

FileHomeInsertPage LayoutFormulasDataReviewViewDeveloperHelpTell me what you want to do

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Daily Employee Attendance

PT. Example

Manager Name :Date :

Department :

No	Employee Name	Time In	Time Out	Total Hours	Signature
1				00:00	
2				00:00	
3				00:00	
4				00:00	
5				00:00	
6				00:00	
7				00:00	
8				00:00	
9				00:00	
10				00:00	

Manager Signature

Attendance Total :0

Salary StandardSalary Receivent NamesSalary SlipDaily Employee AttendanceWeekly Err ...

ReadyAccessibility: Investigate71%

### Weekly Employee Attendance

PT.Example

Manager Name : Week Starting :  
Department :

[illegible]

Manager Signature

Attendance Total :

0

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1234567891011121314151617181920212223242526

Monthly Employee Attendance

PT.Example

Manager Name :Month :  
Department :Year : 2025

No	Employee Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Total Days Present	Signature
1																														0			
2																														0			
3																														0			
4																														0			
5																														0			
6																														0			
7																														0			
8																														0			
9																														0			
10																														0			

Manager Signature

Days Worked : 0

Ready

Accessibility: Investigate

Monthly Employee Attendance

Yes ...

73%



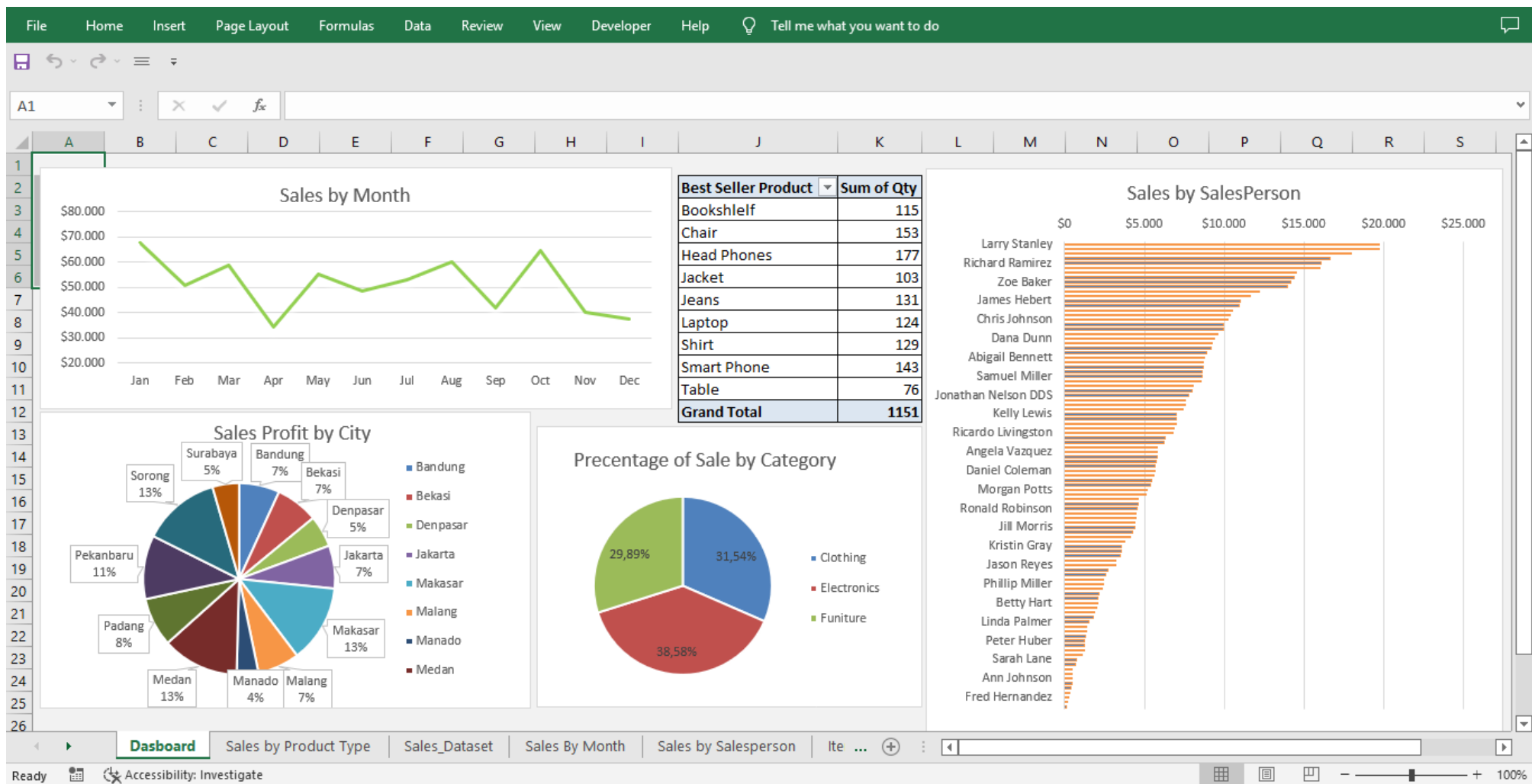
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Employee Name List

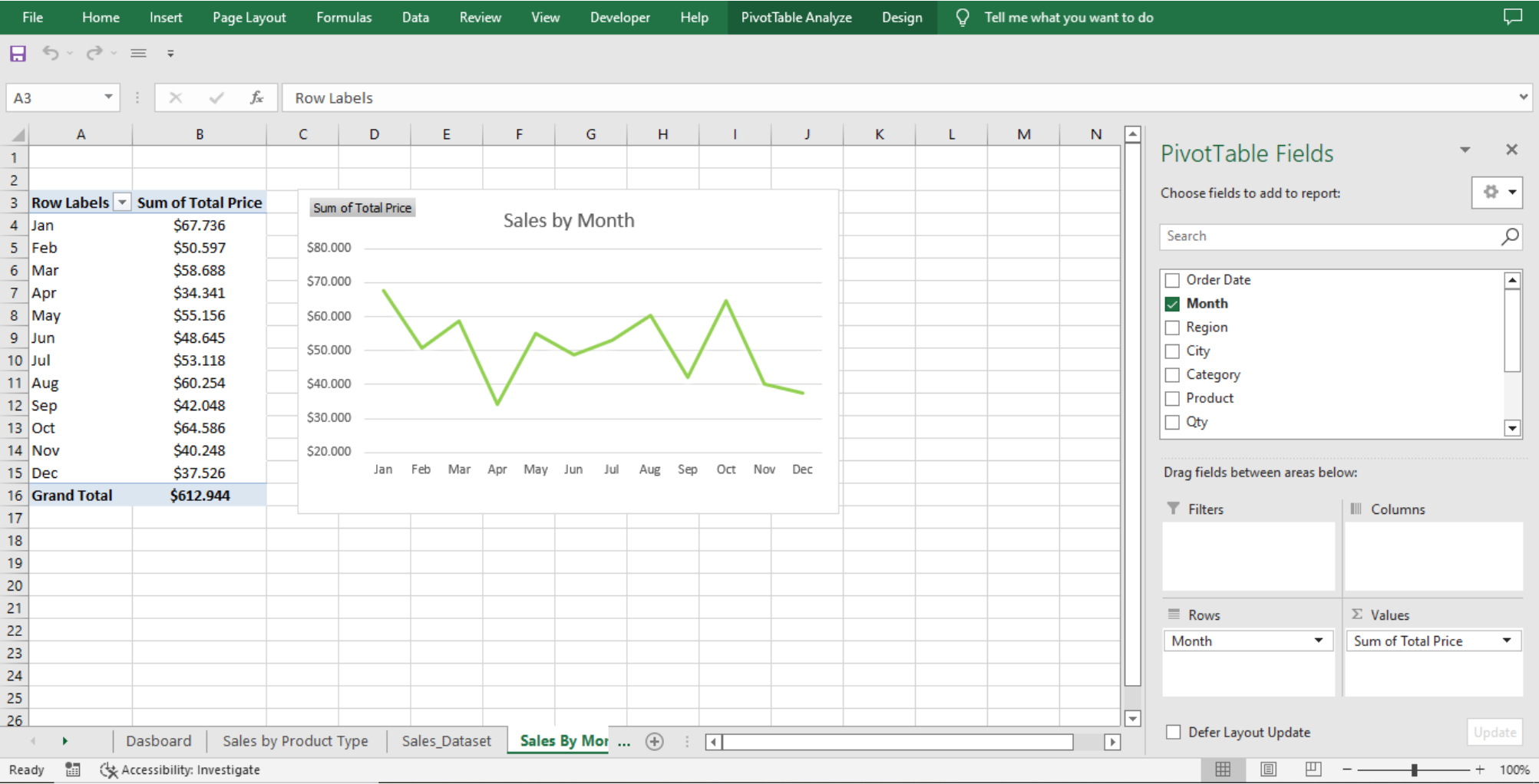
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Employee Salary Standardization													
2														
3	Full Name	Employee Id	Department	Positior	Employee Status	Basic Salary	Positional Allowance	Meal Allowance	Transportation Allowance	Insurance Deductions	Income Tax	Total Receiver		
4	Andi Saputra	KRY001	HRD	Staff	Tetap	Rp5.300.000	Rp795.000	Rp530.000	Rp300.000	Rp288.770	Rp662.500	Rp5.973.730		
5	Budi Santoso	KRY002	Keuangan	Manager	Tetap	Rp15.300.000	Rp2.295.000	Rp1.530.000	Rp300.000	Rp895.765	Rp1.912.500	Rp16.616.735		
6	Citra Dewi	KRY003	IT	Admin	Kontrak	Rp8.800.000	Rp1.320.000	Rp880.000	Rp300.000	Rp325.000	Rp1.100.000	Rp9.875.000		
7	Dedi Firmansyah	KRY004	Produksi	Operator	Tetap	Rp5.300.000	Rp795.000	Rp530.000	Rp300.000	Rp0	Rp662.500	Rp6.262.500		
8	Rendy Zulkarnain, S.E.	KRY005	IT	Operator	Kontrak	Rp4.800.000	Rp720.000	Rp480.000	Rp300.000	Rp0	Rp600.000	Rp5.700.000		
9	Dr. Utama Nuraini, S.Gz	KRY006	Keuangan	Manager	Tetap	Rp15.300.000	Rp2.295.000	Rp1.530.000	Rp300.000	Rp288.770	Rp1.912.500	Rp17.223.730		
10	Rini Sitorus	KRY007	Logistik	Staff	Magang	Rp3.500.000	Rp525.000	Rp350.000	Rp300.000	Rp248.565	Rp437.500	Rp3.988.935		
11	Maimunah Hastuti	KRY008	Produksi	Operator	Magang	Rp3.500.000	Rp525.000	Rp350.000	Rp300.000	Rp288.770	Rp437.500	Rp3.948.730		
12	Almira Situmorang	KRY009	Logistik	Manager	Tetap	Rp14.300.000	Rp2.145.000	Rp1.430.000	Rp300.000	Rp895.765	Rp1.787.500	Rp15.491.735		
13	Elma Puspasari, S.Gz	KRY010	Produksi	Supervisor	Tetap	Rp8.300.000	Rp1.245.000	Rp830.000	Rp300.000	Rp0	Rp1.037.500	Rp9.637.500		
14	Kamila Pratama	KRY011	Produksi	Admin	Tetap	Rp5.300.000	Rp795.000	Rp530.000	Rp300.000	Rp327.500	Rp662.500	Rp5.935.000		
15	Tgk. Lega Prasetyo, S.Gz	KRY012	Keuangan	Operator	Magang	Rp3.500.000	Rp525.000	Rp350.000	Rp300.000	Rp285.762	Rp437.500	Rp3.951.738		
16	Sutan Cayadi Novitasari	KRY013	Produksi	Supervisor	Kontrak	Rp5.800.000	Rp870.000	Rp580.000	Rp300.000	Rp288.770	Rp725.000	Rp6.536.230		
17	Bahuwirya Kurniawan, M.Farm	KRY014	IT	Operator	Kontrak	Rp4.800.000	Rp720.000	Rp480.000	Rp300.000	Rp245.000	Rp600.000	Rp5.455.000		
18	Genta Lailasari	KRY015	Logistik	Staff	Tetap	Rp5.300.000	Rp795.000	Rp530.000	Rp300.000	Rp385.267	Rp662.500	Rp5.877.233		
19	Banawi Utama, M.Pd	KRY016	Pemasaran	Operator	Tetap	Rp5.300.000	Rp795.000	Rp530.000	Rp300.000	Rp285.000	Rp662.500	Rp5.977.500		
20	Dalima Firsantoro	KRY017	IT	Supervisor	Magang	Rp6.500.000	Rp975.000	Rp650.000	Rp300.000	Rp0	Rp812.500	Rp7.612.500		
21	R.M. Karsa Saptono, S.Pt	KRY018	Logistik	Operator	Kontrak	Rp4.800.000	Rp720.000	Rp480.000	Rp300.000	Rp288.770	Rp600.000	Rp5.411.230		
22	Salsabila Firsantoro	KRY019	Logistik	Admin	Kontrak	Rp6.800.000	Rp1.020.000	Rp680.000	Rp300.000	Rp463.574	Rp850.000	Rp7.486.426		
23	Dariati Saptono	KRY020	HRD	Supervisor	Tetap	Rp8.300.000	Rp1.245.000	Rp830.000	Rp300.000	Rp652.500	Rp1.037.500	Rp8.985.000		
24	Ina Purwanti	KRY021	Keuangan	Staff	Tetap	Rp5.300.000	Rp795.000	Rp530.000	Rp300.000	Rp385.267	Rp662.500	Rp5.877.233		
25	Winda Hastuti	KRY022	Produksi	Staff	Kontrak	Rp4.800.000	Rp720.000	Rp480.000	Rp300.000	Rp0	Rp600.000	Rp5.700.000		
26	Jamalia Lazuardi	KRY023	HRD	Admin	Kontrak	Rp7.800.000	Rp1.170.000	Rp780.000	Rp300.000	Rp545.895	Rp975.000	Rp8.529.105		
27	Carub Sihombing, S.Pt	KRY024	Logistik	Operator	Kontrak	Rp4.800.000	Rp720.000	Rp480.000	Rp300.000	Rp245.000	Rp600.000	Rp5.455.000		
28	Darmaji Suartini	KRY025	Logistik	Supervisor	Magang	Rp5.500.000	Rp825.000	Rp550.000	Rp300.000	Rp327.500	Rp687.500	Rp6.160.000		
29	Latika Iswahyudi	KRY026	Logistik	Operator	Magang	Rp3.500.000	Rp525.000	Rp350.000	Rp300.000	Rp285.762	Rp437.500	Rp3.951.738		
30	Cynthia Suwarno	KRY027	Produksi	Manager	Tetap	Rp12.300.000	Rp1.845.000	Rp1.230.000	Rp300.000	Rp788.425	Rp1.537.500	Rp13.349.075		
31	Cut Violet Hidayat, M.Tl.	KRY028	Pemasaran	Manager	Magang	Rp5.500.000	Rp825.000	Rp550.000	Rp300.000	Rp315.762	Rp687.500	Rp6.171.738		











FileHomeInsertPage LayoutFormulasDataReviewViewDeveloperHelpPivotTable AnalyzeDesignTell me what you want to do

A3

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Row Labels

1															
2															
3	Row Labels	Sum of Qty													
4	Clothing	31,54%													
5	Electronics	38,58%													
6	Furniture	29,89%													
7	Grand Total	100,00%													
8															
9															
10															
11															
12															
13															
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17															
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19															
20															
21															
22															
23															
24															
25															
26															

Percentage of Sale by Category

Category	Percentage
Clothing	31,54%
Electronics	38,58%
Furniture	29,89%

PivotTable Fields

Choose fields to add to report:

Search

☐ Order Date

☐ Month

☐ Region

☐ City

☒ Category

☐ Product

☒ Qty

Drag fields between areas below:

Filters

Columns

Rows

Category

Σ Values

Sum of Qty

☐ Defer Layout Update

Update

Sales By MonthSales by SalespersonItem Sold by Category

ReadyAccessibility: Investigate

100%

FileHomeInsertPage LayoutFormulasDataReviewViewDeveloperHelpPivotTable AnalyzeDesignTell me what you want to do

A3

Row Labels

1														
2														
3	Row Labels	Sum of Total Price												
4	Bandung	\$41.931												
5	Bekasi	\$44.027												
6	Denpasar	\$32.696												
7	Jakarta	\$44.435												
8	Makasar	\$80.210												
9	Malang	\$43.263												
10	Manado	\$22.527												
11	Medan	\$79.457												
12	Padang	\$50.478												
13	Pekanbaru	\$65.905												
14	Sorong	\$80.527												
15	Surabaya	\$27.488												
16	Grand Total	\$612.944												
17														
18														
19														
20														
21														
22														
23														
24														
25														
26														

Sales Profit by City

City	Profit (%)
Sorong	13%
Pekanbaru	11%
Padang	8%
Medan	13%
Manado	4%
Malang	7%
Makasar	13%
Jakarta	7%
Denpasar	5%
Bekasi	7%
Bandung	7%
Surabaya	5%

PivotTable Fields

Choose fields to add to report:

Search

☐ Order Date  
☐ Month  
☐ Region  
☒ City  
☐ Category  
☐ Product  
☐ Qty

Drag fields between areas below:

Filters

Columns

Rows

City

Σ Values

Sum of Total Price

☐ Defer Layout Update

Update

Ready

Accessibility: Investigate

100%

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File Home Insert Page Layout Formulas Data Review View Developer Help Tell me what you want to do																			
S23 X ✓ f_x																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Profit and Loss																		
2																			
3	Income			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
4		Revenue	Services	\$1.500	\$2.000	\$4.000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
5			Custom Sales 1	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
6			Custom Sales 2	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
7			Custom Sales 3	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
8			Custom Sales 4	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
9			Total Sales	\$1.500	\$2.000	\$4.000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
10																			
11		Cost of Sales	Cost of Good Sold 1	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
12			Cost of Good Sold 2	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
13			Cost of Good Sold 3	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
14			Cost of Good Sold 4	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
15			Total Cost of Sales	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
16																			
17			Net Income	\$1.500	\$2.000	\$4.000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
18																			
19	Expenses																		
20			Purchase Equipment	-\$500	-\$2.000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
21			Vehicle	-\$15.000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
22			Salaries	-\$2.000	-\$1.500	-\$3.500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
23			Advertising	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
24			Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
25			Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
26			Utilities	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
27			Rent	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
28			Total Expenses	-\$17.500	-\$3.500	-\$3.500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
29																			
30			Total Profit (Loss)	-\$16.000	-\$1.500	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
31																			

Transactions
Profit & Lost
Balance Sheets
Assumptions

Ready
Accessibility: Good to go
82%

FileHomeInsertPage LayoutFormulasDataReviewViewDeveloperHelpTell me what you want to do												
Print_Area : X ✓ fx Balance Sheets												
	A	B	C	D	E	F	G	H	I	J	K	L
1	Balance Sheets											
2												
3	Assets											
4												
5		Cash and Cash Equivalents										
6			Checking Accounts	\$2.000								
7			Saving Accounts									
8			Total Cash	\$2.000								
9												
10		Current Assets										
11			Account Receivable									
12			Inventory									
13			Prepayment									
14			Total Current Assets	\$0								
15												
16		Property, Plant and Equipment										
17			Vehicles	\$15.000								
18			Furniture & Fixture									
19			Equipment	\$2.500								
20			Buildings									
21			Land									
22			Total Property, Plant and Equipment	\$17.500								
23												
24		Total Assets		\$19.500								

TransactionsProfit & LostBalance SheetsAssumptions

Ready

Accessibility: Good to go

Average: 8035,714286

Count: 51

Sum: 112500

100%

