

Payment & Receipt Vouchers

A guide to the vouchers: receipt, payment and journal vouchers, the amount in words, the invoices settled, the signature boxes and the options.

1. Start here

In plain words: A customer pays and asks for a receipt; a supplier is paid and wants a voucher; the auditor asks for a signed paper for every movement. **Payment & Receipt Vouchers** prints them from Odoo Community: a **receipt voucher** for each customer payment, a **payment voucher** for each vendor payment, and a **journal voucher** for any journal entry, with the **amount in words** (English or Arabic), the **invoices settled** and the **signature boxes**.

The image displays three sample vouchers from Odoo Community. The first is a 'Receipt Voucher' for a payment of \$2,750.00, dated 10/10/2024, with a reference to invoice 000000. The second is a 'Journal Voucher' for a journal entry of \$2,480.00, dated 10/10/2024, with a reference to the electricity bill for October. The third is a voucher in Arabic, titled 'سند صرف', for a payment of 2,300.00 \$, dated 10/10/2024, with a reference to invoice 000000. Each voucher includes fields for 'Prepared by', 'Approved by', and 'Received by'.

A receipt voucher, a journal voucher and a voucher in Arabic.

Tip: Select a hundred payments in the list and print all their vouchers in one PDF.

2. What you get

Feature	What it does
Receipt voucher	For an inbound payment: received from, amount, in words, the invoices settled.
Payment voucher	For an outbound payment: paid to, amount, in words, the bills settled.
Journal voucher	For a posted journal entry: accounts, partners, labels, debit and credit, the total in words.
Amount in words	In English or Arabic: the language of the partner, or one language for all.
Details	Journal, payment method, reference (cheque or transfer), who received the money, a note.
Signature boxes	Prepared by, approved by, received by: with the words you choose, or hidden.
Your look	A colour and a footer, per company.
Many at once	From the payments list, Actions → Print.
Arabic	The vouchers and the screens are translated and work right to left.

3. Requirements

Item	Details
Odoo	19.0 (Community or Enterprise)
Apps needed	Invoicing (account)
License	OPL-1 (Odoo Proprietary License v1.0)

4. Install

- 1 Unzip the package. Inside is `taqnix_payment_voucher.zip` ; unzip it to get the folder `taqnix_payment_voucher` .
- 2 Copy the folder into one of the `addons_path` folders of your Odoo server and restart Odoo.
- 3 Log in as an administrator, activate **Developer mode**, open **Apps** and press **Update Apps List**.
- 4 Remove the "Apps" filter, search **Payment & Receipt Vouchers** and press **Install**.

or from the command line

```
./odoo-bin -c odoo.conf -d YOUR_DATABASE -i taqnix_payment_voucher --stop-after-init
```

5. Print a voucher

In plain words: On a posted payment, click **Print voucher**. In the list of payments, select some and use **Actions → Print → Payment / Receipt Voucher**.

Invoicing

Dashboard

Customers

Vendors

Accounting

Review

Reporting

Configuration

4

1

My Company

A

New

Customer Payments

5 selected

Confirm

Print

Actions

1-5 / 5

☒	Date	Number	Journal	Payment Method		Amount	State	
☒	Oct 22	PBNK1/2026/00006	Bank	Manual Payment	Pixel Agency	\$ 2,750.00	Paid	
☒	Oct 20	PBNK1/2026/00005	Bank	Manual Payment	Contoso Labs	\$ 3,300.00	Paid	
☒	Oct 13	PBNK1/2026/00001	Bank	Manual Payment	Northwind Clinic	\$ 2,000.00	In Process	
☒	Oct 1	PBNK1/2026/00002	Bank	Manual Payment	Blue Bay Hotel	\$ 3,000.00	In Process	
☒	Sep 8	PBNK1/2026/00003	Bank	Manual Payment	Skyline Travel	\$ 1,000.00	In Process	
						\$ 12,050.00		

The voucher in the Print actions of the payments list.

Invoicing

Dashboard

Customers

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Accounting

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4

1

My Company

A

New

Customer Payments

PBNK1/2026/00006

1 Invoice

Journal Entry

1 / 1

Reset to Draft

Print voucher

Draft

In Process

Paid

Send message

Log note

Activity

PBNK1/2026/00006

Payment Type

☐ Send

☒ Receive

Customer

Pixel Agency

Amount

\$ 2,750.00

Date

Oct 22

Memo

Cheque 004512

Received by

Omar Nasser

Voucher note

Settlement of the invoice of August.

Journal

Bank

Payment Method

Manual Payment

Company Bank Account

Today

OdooBot

9:16 PM

Payments created

A payment with its Print voucher button, and the fields printed on the voucher.



My Company
United States

Receipt Voucher

Voucher No.: PBNK1/2026/00006

Date: 10/22/2026

Received from: Pixel Agency

Journal: Bank

Method: Manual Payment

Reference: Cheque 004512

Received by: Omar Nasser

Amount: \$ 2,750.00

In words: Two thousand seven hundred and fifty Dollars only

Settles	Date	Amount
INV/2026/00031	08/22/2026	\$ 2,750.00

Settlement of the invoice of August.

Prepared by

Approved by

Received by

This voucher is valid only with the signature and the stamp of the cashier.

A receipt voucher: the amount, in words, the invoice settled and the signature boxes.

Voucher field	Where it comes from
Voucher No.	The number of the payment.
Received from / Paid to	The partner of the payment.
Reference	The memo of the payment (cheque number, transfer reference).
Received by	The field Received by of the payment (optional).
Settles	The invoices or the bills reconciled with the payment, with the amount settled by it.
Note	The Voucher note of the payment (optional).

6. A journal voucher

In plain words: On a posted journal entry, click **Print journal voucher**, or use **Actions → Print** on the list of entries.



My Company
United States

Journal Voucher

Voucher No.: MISC/2026/10/0001
Date: 10/23/2026

Journal: Miscellaneous Operations
Reference: Accrual of the electricity bill for October

Account	Partner	Label	Debit	Credit
610100 Utilities (electricity, water)		Electricity October	\$ 2,480.50	
201000 Current Liabilities		Accrued expenses		\$ 2,480.50
Total			\$ 2,480.50	\$ 2,480.50

In words: Two thousand four hundred and eighty Dollars and 50/100 only

Prepared by

Approved by

Received by

This voucher is valid only with the signature and the stamp of the cashier.

A journal voucher with the accounts, the debit and the credit and the total in words.

7. Your look

In plain words: Settings → Users & Companies → Companies, tab **Vouchers**.

SettingsGeneral SettingsUsers & Companies

New

CompaniesMy Company

1/1<>

Your logo

Company NameMy Company

General Information

Branches

Vouchers

VOUCHER

Amount in words ?The language of the partner

Colour ?

Footer of the vouchers ?This voucher is valid only with the signature and the stamp of the cashier.

SIGNATURES

Signature boxes ☒

First box

Prepared by

Second box

Approved by

Third box

Received by

Send message

Log note

Q🔗0

The conversation is empty.

The options of the vouchers.

Option	Meaning
Amount in words	The language of the partner, English, or Arabic.
Colour	The colour of the title and of the lines.
Footer of the vouchers	A line at the bottom, for example: valid only with the signature of the cashier.
Signature boxes, three boxes	Show the boxes, and name them: prepared by, approved by, received by.

8. Arabic and right to left

In plain words: A partner whose language is Arabic gets an Arabic voucher: the titles, the labels, the signature words and the amount in words, from right to left.



My Company
الولايات المتحدة

سند صرف

اليومية: Bank	رقم السند: PBNK1/2026/00007
الطريقة: Manual Payment	التاريخ: 21/10/2026
المرجع: Transfer PAY-5521	دفع إلى: Gulf Motors LLC
استلمه: Gulf Motors accounts	

المبلغ: \$ 2,200.00
كتابة: ألفان و مئتا دولار فقط لا غير

المبلغ	التاريخ	يسدد
2,200.00 \$	14/08/2026	BILL/2026/08/0007

استلمه	اعتمده	أعدّه
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.This voucher is valid only with the signature and the stamp of the cashier

A payment voucher in Arabic: the amount in words, the bill settled.

9. Who can do what

Who	Can
Anyone who can see the payment or the entry	Print its voucher.
Account managers	Change the options of the vouchers in the company.

10. Limits

Limit	Detail
Posted documents	The voucher is for a posted payment and a posted entry.
Language of the words	The language must be installed (Settings → Translations).
Logo and address	They come from the layout of the documents of the company.
Signature words in Arabic	The default words are translated; words you type are printed as you typed them.

11. For developers

In plain words: Skip this chapter if you only use the module.

```
payment._tx_amount_words()      # 'Two thousand seven hundred and fifty Dollars only'
payment._tx_settled_documents()  # [(invoice, amount settled)]
payments.action_tx_print_voucher()
```

12. Troubleshooting

Problem	What to do
The language is not installed	Install the language in Settings → Translations, or choose English in the company options.
The voucher button is missing	It shows on posted payments only.
The invoice is not listed	The payment is not reconciled with it yet.
The words are in the wrong language	Check the language of the partner, or the option Amount in words of the company.

13. Updating and removing

Replace the folder with the new version, restart Odoo and run `-u taqnix_payment_voucher` . Your options and the notes of the payments are kept.

14. Support

Installation help and bug fixes are included for 6 months, with lifetime updates. Contact us through the marketplace page where you bought the module or write to **support@taqnix.com** with your Odoo version and a screenshot.

Changelog

1.0.0 – Initial release

- Receipt, payment and journal vouchers
- Amount in words in English or Arabic
- Invoices settled, payment details, received by, note
- Signature boxes, colour, footer per company
- Batch printing, Arabic translation, automated tests