Invoice Payment Selection

Module Guide: Invoice Payment Selection

Module Location

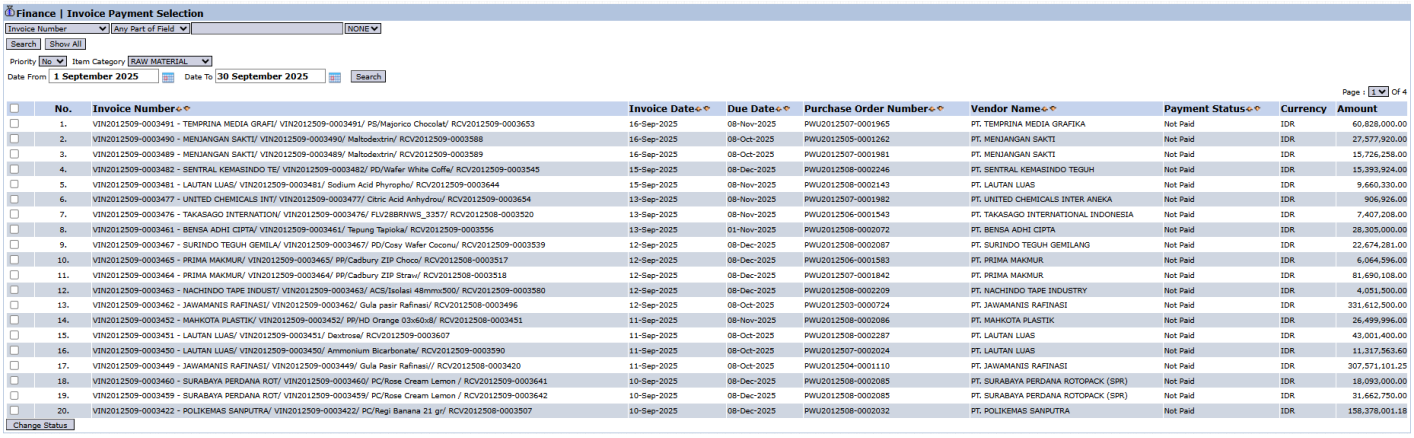
Finance > Invoice Payment Selection

Module Objective

The **Invoice Payment Selection** module is the first step in the supplier payment process. Its purpose is to review and select approved purchase invoices that are ready to be processed for payment. This module serves as a "preparation area" for the Finance team to gather and mark which invoices will be included in the next payment cycle.

1. Main View (List of Invoices Ready for Payment)

The main page of this module displays a list of all approved, unpaid purchase invoices.


Finance | Invoice Payment Selection

Invoice Number | Any Part of Field | NONE | Search | Show All

Priority No | Item Category RAW MATERIAL

Date From 1 September 2025 | Date To 30 September 2025 | Search

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No.	Invoice Number	Invoice Date	Due Date	Purchase Order Number	Vendor Name	Payment Status	Currency	Amount
1.	VIN2012509-0003491 - TEMPRINA MEDIA GRAFI/ VIN2012509-0003491/ PS/Majorico Chocolat/ RCV2012509-0003653	16-Sep-2025	08-Nov-2025	PWU2012507-0001965	PT. TEMPRINA MEDIA GRAFIKA	Not Paid	IDR	60,828,000.00
2.	VIN2012509-0003490 - MENJANGAN SAKTI/ VIN2012509-0003490/ Maltodextrin/ RCV2012509-0003588	16-Sep-2025	08-Oct-2025	PWU2012505-0001262	PT. MENJANGAN SAKTI	Not Paid	IDR	27,577,920.00
3.	VIN2012509-0003489 - MENJANGAN SAKTI/ VIN2012509-0003489/ Maltodextrin/ RCV2012509-0003589	16-Sep-2025	08-Oct-2025	PWU2012507-0001981	PT. MENJANGAN SAKTI	Not Paid	IDR	15,726,258.00
4.	VIN2012509-0003482 - SENTRAL KEMASINDO TE/ VIN2012509-0003482/ PD/Wafer White Coffe/ RCV2012509-0003545	15-Sep-2025	08-Dec-2025	PWU2012508-0002246	PT. SENTRAL KEMASINDO TEGUH	Not Paid	IDR	15,393,924.00
5.	VIN2012509-0003481 - LAUTAN LUAS/ VIN2012509-0003481/ Sodium Acid Phyropho/ RCV2012509-0003644	15-Sep-2025	08-Nov-2025	PWU2012508-0002143	PT. LAUTAN LUAS	Not Paid	IDR	9,660,330.00
6.	VIN2012509-0003477 - UNITED CHEMICALS INT/ VIN2012509-0003477/ Citric Acid Anhydrou/ RCV2012509-0003654	13-Sep-2025	08-Nov-2025	PWU2012507-0001982	PT. UNITED CHEMICALS INTER ANEKA	Not Paid	IDR	906,926.00
7.	VIN2012509-0003476 - TAKASAGO INTERNATION/ VIN2012509-0003476/ FLV28BRNWS_3357/ RCV2012508-0003520	13-Sep-2025	08-Nov-2025	PWU2012506-0001543	PT. TAKASAGO INTERNATIONAL INDONESIA	Not Paid	IDR	7,407,208.00
8.	VIN2012509-0003461 - BENSA ADHI CIPTA/ VIN2012509-0003461/ Tepung Tapioka/ RCV2012509-0003556	13-Sep-2025	01-Nov-2025	PWU2012508-0002072	PT. BENSA ADHI CIPTA	Not Paid	IDR	28,305,000.00
9.	VIN2012509-0003467 - SURINDO TEGUH GEMILA/ VIN2012509-0003467/ PD/Cosy Wafer Coconu/ RCV2012509-0003539	12-Sep-2025	08-Dec-2025	PWU2012508-0002087	PT. SURINDO TEGUH GEMILANG	Not Paid	IDR	22,674,281.00
10.	VIN2012509-0003465 - PRIMA MAKMUR/ VIN2012509-0003465/ PP/Cadbury ZIP Choco/ RCV2012508-0003517	12-Sep-2025	08-Dec-2025	PWU2012506-0001583	PT. PRIMA MAKMUR	Not Paid	IDR	6,064,596.00
11.	VIN2012509-0003464 - PRIMA MAKMUR/ VIN2012509-0003464/ PP/Cadbury ZIP Straw/ RCV2012508-0003518	12-Sep-2025	08-Dec-2025	PWU2012507-0001842	PT. PRIMA MAKMUR	Not Paid	IDR	81,690,108.00
12.	VIN2012509-0003463 - NACHINDO TAPE INDUST/ VIN2012509-0003463/ ACS/Isolasi 48mmx500/ RCV2012509-0003580	12-Sep-2025	08-Dec-2025	PWU2012508-0002209	PT. NACHINDO TAPE INDUSTRY	Not Paid	IDR	4,051,500.00
13.	VIN2012509-0003462 - JAWAMANIS RAFINASI/ VIN2012509-0003462/ Gula pasir Rafinasi/ RCV2012508-0003496	12-Sep-2025	08-Oct-2025	PWU2012503-0000724	PT. JAWAMANIS RAFINASI	Not Paid	IDR	331,612,500.00
14.	VIN2012509-0003452 - MAHKOTA PLASTIK/ VIN2012509-0003452/ PP/HD Orange 03x60x8/ RCV2012508-0003451	11-Sep-2025	08-Nov-2025	PWU2012508-0002086	PT. MAHKOTA PLASTIK	Not Paid	IDR	26,499,996.00
15.	VIN2012509-0003451 - LAUTAN LUAS/ VIN2012509-0003451/ Dextrose/ RCV2012509-0003607	11-Sep-2025	08-Oct-2025	PWU2012508-0002287	PT. LAUTAN LUAS	Not Paid	IDR	43,001,400.00
16.	VIN2012509-0003450 - LAUTAN LUAS/ VIN2012509-0003450/ Ammonium Bicarbonate/ RCV2012509-0003590	11-Sep-2025	08-Oct-2025	PWU2012507-0002024	PT. LAUTAN LUAS	Not Paid	IDR	11,317,563.60
17.	VIN2012509-0003449 - JAWAMANIS RAFINASI/ VIN2012509-0003449/ Gula Pasir Rafinasi// RCV2012508-0003420	11-Sep-2025	08-Oct-2025	PWU2012504-0001110	PT. JAWAMANIS RAFINASI	Not Paid	IDR	307,571,101.25
18.	VIN2012509-0003460 - SURABAYA PERDANA ROT/ VIN2012509-0003460/ PC/Rose Cream Lemon / RCV2012509-0003641	10-Sep-2025	08-Dec-2025	PWU2012508-0002085	PT. SURABAYA PERDANA ROTOPACK (SPR)	Not Paid	IDR	18,093,000.00
19.	VIN2012509-0003459 - SURABAYA PERDANA ROT/ VIN2012509-0003459/ PC/Rose Cream Lemon / RCV2012509-0003642	10-Sep-2025	08-Dec-2025	PWU2012508-0002085	PT. SURABAYA PERDANA ROTOPACK (SPR)	Not Paid	IDR	31,662,750.00
20.	VIN2012509-0003422 - POLIKEMAS SANPUTRA/ VIN2012509-0003422/ PC/Regi Banana 21 gr/ RCV2012508-0003507	10-Sep-2025	08-Dec-2025	PWU2012508-0002032	PT. POLIKEMAS SANPUTRA	Not Paid	IDR	158,378,001.18

Change Status

View Explanation & Filters

This page is for viewing and selecting invoices to be paid.

- **Filters**: You can search for a specific invoice by **Invoice Number** or a date range (**Date From / To**).

- **Invoice List**: The table below displays all invoices awaiting payment, with important columns such as **Invoice Number**, **Invoice Date**, **Due Date**, **Vendor Name**, and a **Payment Status** showing "Not Paid".

Button Functions

- **Change Status**: The main action button to change the status of the selected invoices, indicating that they are ready to be processed in the payment module.

2. Steps to Select Invoices for Payment

Step 1: Review Due Invoices

Use the filters and pay attention to the **Due Date** column to see which invoices need to be paid soon based on their due date.

Step 2: Select Invoices

Select one or more invoices to be included in the next payment cycle by checking the box in the leftmost column of the corresponding row(s).

Step 3: Change Status

After selecting all the desired invoices, click the **Change Status** button in the bottom-left section of the page. This action will 'send' the selected invoices to the **Vendor Payment** module, where the actual payment process (e.g., creating a voucher) will be carried out.

Tips & Important Notes

- This module only displays purchase invoices that have passed all approval stages and still have a **'Not Paid'** status.
- This is a preparatory step before the actual payment process is carried out in the next module.
- This module is crucial for the **Finance (AP - Account Payable)** team to manage cash outflow and ensure timely payments to vendors.

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