

ALUR DROPPING PETTY CASH DAN CARA PENGGUNAAN PETTY CASH

Dropping alur

1. membuat General Ledger
2. Pengajuan dropping petty cash
3. reconciled ketika dana sudah di TF

54 Steps

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Created by

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Creation Date

Feb 24, 2026

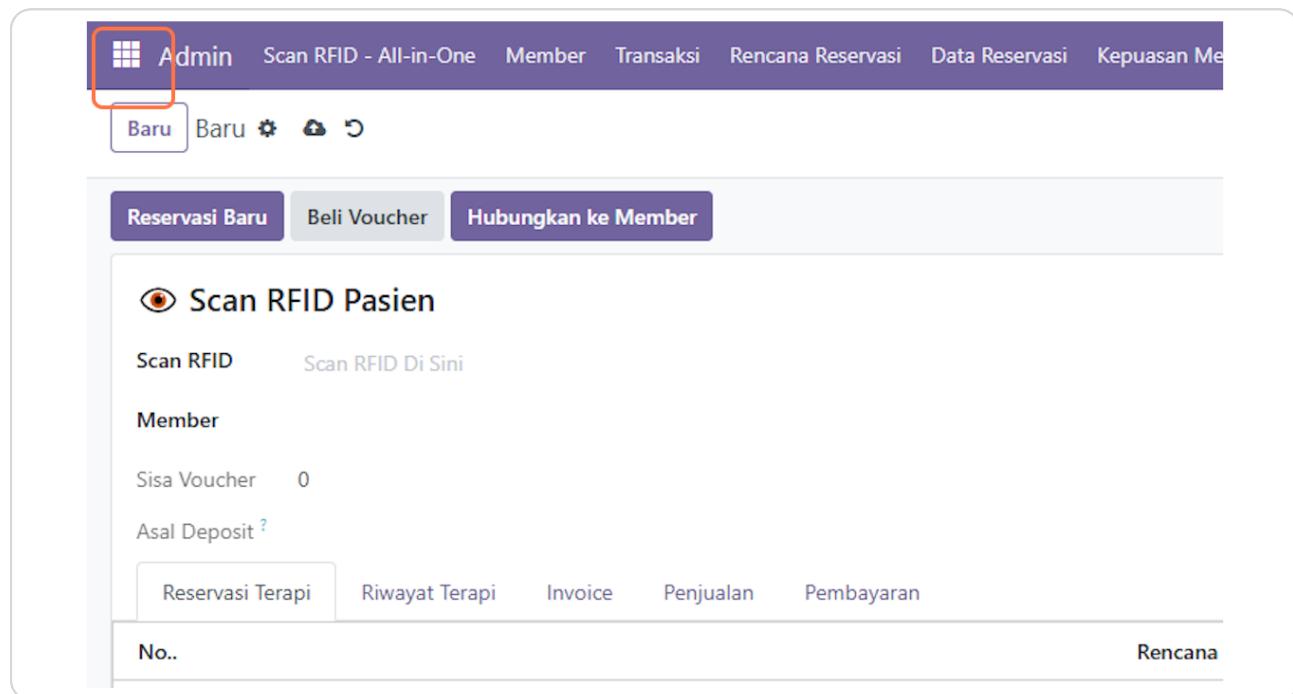
Last Updated

Feb 25, 2026

Cara membuat lampiran General Ledger Untuk Droping Petty Cash

STEP 1

Click on Home Menu



STEP 2

Click on Penagihan

Analisa Management
Penjadwalan Karyawan
Kontak
CRM
Penjualan
Dashboard
Payroll
Event & Promotion
Finance Tweaking
Penagihan
Proyek
Timesheet
Logistik
Website
Stock Requests
Raho Reports
Daily Closing
Pengajuan Dana
Pembelian

STEP 3

Click on Laporan

Pelanggan Pemasok Akuntansi Edit Requests **Laporan** Konfigurasi Klaim Lintas Cabang

	Rp 183.200,00	
	Rp -2.185.000,00	Reconciled
	Rp -1.500.000,00	Reconciled
	Rp -416.800,00	Reconciled
	Rp -150.000,00	Reconciled
	Rp -503.000,00	Reconciled

Unreconcile To Check View move

Akun
11.0017.07 Petty Cash
51.0056.07 Biaya Perlengkapan dan Peralatan Ka
51.0056.07 Biaya Perlengkapan dan Peralatan Ka
12.0031.07 Inventaris
12.0031.07 Inventaris
12.0031.07 Inventaris

STEP 4

Click on General Ledger

The screenshot shows a list of financial reports on the left and their descriptions on the right. The 'General Ledger' option is highlighted with a red box.

Report Name	Description
Rp -416	Aged Partner Balance
Rp -150	Partner Reports
Rp -503	Partner Ledger
Rp -62	Manajemen
Rp -62	Analisis Faktur
Rp -62	Budgets
Rp -62	Assets
Rp 4.82	Audit Reports
Rp 4.82	General Ledger
Rp -405	Trial Balance
Rp -405	Tax Report
Rp -112	Journals Audit
Rp -112	Laporan Keuangan Dinamis
Rp -40	Laba rugi
Rp -40	Neraca keuangan
Rp -95	Buku Besar Mitra
Rp -95	Piutang Berumur
Rp -95	Buku Kas

STEP 5

Check Include Initial Balances?

The screenshot shows a list of accounts on the left and various filter options on the right. The 'Include Initial Balances' checkbox is checked with a red box.

Account Balance	Sort by	Display Accounts	Include Initial Balances ?	Start Date	End Date	Journals
Rp -62.000,0	<input type="radio"/> All Entries	<input checked="" type="radio"/> Date	<input type="radio"/> All			Bank BCA - Kelapa Gading X
Rp 4.821.500,0	<input checked="" type="radio"/> Date	<input type="radio"/> Journal & Partner	<input checked="" type="radio"/> With movements			Bank BTN - Kelapa Gading X
Rp -405.000,0	<input type="radio"/> Journal & Partner	<input checked="" type="radio"/> With movements	<input type="radio"/> With balance is not equal to 0			Tunai X
Rp -112.000,0	<input type="radio"/> All	<input type="radio"/> With balance is not equal to 0				Taqihan Vendor X
Rp -40.000,0	<input type="radio"/> All					x Biaya Deposit X
Rp -95.000,0	<input type="radio"/> All					Voucher Redeem X
Rp -113.500,0	<input type="radio"/> All					Cash

STEP 6

Click on Start Date

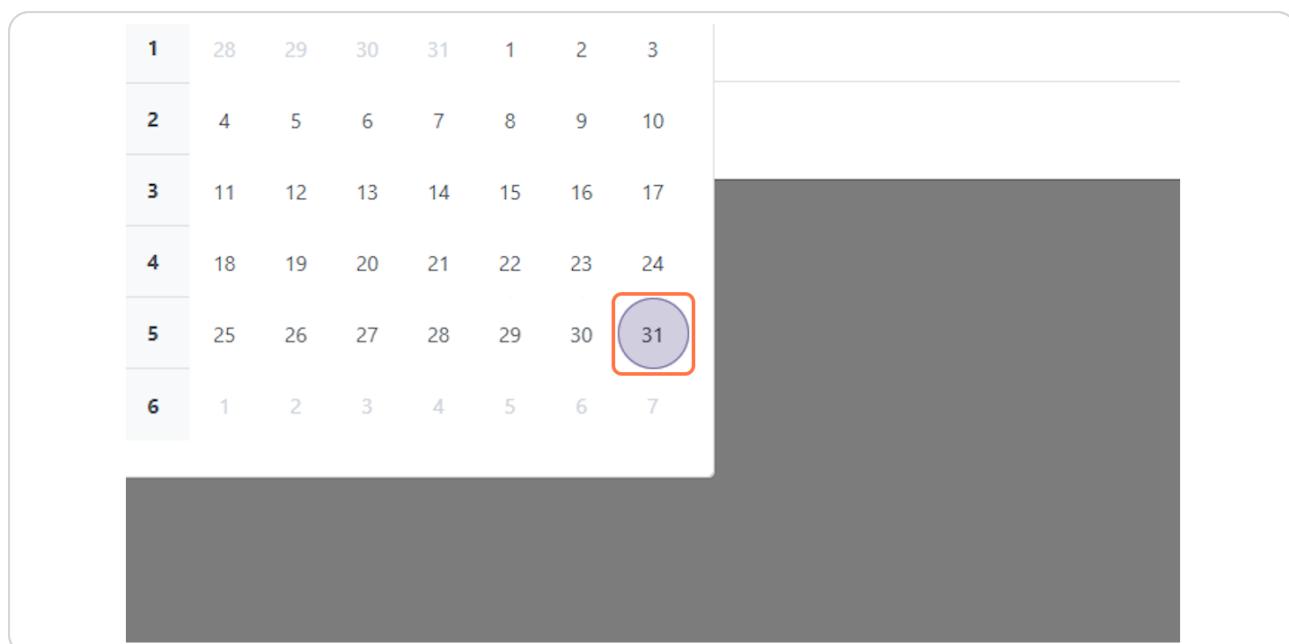
ya itu tanggal terakhir ketika melakukan droping petty cash

The screenshot shows a list of bank transactions on the left and various filtering options on the right. The transactions are sorted by date. A date selection dialog is open in the center, with the 'Start Date' field highlighted by a red box. The dialog shows a calendar for the month of June, with the number 31 circled in purple and highlighted with a red box.

Target Moves: All Posted Entries
Sort by: Date
Display Accounts: All
Include Initial Balances:
Start Date: (highlighted by a red box)
End Date:
Journals: Bank BCA - Kelapa Gading X, Bank BTN - Kelapa Gading X, Tunai X, Faktur Pelanqan X, Perbedaan Valas X, Taqihan Vendor X, Biaya Deposit X, Voucher Redeem X, Cash Basis Taxes X, Operasi Lain-lain X, Petty Cash X, Penilaian Stok Persediaan X
Print Cancel

STEP 7

Click on 31



STEP 8

Click on End Date

Tanggal sekarang ketika akan melakukan petty cash

The screenshot shows a list of financial transactions on the left and various filtering options on the right. The 'Sort by' section has 'Date' selected. The 'Display Accounts' section has 'With movements' selected. The 'Include Initial Balances' checkbox is checked. The 'Start Date' is set to 31/01/2026. The 'End Date' field is highlighted with a red border. Below the date fields is a 'Journals' section with several items listed. At the bottom are 'Print' and 'Cancel' buttons, and a calendar for February 2026.

STEP 9

Click on 2

The screenshot shows a list of financial transactions on the left and a calendar for February 2026 on the right. The 'Start Date' is 31/01/2026. The 'End Date' field is empty. The 'Journals' section includes 'Bank BCA - Kelapa Gading', 'Taqihah Vendor', and 'Penilaian Stok'. At the bottom are 'Print' and 'Cancel' buttons. The calendar highlights the date '2' in blue, which is circled with a red border.

STEP 10

Click on Hapus

hapus yang lain hingga tersisa petty cash

The screenshot shows a list of transactions on the left and a configuration dialog on the right.

Transactions List:

- Rp -405.000,00 Reconciled
- Rp -112.000,00 Reconciled
- Rp -40.000,00 Reconciled
- Rp -95.000,00 Reconciled
- Rp -113.500,00 Reconciled
- Rp -35.000,00 Reconciled
- Rp -4.021.000,00 Reconciled

Configuration Dialog (Right):

- With movements
- With balance is not equal to 0

Include Initial Balances?

Start Date: 31/01/2026

End Date: 02/02/2026

Journals: Bank BTN - Kelapa Gading X, Tunai X, Faktur Pelanqqan X, Perbedaan Vala, Voucher Redeem X, Cash Basis Taxes X, Operasi Lain-lain X, Petty Cash X

Buttons: Print (highlighted), Cancel

STEP 11

Click on Print

The screenshot shows a list of transactions on the left and a configuration dialog on the right.

Transactions List:

- Rp -40.000,00 Reconciled
- Rp -95.000,00 Reconciled
- Rp -113.500,00 Reconciled
- Rp -35.000,00 Reconciled
- Rp -4.021.000,00 Reconciled
- Rp 5.077.500,00 Reconciled
- Rp -17.000,00 Reconciled

Configuration Dialog (Right):

Balances?

Start Date: 31/01/2026

End Date: 02/02/2026

Journals: Petty Cash X

Buttons: Print (highlighted), Cancel

STEP 12

Click on Tutup

Mitra	Tanggal	Label	Debit
	02/02/2026	SHOPEE 1	
	02/02/2026	LAP DAN RAK	Rp 83.944
	02/02/2026	KOTAK PENYIMPANAN	Rp 37.170
	02/02/2026	TEMPAT SAMPAH	Rp 217.670
		X	Rp 457.290
		AH	Rp 1.317.773
		AH	Rp 71.101
			Rp 52

Pengajuan dana droping petty cash maks 5jt

STEP 13

Click on Home Menu

Global Balance

Date	Description	Amount	Status
02/02/2026	SHOPEE 1	Rp -2.185.000,00	Reconciled
31/01/2026	MAKAN 26-31 JANUARI 2026	Rp -1.500.000,00	Reconciled
31/01/2026	ALFAMART	Rp -416.800,00	Reconciled
31/01/2026	REIMBURSE BENSIN DOKTER	Rp -150.000,00	Reconciled
31/01/2026	TOKEN LISTRIK	Rp -503.000,00	Reconciled

Unreconciled Accounts:

- Akun 11.0017.07
- 51.0056.07
- 51.0056.07
- 12.0031.07
- 12.0031.07
- 12.0031.07

STEP 14

Click on Pengajuan Dana

Finance Tweaking

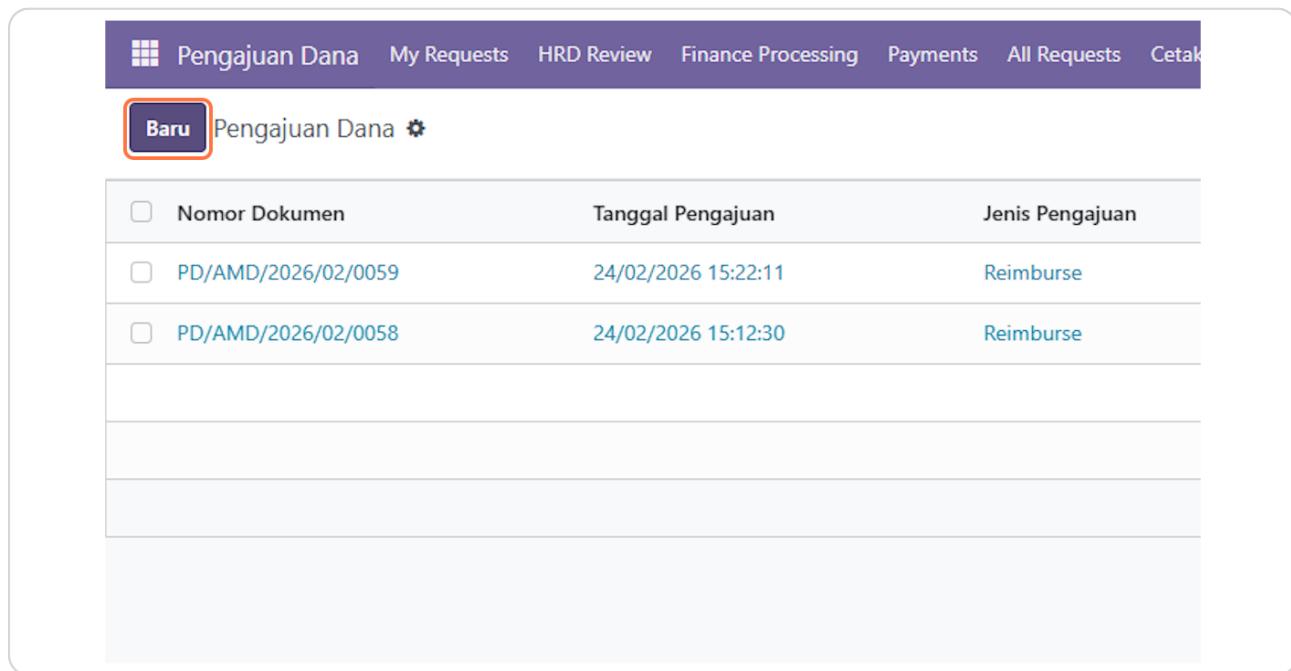
Request Type	Description	Amount	Status
Pengajuan Dana	SANG OUTDOOR AC	Rp -62.000,00	Reconciled
Pembelian	BTU 24 JAN 26	Rp 4.821.500,00	Reconciled
Stok Persediaan		Rp -405.000,00	Reconciled
Produksi		Rp -112.000,00	Reconciled
Karyawan		Rp -40.000,00	Reconciled
Absensi		Rp -95.000,00	Reconciled
Cuti		Rp -113.500,00	Reconciled
Aplikasi		Rp -35.000,00	Reconciled
Pengaturan		Rp -4.021.000,00	Reconciled

Details:

- 51.0035.07 Biaya Pembulatan
- Manual operation N
- Account
- Partner

STEP 15

Click on Baru

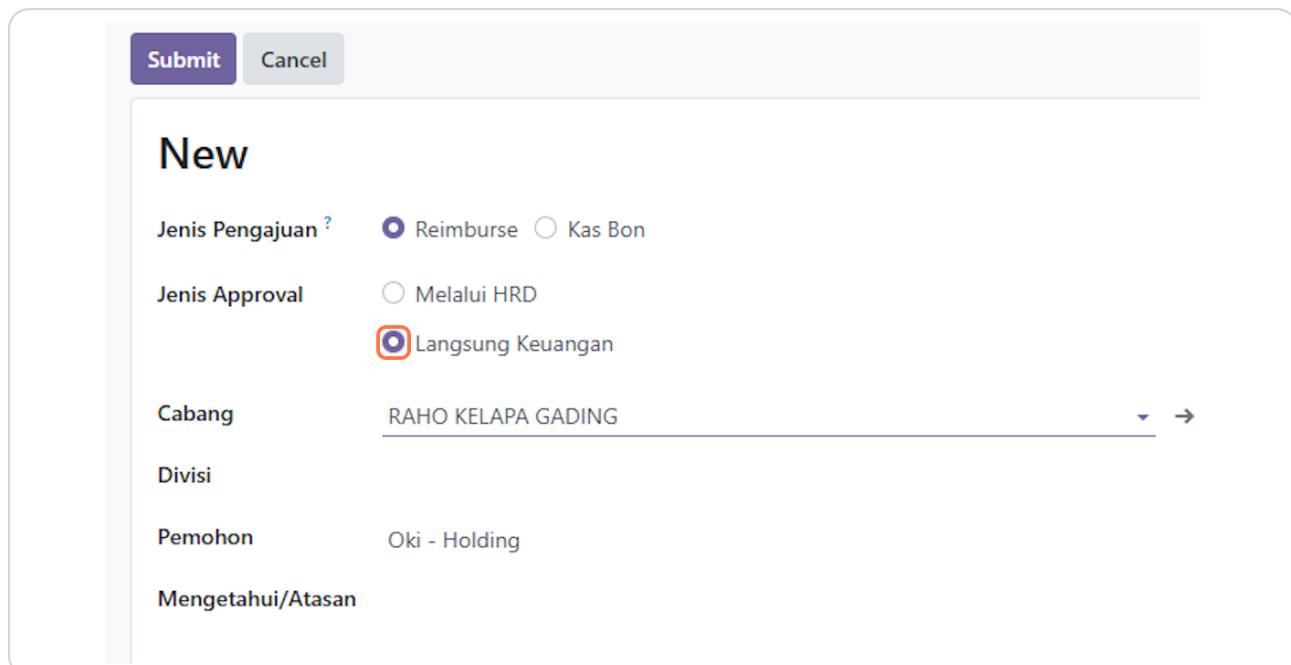


The screenshot shows a navigation bar with links: Pengajuan Dana, My Requests, HRD Review, Finance Processing, Payments, All Requests, and Cetak. Below this is a sub-menu for 'Pengajuan Dana' with a 'Baru' button highlighted by a red box. A table lists two new requests:

Nomor Dokumen	Tanggal Pengajuan	Jenis Pengajuan
PD/AMD/2026/02/0059	24/02/2026 15:22:11	Reimburse
PD/AMD/2026/02/0058	24/02/2026 15:12:30	Reimburse

STEP 16

Select Langsung Keuangan dan pilih cabang kita



The form has 'Submit' and 'Cancel' buttons at the top. The title is 'New'. The fields are:

- Jenis Pengajuan: Reimburse (radio button selected)
- Jenis Approval: Langsung Keuangan (radio button selected)
- Cabang: RAHO KELAPA GADING (dropdown menu)
- Divisi: (empty)
- Pemohon: Oki - Holding
- Mengetahui/Atasan: (empty)

STEP 17

Click on Divisi

The screenshot shows a web-based application interface for a new funding request. At the top, there are buttons for 'Baru', 'Pengajuan Dana New', 'Submit', and 'Cancel'. A progress bar at the top right indicates the status: 'Draft' (highlighted), 'Diajukan', and 'Proses Keuangan'. The main form area has a title 'New'. It contains several input fields: 'Jenis Pengajuan' (radio buttons for 'Reimburse' and 'Kas Bon', with 'Reimburse' selected), 'Jenis Approval' (radio buttons for 'Melalui HRD' and 'Langsung Keuangan', with 'Langsung Keuangan' selected), 'Cabang' (RAHO KELAPA GADING), 'Divisi' (dropdown menu with an option 'OPERASIONAL' highlighted by a red box), 'Pemohon' (button to 'Memuat...'), and 'Mengetahui/Atasan' (checkbox). On the right side, there are summary details: 'Tanggal Pengajuan' (24/02/2026 15:34:50), 'Currency' (Belum ada nama), and 'Jumlah Reimburse' (Rp 0.00). Below the main form is a section titled 'KEPERLUAN' with a placeholder 'Tulis keperluan pengajuan dana...'. At the bottom, there are tabs for 'Detail Reimburse', 'Approval Info', and 'Additional Info', and a table for adding reimbursement details.

STEP 18

Click on Devisi yang mengajukan

This screenshot shows the same web application interface as the previous one, but with a different focus. The 'Pemohon' dropdown is now expanded, showing the option 'OPERASIONAL' which is highlighted with a red box. The other options in the dropdown are 'Cari Lebih...' and 'TAMBAHAN BARIS'. The rest of the form and its state remain identical to the first screenshot.

STEP 19

Click on Pemohon Nama Pemohon

The screenshot shows a software interface for a reimbursement application. At the top, there are buttons for 'Submit' and 'Cancel', and a status bar with 'Draft', 'Diajukan', and 'Proses Keuangan'. Below this, the word 'New' is displayed. The form fields include:

- Jenis Pengajuan: Reimburse (selected)
- Tanggal Pengajuan: 24/02/2026 15:34:50
- Jenis Approval: Langsung Keuangan (selected)
- Currency: Belum ada nama
- Cabang: RAHO KELAPA GADING
- Divisi: OPERASIONAL
- Pemohon: Oki - Holding (highlighted with a red border)
- Jumlah Reimburse: Rp 0,00
- Mengetahui/Atasan: Memuat...

A section labeled 'KEPERLUAN' (Requirements) contains the placeholder text "Tulis keperluan pengajuan dana...". Below this, there are tabs for 'Detail Reimburse', 'Approval Info', and 'Additional Info'. Under 'Detail Reimburse', there is a table with columns 'Account', 'Uraian', and 'Quant'. The first row has the text "Tambahkan baris".

STEP 20

Click on Oki - Holding

The screenshot shows the same software interface as Step 19, but the list of names under the 'Pemohon' field is now expanded. The 'Oki - Holding' entry is selected and highlighted with a red border. Other entries in the list include:

- Oki - Holding
- Aan Dwi - Holding
- Adin - TLG
- Adinda - DARMO
- Adrianus - Premiere JKT
- Afvinda
- Agnes HRD - Holding
- Akbar HRD - Holding
- Cari Lebih...

The rest of the form fields and layout are identical to Step 19.

STEP 21

Click on Nama Atasan yang mengetahui

Jenis Approval Melalui HRD Langsung Keuangan

Currency Jumlah Re

Cabang RAHO KELAPA GADING

Divisi OPERASIONAL

Pemohon Oki - Holding

Mengetahui/Atasan riza

KEPERLUAN Riza Kurniawan

Tulis keperluan pengajuan dana...

Detail Reimburse Approval Info Additional Info

Account Uraian

Tambahkan baris

STEP 22

Type "Dropping Petty Cash"

New

Jenis Pengajuan Reimburse Kas Bon

Jenis Approval Melalui HRD Langsung Keuangan

Cabang RAHO KELAPA GADING

Divisi OPERASIONAL

Pemohon Oki - Holding

Mengetahui/Atasan Riza Kurniawan

KEPERLUAN Dropping Petty Cash

Draft Diajukan Proses Keuangan Maker Dibayar Selesai

Kirim pesan Log catatan Aktivitas

Tanggal Pengajuan 24/02/2020 15:34:50

Currency Belum ada nama

Jumlah Reimburse Rp. 0,00

Detail Reimburse Approval Info Additional Info

Account	Uraian	Quantity	Harga Satu...	Total
Tambahkan baris				

STEP 23

Click on Tambahkan baris

The screenshot shows a software interface for managing expenses. At the top, there is a section labeled "KEPERLUAN" with the text "Dropping Petty Cash". Below this is a table with three columns: "Account", "Uraian", and "Quantity". A new row has been added, with the "Account" field containing the text "Tambahkan baris", which is highlighted with a red box.

Account	Uraian	Quantity
Tambahkan baris		

STEP 24

Type "ayat"

The screenshot shows a software interface for managing expenses. It includes sections for "Divisi" (OPERASIONAL), "Pemohon" (Oki - Holding), and "Mengetahui/Atasan" (Riza Kurniawan). Below these, there is a section labeled "KEPERLUAN" with the text "Dropping Petty Cash". The main area is a table with columns: "Account", "Uraian", and "Quantity". A search dropdown is visible next to the "Uraian" column. The "Account" column contains the text "ayat", which is highlighted with a red box. A dropdown menu lists various account codes and descriptions, with "11.0041.07 Sewa Dibayar Dimuka" being the selected item.

Account	Uraian	Quantity
ayat	Detail Keperluan....	1,00
11.0041.07 Sewa Dibayar Dimuka		
11.0042.07 Biaya Dibayar Dimuka		
11.0061.07 Pajak Dibayar Dimuka PPH 21		
11.0062.07 Pajak Dibayar Dimuka PPH 22		
11.0063.07 Pajak Dibayar Dimuka PPH 23		
11.0064.07 Pajak Dibayar Dimuka PPH 25		
11.0199.07 Ayat Silang		
11120003 Pembayaran Belum Lunas		
Cari Lebih...		

STEP 25

Click on 11.0199.07 Ayat Silang

The screenshot shows a software interface for managing petty cash. At the top, there is a header 'KEPERLUAN' and a sub-header 'Dropping Petty Cash'. Below this, there are three tabs: 'Detail Reimburse', 'Approval Info', and 'Additional Info'. The 'Detail Reimburse' tab is selected. On the left, there is a search bar containing 'ayat' and a dropdown menu showing '11.0199.07 Ayat Silang' which is highlighted with a red box. Below the search bar is a button labeled 'Cari Lebih...'. To the right, there is a column titled 'Uraian' with a dropdown arrow and the text 'Detail Keperluan....'.

STEP 26

Type "Dropping Petty Cash"

The screenshot shows a software interface for managing petty cash. At the top, there is a header 'ONAL' and a sub-header 'ling' and 'awan'. Below this, there are two tabs: 'I Info' and 'Additional Info'. The 'I Info' tab is selected. On the left, there is a search bar containing 'Dropping Petty Cash' which is highlighted with a red box. To the right, there is a table with columns: 'Uraian', 'Quantity', 'Harga Satu...', and 'Total'. The first row in the table has the value 'Dropping Petty Cash' in the 'Uraian' column, '1,00' in the 'Quantity' column, 'Rp 0,00' in the 'Harga Satu...' column, and 'Rp 0,00' in the 'Total' column. Below the table, there is a button labeled 'Rp 0,00'.

STEP 27

Isi jumlah Harga Satuannya Agar Genap 5jt

Quantity	Harga Satu...	Total
1,00	Rp 4816800	Rp 0,00
		Rp 0,00

STEP 28

Click on Lampirkan file

Kirim pesan Log catatan Aktivitas

3 RAHO KELAPA GADING E

Hari ini

E Oki - Holding - 1 menit yang lalu
Membuat record baru...

STEP 29

Select "General Ledger.pdf" from file upload menu

The screenshot shows a software interface for managing financial requests. At the top, there's a navigation bar with links like Pengajuan Dana, My Requests, HRD Review, Finance Processing, Payments, All Requests, Cetak Pengajuan Dana, and Configuration. On the right side, there's a sidebar with options like Kirim pesan, Log catatan, Aktivitas, and Mengikuti. The main area displays a request form for PD/KGD/2026/02/0053. The form includes fields for Jenis Pengajuan (Reimburse), Tanggal Pengajuan (24/02/2026 15:34:50), Currency (Rp. 4.816.000,-), Cabang (RAHO KELAPA GADING), Divisi (OPERASIONAL), Pemohon (OJI - Holding), and Mengenai/Ataskan (Riza Kurniawan). Below this, there's a section for KEPERLUAN (Dropping Petty Cash) with a table showing one item: Account 11.0199.07 Ayat Silang, Uraian Dropping Petty Cash, Quantity 1.00, Harga Satu... Rp 4.816.000,-. A large red box highlights the 'Submit' button at the top left of the form.

STEP 30

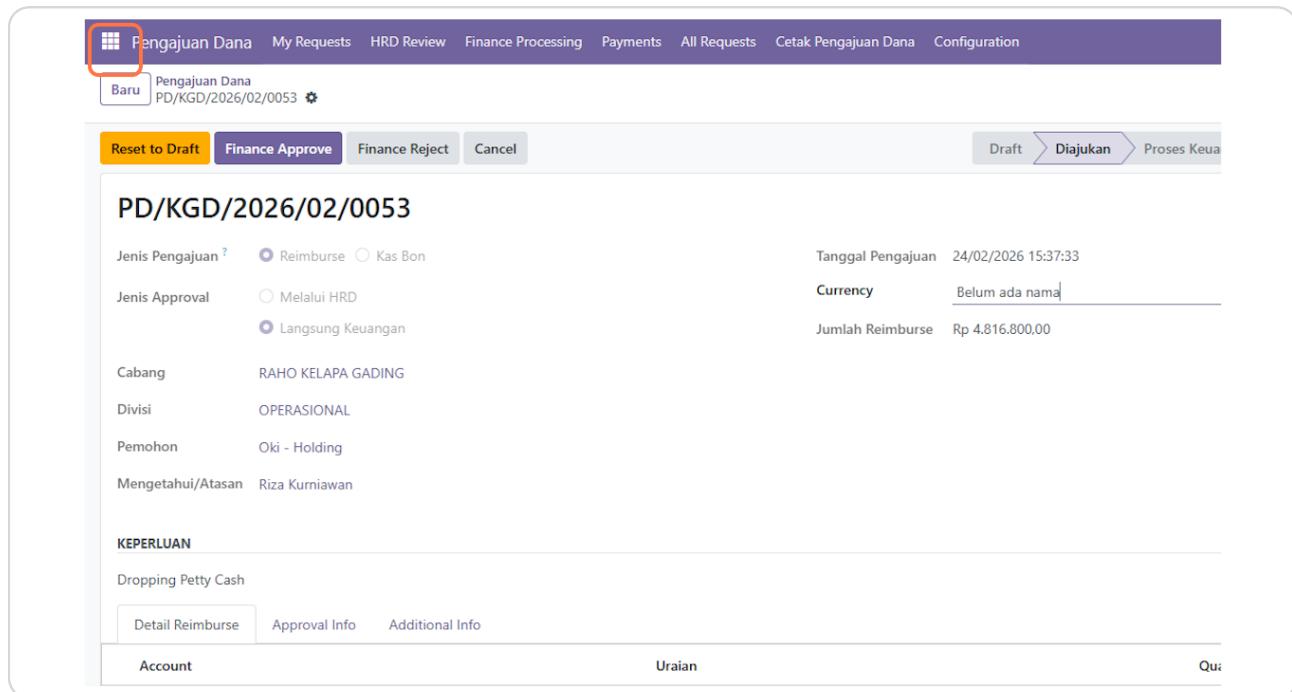
Click on Submit

This screenshot shows the same software interface as before, but the 'Submit' button is now highlighted with a red box. The request number PD/KGD/2026/02/0053 is displayed prominently. The form fields are identical to the previous screenshot, showing the selected values for each category. The 'Submit' button is the primary focus, indicating the final step in the process.

Reconciled Petty Cash Ketika Sudah Ditransfer harus di input di hari H

STEP 31

Click on Home Menu



The screenshot shows a software interface for managing financial requests. At the top, there is a purple navigation bar with several tabs: Pengajuan Dana, My Requests, HRD Review, Finance Processing, Payments, All Requests, Cetak Pengajuan Dana, and Configuration. The 'Pengajuan Dana' tab is highlighted with a red box. Below the navigation bar, there is a breadcrumb trail: Baru / Pengajuan Dana / PD/KGD/2026/02/0053. A gear icon is also present next to the last item in the breadcrumb. Below the breadcrumb, there are four buttons: Reset to Draft, Finance Approve (which is highlighted in blue), Finance Reject, and Cancel. To the right of these buttons, there is a status flow: Draft → Diajukan → Proses Keua. The main content area displays a request with the identifier PD/KGD/2026/02/0053. It includes the following details:

Jenis Pengajuan	Reimburse	Kas Bon	Tanggal Pengajuan	24/02/2026 15:37:33
Jenis Approval	Melalui HRD	Langsung Keuangan	Currency	Belum ada nama
Cabang	RAHO KELAPA GADING			
Divisi	OPERASIONAL			
Pemohon	Oki - Holding			
Mengetahui/Atasan	Riza Kurniawan			

KEPERLUAN

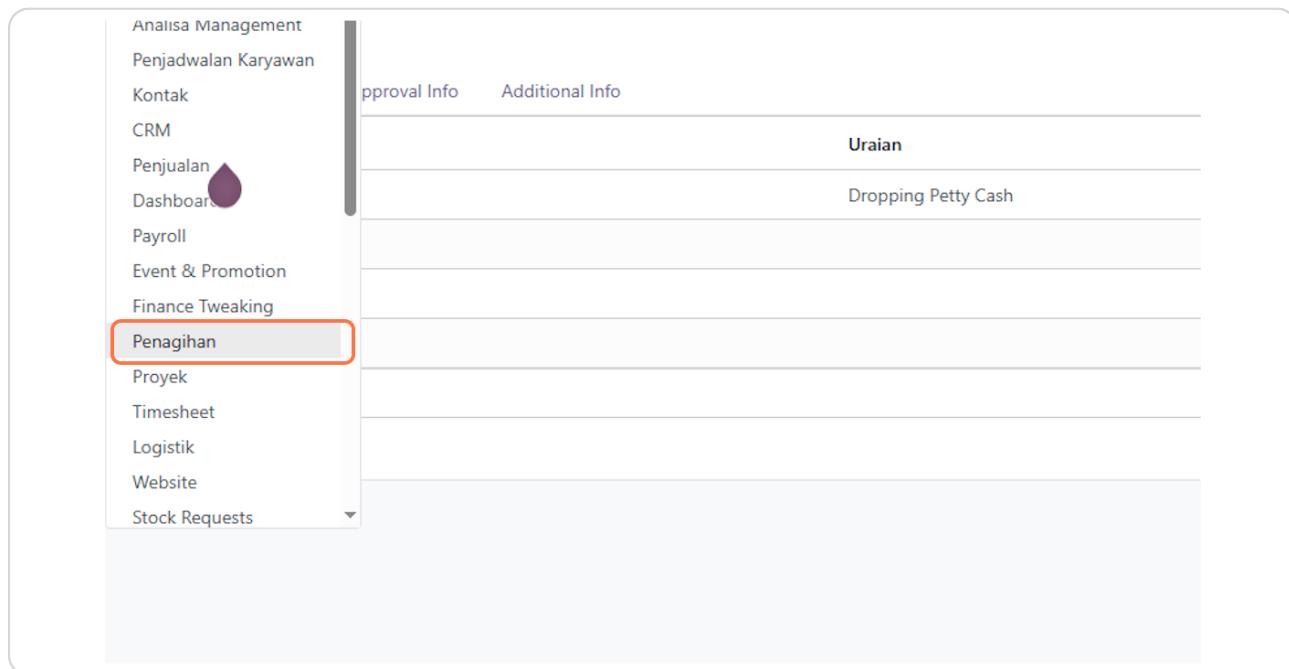
Dropping Petty Cash

Detail Reimburse Approval Info Additional Info

Account	Uraian	Qu

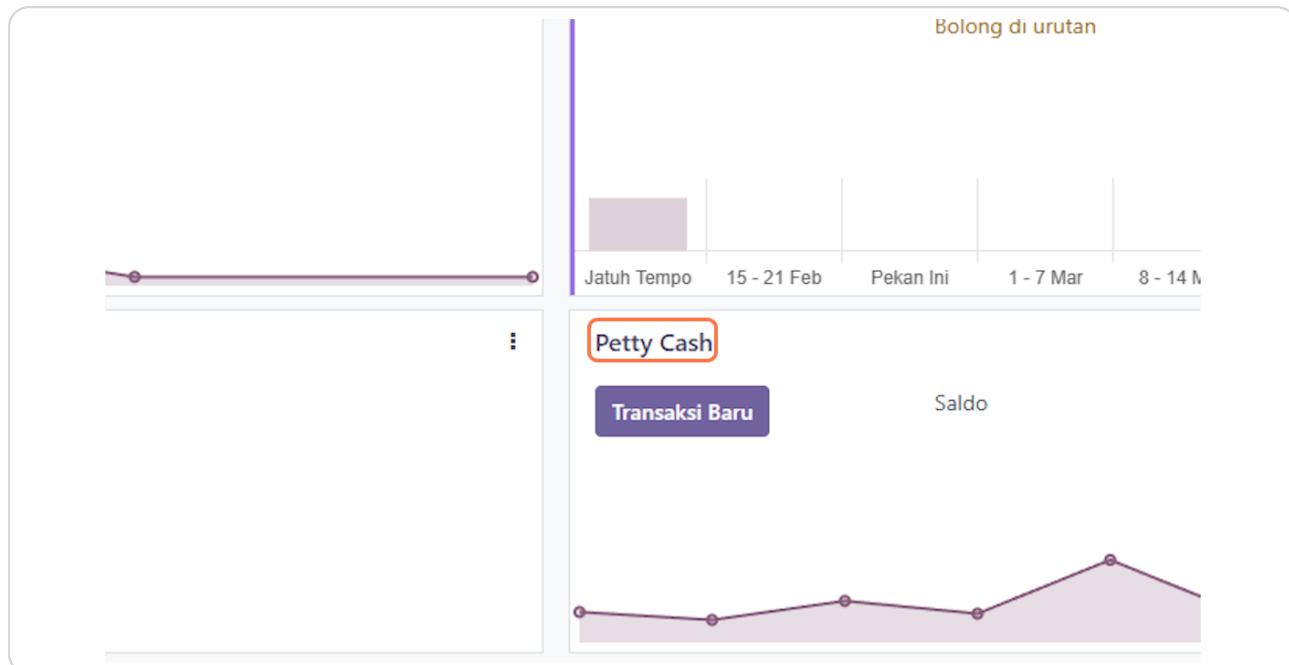
STEP 32

Click on Penagihan



STEP 33

Click on Petty Cash



STEP 34

Click on Buat

Global Balance		Rp 183.200,00
02/02/2026	SHOPEE 1	Rp -2.185.000,00 Reconciled
31/01/2026	MAKAN 26-31 JANUARI 2026	Rp -1.500.000,00 Reconciled
31/01/2026	ALFAMART	Rp -416.800,00 Reconciled
31/01/2026	REIMBURSE BENGIN DOKTER	Rp -150.000,00 Reconciled
31/01/2026		Rp -503.000,00 Unreconciled

STEP 35

Type "Dropping Petty Cash"

Mata Uang Jurnal	IDR	Jumlah	Rp 0,00
Perusahaan	RAHO KELAPA GADING	Foreign Currency	Rp 0,00
Tanggal	02/02/2026	Jumlah dalam Mata	0,00
Label	Dropping Petty Cash	Uang	
Rekanan			
Laporan			

STEP 36

Click on Rp

Kantor	02/02/2026	KOTAK PENYIMPANAN	Rp 1.000.000,-
	02/02/2026	TEMPAT SAMPAH	Rp 20.000,-
	02/02/2026	BANGKU BULAT	Rp 40.000,-
	02/02/2026	DISPENSER	Rp 1.000,-
		AH	Rp 1.060.000,-

Jumlah Foreign Currency ?
Jumlah dalam Mata Uang ? 0,00

Invoice with an open amount Rp 0,00 will be received. You might want to set the invoice as fully paid.

STEP 37

Type "4816800"

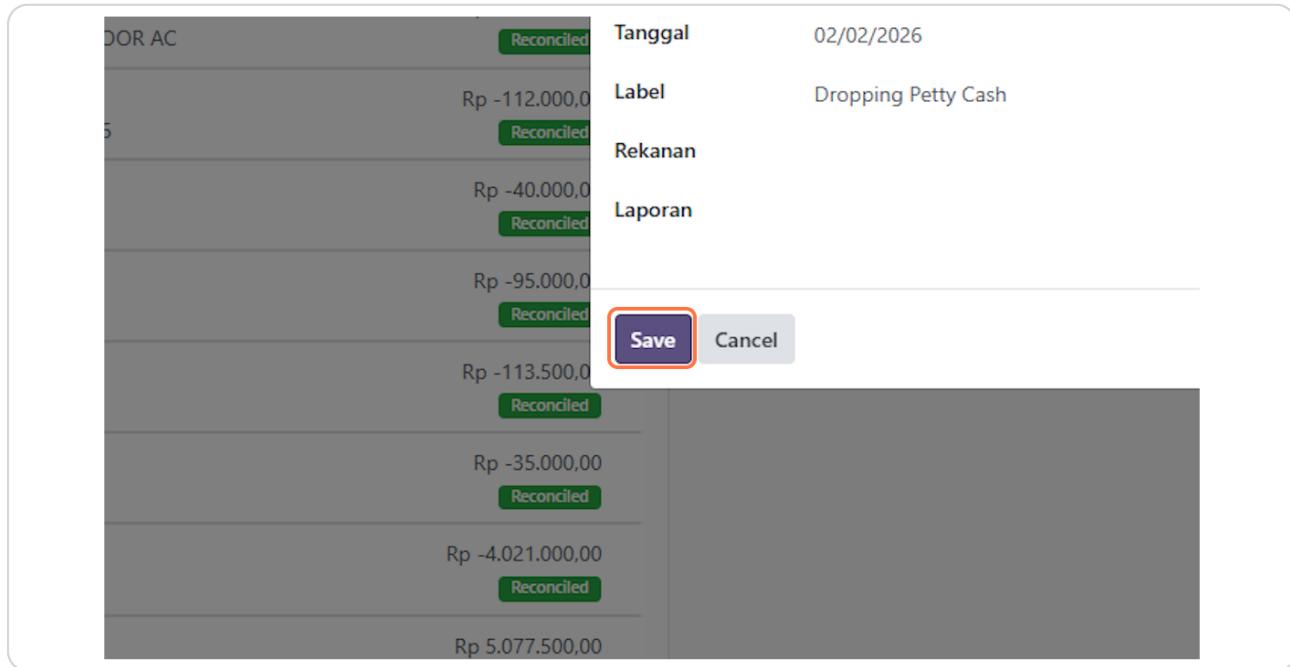
Peralatan Kantor	02/02/2026	KOTAK PENYIMPANAN	Rp 1.000.000,-
	02/02/2026	TEMPAT SAMPAH	Rp 20.000,-
	02/02/2026	BANGKU BULAT	Rp 40.000,-
	02/02/2026	DISPENSER	Rp 1.000,-
		AH	Rp 1.060.000,-

Jumlah Foreign Currency ?
Jumlah dalam Mata Uang ? 0,00

Invoice with an open amount Rp 0,00 will be received. You might want to set the invoice as fully paid.

STEP 38

Click on Save



STEP 39

Click on 02/02/2026...

Global Balance Rp 5.000.000,00

02/02/2026 Dropping Petty Cash

02/02/2026 SHOPEE 1

31/01/2026 MAKAN 26-31 JANUARI 2026

31/01/2026 ALFAMART

31/01/2026 REIMBURSE BENSIN DOKTER

31/01/2026 TOKEN LISTRIK

31/01/2026 PLASTIK SAMPAH

31/01/2026 DROPPING PETTY CASH

28/01/2026 PEMBAYARAN BONGKAR PASANG OUTDOOR AC

28/01/2026 GOCAR HC PAK YORRYS SABTU 24 JAN 26

Unreconcile To Check View move

Akun Mitra

11.0017.07 Petty Cash

51.0056.07 Biaya Perlengkapan dan Peralatan Kantor

51.0056.07 Biaya Perlengkapan dan Peralatan Kantor

12.0031.07 Inventaris

12.0031.07 Inventaris

12.0031.07 Inventaris

51.0033.07 Biaya Kebersihan (RT Kantor)

51.0035.07 Biaya Pembulatan

Manual operation Narration Chatter

Account Partner

STEP 40

Click on 11.0097.07 Bank Suspense Account

The screenshot shows the reconciliation interface. On the left, there is a list of bank transactions with amounts and status (Reconciled). In the center, a table lists accounts with their details: Mitra, Tanggal, and Label. The row for '11.0097.07 Bank Suspense Account' is highlighted with a red box. At the bottom, there is a table of journal entries with columns for Tanggal, Entri Jurnal, Batas Waktu, Akun, and Rekanan.

STEP 41

Type "ayat"

The screenshot shows the reconciliation interface. The 'Account' search field at the bottom left contains the text 'ayat'. A dropdown menu appears, listing '11.0199.07 Ayat Silang' and other options like 'Buat "ayat"', 'Cari Lebih...', and 'Buat dan edit...'. The rest of the interface is similar to the previous screenshot, showing the transaction list and account table.

STEP 42

Click on 11.0199.07 Ayat Silang

The screenshot shows a reconciliation interface. On the left, there is a list of transactions with amounts and 'Reconciled' status. On the right, there is a summary table for 'Akun' (Account) and 'Mitra' (Partner). Below the summary, there are tabs for 'Reconcile', 'Manual operation', 'Narration', and 'Chatter'. A dropdown menu for 'Partner' is open, showing 'ayat' as the selected partner. The option '11.0199.07 Ayat Silang' is highlighted with a red box. Other options in the dropdown include 'Buat "ayat"', 'Cari Lebih...', and 'Buat dan edit...'.

STEP 43

Click on Validate

The screenshot shows the same reconciliation interface as Step 42, but with a different focus. The 'Validate' button in the top right corner is highlighted with a red box. Below it, a message box displays the text: 'Info untuk User Billing: Anda dapat melakukan reconciliation'. The rest of the interface is similar to Step 42, showing the account summary and transaction list.

Cara Penggunaan Petty Cash

STEP 44

Click on Buat

The screenshot shows a software interface for managing bank statements. At the top, there is a navigation bar with links: Penagihan, Dashboard, Pelanggan, Pemasok, Akuntansi, Edit Requests, Laporan, and Konfigurasi. Below the navigation bar, a button labeled "Buat" is highlighted with a red box. To its right, the text "Dasbor Akuntansi" and "Reconcile bank statement lines" is displayed, along with a gear icon.

The main area displays a table of bank statement lines:

Global Balance		Rp 5.000.000,00
02/02/2026	bakso	Rp -50.000,00
02/02/2026	bakso	Rp 50.000,00
02/02/2026	Dropping Petty Cash	Rp 4.816.800,00
02/02/2026	SHOPEE 1	Rp -2.185.000,00
31/01/2026		Rp -1.500.000,00

On the right side of the table, there is a vertical sidebar with several buttons and dropdown menus:

- Recon
- Info
- Akun
 - 11.0011
 - 11.0097
- Recon

STEP 45

Type "Beli Bakso" cukup labelnya saja yang di isi

Add Bank Statement Line

Mata Uang Jurnal	IDR	Jumlah	Rp 0,00
Perusahaan ?	RAHO KELAPA GADING	Foreign Currency ?	
Tanggal	02/02/2026	Jumlah dalam Mata Uang ?	0,00
Label	Beli B		
Rekanan			
Laporan			

Save Cancel

02/02/2026	PCSH1/2026/00032 (I.07./2026/01986)	02/02/2026	11.0011.07 Kas Besar
02/02/2026	PCSH1/2026/00031 (I.07./2026/01984)	02/02/2026	11.0011.07 Kas Besar

STEP 46

Type "-50000" nilainya harus -

02/02/2026

bakso

Narration Chatter

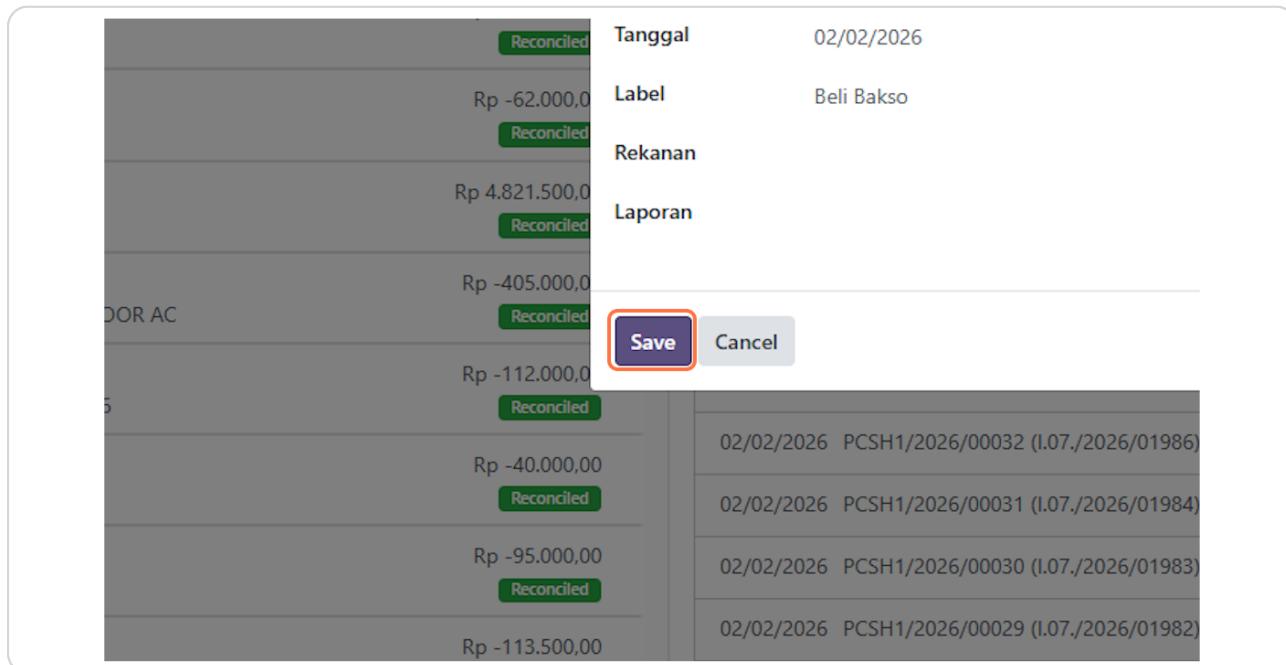
Jumlah	Rp -50000
Foreign Currency ?	
Jumlah dalam Mata Uang ?	0,00

X

Label
(MABES TNI) Pembayaran Pelanggan
Pembayaran Pelanggan
UNGKAS (M... Pembayaran Pelanggan
) Pembayaran Pelanggan
(MABES TNI) Pembayaran Pelanggan
(MABES TNI) Pembayaran Pelanggan
) Pembayaran Pelanggan
Pembayaran Pelanggan

STEP 47

Click on Save



STEP 48

Click on 02/02/2026...

The screenshot shows the reconciliation dashboard. On the left, a list of bank statement lines is displayed. The line for 'Beli Bakso' on 02/02/2026 is highlighted with a red box. On the right, there is a sidebar with buttons for 'Reconcile', 'Reset reconciliation', 'To Check', and 'View move'. Below these buttons, there is a message about user billing and a section for selecting an account ('Akun'). At the bottom, there is a table showing a list of reconciliation entries with columns for 'Tanggal', 'Entri Jurnal', 'Batas Waktu', and 'Akun'.

Tanggal	Entri Jurnal	Batas Waktu	Akun
02/02/2026	PCSH1/2026/00040 (I.07./2026/01994)	02/02/2026	11.0011.07 Kas Besar
02/02/2026	PCSH1/2026/00039 (I.07./2026/01993)	02/02/2026	11.0011.07 Kas Besar
02/02/2026	PCSH1/2026/00038 (I.07./2026/01992)	02/02/2026	11.0011.07 Kas Besar
02/02/2026	PCSH1/2026/00037 (I.07./2026/01991)	02/02/2026	11.0011.07 Kas Besar
02/02/2026	PCSH1/2026/00036 (I.07./2026/01990)	02/02/2026	11.0011.07 Kas Besar
02/02/2026	PCSH1/2026/00035 (I.07./2026/01989)	02/02/2026	11.0011.07 Kas Besar

STEP 49

Click on 11.0097.07 Bank Suspense Account

The screenshot shows the reconciliation interface. On the left, a list of transactions is displayed with amounts and status (Reconciled). In the center, a table lists accounts with their corresponding partners, dates, and labels. The row for '11.0097.07 Bank Suspense Account' is highlighted with a red box. At the bottom, there is a search bar and a table of journal entries.

Akun	Mitra	Tanggal	Label
11.0017.07 Petty Cash		02/02/2026	Beli B
11.0097.07 Bank Suspense Account		02/02/2026	Beli B

STEP 50

Type "maka"

The screenshot shows the reconciliation interface. The 'Account' dropdown is open, showing 'maka' as the selected value. A list of suggestions is visible below it, including '51.0015.07 Biaya Makan Minum', 'Buat "maka"', 'Cari Lebih...', and 'Buat dan edit...'. The rest of the interface is similar to the previous step, showing transaction lists and account tables.

STEP 51

Click on 51.0015.07 Biaya Makan Minum , isi sesuai kebutuhan bisa alat tulis,operasian ,tanyakan kefinace dulu jika bingung

The screenshot shows a reconciliation interface. On the left, there is a list of transactions with amounts and status (Reconciled). On the right, there is a search bar for 'Akun' (Account) containing '11.0017.07 Petty Cash' and '11.0097.07 Bank Suspense Account'. Below the search bar are tabs: 'Reconcile', 'Manual operation', 'Narration', and 'Chatter'. Under 'Account', a dropdown menu is open with 'maka' typed in, showing '51.0015.07 Biaya Makan Minum' which is highlighted with a red box. Other options in the dropdown include 'Buat "maka"', 'Cari Lebih...', and 'Buat dan edit...'. The 'Partner' section also lists '51.0015.07 Biaya Makan Minum'.

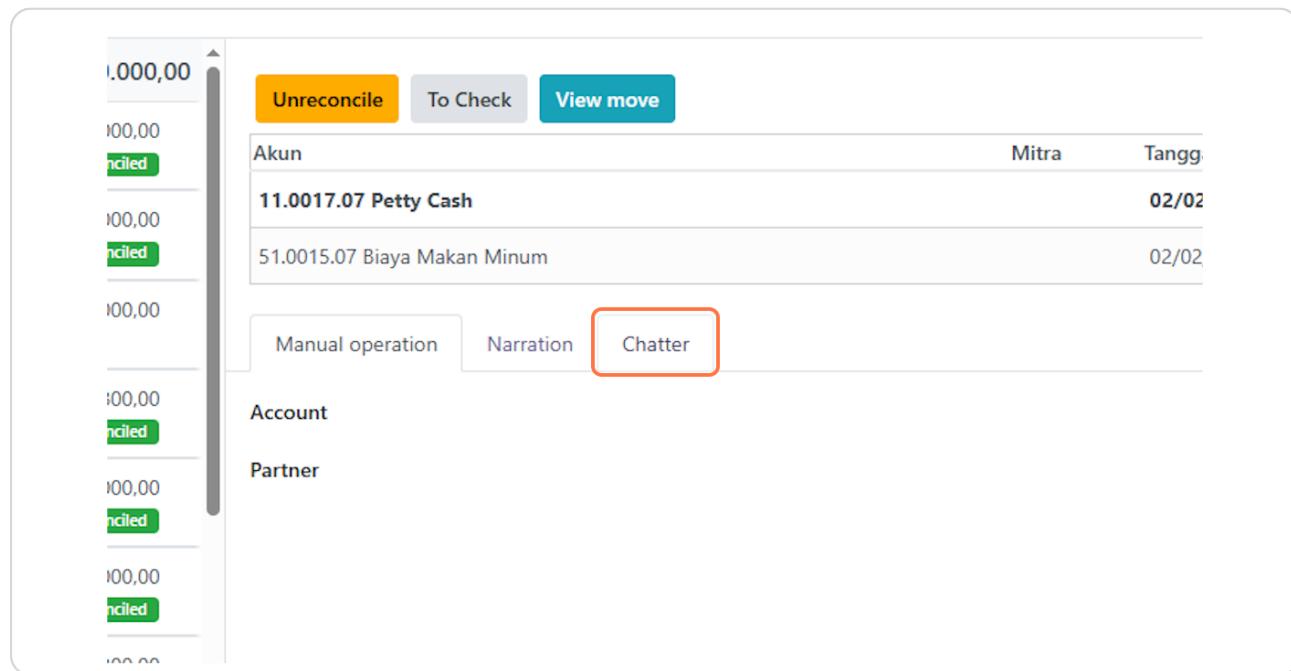
STEP 52

Click on Validate

The screenshot shows a reconciliation interface. At the top, there is a navigation bar with links: 'asok', 'Akuntansi', 'Edit Requests', 'Laporan', 'Konfigurasi', and 'Klaim Lintas Cabang'. There is also a search bar labeled 'Cari ...'. On the left, there is a list of transactions with amounts and status (Reconciled). On the right, there are buttons: 'Validate' (highlighted with a red box), 'Reset reconciliation', 'To Check', and 'View move'. A message box says 'Info untuk User Billing: Anda dapat melakukan reconciliation'. Below the message box, there is an 'Akun' (Account) section with '11.0017.07 Petty Cash' and '51.0015.07 Biaya Makan Minum'. At the bottom, there are tabs: 'Reconcile', 'Manual operation', 'Narration', and 'Chatter'.

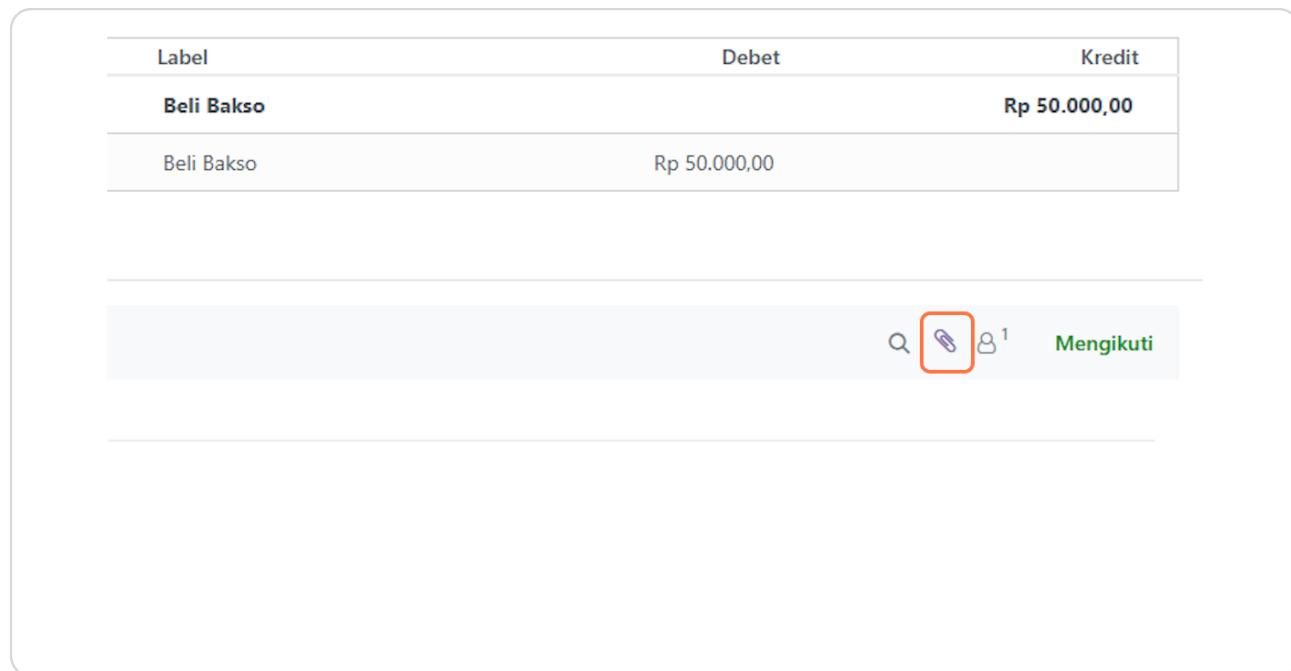
STEP 53

Click on Chatter



STEP 54

Click on Lampirkan file nota bukti pembayarnnya



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