



Guidebook Request for Service

Presented By :
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Finance & Accounting

Internal System

Menu

Dashboard



② Request for Service

\$ Process Cost



🔧 Bill of Material



S Setyaningsih



Dashboard

Feature :

Request ID	Priority	Report Date	Req Description	Module	Action
10001	High	2023-09-01	Create an application log.	IT Support	View Details
10002	Low	2023-09-10	Create an application log.	IT Support	View Details
10003	Medium	2023-09-15	Search for existing logs.	IT Support	View Details
10004	High	2023-09-20	Search for existing logs.	IT Support	View Details
10005	Medium	2023-09-25	Search for existing logs.	IT Support	View Details
10006	Low	2023-10-01	Search for existing logs.	IT Support	View Details
10007	Medium	2023-10-10	Search for existing logs.	IT Support	View Details
10008	High	2023-10-15	Search for existing logs.	IT Support	View Details
10009	Medium	2023-10-20	Search for existing logs.	IT Support	View Details
10010	Low	2023-10-25	Search for existing logs.	IT Support	View Details
10011	Medium	2023-11-01	Search for existing logs.	IT Support	View Details
10012	High	2023-11-10	Search for existing logs.	IT Support	View Details
10013	Medium	2023-11-15	Search for existing logs.	IT Support	View Details
10014	Low	2023-11-20	Search for existing logs.	IT Support	View Details
10015	Medium	2023-11-25	Search for existing logs.	IT Support	View Details
10016	High	2023-12-01	Search for existing logs.	IT Support	View Details
10017	Medium	2023-12-10	Search for existing logs.	IT Support	View Details
10018	Low	2023-12-15	Search for existing logs.	IT Support	View Details
10019	Medium	2023-12-20	Search for existing logs.	IT Support	View Details
10020	High	2023-12-25	Search for existing logs.	IT Support	View Details

Request for Service

#RFS

This menu is used to submit support requests to developers regarding Information Technology issues.

Guidance

Go

BP Code	BP Name	Updated at	Updated by
10001	PT. TOPY INFORMATIKA INDONESIA	2023-09-01	Setyaningsih
10002	PT. TOPY INFORMATIKA INDONESIA	2023-09-10	Setyaningsih
10003	PT. TOPY INFORMATIKA INDONESIA	2023-09-15	Setyaningsih
10004	PT. TOPY INFORMATIKA INDONESIA	2023-09-20	Setyaningsih
10005	PT. TOPY INFORMATIKA INDONESIA	2023-09-25	Setyaningsih
10006	PT. TOPY INFORMATIKA INDONESIA	2023-10-01	Setyaningsih
10007	PT. TOPY INFORMATIKA INDONESIA	2023-10-10	Setyaningsih
10008	PT. TOPY INFORMATIKA INDONESIA	2023-10-15	Setyaningsih
10009	PT. TOPY INFORMATIKA INDONESIA	2023-10-20	Setyaningsih
10010	PT. TOPY INFORMATIKA INDONESIA	2023-10-25	Setyaningsih
10011	PT. TOPY INFORMATIKA INDONESIA	2023-11-01	Setyaningsih
10012	PT. TOPY INFORMATIKA INDONESIA	2023-11-10	Setyaningsih
10013	PT. TOPY INFORMATIKA INDONESIA	2023-11-15	Setyaningsih
10014	PT. TOPY INFORMATIKA INDONESIA	2023-11-20	Setyaningsih
10015	PT. TOPY INFORMATIKA INDONESIA	2023-11-25	Setyaningsih
10016	PT. TOPY INFORMATIKA INDONESIA	2023-12-01	Setyaningsih
10017	PT. TOPY INFORMATIKA INDONESIA	2023-12-10	Setyaningsih
10018	PT. TOPY INFORMATIKA INDONESIA	2023-12-15	Setyaningsih
10019	PT. TOPY INFORMATIKA INDONESIA	2023-12-20	Setyaningsih
10020	PT. TOPY INFORMATIKA INDONESIA	2023-12-25	Setyaningsih

Process Cost

#ProCost

This menu is used to automatically calculate Process Costs. It requires four types of master data: Business Partner, Cycle Time, Sales Quantity, and Wages Distribution.

Go

No	MF Code	MF Name	Inv Code	Type	Rating	Min Qty	Max Qty	Unit Qty	Inv Link	Ref No	No L	No C
1	10001	PT. TOPY INFORMATIKA INDONESIA	10001	W-1000	10000	0	100000	0	100000	0	0	0
2	10002	PT. TOPY INFORMATIKA INDONESIA	10002	W-1000	10000	0	100000	0	100000	0	0	0
3	10003	PT. TOPY INFORMATIKA INDONESIA	10003	W-1000	10000	0	100000	0	100000	0	0	0
4	10004	PT. TOPY INFORMATIKA INDONESIA	10004	W-1000	10000	0	100000	0	100000	0	0	0
5	10005	PT. TOPY INFORMATIKA INDONESIA	10005	W-1000	10000	0	100000	0	100000	0	0	0
6	10006	PT. TOPY INFORMATIKA INDONESIA	10006	W-1000	10000	0	100000	0	100000	0	0	0
7	10007	PT. TOPY INFORMATIKA INDONESIA	10007	W-1000	10000	0	100000	0	100000	0	0	0
8	10008	PT. TOPY INFORMATIKA INDONESIA	10008	W-1000	10000	0	100000	0	100000	0	0	0
9	10009	PT. TOPY INFORMATIKA INDONESIA	10009	W-1000	10000	0	100000	0	100000	0	0	0
10	10010	PT. TOPY INFORMATIKA INDONESIA	10010	W-1000	10000	0	100000	0	100000	0	0	0
11	10011	PT. TOPY INFORMATIKA INDONESIA	10011	W-1000	10000	0	100000	0	100000	0	0	0
12	10012	PT. TOPY INFORMATIKA INDONESIA	10012	W-1000	10000	0	100000	0	100000	0	0	0
13	10013	PT. TOPY INFORMATIKA INDONESIA	10013	W-1000	10000	0	100000	0	100000	0	0	0
14	10014	PT. TOPY INFORMATIKA INDONESIA	10014	W-1000	10000	0	100000	0	100000	0	0	0
15	10015	PT. TOPY INFORMATIKA INDONESIA	10015	W-1000	10000	0	100000	0	100000	0	0	0
16	10016	PT. TOPY INFORMATIKA INDONESIA	10016	W-1000	10000	0	100000	0	100000	0	0	0
17	10017	PT. TOPY INFORMATIKA INDONESIA	10017	W-1000	10000	0	100000	0	100000	0	0	0
18	10018	PT. TOPY INFORMATIKA INDONESIA	10018	W-1000	10000	0	100000	0	100000	0	0	0
19	10019	PT. TOPY INFORMATIKA INDONESIA	10019	W-1000	10000	0	100000	0	100000	0	0	0
20	10020	PT. TOPY INFORMATIKA INDONESIA	10020	W-1000	10000	0	100000	0	100000	0	0	0

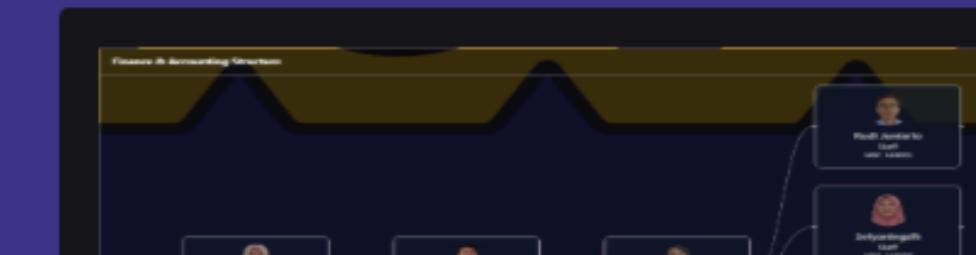
Bill of Material

#BOM

This menu is used to automatically calculate Bill of Material Report. It requires three types of master data: Material Price, Valve Price, BOM raw data.

Go

Profile Settings	Settings	Profile Information
Profile Settings	Profile Settings	Profile Information
Profile Settings	Profile Settings	Profile Information
Profile Settings	Profile Settings	Profile Information
Profile Settings	Profile Settings	Profile Information



Pergi ke menu request for service dengan menekan menu yang ditunjuk oleh tanda panah (pilih salah satu).

Go to the Request for Service menu by clicking the option shown by the arrow (choose one).

矢印で示されているメニューをクリックして、「サービス依頼」メニューに進んでください（どれか1つを選んでください）。



Finance & Accounting

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Request for Service

Request Data

Display all request, create request, and approving request.

+ Create

Name ↑↓	Priority ↑↓	Request Date ↓↑	Req. Description ↑↓	Status ↑↓	Attachment
Search name	Select priority	yy-mm-dd	Search desc	Select status	
Setyaningsih	High	2025-06-03	Develop an internal Request o...	In Progress	No Attachment
Rudi	Urgent	2025-05-12	Develop an application to expl...	Finish	No Attachment
Ayu	Medium	2025-02-10	Macro to report withholding t...	Finish	No Attachment
Ayu	Low	2025-02-10	Macro to fetch exchange rates...	Finish	No Attachment
Rudi	High	2025-01-06	Develop an application to calc...	Finish	No Attachment
Rudi	High	2024-12-09	Macro to generate Bill of Mate...	Finish	No Attachment
Rudi	Medium	2024-12-03	Macro to input tax data into E...	Finish	No Attachment
Rudi	High	2024-12-03	Macro to automatically genera...	Finish	No Attachment

Klik tombol create (ditunjuk oleh panah) atau scroll down kebawah untuk pergi ke form buat request.

Click the Create button (shown by the arrow) or scroll down to go to the request form.

矢印で示されている「作成」ボタンをクリックするか、下にスクロールしてリクエストフォームへ進んでください。



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Request for Service

Fill this form below to request a service

Name :
Setyaningsih

NPK :
140207

Priority :
Urgent

Submit Date :
07/17/2025

Requirement Details :
Example

Attachment :
 0766_001-halaman-31.pdf
Supported formats: PDF, DOC, DOCX, JPG, PNG, XLSX, XLS (Max: 10MB)

Isi form request data dan tambahkan lampiran jika dibutuhkan (bisa pdf,jpg,png, dll) kemudian tekan button Submit Request.

Fill in the request form and add attachments if needed (PDF, JPG, PNG, etc.), then click the Submit Request button.

リクエストフォームに入力し、必要であれば添付ファイル（PDF、JPG、PNGなど）を追加して、「リクエストを送信」ボタンを押してください。



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Request for Service

Success

Request submitted successfully.

+ Create

Request Data

Display all request, create request, and approving request.

Name ↑↓	Priority ↑↓	Request Date ↓↑	Req. Description ↑↓	Status ↑↓	Attachment
<input type="text" value="Search name"/>	<input type="button" value="Select priority"/>	<input type="text" value="yy-mm-dd"/> <input type="button" value=""/>	<input type="text" value="Search desc"/>	<input type="button" value="Select status"/>	
Setyaningsih	Urgent	2025-07-17	Example	Wait for Review	<input type="button" value="View"/>
Setyaningsih	High	2025-06-03	Develop an internal Request o...	In Progress	No Attachment
Rudi	Urgent	2025-05-12	Develop an application to expl...	Finish	No Attachment
Ayu	Medium	2025-02-10	Macro to report withholding t...	Finish	No Attachment
Ayu	Low	2025-02-10	Macro to fetch exchange rates...	Finish	No Attachment
Rudi	High	2025-01-06	Develop an application to calc...	Finish	No Attachment
Rudi	High	2024-12-09	Macro to generate Bill of Mate...	Finish	No Attachment
Rudi	Medium	2024-12-03	Macro to input tax data into E...	Finish	No Attachment
Rudi	High	2024-12-03	Macro to automatically genera...	Finish	No Attachment

Jika Form berhasil disubmit akan muncul notifikasi (panah putih) dan data akan langsung masuk ke tabel request data (panah merah).

If the form is submitted successfully, a notification will appear (white arrow), and the data will go directly into the request data table (red arrow).

フォームの送信が成功すると、通知が表示されます（白い矢印）そしてデータはすぐにリクエストデータの表に追加されます（赤い矢印）。



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Master Data

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Request for Service

Request Data

Display all request, create request, and approving request.

+ Create

Name ↑↓	Priority ↑↓	Request Date ↓↑	Req. Description ↑↓	Status ↑↓	Attachment
<input type="text" value="Search name"/>	<input type="button" value="Select priority"/>	<input type="text" value="yy-mm-dd"/> <input type="button" value=""/>	<input type="text" value="Search desc"/>	<input type="button" value="Select status"/>	
Setyaningsih	Urgent	2025-07-17	Example	Accepted	<input type="button" value="View"/>
Setyaningsih	High	2025-06-03	Develop an internal Request o...	In Progress	No Attachment
Rudi	Urgent	2025-05-12	Develop an application to expl...	Finish	No Attachment
Ayu	Medium	2025-02-10	Macro to report withholding t...	Finish	No Attachment
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Rudi	High	2024-12-03	Macro to automatically genera...	Finish	No Attachment

Jika permintaan sudah diterima oleh admin, maka status akan berubah dari accepted (panah merah).

When the request is accepted by the admin, the status will change to Accepted (red arrow).

リクエストが管理者に承認されると、ステータスが「承認済み（Accepted）」に変わります（赤い矢印）。

Ada 4 jenis status dengan arti:

There are 4 types of status with the following meanings:

ステータスは4種類あり、それぞれ次の意味があります：

Accepted

Accepted : Baru di setujui oleh admin.

Accepted: Just approved by the admin.

Accepted (承認) : 管理者によって承認されたばかりです。

In Progress

In Progress : Sedang dikerjakan oleh admin.

In Progress: Currently being processed by the admin.

In Progress (作業中) : 現在、管理者が対応中です。

Finish

Finish : Sudah selesai dikerjakan.

Finish: The task has been completed.

Finish (完了) : 作業が完了しました。

Rejected

Rejected : Ditolak oleh admin.

Rejected: Rejected by the admin.

Rejected (却下) : 管理者に却下されました。

A faint, light gray pencil sketch of a landscape occupies the background. It features several tall, thin trees on the left, a cluster of buildings with multiple gabled roofs in the center, and a large, open field or body of water extending towards the right.

Finish