

SAP User Guide

None

None

None

Table of contents

1. Panduan SAP B1 dan reporting	3
2. Pembelian	4
2.1 Pembelian Aktiva SAP	4
2.2 Panduan SAP B1 dan reporting	6
3. Penjualan	7
3.1 Panduan SAP B1 dan reporting	7

1. Panduan SAP B1 dan reporting

Petunjuk Penggunaan SAP , SAP Web , Dan Reporting Services di lingkungan IGU Group

Keterangan :

Semua pembayaran untuk pembelian Asset harus menyertakan PO SAP

[SAP B1]

- [illegible]

- | Edit Chart of Accounts | |
|--|---|
| <u>G/L Account Details</u> | |
| <input type="radio"/> Title | <input checked="" type="radio"/> Active Account |
| G/L Account | 2110003 |
| Account Name | HUTANG AKTIVA |
| Level | 1 |
| Liabilities
21 - HUTANG LANCAR
2110 - HUTANG LANCAR
2110001 - HUTANG DAGANG
2110002 - HUTANG DITANGGUHKAN
2110003 - HUTANG AKTIVA
2110004 - HUTANG BANK | |

- 4/7 -

Item Master Data																																																						
Item No.	KAN	KAN0603							<input type="checkbox"/> Inventory Item <input checked="" type="checkbox"/> Sales Item <input checked="" type="checkbox"/> Purchase Item																																													
Description	LAPTOP																																																					
Foreign Name	LAPTOP																																																					
Item Type		Items																																																				
Item Group		Items																																																				
UoM Group		Manual																																																				
Price List		Price List Cabang																																																				
			Bar Code																																																			
			Unit Price	Primary Curr																																																		
<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>Attachment</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 <u>Inventory Level</u> Required (Purchasing UoM) Minimum Maximum </td> <td></td> </tr> <tr> <td>UoM Name</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Weight</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></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	Attachment	Set G/L Accounts By	Item Group						<input checked="" type="checkbox"/> Manage Inventory by Warehouse <u>Inventory Level</u> Required (Purchasing UoM) Minimum Maximum		UoM Name									Weight									Valuation Method	Moving Average							
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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

```
graph TD
    B["B(Procurement/Purchasing) --\"Form Request\" --> A{Asset?}"]
    A -- "Y" --> C["C(FixAsset Master data)"]
    A -- "N" --> B
    C -- "C == Asset Code ==> B" --> B
```

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

graph TD; B["B(Procurement/Purchasing)"] -- "Purchase Order" --> A["A(Accounting)"]; A -- "Payment" --> C["C(Pembayaran / jurnal Manual)"]; A -- "Pengakuan Asset" --> D["D(AP Invoice)"];

Jurnal yang terbentuk : [1] UM Aktiva Hutang Aktiva [2] Asset UM Aktiva Pembayaran dibayar dengan jurnal Manual : [3] Titipan Bank

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

graph TD
 B["B(AP Invoice)"] --> A["A(Outgoing Payment)"]

Pembayaran dibayar dengan Outgoing Payment : [4] Hutang Aktiva Titipan

2.2 Panduan SAP B1 dan reporting

Petunjuk Penggunaan SAP , SAP Web , Dan Reporting Services di lingkungan IGU Group

3. Penjualan

3.1 Panduan SAP B1 dan reporting

Petunjuk Penggunaan SAP , SAP Web , Dan Reporting Services di lingkungan IGU Group