

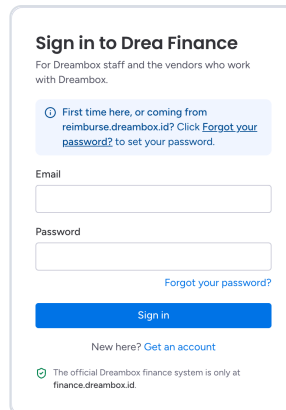
Cara mengajukan dan memantau expense

Untuk staf Dreambox dan vendor. Nama tombol ditulis sama seperti di layar.

1 Masuk pertama kali

1. Klik [Forgot your password?](#)
2. Ketik email Anda, klik [Send me a link.](#)
3. Buka email dari Drea Finance, klik link-nya, lalu buat password baru. Anda langsung masuk.
4. Berikutnya, masuk dengan email dan password tersebut.

Tidak ada email setelah 5 menit? Cek folder **spam**. Masih tidak ada? Klik [Get an account](#) untuk minta akun.



Sign in to Drea Finance
For Dreambox staff and the vendors who work with Dreambox.

First time here, or coming from [reimburse.dreambox.id](#)? Click [Forgot your password?](#) to set your password.

Email

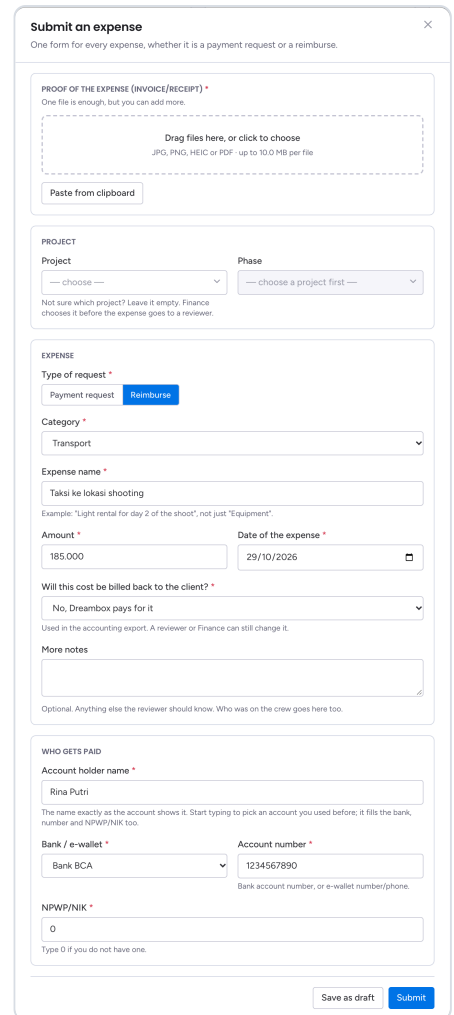
Password

[Forgot your password?](#)

[Sign in](#)

New here? [Get an account](#)

The official Dreambox finance system is only at [finance.dreambox.id](#).



Submit an expense
One form for every expense, whether it is a payment request or a reimburse.

PROOF OF THE EXPENSE (INVOICE/RECEIPT) *
One file is enough, but you can add more.
Drag files here, or click to choose
JPG, PNG, HEIC or PDF - up to 10.0 MB per file
[Paste from clipboard](#)

PROJECT
Project Phase
Not sure which project? Leave it empty. Finance chooses it before the expense goes to a reviewer.

EXPENSE
Type of request [Reimburse](#)
Category
Expense name
Example: "Light rental for day 2 of the shoot", not just "Equipment".
Amount Date of the expense
Will this cost be billed back to the client?
Used in the accounting report. A reviewer or Finance can still change it.
More notes
Optional. Anything else the reviewer should know. Who was on the crew goes here too.

WHO GETS PAID
Account holder name
The name exactly as the account shows it. Start typing to pick an account you used before, it fills the bank, number and NPWP/NIK too.
Bank / e-wallet Account number
Bank account number, or e-wallet number/phone.
NPWP/NIK
Type 0 if you do not have one.

[Save as draft](#) [Submit](#)

2 Ajukan expense

Di halaman **Home**: staf klik [+ Submit an expense](#) (kanan atas), vendor klik [+ Submit Expense](#).

1. **Upload invoice atau struk** (foto atau PDF).
2. **Project**: pilih jika tahu. Tidak tahu? Kosongkan, Finance yang mengisi. Vendor tidak punya kolom ini. Tulis nama klien/project di **More notes** jika tahu.
3. **Type of request**:
Payment request = Dreambox membayar tagihan ke penjual/vendor.
Reimburse = Dreambox mengganti uang Anda yang sudah keluar.
4. Isi **Category**, **Expense name** yang jelas (mis. "Taksi ke lokasi shooting"), **Amount** dan **Date**.
5. **Who gets paid**: nama pemilik rekening, bank/e-wallet, nomor rekening, **NPWP/NIK** (ketik 0 jika tidak ada).
6. Klik [Submit](#). Belum lengkap? Klik [Save as draft](#) dan lanjutkan nanti.

3 Pantau expense Anda

Buka menu **My expenses**. Kabar terbaru juga muncul di ikon lonceng di kanan atas.

SUBMISSION DATE ▾	PAYMENT DATE ▾	CODE ↑	EXPENSE NAME ↑	PROJECT ▾	CATEGORY ▾	AMOUNT ▾	STATUS ▾	
29 Oct 2026	—	EXP-2026-000903	Taksi ke lokasi shooting	Agarasa Campaign	Transport	Rp 185.000	Waiting for Reviewer	Details ✕
28 Oct 2026	30 Oct 2026	EXP-2026-000902	Sewa lampu untuk shooting hari 2	Agarasa Campaign	Equipment rental	Rp 1.250.000	Paid	Details
27 Oct 2026	—	EXP-2026-000901	Makan siang kru shooting hari 1	Agarasa Campaign	Meals	Rp 450.000	Approved	Details ✕
26 Oct 2026	—	EXP-2026-000904	Parkir mobil kru	Agarasa Campaign	Transport	Rp 60.000	Rejected	Details

Waiting for ...

Sedang diperiksa (Reviewer, Division head, atau Finance).

Approved

Sudah disetujui, menunggu dibayar.

Paid

Sudah ditransfer. Tanggalnya di kolom **Payment date**.

Rejected

Ditolak. Buka **Details** untuk alasannya, klik **Duplicate as new draft**, perbaiki, lalu Submit lagi.

Salah isi? Tombol [✕](#) merah membatalkan expense yang belum dibayar. Lalu ajukan lagi yang benar.