

USER GUIDE

APPROVAL

Dipersiapkan untuk:

PT. Dipo Star Finance


Disusun oleh:

PT. Inovasi Mitra Sejati

Juli 2024




Dokumen ini mengandung informasi yang merupakan hak milik PT. Dipo Star Finance. Dokumen ini (termasuk bagian-bagian di dalamnya) tidak diperbolehkan untuk disebarluaskan, diperbanyak ataupun dipindahtangankan kepada pihak-pihak lain diluar PT. Dipo Star Finance tanpa izin tertulis dari manajemen PT. Dipo Star Finance.


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3.5.1.1


Step Process Global Param

93


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LEMBAR PERSETUJUAN

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Name	Position / Department	Signature	Approve Date
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Dievaluasi oleh :


Name	Position / Department	Signature	Approve Date
Antonius Hari	Project Manager PT. Inovasi Mitra Sejati		
Sepria Yunita	Project Leader PT. Inovasi Mitra Sejati		

Adapun yang bertanda tangan di bawah ini menyatakan bahwa dokumen ini adalah dokumen yang sudah sesuai dengan permintaan dari pihak PT. Dipo Star Finance. Item-item yang tercantum didalam dokumen ini diluar *Changes Request* dan *Case and Solution*, sudah dicover oleh Base Line IFinancing, dan sudah dijamin oleh PT. Inovasi Mitra Sejati sesuai dengan sistem IFinancing yang tersedia saat ini. Dokumen ini akan digunakan oleh PT. Dipo Star Finance sebagai materi Training dan Testing.

Item-item yang tercantum dalam *Changes Request* dan *Case and Solution*, yang dituangkan pada dokumen ini berdasarkan hasil User Requirement antara PT. Inovasi Mitra Sejati dan PT. Dipo Star Finance.


Disetujui Oleh :

Name	Position / Department	Signature	Approve Date
Richardus Bayu	Project Manager PT. Dipo Star Finance		
Sony Nugraha	Project Manager PT. Dipo Star Finance		

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RIWAYAT PERUBAHAN DOKUMEN

Version	Tanggal	Diubah oleh	Penjelasan Perubahan
1.0	Agustus 2023	Nuril Humaya	First Draft
1.1	Februari 2024	Rizky Evita	Update After Post Go Live
1.2	Juli 2024	Rizky Evita	Update Change Request Phase 2

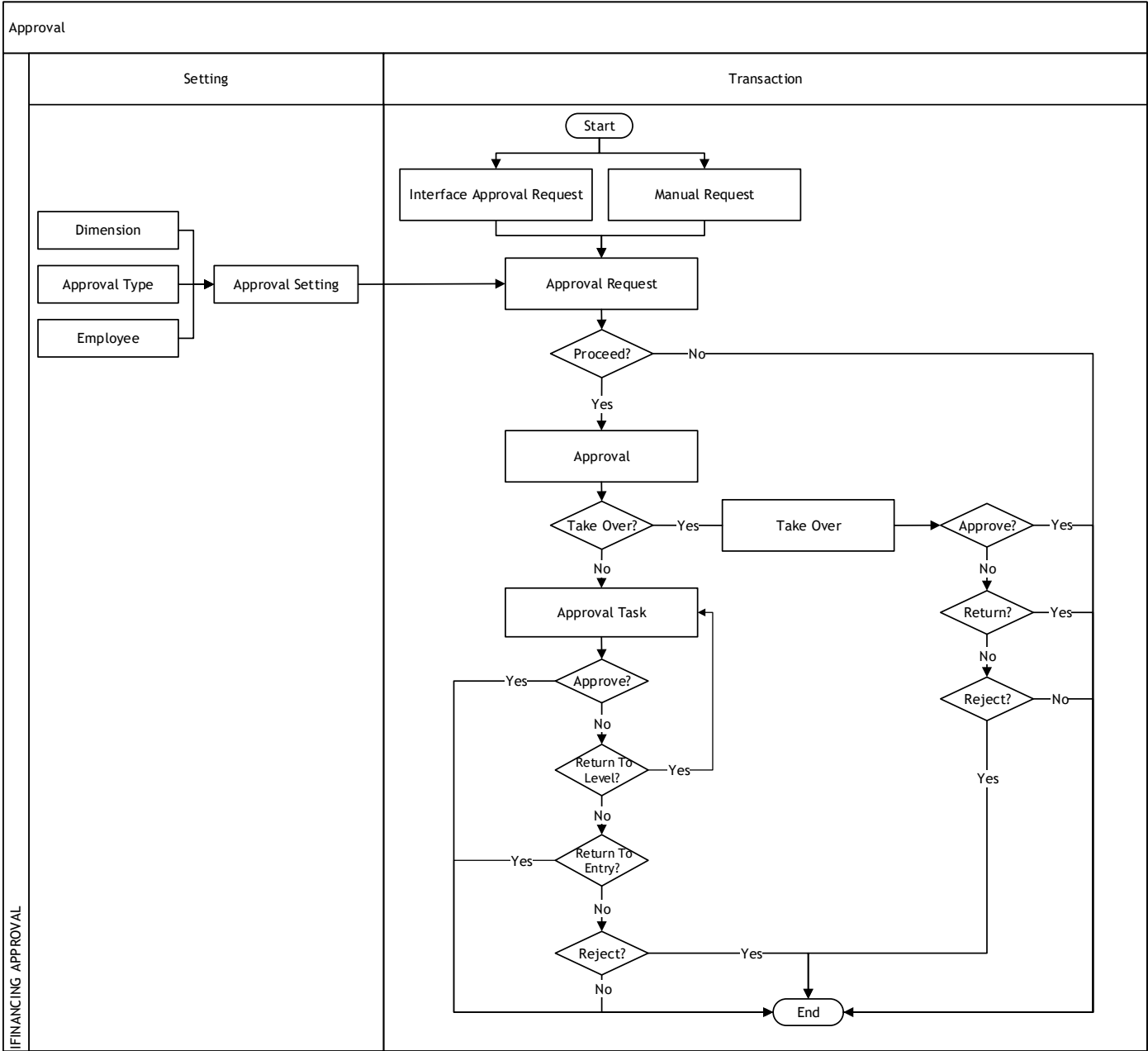
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1 Sistem Modul


Modul Approval digunakan untuk melakukan proses Approval (persetujuan). Pada modul Approval ini akan menampilkan beberapa menu yang akan digunakan oleh user untuk melakukan Approval dari setting yang diperlukan untuk proses approval sampai dengan proses transaksi Approval serta mekanisme take over hingga metode banding apabila ditolak oleh approver sebelumnya.

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2 General Flow



Gambar 1 General Flow Approval

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3 Menu dan Cara Penggunaan

3.1 Setting

Setting adalah Menu yang melakukan proses setting data master yang ada pada modul Approval. Selain itu, data master tersebut digunakan sebagai panduan atau kelengkapan data Approval yang terjadi pada seluruh Transaksi yang terkait dengan proses Approval pada sistem. Berikut adalah detail penjelasan per masing-masing sub menu yang dapat digunakan oleh user.

3.1.1 General Code

Sub Menu General Code dapat diakses oleh user melalui modul **Approval > Setting > General Code**. Sub Menu General Code bertujuan untuk melakukan proses setting terhadap data General Code yang akan digunakan pada modul Approval.

3.1.1.1 Step Process General Code

Berikut adalah Step Process General Code:

- Klik tombol **ADD** untuk menambahkan data pada tampilan General Code List.

General Code List

ADD

DELETE

Show

10

entries

Search records

No	<div><div></div></div> Code	Description	Editable	Action
1	<div><div></div></div> DOCRQ	DOCUMENT REQUEST	Yes	<div><div></div></div>

Showing 1 to 1 of 1 entries

First

Previous


1

Next

Last

Gambar 2 Halaman General Code List

- Lengkapi data pada field yang tersedia, kemudian klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

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General Code Info

SAVE

BACK

Code *

Description *

☒ Editable

Gambar 3 Halaman General Code Info

- c. Setelah data General Code berhasil disimpan, user dapat mengklik tombol

EDITABLE

 maka status data akan berubah menjadi

Editable

 , jika user tidak mengklik kembali tombol

EDITABLE

 maka status data akan berubah menjadi

Editable

 .

General Code Info

SAVE

EDITABLE

BACK

Code *

DOCREQ

Description *

DOCUMENT REQUEST


☒ Editable

Gambar 4 Halaman General Code Info (Editable)

- d. Setelah data General Code berhasil disimpan maka sistem akan menampilkan halaman Sub General Code List. Jika General Code tidak Editable maka halaman Sub General Code List hanya dapat dilihat, namun jika General Code Editable maka user dapat menambahkan data Sub General Code List dengan klik tombol

ADD

 .

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Sub General Code List

Show 10 entries

Search records

No	Code	Description	OJK Code	Order Key	Active	Action
1	FRMAS	FORM ADJUSTMENT SALARY	-	3	Yes	
2	FRMCT	FORM PENGAJUAN CUTI	-	2	Yes	
3	KTP	KARTU TANDA PENDUDUK	-	1	Yes	

Showing 1 to 3 of 3 entries

First

Previous

1

Next

Last

Gambar 5 Halaman Sub General Code List (Non-Editable)

Sub General Code List

ADD

DELETE

Show 10 entries

Search records

No		Code	Description	OJK Code	Order Key	Active	Action
1		FRMAS	FORM ADJUSTMENT SALARY	-	3	Yes	
2		FRMCT	FORM PENGAJUAN CUTI	-	2	Yes	
3		KTP	KARTU TANDA PENDUDUK	-	1	Yes	

Showing 1 to 3 of 3 entries

First

Previous

1

Next

Last

Gambar 6 Halaman Sub General Code List (Editable)


- e. Lengkapi data pada field yang tersedia, kemudian klik tombol

SAVE

 untuk menyimpan data atau klik tombol

BACK

 untuk kembali ke halaman sebelumnya.

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Sub General Code List

SAVE

BACK

Code *





Description *

OJK Code



Order Key *

Active

Gambar 7 Halaman Sub General Code Info

- f. Jika user memberi tanda checklist  **Active** maka data dapat digunakan dan status data Sub General Code akan berubah menjadi active, sedangkan jika user tidak memberi tanda checklist  **Active** maka status data Sub General Code berubah menjadi non-active dan tidak dapat digunakan.
- g. Jika user ingin melakukan perubahan data klik tombol  pada baris data Sub General Code List.
- h. Untuk menghapus data Sub General Code, user dapat memberi tanda checklist “” pada baris data Sub General Code List kemudian klik tombol

DELETE

.
- i. Jika user ingin melakukan perubahan data klik tombol  pada baris data General Code List.
- j. Untuk menghapus data General Code, user dapat memberi tanda checklist “” pada baris data General Code List kemudian klik tombol

DELETE

.

3.1.2 Dimension

Sub Menu Dimension dapat diakses oleh user melalui modul **Approval > Setting > Dimension**. Sub Menu Dimension bertujuan untuk melakukan proses setting terhadap data kriteria untuk melakukan proses Approval.


3.1.2.1 Step Process Dimension

Berikut adalah Step Process Dimension:

- a. Klik tombol

ADD

 untuk menambahkan data pada tampilan Dimension List.

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Dimension List

ADDDELETE

Show 10 entries

Search records

No	<input type="checkbox"/>	Dimension Code	Description	Active	Action
1	<input type="checkbox"/>	DM.2104.000003	BRANCH CODE	Yes	
2	<input type="checkbox"/>	DM.2104.000004	CLIENT TYPE	Yes	
3	<input type="checkbox"/>	DM.2104.000008	IS USED PLAFOND	Yes	
4	<input type="checkbox"/>	DM.2104.000009	WAVE DISCOUNT ET	No	
5	<input type="checkbox"/>	DM.2104.000010	PLAFOND AMOUNT	Yes	
6	<input type="checkbox"/>	DM.2105.000002	GENDER	Yes	
7	<input type="checkbox"/>	DM.2105.000004	CURRENCY	Yes	
8	<input type="checkbox"/>	DM.2105.000005	PURPOSE LOAN DETAIL	Yes	
9	<input type="checkbox"/>	DM.2105.000006	FIRST PAYMENT TYPE	Yes	
10	<input type="checkbox"/>	DM.2105.000007	INTEREST RATE TYPE	Yes	

Showing 1 to 10 of 25 entries

FirstPrevious123NextLast

Gambar 8 Halaman Dimension List

- b. Lengkapi data pada field yang tersedia, kemudian klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

Dimension Info

SAVEBACK


Dimension Code -Auto Generate-

Description *

☐ Active

Gambar 9 Halaman Dimension Info

- c. Jika user memberi tanda checklist ☒ **Active** maka data dapat digunakan dan status data Dimension akan berubah menjadi active, sedangkan jika user tidak memberi tanda checklist ☐ **Active** maka status data Dimension berubah menjadi non-active dan tidak dapat digunakan.
- d. Setelah data Dimension berhasil disimpan, maka sistem akan menampilkan halaman Dimension Value List. Klik tombol **ADD** untuk menambahkan data pada tampilan Value List.

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Value List

ADD

DELETE

Show

10

entries

Search records

No	Description	Value	Action
1	HEAD OFFICE	0000	
2	BATU CEPER	0001	
3	KELAPA GADING	0002	
4	RADIO DALAM	0003	

Showing 1 to 4 of 4 entries

First

Previous

1

Next

Last

Gambar 10 Halaman Value List

- e. Lengkapi data pada field yang tersedia, kemudian klik tombol

SAVE

 untuk menyimpan data atau klik tombol

BACK

 untuk kembali ke halaman sebelumnya.

Value Info



SAVE

BACK



Description *

Value *

Gambar 11 Halaman Value Info


- f. Jika user ingin melakukan perubahan data klik tombol  pada baris data Value List.
- g. Untuk menghapus data Value, user dapat memberi tanda checklist “” pada baris data Value List kemudian klik tombol

DELETE

 .
- h. Jika user ingin melakukan perubahan data klik tombol  pada baris data Dimension List.
- i. Untuk menghapus data Dimension, user dapat memberi tanda checklist “” pada baris data Dimension List kemudian klik tombol

DELETE

 .

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3.1.3 Approval Type

Sub Menu Approval Type dapat diakses oleh user melalui modul **Approval > Setting > Approval Type**. Sub Menu Approval Type bertujuan untuk melakukan proses setting terhadap data tipe approval yang akan digunakan pada modul lain yang membutuhkan Request Approval.

3.1.3.1 Step Process Approval Type

Berikut adalah Step Process Approval Type:

- Klik tombol **ADD** untuk menambahkan data pada tampilan Approval Type List.

Approval Type List

ADD

DELETE

Show

10

entries

Search records

No	<input type="checkbox"/>	Code	Description	Active	Action
1	<input type="checkbox"/>	AC.2302.000009	OPERATING LEASE APPLICATION	Yes	✎
2	<input type="checkbox"/>	AC.2302.000010	OPERATING LEASE EARLY TERMINATION	Yes	✎
3	<input type="checkbox"/>	AC.2302.000011	OPERATING LEASE WAIVE	Yes	✎
4	<input type="checkbox"/>	AC.2302.000012	OPERATING LEASE WRITE OFF	Yes	✎
5	<input type="checkbox"/>	AC.2303.000001	FIXED ASSET DISPOSAL	Yes	✎
6	<input type="checkbox"/>	AC.2304.000001	FIXED ASSET SELL REQUEST	Yes	✎
7	<input type="checkbox"/>	AC.2304.000002	PROCUREMENT PURCHASE ORDER	Yes	✎
8	<input type="checkbox"/>	AC.2304.000003	PROCUREMENT PAYMENT REQUEST	Yes	✎
9	<input type="checkbox"/>	AC.2304.000004	PROCUREMENT SUPPLIER SELECTION	Yes	✎
10	<input type="checkbox"/>	AC.2305.000002	PROCUREMENT REQUEST	Yes	✎

Showing 1 to 10 of 26 entries

First

Previous

1

2


3

Next

Last

Gambar 12 Halaman Approval Type List

- Lengkapi data pada field yang tersedia, kemudian klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

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Approval Type Info

SAVE

BACK

Code


-Auto Generate-

Description *

Active

Manual Request

Gambar 13 Halaman Approval Type Info

- Jika user memberi tanda checklist ☒ **Active** maka data dapat digunakan dan status data Approval Type akan berubah menjadi active, sedangkan jika user tidak memberi tanda checklist ☐ **Active** maka status data Approval Type berubah menjadi non-active dan tidak dapat digunakan.
- Jika user memberi tanda checklist ☒ **Manual Request** maka tipe data approval akan berubah menjadi Manual Request, sedangkan jika user tidak memberi tanda checklist ☐ **Manual Request** maka tipe data approval menjadi Non-Manual Request.
- Jika user ingin melakukan perubahan data klik tombol  pada baris data Approval Type List.
- Untuk menghapus data Approval Type, user dapat memberi tanda checklist “☒” pada baris data Approval Type List kemudian klik tombol

DELETE

.

3.1.4 Approval Setting

Sub Menu Approval Setting dapat diakses oleh user melalui modul **Approval > Setting > Approval Setting**. Sub Menu Approval Setting bertujuan untuk proses setting daftar Approval dari modul lain yang meminta proses approval berdasarkan setting dimensi, level, dan posisi yang berhak untuk melakukan proses Approval.


3.1.4.1 Step Process Approval Setting

Berikut adalah Step Process Approval Setting:

- Klik tombol

ADD

 untuk menambahkan data pada tampilan Approval Setting List.

 <small>Innovation Comprehensive Technology</small>	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

Approval Setting List

ADD
DELETE


Show 10 entries
Search records

No	Description	Type	Active	Action
1	APPROVAL PROCUREMENT		Yes	
2	APPROVAL PROCUREMENT PURCHASE ORDER PROCUREMENT TYPE MOBILISASI	PROCUREMENT PURCHASE ORDER	Yes	
3	APPROVAL PROCUREMENT ADJSUTMENT		Yes	
4	APPROVAL PROCUREMENT GRN		Yes	
5	APPROVAL FIXED ASSET CHANGE CATEGORY		Yes	
6	APPROVAL FIXED ASSET SELL		Yes	
7	APPROVAL PROCUREMENT INVOICE REGISTRATION		Yes	
8	APPLICATION APPROVAL OS NI ≤ 5 MILYAR	OPERATING LEASE APPLICATION	Yes	
9	OPERATING LEASE EARLY TERMINATION	OPERATING LEASE EARLY TERMINATION	Yes	
10	OPERATING LEASE WAIVE	OPERATING LEASE WAIVE	Yes	

Showing 1 to 10 of 40 entries
First
Previous
1
2
3
4
Next
Last

Gambar 14 Halaman Approval Setting List

- b. Lengkapi data pada field yang tersedia, kemudian klik tombol SAVE untuk menyimpan data atau klik tombol BACK untuk kembali ke halaman sebelumnya.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

Approval Setting Info

SAVE

BACK

Description *

Dimension Count

0

Dimension 1 *

Dimension 2 *

Dimension 3 *

Dimension 4 *

Dimension 5 *

Dimension 6 *

Dimension 7 *

Dimension 8 *

Dimension 9 *

Dimension 10 *

Type *

Approval By *

AMOUNT

LEVEL

Operator 1

Operator 2

Operator 3

Operator 4

Operator 5

Operator 6

Operator 7

Operator 8

Operator 9

Operator 10

Active

Value From *

Value To *

Value From *

Value To *

Value From *

Value To *

Value From *

Value To *

Value From *

Value To *

Value From *

Value To *

Value From *

Value To *

Value From *

Value To *

Value From *

Value To *

Value From *

Value To *

Value From *

Value To *

Value From *

Value To *

Gambar 15 Halaman Approval Setting Info


- c. Setelah data Approval Setting berhasil disimpan, klik tombol

INACTIVE


 maka status data Approval Setting berubah menjadi non-active

Active

 dan data tidak dapat digunakan, atau

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

klik kembali tombol ACTIVE maka status data Approval Setting akan berubah menjadi active

 **Active** dan data dapat digunakan.

Approval Setting Info

SAVE

INACTIVE

BACK

Description *

APPROVAL PROCUREMENT PURCHASE ORDER
PROCUREMENT TYPE MOBILISASI

Dimension Count

1

Dimension 1 *

PROCUREMENT TYPE

Dimension 2 *

Dimension 3 *

Dimension 4 *

Dimension 5 *

Dimension 6 *

Dimension 7 *

Dimension 8 *

Dimension 9 *

Dimension 10 *

Type *

PROCUREMENT PURCHASE ORDER

Approval By *

AMOUNT LEVEL

Operator 1

EQUAL

Operator 2

Operator 3

Operator 4

Operator 5

Operator 6

Operator 7

Operator 8

Operator 9

Operator 10

Value From *

MOBILISASI

Value To *

Value From *

Value To *

Value From *

Value To *

Value From *

Value To *

Value From *

Value To *

Value From *

Value To *

Value From *

Value To *

Value From *

Value To *


Value From *

Value To *

Value From *

Value To *

Gambar 16 Halaman Approval Setting Info (Active)

 <small>Innovation Comprehensive Technology</small>	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

- e. Setelah data Approval Setting berhasil disimpan, maka sistem akan menampilkan halaman Level List. Klik tombol **ADD** untuk menambahkan data pada tampilan Level List.

Level List

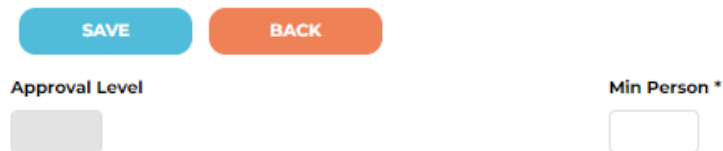


No	Approval Level	Min Person	Action
1	1	1	
2	2	1	

Gambar 18 Halaman Level List


- f. Lengkapi data pada field yang tersedia, kemudian klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

Level Info



Gambar 19 Halaman Level Info

- g. Setelah data Level berhasil disimpan, maka sistem akan menampilkan halaman Position List. Klik tombol **ADD** untuk menambahkan data pada tampilan Position List.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

Position List

ADD

DELETE

Search records

No	Name	Mandatory
1	SECTION HEAD (OPL - OPERATION - ASSET MANAGEMENT)	<input type="checkbox"/>

Showing 1 to 1 of 1 entries

First 1 Last

Gambar 20 Halaman Position List

- h. Untuk menambahkan data Position, user dapat memberi tanda checklist “☒” pada baris data Look Up Position kemudian klik tombol

ADD

.

×

ADD

Search records

No	Description
1	VICE PRESIDENT DIRECTOR MARKETING
2	IT SENIOR MANAGER
3	PRESIDENT DIRECTOR
4	QA
5	DIRECTOR FOR COLLECTION


Showing 1 to 5 of 51 entries


First 1 2 3 4 5 ... 11 Last




Gambar 21 Halaman Look Up Position

- i. Pada kolom “Mandatory”, user dapat memberi tanda checklist “☒” untuk menginformasikan bahwa data Position tersebut bersifat mandatory.
- j. Untuk menghapus data Position, user dapat memberi tanda checklist “☒” pada baris data Position List kemudian klik tombol

DELETE

.
- k. Jika user ingin melakukan perubahan data klik tombol  pada baris data Level List.

 <small>Innovation Comprehensive Technology</small>	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

- l. Untuk menghapus data Level, user dapat memberi tanda checklist “” pada baris data Level List kemudian klik tombol .
- m. Jika user ingin melakukan perubahan data klik tombol  pada baris data Approval Setting List.
- n. Untuk menghapus data Approval Setting, user dapat memberi tanda checklist “” pada baris data Approval Setting List kemudian klik tombol .


3.1.5 Employee

Sub Menu Employee dapat diakses oleh user melalui modul **Approval > Setting > Employee**. Sub Menu Employee bertujuan untuk memonitoring daftar nama karyawan yang digunakan untuk penentuan schedule sub menu Approval. Data Employee akan tersinkron secara otomatis dari modul Config.

3.1.5.1 Step Process Employee











Berikut adalah Step Process Employee:

- a. Pada halaman Employee List, sistem akan menampilkan listing informasi data Employee yang telah terdaftar pada sistem. Data pada halaman Employee List berasal dari modul SYS.

		USER GUIDE	
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024




Employee List

Show entries Search records



No	Employee Code	Name	Alternate Employee	Status	Action
1	10000011	IFINANCING OA USER		Yes	
2	1191	IVAN ANGELO		Yes	
3	1634	ANDREINA AMIDIA		Yes	
4	1635	ANTONIUS FEDRIK YOHANES YAHYA		Yes	
5	1636	ASTUTI KUSUMA DEWI		Yes	
6	1638	CHINTYA KRISTI MANURUNG		Yes	
7	1639	CHRISTINA GLORIA HARUKA ASSA		Yes	
8	1641	DEDE AGUS SURONO		Yes	
9	1642	DELLA ANGGRAINI		Yes	
10	1644	FAHMI AFANDI		Yes	

Showing 1 to 10 of 104 entries First Previous 1 2 3 4 5 ... 11 Next Last

Gambar 22 Halaman Employee List

- b. Klik tombol  untuk melihat detail data dan melakukan perubahan data Employee. Lengkapi data pada field yang tersedia, kemudian klik tombol  untuk menyimpan data atau klik tombol  untuk kembali ke halaman sebelumnya.

Employee Info

Employee Code

Name

Alternate Employee *


☒ Status

Gambar 23 Halaman Employee Info

- c. Pada halaman Employee Info, terdapat halaman Tab, antara lain: Tab Position dan Tab Branch.

Tab Position

- d. Pada halaman Employee Info Tab Position, user hanya dapat melihat data Position yang telah terdaftar pada sistem.

 <small>Innovation Comprehensive Technology</small>	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

POSITION	BRANCH
<div>Search records</div>	
No	Position
1	SUPERVISOR (OPL - OPERATION - ASSET MANAGEMENT - DOCUMENT)
Showing 1 to 1 of 1 entries	

Gambar 24 Halaman Employee Info Tab Position

Tab Branch

- e. Pada halaman Employee Info Tab Branch, user hanya dapat melihat data cabang yang telah terdaftar pada sistem.

POSITION	BRANCH
<div>Search records</div>	
No	Branch
1	JAKARTA HEAD OFFICE
2	JAKARTA CENTRAL
Showing 1 to 2 of 2 entries	


Gambar 25 Halaman Employee Info Tab Branch


3.1.6 Report

Sub Menu Report dapat diakses oleh user melalui modul **Approval > Setting > Report**. Sub Menu Report bertujuan untuk melakukan proses pendaftaran terhadap report yang akan digunakan pada modul Approval.

3.1.6.1 Step Process Report

Berikut adalah Step ProcessReport:

- a. Klik tombol  untuk menambahkan data pada tampilan Report List.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

Report List

ADD

Type

ALL

Show 10 entries

Search records

No	Name	Type	Active	Action
1	Report Sla Approval Transaction	TRANSACTION	Yes	
2	Report Approval Escalation	TRANSACTION	Yes	

Showing 1 to 2 of 2 entries

First
Previous
1
Next
Last

Gambar 26 Halaman Report List

- b. Lengkapi data pada field yang tersedia, kemudian klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

Report Info

SAVE

BACK

Name *

Type

MANAGEMENT

TRANSACTION

NOT BOTH

Table Name *

SP Name *


Screen Name *

Crystal Report Name *

Active

Gambar 27 Halaman Report Info

- c. Pada field “Type” jika user memilih **MANAGEMENT** maka tipe data report tersebut adalah management, jika user memilih **TRANSACTION** maka tipe data report tersebut adalah transaction dan jika user memilih **NOT BOTH** maka tipe data report tersebut adalah bukan keduanya.
- d. Jika user memberi tanda checklist **Active** maka data dapat digunakan dan status data Report akan berubah menjadi active, sedangkan jika user tidak memberi tanda checklist **Active** maka status data Report berubah menjadi non-active dan tidak dapat digunakan.
- e. Jika user ingin melakukan perubahan data klik tombol pada baris data Report List.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
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3.1.7 Mater Dashboard

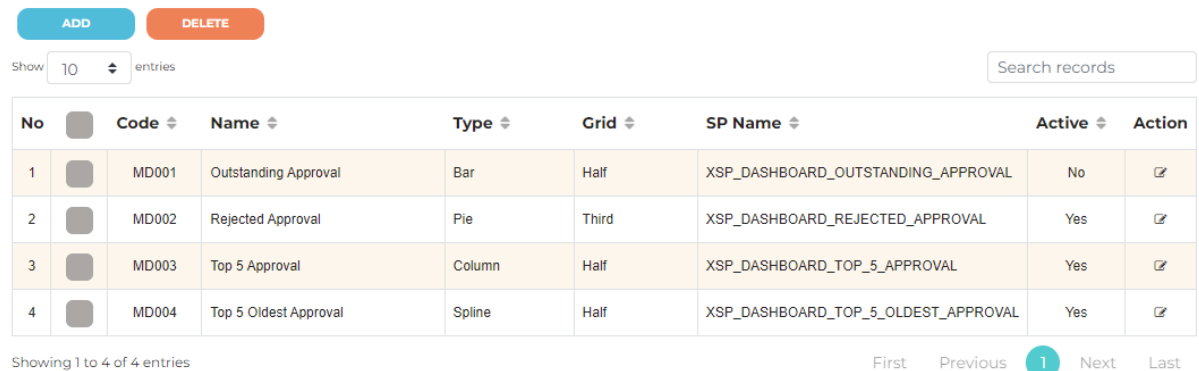
Sub Menu Master Dashboard dapat diakses oleh user melalui modul **Approval>Setting> Master Dashboard**. Sub Menu Master Dashboard bertujuan untuk menentukan settingan tampilan informasi dashboard untuk mempermudah user melakukan monitoring terhadap informasi Approval. Sub Menu Master Dashboard digunakan pada proses setting Master Dashboard User.









3.1.7.1 Step Process Master Dashboard

Berikut adalah Step Process Master Dashboard:



- a. Klik tombol  untuk menambahkan data pada tampilan Master Dashboard List.


Master Dashboard List



No		Code	Name	Type	Grid	SP Name	Active	Action
1		MD001	Outstanding Approval	Bar	Half	XSP_DASHBOARD_OUTSTANDING_APPROVAL	No	
2		MD002	Rejected Approval	Pie	Third	XSP_DASHBOARD_REJECTED_APPROVAL	Yes	
3		MD003	Top 5 Approval	Column	Half	XSP_DASHBOARD_TOP_5_APPROVAL	Yes	
4		MD004	Top 5 Oldest Approval	Spline	Half	XSP_DASHBOARD_TOP_5_OLDEST_APPROVAL	Yes	

Gambar 28 Halaman Master Dashboard List

- b. Lengkapi data pada field yang tersedia, kemudian klik tombol  untuk menyimpan data atau klik tombol  untuk kembali ke halaman sebelumnya.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

Master Dashboard Info

SAVE

BACK

Code *

Name *

Type

Column

Grid

Full

SP Name *

☐

Active

☒

Editable

Gambar 29 Halaman Master Dashboard Info

- c. Jika user memberi tanda checklist ☒ **Active** maka data dapat digunakan dan status data Master Dashboard akan berubah menjadi active, sedangkan jika user tidak memberi tanda checklist ☐ **Active** maka status data Master Dashboard berubah menjadi non-active dan tidak dapat digunakan.
- d. Setelah data Master Dashboard berhasil disimpan user dapat mengklik tombol

EDITABLE

 maka status data akan berubah menjadi ☐ **Editable** , jika user mengklik kembali tombol

EDITABLE

 maka status data akan berubah menjadi ☒ **Editable** .

Master Dashboard Info

SAVE

EDITABLE

BACK

Code *

MD001

Name *

Outstanding Approval

Type

Bar

Grid

Half

SP Name *

XSP_DASHBOARD_OUTSTANDING_APPROVAL


☒

Active

☒


Editable

Gambar 30 Halaman Master Dashboard Info (Editable)

- e. Jika user ingin melakukan perubahan data klik tombol  pada baris data Master Dashboard List.
- f. Untuk menghapus data Master Dashboard, user dapat memberi tanda checklist “☒” pada Master Dashboard List kemudian klik tombol

DELETE

 .

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

3.1.8 Master Dashboard User

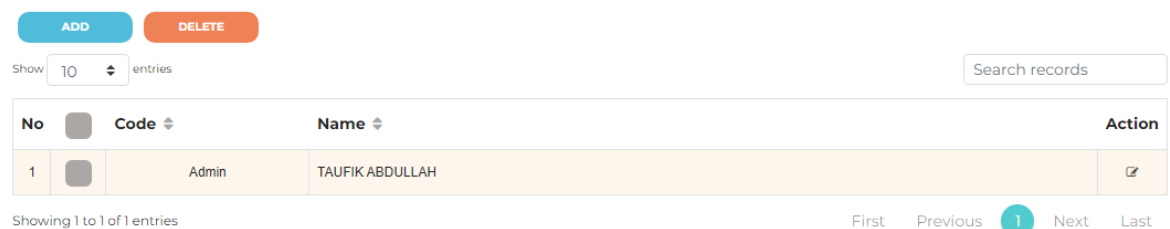
Sub Menu Master Dashboard User dapat diakses oleh user melalui modul **Approval > Setting > Master Dashboard User**. Sub Menu Master Dashboard User bertujuan untuk menentukan tampilan dashboard yang didapatkan oleh masing-masing user saat login pada sistem.

3.1.8.1 Step Process Master Dashboard User

Berikut adalah Step Process Master Dashboard User:

- a. Klik tombol **ADD** untuk menambahkan data pada tampilan Master Dashboard User List.

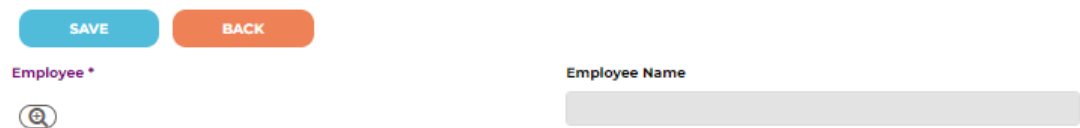
Master Dashboard User List



Gambar 31 Halaman Master Dashboard User List


- b. Lengkapi data pada field yang tersedia, kemudian klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

Master Dashboard User Info




Gambar 32 Halaman Master Dashboard User Info

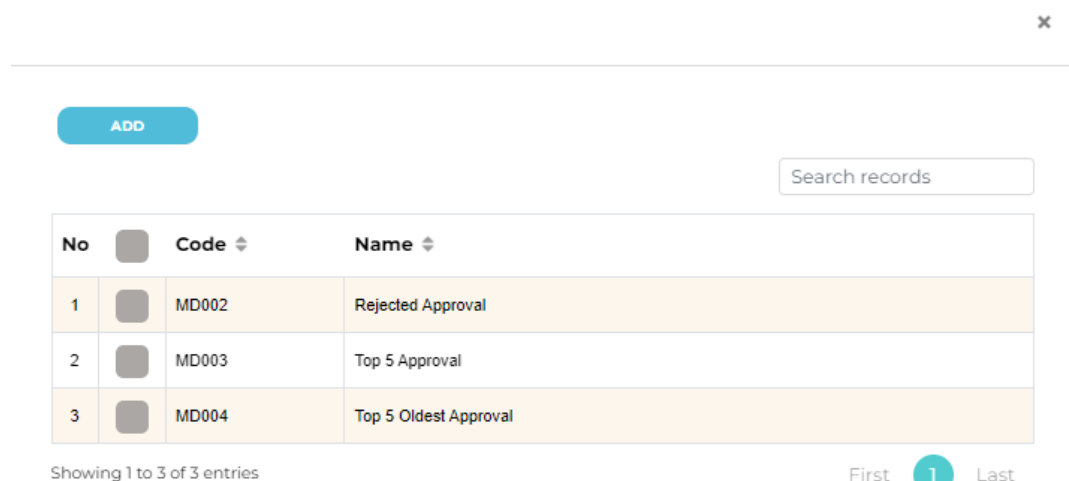
- c. Setelah data Master Dashboard User berhasil disimpan, maka sistem akan menampilkan halaman Dashboard List. Klik tombol **ADD** untuk menambahkan data pada tampilan Dashboard List.

 <small>Innovation Comprehensive Technology</small>	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024







Gambar 33 Halaman Dashboard List

- d. Untuk menambahkan data Dashboard, user dapat memberi tanda checklist “” pada baris data Look Up Dashboard kemudian klik tombol **ADD**.



Gambar 34 Halaman Look Up Dashboard

- e. Untuk menghapus data Dashboard, user dapat memberi tanda checklist “” pada baris data Dashboard List kemudian klik tombol **DELETE**.
- f. Jika user ingin melakukan perubahan data klik tombol  pada baris data Master Dashboard User List.
- g. Untuk menghapus data Master Dashboard User dapat memberi tanda checklist “” pada baris data Master Dashboard User List kemudian klik tombol **DELETE**.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

3.2 Transaction

Transaction adalah Menu yang melakukan proses data transaksi yang ada pada modul Approval. Selain itu, data Transaction tersebut digunakan sebagai panduan atau kelengkapan data Approval yang terjadi pada seluruh module pada aplikasi iFinancing. Berikut adalah detail penjelasan per masing-masing Sub Menu pada Menu Transaction.

3.2.1 Approval Request

Sub Menu Approval Request dapat diakses oleh user melalui modul **Approval > Transaction > Approval Request**. Sub Menu Approval Request menampilkan daftar permintaan Approval dari modul yang meminta approval dan akan diproses pada Sub Menu Approval Task.

3.2.1.1 Step Process Approval Request

Berikut adalah Step Process Approval Request:


- Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.


×

Search records			
No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

Showing 1 to 5 of 9 entries
First 1 2 Last


Gambar 35 Halaman Look Up Branch

- Pilih Status yang akan dilihat dengan mengklik tombol dropdown list Status ALL ▼ maka sistem akan menampilkan halaman Approval Request List. Klik tombol  untuk melihat detail data Approval Request.

 <small>Innovation Comprehensive Technology</small>	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

Approval Request List

Branch

 Jakarta Head Office

Status




HOLD

Show

10

entries

Search records

No	Request No	Branch	Date	Reff Name	Object Name	Amount	Request Status	Action
1	1000.OPLIAR.2401.000001	Jakarta Head Office	01/12/2023	IFINOPL APPLICATION APPROVAL	Approval APPLICATION SIMULATION 0000338/4/00/01/2024 - TELEKOMUNIKASI SELULAR	-5.51	HOLD	
2	1000.OPLIAR.2401.000003	Jakarta Head Office	01/12/2023	IFINOPL APPLICATION APPROVAL	Approval APPLICATION SIMULATION 0000353/4/00/01/2024 - BIMA SAKTI UTAMA	10.30	HOLD	
3	1000.OPLIAR.2401.000004	Jakarta Head Office	01/12/2023	IFINOPL APPLICATION APPROVAL	Approval APPLICATION SIMULATION 0000371/4/00/01/2024 - 1	-12.63	HOLD	

Showing 1 to 3 of 3 entries


First
Previous

1

Next
Last

Gambar 36 Halaman Approval Request List

- c. Klik tombol **PROCEED** untuk memproses data Approval Request kemudian dilanjutkan ke sub menu Approval dan status data Approval Request akan berubah menjadi Post atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

 <small>Innovation Comprehensive Technology</small>	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

Approval Request Info

PROCEED

BACK

Request No

1000.OPLIAR.2401.000001

Branch

Jakarta Head Office

Request Status

HOLD

Date

01/12/2023

Amount

-5.51

Approval Type

OPERATING LEASE SIMULATION (BY ROA DESC

Reff Module

IFINOPL

Reff Name

APPLICATION APPROVAL

Object Name

Approval APPLICATION SIMULATION
0000338/4/00/01/2024 - TELEKOMUNIKASI

Message Error


Gambar 37 Halaman Approval Request Info


3.2.2 Approval

Sub Menu Approval dapat diakses oleh user melalui modul **Approval > Transaction > Approval**. Sub Menu Approval digunakan untuk memonitoring data dari modul yang meminta approval dan posisi yang berhak untuk melakukan approval atas data tersebut.

3.2.2.1 Step Process Approval

Berikut adalah Step Process Approval:

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

- a. Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.

×

Search records

No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

Showing 1 to 5 of 9 entries


First 1 2 Last

Gambar 38 Halaman Look Up Branch

- b. Pilih Status yang akan dilihat dengan mengklik tombol dropdown list Status maka sistem akan menampilkan halaman Approval List.

Approval List

Branch




 Jakarta Head Office

Status

HOLD

Show 10 entries


Search records


No	Approval No	Branch	Date	Object Name	Amount	Status	Action
1	1000.APM.2311.000221	JAKARTA HEAD OFFICE	10/11/2023	Approval Sell Request For 1000.SL.2311.00008 - 141.350.762,73	141,350,762.73	HOLD	
2	1000.APM.2311.000223	JAKARTA HEAD OFFICE	08/11/2023	Approval Sell Request For 1000.SL.2311.00002 - 297.046.246,99	297,046,246.99	HOLD	
3	1000.APM.2311.000286	JAKARTA HEAD OFFICE	10/11/2023	Approval Sell Request For 1000.SL.2311.00009 - 2.619.403,20	2,619,403.20	HOLD	

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

Gambar 39 Halaman Approval List

- c. Klik tombol  untuk melihat detail data Approval.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

Approval Info

BACK

Approval No

1000.APM.2308.000016

Branch

JAKARTA HEAD OFFICE

Approval Status

APPROVE

Approval Date

22/08/2023

Amount

439,560,000.00

Approval Scheme

PROCUREMENT SUPPLIER SELECTION APPROVAL

PROCUREMENT TYPE OTHERS (UNIT, KAROSERI,

Request No

1000.PIAR.2308.000009

Object Name

Approval Supplier Selection For DSF.SSL.2308.000009

Current Active Level

3

Last Result By

TAUFIK ABDULLAH

Last Result Date


21/08/2023

Gambar 40 Halaman Approval Info

- d. Klik tombol **BACK** untuk kembali ke halaman sebelumnya.
- e. Pada halaman Approval Info, terdapat halaman Tab antara lain: Tab Object Info, Tab Schedule dan Tab Log.

Tab Object Info

- f. Pada halaman Approval Info Tab Object Info, sistem akan menampilkan informasi summary dari data yang akan dilakukan approval. Halaman ini akan selalu memiliki tampilan data yang berbeda, sesuai dengan tipe approval yang dilakukan.
- g. Approval Supplier Selection. Pada Approval Supplier Selection user hanya dapat melihat informasi detail data yang berasal dari Supplier Selection.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

OBJECT INFO

SCHEDULE

LOG

Supplier Selection Approval Info

Code

DSF.SSL.2407.000026

Branch

Jakarta South

Status

ON PROCESS

Selection date *

05/02/2024

Division

KONSOLIDASI

Department

KONSOLIDASI


Remark *

BUY for MITSUBISHI-XPANDER-XPANDER 1.5L SPORT-L
(4X2) M/T MY21 - Application Purchase :

Quotation Approval Info

Show 10 entries

Search records

No	Procurement Code	Item	QTY/Unit Stock	UOM	Spesification	Remark	Action
1	DSF.PRC.2406.000141	mitsubishi xpander xpander 1.5L SPORT-L (4X2) M/T MY21	1	UNIT	Asset No : 2010.OPLAA.2406.000136 - Year : 2023 - Condition : NEW - Colour : SILVER METALIK.	Application Purchase : 0000433/4/10/12/2023 - INDAH JAYA EXPRESS Price. 350.000.000,00	


Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Quotation Vendor Info

Show 10 entries


Search records

No	Supplier	Tax	Warranty / Warranty Part	Unit Price	Discount	Nett Price	Action
1	SUN STAR PRIMA MOTOR - BEKASI - NOER ALI	PPN 0%, PPH 0%	0 0	350,000,000.00	0.00	350,000,000.00	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Gambar 41 Halaman Tab Object Info (Approval Supplier Selection) (1)

 <small>Innovation Comprehensive Technology</small>	<h1>USER GUIDE</h1>		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

Supplier Selection Item List

Search records

No	Quotation/Procurement Code	Supplier	Item/ Remark	QTY	Unit Amount / Amount Exc VAT/ Discount	Unit Price / Discount (Unit) / Nett Amount	Tax / PPN / PPH / Total Amount	Offering
1	DSF.QTR.2407.000012	Q SUN STAR PRIMA MOTOR - BEKASI - NOER ALI	MITSUBISHI-XPANDER-XPANDER 1.5L SPORT-L (4X2) M/T MY21 Application Purchase : 0000433/4/10/12/2023 - INDAH JAYA EXPRESS Price. 350.000.000,00	1 BUY	350,000,000.00 323,200,000.00 0.00	<div>350,000,000.00</div> <div>0.00</div> <div>350,000,000.00</div>	<div>PPN 0%, PPH 0%</div> <div>0.00</div> <div>0.00</div> <div>350,000,000.00</div>	

Showing 1 to 1 of 1 entries

First
Previous
1
Next
Last

Document List

Show 10 entries


Search records


No	Document Name	File Name	Action
1	DOCUMENT QUOTATION	DSF.QTR.2407.000012_20240716140451189_REPORT BERITA ACARA SERAH TERIMA_ADMIN_20240716104032870.PDF	Preview
2	DOCUMENT SUPPLIER SELECTION	DSF.SSL.2407.000026_20240716140529361_REPORT PERJANJIAN PELAKSANAAN_ADMIN_20240716102426488.PDF	Preview

Showing 1 to 2 of 2 entries

First
Previous
1
Next
Last

Gambar 42 Halaman Tab Object Info (Approval Supplier Selection) (2)

- h. Pada data Document user dapat mengklik tombol Preview untuk melihat preview document dari data Supplier Selection tersebut.
- i. User dapat klik tombol  untuk melihat detail data detail Quotation Approval atau Quotation Vendor.

 <small>Innovation Comprehensive Technology</small>	<h1>USER GUIDE</h1>		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

Quotation Approval Info Detail

BACK

Procurement Code

DSF.PRC.2406.000141

Quantity

1

Currency

IDR

Unit Stock

☒ READY
 ☐ INDENT

Branch

Jakarta South

Approved Quantity

1

Requestor

RUDY BUDI UTOMO

Request Specification

Asset No : 2010.OPLAA.2406.000136 - Year : 2023 - Condition :
 NEW - Colour : SILVER METALIK.

Item

MITSUBISHI-XPANDER-XPANDER 1.5L SPORT-L
 (4X2) M/T MY21

UOM

UNIT

Unit From

☐ RENT
 ☒ BUY

Request Remark

Application Purchase : 0000433/4/10/12/2023 - INDAH JAYA
 EXPRESS Price. 350.000.000,00

Gambar 43 Halaman Tab Object Info Quotation Approval Info Detail

Quotation Vendor Info Detail

BACK

Supplier *

SUN STAR PRIMA MOTOR - BEKASI - NOER ALI

Warranty Part (Month)

0

Unit Price *

350,000,000.00

Total Amount

350,000,000.00

Tax *

PPN 0%, PPH 0%

Quotation Date *

01/07/2024

Discount Amount (Unit) *

0.00

Offering

Warranty (Month)

0

Expired Date *


31/07/2024

Nett Price (Unit) *

350,000,000.00

Gambar 44 Halaman Tab Object Info Quotation Vendor Info Detail

- j. Approval Application. Pada Approval Application user hanya dapat melihat informasi detail data yang berasal dari Application.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

OBJECT INFO

SCHEDULE

LOG

Application Info

Application No

000824/4/01/04/2024

Branch *

CENTRAL JAKARTA

Application Date *

01/02/2024

Go Live Date

05/02/2024

Currency *

IDR

Billing Type *

MONTHLY

Main Contract

Watchlist Area

Application Status

APPROVE

Region

Jakarta Regional Office

Client

PUTRA SARANA TUNGGAL

CLIENT

Tenor *

60

Payment Type

ADVANCE

ARREAR

Rental Amount

4,896,960,000.00

Watchlist Job

Workflow Status

COMMITTEE

Marketing *

Suci Alawiyah

Facility *

OPERATING LEASE

Credit Term (TOP) *

30

Purchase Requirement After Lease

Remark *

TESTING TC 418 (TBOD)

Return Count

6

ASSET









ADMINISTRATION

SURVEY

LEGAL

APPROVAL & LOG


Search records


No	Asset No	Name	Asset Type	Asset Year	Condition	Rental Rounded Amount	Action
1	2001.OPLAA.2404.000001	XPANDER 1.5L SPORT-L (4X2) M/T MY21	VEHICLE	2023	NEW	10,202,000.00	
2	2001.OPLAA.2405.000002	XPANDER 1.5L SPORT-L (4X2) M/T MY21	VEHICLE	2023	NEW	10,202,000.00	
3	2001.OPLAA.2405.000003	XPANDER 1.5L SPORT-L (4X2) M/T MY21	VEHICLE	2023	NEW	10,202,000.00	
4	2001.OPLAA.2405.000004	XPANDER 1.5L SPORT-L (4X2) M/T MY21	VEHICLE	2023	NEW	10,202,000.00	
5	2001.OPLAA.2405.000005	XPANDER 1.5L SPORT-L (4X2) M/T MY21	VEHICLE	2023	NEW	10,202,000.00	
6	2001.OPLAA.2405.000006	XPANDER 1.5L SPORT-L (4X2) M/T MY21	VEHICLE	2023	NEW	10,202,000.00	
7	2001.OPLAA.2405.000007	XPANDER 1.5L SPORT-L (4X2) M/T MY21	VEHICLE	2023	NEW	10,202,000.00	
8	2001.OPLAA.2405.000008	XPANDER 1.5L SPORT-L (4X2) M/T MY21	VEHICLE	2023	NEW	10,202,000.00	

Showing 1 to 8 of 8 entries

First1Last

Gambar 45 Halaman Tab Object Info (Approval Application)

k. User dapat klik tombol  untuk melihat detail data Asset.

 Innovation Comprehensive Technology	<h1>USER GUIDE</h1>		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

ASSET

ADMINISTRATION

SURVEY

LEGAL

APPROVAL & LOG

BACK

Asset No

2001.OPLAA.2404.000001

Asset Year *

2023

Colour *

HITAM

Plat Colour

KUNING

HITAM

Client BBN Address *

Jl. Ancol Barat I/A5/C No. 12 Jakarta 14430, Indonesia Kel Ancol, Kec Pademangan

Monthly KM *

3500

Billing To Name *

WINDA UTAMI

NPWP Name *

WINDA UTAMI

Deliver To Name

WINDA UTAMI

Pickup Name

WINDA UTAMI

Billing Mode

NORMAL

BY DATE

BEFORE DUE

OTR Amount

600,000,000.00

Karoseri Amount exc VAT

20,000,000.00

Discount Amount *

100,000.00

Asset Amount

573,930,000.00

PMT Amount

7,471,438.94

Use Replacement

Use GPS

Asset Type *

VEHICLE

Condition

NEW

ON THE ROAD

BBN Client

Usage

CITY USE

SITE

Email *

nla.susayni@nipseapaint.com

Billing To Phone No. *

628 - 59778766

NPWP No *

111111111111111111

Deliver To Phone No.

628 - 59778766

Pickup Phone No

628 - 59778766

Faktur Transaction Code *

01

Unit Amount exc VAT

553,130,000.00

Discount Amount *

1,000,000.00

Accessories Amount exc VAT

1,000,000.00

Discount Amount *

100,000.00

Interest Rate % *

10.000000 + 240,082,136.40

Borrowing Rate % *

9.000000 + 215,691,014.40

Use Maintenance

Transmisi

AT

Unit *

MITSUBISHI-XPANDER-XPANDER 1.5L SPORT-L (4X2) M/T MY21

BBN Location*

Yogyakarta- DI YOGYAKARTA

Client BBN Name *

SUCI ALAWYAH

Start KM *

0

Remark

Billing To Address *

JL. Letjen S Parman No. 32-34, kemanggisan, Palmerah, Jakarta Barat, 11480

NPWP Address *

JL. Letjen S Parman No. 32-34, kemanggisan, Palmerah, Jakarta Barat, 11480

Deliver To Address

JL. Letjen S Parman No. 32-34, kemanggisan, Palmerah, Jakarta Barat, 11480

Pickup Address *

JL. Letjen S Parman No. 32-34, kemanggisan, Palmerah, Jakarta Barat, 11480

Date *

0

Estimate Delivery Date

04/04/2024

Mobilization Amount *

20,000,000.00

City *

Yogyakarta - DI YOGYAKARTA


Residual Value *

66.000000 + 365,725,800.00

Use Registration

Use Insurance

Gambar 46 Halaman Tab Object Info Tab Asset Info (Approval Application) (1)

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

No	Budget Cost	Initial Budget Amount	Budget Amount
1	REPLACEMENT CAR	34,435,800.00	34,435,800.00
2	STNK & KEUR	71,369,000.00	71,369,000.00
3	MAINTENANCE	0.00	20,000,000.00
4	INSURANCE	18,283,205.00	18,283,205.00

Previous Next

Total Budget	Margin Of TOP	Basic Lease
144,088,005.00	4,331,899.81	10,202,257.33
Rounding	Monthly Rental Rounded Amount	Rental Rounded Amount
NORMAL - 1,000.00	16,839,000.00	10,202,000.00
Insurance Commission Amount	SPAF Amount	Subvention Amount *
4,570,801.25	4,654,000.00	0.00
Average Asset Amount	Yearly Profit Amount	ROA (%)
469,427,900.00	4,878,224.00	1.039185

AMORTIZATION

Search records


No	Installment No	Due Date	Billing Date	Billing Amount	Description
1	1	01/03/2024	01/03/2024	10,202,000.00	Billing ke 1 dari Periode 01/02/2024 Sampai dengan 01/03/2024
2	2	01/04/2024	01/04/2024	10,202,000.00	Billing ke 2 dari Periode 01/03/2024 Sampai dengan 01/04/2024
3	3	01/05/2024	01/05/2024	10,202,000.00	Billing ke 3 dari Periode 01/04/2024 Sampai dengan 01/05/2024
4	4	01/06/2024	01/06/2024	10,202,000.00	Billing ke 4 dari Periode 01/05/2024 Sampai dengan 01/06/2024
5	5	01/07/2024	01/07/2024	10,202,000.00	Billing ke 5 dari Periode 01/06/2024 Sampai dengan 01/07/2024
6	6	01/08/2024	01/08/2024	10,202,000.00	Billing ke 6 dari Periode 01/07/2024 Sampai dengan 01/08/2024
7	7	01/09/2024	01/09/2024	10,202,000.00	Billing ke 7 dari Periode 01/08/2024 Sampai dengan 01/09/2024
8	8	01/10/2024	01/10/2024	10,202,000.00	Billing ke 8 dari Periode 01/09/2024 Sampai dengan 01/10/2024
9	9	01/11/2024	01/11/2024	10,202,000.00	Billing ke 9 dari Periode 01/10/2024 Sampai dengan 01/11/2024
10	10	01/12/2024	01/12/2024	10,202,000.00	Billing ke 10 dari Periode 01/11/2024 Sampai dengan 01/12/2024

Showing 1 to 10 of 10 entries

Previous 1 Next

Gambar 47 Halaman Tab Object Info Tab Asset Info (Approval Application) (2)

- l. Klik tombol  untuk melihat detail data Accessories/Karoseri/Insurance.

 <small>Innovation Comprehensive Technology</small>	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

Karoseri

BACK

Show

10

entries

Search records

No	Description	Amount	Subject To Purchase
1	TANGKI 32 KL TANGKI 32 KL VOLUME 1	20,000,000.00	Yes

Showing 1 to 1 of 1 entries

First

Previous

1

Next

Last

Gambar 48 Halaman Karoseri (Approval Application)

Accessories

BACK

Show

10

entries

Search records

No	Description	Amount	Subject To Purchase
1	SANY PALFINGER CRANE SPK 6500A	1,000,000.00	Yes

Showing 1 to 1 of 1 entries

First


Previous

1

Next

Last

Gambar 49 Halaman Accessories (Approval Application)

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

Insurance Amount

BACK

Main Coverage *

COMPREHENSIVE COVERAGE

Use TPL

Use PLL

Use PA. Passenger

Use PA. Driver

Use SRCC

Use TS

Use Flood & Windstorm

Use Earthquake

Commercial Use

Authorize Workshop

Theft by Own Driver

Region *

DKI JAKARTA, BANTEN AND WEST JAVA

TPL Coverage *

THIRD PARTY LIABILITY FOR BUS & CARGO CAR

PLL Coverage

PA. Passenger Amount + Seat

20,000,000.00 + 7

PA. Driver Amount

20,000,000.00

Main Coverage Premium Amount

13,777,320.00

TPL Premium Amount

7,500.00

PLL Premium Amount

0.00

PA. Passenger Premium Amount

280,000.00

PA. Driver Premium Amount

200,000.00

SRCC Premium Amount

574,055.00

TS Premium Amount

574,055.00

Flood & Windstorm Premium Amount

1,148,110.00

Earthquake Premium Amount

1,148,110.00

Commercial Premium Amount

0.00

Authorize Workshop Premium Amount


0.00

Theft by Own Driver Premium Amount

574,055.00

Gambar 50 Halaman Insurance Amount (Approval Application)

- m. Approval Payment. Pada approval Payment user hanya dapat melihat informasi detail data yang berasal dari Payment.

 <small>Innovation Comprehensive Technology</small>	<h1>USER GUIDE</h1>		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

OBJECT INFO

SCHEDULE


LOG

Payment Info

Code

1000.PTR.2405.000003

Branch *

 Jakarta Head Office

Status

ON PROCESS

Date *

03/05/2024

Amount

209,000.00


Remark

Payment Realization public service for : PT SETA JASA TRANS - B9814PCW

Payment To

PT SETA JASA TRANS

To Bank

 BANK CENTRAL ASIA

To Bank Account No

4682355666

To Bank Account Name

PT SETA JASA TRANS

Attachment

Payment Detail List

Show

10

entries

Search records

No	Request No	Source No	Source	Remark	Amount	Action
1	1000.PR.2405.000023	1000.RMN.2311.000050	REALIZATION FOR PUBLIC SERVICE	Realization public service for CV CENTRAL BINTANG JASA, with invoice INVOICE-APPROVAL BE8066AAA - PERPANJANGAN KEUR	209,000.00	

Showing 1 to 1 of 1 entries

First


Previous

1

Next

Last

Gambar 51 Halaman Tab Object Info (Approval Payment From Fixed Asset Management)

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

OBJECT INFO

SCHEDULE

LOG

Procurement Request Approval Info

Code

DSF.PRR.2405.000029

Request Date *

05/02/2024

Division *

Operating Lease Operation

Mobilisasi Type

ASSET OPL

From Province *

Sumatera Utara

To City *

Jambi

Reimburse To Customer

Branch *

Jember

Requestor *

Ayub Masrukan

Department *

OPL Vendor Management Section

From Phone No *

62 - 85798546522

To Province *

Jambi

From Address *

LANGKAT SUMATERA UTARA

ETA Date *

13/05/2024

Status

APPROVE

Requirement Type *

NON URGENT

Procurement Type *

PURCHASE

☒ MOBILISASI

EXPENSE

To Phone No *

62 - 879565413211

From City *

Langkat

To Address *

JAMBI

Remark *

DATA MOBILISASI APPROVE PAYMENT REQUEST

Item Info

Showing 1 to 1 of 1 entries


First 1 Last

Document List

First Last

Gambar 52 Halaman Tab Object Info (Approval Payment From Procurement)

n. User dapat klik tombol  untuk melihat detail data Payment.

 <small>Innovation Comprehensive Technology</small>	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

OBJECT INFO	SCHEDULE	LOG
Realization Info		
<div> <div>BACK</div> <div> <div> <div>Register No</div> <div>1000.RMN.2311.000050</div> </div> <div> <div>Register Date</div> <div>05/02/2024</div> </div> <div> <div>Reimburse To Customer</div> <div></div> </div> </div> <div> <div>Branch</div> <div>Jakarta Head Office</div> </div> <div> <div>FA Code</div> <div>4120037650</div> </div> <div> <div>Remark</div> <div>PERPANJANGAN KEUR</div> </div> </div> <div> <div>Register Status / Payment Status</div> <div>PENDING / ON PROCESS</div> </div> <div> <div>Item Name</div> <div>GRAN MAX 1.5 PICK UP AC PS</div> </div> <div> <div>Invoice File</div> <div> <div>1000.RMN.2311.000050_20240520142918962_REPORT</div> <div>INVOICE PENAGIHAN</div> <div>GROUP_IMS02_20240520113738539.PDF</div> </div> </div> <div> <div>DP Date</div> <div>20/11/2023</div> </div> <div> <div>DP Amount</div> <div>0.00</div> </div> <div> <div>Voucher</div> <div>-</div> </div> <div> <div>Realization Date</div> <div>05/02/2024</div> </div> <div> <div>Realization Invoice No</div> <div>INVOICE-APPROVAL</div> </div> <div> <div>Faktur No</div> <div>1234567890123456</div> </div> <div> <div>Realization Actual Fee</div> <div>100,000.00</div> </div> <div> <div>Service Fee DPP Amount</div> <div>100,000.00</div> </div> <div> <div>Tax</div> <div>PPN 11%, PPH 2%</div> </div> <div> <div>Settlement Public Service Amount</div> <div>209,000.00</div> </div> <div> <div>Service PPN</div> <div></div> </div> <div> <div>Service PPH</div> <div></div> </div>		

Gambar 53 Halaman Tab Object Info (From Fixed Asset Management)

Tab Schedule

- Pada halaman Approval Info Tab Schedule, sistem akan menampilkan informasi user dan posisi yang berhak untuk melakukan approval serta hasil dari approval.

IMS Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

OBJECT INFO

SCHEDULE

LOG

Search records

No	Employee	Position	Level	Take Over By	Result Date	Result Remark	Result Status
1	YUNITA KENCANA SARI	SECTION HEAD (OPL - OPERATION - VENDOR MANAGEMENT)	1		24/06/2024 11:58:38	Approve 1	APPROVE
2	IRMA VERDIAN	DEPARTMENT HEAD (OPL - OPERATION)	2		24/06/2024 11:59:01	Approve 2	APPROVE
3	HIDEKI MIYA	DIRECTOR (STRATEGIC, RISK, RESEARCH & DEVELOPMENT)	3		24/06/2024 13:24:29	Approve 3	APPROVE

Showing 1 to 3 of 3 entries

First1Last

Gambar 54 Halaman Approval Info Tab Schedule

Tab Log


- p. Pada halaman Approval Info Tab Log, sistem akan menampilkan informasi terkait dengan history data approval yang diajukan employee yang login ke aplikasi untuk melakukan proses approval.

OBJECT INFO			SCHEDULE			LOG	
24/06/2024 1:24PM		Approve 3					APPROVE
		HIDEKI MIYA - Lvl 3					
24/06/2024 11:59AM		Approve 2					APPROVE
		IRMA VERDIAN - Lvl 2					
24/06/2024 11:58AM		Approve 1					APPROVE
		YUNITA KENCANA SARI - Lvl 1					
24/06/2024 11:41AM		Entry data approval					ENTRY
		SYSTEM					

Gambar 55 Halaman Approval Info Tab Log

3.2.3 Approval Task

Sub Menu Approval Task dapat diakses melalui modul **Approval > Transaction > Approval Task**. Sub Menu Approval Task digunakan untuk melakukan approval oleh employee yang mempunyai kewenangan untuk melakukan approval sesuai level dan posisi employee tersebut. Data yang muncul pada Sub Menu Approval Task berdasarkan employee yang memiliki hak untuk melakukan approval.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

3.2.3.1 Step Process Approval Task

Berikut adalah Step Process Approval Task:

- q. Pilih Status yang akan dilihat dengan mengklik tombol dropdown list Status ALL maka sistem akan menampilkan data Approval Task List.

Approval Task List

Status




HOLD

Show

10

entries

Search records

No	Approval No	Branch	Request Date	Employee	Position	Requestor	Object Name	Status	Action
1	1000.APM.2405.000023	JAKARTA HEAD OFFICE	05/02/2024	ADMIN IMS	SECTION HEAD (OPL - OPERATION - OPERATION)	Suci Alawiyah	Approval Deposit Allocation: 1000.DAN.2405.000001 - 0000089/4/03/11/2021 - DHARMA EKATAMA SEMESTA. PT	HOLD	
2	1000.APM.2405.000024	JAKARTA HEAD OFFICE	05/02/2024	ADMIN IMS	SECTION HEAD (OPL - OPERATION - OPERATION)	Suci Alawiyah	Approval Reversal Request For Reversal 1000.RVM.2405.000002 Source 1000.DAN.2404.000002 - Deposit Allocation	HOLD	
3	1000.APM.2405.000025	JAKARTA HEAD OFFICE	05/02/2024	ADMIN IMS	SECTION HEAD (OPL - OPERATION - OPERATION)	Suci Alawiyah	Approval Deposit Release 0000555/4/01/11/2020 - BUANA TRANS SECURITY. PT	HOLD	

Showing 1 to 3 of 3 entries

First

Previous


1

Next

Last

Gambar 56 Halaman Approval Task List

- r. Klik tombol  untuk melihat detail data Approval Task.

 <small>Innovation Comprehensive Technology</small>	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

Approval Task Info

APPROVE
RETURN
REJECT
BACK

Approval No
1000.APM.2405.000023

Employee
ADMIN IMS

Request Date
05/02/2024

Request No
1000.FINIAR.2405.000002

Branch
JAKARTA HEAD OFFICE

Position
SECTION HEAD (OPL - OPERATION - OPERATION)

Approval Level
1

Requestor
Suci Alawiyah

Status
HOLD

Amount
16,955,070.00

Object Name
Approval Deposit Allocation: 1000.DAN.2405.000001 - 0000089/4/03/11/2021 - DHARMA EKATAMA

Last Remark


Remark *

Gambar 57 Halaman Approval Task Info

- s. Pada halaman Approval Task Info, terdapat halaman Tab antara lain: Tab Object Info, Tab Schedule dan Tab Log.

Tab Object Info

- t. Pada halaman Approval Info Tab Object Info, sistem akan menampilkan informasi summary dari data yang akan dilakukan approval. Halaman ini akan selalu memiliki tampilan data yang berbeda, sesuai dengan tipe approval yang dilakukan.
- u. Approval Supplier Selection. Pada Approval Supplier Selection user hanya dapat melihat informasi detail data yang berasal dari Supplier Selection.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

OBJECT INFO

SCHEDULE

LOG

Supplier Selection Approval Info

Code

DSF.SSL.2407.000026

Branch

Jakarta South

Status

ON PROCESS

Selection date *

05/02/2024

Division

KONSOLIDASI

Department

KONSOLIDASI


Remark *

BUY for MITSUBISHI-XPANDER-XPANDER 1.5L SPORT-L
(4X2) M/T MY21 - Application Purchase :

Quotation Approval Info

Show 10 entries

Search records

No	Procurement Code	Item	QTY/Unit Stock	UOM	Spesification	Remark	Action
1	DSF.PRC.2406.000141	mitsubishi xpander xpander 1.5L SPORT-L (4X2) M/T MY21	1	UNIT	Asset No : 2010.OP.LAA.2406.000136 - Year : 2023 - Condition : NEW - Colour : SILVER METALIK.	Application Purchase : 0000433/4/10/12/2023 - INDAH JAYA EXPRESS Price. 350.000.000,00	


Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Quotation Vendor Info

Show 10 entries


Search records

No	Supplier	Tax	Warranty / Warranty Part	Unit Price	Discount	Nett Price	Action
1	SUN STAR PRIMA MOTOR - BEKASI - NOER ALI	PPN 0%, PPH 0%	0 0	350,000,000.00	0.00	350,000,000.00	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Gambar 58 Halaman Tab Object Info (Approval Task Supplier Selection) (1)

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

Supplier Selection Item List

Search records

No	Quotation/Procurement Code	Supplier	Item/ Remark	QTY	Unit Amount / Amount Exc VAT/ Discount	Unit Price / Discount (Unit) / Nett Amount	Tax / PPN / PPH / Total Amount	Offering
1	DSF.QTR.2407.000012	SUN STAR PRIMA MOTOR - BEKASI - NOER ALI	MITSUBISHI-XPANDER-XPANDER 1.5L SPORT-L (4X2) M/T MY21 Application Purchase : 0000433/4/10/12/2023 - INDAH JAYA EXPRESS Price. 350.000.000,00	1 BUY	350,000,000.00 323,200,000.00 0.00	350,000,000.00 0.00 350,000,000.00	PPN 0%, PPH 0% 0.00 0.00 350,000,000.00	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Document List

Show 10 entries


Search records


No	Document Name	File Name	Action
1	DOCUMENT QUOTATION	DSF.QTR.2407.000012_20240716140451189_REPORT BERITA ACARA SERAH TERIMA_ADMIN_20240716104032870.PDF	Preview
2	DOCUMENT SUPPLIER SELECTION	DSF.SSL.2407.000026_20240716140529361_REPORT PERJANJIAN PELAKSANAAN_ADMIN_20240716102426488.PDF	Preview

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

Gambar 59 Halaman Tab Object Info (Approval Task Supplier Selection) (2)

- v. Pada data Document user dapat mengklik tombol [Preview](#) untuk melihat preview document dari data Supplier Selection tersebut.
- w. User dapat klik tombol  untuk melihat detail data detail Quotation Approval atau Quotation Vendor.

 <small>Innovation Comprehensive Technology</small>	<h1>USER GUIDE</h1>		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

Quotation Approval Info Detail

BACK

Procurement Code

DSF.PRC.2406.000141

Quantity

1

Currency

IDR

Unit Stock

☒ READY
 ☐ INDENT

Branch

Jakarta South

Approved Quantity

1

Requestor

RUDY BUDI UTOMO

Request Specification

Asset No : 2010.OPLAA.2406.000136 - Year : 2023 - Condition :
 NEW - Colour : SILVER METALIK.

Item

MITSUBISHI-XPANDER-XPANDER 1.5L SPORT-L
 (4X2) M/T MY21

UOM

UNIT

Unit From

☐ RENT
 ☒ BUY

Request Remark

Application Purchase : 0000433/4/10/12/2023 - INDAH JAYA
 EXPRESS Price. 350.000.000,00

Gambar 60 Halaman Tab Object Info Quotation Approval Info Detail

Quotation Vendor Info Detail

BACK

Supplier *

SUN STAR PRIMA MOTOR - BEKASI - NOER ALI

Warranty Part (Month)

0

Unit Price *

350,000,000.00

Total Amount

350,000,000.00

Tax *

PPN 0%, PPH 0%

Quotation Date *

01/07/2024

Discount Amount (Unit) *

0.00

Offering

Warranty (Month)

0

Expired Date *


31/07/2024

Nett Price (Unit) *

350,000,000.00

Gambar 61 Halaman Tab Object Info Quotation Vendor Info Detail

- x. Approval Application. Pada Approval Application user hanya dapat melihat informasi detail data yang berasal dari Application.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

OBJECT INFO

SCHEDULE

LOG

Application Info

Application No

0000824/4/01/04/2024

Branch *

CENTRAL JAKARTA

Application Date *

01/02/2024

Go Live Date

05/02/2024

Currency *

IDR

Billing Type *

MONTHLY

Main Contract

Watchlist Area

Application Status

APPROVE

Region

Jakarta Regional Office

Client

PUTRA SARANA TUNGGAL

CLIENT

Tenor *

60

Payment Type

ADVANCE

ARREAR

Rental Amount

4,896,960,000.00

Watchlist Job

Workflow Status

COMMITTEE

Marketing *

Suci Alawiyah

Facility *

OPERATING LEASE

Credit Term (TOP) *

30

Purchase Requirement After Lease

Remark *

TESTING TC 418 (TBOD)

Return Count

6

ASSET









ADMINISTRATION

SURVEY

LEGAL

APPROVAL & LOG

Search records

No	Asset No	Name	Asset Type	Asset Year	Condition	Rental Rounded Amount	Action
1	2001.OPLAA.2404.000001	XPANDER 1.5L SPORT-L (4X2) M/T MY21	VEHICLE	2023	NEW	10,202,000.00	
2	2001.OPLAA.2405.000002	XPANDER 1.5L SPORT-L (4X2) M/T MY21	VEHICLE	2023	NEW	10,202,000.00	
3	2001.OPLAA.2405.000003	XPANDER 1.5L SPORT-L (4X2) M/T MY21	VEHICLE	2023	NEW	10,202,000.00	
4	2001.OPLAA.2405.000004	XPANDER 1.5L SPORT-L (4X2) M/T MY21	VEHICLE	2023	NEW	10,202,000.00	
5	2001.OPLAA.2405.000005	XPANDER 1.5L SPORT-L (4X2) M/T MY21	VEHICLE	2023	NEW	10,202,000.00	
6	2001.OPLAA.2405.000006	XPANDER 1.5L SPORT-L (4X2) M/T MY21	VEHICLE	2023	NEW	10,202,000.00	
7	2001.OPLAA.2405.000007	XPANDER 1.5L SPORT-L (4X2) M/T MY21	VEHICLE	2023	NEW	10,202,000.00	
8	2001.OPLAA.2405.000008	XPANDER 1.5L SPORT-L (4X2) M/T MY21	VEHICLE	2023	NEW	10,202,000.00	


Showing 1 to 8 of 8 entries


First

1

Last

Gambar 62 Halaman Tab Object Info (Approval Task Application)

y. User dapat klik tombol  untuk melihat detail data Asset.

 Innovation Comprehensive Technology	<h1>USER GUIDE</h1>		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

ASSET

ADMINISTRATION

SURVEY

LEGAL

APPROVAL & LOG

BACK

Asset No

2001.OPLAA.2404.000001

Asset Year *

2023

Colour *

HITAM

Plat Colour

KUNING

HITAM

Client BBN Address *

Jl. Ancol Barat I/A5/C No. 12 Jakarta 14430, Indonesia Kel Ancol, Kec Pademangan

Monthly KM *

3500

Billing To Name *

WINDA UTAMI

NPWP Name *

WINDA UTAMI

Deliver To Name

WINDA UTAMI

Pickup Name

WINDA UTAMI

Billing Mode

NORMAL

BY DATE

BEFORE DUE

OTR Amount

600,000,000.00

Karoseri Amount exc VAT

20,000,000.00

Discount Amount *

100,000.00

Asset Amount

573,930,000.00

PMT Amount

7,471,438.94

Use Replacement

Use GPS

Asset Type *

VEHICLE

Condition

NEW

ON THE ROAD

BBN Client

Usage

CITY USE

SITE

Email *

nla.susayni@nipseapaint.com

Billing To Phone No. *

628 - 59778766

NPWP No *

111111111111111111

Deliver To Phone No.

628 - 59778766

Pickup Phone No

628 - 59778766

Faktur Transaction Code *

01

Unit Amount exc VAT

553,130,000.00

Discount Amount *

1,000,000.00

Accessories Amount exc VAT

1,000,000.00

Discount Amount *

100,000.00

Interest Rate % *

10.000000 + 240,082,136.40

Borrowing Rate % *

9.000000 + 215,691,014.40

Use Maintenance

Transmisi

AT

Unit *

MITSUBISHI-XPANDER-XPANDER 1.5L SPORT-L (4X2) M/T MY21

BBN Location*

Yogyakarta- DI YOGYAKARTA

Client BBN Name *

SUCI ALAWYAH

Start KM *

0

Remark

Billing To Address *

JL. Letjen S Parman No. 32-34, kemanggisn, Palmerah, Jakarta Barat, 11480

NPWP Address *

JL. Letjen S Parman No. 32-34, kemanggisn, Palmerah, Jakarta Barat, 11480

Deliver To Address

JL. Letjen S Parman No. 32-34, kemanggisn, Palmerah, Jakarta Barat, 11480

Pickup Address *

JL. Letjen S Parman No. 32-34, kemanggisn, Palmerah, Jakarta Barat, 11480

Date *

0

Estimate Delivery Date

04/04/2024

Mobilization Amount *

20,000,000.00

City *

Yogyakarta - DI YOGYAKARTA


Residual Value *

66.000000 + 365,725,800.00

Use Registration

Use Insurance

Gambar 63 Halaman Tab Object Info Tab Asset Info (Approval Task Application) (1)

 <small>Innovation Comprehensive Technology</small>	<h1>USER GUIDE</h1>		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

No	Budget Cost	Initial Budget Amount	Budget Amount
1	REPLACEMENT CAR	34,435,800.00	34,435,800.00
2	STNK & KEUR	71,369,000.00	71,369,000.00
3	MAINTENANCE	0.00	20,000,000.00
4	INSURANCE	18,283,205.00	18,283,205.00

Total Budget

144,088,005.00

Margin Of TOP

4,331,899.81

Basic Lease

10,202,257.33

Rounding

NORMAL - 1,000.00

Monthly Rental Rounded Amount

16,839,000.00

Rental Rounded Amount

10,202,000.00

Insurance Commission Amount

4,570,801.25

SPAF Amount

4,654,000.00

Subvention Amount *

0.00

Average Asset Amount

469,427,900.00

Yearly Profit Amount

4,878,224.00

ROA (%)

1.039185

AMORTIZATION

Search records

No	Installment No	Due Date	Billing Date	Billing Amount	Description
1	1	01/03/2024	01/03/2024	10,202,000.00	Billing ke 1 dari Periode 01/02/2024 Sampai dengan 01/03/2024
2	2	01/04/2024	01/04/2024	10,202,000.00	Billing ke 2 dari Periode 01/03/2024 Sampai dengan 01/04/2024
3	3	01/05/2024	01/05/2024	10,202,000.00	Billing ke 3 dari Periode 01/04/2024 Sampai dengan 01/05/2024
4	4	01/06/2024	01/06/2024	10,202,000.00	Billing ke 4 dari Periode 01/05/2024 Sampai dengan 01/06/2024
5	5	01/07/2024	01/07/2024	10,202,000.00	Billing ke 5 dari Periode 01/06/2024 Sampai dengan 01/07/2024
6	6	01/08/2024	01/08/2024	10,202,000.00	Billing ke 6 dari Periode 01/07/2024 Sampai dengan 01/08/2024
7	7	01/09/2024	01/09/2024	10,202,000.00	Billing ke 7 dari Periode 01/08/2024 Sampai dengan 01/09/2024
8	8	01/10/2024	01/10/2024	10,202,000.00	Billing ke 8 dari Periode 01/09/2024 Sampai dengan 01/10/2024
9	9	01/11/2024	01/11/2024	10,202,000.00	Billing ke 9 dari Periode 01/10/2024 Sampai dengan 01/11/2024
10	10	01/12/2024	01/12/2024	10,202,000.00	Billing ke 10 dari Periode 01/11/2024 Sampai dengan 01/12/2024


Showing 1 to 10 of 10 entries


Previous

1

Next

Gambar 64 Halaman Tab Object Info Tab Asset Info (Approval Task Application) (2)

z. Klik tombol  untuk melihat detail data Accessories/Karoseri/Insurance.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

Karoseri

BACK

Show 10 entries

Search records

No	Description	Amount	Subject To Purchase
1	TANGKI 32 KL TANGKI 32 KL VOLUME 1	20,000,000.00	Yes

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Gambar 65 Halaman Karoseri (Approval Task Application)

Accessories

BACK

Show 10 entries


Search records

No	Description	Amount	Subject To Purchase
1	SANY PALFINGER CRANE SPK 6500A	1,000,000.00	Yes

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Gambar 66 Halaman Accessories (Approval Task Application)

 <small>Innovation Comprehensive Technology</small>	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

Insurance Amount

BACK

Main Coverage *

COMPREHENSIVE COVERAGE

Use TPL

Use PLL

Use PA. Passenger

Use PA. Driver

Use SRCC

Use TS

Use Flood & Windstorm

Use Earthquake

Commercial Use

Authorize Workshop

Theft by Own Driver

Region *

DKI JAKARTA, BANTEN AND WEST JAVA

TPL Coverage *

THIRD PARTY LIABILITY FOR BUS & CARGO CAR

PLL Coverage

PA. Passenger Amount + Seat

20,000,000.00 + 7

PA. Driver Amount

20,000,000.00

Main Coverage Premium Amount

13,777,320.00

TPL Premium Amount

7,500.00

PLL Premium Amount

0.00

PA. Passenger Premium Amount

280,000.00

PA. Driver Premium Amount

200,000.00

SRCC Premium Amount

574,055.00

TS Premium Amount

574,055.00

Flood & Windstorm Premium Amount

1,148,110.00

Earthquake Premium Amount

1,148,110.00

Commercial Premium Amount

0.00

Authorize Workshop Premium Amount


0.00

Theft by Own Driver Premium Amount

574,055.00

Gambar 67 Halaman Insurance Amount (Approval Task Application)

aa. Approval Payment. Pada approval Payment user hanya dapat melihat informasi detail data yang berasal dari Payment.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

OBJECT INFO

SCHEDULE

LOG

Payment Info

Code

1000.PTR.2405.000003

Branch *

Jakarta Head Office

Status

ON PROCESS

Date *

03/05/2024

Amount

209,000.00

Remark

Payment Realization public service for : PT SETA JASA TRANS - B9814PCW

Payment To

PT SETA JASA TRANS

To Bank

BANK CENTRAL ASIA

To Bank Account No

4682355666

To Bank Account Name

PT SETA JASA TRANS

Attachment

Payment Detail List


Show 10 entries

Search records

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Gambar 68 Halaman Tab Object Info (Approval Task Payment From Fixed Asset Management)

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

OBJECT INFO

SCHEDULE

LOG

Procurement Request Approval Info

Code

DSF.PRR.2405.000029

Request Date *

05/02/2024

Division *

Operating Lease Operation

Mobilisasi Type

ASSET OPL

From Province *

Sumatera Utara

To City *

Jambi

Reimburse To Customer

Branch *

Jember

Requestor *

Ayub Masrukan

Department *

OPL Vendor Management Section

From Phone No *

62 - 85798546522

To Province *

Jambi

From Address *

LANGKAT SUMATERA UTARA

ETA Date *

13/05/2024

Status

APPROVE

Requirement Type *

NON URGENT

Procurement Type *

PURCHASE

☒ MOBILISASI

EXPENSE

To Phone No *

62 - 879565413211

From City *

Langkat

To Address *

JAMBI

Remark *

DATA MOBILISASI APPROVE PAYMENT REQUEST

Item Info

Showing 1 to 1 of 1 entries


First1Last

Document List

FirstLast

Gambar 69 Halaman Tab Object Info (Approval Task Payment From Procurement)

bb. User dapat klik tombol  untuk melihat detail data Payment.

 <small>Innovation Comprehensive Technology</small>	<h1>USER GUIDE</h1>		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

OBJECT INFO	SCHEDULE	LOG
Realization Info		
<div>BACK</div> <div> <div> <div>Register No</div> <div>1000.RMN.2311.000050</div> </div> <div> <div>Register Date</div> <div>05/02/2024</div> </div> <div> <div>Reimburse To Customer</div> <div></div> </div> </div> <div> <div>Branch</div> <div>Jakarta Head Office</div> </div> <div> <div>FA Code</div> <div>4120037650</div> </div> <div> <div>Remark</div> <div>PERPANJANGAN KEUR</div> </div>		

Register Status / Payment Status

PENDING / ON PROCESS

Item Name

GRAN MAX 1.5 PICK UP AC PS

Invoice File

1000.RMN.2311.000050_20240520142918962_REPORT

INVOICE PENAGIHAN

GROUP_IMS02_20240520113738539.PDF

DP Date

20/11/2023

DP Amount

0.00

Voucher

-

Realization Date

05/02/2024

Realization Invoice No

INVOICE-APPROVAL

Faktur No

1234567890123456

Realization Actual Fee

100,000.00

Service Fee DPP Amount

100,000.00

Tax

PPN 11%, PPH 2%

Settlement Public Service Amount

209,000.00


Service PPN

Service PPH

Gambar 70 Halaman Tab Object Info (From Fixed Asset Management)

Tab Schedule

- cc. Pada halaman Approval Info Tab Schedule, sistem akan menampilkan informasi user dan posisi yang berhak untuk melakukan approval serta hasil dari approval.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

OBJECT INFO

SCHEDULE

LOG

Search records

No	Employee	Position	Level	Take Over By	Result Date	Result Remark	Result Status
1	YUNITA KENCANA SARI	SECTION HEAD (OPL - OPERATION - VENDOR MANAGEMENT)	1		24/06/2024 11:58:38	Approve 1	APPROVE
2	IRMA VERDIAN	DEPARTMENT HEAD (OPL - OPERATION)	2		24/06/2024 11:59:01	Approve 2	APPROVE
3	HIDEKI MIYA	DIRECTOR (STRATEGIC, RISK, RESEARCH & DEVELOPMENT)	3		24/06/2024 13:24:29	Approve 3	APPROVE

Showing 1 to 3 of 3 entries

First

1

Last

Gambar 71 Halaman Approval Task Info Tab Schedule

Tab Log

dd. Pada halaman Approval Task Info Tab Log, sistem akan menampilkan informasi terkait dengan history data approval yang diajukan employee yang login ke aplikasi untuk melakukan proses approval.

OBJECT INFO

SCHEDULE

LOG

24/06/2024
1:24PM

Approve 3

HIDEKI MIYA - Lvl 3

APPROVE

24/06/2024
11:59AM

Approve 2

IRMA VERDIAN - Lvl 2

APPROVE

24/06/2024
11:58AM

Approve 1

YUNITA KENCANA SARI - Lvl 1

APPROVE

24/06/2024
11:41AM


Entry data approval

SYSTEM

ENTRY

Gambar 72 Halaman Approval Task Info Tab Log

ee. Padahal pada halaman Approval Task Info, klik tombol **APPROVE** untuk memproses data Approval Task dan status data akan berubah menjadi Approve atau klik tombol **REJECT** untuk menghentikan proses Approval Task dan status data akan berubah menjadi Reject.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

Approval Task Info

APPROVE

RETURN

REJECT

BACK

Approval No

1000.APM.2405.000001

Branch

Jakarta Head Office

Status

HOLD

Employee

ADMIN IMS

Position

SUPERVISOR (OPL - OPERATION - ASSET MANAGEMENT - DOC)

Amount

209,000.00

Request Date

05/02/2024

Approval Level

1

Request No

1000.AMSIAR.2405.000001

Requestor

Object Name

Payment Realization public service for : PT SETA JASA TRANS - B9814PCW

Last Remark

Remark *

Gambar 73 Halaman Approval Task Info (Status: Hold)

- ff. User dapat mengklik tombol

RETURN

 untuk mengembalikan data Approval Task ke modul asalnya atau ke level sebelumnya dan status data akan berubah menjadi Return.

SAVE

Return To *

ENTRY

Gambar 74 Halaman Approval Task Info Look Up Return (Return To: Entry)


SAVE

Return To *

LEVEL

Position

Gambar 75 Halaman Approval Task Info Look Up Return (Return To: Level)

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

✕

Search records

No	Level	Name	Position	Action
1	1	YUNITA KENCANA SARI	SECTION HEAD (OPL - OPERATION - VENDOR MANAGEMENT)	Select
2	2	IRMA VERDIAN	DEPARTMENT HEAD (OPL - OPERATION)	Select

Showing 1 to 2 of 2 entries

First **1** Last

Gambar 76 Halaman Approval Task Info Look Up Return (Return To: Level, Look Up Position)

- gg. User dapat memilih Return To kemudian setelah melengkapi data user dapat klik tombol **SAVE** untuk menyimpan dan data akan kembali kepada return yang sudah dipilih.
- hh. Setelah user mengklik tombol Approve jika masih ada approver level selanjutnya atau ingin approve to last return, maka akan tampil halaman sebagai berikut.

✕

SAVE

Approve To *

NEXT LEVEL

Gambar 77 Halaman Approval Task Info Look Up Approve (Approve To: Next Level)

✕


SAVE

Approve To *

LAST RETURN

Gambar 78 Halaman Approval Task Info Look Up Approve (Approve To: Last Return)

- ii. User dapat memilih Approve To kemudian setelah melengkapi data user dapat klik tombol **SAVE** untuk menyimpan dan melanjutkan proses Approve.
- jj. kemudian Setelah data di Approve, maka sistem akan menampilkan halaman Approval Task Info berstatus Approve.

 <small>Innovation Comprehensive Technology</small>	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

Approval Task Info

BACK

Approval No

1000.APM.2404.000004

Branch

Jakarta Head Office

Status

APPROVE

Employee

ADMIN IMS

Position

SUPERVISOR (OPL - OPERATION - ASSET MANAGEMENT - DOC)

Amount

1,109,000.00

Request Date

05/02/2024

Approval Level

1

Request No

1000.AMSIAR.2404.000001

Requestor

Object Name

Payment Realization public service for : CV PUTMAS - B9446UAR

Last Remark

Remark *

Approve 1

Gambar 79 Halaman Approval Task Info (Status: Approve)

kk. Klik tombol

BACK

 untuk kembali ke halaman sebelumnya.

3.2.4 Take Over


Sub Menu Take Over dapat diakses oleh user melalui modul **Approval > Transaction > Take Over**. Sub Menu Take Over digunakan untuk melakukan approval oleh employee yang diberikan kewenangan sebagai alternate employee (alternative pegawai yang melakukan proses approval selain pegawai tersebut).

3.2.4.1 Step Process Take Over

Berikut adalah Step Process Take Over:

- Pilih Status yang akan dilihat dengan mengklik tombol dropdown list Status maka sistem akan menampilkan halaman Take Over List.

ALL

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

Take Over List

Status

ALL

Show 10 entries


Search records

No	Approval No	Branch	Employee	Position	Object Name	Status	Action
1	0001.APM.2306.000002	CIDENG	JIM GEOVEDI	HR OFFICER	Approval Application 0000067/4/0001/06/2023 - ANTONIUS HARI WIDIATMOKO	NO RESULT	
2	0001.APM.2306.000002	CIDENG	AVILIANI	HR OFFICER	Approval Application 0000067/4/0001/06/2023 - ANTONIUS HARI WIDIATMOKO	NO RESULT	
3	0000.APM.2306.000030	HEAD OFFICE	JIM GEOVEDI	HR OFFICER	Approval Sell Request For IMS.AST.2306.00008 - MOBIL SUZUKI ERTIGA	APPROVE	
4	0000.APM.2306.000030	HEAD OFFICE	AVILIANI	HR OFFICER	Approval Sell Request For IMS.AST.2306.00008 - MOBIL SUZUKI ERTIGA	NO RESULT	
5	0001.APM.2306.000009	CIDENG	JIM GEOVEDI	HR OFFICER	Approval Application 0000072/4/0001/06/2023 - DANI	NO RESULT	
6	0001.APM.2306.000009	CIDENG	AVILIANI	HR OFFICER	Approval Application 0000072/4/0001/06/2023 - DANI	NO RESULT	
7	0001.APM.2306.000011	CIDENG	JIM GEOVEDI	HR OFFICER	Approval Application 0000072/4/0001/06/2023 - DANI	NO RESULT	
8	0001.APM.2306.000011	CIDENG	AVILIANI	HR OFFICER	Approval Application 0000072/4/0001/06/2023 - DANI	NO RESULT	
9	0001.APM.2306.000012	CIDENG	JIM GEOVEDI	HR OFFICER	Approval Application 0000069/4/0001/06/2023 - hari	NO RESULT	
10	0001.APM.2306.000012	CIDENG	AVILIANI	HR OFFICER	Approval Application 0000069/4/0001/06/2023 - hari	NO RESULT	

Showing 1 to 10 of 661 entries

First Previous 1 2 3 4 5 ... 67 Next Last

Gambar 80 Halaman Take Over List

- b. Klik tombol  untuk melihat detail data Take Over dan lengkapi data pada field yang tersedia.

APPROVE RETURN REJECT BACK

Approval No

0001.APM.2307.000011

Branch

CIDENG

Status

HOLD

Employee

JIM GEOVEDI

Position

HR OFFICER

Amount

49,195,200.00

Request No

0001.OPLIAR.2307.000010

Reff No

0001.WOM.2306.000003

Object Name

Approval Write Off 0001.MAGROPL.2302.2212027.002 - CITRA INDONESIA

Approval Level

1


Result Date

05/07/2023

Remark *

Gambar 81 Halaman Take Over Info

- c. Pada halaman Take Over Info, terdapat halaman Tab antara lain: Tab Object Info, Tab Schedule dan Tab Log.


 <small>Innovation Comprehensive Technology</small>	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

Tab Object Info

- d. Pada halaman Take Over Info Tab Object Info, sistem akan menampilkan informasi summary dari data yang akan dilakukan take over. Halaman ini akan selalu memiliki tampilan data yang berbeda, sesuai dengan tipe take over yang dilakukan.
- e. Take Over Supplier Selection. Pada Take Over Supplier Selection user hanya dapat melihat informasi detail data yang berasal dari Supplier Selection.

OBJECT INFO	SCHEDULE	LOG					
Supplier Selection Approval Info							
Code DSF.SSL.2407.000026	Branch Jakarta South	Status ON PROCESS					
Selection date * 05/02/2024	Division KONSOLIDASI	Department KONSOLIDASI					
Remark * BUY for MITSUBISHI-XPANDER-XPANDER 1.5L SPORT-L (4X2) M/T MY21 - Application Purchase :							
Quotation Approval Info							
Show 10 entries Search records							
No	Procurement Code	Item	QTY/Unit Stock	UOM	Spesification	Remark	Action
1	DSF.PRC.2406.000141	MITSUBISHI-XPANDER-XPANDER 1.5L SPORT-L (4X2) M/T MY21	1	UNIT	Asset No : 2010.OPLAA.2406.000136 - Year : 2023 - Condition : NEW - Colour : SILVER METALIK.	Application Purchase : 00004334/10/12/2023 - INDAH JAYA EXPRESS Price. 350.000.000,00	
Showing 1 to 1 of 1 entries			First Previous 1 Next Last				
Quotation Vendor Info							
Show 10 entries Search records							
No	Supplier	Tax	Warranty / Warranty Part	Unit Price	Discount	Nett Price	Action
1	SUN STAR PRIMA MOTOR - BEKASI - NOER ALI	PPN 0%, PPH 0%	0 0	350,000,000.00	0.00	350,000,000.00	
Showing 1 to 1 of 1 entries			First Previous 1 Next Last				

Gambar 82 Halaman Tab Object Info (Take Over Supplier Selection) (1)

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

Supplier Selection Item List

No	Quotation/Procurement Code	Supplier	Item/ Remark	QTY	Unit Amount / Amount Exc VAT/ Discount	Unit Price / Discount (Unit) / Nett Amount	Tax / PPN / PPH / Total Amount	Offering
1	DSF.QTR.2407.000012	SUN STAR PRIMA MOTOR - BEKASI - NOER ALI	MITSUBISHI-XPANDER-XPANDER 1.5L SPORT-L (4X2) M/T MY21 Application Purchase : 0000433/4/10/12/2023 - INDAH JAYA EXPRESS Price. 350.000.000,00	1 BUY	350,000,000.00 323,200,000.00 0.00	350,000,000.00 0.00 350,000,000.00	PPN 0%, PPH 0% 0.00 0.00 350,000,000.00	

Showing 1 to 1 of 1 entries

First Previous **1** Next Last


Document List


No	Document Name	File Name	Action
1	DOCUMENT QUOTATION	DSF.QTR.2407.000012_20240716140451189_REPORT BERITA ACARA SERAH TERIMA_ADMIN_20240716104032870.PDF	Preview
2	DOCUMENT SUPPLIER SELECTION	DSF.SSL.2407.000026_20240716140529361_REPORT PERJANJIAN PELAKSANAAN_ADMIN_20240716102426488.PDF	Preview

Showing 1 to 2 of 2 entries

First Previous **1** Next Last

Gambar 83 Halaman Tab Object Info (Take Over Supplier Selection) (2)

- f. Pada data Document user dapat mengklik tombol [Preview](#) untuk melihat preview document dari data Supplier Selection tersebut.
- g. User dapat klik tombol  untuk melihat detail data detail Quotation Approval atau Quotation Vendor.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

Quotation Approval Info Detail

BACK

Procurement Code

DSF.PRC.2406.000141

Quantity

1

Currency

IDR

Unit Stock

☒ READY
☐ INDENT

Branch

Jakarta South

Approved Quantity

1

Requestor

RUDY BUDI UTOMO

Request Specification

Asset No : 2010.OPLAA.2406.000136 - Year : 2023 - Condition :
NEW - Colour : SILVER METALIK.

Item

MITSUBISHI-XPANDER-XPANDER 1.5L SPORT-L
(4X2) M/T MY21

UOM

UNIT

Unit From

☐ RENT
☒ BUY

Request Remark

Application Purchase : 0000433/4/10/12/2023 - INDAH JAYA
EXPRESS Price. 350.000.000,00

Gambar 84 Halaman Tab Object Info Quotation Approval Info Detail

Quotation Vendor Info Detail

BACK

Supplier *

SUN STAR PRIMA MOTOR - BEKASI - NOER ALI

Warranty Part (Month)

0

Unit Price *

350,000,000.00

Total Amount

350,000,000.00

Tax *

PPN 0%, PPH 0%

Quotation Date *

01/07/2024

Discount Amount (Unit) *

0.00

Offering

Warranty (Month)

0

Expired Date *


31/07/2024

Nett Price (Unit) *

350,000,000.00

Gambar 85 Halaman Tab Object Info Quotation Vendor Info Detail

- h. Take Over Application. Pada Take Over Application user hanya dapat melihat informasi detail data yang berasal dari Application.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

OBJECT INFO

SCHEDULE

LOG

Application Info

Application No

0000824/4/01/04/2024

Branch *

CENTRAL JAKARTA

Application Date *

01/02/2024

Currency *

IDR

Billing Type *

MONTHLY

Main Contract

Go Live Date

05/02/2024

Client

PUTRA SARANA TUNGGAL

Tenor *

60

Payment Type

ADVANCE

ARREAR

Rental Amount

4,896,960,000.00

Watchlist Area

Watchlist Job

Application Status

APPROVE

Region

Jakarta Regional Office

Workflow Status

COMMITTEE

Marketing *

Suci Alawiyah

Facility *

OPERATING LEASE

Credit Term (TOP) *

30

Purchase Requirement After Lease

Remark *

TESTING TC 418 (TBOD)

Return Count

6

CLIENT

EXPOSURE

ASSET









ADMINISTRATION

SURVEY

LEGAL

APPROVAL & LOG

Search records

No	Asset No	Name	Asset Type	Asset Year	Condition	Rental Rounded Amount	Action
1	2001.OPLAA.2404.000001	XPANDER 1.5L SPORT-L (4X2) M/T MY21	VEHICLE	2023	NEW	10,202,000.00	
2	2001.OPLAA.2405.000002	XPANDER 1.5L SPORT-L (4X2) M/T MY21	VEHICLE	2023	NEW	10,202,000.00	
3	2001.OPLAA.2405.000003	XPANDER 1.5L SPORT-L (4X2) M/T MY21	VEHICLE	2023	NEW	10,202,000.00	
4	2001.OPLAA.2405.000004	XPANDER 1.5L SPORT-L (4X2) M/T MY21	VEHICLE	2023	NEW	10,202,000.00	
5	2001.OPLAA.2405.000005	XPANDER 1.5L SPORT-L (4X2) M/T MY21	VEHICLE	2023	NEW	10,202,000.00	
6	2001.OPLAA.2405.000006	XPANDER 1.5L SPORT-L (4X2) M/T MY21	VEHICLE	2023	NEW	10,202,000.00	
7	2001.OPLAA.2405.000007	XPANDER 1.5L SPORT-L (4X2) M/T MY21	VEHICLE	2023	NEW	10,202,000.00	
8	2001.OPLAA.2405.000008	XPANDER 1.5L SPORT-L (4X2) M/T MY21	VEHICLE	2023	NEW	10,202,000.00	


Showing 1 to 8 of 8 entries


First

1

Last

Gambar 86 Halaman Tab Object Info (Take Over Application)

- i. User dapat klik tombol  untuk melihat detail data Asset.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

ASSETADMINISTRATIONSURVEYLEGALAPPROVAL & LOG

BACK

Asset No

2001.OPLAA.2404.000001

Asset Year *

2023

Colour *

HITAM

Plat Colour

KUNING

HITAM

Client BBN Address *

Jl. Ancol Barat I/A5/C No. 12 Jakarta 14430, Indonesia Kel Ancol, Kec Pademangan

Monthly KM *

3500

Billing To Name *

WINDA UTAMI

NPWP Name *

WINDA UTAMI

Deliver To Name

WINDA UTAMI

Pickup Name

WINDA UTAMI

Billing Mode

NORMAL

BY DATE

BEFORE DUE

OTR Amount

600,000,000.00

Karoseri Amount exc VAT

20,000,000.00

Discount Amount *

100,000.00

Asset Amount

573,930,000.00

PMT Amount

7,471,438.94

☒ Use Replacement

☐ Use GPS

Asset Type *

VEHICLE

Condition

NEW

☒ ON THE ROAD

☒ BBN Client

Usage

CITY USE

SITE

Email *

nla.susayni@nipseapaint.com

Billing To Phone No. *

628 - 59778766

NPWP No *

111111111111111111

Deliver To Phone No.

628 - 59778766

Pickup Phone No

628 - 59778766

Faktur Transaction Code *

01

Unit Amount exc VAT

553,130,000.00

Discount Amount *

1,000,000.00

Accessories Amount exc VAT

1,000,000.00

Discount Amount *

100,000.00

Interest Rate % *

10.000000 + 240,082,136.40

Borrowing Rate % *

9.000000 + 215,691,014.40

☒ Use Maintenance

Transmisi

AT

Unit *

MITSUBISHI-XPANDER-XPANDER 1.5L SPORT-L (4X2) M/T MY21

BBN Location*

Yogyakarta-DI YOGYAKARTA

Client BBN Name *

SUCI ALAWYAH

Start KM *

0

Remark

Billing To Address *

Jl. Letjen S Parman No. 32-34, kemanggisan, Palmerah, Jakarta Barat, 11480

NPWP Address *

Jl. Letjen S Parman No. 32-34, kemanggisan, Palmerah, Jakarta Barat, 11480

Deliver To Address

Jl. Letjen S Parman No. 32-34, kemanggisan, Palmerah, Jakarta Barat, 11480

Pickup Address *

Jl. Letjen S Parman No. 32-34, kemanggisan, Palmerah, Jakarta Barat, 11480

Date *

0

Estimate Delivery Date

04/04/2024

Mobilization Amount *

20,000,000.00

City *

Yogyakarta - DI YOGYAKARTA


Residual Value *

66.000000 + 365,725,800.00

☒ Use Registration

☒ Use Insurance

Gambar 87 Halaman Tab Object Info Tab Asset Info (Take Over Application) (1)

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

No	Budget Cost	Initial Budget Amount	Budget Amount
1	REPLACEMENT CAR	34,435,800.00	34,435,800.00
2	STNK & KEUR	71,369,000.00	71,369,000.00
3	MAINTENANCE	0.00	20,000,000.00
4	INSURANCE	18,283,205.00	18,283,205.00

Previous Next

Total Budget	Margin Of TOP	Basic Lease
144,088,005.00	4,331,899.81	10,202,257.33
Rounding	Monthly Rental Rounded Amount	Rental Rounded Amount
NORMAL - 1,000.00	16,839,000.00	10,202,000.00
Insurance Commission Amount	SPAF Amount	Subvention Amount *
4,570,801.25	4,654,000.00	0.00
Average Asset Amount	Yearly Profit Amount	ROA (%)
469,427,900.00	4,878,224.00	1.039185

AMORTIZATION

Search records


No	Installment No	Due Date	Billing Date	Billing Amount	Description
1	1	01/03/2024	01/03/2024	10,202,000.00	Billing ke 1 dari Periode 01/02/2024 Sampai dengan 01/03/2024
2	2	01/04/2024	01/04/2024	10,202,000.00	Billing ke 2 dari Periode 01/03/2024 Sampai dengan 01/04/2024
3	3	01/05/2024	01/05/2024	10,202,000.00	Billing ke 3 dari Periode 01/04/2024 Sampai dengan 01/05/2024
4	4	01/06/2024	01/06/2024	10,202,000.00	Billing ke 4 dari Periode 01/05/2024 Sampai dengan 01/06/2024
5	5	01/07/2024	01/07/2024	10,202,000.00	Billing ke 5 dari Periode 01/06/2024 Sampai dengan 01/07/2024
6	6	01/08/2024	01/08/2024	10,202,000.00	Billing ke 6 dari Periode 01/07/2024 Sampai dengan 01/08/2024
7	7	01/09/2024	01/09/2024	10,202,000.00	Billing ke 7 dari Periode 01/08/2024 Sampai dengan 01/09/2024
8	8	01/10/2024	01/10/2024	10,202,000.00	Billing ke 8 dari Periode 01/09/2024 Sampai dengan 01/10/2024
9	9	01/11/2024	01/11/2024	10,202,000.00	Billing ke 9 dari Periode 01/10/2024 Sampai dengan 01/11/2024
10	10	01/12/2024	01/12/2024	10,202,000.00	Billing ke 10 dari Periode 01/11/2024 Sampai dengan 01/12/2024

Showing 1 to 10 of 10 entries

Previous 1 Next

Gambar 88 Halaman Tab Object Info Tab Asset Info (Take Over Application) (2)

- j. Klik tombol  untuk melihat detail data Accessories/Karoseri/Insurance.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

Karoseri

BACK

Show 10 entries

Search records

No	Description	Amount	Subject To Purchase
1	TANGKI 32 KL TANGKI 32 KL VOLUME 1	20,000,000.00	Yes

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Gambar 89 Halaman Karoseri (Take Over Application)

Accessories

BACK

Show 10 entries


Search records

No	Description	Amount	Subject To Purchase
1	SANY PALFINGER CRANE SPK 6500A	1,000,000.00	Yes

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Gambar 90 Halaman Accessories (Take Over Application)

 <small>Innovation Comprehensive Technology</small>	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

Insurance Amount

BACK

Main Coverage *

COMPREHENSIVE COVERAGE

Use TPL

Use PLL

Use PA. Passenger

Use PA. Driver

Use SRCC

Use TS

Use Flood & Windstorm

Use Earthquake

Commercial Use

Authorize Workshop

Theft by Own Driver

Region *

DKI JAKARTA, BANTEN AND WEST JAVA

TPL Coverage *

THIRD PARTY LIABILITY FOR BUS & CARGO CAR

PLL Coverage

PA. Passenger Amount + Seat

20,000,000.00 + 7

PA. Driver Amount

20,000,000.00

Main Coverage Premium Amount

13,777,320.00

TPL Premium Amount

7,500.00

PLL Premium Amount

0.00

PA. Passenger Premium Amount

280,000.00

PA. Driver Premium Amount

200,000.00

SRCC Premium Amount

574,055.00

TS Premium Amount

574,055.00

Flood & Windstorm Premium Amount

1,148,110.00

Earthquake Premium Amount

1,148,110.00

Commercial Premium Amount

0.00

Authorize Workshop Premium Amount


0.00

Theft by Own Driver Premium Amount

574,055.00

Gambar 91 Halaman Insurance Amount (Take Over Application)

- k. Take Over Payment. Pada Take Over Payment user hanya dapat melihat informasi detail data yang berasal dari Payment.

 <small>Innovation Comprehensive Technology</small>	<h1>USER GUIDE</h1>		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

OBJECT INFO

SCHEDULE

LOG

Payment Info

Code

1000.PTR.2405.000003

Branch *

Jakarta Head Office

Status

ON PROCESS

Date *

03/05/2024

Amount

209,000.00

Remark

Payment Realization public service for : PT SETA JASA TRANS - B9814PCW

Payment To

PT SETA JASA TRANS

To Bank

BANK CENTRAL ASIA

To Bank Account No

4682355666

To Bank Account Name

PT SETA JASA TRANS

Attachment

Payment Detail List

Show

10

entries

Search records

Showing 1 to 1 of 1 entries

First


Previous

1

Next

Last

Gambar 92 Halaman Tab Object Info (Take Over Payment From Fixed Asset Management)

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

OBJECT INFO

SCHEDULE

LOG

Procurement Request Approval Info

Code

DSF.PRR.2405.000029

Request Date *

05/02/2024

Division *

Operating Lease Operation

Mobilisasi Type

ASSET OPL

From Province *

Sumatera Utara

To City *

Jambi

Reimburse To Customer

Branch *

Jember

Requestor *

Ayub Masrukan

Department *

OPL Vendor Management Section

From Phone No *

62 - 85798546522

To Province *

Jambi

From Address *

LANGKAT SUMATERA UTARA

ETA Date *

13/05/2024

Status

APPROVE

Requirement Type *

NON URGENT

Procurement Type *

PURCHASE

☒ MOBILISASI

EXPENSE

To Phone No *

62 - 879565413211

From City *

Langkat

To Address *

JAMBI

Remark *

DATA MOBILISASI APPROVE PAYMENT REQUEST

Item Info


Showing 1 to 1 of 1 entries


First 1 Last

Document List

First Last

Gambar 93 Halaman Tab Object Info (Take Over Payment From Procurement)

- l. User dapat klik tombol  untuk melihat detail data Payment.

 <small>Innovation Comprehensive Technology</small>	<h1>USER GUIDE</h1>		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

OBJECT INFO	SCHEDULE	LOG
Realization Info		
<div>BACK</div> <div> <div> Register No 1000.RMN.2311.000050 </div> <div> Register Date 05/02/2024 </div> <div> <input type="checkbox"/> Reimburse To Customer </div> <div> DP Date 20/11/2023 </div> <div> Realization Date 05/02/2024 </div> <div> Realization Actual Fee 100,000.00 </div> <div> Settlement Public Service Amount 209,000.00 </div> </div> <div> Branch Jakarta Head Office </div> <div> FA Code 4120037650 </div> <div> Remark PERPANJANGAN KEUR </div> <div> DP Amount 0.00 </div> <div> Realization Invoice No INVOICE-APPROVAL </div> <div> Service Fee DPP Amount 100,000.00 </div> <div> Service PPN </div>		

Register Status / Payment Status
PENDING / ON PROCESS

Item Name
GRAN MAX 1.5 PICK UP AC PS

Invoice File



1000.RMN.2311.000050_20240520142918962_REPORT
INVOICE PENAGIHAN
GROUP_IMS02_20240520113738539.PDF

Voucher
-

Faktur No
1234567890123456


Tax
 PPN 11%, PPH 2%

Service PPH

Gambar 94 Halaman Tab Object Info (From Fixed Asset Management)

Tab Schedule

- m. Pada halaman Take Over Info Tab Schedule, sistem akan menampilkan informasi user dan posisi yang berhak untuk melakukan approval serta hasil dari approval.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

OBJECT INFO

LOG

SCHEDULE

Search records

No	Employee	Position	Level	Take Over By	Result Date	Result Remark	Result Status
1	YUNITA KENCANA SARI	SECTION HEAD (OPL - OPERATION - VENDOR MANAGEMENT)	1	PATHUL WADI	02/02/2024 08:57:24	Approve Take Over sewa unit RC dari vendor rental Anugerah berlian motors, Klaim Laka Asuransi TMI B1182DFJ (Novo Banjarmasin) mengalami laka dan rusak pada bagian pintu kiri dan ditabrak dari belakang.	APPROVE
2	IRMA VERDIAN	DEPARTMENT HEAD (OPL - OPERATION)	2		02/02/2024 09:34:52	Approve OK	APPROVE
3	HIDEKI MIYA	DIRECTOR (STRATEGIC, RISK, RESEARCH & DEVELOPMENT)	3		02/02/2024 11:00:06	Approve Ok	APPROVE

Showing 1 to 3 of 3 entries

First





1

Last

Gambar 95 Halaman Take Over Info Tab Schedule


Tab Log

- n. Pada halaman Take Over Info Tab Log, sistem akan menampilkan informasi terkait dengan history data approval yang diajukan employee yang login ke aplikasi untuk melakukan proses approval.

OBJECT INFO		SCHEDULE		LOG	
02/02/2024 11:00AM		Approve Ok	HIDEKI MIYA	APPROVE	
02/02/2024 9:34AM		Approve OK	IRMA VERDIAN	APPROVE	
02/02/2024 8:57AM		Approve Take Over sewa unit RC dari vendor rental Anugerah berlian motors, Klaim Laka Asuransi TMI B1182DFJ (Novo Banjarmasin) mengalami laka dan rusak pada bagian pintu kiri dan ditabrak dari belakang.	PATHUL WADI	APPROVE	
01/02/2024 3:43PM		Entry data approval	SYSTEM	ENTRY	

Gambar 96 Halaman Take Over Info Tab Log

- o. Padahal pada halaman Take Over Info, klik tombol **APPROVE** untuk memproses data Take Over dan status data akan berubah menjadi Approve atau klik tombol **RETURN** untuk mengembalikan data Take Over ke modul asalnya dan status data akan berubah menjadi Return

 <small>Innovation Comprehensive Technology</small>	USER GUIDE		
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atau klik tombol **REJECT** untuk menghentikan proses Take Over dan status data akan berubah menjadi Reject.

Take Over Info

APPROVE
RETURN
REJECT
BACK

Approval No
0001.APM.2307.000011

Employee
JIM GEOVEDI

Request No
0001.OPLIAR.2307.000010

Branch
CIDENG

Position
HR OFFICER

Reff No
0001.WOM.2306.000003

Status
HOLD

Amount
49,195,200.00

Object Name
Approval Write Off 0001.MAGROPL.2302.2212027.002 - CITRA INDONESIA

Approval Level
1

Result Date
05/07/2023

Remark *

Gambar 97 Halaman Take Over Info

p. Klik tombol **BACK** untuk kembali ke halaman sebelumnya.

3.3 Interface


Interface adalah Menu yang dapat digunakan oleh sistem untuk berkomunikasi dengan modul lain pada sistem. Berikut adalah detail penjelasan masing-masing sub menu yang dapat digunakan oleh user.


3.3.1 Approval Request

Sub Menu Approval Request dapat diakses oleh user melalui modul **Approval > Interface > Approval Request**. Sub Menu Approval Request menampilkan daftar permintaan Approval dari modul yang meminta approval dan akan diproses pada sub menu Approval Task.

3.3.1.1 Step Process Approval Request

Berikut adalah Step Process Approval Request:

 <small>Innovation Comprehensive Technology</small>	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

- a. Klik tombol  untuk menampilkan Look Up Branch lalu klik **Select** untuk menampilkan data branch yang dipilih.

✕


No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

Showing 1 to 5 of 9 entries

 First 1 2 Last

Gambar 98 Halaman Look Up Branch

- b. Pilih Status yang akan dilihat dengan mengklik tombol Dropdown List Status ALL ▼.
- c. Pilih Job Status yang akan dilihat dengan mengklik tombol Dropdown List Job Status ALL ▼ maka sistem akan menampilkan halaman Approval Request List (Interface).

 <small>Innovation Comprehensive Technology</small>	<h1>USER GUIDE</h1>		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

Approval Request List (Interface)

Branch

JAKARTA HEAD OFFICE

Status

ALL

Job Status

ALL

Show

10

entries


Search records


No	Request No	Branch	Date	Reff Name	Object Name	Amount	Request Status	Job Status	Action
1	1000.AMSIAR.2308.000001	Jakarta Head Office	18/08/2023	IFINAMS 1000.PTR.2308.000001	REALIZATION PUBLIC SERVICE FOR PT SETA JASA TRANS - Perpanjangan STNK untuk asset 4120030639 B9115PCL MHKB3BA1JGK036452 K3MG69838	2,250,000.00	POST	POST	
2	1000.AMSIAR.2308.000002	JAKARTA HEAD OFFICE	18/08/2023	IFINAMS 1000.SL.2308.00004	Approval Sell Request For 1000.SL.2308.00004 - 2.500.000.00	2,500,000.00	POST	POST	
3	1000.AMSIAR.2308.000003	Jakarta Head Office	21/08/2023	IFINAMS 1000.PTR.2308.000002	REALIZATION PUBLIC SERVICE FOR PT SETA JASA TRANS - Perpanjangan STNK untuk asset 4120035805 B9704PCQ MHMFE71PCLK018473 4D34TU45950	541,000.00	HOLD	POST	
4	1000.AMSIAR.2308.000004	Jakarta Head Office	21/08/2023	IFINAMS 1000.PTR.2308.000003	REALIZATION PUBLIC SERVICE FOR PT SETA JASA TRANS - Perpanjangan STNK untuk asset 4120035595 B2253UOR MK2NCLTARLJ000645 4A91HQ3992	5,604,800.00	POST	POST	
5	1000.AMSIAR.2308.000005	Jakarta Head Office	21/08/2023	IFINAMS 1000.PTR.2308.000005	REALIZATION PUBLIC SERVICE FOR PT SETA JASA TRANS - Perpanjangan STNK untuk asset 2034.ASM.2308.00003 B2241DK 23427AA7GGADA34254 81531Q7333AA	13,141,451.40	HOLD	POST	
6	1000.AMSIAR.2308.000006	Jakarta Head Office	21/08/2023	IFINAMS 1000.PTR.2308.000003	REALIZATION PUBLIC SERVICE FOR PT SETA JASA TRANS - Perpanjangan STNK untuk asset 4120035595 B2253UOR MK2NCLTARLJ000645 4A91HQ3992	699,000.00	POST	POST	
7	1000.AMSIAR.2308.000007	Jakarta Head Office	21/08/2023	IFINAMS 1000.PTR.2308.000006	REALIZATION PUBLIC SERVICE FOR PT SETA JASA TRANS - Perpanjangan KEUR untuk asset 4120031875 A8951UI MMBJNKL30GH079001 4D56UAH5339	699,000.00	HOLD	POST	
8	1000.AMSIAR.2308.000008	Jakarta Head Office	21/08/2023	IFINAMS 1000.PTR.2308.000007	REALIZATION PUBLIC SERVICE FOR PT SETA JASA TRANS - Perpanjangan STNK untuk asset 4120031104 L9709CA MHKP3BA1JFK1010429 K3MG54422	27,532,000.00	HOLD	POST	
9	1000.AMSIAR.2308.000009	JAKARTA HEAD OFFICE	21/08/2023	IFINAMS 1000.PTR.2308.000008	Pembayaran Work Order DSF.WO.2308.00001 - 5450000.00 - test	5,450,000.00	HOLD	POST	
10	1000.DOCIAR.2308.000001	JAKARTA HEAD OFFICE	21/08/2023	IFINDOC 1000.MTS.2308.000002	Approval Send Document To THIRD PARTY BIRO JASA KURNIA Data UAT Send Borrow Third Party	0.00	POST	POST	

Showing 1 to 10 of 55 entries

First
Previous
1
2
3
4
5
6
Next
Last

Gambar 99 Halaman Approval Request List (Interface)

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

- d. Klik tombol  untuk melihat detail data Approval Request.

Approval Request Info (Interface)

BACK

Request No

1000.PIAR.2308.000010

Date

21/08/2023

Reff Module

IFINPROC

Remark

Approval Purchase Order BUY PO No
DSF.POR.2308.000007, vendor ASTRA

Branch

JAKARTA HEAD OFFICE

Amount

439,560,000.00

Reff Name

PURCHASE ORDER APPROVAL

Approval Type

PROCUREMENT PURCHASE ORDER

Request Status

POST

Approval Status

APPROVE

Reff No

DSF.POR.2308.000007

Job Status

POST

Gambar 100 Halaman Approval Request Info (Interface)

- e. Pada halaman Approval Request Info, terdapat halaman Approval Request Document List.

Approval Request Document List (Interface)

Search records

No	Document	File Name	Remark	Action
1	FORM ADJUSTMENT SALARY	13_20230815091551887_LOG.PNG	No	Preview

Showing 1 to 1 of 1 entries

First 1 Last

Gambar 101 Halaman Approval Request Document List (Interface)

- f. User dapat melihat dokumen yang telah diupload pada halaman Approval Request Document dengan mengklik tombol **Preview**.
- g. Pada halaman Approval Request Info, terdapat halaman Approval Request Dimension List

Approval Request Dimension List (Interface)

Show 10 entries

Search records


No	Dimension Code	Dimension Value
1	DM.2308.000005	PURCHASE

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Gambar 102 Halaman Approval Request Dimension List (Interface)

- h. Klik tombol **BACK** untuk kembali ke halaman sebelumnya.

 <small>Innovation Comprehensive Technology</small>	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

3.3.2 Employee

Sub Menu Employee dapat diakses oleh user melalui modul **Approval > Interface > Employee**. Sub Menu Employee bertujuan untuk memonitoring daftar nama karyawan yang digunakan untuk penentuan schedule modul Approval. Data Employee akan tersinkron secara otomatis dari modul Config.

3.3.2.1 Step Process Employee

Berikut adalah Step Process Employee:

- Pilih Status yang akan dilihat dengan mengklik tombol dropdown list Status maka sistem akan menampilkan halaman Employee List (Interface).

ALL

Employee List (Interface)

Status

ALL

Show

10

entries

Search records

No	Employee Code	Name	Status	Action
1	10000011	IFINANCING oa USER	No	
2	10000011	IFINANCING OA USER	Yes	
3	khairina.saktia	khairina saktia	No	
4	khairina.saktia	KHAIRINA SAKTIA	Yes	
5	khairina.saktia	KHAIRINA SAKTIA	Yes	
6	khairina.saktia	KHAIRINA SAKTIA	Yes	

Showing 1 to 6 of 6 entries

First

Previous

1

Next

Last

Gambar 103 Halaman Employee List (Interface)

- Klik tombol untuk melihat detail data Employee.

Employee Info (Interface)

BACK

Code *

10000011

Name *

IFINANCING OA USER

Status

Job Status


POST

Gambar 104 Halaman Employee Info (Interface)

- Klik tombol

BACK

 untuk kembali ke halaman sebelumnya.


 <small>Innovation Comprehensive Technology</small>	<h1 style="text-align: center;">USER GUIDE</h1>		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

3.3.3 Position

Sub Menu Position dapat diakses oleh user melalui modul **Approval > Interface > Position**. Sub Menu Position akan menampilkan data position yang ada pada modul Approval yang tersinkron secara otomatis.

3.3.3.1 Step Process Position

Berikut adalah Step Process Position:

- a. Pilih Status yang akan dilihat dengan mengklik tombol dropdown list Status  , maka sistem akan menampilkan halaman Position List (Interface).

Position List (Interface)

Status











ALL ▼

Search records

Show

10

 entries

No	Employee	Position	Base	Job Status	Action
1	00001 BAHASA ALAM	SP200700003 FIELD COLLECTION	Yes	POST	
2	00001 BAHASA ALAM	SP200700003 FIELD COLLECTION	Yes	POST	
3	00001 BAHASA ALAM	SP200700001 CASHIER	No	POST	
4	00001 BAHASA ALAM	SP200700001 CASHIER	No	POST	
5	00001 BAHASA ALAM	SP200700001 CASHIER	No	POST	
6	00001 BAHASA ALAM	SP200700001 CASHIER	Yes	POST	
7	00001 BAHASA ALAM	SP200700005 INSURANCE OFFICER	No	POST	
8	00001 BAHASA ALAM	SP200700006 IT OFFICER	No	POST	
9	00001 BAHASA ALAM	SP200700005 INSURANCE OFFICER	No	POST	
10	00001 BAHASA ALAM	SP200700001 CASHIER	Yes	POST	

Showing 1 to 10 of 455 entries


First Previous

1

 2 3 4 5 ... 46 Next Last

Gambar 105 Halaman Position List (Interface)

- b. Klik tombol  untuk melihat detail data Position.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

Employee Position (Interface)



Gambar 106 Halaman Employee Position (Interface)

- c. Klik tombol  untuk kembali ke halaman sebelumnya.

3.3.4 Branch


Sub Menu Branch dapat diakses oleh user melalui modul **Approval > Interface > Branch**. Sub Menu Branch akan menampilkan data cabang yang terdaftar pada modul Config yang tersinkron secara otomatis.

3.3.4.1 Step Process Branch

Berikut adalah Step Process Branch:

- a. Pilih Status yang akan dilihat dengan mengklik tombol dropdown list Status maka sistem akan menampilkan halaman Branch List (Interface).



 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

Branch List (Interface)

Status











ALL

Show

10

entries

Search records

No	Employee	Branch	Base	Job Status	Action
1	ADMIN ADMIN IMS	2034 TANGERANG	No	POST	
2	ADMIN ADMIN IMS	2006 SEMARANG	No	POST	
3	ADMIN ADMIN IMS	2003 SURABAYA	No	POST	
4	ADMIN ADMIN IMS	2002 MEDAN	No	POST	
5	ADMIN ADMIN IMS	2005 LAMPUNG	No	POST	
6	ADMIN ADMIN IMS	2010 JAKARTA SOUTH	No	POST	
7	ADMIN ADMIN IMS	2004 BANDUNG	No	POST	
8	ADMIN ADMIN IMS	2008 JAKARTA NORTH	No	POST	
9	ADMIN ADMIN IMS	2001 JAKARTA CENTRAL	No	POST	
10	ADMIN ADMIN IMS	1000 JAKARTA HEAD OFFICE	Yes	POST	

Showing 1 to 10 of 37 entries

First

Previous

1

2


3

4

Next

Last

Gambar 107 Halaman Branch List (Interface)

b. Klik tombol  untuk melihat detail data Branch.

Employee Branch (Interface)

BACK

Branch Code


1000

Branch Name

JAKARTA HEAD OFFICE

Job Status

POST


 Base

Gambar 108 Halaman Employee Branch (Interface)

c. Klik tombol

BACK

 untuk kembali ke halaman sebelumnya.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

3.4 Report

Report adalah Menu yang dapat digunakan oleh user untuk mencetak report atas management dan transaksi yang ada pada sistem. Berikut adalah detail penjelasan masing-masing Sub Menu yang dapat digunakan oleh user.

3.4.1 Management

Sub Menu Management dapat diakses oleh user melalui modul **Approval > Report > Management**. Sub Menu Management dapat digunakan oleh user untuk melakukan proses cetak terhadap report management yang ada pada modul Approval.

3.4.1.1 Step Process Management

Berikut adalah Step Process Management:

- Sistem akan menampilkan halaman Management List.

Management List

Show entries

No	Name	Action
No Data Available !		

First Previous Next Last

Gambar 109 Halaman Management List


3.4.2 Transaction

Sub Menu Transaction dapat diakses oleh user melalui modul **Approval > Report > Transaction**. Sub Menu Transaction dapat digunakan oleh user untuk melakukan proses cetak terhadap report transaction yang ada pada modul Approval.

3.4.2.1 Step Process Transaction

Berikut adalah Step Process Transaction:

- Sistem akan menampilkan halaman Transaction List.

 <small>Innovation Comprehensive Technology</small>	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

Transaction List

Show entries

Search records

No	Name	Action
1	Report Sla Approval Transaction	
2	Report Approval Escalation	

Showing 1 to 2 of 2 entries

First
Previous
1
Next
Last

Gambar 110 Halaman Transaction List

- b. Klik tombol untuk melihat detail data Transaction, maka sistem akan menampilkan Report (nama Report yang dipilih).

Report Sla Approval Transaction

PRINT
BACK

Approval Type *

☐
☒

From Date *

To Date *

Branch *

☐
☒

Print Option


☒ PDF
☐ Excel
☐ Excel (Data Only)

Gambar 111 Halaman Report Sla Approval Transaction

- c. Lengkapi data pada field yang tersedia, kemudian klik tombol untuk mencetak data atau klik tombol untuk kembali ke halaman sebelumnya.


3.4.3 Report Setting

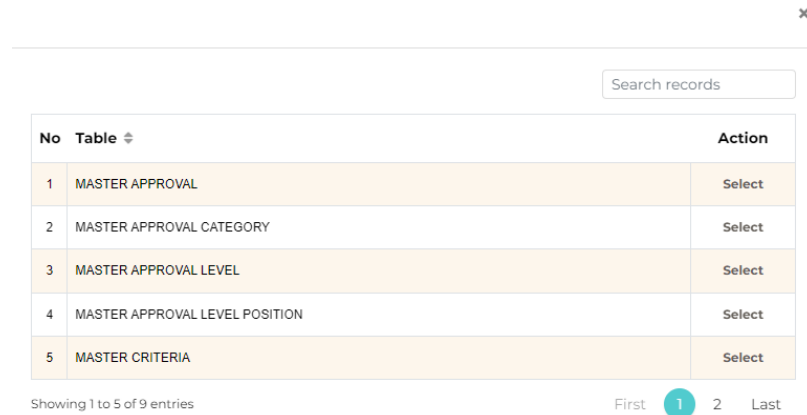
Sub Menu Report Setting dapat diakses oleh user melalui modul **Approval > Report > Report Setting**. Sub Menu Report Setting dapat digunakan oleh user untuk melakukan proses cetak terhadap data report yang telah terdaftar pada sistem.

 <small>Innovation Comprehensive Technology</small>	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

3.4.3.1 Step Process Report Setting

Berikut adalah Step Process Report Setting:

- Pilih Table Setting yang akan dicetak dengan mengklik tombol  , maka sistem akan menampilkan halaman Look Up Table Setting.




No	Table	Action
1	MASTER APPROVAL	Select
2	MASTER APPROVAL CATEGORY	Select
3	MASTER APPROVAL LEVEL	Select
4	MASTER APPROVAL LEVEL POSITION	Select
5	MASTER CRITERIA	Select

Showing 1 to 5 of 9 entries

First 1 2 Last

Gambar 112 Halaman Look Up Table Setting

- Klik tombol  untuk mencetak data, maka sistem akan mengeluarkan output.

Report Data Master




Gambar 113 Halaman Report Data Master

3.5 Control Panel

Control Panel adalah Menu yang dapat digunakan oleh user untuk melakukan pengendalian data yang ada pada sistem. Berikut adalah detail penjelasan per masing-masing sub menu yang akan digunakan.

3.5.1 Global Param

Sub Menu Global Param dapat diakses oleh user melalui modul **Approval > Control Panel > Global Param**. Sub Menu Global Param bertujuan untuk menentukan value dari variable yang bisa disetting disetiap modul.

 <small>Innovation Comprehensive Technology</small>	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

3.5.1.1 Step Process Global Param

Berikut adalah Step Process Global Param:

- Sistem akan menampilkan halaman Global Param List.

Global Param List

ADD

Show 10 entries

Search records

No	Code	Description	Value	Action
1	COMP	COMPANY NAME	PT.DIPO STAR FINANCE	
2	COMP2	DIPO	PT. DIPO STAR FINANCE	
3	COMPADD	COMPANY ADDRESS	Alam Sutera, 5th Floor, Suite 01-17 The Smith, Kunciran, Kota Tangerang, Banten 15315	
4	EODRF	EOD Running Flag	NONE	
5	FUPS	File Upload Size	5	
6	HO	Jakarta Head Office	1000	
7	IMGDSF	LOGO DIPO STAR FINANCE	C:\DSF\REPORTIMAGE\dsf.jpg	
8	IMGMTN	PATH FILE DATA MAINTENANCE	F:\File Share\MAINTENANCE\IFINAPV\	
9	IMGRPT	PATH REPORT IMAGE COMPANY (*. JPG)	D:\V5\LOGO\IMAGE.PNG	
10	NTFEMAIL	CODE MASTER MEDIA IFINNTF	EMAILV5	

Showing 1 to 10 of 13 entries

First
Previous
1
2
Next
Last

Gambar 114 Halaman Global Param List


- Lengkapi data pada field yang tersedia, kemudian klik tombol

SAVE

 untuk menyimpan data atau klik tombol

BACK

 untuk kembali ke halaman sebelumnya.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.2
File Name	User Guide - V5 - APPROVAL	Date	Juli 2024

Global Param Info

SAVE

BACK

Code *

Description *

Value *

☒

Editable

Gambar 115 Halaman Global Param Info

- c. Setelah data Global Param berhasil disimpan, user dapat mengklik tombol

NON EDITABLE

 maka status data akan berubah menjadi **Editable** , atau jika user mengklik tombol

EDITABLE

 maka status data akan berubah menjadi

☒

Editable .

Global Param Info

SAVE

NON EDITABLE

BACK

Code *

Description *

Value *

COMP

COMPANY NAME

PT.DIPO STAR FINANCE

☒

Editable

Gambar 116 Halaman Global Param Info (Editable)

- d. Jika user ingin melakukan perubahan data klik tombol  pada baris data Global Param List.