

AR Module

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Debtor Enquiry

Module Guide: Debtor Enquiry

Module Location

Accounts Receivable > Debtor Enquiry

Module Objective

The **Debtor Enquiry** module serves as a search and information display tool (inquiry tool) for viewing the list of all customers (debtors) registered in the system. This module is **read-only** and is used by the Accounts Receivable team to quickly look up basic customer data, such as their address.

1. Main View (Debtor List)

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



The screenshot shows the 'Account Receivable | Debtor Enquiry' interface. At the top, there is a search bar with a dropdown menu set to 'Customer' and a 'Show All' button. Below the search bar is a table with two columns: 'No.' and 'Address'. The table contains one row of data for a customer named 'Citra Mitra Nusantara, Pt. Bekasi' with the address 'Jl. Taman Harapan Indah Ruko Sentra Niaga 5 Blok SN No 22 Medan Satria Kota Bekasi'. The page number 'Page 1 of 1' is visible in the bottom right corner.

No.	Customer	Address
1.	Citra Mitra Nusantara, Pt. Bekasi	Jl. Taman Harapan Indah Ruko Sentra Niaga 5 Blok SN No 22 Medan Satria Kota Bekasi

View Explanation

This page is the center for basic information about customers.

- **Filter:** You can search for a specific customer using the **Customer** search bar at the top. You can search by name or a part of the name.
- **Customer List:** The table below displays the search results. There is one example of a customer named "Citra Mitra

Nusantara Perkasa".

Column Explanation

- **Customer:** Displays the official name of the customer (debtor).
- **Address:** Displays the address of the customer.

2. Workflow & Integrated Business Process

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

- **Data Source:** Debtor (Customer) data is not created in this module. The customer master data is created and managed centrally in the **4. Sales > Customer** module.
- **Function:** This Debtor Enquiry module functions as an 'address book' or reference list for the Accounts Receivable and Finance teams to view customer data that is relevant to the billing process without having to go into the Sales module.

Tips & Important Notes

- Use this module to quickly find a customer's address or basic details when sending billing documents or for confirmation purposes.

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

List of Outstanding Receivables

Module Guide: Outstanding Receivables

Module Location

Accounts Receivable > Outstanding Receivables

Module Objective

The **List of Outstanding Receivables** module is the primary work tool for the Accounts Receivable (AR) team. This module has two main functions:

- 1. **Viewing the Receivables List:** Displays a list of all customer invoices that are unpaid (outstanding) as of a specific date.
- 2. **Revaluation:** Performs a revaluation process for receivables in foreign currencies to recognize any foreign exchange gain or loss at the end of the period.

1. Main View (Receivables List)

The main page of this module displays a list of all outstanding receivables along with the tools to perform a revaluation.

Account Receivable | List of Outstanding Receivables

Customer: [Empty Field] [NONE]

Search [Show All]

As Of Date: 1 August 2025 Display: Detail Page: 0 Of 0

No.	Customer	Invoice Number	Invoice Date	Due Date	Remaining Amount - Base Currency: IDR	Base
					Amount	
--11 No Record--						
BI Rate : 1 AED =	0.00	IDR				
BI Rate : 1 AUD =	10,640.75	IDR				
BI Rate : 1 BATH =	10.00	IDR				
BI Rate : 1 CHF =	0.00	IDR				
BI Rate : 1 CNY =	2,288.48	IDR				
BI Rate : 1 EUR =	18,843.92	IDR				
BI Rate : 1 Euro =	0.00	IDR				
BI Rate : 1 GBP =	21,833.00	IDR				
BI Rate : 1 HKD =	2,096.71	IDR				
BI Rate : 1 KHR =	0.00	IDR				
BI Rate : 1 KRW =	11.04	IDR				
BI Rate : 1 MMK =	0.00	IDR				
BI Rate : 1 MYR =	3,867.71	IDR				
BI Rate : 1 NGN =	0.00	IDR				
BI Rate : 1 PHP =	282.17	IDR				
BI Rate : 1 SGD =	12,713.09	IDR				
BI Rate : 1 THB =	503.72	IDR				
BI Rate : 1 TWD =	0.00	IDR				
BI Rate : 1 USD =	16,459.00	IDR				
BI Rate : 1 VND =	0.63	IDR				
BI Rate : 1 VON =	0.00	IDR				
BI Rate : 1 YEN =	0.00	IDR				
BI Rate : 1 YUAN =	0.00	IDR				

Calculate

Revalue

Revalue Date: 1 August 2025 Reversible Date: 1 August 2025

View Explanation & Filters

- **Customer Filter:** You can search for receivables from a specific customer using the **Customer** search bar.
- **Date Filter:** The **As Of Date** parameter is the key filter. Enter a date to see all receivables that are still outstanding as of that date (e.g., August 1, 2025).
- **Receivables List:** The table in the middle will display all unpaid invoices according to the selected filters. The table currently shows "...No Record...".

Column Explanation

- **Customer:** The name of the customer who has the receivable.
- **Invoice Number:** The number of the unpaid sales invoice.
- **Invoice Date:** The date the invoice was issued.
- **Due Date:** The payment due date for the invoice.
- **Remaining Amount:** The remaining balance of the receivable that has not been paid.

2. Usage Steps

A. Viewing the Receivables List

1. Open the **Outstanding Receivables** module.

2. Set the date in the **As Of Date** filter according to the period you want to see. As Of Date : **1 August 2025** 

3. Click **Show All** to display all receivables or use the **Customer** filter and click **Search** for a specific customer.

Show All Search

B. Performing a Receivables Revaluation

This process is typically done at the end of the month.

1. Display the receivables list as in the steps above.
2. Update the exchange rate values in the **BI Rate** table on the left according to the prevailing period-end rates.
3. Select one or more invoices in a foreign currency to be revalued by checking the box in the leftmost column.
4. Click the **Calculate** button to see the calculation of the foreign exchange gain/loss.
5. Click the **Revalue** button to process and automatically create the foreign exchange adjustment journal.

Tips & Important Notes

- Use the **As Of Date** to view the history of outstanding receivables on a specific date in the past, which is useful for analysis.
- The **Revalue** feature is an important accounting process during the monthly closing to ensure the value of foreign

currency receivables is presented accurately in the financial statements.

- This module is the primary work tool for the **Accounts Receivable (AR) and Finance teams** to manage collections and ensure the accuracy of financial reporting.

Tax Form

Module Guide: Sales Tax Form

Module Location

Accounts Receivable > Sales Tax Form

Module Objective

The **Sales Tax Form** module serves as a reporting and drill-down center for viewing all **Outgoing Tax Invoices** that have been issued from sales transactions. This module is **not** for creating new Tax Invoices, but rather for reviewing, searching, and managing the list of existing tax invoices for tax reporting purposes.

1. Main View (Sales Tax Form List)

The main page of this module displays a list of all Sales Tax Forms that match the filter criteria you select.

The screenshot displays the 'Sales | Tax Form' interface. At the top, there is a search bar with a dropdown menu for 'Invoice Number' and a 'Search' button. Below the search bar, there are filters for 'Is Void' (set to 'No') and 'Type' (set to 'INVOICE'). The 'Date From' is set to '1 August 2025' and 'Date To' is set to '31 August 2025'. A 'Search' button is located next to the date filters. Below the filters, there is a table header with the following columns: 'No.', 'Invoice Number', 'Date', 'Customer', 'Sales Order Type', 'Tax Code', 'Tax File Number', and 'Bonded Area'. The table is currently empty, and a message at the bottom states '...: No Record Found ...'.

View Explanation & Filters

This page is designed to facilitate the searching and summarization of tax invoices.

• Search Filters:

- **Invoice Number:** To search by a specific invoice number.
- **Type:** An important filter to separate types of tax invoices.

- **INVOICE:** For tax invoices issued from regular sales billings.
- **DP:** For tax invoices issued from the receipt of a Down Payment.
- **Date from / Date to:** Use this date range filter to pull all tax invoices issued within a specific period (for example, within one month).
- **Sales Tax Form List:** The table below will display all tax invoices that match the filters. The table currently shows "...No Record Found...".

Column Explanation

- **Invoice Number:** The sales invoice number that is the basis for the issuance of the tax invoice.
- **Customer:** The name of the related customer.
- **Tax Code:** The tax code used (e.g., VAT).
- **Tax File Number:** This is likely the official tax invoice serial number (NSFP).
- **Bonded Area:** A marker indicating if the transaction is related to a bonded zone.

2. Workflow & Integrated Business Process

- **Automatic Creation:** Sales Tax Forms are **not created manually** in this module. A Tax Invoice is created **automatically** by the system when you create and confirm a Sales Invoice in the **4. Sales Module** for a transaction that is subject to tax.
- **Reporting Function:** This module is used by the **Tax and Customs** or **Accounting** team to review all tax invoices issued within a period, as a basis for the monthly VAT reporting to the Directorate General of Taxes.

Tips & Important Notes

- Use the **date filter** to pull tax invoice data for the desired reporting period (e.g., August 1 to August 31).
- The **Type** filter is very useful for separating tax invoices for regular sales (**INVOICE**) from those for down payments (**DP**) when creating a VAT summary.

PPh23 Receipt List

Module Guide: PPh 23 Receipt List

Module Location

Accounts Receivable > PPh 23 Receipt List

Module Objective

The **PPh 23 Receipt List** module serves as a tool to track and manage the receipt of PPh Article 23 withholding tax slips from customers. When a customer pays for services and withholds PPh 23 tax, they are required to provide a withholding tax slip to the company. This module helps the accounting and tax teams to monitor which tax slips have been received and which are still outstanding.

1. Main View (Receipt List)

The main page of this module displays a list of all sales transactions subject to PPh 23 and the receipt status of their withholding tax slips.

Account Receivable | PPH 23 Receipt List

Sales Order Number

Any Part of Field

NONE

Search

Show All

☐	No.	Sales Order Number	Sales Invoice Number	SO Date	Customer	Sales Order Type	PPH 23 Receipt List	Status
☐	1	SOL2012412-0000067	UMS201202412-00208	12/20/2024	MAGNETAR GLOBAL INTERNATIONAL SINGAPORE PTE., LTD (MSGPH)	Standard	826.942-826942	Not Received

Receive

View Explanation

This page is the center for monitoring all outstanding PPh 23 withholding tax slips.

- Filter:** You can search for a specific transaction using the search bar based on the **Sales Order Number**.

- **Transaction List:** The table below displays the details of each transaction awaiting a PPh 23 withholding tax slip. There is one example from the customer "MASEMA GLOBAL INTERNATIONAL SINGAPORE PTE. LTD" with the status "Not Received".

Column Explanation

- **Sales Invoice Number:** The sales invoice number related to the PPh 23 withholding.
- **Customer:** The name of the customer who withheld the PPh 23 tax.
- **PPh 23 Receipt List:** The number or reference from the PPh 23 withholding tax slip.
- **Status:** Shows the receipt status of the withholding slip. **"Not Received"** means the slip has not yet been received from the customer.

Button Functions

- **Receive:** The main action button to change the status to "Received" after the PPh 23 withholding tax slip has been received from the customer.

2. Steps for the PPh 23 Withholding Slip Receipt Process

Step 1: Monitor the List

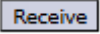
Open this module routinely to see the list of PPh 23 withholding tax slips that still have a "Not Received" status.

Step 2: Receive the Withholding Slip

When you receive the PPh 23 withholding tax slip from a customer (either physical or digital), find the corresponding transaction in the list (based on the **Sales Invoice Number** or **Customer**).

Step 3: Update the Status

1. Select the transaction by checking the box in the leftmost column.

☐	No.	Sales Order Number🔍🔍
☒	1	SOL2012412-0000067
2. Click the **Receive** button in the bottom-left section of the page. 
3. The transaction's status will change to "Received".

Tips & Important Notes

- This module is very important for the **Tax and Customs** and **Accounting (AR)** teams to ensure all PPh 23 withholding tax slips are collected for the company's tax credit purposes.
- The completeness of the data in this module is crucial because PPh 23 withholding tax slips are **tax credits** that can reduce the corporate income tax liability.
- **Follow up** with customers whose withholding slips still have a "Not Received" status, especially when approaching tax reporting deadlines.

Invoice Book

Module Guide: Invoice Book

Module Location

Accounts Receivable > Invoice Book

Module Objective

The **Invoice Book** module serves as a reference book or directory that displays a list of customers who are associated with invoices. This module is an **inquiry tool** that allows users to quickly find basic information about customers who have transactions.

1. Main View (Invoice Book List)

The main page of this module is a list that displays all customers along with their contact details.

Account Receivable | Invoice Book

Customer Code ▼Any Part of Field ▼NONE ▼

Search | Show All

Item CategoryFINISHED.GOOD ▼

No.	Customer Code	Customer Name	Address	Phone	Fax
1.	012101	Alfa Retailindo,PT-Jakarta	Jl Lebak bulus no 8 pondok pinang kebayoran lama jakarta selatan DKI Jakarta raya 12310	021	
2.	012013	Balon Indonesia Teknologi Telekomunikasi,PT-Jakarta Barat	Griya Sinta Lt 3 Unit 38 Jl Tomang Raya No 39 Kelurahan Tomang Kecamatan Grogol Petamburan Jakarta Barat	02156980748	
3.	012948	Bermita Citra Prima,PT-Sidoarjo	Jl Raya Taman No 48A RT 005 RW 001 Taman Sidoarjo	08563200311	
4.	012950	Bukalapak.Com,PT-Jakarta Selatan	Gedung Graha Pravira Lantai 2 Jl Mampang Prapatan Raya No 18 Tegol Parang Mampang Prapatan Jakarta Selatan	08563200311	
5.	012953	Citra Mitra Nusantara,PT-Bekasi	Jl Taman Harapan Indah Ruko Sentra Niaga 5 Blok SN No 22 Medan Satria Kota Bekasi	089602586519	
6.	013004	Farmers Market-Surabaya	Jl Raya Kupang Indah No 07 RT 001 RW 005 Kelurahan Dukuh Kumpang Kecamatan Dukuh Pakis Surabaya	0816340663	
7.	012821	Greensmart,Cv-Surabaya	Graha Family Selatan III B No 47 RT 004 Wiyung Kota Surabaya	082143343612	
8.	012392	Harri Hari Multi Blok E Jakarta Utara	Jln Jembatan 3 Sebelah Barat Blok E7 No 7 Pergudangan PIUK Jakarta Utara	021-6692120	
9.	012102	PT. Hero Supermarket Tbk(Private Label)	ko. Jintara komersial CBD sektor VII B 7/ A. 7 nvlrt 003/02 pondok aren tangerang selatan, banten 15224	021	
10.	4463	Hero Supermarket Tbk,PT-Jakarta	JlJend Gatot Subroto 177 Kav 64	021	
11.	000004	Indogrosir - Solo	Gedung Indogrosir Lantai 3 Jl Magelang KM 6 Sinduadi Mlati Sleman	081802764274	
12.	012522	Indomarco Pristamama,PT-Sidoarjo	Jl Jenggala 22 Gedangan Sidoarjo	+62318951000	+62318913333
13.	012103	Lion Superindo,PT-Jakarta	gedung perkantoran bidakara 2H 1922 jl jend gatot subroto kav 7173 menteng dalamtebet Jakarta selatanDKI Jakarta	021	
14.	012445	Lotte MartJOG-Belasi	Jl Selayan II Blok H9 Kawasan Industri RW 2139 Bekasi	081287212332	
15.	012510	Lulu Group Retail,PT-Jakarta Utara	Jl Raya Bekasi KM 24 RT 001 RW 006 Ujung Menteng Cakung Jakarta Timur DKI Jakarta	021-64701124	
16.	UMSC00107	MAGNETAR GLOBAL INTERNATIONAL SINGAPORE PTE., LTD (MGIPIH)	10 ANSON ROAD NO 20 05 INTERNATIONAL PLAZA SINGAPORE 079903	+6588950872	
17.	012104	Matahari Putra Prima,PT-Jakarta	Gajah Mada Plaza Lt SG Jl Gajah Mada No 1926 Petojo Utara Gambir Jakarta Pusat DKI Jakarta 10130	021	
18.	012485	Midi Utama Indonesia,PT-Tangerang	Jl MH Thamrin No9 Cikokol Tangerang	021-5543445	021-5575450905
19.	012303	Ramayana Lestari Sentosa Tbk,PT-Jakarta	Jln KH Wahid Hasyim no 220 A B Jakarta	0213151563	
20.	012223	Ranch Market-Surabaya	Jl Dharma Husada Indah Timur 3537 Surabaya	031	

View Explanation & Filters

This page is designed to make searching for customer data easy.

- **Customer Filter:** You can search for a specific customer using the **Customer Code** search bar at the top.

- **Category Filter:** There is also an **Item Category** filter that allows you to filter customers based on the category of products they purchase (e.g., FINISHED GOOD).
- **Customer List:** The table below displays the search results, complete with contact details.

Column Explanation

- **Customer Code:** The unique code for each customer.
- **Customer Name:** The official name of the customer.
- **Address:** The address of the customer.
- **Phone / Fax:** The customer's phone and fax numbers.

2. Workflow & Business Process

This module is **read-only** or for viewing data only. You cannot create, modify, or delete customer data from here.

- Use the filters at the top to quickly find a customer's contact information or address based on their code or name.

Tips & Important Notes

- This module is a useful search tool for the **Accounts Receivable (AR) team** to get customer contact information quickly.

- The **Item Category** filter can be useful for analyzing the customer base based on the types of products they purchase.
- If you need to change or add new customer data, you must do so through the **4. Sales Module**

SPT

Report Module Guide: Tax Return (SPT)

Module Location

Accounts Receivable > SPT

Module Objective

The **Tax Return (SPT)** module is a highly specific tax reporting tool. Its purpose is to pull and compile taxable transaction data from the ERP system into a format that is suitable for the purpose of reporting the **Monthly VAT Return (SPT Masa PPN)**. This module is used to collect data for **Outgoing Tax** (from sales) and **Incoming Tax** (from purchases).

1. Report Parameters

The main page of this module is a form containing various parameters to generate the SPT data.


Account Receivable | SPT

1. Kode Pajak	:	☒ Pajak Keluaran ☐ Pajak Masukan
2. Kode Transaksi	:	-
3. Kode Status	:	-
4. Kode Dokumen	:	-
5. Flag VAT	:	-
6. NPWP Lawan Transaksi	:	-
7. Nama Lawan Transaksi	:	-
8. Nomor Faktur / Dokumen	:	-
9. Jenis Dokumen	:	-
10. Nomor Faktur Pengganti / Retur	:	-
11. Jenis Dokumen Dokumen Pengganti / Retur	:	-
12. Tanggal Faktur	:	-
13. Tanggal SSP	:	-
14. Bulan Pajak	:	Isikan dengan angka bulan. Contoh (1 = Januari)
15. Tahun Pajak	:	misal : 2025
16. Pembetulan	:	
17. DPP PPN	:	-
18. PPN	:	-
19. PPn BM	:	-

Print

Here is an explanation for each key parameter:

• 1. Tax Code:

- This is the main selection to determine the type of data that will be pulled.
- **Outgoing Tax (Pajak Keluaran):** Select this to generate the report of VAT collected from sales to customers.
- **Incoming Tax (Pajak Masukan):** Select this to generate the report of VAT you have paid through purchases from vendors.

• 14. Tax Month:

- Fill this in with the number of the month to be reported. For example, enter "1" for the month of January.

- **15. Tax Year:**

- Fill this in with the tax year to be reported, for example, "2025".

- **Other Filters (Transaction Code, Status Code, etc.):**

- Parameters 2, 3, 4, and others are additional filters to generate more specific reports if needed.

2. Steps to Generate SPT Data

Step 1: Set Report Parameters

1. Select the **Tax Code** you are reporting (Outgoing Tax or Incoming Tax).

1. Kode Pajak : ☒ Pajak Keluaran ☐ Pajak Masukan

2. Enter the **Tax Month** and **Tax Year** according to the reporting period.

14. Bulan Pajak : Isikan dengan angka bulan. Contoh (1 = Januari)

15. Tahun Pajak : misal : 2025

Step 2: Generate the Report

After all parameters are set, click the **Print** button in the bottom-left section of the page to generate the report or data file.

Tips & Important Notes

- This module is a key tool for the **Tax and Customs** team to prepare the monthly VAT reporting.
- To ensure data accuracy, make sure all transactions containing VAT in the **Sales and Purchasing modules** have been recorded correctly before running this report.
- The **Print** button will most likely generate a file (for example, in CSV format) that can be directly imported into the **e-Faktur application** from the Directorate General of Taxes.
- You need to run this process **twice**: once for **Outgoing Tax** and once again for **Incoming Tax** to complete the data for the Monthly VAT Return.

Debit Notes

Module Guide: Debit Notes

Module Location

Accounts Receivable > Debit Notes > Debit Notes

Module Objective

The **Debit Notes** module within Accounts Receivable is used to create and manage Debit Note documents issued to customers. A Debit Note is a formal document that serves to **increase the amount of a receivable or a bill** to a customer. It is typically used to correct an invoice that was **under-billed** or to add other charges that were not included in the original invoice.

1. Main View (Debit Note List)

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

Account Receivable | 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 1 Of 0

No.	Date	Account Name	Document Number	Document Type	Currency	Total Amount	Tax Currency	Tax Amount	Status	Approval	Is Void
...11 No Record Found 11...											

New

Print

Void

Edit Credit Notes

View Explanation & Filters

This page is the center for 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. Its columns include **Document Number**, **Account Name** (Customer Name), **Total Amount**, **Status**, and **Approval**. The table currently shows "...No Record Found...".

Button Functions

- **New:** The primary button to create a new Debit Note.
- **Print:** To print a selected Debit Note to be sent to the customer.
- **Void:** To cancel a Debit Note that has already been issued (for example, due to an error).
- **Edit Credit Notes:** This button is likely misnamed in the system and should function as "**Edit Debit Notes**" or be used to modify an existing Debit Note draft.

2. Steps to Create a Debit Note

The following is the complete workflow for creating a new 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 Debit Note Details

Fill in all the relevant information on the form that appears.

- **Customer:** Select the customer to whom the Debit Note will be sent from the dropdown.

- **Date:** Enter the document date; it will default to today's date (August 1, 2025). Date : 1 August 2025

- **Document Type:** Select the appropriate document type.

Document Type : Purchase Return

- **Memo:** Provide a clear explanation for the reason the debit note is being issued (e.g., "Correction for under-billing on invoice XXX").

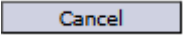
Memo : 600

- **Billing Details:** You will then enter the billing details and amount in the detail section (not fully shown), including the **Amount** value and tax information if any.

Step 3: Save and Confirm

After all data is filled in, use the buttons in the bottom-left section:

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

- **Confirm:** To finalize and send the document to an approval workflow (if any). 
- **Cancel:** To cancel the entry. 

Step 4: Print and Send

After the Debit Note is saved or confirmed, return to the main page. Select the newly created Debit Note from the list, then click **Print** to print it and send it to the customer. 

Tips & Important Notes

- Debit Notes are used to **increase** a customer's receivable amount. To **decrease** a receivable (for example, due to a return), use the **Credit Note** module.
- Ensure you always provide a **clear description** in the **Memo** so the customer understands the reason for the additional charge.
- The **Void** button is used to cancel an incorrectly issued Debit Note. A voided document will not be deleted from the system but will be marked as "canceled".

Debit Notes Inbox

Module Guide: Debit Notes Inbox

Module Location

Accounts Receivable > Debit Notes > Debit Notes Inbox

Module Objective

The **Debit Notes Inbox** module 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 who is authorized to conduct a final review before the Debit Note is officially posted and affects a customer's receivable balance.

1. Main View (Debit Note List)

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



View Explanation

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**). You can also filter by **Document Filter Status** and **Approval Filter Status**.

- **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 customer 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 Notes 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 customer's name, the amount, 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

This module is an important part of the internal control workflow.

1. **Submission:** A user (e.g., AR staff) creates an entry in the **Debit Notes** module and clicks **Confirm**.
2. **Entering the Queue:** The confirmed Debit Note automatically enters the queue in this **Debit Notes 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, increases the customer's receivable balance, and is ready to be printed and sent.

Credit Notes

Module Guide: Credit Notes

Module Location

Accounts Receivable > Credit Notes > Credit Notes

Module Objective

The **Credit Notes** module within Accounts Receivable is the opposite of Debit Notes. This module is used to create and manage Credit Note documents which function to **reduce the amount of a receivable or a bill** to a customer. The most common reason for issuing a Credit Note is for a **sales return**, but it can also be used to provide an additional discount or to correct an invoice that was **over-billed**.

1. Main View (Credit Note List)

The main page of this module displays a list of all Credit Notes that have been issued.

Account Receivable | 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

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

...11 No Record Found...

New Print Void Draft Credit Notes

View Explanation & Filters

This page is the center for 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** (Customer Name), **Total Amount**, **Status**, and **Approval**.

Button Functions

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

2. Steps to Create a Credit Note

The following is the complete workflow for creating a new 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

Fill in all the general information at the top of the form:

- **Customer:** Select the customer who will be given the Credit Note from the dropdown.

A. Karim,Bp-palembang [012917]

Search

A. Karim,Bp-palembang [012917]

A. Munawar,Bp-Balikpapan [012450]

Abadi Sejahtera,UD-Pemalang [12028]

Achmad Handryansyah [UMSCC00115]

Adhitya Ary Utama,Pt (TF)-Bogor [012771]

Afdal Jaya Karsa,Cv-Makassar [012761]

AHS TRANS [VP0001066]

AK,Tk (TF)-Banjarmasin / Rundini ex DBDL [012799]

- **Date:** Enter the document date; it will default to today's date (August 2, 2025). Date : 2 August 2025

- **Document Type:** Select the appropriate document type, for example, **"Sales Return"** for a goods return.

Document Type : Sales Return

- **Memo:** Provide a clear explanation for the reason the Credit Note is being issued.

Memo : 600

Step 3: Detail the Credited Items

In the detail table at the bottom, list the products or services whose value will be credited:

1. Click the **[+] Multiple Item [-]** button to add or remove rows.
[+ Multiple Item] [-]
2. Enter the **Item Code**, **Qty** (Quantity), and **Item Price**. The system will calculate the subtotal in the **Amount** column.

Step 4: Calculate Total and Save

1. After all items have been entered, click the **Calculate** button to update the **Grand Total** value in the bottom-right section.

Calculate

2. Use the buttons in the bottom-left section to finish:

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

Save

- **Confirm:** To finalize the Credit Note.

Confirm

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

Cancel

Tips & Important Notes

- Credit Notes are used to **decrease** a customer's receivable amount, the opposite of Debit Notes.
- Ensure you select the correct **Document Type**, for example, "Sales Return", for accurate transaction classification.
- A confirmed Credit Note will reduce the customer's receivable balance and can be used to be **deducted from a subsequent invoice payment** or be **refunded**.

Credit Notes Inbox

Module Guide: Credit Notes Inbox

Module Location

Accounts Receivable > Credit Notes > Credit Notes Inbox

Module Objective

The **Credit Notes Inbox** module serves as the approval center for all Credit Note documents that have been created and submitted. This module is used by a superior or manager who is authorized to conduct a final review before the Credit Note is officially posted and reduces a customer's receivable balance.

1. Main View (Credit Note List)

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



View Explanation

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**). You can also filter by **Document Filter Status** and **Approval Filter Status**.

- **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 customer 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 Notes 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 details of returned goods, prices, 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

This module is an important part of the internal control workflow.

1. **Submission:** A user (e.g., AR staff) creates an entry in the **Credit Notes** module and clicks [**Confirm**].
2. **Entering the Queue:** The confirmed Credit Note automatically enters the queue in this **Credit Notes 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, reduces the customer's receivable balance, and is ready for further processing.

Transaction Journal

Report Module Guide: Transaction Journal

Module Location

Accounts Receivable > Transaction Journal

Module Objective

The **Transaction Journal** module is a very comprehensive reporting and drill-down center. Its purpose is to display all transaction details from every module in the ERP system in a single, integrated view. Although it is located within the Accounts Receivable menu, this module has the ability to pull data from all areas such as Sales, Purchasing, Inventory, and others.

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 data.

Account Receivable | 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

Cost Center: 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

All

General

Receipts

Disbursements

Sales

Purchase

Inventory

Assets

Production

Reversible

Projects

Financial

Date

Company ID

Warehouse ID

Journal Number

Account

Rate

Debit

Credit

Cost Center Code

Cost Center

Project Code

Project Name

Description

...!!! No Record Found !!!...

Print

Advanced Filter Functions

The top section of the page provides various filters to sift through very large amounts of 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 Receivable account).
- **Cost Center & Project:** Filter transactions that are only allocated to a specific department or project.
- **Journal Status:** Choose to display journals with a specific status (e.g., already approved).

Table Column Explanation

The main table will display the details of each journal line, including **Journal Number**, **Account**, **Debit**, **Credit**, **Cost Center**, and columns that mark its source module (such as Sales, Purchase, etc.).

Main Button Functions

- **Search:** To apply the filters you have selected.
- **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 AR team wants to see all transactions (invoices, payments, credit notes) for the Accounts Receivable account during the month of August 2025.

Steps:

1. Open the **Transaction Journal** module.
2. Set the **Date From** to August 1, 2025, and the **Date To** to August 31, 2025. 

3. In the **Chart Of Accounts** filter, search for and select the "Accounts Receivable" account.

Chart Of Accounts : 

4. Click the **Search** button. 
5. The system will display all debit and credit movements on the Accounts Receivable account during August. The results can be exported to Excel to create a reconciliation report.

Tips & Important Notes

- This module is **read-only**. You cannot create or modify transactions here.
- Take advantage of the **Export to MS Excel** feature for more in-depth data analysis, such as creating customer reconciliation reports or tracing payment statuses.
- Although located in the Accounts Receivable menu, this report can display transactions from all other modules by using the appropriate filters. It is a very useful tool for the **Accounting, Finance, and Internal Audit** teams.

Account Receivable Mutation

Report Module Guide: Account Receivable Mutation

Module Location

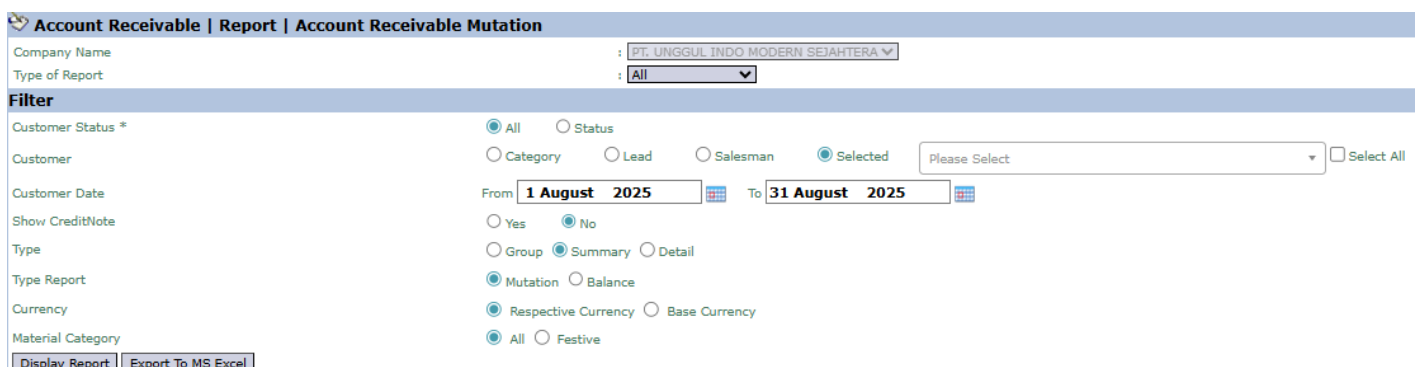
Accounts Receivable > Report > Account Receivable Mutation

Module Objective

The **Account Receivable Mutation** report module is used to generate a report that shows the movement or mutation of receivables for a specific customer within a single period. This report will detail the **beginning balance**, all **additions** (from sales invoices/debit notes), all **reductions** (from payments/credit notes), to arrive at the **ending balance**. This is a primary tool for customer account reconciliation and for creating a **Statement of Account**.

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 Receivable | Report | Account Receivable Mutation' form. It includes fields for 'Company Name' (PT. UNGGUL INDO MODERN SEJAHTERA) and 'Type of Report' (All). The 'Filter' section contains various options: 'Customer Status' (All, Status), 'Customer' (Category, Lead, Salesman, Selected), 'Customer Date' (From: 1 August 2025, To: 31 August 2025), 'Show CreditNote' (Yes, No), 'Type' (Group, Summary, Detail), 'Type Report' (Mutation, Balance), 'Currency' (Respective Currency, Base Currency), and 'Material Category' (All, Festive). There are also buttons for 'Display Report' and 'Export To MS Excel'.

Here is an explanation for each parameter:

- **Customer:**

- Filter data by customer in various ways: **All**, **Category**, **Lead**, **Salesman**, or **Selected** (Specific Customer).

- **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).

- **Show CreditNote:**

- Select **Yes** or **No** to determine whether to include Credit Note transactions in the report.

- **Type:**

- Select the report's level of detail: **Group**, **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 receivable balance.

- **Currency / Material Category:**

- Additional filters to screen by currency or material category.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Select all the parameters you need in the **Filter** section. The most common combination is selecting a specific **Selected Customer**, defining a **Customer Date** range, and choosing the **Mutation Type Report**.

The screenshot displays a filter section with the following elements:

- Customer Status ***: Radio buttons for ☒ All, ☐ Status.
- Customer**: Radio buttons for ☐ Category, ☐ Lead, ☐ Salesman, ☒ Selected. A dropdown menu labeled "Please Select" and a ☐ Select All checkbox are also present.
- Customer Date**: Date pickers for "From" (1 August 2025) and "To" (31 August 2025).
- Show CreditNote**: Radio buttons for ☐ Yes, ☒ No.
- Type**: Radio buttons for ☐ Group, ☒ Summary, ☐ Detail.
- Type Report**: Radio buttons for ☒ Mutation, ☐ Balance.
- Currency**: Radio buttons for ☒ Respective Currency, ☐ Base Currency.
- Material Category**: Radio buttons for ☒ All, ☐ Festive.

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](#)

Tips & Important Notes

- This report is the primary tool for the **Accounts Receivable (AR) team** to create a **Statement of Account** to be sent to customers.
- Use **Type Report 'Mutation'** and **Type 'Detail'** to trace every transaction that occurred on a customer's account during a period.
- To see a summary of the final receivable balance per customer on a specific date, use **Type Report 'Balance'**.
- This report is very useful for monitoring customer payment activity and following up on unpaid invoices.

Account Receivable Card

Report Module Guide: Account Receivable Card

Module Location

Accounts Receivable > Report > Account Receivable Card

Module Objective

The **Account Receivable Card** report module is used to generate an "AR Card" or a detailed transaction report for each customer. This report is very flexible and can be customized for various purposes, from creating a statement of account to a collections worklist, thanks to the numerous available filter options.

1. Report Parameters

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

Account Receivable | Report | Account Receivable Card

Invoice Date

: ☒ All ☐ Selected

Payment Date

: ☒ All ☐ Selected

Due Date

: ☒ All ☐ Selected

Customer Status *

: ☒ All ☐ Status

Customer Name

: ☐ Category ☐ Leader ☐ Salesman ☒ Selected

Please Select

☐ Select All

Report Date

:

2 August 2025

Show All

: ☐ Show All ☒ only Half Paid/Not Paid

Detail Payment

: ☒ Show All Detail Payment ☐ only Summary

Show Header

: ☒ Show All ☐ Only First Header

Discount

: ☒ Show All ☐ Discount

11

Currency

: ☒ Respective Currency ☐ Base Currency

Material Category

:

All

Sort By

:

Due Date

Display Report

Export To MS Excel XLS

Export To MS Excel CSV

Here is an explanation for each key parameter:

- **Customer Name:**

- Filter data by customer in various ways: **Category**, **Leader**, **Salesman**, or **Selected** (to choose one specific customer).

- **Report Date:**

- Specify the end date or "cut-off" date for the report. The system will pull data up to this date (e.g., August 2, 2025).

- **Show All:**

- Filter based on the invoice payment status. Select **only Half Paid/Not Paid** to display only unpaid invoices.

- **Detail Payment:**

- Select **Show All Detail Payment** to display the details of each payment, or **only Summary** to display only the total payment.

- **Sort By:**

- Choose the criteria for sorting the data on the report, for example, by **Due Date** to prioritize collections.

- **Other Filters:**

- Many other filters are available such as **Invoice Date**, **Payment Date**, **Due Date**, **Currency**, and **Material Category** to further narrow down the report results.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Select all the combinations of parameters you need to generate a specific report. For example, to create a collections list, select a specific **Customer Name**, set **Show All** to **only Half Paid/Not Paid**, and set **Sort By** to **Due Date**.

Invoice Date	:	☒ All	☐ Selected
Payment Date	:	☒ All	☐ Selected
Due Date	:	☒ All	☐ Selected
Customer Status *	:	☒ All	☐ Status

Customer Name	:	☐ Category	☐ Leader	☐ Salesman	☒ Selected	Please Select ▼	☐ Select All
---------------	---	--------------------------------	------------------------------	--------------------------------	---	----------------------------	-------------------------------------

Report Date	:	2 August 2025	
Show All	:	☐ Show All	☒ only Half Paid/Not Paid
Detail Payment	:	☒ Show All Detail Payment	☐ only Summary
Show Header	:	☒ Show All	☐ Only First Header
Discount	:	☒ Show All	☐ Discount 11
Currency	:	☒ Respective Currency	☐ Base Currency
Material Category	:	All ▼	
Sort By	:	Due Date ▼	

Step 2: Generate the Report

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

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

Display Report

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

Export To MS Excel XLS
- **Export To MS Excel CSV:** To download the data in a CSV format.

Tips & Important Notes

- This report is a more detailed and flexible version compared to the **Account Receivable Mutation** report.
- Use the **Show All** filter with the **only Half Paid/Not Paid** option to create a daily or weekly collections worklist for the collections team.
- The **Sort By Due Date** feature is very useful for prioritizing collections based on the most overdue invoices.
- This is an essential report for the **Accounts Receivable (AR)** and **Credit Control** teams.

Account Receivable Mutation Detail

Report Module Guide: Account Receivable Mutation Detail

Module Location

Accounts Receivable > Report > Account Receivable Mutation Detail

Module Objective

The **Account Receivable Mutation Detail** report module is used to generate a highly detailed accounts receivable mutation report with various advanced filter options. This report is designed for in-depth analysis and complex customer account reconciliations, including the ability to display related payable or deposit transactions.

1. Report Parameters

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

 **Account Receivable | Report | Account Receivable Mutation Detail**

Customer Name

:

☐ Category

☐ Sales

☒ Selected

Please Select

Transaction Date

:

1 August 2025



To

2 August 2025



Currency

:

☒ Respective Currency

☐ Base Currency

Transaction Type

:

☒ Show AP Transaction

☐ Show Deposit Transaction

Type

:

☐ Summary

☒ Detail

Material Category

:

☒ All

☐ Festive

Sort By

:

Transaction Date



Display Report

Export To MS Excel

Report Header

Here is an explanation for each parameter:

- **Customer Name:**

- Filter data by customer in various ways: **Category**, **Sales** (Salesman), or **Selected** (to choose one specific customer).

- **Transaction Date:**

- Specify the **From** and **To** date range to define the mutation period to be displayed (e.g., August 1, 2025, to August 2, 2025).

- **Transaction Type:**

- A special filter to include other types of transactions in the receivables report:
- **Show AP Transaction:** To display accounts payable (AP) transactions that could potentially be offset (netted) against the receivable.
- **Show Deposit Transaction:** To display deposit or down payment transactions from the customer.

- **Type:**

- Select the report's level of detail: **Summary** or **Detail**.

- **Sort By:**

- Choose the criteria for sorting the data on the report, for example, by **Transaction Date**.

- **Other Filters:**

- Other filters such as **Currency** and **Material Category** are available to further narrow down the report results.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Select all the combinations of parameters you need to generate a highly specific report according to your analysis needs.

Customer Name	:	☐ Category	☐ Sales	☒ Selected	Please Select
Transaction Date	:	1 August 2025	To	2 August 2025	
Currency	:	☒ Respective Currency	☐ Base Currency		
Transaction Type	:	☒ Show AP Transaction	☐ Show Deposit Transaction		
Type	:	☐ Summary	☒ Detail		
Material Category	:	☒ All	☐ Festive		
Sort By	:	Transaction Date			

Step 2: Generate the Report

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

- **Display Report:** To preview the 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

Tips & Important Notes

- Use this report for **in-depth analysis** or for complex reconciliation cases where you need to see related **payable (AP) or deposit transactions** from the customer.
- The **Sort By** feature helps you organize the data for easier analysis, for example, by sorting by transaction date.
- This report is a powerful analysis tool for the **Accounts Receivable (AR)** and **Credit Control** teams.

Aged Receivables

Report Module Guide: Aged Receivables

Module Location

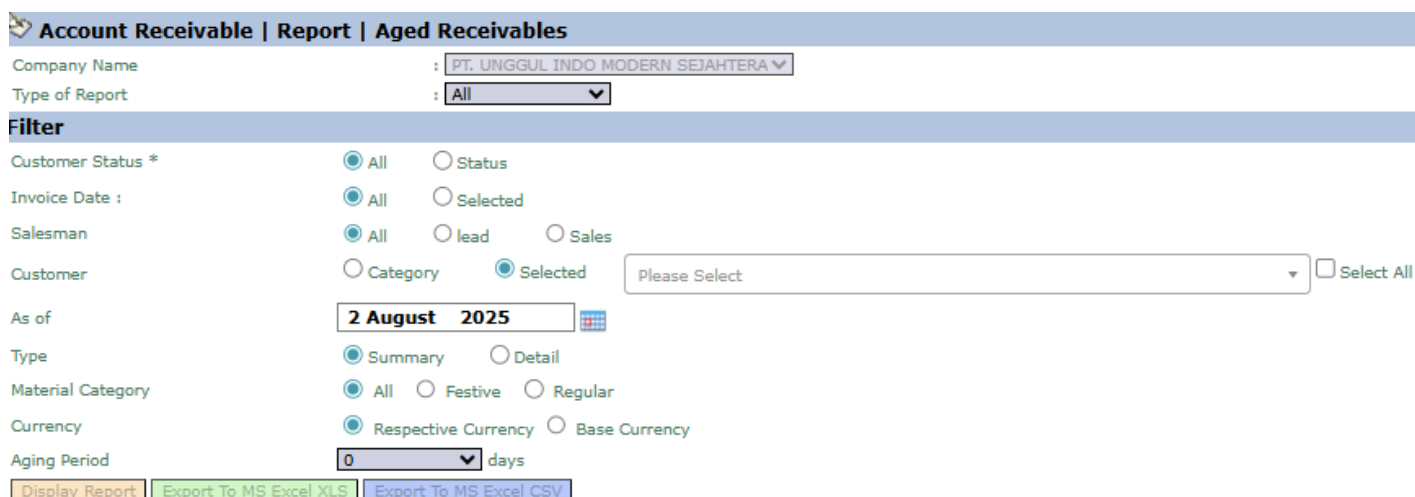
Accounts Receivable > Report > Aged Receivables

Module Objective

The **Aged Receivables** report module is used to generate an accounts receivable aging report. This report categorizes unpaid customer invoices into "aging buckets" based on how long each invoice is past its due date. It is a crucial tool for cash management, credit risk analysis, and prioritizing collection efforts.

1. Report Parameters (Filter)

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



The screenshot displays the 'Aged Receivables' report filter form. At the top, a blue header bar contains the text 'Account Receivable | Report | Aged Receivables'. Below this, the 'Company Name' is set to 'PT. UNGGUL INDO MODERN SEJAHTERA' and the 'Type of Report' is set to 'All'. A 'Filter' section follows, containing several parameters: 'Customer 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'; 'Customer' with radio buttons for 'Category' and 'Selected' (selected), a 'Please Select' dropdown menu, and a 'Select All' checkbox; 'As of' with a date picker set to '2 August 2025'; 'Type' with radio buttons for 'Summary' (selected) and 'Detail'; 'Material Category' with radio buttons for 'All' (selected), 'Festive', and 'Regular'; 'Currency' with radio buttons for 'Respective Currency' (selected) and 'Base Currency'; and 'Aging Period' with a dropdown menu set to '0' days. At the bottom, there are three buttons: 'Display Report', 'Export To MS Excel XLS', and 'Export To MS Excel CSV'.

Here is an explanation for each key parameter:

- **Customer:**

- Filter data by customer in various ways, such as by **Category**, **Salesman**, or by selecting a specific customer (**Selected**).

- **As of:**

- Specify the "cut-off" date for the report. The system will calculate the age of the receivables as of this date (e.g., August 2, 2025).

- **Type:**

- Select the report's level of detail:
- **Summary:** Displays a summary of total receivables per customer, grouped by their aging category.
- **Detail:** Displays the details of each unpaid invoice for every customer.

- **Aging Period:**

- Use this field to define the interval for the aging buckets in days. For example, enter "30" to group receivables into intervals of 0-30 days, 31-60 days, 61-90 days, and so on.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Select all the parameters you need, especially making sure to define the **As of** date and fill in the **Aging Period** field to set the

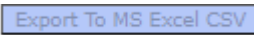
report's intervals.

As of 

Aging Period  days

Step 2: Generate the Report

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

- **Display Report:** To preview the report directly on your screen. 
- **Export To MS Excel XLS:** To download the report data in an Excel file format (.xls). 
- **Export To MS Excel CSV:** To download the data in a CSV format. 

Tips & Important Notes

- The Aged Receivables report is a primary tool for the **Collections team and Finance Management** to monitor the health of accounts receivable.
- Focus collection efforts on the receivables in the **oldest aging columns** (e.g., >90 days) as they have the highest risk of being uncollectible.
- Run this report routinely (e.g., weekly or monthly) to detect collection problems early and maintain the company's **cash flow**.

Aged Receivables Average

Report Module Guide: Average Aged Receivables

Module Location

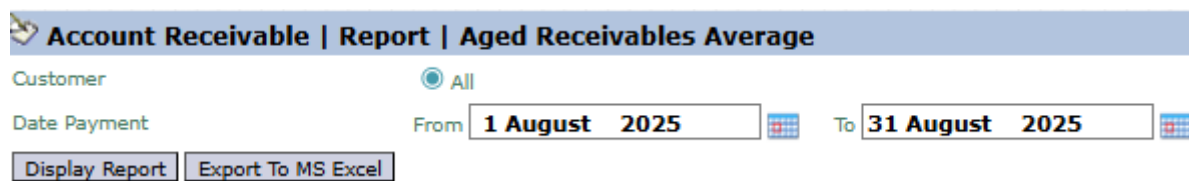
Accounts Receivable > Report > Average Aged Receivables

Module Objective

The **Average Aged Receivables** report module is used to calculate a key financial metric: the **average collection period** or **Days Sales Outstanding (DSO)**. This report shows, on average, how many days it takes for the company to receive payment from customers after a sale is made. It is a key indicator for measuring the efficiency of the collections process.

1. Report Parameters

The main page of this module is a simple form containing several parameters to generate the report.



Account Receivable | Report | Aged Receivables Average

Customer ☒ All

Date Payment From To

Here is an explanation for each parameter:

- **Customer:**

- Select the customer scope for the report. The **All** option will calculate the average for all customers.

- **Date Payment:**

- Specify the **From** and **To** date range for payments that will be analyzed. The report will calculate the average age of receivables for payments received within this period (e.g., August 1, 2025, to August 31, 2025).

2. Steps to Generate the Report

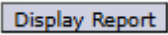
Step 1: Set Report Parameters

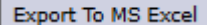
Define the **Date Payment** range according to the period you wish to analyze.

Date Payment From **1 August 2025**  To **31 August 2025** 

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 see the report results directly on your screen. 
- **Export To MS Excel:** To download the report data in an Excel file format.



Tips & Important Notes

- This report is a **Key Performance Indicator (KPI)** for the Finance and Accounts Receivable (AR) teams.

- A **lower number** on this report indicates that the company is faster and more efficient in collecting receivables from customers, which has a positive impact on cash flow.
- Use this report periodically (e.g., monthly or quarterly) to monitor trends in collection efficiency over time.

Customer Payment History

Report Module Guide: Customer Payment History

Module Location

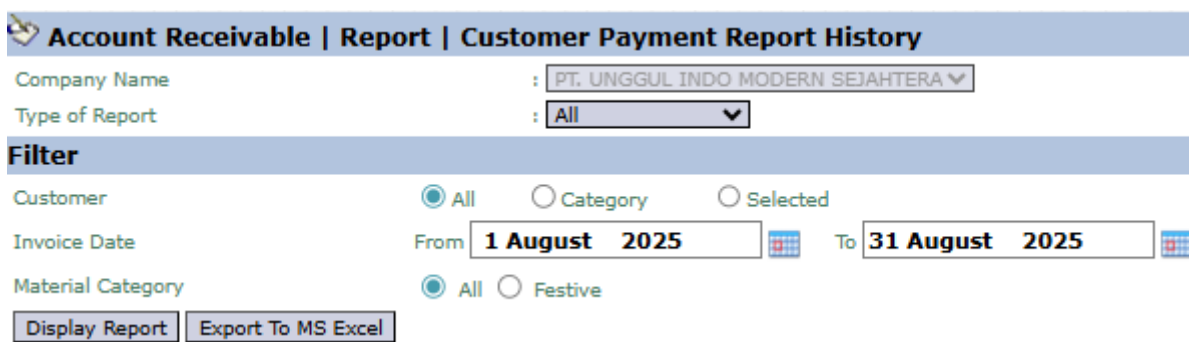
Accounts Receivable > Report > Customer Payment History

Module Objective

The **Customer Payment History** report module is used to generate a report containing the history or archive of all payments that have been received from customers. This report is very useful for reviewing payment history, performing confirmations, and for reconciliation purposes.

1. Report Parameters (Filter)

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



The screenshot shows the 'Account Receivable | Report | Customer Payment Report History' form. It includes fields for 'Company Name' (PT. UNGGUL INDO MODERN SEJAHTERA) and 'Type of Report' (All). Below these is a 'Filter' section with radio buttons for 'Customer' (All, Category, Selected), 'Invoice Date' (From 1 August 2025 to 31 August 2025), and 'Material Category' (All, Festive). At the bottom are buttons for 'Display Report' and 'Export To MS Excel'.

Account Receivable Report Customer Payment Report History	
Company Name	: PT. UNGGUL INDO MODERN SEJAHTERA
Type of Report	: All
Filter	
Customer	☒ All ☐ Category ☐ Selected
Invoice Date	From 1 August 2025 To 31 August 2025
Material Category	☒ All ☐ Festive
Display Report Export To MS Excel	

Here is an explanation for each parameter:

- **Customer:**

- Filter data by customer by selecting: **All**, **Category**, or **Selected** (Specific Customer).

- **Invoice Date:**

- Specify the **From** and **To** invoice date range. This report will display payments received for invoices that were issued within this period.

- **Material Category:**

- An additional filter to screen by material category: **All** or **Festive**.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Select all the parameters you need, especially defining the **Customer** and the **Invoice Date** range to get specific data.

Customer ☒ All ☐ Category ☐ Selected

Invoice Date From To

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 history report directly on your screen.
- **Export To MS Excel:** To download the report data in an Excel file format.

Export To MS Excel

Tips & Important Notes

- Use this report to track and verify a customer's payment history in detail.
- This report can be a strong supporting document when performing a **bank reconciliation** or a customer's **accounts receivable reconciliation**.
- This is an important report for the **Accounts Receivable (AR) team** to manage administration and payment history.

Sales Invoice

Report Module Guide: Sales Invoice

Module Location

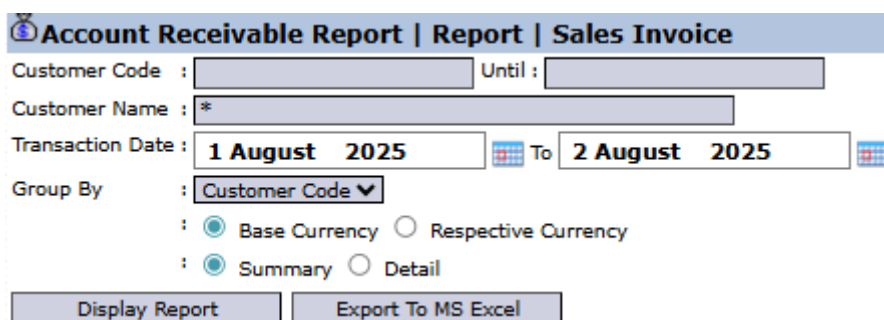
Accounts Receivable > Report > Sales Invoice

Module Objective

The **Sales Invoice** report module is used to generate a list or summary of all sales invoices that have been issued within a specific time period. This report is a basic tool for tracking total sales, monitoring revenue, and serving as a reference for collection activities by the Accounts Receivable (AR) team.

1. Report Parameters

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



The screenshot shows the 'Account Receivable Report | Report | Sales Invoice' form. It includes the following fields and options:

- Customer Code :** [Text Field] **Until :** [Text Field]
- Customer Name :** [* [Text Field]]
- Transaction Date :** [1 August 2025] **To** [2 August 2025]
- Group By :** [Customer Code ▼]
- Options:**
 - ☒ Base Currency ☐ Respective Currency
 - ☒ Summary ☐ Detail
- Buttons:** [Display Report] [Export To MS Excel]

Here is an explanation for each parameter:

- **Customer Code / Customer Name:**

- Use these fields to filter the report to show invoices for a specific customer only. The **Customer Name** field is mandatory (*).

- **Transaction Date:**

- Specify the **From** and **To** date range to define the report's period (e.g., August 1, 2025, to August 2, 2025).

- **Group By:**

- Use this dropdown to group the data in the report, for example, by **Customer Code** to see the total sales per customer.

- **Currency:**

- Choose how currency values will be displayed: **Base Currency** or **Respective Currency** (original transaction currency).

- **Report Type:**

- Select the report's level of detail: **Summary** or **Detail**.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Select all the parameters you need, especially defining the **Transaction Date** range and the data grouping method in the **Group By** field.

A screenshot of a report configuration interface. It shows two date input fields: 'Transaction Date : 1 August 2025' and 'To 2 August 2025', each with a small calendar icon to its right. Below these, there is a 'Group By' label followed by a dropdown menu currently displaying 'Customer Code' with a downward arrow.

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 sales invoice 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

Tips & Important Notes

- This report is a recapitulation of all invoices created in the **Sales Module**. Use it to verify total sales within a period.
- The **Group By** feature is very useful for creating concise summary reports, for example, to see the total sales per customer in a month.
- This is a fundamental report for the **Accounts Receivable (AR)** and **Sales** teams.

Debtor Ledger

Report Module Guide: Debtors Ledger

Module Location

Accounts Receivable > Report > Debtor Ledger

Module Objective

The **Debtor Ledger** report module is used to generate the **Accounts Receivable Subsidiary Ledger**. This report presents a detailed list of all transactions (such as invoices, payments, and credit/debit notes) for each customer or all customers within a specific time period. It is a fundamental report for managing and reconciling customer receivable accounts.

1. Report Parameters (Filter)

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

Company Name : PT. UNGGUL INDO MODERN SEJAHTERA

Account Receivable | Account Receivable Report | Debtors Ledger

Type of Report : Debtors Ledger

Filter

1. Customers: ☒ All ☐ Selected

2. Date: Start Date **1 August 2025** To Date **31 August 2025**

3. Status: **All**

4. Currency: ☐ Respective Currency ☒ Base Currency

☐ Rate

Currency	Rate	Base Currency
IDR		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:

• Customers:

- Select **All** to display the debtors ledger for all customers.
- Select **Selected** to display the debtors ledger for one specific customer.

• 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, either 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 **Date** range and the scope of **Customers** you wish to see.

2. Date: Start Date To 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:

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

Tips & Important Notes

- The Debtors Ledger report is one of the most important reports in the **Accounts Receivable** module. Use it to see the complete transaction history per customer.
- This report is the basis for **reconciling the receivable balance** with the customer's records.
- Use the **Selected Customer** filter to focus on one customer when handling inquiries or billing disputes.

Customer Payment Report

Report Module Guide: Customer Payment Report

Module Location

Accounts Receivable > Report > Customer Payment Report

Module Objective

The **Customer Payment Report** module is used to generate a list of all payments received from customers within a specific time period. This report is crucial for monitoring cash inflow and for the reconciliation of daily, weekly, or monthly cash receipts.

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 ▼

Account Receivable | Account Receivable Report | Customer Payment Report

Type of Report : Customer Payment Report

Filter

1. Customers:

☒ All

☐ Selected

2. Invoice Date:

Start Date **1 August 2025**

To Date **31 August 2025**

3. 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:

• Customers:

- Select **All** to display payments from all customers.
- Select **Selected** to display payments from one specific customer.

• Payment Date:

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

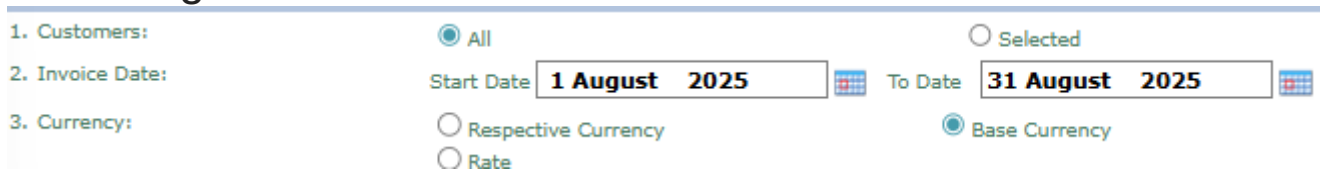
- **Currency:**

- Choose how currency values will be displayed, either 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 payment date range.



The screenshot shows a form for setting report parameters. It includes three main sections: 1. Customers: with radio buttons for 'All' (selected) and 'Selected'. 2. Invoice Date: with 'Start Date' and 'To Date' fields, both set to '1 August 2025' and '31 August 2025' respectively, with calendar icons. 3. Currency: with radio buttons for 'Respective Currency' and 'Base Currency' (selected). There is also an unchecked 'Rate' option below 'Respective Currency'.

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

Tips & Important Notes

- Use this report to summarize the **total cash receipts** from customers in a day, week, or month.

- This report is very helpful for the **Finance and Accounts Receivable (AR) teams** in the process of **reconciling cash receipts with the bank statement**.
- To see the payment history for a single customer only, use the **Selected** option in the **Customers** filter.

Outstanding Debtors

Report Module Guide: Outstanding Debtors Report

Module Location

Accounts Receivable > Report > Outstanding Debtors

Module Objective

The **Outstanding Debtors Report** module is used to generate a list of customers who have an outstanding receivable balance. This report provides a quick general overview to see which customers currently have payment obligations to the company.

1. Report Parameters (Filter)

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

Company Name : PT. UNGGUL INDO MODERN SEJAHTERA ▼

Account Receivable | Account Receivable Report

Type of Report : **Outstanding Debtors Report**

Filter

1. Debtor Enquiry: ☒ All ☐ Selected

Sampling Promosi
Nusa Pratama,Cv-Sumbawa
Anugerah Perkasa Sejahtera,Pt-Batam
Anak Sekolah,CV-Pekalongan

2. Currency: ☒ Respective Currency ☐ Base Currency

☐ Rate

Currency	IDR ▼	
AED	4075.65	IDR
AUD	7000	IDR
CNY	2260	IDR
EUR	17079.635	IDR
Euro	12000	IDR
GBP	19062	IDR
HKD	2067.67	IDR
KHR	3.5	IDR
KRW	12	IDR
MMK	8	IDR
MYR	3413	IDR
NGN	35	IDR
PHP	276	IDR
SGD	9800	IDR
THB	431	IDR
TWD	504.4	IDR
USD	9000	IDR
VND	0.63	IDR
YEN	11721	IDR

☐ Display Original

Display Report Export To MS Excel

Here is an explanation for each parameter:

• Debtor Enquiry:

- This is the primary filter for selecting customers.
- **All:** Select this to display a list of all customers who have a receivable.
- **Selected:** Select this to display the receivables for one or more specific customers that you choose from the list.

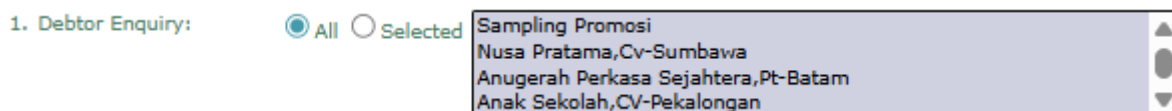
• Currency:

- Choose how currency values will be displayed in the report.
- **Respective Currency:** Displays values in the original transaction currency.
- **Base Currency:** Converts all values to the company's base currency (e.g., IDR).

2. Steps to Generate the Report

Step 1: Set Report Parameters

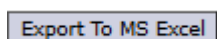
Select the scope of customers you want to see in the **Debtor Enquiry** filter.



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



Tips & Important Notes

- Use this report to get a quick list of all customers who have a receivable balance.
- This report is different from the **Aged Receivables Report** because its focus is on "**who**" is indebted, not "**how long**" the debt has been outstanding.
- This is a useful report for the **Sales** and **Accounts Receivable (AR)** teams to monitor the general status of customer receivables.

Account Receivable Detail

Report Module Guide: Account Receivable Detail

Module Location

Accounts Receivable > Reports > Account Receivable Detail

Module Objective

The **Account Receivable Detail** report module is used to generate a highly detailed list of all transactions that affect accounts receivable within a specific date range. This report is useful for viewing all receivable activities (invoices, payments, credit/debit notes) chronologically without a customer filter.

1. Report Parameters (Filter)

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

AccountReceivable | Report

Type of Report : AccountReceivable

Filter

Date From 08/01/2025 (mm/dd/yyyy) Date To 08/02/2025 (mm/dd/yyyy)

Currency: ☒ Respective Currency ☐ Base Currency ☐ Rate

Currency	IDR	
AED	4075.65	IDR
AUD	7000	IDR
CNY	2260	IDR
EUR	17079.635	IDR
Euro	12000	IDR
GBP	19062	IDR
HKD	2067.67	IDR
KHR	3.5	IDR
KRW	12	IDR
MMK	8	IDR
MYR	3413	IDR
NGN	35	IDR
PHP	276	IDR
SGD	9800	IDR
THB	431	IDR
TWD	504.4	IDR
USD	9000	IDR
VND	0.63	IDR
YEN	11721	IDR

Display Report Export To MS Excel

Here is an explanation for each parameter:

• Date From / Date To:

- Specify the **Date From** and **Date To** range to define the report's period. This filter is very useful for viewing all receivable activities on a single day or another short period (e.g., 08/01/2025 to 08/02/2025).

• Currency:

- Choose how currency values will be displayed in the report.
- **Respective Currency:** Displays values in the original currency of each transaction.

- **Base Currency:** Converts all values to the company's base currency (e.g., IDR).
- **Rate:** A rate-related option.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the date range in the **Date From** and **Date To** fields, then select the **Currency** option you want.

Date From (mm/dd/yyyy) Date To (mm/dd/yyyy)

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 detail report directly on your screen.

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

Tips & Important Notes

- Use this report when you need to see all receivable transaction details that occurred on a specific date, without needing to filter by customer.

- This report is very suitable for **internal audit** purposes or for tracing discrepancies during **daily reconciliation**.
- Because there is no customer filter, this report will display data from all customers. It is advisable to use a **short date range** to get more focused and faster results.

AR By Customer

Report Module Guide: AR By Customer

Module Location

Accounts Receivable > Report > AR By Customer

Module Objective

The **AR By Customer** (Account Receivable By Customer) report module is used to generate a detailed report of receivable transactions filtered for **one specific customer**. This report is essentially an **Account Receivable Detail** focused on a single customer, making it very useful for tracing transaction history on an individual basis.

1. Report Parameters (Filter)

The main page of this module is a form containing several parameters to generate a report that is specific to one customer.

AccountReceivable | Report

Type of Report :AccountReceivableByCustomer

Customer :Cahayalestari Teguhmakmur,Pt-Lampung

Filter

Date From 08/01/2025 (mm/dd/yyyy)
Date To 08/02/2025 (mm/dd/yyyy)

Currency:
☒ Respective Currency
☐ Base Currency
☐ Rate

Currency	IDR	
AED	4075.65	IDR
AUD	7000	IDR
CNY	2260	IDR
EUR	17079.635	IDR
Euro	12000	IDR
GBP	19062	IDR
HKD	2067.67	IDR
KHR	3.5	IDR
KRW	12	IDR
MMK	8	IDR
MYR	3413	IDR
NGN	35	IDR
PHP	276	IDR
SGD	9800	IDR
THB	431	IDR
TWD	504.4	IDR
USD	9000	IDR
VND	0.63	IDR
YEN	11721	IDR

Display Report
Export To MS Excel

Here is an explanation for each parameter:

• Customer:

- This is the primary and **mandatory** filter. Select the customer whose report you want to see from the dropdown (e.g., Cahayalestari Teguhmakmur,Pt-Lampung).

• Date From / Date To:

- Specify the **Date From** and **Date To** range to define the period of transactions to be displayed (e.g., 08/01/2025 to 08/02/2025).

• Currency:

- Choose how currency values will be displayed in the report, whether in **Respective Currency**, **Base Currency**, or based on a **Rate**.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Select the desired **Customer** from the list and define the date range in the **Date From** and **Date To** fields.

Date From (mm/dd/yyyy) Date To (mm/dd/yyyy)

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 detail report directly on your screen.

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

Tips & Important Notes

- Use this report to get the complete details of all transactions (invoices, payments, credit/debit notes) for **one specific customer**.
- This report is very useful when handling **inquiries or disputes** from customers regarding their account balance, as

it presents a complete transaction history.

- This is a more focused version of the **Account Receivable Detail** report.

Debit Credits Note Reports

Report Module Guide: Debit Credit Note Report (Debit Credit Analysis)

Module Location

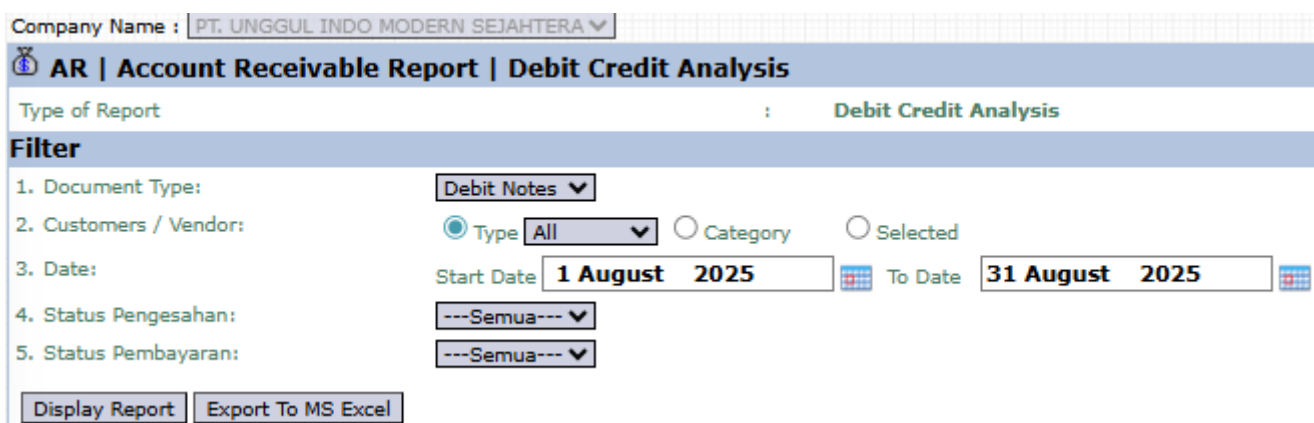
Accounts Receivable > Report > Debit Credit Note Report

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 issued to customers. This report is used to track and analyze all adjustment transactions (additions or reductions) that have occurred on customer receivables within a specific period.

1. Report Parameters (Filter)

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



The screenshot shows the 'AR | Account Receivable Report | Debit Credit Analysis' form. At the top, the 'Company Name' is set to 'PT. UNGGUL INDO MODERN SEJAHTERA'. Below this, the 'Type of Report' is 'Debit Credit Analysis'. The 'Filter' section includes the following parameters:

- 1. Document Type: Debit Notes (dropdown menu)
- 2. Customers / Vendor: Type (radio button, selected), All (dropdown menu), Category (radio button), Selected (radio button)
- 3. Date: Start Date (1 August 2025) and To Date (31 August 2025) (calendar icons)
- 4. Status Pengesahan: ---Semua--- (dropdown menu)
- 5. Status Pembayaran: ---Semua--- (dropdown menu)

At the bottom, there are two buttons: 'Display Report' and '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 increase receivables) or **Credit Notes** (to decrease receivables) from the dropdown.

- **Customers / Vendor:**

- Filter the report by customer by selecting **Type All**, **Category**, or **Selected** (Specific Customer).

- **Date:**

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

- **Approval Status:**

- Use this dropdown to filter documents based on their approval status (e.g., those still awaiting approval or those already approved).

- **Payment Status:**

- Use this dropdown to filter documents based on their 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 you wish to analyze.

1. Document Type:

Debit Notes ▼

3. Date:

Start Date 1 August 2025



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 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](#)

Tips & Important Notes

- Use this report to summarize all customer receivable adjustments (additions or reductions) within 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 **Accounts Receivable (AR) team** to ensure all receivable adjustments are recorded and have gone through the correct approval workflow.

VAT

Report Module Guide: VAT Report

Module Location

Accounts Receivable > Report > VAT

Module Objective

The **VAT (Value Added Tax) report** module is used to generate a report that details all transactions related to Value Added Tax (VAT). This report can separate **Input VAT (VAT In, from purchases)** and **Output VAT (VAT Out, from sales)**, and it serves as the primary data source for the preparation and reporting of the monthly VAT Return (SPT Masa PPN).

1. Report Parameters (Filter)

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

Account Receivable | Account Receivable Report | VAT

Type of Report : PPn In - PPn Out

Filter

Date:

Start Date

1 August 2025

To Date

31 August 2025

Status:

All

Currency:

☐ Respective Currency
 ☒ Base Currency

☐ Rate

Currency

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

View :

☒ All
 ☐ Vat In
 ☐ Vat Out

Display Report

Export To MS Excel

Here is an explanation for each parameter:

- Date:**
 - Specify the **Start Date** and **To Date** range to define the tax period to be reported (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 in the report.

- **View:**

- This is the key filter to determine the type of VAT report you want to see:
- **All:** To display all VAT transactions, both Input and Output.
- **Vat In:** To display a report specifically for Input VAT (from purchases).
- **Vat Out:** To display a report specifically for Output VAT (from sales).

2. Steps to Generate the Report

Step 1: Set Report Parameters

Select all the parameters you need, especially defining the **Date** range and the type of report in the **View** section.

Date: Start Date  To Date 

View : ☒ All ☐ Vat In ☐ Vat Out

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 VAT report directly on your screen.

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

Export To MS Excel

Tips & Important Notes

- This report is the primary data source for the **Tax and Customs** team to prepare the **monthly VAT return**.
- Run this report separately for **Vat In** and **Vat Out** to get the summaries needed for filling out the tax return forms.
- To ensure the accuracy of this report, make sure all sales and purchase invoices that include VAT have been recorded correctly in the system.

PPN Attachment

Report Module Guide: VAT Attachment (PPN Attachment)

Module Location

Accounts Receivable > Report > VAT Attachment

Module Objective

The **VAT Attachment (PPN Attachment)** report module is used to generate a report that is specifically formatted to be an attachment in the filing of the **Monthly VAT Return (SPT Masa PPN)**. This report summarizes the Output VAT (from sales) transactions that are required for the completeness of the tax documentation.

1. Report Parameters

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

A screenshot of the 'VAT Attachment' report form. The title bar reads 'Account Receivable | Account Receivable Report | PPN Attachment'. Below the title, there are two sections: 'Customers' and 'Period'. The 'Customers' section has a label 'Customers' followed by a colon and two radio buttons: 'All' (which is selected) and 'Selected'. The 'Period' section has a label 'Period' followed by a colon and two date input fields. The first date field contains '1 August 2025' and the second contains '31 August 2025', with a 'to' label between them. At the bottom of the form, there are two buttons: 'Display Report' and 'Export To MS Excel'.

Here is an explanation for each parameter:

- **Customers:**

- Select **All** to include VAT transactions from all customers.

- Select **Selected** to filter the report to only display data from specific customers.

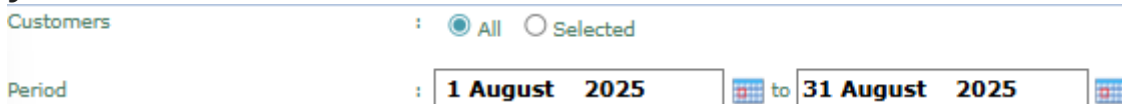
- **Period:**

- Specify the date range (**from** and **to**) to define the tax period to be reported (e.g., August 1, 2025, to August 31, 2025).

2. Steps to Generate the Report

Step 1: Set Report Parameters

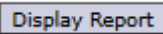
Define the **Period** range and select the scope of **Customers** that you want.

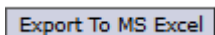


The screenshot shows two input fields. The first field is labeled 'Customers' and has two radio buttons: 'All' (which is selected) and 'Selected'. The second field is labeled 'Period' and contains two date pickers. The first date picker shows '1 August 2025' and the second shows '31 August 2025', with a 'to' label between them. Both date pickers 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 VAT attachment report directly on your screen. 
- **Export To MS Excel:** To download the report data in an Excel file format.



Tips & Important Notes

- This report is specifically designed to meet the **tax reporting requirements in Indonesia**.
- Use this report along with other VAT reports to complete the filing of your **Monthly VAT Return**.
- The **Export to MS Excel** feature is very important for this module, as the data in Excel format may be needed for further processing or for uploading to tax systems.
- This module is a primary tool for the **Tax and Customs** team.

Tax In Report

Report Module Guide: Tax In Report

Module Location

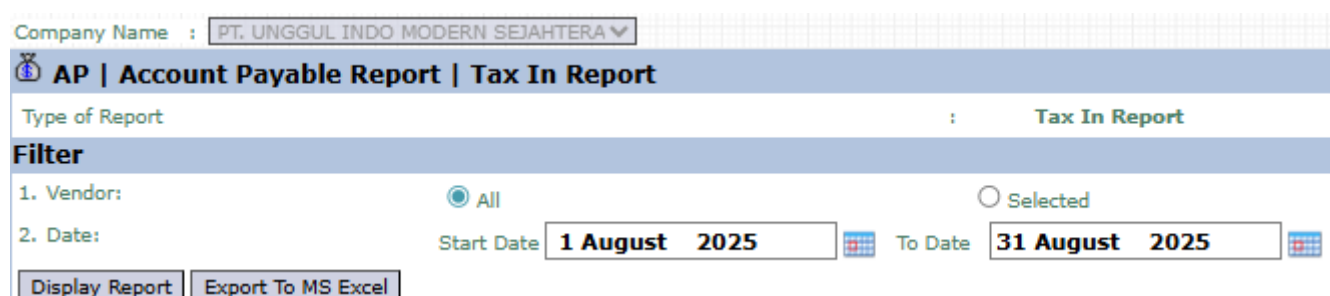
Accounts Payable > Report > Tax In Report

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 an important tool for summarizing the total creditable tax in 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 'AP | Account Payable Report | Tax In Report' form. At the top, there is a 'Company Name' dropdown menu set to 'PT. UNGGUL INDO MODERN SEJAHTERA'. Below this is a header bar with the title 'AP | Account Payable Report | Tax In Report'. Under the header, there is a 'Type of Report' field set to 'Tax In Report'. A 'Filter' section follows, containing two main parameters: '1. Vendor:' with radio buttons for 'All' (selected) and 'Selected', and '2. Date:' with 'Start Date' and 'To Date' fields. The 'Start 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'.

Here is an explanation for each parameter:

- **Vendor:**

- Select **All** to include Input VAT transactions from all vendors.

- Select **Selected** to filter the report to only display data from a specific vendor.

- **Date:**

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

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the **Date** range and select the scope of **Vendors** that you want.

1. Vendor: ☒ All ☐ Selected

2. Date: Start Date To 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:

- **Display Report:** To preview the Tax In 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

Tips & Important Notes

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

Tax Out Report

Report Module Guide: Tax Out Report

Module Location

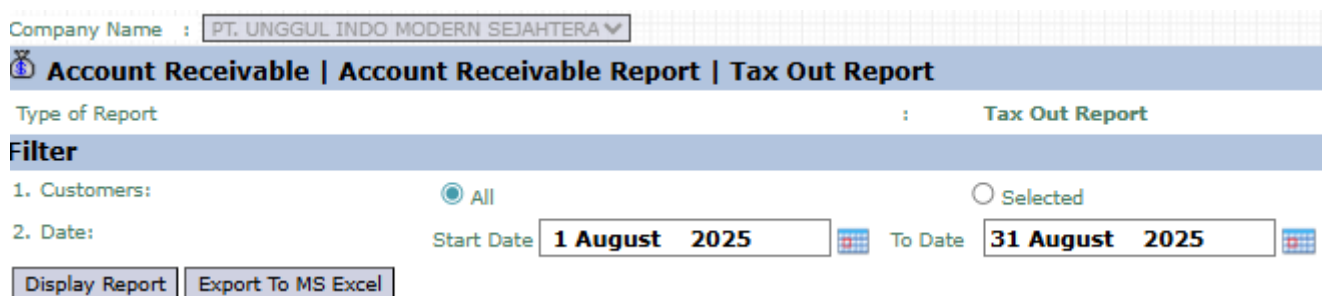
Accounts Receivable > Report > Tax Out Report

Module Objective

The **Tax Out Report** module is used to generate a detailed list of all **Output Tax (Output VAT or VAT Out)** that originates from sales transactions to customers. This report is an essential component for preparing and filing 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 Out Report' filter form. At the top, the 'Company Name' is set to 'PT. UNGGUL INDO MODERN SEJAHTERA'. Below this is a breadcrumb trail: 'Account Receivable | Account Receivable Report | Tax Out Report'. The 'Type of Report' is set to 'Tax Out Report'. A 'Filter' section contains two main options: '1. Customers:' with radio buttons for 'All' (selected) and 'Selected', and '2. Date:' with 'Start Date' and 'To Date' fields. The 'Start Date' is '1 August 2025' and the 'To Date' is '31 August 2025'. At the bottom, there are two buttons: 'Display Report' and 'Export To MS Excel'.

Here is an explanation for each parameter:

- **Customers:**

- Select **All** to include Output VAT transactions from all customers.

- Select **Selected** to filter the report to only display data from a specific customer.

- **Date:**

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

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the **Date** range and select the scope of **Customers** that you want.

1. Customers: ☒ All ☐ Selected

2. Date: Start Date To 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:

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

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

Tips & Important Notes

- This report is the primary data source for the recapitulation of **Output VAT** that must be reported in the Monthly VAT Return.
- To ensure the accuracy of this report, make sure all **sales invoices to customers** (Sales Invoices in the Sales module) that include VAT have been recorded correctly.
- This report is a primary tool for the **Tax and Customs and Accounting (AR - Account Receivable)** teams.

Price List Report

Report Module Guide: Price List Report

Module Location

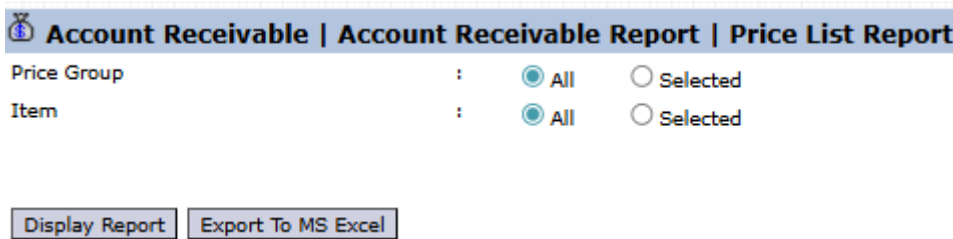
Accounts Receivable > Report > Price List Report

Module Objective

The **Price List Report** module is used to display and export the company's applicable product price lists. This report can be filtered by specific price groups or items and is useful as a reference for the sales team or for administrative purposes.

1. Report Parameters

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 top navigation bar with the text "Account Receivable | Account Receivable Report | Price List Report". Below this, there are two rows of form fields. The first row is labeled "Price Group" and has two radio button options: "All" (which is selected) and "Selected". The second row is labeled "Item" and also has two radio button options: "All" (which is selected) and "Selected". At the bottom of the form, there are two buttons: "Display Report" and "Export To MS Excel".

Here is an explanation for each parameter:

• Price Group:

- Use this filter to display the price list.
- **All:** Select this to display price lists from all existing price groups.

- **Selected:** Select this to display the price list from a specific price group only (e.g., distributor price, retail price).
- **Item:**
 - Use this filter to display the price list.
 - **All:** Select this to display prices for all products.
 - **Selected:** Select this to display the price for a specific product only.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the scope of the report by selecting options in the **Price Group** and **Item** filters.

Price Group : ☒ All ☐ Selected
Item : ☒ All ☐ Selected

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 price list 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

Tips & Important Notes

- Use this report to print official price lists to be shared with the **Sales team or customers**.
- To get an accurate report, ensure the **price master data** in the Sales Module (or related price-setting module) is **up-to-date**.
- The **Export To MS Excel** feature is useful for further processing or analyzing price data.