

Cheque

Module Guide: Check/Giro

Module Location

Finance > Checkque

Module Objective

The **Check/Giro** module serves as a monitoring and management center for all transactions that use a Check or Bilyet Giro as the payment instrument. This module provides a centralized list to track all outstanding Checks/Giros (both those received from customers and those issued to suppliers), their due dates, and their status (e.g., outstanding, cleared, or rejected).

1. Main View (Giro List)

The main page of this module is a list that displays all Check/Giro transactions recorded in the system.



The screenshot shows the 'Keuangan | Giro' module interface. At the top, there is a search bar with a dropdown menu for 'Nomor' and a 'NONE' button. Below the search bar, there are two buttons: 'Cari' and 'Tampilkan semua'. The main area displays a table with the following columns: 'No.', 'Nomor', 'Cheque Auto Number', 'Pembayar', 'Tgl Cek', 'Tgl Jatuh Tempo', 'Status Giro', 'Tipe', 'Dokumen', 'Mata Uang', and 'Jumlah'. The table is currently empty, showing '....: Tidak Ada Data :...'. In the bottom right corner, there is a pagination control showing 'Halaman : 0' and 'Dari 0'.

View Explanation & Filters

This page is for monitoring all outstanding Checks/Giros.

- **Filter:** You can search for a specific Check/Giro using the search bar based on its **Number**.

Column Explanation

The table below will display all Checks/Giros that match the filters, with important columns such as:

- **Number:** The Check or Giro number.
- **Payer:** The paying party (if this is an incoming Giro).
- **Check Date:** The issue date of the Check/Giro.
- **Due Date:** The date the Check/Giro can be cleared.
- **Giro Status:** The current status of the Check/Giro (e.g., Outstanding, Cleared, Rejected).
- **Amount:** The nominal value of the Check/Giro.

2. Workflow & Integrated Business Process

- This is a **monitoring module**. Check/Giro transactions are not created here.
- Giro transactions (both receipts and disbursements) are recorded in the related transactional modules, namely in **Bank Receipt** or **Bank Disbursement**, by selecting "Giro" as the payment method.
- When a Giro transaction is recorded there, an entry will automatically appear in this module to be tracked.
- The Treasury team will use this module to **update the Giro Status** after the Check/Giro has been successfully cleared at the bank or if it turns out to be rejected during the clearing process.

Tips & Important Notes

- Use this module daily to monitor Giros that are approaching their due date, both those you will clear (receipts) and those that will be cleared by vendors (payments).
- **Accurately updating the Giro Status** is crucial for maintaining the accuracy of the actual cash/bank balance in the system.
- This module is an important cash control tool for the **Finance and Treasury teams**.

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