

## CARA MENGHAPUS

## **RINCIAN PERSEDIAAN**

<b>A</b> M	lenu Mutasi Persediaa	n								2	23
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ID 2 Input Saldo Awal Tahun berjalan Refre										h	
•	* Tahun	2016	BANG SARI	u							
K	Kepada	Untuk Per	Untuk Pembayaran								
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	<u>T</u> gl SP2D	30/03/2	2016	Tgl SP2D Cair	30/03/201	6					
	No SPM			Tgl SPM							
	Jenis SP2D	LS	-					Status	Terbit	-	
No. Bukti / SPMK											=
KODE NAMA REKENING BELANJA Rp 3000000											]
5.2.2.01.01 🕞 Belanja Alat Tulis Kantor 📃 3000000											
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Reco	rd: I4 → 1 of 1 →	) ) ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) (		lo Filter Searc	:h						
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2	Nama Persediaan	→ Sati →	Qty 🚽	Harga Satua 👻	Total Harga  💂	Total Kumulatif 💂	Tgl Beli 🚽	Merek	-	Ti	1
+	Kertas	RI 1	2	100000	200000	250000	30/03/2016				
+	Ballpoint	bh	10	5000	50000	250000	30/03/2016				
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Di dalam Aplikasi Persediaan Pemkab Bekasi tidak ada yang namanya "tools" **hapus** baik itu menghapus SP2D, rekening belanja, maupun rincian persediaan. Akan tetapi jika ingin menghapus nomor SP2D sebenarnya bisa dihapus tetapi melalui menu status,



tinggal pilih "batal" jika tidak ingin nomor SP2D tersebut muncul di

laporan.

Tetapi permasalahannya, bagaimana jika ada beberapa rincian persediaan saja yang mau dihapus, misalnya "ballpoint" 10 buah mau dihapus? Bagaimana cara menghapusnya?

Berikut langkah-langkahnya:

Menu Mutasi Persediaan   X     No SP2D   11111     Igl SP2D   30/03/2016     No SPM   Tgl SPM     Pastikan   / SPMK     Varna kursur   / SPMK     Mama Rekening Belanja   Igl Bukti / SPMK     Varna kursur   / SPMK     Mama Rekening Belanja   Igl Bukti / SPMK     Varna kursur   / SPMK     Mama Rekening Belanja   Igl Bukti / SPMK     Varna kursur   / SPMK     Mama Rekening Belanja   Igl Bukti / SPMK     Varna kursur   / SPMK     Mama Rekening Belanja   Igl Bukti / SPMK     Varna Kursur   Igl Bukti / SPMK     Varna Kursur <t< th=""><th></th><th></th><th></th><th></th><th></th><th></th><th>,</th><th></th><th></th><th></th></t<>							,					
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warna kursur menjadi "IAMA REKENING BELANJA Rp 3000000 " " Belanja Alat Tulis Kantor " Total Kurulatif - Tgl Beli - Mere Total Kurulatif - Tgl Beli	Pastikan	enis SP2	D LS 🗸	Sta	atus Terbit	<b>V</b>						
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* · <td>±</td> <td>1.1.5.01.04</td> <td>Ballpoint</td> <td>bh</td> <td>10</td> <td>5000</td> <td>50000</td> <td>250000</td> <td>30/03/2016</td> <td></td>	±	1.1.5.01.04	Ballpoint	bh	10	5000	50000	250000	30/03/2016			
	*							250000	30/03/2016			

1. Arahkan kursor ke pojok kiri di rincian persediaan yang mau di hapus.

2. Tekan tombol "delete" pada keyboard

F10 F11 F12	Print Scr SysRq	icroll .ock	Pause Break				
+ = Backspace	INSERT	номе	PAGE UP	NUM LOCK	/	*	
	DELETE	END	PAGE DOWN	<b>7</b> HOME	8	9 PGUP	
Enter				4 <	5	6 >	
Shift 1	J			1 END	2 V	3 Pgdn	
Ctrl		Ľ)		INS		DEL	ENIER

3. Setelah menekan tombol "delete", maka akan muncul kotak dialog:



4. Pilih "yes", maka rincian persediaan yang tadi dipilih akan terhapus.

Selamat mencoba