User Manual Payroll Prosessing

Version 1.0 December 31th, 2020

Prepared by :





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Contents

Humai	n Rese	ource	3
	Referen	ce	3
		Period Reference · Step by Step	3
		Cut Off Period · Step by Step	3
		Calender · Step by Step	5
		Level · Step by Step	5
		Cost Center Code · Step by Step	6
		Position Code · Step by Step	7
		Location Code · Step by Step	8
		Ranking Code · Step by Step	9
		Tobacco Code · Step by Step	10
		NPWP · Step by Step	11
		Work Pattern Code · Step by Step	12
		Shift Code · Step by Step	13
		Absen Code · Step by Step	14
	Data En		16
		Employee Master Data	16
		Termination Employee · Step by Step	19
		Absenteeism Data Entry · Step by Step	20
		Leave Data Entry By Employee No · Step by Step	20
	Ducas	Leave Data Entry for All Employee · Step by Step	21
	Process	Understand and the Deserver	23
	Devent	Update Absenteeism Process	23 24
	Report	Employee Master, Step by Step	
		Employee Master . Step by Step Absenteeism Daily · Step by Step	24 25
		Overtime Report - Step by Step	23
		Leave Balance · Step by Step	27
	Utility	Leave building Step by Step	31
	Othicy	Notification/Alert	31
		Change Employee No . Step by Step	31
		Fingerprint . Step by Step	32
			/ -
Payrol	I		39
	Referen	ce	39
		Salary Component Data · Step by Step	39
		Tax Rate · Step by Step	40
		SPT Format · Step by Step	41
	Data En		42
		Salary Master Data . Step by Step	42
		Salary Accumulation Data · Step by Step	43
		Bonus Data Entry · Step by Step	45
		THR Data Entry · Step by Step	46
		THR Formula · Step by Step	47
		Severance Data Entry · Step by Step	48
	Process		50
		Import Data From Excel . Step by Step	50
		Monthly Process	51
		Yearly Process	54
	Report		57
		Salary Report	57
		Payment Slip	58

Reconcile Report ESPT Process Data

Human Resource

Reference

Period Reference · Step by Step

1. Select menu Human Resource – Reference – Period Reference

To update the data, click on the data which need to update. Input the fields that need to be adjust. If all the file disabled, then click as shown below. If the information **Make changes on the page** already changes to **Open the page in read-only mode,** then the data about to has been enable, input the fields that need to be adjust and data will be saved automatically.

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Cut Off Period · Step by Step

1. Select menu Human Resource – Reference – Cut Off Period, then it will appear:

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	Year	Month	Period † Salary Start	Salary End	Overtime Start	Overtime End	Absenteeism Start	Absenteeism End	
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	2020	6	1 6/1/2020	6/30/2020	5/15/2020	6/14/2020	6/1/2020	6/30/2020	
	2020	7	1 7/1/2020	7/31/2020	6/15/2020	7/14/2020	7/1/2020	7/31/2020	
	2020	8	1 8/1/2020	8/31/2020	7/15/2020	8/14/2020	8/1/2020	8/31/2020	
	2020	9	1 9/1/2020	9/30/2020	8/15/2020	9/14/2020	9/1/2020	9/30/2020	
	2020	10	1 10/1/2020	10/31/2020	9/15/2020	10/14/2020	10/1/2020	10/31/2020	
	2020	11	1 11/1/2020	11/30/2020	10/15/2020	11/14/2020	11/1/2020	11/30/2020	
	2020	12	1 12/1/2020	12/31/2020	11/15/2020	12/14/2020	12/1/2020	12/31/2020	
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3. To update the data, click on the data which need to update. Input the fields that need to be adjust. If all the file disabled, then click as shown below. If the information Make changes on the page already changes to Open the page in read-only mode, then the data about to has been enable, input the fields that need to be adjust and data will be saved automatically.

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End 7/31/2020			

Calender · Step by Step

1. Select menu Human Resource – Reference – Calender, then it will appear:

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AOI Human Resource 🗸 Payroll 🗸 🗮	
Calendar: All ~ / Search + New Delete Open in Excel More options	$\nabla \equiv \Box 2$
Day Month	Year
1 : June	2020
31 July	2020
17 August	2020
20 August	2020
29 October	2020
25 December	2020

2. Click **New** button, then input the fields that need to be adjust, the data will be saved automatically.

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Level · Step by Step

1. Select menu Human Resource – Reference – Level, then it will appear:

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2	EC	Executive	Active	ADMIN	8/6/2020 1:32 PM ADMIN	8/12/2020 11:37 AM
2	FA	Finance	Active	ADMIN	8/6/2020 1:32 PM ADMIN	8/12/2020 11:37 AM
2	GA	General	Active	ADMIN	8/6/2020 1:32 PM ADMIN	8/12/2020 11:37 AM
2	HR	Human Resource	Active	ADMIN	8/6/2020 1:33 PM ADMIN	8/12/2020 11:37 AM
1	INABDW	Indonesia - Bondowoso	Active	ADMIN	8/6/2020 12:56 PM ADMIN	8/12/2020 11:37 AM
1	INABRN	Indonesia - Baureno	Active	ADMIN	8/6/2020 12:55 PM ADMIN	8/12/2020 11:37 AM
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1	INALOM	Indonesia - Lombok	Active	ADMIN	8/6/2020 12:57 PM ADMIN	8/12/2020 11:37 AM
1	INAMDR	Indonesia - Madura	Active	ADMIN	8/6/2020 12:57 PM ADMIN	8/12/2020 11:37 AM
1	INANGC	Indonesia - Ngoro-COGS	Active	ADMIN	8/6/2020 12:59 PM ADMIN	8/12/2020 11:37 AM
1	INANGS	Indonesia - Ngoro - SGA	Active	ADMIN	8/6/2020 12:58 PM ADMIN	8/12/2020 11:37 AM
1	INAPAI	Indonesia - Paiton	Active	ADMIN	8/6/2020 12:59 PM ADMIN	8/12/2020 11:37 AM
1	INASBY	Indonesia - Surabaya	Active	ADMIN	8/6/2020 12:59 PM ADMIN	8/12/2020 11:37 AM
2	IS	Information System	Active	ADMIN	8/6/2020 1:33 PM ADMIN	8/12/2020 11:37 AM

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3. To update the data, click on the data which need to update. Input the fields that need to be adjust. Data will be saved automatically.

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Employee No †	Em	ployee Name	Create a new entry.	Terminatio	on Date	Termination Remarks	
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Cost Center Code · Step by Step

1. Select menu Human Resource – Reference – Cost Center Code, then it will appear:

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Position Code · Step by Step

1. Select menu Human Resource – Reference – Position Code, then it will appear:

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Active	AG02	East Java Agronomy Ma ADMIN	8/6/2020 12:42 PM ADMIN	8/12/2020 11:32 AM
Active	AG03	Project Agronomy Man ADMIN	8/6/2020 12:43 PM ADMIN	8/12/2020 11:32 AM
Active	AG04	Big Leaf Operation Man ADMIN	8/6/2020 12:43 PM ADMIN	8/12/2020 11:32 AM
Active	AG05	Central Java Operations ADMIN	8/6/2020 12:43 PM ADMIN	8/12/2020 11:32 AM
Active	AG06	Operation Manager Ma ADMIN	8/6/2020 12:43 PM ADMIN	8/12/2020 11:32 AM
Active	AG07	STP Manager ADMIN	8/6/2020 12:43 PM ADMIN	8/12/2020 11:32 AM
Active	AG08	Operational Native Man ADMIN	8/6/2020 12:43 PM ADMIN	8/12/2020 11:32 AM
Active	AG09	Assistant STP Manager ADMIN	8/6/2020 12:44 PM ADMIN	8/12/2020 11:32 AM
Active	AG10	Operations Senior Assis ADMIN	8/6/2020 12:44 PM ADMIN	8/12/2020 11:32 AM
Active	AG11	Operations Assistant ADMIN	8/6/2020 12:44 PM ADMIN	8/12/2020 11:32 AM
Active	AG12	Lombok Operations Su ADMIN	8/6/2020 12:44 PM ADMIN	8/12/2020 11:32 AM
Active	AG13	Field Supervisor ADMIN	8/6/2020 12:44 PM ADMIN	8/12/2020 11:32 AM
Active	AG14	STP Coordinator ADMIN	8/6/2020 12:44 PM ADMIN	8/12/2020 11:32 AM
Active	AG15	Field Technician ADMIN	8/6/2020 12:44 PM ADMIN	8/12/2020 11:32 AM
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Location Code · Step by Step

1. Select menu Human Resource – Reference – Location Code, then it will appear:

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Ranking Code · Step by Step

1. Select menu Human Resource – Reference – Ranking Code, then it will appear:

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Active	NON	NONE	ADMIN	5/28/2020 3:36 PM	ADMIN	8/12/2020 11:32 AM

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AOI AI NPWP: AII NPWP Code 1 Baureno Bondowoso Jember Klaten Lombok Lumajang Madura	Central Human Resource P P P P P P P P P P P P P P P P P P P	 Payroll + New emotongan / Kuas emotong 	■ Delete III Open in a Print Date 1/10/2020 1/10/2020 1/10/2020 1/10/2020 1/10/2020 1/10/2020 1/10/2020 1/10/2020	Excel More options Signer Name M S M ARJUNA SAMARAT M S M ARJUNA SAMARAT	Signer NPWP 541488094604000 541488094604000 541488094604000 541488094604000 541488094604000 541488094604000 541488094604000 541488094604000 541488094604000 541488094604000 541488094604000 541488094604000 541488094604000 541488094604000 541488094604000 541488094604000	Sai Company Name PT AOI PT. AOI PT. AOI PT. AOI PT. AOI PT. AOI PT. AOI PT. AOI PT. AOI PT. AOI	▼ ■ □ Company NPWP 31.279.014.0-601.00 31.279.014.0-626.00 31.279.014.0-626.00 31.279.014.0-525.00 31.279.014.0-625.00 31.279.014.0-625.00 31.279.014.0-625.00 31.279.014.0-608.00

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Baureno				.014.0-601.0	D1	
Bondowoso	GroupName			.014.0-656.0	01	
Jember	Record Status · · · · · · Active			.014.0-626.0	D1	
Klaten	NPWP Code · · · · · · *			.014.0-525.0	D1	
Lombok	Pemotongan / Kuasa · · · · Company NPWP · · · · · ·			.014.0-915.0	D1	
Lumajang				.014.0-625.0	01	
Madura	Print Date Address			.014.0-608.0	01	
Ngoro	Signer Name			.014.0-602.0	DO	
Paiton				.014.0-625.0	02	
Surabaya				.014.0-604.0	D1	

3. To update the data, click on the data which need to update. Input the fields that need to be adjust. If all the file disabled, then click as shown below. If the information Make changes on the page already changes to Open the page in read-only mode, then the data about to has been enable, input the fields that need to be adjust and data will be saved automatically.

NPWP Code 1	Baureno	1			v NPWP
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Bondowoso	GroupName				 .014.0-656.001
Jember	Record Status	Active	Signer NPWP	541488094604000	.014.0-626.001
Klaten	NPWP Code	Baureno	Company Name	PT AOI	.014.0-525.001
Lombok	Pemotongan / Kuasa · · ·	Pemotong	Company NPWP	31.279.014.0-601.001	.0-915.001
Lumajang	Print Date	1/10/2020	Address · · · · · · · · · · · ·		.014.0-625.001
Ngoro	Signer Name	M S M ARJUNA SAMARATUNGA			.014.0-608.001
Paiton					.014.0-625.002
Surabaya					.014.0-604.001

1. Select menu Human Resource – Reference – Work Pattern Code, then it will appear:

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AOI Human Resource V Payro	\mathbb{I}_{\leq} =			
Work Pattern Code: All V Search	+ New 🛛 Open in Excel More options		♡ ≡ □ 2	
Pattern Code ↑	Description	Work On Holiday	No Of Day	
NORMAL	PATTERN NORMAL		7	

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Mark Date	are Master (- ada				
WORK Paul	tern Master (Lode				
Active Deactive	More options					
						^
Pattern Code	NORMAL		Work On Holiday			_
Description	PATTERN NORMAL		No Of Day			7
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	No. †	Day Code		Shift Code		
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<i>→</i>	2	N				

3. To update the data, click on the data which need to update. Input the fields that need to be adjust. Data will be saved automatically.

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	NORMAL									
	Active Deactive More options									
	Pattern Code	NORMAL			Work On Holiday					
	Description	PATTERN NORMAL			No Of Day			7		
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		No. Ť		Day Code		Shift Code				
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		2		N						
		3		N						
		4		N					<u> </u>	
		5		N					*	

Shift Code · Step by Step

1. Select menu Human Resource – Reference – Shift Code, then it will appear:

amics 365 Business	: Cen	ıtral							San	dbox Q	₽ ©	?
AOI	Hu	man Resource	✓ Payroll ✓	=								
Shift Code:	All	∽ │	arch + New	📋 Delete 🛛 🚺	Open in Excel	More options	5			∇	≡ ∏ 2	
Shift Code 1		Description	Shift Group	Hour Normal 1	Factor Normal 1	Hour Normal 2	Factor Normal 2	Hour Normal 3	Factor Normal 3	Hour Saturday 1	Factor Saturda	
NORMAL	÷	Normal	No Group	1.00	1.50	1.00	2.00	1.00	2.00	8.00	2.0	
OVT		LEMBUR	No Group	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0	

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3. To update the data, click on the data which need to update. Input the fields that need to be adjust. If all the file disabled, then click as shown below. If the information Make changes on the page already changes to Open the page in read-only mode, then the data about to has been enable, input the fields that need to be adjust and data will be saved automatically.

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Shift Code: A	NORMAL	Make changes on the page.		=	□ 2	
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	Shift Code · · · · · · · NORMAL					
	Shift Name · · · · · · Normal	NORMAL Hour 1	1.00			
	Group Shift No Group	Factor 1	1.50	<u>ک</u>		
		Hour 2	1.00			
		Factor 2	2.00			
		Hour 3	1.00			
		Factor 3	2.00			
		SATURDAY				
		Hour 1	8.00			
		Factor 1	2.00			

Absen Code · Step by Step

1. Select menu Human Resource – Reference – Absen Code, then it will appear:

AOI Human Re	esource > Payroll >	=							
Absen Code: All 🗸		Delete 🔒 Ad	tive 🔒 Deactivate	Open in Exc	el Mo	re options		V	″ ≡ 🏾 ∠
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Absent	Absent		Annual Leave						
Early	Early Back		Annual Leave						
Late	Late		Annual Leave						
LateEB	Late + Early Back		Annual Leave						
Leave	Leave		Annual Leave						
NoIn	No Clock In		Annual Leave						
NoInEa	No Clock In + Early Back		Annual Leave						
NoOut	No Clock Out		Annual Leave						
NoOutL	No Clock Out + Late		Annual Leave						
Permit	Permit		Annual Leave						
Sick	Sick		Annual Leave						

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9	+ 10	NOT SAVED 🔲 🗖 🖈
Absent Code Master		
Active Deactivate More options		
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Absent Description	1	
Leave	2	
CATEGORY	3	
Permit ••••	4	
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Get Compensation	6	
DEDUCTION	7	
Salary	8	
Allowance	9	

3. To update the data, click on the data which need to update. Input the fields that need to be adjust. If all the file disabled, then click as shown below. If the information Make changes on the page already changes to Open the page in read-only mode, then the data about to has been enable, input the fields that need to be adjust and data will be saved automatically.

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Get Compensation	6				
DEDUCTION	7				
Salary	8				
Allowance	9				

Data Entry

Employee Master Data

Personal Data - Step by Step

1. Select menu Human Resource – Data Entry – Employee Master Data – Personal Data, then it

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••		u	PI	JC	u	•

365 Business Central				Sandbox Q D 🔯
AOI Human Reso	urce V P	ayroll 🗸 📄 🗮		
Personal Data: All ~	,O Search	+ New 🔋 Delete 🛛 🖬 Open in Excel		$\mathbb{Y} \equiv \mathbb{Q}$
Employee No ↑		Employee Name	Employement Status	Record Status
1016	÷	ASYROFUL MUJAHID	Permanent	Active
1024		SAPRUDIN	Permanent	Active
1028		HIDAYAT HARYONO	Permanent	Active
1031		SUNARIYADI PRAMONO	Permanent	Active
1032		SYAIFUL MULUK	Permanent	Active
1035		SUMITRO	Permanent	Active
1036		EKO SETYO UTOMO	Permanent	Active
1046		BENI EKO SAPUTRO	Permanent	Active
1057		UNGDEFLIGA BRAWIJAYAVIS MUSTIKO	Permanent	Active
1059		AGOES ARIE WIBOWO	Permanent	Active
1062		SAFIRA NUR HIDAYAT	Permanent	Active
1063		LESTARI DWI YULIANINGSIH	Permanent	Active
1065		LALU JUMEDAL	Permanent	Active

		Ø	+ 🛍	√ SAVED □
Employee Ma	ster Data			
				^
Employee No	1100101		BPJS Tenaga Kerja Number	
Employee Name	Rendy		BPJS Tenaga Kerja Join Date	m
Employee Status	Contract	~	BPJS Tenaga Kerja Start Date	m
Join Date	6/2/2020	Ē	Non Accident Death Insurance	
Contract Date Start	6/2/2020	(11)	Work Related Accident Insurance	
Contract Date End		Ē	Work Related Accident Insuranc	
Birth Place	Bogor		Work Related Accident Insuranc	
Birth Date	3/2/2011	Ē	Pension By Employer	
Gender	Male	~	Pension By Employee	
Bank Code	BCA		Pension Insurance	
Bank Account			Position	~
Marital Status	Single	Y	Working Location	~ ~

3. To update the data, click on the data which need to update. Input the fields that need to be adjust. If all the file disabled, then click as shown below. If the information Make changes on the page already changes to Open the page in read-only mode, then the data about to has been enable, input the fields that need to be adjust and data will be saved automatically.

AOI Hu	EMPLOYEE MASTER DATA		Д	c /	
Personal Data:	1016	Make changes on the page.			≡ □ 2
Employee No †				^	
1016				- 1	
1024	Employee No · · · · · · · 1016	BPJS Tenaga Kerja Nu.			
1028	Employee Name ······ ASYROFUL N	MUJAHID BPJS Tenaga Kerja Joi			
1031	Employee Status · · · · · Permanent	BPJS Tenaga Kerja Sta.			
1032	Join Date	Non Accident Death I.			>
1035	Contract Date Start	Work Related Acciden			
1036	Contract Date End	Work Related Acciden			
1046	Birth Place KELAYU - SEL	LONG Work Related Acciden.			
1057	Birth Date	Pension By Employer			
1059					
1062	Gender Male	Pension By Employee			
1065	Bank Code Bank Rakyat	Indonesia (BRI) Pension Insurance			

Salary Historical Data - Step by Step

1. Select menu Human Resource - Data Entry - Employee Master Data - Salary Historical

Data, then it will appear:

AOI Human Resource V Payrol Salary Historical Data: All V P Searce		♡ ≡ □ 2
Employee No ↑	Employee Name	
1016	ASYROFUL MUJAHID	^
1024	SAPRUDIN	
1028	HIDAYAT HARYONO	
1031	SUNARIYADI PRAMONO	
1032	SYAIFUL MULUK	
1035	SUMITRO	
1036	EKO SETYO UTOMO	
1046	BENI EKO SAPUTRO	
1057	UNGDEFLIGA BRAWIJAYAVIS MUSTIKO	
1059	AGOES ARIE WIBOWO	
1062	SAFIRA NUR HIDAYAT	
1063	LESTARI DWI YULIANINGSIH	
1065	LALU JUMEDAL	
E mployee Data - Ste Select menu Human F	esource – Da <mark>ta Entry</mark> – Employee Master Data –	- Import Emplo
E mployee Data - Ste Select menu Human F	ep by Step Resource – Data Entry – Employee Master Data –	- Import Emplo
t Employee Data - Ste Select menu Human F	p by Step Data Entry – Employee Master Data – ar:	
t Employee Data · Ste Select menu Human F Data, then it will appea	ar: 0 + 0 oyee Data	
t Employee Data - Ste Select menu Human F Data, then it will appea Import Empl Download Temp	ar: 0 + 0 oyee Data	
t Employee Data - Ste Select menu Human P Data, then it will appea Import Empl Download Temp Select Import, then clie	p by Step desource – Data Entry – Employee Master Data – ar:	
t Employee Data - Ste Select menu Human P Data, then it will appea Import Empl Download Temp Select Import, then clie	Pp by Step Resource – Data Entry – Employee Master Data – ar:	

3. Select **Download Template** to download the template, click **Open With** if you only want to open the file. Click **Save File** to saved and open the template has been downloaded.

Import 🤊	Download Template More options	
	Opening Employee Master Data.xlsx X	
	You have chosen to open:	
	Employee Master Data.xlsx which is: Microsoft Excel Worksheet (4.2 KB) from: https://10.17.45.104	
	What should Firefox do with this file?	
	Save File	
	Do this <u>a</u> utomatically for files like this from now on.	
	OK Cancel	

1. Select menu **Human Resource – Data Entry –** Termination Employee, then it will appear:

ics 365 Business Central				Sandbox	Q	Q	٥	?
AOI Human Resource ~	Payroll 🗸 📃							
Termination Employee: All \sim	🔎 Search 🕂 New 📋 Delete 🛛 🗳 Open in Excel	More options			Y	≣ (22	
Employee No ↑	Employee Name	Termination Date	Termination Remarks					
1110002		6/8/2020						
7002	PUDJI RATNAWATI	12/31/2020	resing					

2. Click New button, then input the fields that need to be adjust, the data will be saved automatically.

cs 365 Business Central				Sandbox Q	¢ ©	?
÷			+ 🛍	√ SAVED		¢
TerminationE	mployee					
Actions						
GroupName						
	1100104	~	Termination Code			
Employee No						
Employee No Employee Name	Fahmi Amrulah		Special Reason			

3. To update the data, click on the data which need to update. Input the fields that need to be adjust. If all the file disabled, then click as shown below. If the information **Make changes on**

the page already changes to **Open the page in read-only mode**, then the data about to has been enable, input the fields that need to be adjust and data will be saved automatically.

TERMINATIONEMPLOYEE		0 +	۱. ۱.		
7002		Make changes or	the page.		
Actions					
GroupName					
GroupName Employee No	7002	Termi	nation Code	1	
			nation Code		

Absenteeism Data Entry · Step by Step

1. Select menu Human Resource – Data Entry – Absenteeism Data Entry, then it will appear:

Employee			
EmployeeNo	 ~	Ranking Name	
Employee Name		Position Code	
Ranking Code		Position Name	
Period			
Period			61

Leave Data Entry By Employee No · Step by Step

 Select menu Human Resource – Data Entry – Leave Data Entry By Employee No, then it will appear:

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AOI Human Resource > Payroll >	=	
Leave Data Entry By Employee No: $AII \lor$	♀ Search + New	$\nabla \equiv \Box Z$
Employee No ↑	Employee Name	Leave Date ↑
1100101	Rendy	5/18/2020
1100101	Rendy	5/19/2020
1100101	Rendy	6/1/2020
1100101	Rendy	6/2/2020
1100101	Rendy	6/3/2020
1100101	Rendy	6/4/2020
1100101	Rendy	6/24/2020
1100101	Rendy	6/26/2020
1100101	Rendy	6/29/2020
1100101	Rendy	6/30/2020
1100104	Fahmi Amrulah	5/18/2020
1100104	Fahmi Amrulah	5/19/2020
1100104	Fahmi Amrulah	6/1/2020

Leave Data Entr	'y By Emp	loyee No	
GroupName			
EMPLOYEE NO		POSITION	
· · · · · · · · · · · · · · · · · · ·	~		
RANKING		Leave Code	\sim
		Leave Hour · · · · · · FullDay	~
		Leave Date	
		Annual Leave	0.00

Leave Data Entry for All Employee · Step by Step

 Select menu Human Resource – Data Entry – Leave Data Entry for All Employee, then it will appear:

365 Business Central					Sandbox Q	Ω	Ø
AOI Human Re	esource ~ Payroll ~	=					
Reference ∨ Data E	ntry∨ Process∨ Rej	port \checkmark Utility \checkmark					-17
Leave Code 1	Leave Date 1	Location Code ↑	Home City Code ↑	Religion 1	Position Code	Ŷ	
Leave	6/1/2020	JKT		ISLAM	MNGR		
Leave	6/3/2020						
Leave	6/15/2020	JKT		ISLAM	HRSPV		
Leave	6/24/2020						
Leave	6/29/2020	ЈКТ		ISLAM			

Process More options		
LEAVE CODE	Religion · · · · · · · ·	~
	Position Code	~
	Level 1	~
Leave Date	Level 2	~
То	Level 3	~
Location Code	✓ Level 4	~

Process

Update Absenteeism Process

1. Select menu Human Resource – Process – Update Absenteeism Process, then click Update Absenteeism Process

Update Absenteeism Process GENERAL	n Update Ab	osenteeism Pro	cess			
Process Date 16	September 2020		Time In Updat	te Method		
Default Absent Code	sent		Time Out Upd	late Met		
DATE RANGE						
Start Date 9/	16/2020	i	End Date · · ·		9/16/2020	
Template Absenteeism Proces	s 🔿 Template	e Absenteeism	Process			
	16	\sim	Employee No.	То	1298	
senteeism Process enu Human Resou						
senteeism Process						
senteeism Process eenu Human Resou teeism Process:	rce – Proce	ss – Upc	late Abser + 🔋			
senteeism Process enu Human Resou	rce – Proce	ss – Upc	late Abser + 🔋			then click T
senteeism Process eenu Human Resou teeism Process:	rce – Proces	ss – Upc	Hate Absent			then click T
senteeism Process eenu Human Resou teeism Process: Update Absenteeism Process general	rce – Proces	ss – Upc M Pro	Hate Absent	nteeism		then click T
senteeism Process eenu Human Resou teeism Process: Update Absenteeism Process GENERAL Process Date 16	rce – Proces Senteeis	ss – Upc M Pro	+ ii OCESS	nteeism		then click T
senteeism Process eenu Human Resou teeism Process: Update Absenteeism Process GENERAL Process Date 16	rce – Proces Senteeis	ss – Upc M Pro	Hate Absen + III DCESS	nteeism		then click T

Template Absenteeism Process is intended to make everyday absence for the defined absence period.

Report

Employee Master . Step by Step

1. Select menu Human Resource – Report – Employee Master, then it will appear:

Parameters bertorite Futeri bertor	EMPLOYEE MASTER REPORT		
Employee No in the second seco	Parameters		^
Image: Start Start Stort Data Stort Data </th <th>EMPLOYEE FILTER</th> <th></th> <th></th>	EMPLOYEE FILTER		
SHOW DATA FILTER Sive Data A FINOD FLTER FINOD Stat Sive Data FINOD FLTER FINOD Stat Sive Data FINOD Stat FINO	Employee No		~
Sev Data Af	Το	7006	~
PERIO FILTER Prod Start Prod Prod Prod Prod Prod Prod Prod Prod	SHOW DATA FILTER		
Preview Start I//2020 Preview Start By 1/2020 OTHERS Image: Start		All	× –
Period End gripterss Induce Reign			
BTHERS Induste Reign Either Employee Master to display employee data in report format. Print Button to print report in printed format. Preview button to display report in PDF format. 2. Click Send To button to display report in PDF/Word/Excel format. EMPLOYEE MASTER REPORT Parameters EMPLOYEE MASTER REPORT Proview No Chick Send To button to display report in PDF/Word/Excel format. EMPLOYEE MASTER REPORT Proview No Chick Send To button to display report in PDF/Word/Excel format. EMPLOYEE MASTER REPORT Proview No Chick Send To button to display report in PDF/Word/Excel format. EMPLOYEE MASTER REPORT Proview No Chick Send To button to display report in PDF/Word/Excel format. EMPLOYEE MASTER REPORT Proview No Chick Send To button to display report in PDF/Word/Excel format. EMPLOYEE MASTER REPORT Proview No Chick Send To button to display report in PDF/Word/Excel format. EMPLOYEE MASTER REPORT Proview No Chick Send To button to display report in PDF/Word/Excel format. EMPLOYEE MASTER REPORT Proview No Chick Send To button to display report in PDF/Word/Excel format. EMPLOYEE MASTER REPORT Proview No Chick Send To button to display report in PDF/Word/Excel format. EMPLOYEE MASTER REPORT Proview No Chick Send To button to display report in PDF/Word/Excel format. EMPLOYEE MASTER REPORT Proview No Chick Send Chick Send Chic			
Induce Resign Filter: Finalinuse Master Data Filter: Finalinus Master Data Filter: Filter: Filter Filter: Filter		8/31/2020	
Send to. Print Preview Cancel Report Employee Master to display employee data in report format. Print Button to print report in printed format. Preview button to display report in PDF format. 2. Click Send To button to display report in PDF/Word/Excel format. EMPLOYEE FLITER Employee No Format Filter Print Public Filow Data Filter Print Pilobarment One of the type. Piend End <		••••••	
Send to. Print Report Employee Master to display employee data in report format. Print Button to print report in printed format. Preview button to display report in PDF format. 2. Click Send To button to display report in PDF/Word/Excel format. Parmeters Parmeters Parmeters EMPLOYEE FLITER Print PDF Document Show Data Print PDF Document Oncoset Biel ppe. Of Cocset Biel ppe.			
Report Employee Master to display employee data in report format. Print Button to print report in printed format. Preview button to display report in PDF format. 2. Click Send To button to display report in PDF/Word/Excel format. Parameters EMPLOYEE FLITER Employee No Format FlitteR Employ	Filter: Employee Master Data		·
Print Button to print report in printed format. Preview button to display report in PDF format. 2. Click Send To button to display report in PDF/Word/Excel format. EMPLOYEE MASTER REPORT Parameters EMPLOYEE FILTR Employee No Filter Enclose file type Print Button to display report file type Print Button to display repo			Send to Print Preview Cancel
Parameters EMPLOYEE FILTER Employee No To O O O O O O O O O O O O O O O O O O			«cel format.
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Employee No	Parameters		
To	EMPLOYEE FILTER		
Show Data Show Data PERIOD FILTER Period Start O Microsoft Excel Document O Microsoft Excel Document O Schedule Others Indude Resign Filter: Fundowee Master Data	Employee No	1016	~
Show Data PERIOD FILTER Period Start Period End OTHERS Indude Resign	То	Choose file type	~ ·
Show Data PERIOD FILTER Period Start O Microsoft Word Document O Microsoft Excel Document O Schedule OK Cancel Filter: Fmoloyee Master Data	SHOW DATA FILTER		
PERIOD FILTER O Microsoft Excel Document Period Start O Schedule OTHERS OK Indude Resign OK Cancel Filter: Fmolovee Master Data			v
Period End O Schedule OK Cancel Filter: Fmployee Master Data	PERIOD FILTER		
OTHERS OK Cancel Include Resign Filter: Employee Master Data		○ Schedule	
Filter: Employee Master Data			
Filter: Employee Master Data			Cancel
	indude Resign		
	Filter: Employee Master Data		
			Send to Print Preview Cancel

3. If the printed format report is necessary, then click Schedule

EMPLOYEE MASTER REPORT		^س ر []
Parameters		
EMPLOYEE FILTER		
Employee No	1016	~
То	Choose file type	~
SHOW DATA FILTER		
Show Data	O PDF Document	~
PERIOD FILTER	Microsoft Word Document Microsoft Excel Document	
Period Start		
Period End		
OTHERS	OK Can	cel
Include Resign		
Filter: Employee Master Data		
		Send to Print Preview Cancel

Input the filed which need to adjust then click **OK**.

EDIT - SCHEDULE A REPORT - E	EMPLOYEE MASTER REPORT	2	
Report ID		54010	
Report Name	Employee Master Report		
Description	Employee Master Report		
Report Output Type	PDF	~	
Printer Name			
Next Run Date Formula			
Earliest Start Date/Time			
Expiration Date/Time		iii	
	ОК	Cancel	

Absenteeism Daily · Step by Step

1. Select menu Human Resource – Report – Absenteeism Daily, then it will appear:

ABSENTEEISM DAILY REPORT	1	z
Parameters		^
Report Sequence	Employee No	~
Grand Total		
EMPLOYEE FILTER		
Employee No	1024	~
То	9282	~
LEVEL 1		_
Location	INABDW	~
Το	INASBY	~
LEVEL 2		
Department	AG	~
Το	SL	~
ADCENT DATE		~
	Send to Print Preview Ca	ncel

Report Absenteeism Daily to display employee absence data in report format.

Print button to print report in the printed format.

Preview button to display report in PDF format.

2. Click **Send To** button to display report in **PDF/Word/Excel** format.

ABSENTEEISM DAILY REPORT		
Parameters		
Report Sequence	Employee No	~
Grand Total		
EMPLOYEE FILTER	Choose file type	
Employee No	PDF Document	
Το	O Microsoft Word Document	~
LEVEL 1	O Microsoft Excel Document	
Location	◯ Schedule	~
Το		×
LEVEL 2	OK Cancel	
Department	10	\checkmark
То	SL SL	~
ADCENTDATE		
		Send to Print Preview Cancel

3. If the printed format report is necessary, then click Schedule

EMPLOYEE MASTER REPORT		
Parameters		
EMPLOYEE FILTER		
Employee No	1016	×
То	Choose file type	×
SHOW DATA FILTER	O PDF Document	v
PERIOD FILTER	○ Microsoft Word Document ○ Microsoft Excel Document	
Period Start	Schedule	i
Period End		
OTHERS Include Resign	OK Cancel	
Filter: Employee Master Data		end to Print Preview Cancel
	36	rieview Cancel

Input the filed which need to adjust then click **OK**.

EDIT - SCHEDULE A REPORT - ABSENTEEISM DAILY REPORT	
Report ID	54050
Report Name	Absenteeism Daily Report
Description	Absenteeism Daily Report
Report Output Type	PDF
Printer Name	
Next Run Date Formula	
Earliest Start Date/Time	iii
Expiration Date/Time	····
	OK Cancel

Overtime Report · Step by Step

1. Select menu Human Resource – Report – Overtime Report, then it will appear:

VERTIMEREPORT		
GroupName		
eport Sequence	Employee No	~
and Total		
iployee No	1024	~
	9282	\sim
sen Date	8/1/2020	iii
	8/31/2020	Ē
clude Resign		
lter: Employee Master Data		
Employee No		~
	Send to Print Preview	Cancel

Overtime Report to display employee overtime data in report format .

Print button to print report in the printed format.

Preview button to display report in PDF format.

GroupName		
Report Sequence	Employee No	
Grand Total		_
Employee No	i Choose file type	~
Το	PDF Document	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
Absen Date	O Microsoft Word Document	in the second
Το	O Microsoft Excel Document	
Include Resign	⊖ Schedule	
	ОК С	ancel
Filter: Employee Master Data		
× Employee No		~
		Send to Print Preview Cancel
OVERTIMEREPORT		
GroupName		لم ت م ^ر
GroupName	Employee No	ی _م لا
Report Sequence	Employee No	ی م ^ر
Report Sequence	Employee No Choose file type	یر ۵ م ^ر ا
Report Sequence Grand Total Employee No	Choose file type	×
Report Sequence	Choose file type OPDF Document	
Report Sequence Grand Total Employee No To Absen Date	Choose file type	✓
Report Sequence Grand Total Employee No To Absen Date To	Choose file type PDF Document Microsoft Word Document	
Report Sequence Grand Total Employee No To Absen Date	Choose file type PDF Document Microsoft Word Document Microsoft Excel Document Schedule	✓ ✓ ✓ ✓ Ⅲ Ⅲ
Report Sequence Grand Total Employee No To Absen Date	Choose file type PDF Document Microsoft Word Document Microsoft Excel Document Schedule	✓
Report Sequence Grand Total Employee No To Absen Date To Include Resign Filter: Employee Master Data	Choose file type PDF Document Microsoft Word Document Microsoft Excel Document Schedule	✓ ✓ ✓ ✓ Ⅲ Ⅲ
Report Sequence Grand Total Employee No To Absen Date To Include Resign	Choose file type PDF Document Microsoft Word Document Microsoft Excel Document Schedule	ncel
Report Sequence Grand Total Employee No To Absen Date To Include Resign Filter: Employee Master Data × Employee No	Choose file type PDF Document Microsoft Word Document Microsoft Excel Document Schedule	ncel

2. Click Send To button to display report in PDF/Word/Excel format.

Input the filed which need to adjust then click **OK**.

EDIT - SCHEDULE A REPORT - OVERTIMEREPORT	* *
Report ID	54060
Report Name	OvertimeReport
Description	OvertimeReport
Report Output Type	PDF v
Printer Name	
Next Run Date Formula	
Earliest Start Date/Time	
Expiration Date/Time	
	OK Cancel

Leave Balance · Step by Step

1. Select menu Human Resource – Report – Leave Balance, then it will appear:

LEAVE BALANCE REPORT	
Parameter	^
Report Sequence	~
Grand Total	
EMPLOYEEFILTER	
Employee No From	~
To	~
LEVEL FILTER	
Level 1 · · · · · · · · · · · · · · · · · ·	~
Level 2 *	~
Level 3 · · · · · · · · · · · · · · · · · ·	~
Level 4	~
Have Balance Only	
	Send to Print Preview Cancel

Leave Balance Report to display employee leave balance data in report format.

Print button to print report in the printed format.

Preview button to display report in PDF format.

2. Click Send To button to display report in PDF/Word/Excel format.

LEAVE BALANCE REPORT		
Parameter		
Report Sequence	Employee No	×
Grand Total		
EMPLOYEEFILTER	Choose file type	
Employee No From	PDF Document	~
То	O Microsoft Word Document	~
LEVEL FILTER	O Microsoft Excel Document	
Level 1	⊖ Schedule	~
Level 2		~
Level 3	OK Cancel	~
Level 4	*	~
Have Balance Only		
		Send to Print Preview Cancel

3. If the printed format report is necessary, then click Schedule

port Sequence	Employee No	
and Total		
IPLOYEEFILTER	Choose file type	
ployee No From	O PDF Document	
	O Microsoft Word Document	
/EL FILTER	O Microsoft Excel Document	
rel 1 · · · · · · · · · · · · · · · · · ·	Schedule	
el 2		
el 3	OK Cancel	
el 4	*	
ve Balance Only		

Input the filed which need to adjust then click **OK**.

EDIT - SCHEDULE A REPORT - LEAVE BALANCE REPORT	× ⁴
Report ID	54070
Report Name	Leave Balance Report
Description	Leave Balance Report
Report Output Type	PDF
Printer Name	
Next Run Date Formula	
Earliest Start Date/Time	····
Expiration Date/Time	····
	OK Cancel

Utility

Notification/Alert

1. Select menu Human Resource – Utility – Notification/Alert, then it will appear:

Dynamics	365 Business Central				Sandbox	Q) ©	? 🔥
	AOI Human Resource	e v Payroll v	=					
	Notification/Alert: All \lor	✓ Search + New	Manage \vee 📲 Open in Excel	More options		7	■ 🛛 🗸	
	ID †	Date	Time	Message				
	1	5/26/2020	2:40:00 PM	New Regulation on Email				
	5	6/9/2020	12:00:00 PM	Break Time				
	6	6/9/2020	1:00:00 PM	Break Time Over				
	9	6/11/2020	4:30:00 PM	Early Back				

2. Click New button, then input the fields that need to be adjust, the data will be saved

om	natically	•									
N	IOTIFICATION	I/ALERT							Д	ď	2
	, ○ Search	$+{\sf New}$	🐯 Edi	t List	📋 Delete	x	Open in Excel	More options		Y	≡
		ID	†	Dat	te		Time	Message			
	\rightarrow		0								
			1	5/2	6/2020		2:40:00 PM	New Regulation on Email			
			5	6/9	/2020		12:00:00 PM	Break Time			
			6	6/9	/2020		1:00:00 PM	Break TIme Over			
			9	6/1	1/2020		4:30:00 PM	Early Back			

Change Employee No . Step by Step

1. Select menu Human Resource – Utility – Change Employee No, then it will appear:

CHANGE EM	IPLOYEE NO.					D C
23						
∦ New	More option	5				
Seq	uence No. †	Employee No. (Old)	Employee No. (New)	Employee Name	Change By	Change Date
\rightarrow	23 :	1001	7000	ROBERTO SCHNEIDERS	ADMIN	9/15/2020 10:26 AM
	24	7000	1001	ROBERTO SCHNEIDERS	ADMIN	9/15/2020 10:29 AM
	25	1001	7000	ROBERTO SCHNEIDERS	ADMIN	9/15/2020 10:31 AM
	26	7000	1001	ROBERTO SCHNEIDERS	ADMIN	9/15/2020 10:33 AM
	27	1001	7000	ROBERTO SCHNEIDERS	ADMIN	9/15/2020 10:35 AM
	28	7000	1001	ROBERTO SCHNEIDERS	ADMIN	9/15/2020 10:36 AM
	29	1001	7000	ROBERTO SCHNEIDERS	ADMIN	9/15/2020 10:36 AM
	30	7000	1001	ROBERTO SCHNEIDERS	ADMIN	9/15/2020 10:37 AM
	31	1001	7000	ROBERTO SCHNEIDERS	ADMIN	9/15/2020 10:51 AM
	32	1003	7001	SENSUALITA TANGAHU SJAHBUDIN	ADMIN	9/15/2020 10:52 AM
	33	1005	7002	PUDJI RATNAWATI	ADMIN	9/15/2020 10:53 AM
	34	1009	7006	MUHAMMAD BAHTIAR RIPA'I	ADMIN	9/15/2020 10:54 AM
	35	1010	70010	I GEDE DRESTA ARTHA	ADMIN	9/15/2020 11:06 AM

\leftarrow	NOTIFICATION/ALERT						7 ^K
		🐺 Edit List	📋 Delete 🛛 🖾 Open in	Excel More options		7	≣
		ID Ť	Date	Time	Message		
	\rightarrow	0					
		1	5/26/2020	2:40:00 PM	New Regulation on Email		
		5	6/9/2020	12:00:00 PM	Break Time		
		6	6/9/2020	1:00:00 PM	Break Time Over		
		7	6/9/2020		Early Back Home Due Corona		

Fingerprint. Step by Step

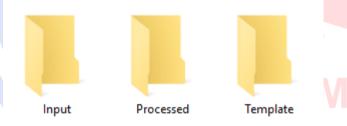
There are 2 keys to set up the fingerprint:

- 1. Create the **Windows Task Scheduler** to pull the fingerprint data (CSV) from the fingerprint machine.
- 2. Create the **Job Queue** in the Business Central to process and input the fingerprint data (CSV) into the Absenteeism table.

To achieve those keys, please follow the instructions below:

Set up the Windows Task Scheduler

1. Create a folder named Template, Input, and Processed.



2. Put the AmbilLogTemplate.csv file below in the Template folder.



3. Download and extract the fingerprint application for the fingerprint machine from the AOI Fingerprint Job.rar file below to the Input folder (This is important, make sure you put those files inside the Input folder). The archive consists of the AmbilLog1.exe file and AmbilLog1.bat file to pull the data from the fingerprint machine.



4. Right-click the AmbilLog1.bat and click edit.

Name	Dat	Open Edit
🖏 AmbilLog1.exe	05	Print
💿 AmbilLog1.bat	18-	😵 Run as administrator

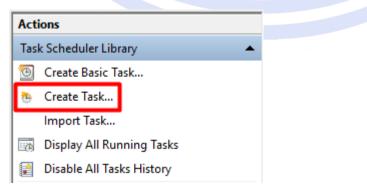
5. List all the fingerprint machines inside the **AmbilLog1.bat** file. There's no limit to how much the machine you can add.

AmbilLog1.bat - Notepad File Edit Format View Help AmbilLog1.exe AmbilLog1.exe AmbilLog1.exe Fingerprint App Fingerprint IP

6. Create a Windows Task Scheduler, open it by pressing Windows + R keys and type taskschd.msc and then press Ctrl + Shift + Enter keys to run it as Administrator.

🖅 Run	×
	Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.
Open:	taskschd.msc 🗸 🗸
	OK Cancel Browse

7. Create a new task by clicking Create Task in the right-side panel



8. In the General tab, enter the information needed as the Name of the task, please Change User or Group to the Administrator User or Group so the application can be executed without issue, and please choose the Run whether user is logged on or not option.

Name: F	ingerprintMachine							
Location:								
Author: I	NTIKOM\cassegaf							
Description:								
-Security optio	ns							
When running	g the task, use the fo	llowing user accou	unt:			<i>c</i>		
O Pup only	when user is longed a	-		C	hange User o	r Group		
	vhen user is logged (ier user is logged on							
	store password. Th		ve access to loca	al computer resou	irces.			
	ighest privileges	,						
Hidden	Configure for:	Windows Vista™,	Windows Serve	r™ 2008			~	
				0	Ж	Cancel		
On the Trig	gers tab, cl	ck New B	utton.					
	gers tab, cl	ck New B	utton.					
On the Trig	gers tab, cl	ck New B	utton.				×	
Create Task	rs Actions Condi		utton.				×	
Create Task General Trigge		ions Settings		Jer the task.			×	
Create Task General Trigge	rs Actions Condi ate a task, you can sp	ions Settings		Jer the task.			×	
Create Task General Trigge	rs Actions Condi	ions Settings		er the task.	Status		×	
Create Task General Trigge When you created	rs Actions Condi ate a task, you can sp	ions Settings		jer the task.	Status		×	
Create Task General Trigge When you created	rs Actions Condi ate a task, you can sp	ions Settings		Jer the task.	Status		×	
Create Task General Trigge When you created	rs Actions Condi ate a task, you can sp	ions Settings		jer the task.	Status		×	
Create Task General Trigge When you created	rs Actions Condi ate a task, you can sp	ions Settings		er the task.	Status		×	
Create Task General Trigge When you created	rs Actions Condi ate a task, you can sp	ions Settings		er the task.	Status		×	
Create Task General Trigge When you created	rs Actions Condi ate a task, you can sp	ions Settings		jer the task.	Status		×	
Create Task General Trigge When you created	rs Actions Condi ate a task, you can sp	ions Settings		Jer the task.	Status		×	
Create Task General Trigge When you created	rs Actions Condi ate a task, you can sp	ions Settings		er the task.	Status		×	
Create Task General Trigge When you created	rs Actions Condi ate a task, you can sp	ions Settings		er the task.	Status		×	
Create Task General Trigge When you creat	rs Actions Condi ite a task, you can sp Details	ions Settings ecify the condition		jer the task.	Status		×	
Create Task General Trigge When you created	rs Actions Condi ate a task, you can sp	ions Settings		Jer the task.	Status		×	
Create Task General Trigge When you creat	rs Actions Condi ite a task, you can sp Details	ions Settings ecify the condition		jer the task.		Cancel	×	

10. Fill in the information needed. On the **Repeat task every**, you can set how many times the fingerprint data will be pulled on a day. Click **OK**

Important: Please take notes about the repeat times and make it the same with the parameters of the fingerprint on the Business Central application. For example, if you set it to run every six-hour and the start time at 12:00 AM, you must set the fingerprint time parameters to 12:xx AM, 06:xx AM, 12:xx PM, and 06:xx PM, fill in the xx parts with how long the fingerprint job running time is. This is important to make sure the job is complete and the data exist, so the Business Central can pull those data and import it to the Business Central.

New Trigger	×	
Begin the task: On a schedule		
O O <u>n</u> e time Start: 18-Nov-20 □▼ 12:00:00 AM 📄 Synchronize across time zon	les	
O One unite Image: Constraint of the second secon		
Advanced settings		
Delay tas <u>k</u> for up to (random delay): 1 hour		
✓ Repeat task every: 6 hour ∨ for a duration of: 1 day ∨		
Stop all running tasks at end of repetition duration		
Stop task if it runs longer than: 3 days ✓ Expire: 18-Nov-21 ✓ 2:44:55 PM ✓		
2:44:55 PM Synchronize across time zones		
✓ Enabled		
	cel	
OK Can On the Action tab, click the New button	cel	
OK Can On the Action tab, click the New button		
OK Can On the Action tab, click the New button		
OK Can On the Action tab, click the New button Create Task General Triggers Actions Conditions Settings		
OK Can On the Action tab, click the New button Create Task General Triggers Actions Conditions Settings When you create a task, you must specify the action that will occur when your task starts.	×	
OK Can On the Action tab, click the New button Create Task General Triggers Actions Conditions Settings When you create a task, you must specify the action that will occur when your task starts. Action Details	×	
OK Can On the Action tab, click the New button Create Task General Triggers Actions Conditions Settings When you create a task, you must specify the action that will occur when your task starts. Action Details	×	

1

12. Choose Action to Start a program, choose the AmbilLog1.bat by typing the File Location at the Program/Script field or simply by clicking the browse button and choose the file. And fill the Start in (optional) with the folder path of the AmbilLog1.bat file.

Edit Action X
You must specify what action this task will perform.
Action: Start a program
Settings
Program/script:
"D:\Fingerprint\Input\AmbilLog1.bat" Browse
Add arguments (optional):
Start in (optional): D:\Fingerprint\Input\
OK Cancel
3. Click OK to save the task, you will be prompted to fill in the password.
et up the Job Queue on the B <mark>usiness Central</mark>
Select menu Human Resource > Utility > Fingerprint > Fingerprint, click the pencil icon to edit
the parameters, and fill it with arguments below:
- Template file Path:\Template\AmbilLogTemplate.csv
- Input folder path:
- Processed folder path:\Processed
Fingerprint Machine Setup
Run Fingerprint Codeunit More options
Setup
Template File Path · · · · · · C\fingerprint\Template\AmbilLogTemplate.cs
Input Folder Path · · · · · · · C\fingerprint\Input

2. Select menu Human Resource > Utility > Fingerprint > Finger Print Time, click the New button, set up the time according to the Windows Task Scheduler You've set up before (see the Set up the Windows Task Scheduler point no. 10), and turn on the Enable Flag. Add entries as many as the repetition You've set in the Windows Task Scheduler. Notes: you can use AM/PM or 24-Hour format to fill in the Finger Print Time parameter.

Finger Print Time:	All \smallsetminus	: م	Search -	- New	Manage \vee
Time Start ↑					
← fingerprint read time 12:15:00 AM	(- +	Î	√ SAVED	∏ ⊂ ∕
12.13.00 AIVI					
GroupName					

3. Create the **Job Queue** on the Business Central to process and input the fingerprint data into the Absenteeism table by opening the **Job Queue Entries** page. You can open it by clicking on the search bar and type **Job Queue Entries**.

			Sandbox	Q
TELL ME WHAT YOU WANT TO DO		Z×		Expai
job queue entries				
Go to Pages and Tasks				
> Job Queue Entries	Lists			
> Job Queue Log Entries	Lists			
Didn't find what you were looking for? Try explori	ng			

Create the **Job Queue** by following the argument below:

- Object Type to Run: Codeunit
- Object ID to Run: 53022
- Description: Fill the description up to Your needs
- Run on Monday Sunday: Enable the flag up to Your needs
- Starting Time: Fill it according to the time You've set in Fingerprint Time
- No. Of minutes between Runs: fill it according to the recurrence You've set in Task Scheduler

JOB QUEUE ENTRY O	CARD	\bigcirc	+ 🛍		√ SAVED	с,
Codour	nit · 53022		ataEro	mEindor	nrint	
Coueur	III 55022	FUID		minger	рпп	
Process Report	More options					
🔊 Set Status to Re	eady 📕 Set On Hold	Show Error	Restart	Log Entries		
Object Type to Run	Codeunit	~	Description · ·	· · · · · · PullDataF	romFingerprint	
Object ID to Run 🕠		53022 🗷	Earliest Start Da	ite/Ti		
Object Caption to Ru	un ··· PullDataFromFinger;	print	Status	On Hold		
Recurrence						
Recurring Job			Next Run Date	Formula -		
Run on Mondays · ·	·····		Starting Time		AM	
Run on Tuesdays \cdots			Ending Time			
Run on Wednesdays			No. of Minutes	betwe ·		360
Run on Thursdays 🕠			Inactivity Timeo	out Per		0
Run on Fridays • • •						
Run on Saturdays 🕔						
Run on Sundays 🕠						

Payroll

Reference

Salary Component Data · Step by Step

 To go into Salary Component Data, Select menu Payroll – Reference – Salary Component Data, then it will appear:

 Field Name 1	Description	Fielld Type	Tax
AbsenseDeduction	AbsenseDeduction	Non Fixed Deduction	Non Taxable
AdjustmentMinus	AdjustmentMinus	Non Fixed Deduction	Decrease Tax
 AdjustmentPlus	AdjustmentPlus	Non Fixed Allowance	Increase Tax
 BASIC_OT	BASIC OT	Others	Increase Tax
 BasicSalary	Basic Salary	Fixed Allowance	Increase Tax
BiayaLain	Biaya Lain	Non Fixed Allowance	Increase Tax
Bonus	Bonus	Non Fixed Allowance	Increase Tax
Bonus_Tax	Bonus Tax	Non Fixed Deduction	Non Taxable
Bonus_TaxPaid	Bonus Tax Paid	Others	Non Taxable
BonusTaxPenalties	Bonus Tax Penalties	Non Fixed Deduction	Non Taxable
BPJSKesKaryawan	BPJS Kes Karyawan	Fixed Deduction	Non Taxable
BPJSKesPerusahaan	BPJS Kes Perusahaan	Others	Increase Tax
BPJSKesSalary	BPJS Kesehatan Salary	Others	Non Taxable

		+ 🖻		
Salary Compone	nt Data			
Active 🔒 Deactive More option	ns			
Field Name		Tax	Increase Tax	~
Description		Pension · · · · · ·		
Field Width	0	Yearly Update		
Decimal Point	0	Retroactive		
Spt Collumn		Cummulative Upda	te · · · · ·	
Dispaly In Salary Master	~	For Limit Medical		
Field Type ····· Fixed Allowance	~	Group Takehomepa	y · · · · None	~

3. To update the data, in picture 1 salary component data, click on the fields that need to be adjust and input the data. The data will be saved automatically.

Dynamics 3	365 Business Central				Sa	ndbox		Ω	Ø	?	A
¢	salary component data AbsenseDed	uction		+ 🛍		√ SAVE	D	0 0	, ^K		
	Active Deactive	More options									
	Field Name	AbsenseDeduction		Tax	N				~		
	Description	AbsenseDeduction		Pension	•					(>)
	Field Width		12	Yearly Update	•						
	Decimal Point		2	Retroactive							
	Spt Collumn	AbsenseDeduction		Cummulative Update	•						
	Dispaly In	Salary Master	~	For Limit Medical	•						
	Field Type	Non Fixed Deduction	~	Group Takehomepay	None				111		

Tax Rate · Step by Step

1. Select menu Payroll – Reference – Tax Rate, then it will appear:

nics 365 Business Central			Sandbox Q D	© ? 🙆
(0	+ 8		
Tax Rate	Ň	Aake changes on the page.		
Actions				
			^	
Tax Calculation Method Gross Ne	et Employee	NEAREST TAXABLE INCOME ROUNDED		
NON TAXABLE INCOME				
Employee	54,000,000.00		1,000.00	
Each Dependent	4,500,000.00	Time Test	0	
OCCUPATIONAL		Tax Rate Within Time Test %	0.00	
Percentage %	5.00	TAX BY GOVERNMENT		
Maximum	6,000,000.00	Τ/Κ	0	
TAXABLE INCOME		K/0	0	
		K/1	0	
%	5.00	K/2	0	
From	0	K/3	0	
То	5000000	DEDUCATED ON PERIOID		
2	15.00	Period		
5	50000001	TAX PENALTIES		

In case all fields are disabled, then click as shown above. If the information **Make changes on the page** already changes to **Open the page in read-only mode,** then the data about to has been enable.

 Field already enable. To update the data, input the fields that need to be adjust and data will be saved automatically.

Actions			
		NEAREST TAXABLE INCOME R	
Tax Calculation Method G	ross Net Employee		D
Employee	54,000,000.00		1,000.00
Each Dependent	4,500,000.00	Time Test	0
OCCUPATIONAL		Tax Rate Within Time	0.00
Percentage %	5.00	TAX BY GOVERNMENT	
Maximum	6,000,000.00	Т/К	0
TAXABLE INCOME		К/О	0
1	5.00	K/1	0
From	0	K/2 · · · · · · · · · · · · · · · ·	0
		KB	<u>∩</u>
ormat · Step	by Step	K/3	0
		nat, then it will appea	
	Reference – SPT Form	nat, then it will appea	r:
ct menu Payroll – R SPT Format	Reference – SPT Form	nat, then it will appea	r:
ct menu Payroll – R	Reference – SPT Form	nat, then it will appea	r:
ct menu Payroll – R SPT Format Actions	Reference – SPT Form	nat, then it will appea	r:
ct menu Payroll – R SPT Format Actions PENGHASILAN BRUTO	Reference – SPT Form	nat, then it will appea + 💼	r:
ct menu Payroll – R SPT Format Actions PENGHASILAN BRUTO GAJI/PENSIUN ATAU	Reference – SPT Form	nat, then it will appea + ₪	r:
ct menu Payroll – R SPT Format Actions PENGHASILAN BRUTO GAJI/PENSIUN ATAU	eference – SPT Form	nat, then it will appea + 💼	r:
ct menu Payroll – R SPT Format Actions PENGHASILAN BRUTO GAJI/PENSIUN ATAU	2 ···	PREMI ASURANSI YA	r:
ct menu Payroll – R SPT Format Actions PENGHASILAN BRUTO GAJI/PENSIUN ATAU	eference – SPT Form	nat, then it will appea + PREMI ASURANSI YA PENERIMAAN DALA PENERIMAAN DALA 	r:
ct menu Payroll – R SPT Format Actions PENGHASILAN BRUTO GAJI/PENSIUN ATAU	Reference – SPT Form 0 2 ··· 0 3 ···	PREMI ASURANSI YA	r:

In case all fields are disabled, then click \checkmark . If the information **Make changes on the page** already changes to **Open the page in read-only mode,** then the data about to has been enable.

 Field already enable. To update the data, input the fields that need to be adjust and data will be saved automatically.

Actions			
Tax Calculation Method	Gross Net Employee 🗸 🗸	NEAREST TAXABLE INCOME ROUNDE	D
NON TAXABLE INCOME		💽	
Employee · · · · · · · · ·	54,000,000.00		1,000.00
Each Dependent	4,500,000.00	Time Test	C
OCCUPATIONAL		Tax Rate Within Time	0.00
Percentage %	5.00	TAX BY GOVERNMENT	
Maximum · · · · · · · · ·	6,000,000.00	Т/К	C
TAXABLE INCOME		К/0	C
1		K/1 · · · · · · · · · · · ·	C
%	5.00	K/2	C
From	0		
		K/3	

Data Entry

Salary Master Data . Step by Step

1. Select menu Payroll – Data Entry – Salary Master Data, then it will appear:

AOI Human Reso	urce∨ Payroll∨ 🔤		
Salary Master Data: All	∽		\
Employee No.	Employee Name	Period Month 🝸	Period Year 🝸
1100104	: :	8	2020
1100105		8	2020
1100106		8	2020
1110002		8	2020
1201005		8	2020
1201009		8	2020
7000	ROBERTO SCHNEIDERS	8	2020
7001	SENSUALITA TANGAHU SJAHBUDIN	8	2020
7002	PUDJI RATNAWATI	8	2020
7006	MUHAMMAD BAHTIAR RIPA'I	8	2020
70010	I GEDE DRESTA ARTHA	8	2020
9282	ASYROFUL MUJAHID	8	2020

2. To update the data, click on the data which need to update. Input the fields that need to be adjust. If all the file disabled, then click as shown below. If the information Make changes on the page already changes to Open the page in read-only mode, then the data about to has been enable, input the fields that need to be adjust and data will be saved automatically.

	ROBERTO SCHNE		anges on the page.			
	Employee No. · · · · · · · 7000		Period Month			8
	EmployeeName ····· ROBERTO SCHNEID	DERS	Period Year		2	020
	Salary Details					63
	Field Name	Description		Currency Code	Amount	
	→ BasicSalary	Basic Salary		IDR	0	^
	BPJSKesSalary	BPJS Kes Salary		IDR	0	
	JamsostekSalary	Jamsostek Salary		IDR	0	
	JapenSalary	Japen Salary		IDR	0	
	Medical	Medical		IDR	0	
	OtherAllowance	Other Allowance		IDR	0	
	OtherDeduction	Other Deduction		IDR	0	
	Overtime	Overtime		IDR	0	
hamic	es 365 Business Central Salary Master Data Fahmi Amrulah				Sandbox Q √SAVED [] ⊏ "× ^e	۵ «
		Open th	page in read-only mode.		^	
	Employee No. 1100104 EmployeeName Fahmi Amrulah		eriod Month eriod Year		5 2020	
					62	
	Salary Details					
	Salary Details	Description	Curre	incy Code	Amount	
	Fedd Name. → BasicSalary	Basic Salary	IDR	incy Code	5,500,000.00	
	Fact Name → BacicSalary BP/SKetSalary	Basic Salary BPJS Kes Salary	IDR IDR	ncy Code	5,500,000.00	
	Fedd Name. → BasicSalary	Basic Salary BPJS Kes Salary Jamsostek Salary	IDR IDR IDR	ncy Čode	5,500,000.00	
	Faul Name → BasiCsalary BPDStesSalary JamostekSalary	Basic Salary BPJS Kes Salary	IDR IDR	ney Code	5,500,000.00 2,600,000.00 8,600,000.00	
	Fett Name -> BasicSalary BPSKesSalary Jamosofte(Salary JapenSalary	Basic Salary BPJS Kes Salary Jamsostek Salary Japen Salary	IDR IDR IDR IDR	my Code	5,500,000.00 2,600,000.00 8,600,000.00 3,800,000.00	
	Faith Name → BasicSulary BPSKerSulary JaneostekSulary JapenSulary Medical OtherReduction OtherReduction	Basic Salary BPJS Kes Salary Jamsostek Salary Japen Salary Medical Other Allowance Other Deduction	IDR IDR IDR IDR IDR IDR IDR IDR	nny Code.	5,500,000,00 2,600,000,00 3,800,000,00 7,000,000,00 100,000,00 250,000,00	
	Fact Name → BasicSalary BPSKesSalary ImmodelsSalary JaperSalary Medical OtherAllowace OtherAllowace OtherDeduction Overtime	Basic Salary BPJS Kes Salary Jamosotek Salary Japen Salary Medical Other Allowance Other Deduction Overtime	IDR IDR IDR IDR IDR IDR IDR IDR IDR	ney Code	5,500,000.00 2,600,000.00 3,800,000.00 7,000,000.00 100,000.00 250,000.00 0.00	
	Faid Name → Baid/Salary BP25KetSalary JamostetK-Salary Japen/Salary Medical Other/Nowcce Other/Deduction Overtime MediAlowance	Basic Salary BPIS Kes Salary Japon Salary Medical Other Allowance Other Deduction Overtime Meal Allowance	IDR IDR IDR IDR IDR IDR IDR IDR IDR	ng Code	5,500,000,00 8,600,000,00 3,800,000,00 7,000,000,00 100,000,00 0,00 0,00	
	First Name → Bad-Salary BPSKeSalary JaponSalary Medical OtherNelAlovance OtherNelAlcolance OtherNelAlcolance OtherNelAlcolance TarasportAllovance	Basic Salary IPPS Kes Salary Japon Salary Medical Other Allowance Other Deduction Overtime Meal Allowance Transport Allowance	101 103 103 104 107 107 107 107 107 107 107 107	ng Cos	5,500,000.00 2,600,000.00 8,600,000.00 3,800,000.00 7,000,000.00 100,000.00 2,50,000.00 0,00 0,00 0,00	
	Faid Name → Baid/Salary BP25KetSalary JamostetK-Salary Japen/Salary Medical Other/Nowcce Other/Deduction Overtime MediAlowance	Basic Salary BPIS Kes Salary Japon Salary Medical Other Allowance Other Deduction Overtime Meal Allowance	IDR IDR IDR IDR IDR IDR IDR IDR IDR	ng Cole	5,500,000,00 8,600,000,00 3,800,000,00 7,000,000,00 100,000,00 0,00 0,00	

Salary Accumulation Data · Step by Step

1. Select menu Payroll – Data Entry – Salary Accumulation Data, then it will appear:

Dynamics 365 Business Central			Sandbox	Q	Q	Ø	?	A
AOI Human Resource V Payroll V	=							
Salary Accumulation Data: All \checkmark \bigcirc Search	+ New 📋 De	ete 🖬 Open in Excel More options		V	≡ []	2		
Employee No ↑	Em	ployee Name						
1024	: SA	PRUDIN				^		
1028	н	DAYAT HARYONO						
1031	SL	NARIYADI PRAMONO						
1032	SY	NFUL MULUK						
1035	SL	MITRO						
1036	EK	D SETYO UTOMO						
1046	BE	NI EKO SAPUTRO						
1057	U	gdefliga brawijayavis mustiko						
1059	AC	OES ARIE WIBOWO						
1062	SA	FIRA NUR HIDAYAT						
1063	LE	ITARI DWI YULIANINGSIH						
1065	LA	LU JUMEDAL						
1069	DE	NNY YULIANTO						

2. Click **New** button, then input the fields that need to be adjust, the data will be saved automatically.

	(<i>b</i>) + <i>i</i>								
Salary Accumulation Data									
Active Deactivate Mor	re options								
Employee No	Employee Name								
Employee No · · · · · · · Employee Name · · · · ·									
Details Manage		ß							
Details Manage	Description	Amount							
	Description Medical Insurance								
Field Name 1		Amount							
Field Name↑ MedicalInsurance	Medical Insurance	Amount							
Field Name † MedicalInsurance MonthlyGrossIncome	Medical Insurance Monthly Gross Income	Amount 0 0							
Field Name † MedicalInsurance MonthlyGrossIncome NonAccidentalDeathInsurance	Medical Insurance Monthly Gross Income Non Accidental Death Insurance	Amount 0 0 0 0 0 0							
Field Name † MedicalInsurance MonthlyGrossIncome NonAccidentalDeathInsurance OccupationalAllowance	Medical Insurance Monthly Gross Income Non Accidental Death Insurance Occupational Allowance	Amount 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0							

3. To update the data, click on the data which need to update. Input the fields that need to be adjust. If all the file disabled, then click as shown below. If the information Make changes on the page already changes to Open the page in read-only mode, then the data about to has been enable, input the fields that need to be adjust and data will be saved automatically.

ore options	
	^
Employee Name · · · · · · SA	PRUDIN
	E
Description	Amount
Absense Deduction	0
Adjustment Minus	0
Adjustment Plus	0
Basic Salary	0
Bonus	0
Bonus Tax	0
	Employee Name SA Description Absense Deduction Adjustment Minus Adjustment Plus Basic Salary Bonus

Bonus Data Entry · Step by Step

1. Select menu Payroll – Data Entry – Bonus Data Entry, then it will appear:

amics 365 Business Central					Sandbox Q D 🚳	?
AOI Humar	n Resource 🗸 🛛 Payroll 🗸 📃 🚍					
Bonus Data Entry: A	ll ∨ $𝒫$ Search + New 📋 Dele	ete I Open in Excel More options			$\forall \equiv \square 2$	
Employee No †	Employee Name	Bonus Payment Date 1	Service Month	Currency Code	Nominal	
1001	Bondan	5/22/2020	12.00	IDR	3,000,000.00	
1001	Diah Indah Murwati	5/29/2020	0.00	IDR	0.00	
7000	Rendy	5/12/2020	12.00	IDR	4,400,000.00	
70010	Bondan	5/20/2020	12.00	IDR	3.000.000.00	



2. Click **New** button, then input the fields that need to be adjust, the data will be saved automatically.

Bonus Data Ent	ry		
Actions			
GroupName			
Employee No · · · · · · *	\sim	Currency Code IDR	~
Employee Name		Currency Name	
Bonus Payment Date	Ē	Nominal	0.00
Service Month	0.00	Performance Result	

3. To update the data, click on the data which need to update. Input the fields that need to be adjust. If all the file disabled, then click as shown below. If the information Make changes on the page already changes to Open the page in read-only mode, then the data about to has been enable, input the fields that need to be adjust and data will be saved automatically.

7000 · 5) IL/LOLO D				
Actions					
GroupName					
		_			
Employee No			Currency Code		
Employee Name			Currency Name		
Bonus Payment Date			Nominal · · · · · · · ·		4,400,000.00
Service Month		12.00	Performance Result	100	
ata Entry	 Step by Ste 	р			
monu Bavro	ll – Entry – THR Da	ta Entry	thop it will a	nnoar:	
	II – EIILIY – THK Da	ta Entry	, then it will a	рреаг.	
THR DATA ENTRY					
	New Manage 📲 Open in E	xcel Mo	ore options		∑ ≣
/					
Employee No †	Employee Name		THR Payment Date ↑ C	urrency Code	Nominal
<u>1001</u>	Lina Yati Sudrajat		5/28/2020 I	DR	8,000,000.00
	Bondan				1 000 000 00
1001			6/16/2020 I	DR	4,000,000.00
1001 7001	Rendy			DR DR	4,400,000.00
			5/13/2020		
7001 70010	Rendy	\sim	5/13/2020 I 5/20/2020 I CONN hat need to	DR DR	4,400,000.00 232,323.00
7001 70010 New button, natically.	Rendy Rendy		5/13/2020 I 5/20/2020 I	DR DR	4,400,000.00 232,323.00
7001 70010 New button, natically.	Rendy Rendy	\sim	5/13/2020 I 5/20/2020 I CONN hat need to	DR DR	4.400,000.00 232,323.00
7001 70010 New button, natically.	Rendy Rendy	\sim	5/13/2020 I 5/20/2020 I CONN hat need to	DR DR	4.400,000.00 232,323.00
7001 70010 New button,	Rendy Rendy	\sim	5/13/2020 I 5/20/2020 I CONN hat need to	DR DR	4.400,000.00 232,323.00
7001 70010 New button, natically. THRData	Rendy Rendy , then input the f	\sim	5/13/2020 I 5/20/2020 I CONN hat need to	DR DR be adjust,	4,400,000.00 232,323.00

3. To update the data, click on the data which need to update. Input the fields that need to be adjust. Data will be saved automatically.

GroupN	lame			
Employee	No	7001	Currency Name	Indonesia Rupiah
Employee	Name · · · · ·	SENSUALITA TANGAHU SJAHBU	Nominal	4,400,000.00
THR Paym	nent Date	5/13/2020	Service Month	12.00
Currency		100		
	a · Step	by Step		
Formul	a · Step		n i <mark>t will app</mark> ear:	
Formul	a · Step	by Step		dbox Q D @ ? 📣
Formul lect menu F	a · Step	by Step		dbox Q D 🛞 ? 🔥
Formul lect menu F	a • Step Payroll – Er	by Step ntry – THR Formula, ther	San	dbox Q D ⊚ ? A
Formul lect menu F 65 Business Central AQI Human Re	a • Step Payroll – Er	by Step ntry – THR Formula, ther	San	

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0				
🎙 Add 🛛 🐺 Edit	🗱 Remove 🛛 🔊 Pro	cess More options		
GroupName				
				~
Delining Code				
Religion Code				
Religion Code				
Religion Code				
			n Days Be	0
Process	9/16/2020		n Days Be	
Process THR Cut Off Date	9/16/2020		n Days Be	
Process THR Cut Off Date	9/16/2020		n Days Be	
Process THR Cut Off Date	9/16/2020		n Days Be ·	

3. To update THR Formula, click on the data which need to update. Input the fields that need to be adjust. Data will be saved automatically.

	THR FORMULA 🖉 🕂 🔟	
	ISLAM · O	
	୨۶ Add - চ়ে Edit → Remove → Process More options	
	GroupName	^
	Religion Code · · · · · · · · · · · · · · · · ISLAM	
	Process	_
	THR Cut Off Date 9/16/2020 Image: Greater Than Days Be Service Month Round •	0
	Service Month Service Month From ↑ To Formula Condition	
	0 3 BasicSalary → 0 : 0	
		~
vera	nce Data Entry · Step by Step	
Select	menu Payroll – Entry – Severance Data Entry, then it will appear:	
		ndbox Q D @ ?
AOI	Human Resource V Payroll V =	
	nce Data Entry: All ~ / ♀ Search + New	♡ ≡ [] 2
Emplo	yee No↑ Employee Name	
9282	: PUDJI RATNAWATI	
	Now button than input the fields that need to be adjust the	o data will be s
	New button, then input the fields that need to be adjust, th	le data will be sa
autom	hatically.	
\leftarrow	 + m 	
	Severance Data Entry	
	Actions	
	GroupName	
	Employee No	
		0
		0
	Compensation · · · · · ·	0

3. To update the data, click on the data which need to update. Input the fields that need to be adjust. Data will be saved automatically.

GroupName Employee No 9282 Gratuity Pay 100.000.00 Reign Date 12/31/2020 Ret Leave Payment 4.000.00 Payment Date 12/31/2020 Ret Leave Payment 4.000.00 Amount 90.000.000 Otal Amount 222.500.00	Employee No 9282 Gratuity Pay 100.000,000 PUDJI RATNAWATI Compensation 28.500,000 Resign Date 12/31/2020 Rest Leave Payment 4.000,000 Payment Date 12/31/2020 Adjustment 0 Payment Date 12/31/2020 Adjustment 0 Payment For PESANGON Total Amount 222.500,000	Actions			
PUDII RATINAWATICompensation28,500,000Resign Date12/31/2020Rest Leave Payment0Payment Date12/31/2020Adjustment0Payment ForPESANGONTotal Amount222,500,000Amount90,000,000StateState	PUDII RATINAWATI Compensation 28,500,000 Resign Date 12/31/2020 Rest Leave Payment 4,000,000 Payment Date 12/31/2020 Adjustment 0 Payment For PESANGON Total Amount 222,500,000	GroupName			
Resign Date12/31/2020Rest Leave Payment4,000,000Payment Date12/31/2020Adjustment0Payment ForPESANGONTotal Amount222,500,000Amount90,000,00090,000,00090,000,000	Resign Date 12/31/2020 Rest Leave Payment 4,000,000 Payment Date 12/31/2020 Adjustment 0 Payment For PESANGON Total Amount 222,500,000	Employee No	9282	Gratuity Pay	100,000,000
Payment Date 12/31/2020 Adjustment 0 Payment For PESANGON Total Amount 222.500.000	Payment Date 12/31/2020 Adjustment 0 Payment For PESANGON Total Amount 222,500,000		PUDJI RATNAWATI	Compensation · · · · · · ·	28,500,000
Payment For PESANGON Total Amount 222.500.000	Payment For PESANGON Total Amount 222,500.000	Resign Date	12/31/2020	Rest Leave Payment	4,000,000
		Payment Date	12/31/2020	Adjustment	0
		Payment For	PESANGON	Total Amount	222,500,000
		Amount	90,000,000		

Process

Import Data From Excel . Step by Step

1. Select menu Payroll – Process – Import Data From Excel, then it will appear:

namics	s 365	Business Central					Sandbox	Q,	Ω	Ø	?
	IMPOR	RT DATA FROM EXCEL								2	^r
	Proces	ss Period			May 2020						1
	Transf	er to			Salary Master						~
	Impor	t File									
		Column		Destination Field Table	Destination Field No.	Destination Field			ency Cod	le	. I
		A		52040	3	EmployeeNo		IDR			
	<i>→</i>	В	:	0	0	Employee Name		IDR			
Ľ											1
								ОК		Cancel	
											- 1
1											

2. Click Import File, then click Choose to select filed to import.

Process Period				Choose Cancel	
			Salary Master	0,	v
Import File					•••
A		52040	3	EmployeeNo	Currency Code
		0		Employee Name	IDR
→ B					
	:				

3. If data has been selected and correct, then click **OK.** Then imported data is already available.

Proce	ess Period			May 2020			
Trans	fer to			Salary Master			
Impo	rt File			Book1.xlsx			
	A		52040		EmployeeNo	IDR	
\rightarrow	В	1	0	0	Employee Name	IDR	

Monthly Process

The Monthly Process is run to proceed the payroll every month.

Absenteeism & Overtime - Step by Step

Select menu Payroll – Process – Monthly Process - Absenteeism & Overtime, then it will appear:

	ABSENTEEISM & OVERTIME		2
	Procesing Period Month		8
	Procesing Period Year		2020
	Range		
	btndel · · · · · · · · · · · · · · ·		
I			
		ОК	Cancel

To proceed Absenteeism & Overtime, click OK. Then data will be proceded.

Absenteeism & Overtime process has a purpose to proceed the attendance data from finger print to calculate lateness, overtime, Earlyback, dll.

Salary Calculation Process- Step by Step

1. Select menu Payroll – Process – Monthly Process - Salary Calculation Process, then it will appear:

SALARY CALCULATION PROCESS	
PERIOD PROCESS	^
Period Process August 2020	
Process Date	Ē
RETROACTIVE	
Retroactive Process	
Retroactive	×
Include Probation Period	
Include Jamsostek Amount	
EMPLOYEE NO.	
Range	
From	\sim
То	~
	OK Cancel

To proceed **Salary Calculation Process**, click **OK**. Then data will be proceded.

Salary Calculation Process to calculate allowance, deduction, bpjs, and bpjs kesehatan.

Severance Process · Step by Step

1. Select menu Payroll – Process – Monthly Process - Severance Process, then it will appear:

× ∨ Cancel
 ✓ ✓ Cancel
✓✓✓✓
 Cancel
Cancel
مماما الزر
ill appe
ок

To proceed **Tax Calculation**, click **OK.** Then data will be proceded.

Tax Calculation to calculate tax of PPH21 and take home pay.

Transfer Bank Process - Step by Step

1. Select menu Payroll – Process – Monthly Process - Transfer Bank Process, then it will appear :

TRANSFER BANK PROCESS		7
		^
Source Bank Code		
Source Bank Name	BCA	
Account Number	1313131131	
Transfer Date	9/17/2020	
Employee No	~	
То	~	
Group Authorize Code	Local	
То	Expatriate ~	
DATA TO TRANSFER		
Transfer Ammount		
Salary		J
	OK Cancel	

To proceed Transfer Bank Process, click OK. Then data will be proceded.

Transfer Bank Process to create the SCB File.

Monthly Payroll Closing Process · Step by Step

 Select menu Payroll – Process – Monthly Process - Monthly Payroll Closing Process, then it will appear :

MONTHLY PAYROLL CLOSING PROCESS	2
ProcessingPeriod · · · · · · · August 2020	
ОК Сап	cel

To proceed **Monthly Closing Process**, click **OK**. Then data will be proceded.

Monthly Payroll Clossing Process is to input the current month payroll data to accumulate it.

Monthly System Closing - Step by Step

 Select menu Payroll – Process – Monthly Process - Monthly System Closing, then it will appear :

MONTHLY PAYROLL CLOSING PROCESS
ProcessingPeriod August 2020
OK

To proceed **Monthly Closing Process**, click **OK**. Then data will be proceded.

Monthly Closing Process for closing the current month openning the payroll process in the next month.

Yearly Process

This process can only be done at the end of the year (in December), to calculate the SPT and moving forward to the January period in the following year.

Final Tax Process . Step by Step

1. Select menu Payroll – Process – Yearly Process – Final Tax Process, then it will appear :

FINAL TAX PROCESS
Period Year · · · · · · · · · · 2020
OK Cancel

To proceed **Final Tax Process**, click **OK.** Then data will be proceded. **Final Tax Process** has a purpose to calculate the final tax/tax

SPT Process · Step by Step

1. Select menu Payroll – Process – Yearly Process - SPT Process, then it will appear :

	SPT EDIT LIST REPORT	2
	GroupName	
	Seq	1
	Employee No · · · · · · · 1024	~
	То	~
	Print Income tax = 0 · · · · · · · · · · · · · · · · · ·	
	Group NPWP	~
	Filter: SPT	
	+ Filter	
		ncel
	to calculate / generate employee SPT reports.	
	print report in the printed format. To display report in PDF format.	
	To button to display report in PDF/Word/Excel format.	
SPT EDIT LIST REPORT		
GroupName		
Seq		1
То	Choose file type	~
Print Income tax = 0 · · · Group NPWP · · · · · · ·	O Microsoft Word Document O Microsoft Excel Document	~
Filter: SPT	O Schedule	
+ Filter	OK Cancel	
	Send to Print	Preview Cancel

3. If the printed format report is necessary, then click **Schedule**

SPT EDIT LIST REPORT		
GroupName		
Seq		1
Employee No	Choose file type	×
Print Income tax = 0	•	
Group NPWP	O PDF Document O Microsoft Word Document	
Group NEWE	O Microsoft Excel Document	`
Filter: SPT	Schedule	
+ Filter	ок	Cancel
		Send to Print Preview Cancel
out the filed whi	ch need to adjust then click OK .	
EDIT - SCHEDULE A REPOR	- SPT EDIT LIST REPORT	, ^k
Report ID		53110
Report Name	SPT EDIT LIST REPORT	
Description	SPT EDIT LIST REPORT	
Report Output Type	PDF	▼
Printer Name		
Next Run Date Formula		
Earliest Start Date/Time		iii
Expiration Date/Time		iii)
		OK Cancel
	Step by Step	
Select menu Pa	ayroll – Pr <mark>ocess – Y</mark> ear <mark>ly Proce</mark> ss – Ye	ar End Process, then it will appear :
	YEAR END PROCESS	7
		Ľ
	Year	2020
		······
		OK Cancel

To proceed **Year End Process**, click **OK.** Then data will be proceded. **Year End Process** will be done if the calculation of SPT is already correct.

Report

Salary Report

1. Select menu Payroll – Report – Salary Report, then it will appear:

Parameters EMPLOYEE FILTER Employee No			
Employee No			
	1024		~
То	9282		~
PERIOD FILTER			
Period Year			2020 🗸
Period Month	August		~
LOCATION			
From	INABDW		~
To	INASBY		~
DEPARTMENT	AG		~
Та	AG		~
10		Send to Print	
iew button to display repor	rt in PDF format.		
riew button to display repor		el format.	Π.
riew button to display repor Click Send To button to disp	rt in PDF format.	el format.	
riew button to display report Click Send To button to disp	rt in PDF format.	el format.	
riew button to display report Click Send To button to disp LARY REPORT rameters	rt in PDF format.	el format.	
riew button to display repor Click Send To button to disp LARY REPORT Irrameters IPLOYEE FILTER IPLOYEE FILTER	rt in PDF format. Play report in PDF/Word/Exc	el format.	
riew button to display repor Click Send To button to disp LARY REPORT Irameters PLOYEE FILTER ployee No	t in PDF format.	el format.	
riew button to display report Click Send To button to disp LARY REPORT Irameters IPLOYEE FILTER ployee No	rt in PDF format.	el format.	
riew button to display report Click Send To button to display LLARY REPORT Arameters INPLOYEE FILTER hployee No RIOD FILTER hod Year	t in PDF format.	el format.	2020
riew button to display report Click Send To button to display LARY REPORT Arameters IPLOYEE FILTER hol Year find Month CATION	t in PDF format.	el format.	2020
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t button to print report in the iew button to display report Click Send To button to display click Send To button to display cli	t in PDF format.		2020

3. If the printed format report is necessary, then click Schedule

) SALARY REPORT		
Parameters		
EMPLOYEE FILTER		
Employee No	1024	×
То	Choose file type	\sim
PERIOD FILTER	O PDF Document	
Period Year		2020 🗸
Period Month	-	×
LOCATION	Schedule	
From		\
То	ок с	ancel
DEPARTMENT		
From	AG	×
Το	¢i	
		Send to Print Preview Cancel

Input the filed which need to adjust then click **OK**.

EDIT - SCHEDULE A REPORT - SALARY REPORT		,≓⊻
Report ID	54	1080
Report Name	Salary Report	
Description	Salary Report	
Report Output Type	PDF	~
Printer Name		
Next Run Date Formula		
Earliest Start Date/Time		
Expiration Date/Time		
	OV Com	cal

Payment Slip

Salary Slip

1. Select menu Payroll – Report – Payment Slip - Salary Slip, then it will appear:

SALARY SLIP		Z Z
Parameters		^
SLIP TYPE		
Slip Type	Salary Slip	
Report Sequence	Employee No 🗸	
Employee No From	1024 ~	
To	9282 ~]
Group Autorize Code	Local	
Το	Expatriate	
Period Month	August	
Period Year	2020	
		~
	Send to Print Preview Cance	

Salary Slip to display employee salary slip in report format.Print button to print report in the printed format.Preview button to display report in PDF format.

2. Click Send To button to display report in PDF/Word/Excel format.

SLIP TYPE	Salary Slin	_			
	Choose file type				
Report Sequence	·····				
Employee No From	PDF Document O Microsoft Word Document				
То	O Microsoft Excel Document				
Group Autorize Code	⊖ Schedule				
То					
Period Month	ОК	Cancel			
Period Year					
		Send	to Print	Preview	С
If the printed format r	eport is necessary, then click Sch	redule			
If the printed format r	report is necessary, then click Sch	nedule			
	ep <mark>ort is nec</mark> essary, then click Sch	<mark>ned</mark> ule			
SALARY SLIP	report is necessary, then click Sch	nedule			
SALARY SLIP Parameters	report is necessary, then click Sch	nedule			
If the printed format r SALARY SLIP Parameters SLIP TYPE Slip Type	report is necessary, then click Sch	nedule			
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SALARY SLIP Parameters SLIP TYPE Slip Type Report Sequence Employee No From To Group Autorize Code To Period Month	Starv Stn Choose file type PDF Document Microsoft Word Document Microsoft Excel Document Schedule				22

Intikom Berlian Mustika, PT.

EDIT - SCHEDULE A REPORT - SALARY SLIP	» م
Report ID	54090
Report Name	Salary Slip
Description	Salary Slip
Report Output Type	PDF ~
Printer Name	
Next Run Date Formula	
Earliest Start Date/Time	
Expiration Date/Time	in
	OK Cancel

Bonus Slip

1. Select menu Payroll – Report – Payment Slip - Bonus Slip, then it will appear:

SLIP TYPE			
	Bonus Slin		
Slip Type	bonus sup		
Report Sequence	Employee No		
Employee No From	1024		
То	9282		
Group Autorize Code	Local		
То	Expatriate		
Period Month	August		
Period Year			
		Send to Prin	t Preview

Print button to print report in the printed format.

Preview button to display report in PDF format.

2. Click Send To button to display report in PDF/Word/Excel format.

BONUS SLIP							7
Parameters							
SLIP TYPE							
Slip Type	Bonus Slip						
	Choose file type		- 1				
Report Sequence							~
Employee No From	PDF Document		- 1				~
То	O Microsoft Word Document						~
Group Autorize Code	O Microsoft Excel Document						~
	○ Schedule						
То		OK Can					~
Period Month		Can					~
Period Year							2020
			Send	to	Print	Preview	Cancel
			Send		Fint	Freview	Cancel

3.	If the printed	format report	is necessary,	then click	Schedule
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SLIP TYPE		
Slip Type	Ronuc Slin	
	Choose file type	
Report Sequence	O PDF Document	~
Employee No From	Microsoft Word Document	~
То	O Microsoft Excel Document	~
Group Autorize Code	Schedule	
То	OK Cancel	
Period Month		~
Period Year		2020
	Send	to Print Preview Cancel
out the filed which nee	d to adjust then click OK .	
DIT - SCHEDULE A REPORT - BONUS SLIP		
port ID		
port ID		
port Name	Bonus Slip	
escription	Bonus Slip	
port Output Type	PDF	
inter Name		
ext Run Date Formula		
rliest Start Date/Time		
piration Date/Time		ti di
		ок с
IP Slin		
		ill appear:
	- Report – Payment Slip - THR Slip , then it w	vill appear:
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R SLIP rameters P TYPE	- Report – Payment Slip - THR Slip , then it w	vill appear:
Select menu Payroll - R SLIP rameters P TYPE		vill appear:
Select menu Payroll - a slip rameters P TYPE Type	- Report – Payment Slip - THR Slip, then it w	
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Select menu Payroll - R SLIP rameters P TYPE Type ort Sequence ployee No From	- Report – Payment Slip - THR Slip, then it w THR Slip Employee No 1024	
Select menu Payroll - a sLIP rameters P TYPE Type ort Sequence ployee No From	- Report – Payment Slip - THR Slip, then it w THR Slip Employee No 1024 9282	
Select menu Payroll - R SLIP rameters P TYPE Type ort Sequence sloyee No From up Autorize Code	- Report – Payment Slip - THR Slip, then it w THR Slip Employee No 1024 9282 Local	
Select menu Payroll - R SLIP rameters P TYPE Type ort Sequence ployee No From up Autorize Code	- Report - Payment Slip - THR Slip, then it w THR Slip Employee No 1024 9282 Local Expatriate	
Select menu Payroll - R SLIP rameters P TYPE Type ort Sequence sloyee No From up Autorize Code	- Report – Payment Slip - THR Slip, then it w THR Slip Employee No 1024 9282 Local	

THR Slip to display THR Slip in report format.

Print button to print report in the printed format.

Preview button to display report in PDF format.

SLIP TYPE						
Slip Type	THR Slin	_	-			
	Choose file type					
Report Sequence						
Employee No From	PDF Document					
То	O Microsoft Word Document					
Group Autorize Code	O Microsoft Excel Document O Schedule					
то	() Starbulkin					
Period Month	ОК	Cancel				
Period Year						
			Send to	Print	Preview	Ca
	t report is necessary, then click <mark>S</mark>	<mark>ched</mark> ule				
HR SLIP	t report is necessary, then click S	<mark>ched</mark> ule	9			
HR SLIP arameters	t report is necessary, then click S	<mark>ched</mark> ule				
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IR SLIP arameters LIP TYPE pp Type eport Sequence mployee No From roup Autorize Code eriod Month	I THR Sile Choose file type PDF Document O Microsoft Excel Document Schedule		Send to	Print	Preview	

2. Click Send To button to display report in PDF/Word/Excel format.

EDIT - SCHEDULE A REPORT - THR SLIP

Report ID	5	4092
Report Name	THR Slip	
Description	THR Slip	
Report Output Type	PDF	~
Printer Name		
Next Run Date Formula		
Earliest Start Date/Time		
Expiration Date/Time		
	OK Can	ıcel

Pension Slip

1. Select menu Payroll – Report – Payment Slip - Pension Slip, then it will appear:

PENSION SLIP		
GroupName		^
Slip Type	Pension Slip	
Report Sequence	Employee No	\sim
Employee No From	1024	\sim
То	9282	\sim
Group Authorize From	Local	\sim
То	Expatriate	\sim
Period Month	August	~
Period Year		2020
Prepared By		\sim
Acknowledge By		~
Approved By		~ *
	Send to Print Preview C	ancel

Pension Slip to display pension slip in report format.

Print button to print report in the printed format. **Preview** button to display report in PDF format.

2. Click Send To button to display report in PDF/Word/Excel format.

PENSION SLIP		
GroupName		
Slip Type	Pension Slip	
Report Sequence		~
Employee No From	Choose file type	~
То	PDF Document	~
Group Authorize From	O Microsoft Word Document	~
То	O Microsoft Excel Document	~
Period Month	○ Schedule	~
Period Year	ок	Cancel 2020
Prepared By		~
Acknowledge By		~
Approved By		~
		Send to Print Preview Cancel

3. If the printed format report is necessary, then click Schedule

PENSION SLIP		
GroupName		
Slip Type	Pension Slip	
Report Sequence		
Employee No From	Choose file type	~
То	O PDF Document	~
Group Authorize From	O Microsoft Word Document	
То	O Microsoft Excel Document	
Period Month	Schedule	
Period Year		202
Prepared By	OK Cancel	
Acknowledge By		
Approved By		
	Send	
it the filed which need t		
It the filed which need t - SCHEDULE A REPORT - PENSION SLIP		
SCHEDULE A REPORT - PENSION SLIP		to Print Preview Cancel
SCHEDULE A REPORT - PENSION SLIP		to Print Preview Cancel
SCHEDULE A REPORT - PENSION SLIP t ID	ro adjust then click OK.	
schedule a report - pension slip t ID t Name	Pension Slip	to Print Preview Cancel
t ID t Name t Output Type	Pension Slip	to Print Preview Cancel
t ID	Pension Slip PDF	to Print Preview Cancel
	Pension Slip Pension Slip PDF	to Print Preview Cancel

Cancel

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Reconcile Report

1. Select menu **Payroll – Report – Reconcile Report**, then it will appear:

Employee No.					
om	1024	~	То	9282	
eriod					
om · · · · · · · · · · · · · · · · · · ·	8/1/2020		То	8/1/2020	
ocation					
om · · · · · · · · · · · · · · · · · · ·	INALOM	~	То	SBY	
epartment					
om	AG	~	Το	SL	
					OK Can
PT Process D	ulcate / generate		ormat.		
PT Process D process is to calc -SPT 1721 Mas Select menu Pa)ata ulcate / generate	SPT report f SPT Process	Data – E-SP	T 1721 Masa,	
PT Process D process is to calc -SPT 1721 Mas Select menu Pa	Data ulcate / generate a yroll – Report – Es	SPT report f	Data – E-SP	T 1721 Masa,	then it will appea
PT Process E process is to calc -SPT 1721 Mas Select menu Pa	Data ulcate / generate a yroll – Report – Es	SPT report f SPT Process	Data – E-SP	T 1721 Masa,	
PT Process I process is to calc -SPT 1721 Mas Select menu Pa E-SPT 1721 E-SPT 1721	Data ulcate / generate a yroll – Report – Es	SPT report f SPT Process	Data — E-SP		
PT Process I process is to calc -SPT 1721 Mas Select menu Pa	Data ulcate / generate a yroll – Report – E	SPT report f SPT Process	Data – E-SP		
PT Process I process is to calc -SPT 1721 Mas Select menu Pa E-SPT 1721 Actions	Data ulcate / generate a yroll – Report – E	SPT report f SPT Process	Data — E-SP		
PT Process I process is to calc Select menu Pa E-SPT 1721 Mas Select menu Pa	Data ulcate / generate a yroll – Report – E	SPT report f SPT Process	Data — E-SP		

Input the fields that need to be adjust, the data will be saved automatically.

Print E-SPT 1721i A1

 Select menu Payroll – Report – ESPT Process Data – Print E-SPT 1721i A1, then it will appear:

PRINT E-SPT 1721I A1	
GroupName	
Sequence	0
EMPLOYEE NUMBER	
From · · · · · · · · · · · · · · · · · · ·	~
To	~
Group NPWP	~
Print Date	
Pemotong Kuasa · · · · · · Pemotong Pajak	
Signer Name	
NPWP	
Company NPWP	~
	Send to Print Preview Cancel

Print E-SPT 1721i A1 to display the E-SPT 1721i A1 form report.

2. Click Send To button to display report in PDF/Word/Excel format.

PRINT E-SPT 1721I A1		П
GroupName		
Sequence		
EMPLOYEE NUMBER	Choose file type	
То	PDF Document	
	O Microsoft Word Document	
Group NPWP	O Microsoft Excel Document	
	○ Schedule	
Print Date		
Pemotong Kuasa	OK Cancel	
Signer Name		_
NPWP		
Company NPWP		
		Send to Print Preview Car
If the printed format	report is necessary, then click Schedule	
	report is necessary, then click Schedule	
RINT E-SPT 17211 A1	report is necessary, then click Schedule	
RINT E-SPT 1721I A1 GroupName	report is necessary, then click Schedule	
PRINT E-SPT 1721I A1 GroupName		
PRINT E-SPT 1721I A1 GroupName equence MPLOYEE NUMBER	report is necessary, then click Schedule	
PRINT E-SPT 1721I A1 GroupName equence EMPLOYEE NUMBER From		
PRINT E-SPT 1721I A1 GroupName equence PMPLOYEE NUMBER rom	Choose file type	
PRINT E-SPT 1721I A1 GroupName equence EMPLOYEE NUMBER From	 Choose file type PDF Document Microsoft Word Document Microsoft Excel Document 	
RINT E-SPT 1721I A1 GroupName equence MPLOYEE NUMBER o	Choose file type PDF Document O Microsoft Word Document	

Signer Name

Send to... Print Preview Cancel

Input the filed which need to adjust then click **OK**.

EDIT - SCHEDULE A REPORT - PRINT E-SPT 1721I A1

EDIT - SCHEDULE A REPORT - PRINT E-SPT 17211 A1	^{بر} م
Report ID	54110
Report Name	Print E-SPT 1721i A1
Description	Print E-SPT 1721i A1
Report Output Type	PDF v
Printer Name	
Next Run Date Formula	
Earliest Start Date/Time	m
Expiration Date/Time	
	OX Cancel

Export CSV E-SPT 1721 A1

1. Select menu Payroll - Report - ESPT Process Data - Export CSV E-SPT 1721 A1, then it will

appear:	
EXPORT CSV E-SPT 1721 A1	7
Sequence	0
EMPLOYEE NUMBER	
From	
Group NPWP	
Print Date	
Pemotong Kuasa Pemotong Pajak	
NPWP ·····	
Company NPWP	•
	OK Cancel

Export CSV E-SPT 1721 A1 for SPT purpose into csv file format as needed for e-spt program from Taxation Departemen.