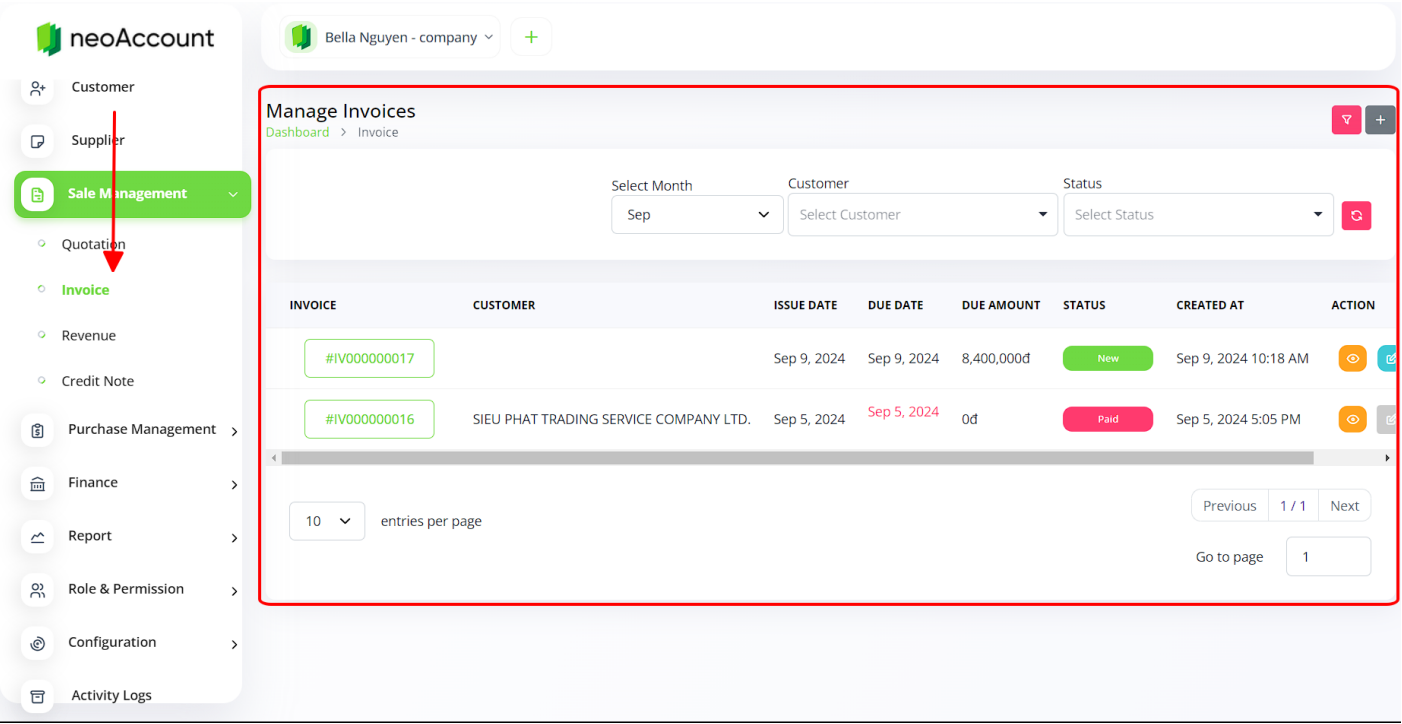


Quản lý phiếu thu

Màn hình danh sách phiếu thu

Link: <https://accounting.neotech.com.vn/invoice>



Danh sách gồm các cột

- Invoice: Mã phiếu thu
- Customer: Khách hàng
- Issue date: Ngày phát hành
- Due date: Ngày đáo hạn
- Due amount: Số tiền đến hạn
- Status: Trạng thái
- Created at: Ngày tạo
- Action: Hành động

Chức năng

- **Lọc phiếu thu**
 - Lọc theo tháng

Manage Invoices

Dashboard > Invoice



Select Month

Sep

Jan

Feb

Mar

Apr

May

Jun

Jul

Aug

Sep

Oct

Nov

Dec

Customer

Select Customer

Status

Select Status

INVOICE

CUSTOMER

ISSUE DATE

DUE DATE

DUE AMOUNT

STATUS

CREATED AT

ACTION

#IV000000017

#IV000000016

SIEU PHAT TRADING S

Sep 9, 2024

Sep 9, 2024

8,400,000đ

New

Sep 9, 2024 10:18 AM

Sep 5, 2024

Sep 5, 2024

0đ

Paid

Sep 5, 2024 5:05 PM

10

entries per page

Previous

1 / 1

Next

Go to page

1

◦ Lọc theo khách hàng

Manage Invoices

Dashboard > Invoice



Select Month

Sep

Customer

Select Customer

Status

Select Status

INVOICE

CUSTOMER

ISS

Select Customer

Press to select

STATUS

CREATED AT

ACTION

#IV000000017

#IV000000016

SIEU PHAT TRADING SERVICE COMPANY LTD.

Se

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G

ANH EM

ANH HIEU TV

New

Sep 9, 2024 10:18 AM

Paid

Sep 5, 2024 5:05 PM

10

entries per page

Previous

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Next

Go to page

1

◦ Lọc theo status

Manage Invoices

Dashboard > Invoice



Select Month

Sep

Customer

Select Customer

Status

Select Status

Select Status

Press to select

Cancel

New

Paid

Partially Paid

Sent

Unpaid

Go to page

1

INVOICE	CUSTOMER	ISSUE DATE	DUE DATE	DUE AMOUNT
---------	----------	------------	----------	------------

#IV000000017

Sep 9, 2024

Sep 9, 2024

8,400,000đ

#IV000000016

SIEU PHAT TRADING SERVICE COMPANY LTD.

Sep 5, 2024

Sep 5, 2024

0đ

10

entries per page

• Thêm phiếu thu mới

- Nhập các thông tin cần thiết
 - Customer: Chọn khách hàng
 - Issue date: Ngày phát hành
 - Due date: Ngày đáo hạn
 - Category: Danh mục phiếu thu
 - Chọn sản phẩm
 - Add item: Thêm sản phẩm
 - Item: Chọn sản phẩm
 - Quantity: Số lượng
 - Price: Giá
 - Discount: Giảm giá
 - In stock: Số lượng còn lại
 - Tax: Thuế
 - Description: Mô tả

Invoice Create

Dashboard > Invoice

Customer *

Select Customer

Issue Date *

09/09/2024

Due Date *

09/09/2024

Invoice Number

#IV000000001

Category *

Select Category

Ref Number * (min 12 numbers)

#PP834539433

Product & Services

+ Add item

ITEMS	QUANTITY	PRICE	DISCOUNT	IN STOCK	TAX	AMOUNT BEFORE TAX & DISCOUNT
--	Qty	Price đ	Discount đ			0
Description						

- Sau khi hoàn thành, ấn create để tạo phiếu

Product & Services

+ Add item

ITEMS	QUANTITY	PRICE	DISCOUNT	IN STOCK	TAX	AMOUNT BEFORE TAX & DISCOUNT
--	Qty	Price đ	Discount đ			0
Description						
Sub Total (đ)						0
Discount (đ)						0
Tax (đ)						0
Total Amount (đ)						0

Cancel

Create

Copyright neoAccount SaaS 2024

Xem thông tin phiếu thu

- Ấn vào icon này ở hàng mà bạn muốn xem thông tin

Manage Invoices

Dashboard > Invoice



Select Month

Sep

Customer

Select Customer

Status

Select Status



INVOICE	CUSTOMER	ISSUE DATE	DUE DATE	DUE AMOUNT	STATUS	CREATED AT	ACTION
#IV000000017		Sep 9, 2024	Sep 9, 2024	8,400,000đ	New	Sep 9, 2024 10:18 AM	
#IV000000016	SIEU PHAT TRADING SERVICE COMPANY LTD.	Sep 5, 2024	Sep 5, 2024	0đ	Paid	Sep 5, 2024 5:05 PM	

10 entries per page

Previous 1 / 1 Next

Go to page 1

- Thông tin bao gồm
 - Thông tin invoice

Invoice

#IV000000017

Shipped To :

...

Tax Number :

Status : New

Product Summary

All items here cannot be deleted.

Issue Date :
Sep 9, 2024

Due Date :
Sep 9, 2024

Scan to view invoice

#	Product	Quantity	Rate	Discount	Tax	Description	Price <small>before tax & discount</small>
1	ROI 105X115X5	60	179,000đ	39,000đ	VAT 0% (0%) 0đ	-	10,740,000đ
Total		60	179,000đ	39,000đ	0đ		
Sub Total							10,740,000đ
(Discount * Quantity) Discount							2,340,000đ
VAT 0%							0đ
(Subtotal - Discount + Tax) Total							8,400,000đ
Paid							0đ
Credit Note							0đ
Due							8,400,000đ

- Receipt, creadit note, stock report, activitylog

Receipt Summary									
Payment Receipt	Date	Amount	Payment Type	Account	Reference	Description	Receipt	OrderId	Action
No Data Found									

Credit Note Summary			
Date	Amount	Description	Action
No Data Found			







Stock Report				
SKU	Name	Quantity	Description	Date
ROI 105X115X5	NOK	60	60 quantity sold in invoice #INV000000014	Sep 9, 2024

Activity Logs		
Date	FullName	Description
Jul 4, 2024	Bella Nguyen	Create new proposal #QT000000017
Jul 4, 2024	Bella Nguyen	Convert proposal to invoice #QT000000017
Jul 4, 2024	Wendy Đàm	Download PDF #PP000000017
Jul 4, 2024	Wendy Đàm	Download PDF #PP000000017
Jul 4, 2024	Wendy Đàm	Delete Proposal #PP000000017
Aug 9, 2024	Sofia	Update Customer #CS000000017

Cập nhật phiếu thu

- Chọn icon này ở dòng mà bạn muốn cập nhật

Manage Invoices							
Dashboard > Invoice							
Select Month		Customer		Status			
Sep		Select Customer		Select Status			

CUSTOMER	ISSUE DATE	DUE DATE	DUE AMOUNT	STATUS	CREATED AT	ACTION
V000000017	Sep 9, 2024	Sep 9, 2024	8,400,000đ	New	Sep 9, 2024 10:18 AM	  
V000000016	SIEU PHAT TRADING SERVICE COMPANY LTD.	Sep 5, 2024	Sep 5, 2024 0đ	Paid	Sep 5, 2024 5:05 PM	  

10 entries per page

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Go to page1

Xóa phiếu thu

- Chọn icon này ở dòng mà bạn muốn xóa



Select Month

Sep

Customer

Select Customer

Status

Select Status

CUSTOMER	ISSUE DATE	DUE DATE	DUE AMOUNT	STATUS	CREATED AT	ACTION
V00000017	Sep 9, 2024	Sep 9, 2024	8,400,000đ	New	Sep 9, 2024 10:18 AM	<div><div></div><div></div><div></div></div>
V00000016	SIEU PHAT TRADING SERVICE COMPANY LTD.	Sep 5, 2024	Sep 5, 2024đ	Paid	Sep 5, 2024 5:05 PM	<div><div></div><div></div><div></div></div>

Revision #2

Created 26 July 2024 10:55:34 by Kiệt

Updated 9 September 2024 08:47:03 by Kiệt