



MODUL SALES



Alpha Infotech International

odoo



Daftar Isi

1. Proses Log In Database Hingga Memilih Modul Sales
2. Membuat Data Customer
3. Membuat Sales Team
4. Membuat Pricelist
5. Konfigurasi *Tags* (Menyimpan Data Merk dan Tipe Kendaraan)
6. Melihat Data Merk dan Tipe Kendaraan pada transaksi sales
7. Melihat Data Nomor Polisi pada transaksi sales
8. Membuat Quotation
9. Konfirmasi Quotation menjadi Sales Order
10. Mencatat Pengeluaran Barang (Delivery Order)
11. Membuat Customer Invoice
12. Menambahkan Discount “Fixed Amount” pada transaksi
13. Melihat Laporan Penjualan
14. Menyimpan Filter Pivot Laporan Penjualan
15. Revisi Sales Order



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Proses *Log In Database* Hingga Memilih Modul Sales



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Proses *Log-In Database*

Input *Password*

Pilih tombol *Log In*

Pilih *Database*

Input *Email User*

The screenshot shows the Odoo 'Log In Database' interface. At the top is a placeholder for 'Your logo'. Below it is a 'Database' section with a text input containing 'production' and a 'Select' button with a database icon. The 'Email' section has a text input containing 'admin'. The 'Password' section has a text input with masked characters. At the bottom is a teal 'Log in' button. Below the button are links for 'Don't have an account?' and 'Reset Password'. At the very bottom are links for 'Manage Databases' and 'Powered by Odoo'. Annotations with arrows point from external text boxes to specific elements: 'Input Password' points to the password field, 'Pilih tombol Log In' points to the 'Log in' button, 'Pilih Database' points to the 'Select' button, and 'Input Email User' points to the email field.

Your logo

Database

production **Select**

Email

admin

Password

.....

Log in

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

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



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Memilih Modul *Sales*

The screenshot displays the Odoo Discuss interface. The top header bar is purple and contains the 'Discuss' title, a search icon, a clock icon, and a user profile for 'Administrator'. Below the header, the left sidebar menu is open, showing a list of modules: Discuss, Sales, Point of Sale, Accounting, Purchase, Inventory, Manufacturing, Employees, Apps, and Settings. The 'Sales' module is highlighted with a purple border. A purple callout box with the text 'Pilih Modul *Sales*' points to the 'Sales' option in the menu. The main content area on the right is titled 'Inbox' and shows a message 'Congratulations, your inbox is empty' with the subtext 'New messages appear here.'.

Discuss

Administrator

Discuss

Sales

Point of Sale

Accounting

Purchase

Inventory

Manufacturing

Employees

Apps

Settings

OdooBot

Inbox

Mark all read

*Pilih Modul **Sales***

Congratulations, your inbox is empty

New messages appear here.



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Membuat Data *Customer*



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Membuat Data *Customer*

Pilih Menu *Orders*

Sales

Orders

To Invoice

Products

Reporting

Configuration

Administrator


Customers

Create

Customer Invoices Search...


Filters Group By Favorites

1-4 / 4




AITI


\$ 5



ASTRA DAIHATSU ABC
SERPONG

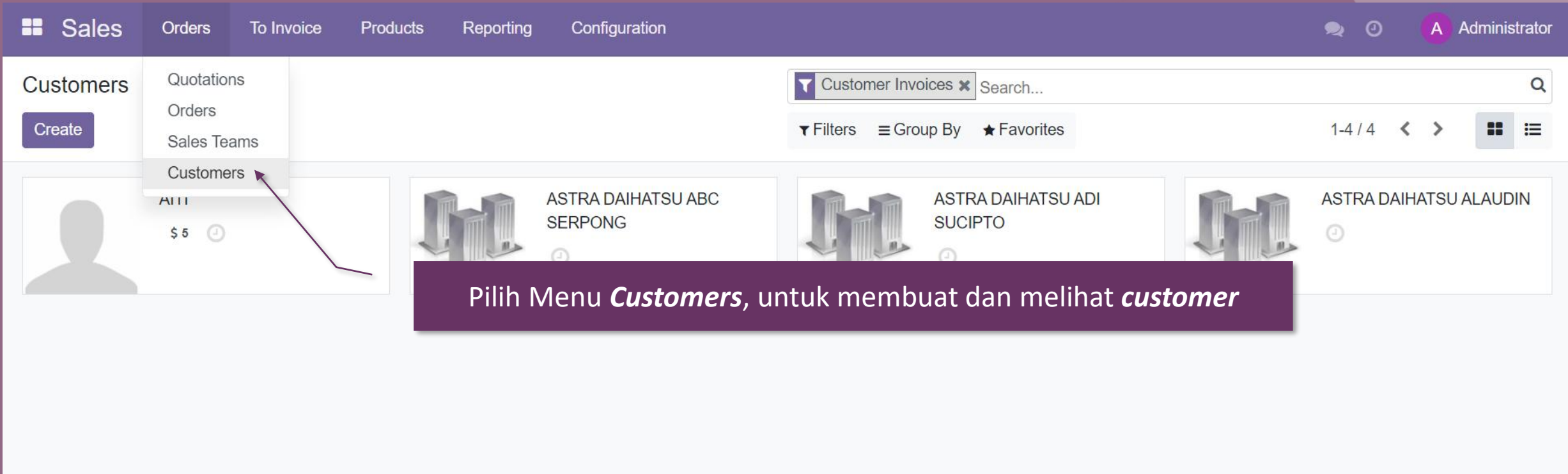


ASTRA DAIHATSU ADI
SUCIPTO



ASTRA DAIHATSU ALAUDIN

Membuat Data *Customer*



The screenshot displays the Odoo Sales application interface. The top navigation bar includes the 'Sales' menu and sub-menus: 'Orders', 'To Invoice', 'Products', 'Reporting', and 'Configuration'. The user is logged in as 'Administrator'. The 'Customers' menu is expanded, showing options: 'Quotations', 'Orders', 'Sales Teams', and 'Customers'. A red arrow points to the 'Customers' option. The main content area shows a list of customer records. The first record is 'ASTRA DAIHATSU ABC SERPONG' with a value of '\$ 5'. The second record is 'ASTRA DAIHATSU ADI SUCIPTO'. The third record is 'ASTRA DAIHATSU ALAUDIN'. A dark purple banner at the bottom of the screenshot contains the text: 'Pilih Menu *Customers*, untuk membuat dan melihat *customer*'.

Sales Orders To Invoice Products Reporting Configuration

Customers

Create

Quotations

Orders

Sales Teams

Customers

Customer Invoices Search...

Filters Group By Favorites

1-4 / 4

ASTRA DAIHATSU ABC SERPONG

ASTRA DAIHATSU ADI SUCIPTO

ASTRA DAIHATSU ALAUDIN

Pilih Menu *Customers*, untuk membuat dan melihat *customer*



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Membuat Data *Customer*

Sales Orders To Invoice Products Reporting Configuration

Customers

Create

Customer Invoices Search...

Filters Group By Favorites 1-4 / 4

AITI \$ 5

ASTRA DAIHATSU ABC SERPONG

ASTRA DAIHATSU ADI SUCIPTO

ASTRA DAIHATSU ALAUDIN

Pilih Tombol *Create*, untuk membuat customer baru



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Membuat Data *Customer*

Sales Orders To Invoice Products Reporting Configuration

Customers / ASTRA DAIHATSU ASIA AFRIKA

Save Discard 1 / 1 < >

\$ 0 Sales 0 Purchases No data yet On-time Rate Rp 0.00 Invoiced 0 Vendor Bills

☐ Individual ☒ Company

ASTRA DAIHATSU ASIA AFRIKA

Address

Jl. Asia Afrika No.125, Kb. Pisang

Sumur Bandung

Bandung Jawa Barat (ID) 40112

Indonesia

VAT

e.g. BE0477472701

ID PKP

☐

Phone

Mobile

Email

e.g. https://www.odoo.com

Website

Tags

N 4454 XL SPIN Tags...

Inputkan **Nama Customer** dan data pendukung lainnya sesuai dengan kebutuhan

Membuat Data *Customer*

Sales Orders To Invoice Products Reporting Configuration Administrator

Customers / ASTRA DAIHATSU ASIA AFRIKA

Save Discard 1 / 1 < >

Contacts & Addresses **Sales & Purchase** Invoicing Internal Notes

Sales

Salesperson

Payment Terms 14 Hari

Pricelist Public Pricelist (IDR)

Point Of Sale

Barcode

Misc

Reference

Industry

Purchase

Payment Terms

Payment Method

Receipt Reminder ☐

Supplier Currency

Fiscal Information

Fiscal Position

Public Pricelist (IDR)
Pricelist January (IDR)

Pada page “**Sales & Purchase**”, inputkan Pricelist yang berlaku pada field “**Pricelist**” dan data pendukung lainnya sesuai dengan kebutuhan



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Membuat Data *Customer*

Sales Orders To Invoice Products Reporting Configuration Administrator

Customers / ASTRA DAIHATSU ASIA AFRIKA

Save Discard

Contacts & Addresses Sales & Purchase **Invoicing** Internal Notes

Bank Accounts

Bank	Account Number	
Add a line		

View accounts detail

Accounting Entries

Account Receivable	11210010 Account Receivable	
Account Payable	21100010 Trade Receivable	

Pada page "Invoicing":
Input informasi pada "Accounting Entries"

Sesuaikan coa untuk **account receivable** dan **account payable**



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Membuat Data *Customer*

Sales Orders To Invoice Products Reporting Configuration


Customers / ASTRA DAIHATSU ASIA AFRIKA

Save Discard 1 / 1 < >

Pilih tombol **Save** untuk menyimpan data *Customer*

☐ Individual ☒ Company

ASTRA DAIHATSU ASIA AFRIKA



Address

Jl. Asia Afrika No.125, Kb. Pisang

Sumur Bandung

Bandung Jawa Barat (ID) 40112

Indonesia

VAT

e.g. BE0477472701

ID PKP

☐

Phone

Mobile

Email

e.g. https://www.odoo.com

Website

Tags

N 4454 XL SPIN Tags...

no data yet
on-time Rate

Rp 0.00
Invoiced

0
Vendor Bills



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Membuat Data *Customer*

Sales Orders To Invoice Products Reporting Configuration

Customers / ASTRA DAIHATSU ASIA AFRIKA

Edit Create Action 5 / 5

No data yet On-time Rate Rp 0.00 Invoiced 0 Vendor Bills

☐ Individual ☒ Company

ASTRA DAIHATSU ASIA AFRIKA

Address Jl. Asia Afrika No.125, Kb. Pisang
Sumur Bandung
Bandung Jawa Barat (ID) 40112
Indonesia

VAT

ID PKP ☐

Phone

Mobile

Email

Website

Tags N 4454 XL SPIN ✕

Pilih tombol *Edit* untuk melakukan edit data *Customer*




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Membuat Data *Customer*


Sales Orders To Invoice Products Reporting Configuration

Customers Customer Invoices x Search...


Create Filters Group By Favorites 1-5 / 5




AITI
\$ 5




ASTRA DAIHATSU ABC
SERPONG



ASTRA DAIHATSU ADI
SUCIPTO



ASTRA DAIHATSU ALAUDIN



ASTRA DAIHATSU ASIA
AFRIKA
N 4454 XL SPIN
Bandung, Indonesia

Customer sudah terbuat dan tersimpan



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Membuat ***Sales Team***



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Membuat *Sales Team*

Pilih Menu *Configuration*

Sales

Orders

To Invoice

Products

Reporting

Configuration

A Administrator

Sales Teams

Search...

Create

Filters

Group By

Favorites

1-2 / 2

☐

Sales Team

Team Leader

☐

Sales

☐

Point of Sale



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Membuat *Sales Team*

Pilih Menu “*Sales Teams*”,
untuk membuat *Sales Team*

Sales Teams

Create

<input type="checkbox"/>		Sales Team
<input type="checkbox"/>	↕	Sales
<input type="checkbox"/>	↕	Point of Sale

Configuration

- Settings
- Sales Teams
- Sales Orders
- Tags
- Units of Measure
- Units of Measure Categories

Search...

Filters Group By ★ Favorites

1-2 / 2 < >

Team Leader



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Membuat *Sales Team*

Sales

Orders

To Invoice

Products

Reporting

Configuration

A Administrator

Sales Teams

Create

Pilih Tombol *Create*,
untuk membuat data *Sales Team* baru

Group By

Favorites

1-2 / 2

<input type="checkbox"/>	Sales Team	Team Leader
<input type="checkbox"/>	Sales	
<input type="checkbox"/>	Point of Sale	



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Membuat *Sales Team*



Sales

Orders

To Invoice

Products

Reporting

Configuration



A

Administrator

Sales Teams / New

Save

Discard

Sales Team

e.g. North America

☐ Quotations

Team Details

Team Leader



Invoicing Target

Rp0.00

Members

Add

Input informasi pada field **Sales Team (Nama Sales Team)**, **Team Leader** dan **Add Member** untuk setiap customer sesuai dengan kebutuhan

Membuat *Sales Team*

Sales

Orders

To Invoice

Products

Reporting

Configuration

A Administrator

Sales Teams / AUTO 2000 ASIA AFRIKA

Edit

Create

⚙ Action

3 / 3 < >

Sales Team

AUTO 2000 ASIA AFRIKA

☐ Quotations

Team Details

Team Leader

N Nathan

Invoicing Target

Rp 20,000,000.00 / Month

Members

A

Adi

✉ Adi@mail.com

A

Agus

✉ agus@mail.com

N

Nathan

✉ nathan@mail.com

Informasi Nama **Sales Team**, **Team Leader** dan **Member** sudah terisi



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Membuat *Sales Team*

Sales Teams

Create

Search...

Filters Group By Favorites 1-3 / 3

<input type="checkbox"/>	Sales Team	Team Leader
<input type="checkbox"/>	Sales	
<input type="checkbox"/>	AUTO 2000 ASIA AFRIKA	Nathan
<input type="checkbox"/>	Point of Sale	

Data *Sales Team* sudah terbuat dan tersimpan



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Membuat *Pricelist*



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Membuat *Pricelist*

Pilih Menu *Products*

Sales Orders To Invoice Products Reporting Configuration



A

Administrator

Pricelists

Search...



Create



▼ Filters

≡ Group By

★ Favorites

1-2 / 2



Pricelist Name

Discount Policy

Currency



Public Pricelist

Discount included in the price

IDR



Pricelist January

Discount included in the price

IDR



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Membuat *Pricelist*

Pilih Menu “*Pricelists*”,
untuk membuat *Pricelist*

SalesOrdersTo InvoiceProductsReportingConfiguration

Pricelists

Create

Products

Pricelists

Search...

FiltersGroup ByFavorites

1-2 / 2

	Pricelist Name	Discount Policy	Currency
<input type="checkbox"/>	Public Pricelist	Discount included in the price	IDR
<input type="checkbox"/>	Pricelist January	Discount included in the price	IDR



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Membuat *Pricelist*

Sales Orders To Invoice Products Reporting Configuration



A

Administrator

Pricelists

Search...



Create



Filters

Group By

★ Favorites

1-2 / 2



<input type="checkbox"/>	Pricelist Name	Discount Policy	Currency
<input type="checkbox"/>	Public Pricelist	Discount included in the price	IDR
<input type="checkbox"/>	Pricelist January	Discount included in the price	IDR

Pilih Tombol *Create*,
untuk membuat data *Pricelist* baru



Membuat *Pricelist*



Pricelists / New

Save

Discard

Inputkan data *Pricelist* dengan menginputkan **Nama Pricelist**, **Products**, **Min. Quantity** dan **Price** sesuai dengan kebutuhan

Pricelist AUTO 2000 ASIA AFRIKA

Currency

IDR



Price Rules

Configuration

Products	Min. Quanti...	Price	Start Date	End Date	
AC CARE	2.00	110,000.00	09/01/2024 07:00:00	09/15/2024 16:00:00	
BOARD BALANCE HW-113 (XB-HW1131) HESHBON SWB-13001	3.00	1,000,000.00			
Add a line					



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Membuat *Pricelist*

Sales

Orders

To Invoice

Products

Reporting

Configuration

A

Administrator

Pricelists

Search...

Create

Filters

Group By

Favorites

1-3 / 3

<input type="checkbox"/>	Pricelist Name	Discount Policy	Currency
<input type="checkbox"/>	Public Pricelist	Discount included in the price	IDR
<input type="checkbox"/>	Pricelist AUTO 2000 ASIA AFRIKA	Discount included in the price	IDR
<input type="checkbox"/>	Pricelist January	Discount included in the price	IDR

Data Pricelist sudah terbuat dan tersimpan

Membuat *Pricelist*

Sales Orders To Invoice Products Reporting Configuration

Customers / ASTRA DAIHATSU ASIA AFRIKA


Save Discard 5 / 5

Contacts & Addresses Sales & Purchase Invoicing Internal Notes

Sales

Salesperson

Payment Terms 14 Hari

Pricelist 

Public Pricelist (IDR)

Pricelist AUTO 2000 ASIA AFRIKA (IDR)

Pricelist January (IDR)

Purchase

Payment Terms

Payment Method

Receipt Reminder ☐

Supplier Currency

Fiscal Information

Point Of Sale

Barcode

Setelah selesai membuat *Pricelist* pada Menu *Pricelist*, inputkan *Pricelist* yang telah dibuat pada Field *Pricelist* di Menu *Customers*

Dengan menginputkan informasi *Pricelist* pada menu *Customers*, harga produk untuk customer tersebut akan menyesuaikan dengan data harga yang telah ditetapkan pada menu *Pricelist*

Membuat *Pricelist*

Sales Orders To Invoice Products Reporting Configuration

Quotations / SO00057/JAVTEK/24/12/2024

Save Discard 1 / 24

Send by Email Confirm Cancel

Quotation Quotation Sent Sales Order

Customer Preview

SO00057/JAVTEK/24/12/2024

Customer: ASTRA DAIHATSU ASIA AFRIKA
 JL. Asia Afrika No. 125, Kb. Pisang
 Sumur Bandung
 Bandung JB 40112
 Indonesia

Expiration:

Pricelist: Pricelist AUTO 2000 | ASIA AFRIKA (IDR)

Payment Terms:

Order Lines Optional Products Other Info

Product	Description	Quantity	UoM	Unit Price
Add a product Add a section Add a note				

Public Pricelist (IDR)
 Pricelist AUTO 2000 ASIA AFRIKA (IDR)
 Pricelist Bulan Desember (IDR)
 Pricelist Bulan November (IDR)
 Pricelist HRA Tire Service Lampung (IDR)
 Pricelist HRA Tire Service Bojong Sari (IDR)
 Pricelist HRA Bengkel Nawi (IDR)
 Search More...

Saat membuat transaksi sales, pilih terlebih dahulu nama *pricelist* yang akan diterapkan

Maka harga *product* akan menyesuaikan dengan harga pada data yang telah dibuat pada Menu *Pricelist*



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Membuat *Pricelist*

Sales

Orders

To Invoice

Products

Reporting

Configuration

3

Administrator

Quotations / SO00057/JAVTEK/24/12/2024

Save

Discard

1 / 24

Send by Email

Confirm

Cancel

Quotation

Quotation Sent

Sales Order

Customer Preview

SO00057/JAVTEK/24/12/2024

Customer

ASTRA DAIHATSU ASIA AFRIKA
JL. Asia Afrika No. 125, Kb. Pisang
Sumur Bandung
Bandung JB 40112
Indonesia

Expiration

Pricelist

Payment Terms

Update Prices

Order Lines

Optional Products

Other Info

Product	Description	Quantity	UoM	Unit Price	Taxes	Disc.%	Subtotal	
[AC CARE] AC CARE	[AC CARE] AC CARE	1.00	Units	120,000.00		0.00	Rp 120,000.00	

Add a product

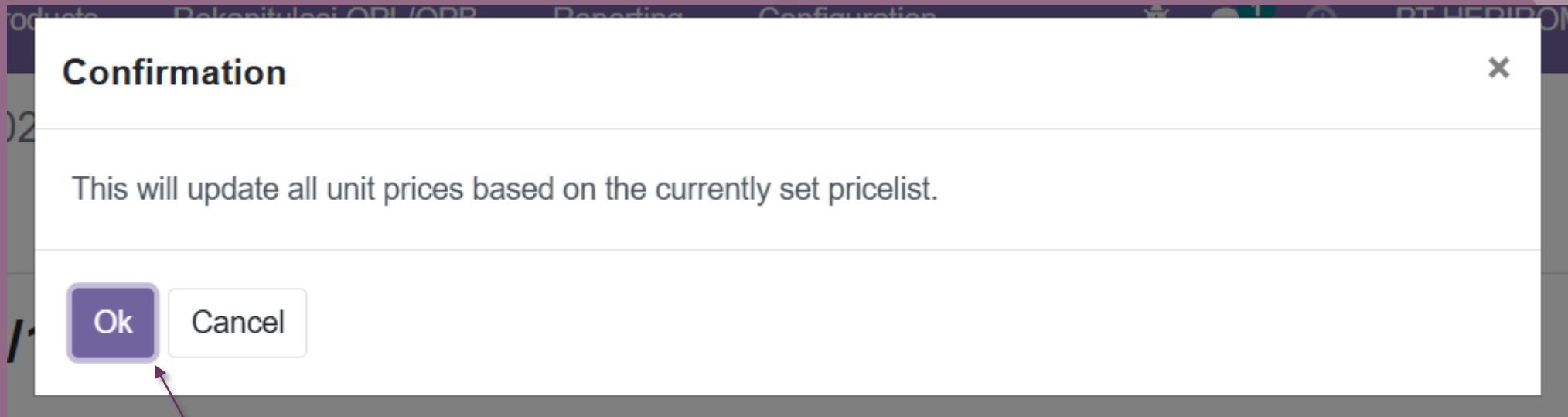
Add a section

Add a note

Apabila harga masih belum sesuai maka lakukan klik tombol "**Update Prices**" untuk memperbarui harga, dengan kasus product ditambahkan sebelum pricelist dipilih, atau terdapat pembaruan harga terbaru pada menu pricelist



Membuat *Pricelist*



Klik "OK"

Maka harga *product* akan menyesuaikan dengan harga pada data yang telah dibuat pada Menu *Pricelist*



Konfigurasi *Tags* (Menyimpan Data Merk dan Tipe Kendaraan)



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Konfigurasi *Tags* (Menyimpan Data Merk dan Tipe Kendaraan)

Pilih Menu *Configuration*

SalesOrdersTo InvoiceProductsReportingConfiguration

3🕒A Administrator

Tags

Create📄

Search...🔍

⌵ Filters≡ Group By★ Favorites1-4 / 4<>

<input type="checkbox"/>	Tag Name	Color
<input type="checkbox"/>	MPV	<div></div>
<input type="checkbox"/>	AVANZA	<div></div>
<input type="checkbox"/>	TOYOTA	<div></div>
<input type="checkbox"/>	AGYA	<div></div>



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Konfigurasi *Tags* (Menyimpan Data Merk dan Tipe Kendaraan)

Pilih Menu “*Tags*”, untuk membuat data **Merk** dan **Tipe Kendaraan**

Sales Orders To Invoice Products Reporting Configuration

Tags

Create

Tag Name

MPV

AVANZA

TOYOTA

AGYA

Settings

Sales Teams

Sales Orders

Tags

Units of Measure

Units of Measure Categories

Search...

Filters Group By Favorites

1-4 / 4

Color




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Konfigurasi *Tags* (Menyimpan Data Merk dan Tipe Kendaraan)

Sales Orders To Invoice Products Reporting Configuration





3 Administrator

Tags

Create 

Pilih Tombol *Create*,
untuk membuat data **Merk** dan **Tipe Kendaraan** baru

1-4 / 4 < >

<input type="checkbox"/> Tag Name	Color
<input type="checkbox"/> MPV	
<input type="checkbox"/> AVANZA	
<input type="checkbox"/> TOYOTA	
<input type="checkbox"/> AGYA	



Konfigurasi *Tags* (Menyimpan Data Merk dan Tipe Kendaraan)

Sales Orders To Invoice Products Reporting Configuration

Tags Search... Filters Group By Favorites 1-5 / 5 < >

Tag Name	Color
MPV	
AVANZA	
TOYOTA	
AGYA	
HONDA	

←

Ketikan data **Merk** dan **Tipe Kendaraan** sesuai dengan kebutuhan



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Konfigurasi *Tags* (Menyimpan Data Merk dan Tipe Kendaraan)

Sales Orders To Invoice Products Reporting Configuration

3 Administrator

Tags

Search...

Save Discard

Filters Group By Favorites

1-5 / 5

Tag Name	Color
MPV	
AVANZA	
TOYOTA	
AGYA	
HONDA	

Anda dapat menyesuaikan warna untuk setiap **Merk** dan **Tipe Kendaraan**



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Konfigurasi *Tags* (Menyimpan Data Merk dan Tipe Kendaraan)

Sales Orders To Invoice Products Reporting Configuration

Tags

Create

Search...

Filters Group By Favorites

1-5 / 5

<input type="checkbox"/>	Tag Name	Color
<input type="checkbox"/>	MPV	
<input type="checkbox"/>	AVANZA	
<input type="checkbox"/>	TOYOTA	
<input type="checkbox"/>	AGYA	
<input type="checkbox"/>	HONDA	

Data Merk dan Tipe Kendaraan sudah terbuat dan tersimpan

Konfigurasi *Tags* (Menyimpan Data Merk dan Tipe Kendaraan)

Sales Orders To Invoice Products Reporting Configuration

Quotations / New

Save Discard

Order Lines Optional Products **Other Info**

Sales

Salesperson Administrator

Sales Team HRA BENGKEL HAJI NAWI

Company PT JAVATEKNIKINDO

Online Signature ☒

Online Payment ☐

Customer Reference B8690GIU

Tags Toyota x Agya x

Invoicing

Fiscal Position

Analytic Account HRA BENGKEL HAJI NAWI

Delivery

Warehouse GUDANG HRA BENGKEL

Shipping Policy As soon as possible

Tracking

Setelah selesai menambahkan data Merk dan Tipe Kendaraan pada Menu *Tags*, inputkan Merk dan Tipe Kendaraan pada Field *Tags* saat membuat *Quotation*



Melihat Data **Merk dan Tipe Kendaraan** pada transaksi sales

Melihat Data Merk dan Tipe Kendaraan pada transaksi sales

Pada tampilan **Quotation** maupun **Sales Order**, pilih icon option untuk menampilkan kolom "Tags"

Sales

Orders

To Invoice

Products

Reporting

Configuration

3

A Administrator

Quotations

Create

Download

My Quotations

Search...

Filters

Group By

Favorites

1-22 / 22

	Number	Creation Date	Customer	Salesperson	Next Activity	Company	Total	Status	
<input type="checkbox"/>	SO00055/JAVTEK/20/12/2024	20/12/2024	ANDREAS	A Administrator		PT JAVATEKNIKINDO	Rp 500,000.00	Sales Order	
<input type="checkbox"/>	SO00056/JAVTEK/20/12/2024	20/12/2024	BALAI BESAR PELATIHAN KESEHATAN JAKARTA	A Administrator		PT JAVATEKNIKINDO	Rp 90,000.00	Quotation	
<input type="checkbox"/>	SO00054/JAVTEK/20/12/2024	20/12/2024	ARIN IBU	A Administrator		PT JAVATEKNIKINDO	Rp 500,000.00	Sales Order	
<input type="checkbox"/>	SO00053/JAVTEK/20/12/2024	20/12/2024	ADING	A Administrator		PT JAVATEKNIKINDO	Rp 300,000.00	Sales Order	
<input type="checkbox"/>	SO00046/JAVTEK/11/12/2024	11/12/2024	ADNAN SHOWROOM	A Administrator		PT JAVATEKNIKINDO	Rp 500,000.00	Sales Order	
<input type="checkbox"/>	SO00050/JAVTEK/11/12/2024	11/12/2024	AGUS BUNTING	A Administrator		PT JAVATEKNIKINDO	Rp 2,000,000.00	Sales Order	
<input type="checkbox"/>	SO00043/JAVTEK/10/12/2024	10/12/2024	ADING	A Administrator		PT JAVATEKNIKINDO	Rp 90,000.00	Sales Order	
<input type="checkbox"/>	SO00028/JAVTEK/10/12/2024	10/12/2024	ADNAN SHOWROOM	A Administrator		PT JAVATEKNIKINDO	Rp 90,000.00	Sales Order	

Melihat Data Merk dan Tipe Kendaraan pada transaksi sales

Sales

Orders

To Invoice

Products

Reporting

Configuration

3

A Administrator

Quotations

My Quotations Search...

Create

Filters

Group By

Favorites

1-22 / 22

	Number	Creation Date	Customer	Salesperson	Next Activity	Company	Total	Status	
<input type="checkbox"/>	SO00055/JAVTEK/20/12/2024	20/12/2024	ANDREAS	A Administrator		PT JAVATEKNIKINDO	Rp 4		<input checked="" type="checkbox"/> Creation Date
<input type="checkbox"/>	SO00056/JAVTEK/20/12/2024	20/12/2024	BALAI BESAR PELATIHAN KESEHATAN JAKARTA	A Administrator		PT JAVATEKNIKINDO	Rp 4		<input type="checkbox"/> Delivery Date
<input type="checkbox"/>	SO00054/JAVTEK/20/12/2024	20/12/2024	ARIN IBU	A Administrator		PT JAVATEKNIKINDO	Rp 4		<input type="checkbox"/> Expected Date
<input type="checkbox"/>	SO00053/JAVTEK/20/12/2024	20/12/2024	ADING	A Administrator		PT JAVATEKNIKINDO	Rp 4		<input checked="" type="checkbox"/> Salesperson
<input type="checkbox"/>	SO00046/JAVTEK/11/12/2024	11/12/2024	ADNAN SHOWROOM	A Administrator		PT JAVATEKNIKINDO	Rp 4		<input checked="" type="checkbox"/> Activities
<input type="checkbox"/>	SO00050/JAVTEK/11/12/2024	11/12/2024	AGUS BUNTING	A Administrator		PT JAVATEKNIKINDO	Rp 2,0		<input type="checkbox"/> Sales Team
<input type="checkbox"/>	SO00043/JAVTEK/10/12/2024	10/12/2024	ADING	A Administrator		PT JAVATEKNIKINDO	Rp 4		<input type="checkbox"/> Tags
<input type="checkbox"/>	SO00028/JAVTEK/10/12/2024	10/12/2024	ADNAN SHOWROOM	A Administrator		PT JAVATEKNIKINDO	Rp 4		<input type="checkbox"/> Warehouse
<input type="checkbox"/>	SO00040/JAVTEK/10/12/2024	10/12/2024	ADING	A Administrator		PT JAVATEKNIKINDO	Rp 4		<input checked="" type="checkbox"/> Company
<input type="checkbox"/>	SO00039/JAVTEK/10/12/2024	10/12/2024	ADNAN SHOWROOM	A Administrator		PT JAVATEKNIKINDO	Rp 4		<input type="checkbox"/> Untaxed Amount
<input type="checkbox"/>	SO00033/JAVTEK/10/12/2024	10/12/2024	Nathan Tjoe A On	A Administrator		PT JAVATEKNIKINDO	Rp 4		<input type="checkbox"/> Taxes
<input type="checkbox"/>	SO00032/JAVTEK/10/12/2024	10/12/2024	Nathan Tjoe A On	A Administrator		PT JAVATEKNIKINDO	Rp 4		<input checked="" type="checkbox"/> Total
<input type="checkbox"/>	SO00024/JAVTEK/10/12/2024	10/12/2024	ABDUL BP	A Administrator		PT JAVATEKNIKINDO	Rp 4		<input checked="" type="checkbox"/> Status
									<input type="checkbox"/> Invoice Status

Pilih "Tags"

Melihat Data Merk dan Tipe Kendaraan pada transaksi sales

Sales Orders To Invoice Products Reporting Configuration										
Quotations										
Create										
My Quotations Search...										
Filters Group By Favorites 1-22 / 22										
	Number	Creation Date	Customer	Salesperson	Next Activ...	Tags	Company	Total	Status	
<input type="checkbox"/>	SO00055/JAVTEK/20/12/2024	20/12/2024	ANDREAS	A Administrator		HONDA CRV	PT JAVATEKNIKIN...	Rp 500,000.00	Sales Order	
<input type="checkbox"/>	SO00056/JAVTEK/20/12/2024	20/12/2024	BALAI BESAR PELATIHAN KESEHATAN JAKAR...	A Administrator		MPV AVANZA	PT JAVATEKNIKIN...	Rp 90,000.00	Quotation	
<input type="checkbox"/>	SO00054/JAVTEK/20/12/2024	20/12/2024	ARIN IBU	A Administrator		SUZUKI ERTIGA	PT JAVATEKNIKIN...	Rp 500,000.00	Sales Order	

Informasi **Merk** dan **Tipe Kendaraan** yang telah diinputkan saat pembuatan transaksi sales akan muncul pada kolom “**Tags**” di dashboard Quotation maupun Sales Order



Melihat Data **Nomor Polisi** pada transaksi sales

Melihat Data Nomor Polisi pada transaksi sales

Pada tampilan **Quotation** dan **Sales Order**

Sales Orders To Invoice Products Reporting Configuration

Administrator

Quotations

Create

1. Pilih "Filter"

2. Pilih "Add Custom Filter"

3. Pilih "Customer Reference"

Number	Creation Date	Customer
<input type="checkbox"/> SO00055/JAVTEK/20/12/2024	20/12/2024	ANDREAS
<input type="checkbox"/> SO00056/JAVTEK/20/12/2024	20/12/2024	BALAI BESAR PELATIHAN KESEHATAN JAKAR...
<input type="checkbox"/> SO00054/JAVTEK/20/12/2024	20/12/2024	ADING
<input type="checkbox"/> SO00053/JAVTEK/20/12/2024	20/12/2024	ADNAN SHOWROOM

My Quotations x Search

Filters

My Quotations

Quotations

Sales Orders

Create Date

Add Custom Filter

Customer Reference

Delivery Address

Delivery Date

Effective Date

Action Needed

is true

Apply

+ Add a condition

Total	Status
Rp 500,000.00	Sales Order
Rp 90,000.00	Quotation
Rp 300,000.00	Sales Order
Rp 500,000.00	Sales Order

Melihat Data Nomor Polisi pada transaksi sales

Sales Orders To Invoice Products Reporting Configuration

Quotations

Create

Number	Creation Date	Customer	Activ...	Tags	Company	Total	Status
SO00055/JAVTEK/20/12/2024	20/12/2024	ANDREAS		HONDA CRV	PT JAVATEKNIKIN...	Rp 500,000.00	Sales Order
SO00056/JAVTEK/20/12/2024	20/12/2024	BALAI BESAR PELATIHAN KESEHATAN JAKAR...		MPV AVANZA	PT JAVATEKNIKIN...	Rp 90,000.00	Quotation
SO00054/JAVTEK/20/12/2024	20/12/2024	ARIN IBU			KIN...	Rp 500,000.00	Sales Order
SO00053/JAVTEK/20/12/2024	20/12/2024	ADING			KIN...	Rp 300,000.00	Sales Order
SO00046/JAVTEK/11/12/2024	11/12/2024	ADNAN			KIN...	Rp 500,000.00	Sales Order
SO00050/JAVTEK/11/12/2024	11/12/2024	AGUS BUNTING			KIN...	Rp 2,000,000.00	Sales Order

My Quotations Search...

Filters Group By Favorites 1-22 / 22

My Quotations

- Quotations
- Sales Orders
- Create Date
- Add Custom Filter

Customer Reference contains D1234RR

Apply

Add a condition

1. Inputkan "Nomor Polisi"

2. Pilih "Apply"



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Melihat Data **Nomor Polisi** pada transaksi sales

Sales

Orders

To Invoice

Products

Reporting

Configuration

3

A

Administrator

Quotations

My Quotations

Customer Reference contains "D1234RR"

Search...

Create

Filters

Group By

Favorites

1-1 / 1

<input type="checkbox"/>	Number	Creation Date	Customer	Salesperson	Next Activity	Tags	Company	Total	Status
<input type="checkbox"/>	SO00056/JAVTEK/20/12/2024	20/12/2024	BALAI BESAR PELATIHAN KESEHATAN JAKARTA	<div>A</div> Administrator		<div>MPV</div> <div>AVANZA</div>	PT JAVATEKNIKINDO	Rp 90,000.00	Quotation
								90,000.00	

Setelah menginputkan nomor polisi pada filter "**Customer Reference**", semua transaksi dengan nomor polisi tersebut akan muncul



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Membuat *Quotation*



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Membuat *Quotation*

Pilih Menu *Orders*

Sales

Orders

To Invoice

Products

Reporting

Configuration

A Administrator

Quotations

Create

My Quotations

Search...

Filters

Group By

Favorites

1-5 / 5

	Number	Creation Date	Customer	Salesperson	Next Activity	Total	Status	
<input type="checkbox"/>	S00005	09/06/2024	AITI	<div>A</div> Administrator	<div></div>	Rp 111,000.00	Sales Order	
<input type="checkbox"/>	S00004	09/05/2024	AITI	<div>A</div> Administrator	<div></div>	Rp 1,500,000.00	Quotation	
<input type="checkbox"/>	S00003	09/05/2024	AITI	<div>A</div> Administrator	<div></div>	Rp 4,329,000.00	Quotation	
<input type="checkbox"/>	S00002	09/05/2024	AITI	<div>A</div> Administrator	<div></div>	Rp 6,660,000.00	Sales Order	
<input type="checkbox"/>	S00001	09/05/2024	AITI	<div>A</div> Administrator	<div></div>	Rp 6,560,000.00	Sales Order	
						19,160,000.00		

Membuat *Quotation*

Pilih Menu “*Quotation*”,
untuk membuat *Quotation*

Sales

Orders

To Invoice

Products

Reporting

Configuration

Quotations

Create

Download

Quotations

Orders

Sales Teams

Customers

My Quotations

Search...

Filters

Group By

Favorites

1-5 / 5

Icons

	Number	Date	Customer	Salesperson	Next Activity	Total	Status
	S00005	09/06/2024	AITI	A Administrator		Rp 111,000.00	Sales Order
	S00004	09/05/2024	AITI	A Administrator		Rp 1,500,000.00	Quotation
	S00003	09/05/2024	AITI	A Administrator		Rp 4,329,000.00	Quotation
	S00002	09/05/2024	AITI	A Administrator		Rp 6,660,000.00	Sales Order
	S00001	09/05/2024	AITI	A Administrator		Rp 6,560,000.00	Sales Order
						19,160,000.00	

Membuat *Quotation*

Sales

Orders

To Invoice

Products

Reporting

Configuration

Administrator

Quotations

My Quotations

Search...

Filters

Group By

Favorites

1-5 / 5

Create

	Number	Creation Date	Customer	Salesperson	Next Activity	Total	Status
<input type="checkbox"/>	S00005	09/06/2024	AITI	Administrator		Rp 111,000.00	Sales Order
<input type="checkbox"/>	S00004	09/05/2024	AITI	Administrator		Rp 1,500,000.00	Quotation
<input type="checkbox"/>	S00003	09/05/2024	AITI	Administrator		Rp 4,329,000.00	Quotation
<input type="checkbox"/>	S00002	09/05/2024	AITI	Administrator		Rp 6,660,000.00	Sales Order
<input type="checkbox"/>	S00001	09/05/2024	AITI	Administrator		Rp 6,560,000.00	Sales Order
						19,160,000.00	

Dalam *dashboard* awal, Pilih tombol *Create*



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Membuat *Quotation*

Sales

Orders

To Invoice

Products

Reporting

Configuration

A Administrator

Quotations / New

Save

Discard

Send by Email

Confirm

Quotation

Quotation Sent

Sales Order

Customer Preview

New

Customer

Expiration

Pricelist

Payment Terms

Order Lines

Optional Products

Other Info

Product

Description

Quantity

Lead Time

Unit Price

Taxes

Disc.%

Subtotal

Add a product

Add a section

Add a note

Input informasi customer pada field **Customer**

Membuat *Quotation*

Sales

Orders

To Invoice

Products

Reporting

Configuration

Administrator

Quotations / New

Save Discard

Send by Email Confirm

New

Customer

ASTRA DAIHATSU ASIA AFRIKA

Jl. Asia Afrika No.125, Kb. Pisang

Sumur Bandung

Bandung JB 40112

Indonesia

Expiration

Pricelist

Payment Terms

Pricelist AUTO 2000 ASIA AFRIKA (IDR)

14 Hari

Order Lines

Optional Products

Other Info

Product	Description	Quantity	Lead Time	Unit Price	Taxes	Disc.%	Subtotal	
Add a product	Add a section	Add a note						

Informasi **pricelist** dan **payment terms** akan terisi otomatis setelah customer diinputkan (dengan kondisi pricelist dan payment terms sudah diinputkan sebelumnya pada menu Customer)



odoo

Membuat *Quotation*

Sales

Orders

To Invoice

Products

Reporting

Configuration

A

Administrator

Quotations / New

Save

Discard

Send by Email

Confirm

Quotation

Quotation Sent

Sales Order

Customer Preview

New

Customer

ASTRA DAIHATSU ASIA AFRIKA

Jl. Asia Afrika No.125, Kb. Pisang
Sumur Bandung
Bandung JB 40112
Indonesia

Expiration

Pricelist

Pricelist AUTO 2000 ASIA AFRIKA (IDR)

Payment Terms

14 Hari

Order Lines

Untuk menambahkan produk pada *Quotation*,
pilih **Add a product** dalam kolom **Products**

Product	Description	Quantity	Lead Time	Unit Price	Taxes	Disc.%	Subtotal	
<div>➡ Add a product</div>	Add a section	Add a note						

Membuat *Quotation*

Sales Orders To Invoice Products Reporting Configuration

Quotations / New

Save Discard

Send by Email Confirm

Quotation Quotation Sent Sales Order

Customer Preview

New

Customer

- [DISC] Discount
- [TIPS] Tips
- AC CARE
- Aquadest
- BOARD BALANCE HW-113 (XB-HW1131) HESHBON SWB-13001
- Ban Mobil
- Caustic Soda
- Search More...
- Start typing...

Expiration

Pricelist

Payment Terms

Pricelist AUTO 2000 ASIA AFRIKA (IDR)

14 Hari

Lead Time	Unit Price	Taxes	Disc.%	Subtotal	
1.00	0.00	0.00	0.00	Rp 0.00	

Pilih produk yang akan digunakan pada *Quotation*



odoo

Membuat *Quotation*

Sales

Orders

To Invoice

Products

Reporting

Configuration

Administrator

Quotations / New

Save

Discard

New

Customer

ASTRA DAIHATSU ASIA AFRIKA

Jl. Asia Afrika No.125, Kb. Pisang
Sumur Bandung
Bandung JB 40112
Indonesia

Expiration Date

Price List

Payment Method

Order Lines

Optional Products

Other Info

Product	Description	Quantity	Lead Time	Unit Price	Taxes	Disc.%	Subtotal
BOARD BALANCE HW-1...	BOARD BALANCE HW-113 (XB-HW1131) HESHBON SWB-13001	3.00	7.00	1,000,000.00	11%	0.00	Rp 3,000,000.00

Add a product

Add a section

Add a note

Lakukan penyesuaian pada *quantity*, *lead time*, *taxes* dan *discount* jika berlaku dalam transaksi. Informasi description dan unit price akan terisi otomatis sesuai dengan master data produk yang telah dibuat

Membuat *Quotation*

Sales Orders To Invoice Products Reporting Configuration

Quotations / New

Save Discard

Order Lines Optional **Other Info**

Sales

Salesperson Administrator

Sales Team HRA BENGKEL HAJI NAWI

Company PT JAVATEKNIKINDO

Online Signature ☒

Online Payment ☐

Customer Reference

Tags

Invoicing

Fiscal Position

Analytic Account HRA BENGKEL HAJI NAWI

Delivery

Warehouse GUDANG HRA BENGKEL H.NAWI

Shipping Policy As soon as possible

Tracking

Source Document

Campaign

Pada page "Other Info", inputkan informasi Sales Team, Analytic Account dan Warehouse sesuai dengan nama unit bisnis

Membuat *Quotation*

Sales Orders To Invoice Products Reporting Configuration

Quotations / New

Save Discard

Order Lines Optional **Other Info**

Sales

Salesperson Administrator

Sales Team HRA BENGKEL HAJI NAWI

Company PT JAVATEKNIKINDO

Online Signature ☒

Online Payment ☐

Customer Reference B8690GIU

Tags Toyota Agya

Invoicing

Fiscal Position

Analytic Account HRA BENGKEL HAJI NAWI

Delivery

Warehouse GUDANG HRA BENGKEL H.NAWI

Shipping Policy As soon as possible

Tracking

Source Document

Campaign

Pada page "Other Info", inputkan Nomor Polisi pada field "Customer Reference"



odoo

Membuat *Quotation*

Sales

Orders

To Invoice

Products

Reporting

Configuration

3

⌚

A Administrator

Quotations / New

Save

Discard

Order Lines

Optional

Other Info

Sales

Salesperson

A Administrator

Sales Team

HRA BENGKEL HAJI NAWI

Company

PT JAVATEKNIKINDO

Online Signature

☒

Online Payment

☐

Customer Reference

B8690GIU

Tags

Toyota x Agya x

Invoicing

Fiscal Position

Analytic Account

HRA BENGKEL HAJI NAWI

Delivery

Warehouse

GUDANG HRA BENGKEL H.NAWI

Shipping Policy

As soon as possible

Tracking

Source Document

Campaign

Pada page "Other Info", inputkan Merk dan Tipe Kendaraan pada field "Tags"

Membuat *Quotation*

Sales
Orders
To Invoice
Products
Reporting
Configuration
Administrator

Quotations / New

Save
Discard

Send by Email
Confirm

Quotation
Quotation Sent
Sales Order

Customer Preview

New

Customer

ASTRA DAIHATSU ASIAAFRIKA

Jl. Asia Afrika No.125, Kb. Pisang
Sumur Bandung
Bandung JB 40112
Indonesia

Expiration

Pricelist

Pricelist AUTO 2000 ASIAAFRIKA (IC
Update Prices

Payment Terms

14 Hari

Order Lines
Optional Products
Other Info

	Product	Description	Quantity	Lead Time	Unit Price	Taxes	Disc.%	Subtotal	
⬇	BOARD BALANCE HW-1...	BOARD BALANCE HW-113 (XB-HW1131) HESHBON SWB-13001	3.00	7.00	1,000,000.00	11%	0.00	Rp 3,000,000.00	🗑

Add a product
Add a section
Add a note

Terms and conditions...

Untaxed Amount:

Rp 3,000,000.00

Taxes:

Rp 330,000.00

Total:

Rp 3,330,000.00

Pilih tombol **Save**, untuk menyimpan quotation



odoo

Membuat *Quotation*

Sales

Orders

To Invoice

Products

Reporting

Configuration

Administrator

Quotations / S00006

Edit

Create

Print

Action

6 / 6

Send by Email

Confirm

Cancel

Quotation

Quotation Sent

Sales Order

S00006

Nomor transaksi atas *Quotation* terbuat

Customer Preview

Customer

ASTRA DAIHATSU ASIA AFRIKA
Jl. Asia Afrika No.125, Kb. Pisang
Sumur Bandung
Bandung JB 40112
Indonesia

Expiration

Pricelist

Payment Terms

Pricelist AUTO 2000 ASIA AFRIKA (IDR) [Update Prices](#)
14 Hari

Order Lines

Optional Products

Other Info

Product	Description	Quantity	Lead Time	Unit Price	Taxes	Disc.%	Subtotal	
BOARD BALANCE HW-113 (XB-HW1...	BOARD BALANCE HW-113 (XB-	3.00	7.00	1,000,000.00	11%	0.00	Rp 3,000,000.00	



odoo

Konfirmasi *Quotation* menjadi *Sales Order*



odoo

Konfirmasi *Quotation* menjadi *Sales Order*

Sales

Orders

To Invoice

Products

Reporting

Configuration

Administrator

Quotations / S00006

Edit

Create

Print

Action

6 / 6

Send by Email

Confirm

Cancel

Quotation

Quotation Sent

Sales Order

S00006

Customer

ASTRA DAIHATSU ASIA AFRIKA
Jl. Asia Afrika No.125, Kb. Pisang
Sumur Bandung
Bandung JB 40112
Indonesia

Expiration

Pricelist

Payment Terms

Pricelist AUTO 2000 ASIA AFRIKA (IDR) [Update Prices](#)

14 Hari

Customer Preview

Order Lines

Optional Products

Other Info

Konfirmasi *Quotation* menjadi *Sales Order*

Sales

Orders

To Invoice

Products

Reporting

Configuration

Administrator

Quotations / S00006

Edit

Create

Print

Action

6 / 6

Create Invoice

Send by Email

Cancel

Quotation

Quotation Sent

Sales Order

Customer Preview

1 Delivery

S00006

Customer

AST

Jl. A

Sumur Bandung

Bandung JB 40112

Indonesia

Payment Terms

14 Hari

Order Lines

Other Info

Product	Description	Quantity	Lead Time	Unit Price	Taxes	Disc.%	Subtotal
BOARD BALANCE HW-113 (XB-HW1...	BOARD BALANCE HW-113 (XB-	3.00	7.00	1,000,000.00	11%	0.00	Rp 3,000,000.00

Ketika tombol "**Confirm**" dipilih maka status "**Quotation**" berubah menjadi "**Sales Order**" dan dokumen **Delivery Order** terbuat (Dokumen **Delivery Order** terbuat apabila **Tipe Product** adalah **Storable** dan **Consumable**)



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Mencatat Pengeluaran Barang (*Delivery Order*)

Mencatat Pengeluaran Barang (*Delivery Order*)

Sales

Orders

To Invoice

Products

Reporting

Configuration

Administrator

Quotations / S00006

Edit

Create

Print

Action

6 / 6

Create Invoice

Send by Email

Cancel

Quotation

Quotation Sent

Sales Order

Customer Preview

1 Delivery

S00006

Customer

ASTRA DAIHAT
 Jl. Asia Afrika No. 120, Rb. Pisang
 Sumur Bandung
 Bandung JB 40112
 Indonesia

Pricelist

Pricelist AUTO 2000 ASIA AFRIKA (IDR)

Payment Terms

14 Hari

Order Lines

Other Info

Product	Description	Quantity	Lead Time	Unit Price	Taxes	Disc.%	Subtotal	
BOARD BALANCE HW-113 (XB-HW1...	BOARD BALANCE HW-113 (XB-	3.00	7.00	1,000,000.00	11%	0.00	Rp 3,000,000.00	

Untuk mencatat pengeluaran barang (*delivery order*) klik smart button “**Delivery**”

Mencatat Pengeluaran Barang (*Delivery Order*)

Sales

Orders

To Invoice

Products

Reporting

Configuration

Administrator

Quotations / S00006 / WH/OUT/00005

Edit

Create

Print

Action

1 / 1

<

>

Validate

Set quantities

Print

Print Labels

Unreserve

Scrap

Unlock

Cancel

Draft

Waiting

Ready

Done

☆ WH/OUT/00005

Delivery Address

ASTRA DAIHATSU ASIA AFRIKA

Scheduled Date

09/18/2024 16:38:26

Source Location

WH/Stock

Deadline

09/18/2024 16:38:26

Product Availability

Available

Detailed Operations

Operations

Additional Info

Note

Product	From	From Owner	Reserved	Done	Unit of Measure	
BOARD BALANCE HW-113 (XB-HW1131) HESHBON SWB-13001	WH/Stock		3.00	0.00	Units	

Add a line

Inputkan *quantity* product yang telah dikirim pada kolom "*Done*"

Mencatat Pengeluaran Barang (*Delivery Order*)

Sales
Orders
To Invoice
Products
Reporting
Configuration
Administrator

Quotations / S00006 / WH/OUT/00005

Save
Discard
1 / 1

Validate
Set quantities
Print
Print Labels
Unreserve
Scrap
Unlock
Cancel
Draft
Waiting
Ready
Done

☆ WH/OUT

Setelah menyesuaikan **quantity** pada kolom "**Done**",
pilih tombol **Validate** untuk validasi proses pengeluaran barang

Delivery Address
ASTRA DAIHAT SU ASIA AFRIKA

Source Location
WH/Stock

Scheduled Date
09/18/2024 16:38:26

Deadline
09/18/2024 16:38:26

Product Availability
Available

Source Document
S00006

Detailed Operations
Operations
Additional Info
Note

Product	From	From Owner	Reserved	Done	Unit of Measure	
BOARD BALANCE HW-113 (XB-HW1131) HESHBON SWB-13001	WH/Stock		3.00	3.00	Units	

Add a line

Mencatat Pengeluaran Barang (*Delivery Order*)

Sales

Orders

To Invoice

Products

Reporting

Configuration

A Administrator

Quotations / S00006 / WH/OUT/00005

Edit

Create

Print

Action

1 / 1 < >

Print Labels

Print

Return

Unlock

Draft

Waiting

Ready

Done

☆ WH/OUT/00005

Delivery Address

ASTRA DAIHATSU ASIA AFRIKA

Source Location

WH/Stock

Scheduled Date

09/18/2024 16:38:26

Effective Date

09/11/2024 16:50:08

Source Document

S00006

Detailed Operations

Operations

Additional Info

Note

Product

BOARD BALANCE HW-113 (XB-HW1131) HESHBON SWB-13001

WH/Stock

0.00

3.00 Units

Ketika tombol **“Validate”** dipilih maka status **“Ready”** berubah menjadi **“Done”**



odoo

Mencatat Pengeluaran Barang (*Delivery Order*)

Sales

Orders

To Invoice

Products

Reporting

Configuration

A

Administrator

Quotations / S00006 / WH/OUT/00005

Edit

Create

Print

Action

1 / 1

<

>

Print Labels

Print

Return

Unlock

Draft

Waiting

Ready

Done

☆ WH/OUT/00005

Delivery Address

ASTRA DAIHATSU ASIA AFRIKA

Scheduled Date

09/18/2024 16:38:26

Source Location

WH/Stock

Effective Date

09/11/2024 16:50:08

Source Document

S00006

Detailed Operations

Operations

Additional Info

Note

Product	From	From Owner	Reserved	Done	Unit of Measure	
BOARD BALANCE HW-113 (XB-HW1131) HESHBON SWB-13001	WH/Stock		0.00	3.00	Units	

Pilih nomor urut SO untuk kembali pada view transaksi Sales Order



odoo

Membuat *Customer Invoice*

Membuat *Customer Invoice*

Sales

Orders

To Invoice

Products

Reporting

Configuration

Administrator

Quotations / S00006

Edit

Create

Print

Action

6 / 6

Create Invoice

Send by Email

Cancel

Quotation

Quotation Sent

Sales Order

Customer Preview

1 Delivery

S00006

Customer

ASTRA DAIHATSU ASIA AFRIKA
Jl. Asia Afrika No.125, Kb. Pisang
Sumur Bandung
Bandung JB 40112
Indonesia

Order Date

09/11/2024 16:38:26

Pricelist

Pricelist AUTO 2000 ASIA AFRIKA (IDR)

Payment Terms

14 Hari

Order Lines

Other Info

Product	Description	Quantity	Lead Time	Unit Price	Taxes	Disc.%	Subtotal	
BOARD BALANCE HW-113 (XB-HW1...	BOARD BALANCE HW-113 (XB-HW1131) HESHRON SWB 13001	3.00	7.00	1,000,000.00	11%	0.00	Rp 3,000,000.00	

Ketika barang sudah dikeluarkan, klik tombol ***Create Invoice*** untuk mendokumentasikan tagihan atas barang yang dijual



Membuat *Customer Invoice*

Create invoices

Invoices will be created in draft so that you can review them before v

Create Invoice

- ☒ Regular invoice
- ☐ Down payment (percentage)
- ☐ Down payment (fixed amount)

Create and View Invoice Create Invoice Cancel

Ketika tombol "**Create Invoice**" dipilih maka muncul pop up metode pembayaran yang akan dilakukan

Setelah data pembayaran selesai diinputkan, pilih tombol "**Create Invoice**"

Membuat *Customer Invoice*

Sales

Orders

To Invoice

Products

Reporting

Configuration

Administrator

Quotations / S00006

Edit

Create

Print

Action

1 / 1

Send by Email

Cancel

Quotation

Quotation Sent

Sales Order

Customer Preview

1 Delivery

1 Invoices

S00006

Customer

ASTRA DAIHATSU ASIA AFRIKA
Jl. Asia Afrika No.125, Kb. Pisang
Sumur Bandung
Bandung JB 40112
Indonesia

Order Date

09/11/2024 16:38:26

Pricelist

Pricelist AUTO 2000 ASIA AFRIKA (IDR)

Payment Terms

14 Hari

Order Lines

Other Info

Quantity	Lead Time	Unit Price	Taxes	Disc.%	Subtotal
3.00	7.00	1,000,000.00	11%	0.00	Rp 3,000,000.00

Ketika tombol ***Create Invoice*** dipilih maka dokumen ***Invoice*** terbuat

Kemudian proses **Register Payment** akan dilakukan oleh tim keuangan melalui modul **Accounting** untuk mencatat pembayaran yang diterima atau dibayarkan



Menambahkan ***Discount “Fixed Amount”*** pada transaksi

Menambahkan *Discount “Fixed Amount”* pada transaksi

Sales

Orders

To Invoice

Products

Reporting

Configuration

3

Administrator

Quotations / New

Save

Discard

Send by Email

Confirm

Quotation

Quotation Sent

Sales Order

Customer Preview

New

Customer

BALAI BESAR PELATIHAN KESEHATAN JAKARTA

Jl.Wijaya Kusuma No.45 Pondok Labu

Cilandak

Jakarta Selatan JK 12430

Indonesia

Expiration

Pricelist

Public Pricelist (IDR)

Update Prices

Payment Terms

14 Hari

Order Lines

Optional Products

Other Info

Product	Description	Quantity	UoM	Unit Price	Taxes	Disc.%	Subtotal
<div> <div></div> <div>[ACCELERA-ECOPLUS-205/60 R16] AC...</div> </div>	<div>[ACCELERA-ECOPLUS-205/60 R16]</div> <div>ACCELERA-ECOPLUS-205/60 R16</div>	1.00	pcs	100,000.00		0.00	Rp 100,000.00

Add a product

Add a section

Add a note

Klik **“Add a Product”** untuk menambahkan discount dengan jumlah tetap (**Fixed Amount**)

Menambahkan *Discount “Fixed Amount”* pada transaksi

Sales

Orders

To Invoice

Products

Reporting

Configuration

3

Administrator

Quotations / New

Save

Discard

Send by Email

Confirm

Quotation

Quotation Sent

Sales Order

Customer Preview

New

Customer

BALAI BESAR PELATIHAN KESEHATAN JAKARTA

JI.Wijaya Kusuma No.45 Pondok Labu

Cilandak

Jakarta Selatan JK 12430

Indonesia

Expiration

Pricelist

Public Pricelist (IDR)

Update Prices

Payment Terms

14 Hari

Order Lines

Optional Products

Other Info

Product	Description	Quantity	UoM	Unit Price	Taxes	Disc.%	Sub
Discount	[ACCELERA-ECOPLUS-205/60 R16]	1.00	pcs	100,000.00		0.00	Rp 100,
Create and Edit...	ACCELERA-ECOPLUS-205/60 R16						
Discount		1.00		0.00		0.00	F

Ketikan dan pilih **“Discount”** pada kolom pencarian

Menambahkan *Discount “Fixed Amount”* pada transaksi

Sales

Orders

To Invoice

Products

Reporting

Configuration

3

Administrator

Quotations / New

Save

Discard

Send by Email

Confirm

Quotation

Quotation Sent

Sales Order

Customer Preview

New

Customer

BALAI BESAR PELATIHAN KESEHATAN JAKARTA

Jl.Wijaya Kusuma No.45 Pondok Labu

Cilandak

Jakarta Selatan JK 12430

Indonesia

Expiration

Pricelist

Public Pricelist (IDR)

Update Prices

Payment Terms

14 Hari

Order Lines

Optional Products

Other Info

Product	Description	Quantity	UoM	Unit Price	Taxes	Disc.%	Subtotal	
<div></div> <div>[ACCELERA-ECOPLU...]</div>	[ACCELERA-ECOPLUS-205/60 R16]	1.00	pcs	100,000.00		0.00	Rp 100,000.00	
	ACCELERA-ECOPLUS-205/60 R16							
<div></div> <div>Discount</div>	Discount	-1.00	Units	0.00		0.00	Rp 0.00	

Masukkan quantity dengan nilai -1 (minus satu)

Menambahkan *Discount “Fixed Amount”* pada transaksi

Sales

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To Invoice

Products

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Configuration

3

Administrator

Quotations / New

Save

Discard

Send by Email

Confirm

Quotation

Quotation Sent

Sales Order

Customer Preview

New

Customer

BALAI BESAR PELATIHAN KESEHATAN JAKARTA

JI.Wijaya Kusuma No.45 Pondok Labu

Cilandak

Jakarta Selatan JK 12430

Indonesia

Expiration

Pricelist

Public Pricelist (IDR)

Update Prices

Payment Terms

14 Hari

Order Lines

Optional Products

Other Info

Product	Description	Quantity	UoM	Unit Price	Taxes	Disc.%	Subtotal	
<div> <div></div> <div>[ACCELERA-ECOPLU...]</div> </div>	<div>[ACCELERA-ECOPLUS-205/60 R16]</div> <div>ACCELERA-ECOPLUS-205/60 R16</div>	1.00	<div>pcs</div>	100,000.00		0.00	Rp 100,000.00	
<div>Discount</div>	<div>Discount</div>	-1.00	<div>Units</div>	10000		0.00	Rp 0.00	

Masukkan **besaran discount** pada kolom **unit price** dengan nilai positif

Menambahkan *Discount “Fixed Amount”* pada transaksi

Sales

Orders

To Invoice

Products

Reporting

Configuration

3

Administrator

Quotations / New

Save

Discard

New

Customer

BALAI BESAR PELATIHAN KESEHATAN JAKARTA

Jl.Wijaya Kusuma No.45 Pondok Labu

Cilandak

Jakarta Selatan JK 12430

Indonesia

Expiration

Pricelist

Public Pricelist (IDR)

Update Prices

Payment Terms

14 Hari

Order Lines

Optional Products

Other Info

Product	Description	Quantity	UoM	Unit Price	Taxes	Disc.%	Subtotal	
⚙ [ACCELERA-ECOPLU...	[ACCELERA-ECOPLUS-205/60 R16] ACCELERA-ECOPLUS-205/60 R16	1.00	📦 pcs	100,000.00		0.00	Rp 100,000.00	🗑
⚙ Discount	Discount	-1.00	Units	10,000.00		0.00	Rp -10,000.00	🗑
<div>Add a product</div> <div>Add a section</div> <div>Add a note</div>								

Terms and conditions...

Total:

Rp 90,000.00

Total discount menjadi -10.000

Menambahkan *Discount “Fixed Amount”* pada transaksi

Sales
Orders
To Invoice
Products
Reporting
Configuration

3
A Administrator

Quotations / New

Save
Discard

New

Customer

BALAI BESAR PELATIHAN KESEHATAN JAKARTA

JI.Wijaya Kusuma No.45 Pondok Labu
Cilandak
Jakarta Selatan JK 12430
Indonesia

Expiration

Pricelist

Public Pricelist (IDR)
Update Prices

Payment Terms

14 Hari

Order Lines
Optional Products
Other Info

Product	Description	Quantity	UoM	Unit Price	Taxes	Disc.%	Subtotal	
<div> ACCELERA-ECOPLU... ACCELERA-ECOPLUS-205/60 R16 </div>	<div> ACCELERA-ECOPLUS-205/60 R16 </div>	1.00	pcs	100,000.00		0.00	Rp 100,000.00	
Discount	Discount	-1.00	Units	10,000.00		0.00	Rp -10,000.00	
Add a product Add a section Add a note								

Terms and conditions...

Total:

Rp 90,000.00

Kemudian, lakukan proses confirm order, delivery order, dan create invoice seperti biasa

Setelah menambahkan discount, total akan menyesuaikan dengan nilai discount yang diterapkan




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Melihat **Laporan Penjualan**

Melihat Laporan Penjualan

Sales Orders To Invoice Products Reporting Configuration

Quotations

Create 

My Quotations Search...

1-6 / 6

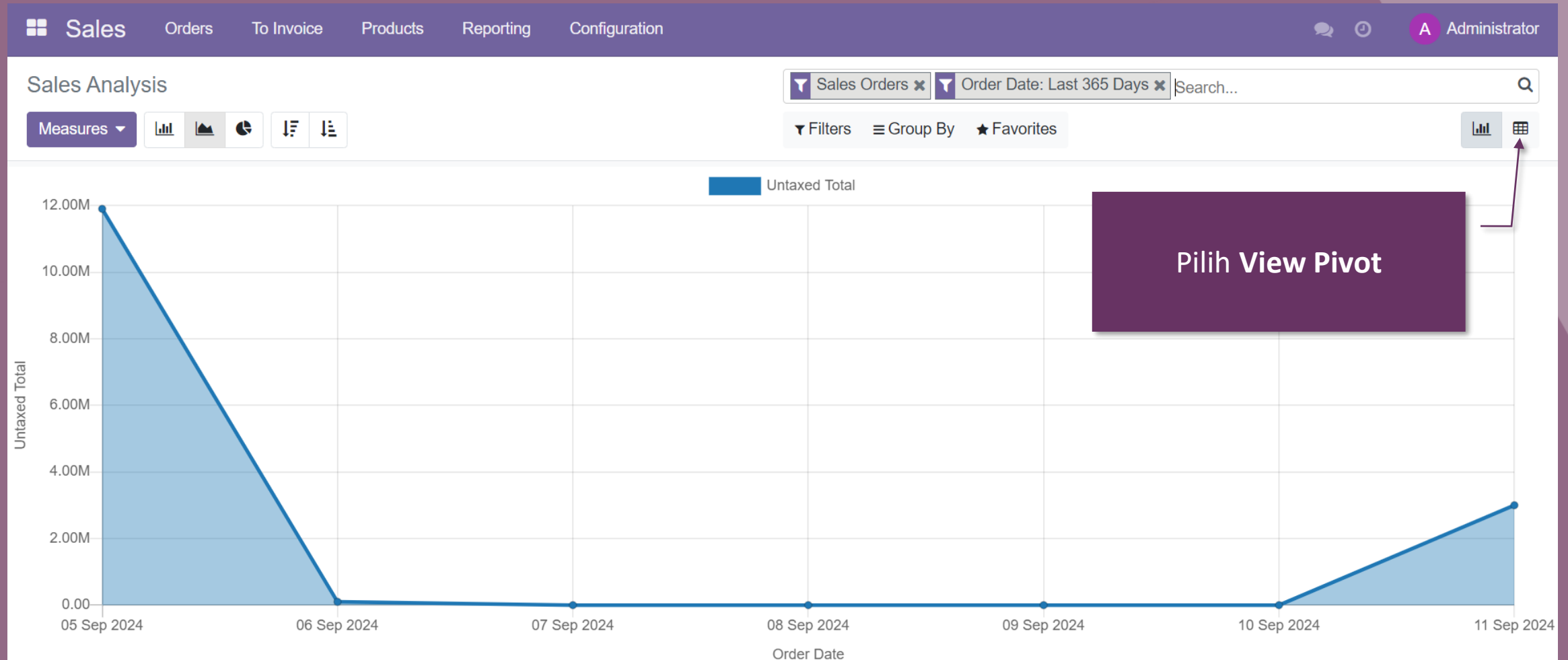
Pilih menu **Reporting** kemudian pilih **"Sales"**

<input type="checkbox"/>	Number	Creation Date	Customer	Next Activity	Total	Status
<input type="checkbox"/>	S00006	09/11/2024	ASTRA DAIHATSU ASIA AFRIKA	Administrator	Rp 3,330,000.00	Sales Order
<input type="checkbox"/>	S00005	09/06/2024	AITI	Administrator	Rp 111,000.00	Sales Order
<input type="checkbox"/>	S00004	09/05/2024	AITI	Administrator	Rp 1,500,000.00	Quotation
<input type="checkbox"/>	S00003	09/05/2024	AITI	Administrator	Rp 4,329,000.00	Quotation
<input type="checkbox"/>	S00002	09/05/2024	AITI	Administrator	Rp 6,660,000.00	Sales Order
<input type="checkbox"/>	S00001	09/05/2024	AITI	Administrator	Rp 6,560,000.00	Sales Order
					22,490,000.00	



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Melihat Laporan Penjualan





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Melihat Laporan Penjualan

Sales Orders To Invoice Products Reporting Configuration

Administrator

Sales Analysis

Measures

⇌

+

📄

Sales Orders

Order Date: Last 365 Days

Search...

Filters

Group By

Favorites

📊

📅

Pilih tombol **Measures** untuk menambahkan parameter laporan.

	- Total	
	+ Sales	
	Untaxed Total	
- Total		15,000,000.00
+ September 2024		15,000,000.00

Melihat Laporan Penjualan

Sales

Orders

To Invoice

Products

Reporting

Configuration

Administrator

Sales Analysis

Sales Orders

Order Date: Last 365 Days

Search...

Filters

Group By

Favorites

Measures

of Lines

Discount %

Discount Amount

Gross Weight

✓ Qty Delivered

✓ Qty Invoiced

✓ Qty Ordered

Qty To Deliver

Qty To Invoice

✓ Total

Untaxed Amount Invoiced

Untaxed Amount To Invoice

✓ Untaxed Total

Volume

	Total	Count	Qty Delivered	Qty Invoiced	Qty Ordered
10	16,661,000.00	5	13.00	3.00	15.00
10	16,661,000.00	5	13.00	3.00	15.00

Pilih parameter yang akan digunakan untuk melihat report penjualan, contoh:

1. Qty Ordered
2. Qty Received
3. Untaxed Total
4. Total

Melihat Laporan Penjualan

Sales

Orders

To Invoice

Products

Reporting

Configuration

A Administrator

Sales Analysis

Sales Orders

Order Date: Last 365 Days

Search...

Filters

Group By

Favorites

Measures

	- Total					
	+ Sales					
		Untaxed Total	Total	Qty Delivered	Qty Invoiced	Qty Ordered
- Total		15,000,000.00	16,661,000.00	13.00	3.00	15.00
+ September 2024		15,000,000.00	16,661,000.00	13.00	3.00	15.00

Pilih icon “+” untuk memunculkan parameter laporan lainnya.



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Melihat Laporan Penjualan

Sales

Orders

To Invoice

Products

Reporting

Configuration

Administrator

Sales Analysis

Sales Orders x Order Date: Last 365 Days x Search...

Measures

Filters

Group By

Favorites

Bar Chart

Table

	+ Total				
	Untaxed Total	Total	Qty Delivered	Qty Invoiced	Qty Ordered
+ Total	15,000,000.00	16,661,000.00	13.00	3.00	15.00

Salesperson

Sales Team

Customer

Customer Country

Customer Industry

Product

Product Category

Status

Order Date

Add Custom Group

Pilih parameter **Customer** untuk memunculkan data penjualan berdasarkan **Customer**

Melihat Laporan Penjualan

Sales

Orders

To Invoice

Products

Reporting

Configuration

Administrator

Sales Analysis

Sales Orders

Order Date: Last 365 Days

Search...

Measures

Filters

Group By

Favorites

	+ Total				
	Untaxed Total	Total	Qty Delivered	Qty Invoiced	Qty Ordered
- Total	15,000,000.00	16,661,000.00	13.00	3.00	15.00
+ AITI	12,000,000.00	13,331,000.00	10.00	0.00	12.00
+ ASTRA DAIHATSU ASIA AFRIKA	3,000,000.00	3,330,000.00	3.00	3.00	3.00

Pilih icon “+” untuk memunculkan parameter laporan lainnya



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Melihat Laporan Penjualan

Sales Orders To Invoice Products Reporting Configuration

Administrator

Sales Analysis

Sales Orders x Order Date: Last 365 Days x Search...

Filters Group By Favorites

Measures

+ Total

Untaxed Total Total Qty Delivered Qty Invoiced Qty Ordered

- Total 15,000,000.00 16,661,000.00 13.00 3.00 15.00

+ AITI 12,000,000.00 13,331,000.00 10.00 0.00 12.00

+ ASTRA 3,000,000.00 3,330,000.00 3.00 3.00 3.00

Salesperson

Sales Team

Customer

Customer Country

Customer Industry

Product

Product Category

Status

Order Date

Add Custom Group

Pilih parameter **Product** untuk memunculkan data pembelian berdasarkan **Product**



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Melihat Laporan Penjualan

Sales

Orders

To Invoice

Products

Reporting

Configuration

Administrator

Sales Analysis

Measures

Sales Orders

Order Date: Last 365 Days

Search...

Filters

Group By

Favorites

	+ Total					
	Untaxed Total	Total	Qty. Delivered	Qty. Invoiced	Qty. Ordered	
- Total	15,000,000.00	16,661,000.00				
- AITI	12,000,000.00	13,331,000.00				
+ [DISC] Discount	-100,000.00	-100,000.00				
+ BOARD BALANCE HW-113 (XB-HW1131) HESHBON SWB-13001	12,100,000.00	13,431,000.00				
- ASTRA DAIHATSU ASIA AFRIKA	3,000,000.00	3,330,000.00	3.00	3.00	3.00	
+ BOARD BALANCE HW-113 (XB-HW1131) HESHBON SWB-13001	3,000,000.00	3,330,000.00	3.00	3.00	3.00	

Pilih icon “+” untuk memunculkan parameter laporan lainnya

Melihat Laporan Penjualan

Sales

Orders

To Invoice

Products

Reporting

Configuration

Administrator

Sales Analysis

Sales Orders

Order Date: Last 365 Days

Search...

Filters

Group By

Favorites

Measures

+

Total

+

Total

-

AITI

+

[DISC] Discount

+

BOARD BALANCE HW-113 (XB-HW1131) HESHBON SWB-13001

-

ASTRA DAIHATSU ASIA AFRIKA

+

BOARD BALANCE HW-113 (XB-HW1131) HESHBON SWB-13001

Salesperson

Sales Team

Customer

Customer Country

Customer Industry

Product

Product Category

Status

Qty Delivered

Qty Invoiced

Qty Ordered

	0.00	13.00	3.00	15.00
	0.00	10.00	0.00	12.00
	0.00	0.00	0.00	1.00
	0.00	10.00	0.00	11.00
	0.00	3.00	3.00	3.00
	0.00	3.00	3.00	3.00

Order Date

Add Custom Group

Year

Quarter

Month

Week

Day

Pilih parameter “+”> Order Date > Month untuk memunculkan data penjualan per bulan

Melihat Laporan Penjualan

Sales Orders x Order Date: Last 365 Days x Search...

Measures

Filters

Group By

Favorites

	- Total					
	+ September 2024					
	Untaxed Total	Total	Qty Delivered	Qty Invoiced	Qty Ordered	
- Total	15,000,000.00	16,666,666.67				
- AITI	12,000,000.00	13,333,333.33				
+ [DISC] Discount	-100,000.00	-100,000.00				
+ BOARD BALANCE HW-113 (XB-HW1131) HESHBON SWB-13001	12,100,000.00	13,433,333.33	3.00	3.00	3.00	
- ASTRA DAIHATSU ASIA AFRIKA	3,000,000.00	3,330,000.00	3.00	3.00	3.00	
+ BOARD BALANCE HW-113 (XB-HW1131) HESHBON SWB-13001	3,000,000.00	3,330,000.00	3.00	3.00	3.00	

Pilih icon + untuk memunculkan parameter laporan lainnya.



Pilih parameter **Add Custom Group > dropdown selection** untuk memilih parameter lain yang tidak muncul pada daftar *suggestion* di atas



Sales

Orders

To Invoice

Products

Reporting

Configuration

 A Administrator

▼ Sales Orders x ▼ Order Date: Last 365 Days x Search...



Setelah semua parameter dipilih, detail laporan penjualan tampil pada **View Pivot** dashboard **Sales Analysis**.



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Menyimpan **Filter Pivot Laporan Penjualan**

Menyimpan Filter Pivot Laporan Penjualan



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Sales Analysis

Sales Orders Order Date: Last 365 Days Search...

Filters Group By Favorites

Save current search

Sales Analysis

☐ Use by default

☐ Share with all users

Save

Untuk menyimpan filter parameter laporan penjualan, pilih tombol **"Favorites"**, lalu pilih **"Save current search"**

- Total						
- AITI						
+ [DISC] Discount	0.00	0.00	1.00	-100,000.00	-100,000.00	
+ BOARD BALANCE HW-113 (XB-HW1131) HESHBON SWB-13001	5.00	0.00	6.00	6,100,000.00	6,771,000.00	
- ASTRA DAIHATSU ABC SERPONG	1.00	1.00	1.00	1,000,000.00	1,110,000.00	
+ BOARD BALANCE HW-113 (XB-HW1131) HESHBON SWB-13001	1.00	1.00	1.00	1,000,000.00	1,110,000.00	
- ASTRA DAIHATSU ADI SUCIPTO	0.00	2.00	2.00	225,000.00	249,750.00	
+ AC CARE	0.00	1.00	1.00	125,000.00	138,750.00	
+ SPOORING BALANCING	0.00	1.00	1.00	100,000.00	111,000.00	
- ASTRA DAIHATSU ASIA AFRIKA	6.00	6.00	9.00	7,950,000.00	8,824,500.00	
+ BOARD BALANCE HW-113 (XB-HW1131) HESHBON SWB-13001	5.00	5.00	8.00	7,700,000.00	8,547,000.00	
+ Ban Mobil	1.00	1.00	1.00	250,000.00	277,500.00	

Menyimpan Filter Pivot Laporan Penjualan

Sales Analysis

Sales Orders x Order Date: Last 365 Days x Search...

Measures ▾

Filters Group By Favorites

Save current search ▾

Laporan Penjualan Per Bulan

☒ Use by default

☐ Share with all users

Save

Sesuaikan nama laporan

Checklist “Use by default” agar parameter laporan tersebut selalu ditampilkan pada dashboard Reporting

Checklist “Share with all users” agar laporan tersebut dapat digunakan juga oleh user lain

Total	12.00	9.00	19.00	15,175,000.00	16,855,250.00
- AITI					6,671,000.00
+ [DISC] Discount					-100,000.00
+ BOARD BALANCE HW-113 (XB-HW1131) HESHBON SWB-					6,771,000.00
- ASTRA DAIHATSU ABC SERPONG					1,110,000.00
+ BOARD BALANCE HW-113 (XB-HW1131) HESHBON SWB-					1,110,000.00
- ASTRA DAIHATSU ADI SUCIPTO					249,750.00
+ AC CARE	0.00	1.00	1.00	125,000.00	138,750.00
+ SPOORING BALANCING					111,000.00
- ASTRA DAIHATSU ASIA AFRIKA					8,824,500.00
+ BOARD BALANCE HW-113 (XB-HW1131) HESHBON SWB-					8,547,000.00
+ Ban Mobil					277,500.00

Menyimpan Filter Pivot Laporan Penjualan



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Sales

Orders

To Invoice

Products

Reporting

Configuration

Administrator

Sales Analysis

Sales Orders

Order Date: Last 365 Days

Search...

Measures

Filters

Group By

Favorites

Save current search

Laporan Penjualan Per Bulan

☒ Use by default

☐ Share with all users

Save

Total	12.00					250.00
September 2024						
Qty Delivered						
Total	12.00					250.00
AITI	5.00					000.00
[DISC] Discount	0.00	0.00	1.00	-100,000.00		-100,000.00
BOARD BALANCE HW-113 (XB-HW1131) HESHBON SWB-13001	5.00	0.00	6.00	6,100,000.00		6,771,000.00
ASTRA DAIHATSU ABC SERPONG	1.00	1.00	1.00	1,000,000.00		1,110,000.00
BOARD BALANCE HW-113 (XB-HW1131) HESHBON SWB-13001	1.00	1.00	1.00	1,000,000.00		1,110,000.00
ASTRA DAIHATSU ADI SUCIPTO	0.00	2.00	2.00	225,000.00		249,750.00
AC CARE	0.00	1.00	1.00	125,000.00		138,750.00
SPOORING BALANCING	0.00	1.00	1.00	100,000.00		111,000.00
ASTRA DAIHATSU ASIA AFRIKA	6.00	6.00	9.00	7,950,000.00		8,824,500.00
BOARD BALANCE HW-113 (XB-HW1131) HESHBON SWB-13001	5.00	5.00	8.00	7,700,000.00		8,547,000.00
Ban Mobil	1.00	1.00	1.00	250,000.00		277,500.00

Menyimpan Filter Pivot Laporan Penjualan

Sales Orders To Invoice Products Reporting Configuration

Administrator

Sales Analysis

Measures

Filter Laporan Penjualan Bulanan tersimpan pada menu Favorites

Laporan Penjualan Per Bulan

Filters Group By Favorites

Laporan Penjualan Per Bulan

Save current search

	Ordered	Untaxed Total	Total
Total	12.00	9.00	19.00 15,175,000.00 16,855,250.00
- AITI	5.00	0.00	7.00 6,000,000.00 6,671,000.00
+ [DISC] Discount	0.00	0.00	1.00 -100,000.00 -100,000.00
+ BOARD BALANCE HW-113 (XB-HW1131) HESHBON SWB-13001	5.00	0.00	6.00 6,100,000.00 6,771,000.00
- ASTRA DAIHATSU ABC SERPONG	1.00	1.00	1.00 1,000,000.00 1,110,000.00
+ BOARD BALANCE HW-113 (XB-HW1131) HESHBON SWB-13001	1.00	1.00	1.00 1,000,000.00 1,110,000.00
- ASTRA DAIHATSU ADI SUCIPTO	0.00	2.00	2.00 225,000.00 249,750.00
+ AC CARE	0.00	1.00	1.00 125,000.00 138,750.00
+ SPOORING BALANCING	0.00	1.00	1.00 100,000.00 111,000.00
- ASTRA DAIHATSU ASIA AFRIKA	6.00	6.00	9.00 7,950,000.00 8,824,500.00
+ BOARD BALANCE HW-113 (XB-HW1131) HESHBON SWB-13001	5.00	5.00	8.00 7,700,000.00 8,547,000.00
+ Ban Mobil	1.00	1.00	1.00 250,000.00 277,500.00



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Revisi Sales Order

Revisi Sales Order

Sales

Orders

To Invoice

Products

Reporting

Configuration

Sales Orders

Create

Quotations

Orders

Sales Teams

Customers

Search...

Filters

Group By

Favorites

1-4 / 4

	Number			Salesperson	Next Activity	Total	Invoice Status
<input type="checkbox"/>	S00007	09/12/2024		A Administrator		Rp 3,330,000.00	Fully Invoiced
<input type="checkbox"/>	S00006	09/11/2024	ASTRA DAIHATSU ASIA AFRIKA	A Administrator		Rp 3,330,000.00	To Invoice
<input type="checkbox"/>	S00005	09/06/2024	AITI	A Administrator		Rp 111,000.00	Nothing to Invoice
<input type="checkbox"/>	S00001	09/05/2024	AITI	A Administrator		Rp 6,560,000.00	To Invoice
						13,331,000.00	

Pilih menu **Orders** kemudian pilih **"Orders"**

Alur ini terjadi apabila terdapat revisi **Sales Order** terkait **Product** maupun **Quantity**

Revisi Sales Order



odoo

Sales

Orders

To Invoice

Products

Reporting

Configuration

Administrator

Sales Orders / S00007

Edit

Create

Print

Action

1 / 4

Send by Email

Cancel

Quotation

Quotation Sent

Sales Order

S00007

Customer

ASTRA DAIHATSU ASIA AFRIKA
Jl. Asia Afrika No.125, Kb. Pisang
Sumur Bandung
Bandung JB 40112
Indonesia

Order Date

09/12/2024 16:38:56

Pricelist

Pricelist AUTO 2000 ASIA AFRIKA (IDR)

Payment Terms

14 Hari

Customer Preview

1 Delivery

1 Invoices

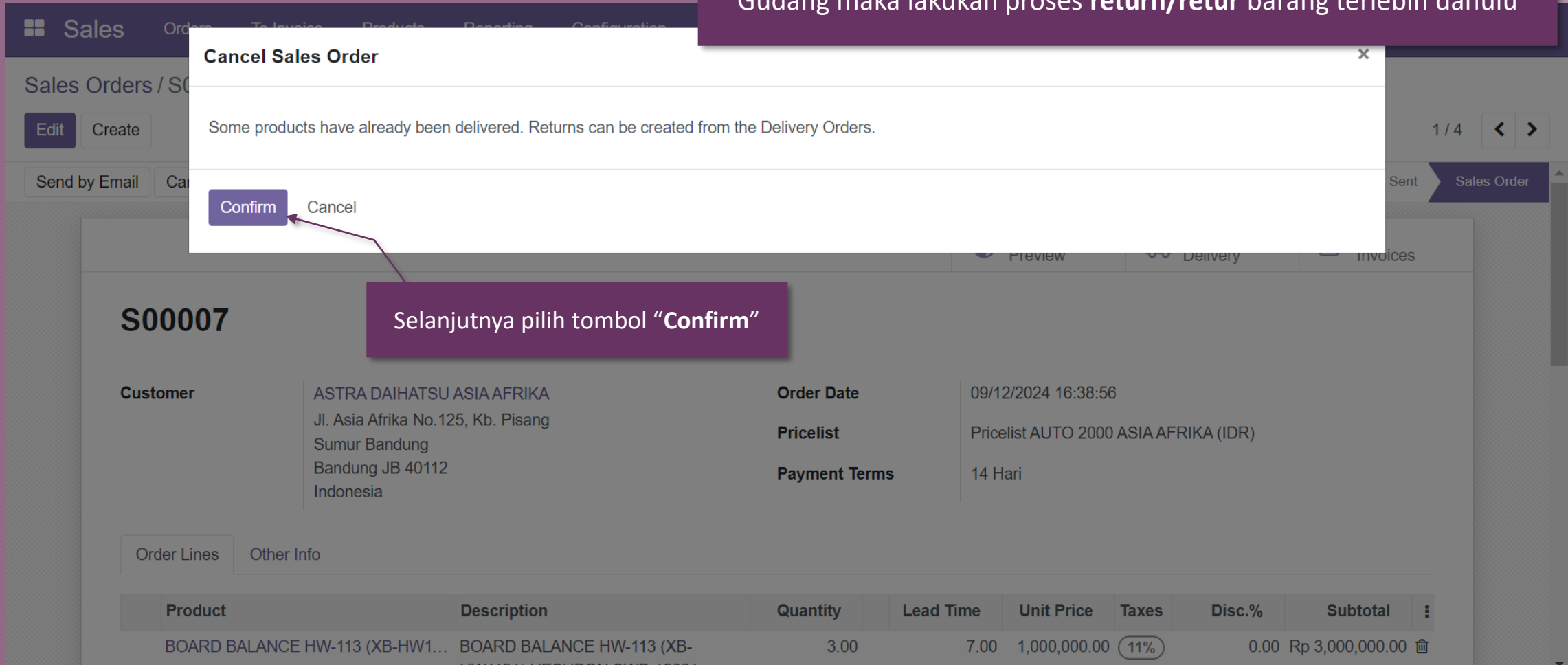
Order Lines

Other Info

Product	Description	Quantity	Lead Time	Unit Price	Taxes	Disc.%	Subtotal	
BOARD BALANCE HW-113 (XB-HW1...	BOARD BALANCE HW-113 (XB-HW1131) HESHBRON.SWB-13001	3.00	7.00	1,000,000.00	11%	0.00	Rp 3,000,000.00	

Revisi Sales Order

Setelah memilih tombol “**Cancel**” akan memunculkan pop up untuk “**Confirm**” Cancel Sales Order, apabila sudah ada proses delivery order atau pengeluaran barang dari Gudang maka lakukan proses **return/retur** barang terlebih dahulu



The screenshot shows the Odoo Sales Order form for order S00007. A pop-up dialog titled "Cancel Sales Order" is displayed in the center. The dialog contains the message: "Some products have already been delivered. Returns can be created from the Delivery Orders." At the bottom of the dialog are two buttons: "Confirm" (highlighted with a red arrow) and "Cancel".

Cancel Sales Order

Some products have already been delivered. Returns can be created from the Delivery Orders.

Confirm Cancel

S00007

Customer ASTRA DAIHATSU ASIA AFRIKA
Jl. Asia Afrika No.125, Kb. Pisang
Sumur Bandung
Bandung JB 40112
Indonesia

Order Date 09/12/2024 16:38:56

Pricelist Pricelist AUTO 2000 ASIA AFRIKA (IDR)

Payment Terms 14 Hari

Order Lines Other Info

Product	Description	Quantity	Lead Time	Unit Price	Taxes	Disc.%	Subtotal
BOARD BALANCE HW-113 (XB-HW1...	BOARD BALANCE HW-113 (XB-HW1...	3.00	7.00	1,000,000.00	11%	0.00	Rp 3,000,000.00

Selanjutnya pilih tombol “**Confirm**”

Revisi Sales Order



odoo

Sales Orders / S00007



A Administrator

Edit

Create

Print

Action

Status transaksi berubah menjadi "Cancelled"

Set to Quotation

Quotation

Quotation Sent

Sales Order

Cancelled

Kemudian pilih tombol "Set to Quotation"

Customer Preview

1 Delivery

1 Invoices

S00007

Customer

ASTRA DAIHATSU ASIA AFRIKA
Jl. Asia Afrika No.125, Kb. Pisang
Sumur Bandung
Bandung JB 40112
Indonesia

Expiration

Order Date

09/12/2024 16:38:56

Pricelist

Pricelist AUTO 2000 ASIA AFRIKA (IDR)

Payment Terms

14 Hari

Revisi Sales Order



odoo

Sales

Orders

To Invoice

Products

Reporting

Configuration

Quotations / S00007

Save

Discard

1 / 7

Send by Email

Confirm

Cancel

Quotation

Quotation Sent

Sales Order

S00007

Customer

ASTRA DAIHATSU ASIA AFRIKA

Jl. Asia Afrika No.125, Kb. Pisang
Sumur Bandung
Bandung JB 40112
Indonesia

Expiration

Pricelist

Pricelist AUTO 2000 ASIA AFRIKA (IDR)

Payment Terms

14 Hari

Order Lines

Optional Products

Other Info

Product	Description	Quantity	Lead Time	Unit Price	Taxes	Disc.%	Subtotal
BOARD BALANCE HW-113 (XB-HW1131)	BOARD BALANCE HW-113 (XB-HW1131) HESHBON SWB-13001	3.00	7.00	1,000,000.00	11%	0.00	Rp 3,000,000.00

Add a product

Add a section

Add a note

Sesuaikan **Product** dan **Quantity** sesuai kebutuhan

Revisi Sales Order



odoo

Sales

Orders

To Invoice

Products

Reporting

Configuration

Administrator

Quotations / S00007

Save

Discard

1 / 7

Send by Email

Confirm

Cancel

Quotation

Quotation Sent

Sales Order

Customer Preview

1 Delivery

1 Invoices

S00007

Customer

ASTRA DAIHATSU ASIA AFRIKA

Jl. Asia Afrika No.125, Kb. Pisang
Sumur Bandung
Bandung JB 40112
Indonesia

Expiration

Pricelist

Pricelist AUTO 2000 ASIA AFRIKA (IDR)

Payment Terms

14 Hari

Order Lines

Optional Products

Other Info

Product	Description	Quantity	Lead Time	Unit Price	Taxes	Disc.%	Subtotal
BOARD BALANCE HW-113 (XB-HW1...	BOARD BALANCE HW-113 (XB-HW1131) HESHBON SWB-13001	5.00	7.00	1,000,000.00	11%	0.00	Rp 5,000,000.00
Ban Mobil	Ban Mobil	1.00	7.00	250,000.00	11%	0.00	Rp 250,000.00

Add a product

Add a section

Add a note

Terms and conditions...

Product dan Quantity sudah disesuaikan

Untaxed Amount:

Rp 5,250,000.00

Taxes:

Rp 577,500.00

Total:

Rp 5,827,500.00

Revisi Sales Order

Sales Orders To Invoice Products Reporting Configuration

Quotations / S00007

Edit Create Print Action

Send by Email Confirm Cancel

Quotation Quotation Sent Sales Order

Customer Preview 1 Delivery 1 Invoices

Kemudian klik tombol “**Confirm**”, “**Confirm Delivery Order**” dan “**Create Invoice**” transaksi, lakukan langkah yang sama seperti saat membuat Quotation

Customer

ASTRA DAIHATSU ASIA AFRIKA
Jl. Asia Afrika No.125, Kb. Pisang
Sumur Bandung
Bandung JB 40112
Indonesia

Expiration

Pricelist

Pricelist AUTO 2000 ASIA AFRIKA (IDR)

Payment Terms

14 Hari

Order Lines

Optional Products

Other Info

Product	Description	Quantity	Lead Time	Unit Price	Taxes	Disc.%	Subtotal	
BOARD BALANCE HW-113 (XB-HW1...	BOARD BALANCE HW-113 (XB-HW1131) HESHBON SWB-13001	5.00	7.00	1,000,000.00	11%	0.00	Rp 5,000,000.00	
Ban Mobil	Ban Mobil	1.00	7.00	250,000.00	11%	0.00	Rp 250,000.00	

Add a product Add a section Add a note

Revisi Sales Order



Sales

Orders

To Invoice

Products

Reporting

Configuration

Quotations / S00007

Edit

Create

Print

Action

1 / 7

Send by Email

Cancel

Quotation

Quotation Sent

Sales Order

Customer Preview

2 Delivery

2 Invoices

S00007

Customer

ASTRA DAIHATSU ASIA AFRIKA
Jl. Asia Afrika No.125, Kb. Pisang
Sumur Bandung
Bandung JB 40112
Indonesia

Order Date

09/13/2024 09:53:54

Pricelist

Pricelist AUTO 2000 ASIA AFRIKA (IDR)

Payment Terms

14 Hari

Order Lines

Other Info

Product	Description	Quantity	Lead Time	Unit Price	Taxes	Disc.%	Subtotal	
BOARD BALANCE HW-113 (XB-HW1...	BOARD BALANCE HW-113 (XB-HW1131) HESHBON SWB-13001	5.00	7.00	1,000,000.00	11%	0.00	Rp 5,000,000.00	
Ban Mobil	Ban Mobil	1.00	7.00	250,000.00	11%	0.00	Rp 250,000.00	

Add a product

Add a section

Add a note

Revisi sales order telah selesai dilakukan