

3.10 Import Document

Berikut ini langkah pembuatan Import Document sebagai berikut :

The screenshot shows the ESB CORE system interface. On the left, a sidebar menu has 'Purchasing' highlighted with a red box and a '1' next to it. Below it, 'Import Document' is also highlighted with a red box and a '2' next to it. The main area displays a warning message: 'Warning!!! You have potentially missing Journal of POS Sales! Please Check COA Mapping of : ESB Voucher'. Below the warning, there is a table titled 'Import Document' showing two items. A red box with a '3' and a '+' icon is placed over the table's header area, indicating the 'Add' button. The table has columns for Import Doc. Number, Import Doc. Date, Purchase Reference, Supplier Name, Additional Information, and Status. The first item has ID202201120002, date 01-01-2022 - 26-01-2022, reference PO202201120005, supplier Paris Croissant Co., Ltd, and status Authorized. The second item has ID202201120001, date 12-01-2022, reference PO202201120002, supplier Paris Croissant Co., Ltd, and status Authorized.

1. Masuk ke Modul Purchasing
2. Masuk ke Menu Import Document
3. Pada Tampilan Import Document, lalu klik Tambah (+)

The screenshot shows the 'Create Import Document - New' form. It has a section titled 'Transaction Information' with a '4' next to it. Below this, there are four input fields: 'Import Doc. Date' (26-01-2022), 'Purchase Reference' (PO202112060020), 'Currency Name' (USD), and 'Receipt Rate' (14.307,01). Each field has a small icon to its right.

4. Pada Transaction Import yang harus diisi sebagai berikut :

- **Import Doc Date** : Tanggal Import Document
- **Purchase Reference** : Referensi No Document Purchase Order
- **Currency Name** : Nama Mata Uang
- **Receipt Rate** : Rate Nilai Kurs mata uang sekarang

The screenshot shows the 'Import Document Tax' form with a '5' next to the title. It has a table with three columns: 'Tax', 'Account', and 'Tax Amount'. The first row shows 'Cukai' in the Tax column, '21 50 30' in the Account column, and '5.000' in the Tax Amount column. The second row shows '- Select Select Tax -' in the Tax column, an empty field in the Account column, and '0' in the Tax Amount column. There is a red 'X' icon next to the '0' value. At the bottom left, there is a '+ Add Tax' button.

5. Pada Import Document Tax yang harus di isi pada bagian :

- Tax Amount : Isi Amount Tax

Import Payment Detail

+ Add Payment x Remove Payment

78850303 - Cash

Date: 26-01-2022 Supplier: Agnes Natalia Tanuwijaya Currency: Rate: 0

Product	Unit	Qty	Price	Discount %	Discount Value	VAT	Total	Include COGS
Tempat Sampah Stainle	EA	4	50.000	0	0	<input type="checkbox"/>	200.000	<input checked="" type="checkbox"/>

Notes: Notes

+ Add Product

6. Pada Import Payment Detail, Klik **Tambah (+ Add Payment)**. pada bagian ini yang harus di isi sebagai berikut :

- **Date** : Pilih Tanggal
- **Supplier** : Pilih Supplier/Vendor
- **Currency** : Pilih Mata Uang
- **Product** : Pilih Item
- **Qty** : Masukkan Qty yang akan di request
- **Price** : Masukkan Harga Item yang akan di beli

Transaction Summary 7

Additional Information

Draft Save Cancel

7. Pada bagian Transaction Summary ada yang harus diisi sebagai berikut :

- Additional Information : Informasi Tambahan

8. Klik Save Jika sudah sesuai, akan muncul no document seperti gambar dibawah ini



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