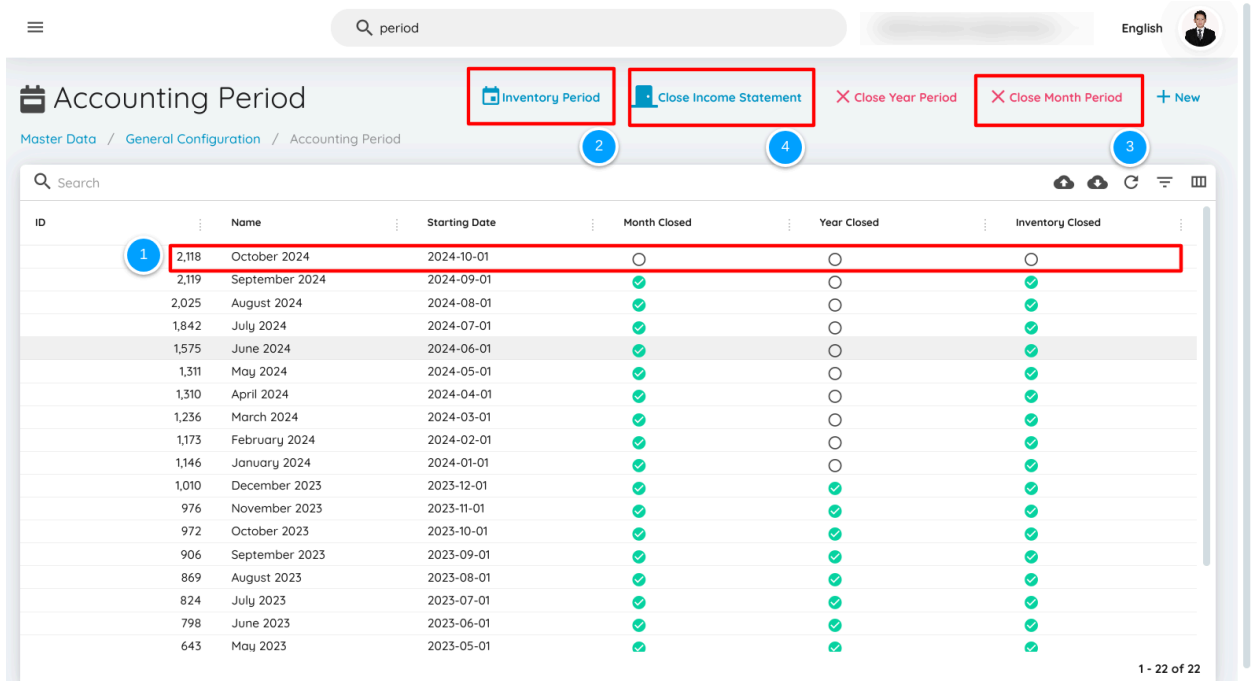


Sentec PMS - Finance

How to Close Year

1. Accounting Period

Akses ke dalam menu Accounting Period:



Accounting Period

Master Data / General Configuration / Accounting Period

Inventory Period Close Income Statement Close Year Period Close Month Period + New

ID	Name	Starting Date	Month Closed	Year Closed	Inventory Closed
2,118	October 2024	2024-10-01	☐	☐	☐
2,119	September 2024	2024-09-01	☒	☐	☒
2,025	August 2024	2024-08-01	☒	☐	☒
1,842	July 2024	2024-07-01	☒	☐	☒
1,575	June 2024	2024-06-01	☒	☐	☒
1,311	May 2024	2024-05-01	☒	☐	☒
1,310	April 2024	2024-04-01	☒	☐	☒
1,236	March 2024	2024-03-01	☒	☐	☒
1,173	February 2024	2024-02-01	☒	☐	☒
1,146	January 2024	2024-01-01	☒	☐	☒
1,010	December 2023	2023-12-01	☒	☒	☒
976	November 2023	2023-11-01	☒	☒	☒
972	October 2023	2023-10-01	☒	☒	☒
906	September 2023	2023-09-01	☒	☒	☒
869	August 2023	2023-08-01	☒	☒	☒
824	July 2023	2023-07-01	☒	☒	☒
798	June 2023	2023-06-01	☒	☒	☒
643	May 2023	2023-05-01	☒	☒	☒

1 - 22 of 22

1. Pastikan pada periode terakhir tahunan (Desember) sudah rampung, klik pada baris bulan Desember
2. Pastikan sudah melakukan close inventory
3. Lakukan Close month secara normal
4. Silakan lakukan close year period apabila sudah tidak ada transaksi di tahun lama

Accounting Period

Master Data / General Configuration / Accounting Period

Inventory Period Close Income Statement **Close Year Period** Re-Open Month Period

Close Month Period + New

Search

ID	Name	Starting Date	Month Closed	Year Closed	Inventory Closed
2,118	October 2024	2024-10-01	✓	○	✓
2,119	September 2024	2024-09-01	✓	○	✓
2,025	August 2024	2024-08-01	✓	○	✓
1,842	July 2024	2024-07-01	✓	○	✓
1,575	June 2024	2024-06-01	✓	○	✓
1,311	May 2024	2024-05-01	✓	○	✓
1,310	April 2024	2024-04-01	✓	○	✓
1,236	March 2024	2024-03-01	✓	○	✓
1,173	February 2024	2024-02-01	✓	○	✓
1,146	January 2024	2024-01-01	✓	○	✓
1,010	December 2023	2023-12-01	✓	✓	✓
976	November 2023	2023-11-01	✓	✓	✓
972	October 2023	2023-10-01	✓	✓	✓
906	September 2023	2023-09-01	✓	✓	✓
869	August 2023	2023-08-01	✓	✓	✓
824	July 2023	2023-07-01	✓	✓	✓
798	June 2023	2023-06-01	✓	✓	✓
643	May 2023	2023-05-01	✓	✓	✓

1 - 22 of 22

5. Klik Close Income Statement untuk membuat general journal dan dialog box akan muncul sebagai berikut

Close Income Statement

Document No 5

Description 6

Year
2024

7 8 9

Close Preview **Close Income Statement**

6. Isikan Dokumen No yang diharapkan muncul pada General Ledger
7. Isikan Deskripsi yang diharapkan muncul pada General Ledger
8. Tekan Close untuk membatalkan transaksi
9. Tekan Preview untuk melihat hasil journal yang akan terbentuk,
10. Klik Close Income Statement untuk import journal.

2. General Journal

Setelah proses import dilakukan pada menu Accounting Period dan Close Income statement, journal akan terbentuk pada menu General Journal, dan Batch Close Year (atau serupa)

General Journal

Batch: CLOSE YEAR

Summary Insert From Template Apply Entries Post Preview Post Delete + New Print

Search

	Posting Date	Document Type	Document No	Account Type	Account No ↓	Account Name	Description	Debit Amount	Credit Amount	Amount
☐	31-12-2024	Closing Income St...	CLOSE YEAR 2024	G/L Account	32000001	Retained Earning	close income stat...	0.00	9,911,358,272.602	9,911,358,272.602
☐	31-12-2024	Closing Income St...	CLOSE YEAR 2024	G/L Account	41010001	Room Revenue	close income stat...	25,719,384,861.61	0.00	25,719,384,861.61
☐	31-12-2024	Closing Income St...	CLOSE YEAR 2024	G/L Account	41010002	No Show Revenue	close income stat...	18,468,120.73	0.00	18,468,120.73
☐	31-12-2024	Closing Income St...	CLOSE YEAR 2024	G/L Account	41010003	Rooms Other Extr...	close income stat...	366,599,222.62	0.00	366,599,222.62
☐	31-12-2024	Closing Income St...	CLOSE YEAR 2024	G/L Account	42020001	ASOKA Resto Foo...	close income stat...	4,932,757,481.01	0.00	4,932,757,481.01
☐	31-12-2024	Closing Income St...	CLOSE YEAR 2024	G/L Account	42020003	ASOKA Resto Foo...	close income stat...	330,578.52	0.00	330,578.52
☐	31-12-2024	Closing Income St...	CLOSE YEAR 2024	G/L Account	42020101	ASOKA Resto Bev...	close income stat...	149,385,072.83	0.00	149,385,072.83
☐	31-12-2024	Closing Income St...	CLOSE YEAR 2024	G/L Account	42020301	ASOKA Resto F&...	close income stat...	12,814,206.79	0.00	12,814,206.79
☐	31-12-2024	Closing Income St...	CLOSE YEAR 2024	G/L Account	42021001	ASTER Lounge Fo...	close income stat...	194,869,985.73	0.00	194,869,985.73
☐	31-12-2024	Closing Income St...	CLOSE YEAR 2024	G/L Account	42021101	ASTER Lounge Be...	close income stat...	64,479,753.60	0.00	64,479,753.60
☐	31-12-2024	Closing Income St...	CLOSE YEAR 2024	G/L Account	42022001	Banquet Food Bf...	close income stat...	21,202,781,649.49	0.00	21,202,781,649.49
☐	31-12-2024	Closing Income St...	CLOSE YEAR 2024	G/L Account	42022002	Banquet Food Lu...	close income stat...	3,570,091,720.93	0.00	3,570,091,720.93
☐	31-12-2024	Closing Income St...	CLOSE YEAR 2024	G/L Account	42022003	Banquet Food Din...	close income stat...	3,611,707,424.52	0.00	3,611,707,424.52
☐	31-12-2024	Closing Income St...	CLOSE YEAR 2024	G/L Account	42022301	Banquet F&B Oth...	close income stat...	58,980,165.35	0.00	58,980,165.35

1. Silakan perhatikan akun retained earning tujuan sebelum melakukan Post Journal
2. Klik Post apabila journal sudah dianggap benar

3. General Ledger Setup

Pengaturan akun retained earning dapat diatur berikut ini:

The screenshot displays the 'General Ledger Setup' page in the 'Finance - Sentec PMS' application. The sidebar on the left contains a menu with 'Master Data' and 'Posting Setup' highlighted. The main content area is titled 'General Ledger Setup' and includes the following fields:

- Currency: IDR
- Retained Earning Account: Retained Earning
- Close Income Statement Journal Batch: GJ-CLOSE INCOME STATEMENT

A 'Show Trial Balance Summary As Group' checkbox is also present. A 'Save Changes' button is located at the bottom right of the form.

1. Masuk dalam menu Master Data - Posting Setup - General Ledger Setup.
2. Silakan ganti Chart of Account apabila hotel melakukan akun retained earning per tahun