Void Cash Book

Module Guide: Void Cash Book

Module Location

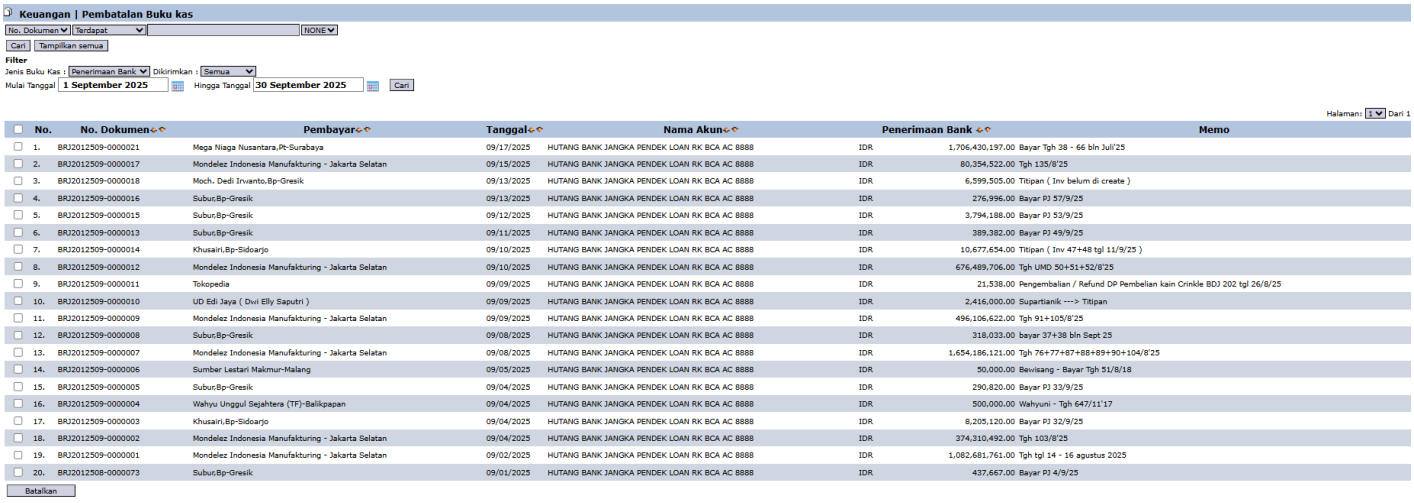
Finance > Void Cash Book

Module Objective

The **Void Cash Book** module is an administrative tool that is used to **void** cash or bank transactions (both inflows and outflows) that have been incorrectly recorded. The "void" process is different from "delete"; "void" will keep a record of the transaction in the system but give it a "canceled" status and automatically create a reversing journal to neutralize its accounting impact.

1. Main View (Cash/Bank Transaction List)

The main page of this module displays a list of active cash and bank transactions that can be voided.


Keuangan | Pembatalan Buku kas

No. Dokumen | Terdapat | NONE

Cari | Tampilkan semua

Filter

Jenis Buku Kas : Penerimaan Bank | Dikirimkan : Semua

Mulai Tanggal 1 September 2025 | Hingga Tanggal 30 September 2025 | Cari

Halaman: 1 Dari 1

	No.	No. Dokumen	Pembayar	Tanggal	Nama Akun		Penerimaan Bank	Memo
	1.	BRJ2012509-0000021	Mega Niaga Nusantara,Pt-Surabaya	09/17/2025	HUTANG BANK JANGKA PENDEK LOAN RK BCA AC 8888	IDR	1,706,430,197.00	Bayar Tgh 38 - 66 bln Juli'25
	2.	BRJ2012509-0000017	Mondelez Indonesia Manufakturing - Jakarta Selatan	09/15/2025	HUTANG BANK JANGKA PENDEK LOAN RK BCA AC 8888	IDR	80,354,522.00	Tgh 135/8'25
	3.	BRJ2012509-0000018	Moch. Dedi Irvanto,Bp-Gresik	09/13/2025	HUTANG BANK JANGKA PENDEK LOAN RK BCA AC 8888	IDR	6,599,505.00	Titipan (Inv belum di create)
	4.	BRJ2012509-0000016	Subur,Bp-Gresik	09/13/2025	HUTANG BANK JANGKA PENDEK LOAN RK BCA AC 8888	IDR	276,996.00	Bayar PJ 57/9/25
	5.	BRJ2012509-0000015	Subur,Bp-Gresik	09/12/2025	HUTANG BANK JANGKA PENDEK LOAN RK BCA AC 8888	IDR	3,794,188.00	Bayar PJ 53/9/25
	6.	BRJ2012509-0000013	Subur,Bp-Gresik	09/11/2025	HUTANG BANK JANGKA PENDEK LOAN RK BCA AC 8888	IDR	389,382.00	Bayar PJ 49/9/25
	7.	BRJ2012509-0000014	Khusairi,Bp-Sidoarjo	09/10/2025	HUTANG BANK JANGKA PENDEK LOAN RK BCA AC 8888	IDR	10,677,654.00	Titipan (Inv 47+48 tgl 11/9/25)
	8.	BRJ2012509-0000012	Mondelez Indonesia Manufakturing - Jakarta Selatan	09/10/2025	HUTANG BANK JANGKA PENDEK LOAN RK BCA AC 8888	IDR	676,489,706.00	Tgh UMD 50+51+52/8'25
	9.	BRJ2012509-0000011	Tokopedia	09/09/2025	HUTANG BANK JANGKA PENDEK LOAN RK BCA AC 8888	IDR	21,538.00	Pengembalian / Refund DP Pembelian kain Crinkle BDJ 202 tgl 26/8/25
	10.	BRJ2012509-0000010	UD Edi Jaya (Dwi Elly Saputri)	09/09/2025	HUTANG BANK JANGKA PENDEK LOAN RK BCA AC 8888	IDR	2,416,000.00	Supartianik ---> Titipan
	11.	BRJ2012509-0000009	Mondelez Indonesia Manufakturing - Jakarta Selatan	09/09/2025	HUTANG BANK JANGKA PENDEK LOAN RK BCA AC 8888	IDR	496,106,622.00	Tgh 91+105/8'25
	12.	BRJ2012509-0000008	Subur,Bp-Gresik	09/08/2025	HUTANG BANK JANGKA PENDEK LOAN RK BCA AC 8888	IDR	318,033.00	bayar 37+38 bln Sept 25
	13.	BRJ2012509-0000007	Mondelez Indonesia Manufakturing - Jakarta Selatan	09/08/2025	HUTANG BANK JANGKA PENDEK LOAN RK BCA AC 8888	IDR	1,654,186,121.00	Tgh 76+77+87+88+89+90+104/8'25
	14.	BRJ2012509-0000006	Sumber Lestari Makmur-Malang	09/05/2025	HUTANG BANK JANGKA PENDEK LOAN RK BCA AC 8888	IDR	50,000.00	Bewisang - Bayar Tgh 51/8/18
	15.	BRJ2012509-0000005	Subur,Bp-Gresik	09/04/2025	HUTANG BANK JANGKA PENDEK LOAN RK BCA AC 8888	IDR	290,820.00	Bayar PJ 33/9/25
	16.	BRJ2012509-0000004	Wahyu Unggul Sejahtera (TF)-Balikpapan	09/04/2025	HUTANG BANK JANGKA PENDEK LOAN RK BCA AC 8888	IDR	500,000.00	Wahyuni - Tgh 647/11'17
	17.	BRJ2012509-0000003	Khusairi,Bp-Sidoarjo	09/04/2025	HUTANG BANK JANGKA PENDEK LOAN RK BCA AC 8888	IDR	8,205,120.00	Bayar PJ 32/9/25
	18.	BRJ2012509-0000002	Mondelez Indonesia Manufakturing - Jakarta Selatan	09/04/2025	HUTANG BANK JANGKA PENDEK LOAN RK BCA AC 8888	IDR	374,310,492.00	Tgh 103/8'25
	19.	BRJ2012509-0000001	Mondelez Indonesia Manufakturing - Jakarta Selatan	09/02/2025	HUTANG BANK JANGKA PENDEK LOAN RK BCA AC 8888	IDR	1,082,681,761.00	Tgh tgl 14 - 16 agustus 2025
	20.	BRJ2012508-0000073	Subur,Bp-Gresik	09/01/2025	HUTANG BANK JANGKA PENDEK LOAN RK BCA AC 8888	IDR	437,667.00	Bayar PJ 4/9/25

Batalkan

View Explanation & Filters

This page is for finding and selecting the transaction to be voided.

- **Filters**: You can search for a specific transaction by **Doc. Number**, **Cash Book Type** (e.g., Bank Receipt), or a **Start Date** and **End Date** range.

- **Transaction List**: The table below will display all transactions that match the filters, with columns such as **Doc. Number**, **Payer** (for inflows) or **Payee**, **Date**, **Account Name** (bank account), and the amount.

Button Functions

- **Void**: The main action button to run the voiding process on a selected transaction.

2. Steps to Void a Cash Book Transaction

Step 1: Find the Transaction

Use the available filters to find and locate the cash/bank transaction you wish to void.

Step 2: Select the Transaction

Select one or more transactions to be voided by checking the box in the leftmost column of the corresponding row(s).

Step 3: Run the Voiding Process

Click the **Void** button in the bottom-left section of the page. The system will likely ask for your confirmation before proceeding with the voiding process. Once confirmed, the transaction's status will change to "voided".

Tips & Important Notes

- The 'Void' process **does not delete the transaction data**, it only deactivates it. This is the correct accounting practice to maintain an **audit trail**.

- After a transaction is voided, the system will automatically create a **reversing journal** to neutralize the accounting impact of the original transaction.

- Ensure you have sufficient **authorization** before voiding a transaction, as this action will directly affect the cash/bank records and related accounts.

- This module is generally used by the **Finance/Treasury team** with supervision.

Revision #1
Created 23 September 2025 08:47:01 by Sayu
Updated 23 September 2025 08:49:09 by Sayu