



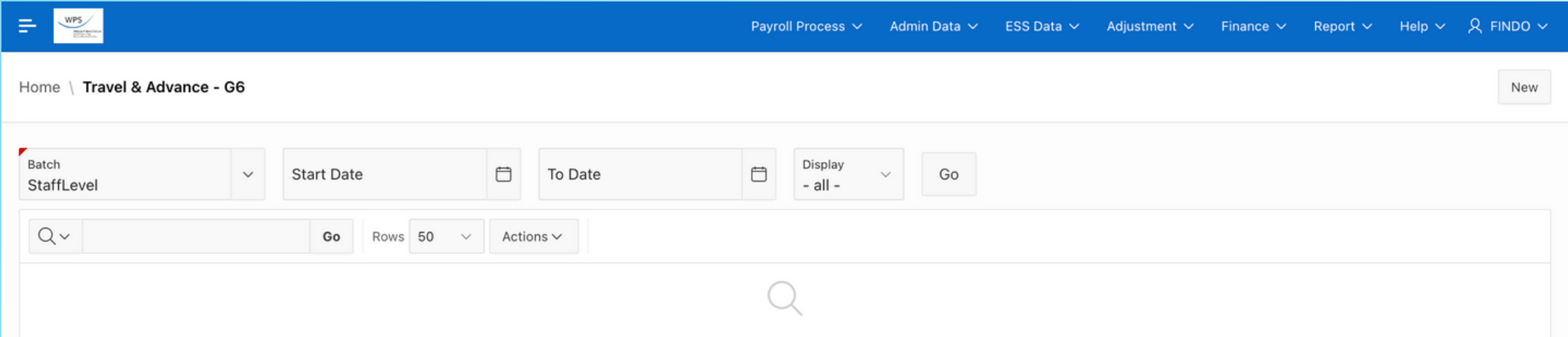
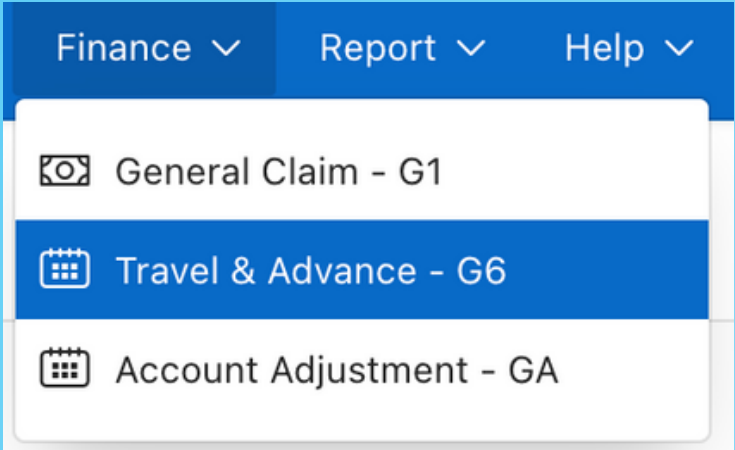
Travel & Advance G6

Melihat Data Pengajuan Travel & Advance G6

Menu ini berfungsi untuk menampilkan semua transaksi travel & advance yang diajukan oleh karyawan melalui ESS.

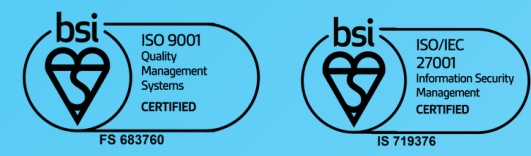
◆ Akses Menu:

Masuk ke sub-menu Finance, lalu pilih Travel & Advance.



Untuk menambahkan data baru klik New. Untuk mengedit dan melihat data klik icon pensil pada row data.

A screenshot of the 'Travel & Advance - G6' form in 'Update' mode. The top navigation bar is the same as the previous screenshot. The page title is 'Home | Travel & Advance - G6 | Update :'. There are 'Back' and 'Create' buttons. The form contains several fields: 'Number', 'Date', 'Required', 'Employee', 'Curr' (set to 'IDR'), 'Payment Method', 'Amount', 'Completion Method', 'Completion Amount', 'Balance', 'Travel Reason' (set to 'DL - Dinas Luar'), 'From', 'To', 'Need Cash Advance' (checkbox), 'Destination', 'Latitude', 'Longitude', 'Country', 'City', and 'Client'. At the bottom, there is a 'Note' text area and a row of input fields for 'Input User', 'Input Date', 'Update User', 'Update Date', 'Submit User', and 'Submit Date'.

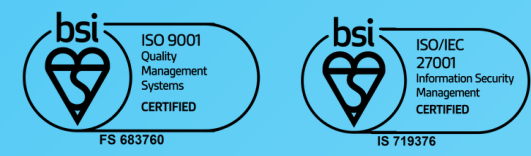


# Menambahkan Data Travel & Advance Karyawan

Isi field Date, Required (tanggal uang diperlukan) dan field lainnya:

|                   |   |                                                                                                 |
|-------------------|---|-------------------------------------------------------------------------------------------------|
| Number            | : | Nomor (Opsional, sudah Auto Increment)                                                          |
| Date              | : | Tanggal pembuatan                                                                               |
| Required          | : | Tanggal uang diperlukan                                                                         |
| Employee          | : | Data employee yang ditarik setelah data ditambahkan di menu <b>Human Resource &gt; Employee</b> |
| Curr              | : | Jenis Mata Uang                                                                                 |
| Payment Method    | : | Pilih antara:<br>C – Choose<br>W – Cashier<br>P - Payroll                                       |
| Completion Method | : | Pilih antara:<br>C – Choose<br>W – Cashier<br>P - Payroll                                       |
| Note              | : | Komentar                                                                                        |

Kemudian klik Create.



# Memposting dan Membatalkan Travel & Advance

klik Icon Pensil untuk membatalkan/posting transaksi

WPS

Payroll Process Admin Data ESS Data Adjustment Finance Report Help FINDO

Home | Travel & Advance - G6

Batch ALL-Level

Start Date 01-02-2025

To Date 30-06-2025

Display - all -

Go

Q

Go

Rows 50

Actions

|  | Number     | Date       | Required Date | Payment | Emp  | Employee       | Curr | Amount  | Actual | Input      | Submit     | Status | Completed | Note       |
|--|------------|------------|---------------|---------|------|----------------|------|---------|--------|------------|------------|--------|-----------|------------|
|  | 25030001 Y | 21-03-2025 | 21-03-2025    |         | D002 | Riskita Junia  | IDR  | 500,000 |        | 21-03-2025 | 21-03-2025 | 0 / 1  |           | Dinas luar |
|  | 25040001 Y | 08-04-2025 | 12-04-2025    |         | D002 | Riskita Junia  | IDR  |         |        | 08-04-2025 |            | /      |           | Tt         |
|  | 25060001   | 04-02-2025 | 18-06-2025    |         | D001 | Findo Aprianto | IDR  |         |        | 30-06-2025 |            | /      |           |            |

WPS

Payroll Process Admin Data ESS Data Adjustment Finance Report Help FINDO

Home | Travel & Advance - G6 | Update : 25060002

Back New Delete Save View Log

Number 25060002

Date 02-04-2025

Required 01-06-2025

Employee D001 - Findo Aprianto

Curr IDR

Payment Method

Amount

Completion Method

Completion Amount

Balance

Travel Reason DL - Dinas Luar

From

To

☐ Need Cash Advance