

# Cara melakukan Settlement Guide Book

PT Sarana Digital Ritel

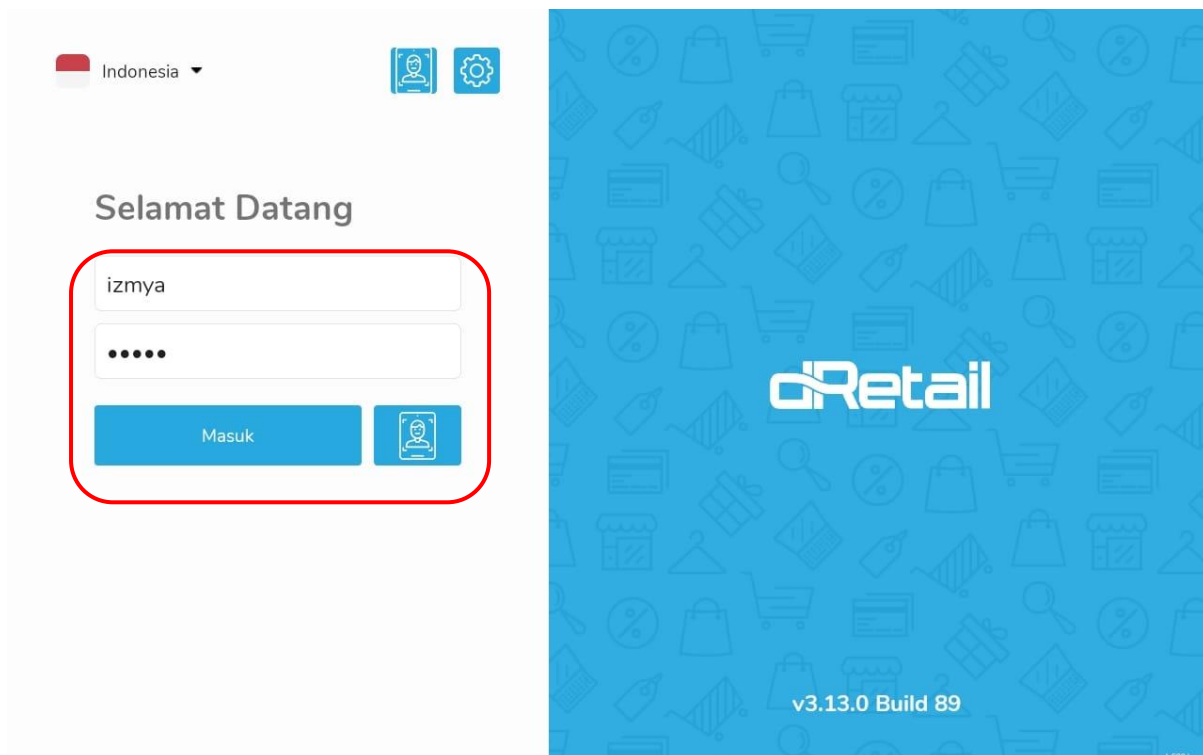
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*FAQ*

## Bagaimana cara melakukan Settlement pada Aplikasi dRetail?

- Untuk melakukan settlement, anda harus login pada Aplikasi dRetail



- Input item yang di order pelanggan, item yang dipesan akan terinput pada Daftar Pesanan, lalu klik total pesanan.

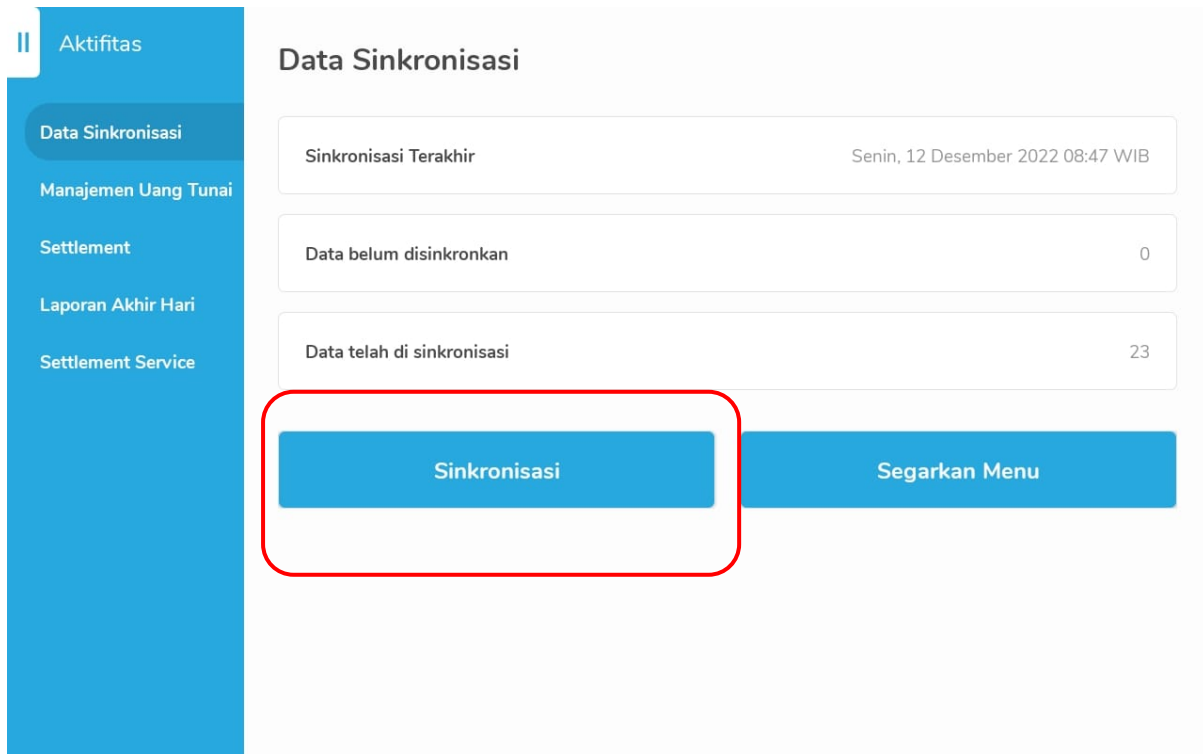
The screenshot shows the dRetail MPOS interface. On the left is a grid of menu items with images and prices. On the right is a 'List of Orders' summary table, which is highlighted with a red box. Below the menu grid is a navigation bar with 'Menu 1' through 'Menu 7' and a hamburger menu icon. At the bottom right, there is a 'TOTAL Rp 116.000' button.

Item	Quantity	Price
Nasi ala carte	2	14.000
Chicken Katsu	2	52.000
Jjangmyeon	2	50.000

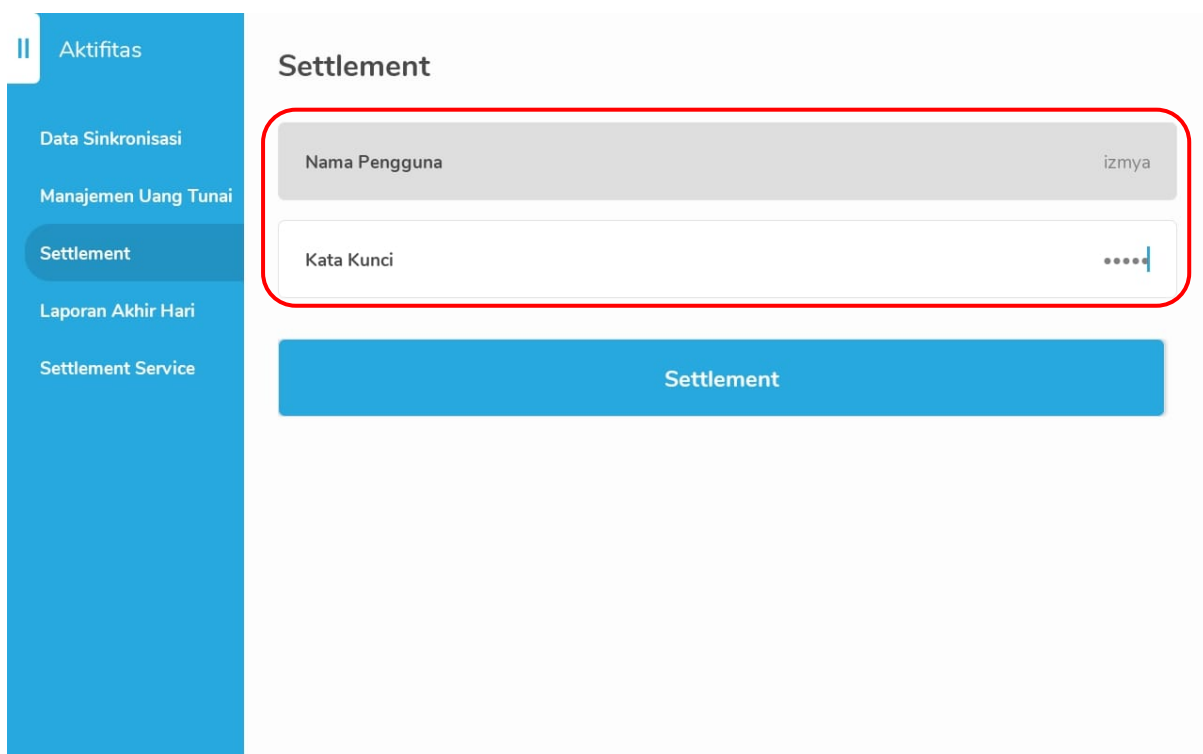
- Lanjutkan sampai ke tahap pembayaran dan selesaikan pembayaran

The screenshot shows the 'Payment' screen in the dRetail MPOS. It features several payment options: Cash, QRIS, Card, and Other. There is a 'Cash Amount' input field set to 0 and four buttons for 120.000, 140.000, 150.000, and 200.000. On the right side, there are options for 'Member', 'Email', 'SMS', 'Whatsapp', and 'Cetak Resi x'. At the bottom right, a red box highlights the 'TOTAL' amount of Rp. 120.000 and 'Change' of Rp. 0, along with 'Multi Pay' and 'Pay' buttons.

- Setelah transaksi selesai dilakukan, masuk ke halaman **Aktivitas** lalu klik menu **Data Sinkronisasi**.



- Setelah itu klik Menu **Settlement**, lalu masukan username dan password



- Klik Settlement, nanti akan muncul Preview Settlement, masukan **Jumlah Uang Tunai** lalu **Konfirmasi Settlement**



- Settlement berhasil dilakukan

