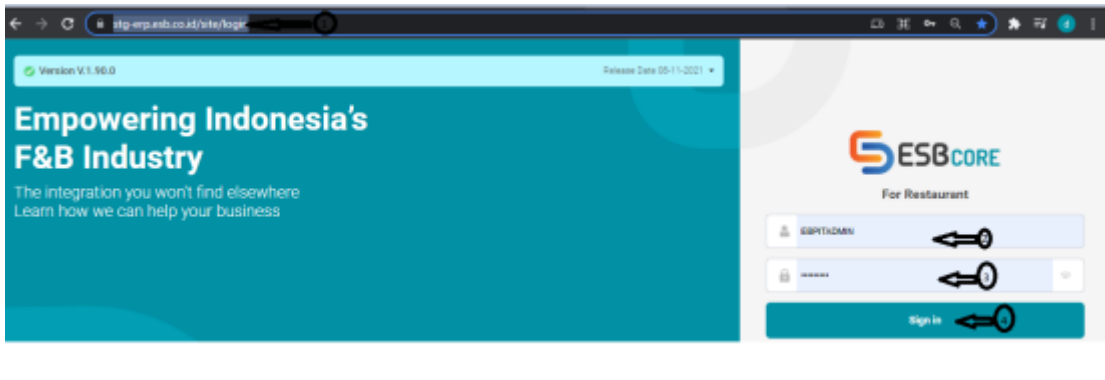


6.1 Cash Received

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.

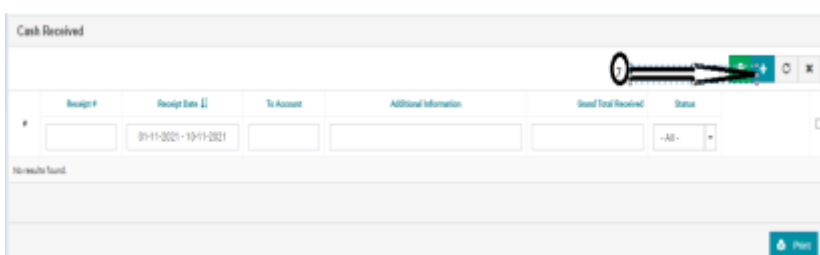
Adapun langkah-langkah pembuatan cash Received sbb:



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' (set to 'HEAD OFFICE', callout 8), 'Receipt Date' (set to '10-11-2021', callout 9), and 'To Account' (a dropdown menu, callout 10). The 'Receive Detail' section includes a 'File Upload' area with 'Browse...', 'Download', and 'Upload' buttons. Below this is a table with columns for 'Account Category' (callout 11), 'Amount' (callout 12), and 'Description' (callout 13). An 'Add Item' button is located below the table. The 'Transaction Summary' section has an 'Additional Information' text area (callout 14) and a 'Grand Total Received' field (callout 15). At the bottom right, there are 'Save' (callout 16) and 'Cancel' buttons.

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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