

Menu Finance

Finance Report Help

General Claim - G1

Travel & Advance - G6

Account Adjustment - GA

Melihat Data pengajuan General

Menu ini digunakan untuk melihat pengajuan general claim yang dilakukan oleh pegawai melalui ESS. Claim ini otomatis terhubung ke proses penggajian, sehingga akan ikut dihitung saat payroll diproses.

◆ Akses Menu:

Masuk ke sub-menu Finance, lalu pilih General Claim.

Untuk menambahkan data klik New

Payroll Process Admin Data ESS Data Adjustment Finance Report Help FINDO

Home | General Claim - G1

New

Batch Time Date Start Date To Date Display - all - Go

Q Go Rows 50 Actions

Payroll Process Admin Data ESS Data Adjustment Finance Report Help FINDO

Home | General Claim - G1 | Update :

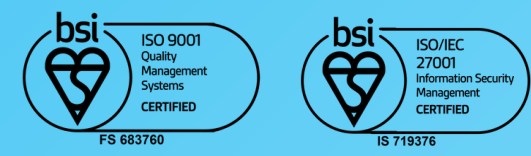
Back Create

Number Date Required Employ... Curr IDR Approver Departement

Note

Input User Input Date Update User Update Date Submit User Submit Date

1st Approve User 1st Approve Date 2nd Approve User 2nd Approve Date Decline User Decline Date

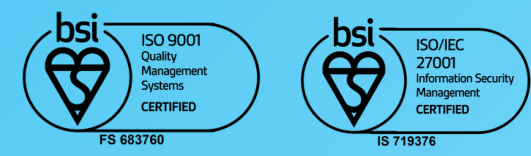


Menambahkan Data General Klaim Karyawan

Isi field Date, Required (Tanggal uang diperlukan), serta data lainnya.

Number	:	Nomor (Opsional, sudah Auto Increment)
Date	:	Tanggal pembuatan
Required	:	Tanggal uang diperlukan
Employee	:	Data employee yang ditarik setelah data ditambahkan di menu Human Resource > Employee
Curr	:	Jenis Mata Uang
Approver Department	:	Data approver department yang ditarik setelah data ditambahkan di menu Master > Workspace > Department
Note	:	Komentar

Lalu klik Create untuk menyimpan data



Memposting dan Membatalkan General Klaim Karyawan

klik posting jika ingin psoting dan klik delete jika ingin mengapprove transaksi. Dan klik delete jika ingin mebatalkan transaksi

WPS

Payroll Process Admin Data ESS Data Adjustment Finance Report Help FINDO

Home General Claim - G1 Update : 25060001

BackNewDeleteSavePostingView Log

Number
25060001

Date
11-06-2025

Required
20-06-2025

Employ...

Curr
IDR

Approver Departement
Keu - Keuangan

Note

Input User
FINDO

Input Date
27-06-2025 20:31:46

Update User
FINDO

Update Date
27-06-2025 20:31:46

Submit User

Submit Date

1st Approve User

1st Approve Date

2nd Approve User

2nd Approve Date

Decline User

Decline Date

Q

Go

Actions

Add Row