

User Manual

Transfer Receipt

Project:

ODOO Implementation for PT Canopus Konverta Industri

Created by:

Dike

Created on:

20 Maret 2025

Approval		Department	Sign	Date
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Document Change History

Release Date	Revision Number	Action Taken (Add/Del/ Change)	Revision Description
20 Maret 2025	0.0	Initial Document	

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1 Deskripsi

Receipt adalah proses penerimaan barang atas pembelian material dari Vendor. Receipt digunakan untuk memverifikasi bahwa barang yang dikirim Vendor telah sampai di lokasi tujuan dengan benar.

2 Tujuan

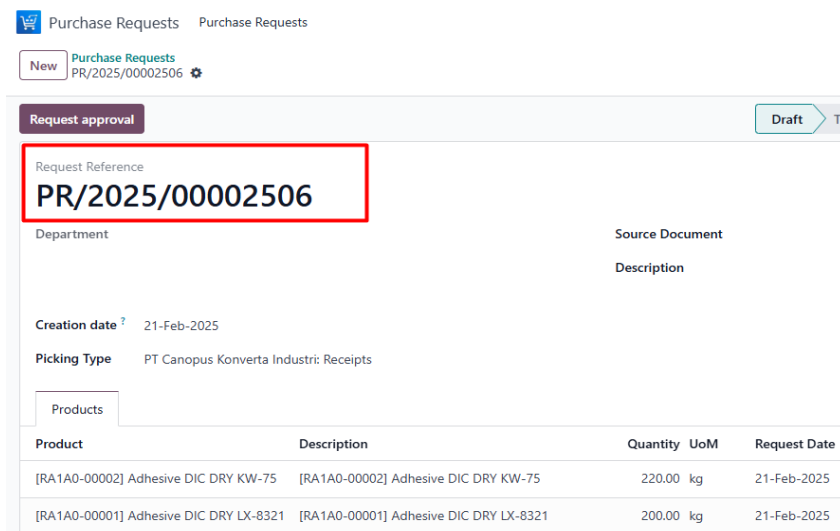
Transfer Receipt

Panduan ini bertujuan untuk memberikan pemahaman kepada pengguna mengenai proses penerimaan barang & pembuatan dokumen receipt.

3 Process Flow Receipt

3.1 Purchase Request

- ❖ Contoh dokumen Purchase Requests



Purchase Requests Purchase Requests

New Purchase Requests PR/2025/00002506

Request approval Draft To

Request Reference
PR/2025/00002506

Department Source Document
Description

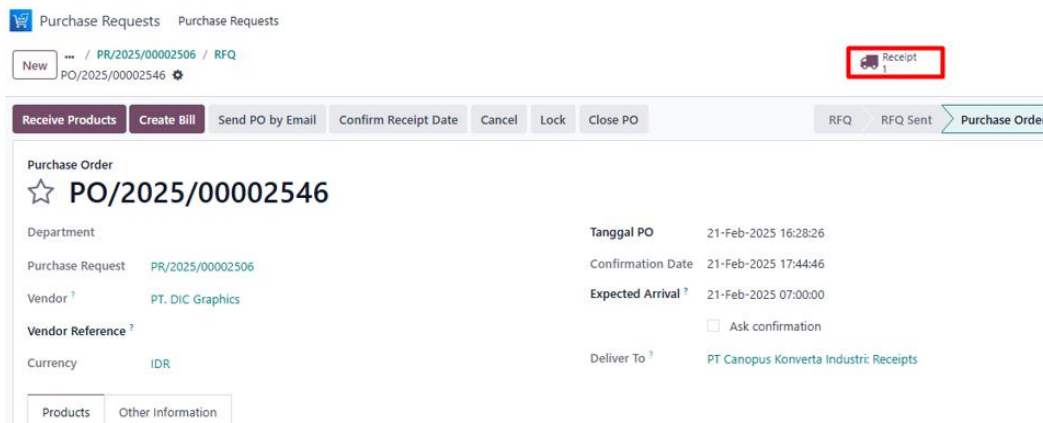
Creation date ? 21-Feb-2025
Picking Type PT Canopus Konverta Industri: Receipts

Products

Product	Description	Quantity	UoM	Request Date
[RA1A0-00002] Adhesive DIC DRY KW-75	[RA1A0-00002] Adhesive DIC DRY KW-75	220.00	kg	21-Feb-2025
[RA1A0-00001] Adhesive DIC DRY LX-8321	[RA1A0-00001] Adhesive DIC DRY LX-8321	200.00	kg	21-Feb-2025

3.2 Purchase Order

- ❖ Contoh dokumen Purchase Order



Purchase Requests Purchase Requests

New PR/2025/00002506 / RFQ PO/2025/00002546

Receipt

Receive Products Create Bill Send PO by Email Confirm Receipt Date Cancel Lock Close PO RFQ RFQ Sent Purchase Order

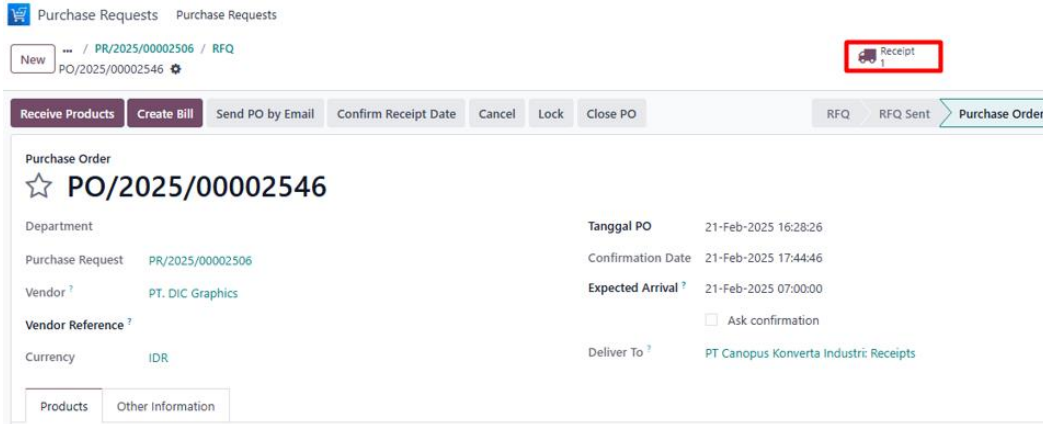
Purchase Order
☆ PO/2025/00002546

Department Tanggal PO 21-Feb-2025 16:28:26
Purchase Request PR/2025/00002506 Confirmation Date 21-Feb-2025 17:44:46
Vendor ? PT. DIC Graphics Expected Arrival ? 21-Feb-2025 07:00:00
Vendor Reference ? Ask confirmation
Currency IDR Deliver To ? PT Canopus Konverta Industri: Receipts

Products Other Information

3.3 Goods Receipts

- ❖ Klik tab Receipts pada dokumen PO



Purchase Requests Purchase Requests

New / PR/2025/00002506 / RFQ
PO/2025/00002546

Receipt

Receive Products Create Bill Send PO by Email Confirm Receipt Date Cancel Lock Close PO RFQ RFQ Sent Purchase Order

Purchase Order
☆ PO/2025/00002546

Department Tanggal PO 21-Feb-2025 16:28:26

Purchase Request PR/2025/00002506 Confirmation Date 21-Feb-2025 17:44:46

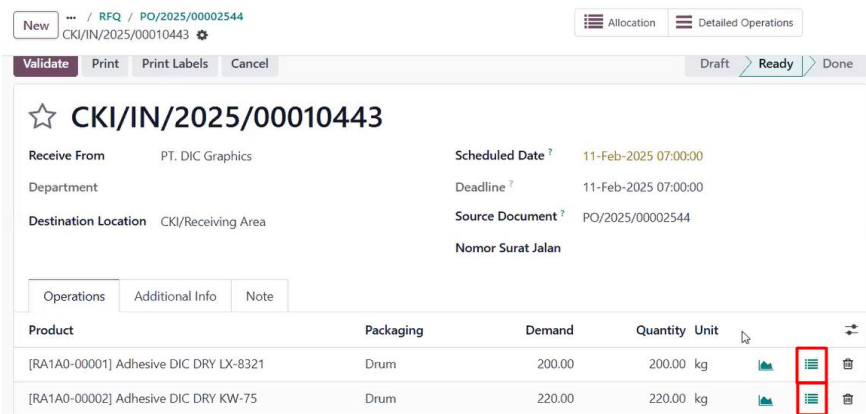
Vendor ? PT. DIC Graphics Expected Arrival ? 21-Feb-2025 07:00:00

Vendor Reference ? ☐ Ask confirmation

Currency IDR Deliver To ? PT Canopus Konverta Industri Receipts

Products Other Information

- ❖ Setelah muncul seperti pada tampilan berikut, klik garis tiga untuk memasukkan lot/Serial Number



New / RFQ / PO/2025/00002544
CKI/IN/2025/00010443

Allocation Detailed Operations

Validate Print Print Labels Cancel Draft Ready Done

☆ CKI/IN/2025/00010443

Receive From PT. DIC Graphics Scheduled Date ? 11-Feb-2025 07:00:00

Department Deadline ? 11-Feb-2025 07:00:00

Destination Location CKI/Receiving Area Source Document ? PO/2025/00002544

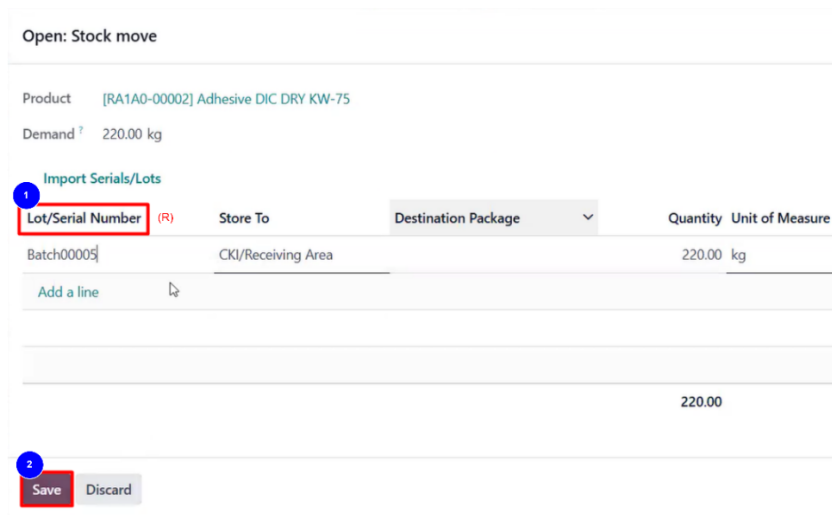
Nomor Surat Jalan

Operations Additional Info Note

Product	Packaging	Demand	Quantity	Unit	
[RA1A0-00001] Adhesive DIC DRY LX-8321	Drum	200.00	200.00	kg	
[RA1A0-00002] Adhesive DIC DRY KW-75	Drum	220.00	220.00	kg	

- ❖ Selanjutnya ikuti langkah berikut:

1. Inputkan Lot/Serial Number
2. Klik save



Open: Stock move

Product [RA1A0-00002] Adhesive DIC DRY KW-75

Demand ? 220.00 kg

Import Serials/Lots

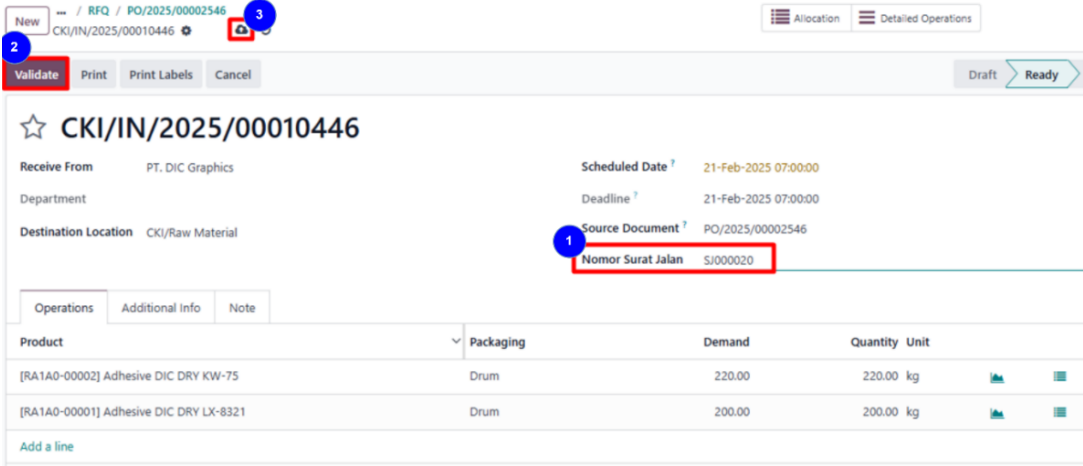
1 Lot/Serial Number (R) Store To Destination Package Quantity Unit of Measure

Batch00005 CKI/Receiving Area 220.00 kg

Add a line

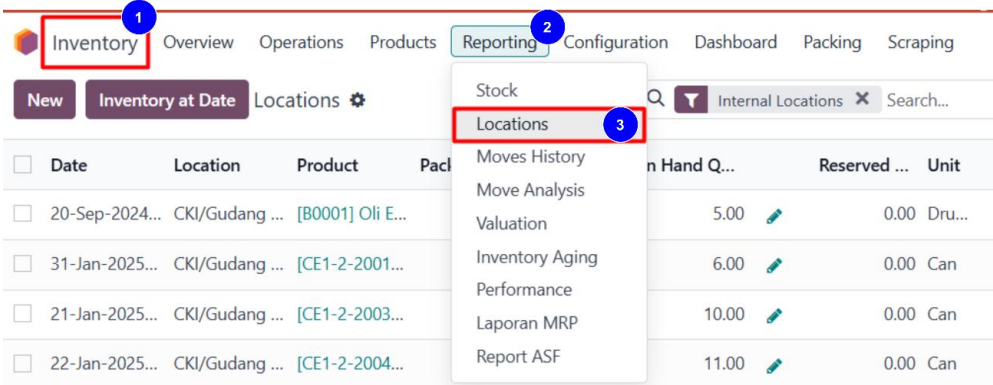
2 Save Discard

- ❖ Pada step 3 dan 4 ini tidak semua product membutuhkan supply Lot/Serial Number. (“Paper Core”, “Karton Box”)
- ❖ Selanjutnya ikuti langkah berikut:
 1. Inputkan nomor Surat Jalan
 2. Klik Validate
 3. Klik save



Product	Packaging	Demand	Quantity	Unit
[RA1A0-00002] Adhesive DIC DRY KW-75	Drum	220.00	220.00	kg
[RA1A0-00001] Adhesive DIC DRY LX-8321	Drum	200.00	200.00	kg

- ❖ Jika telah divalidasi, maka secara otomatis proses Goods Receipt Note (GRN) telah dilakukan.
- ❖ Untuk melakukan pengecekan Receipt ikuti langkah berikut:
 1. Masuk menu Inventory
 2. Pilih Reporting
 3. Pilih Locations



Date	Location	Product	Packaging	Demand	Quantity	Unit
20-Sep-2024...	CKI/Gudang ...	[B0001] Oli E...		5.00	0.00	Dru...
31-Jan-2025...	CKI/Gudang ...	[CE1-2-2001...		6.00	0.00	Can
21-Jan-2025...	CKI/Gudang ...	[CE1-2-2003...		10.00	0.00	Can
22-Jan-2025...	CKI/Gudang ...	[CE1-2-2004...		11.00	0.00	Can