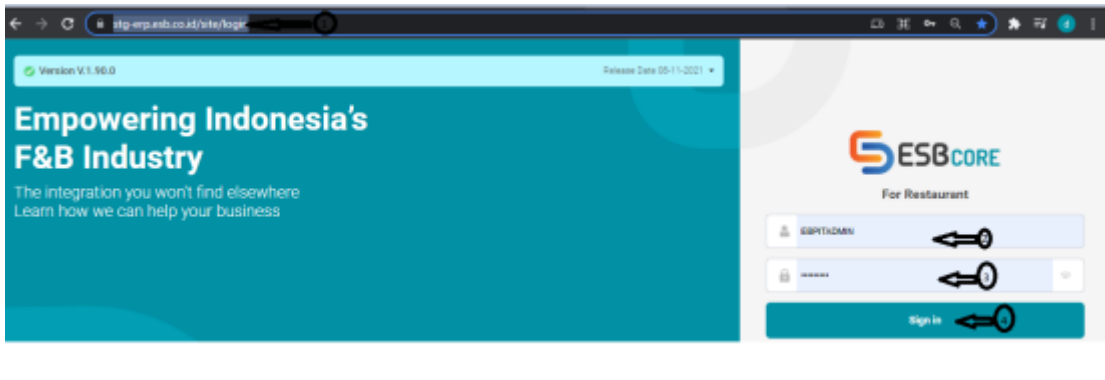


6.1 Cash Received

Cash Received adalah sebuah sarana untuk memasukkan uang yang diterima ke dalam Chart Of Account (COA). Dimana uang yang didapatkan bukan berasal dari Sales atau penjualan Outlet.

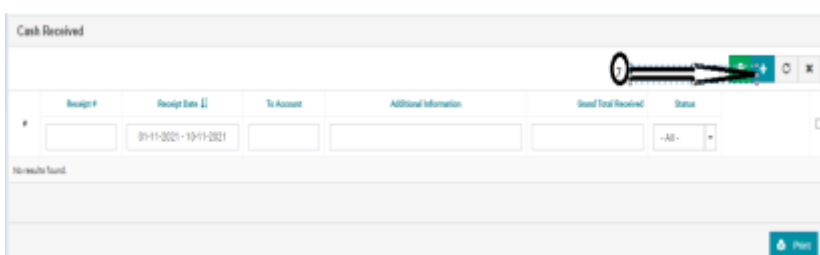
Adapun langkah-langkah pembuatan cash Received sbb:



1. Masuk Ke System ESB ke alamat : <https://stg-erp.esb.co.id/site/login>
2. Masukkan User Name
3. Masukan Passwordnya
4. Sign In.



5. Masuk ke Modul Finance
6. Masuk ke Menu Cash Received



7. Klik Tombol (+) untuk mencatat cash received baru.

The screenshot shows a web-based transaction receipt form. It is divided into several sections: 'Transaction Information' at the top, 'Receive Detail' in the middle, and 'Transaction Summary' at the bottom. In the 'Transaction Information' section, there are three fields: 'Branch' (with a dropdown menu showing 'HEAD OFFICE' and callout 8), 'Receipt Date' (with a date picker showing '10-11-2021' and callout 9), and 'To Account' (with a dropdown menu showing '- Select To Account -' and callout 10). The 'Receive Detail' section contains a 'File Upload' area with 'Browse...', 'Download', and 'Upload' buttons. Below this is a table with columns 'Account Category', 'Amount', and 'Description'. The 'Account Category' dropdown shows '- Select Account Detail -' with callout 11. The 'Amount' field has a currency symbol and callout 12. The 'Description' field has a red 'X' icon. There is an 'Add Item' button with callout 13. The 'Transaction Summary' section has an 'Additional Information' text area and a 'Grand Total Received' field with a currency symbol. At the bottom right, there is a 'Save' button with callout 14 and a 'Cancel' button. A navigation bar at the very bottom contains a right arrow button with callout 15 and a 'Save' button with callout 16.

8.Pilih Branch (kantor Cabang)

9.Pilih Receipt Date

10.Pilih To Account : Akun yang akan menerima dana

11.Pada receive detail Pilih Account Category : Akun asal dikirimnya data

12.Isi amount

13.Klik Add item jika mau menambahkan akun lainnya

14.Pada Additional Information dapat ditambahkan catatan terkait catatan terkait transaksi yang dibuat. Jika sudah sesuai klik Save untuk menyimpan dokumen.

Revision #1

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