Debit Credit Notes Report

Report Module Guide: Debit & Credit Note Report (AP)

Module Location

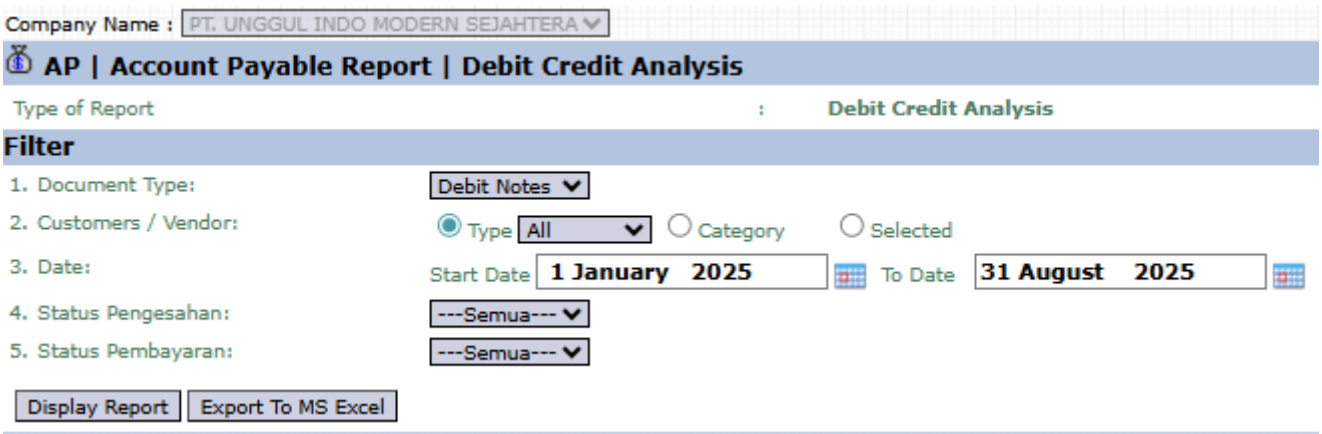
Accounts Payable > Reports > Debit & Credit Note Report

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 recorded for suppliers (vendors). This report is used to track and analyze all adjustment transactions (reductions or additions) that have occurred on accounts payable.

1. Report Parameters (Filter)

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



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 reduce payables, e.g., for a purchase return) or **Credit Notes** (to increase payables, e.g., for an additional charge).
- **Customers / Vendor**:
  - Filter the report by **Type All** (all vendors), **Category**, or **Selected** (Specific Vendor).
- **Date**:
  - Specify the **Start Date** and **To Date** range to define the report's period.
- **Approval Status / Payment Status**:
  - Use these dropdowns to filter documents based on their approval or payment status.

2. Steps to Generate the Report

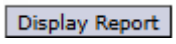
Step 1: Set Report Parameters

Select all the parameters you need, especially defining the **Document Type** and the **Date** range.

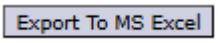


Step 2: Generate the Report

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

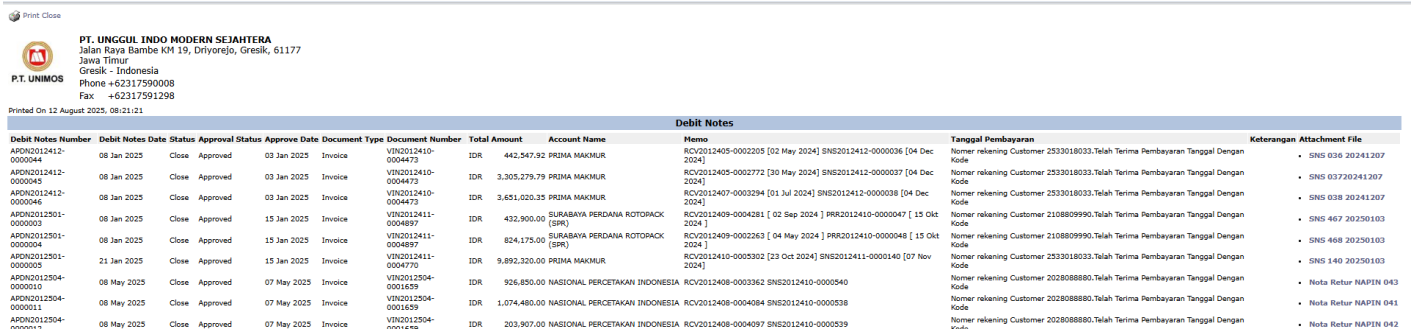
- **Display Report**: To preview the report directly on your screen. 

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



3. Example of the Report View

After you click, the system will generate a detailed report like the following, which details every Debit or Credit Note document.



Print Close

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Printed On 12 August 2025, 08:21:21

Debit Notes

Debit Notes Number	Debit Notes Date	Status	Approval Status	Approve Date	Document Type	Document Number	Total Amount	Account Name	Memo	Tanggal Pembayaran	Keterangan Attachment File
APDN2012412-0000044	08 Jan 2025	Close	Approved	03 Jan 2025	Invoice	VIN2012410-0004472	IDR 442,547.92	PRIMA MAKMUR	RCV2012405-0002205 [02 May 2024] SNS2012412-0000036 [04 Dec 2024]	Nomer rekening Customer 2533018033.Telah Terima Pembayaran Tanggal Dengan Kode	• SNS 036 20241207
APDN2012412-0000045	08 Jan 2025	Close	Approved	03 Jan 2025	Invoice	VIN2012410-0004473	IDR 3,305,279.79	PRIMA MAKMUR	RCV2012405-0002772 [30 May 2024] SNS2012412-0000037 [04 Dec 2024]	Nomer rekening Customer 2533018033.Telah Terima Pembayaran Tanggal Dengan Kode	• SNS 03720241207
APDN2012412-0000046	08 Jan 2025	Close	Approved	03 Jan 2025	Invoice	VIN2012410-0004473	IDR 3,651,020.35	PRIMA MAKMUR	RCV2012407-0003294 [01 Jul 2024] SNS2012412-0000038 [04 Dec 2024]	Nomer rekening Customer 2533018033.Telah Terima Pembayaran Tanggal Dengan Kode	• SNS 038 20241207
APDN2012501-0000003	08 Jan 2025	Close	Approved	15 Jan 2025	Invoice	VIN2012411-0004897	IDR 432,900.00	SURABAYA PERDANA ROTOPACK (SPR)	RCV2012409-0004281 [02 Sep 2024] PRR2012410-0000047 [15 Okt 2024]	Nomer rekening Customer 2108809990.Telah Terima Pembayaran Tanggal Dengan Kode	• SNS 467 20250103
APDN2012501-0000004	08 Jan 2025	Close	Approved	15 Jan 2025	Invoice	VIN2012411-0004897	IDR 824,175.00	SURABAYA PERDANA ROTOPACK (SPR)	RCV2012409-0002263 [04 May 2024] PRR2012410-0000048 [15 Okt 2024]	Nomer rekening Customer 2108809990.Telah Terima Pembayaran Tanggal Dengan Kode	• SNS 468 20250103
APDN2012501-0000005	21 Jan 2025	Close	Approved	15 Jan 2025	Invoice	VIN2012411-0004770	IDR 9,892,320.00	PRIMA MAKMUR	RCV2012410-0005302 [23 Oct 2024] SNS2012411-0000140 [07 Nov 2024]	Nomer rekening Customer 2533018033.Telah Terima Pembayaran Tanggal Dengan Kode	• SNS 140 20250103
APDN2012504-0000010	08 May 2025	Close	Approved	07 May 2025	Invoice	VIN2012504-0001659	IDR 926,850.00	NASIONAL PERCETAKAN INDONESIA	RCV2012408-0003362 SNS2012410-0000540	Nomer rekening Customer 2028088880.Telah Terima Pembayaran Tanggal Dengan Kode	• Nota Retur NAPIN 043
APDN2012504-0000011	08 May 2025	Close	Approved	07 May 2025	Invoice	VIN2012504-0001659	IDR 1,074,480.00	NASIONAL PERCETAKAN INDONESIA	RCV2012408-0004084 SNS2012410-0000538	Nomer rekening Customer 2028088880.Telah Terima Pembayaran Tanggal Dengan Kode	• Nota Retur NAPIN 041
APDN2012504-	08 May 2025	Close	Approved	07 May 2025	Invoice	VIN2012504-	IDR 203,907.00	NASIONAL PERCETAKAN INDONESIA	RCV2012408-0004097 SNS2012410-0000539	Nomer rekening Customer 2028088880.Telah Terima Pembayaran Tanggal Dengan	• Nota Retur NAPIN 042

Report Explanation: This report will display a detailed list of every selected Debit or Credit Note document.

Key Columns:

- **Debit Notes Number**: The document's reference number.
- **Status** and **Approval Status**: Shows the current status of the document.
- **Total Amount**: The value of the debit/credit note.
- **Account Name**: The related vendor's name.

- **Payment Date**: Shows the date when this note was used for a payment.

Tips & Important Notes

- Use this report to summarize all **payable adjustments** in 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 **Accounting (AP - Account Payable) team** to ensure all payable adjustments are recorded and have gone through the correct approval workflow.

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