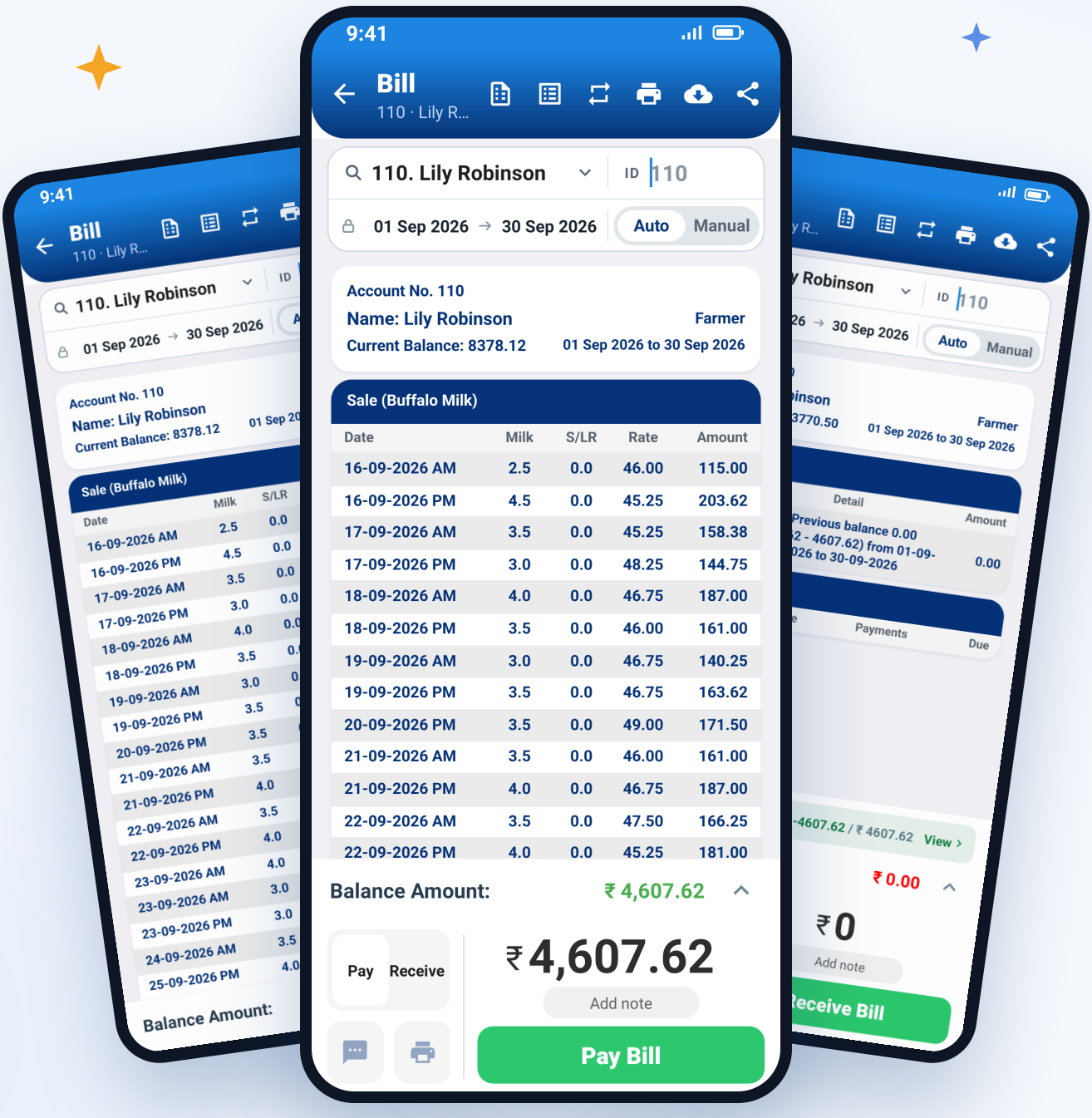
DJS Dairy
Dairy management app

BILLS & PAYMENTS

Make a bill and settle it

Pick a client and the dates fill in from your billing period. Check the bill, type what you pay or receive, and the bill is made. Its entries are then locked.



Pick a client
By name or ID

Dates fill in
Your billing period

Check the bill
Milk, payments, total

Pay or receive
Type the amount

Entries locked
Marked In bill

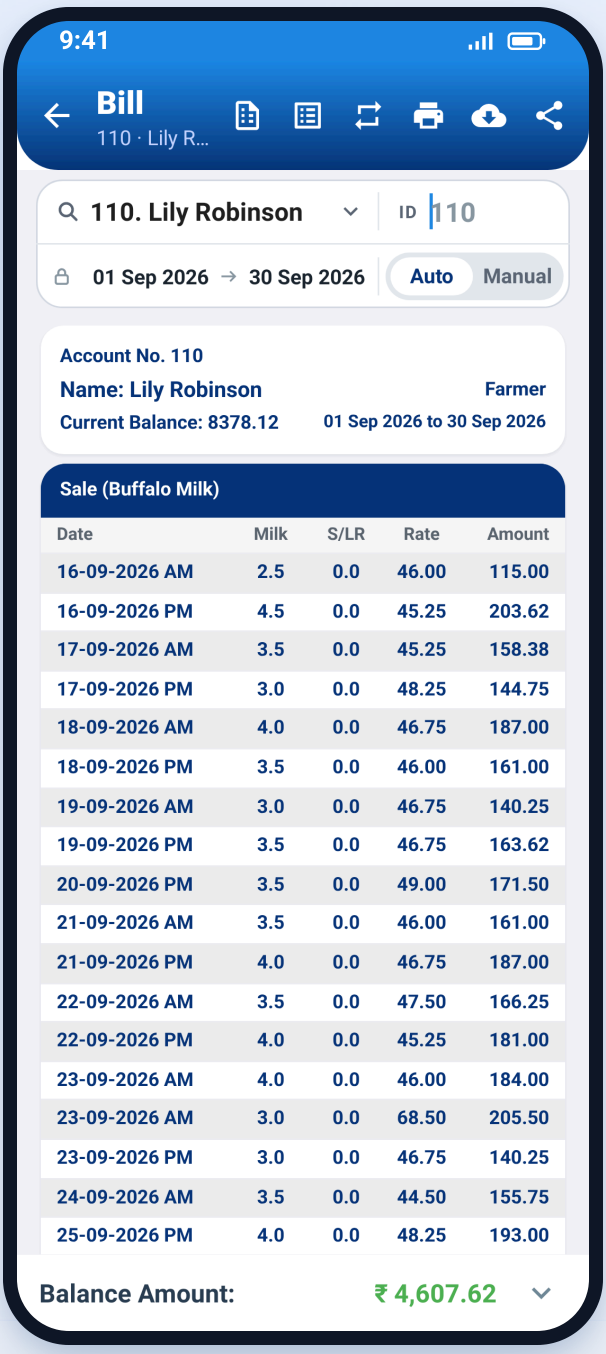
Print or share
Slip, PDF or image

STEP 1 · OPEN

Open the client's bill

Home › Bill. Search the client by name, or type the ID. The dates fill in from your billing period.

● Bill



Client

Search by name, or type the ID.

From – To

The last finished billing period. Every 10 days, unless you change it.

Billing period

Settings › Billing › Duration: 7, 10 or 15 days, or monthly.

Where: Home › Bill

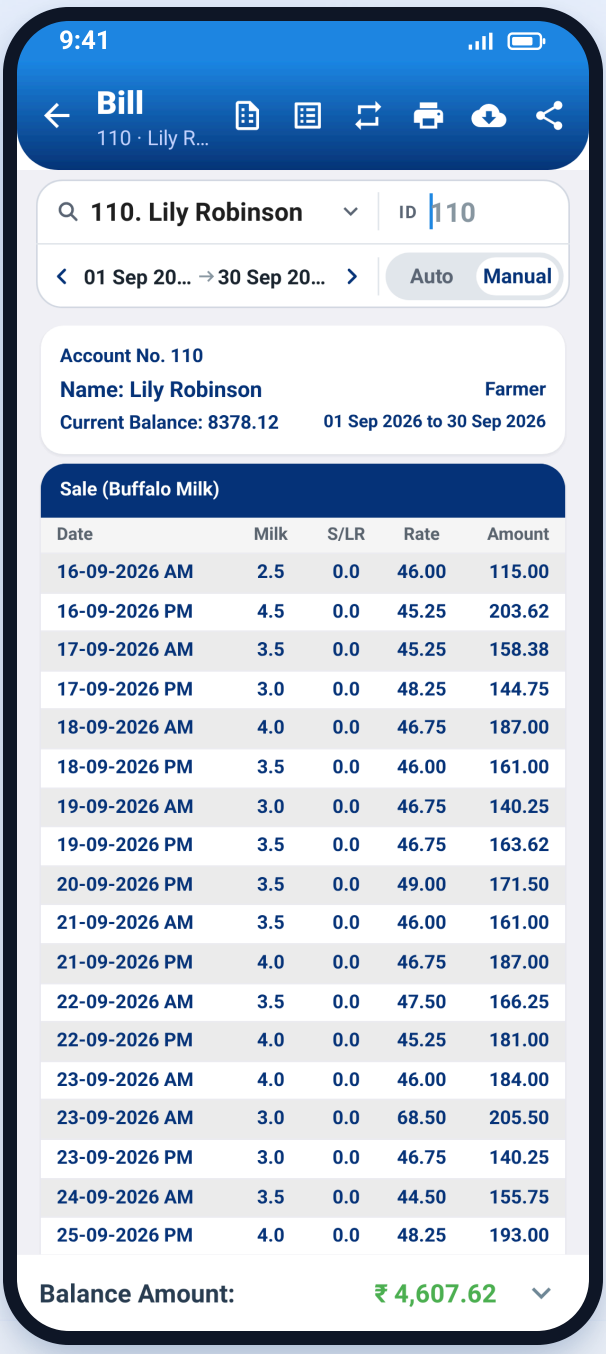
STEP 2 · DATES

Auto or Manual dates

Auto is on at first: it bills every unpaid entry up to the To date, even older ones. Manual bills only From to To.



● Manual



Auto

From is locked to the first unpaid entry. You can still change To.

Manual

Pick From and To, or step one period with ‹ ›.

Nothing left out

Auto is safer: no old entry is missed.

Where: **Bill** › **Auto | Manual**

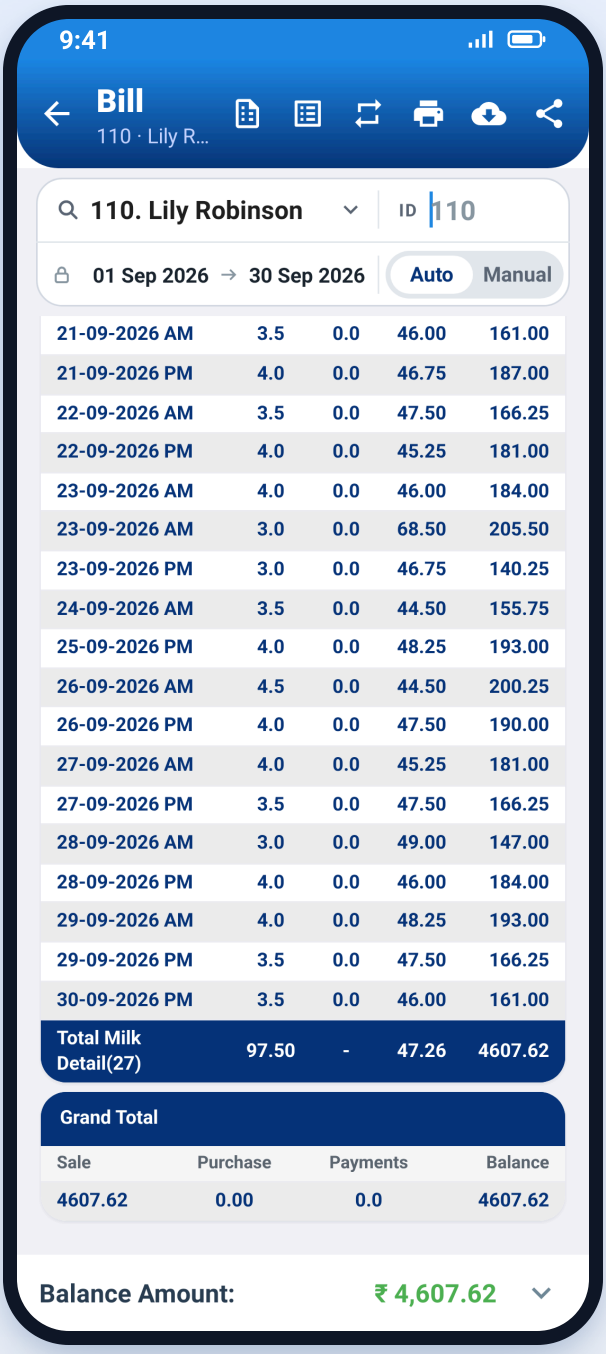
STEP 3 · CHECK

Read the bill

Milk by date and session first, then payments and products, then the Grand Total.



The bill



Milk

Date, AM/PM, litres, fat, SNF, rate and amount.

Payment Detail

Payments and products in this bill.

Grand Total

Green Balance: you pay. Red Due: the client pays.

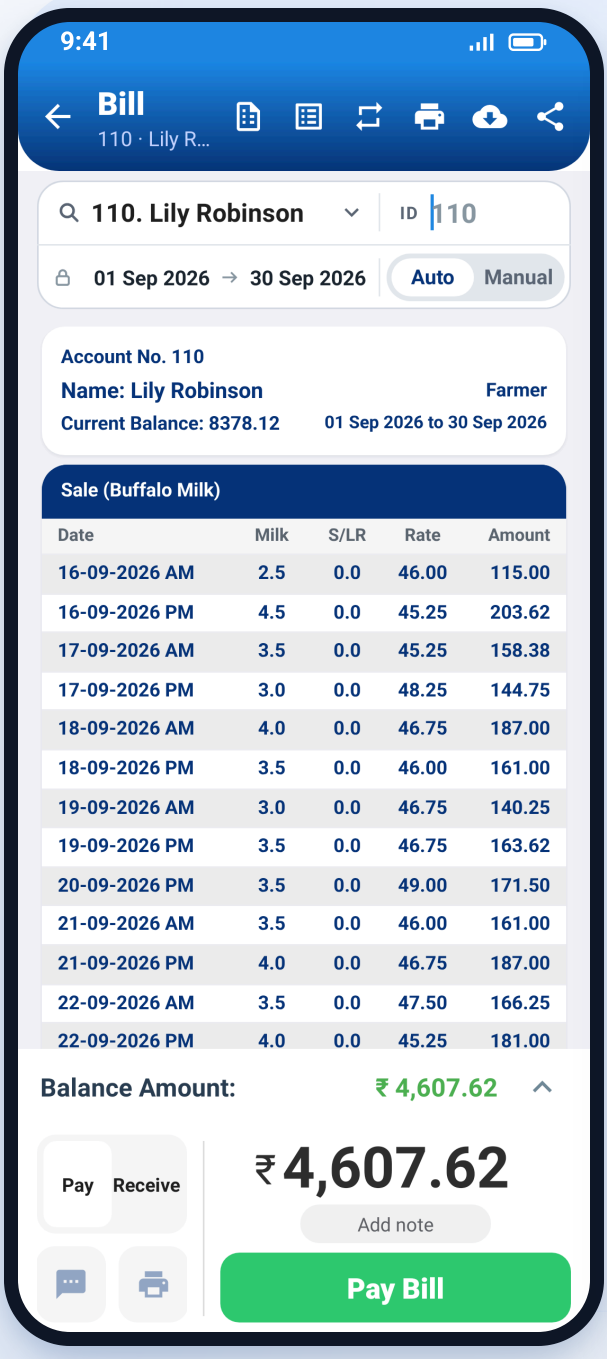
Where: **Bill**

STEP 4 · PAY

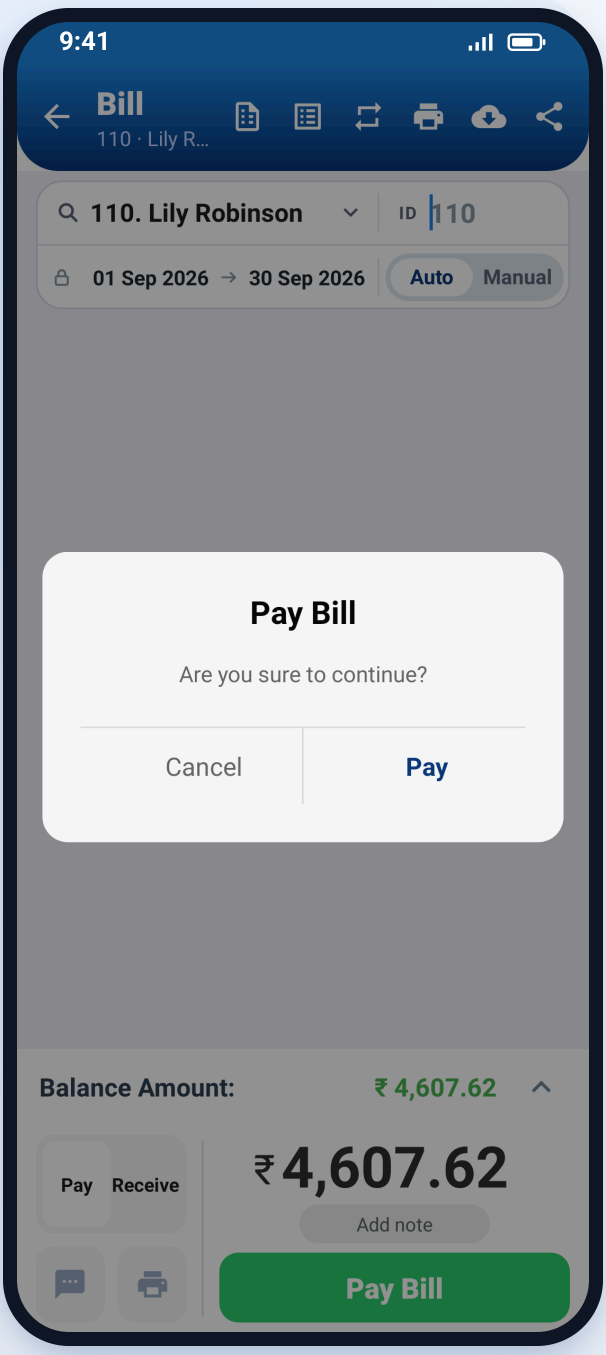
Pay or receive to make the bill

Tap the Balance or Due bar at the bottom. Type the amount, tap Pay Bill (or Receive Bill), and confirm.

Pay



Confirm



Amount

Not filled in. Type the full amount, or less.

Pay or Receive

Chosen for you from the total.

Receipt and slip

Two small icons: message receipt and print slip.

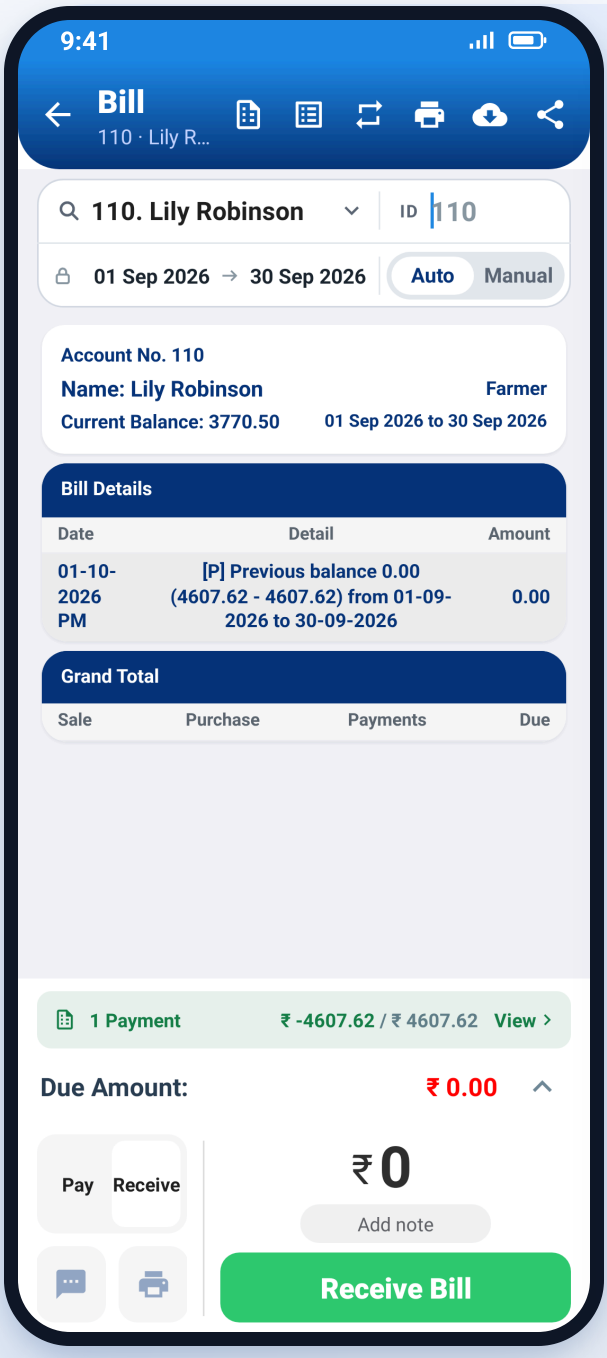
Where: Bill › Balance / Due bar

AFTER PAYING

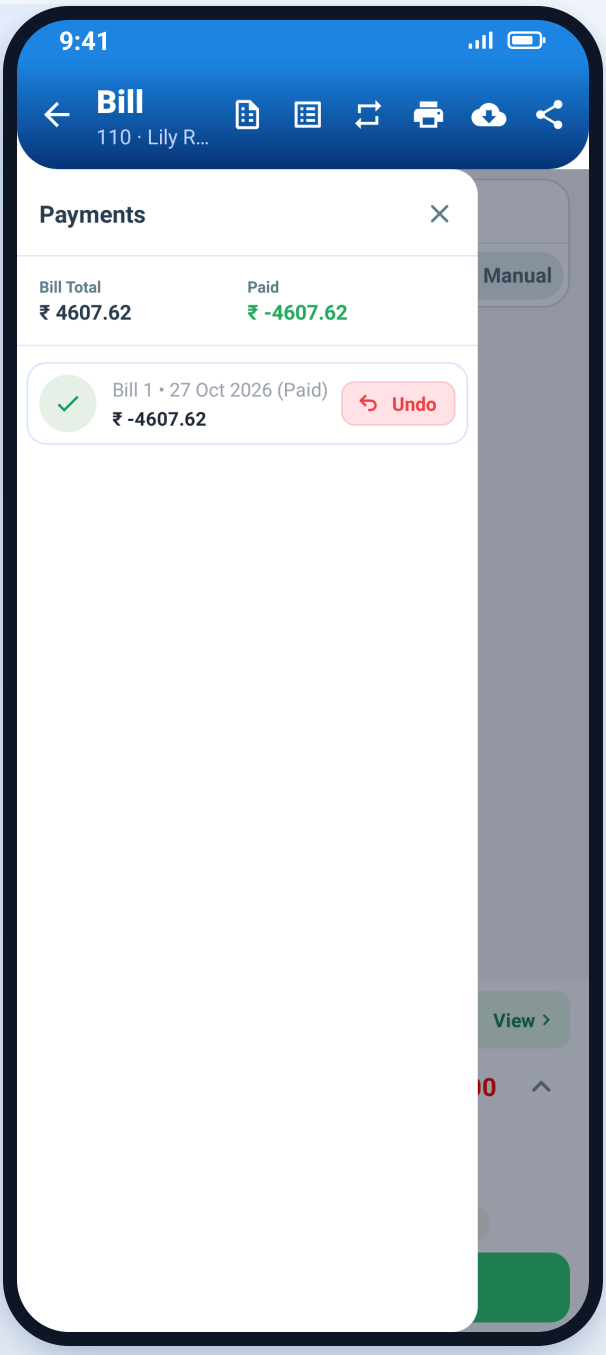
The bill is made, its entries locked

Every entry in the bill shows In bill and can't be changed. Paid less? The rest goes to the next bill as previous balance.

● Paid



● Payments



In bill

To change an entry, undo the bill first in Bill History.

Paid less

The rest carries forward to the next bill.

Pay again

Adds another payment. Payments › Undo removes the last one.

Where: Bill › Payments



A bill in 3 steps

Check the dates, type the amount, Pay Bill. Print or share it from the icons at the top.

1. Home › Bill, pick the client
2. Check the dates and the bill
3. Tap the bar, type the amount, Pay Bill

Questions?
Side menu › Help & contact

Support team
Talk to us on WhatsApp

Community group
Tips and news on Telegram

GOOD TO KNOW

Print or share
Top icons: print, PDF from the server, share.

Needs a plan
Sharing and the server PDF need a paid plan.

Many clients?
Bulk Payment settles many bills at once.

Thank you for running your dairy with DJS Dairy.