PT MATTEL INDONESIA

ODOO DOCUMENTATION

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CHAPTER I
COMPANY PROFILE

PT. Mattel Indonesia (PTMI) was started on 4th December 1992. It has two plants which are located at Jl. Industri Utama Blok SS Kav. 1-3, Mekarmukti, Cikarang Utara, Bekasi, Jawa Barat 17530 (known as East PTMI) and at Kawasan Industri Jababeka, Jl. Jababeka V Blok G Kav. 4-6, Cikarang Utara, Harja Mekar, Cikarang Utara, Bekasi, Jawa Barat, 17530 (known as West PTMI). The vision, mission, strategy, and the organization structure of PT Mattel Indonesia are as below:

Vision:

 "To be a highly qualified company and can satisfy customers".

Mission:

1. Producing non-boring children's toys and educating.
2. Producing high-quality children's toys at affordable prices.

Strategy:

1. Improving the implementation of existing toy businesses.
2. Brand's globalization.
3. Extending the brand.
4. Capturing new trends.
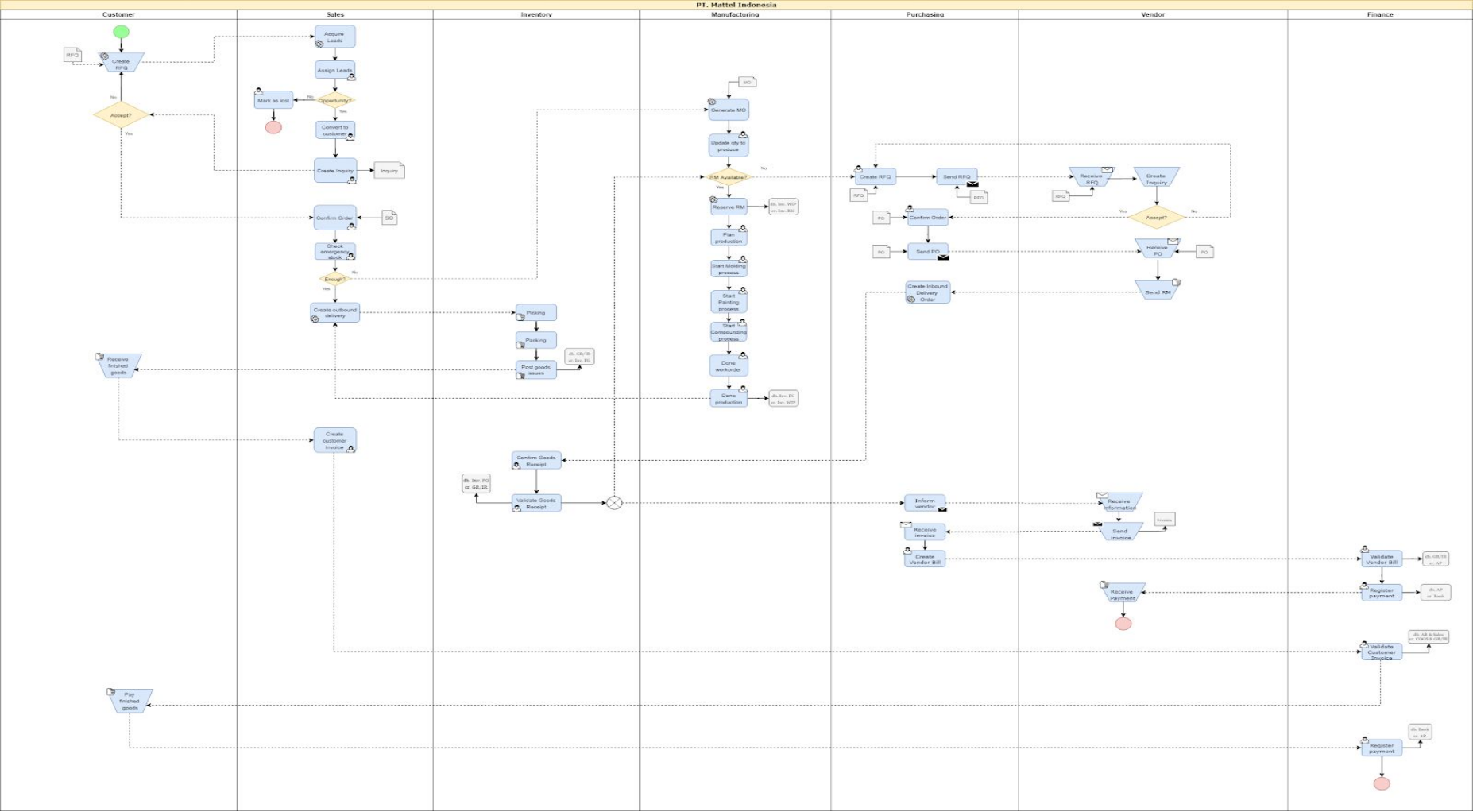5. Developing people.

CHAPTER II

BUSINESS PROCESS FLOW

Below is the documentation for PT. Mattel Indonesia business process flow which includes the MTS raw material procurement, logistic process, and HR process.

Purchase MTS raw material business process flow.
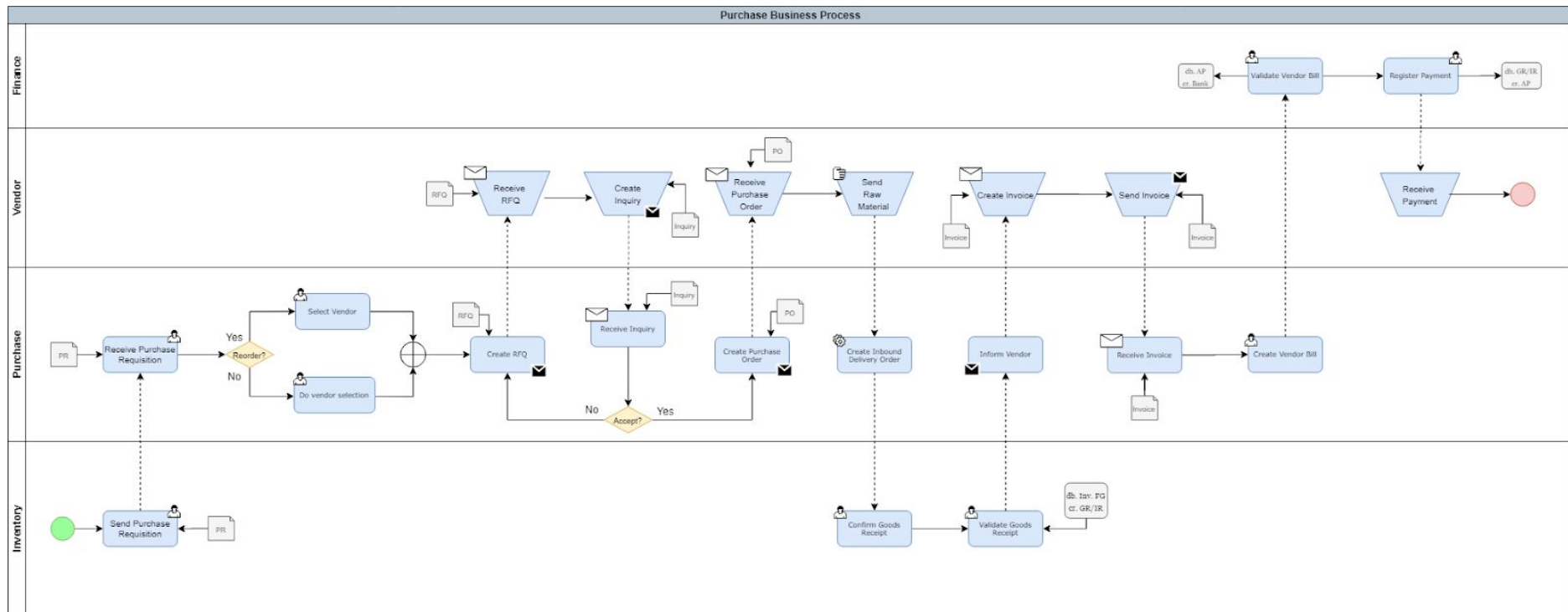
Logistic business process flow.

Employee Recruitment business process flow.
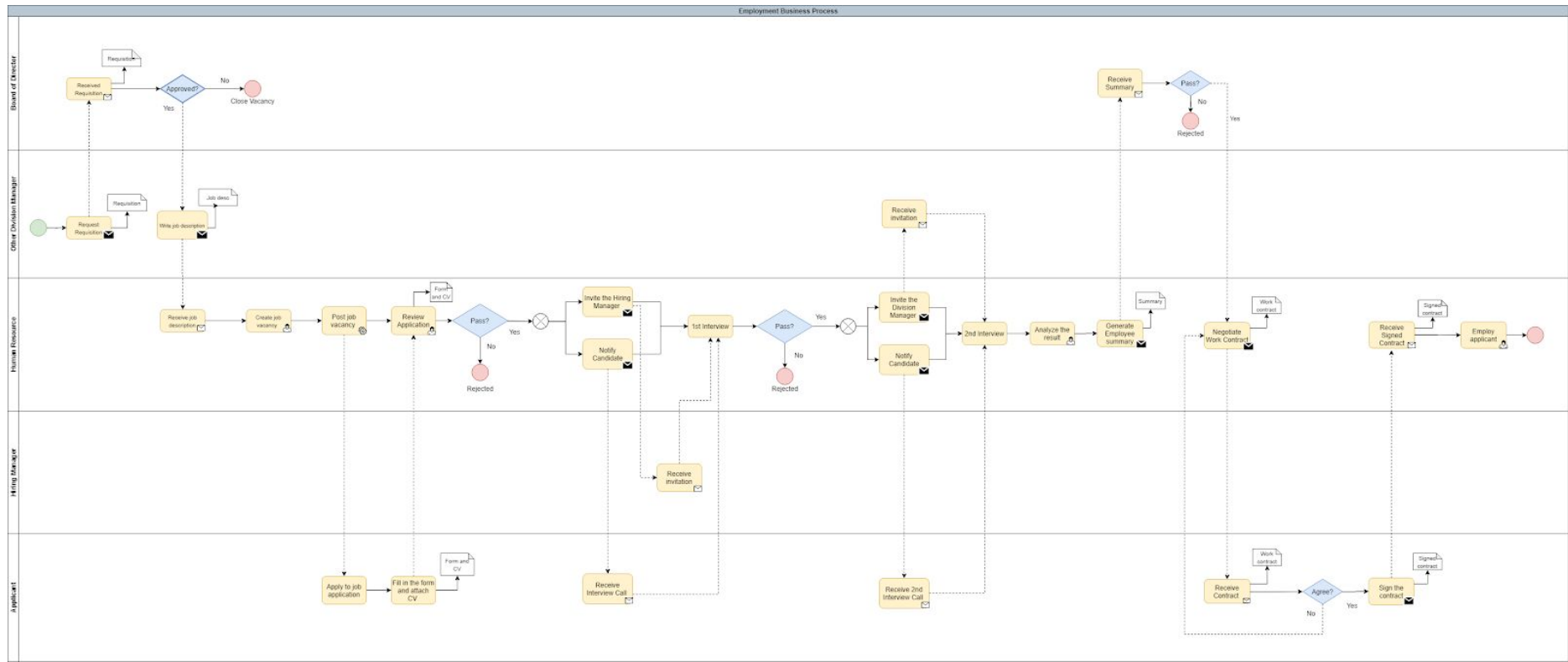
Attendance business process flow.

Payroll business process flow.

Payroll Business Process

- **Finance**
  - db. AP Salary
  - cr. Bank
  - Paid salaries

- **Manager**
  - Confirm data
  - Approved?
    - Yes
    - No

- **Employee**
  - Cross check data

- **Human Resource**
  - Input employee data (attendance, sales, etc)
  - Calculate payroll
  - Create payslip
  - db. Salary
  - cr. AP Salary
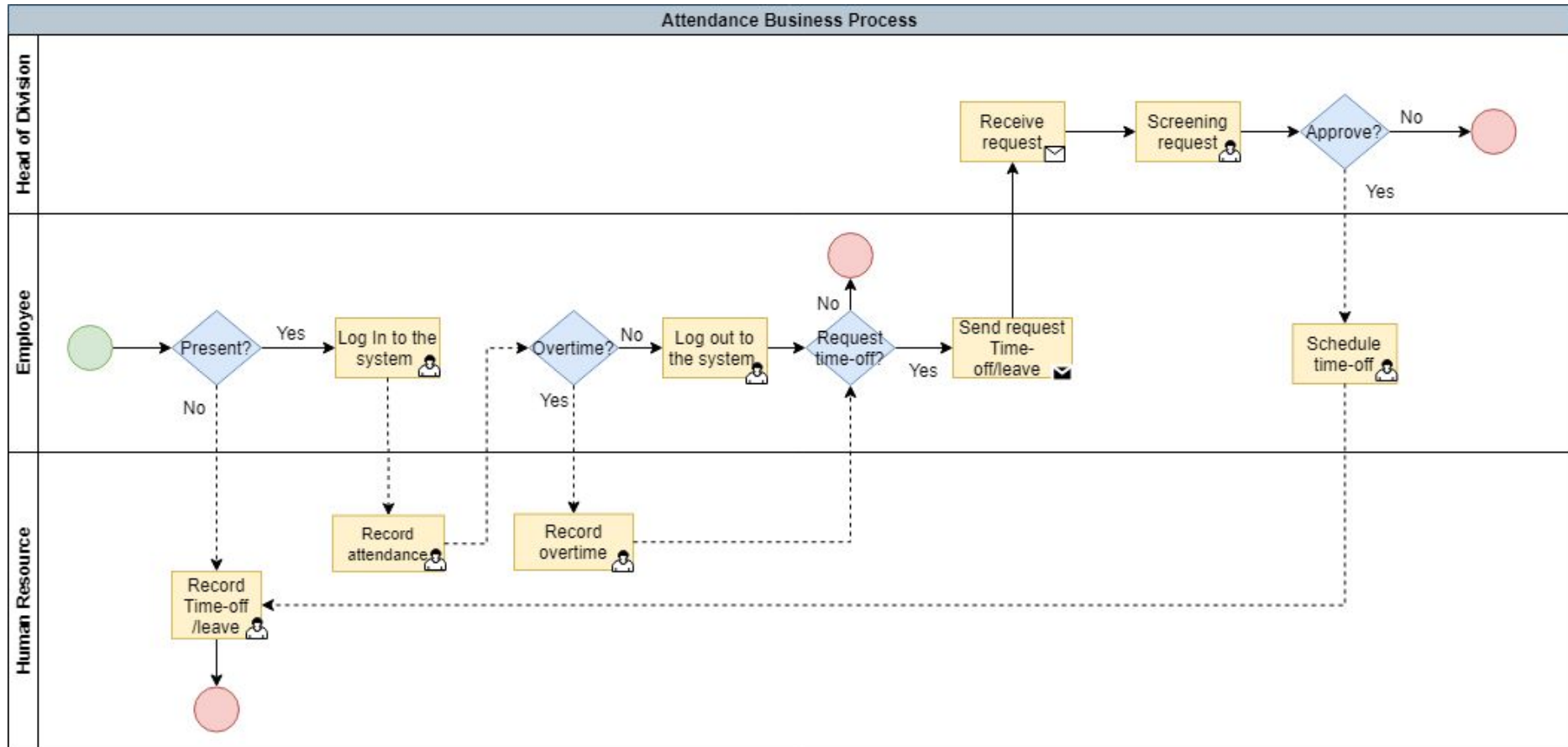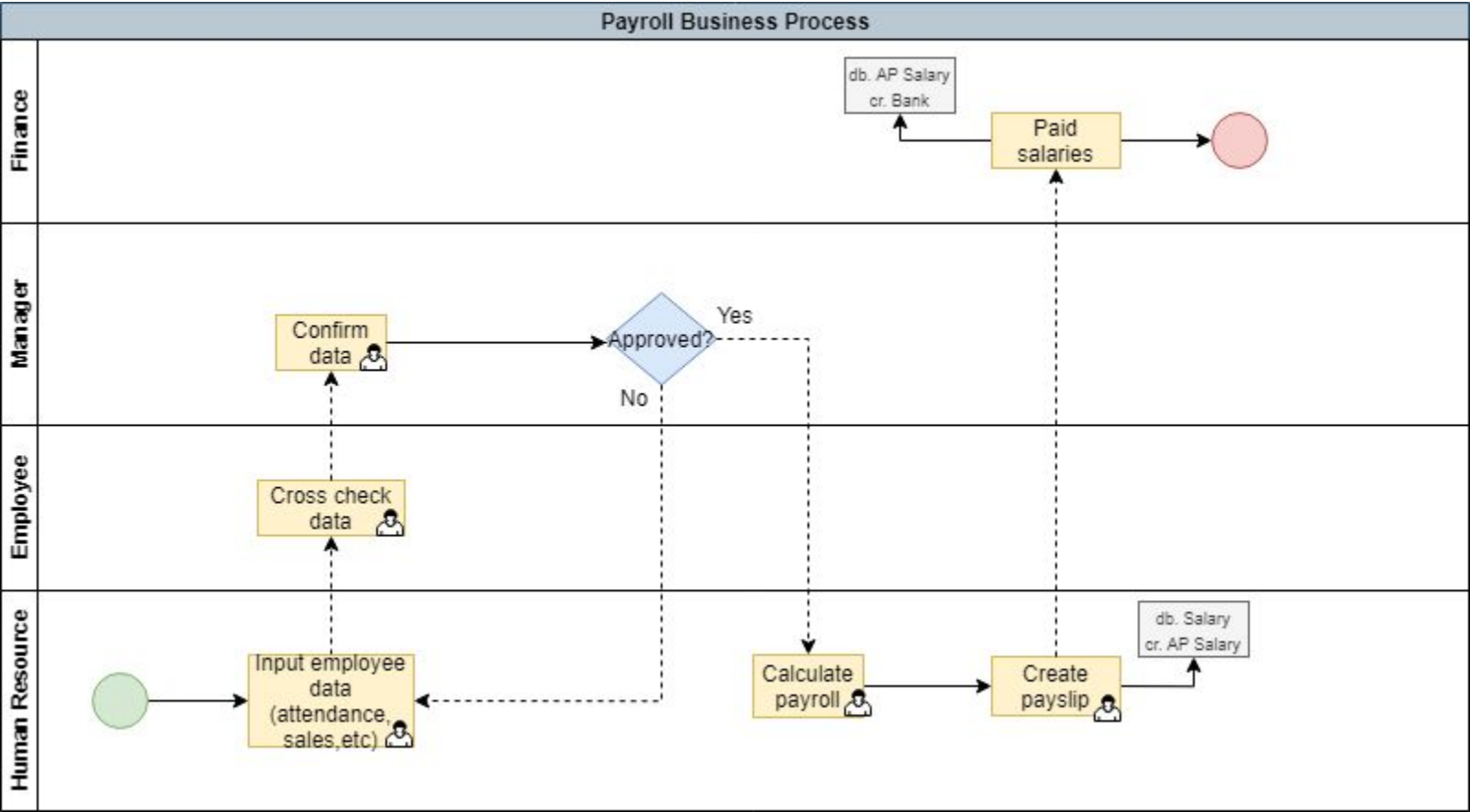
CHAPTER III

ODOO USER MANUAL

The documentation for Odoo User Manual can be found on the video file attached in the folder.

CHAPTER IV

ODOO CONFIGURATION

The documentation for Odoo Configuration can be found on the video file attached in the folder.

CHAPTER V

ODOO USERNAME AND PASSWORD

Below is the list of emails and passwords for accessing the Odoo for PT. Mattel Indonesia.

User	Role	Email	Password
Admin	Administrator	yuziwantausen@gmail.com	yuziyuzi
Sabda	Sales and CRM	made.primadita@student.president.ac.id	sabda1234
Melanni	Manufacture	melanni.yuvita@student.president.ac.id	melanni1234
Laura	Invoicing and Finance	laura.sihombing@student.president.ac.id	laura1234
Veony	Inventory	veony.suwardi@student.president.ac.id	377055
Dharma	Purchase	potatocreamcheese63@gmail.com	dharma1234
Alice	Human Resource	vveony@outlook.com	alice1234
Rodwen	user	frodwyn@gmail.com	rodwen1234
Jane Doe	user	Jane@gmail.com	jane1234

CHAPTER VI
IMPLEMENTATION AND MIGRATION PLAN

Below is the documentation of Odoo Implementation and Migration plan for PT. Mattel Indonesia, it includes Implementation Plan, Test Plan, Test Script, and Migration Planning

Implementation Plan

Start Date	Item	Time Allocated (Hours)	Status	Customer Time (Hours)	Customer Role	Responsibility
Handover						
18/09/2020	Meeting with Mattel Indonesia	1.00	Done	1.00	Project Leader	Implementation partner / customer
19/09/2020	Create Project Plan	3.00	Done	2.00		Implementation partner
19/09/2020	Hardware Available		Done			Customer
Install Software						
22/09/2020	Install Odoo on server and client machines	3.00	Done	1.00	IT	Implementation partner
Process Analysis and Design						
01/10/2020	Get Mattel business process	3.00	Done	1.00		
05/10/2020	Analyze Mattel Indonesia business process, divide into some subjects:	5.00	Done	1.30	As suitable division	Implementation partner / customer

	- Logistic. - Purchase MTS raw material. - Recruitment. - Attendance. - Payroll.					

System Initialization						
07/10/2020	Create odoo database	0.30	Done	-		Implementation partner / customer
07/10/2020	Configure odoo setting	2.00	Done	1.00		Implementation partner / customer
07/10/2020	Adjust company data	0.30	Done	-		Implementation partner / customer
07/10/2020	Adjust user data	0.30	Done	-		Implementation partner / customer
07/10/2020	Install odoo modules	0.45	Done	-		Implementation partner / customer
07/10/2020	Configure invoicing module	0.30	Done	0.30		Implementation partner / customer
07/10/2020	Adjust chart of account	0.30	Done	-		Implementation partner / customer
07/10/2020	Create bank account	0.45	Done	0.45		Implementation partner / customer
08/10/2020	Configure purchase module	0.30	Done	0.30		Implementation

						partner / customer
08/10/2020	Create master data vendor	1.30	Done	-		Implementation partner / customer
08/10/2020	Configure inventory module	0.30	Done	0.30		Implementation partner / customer
08/10/2020	Create master data product	1.30	Done	-		Implementation partner / customer
08/10/2020	Adjust reordering rules	1.00	Done	-		Implementation partner / customer
10/10/2020	Configure manufacturing module	0.30	Done	0.30		Implementation partner / customer
10/10/2020	Create work centers	0.30	Done	-		Implementation partner / customer
10/10/2020	Create route	0.30	Done	-		Implementation partner / customer
10/10/2020	Create Bill of Materials	0.45	Done	-		Implementation partner / customer
11/10/2020	Configure sales module	0.30	Done	0.30		Implementation partner / customer
11/10/2020	Create price lists	0.30	Done	-		Implementation partner / customer
11/10/2020	Create shipping method	0.30	Done	-		Implementation partner / customer

14/10/2020	Configure CRM module	0.30	Done	0.30		Implementation partner / customer
14/10/2020	Create sales team	0.30	Done	-		Implementation partner / customer
15/10/2020	Manage website	1.30	Done	-		Implementation partner / customer
18/10/2020	Configure employee module	0.30	Done	0.30		Implementation partner / customer
18/10/2020	Create employees	1.00	Done	-		Implementation partner / customer
18/10/2020	Create employee's contract	0.30	Done	-		Implementation partner / customer
18/10/2020	Configure payroll module	0.30	Done	0.30		Implementation partner / customer
18/10/2020	Configure attendance module	0.30	Done	0.30		Implementation partner / customer
18/10/2020	Configure time-off module	0.30	Done	0.30		Implementation partner / customer
18/10/2020	Configure survey module	0.30	Done	0.30		Implementation partner / customer
Testing						
20/10/2020 - 10/12/2020	Perform unit testing	3.00	Done	2.00	Project Leader	Implementation partner / customer

11/12/2020	Fix errors and problems	3.00	Done	-		Implementation partner / customer
20/12/2020 - 10/12/2020	Perform integration testing	2.00	Done	2.00		Implementation partner / customer
11/12/2020	Fix errors and problems	2.00	Done	-		Implementation partner / customer
12/12/2020	Finalization	3.00	Done	1.00		Implementation partner / customer
Documentation						
13/12/2020	Create system documentation	5.00	Done	-		Implementation partner / customer
20/12/2020	Create user documentation	6.00	Done	-		Implementation partner / customer
Migration						
28/12/2020	Deliver template for data import	4.00	Done	-	Project Leader	Implementation partner / customer
1/1/2021	Prepare data migration steps	5.00	Done	3.00		Implementation partner / customer

Test Plan

No	Test Name	Testing Type	Priority	Dependency
Purchase				
1	Create Raw Material Category	Unit Test	Med	-
2	Create Raw Material Product	Unit Test	High	1
3	Create Reordering Rules	Unit Test	High	2
4	Create RFQ	Unit Test	High	3 and Manufacturing - 4
5	Create Purchase Order	Unit Test	High	4
6	Inbound Delivery Order	Unit Test	High	5
7	Stock Valuation	Unit Test	High	6
8	Stock Movement	Unit Test	High	6
9	Create Vendor Bills	Unit Test	High	5 and 6
10	Register Payment Vendor Bills	Unit Test	High	9
11	Purchase Processing	Integration Test	High	4, 5, 6, 9, and 10
Sales				
1	Create Finished Goods Category	Unit Test	Med	-
2	Create Finished Goods Product	Unit Test	High	1
3	Create Customer	Unit Test	Med	-
4	Create Pricelist	Unit Test	Med	-

5	Create Shipping Method	Unit Test	Med	-
6	Create Sales Team	Unit Test	High	HR - Add employee as user
7	Create Leads Generation Rules	Unit Test	High	6
8	Contact through Website	Unit Test	Med	-
9	Generate Leads	Unit Test	High	8
10	Convert Leads to Opportunity	Unit Test	High	9
11	Create Quotation	Unit Test	High	2, 3, 4, and 5
12	Generate Sales Order	Unit Test	High	11
13	Check Stock Valuation	Unit Test	Med	-
14	Generate Outbound Delivery Order	Unit Test	High	13
15	Create Invoice	Unit Test	High	14
16	Register Payment	Unit Test	High	15
17	Sales Processing	Integration Test	High	10, 11, 12, 13, 14, 15, and 16
Manufacturing				
1	Create Work Centers	Unit Test	Med	-
2	Create Routes	Unit Test	High	1
3	Create Bill of Materials	Unit Test	High	2
4	Generate Manufacturing Order	Unit Test	High	Sales - 12, and 3
5	Manufacturing Processing	Integration Test	High	4, Purchase - 5, Sales - 12
Human Resources				

1.	Create Department	Unit Test	Med	-
2.	Create Job Position	Unit Test	High	1
3.	Publish Job Position	Unit Test	High	2
4.	Manage Job Application	Unit Test	High	3
5.	Create Employee	Unit Test	High	4
6.	Add Employee as User	Unit Test	High	5
7.	Create Salary Structure	Unit Test	Med	-
8.	Create Contract	Unit Test	High	5, 6, and 7
9.	Check In	Unit Test	High	5,6
10.	Check Out	Unit Test	High	9
11.	Create New Time Off Request	Unit Test	High	5,6
12.	Approve Time Off Request	Unit Test	High	11
13.	Create Payroll	Unit Test	High	5, 6 ,7, 8, 9, 10, 11, and 12
14.	Confirm Payroll	Unit Test	High	13
15.	Create Surveys	Unit Test	Med	-
16.	Human Resource Processing	Integration Test	High	2, 3, 4, 5, 8, 9, 10, 12, 13, 14, and 15

Test Script

Test script can be found in the file "Odoo Test Script.pdf" attached in the folder.

Odoo Migration Plan