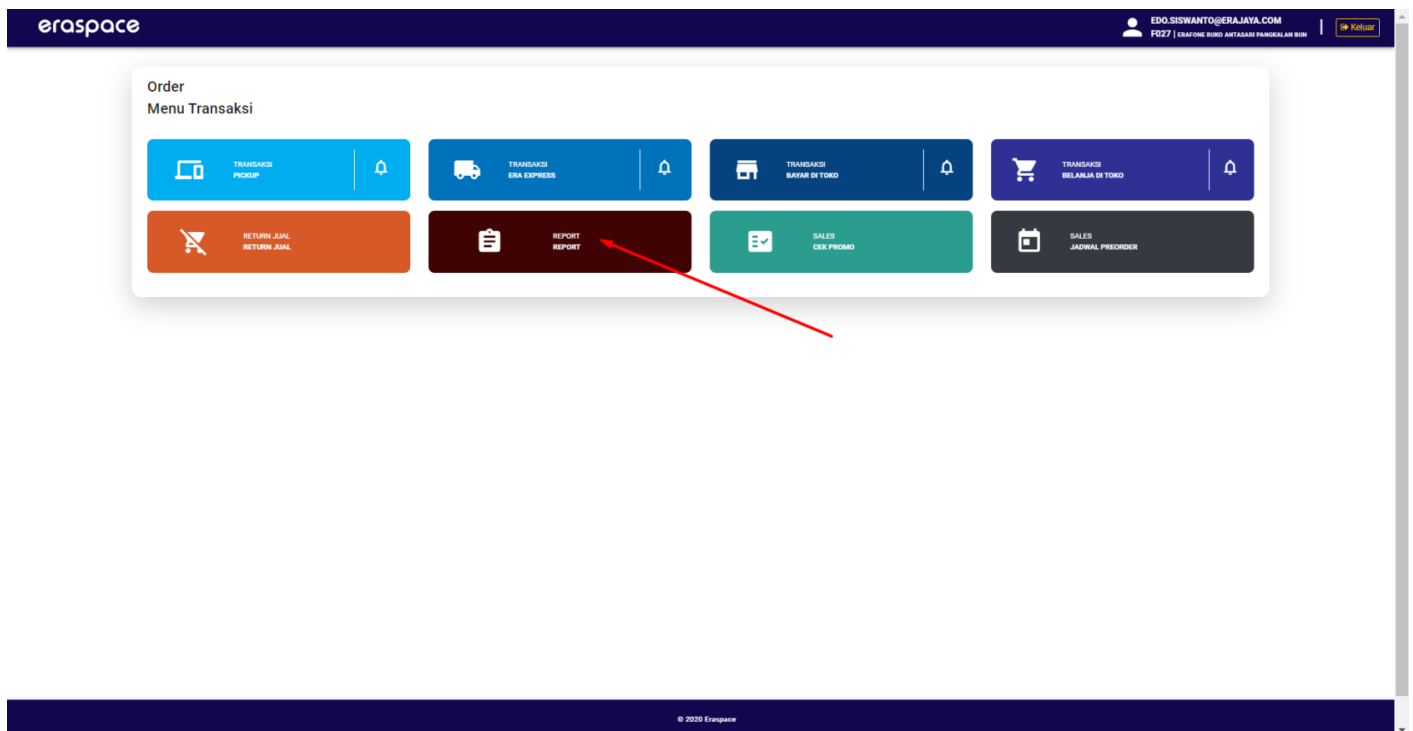


Cara Kirim Email Rekonsiliasi Malam Ke Finance Store

Rekonsiliasi Malam adalah sesuatu hal yang wajib, dimana tahap ini adalah sebagai perlindungan terakhir jika terjadi kesalahan pada penginputan POS. Baik itu salah Issuer atau suatu hal lainnya.

1. Silahkan buka POS Masing-masing. Dan pilih menu Report



2. Pilih tanggal yang ingin dicek penjualannya, Isi Start Date dan End Date nya

Report

Sales Report Per Item
 Start Date: End Date: Article Group: [Download](#)

Sales Report Per Sales Person
 Start Date: End Date: Salesman: [Download](#)

Daily Cashier Report Summary
 Start Date: End Date: Article Group: [Download](#)

Daily Cashier Report Summary
 Start Date: [Download](#)

3. Akan muncul daily Cashier Report Summary. Silahkan Cocokkan Uang Cash dan Sales Draft dari EDC untuk transaksi di hari ini.

F027_20240909221956.pdf 1 / 1 83%

Daily Cashier Report Summary

Site: ERAFONE RUKO ANTASARI PANGKALAN BUN - KOTAWARINGIN BARAT
 Periode: 09-09-2024 to 09-09-2024
 Printed Date: 09-09-2024 22:19:56

| No | Order Number | Remark | Order Date | Reff Return No | Reff Return Date | Reff Return Amount | Customer Name | Card Holder | Card Number | Issuer Name | Amount | F027 | |
|--------------|-----------------|--------|---------------------|----------------|------------------|--------------------|----------------|--------------------------------|-------------|----------------------------------|-------------------|-------------------|---------------------------|
| | | | | | | | | | | | | FIN - KREDIT PLUS | BCA - DEBIT BCA / BCA GPN |
| 1 | SF0272409000062 | | 09-09-2024 13:15:34 | | | | Nor Sari | NING 1257924090900 006 | | F027 - FIN - KREDIT PLUS | 2.599.000 | 2.599.000 | 0 |
| 2 | SF0272409000063 | | 09-09-2024 18:59:27 | | | | Annisa Hari CW | RAKALESMANA 526051*****6399 | | F027 - BCA - DEBIT BCA / BCA GPN | 10.728.000 | 0 | 10.728.000 |
| Total | | | | | | | | | | | 13.327.000 | 2.599.000 | 10.728.000 |

4. Setelah semua sesuai kita akan rekap penjualannya pada Template yang sudah di Sediakan. Isi dengan real transaksi Hari ini. Dan setelah selesai silahkan Save.

REKON F027.xlsx - Excel

File Home Insert Draw Page Layout Formulas Data Review View Help

Clipboard Font Alignment Number Styles Cells Editing Add-ins

C144 =SUM(C15:C143)

Laporan Rekonsiliasi Penjualan By System vs Cash Opname + CC / Debit Card Settlement

| | |
|-------------------|-------------------------------------|
| Kode Outlet | F027 |
| Nama Outlet | Erafone Ruko Antasari Pangkalanbun |
| Tanggal Penjualan | 09 September 2024 |
| Cash | - |
| Disetor Tgl | 10 September 2024 |
| Bank | BANK BCA |
| Nama penyeter | ERAFONE RUKO ANTASARI PANGKALAN BUN |

Laporan By System & Manual

| EDC | Tipe Pembayaran | Total Penjualan System | Total Invoice Manual | Total Invoice Manual Yang Baru Diinput Hari Ini | Total Penjualan*) | Total Cash Opname + Settlement | Selisih (**) | Keterangan |
|----------------|---------------------|------------------------|----------------------|---|-------------------|--------------------------------|--------------|------------|
| CASH | CASH | | | | | | | |
| MOBILE SELLING | TRANSFER | | | | | | | |
| | BCA.BCA Card | | | | | | | |
| | BCA debit | 10.728.000 | | | | | | |
| | REGULER OFF US | | | | | | | |
| | REGULER ON US | | | | | | | |
| | OTHER | | | | | | | |
| | REGULER | | | | | | | |
| | BCA WAJIBE 0% 12BLN | | | | | | | |
| | 0% 6 bulan | | | | | | | |
| | 0% 12 bulan | | | | | | | |
| | 0% 03 bulan | | | | | | | |
| | BCA MOBSEL | | | | | | | |
| | GRIS | | | | | | | |
| BCA PAYLATER | GRIS | | | | | | | |
| | 0% 6 bulan | | | | | | | |
| | 0% 12 bulan | | | | | | | |
| BRI | DEBIT | | | | | | | |
| | DEBIT OTHER | | | | | | | |
| | REGULER ON US | | | | | | | |
| | REGULER OFF US | | | | | | | |
| | 0% 3 bulan | | | | | | | |
| | 0% 6 bulan | | | | | | | |

Laporan Rekonsiliasi Penjualan Rekap Invoice Manual New

5. Untuk kirim rekon email kita akan perlu 3 buah File Disini.

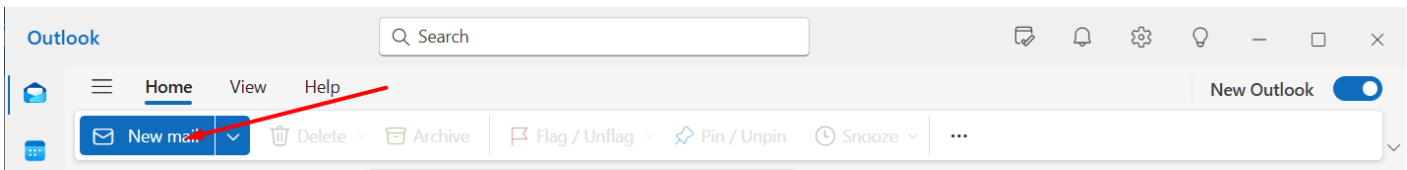
Yaitu :

1. File Daily Cashier Report berupa PDF File
2. File Rekon Berbentuk Excel yang sudah kita rekap.
3. Slip Setoran Penjualan Kemaren yang disetorkan hari ini.

| Name | Date modified | Type | Size |
|-----------------------------------|------------------|----------------------|--------|
| Arsip | 05/11/2023 22:05 | File folder | |
| invoice | 26/02/2024 20:26 | File folder | |
| MARET | 29/07/2023 14:42 | File folder | |
| new Maret | 29/01/2024 21:04 | File folder | |
| so harian | 21/02/2024 22:19 | File folder | |
| Daily Cashier Report Summary.pdf | 09/09/2024 21:59 | Microsoft Edge PD... | 4 KB |
| REKON F027.xlsx | 09/09/2024 22:13 | Microsoft Excel W... | 36 KB |
| SLIP SETORAN F027 09-09-2024.jpeg | 09/09/2024 22:15 | JPEG File | 956 KB |

6. Setelah semua file sudah siap kita akan mulai mengirim Email nya.

Silahkan Buka Aplikasi Mail nya. Biasanya menggunakan Outlook/Mail dan Pilih New Mail.



7. Silahkan Gunakan Format dibawah ini, dan masukkan alamat tujuan email. Silahkan hubungi leader untuk di CC ke mana aja.

“ Dear Team Finance
Berikut Saya Lampirkan Rekonsiliasi Harian **Erafone Ruko Antasari Pangkalan Bun (F027) 08 September 2024**
File Terlampir Please See Attach :
1. Rekonsiliasi Trx Penjualan
2. Daily Cashier Report By PDF
3. Slip Setoran 08-09-2024

Rekonsiliasi Harian Erafone Ruko Antasari Pangkalan Bun (F027) 09 September 2024

Message Insert Format text Draw Options

Send From: edo.siswanto@erajaya.com

To: tia.hardiyannah@erajaya.com × dl-fin.outleterafone@erajaya.com × Bcc

Cc: 'Yopi Nopika' × 'Badri' × diki.setiawan@erajaya.com × edoaktavi@inode.id × diki.setiawan.ds08@gmail.com × badri encek × sampitpbun2@gmail.com ×

Rekonsiliasi Harian Erafone Ruko Antasari Pangkalan Bun (F027) 09 September 2024 Draft saved at 08:30

Dear Team Finance

Berikut Saya Lampirkan Rekonsiliasi Harian **Erafone Ruko Antasari Pangkalan Bun (F027) 09 September 2024**

File Terlampir Please See Attach :

1. Rekonsiliasi Trx Penjualan

2. Daily Cashier Report By PDF

3. Slip Setoran 09-09-2024

Regards,

EDO OKTAVI SISWANTO

ERAFONE RUKO ANTASARI PANGKALAN BUN


Email: edo.siswanto@erajaya.com


Mobile/WhatsApp: (+62) 823-5318-3823

JL. Pangeran Antasari, Kotawaringin Barat, ID 74113


8. Setelah selesai silahkan Insert File Yang akan dikirim.

Message **Insert** Format text Draw Options

Attach file  Link  Signature  Pictures  Emoji  Table

 Browse this computer

 Cloud locations

 Link

erajaya.com

ul.fin.outleterafone@erajaya.com

Bcc

diki.setiawan@erajaya.com edooktavi@inode.id diki.setiawan.ds08@gmail.com badri encek

Rekonsiliasi Harian Erafone Ruko Antasari Pangkalan Bun (F027) 09 September 2024

Draft saved at 08:31

Dear Team Finance

Berikut Saya Lampirkan Rekonsiliasi Harian **Erafone Ruko Antasari Pangkalan Bun (F027) 09 September 2024**

File Terlampir Please See Attach :

- 1. Rekonsiliasi Trx Penjualan**
- 2. Daily Cashier Report By PDF**
- 3. Slip Setoran** 09-09-2024

Regards,

EDO OKTAVI SISWANTO

ERAFONE RUKO ANTASARI PANGKALAN BUN

Email: edo.siswanto@erajaya.com

Mobile/WhatsApp: (+62) 823-5318-3823

JL. Pangeran Antasari, Kotawaringin Barat, ID 74113

Open

This PC > Lenovo (D:) > Toko > REKON >

Search REKON

Organize New folder

| Name | Date modified | Type | Size |
|---|------------------|----------------------|------|
| Arsip | 05/11/2023 22:05 | File folder | |
| invoice | 26/02/2024 20:26 | File folder | |
| MARET | 29/07/2023 14:42 | File folder | |
| new Maret | 29/01/2024 21:04 | File folder | |
| so harian | 21/02/2024 22:19 | File folder | |
| <input checked="" type="checkbox"/> Daily Cashier Report Summary.pdf | 09/09/2024 21:59 | Microsoft Edge PD... | 4 |
| <input checked="" type="checkbox"/> REKON F027.xlsx | 09/09/2024 22:13 | Microsoft Excel W... | 36 |
| <input checked="" type="checkbox"/> SLIP SETORAN F027 09-09-2024.jpeg | 09/09/2024 22:15 | JPEG File | 956 |

File name: "Daily Cashier Report Summary.pdf" "REKON F027.xlsx" "SLIP SE" All files (*.*)

Open Cancel

Regards,
EDO OKTAVI SISWANTO
ERAFONE RUKO ANTASARI PANGKALAN BUN
Email: edo.siswanto@erajaya.com
Mobile/WhatsApp: (+62) 823-5318-3823
JL. Pangeran Antasari, Kotawaringin Barat, ID 74113

9. Jika file sudah terinsert boleh langsung dikirim. dan Rekonsiliasi Email Sudah berhasil. Selamat Mencoba :)

Jika bingung boleh bertanya ke Leader Masing-Masing Yah.

Revision #2

Created 9 September 2024 15:15:41 by Admin

Updated 11 September 2024 07:20:03 by Admin