

10/18/2024

USER  
GUIDE

Y "GAME DEVELOPMENT COMPANY"



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# Purchase

## 1-Create Vendor

Purchase user create the vendor and add the main data (Name- Full address – Contacts )

New Vendor

Individual Company

**Dell**

Address 1 Dell Way  
Street 2...  
Round Rock Texas (US) 78682  
United States

Tax ID FR20351528229

Phone +1 512-338-4400

Mobile

Email

Website http://dell.com

Language English (US)

Contacts & Addresses Sales & Purchase Accounting Internal Notes

Add

ahmed ali  
CFO

Send message Log note Activities

## 2-Create product

Purchase user create the product and add the main data (Name- product type – cost )

New Products [dell001] dell i35

Documents Purchased 130.00 Units Sold 0.00 Units

EN

Can be Sold Can be Purchased

General Information Attributes & Variants Sales Purchase Accounting

**Product Type** Consumable

Invoicing Policy Ordered quantities

Re-Invoice Expenses No

Unit of Measure Units

Purchase UoM Units

Sales Price LE5,000.00 (= 5,700.00 LE Incl. Taxes)

Customer Taxes 14% X

**Cost** LE500.00 per Units

Product Category All

Internal Reference dell001

Barcode

Product Template Tags

Configure tags

INTERNAL NOTES

This note is only for internal purposes.

EN

### 3-Create RFQ

To create an RFQ in Odoo, access the Purchases module, create a new RFQ, enter vendor details, add products, specify terms, save the draft, and send it via email or confirm as needed.

The screenshot shows the 'Request for Quotation' (RFQ) form in Odoo. The form is titled 'Request for Quotation' and 'New'. It includes fields for Vendor, Vendor Reference, Blanket Order, Currency, Order Deadline, and Expected Arrival. A table of products is shown with columns for Product, Description, Quantity, UoM, Unit Price, Taxes, and Tax excl. The total amount is 500.00 LE.

Product	Description	Quantity	UoM	Unit Price	Taxes	Tax excl.
[dell001] dell i35	[dell001] dell i35	1.00	Units	500.00	0% X	500.00 LE

Untaxed Amount: 500.00 LE  
Other Taxes: 0.00 LE  
Total: 500.00 LE

### 4-Create PO

formal document sent to a supplier to confirm a purchase of products or services. It is created after an RFQ (Request for Quotation) is accepted. The PO outlines the details of the purchase, including product descriptions, quantities, prices, delivery dates, and payment terms. Once a PO is confirmed, it becomes a binding agreement between the company and the supplier, and Odoo tracks the delivery and invoicing process.

The screenshot shows the 'Purchase Order' (PO) form in Odoo. The form is titled 'Purchase Order' and 'P00011'. It includes fields for Vendor, Vendor Reference, Blanket Order, Currency, Confirmation Date, and Expected Arrival. A table of products is shown with columns for Product, Description, Quantity, Received, Billed, UoM, Unit Price, Taxes, and Tax excl. The total amount is 2,850.00 LE.

Product	Description	Quantity	Received	Billed	UoM	Unit Price	Taxes	Tax excl.
[dell001] dell i35	[dell001] dell i35	5.00	0.00	0.00	Units	500.00	14%	2,500.00 LE

Untaxed Amount: 2,500.00 LE  
VAT 14%: 350.00 LE  
Total: 2,850.00 LE

## 5-Create Blanket Order

Long term agreement between a buyer and a supplier to purchase specific quantities of goods or services over a set period at predetermined prices.

To create a Blanket Order in Odoo, go to the Purchases module, create a new order, select the vendor, add products with agreed quantities and prices, set delivery schedules, and confirm the order.

The screenshot shows the Odoo interface for creating a new Blanket Order. The form is titled "New Blanket Orders BO00002". The "Agreement Type" is set to "Blanket Order". The "Vendor" is "Dell, ahmed ali". The "Currency" is "EGP". The "Quantity" is "100.00" and the "Ordered Quantities UoM" is "125.00 Units". The "Unit Price" is "4,000.00". The "Closed" button is highlighted in the top right corner.

Product	Custom Description	Quantity	Ordered Quantities UoM	Unit Price
[dell001] dell i35		100.00	125.00 Units	4,000.00

## 6-Create vendor Pricelist

predefined list of product prices offered by a supplier, often based on quantities or conditions.

To create it, go to the Purchase module, select Vendor Pricelist, create a new one, choose the vendor, add products with prices, and save.

The screenshot shows the Odoo interface for creating a new Vendor Pricelist. The form is titled "New Vendor Pricelists Dell, ahmed ali". The "Vendor" is "Dell, ahmed ali". The "Product" is "new product". The "Quantity" is "100.00" and the "Unit Price" is "50.00". The "Validity" is "10/01/2024" to "10/31/2024". The "Discount" is "0.00". The "Company" is "edu-Y company".

Quantity	Unit Price
100.00	50.00

## 7-Create Call of tender

process where multiple vendors are invited to submit bids for supplying goods or services, allowing the buyer to compare offers.

To create it, go to the Purchases module, create a new Call for Tender, add the required products, invite vendors, compare bids, and confirm the best offer.

**Purchase Order**  
P00021

Vendor: Steelcase

Confirmation Date: 10/13/2024 20:15:56

Expected Arrival: 10/13/2024 20:06:45

Blanket Order

Currency: EGP

Products | Other Information | **Alternatives**

Create a call for tender by adding alternative requests for quotation to different vendors. Make your choice by selecting the best combination of lead time, OTD and/or total amount. By comparing product lines you can also decide to order some products from one vendor and others from another vendor.

[Create Alternative](#)  
[Compare Product Lines](#)

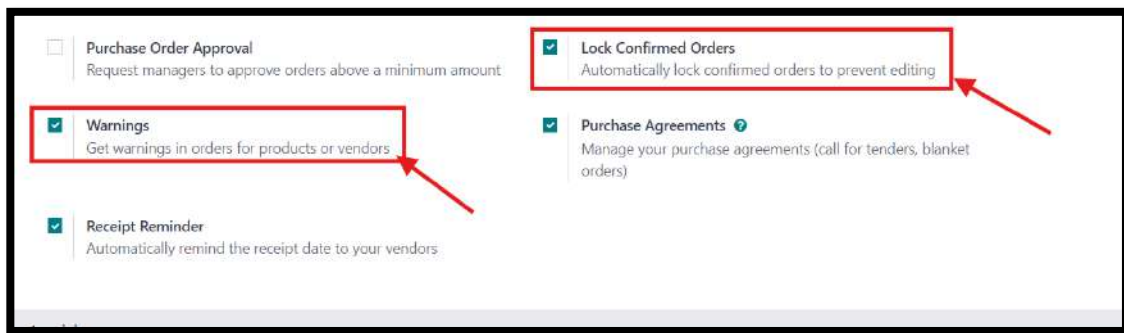
Vendor	Reference	Expected Arrival	Total	Status
Steelcase	P00021	10/13/2024 20:06:45	400.00 LE	Locked
IKEA	P00020	10/13/2024 20:06:45	5,200.00 LE	Locked
Herman Miller Insight Group	P00019	10/13/2024 20:06:45	0.00 LE	Cancelled

Purchase Orders / P00021  
Compare Order Lines

Product	Vendor	Reference	Status	Description	Expected Arrival	Quantity	Unit of Measure	Unit Price	Total	Curren...
[E-COM07] Large Cabinet	Steelcase	P00021	Locked	[E-COM07] Large Cabinet	10/13/2024 20:06:45	0.00	Units	1,100.00	0.00 LE	EGP
[E-COM08] Large Desk	Steelcase	P00021	Locked	[E-COM08] Large Desk	10/13/2024 20:06:45	0.00	Units	1,400.00	0.00 LE	EGP
[E-COM06] Corner Desk Right...	Steelcase	P00021	Locked	[E-COM06] Corner Desk Right...	10/13/2024 20:06:45	1.00	Units	400.00	400.00 LE	EGP
[E-COM07] Large Cabinet	IKEA	P00020	Locked	[E-COM07] Large Cabinet	10/13/2024 20:06:45	5.00	Units	600.00	3,000.00 LE	EGP
[E-COM09] Large Desk	IKEA	P00020	Locked	[E-COM09] Large Desk	10/13/2024 20:06:45	2.00	Units	1,100.00	2,200.00 LE	EGP
[E-COM06] Corner Desk Right...	IKEA	P00020	Locked	[E-COM06] Corner Desk Right...	10/13/2024 20:06:45	0.00	Units	800.00	0.00 LE	EGP
[E-COM07] Large Cabinet	Herman Miller Insight Group	P00019	Cancelled	[E-COM07] Large Cabinet	10/13/2024 20:06:45	0.00	Units	800.00	0.00 LE	EGP
[E-COM09] Large Desk	Herman Miller Insight Group	P00019	Cancelled	[E-COM09] Large Desk	10/13/2024 20:06:45	0.00	Units	1,299.00	0.00 LE	EGP
[E-COM06] Corner Desk Right...	Herman Miller Insight Group	P00019	Cancelled	[E-COM06] Corner Desk Right...	10/13/2024 20:06:45	0.00	Units	600.00	0.00 LE	EGP

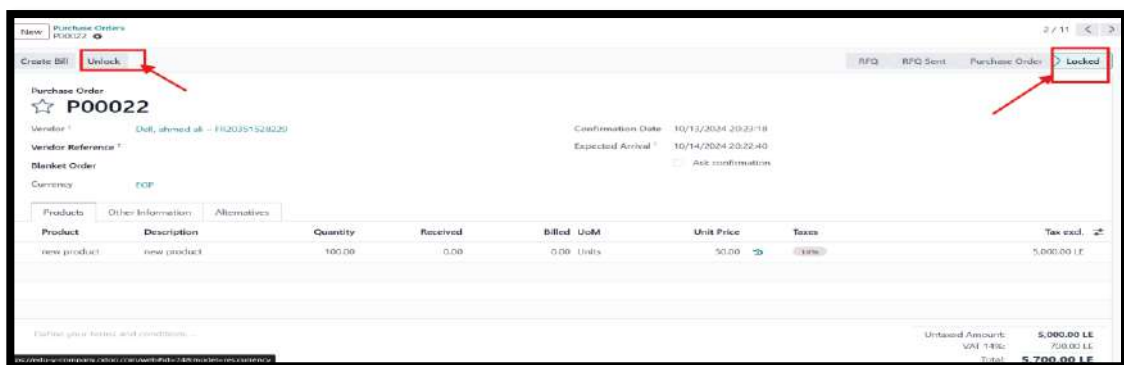
P00021	Steelcase	Ahmed Abdulfattah	400.00 LE	Locked
P00020	IKEA	Ahmed Abdulfattah	5,200.00 LE	Locked
P00019	Herman Miller Insight Group	Ahmed Abdulfattah	0.00 LE	Cancelled

## 8-Enable lock and warning features



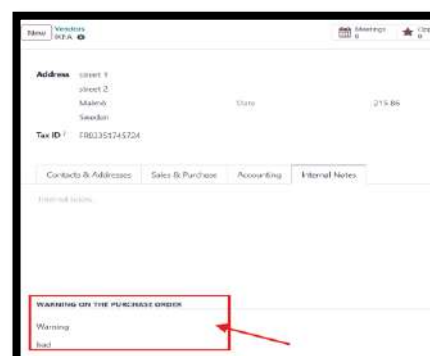
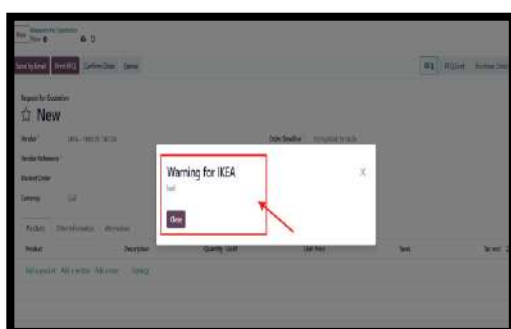
**Lock confirmed orders:** preventing further edits to a purchase or sales order once it has been confirmed to avoid accidental changes.

lock a confirmed order, go to the Purchases or Sales module, open the confirmed order, and click the **"Lock"** button to freeze any modifications.



**Warnings :** This feature helps ensure that important alerts are not overlooked during transactions.. To create a warning, go to the desired Purchases set up the warning conditions in the configuration settings, and Select an existing vendor or click Create.

In the vendor page, find the Warnings section. Enter the warning message in the Warning Message field. and Click Save. Test the Warnings: Create a Purchase Order or Invoice, and the warning message should appear when selecting the vendor.



## Manage Sales Teams

Create 3 sales teams and add the main data (Team Details \_ Members) to enhance productivity and drive results

Sales Team

EN

Sales Team Alex

☒ Pipeline ? ☒ Leads ?

TEAM DETAILS

Team Leader

A Ahmed Samy

Email Alias ?

info

@ edu-y-company.odoo.com

Accept Emails From ?

Everyone

Invoicing Target ?

LE200,000.00

/ Month

Members

Add

A Ahmed Samy

ahmed.samy@odoo.com

M Mahmoud sawy

mahmoud@edu.com

M Mohamed Reda

mohamed.reda@odoo.com

Sales Team

EN

Sales Team Mansoura

☒ Pipeline ? ☒ Leads ?

TEAM DETAILS

Team Leader

A Ahmed Atef

Email Alias ?

sales

@ edu-y-company.odoo.com

Accept Emails From ?

Everyone

Invoicing Target ?

150,000.00

/ Month

Members

Add

A Ahmed Atef

ahmed.atef@odoo.com

M Mohamed Ali

mohamed.ai@odoo.com

E Emad Ahmed

emad.ahmed@odoo.com



# Create Leads from web contact forms

Automatically capture leads from website contacts and convert them into opportunities

The screenshot shows a web contact form titled "Contact us". The form is located on a website with a navigation bar at the top containing links for "Website", "Site", "Reporting", and "Configuration". The website's logo is "YourLogo", and there are links for "Home" and "Contact us". A search icon and a phone number "+1 555-555-5556" are also visible. The form itself has a heading "Contact us" and a subheading "Contact us about anything related to our company or services. We'll do our best to get back to you as soon as possible." The form fields are: "Your Name \*" (Ahmed Ali), "Phone Number" (+234561), "Your Email \*" (ahmed.ali@infinity.com), "Your Company \*" (Infinity), "Subject \*" (software price), and "Your Question \*" (software price). A "Submit" button is at the bottom.

Website Site Reporting Configuration

YourLogo Home Contact us

Q +1 555-555-5556

## Contact us

Contact us about anything related to our company or services.  
We'll do our best to get back to you as soon as possible.

Your Name \* Ahmed Ali

Phone Number +234561

Your Email \* ahmed.ali@infinity.com

Your Company \* Infinity

Subject \* software price

Your Question \* software price

Submit

The screenshot shows a CRM interface with a tabbed menu at the top: "Convert to Opportunity", "Enrich", and "Lost". The main heading is "software price". Below the heading, the "Probability" is shown as "51.80 %". The interface is divided into two columns of fields. The left column contains: "Customer?", "Company Name?" (Infinity), "Address" (with sub-fields for Street, Street 2, City, State, Country, and ZIP), "Website?" (e.g. https://www.odoo.com), "Language" (English (US)), "Salesperson", and "Sales Team" (Sales Team Cairo). The right column contains: "Contact Name" (Ahmed Ali), "Title", "Email" (ahmed.ali@infinity.com), "Email cc", "Job Position", "Phone" (+234561), "Mobile", "Priority" (with three star icons), and "Tags?". At the bottom, there are two tabs: "Internal Notes" and "Extra Info". The "Internal Notes" tab is active, showing the text "software price".

Convert to Opportunity Enrich Lost

## software price

Probability  
51.80 %

Customer?

Company Name? Infinity

Address

Street...

Street 2...

City State ZIP

Country

Website? e.g. https://www.odoo.com

Language English (US)

Salesperson

Sales Team Sales Team Cairo

Internal Notes Extra Info

software price

Contact Name Ahmed Ali Title

Email ahmed.ali@infinity.com

Email cc

Job Position

Phone +234561

Mobile

Priority ☆☆☆

Tags?

## Create leads manually

Sales person create the lead and add the main data (Name- Full address – Contacts ) and convert it into sales opportunity through a series of stages

Convert to Opportunity

Lost

interested in purchasing Game Development Software

Probability 51.80 %

30.00 %

Customer?

Company Name?

Address:

Website?

Language:

Salesperson

Sales Team

Segma

Street...

Street 2...

City

State

ZIP

Country

e.g. https://www.odoo.com

English (US)

Mohammed Magdy

Sales Team Cairo

Contact Name

Segma

Title

Email

info@segma.com

Email cc

Job Position

Phone

+2587256

Mobile

Priority

Tags?

Internal Notes

Extra Info

Add a description...

## Convert leads into opportunities

Transform qualified leads into actionable sales opportunities

Convert to opportunity

Conversion Action

☒ Convert to opportunity

☐ Merge with existing opportunities

ASSIGN THIS OPPORTUNITY TO

Salesperson

Mohammed Magdy

Sales Team

Sales Team Cairo

CUSTOMER

☐ Create a new customer

☐ Link to an existing customer

☒ Do not link to a customer

Create Opportunity

Cancel

## Opportunity stages (new\_qualified\_proposition\_won)

New QuotationLost

New 24mQualified 10mProposition 16mWon 18h

### Game Development Software Purchase

Expected Revenue  
LE50,000.00

Probability  
at 100.00 %

Customer? Segma

Email mohamedzayed1511@gmail.com

Phone +2587256

Salesperson M Mohammed Magdy

Expected Closing? ★★☆☆

Tags? Software X Class A X

Internal Notes

Extra Information

WON

## Create and send quotations

Create detailed quotations that contain pricing and terms and send them to potential customers for review

Send by EmailConfirmPreview

QuotationQuotation SentSales Order

### New

Customer Segma

Expiration 11/16/2024

Quotation Template

Quotation Date? 10/17/2024 22:56:30

Payment Terms

Order LinesOptional ProductsOther InfoCustomer Signature

Product	Description	Quantity	UoM	Unit Price	Taxes	Tax excl.
Software purchase	Software purchase	1.00	Units	50,000.00	14%	50,000.00 LE

[Add a product](#) [Add a section](#) [Add a note](#) [Catalog](#)

Terms and conditions...

Untaxed Amount: 50,000.00 LE

VAT 14%: 7,000.00 LE

Total: 57,000.00 LE

Odoo

×

Recipients Followers of the document and

Segma <info@sega.com> ✕

Subject edu-Y company Quotation (Ref 500031)

Hello,

Your quotation 500031 (with reference: Game Development Software Purchase ) amounting in 57,000.00 LE is ready for review.

Do not hesitate to contact us if you have any questions.

--

Rosala Muhammed

Quotation - 500031.pdf PDF

✓

Attachments

Load template Sales: Send Quotation

Send Discard Save Template

# Create Invoice

Issue an invoice to customers upon agreement ,containing the products or services providedand the total amount due

Send & PrintRegister PaymentPreviewCredit NoteReset to DraftDraftPosted

You have outstanding credits for this customer. You can allocate them to mark this invoice as paid.

Customer Invoice

INV/2024/00007

Customer Segma

Invoice Date10/17/2024

Payment ReferenceINV/2024/00007

Due Date10/17/2024

JournalCustomer InvoicesinEGP

Invoice LinesJournal ItemsOther Info

Product	Label	Account	Analytic Distribution	Quantity	UoM	Price	Taxes	Tax excl.
Software purchase	Software purchase	500001 Sales Account		1.00	Units	50,000.00	14%	50,000.00 LE

Terms and Conditions:

Untaxed Amount:50,000.00 LE

VAT 14%:7,000.00 LE

Total:57,000.00 LE

# Manage lost opportunities

Analyze and document lost opportunities to identify reasons for loss and improve futuresales strategies

VR Game Development Project

Expected RevenueLE0.00

Probability4.87 %

at 0.00 %

CustomerVAR

SalespersonMohammed Magdy

Email

Expected Closing11/05/2024

Phone+224687

Tags

Lost ReasonToo expensive

Internal NotesExtra Information

LOST

# Sales Module

## Create a customer

### Adding Customers

Go to **Customers**.

Add a new customer: **XOGames**.

- Enter the customer's details, such as the company name , email, and phone number.
- Save the customer.

The screenshot shows a web application interface for creating a new customer. At the top, there is a navigation bar with tabs: Sales, Orders, To Invoice, Products, Reporting, and Configuration. Below this is a sub-navigation bar with a 'New' button and a 'Customers' tab. A sidebar on the right contains icons for Meetings (0), Opportunities (0), Sales (0), and Purchases (0), along with a 'More' dropdown. The main form area has two radio buttons for 'Individual' and 'Company', with 'Company' selected. The company name 'XOGAMES' is entered, with a red arrow pointing to it and the label 'Name'. Below the name, there is a logo for 'XOGAMES'. The form is divided into two columns. The left column contains fields for 'Address' (6 st. lamora, Street 2..., Seongnam-si, South Korea, State, 463-400), 'Tax ID' (e.g. BE0477472701), and a tabbed section with 'Contacts & Addresses', 'Sales & Purchase', 'Accounting', and 'Internal Notes'. The right column contains fields for 'Phone' (+82 2-1595-4648), 'Mobile', 'Email' (info@xogames.com), 'Website' (xogames.co.kr), and 'Language' (English (US)). A red arrow points to the 'Contact Details' label. At the bottom, there are two sections: 'BANK ACCOUNTS' with fields for 'Account Number', 'Bank', and 'Send ...', and 'ELECTRONIC INVOICING' with a 'Format' field.

Sales Orders To Invoice Products Reporting Configuration

New Customers XOGAMES

Meetings 0 Opportunities 0 Sales 0 Purchases 0 More

Individual Company

XOGAMES → Name

Address 6 st. lamora  
Street 2...  
Seongnam-si State 463-400  
South Korea

Phone +82 2-1595-4648 → Contact Details

Mobile

Email info@xogames.com

Website xogames.co.kr

Language English (US)

Tax ID ? e.g. BE0477472701

Contacts & Addresses Sales & Purchase Accounting Internal Notes

BANK ACCOUNTS

Account Number Bank Send ...

ELECTRONIC INVOICING

Format

## Add Contact

Name, Title, Jop Position....

The screenshot shows a CRM interface with a modal dialog titled "Open: Contact". The dialog has a close button (X) in the top right corner. Below the title, there are five radio buttons: "Contact" (selected), "Invoice Address", "Delivery Address", "Follow-up Address", and "Other Address". A descriptive text says: "Use this to organize the contact details of employees of a given company (e.g. CEO, CFO, ...).". Below this, there are input fields for "Contact Name" (value: lee), "Email" (value: lee@hwaw.com), "Title" (value: Professor), "Phone" (value: +82 345 654 64 54), and "Job Position" (value: Sales director). There is also a "Mobile" field which is empty. Below these fields is a section for "Internal notes..." with a text area. At the bottom of the dialog, there are four buttons: "Save & Close", "Save & New", "Discard", and "Delete".

Open: Contact

☒ Contact ☐ Invoice Address ☐ Delivery Address ☐ Follow-up Address ☐ Other Address

Use this to organize the contact details of employees of a given company (e.g. CEO, CFO, ...).

Contact Name lee Email lee@hwaw.com

Title Professor Phone +82 345 654 64 54

Job Position Sales director Mobile

Internal notes...

Save & Close Save & New Discard Delete

Add Salesperson & Payment Terms.

The screenshot shows a CRM interface with a form titled "SALES". The form has two main sections: "SALES" and "FISCAL INFORMATION". In the "SALES" section, there are two fields: "Salesperson" (value: M Mahmoud sawy) and "Payment Terms" (value: Immediate Payment). In the "FISCAL INFORMATION" section, there is one field: "Fiscal Position" (value: Non-Egypt). The form is part of a larger system with tabs for "Contacts & Addresses", "Sales & Purchase", "Accounting", and "Internal Notes".

SALES

Salesperson M Mahmoud sawy

Payment Terms Immediate Payment

FISCAL INFORMATION

Fiscal Position Non-Egypt

## Add Product

### Adding Products and Services

#### Example:

- Go to **Products**.
- Add the first product: **XO Game Deveopment**.
  - Product Name: " XO Game Deveopment ".
  - Price: L.E 30,000 for developing a medium-sized game.
  - Unit of Measure: **hours**.
  - Enter a description like "Developing a game based on client specifications for mobile or PC".
  - Save the product.
- Add another product: **Ready-Made Game License**.
  - Product Name: "License for Puzzle Game".
  - Price: L.E 5,000.
  - Unit of Measure: **Hours**.
  - Add a description like "Licenses for using a previously developed puzzle game".

The screenshot shows a software interface for adding a new product. The main title is "XO Game Deveopment". The form is divided into several tabs: "General Information", "Attributes & Variants", "Sales", and "Accounting". The "General Information" tab is currently selected. It contains the following fields:

- Product Name:** XO Game Deveopment
- Can be Sold:** ☒ **Can be Purchased:** ☐
- Product Type:** Service
- Invoicing Policy:** Prepaid/Fixed Price
- Create on Order:** Nothing
- Re-Invoice Expenses:** ☒ No, ☐ At cost, ☐ Sales price
- Unit of Measure:** Hours
- Purchase UoM:** Hours

The "Sales" tab is also visible and contains the following fields:

- Sales Price:** L.E 30,000.00 (with a note: (= 34,200.00 LE incl. Taxes))
- Customer Taxes:** 14% X
- Cost:** L.E 50.00 per Hours
- Product Category:** All / Saleable / Services
- Internal Reference:**
- Barcode:**
- Product Template Tags:** [Configure tags](#)

At the bottom of the form, there is a section for "INTERNAL NOTES".

Sales Orders To Invoice Products Reporting Configuration

New Products Ready-Made Game License

Documents 0 Purchased 0.00 Hours Sold 0.00 Hours

Product Name <sup>?</sup> ☆ Ready-Made Game License EN

☒ Can be Sold <sup>?</sup> ☒ Can be Purchased <sup>?</sup>

General Information Attributes & Variants Sales Purchase Accounting

Product Type <sup>?</sup> Service

Invoicing Policy <sup>?</sup> Prepaid/Fixed Price

Create on Order <sup>?</sup> Nothing

Re-Invoice Expenses <sup>?</sup> ☒ No  
☐ At cost  
☐ Sales price

<sup>?</sup> Invoice ordered quantities as soon as this service is sold.

<sup>?</sup> Warn the salesperson for an upsell when work done exceeds 100 % of hours sold.

Unit of Measure <sup>?</sup> Hours

Purchase UoM <sup>?</sup> Hours

INTERNAL NOTES

Sales Price <sup>?</sup> LE5,000.00 (= 5,700.00 LE incl. Taxes)

Price at which the product is sold to customers.

- Label: Sales Price
- Field: list\_price
- Model: product.template
- Type: float
- Widget: Monetary (monetary)
- Context: {}

Barcode <sup>?</sup>

Product Template Tags <sup>?</sup>

→ Configure tags

## Creating a Quotation

- Go to **Quotations** and click **Create**.
- Choose the customer: **XO Game Company**.
- Add the products:
  - XO Game Development** (Quantity 1).
  - Ready-Made Game License** (Quantity 1).
- The system will automatically calculate the total:
  - LE 30,000 for game development.
  - LE 5,000 for the game license.
  - Total = LE 35,000.

Sales Orders To Invoice Products Reporting Configuration

New Quotations S00002

Send by Email Confirm Preview Cancel

Quotation Quotation Sent Sales Order

S00002

Customer XOGAMES

Expiration 04/11/2024

Quotation Date <sup>?</sup> 05/10/2024 13:28:10

Pricelist <sup>?</sup> Default EGP pricelist (EGP)

Payment Terms

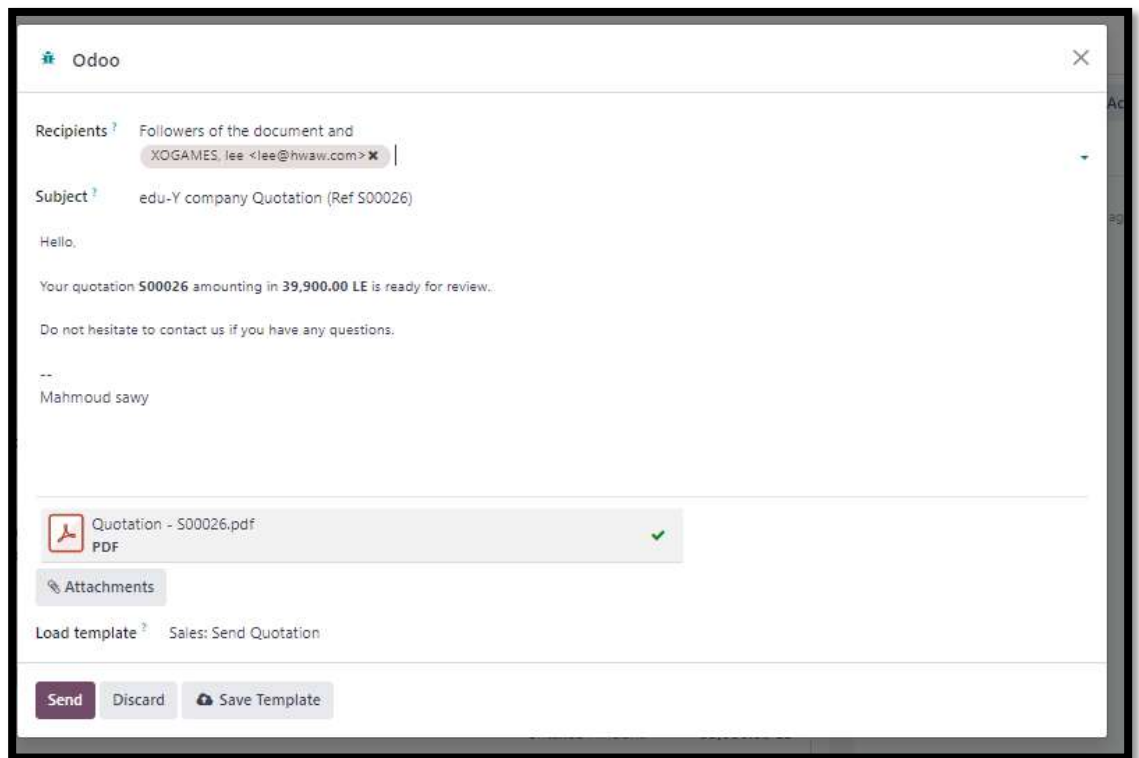
Order Lines Optional Products Other Info Customer Signature

Product	Description	Quantity	Unit Price	GST	GST excl.
XO Game Development	XO Game Development	1.00	3,000.0000	14%	3,000.0000 LE
License for Puzzle Game	License for Puzzle Game	1.00	5,000.0000	14%	5,000.0000 LE

Add a product Add a section Add a note Catalog

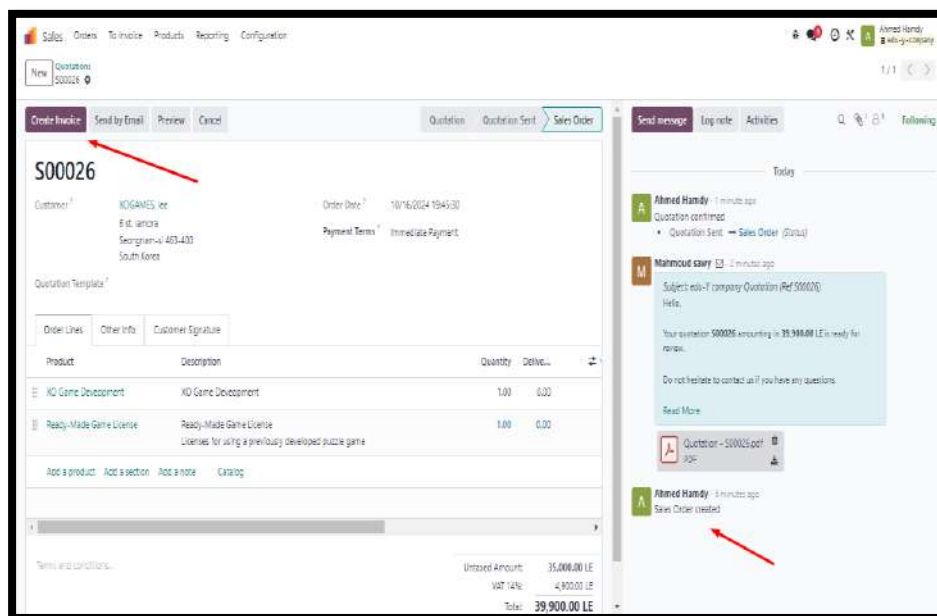


- Send the quotation to the client via email.



## Converting the Quotation into a Sales Order

- After the client approves the quotation, click Confirm Sale.
- The quotation will be converted into a Sales Order.
- Now, the game development can begin or the game license can be prepared based on the order.



## Managing Invoices and Payments

- Go to **Sales Orders** and select the confirmed order.
- Click **Create Invoice**.
  - Invoice Type: **Full Invoice**.
  - The system will generate an invoice for 5,000.
- Send the invoice to the client via email.
- After receiving payment, click **Register Payment** and enter the payment details (bank transfer or online payment).
- The invoice status will be updated to "Paid".

 Your logo

odu-Y company  
Egypt

XOGAMES, Inc  
6 st. lamora  
Seongnam-si 463-400  
South Korea

### Invoice INV/2024/00005

Invoice Date: 10/16/2024      Due Date: 10/16/2024      Source: 500026


Description	Quantity	Unit Price	Taxes	Amount
Ready-Made Game License Licenses for using a previously developed puzzle game	1.00 Hours	5,000.00	VAT 14%	5,000.00 LE

Payment terms: Immediate Payment

Payment Communication: INV/2024/00005

Untaxed Amount	5,000.00 LE
VAT 14% on 5,000.00 LE	700.00 LE
<b>Total</b>	<b>5,700.00 LE</b>

Sales Orders To Invoice Products Reporting Configuration

New Quotations / 500026 INV/2024/00005 

Send & Print Preview Credit Note Reset to Draft

Draft **Posted**

Customer Invoice

### INV/2024/00005

Customer: XOGAMES, Inc  
6 st. lamora  
Seongnam-si 463-400  
South Korea

Invoice Date: 10/16/2024  
Payment Reference: INV/2024/00005  
Payment terms: Immediate Payment  
Journal: Customer Invoices in EGP

Invoice Lines Journal Items Other Info

Product	Label	Account	Analytic Distribut...	Quantity	UoM	Price Taxes	Tax excl.
Ready-Made Game Lic	Ready-Made Game License Licenses for using a previously developed puzzle game	500001 Sales Account		1.00	Hours	5,000.00 14%	5,000.00 LE

Invoice INV/2024/00005

Invoice Date: 10/16/2024      Due Date: 10/16/2024      Source: 500026

Description	Quantity	Unit Price	Taxes	Amount
Ready-Made Game License Licenses for using a previously developed puzzle game	1.00 Hours	5,000.00	VAT 14%	5,000.00 LE

Payment terms: Immediate Payment

Payment Communication: INV/2024/00005

Untaxed Amount	5,000.00 LE
VAT 14% on 5,000.00 LE	700.00 LE
<b>Total</b>	<b>5,700.00 LE</b>

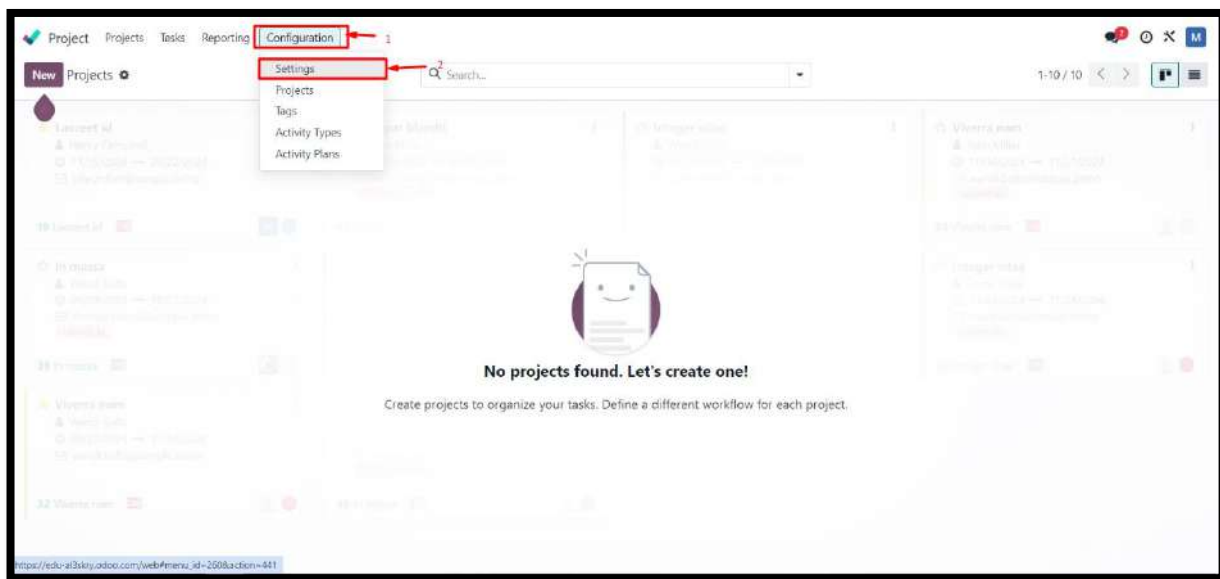
Invoice generated on 10/16/2024 at 10:00:00 AM  
Page 1 / 1

## Project management

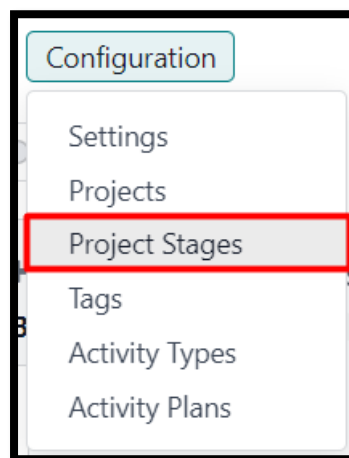
### 1)create stages.

First, you need to activate 'Create Stages' to help you track projects more easily.

To activate, go to the module, then select Configuration, Setting, Activate project stages and Save



This way, it will be easier for you to track and categorize your projects and you can easily drag your project through the project stages.



## 2) Create project

There are two ways to create a project.

**First** By default, Odoo allows for the automatic creation of a project from a sales order if the sales order line contains a service product

The screenshot shows the 'Product Name' form for 'game developer'. The 'Product Type' is set to 'Service'. The 'Create on Order' checkbox is checked. The 'Project Template' dropdown is set to 'Project'. The 'Re-Invoice Expenses' checkbox is checked. The 'Project' option is highlighted in blue in the dropdown menu.

General Information	Attributes & Variants	Sales	Purchase
<b>Product Name</b> ☆ game developer ✓ Can be Sold ✓ Can be Purchased			
<b>Product Type</b> ?	Service		
<b>Invoicing Policy</b>	Prepaid/Fixed Price		
<b>Create on Order</b> ?	<input checked="" type="checkbox"/>		
<b>Project Template</b>	Project		
<b>Re-Invoice Expenses</b> ?	<input checked="" type="checkbox"/>		

Once your sales order is confirmed the system creates project automatically

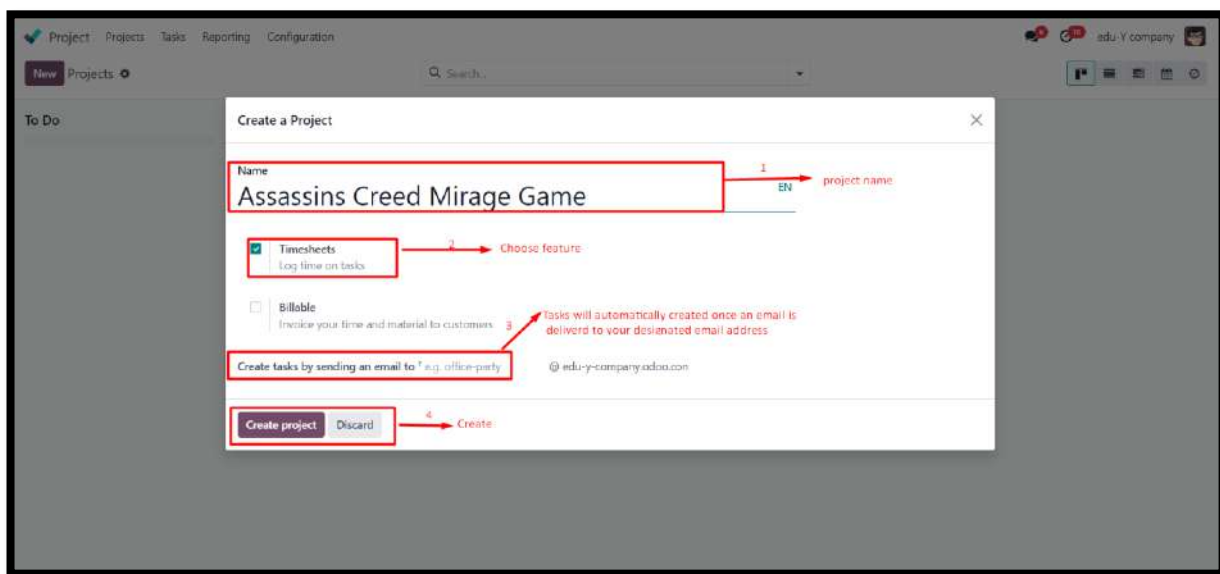
The screenshot shows the 'Sales Order' form for 'S00025'. The 'Product' is 'game developer'. The 'Quantity' is 1.00. The 'Unit Price' is 555.00. The 'Total' is 632.70 LE. The 'Project' button is highlighted in red in the top bar.

Product	Description	Quantity	Delivered	Invoiced	UoM	Unit Price	Taxes	Tax excl.
game developer	game developer	1.00	0.00	0.00	HOURS	555.00	14%	555.00 LE

The screenshot shows the 'New Projects' view. The 'To Do' list contains one item: 'S00025 - game developer' by Anita Oliver. The 'Tasks' section shows 0 tasks with a total time of 01:00.

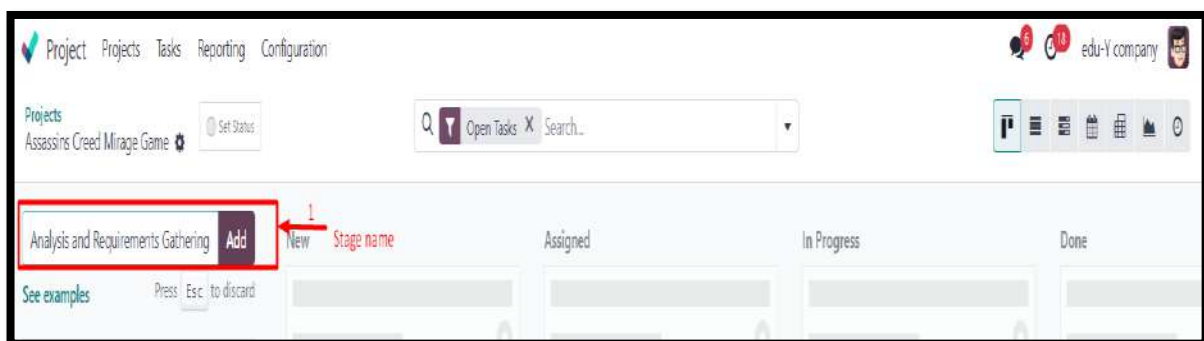
To Do	Tasks
☆ S00025 - game developer Anita Oliver	0 Tasks 01:00

Second you Click on Create. Specify the name of the project and choose which features you would like to integrate once you created your project you can start creating your stages

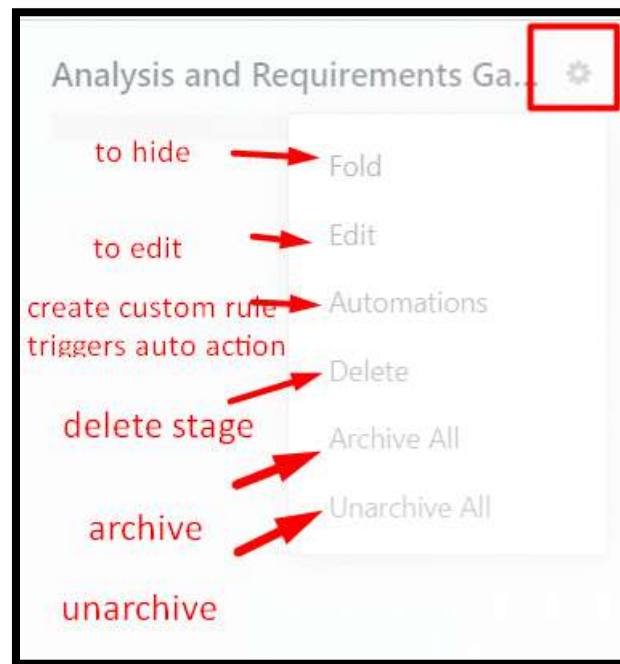


### 3) Create Task Stages

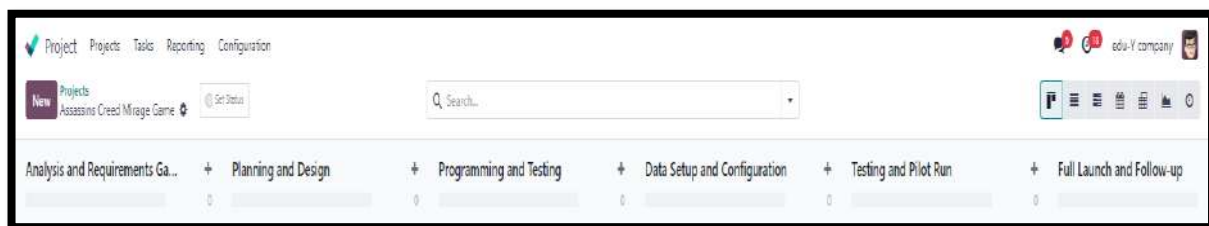
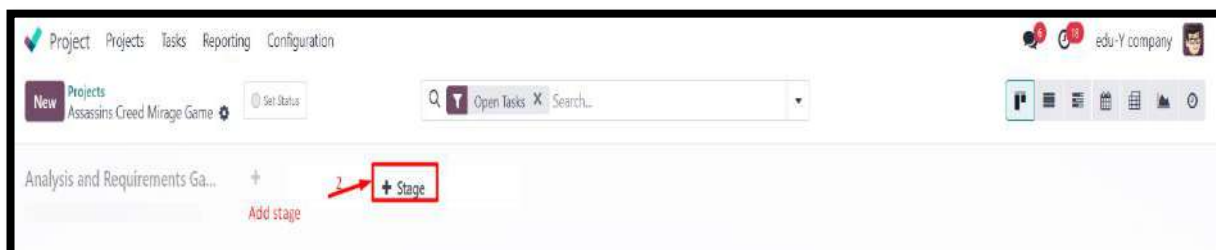
To create a stage, type its name into the Stage... field, then click add



To edit the task stage, click the (cog) icon next to its name. From there



You can add more stages by clicking on '+Stage

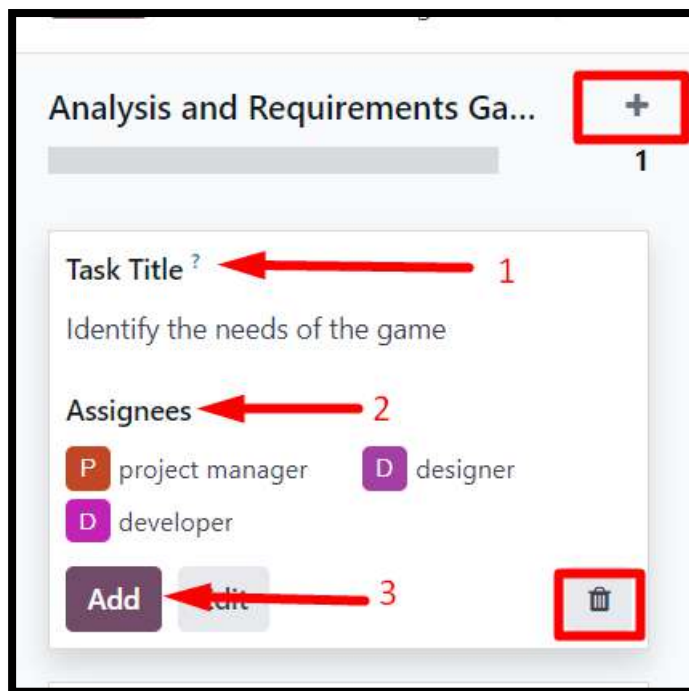


once you add all your stages you can move to assigning your tasks.

#### 4) Create and Assign tasks

Pressing the + (plus) button next to the Kanban stage name. This creates a new task in this Kanban stage.

- 1) Fill in the task title
- 2) Add one or more Assignees
- 3) Click add



Task statuses are used to track the status of tasks within the Kanban stage

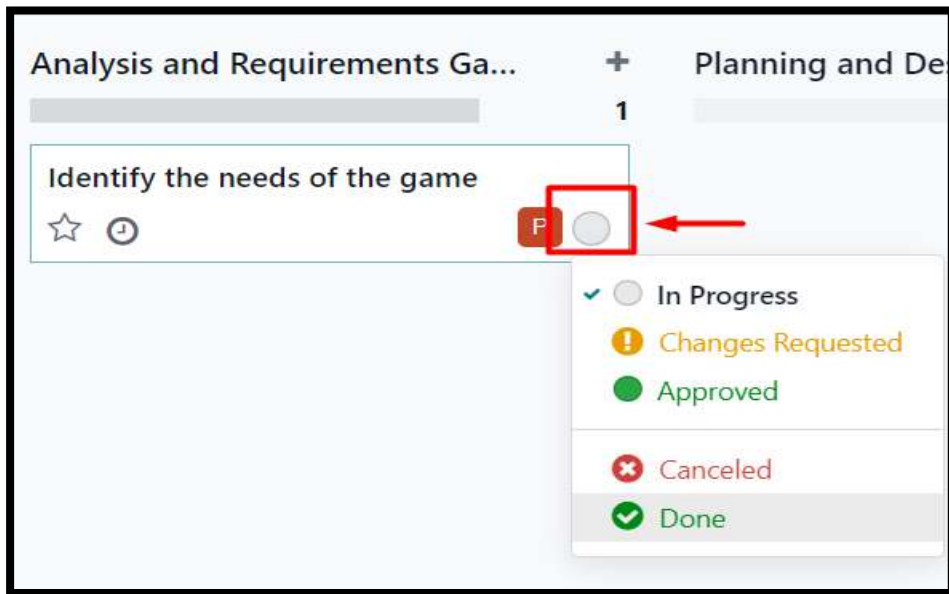
**In Progress:** this is the default state of all tasks, meaning that work is on going.

**Changes Requested:** to highlight that changes.

**Approved:** to highlight that the task is ready to be moved to the next stage.

**Canceled:** to cancel the task.

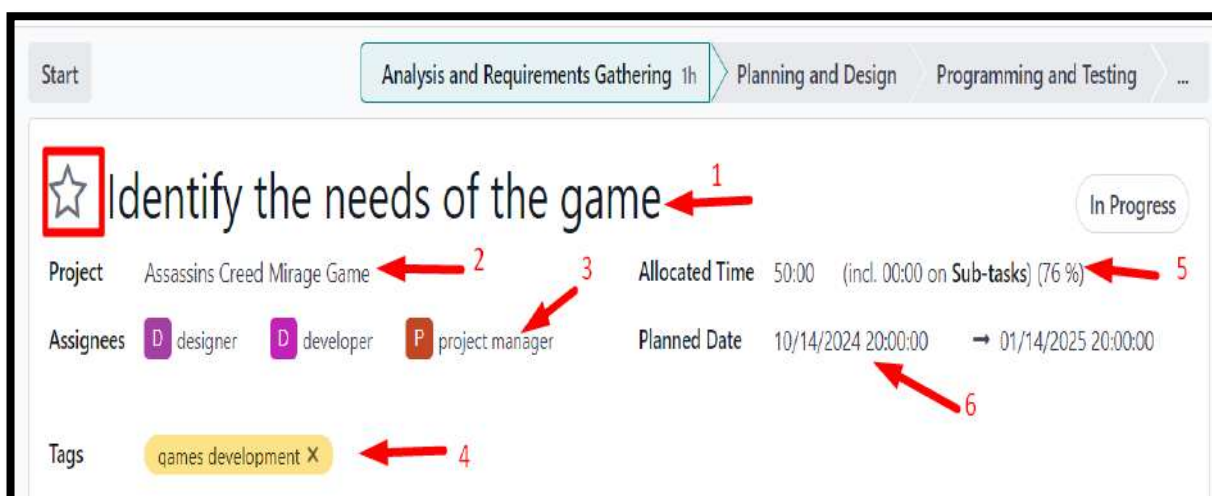
**Done:** to close the task once it's been completed.



Click the task to open it. The task form includes the following fields that you can fill in:

1)Task title. (2)Task's project. (3)The person ha.  
(4)Custom labels allowing to categorize and filter tasks. (5)The amount of time that working in this task is expected to last allocated by your timesheets. (6)The expected end date once filled in you can add the start date to designate the entire frame work.

You can mark the task as high priority by clicking on the star icon







Once the previous data has been entered, you can proceed with the following.

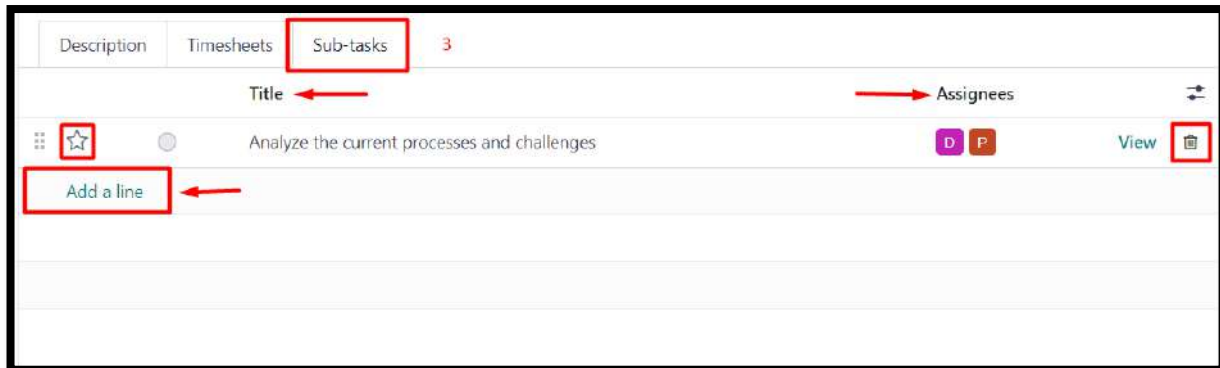
1-You can write the notes related to the project and the task in the Description.

Description	Timesheets	Sub-tasks
Note 1 1 Note2		

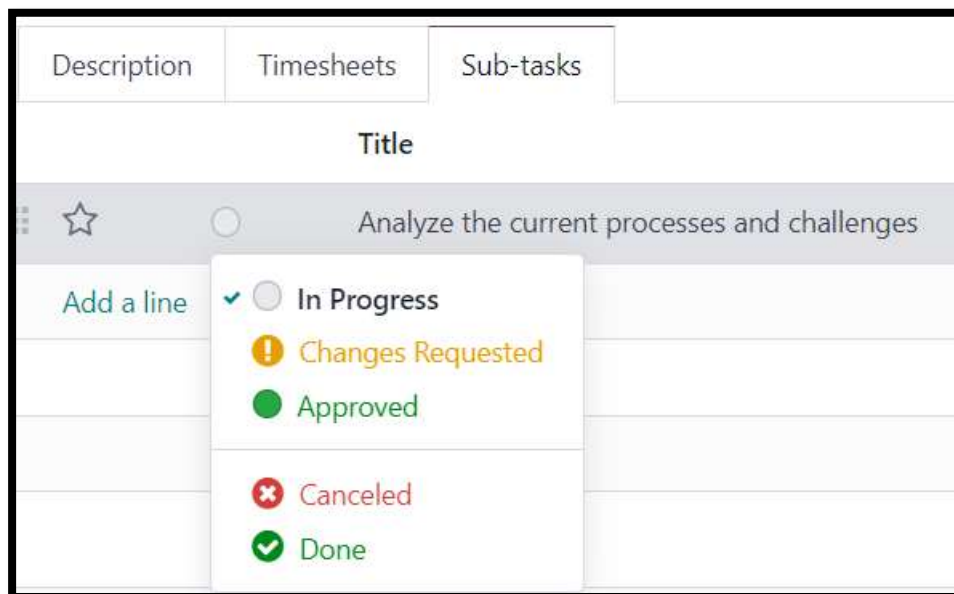
2-The employee assigned to the task can enter their timesheet by clicking on Add line Then, they can start entering the following data (date, Employee name, description and hours spent).You can also know how much hours spent and how much is remaining of the Allocated time.

Description	Timesheets 2	Sub-tasks	
Date	Employee	Description	Hours Spent
10/14/2024	 developer	understanding the game requirements	05:00 
<div>Add a line</div>			
<div>Hours Spent: 05:00</div> <div>Remaining Hours <sup>?</sup>: 45:00</div>			

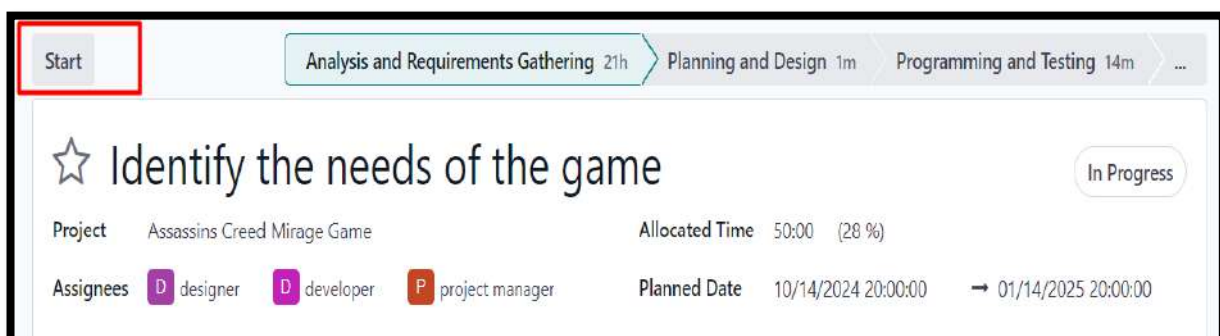
3-You can link sub-task to the parent task through clicking on Add line then fill in the title the assignees. You can mark it as a priority through the star icon or you can delete it through the bin icon.



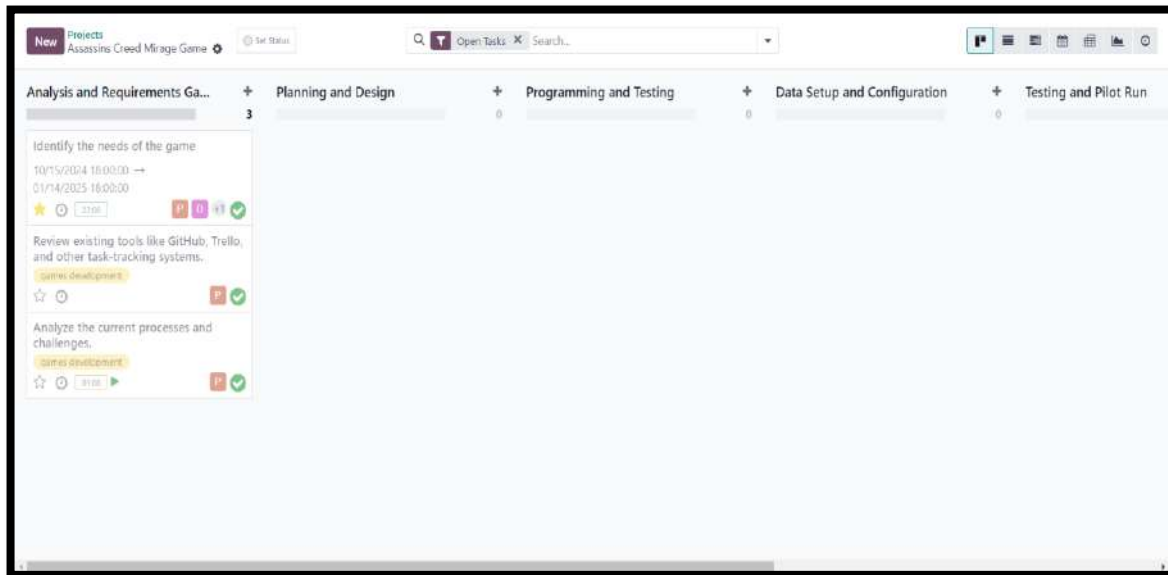
Sub-tasks statues are the same as the Task statues



After entering all the data, you can start the task by clicking on start.



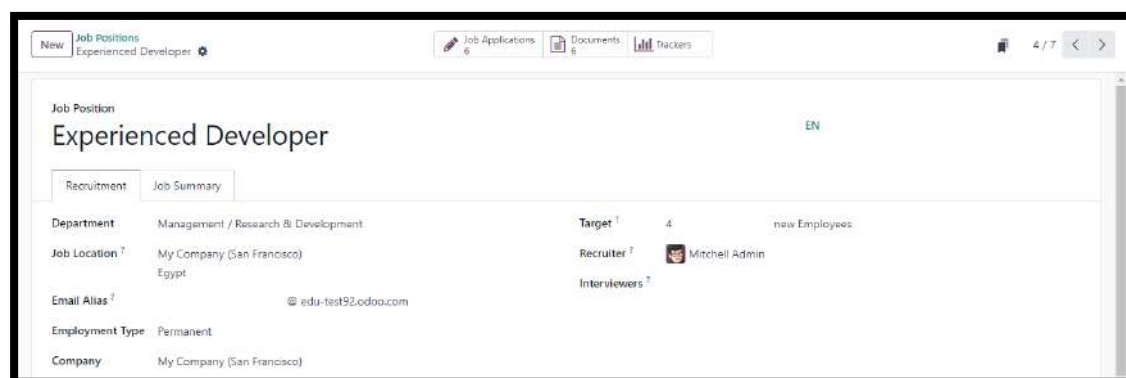
Once all the data has been entered and the tasks in this phase are completed, it will appear like this on your screen so you can go to the next stage.



## Hr

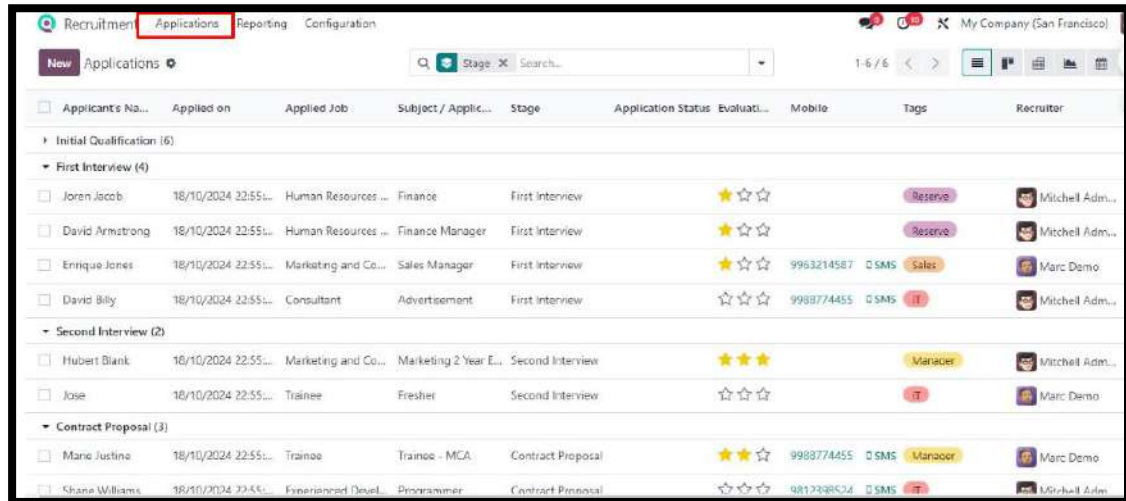
### 1. Setting Up Job Positions:

- Navigate to **Recruitment** → **Job Positions**.
- Click **Create** to add a new job position.
- Fill in details like **Job Title**, **Department**, and **Job Description**.
- Optionally, publish the job on your company website by clicking **Go to Website**.



## 2. Managing Job Applications:

- Go to **Recruitment** → **Applications** to view all candidate applications.
- Candidates will automatically appear in the recruitment pipeline after applying.
- You can manually add new applicants by clicking **New** and filling in the candidate's details, attaching their resume and cover letter.

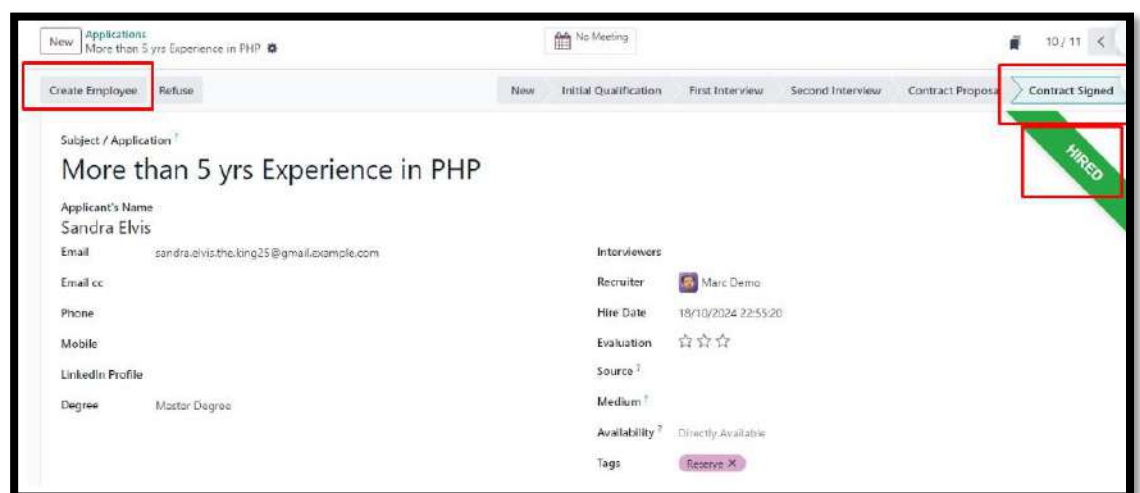


The screenshot shows the 'Applications' tab in the Recruitment module. It displays a list of candidates and their application stages. The 'New' button is highlighted in the top left corner.

Applicant's Name	Applied on	Applied Job	Subject / Application	Stage	Application Status	Evaluation	Mobile	Tags	Recruiter
Initial Qualification (6)									
First Interview (4)									
Joren Jacob	18/10/2024 22:55...	Human Resources ...	Finance	First Interview	☆ ☆ ☆			Reserve	Mitchell Adm...
David Armstrong	18/10/2024 22:55...	Human Resources ...	Finance Manager	First Interview	☆ ☆ ☆			Reserve	Mitchell Adm...
Enrique Jones	18/10/2024 22:55...	Marketing and Co...	Sales Manager	First Interview	☆ ☆ ☆	9963214587	SMS	Sales	Marc Demo
David Billy	18/10/2024 22:55...	Consultant	Advertisement	First Interview	☆ ☆ ☆	9988774455	SMS	IT	Mitchell Adm...
Second Interview (2)									
Hubert Blank	18/10/2024 22:55...	Marketing and Co...	Marketing 2 Year E...	Second Interview	☆ ☆ ☆			Manager	Mitchell Adm...
Jose	18/10/2024 22:55...	Trainee	Fresher	Second Interview	☆ ☆ ☆			IT	Marc Demo
Contract Proposal (3)									
Marie Justine	18/10/2024 22:55...	Trainee	Trainee - MCA	Contract Proposal	☆ ☆ ☆	9988774455	SMS	Manager	Marc Demo
Shane Williams	18/10/2024 22:55...	Experienced Devel...	Programmer	Contract Proposal	☆ ☆ ☆	9812345678	SMS	IT	Mitchell Adm...

## 3. Finalizing and Hiring:

- Once a candidate is approved, change their status to **Hired**.
- This candidate can then be transferred to the **Employees** module for onboarding.



The screenshot shows the 'Create Employee' form in the Recruitment module. The 'New' button is highlighted in the top left corner. The form displays the candidate's details and the 'Hired' status.

**Subject / Application**  
More than 5 yrs Experience in PHP

**Applicant's Name**  
Sandra Elvis

**Email**  
sandra.elvis@the.bing25@gmail.com

**Email cc**

**Phone**

**Mobile**

**LinkedIn Profile**

**Degree**  
Master Degree

**Interviewers**  
Recruiter: Marc Demo  
Hire Date: 18/10/2024 22:55:20  
Evaluation: ☆ ☆ ☆  
Source: ?  
Medium: ?  
Availability: Directly Available  
Tags: Reserve X

**Contract Signed**  
**Hired**

## . Employee Details and Contracts:

- Inside the employee's profile, you can store:
  - **Job Title, Department, and Manager.**
  - Contract details under **Contracts** (e.g., Salary, Job Role, Working Hours).
- Manage contract start and end dates, probation periods, and salaries.

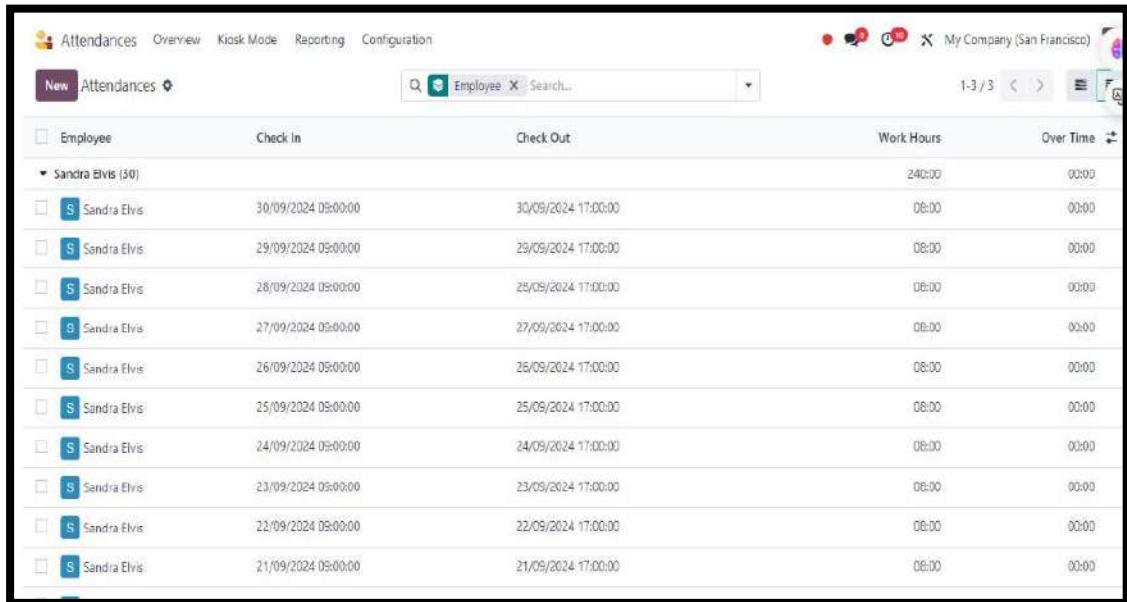
The screenshot shows an employee profile for Sandra Elvis, an Experienced Developer. The page includes a navigation bar with tabs for Recruitment, Applications, Reporting, and Configuration. Below the navigation bar, there's a 'Launch Plan' section. The main content area displays the employee's name, title, and a blue profile picture with the letter 'S'. To the right, there's a summary of key information: Department (Management / Research & Development), Job Position (Experienced Developer), Manager (Marc Demo), and Coach (Marc Demo). Below this, there are tabs for Resume, Work Information, Private Information, and HR Settings. The 'Resume' tab is currently selected, showing a 'RESUME' section with a 'SKILLS' section below it.

In the **Contract** section of an employee profile, you can manage contract terms like **salary, working schedule, and contract type**.

The screenshot shows the 'sandra contract' page. The page has a navigation bar with tabs for Employees, Departments, Reporting, and Configuration. Below the navigation bar, there's a 'New' button and a 'Contract' button. The main content area displays the contract details for Sandra Elvis. The contract is titled 'sandra contract'. The details include: Employee (Sandra Elvis), Contract Start Date (01/01/2024), Contract End Date (blank), Working Schedule (Standard 40 hours/week), Salary Structure Type (Employee), Department (Management / Research & Development), Job Position (Experienced Developer), and Contract Type (blank). At the bottom, there's a 'Wage' field showing 5,000.00 / month. There are also tabs for Salary Information and Contract Details.

## Attendance and Time Tracking:

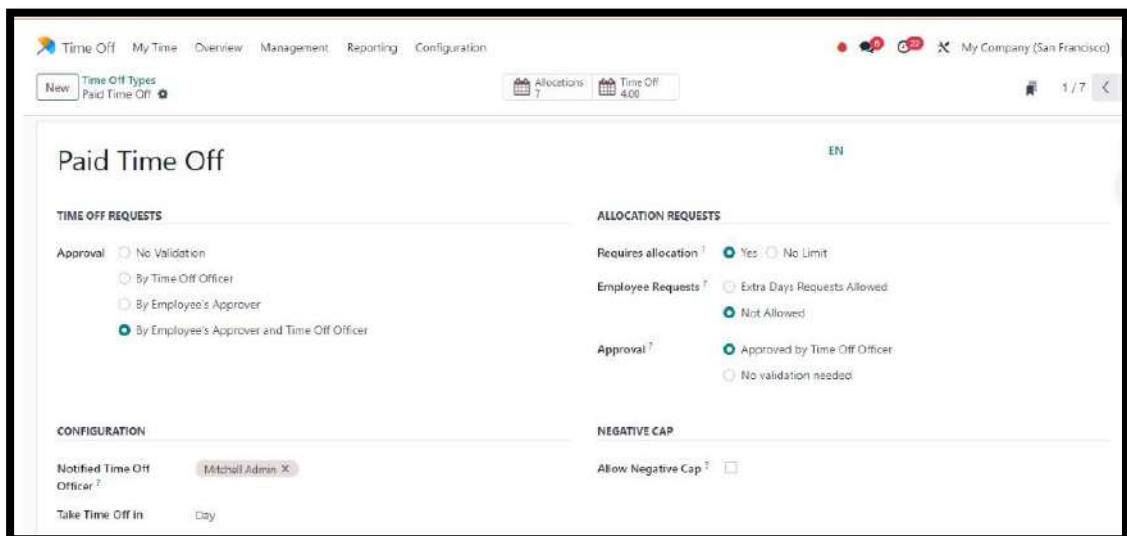
- Record attendance manually via **Employees** → **Attendances**.
- Alternatively, employees can clock in/out using the **Kiosk Mode** or their employee portal.



Employee	Check In	Check Out	Work Hours	Over Time
▼ Sandra Elvis (30)			240:00	00:00
<input type="checkbox"/> Sandra Elvis	30/09/2024 09:00:00	30/09/2024 17:00:00	08:00	00:00
<input type="checkbox"/> Sandra Elvis	29/09/2024 09:00:00	29/09/2024 17:00:00	08:00	00:00
<input type="checkbox"/> Sandra Elvis	28/09/2024 09:00:00	28/09/2024 17:00:00	08:00	00:00
<input type="checkbox"/> Sandra Elvis	27/09/2024 09:00:00	27/09/2024 17:00:00	08:00	00:00
<input type="checkbox"/> Sandra Elvis	26/09/2024 09:00:00	26/09/2024 17:00:00	08:00	00:00
<input type="checkbox"/> Sandra Elvis	25/09/2024 09:00:00	25/09/2024 17:00:00	08:00	00:00
<input type="checkbox"/> Sandra Elvis	24/09/2024 09:00:00	24/09/2024 17:00:00	08:00	00:00
<input type="checkbox"/> Sandra Elvis	23/09/2024 09:00:00	23/09/2024 17:00:00	08:00	00:00
<input type="checkbox"/> Sandra Elvis	22/09/2024 09:00:00	22/09/2024 17:00:00	08:00	00:00
<input type="checkbox"/> Sandra Elvis	21/09/2024 09:00:00	21/09/2024 17:00:00	08:00	00:00

## Configuring Time Off Types:

- Navigate to **Time Off** → **Configuration** → **Time Off Types**.
- Click **Create** to add a new leave type (e.g., **Paid Time Off**, **Sick Leave**, **Unpaid Leave**).
- Define the **Allocation Mode** (e.g., No Allocation, By Employee Request).
- Set rules like **approval policies**, **validity period**, and if **validation** is required.



<b>TIME OFF REQUESTS</b>	<b>ALLOCATION REQUESTS</b>
Approval <input type="radio"/> No Validation	Requires allocation <input checked="" type="radio"/> Yes <input type="radio"/> No Limit
<input type="radio"/> By Time Off Officer	Employee Requests <input type="radio"/> Extra Days Requests Allowed
<input type="radio"/> By Employee's Approver	<input checked="" type="radio"/> Not Allowed
<input checked="" type="radio"/> By Employee's Approver and Time Off Officer	Approval <input checked="" type="radio"/> Approved by Time Off Officer
	<input type="radio"/> No validation needed
<b>CONFIGURATION</b>	<b>NEGATIVE CAP</b>
Notified Time Off Officer <input type="text" value="Mitchell Admin"/>	Allow Negative Cap <input type="checkbox"/>
Take Time Off In <input type="text" value="Day"/>	

## Allocating Time Off:

- To assign leave balances, navigate to **Time Off** → **My Time Off** → **Allocation Request**.
- Create a new allocation by specifying the employee, **time off type**, and the number of days or hours to allocate.
- This will adjust the employee's available leave balance.

The screenshot shows the 'New Allocation' form. At the top, it says 'New Allocation' and 'Allocation of Paid Time Off: 7.00 days to San...'. Below this are tabs for 'Validate' and 'Refuse', and a 'To Approve' button. The form is titled 'Functional Training'. It has fields for 'Time Off Type' (Paid Time Off), 'Allocation Type' (Regular Allocation selected, Accrual Allocation unselected), 'Validity Period' (01/01/2024 to 31/12/2024), and 'Allocation' (7.00 Days). There is also a field for 'Employees' with 'Sandra Elvis' selected. A 'Mode' dropdown is set to 'By Employee'. At the bottom, there is a link to 'Add a reason...'. On the right side, there is a sidebar with a 'To Approve' button and an 'Approved' button.

Once Validated its reflect in employee profile

The screenshot shows the employee profile for Sandra Elvis, an Experienced Developer. The profile includes fields for 'Work Mobile', 'Work Phone', 'Work Email', and 'Company' (My Company (San Francisco)). It also shows 'Department' (Management / Research & Development), 'Job Position' (Experienced Developer), 'Manager' (Marc Demo), and 'Coach' (Marc Demo). At the top, there are tabs for 'Launch Plan', 'Signature Request', and 'Deduct Extra Hours'. A red box highlights the 'Time Off' tab, which shows '7/7 Days'. Other tabs include 'In Contract Since 01/01/2024', 'Org Chart', and 'Extra Hours 32:00'. At the bottom, there are tabs for 'Resume', 'Work Information', 'Private Information', and 'HR Settings'.

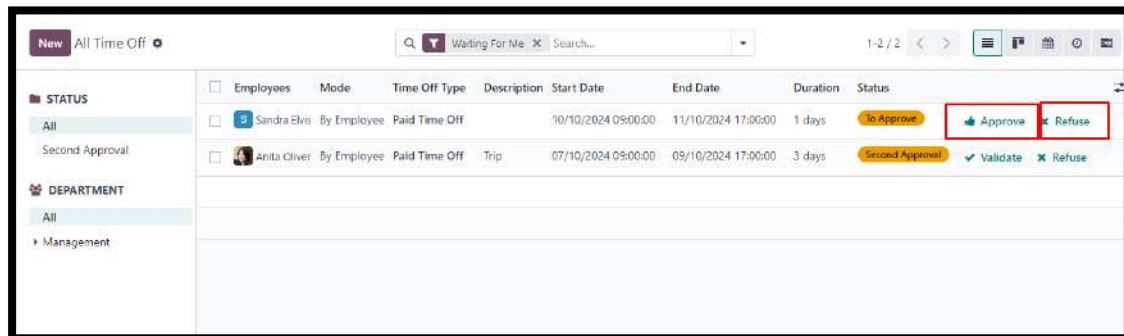
## Managing Time Off Requests:

- Employees can request time off by navigating to **Time Off** → **My Time Off** and clicking **Request Time Off**.
- Choose the **time off type** (e.g., vacation, sick leave), select **dates**, and add a **reason** if necessary.
- Submit the request for manager approval.

The screenshot shows the 'All Time Off' request form for Sandra Elvis. It is titled 'Sandra Elvis on Paid Time Off: 1.00 days (10/10/2024)'. The form has tabs for 'Approve', 'Refuse', and 'Mark as Draft', and a 'To Approve' button. It shows 'Mode' (By Employee), 'Employees' (Sandra Elvis), 'Time Off Type' (Paid Time Off (7 remaining out of 7 days)), 'Dates' (10/10/2024 to 11/10/2024), 'Duration' (1.00 Days), and a 'Description' field. At the bottom, there is a 'To Approve' button and an 'Approved' button.

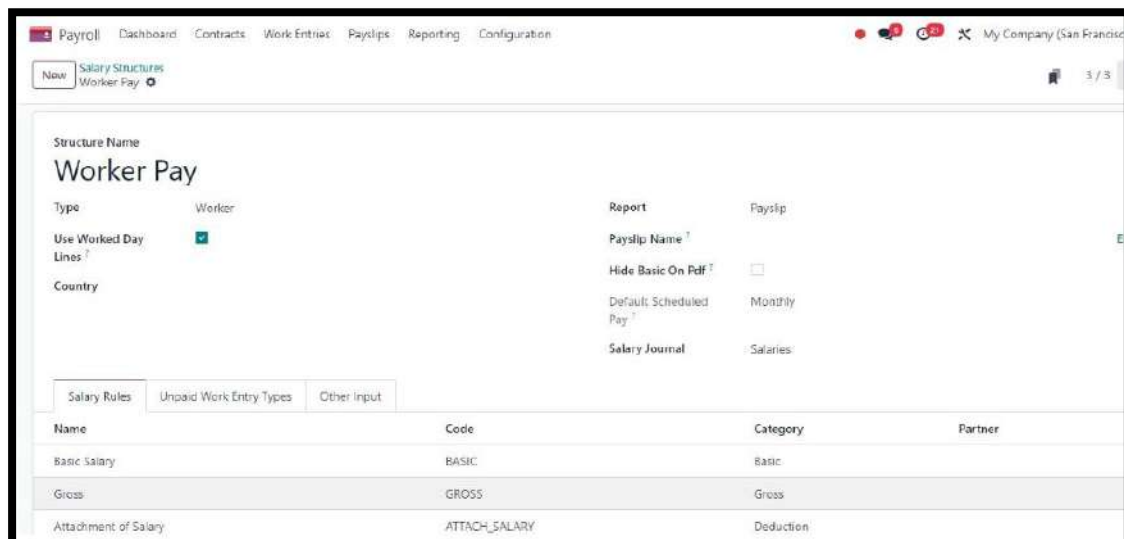
## Approving or Rejecting Requests:

- Managers can approve or reject leave requests by going to **Time Off** → **Time Off Requests**.
- Filter by employee, department, or status (to approve/reject).
- Click on a request to view details and choose **Approve** or **Refuse**.



## Configuring Payroll Structure:

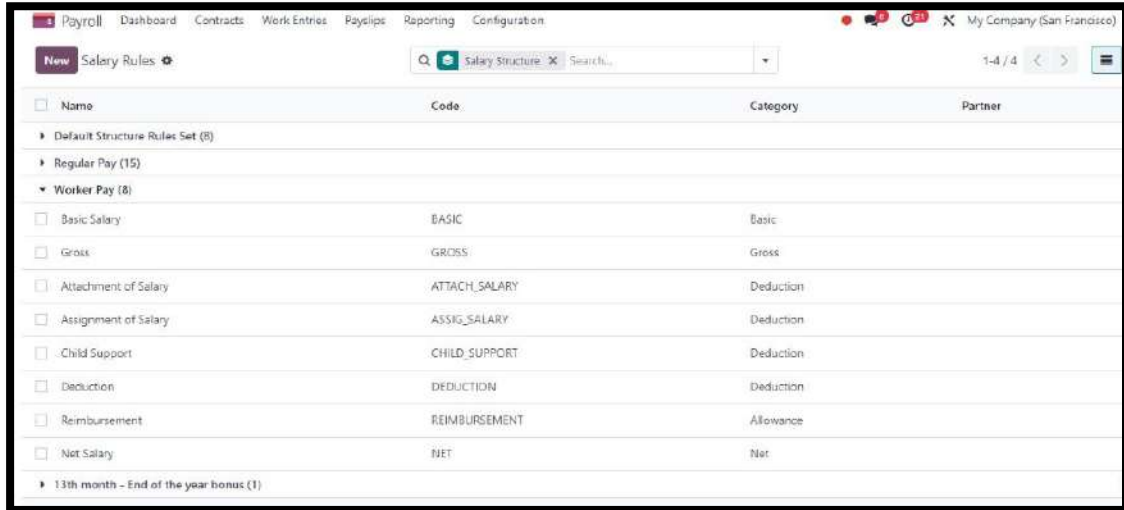
- Navigate to **Payroll** → **Configuration** → **Structure**.
- Create a new payroll structure by defining salary components (e.g., **Basic Salary, Allowances, Deductions, Bonuses**).
- Set up salary rules, such as formulas for calculating taxes, benefits, or deductions.
- Link the payroll structure to specific employees or departments.





## Managing Salary Rules:

- Navigate to **Payroll** → **Configuration** → **Salary Rules**.
- Create salary rules (e.g., income tax, social security, allowances) that will apply during payroll calculations.
- Define conditions, such as limits or formulas, for calculating specific components like bonuses or deductions.

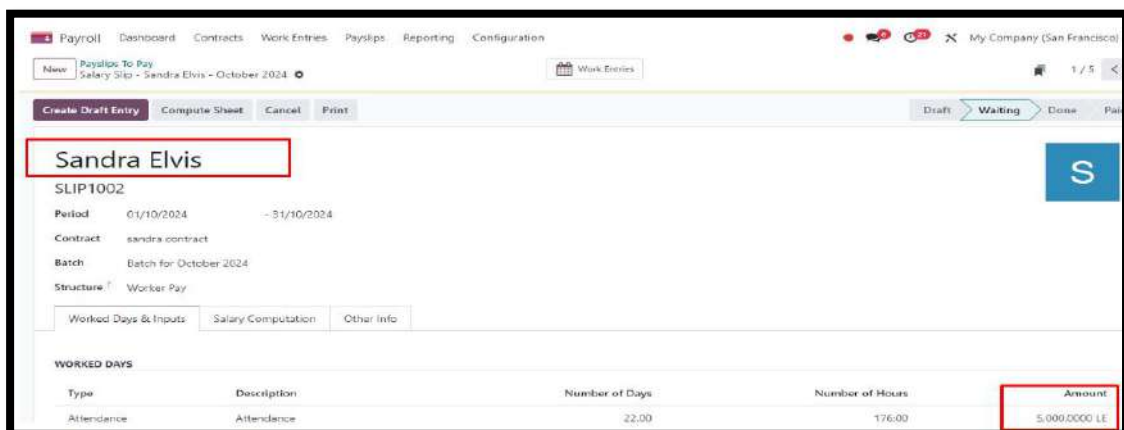


The screenshot shows the 'Salary Rules' configuration page in Odoo. The top navigation bar includes 'Payroll', 'Dashboard', 'Contracts', 'Work Entries', 'Payslips', 'Reporting', and 'Configuration'. The page title is 'New Salary Rules'. A search bar contains 'Salary Structure'. The table lists various salary rules with columns for Name, Code, Category, and Partner. The rules are grouped into sections: 'Default Structure Rules Set (8)', 'Regular Pay (15)', and 'Worker Pay (8)'. The 'Worker Pay' section is expanded, showing rules like 'Basic Salary', 'Gross', 'Attachment of Salary', 'Assignment of Salary', 'Child Support', 'Deduction', 'Reimbursement', and 'Net Salary'. The '13th month - End of the year bonus (1)' is also listed.

Name	Code	Category	Partner
Default Structure Rules Set (8)			
Regular Pay (15)			
Worker Pay (8)			
Basic Salary	BASIC	Basic	
Gross	GROSS	Gross	
Attachment of Salary	ATTACH_SALARY	Deduction	
Assignment of Salary	ASSIG_SALARY	Deduction	
Child Support	CHILD_SUPPORT	Deduction	
Deduction	DEDUCTION	Deduction	
Reimbursement	REIMBURSEMENT	Allowance	
Net Salary	NET	Net	
13th month - End of the year bonus (1)			

## Generating Payslips:

- Navigate to **Payroll** → **Payslips** → **Create**.
- Select the employee, period, and contract to generate the payslip.
- Odoo will automatically calculate the salary based on the defined payroll structure and salary rules.



The screenshot shows the 'Create Draft Entry' form for generating a payslip. The top navigation bar includes 'Payroll', 'Dashboard', 'Contracts', 'Work Entries', 'Payslips', 'Reporting', and 'Configuration'. The page title is 'New Payslips To Pay Salary Slip - Sandra Elvis - October 2024'. The form includes fields for 'Employee' (Sandra Elvis), 'Period' (01/10/2024 - 31/10/2024), 'Contract' (sandra contract), 'Batch' (Batch for October 2024), and 'Structure' (Worker Pay). The 'Create Draft Entry' button is highlighted. The 'Worked Days & Inputs' tab is selected, showing a table of worked days. The 'Amount' field is highlighted with a red box, showing 5,000.0000 LE.

Type	Description	Number of Days	Number of Hours	Amount
Attendance	Attendance	22.00	176.00	5,000.0000 LE

You can **validate** the payslip and **generate** the PDF for distribution

The screenshot shows a single payslip for Sandra Elvis, SLIP1002, for the period 01/10/2024 - 31/10/2024. The interface includes buttons for 'Refund', 'Cancel', 'Print', 'Draft', 'Done', and 'Paid'. The 'Print' button is highlighted with a red box. Below the header, there are tabs for 'Worked Days & Inputs', 'Salary Computation', and 'Other Info'. The 'Worked Days' table shows one entry for 'Attendance' with 22.00 days and 176.00 hours, resulting in an amount of 5,000.0000 LE.

Type	Description	Number of Days	Number of Hours	Amount
Attendance	Attendance	22.00	176.00	5,000.0000 LE

## Payslip Batches:

- To process multiple payslips at once, go to **Payroll** → **Payslip Batches**.
- Create a new batch, add employees, and select the payroll period.
- This allows you to **process payroll** for multiple employees in one go.

The screenshot shows the 'Payslip Batches' interface. A red box highlights the 'Payslips 3' icon. The batch is named 'Batch for October 2024' for the period 01/10/2024 - 31/10/2024, associated with 'My Company (San Francisco)'. Buttons for 'Create Draft Entry', 'Set to Draft', 'New', 'Confirmed', 'Done', and 'Paid' are visible.

## Payroll Reports:

- Go to **Payroll** → **Reporting** → **Payroll Analysis**.
- Generate reports based on salary components, employee, department, or period.
- Analyze costs related to payroll, such as **total salaries**, **deductions**, and **taxes**.

The screenshot shows the 'Payroll Analysis' report. The top navigation bar includes 'Payroll', 'Dashboard', 'Contracts', 'Work Entries', 'Payslips', 'Reporting', and 'Configuration'. The report title is 'Payroll Analysis' with a search filter set to 'Last 365 Days Payslip'. The table displays payroll data for the 'Total' and various departments, including 'Management' and 'Sandra Elvis'.

	# Payslip	Net Wage	Gross Wage	Days of Paid Time Off	Days of Unpaid Time Off
Total	4	26,418.75	29,250.00	0	0
Management	4	26,418.75	29,250.00	0	0
Management	3	18,623.75	20,630.00	0	0
Management / Research & Development	1	7,795.00	8,620.00	0	0
Sandra Elvis	1	7,795.00	8,620.00	0	0

# Accounting

## Configure Chart of Accounts:

- Go to **Accounting** → **Configuration** → **Chart of Accounts**.
- Set up your company's accounts (assets, liabilities, income, expenses).

All	<input type="checkbox"/>	Code	Account Name	Type	Allow Reconciliation	Account Currency	Company	
▶ 1	<input type="checkbox"/>	100001	Liquidity Transfer	Current Assets	<input checked="" type="checkbox"/>		My Company (San Francisco)	<a href="#">View</a>
▶ 2	<input type="checkbox"/>	100011	حساب تقييم المخزون	Current Assets	<input checked="" type="checkbox"/>		My Company (San Francisco)	<a href="#">View</a>
▶ 4	<input type="checkbox"/>	100021	Input	Current Assets	<input checked="" type="checkbox"/>		My Company (San Francisco)	<a href="#">View</a>
▶ 5	<input type="checkbox"/>	100031	Output	Current Assets	<input checked="" type="checkbox"/>		My Company (San Francisco)	<a href="#">View</a>
▶ 9	<input type="checkbox"/>	100041	إجمالي تقييم مخزون	Current Assets	<input checked="" type="checkbox"/>		My Company (San Francisco)	<a href="#">View</a>
	<input type="checkbox"/>	100051	إجمالي تقييم مخزون	Current Assets	<input checked="" type="checkbox"/>		My Company (San Francisco)	<a href="#">View</a>
	<input type="checkbox"/>	100101	Right of use Asset (IFRS 16)	Fixed Assets	<input type="checkbox"/>		My Company (San Francisco)	<a href="#">View</a>
	<input type="checkbox"/>	100102	Accumulated Depreciation right use asset (IFRS 16)	Fixed Assets	<input type="checkbox"/>		My Company (San Francisco)	<a href="#">View</a>
	<input type="checkbox"/>	100103	VAT Receivable	Non-current Assets	<input type="checkbox"/>		My Company (San Francisco)	<a href="#">View</a>
	<input type="checkbox"/>	101001	Bank	Bank and Cash			My Company (San Francisco)	<a href="#">View</a>
	<input type="checkbox"/>	101002	Bank (copy)	Bank and Cash			My Company (San Francisco)	<a href="#">View</a>
	<input type="checkbox"/>	101003	Fluctuations in Reserves	Current Assets	<input checked="" type="checkbox"/>		My Company (San Francisco)	<a href="#">View</a>

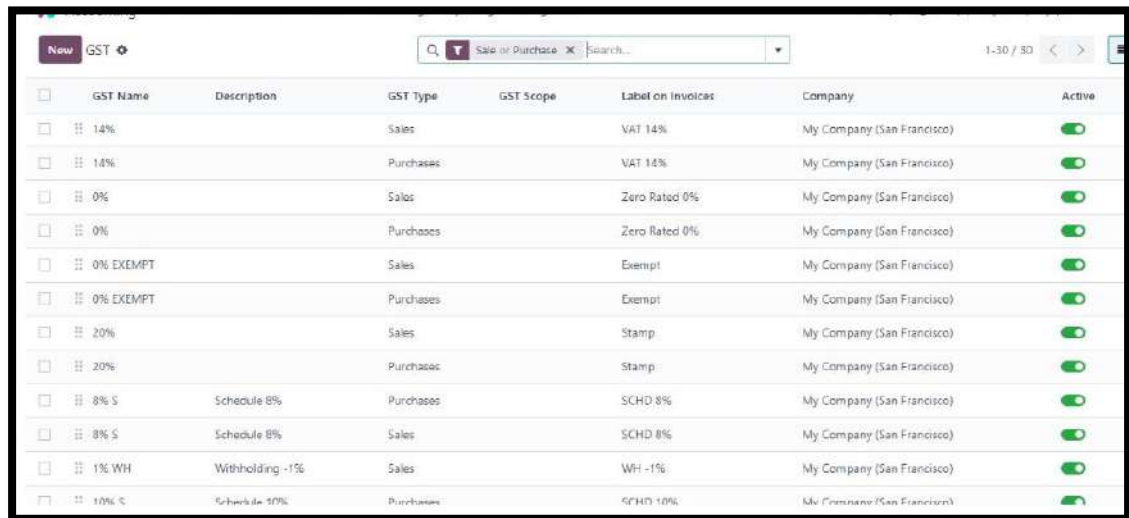
## Reviewing and Modifying Journals:

- Go to **Accounting** → **Configuration** → **Journals** to manage and review existing journals.
- You can configure each journal, like setting the **default accounts**, currency, and payment methods associated with it.

<input type="checkbox"/>	Journal Name	Type	Journal Groups	Short Code	Default Account	
<input type="checkbox"/>	Tax Adjustments	Miscellaneous		TA		<a href="#">View</a>
<input type="checkbox"/>	Customer Invoices	Sales		INV	500001 Sales Account	<a href="#">View</a>
<input type="checkbox"/>	Vendor Bills	Purchase		BILL	400028 Others	<a href="#">View</a>
<input type="checkbox"/>	Miscellaneous Operations	Miscellaneous		MISC		<a href="#">View</a>
<input type="checkbox"/>	Inventory Valuation	Miscellaneous		STI		<a href="#">View</a>
<input type="checkbox"/>	Exchange Difference	Miscellaneous		EXCH		<a href="#">View</a>
<input type="checkbox"/>	Cash Basis Taxes	Miscellaneous		CABA		<a href="#">View</a>
<input type="checkbox"/>	Bank	Bank		BNK1	101001 Bank	<a href="#">View</a>
<input type="checkbox"/>	Cash	Cash		CSH1	105001 Cash	<a href="#">View</a>
<input type="checkbox"/>	IFRS 16	Miscellaneous		IFRS		<a href="#">View</a>
<input type="checkbox"/>	Bank (copy)	Bank		BNK2	101002 Bank (copy)	<a href="#">View</a>

## Managing Taxes:

- Go to **Accounting** → **Configuration** → **Taxes**.
- Set up sales and purchase taxes, including tax rates, tax accounts, and invoicing rules.
- Odoo automatically calculates and applies taxes to invoices and bills.

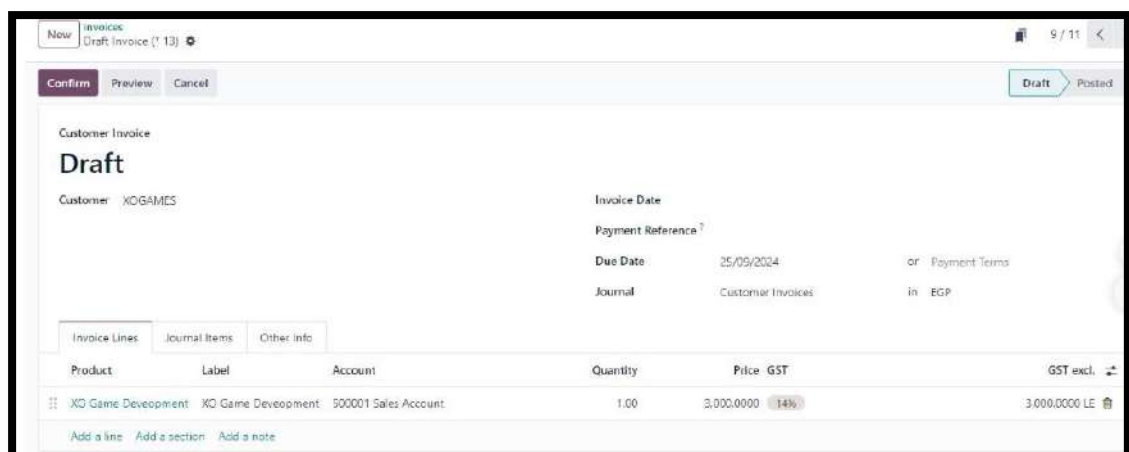


The screenshot shows the 'Taxes' configuration page in Odoo. It features a table with columns: GST Name, Description, GST Type, GST Scope, Label on Invoices, Company, and Active. The table lists various tax rules, including VAT 14% for sales and purchases, Zero Rated 0%, 0% EXEMPT, and Schedule 8% and Withholding -1%.

<input type="checkbox"/>	GST Name	Description	GST Type	GST Scope	Label on Invoices	Company	Active
<input type="checkbox"/>	14%		Sales		VAT 14%	My Company (San Francisco)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	14%		Purchases		VAT 14%	My Company (San Francisco)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	0%		Sales		Zero Rated 0%	My Company (San Francisco)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	0%		Purchases		Zero Rated 0%	My Company (San Francisco)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	0% EXEMPT		Sales		Exempt	My Company (San Francisco)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	0% EXEMPT		Purchases		Exempt	My Company (San Francisco)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	20%		Sales		Stamp	My Company (San Francisco)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	20%		Purchases		Stamp	My Company (San Francisco)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	8% S	Schedule 8%	Purchases		SCHD 8%	My Company (San Francisco)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	8% S	Schedule 8%	Sales		SCHD 8%	My Company (San Francisco)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1% WH	Withholding -1%	Sales		WH -1%	My Company (San Francisco)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	10% S	Schedule 10%	Purchases		SCHD 10%	My Company (San Francisco)	<input checked="" type="checkbox"/>

## Creating Customer Invoices:

- Go to **Customers** → **Invoices** → **Create**.
- Enter the customer's details, add products or services, set the payment terms.
- Validate the invoice to finalize it, and send it to the customer by email.
- Track the status of invoices (e.g., Draft, Paid, Unpaid).



The screenshot shows the 'Create Invoice' page in Odoo. It includes a header with 'New Invoices' and 'Draft Invoice (13)'. Below the header, there are tabs for 'Confirm', 'Preview', and 'Cancel'. The main form area is titled 'Customer Invoice' and 'Draft'. It contains fields for 'Customer' (XOGAMES), 'Invoice Date', 'Payment Reference', 'Due Date' (25/09/2024), 'Journal' (Customer Invoices), and 'Payment Terms' (in EGP). At the bottom, there is a table for 'Invoice Lines' with columns: Product, Label, Account, Quantity, Price, GST, and GST excl. The table shows one line item: 'XO Game Development' with a quantity of 1.00, a price of 3,000.0000, and a GST of 14%.

Product	Label	Account	Quantity	Price	GST	GST excl.
XO Game Development	XO Game Development	500001 Sales Account	1.00	3,000.0000	14%	3,000.0000 LE

## Recording Vendor Bills:

- Navigate to **Vendors** → **Bills** → **Create**.
- Enter vendor details, select purchased products/services, and validate the bill.
- Track due dates and manage payments to vendors.

New Bills Draft Bill (\* 96)

Confirm Cancel Draft Post

Vendor Bill

**Draft**

Vendor: Abigail Peterson

Bill Date: 15/10/2024

Accounting Date: 15/10/2024

Payment Reference ?

Recipient Bank ?

Due Date: 18/10/2024 or Payment Terms

Journal: Vendor Bills in EGP

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

Invoice Lines Journal Items Other Info

Product	Label	Account	Quantity	Price	GST	GST excl.
(DESK0005) Customizable Desk (Custom, White)	(DESK0005) Customizable Desk (Custom, White)	400028 Others	1.00	1,000.0000	14%	1,000.0000 LE

## Managing Payments:

- For **customer invoices**, record payments by going to the invoice and clicking **Register Payment**.
- For **vendor bills**, select the bill and register the outgoing payment.
- Payments can be recorded as **partial** or **full** payments, depending on the situation.

New Bills BILL/2024/10/0002

Register Payment Credits Note Reset to Draft Draft Post

Vendor Bill

**BILL/2024/10/0002**

Vendor: Abigail Peterson

Bill Date: 15/10/2024

Accounting Date: 15/10/2024

Payment Reference ?

Recipient Bank ?

Due Date: 18/10/2024 in EGP

Journal: Vendor Bills

Invoice Lines Journal Items Other Info

Product	Label	Account	Quantity	Price	GST	GST excl.
(DESK0005) Customizable Desk (Custom, White)	(DESK0005) Customizable Desk (Custom, White)	400028 Others	1.00	1,000.0000	14%	1,000.0000 LE

New Invoices INV/2024/00010

Send & Print Register Payment Review Credits Note Reset to Draft Draft Posted

You have outstanding credits for this customer. You can allocate them to mark this invoice as paid.

Customer Invoice

**INV/2024/00010**

Customer: XO GAMES

Invoice Date: 15/10/2024

Payment Reference ? INV/2024/00010

Due Date: 25/09/2024 in EGP

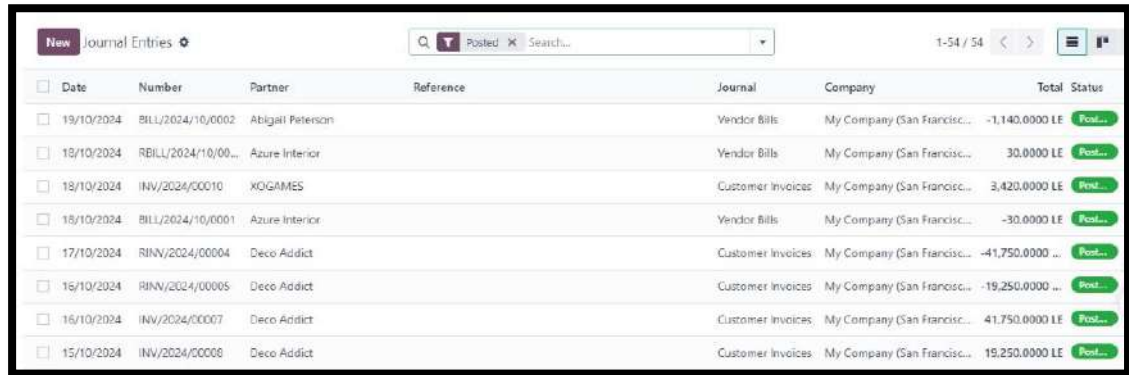
Journal: Customer Invoices

Invoice Lines Journal Items Other Info

Product	Label	Account	Quantity	Price	GST	GST excl.
XO Games Development	XO Games Development	500001 Sales Account	1.00	2,000.0000	14%	2,000.0000 LE

## Automatic Journal Entries:

- Many journal entries are created automatically in Odoo:
  - **Customer Invoices** are recorded in the **Sales Journal**.
  - **Vendor Bills** go to the **Purchase Journal**.
  - **Payments** are recorded in the **Bank Journal** or **Cash Journal**.
  - **Tax entries** are automatically handled through tax configuration.

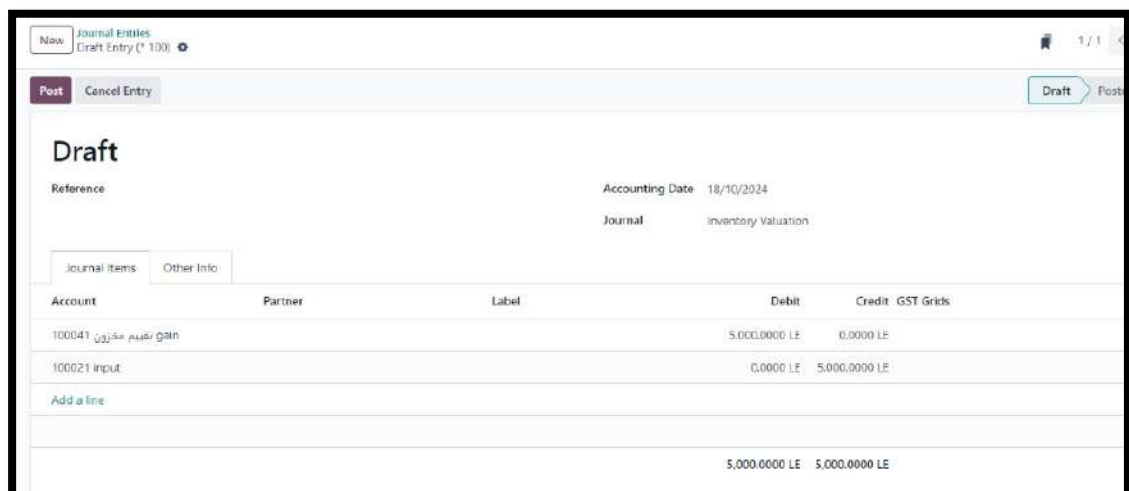


The screenshot shows the 'Journal Entries' view in Odoo. It displays a list of 10 entries, each with a checkbox, date, number, partner, reference, journal, company, total, and status. The entries are automatically generated from various transactions like Vendor Bills, Customer Invoices, and Payments.

<input type="checkbox"/>	Date	Number	Partner	Reference	Journal	Company	Total	Status
<input type="checkbox"/>	19/10/2024	BILL/2024/10/0002	Abigail Peterson		Vendor Bills	My Company (San Francisc...	-1,140.0000 LE	Post...
<input type="checkbox"/>	19/10/2024	RBILL/2024/10/00...	Azure Interior		Vendor Bills	My Company (San Francisc...	30.0000 LE	Post...
<input type="checkbox"/>	18/10/2024	INV/2024/00010	XOGAMES		Customer Invoices	My Company (San Francisc...	3,420.0000 LE	Post...
<input type="checkbox"/>	18/10/2024	BILL/2024/10/0001	Azure Interior		Vendor Bills	My Company (San Francisc...	-30.0000 LE	Post...
<input type="checkbox"/>	17/10/2024	RINV/2024/00004	Deco Addict		Customer Invoices	My Company (San Francisc...	-41,750.0000 ...	Post...
<input type="checkbox"/>	16/10/2024	RINV/2024/00005	Deco Addict		Customer Invoices	My Company (San Francisc...	-19,250.0000 ...	Post...
<input type="checkbox"/>	16/10/2024	INV/2024/00007	Deco Addict		Customer Invoices	My Company (San Francisc...	41,750.0000 LE	Post...
<input type="checkbox"/>	15/10/2024	INV/2024/00008	Deco Addict		Customer Invoices	My Company (San Francisc...	19,250.0000 LE	Post...

## How to Create a Journal Entry:

- Navigate to **Accounting** → **Accounting** → **Journal Entries**.
- Click **Create** to manually create a new journal entry.
- Select the appropriate **Journal** (e.g., Sales, Purchase, Bank, Miscellaneous).
- Fill in details like the **Date**, **Account**, **Partner** (Customer/Vendor), and the **Amount** (Debit/Credit).
- Add **multiple lines** if the transaction involves several accounts (e.g., splitting costs or income).
- Validate the journal entry to finalize it.



The screenshot shows the 'Draft' form for creating a new journal entry in Odoo. It includes fields for Reference, Accounting Date (18/10/2024), and Journal (Inventory Valuation). Below these are tabs for 'Journal Items' and 'Other Info'. The 'Journal Items' tab is active, showing a table with columns for Account, Partner, Label, Debit, Credit, and GST Grids. Two lines are entered: one for '100041 100041 100041' with a debit of 5,000.0000 LE and a credit of 0.0000 LE, and another for '100021 input' with a debit of 0.0000 LE and a credit of 5,000.0000 LE. The total is 5,000.0000 LE on both sides.

Account	Partner	Label	Debit	Credit	GST Grids
100041 100041 100041			5,000.0000 LE	0.0000 LE	
100021 input			0.0000 LE	5,000.0000 LE	
			5,000.0000 LE	5,000.0000 LE	

# Credit Note:

you can create a Credit Note from the Customers or Vendors menu → Credit Notes.  
It is recorded in the accounting books to adjust sales or purchases.

New

Credit Notes

RINV/2024/00004

Customer Credit Note

RINV/2024/00004

Customer

Deco Addict

77 Santa Barbara Rd

Pleasant Hill CA 94523

United States - US12345673

Invoice Date

17/10/2024

Payment Reference ?

Due Date

18/10/2024

Delivery Date

17/10/2024

Journal

Customer Invoices

in EGP

Invoice Lines

Journal Items

Other Info

Product	Label	Account	Quantity	Price	GST	GST excl.
[FURN_8220] Four Person Desk	[FURN_8220] Four Person Desk Four person modern office workstation	500001 Sales Account	5.00	2,350.0000	0%	11,750.0000 LE
[FURN_8999] Three-Seat Sofa	[FURN_8999] Three-Seat Sofa Three Seater Sofa with Lounger in Steel Grey Colour	500001 Sales Account	20.00	1,500.0000	0%	30,000.0000 LE

# Assets:

assets can be managed through Accounting → Assets. Assets are depreciated using Depreciation accounts at specified intervals.

New

Asset Models

cars

Asset Model name

cars

DEPRECIATION METHOD

Method ?

Straight Line

Duration ?

5

Years

Computation

Constant Periods

ACCOUNTING

Company

My Company (San Francisco)

Fixed Asset Account ?

666 cars

Depreciation Account ?

666 cars

Expense Account ?

400048 Vehicle Expenses

Journal

Tax Adjustments

Asset Name

Asset - 5 Years

Asset

Bills

ASSET VALUES

Original Value

LE1,000,0000

Acquisition Date

18/10/2024

Asset Model

CURRENT VALUES

Not Depreciable Value ?

LE0.0000

Book Value ?

1,000.0000 LE

DEPRECIATION METHOD

Method ?

Straight Line

Duration ?

5

Years

Computation

No Prorata

ACCOUNTING

Company

My Company (San Francisco)

Fixed Asset Account ?

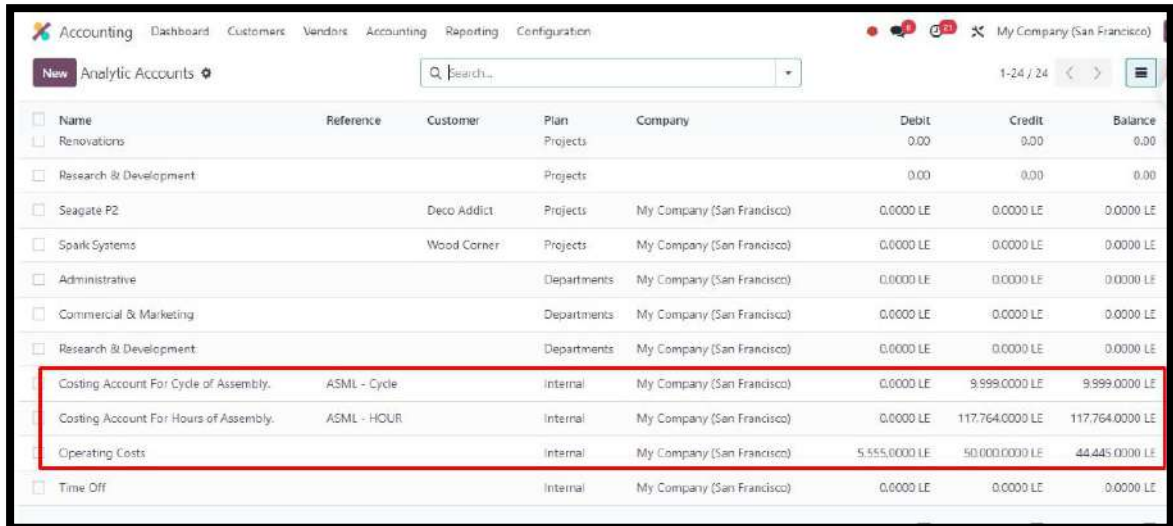
100101 Right of use Asset (FRS 16)

Depreciation Account ?

100101 Right of use Asset (FRS 16)

## Analytic Account:

In Odoo, analytic accounts can be assigned in invoices or expenses to accurately determine project or departmental costs.

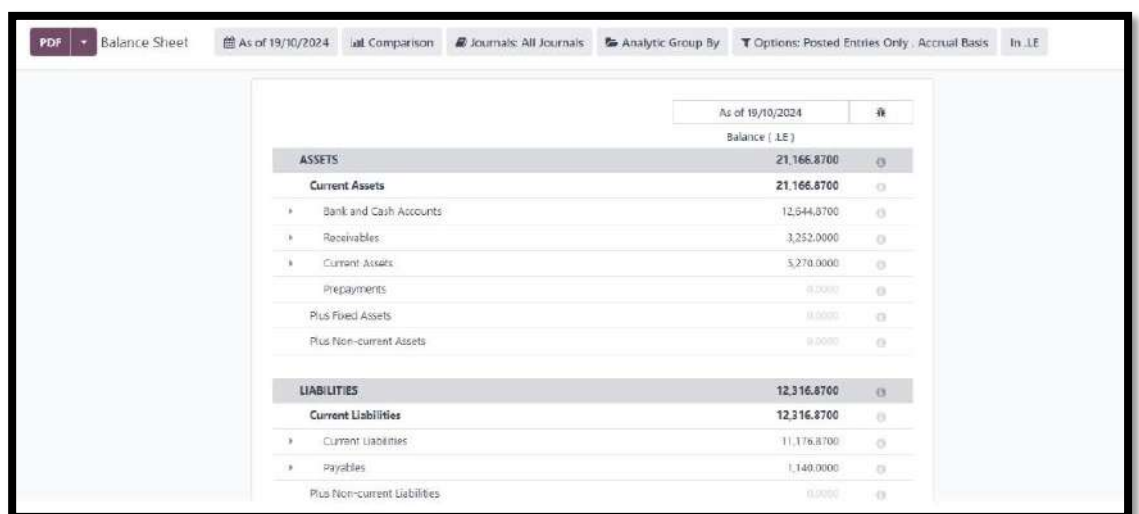


The screenshot shows the 'Analytic Accounts' list in the Odoo Accounting module. The table lists various analytic accounts with columns for Name, Reference, Customer, Plan, Company, Debit, Credit, and Balance. A red box highlights the last three rows of the table.

Name	Reference	Customer	Plan	Company	Debit	Credit	Balance
Renovations			Projects		0.00	0.00	0.00
Research & Development			Projects		0.00	0.00	0.00
Seagate P2		Deco Addict	Projects	My Company (San Francisco)	0.0000 LE	0.0000 LE	0.0000 LE
Spark Systems		Wood Corner	Projects	My Company (San Francisco)	0.0000 LE	0.0000 LE	0.0000 LE
Administrative			Departments	My Company (San Francisco)	0.0000 LE	0.0000 LE	0.0000 LE
Commercial & Marketing			Departments	My Company (San Francisco)	0.0000 LE	0.0000 LE	0.0000 LE
Research & Development			Departments	My Company (San Francisco)	0.0000 LE	0.0000 LE	0.0000 LE
Costing Account For Cycle of Assembly.	ASML - CYCLE		Internal	My Company (San Francisco)	0.0000 LE	9.999.0000 LE	9.999.0000 LE
Costing Account For Hours of Assembly.	ASML - HQUR		Internal	My Company (San Francisco)	0.0000 LE	117.764.0000 LE	117.764.0000 LE
Operating Costs			Internal	My Company (San Francisco)	5.555.0000 LE	50.000.0000 LE	44.445.0000 LE
Time Off			Internal	My Company (San Francisco)	0.0000 LE	0.0000 LE	0.0000 LE

## Generating Financial Reports:

- Navigate to **Accounting** → **Reporting** → **Financial Reports**.
- Generate reports like **Profit & Loss**, **Balance Sheet**, and **Cash Flow**.
- Use filters to analyze specific periods or compare financial data over time.
- Reports like the **Profit & Loss Statement** and **Balance Sheet** are generated based on the entries in the journals.



The screenshot shows the 'Balance Sheet' report in the Odoo Accounting module. The report is for the date 'As of 19/10/2024' and is in 'LE' currency. It displays the balance sheet with columns for ASSETS and LIABILITIES. The total assets are 21,166,8700 LE, and the total liabilities are 12,316,8700 LE.

As of 19/10/2024	
Balance ( LE )	
<b>ASSETS</b>	<b>21,166.8700</b>
<b>Current Assets</b>	<b>21,166.8700</b>
Bank and Cash Accounts	12,944.8700
Receivables	3,252.0000
Current Assets	3,270.0000
Prepayments	0.0000
Plus Fixed Assets	0.0000
Plus Non-current Assets	0.0000
<b>LIABILITIES</b>	<b>12,316.8700</b>
<b>Current Liabilities</b>	<b>12,316.8700</b>
Current Liabilities	11,176.8700
Payables	1,140.0000
Plus Non-current Liabilities	0.0000



PDF ▾ Profit and Loss

2024

Comparison

Journals: All Journals

Analytic Group By

Options: Posted Entries Only, Accrual Basis

In .LE

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

2024

Balance (.LE)

Net Profit	8,850.0000	0
Income	11,600.0000	0
Gross Profit	11,600.0000	0
* Operating Income	11,600.0000	0
Cost of Revenue	0.0000	0
Other Income	0.0000	0
Expenses	2,750.0000	0
* Expenses	2,750.0000	0
Depreciation	0.0000	0

PDF + Cash Flow Statement

Sep 2024 Journals: All Journals T Options: Posted Entries Only In .LE

Sep 2024

Balance (.LE)

▶ Cash and cash equivalents, beginning of period	9,944.6700
Net increase in cash and cash equivalents	7,285.0000
Cash flows from operating activities	9,166.0000
▶ Advance Payments received from customers	9,166.0000
Cash received from operating activities	0.0000
Advance payments made to suppliers	0.0000
Cash paid for operating activities	0.0000
Cash flows from investing & extraordinary activities	0.0000
Cash in	0.0000
Cash out	0.0000
Cash flows from financing activities	0.0000
Cash in	0.0000
Cash out	0.0000
Cash flows from unclassified activities	-1,081.0000
▶ Cash in	114.0000

Thank u

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