PETUNJUK PENGGUNAAN SISTEM EPOS

epos.sragenkab.go.id

2021

Dinas Komunikasi dan Informatika
Kabupaten Sragen

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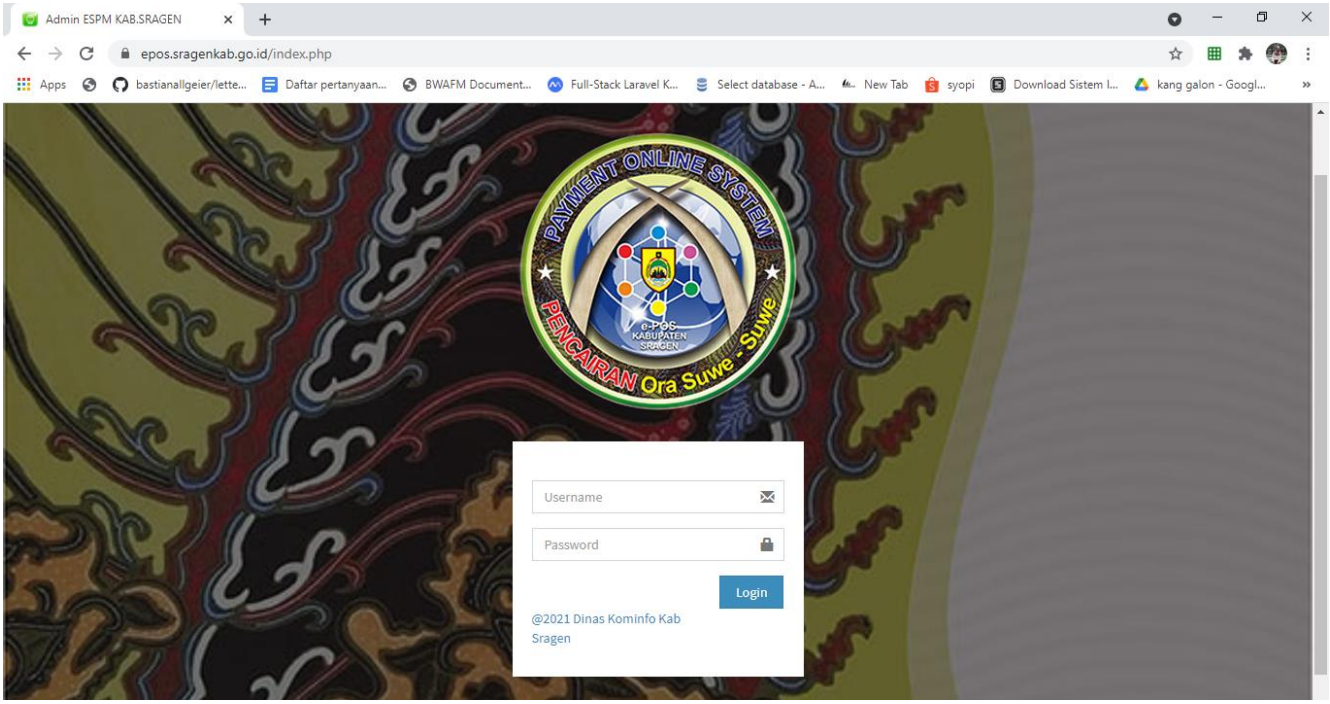
Petunjuk Penggunaan ADMIN

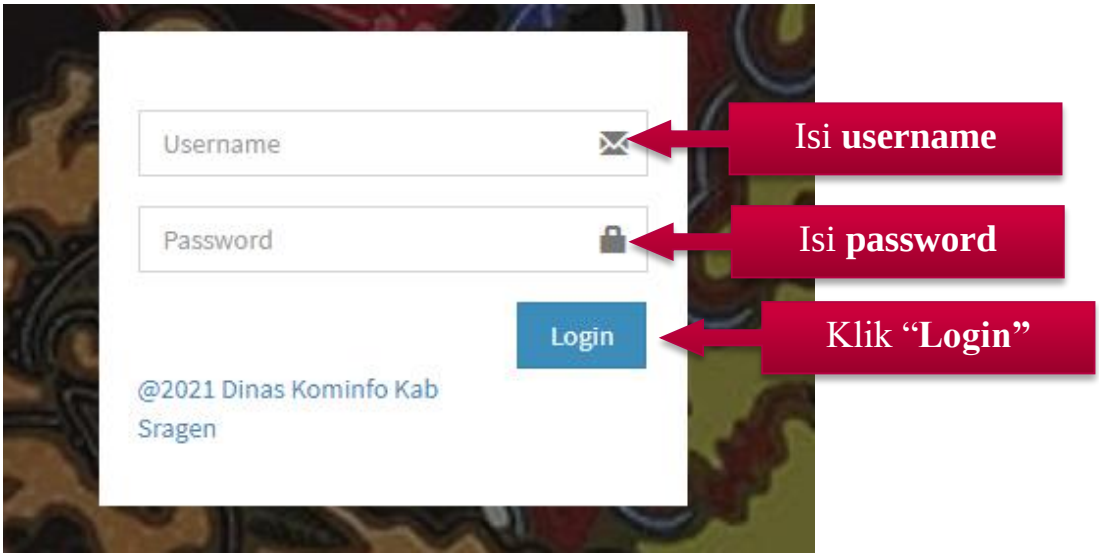
LOGIN

1. Buka browser dan ketik alamat website :
   epos.sragenkab.go.id

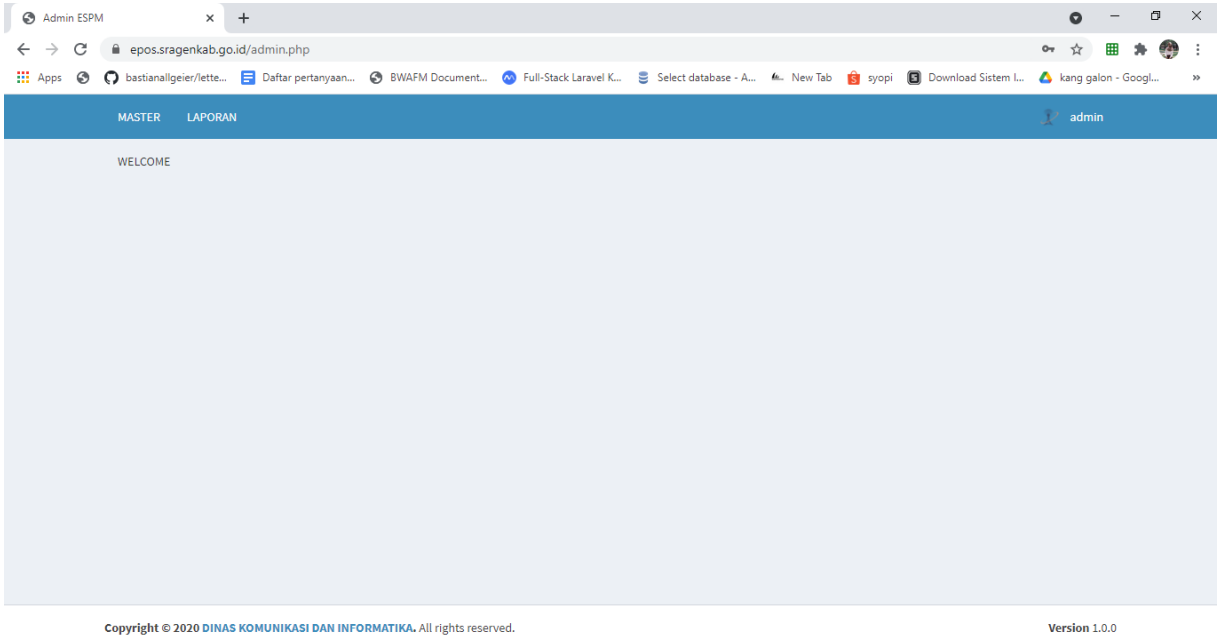
   Kemudian akan muncul halaman login seperti berikut :



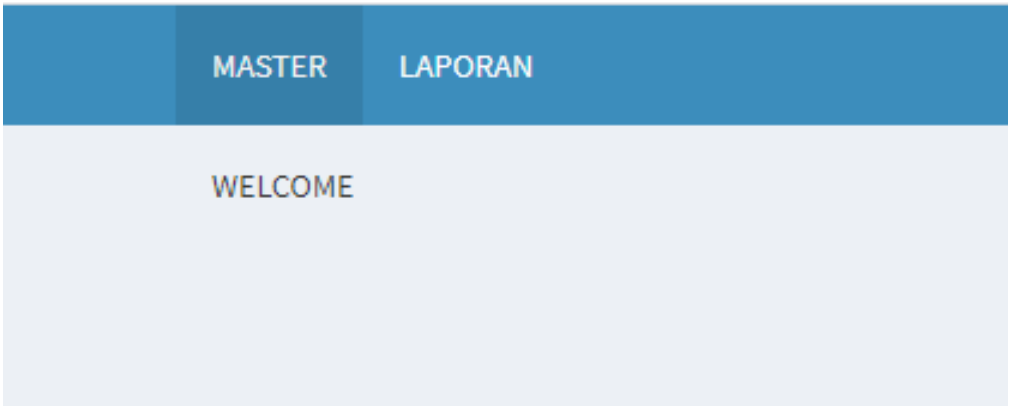
2. Masukkan *username* dan *password*, kemudian klik tombol **Login**



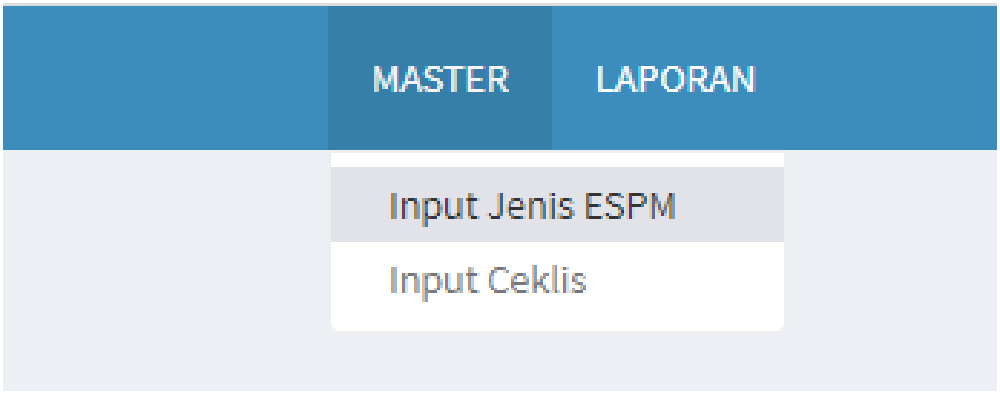
Halaman Utama



1. Klik menu **Master**



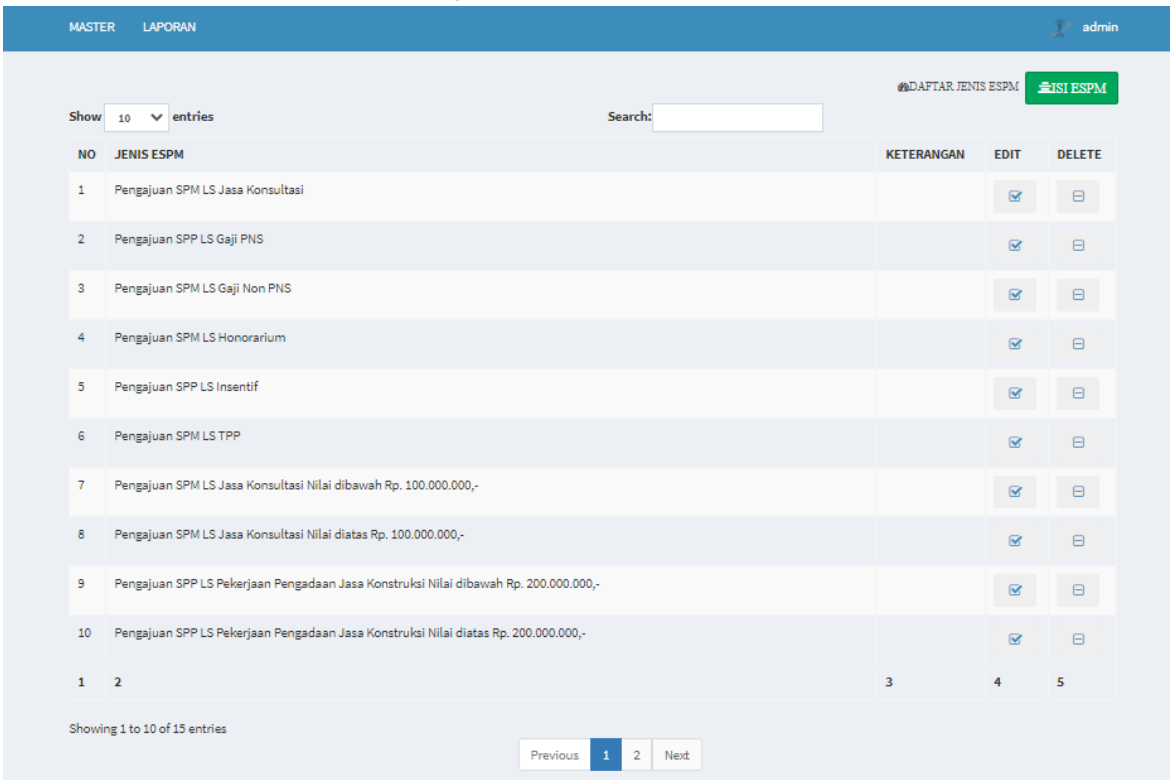
2. Akan muncul 2 submenu yaitu **Input Jenis ESPM** dan **Input Ceklis**



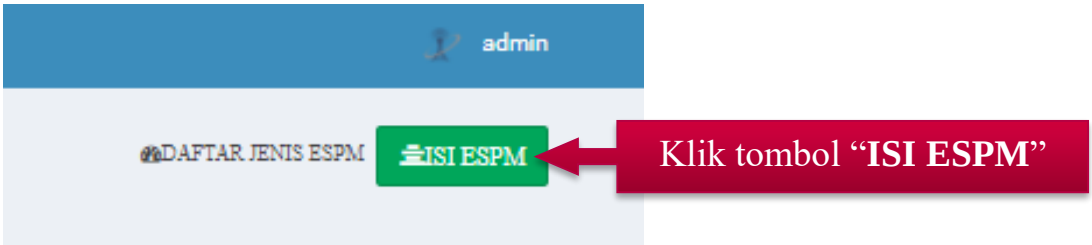
INPUT JENIS ESPM

1. Klik submenu Input Jenis ESPM

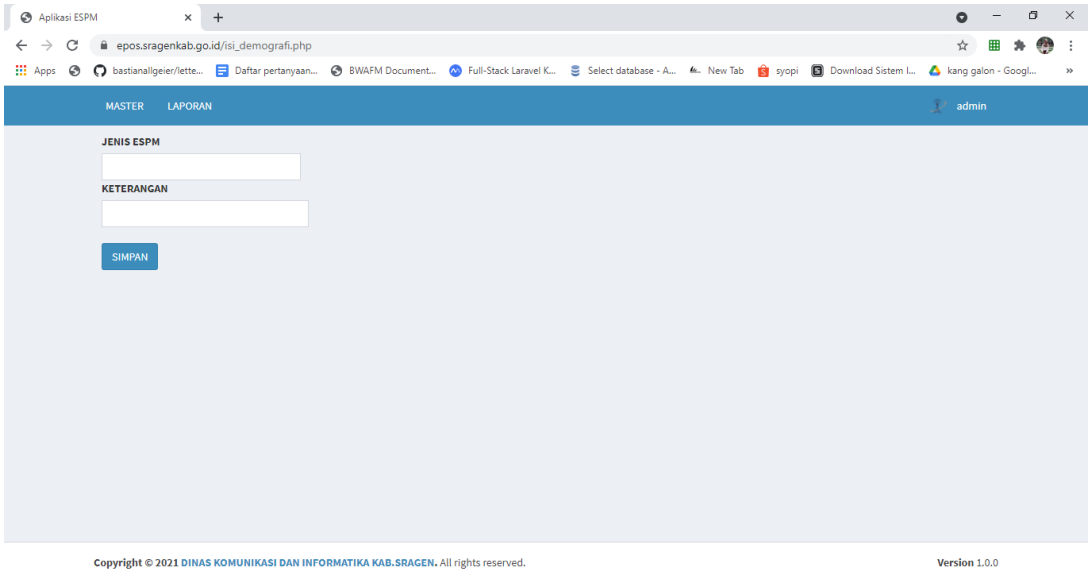
2. Kemudian akan tampil daftar jenis ESPM

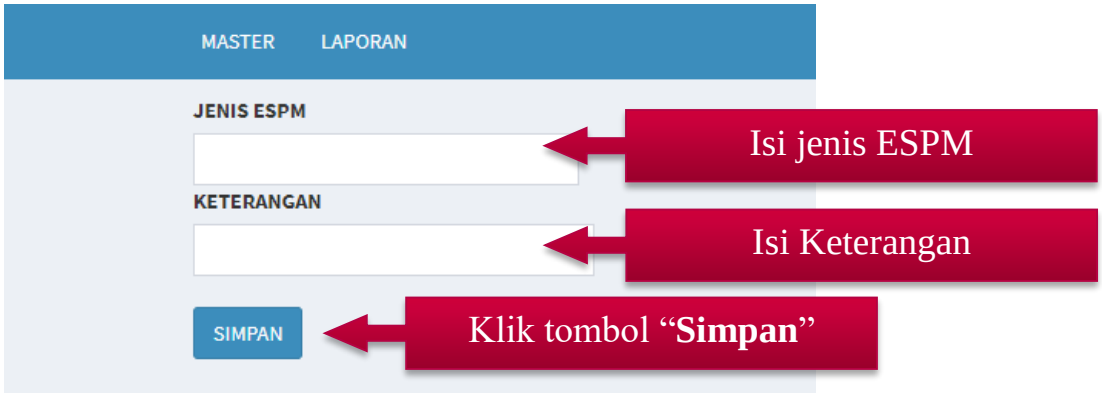


3. Untuk **menambahkan** jenis ESPM klik tombol **Isi ESPM**

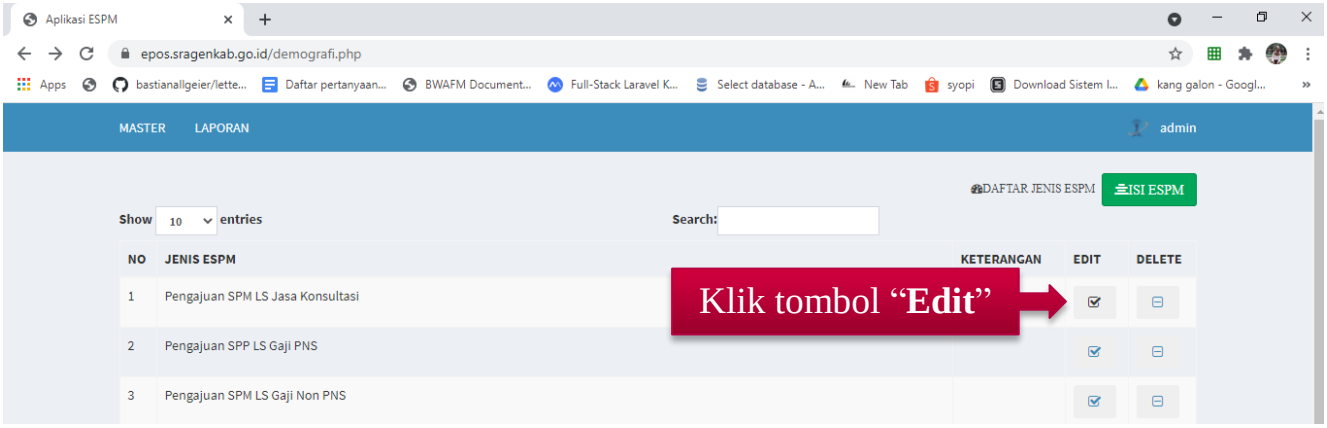


Kemudian akan tampil form isian seperti berikut :

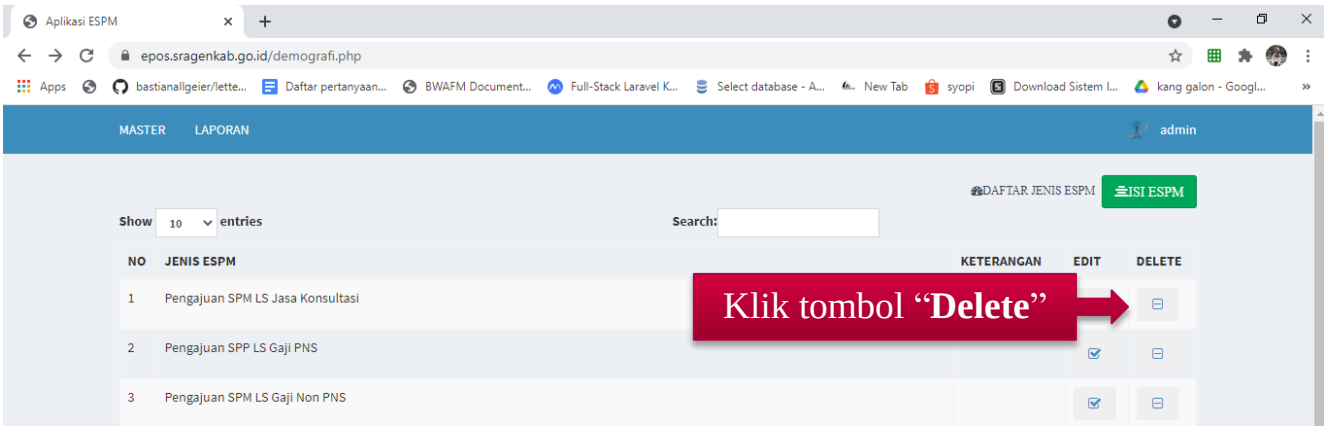




4. Untuk mengubah jenis ESPM klik Edit



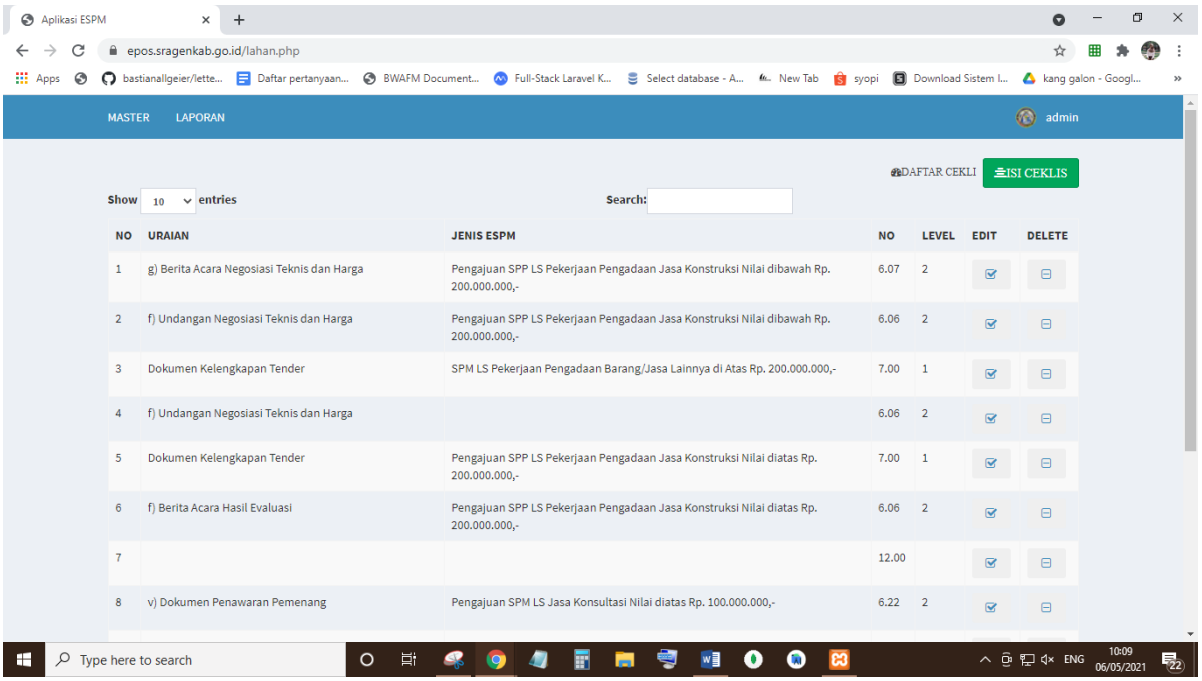
5. Untuk menghapus jenis ESPM klik Delete



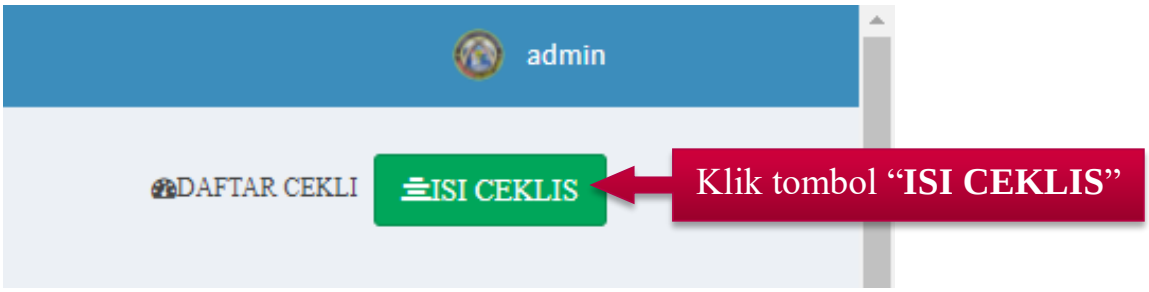
INPUT CEKLIS

1. Klik submenu Input Ceklis

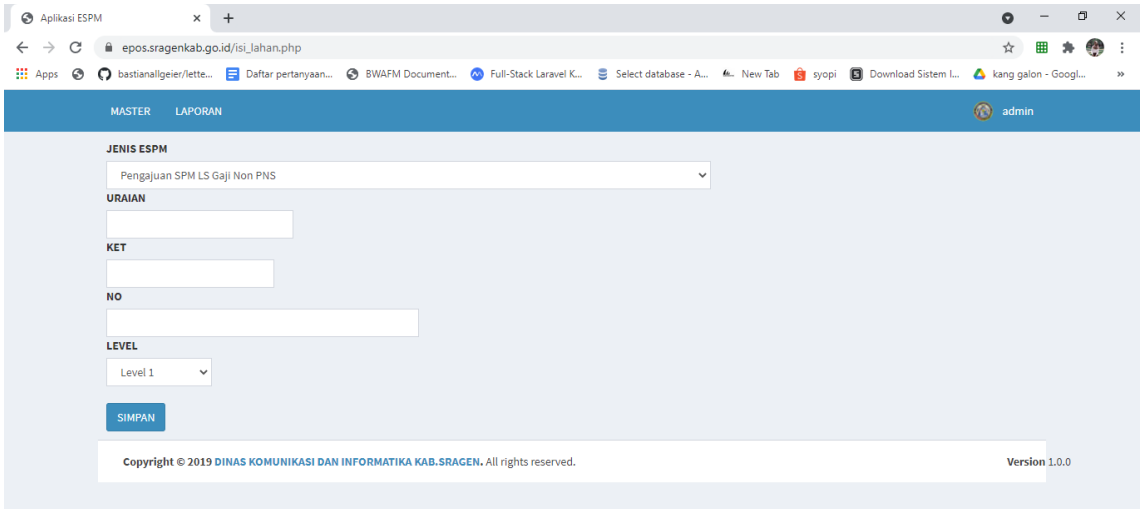
2. Kemudian akan tampil daftar ceklis

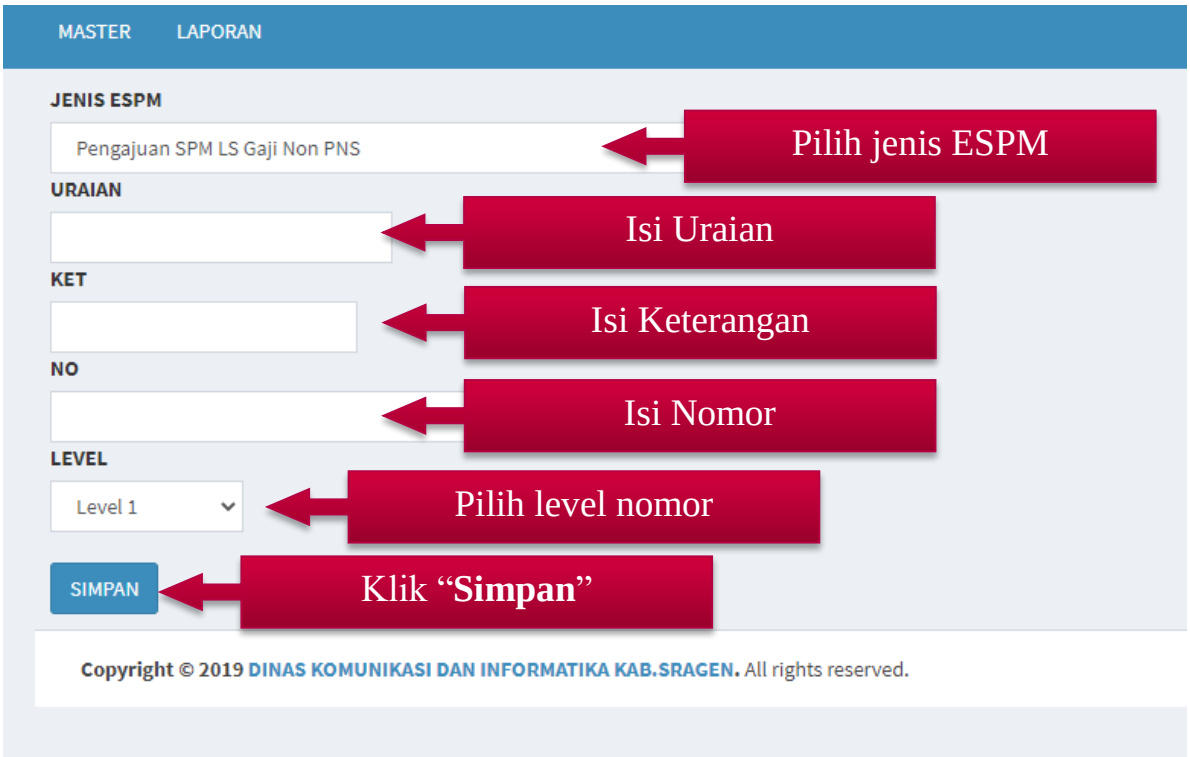


3. Untuk **menambahkan** ceklis klik tombol **ISI CEKLIS**

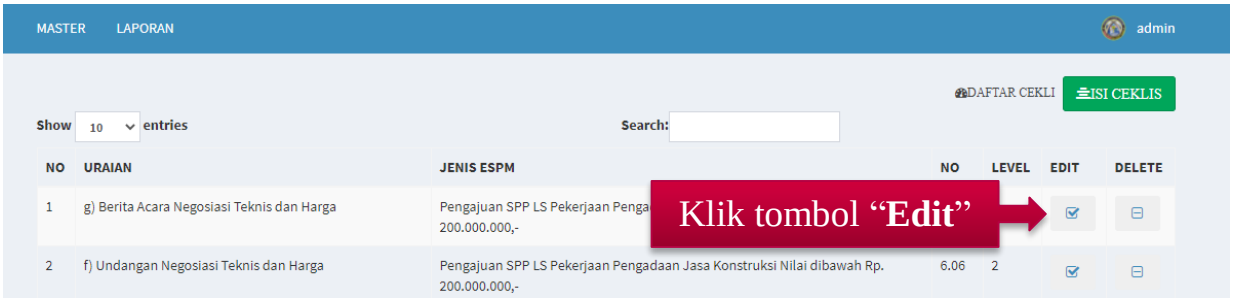


Kemudian akan tampil form isian seperti berikut :

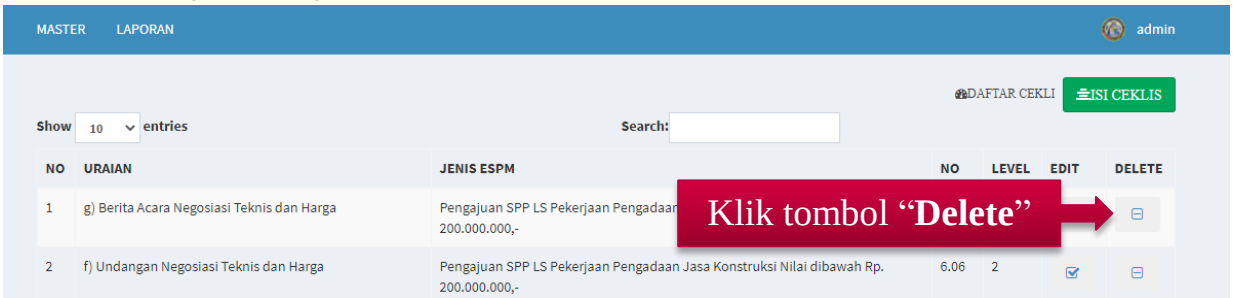




4. Untuk mengubah Ceklis klik Edit



5. Untuk menghapus jenis ESPM klik Delete

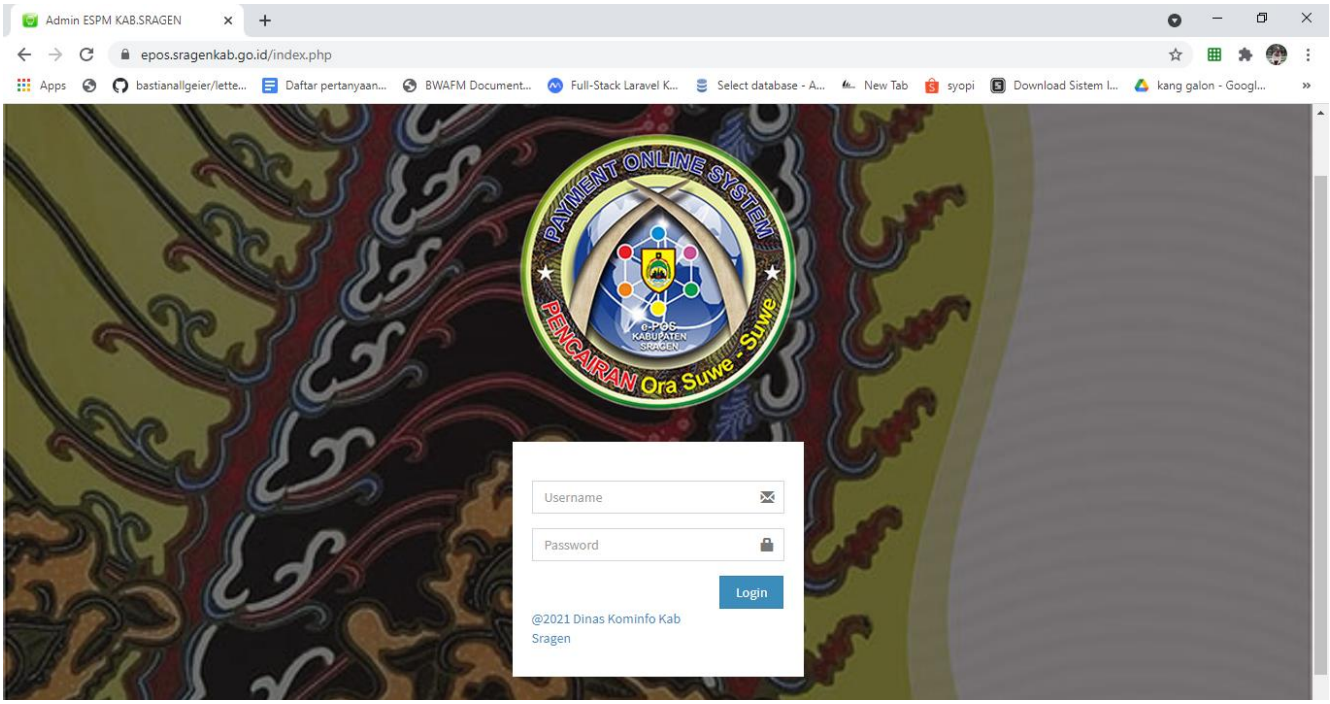


Petunjuk Penggunaan OPD

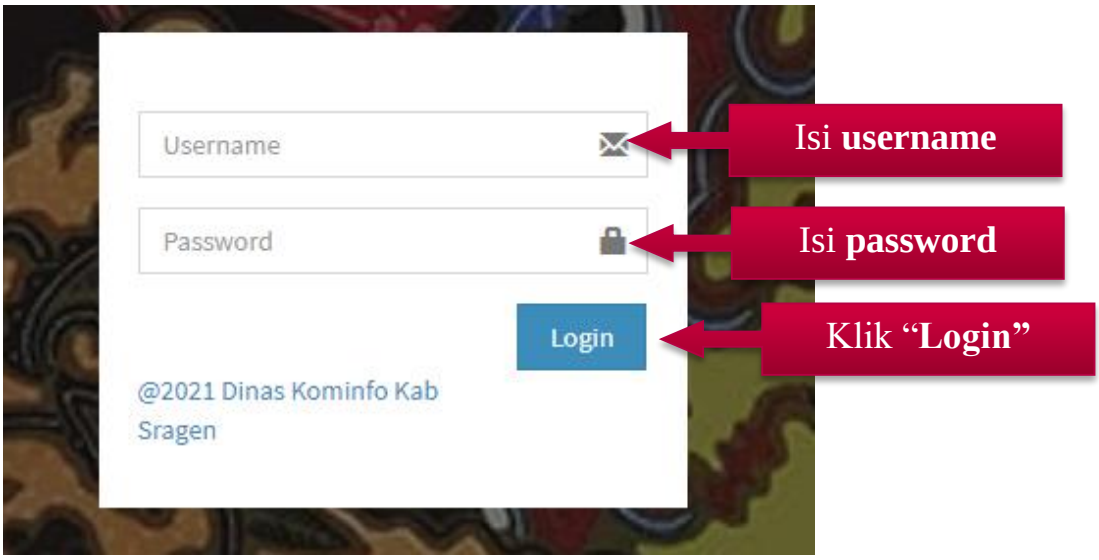
LOGIN

1. Buka browser dan ketik alamat website :
   epos.sragenkab.go.id

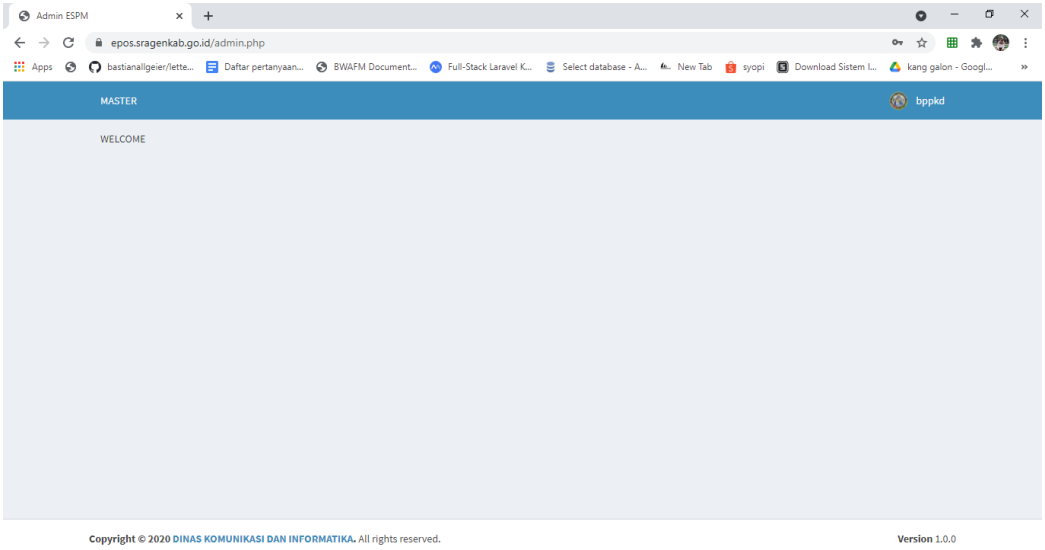
   Kemudian akan muncul halaman login seperti berikut :



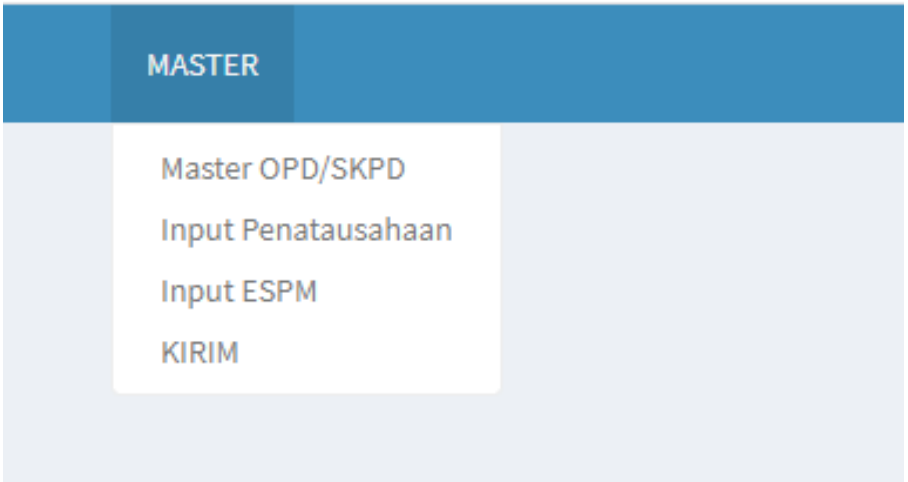
2. Masukkan *username* dan *password*, kemudian klik tombol **Login**



Halaman Utama

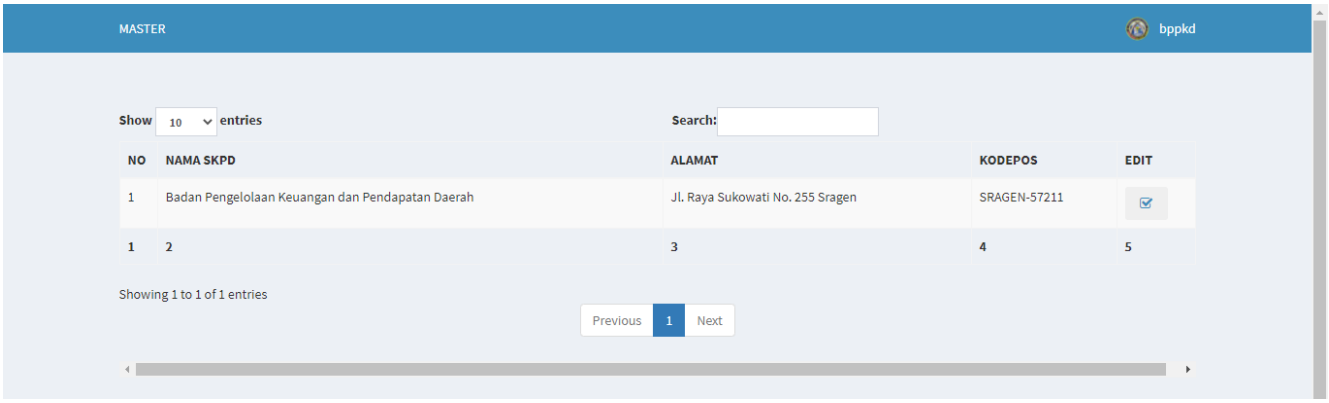


1. Klik menu **Master**, kemudian akan muncul 4 submenu yaitu **Master OPD, Input Penatausahaan, Input ESPM,** dan **KIRIM**

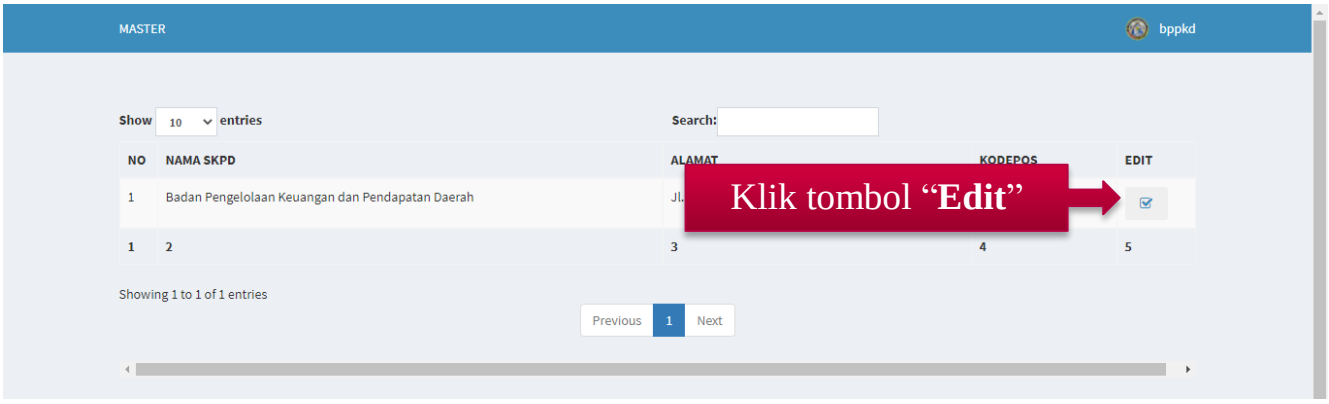


Master OPD/SKPD

1. Daftar OPD/SKPD



2. Klik tombol **edit** untuk mengubah data OPD/SKPD

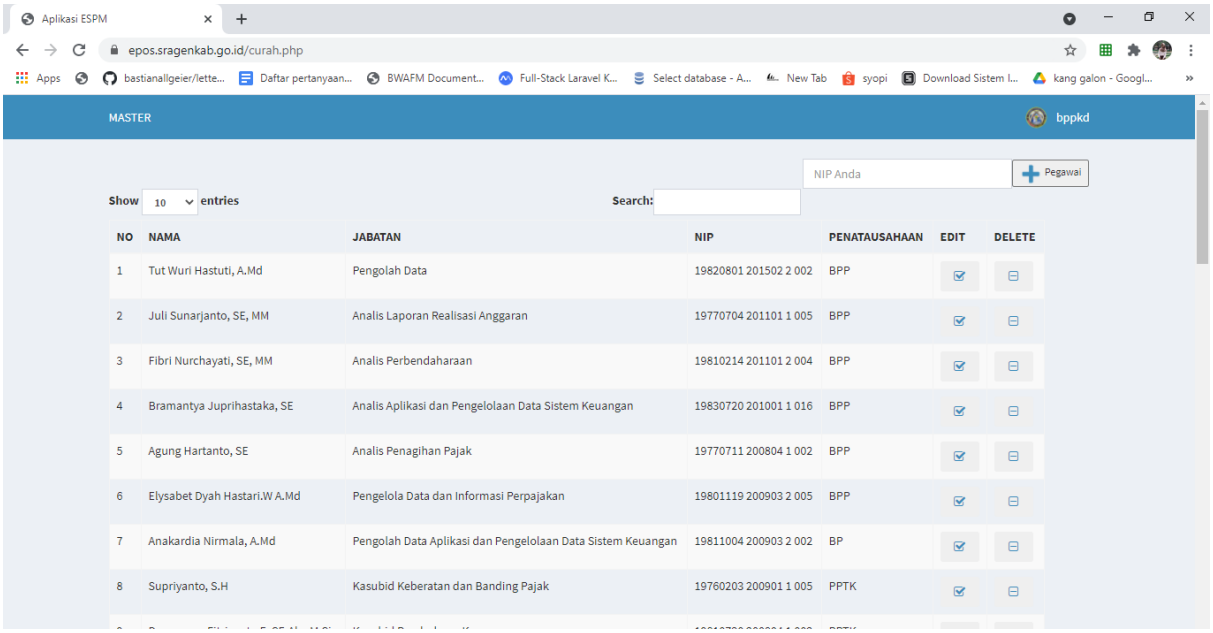


3. Mengisi perubahan/revisi

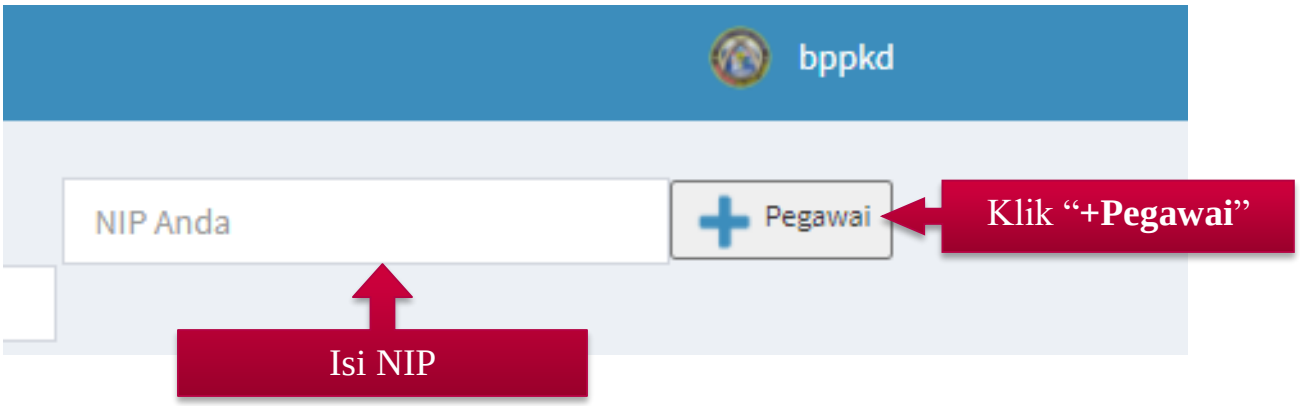
Input Penatausahaan

1. Klik submenu Input Penatausahaan

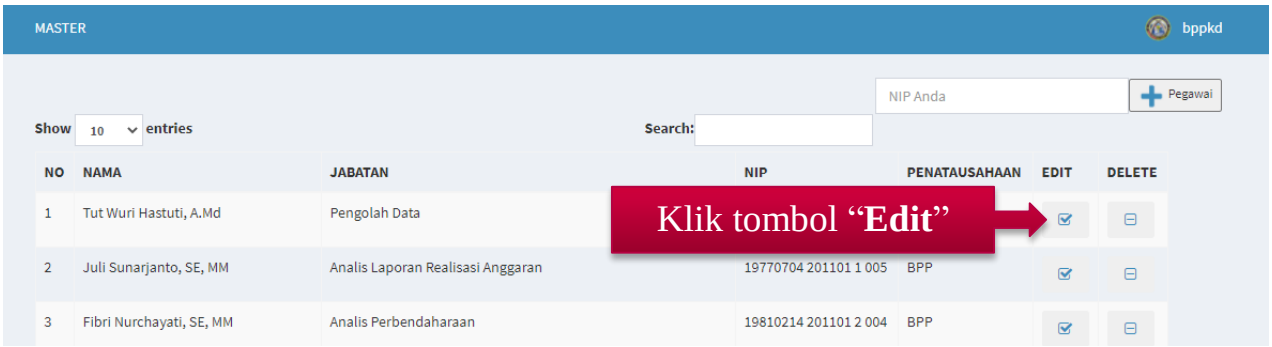
2. Muncul daftar pegawai



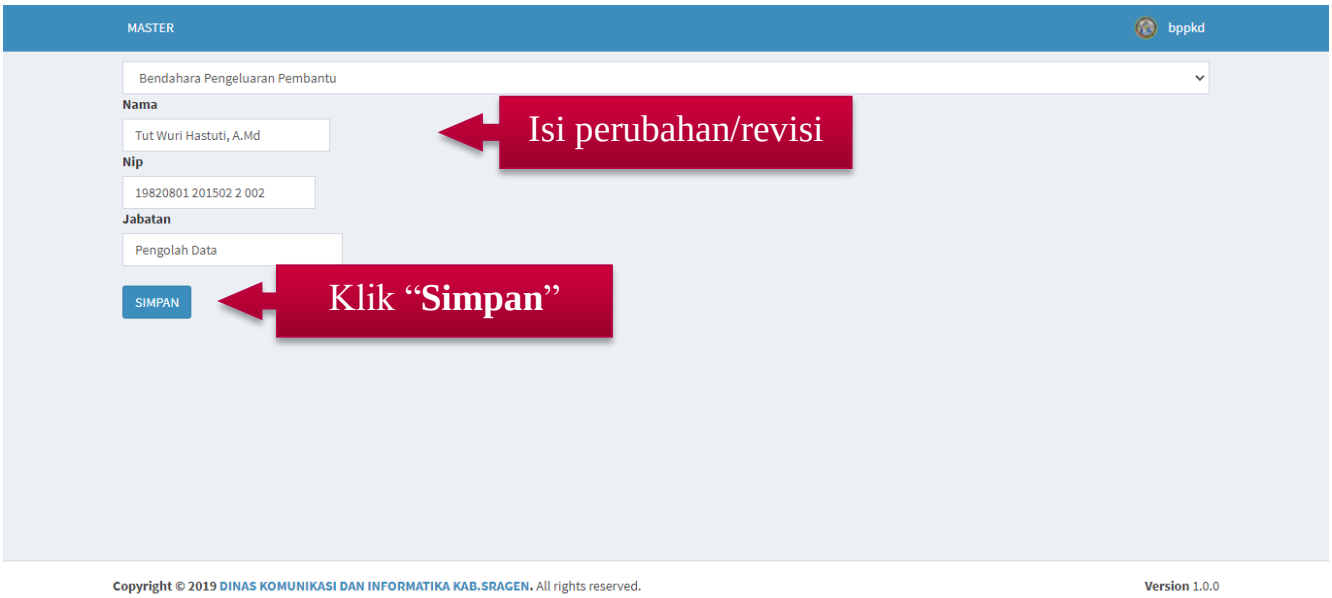
3. Untuk menambahkan pegawai, isi NIP kemudian klik tombol **+Pegawai**



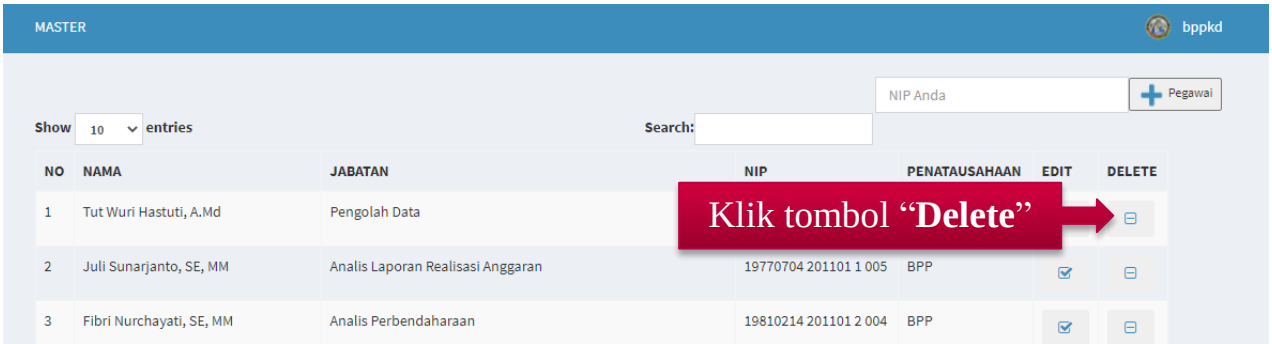
4. Untuk mengubah data pegawai, klik “**Edit**”



Kemudian lakukan perubahan/revisi data, jika sudah selesai klik “**Simpan**”

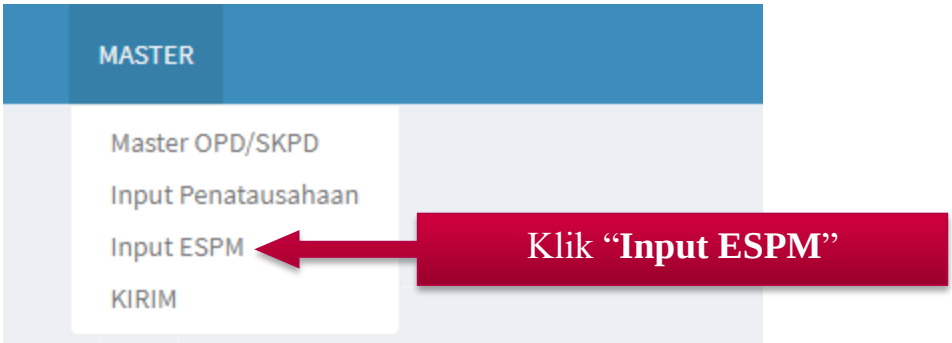


5. Untuk menghapus data pegawai, klik “**Delete**”

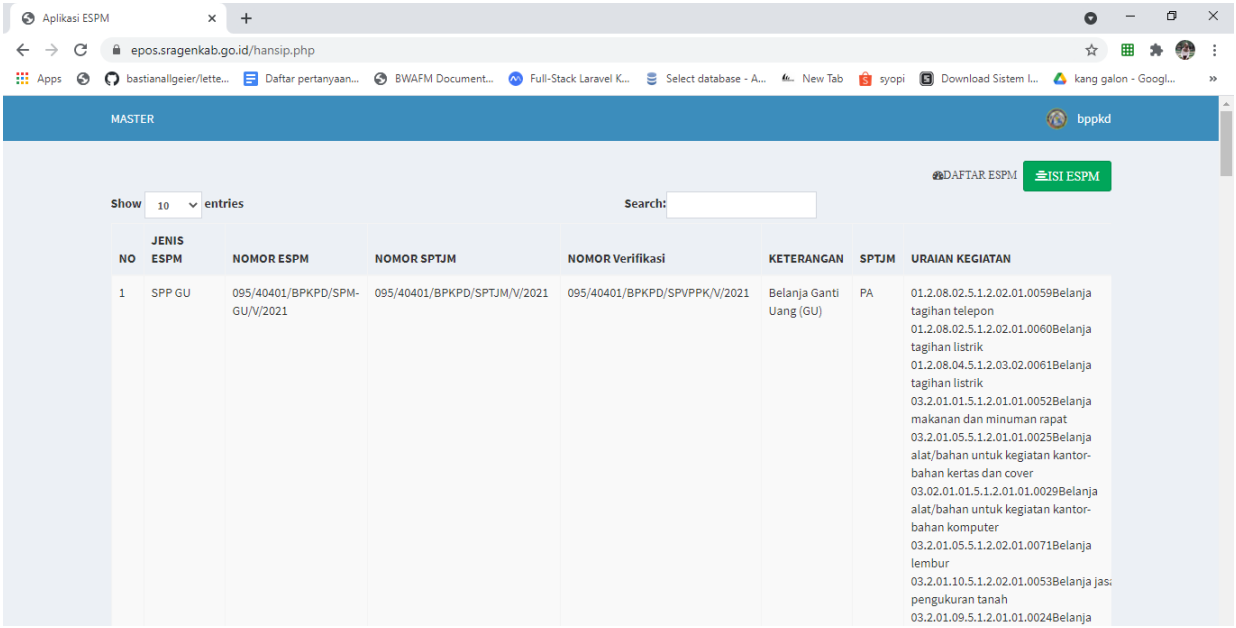


Input ESPM

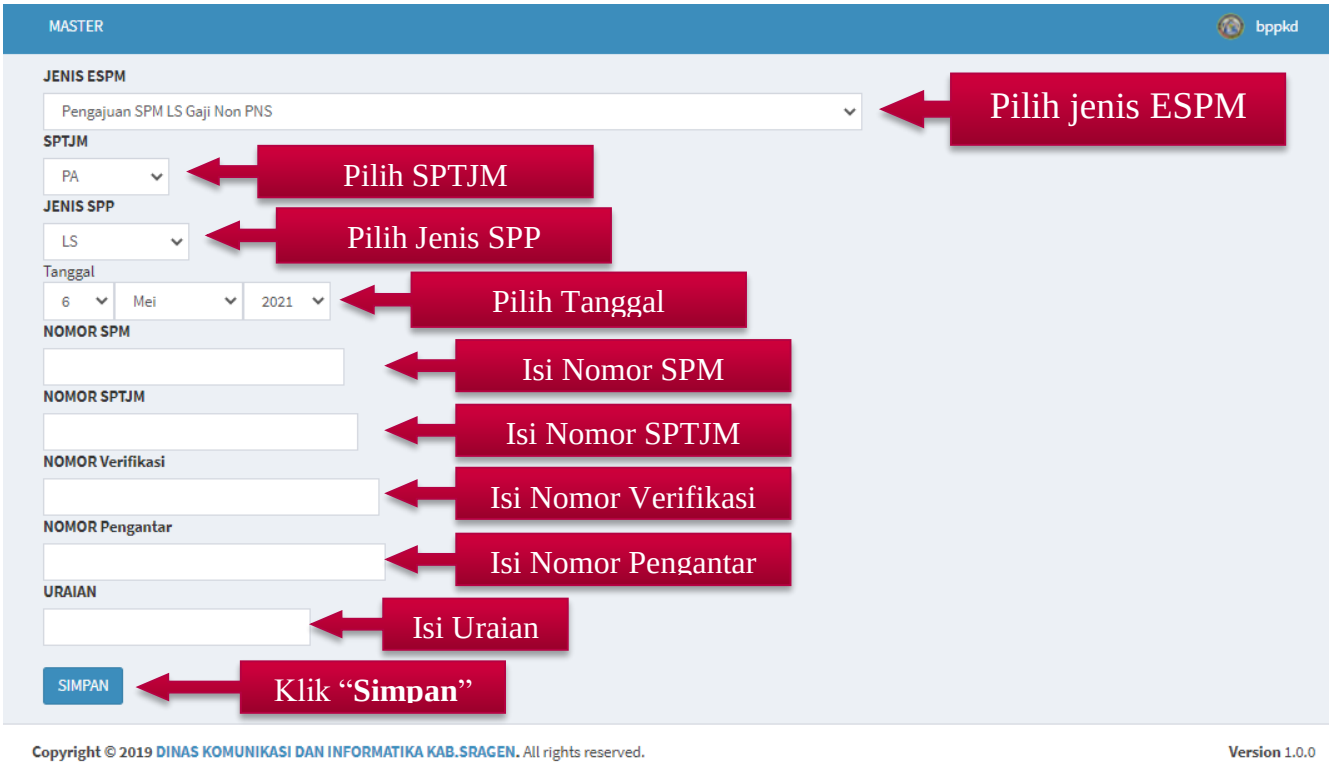
1. Klik submenu Input ESPM



2. Muncul tampilan daftar ESPM

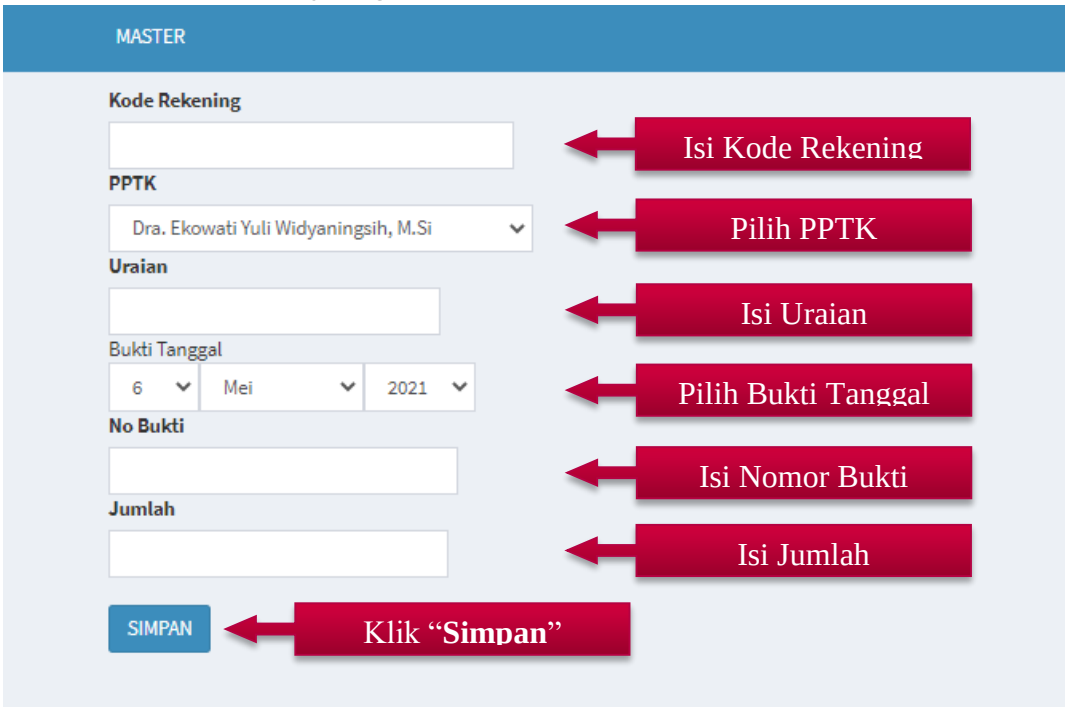


3. Untuk menambahkan ESPM, klik tombol "ISI ESPM"



4. Untuk menambahkan uraian, klik tombol "**Isi Uraian**"

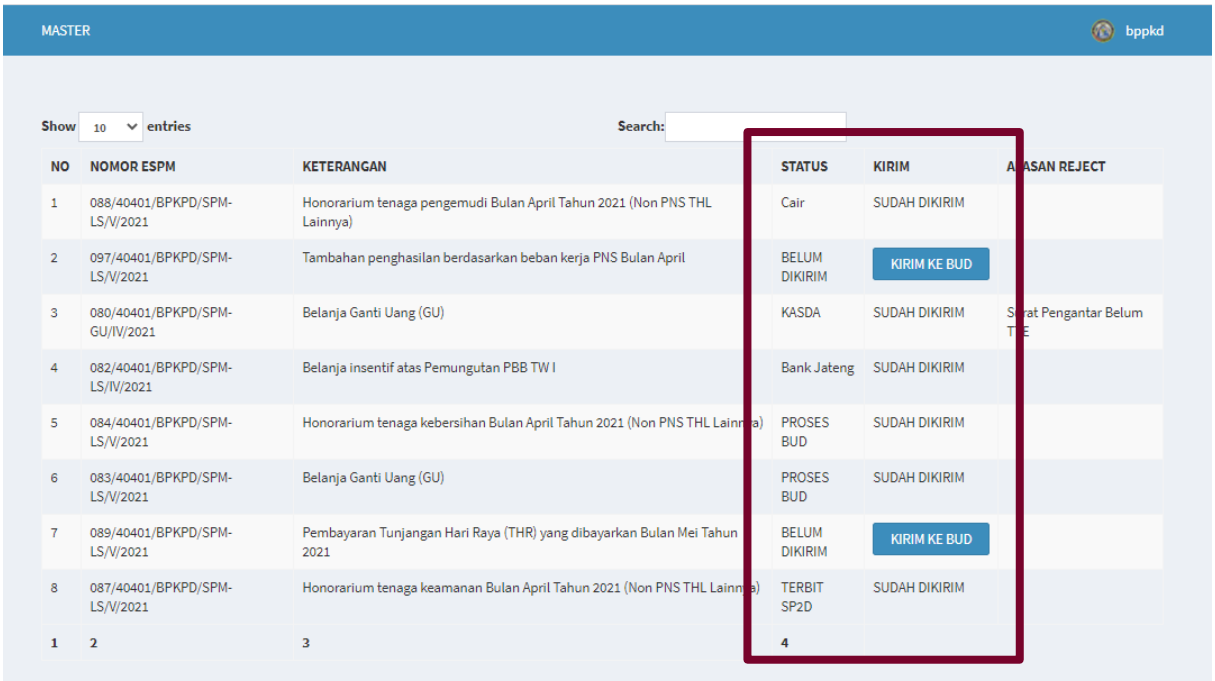
Kemudian isi data yang diperlukan



Menu KIRIM

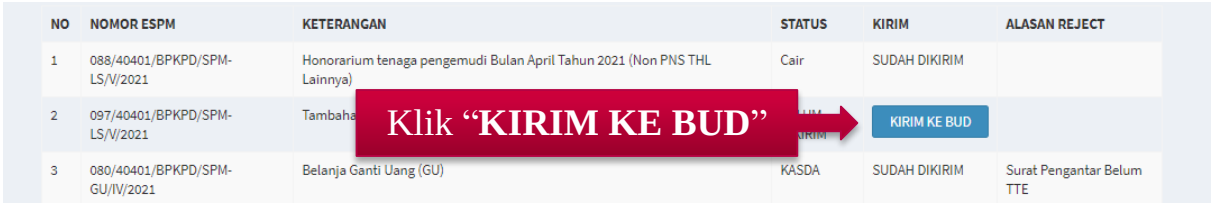
1. Klik submenu Input ESPM

2. Muncul tampilan daftar ESPM yang sudah dan belum dikirim ke BUD beserta statusnya



NO	NOMOR ESPM	KETERANGAN	STATUS	KIRIM	ALASAN REJECT
1	088/40401/BPKPD/SPM-LS/V/2021	Honorarium tenaga pengemudi Bulan April Tahun 2021 (Non PNS THL Lainnya)	Cair	SUDAH DIKIRIM	
2	097/40401/BPKPD/SPM-LS/V/2021	Tambahan penghasilan berdasarkan beban kerja PNS Bulan April	BELUM DIKIRIM	KIRIM KE BUD	
3	080/40401/BPKPD/SPM-GU/IV/2021	Belanja Ganti Uang (GU)	KASDA	SUDAH DIKIRIM	Surat Pengantar Belum TTE
4	082/40401/BPKPD/SPM-LS/IV/2021	Belanja insentif atas Pemungutan PBB TW I	Bank Jateng	SUDAH DIKIRIM	
5	084/40401/BPKPD/SPM-LS/V/2021	Honorarium tenaga kebersihan Bulan April Tahun 2021 (Non PNS THL Lainnya)	PROSES BUD	SUDAH DIKIRIM	
6	083/40401/BPKPD/SPM-LS/V/2021	Belanja Ganti Uang (GU)	PROSES BUD	SUDAH DIKIRIM	
7	089/40401/BPKPD/SPM-LS/V/2021	Pembayaran Tunjangan Hari Raya (THR) yang dibayarkan Bulan Mei Tahun 2021	BELUM DIKIRIM	KIRIM KE BUD	
8	087/40401/BPKPD/SPM-LS/V/2021	Honorarium tenaga keamanan Bulan April Tahun 2021 (Non PNS THL Lainnya)	TERBIT SP2D	SUDAH DIKIRIM	
1	2	3	4		

3. Untuk mengirim ESPM ke BUD, klik tombol "**KIRIM KE BUD**"



NO	NOMOR ESPM	KETERANGAN	STATUS	KIRIM	ALASAN REJECT
1	088/40401/BPKPD/SPM-LS/V/2021	Honorarium tenaga pengemudi Bulan April Tahun 2021 (Non PNS THL Lainnya)	Cair	SUDAH DIKIRIM	
2	097/40401/BPKPD/SPM-LS/V/2021	Tambaha		KIRIM KE BUD	
3	080/40401/BPKPD/SPM-GU/IV/2021	Belanja Ganti Uang (GU)	KASDA	SUDAH DIKIRIM	Surat Pengantar Belum TTE

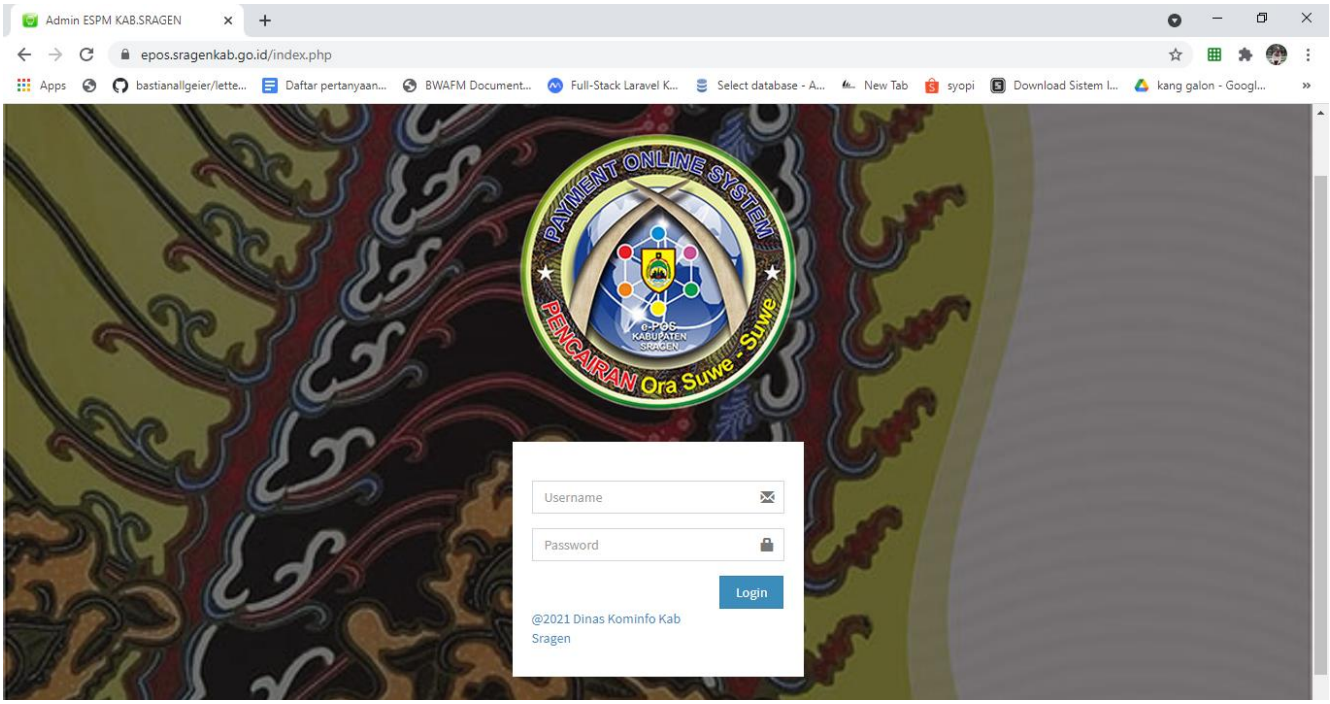
4. Setelah itu OPD dapat memantau status di kolom status dan mengetahui alasan reject, jika permohonan ditolak.

Petunjuk Penggunaan Korektor

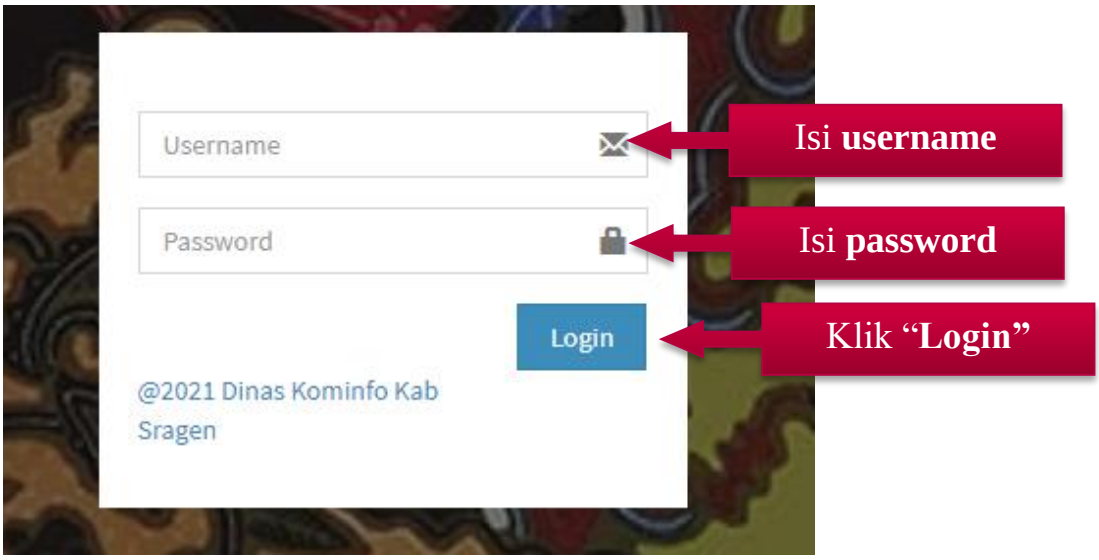
LOGIN

1. Buka browser dan ketik alamat website :
   epos.sragenkab.go.id

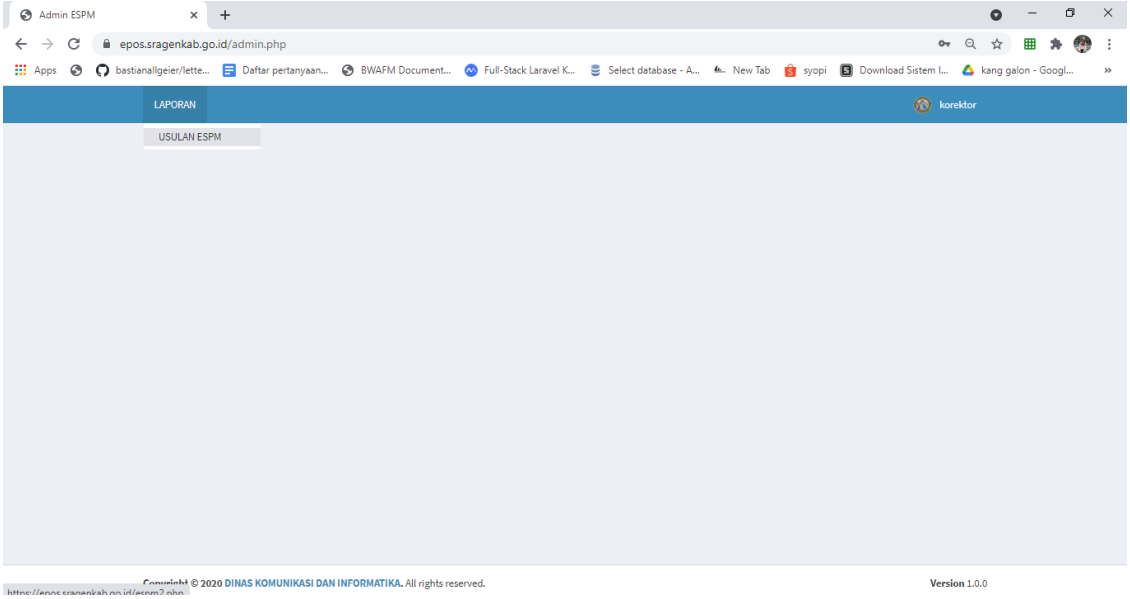
   Kemudian akan muncul halaman login seperti berikut :



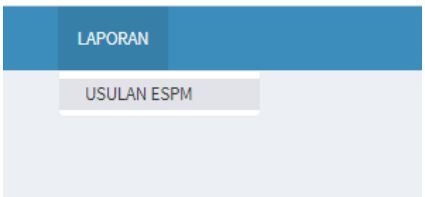
2. Masukkan *username* dan *password*, kemudian klik tombol **Login**



Halaman Utama

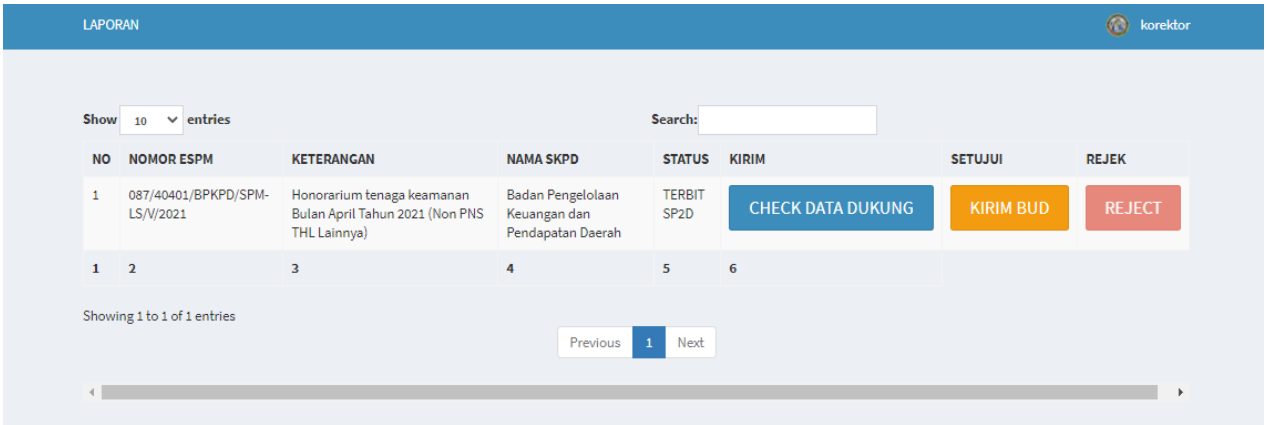


1. Klik menu **Master**, kemudian akan muncul 1 submenu yaitu **Usulan ESPM**

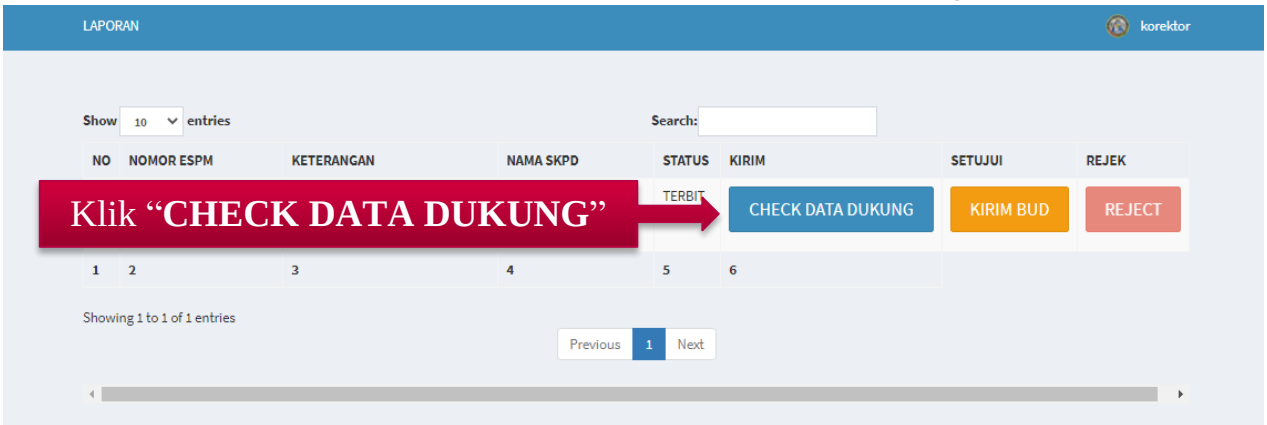


Usulan ESPM

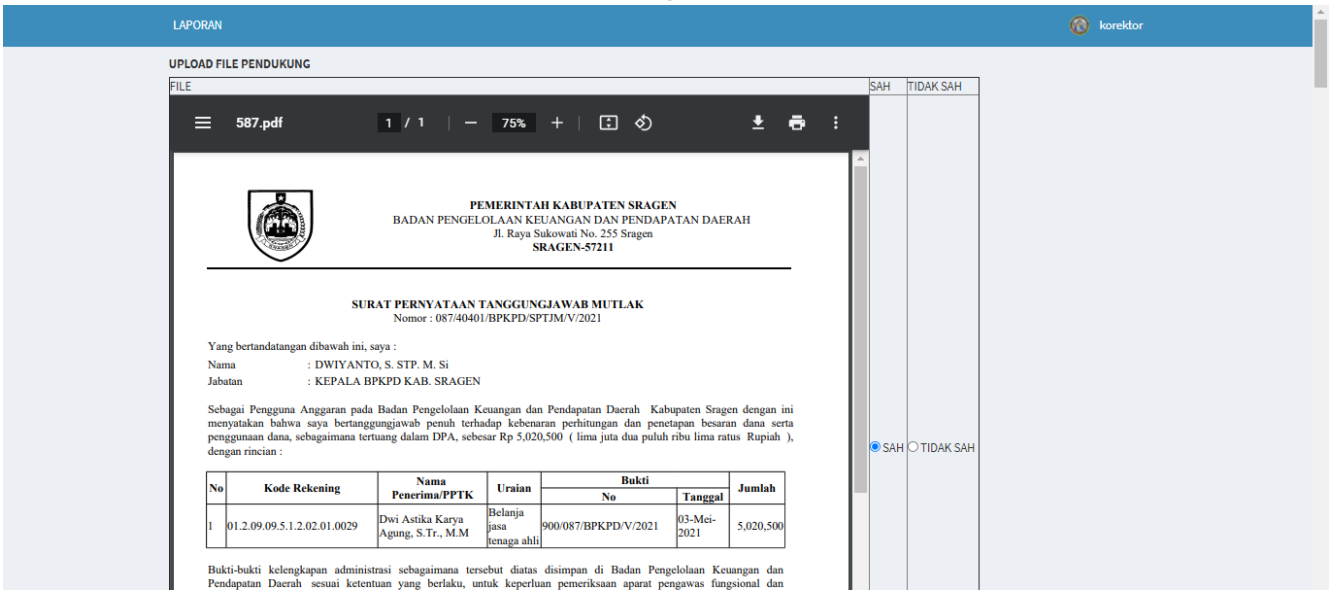
1. Tampilan awal berisi daftar usulan ESPM



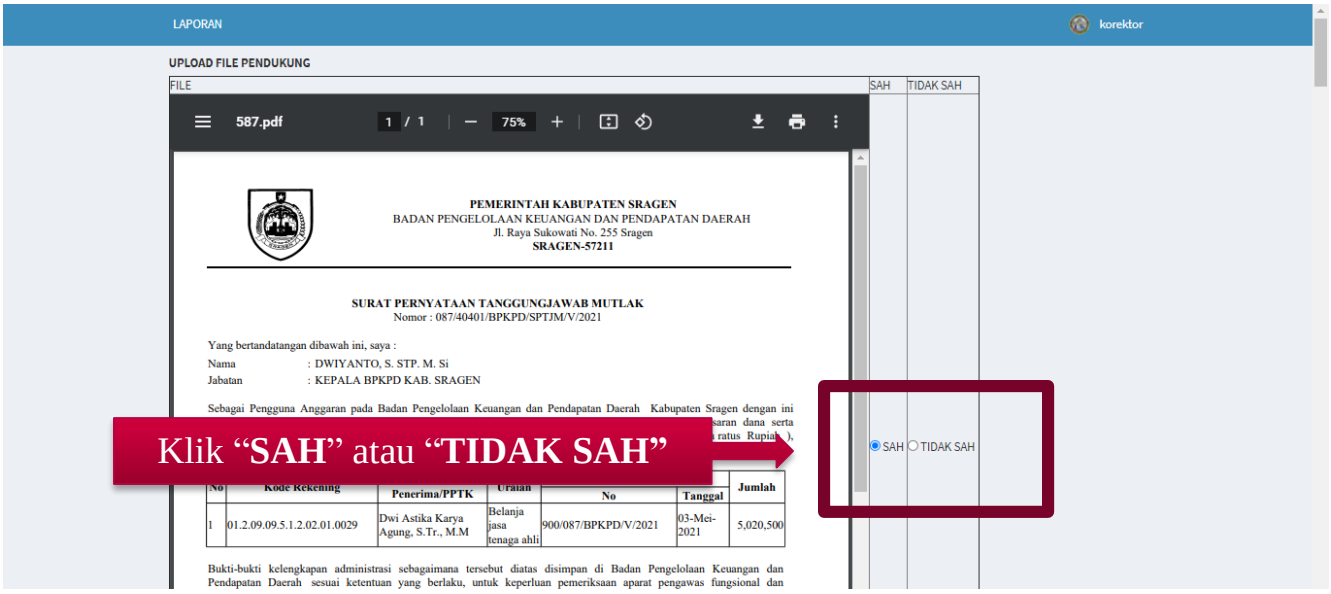
2. Klik “**CHECK DATA DUKUNG**”, untuk melihat data dukung



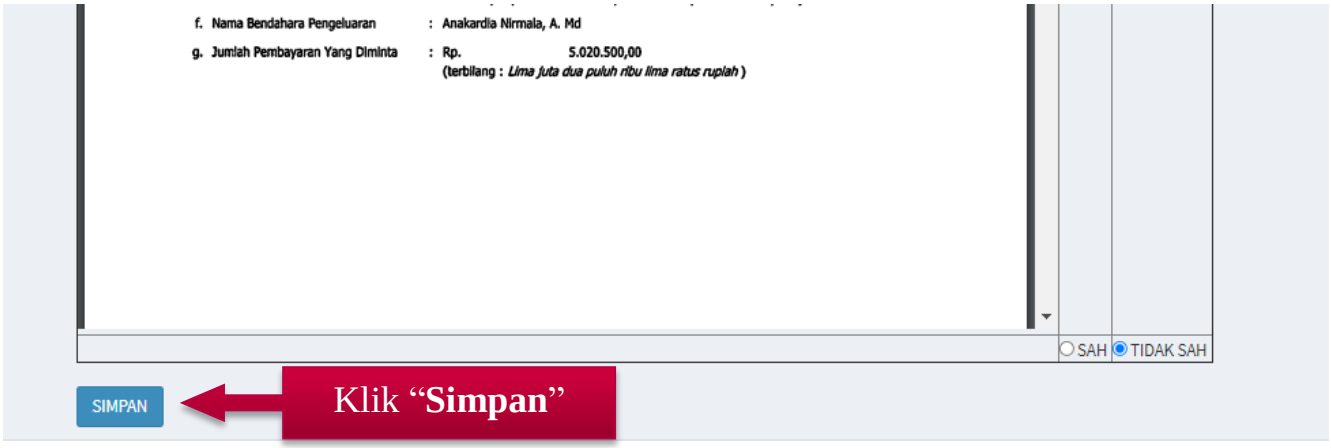
Kemudian muncul daftar file data dukung dalam format pdf.



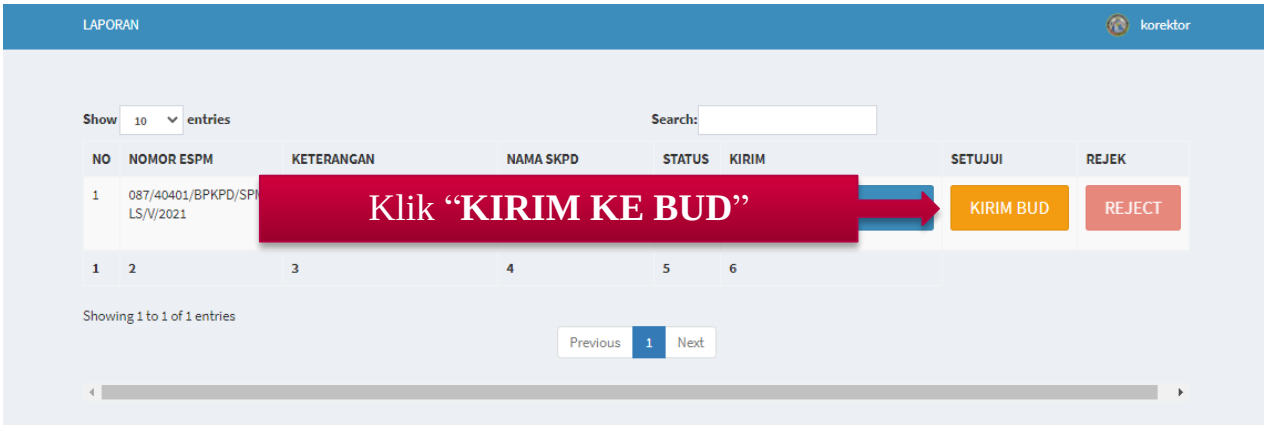
Klik “SAH” jika dokumen sesuai ketentuan atau klik “TIDAK SAH” jika dokumen belum sesuai.



Jika semua dokumen/data dukung sudah dikoreksi keabsahannya, kemudian klik “**Simpan**”



3. Klik “KIRIM KE BUD” untuk mengirim usulan ESPM ke BUD

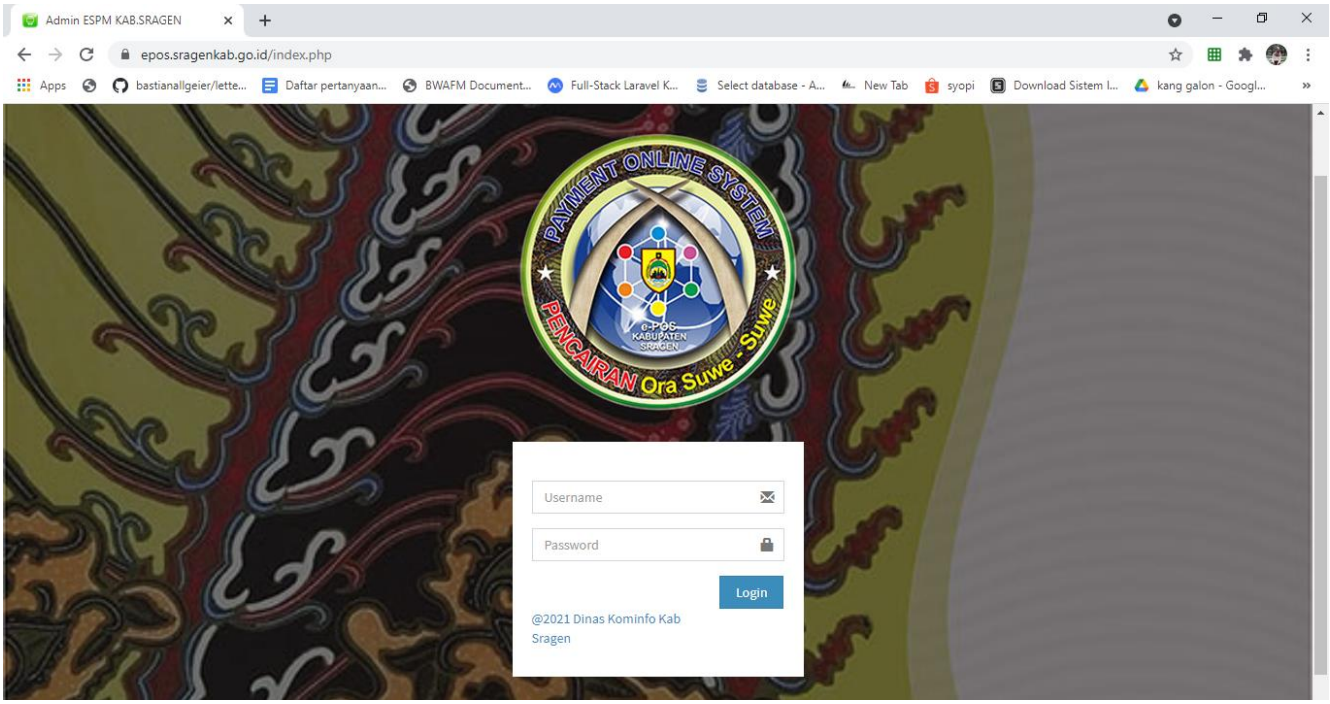


Petunjuk Penggunaan BUD LS/GU

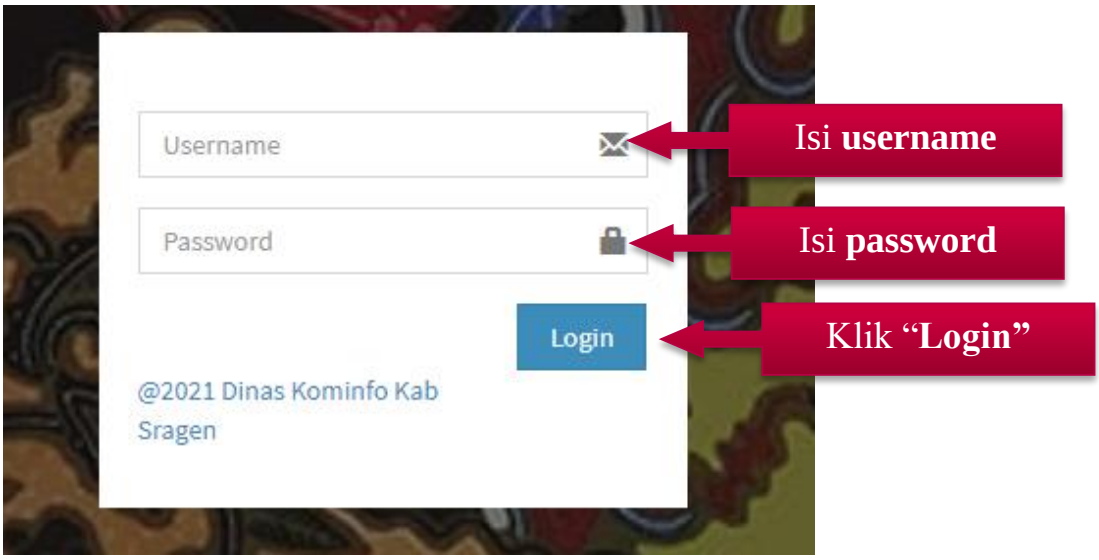
LOGIN

1. Buka browser dan ketik alamat website :
   epos.sragenkab.go.id

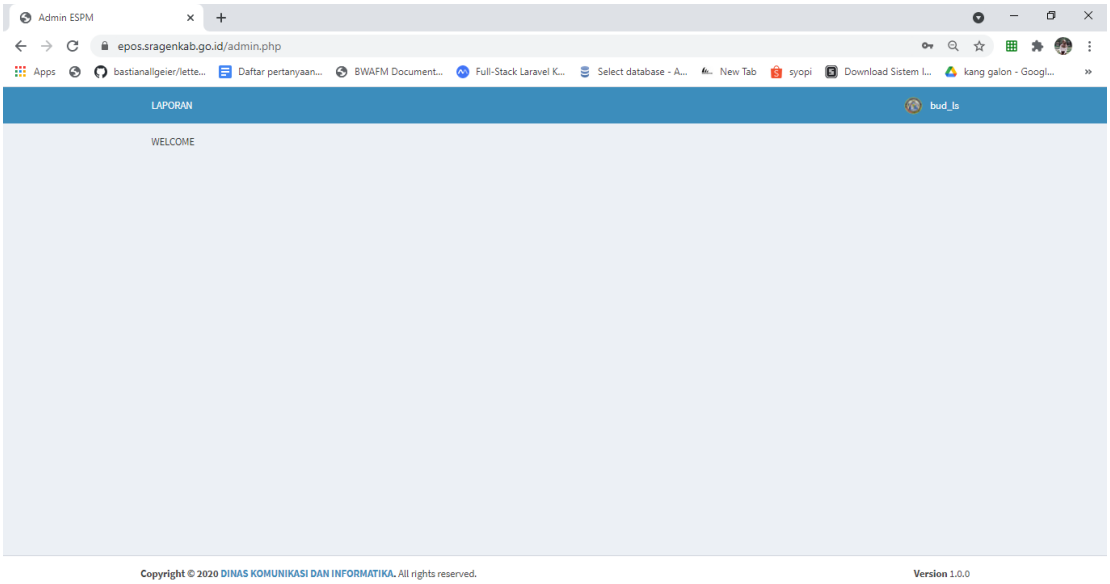
   Kemudian akan muncul halaman login seperti berikut :



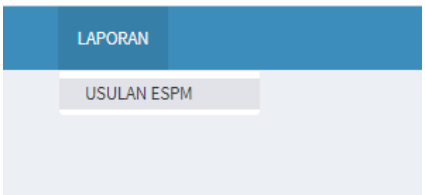
2. Masukkan *username* dan *password*, kemudian klik tombol **Login**



Halaman Utama

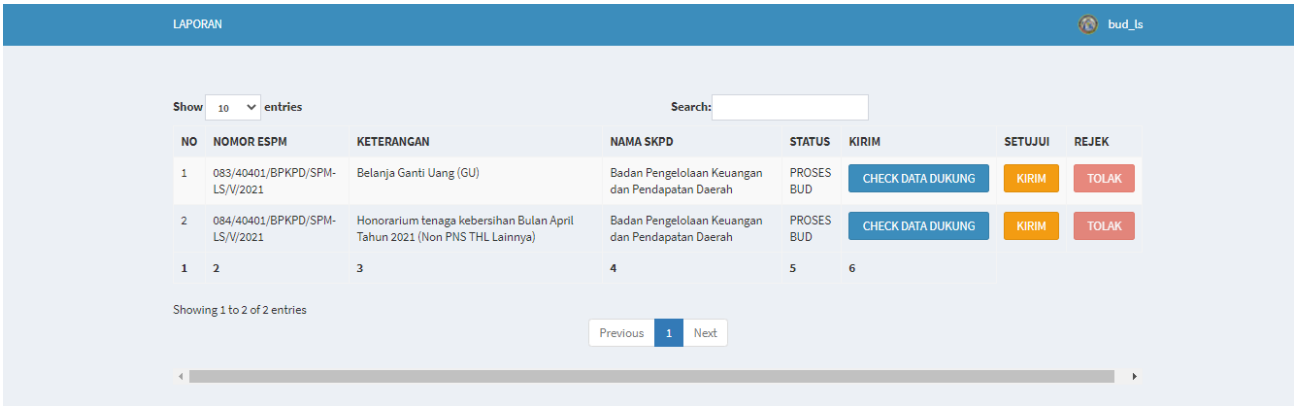


1. Klik menu **Laporan**, kemudian akan muncul 1 submenu yaitu **Usulan ESPM**

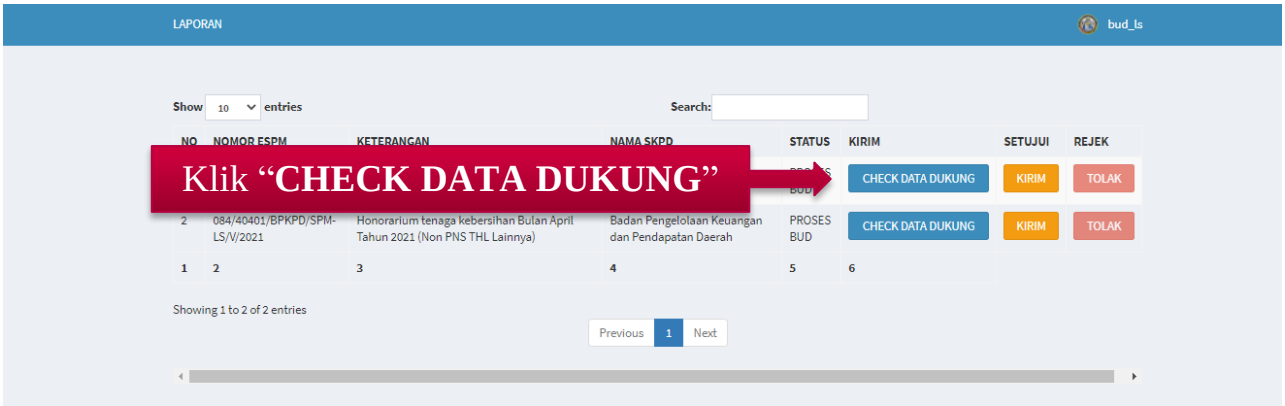


Usulan ESPM

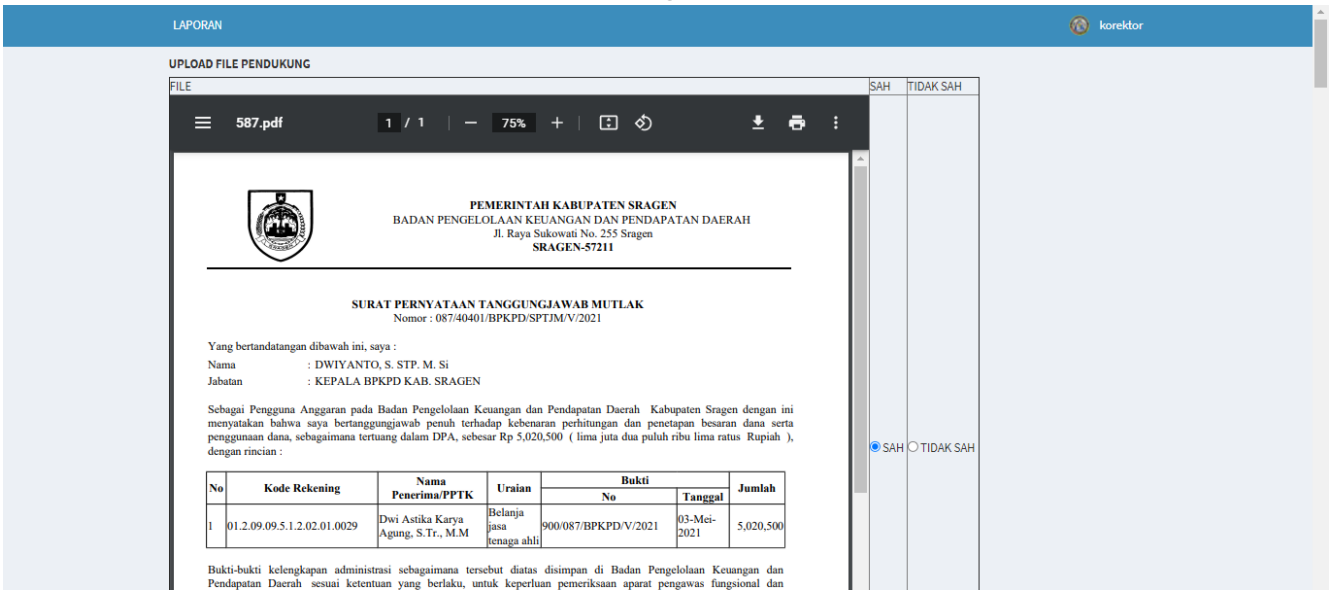
1. Tampilan awal berisi daftar usulan ESPM



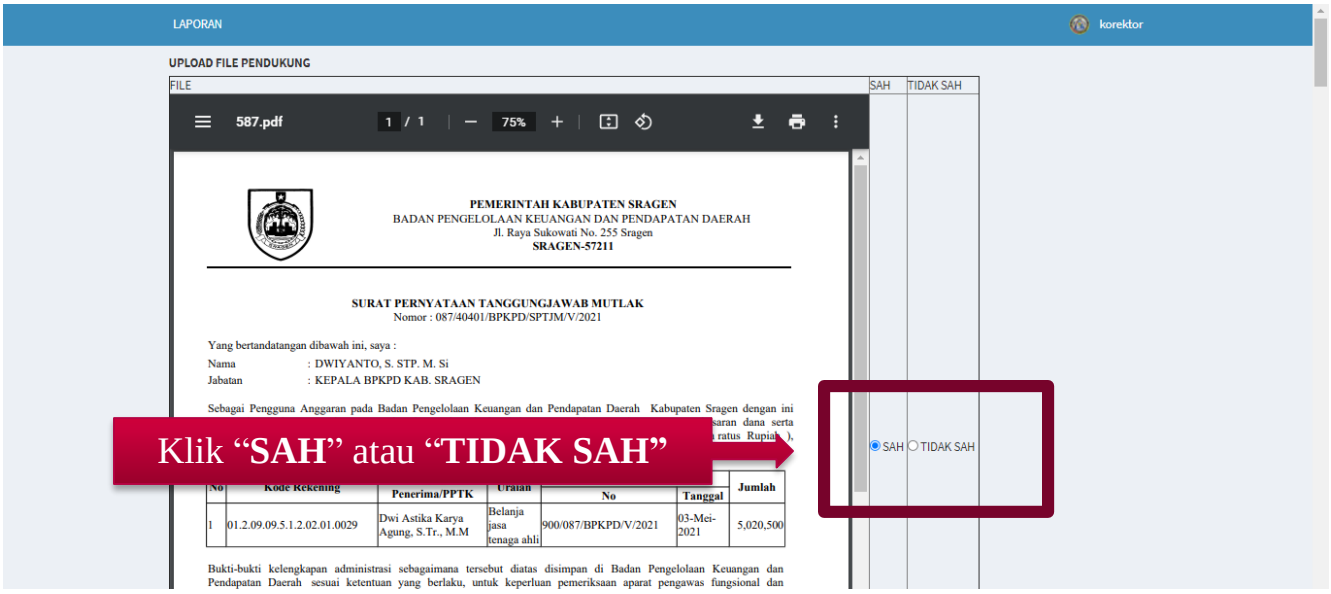
2. Klik **“CHECK DATA DUKUNG”**, untuk melihat data dukung



Kemudian muncul daftar file data dukung dalam format pdf.

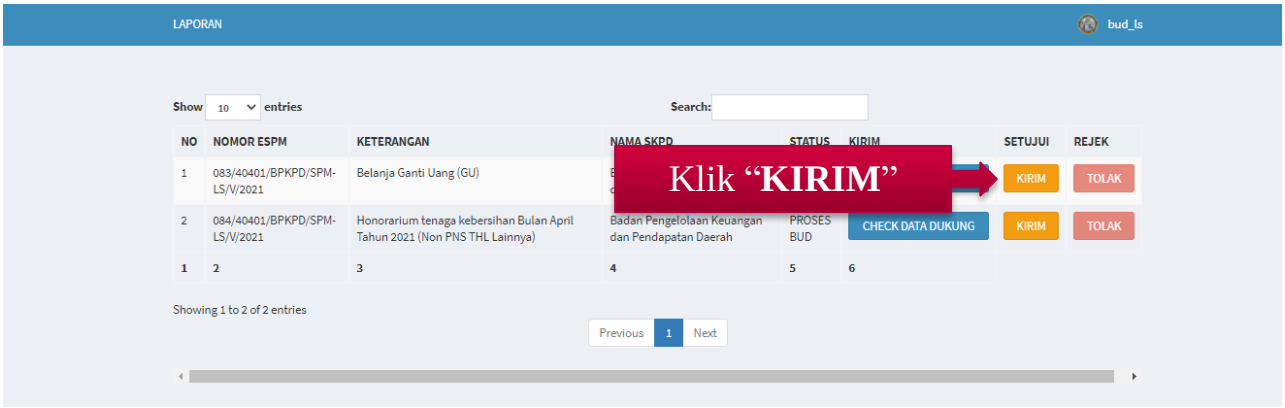


Klik “SAH” jika dokumen sesuai ketentuan atau klik “TIDAK SAH” jika dokumen belum sesuai.



Jika semua dokumen/data dukung sudah dikoreksi keabsahannya, kemudian klik “**Simpan**”

3. Klik “KIRIM” untuk mengirim usulan ESPM

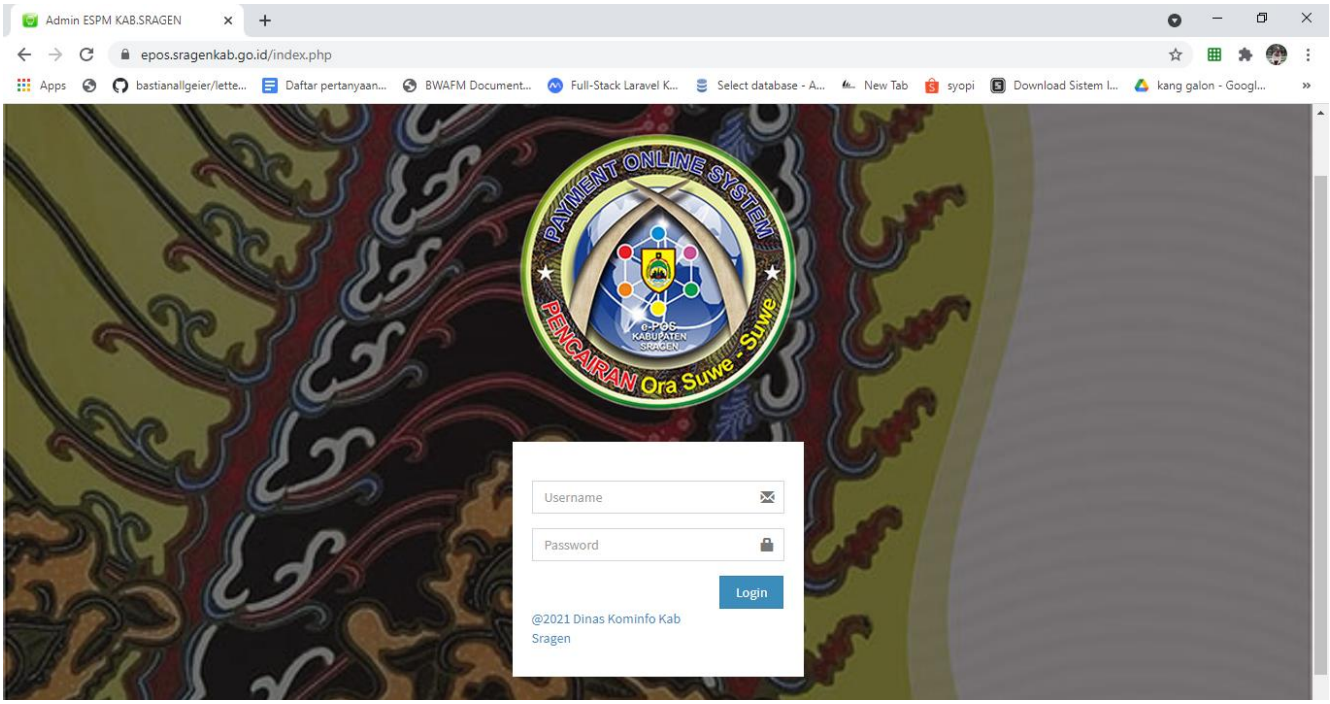


Petunjuk Penggunaan KASDA

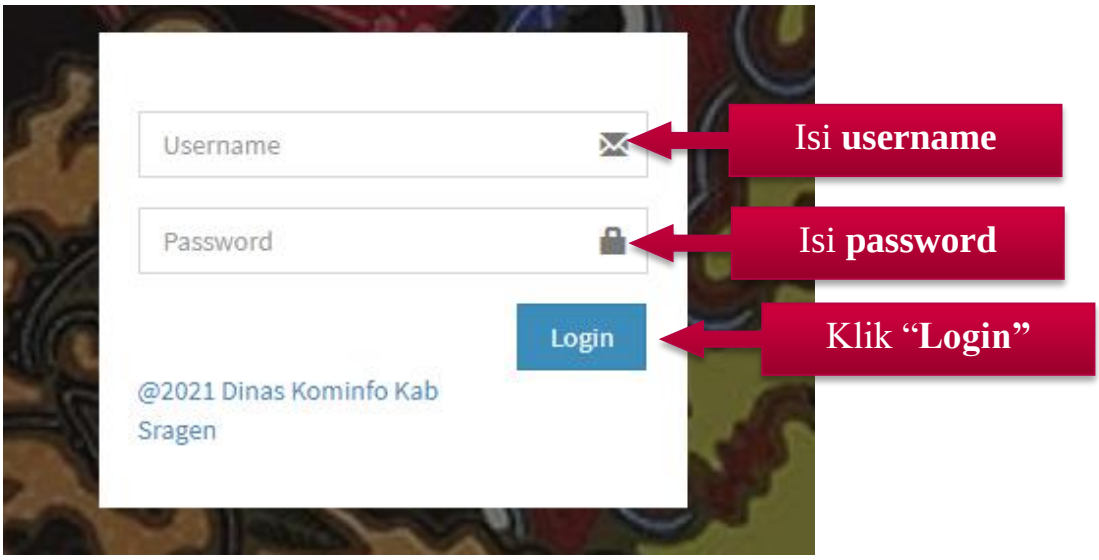
LOGIN

1. Buka browser dan ketik alamat website :
   epos.sragenkab.go.id

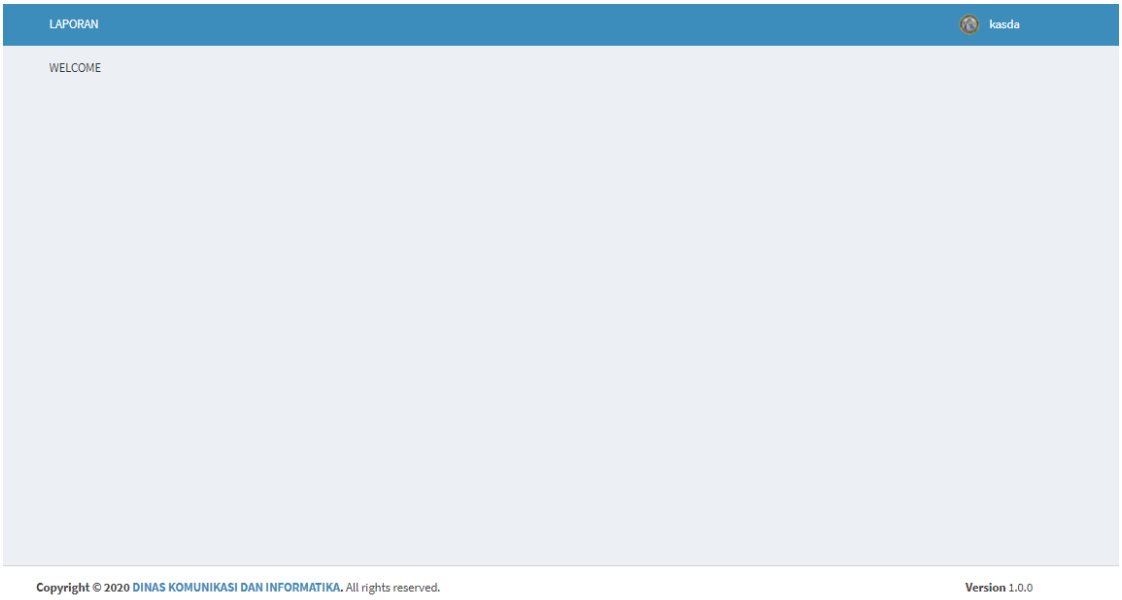
   Kemudian akan muncul halaman login seperti berikut :



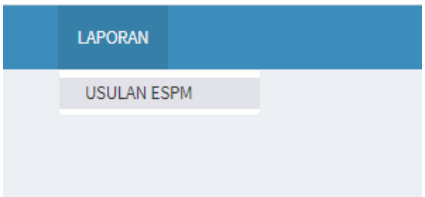
2. Masukkan *username* dan *password*, kemudian klik tombol **Login**



Halaman Utama

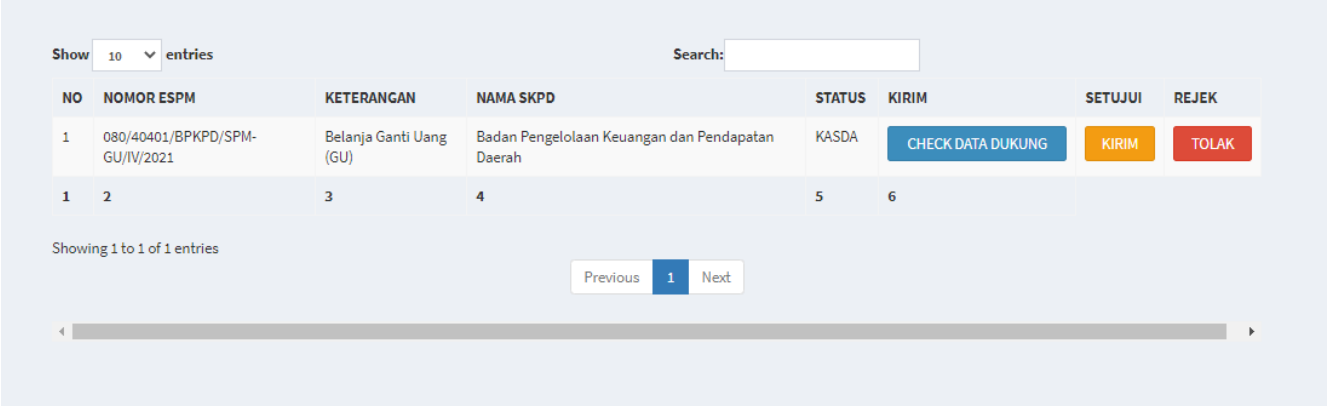


1. Klik menu **Laporan**, kemudian akan muncul 1 submenu yaitu **Usulan ESPM**

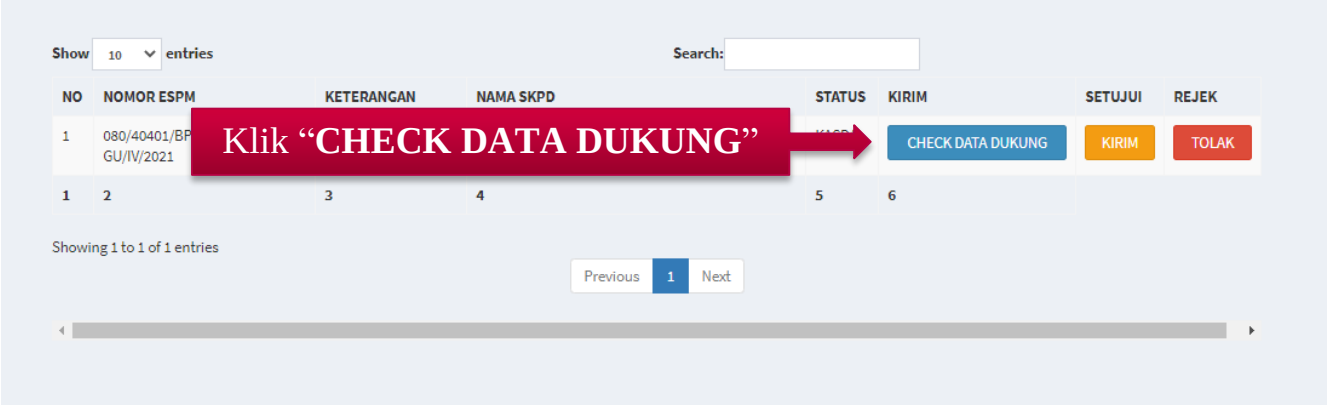


Usulan ESPM

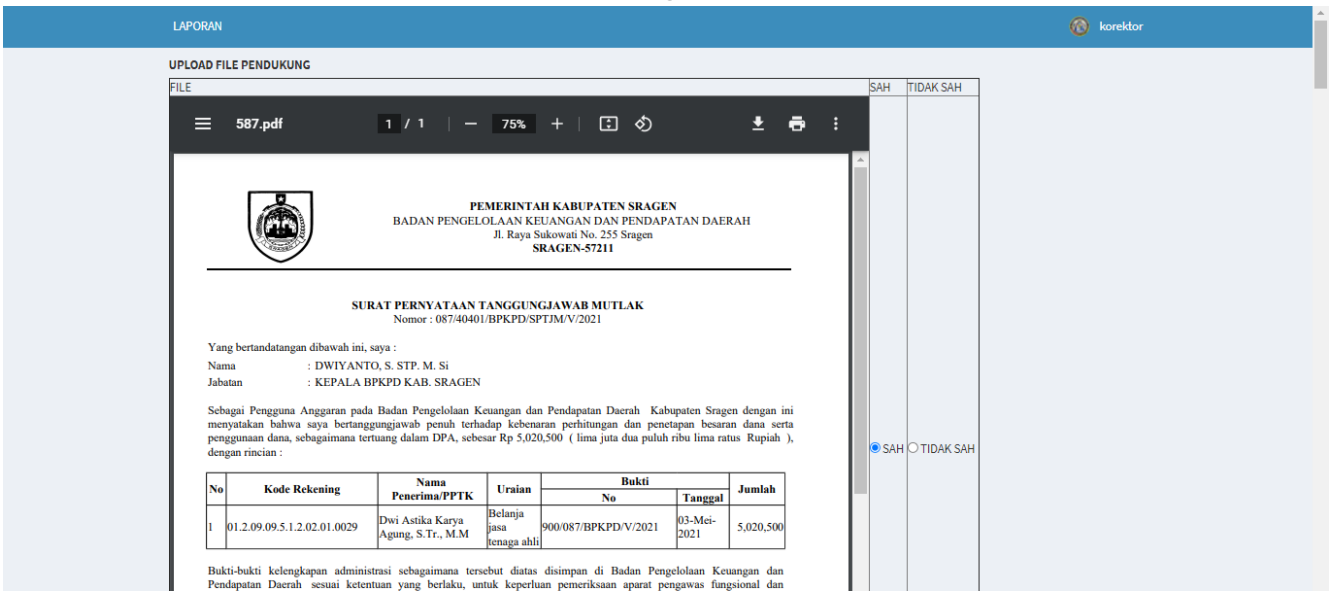
1. Tampilan awal berisi daftar usulan ESPM



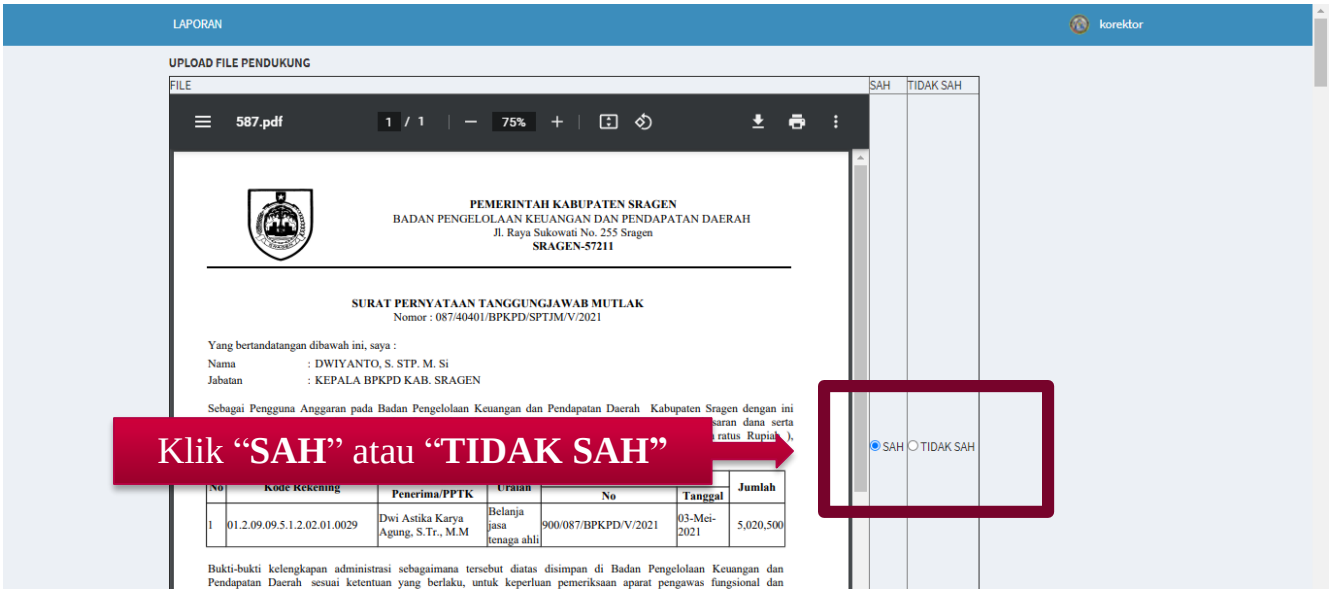
2. Klik “**CHECK DATA DUKUNG**”, untuk melihat data dukung



Kemudian muncul daftar file data dukung dalam format pdf.

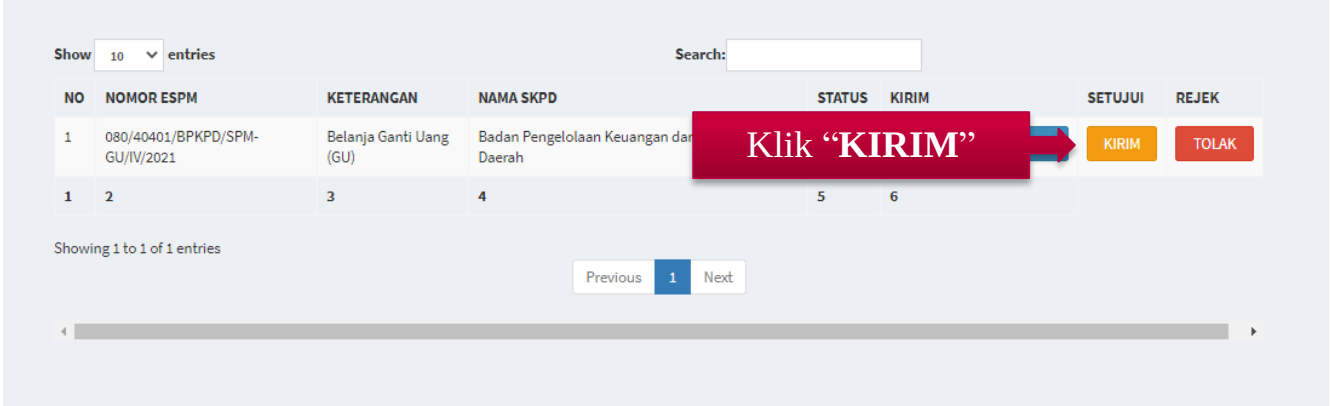


Klik “SAH” jika dokumen sesuai ketentuan atau klik “TIDAK SAH” jika dokumen belum sesuai.



Jika semua dokumen/data dukung sudah dikoreksi keabsahannya, kemudian klik “**Simpan**”

3. Klik “KIRIM” untuk mengirim usulan ESPM



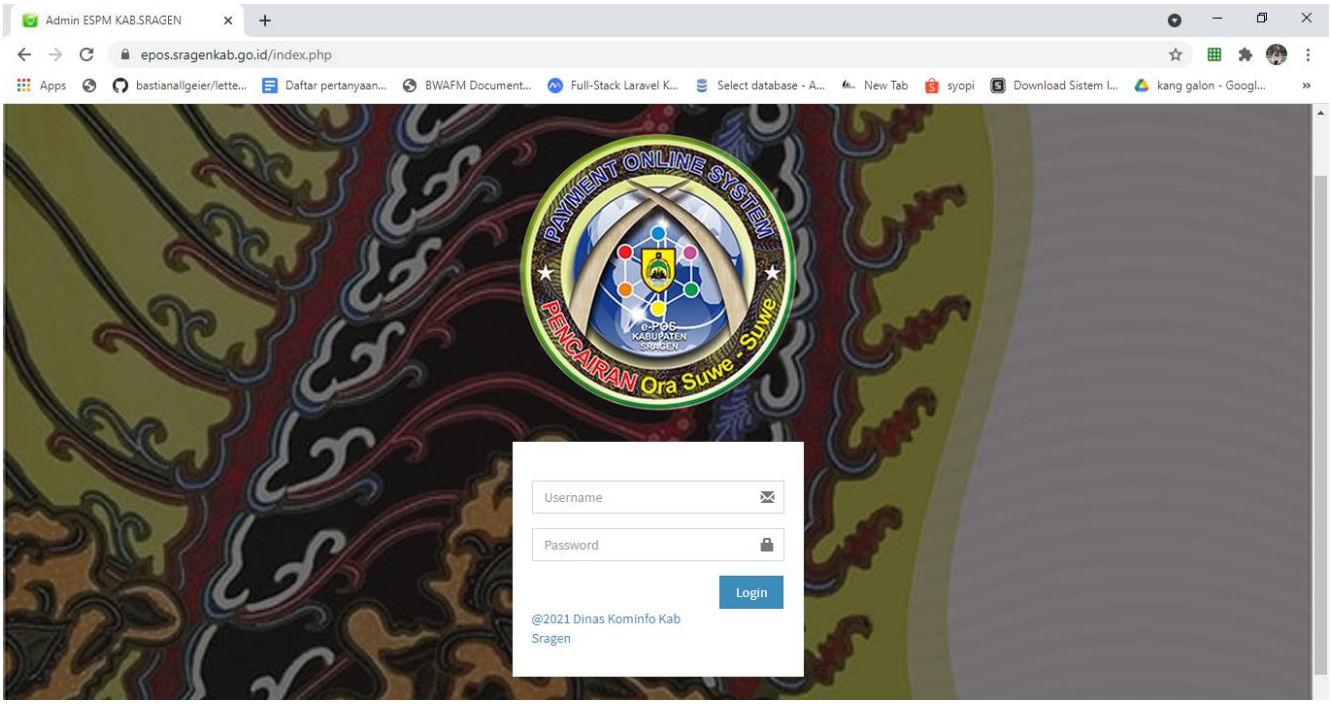
4. Klik “TOLAK” jika usulan ditolak

Petunjuk Penggunaan BPD/BANK JATENG

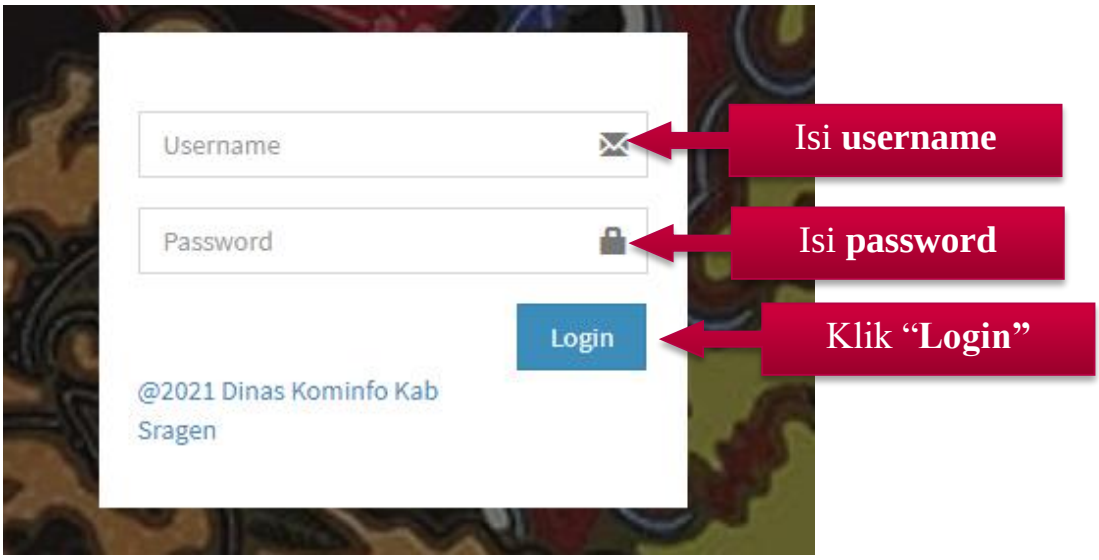
LOGIN

1. Buka browser dan ketik alamat website :
   epos.sragenkab.go.id

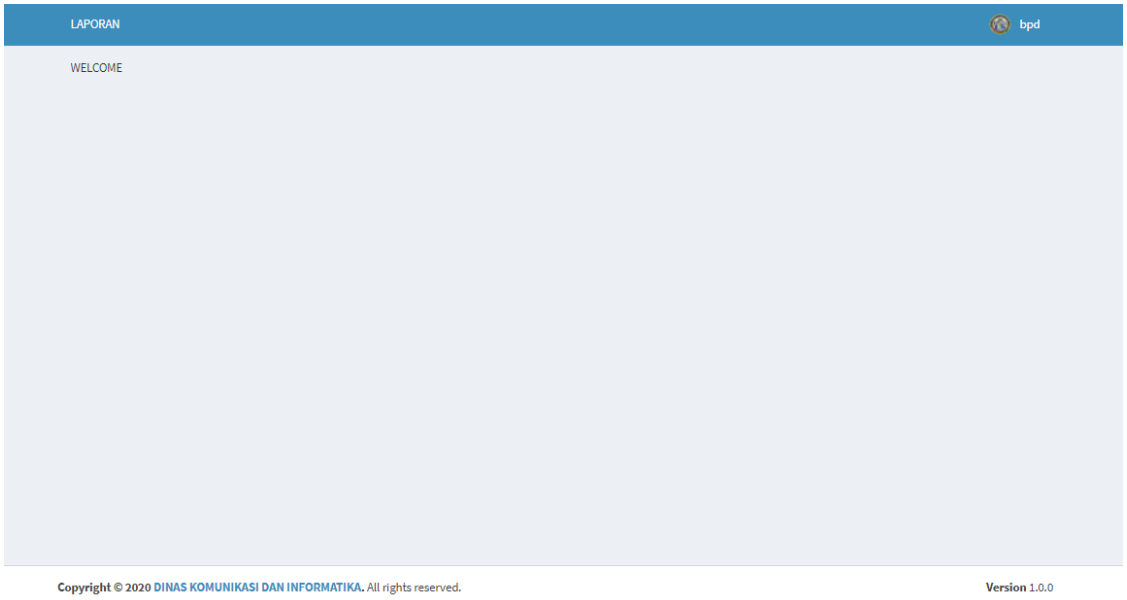
   Kemudian akan muncul halaman login seperti berikut :



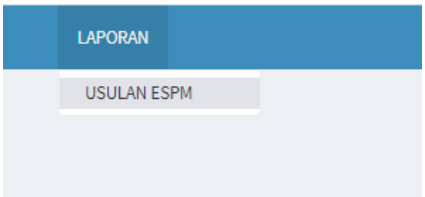
2. Masukkan *username* dan *password*, kemudian klik tombol **Login**



Halaman Utama

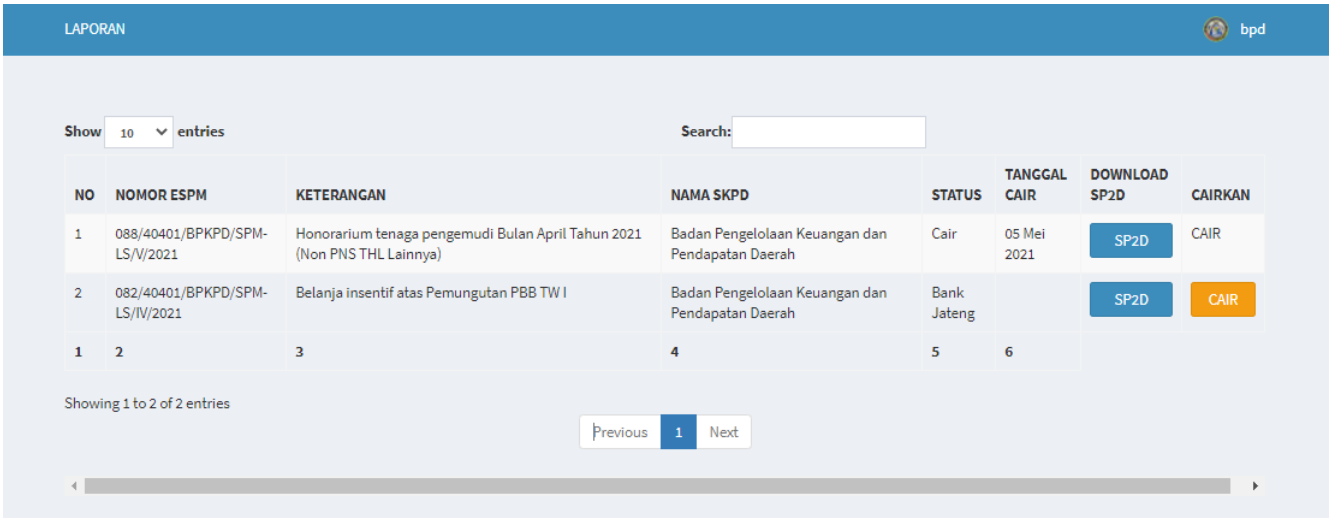


2. Klik menu **Laporan**, kemudian akan muncul 1 submenu yaitu **Usulan ESPM**

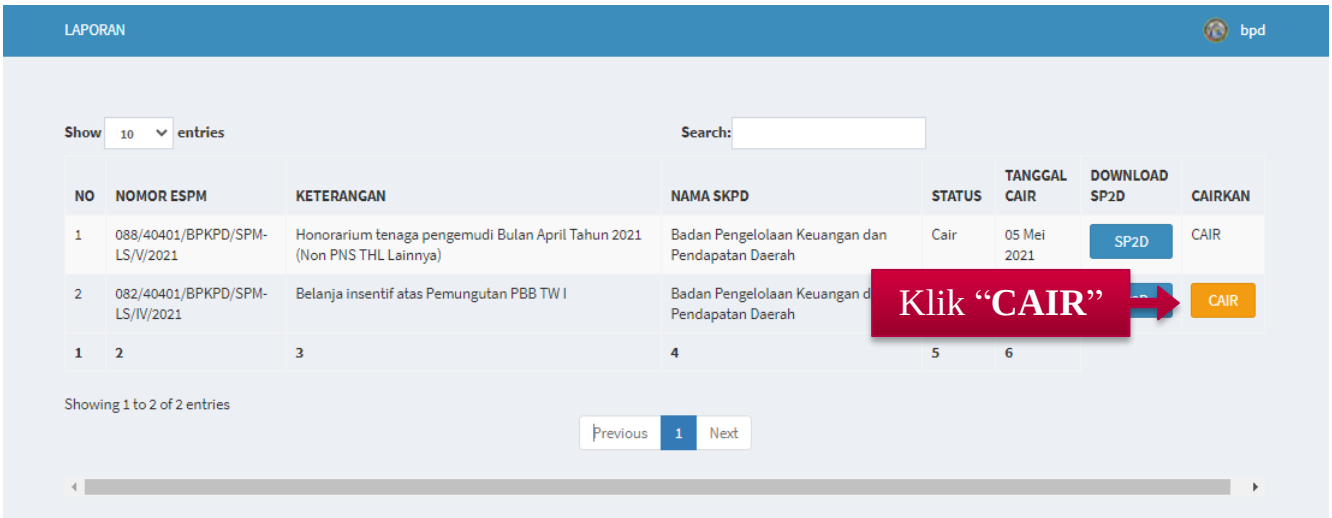


Usulan ESPM

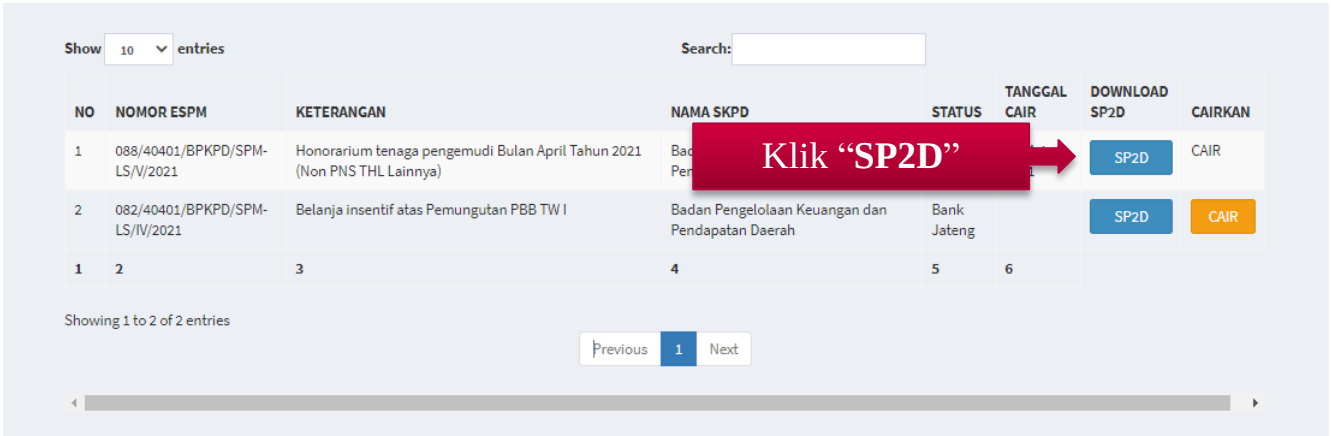
1. Tampilan awal berisi daftar usulan ESPM



2. Klik “**CAIR**”, untuk mengubah status menjadi CAIR



3. Klik “SP2D” untuk mendownload atau mengunduh SP2D

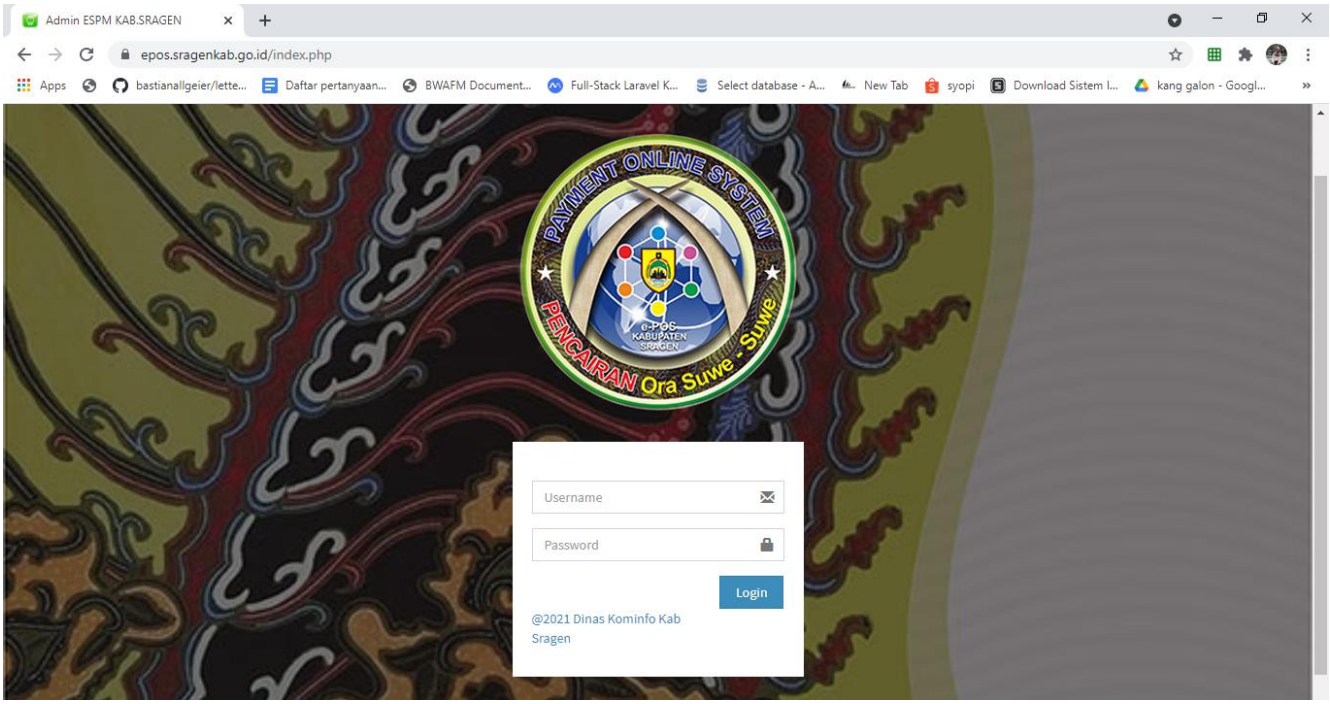


Petunjuk Penggunaan AKIP

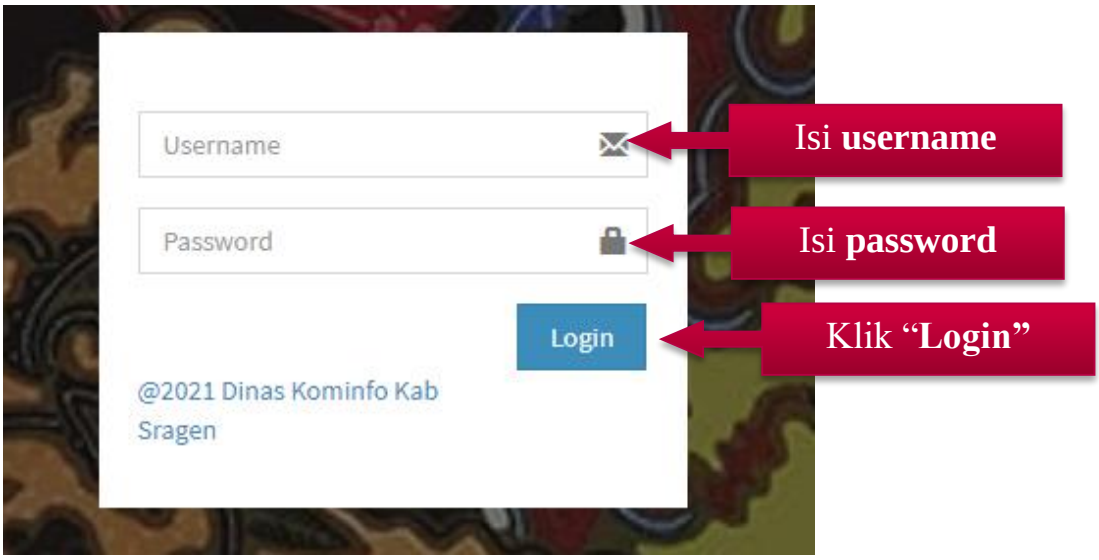
LOGIN

1. Buka browser dan ketik alamat website :
   epos.sragenkab.go.id

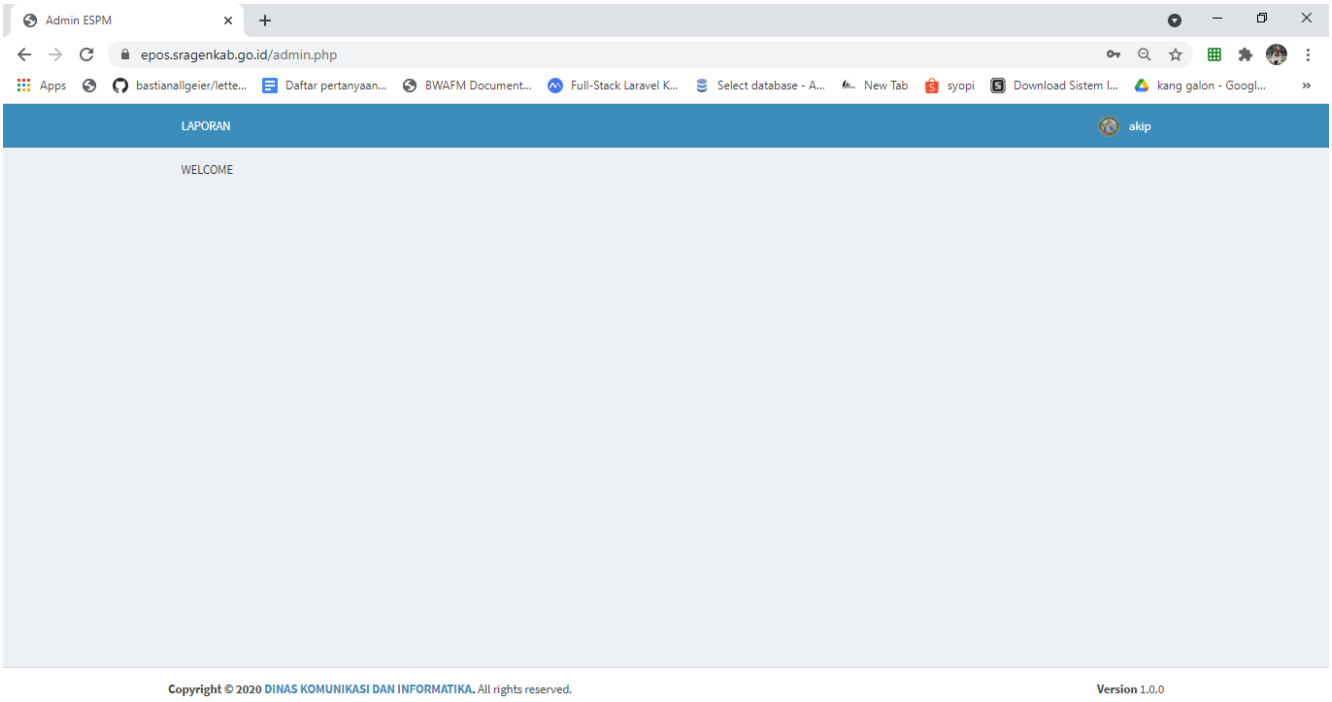
   Kemudian akan muncul halaman login seperti berikut :



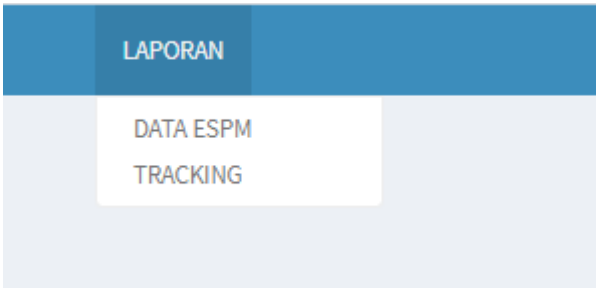
2. Masukkan *username* dan *password*, kemudian klik tombol **Login**



Halaman Utama

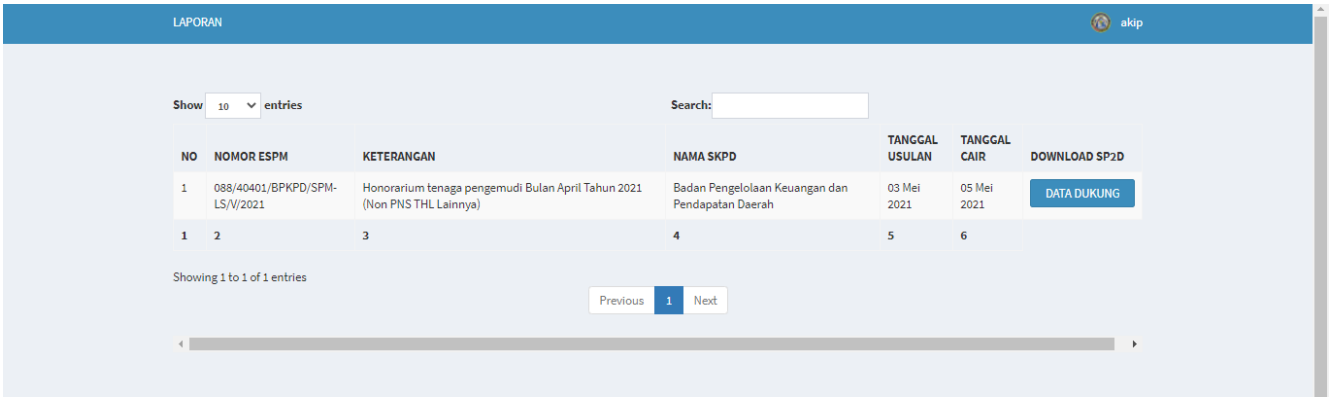


1. Klik menu **Laporan**, kemudian akan muncul 1 submenu yaitu **DATA ESPM** dan **TRACKING**

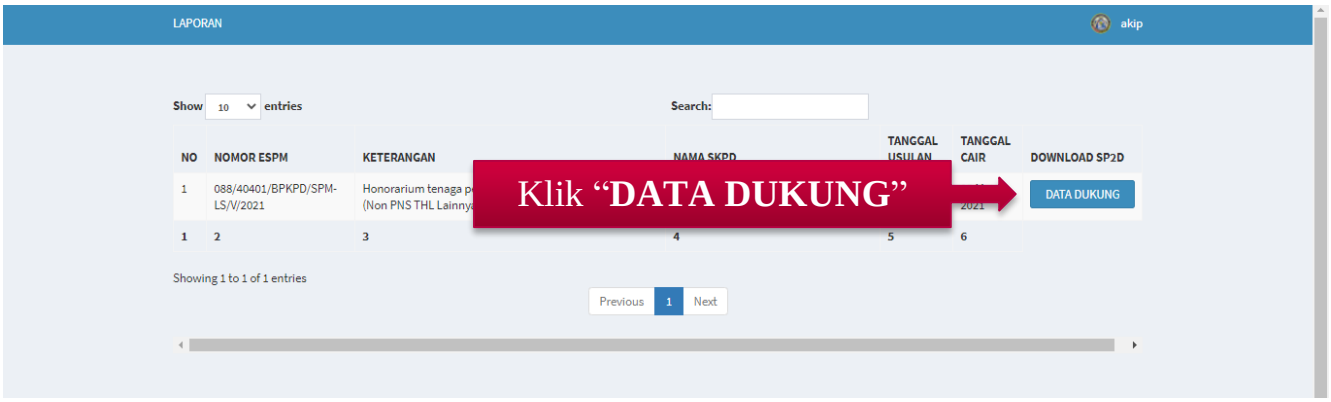


DATA ESPM

1. Tampilan awal berisi daftar usulan ESPM

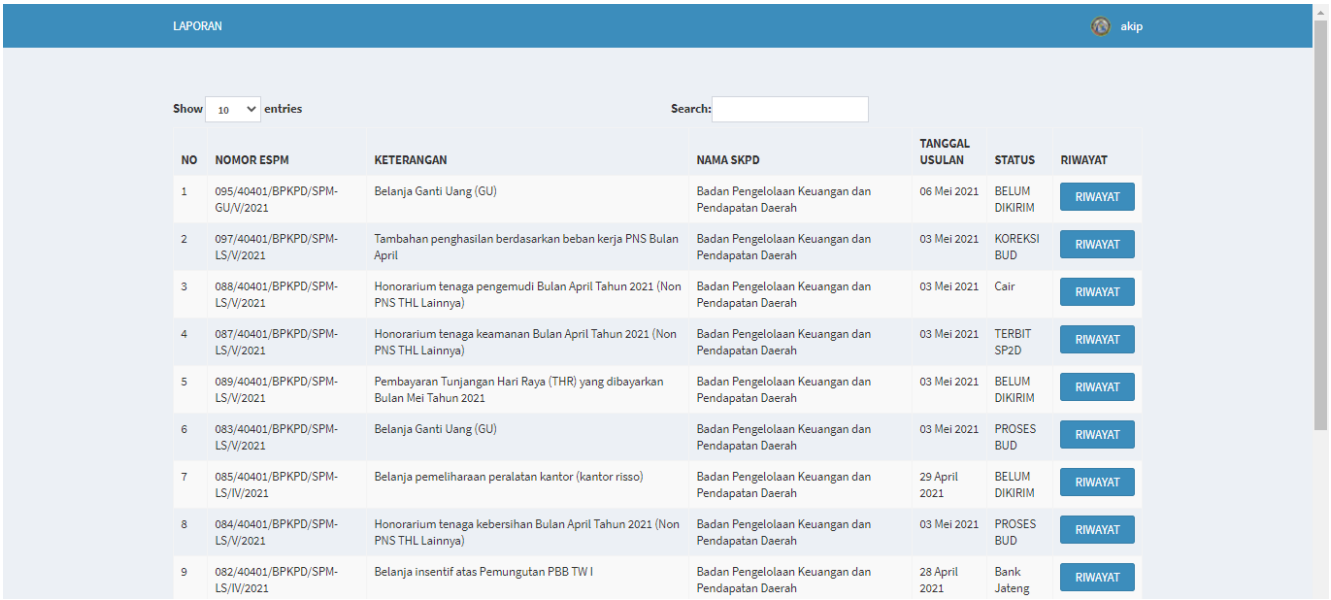


2. Klik “DATA DUKUNG” untuk mendownload atau mengunduh SP2D



TRACKING

1. Tampilan awal berisi daftar usulan ESPM

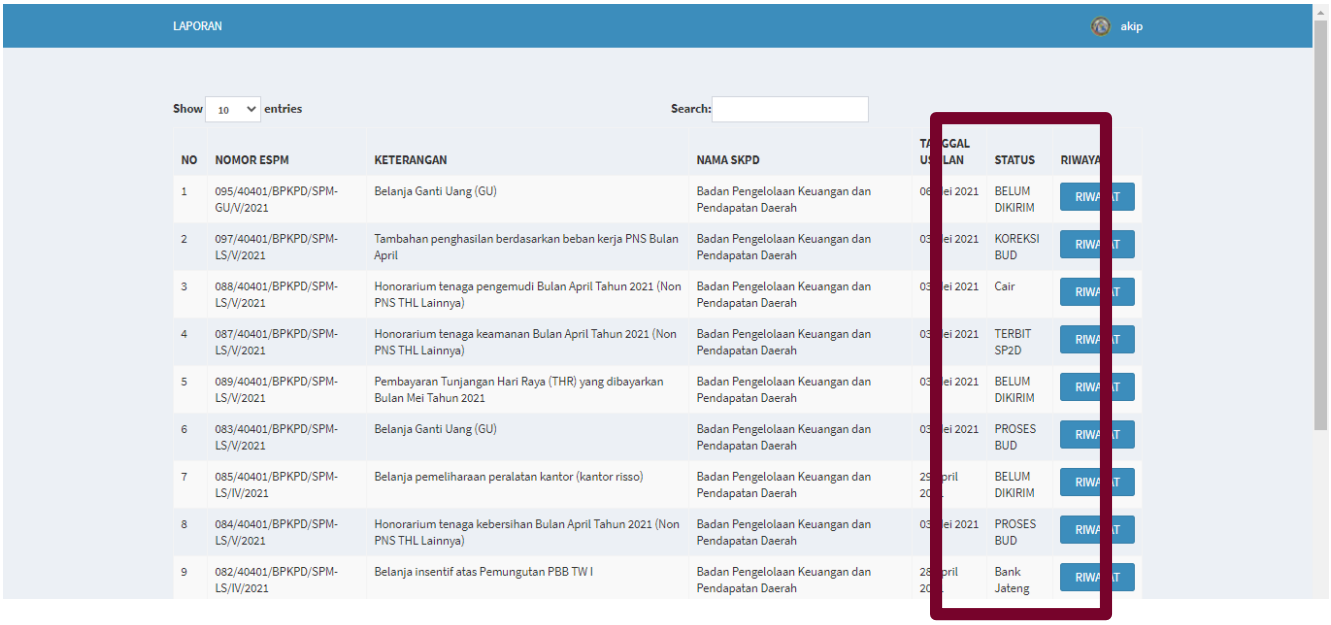


LAPORAN akip

Show 10 entries Search:

NO	NOMOR ESPM	KETERANGAN	NAMA SKPD	TANGGAL USULAN	STATUS	RIWAYAT
1	095/40401/BPKPD/SPM-GU/V/2021	Belanja Ganti Uang (GU)	Badan Pengelolaan Keuangan dan Pendapatan Daerah	06 Mei 2021	BELUM DIKIRIM	RIWAYAT
2	097/40401/BPKPD/SPM-LS/V/2021	Tambahan penghasilan berdasarkan beban kerja PNS Bulan April	Badan Pengelolaan Keuangan dan Pendapatan Daerah	03 Mei 2021	KOREKSI BUD	RIWAYAT
3	088/40401/BPKPD/SPM-LS/V/2021	Honorarium tenaga pengemudi Bulan April Tahun 2021 (Non PNS THL Lainnya)	Badan Pengelolaan Keuangan dan Pendapatan Daerah	03 Mei 2021	Cair	RIWAYAT
4	087/40401/BPKPD/SPM-LS/V/2021	Honorarium tenaga keamanan Bulan April Tahun 2021 (Non PNS THL Lainnya)	Badan Pengelolaan Keuangan dan Pendapatan Daerah	03 Mei 2021	TERBIT SP2D	RIWAYAT
5	089/40401/BPKPD/SPM-LS/V/2021	Pembayaran Tunjangan Hari Raya (THR) yang dibayarkan Bulan Mei Tahun 2021	Badan Pengelolaan Keuangan dan Pendapatan Daerah	03 Mei 2021	BELUM DIKIRIM	RIWAYAT
6	083/40401/BPKPD/SPM-LS/V/2021	Belanja Ganti Uang (GU)	Badan Pengelolaan Keuangan dan Pendapatan Daerah	03 Mei 2021	PROSES BUD	RIWAYAT
7	085/40401/BPKPD/SPM-LS/IV/2021	Belanja pemeliharaan peralatan kantor (kantor risso)	Badan Pengelolaan Keuangan dan Pendapatan Daerah	29 April 2021	BELUM DIKIRIM	RIWAYAT
8	084/40401/BPKPD/SPM-LS/V/2021	Honorarium tenaga kebersihan Bulan April Tahun 2021 (Non PNS THL Lainnya)	Badan Pengelolaan Keuangan dan Pendapatan Daerah	03 Mei 2021	PROSES BUD	RIWAYAT
9	082/40401/BPKPD/SPM-LS/IV/2021	Belanja insentif atas Pemungutan PBB TW I	Badan Pengelolaan Keuangan dan Pendapatan Daerah	28 April 2021	Bank Jateng	RIWAYAT

2. Untuk mengecek/tracking status usulan, bisa dilihat di kolom Status



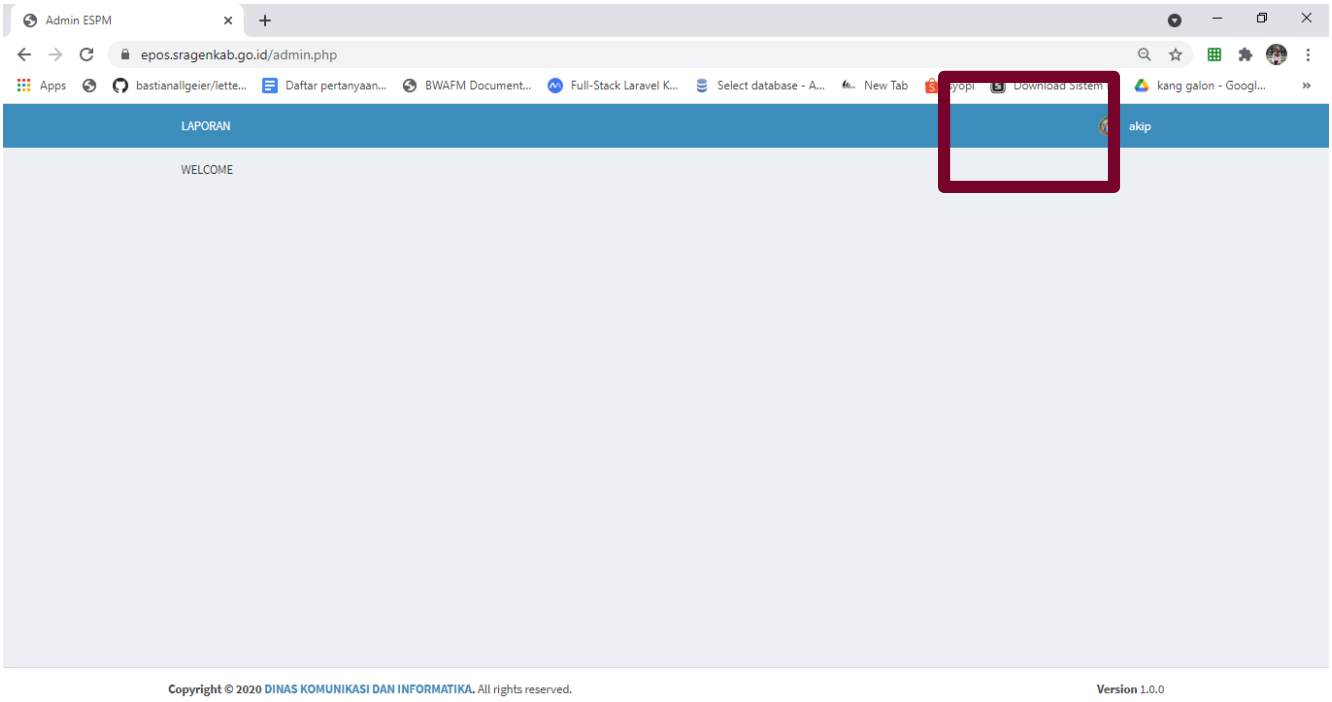
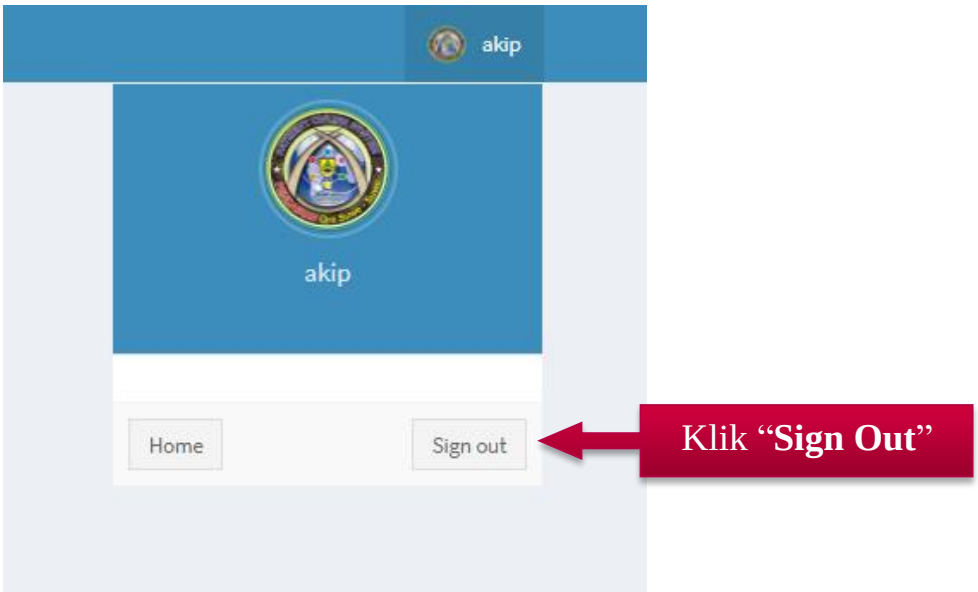
LAPORAN akip

Show 10 entries Search:

NO	NOMOR ESPM	KETERANGAN	NAMA SKPD	TANGGAL USULAN	STATUS	RIWAYAT
1	095/40401/BPKPD/SPM-GU/V/2021	Belanja Ganti Uang (GU)	Badan Pengelolaan Keuangan dan Pendapatan Daerah	06 Mei 2021	BELUM DIKIRIM	RIWAYAT
2	097/40401/BPKPD/SPM-LS/V/2021	Tambahan penghasilan berdasarkan beban kerja PNS Bulan April	Badan Pengelolaan Keuangan dan Pendapatan Daerah	03 Mei 2021	KOREKSI BUD	RIWAYAT
3	088/40401/BPKPD/SPM-LS/V/2021	Honorarium tenaga pengemudi Bulan April Tahun 2021 (Non PNS THL Lainnya)	Badan Pengelolaan Keuangan dan Pendapatan Daerah	03 Mei 2021	Cair	RIWAYAT
4	087/40401/BPKPD/SPM-LS/V/2021	Honorarium tenaga keamanan Bulan April Tahun 2021 (Non PNS THL Lainnya)	Badan Pengelolaan Keuangan dan Pendapatan Daerah	03 Mei 2021	TERBIT SP2D	RIWAYAT
5	089/40401/BPKPD/SPM-LS/V/2021	Pembayaran Tunjangan Hari Raya (THR) yang dibayarkan Bulan Mei Tahun 2021	Badan Pengelolaan Keuangan dan Pendapatan Daerah	03 Mei 2021	BELUM DIKIRIM	RIWAYAT
6	083/40401/BPKPD/SPM-LS/V/2021	Belanja Ganti Uang (GU)	Badan Pengelolaan Keuangan dan Pendapatan Daerah	03 Mei 2021	PROSES BUD	RIWAYAT
7	085/40401/BPKPD/SPM-LS/IV/2021	Belanja pemeliharaan peralatan kantor (kantor risso)	Badan Pengelolaan Keuangan dan Pendapatan Daerah	29 April 2021	BELUM DIKIRIM	RIWAYAT
8	084/40401/BPKPD/SPM-LS/V/2021	Honorarium tenaga kebersihan Bulan April Tahun 2021 (Non PNS THL Lainnya)	Badan Pengelolaan Keuangan dan Pendapatan Daerah	03 Mei 2021	PROSES BUD	RIWAYAT
9	082/40401/BPKPD/SPM-LS/IV/2021	Belanja insentif atas Pemungutan PBB TW I	Badan Pengelolaan Keuangan dan Pendapatan Daerah	28 April 2021	Bank Jateng	RIWAYAT

Cara Logout

1. Klik **logo user**



2. Kemudian pilih **Sign Out**