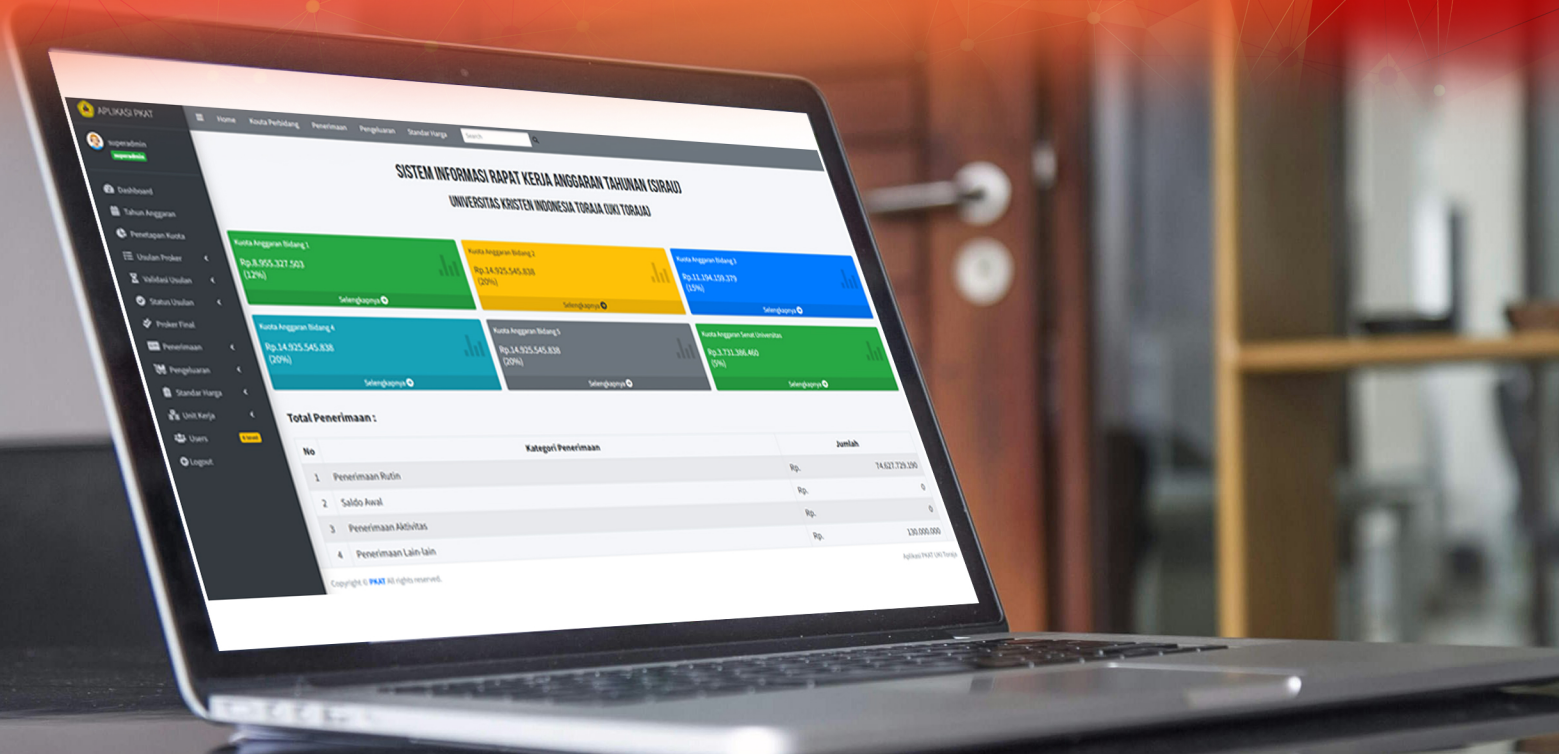




PANDUAN SISTEM E-BUDGETING



**UNIVERSITAS KRISTEN INDONESIA TORAJA
2023**

KATA PENGANTAR

Kami dengan ini mengucapkan terima kasih yang sebesar-besarnya atas kesempatan yang diberikan kepada kami untuk menyusun panduan sistem e-budgeting Universitas Kristen Indonesia Toraja. Panduan ini ditujukan khusus pihak kampus yang berperan penting dalam pengelolaan anggaran dan keuangan kampus.

Panduan ini disusun dengan tujuan untuk memberikan pemahaman yang komprehensif tentang sistem e-budgeting yang telah diimplementasikan di Universitas Kristen Indonesia Toraja. Dengan panduan ini, diharapkan para usernya dapat memahami secara mendalam tentang bagaimana sistem ini bekerja, bagaimana cara mengelola anggaran dengan efisien, serta bagaimana cara melaporkan dan memantau anggaran secara berkala.

Kami berharap panduan ini dapat menjadi referensi yang bermanfaat bagi para usernya dalam menjalankan tugas dan tanggung jawab mereka dalam pengelolaan anggaran dan keuangan kampus. Kami juga berharap panduan ini dapat membantu meningkatkan transparansi, akuntabilitas, dan efisiensi dalam pengelolaan anggaran dan keuangan di Universitas Kristen Indonesia Toraja.

Makale, Agustus 2023

Tim Penyusun

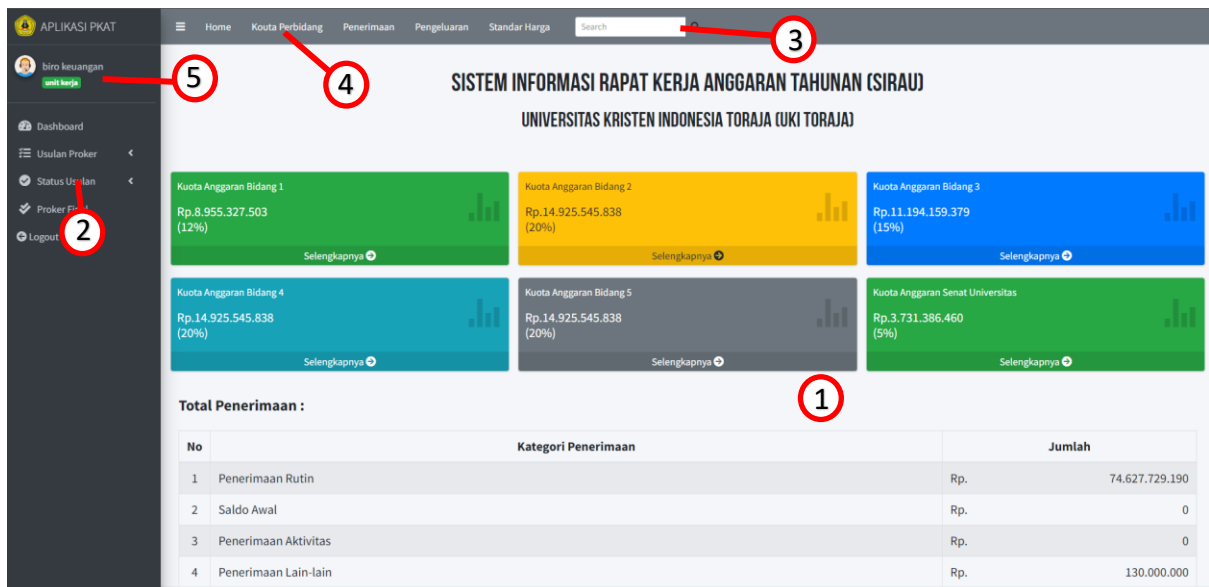
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Membuka situs:

1. Buka aplikasi PKAT melalui web browser (Google Chrome, Firefox, Microsoft Edge atau lainnya) dengan alamat <http://pkat.bapsiukit.cloud/>.
2. Kemudian tekan Enter pada tombol keyboard atau klik tombol Go pada browser.
3. Akan muncul tampilan halaman depan aplikasi PKAT.

Tampilan Halaman Utama



Keterangan:

1. Halaman utama web PKAT, berisi informasi kuota anggaran perbidang dan total penerimaan
2. Kolom menu
3. Kolom pencarian
4. Menu
5. Akun pengguna layanan

Menu yang dapat diakses oleh akun Unit Kerja:

1. Dashboard ke menu utama.
2. Usulan proker: Draft Usulan, Diusulkan, Revisi, Dibatalkan.
3. Status Usulan: Status Usulan(all), Materi RKAT, Hasil RKAT, Hasil Rapat Senat.
4. Proker Final.
5. Logout untuk keluar.

Cara membuat, mengedit dan menghapus Program Kerja beserta Uraianya Scribe[®]

1 Klik "Usulan Proker"

The screenshot shows a user interface for a system named "SISTEM INF". The user is logged in as "superadmin". The sidebar menu includes: Dashboard, Tahun Anggaran, Penetapan Kuota, Usulan Proker (highlighted), Validasi Usulan, Status Usulan, Proker Final, Penerimaan, and Pengeluaran. The main content area displays two budget quota cards:

- Kuota Anggaran Bidang 1**: Rp.8.955.327.503 (12%) with a "Selengkapnya" link.
- Kuota Anggaran Bidang 4**: Rp.14.925.545.838 (20%)

2 Klik "Draft Usulan"

The screenshot shows a dashboard interface. On the left is a dark sidebar menu with the following items: Dashboard, Tahun Anggaran, Penetapan Kuota, Usulan Proker (with a dropdown arrow), Draft Usulan (with a yellow badge '2 proker' and circled in orange), Diusulkan, Revisi (with a yellow badge '0 proker'), Dibatalkan (with a yellow badge '0 proker'), Validasi Usulan, and Status Usulan. The main content area has a header 'SISTEM INFO' and 'UN'. It features two budget quota cards: 'Kuota Anggaran Bidang 1' with a value of Rp.8.955.327.503 (12%) and 'Kuota Anggaran Bidang 4' with a value of Rp.14.925.545.838 (20%). Both cards include a 'Selengkapnya' link with a right-pointing arrow.

3 Untuk menambahkan Program Kerja, klik tombol "+Proker"

The screenshot shows a form titled 'Usulan Program Kerja UKI Toraja Tahun Anggaran 2023'. The 'Unit Kerja' is set to 'superadmin'. A blue button labeled '+ Proker' is circled in orange. Below the button is a table with the following structure:

No	Tanggal	Kegiatan	Volume
A. Akademik			
1	12/Jul/2023	Nama Program	Seminar Kegiatan Mahasiswa
		Sasaran	Tercapai kegiatan seminar
		Tujuan	Kegiatan seminar
		Indikator	Tercapai kegiatan seminar

4 Pilih bidang yang sesuai

The screenshot shows a web application interface for adding a program. At the top, there is a navigation bar with links for 'Home', 'Kouta Perbidang', 'Penerimaan', 'Pengeluaran', and 'Standar Harga', along with a search box. Below this is a teal header with a plus icon and the text 'Tambah Program Kerja'. The main content area is titled 'Data Ajuan Program Kerja: superadmin'. It contains several form fields: 'Bidang Usulan' (a dropdown menu with '-Pilih Bidang-' selected and highlighted by an orange circle), 'Nama Program' (text input with placeholder 'Masukkan nama program'), 'Sasaran' (text input with placeholder 'Masukkan sasaran'), 'Tujuan' (text input with placeholder 'Masukkan tujuan'), and 'Indikator' (text input with placeholder 'Masukkan indikator').

5 Isi dengan data yang sesuai

The screenshot shows the same 'Tambah Program Kerja' form, but now with data entered. The 'Bidang Usulan' dropdown menu is now set to 'B.Keuangan, Perencanaan Sistem Informasi dan Keuangan' and is highlighted with an orange circle. The 'Nama Program' text input field contains the text 'Masukkan nama program' and is also highlighted with an orange circle. The other fields remain empty with their respective placeholders: 'Sasaran' (Masukkan sasaran), 'Tujuan' (Masukkan tujuan), 'Indikator' (Masukkan indikator), and 'Waktu Pelaksanaan' (dd/mm/yyyy with a calendar icon).

6 Masukkan tanggal dengan mengklik tombol berikut

The screenshot shows a form with several input fields. The fifth field from the top contains the text "/yyyy" and has a calendar icon to its right, which is circled in orange. Below this field is a dropdown menu with the text "agian/Prodi-". The sixth field contains "an tentang Proker". The seventh field is a greyed-out area with the text "dator". At the bottom right of the form are two buttons: "Simpan" (blue) and "Kembali" (grey).

7 Pilih bagian atau prodi pelaksana

The screenshot shows a form with several input fields. The first field is labeled "Sasaran" and contains "Pengadaan Komputer dan Laptop". The second field is labeled "Tujuan" and contains "Pengadaan Komputer dan Laptop". The third field is labeled "Indikator" and contains "Pengadaan Komputer dan Laptop". The fourth field is labeled "Waktu Pelaksanaan" and contains "15/07/2023" with a calendar icon to its right. The fifth field is labeled "Pelaksana/pengguna:" and has a dropdown menu with the text "-Pilih Bagian/Prodi-", which is circled in orange. The sixth field is labeled "Catatan" and contains "Penjelasan tentang Proker". The seventh field is labeled "Keterangan" and is a greyed-out area with the text "Diisi Validator". The eighth field is labeled "Volume Kegiatan" and contains "1". At the bottom right of the form are two buttons: "Simpan" (blue) and "Kembali" (grey).

8 Isi "Penjelasan tentang Proker" dengan catatan yang sesuai

Tujuan	Pengadaan Komputer dan Laptop
Indikator	Pengadaan Komputer dan Laptop
Waktu Pelaksanaan	15/07/2023
Pelaksana/pengguna:	Infrastruktur
Catatan	Penjelasan tentang Proker
Keterangan	Diisi Validator
Volume Kegiatan	1

Masukkan Rincian anggaran program :

Uraian	Volume	Satuan
--------	--------	--------

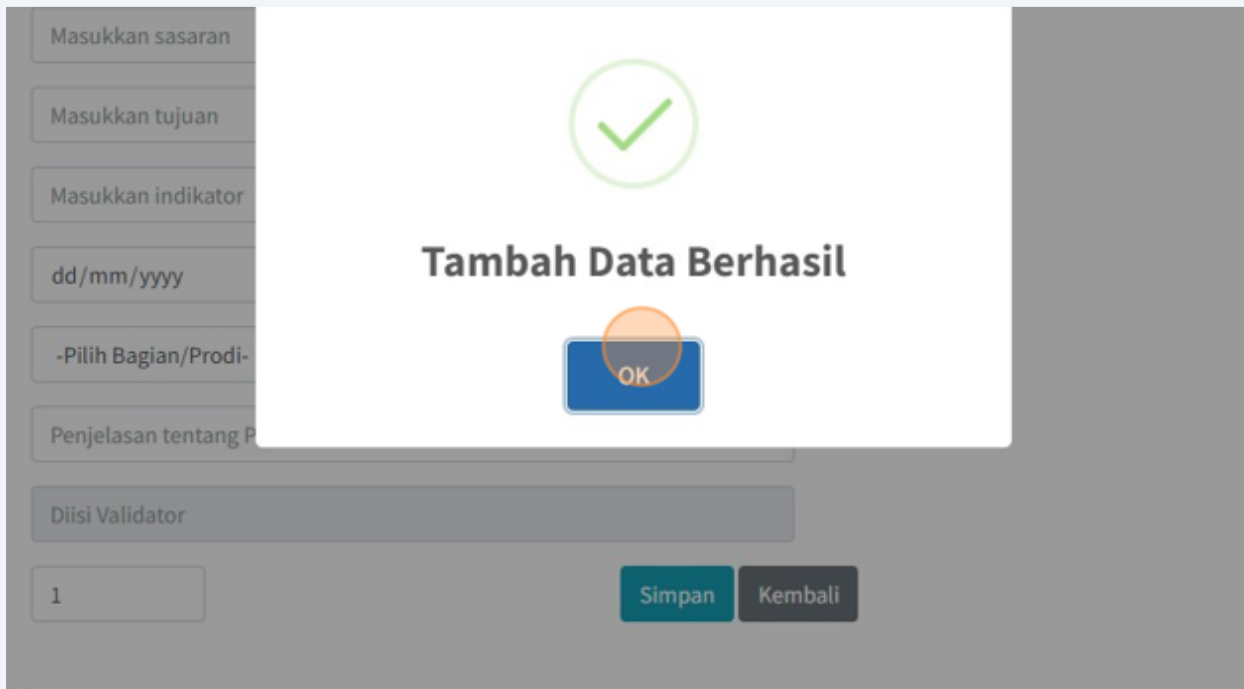
9 Klik "Simpan"

15/07/2023
Infrastruktur
Laptop dan Komputer untuk sehari-hari
Diisi Validator
1

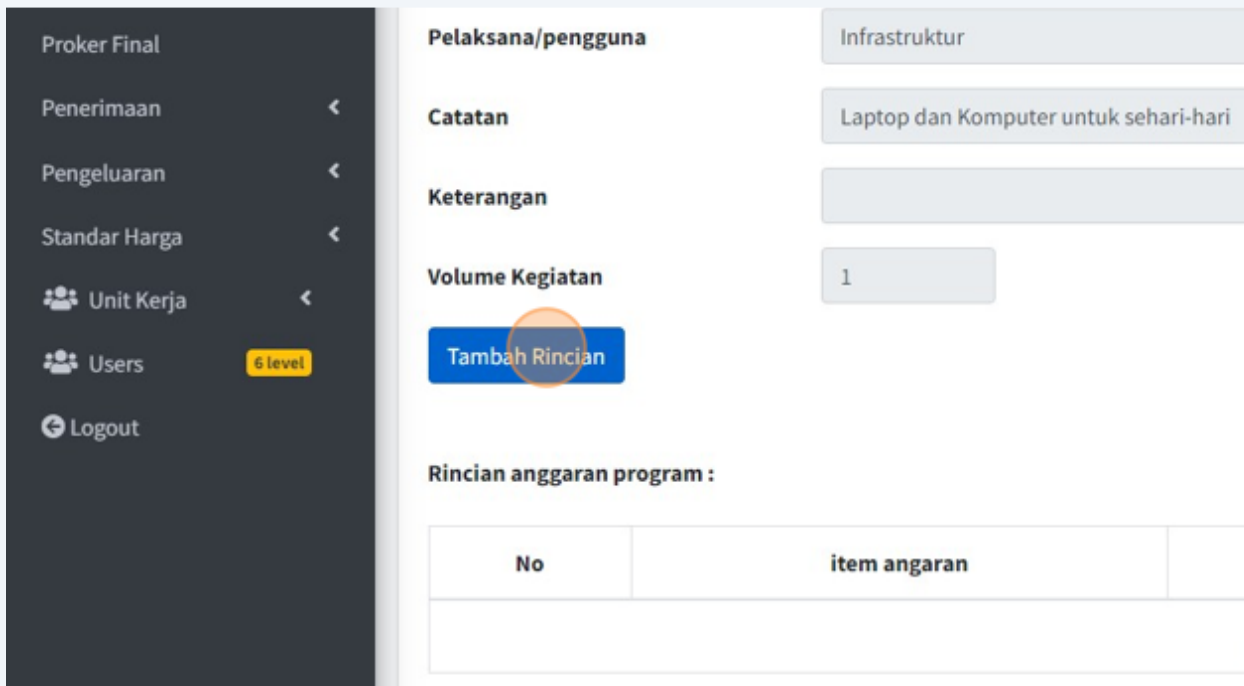
Simpan Kembali

Volume	Satuan	harga	Jumlah
Kuantitas	Exp: Paket	Rutin	Jumlah

10 Klik "OK"



11 Untuk menambah rincian pada Proker, klik "Tambah Rincian"



12 Isi dengan data yang sesuai

Tambahkan Rincian anggaran :

Uraian Uraian

Satuan Exp: Paket

Harga Select Kat Select Jen Select iter Tentukan item

Volume 1

Jumlah Rp 0

+ Tam

13 Isi dengan satuan yang sesuai, contoh: Unit, Buah, Paket, dll

Tambahkan Rincian anggaran :

Uraian Komputer Kantor

Satuan Exp: Paket

Harga Select Kat Select Jen Select iter Tentukan item

Volume 1

Jumlah Rp 0

+ Tam

14 Pilih kategori Harga yang sesuai

The screenshot shows a modal window titled "Tambahkan Rincian anggaran :". The form contains the following fields:

- Uraian:** Komputer Kantor
- Satuan:** Unit
- Harga:** A dropdown menu with "Rutin" selected and highlighted by an orange circle. To its right are buttons for "Pilih Jenis", "Select iter", and "Tentukan".
- Volume:** 1
- Jumlah:** Rp 0

15 Pilih Jenis Harga yang sesuai

The screenshot shows the same modal window as in step 14. In this step, the "Pilih Jenis" dropdown in the "Harga" field is selected and highlighted by an orange circle. The "Rutin" option is no longer visible. The "Tentukan" button is now labeled "Tentukan item". At the bottom right, there is a blue "+ Tambah" button and a grey "Ke" button.

16 Pilih Jenis Item

Tambahkan Rincian anggaran :

Uraian

Satuan

Harga

Volume

Jumlah

17 Pilih Harga yang sesuai

Tambahkan Rincian anggaran :

18 Isi kolom "Volume" dengan jumlah yang sesuai

Tambahkan Rincian anggaran :

Uraian	<input type="text" value="Komputer Kantor"/>
Satuan	<input type="text" value="Unit"/>
Harga	<input type="text" value="Pengemb:"/> <input type="text" value="Komputer"/> <input type="text" value="Komputer"/> <input type="text" value="Rp.10.000.000"/>
Volume	<input type="text" value="2"/>
Jumlah	<input type="text" value="Rp 10.000.000"/>

+ Tambah Kembali

Laptop dan Komputer untuk sehari-hari

19 Nominal akan otomatis dihitung

Uraian	<input type="text" value="Komputer Kantor"/>
Satuan	<input type="text" value="Unit"/>
Harga	<input type="text" value="Pengemb:"/> <input type="text" value="Komputer"/> <input type="text" value="Komputer"/> <input type="text" value="Rp.10.000.000"/>
Volume	<input type="text" value="2"/>
Jumlah	<input type="text" value="Rp 20.000.000"/>

+ Tambah

Laptop dan Komputer untuk sehari-hari

20 Jika sudah, klik tambah untuk menambahkan uraian

The screenshot shows a form with several dropdown menus. The first dropdown is partially visible with the letter 'e'. The second dropdown is labeled 'Komputer'. The third dropdown is also labeled 'Komputer'. The fourth dropdown shows the value 'Rp.10.000.000'. Below these dropdowns is a text input field containing '0.000'. At the bottom right of the form, there are two buttons: a blue button labeled '+Tambah' which is circled in orange, and a grey button labeled 'Kembali'. Below the form, there are four icons: a green icon with a pencil, a red icon with a trash can, a blue icon with a plus sign, and a grey icon with a circular arrow.


21 Klik "Tambah Rincian" apabila ingin menambahkan lagi data

The screenshot shows a dashboard with a sidebar menu on the left and a main content area on the right. The sidebar menu includes: Status Usulan, Proker Final, Penerimaan, Pengeluaran, Standar Harga, Unit Kerja, Users (6 level), and Logout. The main content area has the following fields: Pelaksana/pengguna (Infrastruktur), Catatan (Laptop dan Komputer untuk sehari-hari), Keterangan, Volume Kegiatan (1), and a blue button labeled 'Tambah Rincian' which is circled in orange. Below these fields is a section titled 'Rincian anggaran program :'. This section contains a table with the following data:

No	item anggaran	Volume
1	Komputer Kantor	2









22 Klik tombol ini untuk kembali

ter untuk sehari-hari



Volume	Satuan	harga	Jumlah

23 Untuk mengedit Proker, klik tombol berikut

Rp. 15.000	Bungkus	Rp. 45.000	 
Rp. 25.000	Gelas	Rp. 100.000	 
		Rp. 20.145.000	
   			


24 Klik tombol berikut untuk mengedit detail proker

15/07/2023

Infrastruktur

Laptop dan Komputer untuk sehari-hari

1



igaran	Volume	Satuan	harga	

25 Ganti dengan data yang sesuai

Bidang Usulan Keuangan, Perencanaan Sis

Nama Program Pengadaan Komputer dan Laptop

Sasaran Pengadaan Komputer dan Laptop

Tujuan Pengadaan Komputer dan Laptop

Indikator Pengadaan Komputer dan Laptop

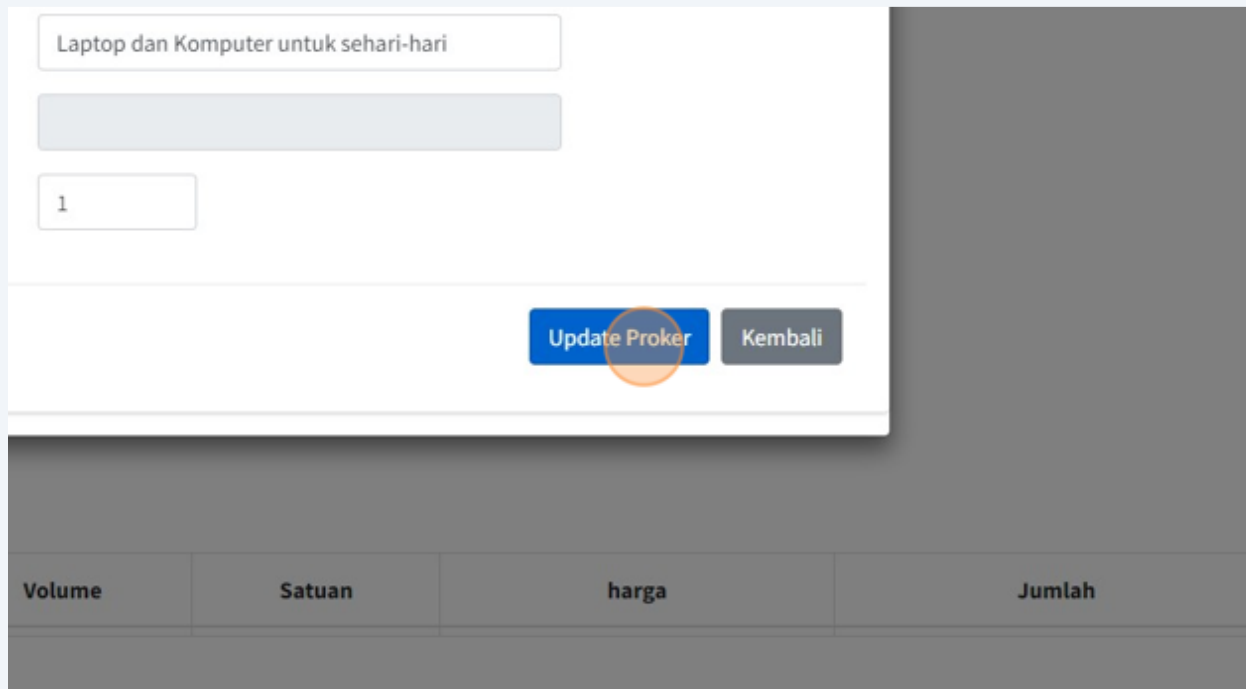
Waktu Pelaksanaan 15/07/2023

Pelaksana/pengguna Infrastruktur

Catatan Laptop dan Komputer untuk sehari-hari

Keterangan

26 Klik "Update Proker" jika sudah selesai mengedit



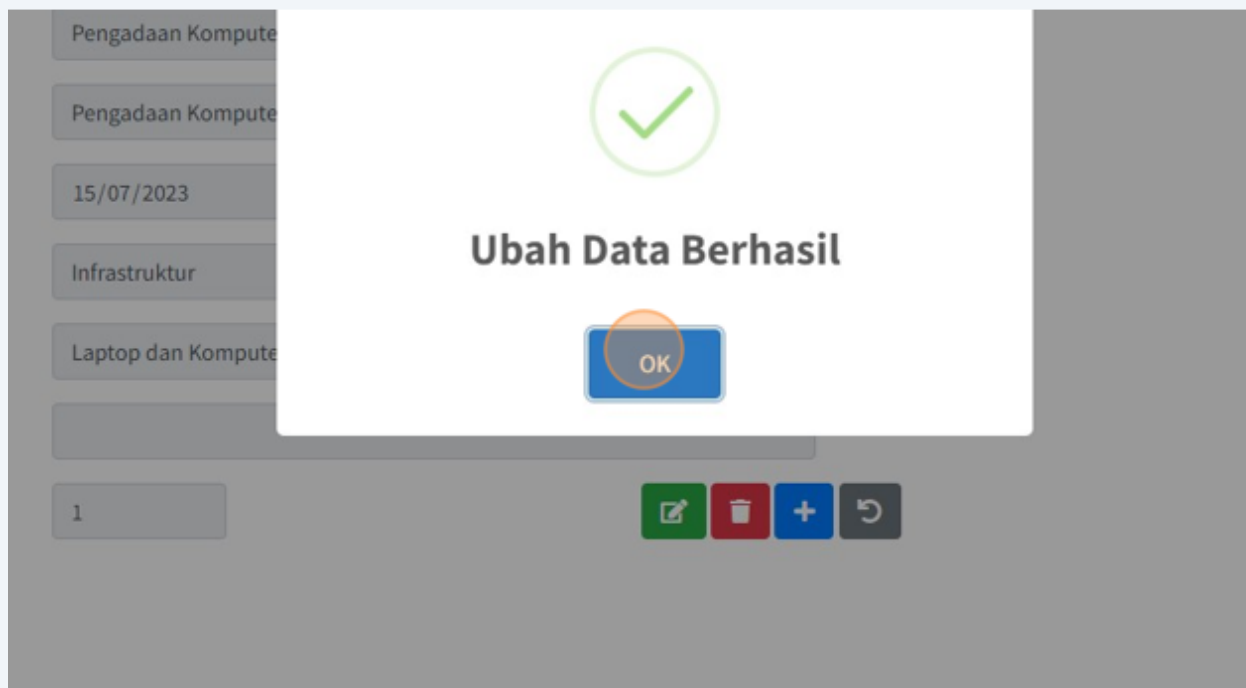
The screenshot shows a form with the following elements:

- Text input field: "Laptop dan Komputer untuk sehari-hari"
- Empty text input field
- Text input field: "1"
- Buttons: "Update Proker" (blue) and "Kembali" (grey)

The "Update Proker" button is circled in orange. Below the form, a table header is visible:

Volume	Satuan	harga	Jumlah
--------	--------	-------	--------

27 Klik "OK"



The screenshot shows a success message dialog box with the following elements:





- Green checkmark icon
- Text: "Ubah Data Berhasil"
- Buttons: "OK" (blue) and "Kembali" (grey)

The "OK" button is circled in orange. In the background, a list of items is visible:

- Pengadaan Komputer
- Pengadaan Komputer
- 15/07/2023
- Infrastruktur
- Laptop dan Komputer

At the bottom, there are four icons: a green icon with a pencil, a red icon with a trash can, a blue icon with a plus sign, and a grey icon with a circular arrow.

28 Klik tombol berikut untuk mengedit uraian proker

harga	Jumlah	Aksi
Rp. 40.000.000	Rp. 80.000.000	 
Rp. 10.000.000	Rp. 20.000.000	 
	Rp. 100.000.000	

Aplikasi PKAT UKI Toraja

29 Isi dengan data yang sesuai

Ubah Rincian anggaran :





Uraian

Satuan

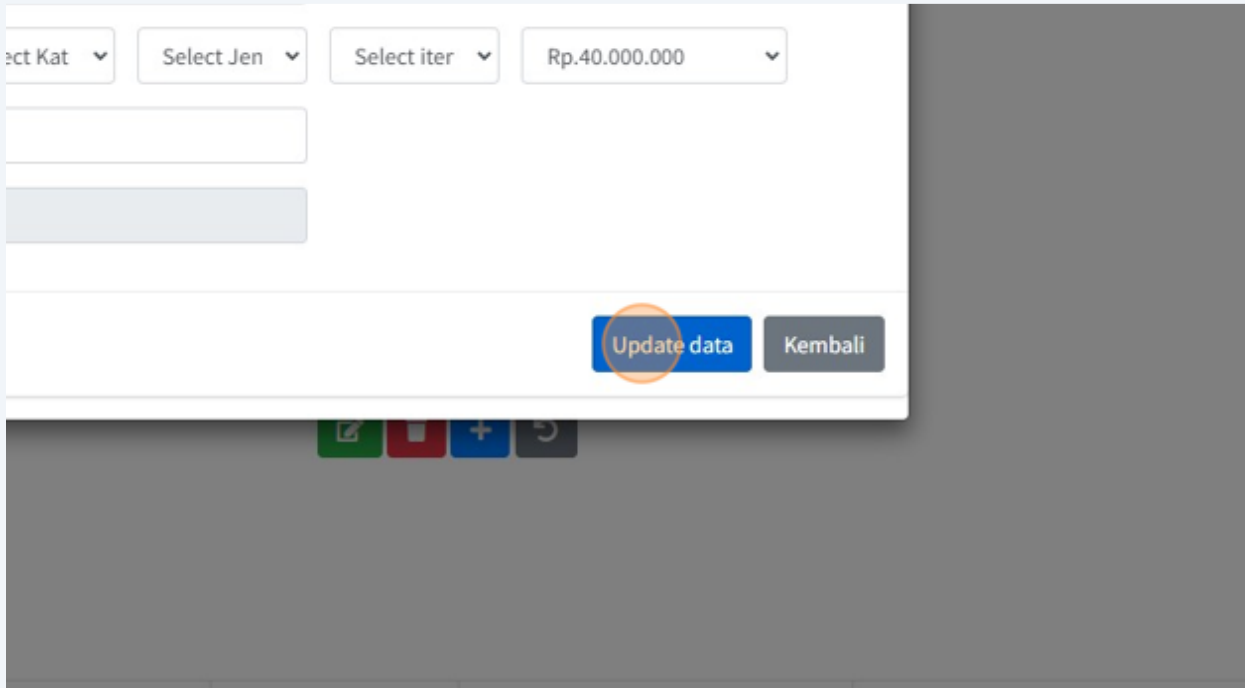
Harga

Volume

Jumlah

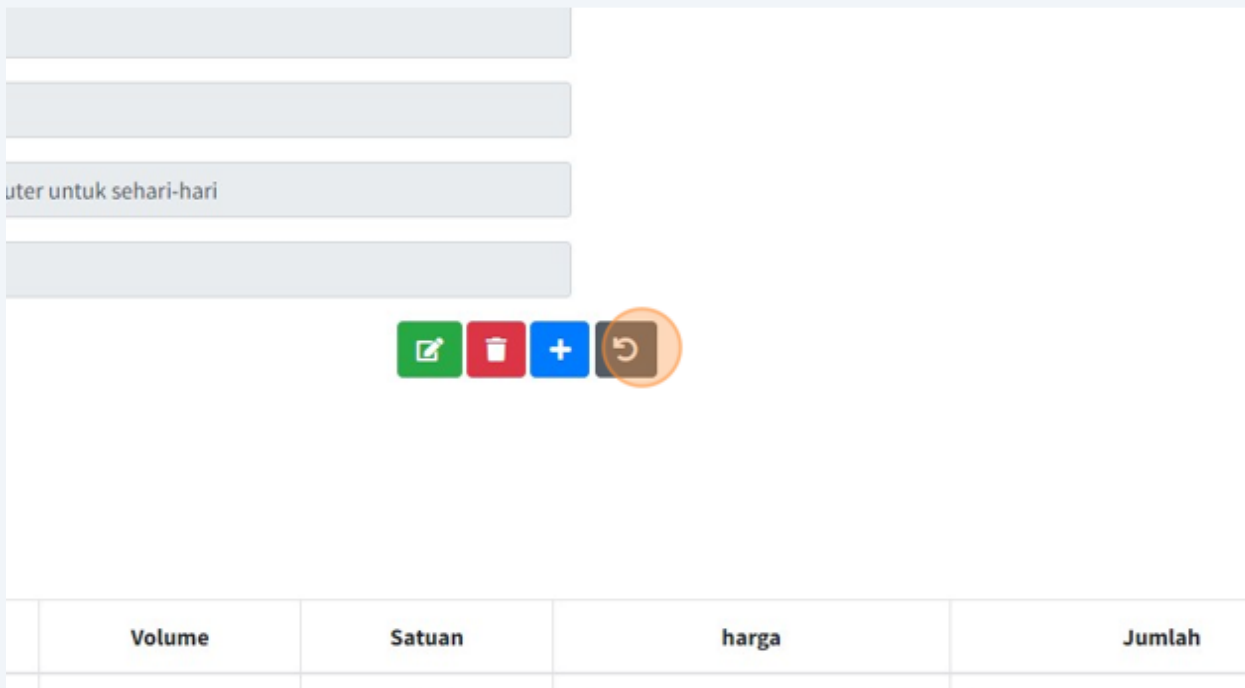
1    

30 Klik "Update Data" apabila sudah sesuai



A screenshot of a web application interface. At the top, there are four dropdown menus: 'Select Kat', 'Select Jen', 'Select iter', and 'Rp.40.000.000'. Below these are two empty input fields. At the bottom right of the form, there are two buttons: 'Update data' (highlighted with an orange circle) and 'Kembali'. Below the form, there are four small icons: a green square with a white pencil, a red square with a white trash can, a blue square with a white plus sign, and a grey square with a white circular arrow.





31 Klik tombol berikut untuk kembali











A screenshot of a web application interface. It shows a list of four grey rectangular items. The second item from the top has the text 'uter untuk sehari-hari' next to it. Below the list, there are four small icons: a green square with a white pencil, a red square with a white trash can, a blue square with a white plus sign, and a grey square with a white circular arrow (highlighted with an orange circle). At the bottom, there is a table with four columns: 'Volume', 'Satuan', 'harga', and 'Jumlah'.

Volume	Satuan	harga	Jumlah

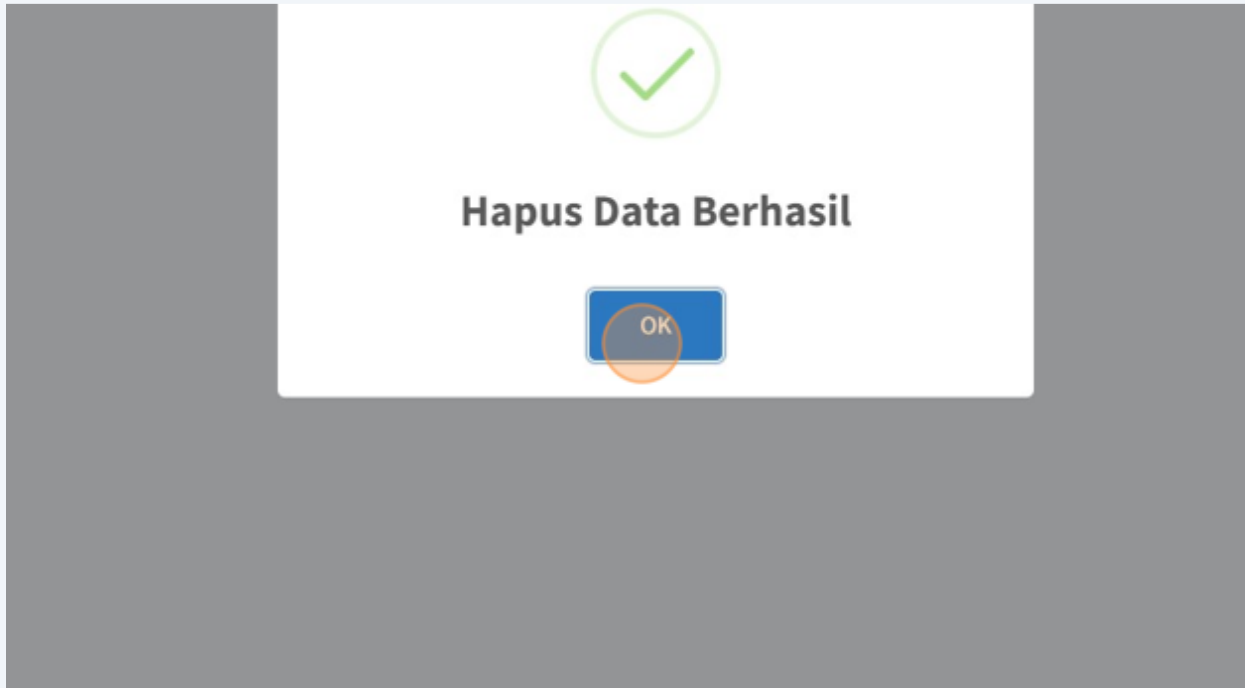
32 Untuk menghapus uraian klik tombol berikut

Rp.	10.000.000	Unit	Rp.	20.000.000	 
Rp.	40.000.000	Unit	Rp.	40.000.000	 
			Rp.	60.000.000	
			Rp.	80.145.000	
			Rp.	82.745.000	







33 Untuk menghapus proker, klik tombol berikut

Rp.	15.000	Bungkus	Rp.	45.000	 
Rp.	25.000	Gelas	Rp.	100.000	 
			Rp.	20.145.000	
					   

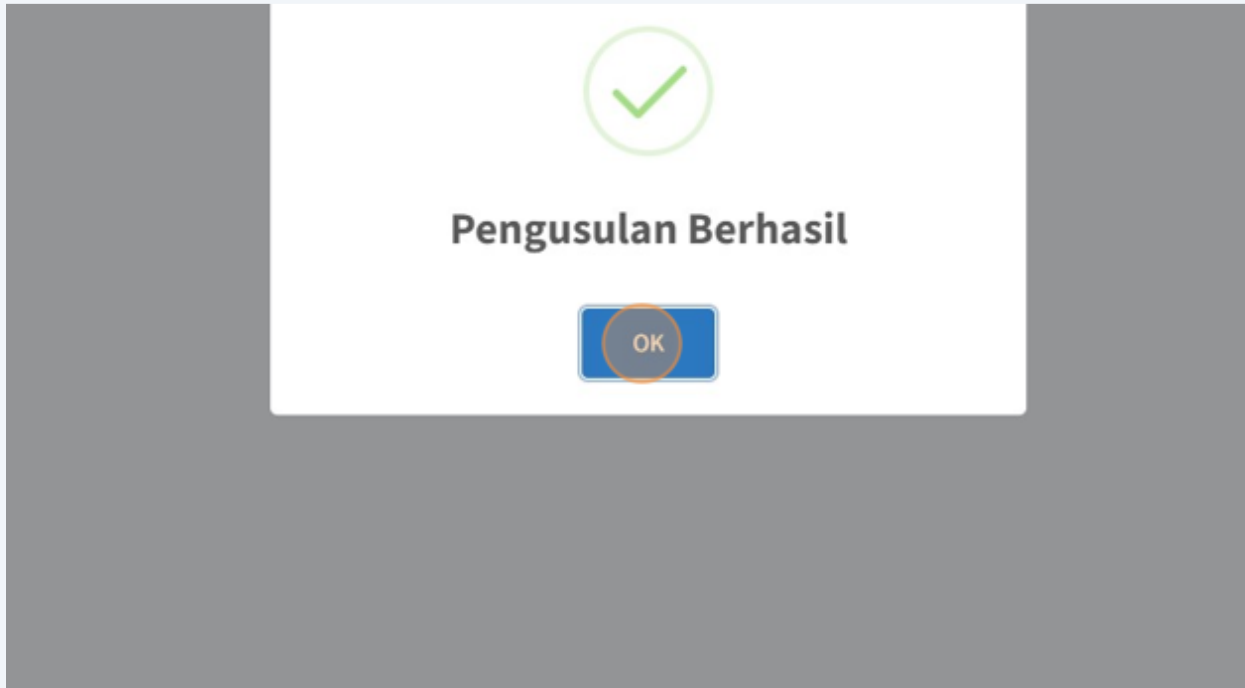
34 Klik "OK" maka data akan terhapus



35 Untuk mengusulkan proker, klik tombol berikut ini

11.000	Gelas	Rp.	1.100.000	 
		Rp.	2.600.000	
		Rp.	2.600.000	
				   

36 Klik "OK"



37 Selesai

Cara mengelola data pada menu "Diusulkan" (Ubah proker, Ubah rincian, Hapus rincian, Batalkan pengusulan proker)

1 Klik "Usulan Proker"

The screenshot shows a user interface for a system administrator. On the left is a dark sidebar with a menu. The 'Usulan Proker' item is highlighted with an orange circle. The main content area is titled 'SISTEM INF' and 'UN'. It features two data cards: a green one for 'Kuota Anggaran Bidang 1' with a value of Rp.8.955.327.503 (12%) and a teal one for 'Kuota Anggaran Bidang 4' with a value of Rp.14.925.545.838 (20%). Both cards include a small bar chart and a 'Selengkapnya' link with an arrow icon.




Bidang	Kuota Anggaran	Persentase
Bidang 1	Rp.8.955.327.503	12%
Bidang 4	Rp.14.925.545.838	20%

2 Klik "Diusulkan"

The screenshot shows a dashboard with a sidebar menu on the left and two budget quota cards on the right. The sidebar menu includes: Dashboard, Tahun Anggaran, Penetapan Kuota, Usulan Proker (with a dropdown arrow), Draft Usulan (1 proker), **Diusulkan** (circled in orange), Revisi (0 proker), Dibatalkan (0 proker), Validasi Usulan, Status Usulan, and Proker Final. The first budget quota card is green and titled 'Kuota Anggaran Bidang 1', showing 'Rp.8.955.327.503 (12%)' and a 'Selengkapnya' link. The second card is blue and titled 'Kuota Anggaran Bidang 4', showing 'Rp.14.925.545.838 (20%)' and a 'Selengkapnya' link. Below the cards, the text 'Total Penerimaan :' is visible.

3 Klik tombol berikut untuk merubah program kerja

The screenshot shows a table with a search bar at the top left. The table has four columns: 'Harga/satuan', 'Satuan', 'Jumlah', and 'Aksi'. The 'Aksi' column contains three icons: a green edit icon (circled in orange), a red delete icon, and a blue add icon. The table is currently empty of data rows.

Harga/satuan	Satuan	Jumlah	Aksi
			  

4 Klik tombol berikut untuk merubah data Proker

20/05/2023

Tim Proker

Prioritas

1

Sasaran	Volume	Satuan	harga

5 Edit agar data sesuai


Bidang Usulan

Nama Program

Sasaran

Tujuan

Indikator

Waktu Pelaksanaan 

Pelaksana/pengguna

Catatan

6 Setelah data sesuai, klik "Update Proker"

The screenshot shows a data entry form with a modal overlay. The modal contains a 'Prioritas' field, a text input field, and a dropdown menu with '1' selected. Below the modal are two buttons: 'Update Proker' (highlighted with an orange circle) and 'Kembali'. The background shows a table with columns for ID, Name, Unit, Amount, and Total.

					Jumlah
3	Bungkus	Rp.	15.000	Rp.	100.0
2	Gelas	Rp.	10.000.000	Rp.	45.0
					20.000.0

7 Klik "OK"

The screenshot shows a success message dialog box with a green checkmark icon and the text 'Ubah Data Berhasil'. Below the message is an 'OK' button (highlighted with an orange circle). The background shows a list of items with a bottom navigation bar containing icons for edit, delete, add, and refresh.

Rapat Kerja Proker
Rapat Kerja Proker
20/05/2023
Tim Proker
Prioritas
1

8 Kembali ke menu awal

The screenshot shows a menu interface with a toolbar containing four icons: a green icon with a square and arrow, a red trash can, a blue plus sign, and an orange circular arrow. Below the toolbar is a table with the following header:

Volume	Satuan	harga	Jumlah
--------	--------	-------	--------

9 Kembali ke menu "Usulan Proker"

The screenshot shows a web application interface. On the left is a dark sidebar menu with the following items: Dashboard, Tahun Anggaran, Penetapan Kuota, Usulan Proker (highlighted with a brown circle and arrow), Validasi Usulan, Status Usulan, Proker Final, Penerimaan, and Pengeluaran. The main content area has a teal header with the text "Usulan Program Kerja UKR Toraja Tahun Anggaran 2023". Below the header, it says "Unit Kerja : *superadmin*" and has a blue "+ Proker" button. A table is displayed with the following structure:

No	Tanggal	Kegiatan	
A. Akademik			
1	12/Jul/2023	Nama Program	Semi
		Sasaran	Terca
		Tujuan	Kegia
		Indikator	Terca
		Waktu Pelaksanaan	22/Ju

10 Klik "Diusulkan"







- Dashboard
- Tahun Anggaran
- Penetapan Kuota
- Usulan Proker ▼
- > Draft Usulan 1 proker
-
- > Diusulkan
- > Revisi 0 proker
- > Dibatalkan 0 proker
- Validasi Usulan <
- Status Usulan <
- Proker Final

No	Tanggal	Kegiatan	
A. Akademik			
1	12/Jul/2023	Nama Program	Semi
		Sasaran	Terca
		Tujuan	Kegia
		Indikator	Terca
		Waktu Pelaksanaan	22/Ju
		Pelaksana	Bidar
		Catatan	Priori

11 Untuk mengedit uraian proker, klik tombol berikut

Rp.	10.000.000	Gelas	Rp. 20.000.000
Rp.	15.000	Bungkus	Rp. 45.000
Rp.	25.000	Gelas	Rp. 100.000
		Rp.	20.145.000
		Rp.	20.145.000

12 Klik lagi tombol berikut untuk merubah uraian proker

harga	Jumlah	Aksi
p. 25.000	Rp. 100.000	 
p. 15.000	Rp. 45.000	 
p. 10.000.000	Rp. 20.000.000	 
	Rp. 20.145.000	

Aplikasi PKAT UKI Toraja

13 Ubah data sesuai yang dibutuhkan

Ubah Rincian anggaran :

Uraian

Satuan

Harga

Volume

14 Klik "Update data" jika sudah selesai mengedit data

A screenshot of a data entry form. At the top, there are several input fields. One dropdown menu is set to 'Konsumsi', another to 'Jus Mangg', and a text field contains 'Rp.25.000'. Below these fields, there are two buttons: a blue 'Update data' button and a grey 'Kembali' button. The 'Update data' button is circled in orange. At the bottom of the form, there is a table header with four columns: 'Volume', 'Satuan', 'harga', and 'Jumlah'.

15 Klik tombol berikut untuk kembali

A screenshot of a data entry form. The top part of the form is obscured by four grey horizontal bars. Below these bars, there is a row of four icons: a green edit icon, a red trash icon, a blue plus icon, and an orange undo icon. The undo icon is circled in orange. At the bottom of the form, there is a table header with four columns: 'Volume', 'Satuan', 'harga', and 'Jumlah'.

16 Kembali ke menu "Usulan Proker"

Unit Kerja : *superadmin* + Proker




No	Tanggal	Kegiatan	
A. Akademik			
1	12/Jul/2023	Nama Program	Semi
		Sasaran	Terca
		Tujuan	Kegia
		Indikator	Terca
		Waktu Pelaksanaan	22/Ju
		Pelaksana	Bidar

17 Klik "Diusulkan"

Unit Kerja : *superadmin* + Proker

No	Tanggal	Kegiatan	
A. Akademik			
1	12/Jul/2023	Nama Program	Semi
		Sasaran	Terca
		Tujuan	Kegia
		Indikator	Terca
		Waktu Pelaksanaan	22/Ju
		Pelaksana	Bidar
		Catatan	Priori

18 Untuk menambahkan uraian, klik tombol berikut

me	Harga/satuan	Satuan	Jumlah	Aksi
				  

19 Klik "Tambah Rincian"

No	item anggaran	Volume
1	Minuman 2	4

20 Isi dengan data yang sesuai

Tambahkan Rincian anggaran :

Uraian

Satuan

Harga

Volume

Jumlah

21 Klik tombol "+Tambah" untuk menambahkan uraian baru

mba

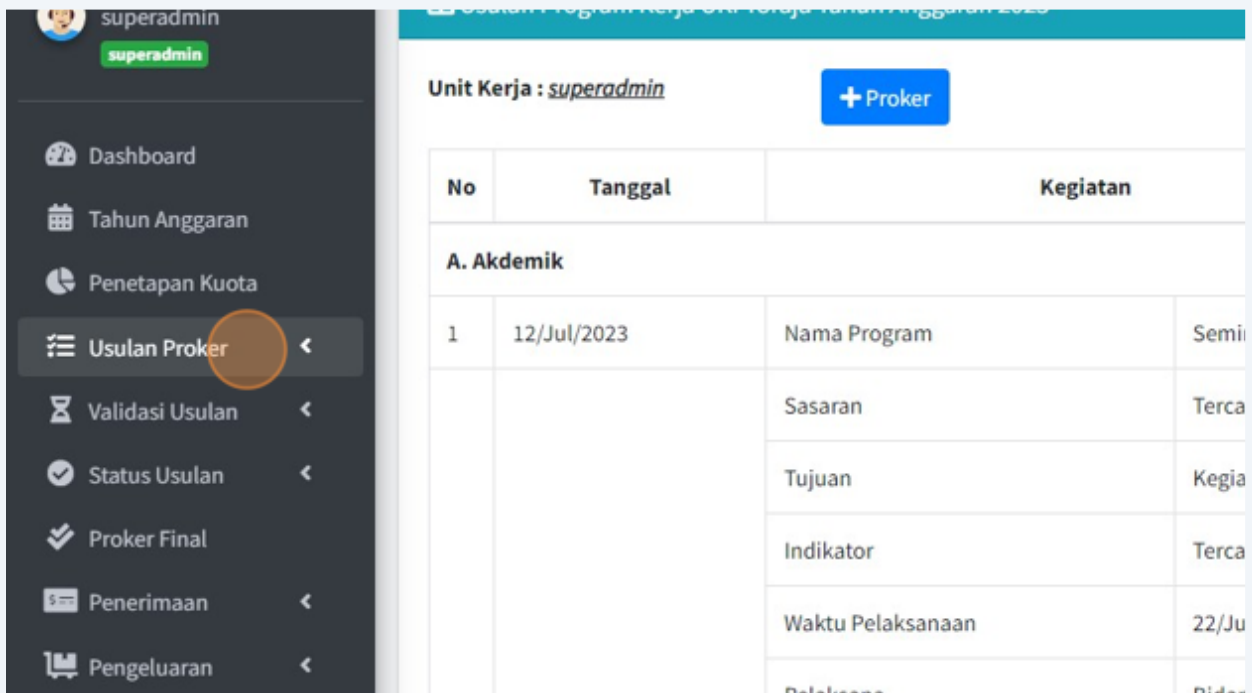
ned

Volume	Satuan	harga	Jumlah
--------	--------	-------	--------

22 Klik menu berikut untuk kembali



23 Kembali ke menu "Usulan Proker"











24 Klik "Diusulkan"

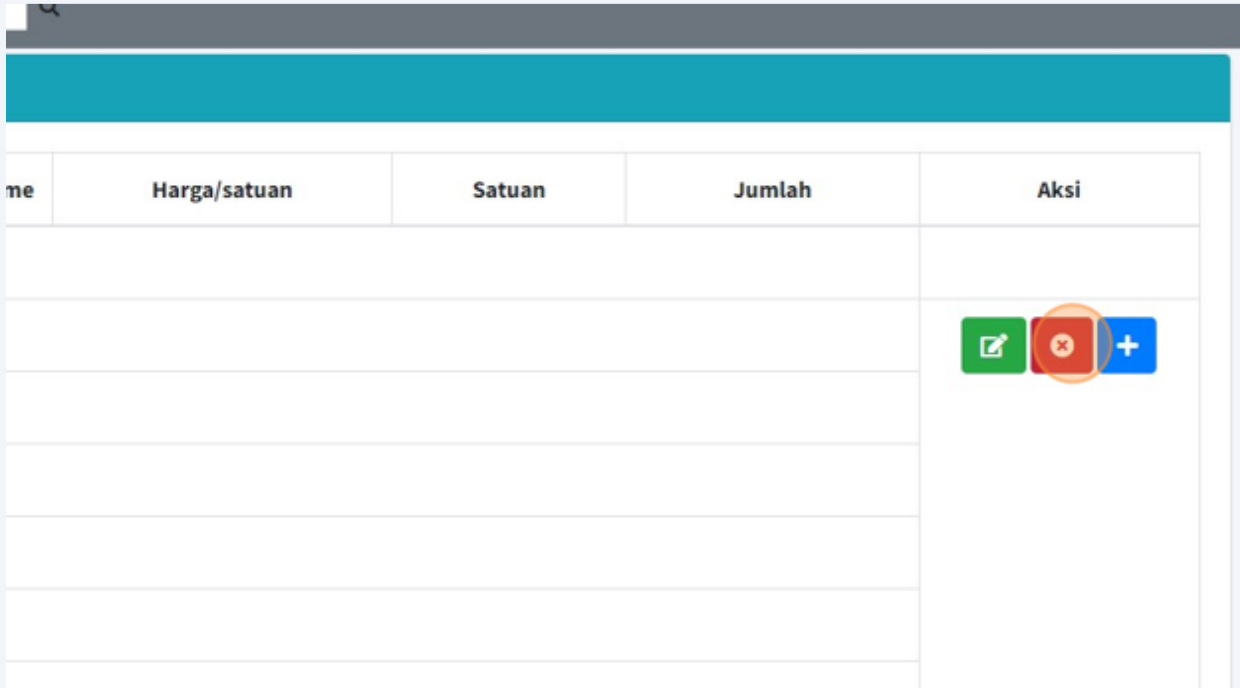
The screenshot shows a dashboard with a sidebar menu on the left and a table of activities on the right. The sidebar menu includes options like 'Dashboard', 'Tahun Anggaran', 'Penetapan Kuota', 'Usulan Proker' (with a dropdown arrow), 'Draft Usulan' (1 proker), 'Diusulkan' (highlighted with a brown circle), 'Revisi' (0 proker), 'Dibatalkan' (0 proker), 'Validasi Usulan', 'Status Usulan', and 'Proker Final'. The table on the right has columns for 'No', 'Tanggal', and 'Kegiatan'. It is titled 'A. Akademik' and contains one row with the following data:




No	Tanggal	Kegiatan	
A. Akademik			
1	12/Jul/2023	Nama Program	Semi
		Sasaran	Terca
		Tujuan	Kegia
		Indikator	Terca
		Waktu Pelaksanaan	22/Ju
		Pelaksana	Bidar
		Catatan	Priori

25 Untuk menghapus uraian klik menu berikut

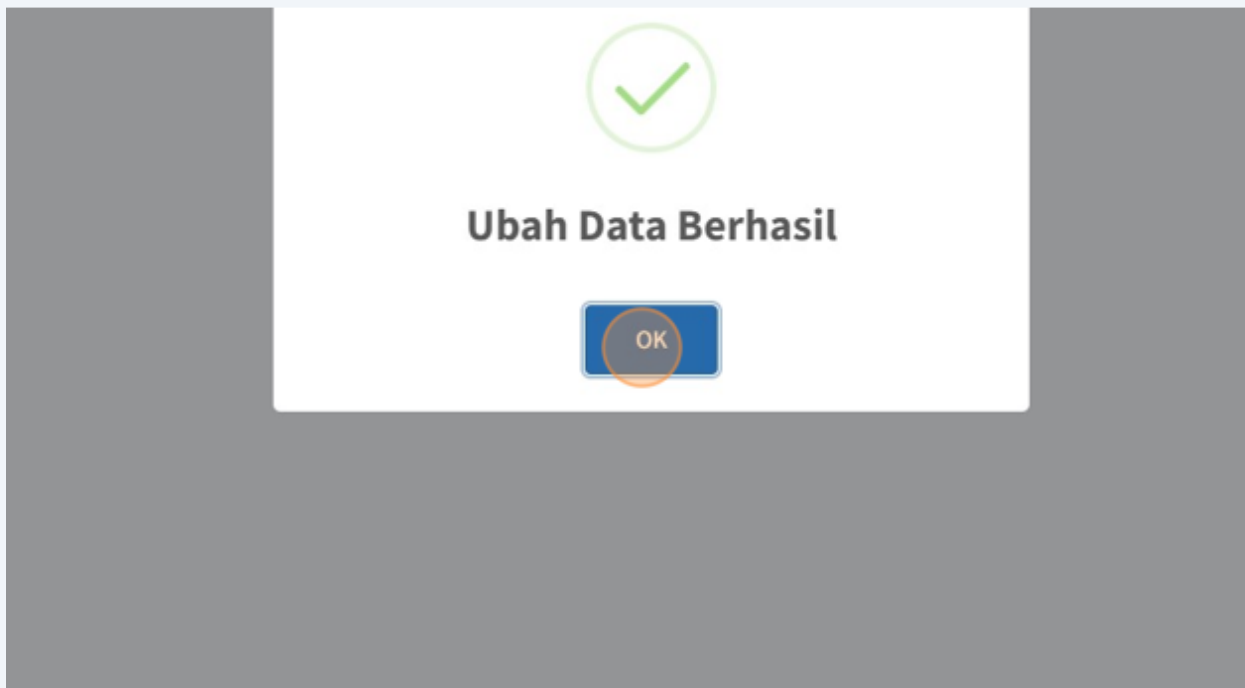
Rp.	40.000.000	Laptop	Rp.	40.000.000	 
Rp.	25.000	Gelas	Rp.	50.000	 
Rp.	15.000	Bungkus	Rp.	45.000	 
Rp.	25.000	Gelas	Rp.	100.000	 

26 Untuk membatalkan program kerja dari pengusulan, klik tombol berikut



me	Harga/satuan	Satuan	Jumlah	Aksi
				  

27 Klik "OK", maka program kerja telah dibatalkan.



28 Selesai

Cara Merevisi Program Kerja

1 Klik "Usulan Proker"

The screenshot shows a web dashboard interface. On the left is a dark sidebar menu with the following items: Dashboard, Tahun Anggaran, Penetapan Kuota, Usulan Proker (highlighted with an orange circle), Validasi Usulan, Status Usulan, Proker Final, Penerimaan, and Pengeluaran. The main content area is titled 'SISTEM INF' and 'UN'. It features two budget quota cards: a green card for 'Kuota Anggaran Bidang 1' with a value of Rp.8.955.327.503 (12%) and a yellow card for 'Kuota Anggaran Bidang 4' with a value of Rp.14.925.545.838 (20%). Both cards include a bar chart and a 'Selengkapnya' link with an arrow icon.

2 Klik "Revisi"

The screenshot shows a dashboard with a dark sidebar menu on the left and two budget cards on the right. The sidebar menu includes: Tahun Anggaran, Penetapan Kuota, Usulan Proker (with a dropdown arrow), Draft Usulan (1 proker), Diusulkan, Revisi (1 proker, highlighted with a brown circle), Dibatalkan (0 proker), Validasi Usulan, Status Usulan, Proker Final, and Penerimaan. The first budget card is green and titled 'Kuota Anggaran Bidang 1' with a value of Rp.8.955.327.503 (12%) and a 'Selengkapnya' link. The second budget card is blue and titled 'Kuota Anggaran Bidang 4' with a value of Rp.14.925.545.838 (20%) and a 'Selengkapnya' link. Below the cards, the text 'Total Penerimaan :' is visible.

3 Klik tombol berikut untuk mengedit data yang akan direvisi

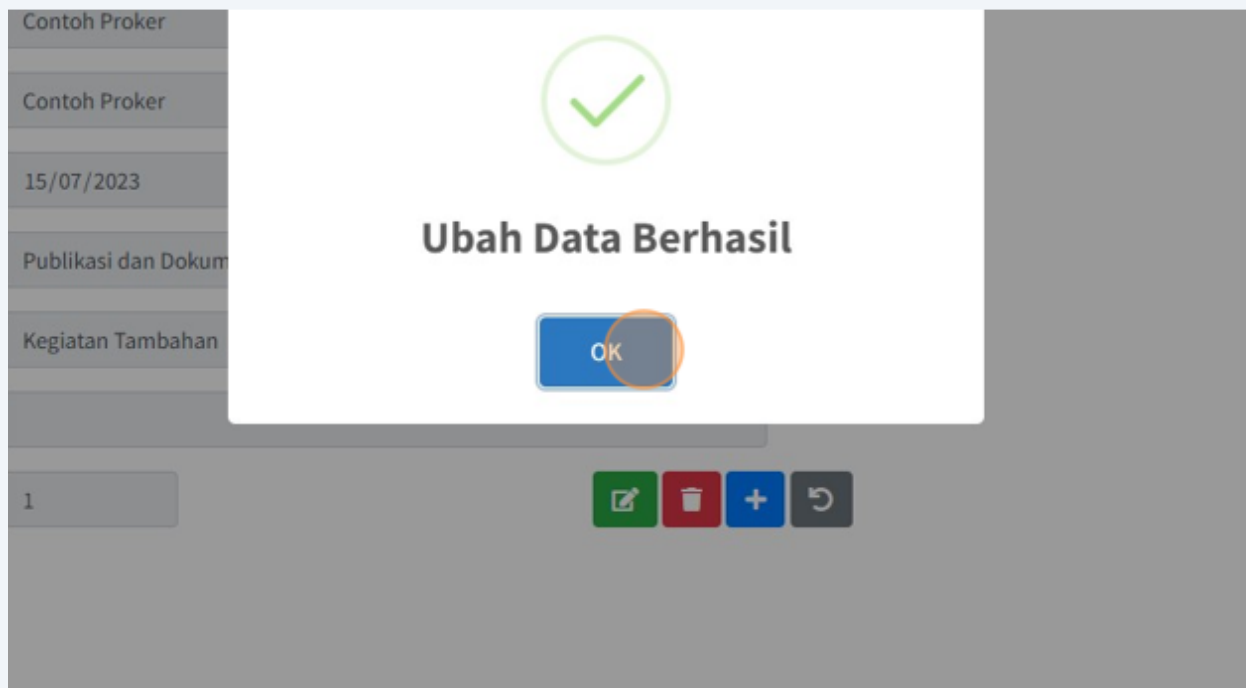
The screenshot shows a table with five columns: Harga/satuan, Satuan, Jumlah, Keterangan, and Aksi. The first row is redacted with a black bar. The second row contains the text 'Dikembalikan ke pengusul untuk direvisi' in the 'Keterangan' column and a green edit icon in the 'Aksi' column.

Harga/satuan	Satuan	Jumlah	Keterangan	Aksi
[Redacted]				
			Dikembalikan ke pengusul untuk direvisi	

4 Ubah data agar sesuai, tambahkan atau ubah pula uraiannya jika diperlukan

Bidang Usulan	<input type="text" value="Keuangan, Perencanaan Sis"/>
Nama Program	<input type="text" value="Contoh Proker"/>
Sasaran	<input type="text" value="Contoh Proker"/>
Tujuan	<input type="text" value="Contoh Proker"/>
Indikator	<input type="text" value="Contoh Proker"/>
Waktu Pelaksanaan	<input type="text" value="15/07/2023"/>
Pelaksana/pengguna	<input type="text" value="Publikasi dan Dokumentasi"/>
Catatan	<input type="text" value="Kegiatan Tambahan"/>
Keterangan	<input type="text"/>

5 Klik "OK"



6 Klik tombol berikut untuk kembali





Blank text input field

kumentasi

ian

Blank text input field

Blank text input field

	Volume	Satuan	harga	Jumlah

7 Selesai

Cara Melihat dan Mendownload Materi RKAT

1 Klik "Status Usulan"

The screenshot displays a dashboard interface with a dark sidebar on the left and a main content area on the right. The sidebar contains a list of menu items: Dashboard, Tahun Anggaran, Penetapan Kuota, Usulan Proker, Validasi Usulan, Status Usulan (highlighted with an orange circle), Proker Final, Penerimaan, Pengeluaran, Standar Harga, and Unit Kerja. The main content area shows two budget quota cards. The first card, 'Kuota Anggaran Bidang 1', is green and displays 'Rp.8.955.327.503 (12%)' with a small bar chart and a 'Selengkapnya' link. The second card, 'Kuota Anggaran Bidang 4', is teal and displays 'Rp.14.925.545.838 (20%)' with a similar bar chart and 'Selengkapnya' link. Below these cards, the text 'Total Penerimaan :' is visible. On the right edge of the dashboard, there are partial views of other cards with labels like 'UN', 'Ku', 'Rp', and '(2)'.

2 Klik "Materi RKAT" untuk menampilkan materi RKAT

The screenshot shows a sidebar menu on the left with the following items: Penetapan Kuota, Usulan Proker, Validasi Usulan, Status Usulan (highlighted with a checkmark), Status Usulan(all), Materi RKAT (circled in orange), Hasil RKAT, Hasil Rapat Senat, Proker Final, Penerimaan, and Pengeluaran. The main content area displays two budget quota cards: 'Kuota Anggaran Bidang 1' with a value of Rp.8.955.327.503 (12%) and 'Kuota Anggaran Bidang 4' with a value of Rp.14.925.545.838 (20%). Below these cards, the text 'Total Penerimaan :' is visible above a table with columns 'No' and 'Kat'.

3 Untuk mendownload file excel klik "Export Excel"

The screenshot shows the application interface with a top navigation bar containing 'Home', 'Kouta Perbidang', 'Penerimaan', 'Pengeluaran', and 'Standar Ha'. The sidebar menu includes 'Dashboard', 'Tahun Anggaran', 'Penetapan Kuota', 'Usulan Proker', 'Validasi Usulan', 'Status Usulan', and 'Proker Final'. The main content area features a table with columns 'No', 'Tanggal', and 'Kegiatan'. A blue 'Export Excel' button is circled in orange above the table. The table content includes a header row, a section header 'B. Keuangan, Perencanaan Sistem Informasi dan Keuangan', sub-sections 'C.2.Umum' and 'C.2.3.Spiritualitas', and a data row with '1' in the 'No' column, '14/Jul/2023' in the 'Tanggal' column, and 'Nama Program' in the 'Kegiatan' column. Below this row, the words 'Sasaran' and 'Tujuan' are listed.

4

Selesai

Cara Melihat dan Mendownload Hasil RKAT Scribe[®]

1 Klik "Status Usulan"

The screenshot shows a dashboard with a dark sidebar menu on the left and a main content area on the right. The sidebar menu includes the following items: Dashboard, Tahun Anggaran, Penetapan Kuota, Usulan Proker, Validasi Usulan, Status Usulan (highlighted with a red circle), Proker Final, Penerimaan, Pengeluaran, Standar Harga, and Unit Kerja. The main content area displays two budget quota cards. The first card, 'Kuota Anggaran Bidang 1', shows a value of Rp.8.955.327.503 (12%) with a green background and a bar chart. The second card, 'Kuota Anggaran Bidang 4', shows a value of Rp.14.925.545.838 (20%) with a teal background and a bar chart. Both cards have a 'Selengkapnya' link with an arrow icon. The text 'Total Penerimaan :' is visible at the bottom of the main content area.

Bidang	Kuota Anggaran	Persentase
Bidang 1	Rp.8.955.327.503	(12%)
Bidang 4	Rp.14.925.545.838	(20%)

2 Klik "Hasil RKAT" untuk menampilkan Hasil rapat RKAT

The screenshot shows a sidebar menu on the left with the following items: Usulan Proker, Validasi Usulan, Status Usulan (highlighted with a checkmark), Status Usulan(all), Materi RKAT, Hasil RKAT (circled in orange), Hasil Rapat Senat, Proker Final, Penerimaan, Pengeluaran, and Standar Harga. The main content area features two summary cards: a green card for 'Rp.8.955.327.503 (12%)' and a blue card for 'Kuota Anggaran Bidang 4 Rp.14.925.545.838 (20%)'. Below these cards is a section titled 'Total Penerimaan :' followed by a table with two columns: 'No' and 'Kat'.

No	Kat
1	Penerimaan Rutin

3 Untuk mendownload file excel klik "Export Excel"

The screenshot shows the application interface for 'APLIKASI PKAT'. The sidebar menu includes: Dashboard, Tahun Anggaran, Penetapan Kuota, Usulan Proker, Validasi Usulan, Status Usulan, and Proker Final. The main content area displays a title 'Usulan Program Kerja Hasil RKAT UKI Toraja Tahun Anggaran 2023' and an 'Export Excel' button (circled in orange). Below the button is a table with three columns: 'No', 'Tanggal', and 'Kegiatan'. The table content includes a section header 'B. Keuangan, Perencanaan Sistem Informasi dan Keuangan', sub-sections 'A.2.F. Teknik' and 'A.2.1.Prodi Teknik Mesin', and a data row with '1', '14/Jul/2023', and 'Nama Program'. A second row shows 'Sasaran'.

No	Tanggal	Kegiatan
B. Keuangan, Perencanaan Sistem Informasi dan Keuangan		
A.2.F. Teknik		
A.2.1.Prodi Teknik Mesin		
1	14/Jul/2023	Nama Program
		Sasaran

4

Selesai

Cara Melihat dan Mendownload Hasil Rapat Senat

1 Klik "Status Usulan"

The screenshot displays a dashboard with a dark sidebar on the left and a main content area on the right. The sidebar contains a list of menu items: Dashboard, Tahun Anggaran, Penetapan Kuota, Usulan Proker, Validasi Usulan, Status Usulan (highlighted with an orange circle), Proker Final, Penerimaan, Pengeluaran, Standar Harga, and Unit Kerja. The main content area shows two budget quota cards. The first card, titled 'Kuota Anggaran Bidang 1', has a green background and displays 'Rp.8.955.327.503 (12%)' with a small bar chart and a 'Selengkapnya' link. The second card, titled 'Kuota Anggaran Bidang 4', has a teal background and displays 'Rp.14.925.545.838 (20%)' with a similar bar chart and 'Selengkapnya' link. On the far right, there are partial views of other cards with yellow and grey backgrounds, and the letters 'UN' are visible at the top right.

2 Klik "Hasil Rapat Senat" untuk menampilkan hasil rapat senat

The screenshot shows a sidebar menu on the left with the following items: Validasi Usulan, Status Usulan (highlighted with a checkmark), Status Usulan(all), Materi RKAT, Hasil RKAT, Hasil Rapat Senat (highlighted with an orange circle), Proker Final, Penerimaan, Pengeluaran, Standar Harga, and Unit Kerja. The main content area features a green bar with '(12%)' and 'Selengkapnya', a blue bar for 'Kuota Anggaran Bidang 4' with 'Rp.14.925.545.838 (20%)' and 'Selengkapnya', and a table titled 'Total Penerimaan :'. The table has columns 'No' and 'Kat'.

No	Kat
1	Penerimaan Rutin
2	Saldo Awal

3 Untuk mendownload file excel klik "Export Excel"

The screenshot shows a dashboard for 'APLIKASI PKAT' with a user profile for 'superadmin'. The main content area is titled 'Usulan Program Kerja Hasil Rapat Senat UKI Toraja Tahun Anggaran 2023'. A blue 'Export Excel' button is highlighted with an orange circle. Below it is a table with columns 'No', 'Tanggal', and 'Kegiatan'. The table content is as follows:

No	Tanggal	Kegiatan
A. Akademik		
A.2.F. Teknik		
A.2.1.Prodi Teknik Mesin		
1	14/Jul/2023	Nama Program
		Sasaran

4

Selesai

Cara Melihat dan Mendownload Program Kerja Final

- 1 Klik "Proker Final" untuk menampilkan hasil program kerja final

The screenshot displays a dashboard interface. On the left is a dark sidebar menu with the following items: Tahun Anggaran, Penetapan Kuota, Usulan Proker, Validasi Usulan, Status Usulan, Proker Final (highlighted with an orange circle), Penerimaan, Pengeluaran, Standar Harga, Unit Kerja, and Users (6 level). The main content area shows two budget quota cards. The first card, 'Kuota Anggaran Bidang 1', is green and shows 'Rp.8.955.327.503 (12%)' with a 'Selengkapnya' link. The second card, 'Kuota Anggaran Bidang 4', is blue and shows 'Rp.14.925.545.838 (20%)' with a 'Selengkapnya' link. Below these cards, the text 'Total Penerimaan :' is visible.

2 Untuk mendownload file excel klik "Export Excel"

The screenshot shows the APLIKASI PKAT interface. The top navigation bar includes 'Home', 'Kouta Perbidang', 'Penerimaan', 'Pengeluaran', and 'Standar Ha'. The user is logged in as 'superadmin'. The main content area is titled 'Program Kerja UKI Toraja Tahun Anggaran 2023'. A blue button labeled 'Export Excel' is highlighted with a blue circle. Below the button is a table with the following structure:

No	Tanggal	Kegiatan
A. Akademik		
A.x.Belum ditentukan		
1	14/Jul/2023	Nama Program
		Sasaran
		Tujuan

3 Selesai