

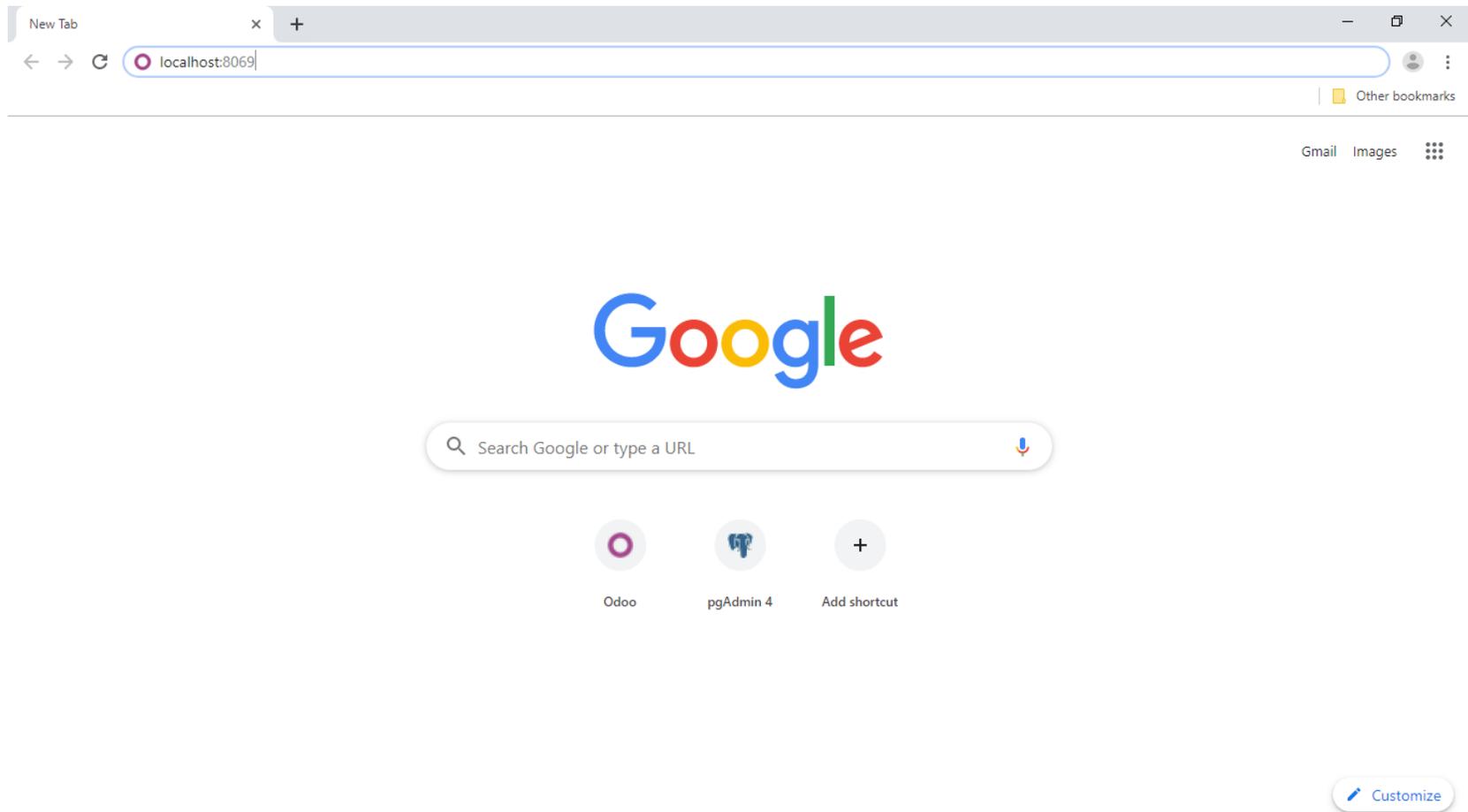
LAMPIRAN

Lampiran 1

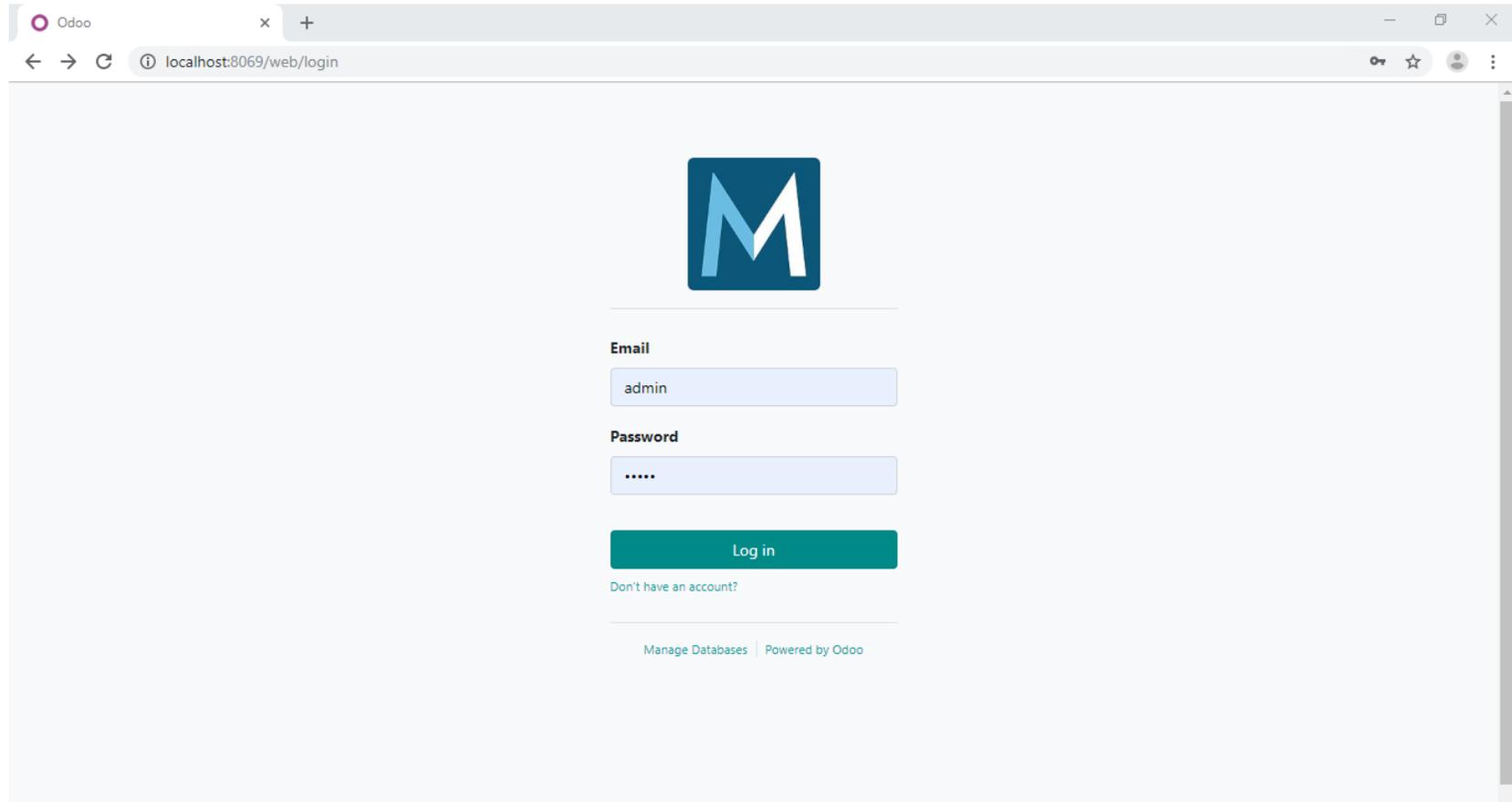
Langkah-Langkah Menggunakan Odoo Tiap Modul

A. Konfigurasi Odoo

1. Masuk ke aplikasi Odoo dengan membuka *browser* dan ketikkan *localhost:8069*



2. *Login* sebagai *user Admin*, karena dengan *user Admin* memiliki hak akses untuk mengubah pengaturan keseluruhan. Masukkan *username* dan *password*, lalu klik *log in*



Odoo

localhost:8069/web/login



Email

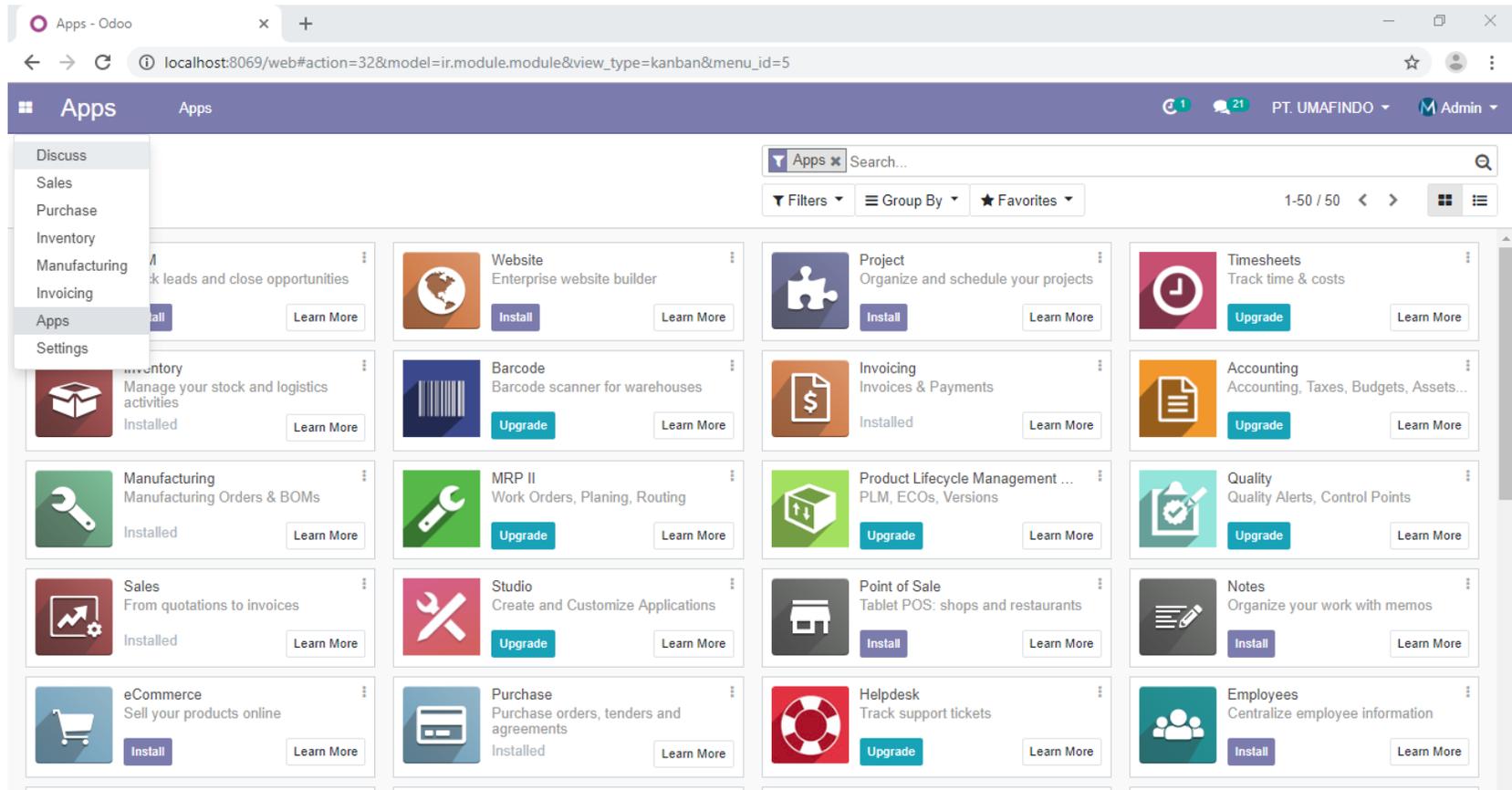
Password

Log in

[Don't have an account?](#)

[Manage Databases](#) | [Powered by Odoo](#)

3. Klik windows pada pojok kiri atas dan pilih menu Apps untuk menginstall modul yang akan diterapkan. Lalu install modul *Sales, Manufacturing, Inventory* dan *Purchase*.



The screenshot shows the Odoo Apps page in a web browser. The browser's address bar displays the URL: `localhost:8069/web#action=32&model=ir.module.module&view_type=kanban&menu_id=5`. The page header includes the Odoo logo, the word "Apps", and user information for "PT. UMAFINDO" and "Admin". A search bar and filter options are visible at the top right. A dropdown menu on the left side of the page is open, showing the following options: Discuss, Sales, Purchase, Inventory, Manufacturing, Invoicing, Apps (highlighted), and Settings. The main content area is a grid of 16 application modules, each with an icon, a title, a brief description, and an action button (Install or Upgrade). The modules are:

Module Name	Description	Status	Action
Website	Enterprise website builder	Not installed	Install
Project	Organize and schedule your projects	Not installed	Install
Timesheets	Track time & costs	Not installed	Upgrade
Inventory	Manage your stock and logistics activities	Installed	Learn More
Barcode	Barcode scanner for warehouses	Not installed	Upgrade
Invoicing	Invoices & Payments	Installed	Learn More
Accounting	Accounting, Taxes, Budgets, Assets...	Not installed	Upgrade
Manufacturing	Manufacturing Orders & BOMs	Installed	Learn More
MRP II	Work Orders, Planning, Routing	Not installed	Upgrade
Product Lifecycle Management	PLM, ECOs, Versions	Not installed	Upgrade
Quality	Quality Alerts, Control Points	Not installed	Upgrade
Sales	From quotations to invoices	Installed	Learn More
Studio	Create and Customize Applications	Not installed	Upgrade
Point of Sale	Tablet POS: shops and restaurants	Not installed	Install
Notes	Organize your work with memos	Not installed	Install
eCommerce	Sell your products online	Not installed	Install
Purchase	Purchase orders, tenders and agreements	Installed	Learn More
Helpdesk	Track support tickets	Not installed	Upgrade
Employees	Centralize employee information	Not installed	Install

4. Membuat profil perusahaan dan *user* sebagai divisi yang akan menggunakan aplikasi Odoo, klik *windows* pada pojok kiri atas dan pilih menu *setting*, pada *tab users & companies* klik menu *companies* untuk membuat profil perusahaan.

Companies

Search...

Filters Group By Favorites 1-3 / 3

<input type="checkbox"/>	Company Name	Partner
<input type="checkbox"/>	+ My Company, Chicago	My Company, Chicago
<input type="checkbox"/>	+ PT. UMAFINDO	PT. UMAFINDO
<input type="checkbox"/>	+ PT. Umafindo	PT. Umafindo

5. Lalu klik menu *users* untuk membuat *user*.

Users

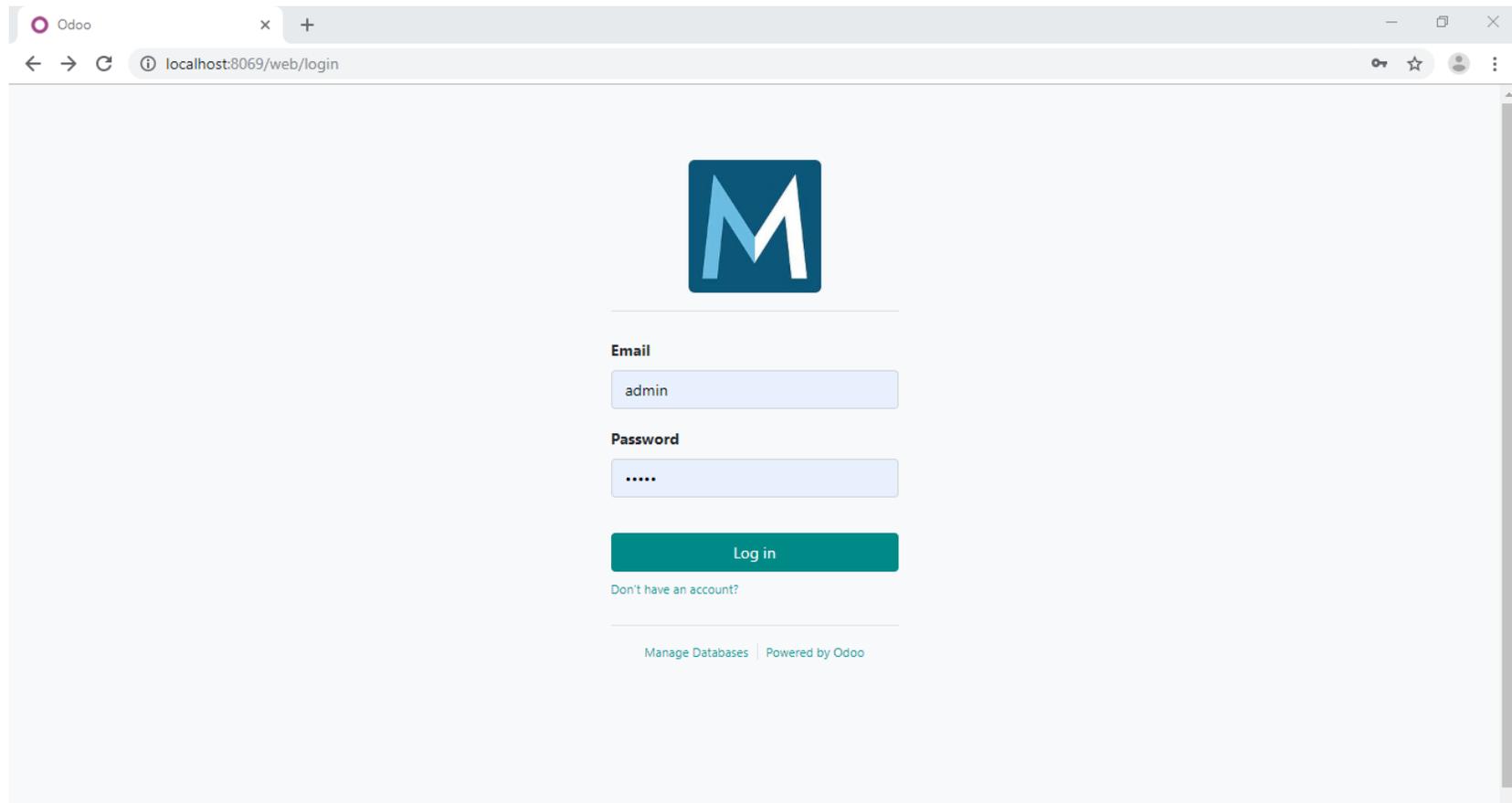
Internal Users Search...

Filters Group By Favorites 1-4 / 4

<input type="checkbox"/>	Name	Login	Language	Latest connection
<input type="checkbox"/>	Admin	admin	English	08/13/2019 19:41:29
<input type="checkbox"/>	Logistik	logistik	English	08/13/2019 19:10:50
<input type="checkbox"/>	PPIC	ppic	English	08/13/2019 19:05:18
<input type="checkbox"/>	Supply chain coordinator	scc	English	08/13/2019 19:08:00

B. Modul Sales

1. Masuk ke aplikasi Odoo dengan membuka *browser* dan ketikkan *localhost:8069*
2. *Login* sebagai *user Admin*, karena modul *sales* ini digunakan oleh bagian *marketing* sekaligus direktur perusahaan maka *login* harus menggunakan *username Admin* yang memiliki hak akses untuk mengubah pengaturan keseluruhan. Masukkan *username* dan *password*, lalu klik *log in*.



3. Untuk *input* data pelanggan dan data produk pesanan, buka modul *sales > orders > orders > create*. Lengkapi data yang diperlukan lalu *confirm* kemudian klik *save*.

New

Customer: Coya Monaco (Pemisalan) Validity: 07/25/2019

Quotation Template: Payment Terms:

Order Lines Optional Products Other Information

Product	Description	Ordered Qty	Unit Price	Taxes	Subtotal
+ [AC-CH-14] CURVE DINING CHAIR (Dark Brown, Smooth, Semi Gloss NC)	[AC-CH-14] CURVE DINING CHAIR (Dark Brown, Smooth, Semi Gloss NC)	32.000	120.00		\$ 3,840.00

[Add a product](#) [Configure a product](#) [Add a section](#) [Add a note](#)

Terms and conditions... (note: you can setup default ones in the Configuration menu)

Untaxed Amount: \$ 3,840.00
Taxes: \$ 0.00
Total: \$ 3,840.00

4. Kirim laporan pemesanan ke divisi PPIC. Pada *sales order*, klik *action* > *share*. Pada kolom *recipients* isikan PPIC kemudian klik *send*.

te

Print Action

SO042

Customer: Coya Monaco (Pemisalan)
 Jl Raya Tahunan
 Jepara 59421
 Indonesia

Creation Date: 07/25/2019 06:54:49

Payment Terms

Quotation Template

1 Delivery

Order Lines Optional Products Other Information

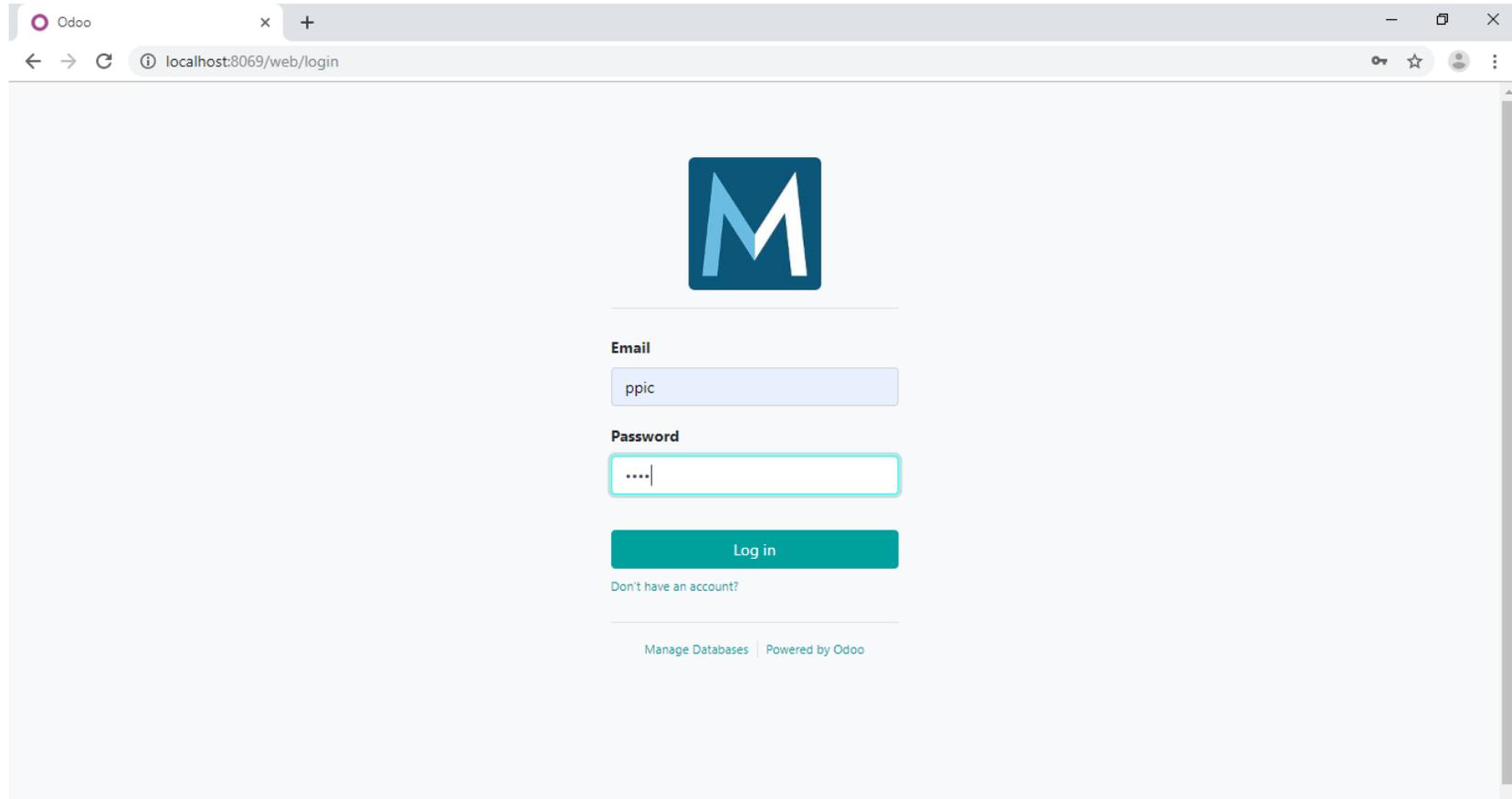
Product	Description	Ordered Qty	Delivered Quantity	Invoiced Quantity	Unit Price	Taxes	Subtotal
[AC-CH-14] CURVE DINING CHAIR (Dark Brown, Smooth, Semi Gloss NC)	[AC-CH-14] CURVE DINING CHAIR (Dark Brown, Smooth, Semi Gloss NC)	32.000	0.000	0.000	120.00		\$ 3,840.00

Untaxed Amount: \$ 3,840.00
 Taxes: \$ 0.00
 Total: \$ 3,840.00

C. Modul *Manufacturing*

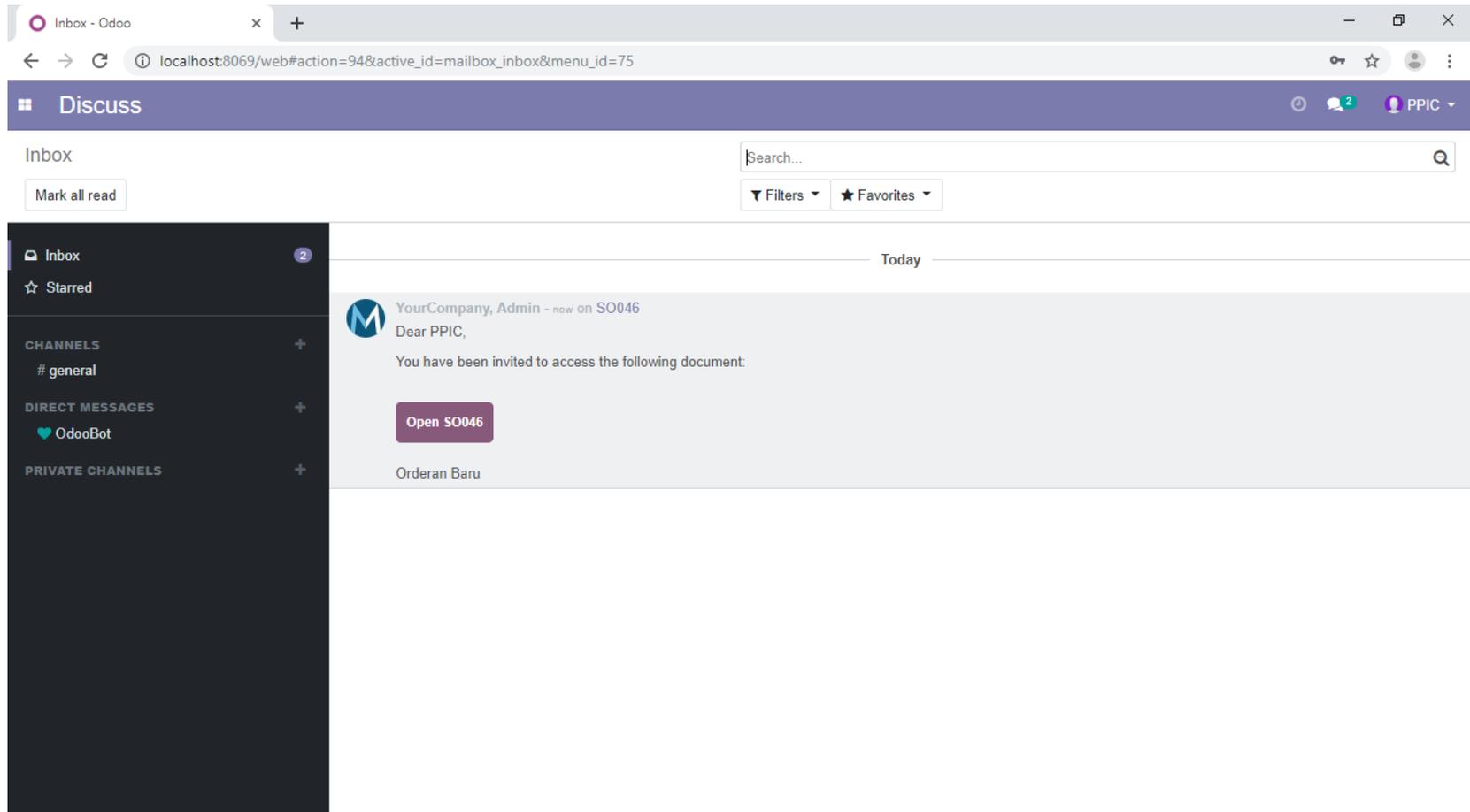
m) Masuk ke aplikasi Odoo dengan membuka *browser* dan ketikkan *localhost:8069*

n) *Login* sebagai *user* PPIC, dengan memasukkan *username* dan *password*.



The screenshot shows a web browser window with the address bar displaying "localhost:8069/web/login". The page features the Odoo Manufacturing logo, a large blue square with a white 'M'. Below the logo, there are two input fields: "Email" with the text "ppic" and "Password" with masked characters "....". A teal "Log in" button is positioned below the password field. At the bottom of the form, there is a link "Don't have an account?". The footer of the page includes "Manage Databases" and "Powered by Odoo".

o) Buka *inbox* maka akan muncul dokumen laporan pemesanan dari bagian *marketing*.



The screenshot displays a web browser window with the URL `localhost:8069/web#action=94&active_id=mailbox_inbox&menu_id=75`. The page title is "Discuss" and the user is logged in as "PPIC". The interface shows an "Inbox" section with a "Mark all read" button and a search bar. A message from "YourCompany, Admin" is displayed, dated "Today". The message content reads: "Dear PPIC, You have been invited to access the following document:" followed by a purple button labeled "Open SO046" and the text "Orderan Baru". The left sidebar contains navigation options: "Inbox" (with a notification badge of 2), "Starred", "CHANNELS" (including "# general"), "DIRECT MESSAGES" (including "OdooBot"), and "PRIVATE CHANNELS".

p) Setelah laporan pemesanan diterima bagian PPIC, selanjutnya *input* kebutuhan bahan baku dengan membuka modul *manufacturing > bill of materials > create*. Lengkapi data lalu pada kolom *component* tambahkan komponen dari produk yang akan dibuat.

Product	[AC-CH-14] CURVE DINING CHAIR	Reference	AC-CH-14
Product Variant	[AC-CH-14] CURVE DINING CHAIR (Dark Brown, Smooth	BoM Type	<input type="radio"/> Manufacture this product <input checked="" type="radio"/> Kit
Quantity	1.00	<ul style="list-style-type: none"> If the product is a finished product: When processing a sales order for this product, the delivery order will contain the raw materials, instead of the finished product. If the product is a semi-finished product: When processing a manufacturing order that contains that product as component, the raw materials of that product will be added to the manufacturing order of the final product. 	
		Company	PT. UMAFINDO

Components		Miscellaneous
Component		Quantity
+ [Kayu Jati] Teak		1.000
+ [Fett 56] Madu Leather		1.000
+ [Fett 57] Madu Leather		2.000
+ [Fett 59] Madu Leather		1.000
+ [Fett 60] Madu Leather		2.000
+ [Fett 63] Madu Leather		1.000
+ [FD23] Busa		6.000
+ Kain Zoffany		1.000

q) Kemudian *input manufacturing order* ke aplikasi odoo. Pada modul *manufacturing* pilih menu *operations > manufacturing orders > create*. Kemudian isikan data dari produk yang akan diproduksi lalu *save*.

Manufacturing Orders / New

Save Discard

Cancel

Confirmed In Prog

New

Product ↗

Quantity To Produce ↗

Bill of Material ↗

Deadline Start ↗

Responsible ↗

Source ↗

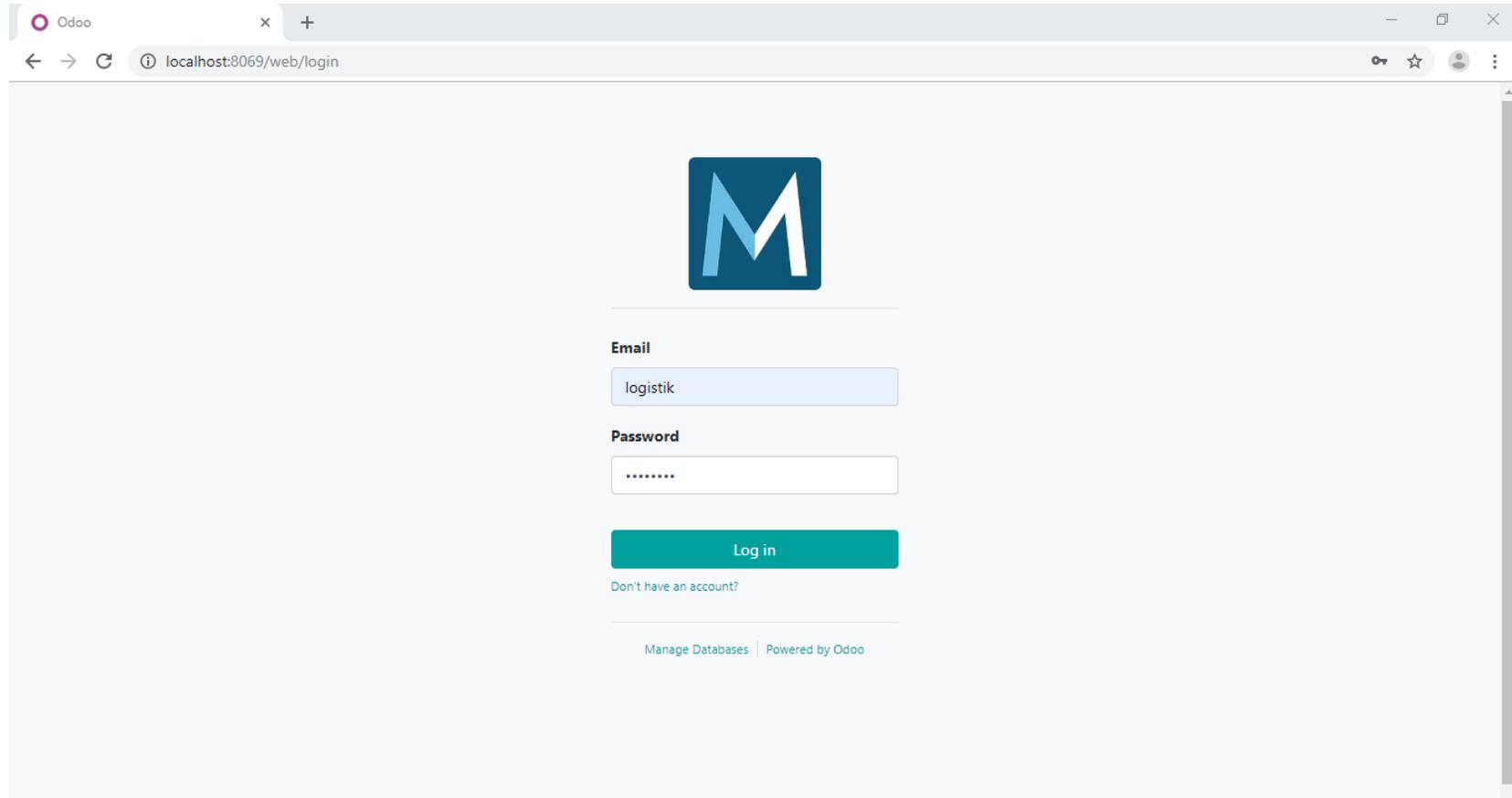
Company ↗

Consumed Materials Finished Products

Product	Tracking	To Consume	Reserved	Consumed

D. Modul *Inventory*

1. Masuk ke aplikasi Odoo dengan membuka *browser* dan ketikkan *localhost:8069*
2. *Login* sebagai *user* logistik, dengan memasukkan *username* dan *password*.



3. Buka modul *inventory*, pada kolom manufacturing operations klik *waiting*. Kemudian pilih produk yang berada pada tabel *manufacturing order*.

The screenshot displays the 'Inventory Overview' dashboard. At the top, there is a navigation bar with 'Inventory' and sub-menus: 'Overview', 'Operations', 'Master Data', 'Reporting', and 'Configuration'. Below the navigation bar, the title 'Inventory Overview' is shown on the left, and on the right, there are search and filter controls: 'Type of Operation x Search...', 'Filters', 'Group By', and 'Favorites'.

The main content area is divided into three columns: 'Vendors', 'Manufacturing Operation', and 'Customers'. Each column contains a card for 'PT. UMAFINDO' with a 'To Process' button and a 'Late' status.

Section	Item	Status	Count
Vendors	Receipts	Late	3
	3 To Process		
Manufacturing Operation	Manufacturing	Waiting	1
		Late	4
	5 To Process		
Customers	Delivery Orders	Late	4
	4 To Process		

4. Untuk mengecek ketersediaan *bill of material* klik *check availability*, jika komponen produk pada tabel *konsumed materials* berwarna merah maka komponen tidak tersedia, sedangkan jika berwarna hitam maka komponen tersedia.

Inventory Overview / Manufacturing Orders / PT. U/MO/00001

Edit Create Print Action

PT. U/MO/00001

Product	[AC-CH-14] CURVE DINING CHAIR	Deadline Start	07/25/2019 06:56:28	
Quantity To Produce	32.000 Update	Responsible	Logistik	
Bill of Material	AC-CH-14: [AC-CH-14] CURVE DINING CHAIR	Source Company	PT. UMAFINDO	

Product	Tracking	To Consume	Reserved	Consumed
[Kayu Jati] Teak	<input type="checkbox"/>	32.000	0.000	0.000
[Fett 56] Madu Leather	<input type="checkbox"/>	32.000	32.000	0.000
[Fett 57] Madu Leather	<input type="checkbox"/>	64.000	64.000	0.000
[Fett 59] Madu Leather	<input type="checkbox"/>	32.000	32.000	0.000
[Fett 60] Madu Leather	<input type="checkbox"/>	64.000	64.000	0.000
[Fett 63] Madu Leather	<input type="checkbox"/>	32.000	32.000	0.000
[FD23] Busa	<input type="checkbox"/>	32.000	32.000	0.000
Kain Zoffany	<input type="checkbox"/>	32.000	32.000	0.000

5. Apabila semua material tersedia berarti tidak ada kendala dalam menyiapkan material tersebut. Setelah material disiapkan dan dikirim ke bagian produksi dapat di-klik *Produce* untuk menandakan material sudah dikeluarkan dan produksi sudah berjalan.
6. Apabila bahan baku tidak tersedia maka bagian logistik membuat permintaan pembelian bahan baku. Dengan membuka modul *purchase*, kemudian buka menu *requests for quotation* lalu klik *create*, kemudian isikan nama *supplier* dan data bahan yang akan dibeli. Lalu buka tab *other information*, pada *purchase representative* pilih *supply chain coordinator* sebagai divisi yang akan mengakses permintaan pembelian, kemudian *save*.

Requests for Quotation / PO00062 (LTHR)

Save Discard

PO00062

Vendor: Dicky Furnic Order Date: 07/25/2019 07:58:27

Vendor Reference: LTHR Company: PT. UMAFINDO

Products Other Information

Product	Description	Scheduled Date	Company	Quantity	Unit Price	Taxes	Subtotal
+ [Fett 56] Madu Leather	[Fett 56] Madu Leather	07/26/2019 07:58:27	PT. UMAFINDO	1.000	1,456,000.00		Rp 1,456,000.00
+ [Fett 57] Madu Leather	[Fett 57] Madu Leather	07/26/2019 07:58:27	PT. UMAFINDO	2.000	1,482,000.00		Rp 2,964,000.00
+ [Fett 59] Madu Leather	[Fett 59] Madu Leather	07/26/2019 07:58:27	PT. UMAFINDO	1.000	1,534,000.00		Rp 1,534,000.00
+ [Fett 60] Madu Leather	[Fett 60] Madu Leather	07/26/2019 07:58:27	PT. UMAFINDO	2.000	1,560,000.00		Rp 3,120,000.00
+ [Fett 63] Madu Leather	[Fett 63] Madu Leather	07/26/2019 07:58:27	PT. UMAFINDO	1.000	1,638,000.00		Rp 1,638,000.00

Add a line

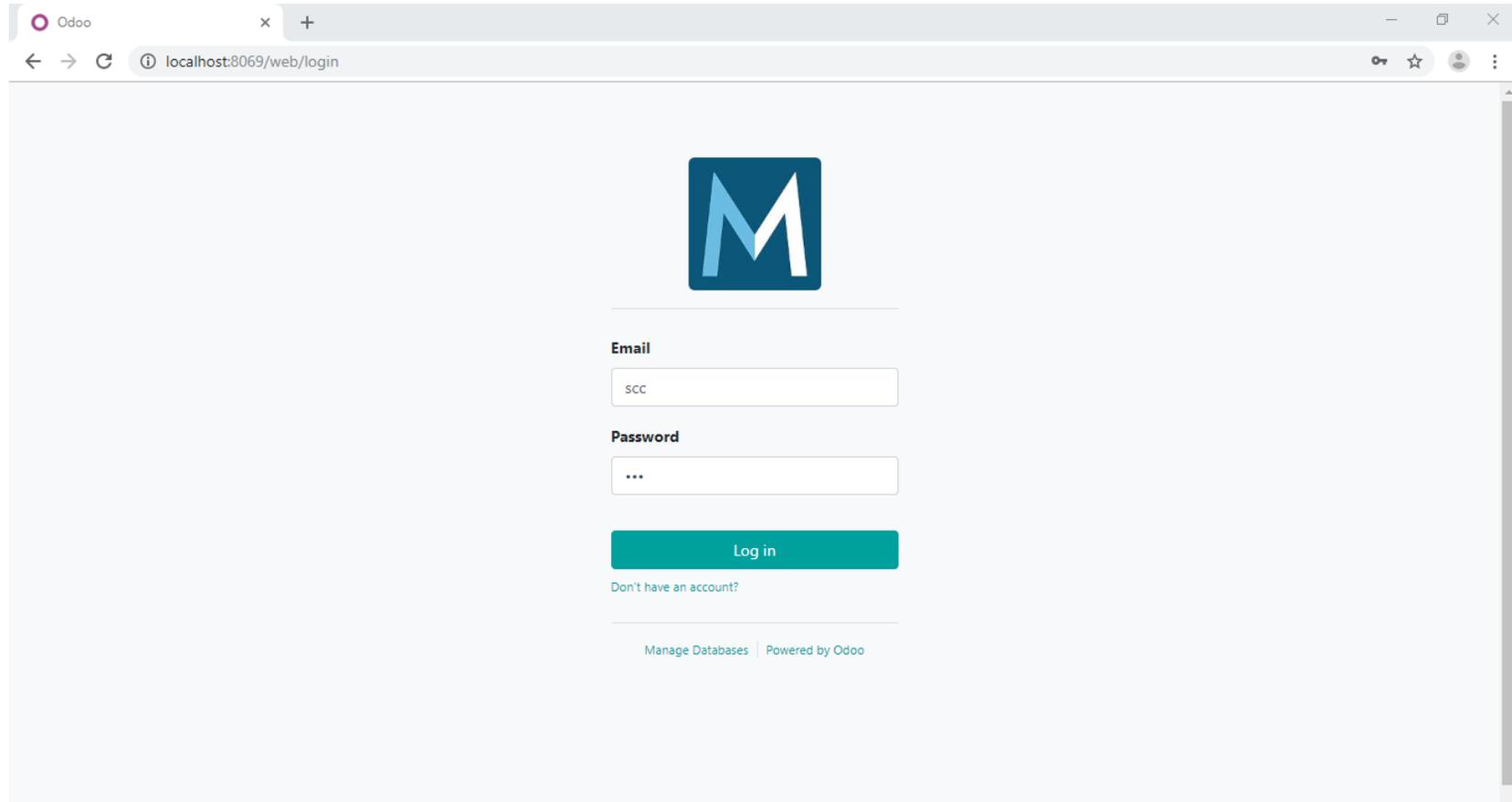
Define your terms and conditions ...

Untaxed Amount: Rp 10,712,000.00
Taxes: Rp 0.00
Total: Rp 10,712,000.00

7. Kemudian secara otomatis permintaan pembelian dapat diakses oleh bagian *Supply Chain Coordinator* pada menu *purchase* dan proses permintaan pembelian selesai.

E. Modul *Purchase*

1. Masuk ke aplikasi Odoo dengan membuka *browser* dan ketikkan *localhost:8069*.
2. *Login* sebagai user *Supply Chain Coordinator*, dengan memasukkan *username* dan *password*.



3. Kemudian membuat *purchase order*. Pada menu *purchase > requests for quotation*. Kemudian pada kolom *requests for quotation* pilih dokumen permintaan pembelian yang telah dibuat bagian logistik sebelumnya, lalu klik *confirm order* kemudian pilih *send by Email* untuk mengirim *purchase order* kepada *supplier*

Purchase Orders / New

Save Discard

Send by Email Print RFQ Confirm Order Cancel RFQ R

New

Vendor: Dicky Furnic Order Date: 07/25/2019 07:02:40

Vendor Reference: LTHR Company: PT. UMAFINDO

Products Other Information

Product	Description	Scheduled Date	Company	Quantity	Unit Price	Taxes	Subtotal
+ [Fett 56] Madu Leather	[Fett 56] Madu Leather	07/26/2019 07:02:40	PT. UMAFINDO	1.000	1,456,000.00		Rp 1,456,000.00
+ [Fett 57] Madu Leather	[Fett 57] Madu Leather	07/26/2019 07:02:40	PT. UMAFINDO	2.000	1,482,000.00		Rp 2,964,000.00
+ [Fett 59] Madu Leather	[Fett 59] Madu Leather	07/26/2019 07:02:40	PT. UMAFINDO	1.000	1,534,000.00		Rp 1,534,000.00
+ [Fett 60] Madu Leather	[Fett 60] Madu Leather	07/26/2019 07:02:40	PT. UMAFINDO	2.000	1,560,000.00		Rp 3,120,000.00
+ [Fett 63] Madu Leather	[Fett 63] Madu Leather	07/26/2019 07:02:40	PT. UMAFINDO	1.000	1,638,000.00		Rp 1,638,000.00

Add a line

Define your terms and conditions ...

Untaxed Amount: Rp 10,712,000.00
Taxes: Rp 0.00
Total: Rp 10,712,000.00

4. Setelah *purchase order* diterima, *supplier* akan mengirimkan bahan baku yang dipesan.
5. Bagian logistik akan menerima bahan baku yang dikirimkan *supplier*.

6. Setelah bahan baku diterima klik *receive product*. Lalu akan dilakukan pengecekan bahan baku terlebih dahulu.

Purchase Orders / PO00047 (LTHR)

Save Discard

Receive Products Send PO by Email Create Bill Cancel Lock RFQ R

PO00047 1 Receipt

Vendor: Dicky Furnic Order Date: 07/25/2019 07:02:40
 Vendor Reference: LTHR Company: PT. UMAFINDO

Products Other Information

Product	Description	Scheduled Date	Company	Quantity	Received Qty	Billed Qty	Unit Price	Taxes	Subtotal
+ [Fett 56] Madu Leather	[Fett 56] Madu Leather	07/26/2019 07:02:40	PT. UMAFINDO	1.000	0.000	0.000	1,456,000.00		Rp 1,456,000.00
+ [Fett 57] Madu Leather	[Fett 57] Madu Leather	07/26/2019 07:02:40	PT. UMAFINDO	2.000	0.000	0.000	1,482,000.00		Rp 2,964,000.00
+ [Fett 59] Madu Leather	[Fett 59] Madu Leather	07/26/2019 07:02:40	PT. UMAFINDO	1.000	0.000	0.000	1,534,000.00		Rp 1,534,000.00
+ [Fett 60] Madu Leather	[Fett 60] Madu Leather	07/26/2019 07:02:40	PT. UMAFINDO	2.000	0.000	0.000	1,560,000.00		Rp 3,120,000.00
+ [Fett 63] Madu Leather	[Fett 63] Madu Leather	07/26/2019 07:02:40	PT. UMAFINDO	1.000	0.000	0.000	1,638,000.00		Rp 1,638,000.00

Add a line

Define your terms and conditions ...

Untaxed Amount: Rp 10,712,000.00
 Taxes: Rp 0.00
 Total: **Rp 10,712,000.00**

7. Apabila barang tidak memenuhi syarat yang diinginkan perusahaan, maka bagian *Supply Chain Coordinator* akan mengkonfirmasi pesanan kepada *supplier*.

8. Kemudian *supplier* akan mengganti barang sesuai keinginan perusahaan.

9. *Supplier* akan mengirim ulang bahan baku yang dipesan.

10. Setelah bahan baku diterima akan dilakukan pengecekan terlebih dahulu.
11. Apabila barang sudah memenuhi syarat yang diinginkan perusahaan, maka barang dipindahkan ke bagian produksi. Kemudian bagian logistik melakukan validasi *purchase order* tersebut dengan klik *validate*, Maka secara otomatis bahan baku akan *terupdate*

Purchase Orders / PO00047 (LTHR) / PT. U/IN/00002

Edit Create

Print ▾ Action ▾

Validate
Print
Cancel
Unlock

Draft V

PT. U/IN/00002

Partner	Dicky Furnic	Scheduled Date	07/26/2019 07:02:40
Operation Type	PT. UMAFINDO: Receipts	Source Document	PO00047

Operations Additional Info Note

Product	Initial Demand	Done
[Fett 56] Madu Leather	1.000	0.000
[Fett 57] Madu Leather	2.000	0.000
[Fett 59] Madu Leather	1.000	0.000
[Fett 60] Madu Leather	2.000	0.000
[Fett 63] Madu Leather	1.000	0.000

12. Bagian produksi menerima barang.
13. Selanjutnya akan dilakukan proses produksi.
14. Kemudian bagian *Supply Chain Coordinator* akan mengkonfirmasi pesanan kepada *supplier*.
15. Setelah menerima konfirmasi, bagian *supplier* akan mengirimkan tagihan yang harus dibayarkan kepada bagian *Supply Chain Coordinator*.

16. Kemudian untuk selanjutnya dilakukan proses pembayaran
17. Lalu *supplier* menerima pembayaran dan proses selesai.

Lampiran 2

1. Foto Produk

- Produk *Curve Dining Chair*



- Produk *Lounge Bar Oval Table*



- Produk *Bar Stool Full Leather*

