

MOL-FMA-030-030 Debit Memo NON PO



Prepared for PT. Molindo Group
Version: Final

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PREFACE

TO BE NOTICED

Text displayed in blue is included to provide guidance to the author and should be adjust or change unto the right context before publishing the document.

Normal font color is black so any guidance written in blue has to be changed unto normal font color (black).

Author is allowed to add section or subsection in this document necessarily but initial content provided need to be kept as minimum.

DOCUMENT CHANGE CONTROL

Version	Date	Authors	Summary of Change
V1.0	22.05.2018	Aditya Rahadian	Created
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1 DEFINITION

Debit memo non PO merupakan debit memo manual yang di-*entry* langsung melalui modul finance di SAP.

2 DESCRIPTION OF REQUIREMENT

1

2

Pencatatan transaksi debit memo non PO dilakukan apabila ada pengurangan nilai hutang atas suatu invoice Non PO.

3 DESCRIPTION OF TO BE DESIGN

3

3.1

3.2

Data yang dibutuhkan sebelum input debit memo non PO, antara lain :

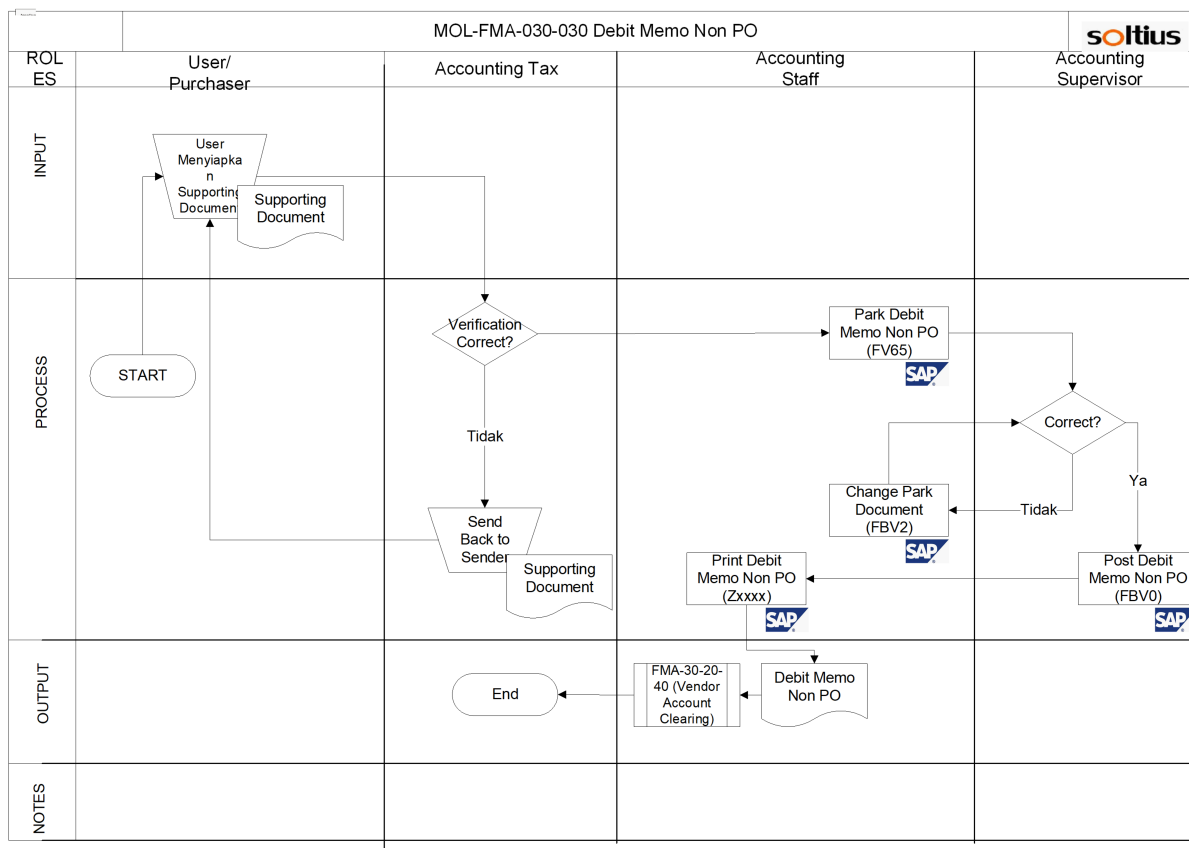
- Invoice Non PO yang sudah diinput dalam SAP.
- *Document type* yang akan digunakan untuk transaksi debit memo non PO di SAP adalah "KG".

Contoh Jurnal:

Db	Hutang Lokal
Cr	PPn Masukan
Cr	Beban

3.3 Process Flow

3.3.1 Debit Memo Non PO



- Proses dimulai dari Purchaser/User menyiapkan supporting document yang berisi dokumen dari vendor atau invoice non PO yang sudah diinput dalam SAP.
- Tax Staff akan melakukan verifikasi terlebih dahulu sebelum diberikan kepada Accounting Staff.
- Jika sudah lengkap dan benar maka Accounting Staff akan diinput di SAP dengan status Park Document (FV65).
- Kemudian Accounting SPV mereview Park Document tersebut. Jika sudah benar maka Accounting SPV akan melakukan post document (FBV0) sehingga bisa dilanjutkan dengan print debit memo non PO untuk diserahkan kepada Vendor.
- Step selanjutnya accounting staff melakukan net off/ clearing antara invoice non PO dengan debit memo non PO.

5.4 Roles & Authorization

Aktivitas SAP	Roles/Jobs	Notes
Park Journal Document	Accounting Staff	FV65
Change Park Document	Accounting Staff	FBV2
Post/ Delete Park Document	Accounting SPV	FBV0
Display Park Document	Accounting Staff	FBV3
Display Park Document	Accounting SPV	FBV3
Display Post Document	Accounting Staff	FB03
Display Post Document	Accounting SPV	FB03

Print Debit Memo Non PO	Accounting Staff	Zxxxxx
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5.5 List of Standard SAP Reports and Forms

T.Codes	Description	Roles
FBL1N	Vendor Line Item Display	Accounting Staff
IDCNAP	Aging AP	Accounting Staff
FBL1N	Vendor Line Item Display	Accounting SPV
IDCNAP	Aging AP	Accounting SPV

5.6 List Manual Forms

N/A

4 REPORTING, INTERFACE, CONVERSION, ENHANCEMENT, FORM REQUIREMENT

No	Type	Development Name	Content	Business Needs
1	F	Nota Retur/Inv Retur	Nota Retur/Inv Retur	Print out invoice retur untuk diberikan ke vendor (Manual)

Type:

R: Report

I : Interface

C: Conversion

E: Enhancement

F: Form

5 DATA CONVERSION REQUIREMENT

No	Type	Name	Source	Estimated Volume	Entity
1	O	Opening Balance			

Type:

M: Master Data

O: Opening Balance

6 ORGANIZATION IMPACT (Change Management Related)

--The End--