

# User Manual

# Payroll Proseessing

---

Version 1.0  
December 31<sup>th</sup>, 2020

Prepared by :



**INTIKOM**  
Partner to Lead

PT. Intikom Berlian Mustika

*Copying forbidden: The material in this manual is protected by copyright law and may not be copied entirely or in part without the prior permission of Intikom Berlian Mustika, PT. Copyright © 2020 Intikom Berlian Mustika, PT.*



## Contents

<b>Human Resource</b>	<b>3</b>
<b>Reference</b>	<b>3</b>
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
<b>Data Entry</b>	<b>16</b>
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
Leave Data Entry for All Employee · Step by Step	21
<b>Process</b>	<b>23</b>
Update Absenteeism Process	23
<b>Report</b>	<b>24</b>
Employee Master · Step by Step	24
Absenteeism Daily · Step by Step	25
Overtime Report · Step by Step	27
Leave Balance · Step by Step	29
<b>Utility</b>	<b>31</b>
Notification/Alert	31
Change Employee No · Step by Step	31
Fingerprint · Step by Step	32
<b>Payroll</b>	<b>39</b>
<b>Reference</b>	<b>39</b>
Salary Component Data · Step by Step	39
Tax Rate · Step by Step	40
SPT Format · Step by Step	41
<b>Data Entry</b>	<b>42</b>
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
<b>Process</b>	<b>50</b>
Import Data From Excel · Step by Step	50
Monthly Process	51
Yearly Process	54
<b>Report</b>	<b>57</b>
Salary Report	57
Payment Slip	58



# 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.

The screenshot displays the 'TIME MANAGEMENT REFERENCE PROGRAM' interface. At the top, there is a date field set to '8/1/2020' and a button labeled 'Make changes on the page.' Below this, there are tabs for 'Active' and 'Deactive', with 'Active' selected. The main form is divided into several sections: 'PROCESSING PERIOD' with fields for Month (8) and Year (2020); 'STATUS' with fields for Period Status (3) and Process Status (TaxProcess (Severance Process & Transfer Bank)); 'Template Preparation Process' with a field for Blank; 'TIME TOLERANCE' with fields for In (12:15:00 AM) and Out; 'OVERTIME CODE' with a field for For Monthly; and 'ABSEN CODE' with a list of codes including Not Clock In, Not Clock Out, Not Clock In + Early Back, Absen, Not Clock Out + Late, Late, Early back, late + Early Back, Unpaid Leave, CALCULATE HOUR, Calculate Late Hour, Calculate Early Back, OVERTIME, Default Overtime, and Calculate By System. The form is set to 'Open the page in read-only mode'.

### Cut Off Period • Step by Step

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

Dynamics 365 Business Central									
Sandbox									
AOI   Human Resource   Payroll									
Cut Off Period: All   Search   + New   Delete   Open in Excel   More options									
Year	Month	Period ↑	Salary Start	Salary End	Overtime Start	Overtime End	Absenteeism Start	Absenteeism End	
2020	5	1	5/1/2020	5/31/2020	4/15/2020	5/14/2020	5/1/2020	5/31/2020	
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	
2021	1	1	1/1/2021	1/31/2021	12/15/2020	1/14/2021	1/1/2021	1/31/2021	

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

CUT OFF PERIOD

1

Active Deactivate More options

**Period Maintenance**

Processing Period: 7 / 2020

PERIOD

Year: 2020

Month: 7

Period: 1

SALARY

Start: 7/1/2020

End: 7/31/2020

OVERTIME

Start: 7/1/2020

End: 7/31/2020

ABSENTEEISM

Start: 7/1/2020

End: 7/31/2020

- 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.

CUT OFF PERIOD

7/1/2020 · 1

Active Deactivate More options

**Period Maintenance**

Processing Period: 7 / 2020

PERIOD

Year: 2020

Month: 7

Period: 1

SALARY

Start: 7/1/2020

End: 7/31/2020

OVERTIME

Start: 7/1/2020

End: 7/31/2020

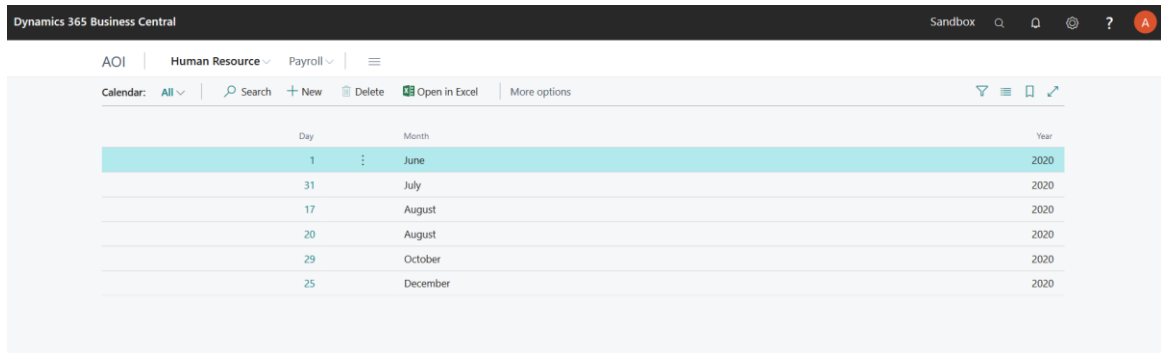
ABSENTEEISM

Start: 7/1/2020

End: 7/31/2020

## Calender • Step by Step

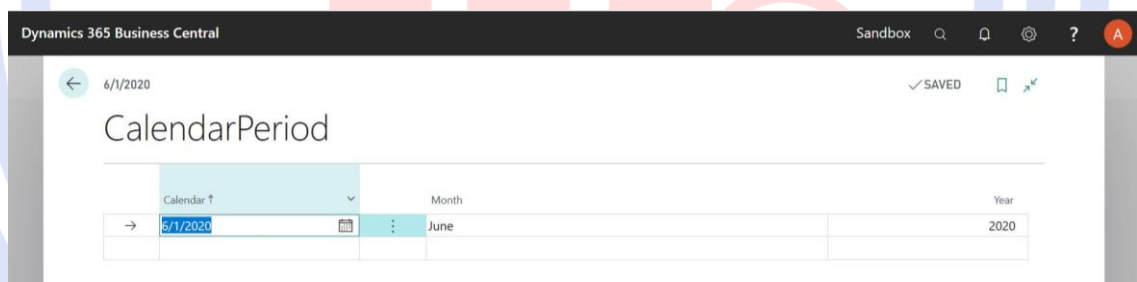
1. Select menu **Human Resource – Reference – Calender**, then it will appear:



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



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.



## Level • Step by Step

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

Dynamics 365 Business Central

Sandbox

AOI | Human Resource | Payroll

Level: All | Search | + New | Delete | Open in Excel

Level Type ↑	Level Code ↑	Level Name	Record Status	Created By	Created Date	Change By	Change Date
2	AG	Agronomy	Active	ADMIN	8/6/2020 1:32 PM	ADMIN	8/12/2020 11:37 AM
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
1	INAKLA	Indonesia - Klaten	Active	ADMIN	8/6/2020 12:56 PM	ADMIN	8/12/2020 11:37 AM
1	INALMJ	Indonesia - Lumajang	Active	ADMIN	8/6/2020 12:57 PM	ADMIN	8/12/2020 11:37 AM
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 - Nggoro - COGS	Active	ADMIN	8/6/2020 12:59 PM	ADMIN	8/12/2020 11:37 AM
1	INANGS	Indonesia - Nggoro - 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

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

LEVEL

0

Activate Deactivate More options

GroupName

Level Type: 2 Level Name: DIREKTUR

Level Code: GA Record Status: Active

- 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.

Dynamics 365 Business Central

Sandbox

AOI | Cash Management | Sales | Purchasing | Setup & Extensions | Intelligent Cloud Insights | Human Resource

Termination Employee: All | Search | + New | Manage | Open in Excel | More options

Create a new entry.

Employee No ↑	Employee Name	Termination Date	Termination Remarks
1100105	Irfan Fauzi	5/29/2020	Move to Other Company

## Cost Center Code · Step by Step

- Select menu **Human Resource – Reference – Cost Center Code**, then it will appear:



Dynamics 365 Business Central

Sandbox

AOI | Human Resource | Payroll

Cost Center Code: All | Search | + New | Delete | Open in Excel | More options

Record Status	Cost Center Code ↑	Cost Center Code Description ↑	Account No	Contract Account No
Active	AOI	AOI		
Active	FIN	FINANCE	0	0
Active	NONE	NONE	0	0

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

Dynamics 365 Business Central

Sandbox

NOT SAVED

### Cost Center Form

Active | Deactivate | More options

Record Status: Active

Cost Center Code: AOI

Cost Center Code Description: AOI

Account No:

Contract Account No:

- 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.

Dynamics 365 Business Central

Sandbox

COST CENTER FORM

NONE · NONE

Active | Deactivate | More options

Record Status: Active

Cost Center Code: NONE

Cost Center Code Description: NONE

Account No: 0

Contract Account No: 0

Make changes on the page.

## Position Code · Step by Step

- Select menu **Human Resource – Reference – Position Code**, then it will appear:

Dynamics 365 Business Central

Sandbox

AOI | Human Resource | Payroll

Position Code: All | Search | + New | Delete | Open in Excel

Record Status	Position Code ↑	Position Name	Created By	Created Date	Change By	Change Date
Active	AG01	Agronomy Manager	ADMIN	8/6/2020 12:42 PM	ADMIN	8/12/2020 11:32 AM
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
Active	AG16	Oriental Project Agrono...	ADMIN	8/6/2020 12:44 PM	ADMIN	8/12/2020 11:32 AM

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

Dynamics 365 Business Central

Sandbox

Position Code

Activate Deactivate More options

GroupName

Record Status Active Position Name STAFF

Position Code STF

- 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.

Dynamics 365 Business Central

Sandbox

POSITION CODE

AG01

Activate Deactivate More options

GroupName

Record Status Active Position Name Agronomy Manager

Position Code AG01

Make changes on the page.

## Location Code · Step by Step

- Select menu **Human Resource – Reference – Location Code**, then it will appear:

Dynamics 365 Business Central

Sandbox

AOI | Human Resource | Payroll

Location Code: All | Search | + New | Delete | Open in Excel

Record Status	Location Code ↑	Location Name	Created By	Created Date	Change By	Change Date
Active	INALOM	INALOM	ADMIN	7/30/2020 2:28 PM	ADMIN	8/12/2020 11:36 AM
Active	JKT	JAKARTA	ADMIN	5/28/2020 10:00 AM	ADMIN	8/12/2020 11:36 AM
Active	SBY	SURABAYA	ADMIN	6/9/2020 10:58 AM	ADMIN	8/12/2020 11:36 AM

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

Dynamics 365 Business Central

Sandbox

Location Code

Activate Deactivate More options

GroupName

Record Status: Active Location Name: SURABAYA

Location Code: SBY

- 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.

Dynamics 365 Business Central

Sandbox

LOCATION CODE

SBY

Activate Deactivate More options

GroupName

Record Status: Active Location Name: SURABAYA

Location Code: SBY

## Ranking Code · Step by Step

- Select menu **Human Resource – Reference – Ranking Code**, then it will appear:

Dynamics 365 Business Central

Sandbox

AOI | Human Resource | Payroll

Ranking Code: All | Search | + New | Delete | Open in Excel

Record Status	Ranking Code ↑	Ranking Name	Created By	Created Date	Change By	Change Date
Active	DIR	DIREKTUR	ADMIN	6/9/2020 11:03 AM	ADMIN	8/12/2020 11:32 AM
Active	NON	NONE	ADMIN	5/28/2020 3:36 PM	ADMIN	8/12/2020 11:32 AM

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

Dynamics 365 Business Central

Sandbox

Ranking Code

Actions

GroupName

Record Status ..... Active

Ranking Name ..... DIREKTUR

Ranking Code ..... DIR

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.

Dynamics 365 Business Central

Sandbox

RANKING CODE

NON

Actions

GroupName

Record Status ..... Active

Ranking Name ..... NONE

Ranking Code ..... NON

## Tobacco Code • Step by Step

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

Dynamics 365 Business Central

Sandbox

AOI | Human Resource | Payroll

Tobacco Code: All | Search | + New | Manage | Open in Excel

Code ↑	Description	Cost Center
BURLEY	BURLEY	
COGS	COGS	
DF	Dark Fired	
EXEC	Executive	
FC	Flue Cured	
ORSC	OR-SC	
SC	Sun Cured	
SG&A	SG&A	

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

Dynamics 365 Business Central

Sandbox

AOI

TOBACCO CODE

Search + New Edit List Open in Excel

Code	Description	Cost Center
BURLEY	BURLEY	
COGS	COGS	
DF	Dark Fired	
EXEC	Executive	
FC	Flue Cured	
ORSC	OR-SC	
SC	Sun Cured	
SG&A	SG&A	

- 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.

Dynamics 365 Business Central

Sandbox

TOBACCO CODE

Search + New Edit List Open in Excel

Make changes on the page.

Code	Description	Cost Center
TBC	TOBACCO	

## NPWP • Step by Step

- Select menu **Human Resource – Reference – NPWP**, then it will appear:

Dynamics 365 Business Central

Sandbox

AOI

Human Resource Payroll

NPWP: All Search + New Delete Open in Excel More options

NPWP Code	Pemotongan / Kuasa	Print Date	Signer Name	Signer NPWP	Company Name	Company NPWP
Baureno	Pemotong	1/10/2020	M S M ARJUNA SAMARAT...	541488094604000	PT AOI	31.279.014.0-601.001
Bondowoso	Pemotong	1/10/2020	M S M ARJUNA SAMARAT...	541488094604000	PT. AOI	31.279.014.0-656.001
Jember	Pemotong	1/10/2020	M S M ARJUNA SAMARAT...	541488094604000	PT. AOI	31.279.014.0-626.001
Klaten	Pemotong	1/10/2020	M S M ARJUNA SAMARAT...	541488094604000	PT. AOI	31.279.014.0-525.001
Lombok	Pemotong	1/10/2020	M S M ARJUNA SAMARAT...	541488094604000	PT. AOI	31.279.014.0-915.001
Lumajang	Pemotong	1/10/2020	M S M ARJUNA SAMARAT...	541488094604000	PT. AOI	31.279.014.0-625.001
Madura	Pemotong	1/10/2020	M S M ARJUNA SAMARAT...	541488094604000	PT. AOI	31.279.014.0-608.001
Ngoro	Pemotong	1/10/2020	M S M ARJUNA SAMARAT...	541488094604000	PT. AOI	31.279.014.0-602.000
Paiton	Pemotong	1/10/2020	M S M ARJUNA SAMARAT...	541488094604000	PT AOI	31.279.014.0-625.002
Surabaya	Pemotong	1/10/2020	M S M ARJUNA SAMARAT...	541488094604000	PT AOI	31.279.014.0-604.001

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

The screenshot shows the 'NPWP Group' form in Dynamics 365 Business Central. The left sidebar lists various locations: AOI, NPWP: All, Baureno, Bondowoso, Jember, Klaten, Lombok, Lumajang, Madura, Ngoro, Palton, and Surabaya. The main form area is titled 'NPWP Group' and has tabs for 'Active' and 'Deactive'. Below the title is a 'GroupName' section. The form contains several fields: 'Record Status' (set to 'Active'), 'NPWP Code' (with a red asterisk indicating a required field), 'Pemotongan / Kuasa', 'Print Date', 'Signer Name', 'Signer NPWP', 'Company Name', 'Company NPWP', and 'Address'. The right sidebar shows a list of NPWP codes, with '014.0-601.001' selected.

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.

The screenshot shows the 'NPWP Group' form in Dynamics 365 Business Central, now in read-only mode. The left sidebar is the same as the previous screenshot. The main form area is titled 'Baureno' and has tabs for 'Active' and 'Deactive'. Below the title is a 'GroupName' section. The form contains several fields: 'Record Status' (set to 'Active'), 'NPWP Code' (set to 'Baureno'), 'Pemotongan / Kuasa' (set to 'Pemotong'), 'Print Date' (set to '1/10/2020'), 'Signer Name' (set to 'M S M ARJUNA SAMARATUNGA'), 'Signer NPWP' (set to '541488094604000'), 'Company Name' (set to 'PT AOI'), 'Company NPWP' (set to '31.279.014.0-601.001'), and 'Address'. The right sidebar shows a list of NPWP codes, with '014.0-601.001' selected.

## Work Pattern Code · Step by Step

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

The screenshot shows the 'Work Pattern Code' table in Dynamics 365 Business Central. The table has columns: 'Pattern Code', 'Description', 'Work On Holiday', and 'No Of Day'. The table contains one row with the following data:

Pattern Code	Description	Work On Holiday	No Of Day
NORMAL	PATTERN NORMAL		7

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

Dynamics 365 Business Central

Sandbox

Work Pattern Master Code

Active Deactive More options

Pattern Code: NORMAL Work On Holiday: ☐

Description: PATTERN NORMAL No Of Day: 7

Manage

No.	Day Code	Shift Code
1	N	
2	N	
3	N	
4	N	
5	N	

- 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.

Dynamics 365 Business Central

Sandbox

WORK PATTERN MASTER CODE

NORMAL

Active Deactive More options

Pattern Code: NORMAL Work On Holiday: ☐

Description: PATTERN NORMAL No Of Day: 7

Manage

No.	Day Code	Shift Code
1	N	
2	N	
3	N	
4	N	
5	N	

## Shift Code · Step by Step

- Select menu **Human Resource – Reference – Shift Code**, then it will appear:

Dynamics 365 Business Central

Sandbox

AOI Human Resource Payroll

Shift Code: All Search + New Delete Open in Excel More options

Shift Code	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 Saturday 1
NORMAL	Normal	No Group	1.00	1.50	1.00	2.00	1.00	2.00	8.00	2.00
OVT	LEMBUR	No Group	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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

Shift Code

Actions

Shift Code ..... OVT

Shift Name ..... OVERTIME

Group Shift ..... No Group

NORMAL

Hour 1 ..... 0.00

Factor 1 ..... 0.00

Hour 2 ..... 0.00

Factor 2 ..... 0.00

Hour 3 ..... 0.00

Factor 3 ..... 0.00

SATURDAY

Hour 1 ..... 0.00

- 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.

Dynamics 365 Business Central

Sandbox

Shift Code: A

Shift Code ↑

NORMAL

OVT

SHIFT CODE

NORMAL

Make changes on the page.

Actions

Shift Code ..... NORMAL

Shift Name ..... Normal

Group Shift ..... No Group

NORMAL

Hour 1 ..... 1.00

Factor 1 ..... 1.50

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

- Select menu **Human Resource – Reference – Absen Code**, then it will appear:



Dynamics 365 Business Central

Sandbox

AOI | Human Resource | Payroll

Absen Code: All Search + New Delete Active Deactivate Open in Excel More options

Absen Code ↑	Description ↑	Leave	Deduct Leave	Get Compensation...	Permit	Must Woman	Salary	Allowance	warning
Absent	Absent	<input type="checkbox"/>	Annual Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Early	Early Back	<input type="checkbox"/>	Annual Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Late	Late	<input type="checkbox"/>	Annual Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LateEB	Late + Early Back	<input type="checkbox"/>	Annual Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leave	Leave	<input checked="" type="checkbox"/>	Annual Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NoIn	No Clock In	<input type="checkbox"/>	Annual Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NoInEa	No Clock In + Early Back	<input type="checkbox"/>	Annual Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NoOut	No Clock Out	<input type="checkbox"/>	Annual Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NoOutL	No Clock Out + Late	<input type="checkbox"/>	Annual Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permit	Permit	<input type="checkbox"/>	Annual Leave	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sick	Sick	<input type="checkbox"/>	Annual Leave	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unpaid	Unpaid Leave	<input type="checkbox"/>	Annual Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Dynamics 365 Business Central

Sandbox

Absent Code Master

Active Deactivate More options

Absent Code: Absent

Absent Description: Absent

Leave: ☐

CATEGORY

Permit: ☐

Must women: ☐

Get Compensation: ☐

DEDUCTION

Salary: ☐

Allowance: ☐

OTHER FOR PAYROLL

1: ☐

2: ☐

3: ☐

4: ☐

5: ☐

6: ☐

7: ☐

8: ☐

9: ☐

NOT SAVED

- 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.

**Dynamic 365 Business Central**

Sandbox

← ABSENT CODE MASTER

A · Absent

Active Deactivate More options

Absent Code ..... A

Absent Description ..... Absent

Leave ..... ☐

CATEGORY

Permit ..... ☐

Must women ..... ☐

Get Compensation ..... ☐

DEDUCTION

Salary ..... ☐

Allowance ..... ☐

OTHER FOR PAYROLL

1 ..... ☐

2 ..... ☐

3 ..... ☐

4 ..... ☐

5 ..... ☐

6 ..... ☐

7 ..... ☐

8 ..... ☐

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 will appear:

**Dynamic 365 Business Central**

Sandbox

AOI | Human Resource | Payroll

Personal Data: All Search + New Delete Open in Excel

Employee No	Employee Name	Employment 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	AGOE ARIE WIBOWO	Permanent	Active
1062	SAFIRA NUR HIDAYAT	Permanent	Active
1063	LESTARI DWI YULIANINGSIH	Permanent	Active
1065	LALU JUMEDAL	Permanent	Active

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

✓ SAVED

## Employee Master Data

Employee No	1100101	BPJS Tenaga Kerja Number	
Employee Name	Rendy	BPJS Tenaga Kerja Join Date	
Employee Status	Contract	BPJS Tenaga Kerja Start Date	
Join Date	6/2/2020	Non Accident Death Insurance	<input type="checkbox"/>
Contract Date Start	6/2/2020	Work Related Accident Insurance	<input type="checkbox"/>
Contract Date End		Work Related Accident Insurance	<input type="checkbox"/>
Birth Place	Bogor	Work Related Accident Insurance	<input type="checkbox"/>
Birth Date	3/2/2011	Pension By Employer	<input type="checkbox"/>
Gender	Male	Pension By Employee	<input type="checkbox"/>
Bank Code	BCA	Pension Insurance	<input type="checkbox"/>
Bank Account		Position	
Marital Status	Single	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.

Dynamics 365 Business Central

Sandbox

### EMPLOYEE MASTER DATA

1016

Make changes on the page.

Employee No	1016	BPJS Tenaga Kerja Nu...	1102955338
Employee Name	ASYROFUL MUJAHID	BPJS Tenaga Kerja Joi...	
Employee Status	Permanent	BPJS Tenaga Kerja Sta...	
Join Date	6/20/1982	Non Accident Death L...	<input type="checkbox"/>
Contract Date Start		Work Related Acciden...	<input type="checkbox"/>
Contract Date End		Work Related Acciden...	<input type="checkbox"/>
Birth Place	KELAYU - SELONG	Work Related Acciden...	<input type="checkbox"/>
Birth Date	6/20/1982	Pension By Employer	<input type="checkbox"/>
Gender	Male	Pension By Employee	<input type="checkbox"/>
Bank Code	Bank Rakyat Indonesia (BRI)	Pension Insurance	<input type="checkbox"/>
Bank Account	015701065036506	Position	LE13

### Salary Historical Data - Step by Step

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

Dynamics 365 Business Central

Sandbox

AOI | Human Resource | Payroll

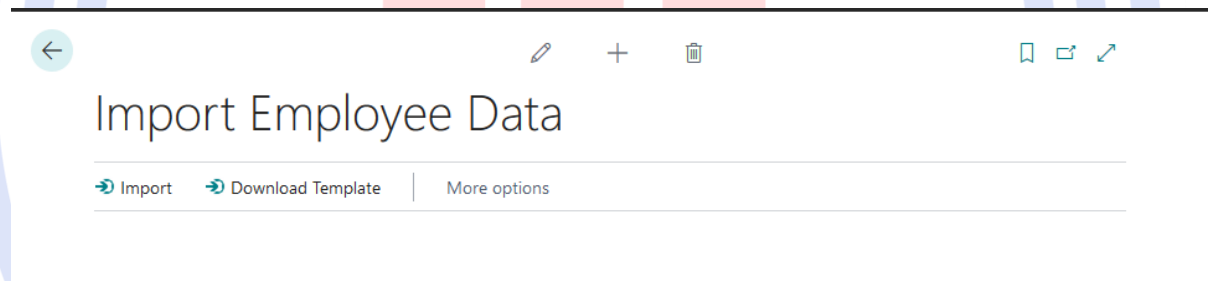
Salary Historical Data: All | Search | Show Data | Open in Excel | More options

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

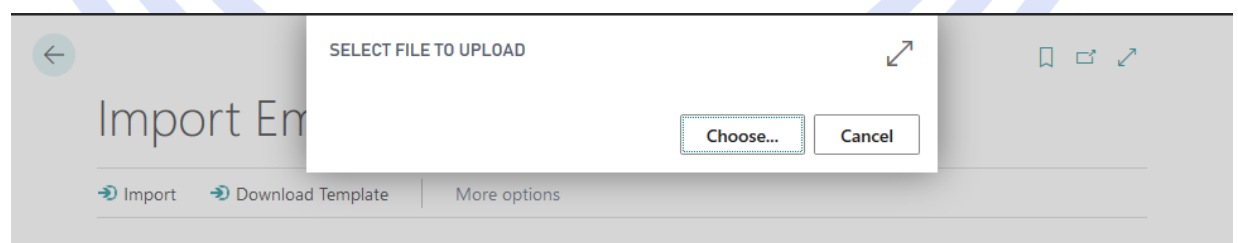
- Then, select the data to display, then click **Show Data** button

### Import Employee Data - Step by Step

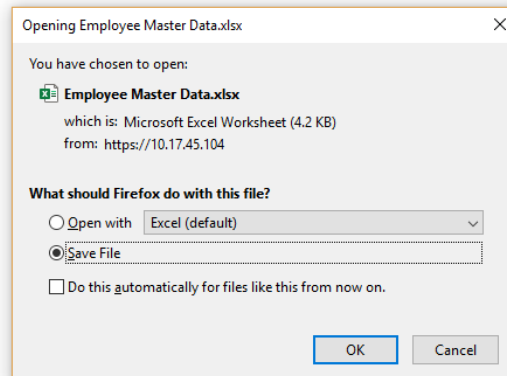
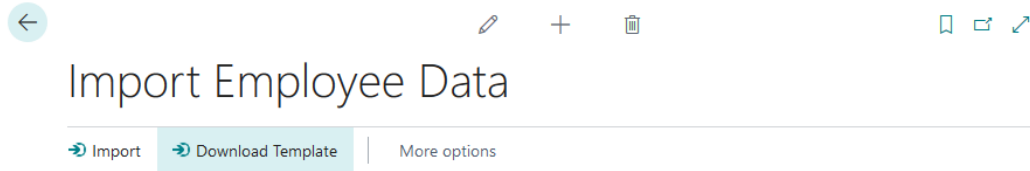
- Select menu **Human Resource – Data Entry – Employee Master Data – Import Employee Data**, then it will appear:



- Select **Import**, then click **Choose** button, select the data to import

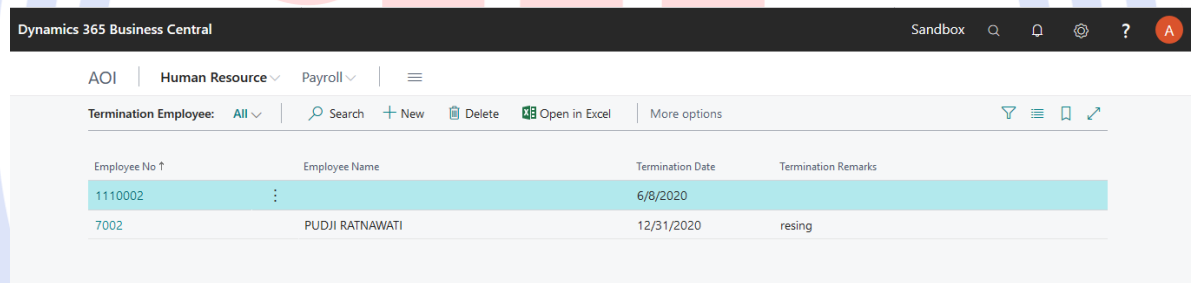


- Select **Download Template** to download the template, click **Open With** if you only want to open the file. Click **Save File** to saved and open the template has been downloaded.

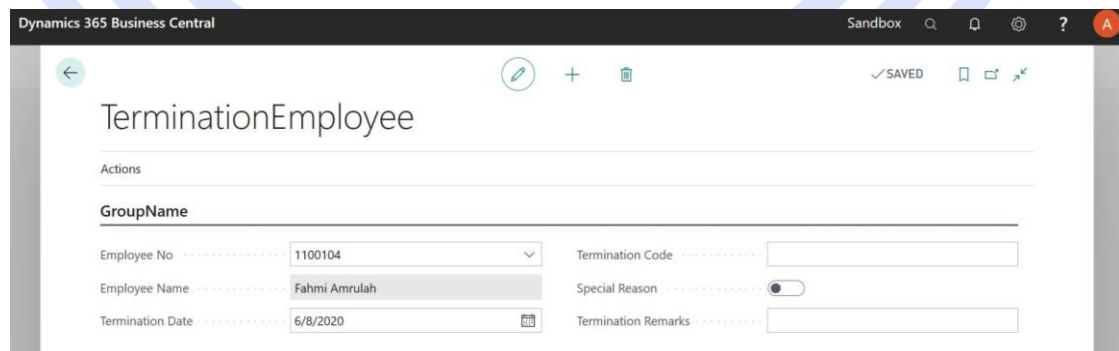


## Termination Employee · Step by Step

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



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



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

7002

Make changes on the page.

Actions

GroupName

Employee No ..... 7002 Termination Code ..... 1

Employee Name ..... PUDJI RATNAWATI Special Reason ..... ☐

Termination Date ..... 12/31/2020 Termination Remarks ..... resing

## Absenteeism Data Entry · Step by Step

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

Absenteeism Data Entry

Actions

Employee

EmployeeNo .....  Ranking Name .....

Employee Name .....  Position Code .....

Ranking Code .....  Position Name .....

Period .....

Details

Absen Date ↑	Period	DayText	Shift	Date Time In	Date Time Out	Total Actu Hour
(There is nothing to show in this view)						

## Leave Data Entry By Employee No · Step by Step

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

Dynamics 365 Business Central

Sandbox

AOI | Human Resource | Payroll

Leave Data Entry By Employee No: All | Search | New | Delete | Open in Excel | More options

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

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

← | Edit | + | Delete | Bookmarks | Share

## Leave Data Entry By Employee No

---

**GroupName**

<b>EMPLOYEE NO</b>	<input type="text"/>	<b>POSITION</b>	<input type="text"/>
	<input type="text"/>		<input type="text"/>
<b>RANKING</b>	<input type="text"/>	<b>Leave Code</b>	<input type="text"/>
	<input type="text"/>	<b>Leave Hour</b>	<input type="text" value="FullDay"/>
	<input type="text"/>	<b>Leave Date</b>	<input type="text"/>
		<b>Annual Leave</b>	<input type="text" value="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:

Dynamics 365 Business Central					
Sandbox					
AOI   Human Resource   Payroll					
Reference   Data Entry   Process   Report   Utility					
Leave Code ↑	Leave Date ↑	Location Code ↑	Home City Code ↑	Religion ↑	Position Code ↑
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	JKT		ISLAM	

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

←

✎

+

🗑

🔖 📄 🔗

## Leave Data Entry For All Employee

→ Process

More options

LEAVE CODE

Religion

Position Code

Level 1

Level 2

Level 3

Level 4

Leave Date

To

Location Code

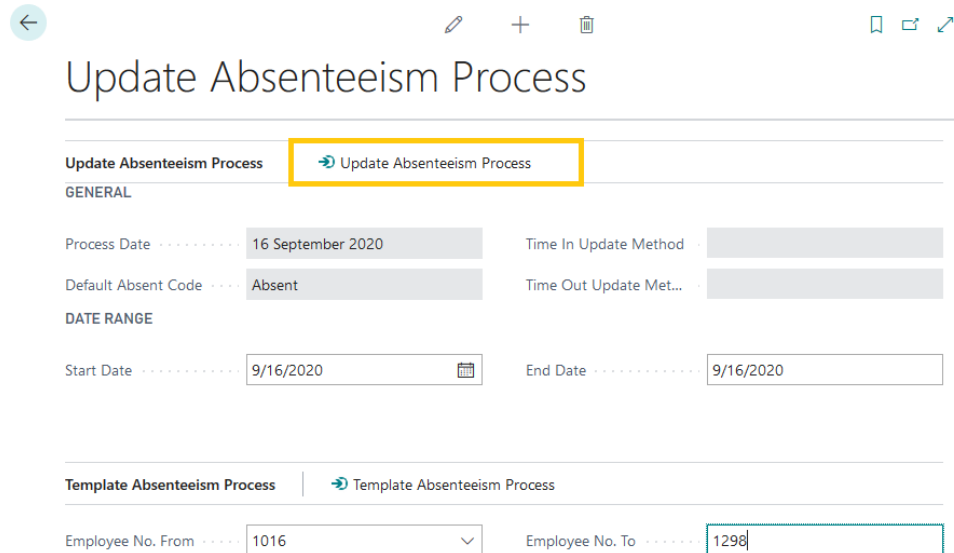
INTIKOM



# Process

## Update Absenteeism Process

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



Update Absenteeism Process

Update Absenteeism Process

GENERAL

Process Date ..... 16 September 2020

Time In Update Method .....

Default Absent Code ..... Absent

Time Out Update Met... ..

DATE RANGE

Start Date ..... 9/16/2020

End Date ..... 9/16/2020

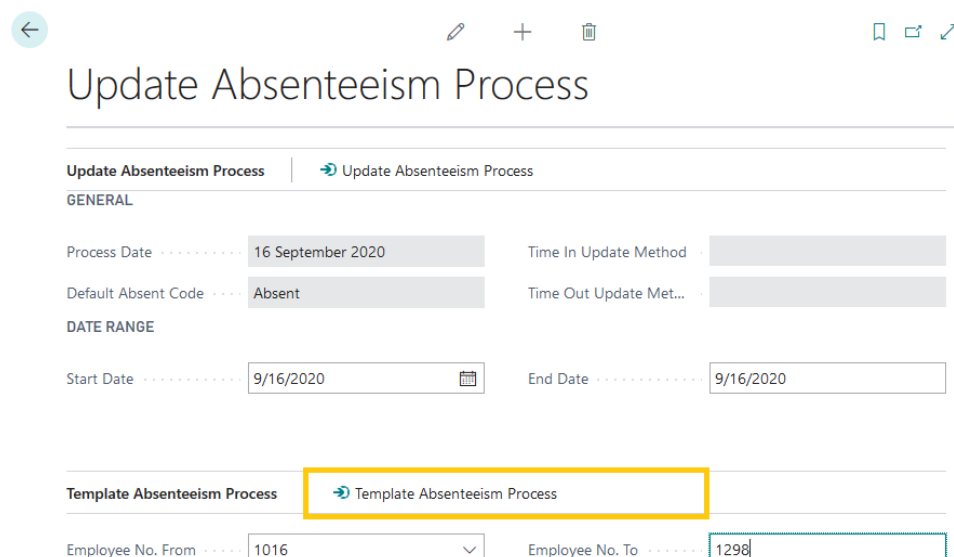
Template Absenteeism Process | Template Absenteeism Process

Employee No. From ..... 1016

Employee No. To ..... 1298

Update Absenteeism Process for updating the attendance data to employees absenteeism calendar.

2. Select menu **Human Resource – Process – Update Absenteeism Process**, then click **Template Absenteeism Process**:



Update Absenteeism Process

Update Absenteeism Process

GENERAL

Process Date ..... 16 September 2020

Time In Update Method .....

Default Absent Code ..... Absent

Time Out Update Met... ..

DATE RANGE

Start Date ..... 9/16/2020

End Date ..... 9/16/2020

Template Absenteeism Process | Template Absenteeism Process

Employee No. From ..... 1016

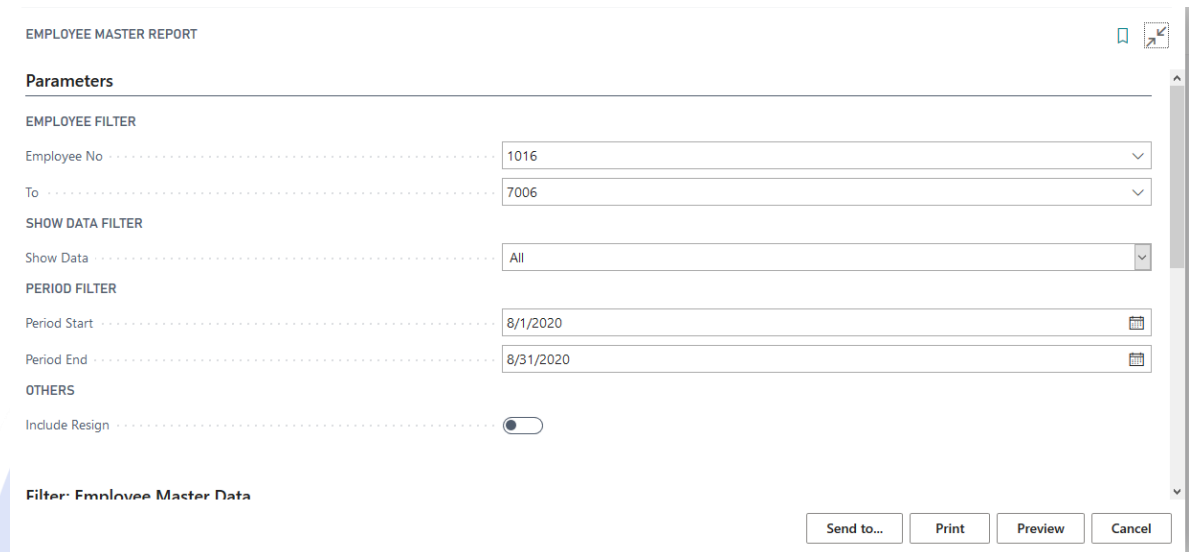
Employee No. To ..... 1298

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:



EMPLOYEE MASTER REPORT

**Parameters**

EMPLOYEE FILTER

Employee No ..... 1016

To ..... 7006

SHOW DATA FILTER

Show Data ..... All

PERIOD FILTER

Period Start ..... 8/1/2020

Period End ..... 8/31/2020

OTHERS

Include Resign ..... ☐

Filter: Employee Master Data

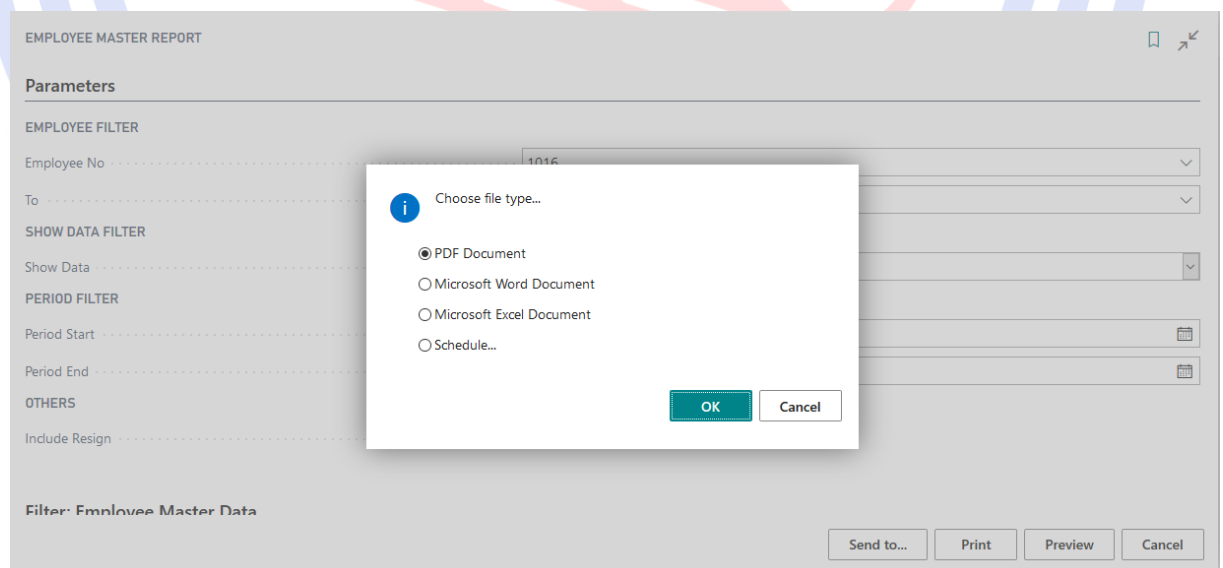
Send to... Print Preview Cancel

**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 MASTER REPORT

**Parameters**

EMPLOYEE FILTER

Employee No ..... 1016

To ..... 7006

SHOW DATA FILTER

Show Data ..... All

PERIOD FILTER

Period Start ..... 8/1/2020

Period End ..... 8/31/2020

OTHERS

Include Resign ..... ☐

Filter: Employee Master Data

Send to... Print Preview Cancel

Choose file type...

☒ PDF Document

☐ Microsoft Word Document

☐ Microsoft Excel Document

☐ Schedule...

OK Cancel

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

EMPLOYEE MASTER REPORT

Parameters

EMPLOYEE FILTER

Employee No ..... 1016

To .....

SHOW DATA FILTER

Show Data .....

PERIOD FILTER

Period Start .....

Period End .....

OTHERS

Include Resign .....

Filter: Employee Master Data

Send to... Print Preview Cancel

Choose file type...

☐ PDF Document

☐ Microsoft Word Document

☐ Microsoft Excel Document

☒ Schedule...

OK Cancel

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

EDIT - SCHEDULE A REPORT - EMPLOYEE MASTER REPORT

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 ..... .....

OK Cancel

## Absenteeism Daily • Step by Step

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

ABSENTEEISM DAILY REPORT

**Parameters**

Report Sequence ..... Employee No

Grand Total ..... ☐

**EMPLOYEE FILTER**

Employee No ..... 1024

To ..... 9282

**LEVEL 1**

Location ..... INABDW

To ..... INASBY

**LEVEL 2**

Department ..... AG

To ..... SL

ABSENT DATE

Send to... Print Preview Cancel

**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**

Employee No ..... 1024

To ..... 9282

**LEVEL 1**

Location ..... INABDW

To ..... INASBY

**LEVEL 2**

Department ..... AG

To ..... SL

ABSENT DATE

Send to... Print Preview Cancel

Choose file type...

☒ PDF Document

☐ Microsoft Word Document

☐ Microsoft Excel Document

☐ Schedule...

OK Cancel

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

EMPLOYEE MASTER REPORT

**Parameters**

EMPLOYEE FILTER

Employee No ..... 1016

To .....

SHOW DATA FILTER

Show Data .....

PERIOD FILTER

Period Start .....

Period End .....

OTHERS

Include Resign .....

Filter: Employee Master Data

Send to... Print Preview Cancel

**Choose file type...**

☐ PDF Document

☐ Microsoft Word Document

☐ Microsoft Excel Document

☒ Schedule...

OK 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 ..... .....

Expiration Date/Time ..... .....

OK Cancel

## Overtime Report · Step by Step

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

OVERTIMEREPORT

**GroupName**

Report Sequence ..... Employee No

Grand Total ..... ☐

Employee No ..... 1024

To ..... 9282

Absen Date ..... 8/1/2020

To ..... 8/31/2020

Include Resign ..... ☐

Filter: Employee Master Data

× Employee No ..... .....

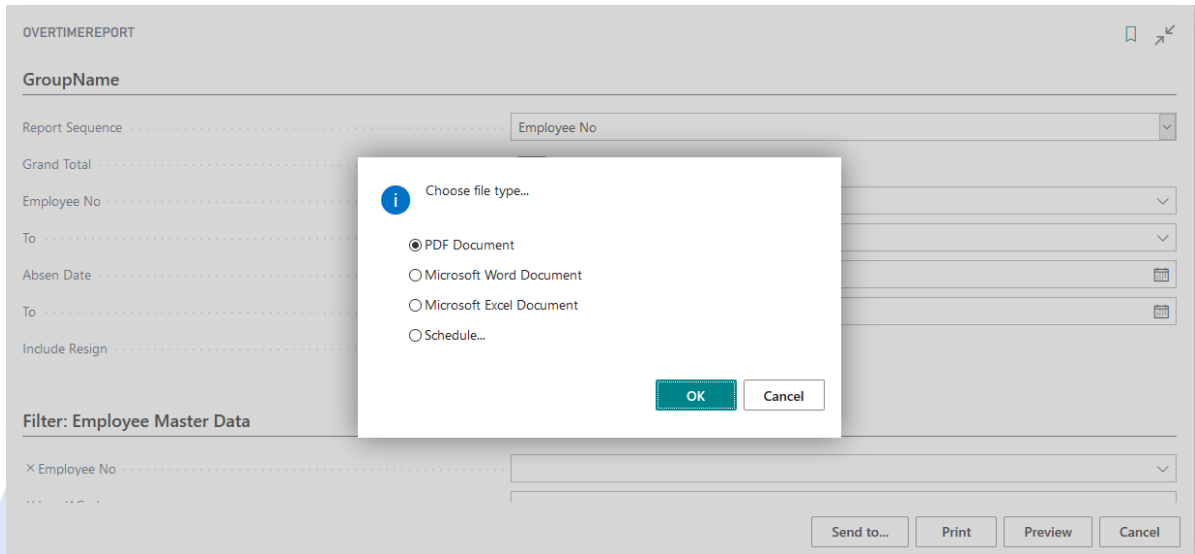
Send to... Print Preview Cancel

**Overtime Report** to display employee overtime data in report format .

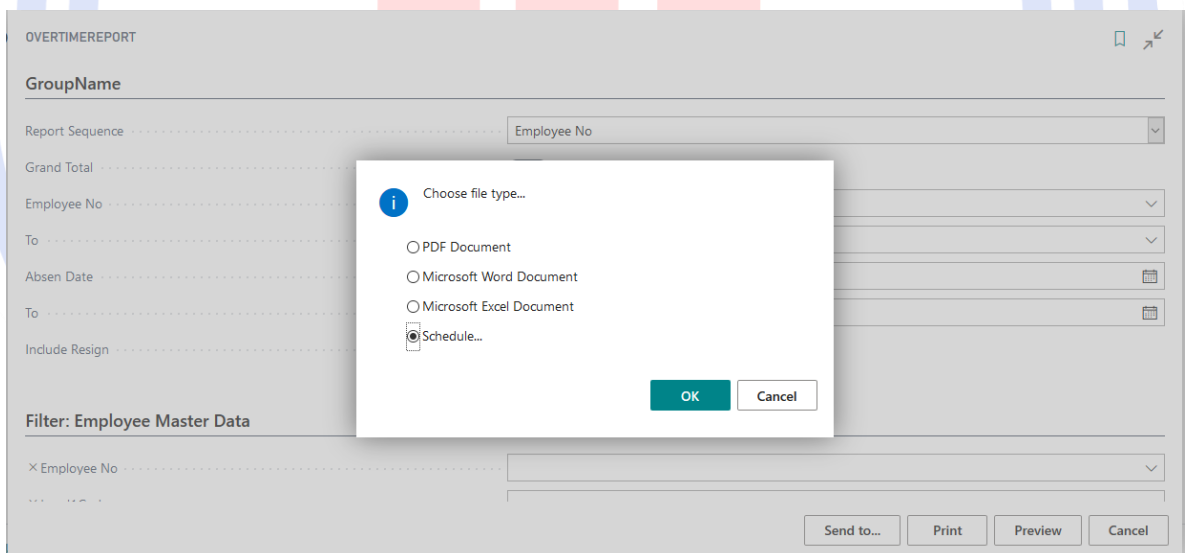
**Print** button to print report in the printed format.

**Preview** button to display report in PDF format.

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



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



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

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 ..... Employee No

Grand Total ..... ☒

EMPLOYEEFILTER

Employee No From ..... 1024

To ..... 9282

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

Employee No From ..... To .....

LEVEL FILTER

Level 1 ..... Level 2 ..... Level 3 ..... Level 4 .....

Have Balance Only ..... ☐

Send to... Print Preview Cancel

Choose file type...

☒ PDF Document

☐ Microsoft Word Document

☐ Microsoft Excel Document

☐ Schedule...

OK Cancel

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

LEAVE BALANCE REPORT

**Parameter**

Report Sequence ..... Employee No

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

Choose file type...

☐ PDF Document

☐ Microsoft Word Document

☐ Microsoft Excel Document

☒ Schedule...

OK Cancel

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

EDIT - SCHEDULE A REPORT - LEAVE BALANCE REPORT

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

AOI | Human Resource | Payroll

Notification/Alert: All | Search | + New | Manage | Open in Excel | More options

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 automatically.

← NOTIFICATION/ALERT

Search | + New | Edit List | Delete | Open in Excel | More options

ID ↑	Date	Time	Message
→ 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
9	6/11/2020	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 EMPLOYEE NO.

23

\* New | More options

Sequence No. ↑	Employee No. (Old)	Employee No. (New)	Employee Name	Change By	Change Date
→ 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 SIAHBUDIN	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

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

Dynamics 365 Business Central

Sandbox

NOTIFICATION/ALERT

Search + New Edit List Delete Open in Excel More options

ID ↑	Date	Time	Message
→ 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

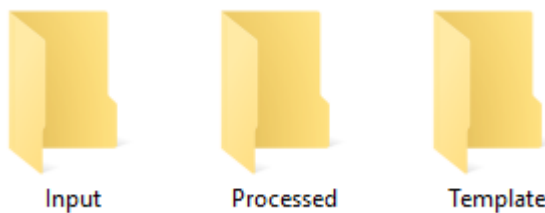
There are 2 keys to set up the fingerprint:

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.



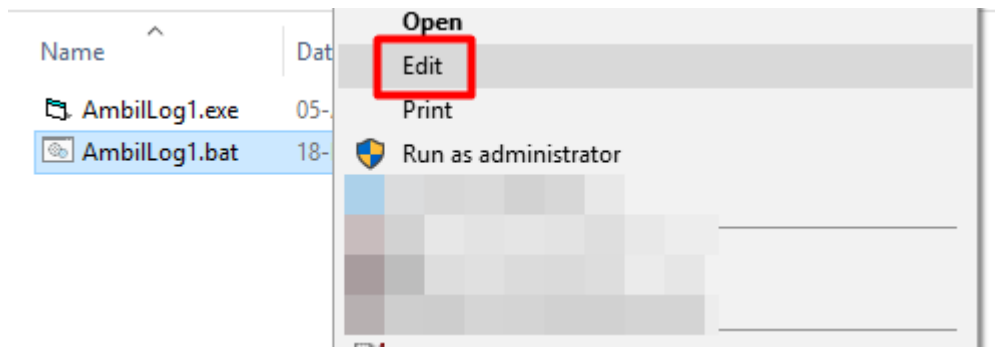
AmbilLogTemplate.csv

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.

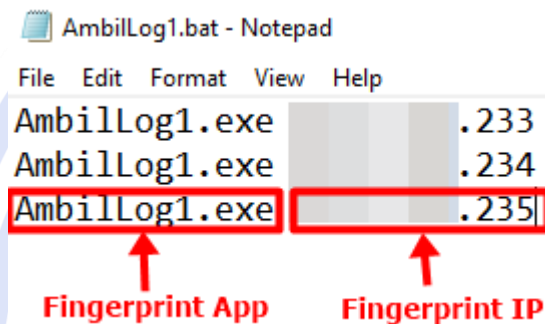


AOI Fingerprint Job.rar

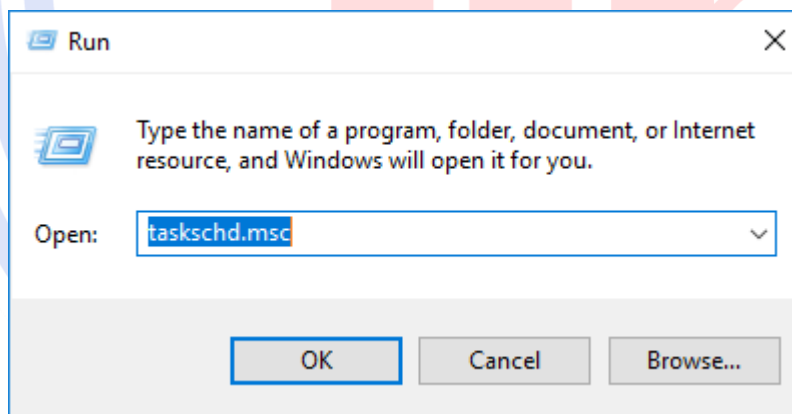
4. Right-click the **AmbilLog1.bat** and click edit.



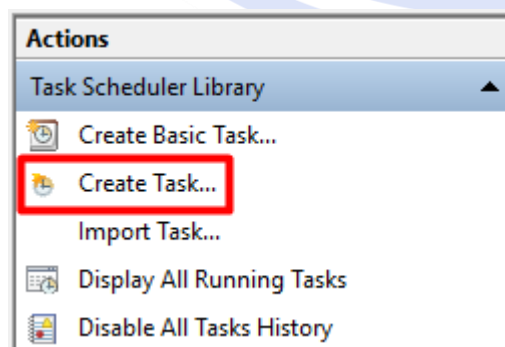
5. List all the fingerprint machines inside the **AmbilLog1.bat** file. There's no limit to how much the machine you can add.



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**.



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.

Create Task

General Triggers Actions Conditions Settings

Name: **FingerprintMachine**

Location: \

Author: INTIKOM\cassegaf

Description:

Security options

When running the task, use the following user account:

**Change User or Group...**

☐ Run only when user is logged on

☒ **Run whether user is logged on or not**

☐ Do not store password. The task will only have access to local computer resources.

☐ Run with highest privileges

☐ Hidden

Configure for: Windows Vista™, Windows Server™ 2008

OK Cancel

9. On the Triggers tab, click **New** Button.

Create Task

General Triggers Actions Conditions Settings

When you create a task, you can specify the conditions that will trigger the task.

Trigger	Details	Status
---------	---------	--------

**New...** Edit... Delete

OK 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

Settings

☐ One time

☒ Daily

☐ Weekly

☐ Monthly

Start: 18-Nov-20 12:00:00 AM

Synchronize across time zones

Recur every: 1 days

Advanced settings

☐ Delay task 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

Synchronize across time zones

☒ Enabled

OK Cancel

11. On the Action tab, click the **New** button

Create Task

General Triggers Actions Conditions Settings

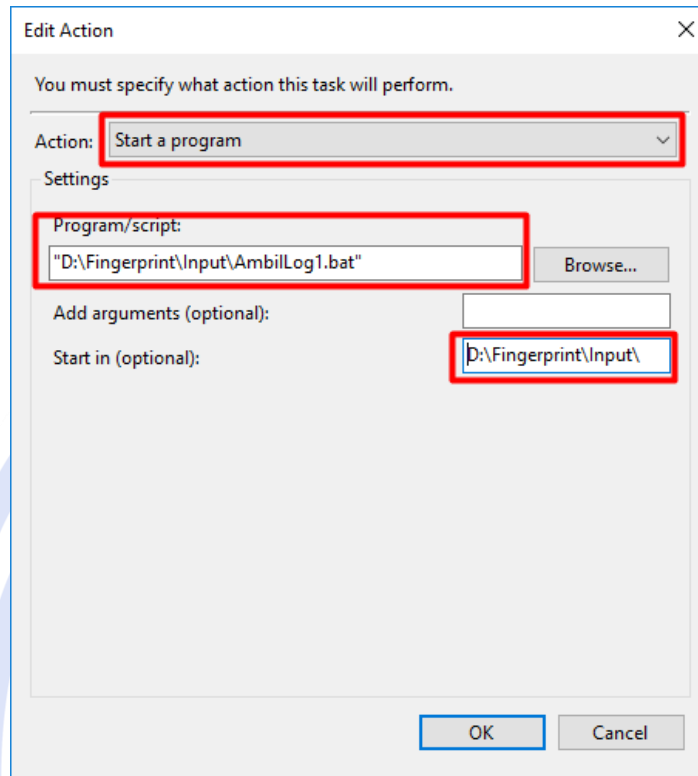
When you create a task, you must specify the action that will occur when your task starts.

Action	Details
--------	---------

New... Edit... Delete

OK Cancel

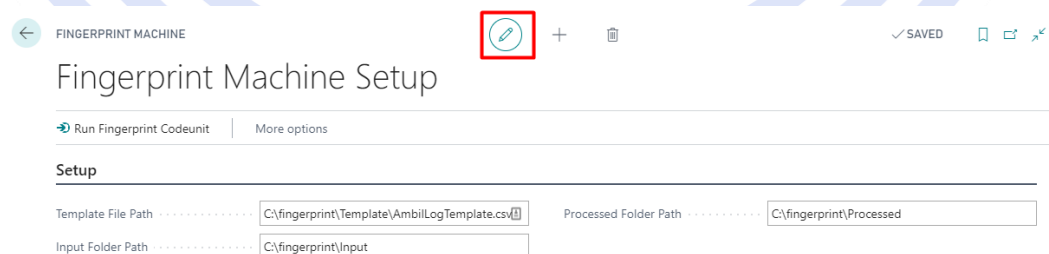
12. Choose **Action** to **Start a program**, choose the **AmbilLog1.bat** by typing the File Location at the Program/Script field or simply by clicking the browse button and choose the file. And fill the **Start in (optional)** with the folder path of the **AmbilLog1.bat** file.



13. Click **OK** to save the task, you will be prompted to fill in the password.

#### Set up the Job Queue on the Business Central

1. 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:     ..\Input
  - Processed folder path:   ..\Processed








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.

AOI | Human Resource ▾ Payroll ▾ | ≡


Finger Print Time: All ▾ | 🔍 Search **+ New** Manage ▾

Time Start ↑

← FINGERPRINT READ TIME  +  ✓ SAVED   

12:15:00 AM

GroupName

Finger Print Time ..... **12:15:00 AM** Enable ..... 

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 🔍

TELL ME WHAT YOU WANT TO DO

**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 [exploring](#)

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 CARD

Codeunit · 53022 · PullDataFromFingerprint

Process | Report | More options

Set Status to Ready | Set On Hold | Show Error | Restart | Log Entries

Object Type to Run: Codeunit

Object ID to Run: 53022

Object Caption to Run: PullDataFromFingerprint

Description: PullDataFromFingerprint

Earliest Start Date/Ti...: [Calendar Icon] ...

Status: On Hold

Recurrence

Recurring Job: [Toggle]

Run on Mondays: [Checked]

Run on Tuesdays: [Checked]

Run on Wednesdays: [Checked]

Run on Thursdays: [Checked]

Run on Fridays: [Checked]

Run on Saturdays: [Checked]

Run on Sundays: [Checked]

Next Run Date Formula: [Empty]

Starting Time: 12:15:00 AM

Ending Time: [Empty]

No. of Minutes between...: 360

Inactivity Timeout Per...: 0

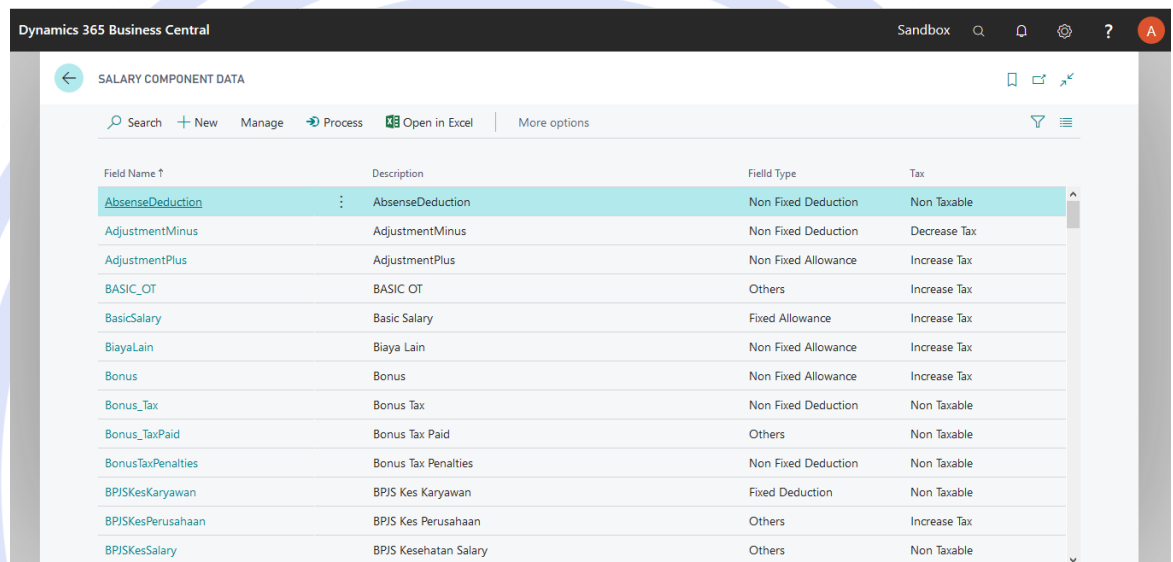


# Payroll

## Reference

### Salary Component Data • Step by Step

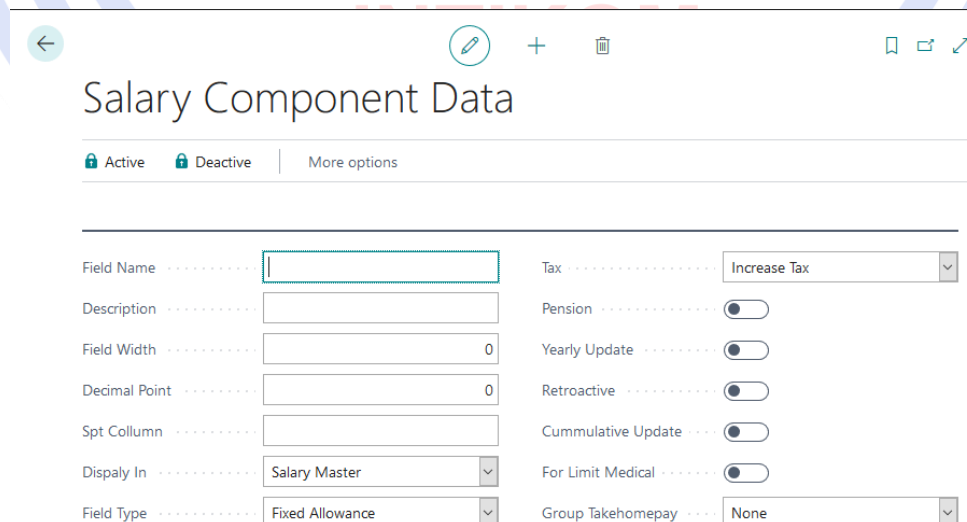
1. To go into Salary Component Data, Select menu **Payroll – Reference – Salary Component Data**, then it will appear:



The screenshot shows the Dynamics 365 Business Central interface for the 'SALARY COMPONENT DATA' table. The table has four columns: Field Name, Description, Field Type, and Tax. The 'AbsenseDeduction' row is highlighted. The table lists various salary components and their associated tax treatments.

Field Name	Description	Field 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

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



The screenshot shows the 'New' form for the 'Salary Component Data' table. The form contains several fields for configuring a new salary component, including Field Name, Description, Field Width, Decimal Point, Spt Collumn, Dispalpy In, Field Type, Tax, Pension, Yearly Update, Retroactive, Cummulative Update, For Limit Medical, and Group Takehomepay.

Field Name		Tax	Increase Tax
Description		Pension	<input type="checkbox"/>
Field Width	0	Yearly Update	<input type="checkbox"/>
Decimal Point	0	Retroactive	<input type="checkbox"/>
Spt Collumn		Cummulative Update	<input type="checkbox"/>
Dispalpy In	Salary Master	For Limit Medical	<input type="checkbox"/>
Field Type	Fixed Allowance	Group Takehomepay	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.

## Tax Rate · Step by Step

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

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.


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

← TAX CALCULATION METHOD  +  ✓ SAVED   

## AOI

Actions

---

Tax Calculation Method Gross Net Employee 

**NON TAXABLE INCOME**

Employee ..... 54,000,000.00

Each Dependent ..... 4,500,000.00

**OCCUPATIONAL**

Percentage % ..... 5.00

Maximum ..... 6,000,000.00

**TAXABLE INCOME**

1

% ..... 5.00

From ..... 0

**NEAREST TAXABLE INCOME ROUNDED**

..... 1,000.00

Time Test ..... 0

Tax Rate Within Time ... 0.00

**TAX BY GOVERNMENT**

T/K ..... 0

K/0 ..... 0






K/1 ..... 0

K/2 ..... 0

K/3 ..... 0

## SPT Format • Step by Step

1. Select menu **Payroll – Reference – SPT Format**, then it will appear:


←  +    

## SPT Format


Actions

---

**PENGHASILAN BRUTO**

GAJI/PENSIUN ATAU ...	1 ...	PREMI ASURANSI YA...	5
.....		.....	0
TUNJANGAN PPh	2 ...	PENERIMAAN DALA...	6 ...
.....	0	.....	0
TUNJANGAN LAINNY...	3 ...	TANTIEM, BONUS, G...	7 ...
.....	0	.....	0
HONORARIUM DAN ...	4 ...	JUMLAH PENGHASIL...	8
.....	0	.....	0

**PENGURANGAN**

In case all fields are disabled, then click  . 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.

**TAX CALCULATION METHOD**

AOI

Actions

Tax Calculation Method: Gross Net Employee

**NON TAXABLE INCOME**

Employee: 54,000,000.00

Each Dependent: 4,500,000.00

**OCCUPATIONAL**

Percentage %: 5.00

Maximum: 6,000,000.00

**TAXABLE INCOME**

1: 5.00

From: 0

**NEAREST TAXABLE INCOME ROUNDED**

1,000.00

Time Test: 0

Tax Rate Within Time ...: 0.00

**TAX BY GOVERNMENT**

T/K: 0

K/0: 0

K/1: 0

K/2: 0

K/3: 0

## Data Entry

### Salary Master Data . Step by Step

- Select menu **Payroll – Data Entry – Salary Master Data**, then it will appear:

Dynamics 365 Business Central

Sandbox

AOI | Human Resource | Payroll

Salary Master Data: All | Search | New | Delete | Open in Excel

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
1024	SAPRUDIN	8	2020

- 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.

**SALARY MASTER DATA**

ROBERTO SCHNEIDERS Make changes on the page.

Employee No. .... 7000      Period Month ..... 8

EmployeeName ..... ROBERTO SCHNEIDERS      Period Year ..... 2020

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

**Dynamics 365 Business Central** Sandbox

**SALARY MASTER DATA**

Fahmi Amrulah Open the page in read-only mode.

Employee No. .... 1100104      Period Month ..... 5

EmployeeName ..... Fahmi Amrulah      Period Year ..... 2020

Field Name	Description	Currency Code	Amount
→ BasicSalary	Basic Salary	IDR	5,500,000.00
BPJSKesSalary	BPJS Kes Salary	IDR	2,600,000.00
JamsostekSalary	Jamsostek Salary	IDR	8,600,000.00
JapenSalary	Japen Salary	IDR	3,800,000.00
Medical	Medical	IDR	7,000,000.00
OtherAllowance	Other Allowance	IDR	100,000.00
OtherDeduction	Other Deduction	IDR	250,000.00
Overtime	Overtime	IDR	0.00
MealAllowance	Meal Allowance	IDR	0.00
TransportAllowance	Transport Allowance	IDR	0.00
Retroactive	Retroactive	USD	0.00
RapelHTP	Rapel HTP	USD	0.00
Loan Deduction	Loan Deduction	USD	0.00

## Salary Accumulation Data · Step by Step

- Select menu **Payroll – Data Entry – Salary Accumulation Data**, then it will appear:

Dynamics 365 Business Central

Sandbox

AOI | Human Resource | Payroll

Salary Accumulation Data: All Search + New Delete Open in Excel More options

Employee No ↑	Employee Name
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	AGOE ARIE WIBOWO
1062	SAFIRA NUR HIDAYAT
1063	LESTARI DWI YULIANINGSIH
1065	LALU JUMEDAL
1069	DENNY YULIANTO

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

Salary Accumulation Data

Active Deactivate More options

Employee No Employee Name

Details Manage

Field Name ↑	Description	Amount
MedicalInsurance	Medical Insurance	0
MonthlyGrossIncome	Monthly Gross Income	0
NonAccidentalDeathInsurance	Non Accidental Death Insurance	0
OccupationalAllowance	Occupational Allowance	0
OccupationalBonusTHR	Occupational Bonus THR	0
OccupationalSalary	Occupational Salary	0
OtherAllowance	Other Allowance	0
OtherDeduction	Other Deduction	0

- 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.

← SALARY ACCUMULATION DATA

1024

Make changes on the page.

Active Deactivate More options

Employee No ..... 1024 Employee Name ..... SAPRUDIN

Field Name ↑	Description	Amount
AbsenseDeduction	Absense Deduction	0
AdjustmentMinus	Adjustment Minus	0
AdjustmentPlus	Adjustment Plus	0
BasicSalary	Basic Salary	0
Bonus	Bonus	0
Bonus_Tax	Bonus Tax	0
Bonus_TaxPaid	Bonus Tax Paid	0

## Bonus Data Entry · Step by Step

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

Dynamics 365 Business Central

Sandbox

AOI Human Resource Payroll

Bonus Data Entry: All Search + New Delete Open in Excel More options

Employee No ↑	Employee Name	Bonus Payment Date ↑	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 Entry

Actions

GroupName

Employee No ..... \* Employee Name ..... Currency Code ..... IDR

Bonus Payment Date ..... Service Month ..... 0.00

Nominal ..... 0.00

Performance Result .....

- 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.

**BONUS DATA ENTRY**

7000 · 5/12/2020 · B Make changes on the page.

Actions

**GroupName**

Employee No	7000	Currency Code	IDR
Employee Name	ROBERTO SCHNEIDERS	Currency Name	Indonesia Rupiah
Bonus Payment Date	5/12/2020	Nominal	4,400,000.00
Service Month	12.00	Performance Result	100

## THR Data Entry · Step by Step

- Select menu **Payroll – Entry – THR Data Entry**, then it will appear:

Employee No ↑	Employee Name	THR Payment Date ↑	Currency Code	Nominal
1001	Lina Yati Sudrajat	5/28/2020	IDR	8,000,000.00
1001	Bondan	6/16/2020	IDR	4,000,000.00
7001	Rendy	5/13/2020	IDR	4,400,000.00
70010	Rendy	5/20/2020	IDR	232,323.00

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

**THRDataEntry**

Actions

**GroupName**

Employee No	<input type="text"/>	Currency Name	<input type="text"/>
Employee Name	<input type="text"/>	Nominal	<input type="text" value="0.00"/>
THR Payment Date	<input type="text"/>	Service Month	<input type="text" value="0.00"/>
Currency Code	IDR		



- 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.

THRDATAENTRY

7001 · 5/13/2020 · T

Actions

GroupName

Employee No ..... 7001

Employee Name ..... SENSUALITA TANGAHU SJAHB...

THR Payment Date ..... 5/13/2020

Currency Code ..... IDR

Currency Name ..... Indonesia Rupiah

Nominal ..... 4,400,000.00

Service Month ..... 12.00

## THR Formula · Step by Step

- Select menu **Payroll – Entry – THR Formula**, then it will appear:

Dynamics 365 Business Central

AOI | Human Resource | Payroll

THR Formula: All | Search | New | Delete | Open in Excel | More options

Religion ↑	Service Month From ↑	Service Month To	Formula
HINDU	0	3	BasicSalary
ISLAM	0	0	

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

THR FORMULA

0

Add | Edit | Remove | Process | More options

GroupName

Religion Code

Process

THR Cut Off Date ..... 9/16/2020

Greater Than Days Be... 0

Service Month Round... ☐

Service Month From ↑	Service Month To	Formula	Condition
0	0		

- 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 · 0

Add Edit Remove Process More options

**GroupName**

Religion Code ..... ISLAM

**Process**

THR Cut Off Date ..... 9/16/2020 Greater Than Days Be... 0

Service Month Round... ☐

Service Month From ↑	Service Month To	Formula	Condition
0	3	BasicSalary	
→ 0	:	0	

## Severance Data Entry · Step by Step

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

Dynamics 365 Business Central

Sandbox

AOI | Human Resource | Payroll

Severance Data Entry: All Search + New Delete Open in Excel More options

Employee No ↑	Employee Name
9282	PUDJI RATNAWATI

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

←

Severance Data Entry

Actions

**GroupName**

Employee No	<input type="text"/>	Gratuity Pay	<input type="text" value="0"/>
		Compensation	<input type="text" value="0"/>
Resign Date	<input type="text"/>	Rest Leave Payment	<input type="text" value="0"/>
Payment Date	<input type="text"/>	Adjustment	<input type="text" value="0"/>
Payment For	<input type="text"/>	Total Amount	<input type="text" value="0"/>
Amount	<input type="text" value="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.

←

SEVERANCE DATA ENTRY

+

9282 · PESANGON

Actions

GroupName

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 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:

Column	Destination Field Table	Destination Field No.	Destination Field	Currency Code
A	52040	3	EmployeeNo	IDR
→ B	0	0	Employee Name	IDR

OK Cancel

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

SELECT FILE TO UPLOAD

Choose... Cancel

OK Cancel

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

IMPORT DATA FROM EXCEL

Process Period May 2020

Transfer to Salary Master

Import File Book1.xlsx

Column	Destination Field Table	Destination Field No.	Destination Field	Currency Code
A	52040	3	EmployeeNo	IDR
→ B	0	0	Employee Name	IDR

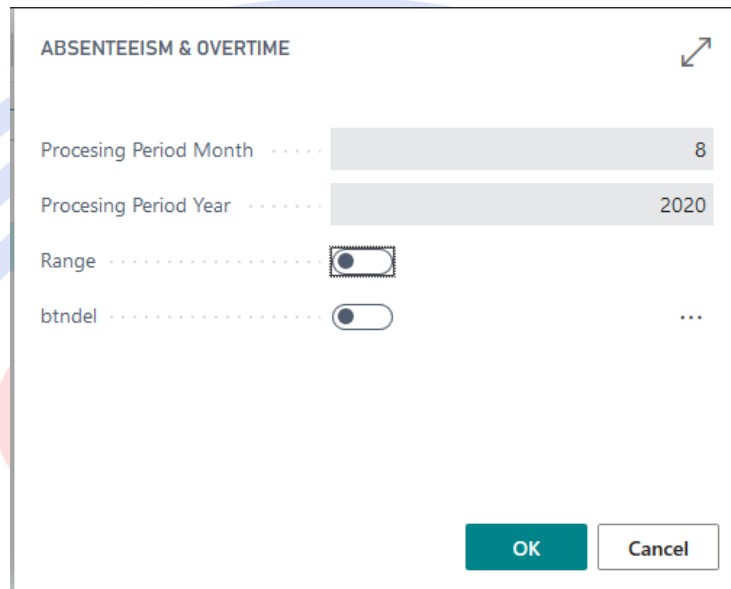
OK Cancel

## Monthly Process

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

### Absenteeism & Overtime - Step by Step

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



ABSENTEEISM & OVERTIME

Processing Period Month ..... 8

Processing Period Year ..... 2020

Range ..... ☒

btndel ..... ☐ ...

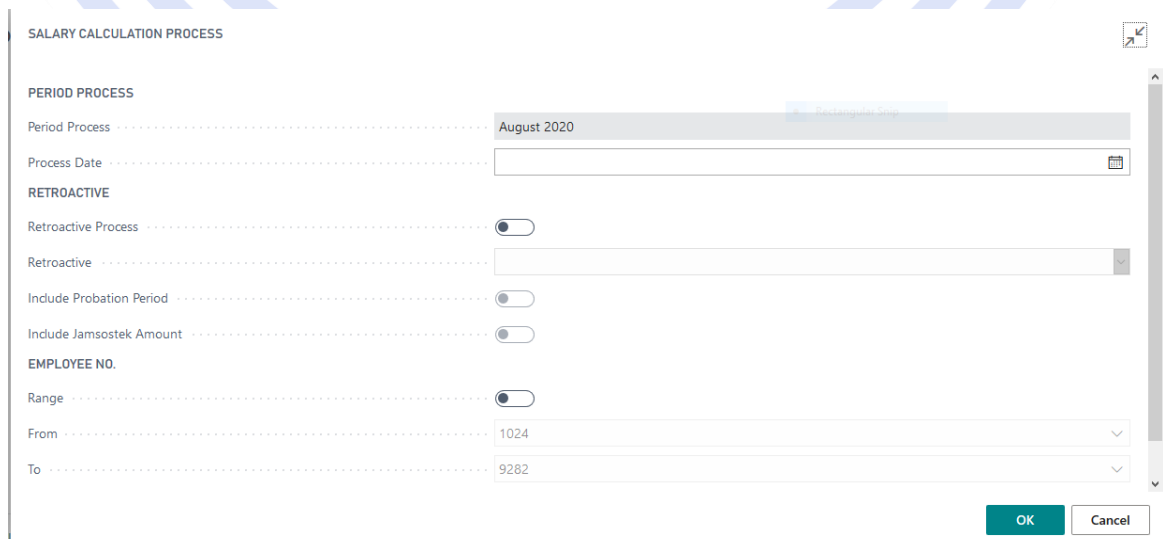
OK Cancel

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

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 .....

RETROACTIVE

Retroactive Process ..... ☒

Retroactive .....

Include Probation Period ..... ☐

Include Jamsostek Amount ..... ☐

EMPLOYEE NO.

Range ..... ☒

From ..... 1024

To ..... 9282

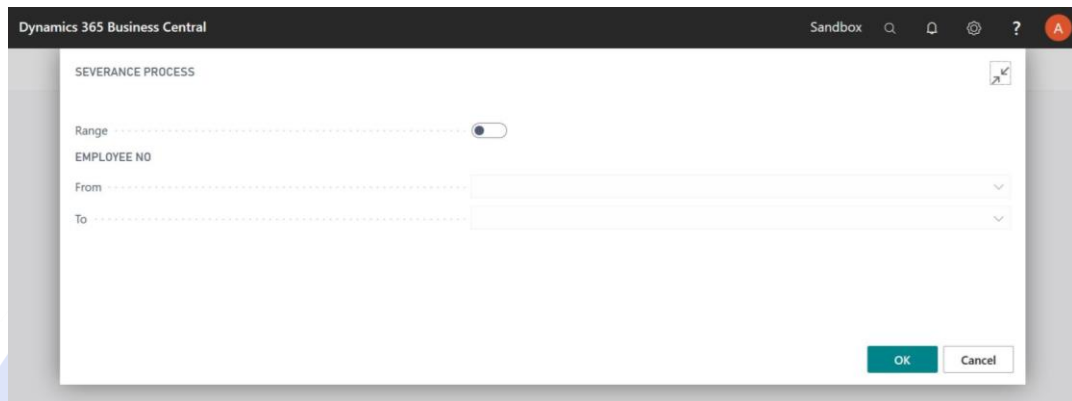
OK Cancel

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

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:



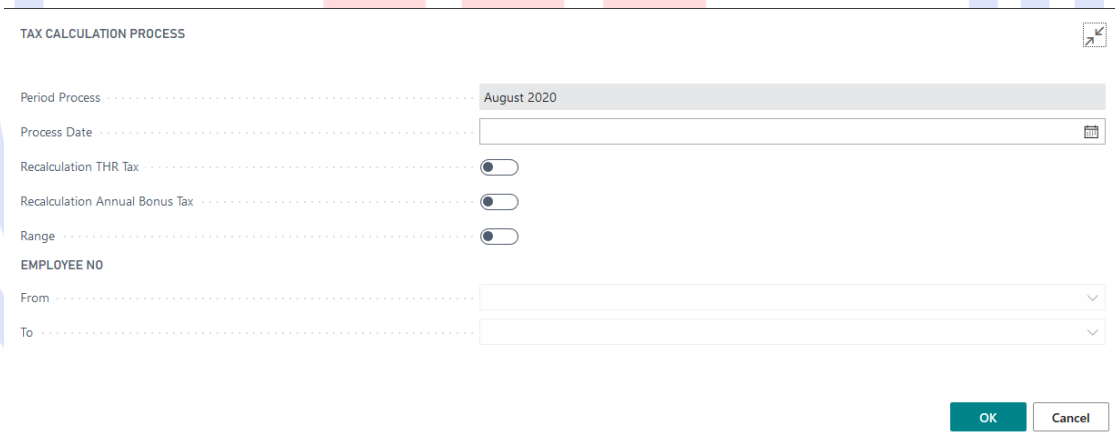
The screenshot shows the 'SEVERANCE PROCESS' dialog box in Dynamics 365 Business Central. It has a title bar with 'Dynamics 365 Business Central' and 'Sandbox'. The dialog contains a 'Range' toggle switch, an 'EMPLOYEE NO' label, and two dropdown menus for 'From' and 'To'. At the bottom right, there are 'OK' and 'Cancel' buttons.

To proceed **Severance Process**, click **OK**. Then data will be proceeded.

Severance Process to calculate tax of severance and tax of take home pay.

### Tax Calculation - Step by Step

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



The screenshot shows the 'TAX CALCULATION PROCESS' dialog box in Dynamics 365 Business Central. It has a title bar with 'Dynamics 365 Business Central' and 'Sandbox'. The dialog contains several fields: 'Period Process' (set to 'August 2020'), 'Process Date' (with a calendar icon), 'Recalculation THR Tax' (toggle), 'Recalculation Annual Bonus Tax' (toggle), 'Range' (toggle), and 'EMPLOYEE NO' label. Below these are two dropdown menus for 'From' and 'To'. At the bottom right, there are 'OK' and 'Cancel' buttons.

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

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**

Source Bank Code .....

Source Bank Name ..... BCA

Account Number ..... 1313131131

Transfer Date ..... 9/17/2020

Employee No ..... ▼

To ..... ▼

Group Authorize Code ..... Local

To ..... Expatriate

**DATA TO TRANSFER**

Transfer Ammount ..... ☒

Salary ..... ☐

OK Cancel

To proceed **Transfer Bank Process**, click **OK**. Then data will be proceeded.  
Transfer Bank Process to create the SCB File.

#### Monthly Payroll Closing Process - Step by Step

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

**MONTHLY PAYROLL CLOSING PROCESS**

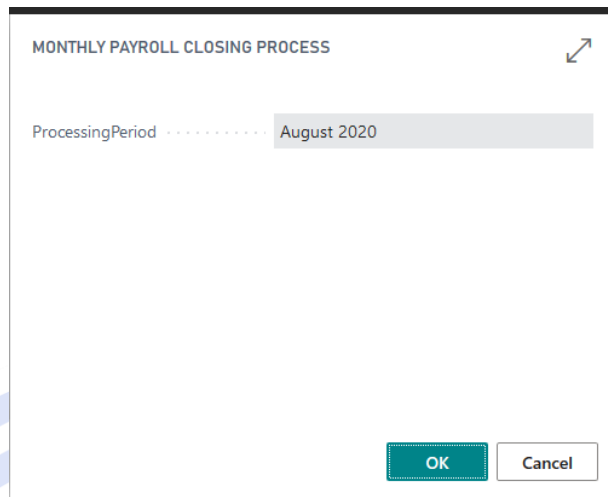
ProcessingPeriod ..... August 2020

OK Cancel

To proceed **Monthly Closing Process**, click **OK**. Then data will be proceeded.  
Monthly Payroll Closing Process is to input the current month payroll data to accumulate it.

#### Monthly System Closing - Step by Step

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



MONTHLY PAYROLL CLOSING PROCESS

ProcessingPeriod ..... August 2020

OK Cancel

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

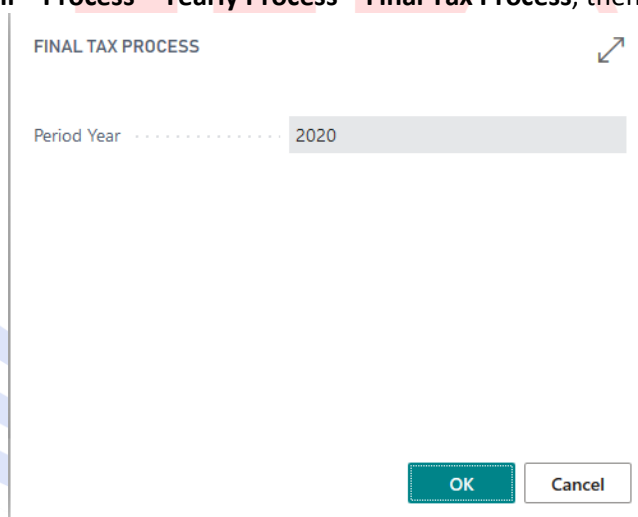
Monthly Closing Process for closing the current month opening the payroll process in the next month.

## 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 proceeded.

**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**

GroupName

Seq ..... 1

Employee No ..... 1024

To ..... 9282

Print Income tax = 0 ..... ☐

Group NPWP ..... \*

Filter: SPT

+ Filter...

Send to... Print Preview Cancel

**SPT Process** is to calculate / generate employee SPT reports.

**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.

**SPT EDIT LIST REPORT**

GroupName

Seq ..... 1

Employee No ..... 1024

To ..... 9282

Print Income tax = 0 ..... ☐

Group NPWP ..... \*

Filter: SPT

+ Filter...

Send to... Print Preview Cancel

Choose file type...

☒ PDF Document

☐ Microsoft Word Document

☐ Microsoft Excel Document

☐ Schedule...

OK Cancel

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

SPT EDIT LIST REPORT

GroupName

Seq ..... 1

Employee No ..... ▾

To ..... ▾

Print Income tax = 0

Group NPWP ..... ▾

Filter: SPT

+ Filter...

Choose file type...

☐ PDF Document  
☐ Microsoft Word Document  
☐ Microsoft Excel Document  
☒ Schedule...

OK Cancel

Send to... Print Preview Cancel

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

EDIT - SCHEDULE A REPORT - SPT EDIT LIST REPORT

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 ..... ...

Expiration Date/Time ..... ...

OK Cancel

### Year End Process - Step by Step

1. Select menu **Payroll – Process – Yearly Process – Year End Process**, then it will appear :

YEAR END PROCESS

Year ..... 2020

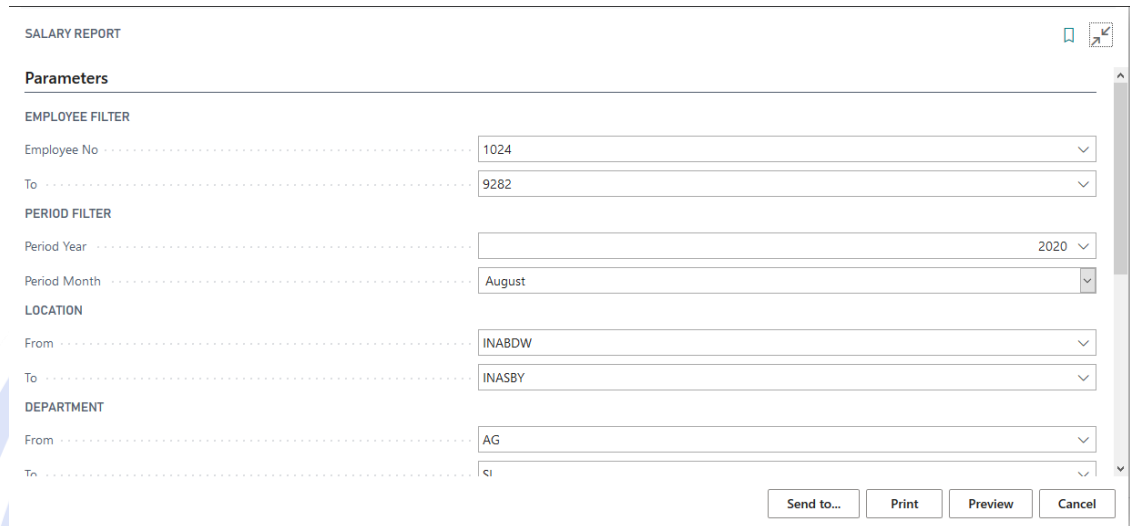
OK Cancel

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:



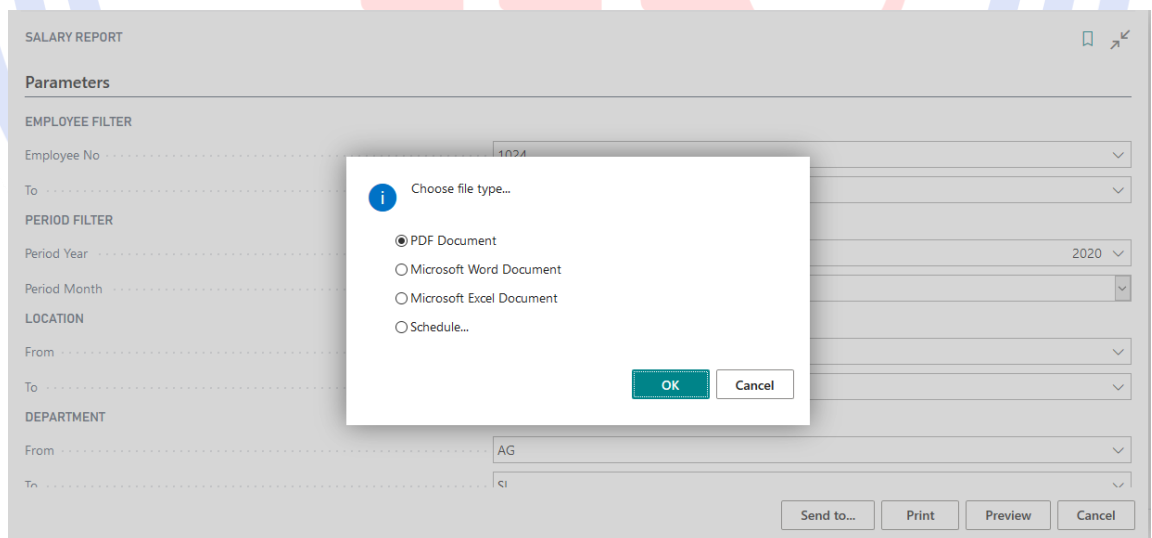
The screenshot shows a 'SALARY REPORT' window with a 'Parameters' section. It includes filters for Employee (No. 1024 to 9282), Period (Year 2020, Month August), Location (From INABDW to INASBY), and Department (From AG to SI). At the bottom right are buttons for 'Send to...', 'Print', 'Preview', and 'Cancel'.

**Salary Report** to display salary employee 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.



This screenshot shows the same 'SALARY REPORT' window, but with a 'Choose file type...' dialog box open in the center. The dialog has four radio button options: 'PDF Document' (which is selected), 'Microsoft Word Document', 'Microsoft Excel Document', and 'Schedule...'. 'OK' and 'Cancel' buttons are at the bottom of the dialog.

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

**SALARY REPORT**

**Parameters**

**EMPLOYEE FILTER**

Employee No ..... 1024

To .....

**PERIOD FILTER**

Period Year ..... 2020

Period Month .....

**LOCATION**

From .....

To .....

**DEPARTMENT**

From ..... AG

To ..... CI

Send to... Print Preview Cancel

**Choose file type...**

☐ PDF Document

☐ Microsoft Word Document

☐ Microsoft Excel Document

☒ Schedule...

OK Cancel

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

**EDIT - SCHEDULE A REPORT - SALARY REPORT**

Report ID ..... 54080

Report Name ..... Salary Report

Description ..... Salary Report

Report Output Type ..... PDF

Printer Name ..... .....

Next Run Date Formula .....

Earliest Start Date/Time ..... .....

Expiration Date/Time ..... .....

OK Cancel

## Payment Slip

### Salary Slip

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

**SALARY SLIP**

**Parameters**

**SLIP TYPE**

Slip Type ..... Salary Slip

Report Sequence ..... Employee No

Employee No From ..... 1024

To ..... 9282

Group Authorize Code ..... Local

To ..... Expatriate

Period Month ..... August

Period Year ..... 2020

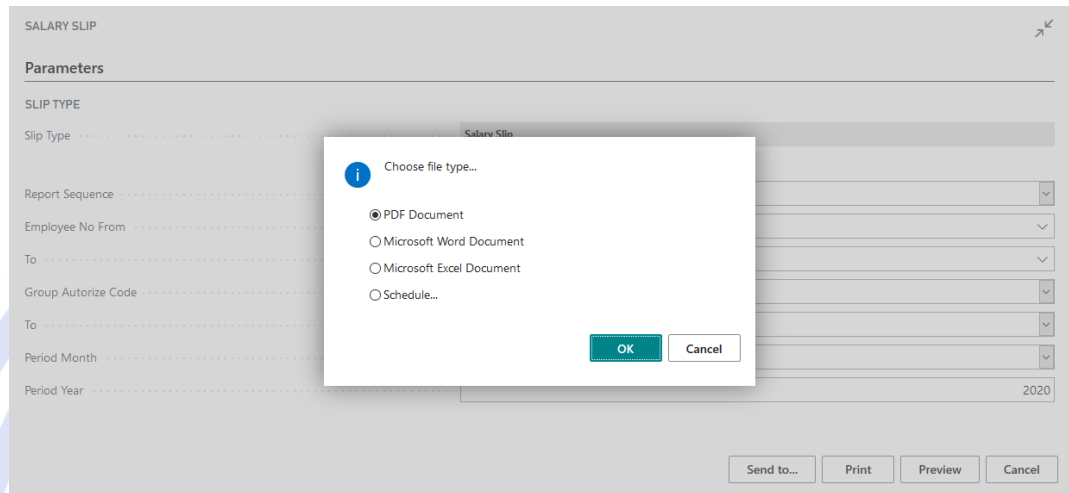
Send to... Print Preview Cancel

**Salary Slip** to display employee salary slip in report format.

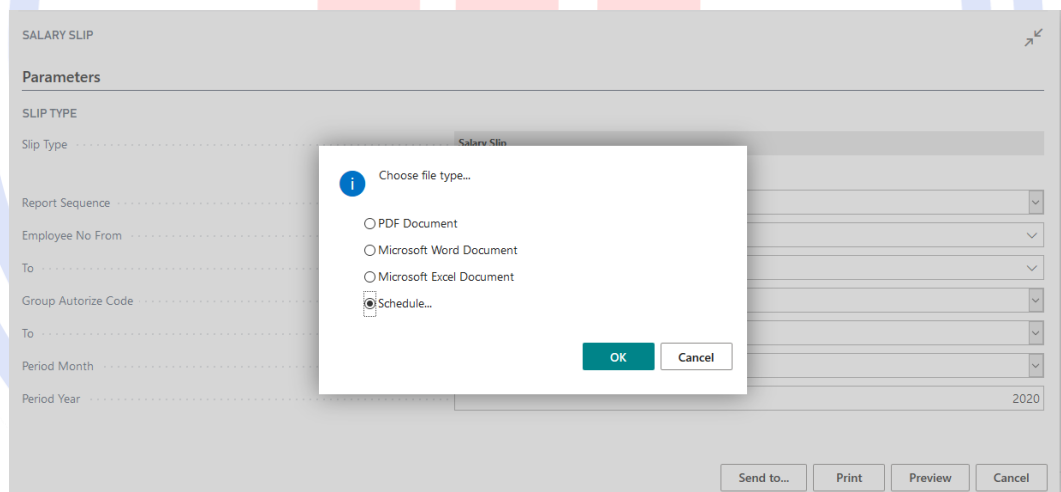
**Print** button to print report in the printed format.

**Preview** button to display report in PDF format.

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



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



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

EDIT - SCHEDULE A REPORT - SALARY SLIP

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	...

OK Cancel

## Bonus Slip

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

BONUS SLIP

Parameters

SLIP TYPE

Slip Type: Bonus Slip

Report Sequence: Employee No

Employee No From: 1024

To: 9282

Group Authorize Code: Local

To: Expatriate

Period Month: August

Period Year: 2020

Send to... Print Preview Cancel

**Bonus Slip** to display employee bonus 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.

BONUS SLIP

Parameters

SLIP TYPE

Slip Type: Bonus Slip

Report Sequence: Employee No

Employee No From: 1024

To: 9282

Group Authorize Code: Local

To: Expatriate

Period Month: August

Period Year: 2020

Send to... Print Preview Cancel

Choose file type...

☒ PDF Document

☐ Microsoft Word Document

☐ Microsoft Excel Document

☐ Schedule...

OK Cancel

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

The screenshot shows the 'BONUS SLIP' form with a 'Parameters' section. A dialog box titled 'Choose file type...' is open in the center, displaying four options: 'PDF Document', 'Microsoft Word Document', 'Microsoft Excel Document', and 'Schedule...'. The 'Schedule...' option is selected with a radio button. The dialog box has 'OK' and 'Cancel' buttons. In the background, the 'BONUS SLIP' form is visible, showing fields for 'SLIP TYPE', 'Report Sequence', 'Employee No From', 'To', 'Group Authorize Code', 'To', 'Period Month', and 'Period Year' (set to 2020). At the bottom right of the form are buttons for 'Send to...', 'Print', 'Preview', and 'Cancel'.

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

The screenshot shows the 'EDIT - SCHEDULE A REPORT - BONUS SLIP' form. It contains several fields: 'Report ID' (54091), 'Report Name' (Bonus Slip), 'Description' (Bonus Slip), 'Report Output Type' (PDF), 'Printer Name' (empty), 'Next Run Date Formula' (empty), 'Earliest Start Date/Time' (empty), and 'Expiration Date/Time' (empty). There are 'OK' and 'Cancel' buttons at the bottom right.

## THR Slip

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

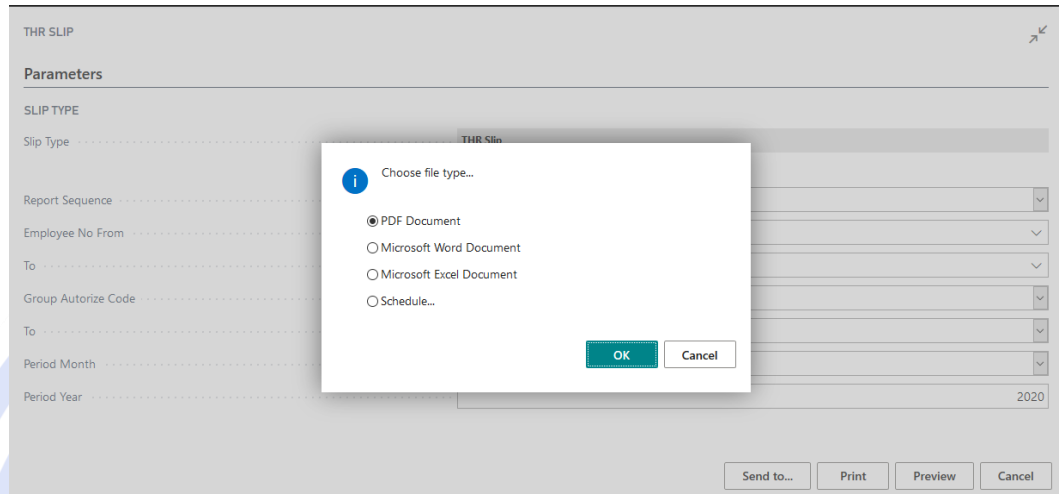
The screenshot shows the 'THR SLIP' form with a 'Parameters' section. The 'SLIP TYPE' is set to 'THR Slip'. The 'Report Sequence' is 'Employee No'. The 'Employee No From' is '1024' and 'To' is '9282'. The 'Group Authorize Code' is 'Local' and 'To' is 'Expatriate'. The 'Period Month' is 'August' and 'Period Year' is '2020'. At the bottom right are buttons for 'Send to...', 'Print', 'Preview', and 'Cancel'.

**THR Slip** to display THR Slip in report format.

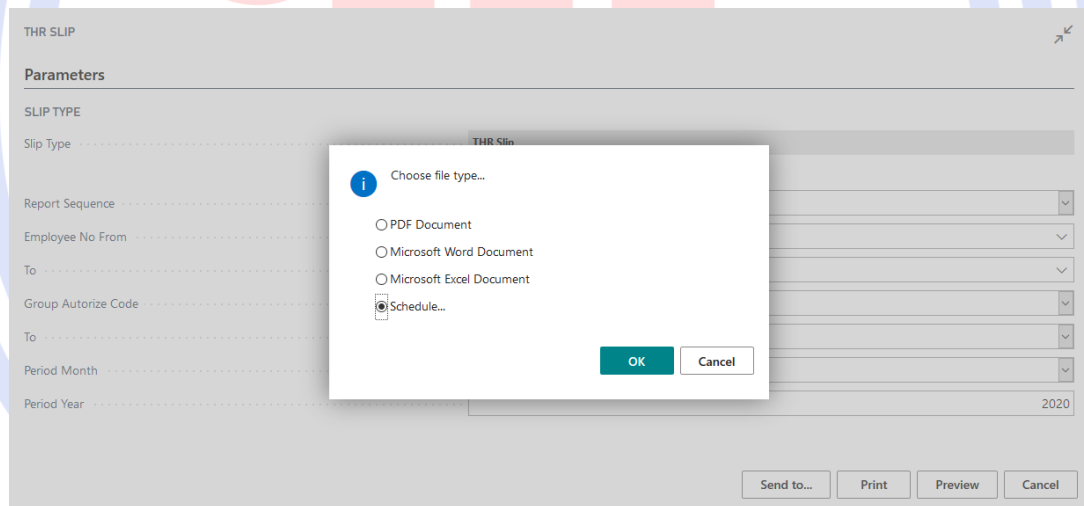
**Print** button to print report in the printed format.

**Preview** button to display report in PDF format.

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



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



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



Report ID	54092
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 Cancel

## 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
Employee No From	1024
To	9282
Group Authorize From	Local
To	Expatriate
Period Month	August
Period Year	2020
Prepared By	
Acknowledge By	
Approved By	

Send to... Print Preview Cancel

**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

To

Group Authorize From

To

Period Month

Period Year 2020

Prepared By

Acknowledge By

Approved By

Send to... Print Preview Cancel

Choose file type...

☒ PDF Document

☐ Microsoft Word Document

☐ Microsoft Excel Document

☐ Schedule...

OK Cancel

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

PENSION SLIP

GroupName

Slip Type Pension Slip

Report Sequence

Employee No From

To

Group Authorize From

To

Period Month

Period Year 2020

Prepared By

Acknowledge By

Approved By

Send to... Print Preview Cancel

Choose file type...

☐ PDF Document

☐ Microsoft Word Document

☐ Microsoft Excel Document

☒ Schedule...

OK Cancel

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

EDIT - SCHEDULE A REPORT - PENSION SLIP

Report ID 54093

Report Name Pension Slip

Description Pension Slip

Report Output Type PDF

Printer Name

Next Run Date Formula

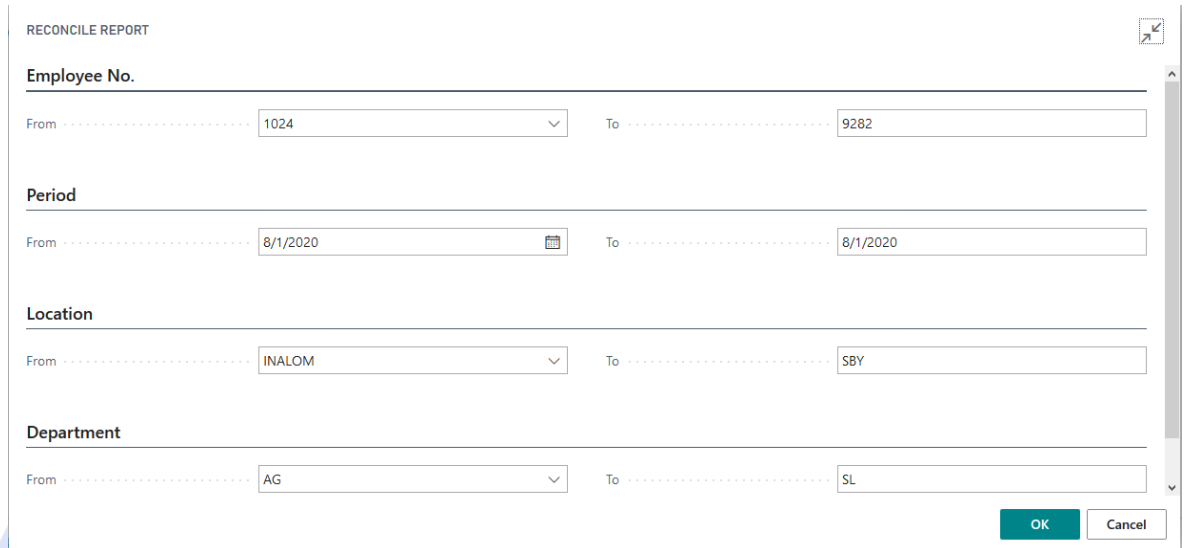
Earliest Start Date/Time

Expiration Date/Time

OK Cancel

## Reconcile Report

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



RECONCILE REPORT

Employee No.

From ..... 1024 ..... To ..... 9282 .....

Period

From ..... 8/1/2020 ..... To ..... 8/1/2020 .....

Location

From ..... INALOM ..... To ..... SBY .....

Department

From ..... AG ..... To ..... SL .....

OK Cancel

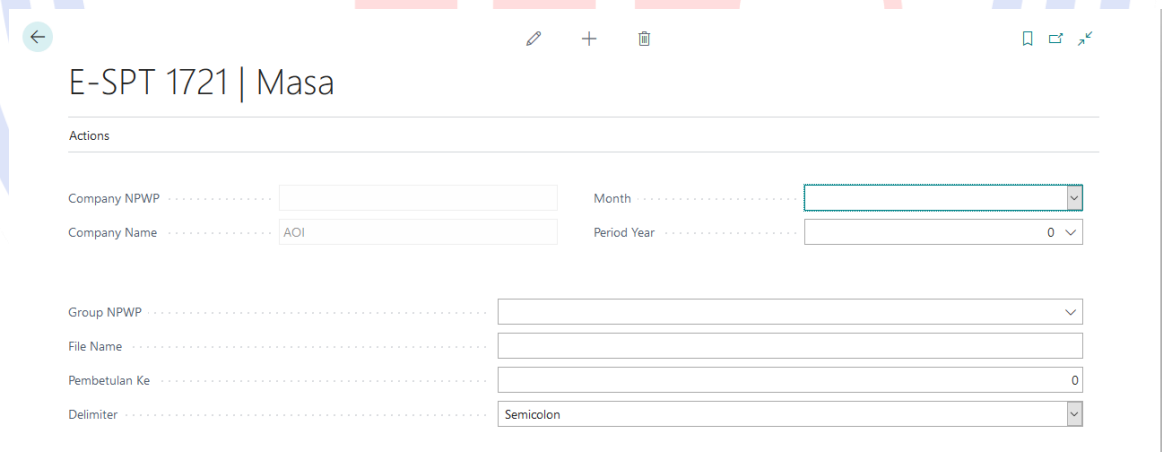
To printed **Reconcile Report**, click **OK**.

## ESPT Process Data

This process is to calculate / generate SPT report format.

### E-SPT 1721 | Masa

1. Select menu **Payroll – Report – ESPT Process Data – E-SPT 1721 | Masa**, then it will appear:



E-SPT 1721 | Masa

Actions

Company NPWP ..... Month .....  
Company Name ..... AOI ..... Period Year ..... 0 .....

Group NPWP .....  
File Name .....  
Pembetulan Ke ..... 0 .....

Delimiter ..... Semicolon .....

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

### Print E-SPT 1721i A1

1. 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

GroupName

Sequence ..... 0

EMPLOYEE NUMBER

From ..... ▼

To ..... ▼

Group NPWP ..... ▼

Print Date .....

Pemotong Kuasa .....

Signer Name .....

NPWP .....

Company NPWP .....

Send to... Print Preview Cancel

Choose file type...

☒ PDF Document

☐ Microsoft Word Document

☐ Microsoft Excel Document

☐ Schedule...

OK Cancel

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

PRINT E-SPT 1721i A1

GroupName

Sequence ..... 0

EMPLOYEE NUMBER

From ..... ▼

To ..... ▼

Group NPWP ..... ▼

Print Date .....

Pemotong Kuasa .....

Signer Name .....

NPWP .....

Company NPWP .....

Send to... Print Preview Cancel

Choose file type...

☐ PDF Document

☐ Microsoft Word Document

☐ Microsoft Excel Document

☒ Schedule...

OK Cancel

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

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

Report ID	54110
Report Name	Print E-SPT 1721i A1
Description	Print E-SPT 1721i A1
Report Output Type	PDF
Printer Name	...
Next Run Date Formula	
Earliest Start Date/Time	...
Expiration Date/Time	...

**OK** **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

Sequence	0
EMPLOYEE NUMBER	
From	*
To	*
Group NPWP	
Print Date	
Pemotong Kuasa	Pemotong Pajak
Signer Name	
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.