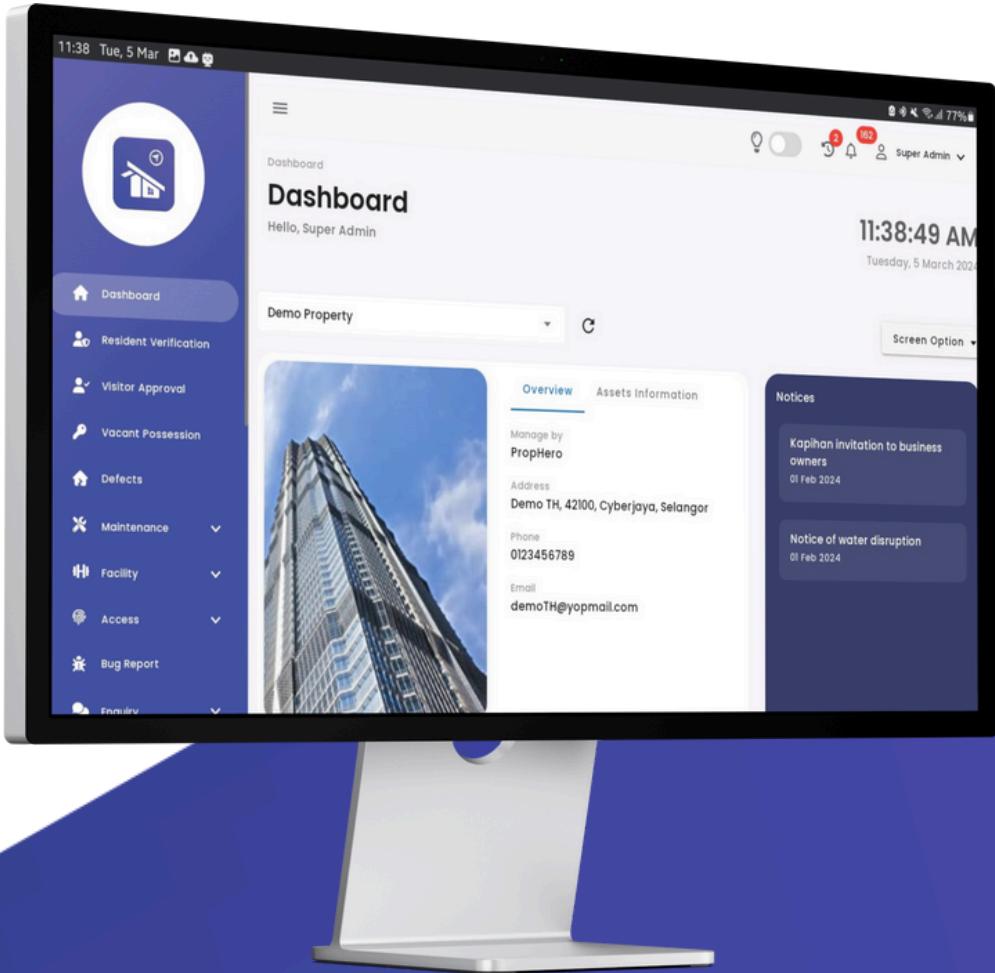




PropKita



USER MANUAL (BILLING)

MANUAL PENGGUNA (BIL)

PROPKITA SYSTEM DASHBOARD

Dwibahasa

Tutorial 14

Billing – 1. Item

The Billing Item section displays a list of products or services available for the property. User can **view** or **delete** any product or service. To add a new product or service, click **Add New Product/Services**.

Bahagian Billing Item memaparkan senarai produk atau perkhidmatan yang tersedia untuk hartanah. Pengguna boleh **melihat** atau **memadam** mananya produk atau perkhidmatan. Untuk menambah produk atau perkhidmatan baru, klik **Add New Product/Services**.

Name	Account Name	Price (RM)	Action
Test Single Bank 01	Rental	1.00	View Delete
WiFi Package A	Rentals	200.00	View Delete
Monthly - Rentals	Rentals	1.00	View Delete
Test2	Maintenance Fees	1.00	View Delete
product 001	Sales	11.00	View Delete
RTO	Rental	212.00	View Delete
Monthly Rental	Rental	100.00	View Delete
Recurring Test Item 3	Other Expenses	5.00	View Delete
Rentals	Rentals	1.00	View Delete
Test Multiple Bank 002	Rental	2.00	View Delete

Fill in the details, then click **Submit** when done.

Isikan segala maklumat, kemudian klik **Submit** apabila selesai.

The Billing Item section also displays the Accounts list. You can update account information. To add a new account, click **Add Accounts**.

Bahagian Billing Item juga memaparkan senarai Akaun. Anda boleh mengemas kini maklumat akaun. Untuk menambah akaun baru, klik **Add Accounts**.

Name	Account Type	Detail Type	Action
Perjalanan Jago RM84/day	Other Expense	Other Expense	<button>Update</button>
Rentals	Income	Revenue - General	<button>Update</button>
Water Charges	Income	Service/fee Income	<button>Update</button>
Maintenance Fees	Income	Service/fee Income	<button>Update</button>
Contoh Account	Income	Sales of Product Income	<button>Update</button>
Rental	Income	Revenue - General	<button>Update</button>
Electric Charge	Income	Service/fee Income	<button>Update</button>
Free Account	Income	Revenue - General	<button>Update</button>
Annual Fee	Income	Service/fee Income	<button>Update</button>
MAYBANK	Cash and cash equivalents	Savings	<button>Update</button>

Enter the account name, select the account type and detail type, then click **Submit** when finished.

Masukkan nama akaun, pilih jenis akaun dan jenis perincian, kemudian klik **Submit** apabila selesai.

2. Invoice

The Invoice section shows the Invoices List. This is a record of invoices created by the company. To create a new invoice, click **Create Invoice**.

Bahagian Invois menunjukkan Senarai Invois. Ini adalah rekod invois yang telah dibuat oleh syarikat. Untuk membuat invois baru, klik **Create Invoice**.

Invoice ID	Unit	Customer	Invoice Date	Amount	Status	Action
INV-2405-9293	Cyber 05	Block Cyber	01 December 2024	1.00	Outstanding	Pending
INV-2405-9959	Cyber-05	Block Cyber	18 November 2024	1.00	Outstanding	Pending
INV-2405-9292	Cyber 05	Block Cyber	01 November 2024	1.00	Outstanding	Pending
INV-2405-1120	S-05-06	Azmil	09 October 2024	13.00	Outstanding	Pending
INV-2405-9290	Block Signal		01 October 2024	1.00	Outstanding	Pending
TESTING	G-05-07	Shahrin Adlee 404	07 October 2024	100.00	Outstanding	Pending
INV-2405-9281	Cyber 04	Izzah	01 October 2024	1.00	Outstanding	Pending
INV-2405-9291	Cyber 05	Block Cyber	01 October 2024	1.00	Outstanding	Pending
INV-2405-9292	cylinder03	Alex	01 October 2024	1.00	Outstanding	Pending
INV-2405-9293	Cyber01	Sales Team	01 October 2024	1.00	Outstanding	Pending
INV-2405-9291	cylinder02	Azlin	01 October 2024	1.00	Outstanding	Pending
INV-2405-9291	cylinder03		01 October 2024	1.00	Outstanding	Pending

Select your property and complete the remaining details. To add more items, click the **green plus (+)** button. Once done, user can either click **Draft** to save the invoice as a draft or **Save and Send** to finalize and send the invoice.

Pilih harta anda dan lengkapkan butiran lain. Untuk menambah lebih banyak item, klik butang **hijau tambah (+)**. Apabila selesai, pengguna boleh klik **Draft** untuk menyimpan invois sebagai draf atau **Save and Send** untuk menghantar invois tersebut.

Action	Name	Price	Quantity	Subtotal	Total
				RM 0.00	



3. Summary

The Summary section shows the Payment list. Here, user can check whether payments have been made or remain pending.

Bahagian Ringkasan menunjukkan senarai Pembayaran. Di sini, pengguna boleh menyemak sama ada pembayaran telah dilakukan atau masih belum selesai.

The Defaulter List displays property defaulters. You can check the payment status of each defaulter.

Senarai Penghutang memaparkan senarai penghutang hartaanah. Anda boleh menyemak status pembayaran setiap penghutang.



4. Statement of Account (SOA)

The Statement of Account section displays the Unit List. You can view the SOA for any unit by clicking the **View** button.

Bahagian Penyata Akaun memaparkan Senarai Unit. Anda boleh melihat Penyata Akaun untuk mana-mana unit dengan mengklik butang **View**.

Unit	Action
S-01-02	View
E-10	View
D-00-01	View
cyle003	View
B-0-01	View
G-0-07	View
Tester 2	View
S-01-11	View
A-0-31	View
Z-03-01	View

Document No.	Document Date	Description	Amount	Balance
INV-2394-0035	17 Apr 2023, 03:51:17 AM	cube select call	1.00	287.00
PMF-2201-0043	10 Nov 2022, 04:40:12 PM		1.00	286.00
PMF-2201-0042	10 Nov 2022, 04:44:39 PM		10.00	287.00
INV-2211-0067	10 Nov 2022, 04:02:52 PM	remarks invoices	303.00	306.00
INV-2211-0066	10 Nov 2022, 04:02:28 PM	invoices remarks	203.00	203.00

5. Payment

The Invoice Payment section displays Payment Details.

Bahagian Pembayaran Invois memaparkan Maklumat Pembayaran.

Payment Details

Block	Payment Type
Select Block	Select Payment Type
Unit	Bank Name
Select Unit	Select Bank
Paid By	Cheque No.
Select Owner/Facilit	Enter Cheque no.
Received by	Attachments
Super Admin	Date
Remarks	Amount (RM)
	Enter Amount
	Pay

Invoice List **Payment Summary**

Title	Date	Amount	Outstanding
No data available			

Invoice Selected

Item	Amount
Total Amount	RM

Select the block, payment type, unit, bank name, and the person making the payment. Enter the cheque number, choose the date, and upload any required attachments.

Pilih blok, jenis pembayaran, unit, nama bank, dan nama pembayar. Masukkan nombor cek, pilih tarikh, dan muat naik sebarang lampiran yang diperlukan.

Payment Details

Block	Payment Type
Block Sigma	Transfer
UNIT	Bank Name
S-09-08	Maybank
Paid By	Cheque No.
TEST BATCH	ABC123
Received by	Attachments
Super Admin	Date
Remarks	Amount (RM)
Payment	Enter Amount
	Pay

Invoice List **Payment Summary**

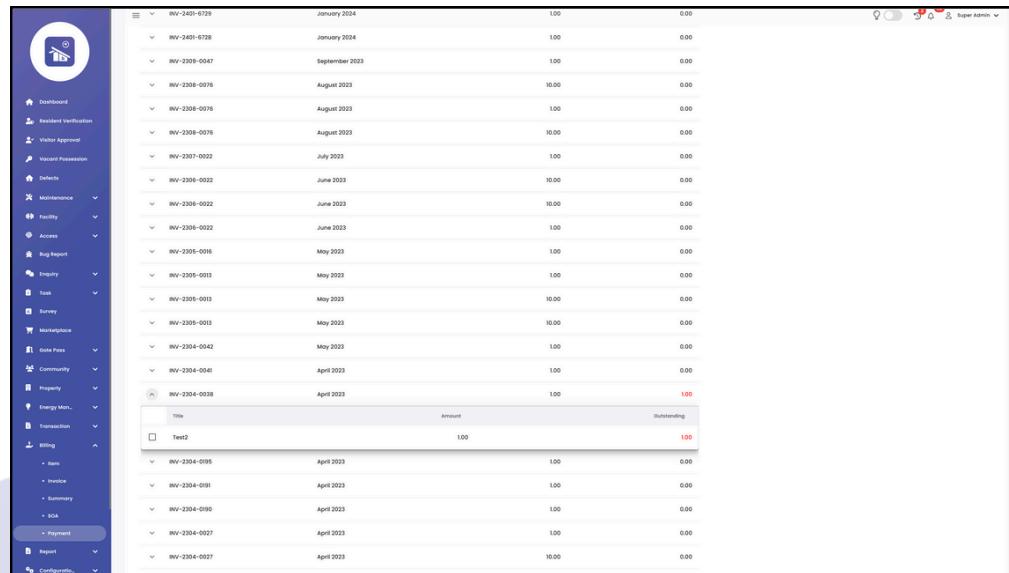
Title	Date	Amount	Outstanding
INV-2401-1030	October 2024	10.00	10.00
INV-2408-7815	August 2024	200.00	0.00
INV-2405-0037	August 2024	1.00	0.00
INV-2405-0026	July 2024	1.00	0.00
INV-2404-0018	June 2024	1.00	0.00

Invoice Selected

Item	Amount
Total Amount	RM

Scroll down to view the Invoice List, the payment details are displayed.

Skrol ke bawah untuk melihat Senarai Invois, butiran pembayaran akan dipaparkan.

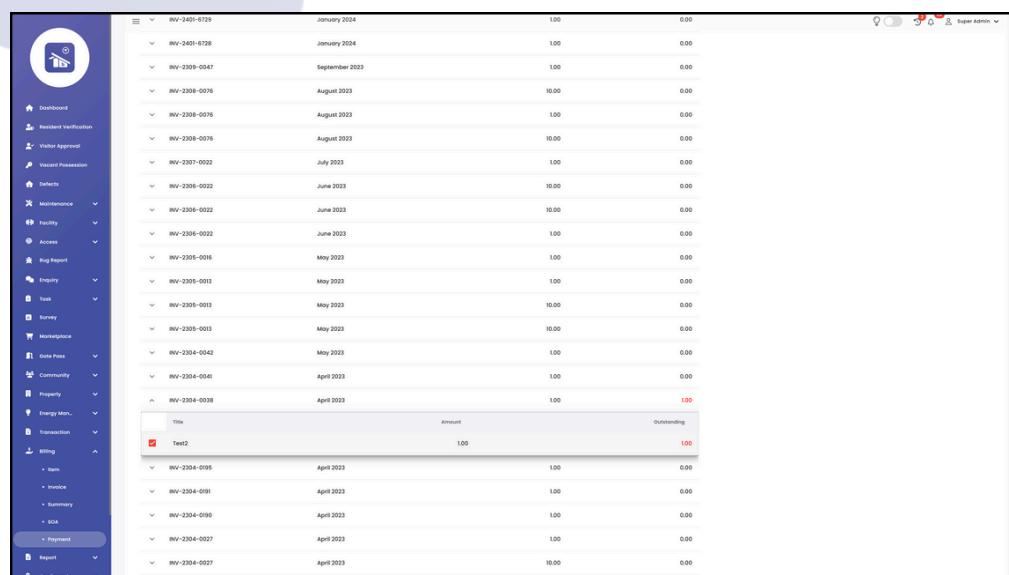


The screenshot shows a list of invoices from January 2024 to April 2023. An inset table highlights a payment entry for invoice INV-2304-0038, dated April 2023, with an amount of 1.00 and an outstanding balance of 1.00. The outstanding amount is highlighted in red.

Title	Amount	Outstanding
Test2	1.00	1.00
INV-2304-0195	April 2023	1.00
INV-2304-0191	April 2023	1.00
INV-2304-0190	April 2023	1.00
INV-2304-0027	April 2023	1.00
INV-2304-0027	April 2023	10.00

Select the outstanding amount in red.

Pilih jumlah tertunggak yang ditunjukkan dalam warna merah.



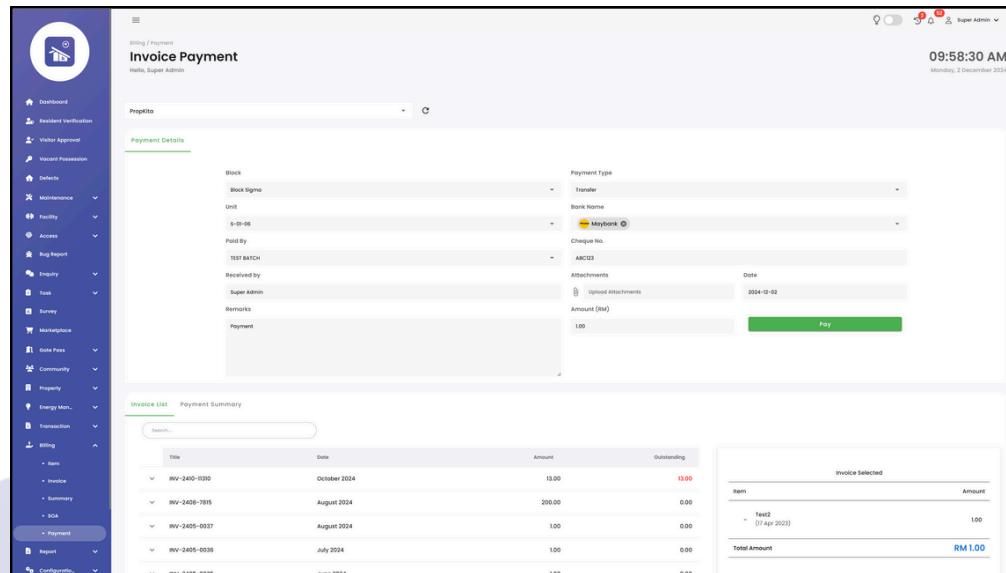
The screenshot shows a list of invoices from January 2024 to April 2023. An inset table highlights a payment entry for invoice INV-2304-0038, dated April 2023, with an amount of 1.00 and an outstanding balance of 1.00. The outstanding amount is highlighted in red. A checkbox is present next to the row header 'Test2'.

Title	Amount	Outstanding
Test2	1.00	1.00
INV-2304-0195	April 2023	1.00
INV-2304-0191	April 2023	1.00
INV-2304-0190	April 2023	1.00
INV-2304-0027	April 2023	1.00
INV-2304-0027	April 2023	10.00



Scroll up to see the total amount reflected in the amount section.

Skrol ke atas untuk melihat jumlah keseluruhan dipaparkan dalam bahagian jumlah.



Click Pay to complete the transaction, and a success message will appear.

Klik Pay untuk melengkapkan transaksi, dan mesej berjaya akan dipaparkan.

