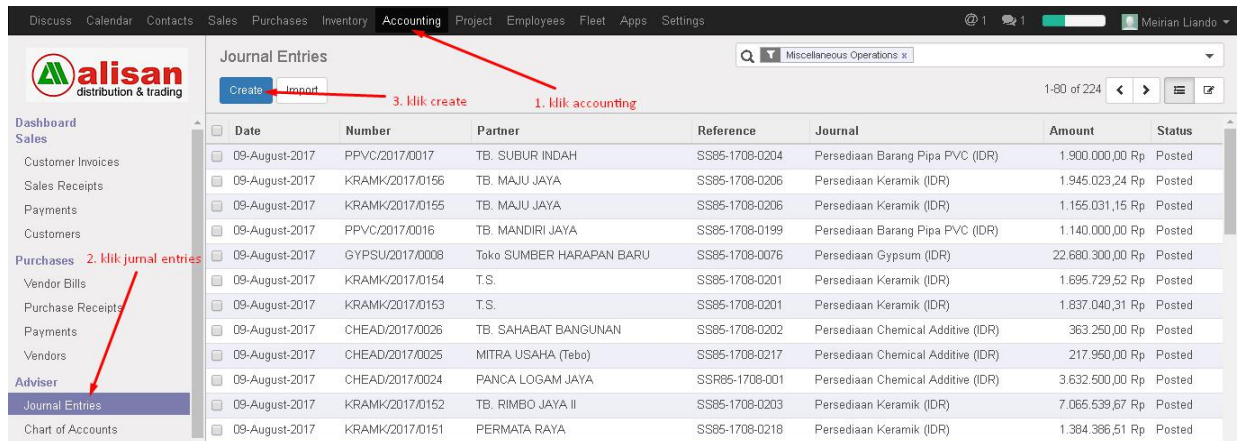


# CARA PENGGUNAAN APLIKASI

## Penggunaan *Journal Entries* untuk bagian FAA



1. Dari Menu Accounting, Sub Menu Journal Entries, lalu tekan tombol Create
2. Setelah muncul Form Journal Entries isi field Journal, Journal Items dan Referensi

The screenshot shows the 'Journal Entries' form. A red arrow points to the 'Post' button at the top left, labeled 'klik post'. The form contains fields for 'Journal' (set to 'KAS BESAR (IDR)'), 'Date' (set to '10-August-2017'), and 'Reference'. Below these is a table for 'Journal Items' with columns for 'Partner', 'Account', 'Label', 'Debit', and 'Credit'. The table contains two entries: '110201 Bank Rupiah' with a debit of '100.000,00' and '110101 Kas Besar' with a credit of '0,00'. A red arrow points to the 'Add an item' button at the bottom left.

| Partner | Account            | Label     | Debit      | Credit |
|---------|--------------------|-----------|------------|--------|
|         | 110201 Bank Rupiah | deskripsi | 100.000,00 |        |
|         | 110101 Kas Besar   | deskripsi |            | 0,00   |

3. Setelah dilengkapi tekan tombol Post

The screenshot shows the 'Journal Entries' form with annotations. A red arrow points to the 'Journal' dropdown menu, labeled '1. pilih jurnal nya'. Another red arrow points to the 'Reference' field, labeled '2. isi referensi dari navision jika ada'. A third red arrow points to the 'Add an item' button, labeled '3. klik add an item'.

| Partner | Account | Label | Debit | Credit |
|---------|---------|-------|-------|--------|
|         |         |       |       |        |
|         |         |       |       |        |

## Penggunaan Penerimaan Barang dari *Purchases Order* untuk bagian Gudang

1. Buka Menu Purchases, Sub Menu Purchases Order
2. Cari Nomor Purchases Order pada kolom pencarian

Discuss Calendar Contacts Sales **Purchases** Inventory Accounting Project Employees Fleet Apps Settings

**alisan**  
distribution & trading

Purchase Orders  
Create Import

1. klik purchases

cari PO nya

Filters Group By Favorites

| Reference     | Order Date              | Vendor                                           | Scheduled Date          | Source Doc |
|---------------|-------------------------|--------------------------------------------------|-------------------------|------------|
| PO85-1708-051 | 15-August-2017 13:34:00 | PT. SUKSES BANGUN CEMERLANG                      | 22-August-2017 14:04:40 |            |
| PO85-1708-048 | 10-August-2017 15:39:17 | ALISAN CATUR ADHIRAJASA BENGKULU                 | 19-August-2017 15:39:17 |            |
| PO85-1708-047 | 09-August-2017 15:06:21 | ALISAN CATUR ADHIRAJASA BENGKULU                 | 18-August-2017 15:08:01 |            |
| PO85-1708-014 | 05-August-2017 16:57:45 | PT. Marissi Idola Sumber Sejahtera               | 19-August-2017 13:09:40 |            |
| PO85-1708-013 | 05-August-2017 16:55:45 | PT. ALKADI BANGUN BERSAMA                        | 12-August-2017 16:56:19 |            |
| PO85-1708-012 | 05-August-2017 16:52:53 | PT. SAINT GOBAIN CONSTRUCTION PRODUCTS INDONESIA | 16:54:19                |            |
| PO85-1708-011 | 05-August-2017 16:44:02 | PT.MULIA INDUSTRINDO                             | 21-August-2017 16:44:40 |            |
| PO85-1708-010 | 05-August-2017 15:15:25 | PT.MULIA INDUSTRINDO                             | 05-August-2017 15:15:25 |            |

2. klik purchase orders

3. Setelah dipilih Purchases Order nya, klik tombol Shipment

Products Cancel Set to Done Draft PO RFQ Sent

**Purchase Order**  
**PO85-1708-051**

Vendor: PT. SUKSES BANGUN CEMERLANG  
Vendor Reference: PO-1708-TEST  
Order Date: 15-August-2017 13:34:00

Products Deliveries & Invoices

1 Shipment 0 Invoices 0 Refunds

klik shipment

| Product                                  | Description                              | Scheduled Date          | Quantity | Received Qty | Returned Qty | Qty to Bill | Qty to Refund | Billed Qty | Refunded Qty | Product Unit of Measure | Unit Pric |
|------------------------------------------|------------------------------------------|-------------------------|----------|--------------|--------------|-------------|---------------|------------|--------------|-------------------------|-----------|
| [BHD93PL8"TXT] CONWOOD PLANK 8" TEXTURED | [BHD93PL8"TXT] CONWOOD PLANK 8" TEXTURED | 22-August-2017 14:04:40 | 1,000,00 | 0,00         | 0,00         | 0,00        | 0,00          | 0,00       | 0,00         | LBR                     | 35.C      |

Discount type Percentage Undiscount Amount : 28.636.363,64 Rp

4. Lalu masukan barang yang ingin di input

**PR85-1708-058**

Partner: T. SUKSES BANGUN CEMERLANG  
Source Location Zone: Partner Locations/Vendors  
Scheduled Date: 22-August-2017 14:04:40  
Source Document: PO85-1708-051

Operations Initial Demand Additional Info

| Product                                  | Unit of Measure | From    | To      | To Do    | Done |
|------------------------------------------|-----------------|---------|---------|----------|------|
| [BHD93PL8"TXT] CONWOOD PLANK 8" TEXTURED | LBR             | Vendors | WH BAIK | 1,000,00 | 0,00 |

Add an item

isi quantity yang ingin di input/receipt

5. Klik tombol Validate untuk menyimpan data

## Penggunaan Pembayaran Invoice

1. Pilih Invoice yang ingin di bayarkan di menu Accounting sub menu Customer Invoice atau Vendor Bill
2. Tekan tombol Register Payment

Vendor Bills / PIR85-1708-001 salah input harga

Edit Create Print Action

1 / 4

Register Payment

You have outstanding debits for this supplier. You can allocate them to mark this bill as paid.

Refund  
PIR85-1708-001

|                  |                       |                 |                |
|------------------|-----------------------|-----------------|----------------|
| Vendor           | PT.MULIA INDUSTRIINDO | Source Document | PIR85-1708-002 |
| Vendor Reference | 4000454476 (test)     | Bill Date       | 16-August-2017 |
|                  |                       | Due Date        | 23-August-2017 |

Bill Other Info Giro

1 of 2

klik register payment

3. Lengkapi Payment Method, Payment Date, Payment Amount dan Memo -nya

Purchases Inventory Link Tracker Accounting Project Employees Fleet Dashboards Apps Settings

Register Payment

1. pilih bank nya

3. pilih tanggal payment

Payment Method MDR34719 (IDR)

Payment Date 16-August-2017

Payment Amount 72.211.916,11 Rp

Memo 4000454476 (test)

2. pastikan amount sudah sesuai

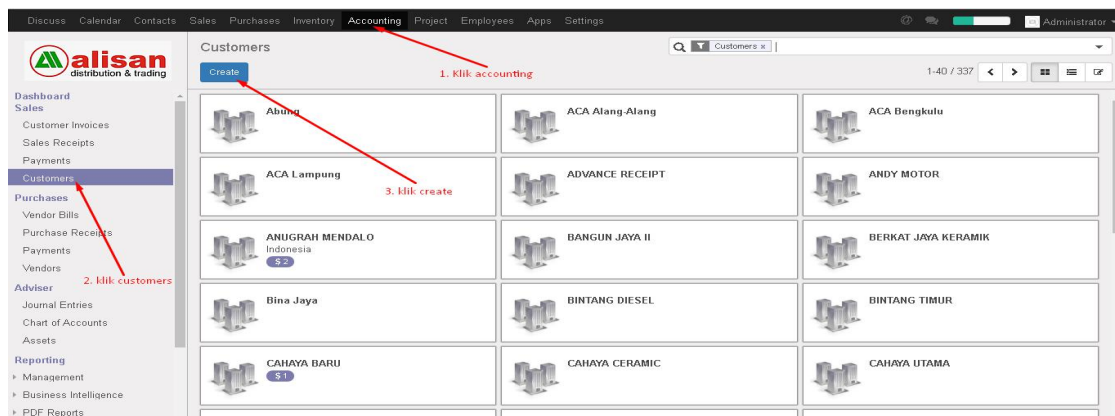
4. isi keterangan

Validate Cancel

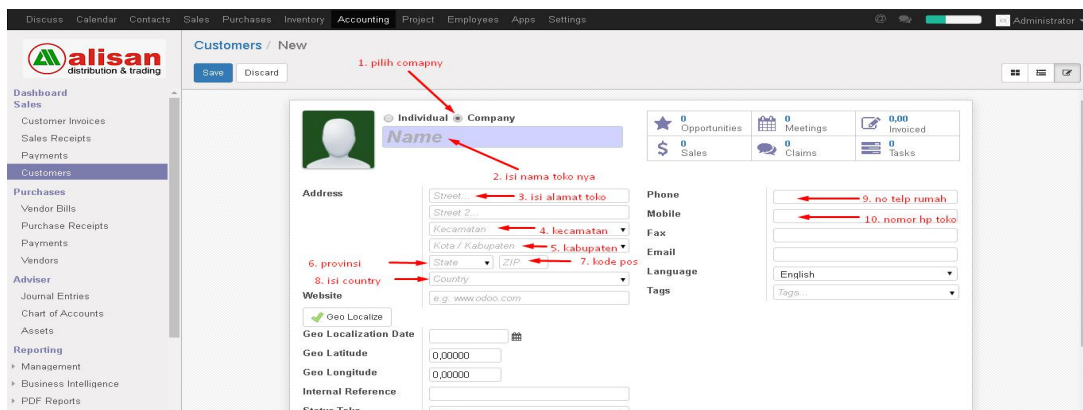
4. Tekan tombol Validate untuk menyimpan

## Membuat Customer Baru

1. Pilih Menu Accounting lalu Submenu Customer
2. Tekan tombol Create



3. Pilih tipe customer



4. Isi bagian bagian yang di perlukan
5. Tekan tombol save untuk menyimpan

## Pencatatan Penerimaan Kas

1. Masuk ke menu Accounting, Submenu Customer Payments
2. Klik tombol create untuk mencatat penerimaan kas
3. Lengkapi Payment Method, Payment Date, Payment Amount, Transfer to dan Memo -nya

The screenshot shows the 'Payments / New' form in the Alisan software. The form is titled 'Payments / New' and has a 'Save' button and a 'Discard' button. A red arrow points to the 'Confirm' button with the text 'klik confirm'. The form fields include:

- Payment Type: ☐ Send Money, ☐ Receive Money, ☒ Internal Transfer
- Payment Method:
- Transfer To:
- Payment Amount: 0,00 Rp
- Payment Date: 14-August-2017
- Memo:

4. Tekan tombol Save untuk menyimpan

The screenshot shows the 'Payments / New' form in the Alisan software. The form is titled 'Payments / New' and has a 'Save' button and a 'Discard' button. A red arrow points to the 'Save' button with the text 'klik save'. The form fields include:

- Payment Type: ☐ Send Money, ☐ Receive Money, ☒ Internal Transfer
- Payment Method:
- Transfer To:
- Payment Amount: 0,00 Rp
- Payment Date: 14-August-2017
- Memo:

## Cara Setting Periode posting dan Backdate

1. Masuk ke menu setting sub menu Squence and Identifier
2. Masuk ke Sequence yang akan di set
3. Hilangkan yang periode Agustus dan September agar tidak bisa backdate.

Sequences / Sales Order

Save Discard

Name: Sales Order Sequence Code: sale\_order

Implementation: Standard Active: ☒

Sequence

Prefix: SO85-%(range\_y)s%(range\_m)s Sequence Size: 5

Suffix: Use subsequences per date\_range: ☒ Step: 1

| From              | To                | Next Number |
|-------------------|-------------------|-------------|
| 01-August-2017    | 31-August-2017    | 602         |
| 01-December-2017  | 31-December-2017  | 1           |
| 01-November-2017  | 30-November-2017  | 1           |
| 01-October-2017   | 31-October-2017   | 1           |
| 01-September-2017 | 30-September-2017 | 520         |

Add an item

Legend (for prefix, suffix)

Current Year with Century: %(year)s Day of the Year: %(day)s Hour 00->24: %(h24)s

Artinya diperbolehkan  
Trasaksi pada  
periode itu

Sequences / Sales Order

Edit Create Action

Name: Sales Order Sequence Code: sale\_order

Implementation: Standard Active: ☒

Sequence

Prefix: SO85-%(range\_y)s%(range\_m)s Sequence Size: 5

Suffix: Use subsequences per date\_range: ☒ Step: 1

| From             | To               | Next Number |
|------------------|------------------|-------------|
| 01-December-2017 | 31-December-2017 | 1           |
| 01-November-2017 | 30-November-2017 | 1           |
| 01-October-2017  | 31-October-2017  | 5           |

Legend (for prefix, suffix)

Current Year with Century: %(year)s Day of the Year: %(day)s Hour 00->24: %(h24)s

Saat ini hanya bisa  
posting periode ini

Discuss Calendar Contacts Sales Point of Sale Purchases Inventory Link Tracker Accounting Project Employees Fleet Apps Settings

Sequences / Sales Order

Edit Create Action

Name: Sales Order Sequence Code: sale\_order

Implementation: Standard Active: ☒

Sequence

Prefix: SO85-%(range\_y)s%(range\_m)s Sequence Size: 5

Suffix: Use subsequences per date\_range: ☒ Step: 1

| From             | To               | Next Number |
|------------------|------------------|-------------|
| 01-December-2017 | 31-December-2017 | 1           |
| 01-November-2017 | 30-November-2017 | 1           |
| 01-October-2017  | 31-October-2017  | 5           |

Legend (for prefix, suffix)

Current Year with Century: %(year)s Day of the Year: %(day)s Hour 00->24: %(h24)s

Current Year without Century: %(y)s Week of the Year: %(woy)s Hour 00->12: %(h12)s

Month: %(month)s Day of the Week (0 Monday): %(weekday)s Minute: %(min)s

Day: %(day)s Second: %(sec)s

Setting ini agar dilakukan setiap Bulan untuk penghapusan akses posting