

3.6 PURCHASE PAYMENT

Purchase Payment digunakan untuk mencatat pembayaran ke supplier (sebagai formulir permintaan keluar uang dari kantor pusat). Berikut langkah-langkah dalam menggunakan Purchase Payment sebagai berikut :

The screenshot shows the ESB CORE system interface. On the left is a sidebar menu with options: Dashboard, Sales, Production, Purchasing (highlighted with a red box and a '1'), Purchase Request, Purchase Order, Advance Purchase, Purchase Invoice, Purchase Payment (highlighted with a red box and a '2'), Purchase Return, Request Item List, Import Document, Simple Purchase, and ESB Goods Purchase Order. Below these are Inventory and Fixed Assets. The main area displays a 'Purchase Payment' table with columns: #, Payment Number, Payment Date, Supplier, Currency, Account, Additional Information, Payment Total, and Status. The table shows 5 items. A red box highlights a green '+' button in the top right corner of the table, indicating where to click to add a new entry.

#	Payment Number	Payment Date	Supplier	Currency	Account	Additional Information	Payment Total	Status
1	VS202201210002	21-01-2022	PT. Momenta Agrikultura (Amazing Farm)	IDR	Petty Cash HO		622.000,00	Released
2	VS202201210001	21-01-2022	PT. Mulia Raya Agri Jaya	IDR	Bank BCA IDR 268.999.8181	DS 805955	6.707.588,00	Released
3	VS202201180004	18-01-2022	CV. AJ Putra Mandiri	IDR	Bank BCA IDR 268.999.8181	DS 805980	1.080.000,00	Released
4	VS202201180003	18-01-2022	Paskornas	IDR	Bank BCA IDR 268.999.8181	DS 805978	6.944.000,00	Released
5	VS202201180002	18-01-2022	PD Glovindo Plastic	IDR	Bank BCA IDR 268.999.8181	DS 805977 - TRANSFER KE REK BCA 583-020-9982 AN. SUMILAH AGUS	1.400.000,00	Released

1. Masuk ke Modul Purchasing

2. Masuk ke Menu Purchase Payment

3. Klik pada tanda tambah (+) untuk membuat Purchase Payment baru

The screenshot shows the 'Create Purchase Payment - New' form. It has a header 'Create Purchase Payment - New' and a 'Transaction Information' tab. The form contains several fields: Payment Date (26-01-2022), Supplier (Select Supplier), Currency (Rupiah), Rate (1), Reference Number (Select Invoice), Supplier Bank (Select Bank Account), Supplier Bank Name, Supplier Bank Account Number, and Supplier Bank Account Name.

Transaction Information	
Payment Date	Supplier
26-01-2022	Select Supplier
Currency	Rate
Rupiah	1
Reference Number	Supplier Bank
Select Invoice	- Select Bank Account -
Supplier Bank Account Number	Supplier Bank Name

4. Pada tampilan Create Purchase Payment bagian Transaction Information, untuk panduan pengisian informasi pada dokumen Purchase Payment perhatikan keterangan berikut:

- **Payment Date** : pilih tanggal dilakukannya pembayaran.
- **Supplier** : pilih nama supplier yang dituju.

- **Currency** : pilih mata uang yang digunakan untuk pembayaran.
- **Rate** : sesuaikan dengan kurs mata uang.
- **Purchase invoice reference** : pilih dokumen purchase Invoice yang ingin dibayarkan.
- **Supplier Bank** : pilih bank supplier untuk pembayaran.

Purchase Payment Detail											
Branch	Invoice Number	Invoice Date	Invoice Due Date	Invoice Amount	Tax of Invoice Amount	Type of Tax	Unpaid Amount	Additional Other Tax ⓘ	Tax Rate	Payment Amount	Final Payment
HEAD	VI20220126000	2022-01-26	2022-01-26	36.000.000	0		36.000.000	- Select Other Tax -	0	36.000.000	36.

5. Pada Purchase Payment Detail. Tabel ini menampilkan daftar tagihan sesuai dokumen invoice yang dipilih sebelumnya. Isi bagian berikut pada Purchase Payment Detail :

- **Payment Amount** : input nominal yang ingin dibayarkan.

Purchase Payment Account					
Account	Rate	Payment Amount	Bank Fee Amount	Final Payment Amount	
- Select Account -	1	36.000.000	0	36.000.000	X

6. halaman Create Purchase Payment bagian Purchase Payment Account. Berikut bagian yang perlu diisi:

- **Account** : pilih akun yang digunakan untuk pembayaran.
- **Payment Amount** : isi nilai yang ingin dibayarkan dari akun tersebut.
- **Final Payment Amount** : isi nilai final yang ingin dibayarkan dari akun tersebut.

Transaction Summary			
Additional Information		Invoice Total	Payment Total
		36.000.000	26.100.000
		Advance Purchase Reference	
		AP202201260001 X ...	
		Available Advance	Advance Usage
		10.000.000	10.000.000
		Other Cost Total	Bank Fee Total
		100.000	0
		Rounding	Total
		0 Calculate	36.100.000


7. Pada Transaction Summary berikut bagian yang perlu diisi:

• **Additional Information** : isi jika ada catatan tambahan dalam dokumen Purchase Payment. Pastikan Total sudah sesuai.

- **Advance Purchase Reference** : isi jika ada Referensi Advance Purchase
- **Available Advance** : informasi untuk available Advance
- **Advance Usage** : Informasi Uang DP yang sudah digunakan
- **Other Cost Total** : Menampilkan Total Cost Lainnya
- **Total** : Total Pembayaran yang harus dibayarkan ke supplier

 Save  Cancel

8. Jika telah selesai, klik tombol Save untuk menyimpan dokumen Purchase Payment. berikut pesan document yang sudah di save

✓ Successfully save Purchase Payment #VS202201260001 

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