

PEDOMAN TEKNIS

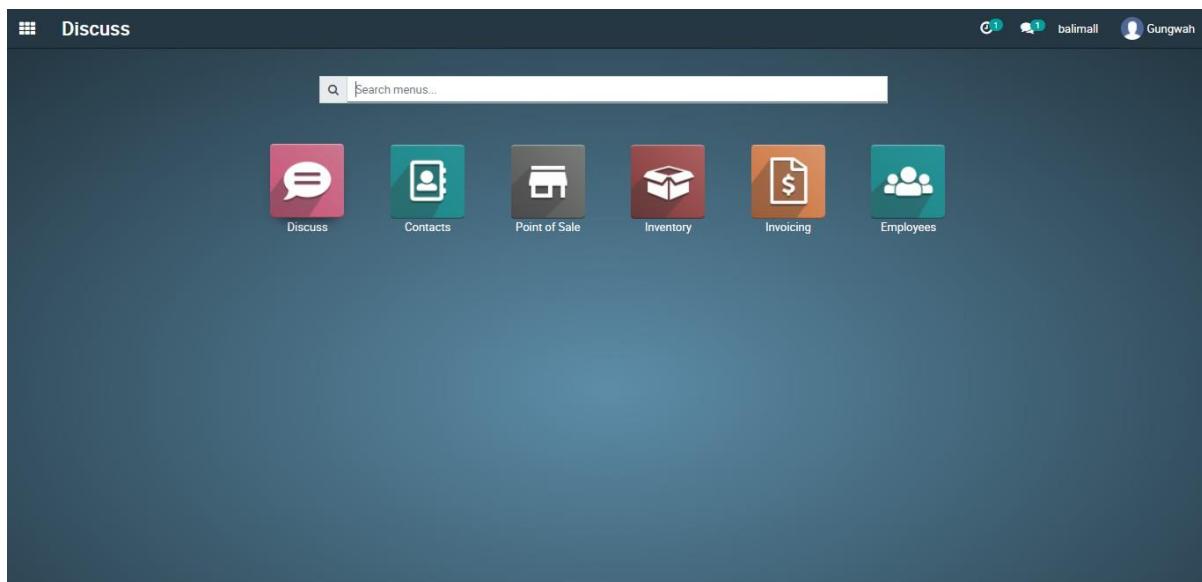
SISTEM ONLINE ATAS DATA TRANSAKSI PEMBAYARAN PAJAK HOTEL DAN PAJAK RESTORAN (SIDASI PAPA)



PEMERINTAH KABUPATEN BALANGAN
BADAN PENGELOLAAN KEUANGAN, PENDAPATAN DAN ASET DAERAH
Jln. A. Yani km 195 Paringin - Kalimantan Selatan

Pengenalan fungsi pada setiap menu Dashboard

Berikut ini adalah fungsi pada setiap menu Dashboard



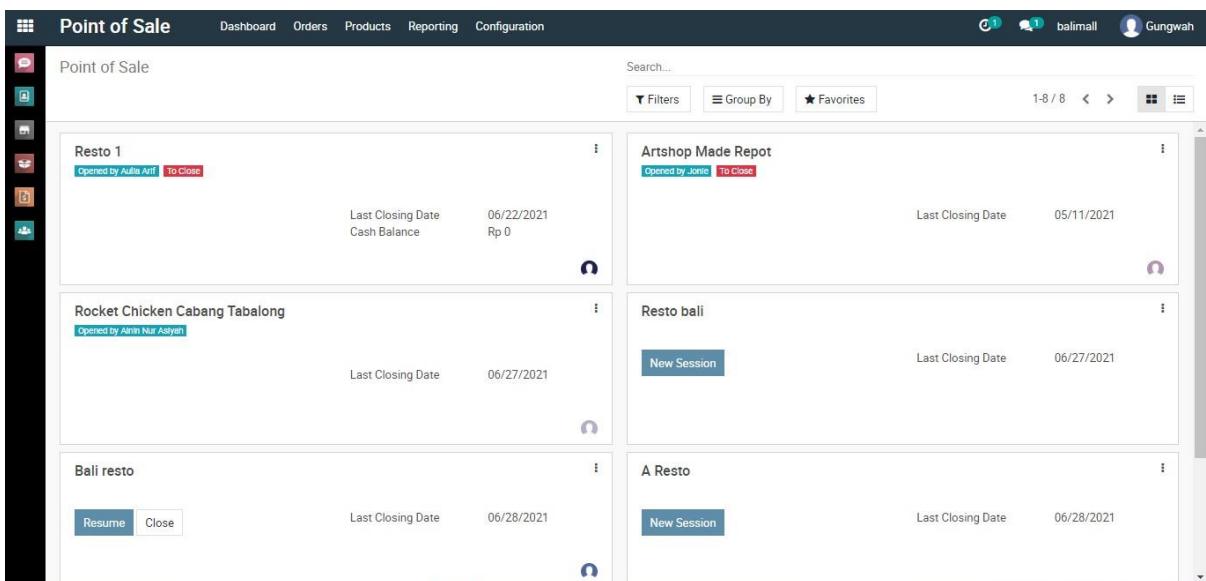
1. Discuss, menampilkan notifikasi yang masuk
2. Contact, menampilkan daftar kontak atau “customer” maupun “employee” yang tersedia
3. Point of Sale, berfungsi untuk mengatur konfigurasi “Point of Sale” dan hal lainnya yang berkaitan.
4. Inventory, berfungsi untuk menyediakan informasi terkait persediaan
5. Invoicing, berfungsi untuk menyediakan informasi terkait faktur pembayaran
6. Employees, berfungsi untuk menyediakan informasi terkait karyawan/employee

Menu pada Point of Sale

Berikut merupakan fitur – fitur dari menu Point of Sale

1) Dashboard

Berfungsi untuk menampilkan seluruh Point of Sale yang sudah dibuat, sesuai dengan Company yang dipilih

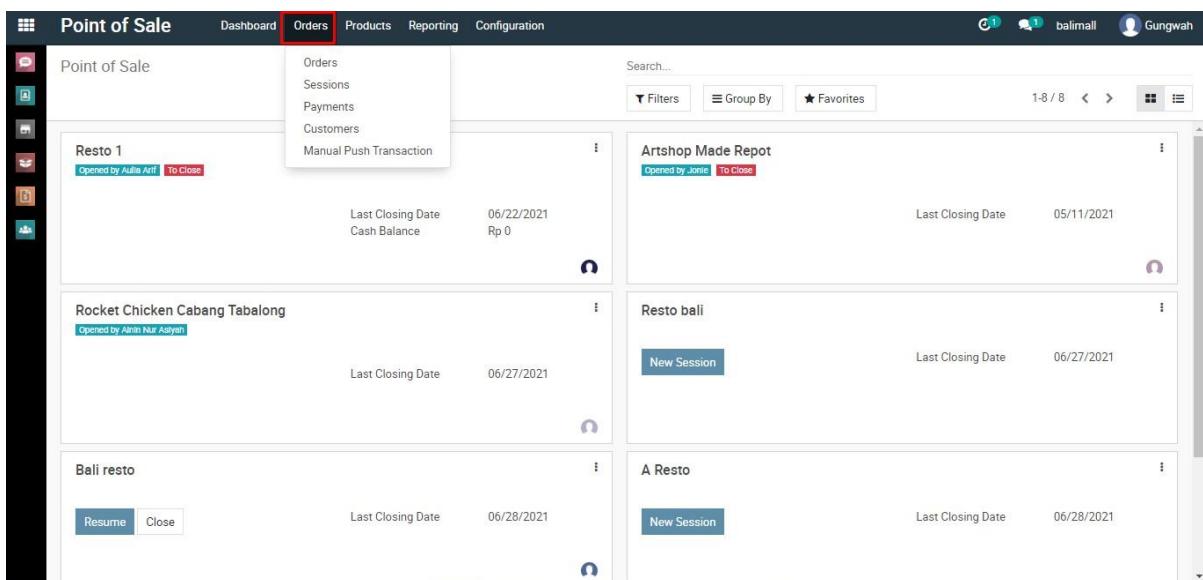


| Session Name | Opened by | Last Closing Date | Cash Balance |
|--------------------------------|-----------------|-------------------|--------------|
| Resto 1 | Aulia Arif | 06/22/2021 | Rp 0 |
| Artshop Made Report | Jonie | 05/11/2021 | |
| Rocket Chicken Cabang Tabalong | Alin Nur Asyran | 06/27/2021 | |
| Resto bali | | 06/27/2021 | |
| A Resto | | 06/28/2021 | |



2) Orders

Berfungsi untuk mengatur data pesanan (orders)



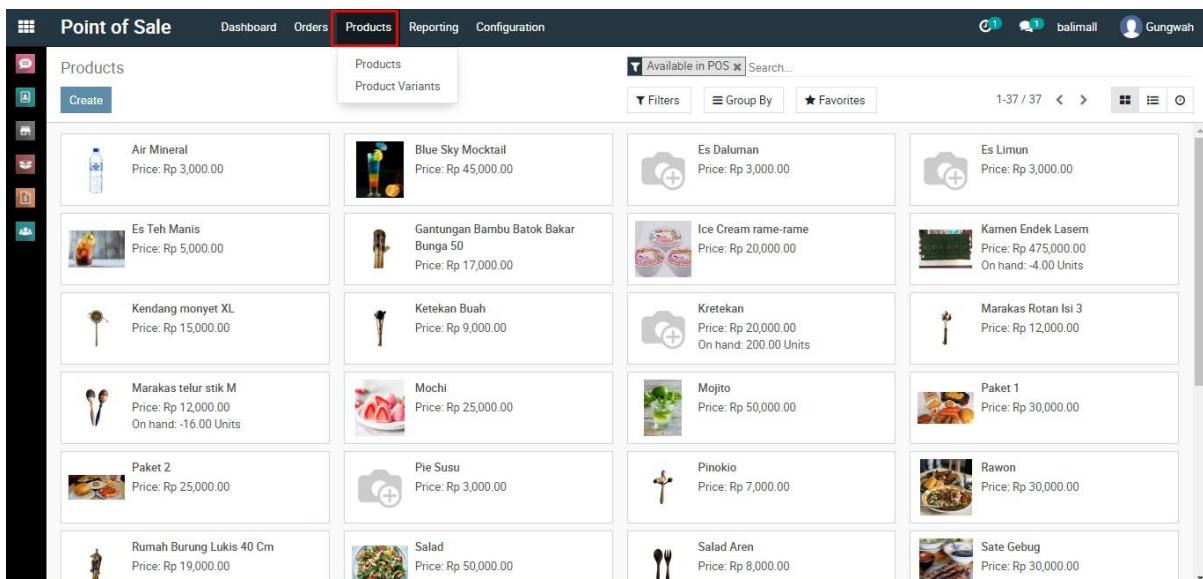
| Session | Last Closing Date | Cash Balance |
|--------------------------------|-------------------|--------------|
| Resto 1 | 06/22/2021 | Rp 0 |
| Artshop Made Report | | 05/11/2021 |
| Resto bali | | 06/27/2021 |
| Rocket Chicken Cabang Tabalong | 06/27/2021 | |
| Bali resto | 06/28/2021 | |
| A Resto | 06/28/2021 | |

- Orders, menampilkan riwayat history pesanan (orders) yang terjadi di dalam POS
- Sessions, menampilkan riwayat sesi (sessions) yang dilakukan di dalam POS
- Payments, menampilkan riwayat metode pembayaran yang digunakan di dalam POS
- Customers, mengatur data pelanggan (customer)
- Manual Push Transaction



3) Products

Berfungsi untuk mengatur produk yang nantinya akan ditampilkan di dalam POS

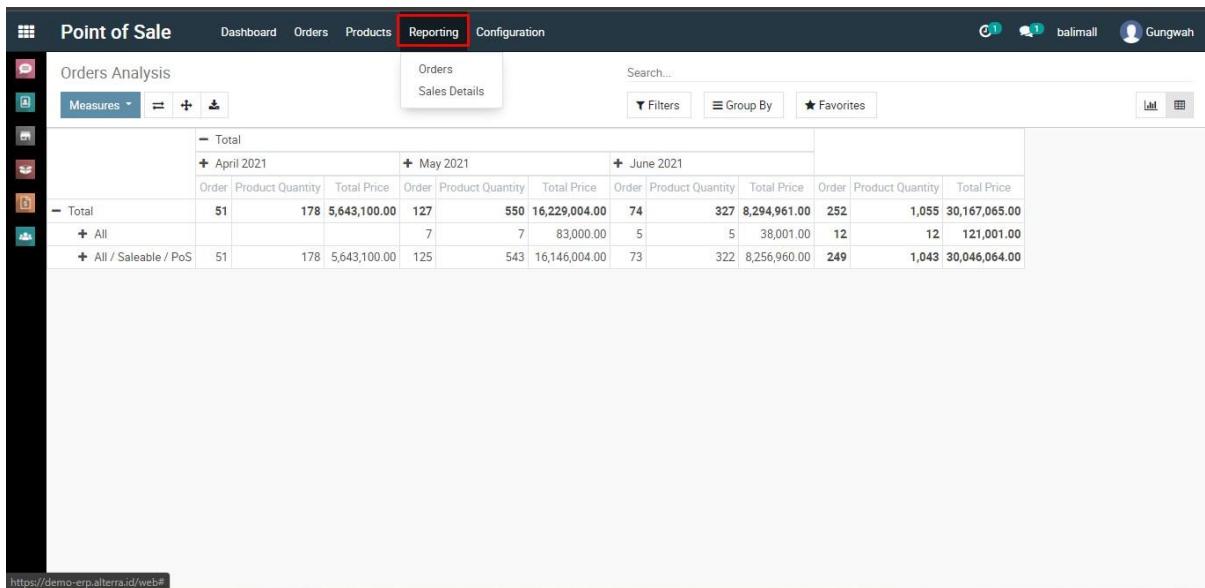


| Product Image | Product Name | Price | Description |
|---------------|--------------------------------------|---------------------------------------|-------------|
| | Air Mineral | Rp 3,000.00 | |
| | Blue Sky Mocktail | Rp 45,000.00 | |
| | Es Daluman | Rp 3,000.00 | |
| | Es Limun | Rp 3,000.00 | |
| | Es Teh Manis | Rp 5,000.00 | |
| | Gantungan Bambu Batok Bakar Bunga 50 | Rp 17,000.00 | |
| | Ice Cream rame-rame | Rp 20,000.00 | |
| | Kamen Endek Lasem | Rp 475,000.00 On hand: -4.00 Units | |
| | Kendang monyet XL | Rp 15,000.00 | |
| | Ketekan Buah | Rp 9,000.00 | |
| | Kretekan | Rp 20,000.00 On hand: 200.00 Units | |
| | Marakas Rotan Isi 3 | Rp 12,000.00 | |
| | Marakas telur stik M | Rp 12,000.00 On hand: -16.00 Units | |
| | Mochi | Rp 25,000.00 | |
| | Mojito | Rp 50,000.00 | |
| | Paket 1 | Rp 30,000.00 | |
| | Paket 2 | Rp 25,000.00 | |
| | Pie Susu | Rp 3,000.00 | |
| | Pinokio | Rp 7,000.00 | |
| | Rumah Burung Lukis 40 Cm | Rp 19,000.00 | |
| | Salad | Rp 50,000.00 | |
| | Salad Aren | Rp 8,000.00 | |
| | Sate Gebug | Rp 30,000.00 | |

- Products, berfungsi untuk mengatur data produk yang akan ditampilkan di dalam POS
- Product Variants, berfungsi untuk mengatur variasi yang terdapat dalam satu produk

4) Reporting

Berfungsi untuk menampilkan laporan penjualan produk



The screenshot shows the Odoo Point of Sale (PoS) interface with the 'Reporting' tab selected. The main area displays a sales analysis grid for three months: April 2021, May 2021, and June 2021. The grid includes columns for Order, Product Quantity, and Total Price. The data shows a significant increase in sales from April to June.

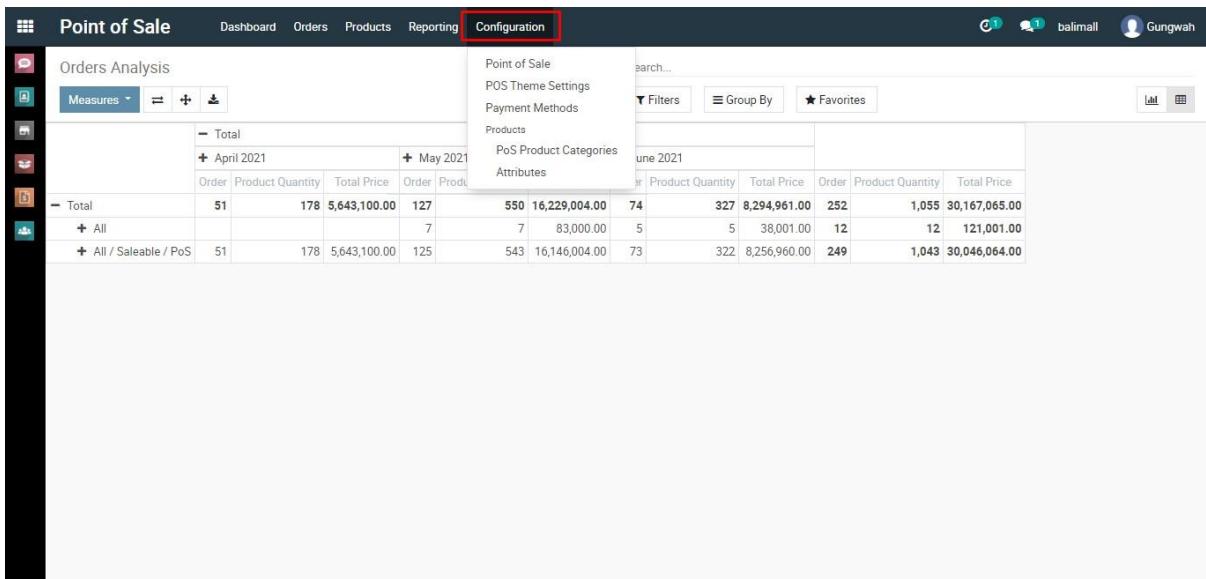
| | Order | Product Quantity | Total Price | Order | Product Quantity | Total Price | Order | Product Quantity | Total Price |
|-----------------------------|-------|------------------|--------------|-------|------------------|---------------|-------|------------------|---------------------|
| Total | 51 | 178 | 5,643,100.00 | 127 | 550 | 16,229,004.00 | 74 | 327 | 8,294,961.00 |
| All | | | | 7 | 7 | 83,000.00 | 5 | 5 | 38,001.00 |
| All / Saleable / PoS | 51 | 178 | 5,643,100.00 | 125 | 543 | 16,146,004.00 | 73 | 322 | 8,256,960.00 |
| | | | | | | | | 249 | 1,043 30,046,064.00 |

- Orders, berfungsi untuk menampilkan data produk yang terjual dengan fitur tambahan seperti filter dan group by
- Sales Details, berfungsi untuk mencetak hasil laporan penjualan dengan range tanggal tertentu dan POS tertentu



5) Configuration

Berfungsi untuk melakukan pengaturan – pengaturan yang berkaitan dengan cara kerja POS



- Point of Sale, berfungsi untuk mengatur data Point of Sale seperti menambah mengubah dan menghapus POS
- POS Theme Settings, berfungsi untuk mengatur terkait tampilan POS ketika dijalankan seperti megubah warna tema, tampilan menu dll.
- Payment Methods, berfungsi mengatur metode pembayaran yang akan tersedia di dalam POS
- POS Product Categories, berfungsi untuk mengatur kategori dari produk yang akan digunakan di dalam POS
- Attributes,

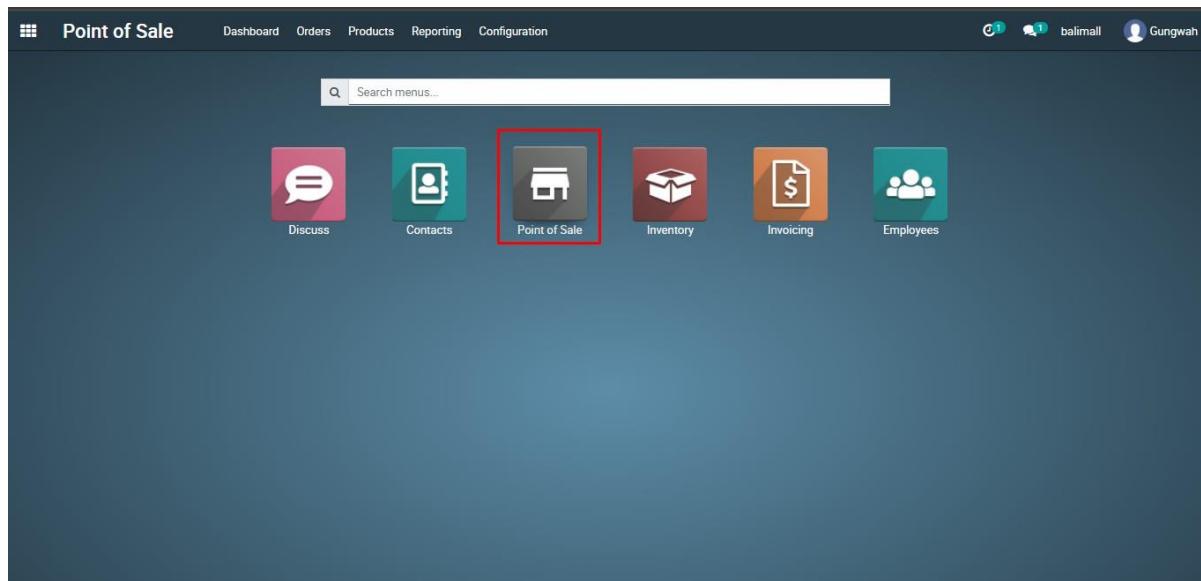


Fitur Pada POS

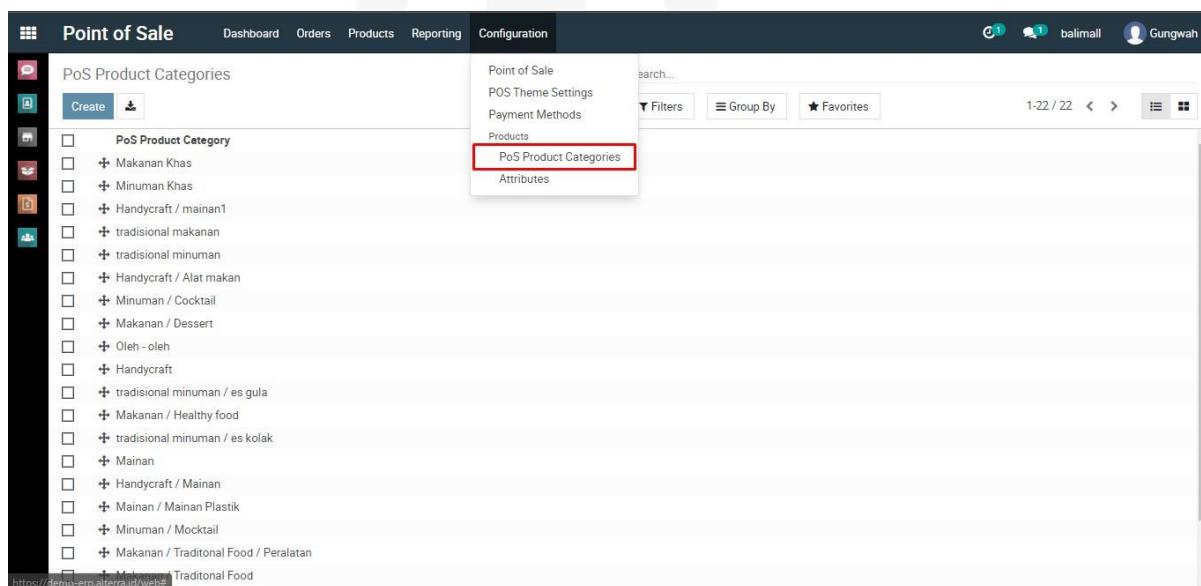
Mengatur Kategori Produk :

Berikut ini adalah cara untuk melakukan konfigurasi kategori produk

1. Pada halaman awal klik menu POS

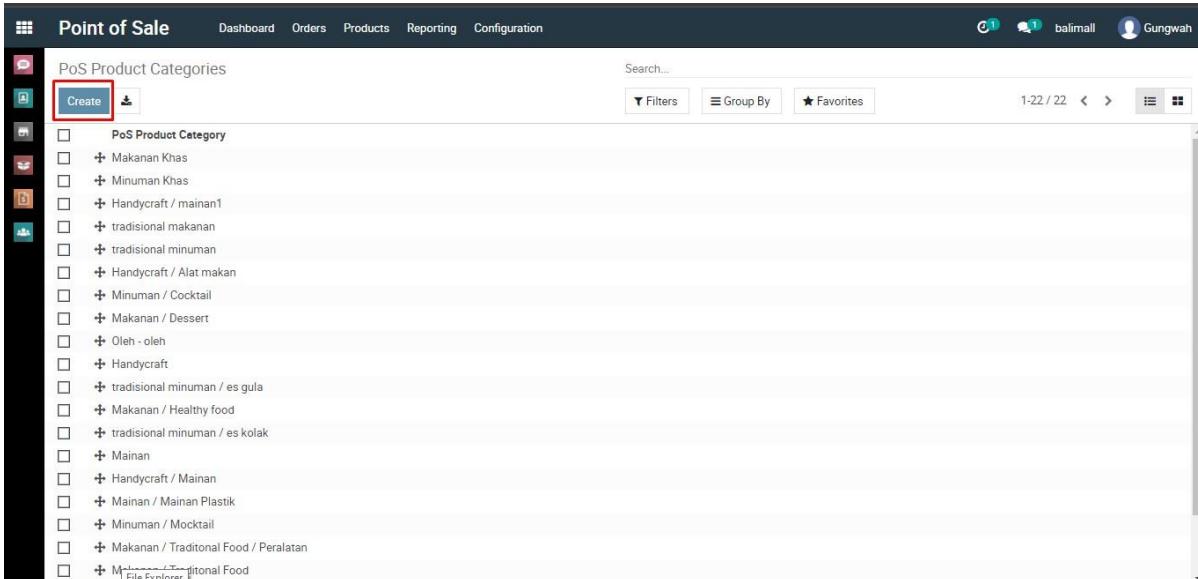


2. Pada Dashboard pilih menu Configuration > Pos Product Categories



The screenshot shows the Odoo Configuration interface. On the left, there's a sidebar with icons for PoS Product Categories, Create, and a download button. The main area displays a list of categories under 'Pos Product Categories'. A red box highlights the 'Pos Product Categories' link under the 'Products' section of the configuration menu.

3. Kemudian pilih Create



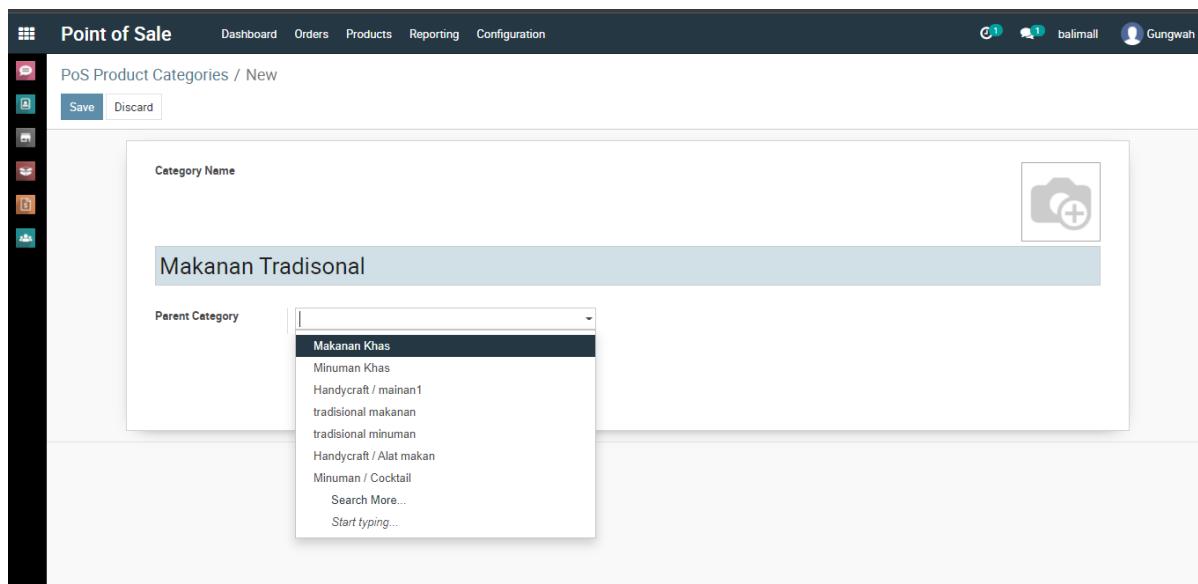
The screenshot shows the Odoo Point of Sale interface. At the top, there's a navigation bar with tabs: Point of Sale, Dashboard, Orders, Products, Reporting, and Configuration. On the far right of the header, there are icons for notifications (0), messages (1), and user profile (Gungwah). Below the header, the main content area has a title "PoS Product Categories". A "Create" button is highlighted with a red box. To its right is a search bar labeled "Search..." and several filter buttons: "Filters", "Group By", and "Favorites". At the bottom right of the content area, there are page navigation controls showing "1-22 / 22" and icons for list and grid views.

| PoS Product Category |
|--|
| ↳ Makanan Khas |
| ↳ Minuman Khas |
| ↳ Handycraft / mainan1 |
| ↳ tradisional makanan |
| ↳ tradisional minuman |
| ↳ Handycraft / Alat makan |
| ↳ Minuman / Cocktail |
| ↳ Makanan / Dessert |
| ↳ Oleh - oleh |
| ↳ Handycraft |
| ↳ tradisional minuman / es gula |
| ↳ Makanan / Healthy food |
| ↳ tradisional minuman / es kolak |
| ↳ Mainan |
| ↳ Handycraft / Mainan |
| ↳ Mainan / Mainan Plastik |
| ↳ Minuman / Mocktail |
| ↳ Makanan / Traditional Food / Peralatan |
| ↳ Makanan / Traditional Food |

User Manual PoS Odoo - **PT Bima Sakti Alterra**



4. Kemudian lengkapi konfigurasi kategori Produk yang dibutuhkan yang dibagi ke dalam beberapa bagian.

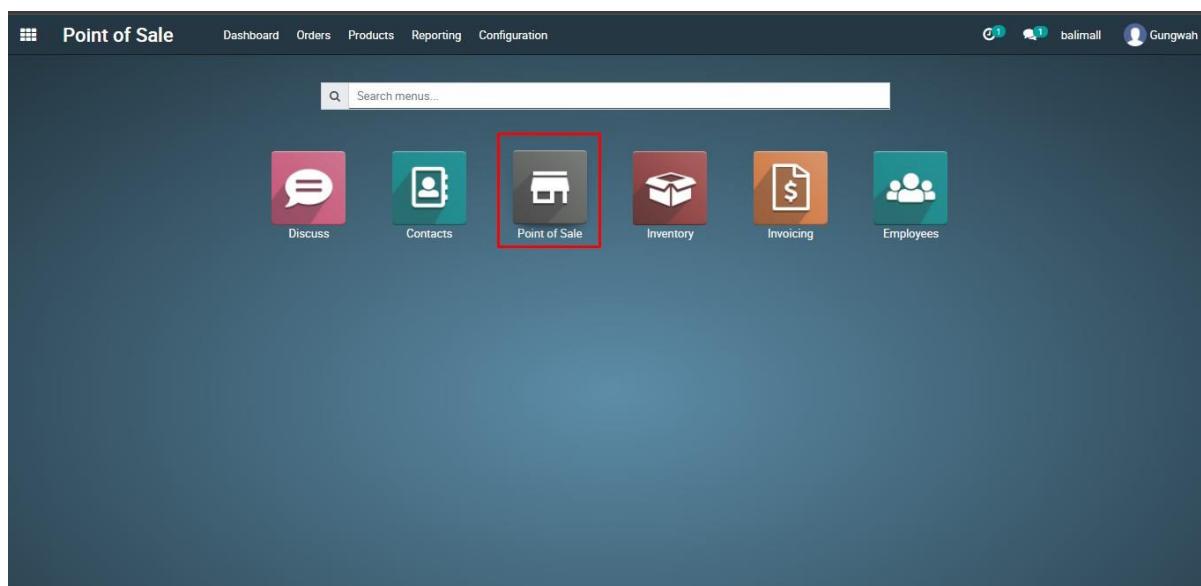


- a) Category Name, berfungsi untuk menambah nama kategori
b) Parent Category, berfungsi untuk memasukkan kategori yang akan dibuat ke dalam kategori lainnya.
c) Pictures, jika ingin menambahkan gambar ke dalam kategori produk
5. Jika sudah selesai, klik Save.

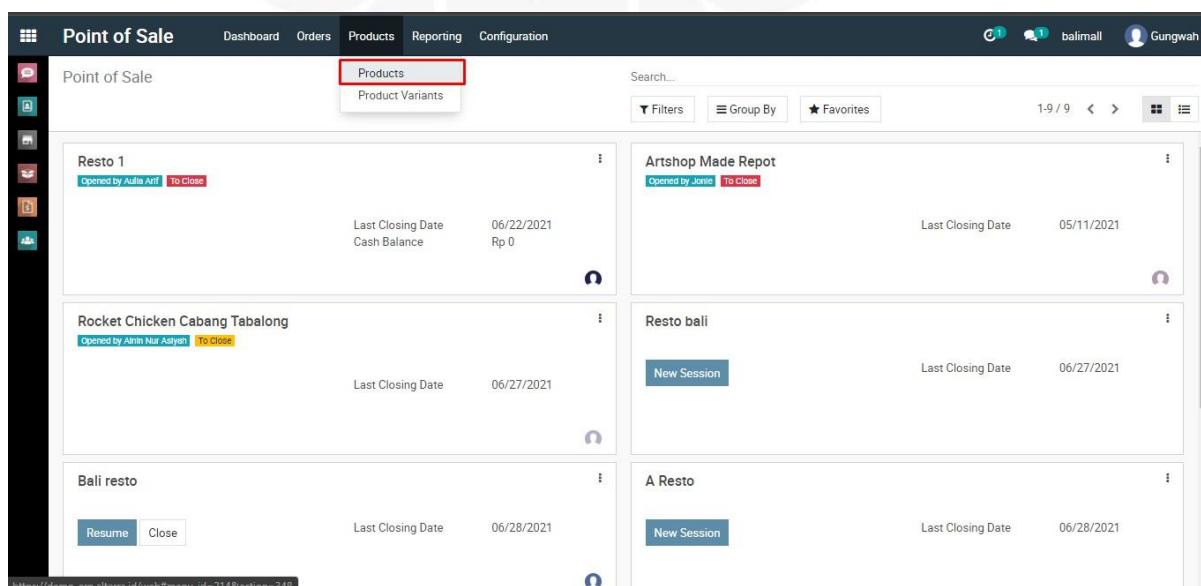
Mengatur Produk :

Berikut ini adalah cara untuk melakukan konfigurasi produk

- Pada halaman awal klik menu POS

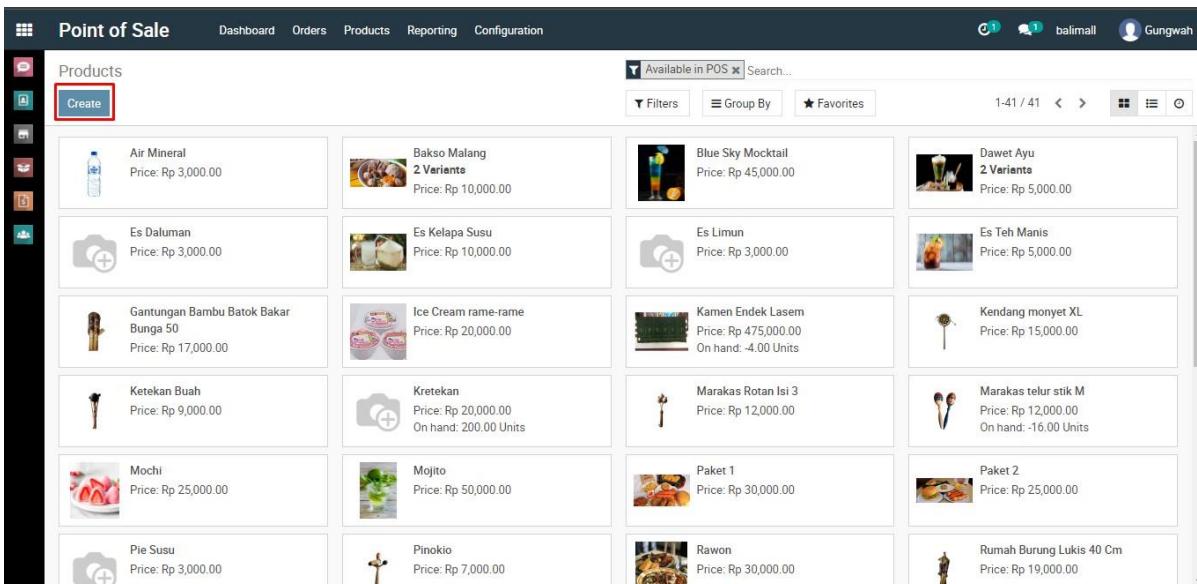


- Pada Dashboard pilih menu Products -> Products



| Session Name | Opened by | Last Closing Date | Cash Balance |
|--------------------------------|----------------|-------------------|--------------|
| Resto 1 | Aulia Arif | 06/22/2021 | Rp 0 |
| Artshop Made Report | Jonie | 05/11/2021 | |
| Rocket Chicken Cabang Tabalong | Alin Nur Asyey | 06/27/2021 | |
| Resto bali | | 06/27/2021 | |
| Bali resto | | 06/28/2021 | |
| A Resto | | 06/28/2021 | |

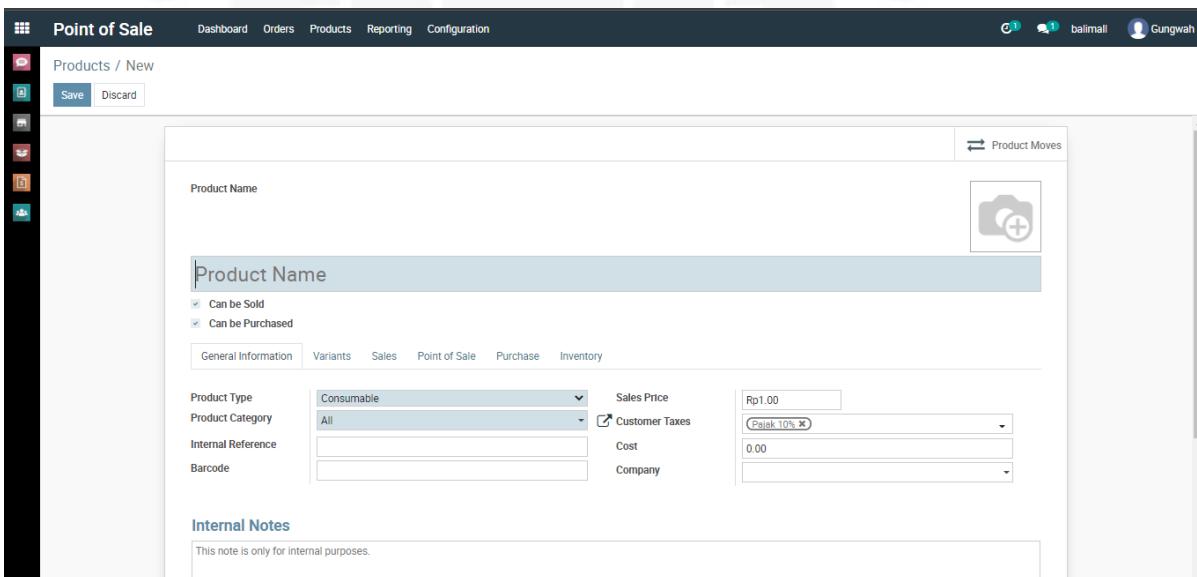
3. Kemudian pilih Create



The screenshot shows the Odoo Point of Sale interface. In the top navigation bar, there are tabs for Point of Sale, Dashboard, Orders, Products, Reporting, and Configuration. On the far right, there are icons for notifications, user profile, and language switching. Below the navigation, there's a search bar and filter options. The main area is titled 'Products' and contains a grid of 16 product cards. Each card includes a small image, the product name, and its price. The 'Create' button is highlighted with a red box.

| Product Name | Price |
|--------------------------------------|---------------------------------------|
| Air Mineral | Rp 3,000.00 |
| Bakso Malang 2 Variante | Rp 10,000.00 |
| Blue Sky Mocktail | Rp 45,000.00 |
| Dawet Ayu 2 Variante | Rp 5,000.00 |
| Es Daluman | Rp 3,000.00 |
| Es Kelapa Susu | Rp 10,000.00 |
| Es Limun | Rp 3,000.00 |
| Es Teh Manis | Rp 5,000.00 |
| Gantungan Bambu Batok Bakar Bunga 50 | Rp 17,000.00 |
| Ice Cream rame-rame | Rp 20,000.00 |
| Kamen Endek Lasem | Rp 475,000.00 On hand: -4.00 Units |
| Kendang monyet XL | Rp 15,000.00 |
| Ketekan Buah | Rp 9,000.00 |
| Kretekan | Rp 20,000.00 On hand: 200.00 Units |
| Marakas Rotan Isi 3 | Rp 12,000.00 |
| Marakas telur stik M | Rp 12,000.00 On hand: -16.00 Units |
| Mochi | Rp 25,000.00 |
| Mojito | Rp 50,000.00 |
| Paket 1 | Rp 30,000.00 |
| Paket 2 | Rp 25,000.00 |
| Pie Susu | Rp 3,000.00 |
| Pinokio | Rp 7,000.00 |
| Rawon | Rp 30,000.00 |
| Rumah Burung Lukis 40 Cm | Rp 19,000.00 |

4. Kemudian lengkapi konfigurasi Produk yang dibutuhkan yang dibagi ke dalam beberapa bagian.



The screenshot shows the 'Products / New' creation form. At the top, there are 'Save' and 'Discard' buttons. The main area has a 'Product Name' field with a camera icon for image upload. Below it, there are two checked checkboxes: 'Can be Sold' and 'Can be Purchased'. Under 'General Information', there are dropdown menus for 'Product Type' (Consumable), 'Product Category' (All), and other details like 'Sales Price' (Rp1.00), 'Customer Taxes' (Pajak 10%), 'Cost' (0.00), and 'Company'. There's also a 'Product Moves' section with a camera icon. At the bottom, there's an 'Internal Notes' section with a note: 'This note is only for internal purposes.'

- Product Name, berfungsi untuk memberikan nama produk, centang pada bagian “can be sold” dan “can be purchased” untuk memastikan bahwa produk yang dibuat dapat dijual
- General Information, berfungsi mengatur informasi umum terkait produk





bima sakti alterra

- Product Type, pilih consumerable jika produk yang dibuat adalah jenis makanan atau minuman
 - Product Category, pilih All/Saleable/PoS
 - Sales Price, isi harga Produk
 - Customer Taxes, pilih jenis pajak yang dikenakan dalam produk
- c) Variants, berfungsi untuk menambah varian dari produk yang akan dibuat.
- d) Sales, berfungsi menambahkan deskripsi sales
- e) Point of Sales, mengatur bagaimana produk yang dibuat akan tersedia di PoS
 - Centang pada bagian “Available on PoS”, agar produk bisa ditampilkan di PoS
 - Pilih category jika ingin memasukkan produk dalam kategori produk tertentu
 - To Weigh With Scale, tidak perlu dicentang
- d) Purchase, bisa dilewati
- e) Inventory, bisa dilewati
5. Jika sudah selesai, klik Save.

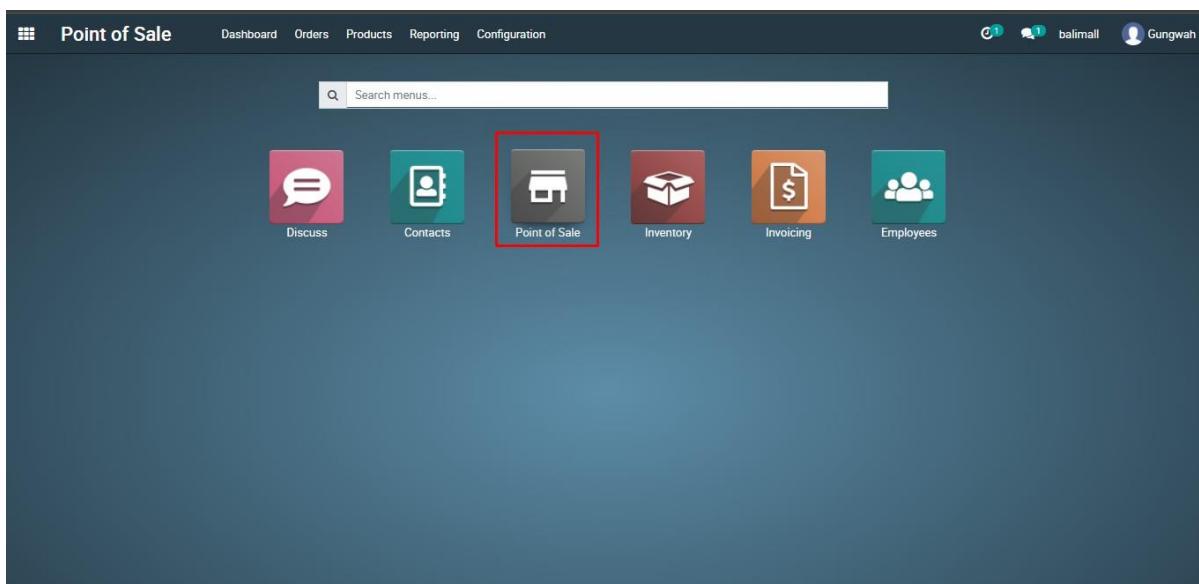
User Manual PoS Odoo - **PT Bima Sakti Alterra**



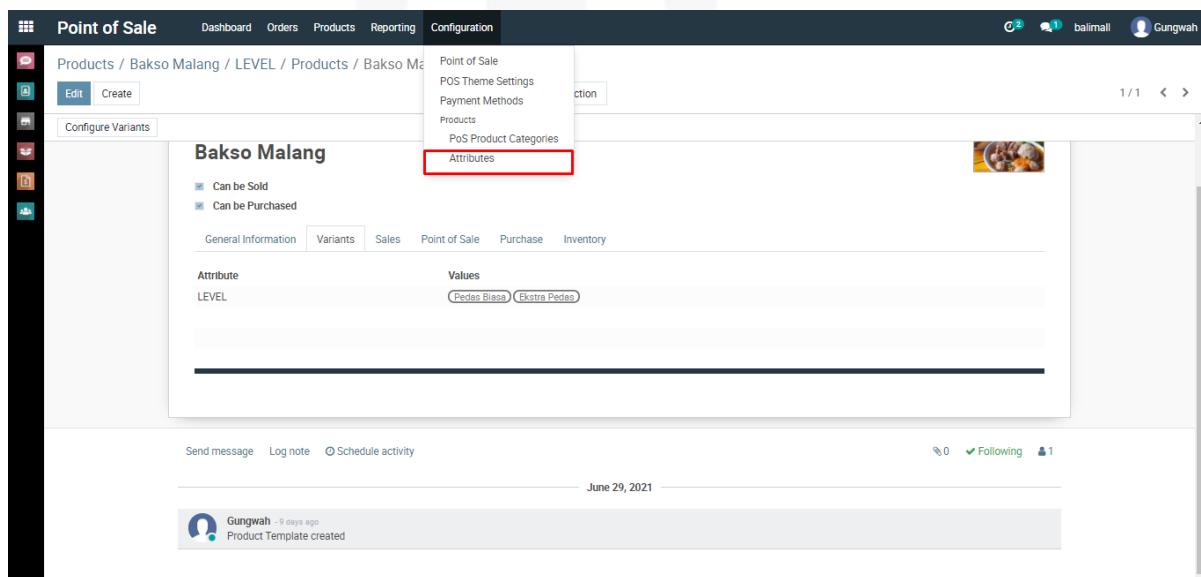
Mengatur Varian Produk :

Berikut ini adalah cara untuk melakukan konfigurasi produk

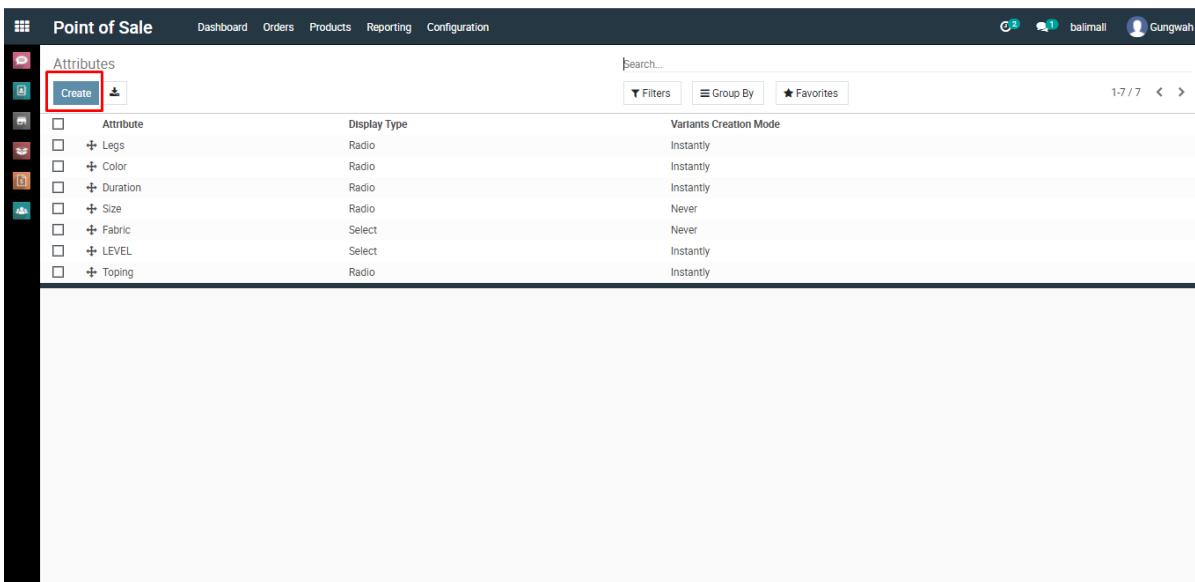
1. Pada halaman awal klik menu POS



2. Pertama buat terlebih dahulu attribut yang akan menjadi varian dari suatu produk, Pada Dashboard pilih menu Configuration -> Attributes

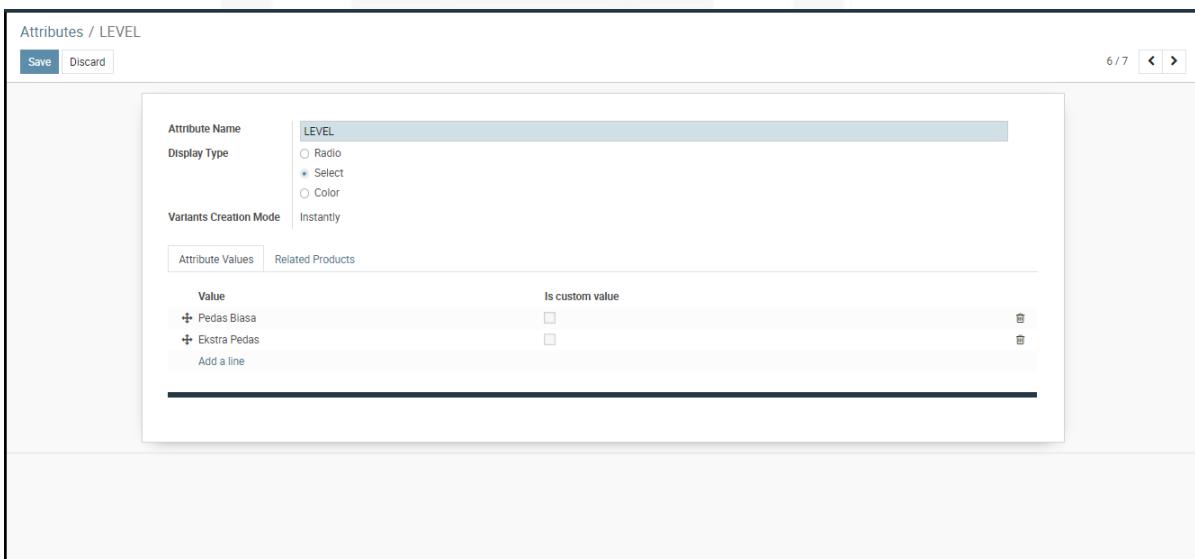


3. Kemudian pilih Create



| Attribute | Display Type | Variants Creation Mode |
|-----------|--------------|------------------------|
| Legs | Radio | Instantly |
| Color | Radio | Instantly |
| Duration | Radio | Instantly |
| Size | Radio | Never |
| Fabric | Select | Never |
| LEVEL | Select | Instantly |
| Toping | Radio | Instantly |

4. Kemudian lengkapi konfigurasi Produk yang dibutuhkan yang dibagi ke dalam beberapa bagian.



Attributes / LEVEL

Attribute Name: LEVEL

Display Type: Select

Variants Creation Mode: Instantly

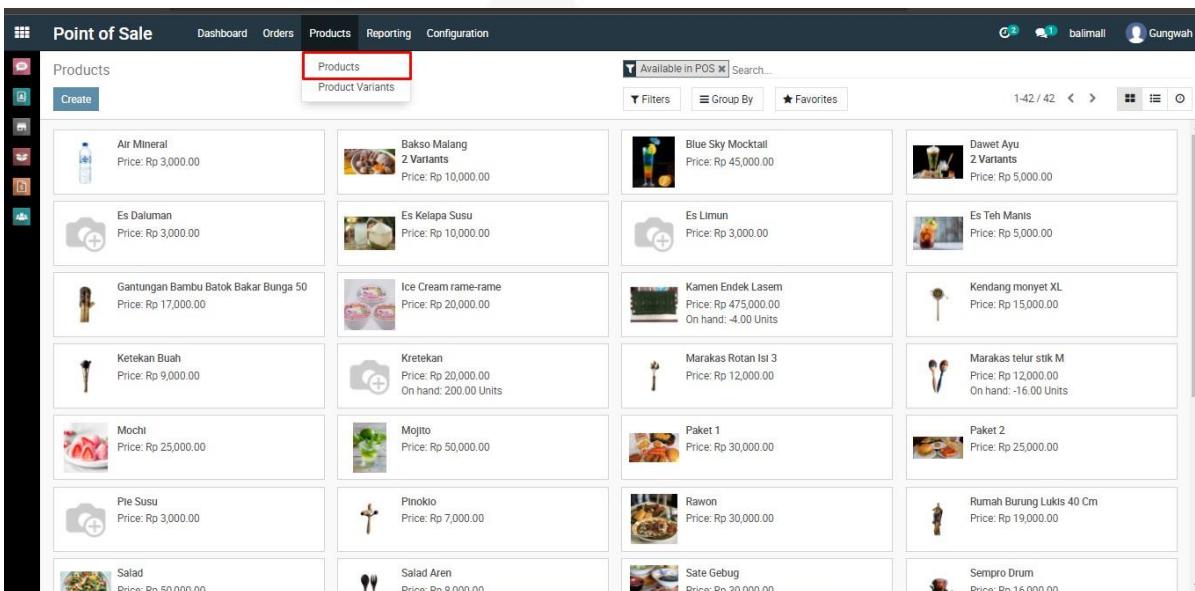
Attribute Values:

- Pedas Biasa
- Ekstra Pedas

- Attribute Name, berfungsi untuk memberikan nama pada atribut
- Display Type, memilih tipe tampilan atribut apakah berupa radio button, select atau color
- Variants Creation Mode, pilih instantly

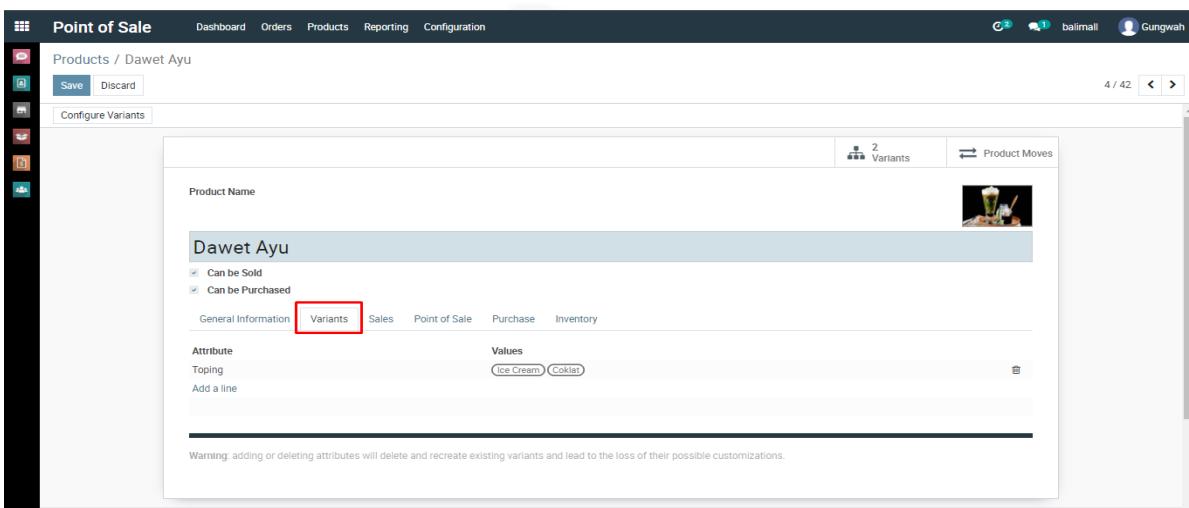


- d) Attribute Values, berfungsi untuk memberi pilihan yang tersedia pada atribut (varian – varian yang akan menjadi pilihan pada produk)
 - e) Related Products, berfungsi untuk memberi informasi produk mana saja yang menggunakan varian yang telah dibuat.
5. Setelah membuat atributnya, kemudian masuk ke menu Products -> Products, lalu klik pada produk yang ingin dibuat variannya lalu pilih edit, jika produknya nya belum tersedia silahkan buat terlebih dahulu



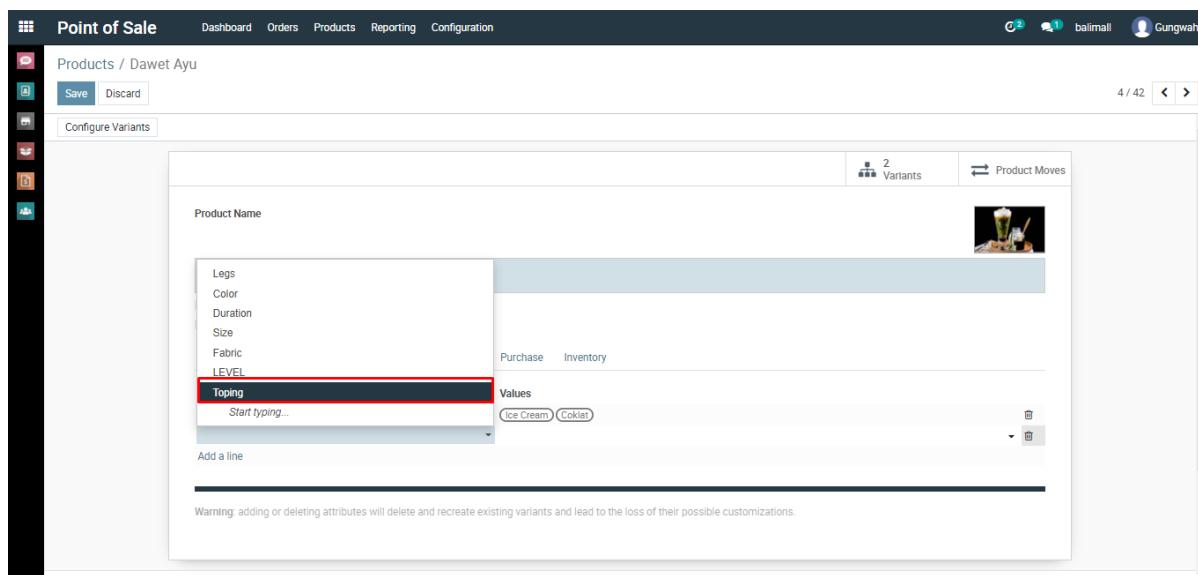
The screenshot shows the Odoo Point of Sale (PoS) interface. The top navigation bar includes 'Point of Sale', 'Dashboard', 'Orders', 'Products', 'Reporting', and 'Configuration'. The user is currently viewing the 'Products' section, which is highlighted with a red box. On the left sidebar, there are icons for 'Products' (highlighted), 'Create', and other categories like 'Dashboard', 'Orders', 'Reporting', and 'Configuration'. The main area displays a grid of 20 product variants, each with a small image, name, price, and quantity information. The products listed include Air Mineral, Bakso Malang, Blue Sky Mocktail, Dawet Ayu, Es Daluman, Es Kelapa Susu, Es Limun, Es Teh Manis, Gantungan Bambu Batok Bakar Bunga, Ice Cream rame-rame, Kamen Endek Lasem, Kendang monyet XL, Ketekan Buah, Krtekkan, Marakas Rotan Isi 3, Marakas telur stik M, Mochi, Mojito, Paket 1, Paket 2, Pie Susu, Pinochio, Rawon, Salad, Salad Aren, Sate Gebug, Rumah Burung Lukis 40 Cm, and Semplo Drum.

6. Setelah masuk ke Produk pilih menu Variants seperti gambar di bawah ini

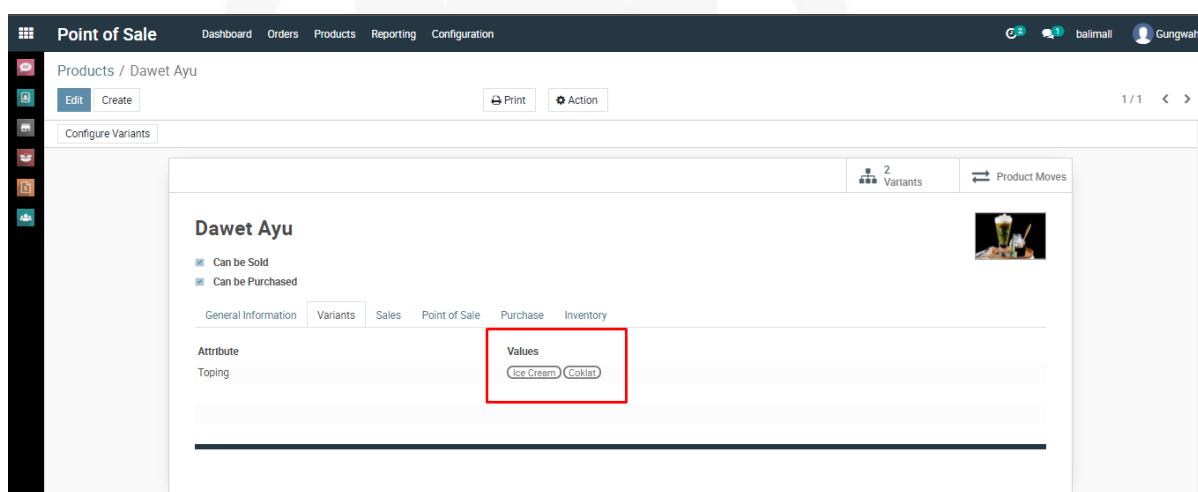


The screenshot shows the 'Configure Variants' screen for the product 'Dawet Ayu'. The top navigation bar is identical to the previous screenshot. The main area shows the product details for 'Dawet Ayu', including its name, image, and availability status ('Can be Sold' and 'Can be Purchased' checked). Below this, there are tabs for 'General Information', 'Variants' (which is highlighted with a red box), 'Sales', 'Point of Sale', 'Purchase', and 'Inventory'. Under the 'Variants' tab, it shows '2 Variants' and a 'Product Moves' button. The 'Variants' section lists two variants: 'Ice Cream' and 'Coklat'. A warning message at the bottom states: 'Warning: adding or deleting attributes will delete and recreate existing variants and lead to the loss of their possible customizations.'

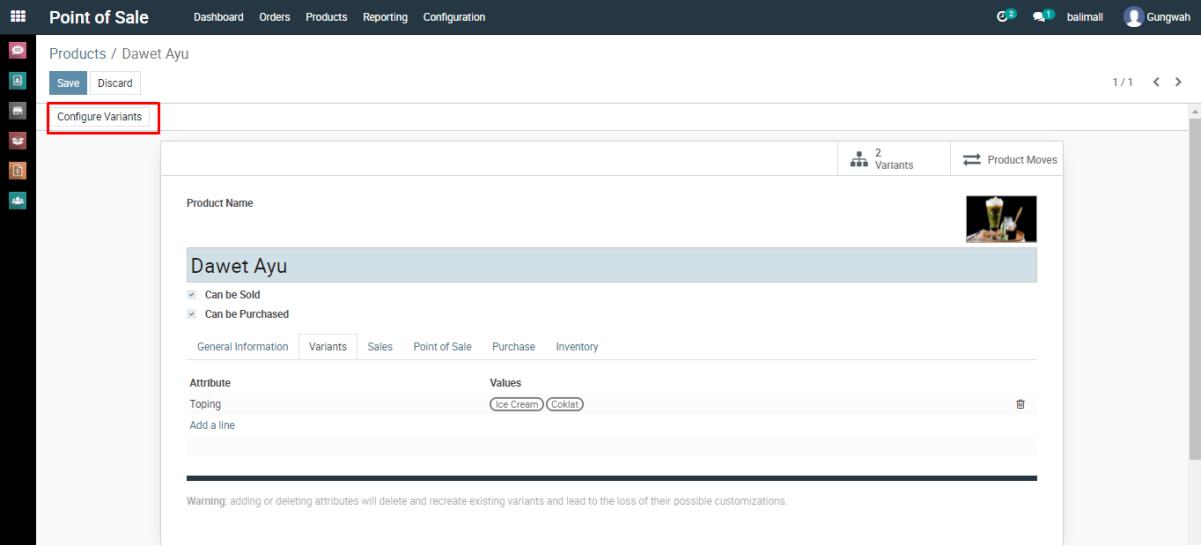
7. Pada Attribute, klik add line kemudian pilih sesuai dengan Atribute yang sudah dibuat.



8. Selanjutnya bisa menambahkan values apa saja yang ingin ditambahkan pada produk sekaligus sebagai varian dari suatu produk

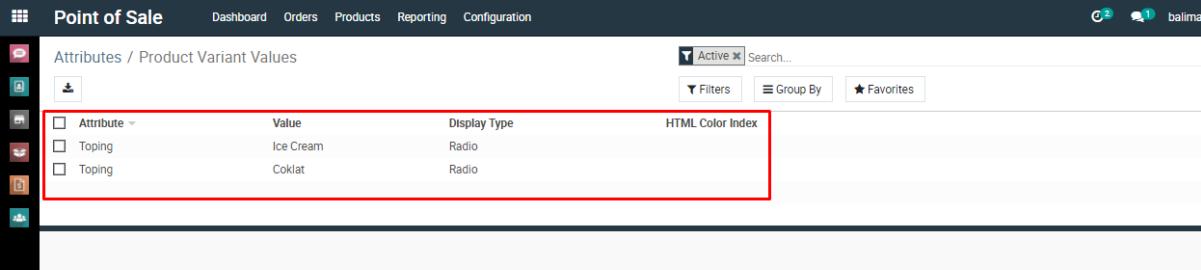


9. Selanjutnya jika ingin membedakan harga dari masing masing varian produk dapat memilih menu configure variants



The screenshot shows the Odoo Point of Sale interface. In the top navigation bar, 'Point of Sale' is selected. Below it, 'Products / Dawet Ayu' is displayed. On the left sidebar, there are several icons. A red box highlights the 'Configure Variants' button. At the bottom of the screen, a warning message reads: 'Warning: adding or deleting attributes will delete and recreate existing variants and lead to the loss of their possible customizations.'

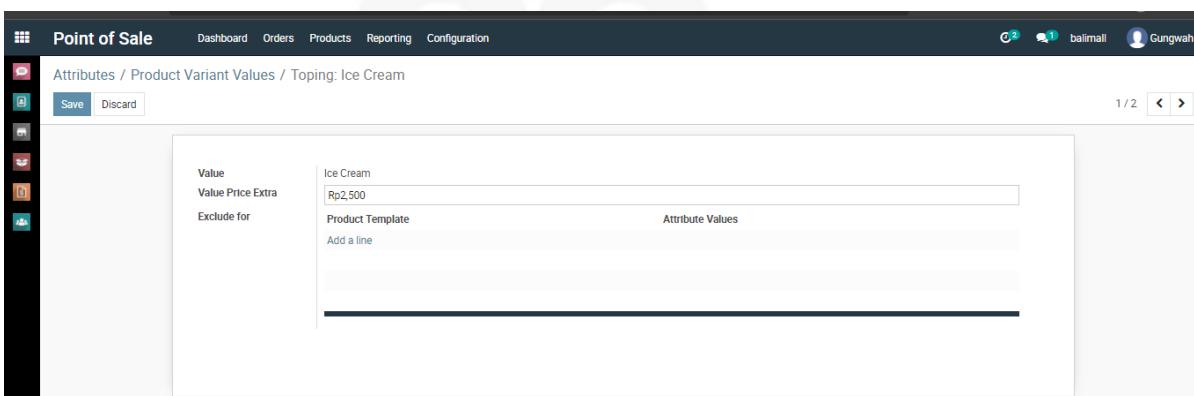
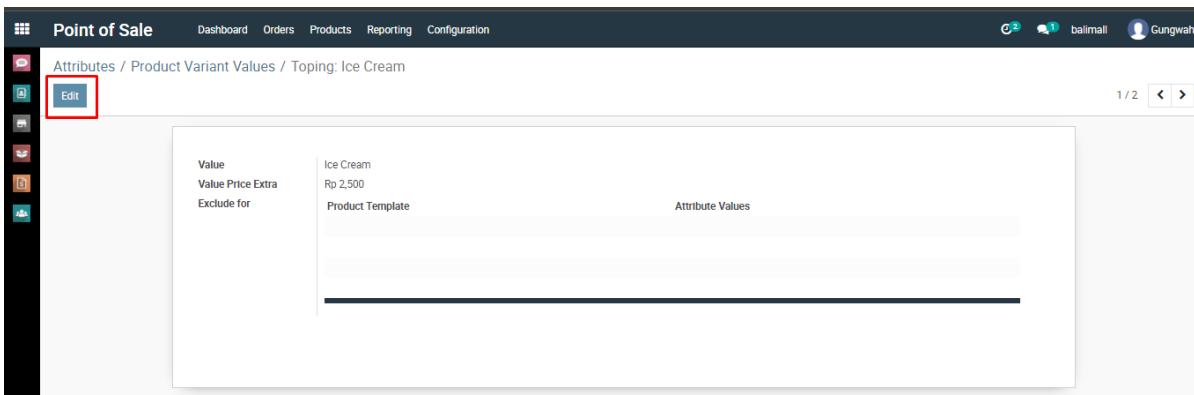
10. Kemudian pilih salah satu varian yang ingin diubah/dibedakan harganya.



The screenshot shows the Odoo Point of Sale interface. In the top navigation bar, 'Point of Sale' is selected. Below it, 'Attributes / Product Variant Values' is displayed. On the left sidebar, there are several icons. A red box highlights the list of variants for the 'Toping' attribute, which includes 'Ice Cream' and 'Coklat'. The 'Display Type' for both is set to 'Radio'.



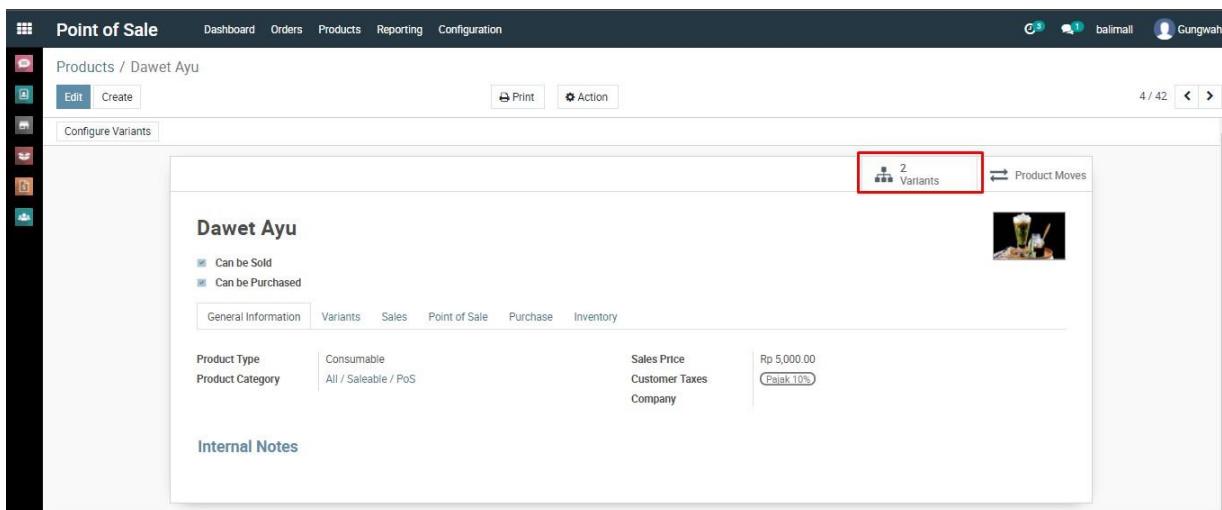
11. Kemudian Klik edit untuk mengubah harga dari varian tersebut



- a) Value, berisi informasi nama varian
- b) Value Price Extra, berfungsi untuk menentukan harga tambahan dari harga awal produk yang sudah ditetapkan, misal harga dari produk A adalah Rp. 5000, Produk A memiliki 2 varian yaitu varian AA dan BB, varian AA memiliki harga ekstra 2.500 dari varian BB (Harga AA jadi 7.500)
- c) Exclude for, berfungsi untuk menambah kecualian varian terhadap produk tertentu

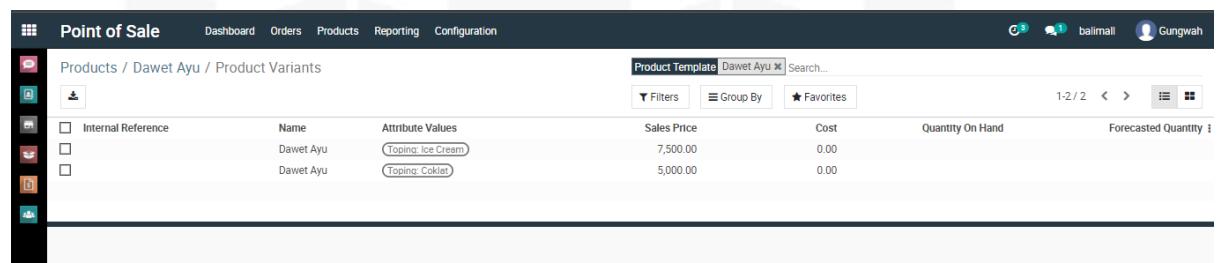
12. Jika sudah selesai, klik save

13. Jika ingin mengatur detail lainnya dari varian produk, dapat memilih menu Variants seperti pada gambar berikut.



The screenshot shows the Odoo Point of Sale interface for a product named 'Dawet Ayu'. The top navigation bar includes 'Point of Sale', 'Dashboard', 'Orders', 'Products', 'Reporting', and 'Configuration'. On the left, there's a sidebar with icons for products, dashboard, orders, reports, and configuration. The main content area shows 'Products / Dawet Ayu' with 'Edit' and 'Create' buttons, 'Print' and 'Action' links, and a page number '4 / 42'. Below this is a 'Configure Variants' button. The product details for 'Dawet Ayu' are shown, including its image, a checked checkbox for 'Can be Sold', and another for 'Can be Purchased'. There are tabs for 'General Information', 'Variants', 'Sales', 'Point of Sale', 'Purchase', and 'Inventory'. Under 'General Information', it lists 'Product Type: Consumable', 'Product Category: All / Saleable / PoS', 'Sales Price: Rp 5,000.00', 'Customer Taxes: (Pajak 10%)', and 'Company'. A section for 'Internal Notes' is also present. In the top right corner of the main content area, a red box highlights a link labeled '2 Variants'.

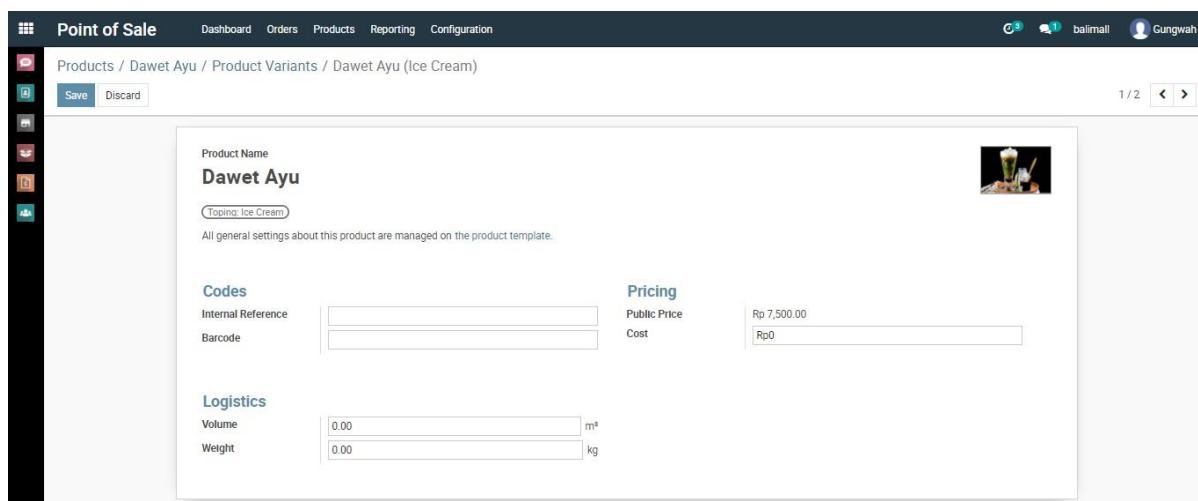
14. Setelah itu silahkan pilih satu varian yang tersedia



The screenshot shows the Odoo Point of Sale interface for 'Dawet Ayu' variants. The top navigation bar is identical to the previous screenshot. The main content area shows 'Products / Dawet Ayu / Product Variants' with a 'Product Template' dropdown set to 'Dawet Ayu'. It includes 'Filters', 'Group By', and 'Favorites' buttons, and a page number '1-2 / 2'. The table lists two variants: 'Dawet Ayu' with 'Toping: Ice Cream' and 'Dawet Ayu' with 'Toping: Coklat'. Columns include 'Internal Reference', 'Name', 'Attribute Values', 'Sales Price', 'Cost', 'Quantity On Hand', and 'Forecasted Quantity'. A red box highlights the 'Toping: Ice Cream' variant in the 'Attribute Values' column.



15. Kemudian jika ingin mengubah detail varian dapat memilih menu edit kemudian mengubah konfigurasi yang tersedia



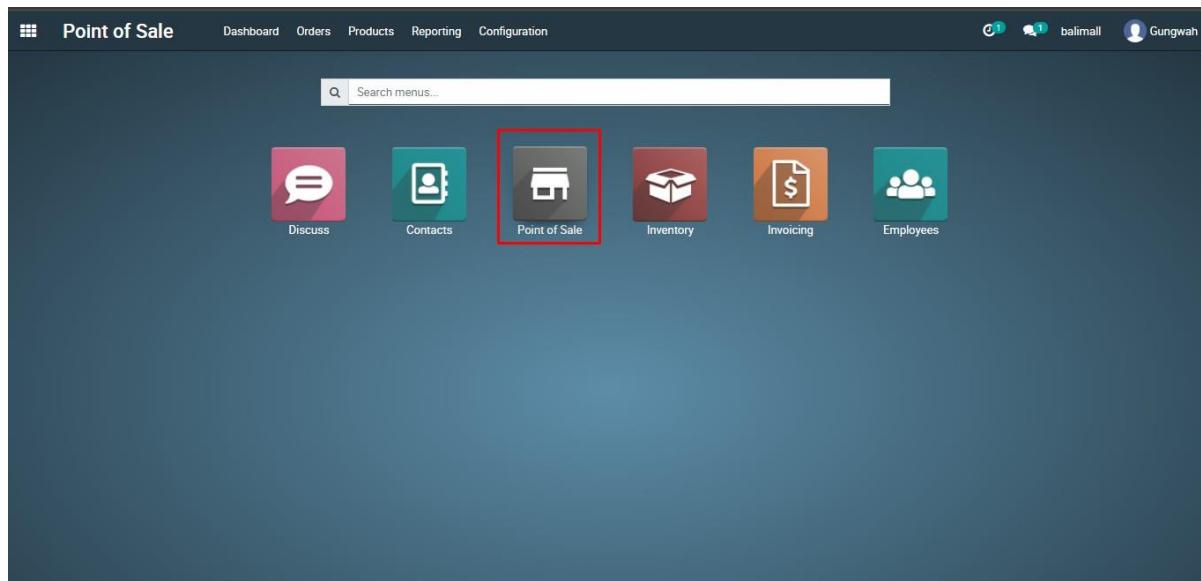
- a) Codes, berfungsi untuk menambahkan internal reference atau barcode pada varian produk.
- b) Pricing, menampilkan harga dari varian
- c) Logistics, berfungsi untuk mengatur hal – hal yang berkaitan dengan logistik varian produk seperti volume dan berat varian

16. Jika sudah selesai, klik save

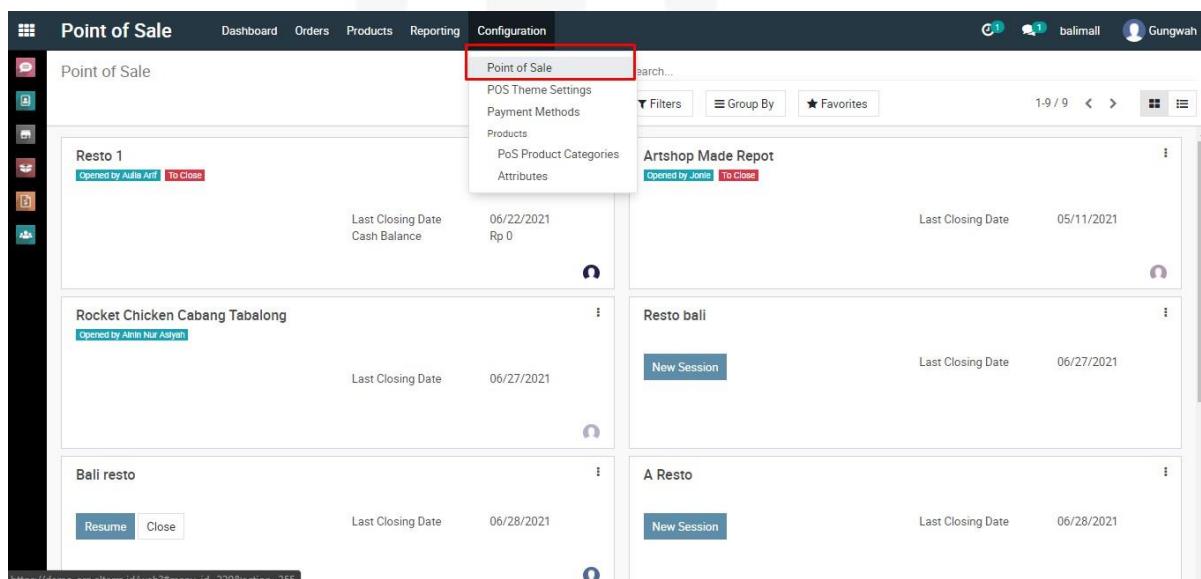
Konfigurasi Point Of Sale (POS)

Berikut ini adalah cara untuk melakukan konfigurasi POS

1. Pada halaman awal klik menu POS

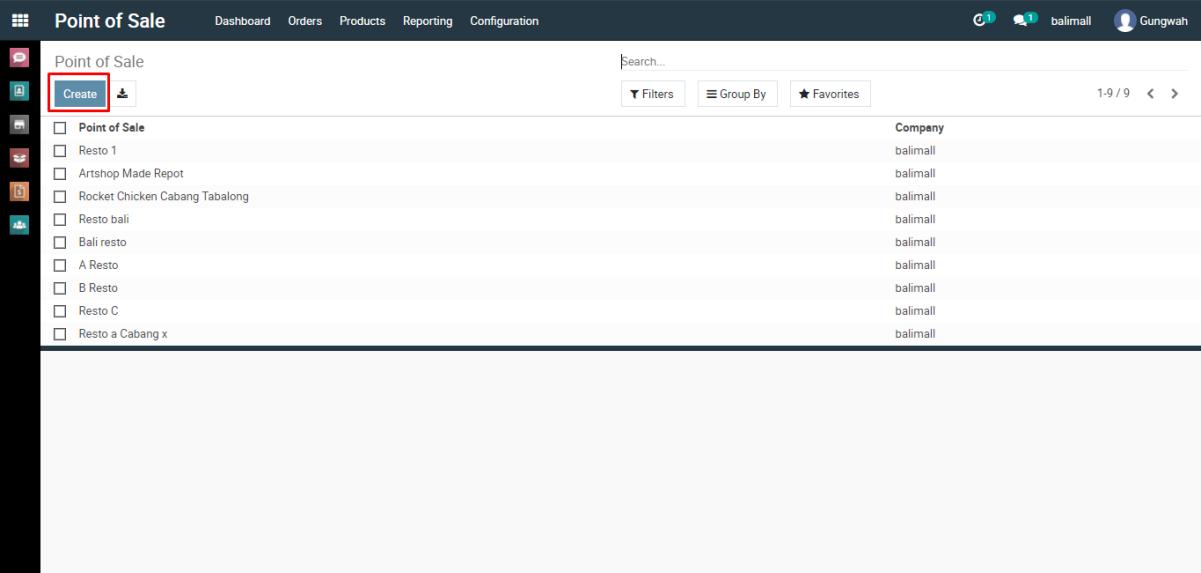


2. Pada Dashboard pilih menu Configuration -> Point of Sale



| Restaurant | Last Closing Date | Cash Balance | Last Closing Date | Attributes |
|--------------------------------|-------------------|--------------|-------------------|------------|
| Resto 1 | 06/22/2021 | Rp 0 | 05/11/2021 | |
| Rocket Chicken Cabang Tabalong | 06/27/2021 | | | |
| Bali resto | 06/28/2021 | | | |
| Resto bali | | | 06/27/2021 | |
| A Resto | | | 06/28/2021 | |

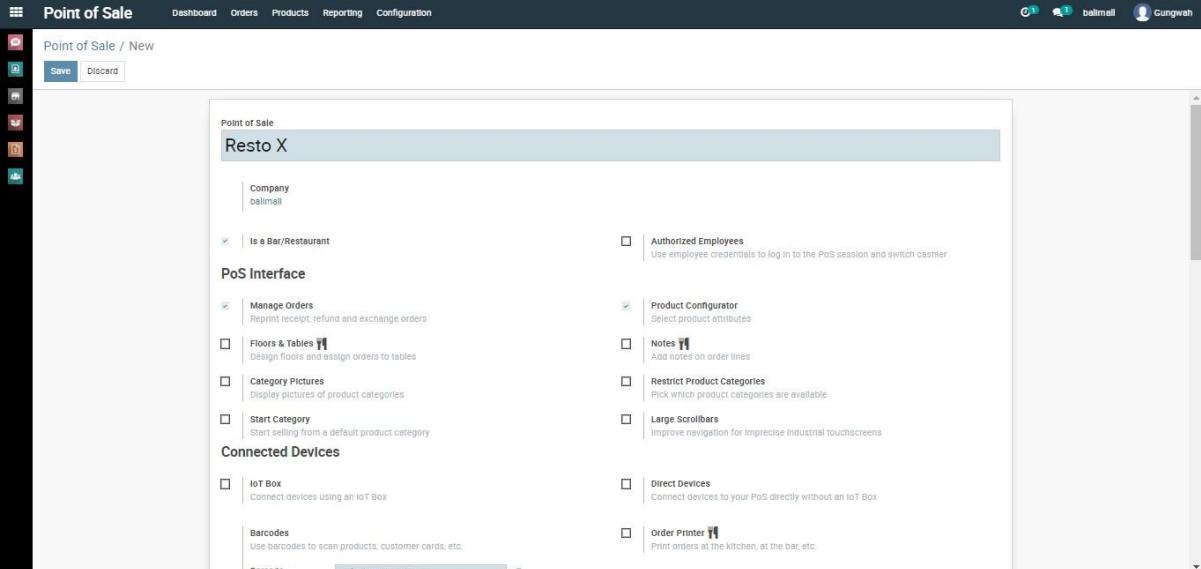
3. Kemudian pilih Create



The screenshot shows the Odoo Point of Sale application. The top navigation bar includes 'Point of Sale', 'Dashboard', 'Orders', 'Products', 'Reporting', and 'Configuration'. On the far right, there are notifications for 1 message and 1 update, and user profiles for 'balimall' and 'Gungwah'. Below the navigation is a search bar and filter buttons ('Filters', 'Group By', 'Favorites'). The main area has a sidebar on the left with icons for Point of Sale, Dashboard, Orders, Products, Reporting, Configuration, and Help. A 'Create' button is highlighted with a red box. The main content area lists various Point of Sale configurations, each with a checkbox and a company name ('balimall') next to it.

| Point of Sale | Company |
|--------------------------------|----------|
| Point of Sale | balimall |
| Resto 1 | balimall |
| Arshop Made Report | balimall |
| Rocket Chicken Cabang Tabalong | balimall |
| Resto bali | balimall |
| Bali resto | balimall |
| A Resto | balimall |
| B Resto | balimall |
| Resto C | balimall |
| Resto a Cabang x | balimall |

4. Kemudian lengkapi konfigurasi POS yang dibutuhkan yang dibagi ke dalam beberapa bagian.



The screenshot shows the configuration screen for a new Point of Sale named 'Resto X'. At the top, there are 'Save' and 'Discard' buttons. The main area is divided into several sections: 'Point of Sale' (Resto X), 'Company' (balimall), 'Is a Bar/Restaurant' (checkbox checked), 'PoS Interface' (checkbox checked), 'Connected Devices' (checkbox checked), and 'Barcode' (dropdown set to 'Default Navigation'). The 'PoS Interface' section contains several configuration options with checkboxes:

- Manage Orders: Reprint receipt, refund and exchange orders.
- Floors & Tables: Design floors and assign orders to tables.
- Category Pictures: Display pictures of product categories.
- Start Category: Start selling from a default product category.
- Product Configurator: Select product attributes.
- Notes: Add notes on order lines.
- Restrict Product Categories: Pick which product categories are available.
- Large Scrollbars: Improve navigation for imprecise industrial touchscreens.
- Direct Devices: Connect devices to your PoS directly without an IoT Box.
- Order Printer: Print orders at the kitchen, at the bar, etc.

- a) PoS Interface, berfungsi untuk mengatur bagaimana tampilan PoS yang akan dijalankan

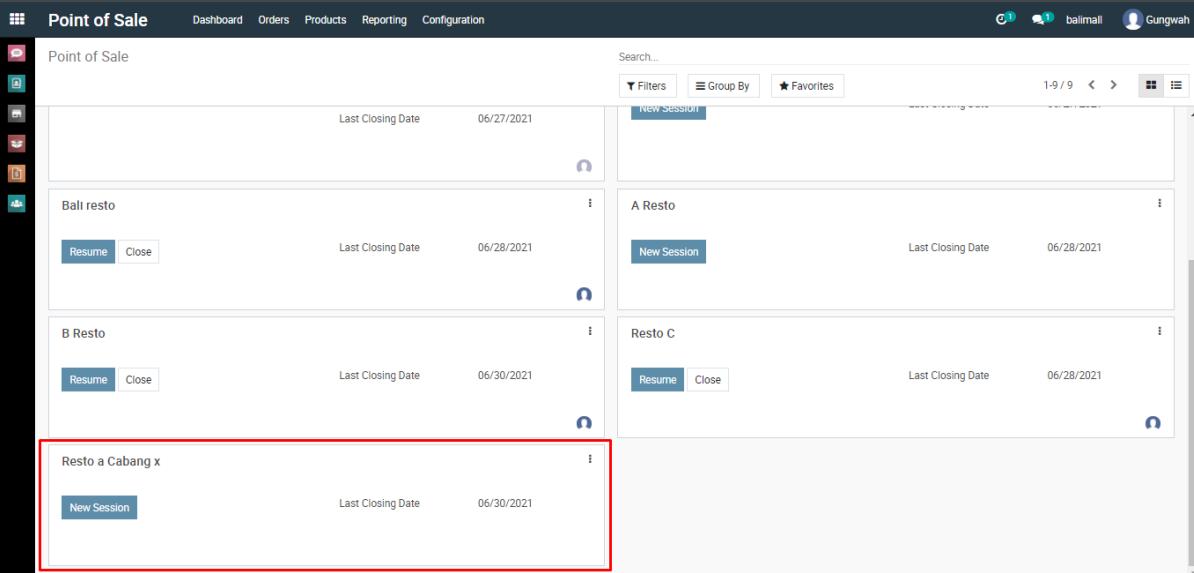


- Manage Orders : manajemen pesanan (wajib check)
 - Product Configurator : konfigurasi produk (wajib check)
 - Floors & Tables : pengaturan meja dan area resto
 - Notes : menambahkan catatan tiap order
 - Category pictures : menampilkan kategori produk menggunakan gambar di dalam PoS
 - Restrict Product categories : memilih kategori produk mana yg bisa ditampilkan di PoS
 - Start category : memilih kategori utama di tenant, jika tidak diisi akan memunculkan semua kategori yang ada di company tsb.
 - Large scrollbars : memudahkan navigasi jika menggunakan tablet
- b) Connected Devices, berfungsi untuk mengatur device tambahan yang terkoneksi dengan POS
- c) Taxes,
- d) Pricing, berfungsi untuk mengatur harga produk di dalam PoS
 - Product Prices, memilih tarif pajak apakah ada di dalam harga produk atau di luar harga produk
- e) Payments, berfungsi untuk mengatur metode pembayaran yang digunakan di dalam PoS
 - Payments method : metode pembayaran (wajib check), Cash (default)
 - Advanced cash control : mengontrol uang di kasir saat buka dan tutup sesi
 - Tips : memberikan tip ke pegawai, jika dipilih akan muncul tombol tip di saat menu bayar
- f) Bill & Receipts, berfungsi mengatur tagihan dan faktur pembayaran customer
 - Header and Footer : custom text di struk
 - Automatic receipt printing : print struk otomatis setelah pembayaran di terima
 - Bill Printing : bisa print struk walaupun belum melakukan pembayaran
 - Bill Splitting : memperbolehkan memisahkan tagihan
 - Invoicing : mencetak invoice Ketika diminta pelanggan
- g) Inventory, berfungsi mengatur persediaan produk
- h) Accounting, berfungsi mengatur pencatatan/jurnal penjualan produk
- i) Additional Setting, berfungsi sebagai pengaturan tambahan seperti koneksi database yang terhubung dengan PoS dan starter key

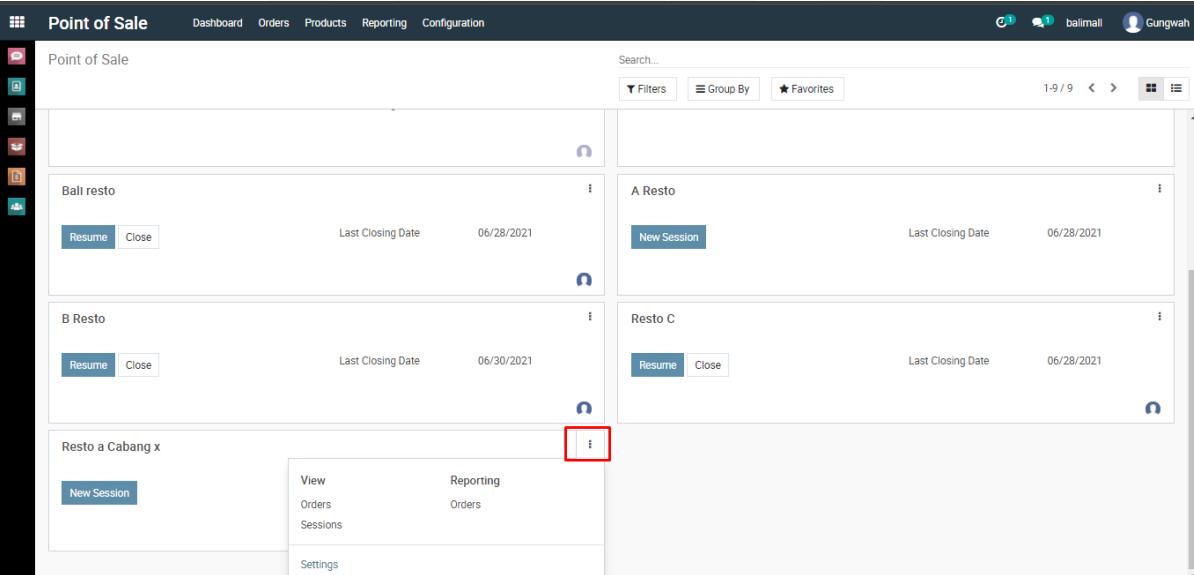
5. Jika sudah selesai, klik Save

Pengenalan Session PoS

Masing- masing PoS yang sudah dibuat memiliki beberapa menu diantaranya:



| Session Name | Last Closing Date | Action Buttons |
|-------------------------|-------------------|--------------------|
| Bali resto | 06/27/2021 | Resume Close |
| A Resto | 06/28/2021 | New Session |
| B Resto | 06/30/2021 | Resume Close |
| Resto C | 06/28/2021 | Resume Close |
| Resto a Cabang x | 06/30/2021 | New Session |



| Session Name | Last Closing Date | Action Buttons |
|-------------------------|-------------------|----------------|
| Bali resto | 06/28/2021 | Resume Close |
| A Resto | 06/28/2021 | New Session |
| B Resto | 06/30/2021 | Resume Close |
| Resto C | 06/28/2021 | Resume Close |
| Resto a Cabang x | 06/30/2021 | View |

1. View, untuk melihat pesanan dan sessions yang dilakukan di cabang PoS
 - Orders, melihat pesanan yang dilakukan selama sesi tertentu di cabang PoS
 - Sessions, melihat pergantian sesi yang terjadi di cabang PoS
2. Reporting, untuk melihat laporan penjualan di cabang PoS

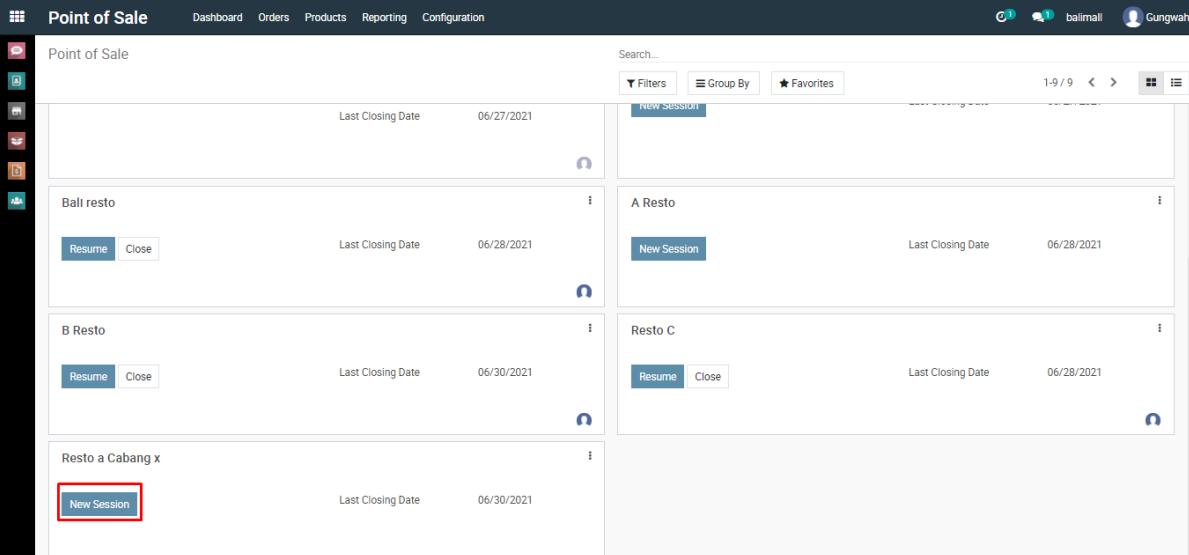
User Manual PoS Odoo - **PT Bima Sakti Alterra**

3. Settings, melakukan pengaturan PoS

Melakukan Transaksi

Langkah untuk melakukan transaksi dalam cabang PoS yang telah dibuat adalah sebagai berikut

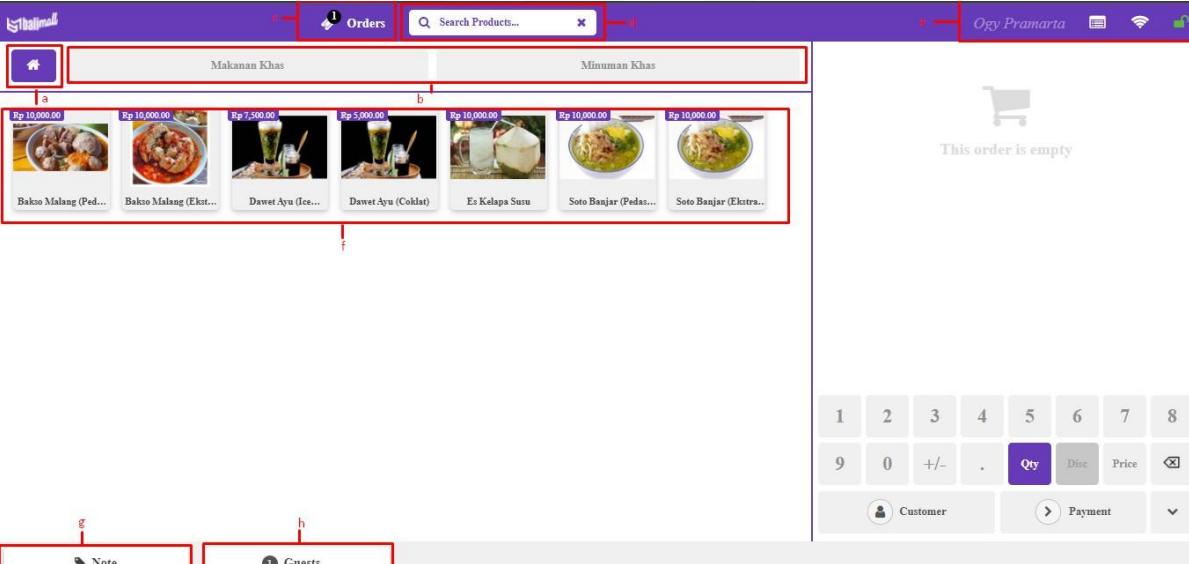
1. Pilih PoS, kemudian klik New Session



The screenshot shows the Odoo Point of Sale dashboard. It lists several session cards:

- Bali resto: Last Closing Date 06/27/2021. Buttons: Resume, Close.
- A Resto: Last Closing Date 06/28/2021. Buttons: New Session, Close.
- B Resto: Last Closing Date 06/30/2021. Buttons: Resume, Close.
- Resto C: Last Closing Date 06/28/2021. Buttons: Resume, Close.
- Resto a Cabang x: Last Closing Date 06/30/2021. Buttons: New Session (highlighted with a red box).

2. Setelah berhasil masuk, teradapat beberapa menu pada tampilan PoS, diantaranya



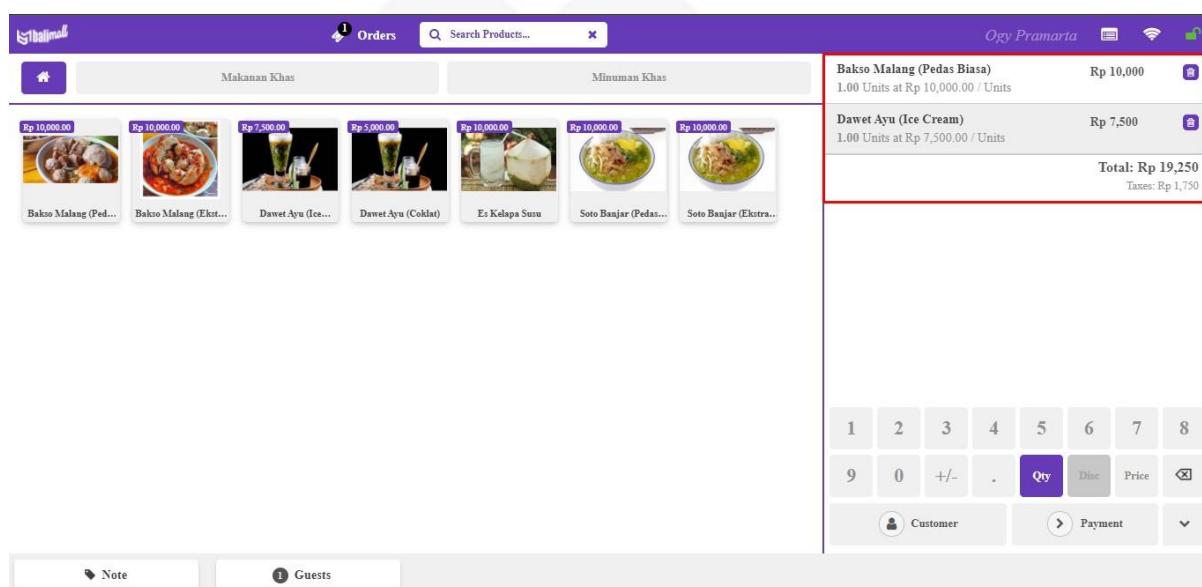
The screenshot shows the Odoo Point of Sale interface with the following visible elements:

- Top Bar:** BimaSaktiAlterra, Orders, Search Products...
- Main Area:**
 - Makanan Khas:** Bakso Malang (Pedas), Bakso Malang (Ekstra...), Dawet Ayu (Ice...), Dawet Ayu (Coklat), Es Kelapa Sumur.
 - Minuman Khas:** Soto Banjar (Pedas), Soto Banjar (Ekstra...).
- Right Side:**
 - Order Summary: This order is empty.
 - Calculator: 1, 2, 3, 4, 5, 6, 7, 8, 9, 0, +/-. Qty, Disc, Price, Clear.
 - Customer Input: Note, Guests.
 - Payment: Payment Method Selection.

User Manual PoS Odoo - **PT Bima Sakti Alterra**

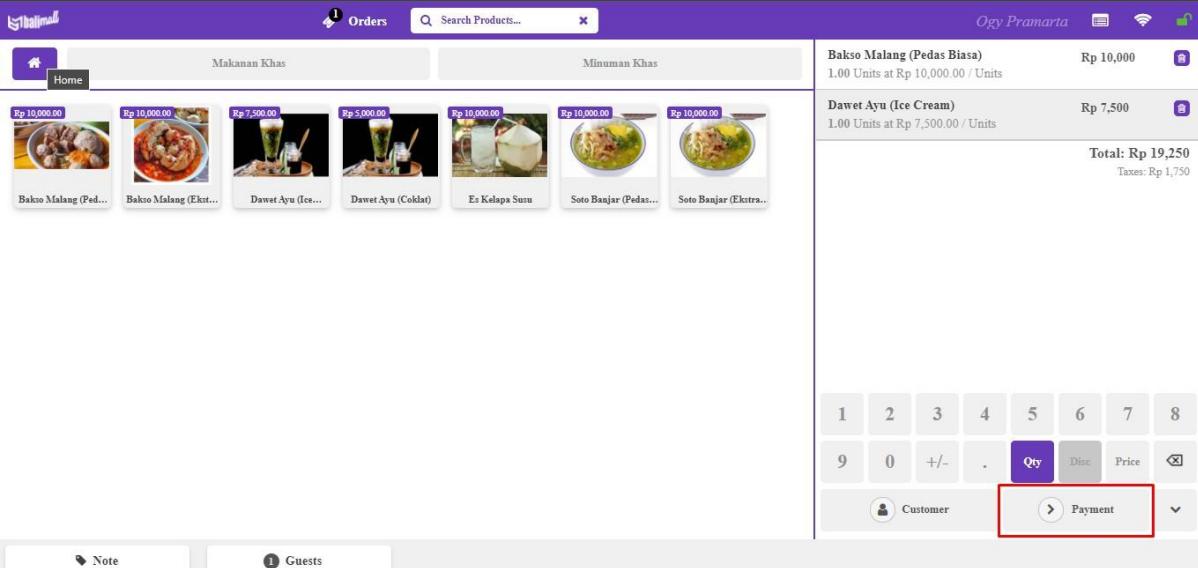
- a) Beranda, untuk kembali ke halaman awal PoS
- b) Kategori Produk, menampilkan kategori produk yang tersedia
- c) Orders, mengatur sesi orders/penjualan pada PoS
- d) Search Products, mencari produk yang ada di PoS
- e) Pengaturan Akun, berfungsi untuk melakukan perpindahan akun kasir serta close session PoS
- f) Halaman Menu, menampilkan produk – produk yang tersedia pada PoS
- g) Notes, menambah catatan pada pesanan produk
- h) Guests, mengatur jumlah pengunjung dalam cabang PoS

3. Untuk melakukan transaksi di PoS, pertama klik produk yang ingin dipesan pelanggan



User Manual PoS Odoo - **PT Bima Sakti Alterra**

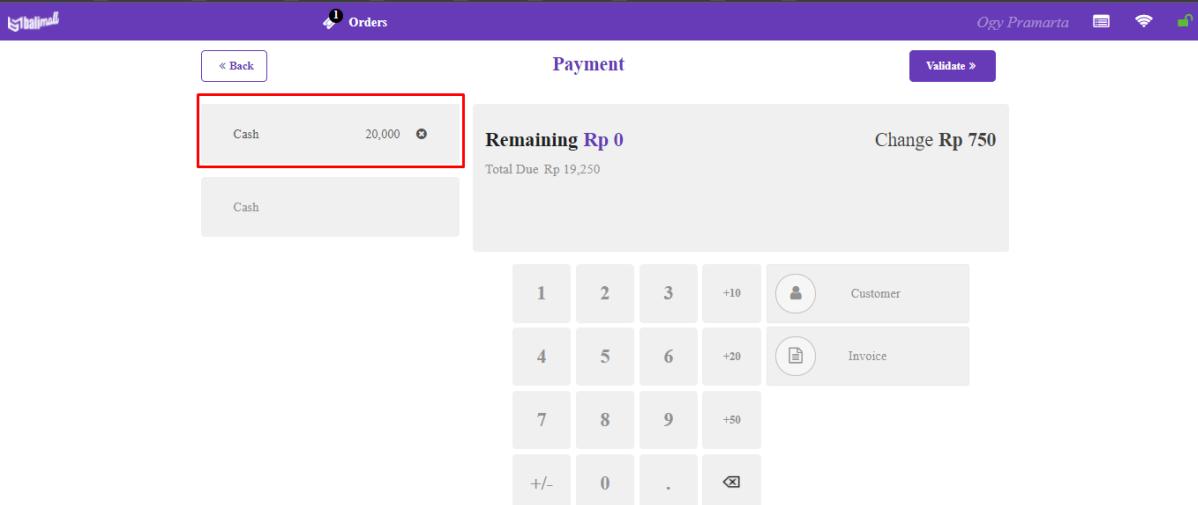
4. Setelah itu pilih Payment



The screenshot shows the POS interface with the following details:

- Order Summary:**
 - Bakso Malang (Pedas Biasa) - Rp 10,000
 - Dawet Ayu (Ice Cream) - Rp 7,500
 - Total:** Rp 19,250
Taxes: Rp 1,750
- Product Grid:** Shows various menu items like Bakso Malang, Dawet Ayu, Es Kelapa Suri, and Soto Banjar.
- Payment Interface:** A numeric keypad with buttons for 1-9, 0, +/-, ., Qty, Dine, Price, and a red-bordered "Payment" button.
- Customer Information:** Buttons for Note, Guests, Customer, and Invoice.

5. Input jumlah pembayaran yang diterima dari pelanggan



The screenshot shows the payment screen with the following details:

- Cash Input:** A field showing "Cash 20,000" with a red border.
- Remaining Balance:** "Remaining Rp 0"
- Change:** "Change Rp 750"
- Total Due:** "Total Due Rp 19,250"
- Payment Buttons:** "Validate >"
- Keypad:** A numeric keypad with buttons for 1-9, 0, +/-, ., +10, +20, +50, and a red-bordered "Payment" button.
- Customer/Invoice Buttons:** Buttons for Customer and Invoice.



bima sakti alterra

- Jika sudah, klik Validate untuk memvalidasi pembayaran

The screenshot shows the payment interface. On the left, there's a cash input field showing "Cash 20,000". In the center, it says "Remaining Rp 0" and "Total Due Rp 19,250". On the right, there's a "Change Rp 750" button. Below these fields is a numeric keypad. At the top right of the screen, there's a "Validate" button which is highlighted with a red box.

- Transaksi berhasil dilakukan, ada beberapa opsi yang bisa dipilih setelah berhasil melakukan transaksi, antara lain

The screenshot shows the receipt screen. It displays a receipt for an order from "balimall" with details like Bakso Malang (Pedas Biasa) at 10,000, Dawet Ayu (Ice Cream) at 7,500, Subtotal at 17,500, Pajak 10% at 1,750, and a TOTAL of 19,250. It also shows a Cash input of 20,000 and a CHANGE of 750. At the bottom, it says "Terima Kasih". At the top right, there's a "New Order" button and a "Print Receipt" button, which is highlighted with a red box. The receipt also includes contact information for balimall.

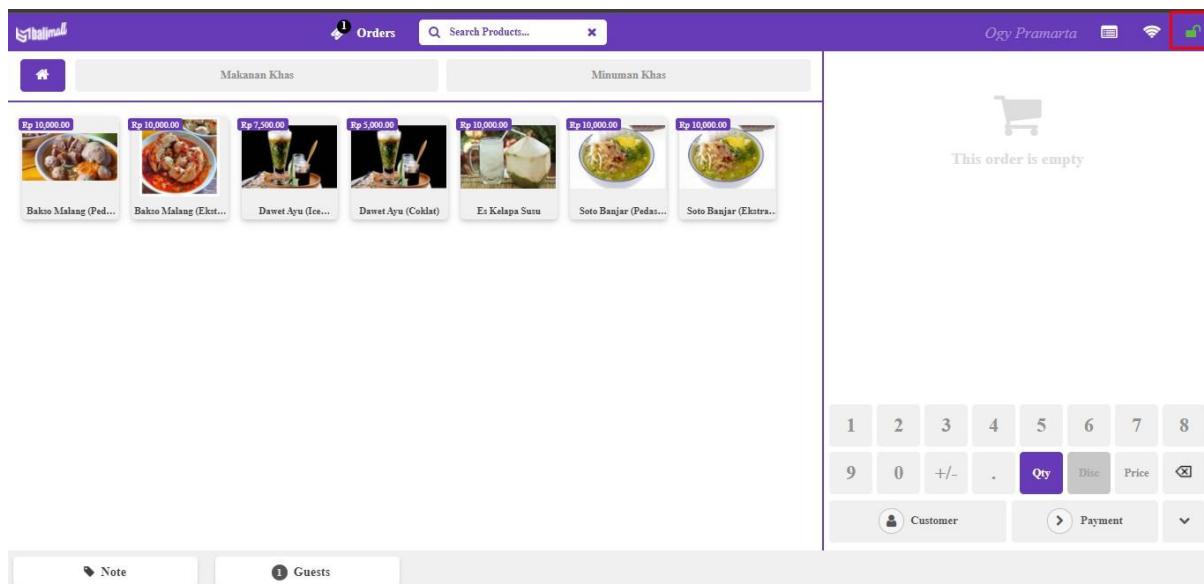
- Print Receipt, jika ingin mencetak faktur pembayaran
- New Order, untuk melakukan transaksi selanjutnya





bima sakti alterra

8. Jika sesi kasir sudah selesai atau ingin keluar dari cabang PoS, dapat mengklik icon seperti gambar berikut



www.bsa.id

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(0361) 478 5050

[@BimasaktiAlterra](#) [Bima Sakti Alterra](#) [BimaSaktiAlterra](#) [BSalterra](#)



Menu Admin BPKPAD Balangan

1. Beranda

Data Total Bulan Mei 2024

| Total Transaksi | Penerimaan Wajib Pajak | Total Pajak |
|------------------------------|------------------------------|-----------------------------|
| Rp.162.973.100 | Rp.148.157.369 | Rp.14.815.731 |
| Bulan lalu Rp.249.718.017 | Bulan lalu Rp.227.016.375 | Bulan lalu Rp.22.701.642 |

Grafik Wajib Pajak April - Mei 2024

Transaksi Saat Ini

| Waktu | Tempat Usaha | Transaksi |
|-----------------------------|------------------------|--|
| 1. Sb, 25 Mei 2024 21:31:11 | WONG SOLO BALANGAN | Nomor Nota Order 00048-1760-0002 Transaksi: Rp. 2.039.400 Pokok: Rp. 1.854.000 Pajak: Rp. 185.400 |
| 2. Sb, 25 Mei 2024 20:19:51 | ROCKET CHICKEN PAR-SEL | Nomor Nota Order 01333-1572-0005 Transaksi: Rp. 102.000 Pokok: Rp. 92.727 Pajak: Rp. 9.273 |
| 3. Sb, 25 Mei 2024 20:18:54 | ROCKET CHICKEN PAR-SEL | Nomor Nota Order 01333-1572-0004 Transaksi: Rp. 89.000 Pokok: Rp. 80.909 Pajak: Rp. 8.091 |
| 4. Sb, 25 Mei 2024 20:17:51 | ROCKET CHICKEN PAR-SEL | Nomor Nota Order 01333-1572-0003 Transaksi: Rp. 110.000 Pokok: Rp. 100.000 Pajak: Rp. 10.000 |
| 5. Sb, 25 Mei 2024 20:17:15 | ROCKET CHICKEN PAR-SEL | Nomor Nota Order 01333-1572-0002 Transaksi: Rp. 101.000 Pokok: Rp. 91.818 Pajak: Rp. 9.182 |

2. Rekapitulasi

Total Nominal
Rp.601.251.465

Total Pajak Besaran
Rp.60.125.152

Total Nominal + Pajak %
Rp.661.376.617

| Tampil | 10 | Eksport | | | | | |
|------------|---------------------------------|-------------------------|---------|----------------|---------------|-------------------|--------|
| NPWP | Wajib Pajak | Tempat Usaha | Pajak % | Nominal | Pajak Besaran | Nominal + Pajak % | Status |
| 111 | Alif Guest House | ALIF GUEST HOUSE | 10% | Rp.0 | Rp.0 | Rp.0 | Aktif |
| 8 | AYAM GORENG AKBAR | AYAM GORENG AKBAR | 10% | Rp.0 | Rp.0 | Rp.0 | Aktif |
| 0909090909 | COFFETAMIN | COFFETAMIN BALANGAN | 10% | Rp.17.358.197 | Rp.1.735.820 | Rp.19.094.017 | Aktif |
| 1 | HOTEL MULIA | HOTEL MULIA | 10% | Rp.13.672.731 | Rp.1.367.269 | Rp.15.040.000 | Aktif |
| 12 | OKETO BALANGAN | OKETO BALANGAN | 10% | Rp.0 | Rp.0 | Rp.0 | Aktif |
| 7 | RM AR RAUDHAH | RM RAUDHAH | 10% | Rp.98.177.000 | Rp.9.817.700 | Rp.107.954.700 | Aktif |
| 9 | RM PADANG RODA BARU (DISMENTAL) | RM RODA BARU | 10% | Rp.0 | Rp.0 | Rp.0 | Aktif |
| 4 | ROCKET CHICKEN PAR-SEL | ROCKET CHICKEN PAR-SEL | 10% | Rp.68.229.082 | Rp.6.822.918 | Rp.75.052.000 | Aktif |
| 3 | ROCKET CHICKEN PARINGIN | ROCKET CHICKEN PARINGIN | 10% | Rp.95.018.455 | Rp.9.501.845 | Rp.104.520.300 | Aktif |
| 2 | WONG SOLO BALANGAN | WONG SOLO BALANGAN | 10% | Rp.308.796.000 | Rp.30.879.600 | Rp.339.675.600 | Aktif |

3. Tombol Eksport Data

The screenshot shows the Rekapitulasi application interface. At the top, there is a header with the logo, user information (agustina22042011@gmail.com), and a dark mode toggle. Below the header are search filters for date range (01/03/2024 - 31/05/2024), tax obligor (Wajib Pajak), business location (Tempat Usaha), and a display button (Tampilkan). Three summary boxes are displayed: Total Nominal (Rp.601.251.465), Total Pajak Besaran (Rp.60.125.152), and Total Nominal + Pajak % (Rp.661.376.617). A blue oval highlights the 'Eksport' button, which has a download icon and is located in the bottom right corner of the main content area. Below the summary boxes, there are dropdown filters for NPWP, Wajib Pajak, Tempat Usaha, Pajak %, and Nominal, followed by a table row showing data for Alif Guest House.

| NPWP | Wajib Pajak | Tempat Usaha | Pajak % | Nominal |
|------|------------------|------------------|---------|---------|
| 111 | Alif Guest House | ALIF GUEST HOUSE | 10% | Rp.0 |