

AP Module

- [Creditur Enquiry](#)
- [Void Purchase Invoice](#)
- [Debit Notes](#)
- [Debit Notes Inbox](#)
- [Credit Notes](#)
- [Credit Notes Inbox](#)
- [Tax Minus Summary](#)
- [Transaction Journal](#)
- [Account Payable Mutation](#)
- [Aged Payables](#)
- [Vendor Invoices](#)
- [Creditors Ledger](#)
- [Vendor Payment Report](#)
- [Debit Credit Notes Report](#)
- [Invoice Payment](#)
- [Tax In Report](#)

Creditor Enquiry

Module Guide: Creditor Enquiry

Module Location

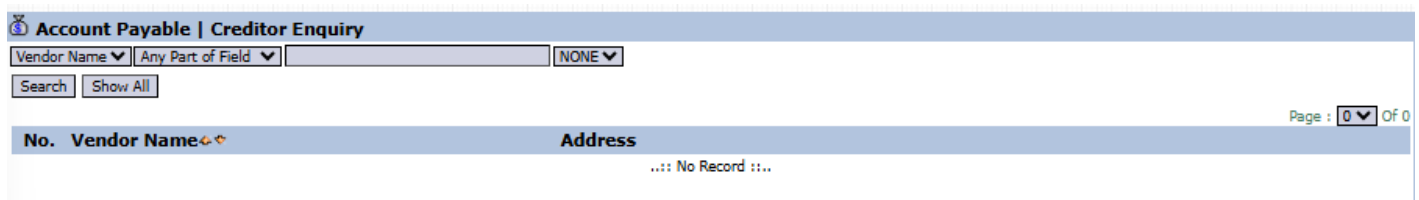
Accounts Payable > Creditor Enquiry

Module Objective

The **Creditor Enquiry** module serves as a search and information display tool (inquiry tool) for viewing the list of all suppliers/vendors (creditors) registered in the system. This module is **read-only** and is used by the Accounts Payable (AP) team to quickly look up basic vendor data.

1. Main View (Creditor List)

The main page of this module is a list that displays all of the company's vendors.



The screenshot shows the 'Account Payable | Creditor Enquiry' interface. At the top, there is a search bar with a dropdown for 'Vendor Name', a dropdown for 'Any Part of Field', and a 'NONE' button. Below the search bar are 'Search' and 'Show All' buttons. On the right side, there is a 'Page : 0 Of 0' indicator. The main table has two columns: 'No.' and 'Vendor Name'. The table is currently empty, displaying 'No Record'.

View Explanation & Filters

This page is the center for basic information about suppliers.

- **Filter:** You can search for a specific vendor using the **Vendor Name** search bar at the top. You can search by name or a part of the name.

- **Vendor List:** The table below will display the search results. The table currently shows "...No Record...".

Column Explanation

- **Vendor Name:** Displays the official name of the supplier (creditor).
- **Address:** Displays the address of the supplier.

2. Workflow & Integrated Business Process

It is important to understand that this module is **not the place to create or modify vendor data.**

- **Data Source:** Creditor (Vendor/Supplier) data is not created in this module. The vendor master data is created and managed centrally in the **8. Purchasing > Supplier** module.
- **Function:** This Creditor Enquiry module functions as an 'address book' or reference list for the Accounts Payable and Finance teams to view vendor data that is relevant to the payment process without having to go into the Purchasing module.

Tips & Important Notes

- Use this module to quickly find a vendor's address or basic details when processing payments or for confirmation purposes.

- If you find that any vendor data is incorrect or you need to add a new vendor, you must do so through the **Purchasing Module**.

Void Purchase Invoice

Module Guide: Void Purchase Invoice

Module Location

Accounts Payable > Void Purchase Invoice

Module Objective

The **Void Purchase Invoice** module is an administrative tool used to **void** a purchase invoice that has been incorrectly recorded in the system. The "void" process is different from "delete"; "void" will keep a record of the invoice in the system but give it a "canceled" status and automatically create a reversing journal to neutralize its accounting impact. This is the correct accounting procedure for maintaining an **audit trail**.

1. Main View (Purchase Invoice List)

The main page of this module displays a list of active purchase invoices that can be voided.

Account Payable | Void Purchase Invoice

Invoice Number

Any Part of Field

NONE

Search

Show All

Item Category

RAW MATERIAL

Date From

1 August 2025

Date To

31 August 2025

Search

Page : 1

Of 2

No.	Invoice Number	Invoice Date	Due Date	Purchase Order Number	Receipt Report Number	Vendor Name	
☐	1.	VIN2012508-0002993	31-Aug-2025	08-Sep-2025	PWU2012501-0000081	RCV/2012507-0002957	PT ALOE VERA INDONESIA
☐	2.	VIN2012508-0003057	08-Aug-2025	21-Sep-2025	PWU2012507-0001942	RCV/2012508-0003177	PT BUMITANGERANG MESINDOTAMA
☐	3.	VIN2012508-0003059	08-Aug-2025	09-Oct-2025	PWU2012504-0001120	RCV/2012507-0003161	PT ALAM DIAN RAYA
☐	4.	VIN2012508-0003058	07-Aug-2025	08-Sep-2025	PWU2012505-0001255	RCV/2012507-0003108	PT FIRMENICH INDONESIA
☐	5.	VIN2012508-0003039	06-Aug-2025	08-Sep-2025	PWU2012412-0003641	RCV/2012507-0003139	PT ARIES CENTAURUS
☐	6.	VIN2012508-0003040	06-Aug-2025	08-Sep-2025	PWU2012502-0000571	RCV/2012507-0003140	PT ARIES CENTAURUS
☐	7.	VIN2012508-0003041	06-Aug-2025	08-Sep-2025	PWU2012409-0002706	RCV/2012507-0003155	PT BUMITANGERANG MESINDOTAMA
☐	8.	VIN2012508-0003042	06-Aug-2025	08-Sep-2025	PWU2012507-0001865	RCV/2012507-0003156	PT BUMITANGERANG MESINDOTAMA
☐	9.	VIN2012508-0003043	06-Aug-2025	08-Sep-2025	PWU2012505-0001392	RCV/2012507-0003036	PT BUNGASARI FLOUR MILLS INDONESIA
☐	10.	VIN2012508-0003044	06-Aug-2025	08-Sep-2025	PWU2012503-0000872	RCV/2012507-0003035	PT BUNGASARI FLOUR MILLS INDONESIA
☐	11.	VIN2012508-0003045	06-Aug-2025	08-Sep-2025	PWU2012506-0001546	RCV/2012507-0003158	PT DUNIA KIMIA JAYA
☐	12.	VIN2012508-0003046	06-Aug-2025	08-Sep-2025	PWU2012504-0001110	RCV/2012507-0002877	PT JAWAMANIS RAFINASI
☐	13.	VIN2012508-0003047	06-Aug-2025	08-Sep-2025	PWU2012505-0001258	RCV/2012507-0003157	PT WILMAR CAHAYA INDONESIA TBK (FLOUR)
☐	14.	VIN2012508-0003048	06-Aug-2025	08-Oct-2025	PWU2012409-0002707	RCV/2012508-0003162	PT BIGGY CEMERLANG
☐	15.	VIN2012508-0003049	06-Aug-2025	08-Oct-2025	PWU2012409-0002707	RCV/2012508-0003163	PT BIGGY CEMERLANG
☐	16.	VIN2012508-0003034	05-Aug-2025	08-Oct-2025	PWU2012504-0001049	RCV/2012507-0003066	PT NASIONAL PERCETAKAN INDONESIA
☐	17.	VIN2012508-0003035	05-Aug-2025	08-Oct-2025	PWU2012505-0001440	RCV/2012507-0003102	PT NASIONAL PERCETAKAN INDONESIA
☐	18.	VIN2012508-0003036	05-Aug-2025	08-Oct-2025	PWU2012506-0001574	RCV/2012507-0003103	PT NASIONAL PERCETAKAN INDONESIA
☐	19.	VIN2012508-0003027	05-Aug-2025	08-Sep-2025	PWU2012505-0001395	RCV/2012508-0003180	CV BOGA SWARNA TIMUR
☐	20.	VIN2012508-0003030	05-Aug-2025	08-Oct-2025	PWU2012504-0001183	RCV/2012507-0003081	PT HAKIKI DONARTA

Void

View Explanation & Filters

This page is for finding and selecting the invoice to be voided.

- Filters:** You can search for a specific invoice by **Invoice Number**, **Item Category**, or a date range (**Date From / Date To**).
- Invoice List:** The table below will display all invoices that match the filters, with columns such as **Invoice Number**, **Invoice Date**, **Purchase Order Number**, and **Vendor Name**.

Button Functions

- Void:** The main action button to run the voiding process on a selected invoice.

2. Steps to Void a Purchase Invoice

Step 1: Find the Invoice

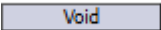
Use the available filters, especially the **Invoice Number** search bar, to find and locate the purchase invoice you wish to void.

Step 2: Select the Invoice

Select one or more invoices to be voided by checking the box in the leftmost column of the corresponding row(s).

☐	No.	Invoice Number🔍	Invoice Date🔍	Due Date🔍	Purchase Order Number🔍	Receipt Report Number🔍	Vendor Name🔍
☒	1.	VIN2012508-0002993	31-Aug-2025	08-Sep-2025	PWU2012501-0000081	RCV2012507-0002957	PT ALOE VERA INDONESIA

Step 3: Run the Voiding Process

Click the **Void** button in the bottom-left section of the page. The system will likely ask for your confirmation before proceeding with the voiding process. Once confirmed, the invoice's status will change to "voided". 

Tips & Important Notes

- The 'Void' process **does not delete the invoice data**, it only deactivates it. This is important for maintaining the integrity and completeness of historical data.
- After an invoice is voided, the system will automatically create a **reversing journal** to neutralize the accounting impact of the original invoice (e.g., debiting accounts payable and crediting the related expense/asset account).
- Ensure you have sufficient **authorization** before voiding an invoice, as this action will directly affect the company's payable records.
- This module is generally used by the **Accounting (AP - Account Payable)** team.

Debit Notes

Module Guide: Debit Note (Accounts Payable)

Module Location

Accounts Payable > Debit Note > Debit Note

Module Objective

The **Debit Note** module within Accounts Payable is used to create and manage Debit Note documents that record a **reduction in the company's liability or debt** to a supplier (vendor). The most common reasons for issuing a Debit Note here are for a **Purchase Return** (returning goods to a supplier) or for a claim on damaged or non-conforming goods.

1. Main View (Debit Note List)

The main page of this module displays a list of all Debit Notes that have been created for vendors.

Account Payable | Debit Notes | Debit Notes

No.

Any Part of Field

NONE

Search

Show All

Date From

1 August 2025

Date To

31 August 2025

Search

Document Filter Status

Approval Filter Status

Page : 0 Of 0

☐	No.	Date	Account Name	Document Number	Document Type	Currency	Total Amount	Tax Currency	Tax Amount	Status	Approval	Is Void
...: No Record Found :...												

New

Print

Void

Edit Credit Notes

View Explanation & Filters

This page is for viewing and managing all existing Debit Notes.

- **Filters:** You can search for a specific Debit Note by its document number (**No.**) or a date range (**Date From / Date To**).
- **Debit Note List:** The table below will display all documents that match the filters, with columns such as **Document Number**, **Account Name** (Vendor Name), **Total Amount**, **Status**, and **Approval**.

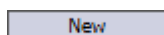
Button Functions

- **New:** The primary button to create a new Debit Note.
- **Print:** To print a selected Debit Note.
- **Void:** To cancel a Debit Note that has already been issued.

2. Steps to Create a Debit Note

Step 1: Create a New Debit Note

From the Main View, click the **New** button to open the **New Debit Notes** form.



Step 2: Fill in Header Information

On the form that appears, fill in the general information:

- **Vendor:** Select the name of the supplier (vendor) related to this Debit Note (e.g., ABADI JAYA MAKMUR).

Vendor : ABADI JAYA MAKMUR [VP0001152] [Debet]

- **Date:** Enter the document date (e.g., August 11, 2025).

Date : 11 August 2025 

- **Memo:** Provide a clear explanation for the reason the Debit Note is being created (e.g., "Return of damaged goods as per delivery order No. XXX").

Memo : 600

- **Related document / File Upload:** You can link another document or upload a supporting evidence file.

Related document * :

File Upload * :

Step 3: Fill in Journal Details

In the detail table at the bottom, you must enter the accounting journal entry for this transaction:

1. Click the **[+]** icon to add a row. [\[+\]](#) [\[-\]](#)
2. Enter the appropriate journal entry. For a purchase return, the typical entry is:
 - **Debit** the vendor's **Accounts Payable** account to reduce the liability.
 - **Credit** the **Purchase Return** or **Inventory** account.
3. Fill in the **Amount** column, and allocate it to a **CostCenter** if necessary.

Step 4: Save and Confirm

After all data and the journal entry have been filled in correctly, use the buttons in the bottom-left section:

- **Save:** To save the Debit Note as a draft.

- **Confirm:** To finalize the document and send it into the approval workflow.

 Confirm

- **Cancel:** To cancel the entry. 

Tips & Important Notes

- A Debit Note in the Accounts Payable module is used to **reduce the amount of debt you owe to a vendor.**
- Ensure the journal entry in the detail table is correct and balanced before it is confirmed.
- A confirmed Debit Note will go to the **Debit Note Inbox** to be approved, after which it can be used to reduce a vendor invoice payment.

Debit Notes Inbox

Module Guide: Debit Note Inbox (Accounts Payable)

Module Location

Accounts Payable > Debit Note > Debit Note Inbox

Module Objective

The **Debit Note Inbox** module for Accounts Payable serves as the approval center for all Debit Note documents that have been created and submitted. This module is used by a superior or manager to conduct a final review before the Debit Note can be officially used to reduce a payable to a supplier (vendor).

1. Main View (Debit Note List)

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

Account Payable | Debit Notes | Debit Notes Inbox

Number

Any Part of Field

NONE

Search

Show All

Date From

1 August 2025

Date To

31 August 2025

Search

Document Filter Status

Approval Filter Status

Page : 0 Of 0

No.	Number	Date	Account Name	Document Number	Document Type	Currency	Total Amount	Tax Amount	Status	Approval	Approved Date
...: No Record Found :...											

View Explanation & Filters

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

- **Filters:** You can search for a specific Debit Note by its document number (**Number**) or a date range (**Date From /**

Date To).

- **Request List:** The table below will display all Debit Notes awaiting action. The table currently shows "...No Record Found...".

Column Explanation

- **Number / Document Number:** The unique number of the submitted Debit Note document.
- **Date:** The date the Debit Note was created.
- **Account Name:** The name of the supplier (vendor) associated with the Debit Note.
- **Total Amount:** The total value of the Debit Note.
- **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 **Debit Note Inbox** module to see the list of Debit Notes that require approval.

Step 2: Review the Debit Note 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 vendor's name, the amount, the journal details, and the reason for the Debit Note's creation.

Step 3: Provide Approval

After you open and review the Debit Note 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.

3. Workflow & Integrated Business Process

1. **Submission:** A user (e.g., AP staff) creates an entry in the **Debit Note (AP)** module and clicks [**Confirm**].
2. **Entering the Queue:** The confirmed Debit Note automatically enters the queue in this **Debit Note Inbox** module.
3. **Review & Approval:** A manager or approver opens this module, reviews, and provides approval from within the detail page.
4. **Finalization:** After approval, the Debit Note becomes an official document that can be applied to **reduce the payment amount on a vendor's invoice**.

Credit Notes

Module Guide: Credit Note (Accounts Payable)

Module Location

Accounts Payable > Credit Note > Credit Note

Module Objective

The **Credit Note** module within Accounts Payable is used to record Credit Note documents received from suppliers (vendors). In the context of payables, a Credit Note from a supplier serves to **increase the company's liability or debt**. It is typically used to record additional charges that were not included in the original purchase invoice or to correct an invoice that was under-billed.

1. Main View (Credit Note List)

The main page of this module displays a list of all Credit Notes that have been received from vendors and recorded in the system.

Account Payable | Credit Notes | Credit Notes

No. Any Part of Field NONE

Search Show All

Date From 1 August 2025 Date To 31 August 2025 Search

Document Filter Status Approval Filter Status

Page : 0 Of 0

No.	Date	Account Name	Document Number	Document Type	Currency	Total Amount	Tax Currency	Tax Amount	Status	Approval	Is Void
...: No Record Found ...:											

New Print Void Edit Credit Notes

View Explanation & Filters

This page is for viewing and managing all existing Credit Notes.

- **Filters:** You can search for a specific Credit Note by its document number (**No.**) or a date range (**Date From / Date To**).
- **Credit Note List:** The table below will display all documents that match the filters, with columns such as **Document Number**, **Account Name** (Vendor Name), **Total Amount**, **Status**, and **Approval**.

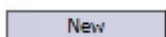
Button Functions

- **New:** The primary button to record a new Credit Note from a vendor.
- **Print:** To print the details of a selected Credit Note.
- **Void:** To cancel a Credit Note that has already been recorded.

2. Steps to Create a Credit Note

Step 1: Create a New Credit Note

From the Main View, click the **New** button to open the **New Credit Notes** form.



Step 2: Fill in Header Information

On the form that appears, fill in the general information:

- **Vendor:** Select the name of the supplier (vendor) who sent the Credit Note (e.g., ABADI JAYA MAKMUR).

Vendor : ABADI JAYA MAKMUR [VP0001152] [Credit]

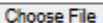
- **Date:** Enter the document date (e.g., August 11, 2025).

Date : 11 August 2025 

- **Memo:** Provide a clear explanation for the reason for the Credit Note (e.g., "Additional shipping costs for invoice No. XXX").

Memo :  600

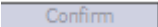
- **Related document / File Upload:** You can link another document or upload a supporting evidence file.

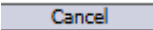
Related document * : 
File Upload * :  No file chosen

Step 3: Save and Confirm

After all data and the journal entry have been filled in correctly, use the buttons in the bottom-left section:

- **Save:** To save the Credit Note as a draft. 
- **Confirm:** To finalize the document and send it into the approval workflow.



- **Cancel:** To cancel the entry. 

Tips & Important Notes

- A Credit Note in the Accounts Payable module is used to **increase the amount of debt you owe to a vendor**. This is the opposite of a Debit Note (for purchase returns) in the same module.

- Ensure the journal entry in the detail table is correct before it is confirmed.
- A confirmed Credit Note will go to the **Credit Note Inbox** to be approved, after which it will increase the total payable to the vendor.

Credit Notes Inbox

Module Guide: Credit Note Inbox (Accounts Payable)

Module Location

Accounts Payable > Credit Note > Credit Note Inbox

Module Objective

The **Credit Note Inbox** module for Accounts Payable serves as the approval center for all Credit Note documents that have been received from vendors and recorded in the system. This module is used by a superior or manager to conduct a final review before the Credit Note officially increases the payable balance to the vendor.

1. Main View (Credit Note List)

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

Account Payable | Credit Notes | Credit Notes Inbox

Number

Any Part of Field

NONE

Search

Show All

Date From

1 August 2025

Date To

31 August 2025

Search

Document Filter Status

Approval Filter Status

Page : 0 Of 0

No.	Number	Date	Account Name	Document Number	Document Type	Currency	Total Amount	Tax Amount	Status	Approval	Approved Date
...: No Record Found :...											

View Explanation & Filters

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

- **Filters:** You can search for a specific Credit Note by its document number (**Number**) or a date range (**Date From /**

Date To).

- **Request List:** The table below will display all Credit Notes awaiting action. The table currently shows "...No Record Found...".

Column Explanation

- **Number / Document Number:** The unique number of the submitted Credit Note document.
- **Date:** The date the Credit Note was created.
- **Account Name:** The name of the supplier (vendor) associated with the Credit Note.
- **Total Amount:** The total value of the Credit Note.
- **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 **Credit Note Inbox** module to see the list of Credit Notes that require approval.

Step 2: Review the Credit Note 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 vendor's name, the amount, the journal details, and the reason for the Credit Note's creation.

Step 3: Provide Approval

After you open and review the Credit Note 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.

3. Workflow & Integrated Business Process

1. **Submission:** A user (e.g., AP staff) creates an entry in the **Credit Note (AP)** module and clicks [**Confirm**].
2. **Entering the Queue:** The confirmed Credit Note automatically enters the queue in this **Credit Note Inbox** module.
3. **Review & Approval:** A manager or approver opens this module, reviews, and provides approval from within the detail page.
4. **Finalization:** After approval, the Credit Note becomes an official document that will **increase the company's payable balance** to the related vendor.

Tax Minus Summary

Module Guide: Tax Withholding (Tax Minus)

Module Location

Accounts Payable > Tax Withholding

Module Objective

The **Tax Withholding (Tax Minus Summary)** module is used to record and manage tax withholding transactions on payments made to suppliers (vendors). This module is generally used to manage the withholding of Income Tax (PPH), such as PPh Article 23 on services, where the company as the buyer is obligated to withhold tax before paying the vendor in full.

1. Main View (Tax Withholding List)

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

Account Payable | Tax Minus Summary

Invoice Number

Any Part of Field

NONE

Search

Show All

Grouped

No

Item Category

FINISHED GOOD

Date From

1 June 2021

Date To

30 June 2023

Search

Page : 0 Of 0

No.	Invoice Number	Invoice Date	Due Date	Purchase Order Number	Vendor Name	Payment Status	Amount Respective Base	Type	Tax File Number
...: No Record Found ...:									

Add Document

Export To Excel

View Explanation & Filters

This page is for viewing and managing all tax withholding documents.

- **Filters:** You can search for a specific document by **Invoice Number**, **Item Category**, or a date range (**Date From / Date To**).
- **Document List:** The table below will display all documents that match the filters, with columns such as **Invoice Number**, **Vendor Name**, **Payment Status**, and **Tax File Number** (Withholding Slip Number).

Button Functions

- **Add Document:** The primary button to create or record a new tax withholding document.
- **Export To Excel:** To download the list of documents into an Excel format.

2. Steps to Record a Tax Withholding

Step 1: Create a New Document

From the Main View, click the **Add Document** button to open the new entry form.

Step 2: Fill in Withholding Details

On the form that appears (not shown in the image), you will be asked to fill in the necessary details:

- Select the **Vendor** and the **Invoice Number** for which tax will be withheld.
- Select the relevant tax type (e.g., PPh 23).

- Enter the tax base and calculate the tax value to be withheld from the total payment.

Step 3: Save the Document

Save the document to record this tax withholding transaction. This document will become a reference when making payments to the vendor and when remitting the PPh tax to the state treasury.

Tips & Important Notes

- This module is crucial for the **Tax and Customs** and **Accounting (AP - Account Payable)** teams to manage their PPh withholding obligations.
- The document created here will become the basis for:
 - **Reducing the amount paid** to the vendor.
 - **Remitting the withheld PPh tax** to the state treasury.
 - **Issuing a withholding tax slip** for the vendor.
- Ensure you select the correct tax type and rate in accordance with applicable tax regulations.

Transaction Journal

Report Module Guide: Transaction Journal (Accounts Payable)

Module Location

Accounts Payable > Transaction Journal

Module Objective

The **Transaction Journal** module within Accounts Payable is a comprehensive reporting and drill-down center for all transactions related to the payables cycle. Its purpose is to display all the details of accounting journal entries that originate from purchasing, goods receipt, and vendor payment activities in a single, integrated view.

1. Main View (Transaction Report Center)

The main page of this module is an interactive report equipped with various filtering tools to help you find specific transaction data.

Account Payable | Transaction Journal

Company Name: PT. UNGGUL INDO MODERN SEJAHTERA

Journal Number: Any Part of Field NONE

Search Show All

Date From: 1 August 2025 Date To: 31 August 2025 Search Export to MS Excel Export to CSV File

Chart of Accounts: All

costcenter: Please Select

Project: Please Select

Journal Status: All

Currency Rate Type: Respective Currency Display Setting: Normal Display Setting Project: All

Journal Type - PT. UNGGUL INDO MODERN SEJAHTERA													
	General	Warehouse	Receivables	Disbursements	Sales	Purchases		Inventory	Assets	Production	Reversible	Projects	Financial
	Company ID	ID	Journal Number	Account	Rate	Debit	Credit	Cost Center Code	costcenter	Project Code	Project Name	Description	
☐	08/31/2025	UNM	ums	RCV2012507-0002957-ALOE VERA INDONESIA									
			VIN012508-0002993	2-1.1160108 VAT IN	1.00	IDR	1.023.000.00	0.00					ALOE VERA INDONESIA_0400250022445567_5/INV/202507/0126_ALOE VERA INDONESIA/ VIN012508-0002993/ Dedicated Coconut A/ RCV2012507-0002957
			VIN012508-0002993	2-3.2110301 ACCOUNT PAYABLE TRADE	1.00	IDR	0.00	10.323.000.00					ALOE VERA INDONESIA_0400250022445567_5/INV/202507/0126_ALOE VERA INDONESIA/ VIN012508-0002993/ Dedicated Coconut A/ RCV2012507-0002957
			VIN012508-0002993	2-3.2110302 AP UNVOUCHERED TRADE	1.00	IDR	9.300.000.00	0.00	UMS.02.3	PRODUCTION PLANNING			RCV2012507-0002957_ALOE VERA INDONESIA_01010101000028_ALOE VERA INDONESIA/ VIN012508-0002993/ Dedicated Coconut A/ RCV2012507-0002957
☐	08/11/2025	UNM	ums	RCV2012508-0003235-SURYA JAYA									
			VIN012508-0003069	2-3.2110301 ACCOUNT PAYABLE TRADE	1.00	IDR	0.00	40.000.00					SURYA JAVA_-_SURYA JAVA/ VIN012508-0003069/ Isi ulang LPG 3kg/ RCV2012508-0003235
			VIN012508-0003069	2-3.2110302 AP UNVOUCHERED TRADE	1.00	IDR	40.000.00	0.00	UMS.04.5	GENERAL AFFAIR			RCV2012508-0003235_SURYA JAVA_01050000005072_SURYA JAVA/ VIN012508-0003069/ Isi ulang LPG 3kg/ RCV2012508-0003235
☐	08/01/2025	UNM	ums	RCV2012507-0002902-UNITED CHEMICALS INTER ANEKA									
			VIN012507-0003026	2-1.1160108 VAT IN	1.00	IDR	89.304.00	0.00					UNITED CHEMICALS INT_04002500204441263_5330146381_UNITED CHEMICALS INT/ VIN012507-0002902/ Citric Acid Anhydrous/ RCV2012507-0002902
			VIN012507-0003026	2-3.2110301 ACCOUNT PAYABLE TRADE	1.00	IDR	0.00	901.154.00					UNITED CHEMICALS INT_04002500204441263_5330146381_UNITED CHEMICALS INT/ VIN012507-0002902/ Citric Acid Anhydrous/ RCV2012507-0002902
			VIN012507-0003026	2-3.2110302 AP UNVOUCHERED TRADE	1.00	IDR	811.850.00	0.00	UMS.02.3	PRODUCTION PLANNING			RCV2012507-0002902_UNITED CHEMICALS INT_01010401000181_UNITED CHEMICALS INT/ VIN012507-0002902/ Citric Acid Anhydrous/ RCV2012507-0002902
☐	08/01/2025	UNM	ums	RCV2012507-0003117-BENSA ADHI CIPITA									
			VIN012508-0003001	2-1.1160108 VAT IN	1.00	IDR	2.574.000.00	0.00					BENSA ADHI CIPITA_04002500225676783_1276/BAC_BENSA ADHI CIPITA/ VIN012508-0003001/ Tepung Tapioka/ RCV2012507-0003117
			VIN012508-0003001	2-3.2110301 ACCOUNT PAYABLE TRADE	1.00	IDR	0.00	25.974.000.00					BENSA ADHI CIPITA_04002500225676783_1276/BAC_BENSA ADHI CIPITA/ VIN012508-0003001/ Tepung Tapioka/ RCV2012507-0003117
			VIN012508-0003001	2-3.2110302 AP UNVOUCHERED TRADE	1.00	IDR	23.400.000.00	0.00	UMS.02.3	PRODUCTION PLANNING			RCV2012507-0003117_BENSA ADHI CIPITA_01010101000005_BENSA ADHI CIPITA/ VIN012508-0003001/ Tepung Tapioka/ RCV2012507-0003117
☐	08/01/2025	UNM	ums	RCV2012507-0003044-PRIMA MAKHUR									
			VIN012508-0003002	2-1.1160108 VAT IN	1.00	IDR	552.916.00	0.00					PRIMA MAKHUR_04002500224601989_INV/2025/08129_PRIMA MAKHUR/ VIN012508-0003002/ PP/Cadbury ZIP Choco/ RCV2012507-0003044
			VIN012508-0003002	2-3.2110301 ACCOUNT PAYABLE TRADE	1.00	IDR	0.00	5.579.428.00					PRIMA MAKHUR_04002500224601989_INV/2025/08129_PRIMA MAKHUR/ VIN012508-0003002/ PP/Cadbury ZIP Choco/ RCV2012507-0003044
			VIN012508-0003002	2-3.2110302 AP UNVOUCHERED TRADE	1.00	IDR	5.026.512.00	0.00	UMS.02.3	PRODUCTION PLANNING			RCV2012507-0003044_PRIMA MAKHUR_0102001000456_PRIMA MAKHUR/ VIN012508-0003002/ PP/Cadbury ZIP Choco/ RCV2012507-0003044
☐	08/01/2025	UNM	ums	RCV2012507-0003045-PRIMA MAKHUR									
			VIN012508-0003003	2-1.1160108 VAT IN	1.00	IDR	10.514.392.00	0.00					PRIMA MAKHUR_04002500224602022_INV/2025/08130_PRIMA MAKHUR/ VIN012508-0003003/ PC/Oreo Creamy Double/ RCV2012507-0003045
			VIN012508-0003003	2-3.2110301 ACCOUNT PAYABLE TRADE	1.00	IDR	0.00	106.099.772.50					PRIMA MAKHUR_04002500224602022_INV/2025/08130_PRIMA MAKHUR/ VIN012508-0003003/ PC/Oreo Creamy Double/ RCV2012507-0003045
			VIN012508-0003003	2-3.2110302 AP UNVOUCHERED TRADE	1.00	IDR	95.585.380.50	0.00	UMS.02.3	PRODUCTION PLANNING			RCV2012507-0003045_PRIMA MAKHUR_01020101000984_PRIMA MAKHUR/ VIN012508-0003003/ PC/Oreo Creamy Double/ RCV2012507-0003045

Print

Advanced Filter Functions

The top section of the page provides various filters to screen the data:

- **Date From / To:** Specify a date range to limit the transaction period.
- **Chart Of Accounts:** Filter transactions that only affect a specific account (e.g., the Accounts Payable account).
- **Customer:** This field is likely used to filter by vendor/supplier.
- **Project / Journal Status:** Filter transactions by a specific project or journal status.

Table Column Explanation

The main table will display the details of each journal line, including **Journal Number**, **Account**, **Debit**, **Credit**, **Cost Center**, and a very detailed **Description** that links to source documents like Purchase Invoices (VIN) and Goods Receipts (RCI).

Main Button Functions

- **Search / Show All:** To apply the filters or display all data again.
- **Export To MS Excel / Export To CSV File:** An important feature to download the displayed data for further processing outside the system.
- **Print:** To print the displayed report.

2. Usage Example (Case Study)

Case: The AP team wants to see the complete journaling details of a Purchase Invoice.

Steps:

1. Open the **Transaction Journal (AP)** module.
2. Set the **Date** range to the known transaction date.
3. Enter the invoice number in the **Journal Number** search bar (if known) or filter by **Customer** (Vendor).
4. Click **Search**.
5. The result will display all journal lines for that invoice, such as **VAT IN** (Input VAT), **ACCOUNT PAYABLE TRADE**, and **AP UNVOUCHERED TRADE** (Temporary/Unvouchered Payable).

Tips & Important Notes

- This module is **read-only**. You cannot create or modify transactions here.
- This is a very useful tool for the **Accounting (AP) team** to perform vendor account reconciliations and to trace transaction histories in detail.
- Use the **Export to MS Excel** feature for more in-depth payables data analysis, such as for payment preparation or audits.

Account Payable Mutation

Report Module Guide: Account Payable Mutation

Module Location

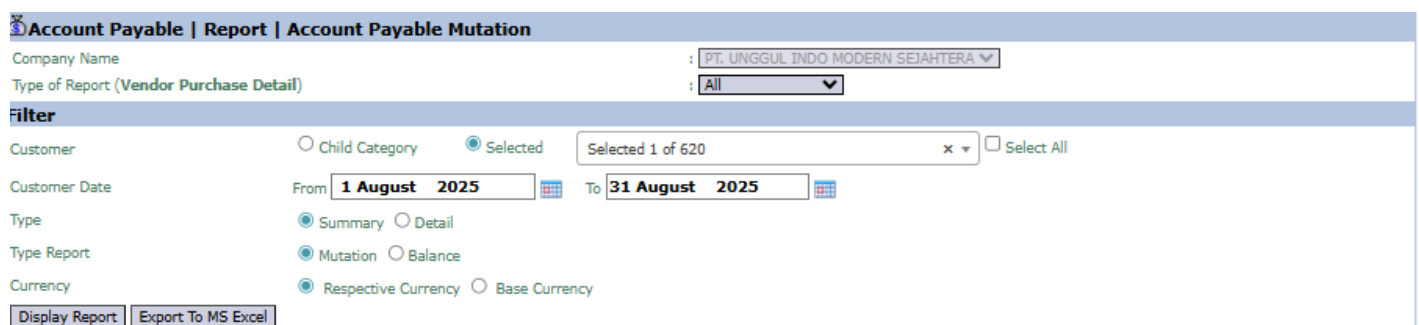
Accounts Payable > Reports > Account Payable Mutation

Module Objective

The **Account Payable Mutation** report module is used to generate a report that shows the movement or mutation of payables for a specific supplier/vendor within a single period. This report will detail the **beginning payable balance**, all **additions** (from purchase invoices), all **reductions** (from payments or debit notes), to arrive at the **ending payable balance**. This is a primary tool for reconciling accounts with vendors.

1. Report Parameters (Filter)

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



The screenshot shows the 'Account Payable | Report | Account Payable Mutation' form. At the top, there are fields for 'Company Name' (PT. UNGGUL INDO MODERN SEJAHTERA) and 'Type of Report (Vendor Purchase Detail)' (All). Below this is a 'Filter' section with several options: 'Customer' (Child Category, Selected, Selected 1 of 620, Select All), 'Customer Date' (From 1 August 2025, To 31 August 2025), 'Type' (Summary, Detail), 'Type Report' (Mutation, Balance), and 'Currency' (Respective Currency, Base Currency). At the bottom of the filter section are two buttons: 'Display Report' and 'Export To MS Excel'.

Here is an explanation for each parameter:

- **Customer:**

- Although labeled 'Customer', this filter is used to select the **Vendor** or Supplier. You can select by **Child Category** or **Selected** (Specific Vendor).
- **Customer Date:**
 - Specify the **From** and **To** date range to define the mutation period to be displayed (e.g., August 1, 2025, to August 31, 2025).
- **Type:**
 - Select the report's level of detail: **Summary** or **Detail**.
- **Type Report:**
 - This is a key filter that determines the type of report:
 - **Mutation:** Displays the complete movement report (beginning balance, transactions, ending balance).
 - **Balance:** Only displays the final payable balance.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Select all the parameters you need, especially defining the **Vendor** scope and the **Customer Date** range.

Customer Date

From

1 August 2025



To

31 August 2025



Step 2: Generate the Report

After all parameters are set, click one of the two buttons in the bottom-left section of the page:

- **Display Report:** To preview the mutation report directly on your screen.

[Display Report](#)

- **Export To MS Excel:** To download the report data in an Excel file format.

[Export To MS Excel](#)

3. Example of the Report View

After you click, the system will generate a detailed report like the following, which functions as a statement of account for a vendor.

Print Close



PT. UNCUL INDO MODERN SEJANTERA
Jalan Raya Bamba KM 19, Driyorejo, Gresik, 61177
Java Timur
Gresik - Indonesia
Phone +62317590008
Fax +62317591298



PT. UNIMOS
Account Payable Mutation
As of Period: 01 Aug 2025 - 31 Aug 2025
Printed On: 08/11/2025 03:23:00

No.	ID	Vendor Info				Transaction				Ending Balance	Percentage Payment
		Vendor Code	Vendor Name	Vendor Status	Category	Currency	Beginning Balance	Debit	Credit		
			SUB TOTAL NULL FOR IDR				0	0	0	0	0,00 %
			TOTAL			IDR	0	0	0	0	0,00 %

Report Explanation: This report details all payable activity for the selected vendor in a specific period.

Key Columns for Analysis:

- **Vendor Info:** Displays the vendor's details.
- **Transaction:** This section displays:
 - **Beginning Balance:** The payable balance at the start of the period.
 - **Debit:** The total reduction in payables (e.g., payments, returns).
 - **Credit:** The total increase in payables (e.g., purchase invoices).

- **Ending Balance:** The payable balance at the end of the period.

Tips & Important Notes

- Use this report to **reconcile your payable records with the statement of account** sent by the vendor.
- Select **Type Report 'Mutation'** and **Type 'Detail'** to trace every transaction that occurred on a vendor's account.
- This is a very important operational report for the **Accounts Payable (AP)** team.

Aged Payables

Report Module Guide: Aged Payables

Module Location

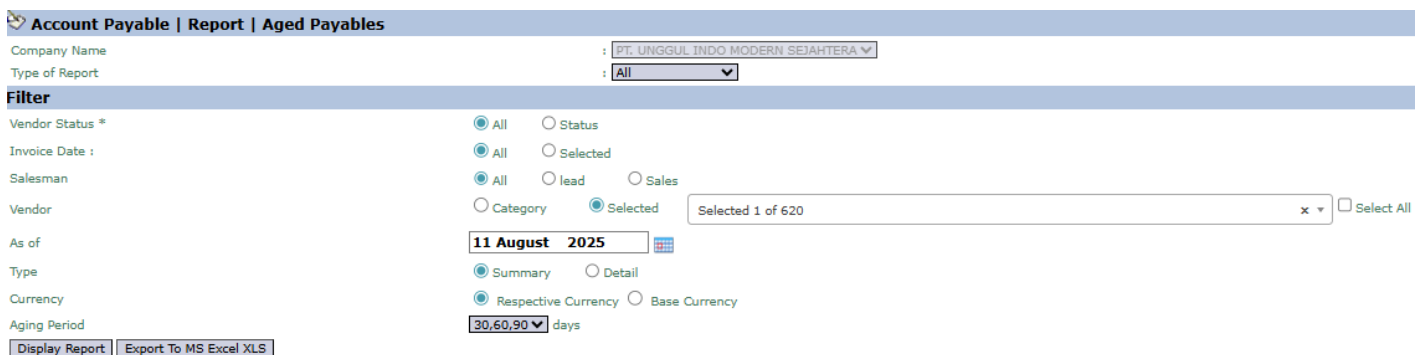
Accounts Payable > Reports > Aged Payables

Module Objective

The **Aged Payables** report module is used to generate an accounts payable aging report. This report categorizes unpaid invoices from suppliers (vendors) into "aging buckets" based on how long the invoices have been outstanding or are approaching their due date. It is a crucial tool for managing cash outflow and planning payments.

1. Report Parameters (Filter)

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



The screenshot shows the 'Account Payable | Report | Aged Payables' form. At the top, there's a header bar with the title. Below it, the 'Company Name' is set to 'PT. UNGGUL INDO MODERN SEJAHTERA' and the 'Type of Report' is set to 'All'. The 'Filter' section includes several parameters: 'Vendor Status *' with radio buttons for 'All' (selected) and 'Status'; 'Invoice Date :' with radio buttons for 'All' (selected) and 'Selected'; 'Salesman' with radio buttons for 'All' (selected), 'Lead', and 'Sales'; 'Vendor' with radio buttons for 'Category' and 'Selected' (selected), and a dropdown menu showing 'Selected 1 of 620' with a 'Select All' checkbox; 'As of' with a date field set to '11 August 2025'; 'Type' with radio buttons for 'Summary' (selected) and 'Detail'; 'Currency' with radio buttons for 'Respective Currency' (selected) and 'Base Currency'; and 'Aging Period' with a dropdown menu set to '30,60,90' days. At the bottom, there are two buttons: 'Display Report' and 'Export To MS Excel XLS'.

Here is an explanation for each key parameter:

- **Vendor:**

- Although some labels may say 'Customer', this filter is used to select the **Vendor** or Supplier. You can select by **Category** or **Selected** (Specific Vendor).
- **As of:**
 - Specify the "cut-off" date for the report. The system will calculate the age of the payables as of this date (e.g., August 11, 2025).
- **Type:**
 - Select the report's level of detail: **Summary** or **Detail**.
- **Aging Period:**
 - Use this field to define the interval for the aging buckets in days. Standard entries like **30,60,90** will group payables into intervals of 0-30 days, 31-60 days, 61-90 days, and >90 days.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Select all the parameters you need, especially defining the **As of** date and filling in the **Aging Period** field to set the report's intervals.

As of 

Aging Period days

Step 2: Generate the Report

After all parameters are set, click one of the two buttons in the bottom-left section of the page:

- **Display Report:** To preview the aged payables report directly on your screen. [Display Report](#)
- **Export To MS Excel XLS:** To download the report data in an Excel file format. [Export To MS Excel XLS](#)

3. Example of the Report View

After you click, the system will generate a detailed report like the following, which details the age of payables per vendor.

Print Close



P.T. UNGGUL INDO MODERN SEJAHTERA
 Jalan Raya Bambi KM 19, Driyorejo, Gresik, 61177
 Jawa Timur
 Gresik - Indonesia
 Phone +62317590008
 Fax +62317591298

Aged Payables
As of Period: 11 Aug 2025 - 11 Aug 2025
Printed On 11/08/2025 03:33:07

No.	Customer Code	Customer Name	Customer Category	Currency	Accrual Account Payable	<0 days	0-30 days	30-60 days	60-90 days	> 90 days	Total Aging	Over Due%	Customer Status
SUB TOTAL NULL FOR IDR					0	0	0	0	0	0	0	0%	
TOTAL					IDR	0	0	0	0	0	0	0%	

Report Explanation: This report presents a summary of aged payables per vendor.

Key Columns for Analysis:

- **Accrual Account Payable:** Payables that are still accrued or do not yet have an official invoice.
- **0-30 days, 30-60 days, etc.:** These columns are the "aging buckets" that show the value of payables due within that time frame.
- **Total Aging:** The total of all outstanding payables.

Tips & Important Notes

- The Aged Payables report is a primary tool for the **Finance and Accounting (AP - Account Payable)** teams to plan and manage the payment schedule to vendors.

- Use this report to ensure all invoices are paid on time according to their due dates and to take advantage of payment discounts (if any).
- This report provides a clear picture of the company's **short-term liabilities** that must be met.

Vendor Invoices

Report Module Guide: Vendor Invoice Report

Module Location

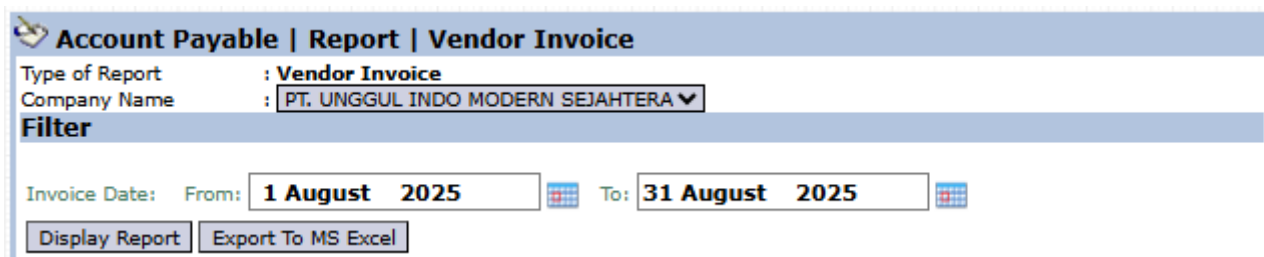
Accounts Payable > Reports > Vendor Invoice

Module Objective

The **Vendor Invoice Report** module is used to generate a report containing a list of all purchase invoices or bills received from suppliers (vendors) within a specific time period. This report is a basic tool for tracking all incoming bills and managing accounts payable records.

1. Report Parameters (Filter)

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

The screenshot shows a web application interface for generating a Vendor Invoice Report. At the top, there is a breadcrumb trail: "Account Payable | Report | Vendor Invoice". Below this, there are two fields: "Type of Report" with a value of "Vendor Invoice" and "Company Name" with a dropdown menu showing "PT. UNGGUL INDO MODERN SEJAHTERA". A section titled "Filter" contains two date pickers for "Invoice Date". The "From" date is set to "1 August 2025" and the "To" date is set to "31 August 2025". At the bottom of the filter section, there are two buttons: "Display Report" and "Export To MS Excel".

Account Payable Report Vendor Invoice	
Type of Report	: Vendor Invoice
Company Name	: PT. UNGGUL INDO MODERN SEJAHTERA ▼
Filter	
Invoice Date: From:	1 August 2025
To:	31 August 2025
Display Report Export To MS Excel	

Here is an explanation for each parameter:

- **Invoice Date:**

- Specify the **From** and **To** invoice date range to be displayed (e.g., August 1, 2025, to August 31, 2025).

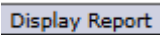
2. Steps to Generate the Report

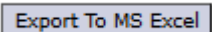
Step 1: Set Report Parameters

Define the date range in the **Invoice Date** fields.

Step 2: Generate the Report

After the parameters are set, click one of the two buttons in the bottom-left section of the page:

- **Display Report:** To preview the vendor invoice report directly on your screen. 
- **Export To MS Excel:** To download the report data in an Excel file format.



3. Example of the Report View

After you click, the system will generate a detailed report like the following, which details every purchase invoice.

 Print Close



PT. UNGGUL INDO MODERN SEJAHTERA
Jalan Raya Bambe KM 19, Driyorejo, Gresik, 61177
Jawa Timur
Gresik - Indonesia
Phone +62317590008
Fax +62317591298

Vendor Invoice

08/11/2025
03:40:44

No.	Invoice Number	Vendor Name	Invoice Date	Invoice Due Date	Invoice Amount	Tax Amount	Freight Amount
..... No Record Found							

Report Explanation: This report will display a list of all purchase invoices from vendors within the selected period.

Key Columns:

- **Invoice Number:** The reference number from the vendor's invoice.
- **Vendor Name:** The name of the supplier who sent the bill.
- **Invoice Date:** The date the invoice was issued.
- **Invoice Due Date:** The payment due date.
- **Invoice Amount:** The total value of the invoice.

Tips & Important Notes

- Use this report to summarize all incoming bills from vendors in a single period.
- This report is a recapitulation of the data input in the **8. Purchasing > Purchase Invoice** module.
- This is an important basic report for the **Accounting (AP - Account Payable)** team to validate and track all bills that need to be paid.

Creditors Ledger

Report Module Guide: Creditors Ledger

Module Location

Accounts Payable > Reports > Creditors Ledger

Module Objective

The **Creditors Ledger** report module is used to generate the **Accounts Payable Subsidiary Ledger**. This report presents a detailed list of all transactions (such as purchase invoices, payments, and credit/debit notes) for each supplier (vendor) or all suppliers within a specific time period. It is a fundamental report for managing and reconciling payable accounts.

1. Report Parameters (Filter)

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

Company Name : PT. UNGGUL INDO MODERN SEJAHTERA

Account Payable | Report | Creditors Ledger

Type of Report

Creditors Ledger

Filter

1. Vendors:

☒ All

☐ Selected

2. Invoice Date:

Start Date **1 August 2025**

To Date **31 August 2025**

3. Status:

All

4. Currency:

☐ Respective Currency

☒ Base Currency

☐ Rate

Currency

AED

AUD

CNY

EUR

Euro

GBP

HKD

KHR

KRW

MMK

MYR

NGN

PHP

SGD

THB

TWD

USD

VND

YEN

IDR

4,075.65 IDR

7,000.00 IDR

2,260.00 IDR

17,079.64 IDR

12,000.00 IDR

19,062.00 IDR

2,067.67 IDR

3.50 IDR

12.00 IDR

8.00 IDR

3,413.00 IDR

35.00 IDR

276.00 IDR

9,800.00 IDR

431.00 IDR

504.40 IDR

9,000.00 IDR

0.63 IDR

11,721.00 IDR

Display Report

Export To MS Excel

Here is an explanation for each parameter:

• Vendors:

- Select **All** to display the creditors ledger for all suppliers.
- Select **Selected** to display the creditors ledger for one specific supplier.

• Invoice Date:

- Specify the **Start Date** and **To Date** range to define the report's period (e.g., August 1, 2025, to August 31, 2025).

• Status:

- Use this dropdown to filter transactions by their status.
- **Currency:**
 - Choose how currency values will be displayed, whether in **Respective Currency** (original transaction currency) or **Base Currency** (company's base currency).

2. Steps to Generate the Report

Step 1: Set Report Parameters

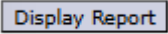
Select all the parameters you need, especially defining the **Invoice Date** range and the scope of **Vendors** you wish to see.

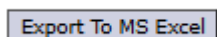


The screenshot shows a form with two sections. The first section, '1. Vendors:', has two radio buttons: 'All' (which is selected) and 'Selected'. The second section, '2. Invoice Date:', has a 'Start Date' field with the value '1 August 2025' and a 'To Date' field with the value '31 August 2025'. Both date fields have a small calendar icon to their right.

Step 2: Generate the Report

After all parameters are set, click one of the two buttons in the bottom-left section of the page:

- **Display Report:** To preview the creditors ledger report directly on your screen. 
- **Export To MS Excel:** To download the report data in an Excel file format.



3. Example of the Report View

After you click, the system will generate a report like the following, which functions as a statement of account for a vendor.

Fax: 402317391298													
Creditors Ledger													
11 August 2025, 03:48:42													
Name	Invoice Number	Invoice Date	Invoice Due Date	Invoice Amount			Total Paid			Invoice Amount Due			Status
				Amount	Tax	Freight	Amount	Tax	Freight	Amount	Tax	Freight	
...!!! No Record Found !!!...													
Name	Debit Credit Notes Number			DC Notes Date			Amount			Amount Due			
...!!! No Record Found !!!...													

Report Explanation: This report details all payable activity for the selected vendor and is divided into two main parts: a list of invoices and a list of debit/credit notes.

Key Columns:

- **Invoice Number:** A list of purchase invoices from the vendor.
- **Invoice Amount:** The total value of each invoice.
- **Total Paid:** The amount that has already been paid for that invoice.
- **Invoice Amount Due:** The remaining unpaid balance per invoice.
- **Debit Credit Notes Number:** A list of debit or credit notes related to the vendor.

Tips & Important Notes

- The Creditors Ledger report is one of the most important reports in the **Accounts Payable** module.
- Use this report to **reconcile your payable balance with the statement of account** sent by the vendor.

- Use the **Selected Vendor** filter to focus on one vendor when preparing payments or if there is a billing dispute.

Vendor Payment Report

Report Module Guide: Vendor Payment Report

Module Location

Accounts Payable > Reports > Vendor Payment Report

Module Objective

The **Vendor Payment Report** module is used to generate a list of all payments that have been made to suppliers/vendors within a specific time period. This report is crucial for tracking cash outflow and for payment reconciliation purposes.

1. Report Parameters (Filter)

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

Account Payable | Report | Vendor Payment Report

Type of Report : **Vendor Payment Report**
 Company Name : **PT. UNGGUL INDO MODERN SEJAHTERA**

filter

1. Vendors:

☒ All
 ☐ Selected

2. Date:

Start Date **1 January 2024** To Date **31 August 2025**

3. Currency:

☐ Respective Currency
 ☒ Base Currency

☐ Rate
 Currency

IDR	
AED	4,075.65 IDR
AUD	7,000.00 IDR
CNY	2,260.00 IDR
EUR	17,079.64 IDR
Euro	12,000.00 IDR
GBP	19,062.00 IDR
HKD	2,067.67 IDR
KHR	3.50 IDR
KRW	12.00 IDR
MMK	8.00 IDR
MYR	3,413.00 IDR
NGN	35.00 IDR
PHP	276.00 IDR
SGD	9,800.00 IDR
THB	431.00 IDR
TWD	504.40 IDR
USD	9,000.00 IDR
VND	0.63 IDR
YEN	11,721.00 IDR

Display Report

Export To MS Excel

Here is an explanation for each parameter:

• **Vendors:**

- Filter the report by **All** vendors or a **Selected** vendor.

• **Date:**

- Specify the **Start Date** and **To Date** payment range to be displayed (e.g., January 1, 2024, to August 31, 2025).

• **Currency:**

- Choose how currency values will be displayed, whether in **Respective Currency** (original currency) or **Base Currency** (base currency).

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the **Vendors** scope and the payment **Date** range.

1. Vendors:	☒ All	☐ Selected
2. Date:	Start Date 1 January 2024	To Date 31 August 2025

Step 2: Generate the Report

After all parameters are set, click one of the two buttons in the bottom-left section of the page:

- **Display Report:** To preview the payment report directly on your screen.

Display Report

- **Export To MS Excel:** To download the report data in an Excel file format.

Export To MS Excel

3. Example of the Report View

After you click, the system will generate a report like the following, which details every payment to vendors.

 Print Close



PT. UNGGUL INDO MODERN SEJAHTERA
Jalan Raya Bambe KM 19, Driyorejo, Gresik, 61177
Jawa Timur
Gresik - Indonesia
Phone +62317590008
Fax +62317591298

12 August 2025
08:10:37 AM

Vendor Payment Report
Per 01-Jan-2024 - 31-Aug-2025

.... No Record Found

Report Explanation: This report will display a list of all payments made to vendors within the selected period.

Content: Although the example is empty, this report will contain details such as **Vendor Name**, **Payment Date**, **Payment Number**, **Payment Amount**, and the reference **Invoice Number** that was settled.

Tips & Important Notes

- Use this report to summarize the **total cash disbursement** for payable payments in a single period.
- This report is a recapitulation of the data created in the **Vendor Payment** module.
- This is an important report for the **Finance and Accounting (AP - Account Payable)** teams for the process of **reconciling cash disbursements with the bank statement**.

Debit Credit Notes Report

Report Module Guide: Debit & Credit Note Report (AP)

Module Location

Accounts Payable > Reports > Debit & Credit Note Report

Module Objective

The **Debit & Credit Note Report (Debit Credit Analysis)** module is used to generate a detailed list of all Debit Notes and Credit Notes that have been recorded for suppliers (vendors). This report is used to track and analyze all adjustment transactions (reductions or additions) that have occurred on accounts payable.

1. Report Parameters (Filter)

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

Company Name :

PT. UNGGUL INDO MODERN SEJAHTERA

AP | Account Payable Report | Debit Credit Analysis

Type of Report

:

Debit Credit Analysis

Filter

1. Document Type:

Debit Notes

2. Customers / Vendor:

Type

All

Category

Selected

3. Date:

Start Date

1 January 2025

To Date

31 August 2025

4. Status Pengesahan:

---Semua---

5. Status Pembayaran:

---Semua---

Display Report

Export To MS Excel

Here is an explanation for each parameter:

- Document Type:

- The primary filter to select the type of document you want to see. You can select **Debit Notes** (to reduce payables, e.g., for a purchase return) or **Credit Notes** (to increase payables, e.g., for an additional charge).
- **Customers / Vendor:**
 - Filter the report by **Type All** (all vendors), **Category**, or **Selected** (Specific Vendor).
- **Date:**
 - Specify the **Start Date** and **To Date** range to define the report's period.
- **Approval Status / Payment Status:**
 - Use these dropdowns to filter documents based on their approval or payment status.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Select all the parameters you need, especially defining the **Document Type** and the **Date** range.

1. Document Type:

3. Date:

Step 2: Generate the Report

After all parameters are set, click one of the two buttons in the bottom-left section of the page:

- Export To MS Excel

After you click, the system will generate a detailed report like the following, which details every Debit or Credit Note document.

Report Explanation: This report will display a detailed list of every selected Debit or Credit Note document.

- **Debit Notes Number:** The document's reference number.
- **Status** and **Approval Status:** Shows the current status of the document.
- **Total Amount:** The value of the debit/credit note.
- **Account Name:** The related vendor's name.

- **Payment Date:** Shows the date when this note was used for a payment.

Tips & Important Notes

- Use this report to summarize all **payable adjustments** in a single period.
- The **Approval Status** filter is very useful for tracking which Debit or Credit Notes are still awaiting approval from a manager.
- This is an important report for the **Accounting (AP - Account Payable) team** to ensure all payable adjustments are recorded and have gone through the correct approval workflow.

- **Vendor:**

- Filter the report by **All** vendors, **Category**, or a **Selected** (Specific Vendor).
- **Invoice Date / Invoice Due Date:**
 - Use these filters to search for invoices based on their issue date range (**Invoice Date**) or their due date range (**Invoice Due Date**).
- **Invoice Status:**
 - A very important filter to select invoices based on their payment status, such as **Not Paid**, **Outstanding Payables**, or **Paid**.
- **Display Order:**
 - Choose the criteria for sorting the data on the report, for example, by **Account Name** (Vendor Name).

2. Steps to Generate the Report

Step 1: Set Report Parameters

Select all the parameters you need, especially defining the **Invoice Status** and the relevant date range.

Invoice Status ☐ All ☐ Not Paid ☐ Outstanding Payables ☒ Outstanding Payables (Max) ☐ Paid

Step 2: Generate the Report

After all parameters are set, click one of the two buttons in the bottom-left section of the page:

- **Display Report:** To preview the invoice payment report directly on your screen. [Display Report](#)

- **Export To MS Excel:** To download the report data in an Excel file format. [Export To MS Excel](#)

3. Example of the Report View

After you click, the system will generate a detailed report like the following, which details every invoice and its payment status.



PT. UNGGUL INDO MODERN SEJAHTERA
Jalan Raya Bambi KM 19, Dliyorejo, Gresik, 61177
Jawa Timur
Gresik - Indonesia
Phone +62317590088
Fax +62317591298

Print Close

Invoice Payment

Period: 08/01/2023 - 08/31/2023

Print: 12-Aug-2023 08:28:27

No	Vendor	Bank	Account Number	Bank Account	Currency	INVOICE	Receive Date (ddmmyy)	Due Date (ddmmyy)	Total Invoice Amount	Paid Invoice Amount (exclude PPN)	Paid Invoice Tax Amount	Supplier	Max	Rill
1	ANTAREJA PRIMA ANTARAN (RPX)	CIMB NIAGA	7709 15 758023897	PT. NNR RPK GLOBAL LOGISTICS 1	IDR	VIN2012507-0002904	22-07-25	19-08-25	147,808	0	147,808	30	30	28
2	ANTAREJA PRIMA ANTARAN (RPX)	CIMB NIAGA	7709 15 758023897	PT. NNR RPK GLOBAL LOGISTICS 1	IDR	VIN2012507-0002937	24-07-25	19-08-25	110,856	0	110,856	30	30	26
3	ANTAREJA PRIMA ANTARAN (RPX)	CIMB NIAGA	7709 15 758023897	PT. NNR RPK GLOBAL LOGISTICS 1	IDR	VIN2012507-0002958	28-07-25	19-08-25	391,257	0	391,257	30	30	22
4	ANTAREJA PRIMA ANTARAN (RPX)	CIMB NIAGA	7709 15 758023897	PT. NNR RPK GLOBAL LOGISTICS 1	IDR	VIN2012508-0003009	04-08-25	26-08-25	36,952	0	36,952	30	30	22
5	ANTAREJA PRIMA ANTARAN (RPX)	CIMB NIAGA	7709 15 758023897	PT. NNR RPK GLOBAL LOGISTICS 1	IDR	VIN2012508-0003010	04-08-25	26-08-25	7,684	0	7,684	30	30	22
6	CAKRAWALA CEMERLANG BOX	PANIN	4005021212	PT CAKRAWALA CEMERLANG BOX	IDR	VIN2012506-0002607	19-06-25	08-08-25	694,557	0	694,557	30.0	30.0	24.0
7	CAKRAWALA CEMERLANG BOX	PANIN	4005021212	PT CAKRAWALA CEMERLANG BOX	IDR	VIN2012507-0002793	03-07-25	08-08-25	8,553,993	0	8,553,993	30	30	50
8	CAKRAWALA CEMERLANG BOX	PANIN	4005021212	PT CAKRAWALA CEMERLANG BOX	IDR	VIN2012507-0002754	03-07-25	08-08-25	19,854,792	0	19,854,792	30	30	36
9	INTERNATIONAL FLAVOR FRAGRANCES INDONESIA (IFF)	CITIBANK	0100169029	PT. Essence Indonesia	IDR	VIN2012507-0002939	14-07-25	13-08-25	19,545,768	0	19,545,768	30	30	36
10	MAHKOTA PLASTIK	BCA	0899000988	PT Mahkota Sukses Malmur	IDR	VIN2012505-0002173	15-05-25	08-08-25	47,954,553	0	47,954,553	30.0	30.0	60.7
11	MAHKOTA PLASTIK	BCA	0899000988	PT Mahkota Sukses Malmur	IDR	VIN2012505-0002174	15-05-25	08-08-25	61,714,812	0	61,714,812	30.0	30.0	30.0
12	MAHKOTA PLASTIK	BCA	0899000988	PT Mahkota Sukses Malmur	IDR	VIN2012506-0002307	21-05-25	08-08-25	6,312,015	0	6,312,015	60	70	85
13	MAHKOTA PLASTIK	BCA	0899000988	PT Mahkota Sukses Malmur	IDR	VIN2012506-0002308	21-05-25	08-08-25	2,122,500	0	2,122,500	60	70	85
14	MEGA NIAGA NUSANTARA	BCA	3893233688	PT. MEGA NIAGA NUSANTARA	IDR	VIN2012507-0002903	19-07-25	19-08-25	14,973,345	0	14,973,345	60	70	79
15	MENANGAN SAKTI	BCA	0283082862	PT Menangan Sakti	IDR	VIN2012507-0002847	11-07-25	08-08-25	5,575,101	0	5,575,101	60	70	79
16	MITRACITRA MANDIRI OFFSET	BNI	3545998899	PT Mitracitra MandiriOffset	IDR	VIN2012506-0002563	13-06-25	08-08-25	28,982,961	0	28,982,961	60.0	70.0	82.0
17	PT ONNA PRIMA UTAMA	Bank Central Asia	578-539-9339	PT Onna Prima Utama	IDR	VIN2012508-0003082	28-07-25	11-08-25	4,457,816	0	4,457,816	30	30	31
18	SURYA SAYA				IDR	VIN2012508-0003069	09-08-25	11-08-25	43,193,430	0	43,193,430	30	40	28
19	TOKOPEDIA				IDR	VIN2012508-0003016	04-08-25	06-08-25	43,193,430	0	43,193,430	30.0	40.0	28.0
20	TOKOPEDIA				IDR	VIN2012508-0003056	06-08-25	07-08-25	14,085,900	0	14,085,900	30	30	56
21	FLAVORITE PTE LTD	UOB	1329002565	FLAVORITE PTE LTD	USD	VIN2012508-0003007	19-06-25	04-08-25	14,085,900	0	14,085,900	30.0	30.0	56.0
Sub Total (IDR)									5,570,668	0	5,570,668	30	30	14
Sub Total (USD)									40,000	0	40,000	30	30	2
Grand Total									40,000	0	40,000	30.0	30.0	2.0
									67,650	0	67,650	30	30	2
									230,300	0	230,300	30	30	1
									387,900	0	387,900	30.0	30.0	1.5
									207,082,647	0	207,082,647			
									1,350	0	1,350	30	30	46
									1,350	0	1,350	30.0	30.0	46.0
									207,083,997	0	207,083,997			

Report Explanation: This report displays a detailed list of every purchase invoice from vendors.

Key Columns:

- **Vendor:** The name of the supplier.
- **INVOICE:** This section details the **Receive date**, **Due date**, and **Total Invoice Amount**.
- **Paid Invoice Amount (exclude PPN):** Shows the amount that has already been paid for that invoice.

Tips & Important Notes

- Use the **Invoice Status** filter with the '**Outstanding Payables**' option to create a worklist of invoices that need to be scheduled for payment soon.
- This report is very important for the **Accounting (AP - Account Payable) and Finance teams** to manage payment schedules and maintain good relationships with vendors.
- The **Export to MS Excel** feature is useful for creating weekly or monthly payment plans.

Tax In Report

Report Module Guide: Tax In Report

Module Location

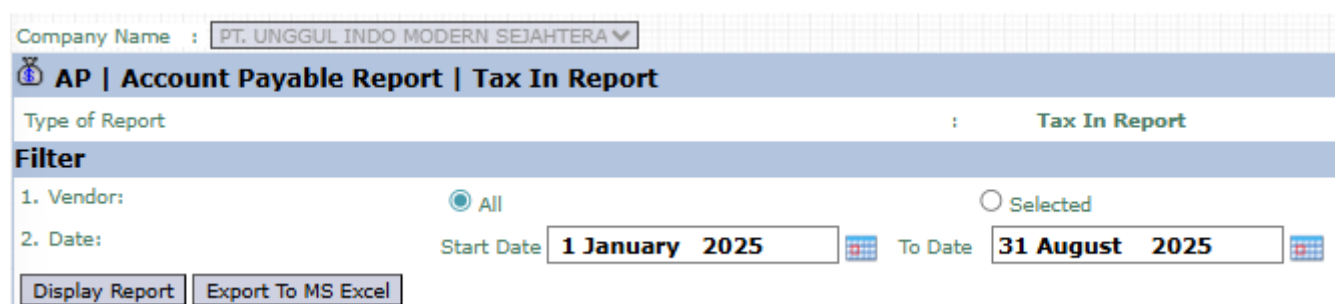
Accounts Payable > Reports > Tax In Report

Module Objective

The **Tax In Report** module is used to generate a detailed list of all **Input Tax (Input VAT or VAT In)** that originates from purchase transactions with vendors. This report is the primary data source for summarizing the total creditable tax in the preparation of the Monthly VAT Return (SPT Masa PPN).

1. Report Parameters (Filter)

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



The screenshot shows the 'Tax In Report' form. At the top, the 'Company Name' is set to 'PT. UNGGUL INDO MODERN SEJAHTERA'. Below this is a header bar with 'AP | Account Payable Report | Tax In Report'. The 'Type of Report' is set to 'Tax In Report'. A 'Filter' section contains two main options: '1. Vendor:' with radio buttons for 'All' (selected) and 'Selected', and '2. Date:' with 'Start Date' set to '1 January 2025' and 'To Date' set to '31 August 2025'. At the bottom of the filter section are two buttons: 'Display Report' and 'Export To MS Excel'.

Here is an explanation for each parameter:

- **Vendor:**

- Filter the report by **All** vendors or a **Selected** vendor.

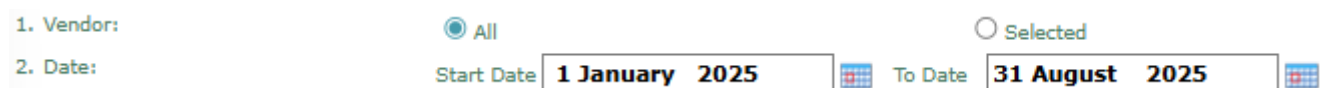
- **Date:**

- Specify the **Start Date** and **To Date** range to define the tax period to be reported (e.g., January 1, 2025, to August 31, 2025).

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the **Vendor** scope and the **Date** range.

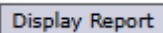


The screenshot shows a form with two sections. The first section, labeled '1. Vendor:', has a radio button selected for 'All' and another for 'Selected'. The second section, labeled '2. Date:', has two date pickers. The first date picker is labeled 'Start Date' and has the value '1 January 2025'. The second date picker is labeled 'To Date' and has the value '31 August 2025'. Both date pickers have a calendar icon to their right.

Step 2: Generate the Report

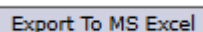
After all parameters are set, click one of the two buttons in the bottom-left section of the page:

- **Display Report:** To preview the Tax In report directly on your screen.



A rectangular button with a light blue border and the text 'Display Report' in a sans-serif font.

- **Export To MS Excel:** To download the report data in an Excel file format.



A rectangular button with a light blue border and the text 'Export To MS Excel' in a sans-serif font.

3. Example of the Report View

After you click, the system will generate a report like the following, which details every Input Tax transaction.



PT. UNGGUL INDO MODERN SEJAHTERA
Jalan Raya Bambe KM 19, Driyorejo, Gresik, 61177
Jawa Timur
Gresik - Indonesia
Phone +62317590008
Fax +62317591298

Tax In Report
Period : 01 January 2025 - 31 August 2025

No.	Vendor Name	Tax Payer Name	Tax File Number	Tax Form Tax Form Number	Date	Amount	VAT Amount
.: No Records .:							

Report Explanation: This report will display a list of all purchase invoices containing Input VAT within the selected period.

Key Columns:

- **Vendor Name:** The name of the supplier.
- **Tax File Number / Tax Form Number:** The tax reference number from the vendor.
- **Amount:** The tax base value (DPP).
- **VAT Amount:** The creditable Input VAT value.

Tips & Important Notes

- This report is the primary data source for the recapitulation of creditable **Input VAT** in the Monthly VAT Return.
- To ensure the accuracy of this report, make sure all **Purchase Invoices** from vendors that include VAT have been recorded correctly in the system.
- This report is a primary tool for the **Tax and Customs** and **Accounting (AP - Account Payable)** teams.