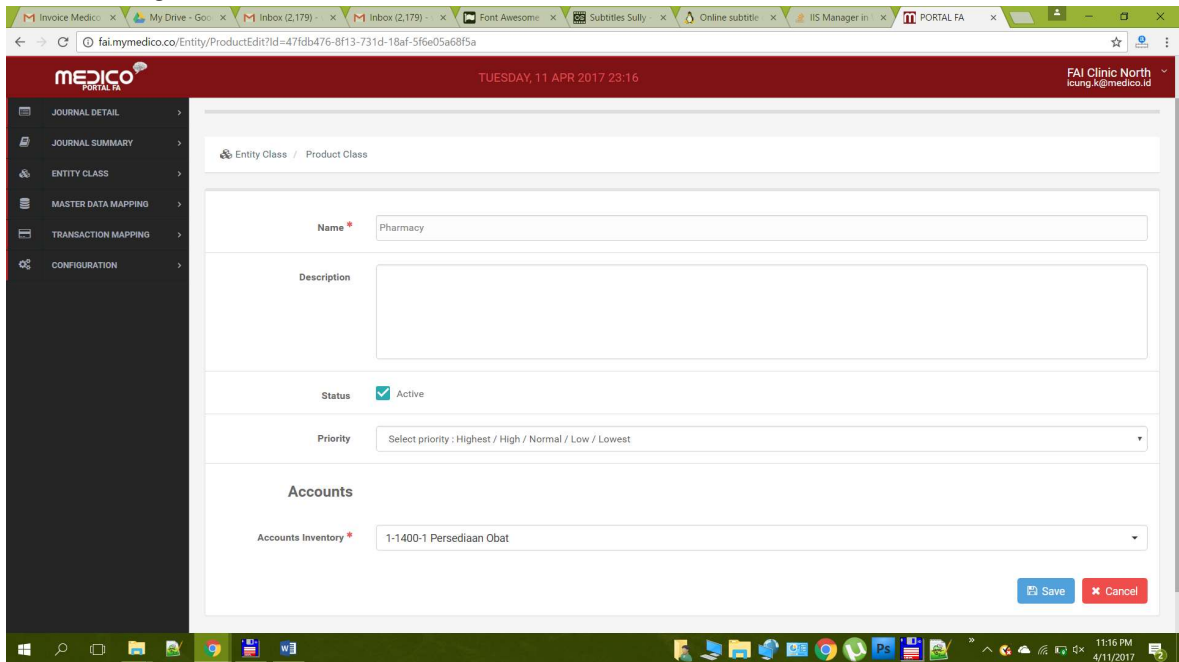


3.2 EDIT CLASS

1. Go to one of the entity class type, by clicking submenu on Entity Class menu on the left sidebar
2. Click the 3 dot in corresponding row

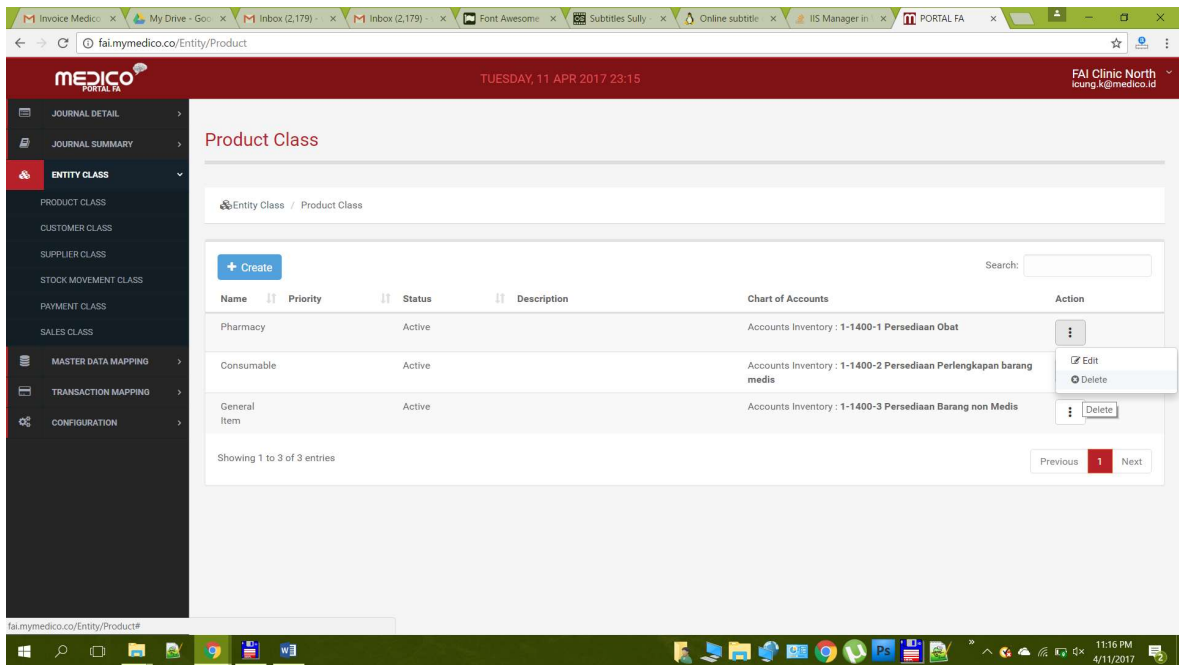


3. Click the (Edit) button
4. Change the data and click (Save) button, if you want to save the change, or (Cancel) button, if you want to undo the change

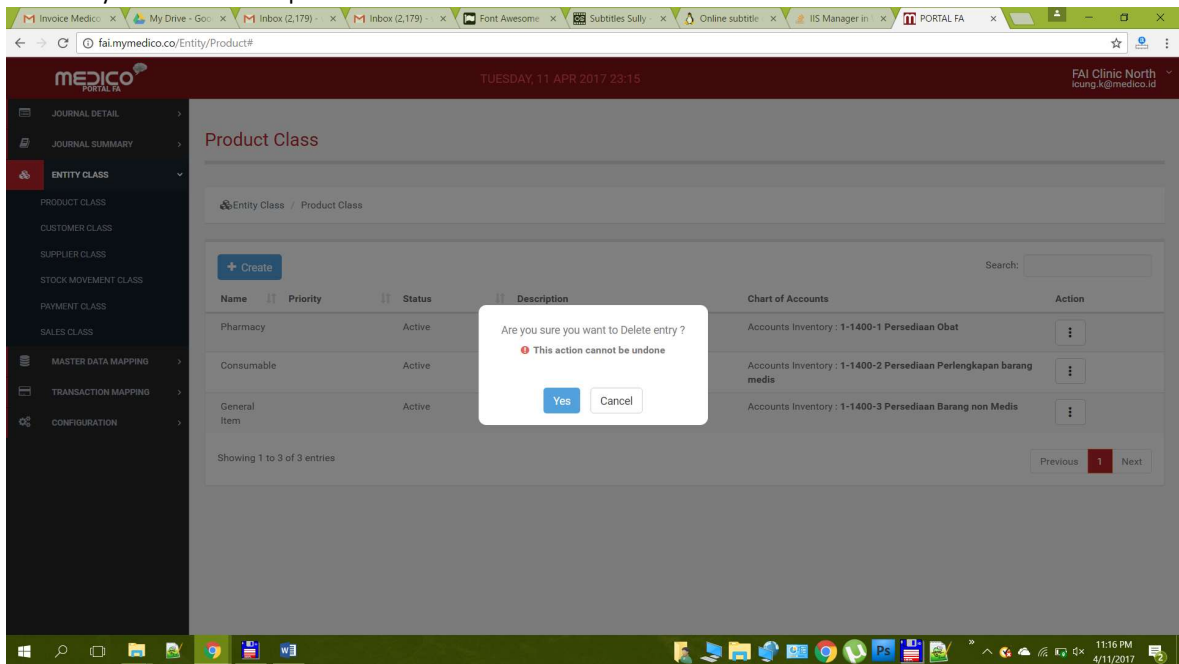


3.3 DELETE CLASS

1. Go to one of the entity class type, by clicking submenu on Entity Class menu on the left sidebar
2. Click the 3 dot in corresponding row, and click the (Delete) button



- It will popup "Are you sure?" menu. If you want to proceed deleting the class, click (Yes) button, and (Cancel) button if you don't want to proceed.



4. MASTER DATA MAPPING

Can be accessed through Master Data Mapping menu on the left sidebar.

4.1 ITEM CATEGORY

Map out Item Category data to a Product Class

How to use :

1. Add default mapping, click the dropdown menu, select a class and click (Save) button

Item Category Mapping Configuration

Master Data Mapping / Item Category

Default Product Class : Pharmacy

Select product class...
 Pharmacy
 Consumable
 General Item

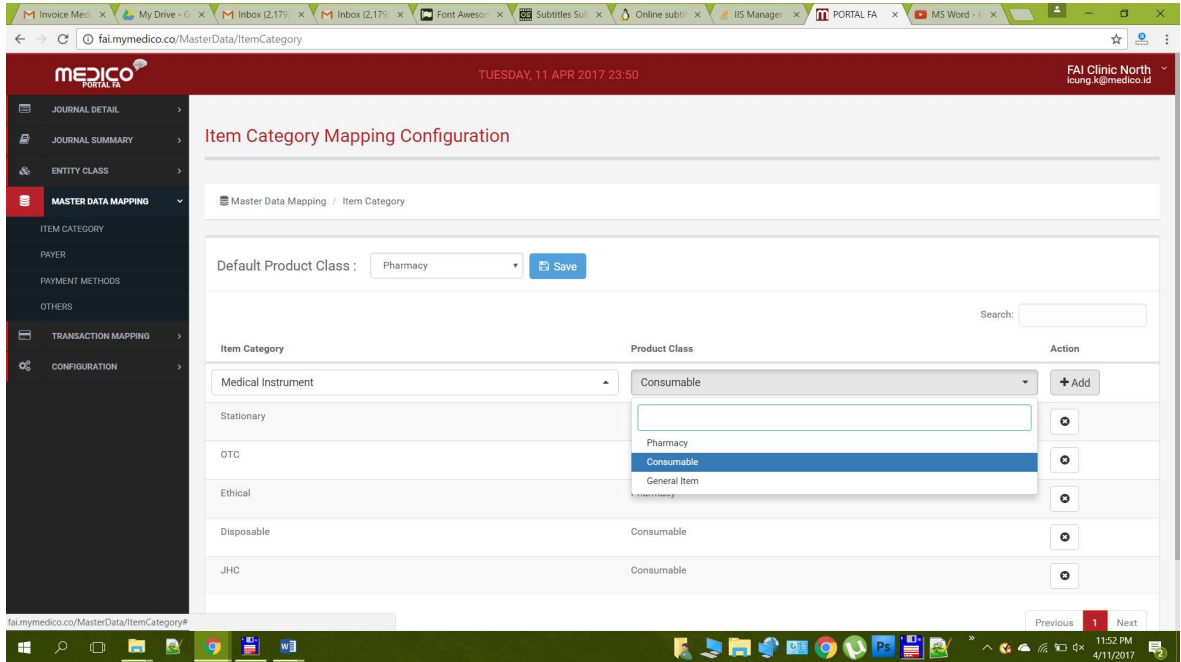
Search:

Item Category	Product Class	Action
Select item category...	Select product class...	+ Add
Stationary	General Item	<input type="button" value="o"/>
OTC	Pharmacy	<input type="button" value="o"/>
Ethical	Pharmacy	<input type="button" value="o"/>
Disposable	Consumable	<input type="button" value="o"/>
JHC	Consumable	<input type="button" value="o"/>

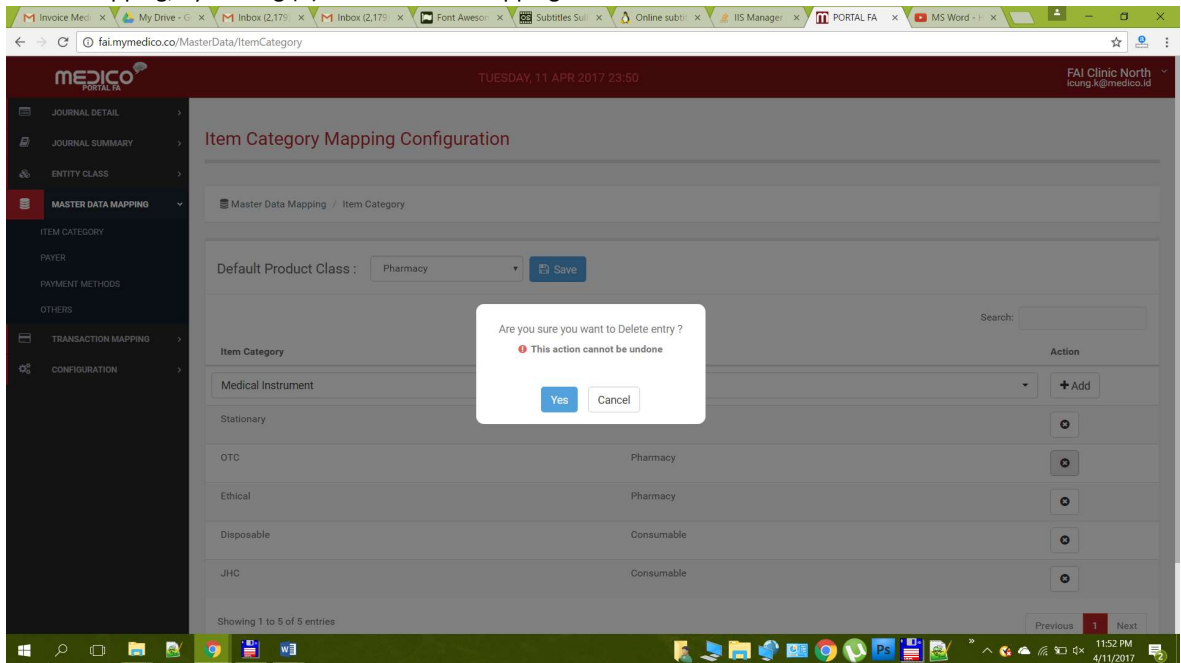
fa1.mymedico.co/MasterData/ItemCategory#

Previous 1 Next

2. Add new mapping, select corresponding item category on the dropdown menu, and product class on the dropdown menu, and click (+ Add) button



3. Delete mapping, by clicking (X) button on the mapping row



4.2 PAYER

Map out Payer data to a Customer Class

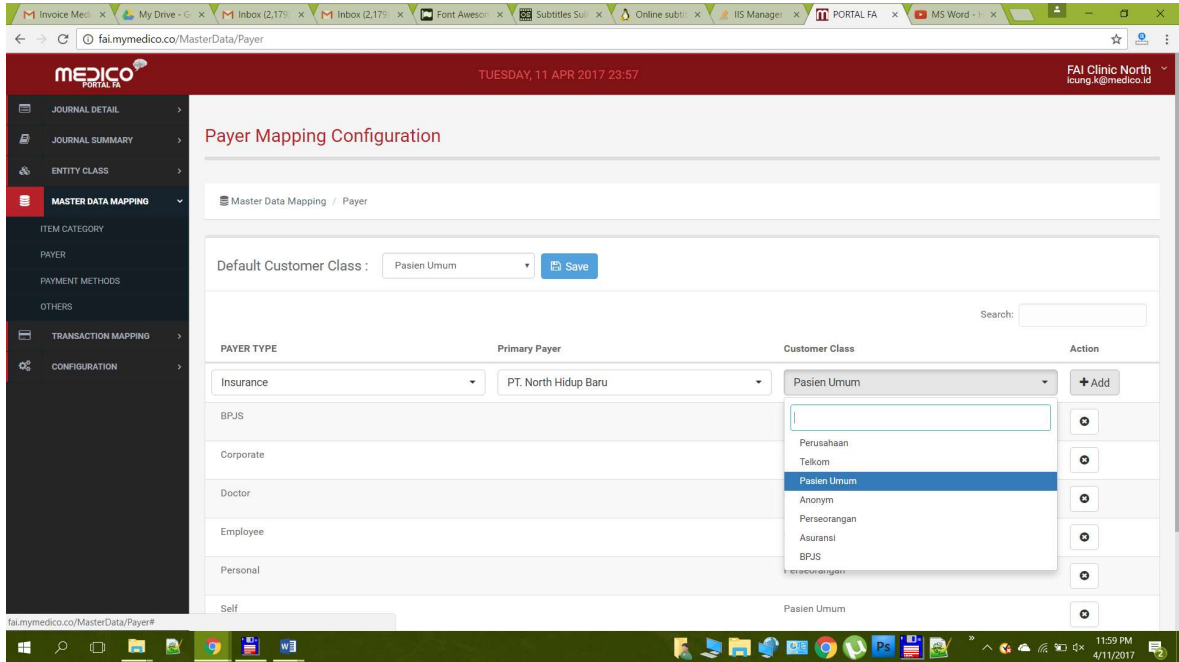
How to use :

1. Add default mapping, click the dropdown menu, select a class and click (Save) button

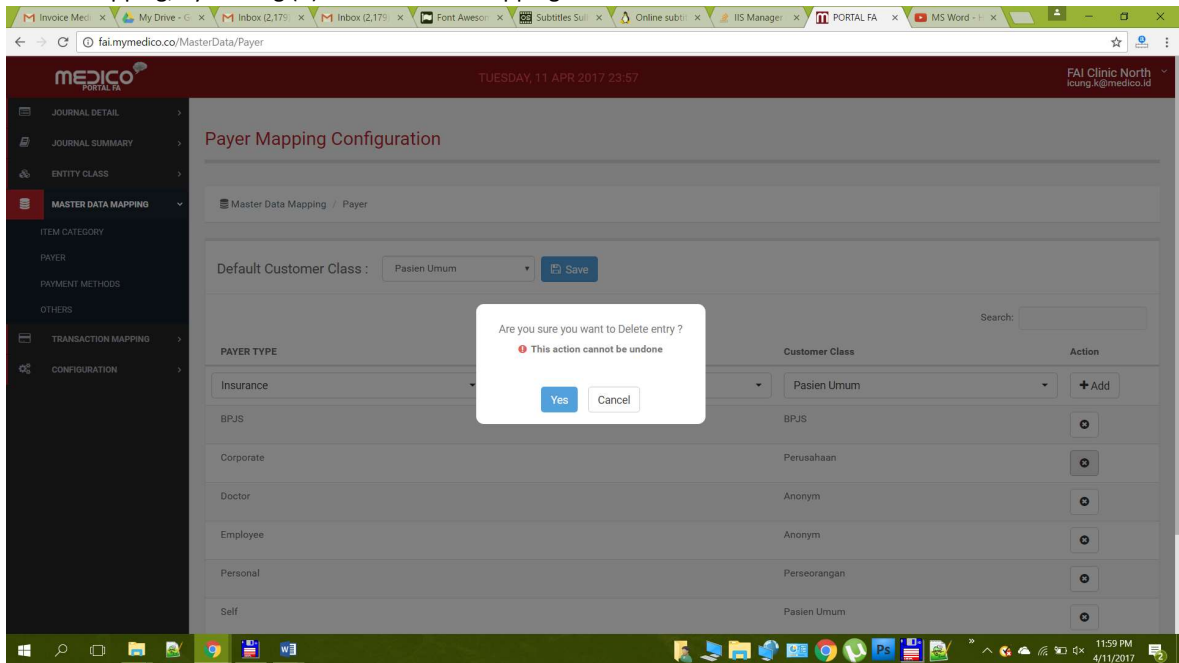
The screenshot displays the 'Payer Mapping Configuration' page in the MEDICO system. The interface includes a sidebar with navigation options like 'JOURNAL DETAIL', 'ENTITY CLASS', and 'MASTER DATA MAPPING'. The main content area shows the configuration for mapping payer types to customer classes. A dropdown menu for 'Default Customer Class' is open, showing options like 'Pasien Umum', 'Perusahaan', and 'Telkom'. A 'Save' button is visible next to the dropdown. Below the configuration area is a table with the following data:

PAYER TYPE	Customer Class	Action
BPJS	BPJS	[Edit]
Corporate	Perusahaan	[Edit]
Doctor	Anonym	[Edit]
Employee	Anonym	[Edit]
Personal	Perseorangan	[Edit]
Self	Pasien Umum	[Edit]

2. Add new mapping, select corresponding Payer Type and the Primary Payer on the dropdown menu, and Customer Class on the dropdown menu, and click (+ Add) button



3. Delete mapping, by clicking (X) button on the mapping row

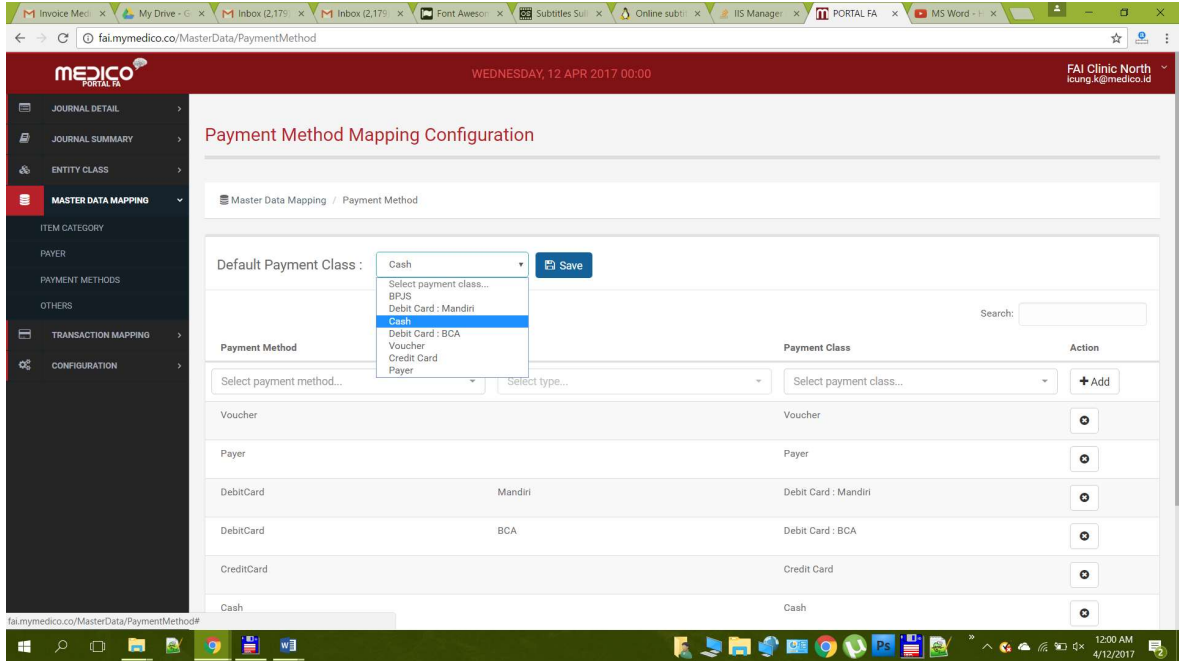


4.3 PAYMENT METHODS

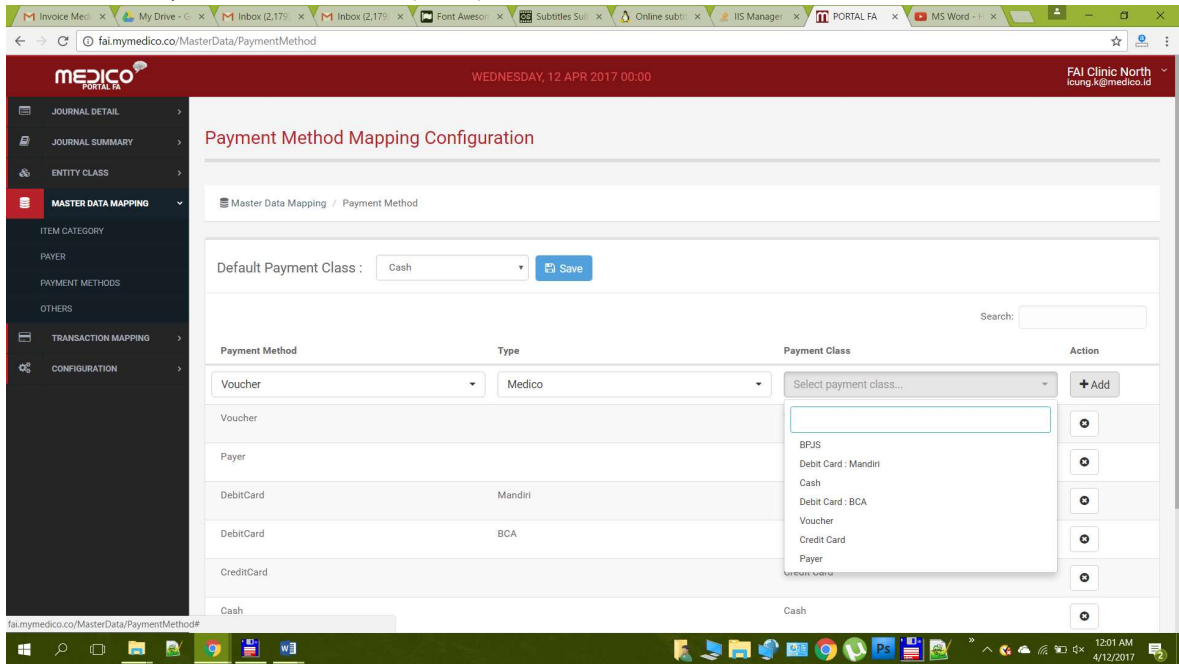
Map put Payment Method data to a Payment Class.

How to use :

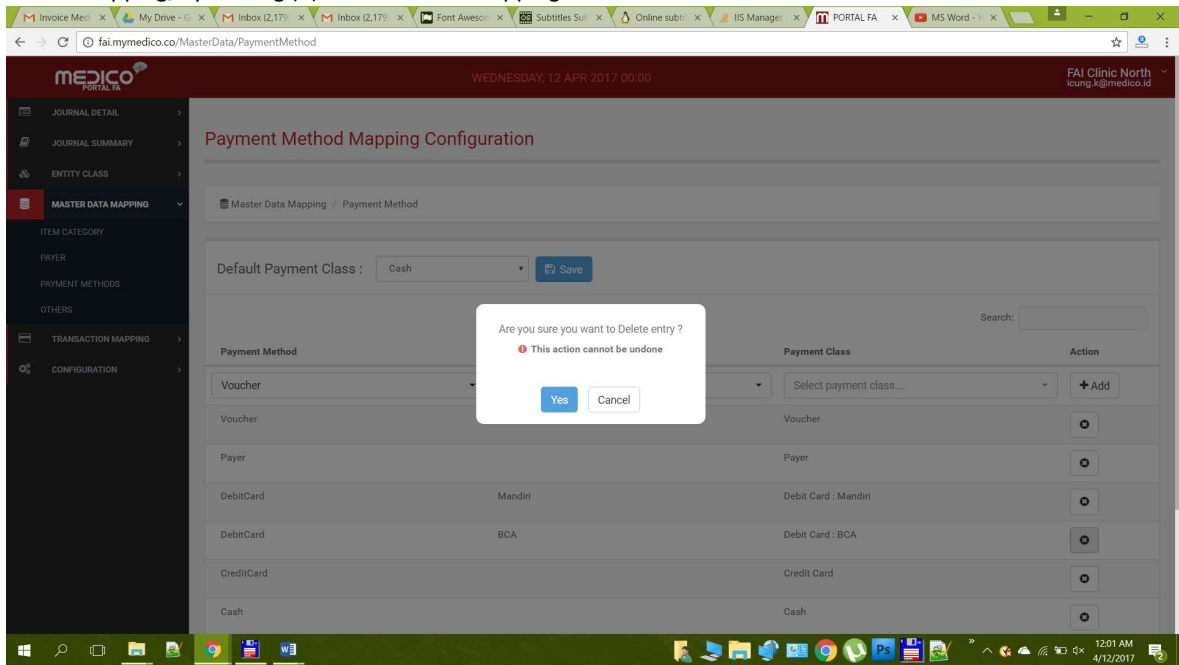
1. Add default mapping, click the dropdown menu, select a class and click (Save) button



2. Add new mapping, select corresponding Payment Method and the Type on the dropdown menu, and Payment Class on the dropdown menu, and click (+ Add) button



3. Delete mapping, by clicking (X) button on the mapping row

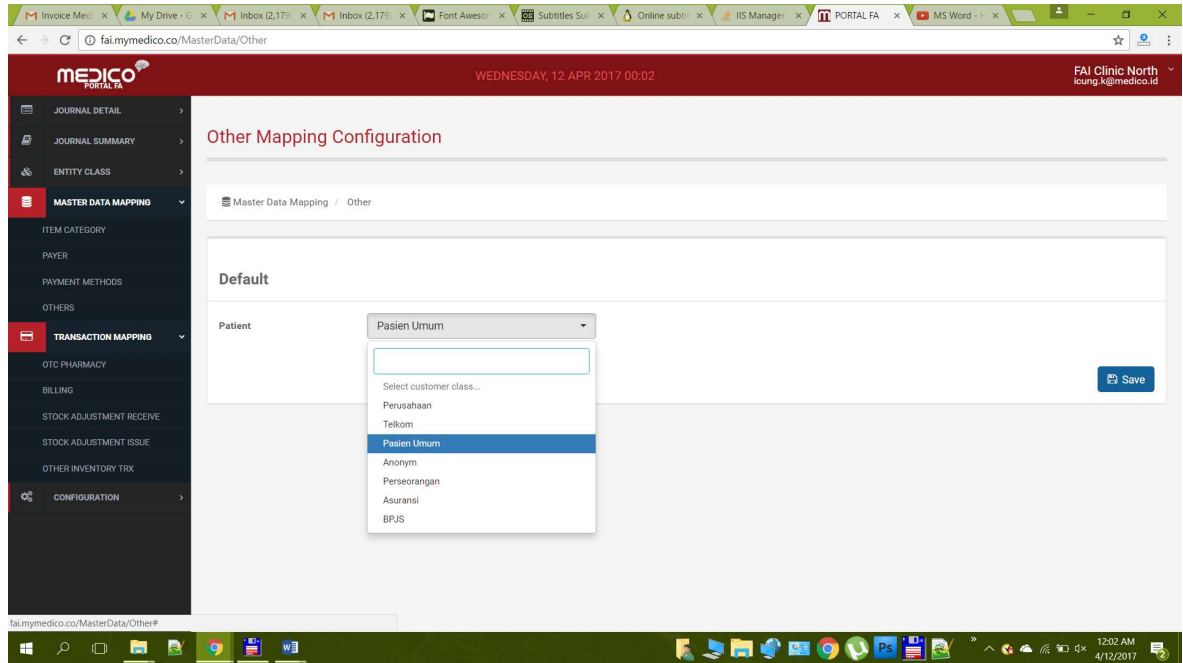


4.4 OTHER

Map out Patient to a Customer Class.

How to use :

1. Select a Customer Class, on the dropdown menu and click (Save) button



5. TRANSACTION MAPPING

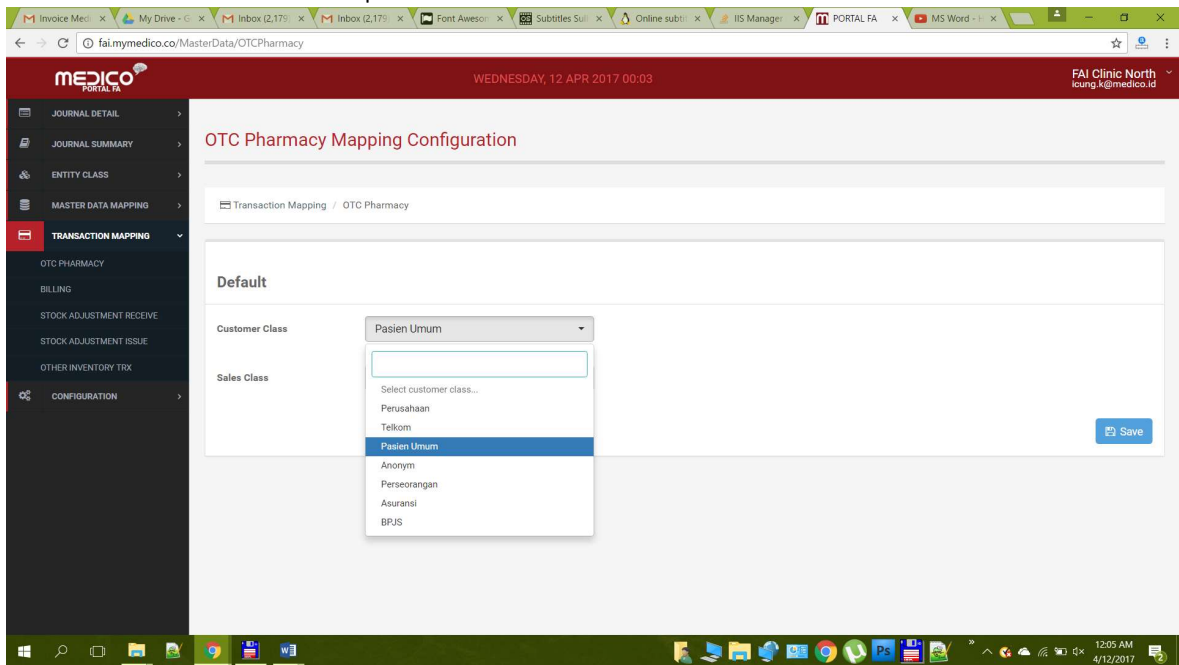
Can be accessed through Transaction Mapping menu on the left sidebar.

5.1 OTC PHARMACY

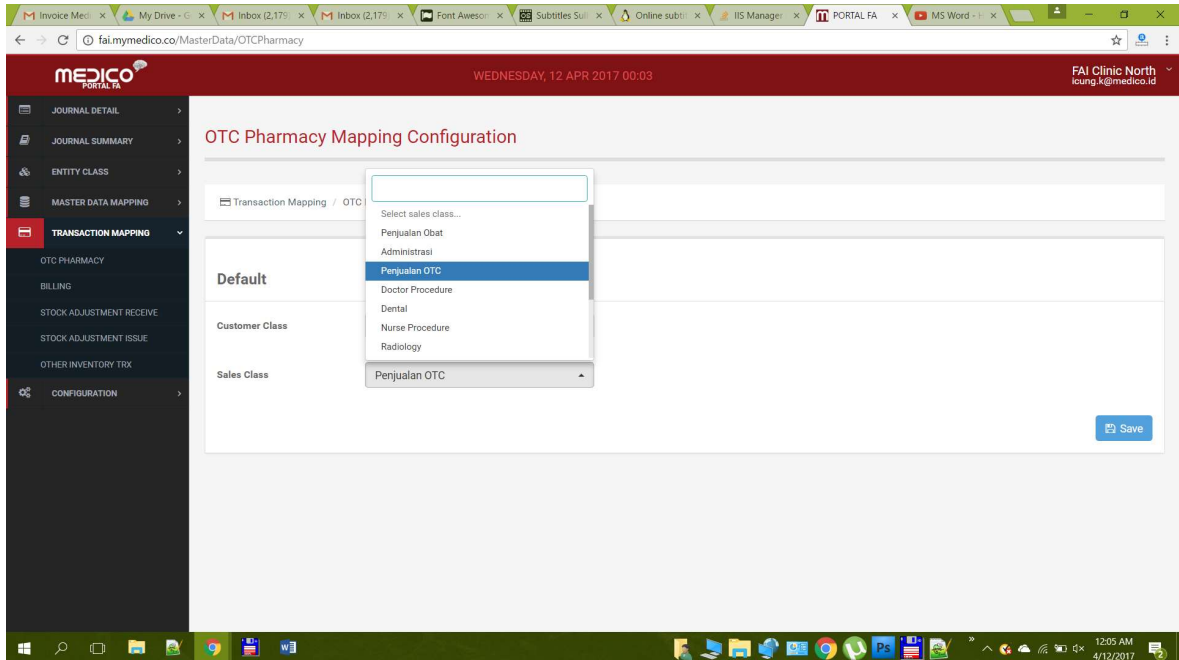
Set Customer Class and Sales Class for OTC Pharmacy Transaction.

How to use :

1. Select Customer Class from the dropdown menu



2. Select Sales Class from the dropdown menu



3. Click (Save) button

5.2 BILLING

Map put Billing data to a Sales Class.

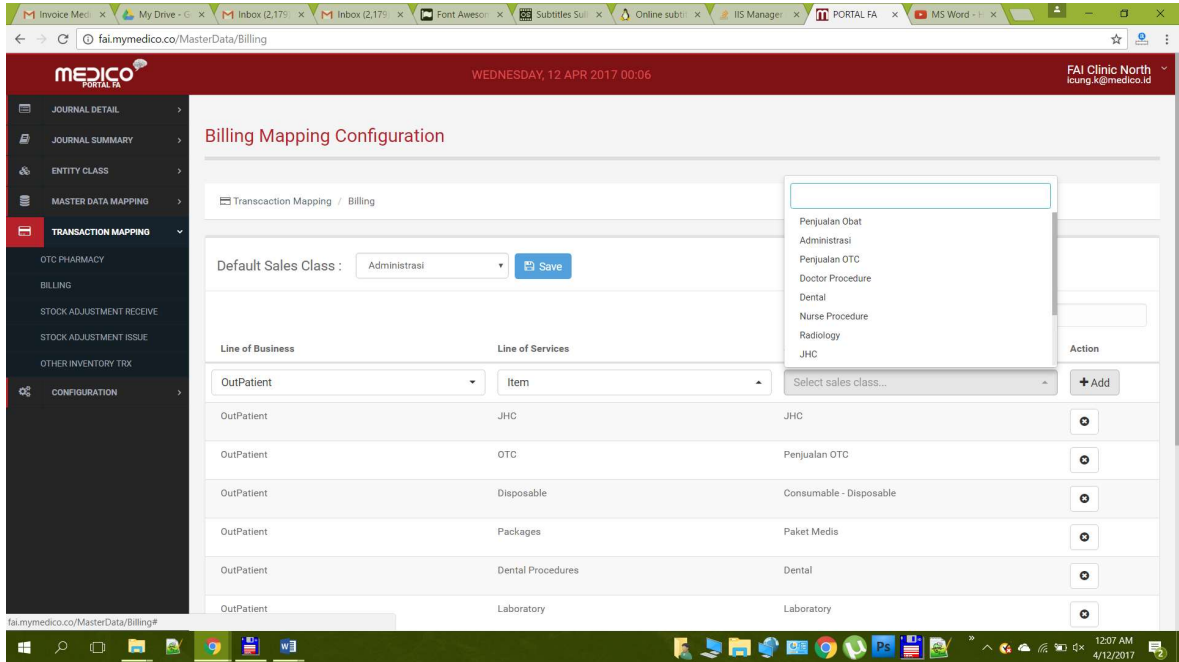
How to use :

1. Add default mapping, click the dropdown menu, select a class and click (Save) button

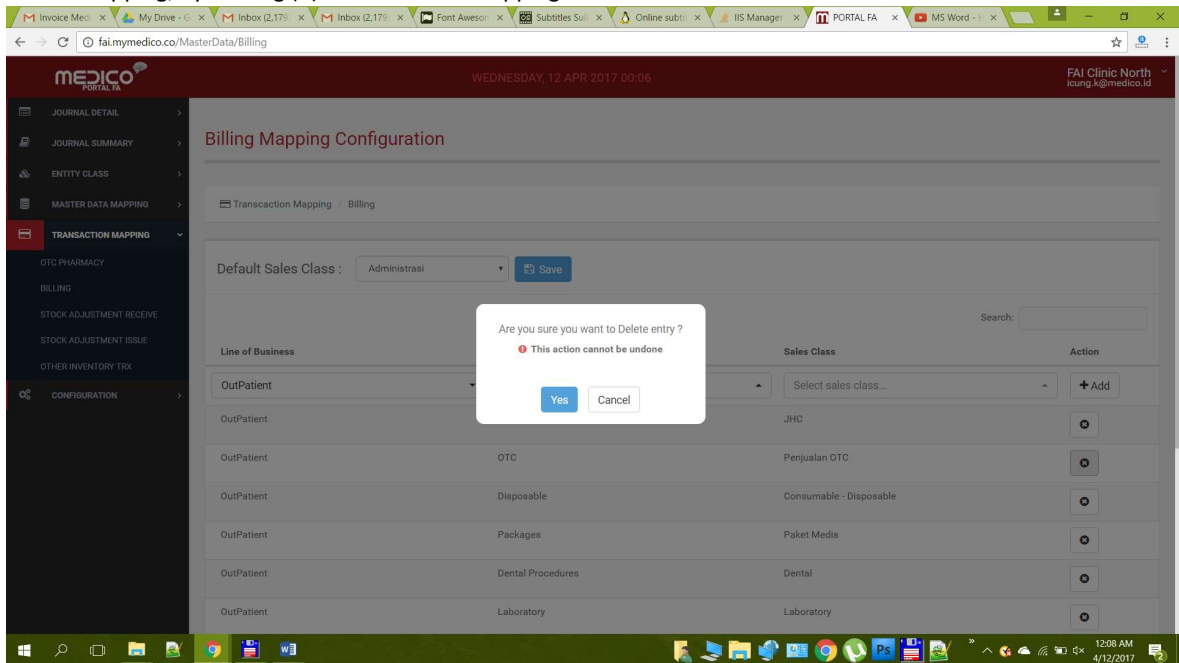
The screenshot displays the 'Billing Mapping Configuration' page in the MEDICO system. The page title is 'Billing Mapping Configuration' and the breadcrumb is 'Transaction Mapping / Billing'. The 'Default Sales Class' dropdown is currently set to 'Administrasi'. Below this, there is a table with the following columns: 'Line of Business', 'Line of Services', 'Sales Class', and 'Action'. The table contains several rows of mappings for 'OutPatient'.

Line of Business	Line of Services	Sales Class	Action
OutPatient	JHC	JHC	[Add]
OutPatient	OTC	Penjualan OTC	[Add]
OutPatient	Diaposable	Consumable - Disposable	[Add]
OutPatient	Packages	Paket Medis	[Add]
OutPatient	Dental Procedures	Dental	[Add]
OutPatient	Laboratory	Laboratory	[Add]

2. Add new mapping, select corresponding Line of Business and Line of Service on the dropdown menu, and Sales Class on the dropdown menu, and click (+ Add) button



3. Delete mapping, by clicking (X) button on the mapping row

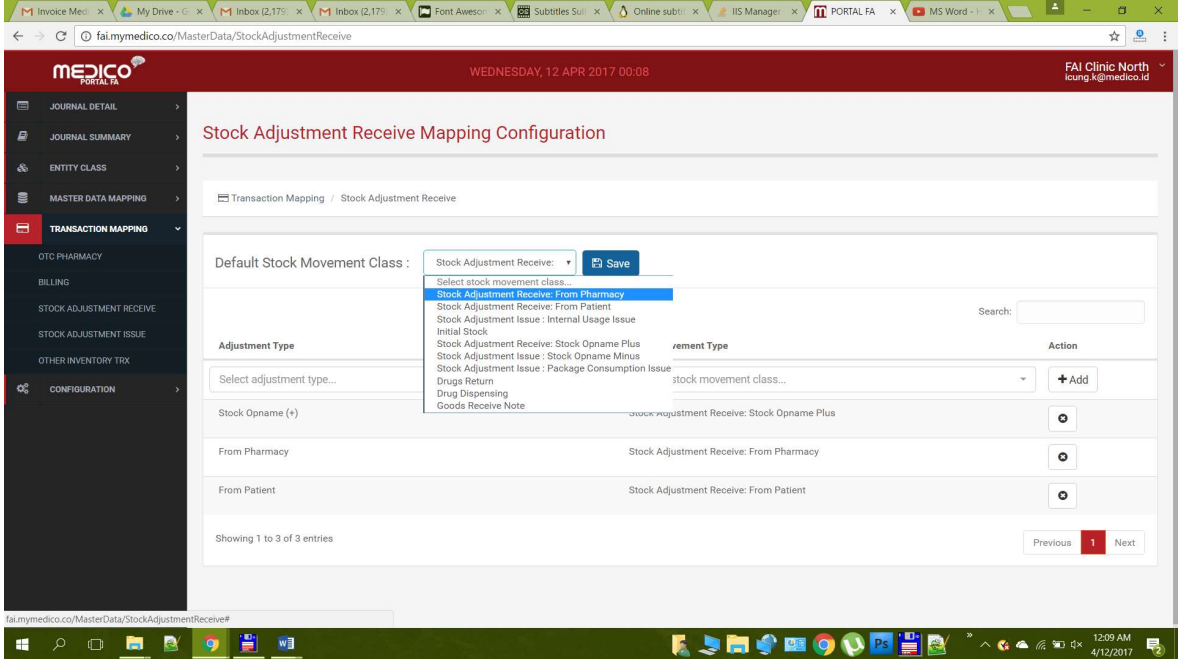


5.3 STOCK ADJUSTMENT RECEIVE

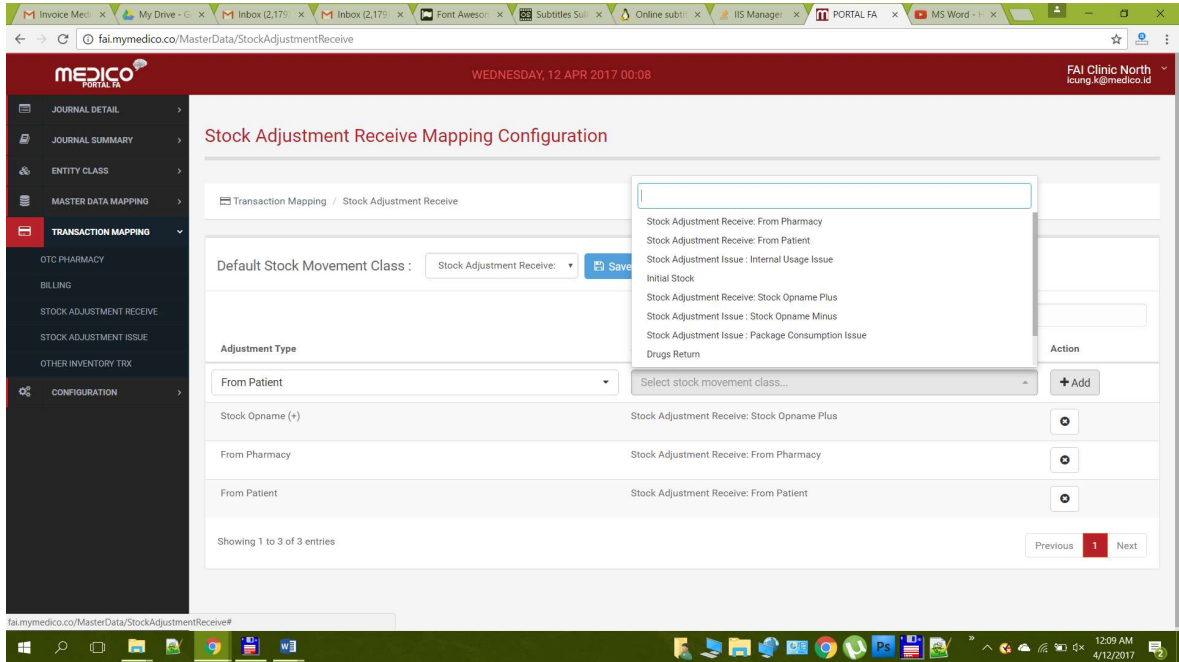
Map put Stock Addition data to a Stock Movement Class.

How to use :

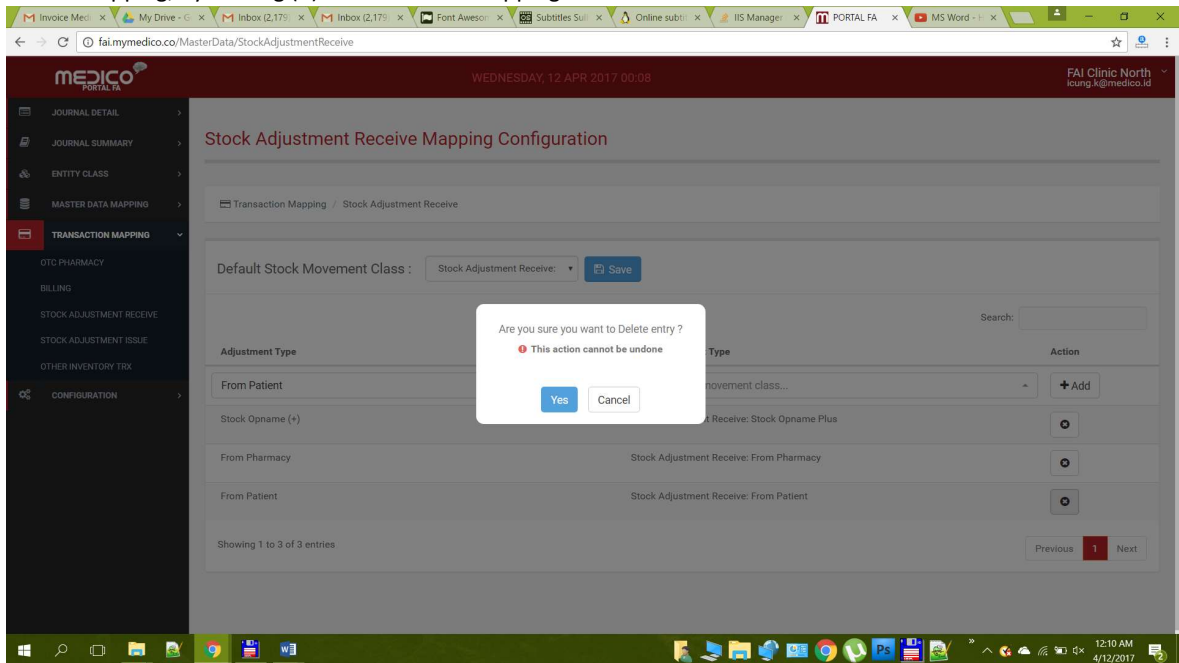
1. Add default mapping, click the dropdown menu, select a class and click (Save) button



2. Add new mapping, select corresponding Adjustment Type on the dropdown menu, and Stock Adjustment Class on the dropdown menu, and click (+ Add) button



3. Delete mapping, by clicking (X) button on the mapping row

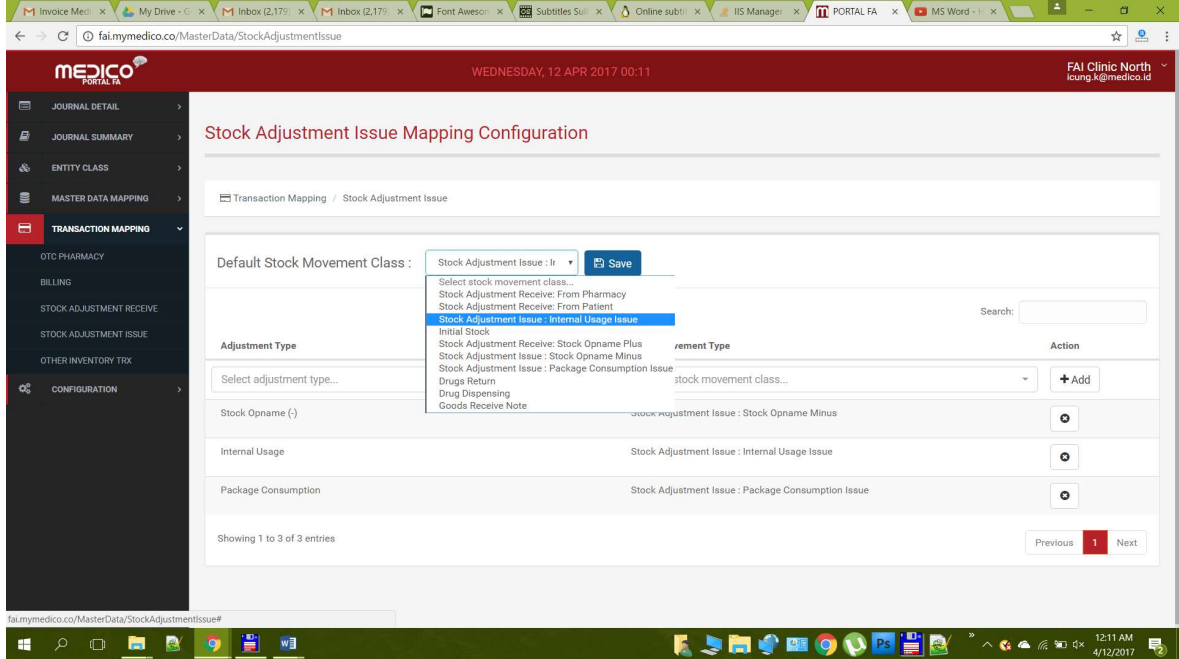


5.4 STOCK ADJUSTMENT ISSUE

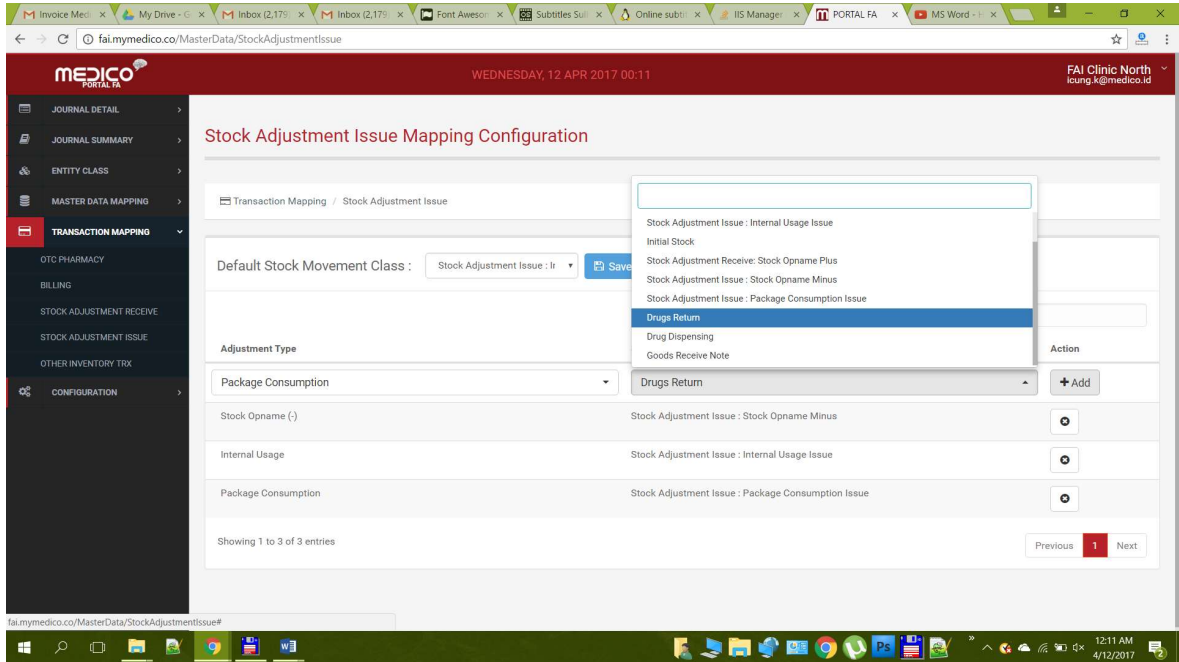
Map put Stock Consumption data to a Stock Movement Class.

How to use :

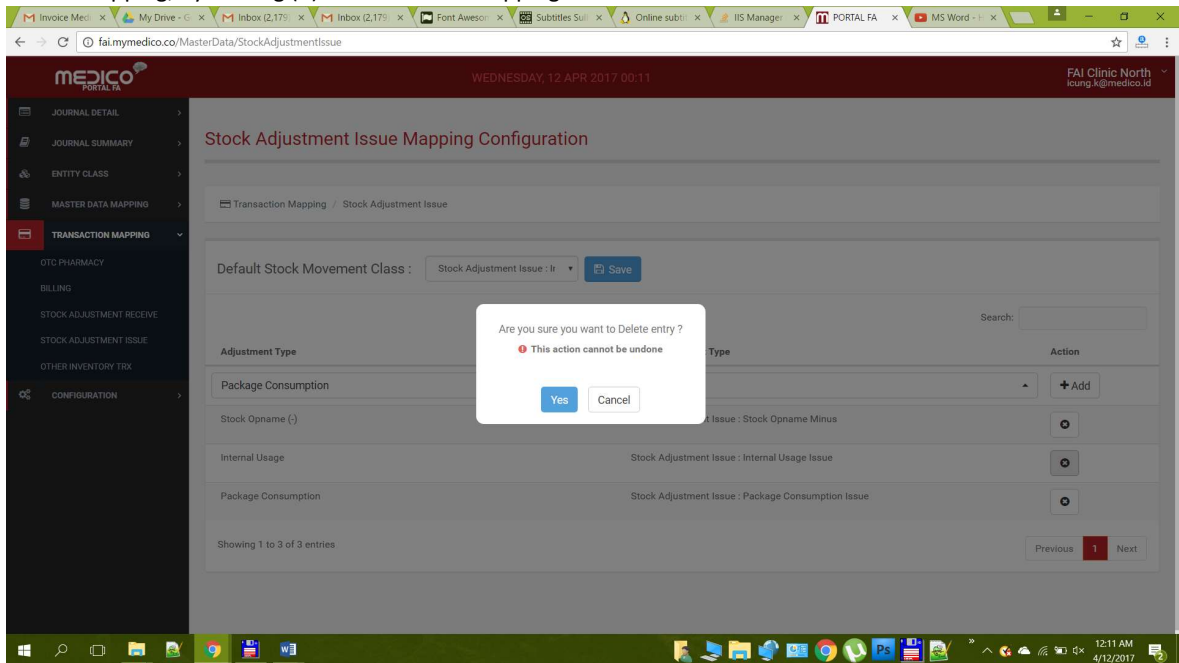
1. Add default mapping, click the dropdown menu, select a class and click (Save) button



2. Add new mapping, select corresponding Adjustment Type on the dropdown menu, and Stock Adjustment Class on the dropdown menu, and click (+ Add) button



3. Delete mapping, by clicking (X) button on the mapping row

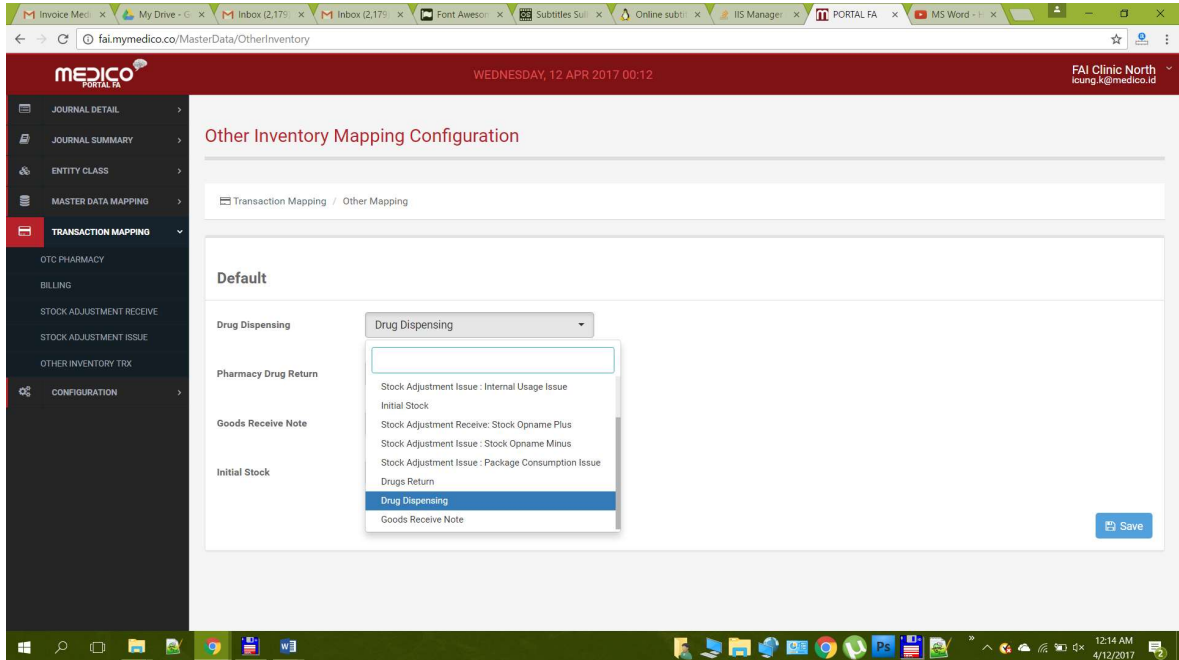


5.5 OTHER INVENTORY TRANSACTION

Map out other inventory transaction to a Stock Adjustment Class.

How to use :

1. Select Stock Movement Classes for “Drug Dispensing”, “Pharmacy Drug Return”, “Goods Receive Note”, and “Initial Stock” and click (Save) button.



6. CONFIGURATION

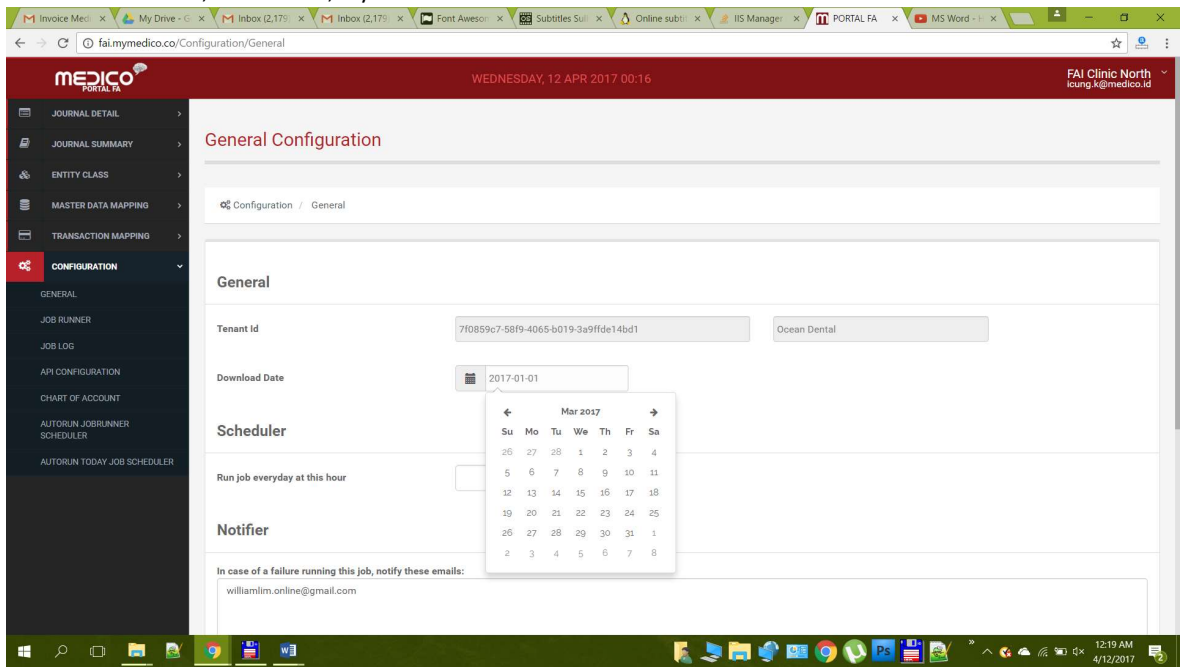
Can be accessed through Configuration menu on the left sidebar.

6.1 GENERAL

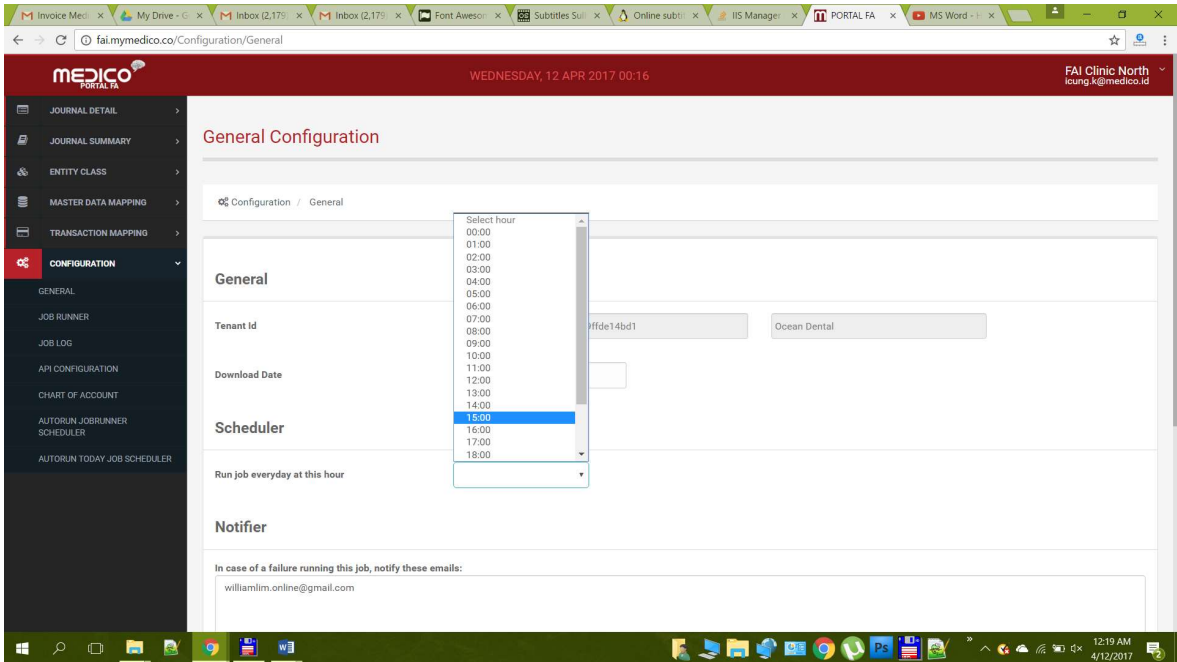
Set general configuration.

How to use :

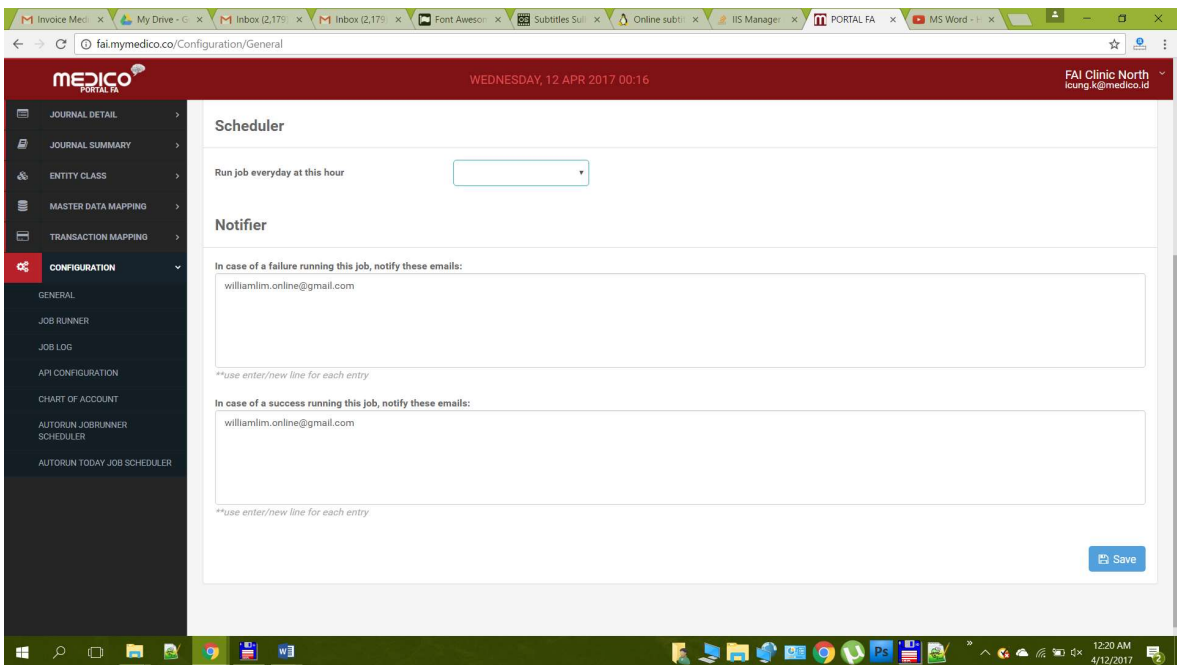
1. Set Download Date, use default, if you're not sure



2. Set scheduler to run a processing data in selected time every day



3. Input email addresses, for if a job is successfully run or failed to run. A message will be sent to that email addresses.



4. Click (Save) button to save the data change

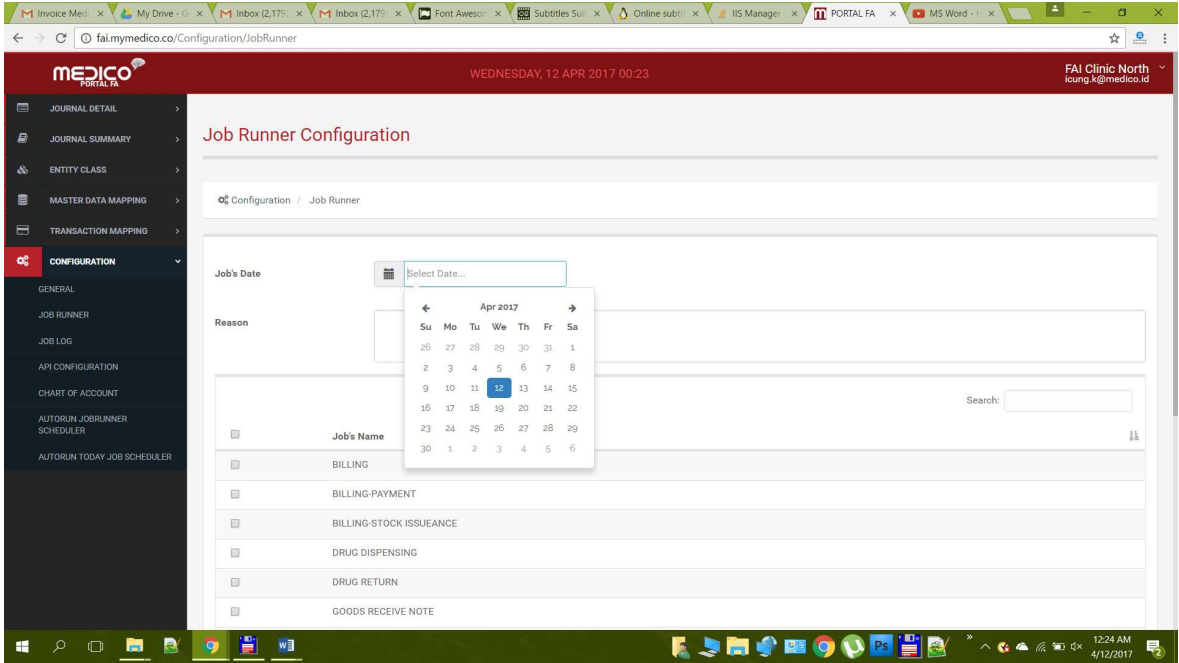


6.2 JOB RUNNER

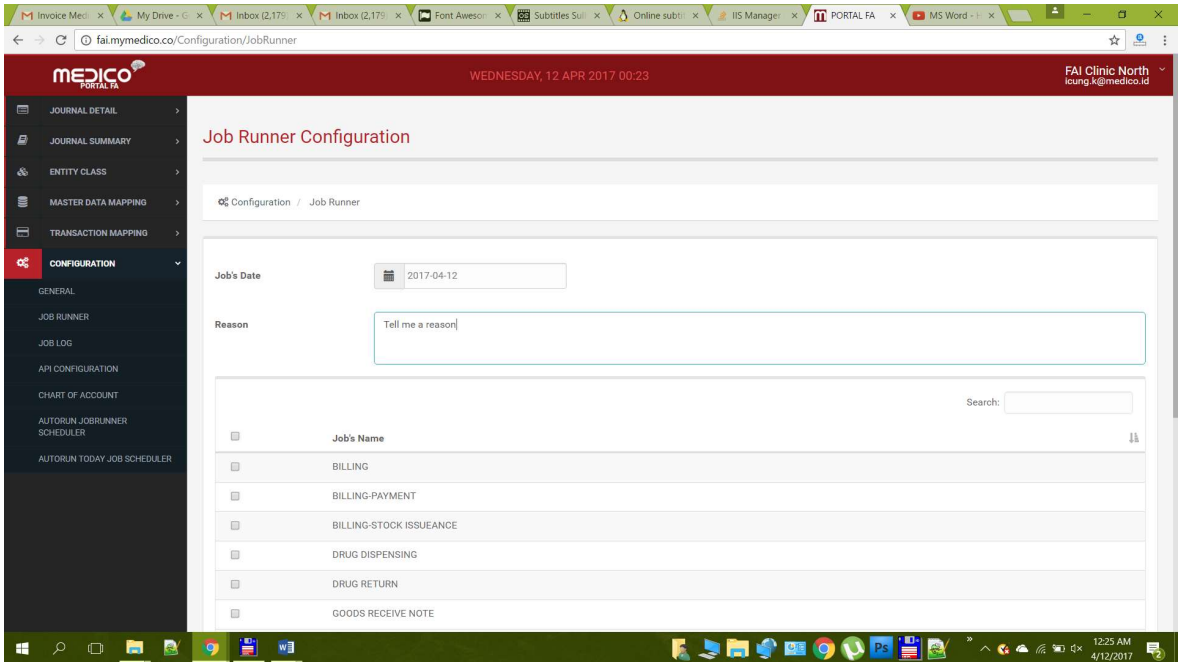
Order the system to manually run jobs on a specific date.

How to use :

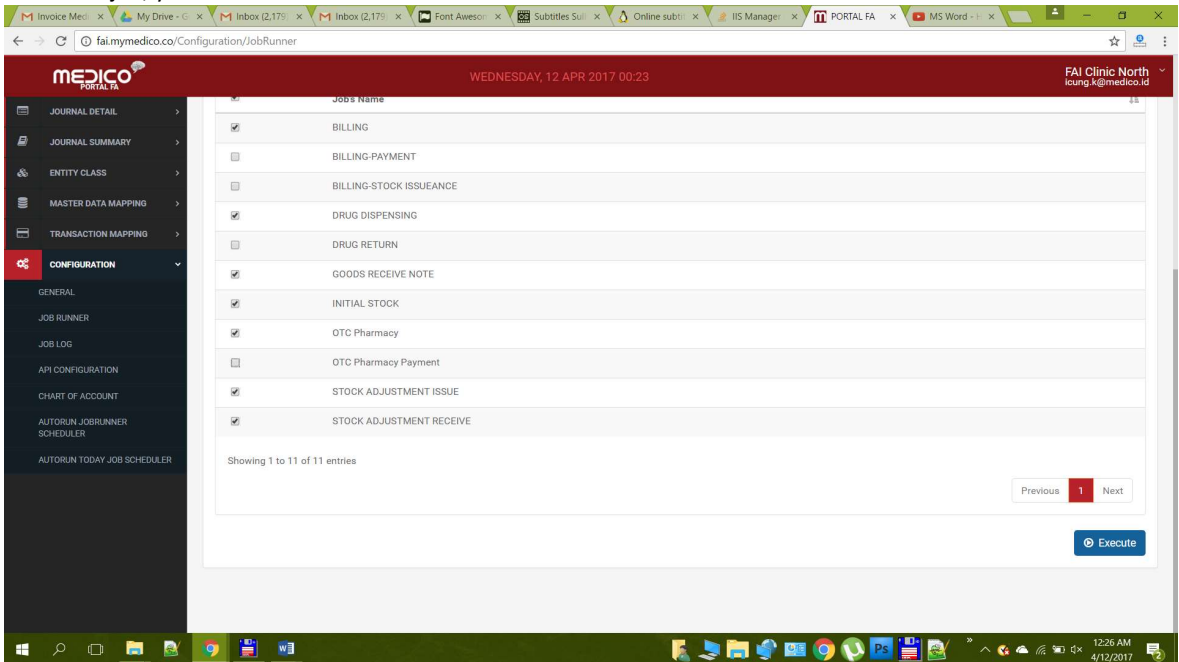
1. Select a transaction date



2. Describe a reason, why you want to manually run the job



3. Check the job, you want to run



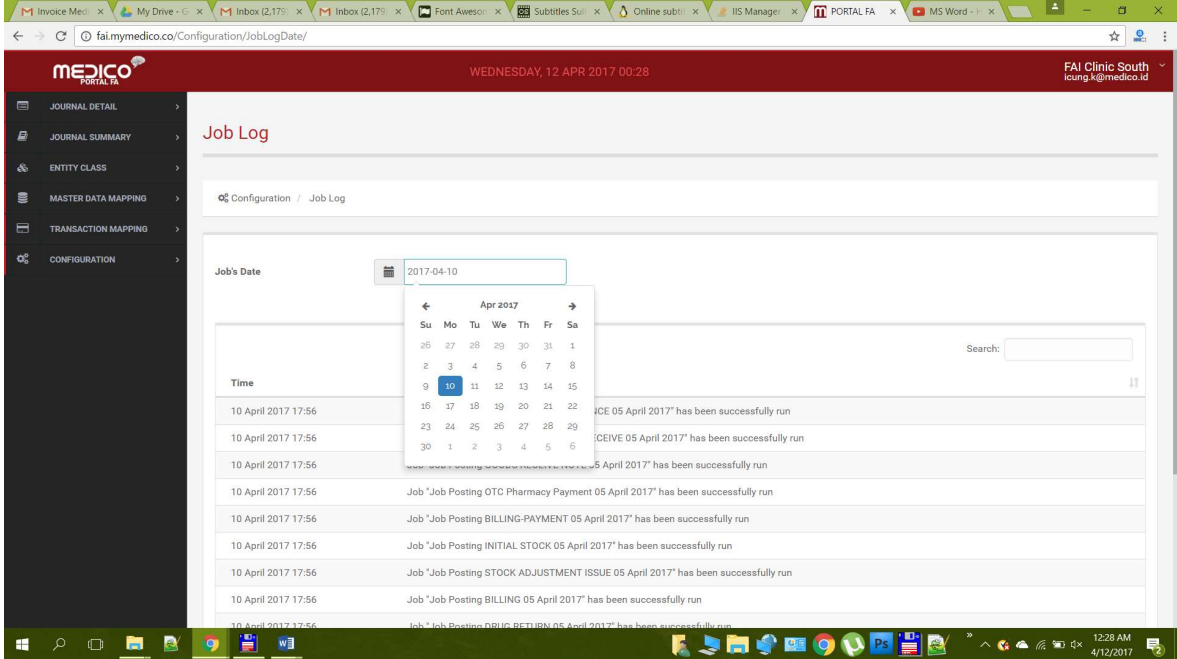
4. Click (Execute) button

6.3 JOB LOG

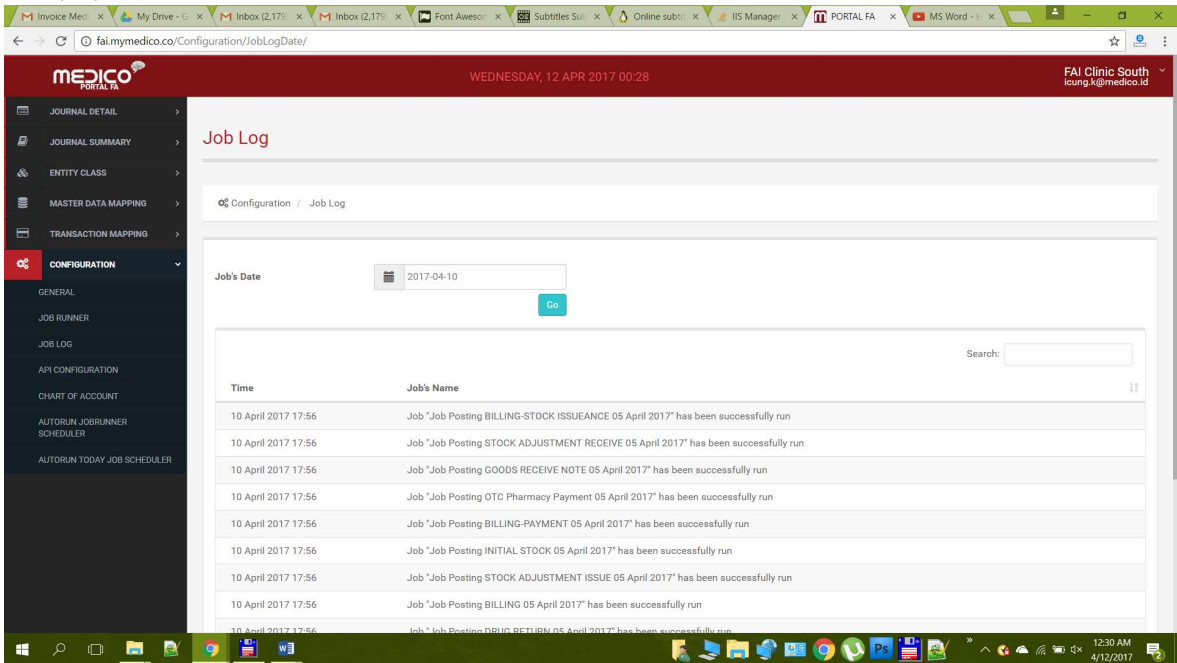
Look at the log of run jobs.

How to use :

1. Select a date, for when the jobs have been run



2. Click (Go) button

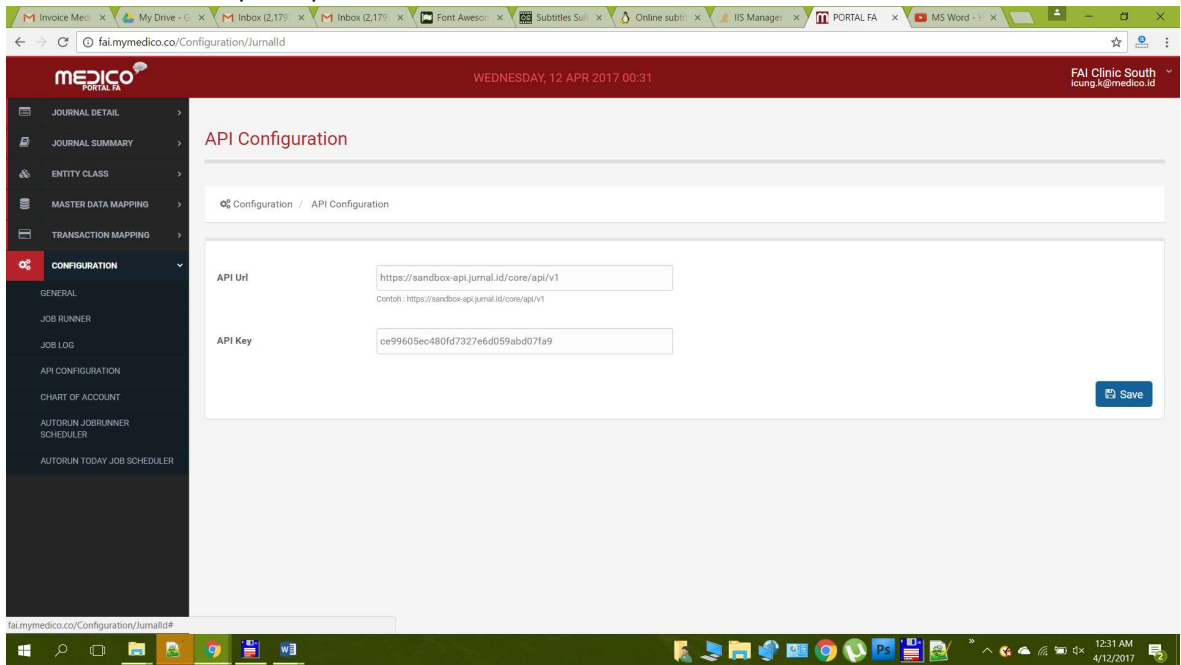


6.4 API CONFIGURATION

Set API data to connect FAI application to Jurnal.ID account.

How to use :

1. Set API URL and API key from your Jurnal.ID account



2. Click (Save) button

6.5 CHART OF ACCOUNT

Sync Chart of Account data from Jurnal.ID account to your FAI account.

How to use :

1. Click on the (Sync Chart of Account) button

The screenshot shows the MEDICO PORTAL FAI Configuration/COA page. The page title is "Chart of Account" and the breadcrumb is "Configuration / Chart of Account". A blue button labeled "Sync Chart of Account" is visible. Below it is a table with the following data:

Account Number	Account Name
1-1000	Kas
1-1001	Rekening Bank
1-1001-1	Bank BCA Sudirman
1-1001-2	Bank Mandiri Sudirman
1-1200	Plutang Usaha
1-1200-1	Plutang Pasien Umum
1-1200-2	Plutang Karyawan
1-1200-3	Plutang Dokter
1-1200-4	Plutang Korporasi
1-1200-5	Plutang Asuransi

7. JOURNAL DETAIL

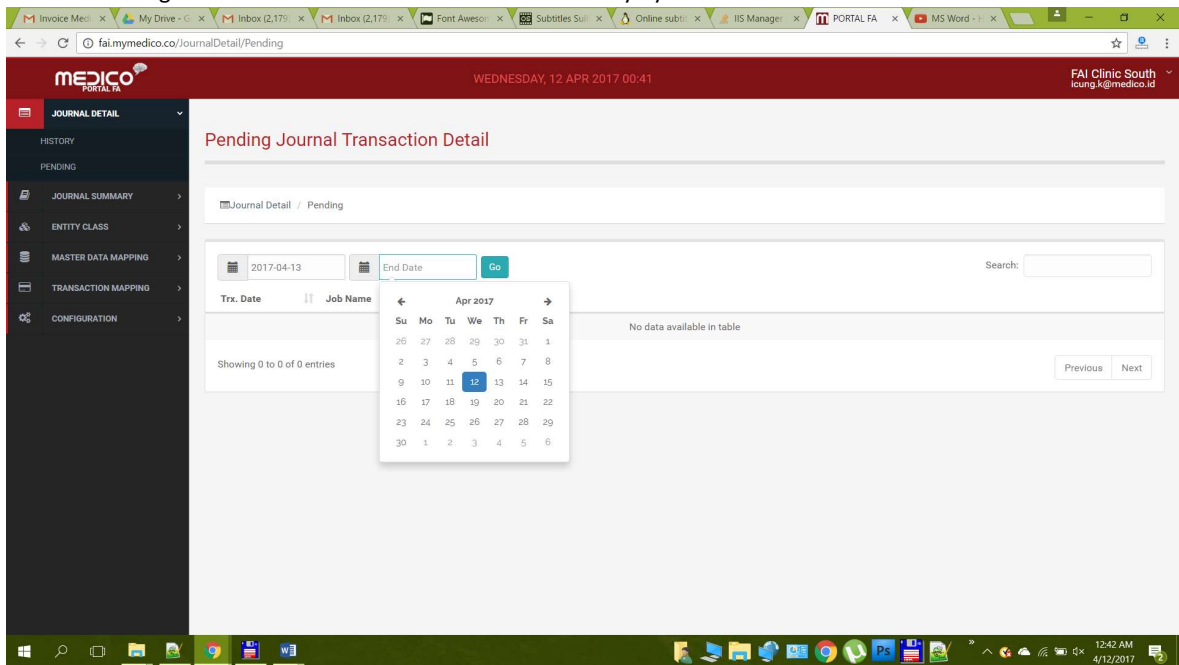
Can be accessed through Journal Detail menu on the left sidebar.

7.1 HISTORY

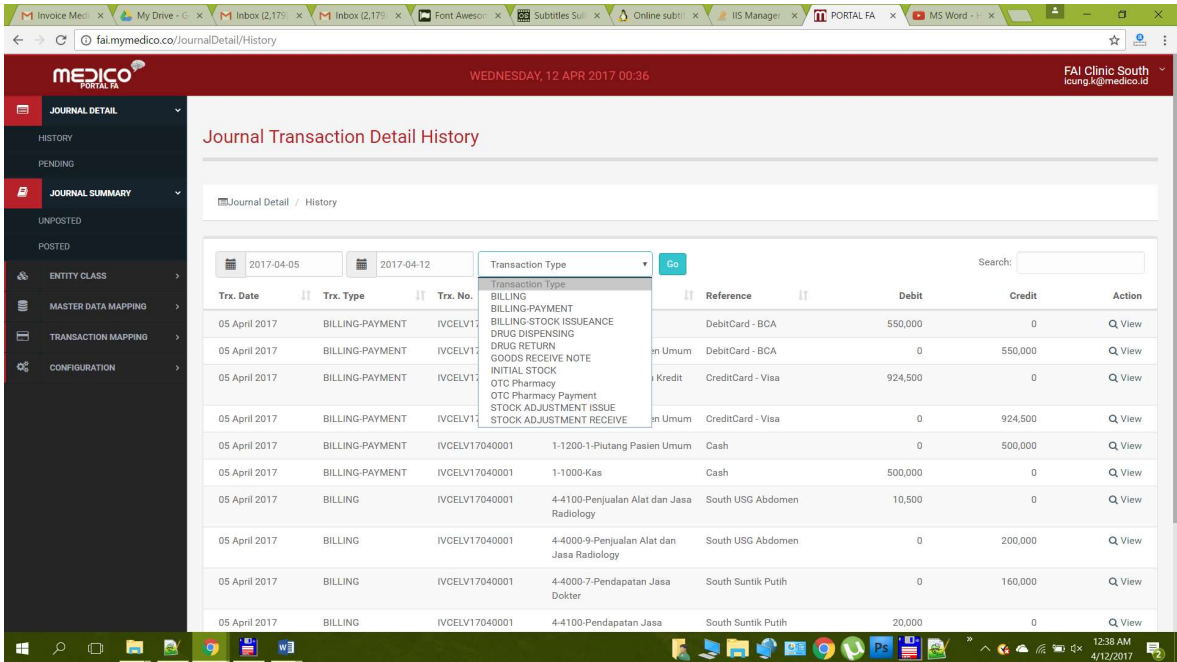
See Journal Detail data by Transaction Date and Transaction Type.

How to use :

1. Select date range for the Transaction Date to filter the history by date

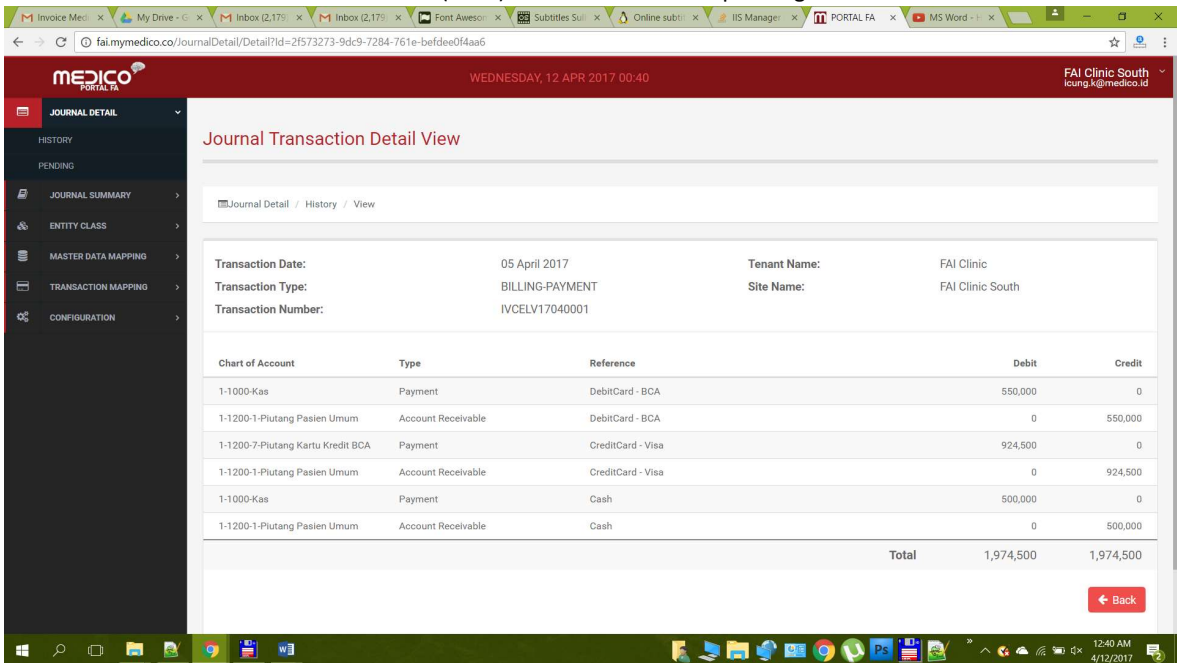


2. Select Transaction Type from the dropdown menu to filter the history by Transaction Type



3. Click (Go) button

4. To see more detailed information click the (View) button on the corresponding row

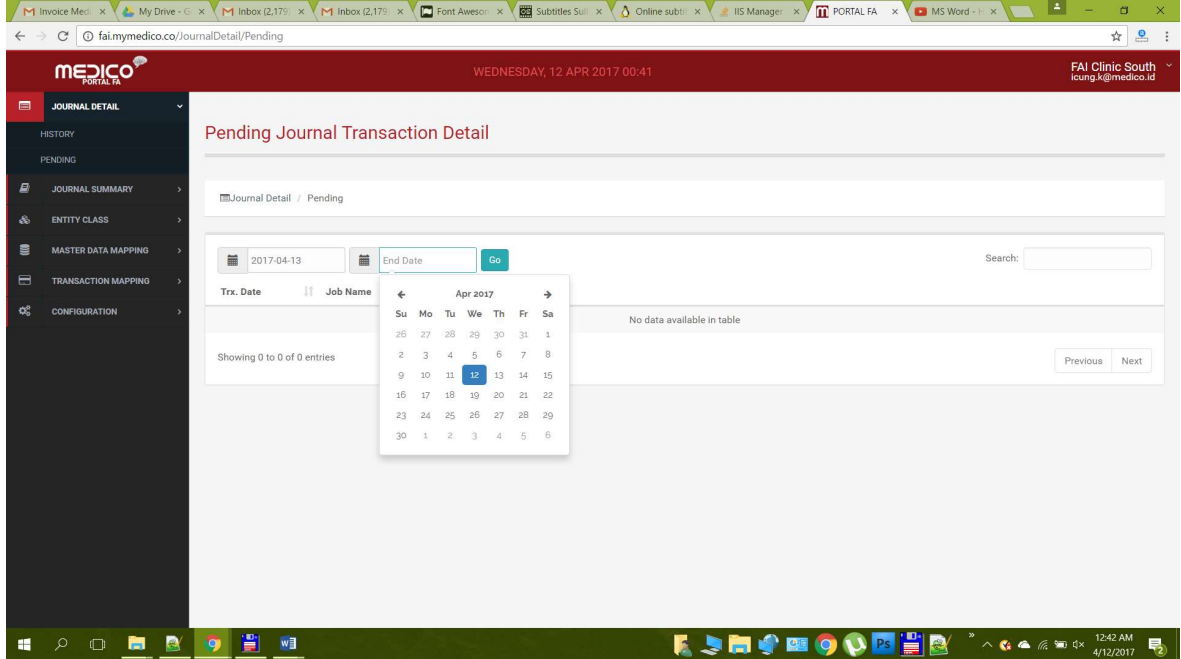


7.2 PENDING

See pending Jobs, that were set in the [Job Runner](#).

How to use :

1. Select date range for the Transaction Date to filter the history by date



2. Click (Go) button

8. JOURNAL SUMMARY

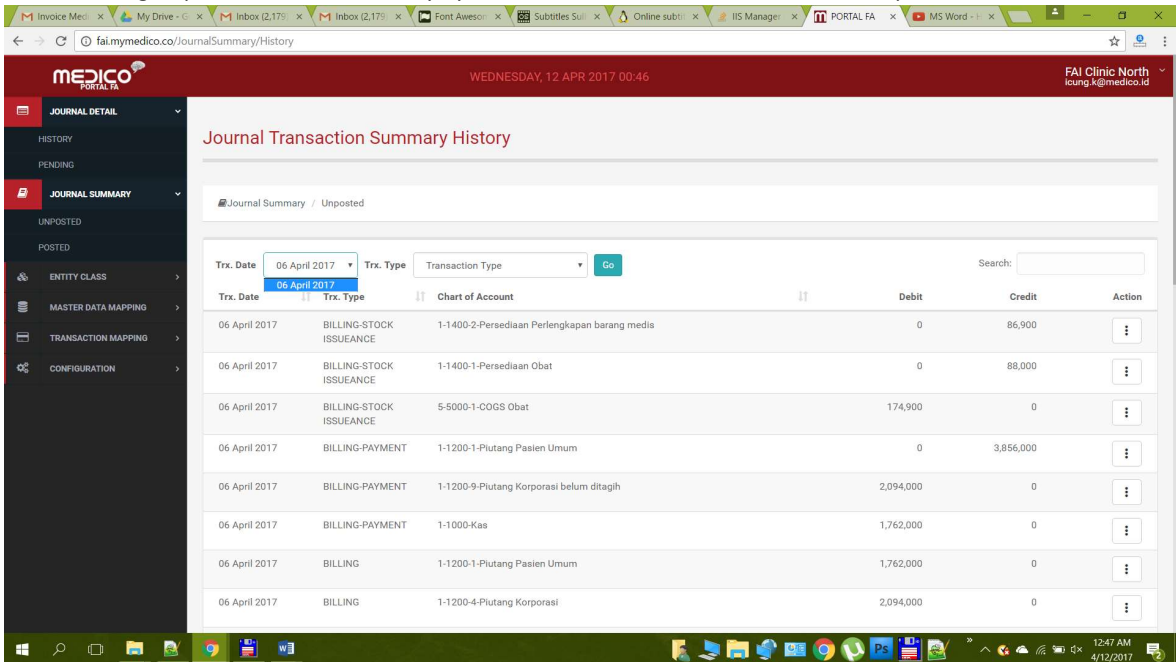
Can be accessed through Journal Summary menu on the left sidebar. The journal summary menu is comprised of two categories: “Unposted” Journal Summary and “Posted” Journal Summary.

8.1 UNPOSTED

The Unposted Journal Summary is Journal Summaries that haven't been posted to Jurnal.ID

8.1.1 FILTERING DATA

1. Select Existing Unposted Journal Summary by the transaction date, on the Trx. Date dropdown menu



2. Filtered by Transaction Type by selecting Transaction Type dropdown menu
3. Click (Go) button

8.1.2 POST JOURNAL SUMMARY

1. To post Currently Shown Journal Summary, just scroll to the bottom of the page and click (Execute) button

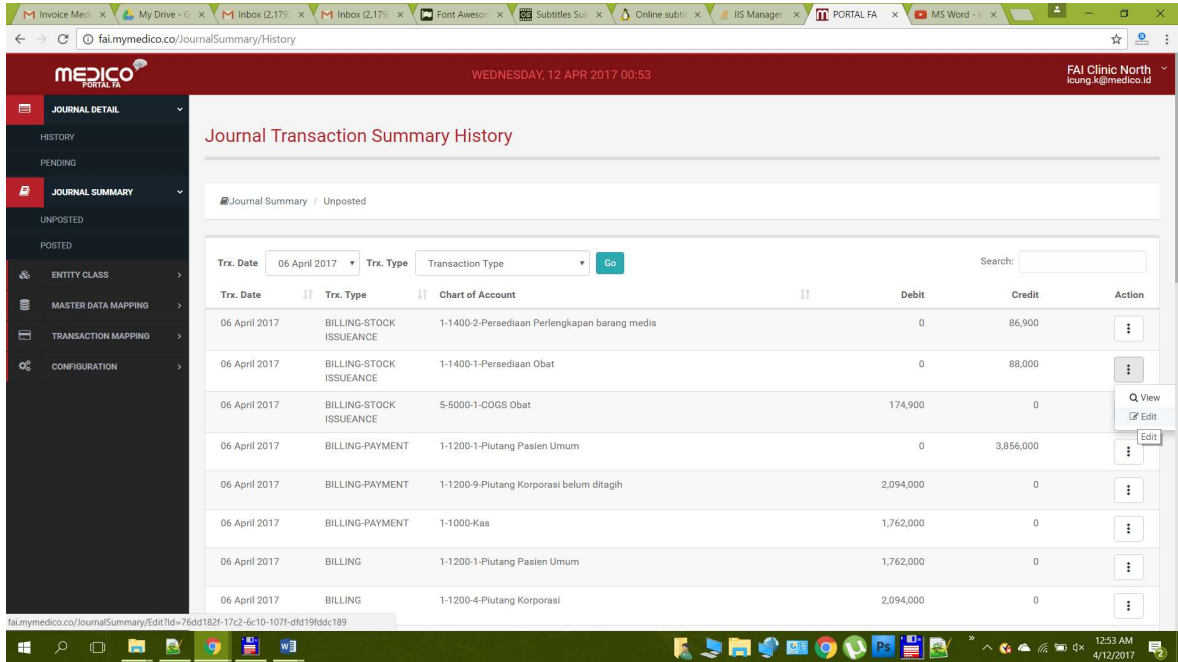
The screenshot shows the MEDICO PORTAL FA interface. The top navigation bar includes the MEDICO logo, the date and time 'WEDNESDAY, 12 APR 2017 00:46', and the user information 'FAI Clinic North' with the email 'icung.k@medico.id'. A sidebar on the left contains navigation options: JOURNAL DETAIL, HISTORY, PENDING, JOURNAL SUMMARY (selected), UNPOSTED, POSTED, ENTITY CLASS, MASTER DATA MAPPING, TRANSACTION MAPPING, and CONFIGURATION. The main content area displays a table of journal entries:

Date	Type	Description	Debit	Credit	Action
06 April 2017	BILLING	4-4000-10-Penjualan alat dan Jasa Dental	0	300,000	⋮
06 April 2017	BILLING	4-4100-Pendapatan Jasa Konsultasi	75,000	0	⋮
06 April 2017	BILLING	4-4000-4-Pendapatan Jasa Konsultasi	0	450,000	⋮
06 April 2017	BILLING	4-4000-7-Pendapatan Jasa Dokter	0	410,000	⋮
06 April 2017	BILLING	4-4100-Pendapatan Jasa Dokter	60,000	0	⋮
06 April 2017	BILLING	4-4100-Pendapatan Administrasi	35,000	0	⋮
06 April 2017	BILLING	4-4000-11-Pendapatan Administrasi	0	170,000	⋮

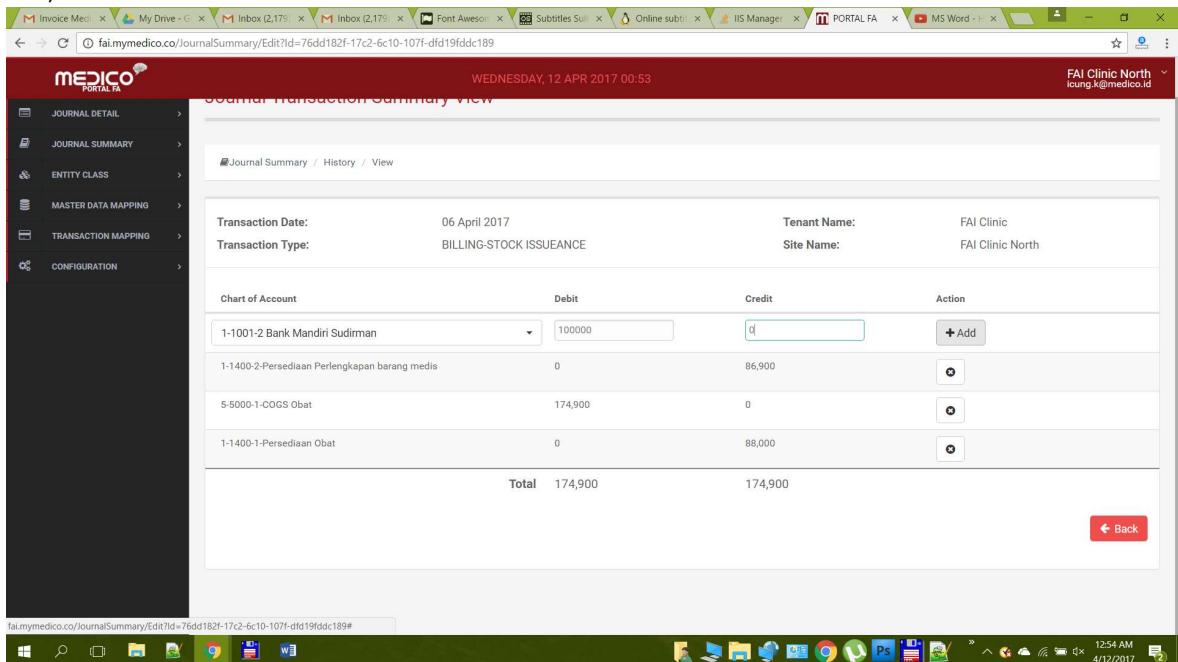
Below the table, it indicates 'Showing 1 to 24 of 24 entries'. A 'Post Journal' dialog box is open, showing 'Executed for date : 06 April 2017' and an 'Execute' button.

8.1.3 EDITING JOURNAL SUMMARY DATA

1. Click the 3 dot button on the corresponding row, and click (Edit) button



2. To add new row data, just select the Chart of Account and fill either the Debit or Credit fields and click the (+ Add) button



3. To delete a row click the (X) button

WEDNESDAY, 12 APR 2017 00:53

FAI Clinic North
loung.k@medico.id

Journal Transaction Summary view

Journal Summary / History / View

Transaction Date: 06 April 2017 Tenant Name: FAI Clinic
Transaction Type: BILLING-STOCK ISSUEANCE Site Name: FAI Clinic North

Chart of Account	Debit	Credit	Action
1-1001-2 Bank Mandiri Sudirman	0	0	+ Add
1-1400-2-Persediaan Perlengkapan barang medis	0	86,900	⊖
5-5000-1-COGS Obat	0	0	⊖
1-1400-1-Persediaan Obat	0	88,000	⊖
Total	174,900	174,900	

Are you sure you want to Delete entry ?
This action cannot be undone
Yes Cancel

← Back

12:55 AM
4/12/2017

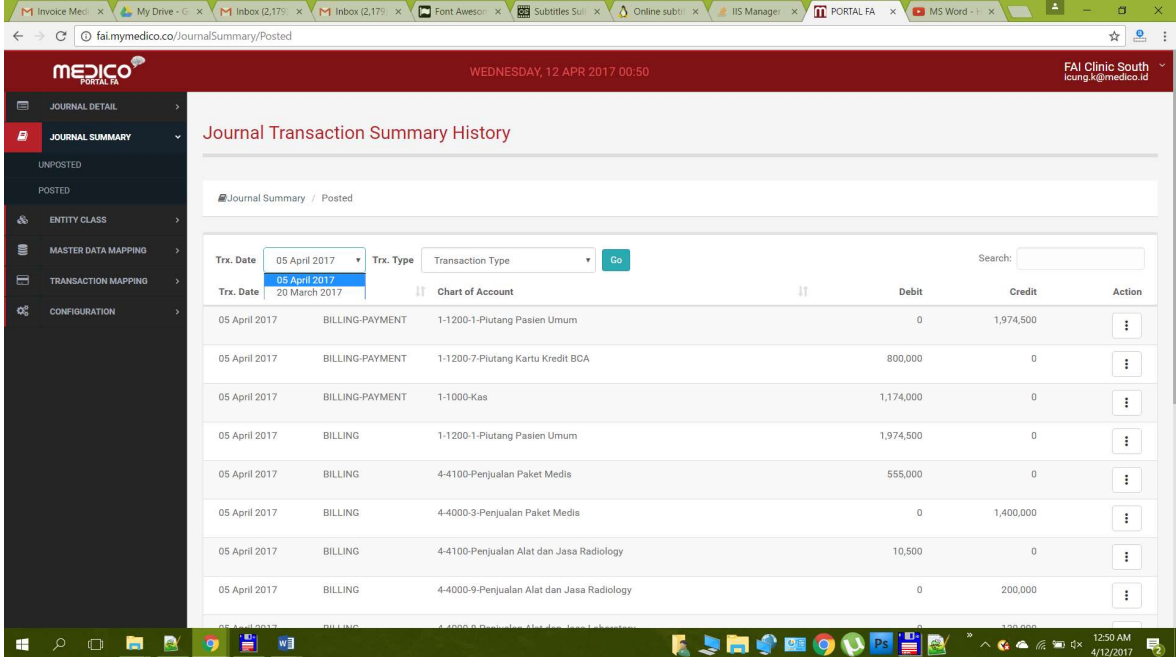
4.

8.2 POSTED

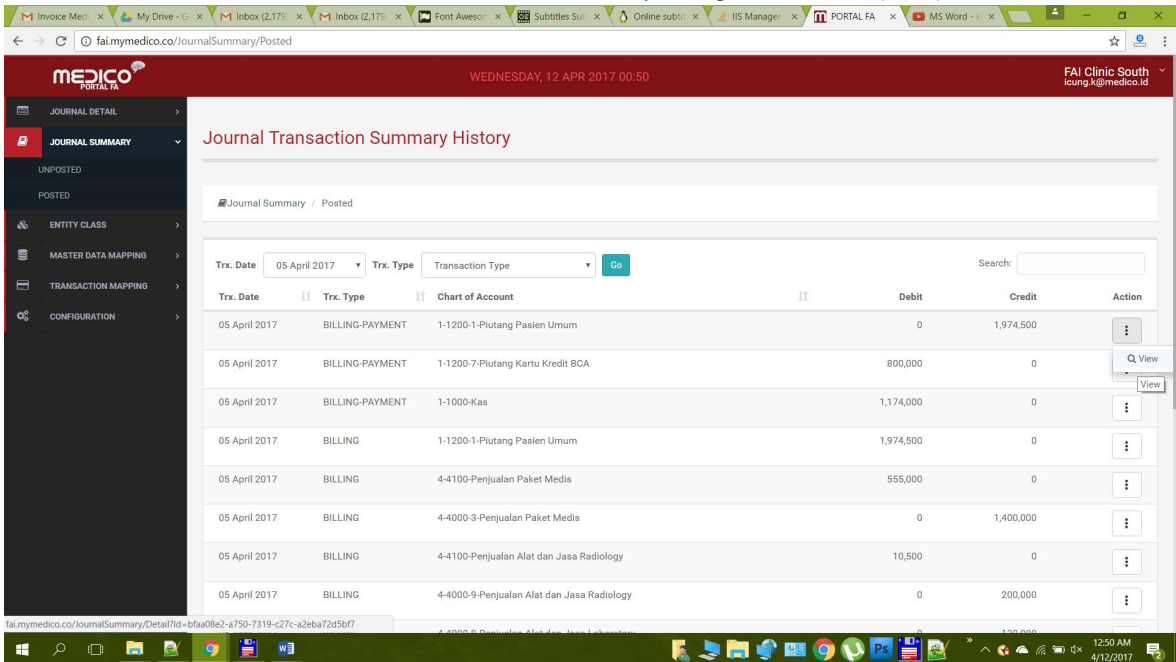
The Posted Journal Summary is Journal Summaries that have been posted to Jurnal.ID

How to use :

1. Select Existing Posted Journal Summary by the transaction date, on the Trx. Date dropdown menu



2. Filtered by Transaction Type by selecting Transaction Type dropdown menu
3. Click (Go) button
4. To view detail information, click the 3 dot button on the corresponding row, and click (View) button



The screenshot displays the MEDICO Portal FA interface. The browser address bar shows the URL: `fai.mymedico.co/JournalSummary/Detail?id=bfao08e2-a750-7319-c27c-a2eba72d5bf7`. The page title is "Journal Transaction Summary View".

Transaction Details:

- Transaction Date: 05 April 2017
- Transaction Type: BILLING-PAYMENT
- Tenant Name: FAI Clinic
- Site Name: FAI Clinic South

Chart of Account Summary:

Chart of Account	Debit	Credit
1-1000-Kas	1,174,000	0
1-1200-7-Plutang Kartu Kredit BCA	800,000	0
1-1200-1-Plutang Pasien Umum	0	1,974,500
Total	1,974,000	1,974,500

A "Back" button is visible in the bottom right corner of the summary area.