

Part 1: Basic Introduction

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Welcome to Kokola ERP

Purpose of this Guide

Welcome to the Kokola Group Enterprise Resource Planning (ERP) system. This system integrates all of the company's business activities, from sales, purchasing, and production to finance, into a single, unified platform.

The purpose of this guide is to serve as your primary reference for performing daily tasks using the ERP application. This guide is designed to be easy to follow, even for new users.

How to Use this Guide

The best way to use this guide is to look for the business process flow that matches your task, rather than searching by module name. For example, if you want to create an invoice for a customer, look for "Chapter 3: Sales Process Flow" and find the section on "Creating an Invoice," rather than searching for the "Sales Module".

General Interface & Basic Navigation

After logging in, you will see the main dashboard, which contains menus on the left side of the screen. Each menu represents a business module. You will only see the modules that correspond to the access rights (authorization) granted by the **Management Information System (MIS)** department.

Departments and Their Roles in the ERP

Each department has specific roles and responsibilities within the ERP system. The following table summarizes the main tasks for each department

Matrix of Module Responsibilities per Department

Departemen	Modul dalam ERP	Tugas dan Tanggung Jawab
Accounting	General Ledger, Fixed	Manages the chart of accounts (COA), general journals, asset depreciation, and the financial closing process.
Finance	Accounts Receivable, Account Payable, Finance	Manages customer payments, vendor payments, and bank reconciliations.
Tax and Bea	Accounts Receivable, Inventory	Manages output and input tax invoices, as well as reporting for Bonded Zones.
Sales Local & IB	CRM, Sales	Manages customer data, creates quotations, sales orders, and monitors sales targets.

Procurement	Purchasing	Executes the procurement process, from purchase requests and purchase orders to supplier evaluations.
Warehouse	Inventory	Manages goods receipts, delivery orders, stock-taking, and inventory transfers between warehouses.
Production Planning	Production	Plans production schedules, calculates material requirements (MRP), and issues Work Orders..
GMP Operation	Production	Executes work orders, records raw material requests, and reports factory activities.
Quality Assurance	Quality Control	Performs quality checks on incoming and outgoing goods.
RND	Production	Designs and manages the Bill of Materials (BOM).
MIS	Settings	Manages user authorization and access rights, as well as other system settings.