



# NETWORK BILLING SYSTEM (NBS) User Manual

Date 01-July-18

CrimsonLogic is a trusted partner to governments and businesses globally. For close to 30 years, CrimsonLogic has partnered with customers to innovate sustainable world-class solutions, products and services in Trade Facilitation, eJudiciary and digital government that positively impact lives and communities.

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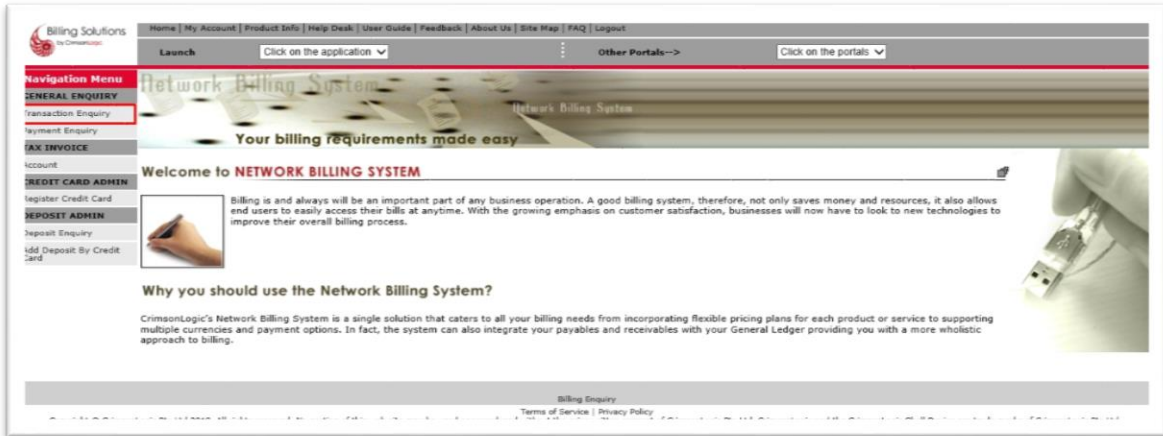
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# 1. GENERAL ENQUIRY

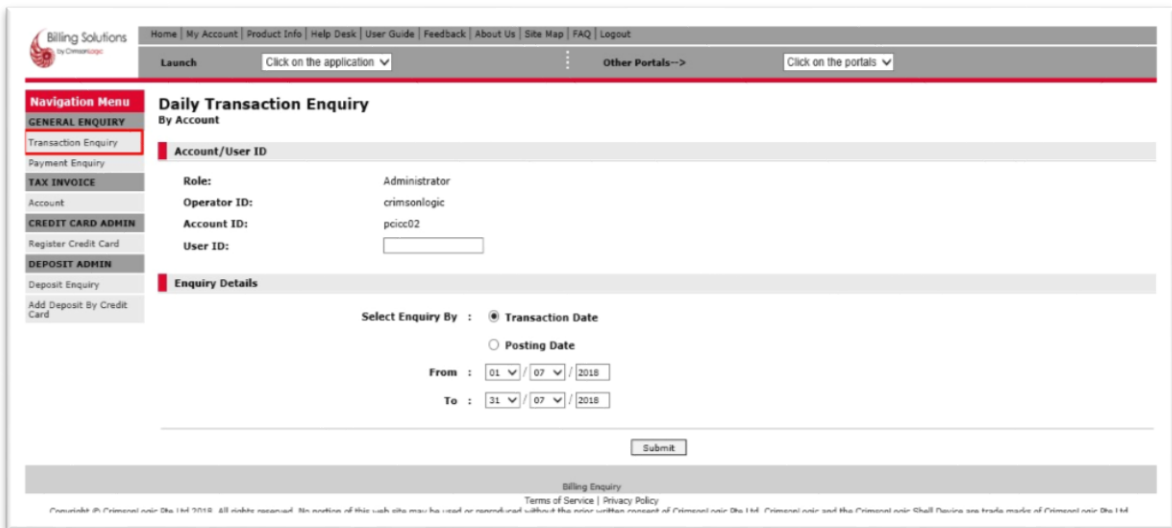
There are 2 options under the general enquiry

- 1. Transaction Enquiry(Accounts)
- 2. Payment Enquiry

## a. General Enquiry - Transaction Enquiry Menu Option



Page 01

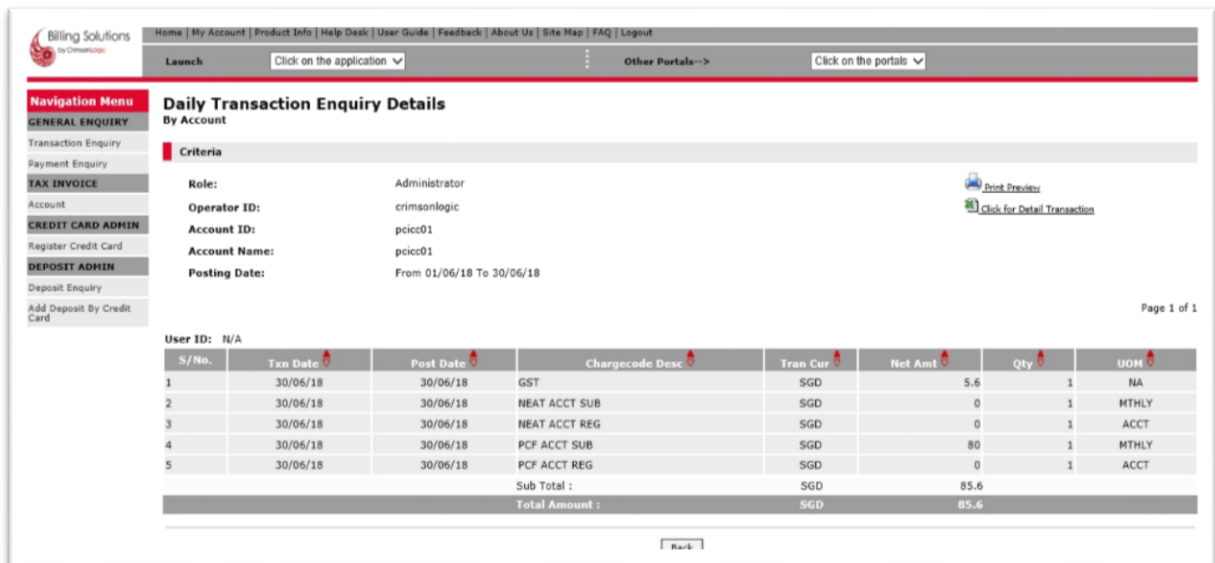


Under 'Enquiry Details' tab: The search criteria to be entered.

Operator ID: The operator ID under which the account is registered under will be displayed. It is defaulted to crimsonlogic operator ID.

<b>Account ID</b>	<p>The account ID which was registered. It is defaulted to the user's account for logging into the system. If the user who logs into the system is also the Administrator, he or she will be able to view all the transactions performed under the account ID.</p>
<b>User ID</b>	<p>The user ID of the account entered in the previous field is to be entered. This field is optional. If the user who logs into the system is not the administrator, he or she will only be able to view transactions perform under that particular user ID.</p>
<b>Under 'Enquiry Details' tab:</b>	<p>The type of enquiry and date range is to be entered. Allows viewing of transactions within a date range in a particular month. Available information will be current month + the past 3 months.</p>
<b>Select Enquiry Type</b>	<p>Select only one of the radio buttons: (i) Transaction Date (ii) Posting Date Choosing "Transaction Date" will display those transactions that are made within the date range specified in the fields below (dates specified included). Choosing "Posting Date" will display those transactions that are received by the billing system within the date range specified in the fields below (dates specified included).</p>
<b>From</b>	<p>This is the date with which the search will start from. Select DD (Day) and MM (Month) from the list box. Enter the valid year. Valid format is DD/MM/YYYY.</p>
<b>To</b>	<p>This is the date which the search will end at. Select DD/MM from the list box. Enter the valid year. Valid format is DD/MM/YYYY.</p>
<b>Click on 'Submit' button</b>	<p>This will bring you to page 2 of this option. The screen below is page 2 of this option. The transactions retrieved are the summary of those made within this date range.</p>

Page 02

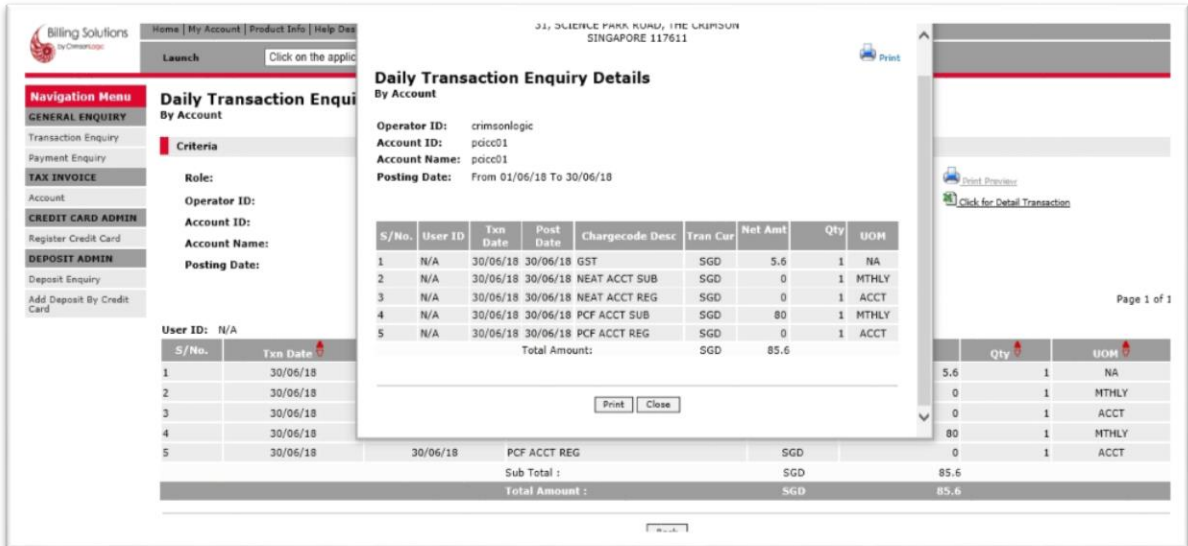


- User ID.** The user Id will be displayed. If the User Id is not entered during search, then the transactions are grouped by user ID and displayed.
- S/No.** A running number indicating the sequence number of the transaction record.
- Transaction Date** The date on which the transaction was made will be displayed.
- Posting Date** The date on which the transaction was posted into the billing system.
- Charge code Desc** Description of the charges.
- Currency Code** The Currency code in which the transaction was done.
- Net Amt** The amount excluding GST for the transaction will be displayed.
- Quantity** The total quantity for which the transaction was made will be displayed.
- UOM** The Unit of Measurement of the transaction will be displayed.
- Sub Total** The sub total of the net amount of the transactions for the grouped User ID is Displayed.
- Total Amount** Total Sum of net amount of the transactions within the specified date range.
- Sorting Criteria** User can click on any of the header to sort the display accordingly.

**To view Details Transaction**

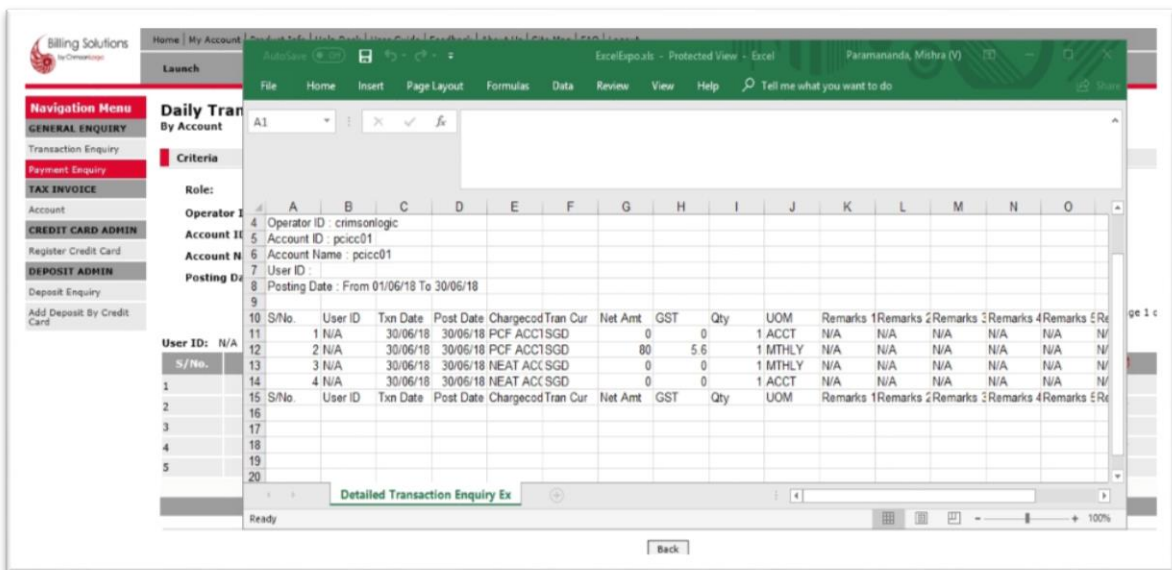
Click on the “Click for Detail Transaction” link to export the detail transactions within the specified date range to the excel sheet. A prompt window will pop up to prompt the user whether to open the file from its current location or to save it into a local disk as shown on the next page.

**Page 03**



**Pretty Print**

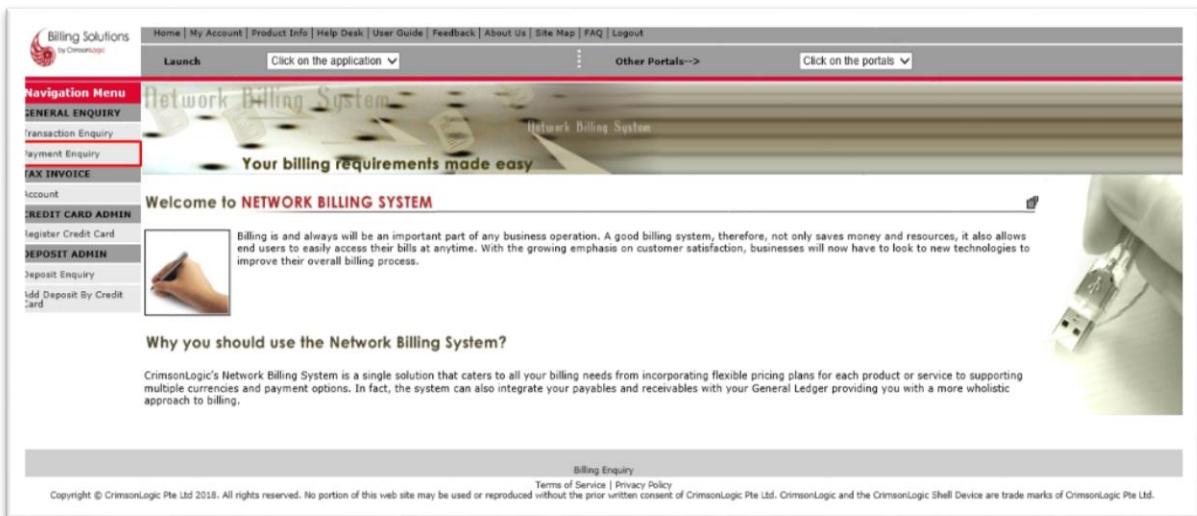
You may click on the “Print Preview” link to view a printable page of the transaction summary. A prompt window screen will pop up. Below shows a sample of the content in the new window.



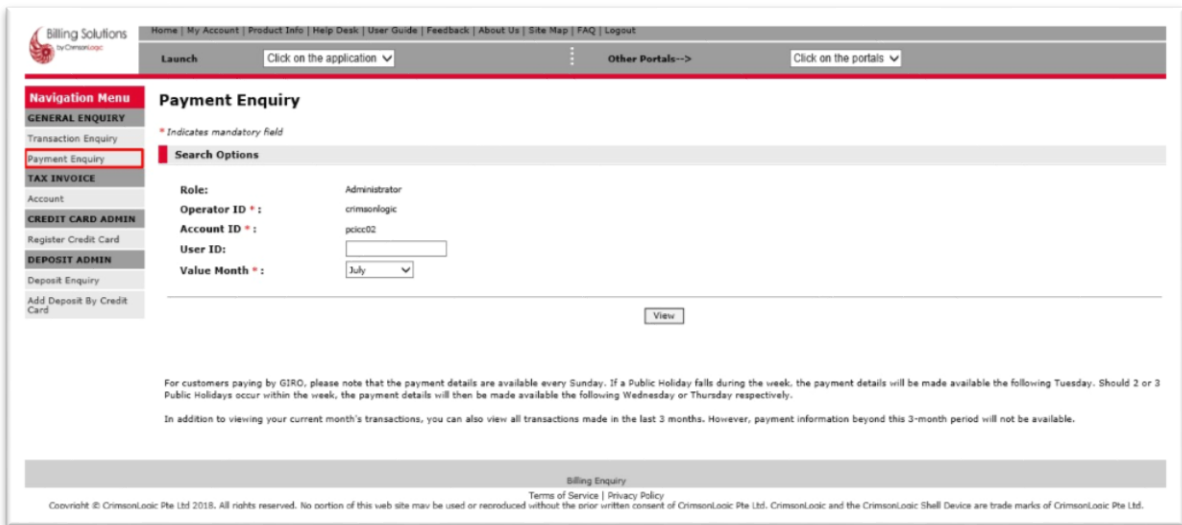
**b. General Enquiry - Payment Enquiry**

There are 4 pages in all for the Payment Enquiry. The screen below is page 1 of this option.

**Menu Option**



Page 01



**Under 'Search Option' tab:**

The search criteria to be entered.

**Operator ID**

The operator ID under which the account is registered under will be displayed.  
It is defaulted to crimsonlogic operator ID.

**Account ID**

The account ID which was registered.  
It is defaulted to the user's account for logging into the system.  
If the user who logs into the system is also the Administrator, he will be able to view all the payment information under the account ID

**Value Month**

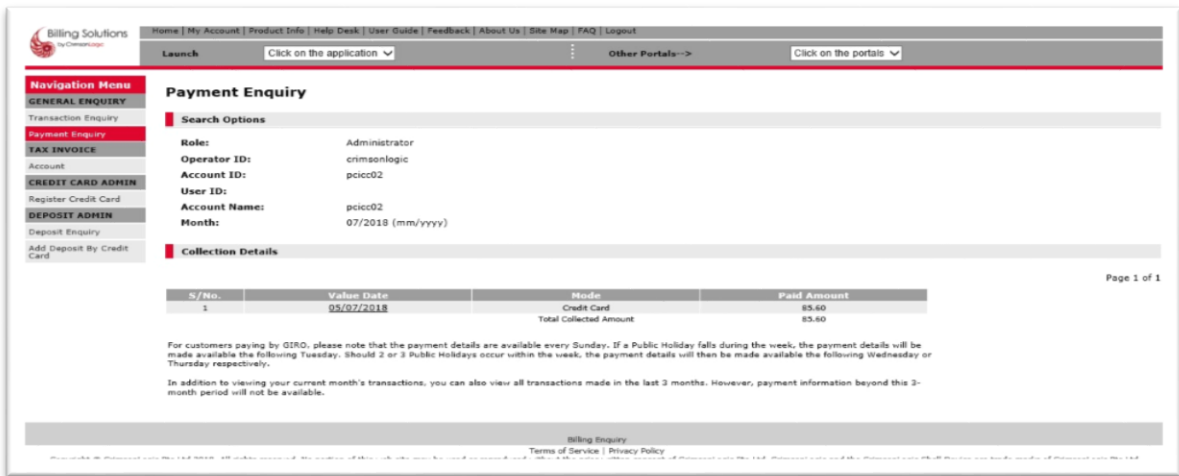
The Value Month for which the user needs to enquire should be selected.  
Available information will be current month + past 3 months.

**Click on 'View' button**

This will bring you to page 2 of this option.  
The screen below is page 2 of this option.  
The transactions retrieved are the summary of those made within this date frame.



Page 02



**S/No.** A running number indicating the sequence number of the value dates in the selected month.

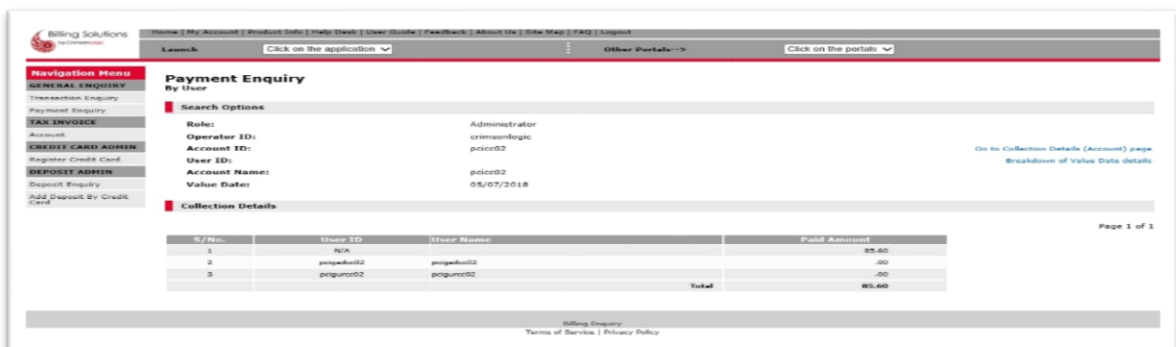
**Value Date Mode** The date whereby there is successful collection for this account. This is the collection mode through which the payment was made on this value date. This could be  
 Cash mode  
 GIRO mode  
 Deposit mode  
 Credit card mode

**Paid Amount** Amount paid on this value date is displayed.

**Total collected amount** Total amount collected on this value month is displayed.

**Click on the "Value date"** This will bring you to the 2nd Page. This page will show the breakdown by user ID for the particular value date selected.

Page 03

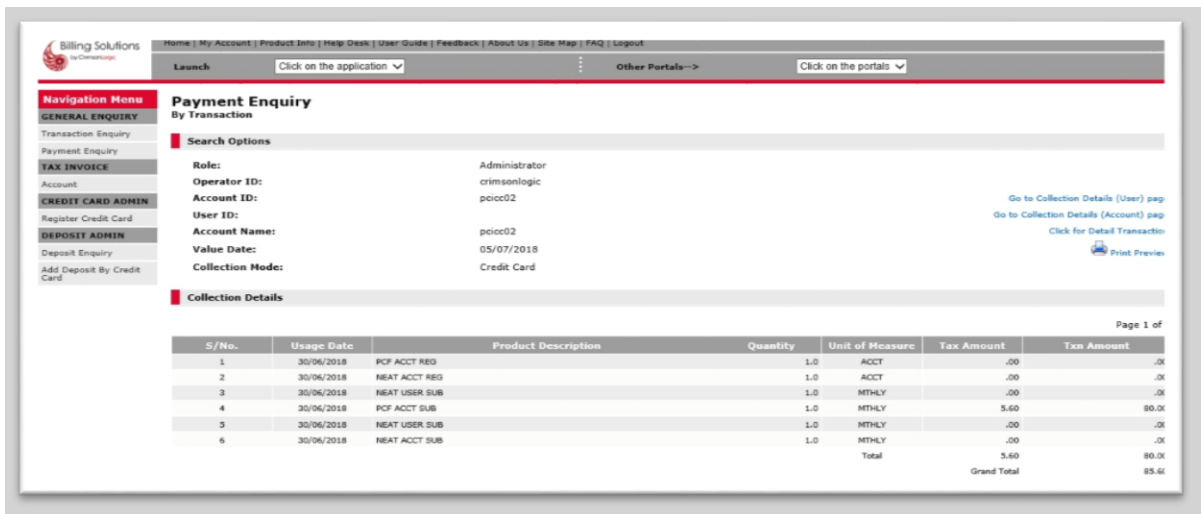


**Paid Amount** Amount paid by this user on the selected value date is displayed.

**Click on “Go to Collection Details (Account) page”** Click on this page will take you to the Page 1.

**Click on “Breakdown of Value Date details”** This will take you to the Page 3 of the value date enquiry called Customer Value Date Enquiry (Transaction). Here the detail transactions made on this value date is displayed. This page is shown below.

**Page 04**



**Collection Details:** This displays all the detailed transactions for which the collection was made.

**S/No.** A running number indicating the sequence number of the user IDs.

**Usage Date:** The dates on which these transactions were made by the user is displayed.

**Product Description** Description of the charges.

**Quantity** Total Quantity of the charge is displayed.

**Unit of Measure** The Unit of measurement of the transaction will be displayed.

**Tax Amount** The Tax amount of the transaction will be displayed.

**Txn Amount** The transaction amount excluding the tax will be displayed.

**Last page** On the last page, there will be a total for each of the ‘Tax Amount’ & ‘Paid Amount’ column and a grand total.

**Click on “Go to Collection Details (Account) page”** Click on this page will take you to the Page 2.

**Click on “Go to Collection Details (User)”** Click on this page will take you to the Page 3.

page”  
 Click for Detail  
 Transaction  
 Print Preview

This will enable you to export the transaction details into MS Excel format.  
 Pretty print format.

Page 05

**CRIMSONLOGIC PTE LTD**  
 31, SCIENCE PARK ROAD, THE CRIMSON  
 SINGAPORE 117611

**Transaction Summary Details**

Operator ID: crimsonlogic  
 Account ID: pcicc02  
 Account Name: pcicc02  
 Value Date: 05/07/2018  
 Collection Mode: Credit Card

S/No.	Usage Date	Chargecode Desc.	Unit of Measure	Qty	Net Amt	Tax Amount
1	30/06/2018	PCF ACCT REG	ACCT	1.0	.00	.00
2	30/06/2018	NEAT ACCT REG	ACCT	1.0	.00	.00
3	30/06/2018	NEAT USER SUB	MTHLY	1.0	.00	.00
4	30/06/2018	PCF ACCT SUB	MTHLY	1.0	80.00	5.60
5	30/06/2018	NEAT USER SUB	MTHLY	1.0	.00	.00
6	30/06/2018	NEAT ACCT SUB	MTHLY	1.0	.00	.00
Total Amount :					SGD	85.60

Page 06

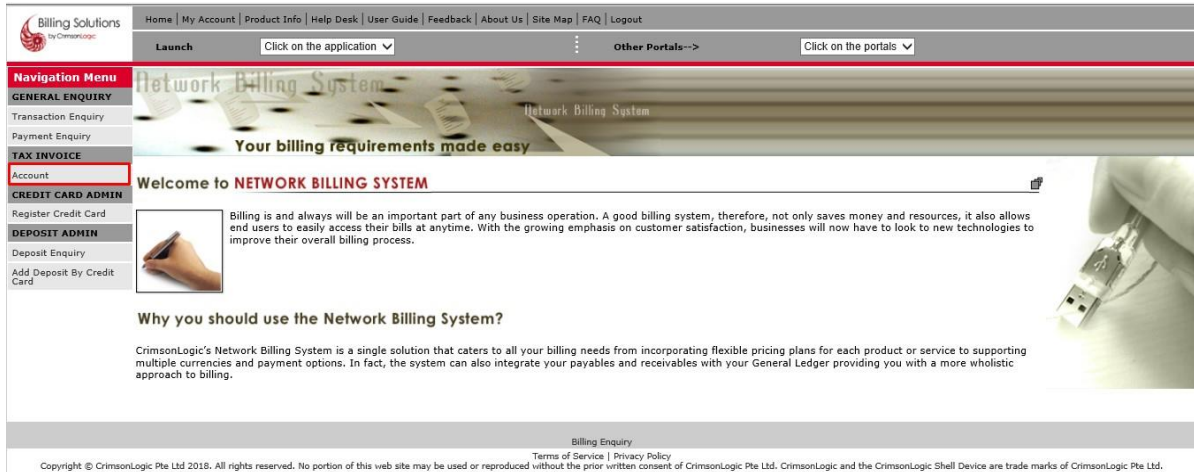
S/No	User ID	Txn Date	Chargecode	Tran Cur	Net Amt	Tax Amount	Qty	UOM	App Tran	Remarks
1	N/A	30/06/18	PCF ACCT	SGD	0	0	1	ACCT	N/A	N/A
2	N/A	30/06/18	NEAT ACCT	SGD	0	0	1	ACCT	N/A	N/A
3	pcigadcc0	30/06/18	NEAT USE	SGD	0	0	1	MTHLY	N/A	N/A
4	N/A	30/06/18	PCF ACCT	SGD	80	5.6	1	MTHLY	N/A	N/A
5	pcigurcc02	30/06/18	NEAT USE	SGD	0	0	1	MTHLY	N/A	N/A
6	N/A	30/06/18	NEAT ACCT	SGD	0	0	1	MTHLY	N/A	N/A

## 2. TAX INVOICE

### a. Tax Invoice - Account

The bill issued by crimsonlogic can be enquired online and printed out by a user via this module. Bills are issued to all subscribers.

#### Menu Option



There are altogether 2 pages for the bill enquiry by account module.

The screen below is page 1 of this option.

#### Page 01



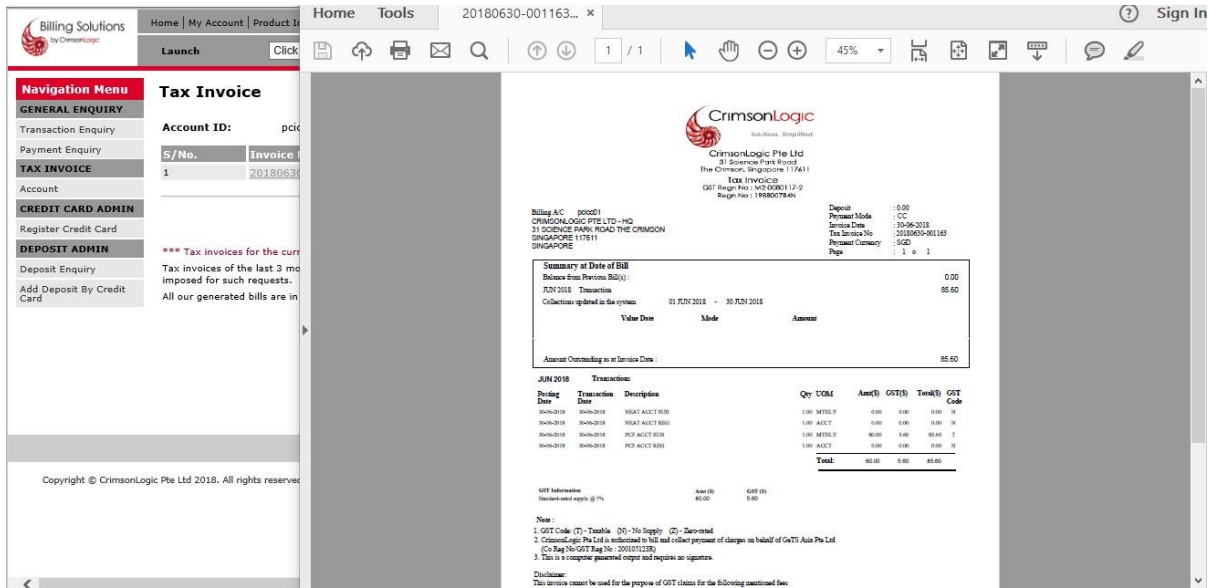
**Under 'Criteria' tab:** The search criteria for the bills are to be entered.

**Operator ID** The operator ID is to be selected.  
Operator ID cannot be left blank.  
It is defaulted to crimsonlogic Operator ID.

**Account ID** The account ID which was registered.  
It is defaulted to the user's account for logging into the system.  
If the user who logs into the system is also the Administrator, he will be able to view all the payment information under the account ID

Click on 'Submit' button This will bring you to Page 2 of this option.

Page 02



Under 'Invoice Number' Column: The invoice numbers for the selected account will be displayed as a hyperlink. Bill will be available online for a period of 3 months before it is being archived.

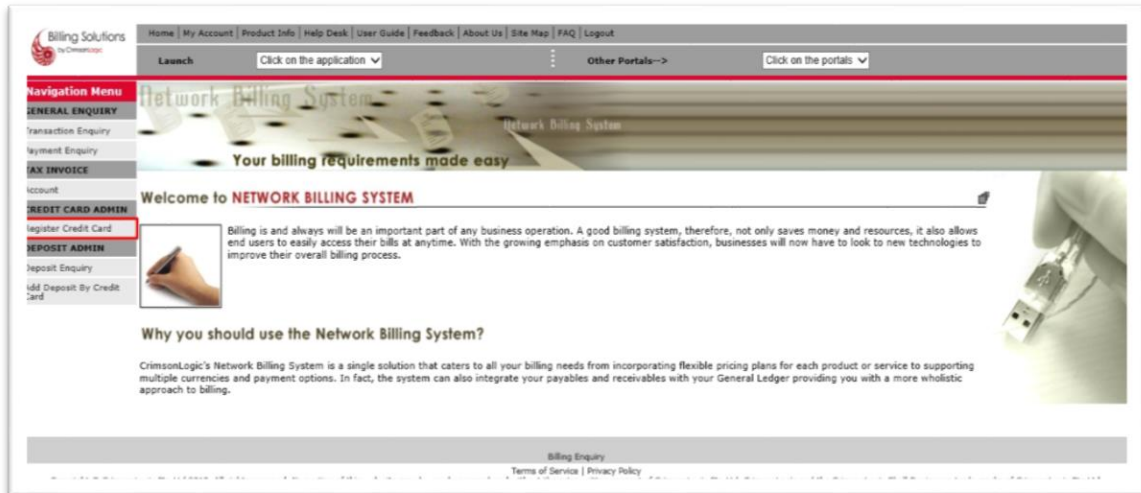
Click on Invoice Number You may click on the invoice number to view or save the tax invoice which is in pdf format.

### 3. CREDIT CARD ADMIN

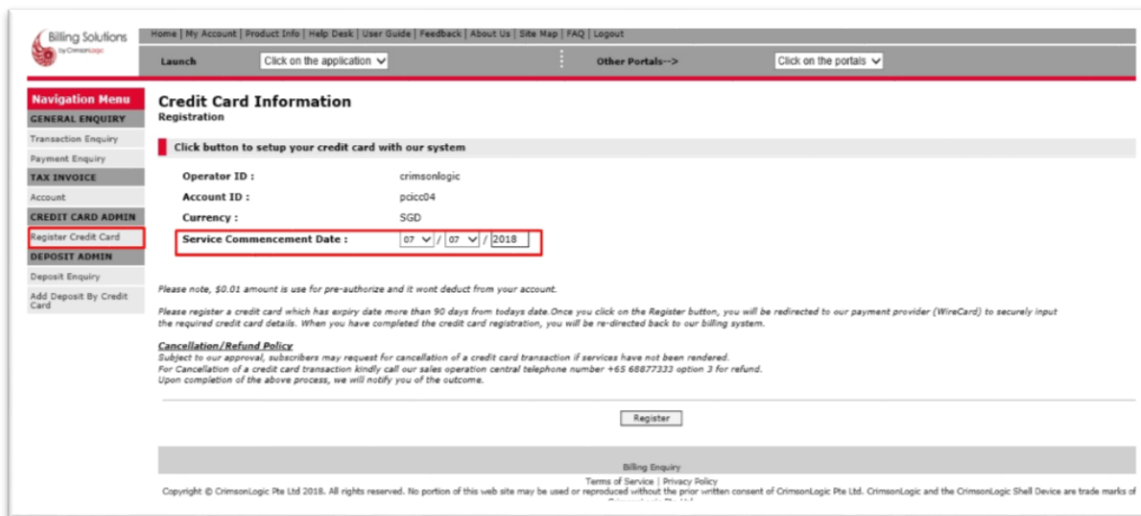
#### a. Credit Card Admin - Register Credit Card

This option is used to register the credit card to be used for subsequent deductions for the transactions made by the registered account id. Only account id with payment mode as credit card can access this page. Only billing Administrator is able to access to register the credit card details.

#### Menu Option



#### Page 01



**Under 'Register Credit Card' tab:** To register credit card, the below fields to be entered.

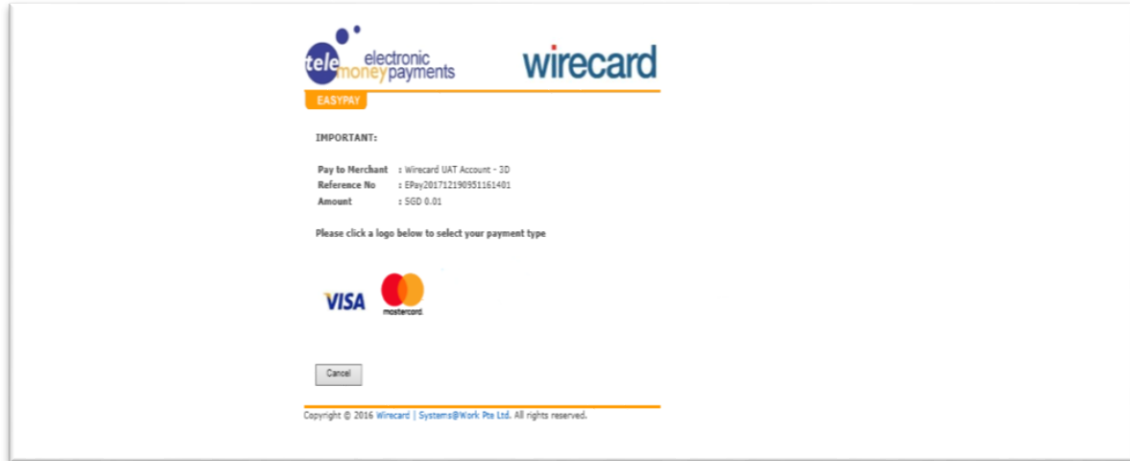
**Operator ID** The operator ID is to be selected.  
Operator ID cannot be left blank.  
It is defaulted to crimsonlogic Operator ID.

**Account ID** The account ID which was registered.  
It is defaulted to the user's account for logging into the system.

**Service Commencement Date** This Date is only applicable for new account id. Existing account id cannot see this field while updating its credit card.

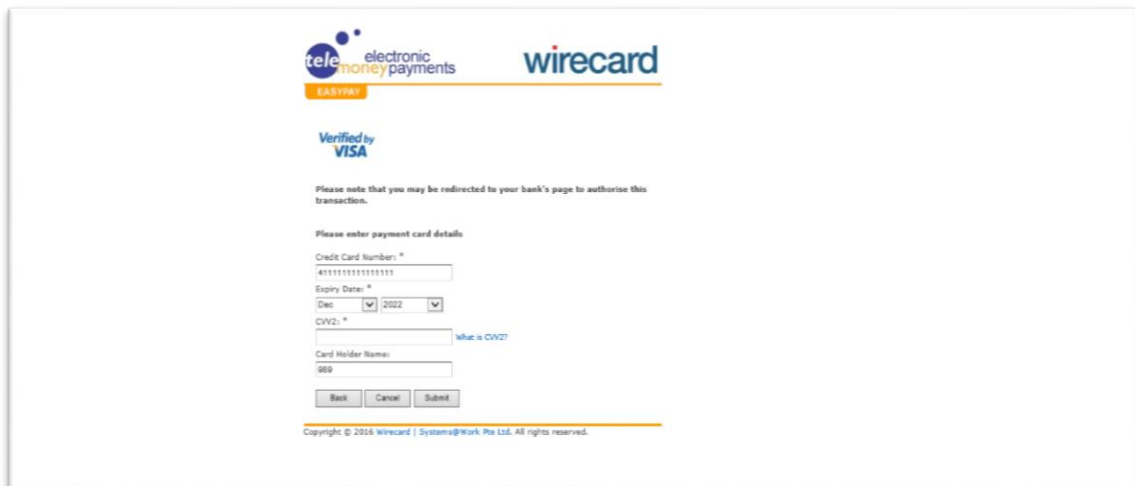
**Click on 'Register button** This will bring you to Page 2 of this option. (Redirect to our payment provider wirecard to key in the credit card details)

**Page 02**



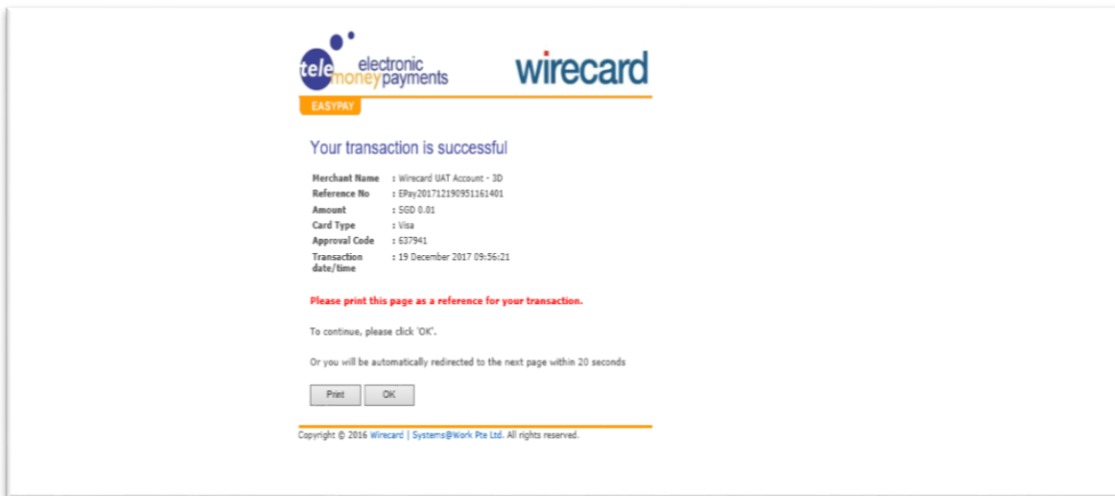
Please select the payment type to goes to card info page (Page 3).

**Page 03**



Key in the card details in page 3 and click on submit.

Page 04



Success message After registration completed

Page 05



Click ok or wait for 20 secs to go back NBS Application.

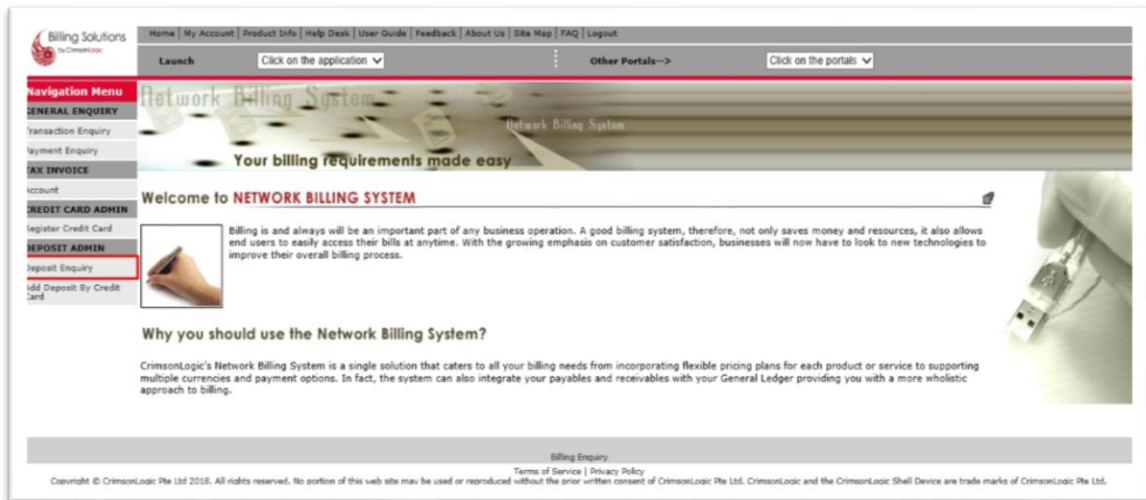


## 4. DEPOSIT ADMIN

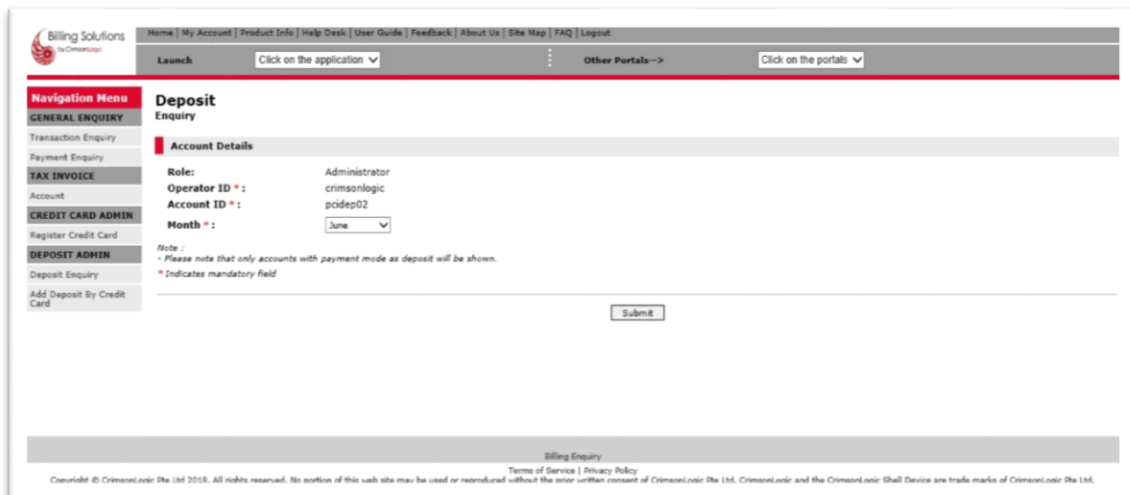
### a. Deposit Admin - Deposit Enquiry

This option is to enquiry deposit history. Only account with the payment mode as deposit can access this page.

#### Menu Option



#### Page -01



**Operator ID** The operator ID is to be selected.  
Operator ID cannot be left blank.  
It is defaulted to crimsonlogic Operator ID.

**Account ID** It is defaulted to the user's account for logging into the system.

**Month** Select the Month against the account Id.

**Click on 'Submit'** Click on submit to view the deposit details for this month

Page -02

The screenshot shows the 'Deposit Enquiry' page in the Billing Solutions system. The page includes a navigation menu on the left with categories like GENERAL ENQUIRY, TAX INVOICE, CREDIT CARD ADMIN, and DEPOSIT ADMIN. The main content area is titled 'Deposit Enquiry' and contains 'Account Details' and 'Deposit Details' sections. The 'Account Details' section lists: Role: Administrator, Operator ID: crimsonlogic, Account ID: pcidep02, Account Name: pcidep02, and Available Deposit: 12.00. The 'Deposit Details' section features a table with columns for Effective Date, Status, Amount, Currency Code, Payment Mode, and Payment Details. A single record is shown for 02/07/2018 with a status of AVAILABLE, an amount of +12.0, currency code SGD, payment mode CC, and payment details N/A. A 'Back' button is located below the table.

Effective Date	Status	Amount	Currency Code	Payment Mode	Payment Details
02/07/2018	AVAILABLE	+12.0	SGD	CC	N/A

Click on back button to go back to parent page.

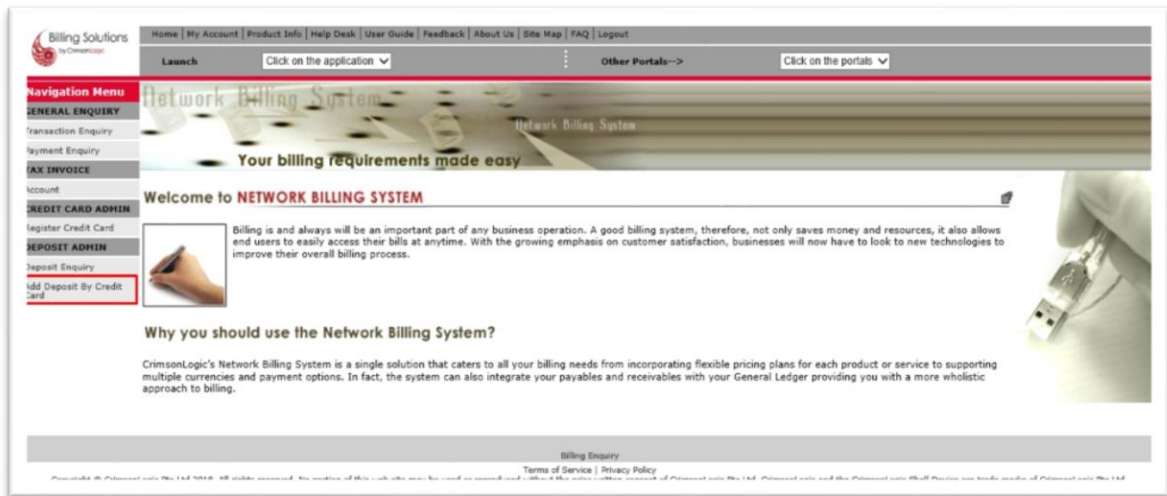
Page -03

The screenshot shows the 'Deposit Enquiry' page with a form for adding a deposit. The 'Account Details' section is populated with Role: Administrator, Operator ID \*: crimsonlogic, and Account ID \*: pcidep02. The 'Month \*' field is a dropdown menu currently set to '[-select-]'. A note below the form states: 'Please note that only accounts with payment mode as deposit will be shown. \* Indicates mandatory field'. A 'Submit' button is located at the bottom of the form area.

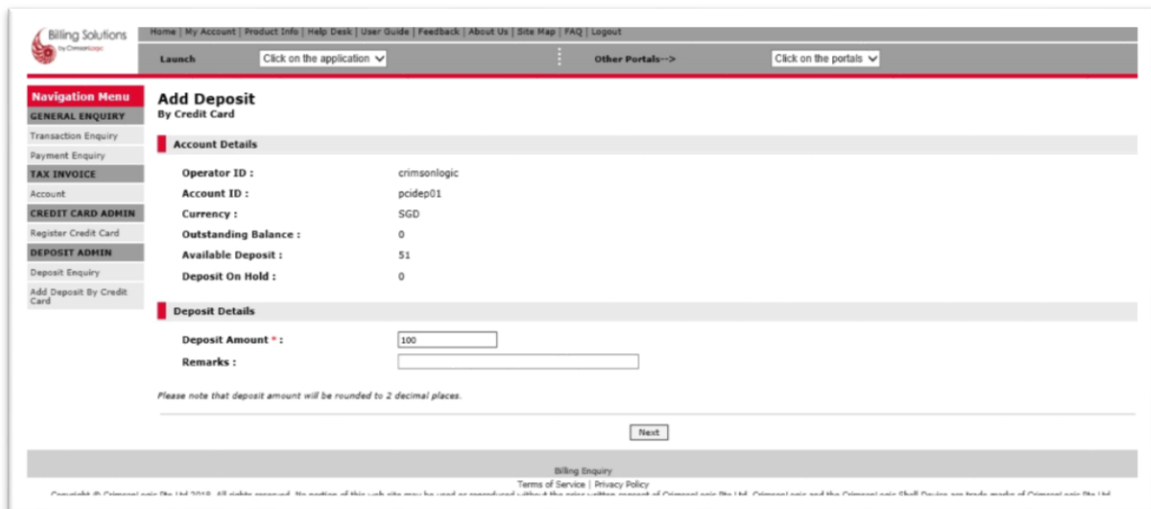
**b. Deposit Admin - Add Deposit by Credit Card**

This option is for topping-up deposit used for payments. Only payment mode as deposit can access this page.

**Menu Option**



**Page -01**



**Add Deposit Operator ID**

To Add Top Up, below fields to be entered.  
The operator ID is to be selected.  
Operator ID cannot be left blank.  
It is defaulted to crimsonlogic Operator ID.

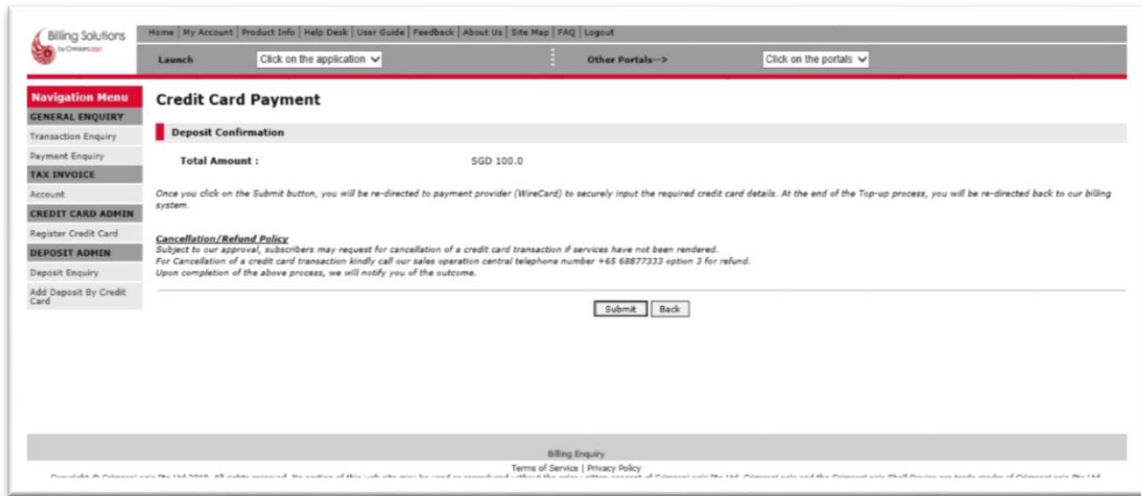
**Account ID**

It is defaulted to the user's account for logging into the system.

**Deposit Amount**

Input a valid amount to top up the deposit account.  
Click on the NEXT button to navigate to the next for confirmation.

Page -02



Click on Submit

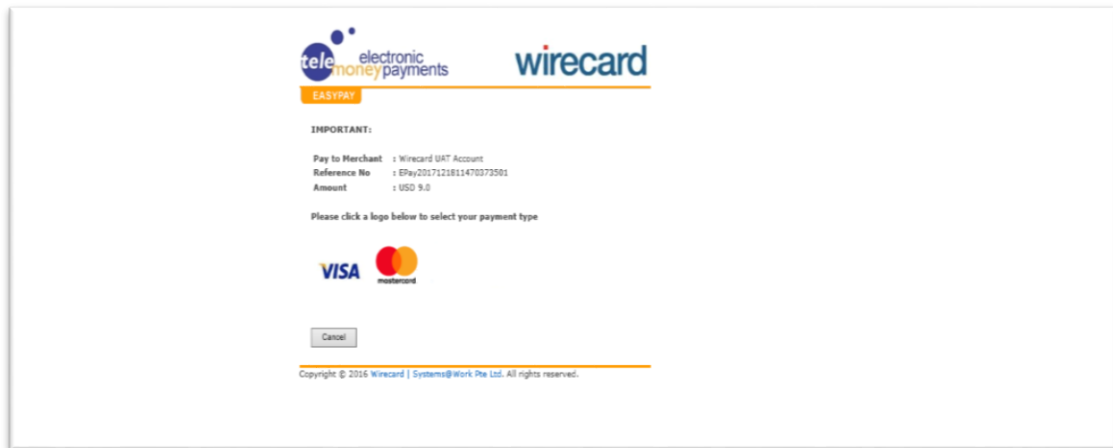
Re direct our payment provider to securely input the required credit card details to top up the deposits.

Click on cancel

To get back to Add Deposit page.

The next three pages show the navigation through our payment provider wire card pages.

Page -03



Page -04

Page -05

Once the credit card transaction is successful, click 'ok' to go back to NBS page below

Page -06

## 5. Security

### Security

Remember to clear your browser cache after your logout from the application.

### **PROPRIETARY INFORMATION**

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