BAB III

PELAKSANAAN KERJA MAGANG

3.1 Kedudukan dan Koordinasi

Kerja magang dilakukan di PT Hero Supermarket Tbk yang berlokasi di CBD Bintaro Jaya Sektor 7 Blok B7/A7, Pondok Jaya, Pondok Aren, Tangerang Selatan, Banten. Pelaksanaan kerja magang dilakukan dibagian *accounting department* divisi *account payable* pada *non-trade payable* di bawah pimpinan bapak Irwan Muljo selaku *staff officer non-trade payable*. Selama proses kerja magang, tugas diperoleh dan di koordinir oleh *staff officer non-trade payable* dengan pengawasan dari *staff officer non-trade payable* selaku Supervisor dan *head manager account payable*.

3.2 Pekerjaan Yang Dilakukan

Selama pelaksanaan kerja magang, tugas yang dilaksanaan terkait dengan pengecekan dokumen pembayaran, menjurnal pembayaran, dan pajak. Namanama *vendor* yang ditampilkan di dalam laporan ini adalah nama perusahaan yang telah disamarkan demi menjaga kerahasiaan data-data perusahaan terkait, Tugastugas yang dilakukan selama kerja magang, yaitu:

3.2.1 Melakukan Pengecekan Dokumen pada setiap *Vendor* Perusahaan berupa *Invoice, Purchase Order,* nomor *Good Receipt,* dan meng-*Scan* Faktur Pajak

Invoice adalah sebuah faktur atau dokumen penagihan yang dikeluarkan oleh penjual kepada pembeli yang menunjukkan jumlah dan biaya yang harus dibayarkan setelah membali sesuatu atau setelah ada kesepakatan di *Purchase Order. Purchase order* merupakan perjanjian antara pembeli dan penjual. Faktur Pajak adalah bukti pungutan pajak yang dibuat oleh Pengusaha Kena Pajak yang melakukan penyerahan Barang Kena Pajak atau penyerahan Jasa Kena Pajak. Pengecekan dokumen tersebut dilakukan dengan tujuan untuk memastikan tagihan dari vendor sudah tepat dan dapat dilakukan proses pembayaran. Dokumen yang dibutuhkan berupa *invoice, purchase order,* dan faktur pajak jika pada saat pembelian dikenakan pajak. Langkah-langkah dalam melakukan pengecekan dokumen yaitu:

- 1. Menerima dokumen vendor dari drop box finance
- 2. Mengecek setiap item dokumen vendor terkait dengan nominal yang tertera pada *invoice, purchase order,* dan faktur pajak dengan jumlah yang sama.
- 3. Nomor *good receipt* yang tertera pada dokumen *purchase order* dicocokkan dengan yang tercatat pada SAP.
- 4. Buka aplikasi *software* SAP, kemudian *log in* dengan memasukkan *username* dan *password*, lalu akan muncul halaman utama dalam SAP.
- 5. Kemudian pilih tcode /ome23n maka akan muncul halaman *document overview*.
- 6. Kemudian masukkan nomor *purchase order* untuk mengecek nomor *good receipt* yang tertera pada *purchase order history*.
- 7. Jika *good receipt* belum tertera pada dokumen *purchase order* maka dokumen vendor tersebut dikembalikan kepada divisi *procurement*.
- 8. Melakukan *scan* pajak pada *tax scan application*.

- 9. Kemudian masukkan kode vendor pada *tax scan application* yang tercatat pada *master vendor SAP* sehingga akan muncul nama perusahaan tersebut
- 10. Setelah nama perusahaan tersebut muncul, lalu scan *barcode* yang tertera pada faktur pajak.
- 11. Lalu klik add maka akan muncul kalimat data is valid and has been saved.
- 12. Setelah dokumen vendor lengkap dan sudah dilakukan *scan* pajak maka dokumen tersebut diberikan pada pihak *scanner* untuk mendapatkan nomor *scanner* guna melakukan proses pembayaran.

3.2.2 Meng-*input* kode *scanner* dan nomor seri faktur pajak pada *software* SAP

Kode *scanner* adalah nomor yang diberikan untuk proses pembayaran vendor perusahaan. Nomor seri faktur pajak adalah nomor seri yang diberikan Direktorat Jenderal Pajak (DJP) kepada Pengusaha Kena Pajak dengan mekanisme tertentu. Tujuan dilakukannya *input* kode *scanner* dan nomor seri faktur pajak untuk memberikan informasi kode untuk setiap dokumen *invoice* yang sudah dapat dilakuan proses pembayaran dan memberikan informasi *update* nomor seri faktur pajak jika terdapat faktur pajak yang dibatalkan atau diganti. Dokumen yang diperlukan yaitu nomor *scanner* yang tertera pada tanda terima dan faktur pajak. Langkah-langkah dalam meng*-input* kode *scanner* dan nomor seri faktur pajak

1. Menerima tanda terima yang terdapat nomor *scanner* yang diberikan team *scanner*.

- 2. Buka aplikasi *software* SAP, kemudian *log in* dengan memasukkan *username* dan *password*, lalu akan muncul halaman utama dalam SAP.
- 3. Kemudian pilih tcode /ofbl1n maka akan muncul halaman *vendor line item display*, masukkan nama *vendor* dan tanggal yang dibutuhkan.
- 4. Lalu akan muncul seluruh *vendor line item* yang dibutuhkan.
- 5. Kemudian klik salah satu item yang sesuai dengan kode *scanner* dan nomor seri pajak yang akan dimasukkan dalam SAP.
- 6. Maka akan muncul *display document*, lalu masukkan kode *scanner* pada kolom *assignment* dan nomor seri faktur pajak pada kolom *document header*.
- 7. Jika semua sudah sesuai, lalu klik *save* agar kode *scanner* dan nomor seri faktur pajak dapat tersimpan pada SAP.

3.2.3 Membuat Payment Voucher

Payment voucher merupakan bukti atas pengeluaran kas/bank. Tujuan membuat payment voucher sebagai bukti pengeluaran kas yang dikeluarkan sesuai dengan dokumen *invoice* dan pengganti dokumen *purchase order* dikarenakan perusahaan memiliki surat perjanjian tertulis dengan *vendor* yang terkait. Dalam membuat payment voucher dibutuhkan dokumen *invoice*, faktur pajak jika terdapat pajak, dan surat tertulis perjanjian dengan *vendor* yang terkait. Langkah-langkah dalam membuat payment voucher yaitu:

1. Menyiapkan payment voucher kosong yang akan diisi.

- 2. Memasukkan kode *supplier*, nama *supplier*, lokasi, tanggal, keterangan pembayaran dan nominal yang tertera pada *invoice*. Jika terdapat pajak maka dimasukkan DPP dan PPN.
- 3. Meminta tanda tangan sebagai bukti *approved* kepada bagian yang terkait agar dapat dilakukan proses selanjutnya.
- 4. Kemudian *payment voucher* tersebut digabungkan dalam dokumen vendor tersebut agar dapat masuk dalam proses *scanner* guna melakukan pembayaran.

3.2.4 Pengecekan *clearing* (pembayaran) pada *software* SAP untuk mengkonfirmasi kepada pihak *vendor*

Clearing document merupakan bukti berupa nomor yang menunjukkan bahwa perusahaan sudah melakukan pembayaran. *Clearing date* yang merupakan tanggal dilakukannya suatu pembayaran. Tujuan dilakukannya pengecekan *clearing* pada SAP untuk mengkonfirmasi kepada pihak vendor jika terdapat *complaint* mengenai pembayaran. Data yang dibutuhkan pada saat pengecekan *clearing* adalah data *vendor line item display* yang tertera pada SAP dan kode *scanner*. Langkah-langkah dalam pengecekan *clearing* yaitu:

- 1. Buka aplikasi *software* SAP, kemudian *log in* dengan memasukkan *username* dan *password*, lalu akan muncul halaman utama dalam SAP.
- 2. Kemudian pilih tcode /ofbl1n maka akan muncul halaman *vendor line item display*, masukkan nama *vendor* dan tanggal yang dibutuhkan.
- 3. Lalu akan muncul seluruh *vendor line item* yang dibutuhkan.

- 4. Kemudian cek pada bagian clearing document dan clearing
- Jika sudah tertera nomor pembayaran dan tanggal pembayaran dapat dikonfirmasi kepada pihak vendor.

3.2.5 Meng-*input* jurnal koreksi atas kesalahan potong PPh terhadap transaksi vendor pada *software* SAP

Jurnal koreksi merupakan jurnal yang dibuat untuk mengoreksi kesalahan dalam pencatatan koreksi. Tujuan dilakukannya *input* jurnal koreksi PPh yaitu agar team pajak membayarkan PPh sesuai dengan ketentuan perpajakan dan pembayaran kepada *vendor* tidak terjadi kesalahan. Dokumen yang dibutuhkan dalam melakukan *input* jurnal koreksi PPh yaitu data *Excel* yang diberikan oleh divisi *tax*. Langkah-langkah dalam meng-*input* jurnal koreksi yaitu:

- 1. Menerima data *Excel* dari divisi *tax*
- 2. Buka aplikasi *software* SAP, kemudian *log in* dengan memasukkan *username* dan *password*, lalu akan muncul halaman utama dalam SAP.
- Kemudian pilih tcode /ofv60 maka akan muncul halaman *park vendor invoice* untuk melakukan jurnal koreksi.
- 4. Pada kolom *transaction* pilih *invoice* atau *credit memo* berdasarkan kesalahan potong PPh seperti lebih bayar atau kurang bayar.
- 5. Kemudian masukkan kode vendor SAP, nomer *invoice*, tanggal *invoice*, dan nominal koreksi tersebut dalam *basic data*.
- Klik withholding tax dan masukkan angka 0 dalam w/t base fc agar tidak dipotong PPh kembali.

- 7. Lalu klik *simulate* sehingga akan muncul jurnal koreksi tersebut
- 8. Klik save untuk menyimpan jurnal koreksi.

3.3 Uraian Pelaksanaan Kerja Magang

3.3.1 Melakukan Pengecekan Dokumen pada setiap *Vendor* Perusahaan berupa *Invoice, Purchase Order* dan meng-*Scan* Faktur Pajak

Berikut merupakan penjelasan mengenai rincian tugas-tugas yang dilakukan:

- Mengambil dokumen vendor dari drop box finance. Dalam satu hari dapat menerima hingga ± 10 dokumen dengan vendor yang berbeda. Dalam satu dokumen terdapat paling banyak 10 *invoice*. Maka selama melakukan kerja magang pengecekan terhadap tagihan *invoice* dapat mencapai ± 400.
- Mengecek setiap item dokumen vendor terkait dengan nominal yang tertera pada *invoice*, *purchase order*, dan faktur pajak dengan jumlah yang sama. Berikut merupakan dokumen vendor yang terkait

Invoice



Gambar 3.1 Invoice

Purchase order

the second se	r		PT H	ero Superm	arket	TDK	ten Banten 15224	
		Graha Hero, CBD Bir	ntaro Sektor 7 B.7/A.7	Pondok Jaya, F	Pondok	Aren, Tangerang Sela	tan, Bantien 15224	
				Tel: (021)8378	8388			
			GST/VA	T Reg No: 013-	023841	092000		
			Pu	Irchase	Ord	er		
				PO	Norma	r 0054028205		
	PT SA	NTOSA	TAN	PO	Da	PO number 9	06402888	
				Deli	ive	i o namoor y	00102000	
Indor	nesia			Deli	1VIDI Engi	PO Date 10-m	aret-2021	Bogor Ja-Bar
1016	0			161	13			
Vend	for ID: 2100120	53		Pur	0	Delivery date 27	maret 2021	
PUL	urrency. ior			Tel	: 02			
		NO GR 50	00278965	5				
Item	Article No.	Description	Vendor Article	Order	UOM	Unit Price	Total	Total
10		Filter oner,R22.hand	No.	Quantity 1.000	EA	10,978,000	9,980,000	10,978,000
		valve tes P22.N2 a		1.000	EA	3 080 000	2.800,000	3,080,00
20		Jana		1.000	IEA I	5,000,000		-
							and the second se	- 2.001
						Total	excluding GST/VAT	121000
						Total Total GST/	excluding GST/VAT VAT Payable @ 10%	1 200
			1.1.1.1.1.			Total Total GST/ Tota	excluding GST/VAT VAT Payable @ 10% I including GST/VAT	1.200.
			11,000	1		Total Total GST/ Tota	excluding GST/VAT VAT Payable @ 10% I including GST/VAT	1.200.
Payme	nt Term: with	nin 7 days Due net	1.1.1.12	2005		Total Total GST/ Tota	excluding GST/VAT VAT Payable @ 10% I including GST/VAT	1.200. 13.200
Рауте	nt Term: with	nin 7 days Due net	1.1.1.1.2			Total Total GST/ Tota	excluding GST/VAT VAT Payable @ 10% I including GST/VAT	1.200. 13.200
Payme Claused P	ent Term: with © /General Terms 8	nin 7 days Due net	Supermethet The OT AP	· Department) Piece	e stache	Total Total GST/ Tota	excluding GST/VAT VAT Payable @ 10% Lincluding GST/VAT	1.200. 13.200
Payme Claused P 1. Due rel 2. Supplie	ont Term: with O General Terms J I means working d	nin 7 days Due net 6 Conditions : nys after received by PT. Hero o state al Purchase Order nur	Supermarket Tok. (NT AP	· Department) Pissa mber.	e stacht	Total Total GST/ Tota	excluding GST/VAT VAT Payable @ 10% I including GST/VAT	1.200. 13.200
Payme Clausul P 1. Due rel 2. Supplin 3. All invo	or General Terms with means working di m documents has to know have to be subm	In 7 days Due net Conditions : ys after received by PT. Here setted as below : on the day 15 m even	Supermarket Tok. (NT AP eber and or agreement nu y month. Any Invoice recet	· Department) Pleas mber. ved after the 20th w	e stache 8 be rejer	Total Total GST/ Tota et receipt documents of inno	excluding GST/VAT VAT Payable @ 10% I including GST/VAT	1.200. 13.200 ed by NT AP officer.
Payme Clausel P 1. Due rel 2. Supplie 3. All involue billow polit	or General Terms with or General Terms 4 in documents has to ins to be subm has to be received it b)	In 7 days Due net Conditions : mys after received by PT. Here statust as below : on the day 1 to day 25 in ever	Supermarket Tbs. (NT AR eber and cr agreement nu y month. Any invoice receil	Cosportment); Please mber. veid after the 25th w	e atlache B be rejer	Total Total GST/ Tota develop documents of ever the and supplier has to re-	excluding GST/VAT VAT Payable @ 10% I including GST/VAT	1.200. 1.3.200 ed by NT AP officer. de of re-issuance has to
Payme Clausal P 1. Due rel 2. Supplin 3. All invoice bilow port 1. Date of 2. All docu	ent Term: with o General Terms & researce working the tices has to be subm has to be received to b invoice and tas two meets have to shall	In 7 days Due net s Conditions : yay alter received by PT. Here software of the software on the day 1 to day 25 in ever polos issues has to be on the da valé Parthance Chier Nat	Supermarket TDs. (NT AR eteer and or agreement nu y month, Any Invoice receil same month with the perin same month with the perin same (PO numbry)	* Department), Pleas mber. ved alter the 20th wi	e atlache B be rejer	Total Total GST/ Total	excluding GST/VAT VAT Payable @ 10% I including GST/VAT	1.200. 13.200 ed by NT AP officer. de of re-issuance has to
Payme Clausel P 1 Dae rel 2 Supplie 3. All invoi 6 Date of 5 All docu 1 Peases	ent Term: with o General Terms & r means working of trans to be subm has to be received at b) invoice and tas inve- ments have to state submit at the documents and the documents of the submit at the documents	In 7 days Due net & Conditions : yn after rootwid by FT. Here sithed as bolow : on the day 1 to day 25 in ever cola testandor has to be on the dia yadé Parutano Chitar Nar nerdis to the following address	Supermarket T3k. (NT AP riber and or agreement nu y month. Any tricilos recel same month with the peri- same month with the peri-	Department), Pleas host. ved after the 25th el od submission.	e stache	Total Total GST/ Total	excluding GST/VAT VAT Payable @ 10% I including GST/VAT	1.200. 13.200 wid by NT AP officer. dei of re-issuance has to
Payme Clausal P 1. Due ret 2. Supplie 3. All two a. Involve balow polit 4. Dute of 6. All docu 1. Please 17. Heno 1 Statu Hen	ont Term: with c means working of r means working of rs occurrents has be used to be received t b) invoice and has me ments have to stati- the docur lapermarket Tax. c, CDD Brinkars. See	In 7 days Due net & Conditions : trys after roothind by PT. Here that all Policy : on the day 1 to day 25 in even core insuence has to be on the end wide Purchase Cherr Mar ments to the following address part of biole 87/W7 Prendek Jays	Supermarket Tok. (NT AP mber and or agreement nu y month, Any Involve neor same month with the pen mater (PO number) s, Pondok Atten	· Department), Pleas motor. ved after the 25th of od submission.	e atlache E be rejes	Total Total GST/ Total	excluding GST/VAT VAT Payable @ 10% Lincluding GST/VAT	1.200. 13.200 ed by NT AP officer. de of re-escance has to
Payme Clausal P 1. Due rel 2. Supplin 3. Alf invoice billow polit 5. Alf docto 1. Alf docto 1. Alf docto 1. Alf docto 1. Alf docto 1. Alf docto 1. Pleases PT. Hero I Staha Hero Tanha Hero Staha Hero	Int Term: with C /General Terms A r means working d resources has to be subn has to be received it b) inclose and bas inve ments have to subs down all the doors function and bas inve ments have to subs down all the doors function and bas inve ments have to subs down all the doors function and bas inve ments have to subs down all the doors function and bas inve ments have to subs down all the doors function and bas inve ments have to subs function and bas inve function and bas inve ments have to subs function and bas inve function and	In 7 days Due net 6 Conditions : hys after received by PT. Here oater at Purchase Order nur state at below : ook issued by Purchase Order has one at water to be following actives days for following actives days 7 disk B7/KF Pondok Jays 6024 Annel	Supermarket Tok. (NT AP eber and or agreement nu y month. Any trivilos recet same month with the peri- tear (PO number) ;;; a, Pondok Aren	Pagartmant), Pleas mber. ved after the 25th vi od submission	e atlache	Total Total GST/ Tota demonst documents of invo	excluding GST/VAT VAT Payable @ 10% Lincluding GST/VAT	1.200. 13.200 ed by NT AP officer. de of re-essuance has to
Payme Clausel P 1. Due rel 2. Supplin 2. All invois 4. Invoise billow poin 5. All docu 4. Phones PT, Hero I Graha Her angerang 4th 1. Phones PT, Hero I Docume	ont Term: with o General Terms & researce working of researce working of resolutions and the submit all the docum submit all the docum generalized the former. Nor Seatane, Seatane, 1 Optimized Seata	In 7 days Due net & Conditions : ys aller societad by PT. Hern solar all Purchase Order nor solar all Purchase Didor Nor nor the day 1% to day 2% in even cice Inscence has to be on the ed a valid Purchase Didor Nar ments to the following address dor 7 Bick B7X7 Pundida Japa 1224 foor) solaritist an an Ektons :	Supermarket TDA, (NT AP ther and or agreement nu y month. Any Invoice receil same month with the peri man (PO number) ; ; ; ; ; ;	· Department); Pleas mber. ved alter the 20th el	a attaché B be rejer	Total Total GST/ Tota def receipt documents of invo	excluding GST/VAT VAT Payable @ 10% Including GST/VAT	1.200. 1.3.200 and by NT AP officer. also of re-essuance than to
Payme Causal P 1. Due rel 2. Supplie 3. All moto 5. All robot 71. Hero 1 Sente Her Fangerang 72. Piesse 74. Hero 1 Sente Her Fangerang 74. Hero 1 Sente Her Fangerang 75. Docume Orginal 1	or General Terms & reasts working of reasts working of reasts working of reasts and the reasts have to state submit at the docum summits have to state submit at the docum Sensitive Tex- reasts have not sub- pensative Tex- sets have not sub- reasts have not sub- reasts have not sub- metacion.	In 7 days Due net Conditions : yas alter received by PT. Hereo sothan all Purchase Order nur status also bollow : on the day 1 to day 25 is even of a valid Purchase Order Hast ments to the fotowing address and a valid Purchase Order Hast ments to the fotowing address address fotowi uncontent are as fotowing in fotowi	Supermarket Tak, (NT AP more and or agreement nu y month, Any Invoice recei seams month with the peri- more (HO number) s, Pondok Aren	* Department), Pleas mber. ved alter the 20th wi	is attacte	Total Total GST/ Tota et receipt documents of inno deed and supplier has to re-	excluding GST/VAT VAT Payable @ 10% I Including GST/VAT	1.200. 1.3.200 and by NT AP officer. als of re-insuance him to
Payme Causal 9 1. Due rel 2. Al invo 3. Al invo 4. Date of 4. Al docu 1. Please 1. Al docu 1.	ent Term: with O (General Terms & resears working the is documents have to be such those to be recorded to it b) involve and tais two suchs taken to state such at all the docum Supermarket Tak- re, CBD Invison Ose is such that the state Substate, Bernathen, 1 VP Department (4th recipications involve) (2 proforma i	In 7 days Due net Conditions : yay alter received by PT. Hereo setter all Purchase Order not setter all bolow : on the day 1 to day 25 in even obce Insuences has to 56 on the end vade Purchase Order Name ments to the following address day 3 dec 27 KK 2 and 20 and day 3 dec 20 and address and to be a set following in days foori advantage of the set following in days foori advantage of the set following in advantage	Supermarket Tok. (NT AP mor and or agreement nu y month. Any Invoice recor searce month with the peri- mber (PO number) a, Pondok Aren	* Department) Piece mber: ved alter the 25th wi	is attache	Total Total GST/ Tota decompt documents of one decompt supplier has to re-	excluding GST/VAT VAT Payable @ 10% I including GST/VAT	1.200. 1.200. 1.3.200 ed by NT AP officer. de of re-issuance has to
Payme Causal P 1. Due rel 2. Al invo 1. Date of 1. Date of 1. Date of 1. Date of 1. Please 1. Al disco 1. Al dis	nt Term: with o /General Term 4 reasts working di reasts working di reasts working di reasts bailed be submit to be received to be received to be received to be received rests have be submit working and tas the solution and tas the permitted tas permitted to be a fination to be of Department (4th recipion airvakce (proforma invakce (c) (E-fratus); Delivery Order of Se	In 7 days Due net & Conditions : yay alter roolwid by PT. Hero software of the the the the software of the the the software of the the the where the the the software of the the the the the software of the the the the the the the the software of the the the the the the the the the the the the the the the	Supermartert TDs. (NT AR mber and or agreement nu y month. Any Invoice recet or same month with the peri- tage (PG number) ; a, Pondok Aren	* Department) Pisan mber: wed after the 20th wi	is attache	Total Total GST/ Total	excluding GST/VAT VAT Payable @ 10% (Including GST/VAT	1.200. 1.3.200 ed by NT AP officer. de of re-insuance has to
Payme Causal P 1. Due rei 2. Supplie 3. All through 1. Date of 4. All doco 1. Please 4. Sinch Hei Tangerang 4. Sinch Hei Tangerang 4. Sinch Hei Cogood 1 Copy of 1	Int Term: with C (General Terms 4 r means working di res documents has the costs has the has the costs has the has the the base to be received it to) invoice and has inve- ments have to stati- substat all the documents g estatant, Benten, 4 Department (Ath Pologuathemet (Ath rectors), a state facts to be a invoice. f proforma invoice (or (E-Fastbar), Delivery Create or Set the 'PO'; and lesson bactors	An 7 days Due net & Conditions : yay alter rootwich by FT. Hean stand at bolies on the day 1 to day 25 in ever social standard and the content is a valie Particate Chief Nat menta to the following address day 7 Sick B7/A7 Pondra Jaya 1024 (Soci) uncetted are as follows : if anyl with both party stigs: enclose Report (BAST); ent (pages that content works)	Supermarket Tbi. (NT AR eber and or agreement nu y month. Any linelice recell same month with the peri bage (PO number) ; a, Pondok Aren	* Department), Pleas mbor. ved after the 25th vi od submission.	e stlacht	Total Total GST/ Total	excluding GST/VAT VAT Payable @ 10% (Including GST/VAT	1.200. 13.200 wid by NT AP officer. de of re-issuance has to
Payme Causul P 1. Due nel 2. Supplin 1. All inco 1. Date of 1. Date of 4. All doc 0. Please 1. Date of 4. South Hel Gagnal I Copy of Docume Capy of Others at	Int Term: with C (General Terms 4 t means working 0 ins occurrents has to ins occurrents has to insolve the sub- involve and bas inso ments have to state automat at the docur lapermarket Tax. In, CDD Binkens, Benter, 1 Department (4th models, Barter, 1 Popularent, 4th models, Barter, 1 Popularent, 4th popularent, 4	Ann 7 days Due net 6 Conditions : by after resolved by PT. Here calls all protoses Oxfer nut stand a bolow : on the day 14 to day 26 in even oxfer lessance has to be on the day valle Punchase Oxfer Neu- transition of the following actives works to the following actives works of their BRAY Pondox, Japa 10224 foor) works both party sign: whome Report (IGAST); ref (pages that oxferan sublets	Supermarket Tok. (NT AP ober and or agreement nu y month, Any treated receil same month with the peri- more (PO number) - - a, Pondok Aren period, amount, and sign	Coportment), Pleas mbor. ved after the 25th el od submission.	e atlacht	Total Total GST/ Tota de receipt documents of invo ded and supplier has to re-4	excluding GST/VAT VAT Payable @ 10% Including GST/VAT	1.200. 13.200 and by NT AP officer. also of re-essuance has to
Payme Causel P 1. Due meins 2. Supplie 2. Supplie 2. Supplie 3. Al invoi 3. Invoice 1. Date of 4. Al disco 2. Please 9. Please 9. Please 9. Please 9. Please 9. Please 9. Docume 10. Orginal 1 Copy of 1. Occume 10. Orginal 1 Copy of Others a When py Case 9. Supplier 1. Set 10. Set 10	ent Term: with O /General Terms & (means working of (means working of koss has to be such has to be such has to be reader to be a such has to be reader to be a such motion and has the motion and has the motion and has the motion. (British Tak, products limited of products limited of products limited of products and such of C-Faltur). Deleny Octair of Se the IPO: make less agreement singulation gament is due on par-	An 7 days Due net 4 Conditions : by allor received by PT. Henno table all bolow : on the day 14 ki day 25 in even bolow is a bolow is to be on the day value Pourbase Croce Has ments to the following address days 7 field, 87/M7 Poundial Jays 1024 10	Supermarket Tak, (NT AR their and or agreement nu y month, Any knoke rocel same month with the peri rear (PO number) ; a, Pondok Aren period, amount, and sign	· Department); Pleas mbor. ved alter the 25th wi od submission.	is attactive	Total Total GST/ Tota det receipt documents of invo ded and supplier has to re-	excluding GST/VAT VAT Payable @ 10% Including GST/VAT	1.200. 1.3.200 and by NT AP officer. also of re-insciences than to
Payme Causel P 1. Dee me 2. Supplie 2. Supplie 3. Diste of 4. Al inco. 1. Please in 3. Al inco. 1. Please in 3. Al inco. 1. Please in 3. Al inco. 1. Al inco. 1. Please in 3. Al inco. 1. Please in 3. Al inco. 1. Please in 3. Al inco. 1. Please in 3. Al inco. 1. Al inco. 1. Please in 3. Al inco. 1. A	ent Term: with O (General Terms & reasis working of reasis working of reasis working of reasons and tas into to so the received to b) renote and tas into remets have in state submit all the docum typermarker (attri- reasons but have to be a motion; protoma investore); protoma investore; protoma investore; pr	In 7 days Due net Contitions : yay alter received by PT. Hereo soth all Purchase Order nu soth all purchase Order fra and a valid Purchase Order fra and the order fra and t	Supermarket Tak, (NT AP more and or egreenment nu y month, Any Involos recor searce month with the peri- more (HO number) a, Pondok Aren period, amount, and sign a laters, it will be process	* Department), Please mber. ved alter the 20th wi of submassion. mg pages): on the next working	is attactive	Total Total GST/ Tota deepend documents of enco deep and supplier has to re-	excluding GST/VAT VAT Payable @ 10% Including GST/VAT	1.200. 1.3.200 and by NT AP officer. als of re-insuance has to
Payme Cascal 9 1. Due reit 2. Supplin 2. All force 1. Please 2. All doce 2. Al	ont Term: with O (General Terms d I means working di I means working di I means working di I to be recolled to be recolled invoice and tas two means have to state summts have to state summts all the docu Experimenter (4th Popularisment (4th) Popularisment (4th	In 7 days Due net Conditions : yay alter rootwick by PT. Hereo testical a Purchase Order noi testical a bolow: an the day 1 to day 25 in even testical a outde Purchase Order Nair metris to the following address day 3 disk 27%7 Pundos Jays (2024) foor) unbestical are as follows : if anyl with both party sign: inclose Report (BAST); int (Jayses that obstain validity data foldoary/poversement case blow as bolow: SuperSemAnger TBKX	Supermartet Tok. (NT AP mor and or agreement nu y month. Any Invoice recor- searce month with the peri- mber (PO number) a, Pondok Aren period, amount, and sign a latens, it will be process	* Department) Please mber: ved after the 25th will od autoritanistics.	is attacte is be repe	Total Total GST/ Total	excluding GST/VAT VAT Payable @ 10% (Including GST/VAT	1.200. 1.3.200 and by NT AP officer. ate of re-insuance has to
Payme Cacal P 1. Dae nel 3. Al Irvoic 1. Date nel 3. Al Irvoic 2. Please 1. Al Good 1. Please 1. Al Good 1. Please 1. Al Good 1. Please 1. Al Good 1. Status 1. Al Good 1. Status 1. Statu	Int Term: with C /General Terms 4 reasts working d reasts working d reasts working d reasts working d is downed have to be received is be received to be received rests have to suite working and tax two south at the door permethant Tax. re, CBD Binkaro Sel Selatan, Bantar, San (CBD Binkaro Sel Selatan, Bantar, San (performa invoke) (performa invoke) received reasts and sequent is doe on p soc kirefly should reasts - 1402.00 Graha Hero CBD I 1022.844 - 1-002.00 Graha Hero CBD I San Kerold, Ame	In 7 days Due net & Conditions : yay alter noolwid by PT. Hero setter all Purchase Order nut atted as bolice : on the day 1 to day 25 in ever so the day 1 to day 25 in ever on the day 1 to day 25 in ever to a valet Purchase to a valet pu	Supermartest Tols. (NT AR mor and or agreement nu y month. Any Investo recet agreeme month with the peri- temp (PC number) ; a, Pandok Arem period, amount, and sign a laters, it will be processe	* Department), Pleas mbor. ved after the 25th wi od submission. ng pages): on the next working	in other two	Total Total GST/ Total	excluding GST/VAT VAT Payable @ 10% (Including GST/VAT)	1.200. 1.3.200 and by NT AP officer. de of re-insuance has to
Payme Causel P 2. Supplin 2. At those observed above por 2. At least above above above 7. Hero 1 2. Safe of 4. At access of 2. Safe of 2. Safe Cragned 1 3. Safe of 2. Safe of 2. S Safe of 2. Safe of	Int Term: with C (General Terms 4 r means working di r mocuments has to ins han to he insult insuitable to state to be received it o) Invoice and has inv emeth have to state submit all the documents possible to be a possible to be possible t	An 7 days Due net & Conditions : ys after resolved by PT. Hence software Providene Order nue software of the order of the software of the order of the order testing of the order of the d a valid Punchase Order has needs to the following actives door 1 One (27/47 Punciel), Japa 4224 foor) indicate following actives the order of the STAR Punciel, Japa 4224 foor) indicate following actives the order of the STAR Punciel, Japa 4224 foor) indicate following actives the order of the STAR Punciel, Japa 4224 foor) indicate following actives the order of the STAR Punciel (Dispersion for the order of the start of the order of the order of the order of the start of the order of the order of the order of the start of the order of the order of the order of the start of the order of the order of the order of the start of the order of the order of the order of the start of the order of the order of the order of the start of the order of the order of the order of the order of the start of the order of the order of the order of the order of the start of the order of the orde	Supermarket Tok. (NT AP ober and or agreement nu y month. Any trevice recer same month with the peri- mane (IO number) set (IO number) set period, amount, and sign a laters, it will be process	Papartmant), Pleas mber. ved after the 25th el od subetassion.	is attacted	Total Total GST/ Total	excluding GST/VAT VAT Payable @ 10% Including GST/VAT	1.200. 13.200 ed by NT AP officer. de of re-escance has to

Gambar 3.2 Purchase order

Faktur pajak

Kode	dan Nomor Seri Faktur Palak : 010.004-21.23284461		
Pena			
Nama	PTSANTOSA		
Alama NPW			
Pamb	el Rarano Kena Pajak / Penerima Jasa Kena Pajak		
Nama Alama Kec.P	PT. HERO SUPERMARKET, Tbk t: GRAHA HERO CBD BINTARO SEKTOR 7 Blok B.7 No.A.7 RT-000 RW-000 Kel ONDOK AREN Kota/Kab. TANGERANG SELATAN BANTEN 15224	AYAL NODROV	
No.	Nama Barang Kena Pajak / Jasa Kena Pajak	Harga Jual/Peng Muka/Te	
1	Filter drier, R22, hand valve, las, R22, N2 a		
2	Jasa 1 lot Pa 2 800 000 x 1		
Harga J	ual / Penggantian		
Dikurang	gi Potongan Harga		
Dikurang	i Uang Muka		→ 12.000.
Dasar Pe	engenaan Pajak		5 1 300 0
PPN = 10	3% x Dasar Pengenaan Pajak		
Total PP	nBM (Pajak Penjualan Barang Mewah)		0,00
	JAKARTA PUSAT, : JAKARTA PUSAT, : AGUS NAPOGASW	20 MARET 2	021
	EP VAL		

Gambar 3.3 Faktur pajak

Dari ketiga dokumen tersebut dilakukan pengecekan yang menandai bahwa nominal yang tertera pada *invoice* total keseluruhan senilai Rp. 13.200.000 dengan DPP Rp. 12.000.000 dan PPN Rp. 1.200.000 maka yang tercatat pada dokumen *purchase order* dan faktur pajak pun sama yaitu total keseluruhan Rp. 13.200.000.

Nomor *good receipt* yang tertera pada dokumen *purchase order* yaitu GR: 5000278965 cocok dengan yang tercatat pada SAP.

Gambar 3.4

Purchase order

	Cusha Haro, CRD Birth	aro Sektor 7 B.7//	7 Pondok Jaya, Pondok	Aren, Tangerang Sela	tan, Banten 15224	
	Grana Hero, CBD bills	ard Senior 1 Dans	Tel: (021)83788388			
		GSTA	AT Reg No: 013-023841	092000		
		Gom				
		P	urchase Ord	er	_	
			Р	O number 9064	102888	
DTCA		TAN				
PISA	ANTOSA		PO	Date 10-mare	et-2021	
					lekar	Bogor Ja-Bar
Vendor ID: 2	21001283		Deli	very date 27 m	aret 2021	
PO Currency	y: IDR		160:0201-	Cold Without		
	NO GR 500	02789	65			
		0_102			Total	Total
tem Articl	e No. Description	Vendor Article	Order UOM	Unit Price	(excluding GST/VAT)	(including GST/VA
		No.	Quantity 1 000 EA	10.978.000	9,980,000	10,978,00
10	Filter orier,R22,hand		1.000 CA			
20	Valve, Gal, Marzinez a		1.000 EA	3,080,000	2,8	2.000.0
20	1					
				Total	excluding GS	
					and the second sec	
				Total GS1/	VAT Payable (1.200.000
				Total GS1/ Total	VAT Payable (I including GS	1.200.000
		10.88		Total GS1/ Total	VAT Payable (1.200.000
	e: within 7 days Due not	1000		Total GS17 Total	VAT Payable @ I including GS	1.200.000
Payment Terrr	n: within 7 days Due net	19228		Total GS17 Total	VAT Payable (13.200.000
Payment Term	n: within 7 days Due not			Total GS17 Total	VAT Payable (13.200.000
Payment Term Cisusi PO /Genera 1. Due net means w	n: within 7 days Due net a Tems & Constions : working days after received by PT. Here S	upermarket Tbic (NT	AP Department), Please attache	Total GS17 Total	VAT Payable () I including GS	1.200.000 13.200.000
Payment Term Clausal PO /General 1. Due net means w 2. Suppliers docume	n: within 7 days Due net a Terms & Conditions : sorking days after reaches by PT. Here S to has to selan all Purchase Order routh	upermarket T24. (NT er and or agreement	AP Department). Please attache number.	Total GS17 Total	VAT Payable () I including GS	1.200.000 13.200.000
Payment Term Clausel PO /General 1. Due net means in 2. Suppliers docume 3. All invokes has to provide house to he	n: within 7 days Due net at Terms & Conditions : unstrag days after received by IPT. Here S den has to status after transmission by which the submission of the day of the days of the every?	upermarket T2k. (NT er and or agreement month. Any Invoice re	AP Department), Please attache number: ceived after the 25th will be reje	Total GS // Total	VAT Payable () Lincluding GS acceupon submitting to be stand acceupon submitting to be stand	1.200.000 13.200.000 ngand by NT AP officier. calle of m-issuances has to
Payment Term Classed PO /General 1. Due net means w 2. Supplems socialme 3. At involves hain to be 1 biolew point to be 1 biolew point to	n: within 7 days Due net at Terms & Conditions ; working days after received by IPT. Here, 8 ends has to state all Phorhaes Order nexts be substitted at Settions ; received on the day 5 to day 28 in revery ;	upermarket Tok. (NT er and or agreement month. Any Invoke re	AP Department). Please attache number: corved after the 25th will be reje	Total GS // Total	VAT Payable () Including GS	1.200.000 13.200.000 ngead by NT AP officer.
Payment Term Classid PO /General 1. Due net instanti la 2. Supplieris docume 3. Al involom that to be follow point b) to Dae of microlon an	n: within 7 days Due net at Terms & Conditions : contag days after resoluted by PT. Here, 5 the has to state at Prochase Order next to successful at Dober : resoluted on the day 11 day 25 in every 1 net last involve insuence has to be on the a	upermarket T2k. (NT) er and or agreement month. Any Involce re- ame month with the p	AP Department) Please stache number operad after the 20th will be nee encd submission.	Total GS // Total	VAT Payable () Including GS	1.200.000 13.200.000 nged by NT AP officer. cade of m-issuance has to
Payment Terrr Classal PO /Genera 1. Dae net means le 2. Suppliers docume 3. At involue has to be / tolow point b) 6. Date of involoe an c. Al documents has c. Al documents has	n: within 7 days Due net artens & Conditors : unstag days after recorded by PT. Here 5 here to the task after durbane Order next to the working days the day 25 in every / of the day 1 to day 25 in every / of the stresses these here has be to 4 on the rm is stated a valid Parchase Conder Next	upermarket Tak. (NT er and or agreement morth. Any Invoice re ame month. with the p are (PO number)	AP Department), Please attache number operad aller the 20th will be neer winds automation.	Total GS // Total	VAT Payable ()	1.200.000 13.200.000 nped by NT AP officer. cate of re-issuance has to
Payment Term Clausui PO Alerera 1. Due net meants 2. Suppliers docume 3. Al involcim hait to a linvolcim hait to tallow point b) b. Date of involcio all ballow point b) b. Date of involcio all c. All documents hait d. Preses submit all 107 Junio Sciences	n: within 7 days Due net at Term & Conditors ; which a days after recievance by PT. Here 5 ends has to state at Phurchase Order nexts to sachtide at a below ; received on the day 1 to day 25 in every ; to be increase to state and on the se to be state of a and boundance (beck to be the documents to the fotowerg adorese w T24.	upermarket T3k. (NT er and or agreement month. Any invoice re ame month with the p er (PO number)	AP Department) Please ethode munitier. oeived after the 25th will be rejer eend aubmession.	Total GS // Total	VAT Payable ()	13.200.000 13.200.000 ngeed by NT AP officer cade of m-lessance has to
Payment Term Claused PO (General 1: Due net means w 2: Supplems docume 3: At involce hans to be before point b) 5: Date of involce and c. Al documents have 0: Presee subornit al 1 PT. Henco Supermath PT. Henco Supermath	n: within 7 days Due net within 7 days Due net within 8 Conditions : within 8 shar resoluted by PT. Here, 8 within 8 share and a Parchase Order nem to a summary and a Parchase Order nem to a summary and a Parchase Order nem m to state a valid Parchase Order Nem m to state a valid Parchase Order Nem the documents to the former gatheres = share Settor 7 Sinck (19747 Parciela, Japa,	upermarket T3k. (NT er and or agreement month. Any knolos re- ame month with the p er (PO examber) Pendok Aren	AP Department) Please attache number. Derved alter Be 20th will be reje ented submission.	Total C3 I/ Total	VAT Payable () Including GS	1.200.000 13.200.000 name by NT AP officer calls of m-essance has to
Payment Term Claused PO /General 1. Due net means w 2. Suppliers docume 3. Af involom han to be follow point b) b. Date of involom an c. Al documents has b. Deter of involom an C-Passee submit af PT. Hero Supperside Grata Hero, COD Bill Tangerang Selecter, 1	n: within 7 days Due net at Terms & Conditors ; contrast, days after recorded by PT. Here 5 ends has to statin all Paurbase Order next to be submitted and bolies ; received on the say 1 to day 25 in every? Ind as incident and bolies in the a to basistic a valid bolies; and a static a valid bolies; and a static a valid bolies; the documents to the following address - at Tax. and Tax.	upermarket Tok. (NT er and or agreement noeth, Any Involos m ame month with the p are (PO number) Pondok Anen	AP Department). Please effort- number: cost-ed after the 20th will be rejev annot submission.	Total 03 // Total	VAT Payable (1.200.000 13.200.000 noed by NT AP officer. cate of re-essance has to
Payment Term Classial PO /General 2. Supplem Society 3. All involution that to a. Involution that to a. Involution that to b. Date of Involos and b. Date of Involos and C. All documents has c. All documents has c. All documents has c. All documents has many social social social Cantan Henry, CED IB Tangerang Selatian, in 117 AP Departure	n: within 7 days Due net at Term & Conditions : which a days after received by PT. Here 5 who has be sharing at a thore to be schering at a bolion : received on the day 1 to day 25 in every / da to incode termination in the top the schering at the following abore the following bolions and the set at Tax. Tax.	upermarket TDA. (NT er and or agreement month, Any Involor re ante month with the p art (PO number) Pontock Anen	AP Department) Please ettache number. onived alter the 25th will be reje encid aubression.	Total C3 I/ Total	VAT Payable (<u>Including GS</u> ke upon submitting to be star automit in the following month (1.200.000 13.200.000 npec by NT AP officer calle of re-essance has to
Payment Terrr Claused PO /General 1. Due net: means w 2. Suppliers docume 3. At nectors have to follow point 8) b. Date of invectors and b. Date of invectors and c. All documents have privilent Supprende documents faits in the supplication and the supplication of the means Herna Science, CDD BI Tangereng Selation, a. Declarance Bath In - Ordense Herna Science, CDD BI	n: within 7 days Due net at Tame & Condition: : contrag days due received by PT. Hero, 5 incortag days due received by PT. Hero, 5 the submitted as below : received on the day 1% of days 28 in every 1 of as invoice inscence has to be on the a ms bisted a valid Participae Core Next the documents to the following advances at Tak- mars Settor 7 Sea, 87/A7 Pendol Jaya, Berner, 1624 mer (Ath Boo), as to be submitted are an follows :	upermarket T5k. (VT er and or agreement month. Any Invoice re ame month with the p er (PO number) Pondok Alten	AP Department). Please attache number: oerend submission.	Total 03 // Total	VAT Payable (1.200.000 13.200.000 noist by NT AP officer. code of m-essance has to
Payment Terr Clause PO Alever 1. Dan or the mana W 2. Af moder has to be follow gorth 3). 1. Date of moder and 2. Af moder has to be follow gorth 3). 1. Date of moder and 4. A documents has to be follow gorth 3). 1. Date of moder and 4. A documents has the A documents has Prive Dagwards Charles and A documents has the A docu	within 7 days Due net if term & Conditions : in term & Conditions : in term & term and	upermarket Tak. (NT er and or øyreennet moeth, Any Invelke re ame moeth with the p er (PO number) Pondok Aren	AP Department). Please ethods manifer. General aller the 25th will be repe encel submession.	Total 03 // Total	VAT Payable (1.200.000 13.200.000 nous by NT AP officer. cale of re-essances has to
Payment Term Classid PO (derera 1) Den ref imata is 2) Ad motions has to a motion has to bake york (b) bake york (b) bake york (b) bake york (b) bake york (b) c) Ad motionarity (b) c) Ad motionarity (b) c) Ad motionarity (b) c) Administry (b) c)	n: within 7 days Due net at rems & Conditions : which apply and the apply of the apply who has to state at Pruchase Order numb to submit de at bottor is submit de at bottor the submit de at bottor at as invecte instance of the top 15 at apply 25 in every 1 at as invecte instance of the top 15 at apply 25 in every at as invecte instance of the top 15 at apply 25 in every at as invecte instance of the top 15 at apply 25 in the document is the following attorner: at Tak- ter (4th floor) as to be submitted at an as follows . Invecte (4th floor) and (4th floor) and (4th floor) and (4th floor)	upermarket Tok. (NT rer and or agreement month, Any Involte re anse month with the p er (PO namber) Pondsk Aren	AP Department). Please attache number. onived alter the 20th will be reje ence autorisation.	Total C3 I/ Total	VAT Payable (<u>Including GS</u> ke upon submitting to be star submit in the fullowing month (1.200.000 13.200.000
Payment Term Claund PO General J. Dan refer means to 2. Ad motocks has to a motoch at to 2. Supplies counces to the pay of the total point of the pay of the pay of the PT Hero Buyennish Carlas Henry, CBD BI Tort Hero Buyennish Carlas Henry, CBD BI Carlas Henry,	within 7 days Due net if term & Cooldions : incorrect on the service of the ser	spermarket Tak. (NT ser and or agreement mosth. Any trecker re see (PO number) Paradak Anen	AP Department), Please ethoda number: correct after the 20th will be more enod submission.	Total (33) <u>Total</u>	VAT Payable (<u>I including GS</u> see upon submitting to be star	1.200.000 13.200.000 npes by NT AP officer. note of re-issuances has to
Payment Term Casad PO (Sereira 1) Dan ref manta is 2) Ad mocions has to a mocion has to base ports) base ports) base ports) base ports) base ports) base ports) A mocional to to A decomenta has a decomenta has a mocional to A mana administrativo A mana decomenta has a boomenta	n: within 7 days Due net at Term & Conditions : within 7 days Due net at Term & Conditions : with the state of the terms of the state with the state of the terms of the state terms of the terms of the state terms of the terms of the state terms of the terms of the state with the terms of the terms of the terms of the terms of the state terms of terms of the state terms of terms of the terms of the state terms of terms of of	upermarket T5k. (NT nr and or agreement month. Any knoice re- ame month with the p or (PO number) Punckk Anen	AP Department) Please attache number. unered alter the 20th will be rejer ered aubmenion.	Total C3 I/ Total	VAT Payable (<u>Including GS</u> ke upon submitting to be star admit in the following month (1.200.000 13.200.000 nped by NT AP officer calle of re-essance has to
Payment Terr Claud PO General J. Dan references J. All modes have to a support of the second second to the second second second experiments have a c. Al account to the c. All concerning to the payments of the Pri-trees Department for an experiment of concerness that the concerness that	within 7 days Due not if terms 6 Conditions : inviting days after recorded by PT. Here 5 ends and the term recorded by PT. Here 5 ends and the term recorded by PT. Here 5 ends and the term recorded by PT. Here 5 ends and the term recorded by PT. Here 5 ends and the term recorded by PT. Here 5 ends and the term recorded by PT. Here 5 ends the term recorded by PT. ends the	upermarket Tok. (HT er and or agreement month. Any knokte re and the second second er (PO number) Pondsk Ann nicks, amount, and th	AP Department), Please attache number: opend alter the 20th will be nele annot automation.	Total (33)/ Total	ACT Payable (Lincluding GS	1.200.000 13.200.000 noise by NT AP officer: cate of re-assistent has to
Payment Term Claused PO General J. Dariot et al. (2014) 2. Aggiunt Constantia in J. Al model has 10 b. Canadi Canadi and Canadi Can	m: within 7 days Due net if Term & Conditions : in order that the second by PT. Here, 8 in order that is table all Plurihase Order numb in order that the second by PT. Here, 9 in order that the second by PT. Here, 9 in order that the second by PT. Here, 9 in order that the second by PT. Here, 9 in order that the second by PT. Here, 9 in order that the following address in that, and end that the following address in that, and end the following address in that, and end the following address in that, index (P Annotal Ages, famers, 16224 index (P Annotal Ages, index	apermarket Tak, (AT are and or pyreement month, Any Invokos re- ame month with the p or (PO number) Pondok Area exted, amount, and sit	AP Department). Please ethods number: convect after the 25th will be repe ented submission.	Total 03 // Total	VAT Payable (<u>Including GS</u> ace upon submitting to be star	1.200.000 <u>13.200.000</u> noved by NT AP officer. cate of re-essances has to
Payment Term Classid PO Alerenz 1. Dan ref matals is 2. Alt modes has to a mode the second second second classical second second second classical second second second classical second second second biological second second second classical second second second classical second seco	n: within 7 days Due net at rems & Conditions : where has backed and the second by PT. Here 5 where has backed Prurchase Order Annet is a backed and the second by PT. Here 5 where has backed a backed by 1 the days of the second by 1 the backed and the second by 1 the second backed and the second by 1 the backed and the second by 1 the second backed backed by 1 the second backed backed by 1 the second back backed graveward the second the back backed backed graveward the second the second back backed graveward the second the back backed b	upermarket Tak. (NT er and or agreement month. Any kreite re artie month with the p er (PO number) Poncoli. Anen ectod, annount, and ei kenn, it will be process	AP Department, Please attacht mantack ostend alter the 20th will be new enod autoreasion.	Total (33)/ <u>Total</u>	AT Payable (<u>Including GS</u> see upon submitting to be shar submit in the following month i	1.200.000 13.200.000 need by NT AP officer. cale of re-issuence has to
Payment Term Crausel Of General 2: September 2: September	re: within 7 days Due net if term & Cooldions : if term & Cooldions : if term & Scooldions : inscooldions : insco	agermanium Tak. (NT er and or agreement mooth. Any tencion re en morth with the p ior (PO number) Poncial: Arem enfod, amcount, and el latere, it will be proces	AP Department), Please ethods number: correct after the 25th will be rejer enod submission.	Total (317 <u>Total</u>	VAT Payable (1.200.000 <u>13.200.000</u> noise by NT AP officer. cate of re-issuances has to
Payment Term Casad PO (Servira 1) Dan ref manta in 2) Ad motions has to a motion has to a motion has to a motion has to a discounted has a dis	m: within 7 days Due net if Term & Conditions: resoluted on the tay 1 to day 28 in every: if the interference therapes of the day if the interference therapes of the day if the interference therapes of the day if the interference therapes interference therapes if the interference therapes interference interintere	upermarket Tak, (MT ner and or agreement month, with the p er (PO number) Pondok Aften enkod, annoant, and sk taten, it will be process	AP Department) Please ethods number. Looked after the 25th will be reper- ented submission.	Total C3 I/ Total	VAT Payable (<u>Including GS</u> ace upon submitting to be star adout in the following month (1.200.000 <u>13.200.000</u> nged by NT AP officer. code of re-essance has to
Payment Terr Classid PO General 1 Dan ref massi te 2 Seguera Social e Carl 2 Seguera Social e Carl 2 Seguera Social e Carl 2 Marcela Nel Socia	within 7 days Due not if isma 6 conditions : in control of the second by PT. Here 5 iso baseline that all there is the second by PT. Here 5 iso baseline that all there is the second by PT. Here 5 iso baseline that all there is the second by PT. Here 5 iso baseline that all there is the second by PT. Here 5 iso baseline that all there is the second by PT. Here 5 iso baseline that all there is the second by PT. Here 5 iso baseline that all there is the second by PT. iso baseline that all there is the second by PT. iso baseline the second by PT. iso basel	upermarket Tak, (NT er and or agreement month. Any knoice re and the second second er (PO number) Pondsk Anen milod, annoant, and sk sater, it will be process	AP Department, Please attacht number: geneg aller the 20th will be new encol submission.	Total (31) <u>Total</u>	ACT Payable (<u>Including GS</u> ace upon submitting to be share advert in the following month i	1.200.000 13.200.000 noise by NT AP officer: cate of re-assument has to
Payment Term Clause PD General 1 Darret manaka 2 Ad nockes hards a 3 Ad nockes hards a 4 Ad nockes hards a	re: within 7 days Due net if Term & Conditions : if Term & Conditions : if terms with the term of term of the term of term of the term of	agemative Tak (AT and or agreement month. Any knolos ar ane mosth with the p are (PO number) Poncok Aren wick, amount, and sk learer, it will be proces	AP Department). Please ethods number: correct after the 25th will be repe and automation. gring page); as on the next working days.	Total (317 <u>Total</u>	VAT Payable (<u>Including GS</u> ace upon submitting to be share upont in the following month (1.200.000 <u>13.200.000</u> nove by NT AP officer. Cate of re-insurance has to
Payment Term Casad PO Aleman J. Denote means the J. Service State of the service J. Alt modes have to a mode the service service that was not the service service of the service service service A card sector service service A card sector service service A card sector service service A card sector sector sector A card sector sector sector sector A card sector sector sector A card sector sector sector sector A card sector sector sector sector A card sector sector sector sector sector A sector sector sector sector sector A sector sector sector sector sector sector sector A sector sector sector sector sector sector sector A sector sector sector sector sector sector sector sector A sector sector sector sector sector sector sector sector sector A sector secto	m: within 7 days Due net if Term & Conditions: moduled on the tay 1 to day 25 in every: resulted on the tay 1 to day 25 in every: if the second by MT. Here 5 if the tay 1 to day 25 in every: if the second tay MT. Term and the tay if the tay 25 in every: if the second tay MT. Term and the tay if the tay 25 in the tay and the tay 1 to day 25 in every: if the second tay MT. Term and the tay and the tay 1 to day 25 in every: and the tay 1 to day 25 in the tay and the tay 1 to day 25 in the tay and and tay and	upermarket Tak. (NT er and or appermark noorth, Any Invoito re artis month with the p art (PO number) Pancok Anen exkod, annount, and ei laters, it will be proces	AP Department, Please attacht mantack. oolend alter the 20th will be neer enod autoreasion.	Total 03 // Total	AT Payable (<u>Including GS</u> see upon submitting to be shar adored in the following month i	1.200.000 <u>13.200.000</u> spend by NT AP officer. calle of re-issuence has fo
Payment Term Crausel FO General 2: Seyher scores 3: Seyher scores 4: A monoton has be been control to a monoton has be been control to be control to the score score 4: A scores that be control to the score score 4: A scores that be control to the score score 4: A score score that control the score score score 4: A score score that control to the score score control to score score score 4: A score score that control to the score score score 5: Tat these labels assess that score score score score 5: A score score score score score score score score 5: A score score score score score score score score score score 5: A score sc	re: within 7 days Due net if term & Cooldions : increase of cooldions : increase of cooldions : increase of the term on the term of term	appermarket Tak, (NT ar and or appearent mooth. Any Invoko re ans month with the p are (PO number) Pandok Aren antod, amount, and al same, it will be process meetics above, (PT J)	AP Department), Please attacht number. corese aller the 20th will be neve encol subtression. geing progen; es on the next working days.	Total (31) <u>Total</u>	VAT Payable (<u>Including GS</u> see upon submitting to be star ubmit in the following month (1.200.000 <u>13.200.000</u> reject by NT AP officer. note of re-essancer has to

Gambar 3.4 Purchase ordER

Log in SAP

Ø	▼ « 📙	🔍 😪 🖶 🖞 👘 👘 🕮 🎝 💭 💭 💭 🧐
SAP		
New password		
Client	800	Information
	6	Dairy Farm Group
User Password	*****	FICO - SAP ECC 6.0 EhP7 Production System
Logon Language	EN	Available Clients
		800 – Production Client

Gambar 3.5 Log in SAP

Gambar 3.6

Halaman awal SAP



Gambar 3.6 Halaman awal SAP

Nomor	good	receipt	pada	SAP
-------	------	---------	------	-----

D	ocume	ent Ov	erview	v On 📋 🖞	I Derive Me	essages 🧵 🞒 Personal Set	tting					
W	ID S	ervice	Order	- 9064	1028065 Vendor 2	1001747 SIGAP GARDA PRA	TA Doc. da	ate 30.04.	2021			
	Heade	er										
P	₿ S	Itm	A I	Article	Short Text	PT SANTOS/	۱ ۱	let Price	Curr Per	O Mdse Cat.	Site	Stor
		10	Z		REG SEC_STORE FEB21	1SELD 0	3.05.2021		1	SET Security Gu.	PT Hero Superma	r
		20	Z		REG SEC_STORE FEB21	1 SET D 0	3.05.2021		1	SET Security Gu.	PT Hero Superma	r
		30	Z		REG SEC_STORE FEB21	1 SET D 0	3.05.2021		1	SET Security Gu.	PT Hero Superma	r
		40	Z		REG SEC_STORE FEB21	1 SET D 0	3.05.2021		1	SET Security Gu.	. PT Hero Superma	r
		50	Z		REG SEC_STORE FEB21	1 SET D 0	3.05.2021		1	SET Security Gu.	PT Hero Superma	r
		60	Z		REG SEC_STORE FEB21	1 SET D 0	3.05.2021		1	SET Security Gu.	PT Hero Superma	r
		70	Z		REG SEC_STORE FEB21	1 SET D 0	3.05.2021		1	SET Security Gu.	PT Hero Superma	r
		80	Z		REG SEC_STORE FEB21	1 SET D 0	3.05.2021		1	SET Security Gu.	. PT Hero Superma	r
		90	Z		REG SEC_STORE FEB21	1 SET D 0	3.05.2021		1	SET Security Gu.	PT Hero Superma	r
		100	Z		REG SEC_STORE FEB21	1 SET D 0	3.05.2021		1	SET Security Gu.	PT Hero Superma	r
		110	Z		REG SEC_STORE FEB21	1 SET D 0	3.05.2021		1	SET Security Gu.	PT Hero Superma	r
		120	Z		REG SEC_STORE FEB21	1 SET D 0	3.05.2021		1	SET Security Gu.	PT Hero Superma	r
			4	111								
	9		R		iii ette ()		Addl	Planning				
	Item			[10] REG SEC	STORE FEB21_G PURWAKART							
	_/// 1	Deliven		Invoice	Conditions Account Assignm	nent / Purchase Order Histo	ory Texts	Delivery A	ddress Confi	rmations Condi	ition Control Re	etail
	a		=									
			<u> </u>							(0011.) 0.1.0:		
	Sn.	TOXE	P41/	ATUGO COCUMO	1 06 05 2021	1 SET	mount in LC I		1 DeiCostQty	0 SET	TDR	ce
	Tr.	Ev. G	5	00027896	5	1 SET - 3	LIVELIVES	-	1	SET	IDR	

Gambar 3.7 Nomor good receipt pada SAP

Nomor *good receipt* yang tertera pada *purchase order* adalah 5000278965 sehingga nomor yang tercatat pada SAP kolom *purchase order history* pun harus tercatat 5000278965, jika hal tersebut tidak sama ataupun tidak tercatat maka dokumen vendor dikembalikan pada divisi *procurement*.

4. Melakukan scan pajak pada tax scan application.

Scan application

Scan Taxs											
Add	Downla	ods									
Form	n Input Tax										
Box	Number:	NON TRADE									
Ven	dor Code:										
Ven	dor Name:	Read Only									
Link	Tax:										
	Add	Clear All									

Gambar 3.8 Scan application

5. Kemudian masukkan kode vendor pada *tax scan application* yang tercatat pada *master vendor SAP* sehingga akan muncul nama perusahaan tersebut. Setelah nama perusahaan tersebut muncul, lalu scan *barcode* yang tertera pada faktur pajak. Lalu klik *add* maka akan muncul kalimat *data is valid and has been saved*. Maka setelah muncul kalimat tersebut faktur pajak diberikan stempel agar dapat diproses untuk pembayaran.

Barcode faktur pajak

Kode o	an Nomor Seri Faktur Pajak : 010.004-21.23284461		
Peng	ρτ ςαντοςα	and the second second	
Nama	ARTA PUSAT		
NPWP	: 82.354.041.9-928 .000		
Pambe	i Barang Kena Pajak / Penerima Jasa Kena Pajak		
Nama Alamat Kec.PC	PT. HERO SUPERMARKET, Tbk GRAHA HERO CBD BINTARO SEKTOR 7 Blok B.7 No.A.7 RT:000 RW:000 NDOK AREN Kota/Kab. TANGERANG SELATAN BANTEN 15224 1000	Kel.PONDOK JAYA	
NPWP	UT 302 304, TODE 000	Harga Jual/Pen	
No.	Nama Barang Nena Pajak Juasa Nena Pajak	Muka/	
1	Filter drier, R22, hand valve, las, R22, N2 a Ro 9.980.000 x 1		
2	Jasa 1 lot Ro 2 800 000 x 1		
Harga Ju	al / Penggantian		
Dikurangi	Potongan Harga		
Dikurangi	Uang Muka	1	2.00
Dasar Per	ngenaan Pajak		
PN = 10	% x Dasar Pengenaan Pajak		.200
fotal PPn	3M (Pajak Penjualan Barang Mewah)		
saual denga	n ketentuan yang berlaku, Direktorat Jenderal Pajak mengatur bahwa Faktur Pajak ini telah ditu nik sehingga tidak diperlukan tanda tangan basah pada Faktur Pajak ini.	indatungani	
	JAKARTA PUSAT	20 MARET 2021	
派行	AGUS NAPOGAS	SWARA	
	FED VIA	011	
	EP VA		

Gambar 3.9 Barcode faktur pajak

Validasi *scan* pajak

$\leftarrow \rightarrow \mathbf{C}$	Not secure tansy:88/tax	
Apps 🕥 tansy:8	18/tax	tansy:88 says
Scan Taxs		Data is Valid and has been saved!
Add Downla	ods	OK
Form Input Tax		
Box Number:	NON TRADE	
Vendor Code:	QHA769	
Vendor Name:	PT SANTOSA	
Link Tax:	http://svc.efaktur.pajak.go.id/validasi/faktur/02	
Add	Clear All	

Gambar 3.10 Validasi scan pajak

 Setelah dokumen vendor semua legkap dan sudah dilakukan *scan* pajak maka dokumen tersebut diberikan pada pihak *scanner* untuk mendapatkan nomor *scanner* guna melakukan proses pembayaran.

3.3.2 Meng-*input* kode *scanner* dan nomor seri faktur pajak pada *software* SAP (Lampiran 9)

Setiap harinya dapat meng-*input* kode *scanner* sebanyak 20 nomor tergantung seberapa banyak *invoice* yang tercatat pada tanda terima dan dalam satu dokumen, kode tersebut didapat setelah team *scanner* menyelesaikan *scan* pada dokumen vendor tersebut. Sedangkan meng-*input* nomor seri faktur pajak dalam seminggu hanya 3 kali berdasarkan adanya faktur pajak yang diganti atau dibatalkan. Berikut merupakan penjelasan mengenai rincian tugas-tugas yang dilakukan:

1. Menerima tanda terima yang terdapat nomor *scanner* yang diberikan team *scanner*.

Gambar 3.11

TANDA TERIMA TAGIHAN KODE VENDOR: 21002149 NAMA VENDOR BANNER PERIODE NO INV NO PO DPP PPN TOTAL PO NO SCAN DOCUMENT AN FACILITY SERVICE EKSPRES EKSTRA AN FACILITY SERVICES 451.869 103.724 HERO OT EKSPRES OT EKSTRA OT HERO AN FACILITY SERVIC N FACILITY SERVICE 5

Tanda terima dengan nomor scanner

Gambar 3.11 Tanda terima dengan nomor scanner

Kode *scanner* yang tertera pada tanda terima tersebut yaitu B200095066 sampai dengan B200095071 yang akan di *input* dalam *software* SAP berdasarkan nomor *invoice* dari dokumen *vendor* tersebut.

2. Buka aplikasi *software* SAP, kemudian *log in* dengan memasukkan *username* dan *password*, lalu akan muncul halaman utama dalam SAP

Log in SAP

 	▼ « 🔚	e 😪 e i 🗄 ii ii ii ti ti 🎝 ti i 🗐 🗖 i 🤗 🖫
SAP		
New password		
Client	800	Information
User Password	*****	Dairy Farm Group FICO - SAP ECC 6.0 EhP7 Production System
Logon Language	EN	i Available Clients
		800 – Production Client

Gambar 3.12 Log in SAP

3. Kemudian pilih tcode /ofbl1n maka akan muncul halaman *vendor line item display*, masukkan nama *vendor* dan tanggal yang dibutuhkan.

Gambar 3.13

Halaman awal SAP



Gambar 3.13 Halaman awal SAP

Vendor line item display

 T 	등 😪 😪 늘 🖞 🖞 최 한 후 후 🥛 🔽 🥹 💭	
Vendor Line Item Dis	olay	
🚱 🄄 📜 🚺 Data Sources		
Vendor selection		
Vendor account	21002149 to 🖻	
Selection using search help		
Search help ID		
Search string		
Search help		
Line item selection		
Status		
Open items		
Open at key date	31.05.2021	
O Cleared items		
Clearing date	to	
Open at key date		
All items		
Posting date	01.01.2021 to 31.12.2021	
Туре		
✓ Normal items		
Special G/L transactions		
Noted items		
Parked items		
Customer items		
List Output		
Lavout		
Maximum number of items		

Gambar 3.14 Vendor line item display

Setelah masuk pada *sorftware* SAP dan klik tcode /ofbl1n maka akan muncul halaman seperti Gambar 3.11 yang kemudian memasukkan kode vendor SAP yaitu 21002149 serta pilih seluruh item sesuai dengan tanggal yang dibutuhkan untuk memasukkan kode *scanner* dan nomor seri faktur pajak

4. Lalu akan muncul seluruh vendor line item yang dibutuhkan

Vendor line item

Vendor Company Code 21002149 ² Name PTAGAYA ^T City													
	Curr.	Amoun	t in doc. c	urr.	Pstng Da	eference	Document Header Text	DocumentNo	Net due dt	Clrng doc.	PBk	Tx	Clearing
g Feb 2021 N 2021 9067032247 P09064028106	IDR IDR IDR IDR IDR IDR		200 501		28.05.2 27.05.2021 27.05.2021 27.05.2021 27.05.2021 27.05.2021	02235D5/III/2021 0124/CL5/III/21 0123/CL5/III/21 0409/CL5/V/2021 0318/CL5/V/21	20210528-INTL 010.000-21.19957057 011.000-21.19957021 011.000-21.19957020 010.000-21.19957145 010.000-21.19957150	5400031051 2500012854 2500012868 2500012907 4100003679 4100003686	28.05.2021 26.03.2021 11.03.2021 11.03.2021 25.05.2021 17.05.2021	5400031051 5400031051 5400031051 5400031051 5400031051		E2 E2 E2 E2 E2	28.05.2021 28.05.2021 28.05.2021 28.05.2021 28.05.2021 28.05.2021

- 5. Kemudian klik salah satu item nomor *invoice* yang sesuai dengan kode *scanner* dan nomor seri pajak yang akan dimasukkan dalam SAP.
- 6. Maka akan muncul *display document*, lalu masukkan kode *scanner* pada kolom *assignment* dan nomor seri faktur pajak pada kolom *document header*.

Gambar 3.16

Kolom kode scanner

📃 Displa	ay Document	t: Line Item	001	
🧐 🖻 🙍 🔻 🖌	🔺 😃 🥏 Addition	al Data 🚺 Wi	ithholding Tax Data	
Vendo 21002: Company Code Dud	149	PT AGAYA	ONIT B7 JL.MAMP	G/L Acc 2001100000
PT Hero Supermark	et Tbk JAKAI	RTA SELATAN		Doc. no. 2500012562
Line Item 1 / Invoi	ce / 31			
Amount		IDR		
Tax code				
Additional Data				
Disc. base 64	4,240,000	IDR Disc. Am	ount 0	IDR
Payt Terms 00	07	Days/per	cent 7 0.000	\$ 0 0.000 \$ 0
Bline Date 1	2.04.2021	Fixed		
Pmnt Block		Invoice F	Ref.	/ / 0
Pmt Method	-			
	3.05.2021 / 5400	0031051		
Clearing 28				
Clearing 28 Assignment B2	200095066			

Gambar 3.16 Kolom kode scanner

Meng-*input* kode *scanner* selama melakukan program magang sebanyak ± 400 kode *scanner* yang tercantum dalam tanda terima yang diberikan oleh team *scanner*, dalam dokumen tanda terima berisikan 7 hingga 10 tagihan *invoice*.

Gambar 3.17

Kolom nomor seri faktur pajak

endor 21002149 s PT AGAYA G/L Acc 2001100000 impany Code Dool GEDUNG NARIBA PLAZA UNIT B7 JL.MAMP If Hero Supermarket Tbk JAKARTA SELATAN Doc. no. 2500012562 ine Iter G* Document Header: D001 Company 1e mmount Doc. Type IRR_Jindor Invoice Image: Company boc. Header 010.000-21.19957105 Image: Company Image: Company ddition No. No. Pages O Image: Company ddition No. No. Pages O Image: Company Image: Company ddition No. No. Pages O Image: Company	焓 🗗 🙎	▼ ▲ 😃 🛓	Additional Data	Withholding Tax I	Data	
ompany Code D001 GEDUNG NARIBA PLAZA UNIT B7 JL.MAMP T Hero Supermarket Tbk JAKARTA SELATAN Doc. no. 2500012562 Line Iter Er Document Header: D001 Company ie Image: Company ie Amount Doc. Type Image: Company ie Doc. Type Image: Company ie Image: Company ie Amount Doc. Type Image: Company ie Doc. Header 010.000-21.19957105 Image: Company ie Addition No. Panes Image: Company ie Addition Reference 0124/CLS/III/21 Image: Company ie Disc. bas Currency IDB Posting Date 25.05.2021 Payt Ter Currency IDB Posting Period 05 / 2021 Bine Da Ref. Transactn BKPF Accounting document Reference Key 2500012562D0012021 LogSystem E3PCLNT800 Pmt Met Entered By ZGPEREZ Parked By ZAQUINO Clearing Assignm Tcode FBVB Image: Company is an is a	endor	21002149	si PT AGA	YA	G/L Acc 2001	100000
DeT Hero Supermarket Tbk JAKARTA SELATAN Doc. no. 2500012562 Line Iter EP Document Header: D001 Company ie Amount Doc. Type IRI_Dindor Invoice Doc. Header 010.000-21.19957105 Branch No. No. Pages 0 Addition Reference 0124/CLS/III/21 oc. Date 12.04.2021 Disc. bas Posting Date 25.05.2021 Posting Period 05 / 2021 Bine Dat Ref. Transactn BKPF Accounting document Pmt Bi Reference Key 2500012562D0012021 LogSystem E3PCLNT800 Pmt Met Entered By ZGEPEREZ Parked By ZAQUINO Claring Assignm Tcode FBVB Tcode FBVB Text Changed On Last Update Ledger Grp Ref. Key 1 Header Ref. Key 2	ompany Cod	e D001	GEDUNG NARIBA I	PLAZA UN <mark>I</mark> T B7 JL.M	AMP	
Line Iter EP Document Header: D001 Company ie X Amount Doc. Type IRE_Pindor Invoice X Doc. Header 010.000-21.19957105 X X Branch No. No. Pages 0 X Addition Reference 0124/CLS/III/21 oc. Date 12.04.2021 Disc. bas Outerncy IDR Posting Date 25.05.2021 Payt Ter Currency IDR Posting Period 05 / 2021 Bine Dat Ref. Transactn BKPF Accounting document Reference Key 2500012562D0012021 LogSystem E3PCLNT800 Pmt Met Entered Dn 25.05.2021 Entered At 19:32:39 Tcode FBVB Tcode FBVB Tcode FBVB Text Changed On Last Update Ledger Grp Ref. Key 1 Ref. Key 2 Ref. Key 2	T Hero Supe	ermarket Tbk	JAKARTA SELATA	N	Doc. no. 2500	012562
Amount Doc. Type FKR_D'Indor Invoice Tax cod Doc. Header 010.000-21.19957105 Doc. Header 010.000-21.19957105 Branch No. No. Pages 0 Addition Reference 0124/CLS/III/21 oc. Date 12.04.2021 Disc. bas Posting Date 25.05.2021 0 Payt Te Currency IDR Posting Period 05 / 2021 Bline Dat Ref. Transactn BKPF Accounting document Pmnt Bl Reference Key 2500012562D0012021 LogSystem E3PCLNT800 Pmt Met Entered By Z2EPEREZ Parked By ZAQUINO Clearing Entered On 25.05.2021 Entered At 19:32:39 Tcode FBVB Text Changed On Last Update Last Update Ledger Grp Ref.Key 1 Header Ref. Key 2 Mathematical Action Actio	Line Iter 📴	Document Hea	der: D001 Company	1e		×
Tax cod Doc. Header 010.000-21.19957105 Doc. Header 010.000-21.19957105 Branch No. No. Pages 0 Addition Reference 0124/CLS/III/21 oc. Date 12.04.2021 Disc. bas Posting Date 25.05.2021 Disc. bas Posting Period 05 / 2021 Bline Dat Ref. Transactn BKPF Accounting document Reference Key 2500012562D0012021 LogSystem E3PCLNT800 Pmt Me Entered By Z2EPEREZ Parked By ZAQUINO Clearing Entered On 25.05.2021 Entered At 19:32:39 Tcode FBVB Tcode FBVB Text Changed On Last Update Ledger Grp Ref.Key 1 Header Ref. Key 2 Entered Ref. Key 2 Entered Ref. Key 2	Amount		KB Lundor Invoice			
Addition Reference 0124/CLS/III/21 oc. Date 12.04.2021 Disc. bas Posting Date 25.05.2021 Payt Ter Currency IDR Posting Date 25.05.2021 Bline Dat Ref. Transactn BKPF Accounting document Pmnt Bl Reference Key 2500012562D0012021 LogSystem E3PCLNT800 Pmt Met Entered By Z0FEREZ Parked By ZAQUINO Clearing Entered On 25.05.2021 Entered At 19:32:39 Tcxt Changed On Last Update Ledger Grp Ref. Key 2 Ref.Key 1 Header Ref. Key 2 Ref. Key 2 Ref. Key 2	Tax cod	c. Header	010 000-21 100571	05		
Addition Ball(11140. 000 Pailles 0 Reference 0124/CLS/III/21 oc. Date 12.04.2021 Disc. bas Posting Date 25.05.2021 Payt Ter Currency IDR Posting Deriod 05 / 2021 Bline Dat Ref. Transactin BKPF Accounting document Pmnt Ble Reference Key 2500012562D0012021 LogSystem E3PCLNT800 Pmt Met Entered By ZGPEREZ Parked By ZAQUINO Clearing Entered On 25.05.2021 Entered At 19:32:39 Tcode FBVB Text Changed On Last Update Ledger Grp Ref.Key 1 Header Ref. Key 2 Ref. Key 2 Ref. Key 2	000	nch No	010.000-21.1993/1	0.5		
Disc. bas Payt Te Bline Da Pmt Bl Ref. Transactn BKPF Accounting document Pmt Met Entered By ZGPEREZ Parked By ZAQUINO Clearing Assignm Text Changed On Last Update Ledger Grp Ref. Key 1 Header Ref. Key 2	Addition:	facence		o Data	12 04 2021	
Payt Te Currency IDR Posting Date 23.05.2021 Bine Da Ref. Transactn BKPF Accounting document Pmnt Bic Reference Key 2500012562D0012021 LogSystem E3PCLNT800 Pmt Met Entered By ZGFEREZ Parked By ZAQUINO Clearing Entered On 25.05.2021 Entered At 19:32:39 Assignm TCode FBVB Entered Kt Ledger Grp Ref.Key 1 Header Ref. Key 2 Ref. Key 2	Disc. bas	erence	0124/CLS/III/21	oc. Date	25.05.2021	
Bline Dal Ref. Transactn BKPF Accounting document Pmnt Bk Reference Key 2500012562D0012021 LogSystem E3PCLNT800 Pmt Met Entered By ZGPEREZ Parked By ZAQUINO Clearing Entered On 25.05.2021 Entered At 19:32:39 Tode FBVB Text Changed On Last Update Ledger Grp Ref. Key 2 Ref. Key 2 Ref. Key 2	Payt Ter		TDD	Posting Date	25.05.2021	h
Pmnt Bk Ref. Transactin BKPF Accounting document Pmt Bk Reference Key 2500012562D012021 LogSystem E3PCLNT000 Pmt Met Entered By ZGFEREZ Parked By ZAQUINO Clearing Entered On 25.05.2021 Entered At 19:32:39 Tcode FBVB Tode Changed On Last Update Ledger Grp Ref. Key 1 Header Ref. Key 2	Bline Dat	Tency	IDK	Posting Period	05 / 2021	
Pmt Met Exterence Key 2500012552D012021 LogSystem E3PCLNTB00 Clearing Entered By ZGPEREZ Parked By ZAQUINO Entered On 25.05.2021 Entered At 19:32:39 Tcxt Tcode FBVB Tcode Changed On Ledger Grp Ref. Key 2 Ref. Key 2	Pmnt Blo	r. Transactn	BKPP Accounting	document		
Clearing Entered By Z6PEREZ Parked By ZAQUINO Assignm Entered On 25.05.2021 Entered At 19:32:39 Text Tcode FBVB FBVB Entered At 19:32:39 Changed On Last Update Ledger Grp Ref. Key 2	Pmt Met	rerence Key	2500012562D00120	LogSystem	E3PCLNT800	
Assignm Text Text Changed On Last Update Ledger Grp Ref.Key 1 Header Ref. Key 2	Clearing	tered By	ZGPEREZ	Parked By	ZAQUINO	
Text TCode FBVB kt Changed On Last Update kt Ledger Grp Ref.Key 1 Header Ref. Key 2	Assianm	tered On	25.05.2021	Entered At	19:32:39	
Changed On Last Update Ref. Key 2	Text TC	ode	FBVB			xt
Ledger Grp Ref.Key 1 Header Ref. Key 2	Cha	anged On		Last Update		-
Ref.Key 1 Header Ref. Key 2	Led	lger Grp				_
	Ref	f.Key 1 Header		Ref. Key 2		

Gambar 3.17 Kolom nomor seri faktur pajak

Memasukkan kode *scanner* yang telah diberikan oleh team *scanner* yang berdasarkan dengan masing-masing dokumen invoice yang berbeda sehingga dalam **gambar 3.15** kita pilih salah satu item invoice seperti 0124/CLS/111/21 sehingga akan muncul halaman seperti pada **gambar 3.16** lalu masukkan kode *scanner* tersebut pada kolom *assignment*.

7. Jika semua sudah sesuai, lalu klik *save* agar kode *scanner* dan nomor seri faktur pajak dapat tersimpan pada SAP.

3.3.3 Membuat Payment Voucher

Berikut merupakan penjelasan mengenai rincian tugas-tugas yang dilakukan:

- 1. Menyiapkan payment voucher kosong yang akan diisi.
- 2. Memasukkan kode *supplier*, nama *supplier*, lokasi, tanggal, keterangan pembayaran dan nominal yang tertera pada *invoice*.

Gambar 3.18

Invoice untuk payment voucher

PT AG	AYA	Terp	PT AG/	VW.amigajayamakmur.com
		INVOICE		
		^{No} 09983		
	PT. HER	O SUPERMARKET,	Tbk	
Sudah terîma dari	· · · · · · · · · · · · · · · · · · ·			
Sejumlah uang	Dua	puluh juta Sembila	in ratus rupiah	
U. b. k. nombayaran 1	Rilter drier	R77 hand value des R07 N	9-11	
2	Jasa 1 lot	~		Rp 19 000 00
			1 of al	Np. 19.000.00
			Grand Total	Rp. 1.900.000
	PO <u>Number</u> PO Date : 11 LOKASI : 0	. 2064028205 1-MAY-2021 Jiant Ekstra Taman Yasmia-	.0655	Rp. 20.900.00
	Rp	20.900.000	Jakarta,	
			00000L	METERAL TEMPE
D.1. 101 0005	006040	Contract of Contra	CRA	Nurjanah)

Gambar 3.18 invoice untuk payment voucher

Faktur pajak untuk payment voucher

Kode dan	Nomor Seri Faktur Pajak : 010.004-21.23284461	
Peng		
Nam Alamat : . NPWP : 0	PT AGAYA	
Pembeli F	larang Kena Pajak / Penerima Jasa Kena Pajak	
Nama : P Alamat : 0 Kec.PONI	. HERO SUPERMARKET, Tbk RAHA HERO CBD BINTARO SEKTOR 7 Blok B.7 No.A.7 RT:000 RV DOK AREN Kota/Kab.TANGERANG SELATAN BANTEN 15224 202 Sek 4:092-090	W:000 Kel.PONDOK JAYA
No.	Nama Barang Kena Pajak / Jasa Kena Pajak	Harga Jual/Penggantian/Uan Muka/Termin
, F	Iter dries, P22, hand valve, las, R22, N2 a	
2 J4	p 9.985.000 x 1	
Harga Jual	Penggantian	
Dikurangi Po	stongan Harga	19.000.000
Dikurangi Ua	ing Muka	
Dasar Penge	maan Pajak	1.900.000
PPN = 10%	x Dasar Pengenaan Pajak	
Total PPnBN	I (Pajak Penjualan Barang Mewah)	
esual dengah ki cara elektronik	terduan yang benaku, Direktora Jenoera Paga menganu cantar Paga ini sehingga tidak diperlukan tanda tangan basah pada Faktur Paga ini. JAKARTA F	PUSAT, 2 POGASWARA
		CULARIA

Gambar 3.18 Faktur pajak untuk payment voucher

Surat perjanjian



Gambar 3.19 Surat Perjanjian

Payment voucher

	BUKII PENGEI	OUCHER CASH / B	AS / DAINE	<u>A</u>	14373	
	Perusahaan/Com	pany :	Namor Pi	ikti I		
Kode Supplier Supplier Code	6414769		Nomor Bu Number	JKU		
Nama Supplier	PT AGAYA		Date	ident	20 MA	RET 2021
Lokasi	COLOR THEAMY IT	-	Budget No.	udger		
erbilan Du	a puluh iuta Sembil	an ratus ri	bu rupial	h	20.90	0.000
mount			ou rupiui	i ji		
Intuk Pembayaran Payment for	Binya Ma	interance	Service	AC		
	fer	rode Ma	r-Apt	2021		
		Cheque / Giro S	Signatories by	No. Surat	Pesanan	
heque/Giro No :		1	2	Purchase	Order No.	
lank :				No. BT&F Register N	RF Io	
abang/Branch	D - (Budget		Autho	orized by *)	
Niminta Oleh Request by	2 3	Control	1		2	3
	34					
	xy	-				
Kouandarth	nance Invoice Control	Ac	counting	Pen	erima/Receive	nr -
	= FINANCE [DEPARTMENT	ONLY =			
Chart of Account L	ocation Keter	rangan/Description	- Annal -	D	EBIT	CREDIT
		Contraction of the				
	Die				Rp 19.0	00.000
	but	-	-			
	IN	and the second second			Rp 1.9	00.000
		Contraction of the				
se Refer to Author	ity Limit Policy					

Gambar 3.20 Payment voucher

Pembuatan *payment voucher* dilakukan apabila perusahaan dengan vendor terkait memiliki surat tertulis kerjasama seperti pada **gambar 3.20**, dalam *payment voucher* dalam menuliskan kode *vendor*, tanggal penulisan, keterangan pembayaran, nominal yang akan dibayarkan harus melihat *invoice* dan faktur pajak seperti pada **gambar 3.18** dan **gambar 3.19** yaitu total keseluruhan Rp. 20.900.000 dengan DPP Rp 19.000.000 PPN Rp. 1.900.000 maka nominal tersebut yang akan dicantumkan pada *payment voucher*.

- 3. Meminta tanda tangan sebagai bukti *approved* kepada bagian yang terkait agar dapat dilakukan proses selanjutnya.
- 4. Kemudian *payment voucher* tersebut digabungkan dalam dokumen vendor tersebut agar dapat masuk dalam proses *scanner* guna melakukan pembayaran.
- 5. Selama melakukan kerja magang dapat membuat ± 300 *payment voucher* dengan berbagai dokumen *invoice* yang diterima setiap harinya dari *vendor* yang berbeda.

3.3.4 Pengecekan *clearing* (pembayaran) pada *software* SAP untuk mengkonfirmasi kepada pihak *vendor* (Lampiran 10)

Berikut merupakan penjelasan mengenai rincian tugas-tugas yang dilakukan:

1. Buka aplikasi *software* SAP, kemudian *log in* dengan memasukkan *username* dan *password*, lalu akan muncul halaman utama dalam SAP.

Log in SAP

Ø	▼ « 📙	8 😪 e i 🖶 ii ii ii ii ii ii ii ii 🖬 🖬 🖉 🖗
SAP		
New password		
Client	800	Information
User Password	*****	FICO - SAP ECC 6.0 EhP7 Production System
Logon Language	EN	Available Clients
		800 – Production Client

Gambar 3.21 Log in SAP

2. Kemudian pilih tcode /ofbl1n maka akan muncul halaman *vendor line item display*, masukkan nama *vendor* dan tanggal yang dibutuhkan.

Gambar 3.23

Halaman awal SAP



Gambar 3.22 Halaman awal SAP

3. Lalu akan muncul seluruh *vendor line item* yang dibutuhkan.

Gambar 3.24

Vendor line item clearing

Vendor Company Code		21000231									
Name City		PT DAYA	r						-		
	Curr.	Amount in doc. curr.	. Pstng Date	Reference	Document Header Text	DocumentNo	Net due dt	Clrng doc.	PBk	Tx Clearing	Withholding tax amnt
17	IDR		28.05.2021		20210528-INTL	5400031051	28.05.2021	5400031051		28.05.20	21 0
g Feb 2021	IDR		27.05.2021	0223SDS/III/2021	010.000-21.19957057	2500012854	26.03.2021	5400031051		E2 28.05.20	21 5,365-
N 2021	IDR		27.05.2021	0124/CLS/III/21	011.000-21.19957021	2500012868	11.03.2021	5400031051		E2 28.05.20	21 49,245-
021	IDR		27.05.2021	0123/CLS/III/21	011.000-21.19957020	2500012907	11.03.2021			E2	4,499-
9067032247	IDR		27.05.2021	0409/CLS/V/2021	010.000-21.19957145	4100003679	25.05.2021	5400031051		E2 28.05.20	21 0
P09064028106	IDR		27.05.2021	0318/CLS/V/21	010.000-21.19957150	4100003686	17.05.2021	5400031051		E2 28.05.20	21 0
1 P09064028102	IDR		27.05.2021	0321/CLS/V/2021	010.000-21.19957153	4100003692	26.05.2021			E2	0
P09064028107	IDR		26.05.2021	0320/CLS/V/2021	010.000-21.19957152	4100003649	26.05.2021	5400031051		E2 28.05.20	21 0
03	IDR		26.05.2021	0322/CLS/V/2021	010.000-21.19957154	4100003660	26.05.2021	5400031051		E2 28.05.20	21 0
105	IDR		26.05.2021	0319/SDS/V/2021	010.000-21.19957151	4100003669	26.05.2021	5400031051		E2 28.05.20	21 0
121	IDR		26.05.2021	0331/SDS/IV/2021	010.000-21.19957138	4100003670	31.05.2021			E2	0
	IDR		25.05.2021	0311P35/MJ/IV/21	010.000-21.19957105	2500012562	19.04.2021	5400031051		E2 28.05.20	21 1,168,000-
	IDR		25.05.2021	0224/CLS/III/21	011.000-21.19957058	2500012715	26.03.2021	5400031051		E2 28.05.20	21 44,395-
L DEC'20-JAN'21	IDR		21.05.2021	453/RMBS/II/2021	011.000-21.19957004	2500012354	29.04.2021	5400031051		E2 28.05.20	21 23,731-
E DEC'20-JAN'21	IDR		21.05.2021	425/RMBS/II/2021	010.000-21.19956992	2500012359	02.03.2021	5400031051		E2 28.05.20	21 64,342-
Mar 2021	IDR		21.05.2021	FS361/RMBS/IV/21	010.000-21.19957120	2500012371	30.04.2021	5400031051		E2 28.05.20	21 85,282-
20-Jan'21	IDR		21.05.2021	426/SDS/II/2021	010.000-21.19956993	2500012399	02.03.2021	5400031051		E2 28.05.20	21 63,271-
	IDR		21.05.2021		20210521-INTL	5400028922	21.05.2021	5400028922		21.05.20	21 0
21 P09067032361	IDR		20.05.2021	0402/CLS/IV/2021	010.000-21.19957118	4100003571	13.05.2021	5400028922		E2 21.05.20	21 0
	IDR		19.05.2021		20210519-INTL	5400028526	19.05.2021	5400028526		19.05.20	21 0
021	IDR		11.05.2021	0205P35/MJ/III21	010.000-21.19957033	2500011519	16.03.2021	5400028526		E2 19.05.20	21 152,000-
1 P09067032440	IDR		11.05.2021	0404/CLS/IV/2021	010.000-21.19957140	4100003419	12.05.2021	5400028526		E2 19.05.20	21 0
067032122	IDR		10.05.2021	0332/CLS/IV/2021	010.000-21.19957139	4100003355	12.05.2021	5400028526		E2 19.05.20	21 0
P09067032352	IDR		07.05.2021	0403/CLS/IV/2021	010.000-21.19957119	4100003301	14.05.2021	5400028526		E2 19.05.20	21 0
P09067032455	IDR		07.05.2021	0405/CLS/IV/2021	010.000-21.19957141	4100003302	12.05.2021	5400028526		E2 19.05.20	21 0
	IDR		05.05.2021		20210505-INTL	5400026203	05.05.2021	5400026203		05.05.20	21 0
9067032260	IDR		04.05.2021	0401/CLS/IV/2021	010.000-21.19957098	4100003152	03.05.2021	5400026203		E2 05.05.20	21 0
P09067032299	IDR	8,200,201	04.05.2021	0317/DSF/IV/2021	010.000-21.19957114	4100003185	03.05.2021	5400026203		E2 05.05.20	21 0
			100.05.0001			Landada					an

Gambar 3.23 Vendor line item clearing

4. Kemudian cek pada bagian clearing document dan clearing.

Gambar 3.25

Clearing document

_									
	Reference	Document Header Text	DocumentNo	Net due dt	Clrng doc.	PBk	Tx	Clearing	5
l		20210528-INTL	5400031051	28.05.2021	5400031051			28,05,2021	
	0124/CLS/III/2021 0124/CLS/III/21 0123/CLS/III/21	010.000-21.19957057 011.000-21.19957021 011.000-21.19957020	2500012854 2500012868 2500012907	26.03.2021 11.03.202 11.03.202	540003209			28.03.2021	
1	0409/CLS/V/2021 0318/CLS/V/21	010.000-21.19957145 010.000-21.19957150 010.000-21.19957150	4100003679 4100003686	25.05.2021 17.05.2021	5400031051 5400031051		E2 E2	28.05.2021 28.05.2021	

Gambar 3.24 Clearing document

Pengecekan *clearing* dilakukan pada saat terdapat *complain* dari vendor yang terkadang belum terkonfirmasi langsung pada *vendor*. Dalam seminggu terkadang terdapat 3 vendor dengan tagihan invoice yang berbeda meminta

konfirmasi pembayaran tersebut melalui email. Biasanya vendor sendiri meminta bukti *clearing* atas tagihan *invoice* yang sudah dikirimkan dengan memberikan informasi berupa nomor dokumen *clearing* 540003209 dan tanggal *clearing* 28 Maret 2021 dan vendor tersebut mengirimkan kode *scanner* dan nomor *invoice* 0124/CLS/III/22, informasi tersebut biasanya dikirimkan melalui email.

- 5. Jika sudah tertera nomor pembayaran pada kolom *clearing document* dan tanggal pembayaran pada kolom *clearing* dapat dikonfirmasi kepada pihak vendor.
- Selama melakukan kerja magang dapat melakukan pengecekan data *clearing* sebanyak ± 80 data dengan berbagai *vendor* yang berbeda pada setiap minggu nya.

3.3.5 Meng-*input* jurnal koreksi atas kesalahan potong pph terhadap transaksi vendor pada *software* SAP

Berikut merupakan penjelasan mengenai rincian tugas-tugas yang dilakukan:

1. Menerima data Excel dari divisi tax

Gambar 3.26

Data Excel divisi tax

к	ODE V		G/LACCOUNT	NO INV	TANGGAL INVOICE	KETERANGAN	NOMINAL
		27600123	2001456102	INV FP21/050	Mar-15	kurang potong pph	Rp 16
		21001287	2001456102	INV2104101	Apr-26	lebih potong pph	Rp 48

Gambar 3.25 Data Excel divisi tax

2. Buka aplikasi *software* SAP, kemudian *log in* dengan memasukkan *username* dan *password*, lalu akan muncul halaman utama dalam SAP.

Gambar 3.27

Log in SAP

CAD.		
New password		
Client	800	Information
User Password	****	Dairy Farm Group FICO - SAP ECC 6.0 EhP7 Production System
Logon Language	EN	1 Available Clients
		800 – Production Client

Gambar 3.26 Log in SAP

Gambar 3.28

Halaman utama SAP



Gambar 3.27 Halaman utama SAP

- 3. Kemudian pilih tcode /ofv60 maka akan muncul halaman *park vendor invoice* untuk melakukan jurnal koreksi.
- 4. Pada kolom *transaction* pilih *invoice* atau *credit memo* berdasarkan kesalahan potong pph seperti lebih bayar atau kurang bayar.
- 5. Kemudian masukkan kode vendor SAP, nomer *invoice*, tanggal *invoice*, dan nominal koreksi tersebut dalam *basic data*.

Tre	ee on	Company	Code 🛛 📴 Sin	nulate 🛛 🔚 Save as co	ompleted 🛛 🖉 Edit	ting op	otions		
ansac	:tn	[Invoice	•		Bal.	0.00	040	
Ba	asic data	Payment	Details	Tax Withholding	tax Notes				
endo	or	276001	23	SGL Ind					
nvoic	e date	15.03.	2021	Reference fp21	/0513 pph				
osting	g Date	31.05.	2021						
٩mour	nt	16		Doc.currency	culate tax				
ax Ar	mount				-				
Text		kurang (potong inv fp2	1/0513 PPH					
Jompa	any Code	D001 P	T Hero Superm	arket Tbk Tangerang S	Selatan				
0 It	ems (No	D001 P	T Hero Superm	arket Tbk Tangerang S	Selatan				
0 Ito S	erns (No G/L acct	D001 P entry variant Short T	T Hero Superm selected) ext D/C	arket Tbk Tangerang S Amount in doc.curr.	Selatan Loc.curr.amount	T	Tax jurisdictn code	V Assignment	
0 Ito S	ems (No G/L acct 2001456	entry variant Short Tr 102	selected) ext D/C Debit T	Amount in doc.curr.	Loc.curr.amount	0 T	Tax jurisdictn code	V Assignment	
0 It	ems (No G/L acct 2001456	entry variant Short Tr 102	selected) ext D/C Debit T Debit T	Amount in doc.curr.	Loc.curr.amount	0 0	Tax jurisdictn code	V Assignment	
0 Ita	erms (No G/L acct 2001456	entry variant Short Tr 102	selected) ext D/C Debit T Debit T Debit T	Amount in doc.curr.	Loc.curr.amount	0 0 0	Tax jurisdictn code	V Assignment	
0 It	ems (No G/L acct 2001456	entry variant Short Tr 102	selected) ext D/C Debit Debit Debit Debit Debit	Amount in doc.curr.	Loc.curr.amount	0 0 0 0	Tax jurisdictn code	V Assignment	
	ems (No G/L acct 2001456	entry variant Short Tr 102	selected) ext D/C Debit ~ Debit ~ Debit ~ Debit ~	Amount in doc.curr.	Loc.curr.amount	T 0 0 0 0 0 0 0	Tax jurisdictn code	V Assignment	
	ems (No G/L acct 2001456	entry variant Short Tr 102	selected) ext D/C Debit Debit Debit Debit Debit Debit Debit	Amount in doc.curr.	Loc.curr.amount	0 7 0 2 0 2 0 3 0 4 0 4 0 4 0 4 0 4 0 4 0 4 0 4 0 4 0 4	Tax jurisdictn code	V Assignment	
	ems (No G/L acct 2001456	entry variant Short Tr 102	selected) ext D/C Debit Debit Debit Debit Debit Debit Debit Debit Debit	Amount in doc.curr.	Loc.curr.amount	0 1 0 2 0 3 0 4 0 4 0 5 0 5	Tax jurisdictn code	V Assignment	
	ems (No G/L acct 2001456	entry variant Short Tr 102	r Hero Superm selected) ext D/C Debit * Debit * Debit * Debit * Debit * Debit *	Amount in doc.curr.	Loc.curr.amount	T 0 0 0 0 0 0 0 0 0 0 0 0 0	Tax jurisdictn code	V Assignment	
	ems (No G/L acct 2001456	entry variant Short Tr 102	selected) ext D/C Debit * Debit * Debit * Debit * Debit * Debit *	Amount in doc.curr.	Loc.curr.amount	T 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Tax jurisdictn code	V Assignment	
	erms (No G/L acct 2001456	entry variant Short Tr 102	selected) ext D/C Debit * Debit * Debit * Debit * Debit * Debit *	Amount in doc.curr.	Loc.curr.amount	T 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Tax jurisdictn code	V Assignment	

Park vendor invoice

Gambar 3.28 Park vendor invoice

Dalam meng-*input* jurnal koreksi atas kesalahan potong pph sesuai dengan data excel yang diberikan oleh team pajak. Memasukkan kode vendor, nomor *invoice,I* serta keterangan kurang potong masuk dalam kategori *invoice* pada kolom *transaction*, serta nominal sejumlah Rp. 16. Meng-*input* jurnal koreksi dilakukan pada akhir bulan biasanya terdapat hingga 15 data yang diberikan team pajak untuk dilakukannya jurnal koreksi. Selama melakukan kerja magang mendapatkan data untuk koreksi potong PPh sebanyak 15 data koreksi atas pembayaran lebih atau kurang potong PPh yang diberikan oleh team *tax*.

 Klik withholding tax masukkan angka 0 dalam w/t base fc agar tidak dipotong pph kembali.

Gambar 3.30

	ompany Code			ompleted 🖉 Editi	ng options		
ansactn	Invoi	ice	-		Bal. 0	(
Basic data P	ayment I	Details	Tax Withholding	tax 🗋 🔍 🖻 🖾			
					Vendor		
ame of w/hld.t	W/t W/tax	k base FC	Wth/tax amt F0	C W/tax t 🛄	Address		
rithnoiding Tax ar	02 0				PT (OPTIMA	
				* *	INDONESIA		
				4 1	Bank account	523010009868	в
					bank account		
					Bank Number	028	
1 Items (No ent	ry variant sele	cted)			Bank Number OCBC NISP, BF	028 CANCH CODE: 00	11 II OIs
1 Items (No ent	ry variant sele Short Text	cted)	Amount in doc.cum	Loc.cum.amount	Bank Number OCBC NISP, BF	028 CANCH CODE: 00	11 II OIs
1 Items (No ent 5 6/L acct 2001456102	ry variant sele Short Text Accruals - In.	cted) D/C "Debit V	Amount in doc.cum- 16	Loc.cum.amount	Bank Number OCBC NISP, BF	028 AANCH CODE: 00	11 III OIs
1 Items (No ent 5 G/L acct 2001456102	ry variant sele Short Text Accruals - In .	cted) D/C Debit ▼ Debit ▼	Amount in doc.cum. 16	Loc.cur.amount	Bank Number OCBC NISP, BF	tn code V Assign	11 III OIs
1 Items (No ent 5 6/L acct 2001456102	ry variant sele Short Text Accruals - In .	cted) D/C Debit * Debit * Debit *	Amount in doc.cum. 16	Loc.curr.amount	Bank Number OCBC NISP, BF	028 028 CANCH CODE: 00	11 II OIs
1 Items (No ent 5 6/L scct 2001456102	ry variant sele Short Text Accruals - In.	cted) D/C Debit V Debit V Debit V Debit V	Amount in doc.cum. 16	Loc.cur.amount	Bank Number OCBC NISP, BF	028 CANCH CODE: 00	11 II OIs
1 Items (No enti S G/L acct 2001456102	ry variant sele Short Text Accruals - In.	cted) D/C Debit ~ Debit ~ Debit ~ Debit ~ Debit ~	Amount in doc.com 16	Loc.cum.amount 1	Tr. Tax junisdic	028 LANCH CODE: 00	11 III OIs
1 Items (No entr S 0/L sect ✓ 2001456102	ry variant sele Short Text Accruals - In.	cted) D/C Debit ~ Debit ~ Debit ~ Debit ~ Debit ~	Amount in doc.cum. 16	Loc.comamount 1	T., Tax junisdic CCBC NISP, BF CCBC NISP, CCBC NISP, BF CCBC NISP, CCBC	tn code V Assign	11 III OIs
1 Items (No ent 5 6/L acct 2001456102	ry variant sele Short Text Accruals - In .	cted) D/C Debit ♥ Debit ♥ Debit ♥ Debit ♥ Debit ♥ Debit ♥	Amount in doc.cum. 16	Loc.curr.amount	Tr. Tax junisdic CCBC NISP, BF CCBC NISP, CCBC NISP, BF CCBC NISP, CCBC NISP, CCBC NISP, BF CCBC NISP, CCBC NIS	tn code V Assign	11 OIs
1 Items (No ent 5 6/L acct 2001456102	ry variant sele Short Text Accruals - In .	cted) D/C Debit * Debit * Debit * Debit * Debit * Debit *	Amount in doc.cum. 16	Loc.curr.amount 1	T. Tax junisdic OCBC NISP, BF OCBC	tn code V Assign	11 III OIs
1 Items (No enti	ry variant sele Short Text Accruals - In .	cted) D/C Debit Debit Debit Debit Debit Debit Debit Debit Debit	Amount in doc.com 16	Loc.cumamount 1	Tro Tex Junisdic GCBC NISP, BF CCBC NISP, CCBC NISP, BF CCBC NISP, CCBC NISP, CCB	tn code V Assign	11 II OIs
1 Items (No ent S S/L acct 2001456102	ry variant sele Short Text Accruais - In.	cted) D/C Debit * Debit * Debit * Debit * Debit * Debit * Debit *	Amount ir doc.cum. 16	Loc.cum.amount	T. Tax junisdic OCBC NISP, BF OCBC NISP, BF	tn code V Assign	11 III OIs

Withholding tax SAP

Gambar 3.29 Withholding tax SAP

Pada kolom w/t base fc diberikan angka 0 agar tidak terpotong pph kembali karena ini merupakan jurnal koreksi untuk pph yang kurang potong atau lebih potong.

7. Lalu klik *simulate* sehingga akan muncul jurnal koreksi tersebut.

Gambar 3.31

Jurnal koreksi

Do	Document Overview												
9	ລ _R	eset 🚺 Ta	xes 🖁	Complete 🛛 Post	7 🛓 🖣 🔁 🗖	Choose	🕒 Save	2 % 😨			ABC I		
Doc.Nybe: KK (Vendor Involce) Normal document Doc Nymber (Company Code D00) Figeal Vear 2021													
Doc. Number 5001 Post Pariod 05													
Cal	Calculate Tax												
Ref	Ref.Doc. FF21/0513 PPH												
Doc	Doc. Currency IDR												
L													
Itm	PK	Account	Crcy	Account short text	Amount	TxCd	Profit Ctr	Cost Ctr	WT	Tx 1	fext	С	
				ΡΤ ΟΡΤΙΜΑ								Ē	
1	31	27600142	IDR	I PT	16-				XX)	curang potong inv fp21/0513 PPH	í.	
2	40	2001456102	IDR	Accruals - Income Ta	16		0D01ZF2000			}	curang potong inv fp21/0513 PPH	i -	
												Ē	
14			TDD										

Gambar 3.30 Jurnal koreksi

- 8. Klik *save* untuk menyimpan jurnal koreksi.
- 9. Hasil report dari *input* koreksi terhadap kesalahan potong PPh menunjukkan koreksi pembayaran atas kekurangan atau kelebihan potong PPh, jika perusahaan kekurangan potong PPh maka *transaction* tersebut masuk dalam *invoice* dan *account* debit untuk mengakui adanya penambahan pembayaran atas kurang potong PPh ke tagihan *invoice* berikutnya, sedangkan jika perusahaan kelebihan potong PPh maka *transaction* tersebut masuk dalam *credit memo* dan *account* kredit untuk mengakui pengurangan pembayaran atas lebih potong PPh ke tagihan *invoice* berikutnya. Namun hasil *report* dari *input* koreksi tersebut hanya dapat diakses oleh manajer *non-trade payable*.

3.4 Kendala yang ditemukan

Selama melakukan praktik magang terdapat beberapa kendala yang dihadapi, yaitu:

- 1. Sistem pada *scan* pajak yang *down* karena jaringan dari DJP
- 2. Saat pengecekan dokumen banyak data *hardcopy* yang kurang lengkap seperti *good receipt*, tanda terima *invoice*

3.5 Solusi atas kendala yang ditemukan

Solusi yang ditemukan atas kendala dalam pelaksanaan kerja magang yaitu:

- Menghubungi divisi pajak untuk meminta keterangan pada pihak DJP bahwa server tersebut sedang *down* dan meminta secepatnya untuk diselesaikan
- 2. Mengembalikan dokumen pada divisi Procurement untuk dicantumkan nomor GR dan membuat tanda terima *invoice*