



# Keren M Esmeralda

Finance & Administration Professional | 7+ Years Experience

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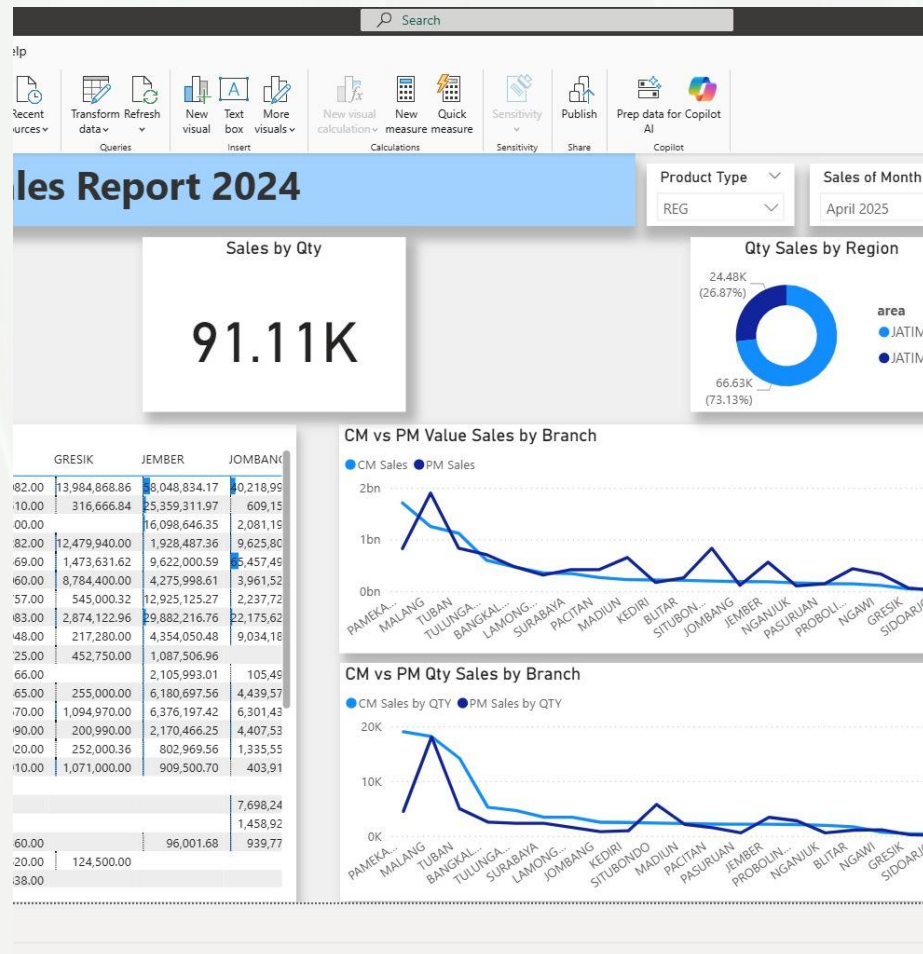
Work Flow

# Summary

Finance and administration specialist with 7+ years of experience in claims validation, financial reporting, and data-driven process improvement. Skilled in Excel automation, Power BI, Tableau, SQL, and cross-department coordination. Recognized for improving reporting accuracy, reducing approval turnaround time, and supporting audit readiness with proper documentation systems.







# Dashboard & Reporting

**Project:** Automated Claim Tracking Dashboard

**Tools:** Excel (PivotTables, Power Query) & Power BI

**Objective:** Reduce claim reporting errors and accelerate approval process.

**Result:** Shortened claim approval time by 30% and significantly minimized reporting errors.

# Claim Tracking Report & Claim Cost Ratio

KONFIRMASI															
PULUNGAN															
Distributor	Area	Program	PRODUCT	Bulan	wt % t (B)	Tgl Email	Tgl Feed Back	Tgl Faktur Pajak	No. FP	No. Surat Pot. Ploating	Tgl. Email Surat Pot. Ploating	Faktor Tgt.	Faktor No.	Ploating	Status
932 PT. Trios Sukies Makmur	Tulungagung	Cashback	Chocochips 104	Apr '25	8/6/2025	8/6/2025	8/6/2025	8/6/2025	1408/WFI/PTN/VN/2025	8/8/2025	INV/2507/0036	8/13/2025	CLOSE		
933 PT. Trios Sukies Makmur	Tulungagung	BNS	EXTRA 28	Apr '25	8/6/2025	8/6/2025	8/6/2025	8/6/2025	1408/WFI/PTN/VN/2025	8/8/2025	INV/2507/0036	8/13/2025	CLOSE		
934 PT. Trios Sukies Makmur	Tulungagung	BNS	OCC 20	Apr '25	8/6/2025	8/6/2025	8/6/2025	8/6/2025	1408/WFI/PTN/VN/2025	8/8/2025	INV/2507/0036	8/13/2025	CLOSE		
935 PT. Trios Sukies Makmur	Tulungagung	BNS	HM36 & GB36	Apr '25	8/6/2025	8/6/2025	8/6/2025	8/6/2025	1408/WFI/PTN/VN/2025	8/8/2025	INV/2507/0036	8/13/2025	CLOSE		
936 PT. Trios Sukies Makmur	Tulungagung	BNS	GB 21	Apr '25	8/6/2025	8/6/2025	8/6/2025	8/6/2025	1408/WFI/PTN/VN/2025	8/8/2025	INV/2507/0036	8/13/2025	CLOSE		
937 PT. Trios Sukies Makmur	Tulungagung	BNS	CHO 28	Apr '25	8/6/2025	8/6/2025	8/6/2025	8/6/2025	1408/WFI/PTN/VN/2025	8/8/2025	INV/2507/0036	8/13/2025	CLOSE		
938 PT. Trios Sukies Makmur	Tulungagung	BNS	HS 20	Apr '25	8/6/2025	8/6/2025	8/6/2025	8/6/2025	1408/WFI/PTN/VN/2025	8/8/2025	INV/2507/0036	8/13/2025	CLOSE		
939 UD. Aldy Jaya	Lamongan	Cashback	FOR 30	Apr '25	8/6/2025	8/6/2025	8/6/2025	8/6/2025	1433/WFI/PTN/VN/2025	8/12/2025	INV/2507/0040	8/14/2025	CLOSE		
940 UD. Aldy Jaya	Lamongan	Cashback	GB21	Apr '25	8/6/2025	8/6/2025	8/6/2025	8/6/2025	1433/WFI/PTN/VN/2025	8/12/2025	INV/2507/0040	8/14/2025	CLOSE		
941 UD. Aldy Jaya	Lamongan	Cashback	FOR 30	Apr '25	8/6/2025	8/6/2025	8/6/2025	8/6/2025	1433/WFI/PTN/VN/2025	8/12/2025	INV/2507/0040	8/14/2025	CLOSE		
942 UD. Aldy Jaya	Lamongan	Promosi	gaji	Apr '25	8/6/2025	8/6/2025	8/6/2025	8/6/2025	1433/WFI/PTN/VN/2025	8/12/2025	INV/2507/0040	8/14/2025	CLOSE		
943 PT. Hasil Tumas Cemerlang	Nganuk	Promosi	gaji	Mei '25	3/19/2025	3/19/2025	3/19/2025	3/19/2025	1120/WFI/PTN/VN/2025	3/21/2025	INV/2506/0363	8/6/2025	CLOSE		
944 CV. Putra Haseem Jaya Mandiri	PROBOLINGGO	Cashback	EXTRA 28	Mei '25	3/19/2025	3/19/2025	3/19/2025	3/19/2025	1157/WFI/PTN/VN/2025	3/21/2025	21-Aug	Cair BG	CLOSE		
945 CV. Putra Haseem Jaya Mandiri	PROBOLINGGO	Cashback	Keluarga Okeski 72	Mei '25	3/19/2025	3/19/2025	3/19/2025	3/19/2025	1157/WFI/PTN/VN/2025	3/21/2025	21-Aug	Cair BG	CLOSE		
946 CV. Putra Haseem Jaya Mandiri	PROBOLINGGO	Cashback	OCC 20	Mei '25	3/19/2025	3/19/2025	3/19/2025	3/19/2025	1157/WFI/PTN/VN/2025	3/21/2025	21-Aug	Cair BG	CLOSE		
947 CV. Putra Haseem Jaya Mandiri	PROBOLINGGO	Cashback	HM36 & GB36	Mei '25	3/19/2025	3/19/2025	3/19/2025	3/19/2025	1157/WFI/PTN/VN/2025	3/21/2025	21-Aug	Cair BG	CLOSE		
948 CV. Putra Haseem Jaya Mandiri	PROBOLINGGO	Cashback	GB 21	Mei '25	3/19/2025	3/19/2025	3/19/2025	3/19/2025	1157/WFI/PTN/VN/2025	3/21/2025	21-Aug	Cair BG	CLOSE		
949 CV. Putra Haseem Jaya Mandiri	PROBOLINGGO	Cashback	FOR 30	Mei '25	3/19/2025	3/19/2025	3/19/2025	3/19/2025	1157/WFI/PTN/VN/2025	3/21/2025	21-Aug	Cair BG	CLOSE		
950 CV. Putra Haseem Jaya Mandiri	PROBOLINGGO	Cashback	FOR 30	Mei '25	3/19/2025	3/19/2025	3/19/2025	3/19/2025	1157/WFI/PTN/VN/2025	3/21/2025	21-Aug	Cair BG	CLOSE		
951 CV. Putra Haseem Jaya Mandiri	PROBOLINGGO	Cashback	GEM BUNGA 665	Mei '25	3/19/2025	3/19/2025	3/19/2025	3/19/2025	1157/WFI/PTN/VN/2025	3/21/2025	21-Aug	Cair BG	CLOSE		
952 CV. Putra Haseem Jaya Mandiri	PROBOLINGGO	Cashback	EXTRA 28	Jun '25	3/19/2025	3/19/2025	3/19/2025	3/19/2025	1157/WFI/PTN/VN/2025	3/21/2025	21-Aug	Cair BG	CLOSE		
953 CV. Putra Haseem Jaya Mandiri	PROBOLINGGO	Cashback	OCC 20	Jun '25	3/19/2025	3/19/2025	3/19/2025	3/19/2025	1157/WFI/PTN/VN/2025	3/21/2025	21-Aug	Cair BG	CLOSE		
954 CV. Putra Haseem Jaya Mandiri	PROBOLINGGO	Cashback	HM36 & GB36	Jun '25	3/19/2025	3/19/2025	3/19/2025	3/19/2025	1157/WFI/PTN/VN/2025	3/21/2025	21-Aug	Cair BG	CLOSE		
955 CV. Putra Haseem Jaya Mandiri	PROBOLINGGO	Cashback	GB 21	Jun '25	3/19/2025	3/19/2025	3/19/2025	3/19/2025	1157/WFI/PTN/VN/2025	3/21/2025	21-Aug	Cair BG	CLOSE		
956 CV. Putra Haseem Jaya Mandiri	PROBOLINGGO	Cashback	FOR 30	Jun '25	3/19/2025	3/19/2025	3/19/2025	3/19/2025	1157/WFI/PTN/VN/2025	3/21/2025	21-Aug	Cair BG	CLOSE		
957 CV. Putra Haseem Jaya Mandiri	PROBOLINGGO	Promosi	gaji	Apr '25	3/19/2025	3/19/2025	3/19/2025	3/19/2025	1157/WFI/PTN/VN/2025	3/21/2025	Cair BG	8/21/2025	CLOSE		
958 CV. Putra Haseem Jaya Mandiri	PROBOLINGGO	Promosi	gaji SPG NPD	Mei '25	3/19/2025	3/19/2025	3/19/2025	3/19/2025	1157/WFI/PTN/VN/2025	3/21/2025	Cair BG	8/21/2025	CLOSE		

PULUNGAN															
PULUNGAN															
Program	Promosi	Area	Satuan	Jan '25	1/1/2025	Feb '25	Mar '25	Apr '25	Mei '25	Grand Total					
CV. Amgresth Darmo Mandiri	Jember	*gaji Yusuf	3,832,642	3,832,642	3,832,642	3,832,642	3,832,642	3,832,642	3,832,642	3,832,642					
		*Tgl. Yusuf	473,000	473,000	473,000	473,000	473,000	473,000	473,000	473,000					
		*gaji Fendi	2,477,731	2,477,731	2,477,731	2,477,731	2,477,731	2,477,731	2,477,731	2,477,731					
		*gaji Father	18,619,433	18,619,433	18,619,433	18,619,433	18,619,433	18,619,433	18,619,433	18,619,433					
		*Tgl. Father	473,000	473,000	473,000	473,000	473,000	473,000	473,000	473,000					
CV. Mitra Arta Sukes	Ponorogo	*gaji Mulyadi	5,607,103	5,607,103	5,607,103	5,607,103	5,607,103	5,607,103	5,607,103	5,607,103					
		*Tgl. Mulyadi	4,461,000	4,461,000	4,461,000	4,461,000	4,461,000	4,461,000	4,461,000	4,461,000					
CV. Putra Haseem Jaya Mandiri	Probolinggo	*gaji Darnal	3,532,678	3,532,678	3,532,678	3,532,678	3,532,678	3,532,678	3,532,678	3,532,678					
		*Tgl. Darnal	2,989,000	2,989,000	2,989,000	2,989,000	2,989,000	2,989,000	2,989,000	2,989,000					
		*gaji Rinawati	2,791,526	2,791,526	2,791,526	2,791,526	2,791,526	2,791,526	2,791,526	2,791,526					
		*gaji SPG Rinawati	2,168,379	2,168,379	2,168,379	2,168,379	2,168,379	2,168,379	2,168,379	2,168,379					
		*gaji Rinawati	3,070,678	3,070,678	3,070,678	3,070,678	3,070,678	3,070,678	3,070,678	3,070,678					
PT. Berdikari Berkah Mulia	Gresik	*gaji Sri Trina	5,858,133	5,858,133	5,858,133	5,858,133	5,858,133	5,858,133	5,858,133	5,858,133					
		*Tgl. Sri	2,883,000	2,883,000	2,883,000	2,883,000	2,883,000	2,883,000	2,883,000	2,883,000					
		*gaji Sri	11,716,266	11,716,266	11,716,266	11,716,266	11,716,266	11,716,266	11,716,266	11,716,266					
		*gaji Archanisah	4,687,530	4,687,530	4,687,530	4,687,530	4,687,530	4,687,530	4,687,530	4,687,530					
		*gaji Fariha	4,687,530	4,687,530	4,687,530	4,687,530	4,687,530	4,687,530	4,687,530	4,687,530					
		*Tgl. Archanisah	3,554,000	3,554,000	3,554,000	3,554,000	3,554,000	3,554,000	3,554,000	3,554,000					
		*Tgl. Fariha	3,554,000	3,554,000	3,554,000	3,554,000	3,554,000	3,554,000	3,554,000	3,554,000					
		*gaji SPG Nani	4,835,530	4,835,530	4,835,530	4,835,530	4,835,530	4,835,530	4,835,530	4,835,530					
		*Tgl. Nani	3,133,211	3,133,211	3,133,211	3,133,211	3,133,211	3,133,211	3,133,211	3,133,211					
		*Tgl. Nani	2,889,000	2,889,000	2,889,000	2,889,000	2,889,000	2,889,000	2,889,000	2,889,000					
		*gaji Nani	5,441,753	5,441,753	5,441,753	5,441,753	5,441,753	5,441,753	5,441,753	5,441,753					
		*gaji SPG Nani	5,441,753	5,441,753	5,441,753	5,441,753	5,441,753	5,441,753	5,441,753	5,441,753					
		*gaji Umi	5,945,753	5,945,753	5,945,753	5,945,753	5,945,753	5,945,753	5,945,753	5,945,753					
		*Tgl. Umi	23,619,012	23,619,012	23,619,012	23,619,012	23,619,012	23,619,012	23,619,012	23,619,012					
		*gaji Hendoko	5,945,753	5,945,753	5,945,753	5,945,753	5,945,753	5,945,753	5,945,753	5,945,753					
		*Tgl. Hendoko	3,308,000	3,308,000	3,308,000	3,308,000	3,308,000	3,308,000	3,308,000	3,308,000					
PT. Bersama Manuju Sukes	Bitar	*gaji Endah	3,705,450	3,705,450	3,705,450	3,705,450	3,705,450	3,705,450	3,705,450	3,705,450					
		*gaji SPG Dessy	2,607,875	2,607,875	2,607,875	2,607,875	2,607,875	2,607,875	2,607,875	2,607,875					
		*Tgl. Endah	2,763,286	2,763,286	2,763,286	2,763,286	2,763,286	2,763,286	2,763,286	2,763,286					
		*Tgl. Endah	2,068,000	2,068,000	2,068,000	2,068,000	2,068,000	2,068,000	2,068,000	2,068,000					

# Claim Budget vs Realization & Claim Documentation

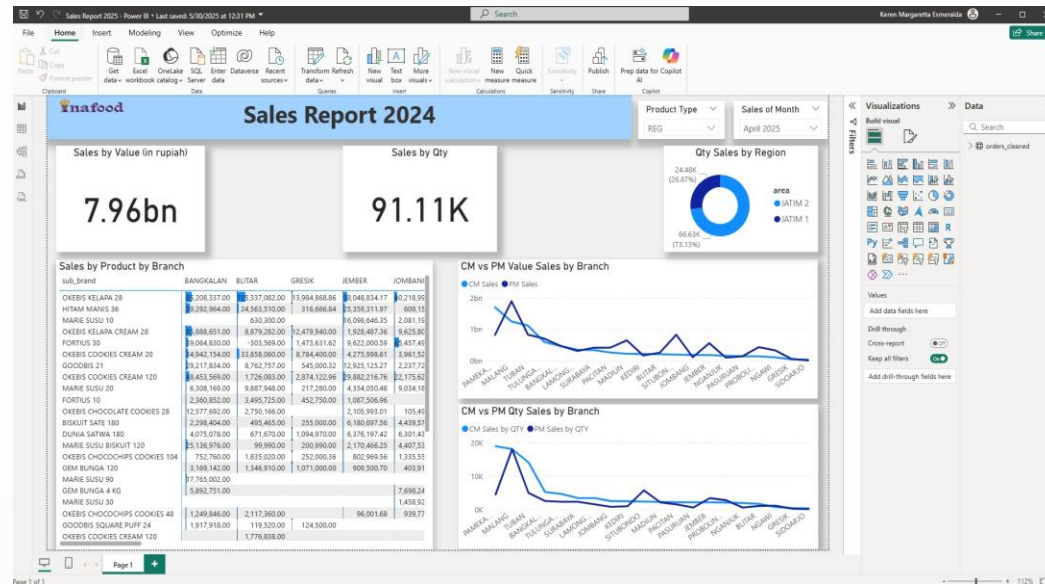
Excel spreadsheet showing a PivotTable for Claim Budget vs Realization. The PivotTable is structured as follows:

PRODUCT	Sum of Nilai / th Klaiman yang diajukan (DPP + PPN)
3.01237	7,382,421
6. CHO JHE 28	4,306,779
7. EXTRA 28	95,224,168
8. GAI	134,712,994
9. Saji SPG	4,932,772
10. GB 21	18,220,185
11. MS 10	78,432,537
12. MS 20	24,466,000
13. MS 90	74,974,324
14. OCC 20	175,488,628
15. Sate Satwa 100%	36,639,991
16. Sate Satwa 100% Motors	346,730,456
17. FOR 10	21,905,689
18. FOR 30	22,027,833
19. CHC 28	26,302,146
20. HMA 6 & GB 36	135,707,160
21. Insertif SPG	545,000
22. Grand Total	2,914,308,182

Excel spreadsheet showing a detailed Claim Documentation table. The table is structured as follows:

NO	DIM	KETERANGAN	Outlet	QTY	DPP	TOTAL
2823		Cashback Okebis Kelapa 28 Juli 2025	Situbondo	1348tn	477,477	530,000
2824		Cashback Okebis Kelapa Cream 20 Juli 2025	Situbondo	840tn	362,162	402,000
2825		Cashback Okebis Cookies Cream 20 Juli 2025	Situbondo	376tn	800,000	888,000
2826		Cashback Okebis Cookies Cream 120 Juli 2025	Situbondo	500tn	112,413	125,000
2827		Cashback Okebis 21 Juli 2025	Situbondo	48tn	21,462	24,000
2828		Cashback Goodies 11 Juli 2025	Situbondo	1160tn	950,631	1,053,000
2829		Cashback Okebis Coklat 28 Juli 2025	Situbondo	26tn	3,604	4,000
2830		Cashback Okebis Fortius 10 Juli 2025	Situbondo	48tn	21,622	24,000
2831		Cashback Okebis Fortius 30 Juli 2025	Situbondo	120tn	114,434	127,000
2832		Cashback Gern Bunga 48g Juli 2025	Situbondo	48tn	46,847	52,000
2833	001/klaim-ADARTE/VIII/2025	Biaya Promosi Juli 2025	Situbondo		3,894,507	4,322,903
2834		TOTAL			6,785,489	7,343,903



[illegible]

# Template & Documentation

- **Created** an Excel template for distributor claim submissions with automated validation.
- **Developed** an electronic filing system categorized by distributor, period, and claim status.
- **Result:** Accelerated audit process by ensuring complete and easily accessible documentation.





# Structured Documentation for Claim Management

Distributor Claim Format

KLAIM PROGRAM							
Distributor : ALDY JAYA TUBAN							
No Klaim : 726/KLAIM/TBN/IV/2025							
Program : Cash back Hitam manis 36							
Periode : April 2025							
No	Customer	Address	Invoice	Date	Product	Qty Sold	Claimable
1	YAYUK	PS KEREK (DPN NARKO SNACK) TUBAN Jawa Timur	SI.FD.25040005	07 Apr 2025	HITAM MANIS BLUEBERRY 99 gr /36	1	5,000
					HITAM MANIS COKLAT 99 GR /36	1	5,000
					HITAM MANIS LEMON 99 Gr /36	1	5,000
					HITAM MANIS MELON 99 GR /36	1	5,000
					HITAM MANIS STRAWBERRY 99 Gr /36	1	5,000
2	MASRUKIN	RAYA PELEMBON KANOR (DEKAT RUMAH HJ AYU) BOJONEGORO Jawa Timur	SI.FD.25040010	07 Apr 2025	HITAM MANIS VANILLA 99 Gr /36	36	360,000
					HITAM MANIS BLUEBERRY 99 gr /36	10	100,000
					HITAM MANIS COKLAT 99 GR /36	10	100,000
					HITAM MANIS MELON 99 GR /36	10	100,000
					HITAM MANIS STRAWBERRY 99 Gr /36	6	60,000
3	SAMI MAKMURIMBAK LULUK	RY SEGANTEN-GONDANG BOJONEGORO Jawa Timur	SI.FD.25040057	09 Apr 2025	HITAM MANIS STRAWBERRY 99 Gr /36	1	5,000
					HITAM MANIS MELON 99 GR /36	1	5,000
4	MEKAR JAYA	RY SUGIHWARASBOJONEGORO Jawa Timur	SI.FD.25040098	09 Apr 2025	HITAM MANIS VANILLA 99 Gr /36	5	25,000
5	ASHARI.BPK	PS SUGIHWARASBOJONEGORO Jawa Timur	SI.FD.25040102	09 Apr 2025	HITAM MANIS VANILLA 99 Gr /36	5	25,000
6	ARJUNIMBAK (SNACK)	PS SUGIHWARAS BOJONEGORO Jawa Timur	SI.FD.25040103	09 Apr 2025	HITAM MANIS COKLAT 99 Gr /36	4	28,000
					HITAM MANIS MELON 99 GR /36	4	28,000
					HITAM MANIS VANILLA 99 Gr /36	7	49,000
					HITAM MANIS BLUEBERRY 99 gr /36	2	10,000
7	ARIFIN	PS.MALO BOJONEGORO Jawa Timur	SI.FD.25040125	10 Apr 2025	HITAM MANIS COKLAT 99 GR /36	1	5,000
					HITAM MANIS VANILLA 99 Gr /36	3	15,000
					HITAM MANIS BLUEBERRY 99 gr /36	5	50,000
8	MIN HJ	JL MELIWIIS SUMBERJO BOJONEGORO Jawa Timur	SI.FD.25040142	10 Apr 2025	HITAM MANIS COKLAT 99 GR /36	5	50,000
					HITAM MANIS MELON 99 GR /36	5	50,000
					HITAM MANIS WHITE COFFE 99 GR /36	5	50,000
					HITAM MANIS VANILLA 99 Gr /36	16	160,000
9	SUGIK.BAPAK	PS LAYUR BANCA RTUBAN Jawa Timur	SI.FD.25040185	11 Apr 2025	HITAM MANIS VANILLA 99 Gr /36	3	15,000
10	NIJANIS.TOKO	RY PRAMBON KULON (SMPN BALAI DESA.DPN MAKAM) PT. PIRAKI, Jember, Jawa Timur	SI.FD.25040232	12 Apr 2025	HITAM MANIS MELON 99 GR /36	1	5,000
					HITAM MANIS VANILLA 99 Gr /36	1	5,000

to

Inafood (My Company) Claim Tracking Report

B		C		D		E		F		X	Y	Z	AA		AB		AC		AD		AE		AF		AG		AH
Distributor		Area		Program		PRODUCT		Bulan		Pot % Dist (B)		Tgl Email	Tgl Feed Back	Tgl Faktur Pejak	No. FP	No. Surat Pot. Piutang	Tgl. Email Surat Pot. Piutang	Pelunasan									
										Faktur Tgl.	Faktur No.							Piutang	Status								
Y	J	J	J	J	J	J	J	J	J			J	J	J	J	J	J			J	J	J	J	J	J	J	J
UD. Aldy Jaya	Tuban	Cashback	Extra 28	Apr '25	8/4/2025	8/9/2025	8/4/2025	0400200238699327	1433/HF/FIN/VIII/2025	8/12/2025	NNV/2507/0040	8/14/2025	close														
UD. Aldy Jaya	Tuban	Cashback	OCC 20	Apr '25	8/4/2025	8/9/2025	8/4/2025	0400200238699327	1433/HF/FIN/VIII/2025	8/12/2025	NNV/2507/0040	8/14/2025	close														
UD. Aldy Jaya	Tuban	Cashback	Keluarga Okebis 72	Apr '25	8/4/2025	8/9/2025	8/4/2025	0400200238699327	1433/HF/FIN/VIII/2025	8/12/2025	NNV/2507/0040	8/14/2025	close														
UD. Aldy Jaya	Tuban	Cashback	HM36 & GB36	Apr '25	8/4/2025	8/9/2025	8/4/2025	0400200238699327	1433/HF/FIN/VIII/2025	8/12/2025	NNV/2507/0040	8/14/2025	close														
UD. Aldy Jaya	Tuban	Cashback	GB 21	Apr '25	8/4/2025	8/9/2025	8/4/2025	0400200238699327	1433/HF/FIN/VIII/2025	8/12/2025	NNV/2507/0040	8/14/2025	close														
UD. Aldy Jaya	Tuban	Cashback	FOR 10	Apr '25	8/4/2025	8/9/2025	8/4/2025	0400200238699327	1433/HF/FIN/VIII/2025	8/12/2025	NNV/2507/0040	8/14/2025	close														
UD. Aldy Jaya	Tuban	Cashback	Chocohips 48	Apr '25	8/4/2025	8/9/2025	8/4/2025	0400200238699327	1433/HF/FIN/VIII/2025	8/12/2025	NNV/2507/0040	8/14/2025	close														
UD. Aldy Jaya	Tuban	Cashback	Chocohips 104	Apr '25	8/4/2025	8/9/2025	8/4/2025	0400200238699327	1433/HF/FIN/VIII/2025	8/12/2025	NNV/2507/0040	8/14/2025	close														
UD. Aldy Jaya	Tuban	Promosi	gaji SPG NPD	Apr '25	8/2/2025	8/7/2025	8/2/2025	0400200234830533	1430/HF/FIN/VIII/2025	8/12/2025	NNV/2507/0040	8/14/2025	close														
UD. Aldy Jaya	Tuban	Promosi	gaji	Apr '25	8/2/2025	8/7/2025	8/2/2025	0400200234830533	1430/HF/FIN/VIII/2025	8/12/2025	NNV/2507/0040	8/14/2025	close														
UD. Aldy Jaya	Tuban	Promosi	gaji	Apr '25	8/2/2025	8/7/2025	8/2/2025	0400200234830533	1430/HF/FIN/VIII/2025	8/12/2025	NNV/2507/0040	8/14/2025	close														
UD. Aldy Jaya	Tuban	BNS	Extra 28	Apr '25	8/4/2025	8/9/2025	8/4/2025	0400200238699327	1433/HF/FIN/VIII/2025	8/12/2025	NNV/2507/0040	8/14/2025	close														
UD. Aldy Jaya	Tuban	BNS	Keluarga 120	Apr '25	8/4/2025	8/9/2025	8/4/2025	0400200238699327	1433/HF/FIN/VIII/2025	8/12/2025	NNV/2507/0040	8/14/2025	close														
UD. Aldy Jaya	Tuban	BNS	OCC 20	Apr '25	8/4/2025	8/9/2025	8/4/2025	0400200238699327	1433/HF/FIN/VIII/2025	8/12/2025	NNV/2507/0040	8/14/2025	close														
UD. Aldy Jaya	Tuban	BNS	HM36 & GB36	Apr '25	8/4/2025	8/9/2025	8/4/2025	0400200238699327	1433/HF/FIN/VIII/2025	8/12/2025	NNV/2507/0040	8/14/2025	close														
UD. Aldy Jaya	Tuban	BNS	GB 21	Apr '25	8/4/2025	8/9/2025	8/4/2025	0400200238699327	1433/HF/FIN/VIII/2025	8/12/2025	NNV/2507/0040	8/14/2025	close														
UD. Aldy Jaya	Tuban	BNS	MS 10	Apr '25	8/4/2025	8/9/2025	8/4/2025	0400200238699327	1433/HF/FIN/VIII/2025	8/12/2025	NNV/2507/0040	8/14/2025	close														
UD. Aldy Jaya	Tuban	BNS	MS 20	Apr '25	8/4/2025	8/9/2025	8/4/2025	0400200238699327	1433/HF/FIN/VIII/2025	8/12/2025	NNV/2507/0040	8/14/2025	close														
UD. Aldy Jaya	Tuban	Cashback	FOR 30	Apr '25	8/4/2025	8/9/2025	8/4/2025	0400200238699327	1433/HF/FIN/VIII/2025	8/12/2025	NNV/2507/0040	8/14/2025	close														



# Case Study: Budget Leakage Prevention

- **Problem:** Duplicate claims were identified, leading to potential significant financial losses.
- **Action:** Developed a document-based claim validation system with automated cross-checking in Excel.
- **Result:** Reduced potential losses and the system was adopted as a company-wide standard.



# Case Study 1: Sales Incentive Payment Accuracy

KODE SE	#N/A	Sales (by Data)	SALES (by Database)	#N/A	###	#N/A
	DISTRIBUTOR			Check	KTP	NPWP
SEIJMR02	V. ANUGERAH DHARMA MANDIRI	SUWITO	SUWITO	TRUE	1	0
SEIMAD03	V. PRATAMA JAYA	GUFROND	GUFROND	TRUE	1	0
SEIPCT02	D. PAWIT MULYA	SUKATNI	SUKATNI	TRUE	1	0
SEIPCT01	D. PAWIT MULYA	SUKIRNO	SUKIRNO	TRUE	1	0
SEIPBL04	T. PUTRA HASWIN JAYA MANDIRI	ZAENAL	ZAENAL	TRUE	1	1
SEISIT01	V. ANUGERAH DHARMA MANDIRI	FATHOR RASID	FATHOR RASID	TRUE	1	0
SEITLG03	T. TRIOS SUKSES MAKMUR	MUHAMMAD AKHYARUL NGIBAD	MUHAMMAD AKHYARUL NGIBAD	TRUE	1	0
SEITLG04	T. TRIOS SUKSES MAKMUR	SIGIT PAMBUDI	SIGIT PAMBUDI	TRUE	1	0
SEIBKL01	D. KARANG EMPAT	AHMAD NUR KHOLIP	AHMAD NUR KHOLIP	TRUE	1	0
SEIMLG01	T. BERDIKARI BERKAH MULIA	ARCHANSYAH SATYALAKU	ARCHANSYAH SATYALAKU	TRUE	1	0
SEIMLG04	T. BERDIKARI BERKAH MULIA	RIZKI BAYU PUSPITA	RIZKI BAYU PUSPITA	TRUE	1	1
SEIMLG03	T. BERDIKARI BERKAH MULIA	M IGIRLANAA LENTARA	Automatically filled	TRUE	1	1
SEIPMK01	T. BERDIKARI BERKAH MULIA	INDAH NAWANGSARI	INDAH NAWANGSARI	TRUE	1	1
SEIPMK02	D. KARANG EMPAT	HOLIP PURWANTO	HOLIP PURWANTO	TRUE	1	0
SEIPMK03	D. KARANG EMPAT	MOH. KAMARUDDIN	MOH. KAMARUDDIN	TRUE	1	1
SEISBY01	T. BERDIKARI BERKAH MULIA	ZAINOL ARIFIN	ZAINOL ARIFIN	TRUE	1	0
SEISBY03	T. BERDIKARI BERKAH MULIA	ARIS KURNIAWAN	ARIS KURNIAWAN	TRUE	1	0
SEISBY04	Automatically filled	HANDOKO	HANDOKO	TRUE	1	0
SPV-BMS-BLITAR	T. BERSAMA MANUJU SUKSES	UMI NUR QORIAH	UMI NUR QORIAH	TRUE	1	1
KACAB-MAS-PASURUAN	V. MITRA ARTA SUKSES	HERNIK	HERNIK	TRUE	1	1
SEITLG03	T. TRIOS SUKSES MAKMUR	EKO PRASETYO	EKO PRASETYO	TRUE	1	1
SEITLG04	T. TRIOS SUKSES MAKMUR	MUHAMMAD AKHYARUL NGIBAD	MUHAMMAD AKHYARUL NGIBAD	TRUE	1	0
SPV-TR-TULUNGAGUNG	T. TRIOS SUKSES MAKMUR	SIGIT PAMBUDI	SIGIT PAMBUDI	TRUE	1	0
SPV-BBM-GRESIK	T. BERDIKARI BERKAH MULIA	LIBI	LIBI	TRUE	1	0
SPV-AJ-LAMONGAN	D. ALDY JAYA	HENDRA	HENDRA	TRUE	1	0
SEIMLG01	T. BERDIKARI BERKAH MULIA	SUYANTO	SUYANTO	TRUE	1	0
SEIMLG03	T. BERDIKARI BERKAH MULIA	ARCHANSYAH SATYALAKU	ARCHANSYAH SATYALAKU	TRUE	1	0
SEIMLG05	T. BERDIKARI BERKAH MULIA	M IGIRLANAA LENTARA	M IGIRLANAA LENTARA	TRUE	1	0
SPV-BBM-MALANG	T. BERDIKARI BERKAH MULIA	INDAH NAWANGSARI	INDAH NAWANGSARI	TRUE	1	1
SEIPMK01	T. BERDIKARI BERKAH MULIA	KRISNA	KRISNA	TRUE	1	1
SEIPMK02	D. KARANG EMPAT	HOLIP PURWANTO	HOLIP PURWANTO	TRUE	1	0
SEIPMK03	D. KARANG EMPAT	MOH. KAMARUDDIN	MOH. KAMARUDDIN	TRUE	1	1
SEISBY03	D. KARANG EMPAT	ZAINOL ARIFIN	ZAINOL ARIFIN	TRUE	1	0
SEISBY03	T. BERDIKARI BERKAH MULIA	HANDOKO	HANDOKO	TRUE	1	0

•**Problem:** Many sales staff had similar or even identical names, creating a high risk of errors in incentive transfers.

•**Action:**

- 1.Implemented a unique sales coding system to distinguish individuals with similar names.
- 2.Designed a manual entry system in the monitoring file where each sales staff's identity (e.g., name, ID, and region) was recorded.
- 3.Matched submitted incentive claims against the monitoring file to confirm that the data provided by sales staff aligned with verified records.

•**Result:** Eliminated transfer errors and improved the accuracy and reliability of sales incentive disbursement.



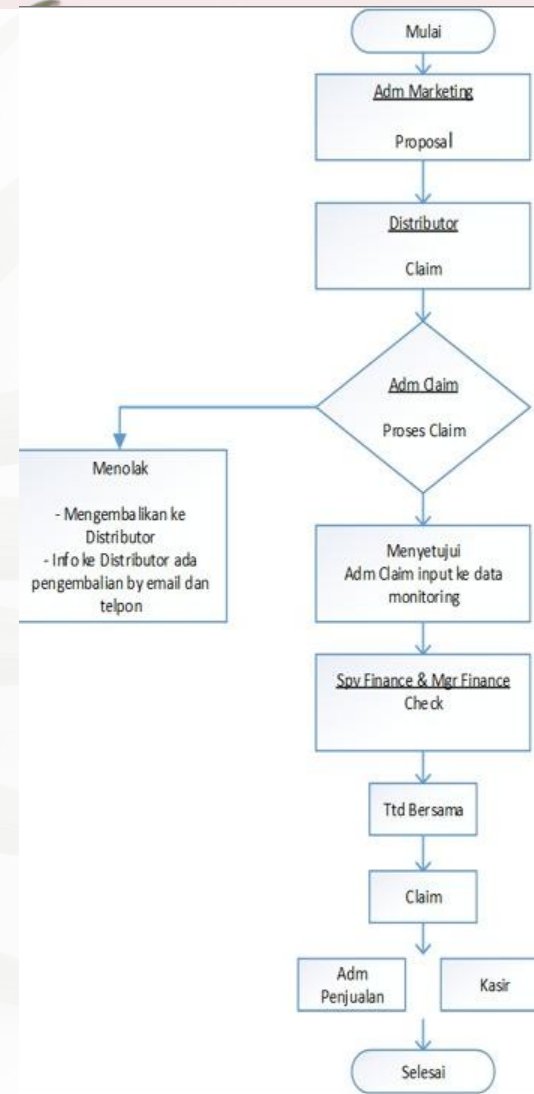
# Case Study 2: Duplicate Distributor Claim Prevention

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
NOTE: kuning => faktur pajak ok, biru => permintaan fp, merah => tidak claim, putih => proses														
No. Proposal	Distributor	Area	Program	PRODUCT	Bulan	Tgl Terima	Tgl Terima Pengecekan Klaiman (Adm. Claim)	Tgl Terima Pengecekan Klaiman (Spv. Fin)	Tgl Terima Kelengkapan Revisi	Standart Penyelesaian Klaim	Yanggal Selesai Cek Klaiman (Man Audit)	Lama Penyelesaian	Selilih Hari	NO FIN
007/INA-SATESATWA/XI	V. Cahaya Surya	Madium	BNS	Sate Satwa 100's	Mar'24	5/20/2024	5/24/2024	5/28/2024		3		4	1	002.FIN.CS.V.24.INA
002/ALLJAWASateSatwa	V. Cahaya Surya	Madium	Cashback	Sate Satwa 100's	Agst'23	12/8/2023	12/19/2023	12/19/2023		3		5	2	002.FIN.CS.XIII.22.INA
002/ALLJAWASateSatwa	V. Cahaya Surya	Madium	Cashback	Sate Satwa 100's	Sept'23	12/8/2023	12/19/2023	12/19/2023		3		5	2	002.FIN.CS.XIII.22.INA
000/INA-SATESATWA/VI	V. Cahaya Surya	Madium	BNS	Sate Satwa 100's	Des'23	2/9/2024	2/15/2024	2/19/2024		3		6	9	003.FIN.CS.II.24.INA
007/INA-SATESATWA/XI	V. Cahaya Surya	Madium	BNS	Sate Satwa 100's	Jan'24	4/19/2024	4/22/2024	4/24/2024		3		3	-	003.FIN.CS.IV.24.INA
007/INA-SATESATWA/XI	V. Cahaya Surya	Madium	BNS	Sate Satwa 100's	Feb'24	4/19/2024	4/22/2024	4/24/2024		3		3	-	003.FIN.CS.IV.24.INA
006/ITM1-FOR10/X/2022	V. Anugerah Darma Mandiri	Situbondo	BNS	FOR 10	Jan'23	3/3/2023	3/6/2023	3/7/2023		3		3	-	002.FIN.ADM.III.23.INA
005/ITM1-KMSN36/X/2022	V. Anugerah Darma Mandiri	Situbondo	BNS	HM36 & GB36	Jan'23	3/3/2023	3/6/2023	3/7/2023		3		3	-	002.FIN.ADM.III.23.INA
009/ITM1-MS10/X/2022	V. Anugerah Darma Mandiri	Situbondo	BNS	MS 10	Jan'23	3/3/2023	3/6/2023	3/7/2023		3		3	-	002.FIN.ADM.III.23.INA
009/ITM1-MS10/X/2022	V. Anugerah Darma Mandiri	Situbondo	BNS	MS 20	Jan'23	3/3/2023	3/6/2023	3/7/2023		3		3	-	002.FIN.ADM.III.23.INA
002/ALLJAWASateSatwa	V. Cahaya Surya	Madium	BNS	Sate Satwa 100's	Ok't'23	12/8/2023	12/19/2023	12/19/2023		3		5	2	003.FIN.CS.XIII.22.INA
002/ALLJAWASateSatwa	V. Cahaya Surya	Madium	BNS	Sate Satwa 100's	Nov'23	12/26/2023	12/29/2023	12/29/2023		3		3	-	005.FIN.CS.XII.22.INA
002/ALLJAWASateSatwa	V. Mitra Arta Sukses	Pasuruan	Cashback	Sate Satwa 100's	Agst'23	1/3/2024	1/3/2024	1/3/2024		3		0	3	001.FIN.MAS.I.24.INA
002/ALLJAWASateSatwa	V. Mitra Arta Sukses	Pasuruan	Cashback	Sate Satwa 100's	Sept'23	1/3/2024	1/3/2024	1/3/2024		3		0	3	001.FIN.MAS.I.24.INA
000/INA-SATESATWA/VI	V. Mitra Arta Sukses	Pasuruan	BNS	Sate Satwa 100's	Ok't'23	2/23/2024	2/26/2024	2/29/2024		3		3	-	002.FIN.MAS.II.24.INA
000/INA-SATESATWA/VI	V. Mitra Arta Sukses	Pasuruan	BNS	Sate Satwa 100's	Nov'23	2/23/2024	2/26/2024	2/29/2024		3		3	-	002.FIN.MAS.II.24.INA
000/INA-SATESATWA/VI	V. Mitra Arta Sukses	Pasuruan	BNS	Sate Satwa 100's	Des'23	2/23/2024	2/26/2024	2/29/2024		3		3	-	002.FIN.MAS.II.24.INA
007/INA-SATESATWA/XI	V. Mitra Arta Sukses	Pasuruan	BNS	Sate Satwa 100's	Jan'24	4/19/2024	4/22/2024	4/24/2024		3		3	-	002.FIN.MAS.IV.24.INA
009/ITM1-MS10/X/2022	V. Anugerah Darma Mandiri	Situbondo	BNS	MS 10	Feb'23	3/31/2023	4/4/2023	4/5/2023		3		4	1	002.FIN.ADM.IV.23.INA
007/INA-SATESATWA/VI	V. Mitra Arta Sukses	Pasuruan	BNS	Sate Satwa 100's	Feb'24	5/7/2024	5/10/2024	5/20/2024	5/20/2024	3		3	-	002.FIN.MAS.V.24.INA
000/INA-SATESATWA/VI	V. Putra Haswini Jaya Mandiri	Probolinggo	BNS	Sate Satwa 100's	Nov'23	1/18/2024	1/22/2024	1/22/2024		3		4	1	002.FIN.PHJM.I.24.INA
000/INA-SATESATWA/VI	V. Putra Haswini Jaya Mandiri	Probolinggo	BNS	Sate Satwa 100's	Des'23	2/7/2024	2/12/2024	2/19/2024		3		5	2	002.FIN.PHJM.II.24.INA
007/INA-SATESATWA/XI	V. Putra Haswini Jaya Mandiri	Probolinggo	BNS	Sate Satwa 100's	Jan'24	3/18/2024	3/20/2024	3/25/2024	3/25/2024	3		2	1	002.FIN.PHJM.III.24.INA
007/INA-SATESATWA/XI	V. Putra Haswini Jaya Mandiri	Probolinggo	BNS	Sate Satwa 100's	Feb'24	5/7/2024	5/10/2024	5/20/2024	5/20/2024	3		3	-	002.FIN.PHJM.V.24.INA
000/INA-SATESATWA/VI	V. Putra Haswini Jaya Mandiri	Probolinggo	BNS	Sate Satwa 100's	Ok't'23	12/11/2023	12/13/2023	12/28/2023	12/28/2023	3		2	1	002.FIN.PHJM.XII.23.INA
002/ALLJAWASateSatwa	V. Putra Haswini Jaya Mandiri	Probolinggo	Cashback	Sate Satwa 100's	Sept'23	2/23/2024	2/26/2024	2/28/2024		3		3	-	005.FIN.PHJM.II.24.INA
000/INA-SATESATWA/VI	Y. Berdikari Berkah Mulia	Malang	BNS	Sate Satwa 100's	Ok't'23	12/11/2023	12/13/2023	12/21/2023		3		2	1	006.FIN.BBM.XII.23.INA

- **Problem:** A distributor attempted to submit the same claim twice, which posed a risk of duplicate payments.
- **Action:** Introduced a proposal numbering system where each proposal ID could only be linked to one claim, even if it involved multiple distributors (e.g., 1 proposal for 10 distributors).
- **Result:** The system immediately flagged duplicate submissions, preventing overpayment and strengthening internal controls.



# Work Flow



Adm Marketing release proposal  
ke masing-masing Distributor

Distributor mengirim Klaim  
ke prinsipal

Adm Claim menerima Claim dari distributor  
kemudian memproses  
Menolak:  
Apabila klaim melebihi periode Klaim  
Klaim tidak lengkap

Menyetujui apabila sudah sesuai dengan persyaratan klaim

Spy Finance & Manager Finance mengecek klaim  
Distributor

Ttd Bersama: Adm Claim, Spy Finance, Mgr Finance, Adm Audit  
Mgr Audit, ADH FAAL, Wakil Direktur FAAL, GM, Managing Director

Claim mendokumentasikan dokumen yang sudah di acc

Claim menyerahkan ke:

- Kasir untuk insentif
- Adm penjualan: Cashback & Bonus



# Thank you

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