Analysis Module

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CAPA Setting

Module Guide: CAPA Setting

Module Location

Analysis > Document > CAPA (Based on the image breadcrumb) or Analysis > CAPA > CAPA Setting (Based on your request)

Module Objective

The **CAPA Setting** module serves as a configuration center for setting up basic parameters related to CAPA documents. Most likely, this module is used to define the pattern or numbering format for CAPA documents and link them to data sources or external APIs for further processing or integration.

1. Main View (CAPA Setting List)

The main page of this module displays a list of all CAPA settings or configurations that have been created.

View Explanation & Key Columns

- **View**: This page is a list of all CAPA pattern configurations.
- **Key Columns**:
  - **Pattern**: The code or numbering format for the CAPA document type (e.g., CAPASTF).
  - **kode (code)**: A unique code for this setting.

    - **API**: The URL of the Application Programming Interface (API) that might be used to retrieve data or process CAPA documents corresponding to this pattern.

    - **isaktif (is active)**: The active status of this setting (0 = inactive, 1 = active).

Button Functions

The buttons at the top (Edit, Copy, CSV, Excel, PDF, Print) are used to manage the existing setting data, such as modifying, copying, or exporting it.

Tips & Important Notes

- This is a **technical setup module** that is typically managed by a **System Administrator or the IT team**.

- The settings here will affect how CAPA documents are created, processed, or integrated with other systems.

- The API column indicates a potential integration with an external system for the CAPA process.

CAPA Inbox

Module Guide: CAPA Inbox

Module Location

Analysis > CAPA > CAPA Inbox

Module Objective

The **CAPA Inbox** module serves as the approval center for all **CAPA (Corrective Action Preventive Action)** documents that have been created and submitted via the **CAPA Entry** module. Every corrective and preventive action plan must be reviewed and approved here by an authorized manager before it can be implemented.

1. Main View (CAPA Document List)

The main page of this module is an "inbox" that displays all CAPA documents requiring your action.

View Explanation

This page provides a summary of all CAPA documents that are awaiting approval.

- **Filters**: You can search for a specific document by **Document Number** or a **Date** range.
- **Document List**: The table below will display all documents awaiting action, with columns such as **Document Number, Date, Status,** and **Approval**.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **CAPA Inbox** module to see the list of CAPAs that require approval.

Step 2: Review the CAPA Details

Click on one of the rows in the table to open the detail view of that CAPA document. In the detail page, you can check all the information, including the problem description, root cause analysis, action plans (corrective and preventive), the person responsible, and the deadline.

Step 3: Provide Approval

After you review the CAPA details in Step 2, you will find a button to grant approval (e.g., an **"Approve"** button) **within that detail page**. Click the appropriate button to complete the review process.

Workflow & Integrated Business Process

1. A CAPA document is created and submitted via **CAPA Entry**.
2. The document automatically enters the queue in this **Inbox**.
3. A manager (e.g., a QA/QC Manager or the relevant Department Manager) reviews and approves it.
4. After approval, the action plans within the CAPA become active and can begin to be implemented by the person responsible. The CAPA status will be updated for tracking.

Tips & Important Notes

- The approval process here is an important control step to ensure all improvement action plans are **well-targeted, feasible, and adequately resourced**.

- This module is typically accessed by **Department Managers, QA/QC Managers,** or other parties responsible for issue resolution.

Cash and Bank Analysis

Report Module Guide: Cash and Bank Analysis

Module Location

Analysis > Cash and Bank Analysis

Module Objective

The **Cash and Bank Analysis** module is used to generate an analytical report regarding the company's cash and bank balances. This report provides a summary of the company's liquidity position on a specific date, often grouped by currency type or bank account.

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the report that will be generated.

Here is an explanation for each parameter:

- **Currency Account:** Select the currency type to be displayed, whether based on **Transaction Currency** or **Base Currency**.
- **Account (Cash+Bank):** Select **All** to display all cash and bank accounts, or **Selected** to choose specific accounts.
- **Balance period:** Specify the reference date ("as of" date) for the balance position to be displayed.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the parameters you need, especially the **As of** date (`Sampai dengan`).

Step 2: Generate the Report

After all parameters are set, click the **[Display Report]** button at the bottom.

3. Reading the Report (Report Content)

The generated report is a balance summary for each cash and bank account.

- **Report Structure:** This report displays a list of all cash and bank accounts (**Account Name**), grouped by their currency.
- **Key Column:** The **Balance** column displays the ending balance for each account on the selected date.

Tips & Important Notes

- This report is very similar to the **Cash and Bank Balance Position Report** in the Finance module, but may be presented from a different analytical perspective.
- Use this report to get a quick overview of the company's total liquidity per currency.
- This is an important summary report for **Finance Management and Treasury**.

Productivity Analysis

Module Guide: Productivity Analysis

Module Location

Analysis > Productivity Analysis

Module Objective

The **Productivity Analysis** module serves as a container or center for creating, saving, and managing productivity analysis documents. Based on the visible data, this module is likely used to **archive or attach specific analysis reports**, such as a CBR (Cash Book Request) analysis, which relates to productivity or resource usage in a specific period.

1. Main View (Analysis List)

The main page of this module displays a list of all productivity analysis documents that have been created.

View Explanation

- **View**: This page is a history of all analyses that have been saved. You can see the **Productivity Analysis Number, Period, the Cost Center Name** being analyzed, and its status.

- **Filters**: You can search for a specific analysis document by **Productivity Analysis Number, Type Name** (e.g., CBR), or a **Date** range.

- **Action Buttons**:
  - **[New]** (Not visible, but is the primary button): To create a new analysis entry.

2. Steps to Create an Analysis Entry

Step 1: Create a New Entry

From the Main View, click the **[New]** button to open the **Add Analysis** form.

Step 2: Fill in Analysis Details

- Fill in the **Type Name** (e.g., CBR).
- Define the **Productivity Analysis Period** (From and To).
- Select the **costcenter** relevant to the analysis.
- **Upload Data**: Use the **Upload Data** link to attach the relevant analysis report file (for example, the resulting Excel file from the CBR Analysis Report).
- Click **[Save]**.

Tips & Important Notes

- This module functions as a **repository or archive** for productivity analysis reports that have been created.
- By attaching reports (like a Monthly Report CBR Analysis), you can easily access historical analysis results from one

centralized place.

- This is a useful module for **Department Managers or Analysts** to document and track productivity studies.

Productivity Analysis Inbox

Module Guide: Productivity Analysis Inbox

Module Location

Analysis > Productivity Analysis Inbox

Module Objective

The **Productivity Analysis Inbox** module serves as the approval center for all **Productivity Analysis** documents that have been submitted. Every productivity analysis report or record that is created must be reviewed and approved here by an authorized manager before it is considered final or official.

1. Main View (Analysis List)

The main page of this module is an "inbox" that displays all productivity analysis documents requiring your action.

View Explanation

This page provides a summary of all analyses that are awaiting approval.

- **Filters**: You can search for a specific document by **Productivity Analysis Number, Type Name** (e.g., CBR), or a **Date** range.

- **Document List**: The table below will display all documents awaiting action, with columns such as **Productivity Analysis Number, Period Start Date, Period End Date,** and **Approval**.

- **Action Buttons**:
  - **[Accept]**: The primary button to approve a selected analysis document.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Productivity Analysis Inbox** module to see the list of analyses that require approval.

Step 2: Review the Analysis Details

Click on one of the rows in the table to open the detail view of that analysis document. In the detail page (as in image_2a1bec.png from the previous module), you can check the analysis period, cost center, and most importantly, open the uploaded analysis report file (**Upload Data**).

Step 3: Provide Approval

After you review the analysis details and its report attachment in Step 2, return to the main list page, check the box on the left of the relevant row, and then click the **[Accept]** button.

3. Workflow & Integrated Business Process

1. A **Productivity Analysis** document is created and submitted (usually by attaching a report file).
2. The document automatically enters the queue in this **Inbox**.

3. A manager reviews the details and attachment, then approves it by clicking **[Accept]**.

4. After approval, the analysis document's status is updated to final.

Tips & Important Notes

- This approval process is a validation that the productivity analysis has been performed and its results have been reviewed by management.

- This module is typically accessed by the relevant **Department Manager or Top Management**.