

User Manual

Journal Entries

Project:

ODOO Implementation for PT Canopus Konverta Industri

Created by:

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Created on:

13 Maret 2025

Approval		Department	Sign	Date
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Document Change History

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

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1 Deskripsi

Journal Entries merupakan entri penjurnalan yang dilakukan di Odoo dengan akun yang ditentukan sendiri sesuai transaksi.

2 Tujuan

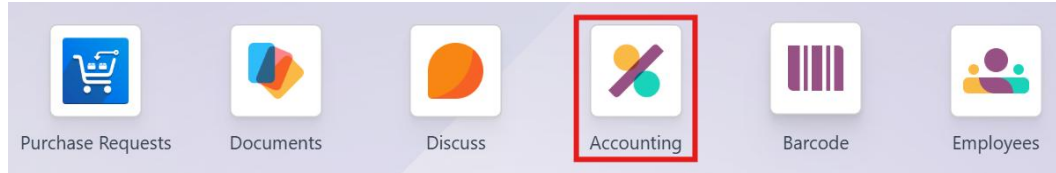
Journal Entries

Panduan ini bertujuan untuk memberikan pemahaman kepada pengguna mengenai cara melakukan vendor bill dan melakukan pembayaran ke vendor berdasarkan tagihan.

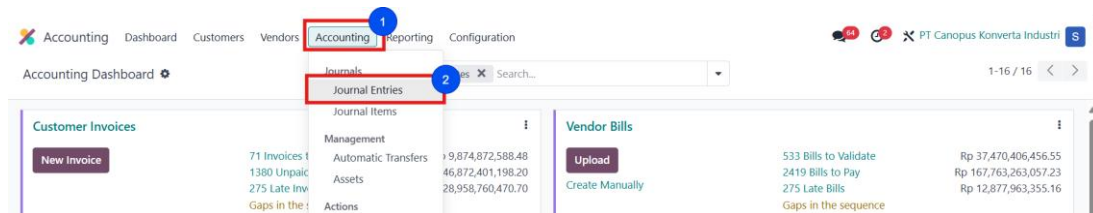
3 Accounting

3.1 Journal Entries

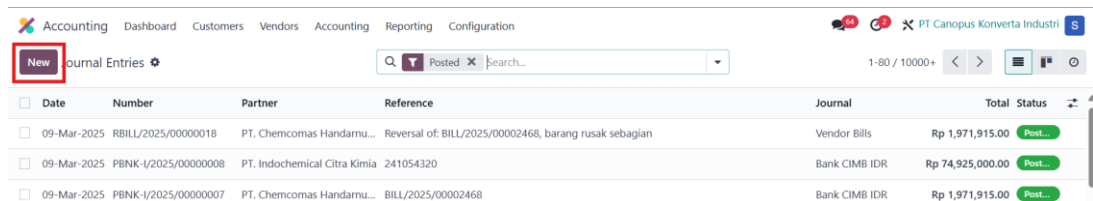
- ❖ Pilih aplikasi Accounting pada daftar menu



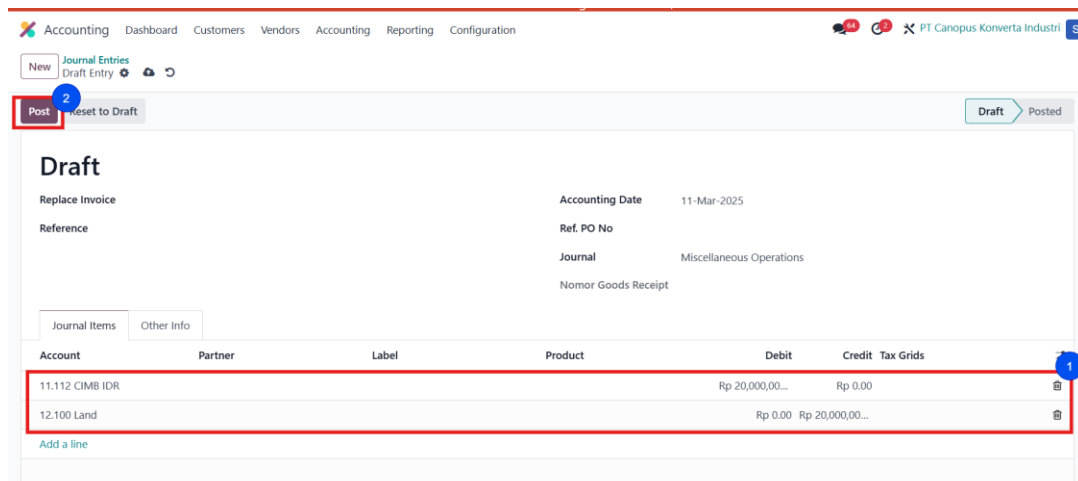
- ❖ Pilih Accounting, lalu klik Journal Entries



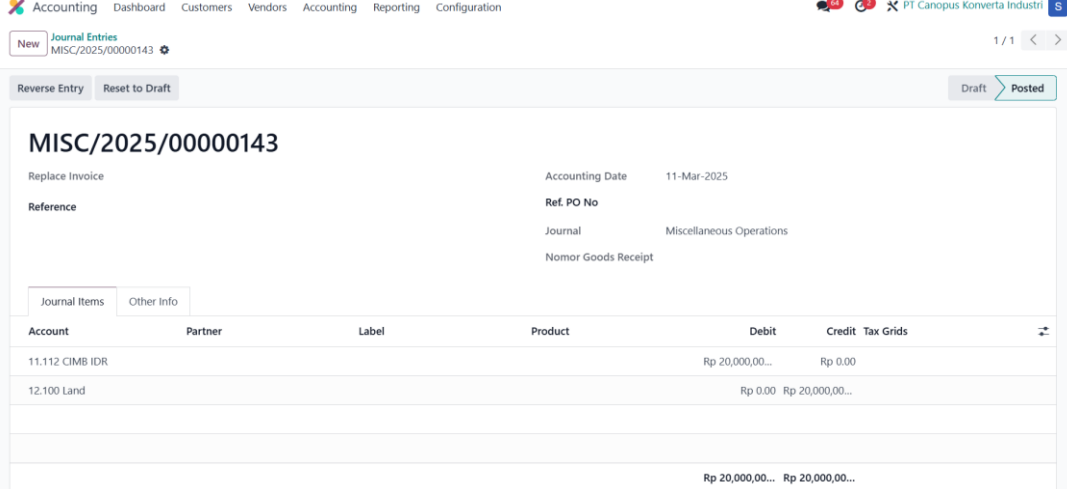
- ❖ Maka akan tampil daftar jurnal, jika ingin menambahkan jurnal baru klik New



- ❖ Isi accountnya dan debit kreditnya, lalu klik Post



❖ Maka sudah selesai dan jadi seperti berikut



Accounting Dashboard Customers Vendors Accounting Reporting Configuration

New Journal Entries MISC/2025/00000143

Reverse Entry Reset to Draft Draft Posted

MISC/2025/00000143

Replace Invoice

Reference

Accounting Date 11-Mar-2025

Ref. PO No

Journal Miscellaneous Operations

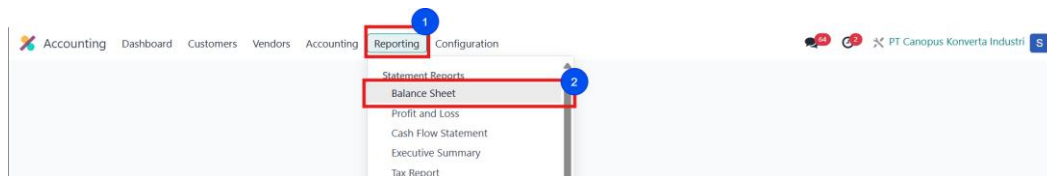
Nomor Goods Receipt

Journal Items Other Info

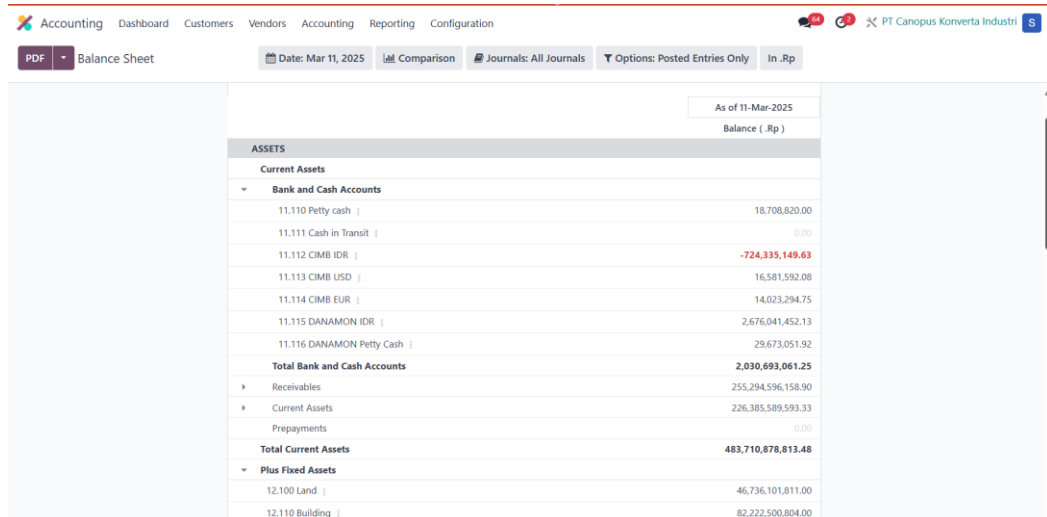
Account	Partner	Label	Product	Debit	Credit	Tax Grids
11.112 CIMB IDR				Rp 20,000,00...	Rp 0.00	
12.100 Land				Rp 0.00	Rp 20,000,00...	
				Rp 20,000,00...	Rp 20,000,00...	

❖ Journal entries yang telah ditambahkan akan masuk ke dalam reporting

1. Klik reporting, lalu pilih balance sheet



2. Lalu akan tampil balance sheetnya sebagai berikut



Accounting Dashboard Customers Vendors Accounting Reporting Configuration

PDF Balance Sheet

Date: Mar 11, 2025 Comparison Journals: All Journals Options: Posted Entries Only In Rp

As of 11-Mar-2025

Balance (Rp)

ASSETS	
Current Assets	
Bank and Cash Accounts	
11.110 Petty cash	18,708,820.00
11.111 Cash in Transit	0.00
11.112 CIMB IDR	-724,335,149.63
11.113 CIMB USD	16,581,592.08
11.114 CIMB EUR	14,023,294.75
11.115 DANAMON IDR	2,676,041,452.13
11.116 DANAMON Petty Cash	29,673,051.92
Total Bank and Cash Accounts	2,030,693,061.25
Receivables	255,294,596,158.90
Current Assets	226,385,589,593.33
Prepayments	0.00
Total Current Assets	483,710,878,813.48
Plus Fixed Assets	
12.100 Land	46,736,101,811.00
12.110 Building	82,222,500,804.00