Create Bills from Receipts - User Guide

Overview

This guide explains how to create vendor bills directly from your received goods (GRN - Goods Receipt Notes) in Odoo. This feature helps you create accurate bills based on what you've actually received rather than what was originally ordered.

When to Use

Use this feature when:

- You've received goods from your supplier
- The delivery is complete (marked as 'Done' in the system)
- You need to create a vendor bill based on the received quantities

Step-by-Step Guide

1. Accessing the Feature

- Go to the Purchase module
- Find and open the relevant purchase order
- Look for the "Create Bill from Receipts" button

2. Creating a Bill

1. Click on "Create Bill from Receipts"
2. A new window will open showing all available receipts that haven't been billed yet
3. Select the shipments you want to create a bill for by checking the boxes
4. Click the "Create Bill" button

3. What Happens Next

- The system will automatically create a bill based on the actual quantities received
- The bill will include only the products and quantities from the selected receipts
- You'll be redirected to the newly created bill

Important Notes

Bill Types

- Regular Bills: Created when you receive products (normal deliveries)
- Credit Notes: Created automatically when you process returns to suppliers
- The system will not allow mixing regular receipts and returns in the same bill

Quantities

- Bills are created based on the actual quantities received, not the ordered quantities
- If you received partial deliveries, you can create multiple bills as products arrive

Restrictions

- You can only create bills for deliveries marked as 'Done'
- Each receipt can only be billed once
- The system will prevent creating bills with mixed positive and negative quantities

Common Questions

Why can't I see some receipts in the selection window?

Receipts won't appear if they:

- Have already been billed
- Are not marked as 'Done'
- Are not linked to a purchase order

What if I received more or less than ordered?

The bill will be created based on the actual received quantity, regardless of the original order quantity.