

## PROSEDUR PENYELESAIAN TUGAS I

### A. Setting Awal Perusahaan

New Company File Assistant

**Enter your 12 digit MYOB product Serial Number**  
Serial Number:

*Your serial number is located on your registration card and on the back of your CD sleeve. Not required for trial version.*

**Enter Information about your company**

Company Name:\*

A.B.N.:

Address:

Phone Number:

Fax Number:

Email Address:

\* Required field

Introduction ●  
**Company Information ●**  
Accounting Information ○  
Accounts List ○  
Company File ○  
Conclusion ○

Help F1

Cancel < Back Next >

New Company File Assistant

**Tell us about your accounting year**

A financial year is the 12 month timeframe used to define your accounting year. It does not have to match the calendar year. What is your financial year?  
Current Financial Year:

When does your current financial year end?  
Last Month of Financial Year:

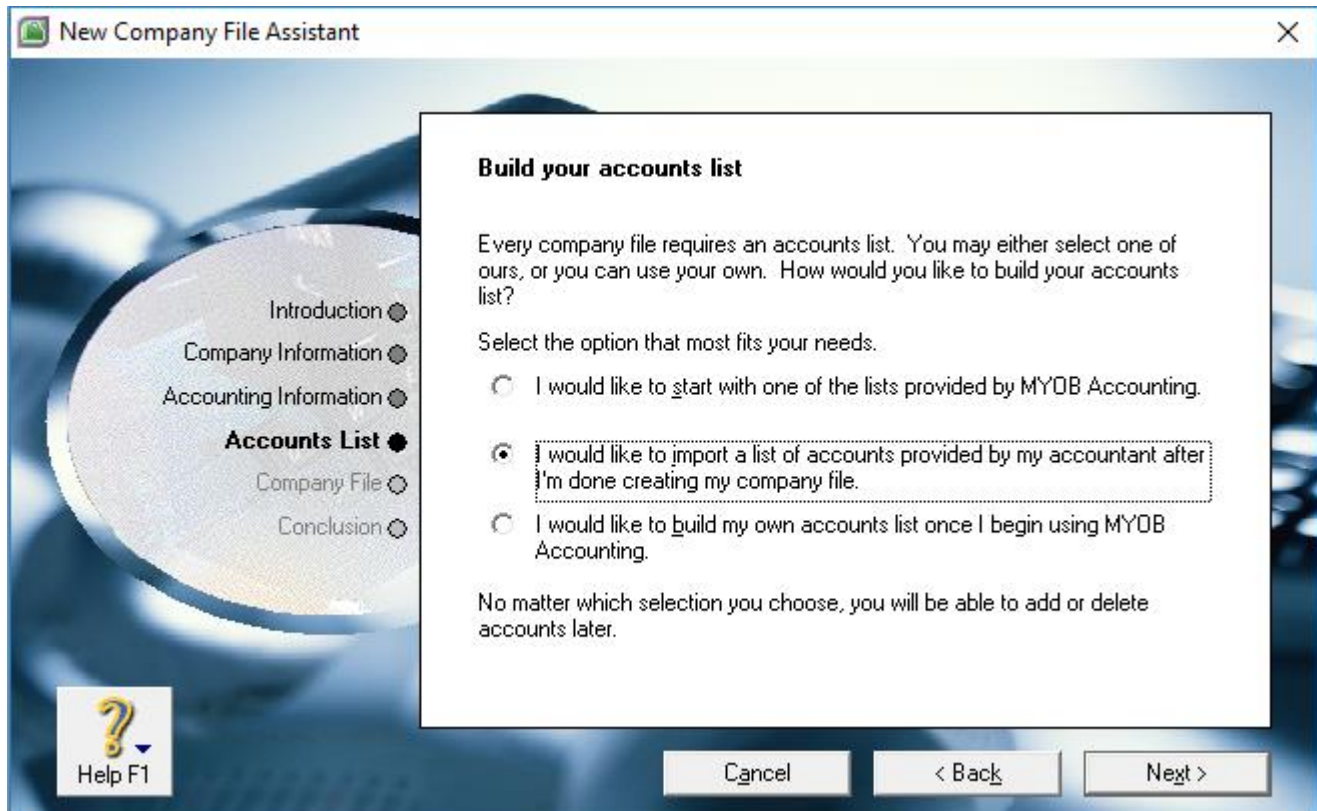
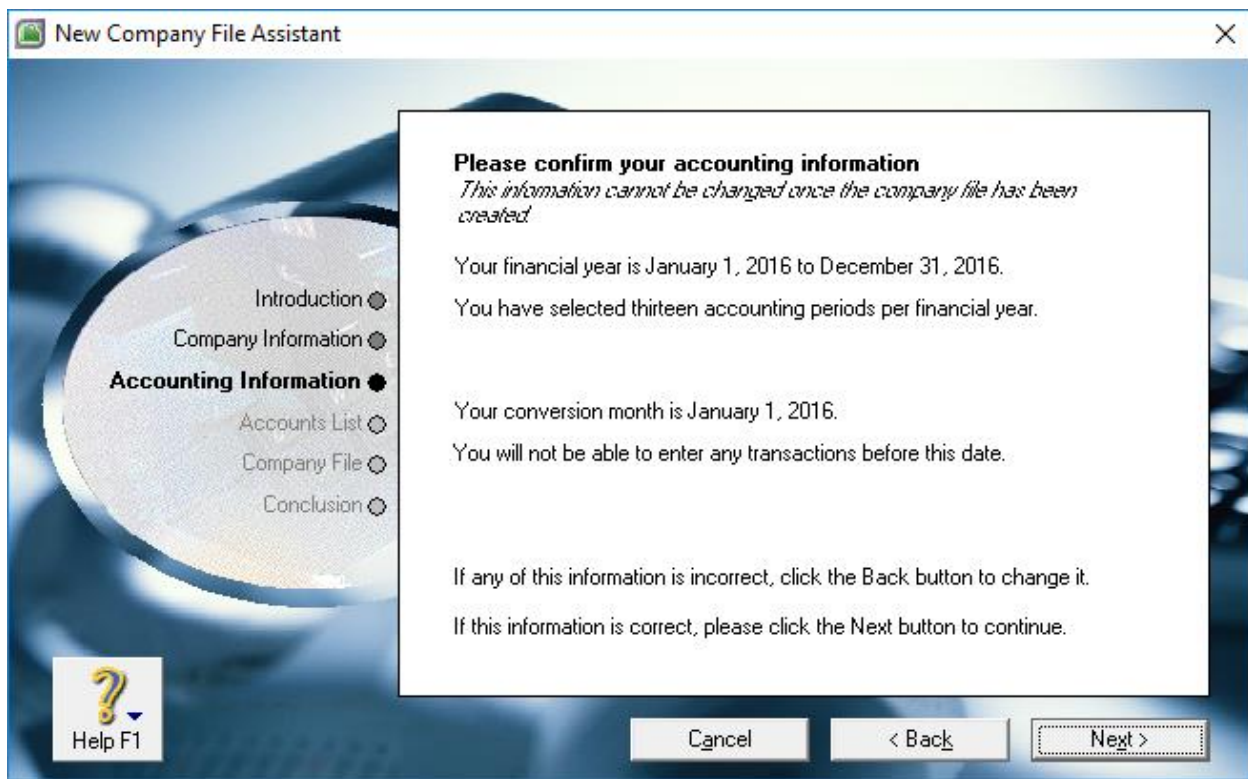
MYOB Accounting requires that you choose a conversion month. The conversion month is the month in which you choose to begin entering transactions. What is your conversion month?  
Conversion Month:

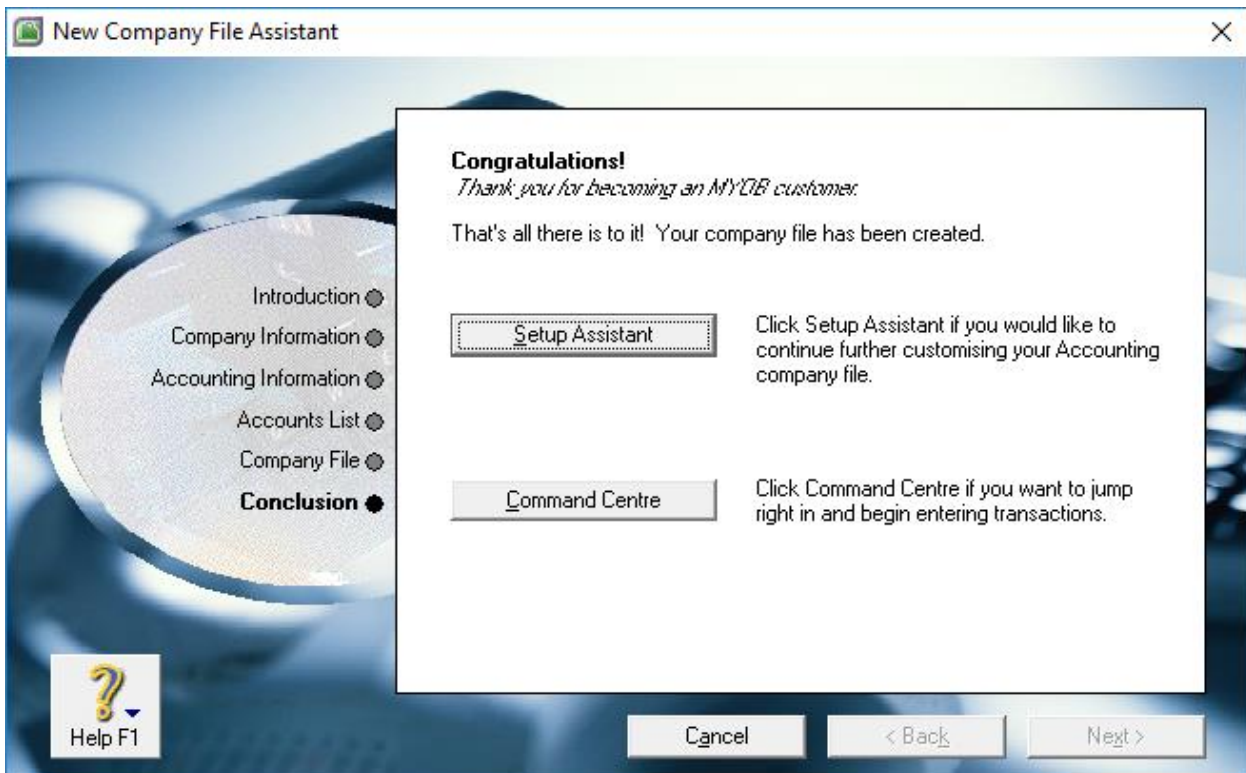
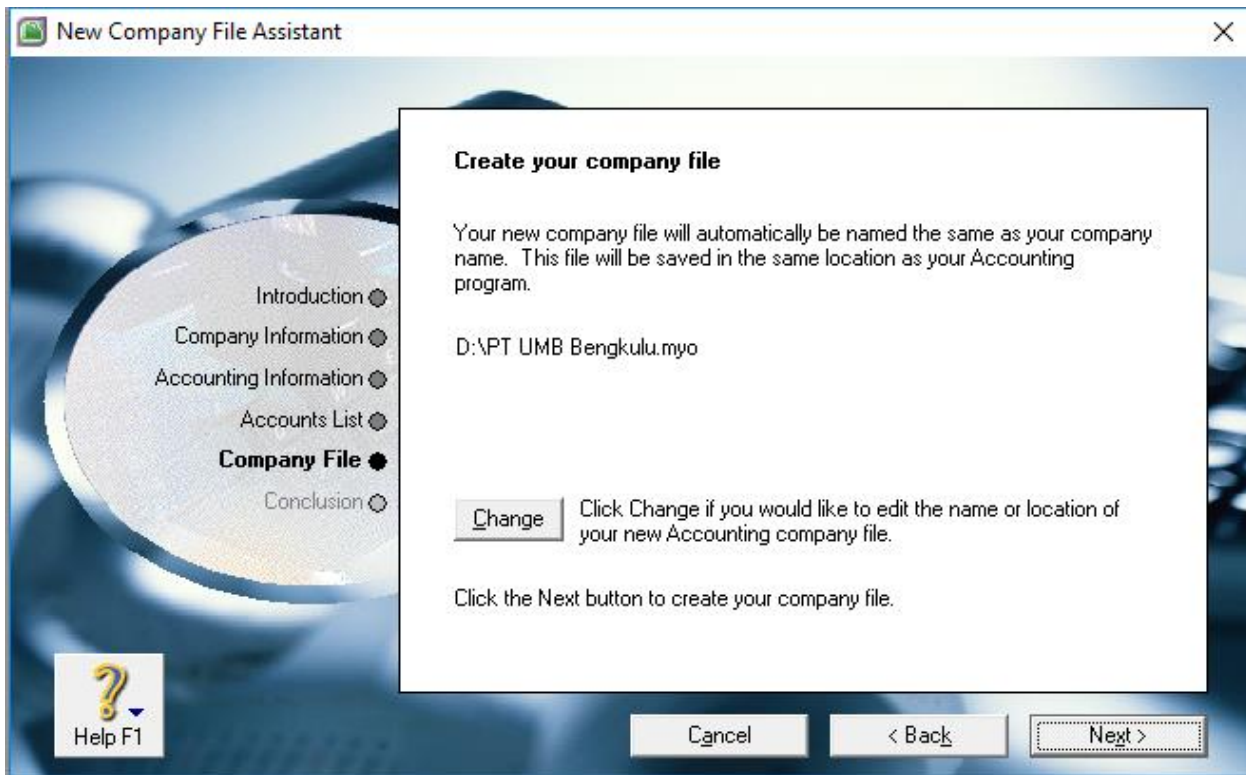
Most companies use 12 accounting periods for reporting purposes. A few use a 13th period to record adjustments. Which do you prefer?  
Number of Accounting Periods:

Introduction ●  
Company Information ●  
**Accounting Information ●**  
Accounts List ○  
Company File ○  
Conclusion ○

Help F1

Cancel < Back Next >





## B. Daftar Akun

Account Number	Account Name	Header	Account Type
10000	Assets	H	Asset
11000	Current Assets	H	Asset
11100	Cash in Hand		Bank
11110	Cash in BPD		Bank
11120	Cash in BRI		Bank
11130	Marketable Securities		Other Current Assets
11200	Account Receivable		Account Receivable
11300	Inventory		Other Asset
11400	Prepaid to Vendor		Other Asset
11500	Trade Debtors		Other Asset
12000	Fixed Assets	H	Assets
12100	Land		Fixed Assets
12200	Historical Cost of Building	H	Assets
12210	Building		Fixed Assets
12220	Accumulation Depreciation of Building		Fixed Assets
12300	Historical Cost of Motor Vehicle	H	Assets
12310	Motor Vehicle		Fixed Assets
12320	Accumulation Depreciation of Motor Vehicle		Fixed Assets
20000	Liability	H	Liability
21000	Current Payable	H	Liability
21200	Account Payable		Account Payable
21300	Value Added Tax	H	Liability
21310	VAT Out		Other Liability
21330	VAT In		Other Liability
21600	Down Payment Customer		Other Liability
22000	Long Term Payable	H	Liability
22100	Bank Loan		Long Term Liability
30000	Equity	H	Equity
31000	Common Stock		Equity
40000	Income	H	Income
41100	Sales		Income
42000	Freight Income		Income
43000	Sales Discount		Income
50000	Cost of Goods Sold	H	Cost Of Sales
51000	Purchases		Cost Of Sales
52000	Freight In		Cost Of Sales
53000	Purchases Discount		Cost Of Sales
60000	Expenses	H	Expenses
61000	Freight Out		Expenses
61100	Commision Expenses		Expenses
61200	Rent Expenses		Expenses

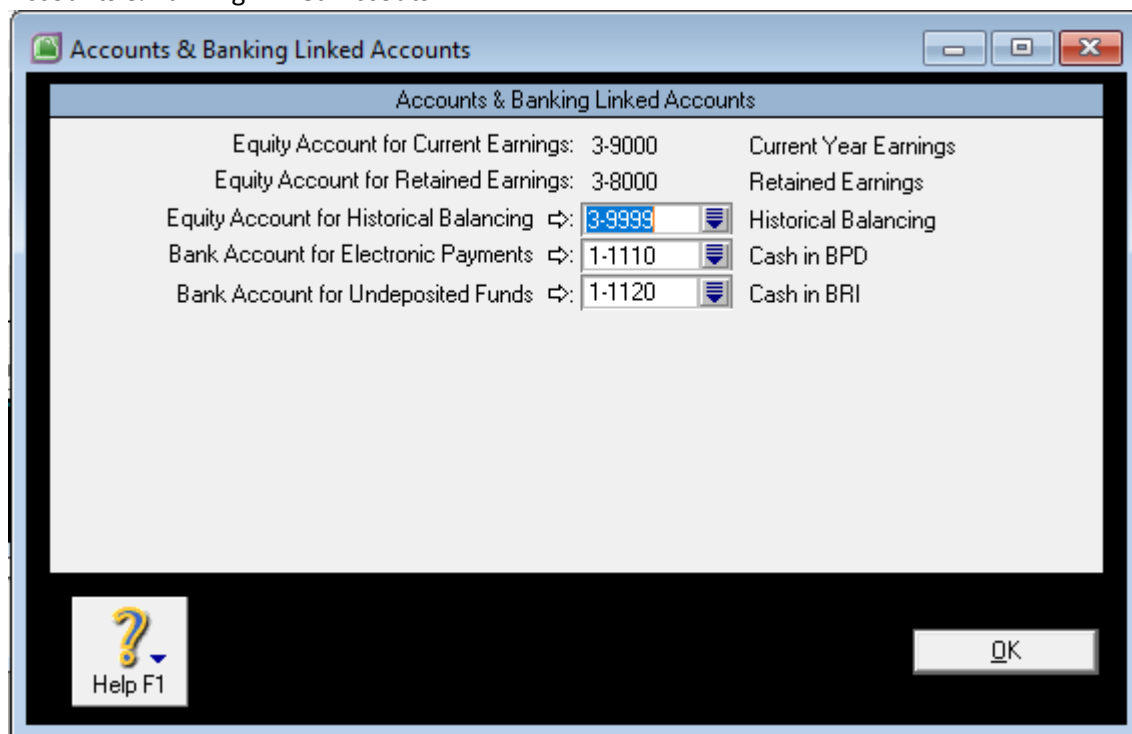
61300	Beban Denda Utang		Expenses
61900	Administrative and General Expenses	H	Expenses
61910	Telephone & Electricity Expenses		Expenses
61920	Salaries Expenses		Expenses
61930	Depreciation Expenses of Building		Expenses
61940	Depreciation Expenses of Vehicle		Expenses
80000	Non-operating Income	H	Other Income
81000	Interest Income		Other Income
82000	Pendapatan Denda Piutang		Other Income
90000	Non-operating Expenses	H	Other Expenses
91000	Interest Expenses		Other Expenses

### C. Menganti Nomor Akun

1. Retained Earnings : 3-0800 → 3-8000
2. Current Year Earnings : 3-0900 → 3-9000
3. Historical Balancing : 3-0999 → 3-9999
4. Payroll Accruals Payable : 2-0300 → 2-3000 (Klik Down 1 X untuk menggeser akun)

### D. Setting Linked Account

1. Accounts & Banking Linked Accounts



## 2. Sales Linked Accounts

**Sales Linked Accounts**

Asset Account for Tracking Receivables ⇄: 1-1200 Account Receivable  
Bank Account for Customer Receipts ⇄: 1-1110 Cash in BPD

I charge freight on sales  
Income Account for Freight ⇄: 4-2000 Freight Income

I track deposits collected from customers

I give discounts for early payment  
Expense or Cost of Sales Account for Discounts ⇄: 4-3000 Sales Discount

I assess charges for late payment  
Income Account for Late Charges ⇄: 8-2000 Pendapatan Denda Piutang

Help F1 Terms OK

## 3. Purchases Linked Accounts

**Purchases Linked Accounts**

Liability Account for Tracking Payables ⇄: 2-1200 Account Payable  
Bank Account for Paying Bills ⇄: 1-1110 Cash in BPD

I can receive items without a Supplier bill

I pay freight on purchases  
Expense or Cost of Sales Account for Freight ⇄: 5-2000 Freight In

I track deposits paid to suppliers

I take discounts for early payment  
Expense (or Contra) Account for Discounts ⇄: 5-3000 Purchases Discount

I pay charges for late payment  
Expense Account for Late Charges ⇄: 6-1300 Beban Denda Utang

Help F1 Terms OK

#### 4. Payroll Linked Accounts

Payroll Linked Accounts

Bank Account for Cash Payments ⇄: 1-1110 Cash in BPD

Bank Account for Cheque Payments ⇄: 1-1110 Cash in BPD

Bank Account for Electronic Payments ⇄: 1-1110 Cash in BPD

Default Employer Expense Account ⇄: 6-1100 Commision Expenses

Default Wages Expense Account ⇄: 6-1920 Salaries Expenses

Default Tax/Deductions Payable Account ⇄: 2-3000 Payroll Accruals Payable

Help F1

OK

#### E. Menghapus Akun

Hapus akun-akun berikut ini :

1. Cheque Account
2. Provision Account
3. Investment Account
4. Undeposited Funds
5. Electronic Clearing Account
6. Trade Debtors
7. Trade Creditors (2-0200)
8. Wages & Salaries
9. Other Employer Expenses

F. Hasil Daftar Akun :

1. Asset

All Accounts	Asset	Liability	Equity	Income	Cost of Sales	Expense	Other Income	Other Expense
Account Name		Type		Tax	Linked	Balance		
⇒	<b>1-0000 Assets</b>		Asset					Rp0,00 ▲
⇒	<b>1-1000 Current Assets</b>		Asset					Rp0,00
⇒	1-1100 Cash in Hand		Bank	N-T				Rp0,00
⇒	1-1110 Cash in BPD		Bank	N-T	✓			Rp0,00
⇒	1-1120 Cash in BRI		Bank	N-T	✓			Rp0,00
⇒	1-1130 Marketable Securities		Other Current Asset	N-T				Rp0,00
⇒	1-1200 Account Receivable		Accounts Receivable	N-T	✓			Rp0,00
⇒	1-1300 Inventory		Other Asset	N-T				Rp0,00
⇒	1-1400 Prepaid to Vendor		Other Asset	N-T				Rp0,00
⇒	1-1500 Trade Debtors		Other Asset	N-T				Rp0,00
⇒	<b>1-2000 Fixed Assets</b>		Asset					Rp0,00
⇒	1-2100 Land		Fixed Asset	N-T				Rp0,00
⇒	<b>1-2200 Historical Cost of Building</b>		Asset					Rp0,00
⇒	1-2210 Building		Fixed Asset	N-T				Rp0,00
⇒	1-2220 Accum. Dep. of Building		Fixed Asset	N-T				Rp0,00
⇒	<b>1-2300 Historical Cost of Motor Vehic</b>		Asset					Rp0,00
⇒	1-2310 Motor Vehicle		Fixed Asset	N-T				Rp0,00
⇒	1-2320 Accum. Dep. of Motor Vehic.		Fixed Asset	N-T				Rp0,00

2. Liability

All Accounts	Asset	Liability	Equity	Income	Cost of Sales	Expense	Other Income	Other Expense
Account Name		Type		Tax	Linked	Balance		
⇒	<b>2-0000 Liability</b>		Liability					Rp0,00 ▲
⇒	<b>2-1000 Current Payable</b>		Liability					Rp0,00
⇒	2-1200 Account Payable		Other Liability	N-T	✓			Rp0,00
⇒	<b>2-1300 Value Added Tax</b>		Liability					Rp0,00
⇒	2-1310 VAT Out		Other Liability	N-T				Rp0,00
⇒	2-1330 VAT In		Other Liability	N-T				Rp0,00
⇒	2-1600 Down Payment Customer		Other Liability	N-T				Rp0,00
⇒	<b>2-2000 Long Term Payable</b>		Liability					Rp0,00
⇒	2-2100 Bank Loan		Other Liability	N-T				Rp0,00
⇒	2-3000 Payroll Accruals Payable		Other Liability	N-T	✓			Rp0,00

3. Equity

All Accounts	Asset	Liability	Equity	Income	Cost of Sales	Expense	Other Income	Other Expense
Account Name		Type		Tax	Linked	Balance		
⇒	<b>3-0000 Equity</b>		Equity					Rp0,00 ▲
⇒	3-1000 Common Stock		Equity	N-T				Rp0,00
⇒	3-8000 Retained Earnings		Equity	N-T	✓			Rp0,00
⇒	3-9000 Current Year Earnings		Equity	N-T	✓			Rp0,00
⇒	3-9999 Historical Balancing		Equity	N-T	✓			Rp0,00

4. Income

All Accounts	Asset	Liability	Equity	<b>Income</b>	Cost of Sales	Expense	Other Income	Other Expense
Account Name		Type		Tax	Linked	Balance		
⇒	<b>4-0000</b>	<b>Income</b>		Income				Rp0,00 ▲
⇒	4-1100	Sales		Income		N-T		Rp0,00
⇒	4-2000	Freight Income		Income		N-T	✓	Rp0,00
⇒	4-3000	Sales Discount		Income		N-T	✓	Rp0,00

5. Cost of Sales

All Accounts	Asset	Liability	Equity	Income	<b>Cost of Sales</b>	Expense	Other Income	Other Expense
Account Name		Type		Tax	Linked	Balance		
⇒	<b>5-0000</b>	<b>Cost of Goods Sold</b>		Cost of Sales				Rp0,00 ▲
⇒	5-1000	Purchases		Cost of Sales		N-T		Rp0,00
⇒	5-2000	Freight In		Cost of Sales		N-T	✓	Rp0,00
⇒	5-3000	Purchases Discount		Cost of Sales		N-T	✓	Rp0,00

6. Expense

All Accounts	Asset	Liability	Equity	Income	Cost of Sales	<b>Expense</b>	Other Income	Other Expense
Account Name		Type		Tax	Linked	Balance		
⇒	<b>6-0000</b>	<b>Expenses</b>		Expense				Rp0,00 ▲
⇒	6-1000	Freight Out		Expense		N-T		Rp0,00
⇒	6-1100	Commision Expenses		Expense		N-T	✓	Rp0,00
⇒	6-1200	Rent Expenses		Expense		N-T		Rp0,00
⇒	6-1300	Beban Denda Utang		Expense		N-T	✓	Rp0,00
⇒	<b>6-1900</b>	<b>Administrative and General Exp</b>		Expense				Rp0,00
⇒	6-1910	Telephone & Electricity Expens		Expense		N-T		Rp0,00
⇒	6-1920	Salaries Expenses		Expense		N-T	✓	Rp0,00
⇒	6-1930	Depreciation Expenses of Build		Expense		N-T		Rp0,00
⇒	6-1940	Depreciation Expenses of Vehic		Expense		N-T		Rp0,00

7. Other Income

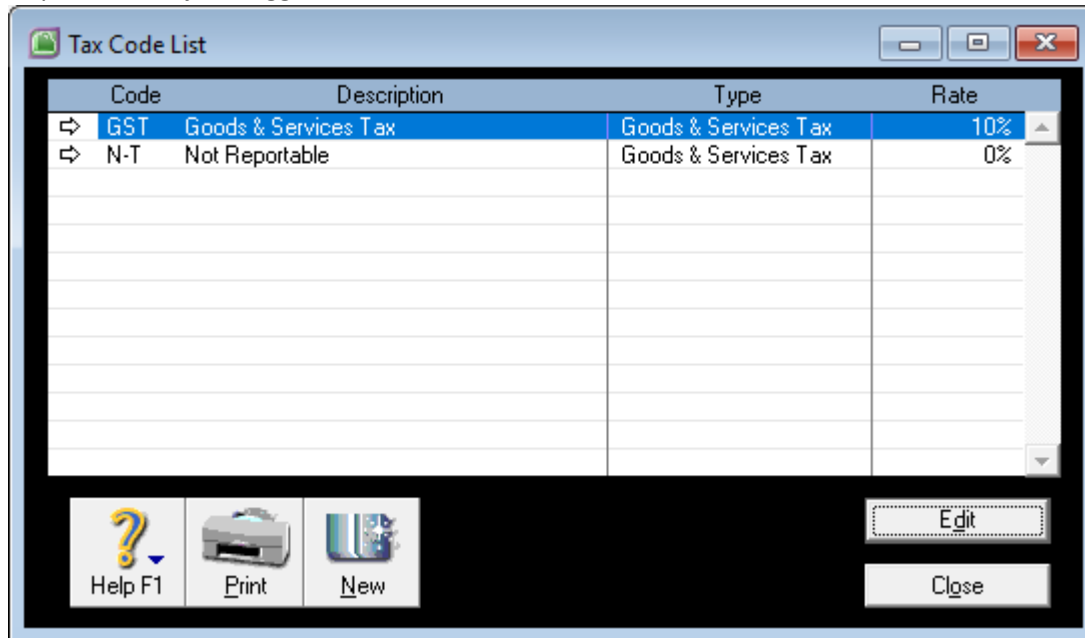
All Accounts	Asset	Liability	Equity	Income	Cost of Sales	Expense	<b>Other Income</b>	Other Expense
Account Name		Type		Tax	Linked	Balance		
⇒	<b>8-0000</b>	<b>Non-operating Income</b>		Other Income				Rp0,00 ▲
⇒	8-1000	Interest Income		Other Income		N-T		Rp0,00
⇒	8-2000	Pendapatan Denda Piutang		Other Income		N-T	✓	Rp0,00

8. Other Expense

All Accounts	Asset	Liability	Equity	Income	Cost of Sales	Expense	Other Income	<b>Other Expense</b>
Account Name		Type		Tax	Linked	Balance		
⇒	<b>9-0000</b>	<b>Non-operating Expenses</b>		Other Expense				Rp0,00 ▲
⇒	9-1000	Interest Expenses		Other Expense		N-T		Rp0,00

## G. Kode Pajak

1. Hapus Kode Pajak hingga tersisa 2 :

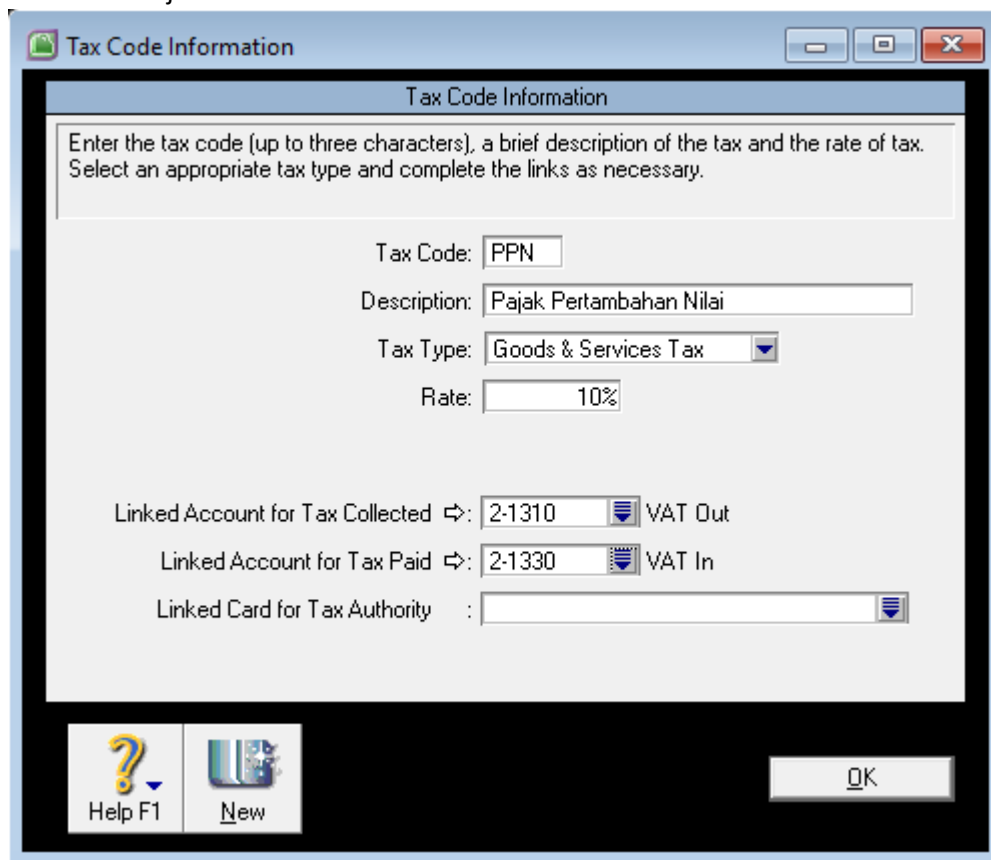


The screenshot shows a window titled "Tax Code List" with a table containing two entries:

Code	Description	Type	Rate
⇒ GST	Goods & Services Tax	Goods & Services Tax	10%
⇒ N-T	Not Reportable	Goods & Services Tax	0%

At the bottom of the window, there are buttons for "Help F1", "Print", "New", "Edit", and "Close".

2. Buat Kode Pajak Baru



The screenshot shows a window titled "Tax Code Information" with the following fields:

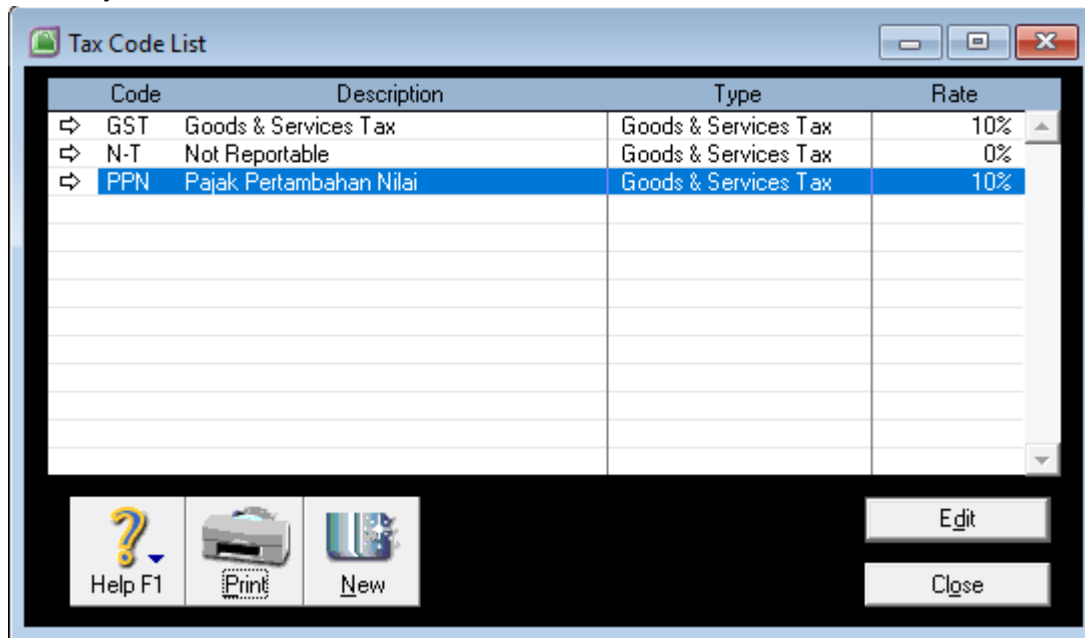
Enter the tax code (up to three characters), a brief description of the tax and the rate of tax. Select an appropriate tax type and complete the links as necessary.

Tax Code: PPN  
Description: Pajak Pertambahan Nilai  
Tax Type: Goods & Services Tax  
Rate: 10%

Linked Account for Tax Collected ⇄: 2-1310 VAT Out  
Linked Account for Tax Paid ⇄: 2-1330 VAT In  
Linked Card for Tax Authority : [Empty]

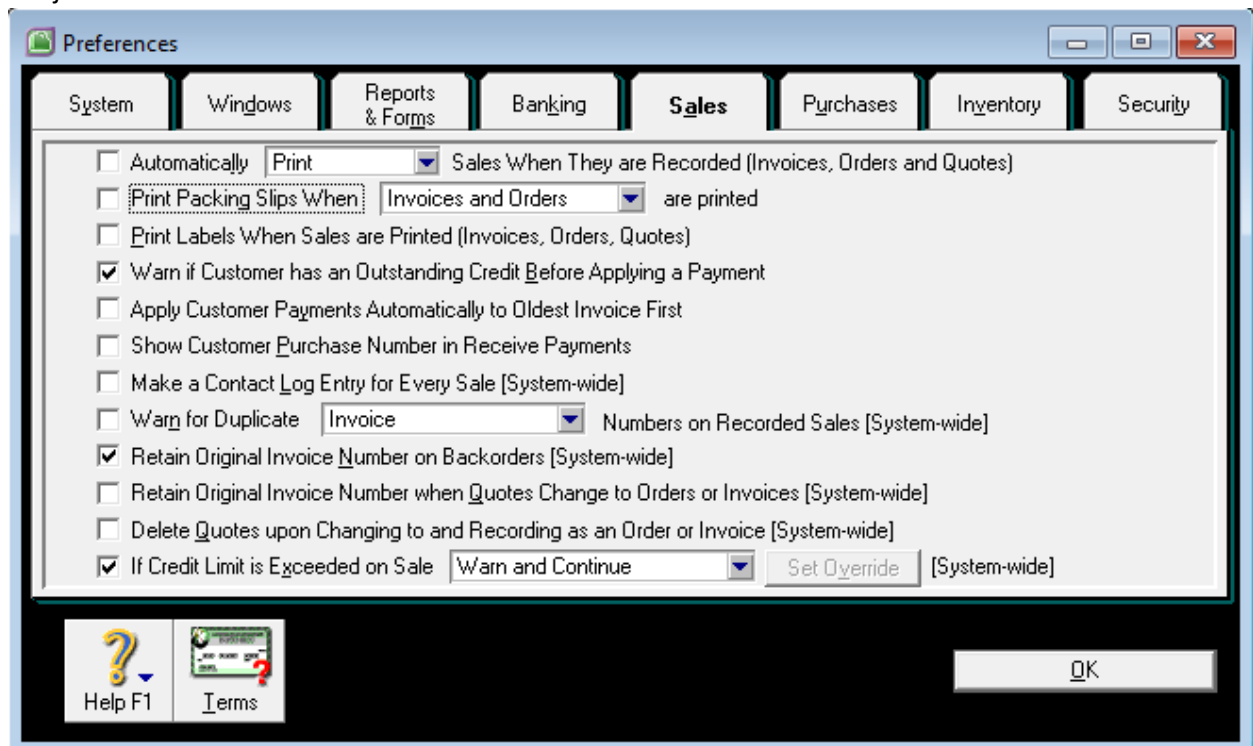
At the bottom of the window, there are buttons for "Help F1", "New", and "OK".

### 3. Kode Pajak Akhir



## H. Atur Termin (Preferences)

### 1. Penjualan



**Credit Terms** [X]

Default Customer Terms

Payment is Due:  [v]

Discount Days:

Balance Due Days:

% Discount for Early Payment:

% Monthly Charge for Late Payment:

Tax Code:  [v] Pajak Pertambahan Nilai  Use Customer's Tax Code

Freight Tax Code:  [v] Not Reportable

Credit Limit:

[?] Help F1 [Cancel] [OK]

2. Pembelian

**Preferences** [-] [Max] [X]

System Windows Reports & Forms Banking Sales **Purchases** Inventory Security

Automatically  [v] Purchases When they are Recorded (Bills, Orders, Receive Items and Quotes)

Warn if Supplier Owes Me Money Before Making a Supplier Payment

Apply Supplier Payments Automatically to Oldest Bill First

Show Supplier Invoice Number in Supplier Payments

Make a Contact Log Entry for Every Purchase [System-wide]

Warn for Duplicate  [v] Numbers on Recorded Purchases [System-wide]

Retain Original PO Number on Backorders [System-wide]

Retain Original PO Number when Quotes Change to Orders or Bills [System-wide]

Delete Quotes upon Changing to and Recording as an Order or Bill [System-wide]

Warn if Supplier Does Not Have an ABN for Purchases Greater Than \$75 Tax Exclusive

[?] Help F1 [Terms] [OK]

**Credit Terms** [X]

Default Supplier Terms

Payment is Due:  [v]

Discount Days:

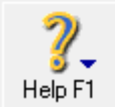
Balance Due Days:

% Discount for Early Payment:

Tax Code:  Pajak Pertambahan Nilai  Use Supplier's Tax Code

Freight Tax Code:  Not Reportable

Credit Limit:

 Help F1

### I. Daftar Customer

**Card Information** [Min] [Max] [X]

**Profile** | Card Details | Selling Details | Payment Details | Contact Log | Jobs | History

**CV YUSMA** A/R Balance ⇄:

Card Type:  [v] Designation:  [v]  Inactive Card

Name:

Card ID:

Location:  [v]

Address:

City:

State:  Postcode:

Country:

Phone#1:

Phone#2:

Phone#3:



Fax:

Email:

Website:

Salutation:

Contact:

 Help F1  New

Card Information

Profile | Card Details | Selling Details | Payment Details | Contact Log | Jobs | History

**CV DIAN** A/R Balance ⇄: Rp0,00

Card Type: Customer Designation: Company  Inactive Card

Name: CV DIAN  
Card ID: \*None

Location: Address 1: Bill To

Address: Jln Benting No 10  
City: Bengkulu  
State: Bengkulu Postcode:  
Country: Indonesia

Phone#1: 0736 2345678  
Phone#2:  
Phone#3:  
Fax: 0736 2345678  
Email: cvdian@yahoo.co.id  
Website: cvdian.com  
Salutation: Mr.  
Contact: Taura

Print Letter Email Website

Help F1 New OK

Card Information

Profile | Card Details | Selling Details | Payment Details | Contact Log | Jobs | History

**TUNAI** A/R Balance ⇄: Rp0,00

Card Type: Customer Designation: Company  Inactive Card

Name: TUNAI  
Card ID: \*None

Location: Address 1: Bill To

Address:  
City:  
State: Postcode:  
Country:

Phone#1:  
Phone#2:  
Phone#3:  
Fax:  
Email:  
Website:  
Salutation:  
Contact:

Print Letter Email Website

Help F1 New OK

## J. Supplier

Card Information

**Profile** | Card Details | Buying Details | Payment Details | Contact Log | Jobs | History

**PT BERCA CAKRA TEKNOLOGI** A/P Balance ⇄: Rp0,00

Card Type: Supplier Designation: Company  Inactive Card

Name: PT BERCA CAKRA TEKNOLOGI  
Card ID: \*None

Location: Address 1

Address: Jln Tanah Abang III no 40  
City: Jakarta  
State: Jakarta Postcode:   
Country: Indonesia

Phone#1: 021 545454  
Phone#2:   
Phone#3:   
Fax: 021 545454  
Email: pt\_bercacakra@yahoo.co.id  
Website: pt.bercacakra.com  
Salutation: Mrs  
Contact: Siti Zahrd

Print Letter Email Website

Help F1 New OK

## K. Barang Dagang (Persediaan / Item List)

Item Information

**Profile** | Item Details | Buying Details | Selling Details | History | Auto-Build

Item Number: LR-1  
Name: Laptop RELION

Inactive Item

Quantity On Hand ⇄: 0  
Current Value ⇄: Rp0,00  
Average Cost: Rp0,00  
Committed ⇄: 0  
On Order ⇄: 0  
Available ⇄: 0

I Buy This Item  
 I Sell This Item  
 I Inventory This Item

Cost of Sales Account ⇄: 5-1000 Purchases  
Income Account for Tracking Sales ⇄: 4-1100 Sales  
Asset Account for Item Inventory ⇄: 1-1300 Inventory

Copy From ABC Spell

Help F1 New OK

Item Information

Profile | Item Details | **Buying Details** | Selling Details | History | Auto-Build

**LR-1 Laptop RELION**

Last Purchase Price:  Including Tax  
 Standard Cost:  Tax Code When Bought ⇄: PPN Pajak Pertambahan Nilai  
 Buying Unit of Measure:   
 Number of Items per Buying Unit:

Optional Restocking Information for the To Do List

Minimum Level for Restocking Alert:   
 Primary Supplier for Reorders:   
 Supplier Item Number:   
 Default Reorder Quantity:

Help F1 | New | OK

Item Information

Profile | Item Details | Buying Details | **Selling Details** | History | Auto-Build

**LR-1 Laptop RELION**

Base Selling Price:  Tax Code When Sold ⇄: PPN Pajak Pertambahan Nilai  
 Selling Unit of Measure:  Inclusive/Exclusive:  Prices are Tax Inclusive  
 Number of Items per Selling Unit:  Calculate Sales Tax on:

Help F1 | New | OK

Items List

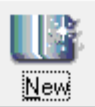
All Items Sold Bought Inyentoried

Search by: Item Number

# Found: 1

Item Number	Name	On Hand	Last Cost	Sell Price
LR-1	Laptop RELION	0	Rp0,00	p12.000.000,00

\* Indicates that the amount is Tax Inclusive



Edit

Close

L. Saldo Awal  
 a. Neraca Awal

Account Opening Balances

Enter the balance of your accounts as of 01/01/2016 (Balance Sheet Only).  
 (Remember, enter all balances as positive numbers, unless the balance really was negative.)

Acct #	Name	Opening Balance
<b>Asset</b>		
1-1100	Cash in Hand	Rp20.000.000,00
1-1110	Cash in BPD	Rp40.000.000,00
1-1120	Cash in BRI	Rp20.000.000,00
1-1130	Marketable Securities	Rp60.000.000,00
1-1200	Account Receivable	Rp15.000.000,00
1-1300	Inventory	Rp100.000.000,00
1-1400	Prepaid to Vendor	Rp0,00
1-1500	Trade Debtors	Rp0,00
1-2100	Land	Rp200.000.000,00
1-2210	Building	Rp250.000.000,00
1-2220	Accumulation Depreciation of B	Rp0,00
1-2310	Motor Vehicle	Rp140.000.000,00
1-2320	Accumulation Depreciation of M	Rp0,00
<b>Liability</b>		
2-1200	Account Payable	Rp40.000.000,00
2-1310	VAT Out	Rp0,00
2-1330	VAT In	Rp0,00
2-1600	Down Payment Customer	Rp0,00
2-2100	Bank Loan	Rp60.000.000,00
2-3000	Payroll Accruals Payable	Rp0,00
<b>Equity</b>		
3-1000	Common Stock	Rp695.000.000,00
3-8000	Retained Earnings	Rp50.000.000,00

Amount left to be allocated: Rp0,00  
 This will be the Opening Balance of the Historical Balancing Account.

Help F1

OK

b. Saldo Piutang (Customer Balances)

Customer Balances

Customer Detail  Customer Summary

Customer Name	Card ID	Amount Due
CV DIAN	*None	Rp0,00
CV YUSMA	*None	Rp0,00
TUNAI	*None	Rp0,00

Total Sales: Rp0,00  
Linked Receivables Account Balance: Rp15.000.000,00  
Out of Balance Amount: -Rp15.000.000,00

Help F1 Add Sale Close

Historical Sale

Customer Name: CV YUSMA Balance: Rp0,00

Terms ⇄: 2% 10 Net 30

Invoice #: 00000001

Date: 02/01/2016

Customer PO #:

Memo: Saldo awal piutang

Total Including Tax: Rp8.000.000,00 Tax Code: N-T Tax ⇄: Rp0,00

Job:

Help F1 Record Cancel

Historical Sale

Customer Name: CV DIAN Balance: Rp0,00

Terms ⇄: 2% 10 Net 30

Invoice #: 00000002

Date: 02/01/2016

Customer PO #:

Memo: Saldo awal piutang

Total Including Tax: Rp7.000.000,00 Tax Code: N-T Tax ⇄: Rp0,00

Job:

Help F1

Recrd

Cancel

Customer Balances

Customer Detail  Customer Summary

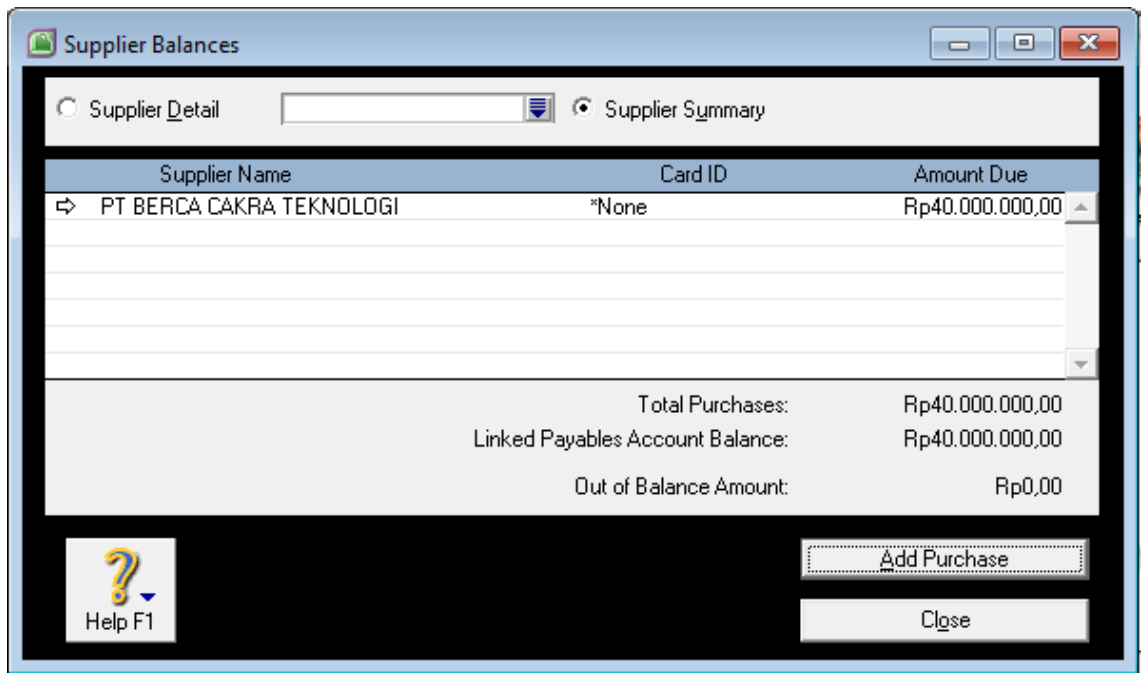
Customer Name	Card ID	Amount Due
CV DIAN	*None	Rp7.000.000,00
CV YUSMA	*None	Rp8.000.000,00
TUNAI	*None	Rp0,00
Total Sales:		Rp15.000.000,00
Linked Receivables Account Balance:		Rp15.000.000,00
Out of Balance Amount:		Rp0,00

Help F1

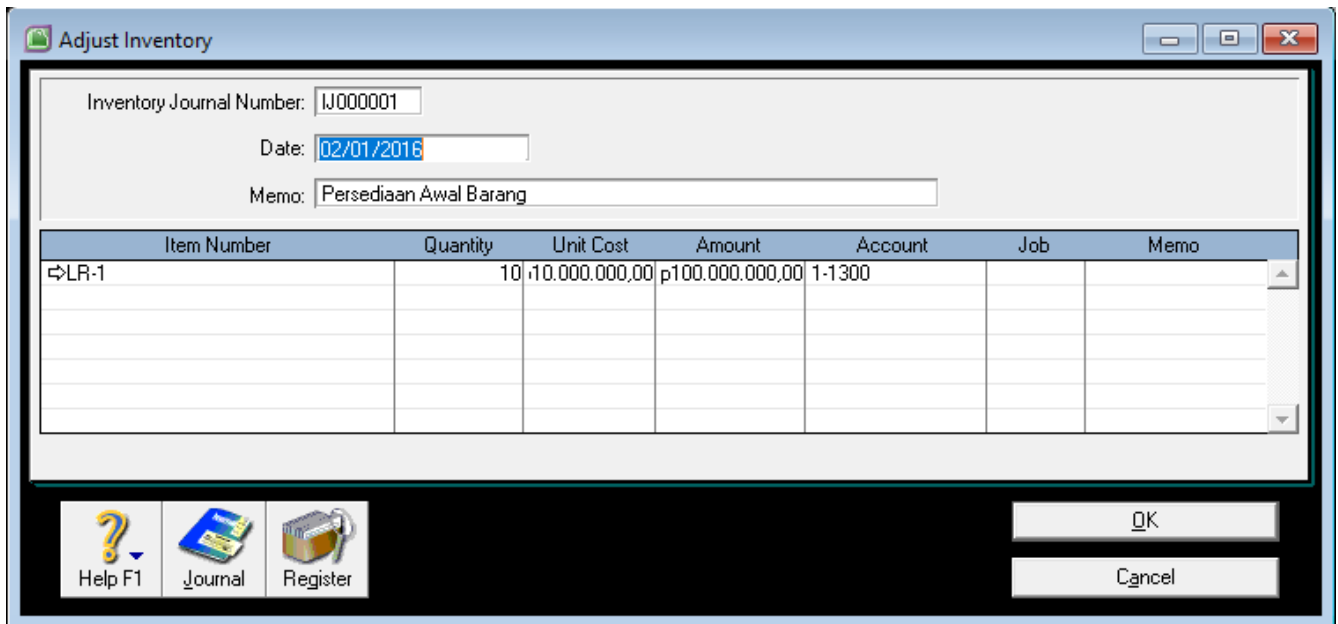
Add Sale

Close





**d. Saldo awal persediaan (Inventory-Adjust Inventory)**



## TRANSAKSI

### 1. Pembelian Kredit ( 2 Januari 2016)

**Purchases - New Item**

BILL

Supplier: PT BERCA CAKRA TEKNOLOGI      Terms: 2% 30 Net 10       Tax Inclusive

Ship to: PT UMB BENGKULU  
Jln Lingkar Timur No. 101 Bengkulu

Purchase #: 00000002      Date: 02/01/2016  
Supplier Inv#: \_\_\_\_\_

Bill	Received	Backorder	Item Number	Description	Price	Disc%	Total	Job	Tax
20	20		LR-1	Laptop RELION	100.000,00		1.000.000,00		PPN

Subtotal: Rp200.000.000,00  
 Freight: Rp0,00      N-T  
 Tax: Rp20.000.000,00  
 Total Amount: Rp220.000.000,00

Comment: \_\_\_\_\_  
 Ship Via: \_\_\_\_\_  
 Promised Date: \_\_\_\_\_

Journal Memo: Purchase; PT BERCA CAKRA TEKNO      Paid Today: Rp0,00

Bill Delivery Status: To be Printed      Balance Due: Rp220.000.000,00

Save as Recurring   
  Use Recurring   
  Spell

### 2. Pembelian Tunai

**Purchases - New Item**

BILL

Supplier: PT BERCA CAKRA TEKNOLOGI      Terms: C.O.D.       Tax Inclusive

Ship to: PT UMB BENGKULU  
Jln Lingkar Timur No. 101 Bengkulu

Purchase #: 00000003      Date: 06/01/2016  
Supplier Inv#: \_\_\_\_\_

Bill	Received	Backorder	Item Number	Description	Price	Disc%	Total	Job	Tax
25	25		LR-1	Laptop RELION	100.000,00		1.000.000,00		PPN

Subtotal: Rp250.000.000,00  
 Freight: Rp0,00      N-T  
 Tax: Rp25.000.000,00  
 Total Amount: Rp275.000.000,00

Comment: \_\_\_\_\_  
 Ship Via: \_\_\_\_\_  
 Promised Date: \_\_\_\_\_

Journal Memo: Purchase; PT BERCA CAKRA TEKNO      Paid Today: Rp275.000.000,00

Bill Delivery Status: To be Printed      Balance Due: Rp0,00

Save as Recurring   
  Use Recurring   
  Spell

### 3. Retur Pembelian

**Purchases - New Item**

BILL

Supplier: PT BERCA CAKRA TEKNOLOGI      Terms: 2% 10 Net 30       Tax Inclusive

Ship to: PT UMB BENGKULU  
Jln Lingkar Timur No. 101 Bengkulu

Purchase #: 00000004      Date: 09/01/2016  
Supplier Inv#: \_\_\_\_\_

Bill	Received	Backorder	Item Number	Description	Price	Disc%	Total	Job	Tax
-2	-2		LR-1	Laptop RELION	100.000,00		1.000.000,00		PPN

Subtotal: Rp20.000.000,00  
 Freight: Rp0,00  
 Tax: -Rp2.000.000,00  
 Total Amount: Rp22.000.000,00

Comment: \_\_\_\_\_  
 Ship Via: \_\_\_\_\_  
 Promised Date: \_\_\_\_\_

Journal Memo: Purchase: PT BERCA CAKRA TEKNO      Paid Today: Rp0,00

Bill Delivery Status: To be Printed      Balance Due: Rp22.000.000,00

Save as Recurring     Use Recurring     Spell

Help F1    Print    Send To    Journal    Layout    Register

Recrd  
Cancel

**Purchases Register**

All Purchases    Quotes    Orders    Open Bills    **Returns & Debits**    Closed Bills

Search by: All Suppliers

Date	PO#	Supplier Inv#	Supplier	Amount	Debit Amt
09/01/2016	00000004		PT BERCA CAKRA TEKNOLOGI	-Rp22.000.000,00	-Rp22.000.000,00

Receive Refund    Apply to Purchase    Rp22.000.000,00    -Rp22.000.000,00

Help F1    Print    New Purchase    Close

**Settle Returns & Debits**

Supplier ⇨: PT BERCA CAKRA TEKNOLOGI ID #: PJ000001  
 Debit Amount: Rp22.000.000,00 Date: 09/01/2016  
 Memo: PT BERCA CAKRA TEKNOLOGI: Debit from 000000

Purchase #	Status	Date	Amount	Discount	Total Owed	Amount Applied
00000001	⇨ Open	02/01/2016	Rp40.000.000,00		Rp40.000.000,00	
00000002	⇨ Open	02/01/2016	Rp220.000.000,00	Rp4.400.000,00	Rp215.600.000,00	Rp22.000.000,00

Include Closed Purchases

Total Applied: Rp22.000.000,00  
 Finance Charge: Rp0,00  
 Debit Amount: Rp22.000.000,00  
 Out of Balance: Rp0,00

Help F1 Journal Recrd Cancel

#### 4. Penjualan Tunai

**Sales - New Item**

INVOICE

Customer ⇨: CV DIAN Terms ⇨: C.O.D.  Tax Inclusive

Ship to: CV DIAN Invoice #: 00000003  
 Jln Bening No 10 Date: 10/01/2016  
 Bengkulu Bengkulu Customer PO #:   
 Indonesia

Ship	Backorder	Item Number	Description	Price	Disc%	Total	Job	Tax
10		⇨LR-1	Laptop RELION	000.000,00		000.000,00		PPN

Salesperson : Subtotal: Rp120.000.000,00  
 Comment: Freight: Rp0,00 N-T  
 Ship Via: Tax ⇨: Rp12.000.000,00  
 Promised Date: Total Amount: Rp132.000.000,00

Journal Memo: Sale; CV DIAN Paid Today: Rp132.000.000,00  
 Referral Source: Payment Method: Cash Details...  
 Invoice Delivery Status: To be Printed Balance Due: Rp0,00

Save as Recurring  Use Recurring  Reimburse  ABC Spell

Help F1 Print Send To Journal Layout Register Recrd Cancel

## 5. Penjualan Kredit

Sales - New Item

INVOICE

Customer ⇄: CV YUSMA Terms ⇄: 2% 10 Net 30  Tax Inclusive

Ship to ⇄: CV YUSMA Invoice #: 00000004  
 Jln Lingkar Barat No. 70 Date: 13/01/2016  
 Bengkulu Bengkulu Customer PO #:   
 Indonesia

Ship	Backorder	Item Number	Description	Price	Disc%	Total	Job	Tax
15		⇄LR-1	Laptop RELION	100.000,00		1.000.000,00		PPN

Salesperson : Subtotal: Rp180.000.000,00  
 Comment: Freight: Rp0,00 N-T  
 Ship Via: Tax ⇄: Rp18.000.000,00  
 Promised Date: Total Amount: Rp198.000.000,00

Journal Memo: Sale; CV YUSMA Paid Today: Rp0,00  
 Referral Source: Payment Method: Cash Details...  
 Invoice Delivery Status: To be Printed Balance Due: Rp198.000.000,00

Save as Recurring  Use Recurring  Reimburse  ABC Spell

## 6. Pembayaran Telp dan Listrik

Record Journal Entry

Display in GST [BAS] reports as:  Sale (Supply)  Purchase (Acquisition)  Tax Inclusive

General Journal #: GJ000001  
 Date: 15/01/2016  
 Memo: Membayar biaya listrik air dan telp

Acct #	Name	Debit	Credit	Job	Memo	Tax
6-1910	Telephone & Electricity Expen	Rp1.500.000,00				N-T
1-1110	Cash in BPD		Rp1.500.000,00			N-T

Total Debit: Rp1.500.000,00  
 Total Credit: Rp1.500.000,00  
 Tax ⇄: Rp0,00  
 Out of Balance: Rp0,00

Save as Recurring  Use Recurring



## 9. Penerimaan Piutang

**Receive Payments**

Deposit to Account: 1-1110 Cash in BPD Balance: -Rp112.200.000,00  
 Group with Undeposited Funds:

Customer: CV YUSMA ID #: CR000002  
 Amount Received: Rp194.040.000,0 Date: 17/01/2016  
 Payment Method: Details...  
 Memo: Payment; CV YUSMA

Invoice #	Status	Date	Amount	Discount	Total Due	Amount Applied
00000001	Open	02/01/2016	Rp8.000.000,00		Rp8.000.000,00	
00000004	Open	13/01/2016	Rp198.000.000,00	Rp3.960.000,00	Rp194.040.000,00	Rp194.040.000,00

Total Applied: Rp194.040.000,00  
 Finance Charge: Rp0,00  
 Total Received: Rp194.040.000,00  
 Out of Balance: Rp0,00

Include Closed Sales

Receive All

Help F1 Journal Register

Recrd  
Cancel

## 10. Pelunasan Utang

**Pay Bills**

Pay from Account: 1-1110 Cash in BPD Balance: Rp81.840.000,00  
 Group with Electronic Payments:

Supplier: PT BERCA CAKRA TEKNOLOGI Cheque No.: 2  
 Statement Text: PAYMENT 2 Date: 20/01/2016  
 Amount: Rp238.000.000,0  
 Two Hundred and Thirty Eight Million Dollars and 0 Cents  
 Memo: Payment; PT BERCA CAKRA TEKNOLOGI FT LUMB BENGKULU

Purchase #	Status	Date	Amount	Discount	Total Owed	Amount Applied
00000001	Open	02/01/2016	Rp40.000.000,00		Rp40.000.000,00	Rp40.000.000,00
00000002	Open	02/01/2016	Rp198.000.000,00		Rp198.000.000,00	Rp198.000.000,00

Total Applied: Rp238.000.000,00  
 Finance Charge: Rp0,00  
 Total Paid: Rp238.000.000,00  
 Out of Balance: Rp0,00

Include Closed Purchases  
 Cheque Already Printed  
 Remittance Advice Delivery Status: To be Printed

Pay All

Help F1 Print Journal Register

Recrd  
Cancel

## 11. Jurnal Penyesuaian

Record Journal Entry

Display in GST [BAS] reports as:  Sale (Supply)  Purchase (Acquisition)  Tax Inclusive

General Journal #: GJ000004  
Date: 31/01/2016  
Memo: Jurnal Penyesuaian

Acct #	Name	Debit	Credit	Job	Memo	Tax
6-1930	Depreciation Expenses of Buil	Rp12.500.000,00				N-T
1-2220	Accumulation Depreciation of		Rp12.500.000,00			N-T
6-1940	Depreciation Expenses of Vel	Rp14.000.000,00				N-T
1-2320	Accumulation Depreciation of		Rp14.000.000,00			N-T
		Total Debit:	Rp26.500.000,00			
		Total Credit:	Rp26.500.000,00			
		Tax ⇄:	Rp0,00			
		Out of Balance:	Rp0,00			

Save as Recurring  Use Recurring

Help F1 Journal

Record  
Cancel