

User Manual

General Ledger

Project:

ODOO Implementation for PT Canopus Konverta Industri

Created by:

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Created on:

14 Maret 2025

Approval		Department	Sign	Date
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Document Change History

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

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1 Deskripsi

General Ledger (Buku Besar) adalah laporan utama yang berisi semua transaksi keuangan suatu perusahaan, yang dikelompokkan berdasarkan akun-akun dalam Chart of Accounts (Daftar Akun). General Ledger merupakan inti dari sistem akuntansi dan digunakan untuk menyusun laporan keuangan seperti Balance Sheet dan Profit and Loss.

2 Tujuan

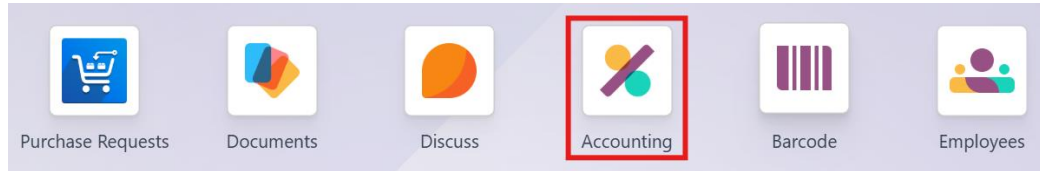
General Ledger

Panduan ini bertujuan untuk memberikan pemahaman kepada pengguna mengenai cara melihat general ledger report.

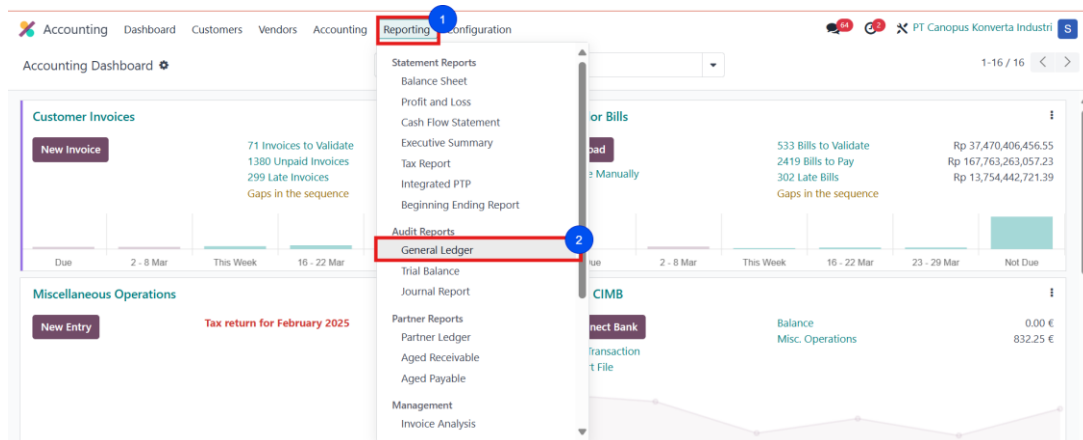
3 Reporting

3.1 General Ledger

- ❖ Pilih aplikasi Accounting pada daftar menu



- ❖ Pilih Reporting, lalu klik General Ledger



- ❖ Maka tampilannya sebagai berikut

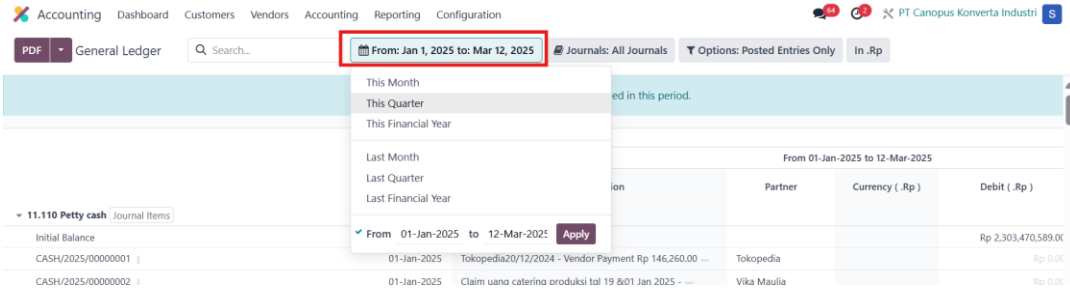
Accounting Dashboard Customers Vendors Accounting Reporting Configuration

PDF General Ledger Search... From: Jan 1, 2025 to: Mar 12, 2025 Journals: All Journals Options: Posted Entries Only In: Rp

There are **unposted Journal Entries** prior or included in this period.

From 01-Jan-2025 to 12-Mar-2025					
	Invoice Date	Communication	Partner	Currency (. Rp)	Debit (. Rp)
11.110 Petty cash Journal Items					
Initial Balance					
CASH/2025/00000001	01-Jan-2025	Tokopedia20/12/2024 - Vendor Payment Rp 146,260.00	Tokopedia		Rp 2,303,470,589.00
CASH/2025/00000002	01-Jan-2025	Claim uang catering produksi tgl 19 & 01 Jan 2025 -	Vika Maulia		Rp 0.00
CASH/2025/00000009	01-Jan-2025	Tokped 01-01-2025 - Vendor Payment Rp 541,500.00	Tokopedia		Rp 0.00
CASH/2025/00000003	06-Jan-2025	Reimbursement tgl 06-01-2025 - Vendor Payment Rp 341.5	Vika Maulia		Rp 0.00
CASH/2025/00000004	06-Jan-2025	Reimbursement tgl 06/01/2025 - Vendor Payment Rp 4	Petty Cash CKI		Rp 0.00
CASH/2025/00000005	07-Jan-2025	Konsumsi meeting Monthly Produksi - Vendor Payment	Siddiq Nugeraha		Rp 0.00
CASH/2025/00000010	07-Jan-2025	07-01-2025 07/01/2025 - Vendor Payment Rp 3,340.00	Petty Cash CKI		Rp 0.00
CASH/2025/00000011	07-Jan-2025	Tokped07-01-2025 - Vendor Payment Rp 1,840,241.00	Tokopedia		Rp 0.00
PCASH/2025/00000001	07-Jan-2025	Firman- Kasbon Teknik material panel rewind - None			Rp 3,500,000.00
PCASH/2025/00000002	07-Jan-2025	Kasbon Pembayaran Untuk Tokopedia - None			Rp 2,846,700.00
CASH/2025/00000006	08-Jan-2025	034748 - Vendor Payment Rp 150,000.00 - Tokopedia	Tokopedia		Rp 0.00

❖ Pengguna bisa melihat laporan keuangan pada periode tertentu



Accounting Dashboard Customers Vendors Accounting Reporting Configuration

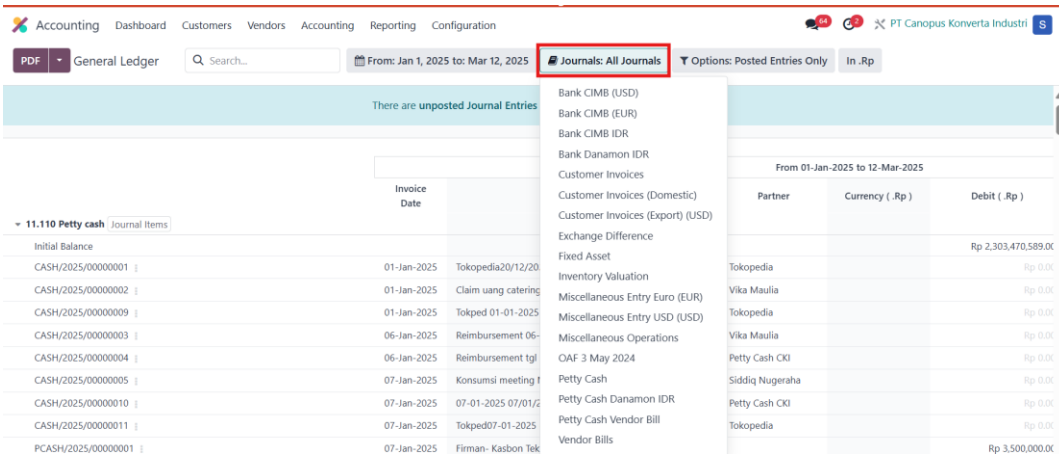
PDF General Ledger Search... From: Jan 1, 2025 to: Mar 12, 2025 Journals: All Journals Options: Posted Entries Only In .Rp

There are unposted Journal Entries in this period.

From 01-Jan-2025 to 12-Mar-2025

Account	Partner	Currency (.Rp)	Debit (.Rp)
11.110 Petty cash			
Initial Balance			
CASH/2025/00000001	01-Jan-2025	Tokopedia20/12/2024 - Vendor Payment Rp 146,250.00	Rp 0.00
CASH/2025/00000002	01-Jan-2025	Claim uana catering produksi tal 19 & 01 Jan 2025 -	Rp 0.00

❖ Pengguna dapat memilih journal yang diinginkan untuk ditampilkan datanya



Accounting Dashboard Customers Vendors Accounting Reporting Configuration

PDF General Ledger Search... From: Jan 1, 2025 to: Mar 12, 2025 Journals: All Journals Options: Posted Entries Only In .Rp

There are unposted Journal Entries

From 01-Jan-2025 to 12-Mar-2025

Account	Invoice Date	Partner	Currency (.Rp)	Debit (.Rp)
11.110 Petty cash				
Initial Balance				
CASH/2025/00000001	01-Jan-2025	Tokopedia20/12/20		Rp 0.00
CASH/2025/00000002	01-Jan-2025	Claim uang catering		Rp 0.00
CASH/2025/00000009	01-Jan-2025	Tokped 01-01-2025		Rp 0.00
CASH/2025/00000003	06-Jan-2025	Reimbursement 06-		Rp 0.00
CASH/2025/00000004	06-Jan-2025	Reimbursement tgl		Rp 0.00
CASH/2025/00000005	07-Jan-2025	Konsumsi meeting		Rp 0.00
CASH/2025/00000010	07-Jan-2025	07-01-2025 07/01/2		Rp 0.00
CASH/2025/00000011	07-Jan-2025	Tokped07-01-2025		Rp 0.00
PCASH/2025/00000001	07-Jan-2025	Firman- Kasbon Tek		Rp 0.00

❖ Pengguna dapat mengunduh data laporan general ledger dengan format PDF dan Excel



Accounting Dashboard Customers Vendors Accounting Reporting Configuration

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