

06

Payments

Odoo 19 Enterprise · Accounting

The Payments section records all money received from customers and paid to vendors. Payments can be created directly or registered against an invoice.

1 View customer payments

Accounting · Customers · Payments

The payments list shows all received payments with date, journal, payment method, customer name, amount, and status. By default it shows Customer Payments – use the filter to switch to Vendor Payments.

2 View payment details

Click any payment to see its full details: internal transfer flag, payment type, customer, amount, date, memo, journal, and payment method. From the payment record you can view the linked invoice, the journal entry, and print or email the payment receipt.

3 Create a payment without an invoice

Accounting · Customers · Payments · NEW

Use this when you receive a payment that is not yet linked to a specific invoice – for example, an advance payment or a deposit. The payment will sit as an outstanding credit on the customer account until you reconcile it against a future invoice.

PAYMENT FIELDS

Internal Transfer	Tick this to move money between your own bank accounts rather than to/from a customer.
Payment Type *	Send Money (vendor payment) or Receive Money (customer payment).
Customer *	The customer making the payment.
Amount *	Payment amount in the selected currency.
Date *	Date the payment was received.
Memo	Reference shown on the bank statement and journal entry.
Journal *	Bank or Cash journal matching how the payment was received.
Payment Method	Manual for standard payments. Other methods available if configured.

4 Vendor payments

Accounting > Vendors > Payments

Vendor payments work identically to customer payments but in the opposite direction. Access them from the Vendors menu. Register payment against a vendor bill using the Register Payment button on the bill, or create a standalone payment from Vendors > Payments > New.

5 Send payment receipt by email

Accounting > Customers > Payments > (open payment) > Action > Send Receipt

Once a payment is posted, you can send a receipt to the customer. Open the payment, click the Action menu, and select Send Receipt. A pre-filled email with the receipt PDF attached will open for review before sending.