

1 MASTER FLOW — END TO END SYSTEM

START

↓

User Login (SSO / Identity)

↓

Check Active Kasbon

↓

[Active >= 2 ?]

↓ YES

→ Mark as SLOT 3 (Special)

→ Require Highest Approval

↓

Continue

↓ NO

Continue Normal

↓

User Fill Form + Upload Attachment

↓

Validate Required Fields

↓

Submit Request

↓

Generate Approval Flow (Dynamic Role-Based)

↓

Approval Engine

↓

[Approved All Level ?]

↓ NO → Rejected → END

↓ YES

↓

Finance Review

↓

Disbursement

↓

Start Aging Counter

↓

Employee Submit Settlement

↓

Finance Verify

↓

Close Kasbon

↓

Release Slot

END



2 APPROVAL ENGINE FLOW (Dynamic Role-Based)

Masalah lu ada di sini. Jadi kita bikin clean logic.

Generate Approval Flow:

↓

Get Employee Position

Get Department

Sync with HC Data

IF Position = Staff

 Level 1 = Manager (Dept)

 Level 2 = Senior Manager (Dept)

IF Position = Manager

 Level 1 = Senior Manager

 Level 2 = Director

IF Slot = 3 OR Amount > Threshold

 Add Director Level

Check Approver Status:

 IF Approver Inactive / Resign

 Auto Skip OR Escalate



3 ESCALATION LOGIC (Auto Handle Resign / No Response)

Approval Pending

↓

Check Approver Status from HC

IF Approver = Inactive

 → Escalate to Next Level

 → Log System Escalation

IF Pending > X Days
→ Send Reminder Email
→ Notify Finance
→ Optional Auto Escalate

🔥 Ini yang bikin sistem lu beda dari sekarang.

SLOT ENGINE FLOW

On Submit Request
↓
Count Active Kasbon (Status ≠ Closed)

IF Count < 2
→ Allow Normal

IF Count = 2
→ Mark as SPECIAL_SLOT
→ Require Director Approval

IF Count > 2
→ Block Request

5 FINANCE FLOW

Approved by All Levels
↓
Finance Dashboard
↓
Finance Review
↓
[Approve Disbursement ?]
 ↓ NO → Reject → Notify Employee
 ↓ YES
↓
Upload Transfer Proof
↓
Set Disbursement Date
↓
Start Aging Counter

  **AGING & OVERDUE ENGINE**

Daily Scheduler (Auto Job)

For Each Active Kasbon:

IF Today > Due Date
Status = OVERDUE
Notify Employee
Notify Manager
Notify Finance
Block New Request

  **SETTLEMENT FLOW**

Employee Upload Realization

↓

Finance Review

↓

[Amount Match ?]

IF Less Spend

→ Employee Refund
→ Verify
→ Close

IF Over Spend

→ Approve Top-Up
→ Process Additional Payment

IF Match

→ Close Kasbon
→ Release Slot

  **DEPARTMENT CONFIG FLOW**

Finance Config Panel

Set:

- Max Slot Default (2)

- Allow Slot 3 (Yes/No)
- Threshold Amount
- Escalation Days
- Auto Skip Inactive Approver (On/Off)

System always read config dynamically.

No more hardcode.

9 EMAIL APPROVAL FLOW

System Send Email:

[Approve] [Reject]

Click Link



Validate Secure Token



Record Decision



Continue Workflow

10 SYSTEM MODULE ARCHITECTURE

[Identity / HC Sync]



[Approval Engine]



[Slot Engine]



[Finance Module]



[Aging Engine]



[Settlement Module]

Database Core Tables:

- users
- departments
- kasbon_requests

- kasbon_slots
- approval_logs
- settlement_logs
- department_config
- audit_logs