

Lampiran 2

Contoh Account Payable Voucher

THE ALASKA HOTEL (Semarang)
 Jl. Jl. Kyai Saleh No 4
 Tel 024 8314994

A/P Payment Voucher

Printed : 02/08/19
 Supplier: AGUNG PRATAMA,
 Ref-No : 0000945

Docu-No	Delivery-Note	BillDate	Amount	Paid-Amount	Balance
P190626008	I190626004	26/06/19	260,000.00	0.00	260,000.00
P190628003	I190628002	28/06/19	240,000.00	0.00	240,000.00
P190703004	I190703002	03/07/19	230,000.00	0.00	230,000.00
Total Balance					730,000.00

Prepared By



Account Payable

Approved By

Financial Controller

Reviewed By

General Manager

Received By

Receiver

4

Lampiran 3

Contoh AP Aging

THE ALASKA HOTEL (Semarang)
 Jl. Jl. Kyai Saleh No 4
 Tel 024 8314994

Page : 1
 Period : 30/06/19
 Date : 01/08/19 12:57:37

A/P Aging List

NO	SUPPLIER NAME	OUTSTANDING	1 - 30 DAYS	31 - 60 DAYS	61 - 90 DAYS	OVER 90 DAYS
1	ADINAYA,	2,775,000.00	0.00	2,775,000.00	0.00	0.00
2	AGUNG PRATAMA,	4,053,000.00	1,643,000.00	1,425,000.00	985,000.00	0.00
3	Allen Bakery,	936,000.00	578,500.00	357,500.00	0.00	0.00
4	Anugrah Amenities,	1,955,000.00	575,000.00	1,380,000.00	0.00	0.00
5	Aromatik, PT	1,403,494.00	1,056,134.00	347,360.00	0.00	0.00
6	Astika Jaya,	625,000.00	525,000.00	100,000.00	0.00	0.00
7	Avista Surya Kencana, CV	172,500.00	0.00	0.00	0.00	172,500.00
8	Berkat Abadi Jaya, CV	750,000.00	375,000.00	0.00	375,000.00	0.00
9	Bintang Sidoraya, PT	8,480,496.00	3,912,497.00	4,149,999.00	0.00	418,000.00
10	Ciomas,	1,494,000.00	1,194,000.00	300,000.00	0.00	0.00
11	CV Delima Sejahtera,	997,596.00	841,596.00	156,000.00	0.00	0.00
12	CV SURYA INDAH,	3,222,000.00	1,800,000.00	1,422,000.00	0.00	0.00
13	Dwisata,	3,576,850.00	1,321,050.00	2,255,800.00	0.00	0.00
14	Fawwaz Rice ,	4,494,000.00	2,675,000.00	1,819,000.00	0.00	0.00
15	FORNET LAUNDRY,	29,052,500.00	29,052,500.00	0.00	0.00	0.00
16	Gracia Utama Jaya,	1,440,162.00	960,108.00	480,054.00	0.00	0.00

Lampiran 4

Contoh Nota dan Tanda Terima

AGUNG PRATAMA
Telp. (024) 3586463, HP/WA. 085100108036
Fax. (024) 3568484 SEMARANG

Kepada Alaska
Yth.

No. 01734

Banyaknya	Berat / Isi	Keterangan	Harga Satuan	Jumlah
	10 kg	Telur	26.000	260.000


Mobil No.
Sopir

Pinjam Peti/Egg. Tray :
Kirim :
Jumlah :
Kembali :

Semarang, 26-6-19
Hormat kami,
(Signature)

Penerima,
(Signature)
(.....)

260.000

 NO: 008864

TANDA TERIMA

Hari / Tanggal : RABU / 26-6-19

Telah Terima Dari : AGUNG PRATAMA

Berupa : 1 KHU, 260.000

Ditujukan Kepada :

Keterangan : 10 KG TELUR

Semarang / 26-6-19

Yang Menyerahkan : *(Signature)*

Yang Menerima : *(Signature)*

Lampiran 5

Contoh AR Aging

THE ALASKA HOTEL (Semarang)
 Jl. Jl. Kyai Saleh No 4
 Tel 024 8314994

Page : 3
 Period : 30/06/19
 Date : 01/08/19 12:55:04

A/R Aging List - Local Currency

NO	CUSTOMER NAME	OUTSTANDING	1 - 30 DAYS	31 - 60 DAYS	61 - 90 DAYS	OVER 90 DAYS	CREDIT-LIMIT
Total		0	0	0	0	0	
Statistic Percentage (%) :		0.00	0.00	0.00	0.00	0.00	
20 - COMPANY LEDGER							
1	PT PERTANI,	300,000	300,000	0	0	0	
Total		300,000	300,000	0	0	0	
Statistic Percentage (%) :		100.00	100.00	0.00	0.00	0.00	
21 - TRAVEL AGENT LEDGER							
1	PEGI PEGI,	4,265,785	4,265,785	0	0	0	
2	PT MITRA GLOBAL HOLIDAY,	2,135,000	2,135,000	0	0	0	
3	TIKET.COM,	888,250	888,250	0	0	0	
4	TRAVELOKA,	2,010,675	2,010,675	0	0	0	
Total		9,299,710	9,299,710	0	0	0	
Statistic Percentage (%) :		100.00	100.00	0.00	0.00	0.00	
22 - GOVERNMENT LEDGER							
Total		0	0	0	0	0	
Statistic Percentage (%) :		0.00	0.00	0.00	0.00	0.00	
23 - INDIVIDUAL LEDGER							
Total		0	0	0	0	0	
Statistic Percentage (%) :		0.00	0.00	0.00	0.00	0.00	
24 - EMPLOYEE LEDGER							
Total		0	0	0	0	0	
Statistic Percentage (%) :		0.00	0.00	0.00	0.00	0.00	