

INSTRUKSI KERJA PENGGUNA Aplikasi Approve Payment Request	DOCUMENT NUMBER	MIS/I109
	ISSUE & REVISION NUMBER	00.00
	EFFECTIVE DATE	10 Juni 2014
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1. TUJUAN

Untuk panduan user membantu menggunakan program untuk approve payment request yang dilakukan oleh fin dept.

2. PERSIAPAN

Program Aplikasi Improvement Finacct .

3. LANGKAH KERJA PENGGUNAAN APLIKASI APPROVE PAYMENT REQUEST

a. Membuka modul Approve Payment Request :

- Pilih menu FIN – Approve Payment Request maka akan tampil form sbb :

Form Approve Payment Request

Daftar Surat Payment Request

SysId	PR Number	PR Date	Departemen	Paid To	Curr	Amount	Tran Type
39710	HRG-14060006	6/3/2014	HRD & GA	CASH - NOVI	IDR	190000	NON AP
39664	MIS-14060001	6/2/2014	MIS	CASH - Oktaviyanti	IDR	376000	NON AP
39592	PMO-14050002	5/21/2014	PMO	CASH - CSH	IDR	52000	NON AP
39539	PPR-14050003	5/22/2014	PPR	CASH - SIGIT	IDR	519000	NON AP
39633	PRE-14050004	5/22/2014	PRE	CASH - RISKA HARIYANTI	IDR	708000	NON AP
39693	PRO-14060001	6/3/2014	PRO	CASH - CSH	IDR	294000	NON AP
39534	PUR-14050229	5/19/2014	PURCHASING	BIROTIKA SEMESTA, PT - BSE	USD	1073.27	NON AP
39540	PUR-14050230	5/20/2014	PURCHASING	PENTAPLAST MULTIJAYA, PT - PMJ	IDR	41438320	AP
39542	PUR-14050231	5/20/2014	PURCHASING	TENMA INDONESIA, PT.	IDR	10080259	AP
39543	PUR-14050232	5/20/2014	PURCHASING	TENMA INDONESIA, PT.	IDR	37800972	AP
39544	PUR-14050233	5/20/2014	PURCHASING	LEO INDOKREASI, PT - LEO (KANBAN)	IDR	13123770	AP
39545	PUR-14050234	5/20/2014	PURCHASING	GAMA INTI WAHANA, PT . - GIW	IDR	976470	AP
39546	PUR-14050235	5/20/2014	PURCHASING	WARNAPRIMA KIMIATAMA, PT. - WPK	IDR	22687500	AP


List Payment Request



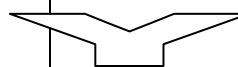
System Id	PR Number	Description	Amount
62003	MIS-14060001	Voucher elektrik 3 untuk sms gateway	251000
62004	MIS-14060001	Ribbon Musk For Epson LQ 590	125000

OKTA 6/4/2014 4:39 PM

Approve

b. Approve Payment Request



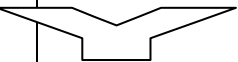
- Cari no payment request dengan mengklik scroll panah keatas-bawah
- Klik tombol  untuk approve payment request, maka akan muncul peringatan sebagai berikut :

Prepared By :	Checked by :	Approved By :
 (Oktaviyanti) Date : 10 Juni 2014	 (Galih Radito) Date : 10 Juni 2014	 (Nana Permana) Date : 10 Juni 2014

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- Jika user yakin transaksi tersebut akan diapprove, maka tekan tombol OK, jika tidak maka tekan tombol Cancel.

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 (Oktaviyanti) Date : 10 Juni 2014	 (Galih Radito) Date : 10 Juni 2014	 (Nana Permana) Date : 10 Juni 2014