

Alexander Zehnter

# Odoo Invoice Control



only pay invoices,  
which are safe to pay

**Generally, you should only pay suppliers, if all goods are received and billed as ordered.**

**How do you know if they are safe to be paid as an accountant?**

**In Odoo it is a bit hidden IMO**

# Your normal Purchase to Pay process for storable goods:

1. Raise a Purchase Order
2. Receive the goods
3. Create the vendor bill
4. Vendor Bill Control
5. Pay the vendor bill



Let's take a closer look into invoice control.

# 1. Activate Bill Control & 3-way matching

In **Settings** navigate to **Purchase** and activate as follows:

1

The screenshot shows a software settings interface. On the left is a dark sidebar with a list of menu items: Purchase, Inventory, Manufacturing, Accounting, Payroll, Employees, and Documents. The 'Purchase' item is circled in purple and labeled with a purple '1'. The main content area is titled 'Invoicing' and contains the following settings:

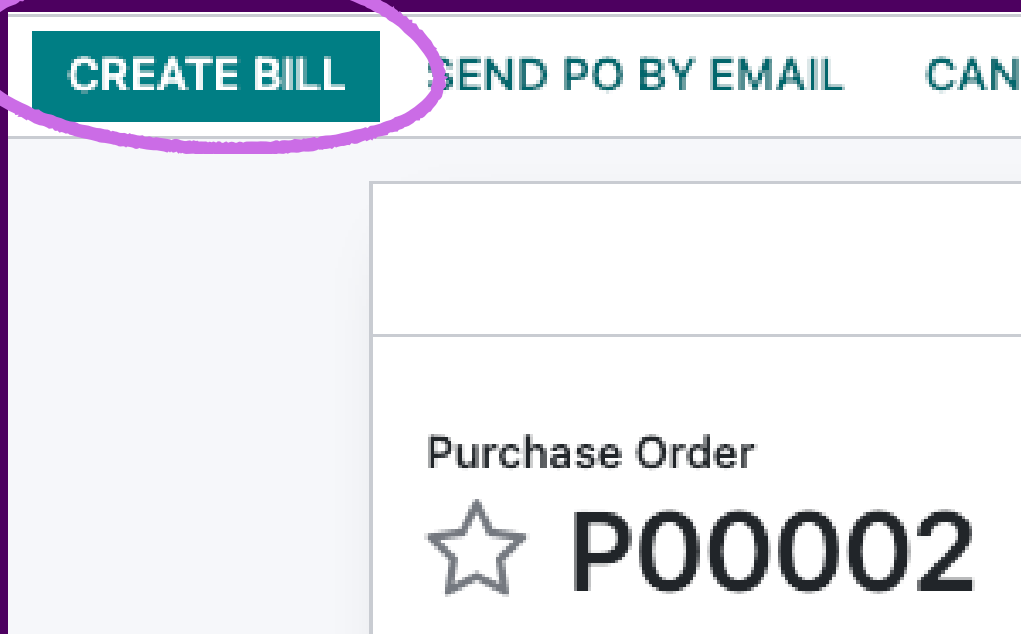
- Bill Control**   
Quantities billed by vendors
- Ordered quantities
- Received quantities
- 3-way matching: purchases, receptions and bills   
Make sure you only pay bills for which you received the goods you ordered

2

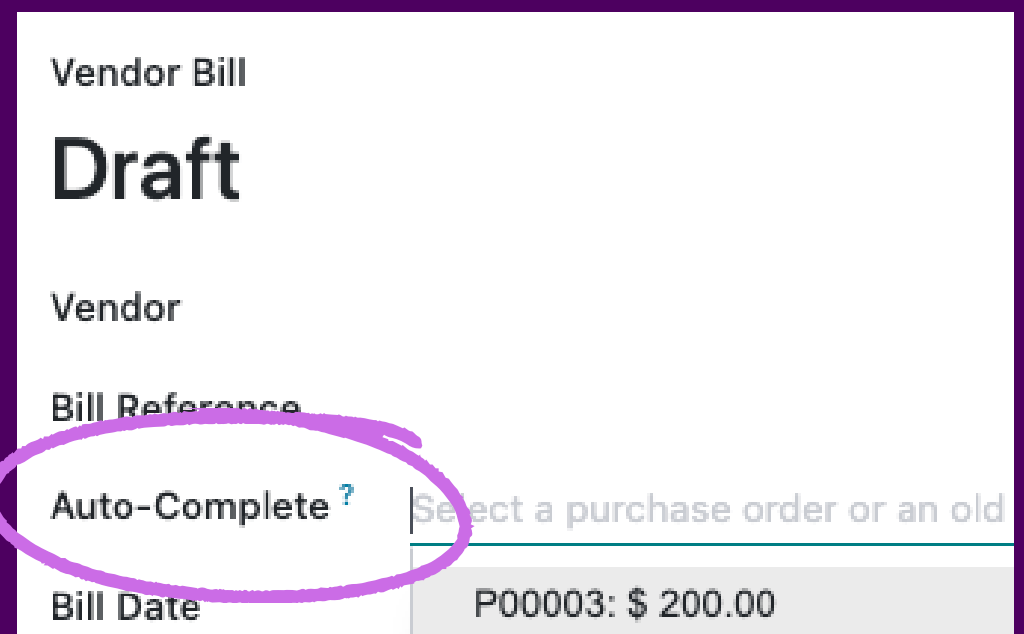
3

# 2. Create Vendor Bill

Create your vendor bills directly from the PO Form View or choose the corresponding PO from the **Auto-Complete Drop-Down** on the vendor bill



A screenshot of a software interface showing a 'CREATE BILL' button circled in purple. Below it, a 'Purchase Order' field displays a star icon and the ID 'P00002'.



A screenshot of a 'Vendor Bill Draft' form. The 'Auto-Complete' dropdown menu is circled in purple, showing a list of purchase orders with the first one selected: 'P00003: \$ 200.00'.

so that your bill is **prefilled** with the data from the Purchase Order

Product	La...	Account	Quantity U...	Price Taxes
Brother Toner I...	P00002: 110200 Stock Interim (Receive...		5.00 Units	40.00 (Purchase

# 3. Vendor Bill Control

You can either check **on your PO** if ordered, received and billed quantity **tie with each other**

Purchase Order

☆ **P00002**


Vendor <sup>?</sup> 20 20 Printing Inc

Vendor Reference <sup>?</sup>

Confirmation Date 04/04/2023 20:01:46

Expected Arrival <sup>?</sup> 04/04/2023 20:01:30

Arrival <sup>?</sup> 04/04/2023 20:01:56

Products		Other Information		
Product	Descrip...	Quantity	Received	Billed
◆ Brother Ton...	Brother Toner Ink	5.00 	5.00	5.00 Unit

# 3. Vendor Bill Control

or even easier, go to "other info" on vendor bills and let Odoo do the check for you.

**BILL/2023/04/0001**

Vendor 20 20 Printing Inc  
195 13n N  
Santa Clara 95054

Bill Reference

Auto-Complete ? Select a purchase order or an old bill

Invoice Lines	Journal Items	<b>Other Info</b>
---------------	---------------	-------------------

**ACCOUNTING**

Incoterm ?

Fiscal Position ?

Should Be Paid ? **Yes**

if ordered, received and billed tie, it indicates "yes" at "should be Paid"

if not, it will indicate "Exception"

# 4. Create a Group

In Bills List View group by **Should be paid** to see a list of invoices which are safe to be paid and the ones which need clarifications

**1** Should Be Paid x Search...

NEW UPLOAD

Filters Group By Favorites 1-3 / 3

<input type="checkbox"/>	Number	Vendor	Bill Date	Accoun...	Due Da...	Total Paymen...	Stat...
▼	Exception (1) <b>3</b> these need clarifications (credit notes)					-201.25	
<input type="checkbox"/>	BILL/2023/...	20 20 Printi...	04/04/2023	04/04/2023	Today	\$ -201.25	Not Paid Posted
▼	Yes (1) <b>2</b> these can be paid safely					-230.00	
<input type="checkbox"/>	BILL/2023/...	20 20 Printi...	04/04/2023	04/04/2023	Today	\$ -230.00	Not Paid Posted



# Thanks for Reading!

Did you enjoy this content?

Questions?

How do you structure your  
payment process?

# Feel free to connect with me on LinkedIn

🔍 [linkedin.com/10ter](https://www.linkedin.com/company/10ter)

