



Odoo Sale User Manual

CONTENTS

- Customer Creation
- Stock Target Creation
- RFQ Creation & SO Confirmation
- Voucher Discount
- Stock Delivery
- Customer Invoice Creation
- Register Payment
- Reporting



CUSTOMER CREATION

GO TO SALE MODULE



Discuss



Calendar



Notes



Contacts



CRM



Sales



Subscriptions



Rental



Point of Sale



Accounting



Documents



Project



Timesheets



Field Service



Planning



Helpdesk



Website



eLearning

GO TO CUSTOMER IN ORDERS MENU

Sales

Orders

To Invoice

Products

Reporting

Configuration

5

41

×

Demo Company

Mitchell Admin

Quotations

CREATE

Orders

Quotations

Orders

Sales Teams

Customers

My Quotations

Search...

Filters

Group By

Favorites

1-13 / 13

Company Data

Set your company's data for documents header/footer.

Let's start!

Quotation Layout

Customize the look of your quotations.

Customize

Order Confirmation

Choose between electronic signatures or online payments.

Set payments

Sample Quotation

Send a quotation to test the customer portal.

Send sample

<input type="checkbox"/>	Number	Creation Date	Customer	Salesperson	Next Activity	Company	Total	Status	
<input type="checkbox"/>	S00049	09/21/2022	Ahmad Nabeel	Mitchell Admin		Demo Company	\$ 0.00	Quotation	
<input type="checkbox"/>	S00048	09/21/2022	Ahmad Nabeel	Mitchell Admin		Demo Company	\$ 13.80	Quotation Sent	
<input type="checkbox"/>	S00047	09/21/2022	Ready Mat	Mitchell Admin		Demo Company	\$ 44,275.00	Sales Order	
<input type="checkbox"/>	S00046	09/21/2022	Deco Addict	Mitchell Admin	Call to follow-up	Demo Company	\$ 18,400.00	Sales Order	
<input type="checkbox"/>	S00045	09/21/2022	Deco Addict	Mitchell Admin		Demo Company	\$ 600.00	Sales Order	

CLICK THE CREATE BUTTON

Sales Orders To Invoice Products Reporting Configuration

5 41 ✕ Demo Company Mitchell Admin

Customers

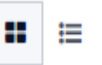
Customer Invoices ✕ Search...



CREATE

Filters Group By Favorites

1-3 / 3



Ahmad Nabeel

eng_anabeel@hotmail.com

\$ 2



Azure Interior

• Services

Fremont, United States

vauxoo@yourcompany.example.com



2



2



2



Deco Addict

• Vendor / Desk Manufacturers

Pleasant Hill, United States

info@agrolait.com



5



1



\$ 8



FILL UP THE NAME AND ADDRESS



Sales

Orders

To Invoice

Products

Reporting

Configuration



5



41



Demo Company



Mitchell A

Customers / New

SAVE

DISCARD



0

Meetings



0

Opportunities



0

Sales



0

Subscriptions



0

Purchases



0 %

On-time Rate



0.00

Invoiced

More ▾

☐ Individual ☒ Company

Customer 1



Address

Street...

Street 2...

City

State

ZIP

Myanmar

Tax ID

e.g. BE0477472701

Phone

Mobile

Email

Website

Tags

e.g. https://www.odoo.com

Tags...

Contacts & Addresses

Sales & Purchase

Accounting

Internal Notes

Partner Assignment

CLICK THE SAVE BUTTON

Sales

Orders

To Invoice

Products

Reporting

Configuration

5

41

✕

Demo Company

Mit

Customers / New

SAVE

DISCARD

0 Meetings

0 Opportunities

0 Sales

0 Subscriptions

0 Purchases

0 % On-time Rate

0.00 Invoiced

More ▾

☐ Individual

☒ Company

Customer 1

Address

Street...

Street 2...

CityStateZIP

Myanmar

Tax ID

e.g. BE0477472701

Phone

Mobile

Email

Website

Tags...

e.g. https://www.odoo.com

Tags...

Contacts & Addresses

Sales & Purchase

Accounting

Internal Notes

Partner Assignment



STOCK TARGET CREATION

GO TO SALE MODULE



Discuss



Calendar



Contacts



CRM



Sales



Accounting



Purchase



Inventory



Employees



Approvals



Apps



Settings

CLICK STOCK TARGET UNDER CONFIGURATION MENU

Sales

Orders

To Invoice

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A Administrator

Quotations

CREATE

My Quotations

Search...

Filters

Group By

Favorites

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Settings

Sales Teams

Stock Target

Sales Orders

Tags

Units of Measure

Units of Measure Categories

Company Data

Set your company's data for documents header/footer.

Let's start!

Order Confirmation

Choose between electronic signatures or online payments.

Set payments

Sample Quotation

Send a quotation to test the customer portal.

Send sample

Number

Creation Date

Customer

Salesperson

Voucher No

Next Activity

Total

Status

S00059

10/09/2022

Mg Mg

A Administrator

v-00012

19,000.00 K

Sales Order

S00058

10/07/2022


Administrator

A Administrator

0.00 K

Quotation

CLICK CREATE BUTTON

 Sales


Orders


To Invoice


Products

Reporting


Configuration

 1

 7

 Administrator

Stock Target Setting

Search... 

CREATE

▼ Filters ≡ Group By ★ Favorites

☐ Sales Team ▼

From Date To Date ⋮

Sales Team





FILL INFORMATION AND CLICK SAVE BUTTON

Stock Target Setting / Sale Team 1

SAVE

DISCARD

1 / 1

Sales Team	Sale Team 1	 
From Date	10/11/2022	
To Date	10/14/2022	

Product

Limit Quantity



[AV0019] ARTHROVIT

200 

Add a line



REQUEST FOR QUOTATION CREATION & SO CONFIRMATION

GO TO QUOTATION IN ORDERS MENU

Sales

Orders

To Invoice

Products

Reporting

Configuration

5

41

×

Demo Company

Mitchell Admin

Quotations

CREATE

Quotations

Orders

Sales Teams

Customers

My Quotations

Search...

▼ Filters

≡ Group By

★ Favorites

1-13 / 13

<

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☰

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Company Data

Set your company's data for documents header/footer.

Let's start!

Quotation Layout

Customize the look of your quotations.

Customize

Order Confirmation

Choose between electronic signatures or online payments.

Set payments

Sample Quotation

Send a quotation to test the customer portal.

Send sample

<input type="checkbox"/>	Number	Creation Date	Customer	Salesperson	Next Activity	Company	Total	Status	⋮
<input type="checkbox"/>	S00049	09/21/2022	Ahmad Nabeel	Mitchell Admin	🕒	Demo Company	\$ 0.00	Quotation	
<input type="checkbox"/>	S00048	09/21/2022	Ahmad Nabeel	Mitchell Admin	🕒	Demo Company	\$ 13.80	Quotation Sent	
<input type="checkbox"/>	S00047	09/21/2022	Ready Mat	Mitchell Admin	🕒	Demo Company	\$ 44,275.00	Sales Order	
<input type="checkbox"/>	S00046	09/21/2022	Deco Addict	Mitchell Admin	📞 Call to follow-up	Demo Company	\$ 18,400.00	Sales Order	

CLICK THE CREATE BUTTON

Sales

Orders

To Invoice

Products

Reporting

Configuration

5

41

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Demo Company

Mitchell Admin

Quotations

My Quotations x Search...

CREATE

▼ Filters ≡ Group By ★ Favorites 1-13 / 13 < > ≡ ☐ 📅 📊 📈 ⌚

Company Data

Set your company's data for documents header/footer.

Let's start!

Quotation Layout

Customize the look of your quotations.

Customize

Order Confirmation











Choose between electronic signatures or online payments.

Set payments

Sample Quotation

Send a quotation to test the customer portal.

Send sample

<input type="checkbox"/>	Number	Creation Date	Customer	Salesperson	Next Activity	Company	Total	Status	⋮
<input type="checkbox"/>	S00049	09/21/2022	Ahmad Nabeel	 Mitchell Admin		Demo Company	\$ 0.00	Quotation	
<input type="checkbox"/>	S00048	09/21/2022	Ahmad Nabeel	 Mitchell Admin		Demo Company	\$ 13.80	Quotation Sent	
<input type="checkbox"/>	S00047	09/21/2022	Ready Mat	 Mitchell Admin		Demo Company	\$ 44,275.00	Sales Order	
<input type="checkbox"/>	S00046	09/21/2022	Deco Addict	 Mitchell Admin	 Call to follow-up	Demo Company	\$ 18,400.00	Sales Order	
<input type="checkbox"/>	S00045	09/21/2022	Deco Addict	 Mitchell Admin		Demo Company	\$ 690.00	Sales Order	

FILL UP THE REQUIRED INFORMATION

Sales Orders To Invoice Products Reporting Configuration

1 7 Administrator

Quotations / S00060

SAVE DISCARD

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SEND BY EMAIL CONFIRM CANCEL

QUOTATION QUOTATION SENT SALES ORDER

Customer Preview

S00060

Customer Kyi Kyi Aye

Myanmar

Customer Township Chanayethazan

Expiration

Pricelist

Pricelist 2 (MMK)

Payment Terms

Date for Reverse

Voucher No

Order Lines

Optional Products

Other Info

Product	Description	Quantity	UoM	Unit Price	FOC	Compensate	Taxes	Disc.%	Subtotal
[AV0019] ARTHROVIT	[AV0019] ARTHROVIT	1.00	Box	6,000.00				Disc.% 0.00	6,000.00 K
[AV0019] ARTHROVIT	[AV0019] ARTHROVIT	1.00	Card	0.00				0.00	0.00 K
[AV0019] ARTHROVIT	[AV0019] ARTHROVIT	1.00	Card	0.00				0.00	0.00 K

Add a product Add a section Add a note

CLICK OTHER INFO TO ADD SALE TEAM AND SALE EMPLOYEE

Sales

Orders

To Invoice

Products

Reporting

Configuration

1

7

A

Quotations / S00060

SAVE

DISCARD

59 /

SEND BY EMAIL

CONFIRM

CANCEL

QUOTATION

QUOTATION SENT

S

Customer Preview

S00060

Customer

Kyi Kyi Aye

Myanmar

Customer Township

Chanayethazan

Expiration

Pricelist

Payment Terms

Date for Reverse

Voucher No

Pricelist 2 (MMK)

Order Lines

Optional Products

Other Info

Sales

Invoicing

Sale Employee

Ko Moe

Sale Team

Sale Team 1

Online Signature

☒

Fiscal Position

Analytic Account

CLICK THE SAVE BUTTON

 Sales Orders To Invoice Products Reporting Configuration

 1  7  A Ad

Quotations / S00060

SAVE

DISCARD

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S00060

Customer

Kyi Kyi Aye



Expiration



Myanmar

Pricelist

Pricelist 2 (MMK)



Customer Township

Chanayethazan

Payment Terms



Date for Reverse



Voucher No



Order Lines

Optional Products

Other Info

Sales

Sale Employee

Ko Moe



Invoicing

Fiscal Position



Sales Team

Sale Team 1



Analytic Account



CLICK THE CONFIRM BUTTON TO BE DONE

Sales

Orders

To Invoice

Products

Reporting

Configuration

5

41

Demo Company

Mitchell Admin

Quotations / S00051

EDIT

CREATE

Print

Action

1 / 1

<

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SEND BY EMAIL

CONFIRM

CANCEL

QUOTATION

QUOTATION SENT

SALES ORDER

S00051

Customer

Customer 1

Myanmar

Expiration

Payment Terms

Invoice Address

Customer 1

Delivery Address

Customer 1

Quotation Template

Customer Preview

Order Lines

Optional Products

Other Info

Product	Description	Quantity	UoM	Unit Price	Subtotal	
Voltaren	Voltaren	10.00	10xCard	75.00	\$ 750.00	<div></div>
Add a product	Add a section	Add a note				



Voucher Discount

CLICK AMOUNT OR PERCENT TO ADD VOUCHER DISCOUNT

Sales

Orders

To Invoice

Products

Reporting

Configuration

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7

A

Administrat

Sales Orders / S00061

SAVE

DISCARD

1 / 1

<

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Customer Township

Myanmar

Chanayethazan

Pricelist

Payment Terms

Date for Reverse

Voucher No

Pricelist 2 (MMK)

Update Prices

Order Lines

Optional Products

Other Info

Product	Description	Quantity	UoM	Unit Price	FOC	Compensate	Taxes	Disc.%	Subtotal
[AV0019] ARTHROVIT	[AV0019] ARTHROVIT	3.00	Box	6,000.00				0.00	18,000.00 K
<div>Add a product</div> <div>Add a section</div> <div>Add a note</div>									

Terms and conditions...

Total: 18,000.00 K

Discount Type: Amount

Total Discount: Amount

Percent

ADD AMOUNT IN TOTAL DISCOUNT

Sales Orders / S00061

SAVE DISCARD

Customer Township Myanmar
Chanayethazan

Pricelist Pricelist 2 (MMK) Update Prices
Payment Terms
Date for Reverse
Voucher No

Order Lines Optional Products Other Info

Product	Description	Quantity	UoM	Unit Price	FOC	Compensate	Taxes	Disc.%	Subtotal
[AV0019] ARTHROVIT	[AV0019] ARTHROVIT	3.00	Box	6,000.00				0.00	18,000.00 K
Add a product Add a section Add a note									

Terms and conditions...

Total: 18,000.00 K

Discount Type: Amount

Total Discount: 200

Sub Total: 17,800.00 K



Stock Delivery

CLICK DELIVERY TO DELIVER STOCK

Sales Orders To Invoice Products Reporting Configuration

1 7 Administrator

Quotations / S00060

EDIT CREATE

Print Action

59 / 59 < >

CREATE INVOICE SEND BY EMAIL CANCEL REVERSE ORDER

QUOTATION QUOTATION SENT SALES ORDER

Customer Preview

1 Delivery

S00060

Customer Kyi Kyi Aye

Order Date 10/11/2022 06:02:43

Myanmar

Pricelist Pricelist 2 (MMK)

Customer Township Chanayethazan

Payment Terms

Date for Reverse

Voucher No

Order Lines Other Info

Product	Description	Quantity	Delivered	Invoiced	UoM	Unit Price	FOC	Compensa...	Tax...	Disc.%	Subtotal	
[AV0019] ARTH...	[AV0019] ARTHROVIT	1.00	0.00	0.00	Box	6,000.00				0.00	6,000.00 K	
[AV0019] ARTH...	[AV0019] ARTHROVIT	1.00	0.00	0.00	Card	0.00				0.00	0.00 K	
[AV0019] ARTH...	[AV0019]	1.00	0.00	0.00	Card	0.00				0.00	0.00 K	

CLICK ICON TO VALIDATE

Quotations / S00060 / YGN-C/OUT/00047

EDIT

CREATE

Print

Action

1 / 1

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>

VALIDATE

SET QUANTITIES

PRINT

PRINT LABELS

UNRESERVE

SCRAP

UNLOCK

CANCEL

DRAFT

WAITING

READY

DONE

☆ YGN-C/OUT/00047

Delivery Address

Kyi Kyi Aye

Scheduled Date

10/11/2022 06:02:43

Source Location

YGN-C/Sellable

Deadline

10/11/2022 06:02:43

Product Availability

Available

Voucher No

Operations	Additional Info	Note								
Product	Compensate	FOC	Demand	Reserved	Done	Unit of Measure	Box	Card	PCs	
[AV0019] ARTHROVIT	<input type="checkbox"/>	<input type="checkbox"/>	30.00	30.00		0.00 Pcs	0.00	0.00	0.00	
[AV0019] ARTHROVIT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10.00	10.00		0.00 Pcs	0.00	0.00	0.00	
[AV0019] ARTHROVIT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10.00	10.00		0.00 Pcs	0.00	0.00	0.00	
Add a line								0.00		

CHOOSE LOT/SERIAL NUMBER, ADD DONE QTY AND CLICK CONFIRM

Detailed Operations ×

Product [AV0019] ARTHROVIT

Demand 30.00 Pcs

Quantity Done 30.00 / 30.00 Pcs

From	Lot/Serial Number	Expiration Date	Reserved	Done	Unit of Measure	
YGN-C/Sellable	lots/456	12/31/2024 06:30:00	30.00	30.00	pcs	
Add a line						

CONFIRM DISCARD

CLICK SET QUANTITIES TO SET THE DONE QTY

Sales Orders To Invoice Products Reporting Configuration

1 7 A Admin

Quotations / S00060 / YGN-C/OUT/00047

EDIT CREATE

Print Action

1 / 1

VALIDATE SET QUANTITIES PRINT PRINT LABELS UNRESERVE SCRAP UNLOCK CANCEL

DRAFT WAITING READY

☆ YGN-C/OUT/00047

Delivery Address Kyi Kyi Aye

Source Location YGN-C/Sellable

Scheduled Date 10/11/2022 06:02:43

Deadline 10/11/2022 06:02:43

Product Availability Available

Voucher No

Operations Additional Info Note

Product	Compensate	FOC	Demand	Reserved	Done	Unit of Measure	Box	Card	PCs	
[AV0019] ARTHROVIT	<input type="checkbox"/>	<input type="checkbox"/>	30.00	30.00	30.00	pcs	1.00	0.00	0.00	
[AV0019] ARTHROVIT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10.00	10.00	10.00	pcs	0.00	1.00	0.00	
[AV0019] ARTHROVIT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10.00	10.00	10.00	pcs	0.00	1.00	0.00	

Add a line

CLICK THE VALIDATE BUTTON TO BE DONE

Sales

Orders

To Invoice

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Configuration

1

7

A

Quotations / S00060 / YGN-C/OUT/00047

EDIT

CREATE

Print

Action

1

VALIDATE

SET QUANTITIES

PRINT

PRINT LABELS

UNRESERVE

SCRAP

UNLOCK

CANCEL

DRAFT

WAITING

REAL

☆

YGN-C/OUT/00047

Delivery Address

Kyi Kyi Aye

Scheduled Date

10/11/2022 06:02:43

Source Location

YGN-C/Sellable

Deadline

10/11/2022 06:02:43

Product Availability

Available

Voucher No

Operations

Additional Info

Note

Product	Compensate	FOC	Demand	Reserved	Done	Unit of Measure	Box	Card	PCs	
[AV0019] ARTHROVIT	<input type="checkbox"/>	<input type="checkbox"/>	30.00	30.00		30.00 Pcs	1.00	0.00	0.00	
[AV0019] ARTHROVIT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10.00	10.00		10.00 Pcs	0.00	1.00	0.00	
[AV0019] ARTHROVIT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10.00	10.00		10.00 Pcs	0.00	1.00	0.00	
Add a line										



INVOICE CREATION

GO BACK TO SO AND CLICK THE CREATE INVOICE

Quotations / S00051

EDIT

CREATE

Print

Action

1 / 1

<

>

EDIT

CREATE

Print

Action

1 / 1

<

>

EDIT

CREATE

Print

Action

1 / 1

<

>

CREATE INVOICE

SEND BY EMAIL

CANCEL

QUOTATION

QUOTATION SENT

SALES ORDER

CREATE INVOICE

SEND BY EMAIL

CANCEL

QUOTATION

QUOTATION SENT

SALES ORDER

CREATE INVOICE

SEND BY EMAIL

CANCEL

QUOTATION

QUOTATION SENT

SALES ORDER

CREATE INVOICE

SEND BY EMAIL

CANCEL

QUOTATION

QUOTATION SENT

SALES ORDER

CREATE INVOICE

SEND BY EMAIL

CANCEL

QUOTATION

QUOTATION SENT

SALES ORDER

[illegible]

Customer Preview

1 Delivery

S00051	
--------	--

Customer	Customer 1	Order Date	09/21/2022 06:16:07
----------	------------	------------	---------------------

Customer	Customer 1	Order Date	09/21/2022 06:16:07
----------	------------	------------	---------------------

Myanmar	Payment Terms
---------	---------------

Invoice Address	Customer 1
Delivery Address	Customer 1

Invoice Address	Customer 1
Delivery Address	Customer 1


Delivery Address	Customer 1
Quotation Template	

Order Lines

Other Info

Order Lines

Other Info

Product	Description	Quantity	UoM	Unit Price	Subtotal	
Voltaren	Voltaren	10.00	10xCard	75.00	\$ 750.00	

CHOOSE REGULAR INVOICE AND CLICK CREATE AND VIEW INVOICE BUTTON

The screenshot displays the Odoo Sales application interface. A modal dialog titled "Create invoices" is open, centered on the screen. The dialog contains the following elements:

- Title:** "Create invoices" with a close button (X) in the top right corner.
- Information:** A message stating "Invoices will be created in draft so that you can review them before validation."
- Options:** Under the heading "Create Invoice", there are three radio button options:
 - ☒ Regular invoice (This option is highlighted with a red rectangular box)
 - ☐ Down payment (percentage)
 - ☐ Down payment (fixed amount)
- Buttons:** At the bottom of the dialog, there are three buttons:
 - CREATE AND VIEW INVOICE** (This button is highlighted with a red rectangular box)
 - CREATE INVOICE
 - CANCEL

The background interface shows the "Sales" menu, a list of "Quotations / S00051", and a sidebar with buttons like "EDIT", "CREATE", "CREATE INVOICE", and "SEND B". The user's name "Mitchell Admin" is visible in the top right corner.

CLICK CONFIRM

Sales

Orders

To Invoice

Products

Reporting

Configuration

5

41

✕

Demo Company

Mitchell Admin

Quotations / S00051 / Draft Invoice (* 15)

EDIT

CREATE

Print

Action

1 / 1

<

>

CONFIRM

PREVIEW

CANCEL

DRAFT

POSTED

Customer Invoice

Draft

Customer

Customer 1

Invoice Date

Due Date

09/21/2022

Delivery Address

Myanmar

Customer 1

Journal

Customer Invoices

Payment Reference

Invoice Lines

Journal Items

Other Info

Product	Label	Account	Quantity	UoM	Price	Taxes	Subtotal	
Voltaren	Voltaren	400000 Product Sales	10.00	10xCard	75.00	Tax 15.00%	\$ 750.00	
<div>Add a line</div> <div>Add a section</div> <div>Add a note</div>								

THE INVOICE IS POSTED AND CAN CHECK THE JOURNAL

Sales

Orders

To Invoice

Products

Reporting


Configuration

5

41

×

Demo Company

 Mitchell Admin

Quotations / S00051 / INV/2022/00005

EDIT

CREATE

Print

Action

1 / 1

<

>

SEND & PRINT

REGISTER PAYMENT

PREVIEW

ADD CREDIT NOTE

RESET TO DRAFT

DRAFT

POSTED

Customer Invoice

INV/2022/00005

Customer

Customer 1

Invoice Date

09/21/2022

Due Date

09/21/2022

Journal

Customer Invoices

Delivery Address

Myanmar

Customer 1

Payment Reference

INV/2022/00005

Invoice Lines

Journal Items

Other Info

Account	Label	Debit	Credit	Tax Grids	
400000 Product Sales	Voltaren	\$ 0.00	\$ 750.00		<div>Cut-Off</div>
251000 Tax Received	Tax 15.00%	\$ 0.00	\$ 112.50		
121000 Account Receivable	INV/2022/00005	\$ 862.50	\$ 0.00		



REGISTER PAYMENT

CLICK THE REGISTER PAYMENT BUTTON

Sales

OrdersTo InvoiceProductsReportingConfiguration

5

41

×

Demo Company

Mitchell Admin

Quotations / S00051 / INV/2022/00005

EDITCREATE

PrintAction

1 / 1<>

SEND & PRINT

REGISTER PAYMENT

PREVIEW

ADD CREDIT NOTE

RESET TO DRAFT

DRAFTPOSTED

Customer Invoice

INV/2022/00005

CustomerCustomer 1

Invoice Date09/21/2022

Myanmar

Due Date09/21/2022

Delivery AddressCustomer 1

JournalCustomer Invoices

Payment ReferenceINV/2022/00005

Invoice Lines

Journal Items

Other Info

Account	Label	Debit	Credit	Tax Grids	
400000 Product Sales	Voltaren	\$ 0.00	\$ 750.00		Cut-Off
251000 Tax Received	Tax 15.00%	\$ 0.00	\$ 112.50		
121000 Account Receivable	INV/2022/00005	\$ 862.50	\$ 0.00		

SELECT THE JOURNAL AND CLICK THE CREATE PAYMENT BUTTON

Register Payment





Journal	Cash	Amount	\$862.50
Recipient Bank Account		Payment Date	09/21/2022
		Memo	INV/2022/00005

CREATE PAYMENT CANCEL

Customer 1 Invoice Date 09/21/2022 Due Date 09/21/2022


THE INVOICE IS PAID

 **Sales** Orders To Invoice Products Reporting Configuration

 5  41  Demo Company  Mitchell Admin

Quotations / S00051 / INV/2022/00005

EDIT CREATE

 Print  Action

1 / 1  

SEND & PRINT PREVIEW ADD CREDIT NOTE RESET TO DRAFT

DRAFT **POSTED**

Customer Invoice

INV/2022/00005

Customer Customer 1

Invoice Date 09/21/2022

Due Date 09/21/2022

Delivery Address Myanmar


Journal Customer Invoices

Payment Reference INV/2022/00005

Invoice Lines

Journal Items

Other Info

Account	Label	Debit	Credit	Tax Grids	
400000 Product Sales	Voltaren	\$ 0.00	\$ 750.00		 Cut-Off
251000 Tax Received	Tax 15.00%	\$ 0.00	\$ 112.50		
121000 Account Receivable	INV/2022/00005	\$ 862.50	\$ 0.00		



REPORTING

DASHBOARD REPORT

SalesOrdersTo InvoiceProductsReportingConfiguration

Quotations

CREATE

My Quotations xSearch...

FiltersGroup ByFavorites1-59 / 59

DashboardSalesFOC ReportCompensate Report

Company Data

Set your company's data for documents header/footer.

Let's start!

Quotation Layout

Customize the look of your quotations.

Customize

Order Confirmation

Choose between electronic signatures or online payments.

Set payments

Sample Quotation

Send a quotation to test the customer portal.

Send sample

<input type="checkbox"/>	Number	Creation Date	Customer	Salesperson	Voucher No	Next Activity	Total	Status	
<input type="checkbox"/>	S00060	10/11/2022	Kyi Kyi Aye	Administrator			6,000.00 K	Sales Order	
<input type="checkbox"/>	S00059	10/09/2022	Mg Mg	Administrator	v-00012		19,000.00 K	Sales Order	
<input type="checkbox"/>	S00058	10/07/2022	Administrator	Administrator			0.00 K	Quotation	
<input type="checkbox"/>	S00057	10/07/2022	Kyi Kyi Aye	Administrator			4,000.00 K	Quotation	
<input type="checkbox"/>	S00056	10/07/2022	Administrator	Administrator			0.00 K	Sales Order	
<input type="checkbox"/>	S00055	10/07/2022	Administrator	Administrator			0.00 K	Sales Order	
<input type="checkbox"/>	S00054	10/07/2022	Administrator	Administrator			0.00 K	Sales Order	
<input type="checkbox"/>	S00053	10/07/2022	Germany	Administrator	45673		550.00 K	Sales Order	

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A Administrator

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Company Data

Set your company's data for documents header/footer.

Let's start!

Quotation Layout

Customize the look of your quotations.

Customize

Order Confirmation

Choose between electronic signatures or online payments.

Set payments

Sample Quotation

Send a quotation to test the customer portal.

Send sample

<input type="checkbox"/>	Number	Creation Date	Customer	Salesperson	Voucher No	Next Activity	Total	Status	
<input type="checkbox"/>	S00060	10/11/2022	Kyi Kyi Aye	A Administrator			6,000.00 K	Sales Order	
<input type="checkbox"/>	S00059	10/09/2022	Mg Mg	A Administrator	v-00012		19,000.00 K	Sales Order	
<input type="checkbox"/>	S00058	10/07/2022	Administrator	A Administrator			0.00 K	Quotation	
<input type="checkbox"/>	S00057	10/07/2022	Kyi Kyi Aye	A Administrator			4,000.00 K	Quotation	
<input type="checkbox"/>	S00056	10/07/2022	Administrator	A Administrator			0.00 K	Sales Order	
<input type="checkbox"/>	S00055	10/07/2022	Administrator	A Administrator			0.00 K	Sales Order	
<input type="checkbox"/>	S00054	10/07/2022	Administrator	A Administrator			0.00 K	Sales Order	

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Filters Group By Favorites

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Company Data

Set your company's data for documents header/footer.

Let's start!

Quotation Layout



Customize the look of your quotations.

Customize

Order Confirmation

Choose between electronic signatures or online payments.

Set payments

<input type="checkbox"/>	Number	Creation Date	Customer	Salesperson	Voucher No	Next Activity
<input type="checkbox"/>	S00060	10/11/2022	Kyi Kyi Aye	 Administrator		

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Company Data

Set your company's data for documents header/footer.

Let's start!

Quotation Layout

Customize the look of your quotations.

Customize

Order Confirmation

Choose between electronic signatures or online payments.

Set payments

Sample

Send a quotation to your customer.

Send

<input type="checkbox"/>	Number	Creation Date	Customer	Salesperson	Voucher No	Next Activity	Total
<input type="checkbox"/>	S00060	10/11/2022	Kyi Kyi Aye	<div>A</div> Administrator		<div>2</div>	6,000.00 K
<input type="checkbox"/>	S00059	10/09/2022	Mg Mg	<div>A</div> Administrator	v-00012	<div>2</div>	19,000.00 K
<input type="checkbox"/>	S00058	10/07/2022	Administrator	<div>A</div> Administrator		<div>2</div>	0.00 K
<input type="checkbox"/>	S00057	10/07/2022	Kyi Kyi Aye	<div>A</div> Administrator		<div>2</div>	4,000.00 K
<input type="checkbox"/>	S00056	10/07/2022	Administrator	<div>A</div> Administrator		<div>2</div>	0.00 K



Thank You

