Common Finance Functions: Process & Account Mappings

🔹 #1: Paying Contractors for Approved Claims

✅ Step 1: Post Vendor Bill for Approved Claim

Recognizes the liability and the expense

Account	Debit / Credit	Purpose
6100 **Contractor Payments – Client Services**	Debit	Recognize expense
2000 **Accounts Payable**	Credit	Record vendor liability

📒 **Odoo Flow**: Create → Confirm Vendor Bill

✅ Step 2: Pay the Bill (via NACHA)

Relieves A/P and moves funds into "in transit" when using NACHA

Using NACHA, Gusto, or other delayed method:

Account	Debit / Credit	Purpose
2000 **Accounts Payable**	Debit	Clear vendor liability
2400 **Outstanding Payments**	Credit	Funds in transit

📒 **Odoo Flow**: Register Payment → Select NACHA as payment method

✅ Step 3: Reconcile Bank Transaction (NACHA clears)

Matches actual bank movement to pending liability

Account	Debit / Credit	Purpose
2400 **Outstanding Payments**	Debit	Clear ACH pending amount
1000 **BECU Checking**	Credit	Bank withdrawal

📒 **Odoo Flow**: Bank Import → Match transaction to payment

📅 #2: Paying for SaaS and Other Subscriptions

Context:

- **Recurring operating expense**
- Paid monthly via automatic charge (bank or card)
- You only find out about it after it appears in the bank feed
- You do **not** record a vendor bill in advance

Examples:

OpenAI subscription/credits, Zapier, Odoo, etc.

✅ Step 1: Imported Bank Transaction Appears in Odoo

> *The first time this shows up in your books*

Account	Debit / Credit	Purpose
2400 **Outstanding Payments**	Debit	Clear ACH pending amount
1000 **BECU Checking**	Credit	Bank withdrawal