

User Manual

Customers Payments

Project:

ODOO Implementation for PT Canopus Konverta Industri

Created by:

Dike

Created on:

07 Maret 2025

Approval		Department	Sign	Date
Baitun	ODOO Consultant / Checker	IT		07 Maret 2025
Patria	Project Manager	IT		07 Maret 2025

Document Change History

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

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1 Deskripsi

Customers Payments adalah proses dimana customer melakukan pembayaran ke perusahaan berdasarkan tagihan dan ketentuan pembayaran.

2 Tujuan

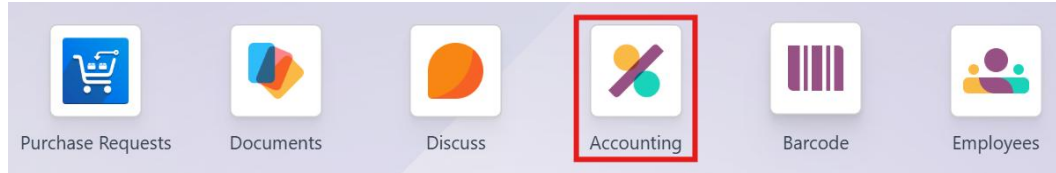
Customers Payments

Panduan ini bertujuan untuk memberikan pemahaman kepada pengguna mengenai cara melakukan Customer Payments di Odoo berdasarkan tagihan dan ketentuan pembayaran.

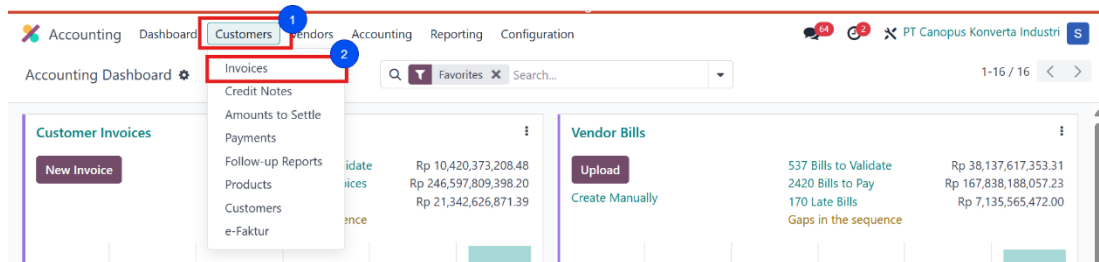
3 Customers

3.1 Customers Payments

- ❖ Pilih aplikasi Accounting pada daftar menu



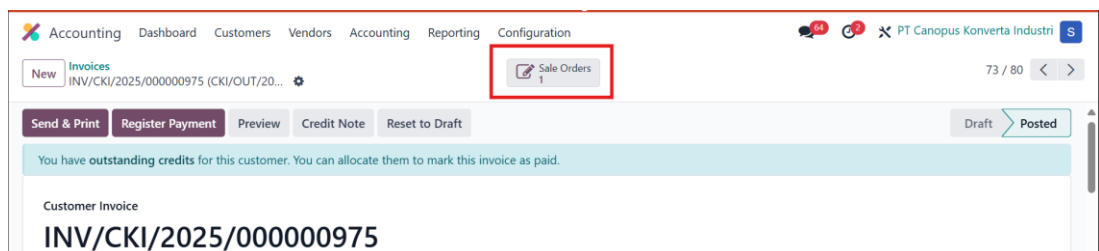
- ❖ Pilih Customers, lalu klik Invoices



- ❖ Pilih salah satu data invoice

Accounting Dashboard Customers Vendors Accounting Reporting Configuration										
New Upload Invoices										
Number	Customer	Invoice Da...	Due Da...	Tax Number	Reference	Activiti...	Tax Excluded	Total	Total in Curr...	Payme...
☐	PT. Santos Jaya...	In 84 days			CKI/OUT/2025...		Rp 87,890,724...	Rp 97,558,703...	Rp 97,558,703...	Draft
☐	PT. Santos Jaya...	In 84 days			CKI/OUT/2025...		Rp 10,629,697...	Rp 11,798,963...	Rp 11,798,963...	Draft
☐	PT. Santos Jaya...	In 84 days			CKI/OUT/2025...		Rp 491,442,00...	Rp 545,500,62...	Rp 545,500,62...	Draft
☐	INV/CKI/2025...	PT. Santos Jaya...	01-Mar-2025	In 83 days	CKI/OUT/2025...		Rp 8,229,618.00	Rp 9,134,875.98	Rp 9,134,875.98	Not Pa... Post...
☐	INV/CKI/2025...	PT. Santos Jaya...	01-Mar-2025	In 83 days	CKI/OUT/2025...		Rp 95,174,600...	Rp 105,643,80...	Rp 105,643,80...	Not Pa... Post...
☐	INV/CKI/2025...	PT. Santos Jaya...	01-Mar-2025	In 83 days	CKI/OUT/2025...		Rp 50,053,500...	Rp 55,559,385...	Rp 55,559,385...	Not Pa... Post...
☐	INV/CKI/2025...	PT. Santos Jaya...	01-Mar-2025	In 83 days	CKI/OUT/2025...		Rp 111,491,01...	Rp 123,755,02...	Rp 123,755,02...	Not Pa... Post...
☐	INV/CKI/2025...	PT. Santos Jaya...	28-Feb-2025	In 82 days	040025000526...	CKI/OUT/2025...	Rp 69,750,612...	Rp 77,423,179...	Rp 77,423,179...	Not Pa... Post...
☐	INV/CKI/2025...	PT. Santos Jaya...	28-Feb-2025	In 82 days	040025000526...	CKI/OUT/2025...	Rp 85,714,300...	Rp 95,142,873...	Rp 95,142,873...	Not Pa... Post...
☐	INV/CKI/2025...	PT. Santos Jaya...	28-Feb-2025	In 82 days	040025000526...	CKI/OUT/2025...	Rp 115,086,52...	Rp 127,746,03...	Rp 127,746,03...	Not Pa... Post...
☐	INV/CKI/2025...	PT. Santos Jaya...	28-Feb-2025	In 82 days	040025000526...	CKI/OUT/2025...	Rp 116,251,02...	Rp 129,038,63...	Rp 129,038,63...	Not Pa... Post...
							Rp 10,039,474...	Rp 11,143,817...		

- ❖ Klik Sales Order



❖ Ketika sudah dilakukan delivery, maka klik invoice

Accounting Dashboard Customers Vendors Accounting Reporting Configuration

New INV/CKI/2025/00000975 (CKI/OUT/...)

Picking List 4 Delivery Orders 4 **Invoices 4**

1 / 1 < >

Generate Picking Close SO Get Qty Delivered Get Qty Invoiced Send by Email Preview Cancel Quotation Quotation Sent **Sales Order** Close

SL/2024/00002267

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 Address PT. Santos Jaya Abadi

Delivery Address PT. Santos Jaya Abadi, Sepanjang

Order Date 23-Nov-2024 19:14:26

Pricelist Default IDR pricelist (IDR)

Currency IDR

Payment Terms 90 Days

Use Custom Process ☒

Ref. PO No S243946

Sales Region Domestic

Order Lines	Other Info	Customer Signature	Delivery Schedule
Product	Description	Quantity	Delivered
[FG01-000026]	FG01-000026 PLASTIK	30.00	30.00
		8.00	30.00
			30.00
			Roll
			5,963,755.00
			S-PPN-11
			0.00
			Rp 178,912,...

❖ Dapat dilihat data tersebut berstatus posted

Accounting Dashboard Customers Vendors Accounting Reporting Configuration

New Upload INV/CKI/2025/00000975... / SL/202...

Invoices Search...

1-4 / 4 < > [] [] []

Number	Customer	Invoice Date	Due Date	Tax Number	Reference	Activities	Tax Excluded	Total	Total in Curr...	Payment	Status
INV/CKI/2025/...	PT. Santos Jaya...	01-Mar-2025	In 83 days		CKI/OUT/2025/...		Rp 8,229,618.00	Rp 9,134,875.98	Rp 9,134,875.98	Not Paid	Posted
INV/CKI/2025/...	PT. Santos Jaya...	06-Jan-2025	In 29 days	040025000015...	CKI/OUT/2025/...		Rp 83,210,582.00	Rp 92,363,746.00	Rp 92,363,746.02	Not Paid	Posted
INV/CKI/2024/...	PT. Santos Jaya...	30-Dec-2024	In 22 days	010011242618...	CKI/OUT/2024/...		Rp 83,492,570.00	Rp 92,676,752.00	Rp 92,676,752.70	Not Paid	Posted
INV/CKI/2024/...	PT. Santos Jaya...	21-Dec-2024	In 13 days	010011242618...	CKI/OUT/2024/...		Rp 95,420,080.00	Rp 105,916,28...	Rp 105,916,288...	Not Paid	Posted
							Rp 270,352,85...	Rp 300,091,66...			

❖ Di customer invoice pastikan data kode transaksi sudah benar

Customer Invoice

INV/CKI/2025/00000975

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/2025/00000975

Payment terms 90 Days

Ref. PO No S243946

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

Total (Tax inc.) Rp 0.00

Note Invoices

❖ Dan pada other info pastikan bahwa recipient bank sudah benar

Invoice Lines Journal Items **Other Info**

INVOICE

Customer Reference CKI/OUT/2025/00005472

Salesperson R Ratna Hari Murti

Sales Team Sales Team

Recipient Bank 003665971234 - BANK DANAMON INDONESIA (trusted)

Payment QR-code

Delivery Date

Sign Officer Josephine Ocktavia

Job Position Accounting & Tax

ACCOUNTING

Incoterm

Incoterm Location

Fiscal Position

Auto-post No

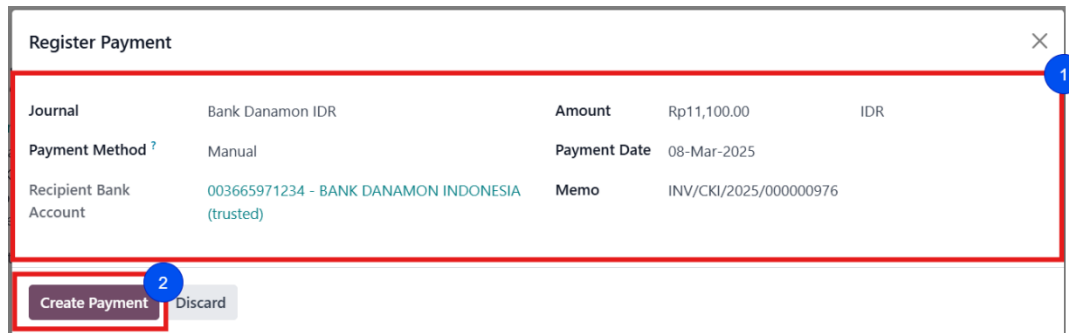
To Check

Notes Kurs 15,671.00

- ❖ Klik Register Payment, jika pelanggan sudah membayar



- ❖ Maka sesuaikan isi data Register Payment, jika sudah sesuai maka klik Create Payment



- ❖ Maka status akan berubah menjadi Paid

