

Digunakan untuk pembelian ATK, ASET, Mesin dll

\_\_Semua pembayaran untuk pembelian Asset harus menyertakan PO SAP\_\_

- Buat Group Non Vendor Dengan kode VO

[illegible]

- Edit Chart of Accounts

G/L Account Details

☐ Title
 ☒ Active Account

G/L Account

Account Name

2110003

HUTANG AKTIVA

Liabilities

21 - HUTANG LANCAR

2110 - HUTANG LANCAR

2110001 - HUTANG DAGANG

2110002 - HUTANG DITANGGUHKAN

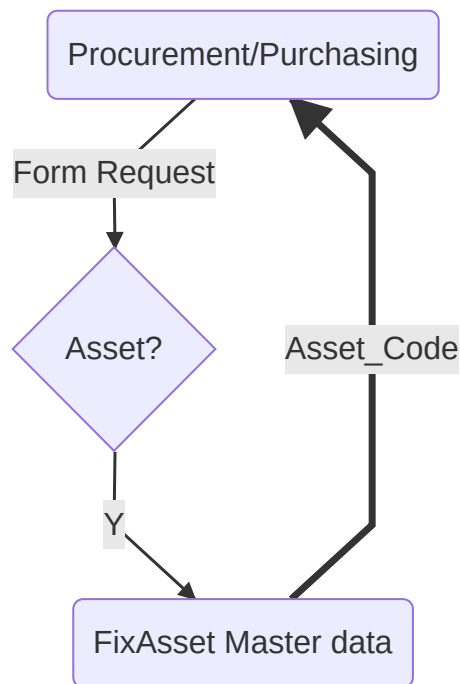
2110003 - HUTANG AKTIVA

2120 - HUTANG BANK

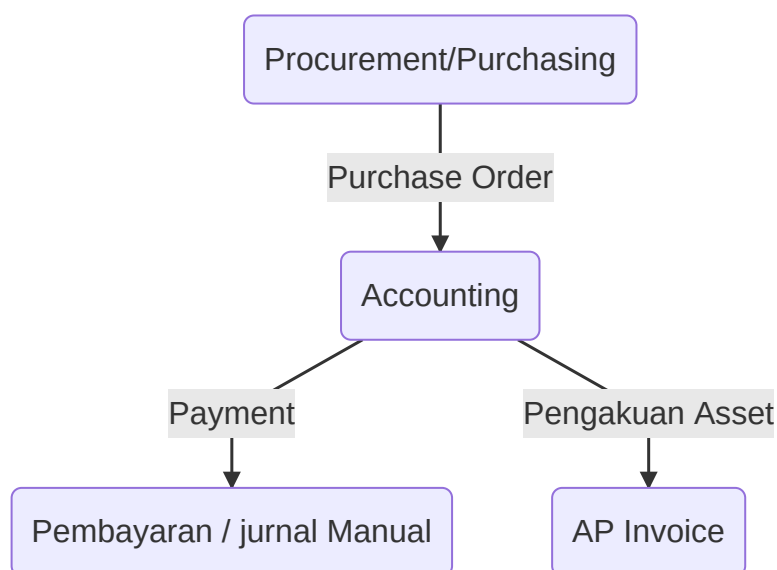
- | Item Master Data   |                   |            |                |               |                 |            |   |             |  |   |         |                 |            |                |               |                 |            |         |             |                     |            |  |  |  |  |  |   |  |          |  |  |  |  |  |  |                 |  |        |  |  |  |  |  |  |                           |  |  |  |  |  |  |  |  |         |  |  |  |  |  |  |  |  |         |  |                  |                |  |  |  |  |  |  |  |
|--|-------------------|------------|----------------|---------------|-----------------|------------|---|-------------|--|---|---------|-----------------|------------|----------------|---------------|-----------------|------------|---------|-------------|---------------------|------------|--|--|--|--|--|---|--|----------|--|--|--|--|--|--|-----------------|--|--------|--|--|--|--|--|--|---------------------------|--|--|--|--|--|--|--|--|---------|--|--|--|--|--|--|--|--|---------|--|------------------|----------------|--|--|--|--|--|--|--|
| Item No.   | KAN               | KAN0603    |                |               |                 |            |   |             |  | <input type="checkbox"/> Inventory Item           |         |                 |            |                |               |                 |            |         |             |                     |            |  |  |  |  |  |   |  |          |  |  |  |  |  |  |                 |  |        |  |  |  |  |  |  |                           |  |  |  |  |  |  |  |  |         |  |  |  |  |  |  |  |  |         |  |                  |                |  |  |  |  |  |  |  |
| Description  | LAPTOP            |            |                |               |                 |            |   |             |  | <input checked="" type="checkbox"/> Sales Item    |         |                 |            |                |               |                 |            |         |             |                     |            |  |  |  |  |  |   |  |          |  |  |  |  |  |  |                 |  |        |  |  |  |  |  |  |                           |  |  |  |  |  |  |  |  |         |  |  |  |  |  |  |  |  |         |  |                  |                |  |  |  |  |  |  |  |
| Foreign Name   | LAPTOP            |            |                |               |                 |            |   |             |  | <input checked="" type="checkbox"/> Purchase Item |         |                 |            |                |               |                 |            |         |             |                     |            |  |  |  |  |  |   |  |          |  |  |  |  |  |  |                 |  |        |  |  |  |  |  |  |                           |  |  |  |  |  |  |  |  |         |  |  |  |  |  |  |  |  |         |  |                  |                |  |  |  |  |  |  |  |
| Item Type  | Items             |            |                |               |                 |            |   |             |  |   |         |                 |            |                |               |                 |            |         |             |                     |            |  |  |  |  |  |   |  |          |  |  |  |  |  |  |                 |  |        |  |  |  |  |  |  |                           |  |  |  |  |  |  |  |  |         |  |  |  |  |  |  |  |  |         |  |                  |                |  |  |  |  |  |  |  |
| Item Group   | Items             |            |                |               |                 |            |   |             |  |   |         |                 |            |                |               |                 |            |         |             |                     |            |  |  |  |  |  |   |  |          |  |  |  |  |  |  |                 |  |        |  |  |  |  |  |  |                           |  |  |  |  |  |  |  |  |         |  |  |  |  |  |  |  |  |         |  |                  |                |  |  |  |  |  |  |  |
| UoM Group  | Manual            |            |                |               |                 |            |   |             |  |   |         |                 |            |                |               |                 |            |         |             |                     |            |  |  |  |  |  |   |  |          |  |  |  |  |  |  |                 |  |        |  |  |  |  |  |  |                           |  |  |  |  |  |  |  |  |         |  |  |  |  |  |  |  |  |         |  |                  |                |  |  |  |  |  |  |  |
| Price List   | Price List Cabang |            | Bar Code       |               | Unit Price      |            | Primary Curre   |             |  |   |         |                 |            |                |               |                 |            |         |             |                     |            |  |  |  |  |  |   |  |          |  |  |  |  |  |  |                 |  |        |  |  |  |  |  |  |                           |  |  |  |  |  |  |  |  |         |  |  |  |  |  |  |  |  |         |  |                  |                |  |  |  |  |  |  |  |
| <table border="1"> <thead> <tr> <th>General</th> <th>Purchasing Data</th> <th>Sales Data</th> <th>Inventory Data</th> <th>Planning Data</th> <th>Production Data</th> <th>Properties</th> <th>Remarks</th> <th>Attachments</th> </tr> </thead> <tbody> <tr> <td>Set G/L Accounts By</td> <td>Item Group</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><input checked="" type="checkbox"/> Manage Inventory by Warehouse</td> <td></td> </tr> <tr> <td>UoM Name</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Inventory Level</td> <td></td> </tr> <tr> <td>Weight</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Required (Purchasing UoM)</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Minimum</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Maximum</td> <td></td> </tr> <tr> <td>Valuation Method</td> <td>Moving Average</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> |                   |            |                |               |                 |            |   |             |  |   | General | Purchasing Data | Sales Data | Inventory Data | Planning Data | Production Data | Properties | Remarks | Attachments | Set G/L Accounts By | Item Group |  |  |  |  |  | <input checked="" type="checkbox"/> Manage Inventory by Warehouse |  | UoM Name |  |  |  |  |  |  | Inventory Level |  | Weight |  |  |  |  |  |  | Required (Purchasing UoM) |  |  |  |  |  |  |  |  | Minimum |  |  |  |  |  |  |  |  | Maximum |  | Valuation Method | Moving Average |  |  |  |  |  |  |  |
| General  | Purchasing Data   | Sales Data | Inventory Data | Planning Data | Production Data | Properties | Remarks   | Attachments |  |   |         |                 |            |                |               |                 |            |         |             |                     |            |  |  |  |  |  |   |  |          |  |  |  |  |  |  |                 |  |        |  |  |  |  |  |  |                           |  |  |  |  |  |  |  |  |         |  |  |  |  |  |  |  |  |         |  |                  |                |  |  |  |  |  |  |  |
| Set G/L Accounts By  | Item Group        |            |                |               |                 |            | <input checked="" type="checkbox"/> Manage Inventory by Warehouse |             |  |   |         |                 |            |                |               |                 |            |         |             |                     |            |  |  |  |  |  |   |  |          |  |  |  |  |  |  |                 |  |        |  |  |  |  |  |  |                           |  |  |  |  |  |  |  |  |         |  |  |  |  |  |  |  |  |         |  |                  |                |  |  |  |  |  |  |  |
| UoM Name   |                   |            |                |               |                 |            | Inventory Level   |             |  |   |         |                 |            |                |               |                 |            |         |             |                     |            |  |  |  |  |  |   |  |          |  |  |  |  |  |  |                 |  |        |  |  |  |  |  |  |                           |  |  |  |  |  |  |  |  |         |  |  |  |  |  |  |  |  |         |  |                  |                |  |  |  |  |  |  |  |
| Weight   |                   |            |                |               |                 |            | Required (Purchasing UoM)   |             |  |   |         |                 |            |                |               |                 |            |         |             |                     |            |  |  |  |  |  |   |  |          |  |  |  |  |  |  |                 |  |        |  |  |  |  |  |  |                           |  |  |  |  |  |  |  |  |         |  |  |  |  |  |  |  |  |         |  |                  |                |  |  |  |  |  |  |  |
|  |                   |            |                |               |                 |            | Minimum   |             |  |   |         |                 |            |                |               |                 |            |         |             |                     |            |  |  |  |  |  |   |  |          |  |  |  |  |  |  |                 |  |        |  |  |  |  |  |  |                           |  |  |  |  |  |  |  |  |         |  |  |  |  |  |  |  |  |         |  |                  |                |  |  |  |  |  |  |  |
|  |                   |            |                |               |                 |            | Maximum   |             |  |   |         |                 |            |                |               |                 |            |         |             |                     |            |  |  |  |  |  |   |  |          |  |  |  |  |  |  |                 |  |        |  |  |  |  |  |  |                           |  |  |  |  |  |  |  |  |         |  |  |  |  |  |  |  |  |         |  |                  |                |  |  |  |  |  |  |  |
| Valuation Method   | Moving Average    |            |                |               |                 |            |   |             |  |   |         |                 |            |                |               |                 |            |         |             |                     |            |  |  |  |  |  |   |  |          |  |  |  |  |  |  |                 |  |        |  |  |  |  |  |  |                           |  |  |  |  |  |  |  |  |         |  |  |  |  |  |  |  |  |         |  |                  |                |  |  |  |  |  |  |  |

## Prosedur

1. Bagian Procurement /purchasing membuat form *purchase request*
2. Kemudian diserahkan ke bagian *Accounting* untuk dicek apakah aktiva atau biaya
3. Kemudian bagian *Accounting* membuat **Fixed Asset Master Data** di SAP sesuai dengan Kriteria Asset yang ditentukan



4. kemudian **Kode Master Data** tersebut diberikan ke bagian Procurement untuk dibuatkan PO
5. Bagian Procurement / Purchasing membuat Purchase Order sesuai kode yang dibuat oleh bag *Accounting*
6. Purchase Order tersebut diserahkan ke bagian Accounting untuk diproses pembayaran dan pengakuan assetnya



Jurnal yang terbentuk :

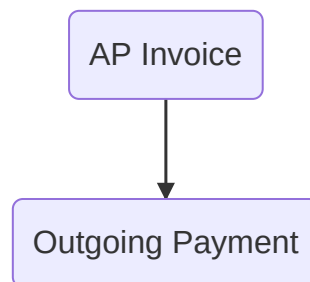
[1] UM Aktiva  
Hutang Aktiva

[2] Asset  
UM Aktiva

Pembayaran dibayar dengan jurnal Manual :

[3] Titipan  
Bank

7. Setelah barang lengkap, bagian accounting membuat **AP Invoice** copy from **PO** Asset tersebut



Pembayaran dibayar dengan Outgoing Payment :

[4] Hutang Aktiva  
Titipan