**LAPORAN BULANAN CABANG**

1. **Ledger Bank dan Rekening Koran**
   1. Ledger Mandiri 135 dan Rekening Koran
      1. Tools -> Report and Analytic -> General Ledger Report (Full COA)
      2. Company -> Hadji Kalla
      3. Divisi -> All
      4. Product -> All
      5. Departement -> All
      6. Location - > All
      7. Project -> All
      8. Intercompany -> All
      9. Account From -> 1125003 – Mandiri Watampone 135
      10. Account To -> 1125003 – Mandiri Watampone 135
      11. Accounting Start Date -> Awal Bulan (Tanggal 1)
      12. Accounting End Date -> Akhir Bulan (Tanggal 28/29/30/31)
   2. Ledger Mandiri 268 dan Rekening Koran
      1. Tools -> Report and Analytic -> General Ledger Report (Full COA)
      2. Company -> Hadji Kalla
      3. Divisi -> All
      4. Product -> All
      5. Departement -> All
      6. Location - > All
      7. Project -> All
      8. Intercompany -> All
      9. Account From -> 1125042 – Mandiri Watampone 268
      10. Account To -> 1125042 – Mandiri Watampone 268
      11. Accounting Start Date -> Awal Bulan (Tanggal 1)
      12. Accounting End Date -> Akhir Bulan (Tanggal 28/29/30/31)
   3. Ledger BPD 328 dan Rekening Koran
      1. Tools -> Report and Analytic -> General Ledger Report (Full COA)
      2. Company -> Hadji Kalla
      3. Divisi -> All
      4. Product -> None
      5. Departement -> All
      6. Location - > All
      7. Project -> All
      8. Intercompany -> All
      9. Account From -> 1148170 – BPD Sulselbar Bone
      10. Account To -> 1148170 – BPD Sulselbar Bone
      11. Accounting Start Date -> Awal Bulan (Tanggal 1)
      12. Accounting End Date -> Akhir Bulan (Tanggal 28/29/30/31)
2. **Ledger Kas dan Cash Opname**
   1. Ledger Kas
      1. Tools -> Report and Analytic -> General Ledger Report (Full COA)
      2. Company -> Hadji Kalla
      3. Divisi -> All
      4. Product -> All
      5. Departement -> All
      6. Location - > Bone
      7. Project -> All
      8. Intercompany -> All
      9. Account From -> 1111101 - Kas
      10. Account To -> 1111101 - Kas
      11. Accounting Start Date -> Akhir Bulan (Tanggal 28/29/30/31)
      12. Accounting End Date -> Akhir Bulan (Tanggal 28/29/30/31)
   2. Cash Opname -> Lakukan Cash Opname Bersama kasir, kemudian cetak hasil cash opname
3. **Ledger Penjualan** 
   1. Ledger Penjualan Vehicles
      1. Tools -> Report and Analytic -> General Ledger Report (Full COA)
      2. Company -> Hadji Kalla
      3. Divisi -> All
      4. Product -> Vehicles
      5. Departement -> OPERATION
      6. Location - > Bone
      7. Project -> All
      8. Intercompany -> All
      9. Account From -> 4111101 - Penjualan
      10. Account To -> 4111101 - Penjualan
      11. Accounting Start Date -> Awal Bulan (Tanggal 1)
      12. Accounting End Date -> Akhir Bulan (Tanggal 28/29/30/31)
   2. Ledger Penjualan GR
      1. Tools -> Report and Analytic -> General Ledger Report (Full COA)
      2. Company -> Hadji Kalla
      3. Divisi -> All
      4. Product -> General Repair
      5. Departement -> OPERATION
      6. Location - > Bone
      7. Project -> All
      8. Intercompany -> All
      9. Account From -> 4111101 - Penjualan
      10. Account To -> 4111101 - Penjualan
      11. Accounting Start Date -> Awal Bulan (Tanggal 1)
      12. Accounting End Date -> Akhir Bulan (Tanggal 28/29/30/31)
4. **AR Aging (Piutang Cabang)**
   1. AR Aging Vehicles
      1. Tools -> Report and Analytic -> AR Aging Report by Branch
      2. Business Unit -> Hadji Kalla
      3. Customer Name-> All
      4. Report Type -> DETAIL
      5. Jenis Piutang - > Piutang Usaha
      6. Branch -> Bone
      7. Product -> Vehicles
      8. Transaction Start Date-> Menyesuaikan
      9. Transaction End Date-> Menyesuaikan
      10. As of Date -> Menyesuaikan
   2. AR Aging General Repair
      1. Tools -> Report and Analytic -> AR Aging Report by Branch
      2. Business Unit -> Hadji Kalla
      3. Customer Name-> All
      4. Report Type -> DETAIL
      5. Jenis Piutang - > Piutang Usaha
      6. Branch -> Bone
      7. Product -> General Repair
      8. Transaction Start Date-> Menyesuaikan
      9. Transaction End Date-> Menyesuaikan
      10. As of Date -> Menyesuaikan
5. **Stok Opname Vehicles ->** Dibuat oleh Admin Sales
6. **AP Aging (Utang Cabang)**
   1. Tools -> Report and Analytic -> AP Aging Report by Branch
   2. Business Unit -> Hadji Kalla
   3. Branch -> Bone
   4. From Supplier Name –> All
   5. To Supplier Name –> All
   6. Product -> All
   7. From Supplier Alternate Name -> All
   8. To Supplier Alternate -> All
   9. Report Type -> DETAIL
   10. Invoice Type -> All
   11. Jenis Utang -> All
   12. Transaction Start Date-> Menyesuaikan
   13. Transaction End Date-> Menyesuaikan
   14. As of Date -> Menyesuaikan
7. **Rekap Used Car -> Lengkapi File Excel yang dikirim setiap bulannya ketika ada SOLD Used Car atau Trade In**
8. **Laporan WIP GR ->** Dibuat oleh Admin Service
9. **Stok Opname Part -> Dilakukan SO Part kemudian dibuatkan diinput ke kertas kerja dan Berita Acara**