

# **CUSTOMER RECEIPT**

aipl\_account\_invoice\_payment



**APP INFOWEB PRIVATE LIMITED** B-702, THE FIRST, VASTRAPUR, AHMEDABAD

### **Customer Receipt against Invoice**

#### Received payment against the customer invoice and adjusted the payment to the respective invoice

Steps to Record Customer Receipts in Odoo:

- Go to the **Accounting** module.
- Select the **Customers** menu.
- Click on Receipts.(as per Below Screen)

Accounting	Dashboard	Customers	Vendors	Accounting	Follow-Ups	Reporting	Configuration					1	🐶 🕐 демо 🚺
🥚 Discuss	Dashboa	Invoices						Q T Favorites X	Search		-		1-8/8 < >
Contacts		Credit Not	es	1									
👔 Sales	Custor	Receipts Products								Vendor Bills			1
Dashboards	New	Customers						4 To Validate	₹ 0.00	Upload New		202 To Pay	₹ 1,29,67,235.00
Accounting								138 Late	₹ 1,44,88,602.00			202 Late	< 1,29,67,235.00
Purchase								megular sequen					
Inventory													

- Previously generated receipts will be displayed on the screen.
- To create a new receipt, click on the **New** button

Dashboard Cust	tomers Vendors Accounting	Follow-Ups Reporting Configuration				•	ø 🖗	DEMO	A
New Custon	ner Payments 🌣	Q Customer Payments	× Bearch_	•	1-80 / 104	< >	- 1	•	0
Date	Number	Journal	Payment Method	Customer	Amount in Cur	Amount	State		≠ 1
28/02/2025	PBNK2/24-25/0049	Kotak Mahindra Bank - A/c. No.9376013535	Manual Payment	M/S Krishna Construction Co	₹ 2,10,689.00	₹ 2,10,689.00	Paid		
25/02/2025	PBNK2/24-25/0048	Kotak Mahindra Bank - A/c. No.9376013535	Manual Payment	Patel Automobiles	₹ 1,27,393.00	₹ 1,27,393.00	Paid		
24/02/2025	PBNK2/24-25/0047	Kotak Mahindra Bank - A/c. No.9376013535	Manual Payment	Sarjan Construction Pvt. Ltd.	₹ 19,922.00	₹ 19,922.00	Paid		
24/02/2025	PBNK2/24-25/0046	Kotak Mahindra Bank - A/c. No.9376013535	Manual Payment	Sarjan Construction Pvt. Ltd.	₹ 65,299.00	₹ 65,299.00	Paid		
24/02/2025	PBNK2/24-25/0045	Kotak Mahindra Bank - A/c. No.9376013535	Manual Payment	M/S Krishna Construction Co	₹ 52,656.00	₹ 52,656.00	Paid		
21/02/2025	PBNK2/24-25/0044	Kotak Mahindra Bank - A/c. No.9376013535	Manual Payment	Jay Balanand Construction	₹ 1,11,769.00	₹ 1,11,769.00	Paid		
18/02/2025	PBNK3/24-25/0051	HDFC Bank - A/c.No : 16782000000231	Manual Payment	P. Das Infrastructure Pvt. Ltd.	₹ 17,008.00	₹ 17,008.00	Paid		

- Select the **Payment Type** based on the received payment.
- Select the **Customer** from the dropdown list.

Accounting	Dashboard	Customers Ve	ndors Accounting	Follow-Ups	Reporting	Configuratio	'n				
🦲 Discuss	New Dra	stomer Payments aft Payment 🌣	a ×								
Contacts		1									
📶 Sales	Confirm							Draft In Process	Paid	Send message Log note	O Activities
Dashboards	Draf	ťt									Today
🚺 Accounting	Payment	t Type O Send	Receive				Journal	Bank of Baroda A/c.No : 27370200000515	1	A Administrator Today at 4:12 pm Creating a new record	
Purchase	Curtome		-				Payment Method 7	Manual Parmant			
🍘 Inventory	custome						6	manual Faymen			
🧠 Link Tracker	Amount	ALIM	Enterprise	INR			Account				
Apps	Date	Admi	nistrator				PDC				
Contract	Memo	Aeroo	hem Piping Pvt Ltd								
Setungs		Agile	Infoways								
		Agile	Infoways Pvt. Ltd.								
		Ahme	dabad Logistic								
		Aico	oods Ltd.								
		Sea	rch More								
		Star	t typing_								

• When you select the **Customer**, the list of **Unpaid Invoices** will appear under the smart button.

# **Customer Receipt against Invoice**

Discuss	New Customer Draft Payr	Payments ment 🌣 🙆 🗙			-	Unpaid Invoices	
Sales	Confirm Can	cel				Draft In Process Paid	Send message
Dashboards	Draft						
Accounting	Payment Type	Send O Receive			Journal	Bank of Baroda A/c.No : 27370200000515	A Administrator Today a Payments created
	Customer	Krishna Construction Co.		<b>•</b> →	Payment Method ?	Manual Payment	
Sunk Tracker	Amount	₹ 0.00	INR		Company Bank Account		
🛟 Apps	Date	28/04/2025			PDC		
Settings	Memo						

• To select the unpaid invoice, click on the **Smart Button** and then click on **Add a Line**.

Pay Unpaid Inv	oices				e <sup>n</sup> × stay			
Customer/Vendor	Indor Krishna Construction Co. H 110, Shreedhar Fora, Nr. Santam Fino, Nikol Ring Road, Ahmedabad Gujarat GJ India							
Invoices	Number	Due Date	Tax Excluded	Total Status	#			
	Add a line							
Amount	0.00							

- A list of **unpaid invoices** will be shown on the screen.
- Select the invoice(s) for which you have received the **payment**

Paj	y Unpaid Invoices				~ ×
Ad	d: Invoices				~ ×
		Q Search	•		1-4/4 < >
	umber	Due Date	Tax Excluded	Total Status	7
6	VE/2025/02/0003	58 days ago	₹ 4,53,600.00	₹ 5,35,248.00 Not Paid	
	VE/2024/09/0012	58 days ago	₹ 21,165.32	₹ 24,975.00 Not Paid	
	VE/2024/05/0007	58 days ago	₹ 75,124.54	₹ 88,647.00 Not Paid	
$\circ$	VE/2024/05/0004	58 days ago	₹ 1,45,988.92	₹ 1,72,267.00 Not Paid	
			₹ 6,95,878.78	₹ 8,21,137.00	
8	elect				
P	y Cancel				

• Select the invoice and click the **Select** button.

## **Customer Receipt against Invoice**

Pay Unpaid Invoices							x <sup>p</sup>	×
Add: Invoices							¥,2	×
		2 selected X				1-4 / 4	<	>
Number	Due Date		Tax Excluded	Total	Status			≠
VE/2025/02/0003	58 days ago		₹ 4,53,600.00	₹ 5,35,248.00	Not Paid			
VE/2024/09/0012	58 days ago		₹ 21,165.32	₹ 24,975.00	Not Paid			
VE/2024/05/0007	58 days ago		₹ 75,124.54	₹ 88,647.00	Not Paid			
VE/2024/05/0004	58 days ago		₹ 1,45,988.92	₹ 1,72,267.00	Not Paid			
			₹ 4,74,765.32	₹ 5,60,223.00				
Select Close								
Pay Cancel								

- After clicking the **Select** button, the total received **amount** will be displayed on the screen.
- If you want to change the amount, you can **manually** enter the received **amount**.
- After confirming the amount, click on the Pay button.

Discuss	New Customer Draft Payr	Payments nent O									
Sales	Confirm Can	cel				Draft	In Process Pa	id 🔄 📄 🖻 Send mess	ige 🔳 La	ig note	O Activitie
📑 Dashboards	Draft		Pay Unpaid Inv	pices				2	×		
Accounting Purchase  Purchase  Purchase  Purchase  Purchase  Apps  Sessings	Payment Type Customer Amount Date Memo	Send O Receive Krishna Canstruction Co. ₹ 0.00 28/04/2025	Customer/Vendor	Krishna Construction Co. H 110, Shreedhar Flora, Nr, Santam Flora, Nitol Ring R Ahmedabad Gujarat G) India Number VE/2025/02/0003 VE/2024/09/0012	Due Date 58 days ago 58 days ago	Tax Excluded ₹4,53,600.00 ₹21,165,32	Total S ₹ 5,35,248.00 ₹ 24,975.00	tatus : Not Paid : 3 Not Paid : 5	Krishes ed	a Constru 211 yes	tion Co. ()
			Amount Merno Pay Cancel	Add a line 5,60.223.00 VE/2025/02/0003, VE/2024/0	9/0012	₹ 4,74,765.32	₹ 5,60,223.00				

• After clicking the **Pay** button, the receipt is generated and the transaction status changes from **Draft** to **Posted** 

Dashboard Cus	tomers Vendors Accoun	ting Follow-Ups	Reporting	Configuration										0
New PBNK1/	er Payments 25-26/0001 🍄				2 Invoice	Journal Entry								1/
Reset To Draft						Draft	In Process	Paid	Send message	Log note	O Activities	Q	۲	<b>%</b> €
PBNK1 Payment Type Customer	/25-26/0001  Contraction Co.  Contractio	INF		Journal Payment Method <sup>2</sup> Company Bank	Bank of Baroda A/ Manual Payment	c.No : 2737020000	00515		A Administrate • ₹ 0.00 • None • Administrate • None •	Today at 415 pm     → ₹ 5,60,223.00     → VE/2025/02/0     Today at 413 pm     → Krishna Cons <sup>3</sup>	Today (Amount Signed) 0003, VE/2024/09/0 truction Co. (Custo	2012 (Merno) mer/Vendor)		
Date Memo	28/04/2025 VE/2025/02/0003, VE/20	24/09/0012		Account PDC					A Administrate Payments cre	# Today at 4:13 pm eated				

• The Adjust Invoice option can be displayed using a smart button.

• Payment is **adjusted** to the respective invoice, and you can verify the payment status in the **invoice** details

Accounting	Dashboard Customers Vendors Accounting Fol	ow-Ups Reporting Configuration				🐢 🧿 демо 🚺
Discuss	New Upload Invoices O	Q T Invoices X	Invoice Krishna Construction Co. X Search		1-4 / 4	< > = • •
Contacts	Number	Customer	Invoice Date Due Date	Tax Excluded	Total Status	7
Dashboards	VE/2025/02/0003	Krishna Construction Co.	10/02/2025	₹ 4.53.600.00	₹ 5,35.248.00 Paid	
Accounting	VE/2024/09/0012	Krishna Construction Co.	25/09/2024	₹ 21,165.32	₹ 24,975.00 Peid	
Purchase	VE/2024/05/0007	Krishna Construction Co.	13/05/2024 58 days ago	₹ 75,124.54	₹ 88,647.00 Not Paid	
inventory	VE/2024/05/0004	Krishna Construction Co.	11/05/2024 58 days ago	₹ 1,45,988.92	₹ 1,72,267.00 Not Paid	
🍈 Link Tracker				₹ 6,95,878.78	₹ 8,21,137.00	
🛟 Apps						
A						

• If you need to make any corrections to the receipt, you can edit it by clicking the **Reset to Draft** button.

Discuss	New Custom PBNK1	er Payments /25-26/0001 ©	g Pollow-ops Report	ng coninguration	2 Invoice Journal Entry	
Contacts Sales	Reset To Draft				Draft In Process Paid	Send message Log note O Activities
📑 Dashboards	PBNK1	/25-26/0001				Today
Accounting Purchase	Payment Typ	e 😳 Send 🔘 Receive		Journal	Bank of Baroda A/c.No : 27370200000515	A Administrator easy at 25 pm • ₹ 0.00 → ₹ 5.60.223.00 (Amount Signed) • None → VE/2025 (02/0003 VE/2024/09/0012 ///
inventory	Customer	Krishna Construction Co. ₹ 5.60.223.00	INR	Payment Method <sup>7</sup> Company Bank	Manual Payment	A Administrator Today at 413 pm • None → Krishna Construction Co. (Customer/Ve)
Sunk Tracker	Date	28/04/2025		Account PDC		A Administrator Today at 4.13 pm Payments created
Settings	Memo	VE/2025/02/0003, VE/2024	/09/0012			