

Company Loan Board

Module Guide: Loan Receipt

Module Location

Finance > Company Loan

Module Objective

The **Loan Receipt** module is used to record the transaction of receiving funds that originate from a loan. This module is used when the company receives loan funds from an external party (e.g., a bank or other financial institution) to be recorded as a cash inflow and, at the same time, as an increase in liabilities (loan payable).

1. Main View (Loan Receipt List)

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

The screenshot shows the 'Penerimaan Pinjaman' (Loan Receipt) interface. At the top, there is a breadcrumb trail: 'Keuangan | Pinjaman Perusahaan | Penerimaan Pinjaman'. Below this, there are several filter options: 'Dokumen Pinjaman' (set to 'Terdapat'), 'Terdapat' (set to 'NONE'), and a search button 'Cari'. There are also date range filters: 'Mulai Tanggal' (set to '1 September 2025') and 'Hingga Tanggal' (set to '30 September 2025'), both with search buttons. A 'Tampilkan semua' button is also present. Below the filters, there is a 'Type' dropdown menu set to 'Penerimaan Pinjaman'. At the bottom right, it says 'Halaman : 0 Dari 0'. The main area contains a table header with columns: 'No.', 'Dokumen Pinjaman', 'Dari', 'Tanggal Peminjaman', 'Status penerimaan barang', 'Status Pembayaran', and 'Jumlah'. Below the header, there is a message '...: Tidak Ada Data ...:'. At the bottom left, there is a note '*Cek Tidak Lengkap' and a button 'Penerimaan Pinjaman'.

View Explanation & Filters

This page is for viewing and managing all loan receipt transactions.

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

- **Loan List:** The table below will display all loan receipts that match the filters, with columns such as **Loan Document**, **From (Lender)**, **Loan Date**, and **Amount**.

Button Functions

- **[Loan Receipt]:** The primary button to create a new Loan Receipt record.

2. Steps to Record a Loan Receipt

Step 1: Create a New Document

From the Main View, click the **Loan Receipt** button to open the new entry form.

Step 2: Fill in Loan Details

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

- **Lender:** Select the party providing the loan.
- **Principal Loan Amount:** Enter the total loan funds received.
- **Date Funds Received:** Select the date the funds entered the company's account.
- **Destination Bank Account:** Select the company's bank account that received the funds.
- **Loan Terms and Conditions:** Enter details like the interest rate, due date, and installment scheme.

Step 3: Save the Document

Save the document to record the loan receipt. After confirmation, this action will automatically:

- Increase the company's cash/bank balance.
- Record the loan payable (liability) on the balance sheet.

Tips & Important Notes

- This module is specifically used for loans **received by** the company.
- Accurate recording here is crucial for the correct reporting of the company's **liabilities** in the financial statements.
- The document created here will become the basis for the installment payment process in the **Loan Payment** module.

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