

# AR-AP Adjustmen

## Module Guide: AR/AP Adjustment

### Module Location

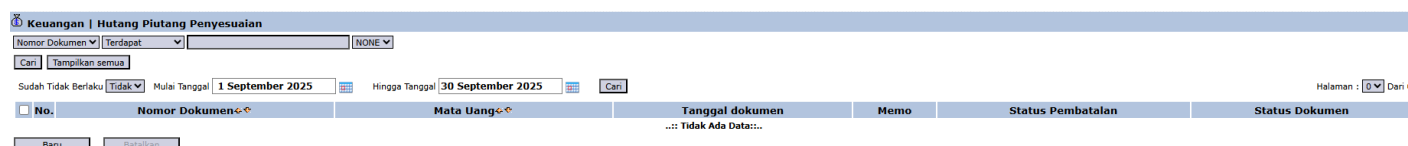
Finance > AR/AP Adjustment

### Module Objective

The **AR/AP Adjustment** module is a special accounting tool used to perform a "netting" process. Netting is the process of offsetting an Accounts Receivable (AR) balance with an Accounts Payable (AP) balance for the same entity, which acts as both a customer and a supplier.

## 1. Main View (Adjustment List)

The main page of this module displays a list of all AR/AP Adjustment documents that have been created.



The screenshot shows the 'Keuangan | Hutang Piutang Penyesuaian' interface. It includes a search bar with 'Nomor Dokumen' and 'Terdapat' dropdowns, a 'NONE' filter, and a 'Cari' button. Below the search bar are date filters for 'Mulai Tanggal' (1 September 2025) and 'Hingga Tanggal' (30 September 2025), along with a 'Cari' button. The table header has columns: 'No.', 'Nomor Dokumen', 'Mata Uang', 'Tanggal dokumen', 'Memo', 'Status Pembatalan', and 'Status Dokumen'. The 'Tanggal dokumen' column contains the text '...: Tidak Ada Data:..'. There are also 'Baru' and 'Batalkan' buttons at the bottom left.

### View Explanation & Filters

This page is for viewing the history of adjustment/netting transactions that have been performed.

- **Filters:** You can search for a specific document by **Document Number** or a date range (**Start Date / End Date**).

- **Adjustment List:** The table below will display all documents that match the filters, with columns such as **Document Number**, **Document Date**, and **Document Status**.

## Button Functions

- **[New]:** The primary button to create a new AR/AP Adjustment document.
- **[Cancel]:** To cancel an adjustment document that has already been created.

## 2. Steps to Perform an Adjustment (Netting)

**Keuangan | AR/AP Penyesuaian**

Nomor Dokumen : AADJ2012509-xxxxxxx

Type :  Netting  AR-AP

Kategori :  Pelanggan / Pemasok Kelompok  Pelanggan / Pemasok

Pelanggan / Pemasok Kelompok : Tidak ada

Tanggal Transaksi : 23 September 2025

Memo :

AR										
<input type="checkbox"/>	Nomor Dokumen	Untuk Pembayaran	Mata Uang	Nilai	Jml Jatuh Tempo	Akun	D/K	Nilai Transaksi	Deskripsi harus diisi	CostCenter
<input type="checkbox"/>		Amount	IDR	1	0		Kredit	0		Tidak ada

AP										
<input type="checkbox"/>	Nomor Dokumen	Untuk Pembayaran	Mata Uang	Nilai	Jml Jatuh Tempo	Akun	D/K	Nilai Transaksi	Deskripsi harus diisi	CostCenter
<input type="checkbox"/>		Amount	IDR	1	0		Kredit	0		Tidak ada

Simpan Konfirmasi Batal

### Step 1: Create a New Adjustment Document

From the Main View, click the **[New]** button to open the **AR/AP Adjustment** form.

### Step 2: Fill in Header Information

- **Type:** Select the type of adjustment, for example, **Netting**.
- **Category:** Select whether you will perform netting for a specific **Customer / Supplier** or a **Group**.

- **Customer / Supplier Group:** Select the entity to be netted.
- **Transaction Date:** Enter the effective date of this adjustment transaction.

### **Step 3: Select Receivable (AR) Documents**

In the **AR** section, select one or more outstanding sales invoices from that customer that you want to use to reduce the payable.

### **Step 4: Select Payable (AP) Documents**

In the **AP** section, select one or more outstanding purchase invoices from that supplier that you want to reduce with the receivable above.

### **Step 5: Save and Confirm**

After selecting all the relevant documents, the system will calculate the totals. Verify the amounts, then click the **[Confirm]** button to process the adjustment. This action will create a journal entry that **debits Accounts Payable (AP)** and **credits Accounts Receivable (AR)**.

## **Tips & Important Notes**

- This is an **advanced accounting tool** and must be used with a proper understanding. Always ensure a valid netting agreement exists with the customer/supplier.
- After confirmation, this transaction will effectively "**settle**" part or all of the selected receivable and payable balances.
- This is an efficient way to settle transactions with business partners who have a **two-way relationship** (as both a buyer

and a seller).

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