



care[®]

General Insurance System Solution



enterprise edition



Scenario

Web Finance Accounting

Subject

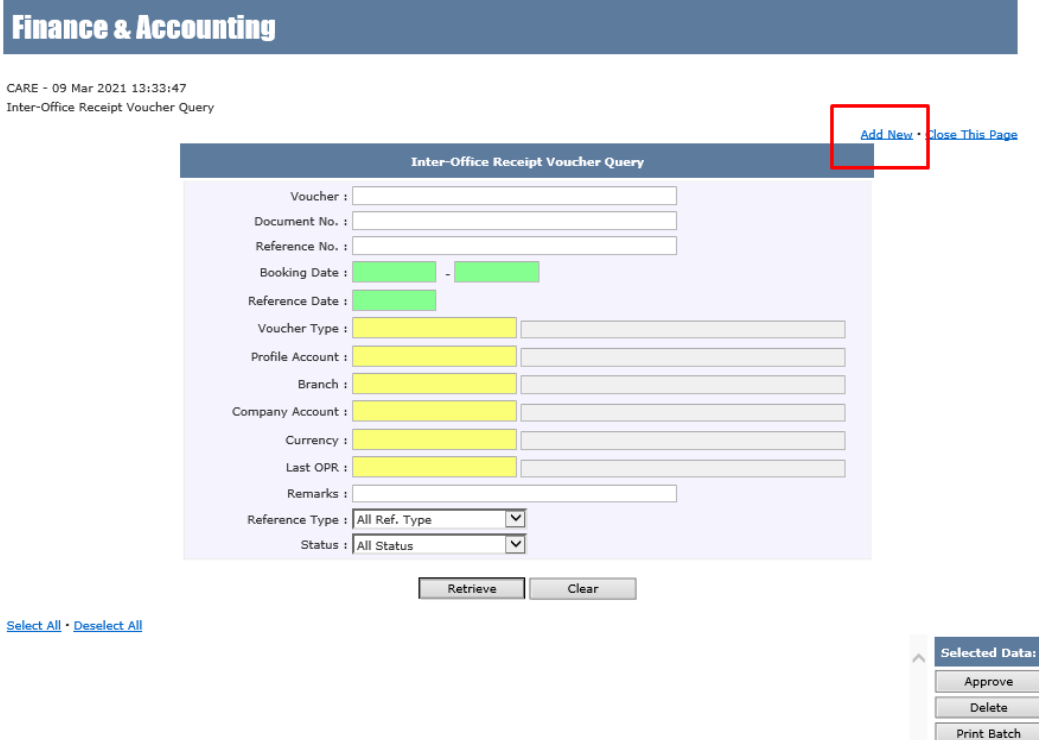
Web Version 3.1.8

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CASE 1 : Penerimaan untuk Pembayaran Premi (Gross)

Berikut merupakan cara pembuatan transaksi penerimaan dengan nomor polis : 'xxxxxxx'

1. Buka Web Module → **Finance**
2. Pilih Menu Transaction lalu klik pada bagian **Inter Office Receipt**
3. Berikut adalah tampilan Dari Inter Office Receipt



The screenshot shows the 'Inter-Office Receipt Voucher Query' form. At the top, there is a blue header with the text 'Finance & Accounting'. Below the header, the page title 'CARE - 09 Mar 2021 13:33:47 Inter-Office Receipt Voucher Query' is displayed. The main form area is titled 'Inter-Office Receipt Voucher Query' and contains several input fields: 'Voucher', 'Document No.', 'Reference No.', 'Booking Date' (with a date range selector), 'Reference Date', 'Voucher Type', 'Profile Account', 'Branch', 'Company Account', 'Currency', 'Last OPR', and 'Remarks'. There are also two dropdown menus for 'Reference Type' (set to 'All Ref. Type') and 'Status' (set to 'All Status'). At the bottom of the form are 'Retrieve' and 'Clear' buttons. To the right of the form, there are links for 'Add New' and 'Close This Page'. Below the form, there are links for 'Select All' and 'Deselect All'. On the far right, there is a 'Selected Data:' panel with buttons for 'Approve', 'Delete', and 'Print Batch'.

Jika Sudah , Klik Tombol Add New , Jika Ingin Membuat Polis Baru.

4. Setelah Klik Tombol Add New , Akan Muncul Tampilan baru yaitu Inter Office Receipt Voucher dan disikan informasi pada tampilan tersebut

Inter-Office Receipt Voucher	
Voucher :	<input type="text"/>
Booking Date :	<input type="text" value="3/22/2021"/> Reference Currency Date : <input type="text" value="3/22/2021"/>
Voucher Type :	<input type="text" value="RV-01-R"/> Receipt Voucher - Suspend Premium/Claim
Branch :	<input type="text" value="10"/> HO NON OPS
Profit/Cost Center :	<input type="text" value="20"/> IT Department
Cash/Bank Account :	<input type="text" value="035.300.170.9"/> BCA - SUDIRMAN - JAKARTA
Received From :	<input type="text" value="13213"/> BAHTERA ARTHAGUNA PARAM^A T
Bank Account No :	<input type="text"/>
Bank Account Name :	<input type="text"/>
Bank Name :	<input type="text"/>
Reference No :	<input type="text" value="-"/> <input type="text" value="0.0000"/>
Reference Type :	<input type="text" value="TRANSFER"/>
Reference Date :	<input type="text" value="3/22/2021"/>
Remarks :	<input type="text" value="Penerimaan atas nama PT XXX"/>
Currency :	<input type="text" value="IDR"/>
Nominal In C.C. :	<input type="text" value="0.0000"/>
Difference in C.C. :	<input type="text" value="0.0000"/>
Total in C.C. :	<input type="text" value="0.0000"/>
Booking Rate :	<input type="text" value="0.00"/>
Total In B.C. :	<input type="text" value="0.0000"/>
Journal :	<input type="checkbox"/> Yes
Status :	<input type="text"/>
Created By :	<input type="text"/>
Last Edited By :	<input type="text"/>
Un/Approved By :	<input type="text"/>
Posted By :	<input type="text"/>
Source Request :	<input type="text"/>

- Pada kolom Booking Date diisi dengan tanggal pembayaran, yaitu sesuai dengan tanggal yang diinginkan, tapi tidak boleh dibawah tanggal nota
- Voucher Type diisi dengan kode dari jenis voucher, yaitu **'RV-01-R (Receipt Voucher - Suspend Premium/Claim)'**
- Branch diisi dengan **'Branch masing-masing user'**
- Profit/Cost Center, Center diisi dengan kode Divisi yang menerima pembayaran dalam suatu perusahaan atau dengan menekan tombol [F2] untuk daftarnya
- Cash/Bank Account diisi dengan kode dari kas/bank IDR atau dengan menekan tombol [F2] untuk daftarnya
- Received From diisi dengan nama pembayaran tersebut ditujukan kepada siapa atau dengan menekan tombol [F2] untuk daftarnya
- Bank Account No, Diisi dengan nomor akun Bank (Tidak Mandatory)
- Bank Account Name, Diisi dengan Nama pemilik akun Bank (Tidak Mandatory)
- Bank Name, Di isi dengan Nama Bank (Tidak Mandatory)
- Reference No, Diisi dengan nomor referensi Transfer/ bisa di isi dengan (-) jika tidak ingin di isi
- Reference Type , Pilihan untuk Jenis Pembayaran yang akan di lakukan
- Remarks diisi dengan keterangan atas transaksi tersebut, misalnya : **'Penerimaan atas nama PT "xxx"'**



5. Setelah Selesai Diisi lalu Pilih Document agar bisa mencari No Polis/No Voucher yang diinginkan ,

Add New Inter-Office Receipt » SMS » [Attachment](#) » [Close This Page](#)

Inter-Office Receipt Voucher

Voucher :		Currency :	IDR	
Booking Date :	3/22/2021	Reference Currency Date :	3/22/2021	
Voucher Type :	RV-01-R	Receipt Voucher - Suspend Premium/Claim	Nominal In C.C. :	0.0000
Branch :	10	HO NON OPS	Difference in C.C. :	0.0000
Profit/Cost Center :	20	IT Department	Total in C.C. :	0.0000
Cash/Bank Account :	035.300.170.9	BCA - SUDIRMAN - JAKARTA	Booking Rate :	0.00
Received From :	13213	BAHTERA ARTHAGUNA PARAMA T	Total In B.C. :	0.0000
Bank Account No :		Journal :	<input type="checkbox"/> Yes	
Bank Account Name :		Status :		
Bank Name :		Created By :		
Reference No :		Last Edited By :		
Reference Type :	TRANSFER	Un/Approved By :		
Reference Date :	3/22/2021	Posted By :		
Remarks :	Penerimaan atas nama PT XXX			

[Save](#) [Clear](#) [Print OR](#) [Print Voucher](#) [Journal](#) [Approve](#) [Unapprove](#) [Adjustment](#) [Drop](#)

[Add More Details](#) [Document](#) [Tax Deduction](#)

6. Berikut adalah tampilan Get Document yang akan di isi dengan no polis/ no voucher, lalu isikan Doc.No atau nota yang akan di bayarkan

Get Document

Query Type :	CN/DN					
Profile Name :						
Profile Ref. ID :						
Document No. :	11102012100002	(e.g : Policy No, Claim No, Treaty No)				
Voucher No. :						
Reference No. :		(e.g : Reference No, Slip No, Doc. No, Treaty Document)				
Original Doc. No. :		(e.g : Original Policy No, Payment Reference)				
Reference Type :	All Ref. Type					
Account No. :						
Currency :	IDR					
Date :						
Remarks :						
Business Source :						
Company Group :						
Business Source Ref. ID :						
Branch :						
Collection No. :						
Collection Date :						
Batch No. :						
Application Source :						
Suspend/Open Account :						
Sort By :	(NONE)					
<input checked="" type="checkbox"/> Not In Collection	<input checked="" type="checkbox"/> Not In Request	<input type="checkbox"/> Paid Policy	<input type="checkbox"/> Pair Data	Condition :	<input checked="" type="checkbox"/> Not In Policy Cancellation	<input type="checkbox"/> Exclude Tax
Total Amount Selected :	0.0000	0				

[Clear & Add](#) [Add](#) [Clear](#) [Retrieve](#) [Load Excel](#)



Setelah Mengisi Doc No yang diinginkan untuk di bayar, selanjutnya pilih Clear & add , berikutnya akan muncul nota yang akan di perlukan untuk pembayaran

Profile Ref. ID :

Document No. : 11102012100002 - (e.g : Policy No, Claim No, Treaty No)

Voucher No. : -

Reference No. : - (e.g : Reference No, Slip No, Doc. No, Treaty Document)

Original Doc. No. : - (e.g : Original Policy No, Payment Reference)

Reference Type : All Ref. Type

Account No. : -

Currency : IDR

Date : -

Remarks :

Business Source :

Company Group :

Business Source Ref. ID :

Branch :

Collection No. :

Collection Date : -

Batch No. :

Application Source :

Suspend/Open Account :

Sort By : (NONE)

Not In Collection Not In Request Paid Policy Pair Data Condition : Not In Policy Cancellation Exclude Tax

Total Amount Selected : 1,289,500.0000 1

Select All - Deselect All

	Voucher	Voucher Type	Doc. No.	Ref. No.	Ref. Data	Prodesc	Name	Remarks	Installation	Selected Data:
<input type="checkbox"/>	View	000001/CN/11/03/21	BA-02-C	11102012100002	1102012100013	MJKTAD0000-IDR	Adeline	BAHTERA ARTHAGUNA PARAM' A T	Installment No. 1 of 4	<input type="button" value="Remove"/> <input type="button" value="Clear All"/>
<input checked="" type="checkbox"/>	View	000001/DN/11/03/21	DI-02-D	11102012100002	1102012100013	TES8001	BAHTERA ARTHAGUNA PARAM' A T	BAHTERA ARTHAGUNA PARAM' A T	Installment No. 1 of 4	
<input type="checkbox"/>	View	000007/CN/11/03/21	QS-02-C	11102012100002	QS-2021-MV	010R00001-IDR	REASURANSI INTERNASIONAL INDONESIA	BAHTERA ARTHAGUNA PARAM' A T	Installment No. 1 of 4	
<input type="checkbox"/>	View	000008/CN/11/03/21	QS-02-C	11102012100002	QS-2021-MV	010RND0001-IDR	REASURANSI NASIONAL INDONESIA	BAHTERA ARTHAGUNA PARAM' A T	Installment No. 1 of 4	

Setelah sudah terlihat jangan lupa untuk di ceklis nota dengan Doc.No tersebut lalu di retrieve

- Selanjutnya klik save untuk mengakhiri pembayaran atas Nota tersebut

Inter-Office Receipt Voucher

Voucher :

Booking Date : 3/22/2021 Reference Currency Date : 3/22/2021

Currency : IDR

Voucher Type : RV-01-R Receipt Voucher - Suspend Premium/Claim

Nominal In C.C. : 1,289,500.0000

Branch : 10 HO NON OPS

Difference in C.C. : 0.0000

Profit/Cost Center : 20 IT Department

Total in C.C. : 1,289,500.0000

Cash/Bank Account : 035.300.170.9 BCA - SUDIRMAN - JAKARTA

Booking Rate : 0.00

Received From : 13213 BAHTERA ARTHAGUNA PARAM A T

Total In B.C. : 0.0000

Bank Account No :

Journal : Yes

Bank Account Name :

Status :

Bank Name :

Created By :

Reference No : 0.0000

Last Edited By :

Reference Type : TRANSFER

Un/Approved By :

Reference Date : 3/22/2021

Posted By :

Remarks : Penerimaan atas nama PT XXX

Source Request :

Save Clear Print OR Print Voucher Journal Approve Unapprove Adjustment Drop

[Add More Details](#) - [Document](#) - [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC
1.	000001/DN/11/03/21	13310002	11	20	3/22/2021	IDR	11102012100002-1102012100013-BAHTERA ARTHAGUNA PARAM A T Installment No. 1 of 4	1,289,500.0000	1.0000	1,289,500.0000

8. Setelah berhasil di save , selanjutnya ialah untuk mengecek journal yang telah di buat atas nota tersebut. Klik journal pada inter office receipt voucher

Inter-Office Receipt Voucher

Voucher : 000011/RV/10/03/21

Booking Date : 3/22/2021 Reference Currency Date : 3/22/2021

Currency : IDR

Voucher Type : RV-01-R Receipt Voucher - Suspend Premium/Claim

Nominal In C.C. : 1,289,500.0000

Branch : 10 HO NON OPS

Difference in C.C. : 0.0000

Profit/Cost Center : 20 IT Department

Total in C.C. : 1,289,500.0000

Cash/Bank Account : 035.300.170.9 BCA - SUDIRMAN - JAKARTA

Booking Rate : 1.0000

Received From : 13213 BAHTERA ARTHAGUNA PARAM A T

Total In B.C. : 1,289,500.0000

Bank Account No :

Journal : Yes

Bank Account Name :

Status : Un-Posting

Bank Name :

Created By : CARE 3/22/2021

Reference No : 0.0000

Last Edited By : CARE 3/22/2021

Reference Type : TRANSFER

Un/Approved By : CARE 3/22/2021

Reference Date : 3/22/2021

Posted By :

Remarks : Penerimaan atas nama PT XXX

Source Request :

Journal Save Clear Print OR Print Voucher Approve Unapprove Adjustment Drop

[Add More Details](#) - [Document](#) - [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC
1.	000001/DN/11/03/21	13310002	11	20	3/22/2021	IDR	11102012100002-1102012100013-BAHTERA ARTHAGUNA PARAM A T Installment No. 1 of 4	1,289,500.0000	1.0000	1,289,500.0000



9. Berikut adalah tampilan Journal terhadap pembayaran dengan nota tersebut

[Close This Page](#)

Voucher Journal

Voucher : 000011/RV/10/03/21

Journal : Yes

Total Debit : **1,289,500.0000** Total Debit (Part) : **0.0000**

Total Credit : **1,289,500.0000** Total Credit (Part) : **0.0000**

Source :

Status : Un-Posting

Posted By :

No.	Account	Group	Description	CCY	CT	Amt.	Debit	Credit
1	12204000	C	Bank CENTRAL ASIA	IDR		OC BC	1,289,500.0000	0.0000
							1,289,500.0000	0.0000
2	21000011	C	Rekening Antar Kantor - JAKARTA	IDR		OC BC	0.0000	1,289,500.0000
							0.0000	1,289,500.0000

CASE 2 : Penerimaan Pembayaran Premi Dengan Potongan Komisi (NET)

Berikut merupakan cara pembuatan transaksi penerimaan pembayaran premi yang terdapat nilai komisi didalamnya. Dengan nomor polis : XXXXXX

1. Buka Web Module → **Finance**
2. Pilih Menu Transaction lalu klik pada bagian **Inter Office Receipt**
3. Berikut adalah tampilan Dari Inter Office Receipt

Finance & Accounting

CARE - 09 Mar 2021 13:33:47
Inter-Office Receipt Voucher Query

[Add New](#) · [Close This Page](#)

Inter-Office Receipt Voucher Query

Voucher :

Document No. :

Reference No. :

Booking Date : -

Reference Date :

Voucher Type :

Profile Account :

Branch :

Company Account :

Currency :

Last OPR :

Remarks :

Reference Type :

Status :

[Select All](#) · [Deselect All](#)

Selected Data:

Jika Sudah , Klik Tombol Add New , Jika Ingin Membuat Polis Baru.

4. Setelah Klik Tombol Add New , Akan Muncul Tampilan baru yaitu Inter Office Receipt Voucher dan disikan informasi pada tampilan tersebut

Inter-Office Receipt Voucher	
Voucher :	
Booking Date :	3/10/2021
Reference Currency Date :	3/10/2021
Voucher Type :	RV-01-R Receipt Voucher - Suspend Premium/Claim
Branch :	00 Kantor Pusat
Profit/Cost Center :	101 Direktur Utama
Cash/Bank Account :	01-30-000038-6 (IDR) Bank BTN KC Jakarta Kuningan (Pusat Pasif)
Received From :	000A500003-IDR ASURANSI SINAR MAS
Bank Account No :	
Bank Account Name :	
Bank Name :	
Reference No :	- 0.0000
Reference Type :	TRANSFER
Reference Date :	3/10/2021
Remarks :	Penerimaan PREMI Atas nama PT XXX dan potongan Komisi Untuk XXX
Currency :	IDR
Nominal In C.C. :	0.0000
Difference in C.C. :	0.0000
Total in C.C. :	0.0000
Booking Rate :	0.00
Total In B.C. :	0.0000
Journal :	<input type="checkbox"/> Yes
Status :	
Created By :	
Last Edited By :	
Un/Approved By :	
Posted By :	
Source Request :	

- Pada kolom Booking Date diisikan tanggal pembayaran, yaitu sesuai dengan tanggal yang diinginkan, tapi tidak boleh dibawah tanggal nota
- Voucher Type diisikan dengan kode dari jenis voucher, yaitu **'RV-01-R (Receipt Voucher - Suspend Premium/Claim)'**
- Branch diisikan dengan **'Branch masing-masing user'**
- Profit/Cost Center, Center diisikan dengan kode Divisi yang menerima pembayaran dalam suatu perusahaan atau dengan menekan tombol [F2] untuk daftarnya
- Cash/Bank Account diisikan dengan kode dari kas/bank atau dengan menekan tombol [F2] untuk daftarnya
- Received From diisikan dengan nama pembayaran tersebut ditujukan kepada siapa IDR atau dengan menekan tombol [F2] untuk daftarnya
- Bank Account No, Diisi dengan nomor akun Bank (Tidak Mandatory)
- Bank Account Name, Diisi dengan Nama pemilik akun Bank (Tidak Mandatory)
- Bank Name, Di isi dengan Nama Bank (Tidak Mandatory)
- Reference No, Diisi dengan nomor referensi Transfer/ bisa di isi dengan (-) jika tidak ingin di isi



k) Reference Type , Pilihan untuk Jenis Pembayaran yang akan di lakukan

l) Remarks diisikan keterangan atas transaksi tersebut, misalnya : **'Penerimaan atas nama PT xxx dan potongan komisi untuk XXX**

5. Setelah Selesai Diisi lalu Pilih Document agar bisa mencari No Polis/No Voucher yang diinginkan ,

Inter-Office Receipt Voucher

Voucher :

Booking Date : 3/10/2021 Reference Currency Date : 3/10/2021

Voucher Type : RV-01-R Receipt Voucher - Suspend Premium/Claim

Branch : 00 Kantor Pusat

Profit/Cost Center : 101 Direktur Utama

Cash/Bank Account : 01-30-000038-6 (IDR) Bank BTN KC Jakarta Kuningan (Pusat Pasif)

Received From : 000A500003-IDR ASURANSI SINAR MAS

Bank Account No :

Bank Account Name :

Bank Name :

Reference No : 0.0000

Reference Type : TRANSFER

Reference Date : 3/10/2021

Remarks : Penerimaan PREMI Atas nama PT XXX dan potongan Komisi Untuk XXX

Currency : IDR

Nominal In C.C. : 0.0000

Difference in C.C. : 0.0000

Total in C.C. : 0.0000

Booking Rate : 0,00

Total In B.C. : 0.0000

Journal : Yes

Status :

Created By : [User]

Last Edited By : [User]

Un/Approved By : [User]

Posted By : [User]

Source Request :

Save
Clear
Print OR
Print Voucher
Journal
Approve
Unapprove
Adjustment
Dr

[Add More Details](#) Document [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	3/10/2021	<input type="text"/>	<input type="text"/>	0.0000	0.0000 0.0000	0.0000

6. Berikut adalah tampilan Get Document yang akan di isi dengan no polis/ no voucher, lalu isikan Doc.No atau nota yang akan di bayarkan, dan jangan lupa di pilih bagian query typenya untuk **Net Premium (with comm)**

Get Document

Query Type: Net Premium (with Comm)

Profile Name:

Profile Ref. ID:

Document No.: 1211103200800017 - (e.g : Policy No, Claim No, Treaty No)

Voucher No.:

Reference No.: - (e.g : Reference No, Slip No, Doc. No, Treaty Document)

Original Doc. No.: - (e.g : Original Policy No, Payment Reference)

Reference Type: All Ref. Type

Account No.:

Currency: IDR

Date: -

Remarks:

Business Source:

Company Group:

Business Source Ref. ID:

Branch:

Collection No.:

Collection Date: -

Batch No.:

Application Source:

Suspend/Open Account:

Sort By: (NONE)

Not In Collection Not In Request Paid Policy Pair Data Condition: Not In Policy Cancellation Exclude Tax

Total Amount Selected:

Clear & Add
Add
Clear
Retrieve
Load Excel

Setelah Mengisi Doc No yang diinginkan untuk di bayar, selanjutnya pilih Clear & add , berikutnya akan muncul nota yang akan di perlukan

Clear & Add
Add
Clear
Retrieve
Load Excel

[Select All](#) • [Deselect All](#)

		Voucher	Voucher Type	Doc.No.	Ref.No.	Ref.Date	ProAcc	Name	Remarks	Instalment	Date
<input checked="" type="checkbox"/>	View	00000005/DN/21/08/20	DI-11-D	1211103200800017	Q21110320080001		D21MU00001-IDR	MULYADI	MULYADI	<input type="text"/>	8/7.
<input checked="" type="checkbox"/>	View	00000006/CN/21/08/20	BA-11-C	1211103200800017	Q21110320080001		D16HE00001-IDR	HERRY RASIDIN	MULYADI	<input type="text"/>	8/7.

Setelah sudah terlihat jangan lupa untuk di ceklis nota dengan Doc.No tersebut lalu di retrieve

- Selanjutnya klik save untuk mengakhiri pembayaran atas Nota tersebut



Inter-Office Receipt Voucher

Voucher :

Booking Date : 3/10/2021 Reference Currency Date : 3/10/2021

Currency : IDR

Voucher Type : RV-01-R Receipt Voucher - Suspend Premium/Claim

Nominal In C.C. : 79,000.0000

Branch : 00 Kantor Pusat

Difference in C.C. : 18,000.0000

Profit/Cost Center : 101 Direktur Utama

Total in C.C. : 61,000.0000

Cash/Bank Account : 00001-01-30-000038- Bank BTN KC Jakarta Kuningan (Pusat Pasif)

Booking Rate : 0.00

Received From : 000AS00003-IDR ASURANSI SINAR MAS

Total In B.C. : 0.0000

Bank Account No :

Journal : Yes

Bank Account Name :

Status :

Bank Name :

Created By :

Reference No : 0.0000

Last Edited By :

Reference Type : TRANSFER

Un/Approved By :

Reference Date : 3/10/2021

Posted By :

Remarks : Penerimaan PREMI Atas nama PT XXX dan potongan Komisi Untuk XXX

Source Request :

[Add More Details](#) • [Document](#) • [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC
1.	00000005/DN/21/08/20	13310011	21		3/7/2020	IDR	1211103200800017-Q21110320080001-MULYADI	79,000.0000	1.0000	79,000.0000
									1.0000	
2.	00000006/CN/21/08/20	43100011	21		3/7/2020	IDR	1211103200800017-Q21110320080001-MULYADI	-18,000.0000	1.0000	-18,000.0000
									1.0000	

8. Setelah berhasil di save , selanjutnya ialah untuk mengecek journal yang telah di buat atas nota tersebut. Klik journal pada inter office receipt voucher

Inter-Office Receipt Voucher

Voucher : 00000010/RV/00/03/21

Booking Date : 3/10/2021 Reference Currency Date : 3/10/2021

Currency : IDR

Voucher Type : RV-01-R Receipt Voucher - Suspend Premium/Claim

Nominal In C.C. : 79,000.0000

Branch : 00 Kantor Pusat

Difference in C.C. : 18,000.0000

Profit/Cost Center : 101 Direktur Utama

Total in C.C. : 61,000.0000

Cash/Bank Account : 00001-01-30-000038- Bank BTN KC Jakarta Kuningan (Pusat Pasif)

Booking Rate : 1.0000

Received From : 000AS00003-IDR ASURANSI SINAR MAS

Total In B.C. : 61,000.0000

Bank Account No :

Journal : Yes

Bank Account Name :

Status : Un-Posting

Bank Name :

Created By : CARE 3/10/2021

Reference No : 0.0000

Last Edited By : CARE 3/10/2021

Reference Type : TRANSFER

Un/Approved By : CARE 3/10/2021

Reference Date : 3/10/2021

Posted By :

Remarks : Penerimaan PREMI Atas nama PT XXX dan potongan Komisi Untuk XXX

Source Request :



9. Berikut adalah tampilan Journal terhadap pembayaran dengan nota tersebut

Voucher Journal									
Voucher : 00000010/RV/00/03/21									
Journal : <input type="checkbox"/> Yes									
Total Debit :		61,000.0000			Total Debit (Part) :		0.0000		
Total Credit :		61,000.0000			Total Credit (Part) :		0.0000		
Source : <input type="text"/>									
Status : Un-Posting									
Posted By : <input type="text"/>									
<input type="button" value="Un-Posting"/> <input type="button" value="Posting"/> <input type="button" value="Print Journal"/>									
No.	Account	Group	Description	CCY	CT	Amt.	Debit	Credit	
1	12206004		Bank BTN KC Jakarta Kuningan (Pusat Pasif)	IDR		OC BC	61,000.0000	0.0000	
							61,000.0000	0.0000	
2	21000011	C	Rekening Antar Kantor - Pemasaran Tangerang	IDR		OC BC	0.0000	61,000.0000	
							0.0000	61,000.0000	

CASE 3 : Penerimaan untuk Pembayaran Premi dengan Potongan Lain

Berikut merupakan cara pembuatan transaksi penerimaan premi dengan nomor polis : xxxxxx
Namun terdapat nilai pengurangan berupa administrasi Bank / dll.

1. Buka Web Module → **Finance**
2. Pilih Menu Transaction lalu klik pada bagian **Inter Office Receipt**
3. Berikut adalah tampilan Dari Inter Office Receipt

Finance & Accounting

CARE - 09 Mar 2021 13:33:47
Inter-Office Receipt Voucher Query

[Add New](#) · [Close This Page](#)

Inter-Office Receipt Voucher Query

Voucher :

Document No. :

Reference No. :

Booking Date : -

Reference Date :

Voucher Type :

Profile Account :

Branch :

Company Account :

Currency :

Last OPR :

Remarks :

Reference Type :

Status :

[Select All](#) · [Deselect All](#)

Selected Data:

Jika Sudah , Klik Tombol Add New , Jika Ingin Membuat Polis Baru.

4. Setelah Klik Tombol Add New , Akan Muncul Tampilan baru yaitu Inter Office Receipt Voucher dan disikan informasi pada tampilan tersebut

Finance & Accounting

CARE - 09 Mar 2021 13:39:18
Inter-Office Receipt Voucher

[Add New Inter-Office Receipt](#) • [SMS](#) • [Attachment](#) • [Close This Page](#)

Inter-Office Receipt Voucher

Voucher : <input type="text"/> Booking Date : 3/9/2021 Reference Currency Date : 3/9/2021 Voucher Type : <input style="background-color: #ffff00;" type="text"/> Branch : 00 Kantor Pusat Profit/Cost Center : <input style="background-color: #ffff00;" type="text"/> Cash/Bank Account : <input style="background-color: #ffff00;" type="text"/> Received From : <input style="background-color: #ffff00;" type="text"/> Bank Account No : <input type="text"/> Bank Account Name : <input type="text"/> Bank Name : <input type="text"/> Reference No : <input type="text"/> 0.0000 Reference Type : <input type="text"/> Reference Date : 3/9/2021 Remarks : <input type="text"/>	Currency : <input type="text"/> Nominal In C.C. : 0.0000 Difference in C.C. : 0.0000 Total in C.C. : 0.0000 Booking Rate : 0.00 Total In B.C. : 0.0000 Journal : <input type="checkbox"/> Yes Status : <input type="text"/> Created By : <input style="background-color: #90ee90;" type="text"/> Last Edited By : <input style="background-color: #90ee90;" type="text"/> Un/Approved By : <input style="background-color: #90ee90;" type="text"/> Posted By : <input style="background-color: #90ee90;" type="text"/> Source Request : <input type="text"/>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

[Add More Details](#) • [Document](#) • [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint	Matching	Prefer
1.					3/9/2021			0.0000	0.0000	0.0000			

- a) Pada kolom Booking Date diisikan tanggal pembayaran, yaitu sesuai dengan tanggal yang diinginkan, tapi tidak boleh dibawah tanggal nota
- b) Voucher Type diisikan dengan kode dari jenis voucher, yaitu **'RV-01-R (Receipt Voucher - Suspend Premium/Claim)'**
- c) Branch diisikan dengan **'Branch masing-masing user'**
- d) Profit/Cost Center, Center diisikan dengan kode Divisi yang menerima pembayaran dalam suatu perusahaan atau dengan menekan tombol [F2] untuk daftarnya
- e) Cash/Bank Account diisikan dengan kode dari kas/bank atau dengan menekan tombol [F2] untuk daftarnya
- f) Received From diisikan dengan nama pembayaran tersebut ditujukan kepada siapa IDR atau dengan menekan tombol [F2] untuk daftarnya
- g) Bank Account No, Diisi dengan nomor akun Bank (Tidak Mandatory)
- h) Bank Account Name, Diisi dengan Nama pemilik akun Bank (Tidak Mandatory)
- i) Bank Name, Di isi dengan Nama Bank (Tidak Mandatory)
- j) Reference No, Diisi dengan nomor referensi Transfer/ bisa di isi dengan (-) jika tidak ingin di isi



- k) Reference Type , Pilihan untuk Jenis Pembayaran yang akan di lakukan
 - l) Remarks diisikan keterangan atas transaksi tersebut, misalnya : **'Penerimaan atas nama PT "xxx" dan juga pemotongan Adminitrasi Bank**
5. Setelah Selesai Diisi lalu Pilih Document agar bisa mencari No Polis/No Voucher yang diinginkan ,

Add New Inter-Office Receipt • SMS • [Attachment](#) • [Close This Page](#)

Inter-Office Receipt Voucher

<p>Voucher : <input type="text"/></p> <p>Booking Date : 3/22/2021 Reference Currency Date : 3/22/2021</p> <p>Voucher Type : RV-01-R Receipt Voucher - Suspend Premium/Claim</p> <p>Branch : 10 HO NON OPS</p> <p>Profit/Cost Center : 20 IT Department</p> <p>Cash/Bank Account : 035.300.170.9 BCA - SUDIRMAN - JAKARTA</p> <p>Received From : 13213 BAHTERA ARTHAGUNA PARAM'A T</p> <p>Bank Account No : <input type="text"/></p> <p>Bank Account Name : <input type="text"/></p> <p>Bank Name : <input type="text"/></p> <p>Reference No : <input type="text"/> 0.0000</p> <p>Reference Type : TRANSFER</p> <p>Reference Date : 3/22/2021</p> <p>Remarks : <input style="width: 100%;" type="text" value="Penerimaan Atas Nama PT XXX
Pemotongan Biaya Bank XXX"/></p>	<p>Currency : IDR</p> <p>Nominal In C.C. : 0.0000</p> <p>Difference in C.C. : 0.0000</p> <p>Total in C.C. : 0.0000</p> <p>Booking Rate : 0.00</p> <p>Total In B.C. : 0.0000</p> <p>Journal : <input type="checkbox"/> Yes</p> <p>Status : <input type="text"/></p> <p>Created By : <input type="text"/> </p> <p>Last Edited By : <input type="text"/> </p> <p>Un/Approved By : <input type="text"/> </p> <p>Posted By : <input type="text"/> </p> <p>Source Request : <input style="width: 100%; height: 40px;" type="text"/></p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Save Clear Print OR Print Voucher Journal Approve Unapprove Adjustment Drop

[Add More Details](#) Document [Tax Deduction](#)

6. Berikut adalah tampilan Get Document yang akan di isi dengan no polis/ no voucher, lalu isikan Doc.No atau nota yang akan di bayarkan,

Get Document

Query Type :

Profile Name :

Profile Ref. ID :

Document No. : - (e.g : Policy No, Claim No, Treaty No)

Voucher No. : -

Reference No. : - (e.g : Reference No, Slip No, Doc. No, Treaty Document)

Original Doc. No. : - (e.g : Original Policy No, Payment Reference)

Reference Type :

Account No. : -

Currency :

Date : -

Remarks :

Business Source :

Company Group :

Business Source Ref. ID :

Branch :

Collection No. :

Collection Date : -

Batch No. :

Application Source :

Suspend/Open Account :

Sort By :

Not In Collection Not In Request Paid Policy Pair Data Condition : Exclude Tax

Total Amount Selected :

[Select All](#) - [Deselect All](#)

Setelah Mengisi Doc No yang diinginkan untuk di bayar, selanjutnya pilih Clear & add , berikutnya akan muncul nota yang akan di perlukan

Get Document

Query Type:

Profile Name:

Profile Ref. ID:

Document No.: - (e.g : Policy No, Claim No, Treaty No)

Voucher No.: -

Reference No.: - (e.g : Reference No, Slip No, Doc. No, Treaty Document)

Original Doc. No.: - (e.g : Original Policy No, Payment Reference)

Reference Type:

Account No.: -

Currency:

Date: -

Remarks:

Business Source:

Company Group:

Business Source Ref. ID:

Branch:

Collection No.:

Collection Date: -

Batch No.:

Application Source:

Suspend/Open Account:

Sort By:

Not In Collection Not In Request Paid Policy Pair Data Condition : Exclude Tax

Total Amount Selected :

[Select All](#) - [Deselect All](#)

	Voucher	Voucher Type	Doc. No.	Ref. No.	Ref. Data	Pro/Acc	Name	Remarks	Installment
<input checked="" type="checkbox"/>	000002/DN/11/01/18	DI-02-D	11102011800001	1102011800002		D10CM00001-IDR	OMEGA PROPERTINDO	PT OMEGA PROPERTINDO	Instalment No. 1 2 3 4 of 4
<input type="checkbox"/>	000020/CN/11/01/18	DI-02-C	11102011800001-1/1	1102011800002		D10CM00001-IDR	OMEGA PROPERTINDO	PT OMEGA PROPERTINDO	Instalment No. 1 2 3 4 of 4

Selected Data:

Setelah sudah terlihat jangan lupa untuk di ceklis nota dengan Doc.No tersebut lalu di retrieve

- Selanjutnya Kita Perlu Tambahkan Document biaya tambahan Contoh "Biaya Administrasi Bank **89201000**" dan isi dengan nominalnya "**RP.-10.000**"

[Add More Details](#) - [Document](#) - [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint
1.	000002/DN/11/01/18	13310002	11		1/1/2018	IDR	11102011800001-1102011800002-PT OMEGA PROPERTINDO Instalment No. 1 2 3 4 of 4	3,337,000.0000	1.0000	3,337,000.0000	-1
2.		89201000			3/22/2021	IDR	Administarsi Bank	-10,000.0000	1.0000	-10,000.0000	-99

- Selanjutnya klik save untuk mengakhiri pembayaran atas Nota tersebut



Inter-Office Receipt Voucher

Voucher : <input type="text"/> Booking Date : 3/22/2021 Reference Currency Date : 3/22/2021 Voucher Type : RV-01-R Receipt Voucher - Suspend Premium/Claim Branch : 10 HO NON OPS Profit/Cost Center : 20 IT Department Cash/Bank Account : 035.300.170.9 BCA - SUDIRMAN - JAKARTA Received From : 13213 BAHTERA ARTHAGUNA PARAM^A T Bank Account No : <input type="text"/> Bank Account Name : <input type="text"/> Bank Name : <input type="text"/> Reference No : <input type="text"/> 0.0000 Reference Type : TRANSFER Reference Date : 3/22/2021 Remarks : Penerimaan Atas Nama PT XXX Pemotongan Biaya Bank XXX	Currency : IDR Nominal In C.C. : 3,337,000.0000 Difference in C.C. : 10,000.0000 Total in C.C. : 3,327,000.0000 Booking Rate : 0.00 Total In B.C. : 0.0000 Journal : <input type="checkbox"/> Yes Status : <input type="text"/> Created By : <input type="text"/> [User] Last Edited By : <input type="text"/> [User] Un/Approved By : <input type="text"/> [User] Posted By : <input type="text"/> [User] Source Request : <input type="text"/>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

[Add More Details](#) • [Document](#) • [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC
1.	000002/DN/11/01/18	13310002	11		1/1/2019	IDR	11102011800001-1102011800002-PT OMEGA PROPERTINDO Installment No. 1 2 3 4 of 4	3,337,000.0000	1.0000	3,337,000.0000
2.		89201000			3/22/2021	IDR	Administrasi Bank	-10,000.0000	1.0000	-10,000.0000



9. Setelah berhasil di save , selanjutnya ialah untuk mengecek journal yang telah di buat atas nota tersebut

[Add New Inter-Office Receipt](#) • [SMS](#) • [Attachment](#) • [Close This Page](#)

Inter-Office Receipt Voucher

Voucher : 000013/RV/10/03/21 Booking Date : 3/22/2021 Reference Currency Date : 3/22/2021 Voucher Type : RV-01-R Receipt Voucher - Suspend Premium/Claim Branch : 10 HO NON OPS Profit/Cost Center : 20 IT Department Cash/Bank Account : 035.300.170.9 BCA - SUDIRMAN - JAKARTA Received From : 13213 BAHTERA ARTHAGUNA PARAM`A T Bank Account No : Bank Account Name : Bank Name : Reference No : 0.0000 Reference Type : TRANSFER Reference Date : 3/22/2021 Remarks : Penerimaan Atas Nama PT XXX Pemotongan Biaya Bank XXX	Currency : IDR Nominal In C.C. : 3,337,000.0000 Difference in C.C. : 10,000.0000 Total in C.C. : 3,327,000.0000 Booking Rate : 1.0000 Total In B.C. : 3,327,000.0000 Journal : <input type="checkbox"/> Yes Status : Un-Posting Created By : CARE 3/22/2021 Last Edited By : CARE 3/22/2021 Un/Approved By : CARE 3/22/2021 Posted By : Source Request :
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[Add More Details](#) • [Document](#) • [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC
1.	000002/DN/11/01/18	13310002	11		11/1/2018	IDR	11102011800001-1102011800002-PT OMEGA PROPERTINDO Instalment No. 1 2 3 4 of 4	3,337,000.0000	1.0000	3,337,000.0000
2.	89201000	89201000	10		3/22/2021	IDR	Administrasi Bank	-10,000.0000	1.0000	-10,000.0000

10. Berikut adalah tampilan Journal terhadap pembayaran dengan nota tersebut



[Close This Page](#)

Voucher Journal

Voucher :

Journal : Yes

Total Debit : Total Debit (Part) :

Total Credit : Total Credit (Part) :

Source :

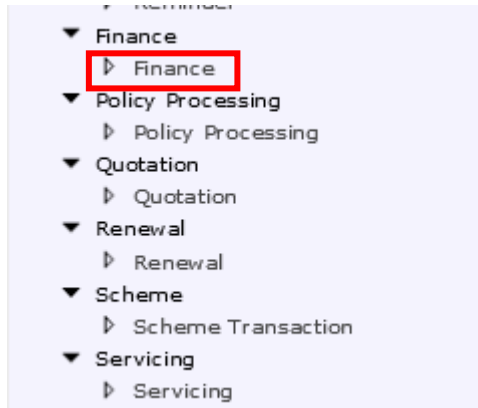
Status :

Posted By :

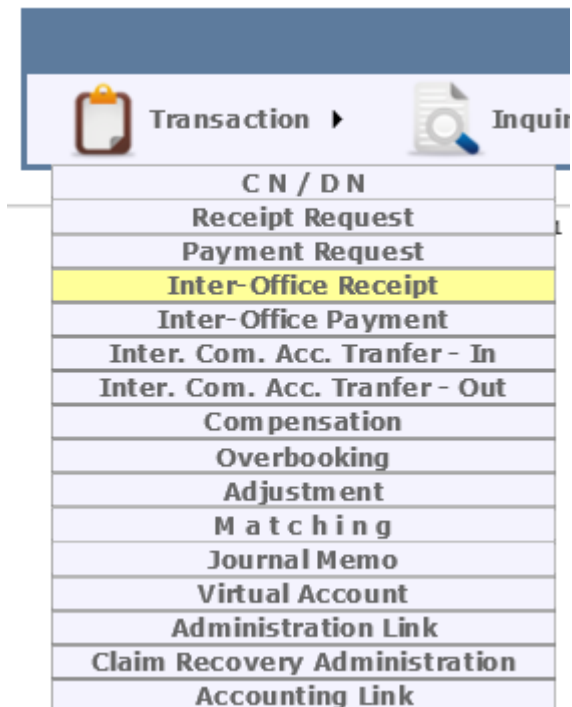
No.	Account	Group	Description	CCY	CT	Amt.	Debit	Credit
1	12204000	C	Bank CENTRAL ASIA	IDR		OC BC	3,327,000.0000	0.0000
							3,327,000.0000	0.0000
2	89201000	C	Administrasi Bank	IDR	20	OC BC	10,000.0000	0.0000
							10,000.0000	0.0000
3	21000011	C	Rekening Antar Kantor - JAKARTA	IDR		OC BC	0.0000	3,337,000.0000
							0.0000	3,337,000.0000

CASE 4 : Penerimaan Premi apabila Lebih bayar

1. Buka Modul **Finance**



2. Pada menu **Transaction**, pilih **Inter-Office receipt**



3. Klik **Add New** untuk membuat entry baru

Inter-Office Receipt Voucher Query

Voucher :

Document No. :

Reference No. :

Booking Date : -

Reference Date :

Voucher Type :

Profile Account :

Branch :

Company Account :

Currency :

Last OPR :

Remarks :

Reference Type :

Status :

4. Isikan informasi berikut:

Add New Inter-Office Receipt • SMS • Attachment • Close This Page

Inter-Office Receipt Voucher

Voucher : <input type="text"/>	Currency : <input type="text" value="IDR"/>
Booking Date : <input type="text" value="22/03/2021"/> Reference Currency Date : <input type="text" value="22/03/2021"/>	Nominal In C.C. : <input type="text" value="0,0000"/>
Voucher Type : <input type="text" value="RV-01-R"/> Receipt Voucher - Suspend Premium/Claim	Difference in C.C. : <input type="text" value="0,0000"/>
Branch : <input type="text" value="10"/> ho non ops	Total in C.C. : <input type="text" value="0,0000"/>
Profit/Cost Center : <input type="text" value="20"/> IT Department	Booking Rate : <input type="text" value="0,00"/>
Cash/Bank Account : <input type="text" value="035.300.170.9"/> BCA - SUDIRMAN - JAKARTA	Total In B.C. : <input type="text" value="0,0000"/>
Received From : <input type="text" value="M19BL00001-IDR"/> BANK LIPPO GATOT SUBROTO	Journal : <input type="checkbox"/> Yes
Bank Account No : <input type="text"/>	Status : <input type="text"/>
Bank Account Name : <input type="text"/>	Created By : <input type="text"/>
Bank Name : <input type="text"/>	Last Edited By : <input type="text"/>
Reference No : <input type="text"/> <input type="text" value="0,0000"/>	Un/Approved By : <input type="text"/>
Reference Type : <input type="text" value="CASH"/>	Posted By : <input type="text"/>
Reference Date : <input type="text" value="22/03/2021"/>	Source Request : <input type="text"/>
Remarks : <input type="text"/>	

[Add More Details](#)
[Document](#)
[Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC
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a) **Booking date** diisi dengan tanggal pembayaran atau sesuai tanggal yang diinginkan



Note: disarankan mengisi **booking date** dengan tanggal transaksi tersebut terjadi. Namun tidak boleh dibawah tanggal transaksi tersebut.

- b) **Voucher Type** diisikan dengan kode dari jenis voucher, yaitu '**RV-01-R (Receipt Voucher - Suspend Premium/Claim)**'
 - c) **Branch** diisikan dengan cabang masing- masing user
 - d) **Profit/Cost Center** diisikan dengan kode Divisi yang melakukan pembayaran dalam suatu perusahaan atau dengan menekan tombol **[F2]** untuk daftarnya
 - e) **Cash/ Bank Account** diisi dengan bank yang menerima pembayaran tersebut
 - f) **Received From** isikan dengan pihak yang melakukan pembayaran
 - g) **Reference type** isikan dengan metode dari transaksi tersebut
 - h) Klik **Document** untuk menarik nota
5. Isikan informasi berikut:

Get Document

Query Type :

Profile Name :

Profile Ref. ID :

Document No. : X - (e.g : Policy No, Claim No, Treaty No)

Voucher No. : -

Reference No. : - (e.g : Reference No, Slip No, Doc. No, Treaty Document)

Original Doc. No. : - (e.g : Original Policy No, Payment Reference)

Reference Type :

Account No. : -

Currency :

Date : -

Remarks :

Business Source :

Company Group :

Business Source Ref. ID :

Branch :

Collection No. :

Collection Date : -

Batch No. :

Application Source :

Suspend/Open Account :

Sort By :

Not In Collection Not In Request Paid Policy Pair Data Condition : Exclude Tax

Total Amount Selected :

- a) **Query type** isikan dengan **Direct Premium**
- b) Isi kolom **Document No.** dengan nomor dokumen yang ada. Contoh disini menggunakan contoh **'11002021200006'**
- c) Klik tombol **[Clear & Add]** atau **[Add]**

6. pilih nota yang diinginkan lalu tekan tombol **[Retrieve]**

Select All - Deselect All

	Voucher	Voucher Type	Doc. No.	Ref. No.	Ref. Date	ProAcc	Name	Remarks	Installment
<input checked="" type="checkbox"/>	View 000001/DN/10/02/12	DI-02-D	11002021200006	1002021200001	28/02/2019	D15TS00001-IDR	TUKIMAN SIMON	TUKIMAN SIMON	
<input type="checkbox"/>	View 000001/DN/10/03/11	DI-01-D	11001051100001	1001051100001	28/02/2019	M21LL00001-IDR	LENI LIANA	LENI LIANA	
<input type="checkbox"/>	View 000001/DN/10/03/16	DI-01-D	11001011600001	1001011600002	28/02/2019	D18JW00001-IDR	JCKO WIBOWO	PT Joshua Kurniawan Djafar	
<input type="checkbox"/>	View 000001/DN/10/03/17	DI-01-D	11001011700001	1001011700001	28/02/2019	D18JW00001-IDR	JCKO WIBOWO	PT Joshua Kurniawan Djafar	

Selected Data:



- Pada kasus ini, Tertanggung transfer 4.975.000. Namun seharusnya 4.725.000 seperti yang terlihat pada nota dibawah. Sehingga ada kelebihan 250.000 dan kelebihan tersebut ditampung pada akun **23100000**
- Klik tombol **[Save]** bila sudah



[Add More Details](#) • [Document](#) • [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint	Matching	Preference
1.	000001/DN/10/02/12	13310002	10	20	16/02/2013	IDR	11002021200006-1002021200001-TUKTMAN SIMON	4.725.000,0000	1,0000	4.725.000,0000	-1	<input checked="" type="checkbox"/>	
2.		23100000			22/03/2021	IDR	Rekening Perantara - Premi	250.000,0000	1,0000	250.000,0000	-1	<input type="checkbox"/>	

- Voucher RV dengan nomor **000004/RV/10/03/21** telah berhasil dibuat

Finance & Accounting

CARE - 22 Mar 2021 13:03:14
Inter-Office Receipt Voucher

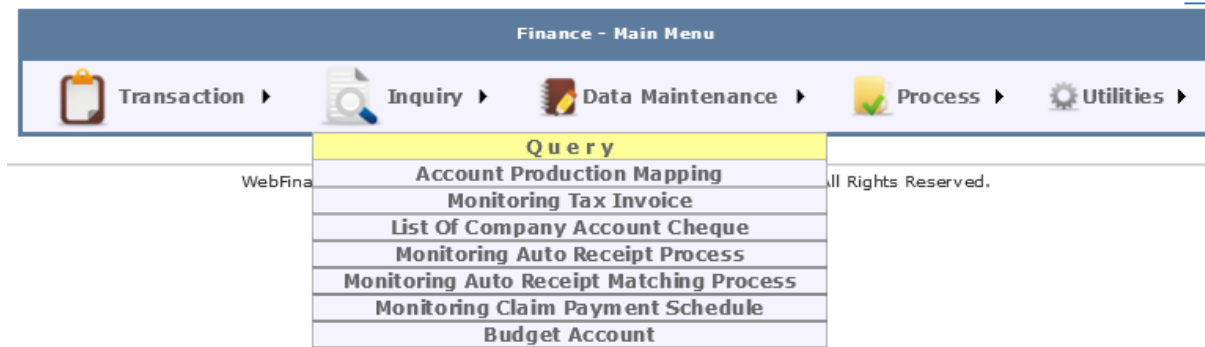
Data is saved !

[Add New Inter-Office Receipt](#) • [SMS](#) • [Attachment](#) • [Close This Page](#)

Inter-Office Receipt Voucher

Voucher :	000004/RV/10/03/21	Currency :	IDR
Booking Date :	22/03/2021	Reference Currency Date :	22/03/2021
Voucher Type :	RV-01-R Receipt Voucher - Suspend Premium/Claim	Nominal In C.C. :	4,975,000,0000
Branch :	10 ho non ops	Difference in C.C. :	0,0000
Profit/Cost Center :	20 IT Department	Total in C.C. :	4,975,000,0000
Cash/Bank Account :	035.300.170.9 BCA - SUDIRMAN - JAKARTA	Booking Rate :	1,0000
Received From :	M19BL00001-IDR BANK LIPPO GATOT SUBROTO	Total In B.C. :	4,975,000,0000
Bank Account No :		Journal :	<input type="checkbox"/> Yes
Bank Account Name :		Status :	Un-Posting
Bank Name :		Created By :	CARE 22/03/2021
Reference No :		Last Edited By :	CARE 22/03/2021
Reference Type :	TRANSFER	Un/Approved By :	CARE 22/03/2021
Reference Date :	22/03/2021	Posted By :	
Remarks :		Source Request :	

- Menuju menu **Inquiry** → **Query**



10. Isikan nomor voucher yang tadi berhasil disimpan yaitu **000004/RV/10/03/21**

11. Klik tombol [**Retrieve**]



Query Dialog

Voucher : 000004/RV/10/03/21 X

Reference No. :

Document No. :

Policy No. :

Booking Date : -

Voucher Type :

Profile Account :

Branch :

Company Account :

Marketing Officer :

Business Source :

Last OPR :

Currency :

Transaction Type :

Nominal :

Remarks :

Original Doc. No. :

Account No. :

Collection No./Dis. No. :

Batch No. :

Application Source :

OR NO :

Reference Type : All Ref. Type

Status : All Status

Ledger/Journal : All Status

Sub Ledger Category : Payment/Receipt

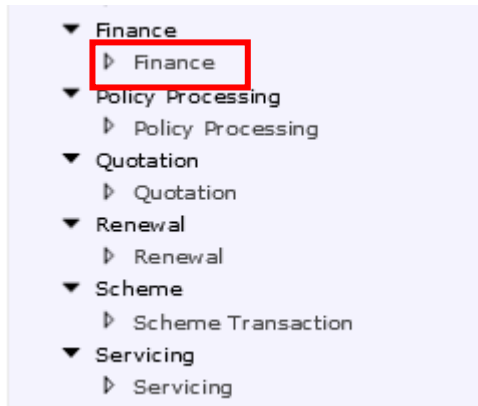
12. Terlihat pada gambar dibawah, nominal Rp. 250.000 pada kolom **unPayment** sebagai kelebihan bayar dari transaksi ini

[Export To Excel](#)

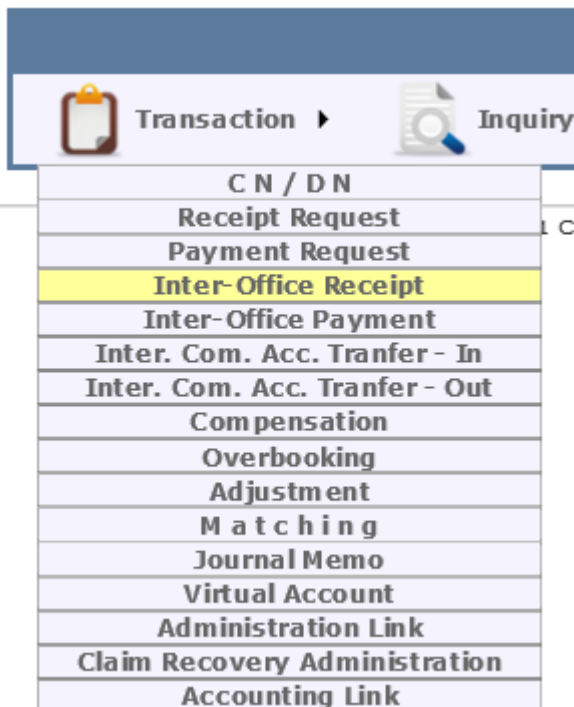
Profile Acc.	Company Acc.	CCY	Nominal	Payment	Un-Payment	SL Cat.	DebtorF	NonCBF	Request No. Collection No.	Code
View Info	000004/RV/10/03/21	-	750.000,0000	4.500.000,0000	250.000,0000	P	True	0		RA-01

CASE 5 : Penerimaan premi apabila Kurang Bayar

1. Buka modul **Finance**



2. Pada menu **Transaction** → **Inter-Office Receipt**



3. Klik **Add New** untuk membuat entry baru

Inter-Office Receipt Voucher Query

Voucher :

Document No. :

Reference No. :

Booking Date : -

Reference Date :

Voucher Type :

Profile Account :

Branch :

Company Account :

Currency :

Last OPR :

Remarks :

Reference Type :

Status :

4. Isikan Informasi berikut:

Add New Inter-Office Receipt • SMS • [Attachment](#) • [Close This Page](#)

Inter-Office Receipt Voucher

Voucher :

Booking Date : Reference Currency Date :

Voucher Type :

Branch :

Profit/Cost Center :

Cash/Bank Account :

[Received From](#) :

Bank Account No :

Bank Account Name :

Bank Name :

[Reference No](#) :

Reference Type :

Reference Date :

Remarks :

Currency :

Nominal In C.C. :

Difference in C.C. :

Total in C.C. :

Booking Rate :

Total In B.C. :

Journal : Yes

Status :

Created By :

Last Edited By :

Un/Approved By :

Posted By :

Source Request :

[Add More Details](#) [Document](#) [Tax Deduction](#)

- i) **Booking date** diisi dengan tanggal pembayaran atau sesuai tanggal yang diinginkan



Note: disarankan mengisi **booking date** dengan tanggal transaksi tersebut terjadi. Namun tidak boleh dibawah tanggal transaksi tersebut.

- j) **Voucher Type** diisi dengan kode dari jenis voucher, yaitu **'RV-01-R (Receipt Voucher - Suspend Premium/Claim'**
- k) **Branch** diisi dengan cabang masing- masing user
- l) **Profit/Cost Center** diisi dengan kode Divisi yang melakukan pembayaran dalam suatu perusahaan atau dengan menekan tombol **[F2]** untuk daftarnya
- m) **Cash/ Bank Account** diisi dengan bank yang menerima pembayaran tersebut
- n) **Received from** diisi dengan darimana uang tersebut diterima
- o) klik **Document** untuk menarik nota

5. Isikan informasi berikut:

[Close This](#)

Get Document

Query Type :

Profile Name :

Profile Ref. ID :

Document No. : - (e.g : Policy No, Claim No, Treaty No)

Voucher No. : -

Reference No. : - (e.g : Reference No, Slip No, Doc. No, Treaty Document)

Original Doc. No. : - (e.g : Original Policy No, Payment Reference)

Reference Type :

Account No. : -

Currency :

Date : -

Remarks :

Business Source :

Company Group :

Business Source Ref. ID :

Branch :

Collection No. :

Collection Date : -

Batch No. :

Application Source :

Suspend/Open Account :

Sort By :

Not In Collection Not In Request Paid Policy Pair Data Condition : Exclude Tax

Total Amount Selected :



- a) **Query Type** diisikan dengan **Direct Premium**
- b) Isi kolom **Document No.** dengan nomor document yang ada. Contoh disini menggunakan contoh **'1003080700001-1/1'**

6. Checklist nota yang dipilih lalu klik tombol **[Retrieve]**

Select All • Deselect All

	Voucher	Voucher Type	Doc. No.	Ref. No.	Ref. Date	ProAcc	Name	Remarks	Installment	Date
<input checked="" type="checkbox"/>	View 000015/DN/10/05/07	DI-03-D	1003080700001-1/1	1003080700001	28/02/2019	M19BL00001-IDR	BANK LIPPO GATOT SUBROTO	BANK LIPPO GATOT SUBROTO		23/0
<input type="checkbox"/>	View 000030/DN/10/03/07	DI-03-D	1003080700001	1003080700001	28/02/2019	M19BL00001-IDR	BANK LIPPO GATOT SUBROTO	BANK LIPPO GATOT SUBROTO		26/0

Selected Data:

7. Muncul nota yang telah diambil

Add More Details • Document • Tax Deduction

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint	Matching	Preference
1.	000015/DN/10/05/07	13310003	10		28/02/2019	IDR	1003080700001-1/1-1003080700001-BANK LIPPO GATOT	412.500.000	1,000	412.500.000	+1	<input checked="" type="checkbox"/>	

8. Setelah di cek ternyata jumlah yg dibayarkan hanya 400.000. sehingga ada selisih kurang 12.500. maka kita harus ubah nominal pada nota tersebut menjadi 400.000 seperti gambar dibawah. Lalu klik tombol **[Save]** bila sudah

Add More Details • Document • Tax Deduction

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint	Matching	Preference
1.	000015/DN/10/05/07	13310003	10		28/02/2019	IDR	1003080700001-1/1-1003080700001-BANK LIPPO GATOT	400.000.000	1,000	400.000.000	+1	<input checked="" type="checkbox"/>	

9. Data telah tersimpan dengan nomor voucher **000005/RV/10/03/21**

Finance & Accounting

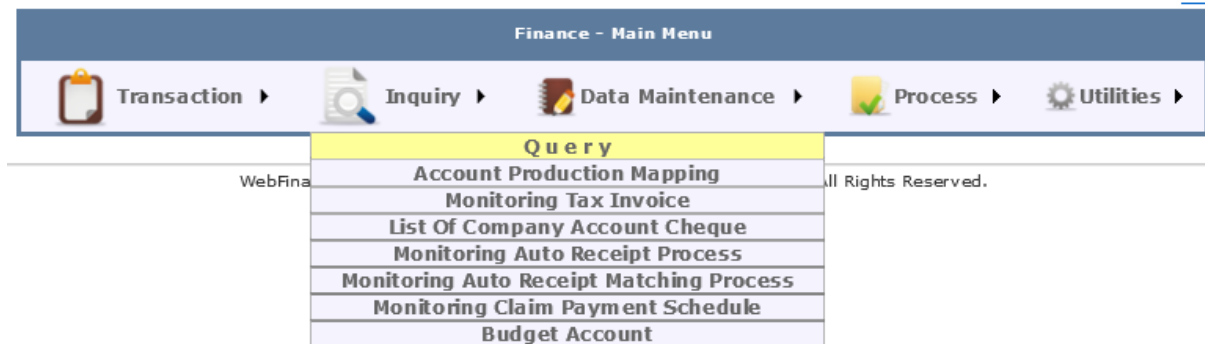
CARE - 22 Mar 2021 13:24:53
Inter-Office Receipt Voucher

Data is saved !

[Add New Inter-Office Receipt](#) • [SMS](#) • [Attachment](#) • [Close This Page](#)

Inter-Office Receipt Voucher	
Voucher :	000005/RV/10/03/21
Booking Date :	22/03/2021
Reference Currency Date :	22/03/2021
Voucher Type :	RV-01-R Receipt Voucher - Suspend Premium/Claim
Branch :	10 ho non ops
Profit/Cost Center :	20 IT Department
Cash/Bank Account :	035.300.170.9 BCA - SUDIRMAN - JAKARTA
Received From :	M19BL00001-IDR BANK LIPPO GATOT SUBROTO
Bank Account No :	
Bank Account Name :	
Bank Name :	
Reference No :	- 0,0000
Reference Type :	TRANSFER
Reference Date :	22/03/2021
Remarks :	
Currency :	IDR
Nominal In C.C. :	400,000,0000
Difference in C.C. :	0,0000
Total in C.C. :	400,000,0000
Booking Rate :	1,0000
Total In B.C. :	400,000,0000
Journal :	<input type="checkbox"/> Yes
Status :	Un-Posting
Created By :	CARE 22/03/2021
Last Edited By :	CARE 22/03/2021
Un/Approved By :	CARE 22/03/2021
Posted By :	
Source Request :	

10. Pada menu **Inquiry** → **Query**



11. Isikan nomor voucher **DN** yang tadi telah tersimpan

12. Ubah **Sub Ledger Category** menjadi **Credit/ Debit Notes** lalu klik tombol **[Retrieve]**

Query Dialog

Voucher : 000015/DN/10/05/07

Reference No. :

Document No. :

Policy No. :

Booking Date : -

Voucher Type :

Profile Account :

Branch :

Company Account :

Marketing Officer :

Business Source :

Last OPR :

Currency :

Transaction Type :

Nominal :

Remarks :

Original Doc. No. :

Account No. :

Collection No./Dis. No. :

Batch No. :

Application Source :

OR NO :

Reference Type : All Ref. Type

Status : All Status

Ledger/Journal : All Status

Sub Ledger Category : Credit/Debit Notes

[Export To Excel](#)

13. Data telah berhasil ditampilkan

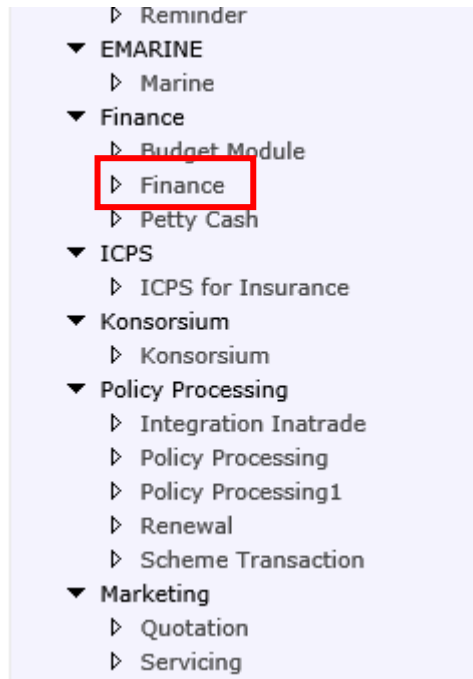
[Export To Excel](#)

Profile Acc.	Company Acc.	CCY	Nominal	Payment	Un-Payment	SL Cat.	DebtorF	NonCBF	Request No. Collection No.	Code
View Info	000015/DN/10/05/07	1003080700001	2.500,0000	400.000,0000	12.500,0000	N	True	0	000001/CL/10/11/19 (C)	DI-03





CASE 6 : Penerimaan untuk pembayaran Premi Beda Currency

1. Menuju Modul **Finance** → **Finance**



2. Pada menu **Transaction** → **Inter-Office Receipt**

Transaction   Inquiry	
C N / D N	
Receipt Request	4
Payment Request	
Inter-Office Receipt	
Inter-Office Payment	
Inter. Com. Acc. Transfer - In	
Inter. Com. Acc. Transfer - Out	
Compensation	
Overbooking	
Adjustment	
M a t c h i n g	
Journal Memo	
Virtual Account	
Administration Link	
Claim Recovery Administration	
Accounting Link	

3. Klik **Add New** untuk membuat entry baru

[Add New](#) [Close This Page](#)

Inter-Office Receipt Voucher Query	
Voucher :	<input type="text"/>
Document No. :	<input type="text"/>
Reference No. :	<input type="text"/>
Booking Date :	<input type="text"/> - <input type="text"/>
Reference Date :	<input type="text"/>
Voucher Type :	<input type="text"/>
Profile Account :	<input type="text"/>
Branch :	<input type="text"/>
Company Account :	<input type="text"/>
Currency :	<input type="text"/>
Last OPR :	<input type="text"/>
Remarks :	<input type="text"/>
Reference Type :	All Ref. Type <input type="button" value="v"/>
Status :	All Status <input type="button" value="v"/>
<input type="button" value="Retrieve"/> <input type="button" value="Clear"/>	

4. Isikan data sebagai berikut:

Finance & Accounting

CARE - 18 Mar 2021 16:35:12
Inter-Office Receipt Voucher

Add New Inter-Office Receipt • SMS • [Attachment](#) • [Close This Page](#)

Inter-Office Receipt Voucher	
Voucher :	
Booking Date :	3/18/2021
Reference Currency Date :	3/18/2021
Voucher Type :	RV-01-R Receipt Voucher - Suspend Premium/Claim
Branch :	10 HO NON OPS
Profit/Cost Center :	20 IT Department
Cash/Bank Account :	035.300.170.9 BCA - SUDIRMAN - JAKARTA
Received From :	13213 BAHTERA ARTHAGUNA PARAM' A T
Bank Account No :	-
Bank Account Name :	-
Bank Name :	-
Reference No :	- 0,0000
Reference Type :	TRANSFER
Reference Date :	3/18/2021
Remarks :	
Currency :	IDR
Nominal In C.C. :	0.0000
Difference in C.C. :	0.0000
Total in C.C. :	0.0000
Booking Rate :	0,00
Total In B.C. :	0.0000
Journal :	<input type="checkbox"/> Yes
Status :	
Created By :	
Last Edited By :	
Un/Approved By :	
Posted By :	
Source Request :	

Save Clear Print OR Print Voucher Journal Approve Unapprove Adjustment Drop

[Add More Details](#) [Document](#) [Tax Deduction](#)

- p) **Booking date** diisi dengan tanggal pembayaran atau sesuai tanggal yang diinginkan
Note: disarankan mengisi **booking date** dengan tanggal transaksi tersebut terjadi. Namun tidak boleh dibawah tanggal transaksi tersebut.
- q) **Voucher Type** diisi dengan kode dari jenis voucher, yaitu **'RV-01-R (Receipt Voucher - Suspend Premium/Claim'**
- r) **Branch** diisi dengan cabang masing- masing user
- s) **Profit/Cost Center** diisi dengan kode Divisi yang melakukan pembayaran dalam suatu perusahaan atau dengan menekan tombol **[F2]** untuk daftarnya
- t) **Cash/ Bank Account** diisi dengan bank mata uang **IDR** yang menerima pembayaran tersebut atau dengan menekan tombol **[F2]**

Finance & Accounting

CARE - 18 Mar 2021 16:35:12

Inter-Office Receipt

Company Account List -- Web page Dialogue

Search Data : 035.300.170.9 X BCA - SUDIRMAN - JAKARTA

Search Ok Cancel

ComAcc	Description	Currency	AccName_2	RestrictedE	nonCBE	Purpose
035.300.170.9	BCA - SUDIRMAN - JAKARTA	IDR		<input type="checkbox"/>	<input type="checkbox"/>	

Drop Upload XLS DownLoad

Add More Details Document Tax Deduction

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint	Matching	Preference
-----	----------	---------	--------	----	------	-----	---------	---------------	------	---------------	------	----------	------------

- u) **Received from** diisi dengan pihak yang melakukan pembayaran tersebut
 - v) **Reference type** diisi dengan metode penerimaan
 - w) Klik **Document** untuk menarik voucher yang berbeda currency
5. Isikan informasi sebagai berikut:

Get Document

Query Type :

Profile Name :

Profile Ref. ID :

Document No. : - (e.g : Policy No, Claim No, Treaty No)

Voucher No. : -

Reference No. : - (e.g : Reference No, Slip No, Doc. No, Treaty Document)

Original Doc. No. : - (e.g : Original Policy No, Payment Reference)

Reference Type :

Account No. : -

Currency :

Date : -

Remarks :

Business Source :

Company Group :

Business Source Ref. ID :

Branch :

Collection No. :

Collection Date : -

Batch No. :

Application Source :

Suspend/Open Account :

Sort By :

Not In Collection Not In Request Paid Policy Pair Data Condition : Exclude Tax

Total Amount Selected :

- a) **Query Type** isikan dengan **Direct Premium**
 - b) Isi kolom **Document No.** dengan nota yang akan dimiliki. Contoh disini menggunakan contoh **'11013011600016-000002'**
 - c) **Currency** pilih **USD** karena kita akan mengambil voucher dengan mata uang dollar US. Atau bisa dengan menekan **[F2]** untuk menampilkan seluruh mata uang
 - d) Klik tombol **[Clear & Add]** atau **[Add]** untuk menampilkan daftar nota
6. Centang nota yang akan dipilih, lalu klik tombol **[Retrieve]**

[Select All](#) - [Deselect All](#)

	Voucher	Voucher Type	Doc. No.	Ref. No.	Ref. Date	ProAcc	Name	Remarks	Installment
<input checked="" type="checkbox"/>	View 000001/DN/10/03/20	DI-13-D	11013011600016-000002	1013011600010		M105E00001-USD	SEDANA PASIFIK	Ecosential Foods Corp.	<input type="text"/>

Selected Data:



[Add More Details](#) • [Document](#) • [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint	Matching	Prefer
1.	000001/DN/10/03/20	13310013	10	30	3/3/2020	USD	11013011600016-000002-1013011600010-Ecosential Foods Corp.	269.3400	14.250.000 1.0000	3.838.095.0000	-1	<input checked="" type="checkbox"/>	

- Nota berhasil ditarik dan otomatis pada kolom Rate akan berisi kurs USD terbaru, karena kita menggunakan akun bank IDR namun mengambil voucher dengan mata uang USD lalu klik tombol **[Save]** untuk menyimpan jurnal, maka otomatis tombol **[Journal]** akan terbuka lalu klik tombol tersebut

Note: secara default, kurs tersebut adalah kurs bulanan, namun kita bisa juga mengubah menjadi harian bisa diperlukan (lihat gambar dibawah)

- Berikut Jurnal yang terbentuk

[Close This Page](#)

Voucher Journal

Voucher : 000019/RV/10/03/21

Journal : Yes

Total Debit : **3,838,095.0000** Total Debit (Part) : **0.0000**

Total Credit : **3,838,095.0000** Total Credit (Part) : **3,838,095.0000**

Source :

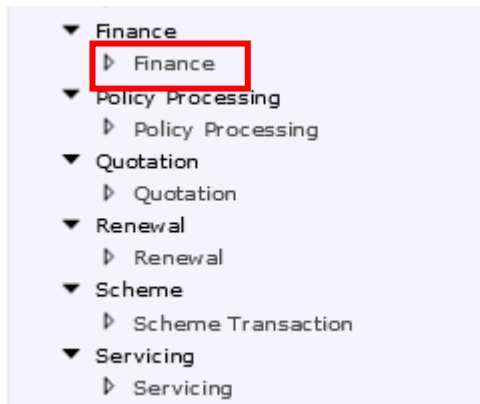
Status : Un-Posting

Posted By :

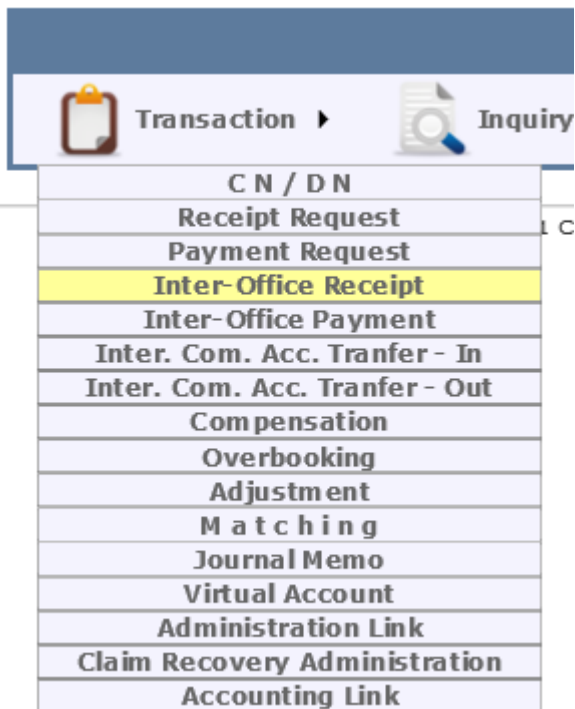
No.	Account	Group	Description	CCY	CT	Amt.	Debit	Credit
1	12204000	C	Bank CENTRAL ASIA	IDR		OC	3,838,095.0000	0.0000
								0.0000
2	13310013	N	Piut. Premi Lsg CREDIT INSURANCE	USD		OC	0.0000	269.3400
								3,838,095.0000
3	89107000	N	Hasil Lain-lain Laba Selisih Kurs Non Investasi - Peserta	IDR	20	OC	0.0000	0.0000
								0.0000

CASE 4 : Penerimaan Premi apabila Kurang Bayar

- Buka modul **Finance**



15. Pada menu **Transaction** → **Inter-Office Receipt**



16. Klik **Add New** untuk membuat entry baru

Inter-Office Receipt Voucher Query

Voucher :

Document No. :

Reference No. :

Booking Date : -

Reference Date :

Voucher Type :

Profile Account :

Branch :

Company Account :

Currency :

Last OPR :

Remarks :

Reference Type :

Status :

17. Isikan Informasi berikut:

Add New Inter-Office Receipt • SMS • [Attachment](#) • [Close This Page](#)

Inter-Office Receipt Voucher

<p>Voucher : <input type="text"/></p> <p>Booking Date : <input type="text" value="22/03/2021"/> Reference Currency Date : <input type="text" value="22/03/2021"/></p> <p>Voucher Type : <input type="text" value="RV-01-R"/> <input type="text" value="Receipt Voucher - Suspend Premium/Claim"/></p> <p>Branch : <input type="text" value="10"/> <input type="text" value="ho non ops"/></p> <p>Profit/Cost Center : <input type="text" value="20"/> <input type="text" value="IT Department"/></p> <p>Cash/Bank Account : <input type="text" value="035.300.170.9"/> <input type="text" value="BCA - SUDIRMAN - JAKARTA"/></p> <p>Received From : <input type="text" value="M19BL00001-IDR"/> <input type="text" value="BANK LIPPO GATOT SUBROTO"/></p> <p>Bank Account No : <input type="text"/></p> <p>Bank Account Name : <input type="text"/></p> <p>Bank Name : <input type="text"/></p> <p>Reference No : <input type="text"/> <input type="text" value="0,0000"/></p> <p>Reference Type : <input type="text" value="TRANSFER"/></p> <p>Reference Date : <input type="text" value="22/03/2021"/></p> <p>Remarks : <input type="text"/></p>	<p>Currency : <input type="text" value="IDR"/></p> <p>Nominal In C.C. : <input type="text" value="0,0000"/></p> <p>Difference in C.C. : <input type="text" value="0,0000"/></p> <p>Total in C.C. : <input type="text" value="0,0000"/></p> <p>Booking Rate : <input type="text" value="0,00"/></p> <p>Total In B.C. : <input type="text" value="0,0000"/></p> <p>Journal : <input type="checkbox"/> Yes</p> <p>Status : <input type="text"/></p> <p>Created By : <input type="text"/></p> <p>Last Edited By : <input type="text"/></p> <p>Un/Approved By : <input type="text"/></p> <p>Posted By : <input type="text"/></p> <p>Source Request : <input type="text"/></p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

[Add More Details](#) [Document](#) [Tax Deduction](#)

- x) **Booking date** diisi dengan tanggal pembayaran atau sesuai tanggal yang diinginkan
Note: disarankan mengisi **booking date** dengan tanggal transaksi tersebut terjadi.
 Namun tidak boleh dibawah tanggal transaksi tersebut.



- y) **Voucher Type** diisikan dengan kode dari jenis voucher, yaitu **'RV-01-R (Receipt Voucher - Suspend Premium/Claim)'**
- z) **Branch** diisikan dengan cabang masing- masing user

- aa) **Profit/Cost Center** diisikan dengan kode Divisi yang melakukan pembayaran dalam suatu perusahaan atau dengan menekan tombol **[F2]** untuk daftarnya

- bb) **Cash/ Bank Account** diisi dengan bank yang menerima pembayaran tersebut

- cc) **Received from** diisikan dengan darimana uang tersebut diterima

- dd) klik **Document** untuk menarik nota

18. Isikan informasi berikut:

[Close This](#)

Get Document

Query Type :

Profile Name :

Profile Ref. ID :

Document No. : - (e.g : Policy No, Claim No, Treaty No)

Voucher No. : -

Reference No. : - (e.g : Reference No, Slip No, Doc. No, Treaty Document)

Original Doc. No. : - (e.g : Original Policy No, Payment Reference)

Reference Type :

Account No. : -

Currency :

Date : -

Remarks :

Business Source :

Company Group :

Business Source Ref. ID :

Branch :

Collection No. :

Collection Date : -

Batch No. :

Application Source :

Suspend/Open Account :

Sort By :

Not In Collection Not In Request Paid Policy Pair Data Condition : Exclude Tax

Total Amount Selected :

c) **Query Type** diisikan dengan **Direct Premium**



d) Isi kolom **Document No.** dengan nomor document yang ada. Contoh disini menggunakan contoh **'1003080700001-1/1'**

19. Checklist nota yang dipilih lalu klik tombol **[Retrieve]**

Clear & Add Add Clear **Retrieve** Load Excel

Select All • Deselect All

	Voucher	Voucher Type	Doc. No.	Ref. No.	Ref. Date	ProAcc	Name	Remarks	Installation	Date
<input checked="" type="checkbox"/>	View 000015/DN/10/05/07	DI-03-D	1003080700001-1/1	1003080700001	28/02/2019	M19BL00001-IDR	BANK LIPPO GATOT SUBROTO	BANK LIPPO GATOT SUBROTO		23/0
<input type="checkbox"/>	View 000030/DN/10/03/07	DI-03-D	1003080700001	1003080700001	28/02/2019	M19BL00001-IDR	BANK LIPPO GATOT SUBROTO	BANK LIPPO GATOT SUBROTO		26/0

Selected Data:
Remove
Clear All

20. Muncul nota yang telah diambil

Save Clear Print OR Print Voucher Journal Approve Unapprove Adjustment Drop Upload XLS Download

Add More Details • Document • Tax Deduction

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint	Matching	Preference
1.	000015/DN/10/05/07	13310003	10		28/02/2019	IDR	1003080700001-1/1-1003080700001-BANK LIPPO GATOT	412.500,0000	1,0000	412.500,0000	+1	<input checked="" type="checkbox"/>	

21. Setelah di cek ternyata jumlah yg dibayarkan hanya 400.000. sehingga ada selisih kurang 12.500. maka kita harus ubah nominal pada nota tersebut menjadi 400.000 seperti gambar dibawah. Lalu klik tombol **[Save]** bila sudah

Save Clear Print OR Print Voucher Journal Approve Unapprove Adjustment Drop Upload XLS Download

Add More Details • Document • Tax Deduction

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint	Matching	Preference
1.	000015/DN/10/05/07	13310003	10		28/02/2019	IDR	1003080700001-1/1-1003080700001-BANK LIPPO GATOT	400.000,0000	1,0000	400.000,0000	+1	<input checked="" type="checkbox"/>	

22. Data telah tersimpan dengan nomor voucher **000005/RV/10/03/21**

Finance & Accounting

CARE - 22 Mar 2021 13:24:53
Inter-Office Receipt Voucher

Data is saved !

[Add New Inter-Office Receipt](#) • [SMS](#) • [Attachment](#) • [Close This Page](#)

Inter-Office Receipt Voucher	
Voucher : 000005/RV/10/03/21	Currency : IDR
Booking Date : 22/03/2021 Reference Currency Date : 22/03/2021	Nominal In C.C. : 400,000,0000
Voucher Type : RV-01-R Receipt Voucher - Suspend Premium/Claim	Difference in C.C. : 0,0000
Branch : 10 ho non ops	Total in C.C. : 400,000,0000
Profit/Cost Center : 20 IT Department	Booking Rate : 1,0000
Cash/Bank Account : 035.300.170.9 BCA - SUDIRMAN - JAKARTA	Total In B.C. : 400,000,0000
Received From : M19BL00001-IDR BANK LIPPO GATOT SUBROTO	Journal : <input type="checkbox"/> Yes
Bank Account No :	Status : Un-Posting
Bank Account Name :	Created By : CARE 22/03/2021
Bank Name :	Last Edited By : CARE 22/03/2021
Reference No : - 0,0000	Un/Approved By : CARE 22/03/2021
Reference Type : TRANSFER	Posted By :
Reference Date : 22/03/2021	Source Request :
Remarks :	

23. Pada menu **Inquiry** → **Query**

Finance - Main Menu	
Transaction ▶	Inquiry ▶
Data Maintenance ▶	Process ▶
Utilities ▶	
Query	
Account Production Mapping	
Monitoring Tax Invoice	
List Of Company Account Cheque	
Monitoring Auto Receipt Process	
Monitoring Auto Receipt Matching Process	
Monitoring Claim Payment Schedule	
Budget Account	

24. Isikan nomor voucher **DN** yang tadi telah tersimpan

25. Ubah **Sub Ledger Category** menjadi **Credit/ Debit Notes** lalu klik tombol **[Retrieve]**

Query Dialog

Voucher : 000015/DN/10/05/07

Reference No. :

Document No. :

Policy No. :

Booking Date : -

Voucher Type :

Profile Account :

Branch :

Company Account :

Marketing Officer :

Business Source :

Last OPR :

Currency :

Transaction Type :

Nominal :

Remarks :

Original Doc. No. :

Account No. :

Collection No./Dis. No. :

Batch No. :

Application Source :

OR NO :

Reference Type : All Ref. Type

Status : All Status

Ledger/Journal : All Status

Sub Ledger Category : Credit/Debit Notes

[Export To Excel](#)

26. Data telah berhasil ditampilkan

Profile Acc.	Company Acc.	CCY	Nominal	Payment	Un-Payment	SL Cat.	DebtorF	NonCBF	Request No. Collection No.	Code
View Info	000015/DN/10/05/07	1003080700001	2.500,0000	400.000,0000	12.500,0000	N	True	0	000001/CL/10/11/19 (C)	DI-03

CASE 7 : Penerimaan Premi Belum Jelas (Suspend)

Berikut merupakan pembuatan transaksi penerimaan transfer premi, namun tidak terdapat keterangan yang jelas atas penerimaan tersebut .

1. Buka Web Module → **Finance**
2. Pilih Menu Transaction lalu klik pada bagian **Inter Office Receipt**
3. Berikut adalah tampilan Dari Inter Office Receipt

Finance & Accounting

CARE - 09 Mar 2021 13:33:47
Inter-Office Receipt Voucher Query

[Add New](#) · [Close This Page](#)

Inter-Office Receipt Voucher Query

Voucher :

Document No. :

Reference No. :

Booking Date : -

Reference Date :

Voucher Type :

Profile Account :

Branch :

Company Account :

Currency :

Last OPR :

Remarks :

Reference Type : All Ref. Type

Status : All Status

[Select All](#) · [Deselect All](#)

Selected Data:

Jika Sudah , Klik Tombol Add New , Jika Ingin Membuat Polis Baru.

4. Setelah Klik Tombol Add New , Akan Muncul Tampilan baru yaitu Inter Office Receipt Voucher dan disikan informasi pada tampilan tersebut

Inter-Office Receipt Voucher	
Voucher :	
Booking Date :	3/10/2021 Reference Currency Date : 3/10/2021
Voucher Type :	RV-01-R Receipt Voucher - Suspend Premium/Claim
Branch :	00 Kantor Pusat
Profit/Cost Center :	101 Direktur Utama
Cash/Bank Account :	01-30-000038-6 (IDR) Bank BTN KC Jakarta Kuningan (Pusat Pasif)
Received From :	N/A-IDR NOT AVAILABLE
Bank Account No :	
Bank Account Name :	
Bank Name :	
Reference No :	123456789 0,0000
Reference Type :	TRANSFER
Reference Date :	3/10/2021
Remarks :	Penerimaan Suspend
Currency :	IDR
Nominal In C.C. :	0.0000
Difference in C.C. :	0.0000
Total in C.C. :	0.0000
Booking Rate :	0.00
Total In B.C. :	0.0000
Journal :	<input type="checkbox"/> Yes
Status :	
Created By :	
Last Edited By :	
Un/Approved By :	
Posted By :	
Source Request :	

- Pada kolom Booking Date diisikan tanggal pembayaran, yaitu sesuai dengan tanggal yang diinginkan, tapi tidak boleh dibawah tanggal nota
- Voucher Type diisikan dengan kode dari jenis voucher, yaitu **'RV-01-R (Receipt Voucher - Suspend Premium/Claim)'**
- Branch diisikan dengan **'Branch masing-masing user'**
- Profit/Cost Center, Center diisikan dengan kode Divisi yang menerima pembayaran dalam suatu perusahaan atau dengan menekan tombol [F2] untuk daftarnya
- Cash/Bank Account diisikan dengan kode dari kas/bank atau dengan menekan tombol [F2] untuk daftarnya
- Received From diisikan dengan nama pembayaran tersebut ditujukan dari siapa IDR atau dengan menekan tombol [F2] untuk daftarnya , karena tidak tahu dari siapa maka di isikan dengan **'N/A-IDR'**
- Bank Account No, Diisi dengan nomor akun Bank (Tidak Mandatory)
- Bank Account Name, Diisi dengan Nama pemilik akun Bank (Tidak Mandatory)
- Bank Name, Di isi dengan Nama Bank (Tidak Mandatory)
- Reference No, Diisi dengan nomor referensi Transfer yang ada pada pembayaran ex: **'123456789'**



k) Reference Type , Pilihan untuk Jenis Pembayaran yang akan di lakukan

l) Remarks diisikan keterangan atas transaksi tersebut, misalnya : **'Penerimaan suspend**

5. Setelah Selesai lalu diisi Pada kolom Account diisikan **'23100000'** dan jangan lupa di isi dengan nominalnya ex : Rp.25.000.000

[Add More Details](#) • [Document](#) • [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC
1.		23100000			3/10/2021	IDR	Bekening Berantara - Premi Langsung	25,000,000.0000	1.0000 1.0000	25,000,000.0000

6. Selanjutnya klik save untuk mengakhiri pembayaran atas Nota tersebut

Inter-Office Receipt Voucher

Voucher :	<input type="text"/>	Currency :	IDR
Booking Date :	3/10/2021	Reference Currency Date :	3/10/2021
Voucher Type :	RV-01-R	Receipt Voucher - Suspend Premium/Claim	
Branch :	00	Kantor Pusat	
Profit/Cost Center :	101	Direktur Utama	
Cash/Bank Account :	01-30-000038-6 (IDR)	Bank BTN KC Jakarta Kuningan (Pusat Pasif)	
Received From :	N/A-IDR	NOT AVAILABLE	
Bank Account No :	<input type="text"/>		
Bank Account Name :	<input type="text"/>		
Bank Name :	<input type="text"/>		
Reference No :	123456789	0.0000	
Reference Type :	TRANSFER		
Reference Date :	3/10/2021		
Remarks :	Penerimaan Suspend		

Nominal In C.C. :	25,000,000.0000
Difference in C.C. :	0.0000
Total in C.C. :	25,000,000.0000
Booking Rate :	0.00
Total In B.C. :	0.0000
Journal :	<input type="checkbox"/> Yes
Status :	<input type="text"/>
Created By :	<input type="text"/>
Last Edited By :	<input type="text"/>
Un/Approved By :	<input type="text"/>
Posted By :	<input type="text"/>
Source Request :	<input type="text"/>

Save Clear Print OR Print Voucher Journal Approve Unapprove Adjustment Drop

[Add More Details](#) • [Document](#) • [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC
1.		23100000			3/10/2021	IDR	Bekening Berantara - Premi Langsung	25,000,000.0000	1.0000 1.0000	25,000,000.0000

7. Setelah berhasil di save , selanjutnya ialah untuk mengecek journal yang telah di buat atas nota tersebut. Klik journal pada inter office receipt voucher



Inter-Office Receipt Voucher

Voucher : 00000014/RV/00/03/21	Currency : IDR
Booking Date : 3/10/2021 Reference Currency Date : 3/10/2021	Nominal In C.C. : 25,000,000.0000
Voucher Type : RV-01-R Receipt Voucher - Suspend Premium/Claim	Difference in C.C. : 0.0000
Branch : 00 Kantor Pusat	Total in C.C. : 25,000,000.0000
Profit/Cost Center : 101 Direktur Utama	Booking Rate : 1.0000
Cash/Bank Account : 00001-01-30-000038 Bank BTN KC Jakarta Kuningan (Pusat Pasif)	Total In B.C. : 25,000,000.0000
Received From : N/A-IDR NOT AVAILABLE	Journal : <input type="checkbox"/> Yes
Bank Account No :	Status : Un-Posting
Bank Account Name :	Created By : CARE 3/10/2021
Bank Name :	Last Edited By : CARE 3/10/2021
Reference No : 123456789 0.0000	Un/Approved By : CARE 3/10/2021
Reference Type : TRANSFER	Posted By :
Reference Date : 3/10/2021	Source Request :
Remarks : Penerimaan Suspend	

[Add More Details](#) • [Document](#) • [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC
1.	23100000	23100000	00		3/10/2021	IDR	Rekening Perantara - Premi Langsung	25,000,000.0000	1.0000	25,000,000.0000
									1.0000	

8. Berikut adalah tampilan Journal terhadap pembayaran dengan nota tersebut

Voucher Journal

Voucher : 00000014/RV/00/03/21

Journal : Yes

Total Debit : 25,000,000.0000 Total Debit (Part) : 0.0000

Total Credit : 25,000,000.0000 Total Credit (Part) : 0.0000

Source :

Status : Un-Posting

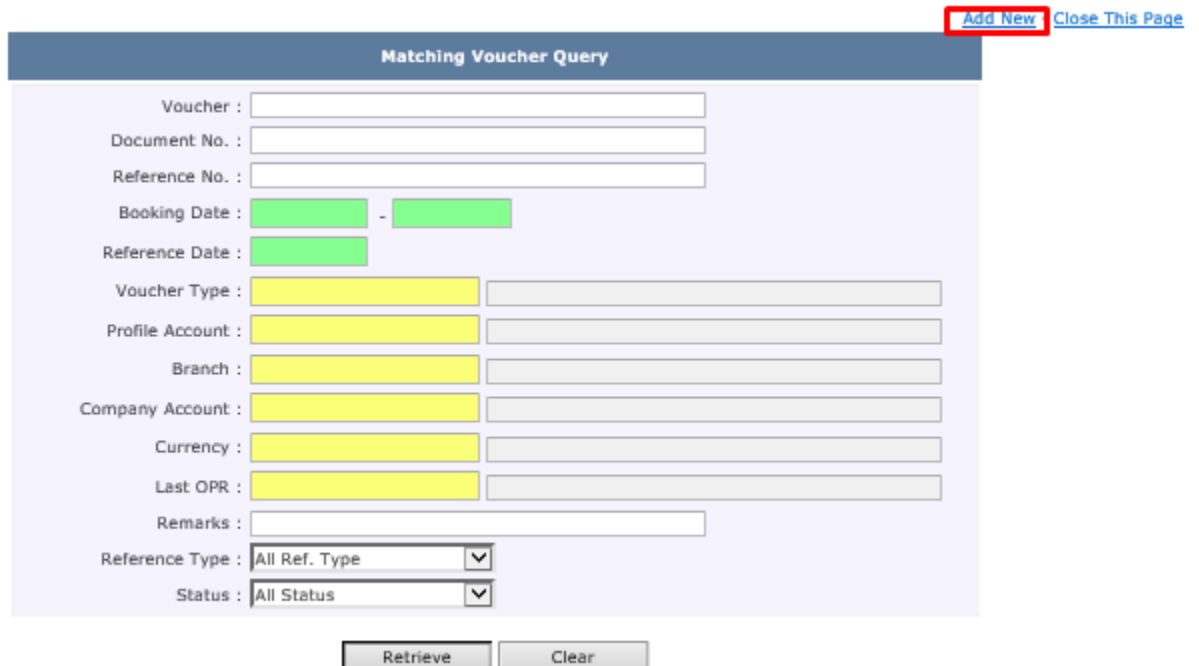
Posted By :

No.	Account	Group	Description	CCY	CT	Amt.	Debit	Credit
1	12206004		Bank BTN KC Jakarta Kuningan (Pusat Pasif)	IDR		OC BC	25,000,000.0000	0.0000
							25,000,000.0000	0.0000
2	23100000	C	Rekening Perantara - Premi Langsung	IDR		OC BC	0.0000	25,000,000.0000
							0.0000	25,000,000.0000

CASE 8 : Alokasi Suspend

Pembuatan transaksi matching atas penerimaan yang suspend yang belum jelas

1. Buka Web Module → **Finance**
2. Pilih Menu Transaction lalu klik pada bagian **Matching**
3. Berikut adalah tampilan **Matching**



The screenshot shows a web application interface for "Matching Voucher Query". The form includes the following fields and controls:

- Voucher :
- Document No. :
- Reference No. :
- Booking Date : -
- Reference Date :
- Voucher Type :
- Profile Account :
- Branch :
- Company Account :
- Currency :
- Last OPR :
- Remarks :
- Reference Type :
- Status :

Buttons:

Top right corner: [Add New](#) [Close This Page](#)

Jika Sudah , Klik Tombol Add New , Jika Ingin Membuat Dokument Matching Baru.

4. Setelah Klik Tombol Add New , Akan Muncul Tampilan baru yaitu Matching Voucher dan disikan informasi pada tampilan tersebut

Matching

<p>Voucher : <input type="text"/></p> <p>Booking Date : 3/12/2021 Reference Currency Date : 3/12/2021</p> <p>Voucher Type : MR-01 Matching Voucher</p> <p>Branch : 00 Kantor Pusat</p> <p>Profit/Cost Center : 101 Direktur Utama</p> <p>Cash/Bank Account : KB-001 OVERBOOKING & JOURNAL MEMORIAL</p> <p>Received From : 000AS00003-IDR ASURANSI SINAR MAS</p> <p>Reference No : <input type="text"/></p> <p>Reference Type : <input type="text"/></p> <p>Reference Date : </p> <p>Remarks : <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> Matching Biaya Suspend penerimaan RV : 00000026/RV/00/03/21 </div> </p>	<p>Currency : <input type="text" value="IDR"/></p> <p>Nominal In C.C. : <input type="text" value="0.0000"/></p> <p>Difference in C.C. : <input type="text" value="540,000.0000"/></p> <p>Total Nominal in C.C. : <input type="text" value="-540,000.0000"/></p> <p>Booking Rate : <input type="text" value="0.00"/></p> <p>Total In B.C. : <input type="text" value="0.0000"/></p> <p>Total Nominal in RV/PV : <input type="text" value="-540,000.0000"/></p> <p>Total Nominal in DN/CN : <input type="text" value="0.0000"/></p> <p>Total Nominal in Account : <input type="text" value="0.0000"/></p> <p>Journal : <input type="checkbox"/> Yes</p> <p>Status : <input type="text"/></p> <p>Created By : <input type="text"/> </p> <p>Last Edited By : <input type="text"/> </p> <p>Un/Approved By : <input type="text"/> </p> <p>Posted By : <input type="text"/> </p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Save Clear Print OR Print Voucher Journal Approve Unapprove Adjustment Drop

Find : Find Add More Details Document Tax Deduction

RV/PV DN/CN Account

- a) Voucher Type diisikan dengan kode dari jenis voucher,yaitu '**MR-01 (Matching Voucher)**'
- b) Branch diisikan dengan '**Branch masing-masing user**'
- c) Profit/Cost Center diisikan dengan kode Divisi yang menerima pembayaran dalam suatu perusahaan atau dengan menekan tombol [F2] untuk daftarnya
- d) Remarks diisikan dengan '**matcing penerimaan 000006/RV/1001/02/19**
- e) Cash/Bank Account diisikan dengan kode dari kas/bank , yaitu '**Bank Pool**'
- f) Received From diisikan dengan nama pembayaran tersebut ditujukan kepada siapa atau dengan menekan tombol [F2] untuk daftarnya
- g) Lalu Pilih Kolom [**RV/PV**] pada Detail TransactionKlik tombol [**Document**], maka akan muncul Halaman 'Get Document' klik button Load Excel untuk melakukan settlement suspend untuk menarik nota RV

5. Berikut adalah tampilan Get Document yang akan di isi dengan no polis/ no voucher, lalu isikan Doc.No atau nota yang akan di bayarkan



Get Document

Query Type : RV/PV

Profile Name :

Profile Ref. ID :

Document No. : - (e.g : Policy No, Claim No, Treaty No)

Voucher No. : **0000026/RV/00/03/21** -

Reference No. : - (e.g : Reference No, Slip No, Doc. No, Treaty Document)

Original Doc. No. : - (e.g : Original Policy No, Payment Reference)

Reference Type : All Ref. Type

Account No. : -

Currency : IDR

Date : -

Remarks :

Business Source :

Company Group :

Business Source Ref. ID :

Branch :

Collection No. :

Collection Date : -

Batch No. :

Application Source :

Suspend/Open Account :

Sort By : (NONE)

Not In Collection Not In Request Paid Policy Pair Data Condition : Not In Policy Cancellation Exclude Tax

Total Amount Selected : 540,000.0000 1

Clear & Add Add Clear **Retrieve** Load Excel

[Select All](#) - [Deselect All](#)

	Voucher	Voucher Type	Doc. No.	Ref. No.	Ref. Date	ExclAcc	Nama	Remarks	Instalment	Date	Currency	Am	Selected Data:
<input checked="" type="checkbox"/>	View	0000026/RV/00/03/21	RV-01-R	-	3/12/2021	000/500003-IDR	ASURANSI SINAR MAS	Penerimaan Suspend Belum Jelas	<input type="text"/>	3/12/2021	IDR		<input type="button" value="Remove"/> <input type="button" value="Clear All"/>

Lalu setelah sudah mendapatkan RV tersebut , selanjutnya dipilih **Clear & Add** dan di ceklis untuk RV yang di perlukan lalu di **Retrieve**

6. Pilih Kolom **[CN/DN]** pada Detail TransactionKlik tombol **[Document]**, maka akan muncul Halaman 'Get Document'



Matching

Voucher :		Currency :	IDR
Booking Date :	3/12/2021	Reference Currency Date :	3/12/2021
Voucher Type :	MR-01	Matching Voucher :	
Branch :	00	Kantor Pusat :	
Profit/Cost Center :	101	Direktur Utama :	
Cash/Bank Account :	KB-001	OVERBOOKING & JOURNAL MEMORIAL :	
Received From :	000AS00003-IDR	ASURANSI SINAR MAS :	
Reference No :	-		
Reference Type :			
Reference Date :			
Remarks :	Matching Biaya Suspend penerimaan RV : 00000026/RV/00/03/21		
	Journal :	<input type="checkbox"/> Yes	
	Status :		
	Created By :		
	Last Edited By :		
	Un/Approved By :		
	Posted By :		

Save Clear Print OR Print Voucher Journal Approve Unapprove Adjustment Drop

Find : Find [Add More Details](#) - [Documents](#) - [Tax Deduction](#)

[RV/PV](#) [DN/CN](#) [Account](#)

Lalu isikan informasi nomor Voucher nota yang akan ditarik Ex: pada kolom Document No. yaitu **1010202210200037** dan Voucher No **0000002/DN/01/02/21**

[Screenshot - 1 of 1 - 1/1/2021](#)

Get Document

Query Type: CN/DN

Profile Name:

Profile Ref. ID:

Document No.: 1010202210200037 - (e.g : Policy No, Claim No, Treaty No)

Voucher No.: 00000002/DN/01/02/21 -

Reference No.: - (e.g : Reference No, Slip No, Doc. No, Treaty Document)

Original Doc. No.: (e.g : Original Policy No, Payment Reference)

Reference Type: All Ref. Type

Account No.:

Currency: IDR

Date: - -

Remarks:

Business Source:

Company Group:

Business Source Ref. ID:

Branch:

Collection No.:

Collection Date: - -

Batch No.:

Application Source:

Suspend/Open Account:

Sort By: (NONE)

Not In Collection Not In Request Paid Policy Pair Data Condition : Not In Policy Cancellation Exclude Tax

Total Amount Selected : 540.000,0000 1

Clear & Add
Add
Clear
Retrieve
Load Excel

[Select All](#) [Deselect All](#)

	Voucher	Voucher Type	Doc. No.	Ref. No.	Ref. Date	ProdAcc	Name	Remarks	Installation	Selected Data:
<input checked="" type="checkbox"/>	00000002/DN/01/02/21	DI-02-D	1010202210200037	Q01020221020003		D00CAD0001-IDR	CARE TECHNOLOGIES	PT CARE TECHNOLOGIES		Remove Clear All

Selanjutnya dipilih **Clear & Add** dan di ceklis untuk RV yang di perlukan lalu di **Retrieve**

7. Selanjutnya klik save untuk mengakhiri pembayaran atas Nota tersebut

Matching

Voucher :		Currency :	IDR
Booking Date :	3/12/2021	Reference Currency Date :	3/12/2021
Voucher Type :	MR-01	Matching Voucher :	
Branch :	00	Kantor Pusat	
Profit/Cost Center :	101	Direktur Utama	
Cash/Bank Account :	KB-001	OVERBOOKING & JOURNAL MEMORIAL	
Received From :	000AS00003-IDR	ASURANSI SINAR MAS	
Reference No :	-		
Reference Type :			
Reference Date :			
Remarks :	Matching Biaya Suspend penerimaan RV : 00000026/RV/00/03/21		

Nominal In C.C. :	540,000.0000
Difference in C.C. :	540,000.0000
Total Nominal in C.C. :	0.0000
Booking Rate :	0.00
Total In B.C. :	0.0000
Total Nominal in RV/PV :	-540,000.0000
Total Nominal in DN/CN :	540,000.0000
Total Nominal in Account :	0.0000

Journal : Yes
 Status :
 Created By :
 Last Edited By :
 Un/Approved By :
 Posted By :

CASE 9 : Alokasi Suspend Jika Kurang Bayar

Contoh Case:

Terima suspend sebesar : 40.000
 Nota premi sebesar : 70.000
 Kurang bayar sebesar : 30.000

1. Buka Web Modul Finance → Finance → Transaction → Inter-Office Receipt

Finance - Main Menu

Transaction ▶ Inquiry ▶ Data Maintenance ▶ Process ▶ Utilities ▶

CN / DN
Receipt Request
Payment Request
Inter-Office Receipt
Inter-Office Payment
Inter. Com. Acc. Transfer - In
Inter. Com. Acc. Transfer - Out
Compensation
Overbooking
Adjustment
Matching
Journal Memo
Virtual Account
Administration Link
Claim Recovery Administration
Accounting Link

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2. Klik Add New pada menu Inter-Office Receipt Voucher Query

Inter-Office Receipt Voucher Query

Voucher :

Document No. :

Reference No. :

Booking Date : -

Reference Date :

Voucher Type :

Profile Account :

Branch :

Company Account :

Currency :

Last OPR :

Remarks :

Reference Type :

Status :

Kemudian isi form sebagai berikut,

[Add New Inter-Office Receipt](#) • [SMS](#) • [Attachment](#) • [Close This Page](#)

Inter-Office Receipt Voucher

Voucher :

Booking Date : Reference Currency Date :

Currency :

Voucher Type : Receipt Voucher - Suspend Premium/Claim

Nominal In C.C. :

Difference in C.C. :

Branch : HO NON OPS

Total in C.C. :

Profit/Cost Center : IT Department

Booking Rate :

Cash/Bank Account : BCA - SUDIRMAN - JAKARTA

Total In B.C. :

Received From : Not Available

Journal : Yes

Bank Account No. :

Status :

Bank Account Name :

Created By :

Bank Name :

Last Edited By :

Reference No. :

Un/Approved By :

Reference Type :

Posted By :

Reference Date :

Remarks :

Source Request :

[Add More Details](#) • [Document](#) • [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC
1.	23100000	23100000	10		3/22/2021	IDR	Rekening Perantara - Premi Langsung	40,000.0000	1.0000	40,000.0000
									1.0000	

- Pada kolom Booking Date diisi tanggal pembayaran, yaitu sesuai dengan tanggal yang diinginkan, tapi tidak boleh dibawah tanggal nota
- Voucher Type diisi dengan kode dari jenis voucher, yaitu **'RV-01-R (Receipt Voucher - Suspend Premium/Claim)'**
- Branch diisi dengan : **'10 (HO NON OPS)'**
- Cash/Bank Account diisi dengan kode dari kas/bank IDR atau dengan menekan tombol [F2] untuk daftarnya
- Received From diisi dengan nama penerimaan dari siapa,'

- f) Reference type diisi tergantung cara pembayaran, misal **'TRANSFER'**
- g) Remarks diisi **'Penerimaan Suspend'**
- h) Untuk Add More Details, isi no Account **'2310000'** dan besar penerimaan suspend di Nominal in OC






[Add More Details](#) • [Document](#) • [Tax Deduction](#)

No.	Document	Amount	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC
1.	23100000	23100000	10		3/22/2021	IDR	Rekening Perantara - Premi Langsung	40,000.0000	1.0000	40,000.0000
									1.0000	

Selanjutnya melakukan **Matching**

1. Finance → Transaction → Matching

Finance - Main Menu

 Transaction ▶
 Inquiry ▶
 Data Maintenance ▶
 Process ▶
 Utilities ▶

C N / D N

- Receipt Request
- Payment Request
- Inter-Office Receipt
- Inter-Office Payment
- Inter. Com. Acc. Tranfer - In
- Inter. Com. Acc. Tranfer - Out
- Compensation
- Overbooking
- Adjustment
- Matching
- Journal Memo
- Virtual Account
- Administration Link
- Claim Recovery Administration
- Accounting Link

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2. Selanjutnya pada menu **Matching Voucher Query** pilih **Add New**

Matching Voucher Query

Voucher :

Document No. :

Reference No. :

Booking Date : -

Reference Date :

Voucher Type :

Profile Account :

Branch :

Company Account :

Currency :

Last OPR :

Remarks :

Reference Type : ▼

Status : ▼

Kemudian isi form sebagai berikut,

Matching

<p>Voucher : <input type="text"/></p> <p>Booking Date : 3/22/2021 Reference Currency Date : 3/22/2021</p> <p>Voucher Type : MR-02 Matching Voucher - Operasional</p> <p>Branch : 10 HO NON OPS</p> <p>Profit/Cost Center : 20 IT Department</p> <p>Cash/Bank Account : KB-001 OVERBOOKING & JOURNAL MEMORIAL</p> <p>Received From : 13213 BAHTERA ARTHAGUNA PARAM`A T</p> <p>Reference No : <input type="text" value=""/> x</p> <p>Reference Type : <input type="text" value=""/></p> <p>Reference Date : 3/22/2021</p> <p>Remarks : <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div></p>	<p>Currency : <input type="text" value="IDR"/></p> <p>Nominal In C.C. : <input type="text" value="0.0000"/></p> <p>Difference in C.C. : <input type="text" value="0.0000"/></p> <p>Total Nominal in C.C. : <input type="text" value="0.0000"/></p> <p>Booking Rate : <input type="text" value="0.00"/></p> <p>Total In B.C. : <input type="text" value="0.0000"/></p> <p>Total Nominal in RV/PV : <input type="text" value="0.0000"/></p> <p>Total Nominal in DN/CN : <input type="text" value="0.0000"/></p> <p>Total Nominal in Account : <input type="text" value="0.0000"/></p> <p>Journal : <input type="checkbox"/> Yes</p> <p>Status : <input type="text"/></p> <p>Created By : <input type="text" value=""/> </p> <p>Last Edited By : <input type="text" value=""/> </p> <p>Un/Approved By : <input type="text" value=""/> </p> <p>Posted By : <input type="text" value=""/> </p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Find : • [Add More Details](#) • [Document](#) • [Tax Deduction](#)

RV/PV DN/CN Account

- a) Pada kolom Booking Date diisikan tanggal pembayaran, yaitu sesuai dengan tanggal yang diinginkan, tapi tidak boleh dibawah tanggal nota
- b) Voucher Type diisikan dengan kode dari jenis voucher, yaitu **'MR-02 (Matching Voucher – Operasional)'**
- c) Branch diisikan dengan : **'10 (HO NON OPS)'**
- d) Cash/Bank Account diisikan dengan kode dari kas/bank IDR / USD atau dengan menekan tombol [F2] untuk daftarnya

Selanjutnya klik **RV/PV** → klik **Document**

Find : • [Add More Details](#) • Document • [Tax Deduction](#)

RV/PV DN/CN Account

Langkah selanjutnya sistem akan menampilkan for Get Document,

1. Query Type isi denga Direct Premi atau dengan yang lainnya
2. Voucher No isi dengan no RV penerimaan suspend tadi **000020/RV/10/03/21**
3. Klik Add
4. Centang voucher RV
5. Klik Retrieve

Get Document

Query Type: **RV/PV** 1

Profile Name:

Profile Ref. ID:

Document No.: - (e.g : Policy No, Claim No, Treaty No)

Voucher No.: **000010/RV/10/03/21** 2

Reference No.: - (e.g : Reference No, Slip No, Doc. No, Treaty Document)

Original Doc. No.: - (e.g : Original Policy No, Payment Reference)

Reference Type: All Ref. Type

Account No.:

Currency: IDR

Date: -

Remarks:

Business Source:

Company Group:

Business Source Ref. ID:

Branch:

Collection No.:

Collection Date: -

Batch No.:

Application Source:

Suspend/Open Account:

Sort By: (NONE)

Not In Collection Not In Request Paid Policy Pair Data Condition: Not In Policy Cancellation Exclude Tax

Total Amount Selected: 40,000,000 3 1

5

[Select All](#) - [Deselect All](#)

	Youcher	Youcher Type	Doc. No.	Ref. No.	Ref. Date	Proacc	Name	Remarks	Installment	Date	Currency	Am	Selected Data:
<input checked="" type="checkbox"/> 4	View	000010/RV/10/03/21	RV-01-R	-	3/22/2021	N/A-IDR	Not Available	penerimaan suspend		3/22/2021	IDR		<input type="button" value="Remove"/> <input type="button" value="Clear All"/>

Selanjutnya pilih **DN/CN** → **Document**

Find: 1 [Add More Details](#) Document 2 [Tax Deduction](#)

RV/PV DN/CN Account

Sistem akan memunculkan form Get Document, isi form tersebut:

Get Document

Query Type: **Direct Premium** 1

Profile Name:

Profile Ref. ID:

Document No.: - (e.g : Policy No, Claim No, Treaty No)

Voucher No.: **000003/DN/10/02/21** 2

Reference No.: - (e.g : Reference No, Slip No, Doc. No, Treaty Document)

Original Doc. No.: - (e.g : Original Policy No, Payment Reference)

Reference Type: All Ref. Type

Account No.: -

Currency: IDR

Date: -

Remarks:

Business Source:

Company Group:

Business Source Ref. ID:

Branch:

Collection No.:

Collection Date: -

Batch No.:

Application Source:

Suspend/Open Account:

Sort By: (NONE)

Not In Collection
 Not In Request
 Paid Policy
 Pair Data
 Condition: Not In Policy Cancellation
 Exclude Tax

Total Amount Selected: 3

5

[Select All](#) • [Deselect All](#)

	Youcher	Voucher Type	Doc.No.	Ref.No.	Ref. Date	ProAcc	Name	Remarks	Instalment
4	View	000003/DN/10/02/21	DI-01-D	110010117000641-1/0	1001011700157	D10CD00001-IDR	Christopher Dermawan	CHRISTOPER DERMAWAN	

Selected Data:

Kemudian nominal pada DN/CN disamakan dengan nominal yang ada di RV/PV, sehingga Total Nominal in CC hasilnya 0, lalu save.



Add New Matching • SMS • [Attachment](#) • [Close This Page](#)

Matching

Voucher :

Booking Date : 3/23/2021 Reference Currency Date : 3/23/2021

Voucher Type : MR-02 Matching Voucher - Operasional

Branch : 10 HO NON OPS

Profit/Cost Center : 20 IT Department

Cash/Bank Account : KB-001 OVERBOOKING & JOURNAL MEMORIAL

Received From : 13213 BAHTERA ARTHAGUNA PARAM^A T

Reference No : -

Reference Type :

Reference Date : 3/22/2021

Remarks :

Currency : IDR

Nominal In C.C. : 70,000.0000

Difference in C.C. : 40,000.0000

Total Nominal in C.C. : 30,000.0000

Booking Rate : 0,00

Total In B.C. : 0,0000

Total Nominal in RV/PV : -40,000.0000

Total Nominal in DN/CN : 70,000.0000

Total Nominal in Account : 0,0000

Journal : Yes

Status :

Created By :

Last Edited By :

Un/Approved By :

Posted By :

Save Clear Print OR Print Voucher Journal Approve Unapprove Adjustment Drop

Find : Find • [Add More Details](#) • [Document](#) • [Tax Deduction](#)

RV/PV	DN/CN	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC
1.	000003/DN/10/02/21	13310001	10		2/2/2021	IDR	110010117000641-1/0-1001011700157-CHRISTOPER DERMAWAN	70,000.0000	1.0000	70,000.0000

Lalu save

Data is saved !

[Add New Matching](#) • SMS • [Attachment](#) • [Close This Page](#)

Matching

Voucher : 000007/MR/10/03/21

Booking Date : 3/23/2021 Reference Currency Date : 3/23/2021

Voucher Type : MR-02 Matching Voucher - Operasional

Branch : 10 HO NON OPS

Profit/Cost Center : 20 IT Department

Cash/Bank Account : KB-001 OVERBOOKING & JOURNAL MEMORIAL

Received From : 13213 BAHTERA ARTHAGUNA PARAM^A T

Reference No : -

Reference Type : MATCHING

Reference Date : 3/22/2021

Remarks :

Currency : IDR

Nominal In C.C. : 40,000.0000

Difference in C.C. : 40,000.0000

Total Nominal in C.C. : 0,0000

Booking Rate : 1,0000

Total In B.C. : 0,0000

Total Nominal in RV/PV : -40,000.0000

Total Nominal in DN/CN : 40,000.0000

Total Nominal in Account : 0,0000

Journal : Yes

Status : Un-Posting

Created By : CARE 3/23/2021

Last Edited By : CARE 3/23/2021

Un/Approved By : CARE 3/23/2021

Posted By :

Save Clear Print OR Print Voucher Journal Approve Unapprove Adjustment Drop

Find : Find • [Add More Details](#) • [Document](#) • [Tax Deduction](#)

RV/PV	DN/CN	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC
1.	000003/DN/10/02/21	13310001	10		2/2/2021	IDR	110010117000641-1/0-1001011700157-CHRISTOPER DERMAWAN	40,000.0000	1.0000	40,000.0000



Berikut tampilan jurnal

[Close This Page](#)

Voucher Journal									
Voucher :		000007/MR/10/03/21							
Journal :		<input type="checkbox"/> Yes							
Total Debit :		40,000.0000			Total Debit (Part) :		0.0000		
Total Credit :		40,000.0000			Total Credit (Part) :		40,000.0000		
Source :									
Status :		Un-Posting							
Posted By :									
		<input type="button" value="Un-Posting"/>		<input type="button" value="Posting"/>		<input type="button" value="Print Journal"/>			

No.	Account	Group	Description	CCY	CT	Amt.	Debit	Credit
1	13310001	N	Piut. Premi Lsg PROPERTY	IDR	OC	BC	0.0000	40,000.0000
							0.0000	40,000.0000
2	23100000	C	Rekening Perantara - Premi Langsung	IDR	OC	BC	40,000.0000	0.0000
							40,000.0000	0.0000

CASE 10 : Alokasi Suspend Jika Lebih Bayar

Contoh Case:

Terima suspend sebesar : 500.000
 Nota premi sebesar : 45.000
 Lebih bayar sebesar : 455.000

1. Buka Web Modul Finance → Finance → Transaction → Inter-Office Receipt

Finance - Main Menu

Transaction ▶ Inquiry ▶ Data Maintenance ▶ Process ▶ Utilities ▶

C N / D N

Receipt Request

Payment Request

Inter-Office Receipt

Inter-Office Payment

Inter. Com. Acc. Transfer - In

Inter. Com. Acc. Transfer - Out

Compensation

Overbooking

Adjustment

M a t c h i n g

Journal Memo

Virtual Account

Administration Link

Claim Recovery Administration

Accounting Link

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2. Klik Add New pada menu Inter-Office Receipt Voucher Query

[Add New](#) [Close This Page](#)

Inter-Office Receipt Voucher Query

Voucher :

Document No. :

Reference No. :

Booking Date : -

Reference Date :

Voucher Type :

Profile Account :

Branch :

Company Account :

Currency :

Last OPR :

Remarks :

Reference Type : All Ref. Type

Status : All Status

Kemudian isi form sebagai berikut,



[Add New Inter-Office Receipt](#) • [SMS](#) • [Attachment](#) • [Close This Page](#)

Inter-Office Receipt Voucher

Voucher : 000020/RV/10/03/21	Currency : IDR
Booking Date : 3/22/2021 Reference Currency Date : 3/22/2021	Nominal In C.C. : 500,000.0000
Voucher Type : RV-01-R Receipt Voucher - Suspend Premium/Claim	Difference in C.C. : 0.0000
Branch : 10 HO NON OPS	Total in C.C. : 500,000.0000
Profit/Cost Center : 20 IT Department	Booking Rate : 1.0000
Cash/Bank Account : 035.300.170.9 BCA - SUDIRMAN - JAKARTA	Total In B.C. : 500,000.0000
Received From : N/A-IDR Not Available	Journal : <input type="checkbox"/> Yes
Bank Account No :	Status : Un-Posting
Bank Account Name :	Created By : CARE 3/22/2021
Bank Name :	Last Edited By : CARE 3/22/2021
Reference No : - 0.0000	Un/Approved By : CARE 3/22/2021
Reference Type : TRANSFER	Posted By :
Reference Date : 3/22/2021	Source Request :
Remarks : penerimaan suspend	

[Add More Details](#) • [Document](#) • [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC
1.	23100000	23100000	10		3/22/2021	IDR	Rekening Perantara - Premi Langsung	500,000.0000	1.0000	500,000.0000
									1.0000	

- Pada kolom Booking Date diisikan tanggal pembayaran, yaitu sesuai dengan tanggal yang diinginkan, tapi tidak boleh dibawah tanggal nota
- Voucher Type diisikan dengan kode dari jenis voucher, yaitu **'RV-01-R (Receipt Voucher - Suspend Premium/Claim)'**
- Branch diisikan dengan : **'10 (HO NON OPS)'**
- Cash/Bank Account diisikan dengan kode dari kas/bank IDR atau dengan menekan tombol [F2] untuk daftarnya
- Received From diisikan dengan nama penerimaan dari siapa,
- Reference type diisi tergantung cara pembayaran, misal **'TRANSFER'**
- Remarks diisi **'Penerimaan Suspend'**
- Untuk Add More Details, isi no Account '2310000' dan besar penerimaan suspend di Nominal in OC

[Add More Details](#) • [Document](#) • [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC
1.	23100000	23100000	10		3/22/2021	IDR	Rekening Perantara - Premi Langsung	500,000.0000	1.0000	500,000.0000
									1.0000	

Selanjutnya melakukan **Matching**

3. Finance → Transaction → Matching

Finance - Main Menu

Transaction ▶ Inquiry ▶ Data Maintenance ▶ Process ▶ Utilities ▶

C N / D N
Receipt Request
Payment Request
Inter-Office Receipt
Inter-Office Payment
Inter. Com. Acc. Transfer - In
Inter. Com. Acc. Transfer - Out
Compensation
Overbooking
Adjustment
Matching
Journal Memo
Virtual Account
Administration Link
Claim Recovery Administration
Accounting Link

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4. Selanjutnya pada menu **Matching Voucher Query** pilih **Add New**

[Add New](#) [Close This Page](#)

Matching Voucher Query

Voucher :

Document No. :

Reference No. :

Booking Date : -

Reference Date :

Voucher Type :

Profile Account :

Branch :

Company Account :

Currency :

Last OPR :

Remarks :

Reference Type :

Status :

Kemudian isi form sebagai berikut,

Add New Matching • SMS • [Attachment](#) • [Close This Page](#)

Matching

<p>Voucher : <input type="text"/></p> <p>Booking Date : 3/22/2021 Reference Currency Date : 3/22/2021</p> <p>Voucher Type : MR-02 Matching Voucher - Operasional</p> <p>Branch : 10 HO NON OPS</p> <p>Profit/Cost Center : 20 IT Department</p> <p>Cash/Bank Account : KB-001 OVERBOOKING & JOURNAL MEMORIAL</p> <p>Received From : 13213 BAHTERA ARTHAGUNA PARAM`A T</p> <p>Reference No : <input type="text" value=""/></p> <p>Reference Type : <input type="text" value=""/></p> <p>Reference Date : 3/22/2021</p> <p>Remarks : <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div></p>	<p>Currency : <input type="text" value="IDR"/></p> <p>Nominal In C.C. : <input type="text" value="0.0000"/></p> <p>Difference in C.C. : <input type="text" value="0.0000"/></p> <p>Total Nominal in C.C. : <input type="text" value="0.0000"/></p> <p>Booking Rate : <input type="text" value="0.00"/></p> <p>Total In B.C. : <input type="text" value="0.0000"/></p> <p>Total Nominal in RV/PV : <input type="text" value="0.0000"/></p> <p>Total Nominal in DN/CN : <input type="text" value="0.0000"/></p> <p>Total Nominal in Account : <input type="text" value="0.0000"/></p> <p>Journal : <input type="checkbox"/> Yes</p> <p>Status : <input type="text"/></p> <p>Created By : <input type="text" value=""/></p> <p>Last Edited By : <input type="text" value=""/></p> <p>Un/Approved By : <input type="text" value=""/></p> <p>Posted By : <input type="text" value=""/></p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Find : • [Add More Details](#) • [Document](#) • [Tax Deduction](#)

RV/PV DN/CN Account

- e) Pada kolom Booking Date diisikan tanggal pembayaran, yaitu sesuai dengan tanggal yang diinginkan, tapi tidak boleh dibawah tanggal nota
- f) Voucher Type diisikan dengan kode dari jenis voucher, yaitu **'MR-02 (Matching Voucher – Operasional)'**
- g) Branch diisikan dengan : **'10 (HO NON OPS)'**
- h) Cash/Bank Account diisikan dengan kode dari kas/bank IDR / USD atau dengan menekan tombol [F2] untuk daftarnya

Selanjutnya klik **RV/PV** → klik **Document**

Find : • [Add More Details](#) • Document • [Tax Deduction](#)

RV/PV DN/CN Account

Langkah selanjutnya sistem akan menampilkan for Get Document,

1. Query Type isi dengan **RV/PV**
2. Voucher No isi dengan no RV penerimaan suspend tadi **'000020/RV/10/03/21'**
3. Klik Add
4. Centang voucher RV
5. Klik Retrieve

Get Document

Query Type: RV/PV **1**

Profile Name:

Profile Ref. ID:

Document No.: - (e.g : Policy No, Claim No, Treaty No)

Voucher No.: 000020/RV/10/03/21 **2** -

Reference No.: - (e.g : Reference No, Slip No, Doc. No, Treaty Document)

Original Doc. No.: - (e.g : Original Policy No, Payment Reference)

Reference Type: All Ref. Type

Account No.: -

Currency: IDR

Date: -

Remarks:

Business Source:

Company Group:

Business Source Ref. ID:

Branch:

Collection No.:

Collection Date: -

Batch No.:

Application Source:

Suspend/Open Account:

Sort By: (NONE)

Not In Collection Not In Request Paid Policy Pair Data Condition: Not In Policy Cancellation Exclude Tax

Total Amount Selected: 500,000.0000 **1**

Clear & Add
Add **3**
Clear
Retrieve **5**
Load Excel

[Select All](#) • [Deselect All](#)

	Voucher	Voucher Type	Doc. No.	Ref. No.	Ref. Date	ProAcc	Name	Remarks	Installment	Date	Currency	Am	Selected Data:
<input checked="" type="checkbox"/>	View 4	000020/RV/10/03/21	RV-01-R	-	3/22/2021	N/A-IDR	Not Available	penerimaan suspend		3/22/2021	IDR		<input type="button" value="Remove"/> <input type="button" value="Clear All"/>

Selanjutnya pilih DN/CN → Document

Find: **1** • [Add More Details](#) Document **2** [Tax Deduction](#)

RV/PV DN/CN Account

Sistem akan memunculkan form Get Document, isi form tersebut:

[Close This Page](#)

Get Document

Query Type: Direct Premium **1**

Profile Name:

Profile Ref. ID:

Document No.: - (e.g : Policy No, Claim No, Treaty No)

Voucher No.: 000002/DN/10/01/18 **2**

Reference No.: - (e.g : Reference No, Slip No, Doc. No, Treaty Document)

Original Doc. No.: - (e.g : Original Policy No, Payment Reference)

Reference Type:

Account No.: -

Currency:

Date: -

Remarks:

Business Source:

Company Group:

Business Source Ref. ID:

Branch:

Collection No.:

Collection Date: -

Batch No.:

Application Source:

Suspend/Open Account:

Sort By:

Not In Collection Not In Request Paid Policy Pair Data Condition: Exclude Tax

Total Amount Selected: 45,000,000.00 **3 1**

[Select All](#) • [Deselect All](#)

<input checked="" type="checkbox"/>	View 4	000002/DN/10/01/18	DI-01-D	110010118000021	1001011400016	D10CD00001-IDR	Christoper Dermawan	CHRISTOPER DERMAWAN	<input type="text"/>	<div style="border: 1px solid #ccc; padding: 5px;"> Selected Data: <input type="button" value="Remove"/> <input type="button" value="Clear All"/> </div>
<input type="checkbox"/>	View	000002/DN/10/01/21	IC-01-D	310010121000015	1001011900013	O10AM00005-IDR	ASURANSI MSIG INDONESIA	Alexander	<input type="text"/>	

1. Query Type isi dengan **RV/PV**
2. Voucher No isi dengan no tagihan
3. Klik Add
4. Centang voucher RV
5. Klik Retrieve

Kemudian nominal pada RV/PV disamakan dengan nominal yang ada di DN/CN, sehingga Total Nominal in CC hasilnya 0, lalu save.



Data is saved !

[Add New Matching](#) • [SMS](#) • [Attachment](#) • [Close This Page](#)

Matching	
Voucher : 000006/MR/10/03/21	Currency : IDR
Booking Date : 3/23/2021 Reference Currency Date : 3/23/2021	Nominal In C.C. : 45,000.0000
Voucher Type : MR-02 Matching Voucher - Operasional	Difference in C.C. : 45,000.0000
Branch : 10 HO NON OPS	Total Nominal in C.C. : 0.0000
Profit/Cost Center : 20 IT Department	Booking Rate : 1.0000
Cash/Bank Account : KB-001 OVERBOOKING & JOURNAL MEMORIAL	Total In B.C. : 0.0000
Received From : 13213 BAHTERA ARTHAGUNA PARAM' A T	Total Nominal in RV/PV : -45,000.0000
Reference No. : -	Total Nominal in DN/CN : 45,000.0000
Reference Type : MATCHING	Total Nominal in Account : 0.0000
Reference Date : 3/22/2021	Journal : <input type="checkbox"/> Yes
Remarks :	Status : Un-Posting
	Created By : CARE 3/23/2021
	Last Edited By : CARE 3/23/2021
	Un/Approved By : CARE 3/23/2021
	Posted By :

Save Clear Print OR Print Voucher Journal Approve Unapprove Adjustment Drop

Find : Find [Add More Details](#) • [Document](#) • [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC
1.	000020/RV/10/03/21	23100000	10		3/22/2021	IDR	---penerimaan suspend	-45,000.0000	1.0000	-45,000.0000
									1.0000	

Berikut tampilan jurnal

[Close This Page](#)

Voucher Journal	
Voucher : 000006/MR/10/03/21	Journal : <input type="checkbox"/> Yes
Total Debit : 45,000.0000	Total Debit (Part) : 0.0000
Total Credit : 45,000.0000	Total Credit (Part) : 45,000.0000
Source :	Status : Un-Posting
Posted By :	

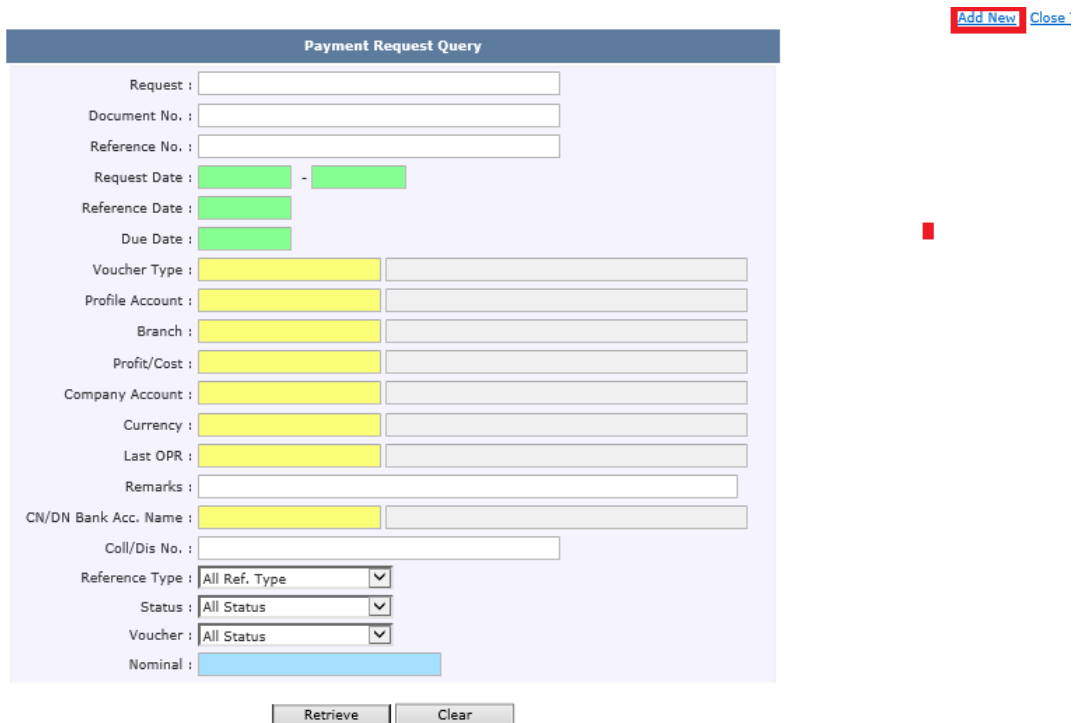
No.	Account	Group	Description	CCY	CT	Amt.	Debit	Credit
1	13310001	N	Piut. Premi Lsg PROPERTY	IDR		OC BC	0.0000	45,000.0000
							0.0000	45,000.0000
2	23100000	C	Rekening Perantara - Premi Langsung	IDR		OC BC	45,000.0000	0.0000
							45,000.0000	0.0000

CASE 11 : Pengeluaran untuk Pembayaran Komisi

Berikut merupakan cara transaksi pembayaran komisi. Dengan nomor polis: 'A0107.08.9020-03'

Execution

1. Buka Web Modul Finance → Finance
2. Pilih [**Payment Request**] pada menu **Transaction**



3. Klik tombol **Add New** pada menu [**Inter-Office Payment Voucher Query**], isikan informasi sebagai berikut ;

Pada kolom Booking Date diisikan tanggal pembayaran,yaitu sesuai dengan tanggal yang diinginkan, tapi tidak boleh dibawah tanggal nota

Kolom '**Voucher Type**' diisikan dengan kode dari jenis voucher,yaitu '**PV-01-P (Payment Voucher - Suspend Premium/Claim)**' atau dengan menekan tombol [**F2**] untuk daftarnya

Kolom '**Branch**' diisikan dengan '**Branch masing-masing user**' atau dengan



menekan tombol [F2] untuk daftarnya

Kolom 'Cash/Bank Account' diisi dengan kode dari kas/bank IDR atau dengan menekan tombol [F2] untuk daftarnya

Payment To diisi dengan nama pembayaran tersebut, yaitu '-IDR xxx'

Remarks diisi dengan keterangan atas transaksi tersebut, misalnya : 'Pembayaran Komisi kepada xxx'

Klik tombol [Document], maka akan muncul Halaman 'Get Document' isikan informasi Doc.No nota yang akan dibayarkan pada kolom Document No., yaitu 'xxxx'

Payment Request

Request No. :

Booking Date : 7/3/2018 Reference Currency Date : 7/3/2018

Voucher Type : PV-01-P Payment Voucher - Suspend Premium/Claim

Branch : 10 HO NON OPS

Profit/Cost Center : 40 Claim Department

Cash/Bank Account : 308.30.22222.7 BANK PANIN PALMERAH

Payment To : TES8001 BAHTERA ARTHAGUNA PARAMA

Bank Account No : ACC-00001

Bank Account Name :

Bank Name : BCA A. YANI - BANDUNG

Reference No :

Document No : 308.30.22222.7

Reference Type :

Reference Date : 7/3/2018

Due Date : 7/3/2018

Remarks :

Currency : IDR

Nominal In C.C. : 0.0000

Difference In C.C. : 0.0000

Total In C.C. : 0.0000

Booking Rate : 0.00

Total In B.C. : 0.0000

Voucher No. :

Status :

Created By :

Last Edited By :

Un/Verified By :

Un/Approved By :

Closed/Cancelled By :

Save Clear Print Slip Approve Unapprove Open Voucher Drop Load Account From Excel Download Data To Excel

Add More Details Document Tax Deduction

No.	Document	Account	Branch	CF	Date	CCY	Remarks	Nominal In DC	Rate	Nominal In CC	Hint	Matching	Preference
1.					7/2/2018			0.0000	0.0000	0.0000			

Centang kotak kecil yang berada disebelah kiri nomor nota dengan tipe 'BA' yang telah kita pilih kemudian tekan tombol [Retrieve] untuk memprosesnya

[Close This Page](#)

Get Document

Query Type :

Profile Name :

Profile Ref. ID :

Document No. : - (e.g : Policy No, Claim No, Treaty No)

Voucher No. :

Reference No. : - (e.g : Reference No, Slip No, Doc. No, Treaty Document)

Original Doc. No. : (e.g : Original Policy No, Payment Reference)

Reference Type :

Account No. :

Currency :

Date : -

Remarks :

Business Source :

Company Group :

Business Source Ref. ID :

Branch :

Collection No. :

Collection Date : -

Batch No. :

Application Source :

Suspend/Open Account :

Sort By :

Not In Collection Not In Request Paid Policy Pair Data Condition :

Total Amount Selected :

[Select All](#) - [Deselect All](#)

	Voucher	Voucher Type	Doc. No.	Ref. No.	Ref. Date	PrdAcc	Name	Remarks	Date	Currency	Amount Paid
<input checked="" type="checkbox"/>	View	000002/CN/15/04/17	BB-01-C	21501091700001	1501091400001	M10BS00001-USD	BINA SENTRA PURNA	PT CARE TECHNOLOGIES-RAMON HANSARI	4/25/2017	USD	3.0422

Selected Data:

Klik tombol [Save], muncul message “ Save this Record? “ dan pilih tombol [OK] untuk menyimpan.

[Add New Payment Request](#) • [SMS](#) • [Attachment](#) • [Close This Page](#)

Payment Request

Request No. :

Booking Date : Reference Currency Date :

Voucher Type : Payment Voucher - Suspend Premium/Claim

Branch : HO NON OPS

Profit/Cost Center : Claim Department

Cash/Bank Account : BANK PANIN PALMERAH

Payment To : BAHTERA ARTHAGUNA PARAMA

Bank Account No. :

Bank Account Name :

Bank Name :

Reference No. :

Document No. :

Reference Type :

Reference Date :

Due Date :

Remarks :

Currency :

Nominal In C.C. :

Difference in C.C. :

Total in C.C. :

Booking Rate :

Total In B.C. :

Voucher No. :

Status :

Created By :

Last Edited By :

Un/Verified By :

Un/Approved By :

Closed/Cancelled By :

[Add More Details](#) • [Document](#) • [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In CC	Rate	Nominal In CC	Hint	Matching	Preference	Un/Verify	Follow This Req.
1.	000001/CN/10/08/17	43100001	10		7/3/2018	IDR	11001011700023-1001011400011-CHRISTOPHER DENAWAN	102,375.0000	1.0000	102,375.0000	2	<input checked="" type="checkbox"/>	Settings to activate	Follow This Req.	

- 1) Untuk menjadikannya voucher,lakukan query nomor request pada menu Payment Request , isikan nomor Request Field Request kemudian [Retrieve] :

Payment Request Query

Request : 000002/PQ/10/07/18

Document No. :

Reference No. :

Request Date : -

Reference Date :

Due Date :

Voucher Type :

Profile Account :

Branch :

Profit/Cost :

Company Account :

Currency :

Last OPR :

Remarks :

CN/DN Bank Acc. Name :

Coll/Dis No. :

Reference Type : All Ref. Type

Status : All Status

Voucher : All Status

Nominal :

[Select All](#) - [Deselect All](#)

	Request No.	Branch	Com Acc.	Profile Acc.	CCY	Nominal	Voucher	Date	Selected Data:
<input checked="" type="checkbox"/>	View 000002/PQ/10/07/18	10	308.30.22222.7 - BANK PANIN PALMERAH	TES8.001 - BAHTERA ARTHAGUNA PARAMA	IDR	102,375.0000		7/3/2018	<input type="button" value="Delete"/> <input type="button" value="Verify Request"/> <input type="button" value="Undo-Verify Req"/> <input type="button" value="Approve Request"/> <input type="button" value="Close(Decline) Re"/> <input checked="" type="button" value="Open PV"/> <input type="button" value="Drop PV"/>

- 2) Untuk menjadikannya voucher tanpa membuka voucher request **centang check box di sebelah kiri**, lalu **klik button Open PV**
- 3) Berikut tampilan voucher PV, klik **SAVE**



[Add New Inter-Office Payment](#) • [SMS](#) • [Attachment](#) • [Close This Page](#)

Inter-Office Payment Voucher

Voucher :

Booking Date : **7/3/2018** Reference Currency Date :

Currency :

Voucher Type : **PV-01-P** Payment Voucher - Suspend Premium/Claim

Nominal In C.C. : **102,375.0000**

Difference in C.C. : **0.0000**

Branch : **10** HO NON OPS

Total in C.C. : **102,375.0000**

Profit/Cost Center : **40** Claim Department

Booking Rate : **1.00**

Cash/Bank Account : **308.30.22222.7** BANK PANIN PALMERAH

Total In B.C. : **102,375.0000**

Payment To : **YES&001** BAHTERA ARTHAGUNA PARAMA

Bank Account No :

Journal : Yes

Bank Account Name :

Status :

Bank Name :

Created By :

Reference No. :

Last Edited By :

Reference Type :

Un/Approved By :

Reference Date : **7/3/2018**

Posted By :

Remarks :

Source Request :

Save Clear Print OR Print Voucher Journal Approve Unapprove Adjustment Drop Upload XLS Download XLS WH

[Add More Details](#) • [Document](#) • [Tax Deduction](#)

No.	Description	Account	Branch	CT	Date	CCY	Remarks	Nominal In CC	Rate	Nominal In CC	Hint	Matching	Preference	Overbooking
1.		000001/CN/10/08/17	10		7/3/2018	IDR	11081011700023-100101400011-CHRISTOPHER DERMAWAN	102,375.0000	1.0000	102,375.0000	-2	<input checked="" type="checkbox"/>		Overbooking
									1.0000					

4) Berikut tampilan Journal dari menu [Inter-Office Payment Voucher]

Finance & Accounting

CARE - 03 Jul 2018 14:27:57
Voucher Journal

[Close This Page](#)

Voucher Journal

Voucher :

Journal : Yes

Total Debit : **102,375.0000** Total Debit (Part) : **0.0000**

Total Credit : **102,375.0000** Total Credit (Part) : **0.0000**

Source :

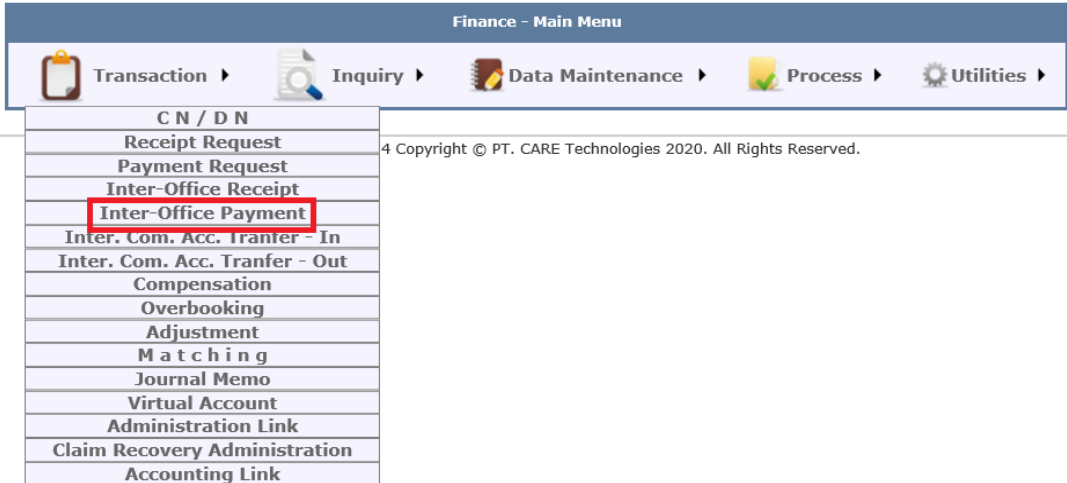
Status :

Posted By :

No.	Account	Group	Description	CCY	CT	Amt.	Debit	Credit
1	43100001	C	COMMISSION PAYABLE - AGENT PROPERTY	IDR	OC BC		102,375.0000	0.0000
							102,375.0000	0.0000
2	12201000	C	PREMIUM BANK	IDR	OC BC		0.0000	102,375.0000
							0.0000	102,375.0000

CASE 12 : Pembayaran Komisi Exclude Tax

1. Buka Web Modul Finance → Transaction → Inter-Office Payment



Finance - Main Menu

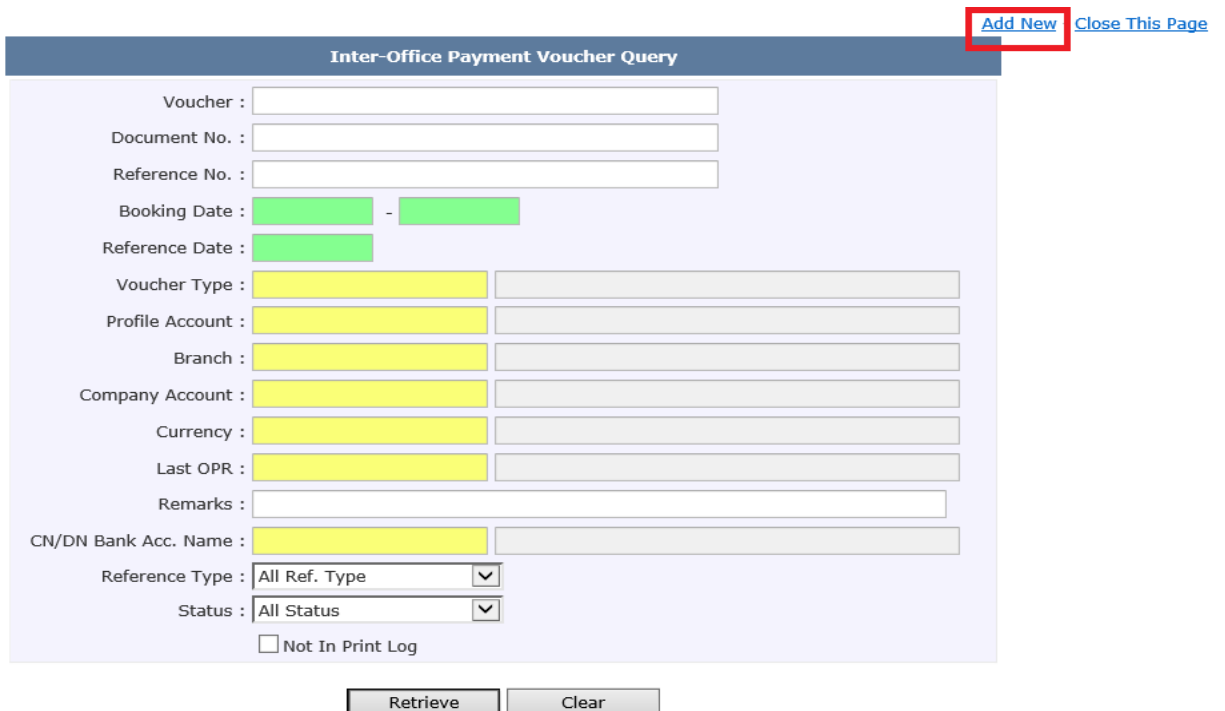
Transaction ▶ Inquiry ▶ Data Maintenance ▶ Process ▶ Utilities ▶

C N / D N

- Receipt Request
- Payment Request
- Inter-Office Receipt
- Inter-Office Payment**
- Inter. Com. Acc. Transfer - In
- Inter. Com. Acc. Transfer - Out
- Compensation
- Overbooking
- Adjustment
- M a t c h i n g
- Journal Memo
- Virtual Account
- Administration Link
- Claim Recovery Administration
- Accounting Link

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- Selanjutnya klik tombol **Add New** pada menu **Inter-Office Payment Voucher Query**



Inter-Office Payment Voucher Query

[Add New](#) [Close This Page](#)

Voucher :

Document No. :

Reference No. :

Booking Date : -

Reference Date :

Voucher Type :

Profile Account :

Branch :

Company Account :

Currency :

Last OPR :

Remarks :

CN/DN Bank Acc. Name :

Reference Type :

Status :

Not In Print Log



Isikan informasi sebagai berikut,

[Add New Inter-Office Payment](#) • [SMS](#) • [Attachment](#) • [Close This Page](#)

Inter-Office Payment Voucher

Voucher :		Currency :	IDR		
Booking Date :	22-Mar-21	Reference Currency Date :	22-Mar-21		
Voucher Type :	PV-01-P	Payment Voucher - Suspend Premium/Claim	Nominal In C.C. :	0.0000	
Branch :	10	ho non ops	Difference in C.C. :	0.0000	
Profit/Cost Center :	20	IT Department	Total in C.C. :	0.0000	
Cash/Bank Account :	035.300.170.9	BCA - SUDIRMAN - JAKARTA	Booking Rate :	0.00	
Payment To :	M19BL00001-IDR	BANK LIPPO GATOT SUBROTO	Total In B.C. :	0.0000	
Bank Account No :	1651561232222		Journal :	<input type="checkbox"/> Yes	
Bank Account Name :	BANK LIPPO GATOT SUBROTO		Status :		
Bank Name :	LIPPO A.YANI - BANDUNG		Created By :		
Reference No :	-	0.0000	Last Edited By :		
Reference Type :	TRANSFER		Un/Approved By :		
Reference Date :	22-Mar-21		Posted By :		
Remarks :	test exclude			Source Request :	

[Add More Details](#) • [Document](#) • [Tax Deduction](#)

- Pada kolom Booking Date diisikan tanggal pembayaran , yaitu sesuai dengan tanggal yang diinginkan, tetapi tidak boleh dibawah tanggal nota
- Voucher Type diisikan dengan kode dari jenis voucher, yaitu '**PV-01-P (Payment Voucher – Suspend Premium/Claim)**' atau dengan menekan tombol **[F2]** untuk daftarnya
- Branch diisikan dengan 'Branch masing-masing user' atau dengan menekan tombol **[F2]** untuk daftarnya
- Profit/Cost Center diisikan dengan kode Divisi yang menerima pembayaran dalam suatu perusahaan atau dapat menekan tombol **[F2]** untuk daftarnya
- Cash/Bank Account diisikan dengan kode dari kas/bank IDR dalam suatu perusahaan atau dengan menekan tombol **[F2]** untuk daftarnya
- Receive From diisikan dengan kode profile dari nama pemberi kas/bank atau dengan menekan tombol **[F2]** untuk daftarnya
- Reference No diisikan dengan nomor transaksi atau dapat diisikan '**- (Strip)**' jika tidak ada
- Reference Type diisikan tipe transaksi yang dilakukan
- Remarks diisikan keterangan atas transaksi tersebut, misal: '**Pembayaran komisi tanpa tax**'

Kemudian klik **Document**,

- Pada Query Type isi dengan Agent/Broker Comm
- Centang Exclude Tax
- Isi branch



4. Clear & Add
5. Pilih dan centang nota
6. Retrieve

Get Document

Query Type : Agent/Broker Comm

Profile Name :

Profile Ref. ID :

Document No. : - (e.g : Policy No, Claim No, Treaty No)

Voucher No. : -

Reference No. : - (e.g : Reference No, Slip No, Doc. No, Treaty Document)

Original Doc. No. : - (e.g : Original Policy No, Payment Reference)

Reference Type : All Ref. Type

Account No. :

Currency : IDR

Date : -

Remarks :

Business Source :

Company Group :

Business Source Ref. ID :

Branch : 10 ho non ops

Collection No. :

Collection Date : -

Batch No. :

Application Source :

Suspend/Open Account :

Sort By : (NONE)

Not In Collection Not In Request Paid Policy Pair Data Condition : Not In Policy Cancellation Exclude Tax

Total Amount Selected : -33,000,000.0000 1

Select All • Deselect All

		Voucher	Voucher Type	Doc. No.	Ref. No.	Ref. Date	ProAcc	Name	Remarks	Installment	
<input checked="" type="checkbox"/>	View	000001/CN/10/04/09	BB-01-C	11001010900011	1001010800062	28-Feb-19	M16AI00001-IDR	AON INDONESIA	DIANA FRANSISKA	Installment No. 1 2 3 4 5 6	Selected Data: <input type="button" value="Remove"/> <input type="button" value="Clear All"/>
<input type="checkbox"/>	View	000001/CN/10/04/13	BA-02-C	11002021300002	1002021200011	28-Feb-19	D10JW00001-IDR	Joko Wibowo	Mr Joshua Kurniawan Djafar		

Kemudian Save,



Data is saved !

[Add New Inter-Office Payment](#) • [SMS](#) • [Attachment](#) • [Close This Page](#)

Inter-Office Payment Voucher

Voucher : 000006/PV/10-03-21 Booking Date : 22-Mar-21 Reference Currency Date : 22-Mar-21 Voucher Type : PV-01-P Payment Voucher - Suspend Premium/Claim Branch : I0 ho non ops Profit/Cost Center : 20 IT Department Cash/Bank Account : 035.300.170.9 BCA - SUDIRMAN - JAKARTA Payment To : M198L00001-IDR BANK LIPPO GATOT SUBROTO Bank Account No : 16515612322222 Bank Account Name : BANK LIPPO GATOT SUBROTO Bank Name : LIPPO A.YANI - BANDUNG Reference No : 0,0000 Reference Type : TRANSFER Reference Date : 22-Mar-21 Remarks : test exclude	Currency : IDR Nominal In C.C. : 32,400,000.0000 Difference in C.C. : 0.0000 Total in C.C. : 32,400,000.0000 Booking Rate : 1.0000 Total In B.C. : 32,400,000.0000 Journal : <input type="checkbox"/> Yes Status : Un-Posting Created By : CARE 22-Mar-21 Last Edited By : CARE 22-Mar-21 Un/Approved By : CARE 22-Mar-21 Posted By : Source Request :
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

[Add More Details](#) • [Document](#) • [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC
1.	000001/CN/10/04/09	43200001	I0	20	15-Apr-09	IDR	11001010900011-1001010800062- DIANA FRANSISKA Installment	32,400,000.0000	1.0000	32,400,000.0000
									1.0000	

Berikut tampilan jurnal Inter-Office Payment

[Close This Page](#)

Voucher Journal

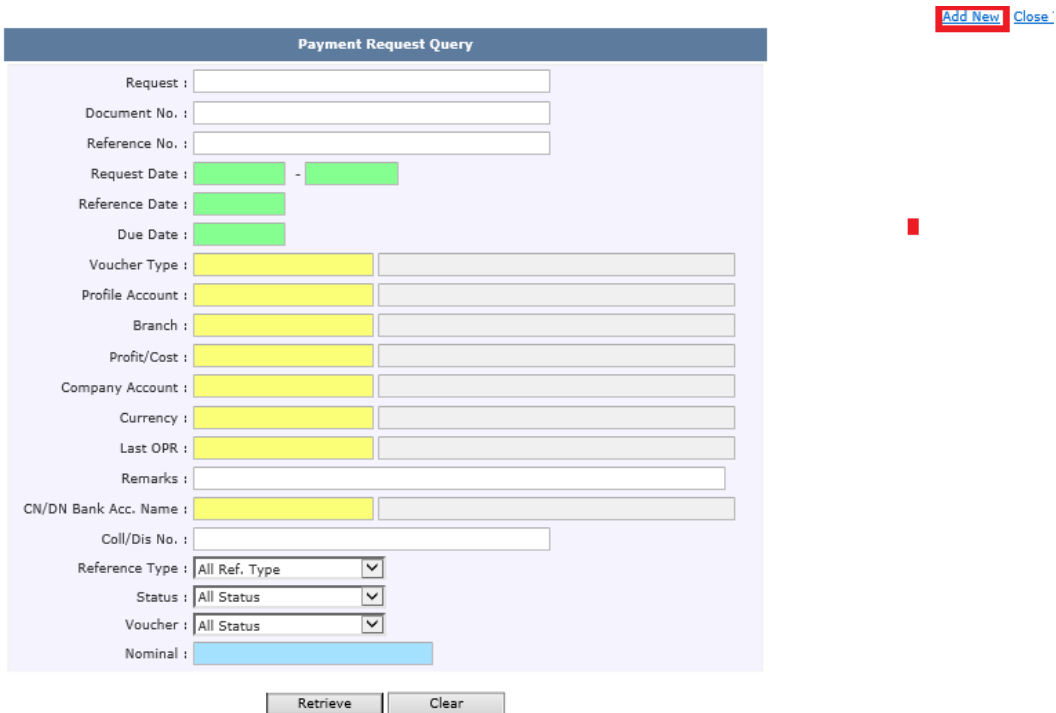
Voucher : 000006/PV/10-03-21
 Journal : Yes
 Total Debit : 32,400,000.0000 Total Debit (Part) : 0.0000
 Total Credit : 32,400,000.0000 Total Credit (Part) : 0.0000
 Source :
 Status : Un-Posting
 Posted By :

No.	Account	Group	Description	CCY	CT	Amt.	Debit	Credit
1	43200001		Utang Komisi Broker PROPERTY	IDR		OC BC	32,400,000.0000	0.0000
								32,400,000.0000
2	12204000		Bank CENTRAL ASIA	IDR		OC BC	0.0000	32,400,000.0000
								0.0000

CASE 13 : Pembuatan Transaksi Inter-Office Payment untuk Pembayaran Claim

Berikut merupakan cara transaksi pembayaran Claim dengan nomor polis : xxxxxx

1. Buka Web Modul Finance → Finance
2. Pilih [**Payment Request**] pada menu **Transaction**
3. Klik tombol **Add New** pada menu [**Payment Request Query**], isikan informasi sebagai berikut:



Payment Request Query

[Add New](#) [Close](#)

Request :

Document No. :

Reference No. :

Request Date : -

Reference Date :

Due Date :

Voucher Type :

Profile Account :

Branch :

Profit/Cost :

Company Account :

Currency :

Last OPR :

Remarks :

CN/DN Bank Acc. Name :

Coll/Dis No. :

Reference Type :

Status :

Voucher :

Nominal :

Finance & Accounting

CARE - 23 Mar 2021 09:48:55
Payment Request

[Add New Payment Request](#) • [SMS](#) • [Attachment](#) • [Document Check List](#) • [Close This Page](#)

Payment Request	
Request No. :	<input type="text"/>
Booking Date : 3/23/2021	Reference Currency Date : 3/23/2021
Voucher Type : PV-01-P	Payment Voucher - Suspend Premium/Claim
Branch : 10	HO NON OPS
Profit/Cost Center : 20	IT Department
Cash/Bank Account : 035.300.170.9	BCA - SUDIRMAN - JAKARTA
Ext Data Download : <input type="checkbox"/> Yes	
Payment To : 11	BAHTERA ARTHAGUNA PARAM' A T
Bank Account No. : 11	
Bank Account Name : 11	
Bank Name : INA PASAR MINGGU	
Reference No. :	<input type="text"/> 0.0000
Document No. : 035.300.170.9	
Reference Type : TRANSFER	
Reference Date : 3/23/2021	
Due Date : 3/23/2021	
Remarks : Contoh skenario pembayaran claim	
Currency : IDR	
Nominal In C.C. :	0.0000
Difference in C.C. :	0.0000
Total in C.C. :	0.0000
Booking Rate :	0.00
Total In B.C. :	0.0000
Voucher No. :	<input type="text"/>
Status :	<input type="text"/>
Created By :	<input type="text"/>
Last Edited By :	<input type="text"/>
Un/Verified By :	<input type="text"/>
Un/Approved By :	<input type="text"/>
Closed/Cancelled By :	<input type="text"/>
Data is downloaded : <input type="checkbox"/> Yes	

- Pada kolom '**Booking Date**' diisi tanggal pembayaran, yaitu sesuai dengan tanggal yang diinginkan, tapi tidak boleh dibawah tanggal nota
- Kolom '**Voucher Type**' diisi dengan kode dari jenis voucher, yaitu '**PV-01-P (Payment Voucher - Suspend Premium/Claim)**' atau dengan menekan tombol [F2] untuk daftarnya
- Kolom '**Branch**' diisi dengan '**Branch masing-masing user**' atau dengan menekan tombol [F2] untuk daftarnya
- Kolom '**Cash/Bank Account**' diisi dengan kode dari kas/bank IDR atau dengan menekan tombol [F2] untuk daftarnya
- Kolom '**Payment to**' diisi dengan nama pembayaran tersebut ditujukan kepada siapa, yaitu '**-IDR (xxx)**' atau dengan menekan tombol [F2] untuk daftarnya
- Kolom '**Remarks**' diisi keterangan atas transaksi tersebut, misalnya : '**Contoh skenario pembayaran claim**'
- Klik tombol '**Document**', di bagian bawah untuk menarik nota yang akan



dibayarkan

Reference Date : 3/23/2021
Due Date : 3/23/2021
Remarks : Contoh skenario pembayaran claim

Save Clear Print Slip Request Approval Verify UnVerify Approve Unapprove Open Vo
Download Data To Excel

[Add More Details](#) • [Document](#) • [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In DC	Rate	Nominal In CC
1.					3/23/2021			0.0000	0.0000	0.0000
2.					3/23/2021			0.0000	0.0000	0.0000

- h) Setelah itu, maka akan muncul Halaman **'Get Document'** lalu isikan informasi Doc.No nota yang akan dibayarkan pada kolom **'Document No.'** yaitu dalam contoh ini adalah **'1002012000072'** lalu klik tombol **'Clear & Add'** atau tombol **'Add'**

[Close This P](#)

Get Document

Query Type : Claim Payment
Profile Name :
Profile Ref. ID :
Document No. : 1002012000072 (e.g : Policy No, Claim No, Treaty No)
Voucher No. : (e.g : Reference No, Slip No, Doc. No, Treaty Document)
Reference No. : (e.g : Reference No, Slip No, Doc. No, Treaty Document)
Original Doc. No. : (e.g : Original Policy No, Payment Reference)
Reference Type : All Ref. Type
Account No. :
Currency : IDR
Date : -
Remarks :
Business Source :
Company Group :
Business Source Ref. ID :
Branch :
Collection No. :
Collection Date : -
Batch No. :
Application Source :
Suspend/Open Account :
Sort By : (NONE)
 Not In Collection Not In Request Paid Policy Pair Data Condition : Not In Policy Cancellation Exclude Tax
Total Amount Selected : 9,970,000.000000000 1

Clear & Add Add Clear Retrieve Load Excel

[Select All](#) • [Deselect All](#)

	Voucher	Voucher Type	Doc. No.	Ref. No.	Ref. Data	PrnAcc	Name	Remarks	Installation
<input checked="" type="checkbox"/>	View	000001/CN/10/03/21	DI-02-C	1002012000072	1002012000072	D10CD00001-IDR	Christopher Dermawan	CHRISTOPER DERMAWAN	

Selected Data
Remove
Clear All

- i) Setelah nota yang dimaksud muncul, centang kotak kecil yang berada disebelah kiri nomor nota yang telah kita pilih kemudian tekan tombol **'Retrieve'** untuk memprosesnya.

Suspend/Open Account :

Sort By : [(NONE)]

Not In Collection Not In Request Paid Policy Pair Data Condition : Not In Policy Cancellation Exclude Tax

Total Amount Selected : -9,700,000.0000 1

Clear & Add Add Clear **Retrieve** Load Excel

Select All · Deselect All

	Voucher	Voucher Type	Doc. No.	Ref. No.	Ref. Date	ProAcc	Name	Remarks	Installation
<input checked="" type="checkbox"/>	View	000001/CN/10/03/21	DI-02-C	1002012000072	1002012000072	D10CD00001- IDR	Christoper Dermawan	CHRISTOPER DERMAWAN	

Selected Data:
Remove
Clear All

4. Setelah nota diretrieve, klik tombol ‘Save’, muncul message “ Save this Record? “ dan pilih tombol [OK] untuk menyimpan.

Payment Request

Request No. :

Booking Date : 3/23/2021 Reference Currency Date : 3/23/2021

Voucher Type : PV-01-P Payment Voucher - Suspend Premium/Claim

Branch : 10 HO NON OPS

Profit/Cost Center : 20 IT Department

Cash/Bank Account : 035.300.170.9 BCA - SUDIRMAN - JAKARTA

Ext Data Download : Yes

Payment To : 11 BAHTERA ARTHAGUNA PARAM A T

Bank Account No. : 11

Bank Account Name : 11

Bank Name : INA PASAR MINGGU

Reference No. : - 0.0000

Document No. : 035.300.170.9

Reference Type : TRANSFER

Reference Date : 3/23/2021

Due Date : 3/23/2021

Remarks : Contoh skenario pembayaran claim

Currency : IDR

Nominal In C.C. : 9,700,000.0000

Difference in C.C. : 0.0000

Total in C.C. : 9,700,000.0000

Booking Rate : 0.00

Total In B.C. : 0.0000

Voucher No. :

Status :

Created By :

Last Edited By :

Un/Verified By :

Un/Approved By :

Closed/Cancelled By :

Data is downloaded : Yes

Save Clear Print Slip Request Approval Verify UnVerify Approve Unapprove Open Voucher Drop

Download Data To Excel

Add More Details · Document · Tax Deduction

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint	Matching
1.	000001/CN/10/03/21	33710002	10	20	3/23/2021	IDR	1002012000072-1002012000072-CHRISTOPER DERMAWAN	9,700,000.0000	1.0000	9,700,000.0000	0	<input checked="" type="checkbox"/>
2.					3/23/2021			0.0000	0.0000	0.0000	0	<input type="checkbox"/>





5. Setelah payment request disave, maka akan muncul 'Request No' dari payment request tersebut, yaitu '000017/PQ/10/03/21' berikut tampilannya

Data is saved !

[Add New Payment Request](#) • [SMS](#) • [Attachment](#) • [Document Check List](#) • [Close This Page](#)

Payment Request

Request No. : 000017/PQ/10/03/21	Currency : IDR
Booking Date : 3/23/2021 Reference Currency Date : 3/23/2021	Nominal In C.C. : 9,700,000.0000
Voucher Type : PV-01-P Payment Voucher - Suspend Premium/Claim	Difference in C.C. : 0.0000
Branch : 10 HO NON OPS	Total in C.C. : 9,700,000.0000
Profit/Cost Center : 20 IT Department	Booking Rate : 1.0000
Cash/Bank Account : 035.300.170.9 BCA - SUDIRMAN - JAKARTA	Total In B.C. : 9,700,000.0000
Ext Data Download : <input type="checkbox"/> Yes	Voucher No. :
Payment To : 11 BAHTERA ARTHAGUNA PARAM'A T	Status : Approved
Bank Account No : 11	Created By : CARE 3/23/2021
Bank Account Name : 11	Last Edited By : CARE 3/23/2021
Bank Name : INA PASAR MINGGU	Un/Verified By :
Reference No : - 0.0000	Un/Approved By : CARE 3/23/2021
Document No : 035.300.170.9	Closed/Cancelled By :
Reference Type : TRANSFER	Data is downloaded : <input type="checkbox"/> Yes
Reference Date : 3/23/2021	
Due Date : 3/23/2021	
Remarks : Contoh skenario pembayaran claim	

[Add More Details](#) • [Document](#) • [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC
1.	000001/CN/10/03/21	33710002	10	20	3/23/2021	IDR	1002012000072-1002012000072-CHRISTOPHER DERMAWAN	9,700,000.0000	1.0000	9,700,000.0000
									1.0000	

Setelah payment request disave, kita dapat otomatis menjadikannya voucher / membuka PV yang terbentuk dari payment request tersebut, berikut langkah-langkahnya :

- 1) Untuk menjadikannya voucher, lakukan query nomor request pada menu [Payment Request] dengan cara isikan nomor Payment Request (PQ) yang sudah dibuat pada kolom 'Request', dalam contoh ini yaitu '000017/PQ/10/03/21' kemudian klik tombol 'Retrieve'

1 Item(s)

[Add New](#) [Close This Page](#)

Payment Request Query

Request : 000017/PQ/10/03/21

Document No. :

Reference No. :

Request Date : -

Reference Date :

Due Date :

Voucher Type :

Profile Account :

Branch :

Profit/Cost :

Company Account :

Currency :

Last OPR :

Remarks :

CN/DN Bank Acc. Name :

Coll/Dis No. :

Reference Type : All Ref. Type

Status : All Status

Voucher : All Status

Nominal :

Retrieve Load From Excel

[Select All](#) [Deselect All](#) [Export To Excel](#)

	Request No.	Branch	Com Acc.	Profile Acc.	CCY	Nominal	Voucher	Date
<input checked="" type="checkbox"/>	View 000017/PQ/10/03/21	10	035.300.170.9 - BCA - SUDIRMAN - JAKARTA	11 - BAHTERA ARTHAGUNA PARAM A T	IDR	9,700,000.0000		3/23/2021

Selected Data:

Delete

Verify Request

Undo-Verify Request

Approve Request

Close(Decline) Request

Open PV

Drop PV

Create PV

- 2) Lalu setelah itu akan muncul nomor PQ yang sebelumnya sudah dibuat di bagian bawah. Untuk menjadikannya voucher tanpa membuka voucher request, centang check box di sebelah kiri lalu klik tombol **‘Open PV’**

[Select All](#) [Deselect All](#) [Export To Excel](#)

	Request No.	Branch	Com Acc.	Profile Acc.	CCY	Nominal	Voucher	Date
<input checked="" type="checkbox"/>	View 000017/PQ/10/03/21	10	035.300.170.9 - BCA - SUDIRMAN - JAKARTA	11 - BAHTERA ARTHAGUNA PARAM A T	IDR	9,700,000.0000		3/23/2021

Selected Data:

Delete

Verify Request

Undo-Verify Request

Approve Request

Close(Decline) Request

Open PV

Drop PV

Create PV

- 3) Setelah itu, akan terbuka Payment Voucher (PV) yang terbentuk dari Payment Request tersebut. Berikut tampilan dari PV yang terbentuk, lalu untuk menyimpan PV klik tombol **‘Save’**

Finance & Accounting

CARE - 23 Mar 2021 10:02:05
Inter-Office Payment Voucher

Data is saved!

[Add New Inter-Office Payment](#) • [SMS](#) • [Attachment](#) • [Close This Page](#)

Inter-Office Payment Voucher

<p>Voucher : 000029/PV/10/03/21</p> <p>Booking Date : 3/23/2021 Reference Currency Date : 3/23/2021</p> <p>Voucher Type : PV-01-P Payment Voucher - Suspend Premium/Claim</p> <p>Branch : 10 HO NON OPS</p> <p>Profit/Cost Center : 20 IT Department</p> <p>Cash/Bank Account : 035.300.170.9 BCA - SUDIRMAN - JAKARTA</p> <p>Ext Data Download : <input type="checkbox"/> Yes</p> <p>Payment To : 11 BAHTERA ARTHAGUNA PARAM A T</p> <p>Bank Account No : 11</p> <p>Bank Account Name : 11</p> <p>Bank Name : INA PASAR MINGGU</p> <p>Reference No : - 0.0000</p> <p>Reference Type : TRANSFER</p> <p>Reference Date : 3/23/2021</p> <p>Remarks : Contoh skenario pembayaran claim</p>	<p>Currency : IDR</p> <p>Nominal In C.C. : 9,700,000.0000</p> <p>Difference In C.C. : 0.0000</p> <p>Total In C.C. : 9,700,000.0000</p> <p>Booking Rate : 1.0000</p> <p>Total In B.C. : 9,700,000.0000</p> <p>Journal : <input type="checkbox"/> Yes</p> <p>Status : Un-Posting</p> <p>Created By : CARE 3/23/2021</p> <p>Last Edited By : CARE 3/23/2021</p> <p>Un/Approved By : CARE 3/23/2021</p> <p>Posted By :</p> <p>Source Request :</p> <p>Data is downloaded : <input type="checkbox"/> Yes</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

[Add More Details](#) • [Document](#) • [Tax Reduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint
1.	000001/CW/10/03/21	33710002	10	00	3/23/2021	IDR	1002012000072-1002012000072-CHRISTOPHER DERHAWAN	9,700,000.0000	1.0000	9,700,000.0000	IS

4) Berikut tampilan Journal yang terbentuk dari PV tersebut

Finance & Accounting

CARE - 23 Mar 2021 10:03:07
Voucher Journal

[Close This Page](#)

Voucher Journal

Voucher : 000029/PV/10/03/21

Journal : Yes

Total Debit : 9,700,000.0000 Total Debit (Part) : 9,700,000.0000

Total Credit : 9,700,000.0000 Total Credit (Part) : 0.0000

Source :

Status : Un-Posting

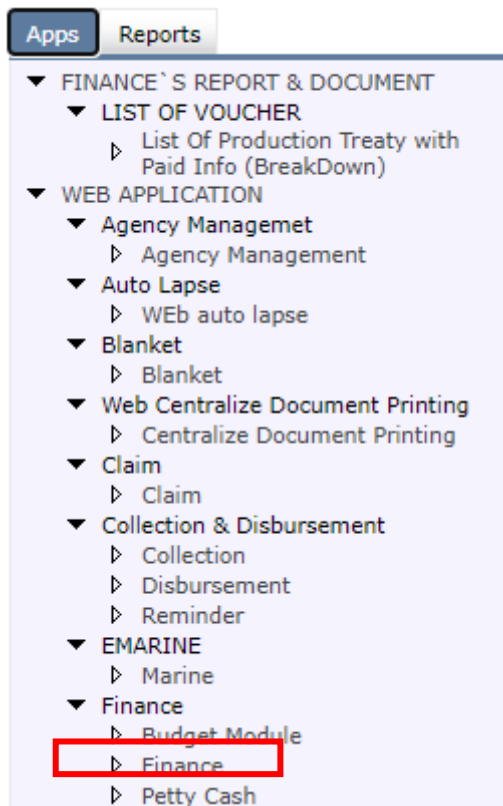
Posted By :

No.	Account	Group	Description	CCY	CT	Amt.	Debit	Credit
1	33710002	N	Utang Klaim Lsg MOTOR VEHICLE	IDR	OC		9,700,000.0000	0.0000
						BC		9,700,000.0000
2	12204000	C	Bank CENTRAL ASIA	IDR	OC		0.0000	9,700,000.0000
						BC		0.0000



CASE 14 Pembuatan Transaksi Interoffice untuk pembayaran CLAIM beda currency

1. Buka Modul **Finance**



2. Pada menu **Transaction**, buka **Inter-Office Payment**

Finance - Main Menu

Transaction ▶ Inquiry ▶ Data Maintenance ▶ Process ▶ Utilities ▶

C N / D N
Receipt Request
Payment Request
Inter-Office Receipt
Inter-Office Payment
Inter. Com. Acc. Tranfer - In
Inter. Com. Acc. Tranfer - Out
Compensation
Overbooking
Adjustment
M a t c h i n g
Journal Memo
Virtual Account
Administration Link
Claim Recovery Administration
Accounting Link

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3. Klik tombol **Add New** untuk membuat entry baru

CARE - 14 Mar 2021 09:31:04
Inter-Office Payment Voucher Query

[Add New](#) [Close This Page](#)

Inter-Office Payment Voucher Query

Voucher :

Document No. :

Reference No. :

Booking Date : -

Reference Date :

Voucher Type :

Profile Account :

Branch :

Company Account :

Currency :

Last OPR :

Remarks :

CN/DN Bank Acc. Name :

Reference Type :

Status :

Not In Print Log

4. Isikan Data Sebagai berikut:

Finance & Accounting

CARE - 14 Mar 2021 09:31:31
Inter-Office Payment Voucher

[Add New Inter-Office Payment](#) • [SMS](#) • [Attachment](#) • [Close This Page](#)

Inter-Office Payment Voucher

<p>Voucher : <input type="text"/></p> <p>Booking Date : <input type="text" value="3/14/2021"/> Reference Currency Date : <input type="text" value="3/14/2021"/></p> <p>Voucher Type : <input type="text" value="PV-01-P"/> Payment Voucher - Suspend Premium/Claim</p> <p>Branch : <input type="text" value="10"/> HO NON OPS</p> <p>Profit/Cost Center : <input type="text" value="20"/> IT Department</p> <p>Cash/Bank Account : <input type="text" value="035.300.170.9"/> BCA - SUDIRMAN - JAKARTA</p> <p>Ext Data Download : <input type="checkbox"/> Yes</p> <p>Payment To : <input type="text" value="13213"/> BAHTERA ARTHAGUNA PARAM'A T</p> <p>Bank Account No : <input type="text"/></p> <p>Bank Account Name : <input type="text"/></p> <p>Bank Name : <input type="text" value="LIPPO A.YANI BALIKPAPAN"/></p> <p>Reference No : <input type="text" value="0.0000"/></p> <p>Reference Type : <input type="text" value="TRANSFER"/></p> <p>Reference Date : <input type="text" value="3/14/2021"/></p> <p>Remarks : <input type="text"/></p>	<p>Currency : <input type="text" value="IDR"/></p> <p>Nominal In C.C. : <input type="text" value="0.0000"/></p> <p>Difference in C.C. : <input type="text" value="0.0000"/></p> <p>Total in C.C. : <input type="text" value="0.0000"/></p> <p>Booking Rate : <input type="text" value="0.00"/></p> <p>Total In B.C. : <input type="text" value="0.0000"/></p> <p>Journal : <input type="checkbox"/> Yes</p> <p>Status : <input type="text"/></p> <p>Created By : <input type="text"/></p> <p>Last Edited By : <input type="text"/></p> <p>Un/Approved By : <input type="text"/></p> <p>Posted By : <input type="text"/></p> <p>Source Request : <input type="text"/></p> <p>Data is downloaded : <input type="checkbox"/> Yes</p>
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[Add More Details](#) Document [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint	Ma
1.					3/14/2021			0.0000	0.0000	0.0000	0	

- a) Pada kolom **Booking Date** diisikan tanggal pembayaran,yaitu sesuai dengan tanggal yang diinginkan, tapi tidak boleh dibawah tanggal nota
 - b) Voucher Type diisikan dengan kode dari jenis voucher,yaitu '**PV-01-P (Payment Voucher - Suspend Premium/Claim)**'
 - c) Branch diisikan dengan '**Branch masing-masing user**'
 - d) **Cash/Bank Account** diisikan dengan kode dari kas/bank IDR atau dengan menekan tombol [F2] untuk daftarnya
 - e) **Payment To** diisikan dengan nama pembayaran tersebut.
 - f) **Remarks** diisikan keterangan atas transaksi tersebut, misalnya : '**Pembayaran Claim**'
5. Klik tombol [**Document**], maka akan muncul Halaman 'Get Document' isikan informasi sebagai berikut:





Get Document

Query Type : Claim Payment

Profile Name :

Profile Ref. ID :

Document No. : 1003031600012 - (e.g : Policy No, Claim No, Treaty No)

Voucher No. : -

Reference No. : - (e.g : Reference No, Slip No, Doc. No, Treaty Document)

Original Doc. No. : - (e.g : Original Policy No, Payment Reference)

Reference Type : All Ref. Type

Account No. : -

Currency : USD

Date : -

Remarks :

Business Source :

Company Group :

Business Source Ref. ID :

Branch :

Collection No. :

Collection Date : -

Batch No. :

Application Source :

Suspend/Open Account :

Sort By : (NONE)

Not In Collection Not In Request Paid Policy Pair Data Condition : Not In Policy Cancellation Exclude Tax

Total Amount Selected : 0.0000

- g) Pada **Query Type** pilih **Claim Payment**
 - h) Isi kolom **Document No.** dengan nota yang akan dibayarkan. Contoh disini menggunakan contoh **'1003031600012'**
 - i) Isikan **Currency** dengan **USD**, karena pada case ini kita akan menggunakan kur dollar US
 - j) Klik **[Clear & Add]** atau **[Add]**
6. Centang nota yang akan dipilih lalu klik tombol **[Retrieve]**

[Select All](#) • [Deselect All](#)

	Voucher	Voucher Type	Doc. No.	Ref. No.	Ref. Date	ProAcc	Name	Remarks	Installment	
<input checked="" type="checkbox"/>	000016/CN/10/10/18	DI-03-C	1003031600012	1003031600012		T10JN00001-USD	JAPENANSI NUSANTARA INDONESIA (TOPLIS & HARDING)	PT CARE TECHNOLOGIES QQ PT JAPENANSI NUSANTARA INDONESIA (TOPLIS & HARDING)		<div style="border: 1px solid gray; padding: 2px;"> Selected Data: <input type="button" value="Remove"/> <input type="button" value="Clear All"/> </div>

[Add More Details](#) • [Document](#) • [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	nominal IN IAL	Rate	nominal IN IAL	Hint	Preference
1.	000016/CN/10/10/18	83710003	10	90	10/17/2018	USD	1003031600012-1003031600012-PT CARE TECHNOLOGIES QQ PT JAPENANSI NUSANTARA INDONESIA	10,000.0000	14,250.000	142,500,000.0000	-6	<input checked="" type="checkbox"/>



- Nota CN dengan nomor '000016/CN/10/10/18' berhasil ditarik dan otomatis pada kolom Rate akan berisi kurs USD terbaru, karena kita menggunakan akun bank IDR namun mengambil voucher dengan mata uang USD

Note: secara default, kurs tersebut adalah kurs bulanan, namun kita bisa juga override menjadi harian bisa diperlukan

- Setelah di save, kolom **Voucher** akan ter generate dan tombol **[journal]** akan terbuka, lalu di klik

[Add New Inter-Office Payment](#) • [SMS](#) • [Attachment](#) • [Close This Page](#)

Inter-Office Payment Voucher

<p>Voucher : 000027/PV/10/03/21</p> <p>Booking Date : 3/22/2021 Reference Currency Date : 3/22/2021</p> <p>Voucher Type : PV-01-P Payment Voucher - Suspend Premium/Claim</p> <p>Branch : 10 HO NON OPS</p> <p>Profit/Cost Center : 20 IT Department</p> <p>Cash/Bank Account : 035.300.170.9 BCA - SUDIRMAN - JAKARTA</p> <p>Ext Data Download : <input type="checkbox"/> Yes</p> <p>Payment To : 13213 BAHTERA ARTHAGUNA PARAMITA</p> <p>Bank Account No : <input type="text"/></p> <p>Bank Account Name : <input type="text"/></p> <p>Bank Name : LIPPO A.YANI BALIKPAPAN</p> <p>Reference No : - 0,0000</p> <p>Reference Type : TRANSFER</p> <p>Reference Date : 3/22/2021</p> <p>Remarks : <input type="text"/></p>	<p>Currency : IDR</p> <p>Nominal In C.C. : 142,500,000.0000</p> <p>Difference in C.C. : 0.0000</p> <p>Total in C.C. : 142,500,000.0000</p> <p>Booking Rate : 1.0000</p> <p>Total In B.C. : 142,500,000.0000</p> <p>Journal : <input type="checkbox"/> Yes</p> <p>Status : Un-Posting</p> <p>Created By : CARE 3/22/2021</p> <p>Last Edited By : CARE 3/22/2021</p> <p>Un/Approved By : CARE 3/22/2021</p> <p>Posted By : <input type="text"/></p> <p>Source Request : <input type="text"/></p> <p>Data is downloaded : <input type="checkbox"/> Yes</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

[Add More Details](#) • [Document](#) • [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint	Matching
1.	000016/CN/10/10/18	33710003	10	30	10/11/2018	USD	1003031600012-1003031600012-PT CARE TECHNOLOGIES QQ PT JAPENANSI NUSANTARA INDONESIA	10,000.0000	14,250.000 1.0000	142,500,000.0000	-5	<input checked="" type="checkbox"/>

CASE 15: Pembayaran Transaksi Inter-Office Payment Untuk Pembayaran Claim Ex-Gratia

Berikut merupakan cara transaksi pembayaran Claim Ex-Gratia

1. Buka Web Modul Finance → Finance → kemudian klik Add New

Finance & Accounting

CARE - 31 Jan 2019 19:18:00
Inter-Office Payment Voucher Query

Add New [Close This Page](#)

Inter-Office Payment Voucher Query

Voucher :

Document No. :

Reference No. :

Booking Date : -

Reference Date :

Voucher Type :

Profile Account :

Branch :

Company Account :

Currency :

Last OPR :

Remarks :

CN/DN Bank Acc. Name :

Reference Type :

Status :

[Select All](#) • [Deselect All](#)

2. Kemudian isi informasi sebagai berikut :

Add New Inter-Office Payment • SMS • [Attachment](#) • [Close This Page](#)

Inter-Office Payment Voucher

Voucher :

Booking Date : Reference Currency Date :

Voucher Type : Payment Voucher - Suspend Premium/Claim

Branch : KANTOR PUSAT

Profit/Cost Center : SEKPER

Cash/Bank Account : Bank BNI Cab Dukuh Bawah

Payment To : X ALFERD SIBURIAN

Bank Account No :

Bank Account Name :

Bank Name :

Reference No : 0.0000

Reference Type :

Reference Date :

Remarks :

Currency :

Nominal In C.C. : 0.0000

Difference in C.C. : 0.0000

Total in C.C. : 0.0000

Booking Rate : 0.00

Total In B.C. : 0.0000

Journal : Yes

Status :

Created By :

Last Edited By :

Un/Approved By :

Posted By :

Source Request :

[Add More Details](#) • [Document](#) • [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint	Matching	Pref
1.					1/31/2019			0.0000	0.0000	0.0000	0		

- a) Pada kolom Booking Date diisi tanggal pembayaran, yaitu sesuai dengan tanggal yang diinginkan, tapi tidak boleh dibawah tanggal nota
- b) Voucher Type diisi dengan kode dari jenis voucher, yaitu **'PV-01-P (Payment Voucher - Premium/Claim)**
- c) Branch diisi dengan **'Branch masing-masing user'**
- d) Cash/Bank Account diisi dengan kode dari kas/bank IDR atau dengan menekan tombol [F2] untuk daftarnya
- e) Payment to diisi dengan nama pembayaran tersebut ditujukan kepada siapa
- f) Remarks diisi keterangan atas transaksi tersebut, misalnya : **'Pembayaran claim kepada PT xxx'**
- g) Klik tombol **[Document]**, maka akan muncul Halaman 'Get Document' isikan informasi Doc.No nota yang akan dibayarkan pada kolom Document No., yaitu **'xxxxx' –(XX Kode cabang masing-masing user)**

[Close This Page](#)

Get Document

Query Type :

Profile Name :

Profile Ref. ID :

Document No. : - (e.g : Policy No, Claim No, Treaty No)

Voucher No. : -

Reference No. : - (e.g : Reference No, Slip No, Doc. No, Treaty Document)

Original Doc. No. : - (e.g : Original Policy No, Payment Reference)

Reference Type :

Account No. : -

Currency :

Date : -

Remarks :

Business Source :

Company Group :

Business Source Ref. ID :

Branch :

Collection No. :

Collection Date : -

Batch No. :

Application Source :

Suspend/Open Account :

Sort By :

Not In Collection
 Not In Request
 Paid Policy
 Pair Data
 Condition :
 Exclude Tax

Total Amount Selected :

[Select All](#) • [Deselect All](#)

	Voucher	Voucher Type	Doc. No.	Ref. No.	Ref. Date	ProAcc	Name	Remarks	Installment	Date	
<input type="checkbox"/>	View	00006/CN/1001/02/19	DI-01-CCX	1001010219010001	1001010219010001	MHI00111-IDR	HIKMAH	HIKMAH	<input type="text"/>	2/1/2019	<div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> Selected Data: <input type="button" value="Remove"/> <input type="button" value="Clear All"/> </div>



Kemudian klik clear & add → ceklis nota nya → klik retrieve

[Close This Page](#)

Get Document

Query Type :

Profile Name :

Profile Ref. ID :

Document No. : - (e.g : Policy No, Claim No, Treaty No)

Voucher No. : -

Reference No. : - (e.g : Reference No, Slip No, Doc. No, Treaty Document)

Original Doc. No. : - (e.g : Original Policy No, Payment Reference)

Reference Type :

Account No. :

Currency :

Date : -

Remarks :

Business Source :

Company Group :

Business Source Ref. ID :

Branch :

Collection No. :

Collection Date : -

Batch No. :

Application Source :

Suspend/Open Account :

Sort By :

Not In Collection Not In Request Paid Policy Pair Data Condition : Exclude Tax

Total Amount Selected :

[Select All](#) • [Deselect All](#)

	Voucher	Voucher Type	Doc. No.	Ref. No.	Ref. Date	ProAcc	Name	Remarks	Installment	Date	Selected Data:
<input checked="" type="checkbox"/>	View 00006/CN/1001/02/19	DI-01-CCX	1001010219010001	1001010219010001		MHI00111-IDR	HIKMAH	HIKMAH		2/1/2019	<input type="button" value="Remove"/> <input type="button" value="Clear All"/>



3. Klik tombol **[Save]**, muncul message “ Save this Record? “ dan pilih tombol **[OK]** untuk menyimpan

Data is saved !

[Add New Inter-Office Payment](#) • [SMS](#) • [Attachment](#) • [Close This Page](#)

Inter-Office Payment Voucher

Voucher : 00003/PV/1001/02/19	Currency : IDR
Booking Date : 2/1/2019 Reference Currency Date : 2/1/2019	Nominal In C.C. : 100,000.0000
Voucher Type : PV-01-P (Payment Voucher - Suspend Premium/Claim)	Difference in C.C. : 0.0000
Branch : 1001 (KANTOR PUSAT)	Total in C.C. : 100,000.0000
Profit/Cost Center : 20 (SEKPER)	Booking Rate : 1.0000
Cash/Bank Account : 00144.767.12 (Bank BNI Cab Dukuh Bawah)	Total In B.C. : 100,000.0000
Payment To : MAS01244-IDR (ALFERD SIBURIAN)	Journal : <input type="checkbox"/> Yes
Bank Account No :	Status : Un-Posting
Bank Account Name :	Created By : CARE (1/31/2019)
Bank Name :	Last Edited By : CARE (1/31/2019)
Reference No : - (0.0000)	Un/Approved By : CARE (1/31/2019)
Reference Type : TRANSFER	Posted By :
Reference Date : 1/31/2019	Source Request :
Remarks : Pembayaran Claim Ex-Gratia	

Save Clear Print OR Print Voucher Journal Approve Unapprove Adjustment Drop Uplc

[Add More Details](#) • [Document](#) • [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint	Mat
1.	00006/CN/1001/02/19	33710001	1001	20	2/1/2019	IDR	1001010219010001-1001010219010001-HIKMAH	100,000.0000	1.0000	100,000.0000	-6	

Berikut tampilan Journal dari menu **[Inter-Office Payment Voucher]**

[Close This Page](#)

Voucher Journal

Voucher : 00003/PV/1001/02/19

Journal : Yes

Total Debit : 100,000.0000 Total Debit (Part) : 100,000.0000

Total Credit : 100,000.0000 Total Credit (Part) : 0.0000

Source :

Status : Un-Posting

Posted By :

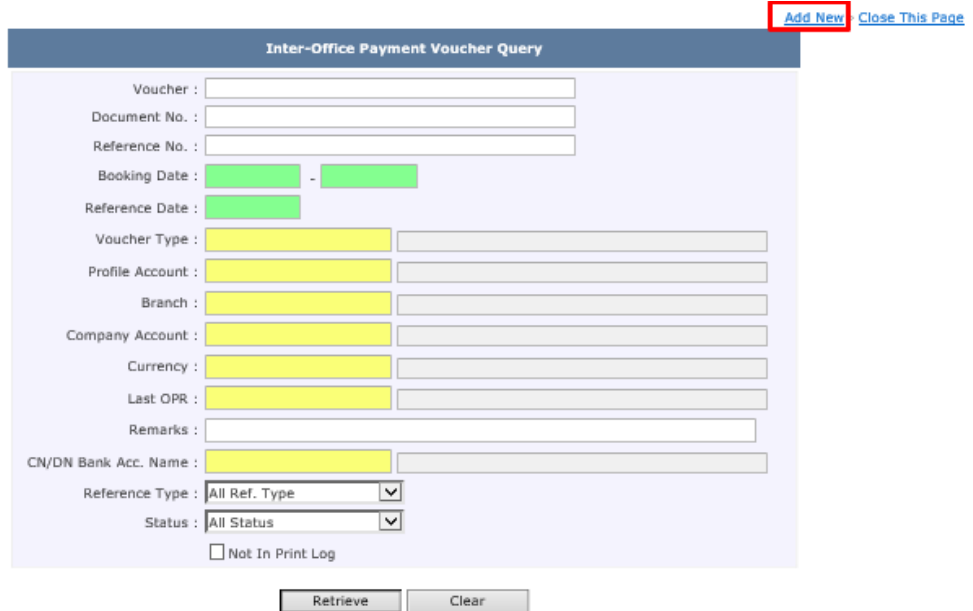
Un-Posting **Posting** Print Journal

No.	Account	Group	Description	CCY	CT	Amt.	Debit	Credit
1	33710001	N	Utang Klaim Lsg As PROPERTY	IDR		OC	100,000.0000	0.0000
						BC	100,000.0000	0.0000
2	12210003	C	Perusahaan - Bank BNI	IDR		OC	0.0000	100,000.0000
						BC	0.0000	100,000.0000



CASE 16 : Pembayaran Premi Refund

1. Buka Web Module → **Finance**
2. Pilih Menu Transaction lalu klik pada bagian **Inter Office Payment**
3. Berikut adalah tampilan Dari Inter Office Payment



Inter-Office Payment Voucher Query

[Add New](#) [Close This Page](#)

Voucher :

Document No. :

Reference No. :

Booking Date : -

Reference Date :

Voucher Type :

Profile Account :

Branch :

Company Account :

Currency :

Last OPR :

Remarks :

CN/DN Bank Acc. Name :

Reference Type :

Status :

Not In Print Log

Jika Sudah , Klik Tombol Add New , Jika Ingin Membuat Polis Baru.

4. Setelah Klik Tombol Add New , Akan Muncul Tampilan baru yaitu Inter Office Payment Voucher dan disikan informasi pada tampilan tersebut

Inter-Office Payment Voucher

Voucher :		Currency :	IDR
Booking Date :	3/22/2021	Reference Currency Date :	3/22/2021
Voucher Type :	PV-01-P	Nominal In C.C. :	0,0000
	Payment Voucher - Suspend Premium/Claim	Difference in C.C. :	0,0000
Branch :	10	Total in C.C. :	0,0000
	HO NON OPS	Booking Rate :	0,00
Profit/Cost Center :	20	Total In B.C. :	0,0000
	IT Department	Journal :	<input type="checkbox"/> Yes
Cash/Bank Account :	035.300.170.9	Status :	
	BCA - SUDIRMAN - JAKARTA	Created By :	
Ext Data Download :	<input type="checkbox"/> Yes	Last Edited By :	
Payment To :	13213	Un/Approved By :	
	BAHTERA ARTHAGUNA PARAM'A T	Posted By :	
Bank Account No :		Source Request :	
Bank Account Name :		Data is downloaded :	<input type="checkbox"/> Yes
Bank Name :			
Reference No :	-		
	0,0000		
Reference Type :	TRANSFER		
Reference Date :	3/22/2021		
Remarks :	Pembayaran Premi Refund		

- a) Pada kolom Booking Date diisikan tanggal pembayaran, yaitu sesuai dengan tanggal yang diinginkan, tapi tidak boleh dibawah tanggal nota
- b) Voucher Type diisikan dengan kode dari jenis voucher, yaitu '**PV-01-P (Receipt Voucher - Suspend Premium/Claim)**'
- c) Branch diisikan dengan '**Branch masing-masing user**'
- d) Profit/Cost Center, Center diisikan dengan kode Divisi yang menerima pembayaran dalam suatu perusahaan atau dengan menekan tombol [F2] untuk daftarnya
- e) Cash/Bank Account diisikan dengan kode dari kas/bank atau dengan menekan tombol [F2] untuk daftarnya
- f) Payment to diisikan dengan nama pembayaran tersebut Dibayarkan oleh siapa atau dengan menekan tombol [F2] untuk daftarnya
- g) Bank Account No, Diisi dengan nomor akun Bank (Tidak Mandatory)
- h) Bank Account Name, Diisi dengan Nama pemilik akun Bank (Tidak Mandatory)
- i) Bank Name, Di isi dengan Nama Bank (Tidak Mandatory)
- j) Reference No, Diisi dengan nomor referensi Transfer/ bisa di isi dengan (-) jika tidak ingin di isi
- k) Reference Type , Pilihan untuk Jenis Pembayaran yang akan di lakukan



l) Remarks diisikan keterangan atas transaksi tersebut, misalnya : **Pembayaran Premi Refund**

5. Setelah Selesai Diisi lalu Pilih Document agar bisa mencari No Polis/No Voucher yang diinginkan

Add New Inter-Office Payment » SMS » [Attachment](#) » [Close This Page](#)

Inter-Office Payment Voucher

<p>Voucher : <input type="text"/></p> <p>Booking Date : 3/22/2021 Reference Currency Date : 3/22/2021</p> <p>Voucher Type : PV-01-P Payment Voucher - Suspend Premium/Claim</p> <p>Branch : 10 HO NON OPS</p> <p>Profit/Cost Center : 20 IT Department</p> <p>Cash/Bank Account : 035.300.170.9 BCA - SUDIRMAN - JAKARTA</p> <p>Ext Data Download : <input type="checkbox"/> Yes</p> <p>Payment To : 13213 BAHTERA ARTHAGUNA PARAM^A T</p> <p>Bank Account No : <input type="text"/></p> <p>Bank Account Name : <input type="text"/></p> <p>Bank Name : <input type="text"/></p> <p>Reference No : <input type="text"/> 0,0000</p> <p>Reference Type : TRANSFER <input type="text"/></p> <p>Reference Date : 3/22/2021</p> <p>Remarks : Pembayaran Premi Refund</p>	<p>Currency : <input type="text" value="IDR"/></p> <p>Nominal In C.C. : <input type="text" value="0,0000"/></p> <p>Difference in C.C. : <input type="text" value="0,0000"/></p> <p>Total in C.C. : <input type="text" value="0,0000"/></p> <p>Booking Rate : <input type="text" value="0,00"/></p> <p>Total In B.C. : <input type="text" value="0,0000"/></p> <p>Journal : <input type="checkbox"/> Yes</p> <p>Status : <input type="text"/></p> <p>Created By : <input type="text" value=""/></p> <p>Last Edited By : <input type="text" value=""/></p> <p>Un/Approved By : <input type="text" value=""/></p> <p>Posted By : <input type="text" value=""/></p> <p>Source Request : <input type="text"/></p> <p>Data is downloaded : <input type="checkbox"/> Yes</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

[Add More Details](#)
Document
[Tax Reduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC

6. Berikut adalah tampilan Get Document yang akan di isi dengan no polis/ no voucher, lalu isikan Doc.No atau nota yang akan di bayarkan, Dan Jangan Lupa untuk mengganti Query Tipe menjadi "**Direct Premium**" ex: **11007051600001**

[Close This Page](#)

Get Document

Query Type: Direct Premium ▼

Profile Name:

Profile Ref. ID:

Document No. 11007051600001 - (e.g : Policy No, Claim No, Treaty No)

Voucher No. -

Reference No. - (e.g : Reference No, Slip No, Doc. No, Treaty Document)

Original Doc. No. - (e.g : Original Policy No, Payment Reference)

Reference Type: All Ref. Type ▼

Account No. -

Currency: IDR

Date: - -

Remarks:

Business Source:

Company Group:

Business Source Ref. ID:

Branch:

Collection No:

Collection Date: - -

Batch No.:

Application Source:

Suspend/Open Account:

Sort By: (NONE) ▼

Not In Collection Not In Request Paid Policy Pair Data Condition: Not In Policy Cancellation ▼ Exclude Tax

Total Amount Selected: 0.00000 0

Clear & Add

Setelah Mengisi Doc No yang diinginkan untuk di bayar, selanjutnya pilih Clear & add , berikutnya akan muncul nota yang akan di perlukan untuk pembayaran

[Close This Page](#)

Get Document

Query Type : Direct Premium ▼

Profile Name :

Profile Ref. ID :

Document No. : 11007051600001 - (e.g : Policy No, Claim No, Treaty No)

Voucher No. : -

Reference No. : - (e.g : Reference No, Slip No, Doc. No, Treaty Document)

Original Doc. No. : (e.g : Original Policy No, Payment Reference)

Reference Type : All Ref. Type ▼

Account No. :

Currency : IDR

Date : -

Remarks :

Business Source :

Company Group :

Business Source Ref. ID :

Branch :

Collection No. :

Collection Date : -

Batch No. :

Application Source :

Suspend/Open Account :

Sort By : (NONE) ▼

Not In Collection
 Not In Request
 Paid Policy
 Pair Data
 Condition : Not In Policy Cancellation ▼
 Exclude Tax

Total Amount Selected : -333,151.0000 1

Clear & Add
 Add
 Clear
Retrieve
Load Excel

[Select All](#) • [Deselect All](#)

	Voucher	Voucher Type	Doc. No.	Ref. No.	Ref. Date	ProAcc	Name	Remarks	Installment		
<input checked="" type="checkbox"/>	View	000003/CN/10/02/19	DI-07-C	11007051600001-1/0	1007051600001		D10EN00001-IDR	ENERGY II	PT ENERGY II	<input style="width: 100%;" type="text"/>	2/
<input type="checkbox"/>	View	000049/DN/10/08/16	DI-07-D	11007051600001	1007051600001		D10EN00001-IDR	ENERGY II	PT ENERGY II	<input style="width: 100%;" type="text"/>	8/

Selected Data:

Remove
Clear All

Setelah sudah terlihat jangan lupa untuk di ceklis nota dengan Doc.No tersebut lalu di retrieve

7. Selanjutnya klik save untuk mengakhiri pembayaran atas Nota tersebut



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Inter-Office Payment Voucher

Voucher :		Currency :	IDR		
Booking Date :	3/22/2021	Reference Currency Date :	3/22/2021		
Voucher Type :	PV-01-P	Payment Voucher - Suspend Premium/Claim	Nominal In C.C. :	333,151.0000	
Branch :	10	HO NON OPS	Difference in C.C. :	0.0000	
Profit/Cost Center :	20	IT Department	Total in C.C. :	333,151.0000	
Cash/Bank Account :	035.300.170.9	BCA - SUDIRMAN - JAKARTA	Booking Rate :	0.00	
Ext Data Download :	<input type="checkbox"/> Yes		Total In B.C. :	0.0000	
Payment To :	13213	BAHTERA ARTHAGUNA PARAM^A T	Journal :	<input type="checkbox"/> Yes	
Bank Account No :			Status :		
Bank Account Name :			Created By :		
Bank Name :			Last Edited By :		
Reference No :		0.0000	Un/Approved By :		
Reference Type :	TRANSFER		Posted By :		
Reference Date :	3/22/2021		Source Request :		
Remarks :	Pembayaran Premi Refund			Data is downloaded :	<input type="checkbox"/> Yes

Save Clear Print OR Print Voucher Journal Request Approval Approve Unapprove Adjustment Dr

[Add More Details](#) » [Document](#) » [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hi
1.	000003/CN/10/02/19	13310007	10	30	2/21/2019	IDR	11007051600001-1/0-1007051600001-PT ENERGY II	333,151.0000	1.0000	333,151.0000	-1

8. Setelah berhasil di save , selanjutnya ialah untuk mengecek journal yang telah di buat atas nota tersebut. Klik journal pada inter office receipt voucher

[Add New Inter-Office Payment](#) » [SMS](#) » [Attachment](#) » [Close This Page](#)

Inter-Office Payment Voucher

Voucher :	000025/PV/10/03/21	Currency :	IDR		
Booking Date :	3/22/2021	Reference Currency Date :	3/22/2021		
Voucher Type :	PV-01-P	Payment Voucher - Suspend Premium/Claim	Nominal In C.C. :	333,151.0000	
Branch :	10	HO NON OPS	Difference in C.C. :	0.0000	
Profit/Cost Center :	20	IT Department	Total in C.C. :	333,151.0000	
Cash/Bank Account :	035.300.170.9	BCA - SUDIRMAN - JAKARTA	Booking Rate :	1.0000	
Ext Data Download :	<input type="checkbox"/> Yes		Total In B.C. :	333,151.0000	
Payment To :	13213	BAHTERA ARTHAGUNA PARAM^A T	Journal :	<input type="checkbox"/> Yes	
Bank Account No :			Status :	Un-Posting	
Bank Account Name :			Created By :	CARE 3/22/2021	
Bank Name :			Last Edited By :	CARE 3/22/2021	
Reference No :		0.0000	Un/Approved By :	CARE 3/22/2021	
Reference Type :	TRANSFER		Posted By :		
Reference Date :	3/22/2021		Source Request :		
Remarks :	Pembayaran Premi Refund			Data is downloaded :	<input type="checkbox"/> Yes

Save Clear Print OR Print Voucher **Journal** Request Approval Approve Unapprove Adjustment Dr

[Add More Details](#) » [Document](#) » [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hi
1.	000003/CN/10/02/19	13310007	10	30	2/21/2019	IDR	11007051600001-1/0-1007051600001-PT ENERGY II	333,151.0000	1.0000	333,151.0000	-1



9. Berikut adalah tampilan Journal terhadap pembayaran dengan nota tersebut

[Close This Page](#)

Voucher Journal									
Voucher : 000025/PV/10/03/21									
Journal : <input type="checkbox"/> Yes									
Total Debit : 333,151.0000				Total Debit (Part) : 333,151.0000					
Total Credit : 333,151.0000				Total Credit (Part) : 0.0000					
Source :									
Status : Un-Posting									
Posted By :									
<input type="button" value="Un-Posting"/> <input type="button" value="Posting"/> <input type="button" value="Print Journal"/>									
No.	Account	Group	Description	CCY	CT	Amt.	Debit	Credit	
1	13310007	N	Piut. Premi Lsg ENERGY ONSHORE	IDR		OC BC	333,151.0000	0.0000	
							333,151.0000	0.0000	
2	12204000	C	Bank CENTRAL ASIA	IDR		OC BC	0.0000	333,151.0000	
							0.0000	333,151.0000	

CASE 17 : Pengeluaran Lainnya (expense)

Pembuatan transaksi pembayaran atas beban – beban operasional

1. Buka Web Module → **Finance**
2. Pilih Menu Transaction lalu klik pada bagian **Inter Office Payment**
3. Berikut adalah tampilan Dari Inter Office Payment

Inter-Office Payment Voucher Query

Voucher :

Document No. :

Reference No. :

Booking Date : -

Reference Date :

Voucher Type :

Profile Account :

Branch :

Company Account :

Currency :

Last OPR :

Remarks :

CN/DN Bank Acc. Name :

Reference Type :

Status :

Not In Print Log

Jika Sudah , Klik Tombol Add New , Jika Ingin Membuat Polis Baru.

- Setelah Klik Tombol Add New , Akan Muncul Tampilan baru yaitu Inter Office Payment Voucher dan disikan informasi pada tampilan tersebut

Add New Inter-Office Payment • SMS • [Attachment](#) • [Close This Page](#)

Inter-Office Payment Voucher

Voucher : <input type="text"/>	Currency : <input type="text" value="IDR"/>
Booking Date : <input type="text" value="3/22/2021"/> Reference Currency Date : <input type="text" value="3/22/2021"/>	Nominal In C.C. : <input type="text" value="1,000,000.0000"/>
Voucher Type : <input type="text" value="PV-99-P"/> Payment Voucher - Others Expenses	Difference in C.C. : <input type="text" value="0.0000"/>
Branch : <input type="text" value="10"/> HO NON OPS	Total in C.C. : <input type="text" value="1,000,000.0000"/>
Profit/Cost Center : <input type="text" value="20"/> IT Department	Booking Rate : <input type="text" value="0.00"/>
Cash/Bank Account : <input type="text" value="035.300.170.9"/> BCA - SUDIRMAN - JAKARTA	Total In B.C. : <input type="text" value="0.0000"/>
Ext Data Download : <input type="checkbox"/> Yes	Journal : <input type="checkbox"/> Yes
Payment To : <input type="text" value="N/A-IDR"/> Not Available	Status : <input type="text"/>
Bank Account No : <input type="text"/>	Created By : <input type="text"/>
Bank Account Name : <input type="text"/>	Last Edited By : <input type="text"/>
Bank Name : <input type="text"/>	Un/Approved By : <input type="text"/>
Reference No : <input type="text"/> X <input type="text" value="0.0000"/>	Posted By : <input type="text"/>
Reference Type : <input type="text" value="TRANSFER"/>	Source Request : <input type="text"/>
Reference Date : <input type="text" value="3/22/2021"/>	Data is downloaded : <input type="checkbox"/> Yes
Remarks : <input type="text" value="Pembayaran Kegiatan Operasional Dinas"/>	



- a) Pada kolom Booking Date diisikan tanggal pembayaran, yaitu sesuai dengan tanggal yang diinginkan, tapi tidak boleh dibawah tanggal nota
- b) Voucher Type diisikan dengan kode dari jenis voucher, yaitu **'PV-99-P (Payment Voucher- Other Expenses)'**
- c) Branch diisikan dengan **'Branch masing-masing user'**
- d) Profit/Cost Center, Center diisikan dengan kode Divisi yang menerima pembayaran dalam suatu perusahaan atau dengan menekan tombol [F2] untuk daftarnya
- e) Cash/Bank Account diisikan dengan kode dari kas/bank atau dengan menekan tombol [F2] untuk daftarnya
- f) Payment to diisikan dengan **N/A (Not Available)**
- g) Bank Account No, Diisi dengan nomor akun Bank (Tidak Mandatory)
- h) Bank Account Name, Diisi dengan Nama pemilik akun Bank (Tidak Mandatory)
- i) Bank Name, Di isi dengan Nama Bank (Tidak Mandatory)
- j) Reference No, Diisi dengan nomor referensi Transfer/ bisa di isi dengan (-) jika tidak ingin di isi
- k) Reference Type , Pilihan untuk Jenis Pembayaran yang akan di lakukan
- l) Remarks diisikan keterangan atas transaksi tersebut, misalnya : **Pembayaran kegiatan Operasional Dinas**

5. Selanjutnya Kita Memasukan Biaya Tambahan Lainnya Dalam Account Ex, **82220000**
Beban Perjalanan Dinas yaitu Rp.1.000.000

[Add More Details](#) » [Document](#) » [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	H
1.	82220000	82220000			3/22/2021	IDR	Beban Perjalanan Dinas - Luar Negeri	1,000,000.0000	1.0000	1,000,000.0000	
									1.0000		

6. Selanjutnya klik save untuk mengakhiri pembayaran atas biaya tersebut



Add New Inter-Office Payment » SMS » [Attachment](#) » [Close This Page](#)

Inter-Office Payment Voucher

Voucher :		Currency :	IDR		
Booking Date :	3/22/2021	Reference Currency Date :	3/22/2021		
Voucher Type :	PV-99-P	Payment Voucher - Others Expenses	Nominal In C.C. :	1,000,000.0000	
Branch :	10	HO NON OPS	Difference in C.C. :	0.0000	
Profit/Cost Center :	20	IT Department	Total in C.C. :	1,000,000.0000	
Cash/Bank Account :	035.300.170.9	BCA - SUDIRMAN - JAKARTA	Booking Rate :	0.00	
Ext Data Download :	<input type="checkbox"/> Yes		Total In B.C. :	0.0000	
Payment To :	N/A-IDR	Not Available	Journal :	<input type="checkbox"/> Yes	
Bank Account No :			Status :		
Bank Account Name :			Created By :		
Bank Name :			Last Edited By :		
Reference No :	-	X	0.0000	Un/Approved By :	
Reference Type :	TRANSFER			Posted By :	
Reference Date :	3/22/2021			Source Request :	
Remarks :	Pembayaran Kegiatan Operasional Dinas			Data is downloaded :	<input type="checkbox"/> Yes

Save Clear Print OR Print Voucher Journal Request Approval Approve Unapprove Adjustment D

[Add More Details](#) » [Document](#) » [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	H
1.	82220000	82220000			3/22/2021	IDR	Beban Perjalanan Dinas - Luar Negeri	1,000,000.0000	1.0000	1,000,000.0000	

7. Setelah berhasil di save , selanjutnya ialah untuk mengecek journal yang telah di buat atas nota tersebut. Klik journal pada inter office receipt voucher



Data is saved !

[Add New Inter-Office Payment](#) • [SMS](#) • [Attachment](#) • [Close This Page](#)

Inter-Office Payment Voucher

Voucher : 000024/PV/10/03/21	Currency : IDR
Booking Date : 3/22/2021 Reference Currency Date : 3/22/2021	Nominal In C.C. : 1,000,000.0000
Voucher Type : PV-99-P Payment Voucher - Others Expenses	Difference in C.C. : 0.0000
Branch : 10 HO NON OPS	Total in C.C. : 1,000,000.0000
Profit/Cost Center : 20 IT Department	Booking Rate : 1.0000
Cash/Bank Account : 035.300.170.9 BCA - SUDIRMAN - JAKARTA	Total In B.C. : 1,000,000.0000
Ext Data Download : <input type="checkbox"/> Yes	Journal : <input type="checkbox"/> Yes
Payment To : N/A-IDR Not Available	Status : Un-Posting
Bank Account No : <input type="text"/>	Created By : CARE 3/22/2021
Bank Account Name : <input type="text"/>	Last Edited By : CARE 3/22/2021
Bank Name : <input type="text"/>	Un/Approved By : CARE 3/22/2021
Reference No : <input type="text"/> 0.0000	Posted By : <input type="text"/>
Reference Type : TRANSFER	Source Request : <input type="text"/>
Reference Date : 3/22/2021	Data is downloaded : <input type="checkbox"/> Yes
Remarks : Pembayaran Kegiatan Operasional Dinas	

Save Clear Print OR Print Voucher **Journal** Request Approval Approve Unapprove Adjustment

[Add More Details](#) • [Document](#) • [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC
1.	82220000	82220000	10		3/22/2021	IDR	Beban Perjalanan Dinas - Luar Negeri	1,000,000.0000	1.0000	1,000,000.0000

8. Berikut adalah tampilan Journal terhadap pembayaran dengan nota tersebut

[Close This Page](#)

Voucher Journal

Voucher : 000024/PV/10/03/21

Journal : Yes

Total Debit : 1,000,000.0000 Total Debit (Part) : 0.0000

Total Credit : 1,000,000.0000 Total Credit (Part) : 0.0000

Source :

Status : Un-Posting

Posted By :

Un-Posting **Posting** Print Journal

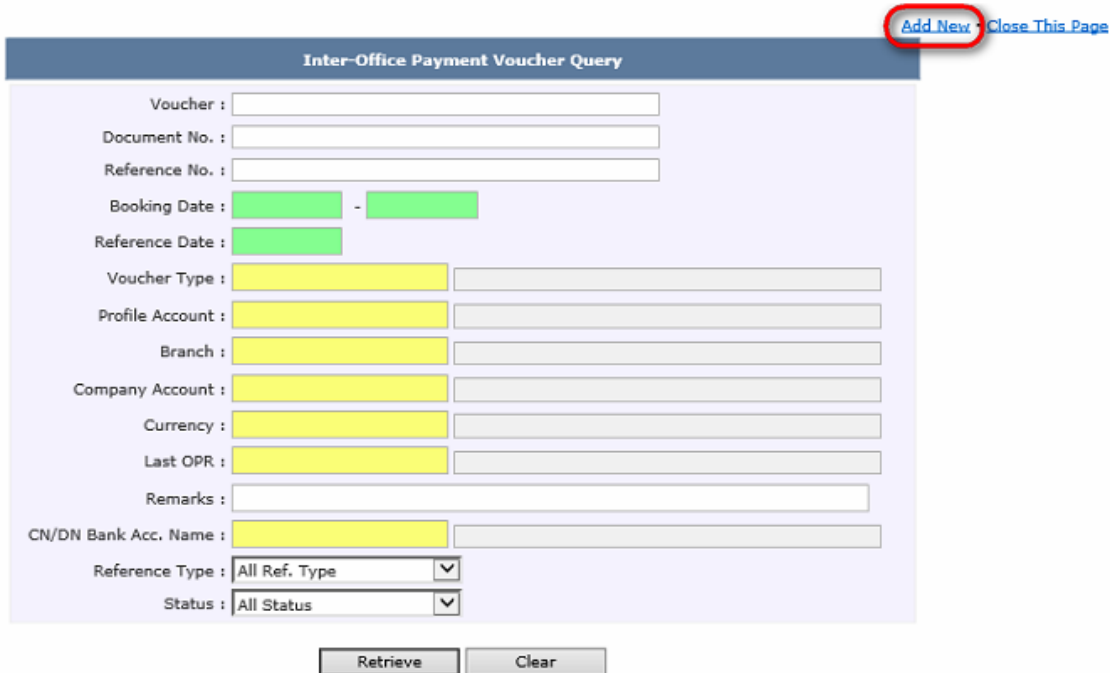
No.	Account	Group	Description	CCY	CT	Amt.	Debit	Credit
1	82220000	C	Beban Perjalanan Dinas - Luar Negeri	IDR	20	OC BC	1,000,000.0000	0.0000
							1,000,000.0000	0.0000
2	12204000	C	Bank CENTRAL ASIA	IDR		OC BC	0.0000	1,000,000.0000
							0.0000	1,000,000.0000

CASE : Pembayaran dari Pusat untuk Beban Cabang

Pembuatan transaksi pembayaran atas beban – beban operasional cabang **01 (Medan)**.

Execution

1. Buka Web Modul Finance → Finance
2. Pilih [**Inter-Office Payment**] pada menu **Transaction**



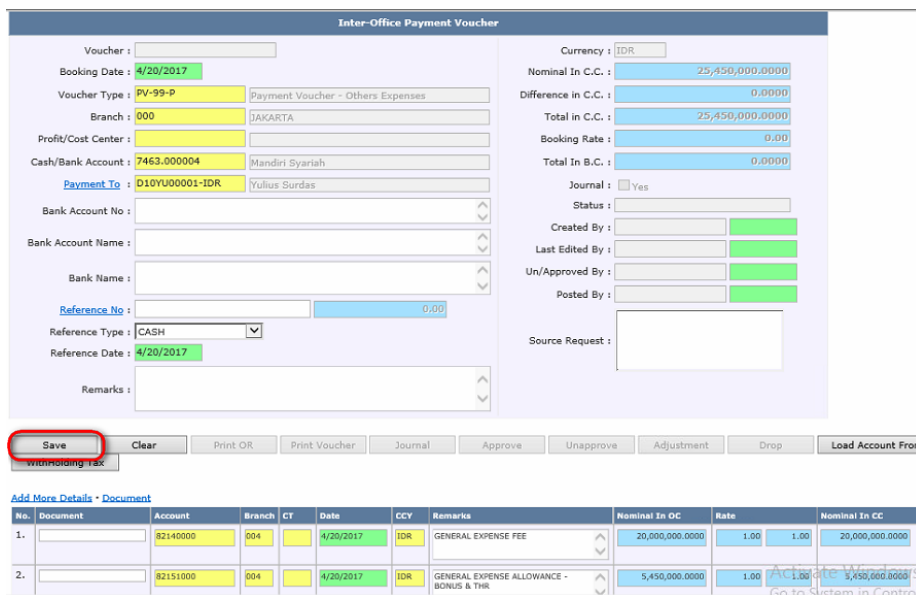
The screenshot shows a web application interface for querying inter-office payment vouchers. The form is titled "Inter-Office Payment Voucher Query" and includes the following fields and controls:

- Voucher :
- Document No. :
- Reference No. :
- Booking Date : -
- Reference Date :
- Voucher Type :
- Profile Account :
- Branch :
- Company Account :
- Currency :
- Last OPR :
- Remarks :
- CN/DN Bank Acc. Name :
- Reference Type :
- Status :

At the bottom of the form, there are two buttons: "Retrieve" and "Clear". In the top right corner of the application window, there are two links: "Add New" (circled in red) and "Close This Page".

3. Klik tombol **Add New** pada menu [**Inter-Office Payment Voucher Query**], isikan informasi sebagai berikut :
 - a) Pada kolom '**Booking Date**' diisikan tanggal pembayaran, yaitu sesuai dengan tanggal yang diinginkan, tapi tidak boleh dibawah tanggal nota
 - b) Kolom '**Voucher Type**' diisikan dengan kode dari jenis voucher, yaitu '**PV-99-P (Payment Voucher - Others Expenses)**' atau dengan menekan tombol [F2] untuk daftarnya
 - c) Kolom '**Branch**' diisikan dengan '**Branch masing-masing user**' atau dengan menekan tombol [F2] untuk daftarnya
 - d) Kolom '**Cash/Bank Account**' diisikan dengan kode dari kas/bank IDR atau dengan menekan tombol [F2] untuk daftarnya
 - e) Kolom '**Payment To**' diisikan dengan nama pembayar pembayaran tersebut ditujukan kepada siapa, yaitu '**D10YU00001-IDR - Yulius Surdas**'

- f) Kolom **'Remarks'** diisikan keterangan atas transaksi tersebut, misalnya : **'Pembayaran biaya Karyawan untuk cabang 01'**
- g) Pada kolom Account diisikan **'82140000 – GENERAL EXPENSE FEE'** Isikan nilai nominal yang akan dibayarkan pada kolom Nominal In OC. Misalnya : **20,000,000**
- h) Pada kolom Branch isikan dengan cabang yang dituju **'004 (Medan)'**
- i) Pada kolom Account diisikan **'82151000 – GENERAL EXPENSE ALLOWANCE - BONUS & THR'**
- j) Pada kolom Branch isikan dengan cabang yang dituju **'004 (Medan)'**
- k) Isikan nilai nominal yang akan dibayarkan pada kolom Nominal In OC. Misalnya : **5,450,000**



The screenshot shows the 'Inter-Office Payment Voucher' form. The 'Save' button is highlighted with a red circle. Below the form is a table with the following data:

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC
1.		82140000	004		4/20/2017	IDR	GENERAL EXPENSE FEE	20,000,000.0000	1.00	20,000,000.0000
2.		82151000	004		4/20/2017	IDR	GENERAL EXPENSE ALLOWANCE - BONUS & THR	5,450,000.0000	1.00	5,450,000.0000

4. Klik tombol **[Save]**, muncul message “ Save this Record? “.dan pilih tombol **[OK]** untuk menyimpan.

5. Berikut tampilan Journal dari menu **[Inter-Office Payment]**

Voucher Journal							
Voucher : 000004/PV/000/04/17							
Journal : <input type="checkbox"/> Yes							
Total Debit : 25,450,000.0000							
Total Credit : 25,450,000.0000							
Source :							
Status : Un-Posting							
Posted By :							
<input type="button" value="Un-Posting"/> <input type="button" value="Posting"/> <input type="button" value="Print Journal"/>							
No.	Account	Description	CCY	CT	Amt.	Debit	Credit
1	21000004	INTER BRANCH ACCOUNT MEDAN	IDR		OC BC	25,450,000.0000	0.0000
						25,450,000.0000	0.0000
2	12210100	BANK - OPERATOR - MANDIRI SYARIAH	IDR		OC BC	0.0000	25,450,000.0000
						0.0000	25,450,000.0000

CASE 18 : Penerimaan Premi di Cabang Lain

Berikut merupakan cara pembuatan transaksi penerimaan dengan nomor polis : 'bebas'

1. Buka Web Modul Finance → Finance
2. Pilih **[Inter-Office Receipt]** pada menu **Transaction**

[Add New](#) [Close This Page](#)

Inter-Office Receipt Voucher Query	
Voucher :	<input type="text"/>
Document No. :	<input type="text"/>
Reference No. :	<input type="text"/>
Booking Date :	<input type="text"/> - <input type="text"/>
Reference Date :	<input type="text"/>
Voucher Type :	<input type="text"/>
Profile Account :	<input type="text"/>
Branch :	<input type="text"/>
Company Account :	<input type="text"/>
Currency :	<input type="text"/>
Last OPR :	<input type="text"/>
Remarks :	<input type="text"/>
Reference Type :	<input type="text" value="All Ref. Type"/>
Status :	<input type="text" value="All Status"/>
<input type="button" value="Retrieve"/> <input type="button" value="Clear"/>	

3. Klik tombol **Add New** pada menu **[Inter-Office Receipt Voucher Query]**, isikan informasi sebagai berikut ;

Add New Inter-Office Receipt • SMS • [Attachment](#) • [Close This Page](#)

Inter-Office Receipt Voucher

Voucher : <input type="text"/> Booking Date : 2/4/2019 Reference Currency Date : 2/4/2019 Voucher Type : RV-01-R <input type="text" value="Receipt Voucher - Suspend Premium/Claim"/> Branch : 1031 <input type="text" value="PAPUA"/> Profit/Cost Center : 20 <input type="text" value="SEKPER"/> Cash/Bank Account : 10.000.39086 <input type="text" value="Bank Syariah Mandiri Jayapura"/> Received From : DBM00001-IDR <input checked="" type="checkbox"/> <input type="text" value="BANK MANDIRI CONSUMER LOAN,PT QQ LINDA S"/> Reference No : <input type="text" value=""/> <input type="text" value="0.0000"/> Reference Type : <input type="text" value=""/> Reference Date : 2/4/2019 Remarks : <input type="text"/>	Currency : <input type="text" value="IDR"/> Nominal In C.C. : <input type="text" value="0.0000"/> Difference in C.C. : <input type="text" value="0.0000"/> Total in C.C. : <input type="text" value="0.0000"/> Booking Rate : <input type="text" value="0.00"/> Total In B.C. : <input type="text" value="0.0000"/> Journal : <input type="checkbox"/> Yes Status : <input type="text"/> Created By : <input type="text"/> Last Edited By : <input type="text"/> Un/Approved By : <input type="text"/> Posted By : <input type="text"/> Source Request : <input type="text"/>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

[Add More Details](#) Document [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hi
1.	<input type="text"/>	 	 	 	2/4/2019	 	<input type="text"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/> <input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0"/>

- a) Pada kolom Booking Date diisikan tanggal pembayaran, yaitu sesuai dengan tanggal yang diinginkan, tapi tidak boleh dibawah tanggal nota
- b) Voucher Type diisikan dengan kode dari jenis voucher, yaitu **'RV-01-R (Receipt Voucher - Suspend Premium/Claim)'**
- c) Branch diisikan dengan : **'1031 (Papua)'**
- d) Cash/Bank Account diisikan dengan kode dari kas/bank IDR atau dengan menekan tombol [F2] untuk daftarnya
- e) Received From diisikan dengan nama pembayaran tersebut ditujukan kepada siapa,
- f) Remarks diisikan keterangan atas transaksi tersebut, misalnya **'Penerimaan dari cabang XX atas nama XX'**
- g) Klik tombol **[Document]**, maka akan muncul Halaman 'Get Document' isikan informasi Doc.No nota yang akan dibayarkan pada kolom Document No., yaitu **bebas**. User bisa melakukan filter dengan meingput kode cabang selain cabang user pada kolom Branch

Get Document

Query Type :

Profile Name :

Profile Ref. ID :

Document No. : - (e.g : Policy No, Claim No, Treaty No)

Voucher No. : -

Reference No. : - (e.g : Reference No, Slip No, Doc. No, Treaty Document)

Original Doc. No. : - (e.g : Original Policy No, Payment Reference)

Reference Type :

Account No. : -

Currency :

Date : -

Remarks :

Business Source :

Company Group :

Business Source Ref. ID :

Branch :

Collection No. :

Collection Date : -

Batch No. :

Application Source :

Suspend/Open Account :

Sort By :

Not In Collection Not In Request Paid Policy Pair Data Condition : Exclude Tax

Total Amount Selected :

Select All • Deselect All

- h) Centang kotak kecil yang berada disebelah kiri nomor nota yang telah kita pilih kemudian tekan tombol **[Retrieve]** untuk memprosesnya

Select All • Deselect All

	Voucher	Voucher Type	Doc. No.	Ref. No.	Ref. Date	PrnAcc	Name	Remarks	Instalment	Selected Data:
<input checked="" type="checkbox"/>	View 00001/DN/1004/06/18	DI-13-D(C)	1004130118010082-1	M10M01001P		DTC00226-IDR	TEZ CAPITAL AND FINANCE	PT TEZ CAPITAL AND FINANCE		<input type="button" value="Remove"/> <input type="button" value="Clear All"/>
<input type="checkbox"/>	View 00002/DN/1004/05/18	DI-09-	1004090618050001	1004090618040081		DDG00111-	dr. GARDJITO HARDJOSUKARSO,	dr. GARDJITO HARDJOSUKARSO,		

4. Klik tombol **[Save]**, muncul message " Save this Record? "dan pilih tombol **[OK]** untuk menyimpan



Data is saved !

[Add New Inter-Office Receipt](#) • [SMS](#) • [Attachment](#) • [Close This Page](#)

Inter-Office Receipt Voucher

Voucher : 00001/RV/1031/02/19	Currency : IDR
Booking Date : 2/4/2019 Reference Currency Date : 2/4/2019	Nominal In C.C. : 1,900,000.0000
Voucher Type : RV-01-R Receipt Voucher - Suspend Premium/Claim	Difference in C.C. : 0.0000
Branch : 1031 PAPUA	Total in C.C. : 1,900,000.0000
Profit/Cost Center : 20 SEKPER	Booking Rate : 1.0000
Cash/Bank Account : 10.000.39086 Bank Syariah Mandiri Jayapura	Total In B.C. : 1,900,000.0000
Received From : DBM00001-IDR BANK MANDIRI CONSUMER LOAN,PT QQ LINDA S	Journal : <input type="checkbox"/> Yes
Reference No : - 0.0000	Status : Un-Posting
Reference Type : TRANSFER	Created By : CARE 2/4/2019
Reference Date : 2/4/2019	Last Edited By : CARE 2/4/2019
Remarks :	Un/Approved By : CARE 2/4/2019
	Posted By :
	Source Request :

Save Clear Print OR Print Voucher Journal Approve Unapprove Adjustment Drop Upload XLS

[Add More Details](#) • [Document](#) • [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint
1.	00001/DN/1004/06/18	33710013	1004		2/1/2018	IDR	1004130118010082-1-MIDM010018-PT TEZ CAPITAL AND FINANCE	1,900,000.0000	1.0000	1,900,000.0000	-6

Berikut tampilan Journal dari menu **[Inter-Office Receipt Voucher]**

Voucher Journal

Voucher : 00001/RV/1031/02/19

Journal : Yes

Total Debit : 1,900,000.0000 Total Debit (Part) : 0.0000

Total Credit : 1,900,000.0000 Total Credit (Part) : 0.0000

Source :

Status : Un-Posting

Posted By :

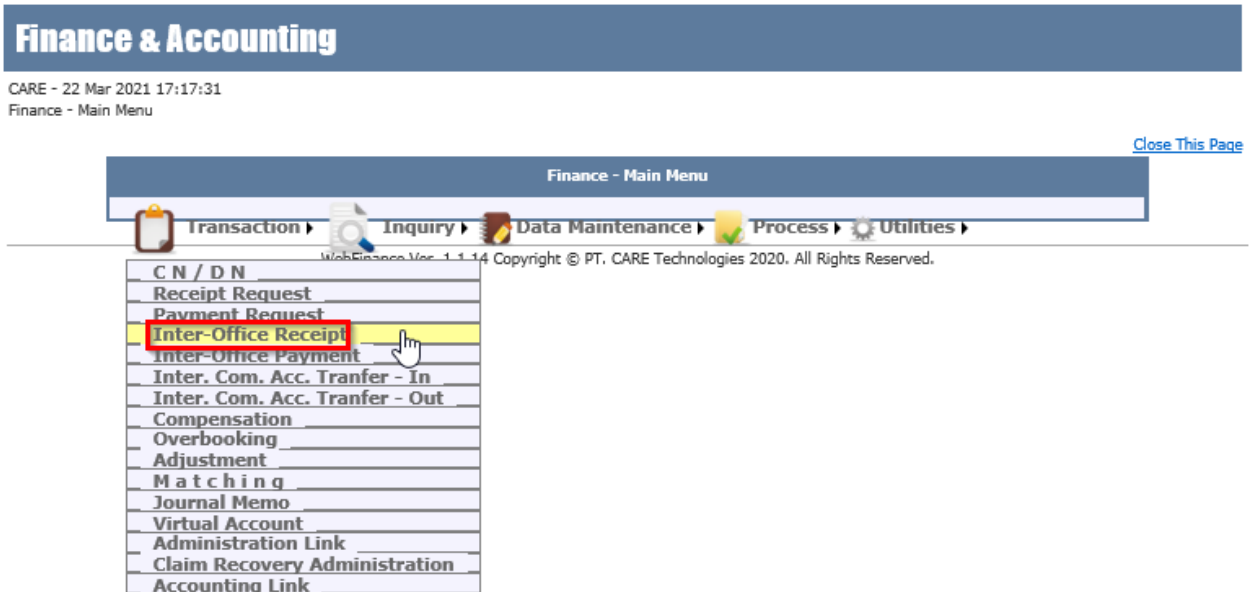
Un-Posting **Posting** Print Journal

No.	Account	Group	Description	CCY	CT	Amt.	Debit	Credit
1	12210035	C	Perusahaan - Bank MANDIRI SYARIAH	IDR		OC BC	1,900,000.0000	0.0000
							1,900,000.0000	0.0000
2	21001004	C	Rekening Antar Kantor - RAWAMANGUN	IDR		OC BC	0.0000	1,900,000.0000
							0.0000	1,900,000.0000

CASE 19: Penerimaan Suspend Cabang Lain

Pembuatan transaksi penerimaan transfer premi, namun tidak terdapat keterangan yang jelas atas penerima tersebut. Dan transaksi penerimaan Suspend ditujukan kepada cabang yang berbeda.

1. Buka Web Module Finance → Finance
2. Arahkan pointer ke menu Transaction, lalu pilih **[Inter-Office Receipt]**



Finance & Accounting

CARE - 22 Mar 2021 17:17:31
Finance - Main Menu

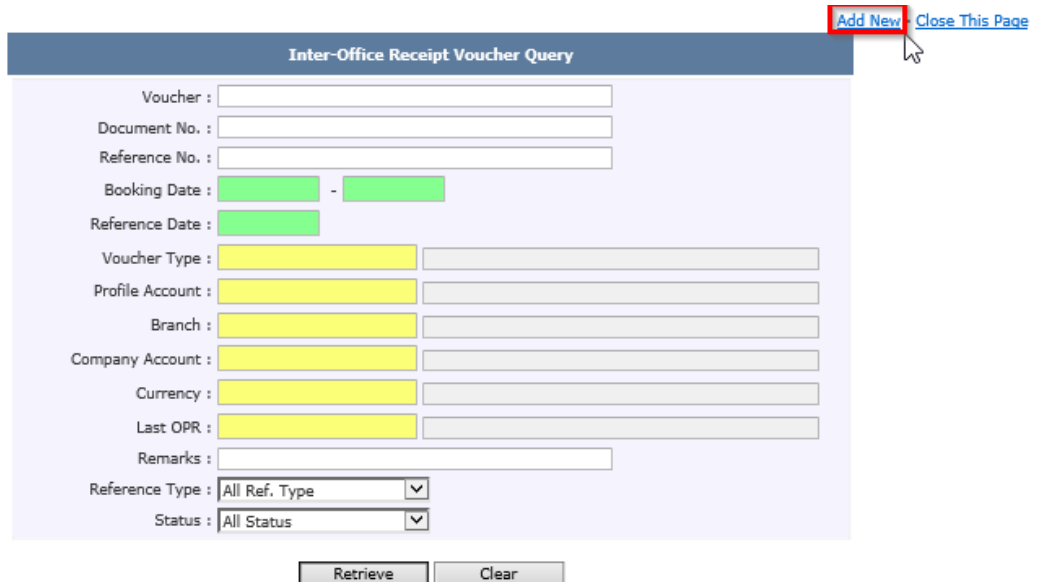
Finance - Main Menu

Transaction Inquiry Data Maintenance Process Utilities

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- C N / D N
- Receipt Request
- Payment Request
- Inter-Office Receipt**
- Inter-Office Payment
- Inter. Com. Acc. Tranfer - In
- Inter. Com. Acc. Tranfer - Out
- Compensation
- Overbooking
- Adjustment
- M a t c h i n g
- Journal Memo
- Virtual Account
- Administration Link
- Claim Recovery Administration
- Accounting Link

3. Pada halaman **[Inter-Office Receipt]**, klik tombol **Add New** di bagian kanan atas



Inter-Office Receipt Voucher Query

[Add New](#) [Close This Page](#)

Voucher :

Document No. :

Reference No. :

Booking Date : -

Reference Date :

Voucher Type :

Profile Account :

Branch :

Company Account :

Currency :

Last OPR :

Remarks :

Reference Type :

Status :

4. Sistem akan menampilkan halaman baru dan isikan informasi sebagai berikut:

Add New Inter-Office Receipt - SMS - Attachment - Close This Page

Inter-Office Receipt Voucher

<p>Voucher : <input type="text"/></p> <p>Booking Date : 3/22/2021 Reference Currency Date : 3/22/2021</p> <p>Voucher Type : RV-01-R Receipt Voucher - Suspend Premium/Claim</p> <p>Branch : 10 HO NON OPS</p> <p>Profit/Cost Center : 20 IT Department</p> <p>Cash/Bank Account : 035.300.170.9 BCA - SUDIRMAN - JAKARTA</p> <p>Received From : D10CT00001-IDR CARE TECHNOLOGIES</p> <p>Bank Account No : <input type="text"/></p> <p>Bank Account Name : <input type="text"/></p> <p>Bank Name : <input type="text"/></p> <p>Reference No : <input type="text"/> 0.0000</p> <p>Reference Type : TRANSFER</p> <p>Reference Date : 3/22/2021</p> <p>Remarks : <input type="text" value="Penerimaan belum jelas dengan nomor transfer 000000000000"/></p>	<p>Currency : IDR</p> <p>Nominal In C.C. : 0.0000</p> <p>Difference in C.C. : 0.0000</p> <p>Total in C.C. : 0.0000</p> <p>Booking Rate : 0.00</p> <p>Total In B.C. : 0.0000</p> <p>Journal : <input type="checkbox"/> Yes</p> <p>Status : <input type="text"/></p> <p>Created By : <input type="text"/></p> <p>Last Edited By : <input type="text"/></p> <p>Un/Approved By : <input type="text"/></p> <p>Posted By : <input type="text"/></p> <p>Source Request : <input type="text"/></p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

- a. Pada kolom Booking Date diisikan tanggal pembayaran , yaitu sesuai dengan tanggal yang diinginkan, tetapi tidak boleh dibawah tanggal nota
- b. Voucher Type diisikan dengan kode dari jenis voucher, yaitu **'RV-01-R (Receipt Voucher – Suspend Premium/Claim)'** atau dengan menekan tombol **[F2]** untuk daftarnya
- c. Branch diisikan dengan 'Branch masing-masing user' atau dengan menekan tombol **[F2]** untuk daftarnya
- d. Profit/Cost Center diisikan dengan kode Divisi yang menerima pembayaran dalam suatu perusahaan atau dapat menekan tombol **[F2]** untuk daftarnya
- e. Cash/Bank Account diisikan dengan kode dari kas/bank IDR dalam suatu perusahaan atau dengan menekan tombol **[F2]** untuk daftarnya
- f. Receive From diisikan dengan kode profile dari nama pemberi kas/bank atau dengan menekan tombol **[F2]** untuk daftarnya
- g. Reference No diisikan dengan nomor transaksi atau dapat diisikan **'- (Strip)'** jika tidak ada
- h. Reference Type diisikan tipe transaksi yang dilakukan
- i. Remarks diisikan keterangan atas transaksi tersebut, misal: **'Penerimaan belum jelas dengan nomor 0000000000'**
- j. Klik **[Add More Details]** dibawah tombol **[Save]**, kolom **Account** diisikan '23100000 Rekening Perantara - Premi Langsung', kolom **Branch** diisikan dengan Branch yang berbeda, kolom **Remarks** dapat diubah sesuai kebutuhan, dan kolom **Nominal In OC** diisikan dengan jumlah yang dibayarkan

Reference Type : TRANSFER

Reference Date : 3/22/2021

Remarks :

Source Request :

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint	Matching	Preference	Overbooking
1.	23100000	23100000	11		3/22/2021	IDR	Temporary/Suspend Account - Premium	1,000,000.0000	1.0000	1,000,000.0000	-1	<input type="checkbox"/>		Overbooking
								1,000,000.0000	1.0000					Follow This Rate



- Klik tombol **[Save]**, akan muncul message "Save This Record?" dan pilih **[OK]**. Nomor Voucher akan muncul otomatis setelah fungsi **[Save]** berhasil. Kemudian, klik tombol **[Overbooking]**

[Add New Inter-Office Receipt](#) • [SMS](#) • [Attachment](#) • [Close This Page](#)

Inter-Office Receipt Voucher

Voucher: 000015/RV/10/03/21

Booking Date: 3/22/2021 Reference Currency Date: 3/22/2021

Voucher Type: RV-01-R Receipt Voucher - Suspend Premium/Claim

Branch: 10 HO NON OPS

Profit/Cost Center: 20 IT Department

Cash/Bank Account: 035.300.170.9 BCA - SUDIRMAN - JAKARTA

Received From: D10CT00001-IDR CARE TECHNOLOGIES

Bank Account No:

Bank Account Name:

Bank Name:

Reference No:

Reference Type: TRANSFER

Reference Date: 3/22/2021

Remarks: Penerimaan belum jelas dengan nomor transfer 000000000000

Currency: IDR

Nominal In C.C.: 1,000,000.0000

Difference in C.C.: 0.0000

Total in C.C.: 1,000,000.0000

Booking Rate: 1.0000

Total In B.C.: 1,000,000.0000

Journal: Yes

Status: Un-Posting

Created By: CARE 3/22/2021

Last Edited By: CARE 3/22/2021

Un/Approved By: CARE 3/22/2021

Posted By:

Source Request:

Save
Clear
Print OR
Print Voucher
Journal
Approve
Unapprove
Adjustment
Drop
Upload XLS
Download XLS
WH Tax

[Add More Details](#) • [Document](#) • [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint	Matching	Preference	Overbooking
1.	23100000	23100000	11		3/22/2021	IDR	Temporary/Suspend Account - Premium	1,000,000.0000	1.0000	1,000,000.0000	-1	<input type="checkbox"/>		Overbooking

- Lalu klik tombol **[Journal]**

[SMS](#) • [Close This Page](#)

Overbooking Voucher

Voucher: 000007/OR/11/03/21

Booking Date: 3/22/2021

Voucher Type: OR-IO-10 Overbooking Receipt - InterOffice - Branch-10

Branch: 11 JAKARTA

Profit/Cost Center: 20 IT Department

Profile Account: D10CT00001-IDR CARE TECHNOLOGIES

Reference No.: 000015/RV/10/03/21

Reference Amount: 1,000,000.0000

Remarks: Penerimaan belum jelas dengan nomor transfer 000000000000

Currency: IDR

Nominal In C.C.: 1,000,000.0000

Difference in C.C.: 0.0000

Total in C.C.: 1,000,000.0000

Booking Rate: 1.0000

Total In B.C.: 1,000,000.0000

Journal: Yes

Status: Un-Posting

Created By: CARE 3/22/2021

Last Edited By: CARE 3/22/2021

Un/Approved By:

Posted By:

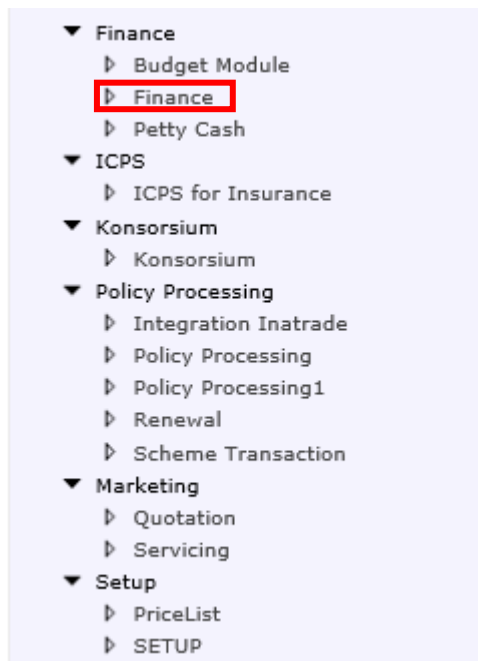
Print Voucher
Journal
Adjustment
Witholding Tax

No.	Doc. No.	CT	Date	CCY	Nominal In OC	Nominator	Denominator	Nominal In CC	Hint	Matching
1.	23100000		3/22/2021	IDR	1,000,000.0000	1.00	1.00	1,000,000.0000	-1	<input type="checkbox"/>

CASE 20 : Pembayaran dari Pusat untuk Claim Cabang

Berikut merupakan pembuatan transaksi pembayaran Klaim di cabang lain yang ditanggungkan kepada cabang user Dengan nomor Claim XXXX

1. Buka **Web Modul Finance** → **Finance**



2. Pilih [**Inter-Office Payment**] pada menu **Transaction**

Transaction ▾		Inquiry	
C N / D N			
Receipt Request		4 C	
Payment Request			
Inter-Office Receipt			
Inter-Office Payment			
Inter. Com. Acc. Tranfer - In			
Inter. Com. Acc. Tranfer - Out			
Compensation			
Overbooking			
Adjustment			
M a t c h i n g			
Journal Memo			
Virtual Account			
Administration Link			
Claim Recovery Administration			
Accounting Link			

3. Klik tombol **Add New** pada menu **[Inter-Office Payment Voucher Query]** seperti pada gambar yang ditandai merah dibawah.

Finance & Accounting

CARE - 09 Mar 2021 22:21:55
Inter-Office Payment Voucher Query

[Add New](#) [Close This Page](#)

Inter-Office Payment Voucher Query

Voucher :

Document No. :

Reference No. :

Booking Date : -

Reference Date :

Voucher Type :

Profile Account :

Branch :

Company Account :

Currency :

Last OPR :

Remarks :

CN/DN Bank Acc. Name :

Reference Type :

Status :

Not In Print Log

4. Isikan informasi sebagai berikut:

Add New Inter-Office Payment Voucher • Attachment • Close This Page

Inter-Office Payment Voucher

<p>Voucher : <input type="text"/></p> <p>Booking Date : <input type="text"/> Reference Currency Date : <input type="text"/></p> <p>Voucher Type : <input type="text"/> Payment Voucher - Suspend Premium/Claim</p> <p>Branch : <input type="text"/> HO NON OPS</p> <p>Profit/Cost Center : <input type="text"/> IT Department</p> <p>Cash/Bank Account : <input type="text"/> BCA - SUDIRMAN - JAKARTA</p> <p>Ext Data Download : <input type="checkbox"/> Yes</p> <p>Payment To : <input type="text"/> CARE TECHNOLOGIES</p> <p>Bank Account No : <input type="text"/></p> <p>Bank Account Name : <input type="text"/></p> <p>Bank Name : <input type="text"/></p> <p>Reference No : <input type="text"/> 0,0000</p> <p>Reference Type : <input type="text"/></p> <p>Reference Date : <input type="text"/></p> <p>Remarks : <input type="text"/></p>	<p>Currency : <input type="text"/></p> <p>Nominal In C.C. : <input type="text"/> 0,0000</p> <p>Difference in C.C. : <input type="text"/> 0,0000</p> <p>Total in C.C. : <input type="text"/> 0,0000</p> <p>Booking Rate : <input type="text"/> 0,00</p> <p>Total In B.C. : <input type="text"/> 0,0000</p> <p>Journal : <input type="checkbox"/> Yes</p> <p>Status : <input type="text"/></p> <p>Created By : <input type="text"/></p> <p>Last Edited By : <input type="text"/></p> <p>Un/Approved By : <input type="text"/></p> <p>Posted By : <input type="text"/></p> <p>Source Request : <input type="text"/></p> <p>Data is downloaded : <input type="checkbox"/> Yes</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

[Add More Details](#) [Document](#) [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In CC	Rate	Nominal In CC
-----	----------	---------	--------	----	------	-----	---------	---------------	------	---------------



- a) Pada kolom **Booking Date** diisikan tanggal pembayaran
note: disarankan sesuai dengan tanggal transaksi namun tidak boleh dibawah tanggal tersebut
- b) **Voucher Type** diisikan dengan kode dari jenis voucher, yaitu '**PV-01-P (Payment Voucher - Suspend Premium/Claim)**'
- c) **Branch** diisikan dengan 'Branch masing-masing user'
- d) **Cash/Bank Account** diisikan dengan kode dari kas/bank IDR atau dengan menekan tombol **[F2]** untuk daftarnya
- e) **Payment to** diisikan dengan nama pembayaran tersebut ditujukan kepada siapa
- f) **Remarks** diisikan keterangan atas transaksi tersebut, misalnya: '**pembayaran dari pusat untuk No. claim xxx pada cabang xxx**'
- g) Klik tombol **[Document]**, maka akan muncul Halaman '**Get Document**', lalu isikan lagi informasi sebagai berikut:

[Close this page](#)

Get Document

Query Type : Claim Payment

Profile Name :

Profile Ref. ID :

Document No. : - (e.g : Policy No, Claim No, Treaty No)

Voucher No. : -

Reference No. : - (e.g : Reference No, Slip No, Doc. No, Treaty Document)

Original Doc. No. : - (e.g : Original Policy No, Payment Reference)

Reference Type : All Ref. Type

Account No. : -

Currency : IDR

Date : -

Remarks :

Business Source :

Company Group :

Business Source Ref. ID :

Branch : 11 JAKARTA

Collection No :

Collection Date : -

Batch No. :

Application Source :

Suspend/Open Account :

Sort By : (NONE)

Not In Collection Not In Request Paid Policy Pair Data Condition : Not In Policy Cancellation Exclude Tax

Total Amount Selected : 0.0000 0

- Pilih kolom Query Type dengan jenis **Claim Payment**
- Isi kolom **Document No.** dengan nota yang akan dibayarkan. Contoh disini menggunakan contoh **'1002012000024'**
- Pada kolom **Branch**, masukan kode cabang yang akan dituju atau bisa menggunakan tombol **[F2]**
- Centang kotak kecil yang berada disebelah kiri nomor nota yang telah kita pilih kemudian tekan tombol **[Retrieve]** untuk memprosesnya.

[Select All](#) - [Deselect All](#)

	Voucher	Voucher Type	Doc. No.	Ref. No.	Ref. Date	ProAcc	Name	Remarks	Installment
<input checked="" type="checkbox"/>	View 000005/CN/11/06/20	DI-02-C	1002012000024	1002012000024		D10CT00001-IDR	CARE TECHNOLOGIES	PT CARE TECHNOLOGIES	
<input type="checkbox"/>	View 000006/CN/11/06/20	OP-02-C	1002012000024	MERIMEN		13213	BAHTERA ARTHAGUNA PARAM'A T	PT CARE TECHNOLOGIES	

Selected Data:

- Akan Kembali pada halaman **Inter-Office Payment Voucher** dan muncul nomor akun yang berkaitan dengan transaksi ini.
- Klik tombol **save** untuk menyimpan data nya, dan nomor Voucher akan otomatis ter-generate seperti gambar dibawah.



Inter-Office Payment Voucher

Voucher : 000026/PV/10/03/21

Booking Date : 3/22/2021 Reference Currency Date : 3/22/2021

Voucher Type : PV-01-P Payment Voucher - Suspend Premium/Claim

Branch : 10 HO NON OPS

Profit/Cost Center : 20 IT Department

Cash/Bank Account : 035.300.170.9 BCA - SUDIRMAN - JAKARTA

Ext Data Download : Yes

Payment To : D10CT00001-IDR CARE TECHNOLOGIES

Bank Account No : 12345

Bank Account Name : PT. Care Tech

Bank Name : BCA

Reference No : - 0.0000

Reference Type : TRANSFER

Reference Date : 3/22/2021

Remarks :

Currency : IDR

Nominal In C.C. : 700,000.0000

Difference in C.C. : 0.0000

Total in C.C. : 700,000.0000

Booking Rate : 1.0000

Total In B.C. : 700,000.0000

Journal : Yes

Status : Un-Posting

Created By : CARE 3/22/2021

Last Edited By : CARE 3/22/2021

Un/Approved By : CARE 3/22/2021

Posted By :

Source Request :

Data is downloaded : Yes

Save Clear Print OR Print Voucher Journal Request Approval Approve Unapprove Adjustment

[Add More Details](#) · Document · Tax Deduction

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC
1.	000005/CN/11/06/20	33710002	11		5/25/2020	IDR	1002012000024-1002012000024-PT CARE TECHNOLOGIES	700,000.0000	1.0000	700,000.0000
									1.0000	

g) Setelah klik **save**, tombol **Journal** akan terbuka, lalu di klik.

[Close This Page](#)

Voucher Journal

Voucher : 000026/PV/10/03/21

Journal : Yes

Total Debit : 700,000.0000 Total Debit (Part) : 0.0000

Total Credit : 700,000.0000 Total Credit (Part) : 0.0000

Source :

Status : Un-Posting

Posted By :

Un-Posting Posting Print Journal

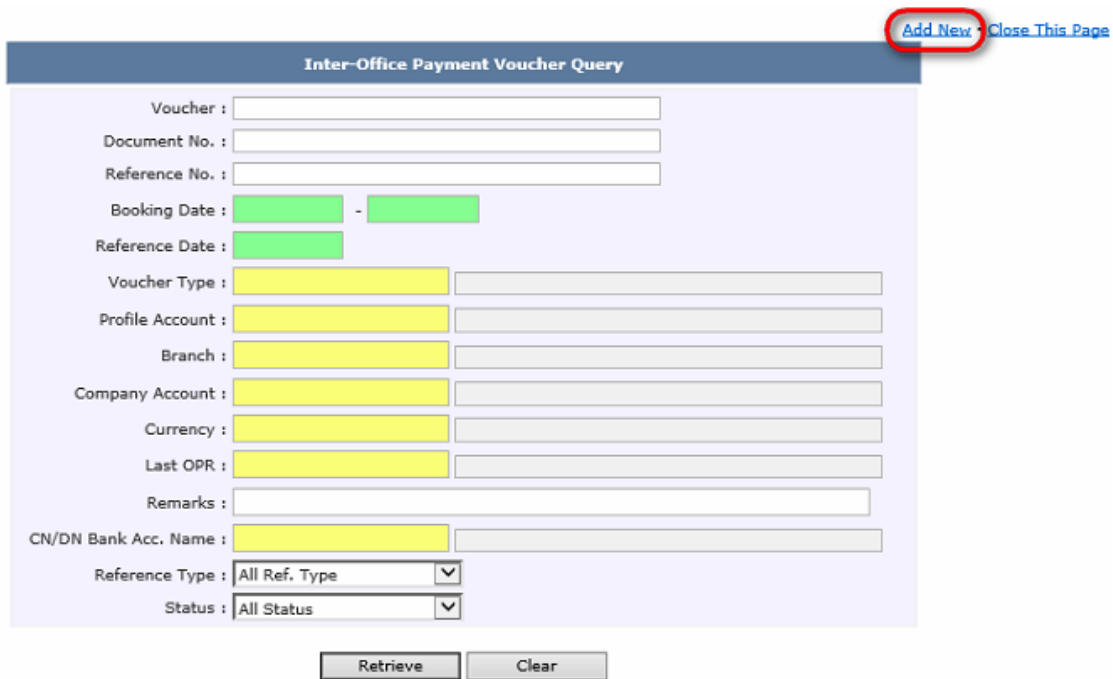
No.	Account	Group	Description	CCY	CT	Amt.	Debit	Credit
1	21000011	C	Rekening Antar Kantor - JAKARTA	IDR		OC	700,000.0000	0.0000
							700,000.0000	0.0000
2	12204000	C	Bank CENTRAL ASIA	IDR		OC	0.0000	700,000.0000
							0.0000	700,000.0000

CASE 21 : Pembayaran dari Pusat untuk Beban Cabang

Pembuatan transaksi pembayaran atas beban – beban operasional cabang **01 (Medan)**.

Execution

1. Buka Web Modul Finance → Finance
2. Pilih [**Inter-Office Payment**] pada menu **Transaction**



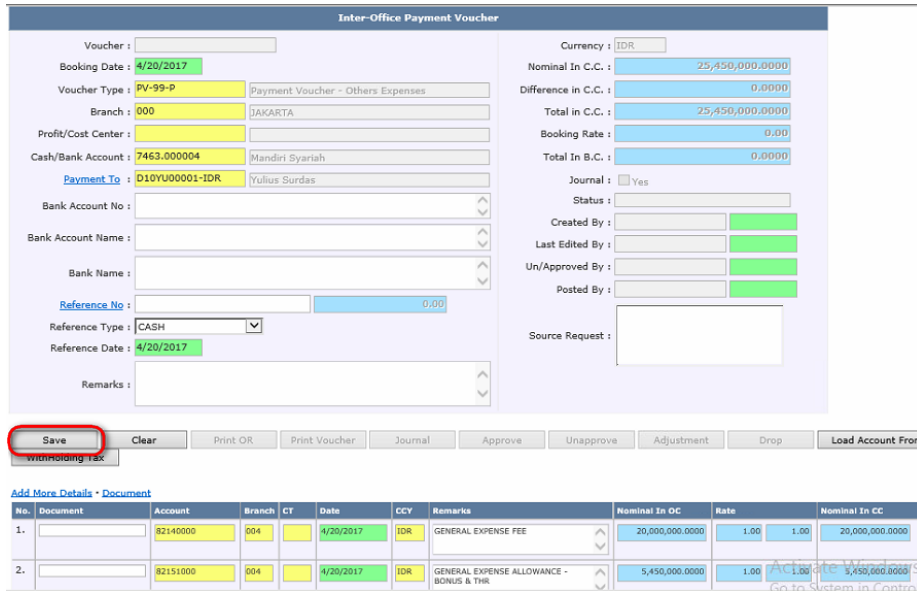
The screenshot shows the 'Inter-Office Payment Voucher Query' form. The form is titled 'Inter-Office Payment Voucher Query' and has a toolbar with 'Add New' and 'Close This Page' buttons. The form fields are as follows:

- Voucher :
- Document No. :
- Reference No. :
- Booking Date : -
- Reference Date :
- Voucher Type :
- Profile Account :
- Branch :
- Company Account :
- Currency :
- Last OPR :
- Remarks :
- CN/DN Bank Acc. Name :
- Reference Type :
- Status :

At the bottom of the form are two buttons: 'Retrieve' and 'Clear'.

3. Klik tombol **Add New** pada menu [**Inter-Office Payment Voucher Query**], isikan informasi sebagai berikut :
 - a) Pada kolom '**Booking Date**' diisikan tanggal pembayaran, yaitu sesuai dengan tanggal yang diinginkan, tapi tidak boleh dibawah tanggal nota
 - b) Kolom '**Voucher Type**' diisikan dengan kode dari jenis voucher, yaitu '**PV-99-P (Payment Voucher - Others Expenses)**' atau dengan menekan tombol [F2] untuk daftarnya
 - c) Kolom '**Branch**' diisikan dengan '**Branch masing-masing user**' atau dengan menekan tombol [F2] untuk daftarnya
 - d) Kolom '**Cash/Bank Account**' diisikan dengan kode dari kas/bank IDR atau dengan menekan tombol [F2] untuk daftarnya

- e) Kolom **‘Payment To’** diisikan dengan nama pembayar pembayaran tersebut ditujukan kepada siapa, yaitu **‘D10YU00001-IDR - Yulius Surdas’**
- f) Kolom **‘Remarks’** diisikan keterangan atas transaksi tersebut, misalnya : **‘Pembayaran biaya Karyawan untuk cabang 01’**
- g) Pada kolom Account diisikan **‘82140000 – GENERAL EXPENSE FEE’** Isikan nilai nominal yang akan dibayarkan pada kolom Nominal In OC. Misalnya : **20,000,000**
- h) Pada kolom Branch isikan dengan cabang yang dituju **‘004 (Medan)’**
- i) Pada kolom Account diisikan **‘82151000 – GENERAL EXPENSE ALLOWANCE - BONUS & THR’**
- j) Pada kolom Branch isikan dengan cabang yang dituju **‘004 (Medan)’**
- k) Isikan nilai nominal yang akan dibayarkan pada kolom Nominal In OC. Misalnya : **5,450,000**



No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC
1.		82140000	004		4/20/2017	IDR	GENERAL EXPENSE FEE	20,000,000.0000	1.00	20,000,000.0000
2.		82151000	004		4/20/2017	IDR	GENERAL EXPENSE ALLOWANCE - BONUS & THR	5,450,000.0000	1.00	5,450,000.0000

4. Klik tombol [Save], muncul message “ Save this Record? “.dan pilih tombol [OK] untuk menyimpan.
5. Berikut tampilan Journal dari menu [Inter-Office Payment]

Voucher Journal

Voucher : 000004/PV/000/04/17

Journal : Yes

Total Debit : 25,450,000.0000

Total Credit : 25,450,000.0000

Source :

Status : Un-Posting

Posted By :

No.	Account	Description	CCY	CT	Amt.	Debit	Credit
1	21000004	INTER BRANCH ACCOUNT MEDAN	IDR		OC BC	25,450,000.0000	0.0000
						25,450,000.0000	0.0000
2	12210100	BANK - OPERATOR - MANDIRI SYARIAH	IDR		OC BC	0.0000	25,450,000.0000
						0.0000	25,450,000.0000

CASE 22 : Transfer Antar Rekening (Dalam satu cabang)

Pengiriman sejumlah dana antara dua rekening berbeda






1. Buka Web Module Finance → Finance
2. Arahkan pointer ke menu **Transaction** lalu pilih **[Inter. Com. Acc. Transfer – Out]**

Finance & Accounting

CARE - 09 Mar 2021 13:51:52
Finance - Main Menu

[Close This Page](#)

Finance - Main Menu

 Transaction ▶
 Inquiry ▶
 Data Maintenance ▶
 Process ▶
 Utilities ▶

C N / D N
Receipt Request
Payment Request
Inter-Office Receipt
Inter-Office Payment
Inter. Com. Acc. Tranfer - In
Inter. Com. Acc. Tranfer - Out
Compensation
Overbooking
Adjustment
M a t c h i n g
Journal Memo
Virtual Account
Administration Link
Claim Recovery Administration
Accounting Link

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3. Pada halaman [Inter. Com. Acc. Transfer – Out], klik tombol **Add New** di bagian kanan atas

[Add New](#) [Close This Page](#)

InterBank Transfer - Out Query

Voucher :	<input type="text"/>
Document No. :	<input type="text"/>
Reference No. :	<input type="text"/>
Booking Date :	<input type="text"/> - <input type="text"/>
Ref Date :	<input type="text"/>
Voucher Type :	<input type="text"/>
Profile Account :	<input type="text"/>
Branch :	<input type="text"/>
Company Account :	<input type="text"/>
Currency :	<input type="text"/>
Last OPR :	<input type="text"/>
Remarks :	<input type="text"/>
Reference Type :	<input type="text" value="All Ref. Type"/> ▼
Status :	<input type="text" value="All Status"/> ▼

4. Sistem akan menampilkan halaman baru dan isikan informasi sebagai berikut:

Inter Bank Transfer Out

Voucher : <input type="text"/> Booking Date : 3/9/2021 Voucher Type : <input type="text"/> Branch : 00 Kantor Pusat Profit/Cost Center : <input type="text"/> Cash/Bank Account : <input type="text"/> Payment To : <input type="text"/> Reference No : <input type="text"/> Reference Type : <input type="text"/> Reference Date : 3/9/2021 Remarks : <input style="height: 40px;" type="text"/>	Currency : <input type="text"/> Nominal In C.C. : 0.0000 Difference in C.C. : 0.0000 Total In C.C. : 0.0000 Booking Rate : 0.00 Total In B.C. : 0.0000 Journal : <input type="checkbox"/> Yes Status : <input type="text"/> Created By : <input type="text"/> Last Edited By : <input type="text"/> Un/Approved By : <input type="text"/> Posted By : <input type="text"/>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

[Add More Details](#)

No.	Branch	Com. Account	Account	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint	Matching
1.						0.0000	0.0000 0.0000	0.0000	0	

- a. Pada kolom Booking Date diisikan tanggal pembayaran , yaitu sesuai dengan tanggal yang diinginkan, tetapi tidak boleh dibawah tanggal nota
- b. Voucher Type diisikan dengan kode dari jenis voucher, yaitu '**PV-IB-P (Interbank Transfer – Payment)**' atau dengan menekan tombol **[F2]** untuk daftarnya
- c. Branch diisikan dengan 'Branch masing-masing user' atau dengan menekan tombol **[F2]** untuk daftarnya
- d. Profit/Cost Center diisikan dengan kode Divisi yang melakukan pembayaran dalam suatu perusahaan atau dapat menekan tombol **[F2]** untuk daftarnya
- e. Cash/Bank Account diisikan dengan kode dari kas/bank IDR dalam suatu perusahaan atau dengan menekan tombol **[F2]** untuk daftarnya
- f. Payment To diisikan dengan kode profile dari nama penerima kas/bank atau dengan menekan tombol **[F2]** untuk daftarnya
- g. Reference No diisikan dengan nomor transaksi atau dapat diisikan '- (**Strip**)' jika tidak ada
- h. Reference Type diisikan cara melakukan transaksi
- i. Remarks diisikan keterangan atas transaksi tersebut, misal: '**Transfer**'
- j. Klik **[Add More Details]** dibawah tombol **[Save]**, isikan Branch dan Com. Account atau dengan menekan tombol **[F2]**, serta isikan Nominal In OC dengan IDR

[Add More Details](#)

No.	Branch	Com. Account	Account	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint	Matching
1.	00	KK-001	23800000	IDR	KAS KECIL	20,000,000.0000	1.0000 1.0000	20,000,000.0000	F1	<input checked="" type="checkbox"/>

5. Klik tombol **[Save]**, akan muncul message "Save this Record?" dan pilih tombol **[OK]** untuk menyimpan



[Add New Inter Bank Transfer Out](#) • [SMS](#) • [Attachment](#) • [Close This Page](#)

Inter Bank Transfer Out

Voucher :	<input type="text"/>	Currency :	IDR
Booking Date :	3/9/2021	Nominal In C.C. :	20,000,000.0000
Voucher Type :	PV-IB-P Interbank Transfer - Payment	Difference in C.C. :	0.0000
Branch :	00 Kantor Pusat	Total In C.C. :	20,000,000.0000
Profit/Cost Center :	101 Direktur Utama	Booking Rate :	0.00
Cash/Bank Account :	1-00-0406925-2 (IDR) Bank Mandiri KC Jakarta Kebon Sirih (Pusat)	Total In B.C. :	0.0000
Payment To :	D00CA00001-IDR CARE TECHNOLOGIES	Journal :	<input type="checkbox"/> Yes
Reference No. :	-	Status :	<input type="text"/>
Reference Type :	TRANSFER	Created By :	<input type="text"/>
Reference Date :	3/9/2021	Last Edited By :	<input type="text"/>
Remarks :	Transfer	Un/Approved By :	<input type="text"/>
		Posted By :	<input type="text"/>

[Add More Details](#)

No.	Branch	Com. Account	Account	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint	Matching
1.	00	KK-001	23800000	IDR	KAS KECIL	20,000,000.0000	1.0000 1.0000	20,000,000.0000	-1	<input checked="" type="checkbox"/>

6. Voucher Interbank Transfer Out akan terbentuk dan dapat dilihat dengan mengklik tombol **[Open Voucher]** pada bagian detail voucher

Data is saved !

[Add New Inter Bank Transfer Out](#) • [SMS](#) • [Attachment](#) • [Close This Page](#)

Inter Bank Transfer Out

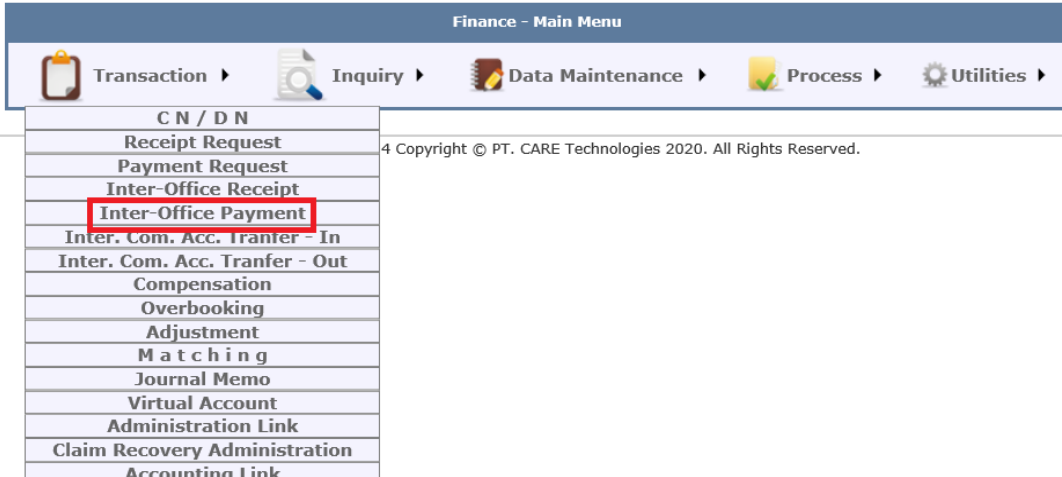
Voucher :	00000006/PV/00/03/21	Currency :	IDR
Booking Date :	3/9/2021	Nominal In C.C. :	20,000,000.0000
Voucher Type :	PV-IB-P Interbank Transfer - Payment	Difference in C.C. :	0.0000
Branch :	00 Kantor Pusat	Total In C.C. :	20,000,000.0000
Profit/Cost Center :	101 Direktur Utama	Booking Rate :	1.0000
Cash/Bank Account :	121-00-0406925-2 (IDR) Bank Mandiri KC Jakarta Kebon Sirih (Pusat)	Total In B.C. :	20,000,000.0000
Payment To :	D00CA00001-IDR CARE TECHNOLOGIES	Journal :	<input type="checkbox"/> Yes
Reference No. :	-	Status :	Un-Posting
Reference Type :	TRANSFER	Created By :	CARE 3/9/2021
Reference Date :	3/9/2021	Last Edited By :	CARE 3/9/2021
Remarks :	Transfer	Un/Approved By :	CARE 3/9/2021
		Posted By :	<input type="text"/>

[Add More Details](#)

No.	Branch	Com. Account	Account	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint	Matching
1.	00	KK-001	23800000	IDR	KAS KECIL	20,000,000.0000	1.0000 1.0000	20,000,000.0000	-1	<input checked="" type="checkbox"/>

CASE 23: Setor Dana Dari Cabang Ke Pusat

1. Buka Web Modul Finance → Transaction → Inter-Office Payment



Finance - Main Menu

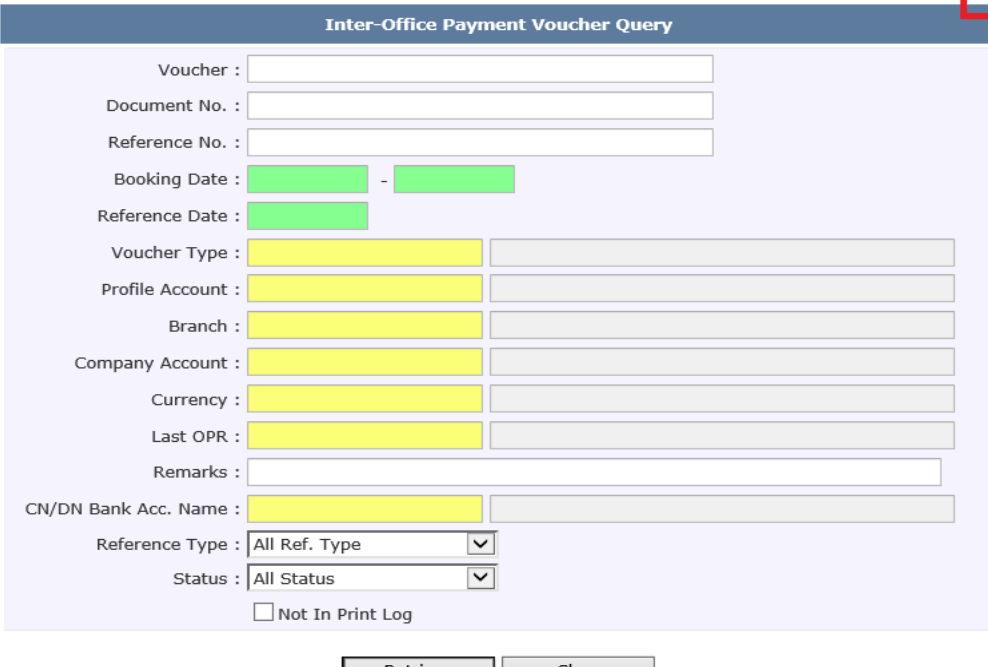
Transaction ▶ Inquiry ▶ Data Maintenance ▶ Process ▶ Utilities ▶

C N / D N

- Receipt Request
- Payment Request
- Inter-Office Receipt
- Inter-Office Payment**
- Inter. Com. Acc. Transfer - In
- Inter. Com. Acc. Transfer - Out
- Compensation
- Overbooking
- Adjustment
- M a t c h i n g
- Journal Memo
- Virtual Account
- Administration Link
- Claim Recovery Administration
- Accounting Link

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Selanjutnya klik tombol **Add New** pada menu **Inter-Office Payment Voucher Query**



Inter-Office Payment Voucher Query

[Add New](#) [Close This Page](#)

Voucher :

Document No. :

Reference No. :

Booking Date : -

Reference Date :

Voucher Type :

Profile Account :

Branch :

Company Account :

Currency :

Last OPR :

Remarks :

CN/DN Bank Acc. Name :

Reference Type : All Ref. Type

Status : All Status

Not In Print Log

2. Pada menu **[Inter-Office Payment Voucher Query]**, isikan informasi sebagai berikut :

Add New Inter-Office Payment • SMS • [Attachment](#) • [Close This Page](#)

Inter-Office Payment Voucher

<p>Voucher : <input type="text"/></p> <p>Booking Date : 3/22/2021 Reference Currency Date : 3/22/2021</p> <p>Voucher Type : PV-01-P Payment Voucher - Suspend Premium/Claim</p> <p>Branch : 10 HO NON OPS</p> <p>Profit/Cost Center : 20 IT Department</p> <p>Cash/Bank Account : 035.300.170.9 BCA - SUDIRMAN - JAKARTA</p> <p>Ext Data Download : <input type="checkbox"/> Yes</p> <p>Payment To : 13213 BAHTERA ARTHAGUNA PARAM'A T</p> <p>Bank Account No : <input type="text"/></p> <p>Bank Account Name : <input type="text"/></p> <p>Bank Name : LIPPO A.YANI BALIKPAPAN</p> <p>Reference No : <input type="text"/> 0.0000</p> <p>Reference Type : TRANSFER</p> <p>Reference Date : 3/22/2021</p> <p>Remarks : Setor Dana dari cabang ke pusat test</p>	<p>Currency : IDR</p> <p>Nominal In C.C. : 14,000,000.0000</p> <p>Difference in C.C. : 0.0000</p> <p>Total in C.C. : 14,000,000.0000</p> <p>Booking Rate : 0.00</p> <p>Total In B.C. : 0.0000</p> <p>Journal : <input type="checkbox"/> Yes</p> <p>Status : <input type="text"/></p> <p>Created By : <input type="text"/> </p> <p>Last Edited By : <input type="text"/> </p> <p>Un/Approved By : <input type="text"/> </p> <p>Posted By : <input type="text"/> </p> <p>Source Request : <input type="text"/></p> <p>Data is downloaded : <input type="checkbox"/> Yes</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

[Add More Details](#) • [Document](#) • [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC
1.		23800000	11		3/22/2021	IDR	Rekening Perantara - Transfer	14,000,000.0000	1.0000	14,000,000.0000

- a) Pada kolom Booking Date diisikan tanggal pembayaran, yaitu sesuai dengan tanggal yang diinginkan, tapi tidak boleh dibawah tanggal nota
- b) Voucher Type diisikan dengan kode dari jenis voucher, yaitu **'PV-03-P (Payment Voucher - Transfer Antar Kantor)'**
- c) Branch diisikan dengan **'Branch masing-masing user'** Misal, **'10'**
- d) Cash/Bank Account diisikan dengan kode dari kas/bank IDR atau dengan menekan tombol [F2] untuk daftarnya
- e) Payment To diisikan dengan nama pembayar pembayaran tersebut ditujukan kepada siapa.
- f) Remarks diisikan keterangan atas transaksi tersebut, misalnya : **'setor dana pada dari cabang ke pusat'**



- g) Pada kolom Account diisikan '**23800000 – TEMPORARY / SUSPEND ACCOUNT – TRANSFER**'
- h) Pada kolom Branch isikan dengan cabang yang dituju '**11 (Jakarta)**'
- i) Isikan nilai nominal yang akan dibayarkan pada kolom Nominal In OC. Misalnya : **14,000,000.00**

Setelah diisi kemudian save,

[Add More Details](#) - [Document](#) - [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC
1.		23800000	11		3/22/2021	IDR	Rekening Perantara - Transfer	14,000,000.0000	1.0000	14,000,000.0000
									1.0000	

Berikut tampilan journal dari menu **Inter-Office Payment**

[Close This Page](#)

Voucher Journal

Voucher : 000028/PV/10/03/21

Journal : Yes

Total Debit : **14,000,000.0000** Total Debit (Part) : **0.0000**

Total Credit : **14,000,000.0000** Total Credit (Part) : **0.0000**

Source :

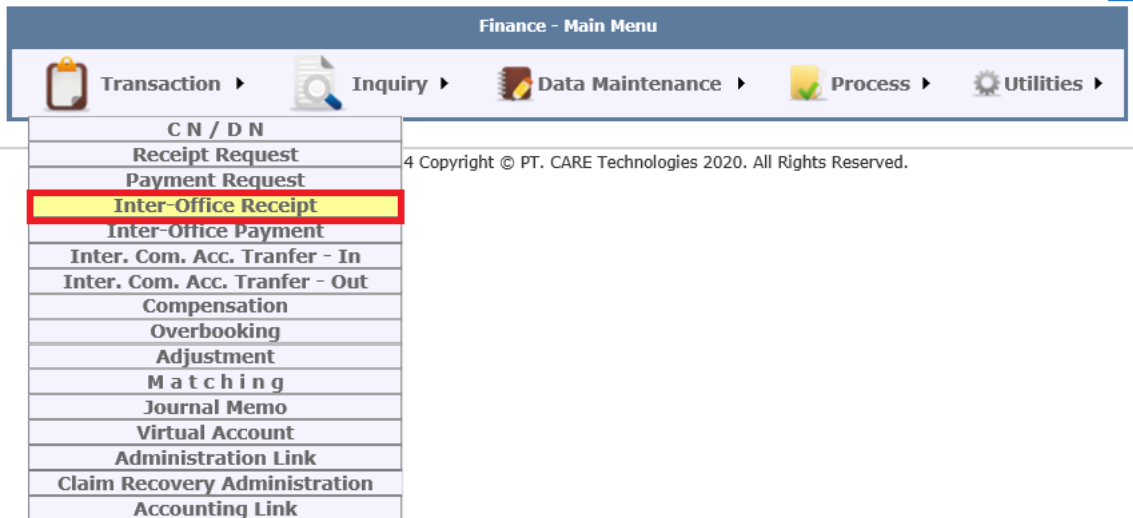
Status : Un-Posting

Posted By :

No.	Account	Group	Description	CCY	CT	Amt.	Debit	Credit
1	21000011	C	Rekening Antar Kantor - JAKARTA	IDR		OC BC	14,000,000.0000	0.0000
							14,000,000.0000	0.0000
2	12204000	C	Bank CENTRAL ASIA	IDR		OC BC	0.0000	14,000,000.0000
							0.0000	14,000,000.0000

Setelah membuat voucher PV, selanjutnya membuat voucher RV pada menu Inter-Office Receipt:

1. Buka Web Modul Finance → Finance → Transaction → Inter-Office Receipt



Finance - Main Menu

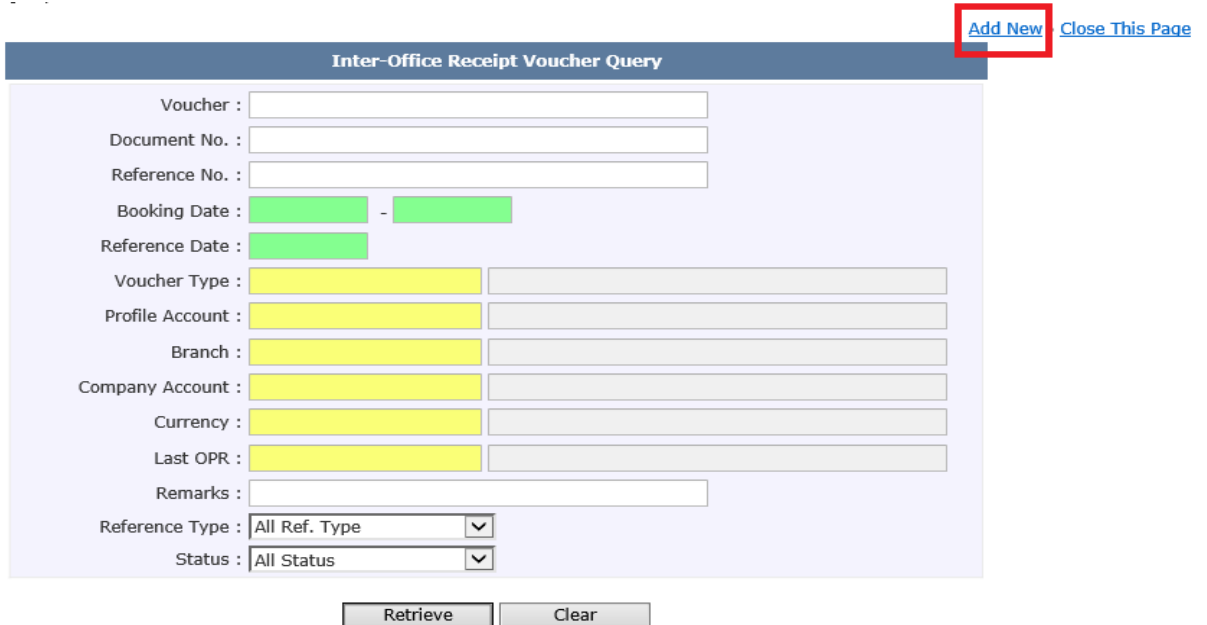
Transaction ▶ Inquiry ▶ Data Maintenance ▶ Process ▶ Utilities ▶

C N / D N

- Receipt Request
- Payment Request
- Inter-Office Receipt**
- Inter-Office Payment
- Inter. Com. Acc. Transfer - In
- Inter. Com. Acc. Transfer - Out
- Compensation
- Overbooking
- Adjustment
- M a t c h i n g
- Journal Memo
- Virtual Account
- Administration Link
- Claim Recovery Administration
- Accounting Link

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2. Klik Add New pada menu Inter-Office Receipt Voucher Query



Inter-Office Receipt Voucher Query

[Add New](#) [Close This Page](#)

Voucher :

Document No. :

Reference No. :

Booking Date : -

Reference Date :

Voucher Type :

Profile Account :

Branch :

Company Account :

Currency :

Last OPR :

Remarks :

Reference Type :

Status :

Kemudian isi form sebagai berikut,

Inter-Office Receipt Voucher	
Voucher :	<input type="text"/>
Booking Date :	3/22/2021
Reference Currency Date :	3/22/2021
Voucher Type :	RV-01-R <input type="text"/> Receipt Voucher - Suspend Premium/Claim
Branch :	11 <input type="text"/> JAKARTA
Profit/Cost Center :	20 <input type="text"/> IT Department
Cash/Bank Account :	035.300.170.9 <input type="text"/> BCA - SUDIRMAN - JAKARTA
Received From :	13213 <input type="text"/> BAHTERA ARTHAGUNA PARAM^ A T
Bank Account No :	<input type="text"/>
Bank Account Name :	<input type="text"/>
Bank Name :	<input type="text"/>
Reference No :	<input type="text"/> 0.0000
Reference Type :	TRANSFER <input type="text"/>
Reference Date :	3/22/2021
Remarks :	test setor
Currency :	IDR
Nominal In C.C. :	0,0000
Difference in C.C. :	0,0000
Total in C.C. :	0,0000
Booking Rate :	0,00
Total In B.C. :	0,0000
Journal :	<input type="checkbox"/> Yes
Status :	<input type="text"/>
Created By :	<input type="text"/>
Last Edited By :	<input type="text"/>
Un/Approved By :	<input type="text"/>
Posted By :	<input type="text"/>
Source Request :	<input type="text"/>

[Add More Details](#) • [Document](#) • [Tax Deduction](#)

- Pada kolom Booking Date diisikan tanggal pembayaran, yaitu sesuai dengan tanggal yang diinginkan, tapi tidak boleh dibawah tanggal nota
- Voucher Type diisikan dengan kode dari jenis voucher, yaitu **'RV-03-R (Receipt Voucher - Transfer Antar Kantor)'**
- Branch diisikan dengan : **'11 (Jakarta)'**
- Cash/Bank Account diisikan dengan kode dari kas/bank IDR atau dengan menekan tombol [F2] untuk daftarnya
- Received From diisikan dengan nama pembayaran tersebut ditujukan kepada siapa,
- Remarks diisikan keterangan atas transaksi tersebut, misalnya : **'test terima setor'**

Kemudian klik tombol **[Document]**



Inter-Office Receipt Voucher

Voucher :		Currency :	IDR	
Booking Date :	3/22/2021	Reference Currency Date :	3/22/2021	
Voucher Type :	RV-01-R	Receipt Voucher - Suspend Premium/Claim	Nominal In C.C. :	0,0000
Branch :	11	JAKARTA	Difference in C.C. :	0,0000
Profit/Cost Center :	20	IT Department	Total in C.C. :	0,0000
Cash/Bank Account :	035.300.170.9	BCA - SUDIRMAN - JAKARTA	Booking Rate :	0,00
Received From :	13213	BAHTERA ARTHAGUNA PARAM^A T	Total In B.C. :	0,0000
Bank Account No :		Journal :	<input type="checkbox"/> Yes	
Bank Account Name :		Status :		
Bank Name :		Created By :		
Reference No :		Last Edited By :		
Reference Type :	TRANSFER	Un/Approved By :		
Reference Date :	3/22/2021	Posted By :		
Remarks :	test setor	Source Request :		

[Add More Details](#) [Document](#) [Tax Deduction](#)

1. Kemudian pada Query Type pilih **RV/PV**
2. Selanjutnya pada kolom Voucher No. masukan Voucher PV yang telah dibuat tadi yaitu **'000028/PV/10/03/21'**
3. Klik **Add**
4. Centang voucher tersebut
5. Klik Retrieve

Get Document

Query Type: RV/PV **1**

Profile Name:

Profile Ref. ID:

Document No.: - (e.g : Policy No, Claim No, Treaty No)

Voucher No.: 000028/PV/10/03/21 **2**

Reference No.: (e.g : Reference No, Slip No, Doc. No, Treaty Document)

Original Doc. No.: - (e.g : Original Policy No, Payment Reference)

Reference Type:

Account No.: -

Currency:

Date: -

Remarks:

Business Source:

Company Group:

Business Source Ref. ID:

Branch:

Collection No.:

Collection Date: -

Batch No.:

Application Source:

Suspend/Open Account:

Sort By:

Not In Collection
 Not In Request
 Paid Policy
 Pair Data
 Condition:
 Exclude Tax

Total Amount Selected: -14,000,000,0000 **5**

3

 5

[Select All](#) · [Deselect All](#)

	Voucher	Voucher Type	Doc. No.	Ref. No.	Ref. Date	Pro/Acc	Name	Remarks	Instalment	Date	Currency	Am
<input checked="" type="checkbox"/> 4	000028/PV/10/03/21	PV-01-p			3/22/2021	13213	BAHTERA ARTHAGUNA PARAM' A T	Setor Dana dari cabang ke pusat test	<input type="text"/>	3/22/2021	IDR	1

Selected Data:

Kemudian save



[Add New Inter-Office Receipt](#) • [SMS](#) • [Attachment](#) • [Close This Page](#)

Inter-Office Receipt Voucher

Voucher : <input type="text"/> Booking Date : 3/22/2021 Reference Currency Date : 3/22/2021 Voucher Type : RV-01-R Receipt Voucher - Suspend Premium/Claim Branch : 11 JAKARTA Profit/Cost Center : 20 IT Department Cash/Bank Account : 035.300.170.9 BCA - SUDIRMAN - JAKARTA Received From : 13213 BAHTERA ARTHAGUNA PARAMA T Bank Account No : <input type="text"/> Bank Account Name : <input type="text"/> Bank Name : <input type="text"/> Reference No : <input type="text"/> 0.0000 Reference Type : TRANSFER Reference Date : 3/22/2021 Remarks : <input type="text" value="test setor"/>	Currency : <input type="text" value="IDR"/> Nominal In C.C. : 14,000,000.0000 Difference in C.C. : 0.0000 Total in C.C. : 14,000,000.0000 Booking Rate : 0.00 Total In B.C. : 0.0000 Journal : <input type="checkbox"/> Yes Status : <input type="text"/> Created By : <input type="text"/> Last Edited By : <input type="text"/> Un/Approved By : <input type="text"/> Posted By : <input type="text"/> Source Request : <input type="text"/>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

[Add More Details](#) • [Document](#) • [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC
1.	000028/PV/10/03/21	23800000	11		3/22/2021	IDR	---Setor Dana dari cabang ke pusat test	14,000,000.0000	1.0000	14,000,000.0000
									1.0000	

Berikut tampilan jurnal Inter-Office Receipt

[Close This Page](#)

Voucher Journal

Voucher :

Journal : Yes

Total Debit : 14,000,000.0000 Total Debit (Part) : 0.0000

Total Credit : 14,000,000.0000 Total Credit (Part) : 0.0000

Source :

Status :

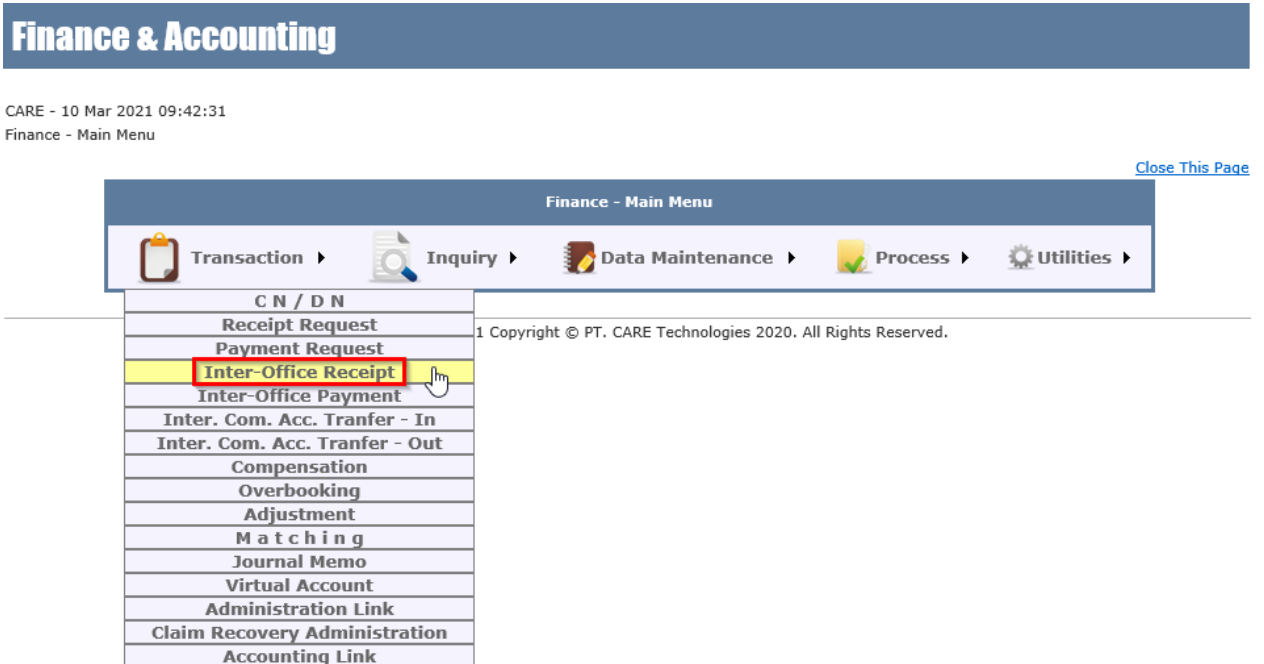
Posted By :

No.	Account	Group	Description	CCY	CT	Amt.	Debit	Credit
1	12204000	C	Bank CENTRAL ASIA	IDR			14,000,000.0000	0.0000
							14,000,000.0000	0.0000
2	23800000	C	Rekening Perantara - Transfer	IDR			0.0000	14,000,000.0000
							0.0000	14,000,000.0000

CASE 24 : Transaksi Adjustment

Adjustment dilakukan ketika user salah menarik nota dan berfungsi untuk membalikan nota menjadi outstanding

1. Buka Web Module Finance → Finance
2. Arahkan pointer ke menu **Transaction** lalu pilih **[Inter-Office Receipt]**



Finance & Accounting

CARE - 10 Mar 2021 09:42:31
Finance - Main Menu

Close This Page

Finance - Main Menu

Transaction Inquiry Data Maintenance Process Utilities

C N / D N
Receipt Request
Payment Request
Inter-Office Receipt
Inter-Office Payment
Inter. Com. Acc. Transfer - In
Inter. Com. Acc. Transfer - Out
Compensation
Overbooking
Adjustment
M a t c h i n g
Journal Memo
Virtual Account
Administration Link
Claim Recovery Administration
Accounting Link

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3. Pada halaman **[Inter-Office Receipt]**, klik tombol **Add New** di bagian kanan atas

Finance & Accounting

CARE - 10 Mar 2021 10:41:43
Inter-Office Receipt Voucher Query

[Add New](#) [Close This Page](#)

Inter-Office Receipt Voucher Query

Voucher :

Document No. :

Reference No. :

Booking Date : -

Reference Date :

Voucher Type :

Profile Account :

Branch :

Company Account :

Currency :

Last OPR :

Remarks :

Reference Type :

Status :

[Select All](#) • [Deselect All](#)

4. Sistem akan menampilkan halaman baru dan isikan informasi sebagai berikut:

Inter-Office Receipt Voucher

Voucher :

Booking Date : Reference Currency Date :

Voucher Type : Receipt Voucher - Suspend Premium/Claim

Branch : Kantor Pusat

Profit/Cost Center : Direktur Utama

Cash/Bank Account : Bank BTN KC Jakarta Kuningan (Pusat Pasif)

Received From : CARE TECHNOLOGIES

Bank Account No. :

Bank Account Name :

Bank Name :

Reference No. :

Reference Type :

Reference Date :

Remarks :

Currency :

Nominal In C.C. :

Difference in C.C. :

Total in C.C. :

Booking Rate :

Total In B.C. :

Journal : Yes

Status :

Created By :

Last Edited By :

Un/Approved By :

Posted By :

Source Request :

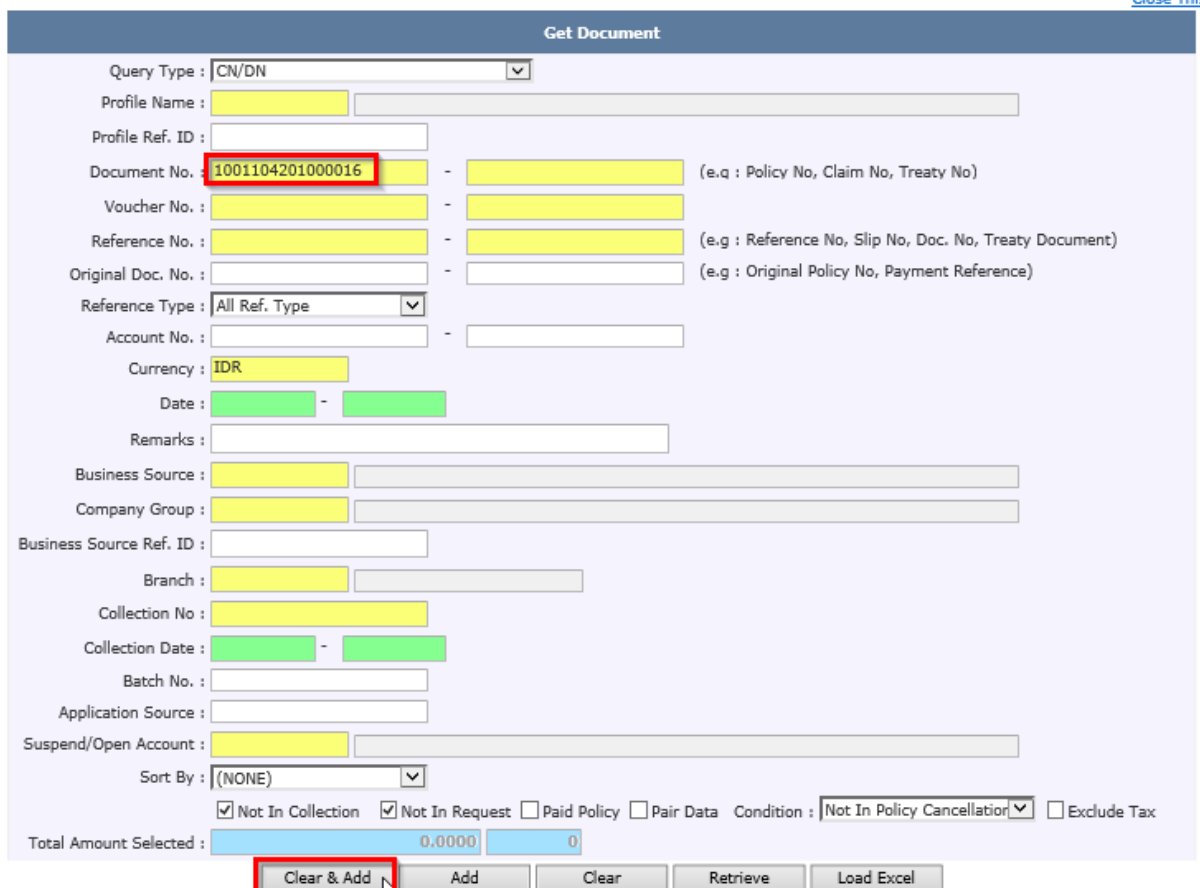
[Add More Details](#) [Document](#) [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint	Matching	Preference	Overbooking	Follow
1.					3/10/2021			0.0000	0.0000	0.0000				Overbooking	Follow

- a. Pada kolom Booking Date diisi tanggal pembayaran, yaitu sesuai dengan tanggal yang diinginkan, tetapi tidak boleh dibawah tanggal nota
- b. Voucher Type diisi dengan kode dari jenis voucher, misal **'RV-01-R (Receipt Voucher – Suspend Premium/Claim)'** atau dengan menekan tombol **[F2]** untuk daftarnya

- c. Branch diisikan dengan 'Branch masing-masing user' atau dengan menekan tombol **[F2]** untuk daftarnya
- d. Profit/Cost Center diisikan dengan Kode Divisi yang menerima pembayaran dalam suatu perusahaan atau dapat menekan tombol **[F2]** untuk daftarnya
- e. Cash/Bank Account diisikan dengan Kode dari Kas/Bank IDR dalam suatu perusahaan atau dengan menekan tombol **[F2]** untuk daftarnya
- f. Receive From diisikan dengan kode profile dari nama pemberi kas/bank atau dengan menekan tombol **[F2]** untuk daftarnya
- g. Reference No diisikan dengan nomor transaksi atau dapat diisikan '- (Strip)' jika tidak ada
- h. Reference Type diisikan tipe transaksi yang dilakukan
- i. Remarks diisikan keterangan atas transaksi tersebut, misal: '**Penerimaan atas nama Care Technologies**'
- j. Klik tombol **[Document]** dibawah tombol **[Save]** dan tombol **[Clear]**, hapus Profile Name, isikan informasi No. Polis yang akan ditarik pada kolom Document No, misal '1001104201000016', kemudian klik tombol **[Clear & Add]**

[Close This Page](#)



Get Document

Query Type : CN/DN

Profile Name :

Profile Ref. ID :

Document No. : **1001104201000016** - (e.g : Policy No, Claim No, Treaty No)

Voucher No. : -

Reference No. : - (e.g : Reference No, Slip No, Doc. No, Treaty Document)

Original Doc. No. : - (e.g : Original Policy No, Payment Reference)

Reference Type : All Ref. Type

Account No. : -

Currency : IDR

Date : -

Remarks :

Business Source :

Company Group :

Business Source Ref. ID :

Branch :

Collection No :

Collection Date : -

Batch No. :

Application Source :

Suspend/Open Account :

Sort By : (NONE)

Not In Collection Not In Request Paid Policy Pair Data Condition : Not In Policy Cancellation Exclude Tax

Total Amount Selected : 0.0000 0

Clear & Add Add Clear Retrieve Load Excel

- k. Pilih Nota Debit (DN) dan Type Voucher 'DI'. Centang kotak kecil yang berada di sebelah kiri nomor nota yang telah kita pilih kemudian tekan tombol **[Retrieve]**

Sort By : (NONE) Not In Collection Not In Request Paid Policy Pair Data Condition : Not In Policy Cancellation Exclude Tax

Total Amount Selected : 54,500.0000 1

Clear & Add Add Clear **Retrieve** Load Excel

Select All • Deselect All

	Voucher	Voucher Type	Doc. No.	Ref. No.	Ref. Date	PrdAcc	Name	Remarks	Installment
<input checked="" type="checkbox"/>	View 00000001/DN/00/10/20	DI-11-D	1001104201000016	Q00110420090002		D00CA00001-IDR	CARE TECHNOLOGIES	PT CARE TECHNOLOGIES	

Selected Data: Remove Clear All

- Klik tombol **[Save]**, akan muncul message “Save this Record?” dan pilih tombol **[OK]** untuk menyimpan. Nomor Voucher akan muncul otomatis setelah fungsi **[Save]** berhasil.

Inter-Office Receipt Voucher

Voucher :

Booking Date : 3/10/2021 Reference Currency Date : 3/10/2021 Currency : IDR

Voucher Type : RV-01-R Receipt Voucher - Suspend Premium/Claim

Branch : 00 Kantor Pusat

Profit/Cost Center : 101 Direktur Utama

Cash/Bank Account : 00001-01-30-000038 Bank BTN KC Jakarta Kuningan (Pusat Pasif)

Received From : D00CA00001-IDR CARE TECHNOLOGIES

Bank Account No :

Bank Account Name :

Bank Name :

Reference No. : 0,0000

Reference Type : TRANSFER

Reference Date : 3/10/2021

Remarks : Penerimaan atas nama Care Technologies

Nominal In C.C. : 54,500.0000

Difference in C.C. : 0.0000

Total in C.C. : 54,500.0000

Booking Rate : 0.00

Total In B.C. : 0.0000

Journal : Yes

Status :

Created By :

Last Edited By :

Un/Approved By :

Posted By :

Source Request :

Save Clear Print OR Print Voucher Journal Approve Unapprove Adjustment Drop Upload XLS Download XLS WH T

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint	Matching	Preference	Overbooking
1.	00000001/DN/00/10/20	13310011	00		10/22/2020	IDR	1001104201000016-Q00110420090002-PT CARE TECHNOLOGIES	54,500.0000	1.0000	54,500.0000	-1	<input checked="" type="checkbox"/>		Overbooking

Beberapa saat kemudian, tiba-tiba bertanggung meminta re-fund dari premi yang ia bayarkan, oleh karena itu harus dilakukan adjustment terhadap Receipt Voucher yang telah terbentuk.

- Buka Web Module Finance → Finance
- Arahkan pointer ke menu **Transaction** lalu pilih **[Inter-Office Receipt]**

Finance & Accounting

CARE - 10 Mar 2021 09:42:31
Finance - Main Menu

[Close This Page](#)

Finance - Main Menu

Transaction ▶
Inquiry ▶
Data Maintenance ▶
Process ▶
Utilities ▶

C N / D N
Receipt Request
Payment Request
Inter-Office Receipt
Inter-Office Payment
Inter. Com. Acc. Transfer - In
Inter. Com. Acc. Transfer - Out
Compensation
Overbooking
Adjustment
M a t c h i n g
Journal Memo
Virtual Account
Administration Link
Claim Recovery Administration
Accounting Link

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- Masukkan Nomor Voucher, lalu klik tombol **[Retrieve]**

[Add New](#) • [Close This Page](#)

Inter-Office Receipt Voucher Query

Voucher :	<input style="width: 80%;" type="text" value="00000013/RV/00/03/21"/>
Document No. :	<input style="width: 80%;" type="text"/>
Reference No. :	<input style="width: 80%;" type="text"/>
Booking Date :	<input style="width: 40%;" type="text"/> - <input style="width: 40%;" type="text"/>
Reference Date :	<input style="width: 40%;" type="text"/>
Voucher Type :	<input style="width: 40%;" type="text"/> <input style="width: 40%;" type="text"/>
Profile Account :	<input style="width: 40%;" type="text"/> <input style="width: 40%;" type="text"/>
Branch :	<input style="width: 40%;" type="text"/> <input style="width: 40%;" type="text"/>
Company Account :	<input style="width: 40%;" type="text"/> <input style="width: 40%;" type="text"/>
Currency :	<input style="width: 40%;" type="text"/> <input style="width: 40%;" type="text"/>
Last OPR :	<input style="width: 40%;" type="text"/> <input style="width: 40%;" type="text"/>
Remarks :	<input style="width: 80%;" type="text"/>
Reference Type :	<input type="text" value="All Ref. Type"/> ▼
Status :	<input type="text" value="All Status"/> ▼

- Setelah itu, akan muncul list of voucher. Terlihat teks voucher berwarna hitam dan pada kolom Payment terlihat nominal yang sudah dibayarkan. Klik tombol **[View]**



Reference Type : All Ref. Type
Status : All Status

Retrieve Clear

Select All • Deselect All

	Voucher No.	Branch	Voucher Type	Booking Date	Com Acc.	CCY	Nominal	Payment Un-Payment	Re	Selected Data:
<input type="checkbox"/>	View 00000013/RV/00/03/21	00	RV-01-R	3/10/2021	00001-01-30-000038-6 (IDR) - Bank BTN KC Jakarta Kuningan (Pusat Pasif)	IDR	54,500.0000	54,500.0000 0.0000	3/1	Approve Delete Print Batch Print OR

5. Akan muncul detail voucher, lalu klik tombol **[Adjustment]**

Inter-Office Receipt Voucher

Voucher : 00000013/RV/00/03/21
Booking Date : 3/10/2021 Reference Currency Date : 3/10/2021
Voucher Type : RV-01-R Receipt Voucher - Suspend Premium/Claim
Branch : 00 Kantor Pusat
Profit/Cost Center : 101 Direktur Utama
Cash/Bank Account : 00001-01-30-000038- Bank BTN KC Jakarta Kuningan (Pusat Pasif)
Received From : D00CA00001-IDR CARE TECHNOLOGIES
Bank Account No :
Bank Account Name :
Bank Name :
Reference No : 0.0000
Reference Type : TRANSFER
Reference Date : 3/10/2021
Remarks : Penerimaan atas nama Care Technologies

Currency : IDR
Nominal In C.C. : 54,500.0000
Difference in C.C. : 0,0000
Total in C.C. : 54,500.0000
Booking Rate : 1,0000
Total In B.C. : 54,500.0000
Journal : Yes
Status : Un-Posting
Created By : CARE 3/10/2021
Last Edited By : CARE 3/10/2021
Un/Approved By : CARE 3/10/2021
Posted By :
Source Request :

Save Clear Print OR Print Voucher Journal Approve Unapprove **Adjustment** Drop Upload XLS Download XLS WH Tax

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint	Matching	Preference	Overbooking
1.	00000001/DN/00/10/20	13310011	00		10/22/2020	IDR	1001104201000016-000110420090002-PT CARE TECHNOLOGIES	54,500.0000	1.0000	54,500.0000	-1	<input checked="" type="checkbox"/>		Overbooking Follow This Rate

6. Setelah itu klik **Document**

Receipt Adjustment Voucher

Voucher :
Booking Date : 3/10/2021
Voucher Type : RA-01 Adjustment Receipt - Suspend Premium/Claim
Branch : 00 Kantor Pusat
Profit/Cost Center : 101 Direktur Utama
Received From : D00CA00001-IDR CARE TECHNOLOGIES
Reference No : 00000013/RV/00/03/21
Reference Type :
Reference Date : 3/10/2021
Remarks :

Currency : IDR
Nominal In C.C. : 0,0000
Difference in C.C. : 0,0000
Total in C.C. : 0,0000
Booking Rate : 0,00
Total In B.C. : 0,0000
Journal : Yes
Status :
Created By :
Last Edited By :
Un/Approved By :
Posted By :

Save Print Voucher Journal Approve Unapprove Drop WithHolding Tax

[Add More Details](#) **Document** [Tax Deduction](#)

7. Hapus Profile Name, pilih Sort By Voucher, dan klik tombol **[Clear & Add]**

Get Document

Query Type :

Profile Name :

Profile Ref. ID :

Document No. : - (e.g : Policy No, Claim No, Treaty No)

Voucher No. : -

Reference No. : - (e.g : Reference No, Slip No, Doc. No, Treaty Document)

Original Doc. No. : - (e.g : Original Policy No, Payment Reference)

Reference Type : All Ref. Type

Account No. : -

Currency : IDR

Date : -

Remarks :

Business Source :

Company Group :

Business Source Ref. ID :

Branch :

Collection No. :

Collection Date : -

Batch No. :

Application Source :

Suspend/Open Account :

Sort By : **VOUCHER**

Not In Collection Not In Request Paid Policy Pair Data Condition : Not In Policy Cancellation Exclude Tax

Total Amount Selected :

8. Check Mark pada daftar nota tersebut, kemudian tekan tombol **[Retrieve]**

Sort By :

Not In Collection Not In Request Paid Policy Pair Data Condition : Not In Policy Cancellation Exclude Tax

Total Amount Selected :

[Select All](#) • [Deselect All](#)

	Voucher	Voucher Type	Doc. No.	Ref. No.	Ref. Date	ProAcc	Name	Remarks	Installment	Selected Data:
<input checked="" type="checkbox"/>	View 00000001/DN/00/10/20	DI-11-D	1001104201000016	Q00110420090002		D00CA00001-IDR	CARE TECHNOLOGIES	PT CARE TECHNOLOGIES		<input type="button" value="Remove"/> <input type="button" value="Clear All"/>

9. Tekan tombol **[Save]** untuk menyimpan

Receipt Adjustment Voucher

Voucher : <input type="text"/> Booking Date : 3/10/2021 Voucher Type : RA-01 Adjustment Receipt - Suspend Premium/Claim Branch : 00 Kantor Pusat Profit/Cost Center : 101 Direktur Utama Received From : D00CA00001-IDR CARE TECHNOLOGIES Reference No : 00000013/RV/00/03/21 Reference Type : <input type="text"/> Reference Date : 3/10/2021 Remarks : <input type="text"/>	Currency : IDR Nominal In C.C. : 54,500.0000 Difference in C.C. : 0.0000 Total in C.C. : 54,500.0000 Booking Rate : 0,00 Total In B.C. : 0.0000 Journal : <input type="checkbox"/> Yes Status : <input type="text"/> Created By : <input type="text"/> Last Edited By : <input type="text"/> Un/Approved By : <input type="text"/> Posted By : <input type="text"/>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

[Add More Details](#) • [Document](#) • [Tax Deduction](#)

No.	Document	Account	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint	Matching
1.	00000001/DN/00/10/20	13310011		10/22/2020	IDR	1001104201000016-Q00110420090002-PT CARE TECHNOLOGIES	54,500.0000	1.0000	54,500.0000	-1	<input checked="" type="checkbox"/>

10. Kembali pada halaman Inter-Office Receipt Voucher Query, masukkan nomor voucher tadi, lalu klik tombol **[Retrieve]**. Hasilnya terlihat teks voucher berubah warna menjadi hijau, kolom Payment terlihat 0, dan kolom Un-Payment terlihat nominal yang belum dibayarkan

1 item(s)

Inter-Office Receipt Voucher Query

Voucher : 00000013/RV/00/03/21

Document No. :

Reference No. :

Booking Date : -

Reference Date :

Voucher Type :

Profile Account :

Branch :

Company Account :

Currency :

Last OPR :

Remarks :

Reference Type : All Ref. Type

Status : All Status

[Select All](#) • [Deselect All](#)

	Voucher No.	Branch	Voucher Type	Booking Date	Com Acc.	CCY	Nominal	Payment	Un-Payment	Re	Selected Data:
<input type="checkbox"/>	View 00000013/RV/00/03/21	00	RV-01-R	3/10/2021	00001-01-30-000038-6 (IDR) - Bank BTN KC Jakarta Kuningan (Pusat Pasif)	IDR	54,500.0000	0.0000	54,500.0000	3/1	<input type="button" value="Approve"/> <input type="button" value="Delete"/> <input type="button" value="Print Batch"/> <input type="button" value="Print OR"/>

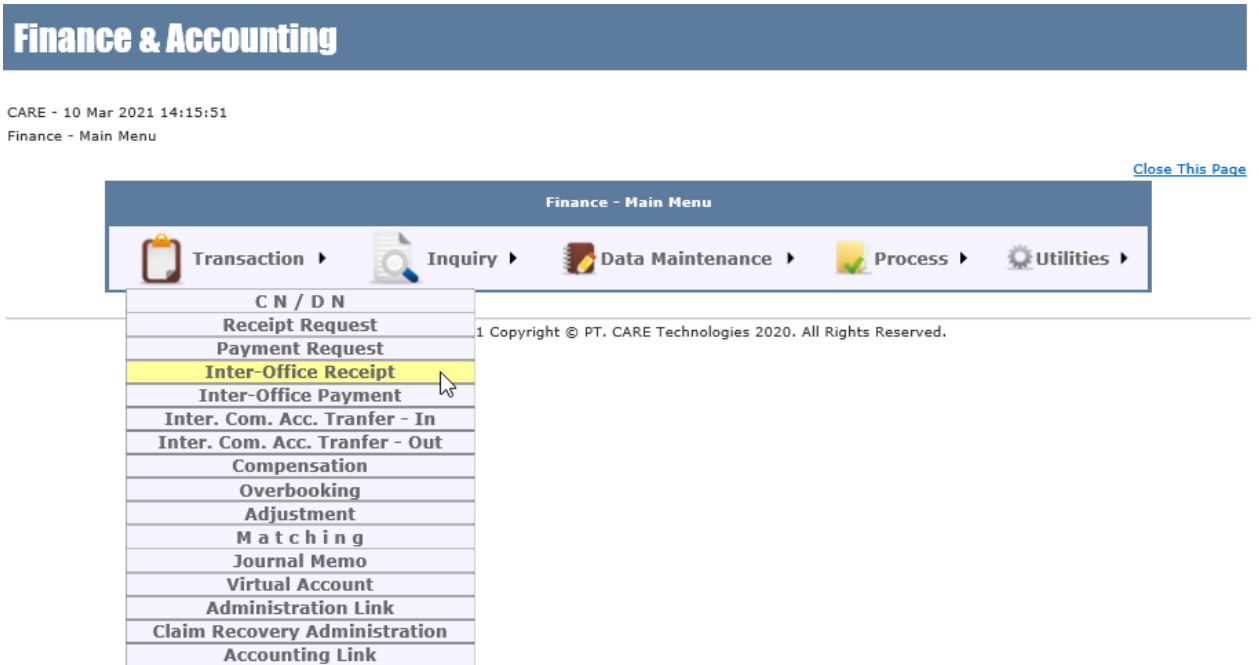


CASE 25 : Transaksi Adjustment Beda Cabang

Adjustment dilakukan ketika user melakukan kesalahan menarik nota dan berfungsi membalikan nota menjadi outstanding

Berikut langkah-langkah adjustment jika nota dan voucher yang dibuat berbeda pada cabang berbeda:

1. Buka Web Module Finance → Finance
2. Arahkan pointer ke menu **Transaction** lalu pilih [**Inter-Office Receipt**]



Finance & Accounting

CARE - 10 Mar 2021 14:15:51
Finance - Main Menu

Close This Page

Finance - Main Menu

Transaction ▶ Inquiry ▶ Data Maintenance ▶ Process ▶ Utilities ▶

C N / D N

Receipt Request

Payment Request

Inter-Office Receipt

Inter-Office Payment

Inter. Com. Acc. Tranfer - In

Inter. Com. Acc. Tranfer - Out

Compensation

Overbooking

Adjustment

M a t c h i n g

Journal Memo

Virtual Account

Administration Link

Claim Recovery Administration

Accounting Link

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3. Pada halaman [**Inter-Office Receipt**], klik tombol **Add New** di bagian kanan atas

Finance & Accounting

CARE - 10 Mar 2021 14:22:41
Inter-Office Receipt Voucher Query

[Add New](#) [Close This Page](#)

Inter-Office Receipt Voucher Query

Voucher :

Document No. :

Reference No. :

Booking Date : -

Reference Date :

Voucher Type :

Profile Account :

Branch :

Company Account :

Currency :

Last OPR :

Remarks :

Reference Type :

Status :

[Select All](#) • [Deselect All](#)

4. Sistem akan menampilkan halaman baru dan isikan informasi sebagai berikut:

Add New Inter-Office Receipt • SMS • [Attachment](#) • [Close This Page](#)

Inter-Office Receipt Voucher

Voucher :

Booking Date : Reference Currency Date :

Voucher Type : Receipt Voucher - Suspend Premium/Claim

Branch : Cabang Khusus

Profit/Cost Center : Direktur Utama

Cash/Bank Account : KAS KECIL

Received From : CARE TECHNOLOGIES

Bank Account No :

Bank Account Name :

Bank Name :

Reference No :

Reference Type :

Reference Date :

Remarks :

Currency :

Nominal In C.C. :

Difference in C.C. :

Total in C.C. :

Booking Rate :

Total In B.C. :

Journal : Yes

Status :

Created By :

Last Edited By :

Un/Approved By :

Posted By :

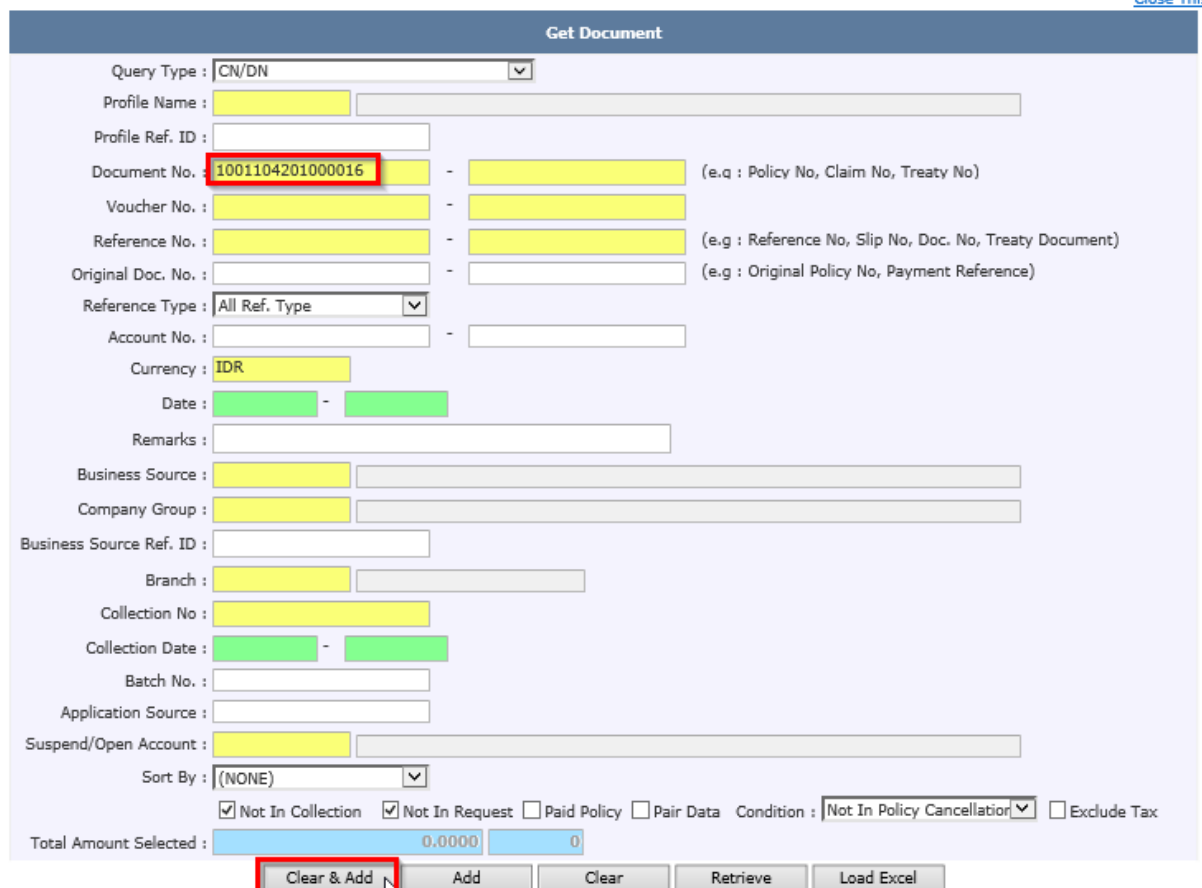
Source Request :

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint	Matching	Preference	Overbooking	Follow
1.					3/10/2021			0.0000	0.0000	0.0000				Overbooking	Follow

- a. Pada kolom Booking Date diisikan tanggal pembayaran , yaitu sesuai dengan tanggal yang diinginkan, tetapi tidak boleh dibawah tanggal nota
- b. Voucher Type diisikan dengan kode dari jenis voucher, misal '**RV-01-R (Receipt Voucher – Suspend Premium/Claim)**' atau dengan menekan tombol **[F2]** untuk daftarnya

- c. Branch diisikan dengan 'Branch masing-masing user' atau dengan menekan tombol **[F2]** untuk daftarnya
- d. Profit/Cost Center diisikan dengan Kode Divisi yang menerima pembayaran dalam suatu perusahaan atau dapat menekan tombol **[F2]** untuk daftarnya
- e. Cash/Bank Account diisikan dengan Kode dari Kas/Bank IDR dalam suatu perusahaan atau dengan menekan tombol **[F2]** untuk daftarnya
- f. Receive From diisikan dengan kode profile dari nama pemberi kas/bank atau dengan menekan tombol **[F2]** untuk daftarnya
- g. Reference No diisikan dengan nomor transaksi atau dapat diisikan '- (Strip)' jika tidak ada
- h. Reference Type diisikan tipe transaksi yang dilakukan
- i. Remarks diisikan keterangan atas transaksi tersebut, contoh: '**Penerimaan atas nama Care Technologies**'
- j. Pada isian **Document** dibawah tombol Save, hapus Profil Name, isikan informasi No. Polis yang akan ditarik pada kolom Document No, misal '1001104201000016', kemudian klik tombol **[Clear & Add]**

[Close This Page](#)



Get Document

Query Type : CN/DN

Profile Name :

Profile Ref. ID :

Document No. : **1001104201000016** - (e.g : Policy No, Claim No, Treaty No)

Voucher No. : -

Reference No. : - (e.g : Reference No, Slip No, Doc. No, Treaty Document)

Original Doc. No. : - (e.g : Original Policy No, Payment Reference)

Reference Type : All Ref. Type

Account No. : -

Currency : IDR

Date : -

Remarks :

Business Source :

Company Group :

Business Source Ref. ID :

Branch :

Collection No :

Collection Date : -

Batch No. :

Application Source :

Suspend/Open Account :

Sort By : (NONE)

Not In Collection Not In Request Paid Policy Pair Data Condition : Not In Policy Cancellation Exclude Tax

Total Amount Selected : 0.0000 0

Clear & Add Add Clear Retrieve Load Excel

- k. Pilih Nota Debit (DN) dan Type Voucher 'DI'. Centang kotak kecil yang berada di sebelah kiri nomor nota yang telah kita pilih kemudian tekan tombol **[Retrieve]**

Sort By :

Not In Collection Not In Request Paid Policy Pair Data Condition : Exclude Tax

Total Amount Selected :

[Select All](#) • [Deselect All](#)

	Voucher	Voucher Type	Doc. No.	Ref. No.	Ref. Date	PrdAcc	Name	Remarks	Installment
<input checked="" type="checkbox"/>	View 00000001/DN/00/10/20	DI-11-D	1001104201000016	Q00110420090002		D00CA00001-IDR	CARE TECHNOLOGIES	PT CARE TECHNOLOGIES	

Selected Data:

- Klik tombol **[Save]**, akan muncul message "Save this Record?" dan pilih tombol **[OK]** untuk menyimpan. Nomor Voucher akan muncul otomatis setelah fungsi **[Save]** berhasil

Add New Inter-Office Receipt • SMS • [Attachment](#) • [Close This Page](#)

Inter-Office Receipt Voucher

Voucher :

Booking Date : Reference Currency Date :

Currency :

Voucher Type : Receipt Voucher - Suspend Premium/Claim

Nominal In C.C. :

Branch : Cabang Khusus

Difference in C.C. :

Profit/Cost Center : Direktur Utama

Total in C.C. :

Cash/Bank Account : KAS KECIL

Booking Rate :

Received From : CARE TECHNOLOGIES

Total In B.C. :

Bank Account No :

Journal : Yes

Bank Account Name :

Status :

Bank Name :

Created By :

Reference No :

Last Edited By :

Reference Type :

Un/Approved By :

Reference Date :

Posted By :

Remarks :

Source Request :

[Add More Details](#) • [Document](#) • [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint	Matching	Preference	Overbooking
1.	00000001/DN/00/10/20	13310011	SD		10/22/2020	IDR	1001104201000016-Q00110420090002-PT CARE TECHNOLOGIES	54,500.0000	1.0000	54,500.0000	-1	<input checked="" type="checkbox"/>		<input type="button" value="Overbooking"/> <input type="button" value="Follow This Rate"/>

Beberapa saat kemudian, tiba-tiba bertanggung meminta re-fund dari premi yang ia bayarkan, oleh karena itu harus dilakukan adjustment terhadap Receipt Voucher yang telah terbentuk.

- Buka Module Web Finance → Finance
- Arahkan pointer ke menu **Transaction** lalu pilih **[Inter-Office Receipt]**

Finance & Accounting

CARE - 10 Mar 2021 14:15:51
Finance - Main Menu

[Close This Page](#)

Finance - Main Menu

Transaction ▶ Inquiry ▶ Data Maintenance ▶ Process ▶ Utilities ▶

C N / D N

- Receipt Request
- Payment Request
- Inter-Office Receipt**
- Inter-Office Payment
- Inter. Com. Acc. Transfer - In
- Inter. Com. Acc. Transfer - Out
- Compensation
- Overbooking
- Adjustment
- M a t c h i n g
- Journal Memo
- Virtual Account
- Administration Link
- Claim Recovery Administration
- Accounting Link

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- Masukkan nomor voucher, lalu klik tombol **[Retrieve]**

[Add New](#) · [Close This Page](#)

Inter-Office Receipt Voucher Query

Voucher :

Document No. :

Reference No. :

Booking Date : -

Reference Date :

Voucher Type :

Profile Account :

Branch :

Company Account :

Currency :

Last OPR :

Remarks :

Reference Type :

Status :

- Setelah itu, akan muncul list of voucher. Terlihat teks voucher berwarna hitam dan pada kolom Payment terlihat nominal yang sudah dibayarkan. Klik tombol **[View]**



Reference Type : All Ref. Type
Status : All Status
Retrieve Clear

Select All - Deselect All

	Voucher No.	Branch	Voucher Type	Booking Date	Com Acc.	CCY	Nominal	Payment Un-Payment	Re	Selected Data:
<input type="checkbox"/>	00000002/RV/01/03/21	01	RV-01-R	3/10/2021	KK-001 - KAS KECIL	IDR	54,500.0000	54,500.0000 0.0000	3/1	Approve Delete Print Batch Print OR

5. Akan muncul detail voucher, terlihat transaksi overbooking karena dibayar di cabang 00 padahal pembuatan voucher di cabang 01. Lalu klik tombol **[Overbooking]**

Inter-Office Receipt Voucher

Voucher : 00000002/RV/01/03/21
Booking Date : 3/10/2021 Reference Currency Date : 3/10/2021
Voucher Type : RV-01-R Receipt Voucher - Suspend Premium/Claim
Branch : 01 Cabang Khusus
Profit/Cost Center : 101 Direktur Utama
Cash/Bank Account : KK-001 KAS KECIL
Received From : D00CA00001-IDR CARE TECHNOLOGIES
Bank Account No :
Bank Account Name :
Bank Name :
Reference No : 0.0000
Reference Type : TRANSFER
Reference Date : 3/10/2021
Remarks : Penerimaan atas nama Care Technologies

Currency : IDR
Nominal In C.C. : 54,500.0000
Difference in C.C. : 0.0000
Total in C.C. : 54,500.0000
Booking Rate : 1.0000
Total In B.C. : 54,500.0000
Journal : Yes
Status : Un-Posting
Created By : CARE 3/10/2021
Last Edited By : CARE 3/10/2021
Un/Approved By : CARE 3/10/2021
Posted By :
Source Request :

Save Clear Print OR Print Voucher Journal Approve Unapprove Adjustment Drop Upload XLS Download XLS WH Tax

Add More Details - Document - Tax Deduction

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hist	Matching	Preference	Overbooking	Follow This Rate
1.	00000004/DN/00/10/20	13310011	01		10/02/2021	IDR	1001104201000016-000110420090002-PT CARE TECHNOLOGIES	54,500.0000	1.0000	54,500.0000	-	<input checked="" type="checkbox"/>		Overbooking	Follow This Rate

6. Lalu klik tombol **[Adjustment]**

Overbooking Voucher

Voucher :	00000002/OR/00/03/21	Currency :	IDR
Booking Date :	3/10/2021	Nominal In C.C. :	54,500.0000
Voucher Type :	OR-IO-01 Overbooking Receipt - InterOffice - Branch-01	Difference in C.C. :	0.0000
Branch :	00 Kantor Pusat	Total in C.C. :	54,500.0000
Profit/Cost Center :	101 Direktur Utama	Booking Rate :	1.0000
Profile Account :	D00CA00001-IDR CARE TECHNOLOGIES	Total In B.C. :	54,500.0000
Reference No. :	00000002/RV/01/03/21	Journal :	<input type="checkbox"/> Yes
Reference Amount :		Status :	Un-Posting
Remarks :	Penerimaan atas nama Care Technologies	Created By :	CARE 3/10/2021
		Last Edited By :	CARE 3/10/2021
		Un/Approved By :	
		Posted By :	

No.	Doc. No.	CT	Date	CCY	Nominal In OC	Nominator	Denominator	Nominal In CC	Hint	Matching
1.	00000001/DN/00/10/		10/22/2020	IDR	54,500.0000	1.00	1.00	54,500.0000	-1	<input checked="" type="checkbox"/>

7. Setelah itu klik **Document**

Receipt Adjustment Voucher

Voucher :		Currency :	IDR
Booking Date :	3/10/2021	Nominal In C.C. :	0.0000
Voucher Type :	RA-IO-01 Receipt Adjustment - InterOffice - Branch-01	Difference in C.C. :	0.0000
Branch :	00 Kantor Pusat	Total in C.C. :	0.0000
Profit/Cost Center :	101 Direktur Utama	Booking Rate :	0.00
Received From :	D00CA00001-IDR CARE TECHNOLOGIES	Total In B.C. :	0.0000
Reference No. :	00000002/OR/00/03/21	Journal :	<input type="checkbox"/> Yes
Reference Type :		Status :	
Reference Date :	3/10/2021	Created By :	
Remarks :		Last Edited By :	
		Un/Approved By :	
		Posted By :	

[Add More Details](#) [Tax Deduction](#)

8. Hapus Profile Name, pilih Sort By Voucher, dan klik tombol **[Clear & Add]**

Get Document

Query Type :

Profile Name :

Profile Ref. ID :

Document No. : - (e.g : Policy No, Claim No, Treaty No)

Voucher No. : -

Reference No. : - (e.g : Reference No, Slip No, Doc. No, Treaty Document)

Original Doc. No. : - (e.g : Original Policy No, Payment Reference)

Reference Type :

Account No. : -

Currency :

Date : -

Remarks :

Business Source :

Company Group :

Business Source Ref. ID :

Branch :

Collection No. :

Collection Date : -

Batch No. :

Application Source :

Suspend/Open Account :

Sort By :

Not In Collection Not In Request Paid Policy Pair Data Condition : Exclude Tax

Total Amount Selected : 0.0000 0

9. Check Mark pada daftar nota tersebut, kemudian tekan tombol **[Retrieve]**

Sort By :

Not In Collection Not In Request Paid Policy Pair Data Condition : Exclude Tax

Total Amount Selected : 54,500.0000 1

[Select All](#) - [Deselect All](#)

	Voucher	Voucher Type	Doc. No.	Ref. No.	Ref. Date	ProAcc	Name	Remarks	Installment
<input checked="" type="checkbox"/>	View 00000001/DN/00/10/20	DI-11-D	1001104201000016	Q00110420090002		D00CA00001-IDR	CARE TECHNOLOGIES	PT CARE TECHNOLOGIES	

Selected Data:

10. Tekan tombol **[Save]** untuk menyimpan

Data is saved !

SMS - [Close This Page](#)

Receipt Adjustment Voucher

Voucher : 00000006/RA/00/03/21 Booking Date : 3/10/2021 Voucher Type : RA-IO-01 Receipt Adjustment - InterOffice - Branch-01 Branch : 00 Kantor Pusat Profit/Cost Center : 101 Direktur Utama Received From : D00CA00001-IDR CARE TECHNOLOGIES Reference No : 00000002/OR/00/03/21 Reference Type : <input type="text"/> Reference Date : 3/10/2021 Remarks : <input style="width: 100%;" type="text"/>	Currency : IDR Nominal In C.C. : 54,500.0000 Difference in C.C. : 0.0000 Total in C.C. : 54,500.0000 Booking Rate : 1.0000 Total In B.C. : 54,500.0000 Journal : <input type="checkbox"/> Yes Status : Un-Posting Created By : CARE 3/10/2021 Last Edited By : CARE 3/10/2021 Un/Approved By : CARE 3/10/2021 Posted By : <input type="text"/>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

[Add More Details](#) - [Document](#) - [Tax Deduction](#)

No.	Document	Account	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint	Matching
1.	00000002/DN/00/10/20	13310011		10/22/2020	IDR	1001104201000016-Q00110420090002-PT CARE TECHNOLOGIES	54,500.0000	1.0000 1.0000	54,500.0000	-1	<input checked="" type="checkbox"/>

- Kembali pada halaman Inter-Office Receipt Voucher Query, masukkan nomor voucher tadi, lalu klik tombol **[Retrive]**. Hasilnya terlihat teks voucher berubah warna menjadi hijau, kolom Payment terlihat 0, dan kolom Un-Payment terlihat nominal yang belum dibayarkan

1 item(s)

[Add New](#) · [Close This Page](#)

Inter-Office Receipt Voucher Query

Voucher :

Document No. :

Reference No. :

Booking Date : -

Reference Date :

Voucher Type :

Profile Account :

Branch :

Company Account :

Currency :

Last OPR :

Remarks :

Reference Type :

Status :

[Select All](#) · [Deselect All](#)

		Voucher No.	Branch	Voucher Type	Booking Date	Com Acc.	CCY	Nominal	Payment Un-Payment	Re	Selected Data:
<input type="checkbox"/>	View	00000002/RV/01/03/21	01	RV-01-R	3/10/2021	KK-001 - KAS KECIL	IDR	54,500.0000	0.0000 54,500.0000	3/1	<input type="button" value="Approve"/> <input type="button" value="Delete"/> <input type="button" value="Print Batch"/> <input type="button" value="Print OR"/>

CASE 26: Pembayaran Reasuransi

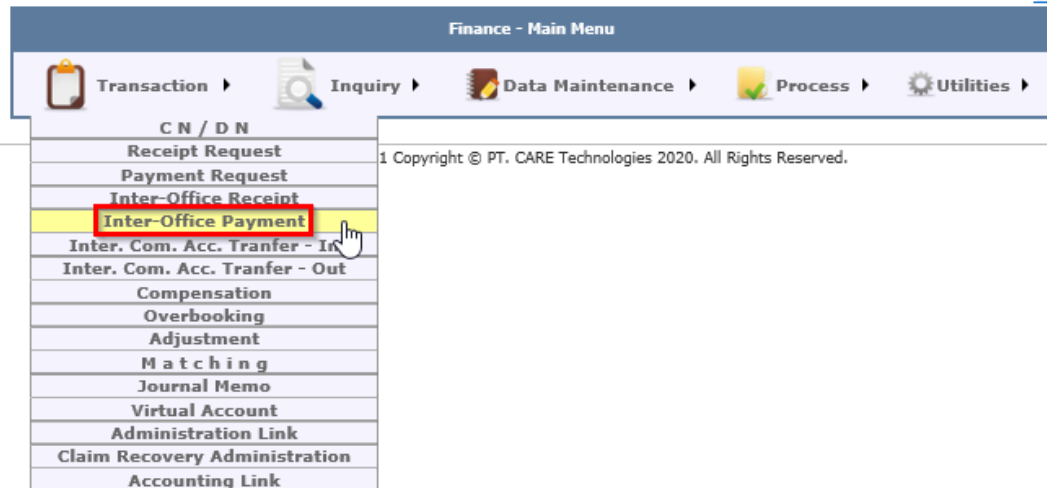
Pembuatan transaksi pembayaran untuk reasuransi

1. Buka Web Module Finance → Finance
2. Arahkan pointer ke menu **Transaction** lalu pilih **[Inter-Office Payment]**

Finance & Accounting

CARE - 11 Mar 2021 13:20:26
Finance - Main Menu

[Close This Page](#)



Finance - Main Menu

Transaction Inquiry Data Maintenance Process Utilities

C N / D N

Receipt Request

Payment Request

Inter-Office Receipt

Inter-Office Payment

Inter. Com. Acc. Tranfer - In

Inter. Com. Acc. Tranfer - Out

Compensation

Overbooking

Adjustment

M a t c h i n g

Journal Memo

Virtual Account

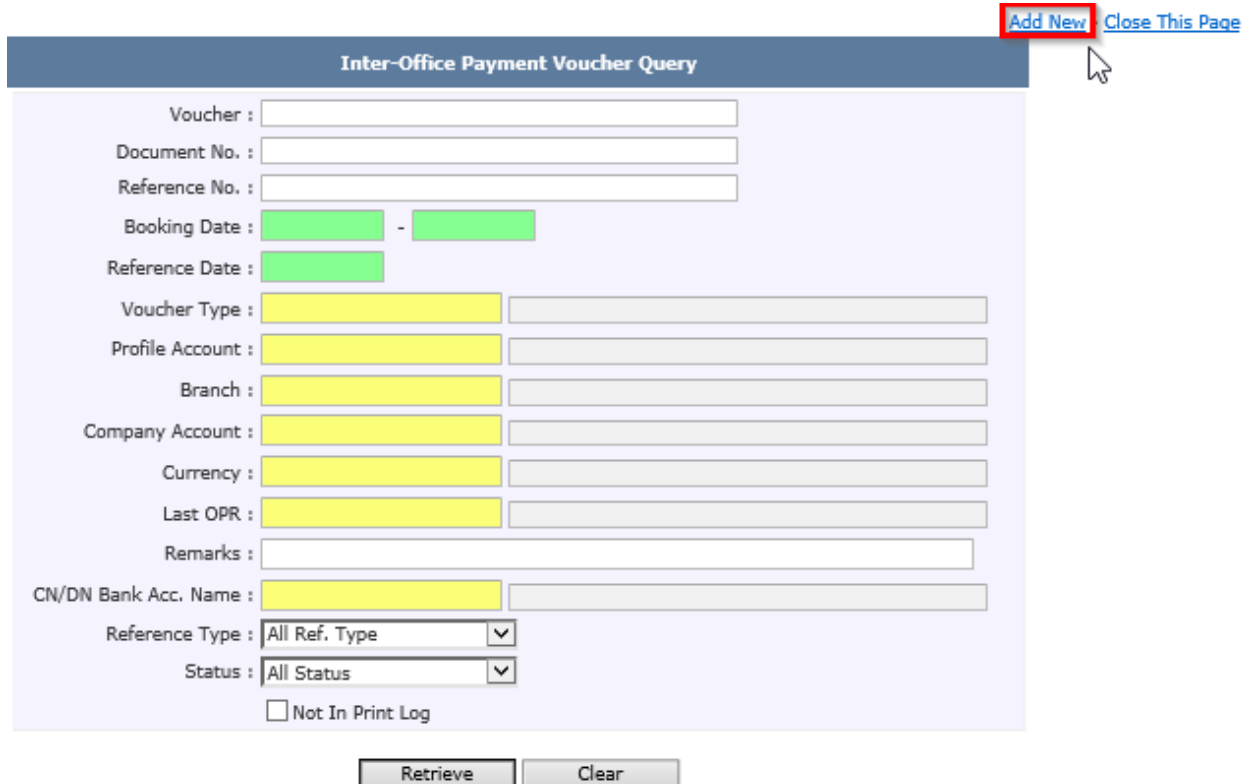
Administration Link

Claim Recovery Administration

Accounting Link

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3. Pada halaman **[Inter-Office Payment]**, klik tombol **Add New** di bagian kanan atas



Inter-Office Payment Voucher Query

[Add New](#) [Close This Page](#)

Voucher :

Document No. :

Reference No. :

Booking Date : -

Reference Date :

Voucher Type :

Profile Account :

Branch :

Company Account :

Currency :

Last OPR :

Remarks :

CN/DN Bank Acc. Name :

Reference Type :

Status :

Not In Print Log

4. Sistem akan menampilkan halaman baru dan isikan informasi sebagai berikut:

Add New Inter-Office Payment • SMS • [Attachment](#) • [Close This Page](#)

Inter-Office Payment Voucher

Voucher :

Booking Date : Reference Currency Date :

Voucher Type : (Payment Voucher - Suspend Premium/Claim)

Branch : (Kantor Pusat)

Profit/Cost Center : (Direktur Utama)

Cash/Bank Account : (Bank Bukopin KC S.Parman (Rek Pusat))

Ext Data Download : Yes

Payment To : (CARE TECHNOLOGIES)

Bank Account No :

Bank Account Name :

Bank Name :

Reference No :

Reference Type :

Reference Date :

Remarks :

Currency :

Nominal In C.C. :

Difference in C.C. :

Total in C.C. :

Booking Rate :

Total In B.C. :

Journal : Yes

Status :

Created By :

Last Edited By :

Un/Approved By :

Posted By :

Source Request :

Data is downloaded : Yes

[Add More Details](#) [Document](#) [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint	Matching	Preference	Overbooking
1.					<input type="text" value="3/11/2021"/>			<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>				<input type="button" value="Overbooking"/> <input type="button" value="Follow This Rate"/>

- a. Pada kolom Booking Date diisikan tanggal pembayaran , yaitu sesuai dengan tanggal yang diinginkan, tetapi tidak boleh dibawah tanggal nota
- b. Voucher Type diisikan dengan kode dari jenis voucher, misal **'PV-01-P (Payment Voucher - Suspend Premium/Claim)'** atau dengan menekan tombol **[F2]** untuk daftarnya
- c. Branch diisikan dengan 'Branch masing-masing user' atau dengan menekan tombol **[F2]**
- d. Profit/Cost Center diisikan dengan Kode Divisi yang melakukan pembayaran dalam suatu perusahaan atau dapat menekan tombol **[F2]** untuk daftarnya
- e. Cash/Bank Account diisikan dengan Kode dari Kas/Bank IDR dalam suatu perusahaan atau dengan menekan tombol **[F2]** untuk daftarnya
- f. Payment To diisikan dengan kode profile dari nama penerima kas/bank atau dengan menekan tombol **[F2]** untuk daftarnya
- g. Reference No diisikan dengan nomor transaksi atau dapat diisikan **'- (Strip)'** jika tidak ada
- h. Reference Type diisikan cara melakukan transaksi
- i. Remarks diisikan keterangan atas transaksi tersebut, misal: **'Pembayaran Reasuransi'**
- j. Klik tombol **[Document]** dibawah tombol **[Save]** dan tombol **[Clear]**. Ganti Query Type sesuai kebutuhan untuk Reasuransi, hapus Profile Name, isikan informasi No. Polis yang akan ditarik pada kolom Document No, misal '1000101210200012', untuk reasuransi yang di kelompokkan dalam kode Treaty maka bisa isikan kode treaty pada kolom Doc no, kemudian klik tombol **[Clear & Add]**

Get Document

Query Type: **Reinsurance Premium BPPDAN**

Profile Name:

Profile Ref. ID:

Document No.: **1000101210200012** - (e.g : Policy No, Claim No, Treaty No)

Voucher No.: -

Reference No.: - (e.g : Reference No, Slip No, Doc. No, Treaty Document)

Original Doc. No.: - (e.g : Original Policy No, Payment Reference)

Reference Type: **All Ref. Type**

Account No.: -

Currency: **IDR**

Date: -

Remarks:

Business Source:

Company Group:

Business Source Ref. ID:

Branch:

Collection No.:

Collection Date: -

Batch No.:

Application Source:

Suspend/Open Account:

Sort By: **(NONE)**

Not In Collection Not In Request Paid Policy Pair Data Condition: **Not In Policy Cancellation** Exclude Tax

Total Amount Selected: **-102,900.0000** **1**

Clear & Add Add Clear Retrieve Load Excel

- k. Pilih Nota Credit (CN). Centang kotak kecil yang berada di sebelah kiri nomor nota yang telah kita pilih kemudian tekan tombol **Retrieve**

Sort By: **(NONE)**

Not In Collection Not In Request Paid Policy Pair Data Condition: **Not In Policy Cancellation** Exclude Tax

Total Amount Selected: **-102,900.0000** **1**

Clear & Add Add Clear **Retrieve** Load Excel

[Select All](#) - [Deselect All](#)

	Voucher	Voucher Type	Doc.No.	Ref. No.	Ref. Date	ProAcc	Name	Remarks	Instalment	Date	Selected Data:
<input checked="" type="checkbox"/>	00000001/CN/00/02/21	CP-01-C	1000101210200012	CP-2020-FR		000BP000001-IDR	B.P.P.D.A.N	PT CARE TECHNOLOGIES		2/1/202	Remove Clear All

5. Klik tombol **Save**, akan muncul message "Save This Record?" dan pilih tombol **OK** untuk menyimpan. Nomor Voucher akan muncul otomatis setelah fungsi **Save** berhasil.



Add New Inter-Office Payment • SMS • Attachment • Close This Page

Inter-Office Payment Voucher

Voucher :

Booking Date : **3/11/2021** Reference Currency Date : **3/11/2021**

Voucher Type : **PV-01-P** (Payment Voucher - Suspend Premium/Claim)

Branch : **00** (Kantor Pusat)

Profit/Cost Center : **101** (Direktur Utama)

Cash/Bank Account : **1000-850-434 (IDR)** (Bank Bukopin KC S.Parman (Rek Pusat))

Ext Data Download : Yes

Payment To : **D00CA00001-IDR** (CARE TECHNOLOGIES)

Bank Account No :

Bank Account Name :

Bank Name :

Reference No : 0.0000

Reference Type : TRANSFER

Reference Date : **3/11/2021**

Remarks : Pembayaran Reasuransi

Currency : **IDR**

Nominal In C.C. : **102,900.0000**

Difference in C.C. : **0.0000**

Total in C.C. : **102,900.0000**

Booking Rate : **0.00**

Total In B.C. : **0.0000**

Journal : Yes

Status :

Created By :

Last Edited By :

Un/Approved By :

Posted By :

Source Request :

Data is downloaded : Yes

Save Clear Print OR Print Voucher Journal Request Approval Approve Unapprove Adjustment Drop Upload XLS Download XLS WH Tax

[Add More Details](#) • [Document](#) • [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint	Matching	Preference	Overbooking
1.	00000001/CN/00/03/21	42410001	00		3/11/2021	IDR	1000101210200012-CP-2020-PR-PT CARE TECHNOLOGIES	102,900.0000	1.0000	102,900.0000	-1	<input checked="" type="checkbox"/>		Overbooking Follow This Rate

Berikut tampilan Journal dari menu **[Inter-Office Payment]**

[Close This Page](#)

Voucher Journal

Voucher : **00000016/PV/00/03/21**

Journal : Yes

Total Debit : **102,900.0000** Total Debit (Part) : **102,900.0000**

Total Credit : **102,900.0000** Total Credit (Part) : **0.0000**

Source :

Status : **Un-Posting**

Posted By :

No.	Account	Group	Description	CCY	CT	Amt.	Debit	Credit
1	42410001	N	Utang Reas Treaty PROPERTY	IDR		OC BC	102,900.0000	0.0000
							102,900.0000	0.0000
2	12208001		Bank Bukopin KC S.Parman (Rek Pusat)	IDR		OC BC	0.0000	102,900.0000
							0.0000	102,900.0000

CASE 27: Penerimaan Claim Recovery Reasuransi

Pembuatan transaksi pembayaran dari reasuransi

1. Buka Web Module Finance → Finance
2. Arahkan pointer ke menu **Transaction**, lalu pilih **[Inter-Office Receipt]**

Finance & Accounting

CARE - 11 Mar 2021 16:55:02
Finance - Main Menu [Close This Page](#)

Finance - Main Menu

Transaction ▶ Inquiry ▶ Data Maintenance ▶ Process ▶ Utilities ▶

C N / D N

Receipt Request

Payment Request

Inter-Office Receipt

Inter-Office Payment

Inter. Com. Acc. Tranfer - In

Inter. Com. Acc. Tranfer - Out

Compensation

Overbooking

Adjustment

M a t c h i n g

Journal Memo

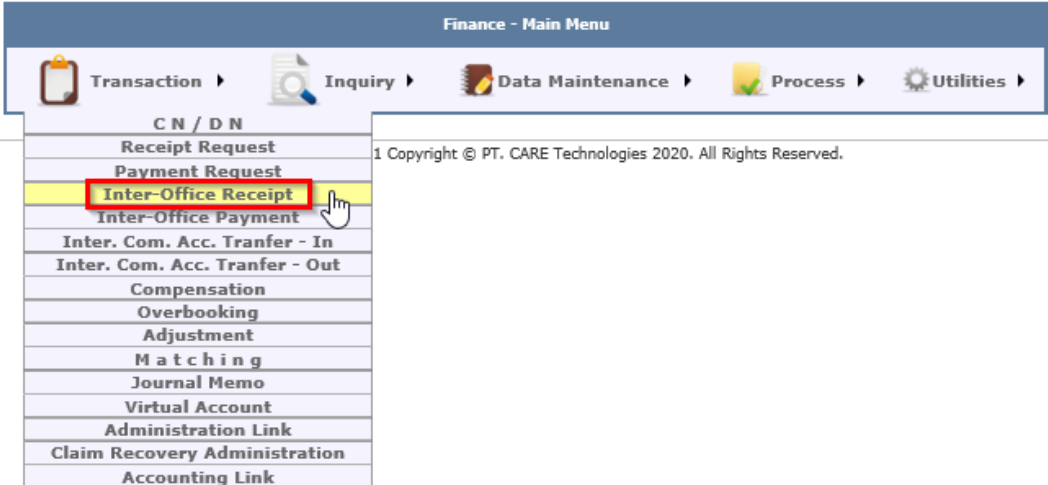
Virtual Account

Administration Link

Claim Recovery Administration

Accounting Link

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3. Pada halaman **[Inter-Office Receipt]**, klik tombol **Add New** di bagian kanan atas

Inter-Office Receipt Voucher Query

Voucher :

Document No. :

Reference No. :

Booking Date : -

Reference Date :

Voucher Type :

Profile Account :

Branch :

Company Account :

Currency :

Last OPR :

Remarks :

Reference Type :

Status :

4. Sistem akan menampilkan halaman baru dan isikan informasi sebagai berikut:

Add New Inter-Office Receipt • SMS • Attachment • Close This Page

Inter-Office Receipt Voucher

Voucher :

Booking Date : Reference Currency Date :

Currency :

Voucher Type : (Receipt Voucher - Suspend Premium/Claim)

Nominal In C.C. :

Difference in C.C. :

Branch : (Kantor Pusat)

Total in C.C. :

Profit/Cost Center : (Direktur Utama)

Booking Rate :

Cash/Bank Account : (Bank BTN KC Jakarta Kuningan (Pusat Pasif))

Total In B.C. :

Received From : (CARE TECHNOLOGIES)

Journal : Yes

Bank Account No. :

Status :

Bank Account Name :

Created By :

Bank Name :

Last Edited By :

Un/Approved By :

Reference No. :

Posted By :

Reference Type :

Source Request :

Reference Date :

Remarks :

[Add More Details](#) [Document](#) [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint	Matching	Preference	Overbooking
1.					3/11/2021			0.0000	0.0000	0.0000				Overbooking

- Pada kolom Booking Date diisikan tanggal pembayaran , yaitu sesuai dengan tanggal yang diinginkan, tetapi tidak boleh dibawah tanggal nota
- Voucher Type diisikan dengan kode dari jenis voucher, misal '**RV-01-R (Receipt Voucher – Suspend Premium/Claim)**' atau dengan menekan tombol **[F2]** untuk daftarnya

- c. Branch diisikan dengan 'Branch masing-masing user' atau dengan menekan tombol **[F2]** untuk daftarnya
- d. Profit/Cost Center diisikan dengan Kode Divisi yang menerima pembayaran dalam suatu perusahaan atau dapat menekan tombol **[F2]** untuk daftarnya
- e. Cash/Bank Account diisikan dengan Kode dari Kas/Bank IDR dalam suatu perusahaan atau dengan menekan tombol **[F2]** untuk daftarnya
- f. Receive From diisikan dengan kode profile dari nama pemberi kas/bank atau dengan menekan tombol **[F2]** untuk daftarnya
- g. Reference No diisikan dengan nomor transaksi atau dapat diisikan '- (Strip)' jika tidak ada
- h. Reference Type diisikan tipe transaksi yang dilakukan
- i. Remarks diisikan keterangan atas transaksi tersebut, misal: '**Penerimaan Claim Recovery Reasuransi**'
- j. Klik tombol **[Document]** dibawah tombol **[Save]** dan tombol **[Clear]**. Ganti Query Type sesuai kebutuhan untuk Reasuransi, hapus Profile Name, isikan informasi No. Polis yang akan ditarik pada kolom Document No, misal '800010121010001', untuk reasuransi yang di kelompokkan dalam kode Treaty maka bisa isikan kode treaty pada kolom Doc no kemudian klik tombol **[Clear & Add]**

[Close This Page](#)

Get Document

Query Type : Reinsurance Claim BPPDAN ▼

Profile Name :

Profile Ref. ID :

Document No. : 800010121010001 - (e.g : Policy No, Claim No, Treaty No)

Voucher No. : -

Reference No. : - (e.g : Reference No, Slip No, Doc. No, Treaty Document)

Original Doc. No. : - (e.g : Original Policy No, Payment Reference)

Reference Type : All Ref. Type ▼

Account No. : -

Currency : IDR

Date : -

Remarks :

Business Source :

Company Group :

Business Source Ref. ID :

Branch :

Collection No :

Collection Date : -

Batch No. :

Application Source :

Suspend/Open Account :

Sort By : (NONE) ▼

Not In Collection
 Not In Request
 Paid Policy
 Pair Data
 Condition : Not In Policy Cancellation ▼
 Exclude Tax

Total Amount Selected : 0,0000 0

Clear & Add
Add
Clear
Retrieve
Load Excel



- k. Pilih Voucher yang Nota Debit (DN). Centang kotak kecil yang berada di sebelah kiri nomor nota yang telah kita pilih kemudian tekan tombol **[Retrieve]**

Sort By :

Not In Collection Not In Request Paid Policy Pair Data Condition : Exclude Tax

Total Amount Selected :

[Select All](#) • [Deselect All](#)

	Voucher	Voucher Type	Doc. No.	Ref. No.	Ref. Date	Profil	Name	Remarks	Installment	Date
<input checked="" type="checkbox"/>	View	00000003/DN/00/01/21	CP-01-D	800010121010001	CP-2020-FR	000BP00001-IDR	B.P.P.D.A.N	PT CARE TECHNOLOGIES		1/8/2021

Selected Data:

5. Klik tombol **[Save]**, akan muncul message "Save This Record?" dan pilih tombol **[OK]** untuk menyimpan. Nomor Voucher akan muncul otomatis setelah fungsi **[Save]** berhasil.

Add New Inter-Office Receipt • SMS • Attachment • Close This Page

Inter-Office Receipt Voucher

Voucher :

Booking Date : Reference Currency Date :

Voucher Type : Receipt Voucher - Suspend Premium/Claim

Branch : Kantor Pusat

Profit/Cost Center : Direktur Utama

Cash/Bank Account : Bank BTN KC Jakarta Kuningan (Pusat Pasif)

Received From : CARE TECHNOLOGIES

Bank Account No :

Bank Account Name :

Bank Name :

Reference No :

Reference Type :

Reference Date :

Remarks :

Currency :

Nominal In C.C. :

Difference in C.C. :

Total in C.C. :

Booking Rate :

Total In B.C. :

Journal : Yes

Status :

Created By :

Last Edited By :

Un/Approved By :

Posted By :

Source Request :

[Add More Details](#) • [Document](#) • [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint	Matching	Preference	Overbooking
1.	00000003/DN/00/01/21	<input type="text" value="14430001"/>	<input type="text" value="00"/>	<input type="text" value="D"/>	<input type="text" value="3/11/2021"/>	<input type="text" value="IDR"/>	800010121010001-CP-2020-FR-PT CARE TECHNOLOGIES	8,742,500.0000	1.0000	8,742,500.0000	+5	<input checked="" type="checkbox"/>		Overbooking
									1.0000					Follow This Rate

Berikut tampilan Journal dari menu **[Inter-Office Receipt]**

Voucher Journal

Voucher : 00000024/RV/00/03/21

Journal : Yes

Total Debit : 8,742,500.0000 Total Debit (Part) : 0.0000

Total Credit : 8,742,500.0000 Total Credit (Part) : 8,742,500.0000

Source :

Status :

Posted By :

No.	Account	Group	Description	CCY	CT	Amt.	Debit	Credit
1	12206004		Bank BTN KC Jakarta Kuningan (Pusat Pasif)	IDR		OC BC	8,742,500.0000	0.0000
							8,742,500.0000	0.0000
2	14430001	N	Piut. Treaty - Sesi Klaim PROPERTY	IDR		OC BC	0.0000	8,742,500.0000
							0.0000	8,742,500.0000

CASE 28 : Pembayaran Cash Advanced

Pengiriman dana dari kantor pusat ke kantor cabang untuk keperluan membayar beban di kantor cabang yang belum diketahui nominalnya

Langkah-langkah :

1. Buka Web Module Finance

CARE Enterprise Application

care - 12 Mar 2021 13:03
Care Web Application - Main Menu

System	Management	Data Maintenance	Log Out
--------	------------	------------------	---------

Apps	Reports	
<ul style="list-style-type: none"> ▼ WEB APPLICATION <ul style="list-style-type: none"> ▼ Auto Lapse <ul style="list-style-type: none"> ▶ Auto Lapse ▼ Blanket <ul style="list-style-type: none"> ▶ Blanket ▼ Claim <ul style="list-style-type: none"> ▶ Claim ▼ Collection & Disbursement <ul style="list-style-type: none"> ▶ Collection ▶ Disbursement ▶ Reminder ▼ Finance <ul style="list-style-type: none"> ▶ Finance ▶ Petty Cash ▼ Policy Processing <ul style="list-style-type: none"> ▶ Policy Processing ▶ Renewal ▶ Scheme Transaction ▼ Marketing <ul style="list-style-type: none"> ▶ Quotation ▶ Servicing ▼ Setup <ul style="list-style-type: none"> ▶ Setup ▼ Uploader <ul style="list-style-type: none"> ▶ Web Upload 		Task Due: 3/12/2021 - 3/19/2021 Task Lapse: <input type="text"/> Task Type: My Task Pending (0) Task Category: <input type="text"/> Type of Cover: <input type="text"/> <input type="text"/> Branch: <input type="text"/> <input type="text"/> Sender ID: <input type="text"/> <input type="text"/> Business Source ID: <input type="text"/> <input type="text"/> C/I No.: <input type="text"/> Remarks: <input type="text"/> <input type="button" value="Find"/>

CareWebApplication Ver. 1.2.12 Copyright © PT. CARE Technologies 2020. All Rights Reserved.

2. Pilih menu [Inter-Office Payment] pada menu Transaction

Finance & Accounting

CARE - 10 Mar 2021 08:58:12
Finance - Main Menu

[Close This Page](#)

Finance - Main Menu	
Transaction	Inquiry
Data Maintenance	Process
Utilities	
C N / D N	
Receipt Request	
Payment Request	
Inter-Office Receipt	
Inter-Office Payment	
Inter. Com. Acc. Transfer - In	
Inter. Com. Acc. Transfer - Out	
Compensation	
Overbooking	
Adjustment	
M a t c h i n g	
Journal Memo	
Virtual Account	
Administration Link	
Claim Recovery Administration	
Accounting Link	

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3. Klik tombol 'Add New' pada menu [Inter-Office Payment Voucher Query]

Finance & Accounting

CARE - 10 Mar 2021 08:58:29
Inter-Office Payment Voucher Query

[Add New](#) [Close This Page](#)

Inter-Office Payment Voucher Query

Voucher :

Document No. :

Reference No. :

Booking Date : -

Reference Date :

Voucher Type :

Profile Account :

Branch :

Company Account :

Currency :

Last OPR :

Remarks :

CN/DN Bank Acc. Name :

Reference Type : All Ref. Type

Status : All Status

Not In Print Log

[Select All](#) • [Deselect All](#)

4. Lalu pada window [Inter-Office Payment Voucher], isikan informasi sebagai berikut :

Inter-Office Payment Voucher

Voucher :

Booking Date : 3/10/2021 Reference Currency Date : 3/10/2021

Voucher Type : PV-13-P Payment Voucher - Others

Branch : 00 Kantor Pusat

Profit/Cost Center : 205 Kantor Pusat

Cash/Bank Account : 01-30-000388-9 (IDR) Bank BTN KC Jakarta Kuningan (Pusat Aktif)

Ext Data Download : Yes

Payment To : C04AB00001-IDR ASURANSI BINAGRIYA UPAKARA KC JAKARTA

Bank Account No. :

Bank Account Name :

Bank Name :

Reference No. : 0.0000

Reference Type : TRANSFER

Reference Date : 3/10/2021

Remarks : Cash Advanced untuk Cabang 04

Currency : IDR

Nominal In C.C. : 1,000,000.0000

Difference in C.C. : 0.0000

Total in C.C. : 1,000,000.0000

Booking Rate : 0,00

Total In B.C. : 0.0000

Journal : Yes

Status :

Created By :

Last Edited By :

Un/Approved By :

Posted By :

Source Request :

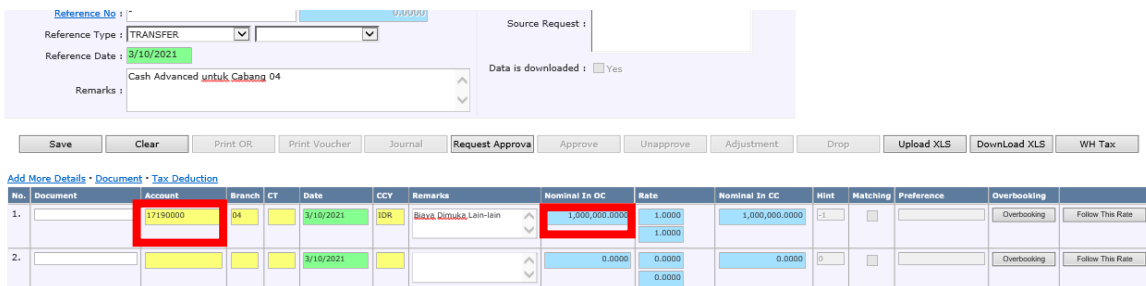
Data is downloaded : Yes

[Add More Details](#) • [Document](#) • [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint
1.		17190000	04		3/10/2021	IDR	Biaya Ditunggu Lain-lain	1,000,000.0000	1.0000	1,000,000.0000	-1

- a) Pada kolom 'Booking Date' diisikan tanggal pembayaran, yaitu sesuai dengan tanggal yang diinginkan, tapi tidak boleh dibawah tanggal nota

- b) Kolom **'Voucher Type'** diisikan dengan kode dari jenis voucher, yaitu **'PV-13-P (Payment Voucher - Others)'** atau dengan menekan tombol **(F2)** untuk melihat daftar voucher type
- c) Kolom **'Branch'** diisikan dengan kode branch dari kantor pusat **(00)** atau dengan menekan tombol **(F2)** untuk melihat daftar kode branch
- d) Kolom **'Profit/Cost Center'** diisikan dengan cost center dari departement yang melakukan transaksi tersebut atau dengan menekan tombol **(F2)** untuk melihat daftarnya
- e) Kolom **'Cash/Bank Account'** diisikan dengan kode dari kas/bank IDR atau dengan menekan tombol [F2] untuk daftarnya
- f) Kolom **'Payment To'** diisikan dengan nama pembayar pembayaran tersebut ditujukan kepada siapa atau dengan menekan tombol **(F2)** untuk melihat daftarnya
- g) Kolom **'Reference No'** dapat diisi dengan nomor referensi jika ada, jika tidak ada maka isi dengan tanda strip (-)
- h) Kolom **'Remarks'** diisikan keterangan atas transaksi tersebut, misalnya : **'Cash advanced untuk cabang 04'**



No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint	Matching	Preference	Overbooking
1.		1719000	04		3/10/2021	IDR	Biaya Dimuka Lain-lain	1.000.000.000	1.0000	1.000.000.0000				Overbooking Follow This Rate
2.					3/10/2021			0.0000	0.0000	0.0000				Overbooking Follow This Rate

- i) Untuk pembayaran cash advanced, pada kolom **'Account'** diisikan manual dengan kode **'1719000 – Biaya Dimuka Lain-lain'** atau dengan menekan tombol **(F2)** untuk melihat daftar account
 - j) Pada kolom **'Branch'** isikan dengan cabang yang dituju **'04'** atau dengan menekan tombol **(F2)** untuk melihat daftar branch
 - k) Isikan nilai nominal yang akan dibayarkan pada kolom **'Nominal In OC'**. Misalnya : **1.000.000,00**
5. Setelah semua informasi diisi, lalu klik tombol **'Save'**. Setelah mengklik tombol **'Save'** muncul message **"Save this record?"** dan pilih tombol **'OK'** untuk menyimpan PV tersebut

Voucher : 00000009/PV/00/03/21

Booking Date : 3/10/2021 **Reference Currency Date :** 3/10/2021

Voucher Type : PV-13-P **Payment Voucher - Others**

Branch : 00 **Kantor Pusat**

Profit/Cost Center : 205 **Kantor Pusat**

Cash/Bank Account : 00001-01-30-000388- **Bank BTN KC Jakarta Kuningan (Pusat Aktif)**

Ext Data Download : Yes

Payment To : C01AB00001-IDR **ASURANSI BINAGRIYA. UPAKARA. KANTOR. PUSAT**

Bank Account No :

Bank Account Name :

Bank Name :

Reference No : 0,0000

Reference Type : TRANSFER

Reference Date : 3/10/2021

Remarks : Cash Advanced untuk Cabang 04

Currency : IDR

Nominal In C.C. : 1,000,000.0000

Difference in C.C. : 0.0000

Total in C.C. : 1,000,000.0000

Booking Rate : 1.0000

Total In B.C. : 1,000,000.0000

Journal : Yes

Status : Un-Posting

Created By : CARE **3/10/2021**

Last Edited By : CARE **3/10/2021**

Un/Approved By : CARE **3/10/2021**

Posted By :

Source Request :

Data is downloaded : Yes

Save

Clear

Print OR

Print Voucher

Journal

Request Approval

Approve

Unapprove

Adjustment

Drop

[Add More Details](#) - [Document](#) - [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint
1.	17190000	17190000	04		3/10/2021	IDR	Biaya Dimuka Lain-lain	1,000,000.0000	1.0000	1,000,000.0000	1

- Setelah PV tersebut disimpan, nomor Voucher dari PV tersebut akan muncul di kolom 'Voucher' yaitu '00000009/PV/00/03/21'

CASE 29 : Realisasi Cash Advanced

Case ini merupakan cara realisasi Cash Advanced dari PV yang sebelumnya sudah dibuat apabila nominal yang sesungguhnya sama dengan nominal dari PV yang sudah dibuat (Dana yang diberikan dari pusat ke cabang nominalnya sama persis dengan nominal yang diperlukan cabang). Yaitu dengan membuat Matching dengan PV yang sebelumnya sudah dibuat.

Langkah-langkah :

- Buka Web Module Finance
- Pilih [Matching] pada menu 'Transaction'

Finance & Accounting

CARE - 10 Mar 2021 08:58:12
Finance - Main Menu

[Close This Page](#)

Finance - Main Menu

Transaction ▾
 Inquiry ▾
 Data Maintenance ▾
 Process ▾
 Utilities ▾

C N / D N

Receipt Request
Payment Request
Inter-Office Receipt
Inter-Office Payment
Inter. Com. Acc. Transfer - In
Inter. Com. Acc. Transfer - Out
Compensation
Overbooking
Adjustment
Matching
Journal Memo
Virtual Account
Administration Link
Claim Recovery Administration
Accounting Link

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3. Klik tombol **Add New** pada menu **[Matching Voucher Query]**

Finance & Accounting

CARE - 10 Mar 2021 09:42:59
Matching Voucher Query

[Add New](#) [Close This Page](#)

Matching Voucher Query

Voucher :

Document No. :

Reference No. :

Booking Date : -

Reference Date :

Voucher Type :

Profile Account :

Branch :

Company Account :

Currency :

Last OPR :

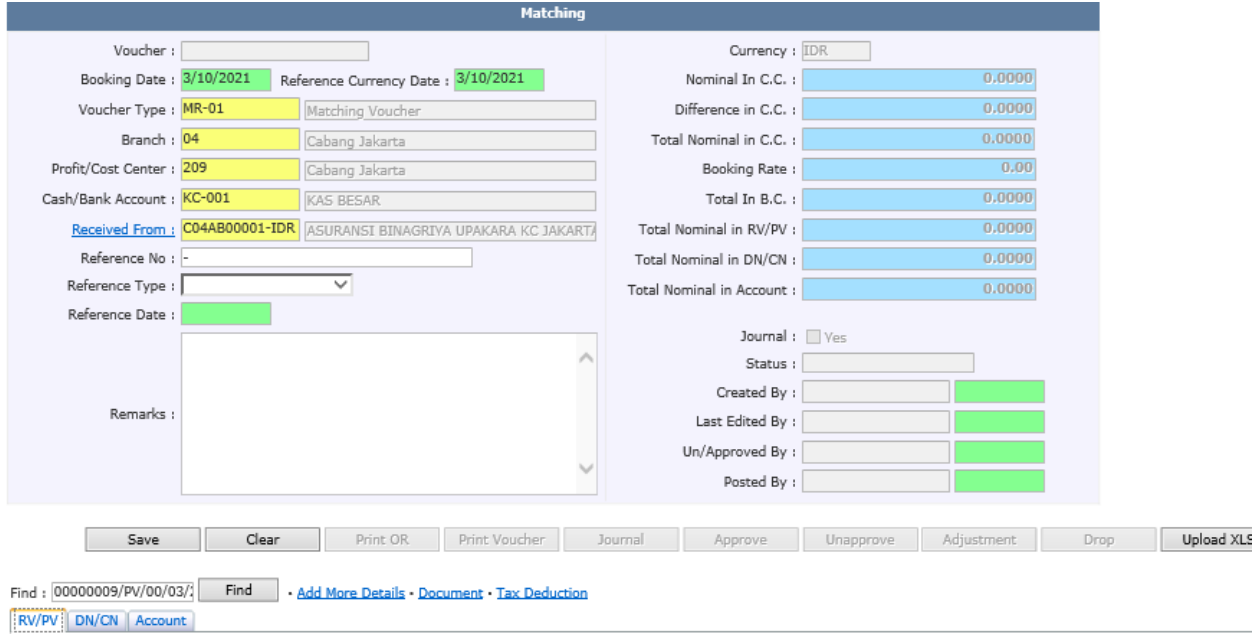
Remarks :

Reference Type :

Status :

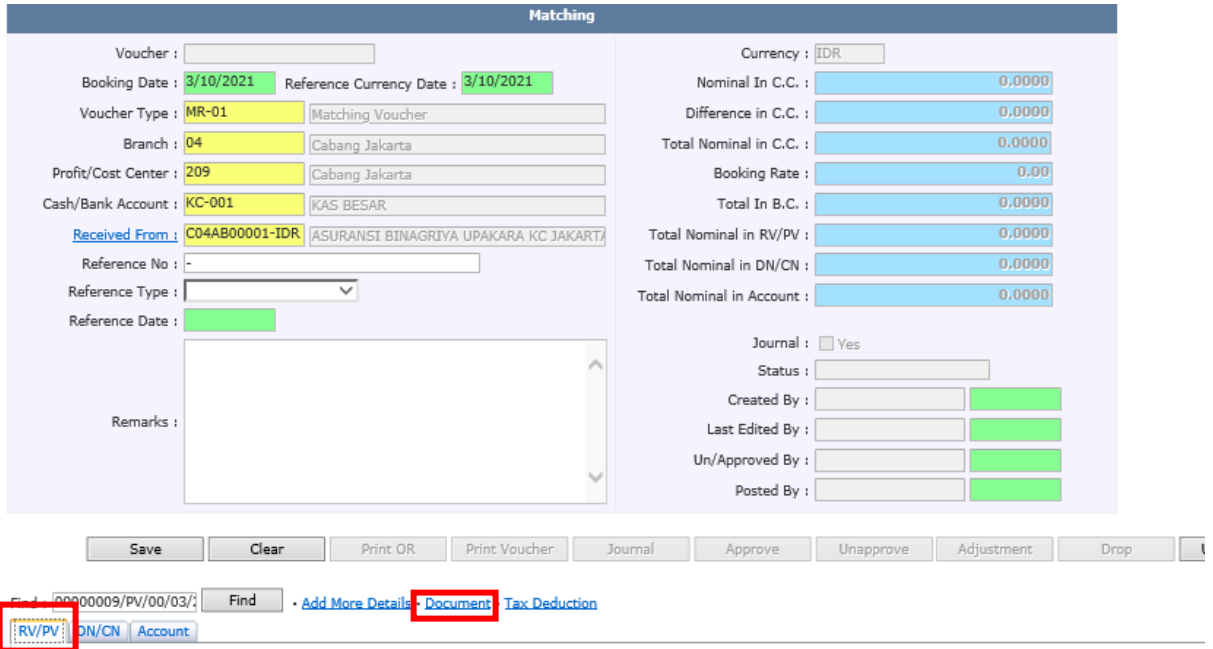
[Select All](#) - [Deselect All](#)

4. Setelah itu, pada window **[Matching]**, isikan informasi sebagai berikut :



- Pada kolom '**Booking Date**' diisikan tanggal pembayaran, yaitu sesuai dengan tanggal yang diinginkan, tapi tidak boleh dibawah tanggal nota
- Kolom '**Voucher Type**' diisikan dengan kode dari jenis voucher, yaitu '**MR-01 (Matching Voucher)**' atau dengan menekan tombol **[F2]** untuk melihat daftarnya
- Kolom '**Branch**' diisikan dengan '**Branch masing-masing user**' atau dengan menekan tombol **[F2]** untuk melihat daftarnya
- Kolom '**Profit/Cost Center**' diisikan dengan kode Divisi yang menerima pembayaran dalam suatu perusahaan atau dengan menekan tombol **[F2]** untuk melihat daftarnya
- Kolom '**Cash/Bank Account**' diisikan dengan kode dari kas/bank IDR, tekan tombol **[F2]** untuk daftarnya
- Kolom '**Received From**' diisikan dengan nama / profil dari pengirim uang tersebut, tekan tombol **[F2]** untuk daftarnya
- Kolom '**Reference No**' dapat diisi dengan nomor referensi jika ada, jika tidak ada maka isi dengan tanda strip (-)
- Kolom '**Remarks**' diisikan dengan keterangan Matching Voucher tersebut

5. Setelah itu, di bagian bawah masuk ke tab 'RV/PV' dan klik menu 'Document' untuk menarik PV yang sebelumnya telah dibuat



Matching

Voucher :

Booking Date : 3/10/2021 Reference Currency Date : 3/10/2021

Voucher Type : MR-01 Matching Voucher

Branch : 04 Cabang Jakarta

Profit/Cost Center : 209 Cabang Jakarta

Cash/Bank Account : KC-001 KAS BESAR

Received From : C04AB00001-IDR ASURANSI BINAGRIYA UPAKARA KC JAKARTA

Reference No :

Reference Type :

Reference Date :

Remarks :

Currency : IDR

Nominal In C.C. : 0.0000

Difference in C.C. : 0.0000

Total Nominal in C.C. : 0.0000

Booking Rate : 0.00

Total In B.C. : 0.0000

Total Nominal in RV/PV : 0.0000

Total Nominal in DN/CN : 0.0000

Total Nominal in Account : 0.0000

Journal : Yes

Status :

Created By :

Last Edited By :

Un/Approved By :

Posted By :

Save Clear Print OR Print Voucher Journal Approve Unapprove Adjustment Drop

Find 00000009/PV/00/03/21 • Add More Details Document Tax Deduction

RV/PV DN/CN Account

6. Lalu di menu [Get Document] masukkan nomor PV yang sebelumnya telah dibuat, yaitu '00000009/PV/00/03/21' pada kolom 'Voucher No', lalu klik tombol 'Add' atau 'Clear & Add'

Get Document

Query Type : RV/PV

Profile Name :

Profile Ref. ID :

Document No. : (e.g : Policy No, Claim No, Treaty No)

Voucher No. : 00000009/PV/00/03/21 x

Reference No. : (e.g : Reference No, Slip No, Doc. No, Treaty Document)

Original Doc. No. : (e.g : Original Policy No, Payment Reference)

Reference Type : All Ref. Type

Account No. :

Currency : IDR

Date : -

Remarks :

Business Source :

Company Group :

Business Source Ref. ID :

Branch :

Collection No :

Collection Date : -

Batch No. :

Application Source :

Suspend/Open Account :

Sort By : (NONE)

Not In Collection Not In Request Paid Policy Pair Data Condition : Not In Policy Cancellation Exclude Tax

Total Amount Selected : 0.0000 0

[Select All](#) • [Deselect All](#)

7. Setelah tombol 'Add' diklik, akan muncul list dari nomor PV tersebut. Centang pada bagian kiri PV tersebut dan klik 'Retrieve' untuk menarik PV tersebut kedalam voucher Matching yang sedang dibuat

Add New Matching • SMS • [Attachment](#) • [Close This Page](#)

Matching

Voucher :

Booking Date : **3/10/2021** Reference Currency Date : **3/10/2021**

Voucher Type : **MR-01** Matching Voucher

Branch : **04** Cabang Jakarta

Profit/Cost Center : **209** Cabang Jakarta

Cash/Bank Account : **KC-001** KAS BESAR

Received From : **CD4AB00001-IDR** ASURANSI BINAGRIYA UPAKARA KC JAKARTA

Reference No :

Reference Type :

Reference Date :

Remarks :

Currency : **IDR**

Nominal In C.C. : **1,000,000.0000**

Difference in C.C. : **0.0000**

Total Nominal in C.C. : **1,000,000.0000**

Booking Rate : **0.00**

Total In B.C. : **0.0000**

Total Nominal in RV/PV : **1,000,000.0000**

Total Nominal in DN/CN : **0.0000**

Total Nominal in Account : **0.0000**

Journal : Yes

Status :

Created By :

Last Edited By :

Un/Approved By :

Posted By :

Find : • [Add More Details](#) • [Document](#) • [Tax Deduction](#)

RV/PV
DN/CN
Account

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint	Matching
1.	00000009/PV/00/03/21	17190000	04		3/10/2021	IDR	---Cash Advanced untuk Cabang 04	1,000,000.0000	1.0000	1,000,000.0000	-1	<input checked="" type="checkbox"/>
2.					3/10/2021			0.0000	1.0000	0.0000	0	<input type="checkbox"/>

8. Setelah PV sudah ditarik, lalu masuk ke tab 'Account' dan masukkan kode Account untuk biaya yang dilakukan, lalu masukan kode Branch dan Nominal in OC sebesar Rp1.000.000,00

Matching

Voucher :

Booking Date : 3/10/2021 Reference Currency Date : 3/10/2021

Voucher Type : MR-02

Branch : 04

Profit/Cost Center : 209

Cash/Bank Account : KC-001

[Received From](#) : C04AB00001-IDR

Reference No :

Reference Type :

Reference Date :

Remarks :

Currency :

Nominal In C.C. : 1,000,000.0000

Difference in C.C. : 1,000,000.0000

Total Nominal in C.C. : 0.0000

Booking Rate : 0.00

Total In B.C. : 0.0000

Total Nominal in RV/PV : 1,000,000.0000

Total Nominal in DN/CN : 0.0000

Total Nominal in Account : -1,000,000.0000

Journal : Yes

Status :

Created By :

Last Edited By :

Un/Approved By :

Posted By :

Find : • [Add More Details](#) • [Document](#) • [Tax Deduction](#)

RV/PV DN/CN Account												
No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint	
1.		82159000	04		3/10/2021	IDR	Lain - Lain	-1,000,000.0000	1.0000	1.0000	-1,000,000.0000	-109
2.					3/10/2021							
3.					3/10/2021							

- Setelah semua informasi diisi, lalu klik tombol 'Save'. Setelah mengklik tombol 'Save' muncul message "Save this record?" dan pilih tombol 'OK' untuk menyimpan voucher Matching tersebut. Selesai.

CASE 30 : Realisasi Cash Advance Lebih Bayar

Case ini merupakan cara realisasi Cash Advanced dari PV yang sebelumnya sudah dibuat apabila nominal yang sesungguhnya lebih kecil dari yang sudah dibayarkan oleh kantor pusat ke kantor cabang. Yaitu dengan membuat RV di kantor cabang dan menarik dari PV yang sebelumnya sudah dibuat dan mengurangi dengan account biaya yang sesungguhnya.

Langkah-langkah :

- Buka Web Module Finance
- Pilih menu [Inter-Office Receipt] pada menu Transaction

Finance & Accounting

CARE - 12 Mar 2021 13:14:56
Finance - Main Menu

[Close This Page](#)

Finance - Main Menu

Transaction ▶
 Inquiry ▶
 Data Maintenance ▶
 Process ▶
 Utilities ▶

C N / D N

- Receipt Request
- Payment Request
- Inter-Office Receipt
- Inter-Office Payment
- Inter. Com. Acc. Tranfer - In
- Inter. Com. Acc. Tranfer - Out
- Compensation
- Overbooking
- Adjustment
- M a t c h i n g
- Journal Memo
- Virtual Account
- Administration Link
- Claim Recovery Administration
- Accounting Link

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- Klik tombol 'Add New' pada menu [Inter-Office Receipt Voucher Query]

Finance & Accounting

CARE - 12 Mar 2021 13:32:28
Inter-Office Receipt Voucher Query

[Add New](#) · [Close This Page](#)

Inter-Office Receipt Voucher Query

Voucher :

Document No. :

Reference No. :

Booking Date : -

Reference Date :

Voucher Type :

Profile Account :

Branch :

Company Account :

Currency :

Last OPR :

Remarks :

Reference Type :

Status :

[Select All](#) · [Reset All](#)

- Lalu pada window [Inter-Office Receipt Voucher], isikan informasi sebagai berikut :

Data is saved !

[Add New Inter-Office Receipt](#) • [SMS](#) • [Attachment](#) • [Close This Page](#)

Inter-Office Receipt Voucher

Voucher :	00000003/RV/04/03/21	Currency :	IDR
Booking Date :	3/12/2021	Reference Currency Date :	3/12/2021
Voucher Type :	RV-13-R	Receipt Voucher - Others	
Branch :	04	Cabang Jakarta	
Profit/Cost Center :	209	Cabang Jakarta	
Cash/Bank Account :	00001-01-30-000222-	PT. Bank Tabungan Negara Kantor Cabang Jaka	
Received From :	C01AB00001-IDR	ASURANSI BINAGRIYA UPAKARA KANTOR PUSAT	
Bank Account No :			
Bank Account Name :			
Bank Name :			
Reference No :		0,0000	
Reference Type :	TRANSFER		
Reference Date :	3/12/2021		
Remarks :	RV Untuk Cash Advanced Lebih Bayar		
Nominal In C.C. :	1,000,000.0000		
Difference in C.C. :	750,000.0000		
Total in C.C. :	250,000.0000		
Booking Rate :	1.0000		
Total In B.C. :	250,000.0000		
Journal :	<input type="checkbox"/> Yes		
Status :	Un-Posting		
Created By :	CARE	3/12/2021	
Last Edited By :	CARE	3/12/2021	
Un/Approved By :	CARE	3/12/2021	
Posted By :			
Source Request :			

[Add More Details](#) • [Document](#) • [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint	Matching
1.	00000018/PV/00/03/21	17190000	04		3/12/2021	IDR	---Pembayaran cash advanced	1,000,000.0000	1.0000	1,000,000.0000	-1	<input checked="" type="checkbox"/>
2.	89209000	89209000	04		3/12/2021	IDR	Beban Lain	-750,000.0000	1.0000	-750,000.0000	-99	<input type="checkbox"/>

- Pada kolom **'Booking Date'** diisikan tanggal pembayaran, yaitu sesuai dengan tanggal yang diinginkan, tapi tidak boleh dibawah tanggal nota
- Kolom **'Voucher Type'** diisikan dengan kode dari jenis voucher, yaitu **'RV-13-P (Receipt Voucher - Others)'** atau dengan menekan tombol **(F2)** untuk melihat daftar voucher type
- Kolom **'Branch'** diisikan dengan kode branch dari kantor cabang Jakarta **(04)** atau dengan menekan tombol **(F2)** untuk melihat daftar kode branch
- Kolom **'Profit/Cost Center'** diisikan dengan cost center dari departement yang melakukan transaksi tersebut atau dengan menekan tombol **(F2)** untuk melihat daftarnya
- Kolom **'Cash/Bank Account'** diisikan dengan kode dari kas/bank IDR atau dengan menekan tombol **[F2]** untuk daftarnya
- Kolom **'Payment To'** diisikan dengan nama pembayar pembayaran tersebut ditujukan kepada siapa atau dengan menekan tombol **(F2)** untuk melihat daftarnya
- Kolom **'Reference No'** dapat diisi dengan nomor referensi jika ada, jika tidak ada maka isi



dengan tanda strip (-)

- h) Kolom **'Remarks'** diisi dengan keterangan atas transaksi tersebut, misalnya : **'Cash advanced lebih bayar'**

Reference Type : TRANSFER
Reference Date : 3/12/2021
Remarks : RV Untuk Cash Advanced Lebih Bayar

Source Request :

Save Clear Print OR Print Voucher Journal Approve Unapprove Adjustment Drop

[Add More Details](#) • [Document](#) • [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint
1.					3/12/2021			0.0000	0.0000 0.0000	0.0000	

5. Lalu di bagian bawah, klik tombol **'Document'** untuk menarik PV yang sebelumnya telah dibuat
6. Lalu di menu [Get Document] masukkan nomor PV yang sebelumnya telah dibuat, yaitu **'00000009/PV/00/03/21'** pada kolom **'Voucher No'**, lalu klik tombol **'Add'** atau **'Clear & Add'**

[Close This Page](#)

Get Document

Query Type : RV/PV

Profile Name :

Profile Ref. ID :

Document No. : (e.g : Policy No, Claim No, Treaty No)

Voucher No. : 00000009/PV/00/03/21 x

Reference No. : (e.g : Reference No, Slip No, Doc. No, Treaty Document)

Original Doc. No. : (e.g : Original Policy No, Payment Reference)

Reference Type : All Ref. Type

Account No. :

Currency : IDR

Date : -

Remarks :

Business Source :

Company Group :

Business Source Ref. ID :

Branch :

Collection No. :

Collection Date : -

Batch No. :

Application Source :

Suspend/Open Account :

Sort By : (NONE)

Not In Collection Not In Request Paid Policy Pair Data Condition : Not In Policy Cancellation Exclude Tax

Total Amount Selected : 0.0000 0

[Select All](#) - [Deselect All](#)

7. Setelah tombol 'Add' diklik, akan muncul list dari nomor PV tersebut. Centang pada bagian kiri PV tersebut dan klik 'Retrieve' untuk menarik PV tersebut kedalam RV yang sedang dibuat
8. Setelah PV sudah ditarik, lalu masukkan secara manual kode **Account**, **Branch** dan **Nominal in OC** sesuai dengan biaya yang dikeluarkan dengan nilai negatif (-), sebagai contoh disini dimasukkan nominal sebesar Rp750.000,00

Voucher :

Booking Date : 3/12/2021 Reference Currency Date : 3/12/2021

Currency : IDR

Voucher Type : RV-13-R Receipt Voucher - Others

Nominal In C.C. : 1,000,000.0000

Branch : 04 Cabang Jakarta

Difference in C.C. : 750,000.0000

Profit/Cost Center : 209 Cabang Jakarta

Total in C.C. : 250,000.0000

Cash/Bank Account : 00001-01-30-000222- PT. Bank Tabungan Negara Kantor Cabang Jakat

Booking Rate : 0.00

Received From : C01AB00001-IDR ASURANSI BINAGRIYA UPAKARA KANTOR PUSAT

Total In B.C. : 0.0000

Journal : Yes

Bank Account No :

Status :

Bank Account Name :

Created By :

Bank Name :

Last Edited By :

Reference No : 0.0000

Un/Approved By :

Reference Type : TRANSFER

Posted By :

Reference Date : 3/12/2021

Source Request :

Remarks : RV Untuk Cash Advanced Lebih Bayar

Save Clear Print OR Print Voucher Journal Approve Unapprove Adjustment Drop Upload XI

[Add More Details](#) · [Document](#) · [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint	Matching
1.	00000018/PV/00/03/21	17190000	04		3/12/2021	IDR	---Pembayaran cash advanced	1,000,000.0000	1.0000	1,000,000.0000	-1	<input checked="" type="checkbox"/>
2.		89209000	04		3/12/2021	IDR	Beban Lain	-750,000.0000	1.0000	-750,000.0000	-99	<input type="checkbox"/>

- Setelah semua informasi diisi, lalu klik tombol 'Save'. Setelah mengklik tombol 'Save' muncul message "Save this record?" dan pilih tombol 'OK' untuk menyimpan RV tersebut. Dan sisa uang yang kelebihan akan otomatis masuk ke account bank tersebut. Selesai.

CASE 31 : Realisasi Cash Advanced Kurang Bayar

Case ini merupakan cara realisasi Cash Advanced dari PV yang sebelumnya sudah dibuat apabila nominal yang sesungguhnya lebih besar dari yang sudah dibayarkan oleh kantor pusat ke kantor cabang. Yaitu dengan membuat PV di kantor pusat dan menarik dari PV yang sebelumnya sudah dibuat dan ditambahkan dengan account biaya yang sesungguhnya.

Langkah-langkah :

- Buka Web Module Finance

CARE Enterprise Application

care - 12 Mar 2021 13:03
Care Web Application - Main Menu

System	Management	Data Maintenance	Log Out
--------	------------	------------------	---------

Apps	Reports	
<ul style="list-style-type: none"> ▼ WEB APPLICATION <ul style="list-style-type: none"> ▼ Auto Lapse <ul style="list-style-type: none"> ▶ Auto Lapse ▼ Blanket <ul style="list-style-type: none"> ▶ Blanket ▼ Claim <ul style="list-style-type: none"> ▶ Claim ▼ Collection & Disbursement <ul style="list-style-type: none"> ▶ Collection ▶ Disbursement ▶ Reminder ▼ Finance <ul style="list-style-type: none"> ▶ Finance ▶ Petty Cash ▼ Policy Processing <ul style="list-style-type: none"> ▶ Policy Processing ▶ Renewal ▶ Scheme Transaction ▼ Marketing <ul style="list-style-type: none"> ▶ Quotation ▶ Servicing ▼ Setup <ul style="list-style-type: none"> ▶ Setup ▼ Uploader <ul style="list-style-type: none"> ▶ Web Upload 		<p>Task Due: 3/12/2021 - 3/19/2021</p> <p>Task Lapse: <input type="text"/></p> <p>Task Type: My Task Pending (0)</p> <p>Task Category: <input type="text"/></p> <p>Type of Cover: <input type="text"/></p> <p>Branch: <input type="text"/></p> <p>Sender ID: <input type="text"/></p> <p>Business Source ID: <input type="text"/></p> <p>C/I No.: <input type="text"/></p> <p>Remarks: <input type="text"/> <input type="button" value="Find"/></p>

CareWebApplication Ver. 1.2.12 Copyright © PT. CARE Technologies 2020. All Rights Reserved.

2. Pilih menu [Inter-Office Voucher] pada menu Transaction

Finance & Accounting

CARE - 10 Mar 2021 08:58:12
Finance - Main Menu

[Close This Page](#)

Finance - Main Menu	
Transaction	Inquiry
Data Maintenance	Process
Utilities	
<ul style="list-style-type: none"> C N / D N Receipt Request Payment Request Inter-Office Receipt Inter-Office Payment Inter. Com. Acc. Transfer - In Inter. Com. Acc. Transfer - Out Compensation Overbooking Adjustment M a t c h i n g Journal Memo Virtual Account Administration Link Claim Recovery Administration Accounting Link 	

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3. Klik tombol 'Add New' pada menu [Inter-Office Voucher Voucher Query]

Finance & Accounting

CARE - 10 Mar 2021 08:58:29
Inter-Office Payment Voucher Query

[Add New](#) [Close This Page](#)

Inter-Office Payment Voucher Query

Voucher :

Document No. :

Reference No. :

Booking Date : -

Reference Date :

Voucher Type :

Profile Account :

Branch :

Company Account :

Currency :

Last OPR :

Remarks :

CN/DN Bank Acc. Name :

Reference Type :

Status :

Not In Print Log

[Select All](#) • [Deselect All](#)

4. Lalu pada window [Inter-Office Payment Voucher], isikan informasi sebagai berikut :

Data is saved !

[Add New Inter-Office Payment](#) • [SMS](#) • [Attachment](#) • [Close This Page](#)

Inter-Office Payment Voucher

Voucher : 00000020/PV/00/03/21

Booking Date : 3/12/2021 Reference Currency Date : 3/12/2021

Currency : IDR

Voucher Type : PV-13-P Payment Voucher - Others

Nominal In C.C. : 1,500,000.0000

Difference in C.C. : 1,000,000.0000

Branch : 00 Kantor Pusat

Total in C.C. : 500,000.0000

Profit/Cost Center : 205 Kantor Pusat

Booking Rate : 1.0000

Cash/Bank Account : 00001-01-30-000038- Bank BTN KC Jakarta Kuningan (Pusat Pasif)

Total In B.C. : 500,000.0000

Ext Data Download : Yes

Journal : Yes

Payment To : C04AB00001-IDR ASURANSI BINAGRIYA UPAKARA KC JAKARTA

Status : Un-Posting

Bank Account No. :

Created By : CARE 3/12/2021

Bank Account Name :

Last Edited By : CARE 3/12/2021

Bank Name :

Un/Approved By : CARE 3/12/2021

Posted By :

Reference No. : 0.0000

Source Request :

Reference Type : TRANSFER

Reference Date : 3/12/2021

Data is downloaded : Yes

Remarks :

[Add More Details](#) • [Document](#) • [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint
1.	00000019/PV/00/03/21	17190000	00		3/12/2021	IDR	--Cash Advanced Kurang Bayar	-1,000,000.0000	1.0000	-1,000,000.0000	1
2.	89209000	89209000	04		3/12/2021	IDR	Beban Lain	1,500,000.0000	1.0000	1,500,000.0000	99

a) Pada kolom 'Booking Date' diisi tanggal pembayaran, yaitu sesuai dengan tanggal yang



diinginkan, tapi tidak boleh dibawah tanggal nota

- b) Kolom '**Voucher Type**' diisikan dengan kode dari jenis voucher, yaitu '**PV-13-P (Payment Voucher - Others)**' atau dengan menekan tombol (**F2**) untuk melihat daftar voucher type
 - c) Kolom '**Branch**' diisikan dengan kode branch dari kantor Pusat (**04**) atau dengan menekan tombol (**F2**) untuk melihat daftar kode branch
 - d) Kolom '**Profit/Cost Center**' diisikan dengan cost center dari departement yang melakukan transaksi tersebut atau dengan menekan tombol (**F2**) untuk melihat daftarnya
 - e) Kolom '**Cash/Bank Account**' diisikan dengan kode dari kas/bank IDR atau dengan menekan tombol [F2] untuk daftarnya
 - f) Kolom '**Payment To**' diisikan dengan nama pembayar pembayaran tersebut ditujukan kepada siapa atau dengan menekan tombol (**F2**) untuk melihat daftarnya
 - g) Kolom '**Reference No**' dapat diisi dengan nomor referensi jika ada, jika tidak ada maka isi dengan tanda strip (-)
 - h) Kolom '**Remarks**' diisikan keterangan atas transaksi tersebut, misalnya : '**Cash advanced kurang bayar**'
5. Lalu di bagian bawah, klik tombol '**Document**' untuk menarik PV yang sebelumnya telah dibuat
6. Lalu di menu [**Get Document**] masukkan nomor PV yang sebelumnya telah dibuat, dalam contoh ini yaitu '**00000019/PV/00/03/21**' pada kolom '**Voucher No**', lalu klik tombol '**Add**' atau '**Clear & Add**'

Finance & Accounting

CARE - 12 Mar 2021 14:34:13
Get Document

[Close This Page](#)

Get Document

Query Type :

Profile Name :

Profile Ref. ID :

Document No. : - (e.g : Policy No, Claim No, Treaty No)

Voucher No. : -

Reference No. : - (e.g : Reference No, Slip No, Doc. No, Treaty Document)

Original Doc. No. : - (e.g : Original Policy No, Payment Reference)

Reference Type :

Account No. :

Currency :

Date : -

Remarks :

Business Source :

Company Group :

Business Source Ref. ID :

Branch :

Collection No. :

Collection Date : -

Batch No. :

Application Source :

Suspend/Open Account :

Sort By :

Not In Collection Not In Request Paid Policy Pair Data Condition : Exclude Tax

Total Amount Selected :

[Select All](#) - [Deselect All](#)

7. Setelah tombol 'Add' diklik, akan muncul list dari nomor PV tersebut. Centang pada bagian kiri PV tersebut dan klik 'Retrieve' untuk menarik PV tersebut kedalam PV yang sedang dibuat



Document No. : (e.g. Policy No, Claim No, Treaty No)

Voucher No. : 00000019/PV/00/03/21 -

Reference No. : (e.g : Reference No, Slip No, Doc. No, Treaty Document)

Original Doc. No. : (e.g : Original Policy No, Payment Reference)

Reference Type : All Ref. Type

Account No. :

Currency : IDR

Date : -

Remarks :

Business Source :

Company Group :

Business Source Ref. ID :

Branch :

Collection No. :

Collection Date : -

Batch No. :

Application Source :

Suspend/Open Account :

Sort By : (NONE)

Not In Collection Not In Request Paid Policy Pair Data Condition : Not In Policy Cancellation Exclude Tax

Total Amount Selected : -1,000,000.0000 1

Clear & Add Add Clear Retrieve Load Excel

[Select All](#) • [Deselect All](#)

	Voucher	Voucher Type	Doc. No.	Ref. No.	Ref. Date	ProAcc	Name	Remarks	Installment	Date	Currency	Amo	Selected Data:
<input checked="" type="checkbox"/>	View 00000019/PV/00/03/21	PV-13-p		-	3/12/2021	C04AB00001-IDR	ASURANSI BINAGRIYA UPAKARA KC JAKARTA	Cash Advanced Kurang Bayar	<input type="text"/>	3/12/2021	IDR	1,	Remove Clear All

- Setelah PV sudah ditarik, nominal dari PV tersebut akan bernilai negatif (-). Lalu masukkan secara manual kode **Account**, **Branch** dan **Nominal in OC** sesuai dengan biaya yang dikeluarkan, sebagai contoh disini dimasukkan nominal sebesar Rp1.500.000,00

Inter-Office Payment Voucher

Voucher :

Booking Date : 3/12/2021 Reference Currency Date : 3/12/2021

Voucher Type : PV-13-P Payment Voucher - Others

Branch : 00 Kantor Pusat

Profit/Cost Center : 205 Kantor Pusat

Cash/Bank Account : 00001-01-30-000038 Bank BTN KC Jakarta Kuningan (Pusat Pasif)

Ext Data Download : Yes

Payment To : C04AB00001-IDR ASURANSI BINAGRIYA UPAKARA KC JAKARTA

Bank Account No :

Bank Account Name :

Bank Name :

Reference No : 0,0000

Reference Type : TRANSFER

Reference Date : 3/12/2021

Remarks :

Currency :

Nominal In C.C. : 1,500,000.0000

Difference in C.C. : 1,000,000.0000

Total in C.C. : 500,000.0000

Booking Rate : 0.00

Total In B.C. : 0.0000

Journal : Yes

Status :

Created By : [User]

Last Edited By : [User]

Un/Approved By : [User]

Posted By : [User]

Source Request :

Data is downloaded : Yes

[Add More Details](#) • [Document](#) • [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint	M
1.	0000019/PV/00/03/21	17190000	00		3/12/2021	IDR	--Cash Advanced Kurang Bayar	-1,000,000.0000	1.0000	-1,000,000.0000	-1	
2.		89209000	04		3/12/2021	IDR	Beban Lain	1,500,000.0000	1.0000	1,500,000.0000	-99	

- Setelah semua informasi diisi, lalu klik tombol **'Save'**. Setelah mengklik tombol **'Save'** muncul message **"Save this record?"** dan pilih tombol **'OK'** untuk menyimpan PV tersebut. Lalu PV baru dengan nilai Rp500.000,00 akan tersimpan. Selesai.

CASE 32 : Proses dan Pembayaran WithHolding Tax

Execution

- Buka Modul Finance → Process → Branches



Branch Management

Process Date : 3/12/2021

Branch Type : Operational ▼

Process Type : Create WithHolding Tax ▼

Queue : Yes

Retrieve Clear

1. isikan informasi sebagai berikut ;
 - a) **Process Date** diisikan dengan tanggal dari proses ,contohnya **'3/12/2021'**
 - b) **Branch Type** isikan dengan **'Operational'**
 - c) **Process Type** isikan dengan **'Create WithHolding Tax'**

2. Klik tombol [**Retrieve**] untuk memunculkan daftar branch

[Select All](#) • [Deselect All](#)

	Branch	Name	Lock Date	Last Posting Date	Last Period Close	Last Consolidated	Status	Operation Branch	Selected Data:
<input checked="" type="checkbox"/>	00	Kantor Pusat	(B) Lock Date : 2/28/2021 (F) Lock Date : 2/28/2021	Start Date : 3/1/2021 End Date : 2/28/2021	2 / 2021	2 / 2021	Active : Yes Create Admlink : Process Depreciation : Process Amortization : Process WithHoldingTax : Queue Process : 0	Yes	<input type="button" value="Process"/>

3. Check list pada branch yang akan dipilih, lalu klik tombol **[Process]**

CARE - 12 Mar 2021 09:24:20
Branch Management

Create WithHolding Tax Results :

[Close This Page](#)

Branch Management

Process Date : 3/12/2021

Branch Type :

Process Type :

Queue : Yes

[Select All](#) • [Deselect All](#)

	Branch	Name	Lock Date	Last Posting Date	Last Period Close	Last Consolidated	Status	Operation Branch	Selected Data:
<input type="checkbox"/>	00	Kantor Pusat	(B) Lock Date : 2/28/2021 (F) Lock Date : 2/28/2021	Start Date : 3/1/2021 End Date : 2/28/2021	2 / 2021	2 / 2021	Active : Yes Create Admlink : Process Depreciation : Process Amortization : Process WithHoldingTax : 3/12/2021 Queue Process : 0	Yes	<input type="button" value="Process"/>

4. Akan muncul message dialog yang menandakan proses WithHolding Tax selesai. Dan juga pada kolom status akan muncul tanggal proses WithHolding Tax dilakukan.

A. Melakukan Pembayaran WithHolding Tax

1. Buka Modul Finance → Inquiry → Query

Finance - Main Menu

 Transaction ▶
 Inquiry ▶
 Data Maintenance ▶
 Process ▶
 Utilities ▶

Q u e r y	
WebFin	Account Production Mapping
	Monitoring Tax Invoice
	List Of Company Account Cheque
	Monitoring Auto Receipt Process
	Monitoring Auto Receipt Matching Process
	Monitoring Claim Payment Schedule
	Budget Account

Rights Reserved.

Query Dialog

Voucher :

Reference No. :

Document No. :

Policy No. :

Booking Date : -

Voucher Type :

Profile Account :

Branch :

Company Account :

Marketing Officer :

Business Source :

Last OPR :

Currency :

Transaction Type :

Nominal :

Remarks :

Original Doc. No. :

Account No. :

Collection No./Dis. No. :

Batch No. :

Application Source :

OR NO :

Reference Type :

Status :

Ledger/Journal :

Sub Ledger Category :

Isikan informasi sebagai berikut :

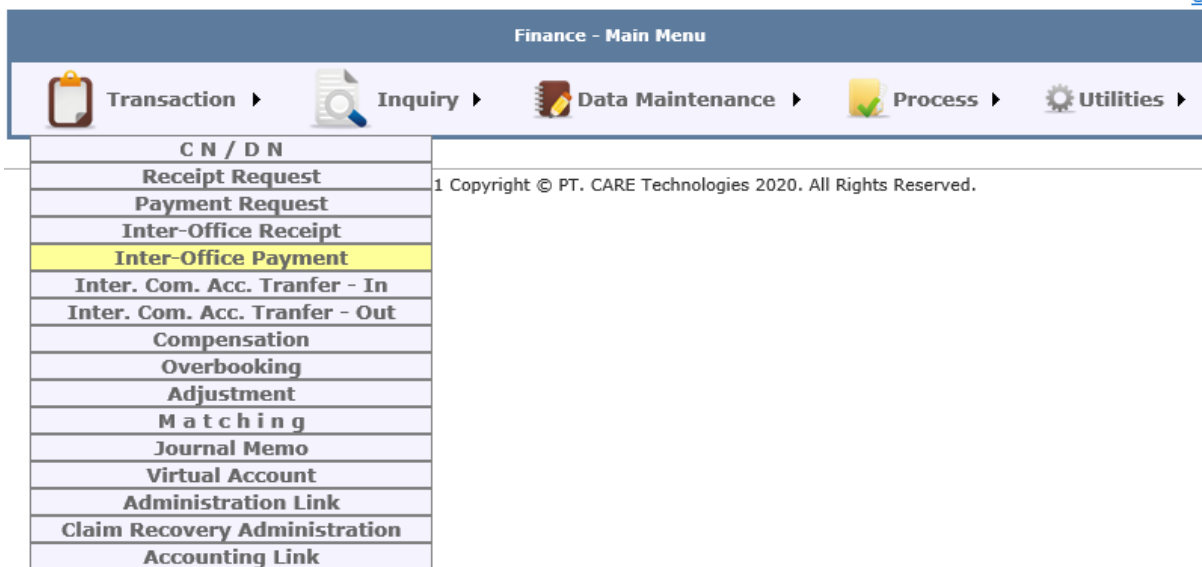
- Kolom **Voucher** diisikan dengan **'%TX%'**
- Branch Type isikan dengan **'00'** sesuai dengan branch yang tadi kita pilih, atau branch user masing-masing
- Pada **Sub Ledger Category**, ubah menjadi **WithHolding Tax**
- Klik tombol **[Retrieve]**, muncul tampilan berikut seperti di bawah:

[Export To Excel](#)

	Voucher No.	Ref No.	Doc No.	Booking Date	Type	Status	Remarks	MO	S
View Info	00000001/TX/01/12/20	M00BI00001		12/31/2020	TX-03	Un-Posting	Reference Voucher No. : 00000002/OP/01/11/20...		

Selanjutnya kita akan melakukan pembayaran pada **Voucher No. '00000001/TX/01/12/20'**

- Buka Web Modul **Finance**



Finance - Main Menu

Transaction Inquiry Data Maintenance Process Utilities

C N / D N
Receipt Request
Payment Request
Inter-Office Receipt
Inter-Office Payment
Inter. Com. Acc. Tranfer - In
Inter. Com. Acc. Tranfer - Out
Compensation
Overbooking
Adjustment
M a t c h i n g
Journal Memo
Virtual Account
Administration Link
Claim Recovery Administration
Accounting Link

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- Pilih **[Inter-Office Payment]** pada menu **Transaction**



Inter-Office Payment Voucher Query

Voucher :

Document No. :

Reference No. :

Booking Date : -

Reference Date :

Voucher Type :

Profile Account :

Branch :

Company Account :

Currency :

Last OPR :

Remarks :

CN/DN Bank Acc. Name :

Reference Type :

Status :

Not In Print Log

3. Klik tombol **[Add New]** lalu isikan informasi sebagai berikut:

Add New Inter-Office Payment • SMS • [Attachment](#) • [Close This Page](#)

Inter-Office Payment Voucher

Voucher :

Booking Date : Reference Currency Date :

Voucher Type : Payment Voucher - Suspend Premium/Claim

Branch : Kantor Pusat

Profit/Cost Center : Direktur Utama

Cash/Bank Account : Bank BTN KC Jakarta Kuningan (Pusat Pasif)

Ext Data Download : Yes

Payment To : CARE TECHNOLOGIES

Bank Account No :

Bank Account Name :

Bank Name :

Reference No :

Reference Type :

Reference Date :

Remarks :

Currency :

Nominal In C.C. :

Difference in C.C. :

Total in C.C. :

Booking Rate :

Total In B.C. :

Journal : Yes

Status :

Created By :

Last Edited By :

Un/Approved By :

Posted By :

Source Request :

Data is downloaded : Yes

[Add More Details](#) • [Document](#) • [Tax Deduction](#)

- k) Pada kolom **Booking Date** diisikan tanggal pembayaran,yaitu sesuai dengan tanggal yang diinginkan, tapi tidak boleh dibawah tanggal nota
- l) Voucher Type diisikan dengan kode dari jenis voucher,yaitu '**PV-01-P (Payment Voucher - Suspend Premium/Claim)**'
- m) Branch diisikan dengan '**Branch masing-masing user**'
- n) **Cash/Bank Account** diisikan dengan kode dari kas/bank IDR atau dengan menekan tombol [F2] untuk daftarnya
- o) **Payment To** diisikan dengan nama pembayaran tersebut.
- p) **Remarks** diisikan keterangan atas transaksi tersebut, misalnya : '**Pembayaran Pajak**'
- q) Klik tombol [**Document**], maka akan muncul Halaman 'Get Document' isikan informasi sebagai berikut:

Get Document

Query Type : ▾

Profile Name :

Profile Ref. ID :

Document No. : - (e.g : Policy No, Claim No, Treaty No)

Voucher No. : ✕ -

Reference No. : - (e.g : Reference No, Slip No, Doc. No, Treaty Document)

Original Doc. No. : - (e.g : Original Policy No, Payment Reference)

Reference Type : ▾

Account No. : -

Currency :

Date : -

Remarks :

Business Source :

Company Group :

Business Source Ref. ID :

Branch :

Collection No. :

Collection Date : -

Batch No. :

Application Source :

Suspend/Open Account :

Sort By : ▾

Not In Collection Not In Request Paid Policy Pair Data Condition : ▾ Exclude Tax

Total Amount Selected :

- a) **Voucher No.** dengan nota yang akan dibayarkan pada kolom Voucher No yaitu '**00000001/TX/01/12/20**'.
- b) kolom [**Query Type**] menjadi '**WithHolding Tax**'
- c) Lalu klik Tombol [**Clear & Add**] atau tombol [**Add**]

Clear & Add Add Clear **Retrieve** Load Excel

Select All • Deselect All

	Voucher	Voucher Type	Doc. No.	Ref. No.	Ref. Date	ProAcc	Name	Remarks	Installment	Date	Selected Data:
<input checked="" type="checkbox"/>	View	00000001/TX/01/12/20	TX-03	M00BI00001		D00KP00001-IDR	KANTOR PAJAK	Reference Voucher No. : 00000002/OP/01/11/20...		12/31/2020	<input type="button" value="Remove"/> <input type="button" value="Clear All"/>

4. Check list nota yang dipilih, lalu klik tombol **[Retrieve]**

Inter-Office Payment Voucher

Voucher :

Booking Date : 3/12/2021 Reference Currency Date : 3/12/2021

Voucher Type : PV-01-P Payment Voucher - Suspend Premium/Claim

Branch : 00 Kantor Pusat

Profit/Cost Center : 101 Direktur Utama

Cash/Bank Account : 00001-01-30-000038 Bank BTN KC Jakarta Kuningan (Pusat Pasif)

Ext Data Download : Yes

Payment To : D00CA00001-IDR CARE TECHNOLOGIES

Bank Account No :

Bank Account Name :

Bank Name :

Reference No : 0.0000

Reference Type : TRANSFER

Reference Date : 3/12/2021

Remarks :

Currency : IDR

Nominal In C.C. : 21,250.0000

Difference in C.C. : 0.0000

Total in C.C. : 21,250.0000

Booking Rate : 0.00

Total In B.C. : 0.0000

Journal : Yes

Status :

Created By :

Last Edited By :

Un/Approved By :

Posted By :

Source Request :

Data is downloaded : Yes

Save Clear Print OR Print Voucher Journal Request Approval Approve Unapprove Adjustment Drop Upload X

Add More Details • Document • Tax Deduction

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint	Matching	Preference
1.	00000001/TX/01/12/20	44200001	01		12/31/2020	IDR	-M00BI00001-Reference Voucher No. : 00000002/OP/01/11/20...	21,250.0000	1.0000	21,250.0000	-1	<input checked="" type="checkbox"/>	

5. Maka akan kembali pada halaman **Inter-Office Payment Voucher**, lalu klik tombol **[save]**

Save Clear Print OR Print Voucher **Journal** Request Approval

6. Setelah klik tombol **[save]**, tombol **[Journal]** akan terbuka. Lalu klik tombol tersebut

Finance & Accounting

CARE - 12 Mar 2021 10:32:08
Voucher Journal

[Close This Page](#)

Voucher Journal

Voucher : 00000017/PV/00/03/21

Journal : Yes

Total Debit : **21,250.0000** Total Debit (Part) : **0.0000**

Total Credit : **21,250.0000** Total Credit (Part) : **0.0000**

Source :

Status : Un-Posting

Posted By :

No.	Account	Group	Description	CCY	CT	Amt.	Debit	Credit
1	21000002	C	Rekening Antar Kantor - Cabang Khusus	IDR	OC BC		21,250.0000	0.0000
							21,250.0000	0.0000
2	12206004		Bank BTN KC Jakarta Kuningan (Pusat Pasif)	IDR	OC BC		0.0000	21,250.0000
							0.0000	21,250.0000

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7. Berikut tampilan **Journal** dari menu **[Inter-Office Payment Voucher]**

CASE 33 : Proses Closing

1. Buka Modul Finance → Process → General Parameter

[Close This Page](#)

Finance - Main Menu

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- General Parameter
- Branches
- Auto-Payment Process
- Export Daily Journal
- Upload Daily Journal
- Customized Excel Report
- Treaty Reallocation Process
- Claim Treaty Reallocation Process



Lalu akan memunculkan tanggal produksi dan pembayaran, isi tanggal untuk locked produksi dan pembayaran kemudian save.

General Parameter	
Production Locked :	12/31/2016
Finance Locked :	12/31/2016

Save

2. Buka Modul Finance → Transaction → Accounting Link → Generate from system

Finance - Main Menu	
Transaction	Inquiry
C N / D N	
Receipt Request	
Payment Request	
Inter-Office Receipt	
Inter-Office Payment	
Inter. Com. Acc. Transfer - In	
Inter. Com. Acc. Transfer - Out	
Compensation	
Overbooking	
Adjustment	
M a t c h i n g	
Journal Memo	
Virtual Account	
Administration Link	
Claim Recovery Administration	
Accounting Link	

Setelah klik menu **Accounting Link**, sistem akan memunculkan Accounting Link Inquiry, kemudian klik menu **Generate from system**

[Add New \(Manual\)](#) [Generate from System](#) [Close This Page](#)

Inquiry	
Branch :	10 HO NON OPS
Date :	3/18/2021 - 3/31/2021
Voucher :	All
Type :	AD - Allowance For Doubtful Account
Currency :	IDR Rupiah

Search Transaction New Query



Setelah klik generate from system, sistem akan memunculkan form Generate Accounting Ledger, kemudian pilih tipe yang akan di generate.

a. Generate Deffered Journal

Generate Accounting Ledger	
Type :	DJ - Deferred Journal
Last Process :	8/31/2008
Process Date :	9/30/2008

Generate All **Generate** Delete & Clear Log Delete & Clear Log (All Including Data Upload)

b. Generate Reserved Claim Before

Generate Accounting Ledger	
Type :	CB - Reserved Claim BF
Last Process :	7/31/2016
Process Date :	8/31/2016

Generate All **Generate** Delete & Clear Log Delete & Clear Log (All Including Data Upload)

c. Generate Reserved Claim Current

Generate Accounting Ledger	
Type :	CC - Reserved Claim CF
Last Process :	7/31/2016
Process Date :	8/31/2016

Generate All **Generate** Delete & Clear Log Delete & Clear Log (All Including Data Upload)

d. Generate ReservePremium Before

Generate Accounting Ledger

Type : PB - Premium Reserve S | v

Last Process : 7/31/2016

Process Date : 8/31/2016

Generate All **Generate** Delete & Clear Log Delete & Clear Log (All Including Data Upload)

e. Generate Reserve Premium Current

Generate Accounting Ledger

Type : PB - Premium Reserve S | v

Last Process : 7/31/2016

Process Date : 8/31/2016

Generate All **Generate** Delete & Clear Log Delete & Clear Log (All Including Data Upload)

3. Buka Modul Finance → Process → Branches

Branch Management

Process Date : 5/31/2016

Branch Type : All | v

Process Type : Monthly Closing | v

Queue : Yes

Retrieve Clear

- a) **Process Date** diisikan dengan tanggal dari proses tersebut, yaitu '5/31/2016'
- b) **Branch Type** isikan dengan 'All'
- c) **Process Type** isikan dengan 'Monthly closing'

Selanjutnya klik tombol **[Retrieve]**, Muncul tampilan berikut Check List pada Branch yang akan di proses. Lalu klik tombol **[Process]**

[Select All](#) • [Deselect All](#)

	Branch	Name	Lock Date	Last Posting Date	Last Period Close	Last Consolidated	Status	Operation Branch	Selected Data:
<input checked="" type="checkbox"/>	00	CONSOLIDATION	(B) Lock Date : 5/31/2016 (F) Lock Date : 5/31/2016	Start Date : 6/1/2016 End Date : 7/31/2016	7 / 2016	5 / 2016	Active : Yes Create Admlink : Process Depreciation : Process Amortization : Process WithHoldingTax : Queue Process : 0	No	<input type="button" value="Process"/>

Jika proses sudah maka akan memunculkan dialog,

4. Process Type isikan dengan '**Monthly Closing**' Kemudian klik **Process** Jika proses sudah selesai akan muncul message

Monthly Closing Results :

Branch Management


Process Date : 5/31/2016

Branch Type : ▼

Process Type : ▼

Queue : Yes

CASE 34 : Proses Undo Closing



CARE APPS

User ID

Password

[Forgot Password?](#)

User melakukan login system

- ▼ Finance
 - ▷ Budget Module
 - ▷ Finance
 - ▷ Petty Cash

Selanjutnya buka web modul finance dan klik finance

Finance & Accounting

CARE - 11 May 2021 20:37:16
Finance - Main Menu [Close This Page](#)

Finance - Main Menu

Transaction ▶ Inquiry ▶ Data Maintenance ▶ Process ▶ Utilities ▶

General Parameter
Branches
Auto-Payment Process
Export Daily Journal
Upload Daily Journal
Customized Excel Report
Treaty Reallocation Process
Claim Treaty Reallocation Process

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Kemudian pilih menu **Process** → **Branches**

Branch Management

Process Date : 6/1/2016

Branch Type : Consolidation ▼

Process Type : Undo Process ▼

Queue : Yes

Setelah klik **Branches** pada Finance-Menu, sistem akan memunculkan menu Branch Management, Jika ingin melakukan undo closing pada cabang, maka user undo process terlebih dahulu cabang consolidation.

- Process Date : Isi sesuai bulan dan tahun yang akan di undo closing (setiap awal bulan)
- Branch Type : Pilih Consolidation
- Process Type : Pilih Undo Process

Kemudian klik **Retrieve**

1 Item(s)

[Close This Page](#)

Branch Management

Process Date : 6/1/2016

Branch Type : Consolidation

Process Type : Undo Process

Queue : Yes

[Select All](#) - [Deselect All](#)

	Branch	Name	Lock Date	Last Posting Date	Last Period Close	Last Consolidated	Status	Operation Branch	Selected Data:
<input checked="" type="checkbox"/>	00	CONSOLIDATION	(B) Lock Date : 5/31/2016 (F) Lock Date : 5/31/2016	Start Date : 6/1/2016 End Date : 5/31/2016	5 / 2016	5 / 2016	Active : Yes Create Admlink :	No	Process

1

2

Kemudian ceklis **Consolidation** → Klik **Process**

1 Item(s)

[Close This Page](#)

Branch Management

Process Date : 6/1/2016

Branch Type : Consolidation

Process Type : Undo Process

Message from webpage

? Process Selected Data(s) ?

[Select All](#) - [Deselect All](#)

	Branch	Name	Lock Date	Last Posting Date	Last Period Close	Last Consolidated	Status	Operation Branch	Selected Data:
<input checked="" type="checkbox"/>	00	CONSOLIDATION	(B) Lock Date : 5/31/2016 (F) Lock Date : 5/31/2016	Start Date : 6/1/2016 End Date : 5/31/2016	5 / 2016	5 / 2016	Active : Yes Create Admlink :	No	Process

Setelah klik process, sistem akan memunculkan message *Process Selected Data?* Kemudian klik **OK**

Branch Management

Process Date :

Branch Type : Operational ▼

Process Type : ▼

Queue : Yes

Setelah melakukan tahapan undo closing consolidation, selanjutnya melakukan undo closing pada Operational, Pilih Branch Type **Operational**

- a. Process Date : Isi sesuai bulan dan tahun yang akan di undo closing (setiap awal bulan)
- b. Branch Type : Pilih Operational
- c. Process Type : Pilih Undo Process

Select All - Deselect All

<input type="checkbox"/>	11	JAKARTA	(B) Lock Date : 5/31/2016 (F) Lock Date : 5/31/2016	Start Date : 6/1/2016 End Date : 5/31/2016	5 / 2016	5 / 2016	Active : Yes Create Admlink : Process Depreciation : Process Amortization : Process WithHoldingTax : 12/8/2020 Queue Process : 0	Yes	Selected Data: Process 2
<input checked="" type="checkbox"/>	12	SURABAYA	(B) Lock Date : 5/31/2016 (F) Lock Date : 5/31/2016	Start Date : 6/1/2016 End Date : 8/31/2016	8 / 2016	5 / 2016	Active : Yes Create Admlink : Process Depreciation : Process Amortization : Process WithHoldingTax : 7/31/2020 Queue Process : 0	Yes	
<input type="checkbox"/>	13	SEMARANG	(B) Lock Date : 5/31/2016 (F) Lock Date : 5/31/2016	Start Date : 6/1/2016 End Date :	9 / 2016	5 / 2016	Active : Yes Create Admlink :	Yes	

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Sistem akan menampilkan cabang, kemudian ceklis cabang yang ingin di undo closing.

Ceklis cabang → Klik **Process**

Select All - Deselect All

<input type="checkbox"/>	11	JAKARTA	(B) Lock Date : 5/31/2016 (F) Lock Date : 5/31/2016	Start Date : 6/1/2016 End Date : 5/31/2016	5 / 2016	5 / 2016	0 Active : Yes Create Admlink : Process Depreciation : Process Amortization : Process WithHoldingTax : 12/8/2020 Queue Process : 0	Yes	Selected Data: Process
<input checked="" type="checkbox"/>	12	SURABAYA	(B) Lock Date : 5/31/2016 (F) Lock Date : 5/31/2016	Start Date : 6/1/2016 End Date : 8/31/2016	5		Active : Yes Create Admlink : Process Depreciation : Process Amortization : Process WithHoldingTax : 7/31/2020 Queue Process : 0	Yes	
<input type="checkbox"/>	13	SEMARANG	(B) Lock Date : 5/31/2016 (F) Lock Date :	Start Date : 6/1/2016 End Date :	9 / 2016	5 / 2016	Active : Yes Create Admlink :	Yes	

Message from webpage
Process Selected Data(s)?
OK Cancel

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Setelah klik process, sistem akan memunculkan message *Process Selected Data?* Kemudian klik **OK**

Undo Process Results :

Branch Management

Process Date : 6/1/2016

Branch Type : Operational ▼

Process Type : Undo Process ▼

Queue : Yes

Retrieve
Clear

Sistem akan menampilkan pesan *Undo Process Result*, kemudian klik pesan tersebut.

Detail Message(s) Close

[View Online Solution](#)

Undo Process Results :
Branch : 12 Process is Done !

Sistem akan menampilkan pesan bahwa undo closing pada cabang behasil dilakukan

CASE 35: Upload Allocr (Get Document)

1. Siapkan dokumen AllocR dengan format excel
2. Buka Web Module Finance → Finance
3. Arahkan pointer ke menu **[Transaction]** lalu pilih **[Inter-Office Receipt]**

Finance & Accounting

CARE - 16 Mar 2021 16:27:57
Finance - Main Menu

[Close This Page](#)

Finance - Main Menu

Transaction Inquiry Data Maintenance Process Utilities

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- C N / D N
- Receipt Request
- Payment Request
- Inter-Office Receipt**
- Inter-Office Payment
- Inter. Com. Acc. Tranfer - In
- Inter. Com. Acc. Tranfer - Out
- Compensation
- Overbooking
- Adjustment
- M a t c h i n g
- Journal Memo
- Virtual Account
- Administration Link
- Claim Recovery Administration
- Accounting Link

4. Pada halaman **[Inter-Office Receipt]**, klik tombol **Add New** di bagian kanan atas

Add New [Close This Page](#)

Inter-Office Receipt Voucher Query

Voucher :

Document No. :

Reference No. :

Booking Date : -

Reference Date :

Voucher Type :

Profile Account :

Branch :

Company Account :

Currency :

Last OPR :

Remarks :

Reference Type : All Ref. Type

Status : All Status

Retrieve Clear

5. Sistem akan menampilkan halaman baru dan isikan informasi sebagai berikut”



Add New Inter-Office Receipt • SMS • [Attachment](#) • [Close This Page](#)

Inter-Office Receipt Voucher

<p>Voucher : <input type="text"/></p> <p>Booking Date : 3/16/2021 Reference Currency Date : 3/16/2021</p> <p>Voucher Type : RV-01-R Receipt Voucher - Suspend Premium/Claim</p> <p>Branch : 10 HO NON OPS</p> <p>Profit/Cost Center : 20 IT Department</p> <p>Cash/Bank Account : 035.300.170.9 BCA - SUKDIRMAN - JAKARTA</p> <p>Received From : D10CT00001-IDR CARE TECHNOLOGIES</p> <p>Bank Account No : <input type="text"/></p> <p>Bank Account Name : <input type="text"/></p> <p>Bank Name : <input type="text"/></p> <p>Reference No : <input type="text"/> 0.0000</p> <p>Reference Type : TRANSFER</p> <p>Reference Date : 3/16/2021</p> <p>Remarks : <input type="text" value="Penerimaan Dana"/></p>	<p>Currency : IDR</p> <p>Nominal In C.C. : 0.0000</p> <p>Difference in C.C. : 0.0000</p> <p>Total in C.C. : 0.0000</p> <p>Booking Rate : 0.00</p> <p>Total In B.C. : 0.0000</p> <p>Journal : <input type="checkbox"/> Yes</p> <p>Status : <input type="text"/></p> <p>Created By : <input type="text"/> </p> <p>Last Edited By : <input type="text"/> </p> <p>Un/Approved By : <input type="text"/> </p> <p>Posted By : <input type="text"/> </p> <p>Source Request : <input type="text"/></p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Add More Details • Document • Tax Deduction

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint	Matching	Preference	Overbooking
1.					3/16/2021			0.0000	0.0000	0.0000		<input type="checkbox"/>		Overbooking Follow This Rate

- a. Pada kolom Booking Date diisikan tanggal pembayaran , yaitu sesuai dengan tanggal yang diinginkan, tetapi tidak boleh dibawah tanggal nota
- b. Pada kolom Reference Currency Date diisikan tanggal referensi mata uang transaksi
- c. Voucher Type diisikan dengan kode dari jenis voucher, misal '**RV-01-R (Receipt Voucher – Suspend Premium/Claim)**' atau dengan menekan tombol **[F2]** untuk melihat daftarnya
- d. Branch diisikan dengan 'Branch masing-masing user' atau dengan menekan tombol **[F2]**
- e. Profit/Cost Center diisikan dengan Kode Divisi yang menerima pembayaran dalam suatu perusahaan atau dapat menekan tombol **[F2]**
- f. Cash/Bank Account diisikan dengan Kode dari Kas/Bank IDR dalam suatu perusahaan atau dengan menekan tombol **[F2]**
- g. Receive From diisikan dengan Kode dari Pihak Pembayar atau dengan menekan tombol **[F2]**
- h. Reference No dapat diisikan '- (**Strip**)' jika tidak ada Reference No
- i. Reference Type diisikan cara melakukan transaksi
- j. Remarks diisikan dengan catatan yang berhubungan dengan voucher, contoh: '**Penerimaan Dana**'
- k. Klik tombol **[Document]** dibawah tombol **[Save]** dan tombol **[Clear]**.

Get Document

Query Type : CN/DN

Profile Name : D10CT00001 CARE TECHNOLOGIES

Profile Ref. ID :

Document No. : - (e.g : Policy No, Claim No, Treaty No)

Voucher No. : -

Reference No. : - (e.g : Reference No, Slip No, Doc. No, Treaty Document)

Original Doc. No. : - (e.g : Original Policy No, Payment Reference)

Reference Type : All Ref. Type

Account No. : -

Currency : IDR

Date : -

Remarks :

Business Source :

Company Group :

Business Source Ref. ID :

Branch :

Collection No. :

Collection Date : -

Batch No. :

Application Source :

Suspend/Open Account :

Sort By : (NONE)

Not In Collection Not In Request Paid Policy Pair Data Condition : Not In Policy Cancellation Exclude Tax

Total Amount Selected : 0.0000 0

6. Pada field “Local File Name (*.XLS)”, klik browse untuk mencari data/dokumen yang ingin di upload. Lalu pilih file excelnya, kemudian klik **[Open]** dan klik tombol **[Load]**

Upload File

Local File Name (*.XLS) :

WorkSheet Name :

7. Pilih “WorkSheet Name :” yang diinginkan, kemudian klik tombol **[Retrieve Data]**

Upload File

Local File Name (*.XLS) :

WorkSheet Name : Column\$



Jika data/dokumen berhasil di upload, sistem akan otomatis kembali ke halaman sebelumnya, seperti pada nomor 5-k. Hasil dari upload data/dokumen dapat dilihat di bagian bawah.

Setelah berhasil, centang kotak kecil yang berada di sebelah kiri nomor nota kemudian tekan tombol **[Retrieve]**

[Close This Page](#)

Get Document

Query Type : CN/DN ▼

Profile Name : D10CT00001 CARE TECHNOLOGIES

Profile Ref. ID :

Document No. : - (e.g : Policy No, Claim No, Treaty No)

Voucher No. : -

Reference No. : - (e.g : Reference No, Slip No, Doc. No, Treaty Document)

Original Doc. No. : - (e.g : Original Policy No, Payment Reference)

Reference Type : All Ref. Type ▼

Account No. : -

Currency : IDR

Date : -

Remarks :

Business Source :

Company Group :

Business Source Ref. ID :

Branch :

Collection No. :

Collection Date : -

Batch No. :

Application Source :

Suspend/Open Account :

Sort By : (NONE) ▼

Not In Collection Not In Request Paid Policy Pair Data Condition : Not In Policy Cancellation ▼ Exclude Tax

Total Amount Selected : 250,000.0000 1

Clear & Add
Add
Clear
Retrieve
Load Excel

[Select All](#) • [Deselect All](#)

	Voucher	Voucher Type	Doc. No.	Ref. No.	Ref. Date	ProAcc	Name	Remarks	Installment
<input checked="" type="checkbox"/> View	000002/DN/10/10/18	DI-01-D	210010918000033	1001091800033	3/16/2021	D10CT00001-IDR	CARE TECHNOLOGIES	PT CARE TECHNOLOGIES	

Selected Data:

Remove

Clear All

Jika data/dokumen gagal di upload, akan muncul message mengenai kesalahan apa yang terjadi.

Upload File

Local File Name (*.XLS) : Browse...

WorkSheet Name : ▼

Error Log

ProcessFlag	Status	Message	Keterangan :	F2	F3
✓		Column(s) need for data query not filled !	Voucher	Nomor Nota DN/CN/RV/PV	Jika Kolom ini diisikan maka kolom lainnya diabaikan
✓		Column(s) need for data query not filled !	ID	Profile ID	Profile ID

8. Klik tombol **[Save]**, akan muncul message “Save This Record?” dan pilih tombol **[OK]** untuk menyimpan. Nomor voucher akan muncul otomatis setelah fungsi **[Save]** berhasil

Add New Inter-Office Receipt • SMS • Attachment • Close This Page

Inter-Office Receipt Voucher

Voucher :

Booking Date : 3/16/2021 Reference Currency Date : 3/16/2021

Voucher Type : RV-01-R Receipt Voucher - Suspend Premium/Claim

Branch : 10 HO NON OPS

Profit/Cost Center : 20 IT Department

Cash/Bank Account : 035.300.170.9 BCA - SUDIRMAN - JAKARTA

Received From : D10CT00001-IDR CARE TECHNOLOGIES

Bank Account No :

Bank Account Name :

Bank Name :

Reference No :

Reference Type : TRANSFER

Reference Date : 3/16/2021

Remarks : Penerimaan Dana

Currency : IDR

Nominal In C.C. : 250,000.0000

Difference in C.C. : 0.0000

Total in C.C. : 250,000.0000

Booking Rate : 0.00

Total In B.C. : 0.0000

Journal : Yes

Status :

Created By :

Last Edited By :

Un/Approved By :

Posted By :

Source Request :

Add More Details • Document • Tax Deduction

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint	Matching	Preference	Overbooking
1.	000002/DN/10/10/18	13310001	10	30	10/1/2018	IDR	210010918000033-1001091800033-PT CARE TECHNOLOGIES	250,000.0000	1.0000	250,000.0000	-1	✓		Overbooking Follow This Rate

Berikut tampilan Journal dari menu **[Inter-Office Receipt]**

Voucher Journal

Voucher : 000007/RV/10/03/21

Journal : Yes

Total Debit : 250,000.0000 Total Debit (Part) : 0.0000

Total Credit : 250,000.0000 Total Credit (Part) : 250,000.0000

Source :

Status : Un-Posting

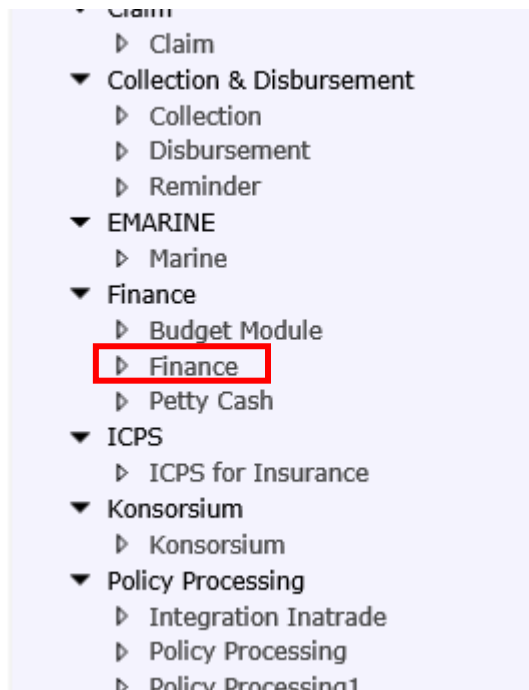
Posted By :

No.	Account	Group	Description	CCY	CT	Amt.	Debit	Credit
1	12204000	C	Bank CENTRAL ASIA	IDR	OC BC		250,000.0000 250,000.0000	0.0000 0.0000
2	13310001	N	Piut. Premi Lsg PROPERTY	IDR	OC BC		0.0000 0.0000	250,000.0000 250,000.0000

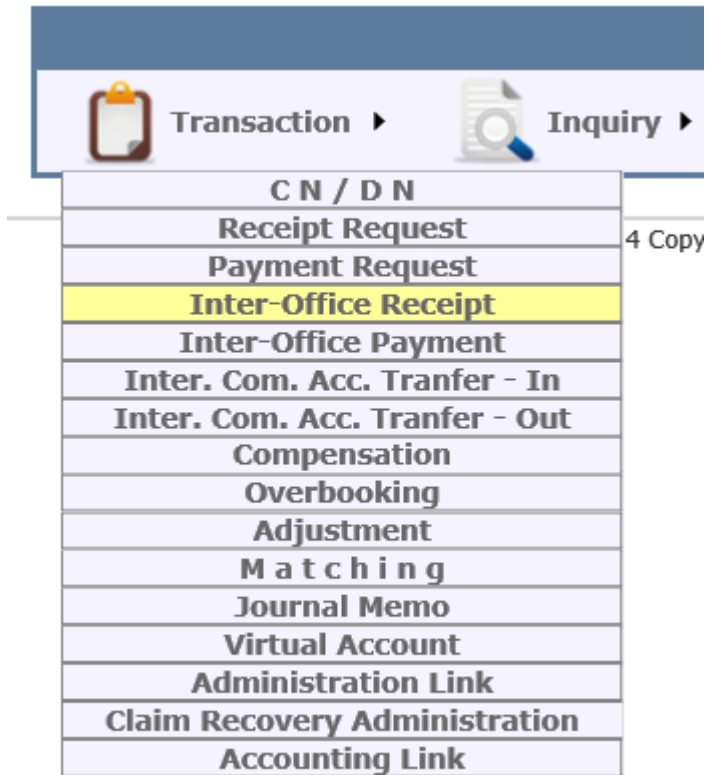
CASE 36 : Upload account Interoffice Receipt / Payment

Upload Account

1. Menuju modul **Finance** → **Finance**



2. Pada menu **Transaction** pilih **Inter-Office Receipt**



3. Klik **Add New** untuk membuat Entry Baru

[Add New](#) [Close This Page](#)

Inter-Office Receipt Voucher Query

Voucher :

Document No. :

Reference No. :

Booking Date : -

Reference Date :

Voucher Type :

Profile Account :

Branch :

Company Account :

Currency :

Last OPR :

Remarks :

Reference Type :

Status :

4. Isikan data sebagai berikut:

Finance & Accounting

CARE - 18 Mar 2021 09:44:40
Inter-Office Receipt Voucher

[Add New Inter-Office Receipt](#) • [SMS](#) • [Attachment](#) • [Close This Page](#)

Inter-Office Receipt Voucher

<p>Voucher : <input type="text"/></p> <p>Booking Date : <input type="text" value="3/18/2021"/> Reference Currency Date : <input type="text" value="3/18/2021"/></p> <p>Voucher Type : <input type="text" value="RV-01-R"/> Receipt Voucher - Suspend Premium/Claim</p> <p>Branch : <input type="text" value="10"/> HO NON OPS</p> <p>Profit/Cost Center : <input type="text" value="20"/> IT Department</p> <p>Cash/Bank Account : <input type="text" value="035.300.170.9"/> BCA - SUDIRMAN - JAKARTA</p> <p>Received From : <input type="text" value="13213"/> BAHTERA ARTHAGUNA PARAM A T</p> <p>Bank Account No : <input type="text"/></p> <p>Bank Account Name : <input type="text"/></p> <p>Bank Name : <input type="text"/></p> <p>Reference No : <input type="text"/> <input type="text" value="0,0000"/></p> <p>Reference Type : <input type="text"/></p> <p>Reference Date : <input type="text" value="3/18/2021"/></p> <p>Remarks : <input type="text"/></p>	<p>Currency : <input type="text" value="IDR"/></p> <p>Nominal In C.C. : <input type="text" value="0.0000"/></p> <p>Difference in C.C. : <input type="text" value="0.0000"/></p> <p>Total in C.C. : <input type="text" value="0.0000"/></p> <p>Booking Rate : <input type="text" value="0.00"/></p> <p>Total In B.C. : <input type="text" value="0.0000"/></p> <p>Journal : <input type="checkbox"/> Yes</p> <p>Status : <input type="text"/></p> <p>Created By : <input type="text"/></p> <p>Last Edited By : <input type="text"/></p> <p>Un/Approved By : <input type="text"/></p> <p>Posted By : <input type="text"/></p> <p>Source Request : <input type="text"/></p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

ee) **Booking date** diisikan dengan tanggal pembayaran atau sesuai tanggal yang diinginkan
Note: disarankan mengisi **booking date** dengan tanggal transaksi tersebut terjadi.
 Namun tidak boleh dibawah tanggal transaksi tersebut.

Upload File

Local File Name (*.XLS) : Browse...

WorkSheet Name : ▼

Load
Retrieve Data

- Setelah file berhasil di upload, pilih **sheet** yang berisi nomor akun yang telah dimasukan. Pada kasus ini nomor akun berada pada Sheet **Document** yang bis akita lihat pada **Worksheet Name**. Lalu klik tombol **[Retrieve Data]** untuk mengambil data dari excel tersebut

File is Uploaded..Click Button Retrieve to Get the Data

Upload File

Local File Name (*.XLS) : Browse...

WorkSheet Name : Document\$ ▼

Load
Retrieve Data

- Berikut tampilan jika proses Upload akun berhasil. Nomor Akun pada kolom **Account** dan nominal pada kolom **Nominal in CC** sesuai

Save Clear Print OR Print Voucher Journal Approve Unapprove Adjustment Drop Upload XLS Dow

[Add More Details](#) • [Document](#) • [Tax Deduction](#)

No.	Document	Account	Branch	CT	Date	CCY	Remarks	Nominal In OC	Rate	Nominal In CC	Hint	Matching	Preference
1.	23100000	23100000	10		3/18/2021	IDR	Rekening Perantara - Premi Langsung	1,000,000.0000	1.0000 1.0000	1,000,000.0000	-1	<input type="checkbox"/>	
2.	23500000	23500000	10		3/18/2021	IDR	Rekening Perantara - Asset	1,000,000.0000	1.0000 1.0000	1,000,000.0000	-1	<input type="checkbox"/>	

CASE 37 : Upload & Pengecekan Exchange Rate

Upload Exchange Rate

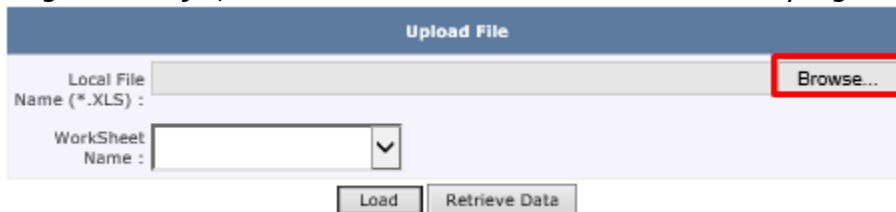
1. Siapkan data isian format upload exchange Rate sesuai format excel dari care (terlampir).
2. Buka Menu Finance , Pilih Data Maintenance dan Klik Exchange Rate



3. Klik Load From Excel Untuk Mengimport Data dari Exchange Rate Tersebut , dan menyiapkan data yang sudah dipersiapkan

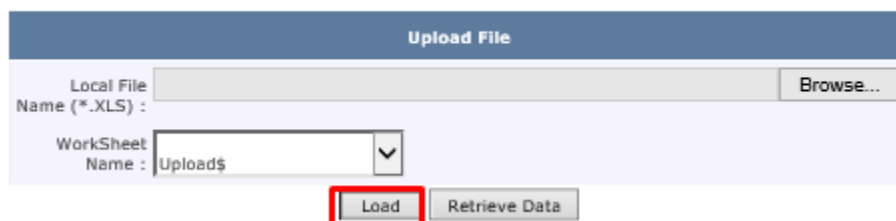


4. Langkah Selanjut, Klik Browse untuk Memasukan Data Excel yang kita siapkan



5. Lalu , Ketika Excel sudah berhasil di import, klik pada bagian Load

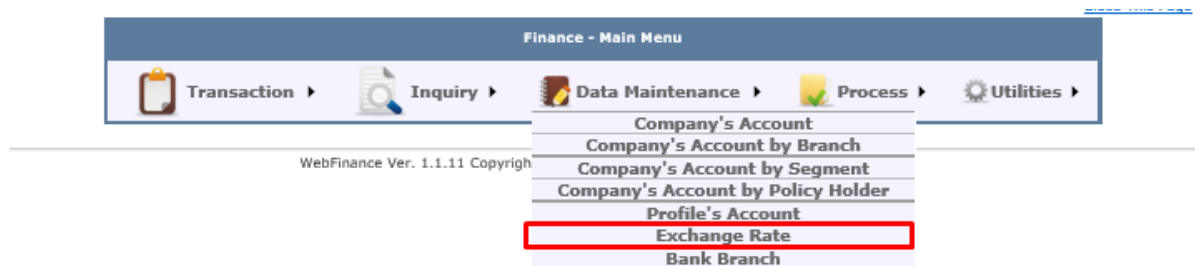
File is Uploaded..Click Button Retrieve to Get the Data



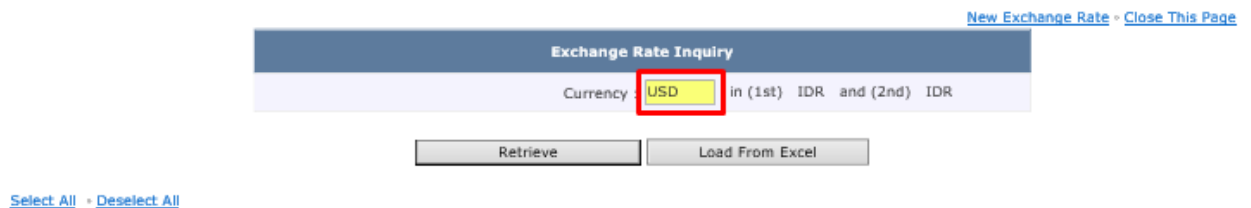
6. Jika Sudah, Lalu Terakhir Klik pada Bagian Retrieve

Pengencekan Exchange Rate

1. Buka Menu Finance , Pilih Data Maintenance dan Klik Exchange Rate



2. Pada halaman ini, isi **currency yang mau dicari ratenya**. Misalnya mau cek currency IDR.



3. Lalu D Klik Retrieve, untuk Mengeluarkan Isi Detail Exchange Rater tersebut

27 item(s) [New Exchange Rate](#) - [Close This Page](#)

Exchange Rate Inquiry
 Currency : USD in (1st) IDR and (2nd) IDR

[Select All](#) - [Deselect All](#)

<input type="checkbox"/>	Effective Date	Book Rate	Fee Rate	Revaluation Rate	Book Rate (2nd)	Revaluation Rate (2nd)	Rate
<input type="checkbox"/>	3/1/2021	14,229.005000	14,229.005000	14,229.005000	0.000000	0.000000	0.000000
<input type="checkbox"/>	2/1/2021	14,250.000000	14,250.000000	0.000000	0.000000	0.000000	0.000000
<input type="checkbox"/>	1/13/2020	13,708.000000	13,708.000000	13,708.000000	0.000000	0.000000	0.000000
<input type="checkbox"/>	1/6/2020	13,961.010000	13,961.010000	13,961.010000	0.000000	0.000000	0.000000
<input type="checkbox"/>	1/2/2020	13,895.010000	13,895.010000	13,895.010000	0.000000	0.000000	0.000000
<input type="checkbox"/>	10/1/2019	14,000.000000	14,000.000000	14,000.000000	0.000000	0.000000	0.000000
<input type="checkbox"/>	2/1/2017	12,000.000000	12,000.000000	12,000.000000	0.000000	0.000000	0.000000
<input type="checkbox"/>	12/1/2016	13,000.000000	13,000.000000	13,000.000000	0.000000	0.000000	13,000.000000
<input type="checkbox"/>	11/29/2016	1,000.000000	1,000.000000	0.000000	0.000000	0.000000	0.000000
<input type="checkbox"/>	8/1/2016	13,300.000000	13,300.000000	13,300.000000	0.000000	0.000000	13,300.000000
<input type="checkbox"/>	7/15/2016	13,150.000000	13,150.000000	13,150.000000	0.000000	0.000000	13,150.000000
<input type="checkbox"/>	7/1/2016	13,050.000000	13,050.000000	13,050.000000	0.000000	0.000000	13,050.000000

Selected Data:

Rate terakhir akan muncul pada **posisi paling atas (cek column effective date)** yang menandakan bahwa rate sudah terupdate sesuai data yang diisi pada format upload excel.

CASE 38: Upload Admlink

1. Siapkan dokumen Admlink dengan format excel
2. Buka Web Module Finance → Finance
3. Arahkan pointer ke menu **[Utilities]** lalu pilih **[Upload Admlink]**

Finance & Accounting

CARE - 12 Mar 2021 14:21:58
Finance - Main Menu [Close This Page](#)

Finance - Main Menu

Transaction ▶
 Inquiry ▶
 Data Maintenance ▶
 Process ▶
 Utilities ▶

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Upload Admlink

Upload AccLink

Upload Auto Receipt (ARBucket)

Upload Auto Receipt Mathcing (RPBucket)

Upload Screening Profile

Upload Budget Account

4. Pada field **"Local File Name (*XLS)"**, klik Browse untuk mencari data/dokumen yang ingin di upload. Lalu pilih file excelnya, kemudian klik **[Open]** dan klik tombol **[Load]**

File is Uploaded..Click Button Retrieve to Get the Data

[Close This Page](#)

Upload File

Local File Name (*.XLS) : Browse...

WorkSheet Name : BA\$

Data Subject : Premium

Process Option : Skip Process If Not Verified

Mapping Option : Default Mapping

Batch No. :

[Select All](#) • [Deselect All](#)

Selected Data:

- Klik tombol **[Retrieve Data]**, kemudian akan muncul data yang akan di upload. Klik **[Select All]**, kemudian klik tombol **[Verify]** di sebelah kanan

[Close This Page](#)

Upload File

Local File Name (*.XLS) :

WorkSheet Name : BA\$

Data Subject : Premium

Process Option : Skip Process IF Not Verified

Mapping Option : Default Mapping

Batch No. :

Select All • [Deselect All](#)

No.	Status	Message	BRANCH	CT	POLICYNO	REFNO	VOUCHER	PAYMENT	NAME	ADDRESS	REFID	TAXTYPE	LOG	DATE	DUE
<input checked="" type="checkbox"/>			05		100010125070002	100010125070002			ZERIN	JL. RAYA CIWASTRA NO. 243	T00ZE00001			7/22/2020 12:00:00 AM	8/2/12:00:00 AM
<input checked="" type="checkbox"/>			05		100010125070003	100010125070003			ZERIN	JL. RAYA CIWASTRA NO. 243	T00ZE00001			7/22/2020 12:00:00 AM	8/2/12:00:00 AM
<input checked="" type="checkbox"/>			05		100010125070004	100010125070004			ZERIN	JL. RAYA CIWASTRA NO. 243	T00ZE00001			7/22/2020 12:00:00 AM	8/2/12:00:00 AM
<input checked="" type="checkbox"/>			05		100010125070005	100010125070005			ZERIN	JL. RAYA CIWASTRA NO. 243	T00ZE00001			7/22/2020 12:00:00 AM	8/2/12:00:00 AM
<input checked="" type="checkbox"/>			05		100010125070006	100010125070006			ZERIN	JL. RAYA CIWASTRA NO. 243	T00ZE00001			7/22/2020 12:00:00 AM	8/2/12:00:00 AM

Selected Data:

Verify

- Setelah melakukan Verify, akan muncul status apakah data/dokumen yang di upload berhasil atau tidak. Jika fungsi Verify berhasil, maka akan muncul pesan "Verified" di dalam kolom Status

[Select All](#) • [Deselect All](#)

No.	Status	Message	BRANCH	CT	POLICYNO	REFNO	VOUCHER	PAYMENT	NAME	ADDRESS	REFID	TAXTYPE	LOG	DATE	DUE
<input checked="" type="checkbox"/>	Verified		05		100010125070002	100010125070002			ZERIN	JL. RAYA CIWASTRA NO. 243	T00ZE00001			7/22/2020 12:00:00 AM	8/2/12:00:00 AM
<input checked="" type="checkbox"/>	Verified		05		100010125070003	100010125070003			ZERIN	JL. RAYA CIWASTRA NO. 243	T00ZE00001			7/22/2020 12:00:00 AM	8/2/12:00:00 AM
<input checked="" type="checkbox"/>	Verified		05		100010125070004	100010125070004			ZERIN	JL. RAYA CIWASTRA NO. 243	T00ZE00001			7/22/2020 12:00:00 AM	8/2/12:00:00 AM

Selected Data:

Jika fungsi verify gagal, maka akan muncul pesan “failed” serta message mengenai kesalahan apa yang terjadi.

Load Retrieve Data

Select All Deselect All

No.	Status	Message	BRANCH	CLAIMNO	REFNO	NAME	ADDRESS	DATE	DUEDATE	INSURED	CODE	TYPE	PolicyNo	Selected Data:
1.	failed	Wrong Subject, Should be Claim ! Wrong Insurance Source Type : Wrong Code : 415 Conversion from string "" to type: 'Long' is not valid.	01	1.415.03.11.02624-118	1001/JKT/VI/CL/MV/04	FAJAR TIMUR MOTOR	JKT	30/07/2004	31/07/2004	TRUST F.T/HENDRO	415	DI		Verify Process

7. Setelah proses verify selesai, klik tombol **[Process]** untuk mengupload data tersebut

199 Transaction(s) Verified !

[Close This Page](#)

Upload File

Local File Name (*.XLS) : Browse...

WorkSheet Name :

Data Subject :

Process Option :

Mapping Option :

Batch No. :

Load Retrieve Data

Select All Deselect All

No.	Status	Message	BRANCH	CT	POLICYNO	REFNO	VOUCHER	PAYMENT	NAME	ADDRESS	REFID	TAXTYPE	LOB	DATE	DI	Selected Data:
1.	Verified		05		100010125070002	100010125070002			ZERIN	JL. RAYA CIWA STRA NO. 243	T00ZE00001			7/22/2020 12:00:00 AM	8/12 AM	Verify Process
2.	Verified		05		100010125070003	100010125070003			ZERIN	JL. RAYA CIWA STRA NO. 243	T00ZE00001			7/22/2020 12:00:00 AM	8/12 AM	
3.	Verified		05		100010125070004	100010125070004			ZERIN	JL. RAYA CIWA STRA NO. 243	T00ZE00001			7/22/2020 12:00:00 AM	8/12 AM	

8. Jika semua data sukses ter-upload, maka proses upload telah berhasil dan terbentuklah No Batch

[Close This Page](#)

Upload File

Local File Name (*.XLS) : Browse...

WorkSheet Name :

Data Subject :

Process Option :

Mapping Option :

Batch No. :

Load Retrieve Data

CASE 39: Process Upload Acclink

1. Buka Modul Finance → Utilities → Upload Acclink

Finance & Accounting

CARE - 18 Mar 2021 12:55:10
Finance - Main Menu

Close This Page

Finance - Main Menu

Transaction Inquiry Data Maintenance Process Utilities

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- Upload Admlink
- Upload Acclink**
- Upload Auto Receipt (ARBucket)
- Upload Auto Receipt Matching (RPBucket)
- Upload Screening Profile
- Upload Budget Account

2. Siapkan format excel untuk upload Acclink.

File Home Insert Page Layout Formulas Data Review View Help

Clipboard Font Alignment Number Styles Cells Editing Analysis Sensitivity

G15

1	BRANCH	DOCNO	REFNO	DATE	CODE	TYPE	REMARKS	CURRENCY	AMOUNT_1	AMOUNT_2	AMOUNT_3	AMOUNT_4	AMOUNT_5	AMOUNT_6	AMOUNT_7	AMOUNT_8	AMOUNT_9	AMOUNT_10
2	10	-	-	30-04-09	0101	PC	-	IDR	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00	0.00	0.00	0.00
3																		
4																		

3. Pada menu local file name, klik browse dan upload file Acclink setelah itu klik tombol load.

Finance & Accounting

CARE - 18 Mar 2021 13:01:45
Upload Accounting Link

Close This Page

Upload File

Local File Name (*.XLS) : D:\Template Upload FA\SampleFormat_Acclink(Memo) **Browse...** **1. Browse**

WorkSheet Name :

Process Option : Skip Process If Not Verified

Mapping Option : Default Mapping

Batch No. :

Load Retrieve Data **2. Load**

Select All • Deselect All • Export To Excel

Selected Data:

Verify

Process

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Jika sudah di verify, status akan berubah menjadi **Verified**

Finance & Accounting

CARE - 18 Mar 2021 13:01:45
Upload Accounting Link

1 Transaction(s) Processed, 1 Transaction(s) Verified !

[Close This Page](#)

Upload File

Local File Name (*.XLS) :

WorkSheet Name :

Process Option :

Mapping Option :

Batch No. :

[Select All](#) • [Deselect All](#) • [Export To Excel](#)

	No.	Status	Message	BRANCH	DOCNO	REFNO	DATE	CODE	TYPE	REMARKS	CURRENCY	AMOUNT_1	AMOUNT_2	AMOUNT_3	AMOUNT_4	AMOUNT_5		
<input checked="" type="checkbox"/>	1.	Verified		10	-	-	4/30/2009 12:00:00 AM	0101	PC	-	IDR	0	0	0	0	0		Selected Data: <input type="button" value="Verify"/> <input type="button" value="Process"/>
<input type="checkbox"/>	2.																	

6. Jika sudah verified, selanjutnya klik tombol Process

Finance & Accounting

CARE - 18 Mar 2021 13:30:09
Upload Accounting Link

1 Transaction(s) Processed, 1 Transaction(s) Verified !

[Close This Page](#)

Upload File

Local File Name (*.XLS) :

WorkSheet Name :

Process Option :

Mapping Option :

Batch No. :

[Select All](#) • [Deselect All](#) • [Export To Excel](#)

	No.	Status	Message	BRANCH	DOCNO	REFNO	DATE	CODE	TYPE	REMARKS	CURRENCY	AMOUNT_1	AMOUNT_2	AMOUNT_3	AMOUNT_4	AMOUNT_5		
<input checked="" type="checkbox"/>	1.	Verified		10	-	-	4/30/2009 12:00:00 AM	0101	PC	-	IDR	0	0	0	0	0		Selected Data: <input type="button" value="Verify"/> <input checked="" type="button" value="Process"/>
<input type="checkbox"/>	2.																	

7. Setelah klik process, maka status akan berubah menjadi process dan akan muncul Batch No.

1 Transaction(s) Processed, 1 Transaction(s) Uploaded !

[Close This Page](#)

Upload File

Local File Name (*.XLS) : Browse...

WorkSheet Name :

Process Option :

Mapping Option :

Batch No. :

[Select All](#) • [Deselect All](#) • [Export To Excel](#)

No.	Status	Message	BRANCH	DOCNO	REFNO	DATE	CODE	TYPE	REMARKS	CURRENCY	AMOUNT_1	AMOUNT_2	AMOUNT_3	AMOUNT_4	A	Selected Data:
<input checked="" type="checkbox"/>	1.	Processed	10	-	-	4/30/2009 12:00:00 AM	0101	PC	-	IDR	0	0	0	0	0	<input type="button" value="Verify"/> <input type="button" value="Process"/>
<input type="checkbox"/>	2.															

CASE 40 : Upload RPBucket

Langkah – Langkah :

1. Buka Web Module Finance
2. Di dalam halaman Module Finance, pilih ‘Utilities’ lalu pilih menu [Upload auto receipt matching (RPBucket)]

Finance & Accounting

CARE - 15 Mar 2021 11:59:56
Finance - Main Menu

Finance - Main Menu

Transaction ▶

Inquiry ▶

Data Maintenance ▶

Process ▶

Utilities ▶

Upload AdmLink
 Upload Acclink
 Upload Auto Receipt (ARBucket)
Upload Auto Receipt Matching (RPBucket)

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[Close This Page](#)

3. Lalu di dalam menu ‘Upload auto receipt matching (RPBucket)’, klik tombol ‘Browse’ pada field ‘Local File Name (*.XLS)’ untuk memilih file dengan ekstensi .xls untuk diupload

Finance & Accounting

CARE - 15 Mar 2021 12:09:30
Upload Auto Receipt Matching (RPBucket)

Upload File

Local File Name (*.XLS) : Browse e...

WorkSheet Name :

Process Option :

[Select All](#) • [Deselect All](#) • [Export To Excel](#)

Sample_Upload_RPBucket - Receipt.xls
03/15/2021 12:10 PM
Micr

- Setelah memilih file yang akan diupload, lalu klik tombol **'Load'**

Finance & Accounting

CARE - 15 Mar 2021 12:09:30
Upload Auto Receipt Matching (RPBucket)

[Close This Page](#)

Upload File

Local File Name (*.XLS) : D:\Scenario project\Template upload\Sample_Upload_RP f... [Brows e...](#)

WorkSheet Name :

Process Option : Skip Process If Not Verified

[Select All](#) • [Deselect All](#) • [Export To Excel](#)

- Setelah file terupload, lalu pilih worksheet mana dari file tersebut yang akan ditarik datanya di field **'WorkSheet Name'**

Finance & Accounting

CARE - 15 Mar 2021 12:09:30
Upload Auto Receipt Matching (RPBucket)

File is Uploaded..Click Button Retrieve to Get the Data

[Close This Page](#)

Upload File

Local File Name (*.XLS) : Definition\$ [Brows e...](#)

WorkSheet Name : RPBucket\$

Process Option : Skip Process If Not Verified

[Select All](#) • [Deselect All](#) • [Export To Excel](#)

- Di field **'Process Option'**, dapat memilih apakah data-datanya perlu diverifikasi atau tidak

Finance & Accounting

CARE - 15 Mar 2021 12:09:30
Upload Auto Receipt Matching (RPBucket)

File is Uploaded..Click Button Retrieve to Get the Data

[Close This Page](#)

Upload File

Local File Name (*.XLS) : [Brows e...](#)

WorkSheet Name : RPBucket\$

Process Option : Skip Process If Not Verified
Continue Process Even Not Verified
Abort Process Any Item Not Verified

[Select All](#) • [Deselect All](#) • [Export To Excel](#)

7. Lalu setelah memilih worksheet, klik tombol **‘Retrieve Data’** untuk menarik data-data tersebut

Finance & Accounting

CARE - 15 Mar 2021 12:09:30
Upload Auto Receipt Matching (RPBucket)

File is Uploaded..Click Button Retrieve to Get the Data

[Close This Page](#)

Upload File

Local File Name (*.XLS) : Brows e...

WorkSheet Name : ▼

Process Option : ▼

[Select All](#) • [Deselect All](#) • [Export To Excel](#)

8. Akan muncul data-data dari worksheet tersebut, lalu kita dapat memilih data-data mana saja yang akan diproses dengan mencentang kotak di sebelah kiri data tersebut, atau dengan mengklik **‘Select All’** untuk memilih semua data

Finance & Accounting

CARE - 15 Mar 2021 12:09:30
Upload Auto Receipt Matching (RPBucket)

[Close This Page](#)

Upload File

Local File Name (*.XLS) : Brows e...

WorkSheet Name : ▼

Process Option : ▼

[Select All](#) • [Deselect All](#) • [Export To Excel](#)

No.	Status	Message	Branch	CT	ID	Date	VT type	ComAcc	Remarks	RefType	RefDate	RefNo	Voucher	Currency	Nominal	
<input checked="" type="checkbox"/>	1.		10	30	D10CT00001	10/31/2018 12:00:00 AM	RV 01-R	035.300.170.9	penerimaan	Transfer	10/31/2018 12:00:00 AM	abs		IDR	1000000	<div style="border: 1px solid #ccc; padding: 2px;"> <div style="background-color: #4f81bd; color: white; padding: 2px;">Selected Data:</div> <div style="padding: 2px;"> <input type="button" value="Verify"/> </div> <div style="padding: 2px;"> <input type="button" value="Process"/> </div> </div>
<input checked="" type="checkbox"/>	2.		10	30	D10CT00001	10/31/2018 12:00:00 AM	RV 01-R	035.300.170.9	penerimaan	Transfer	10/31/2018 12:00:00 AM	abs		IDR	20000	

9. Setelah memilih data-data mana saja yang akan diproses, kita dapat mengklik tombol **‘Verify’** disebelah kanan untuk memverifikasi data tersebut terlebih dahulu. Lalu setelah data terverifikasi, klik tombol **‘Process’** untuk mengupload data-data tersebut.

