

User Manual

Master Data Journals

Project:

ODOO Implementation for PT Canopus Konverta Industri

Created by:

Dike

Created on:

04 Maret 2025

Approval		Department	Sign	Date
Baitun	ODOO Consultant / Checker	IT		04 Maret 2025
Patria	Project Manager	IT		04 Maret 2025

Document Change History

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

Contents

1	Deskripsi.....	4
2	Tujuan	4
3	Master Data.....	5
3.1	Master Data Journals	5

1 Deskripsi

Master Data Journals merupakan fitur yang digunakan untuk settingan dokumen dan aturan transaksi akunting seperti kode dokumen, default account, akun yang diperbolehkan transaksi tersebut, dan mengunci transaksi agar tidak boleh diubah.

2 Tujuan

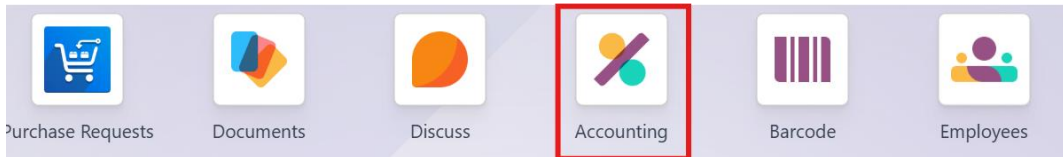
Master Data Journals

Panduan ini bertujuan untuk memberikan pemahaman kepada pengguna mengenai cara melakukan settingan dokumen dan aturan transaksi akunting seperti kode dokumen, default account, akun yang diperbolehkan transaksi tersebut, dan mengunci transaksi agar tidak boleh diubah.

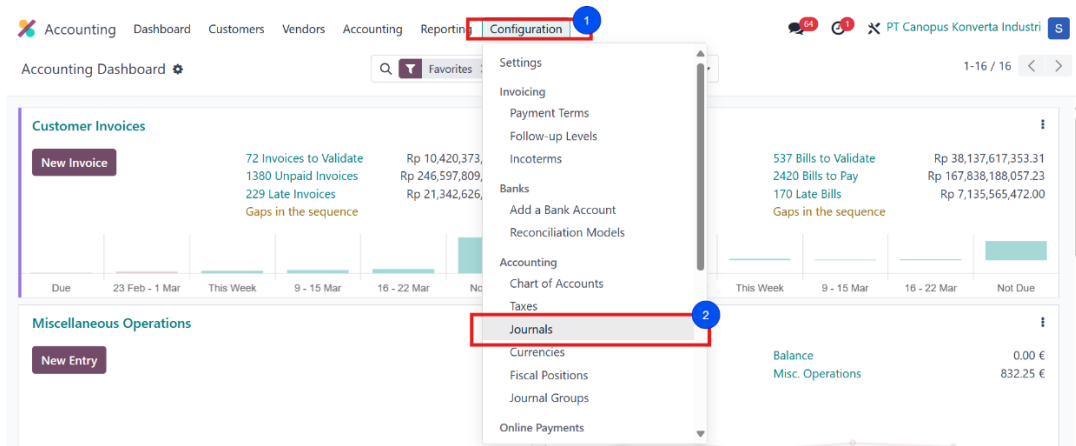
3 Master Data

3.1 Master Data Journals

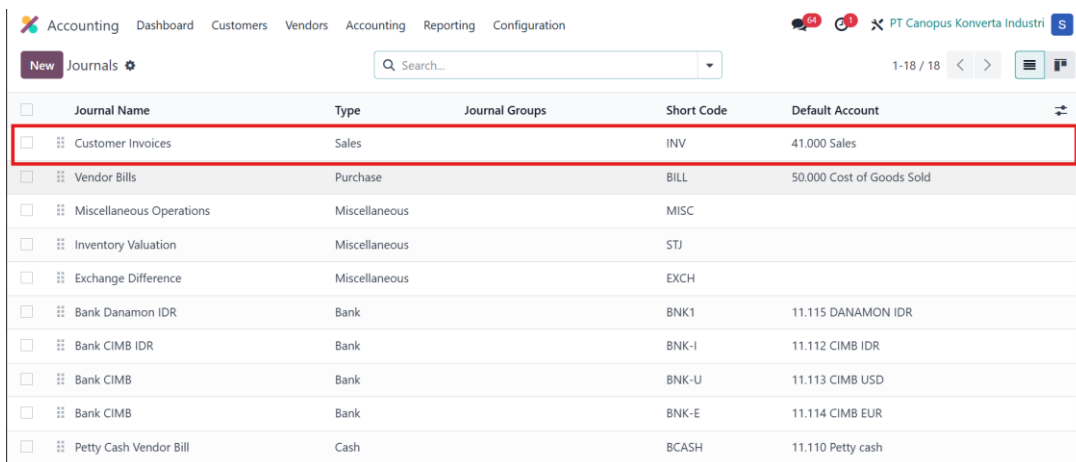
- ❖ Pilih aplikasi Accounting pada daftar menu



- ❖ Pilih Configuration, lalu klik Journals



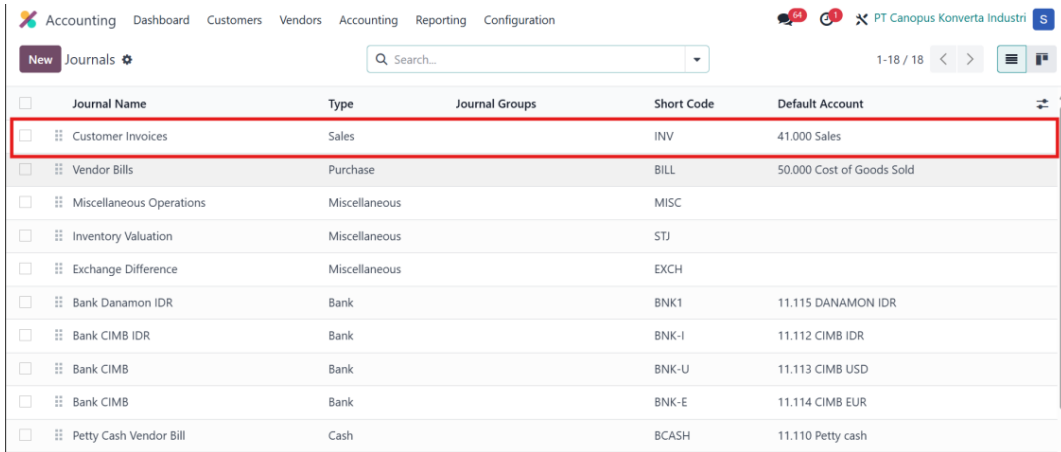
- ❖ Pilih salah satu data journals



The screenshot shows the 'New Journals' configuration page. A table lists various journals with columns for 'Journal Name', 'Type', 'Journal Groups', 'Short Code', and 'Default Account'. The first row, 'Customer Invoices', is highlighted with a red box.

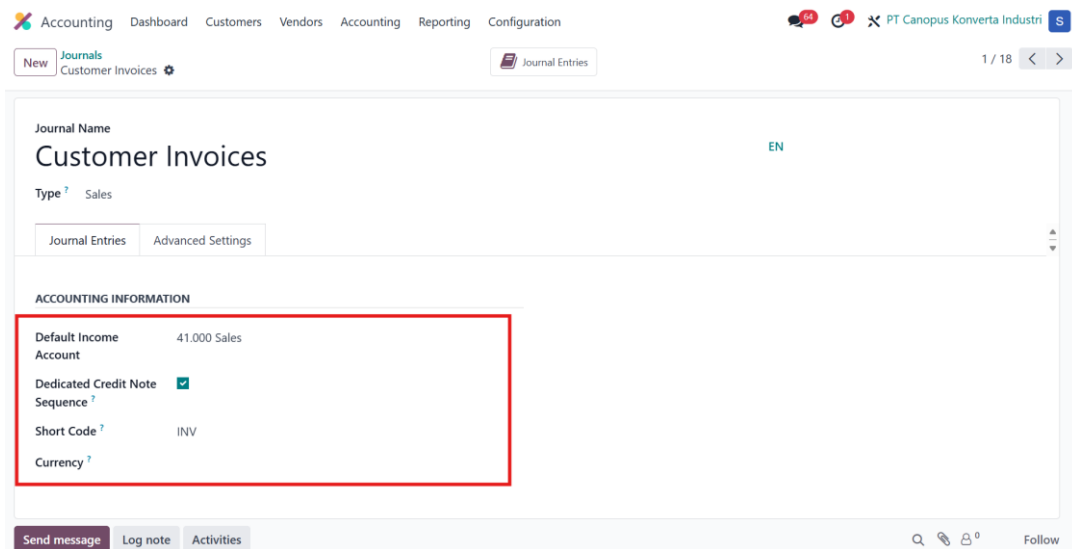
Journal Name	Type	Journal Groups	Short Code	Default Account
Customer Invoices	Sales		INV	41.000 Sales
Vendor Bills	Purchase		BILL	50.000 Cost of Goods Sold
Miscellaneous Operations	Miscellaneous		MISC	
Inventory Valuation	Miscellaneous		STJ	
Exchange Difference	Miscellaneous		EXCH	
Bank Danamon IDR	Bank		BNK1	11.115 DANAMON IDR
Bank CIMB IDR	Bank		BNK-I	11.112 CIMB IDR
Bank CIMB	Bank		BNK-U	11.113 CIMB USD
Bank CIMB	Bank		BNK-E	11.114 CIMB EUR
Petty Cash Vendor Bill	Cash		BCASH	11.110 Petty cash

❖ Pilih salah satu data journals



Journal Name	Type	Journal Groups	Short Code	Default Account
Customer Invoices	Sales		INV	41.000 Sales
Vendor Bills	Purchase		BILL	50.000 Cost of Goods Sold
Miscellaneous Operations	Miscellaneous		MISC	
Inventory Valuation	Miscellaneous		STJ	
Exchange Difference	Miscellaneous		EXCH	
Bank Danamon IDR	Bank		BNK1	11.115 DANAMON IDR
Bank CIMB IDR	Bank		BNK-I	11.112 CIMB IDR
Bank CIMB	Bank		BNK-U	11.113 CIMB USD
Bank CIMB	Bank		BNK-E	11.114 CIMB EUR
Petty Cash Vendor Bill	Cash		BCASH	11.110 Petty cash

❖ Pada journals, pengguna dapat mengatur sesuai dengan kebutuhannya seperti default income account dan short code seperti INV, jika short code INV maka ketika invoice maka akan muncul kode INV dalam customer invoice.



Journal Name: Customer Invoices

Type: Sales

Journal Entries | Advanced Settings

ACCOUNTING INFORMATION

Default Income Account: 41.000 Sales

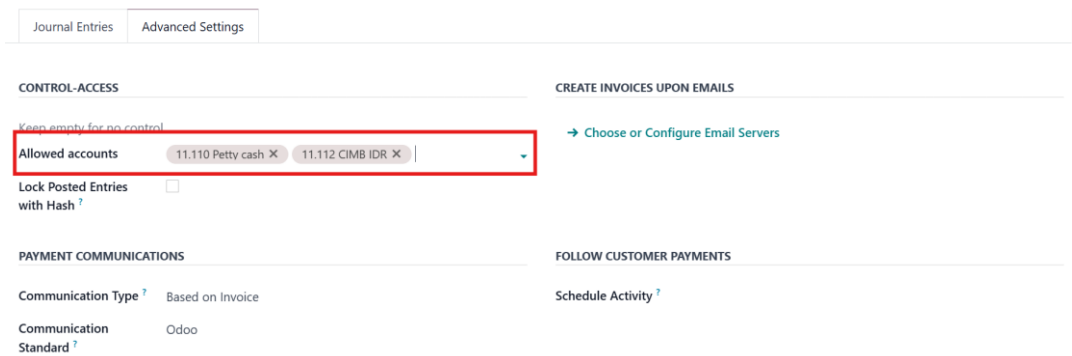
Dedicated Credit Note Sequence: ☒

Short Code: INV

Currency:

Send message | Log note | Activities

❖ Pada advance settings dapat dilakukan pengaturan allowed accounts dengan memilih lebih dari 1



Journal Entries | Advanced Settings

CONTROL-ACCESS

Keep empty for no control

Allowed accounts: 11.110 Petty cash X 11.112 CIMB IDR X

Lock Posted Entries with Hash: ☐

PAYMENT COMMUNICATIONS

Communication Type: Based on Invoice

Communication Standard: Odoo

CREATE INVOICES UPON EMAILS

→ Choose or Configure Email Servers

FOLLOW CUSTOMER PAYMENTS

Schedule Activity

❖ Apabila lock posted entries with hash di klik maka invoice yang sudah ada tidak bisa diubah-ubah.