

# TRAINING ADMINISTRASI --- WEB BC TRAINING (Business Central)

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## Materi :

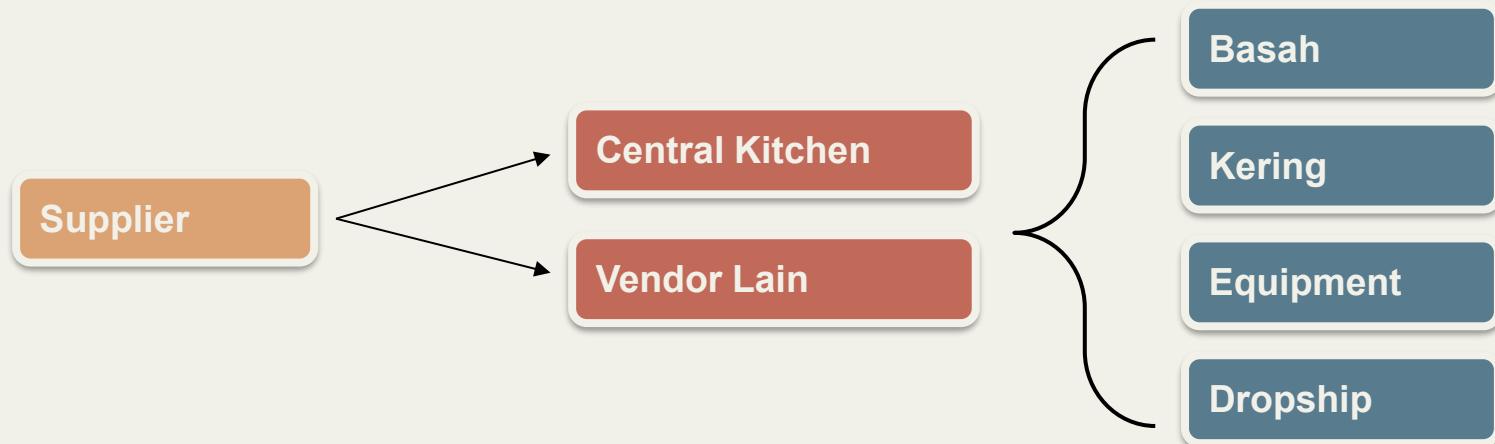
- |           |                                      |           |                                     |
|-----------|--------------------------------------|-----------|-------------------------------------|
| <b>01</b> | <b>Purchase Order dan Receive</b>    | <b>05</b> | <b>Physical Inventory</b>           |
| <b>02</b> | <b>Dropship</b>                      | <b>06</b> | <b>Cost Monitoring System (CMS)</b> |
| <b>03</b> | <b>Purchase Credit Memos (Retur)</b> | <b>07</b> | <b>Pemusnahan Lost and Breakage</b> |
| <b>04</b> | <b>Item Journal dan Waste</b>        | <b>08</b> | <b>Mutasi Stock</b>                 |

## 01

# Purchase Order dan Receive

## Purchase Order (PO)

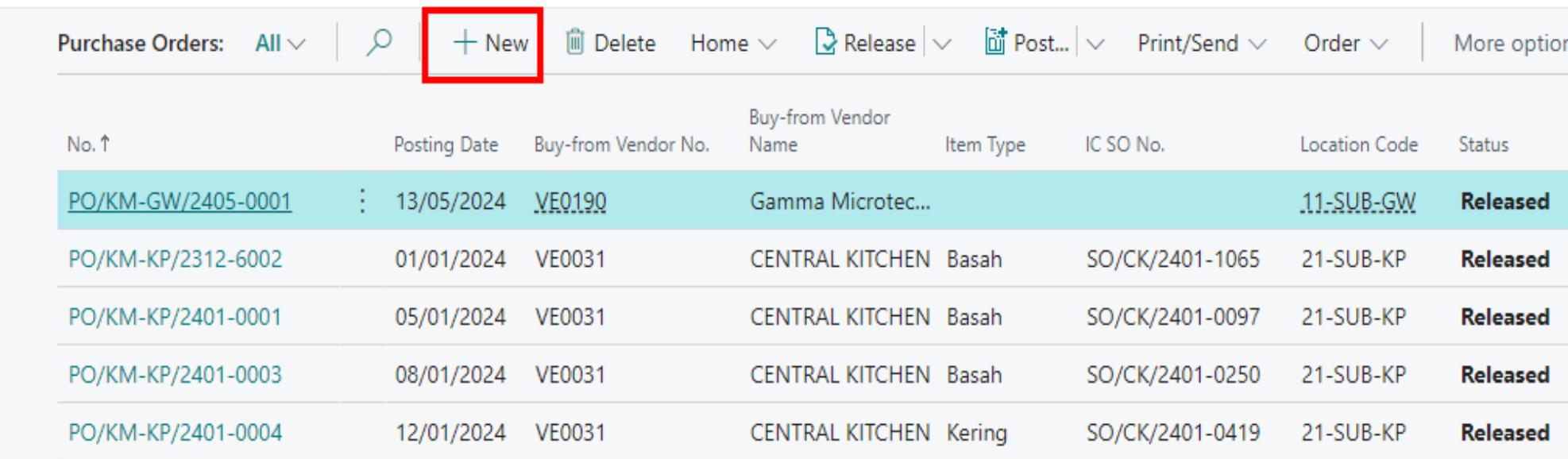
Purchase Order ini dibuat outlet untuk melakukan proses permintaan barang kepada pihak penyedia barang (Supplier), jadi semua barang masuk yang diterima outlet harus melalui proses PO ini agar barang masuk tercatat pada sistem



# Vendor Lain

No	Vendor Name	Code	Item
K00001.G	Salad Jelly	BB99020	Salad Jelly
		BB99044	KOPI GULA AREN
		BB99043	KOPI SUSU
K00002.G	Sumber Hidup (Keripik)	BB99005	KERIPIK PISANG MADU
		BB99006	KERIPIK TEMPE ORI
		BB99007	KERIPIK TEMPE PEDAS
		BB99035	Keripik Tempe Sagu
		BB99029	Nastar
K00003.E	Spika Spiku (Cookies)	BB99032	Semprit Keju
		BB99033	Kastengel
		BB99030	Cookies Coklat
		BB99037	Chui Kao So
		BB99031	Cookies Kacang
		BB99015	Winter Melon
		BB99016	Kunyit Asam
K00005.G	Aneka Nusantara Terpilih, PT (Popperazzi)	BB99024	Popcorn Popperazzi Caramel Crunch 55 gr
		BB99025	Popcorn Popperazzi Seasalt Caramel 55 gr
		BB99026	Popcorn Popperazzi Dark Choco 55 gr
		BB99027	Popcorn Popperazzi Dusty Caramel 55 gr
		BB99028	Popcorn Popperazzi Cotton Candy 55 gr
		BB99036	Popcorn Popperazzi Salted Choco 55 gr
K00006.G	DSW Snack (Milkip)	BB99014	Milkip
K00007.E	Trinovasi Gourmesta Adidaya (Overdoze)	BB02014	Popcorn Premium Varian
K00008.E	Julianto, Pak (Kerupuk)	BB99008	KERUPUK
K00009.G	Carara Food	BB99040	Traca Bawang Putih 80gr

# Proses input PO pada sistem



The screenshot shows a software interface for managing purchase orders. At the top, there is a navigation bar with the following items: Purchase Orders, All (dropdown), a magnifying glass icon, a blue square with a white plus sign followed by 'New' (highlighted with a red box), Delete, Home (dropdown), Release (dropdown), Post... (dropdown), Print/Send (dropdown), Order (dropdown), and More option. Below the navigation bar is a table with the following columns: No. ↑, Posting Date, Buy-from Vendor No., Buy-from Vendor Name, Item Type, IC SO No., Location Code, and Status. There are five rows of data in the table:

No. ↑	Posting Date	Buy-from Vendor No.	Buy-from Vendor Name	Item Type	IC SO No.	Location Code	Status
PO/KM-GW/2405-0001	13/05/2024	VE0190	Gamma Microtec...			11-SUB-GW	Released
PO/KM-KP/2312-6002	01/01/2024	VE0031	CENTRAL KITCHEN	Basah	SO/CK/2401-1065	21-SUB-KP	Released
PO/KM-KP/2401-0001	05/01/2024	VE0031	CENTRAL KITCHEN	Basah	SO/CK/2401-0097	21-SUB-KP	Released
PO/KM-KP/2401-0003	08/01/2024	VE0031	CENTRAL KITCHEN	Basah	SO/CK/2401-0250	21-SUB-KP	Released
PO/KM-KP/2401-0004	12/01/2024	VE0031	CENTRAL KITCHEN	Kering	SO/CK/2401-0419	21-SUB-KP	Released

- Buka menu Purchase Order pada BC
- Klik tombol tab menu +New

# PO/MM-KG/2412-0004 · CENTRAL KITCHEN

Home Prepare Print/Send Request Approval Order More options (i)

Post... | Release | Create Whse. Receipt Create Inventory Put-away/Pick... Send Intercompany Purchase Order Archive Document Print

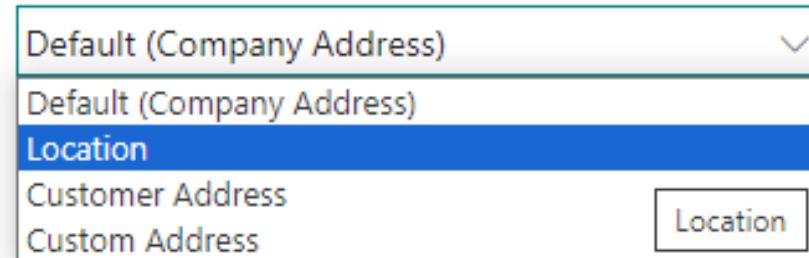
**General** Show more

No.	PO/MM-KG/2412-0004	OUTLET Code	<span>1</span>
Vendor No.	VE0031	Item Type	<span>2</span>
Vendor Name	CENTRAL KITCHEN	Status	<span>Open</span>
Posting Date	10/12/2024	TAXREPORT Code	<span>3</span>
Location Code	Linked with E-Document <input type="checkbox"/>		

- 1. No. : Diisi cabang outlet masing-masing,**
- 2. Vendor No. : Diisi vendor/supplier penyedia barang,**
- 3. Posting Date : Posting date diisi sesuai tanggal pembuatan PO,**

## Shipping and Payment

Ship-to .....



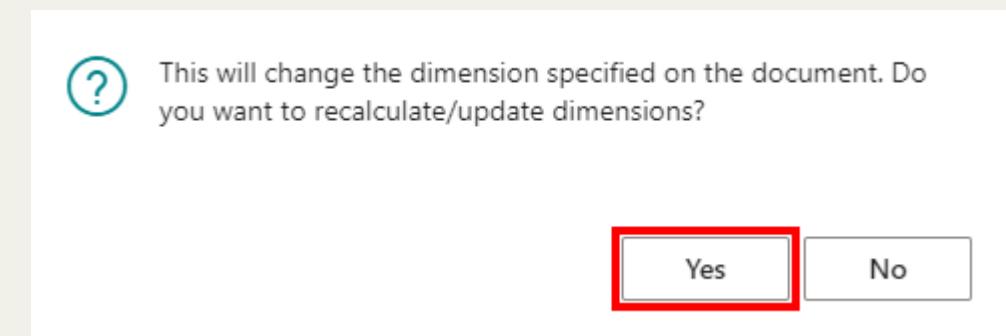
Pay-to .....

Foreign Trade >

### 4. Cari Menu Shipping and Payment, **Ship-to** yang sebelumnya **Default** diganti dengan **Location**

PO/MM-KG/2412-0004 · CENTRAL KITCHEN

The screenshot shows the 'General' tab of a Purchase Order (PO) screen. The PO number is PO/MM-KG/2412-0004. The OUTLET Code is 1940, Item Type is Basah, Status is Open, Posting Date is 10/12/2024, TAXREPORT Code is PT, and Location Code is 11-JKU-KG. A circled number 5 is next to the Location Code field, and circled numbers 6 and 7 are next to the Item Type and TAXREPORT Code fields respectively.



### 5. Kembali ke menu General, **Location Code** diisi sesuai dengan cabang outlet masing-masing, jika keluar notifikasi seperti diatas, pilih Yes

## PO/MM-KG/2412-0004 · CENTRAL KITCHEN

Home

Prepare

Print/Send

Request Approval

Order

More options



Post... |

Release |

Create Whse. Receipt

Create Inventory Put-away/Pick...

Send Intercompany Purchase Order

Archive Document



### General

Show more

No. .... PO/MM-KG/2412-0004

OUTLET Code ..... 1940

Vendor No. .... VE0031

Item Type ..... Basah

Vendor Name ..... CENTRAL KITCHEN

Status ..... Open

Posting Date ..... 10/12/2024

TAXREPORT Code ..... PT

Location Code ..... 11-JKU-KG

5 linked with E-Document

6

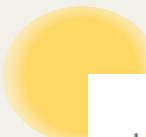
7

### 6. Item Type Diisi sesuai dengan kategori barang sebagai berikut :

- **Basah** : Kategori item barang Basah (Sayur,Ayam Penyet, Siomay Goreng dll.)
- **Kering** : Kategori item barang Kering (Packaging, Bawang Goreng, Micin dll.)
- **Equipment** : Kategori item barang Peralatan (Sapu, Lap, Cobek dll.)
- **Dropship** : Kategori item barang yang didatangkan dari supplier selain CK (Beras, Mineral, Saos dll.)

### 7. TAXREPORT Code diisi sesuai dengan wilayah outlet sebagai berikut :

- **CV** : Untuk wilayah outlet Surabaya Raya
- **PT** : Untuk wilayah outlet diluar Surabaya Raya (Kediri, Bali, Jakarta)



Lines | Manage Line Functions Order

New Line Delete Line Select items...

Type	No.	Description	Quantity	Unit of Measure Code	Location Code	Qty. to Receive	Quantity Received	Qty. to Invoice
Item	8 CKA0002	Ayam Penyet (isi : 5paha + 5dada)	10	PACK	11-JKU-KG	10	—	10
→ Item	9 CKL0015	Tempe Matang @ 10potong	5	PACK	11-JKU-KG	5	—	5
Item	CKM0001	Mie BIASA	10	PACK	11-JKU-KG	10	—	10

8. Pada kolom Type pilih Item

9. Pada kolom No. cari/pilih nama item yang akan diinput PO

10

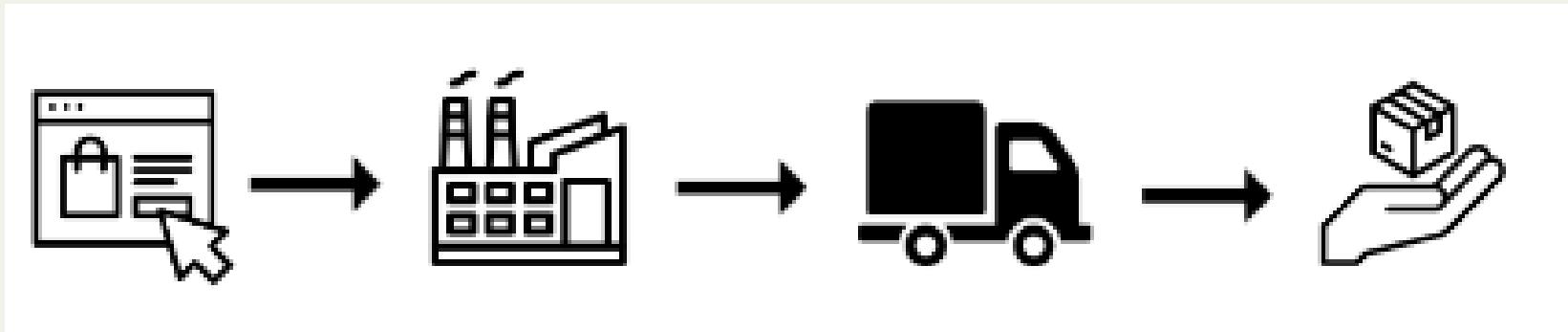
PO/MM-KG/2412-0003 · CENTRAL KITCHEN

Home Prepare Print/Send Request Approval Order More options

Post... | Release | Create Whse. Receipt Create Inventory Put-away/Pick... Send Intercompany Purchase Order

11. Setelah semua item yang akan diorder selesai diinput, pada tab menu Home pilih Send Intercompany Purchase Order, agar PO yang sudah dibuat terkirim ke pihak penyedia barang.

Receive



Proses Receive dilakukan, pada saat item yang telah dibuat PO/diorder sebelumnya sudah dilakukan proses penerimaan barang, dan sudah menerima bukti penerimaan barang berupa Surat Jalan/Nota Barang yang di tanda tangani oleh Pengirim dan Penerima + Stempel

## Proses Receive pada system sebagai berikut :

PO/MM-KG/2412-0003 · CENTRAL KITCHEN

Home Prepare Print/Send Request Approval Order More options

Vendor No. VE0031 Item Type Basah  
Vendor Name CENTRAL KITCHEN Status Released  
Posting Date 11/12/2024 TAXREPORT Code PT  
Location Code 11-JKU-KG Linked with E-Document  
OUTLET Code 1940

Lines Manage Line Functions Order

New Line Delete Line Select items...

Type	No.	Description	Quantity	Unit of Measure Code	Location Code	Qty. to Receive	Quantity Received	Qty. to Invoice
Item	CKA0002	Ayam Penyet (isi : Spaha + 5dada)	10	PACK	11-JKU-KG	10	-	10
Item	CKL0015	Tempe Matang @ 10potong	5	PACK	11-JKU-KG	5	-	5
Item	CKM0003	Mie JUMBO	10	PACK	11-JKU-KG	10	-	10

Home Prepare Print/Send

Post... | Release | Create Whse. Receipt | Create Inventory Put-away/Pick... | Send Intercompany Purchase Order | Archive Document

Post... | Preview Posting | Post and Print... | Post and New... | Post Batch...

CHEN ... Status

i  Receive  Invoice  Receive and Invoice

OK Cancel

1. Buka PO yang sudah dibuat sebelumnya, Posting date diganti sesuai dengan tanggal diterimanya barang,
2. Pada kolom Qty To Receive input sesuai dengan brapa item yang sudah diterima,
3. Setelah dilakukan proses cek dan input Qty To Receive, selanjutnya pada tab Home pilih Posting, saat keluar notifikasi pilih Receive, kemudian OK

02

## Dropship

**Stock yang masuk ke dalam kategori dropship untuk saat ini :**

- A. Beras
- B. Air Mineral
- C. Saos

**3 item tersebut pemesanan dilakukan melalui CK, melalui 2 periode :**

- **Tanggal 1 (Untuk kedatangan antara tgl 1-15)**
- **Tanggal 15 (Untuk kedatangan antara tgl 15-30)**

## Yang perlu dilakukan saat proses pembuatan PO dan Receive item dropship :

- Setelah melakukan proses pembuatan PO, maka akan muncul nomor SO. Nomor SO itulah yang perlu diisikan ke form order dari CK.

Purchase Orders:	All	BR	X	+ New	Delete	Home	Release	Print
No.	Posting Date	Buy-from Vendor No.	Buy-from Vendor Name	Item Type	IC SO No.			
PO/MM-BR/2412-0033	15/12/2024	VE0031	CENTRAL KITCHEN	Dropship	SO/CK/2412-0578			
PO/MM-BR/2412-0031	15/12/2024	VE0031	CENTRAL KITCHEN	Dropship	SO/CK/2412-0576			

DROPSHIP PERIODE 15 Desember			BERAS (1 sak 25 kg)	NO SO SAOS	Saos tomat keranjang (1 keranjang 36 pack)	NO SO AIR MINERAL	Air Mineral	NO SO GALON	GALON
No	Outlet	NO SO BERAS							
1	BARATA	SO/CK/2412-0578	10	SO/CK/2412-0577	108	SO/CK/2412-0576	20		
2	DARMO	SO/CK/2412-0543	8	SO/CK/2412-0545	72	SO/CK/2412-0544	17		
3	DELTA	SO/CK/2412-0475	3	Order ikut kering		SO/CK/2412-0474	6		
4	GAYUNGSARI	SO/CK/2412-0573	10	SO/CK/2412-0574	108	SO/CK/2412-0575	15		
5	GRESIK (ICON MALL)	SO/CK/2412-0564	2	Order ikut kering		SO/CK/2412-0565	5		
6	KUSUMA BANGSA	SO/CK/2412-0580	6	SO/CK/2412-0581	72	SO/CK/2412-0582	8		
7	PEPELEGI	SO/CK/2412-0439	4	SO/CK/2412-0441	36	SO/CK/2412-0440	7		
8	TROPODO	SO/CK/2412-0432	3	SO/CK/2412-0433	72	SO/CK/2412-0434	8		
9	RUNGKUT	SO/CK/2412-0597	18	SO/CK/2412-0595	180	SO/CK/2412-0594	40		
10	SIDOARJO	SO/CK/2412-0556	10	SO/CK/2412-0558	108	SO/CK/2412-0558	20		
11	IMAM BONJOL	SO/CK/2412-0588	6	SO/CK/2412-0591	72	SO/CK/2412-0596	25		
12	MERR	SO/CK/2412-0517	8	SO/CK/2412-0518	72	SO/CK/2412-0520	17		
13	REST AREA	SO/CK/2412-0487	2	Order ikut kering		SO/CK/2412-0486	10		
14	ROYAL PLAZA	SO/CK/2412-0488	4	Order ikut kering		SO/CK/2412-0489	8		
15	SEPANJANG					SO/CK/2412-0449	4		
16	G-WALK	SO/CK/2412-0569	5	SO/CK/2412-0571	36	SO/CK/2412-0572	14		
16	WIYUNG	SO/CK/2412-0607	6	SO/CK/2412-0605	36	SO/CK/2412-0604	7		
18	GRESIK (CITY 9)	SO/CK/2412-0598	3	Order ikut kering		SO/CK/2412-0599	5		
19	KEDIRI	SO/CK/2412-0547	2	Order ikut kering		SO/CK/2412-0548	5		
20	BALI TEUKU UMAR	Order ikut kering		Order ikut kering		SO/CK/2412-0473	8		
21	LOTTE AVENUE JAKARTA			Order ikut kering					
22	PLAZA FESTIVAL JAKARTA			Order ikut kering					
23	BG JUNCTION	SO/CK/2412-0481	4	Order ikut kering		SO/CK/2412-0480	10		
24	BANDARA JUANDA			Order ikut kering					
25	PAKUWON TRADE CENTER (PTC)	SO/CK/2412-0426	4	Order ikut kering		SO/CK/2412-0427	20		
26	PAKUWON CITY MALL (PCM)	SO/CK/2412-0420	8	Order ikut kering		SO/CK/2412-0423	25		
		TOTAL	126		872		204		

- 2. Melakukan Receive di PO atas barang yang di terima**
- 3. Pastikan Qty yang di terima sesuai yang dipesan, dan nota yang diterima juga sesuai**
- 4. Upload Foto nota yang sudah dilengkapi tanda tangan dan stempel outlet ke link Google Drive yang telah di sediakan oleh CK**



Nama	Pemilik	Terakhir diubah
AIR MINERAL	Pemilik disembunyikan	28 Nov 2024
BERAS	Pemilik disembunyikan	28 Nov 2024
GALON	Pemilik disembunyikan	28 Nov 2024
SAOS	Pemilik disembunyikan	28 Nov 2024



03

## Purchase Credit Memos (Retur)

**Purchase Credit Memos dibuat outlet pada saat melakukan retur barang kepada pihak penyedia barang/Supplier,**

**untuk proses retur barang CK, outlet wajib koordinasi dengan CK terlebih dahulu mengenai barang tersebut bisa diretur atau tidak, dengan pertimbangan kondisi barang dan tanggal produksi barang yang akan diretur.**

**Saat melakukan retur ke CK outlet wajib melampirkan Form Retur dan menyerahkan fisik barangnya,**

## Proses input Retur pada system sebagai berikut :

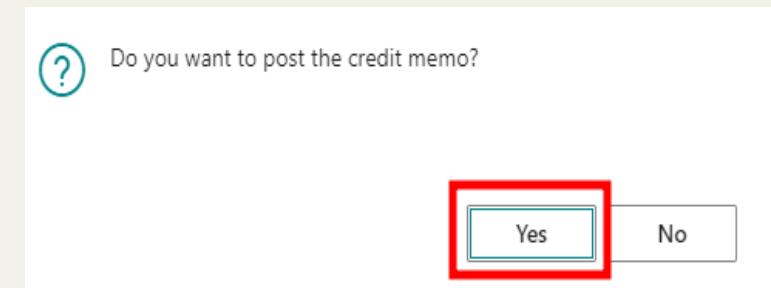
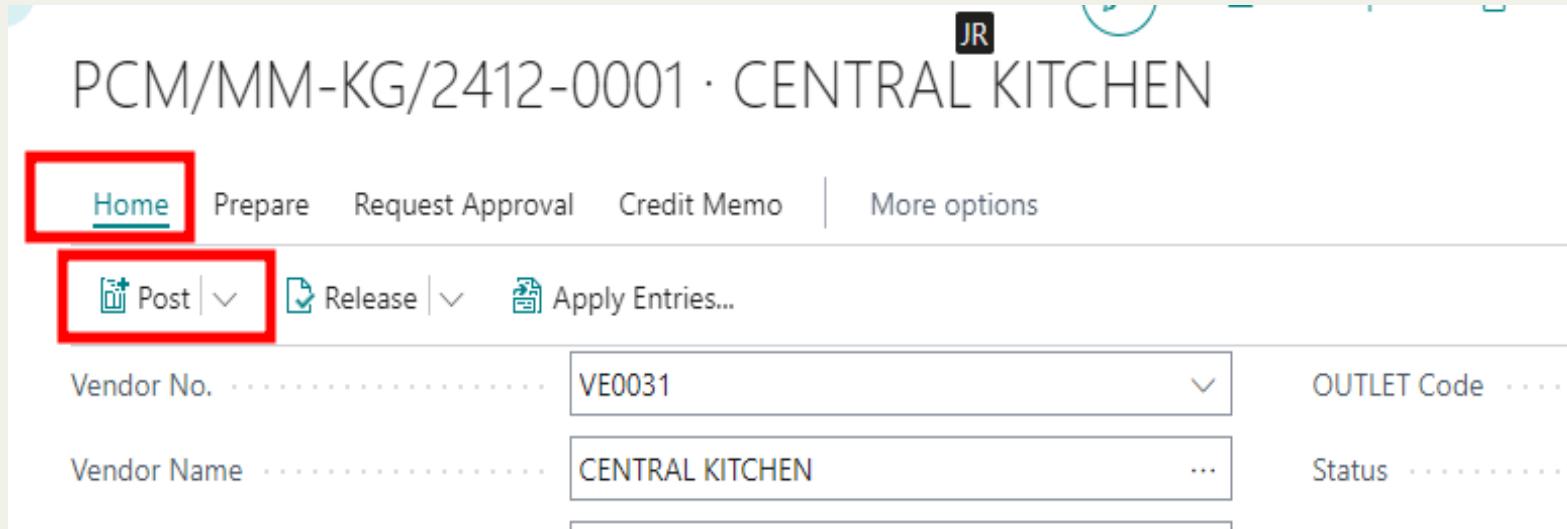
The screenshot shows the SAP Fiori interface for creating a Purchase Credit Memo. The General section displays the following data:

No.	PCM/MM-KG/2412-0001	Location Code	11-JKU-KG
Vendor No.	VE0031	OUTLET Code	1940
Vendor Name	CENTRAL KITCHEN	Status	Open
Posting Date	10/12/2024		

The Lines section shows one line item:

Type	No.	Description	Quantity	Unit of Measure Code	Location Code	Direct Unit Cost Excl. VAT	Line C
Item	CKA0002	Ayam Penyet (isi : 5paha + 5dada)	2	POTONG	11-JKU-KG	12.600,00	

1. **No. : Pilih outlet cabang masing-masing**
2. **Vendor No. : Pilih vendor sesuai dengan supplier penyedia barang**
3. **Posting date : Diisi sesuai tanggal saat menyerahkan barang ke pihak penyedia barang**
4. **Location code : Pilih outlet cabang masing-masing**
5. **Kolom Type : Pilih Item**
6. **Kolom No. : Diisi dengan item apa yang mau diinput data returnya**
7. **Kolom Quantity : Diisi sesuai berapa Quantity barang yang direturn sesuai dengan satuan yang tertera  
Satuan bisa diganti dengan satuan terkecil (Gram,Porsi,Biji,Potong)**



**9. Jika semua sudah terisi, pada tab menu Home, pilih Post, kemudian pilih Yes pada notifikasi**

04

## Item Journal dan Waste

**Fungsi : Adjust Stock Outlet , Untuk Keperluan outlet sendiri hanya untuk waste.**

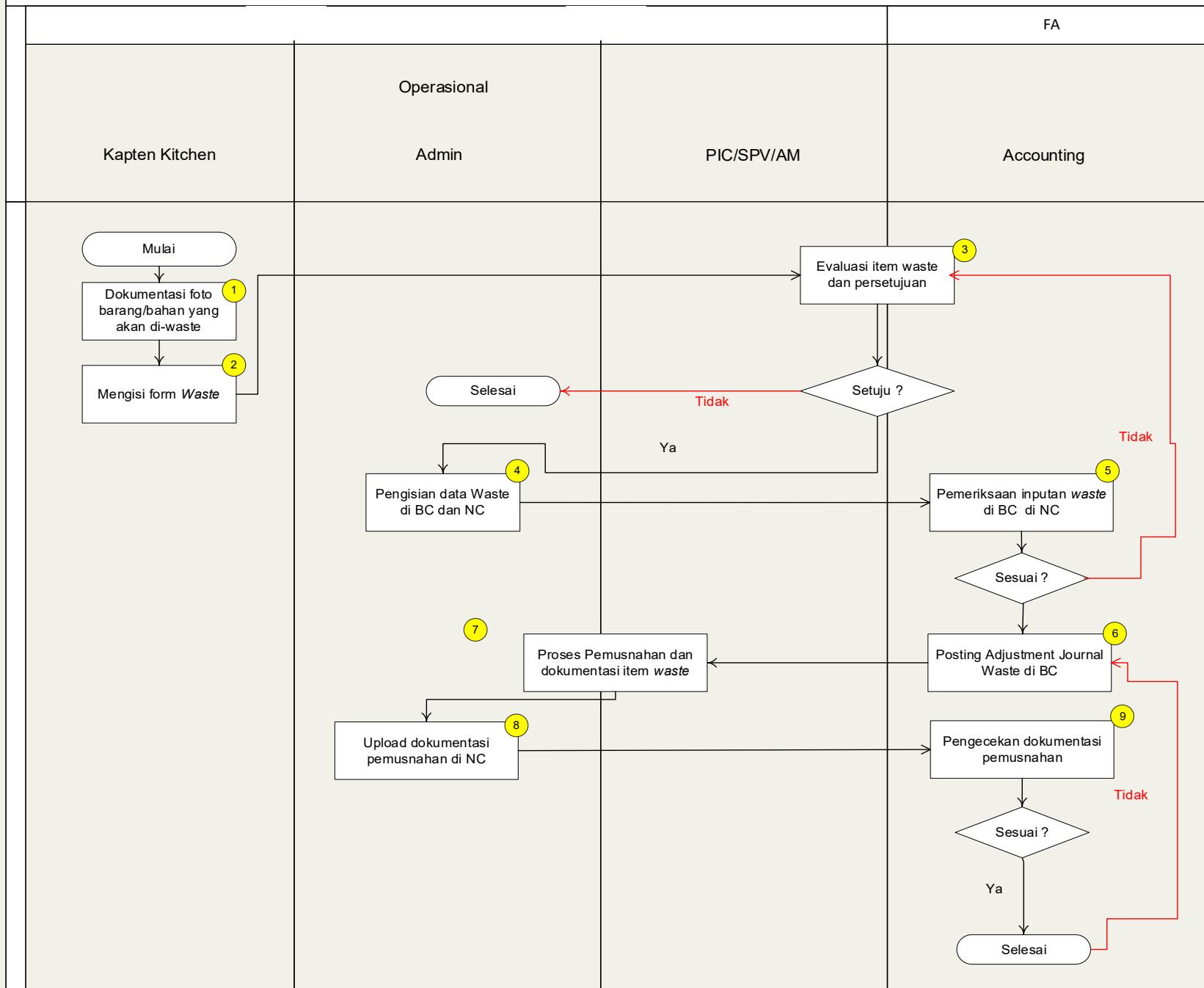
**Waste : Merupakan kegiatan memusnahkan atau membuang sebagian atau seluruh item barang yang mengalami kerusakan / spoil, yang dilakukan oleh tim operasional outlet.**

**Kategori kerusakan yang tidak bisa di Waste :**

- **Human Error / kesalahan penyimpanan.**
- **Expired (disarankan retur ke CK sebelum tgl expired)**
- **Kesalahan proses penyajian**

**Notes: Jika ada item bahan baku yang mengalami kerusakan, harus dikomunikasikan ke FA terlebih dahulu untuk pengkategorian kriteria waste atau tidak (kondisional).**

Prosedur Waste



## Kategori Waste

Untuk beberapa item yang di waste dalam kondisi sudah di proses contoh beras jadi nasi, harus di rubah semula ke beras dengan rumus sebagai berikut :

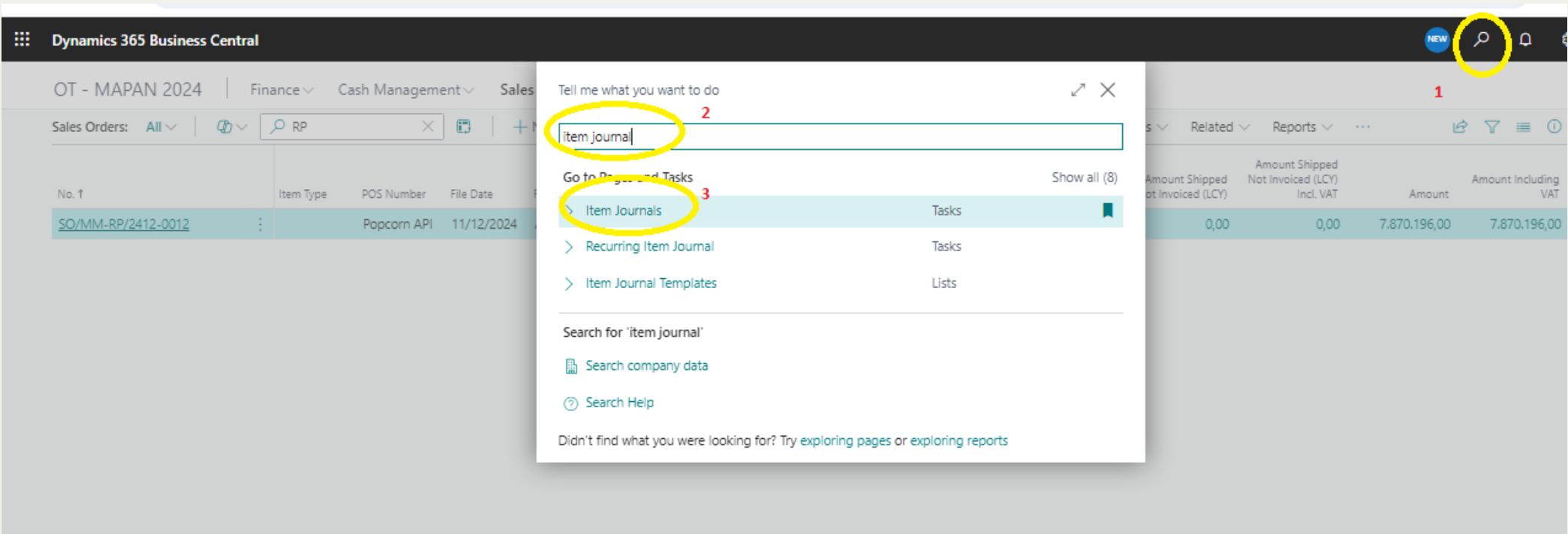
Jumlah nasi (gr) / 190	=	X	
X * 83.33	=	Y (gr)	(yang di waste)

Item / Bahan	Kriteria waste	Gambar
Nasi	Sisa nasi kering dan basi (dikonversi ke quantity gramasi beras)	
Cao	Bagian pinggiran yang rusak / berjamur	
Bubuk teh (teh biang)	Sisa bekas diseduh	

Item / Bahan	Kriteria waste	Gambar
Tahu	Hancur	
Kemangi	Daun menghitam	
Telur rebus	Sisa telur rebus basi	
Jeruk	<b>Jeruk Busuk</b>	 <p>14 : 07 : 02 Rabu 27-11-2024 Jalan H. R. Rasuna Said Kav. X-G, Kuningan, Daerah Khusus Ibukota Jakarta 12950 Diverifikasi oleh Marki</p>

Terong	Kupasan kulit dan bonggol terong	
Timun	Bagian ujung timun ( $\pm 1$ cm), kupasan kulit timun, biji timun untuk acar	
Sawi	Bagian pangkal sayur sawi ( $\pm 2$ cm), bunga sawi, daun dan gagang yang	
Kubis	Bonggol kubis, daun kubis yg berlubang	
Bawang daun	Bagian bawang daun yang sudah menguning, dan sedikit bagian	

## Cara input pada system sebagai berikut :



1. klik gambar kaca pembesar / search
2. ketikk “ item journal “
3. pilih sesuai yang di gambar

Item Journals

Not saved

Default Dimension Priorities are not defined for Source Code: ITEMJNL. Don't show again | Do you want to initialize Dimension Priorities?

Batch Name: 11-SDA-SK

Manage Home Line Actions Automate Fewer options

Post Calculate Warehouse Adjustment... Print... Get Standard Journals... Recalculate Unit Amount Explode BOM

Posting Date	Entry Type	Document No.	Item No.	Description	Location Code	Reason Code	Quantity	Unit of Measure Code	Unit Amount	Amount	Discount Amount
→ 12/12/2024	Negative Adjmt.	IJ/MM-SK/2412-0001	BB02004	Beras	11-SDA-SK	WASTE	3.000	GR	14,02	42.060,00	0,00

Item Description

- **Batch Name** : dipilih sesuai outlet
- **Posting date** : di isi sesuai tanggal proses waste
- **Item Type** : Dibagi menjadi 2
  - Positive Adjustment** (menambah stok)
  - Negative Adjustment** (mengurangi stock)
- **Item No** : Cari/Pilih nama item yg mau di waste,

Item Journals

Not saved

Default Dimension Priorities are not defined for Source Code: ITEMJNL. Don't show again | Do you want to initialize Dimension Priorities?

Batch Name: 11-SDA-SK

Posting Date: 12/12/2024 | Entry Type: Negative Adjmt.

Document No.: IJ/MM-SK/2412-0001 | Item No.: BB02004 | Description: Beras

Location Code: 11-SDA-SK | Reason Code: WASTE | Quantity: 3.000 | Unit of Measure Code: GR

Unit Amount: 14,02 | Amount: 42.060,00 | Discount Amount: 0,00

Item Description

- **Description** : dibelakang nama item diisi alasan waste (ex : Telur dimakan tikus, Terong Spoil kulit)
- **Location Code** : Sesuai outlet masing-masing
- **Reason Code** : Waste
- **Quantity** : Jumlah barang yg ingin di waste
- **Unit of Measure Code** : satuan pengukurannya contoh gram , kg , pcs

- Setelah input data waste di BC, admin info ke accounting untuk di cek antara inputan di BC dan Lampiran Dokumen di NC.  
**(Foto barang yang akan di waste dan Form Waste yang telah di tandatangani kapten kitchen s/d leader outlet)**
  - Jika sudah sesuai , maka Accounting akan POSTING
  - Setelah itu team outlet segera melakukan proses pemusnahan terhadap barang yang di waste dengan di dokumentasikan dan di approval keabsahannya oleh Area Manager.

## Contoh case :

**Tanggal 29 November 2024 outlet Ponti akan Waste nasi sisa kemarin karena kering.**

**Berat nasi kering setelah ditimbang 733gr**

**Cara hitung nya =**

**733 gr / 190** = 3,857  
**3,857 \* 83,33** = **321 gr** Berat beras yang di waste.

**Contoh penulisan Form dengan detail Berat beras yang di waste.**

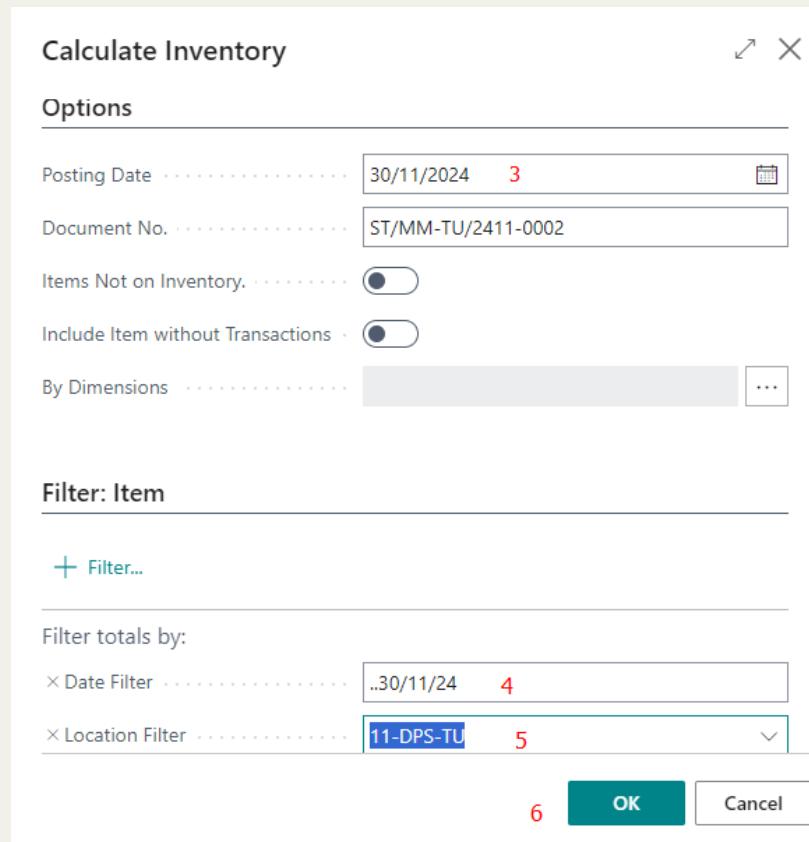
- Physical Inventory adalah Calculated stock di sistem (BC) VS data hasil stock opname fisik outlet pada akhir bulan.
  - Physical Inventory dilakukan setiap satu bulan sekali
  - Outlet melakukan perhitungan menyeluruh semua item mulai dari Gudang admin hingga Gudang sisa dapur pada akhir bulan,
  - Hasil perhitungan diinput pada sistem Physical Inventory di BC, menjadi saldo akhir bulan dan saldo awal bulan selanjutnya
- 
- Proses penginputan pada Physical Inventory bisa dikerjakan jika semua data berikut sudah masuk pada system :
- Sales
  - Receive
  - Purchase Credit Memo (Retur)

Berikut cara penginputan pada system :

The screenshot shows the 'Physical Inventory Journals' interface. At the top, there are two small icons: a square with a plus sign and a right-pointing arrow. Below them is a search bar with a magnifying glass icon. The main area has a header with 'Physical Inventory Journals' and two small icons. Underneath is a sub-header with 'Batch Name .....' followed by a text input field containing '11-DPS-TU' (circled with a red '1'). To the right of the input field are three small icons: a square with a plus sign, a right-pointing arrow, and three dots. Below this is a navigation bar with tabs: 'Manage', 'Home', 'Prepare' (which is underlined and circled with a red '2'), 'Line', 'Item', 'Item Availability by', and 'More options'. To the right of the navigation bar are three small icons: a square with a plus sign, a right-pointing arrow, and a magnifying glass. Below the navigation bar are two buttons: 'Calculate Counting Period...' and 'Calculate Inventory...'. At the bottom, there is a table header with columns: 'Unit of Mea...', 'Qty.', and 'Qty. (Phys.)'. The rest of the table body is currently empty.

### Search Menu Physical Inventory Journal

1. Batch Name : Diisi sesuai outlet masing-masing
2. Pada tab menu pilih Prepare



3. **Posting Date : Diisi sesuai tanggal akhir bulan (Tanggal stock akhir)**
4. **Date Filter : Diisi tanggal akhir bulan dengan ditambahkan dua titik didepan tanggal**
5. **Location Filter : Diisi sesuai cabang outlet masing-masing**
6. **Jika sudah klik OK, tunggu hingga proses selesai**

Physical Inventory Journals

Batch Name ..... 11-DPS-TU

Manage Home Prepare Line Item Item Availability by More options

Posting Date	Entry Type	Document No.	Item No.	Description	Location Code	Unit of Mea... Code	Qty. (Calculated)	Qty. (Phys. Inventory)	Quantity	Unit
30/11/2024	Positive Ad...	ST/MM-TU/2411-0002	805	MAPAN BOX 3	11-DPS-TU	PORSI	-102	-102	0	
30/11/2024	Positive Ad...	ST/MM-TU/2411-0002	812	TAMBAH SAUS ASAM MANIS	11-DPS-TU	PORSI	-126	-126	0	
30/11/2024	Positive Ad...	ST/MM-TU/2411-0002	816	TAMBAH KUAH KARE	11-DPS-TU	PORSI	-1	-1	0	
30/11/2024	Negative A...	ST/MM-TU/2411-0002	BB02001	Bawang Goreng @1 Kg	11-DPS-TU	GR	6.488	5.000	1.488	
30/11/2024	Negative A...	ST/MM-TU/2411-0002	BB02004	Beras	11-DPS-TU	GR	68.300	60.000	8.300	
30/11/2024	Negative A...	ST/MM-TU/2411-0002	BB02010	Minyak Goreng u/ Outlet	11-DPS-TU	LTR	59	18	41	200
30/11/2024	Negative A...	ST/MM-TU/2411-0002	BB02017	Telur	11-DPS-TU	BTR	90,5	90	0,5	200
30/11/2024	Positive Ad...	ST/MM-TU/2411-0002	BB03003	Air Mineral	11-DPS-TU	BTL	107	108	1	1.0
→ 30/11/2024	Negative A...	ST/MM-TU/2411-0002	BB03005	AIR SODA	11-DPS-TU	BTL	16	5	11	2.0
30/11/2024	Positive Ad...	ST/MM-TU/2411-0002	BB03006	Aroma Cindy	11-DPS-TU	BTL	1	1	0	188,5

Item Description

7. Kolom Item No. : disini akan muncul semua item, Untuk item Menu Penjualan (dengan kode angka) bisa dihapus

Physical Inventory Journals

Batch Name ..... 11-DPS-TU

Manage Home Prepare Line Item Item Availability by More options



Posting Date	Entry Type	Document No.	Item No.	Description	Location Code	Unit of Mea... Code	Qty. (Calculated)	Qty. (Phys. Inventory)	Quantity
30/11/2024	Positive Ad...	ST/MM-TU/2411-0002	803	MAPAN BOX 2	11-DPS-TU	PORSI	-965	-965	0
30/11/2024	Positive Ad...	ST/MM-TU/2411-0002	805	MAPAN BOX 3	11-DPS-TU	PORSI	-102	-102	0
30/11/2024	Positive Ad...	ST/MM-TU/2411-0002	812	TAMBAH SAUS ASAM MANIS	11-DPS-TU	PORSI	-126	-126	0
30/11/2024	Positive Ad...	ST/MM-TU/2411-0002	816	TAMBAH KUAH KARE	11-DPS-TU	PORSI	-1	-1	0
30/11/2024	Negative A...	ST/MM-TU/2411-0002	BB02001	Bawang Goreng @1 Kg	11-DPS-TU	GR	6.488	5.000	1.488
30/11/2024	Negative A...	ST/MM-TU/2411-0002	BB02004	Beras	11-DPS-TU	GR	68.300	60.000	8.300
30/11/2024	Negative A...	ST/MM-TU/2411-0002	BB02010	Minyak Goreng u/ Outlet	11-DPS-TU	LTR	59	18	41
30/11/2024	Negative A...	ST/MM-TU/2411-0002	BB02017	Telur	11-DPS-TU	BTR	90,5	90	0,5
30/11/2024	Positive Ad...	ST/MM-TU/2411-0002	BB03003	Air Mineral	11-DPS-TU	BTL	107	108	1

Dengan cara, pilih baris kemudian pada tab menu Manage pilih Delete

**8. Kolom Qty (Calculate) : pada kolom ini adalah hasil saldo akhir sesuai dengan perhitungan sistem, hasil ini diperoleh dari :**

$$\text{Saldo Awal} + \text{Penerimaan (Pembelian)} - \text{Pengeluaran} \\ (\text{Penjualan, Retur, Waste})$$

The screenshot shows the 'Physical Inventory Journals' screen in Microsoft Dynamics 365 Business Central. The top navigation bar includes 'Physical Inventory Journals', 'Batch Name (11-DPS-TU)', and 'Saved'. Below the header are buttons for 'Manage', 'Home', 'Prepare' (which is selected), 'Line', 'Item', 'Item Availability by', and 'More options'. There are also buttons for 'Calculate Counting Period...' and 'Calculate Inventory...'. The main area displays a table of journal entries:

Posting Date	Entry Type	Document No.	Item No.	Description	Location Code	Unit of Mea... Code	Qty. (Calculated)	Qty. (Phys. Inventory)	Quantity	Unit
30/11/2024	Positive Ad...	S1/MM-TU/2411-0002	805	MAPAN BOX 3	11-DPS-TU	PORSI	-102	-102	0	U
30/11/2024	Positive Ad...	ST/MM-TU/2411-0002	812	TAMBAH SAUS ASAM MANIS	11-DPS-TU	PORSI	-126	-126	0	
30/11/2024	Positive Ad...	ST/MM-TU/2411-0002	816	TAMBAH KUAH KARE	11-DPS-TU	PORSI	-1	-1	0	
30/11/2024	Negative A...	ST/MM-TU/2411-0002	BB02001	Bawang Goreng @1 Kg	11-DPS-TU	GR	6.488	5.000	1.488	
30/11/2024	Negative A...	ST/MM-TU/2411-0002	BB02004	Beras	11-DPS-TU	GR	68.300	60.000	8.300	
30/11/2024	Negative A...	ST/MM-TU/2411-0002	BB02010	Minyak Goreng u/ Outlet	11-DPS-TU	LTR	59	18	41	20.0
30/11/2024	Negative A...	ST/MM-TU/2411-0002	BB02017	Telur	11-DPS-TU	BTR	90.5	90	0.5	2.0
30/11/2024	Positive Ad...	ST/MM-TU/2411-0002	BB03003	Air Mineral	11-DPS-TU	BTL	107	108	1	1.8
→ 30/11/2024	: Negative A...	ST/MM-TU/2411-0002	BB03005	AIR SODA	11-DPS-TU	BTL	16	5	11	2.6
30/11/2024	Positive Ad...	ST/MM-TU/2411-0002	BB03006	Aroma Cindy	11-DPS-TU	BTL	1	1	0	188.5

**9. Kolom Qty (Physical Inventory) : pada kolom ini input hasil perhitungan stock opname yang sudah dilakukan sebelumnya**

**10. Kolom Quantity : pada kolom ini akan menunjukan hasil selisih persediaannya**

Physical Inventory Journals

Batch Name ..... 11-DPS-TU

Manage Home **Prepare** Line Item Item Availability by More options

Posting Date	Entry Type	Document No.	Item No.	Description	Location Code	Unit of Mea... Code	Qty. (Calculated)	Qty. (Phys. Inventory)	Quantity	Unit
30/11/2024	Positive Ad...	SI/MM-TU/2411-0002	805	MAPAN BOX 5	11-DPS-TU	PORSI	-102	-126	0	
30/11/2024	Positive Ad...	ST/MM-TU/2411-0002	812	TAMBAH SAUS ASAM MANIS	11-DPS-TU	PORSI	-126	-126	0	
30/11/2024	Positive Ad...	ST/MM-TU/2411-0002	816	TAMBAH KUAH KARE	11-DPS-TU	PORSI	-1	-1	0	
30/11/2024	Negative A...	ST/MM-TU/2411-0002	BB02001	Bawang Goreng @1 Kg	11-DPS-TU	GR	6.488	5.000	1.488	
30/11/2024	Negative A...	ST/MM-TU/2411-0002	BB02004	Beras	11-DPS-TU	GR	68.300	60.000	8.300	
30/11/2024	Negative A...	ST/MM-TU/2411-0002	BB02010	Minyak Goreng u/ Outlet	11-DPS-TU	LTR	59	18	41	20.0
30/11/2024	Negative A...	ST/MM-TU/2411-0002	BB02017	Telur	11-DPS-TU	BTR	90,5	90	0,5	2,0
30/11/2024	Positive Ad...	ST/MM-TU/2411-0002	BB03003	Air Mineral	11-DPS-TU	BTL	107	108	1	1,8
→ 30/11/2024	: Negative A...	ST/MM-TU/2411-0002	BB03005	AIR SODA	11-DPS-TU	BTL	16	5	11	2,6
30/11/2024	Positive Ad...	ST/MM-TU/2411-0002	BB03006	Aroma Cindy	11-DPS-TU	BTL	1	1	0	188,5

Item Description

**11. Kolom Entry Type : Pada kolom ini akan mengikuti hasil dari selisih persediaan,  
Selisih Minus (Negative Adjustment)  
Selisih Plus (Positive Adjustment)**

**12. Jika semua data sudah terisi, selanjutnya accounting akan melakukan cek dan posting**

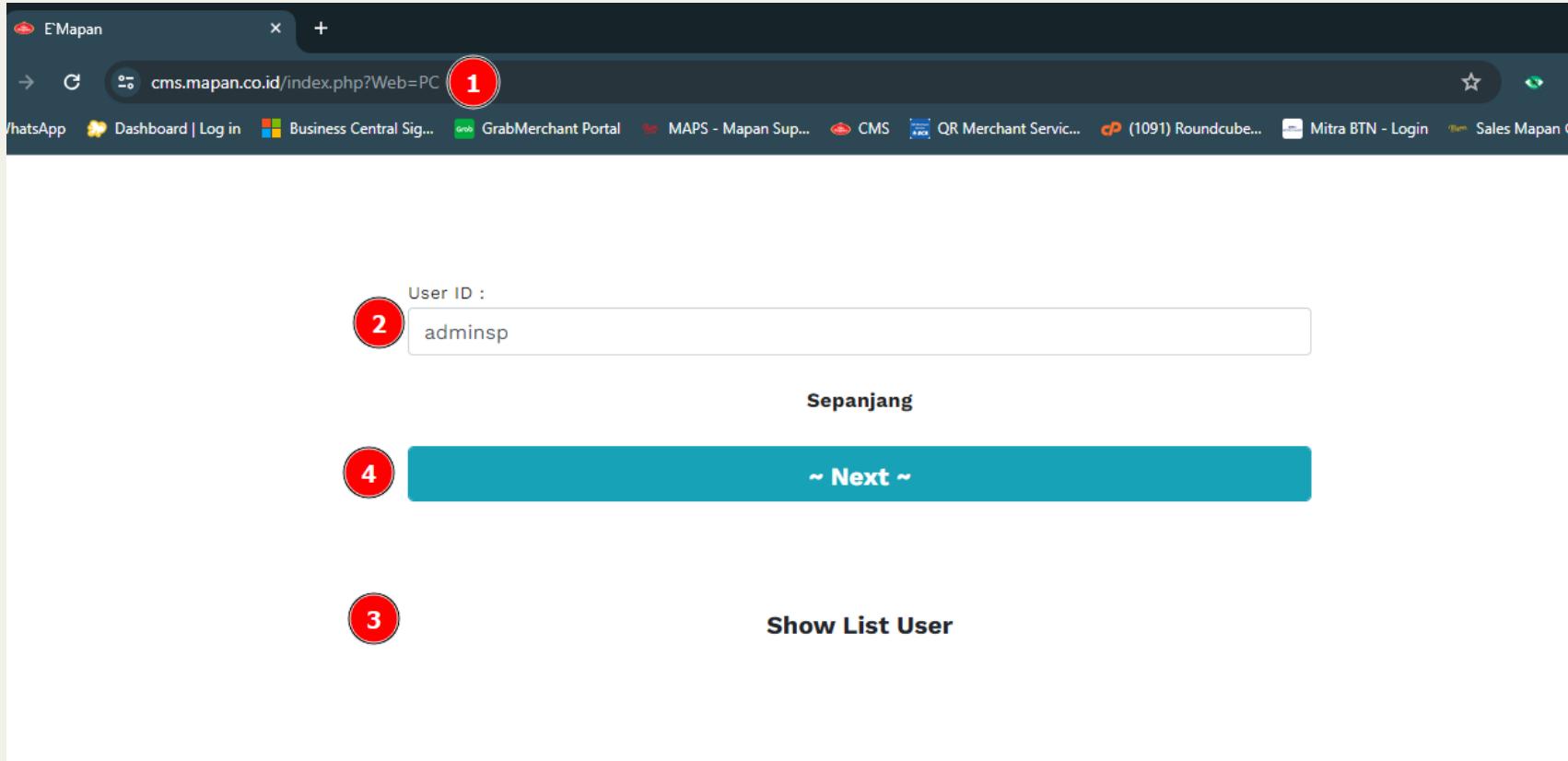
06

## Cost Monitoring System (CMS)

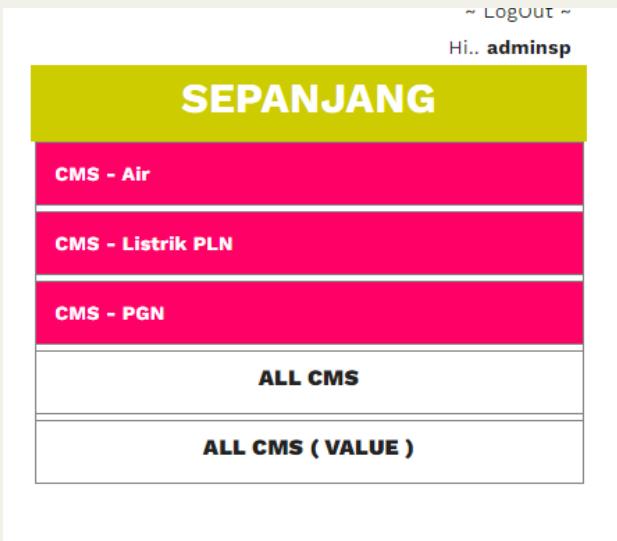
**Cost Monitoring System (CMS)**, merupakan alat bantu untuk pencatatan Riwayat pemakaian Utilities outlet (Air PDAM, Listrik, Gas)

Dari alat bantu CMS ini kita bisa mengontrol kewajaran pemakaian utilities, hingga mendeteksi jika ada pemakaian yang tidak wajar dikarenakan adanya kerusakan.

## Proses penginputan CMS sebagai berikut :



1. Buka web aplikasi CMS ([cms.mapan.co.id](http://cms.mapan.co.id))
2. Use ID : isi user sesuai dengan outlet masing-masing
3. Jika belum tau user masing-masing bisa klik **Show List User**, dan pilih user yang akan dipakai
4. Jika sudah klik **Next**



5. Pilih data yang akan diinput,

CMS - Air

CMS - Listrik PLN

CMS - PGN

6. Klik New Entry

New Entri Refresh

Otlet : Sepanjang X

< Rabu, 2024-12-18 >

No Transaksi : CMS-A2024-12-18SP

---

CMS - Air

Awal :

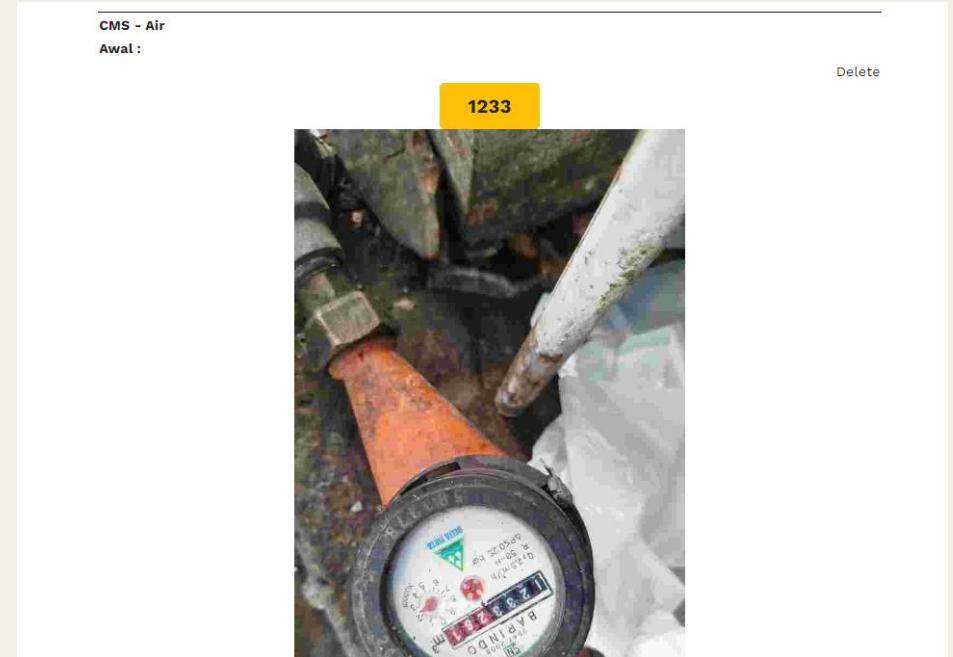
1233

Mohon Nilai di Belakang Koma Jangan di Input !!

1233

Foto Awal

7. Isi nomer Meteran Awal (Sebelum Prepare Page)
8. Upload foto meteran



CMS - Air

Akhir :

1233

Mohon Nilai di Belakang Koma Jangan di Input !!

Foto Akhir

9. Simpan Meteran Akhir (Sudah setelah diambil)
10. Upload foto meteran
11. Untuk angka meteran yang dicatat adalah angka di depan koma saja

Contoh : Metran Air, yang dicatat angka yg hitam saja



07

## Pemusnahan LnB

1. Outlet melakukan pemisahan atas item L&B yang rusak (pecah, retak & cuil) dan tidak layak pakai
2. Atas item tersebut dibuatkan tanda terima dan di packing dengan rapi menggunakan kardus, yang aman guncangan
3. Outlet yang dikirim oleh driver CK bisa menitipkan barang tersebut.
4. Tanda terima outlet barang yang dikirim WAJIB di tandatangani oleh driver, dan di berkas di foto ke FA pada hari H.
5. H+1 hari kerja setelah kedatangan barang, tim FA melakukan pengecekan jumlah fisik. Membandingkan tanda terima vs fisik di Gudang. Jika ada yang tidak sama, wajib langsung konfirmasi ke outlet.
6. Setelah terkumpul, tim FA akan membuatkan rekap dan pengajuan pemusnahan ke management.
7. Setelah semua barang tersebut sudah di eksekusi musnah, FA akan minta outlet membuat adjustment stock item L&B, agar jumlah pencatatan sama dengan fisik, bukan dengan RETUR.

08

# Mutasi Stock

A	B	C	D	E	F		G	H	I	J	K	L
					1	1						
3	Item No.	Description	Satuan	Saldo awal	Pembelian	Penjualan	Retur	Adjustment	Saldo Akhir	Fisik	Selisih	
4	BB02001	Bawang Goreng @1 Kg	GR	5,743.00	-	(526.00)	-	-	5,217.00	5,165.00	(52.00)	
5	BB02004	Beras	GR	38,900.00	-	(6,747.30)	-	-	32,152.70	35,500.00	3,347.30	
6	BB02010	Minyak Goreng u/ Outlet	LTR	46.40	-	-	-	-	46.40	18.00	(28.40)	
7	BB02017	Telur	BTR	123.50	-	(31.50)	-	-	92.00	92.00	-	
8	BB03003	Air Mineral	BTL	173.00	-	(24.00)	-	-	149.00	148.00	(1.00)	
9	BB03006	Aroma Cindy	BTL	1.00	-	-	-	-	1.00	1.00	-	
10	BB03012	Choco Drink ( 1 Renteng = 10 sachet )	SCHT	-	-	-	-	-	-	-	-	
11	BB03019	Gula Untuk Sirup 5Kg	GR	15,000.00	-	(2,263.80)	-	-	12,736.20	15,000.00	2,263.80	
12	BB03020	Jeruk Nipis ( 1 Pack @10 porsi )	PORSI	48.00	-	(4.00)	-	-	44.00	45.00	1.00	
13	BB03028	Lecy	BIJI	213.00	-	(27.00)	-	-	186.00	184.00	(2.00)	
14	BB03036	Pewarna Sirup (Sumbo) @500gr	GR	666.00	-	-	-	-	666.00	657.00	(9.00)	
15	BB03040	Selasih	GR	277.00	-	(20.00)	-	-	257.00	277.00	20.00	
16	BB03049	Susu Vanila (1 Bks = 10 PORSI)	PORSI	-	-	-	-	-	-	-	-	
17	BB03052	Teh Pucuk ( 1 Dus = 24 Btl )	BTL	-	-	-	-	-	-	-	-	
18	BB03054	Teh Tarik 50 PORSI	SCHT	-	-	-	-	-	-	-	-	
19	BB03053	Teh Tarik 30 PORSI	SCHT	-	-	-	-	-	-	-	-	
20	BB03055	Teh Tong Jie	SCHT	35.00	-	(4.00)	-	-	31.00	42.00	11.00	
21	BB03067	Susu Red Velvet ( 1 Pak = 10 Porsi )	PORSI	-	-	-	-	-	-	-	-	
22	BB03094	Moccacino Coffee ( Sachet )	SCHT	68.00	-	-	-	-	68.00	68.00	-	
23	BB03081	Chocolatos Coklat ( 1Pack = 10Sachet )	SCHT	56.00	-	(8.00)	-	-	48.00	50.00	2.00	
24	BB04001	Air Cuka Cair 500ml	ML	612.00	-	-	-	-	612.00	604.00	(8.00)	
25	BB04006	Bawang Putih	GR	755.00	-	-	-	-	755.00	755.00	-	
26	BB04012	Bumbu Kuah	PACK	16.00	-	-	-	-	16.00	15.00	(1.00)	
27	BB04023	Ceker Ayam 500gr	GR	1,500.00	-	-	-	-	1,500.00	1,000.00	(500.00)	
28	BB04031	Garam Halus (1pack @ 250gr)	GR	843.00	-	-	-	-	843.00	838.00	(5.00)	
29	BB04036	Gula Untuk Acar	GR	1,515.00	-	-	-	-	1,515.00	1,302.00	(213.00)	
30	BB04046	Kecap Asin 150 (1Jrgn @6KG)	ML	24,498.00	-	(620.00)	-	-	23,878.00	23,911.00	33.00	
31	BB04050	Kecap Manis Sedap 5 Kg (1 liter)	GR	10,585.00	-	-	-	-	10,585.00	10,772.00	187.00	

< > SISA STOCK | PERSEDIAAN | ADJ | ILE | MUTASI | +

Mutasi stock excel ini, merupakan alat bantu untuk outlet melakukan control selisih stock harian berdasarkan data-data yang sudah diinput pada sistem

	A	B	C	D	E	F	G
1	Laporan Persediaan						
2	Outlet :				1		
5	Nama Barang	Code Stock	Satuan	Saldo Awal	Admin	Dapur	Total
7	120.02.02.01 - BAHAN PRODUK MIE						
8	AYAM KATZU @ 10 PORSI	CKA0004	PORSI	78.00	50.00	12.00	62.00
9	AYAM PANGSIT BASAH @500 GR	CKA0005	GR	12,500.00	5,500.00	3,250.00	8,750.00
11	New Babat Kuah Komplit (1Pack = 5Porsi)	CKD0009	PACK	33.00	15.00	10.00	25.00
12	KARE KUAH LENGKAP @ 5 porsi	CKA0011	PORSI	25.00	15.00	10.00	25.00
13	KULIT PANGSIT @1 KG	CKL0012	GR	23,000.00	9,000.00	6,500.00	15,500.00
14	KULIT SUMPELAN SIOMAY GORENG	CKL0013	GR	5,121.00	3,000.00	1,000.00	4,000.00
15	SAUS YAMIN @10 PORSI	CKS0009	PORSI	86.00	50.00	23.00	73.00
16	SAUS ASAM MANIS @10 PORSI	CKS0010	PORSI	97.00	70.00	7.00	77.00
17	MIE JUMBO @12 PORSI	CKM0003	PORSI	524.00	324.00	63.00	387.00
18	MIE BIASA GR @ 12 PORSI	CKM0001	PORSI	483.00	288.00	80.00	368.00
19	Mie Asri JUMBO A ( 1Pack = 10 porsi )	CKM0012	PORSI	128.00	70.00	39.00	109.00
20	OTOT KUAH LENGKAP @5 Porsi	CKD0006	PORSI	48.00	30.00	10.00	40.00
21	SEPYURAN @ 1 KG	CKA0007	GR	20,244.00	11,000.00	2,873.00	13,873.00
22	SONGMIE @ 500 GR	CKA0008	GR	5,500.00	4,500.00	1,181.00	5,681.00
23	MINYAK WIJEN	BB04068	ML	2,705.00	2,000.00	705.00	2,705.00
24	120.02.02.02 - BAKWAN & SIOMAY			-			-
25	BAKWAN HALUS @ 60 PCS	CKD0002	PCS	1,500.00	900.00	206.00	1,106.00
26	BAKWAN KASAR @ 20 PCS	CKD0003	PCS	80.00	40.00		40.00
27	GORENGAN MAPAN @ 30 PCS	CKA0006	PCS	750.00	450.00	110.00	560.00
28	SIOMAY BASAH @10 PCS	CKS0007	PCS	19.00	10.00	6.00	16.00
29	SIOMAY GORENG @ 10 PCS	CKI0001	PCS	261.00	170.00	29.00	199.00
31	120.02.02.03 - BAHAN PENYETAN			-			-
34	AYAM KARAGE @10 prs	CKA0009	PORSI	87.00	40.00	34.00	74.00
35	AYAM PENYET 5 PAHA + 5 DADA	CKA0002	POTONG	436.00	330.00	22.00	352.00
36	EMPAL PENYET 500 GR	CKD0004	GR	9,538.00	6,500.00	2,680.00	9,180.00
37	IGA PFNYFT @ 10 PORSI	CKD0005	PORSI	98.00	80.00	5.00	83.00

< > PERSEDIAAN MUTASI SISA STOCK ILE +

Pada Sheet Persediaan isi sisa stock sesuai dengan pos yang ada :

Sisa stock Gudang Admin

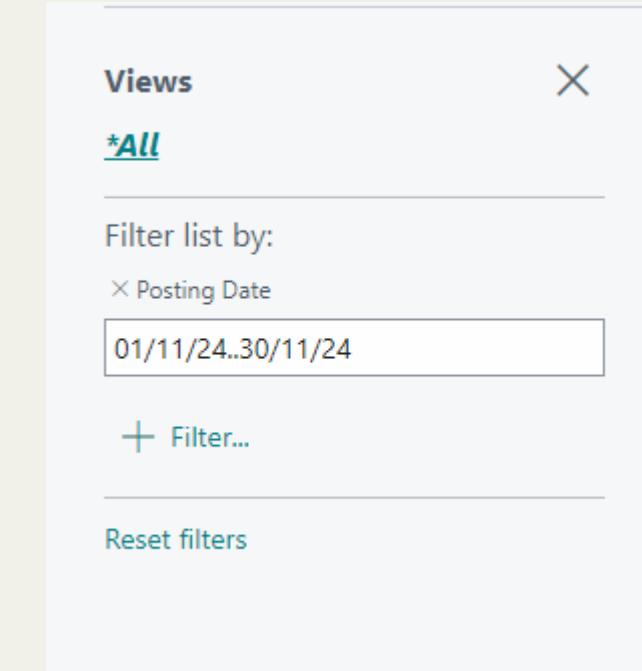
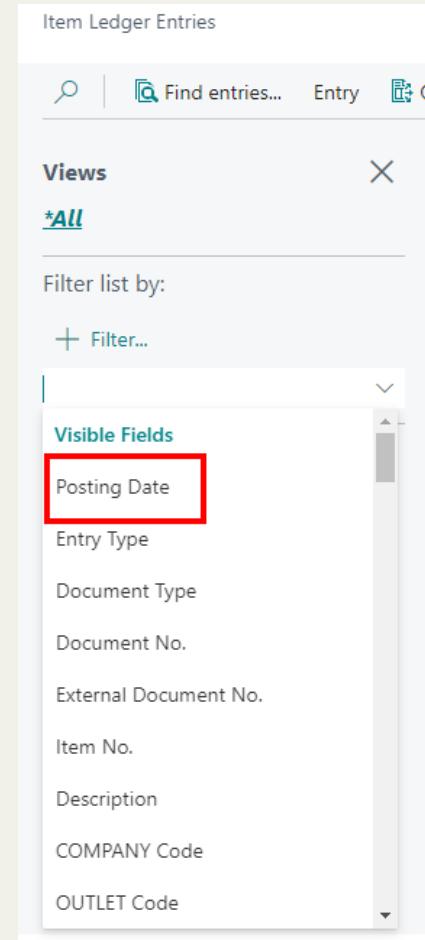
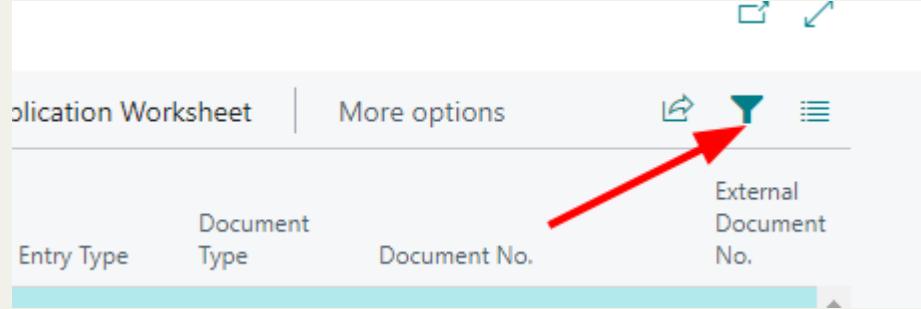
Sisa Stock Gurang Dapur

Item Ledger Entries

Posting Date	Entry Type	Document Type	Document No.	External Document No.	Item No.	Description	CO
30/11/2024	: Negative A...		ST/MM-IB/2411-0002		BB99015	Winter Melon	
30/11/2024	Negative A...		ST/MM-IB/2411-0002		BB99016	Kunyit Asam	
04/12/2024	Purchase	Purchase R...	RCV/MM-IB/2412-0016		SBO0006	Sawi	
05/12/2024	Purchase	Purchase R...	RCV/MM-IB/2412-0015		BB04028	Es Batu	
16/11/2024	Purchase	Purchase R...	RCV/MM-IB/2411-0100		BB99015	Winter Melon	
16/11/2024	Purchase	Purchase R...	RCV/MM-IB/2411-0100		BB99016	Kunyit Asam	
04/12/2024	Purchase	Purchase R...	RCV/MM-GS/2412-0014		BB04028	Es Batu	
03/12/2024	Purchase	Purchase R...	RCV/MM-GS/2412-0013		BB04028	Es Batu	
02/12/2024	Purchase	Purchase R...	RCV/MM-GS/2412-0012		BB04028	Es Batu	
01/12/2024	Purchase	Purchase R...	RCV/MM-GS/2412-0011		BB04028	Es Batu	
04/12/2024	Purchase	Purchase R...	RCV/MM-GS/2412-0010		BB04088	Saos Tomat (1 Kranja...	
04/12/2024	Purchase	Purchase R...	RCV/MM-GS/2412-0009		BB02004	Beras	
05/12/2024	Purchase	Purchase R...	RCV/MM-GS/2412-0008		BB03003	Air Mineral	
04/12/2024	Purchase	Purchase R...	RCV/MM-GS/2412-0007		BB03005	AIR SODA	

**Tarik data Item Ledger Entries, syarat untuk menarik data ILE ini yaitu :**

- Accounting telah melakukan posting sales
- Outlet sudah selsai melakukan proses Receive
- Outlet sudah input data waste dan Retur



- Pada menu tab sebelah kanan atas, klok tombol filter
- Kemudian Kli **+Filter**, pilih Poting date
- Poting date diisi (tanggal awal dua titik tanggal akhir)

**01/11/2024..30/11/2024**

**Views**

**\*All**

Filter list by:

× Posting Date  
01/11/24..30/11/24

+ Filter...

Reset filters

Item Ledger Entries

Visible Fields

Posting Date  
Entry Type  
Document Type  
Document No.  
External Document No.  
Item No.  
Description  
COMPANY Code  
OUTLET Code

+ Filter...

Find entries... Entry Order

**Views**

**\*All**

Filter list by:

× Posting Date  
01/11/24..30/11/24

× OUTLET Code  
barata

Code	Name
→ 1622	Barata

- **Filter ke 2, klik + Filter, Pilih OUTLET Code**
- **Outlet Code cari sesuai outlet masing-masing**

The screenshot shows the Microsoft Dynamics 365 Item Ledger Entries screen. At the top, there's a back arrow, the outlet code '1622 Barata', and various navigation tabs like 'Item Ledger Entries', 'Find entries...', 'Entry', 'Order Tracking', 'Application Worksheet', and more. On the left, there's a 'Views' section with a 'All' filter and a 'Filter list by' section with 'Posting Date' set to '01/11/24..30/11/24' and 'OUTLET Code' set to '1622'. The main area displays a table of ledger entries with columns for 'Posting Date', 'Entry Type', and 'Document Type'. One entry for '30/11/2024' is selected. A context menu is open over this entry, with the 'Open in Excel' option highlighted with a red box. Other options in the menu include 'Edit in Excel', 'Share to Teams', and 'Copy link'. The 'External Document No.' column shows values like 'ST/MM-BR/2411-0001'.

Posting Date	Entry Type	Document Type	External Document No.
30/11/2024	Negative A...		
30/11/2024	Positive Adj...		
30/11/2024	Negative A...	ST/MM-BR/2411-0001	
30/11/2024	Negative A...	ST/MM-BR/2411-0001	
30/11/2024	Negative A...	ST/MM-BR/2411-0001	
30/11/2024	Positive Adj...	ST/MM-BR/2411-0001	

Kemudian eksport data dengan klik tab menu sebelah kanan atas, kemudian pilih Open in Excel

Item Ledger Entries (29) - Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Posting Date	Entry Type	Document Type	Document No.	External Document No.	Item No.	Description	COMPANY Code	OUTLET Code	Location Code	Quantity	Invoiced Quantity	Remaining Quantity
10974	01/11/2024	Sale	Sales Shipment	DO/MM-BR/2411 PC3841622-5976011124197210		UDANG PENYET OT	1622	11-SUB-BR	-1.	-1.			
10975	01/11/2024	Sale	Sales Shipment	DO/MM-BR/2411 PC3841622-5976011124197208		T4 PENYET OT	1622	11-SUB-BR	-15.	-15.			
10976	01/11/2024	Sale	Sales Shipment	DO/MM-BR/2411 PC3841622-5976011124197207		TEMPE TELOR OT	1622	11-SUB-BR	-2.	-2.			
10977	01/11/2024	Sale	Sales Shipment	DO/MM-BR/2411 PC3841622-5976011124197206		TAHU TELOR P OT	1622	11-SUB-BR	-1.	-1.			
10978	01/11/2024	Sale	Sales Shipment	DO/MM-BR/2411 PC3841622-5976011124197205		TAHU TEMPE F OT	1622	11-SUB-BR	-5.	-5.			
10979	01/11/2024	Sale	Sales Shipment	DO/MM-BR/2411 PC3841622-5976011124197203		TELOR PENYET OT	1622	11-SUB-BR	-1.	-1.			
10980	01/11/2024	Sale	Sales Shipment	DO/MM-BR/2411 PC3841622-5976011124197202		TEMPE PENYET OT	1622	11-SUB-BR	-1.	-1.			
10981	01/11/2024	Sale	Sales Shipment	DO/MM-BR/2411 PC3841622-59760111241972013		KULIT KRIUK T OT	1622	11-SUB-BR	-1.	-1.			
10982	01/11/2024	Sale	Sales Shipment	DO/MM-BR/2411 PC3841622-59760111241972012		SNACK MAPAI OT	1622	11-SUB-BR	-4.	-4.			
10983	01/11/2024	Sale	Sales Shipment	DO/MM-BR/2411 PC3841622-5976011124197201		TAHU PENYET OT	1622	11-SUB-BR	-1.	-1.			
10984	01/11/2024	Sale	Sales Shipment	DO/MM-BR/2411 PC3841622-59760111241972000807		VOUCHER PAK OT	1622	11-SUB-BR	-1.	-1.			
10985	01/11/2024	Sale	Sales Shipment	DO/MM-BR/2411 PC3841622-59760111241972000806		VOUCHER PAK OT	1622	11-SUB-BR	-1.	-1.			
10986	01/11/2024	Sale	Sales Shipment	DO/MM-BR/2411 PC3841622-5976011124197135		MIE YAMIN KA OT	1622	11-SUB-BR	-11.	-11.			
10987	01/11/2024	Sale	Sales Shipment	DO/MM-BR/2411 PC3841622-5976011124197120		MIE OTOT OT	1622	11-SUB-BR	-3.	-3.			
10988	01/11/2024	Sale	Sales Shipment	DO/MM-BR/2411 PC3841622-5976011124197118		MIE KARE AYA OT	1622	11-SUB-BR	-3.	-3.			
10989	01/11/2024	Sale	Sales Shipment	DO/MM-BR/2411 PC3841622-5976011124197117		MIE KATSU AS OT	1622	11-SUB-BR	-16.	-16.			
10990	01/11/2024	Sale	Sales Shipment	DO/MM-BR/2411 PC3841622-5976011124197116		MIE BABAT OT	1622	11-SUB-BR	-2.	-2.			
10991	01/11/2024	Sale	Sales Shipment	DO/MM-BR/2411 PC3841622-5976011124197115		SONGMIE AYA OT	1622	11-SUB-BR	-6.	-6.			
10992	01/11/2024	Sale	Sales Shipment	DO/MM-BR/2411 PC3841622-5976011124197110		MIE BAKWAN OT	1622	11-SUB-BR	-5.	-5.			
10993	01/11/2024	Sale	Sales Shipment	DO/MM-BR/2411 PC3841622-5976011124197109		MIE BAKWAN OT	1622	11-SUB-BR	-2.	-2.			
10994	01/11/2024	Sale	Sales Shipment	DO/MM-BR/2411 PC3841622-5976011124197108		PANGSIT MIE OT	1622	11-SUB-BR	-28.	-28.			
10995	01/11/2024	Sale	Sales Shipment	DO/MM-BR/2411 PC3841622-5976011124197107		PANGSIT MIE OT	1622	11-SUB-BR	-18.	-18.			
10996	01/11/2024	Sale	Sales Shipment	DO/MM-BR/2411 PC3841622-5976011124197106		PANGSIT MIE OT	1622	11-SUB-BR	-14.	-14.			
10997	01/11/2024	Sale	Sales Shipment	DO/MM-BR/2411 PC3841622-5976011124197105		PANGSIT MIE OT	1622	11-SUB-BR	-29.	-29.			
10998	01/11/2024	Sale	Sales Shipment	DO/MM-BR/2411 PC3841622-5976011124197102		MIE POLOS PC OT	1622	11-SUB-BR	-2.	-2.			
10999	01/11/2024	Sale	Sales Shipment	DO/MM-BR/2411 PC3841622-5976011124197101		MIE POLOS OT	1622	11-SUB-BR	-7.	-7.			

27R x 10C : 14/12/2024

A	B	C	D	E	F
1	Posting Da	Entry Type	Document Type	Document No.	External Document No.
2	14/12/2024	Purchase	Purchase Receipt	RCV/MM-BR/2412-0046	CKL0047
3	14/12/2024	Purchase	Purchase Receipt	RCV/MM-BR/2412-0046	BB02017
4	14/12/2024	Purchase	Purchase Receipt	RCV/MM-BR/2412-0046	BB04023
5	14/12/2024	Purchase	Purchase Receipt	RCV/MM-BR/2412-0046	CKS0010
6	14/12/2024	Purchase	Purchase Receipt	RCV/MM-BR/2412-0046	CKS0009
7	14/12/2024	Purchase	Purchase Receipt	RCV/MM-BR/2412-0046	CKS0005
8	14/12/2024	Purchase	Purchase Receipt	RCV/MM-BR/2412-0046	CKS0004
9	14/12/2024	Purchase	Purchase Receipt	RCV/MM-BR/2412-0046	CKS0003
10	14/12/2024	Purchase	Purchase Receipt	RCV/MM-BR/2412-0046	CKS0002
11	14/12/2024	Purchase	Purchase Receipt	RCV/MM-BR/2412-0046	CKS0007
12	14/12/2024	Purchase	Purchase Receipt	RCV/MM-BR/2412-0046	CKM0003
13	14/12/2024	Purchase	Purchase Receipt	RCV/MM-BR/2412-0046	CKM0001
14	14/12/2024	Purchase	Purchase Receipt	RCV/MM-BR/2412-0046	CKM0012
15	14/12/2024	Purchase	Purchase Receipt	RCV/MM-BR/2412-0046	CKL0035
16	14/12/2024	Purchase	Purchase Receipt	RCV/MM-BR/2412-0046	CKL022
17	14/12/2024	Purchase	Purchase Receipt	RCV/MM-BR/2412-0046	CKL0021
18	14/12/2024	Purchase	Purchase Receipt	RCV/MM-BR/2412-0046	CKL0017
19	14/12/2024	Purchase	Purchase Receipt	RCV/MM-BR/2412-0046	CKL0015
20	14/12/2024	Purchase	Purchase Receipt	RCV/MM-BR/2412-0046	CKL0014
21	14/12/2024	Purchase	Purchase Receipt	RCV/MM-BR/2412-0046	CKL0013
22	14/12/2024	Purchase	Purchase Receipt	RCV/MM-BR/2412-0046	CKL0012
23	14/12/2024	Purchase	Purchase Receipt	RCV/MM-BR/2412-0046	CKI0002
24	14/12/2024	Purchase	Purchase Receipt	RCV/MM-BR/2412-0046	CKI0001
25	14/12/2024	Purchase	Purchase Receipt	RCV/MM-BR/2412-0046	CKD0007
26	14/12/2024	Purchase	Purchase Receipt	RCV/MM-BR/2412-0046	CKD0006
27	14/12/2024	Purchase	Purchase Receipt	RCV/MM-BR/2412-0046	CKD0005

- Hasi eksport excel dari ILE kemudian di copy semua data (Ctrl+A) kemudian Copy (Ctrl+C)
- Dan dipaste pada file mutase excel, pada sheet ILE (Ctrl+V)

A	B	C	D	E	F	G	H	I	J	K
			TANGGAL	1		15				Formula Bar
Item No.	Description	Satuan	Saldo awal	Pembelian	Penjualan	Retur	Waste	Saldo Akhir	Fisik	Selisih
BB02001	Bawang Goreng @1 Kg	GR	32,148.00	23,000.00	(18,068.00)	-	-	37,080.00	26,027.00	(11,053.00)
BB02004	Beras	GR	85,000.00	300,000.00	(175,428.20)	-	-	205,571.80	146,400.00	(59,471.80)
BB02010	Mi nyak Goreng u/ Outlet	LTR	29.00	300.00	(47.428.20)	-	-	783.00	800.00	(17.249.00)
BB02017	Telur	BTR	296.00	750.00	(700.00)	-	-	346.00	160.00	(186.00)
BB03003	Air Mineral	BTL	135.00	480.00	(325.00)	-	-	290.00	192.00	(98.00)
BB03006	Aroma Cindy	BTL	-	1.00	-	-	-	1.00	2.00	1.00
BB03019	Gula Untuk Sirup 5Kg	GR	90,000.00	50,000.00	(48,598.20)	-	-	91,401.80	80,000.00	(11,401.80)
BB03020	Jeruk Nipis ( 1 Pack @10 porsi )	PORSI	220.00	180.00	(109.00)	-	-	291.00	262.00	(29.00)
BB03028	Lecy	BIJI	1,278.00	648.00	(516.00)	-	-	1,410.00	1,248.00	(162.00)
BB03036	Pewarna Sirup (Sumbo) @500gr	GR	392.00	-	-	-	-	392.00	264.00	(128.00)
BB03040	Selasih	GR	372.00	-	(700.00)	-	-	(328.00)	340.00	668.00
BB03049	Susu Vanilla ( 1 Bks = 10 PORSI )	PORSI	-	-	-	-	-	-	-	-
BB03052	Teh Pucuk ( 1 Dus = 24 Btl )	BTL	-	-	-	-	-	-	-	-
BB03092	Teh Tarik Tematik ( 1 Pouch = 10 Sachet )	SCHT	-	-	-	-	-	-	-	-
BB03055	Teh Tong Jie	SCHT	217.00	150.00	(117)	-	-	250	200	(50)
BB03067	Susu Red Velvet ( 1 Pak = 10 Porsi )	PORSI	-	-	-	-	-	-	-	-
BB03094	Mocacino	SCHT	243.00	-	(2.00)	-	-	241.00	241.00	-
BB03081	Chocolatos Coklat ( 1Pack = 10Sachet )	SCHT	173.00	120.00	(98.00)	-	-	195.00	130.00	(65.00)
BB04001	Air Cuka Cair 500ml	ML	410.00	500.00	-	-	-	910.00	571.00	(339.00)
BB04006	Bawang Putih	GR	1,424.00	-	-	-	-	1,424.00	1,778.00	354.00
BB04012	Bumbu Kuah	PACK	101.00	80.00	-	-	-	181.00	98.00	(83.00)
BB04023	Ceker Ayam 500gr	GR	2,000.00	7,000.00	-	-	-	9,000.00	1,500.00	(7,500.00)

< > PERSEDIAAN MUTASI SISA STOCK ILE +

1. Tanggal, ini bisa kita ubah mau menampilkan data dengan reange tanggal berapa
2. Saldo awal, stock akhir tanggal sebelumnya
3. Pembelian, Hasil dari receive yang sudah dilakukan pada system
4. Penjualan, Hasil dari sales yang sudah accounting posting dan menjadi hasil penjualan item
5. Retur, Hasil retur yang sudah masuk pada sistem
6. Waste, Hasil waste yang sudah masuk pada sistem

A	B	C	D	E	F	G	H	I	J	K
1	2	3	4	5	6	7	8	9		
3	Item No.	Description	Satuan	TANGGAL	1	15				
4	BB02001	Bawang Goreng @1 Kg	GR	Saldo awal	32,148.00	Pembelian	(18,068.00)	Penjualan	Retur	Waste
5	BB02004	Beras	GR	85,000.00	300,000.00	(17,428.20)				
6	BB02010	Mi nyak Goreng u/ Outlet	LTR	29.00	300.00	4	5	6	7	8
7	BB02017	Telur	BTR	296.00	750.00	(700.00)	-	-	83.00	146,100.00
8	BB03003	Air Mineral	BTL	135.00	480.00	(325.00)	-	-	346.00	160.00
9	BB03006	Aroma Cindy	BTL	-	1.00	-	-	-	1.00	2.00
11	BB03019	Gula Untuk Sirup 5Kg	GR	90,000.00	50,000.00	(48,598.20)	-	-	91,401.80	80,000.00
12	BB03020	Jeruk Nipis ( 1 Pack @10 porsi )	PORSI	220.00	180.00	(109.00)	-	-	291.00	262.00
13	BB03028	Lecy	BIJI	1,278.00	648.00	(516.00)	-	-	1,410.00	1,248.00
14	BB03036	Pewarna Sirup (Sumbo) @500gr	GR	392.00	-	-	-	-	392.00	264.00
15	BB03040	Selasih	GR	372.00	-	(700.00)	-	-	(328.00)	340.00
16	BB03049	Susu Vanilla ( 1 Bks = 10 PORSI )	PORSI	-	-	-	-	-	-	-
17	BB03052	Teh Pucuk ( 1 Dus = 24 Btl )	BTL	-	-	-	-	-	-	-
18	BB03092	Teh Tarik Tematik ( 1 Pouch = 10 Sachet )	SCHT	-	-	-	-	-	-	-
19	BB03055	Teh Tong Jie	SCHT	217.00	150.00	(117)	-	-	250	200
20	BB03067	Susu Red Velvet ( 1 Pak = 10 Porsi )	PORSI	-	-	-	-	-	-	-
21	BB03094	Mocacino	SCHT	243.00	-	(2.00)	-	-	241.00	241.00
22	BB03081	Chocolatos Coklat ( 1Pack = 10Sachet )	SCHT	173.00	120.00	(98.00)	-	-	195.00	130.00
23	BB04001	Air Cuka Cair 500ml	ML	410.00	500.00	-	-	-	910.00	571.00
24	BB04006	Bawang Putih	GR	1,424.00	-	-	-	-	1,424.00	1,778.00
25	BB04012	Bumbu Kuah	PACK	101.00	80.00	-	-	-	181.00	98.00
26	BB04023	Ceker Ayam 500gr	GR	2,000.00	7,000.00	-	-	-	9,000.00	1,500.00

< > PERSEDIAAN MUTASI SISA STOCK ILE +

7. Saldo Akhir, Perhitungan dari  
Saldo Awal + Pembelian – Penjualan – Retur – Waste
8. Fisik, hasil dari stock opname harian
9. Selisih, Hasil selisih dari Fisik vs Perhitungan Saldo akhir



Thank you!