# User Manual

# Customers Payments

Project:

## ODOO Implementation for

## PT Canopus Konverta Industri

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|---|---|
| **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 |
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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

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

# 2 Tujuan

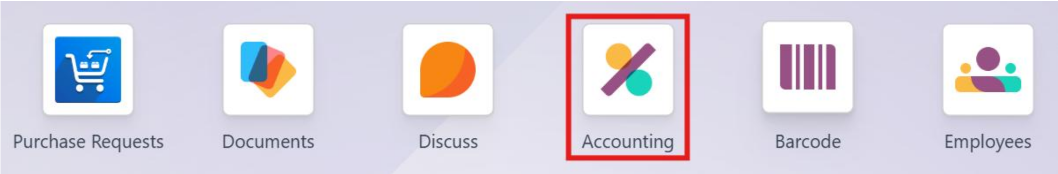
**Customers Payments**

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

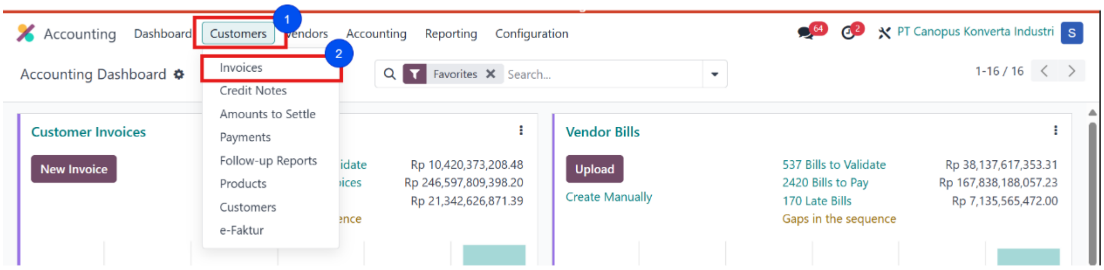
# 3 Customers

## 3.1 Customers Payments

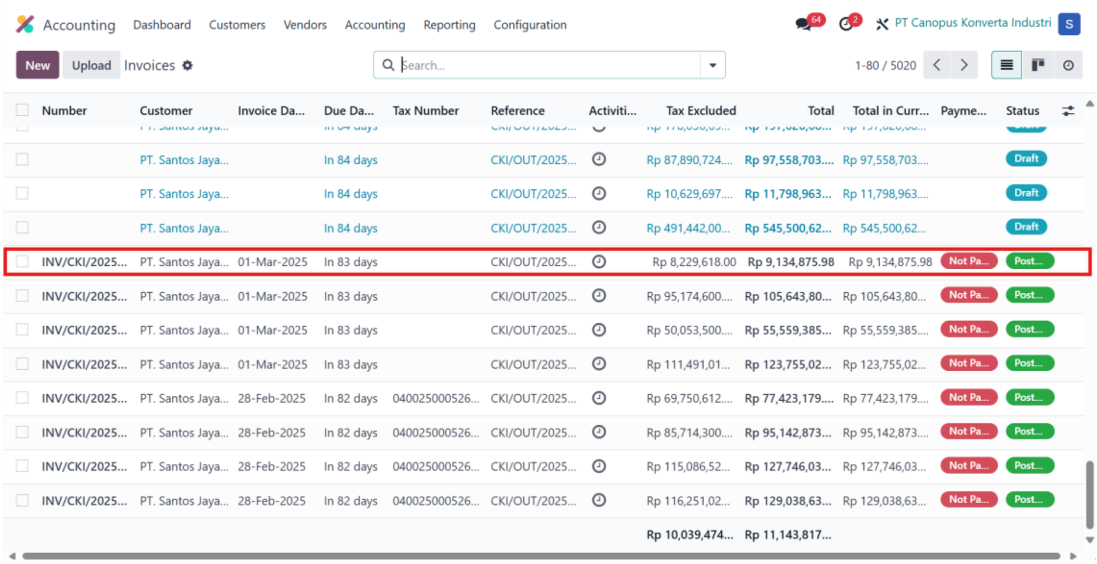
❖ Pilih aplikasi Accounting pada daftar menu



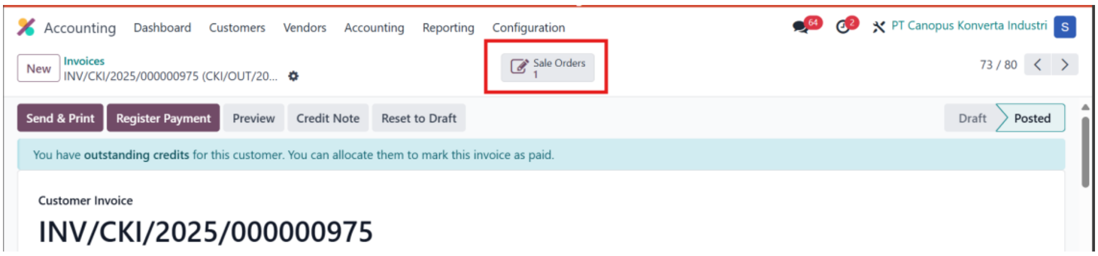

❖ Pilih Customers, lalu klik Invoices



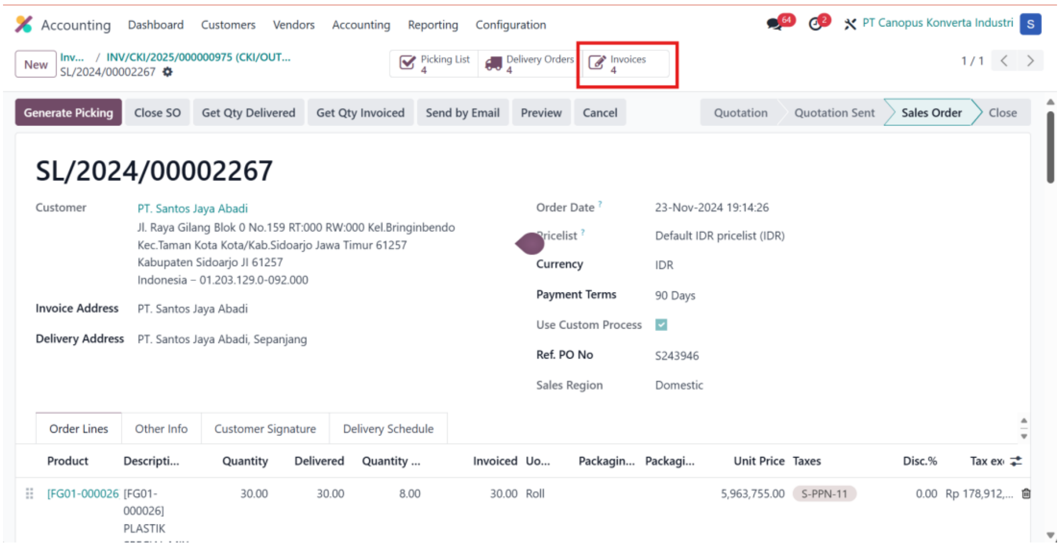

❖ Pilih salah satu data invoice



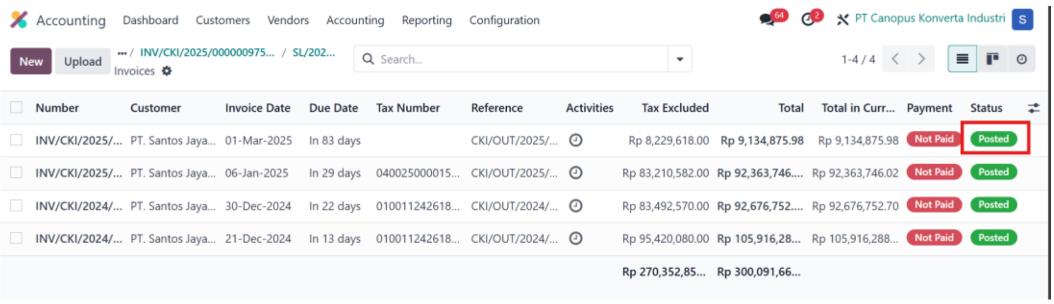

❖ Klik Sales Order



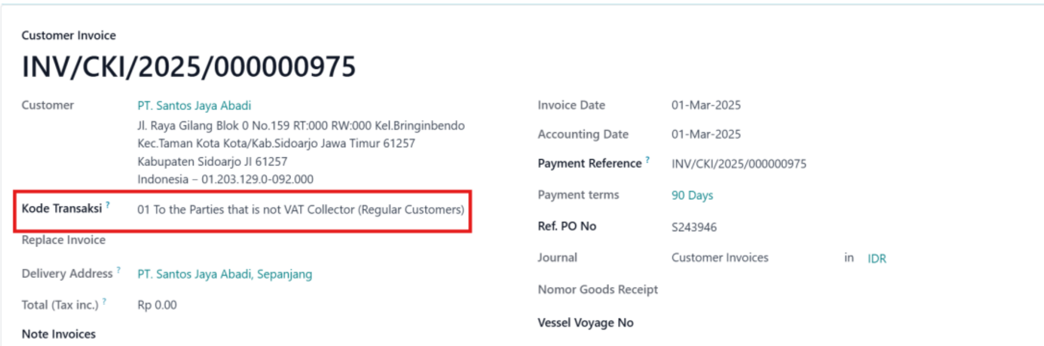
❖ Ketika sudah dilakukan delivery, maka klik invoice



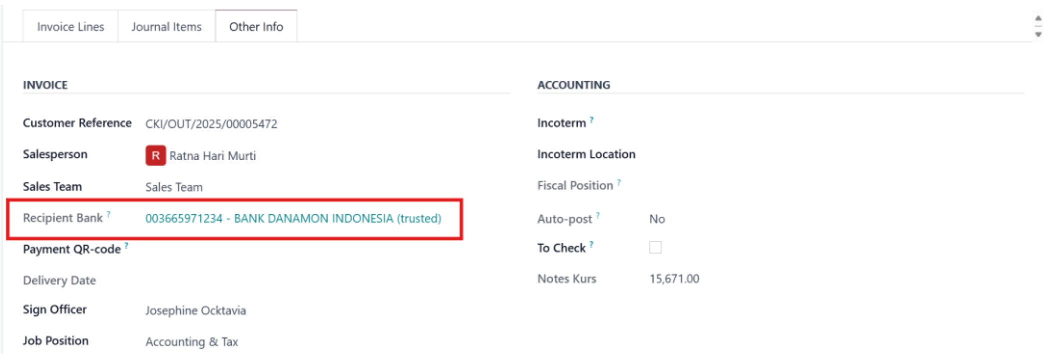

❖ Dapat dilihat data tersebut berstatus posted




❖ Di customer invoice pastikan data kode transaksi sudah benar

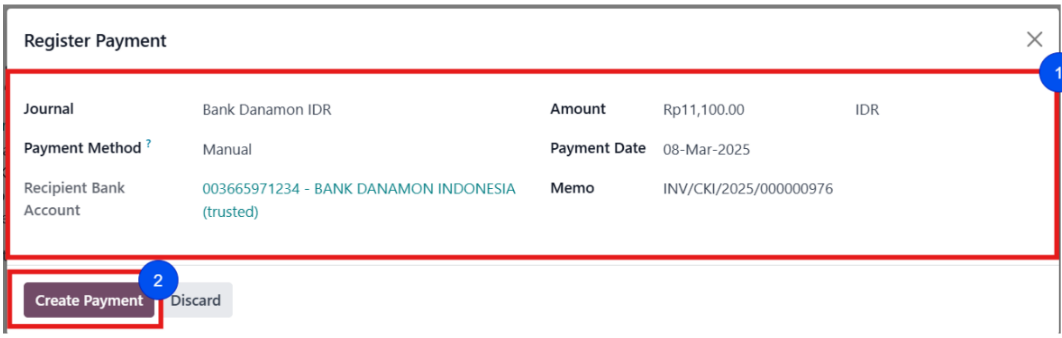



❖ Dan pada other info pastikan bahwa recipient bank sudah benar



❖ 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