

User Manual

Master Data Bank

Project:

ODOO Implementation for PT Canopus Konverta Industri

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Created on:

04 Maret 2025

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Document Change History

Release Date	Revision Number	Action Taken (Add/Del/ Change)	Revision Description
04 Maret 2025	0.0	Initial Document	

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1 Deskripsi

Master Data Bank merupakan data yang menyimpan informasi terkait bank yang digunakan dalam transaksi keuangan perusahaan, baik untuk penerimaan (incoming payment) maupun pembayaran (outgoing payment).

2 Tujuan

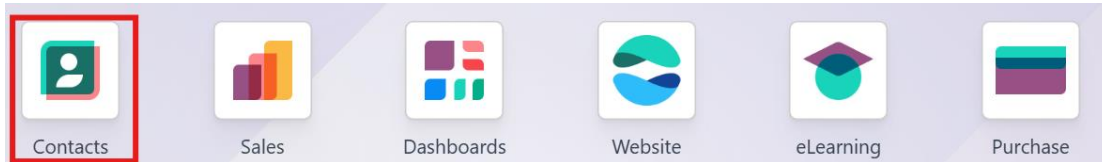
Master Data Bank

Panduan ini bertujuan untuk memberikan pemahaman kepada pengguna mengenai cara melakukan konfigurasi pembuatan bank accounts agar bisa digunakan di accounting. Master Data Bank berisi informasi terkait bank yang digunakan dalam transaksi keuangan perusahaan, baik untuk penerimaan (incoming payment) maupun pembayaran (outgoing payment).

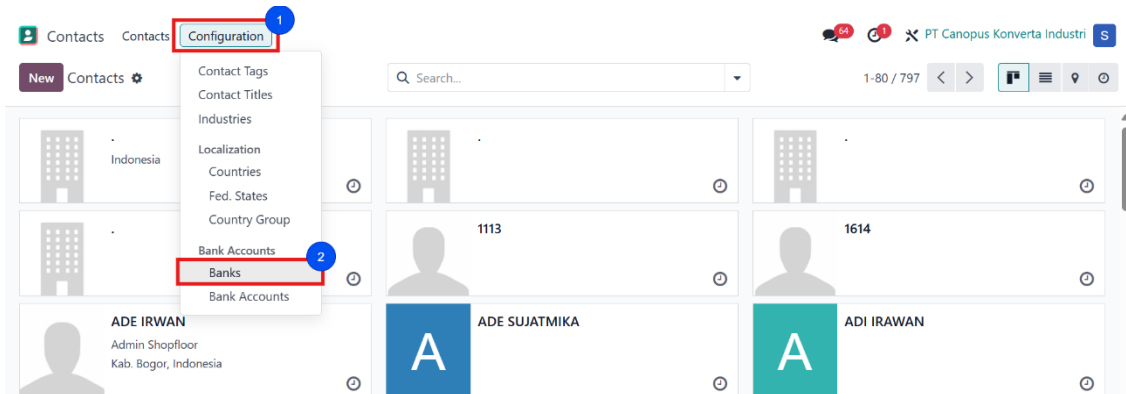
3 Master Data

3.1 Master Data Bank

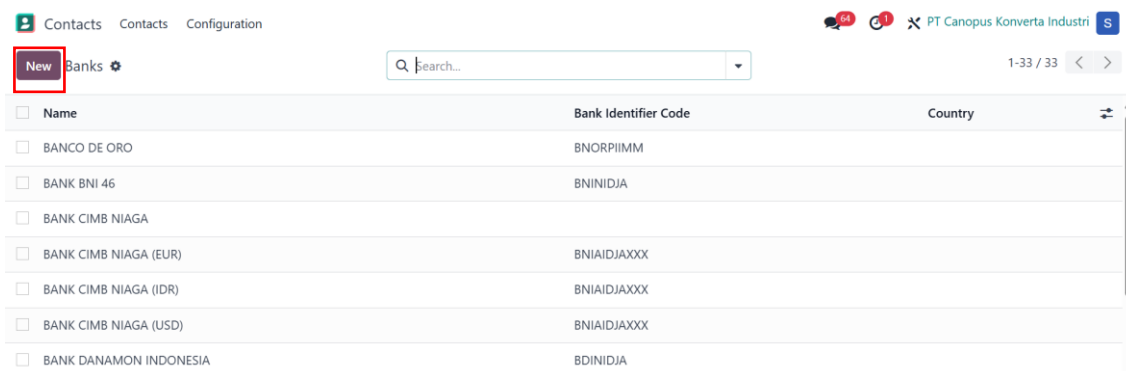
- ❖ Pilih contact



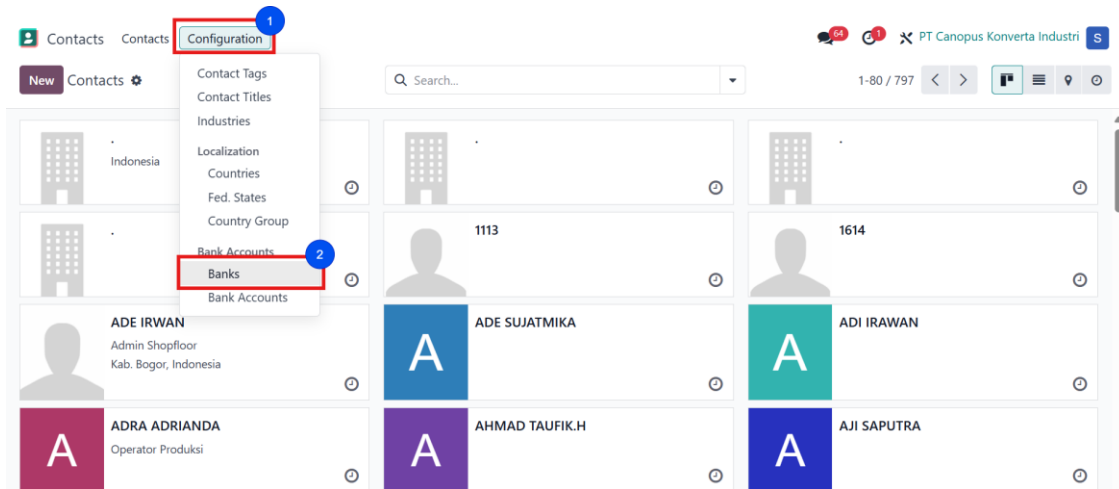
- ❖ Pilih tab Configuration, lalu klik banks



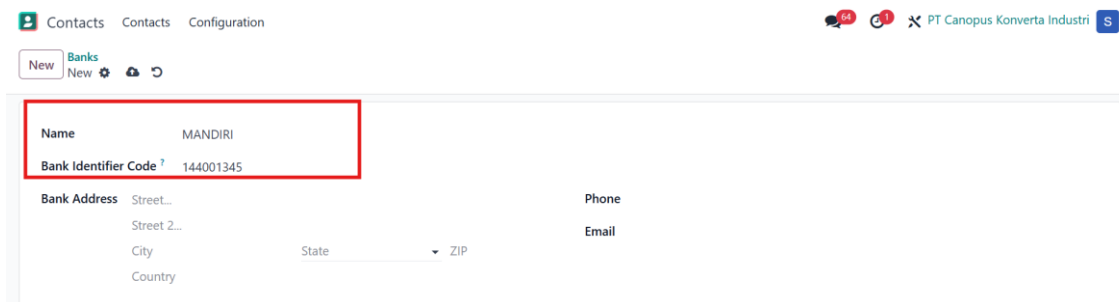
- ❖ Maka akan tampil di daftar bank yang sudah diinputkan, jika ingin menambah data maka klik new



- ❖ Selanjutnya pilih Configuration, lalu klik Bank Accounts

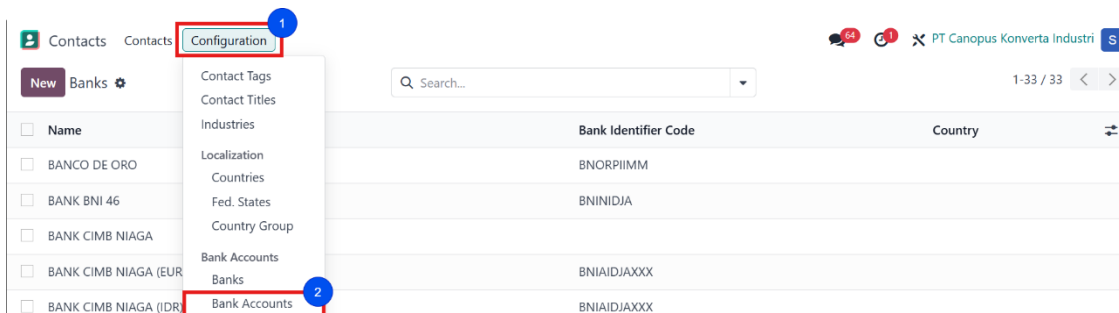


- ❖ Isi data dari bank name dan bank identifier code

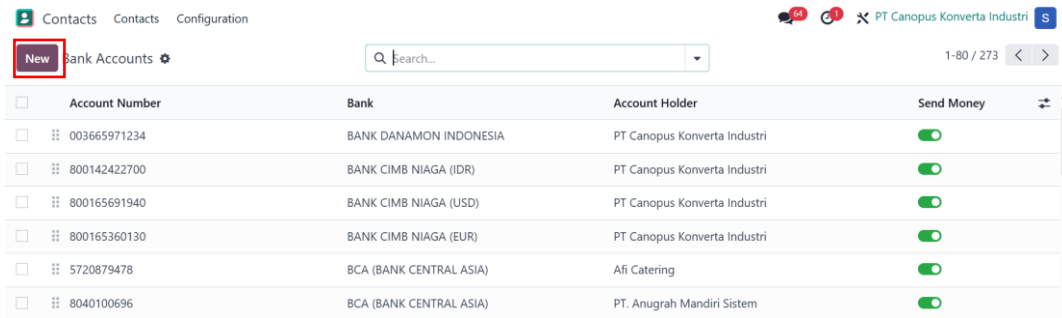


- ❖ Klik save maka data berhasil ditambahkan.

- ❖ Selanjutnya untuk menambahkan data Bank Accounts pilih Configuration, lalu klik Bank Accounts



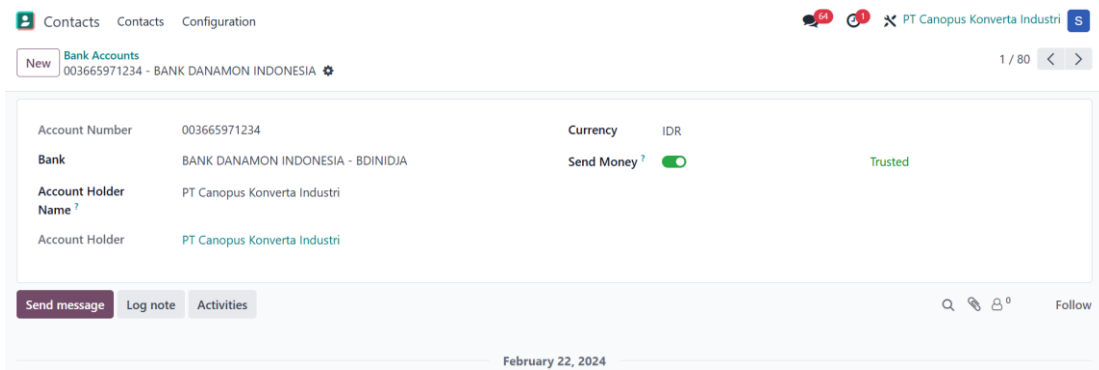
- ❖ Klik New untuk menambahkan data baru



The screenshot shows the 'Bank Accounts' section of the Canopus application. At the top, there are tabs for 'Contacts', 'Contacts', and 'Configuration'. A 'New' button is highlighted with a red box. Below the tabs, there is a search bar and a table of bank accounts. The table has columns for 'Account Number', 'Bank', 'Account Holder', and 'Send Money'. The 'Send Money' column has a green toggle switch for each row.

Account Number	Bank	Account Holder	Send Money
003665971234	BANK DANAMON INDONESIA	PT Canopus Konverta Industri	☒
800142422700	BANK CIMB NIAGA (IDR)	PT Canopus Konverta Industri	☒
800165691940	BANK CIMB NIAGA (USD)	PT Canopus Konverta Industri	☒
800165360130	BANK CIMB NIAGA (EUR)	PT Canopus Konverta Industri	☒
5720879478	BCA (BANK CENTRAL ASIA)	Afi Catering	☒
8040100696	BCA (BANK CENTRAL ASIA)	PT. Anugrah Mandiri Sistem	☒

- ❖ Isi data bank accountnya dan klik send money agar label menjadi trusted



The screenshot shows the details of a bank account in the Canopus application. The account number is 003665971234, the bank is BANK DANAMON INDONESIA - BDINIDJA, and the account holder is PT Canopus Konverta Industri. The 'Send Money' toggle is turned on, and the label 'Trusted' is visible. The page also shows a 'Send message' button, a 'Log note' button, and an 'Activities' button. The date 'February 22, 2024' is displayed at the bottom.

Account Number	003665971234	Currency	IDR
Bank	BANK DANAMON INDONESIA - BDINIDJA	Send Money ?	☒
Account Holder Name ?	PT Canopus Konverta Industri		Trusted
Account Holder	PT Canopus Konverta Industri		

- ❖ Lalu klik save untuk menyimpan data.