Company Information

Module Guide: Company Information

Module Location

Settings > Organization Structure > Company Information

Module Purpose

The **Company Information** module serves as a central dashboard or "control room" for each company entity registered in the system. This module displays a summary of the most crucial financial and accounting parameters, as well as providing a real-time overview of the closing status (locked or open) of all transactional sub-modules. It is the primary reference page for administrators and financial managers to monitor the health and configuration status of a company's accounting.?

1. Main View (Company Information Dashboard)

This page presents summary information and status for the selected company.

View Explanation

- **Organization Structure**:
  - A panel on the left displays the organizational tree structure. Users can select a company (e.g., PT. MEGA GLOBAL FOOD INDUSTRY) to view its details in the

main panel.

- **Company Form Information**:
  - This section displays the fundamental accounting parameters for the selected company :?
    - **Base Currency**: The functional currency the company uses for its bookkeeping (e.g., IDR).
    - **Current Financial Period**: The currently active fiscal year.
    - **Last Month in Financial Period**: The closing month of the fiscal year (e.g., December).
    - **Current Conversion Month**: The current active accounting period.
    - **Number of Periods per Year**: Shows the number of accounting periods in a year (e.g., 13, which could mean 12 regular months + 1 adjustment period).
- **Module Status**:
  - This table gives a quick overview of which transaction modules are currently open or closed (Yes/No). This is a summary view of what is set in the **Close Module** module.
    - **Module Name**: The type of transaction (General Journal, Sales Invoice, etc.).

    - **Closing Status**: Indicates whether the module is locked (Yes) or not (No).

    - **Closing Date & Closed By**: An audit log that records when and by whom a module was last closed.

- **Disallowed Periods**:

  - The area at the bottom contains system-wide date control settings to prevent incorrect entries.

    - **Deny overdue Entries**: Prevents users from entering transactions with a date before a specified date (back-dating control).

    - **Deny future Entries**: Prevents users from entering transactions with a date too far in the future (future-dating control).

2. Integrated Workflow & Business Process

- **Monitoring Dashboard**: This module is primarily informational. It is the first place to check to understand a company's basic financial and operational status, such as the active period and which modules are locked.?

- **Information Consolidation**: The information displayed here (especially **Module Status**) is a reflection of settings made in other modules (like **Close Module** and **Close Period**), consolidated onto one screen for ease of monitoring.

- **System Rule Enforcement**: The settings in the "Disallowed Periods" section are hard rules enforced by the system. If activated, the system will automatically block any transaction entry attempt that violates these date restrictions.

3. Tips & Important Notes

- Use this module as a quick "health check" to ensure the company's basic configuration is correct before starting large-scale data entry or the closing process.

- Pay attention to the **Module Status** section before performing a month-end or year-end close to ensure no important modules are left in an open state.

- The "Disallowed Periods" setting is a very powerful internal control tool for maintaining data integrity. Activate it according to your company's policy.

- Access to this module is typically granted to high-level users such as the Financial Controller, accounting managers, and system administrators.

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