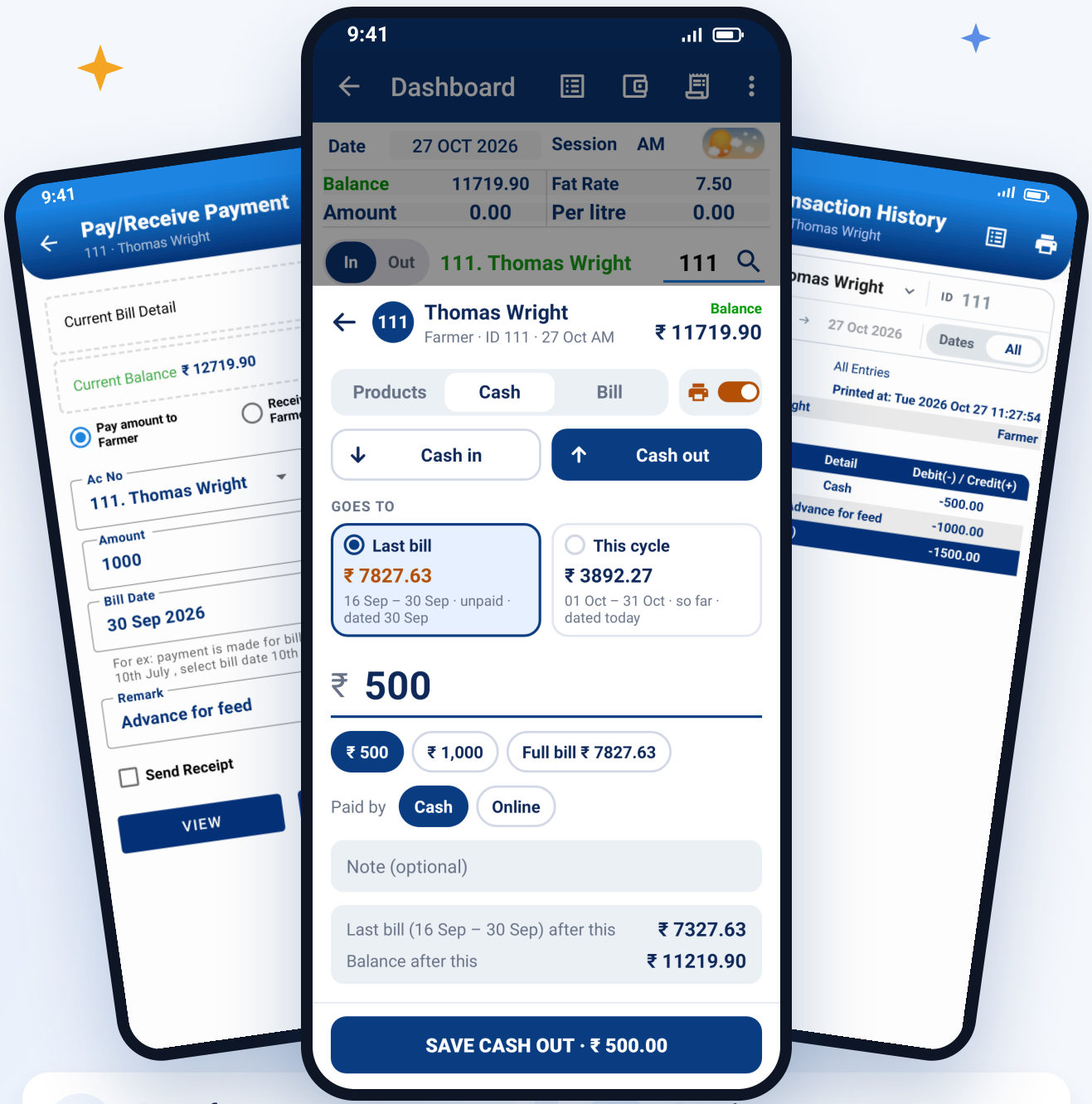
DJS Dairy
Dairy management app

BILLS & PAYMENTS

Pay or receive money any day

Money given or taken between bills is saved as a payment. It lowers what you owe a farmer, or what a customer owes you, and shows on the next bill.



Pay a farmer
Advance or part payment

Receive
From a customer

From Dashboard
Cash in or cash out

On the next bill
Under Payment Detail

See payments
Transaction History

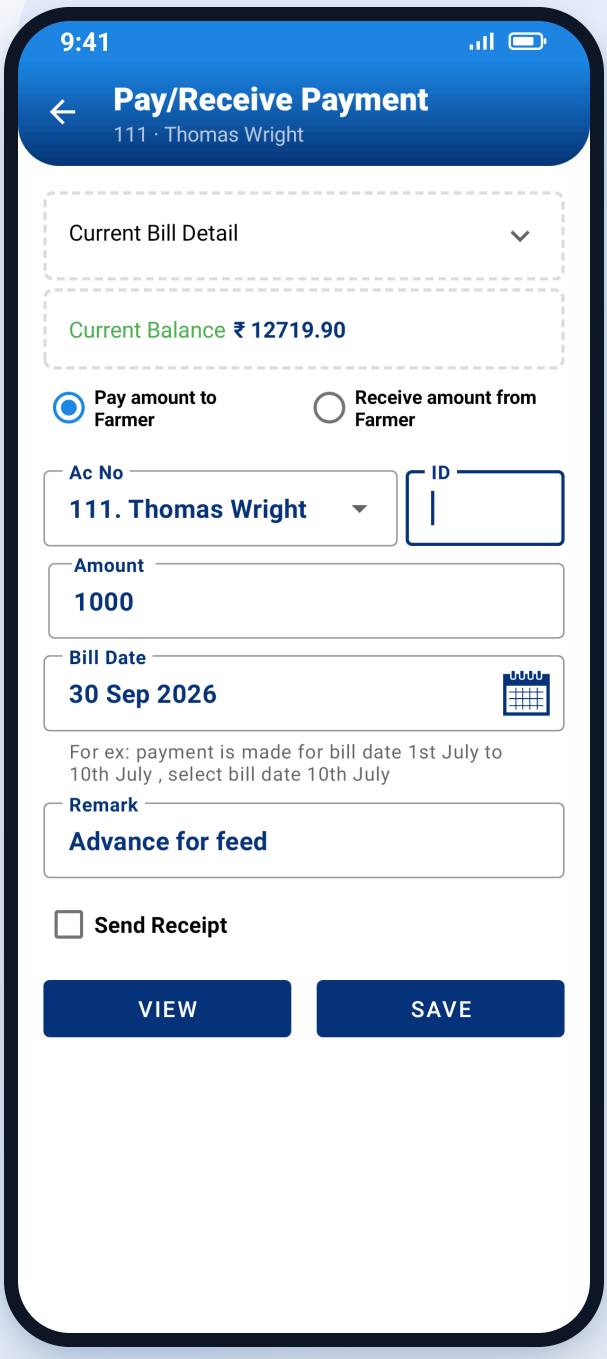
Wrong amount?
Delete it

STEP 1 · PAY

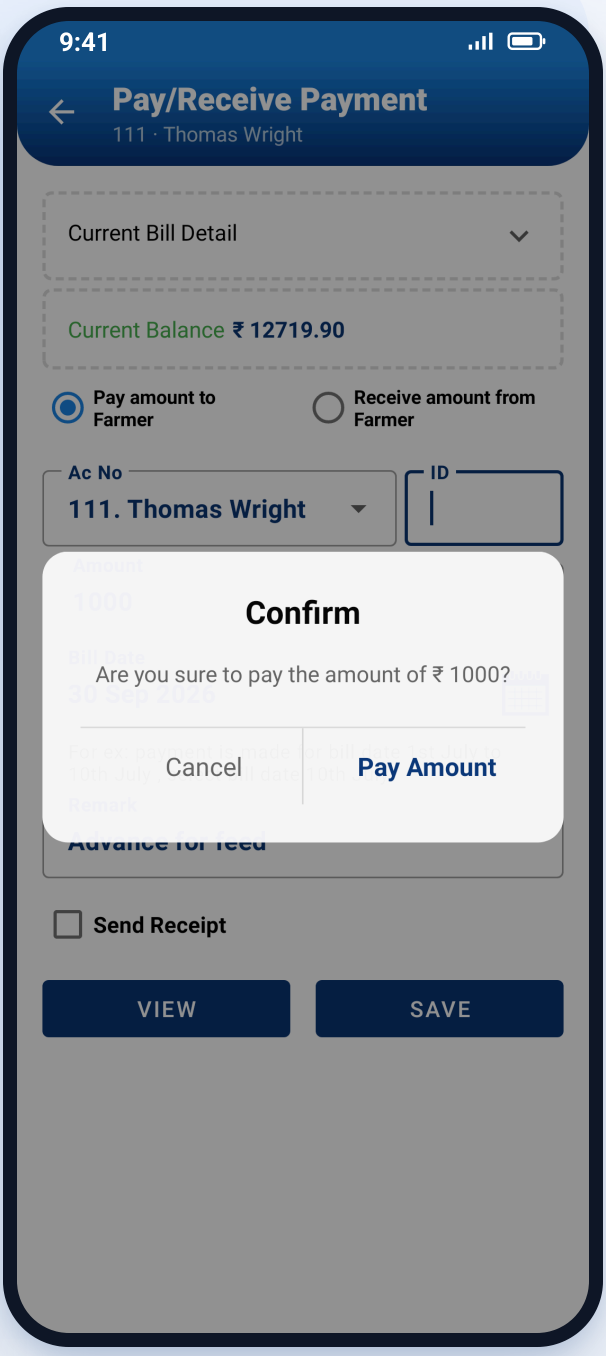
Pay a farmer

Side menu › Pay / Receive Amount. Keep Pay, pick the client, type the amount and a remark, then Save.

Pay/Receive Payment



Confirm



Client

Search by name, or type the ID.

Bill Date

The payment's date. It can start on the last period's end.

Remark

Needed. For example: advance for feed.

Where: **Side menu** › **Pay / Receive Amount**

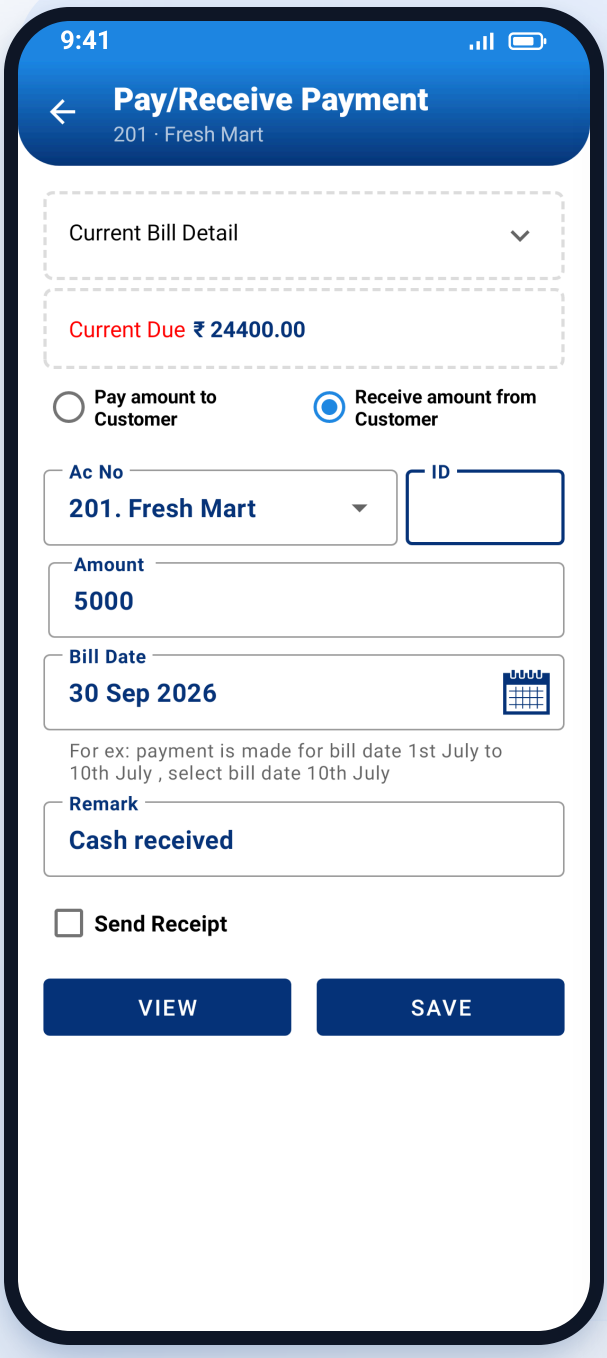
STEP 2 · RECEIVE

Receive from a customer

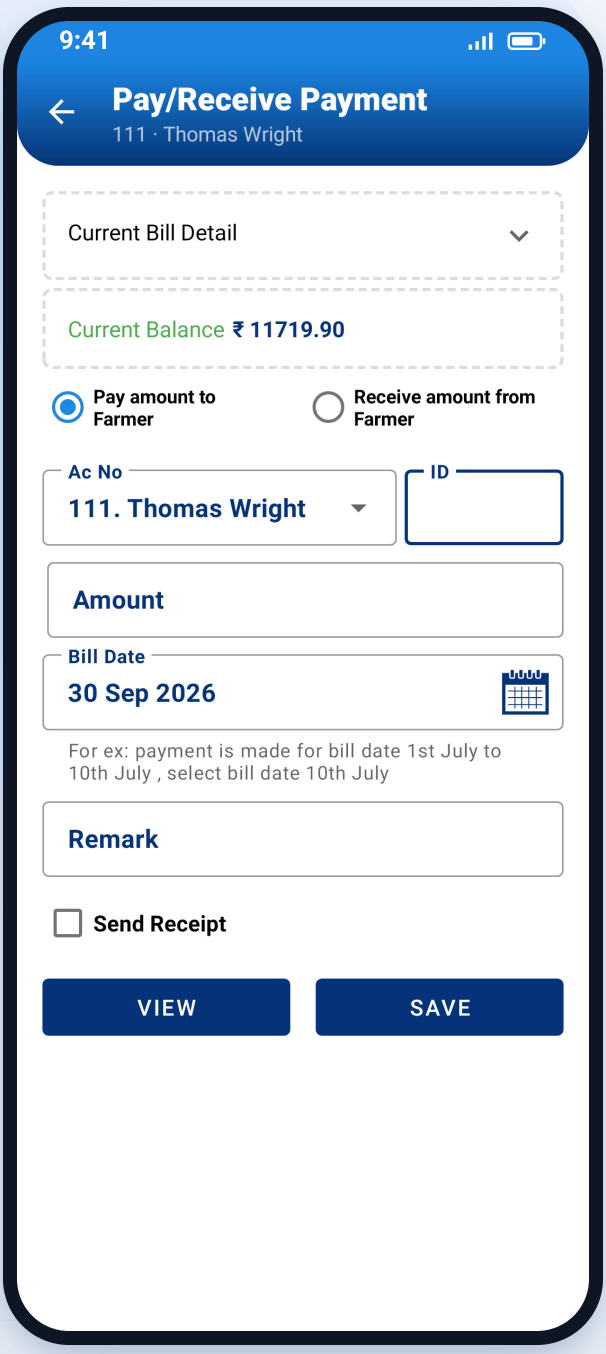
Choose Receive amount from Customer, then the client and the amount. The customer's due goes down at once.



● Receive



● Saved



Check Pay or Receive

Pay can stay picked for a customer.

Send Receipt

Ticked when payment messages are on in Settings › SMS.

View

Opens the client's Transaction History.

Where: **Pay / Receive Amount** › **Receive**

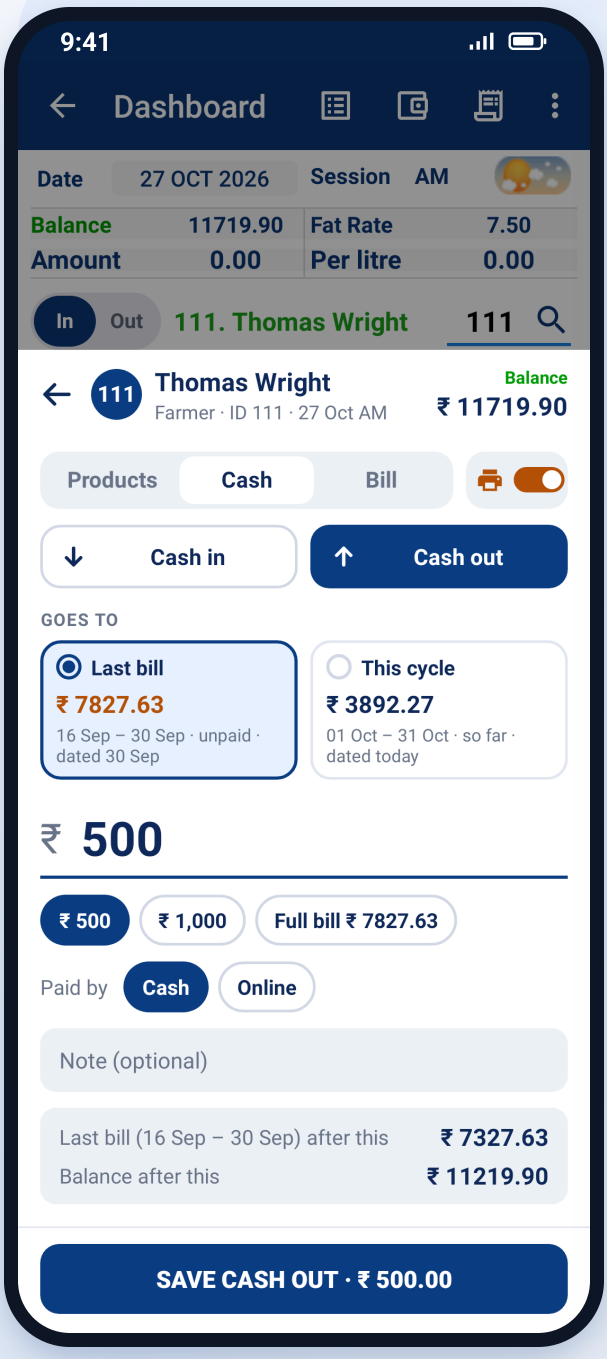
FROM DASHBOARD

Cash in or out on Dashboard

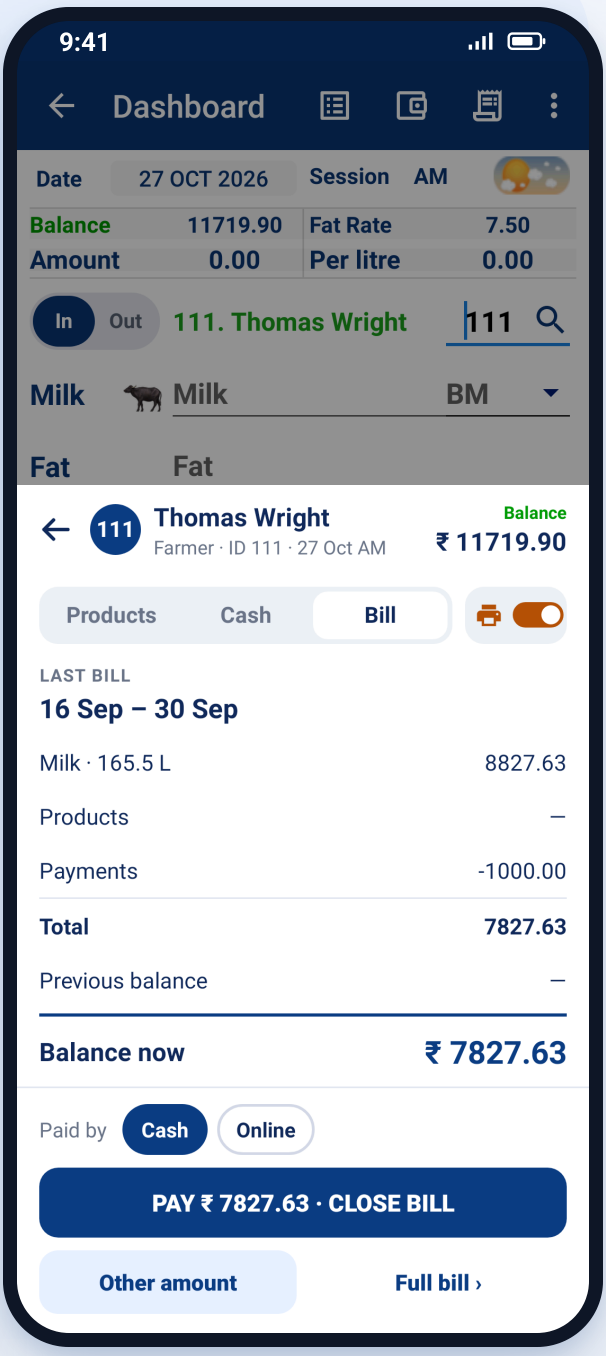
Pick the client on Dashboard and tap the wallet icon at the top. On Cash: Cash out to a farmer, Cash in from a customer.



● Cash



● Bill



Paid by

Cash or Online. Quick amounts: ₹500, ₹1,000, full.

Goes to

Last bill or This cycle, after a period has ended.

Bill tab

Pay the whole bill and close it in one tap.

Where: Home › Dashboard › Wallet icon

CHECK AND FIX

See every payment, delete a wrong one

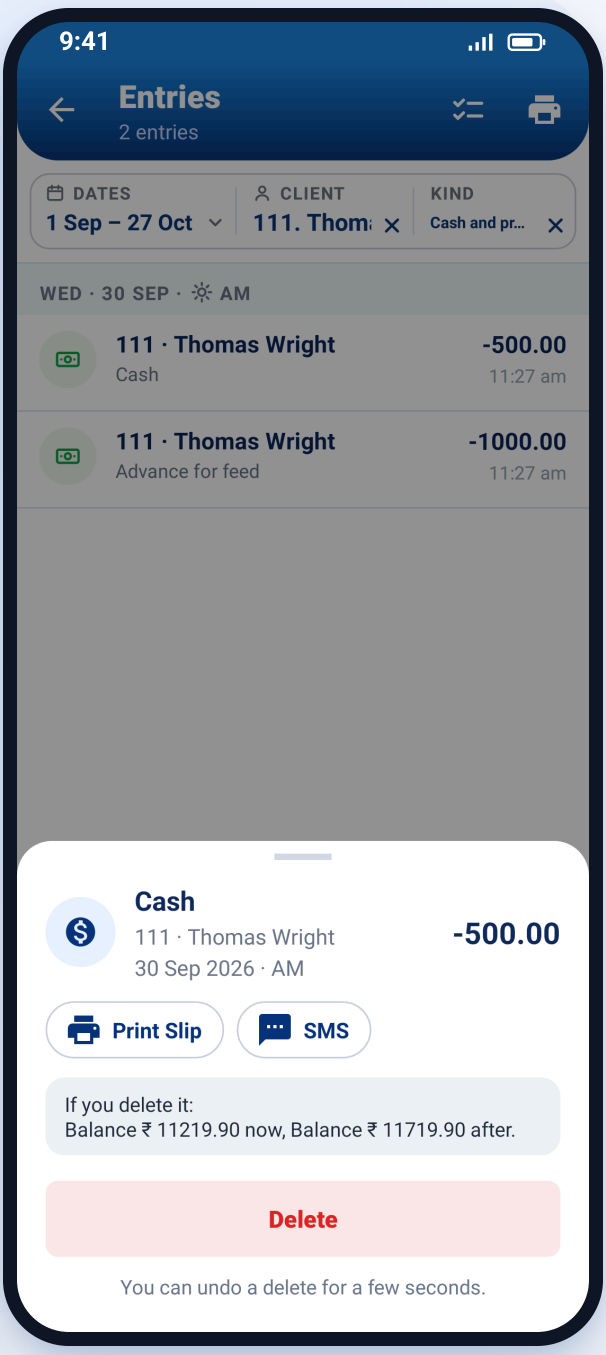


Home › Transactions lists a client's payments. To delete one: list icon › tap the payment › Delete.

● Transaction History



● Delete



Debit(-) / Credit(+)

Payments, products and bill payments.

Delete

Only if it isn't in a bill. Undo shows for a few seconds.

In a bill?

Undo that bill first, in Bill History.

Where: Home › Transactions › Manage Transactions



A payment in 3 steps

Pay or Receive, the client and the amount, then Save. The balance changes at once.

1. Side menu › Pay / Receive Amount
2. Pay or Receive, client, amount, remark
3. Save › Pay Amount

Questions?
Side menu › Help & contact

Support team
Talk to us on WhatsApp

Community group
Tips and news on Telegram

GOOD TO KNOW

Slips
Pay / Receive prints no slip; the Dashboard sheet does.

Staff
Need the Pay/Receive Amount permission.

Synced
Every phone of your dairy sees the payment.

Thank you for running your dairy with DJS Dairy.