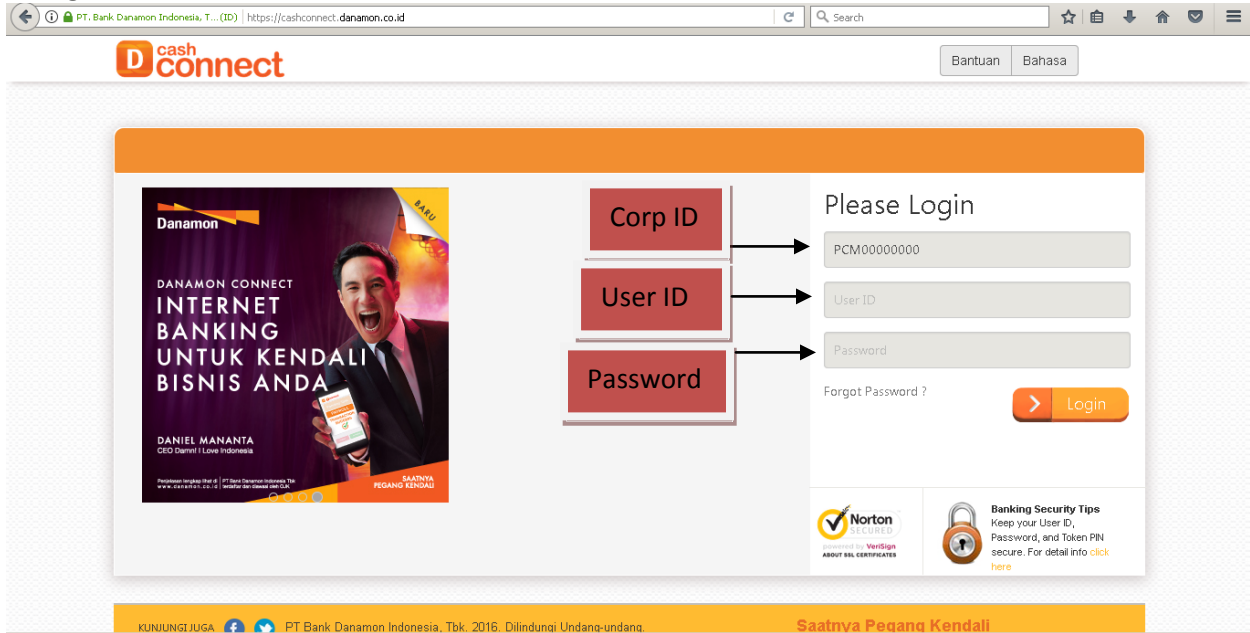


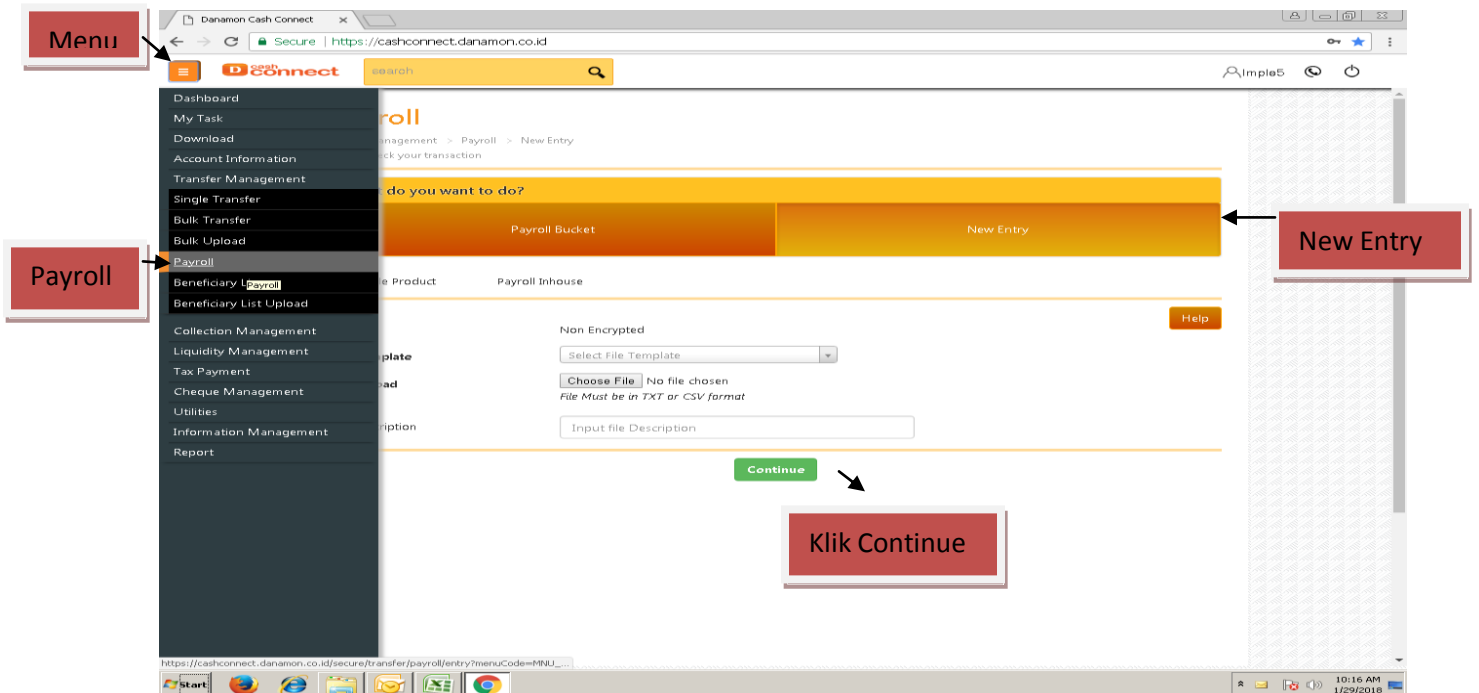
PANDUAN PAYROLL



1. Login :

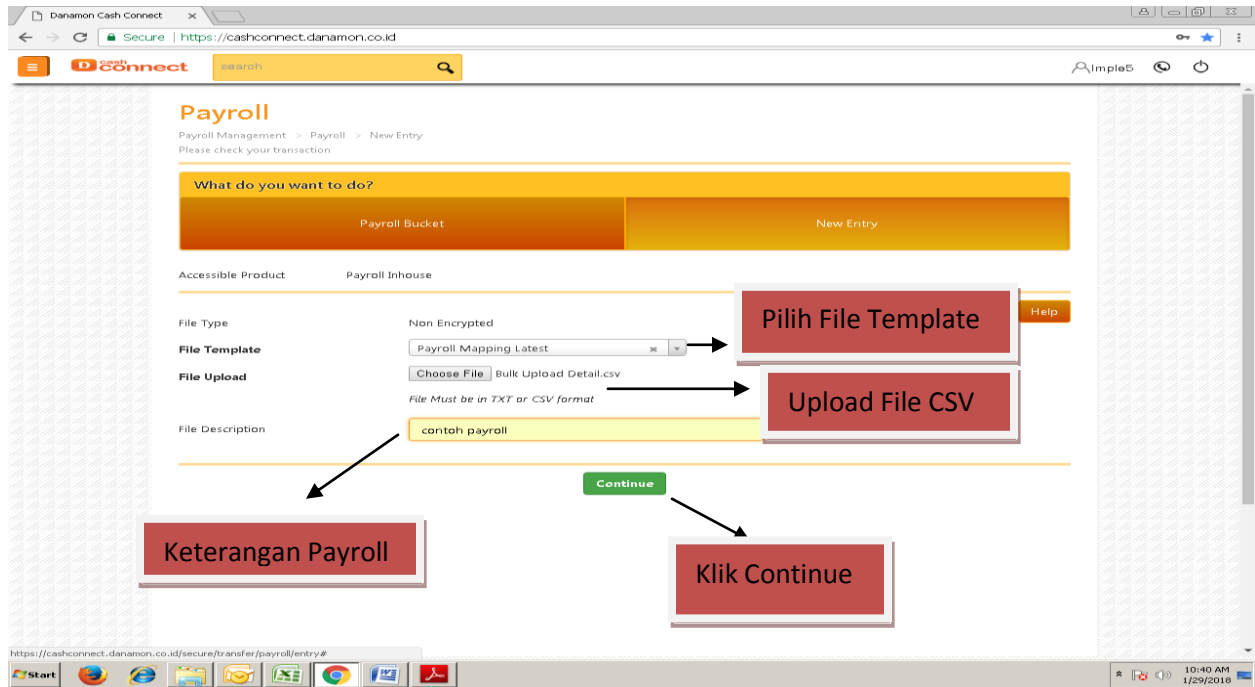


2. Klik Menu → Transfer Management → Payroll → New Entry



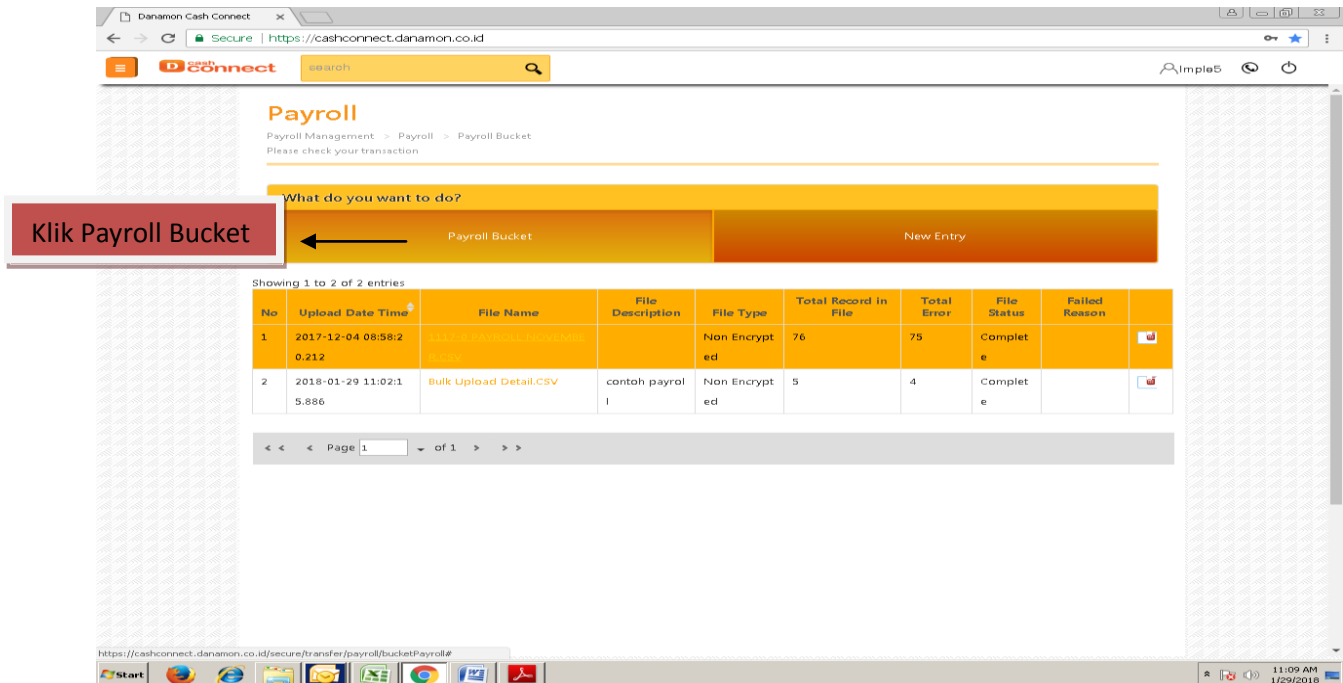
3. Klik New Entry → File Template → File Upload → Continue

Note : File Upload = File Payroll yang dibuat di Excel dan disave ke CSV (Comma delimited)



4. Klik Payroll Bucket → File Name Payroll → Confirm

Note : Payroll Bucket untuk melihat apakah File Payroll sudah benar/tidak, jika tidak ada error lanjut klik confirm. Jika masih error cek kembali ke point 3 (cek data file CSV).



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Payroll

Payroll Management > Payroll > Bucket Detail

File Upload Status: Complete

File Type: Non Encrypted

File Template: Payroll Mapping Latest

File Upload: 1117-0 PAYROLL NOVEMBER.CSV

File Description:

Transaction Type: Summary

Total Record in File: 76

Total Transaction Record: 75

Total Success: 1

Total Failed: 75

Total Transaction Amount in IDR: IDR140,943,950.00

Cancel This Transaction

Showing 1 to 10 of 75 entries

No	Line	Type	Product	Debit Account Number	Debit Account Name	Sender Reference	Credit Account Number	Credit Account Name	Instruction Date	Status
1	Line 2	Detail	Payroll Inhouse	006600192790	-	PAYROLL	000079255477	BERNAD F	-	Error
75	Line 7	Detail	Payroll Inhouse	006600192790	-	PAYROLL	003611575352	PODUNGGE	-	Error
3	Line 4	Detail	Payroll Inhouse	006600192790	-	PAYROLL	003514582166	HERMANTO	-	Error

Detail Payroll

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No	Line	Type	Product	Debit Account Number	Debit Account Name	Sender Reference	Credit Account Number	Credit Account Name	Instruction Date	Status
1	Line 2	Detail	Payroll Inhouse	006600192790	-	PAYROLL	000079255477	BERNAD F	-	Error
75	Line 7	Detail	Payroll Inhouse	006600192790	-	PAYROLL	003611575352	PODUNGGE	-	Error
3	Line 4	Detail	Payroll Inhouse	006600192790	-	PAYROLL	003514582166	HERMANTO	-	Error
4	Line 5	Detail	Payroll Inhouse	006600192790	-	PAYROLL	003546484985	WULAN	-	Error
5	Line 6	Detail	Payroll Inhouse	006600192790	-	PAYROLL	003542999069	HERPIN	-	Error
6	Line 7	Detail	Payroll Inhouse	006600192790	-	PAYROLL	003548769391	NOVITA	-	Error
7	Line 8	Detail	Payroll Inhouse	006600192790	-	PAYROLL	003548768518	NURNANING SIH	-	Error
8	Line 9	Detail	Payroll Inhouse	006600192790	-	PAYROLL	003547143846	WAHYUNI	-	Error
9	Line 1	Detail	Payroll Inhouse	006600192790	-	PAYROLL	003548769615	HARSONO	-	Error
10	Line 1	Detail	Payroll Inhouse	006600192790	-	PAYROLL	003548770035	RONAL	-	Error

Page 1 of 8

Back Confirm

Klik Confirm

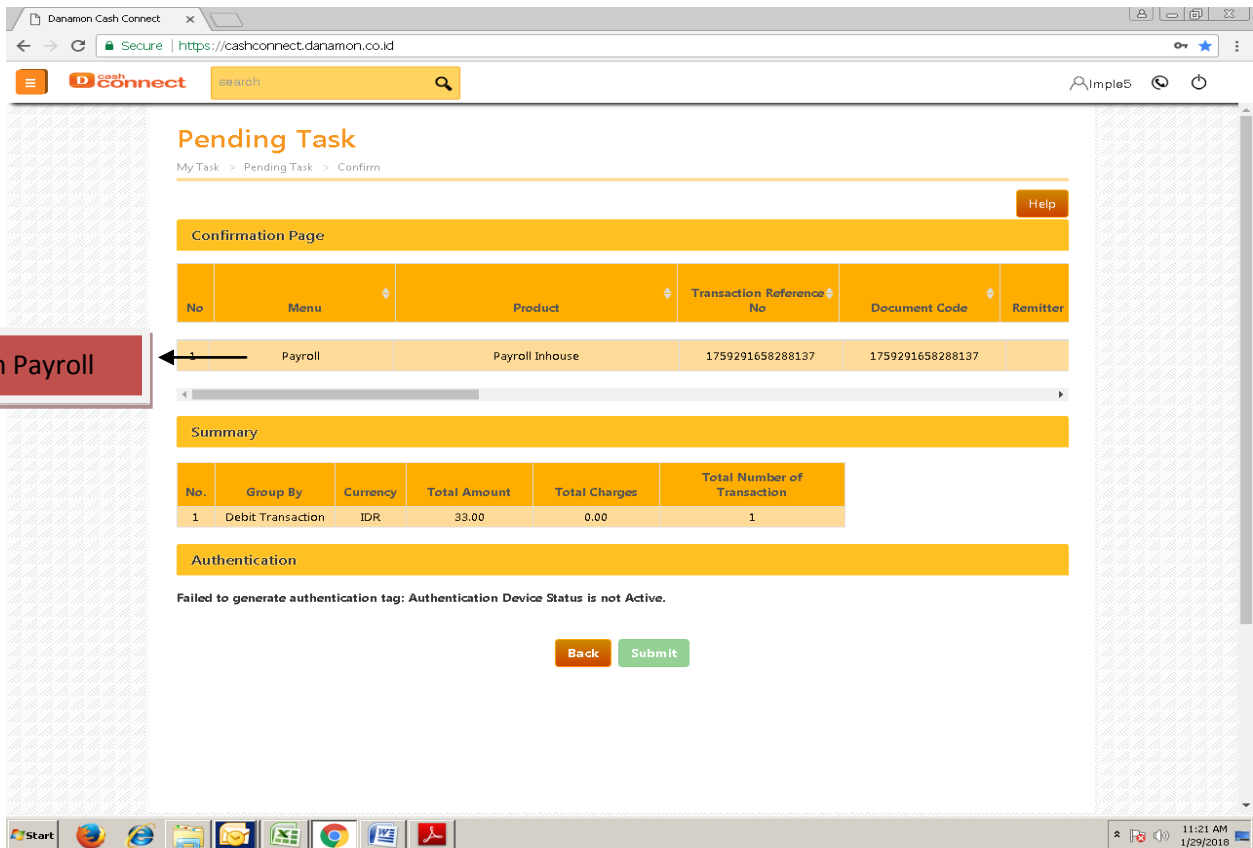
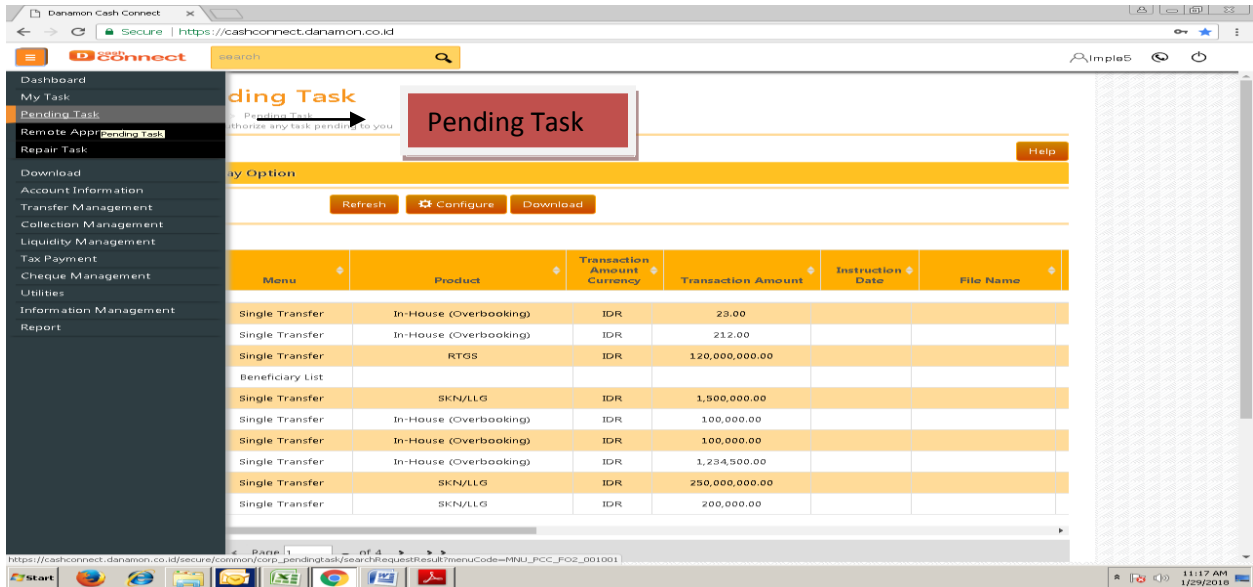
Chek Status

Detail Payroll

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Klik Confirm jika file payroll sudah benar.

5. Klik My Task → Pending Task → Chek List File Payroll → Approve



challenge yg berisi angka, lalu aktifkan dulu tokennya sampai ada tulisan apply muncul selanjutnya tekan angka 2.

Challenge yg berisi angka diinput ke dalam token, setelah angka di token berubah input ke dalam respon number lalu approve.