

# Cash Book Inbox

## Module Guide: Cash Book Inbox

### Module Location

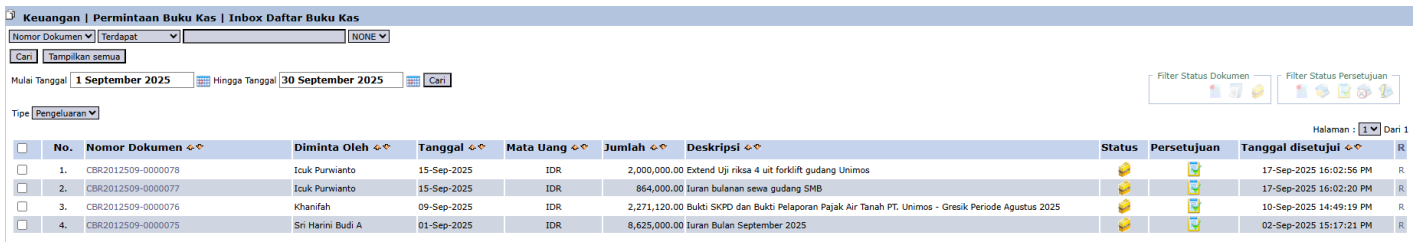
Finance > Cash Book > Cash Book Inbox

### Module Objective

The **Cash Book Request Inbox** module serves as the approval center for all **Cash Book Request** documents that have been submitted by employees. This module is used by a superior or manager to conduct a review and provide approval before the fund request can be processed further by the Finance team.

## 1. Main View (Request List)

The main page of this module is an "inbox" that displays all Cash Book Requests requiring your action.



No.	Nomor Dokumen	Diminta Oleh	Tanggal	Mata Uang	Jumlah	Deskripsi	Status	Persetujuan	Tanggal disetujui
1.	CBR2012509-0000078	Izuk Purwianto	15-Sep-2025	IDR	2,000,000.00	Extend Uji riksa 4 uit forklift gudang Unimos			17-Sep-2025 16:02:56 PM
2.	CBR2012509-0000077	Izuk Purwianto	15-Sep-2025	IDR	864,000.00	Iuran bulanan sewa gudang SMB			17-Sep-2025 16:02:20 PM
3.	CBR2012509-0000076	Khanifah	09-Sep-2025	IDR	2,271,120.00	Bukti SKPD dan Bukti Pelaporan Pajak Air Tanah PT. Unimos - Gresik Periode Agustus 2025			10-Sep-2025 14:49:19 PM
4.	CBR2012509-0000075	Sri Harni Budi A	01-Sep-2025	IDR	8,625,000.00	Iuran Bulan September 2025			02-Sep-2025 15:17:21 PM

### View Explanation & Filters

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

- **Filters:** You can search for a specific request by **Document Number**, a **Date** range, or **Type** (Disbursement/Receipt).

- **Request List:** The table below will display all requests awaiting action. The example in the image shows several requests that have already been approved (green checkmark icon).

## Column Explanation

- **Document Number:** The unique number of the Cash Book Request document.
- **Requested By:** The name of the employee who submitted the request.
- **Amount:** The total value of the request.
- **Description:** A brief explanation of the request's purpose.
- **Status / Approval:** Icons that indicate the document's status and the approval process status.

## 2. Approval Process Steps

The following is the standard workflow for an approver.

### Step 1: Access the Inbox

Open the **Cash Book Request Inbox** module to see the list of requests that require approval.

### Step 2: Review the Request Details

Click on one of the rows in the table to open its detail view. In the detail view, you can check all the information that has been input, such as the expense account details, the amount, and the uploaded supporting evidence.

## Step 3: Provide Approval

After you open and review the request details in Step 2, you will find the buttons to grant approval (e.g., "**Approve**" or "**Reject**" buttons) **within that detail page**. Click the appropriate button to complete the review process. The approval status will be updated in the **Approval** column.

## 3. Workflow & Integrated Business Process

1. **Submission:** An employee creates a document in the **Cash Book Request** module and clicks [**Confirm**].
2. **Entering the Queue:** The confirmed request automatically enters the queue in this **Cash Book Request Inbox** module.
3. **Review & Approval:** A manager or approver opens this module, reviews, and provides approval.
4. **Payment Process:** After approval, the request becomes a valid instruction for the **Treasury/Finance team to make a payment** via the **Cash Disbursement** or **Bank Disbursement** modules.

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Revision #1

Created 23 September 2025 10:01:56 by Muhammad Ali Akbar

Updated 23 September 2025 10:04:58 by Muhammad Ali Akbar