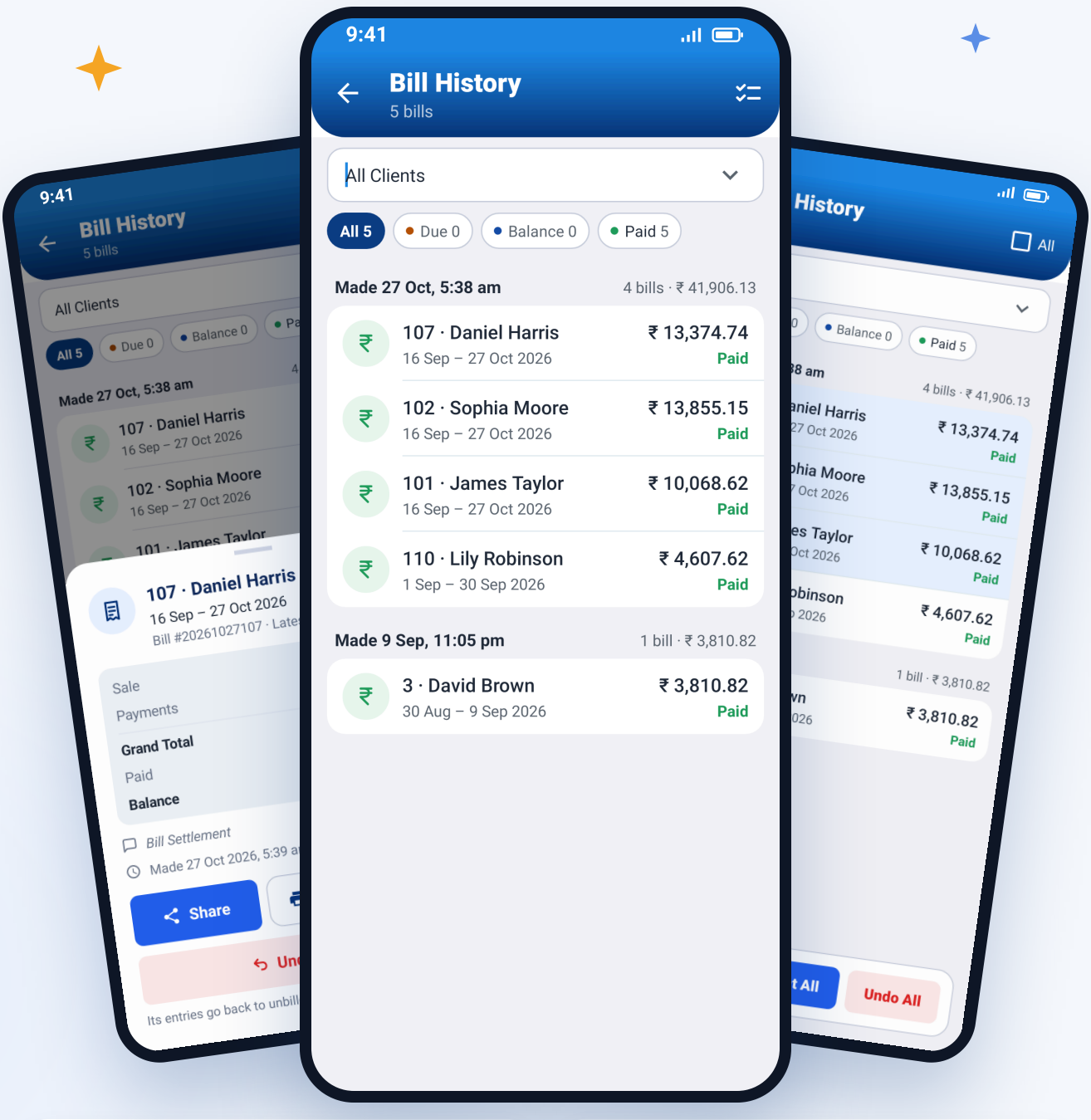
DJS Dairy
Dairy management app

BILLS & PAYMENTS

Bill History: every bill in one place

Find any bill by client or by status. Share it as an image, print a slip, open its entries, or undo the client's latest bill.



Every bill
Grouped by when made

Find a bill
Client, Due, Balance, Paid

Share or print
Image or slip

Its entries
One tap away

Undo
The latest bill

All as PDFs
From Reports

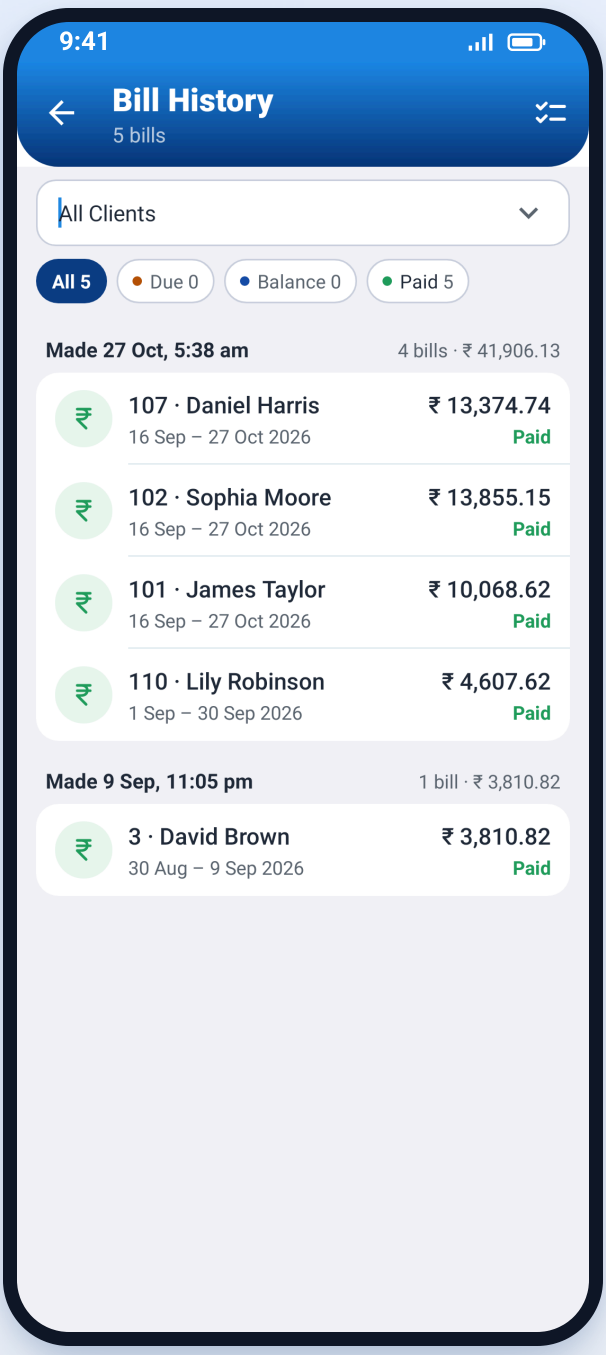
STEP 1 · FIND

Bills grouped by when you made them



Home › Bill History. Bills made together sit under one heading, with their count and total.

Bill History



Client

All Clients, or search for one.

Status

All, Due, Balance, Paid, each with its count.

Made

When the bills were made, then each bill's period.

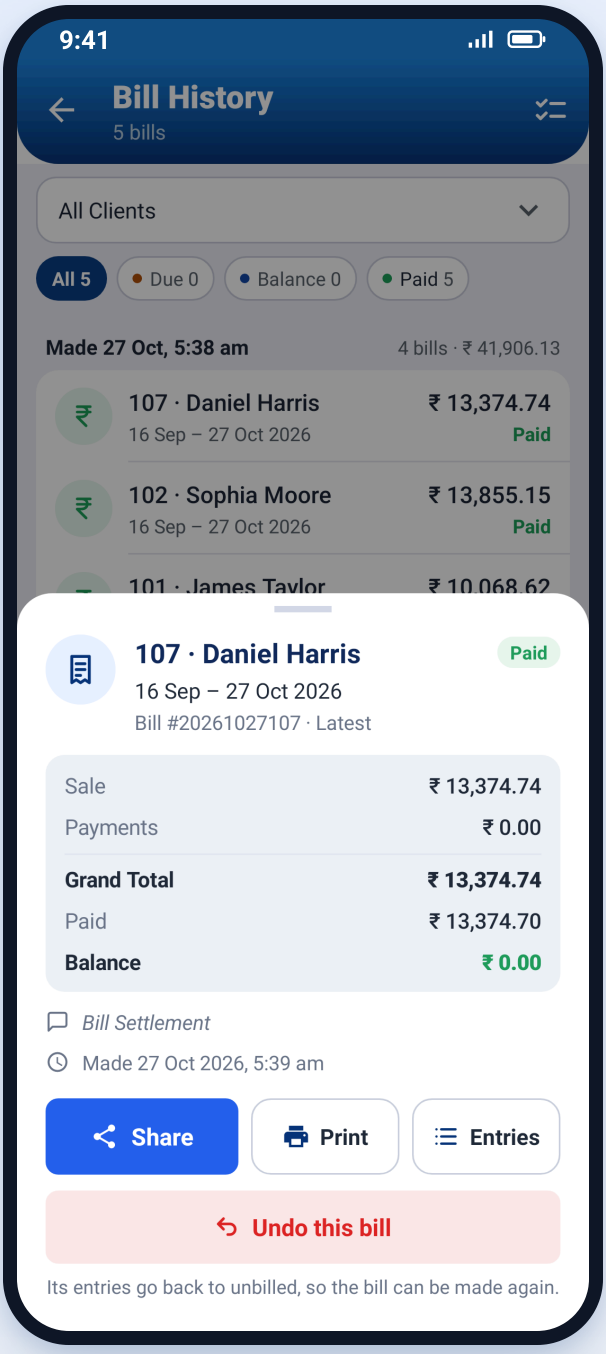
Where: Home › Bill History

STEP 2 · OPEN

Tap a bill to see it

The sheet shows the bill's money, its number and when it was made.

Bill



The amounts

Sale, payments, Grand Total, paid, and what is left.

Share

As an image: to WhatsApp, or anywhere.

Print and Entries

A slip on the Bluetooth printer, or the bill's entries.

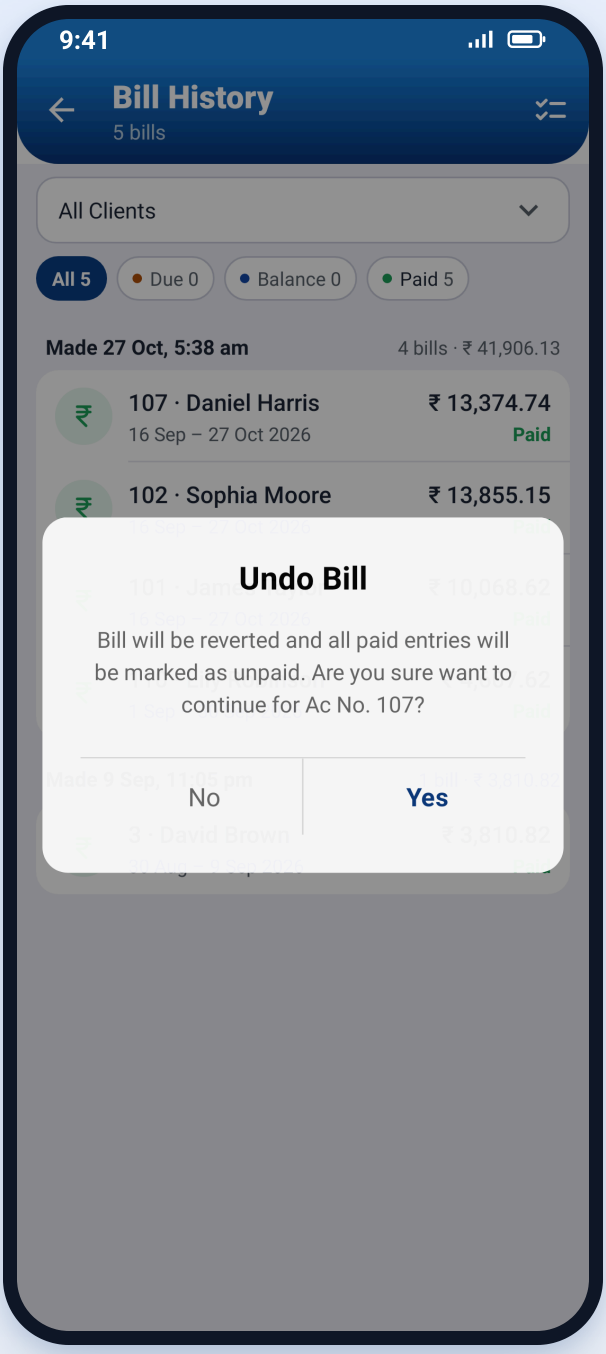
Where: Bill History › Tap a bill

STEP 3 · UNDO

Undo the latest bill

A mistake in a bill? Undo the client's latest bill. Its entries go back to unbilled, so you can fix them and bill again.

Undo Bill



Latest only
An older bill says the client has a newer one.

Payment removed
The payment made with the bill is removed too.

Fix, then bill again
Its entries can be edited again.

Where: Bill History › Tap a bill › Undo this bill

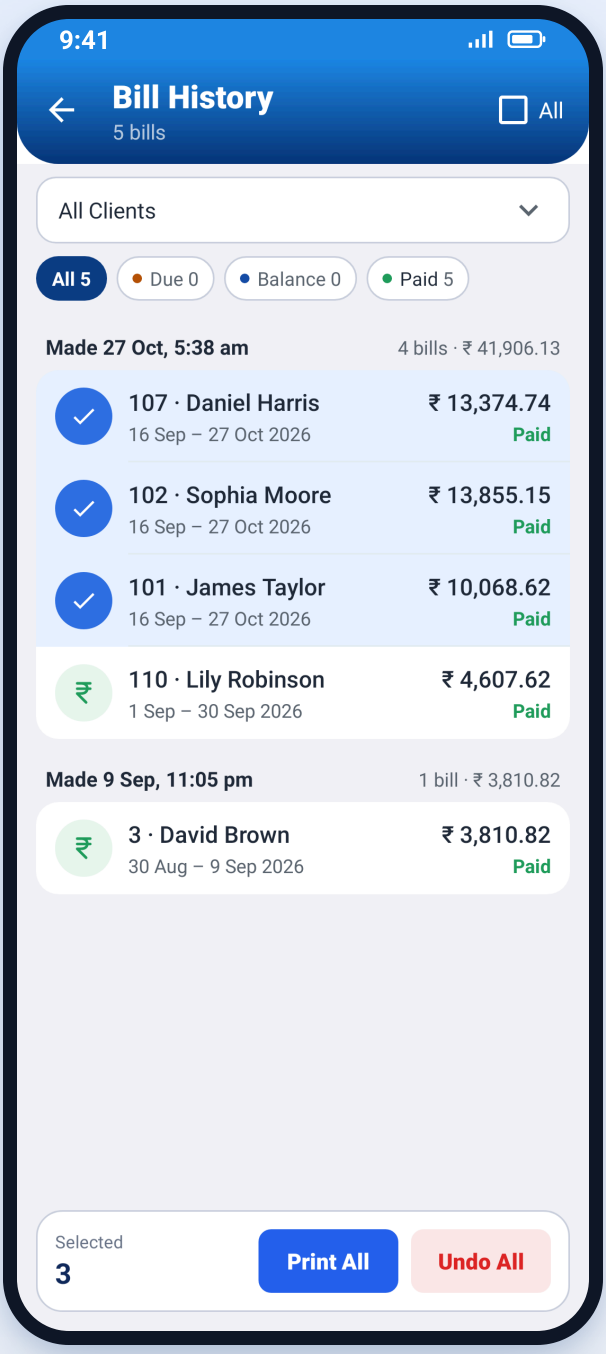
MANY AT ONCE

Select many to print or undo

Tap Select many at the top, or press and hold a bill. Pick bills, then Print All or Undo All.



Select many



Select All

Picks every bill on the list.

Print All

Each bill's slip, one after another.

Undo All

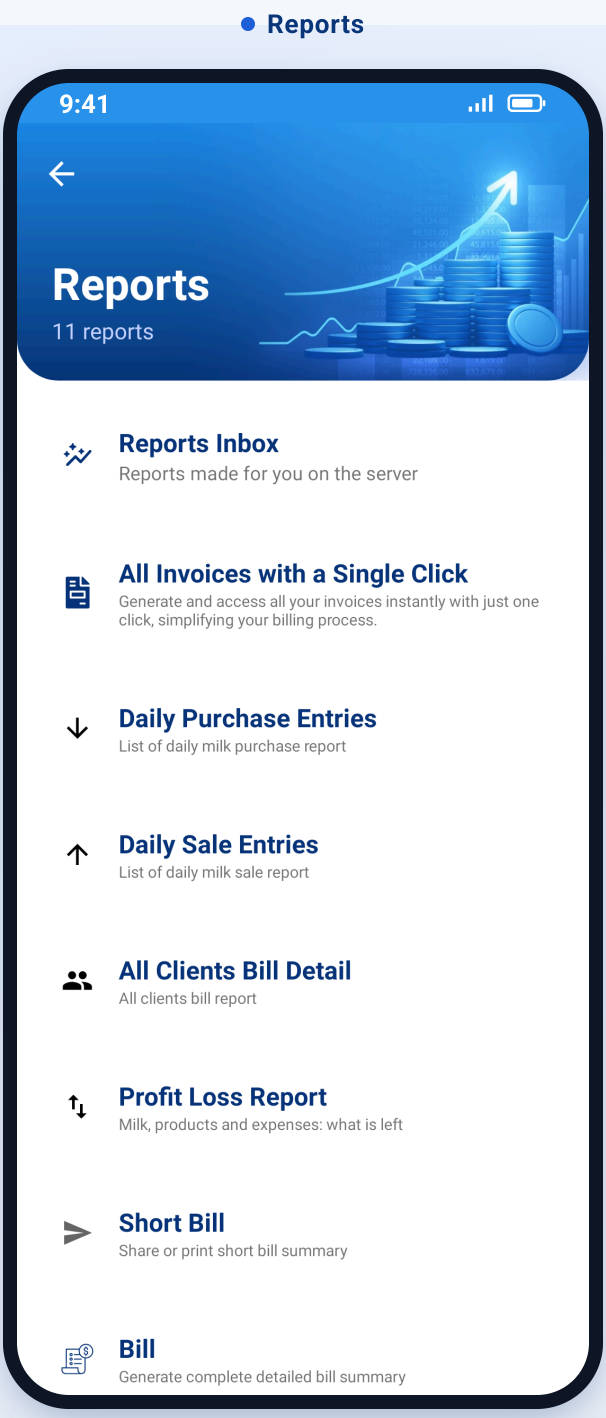
Asks you to type a 4-digit code first.

Where: Bill History › Select many

ALL AS PDFS

Every client's bill as a PDF

Reports › All Invoices with a Single Click makes a PDF for each client, in one ZIP. It doesn't make or pay bills.



Which entries

This bill period, or everything not yet billed.

Download ZIP

Kept for 3 days. Needs internet.

Free plan

Runs at night, at about 3:30 am.

Where: **Side menu** › **Reports** › **All Invoices with a Single Click**



Bill History in 3 steps

Find the bill, tap it, then share, print, or undo.

1. Home › Bill History
2. Pick a client or a status
3. Tap a bill › Share, Print or Undo

Questions?
Side menu › Help & contact

Support team
Talk to us on WhatsApp

Community group
Tips and news on Telegram

GOOD TO KNOW

Paying more
To add a payment to a bill, open Bill for that client.

Staff
Need the Bill Invoices permission.

Synced
Every phone of your dairy sees the bills.

Thank you for running your dairy with DJS Dairy.