

User Manual

Customers Invoices

Project:

ODOO Implementation for PT Canopus Konverta Industri

Created by:

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Created on:

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Approval		Department	Sign	Date
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Document Change History

Release Date	Revision Number	Action Taken (Add/Del/ Change)	Revision Description
07 Maret 2025	0.0	Initial Document	

Contents

1	Deskripsi.....	4
2	Tujuan	4
3	Customers	5
3.1	Customers Invoices	5

1 Deskripsi

Customers Invoices adalah dokumen penagihan atas pembelian customer (Sales Order). Dokumen ini mencatat jumlah yang harus dibayar oleh pelanggan dan detail pembayaran lainnya.

2 Tujuan

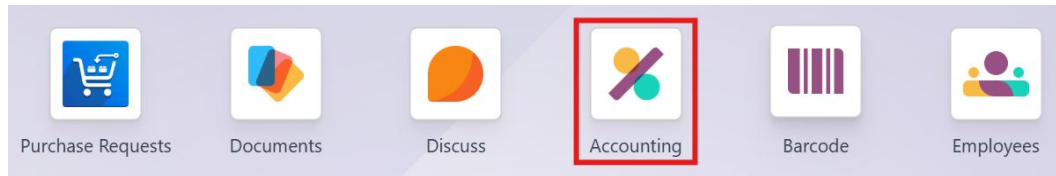
Customers Invoices

Panduan ini bertujuan untuk memberikan pemahaman kepada pengguna mengenai cara melakukan pembuatan Customer Invoices di Odoo.

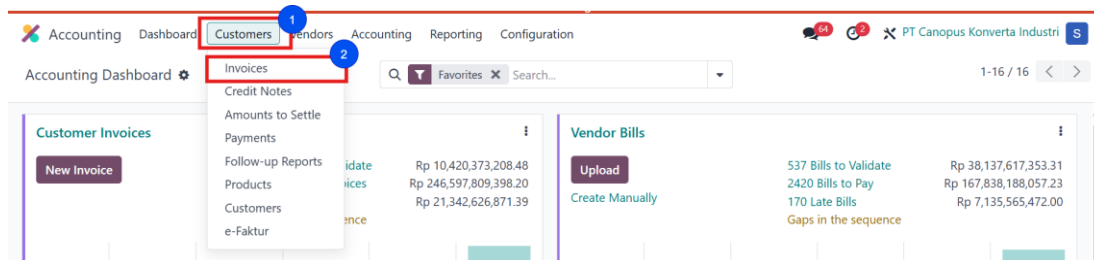
3 Customers

3.1 Customers Invoices

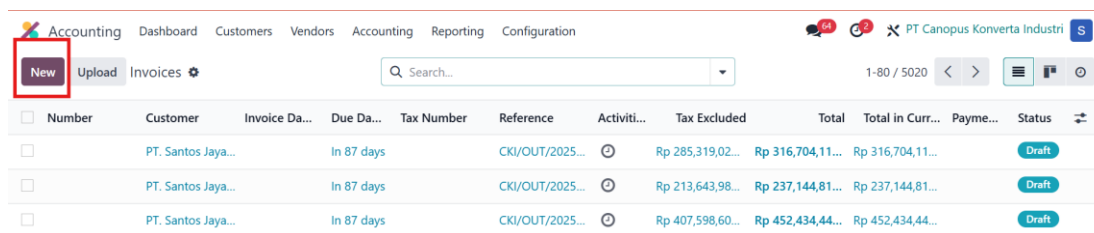
- ❖ Pilih aplikasi Accounting pada daftar menu



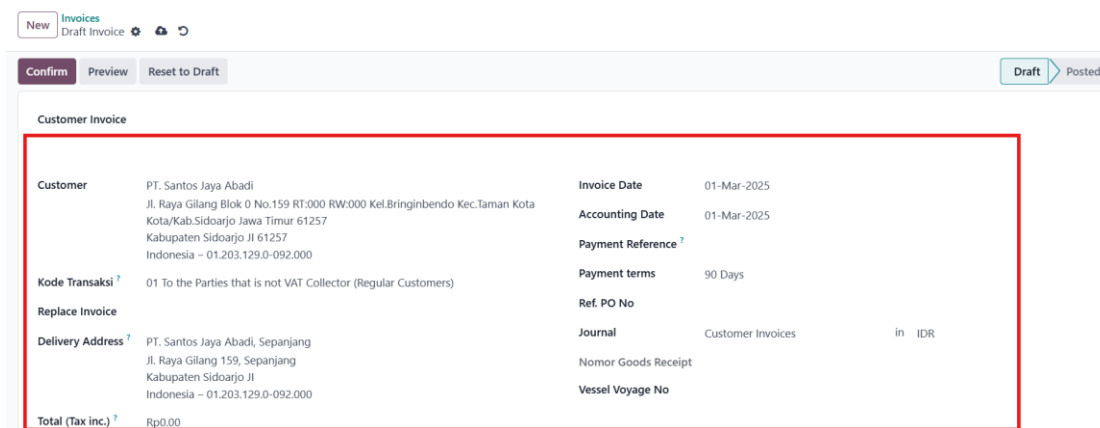
- ❖ Pilih Customers, lalu klik Invoices



- ❖ Pilih new untuk menambahkan data invoice baru atau upload jika data tersebut sudah ada dalam bentuk file



- ❖ Isi data customer



Customer Invoice

Customer PT. Santos Jaya Abadi Jl. Raya Gilang Blok 0 No.159 RT:000 RW:000 Kel.Bringinbendo Kec.Taman Kota Kota/Kab.Sidoarjo Jawa Timur 61257 Kabupaten Sidoarjo Jl 61257 Indonesia - 01.203.129.0-092.000	Invoice Date 01-Mar-2025 Accounting Date 01-Mar-2025 Payment Reference ? Payment terms 90 Days Ref. PO No Journal Customer Invoices in IDR Nomor Goods Receipt Vessel Voyage No
Kode Transaksi ? 01 To the Parties that is not VAT Collector (Regular Customers) Replace Invoice Delivery Address ? PT. Santos Jaya Abadi, Sepanjang Jl. Raya Gilang 159, Sepanjang Kabupaten Sidoarjo Jl Indonesia - 01.203.129.0-092.000 Total (Tax inc.) ? Rp0.00	

❖ Tambahkan data produk yang diinginkan

Invoice Lines		Journal Items	Other Info					
Product	Label	Account	Quantity	UoM	Price	Taxes	Code Object	Tax excl.
[FG01-000053] PLASTIK	[FG01-000053] PLASTIK GD CARMEL MACHIATO 20 GR - 1553519	41.000 Sales	10,000.00	Roll	1.00	S-PPN-11		Rp 10,000.00
Add a line Add a section Add a note								

❖ Setelah semua informasi diisi, klik Save untuk menyimpan invoice

Accounting Dashboard Customers Vendors Accounting Reporting Configuration

New Invoices Draft Invoice (* 1591090)

Confirm Preview Cancel Reset to Draft Draft Posted

Customer Invoice

Customer PT. Santos Jaya Abadi
Jl. Raya Gilang Blok 0 No.159 RT:000 RW:000 Kel.Bringinbendo Kec.Taman Kota

Invoice Date 01-Mar-2025

❖ Jika sudah di confirm maka data yang awalnya masih draft akan bersatus posted

Send & Print Register Payment Preview Credit Note Reset to Draft Draft **Posted**

You have outstanding credits for this customer. You can allocate them to mark this invoice as paid.

Customer Invoice

INV/CKI/2025/000000976

Customer PT. Santos Jaya Abadi
Jl. Raya Gilang Blok 0 No.159 RT:000 RW:000 Kel.Bringinbendo Kec.Taman Kota
Kota/Kab.Sidoarjo Jawa Timur 61257
Kabupaten Sidoarjo Jl 61257
Indonesia - 01.203.129.0-092.000

Invoice Date 01-Mar-2025
Accounting Date 01-Mar-2025
Payment Reference INV/CKI/2025/000000976
Payment terms 90 Days

Kode Transaksi 01 To the Parties that is not VAT Collector (Regular Customers)

❖ Jika perlu, klik Send by Email untuk mengirim invoice ke pelanggan

New Invoices INV/CKI/2025/000000976

Send & Print Register Payment Preview Credit Note Reset to Draft Draft Posted

You have outstanding credits for this customer. You can allocate them to mark this invoice as paid.

Customer Invoice

INV/CKI/2025/000000976

❖ Klik Send & Print

Send

☒ Download
☒ Email
☐ By Post

Recipients Followers of the document and
PT. Santos Jaya Abadi <elsa.wibo...>

Subject PT Canopus Konverta Industri Invoice (Ref INV/CKI/2025/000000976)

Dear PT. Santos Jaya Abadi,

Here is your invoice **INV/CKI/2025/000000976** amounting in **Rp 11,100.00** from PT Canopus Konverta Industri. Please remit payment at your earliest convenience.

Please use the following communication for your payment: **INV/CKI/2025/000000976**.

Do not hesitate to contact us if you have any questions.

Administrator

INV_CKI_2025_000000976.pdf ☒

Use template Invoice: Sending

Attachments

Send & Print Cancel