

# Set Deposit to Income

## Module Guide: Convert Deposit to Revenue

### Module Location

Finance > Set Deposit to Income

### Module Objective

The **Convert Deposit to Revenue** module is a special accounting tool used to create an adjusting journal entry to recognize a "Deposit" or "Customer Down Payment" (which was initially recorded as a liability) as official company Revenue. This process is performed when the conditions for revenue recognition have been met (for example, the goods have been shipped or the service has been rendered).

## 1. Main View (Deposit List)

The main page of this module is an interactive list that displays all deposits from customers that still have a remaining balance.

<input type="checkbox"/>	Kode Akun	Nama Akun	Dokumen Buku Kas	Mata Uang	Deposit	Pemakaian	Deposit Untuk Pendapatan	Sisa	Jumlah untuk di ubah
<input type="checkbox"/>	012983	Alamjaya Wirasentosa,PT-Meulaboh	BRJ2012201-0000010	IDR	30,622.0000	0.0000	0.0000	30,622.0000	0.0000
<input type="checkbox"/>	012187	Ampuh,CV-Bandung	BRJ2012201-0000014	IDR	1,438,567.8700	0.0000	0.0000	1,438,567.8700	0.0000
<input type="checkbox"/>	012187	Ampuh,CV-Bandung	BRJ2012201-0000015	IDR	131,935.0000	0.0000	0.0000	131,935.0000	0.0000
<input type="checkbox"/>	012187	Ampuh,CV-Bandung	BRJ2012201-0000016	IDR	361,301.0000	0.0000	0.0000	361,301.0000	0.0000
<input type="checkbox"/>	012187	Ampuh,CV-Bandung	BRJ2012201-0000017	IDR	267,190.0000	0.0000	0.0000	267,190.0000	0.0000
<input type="checkbox"/>	012187	Ampuh,CV-Bandung	BRJ2012201-0000019	IDR	307,763,300.0000	0.0000	0.0000	307,763,300.0000	0.0000
<input type="checkbox"/>	012187	Ampuh,CV-Bandung	BRJ2012201-0000020	IDR	23,652.3500	0.0000	0.0000	23,652.3500	0.0000
<input type="checkbox"/>	012187	Ampuh,CV-Bandung	BRJ2012201-0000022	IDR	248,063.0000	0.0000	0.0000	248,063.0000	0.0000
<input type="checkbox"/>	11387	Anak Sekolah,CV-Pekalongan	CRJ2012002-0008955	IDR	29,722,999.0000	0.0000	0.0000	29,722,999.0000	0.0000
<input type="checkbox"/>	11387	Anak Sekolah,CV-Pekalongan	CRJ2012003-0008970	IDR	9,901,868.0000	0.0000	0.0000	9,901,868.0000	0.0000
<input type="checkbox"/>	012749	Andalas Wahana Rezeki,PT-Bukittinggi	BRJ2012201-0000029	IDR	54,011,526.0000	0.0000	0.0000	54,011,526.0000	0.0000
<input type="checkbox"/>	UMSCC0093	Anggara Surya Lestari,Cv -Gresik	BRJ2012209-0000026	IDR	4,292,500.0000	4,288,641.5100	0.0000	3,858.4900	0.0000
<input type="checkbox"/>	10974	Anugerah Perkasa Sejahtera,PT-Batam	BRJ2012201-0000003	IDR	5,411,969.0000	0.0000	0.0000	5,411,969.0000	0.0000

Keuangan | Mengubah Titipan Menjadi Pendapatan Halaman : 1 Dari 25

Akun Pendapatan: 6110308-SE - SALES MKT MANAGEMENT 13TH SALARY THR

Pilih Tanggal : 24 September 2025 Mengubah Menjadi Pendapatan

### View and Column Explanation

This page is for selecting and processing deposits that will be recognized as revenue.

- **Deposit List:** The main table displays all available deposits, with important columns such as:
  - **Account Name:** The name of the customer who made the deposit.
  - **Deposit:** The initial deposit amount received.
  - **Usage:** The amount of the deposit that has been previously used.
  - **Remaining:** The remaining balance of the deposit that is still available.
  - **Amount to be converted:** The main input column where you enter the amount to be recognized as revenue.

## 2. Steps to Recognize Revenue

### Step 1: Find and Select the Deposit

Find the row for the customer's deposit that will be recognized as revenue in the available list.

### Step 2: Enter the Amount to be Recognized

On the corresponding row, in the **Amount to be converted** column, enter the value that will be recognized as revenue. You can enter a partial amount or the entire remaining balance.

### Step 3: Select the Revenue Account

At the bottom of the page, in the **Revenue Account** field, select the appropriate revenue account from the General Ledger for this transaction.

## Step 4: Set the Date & Process

1. Select the effective **Date** for this revenue recognition.
2. Click the [**Convert To Revenue**] button to process the transaction.

## Workflow & Integrated Business Process

- **Accounting Impact:** This action will automatically create a journal entry: **Debit** the Deposit/Customer Down Payment liability account and **Credit** the Revenue Account you selected.
- **Accounting Principle:** This process is the core of the accrual accounting principle for revenue recognition. Only perform this when the conditions for revenue recognition (e.g., services have been rendered or goods have been shipped) have been met.

## Tips & Important Notes

- This is a primary work tool for the **Accounting team**.
- This process will reduce the liability balance (down payment liability) and increase the revenue balance on the **Profit & Loss Statement**.

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Revision #2

Created 24 September 2025 09:09:46 by Muhammad Ali Akbar

Updated 24 September 2025 09:28:17 by Muhammad Ali Akbar