

RESTAURANT OPERATIONS

Cashier App Staff Guide

A detailed, step-by-step guide for every role — what each screen does, what to tap, and what to do when something goes wrong. English on the left, Bahasa Indonesia on the right. Match your screen to the pictures.

🇬🇧 Every action is written in English **and** 🇮🇩 in Bahasa Indonesia. Change the app language any time with the flag button on screen. Ganti bahasa kapan saja dengan tombol bendera di layar.

 **Cashier**

 **Purchaser**

 **Cook**

 **Safe Admin**

 **Manager**

 **Admin Panel**

💡 **Practice first.** Every venue has a  **TEST — Training** account with a ready demo shift. Log in as Cashier **PIN 1111** and try the whole flow before doing it for real. Latihan dulu di akun **TEST** (PIN 1111) sebelum melakukannya sungguhan.



How the app works

Read this first · Baca ini dulu

This app connects the restaurant floor to **iiko / Syrve** (the accounting system). It reads your receipt photos, checks your numbers against iiko, and sends the daily report automatically. Here is what it does for you — so the steps later make sense. *Aplikasi ini menghubungkan restoran dengan iiko/Syrve. Ia membaca foto struk, mencocokkan angka dengan iiko, dan mengirim laporan otomatis.*

It reads the photo for you

Photograph an invoice and the app auto-detects the **amount** and **supplier**. You just check and save — you don't type them. *Foto invoice → jumlah & pemasok terbaca otomatis. Anda tinggal periksa & simpan.*

Starting cash is automatic

You never type the opening float. It syncs from the iiko cash deposit. Make the deposit in iiko, then tap . *Kas awal tidak diketik — diambil dari setoran iiko. Setor di iiko lalu tekan .*

It checks you against "Report 48"

When closing, you compare each revenue line to Syrve **Report 48** and confirm with ✓. This keeps the money honest. *Saat menutup, bandingkan tiap baris dengan **Laporan 48** di Syrve, lalu tekan ✓.*

It matches the EDC machine

Type the card & QRIS totals from the settlement slip; the app flags any number that doesn't match iiko. *Ketik total kartu & QRIS dari struk settlement; aplikasi menandai yang tidak cocok dengan iiko.*

It sends the report by itself

When you close the shift, the full report + all photos go to the manager's Telegram automatically. You can also send to WhatsApp or save a PDF. *Saat tutup shift, laporan & semua foto terkirim ke Telegram otomatis. Bisa juga WhatsApp / PDF.*

It won't lose your work

The close screen saves as you go — if the phone reloads mid-close, your data is still there. *Layar tutup shift menyimpan otomatis — jika HP restart, data tetap ada.*

It learns products (admin)

Once a manager matches an invoice item to an iiko product, the app remembers it forever and matches it by itself next time. *Setelah manajer mencocokkan produk sekali, aplikasi mengingatnya selamanya.*

One tool, five roles

Your PIN decides your screen: Cashier, Purchaser, Cook, Safe Admin, or Manager. Same app, different job. *PIN menentukan layar Anda: Kasir, Pembeli, Juru Masak, Brankas, atau Manajer.*

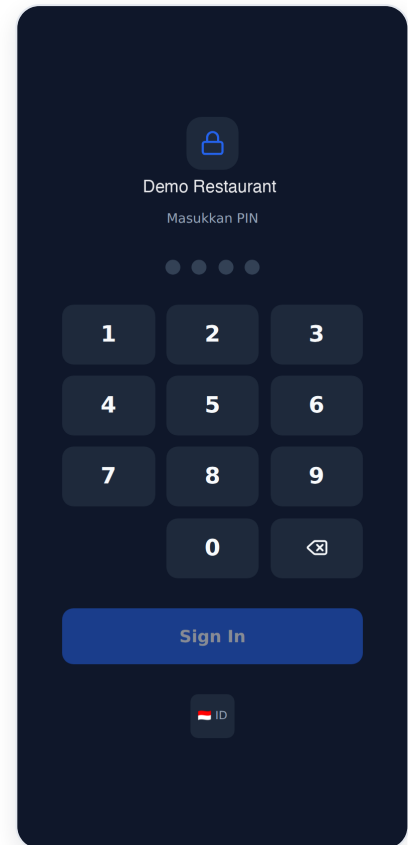
The golden rule · Aturan emas Photos must be **clear and flat** — the app reads numbers from them. A blurry photo = wrong numbers. *Foto harus jelas & rata — aplikasi membaca angka darinya. Foto buram = angka salah.*

ENGLISH	 BAHASA INDONESIA
1 Open the app link for your restaurant, then Add to Home Screen so it opens like an app.	Buka tautan aplikasi restoran Anda, lalu Tambah ke Layar Utama .
2 Type your PIN (4–6 digits). Sign In lights up after 4 digits.	Ketik PIN Anda (4–6 angka). Tombol Masuk aktif setelah 4 angka.
3 The app opens your screen by itself, based on your PIN.	Aplikasi membuka layar Anda secara otomatis, sesuai PIN.

Your PIN = who you are. There is no username. Cashier → cashier dashboard, Cook → cook menu, Safe → safe screen, Manager → a **Choose Mode** menu (Cashier / Cook / Safe / Admin Panel). *PIN = identitas Anda. Kasir → dasbor kasir, Juru Masak → menu masak, Brankas → layar brankas, Manajer → menu Pilih Mode.*

Rules · Aturan

- Never share your PIN. It is your name and your responsibility. *Jangan bagikan PIN Anda — itu identitas & tanggung jawab Anda.*
- **5 wrong tries** locks login for up to 15 minutes — don't guess. *5 kali salah* mengunci login hingga 15 menit — jangan menebak.
- **One open shift per venue.** If a shift is already open, close it first. *Satu shift terbuka per tempat.* Jika sudah ada, tutup dulu.

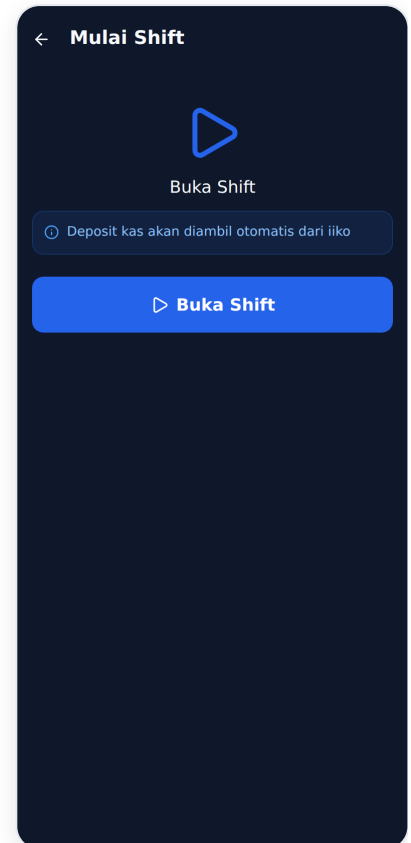


PIN login · Masuk PIN

1.1 Start your shift · Mulai shift

ENGLISH	BAHASA INDONESIA
1 Home screen says " No open shift " → tap Start Shift .	Layar utama " Belum ada shift " → tekan Mulai Shift .
2 The starting cash comes from the iiko deposit automatically — you don't type it .	Kas awal diambil dari setoran iiko otomatis — tidak diketik .
3 Tap the big Open Shift button.	Tekan tombol besar Buka Shift .

If cash-at-start shows ⚠️ 0 · Jika kas awal ⚠️ 0 the deposit isn't in iiko yet. Make the deposit in iiko, then tap 🔄 to re-sync. Setoran belum masuk iiko. Setor di iiko lalu tekan 🔄.

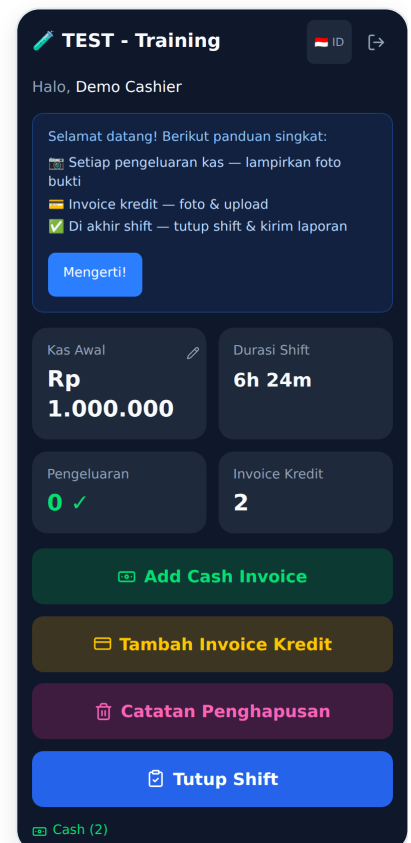


Start shift · Mulai shift

1.2 Your dashboard · Dasbor Anda

Your home base during the shift. Top to bottom:

- **Cash at Start** — opening float (auto). The pencil edits it only if the manager says so. **Kas Awal** — otomatis. Pensil hanya jika manajer minta.
- **Shift Timer / Expenses / Credit Invoices** — live counters. Timer shift / Pengeluaran / Invoice Kredit — penghitung langsung.
- **Yellow "Attach receipt photo (N)"** — cash expenses from iiko that still need a photo → tap 📷 Tap → "✓ Photo saved". Kuning = pengeluaran yang butuh foto → tekan 📷.
- **Cash / Credit receipts** — the invoices you already added (thumbnails). Invoice yang sudah ditambahkan (gambar kecil).
- Buttons: **Add Credit Invoice**, **Write-off Record**, **Close Shift**. Tombol: Tambah Invoice Kredit, Penghapusan, Tutup Shift.



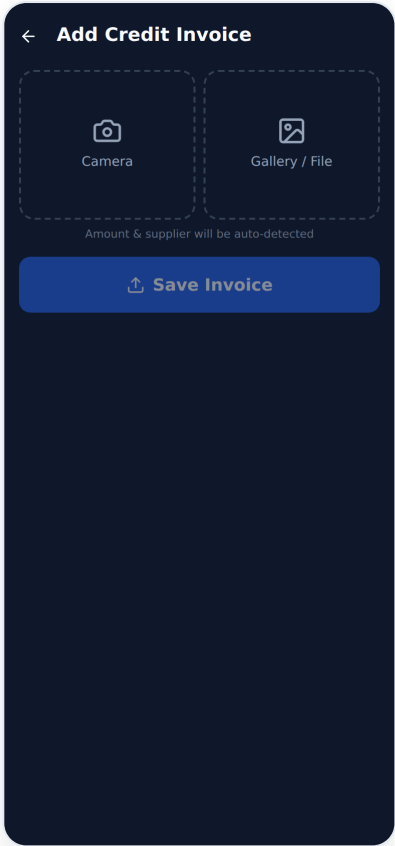
Cashier dashboard · Dasbor kasir

1.3 Add an invoice · Tambah invoice

ENGLISH	BAHASA INDONESIA
1 Tap Add Cash Invoice (paid now) or Add Credit Invoice (pay later).	Tekan Tambah Invoice Cash (bayar sekarang) atau Invoice Kredit (bayar nanti).
2 Choose Camera or Gallery / File and take/pick the photo.	Pilih Kamera atau Galeri / File , ambil/pilih foto.
3 Wait for " Recognizing... " — the app shows the detected {supplier} — Rp {amount}.	Tunggu " Recognizing... " — muncul {pemasok} — Rp {jumlah} yang terbaca.
4 Check it's right, then tap Save Invoice .	Periksa benar, lalu tekan Simpan Invoice .

Rules · Aturan

- One photo = one invoice; keep it flat & clear so numbers are readable. *Satu foto = satu invoice; rata & jelas agar angka terbaca.*
- Add **every** paper bill — cash and credit. *Tambahkan **setiap** nota — cash & kredit.*



Add invoice · Tambah invoice

Tap **Close Shift** · **Tutup Shift** on the dashboard. There are **6 steps** — a progress bar at the top shows where you are (💰 → 📷 → 📄 → 🏧 → ✅). The app saves as you go, so you can't lose your work. Finish each step, then send the report. *Ada 6 langkah dengan bar kemajuan di atas. Data tersimpan otomatis.*

STEP · LANGKAH	ENGLISH	🇮🇩 BAHASA INDONESIA
1. Revenue <i>Pendapatan</i>	Sales are pre-loaded from iiko, grouped by type (Cash, Card, QR, Delivery). Open Report 48 in Syrve and compare. If a line matches, tap the green ✓; if it's wrong, edit the number first. Every line with money must be confirmed.	Penjualan sudah dimuat dari iiko per jenis. Buka Laporan 48 di Syrve dan bandingkan. Cocok → tekan ✓; salah → perbaiki dulu. Semua baris berisi uang harus dikonfirmasi.
2. Cash expenses <i>Pengeluaran Kas</i>	Money paid out of the till in cash. Each needs a receipt photo (tap the yellow button) — or tick "No receipt" if there truly isn't one. Scroll to the bottom to unlock Next . (Often empty — then just tap Next.)	Uang keluar dari laci tunai. Tiap butuh foto struk — atau centang "No receipt" . Gulir sampai bawah agar tombol Lanjut aktif. (Sering kosong — langsung Lanjut.)
3. Credit invoices <i>Invoice kredit</i>	All credit / transfer bills uploaded today. Each must have supplier, amount, and photo . A yellow card means data is missing — tap "Tap to fill" . Scroll through all of them to unlock Next.	Semua nota kredit/transfer hari ini. Tiap harus punya pemasok, jumlah, foto . Kartu kuning = data kurang — tekan "Tap to fill" . Gulir semua agar Lanjut aktif.
4. Cash count <i>Hitung kas</i>	The app shows Start + Sales – Expenses – Collected to Envelope = Expected . Count the real cash in the drawer now and type it in "Real cash" . The Difference should be Rp 0 .	Aplikasi menghitung Awal + Penjualan – Pengeluaran – Diambil ke Amplop = Perkiraan . Hitung uang asli sekarang , ketik di "Kas Sebenarnya" . Selisih harus Rp 0 .
5. EDC / card <i>Mesin EDC</i>	Run settlement on the card machine. Photograph the slip , then type the CARD and QR totals. The app shows ✅ if they match iiko, or ⚠️ with the difference. If a terminal wasn't used, tick "Not used" .	Lakukan settlement di mesin. Foto struk , lalu ketik total KARTU & QR . Aplikasi tampilkan ✅ jika cocok, atau ⚠️ selisihnya. Terminal tak dipakai → centang "Not used" .
6. Summary <i>Ringkasan</i>	If everything is green, the Close Shift button is active. If not, the app lists what to fix — tap the item to jump back. Then close and send.	Jika semua hijau, tombol Tutup Shift aktif. Jika tidak, aplikasi menampilkan yang perlu diperbaiki — tekan untuk kembali. Lalu tutup & kirim.

The app will NOT let you close until · Aplikasi tidak akan menutup sampai:

- every revenue line is confirmed with ✓; *tiap baris pendapatan dikonfirmasi ✓*;
- every cash expense has a **photo** or is marked **"No receipt"**; *tiap pengeluaran punya foto atau ditandai "No receipt"*;
- no invoice is missing its **amount / supplier**; *tidak ada invoice tanpa jumlah/pemasok*;
- the **EDC settlement photo** is attached; *ada foto settlement EDC*;
- if cash **doesn't match**, you write a **comment** explaining why. *jika kas tidak cocok, tulis komentar alasannya.*

The 6 close screens — in order · 6 layar penutupan — berurutan

A **real close** from start to finish (test data). Your screen should look the same at each step. Penutupan **nyata** dari awal sampai akhir. Layar Anda harus sama di tiap langkah.

←

Tutup Shift

ID

👤

📄

💳

ATM

🏠

✅

Langkah 1 — Pendapatan per Jenis Pembayaran

📄 Buka Laporan 48 di Syrve — bandingkan pendapatan dengan data yang ditampilkan di sini.

✅ Jika angka cocok — tekan ✓ di sebelah kanan setiap baris.

⚠️ Jika ada perbedaan — ubah angka secara manual sebelum konfirmasi.

✓ Tekan ✓ untuk konfirmasi setiap baris

Tekan ✓ untuk konfirmasi setiap baris

CASH

Cash

3 850 000

✕

BANK / CARD

QRIS

2 100 000

✕

Card

4 500 000

✕

Bank Transfer

1 · Revenue — tap ✓ each line
Pendapatan — tekan ✓ tiap baris

←

Tutup Shift

ID

👤

📄

💳

ATM

🏠

✅

Langkah 2 — Pengeluaran Kas

📄 Periksa semua invoice yang dibayar TUNAI dari kasir.

📄 Lampirkan foto struk untuk setiap pengeluaran (tekan tombol kuning).

⚠️ Jika invoice kurang atau ada duplikat — perbaiki sebelum lanjut.

✕ Jika tidak ada struk — centang "No receipt".

Pengeluaran dari iiko

0 — Rp 0

📄

Tidak ada pengeluaran hari ini

← Kembali

Lanjut →

2 · Cash expenses — none today, tap Continue
Pengeluaran Kas — tidak ada, tekan Lanjut

←

Tutup Shift

ID

👤

📄

💳

ATM

🏠

✅

Langkah 3 — Invoice Kredit

📄 Periksa semua invoice KREDIT/TRANSFER yang diunggah hari ini.

📄 Pastikan setiap invoice memiliki: nama supplier, jumlah, dan foto.

⚠️ Jika invoice kurang atau ada duplikat — perbaiki sebelum lanjut.

📄 Jika foto belum ada — tekan "Tap to fill" untuk melengkapi.

Invoice Kredit

2 — Rp 2.860.000

📄

SUPPLIER F, PT

Rp 1.190.000

✎

3 · Credit invoices — check every bill
Invoice Kredit — periksa semua nota

Ringkasan Kas

💰 Hitung semua uang tunai yang ada di kasir SEKARANG.
 📄 Masukkan jumlah sebenarnya di kolom "Kas Sebenarnya".
 ⚠️ Jika ada selisih, Anda harus menulis komentar alasannya.

Kas Awal	Rp 1.000.000
Penjualan Tunai	Rp 3.850.000
Pengeluaran (0)	- Rp 0

Diambil ke Amplop

3 850 000

Kas yang Diharapkan Rp 1.000.000

Kas Sebenarnya di Kasir

1 000 000

Hitung uang di kasir sekarang

Selisih Rp 0

← Kembali Lanjut →

4 · Count cash — Difference = Rp 0
 Hitung Kas — Selisih = Rp 0

Tutup Shift

Settlement EDC

🏪 Lakukan settlement di mesin EDC.
 📄 Tekan tombol kuning untuk memfoto struk settlement.
 📄 Salin angka BANK (kartu) dan QR dari struk ke kolom yang tersedia.
 ⚠️ Angka harus cocok dengan data di iiko.

EDC Terminal

📄 Settlement

4 500 000

2 100 000

TOTAL vs iiko

CARD: Rp 4.500.000 iiko: Rp 4.500.000 ✓
 QR: Rp 2.100.000 iiko: Rp 2.100.000 ✓

← Kembali Lanjut →

5 · EDC — type card + QR, attach photo
 EDC — ketik kartu + QR, lampirkan foto

Tutup Shift

Ringkasan Akhir

✓ Semua data lengkap dan tidak ada kesalahan. Anda bisa menekan "Tutup Shift" untuk menyelesaikan shift Anda.

Total Pendapatan	Rp 11.650.000
Kas Awal	Rp 1.000.000
Penjualan Tunai	Rp 3.850.000
Pengeluaran	- Rp 0
Diambil ke Amplop	- Rp 3.850.000
Kas yang Diharapkan	Rp 1.000.000
Kas Sebenarnya di Kasir	Rp 1.000.000
Selisih	Rp 0

EDC Card	Rp 4.500.000 ✓
EDC QR	Rp 2.100.000 ✓
Invoice	4 (2 cash / 2 credit)

← Kembali Tutup Shift

6 · Summary all green → Tutup Shift
 Ringkasan semua hijau → Tutup Shift

After you close — send the report · Setelah tutup — kirim laporan

You see "Shift closed successfully" with a green check, and the full report. The report is **already sent to the manager's Telegram automatically** (with all photos). You can also:

- **Send Report to WhatsApp** — opens WhatsApp with the report + photos. Membuka WhatsApp dengan laporan + foto.
- **Copy Report** — copies the text to paste anywhere. Menyalin teks laporan.
- **Download PDF** — saves a PDF copy. Menyimpan salinan PDF.
- **Back to Dashboard** when done. Kembali ke Dasbor jika selesai.

Golden rule · Aturan emas Close the shift **before you go home**, and add every invoice & settlement photo **before** closing — you cannot add them after. *Tutup shift **sebelum pulang**; tambahkan semua invoice & foto **sebelum** menutup — tidak bisa setelahnya.*

Shift Ditutup

✓

Shift berhasil ditutup!

CASHIER SHIFT REPORT
 📄 TEST - Training*
 📅 04/07/2026 👤 Demo Cashier

💰 *REVENUE*

Cash	3 850 000
QRIS	2 100 000
Card	4 500 000
Bank Transfer	1 200 000
TOTAL	11 650 000

🏪 *CASH*

Start	1 000 000
+ Sales	3 850 000
- Expenses	0
- Collected	3 850 000
Expected	1 000 000
Actual	1 000 000

✓ No discrepancy

📄 *INVOICES*

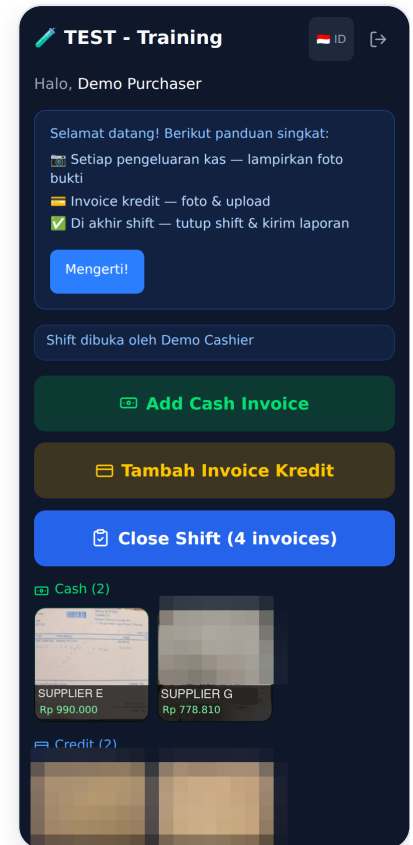
--- Cash (2) ---	
SUPPLIER E	990 000
SUPPLIER G	778 810
Total cash	1 768 810
--- Credit (2) ---	

Final report · Laporan akhir

ENGLISH	BAHASA INDONESIA
1 Log in with your PIN → an invoice-only dashboard (no cash or revenue cards).	Masuk dengan PIN → dasbor khusus invoice (tanpa kartu kas).
2 Use Add Cash / Credit Invoice exactly like the cashier (1.3): Camera or Gallery → Save .	Gunakan Tambah Invoice persis seperti kasir (1.3): Kamera/Galeri → Simpan .
3 At the end tap Close Shift (N invoices) — a short one-tap close, no cash count.	Di akhir tekan Close Shift (N invoices) — tutup satu-ketuk, tanpa hitung kas.

Rules • Aturan

- Upload the invoice the **same day** you receive the goods. *Unggah invoice di **hari yang sama** barang diterima.*
- Clear, flat photos — the app reads the supplier & amount from the picture. *Foto jelas & rata — aplikasi membaca pemasok & jumlah dari gambar.*

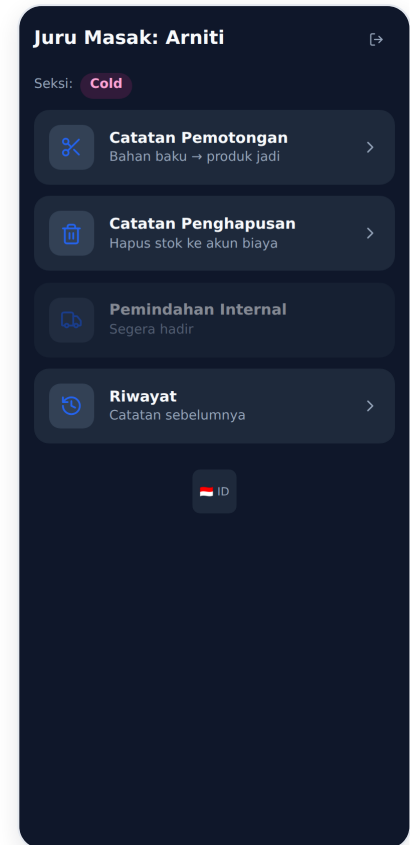


Purchaser dashboard • Dasbor pembeli

Your screen shows your **Section** (Pass, Grill, Cold...). Layar menampilkan **Seksi** Anda.

3.1 Write-off note · Catatan Penghapusan

ENGLISH	 BAHASA INDONESIA
1 Tap Write-off note .	Tekan Catatan Penghapusan .
2 Pick the date and the storage .	Pilih tanggal dan gudang .
3 Add each product : type weight/qty + a photo .	Tambah tiap produk : ketik berat/jumlah + foto .
4 Tap Publish .	Tekan Terbitkan .



Cook menu · Menu juru masak

Units — the #1 mistake · Satuan — kesalahan #1 Almost every error is **grams typed as kilograms**. Always enter **kg / L**, never grams.

- **Write-off is a hard block:** weight max **10 kg/L**, portions max **15**. Over that, the box turns red and you **cannot publish** — the message says you may be entering grams. Fix it (type **1.5**, not **1500**). **Penghapusan diblokir keras:** berat max 10, porsi max 15. Lebih dari itu tidak bisa terbit — perbaiki (ketik **1.5**, bukan **1500**).
- **Apportion (butchering) gives a warning:** a weight over **50 kg** asks "You probably entered grams instead of kilograms. Are you sure?" — cancel and fix unless it's really that big. **Pemotongan memberi peringatan:** berat > 50 kg menanya "grams?" — batalkan & perbaiki.
- If total output > input, you'll see "⚠️ **Output exceeds input — recheck weights.**" Jika total hasil > bahan: "⚠️ **hasil melebihi bahan — cek ulang.**"

Penghapusan

DRAF (2)

2.31 WRIGHT-OFF. Spoiled

2026-07-02 · 1 item

2.31 WRIGHT-OFF. Spoiled

2026-06-30 · 1 item

Tanggal dokumen

07/02/2026

Gudang penghapusan

Kitchen Storage

Cold

Alasan penghapusan

Q Cari akun...

ITEM (0)

Q Cari produk (min. 2 huruf)

KOMENTAR (OPSIONAL)

Mis. produk rusak / kedaluwarsa

Simpan draf

Hapus Stok

Write-off Record · Penghapusan

Catatan Pemotongan

p beef altair thick skirt wg grass fed

→ a/p wagyu thick skirt CLEAN, p beef fat a...

p beef tenderloin fr | NOLAN

→ a/p beef tenderloin (for carpaccio), p bee...

p fish FRESH | NEW

→ a/p all fish (for sauteed fish), a/p all fish (...)

p prawn tiger 10-12

→ a/p all prawns CLEAN, a/p all prawn head...

p prawn vaname 25

→ a/p vannamei 15/20 CLEAN, a/p prawn h...

p sea bream whole

→ a/p sea bream fillet (for sauteed fish), a/...

p snapper white whole

→ a/p white snapper fillet CLEAN, a/p white...

p steak rib eye (prime rib)

→ a/p wagyu rib eye CLEAN (1port = 250gr...

Apportion / Butchering · Pemotongan

3.2 Apportion / Butchering · Pemotongan (satu bahan → beberapa hasil)

Use this when you cut one raw item into several products (e.g. whole fish → fillet + bones + trim). Saat memotong satu bahan mentah menjadi beberapa produk.

ENGLISH	BAHASA INDONESIA
1 Tap Apportion Record and choose the recipe (input → outputs). No recipe? Ask your manager to add it.	Tekan Apportion Record , pilih resep . Belum ada? Minta manajer.
2 Pick the Storage , enter Received (raw) weight, then the real output weight for each product.	Pilih Gudang , isi berat bahan , lalu berat hasil asli tiap produk.
3 Tap Publish Record . Success shows " Record sent to iiko · Document No. "	Tekan Terbitkan . Sukses: " Terkirim ke iiko · No. Dokumen ".

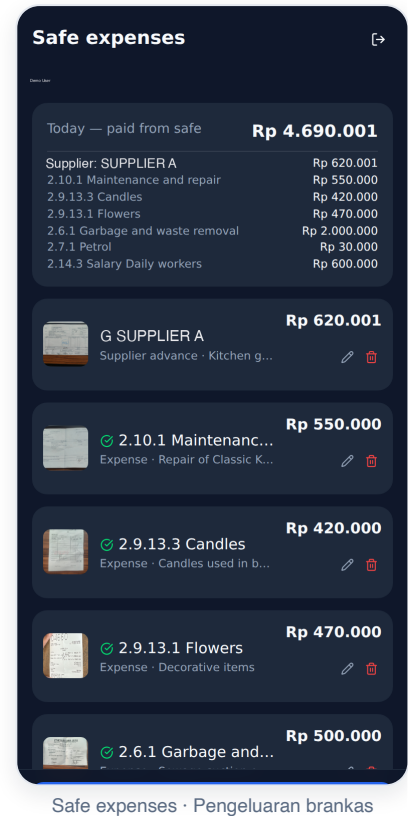
If iiko rejects it · Jika iiko menolak you'll see "**Record saved, but iiko rejected it**" with a **Retry** button. Your data is safe — tap **Retry**, and if it still fails, tell the manager (they can re-send from the admin panel). Muncul "**Tersimpan, tapi iiko menolak**" + tombol **Retry**. Data aman — coba **Retry**; jika gagal terus, beri tahu manajer. Use **History** to check a record reached iiko. Pakai **Riwayat** untuk mengecek.

Money from the **office safe**, not the cashier drawer. Every payment needs a photo. Uang dari **brankas kantor**, bukan laci kasir.

ENGLISH	BAHASA INDONESIA
1 Tap Paid from safe .	Tekan Bayar dari brankas .
2 Choose Expense (pick the account, e.g. Petrol) or Supplier payment .	Pilih Pengeluaran (pilih akun, mis. Bensin) atau Pembayaran pemasok .
3 Type the amount and a short comment .	Ketik jumlah dan komentar singkat.
4 Attach the receipt photo — Camera or Gallery (required).	Lampirkan foto struk — Kamera/Galeri (wajib).
5 Tap Pay from safe .	Tekan Bayar dari brankas .

Rules · Aturan

- The **receipt photo is required** — the **Pay from safe** button stays grey until amount + account/supplier + photo are all filled. **Foto wajib** — *tombol abu-abu sampai jumlah + akun/pemasok + foto terisi.*
- Supplier not in the list? You'll see **"Not found. Add the supplier in iiko back-office, then it appears here."** — ask the manager. *Pemasok tak ada? Minta manajer menambah di iiko back-office.*
- You can **edit/delete only today's** entries; older ones say **"Only today's expenses can be changed."** Hanya entri **hari ini** yang bisa diubah/hapus.
- Posts to iiko instantly and shows in the cashier's daily report as **"PAID FROM SAFE"**. *Langsung ke iiko & muncul di laporan kasir sebagai "PAID FROM SAFE".*



SUPPLIER A

Paid from safe

×

Expense

Supplier payment

Amount (Rp)

0

Q

Search expense account...

Comment

Receipt photo (required)

Camera

Gallery

Pay from safe



✓ 2.6.1 Garbage and...

Expense · Sewage suction o...

✎

🗑



Rp 500.000

Expense · Pengeluaran

SUPPLIER A

Paid from safe

×

Expense

Supplier payment

Amount (Rp)

0

Q

Search supplier...

Comment

Receipt photo (required)

Camera

Gallery

Pay from safe



✓ 2.6.1 Garbage and...

Expense · Sewage suction o...

✎

🗑



Rp 500.000

Supplier · Pemasok

After PIN login, choose **Admin Panel**. The bottom bar has all sections: **Overview** · **Venues** · **Invoices** · **Bulk** · **Employees** · **Recipes** · **Butchering** · **Write-offs** · **WO Report** · **History** · **Memory** · **Events**.

5.1 Accept invoices & send to iiko · Terima invoice & kirim ke iiko

ENGLISH	BAHASA INDONESIA
1 Open Invoices , switch to Review (top-right). Photo on the left, read items on the right.	Buka Invoices , pilih Review (kanan atas). Foto di kiri, item di kanan.
2 Set the supplier and warehouse . Use Split if goods go to 2 warehouses.	Atur pemasok dan gudang . Pakai Split jika ke 2 gudang.
3 Green ✓ = matched. Yellow " Match product →" = not matched: tap it, pick the product.	✓ hijau = cocok. Kuning " Match product →" = belum: tekan, pilih produk.
4 Check qty / unit / price. Blurry photo? Tap Re-scan OCR .	Periksa jumlah / satuan / harga. Foto buram? Tekan Re-scan OCR .
5 When all matched, tap Send to iiko (below the items).	Setelah semua cocok, tekan Send to iiko (di bawah item).
6 Use the < > arrows for the next invoice.	Pakai panah < > untuk invoice berikutnya.

The screenshot shows the 'Admin Panel' interface for reviewing invoices. At the top, there's a navigation bar with 'Invoices 138', 'All Venues', and 'All'. Below this, a date range '03/2026' to '07/04/2026' is displayed. The main content area shows a photo of a handwritten invoice from 'CREDIT Demo Restaurant'. The invoice has a table with columns 'BANYAKNYA', 'NAMA BARANG', and 'HARGI'. The items listed are: 500 Shitaw (130.000), 1 Pasa corn (60.000), 1 Pasa corn (50.000), 395 Pancey (18.000), 2,160 Corro (350.000), 1 Baby corn (60.000), 2 Gula (30.000), 2 Ubi jalar (20.000), 3 Shrimp (20.000), 3 Tim (1800.000), 1,5 Ayam (350.000), 2 Baby corn (20.000), and 3 Nanas Surprise (450.000). The total is 18.000. The interface also shows a 'Re-scan OCR' button and a 'Needs matching' warning. The bottom bar contains icons for Overview, Venues, Invoices, Bulk, Employees, Recipes, Butchering, Write-offs, WO Report, History, Memory, and Events.

Invoices → Review: photo, auto-read items, "Match product →", warehouse, Split

5.2 Memory (product matching) · Memori (pencocokan produk)

The app **remembers** which supplier text = which iiko product. Match a product once, and next time it matches by itself. Aplikasi **mengingat** teks pemasok = produk iiko. Cocokkan sekali, berikutnya otomatis.

- Open **Memory** to see & fix saved matches. Buka **Memory** untuk lihat & perbaiki.
- Fix a **wrong** match once — it applies from then on. Perbaiki yang salah sekali — berlaku selanjutnya.
- **Recipes** = butchering recipes. **Write-off accounts** = expense account for write-offs. Recipes = resep pemotongan. Write-off accounts = akun biaya.

Admin Panel

Demo Admin
Superadmin

←

Product Memory

Каждый продукт — несколько OCR-вариантов, склад и фасовка. 🗑️ = ручная правка, навсегда. Авто-правки система может переписать.

All Venues

Q

Search aliases...

↻

🔑

Total aliases learned

500

Locked (manual)

382

Demo

SUPPLIER H

p potatoes

Kitchen Storage unit: kg

🗑️ "potato"

+ variant

x21

p baby cucumber

Kitchen Storage unit: kg

🗑️ "cucumber"

+ variant

x20

p tomatoes cherry red

Kitchen Storage unit: kg

🗑️ "red chili"

+ variant

x11

p lettuce romaine baby

Kitchen Storage unit: kg

🗑️ "red bell pepper"

+ variant

x11

p vegetable mint leaf both

+ variant

Overview

Venues

Invoices

Bulk

Employees

Recipes

Butchering

Write-offs

WO Report

History

Memory

Events

Memory — saved product matches (grouped by venue; 🔒 locked = manual, kept forever)

5.3 Other admin sections · Bagian admin lain

- **Employees** — add staff, set **role** + **PIN**. Tambah staf, atur peran + PIN.
- **Venues** — per-venue settings; turn on **Safe Admin** + pick the Safe account; allowed write-off warehouses. Pengaturan per-tempat.
- **Shifts** — see shifts; re-send a report; fix a stuck shift. Lihat shift; kirim ulang laporan.
- **WO Report** — write-offs by section & cook; export CSV / JSON. Laporan penghapusan; ekspor CSV/JSON.
- **Matching-stats / Events** — matching quality; error log. Statistik pencocokan; log error.

Invoices 158

All Venues

All

Supplier...

07/03/2026

07/04/2026

Grid

Review



SUPPLIER G

TEST - Training - cash - Rp 778.810
by Demo Cashier - 05/07/2026

New



SUPPLIER E

TEST - Training - cash - Rp 990.000
by Demo Cashier - 05/07/2026

New



SUPPLIER D

TEST - Training - credit - Rp 1.670.000
by Demo Cashier - 05/07/2026

New



SUPPLIER F, PT

TEST - Training - credit - Rp 1.190.000
by Demo Cashier - 05/07/2026

New



SUPPLIER B

Demo Restaurant - cash - Rp 15.000
by Demo User - 05/07/2026

Match



SUPPLIER C

Demo Restaurant - cash - Rp 177.000
by Demo User - 05/07/2026

Match

Overview

Venues

Invoices

Bulk

Employees

Recipes

Butchering

Write-offs

WO Report

History

Memory

Events

Invoices — Grid view: venue / status / supplier filters, per-invoice Match badge

Admin Panel				
Write-off report				
2026-07				
All venues				
All sections				
CSV JSON				
	acts	lines	cooks	total cost
	37	40		—
WFO				
	acts	lines	cooks	products
	19	19	4	11
Top cook: Valerie (6 lines, 6 acts) TOP PRODUCTS PITA BREAD s/f yogurt flatbread p broccoli FLATBREAD BROCCOLI				
				20 serv
				4.518 kg
				3.2 kg
				2 serv
				2 serv
Cold				
	acts	lines	cooks	products
	7	10	2	7
Top cook: Ayu (7 lines, 4 acts) TOP PRODUCTS c/f watermelon rind				
				9.441 kg
				0.415 kg
Pastry				
	acts	lines	cooks	products
	7	7	2	6
Top cook: Halimah (5 lines, 5 acts) TOP PRODUCTS s/f mango-passion sorbet SOFT COOKIE s/f buttermilk bread s/f caramelized phyllo s/f cinnamon ice cream				
				2 kg
				1 serv
				0.8 kg
				0.525 kg
				0.328 kg
Grill				
	acts	lines	cooks	products
	2	2	1	2
Top cook: Yogi (2 lines, 2 acts) TOP PRODUCTS Grilled Prawns CHICKEN SOUVLAKI				
				0.35 kg
				0.15 serv
Hot				
	acts	lines	cooks	products
	2	2	2	2
Top cook: Danny (1 lines, 1 acts) TOP PRODUCTS ORZO a/p all fish (for sauteed fish)				
				1 serv
				0.15 kg

Write-off report — by section & cook

The situations staff hit most. Find what you **see** on the left; do what's on the **right**. Most "errors" are the app protecting the money — not a bug. *Temukan yang Anda lihat di kiri; lakukan yang di kanan. Kebanyakan "error" adalah aplikasi menjaga uang — bukan kerusakan.*

YOU SEE · YANG ANDA LIHAT	WHAT TO DO · YANG HARUS DILAKUKAN
"Too many attempts. Try again in N seconds." <i>Terlalu banyak percobaan.</i>	You entered the wrong PIN 5x. Wait out the timer (up to 15 min) — don't keep guessing. <i>PIN salah 5x. Tunggu timer (hingga 15 menit) — jangan menebak terus.</i>
Logged in but see the wrong name / screen <i>Masuk tapi nama/layar salah</i>	The PIN you typed belongs to someone else (PIN = identity). Log out and enter your own PIN carefully. <i>PIN yang diketik milik orang lain. Keluar & ketik PIN Anda sendiri.</i>
Cash-at-start shows ⚠ 0 / "No deposit from iiko yet" <i>Kas awal ⚠ 0</i>	The cash deposit isn't in iiko yet. Make the deposit in iiko , then tap  . Wait & retry if still 0. <i>Setoran belum di iiko. Setor di iiko, tekan .</i>
"{Name} already has an open shift here..." <i>"{Nama} sudah punya shift terbuka..."</i>	A previous cashier never closed. Best: have them close it . Only tap "Open anyway?" on a real handover. <i>Kasir sebelumnya belum menutup. Sebaiknya minta dia menutup.</i>
Can't leave Step 1 — "Tap ✓ to confirm each line" <i>Tak bisa lanjut Langkah 1</i>	Some revenue lines aren't confirmed. Compare each to Report 48 , fix if needed, tap the green ✓ on every line. <i>Ada baris belum dikonfirmasi. Bandingkan dengan Laporan 48, tekan ✓ tiap baris.</i>
Next button stuck on "Review all invoices ↓" (Steps 2/3) <i>Tombol Lanjut terkunci</i>	You haven't scrolled to the bottom. Scroll all the way down through the invoices; then it becomes Next . <i>Belum digulir sampai bawah. Gulir sampai bawah.</i>
Can't close — "expenses are missing receipt photos" <i>Tak bisa tutup — foto struk kurang</i>	Go to Step 2 , tap  Attach photo for each, or tick "No receipt" if there truly is none. (Supplier payments always need a photo.) <i>Ke Langkah 2, tekan  atau centang "No receipt".</i>
Can't close — "invoice(s) incomplete" <i>Tak bisa tutup — invoice belum lengkap</i>	An invoice is missing amount or supplier. Go to Step 2/3 , tap the yellow "Tap to fill" card, enter the missing data. <i>Ada invoice tanpa jumlah/pemasok. Tekan kartu kuning "Tap to fill".</i>
Can't close — "EDC settlement photo is missing" <i>Foto settlement EDC kurang</i>	Go to Step 5 , tap  Attach settlement photo . If a terminal wasn't used, tick "Not used" . <i>Ke Langkah 5, foto struk settlement. Tak dipakai → "Not used".</i>
Red "Comment required" / there's a cash difference <i>Ada selisih kas</i>	Recount the cash. If the difference is real, write the reason in the comment box — then Close is allowed. <i>Hitung ulang. Jika selisih nyata, tulis alasan di komentar.</i>
EDC panel shows red ⚠ {amount}" <i>Panel EDC merah</i>	Your typed CARD/QR doesn't match iiko. Re-read the slip and re-enter. A real mismatch is a genuine problem — flag it. <i>Angka tak cocok dengan iiko. Baca ulang struk & ketik lagi.</i>
Write-off box turns red, can't publish <i>Kotak penghapusan merah</i>	Grams typed as kg (weight > 10) or portions > 15. Re-enter in kg (e.g. 4.11 , not 4110). Hard block — you must fix it. <i>Gram diketik sbg kg (>10) atau porsi >15. Ketik ulang dlm kg.</i>
Butchering asks "...entered grams instead of kilograms?" <i>Pemotongan tanya "gram?"</i>	A weight over 50 kg. If it's truly kg, confirm; otherwise cancel and re-enter in kg . <i>Berat > 50 kg. Jika benar kg, lanjut; jika tidak, batalkan & ketik ulang.</i>
"Record saved, but iiko rejected it" <i>"Tersimpan, tapi iiko menolak"</i>	Tap Retry . Your data is safe. If it keeps failing, tell the manager — they re-send from the admin panel. <i>Tekan Retry. Data aman. Gagal terus → beri tahu manajer.</i>
Safe: "Pay from safe" button is grey <i>Tombol "Bayar" abu-abu</i>	Something's missing: amount , the account/supplier , or the required photo . Fill all three. <i>Ada yang kurang: jumlah, akun/pemasok, atau foto wajib.</i>
Safe: "Not found. Add the supplier in iiko..." <i>Pemasok tak ditemukan</i>	The supplier isn't in iiko yet. Ask the manager to add it in iiko back-office; then it appears in search. <i>Minta manajer menambah pemasok di iiko.</i>

"Only today's expenses can be changed" <i>Hanya hari ini bisa diubah</i>	You're editing a past-day entry. The app won't touch old records — ask a manager to fix it in iiko. <i>Entri hari lalu tak bisa. Minta manajer.</i>
The app read the wrong amount / supplier from a photo <i>Foto terbaca salah</i>	The photo was blurry or angled. Retake a clear, flat photo; or fix the value by tapping the field before saving. <i>Foto buram/miring. Foto ulang jelas & rata, atau perbaiki angkanya.</i>

Quick rules · Aturan singkat

ENGLISH	 BAHASA INDONESIA
 Always close your shift before leaving.	Selalu tutup shift sebelum pulang.
 One open shift per venue — don't open a second.	Satu shift terbuka per tempat.
 Photos must be clear — the app reads numbers from them.	Foto harus jelas.
 Weights are kg/L, not grams.	Berat dalam kg/L, bukan gram.
 If something looks wrong, tell your manager.	Jika ada yang aneh, beri tahu manajer.