

# Direct Sales Receipt Bank

## Module Guide: Direct Selling Bank Receipt

### Module Location

Direct Selling > Direct Selling Bank Receipt

### Module Objective

The **Direct Selling Bank Receipt** (Direct Sales Receipt Bank) module is used to consolidate multiple individual payment proofs received from direct selling customers into a single bank receipt document. This module is a critical step for the reconciliation process, which is matching the total money received in the field with the total money deposited into the company's bank account.

## 1. Main View (Bank Receipt List)

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

The screenshot shows the 'Direct Selling | Direct Sales Receipt Bank' interface. It features a search bar with a dropdown for 'Receipt No' (set to 'Any Part of Field') and a 'NONE' dropdown. Below the search bar are 'Search' and 'Show All' buttons. The date range is set from '1 August 2025' to '31 August 2025', with a 'Search' button. The page number is '0' of '0'. The table has columns: 'No.', 'Receipt No', 'Receipt Date', 'Description', 'Total Amount', and 'Last Update'. The table is currently empty, displaying '...: No Record Found:..'. A 'New Receipt' button is located at the bottom left.

### View Explanation & Filters

This page is for viewing and managing all deposit documents.

- **Filters:** You can search for a specific document by **Receipt No** or a date range (**Date From / Date To**).

- **Receipt List:** The table below will display all deposit documents that match the filters, with columns such as **Receipt No**, **Receipt Date**, **Description**, and **Total Amount**.

## Button Functions

- **New Receipt:** The primary button to create a new Bank Receipt document.

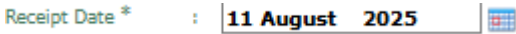
## 2. Steps to Record a Bank Receipt

### Step 1: Create a New Receipt Document

From the Main View, click the **New Receipt** button to open the **Add Direct Sales Receipt Bank** form. 

### Step 2: Fill in Header Information

On the form that appears, fill in the general deposit information:

- **Receipt Date:** Enter the date the money was deposited into the bank (e.g., August 11, 2025). 
- **Description:** Provide a clear description, for instance, "Deposit from canvassing sales in Surabaya area August 11, 2025".



### Step 3: Select the Payments to be Deposited

1. Click the **[+- Multiple Select]** link to open the **List of Payment** window.

[+ Multiple Select] [-]

**List of Payment**

Pay Date \* :  To

Page :  Of 0

<input type="checkbox"/>	No.	Invoice Number	Customer	Payment Period	Pay Date	Amount [IDR]
...: No Record Found ...						

2. In the pop-up window that appears, you will see a list of individual payments that have been recorded in the **Direct Selling Payment Entry** module but have not yet been reconciled.
3. Select all the payments that were deposited at the same time by checking the box in the leftmost column.
4. Click the **Close** button to return to the main form.

## Step 4: Save the Receipt Document

1. The payments you selected in the previous step will now appear in the detail table.
2. Verify that the **Total Amount** matches the amount of money that was deposited.
3. Click the **Save** button to save the Bank Receipt document.

## Tips & Important Notes

- This module is the **final step in the direct selling cash cycle**, linking payments received in the field with physical deposits to the bank.

- To simplify the reconciliation process with the bank statement, ensure you only select payments that were actually deposited together in a single bank receipt document.
- This module is crucial for the **Finance and Accounting** teams for cash control.

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Revision #1

Created 11 August 2025 10:45:17 by Muhammad Ali Akbar

Updated 11 August 2025 10:54:29 by Muhammad Ali Akbar