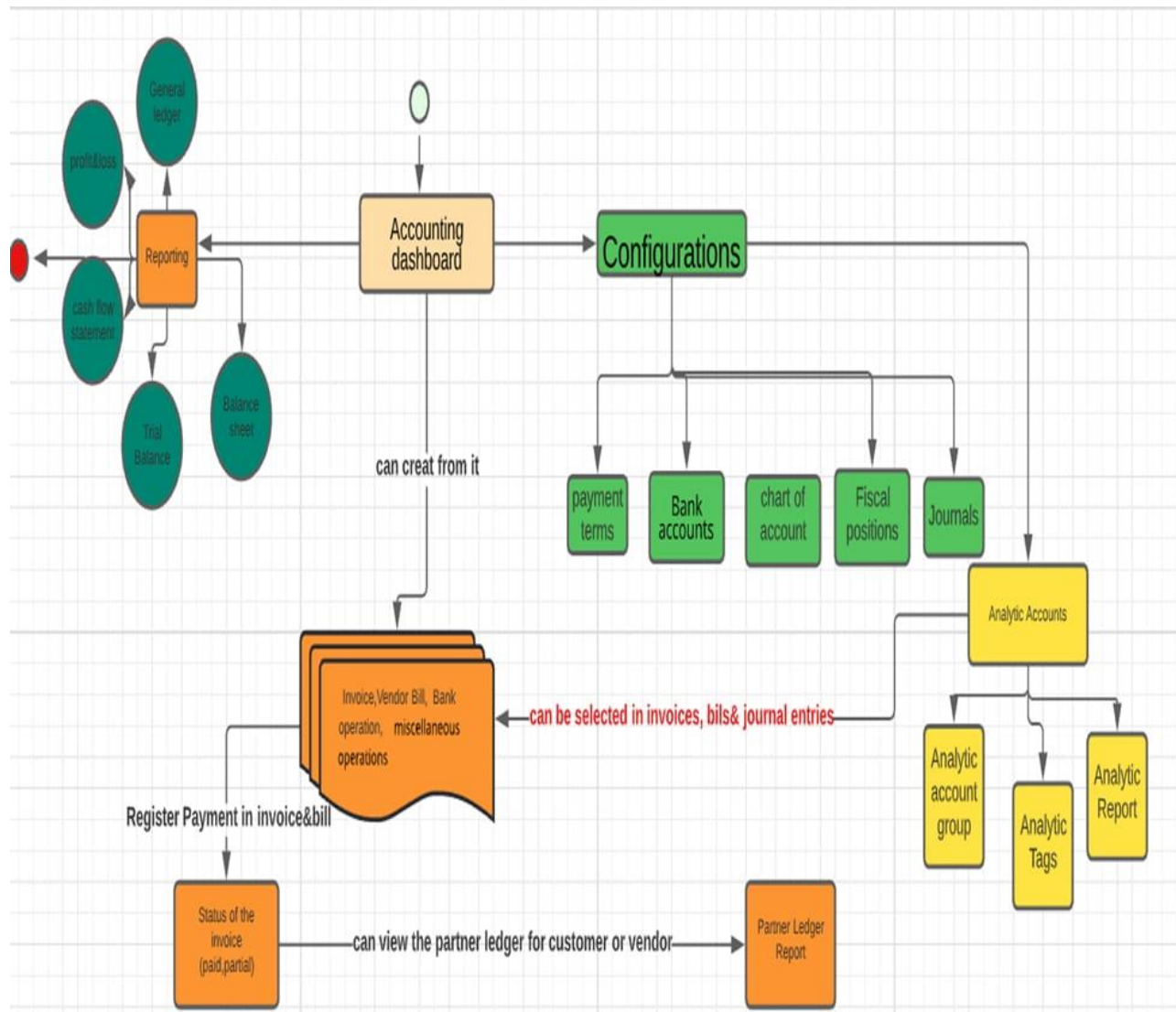
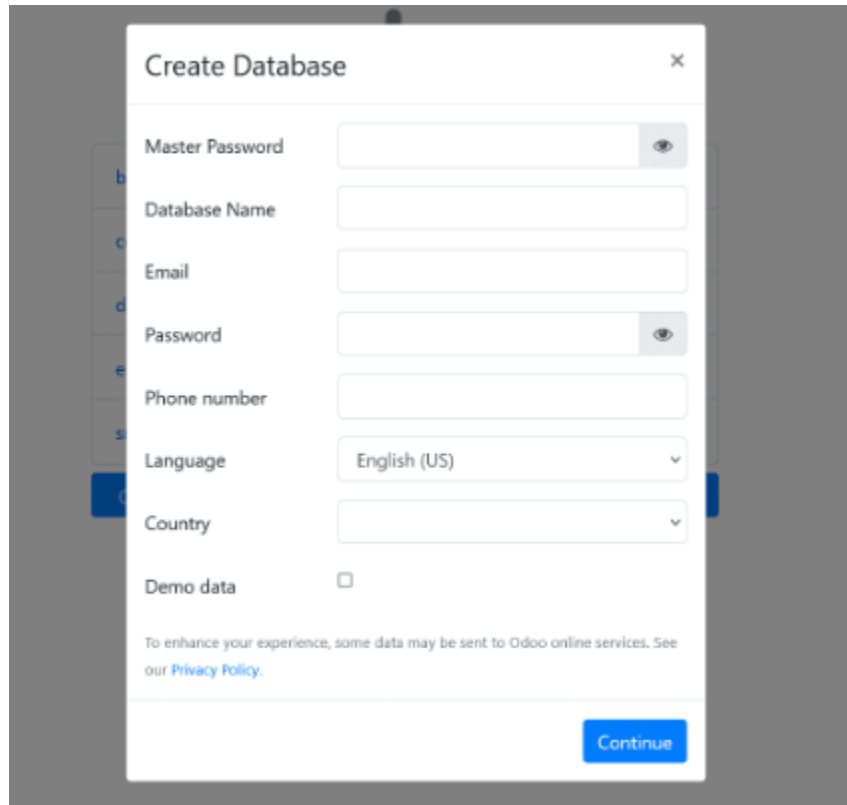


Account



configuration

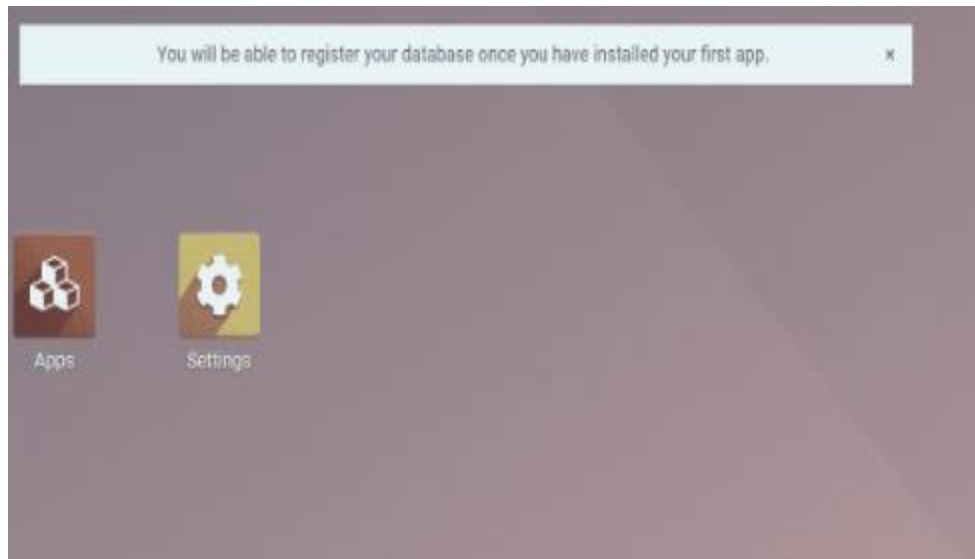


The image shows a 'Create Database' dialog box with the following fields and options:

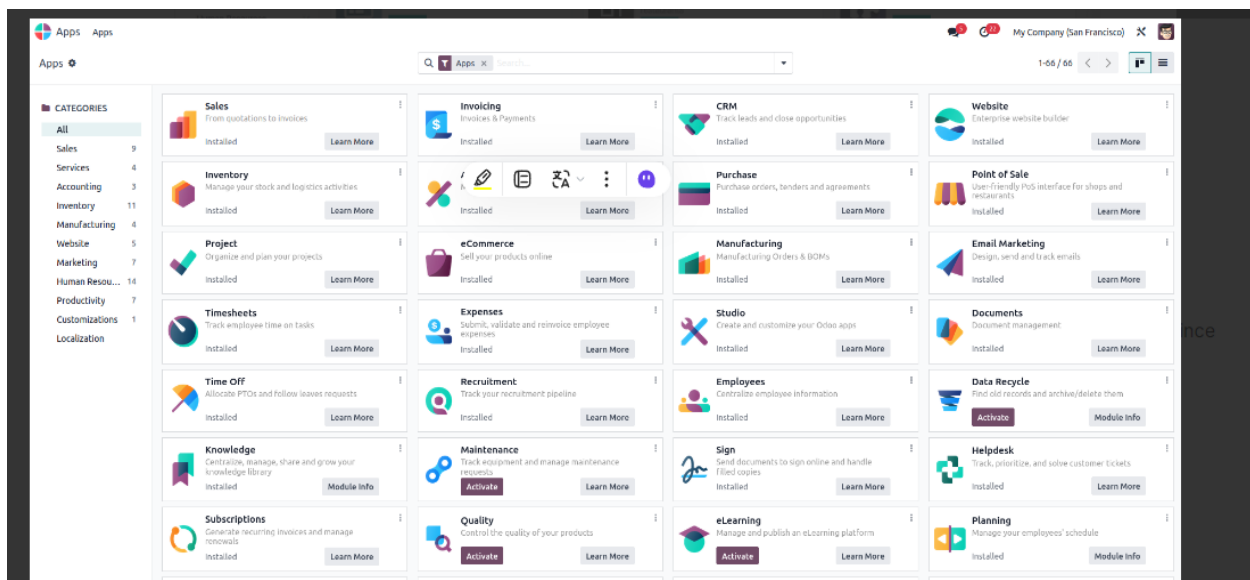
- Master Password: Text input field with a toggle to show/hide the password.
- Database Name: Text input field.
- Email: Text input field.
- Password: Text input field with a toggle to show/hide the password.
- Phone number: Text input field.
- Language: Dropdown menu with 'English (US)' selected.
- Country: Dropdown menu.
- Demo data: Checkbox, currently unchecked.

Below the fields, there is a note: 'To enhance your experience, some data may be sent to Odoo online services. See our [Privacy Policy](#).' At the bottom right is a blue 'Continue' button.

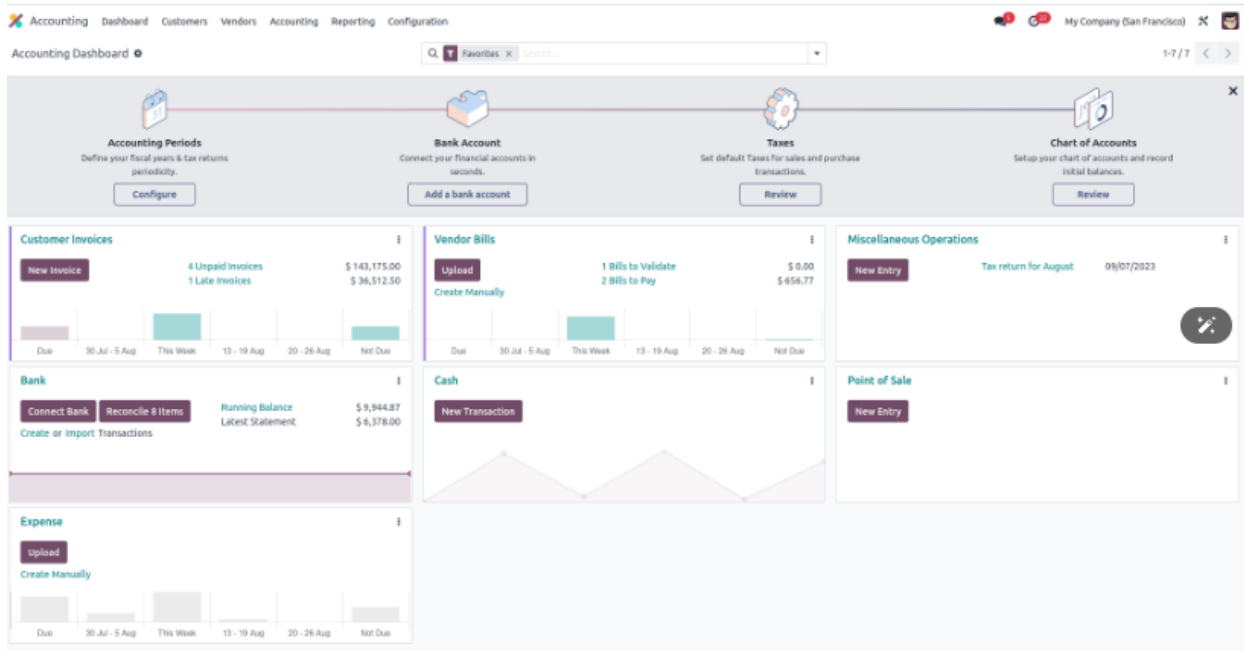
As soon as the database settings are done, you can continue, and the database panel will appear and a remember is that the database is configured according to the country you select ,which increases the localization of some module support services facilities. Another thing to remember is that you do not have to enable the Demo Data option if you are using an Odoo platform that you have configured for real-time operational management of your business. There is no module or application installed in the database, and you can only see the application module and related settings, as shown in the following image.



When you select the Apps module, all the applications available on the platform will be displayed for you to choose and install according to your needs. Screenshots of the Application module are shown in the following image.

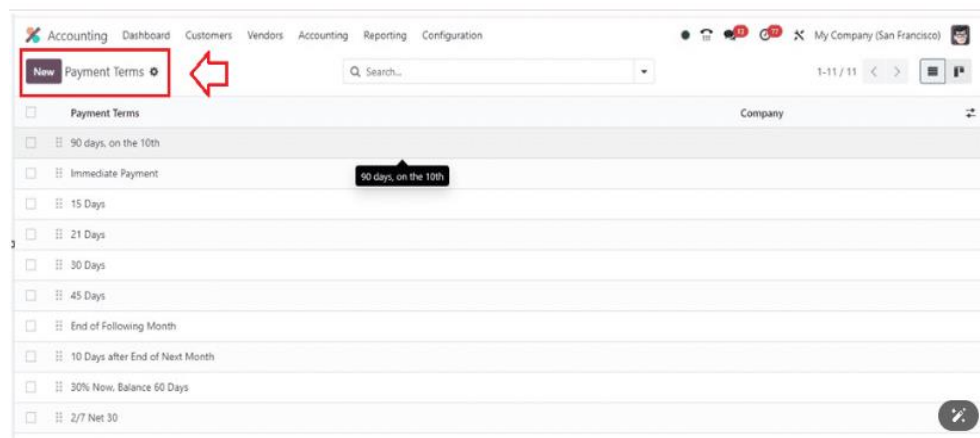


As shown in the following image, once the application is installed, it will appear as an icon on the database panel.



Depending on your usage needs, you can configure your Odoo system database in different ways. The approaches discussed above allow you to configure the database according to your needs.

Payment tems



Select the "New" option to generate a new set of Payment Terms from the window that appears.

Accounting Dashboard Customers Vendors Accounting Reporting Configuration

New Payment Terms New

Payment Terms

Weekly Payment

Company My Company (San Francisco)

Early Discount ☒ 2.00 % if paid within 10 days
Reduced tax: On early payment

DUE TERMS

Due	After
100.000000 Percent	0 Days after invoice date

Add a line

PREVIEW

Example: \$ 1,000.00 on 26/12/2023

e.g. Payment terms: 30 days after invoice date

Early Payment Discount: \$ 980.00 if paid before 05/01/2024

☒ Show installment dates

Simply choose the firm from the "Company" box and give the payment conditions a name inside the 'Payment Terms' area. You can activate and set a discount rate percentage inside the 'Early Discount' field. The 'DUE TERMS' tab section can be used to set the 'Due' amount and the due days in the 'After' field. The 'PREVIEW' area can be used to set a preview message and, finally, enable the 'Show installment dates' option. Save your form data after filling in the fields.

Accounting Dashboard Customers Vendors Accounting Reporting Configuration

New Payment Terms Weekly Payment

Payment Terms

Weekly Payment

Company My Company (San Francisco)

Early Discount ☒ 2.00 % if paid within 10 days
Reduced tax: On early payment

DUE TERMS

Due	After
100.000000 Percent	7 Days after invoice date

Add a line

PREVIEW

Example: \$ 1,000.00 on 12/27/2023

Payment Terms: 7 days after the invoice date

Early Payment Discount: \$ 980.00 if paid before 01/06/2024

☒ Show installment dates

After creating the payment terms, we can customize the payment terms for particular customers according to your accounting preferences. To perform this operation, choose 'Customers' from the drop-down menu on the 'Customer' menu to personaliz Payment Terms for your clients. Depending on the specifics of your business partnership, this will present a customized list of your clients.

Bank account

Journal Name		EN
BE96 1991 3915 7505		
Type ? Bank	Company ? Florida(US) Company	
Journal Entries	Incoming Payments	Outgoing Payments
Advanced Settings		
ACCOUNTING INFORMATION		BANK ACCOUNT NUMBER
Bank Account	101404 Bank	Account Number
Suspense Account ?	101401 Bank Suspense Account	BE96 1991 3915 7505 - BNP Paribas
Profit Account ?	442000 Cash Difference Gain	Bank
Loss Account ?	642000 Cash Difference Loss	BNP Paribas - GEBABEBB
Dedicated Payment Sequence ?	<input checked="" type="checkbox"/>	Bank Feeds ?
Short Code ?	BNK1	<input type="radio"/> Undefined Yet
Currency ?		<input checked="" type="radio"/> Import(CAMT, CODA, CSV, OFX, QIF)
		<input type="radio"/> Automated Bank Synchronization

Suspense account

Bank statement transactions are posted on the Suspense Account until the final reconciliation allows finding the right account.

Profit and loss accounts

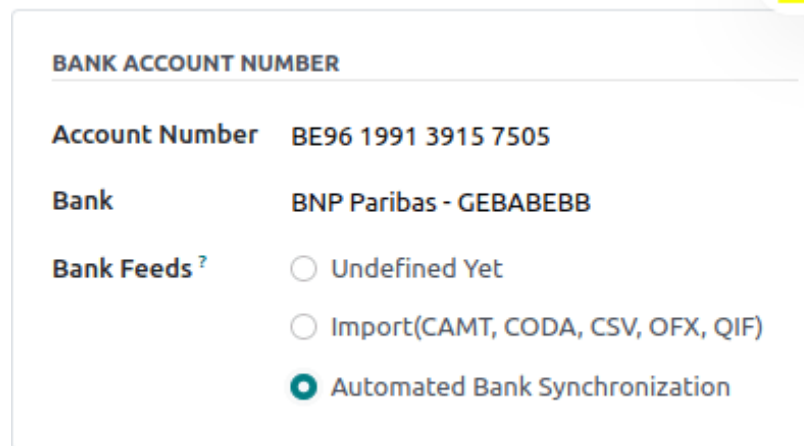
The Profit Account is used to register a profit when the ending balance of a cash register differs from what the system computes, while the Loss Account is used to register a loss when the ending balance of a cash register differs from what the system computes.

Currency

You can edit the currency used to enter the statements.

Account number

If you need to edit your bank account details, click on the external link arrow next to your Account Number. On the new page, click on the external link arrow next to your Bank and update your bank information accordingly. These details are used when registering payments.



BANK ACCOUNT NUMBER

Account Number BE96 1991 3915 7505

Bank BNP Paribas - GEBABEBB

Bank Feeds ?

- ☐ Undefined Yet
- ☐ Import(CAMT, CODA, CSV, OFX, QIF)
- ☒ Automated Bank Synchronization

Bank feeds

Bank Feeds defines how the bank statements are registered. Three options are available:

- Undefined yet, which should be selected when you don't know yet if you will synchronize your bank account with your database or not.
- Import (CAMT, CODA, CSV, OFX, QIF), which should be selected if you want to import your bank statement using a different format.
- Automated Bank Synchronization, which should be selected if your bank is synchronized with your database.

Outstanding accounts

By default, payments are registered through transitory accounts named outstanding accounts, before being recorded in your bank account.

- An outstanding payments account is where outgoing payments are posted until they are linked with a withdrawal from your bank statement.
- An outstanding receipts account is where incoming payments are posted until they are linked with a deposit from your bank statement.

These accounts should be of [type](#) Current Assets.

Default accounts configuration

Default Accounts Configuration:

Outstanding accounts are set by default but can be updated by navigating to Accounting ► Configuration ► Settings ► Default Accounts to modify the Outstanding Receipts and Payments Accounts.

Bank and Cash Journals Configuration:

You can also set specific outstanding accounts for Bank or Cash journals. From the Accounting

Dashboard, select the journal, click on Configuration, then go to the Incoming/Outgoing Payments tab. Enable the outstanding accounts column, then update the Outstanding Receipts/Payments accounts as needed.

The screenshot shows the 'Incoming Payments' configuration tab. It includes a table of payment methods and a table of outstanding accounts.

Payment Method	Name	Outstanding Receipts accounts
Manual	Manual	<input checked="" type="checkbox"/> Outstanding Receipts accounts
Batch Deposit	Batch Deposit	<input type="checkbox"/>
SEPA Direct Debit	SEPA Direct Debit	<input type="checkbox"/>

Below the payment methods table, there is a table of outstanding accounts:

	<input type="checkbox"/> Code	Account Name	Type ▼
▶ 1			
▶ 2	<input type="checkbox"/> 121000	Account Receivable	Receivable
▶ 3	<input type="checkbox"/> 101300	Account Receivable (PoS)	Receivable
▶ 4	<input type="checkbox"/> 211000	Account Payable	Payable
▶ 5	<input type="checkbox"/> 123456	Account Payslip Houserental	Payable
▶ 6	<input type="checkbox"/> 111110	Account payable IC BE Company	Payable
▶ 9	<input type="checkbox"/> 101404	Bank	Bank and Cash

Code and name

Each account is identified by its Code and Name, which also indicate the account's purpose.

Type

Correctly configuring the account type is critical as it serves multiple purposes:

- Information on the account's purpose and behavior
- Generate country-specific legal and financial reports
- Set the rules to close a fiscal year
- Generate opening entries

To configure an account type, open the Type field's drop-down selector and select the corresponding type

from the following list.

Chart of account

The chart of accounts (COA) is the list of all the accounts used to record financial transactions in the general ledger of an organization. The chart of accounts can be found under Accounting ► Configuration ► Chart of Accounts.

When browsing your chart of accounts, you can sort the accounts by Code, Account Name, or Type, but other options are available in the drop-down menu

All	<input type="checkbox"/> Code	Account Name	Type ▼
► 1	<input type="checkbox"/>		
► 2	<input type="checkbox"/>	121000 Account Receivable	Receivable
► 3	<input type="checkbox"/>	101300 Account Receivable (PoS)	Receivable
► 4	<input type="checkbox"/>	211000 Account Payable	Payable
► 5	<input type="checkbox"/>	123456 Account Payslip Houserental	Payable
► 6	<input type="checkbox"/>	111110 Account payable IC BE Company	Payable
► 9	<input type="checkbox"/>	101404 Bank	Bank and Cash

Code and name

Each account is identified by its Code and Name, which also indicate the account's purpose.

Type

Correctly configuring the account type is critical as it serves multiple purposes:

- Information on the account's purpose and behavior
- Generate country-specific legal and financial reports
- Set the rules to close a fiscal year
- Generate opening entries

To configure an account type, open the Type field's drop-down selector and select the corresponding type from the following list

Report	Category	Account Types
Balance Sheet	Assets	Receivable
		Bank and Cash
		Current Assets
		Non-current Assets
		Prepayments
		Fixed Assets
	Liabilities	Payable
		Credit Card
		Current Liabilities
		Non-current Liabilities
Profit & Loss	Equity	Equity
		Current Year Earnings
	Income	Income
Profit & Loss	Income	Other Income
		Expense
	Expense	Expense
		Depreciation
Cost of Revenue		
Other	Other	Off-Balance Sheet

Assets

Some account types can automate the creation of [asset](#) entries. To automate entries, click View on an account line and go to the Automation tab.

You have three choices for the Automation tab:

1. No: this is the default value. Nothing happens.
2. Create in draft: whenever a transaction is posted on the account, a draft entry is created but not validated. You must first fill out the corresponding form.
3. Create and validate: you must also select a Deferred Expense Model. Whenever a transaction is posted on the account, an entry is created and immediately validated.

Default taxes

In the View menu of an account, select a default tax to be applied when this account is chosen for a product sale or purchase.

Tags

Some accounting reports require tags to be set on the relevant accounts. To add a tag, under View, click the Tags field and select an existing tag or Create a new one.

Account groups

Account groups are useful to list multiple accounts as *sub-accounts* of a bigger account and thus consolidate reports such as the Trial Balance. By default, groups are handled automatically based on the code of the group. For example, a new account 131200 is going to be part of the group 131000. You can attribute a specific group to an account in the Group field under View.

Create account groups manually

To create a new account group, activate [developer mode](#) and head to **Accounting ► Configuration ► Account Groups**. Here, create a new group and enter the **name**, **code prefix**, and **company** to which that group account should be available. Note that you must enter the same code prefix in both **From** and **to** fields.

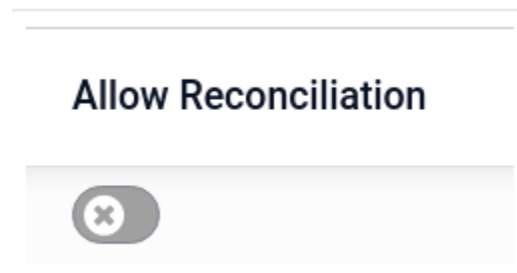
▼ 70 Chiffre d'affaires	0.00 €	0.00 €	0.00 €	124,500.00 €	0.00 €	124,500.00 €
▼ 700-707 Ventes et prestations de services	0.00 €	0.00 €	0.00 €	124,500.00 €	0.00 €	124,500.00 €
700200 Sales rendered for export (merchandises) ▶				124,500.00 €		124,500.00 €
▼ (No Group)	541.10 €	0.00 €	0.00 €	0.00 €	541.10 €	0.00 €
999999 Undistributed Profits/Losses ▶	541.10 €				541.10 €	
Total	5,496.60 €	5,496.60 €	124,723.00 €	124,723.00 €	129,996.60 €	129,996.60 €

Allow reconciliation

Some accounts, such as accounts made to record the transactions of a payment method, can be used for the reconciliation of journal entries.

For example, an invoice paid with a credit card can be marked as paid if reconciled with its payment. Therefore, the account used to record credit card payments needs to be configured as allowing reconciliation.

To do so, check the Allow Reconciliation box in the account's settings, and Save; or enable the button from the chart of accounts view.



Deprecated

It is not possible to delete an account once a transaction has been recorded on it. You can make them unusable by using the Deprecated feature: check the Deprecated box in the account's settings, and Save.

Fiscal positions

Default taxes and accounts are set on products and customers to create new transactions on the fly. However, depending on the customers' and providers' localization and business type, using different taxes and accounts for a transaction might be necessary.

Fiscal positions allow the creation of rules to adapt the taxes and accounts used for a transaction automatically.

Tax and account mapping

To edit or create a fiscal position, go to Accounting ► Configuration ► Fiscal Positions, and open the entry to modify or click on New.

The mapping of taxes and accounts is based on the default taxes and accounts defined in the product form.

- To map to another tax or account, fill out the right column (Tax to Apply/ Account to Use Instead).

Tax Mapping	Account Mapping
Tax on Product	Tax to Apply
0% S (Sales)	0% EU S (Sales)
0% (Sales)	0% EU M (Sales)
6% S (Sales)	0% EU S (Sales)
6% (Sales)	0% EU M (Sales)
12% S (Sales)	0% EU S (Sales)
12% (Sales)	0% EU M (Sales)

Tax Mapping Account Mapping	
Account on Product	Account to Use Instead
700000 Sales rendered in Belgium (merchandises)	700100 Sales rendered in E.E.C. (merchandises)
701000 Sales rendered in Belgium (finished goods)	701100 Sales rendered in E.E.C. (finished goods)
705000 Services rendered in Belgium	705100 Services rendered in E.E.C.

- To remove a tax, leave the field Tax to Apply empty.
- To replace a tax with several other taxes, add multiple lines using the same Tax on Product.

Application

Automatic application

To automatically apply a fiscal position following a set of conditions, go to Accounting ► Configuration ► Fiscal Positions, open the fiscal position to modify, and tick Detect Automatically.

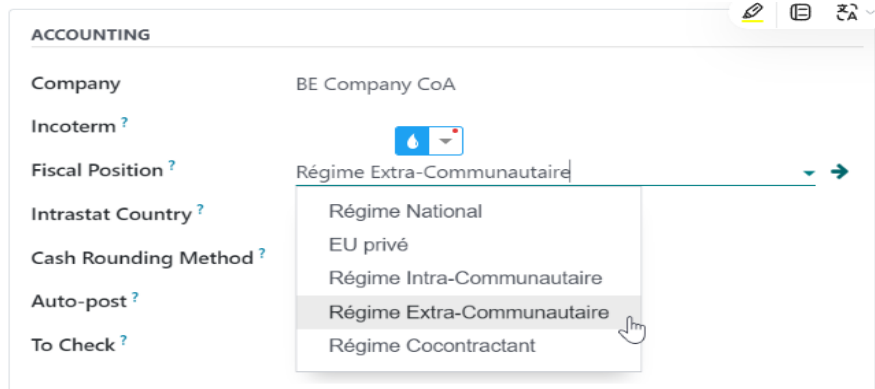
From there, several conditions can be activated:

- VAT Required: the customer's VAT number must be present on their contact form.
- Country Group and Country: the fiscal position is only applied to the selected country or country group.

Fiscal Position	Régime Intra-Communautaire
Use TaxCloud API	<input type="checkbox"/>
Use AvaTax API	<input type="checkbox"/>
Company	BE Company CoA
Detect Automatically ?	<input checked="" type="checkbox"/>
VAT required ?	<input checked="" type="checkbox"/>
Foreign Tax ID ?	
Country Group ?	Europe
Country ?	

Manual application

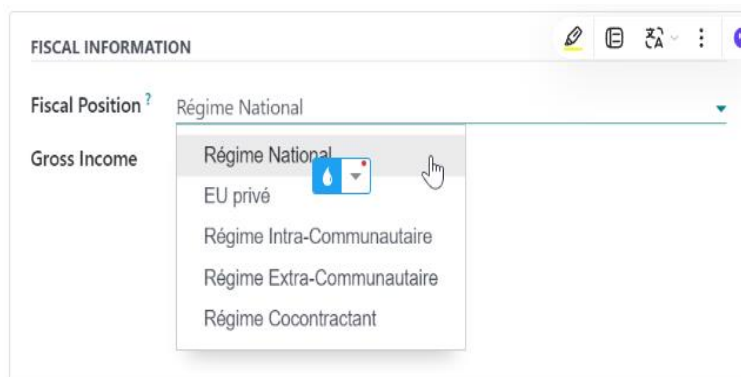
To manually select a fiscal position, open a sales order, invoice, or bill, go to the Other Info tab and select the desired Fiscal Position before adding product lines.



The screenshot shows the 'ACCOUNTING' form with the following fields: Company (BE Company CoA), Incoterm (with a dropdown icon), Fiscal Position (Régime Extra-Communautaire), Intrastat Country, Cash Rounding Method, Auto-post, and To Check. The 'Fiscal Position' field is highlighted, and a dropdown menu is open, showing the following options: Régime National, EU privé, Régime Intra-Communautaire, Régime Extra-Communautaire (which is highlighted with a mouse cursor), and Régime Cocontractant.

Assign to a partner

To define which fiscal position must be used by default for a specific partner, go to Accounting ► Customers ► Customers, select the partner, open the Sales & Purchase tab, and select e partner, open the **Sales & Purchase** tab, and select the **Fiscal Position**.



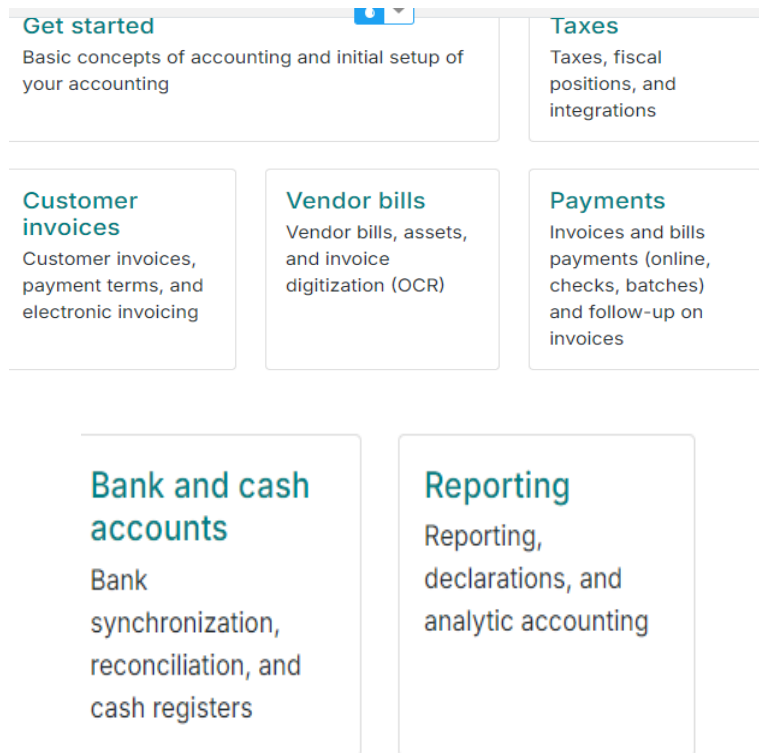
The screenshot shows the 'FISCAL INFORMATION' form with the following fields: Fiscal Position (Régime National) and Gross Income. The 'Fiscal Position' field is highlighted, and a dropdown menu is open, showing the following options: Régime National (which is highlighted with a mouse cursor), EU privé, Régime Intra-Communautaire, Régime Extra-Communautaire, and Régime Cocontractant.

Journals

Accounting and Invoicing

Odoo Invoicing is a standalone invoicing app to create invoices, send them to your customers, and manage payments.

Odoo Accounting is a full featured accounting app. Accountant productivity is at the core of its development with features such as AI-powered invoice recognition, synchronization with your bank accounts, smart matching suggestions, etc.



Double-entry bookkeeping

Odoo automatically creates all the underlying journal entries for all accounting transactions (e.g., customer invoices, vendor bills, point-of-sales orders, expenses, inventory valuations, etc.).

Odoo uses the double-entry bookkeeping system, whereby every entry needs a corresponding and opposite counterpart in a different account, with one account debited and the other credited. It ensures that all transactions are recorded accurately and consistently and that the accounts always balance.

Accrual and cash basis

Both accrual and cash basis accounting are supported in Odoo. This allows reporting income and expense either when the transaction occurs (accrual basis) or when the payment is made or received (cash basis).

Multi-company

Several companies can be managed within the same database. Each company has its [chart of accounts](#), which is also useful to generate consolidation reports. Users can access several companies but can only work on a single company's accounting at a time.

Multi-currency environment

A [multi-currency](#) environment with an automated exchange rate to ease international transactions is available in Odoo. Every transaction is recorded in the company's default currency; for transactions occurring in another currency, Odoo stores both the value in the company's currency and the transactions' currency value. Odoo generates currency gains and losses after reconciling the journal items.

Branch management

Multiple branches can be managed thanks to multi-company hierarchies. This allows to post journal entries on each branch as well as setting up a common lock date managed by the main company.

International standards

Odoo Accounting supports more than 70 countries. It provides the central standards and mechanisms common to all nations, and thanks to country-specific modules, local requirements are fulfilled. Fiscal positions exist to address regional specificities like the chart of accounts, taxes, or any other requirements.

Accounts receivable and payable

By default, there is a single account for the account receivable entries and one for the account payable entries. As transactions are linked to your contacts, you can run a report per customer, vendor, or supplier.

The Partner Ledger report displays the balance of your customers and suppliers. It is available by going to Accounting ► Reporting ► Partner Ledger.

Reporting

The following financial [reports](#) are available and updated in real-time:

Partner	Partner ledger
	Aged receivable
	Aged payable
Management	Invoice analysis
	Unrealized currency gains/losses
	Depreciation schedule
	Disallowed expenses
	Budget analysis
	Product margins
	1099 report

Financial reports	
Statement	Balance sheet
	Profit and loss
	Cash flow statement
	Tax report
	ES sales list
Audit	General ledger
	Trial balance
	Journal report
	Intrastat report
	Check register

Tax report

Odoo computes all accounting transactions for the specific tax period and uses these totals to calculate the tax obligation.

Bank synchronization

The bank synchronization system directly connects with your bank institution to automatically import all transactions into your database. It gives an overview of your cash flow without logging into an online banking system or waiting for paper bank statements.

Inventory valuation

Both periodic (manual) and perpetual (automated) inventory valuations are supported in Odoo. The available methods are standard price, average price, LIFO and FIFO (First-In, First-Out).

Retained earnings

Retained earnings are the portion of income retained by a business. Odoo calculates current year earnings in real-time, so no year-end journal or rollover is required. The profit and loss balance is automatically reported on the balance sheet report.

Fiduciaries

The **Accounting Firms** mode can be activated by going to **Accounting ► Configuration ► Settings ► Accounting Firms mode**. When enabled:

- The document's sequence becomes editable on all documents;

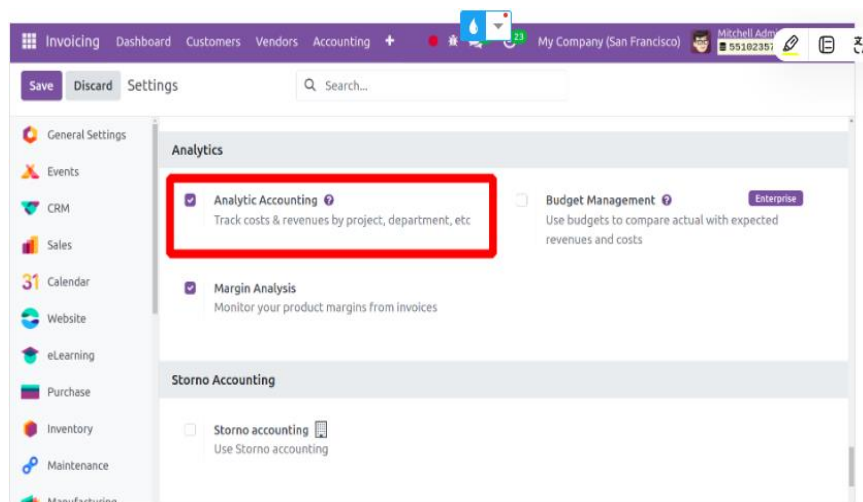
- The **Total (tax incl.)** field appears to speed up and control the encoding by automating line creation with the right account and tax;
- **Invoice Date** and **Bill Date** are pre-filled when encoding a transaction.
- A **Quick encoding** option is available for customer invoices and vendor bills.

Analytic accounts

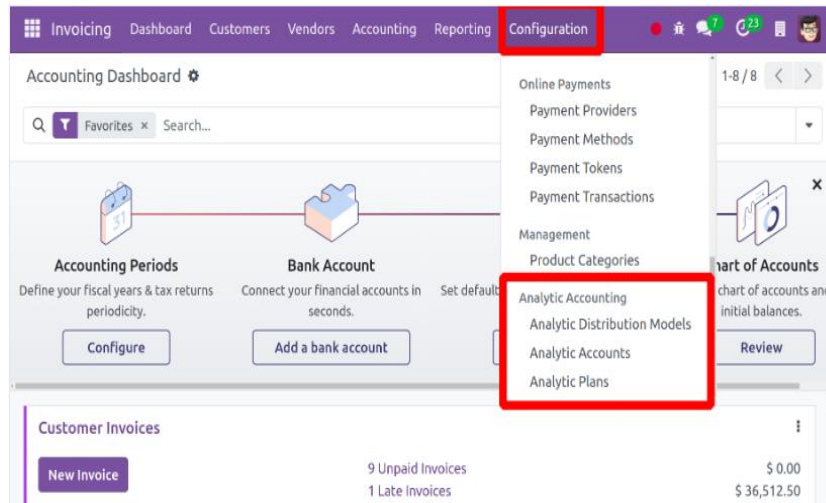
Analytic account group

Analytic Accounts

To monitor specific costs and income, utilize the Analytic Accounts feature of the Odoo17 Accounting module. You can set up a chart of analytical accounts in your system to record particular analytical entries based on the requirements of your business. These accounts are maintained independently in Odoo17, despite being linked to the general accounts. To use this feature, go to the **Settings** menu of the Accounting module and enable the **Analytic Accounting** option.



As soon as you activate this function, the Analytic Accounting options will appear in the Configuration menu of the module.



By choosing the Analytic Accounts option, you may get a list of every accessible analytic account in your system. The list view shows the Name, Reference, Customer, Plans, Company, Debit, Credit, and Balance for each analytic account.

The screenshot shows the 'Analytic Accounts' list view in Xero. The table lists various accounts with columns for Name, Reference, Customer, Plan, Company, Debit, Credit, and Balance. The 'New' button is visible in the top left corner.

Name	Reference	Customer	Plan	Company	Debit	Credit	Balance
<input type="checkbox"/> Active account			Projects	My Company (San Francisco)	\$ 0.00	\$ 0.00	\$ 0.00
<input type="checkbox"/> After-Sales Services	INT		Projects	My Company (San Francisco)	\$ 3,025.00	\$ 0.00	\$ -3,025.00
<input type="checkbox"/> Asustek		Wood Corner	Projects	My Company (San Francisco)	\$ 0.00	\$ 0.00	\$ 0.00
<input type="checkbox"/> Camp to Camp		Azure Interior	Projects	My Company (San Francisco)	\$ 0.00	\$ 0.00	\$ 0.00
<input type="checkbox"/> CampToCamp		Azure Interior	Projects	My Company (San Francisco)	\$ 0.00	\$ 0.00	\$ 0.00
					\$ 3,025.00	\$ 0.00	\$ -3,025.00

It's easy to create a new analytical account in the Accounting module. Clicking the New button will open a new setup window, as seen below.

Enter the name of the account in the "Analytical Account" column. You can enter the client's ID in the Customer area if you know which individual customer this account affects. Mention the Reference, Company, and Currency that were used to document the analytical entries in the appropriate field.

Analytic Plan

Odoo 17 allows you to select the best analytic plan for this account in the new Plan field. Alternatively, the module's Configuration menu can be used to create a new Analytic Plan. As seen in the screenshot below, you can locate the list of possible Analytic Plans in this box.

<input type="checkbox"/>	Name	Default Applicability	Color
<input type="checkbox"/>	Projects	Optional	Teal
<input type="checkbox"/>	Departments	Optional	Teal
<input type="checkbox"/>	Internal	Unavailable	Orange

By selecting the **New** button, you can create a new plan.



By selecting the New button, you can create a new plan.

The screenshot shows the 'New Analytic Plan' form in Odoo 17. The form has a purple header bar with navigation links: Invoicing, Dashboard, Customers, Vendors, Accounting, and a plus sign. The user is logged in as 'Mitchell Admin' for 'My Company (San Francisco)'. The form itself has a white background with a purple border. It includes a 'New' button, a search bar, and a 'Subplans' button. The main form area has fields for 'Parent', 'Default Applicability' (set to 'Optional'), and 'Color' (a yellow square). Below these is an 'Applicability' tab with a table. The table has columns: Domain, Financial Accounts Pr..., Product Category, Applicability, and Company. An 'Add a line' button is at the bottom left of the table.

Once the plan has a name, you can fill in the necessary columns to identify its Parent plan and Default Applicability. To make your strategy easier to understand, you may use a complementary color. The name of your company will appear immediately in the relevant field. You can indicate whether or not this plan is applicable by using the Add a Line button located under the Applicability tab. You can choose an expense report, sales order, purchase order, vendor bill, invoice, or other domain. The prefix given in the Financial Accounts Prefix defines which accounts from the financial accounting this applicability should apply to. Apply this analytical technique while keeping the Product Categories in mind as well. Three alternatives are given for the Applicability setting: Required, Optional, and Unavailable.

To add Sub Plans to a Parent Plan, use the window's available smart button. You will also receive another smart button in the same window that you can use to access the Analytical Accounts that come with this package.

Analytic Distribution Model

By activating the Analytic Accounting feature in Odoo17, each journal entry can have an analytic distribution set. It allows you to divide the total amount between multiple analytics accounts. The module's **Configuration** menu contains a manage and create option for new **Analytic Distribution Model** creation. The list preview shows the specifics of the Accounts Prefix, Partner, Product, Company, and Analytic of each Analytic Distribution Model. It is possible to establish a new distribution model by choosing the **NEW** button.

The screenshot shows a software interface with a purple header bar containing navigation links: Invoicing, Dashboard, Customers, Vendors, Accounting, and a plus sign. The user is logged in as 'Mitchell Admin' with ID '55102357-master-all'. The main content area is titled 'Analytic Distribution Models' and shows a 'New' form. The form has two main sections: 'CONDITIONS TO MEET' and 'DISTRIBUTION TO APPLY'. The 'CONDITIONS TO MEET' section includes fields for Partner, Partner Category, Accounts Prefix, Product, Product Category, and Company. The 'DISTRIBUTION TO APPLY' section includes a field for Analytic Distribution.

CONDITIONS TO MEET	
Partner ?	Product ?
Partner Category ?	Product Category ?
Accounts Prefix ?	Company ? My Company (San Francisco)

DISTRIBUTION TO APPLY
Analytic Distribution ?

This window allows you to set the distribution model's conditions. You can apply the analytic distribution for a Partner, Partner Category, Product, Product Category, and Company by selecting them in the spaces provided. To indicate which financial accounting accounts this model should be applied to, provide the Accounts Prefix. In the Analytic Distribution to Apply section, you can designate which Analytic Accounts will get the journal item's amount distributed among them.

The screenshot shows the same 'New' form for 'Analytic Distribution Models' but with data entered. The 'CONDITIONS TO MEET' section now has values: Partner is 'Abigail Peterson', Product is '[FURN_6666] Acoustic Bloc Screens', and Company is 'My Company (San Francisco)'. The 'DISTRIBUTION TO APPLY' section shows 'Analytic Distribution' with a red pill-shaped button containing the text '50% Account A | 50% Account B'.

CONDITIONS TO MEET	
Partner ? Abigail Peterson	Product ? [FURN_6666] Acoustic Bloc Screens
Partner Category ?	Product Category ?
Accounts Prefix ?	Company ? My Company (San Francisco)

DISTRIBUTION TO APPLY
Analytic Distribution ? 50% Account A 50% Account B

The funds will be transferred to the relevant accounts when you create an invoice for the partner that is mentioned in the distribution model after the distribution model has been created. The example that comes next.

Customer Invoice
Draft

Customer: Abigail Peterson
Delivery Address: Abigail Peterson
Invoice Date: 12/14/2023
Payment Reference:
Due Date: 12/14/2023
Journal: Customer Invoices

Product	Label	Account	Analytic Dist...	Quan...	Unit	Price	Taxes	Tax excl.
[FURN_6666] Acoustic Bloc Screens	[FURN_6666] Acoustic Bloc Screens	400000 Product S	20% Account A	1.00	Units	295.00	(15% V)	\$ 295.00

When creating a new invoice, the relevant analytic accounts will appear under the Journal Items right away. Before we examine the transactions in these analytical accounts, let's confirm the payment.

Name	Reference	Customer	Plan	Company	Debit	Credit	Balance
Account A			PROJECT	My Company (San Francisco)	\$ 0.00	\$ 147.50	\$ 147.50
Account B			PROJECT	My Company (San Francisco)	\$ 0.00	\$ 147.50	\$ 147.50
					\$ 0.00	\$ 295.00	\$ 295.00

The distribution of the new analytical entry to the analytical accounts found in the distribution models is shown in the screenshots.

Analytic Tags

- **Analytic Account:** add the name of your analytic account;
- **Customer:** select the customer related to your project;
- **Reference:** add a reference to make it easier to find the account when you are on your bill;

- **Plan:** add an [analytic plan](#);
- **Company:** if you are managing multiple companies, select the company for which the analytic account will be used;
- **Currency:** select the currency of the analytic account;

Then, fill in your [budget](#) information.

Analytic plans

The analytic plans allow you to analyze your accounting. For example, to track costs and revenues by project or department.

You can access the analytic plans by going to **Accounting ► Configuration**

► **Analytic Accounting: Analytic Plans.** Click **New** to create a new plan.

Domain	Financial Accounts Prefix	Product Category	Applicability
Invoice	55	All	Mandatory
Vendor Bill	61		Optional

- **Parent:** link your plan to another Analytic Plan to build a hierarchy between your **plans**;
- **Default Applicability:** decide how your plan behaves in the widget when creating a new journal entry:
 - **Optional:** if selected, it is not mandatory to add the analytic plan in the widget;
 - **Mandatory:** if selected, an orange bullet is visible in the widget next to the plan until the analytic distribution is done (the bullet then turns to green); it is not possible to confirm the entry if no analytic account is selected;
 - **Unavailable:** if selected, the plan is not available in the widget.
- **Color:** select the color of the tag related to this specific plan;
- **Company:** add the company to which the plan applies;

You can also fine-tune your plans' applicability by filling in the Applicability tab:

- **Domain:** choose to which accounting document your plan applies;

- **Financial Accounts Prefix:** select the prefix of the account(s) to which this plan should be applied;
- **Product Category:** decide to which product category the plan applies;
- **Applicability:** decide how your plan behaves in the widget when creating a new journal entry. The applicability you set here always overrides the default applicability.

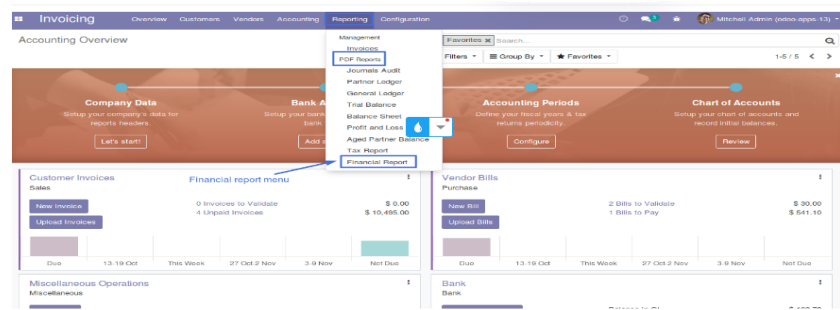
Two smart buttons are available in the top-right corner:

- **Subplans:** can be created to have a more complex analytic structure. Click the Subplans smart button, and then New to add a subplan;
- **Analytic Accounts:** to reach the analytic accounts related to the plan.

Analytic Report

Odoo Financial reports by Analytic accounts modules allows you to print balance sheet reports, and Profit & Loss reports from analytic accounts. The Odoo user can choose the accounts of which he/she wishes to print the reports.

Financial Report Menu



Print Profit & ss Report

Financial Reports

Account Reports: **Profit and Loss**

Enable Comparison: ☐

Start Date:

Target Moves: ☒ All Posted Entries
☐ All Entries

Display Debit/Credit Columns: ☐

End Date:

Analytic Accounts: **Acutelek - Wood Corner**, **Commercial & Marketing**, **Dental - Hippalundia - Acute Int.**

Select analytic account

Print **Cancel**

Report

2019-10-23 14:02 YourCompany 1 / 1

Profit and Loss

Target Moves: All Posted Entries

Analytic accounts

Analytic Accounts: Camp to Camp, Commercial & Marketing, Delta PC

Name	Balance
Profit and Loss	\$ 10,056.68
Income	\$ 10,597.78
400000 Product Sales	\$ 10,495.00
441000 Foreign Exchange Gain	\$ 102.78
Expense	\$ -541.10
600000 Expenses	\$ -541.10

Print Balance Sheet Report

Financial Reports

Account Reports: **Balance Sheet**

Enable Comparison: ☐

Start Date:

Target Moves: ☒ All Posted Entries
☐ All Entries

Display Debit/Credit Columns: ☐

End Date:

Analytic Accounts: **Camp to Camp - Acute Interior**, **Commercial & Marketing**, **Delta PC - Ready Mix**

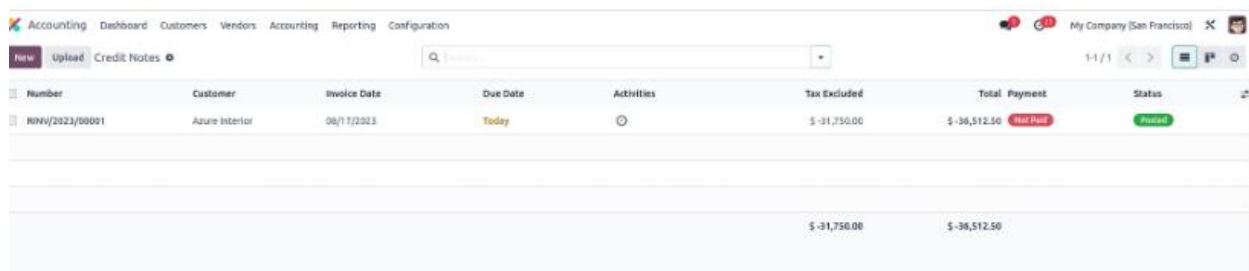
Select analytic account

Print **Cancel**

Invoice, Vendor
Bill, Bank Operation, Miscellaneous
operations

Invoice

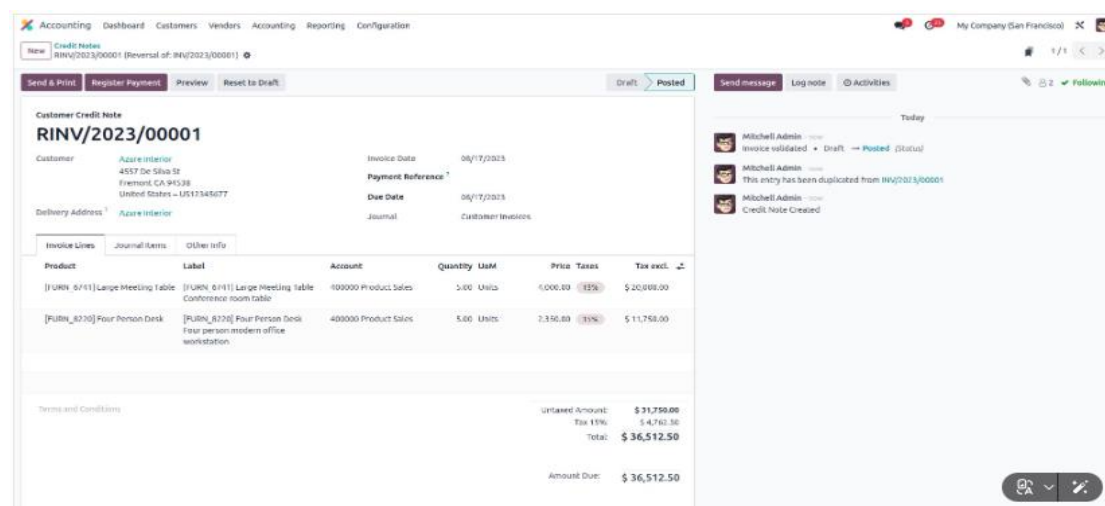
The characteristics of credit note activities that will allow you to refund the invoice amounts in the section prior may be clear to you. Credit note operations will probably need to be specified in a real-time business context; hence, Odoo offers a particular menu to make managing all credit note activities easier. In the Credit Notes menu, which is available from the Customer page, all Credit Notes will be described with the Number, Customer information, Invoice Date, Due Date, Next Scheduled activity, Tax Excluded, Total, Status, and Payment Status. To get the required Credit Notes, you can provide custom and default Filter and Group by settings



The screenshot shows the 'Credit Notes' list view in Odoo. The table has columns for Number, Customer, Invoice Date, Due Date, Activities, Tax Excluded, Total, Payment, and Status. A single record is visible with the number RINV/2023/00001, customer Azure Interior, invoice date 06/17/2023, due date Today, and a status of Posted.

Number	Customer	Invoice Date	Due Date	Activities	Tax Excluded	Total	Payment	Status
RINV/2023/00001	Azure Interior	06/17/2023	Today		\$ -31,750.00	\$ -36,512.50	Not Paid	Posted

The invoice lines can also be set using the Add a line option. Additionally, by selecting the Add a section option, you may add a section to the invoice, and you may add a remark by choosing the Add an available note option.



The screenshot shows the 'Customer Credit Note' form for RINV/2023/00001. It includes fields for Customer, Invoice Date, Payment Reference, Due Date, and Delivery Address. The 'Invoice Lines' tab is active, showing a table with columns for Product, Label, Account, Quantity, Unit, Price, Taxes, and Tax excl. Two lines are listed: a Large Meeting table and a Four Person Desk. The 'Terms and Conditions' section shows the Untaxed Amount, Tax 15%, and Total.

Product	Label	Account	Quantity	Unit	Price	Taxes	Tax excl.
[FURN_6711] Large Meeting table	[FURN_6711] Large Meeting table	100000 Product Sales	5.00	Units	5,000.00	15%	\$ 20,000.00
[FURN_8220] Four Person Desk	[FURN_8220] Four Person Desk	400000 Product Sales	5.00	Units	2,350.00	15%	\$ 11,750.00

Terms and Conditions

Untaxed Amount: \$ 31,750.00
Tax 15%: \$ 4,762.50
Total: \$ 36,512.50

Amount Due: \$ 36,512.50

The Journal Items will populate the Account data, Label, Analytic, Debit, Credit, and Tax Grid information. Once the product has been included on the reverse invoice itself, the impacted accounts will show up on the Journals items page. The Account Receivable is credited during this process, while

the Income Account and Tax Account are debited. This shows that when an invoice is reversed, income decreases and is debited, but account receivable, an asset by nature, decreases and is credited.

Customer Credit Note
RINV/2023/00001

Customer: Azure Interior
 4557 De Silva St
 Fremont CA 94538
 United States - US12345677

Delivery Address: Azure Interior

Invoice Date: 08/17/2023
 Payment Reference: ?
 Due Date: 08/17/2023
 Journal: Customer Invoices

INVOICE
 Customer Reference: Reversal of: INV/2023/00001
 Salesperson: Marc Demo
 Sales Team: Pre-Sales
 Recipient Bank: ?

ACCOUNTING
 Company: My Company (San Francisco)
 Interim: ?
 Fiscal Position: ?
 Auto-post: No
 To Check: ?

Today
 Mitchell Admin: Invoice validated - Draft -> Posted (Status)
 Mitchell Admin: This entry has been duplicated from RINV/2023/00001
 Mitchell Admin: Credit Note Created

You may get a preview of the reverse invoice for a Credit Note by selecting the Preview option from the applicable Credit Note menu. A reverse invoice must be sent back to the customer. The screenshots that follow show the reverse invoice that will be sent to the customer. All of the information will be explained here in the exact same terms as they were in the credit note you sent us.

\$ 36,512.50
 Download Print
 Marc Demo (441)-695-2334
 Send message
 Powered by edoo

Your logo
 My Company (San Francisco)
 250 Executive Park Blvd, Suite 3400
 San Francisco CA 94134
 United States

Azure Interior
 4557 De Silva St
 Fremont CA 94538
 United States
 Tax ID: US12345677

Credit Note RINV/2023/00001
 Credit Note Date: 08/17/2023
 Reference: Reversal of: INV/2023/00001

Description	Quantity	Unit Price	Taxes	Tax excl.	Tax incl.
[FURN_6741] Large Meeting Table Conference room table	5.00 Units	4,000.00	15%	\$ 20,000.00	\$ 23,000.00
[FURN_8220] Four Person Desk Four person modern office workstation	5.00 Units	2,350.00	15%	\$ 11,750.00	\$ 13,512.50
Untaxed Amount				\$ 31,750.00	
Tax 15%				\$ 4,762.50	
Total				\$ 36,512.50	

It is also possible to specify the Amount, the currency in which the payment must be made, the Payment Date, and the Memo. Once the information has been entered, you may select the Create Payment option.

Register Payment

Journal: Bank Amount: \$36,512.50

Payment Method: Manual Payment Date: 08/17/2023

Recipient Bank Account Memo: Reversal of: INV/2023/00001

Create Payment Discard

If a payment is made but not yet authorized or completed, the credit note for that payment will indicate that it has been received by marking it as In Payment. If the transaction goes through successfully to the bank or cash account after reconciliation, the label will read

Accounting Dashboard Customers Vendors Accounting Reporting Configuration

New Invoices RINV/2023/00001 (Reversal of: INV/2023/00001)

Send & Print Preview Reset to Draft Draft Posted Send message Log note Activities

Customer Credit Note
RINV/2023/00001

Customer: Azure Interior
4557 De Silva St
Fremont, CA 94538
United States - US12345677

Invoice Date: 08/17/2023
Payment Reference: ?
Due Date: 08/17/2023
Journal: Customer Invoices

Delivery Address: Azure Interior

Invoice Lines	Journal Items	Other Info
Product	Label	Account
[FURN_6741] Large Meeting Table	[FURN_6741] Large Meeting Table	400000 Product Sales
[FURN_8220] Four Person Desk	[FURN_8220] Four Person Desk	400000 Product Sales

Terms and Conditions

Untaxed Amount: \$ 31,750.00
Tax 15%: \$ 4,762.50
Total: \$ 36,512.50
Paid on 08/17/2023: \$ 36,512.50
Amount Due: \$ 0.00

Today

Mitchell Admin Not Paid → In Payment (Payment Status)
Mitchell Admin Invoice validated → Draft → Posted (Status)
Mitchell Admin This entry has been duplicated from INV/2023/00001
Mitchell Admin Credit Note Created

You will be familiar with the Credit Notes operations, how they function, and the management elements of them as of now. In the section that follows, we'll go into more depth about how the Odoo Accounting module manages client receipts.

Vendor Bill

We receiving many bills from our vendors and we want to make sure they all get in odoo

Accounting Dashboard Customers Vendors Accounting Reporting Configuration

New Upload Bills Search...

1-3 / 3

Number	Vendor	Due Date	Reference	Activities	Tax Excluded	Total	Total in Currency	Payment	Status
BILL/2024/05/0001	Azure Interior	91 days ago			\$ -30.00	\$ -34.50	\$ -34.50	Not Paid	Posted
/	#Created by: Mitchell	05/18/2024		Update address	\$ 0.00	\$ 0.00	\$ 0.00		Draft
BILL/2023/02/0001	Azure Interior	05/18/2024	INV/2023/0057		\$ -541.10	\$ -622.27	\$ -622.27	Not Paid	Posted
					\$ -571.10	\$ -656.77			

The Vendor tab of the Odoo accounting module gives access to the Dedicated Vendor Bill management menu. All vendor bills created and sent to the company are displayed here. The bill number, vendor, bill date, due date, reference, next action, details of unapplied taxes, total amount due, and status are provided. By selecting the appropriate invoice and using the edit option, you have the opportunity to change the information on the specified invoice.

Accounting
Dashboard
Customers
Vendors
Accounting
Reporting
Configuration
My Company (San Francisco)
1 / 3

New Bills
BILL/2023/08/0001

Register Payment
Credit Note
Reset to Draft
Draft
Posted
Send message
Log note
Activities

Vendor Bill
BILL/2023/08/0001
Vendor: Azure Interior
4557 De Silva St
Fremont, CA 94538
United States -- US12345677
Bill Date: 08/01/2023
Accounting Date: 08/17/2023
Payment Reference ?
Recipient Bank ?
Payment Terms: End of Following Month
Journal: Vendor Bills

Invoice Lines
Journal Items
Other Info

Product	Account	Quantity	UoM	Price	Taxes	Tax excl.
[FURN_7777] Office Chair	600000 Expenses	1.00	Units	10.00	15%	\$ 10.00
[FURN_9999] Office Design Software	600000 Expenses	5.00	Units	4.00	15%	\$ 20.00

Terms and Conditions

Untaxed Amount: \$ 30.00
Tax 15%: \$ 4.50
Total: \$ 34.50
Amount Due: \$ 34.50

The Create option will present you with the Bill creation window, seen in the accompanying screenshot, if you want to create a new bill. The vendor bill number will be automatically displayed, but you'll need to specify the vendor's information, including the bill reference, payment reference, receipt bank, and auto-complete information. Bill Date, the date the bill is created, Accounting Date, the date the entries are to be recorded in the ledger, Due Date, Journal Details, and the Currency in which the transactions are carried out are all examples of dates that should be noted. Furthermore, by choosing the Add a Line option, the Invoicing lines for the relevant Vendor Bill can be specified. Here, the product information, label, account information, analytical accounting information, Quantity, Price, Tax information as well as the Subtotal will be defined. By choosing the Add a Section option, new sections can be created, and the Add a Note option can be used to add notes to the invoices.

Additionally, the bill of purchase orders can be quickly generated using the Autocomplete fields. We can select Purchase Order from the Autocomplete form rather than entering the Products, Quantities, Price, and other details one at a time in the Order Line. As a result, the Bill form will automatically receive updates to all the Purchase Order data. A single bill against several purchase orders for the specific vendor can be generated if we include multiple purchase orders as well. The Vendor Bill Number is generated automatically after we save all of this data, and the source document for the generated bill, which is the Purchase Order numbers separated with a comma, is shown in the list view of the bill.

Accounting
Dashboard
Customers
Vendors
Accounting
Reporting
Configuration
My Company (San Francisco)
1 / 3

New Bills
BILL/2023/08/0001

Register Payment
Credit Note
Reset to Draft
Draft
Posted
Send message
Log note
Activities

Vendor Bill
BILL/2023/08/0001
Vendor: Azure Interior
4557 De Silva St
Fremont, CA 94538
United States -- US12345677
Bill Date: 08/01/2023
Accounting Date: 08/17/2023
Payment Reference ?
Recipient Bank ?
Payment Terms: End of Following Month
Journal: Vendor Bills

Invoice Lines
Journal Items
Other Info

Account	Label	Debit	Credit	Tax Grids
600000 Expenses	[FURN_7777] Office Chair	\$ 10.00	\$ 0.00	Cut-Off
600000 Expenses	[FURN_9999] Office Design Software	\$ 20.00	\$ 0.00	Cut-Off
251000 Tax Received	15%	\$ 4.50	\$ 0.00	
211000 Account Payable		\$ 0.00	\$ 34.50	
		\$ 34.50	\$ 34.50	

Once the vendor bill has been generated, you can choose to confirm the payment by selecting the option to register the payment. The Register Payment menu will appear for you, as shown in the accompanying screenshot. In this case, the payment mechanism can be either manual, SEPA credit transfer, or checks. It is possible to define the Receipt Bank Account information as well as the Amount, Payment Date, and Memo information. You should choose from the various Create Payment choices once all the aspects have been defined.

Register Payment✕

Journal

Bank

Amount

\$34.50

Payment Method ?

Manual

Payment Date

08/17/2023

Recipient Bank Account

Memo

BILL/2023/08/0001

Create Payment

Discard

The Account Payable will be debited once the payment has been made, and the Outstanding Payments Account will be credited. This Outstanding Payments Account will be included in the setup of the Bank or Cash Journal for which the entries are transferred to the Outstanding Payment Account, and only after a bank statement reconciliation will the amount be transferred to the bank. This means that the outstanding Payment Account will be used for reconciliation rather than the Account Payable.

Thus, after reconciliation, the Bank Account is credited, and the Outstanding Payments Account is debited. The relevant Vendor bill will be provided with a label as In Payment once the payment has been registered and completed, as illustrated in the screenshot below. The label will show as Paid if the payment has been completed.

Accounting Dashboard Customers Vendors Accounting Reporting Configuration

New Bills BILL/2023/08/0001

My Company (San Francisco)

Credit Note

Reset to Draft

Vendor Bill

BILL/2023/08/0001

Vendor: Azure Interior
4557 De Silva St
Fremont, CA 94538
United States - US12345677

Bill Date: 08/01/2023
Accounting Date: 08/17/2023
Payment Reference ?
Recipient Bank ?
Payment terms: End of Following Month
Journal: Vendor Bills

Bill Reference:

Draft

Posted

IN PAYMENT

Send message

Log note

Activities

Today

Mitchell Admin - Not Paid → In Payment (Payment Status)

OdooBot - Sales → Pre-Sales (Sales Team)

Invoice Lines

Journal Items

Other Info

Product	Label	Account	Quantity	Unit	Price	Taxes	Tax excl.	z
[FURN_7777] Office Chair	[FURN_7777] Office Chair	600000 Expenses	1.00	Units	10.00	15%	\$ 10.00	
[FURN_9999] Office Design Software	[FURN_9999] Office Design Software	600000 Expenses	5.00	Units	4.00	15%	\$ 20.00	

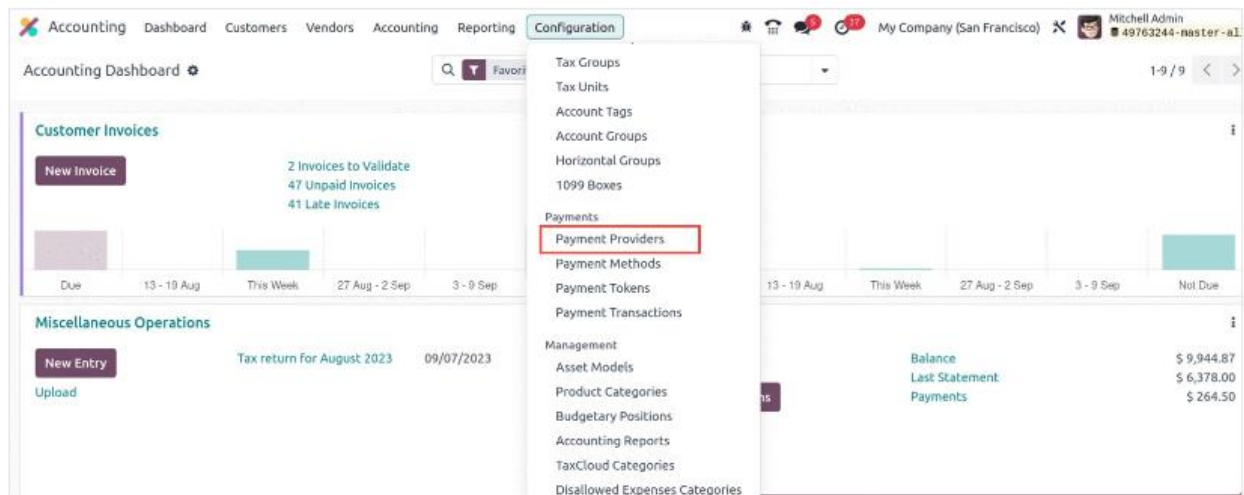
Terms and Conditions

Untaxed Amount: \$ 30.00
Tax 15%: \$ 4.50
Total: \$ 34.50
Paid on 08/17/2023 \$ 34.50
Amount Due: \$ 0.00

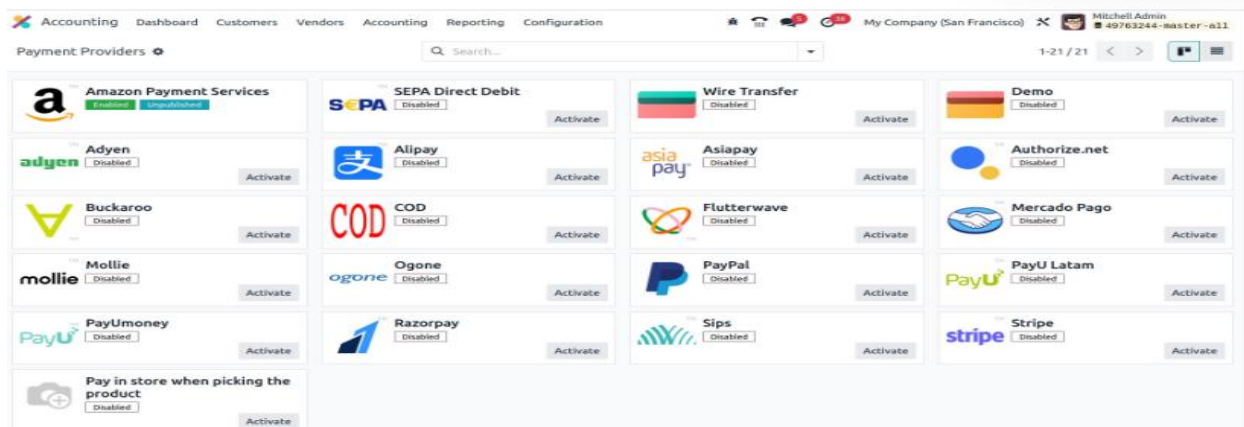
By choosing one of the Debit Note options from the menu, it is also possible to define the Debit Note for the specific vendor bill. You will be led to the pop-up window seen in the following screenshot after choosing to create a debit note. Here, the Use Precise Journal section allows you to specify the specific journal to be used, the Debit Note Date, and the Reason for the Refund. Additionally, the Copy Lines option can be enabled, which is helpful for copying the Credit lines when necessary for adjustments.

Bank Operation

The Payment Providers option is easily accessible in the Odoo17 instance. You may access the Payment Providers menu icon in the Payments section of the Accounting module by selecting the Configuration tab, which is displayed in the image below.



The Payment Providers window, which is accessible from the menu and displays all of the installed and defined payment providers, is a link that can be used to access the menu.



You can choose a certain provider to access all of its information. For instance, by clicking on this record, we may read the details of the "SEPA Direct Debit." As seen in the image below, you will see a new window where you may view all of the details.

SEPA Direct Debit

State: ☐ Disabled ☐ Enabled ☒ Test Mode

Company: My Company (San Francisco)

Website:

Configuration Messages

PAYMENT FORM

Displayed as: *If not defined, the provider name will be used.* EN

Enable QR Codes: ☐

Communication: Based on Document Reference

AVAILABILITY

Maximum Amount: \$0.00

Currencies: EUR

Countries: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, French Guiana, Germany, Gibraltar, Greece, Guadeloupe, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Martinique, Mayotte, Monaco, Netherlands, Norway, Poland, Portugal, Romania, Reunion, Saint Barthélemy, Saint Martin (French part), Saint Pierre and Miquelon, San Marino, Slovakia, Slovenia, Spain, Sweden, Switzerland, United Kingdom

PAYMENT FOLLOWUP

Payment Journal

From the Odoo17 platform's App Store, users can access the various Payment Providers intended for the platform's operations. You may access all the accounting-related software that can only be installed from here under the Accounting category.

App Store

Categories: Payment Provider

CATEGORIES

- All
- Sales
- Services
- Accounting 18
- Inventory
- Manufacturing
- Website
- Marketing
- Human Resources
- Productivity
- Customizations
- Localization

Payment Providers:

- Payment Provider: Adyen**: A Dutch payment provider covering Europe and the US. Installed. [Module info](#)
- Payment Provider: Alipay**: This module is deprecated. Installed. [Module info](#)
- Payment Provider: Amazon Payments**: An Amazon payment provider covering the M260 region. Installed. [Module info](#)
- Payment Provider: AsiaPay**: An payment provider based in Hong Kong covering most Asian countries. Installed. [Module info](#)
- Payment Provider: Authorize.net**: An payment provider covering the US, Australia, and Canada. Installed. [Module info](#)
- Payment Provider: Buckaroo**: A Dutch payment provider covering several countries in Europe. Installed. [Module info](#)
- Payment Provider: Custom Payments**: A payment provider for custom how-to like wire transfers. Installed. [Module info](#)
- Payment Provider: Flutterwave**: A Nigerian payment provider covering several African countries. Installed. [Module info](#)
- Payment Provider: Mercado Pago**: A payment provider covering several countries in Latin America. Installed. [Module info](#)
- Payment Provider: Mollie**: A Dutch payment provider covering several European countries. Installed. [Learn More](#)
- Payment Provider: Ogone**: This module is deprecated. Installed. [Module info](#)
- Payment Provider: Paypal**: An American payment provider for online payments all over the world. Installed. [Module info](#)
- Payment Provider: PayU Latam**: This module is deprecated. Installed. [Module info](#)
- Payment Provider: PayUmoney**: This module is deprecated. Installed. [Module info](#)
- Payment Provider: Razorpay**: A payment provider covering India. Installed. [Module info](#)
- Payment Provider: Stripe**: An Irish-American payment provider covering the US and many others. Installed. [Module info](#)
- Website - Payment Authorize**: Website - Payment Authorize. Installed. [Module info](#)
- Payment Provider: Worldline**: A French payment provider for online payments all over the world. Installed. [Module info](#)

The management options for the Odoo17 Accounting module can then be covered.

Miscellaneous operations

Use the miscellaneous diary to record any invoices or payments that don't fall under a single category.

The screenshot shows the 'Miscellaneous Operations' form. At the top, there's a navigation bar with 'Accounting', 'Dashboard', 'Customers', 'Vendors', and a '+' icon. Below this, there's a 'New' button and a 'Journals' dropdown menu. The 'Journal Entries' tab is highlighted with a red box. The form title is 'Miscellaneous Operations'. Below the title, there's a 'Type' dropdown set to 'Miscellaneous' and a 'Company' dropdown set to 'Demo Company'. There are two tabs: 'Journal Entries' (active) and 'Advanced Settings'. Under the 'Journal Entries' tab, there's a section titled 'ACCOUNTING INFORMATION' with two fields: 'Short Code' (set to 'MISC') and 'Currency'.

When you've finished setting up the Journal, your system will automatically save it. Using the smart button Journal Entries, you can see every entry that has been added to a journal.

status of the
invoice paid
partial

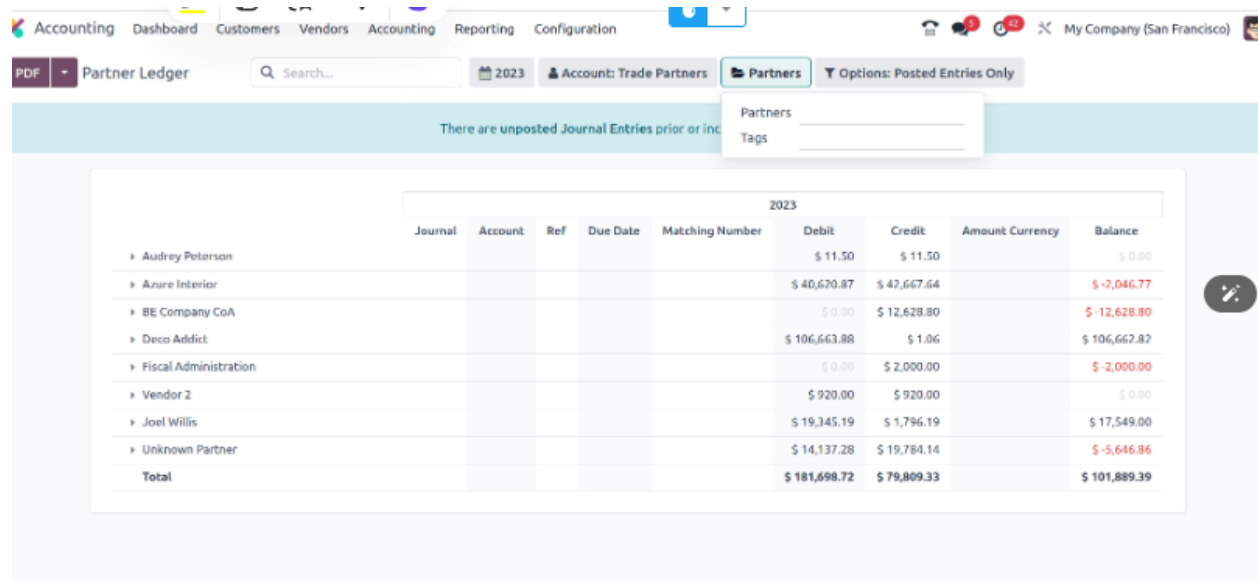
To register a **partial payment**, click **Register payment** from the related invoice or bill, and enter the amount received or paid. Upon entering the amount, a prompt appears to decide whether to **Keep open** the invoice or bill, or **Mark as fully paid**. Select **Keep open** and click **Create payment**. The invoice or bill is now marked as **Partial**. Select **Mark as fully paid** if you wish to settle the invoice or bill with a difference in the amount.

The screenshot shows a payment difference prompt. It has a label 'Payment Difference' and a value '\$ 38,012.50'. Below this, there are two radio button options: 'Keep open' (which is selected) and 'Mark as fully paid'.

Once a payment has been registered, the status of the invoice or bill is **In payment**. The next step is [reconciling](#) it with the related bank statement line to have the transaction finalized and the invoice or bill marked as **Paid**.

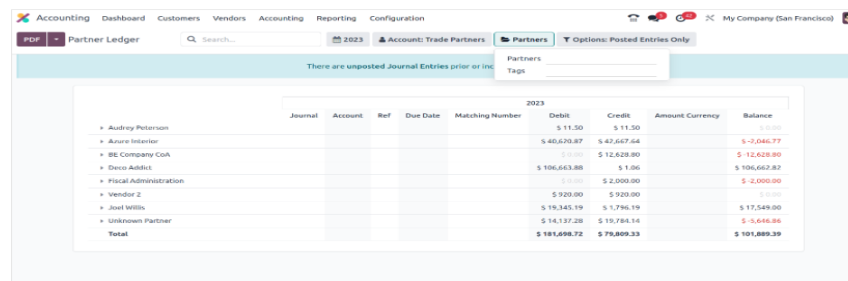
Partner Ledger Report

The Odoo Accounting module's Partner Ledger report provides a detailed summary of all transactions related to each partner, accessible via the Reporting tab. It includes information such as transaction dates, involved journals, transaction references, due dates, matching numbers, opening balances, and debit/credit amounts. The drop-down arrow allows users to expand and view detailed entries for each partner.



	Journal	Account	Ref	Due Date	Matching Number	Debit	Credit	Amount Currency	Balance
» Audrey Peterson						\$ 11.50	\$ 11.50		\$ 0.00
» Azure Interior						\$ 40,670.87	\$ 42,667.64		\$ -2,046.77
» BE Company CoA						\$ 0.00	\$ 12,628.80		\$ -12,628.80
» Deco Addict						\$ 106,663.88	\$ 1.06		\$ 106,662.82
» Fiscal Administration						\$ 0.00	\$ 2,000.00		\$ -2,000.00
» Vendor Z						\$ 920.00	\$ 920.00		\$ 0.00
» Joel Willis						\$ 19,345.19	\$ 1,796.19		\$ 17,549.00
» Unknown Partner						\$ 14,137.28	\$ 19,784.14		\$ -5,646.86
Total						\$ 181,698.72	\$ 79,809.33		\$ 101,889.39

A Search option is available if the entries have been described. This search box may be used to seek up specified Partner items. Additionally, the tools for Distinctive filtering and Group by, which allow you to sort data according to both custom and predefined ones provided by default, will be beneficial. The Partner Ledger entries may be filtered by fiscal period using the Fiscal Period filtering tool, as demonstrated in the pictures below.



	Journal	Account	Ref	Due Date	Matching Number	Debit	Credit	Amount Currency	Balance
» Audrey Peterson						\$ 11.50	\$ 11.50		\$ 0.00
» Azure Interior						\$ 40,670.87	\$ 42,667.64		\$ -2,046.77
» BE Company CoA						\$ 0.00	\$ 12,628.80		\$ -12,628.80
» Deco Addict						\$ 106,663.88	\$ 1.06		\$ 106,662.82
» Fiscal Administration						\$ 0.00	\$ 2,000.00		\$ -2,000.00
» Vendor Z						\$ 920.00	\$ 920.00		\$ 0.00
» Joel Willis						\$ 19,345.19	\$ 1,796.19		\$ 17,549.00
» Unknown Partner						\$ 14,137.28	\$ 19,784.14		\$ -5,646.86
Total						\$ 181,698.72	\$ 79,809.33		\$ 101,889.39

Rerport

General Ledger

The general ledger contains all accounting data related to the company's operations, with options for filtering dynamic reports. It presents financial transactions from various account ledgers, providing clarity on sales, purchases, and other activities. Users can access the general ledger through the Reporting option in the Accounting module, displaying all transactions for a selected time period, including journal entries, invoices, and bills.

The Print Preview feature allows for a preview of the report before printing, and data can be exported in XLSX format. Users can save their filter settings, and journals can be expanded to view related invoices and bills.

Accounting	Dashboard	Customers	Vendors	Accounting	Reporting	Configuration	My Belgian Company
PDF	General Led...	Search...	Jan 2024	Journals: All Journals	Analytic Filter	Options: Posted Entries Only, Accrual Basis	
There are unposted Journal Entries prior or included in this period.							
				Jan 2024			
	Invoice Date	Communication	Partner	Currency	Debit	Credit	Balance
» 400000 Customers					156,983.80 €	156,983.80 €	0.00 €
» 411000 VAT Recoverable					119.93 €	119.93 €	0.00 €
» 440000 Suppliers					684.73 €	684.73 €	0.00 €
» 451000 VAT Payable					0.00 €	3,433.80 €	-3,433.80 €
» 451057 VAT Payable: Deferred Payment on Import (Grid 57)					6.30 €	6.30 €	0.00 €
» 499000 Suspense Accounts					32.58 €	9,977.45 €	-9,944.87 €
» 550001 Bank					12,477.45 €	32.58 €	12,444.87 €
» 550002 Outstanding Receipts					29,983.80 €	0.00 €	29,983.80 €
» 600000 Purchases of Raw Materials					30.00 €	30.00 €	0.00 €
» 700000 Sales in Belgium (Trade Goods)					0.00 €	3,385.00 €	-3,385.00 €
» 700100 Sales in the EU (Trade Goods)					0.00 €	25,665.00 €	-25,665.00 €
» 700200 Sales for Export (Trade Goods)					92,750.00 €	124,500.00 €	-31,750.00 €
999999 Undistributed Profits/Losses					32,291.10 €	541.10 €	31,750.00 €
Total					325,359.69 €	325,359.69 €	0.00 €

When an account is opened, the relevant journal entries are shown with the date, partner information, currency, debit/credit amount, and balance. Users can right-click to view and comment on journal entries, with notes visible at the bottom of the General Ledger.

Custom date filtering options include This Month, This Quarter, This Financial Year, Last Month, Last Quarter, or Last Financial Year, as illustrated in the General Ledger filtration menu screenshot.

Accounting

Dashboard

Customers

Vendors

Accounting

Reporting

Configuration

PDF

General Ledger

Search...

Jan 2024

Journals: All Journals

Analytic Filter

Options: Posted Entries Only , Accrual Basis

Jan 2024							
	Invoice Date	Communication	Partner	Currency	Debit	Credit	Balance
400000 Customers					156,983.80 €	156,983.80 €	0.00 €
411000 VAT Recoverable					119.93 €	119.93 €	0.00 €
440000 Suppliers					684.73 €	684.73 €	0.00 €
Initial Balance					654.73 €	654.73 €	0.00 €
BILL/2024/01/0001	01/01/2024		Azure Interior		0.00 €	30.00 €	-30.00 €
RBILL/2024/01/0001	01/01/2024		Azure Interior		30.00 €	0.00 €	0.00 €
451000 VAT Payable					0.00 €	3,433.80 €	-3,433.80 €
451057 VAT Payable: Deferred Payment on Import (Grid S7)					6.30 €	6.30 €	0.00 €
499000 Suspense Accounts					32.58 €	9,977.45 €	-9,944.87 €
550001 Bank					12,477.45 €	32.58 €	12,444.87 €
550002 Outstanding Receipts					29,983.80 €	0.00 €	29,983.80 €
600000 Purchases of Raw Materials					30.00 €	30.00 €	0.00 €
BILL/2024/01/0001	01/01/2024	[FURN_7777] Office Chair	Azure Interior		10.00 €	0.00 €	10.00 €
BILL/2024/01/0001	01/01/2024	[FURN_9999] Office Design Software	Azure Interior		20.00 €	0.00 €	30.00 €
RBILL/2024/01/0001	01/01/2024	[FURN_7777] Office Chair	Azure Interior		0.00 €	10.00 €	20.00 €
RBILL/2024/01/0001	01/01/2024	[FURN_9999] Office Design Software	Azure Interior		0.00 €	20.00 €	0.00 €
700000 Sales in Belgium (Trade Goods)					0.00 €	3,385.00 €	-3,385.00 €
700100 Sales in the EU (Trade Goods)					0.00 €	25,665.00 €	-25,665.00 €
700200 Sales for Export (Trade Goods)					92,750.00 €	124,500.00 €	-31,750.00 €
999999 Undistributed Profits/Losses					32,291.10 €	541.10 €	31,750.00 €
Total					325,359.69 €	325,359.69 €	0.00 €

Profit and Loss Reports

Profit and Loss (P&L) statements are fundamental reports under US GAAP that detail a company's financial activities, indicating profitability or losses. The Odoo Accounting module features a dedicated menu for generating P&L Reports, accessible from the reporting section.

These reports include:

- Total revenue, costs, and net profit or loss.
- Gross Profit information, such as Operating Income and Cost of Revenue.
- Sections for Other Income and Expenses, including depreciation.

Odoo also offers filtering, grouping, and comparison features:

- Filtering by fiscal year or operational period.
- Selection and categorization of Journals and Posted/Unposted items.
- A Comparison Tool for analyzing P&L Reports across different fiscal periods.

These detailed reports are vital for financial analysis and strategic planning.

	2023
Balance	
Net Profit	129,118.43
Income	147,001.85
Gross Profit	147,001.85
Operating Income	147,001.85
Cost of Revenue	0.00
Total Gross Profit	147,001.85
Other Income	0.00
Total Income	147,001.85
Expenses	17,883.42
Expenses	17,883.42
Depreciation	0.00
Total Expenses	17,883.42

Profit and Loss Reports are crucial for a company's financial management, offering insights into past performance and future planning, which aids in budgeting and operational efficiency. After discussing the Profit and Loss Reports in the Odoo Accounting module, we will now explore the reporting features of the Cash Flow Statement.

Cash Flow Statement

Understanding cash flow is essential for effective company operations. The Odoo Accounting module offers a specialized solution for managing cash flow, providing insights into how money is spent and generated within the business. The Cash Flow Statement, accessible via the Reporting tab, displays cash flow activities, including cash inflows and outflows.

Key components of the Cash Flow Statement include:

- Cash and cash equivalents at the beginning and end of the period.
- Net increase in cash and cash equivalents.

These reports are valuable for investors to understand the company's cash flow. The Cash Flow Statement also features filtering and grouping options, allowing users to select Fiscal Periods and Journals.

Additionally, the cash balance for each transaction is displayed, with menu options for General Ledger, Journal Items, and Annotation. Customer Payments are recorded under Advance Payments received, and Vendor Payments are shown under Cash paid for operating activities.

Accounting Dashboard Customers Vendors Accounting Reporting Configuration	
PDF Cash Flow Statement	Dec 2023 Journals: All Journals Options: Posted Entries Only
There are unposted Journal Entries prior or included in this period.	
	Dec 2023
	Balance
» Cash and cash equivalents, beginning of period	-12,275.50
Net increase in cash and cash equivalents	30,735.00
Cash flows from operating activities	30,512.50
» Advance Payments received from customers	30,512.50
Cash received from operating activities	0.00
Advance payments made to suppliers	0.00
Cash paid for operating activities	0.00
Cash flows from investing & extraordinary activities	0.00
Cash in	0.00
Cash out	0.00
Cash flows from financing activities	0.00
Cash in	0.00
Cash out	0.00
Cash flows from unclassified activities	-5,777.50
Cash in	0.00
Cash out	-5,777.50
» Cash and cash equivalents, closing balance	18,459.50

Trial Balance

A trial balance is a bookkeeping tool that shows the balance of each account in credits and debits based on the organization's accounting activities. The Odoo Accounting module includes a specific Trial Balance reporting tool accessible from the Reporting page.

The Trial Balance report displays:

- Filtered journals with beginning balances (debits and credits).
- Debits and credits for the selected period, along with total amounts.
- A search function to find specific accounts.

Additionally, there is a Print Preview option for viewing the report before printing, and the ability to export the report in XLSX format for other business operations. The Save option allows users to keep their filtering settings in the reporting panel.

Accounting Dashboard Customers Vendors Accounting Reporting Configuration						
PDF Trial Balance Search... Sep 2023 Comparison Journals: All Journals Analytic Filter Options: Posted Entries Only , Accrual Basis						
	Initial Balance		Sep 2023		End Balance	
	Debit	Credit	Debit	Credit	Debit	Credit
101000 Current Assets	0.00	0.00	36,612.50	0.00	36,612.50	0.00
101300 Account Receivable (PoS)	0.00	0.00	13,799.18	19,446.04	0.00	5,646.86
101401 Bank	9,844.87	0.00	0.00	0.00	9,844.87	0.00
101402 Bank Suspense Account	0.00	8,569.87	0.00	0.00	0.00	8,569.87
101403 Outstanding Receipts	0.00	0.00	12,479.87	0.00	12,479.87	0.00
101404 Outstanding Payments	0.00	0.00	0.00	920.00	0.00	920.00
101501 Cash	0.00	0.00	2,341.32	2,341.32	0.00	0.00
121000 Account Receivable	51,257.00	0.00	114,068.23	42,388.41	122,936.82	0.00
131000 Tax Paid	81.17	0.00	160.08	3.88	237.37	0.00
201000 Current Liabilities	5,990.00	0.00	0.00	0.00	5,990.00	0.00
211000 Account Payable	0.00	1,622.27	949.71	14,728.01	0.00	15,400.57
220010 Expenses IC	0.00	0.00	12,500.00	0.00	12,500.00	0.00
251000 Tax Received	0.00	6,852.00	0.14	14,974.94	0.00	21,826.80
400000 Product Sales	0.00	44,510.00	0.92	102,492.77	0.00	147,001.85
600000 Expenses	1,000.00	0.00	2,067.14	25.83	3,041.31	0.00
641000 Foreign Exchange Loss	0.00	0.00	0.79	0.00	0.79	0.00
642000 Cash Difference Loss	0.00	0.00	2,341.32	0.00	2,341.32	0.00
999999 Undistributed Profits/Losses	0.00	6,618.90	0.00	0.00	0.00	6,618.90
Total	68,173.04	68,173.04	197,321.20	197,321.20	205,984.85	205,984.85

Balance Sheet

The balance sheet is a key financial document that provides a comprehensive overview of a company's assets, liabilities, and shareholders' equity. It summarizes financial activity, including transactions and depreciation, for a fiscal year. The balance sheet is prepared for each fiscal period and is crucial for informing financial management decisions.

The Odoo Accounting module features a Balance Sheet menu within the Reporting section, which displays:

- Assets, equity, liabilities, and their respective amounts (e.g., bank accounts, receivables, current assets, and liabilities).

Users can utilize filtering, grouping, and comparison capabilities similar to other reports. Filtering can be done by fiscal year or operational period, and options are available for selecting Journals, Analytical accounting components, and Posted/Unposted items. The Comparison tool enables users to compare balance sheets across different fiscal years, offering insights into the company's financial progress.

Accounting

Dashboard

Customers

Vendors

Accounting

Reporting

Configuration

PDF

Cash Flow Statement

Dec 2023

Journals: All Journals

Options: Posted Entries Only

There are unposted Journal Entries prior or included in this period.

Dec 2023

Balance

» Cash and cash equivalents, beginning of period	-12,275.50
Net increase in cash and cash equivalents	30,735.00
Cash flows from operating activities	30,512.50
» Advance Payments received from customers	30,512.50
Cash received from operating activities	0.00
Advance payments made to suppliers	0.00
Cash paid for operating activities	0.00
Cash flows from investing & extraordinary activities	0.00
Cash in	0.00
Cash out	0.00
Cash flows from financing activities	0.00
Cash in	0.00
Cash out	0.00
Cash flows from unclassified activities	-5,777.50
Cash in	0.00
» Cash out	-5,777.50
» Cash and cash equivalents, closing balance	18,459.50

The General Ledger option allows users to view ledger details directly from the Balance Sheet. It includes filtering and grouping options, similar to other Odoo reporting features. Users can also save their General Ledger settings, search for specific entries, view a Print Preview, and export the entries.

Accounting

Dashboard

Customers

Vendors

Accounting

Reporting

Configuration

PDF

Balance Sheet

General Ledger

Search...

From: Jan 1, 2023 to: Sep 12, 2023

Journals: All Journals

Analytic: Filter

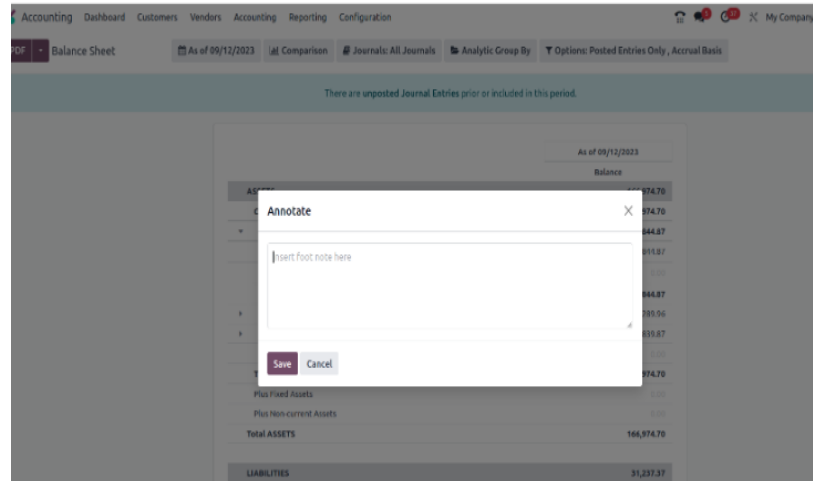
Options: Posted Entries Only , Accrual Basis

There are unposted Journal Entries prior or included in this period.

Please define the following for your company : the Company ID .

From 01/01/2023 to 09/12/2023							
	Date	Communication	Partner	Currency	Debit	Credit	Balance
▶ 101000 Current Assets					\$ 36,612.50	\$ 0.00	\$ 36,612.50
▶ 101200 Account Receivable (PUS)					\$ 12,799.18	\$ 18,116.04	\$ -5,616.86
▶ 101401 Bank					\$ 9,977.45	\$ 132.58	\$ 9,844.87
▶ 101407 Bank Suspense Account					\$ 132.58	\$ 8,702.45	\$ -8,569.87
▶ 101403 Outstanding Receipts					\$ 12,479.87	\$ 0.00	\$ 12,479.87
▶ 101404 Outstanding Payments					\$ 0.00	\$ 920.00	\$ -920.00
▶ 101501 Cash					\$ 2,341.32	\$ 2,341.32	\$ 0.00
▶ 121000 Account Receivable					\$ 106,600.23	\$ 42,663.61	\$ 122,936.82
▶ 131000 Tax Paid					\$ 241.25	\$ 3.88	\$ 237.37
▶ 201000 Current Liabilities					\$ 5,990.60	\$ 0.00	\$ 5,990.60
▶ 211000 Account Payable					\$ 949.71	\$ 16,350.28	\$ -15,400.57
▶ 220010 Expenses IC					\$ 12,500.00	\$ 0.00	\$ 12,500.00
▶ 251000 Tax Received					\$ 0.14	\$ 21,826.94	\$ -21,826.80
▶ 400000 Product Sales					\$ 0.92	\$ 147,002.77	\$ -147,001.85
▶ 600000 Expenses					\$ 3,067.14	\$ 25.83	\$ 3,041.31
▶ 641000 Foreign Exchange Loss					\$ 0.79	\$ 0.00	\$ 0.79

When selecting the Annotate option from the Balance Sheet, a pop-up window allows users to add descriptions for annotations, which can also be deleted using the provided



The balance sheet is essential for a company's financial management, and Odoo's Balance Sheet reporting tool enables users to easily generate and view balance sheets for any fiscal period. Having covered the components of the Odoo Balance Sheet reporting menu, we will now move on to the Odoo Profit and Loss reporting menu within the US GAAP Reporting tools.

