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Génie informatique 3

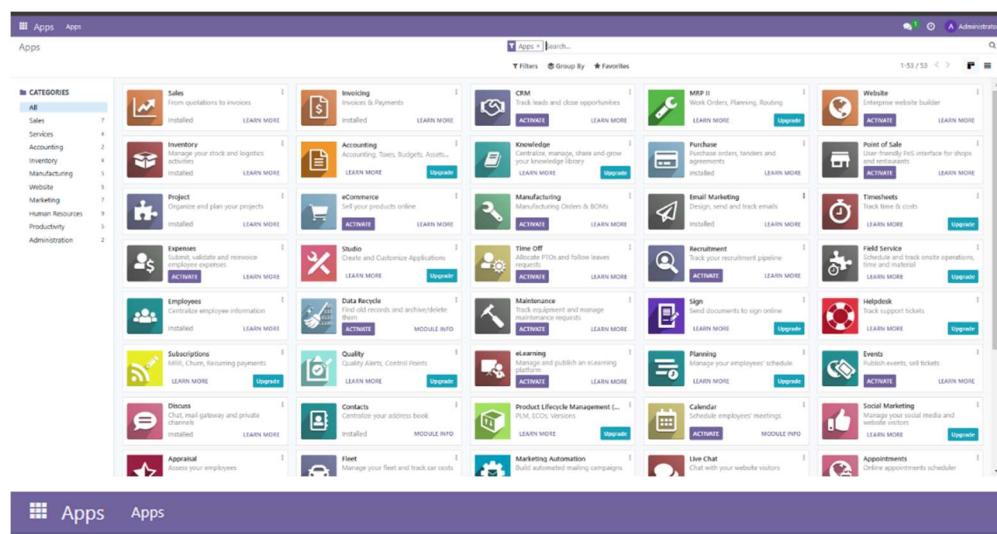
# ERP : TP 1

## Compte-rendu : Gestion des Articles et Achats dans Odoo

### 1. Création D'articles et Variantes :

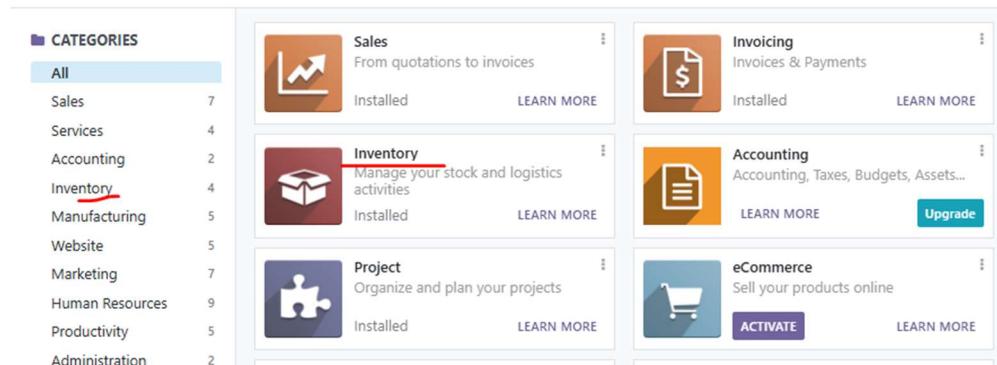
#### Objectif :

Créer des articles avec des variantes pour une meilleure gestion des produits selon leurs caractéristiques.



The screenshot shows the Odoo App Store interface. On the left, there is a sidebar titled 'CATEGORIES' with a tree view of Odoo modules: All, Sales, Services, Accounting, Inventory, Manufacturing, Website, Marketing, Human Resources, Productivity, and Administration. Under 'All', 'Sales' has 7 sub-modules, 'Services' has 4, 'Accounting' has 2, 'Inventory' has 4, 'Manufacturing' has 5, 'Website' has 9, 'Marketing' has 7, 'Human Resources' has 5, 'Productivity' has 5, and 'Administration' has 2. The main area displays a grid of 24 app cards. Some cards have 'Installed' status, while others have 'Learn More' or 'Upgrade' buttons. The cards include: Sales (From quotations to invoices), Invoicing (Invoices & Payments), CRM (Track leads and close opportunities), MRP II (Work Orders, Planning, Routing), Website (Enterprise website builder), Project (Organize and plan your projects), Accounting (Accounting, Taxes, Budgets, Assets...), Manufacturing (Manufacturing Orders & BOMs), Purchase (Purchase orders, tenders and contracts), Point of Sale (User-friendly POS interface for shops and restaurants), eCommerce (Sell your products online), Studio (Create and Customize Applications), Manufacturing (Allocate PTOS and follow leaves requests), Email Marketing (Design, send and track emails), Timesheets (Track time & costs), Expenses (Manage, validate and review employee expenses), Studio (Create and Customize Applications), Time Off (Allocate PTOS and follow leaves requests), Maintenance (Track equipment and manage preventive reports), Helpdesk (Track support tickets), Employees (Centralize employee information), Data Recycle (Find old records and archive/delete), Sign (Send documents to sign online), Subscriptions (Billing, Churn, Recurring payments), Quality (Quality Alerts, Control Points), eLearning (Manage and publish an eLearning platform), Planning (Manage your employees' schedule), Appointments (Schedule appointments), Discourse (Create gateway and private channels), Contacts (Contact your address book), Product Lifecycle Management (PLM, ECDS, versions), Calendar (Schedule employees' meetings), Social Marketing (Manage social media and website visitors), Appointments (Schedule appointments), and Fleet (Manage your fleet and track car costs). At the bottom, there is a purple bar with 'Apps' and 'Apps' again.

Apps



This screenshot shows the Odoo App Store interface with the 'Inventory' module highlighted. The sidebar on the left shows the 'Inventory' category is selected. The main area displays a grid of app cards, with the 'Inventory' card being the most prominent due to its red highlight. The 'Inventory' card has the text 'Manage your stock and logistics activities' and an 'Installed' status. Other visible cards include Sales (From quotations to invoices), Invoicing (Invoices & Payments), Project (Organize and plan your projects), Accounting (Accounting, Taxes, Budgets, Assets...), eCommerce (Sell your products online), and Marketing Automation (Build automated marketing campaigns).

**Inventory** Overview Operations Products Reporting Configuration

Inventory Overview

Search... Filters Group By Favorites

Receipts: 0 TO PROCESS

Delivery Orders: 0 TO PROCESS

Returns: 0 TO PROCESS

Products / PC DELL XPS

Action 1 / 1 < > New

PRINT LABELS UPDATE QUANTITY REPLENISH

3 Extra Prices	12 Variants	100.00 Units On Hand	100.00 Units Forecasted	In: 0 Out: 0	3 Reordering ...	0.00 Units Sold	More ▾
----------------	-------------	----------------------	-------------------------	--------------	------------------	-----------------	--------

**Product Name**  
★ PC DELL XPS

Can be Sold  Can be Purchased

General Information Attributes & Variants Sales Purchase Inventory Accounting

**Product Type?** Storable Product **Sales Price?** DH 8,500.00  
(= 10,200.00 DH Incl. Taxes)

**Invoicing Policy?** Ordered quantities **Customer Taxes?** TVA 20% VENTES ✖ TVA 20% ACHAT ✖

*Storable products are physical items for which you manage the inventory level.*

*You can invoice them before they are delivered.*

**Product Category** All / Saleable **Product Tags** PC ✖ DELL ✖ XPS ✖

**INTERNAL NOTES**

This note is only for internal purposes.

0 Extra Prices	12 Variants	0.00 Units On Hand	0.00 Units Forecasted	In: 0 Out: 0	0 Reordering ...	0.00 Units Sold	More ▾
----------------	-------------	--------------------	-----------------------	--------------	------------------	-----------------	--------

**Product Name**  
★ PC DELL XPS

Can be Sold  Can be Purchased

General Information Attributes & Variants Sales Purchase **Inventory** Accounting

**Vendor** **Price** **Currency** **Deliv...** ↗

Add a line

**VENDOR BILLS**

**Vendor Taxes?** TVA 20% ACHATS ✖ TVA 20% VENTES ✖

**Control Policy?**  On ordered quantities  On received quantities

**PURCHASE DESCRIPTION**

This note is added to purchase orders.

**General Settings**

- FedEx Connector ⓘ Compute shipping costs and ship with FedEx Enterprise
- bpost Connector ⓘ Compute shipping costs and ship with bpost Enterprise
- Sendcloud Connector ⓘ Compute shipping costs and ship with Sendcloud Enterprise
- USPS Connector ⓘ Compute shipping costs and ship with USPS Enterprise
- Easypost Connector ⓘ Compute shipping costs and ship with Easypost Enterprise

**Products**

- Variants ⓘ Set product attributes (e.g. color, size) to manage variants
  - ↳ Attributes
- Units of Measure ⓘ Sell and purchase products in different units of measure
- Product Packagings ⓘ Manage product packagings (e.g. pack of 6 bottles, box of 10 pieces)

**Traceability**

	<span style="font-size: 1em;">#</span> 0 Extra Prices	<span style="font-size: 1em;">#</span> 12 Variants	<span style="font-size: 1em;">↔</span> In: 0 Out: 0	<span style="font-size: 1em;">📊</span> 0.00 Units Sold	<span style="font-size: 1em;">📥</span> 0.00 Units Purchased
--	---	--	---	--	---

**Product Name**  
★ PC DELL XPS

Can be Sold  Can be Purchased

General Information Attributes & Variants Sales Purchase Inventory Accounting

Attribute	Values	CONFIGURE
Color	Noir Argente	<span style="font-size: 0.8em;">CONFIGURE</span> <span style="font-size: 0.8em;">trash</span>
Taille Ecran	14 pouces 15 pouces 17 pouces	<span style="font-size: 0.8em;">CONFIGURE</span> <span style="font-size: 0.8em;">trash</span>
RAM	8GO 16GO	<span style="font-size: 0.8em;">CONFIGURE</span> <span style="font-size: 0.8em;">trash</span>
Add a line		

**Warning:** adding or deleting attributes will delete and recreate existing variants and lead to the loss of their possible customizations.

	<span style="font-size: 1em;">#</span> 0 Extra Prices	<span style="font-size: 1em;">#</span> 12 Variants	<span style="font-size: 1em;">↔</span> In: 0 Out: 0	<span style="font-size: 1em;">📊</span> 0.00 Units Sold	<span style="font-size: 1em;">📥</span> 0.00 Units Purchased
--	---	--	---	--	---

**Product Name**  
★ PC DELL XPS

Can be Sold  Can be Purchased

General Information Attributes & Variants Sales Purchase Inventory Accounting

Vendor	Price	Currency	Deliv...
Add a line			<span style="font-size: 0.8em;">Deliv...</span> <span style="font-size: 0.8em;">trash</span>

**VENDOR BILLS**

Vendor Taxes? TVA 20% ACHATS ✕ TVA 20% VENTES ✕

Control Policy?  On ordered quantities  On received quantities

**PURCHASE DESCRIPTION**

This note is added to purchase orders.

	0 Extra Prices		12 Variants		In: 0 Out: 0		0.00 Units Sold		0.00 Units Purchased
--	----------------	--	-------------	--	--------------	--	-----------------	--	----------------------

Product Name

## ★ PC DELL XPS

Can be Sold  Can be Purchased

General Information Attributes & Variants Sales Purchase Inventory Accounting

### OPERATIONS

Routes?  Buy  
→ View Diagram

### LOGISTICS

Responsible? Administrator

Customer Lead Time? 0.00 days

### DESCRIPTION FOR RECEIPTS

This note is added to receipt orders (e.g. where to store the product in the warehouse).

### DESCRIPTION FOR DELIVERY ORDERS

This note is added to delivery orders.

Inventory		Overview	Operations	Products	Reporting	Configuration	Administrator	
Attributes							search...	
<input type="checkbox"/> Attribute		Display Type				Variants Creation Mode		
<input type="checkbox"/> Color		Color				Instantly		
<input type="checkbox"/> Taille Ecran		Radio				Instantly		
<input type="checkbox"/> RAM		Radio				Instantly		

Inventory		Overview	Operations	Products	Reporting	Configuration	Administrator	
Reordering Rules							search...	
NEW							Filters	Group By
<input type="checkbox"/> Product		On Hand	Forecast	Preferred Route	Vendor	Min Quantity	Max Quantity	To Order
<input type="checkbox"/> PC DELL XPS (Noir, 14 pouces, 8GO)		0.00	0.00		0	5.00	40.00	40.00
<input type="checkbox"/> PC DELL XPS (Noir, 14 pouces, 16GO)		0.00	0.00		0	5.00	20.00	20.00
<input type="checkbox"/> PC DELL XPS (Argente, 17 pouces, 16GO)		0.00	0.00		0	5.00	40.00	40.00

Change Product Quantity

Product	PC DELL XPS (Noir, 14 pouces, 16GO)
New Quantity on Hand?	<input type="text" value="10.00"/>
<b>APPLY</b>	<b>CANCEL</b>

A today Exception for Administrat

Products / PC DELL XPS

Action 1 / 1 < > New

PRINT LABELS UPDATE QUANTITY REPLENISH

0 Extra Prices	12 Variants	100.00 Units On Hand	100.00 Units Forecasted	In: 0 Out: 0	3 Reordering ...	0.00 Units Sold	More ▾
----------------	-------------	----------------------	-------------------------	-----------------	------------------	-----------------	--------

**Product Name**  
**PC DELL XPS**

Can be Sold  Can be Purchased

General Information Attributes & Variants Sales Purchase Inventory Accounting

Attribute	Values	Actions
Color	Noir Argente	CONFIGURE
Taille Ecran	14 pouces 15 pouces 17 pouces	CONFIGURE
RAM	8GO 16GO	CONFIGURE

Settings General Settings Users & Companies

Settings Search...  
 SAVE  DISCARD

**Product Catalog**

- Variants Sell variants of a product using attributes (size, color, etc.)
- Units of Measure Sell and purchase products in different units of measure
- Product Packagings Sell products by multiple of unit # per package

Variant Grid Entry Add several variants to an order from a grid

Deliver Content by Email Send a product-specific email once the invoice is validated

**Pricing**

- Discounts Grant discounts on sales order lines
- Discounts, Loyalty & Gift Card Manage Promotions, coupons, loyalty cards, Gift cards & eWallet

Inventory Overview Operations Products Reporting Configuration

Products / PC DELL XPS / Product Variant Values

Active x search...  
 Filters  Group By  Favorites 1-2 / 2 < >

Value	HTML Color Index	Value	Price	Extra
Noir		0.00 DH		
Argente		500.00 DH		

## Étapes :

Accéder au module Inventaire :

Aller dans Inventaire → Produits → Créer.

Créer un nouvel article :

Nom : Saisir le nom de l'article, par exemple PC Dell XPS.

Catégorie d'article : Choisir entre Produits stockés ou Consommables.

Code produit : Ajouter un identifiant unique.

Prix d'achat et Prix de vente : Respectivement 6000 DH et 8500 DH.

Approvisionnement : Définir les seuils (minimum 15, maximum 100).

Taxes : TVA à 20% pour l'achat et la vente.

Type d'article : Choisir entre Produit stocké ou Consommable.

#### **Ajouter des variantes :**

Accéder à l'onglet Variantes dans la fiche produit.

Ajouter des attributs tels que :

Couleur : Noir, Argenté.

Taille d'écran : 14 pouces, 15 pouces, 17 pouces.

RAM : 8 Go, 16 Go.

Configurer des prix spécifiques pour chaque variante (optionnel).

Activer Suivi des stocks par variantes.

#### **Vérification :**

S'assurer que chaque variante est listée comme une ligne distincte dans l'inventaire.

## **2. Gestion Achats :**

#### **Objectif :**

Créer et gérer des commandes d'achat pour maintenir un approvisionnement constant.

#### **Étapes :**

##### **Accéder au module Achats :**

Aller dans Achats → Commandes d'achat → Créer.

##### **Créer un fournisseur :**

Ajouter IT-Maroc avec les informations nécessaires (adresse, termes de paiement, devise MAD).

##### **Créer une commande d'achat :**

Sélectionner le fournisseur IT-Maroc.

Ajouter le produit PC Dell XPS avec une quantité de 50 à un prix unitaire de 6000 DH.

Fixer une date limite pour la commande et une date de réception prévue.

##### **Valider la commande :**

Une fois la commande confirmée, un bon de commande est généré.

Purchase Orders Products Reporting Configuration

Requests for Quotation / P00001 Print Action 1 / 1 < > New

SEND BY EMAIL PRINT RFQ CONFIRM ORDER CANCEL RFQ RFQ SENT PURCHASE ORDER

### Request for Quotation

**P00001**

Vendor ?	IT-MAROC	Order Deadline ?	12/07/2024 16:29:58		
Vendor Reference ?		Expected Arrival ?	12/07/2024 16:29:58	No On-time Delivery Data	
Currency	MAD	<input type="checkbox"/> Ask confirmation			
Products		Other Information			
Product	Description	Quantity	Unit Price	Taxes	Subtotal
PC DELL XPS (Noir, 17 pouces, 8GO)	PC DELL XPS (Noir, 17 pouces, 8GO)	20.00	6,000.00	TVA 20% ACHATS (TVA 20% VENTES)	120,000.00 DH
<a href="#">Add a product</a> <a href="#">Add a section</a> <a href="#">Add a note</a>					
Define your terms and conditions ...				Untaxed Amount:	<b>120,000.00 DH</b>
				Taxes:	0.00 DH
				TVA 20%:	24,000.00 DH
				Total:	<b>144,000.00 DH</b>

Requests for Quotation Purchase

Search... Filters Group By Favorites 1-1 / 1

All RFQs	1 To Send	0 Waiting	1 Late	Avg Order Value	0.00 DH	Purchased Last 7 Days	0.00 DH
My RFQs	1	0	1	Lead Time to Purchase	0 Days	RFQs Sent Last 7 Days	0
	Reference	Vendor	Buyer	Order Deadline	Activities	Source Document	Total Status
	P00001	IT-MAROC	Administrator	Today	0		144,000.00 DH RFQ

Requests for Quotation / P00001

RECEIVE PRODUCTS SEND PO BY EMAIL CREATE BILL CANCEL LOCK RFQ SENT PURCHASE ORDER

**Purchase Order**  
★ P00001

Vendor? IT-MAROC Confirmation Date 12/07/2024 16:38:56  
Vendor Reference? Expected Arrival? 12/07/2024 16:29:58  
Currency MAD Ask confirmation

**Products** Other Information

Product	Description	Quantity	Unit Price	Taxes	Subtotal
PC DELL XPS (Noir, 17 pouces, 8GO)	PC DELL XPS (Noir, 17 pouces, 8GO)	20.00	6,000.00	(TVA 20% ACHATS) (TVA 20% VENTES)	120,000.00 DH

Add a product Add a section Add a note

Define your terms and conditions ...

Untaxed Amount: 120,000.00 DH  
Taxes: 0.00 DH  
TVA 20%: 24,000.00 DH  
Total: 144,000.00 DH

Requests for Quotation

Search... Filters Group By Favorites 1-2 / 2

All RFQs	0 To Send	0 Waiting	0 Late	Avg Order Value	144,000.00 DH	Purchased Last 7 Days	144,000.00 DH
My RFQs	0	0	0	Lead Time to Purchase	0 Days	RFQs Sent Last 7 Days	0

Reference Vendor Buyer Order Deadline Activities Source Document Total Status

P00002 IT-MAROC Administrator 0 0.00 DH Cancelled

P00001 IT-MAROC Administrator 0 144,000.00 DH Purchase Order

144,000.00 DH

Inventory Overview

Search... Filters Gr

**Receipts**  
1 TO PROCESS

**Delivery Orders**  
0 TO PROCESS

**Returns**  
0 TO PROCESS

Inventory Overview / My Company: Receipts

Operation Type My Company: Receipts Search...  
Filters Group By Favorites 1-1 / 1

Reference	Contact	Scheduled Date	Source Document	Status
WH/IN/00001	IT-MAROC	Today	P00001	Ready

**Inventory Overview / My Company: Receipts / WH/IN/00001**

**VALIDATE** SET QUANTITIES PRINT PRINT LABELS UNLOCK CANCEL DRAFT WAITING READY DO

### ☆ WH/IN/00001

Receive From	IT-MAROC	Scheduled Date ?	12/07/2024 16:29:58
		Deadline ?	12/07/2024 16:29:58
		Source Document ?	P00001
Operations		Additional Info	Note
Product		Demand	Done
PC DELL XPS (Noir, 17 pouces, 8GO)		20.00	0.00
Add a line			

**Requests for Quotation / P00001**

**RECEIVE PRODUCTS** SEND PO BY EMAIL CREATE BILL CANCEL LOCK RFQ RFQ SENT PURCHASE ORDER

### ☆ P00001

Purchase Order	1 Receipt		
Vendor ?	IT-MAROC	Confirmation Date	12/07/2024 16:38:56
Vendor Reference ?		Expected Arrival ?	12/07/2024 16:29:58
Currency	MAD	<input type="checkbox"/> Ask confirmation	
Products		Other Information	
Product	Description	Quantity	Received
PC DELL XPS (Noir, 17 pouces, 8GO)	PC DELL XPS (Noir, 17 pouces, 8GO)	20.00	0.00
			0.00
			6,000.00
			TVA 20% ACHATS
			TVA 20% VENTES
			120,000.00 DH
Add a product		Add a section	
Add a note			
Define your terms and conditions ...			
		Untaxed Amount:	120,000.00 DH
		Taxes:	0.00 DH
		TVA 20%:	24,000.00 DH
		Total:	144,000.00 DH

CONFIRM

CANCEL

DRAFT

POSTED

1 Purchases

## Vendor Bill

**BILL/2024/12/0001**

Vendor IT-MAROC

Bill Date

Bill Reference

Accounting Date 12/07/2024

Auto-Complete? Select a purchase order or an old bill

Payment Reference?

Recipient Bank?

Payment terms 30 Days

Currency MAD

Invoice Lines

Other Info

Product	Label	Quantity	Price	Taxes	Subtotal
PC DELL XPS (Noir, 17 pouces, 8GO)	P00001: PC DELL XPS (Noir, 17 pouces, 8GO)	20.00	6,000.00	(TVA 20% ACHATS) (TVA 20% VENTES)	120,000.00 DH

Add a line

Add a section

Add a note

## Terms and Conditions

Untaxed Amount: **120,000.00 DH**

Taxes: 0.00 DH

TVA 20%: 24,000.00 DH

Total: **144,000.00 DH**

Sales Orders To Invoice Products Reporting Configuration

Quotations NEW

Company Data Set your company's data for documents header/footer. Let's start!

Quotation Layout Customize the look of your quotations. Customize

Order Confirmation Choose between electronic signatures or online payments. Set payments

Sample Quotation Send a quotation to test the customer portal. Send sample

Number	Creation Date	Customer	Salesperson	Activities	Total	Status
500002	12/07/2024	AGADIR-PC	Administrator		306,000.00 DH	

306,000.00 DH

Quotations / S00002 / Draft Invoice INV/2024/00001

Print Action 1 / 1 < > New

**CONFIRM** PREVIEW CANCEL DRAFT POSTED

**Sale Orders**

**Customer Invoice**  
INV/2024/00001

**Customer** AGADIR-PC **Invoice Date**

**Payment Reference** ?

**Payment terms** 30 Days

**Currency** MAD

**Invoice Lines** Other Info

Product	Label	Quantity	Price	Taxes	Subtotal
PC DELL XPS (Noir, 17 pouces, 8GO)	PC DELL XPS (Noir, 17 pouces, 8GO)	30.00	8,500.00	TVA 20% VENTES TVA 20% ACHAT	255,000.00 DH

Add a line Add a section Add a note

**Terms and Conditions**

Untaxed Amount:	<b>255,000.00 DH</b>
Taxes:	0.00 DH
TVA 20%:	51,000.00 DH
Total:	<b>306,000.00 DH</b>

### 3. Paiements des factures d'achats et ventes :

#### Objectif :

Enregistrer les paiements liés aux factures d'achats et de ventes.

#### **Étapes pour les paiements d'achats :**

Accéder au module Comptabilité :

Aller dans Comptabilité → Factures fournisseurs.

#### **Enregistrer les paiements :**

Ouvrir la facture d'achat des 40 PCs.

Cliquer sur Enregistrer un paiement.

Ajouter deux paiements par chèque pour la facture.

#### **Étapes pour les paiements de ventes :**

Accéder à la facture de vente :

Aller dans Comptabilité → Factures clients.

#### **Enregistrer le paiement :**

Ouvrir la facture de vente pour 30 PCs.

Cliquer sur Enregistrer un paiement et choisir le mode de paiement (chèque ou autre).

**Invoicing** Customers Vendors Reporting Configuration

Search... Filters Group By Favorites

1-1 / 1

**Company Data**  
Set your company's data for documents header/footer.  
**Let's start!**

**Bank Account**  
Connect your financial accounts in seconds.  
**Step Completed!**

**Invoice Layout**  
Customize the look of your invoices.  
**Customize**

**Create Invoice**  
Create your first invoice.  
**First invoice sent!**

Number	Customer	Invoice Date	Due Date	Activities	Tax Excluded	Total	Total in Currency	Payment Status	Status
INV/2024/00001	AGADIR-PC		In 30 days	0	255,000.00 DH	306,000.00 DH	306,000.00 DH	Not Paid	Draft

Number	Vendor	Bill Date	Due Date	Reference	Activities	Tax Excluded	Total	Total in Currency	Payment Status	Status
BILL/2024/12/0001	IT-MAROC		In 30 days	0	-120,000.00 DH	-144,000.00 DH	-144,000.00 DH	Not Paid	Draft	

Bills / Draft Bill BILL/2024/12/0001 / P00001

Print Action 1 / 1 New

SEND PO BY EMAIL CREATE BILL CANCEL LOCK RFQ RFQ SENT PURCHASE ORDER

**Purchase Order**  
**P00001**

Vendor ? IT-MAROC Confirmation Date 12/07/2024 16:38:56

Vendor Reference ? Expected Arrival ? 12/07/2024 16:29:58

Currency MAD Arrival ? 12/07/2024 16:44:35

Products Other Information

Product	Description	Quantity	Received	Billed	Unit Price	Taxes	Subtotal
PC DELL XPS (Noir, 17 pouces, 8GO)	PC DELL XPS (Noir, 17 pouces, 8GO)	20.00	20.00	20.00	6,000.00	(TVA 20% ACHATS) (TVA 20% VENTES)	120,000.00 DH

Add a product Add a section Add a note

Define your terms and conditions ...

Untaxed Amount: 120,000.00 DH  
Taxes: 0.00 DH  
TVA 20%: 24,000.00 DH  
Total: 144,000.00 DH

Bills / Draft Bill BILL/2024/12/0001 / P00001 / WH/IN/00001

Print Action 1 / 1 < > New

PRINT LABELS PRINT RETURN SCRAP UNLOCK DRAFT WAITING READY DONE

## ☆ WH/IN/00001

Receive From IT-MAROC Scheduled Date ? 12/07/2024 16:29:58

Effective Date ? 12/07/2024 16:44:35

Source Document ? P00001

Operations	Additional Info	Note
<b>Product</b>	<b>Demand</b>	<b>Done</b> ↗
PC DELL XPS (Noir, 17 pouces, 8GO)	20.00	20.00

Invoicing Customers Vendors Reporting Configuration

Bills / BILL/2024/12/0001

REGISTER PAYMENT ADD CREDIT NOTE RESET TO DRAFT

Vendor Bill  
**BILL/2024/12/0001**

Vendor IT-MAROC

Bill Reference

Register Payment

Journal Bank Amount DH 72,000.00 MAD

Payment Method ? Manual Payment Date 12/07/2024

Recipient Bank Account Memo BILL/2024/12/0001

Payment Difference 72,000.00 DH

Keep open  Mark as fully paid

**CREATE PAYMENT** CANCEL

Payment terms 30 Days

Bills / BILL/2024/12/0001

Print Action 1 / 1 < > New

REGISTER PAYMENT ADD CREDIT NOTE RESET TO DRAFT DRAFT POSTED

Vendor Bill  
**BILL/2024/12/0001**

Vendor IT-MAROC Bill Date 12/07/2024

Bill Reference Accounting Date 12/07/2024

Payment Reference ? Recipient Bank ?

Payment terms 30 Days

Currency MAD

1 Purchases PARTIAL

Invoice Lines	Other Info				
<b>Product</b>	<b>Label</b>	<b>Quantity</b>	<b>Price</b>	<b>Taxes</b>	<b>Subtotal</b> ↗
PC DELL XPS (Noir, 17 pouces, 8GO)	P00001: PC DELL XPS (Noir, 17 pouces, 8GO)	20.00	6,000.00	(TVA 20% ACHATS) (TVA 20% VENTES)	120,000.00 DH

Bills									Search...	
<input type="button" value="NEW"/> <input type="button" value="UPLOAD"/>		Filters <input type="checkbox"/> Group By <input type="checkbox"/> Favorites						1-1 / 1 < > <input type="checkbox"/> <input type="checkbox"/>		
Number	Vendor	Bill Date	Due Date	Reference	Activities	Tax Excluded	Total	Total in Currency	Payment Status	Status
BILL/2024/12/0001	IT-MAROC	12/07/2024	In 30 days		○	-120,000.00 DH	-144,000.00 DH	-144,000.00 DH	Partially Paid	Posted

-120,000.00 DH	-144,000.00 DH
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Bills / BILL/2024/12/0001

Vendor Bill		1 Purchases													
<b>BILL/2024/12/0001</b>		PAID													
Vendor	IT-MAROC	Bill Date	12/07/2024												
Bill Reference		Accounting Date	12/07/2024												
Payment Reference ?															
Recipient Bank ?															
Payment terms 30 Days															
Currency MAD															
<input type="button" value="Invoice Lines"/>	<input type="button" value="Other Info"/>														
<table border="1"> <thead> <tr> <th>Product</th> <th>Label</th> <th>Quantity</th> <th>Price</th> <th>Taxes</th> <th>Subtotal</th> </tr> </thead> <tbody> <tr> <td>PC DELL XPS (Noir, 17 pouces, 8GO)</td> <td>P00001: PC DELL XPS (Noir, 17 pouces, 8GO)</td> <td>20.00</td> <td>6,000.00</td> <td>(TVA 20% ACHATS) (TVA 20% VENTES)</td> <td>120,000.00 DH</td> </tr> </tbody> </table>		Product	Label	Quantity	Price	Taxes	Subtotal	PC DELL XPS (Noir, 17 pouces, 8GO)	P00001: PC DELL XPS (Noir, 17 pouces, 8GO)	20.00	6,000.00	(TVA 20% ACHATS) (TVA 20% VENTES)	120,000.00 DH		
Product	Label	Quantity	Price	Taxes	Subtotal										
PC DELL XPS (Noir, 17 pouces, 8GO)	P00001: PC DELL XPS (Noir, 17 pouces, 8GO)	20.00	6,000.00	(TVA 20% ACHATS) (TVA 20% VENTES)	120,000.00 DH										

Bills									Search...	
<input type="button" value="NEW"/> <input type="button" value="UPLOAD"/>		Filters <input type="checkbox"/> Group By <input type="checkbox"/> Favorites						1-1 / 1 < > <input type="checkbox"/> <input type="checkbox"/>		
Number	Vendor	Bill Date	Due Date	Reference	Activities	Tax Excluded	Total	Total in Currency	Payment Status	Status
BILL/2024/12/0001	IT-MAROC	12/07/2024			○	-120,000.00 DH	-144,000.00 DH	-144,000.00 DH	Paid	Posted

-120,000.00 DH	-144,000.00 DH
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Company Data										
Set your company's data for documents headers/footers.										
<b>Let's start!</b>										
Bank Account										
Connect your financial accounts in seconds.										
Step Completed!										
Invoice Layout										
Customize the look of your invoices.										
Create Invoice										
Create your first invoice.										
First invoice sent!										
Number	Customer	Invoice Date	Due Date	Activities	Tax Excluded	Total	Total in Currency	Payment Status	Status	
INV/2024/0001	AGADIR-PC	In 30 days	○		255,000.00 DH	306,000.00 DH	306,000.00 DH	Not Paid	Draft	

Invoicing Customers Vendors Reporting Configuration

Invoices / INV/2024/00001

**REGISTER PAYMENT**

Journal Bank Amount DH 306,000.00 MAD

Payment Method Manual Payment Date 12/07/2024

Recipient Bank Account Memo INV/2024/00001

**CREATE PAYMENT CANCEL**

**Invoice Created**

Customer Invoice  
INV/2024/00001

Customer AGADIR-PC

Payment Reference? INV/2024/00001

Payment terms 30 Days

Currency MAD

Invoice Lines Other Info

Product	Label	Quantity	Price	Taxes	Subtotal
PC DELL XPS (Noir, 17 pouces, 8GO)	PC DELL XPS (Noir, 17 pouces, 8GO)	30.00	8,500.00	(TVA 20% VENTES) (TVA 20% ACHAT)	255,000.00 DH

Invoices / INV/2024/00001

**Print Action 1 / 1 < > New**

**SEND & PRINT PREVIEW ADD CREDIT NOTE RESET TO DRAFT**

**DRAFT > POSTED**

**Sale Orders**

**Paid**

Customer Invoice  
INV/2024/00001

Customer AGADIR-PC

Invoice Date 12/07/2024

Payment Reference? INV/2024/00001

Payment terms 30 Days

Currency MAD

Invoice Lines Other Info

Product	Label	Quantity	Price	Taxes	Subtotal
PC DELL XPS (Noir, 17 pouces, 8GO)	PC DELL XPS (Noir, 17 pouces, 8GO)	30.00	8,500.00	(TVA 20% VENTES) (TVA 20% ACHAT)	255,000.00 DH

Terms and Conditions Untaxed Amount: 255,000.00 DH

Invoicing Customers Vendors Reporting Configuration

Bills

**NEW UPLOAD**

Number Vendor Bill Date Due Date Reference Activities Tax Excluded Total Total in Currency Payment Status Status

Number	Vendor	Bill Date	Due Date	Reference	Activities	Tax Excluded	Total	Total in Currency	Payment Status	Status
BILL/2024/12/0001	IT-MAROC	12/07/2024			○	-120,000.00 DH	-144,000.00 DH	-144,000.00 DH	Paid	Posted

## 4. Lettrage des factures via le relevé bancaires :

### Objectif :

Faire correspondre les paiements enregistrés avec les factures via le relevé bancaire.

### Étapes :

Accéder au module Comptabilité :

Aller dans Comptabilité → Relevés bancaires.

**Importer ou créer un relevé bancaire :**

Importer un relevé bancaire ou ajouter les transactions manuellement.

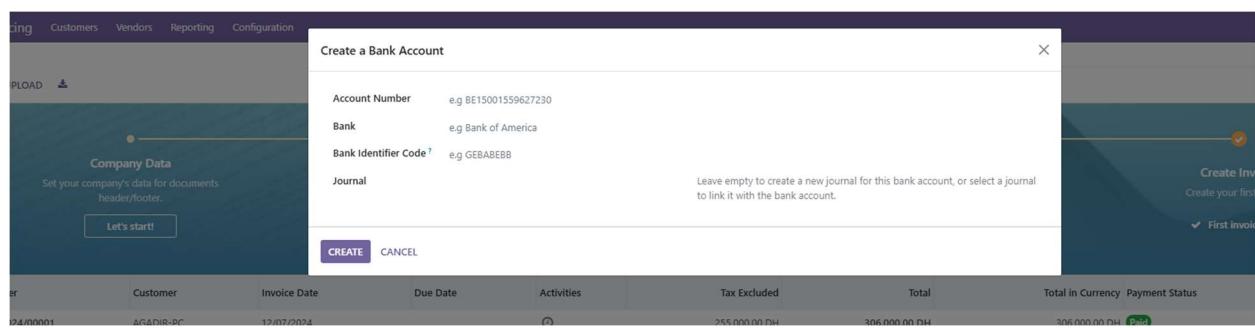
**Lettre les factures :**

Odoo tente de faire correspondre automatiquement les paiements aux factures.

Confirmer les correspondances en cliquant sur Lettre ou sélectionner manuellement les factures correspondantes.

**Finaliser :**

Une fois toutes les transactions lettrées, valider le relevé bancaire.



## 5. Vérification des achats :

**Objectif :**

S'assurer de la cohérence entre les quantités commandées, reçues, et facturées.

**Étapes :**

**Accéder au module Achats :**

Aller dans Achats → Commandes d'achat.

**Vérifier chaque commande :**

Ouvrir une commande d'achat et vérifier les détails :

Quantités commandées : Nombre de produits demandés.

Quantités reçues : Vérifier si les produits ont été livrés.

Quantités facturées : S'assurer que les factures correspondent aux livraisons.

**Utiliser le suivi en temps réel :**

Odoo met à jour automatiquement les niveaux de stock et les factures associées.

The screenshot shows the Odoo Sales Orders interface. At the top, there's a navigation bar with tabs: Sales, Orders, To Invoice, Products, Reporting, and Configuration. Below the navigation bar, the title is "Sales Orders / S00002". On the right side of the header, there are buttons for Print, Action, 1 / 1, New, and a "QUOTATION SENT" status indicator. Below the header, there are buttons for "SEND BY EMAIL" and "CANCEL". A progress bar at the top right indicates "SALES ORDER".

The main content area displays the sales order details:

- Order Number:** S00002
- Customer:** AGADIR-PC
- Order Date:** 12/07/2024 16:48:39
- Pricelist:** Public Pricelist (MAD)
- Payment Terms:** 30 Days

Below these details is a table for "Order Lines". The columns are: Product, Description, Quantity, Delivered, Invoiced, Unit Price, Taxes, and Subtotal. One row is visible:

Product	Description	Quantity	Delivered	Invoiced	Unit Price	Taxes	Subtotal
PC DELL XPS	PC DELL XPS (Noir, 17 pouces, 8GO)	30.00	0.00	30.00	8,500.00	(TVA 20% VENTES) (TVA 20% ACHAT)	255,000.00 DH

Below the table, there are links: Add a product, Add a section, and Add a note.

At the bottom left, there's a note: "Terms and conditions...". On the right, there's a summary of amounts:

- Untaxed Amount: **255,000.00 DH**
- Taxes: **0.00 DH**
- TVA 20%: **51,000.00 DH**
- Total: **306,000.00 DH**

## Conclusion

Grâce aux modules et fonctionnalités d'Odoo on a :

Créé et géré efficacement les articles et leurs variantes.

Assuré une gestion fluide des achats.

Enregistré et suivi les paiements d'achats et de ventes.

Lettré les factures pour garantir une comptabilité précise.

Vérifié les achats pour une gestion optimale des stocks et des paiements