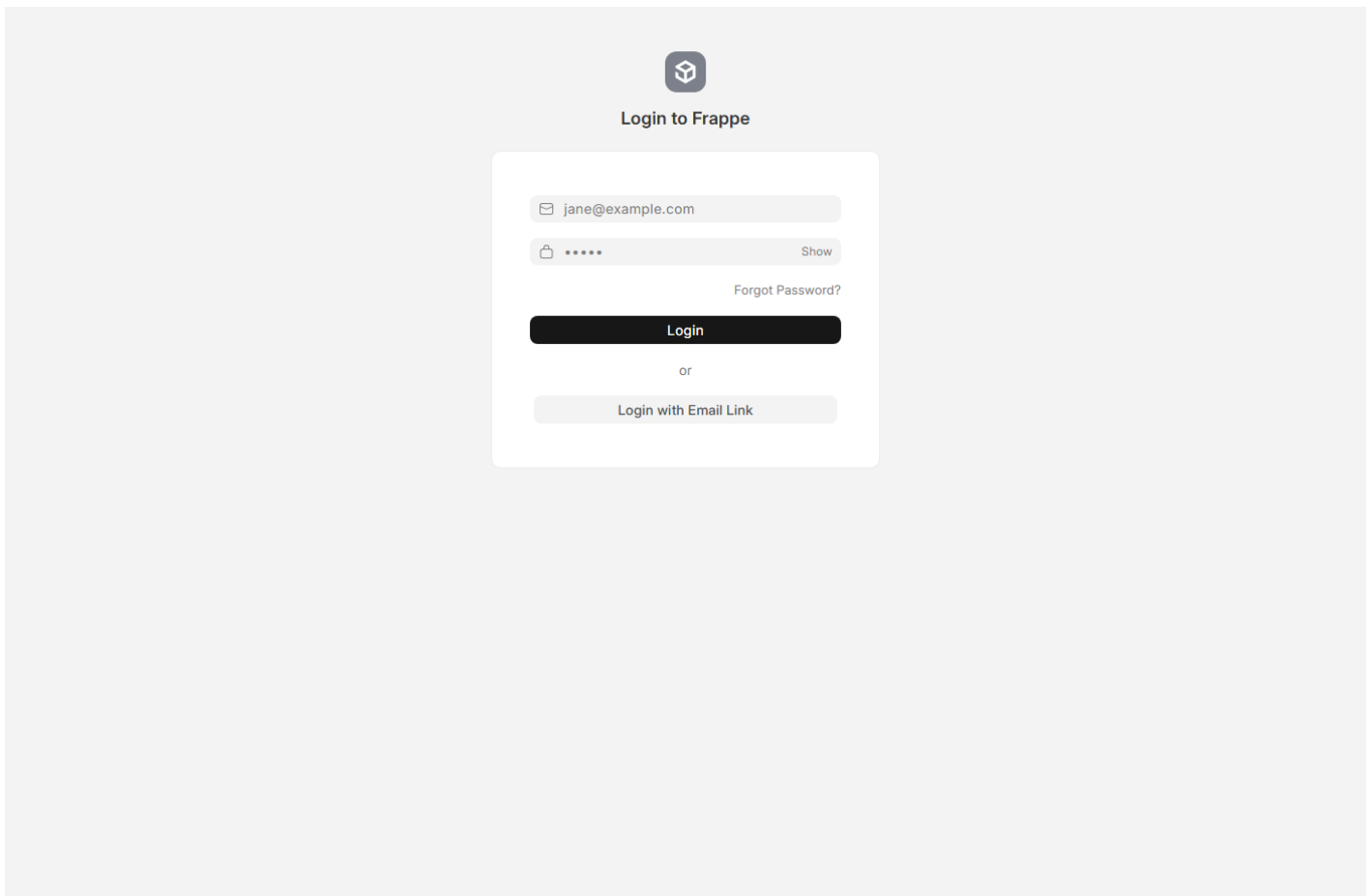


ERPNext 1 — Login, Navigasi & Master Data

Tutorial dasar memakai **ERPNext** untuk ISP: cara login, mengenal antarmuka, lalu membuat data master (pelanggan, paket layanan, perangkat, supplier, harga). Antarmuka ERPNext di server ini memakai **Bahasa Indonesia**.

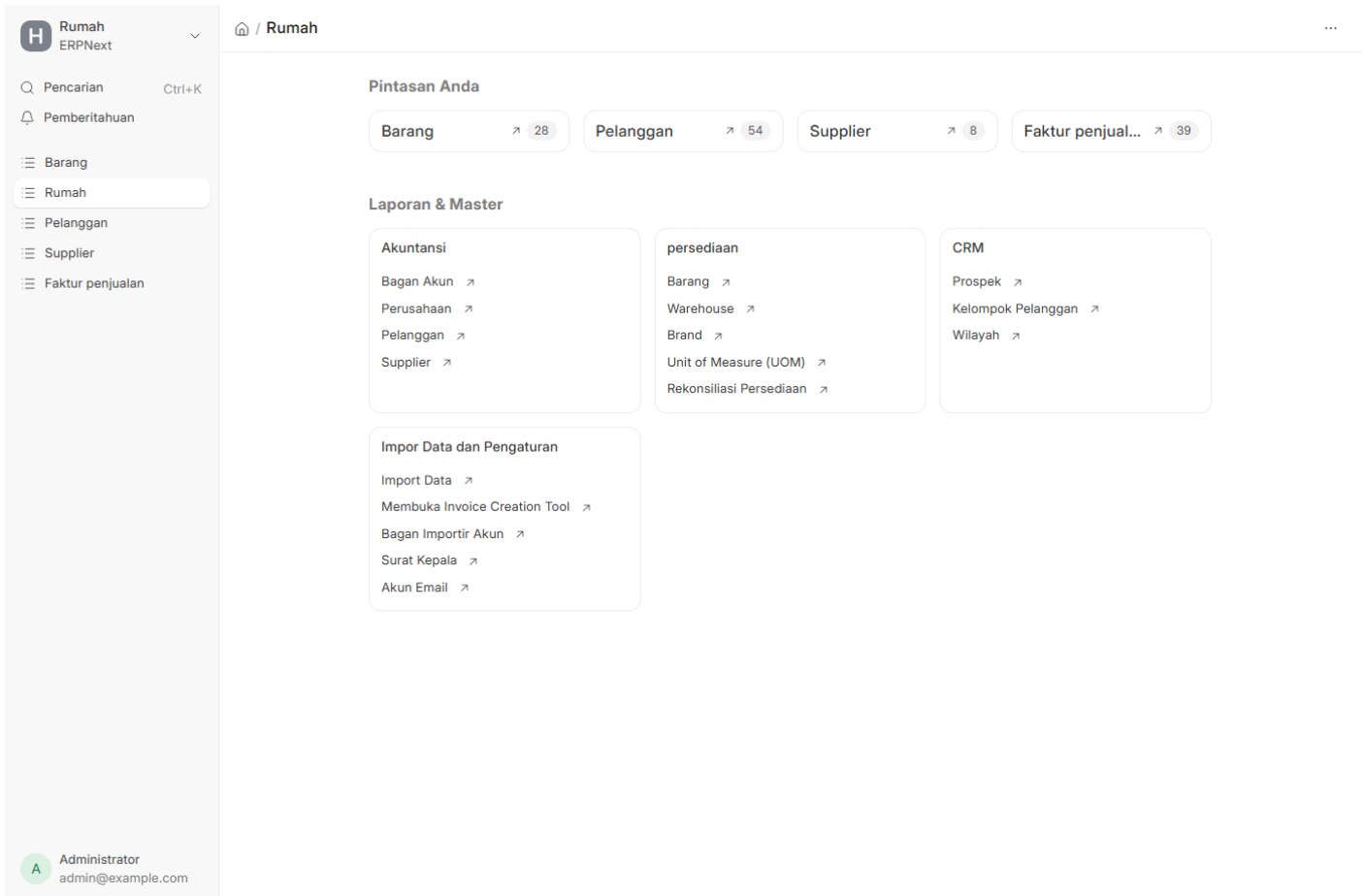


1. Login

1. Buka `https://erpnext.dev.inti.net.id/`.
2. Masukkan **email/username** dan **password** akun Anda, klik **Login**.
3. Anda masuk ke halaman **Rumah** (Home/Desk).

2. Mengenal antarmuka (Desk)

- **Sidebar kiri:** daftar workspace (Rumah, Pelanggan, Supplier, Barang, Faktur penjualan).
- **Pencarian (Ctrl+K):** cara tercepat berpindah. Ketik nama menu/dokumen, mis. `Pelanggan`, `Faktur Penjualan`, `Purchase Order`, lalu Enter.
- **List View:** daftar dokumen suatu jenis (mis. semua Pelanggan). Ada filter, kolom, dan tombol + **Tambah/New**.
- **Form View:** satu dokumen. Tombol penting di kanan atas: **Save** (Ctrl+S) lalu **Submit** untuk dokumen transaksi.



Konsep penting: Draft vs Submitted

- **Draft (docstatus 0):** dokumen masih bisa diedit, belum mempengaruhi stok/akuntansi.
- **Submitted (docstatus 1):** dokumen "dikunci", baru mempengaruhi stok & buku besar. Untuk mengubah, harus **Cancel** lalu **Amend**.
- Master data (Pelanggan, Item, dll) cukup **Save**, tidak perlu Submit.

3. Membuat Pelanggan (Customer)

1. Pencarian → ketik **Pelanggan** (Customer) → Enter, atau buka workspace **Pelanggan**.
2. Klik **+ Tambah Pelanggan** (New).
3. Isi field utama: - **Nama Pelanggan**: mis. **Budi Santoso Home Internet**. - **Jenis Pelanggan**: **Individual** (rumahan) atau **Company** (bisnis/corporate). - **Kelompok Pelanggan & Wilayah/Territory**: pilih (mis. Jakarta).
4. (Opsional) Buka tab **Contact & Address** untuk menambah PIC, telepon, email, alamat.
5. Klik **Save** (Ctrl+S).

The screenshot shows the 'Pelanggan' (Customer) form in the Penjualan ERPNext interface. The form is for 'PT ABC Digital Nusantara' and includes the following fields:

- Customer Type**: Perusahaan
- Kelompok Pelanggan**: Komersial
- Nama Pelanggan**: PT ABC Digital Nusantara
- Data INTINET**:
 - ID Pelanggan**: CUST-10001
 - ID Finance**: FIN-10001
- Daerah**: Surabaya
- Kategori**: Enterprise
- Jenis Bisnis (LKO)**: Corporate
- Nama AM**: Rina AM
- Wilayah**: Indonesia
- Defaults**:
 - Billing Currency**
 - Default Price List**

A 'Getting Started' sidebar is visible on the left, and a 'Selling Setup' progress bar is on the right, showing 6/6 steps completed.

“□□ Contoh data sudah ada: cari pelanggan seperti **PT Maju Jaya Abadi** atau **Budi Santoso** di list Pelanggan.

4. Membuat Item Paket Layanan (service / non-stok)

Paket internet bulanan & biaya jasa = **Item** non-stok.

1. Pencarian → **Barang/Item** → **+ Tambah**.

2. Isi: - **Kode Item:** mis. `PAKET-HOME-50M`. - **Nama Item:** `Internet Home 50 Mbps`. - **Kelompok Item (Item Group):** pilih kelompok layanan. - **Satuan (UOM):** `Bulan`. - **Maintain Stock / Pertahankan Stok: non-aktif** (karena layanan).
3. Tab **Penjualan:** aktifkan **Is Sales Item**, set **Akun Pendapatan** bila perlu.
4. **Save.**

persediaan ERPNext

/ persediaan / Barang / Internet Home 20 Mbps Diaktifkan

Tindakan Duplikat < > ... Simpan

Penjelasan Akuntansi UOM PPN pembelian Penjualan Kualitas Connections

Nama barang
Internet Home 20 Mbps

Item Grup *
Paket Internet

Kategori Produk INTINET

Kategori Produk ISP

Default Unit of Measure *
Bulan

☐ Dinonaktifkan

☐ Maintain Stock
ERPNext will make a stock ledger entry for each transaction of this item. Keep unchecked for non-stock or service items.

☐ Is Fixed Asset
Enable if this item is a company asset like machinery or furniture.

Item Attributes

☒ Allow Sales ☒ Allow Purchase

☐ Izinkan Barang Alternatif ☐ Is Customer Provided Item

☐ Has Variants

Over Delivery/Receipt Allowance (%)
0
Percentage by which over-delivery or over-receipt is allowed against a Sales/Purchase Order for this item. If not set, value from Stock Settings will be used.

Over Billing Allowance (%)
0
Percentage by which over-billing is allowed against a Sales/Purchase Order for this item. If not set, value from Accounts Settings will be used.

Deskripsi >

Assign +
Lampiran +
Tag +
Share +

Last Edited By You

Getting Started

Stock Setup
7/7 steps completed

100% completed Reset All

- Create Warehouses
- Create Item
- Create Purchase Receipt
- Create Transfer Entry
- Buat Catatan Pengiriman
- View Stock Balance
- Review Stock Settings

5. Membuat Item Perangkat (stok)

Perangkat (ONT, router, kabel) = **Item** stok.

1. **Barang/Item → + Tambah.**
2. Isi Kode (mis. `ONT-GPON-1GE`), Nama, Kelompok Item, Satuan (`Unit`/`Meter`).
3. **Aktifkan Maintain Stock.**
4. Tab **Pembelian:** aktifkan **Is Purchase Item**; isi harga beli bila ada.
5. Tab **Penjualan:** aktifkan **Is Sales Item** bila dijual ke pelanggan.
6. **Save.** (Stok awal diisi lewat **Stock Entry** — lihat tutorial ERPNext 3.)

persediaan

ERPNext

Pencarian

Ctrl+K

Pemberitahuan

Rumah

Dasbor

Entri Persediaan

Nota Penerimaan

Nota Pengiriman

Permintaan Material

Pilih Daftar

Tools

Pengaturan

Barang

Item Grup

Item Atribut

Brand

Warehouse

Unit of Measure (UOM)

Faktor Konversi UOM

Serial ada

No. Batch

Serial and Batch Bundle

Inventory Dimension

Aturan Pengiriman

Alternatif Barang

A

Administrator

admin@example.com

/ persediaan / Barang / ONT GPON 1GE

Diaktifkan

View

Tindakan

Duplikat

<

>

...

Simpan

Penjelasan

Akuntansi

UOM

PPN

Inventory

pembelian

Penjualan

Manufaktur

Kualitas

Connections

Nama barang

ONT GPON 1GE

Item Grup *

Perangkat ONT & Router

Kategori Produk INTINET

Kategori Produk ISP

Default Unit of Measure *

Unit

☐

Dinonaktifkan

☒

Maintain Stock

☐

Is Fixed Asset

ERPNext will make a stock ledger entry for each transaction of this item. Keep unchecked for non-stock or service items.

Enable if this item is a company asset like machinery or furniture.

Item Attributes

☒

Allow Sales

☐

Izinkan Barang Alternatif

☐

Has Variants

☒

Allow Purchase

☐

Is Customer Provided Item

Over Delivery/Receipt Allowance (%)

0

Percentage by which over-delivery or over-receipt is allowed against a Sales/Purchase Order for this item. If not set, value from Stock Settings will be used.

Over Billing Allowance (%)

0

Percentage by which over-billing is allowed against a Sales/Purchase Order for this item. If not set, value from Accounts Settings will be used.

Deskripsi >

OG

ONT GPON 1GE

ONT-GPON-1GE

Assign

+

Lampiran

+

Tag

+

Share

+

Last Edited By You

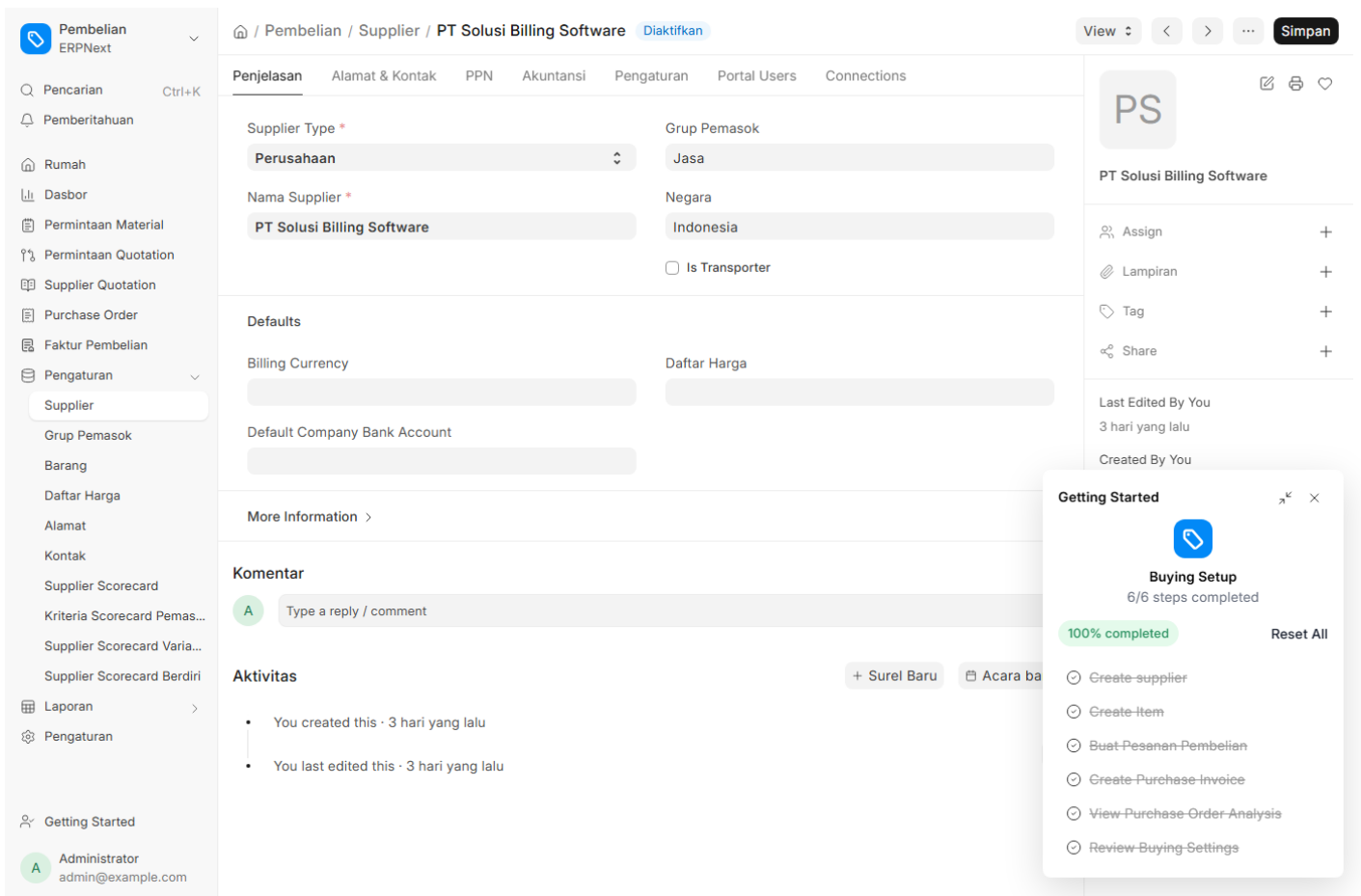
3 hari yang lalu

Created By You

3 hari yang lalu

6. Membuat Supplier/Vendor

1. Pencarian → **Supplier** → **+ Tambah**.
2. Isi **Nama Supplier**, **Grup Supplier**, jenis (Company/Individual).
3. Tambah kontak/alamat bila perlu, lalu **Save**.



7. Menetapkan Harga (Item Price / Price List)

1. Pencarian → **Daftar Harga Barang / Item Price** → + **Tambah**.
2. Pilih **Item**, **Price List** (mis. **Standard Selling** untuk harga jual / **Standard Buying** untuk harga beli), **Mata Uang** IDR, dan **Tarif/Rate**.
3. **Save**. Harga ini otomatis muncul saat membuat quotation/invoice.

PenjualanERPNext

PencarianCtrl+K

Pemberitahuan

Rumah

Dasbor

Penawaran

Order penjualan

Faktur penjualan

POS

Items & Pricing

Barang

Item Grup

Daftar Harga

Item Price

Aturan Harga

Skema Promosi

Kode Kupon

Pesanan Blanket

Pengaturan

Laporan

Pengaturan

Administratoradmin@example.com

/ Penjualan / Item Price / Internet Business 100 Mbps

<

>

...

Simpan

Kode Item *INET-BIZ-100

Nama barangInternet Business 100 Mbps

UOM *Bulan

Packing Unit0

Quantity that must be bought or sold per UOM

Daftar Harga

Daftar Harga *Daftar Harga Promo

Pelanggan

No. Batch

Mata uangIDR

Harga *1.125.000

Valid From07/06/2026

Valid Up To

Lead Time in days0

Catatan

Internet Business 100 ...db7erc66n0

Assign+

Lampiran+

Tag+

Share+

Last Edited By You3 hari yang lalu

Created By You3 hari yang lalu

➔ Lanjut ke ERPNext 2 — Penjualan & Langganan Bulanan.

Revision #2

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