



Savoir-faire
LINUX®



odoo

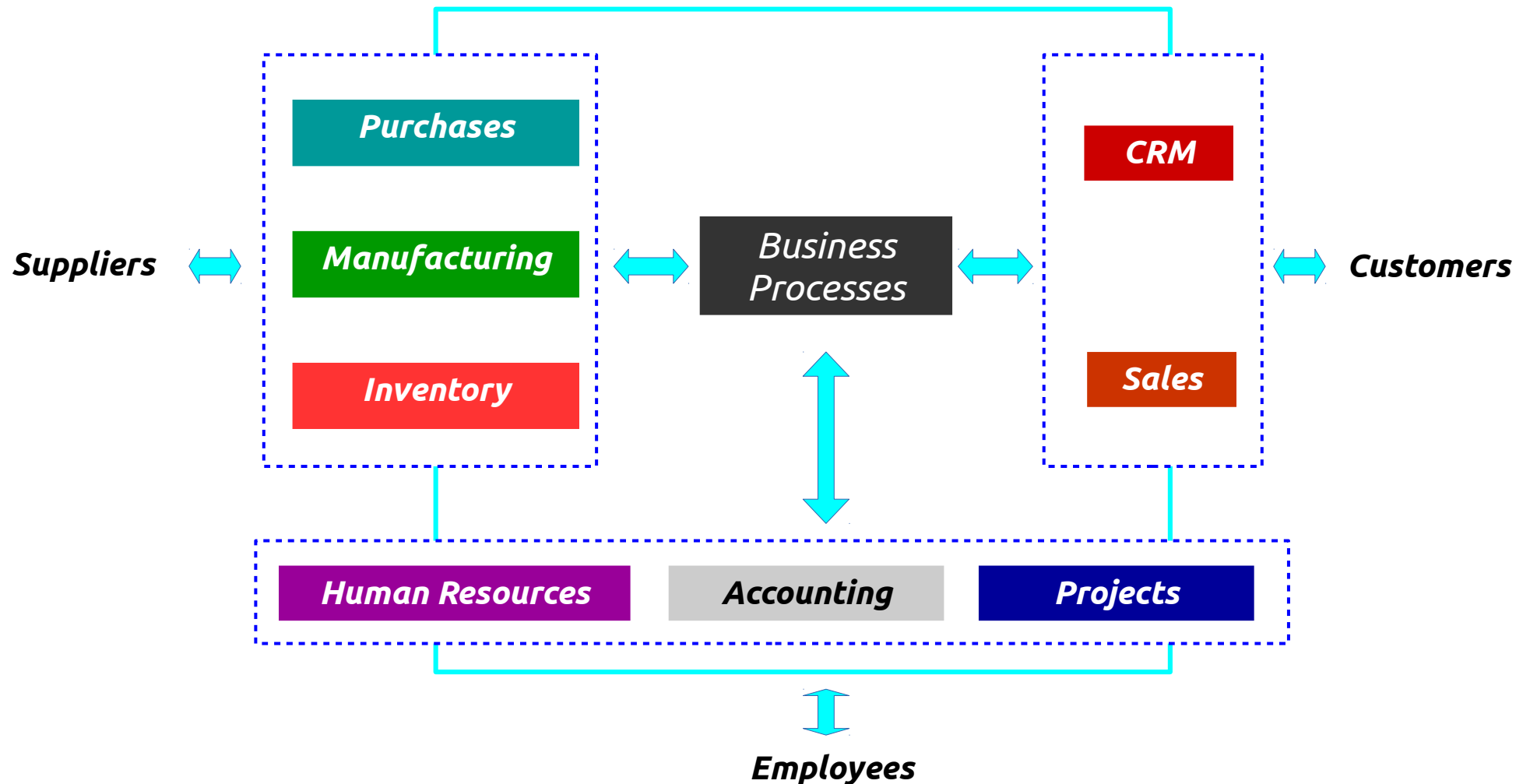
ICTC Training program

Versioning

Version	Date de version	Auteur / Contributeurs	Nature des modifications
2.0	2017-06-09	Julien Jézéquel-Bréard Bruno Joliveau	Diffusion initiale

Summing-up

Integrated Business Process with Odoo



Summing-up / ERP Modules



CRM

- Sales team Management
- Customer Management
- Lead Management
- Opportunities Management
- Help Desk & Support



Sales

- Quotation Management
- Order Management
- Invoice Management
- Products & Pricing Management



Purchases

- Purchasing Management
- Replenishment
- Supplier Management
- Products / Services Management



Inventory

- Inventory Management
- Logistics – In & Out Bound
- Stock Allocation
- Warehouse & Locations Management



Manufacturing

- Production Order
- Bill of Material
- Routing
- Quality & Maintenance
- Lean Manufacturing



Accounting

- Account Receivables
- Account Payables
- Bank & Cash Manage
- Business Analytics
- Set taxes
- Analitic Accounting
- Budget & Forecast



Projects

- Business Strategy
- Ressource & Capacity Planning
- Executive Dashboard & Control
- Key Projects Metrics
- Timesheet & Activity tracking
- Expense Management



Human Resources

- Recruitment
- Employees
- Performance Management
- Compensation
- Training & Development
- Attendance & Leaves
- Expenses



odoo

Accounting Management

Outcomes

- Prepare and process bills, invoices, accounts payable and receivables,
- Manage accounting information for activity and process,
- Manage cost and revenue,
- Measure organizational and operational performance over the Entire Value Chain,
- Planning, budgeting, and forecasting,
- Manage taxation,
- Evaluate and prepare managerial accounting statements.

Summing-up / ERP Modules



CRM

- Sales team Management
- Customer Management
- Lead Management
- Opportunities Management
- Help Desk & Support



Sales

- Quotation Management
- Order Management
- Invoice Management
- Products & Pricing Management



Purchases

- Purchasing Management
- Replenishment
- Supplier Management
- Products / Services Management



Inventory

- Inventory Management
- Logistics – In & Out Bound
- Stock Allocation
- Warehouse & Locations Management



Manufacturing

- Production Order
- Bill of Material
- Routing
- Quality & Maintenance
- Lean Manufacturing



Accounting

- Account Receivables
- Account Payables
- Bank & Cash Manage
- Business Analytics
- Set taxes
- Analitic Accounting
- Budget & Forecast



Projects

- Business Strategy
- Ressource & Capacity Planning
- Executive Dashboard & Control
- Key Projects Metrics
- Timesheet & Activity tracking
- Expense Management



Human Resources

- Recruitment
- Employees
- Performance Management
- Compensation
- Training & Development
- Attendance & Leaves
- Expenses



Accounting Strategies

Strategies and Management Accounting

1. Planning & Configuration

- Tax Logics
- Multi-currency challenges
- Payment conditions and agreements
- Chart of accounts
- Accounting Cycle
- Budget Planning
- Analytical Accounting

2. Operation

- Journal Entries
- Ledger Accounts
- Trial Balance
- Adjustment
- Closing Account & Stock Valuation
- Exceptions Management
(Partial Payment / Crédit note)
- Expenses
- Analytical Accounting Management

3. Performance

- Financial Indicators
- Performance KPI
- Maximization Tools

Accounting definitions

General Accounting (or Legal)

- Legal obligation, supported by the General Ledger for audit by controller
- The aim is to comply to legal obligation
- General accounting is not a tool to manage your business

Operational Accounting (or Analytical)

- Management accounting for directors comity, management and board
- The aim is to support and help business management and decisions

Other Accounting features (extra-accounting)

- Propose payment facilities (Customer credit, differed payment)
- It is not an obligation

Prerequisites and configuration

Accounts Chart

- List of account you will use to register general accountability movements
- Defined for each country

Journals

- Document in which you will input daily accountable operations
- Mandatory document, legal obligation
- Listing and grouping your operations : Sales journal, Negative Sales Journal

Invoicing workflow for products

- Control Purchase Bill and Invoicing Policy

In the product form, invoice on ordered quantities or received / delivered quantities

Accounts to use in products

- Accounting tab : Income (sale) and expense (purchase) account to define
- Price difference account

Prerequisites and configuration

Product Category : Accounts to define

- In product form : Inventory tab : Internal category to edit
- Define Accounts for stock and stock moves valuation for the category
- Define Accounts for income and expense
 - If accounts are defined on the product form, these are used instead

Tax chart

- Comes by default with Account Chart
- May be adjust according to specific needs (Tax exoneration to be identified, or Tax included article)

Fiscal position (Tax and Account mapping)

- Fiscal position is set up onto your company, clients and suppliers
- Allows to detect and apply automatically the applicable tax according to fiscal position
- In each fiscal position, define the tax to use for each possible tax for the applicable fiscal position. Same with accounts.

Fiscal Position	Ontario (ON)	Detect Automatically	<input type="checkbox"/>
Active	<input checked="" type="checkbox"/>		
Company	edu-Inventory Management		
TAX MAPPING ACCOUNT MAPPING			
Tax on Product		Tax to Apply	
GST for sales - 5%		HST for sales - 13%	
GST + PST for sales (BC)		HST for sales - 13%	
GST + PST for purchases (BC)		GST for purchases - 5%	

odoo Accounting

Core Process	Features
Account Receivables	<ul style="list-style-type: none">→ Customer Invoices→ Customer Payments
Account Payables	<ul style="list-style-type: none">→ Supplier Bills→ Pay supplier bills→ Employee Expenses
Bank & Cash	<ul style="list-style-type: none">→ Cash Management→ Bank Management→ Transfers→ Multi-Currency
Miscellaneous	<ul style="list-style-type: none">→ Business Analytics→ Set taxes→ Budget & Forecast→ Reporting→ Analytic Accounting→ Average Cost & Inventory Valuation

Accounting – Overview



→ Invoices & Credit Notes Management / Bill vendors & Payments



→ Journal Entries & Ledger Accounts Management



→ Preparation & Monitoring of Budgets

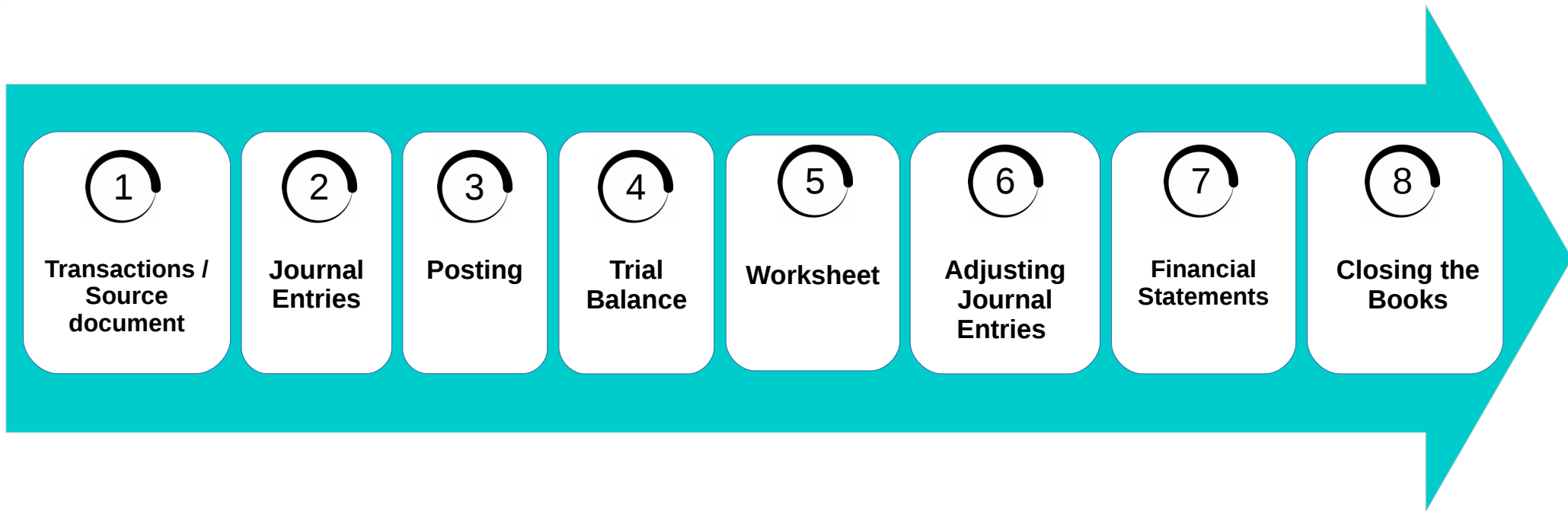


→ Financial Statements



→ Cost Centre Analysis (Analytic Accounting)

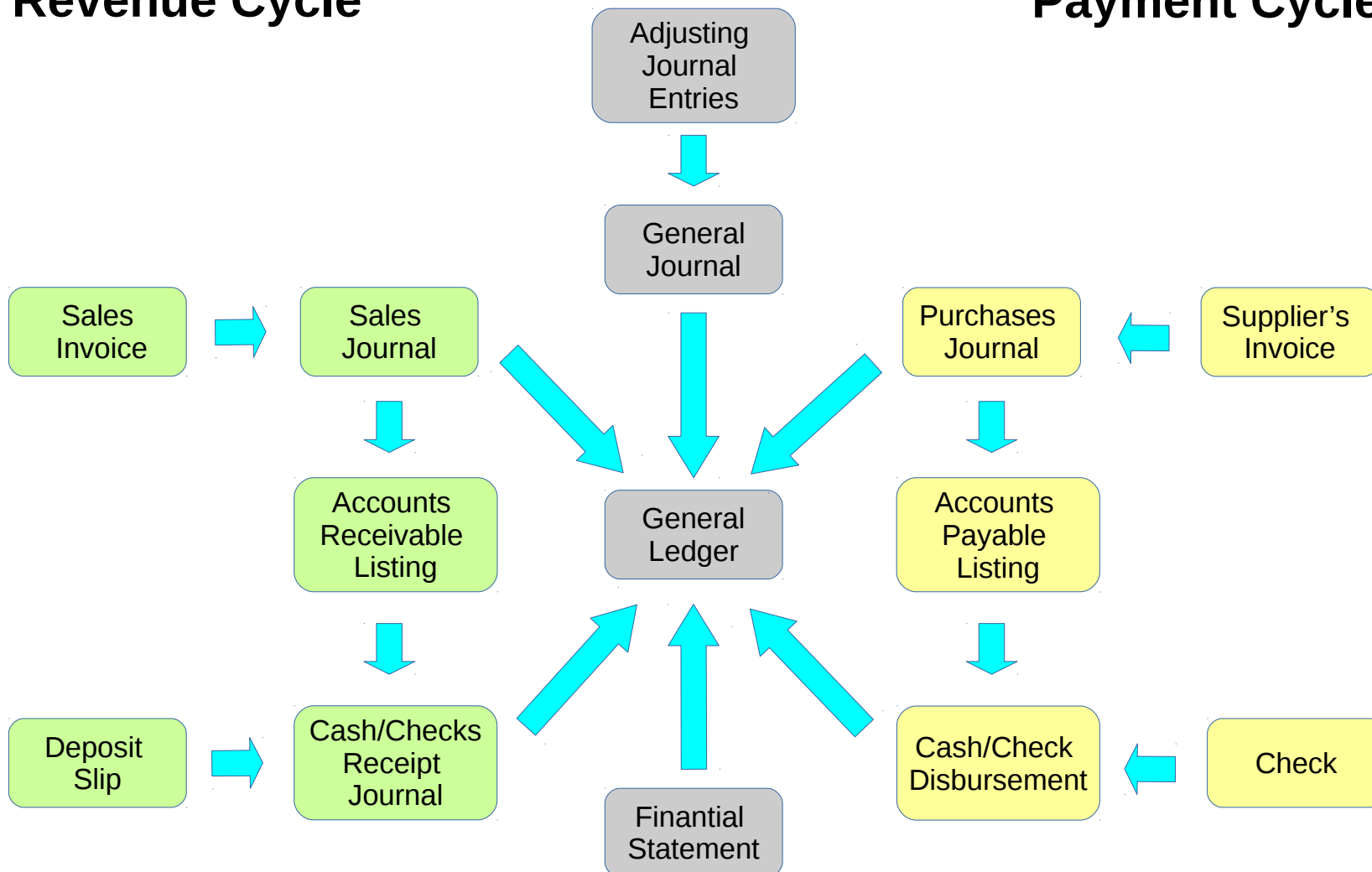
Accounting Cycle



odoo Accounting

Revenue Cycle

Payment Cycle



odoo Accounting – Payment Terms

Payments can be set on:

For Customers

- **A customer:** to apply payment terms automatically on new sale orders or invoices for customers.
- **A quotation:** to apply payment terms on all invoices created from quotation or sale order, but not on order quotation.
- **An invoice:** to apply payment terms on invoices only

For Vendor Bills

- To manage payment terms for vendor bills just the **due date** is enough.
- Use payment terms exactly like in **customer invoices**, to manage vendor terms with several installments.
- **Not due date** if you set a **payment term** on the vendor bill.

odoo Accounting Dashboard

Understanding the accounting dashboard in Odoo :

The screenshot shows the Odoo Accounting Dashboard interface. At the top is a purple navigation bar with the 'Accounting' menu and sub-menus: Dashboard, Sales, Purchases, Adviser, Reports, and Configuration. Below this is a header area with 'Accounting Dashboard' on the left, a 'Favorites' button and a search bar in the center, and a red arrow pointing to a 'More' button on the right with the text 'Click more to get the extended menu'. The main content area contains three panels: 'Customer Invoices', 'Vendor Bills', and 'Bank'. Each panel has a 'More' button in the top right corner. The 'Customer Invoices' and 'Vendor Bills' panels have a 'Payments Matching' option highlighted with a red box. Red arrows point from these boxes to a red circle containing the number '1' at the bottom center. The 'Bank' panel has a 'Reconciliation' section with options like 'Reconcile', 'Reconciliation Mod...', and 'Reconciliation Rep...'. A 'Favorite' star icon is visible at the bottom of each panel.

Customer Invoices	Vendor Bills	Bank
View Invoices Refunds Payments Matching ★ Favorite	View Bills Refunds Payments Matching ★ Favorite	View Bank Statements Search Operations ★ Favorite
New Invoice Refund	New Bill Bill Refund	New Transaction Import Statement Send Money Receive Money Internal Transfer
Reports Invoices Analysis Aged Receivables Customer Stateme... Settings	Reports Bills Analysis Aged Payables Settings	Reconciliation Reconcile Reconciliation Mod... Reconciliation Rep... Settings

1

Batch matching of
payments, invoices and
vendor bills

The background of the image is a dark, textured brick wall. The bricks are arranged in a standard running bond pattern, with visible mortar lines. The overall color is a dark charcoal or black, with some lighter grey tones in the mortar joints.

odoo

Account Receivables

From Invoice to Payment Collection

1. Draft invoice

2. Open or Pro-forma invoices → Validation of draft invoice

3. Send the invoice to customer

4. Payment (Full / Partial payment) → Associated accounting entry has been reconciled with the payment entries

5. Reconcile

6. Payment Follow-up → Follow-up strategy / Customer aging report

7. Profits & Loss → Income statement or Statement of Revenues and Expenses

8. Balance Sheet → Summarize the company's liabilities assets and equity

9. Reporting

WARNING

The following exercises are designed for a specific business case (see CRM training support on <https://github.com/savoirfairelinux/training-odoo>), for a single company, and single currency business context.

Following scenarios exclude every case of para-fiscal tax, and multi-currencies cases, which would take a lot more work to configure the system.

Exercise : Standard payments registration

Full payment tied to an invoice

TO DO

→ Create a sale Order, from Sales module.

Client : Arts Bapista, Article : Korazar#1 (White), Qty : 10 gals. Note your SO number.

→ Confirm the sale and create the invoice from the SO form (**[Create Invoice]** button). Select 'Invoiceable lines (deduct down payments)'.

→ Go to the Accounting module, on your Dashboard, in the Customer invoices pad, you have an invoice to validate. Click it.

→ From the Invoice form, validate the Invoice, and Register Payment. Select Bank.

→ Validate. Your invoice has been updated with payment date and payed amount.

Exercise : Partial payments registration

Multiple partial payments tied to an invoice

- Duplicate the SO you have just created.
- Confirm the sale and create the invoice from the SO form ([**Create Invoice**] button).
Select 'Invoiceable lines (deduct down payments)'.
- *Go to the Accounting module, on your Dashboard, in the Customer invoices pad, access the invoice and validate it.*
- *From the Invoice form, click Register Payment (select Bank).*
- *The amount paid is 80 \$ CAD. Tick Keep open so that you can register others payments on the Invoice.*
- *Your invoice has been updated with payment date, payed amount and the amount due.*
- *Complete with another payment to close the Invoice.*

Accounting – Registering multiple payments

Paying an invoice

- The payment is automatically reconciled with the invoice reducing the amount due.
- Multiple payments linked to the same invoice.

The screenshot displays the 'Accounting' software interface. At the top, a navigation bar includes 'Accounting', 'Dashboard', 'Sales', 'Purchases', 'Adviser', 'Reports', and 'Configuration'. The main header shows the breadcrumb 'Accounting Dashboard / Customer Invoices / INV/2016/0013'. Below this, a row of action buttons is visible: 'EDIT', 'CREATE', 'REGISTER PAYMENT' (highlighted with a red box), 'REFUND INVOICE', and 'CANCEL INVOICE'. To the right, a status bar shows 'DRAFT', 'OPEN', and 'PAID' (all highlighted with a red box). The main content area displays the invoice details for 'INV/2016/0013'. The customer is 'PaintColor' with payment terms '98% 5 days, balance 30'. The invoice date is '12/12/2016', the salesperson is 'Administrator', the sales team is 'Direct Sales', and the currency is 'USD'. Below this, a table lists the invoice lines. The first line is 'IND009' with a description 'IND009', account '200000 Product Sales', quantity '300.000', unit price '10.00', discount '0.00', tax 'Tax 15.00%', and amount '\$ 3,000.00'. At the bottom right, a summary section shows 'Untaxed Amount : \$3,000.00', 'Tax : \$450.00', and 'Total : \$3,450.00'. A payment entry is listed below: 'Paid on 12/13/2016 \$ 3,381.00' (highlighted with a red box). The final 'Amount Due' is '\$69.00'.

Product	Description	Account	Analytic Account	Analytic Tags	Quantity	Unit Price	Discount (%)	Taxes	Amount
IND009	IND009	200000 Product Sales			300.000	10.00	0.00	Tax 15.00%	\$ 3,000.00

Untaxed Amount :	\$3,000.00
Tax :	\$450.00
Total :	\$3,450.00
Paid on 12/13/2016	\$ 3,381.00
Amount Due :	\$69.00

Exercise : Uncomplete payment

Uncomplete payments tied to an invoice

Case : You have sold products to your client and he has sent you a payment with an insignificant difference of amount. You want to register the payment and close the bill.

- Duplicate the SO you have just created.
- Confirm the sale and create the invoice from the SO form. Select 'Invoiceable lines (deduct down payments)'.
- *Go to the Accounting module, on your Dashboard, in the Customer invoices pad, you have an invoice to validate. Click it.*
- *On the Invoice form, register a payment (Bank) of 135 \$ (of 135.60). Select Mark invoice as fully paid, and select the account Undistributed Profit/Losses.*

Registering payment not linked to an invoice

Accounting Dashboard **Sales** Purchases Adviser Reports Configuration

Payments

CREATE IMPORT

Customer Invoices
Payments
Customers Statement
Customers
Sellable Products

Payment Date	Name	Payment Journal
05/18/2017	CUST.IN/2	Bank (CAD)
05/18/2017	CUST.IN/2017/0009	Bank (CAD)
05/18/2017	CUST.IN/2017/0008	Bank (CAD)
05/18/2017	CUST.IN/2017/0007	Bank (CAD)

Payment Type

☐ Send Money
☒ Receive Money
☐ Internal Transfer

Payment Date 05/18/2017

Memo

Payment Transaction

Customer Canadian Art Inc

Payment Journal Bank (CAD)

Payment Amount 123 \$ CAD

Exercise : Registering payments

Payments not tied to an invoice

TO DO

- Create a new payment from Accounting module, Sales drop down list (register a payment). Amount = 1155 \$. Type = Receive money.
- Although the payment is not linked to an invoice, it can easily be reconciled on an invoice later on.
- *Create a SO from Sales modules : Client = Canadian Arts, Article = Intervinyl#1 (White), Qty = 100. Confirm Sales and create Invoice. Amount should be 1155 \$.*
- *Go to Accounting module and click 'Manual payments and Invoices matching' in Adviser drop down list. Process the reconciliation.*

Accounting Dashboard Sales Purchases Adviser Reports Configuration

Invoices & Payments Matching

Journal Items to Reconcile

0 / 1

AUTOMATIC RECONCILIATION

Canadian Art Inc		115100	RECONCILE
2017-05-18	INV/2017/0010	1,155.00 \$	
2017-05-18	BNK1/2017/0007: Customer Payment		1,155.00 \$
Filter...			< >
2017-03-16	INV/2017/0001	1,215.00 \$	

Tip: Hit CTRL-Enter to reconcile all the balanced items in the sheet.

Exercise : Refund payment

Paid invoice to refund because of a product return

TO DO

- In Sales module, take one of the Sale order you have created (or create a new one) and create the invoice. Register the payment if not already done on the Invoice.
- *Go on the Invoice form, and click Refund Invoice*
- *Select 'Create draft refund'*
- *Indicate the reason of the operation*
- *Register the payment of the refund.*

Exercise : Creating an invoice with a cash discount

Case Study – Customer Paintcolor

Canadian Colors offer a 2% discount on an invoice due in 30 days if the customer Paintcolor were to pay within the first 5 days of receiving the invoice.

Configuration ► Management ► Payment Terms ► Create

TO DO

- *Configure the payment term in Accounting > Configuration > Payment terms*
- *Create a model of entry for all cash discounts - To do that, from the Accounting application dashboard, click on the "More" link on the bank and choose the option "Reconciliation Models".*
- *Create a new Sale order (select the payment term right after having selected the client) and process the payment*

odoo Accounting - Payment terms

The image shows two screenshots of the Odoo Accounting interface. The top screenshot displays the 'Payment Terms' configuration page for a term named '98% 5 days, balance 30'. The term is active and has a description: 'Invoice payable within 30 days, but 2% cash discount rewarded if paid within 5 days'. Below the description is a table of terms:

Due Type	Value	Number of Days
Percent	98.000000	5 Day(s) after the invoice date
Balance	0.000000	30 Day(s) after the invoice date

A red arrow points from the 'Balance' row of the table to the bottom screenshot. The bottom screenshot shows the 'Open: Terms' modal window for editing the term. The modal has two sections: 'Term Type' and 'Due Date Computation'.

Term Type

- ☒ Balance
- ☐ Percent
- ☐ Fixed Amount

Due Date Computation

Number of Days: ☒ Day(s) after the invoice date

- ☐ Day(s) after the end of the invoice month (Net EOM)
- ☐ Last day of following month
- ☐ Last day of current month

30 days

Buttons: SAVE & CLOSE, SAVE & NEW, DISCARD

odoo Accounting - Payment discounts

Accounting Dashboard

Accounting Dashboard

Customer Invoices
Sale

NEW INVOICE

5 Invoices to validate
8 Awaiting payments

\$ 360.95
\$ 527,324.68

Vendor Bills
Purchase

NEW BILL

1 Draft bills
2 Payments to do

\$ 14.00
\$ 15,749.99

Bank
Bank

View

Bank Statements
Search Operations

New

Transaction
Import Statement
Send Money
Receive Money
Internal Transfer
Batch Deposit

Reconciliation

Reconcile
Reconciliation Models
Reconciliation Report

1-5 / 5

Button Label

Cash Discount

Account	521804 Cash discounts	Journal Item Label	Cash Discount
Amount type	Percentage of balance	Amount	100.00 %
Tax		Journal	Bank (CAD)
Analytic Account			
Company	edu-Inventory Management		

☐ Add a second line

odoo Accounting - Payment discounts

Once you have created your invoice with this payment term, you can verify in the Journal items list (Accounting > Adviser) that you have 2 different lines for your Invoice, with 2 different due dates.

Accounting

Dashboard

Sales

Purchases

Adviser

Reports

Configuration

@

Julien Jézéquel-Bréard (edu-training-north-bay)

Journal Items

Search...

Filters

Group By

Favorites

1-7 / 7

<input type="checkbox"/>	Date	Journal Entry	Journal	Label	Reference	Partner	Account	Analytic Account	Matching Number	Debit	Credit	Amount currency	Due date
<input type="checkbox"/>	06/09/2017	INV/2017/0002	Customer Invoices (CAD)	/		Arts Bapista	115100 Customers Account			27.97 \$	0.00 \$	0.00	07/09/2017
<input type="checkbox"/>	06/09/2017	INV/2017/0002	Customer Invoices (CAD)	/		Arts Bapista	115100 Customers Account			1,370.63 \$	0.00 \$	0.00	06/14/2017
<input type="checkbox"/>	06/09/2017	INV/2017/0002	Customer Invoices (CAD)	GST for sales - 5%		Arts Bapista	213100 GST to pay			0.00 \$	66.60 \$	0.00	06/09/2017
<input type="checkbox"/>	06/09/2017	INV/2017/0002	Customer Invoices (CAD)	Korazar#1 (Blue)		Arts Bapista	411000 Inside Sales			0.00 \$	1,332.00 \$	0.00	06/09/2017
<input type="checkbox"/>	03/16/2017	INV/2017/0001	Customer Invoices (CAD)	/		Canadian Art Inc	115100 Customers Account			1,260.00 \$	0.00 \$	0.00	03/16/2017
<input type="checkbox"/>	03/16/2017	INV/2017/0001	Customer Invoices (CAD)	GST for sales - 5%		Canadian Art Inc	213100 GST to pay			0.00 \$	60.00 \$	0.00	03/16/2017
<input type="checkbox"/>	03/16/2017	INV/2017/0001	Customer Invoices (CAD)	Scaffolding		Canadian Art Inc	411000 Inside Sales			0.00 \$	1,200.00 \$	0.00	03/16/2017
										2,658.60	2,658.60		

odoo Accounting - Payment discounts

Accounting Dashboard

Accounting Dashboard

Customer Invoices
Sale

NEW INVOICE

5 Invoices to validate
8 Awaiting payments

\$ 360.95
\$ 527,324.68

Vendor Bills
Purchase

NEW BILL

1 Draft bills
2 Payments to do

\$ 14.00
\$ 15,749.99

Bank
Bank

View

Bank Statements
Search Operations

New

Transaction
Import Statement
Send Money
Receive Money
Internal Transfer
Batch Deposit

Reconciliation

Reconcile
Reconciliation Models
Reconciliation Report

1-5 / 5

Button Label

Cash Discount

Account	521804 Cash discounts	Journal Item Label	Cash Discount
Amount type	Percentage of balance	Amount	100.00 %
Tax		Journal	Bank (CAD)
Analytic Account			
Company	edu-Inventory Management		

☐ Add a second line

odoo

Account Payables

From Vendor Bill to Payments

1. Record a new Vendor Bill



Purchases – Vendor Bills

2. Validate the Vendor Bill



Account Payables / Taxes / Goods Received

3. Pay a Bill



Payment Method / Printing Vendor Checks

4. Reporting



Aged payable balance / Business Statement / Aged Payable

Exercise : Pay several bills with one payment

Canadian Colors purchase inputs for production like plastic paint containers from the supplier « Multiplastic ».

- Due to the capacity of this supplier, he provides products from two regions of Canada: Ontario and Quebec.
- Canadian Colors will buy 10.000 and 5.000 units for its production of Ontario and Quebec respectively.
- Simulate different taxes for these two regions. Ontario - Tax 8% and Quebec 15%.
- Payment agreement of 15 days after receiving the goods.

TO DO

- *Register two purchase orders of supplies for this same supplier*
- *Create Vendors Bills*
- *Pay these bills with one payment and altogether*

odoo Accounting – Register payment

Accounting Dashboard Sales Purchases Adviser Reports Configuration

Vendor Bills

CREATE IMPORT

Print Action

Search...

1-8 / 8

Vendor	Bill Date	Number	Vendor Reference	Source Document	Total	To Pay	Status
<input type="checkbox"/> ASUSTeK	12/15/2016	BILL/2016/0002				\$ 700.00	\$ 0.00 Draft
<input type="checkbox"/> ASUSTeK	12/13/2016	BILL/2016/0012			\$ 5,749.99	\$ 5,749.99	Open
<input checked="" type="checkbox"/> Multiplastic	12/13/2016	BILL/2016/0011	01/13/2017		\$ 10,000.00	\$ 10,000.00	Open
<input checked="" type="checkbox"/> Multiplastic	12/13/2016	BILL/2016/0011	01/13/2017		\$ 20,000.00	\$ 20,000.00	Open
<input type="checkbox"/> supplier 1	12/13/2016	BILL/2016/0010	01/31/2017		\$ 20.00	\$ 20.00	Open
<input type="checkbox"/> ASUSTeK	12/13/2016	BILL/2016/0003	01/31/2017		\$ 20.00	\$ 20.00	Open
<input type="checkbox"/> Camptocamp	12/01/2016	BILL/2016/0001	01/31/2017		\$ 14.00	\$ 0.00	Draft
<input type="checkbox"/> Camptocamp	12/01/2016	BILL/2016/0001	01/31/2017		\$ 10,000.00	\$ 10,000.00	Open
					30,000.00	30,000.00	

Export
Delete
Register Payment
Confirm Draft Invoices
Send Invoices by post

Accounting Dashboard Sales Purchases Adviser Reports Configuration

Vendor Bills

CREATE IMPORT

1-8 / 8

To Pay Status

\$ 700.00	\$ 0.00	Draft
\$ 5,749.99	\$ 5,749.99	Open
\$ 10,000.00	\$ 10,000.00	Open
\$ 20,000.00	\$ 20,000.00	Open
\$ 20.00	\$ 20.00	Open
\$ 20.00	\$ 20.00	Open
\$ 14.00	\$ 0.00	Draft
\$ 10,000.00	\$ 10,000.00	Open
30,000.00	30,000.00	

Register Payment

Payment Journal Bank (USD) Payment Date 12/13/2016

Payment Method Type ☒ Manual ☐ Check ☐ SEPA Credit Transfer

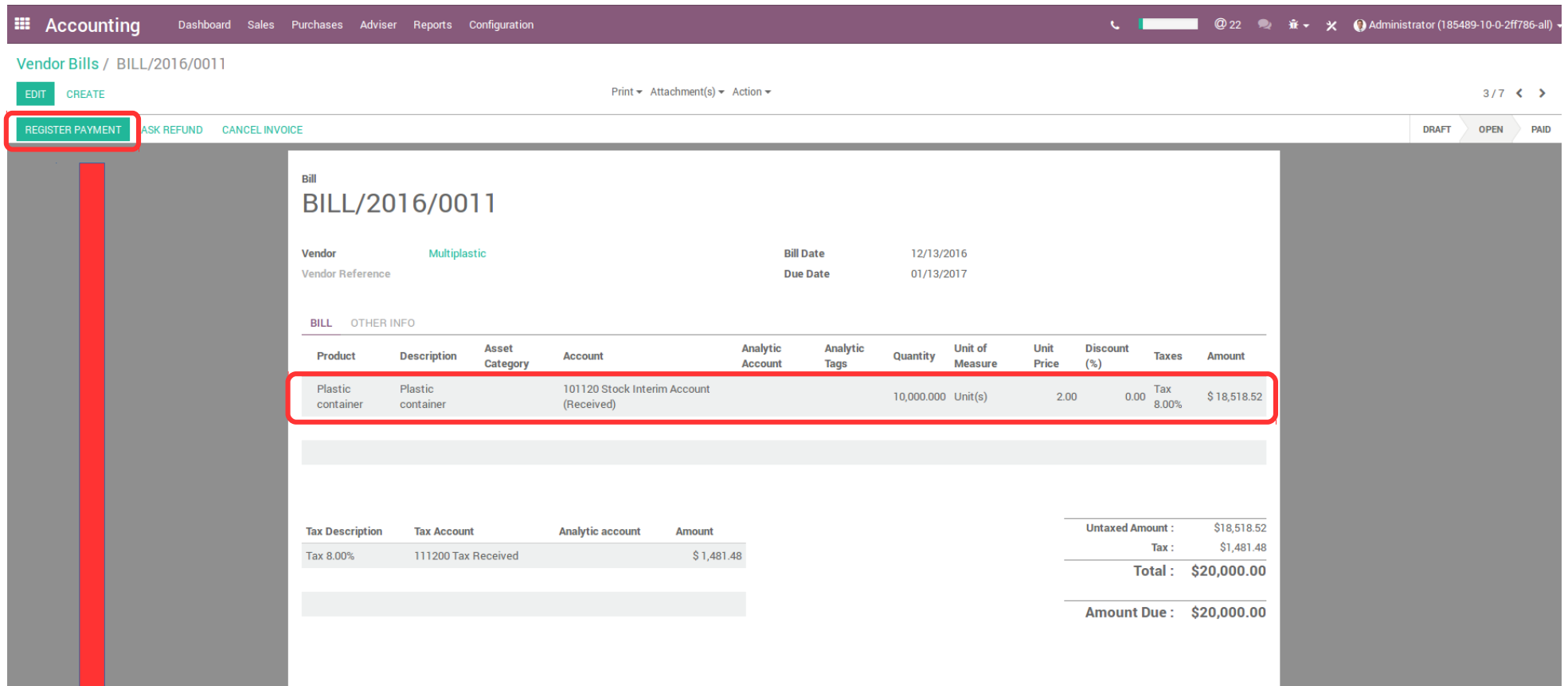
Memo

Payment Amount \$30,000.00

VALIDATE CANCEL

odoo Accounting – Tax-Included Prices

Vendor Bill example with taxes included in price



The screenshot displays the Odoo Accounting interface for a Vendor Bill (BILL/2016/0011). The interface includes a top navigation bar with 'Accounting' and various menu items. Below the navigation bar, there are buttons for 'EDIT', 'CREATE', 'REGISTER PAYMENT', 'ASK REFUND', and 'CANCEL INVOICE'. The 'REGISTER PAYMENT' button is highlighted with a red box. A large red arrow points from this button down to the text at the bottom of the slide. The main content area shows the bill details, including the Vendor 'Multiplastic', Bill Date '12/13/2016', and Due Date '01/13/2017'. A table lists the bill items, with one item highlighted: 'Plastic container' with a quantity of 10,000.000, unit price of 2.00, and a total amount of \$18,518.52. The bottom right corner shows the total amount due as \$20,000.00.

Product	Description	Asset Category	Account	Analytic Account	Analytic Tags	Quantity	Unit of Measure	Unit Price	Discount (%)	Taxes	Amount
Plastic container	Plastic container		101120 Stock Interim Account (Received)			10,000.000	Unit(s)	2.00	0.00	Tax 8.00%	\$ 18,518.52

Tax Description	Tax Account	Analytic account	Amount
Tax 8.00%	111200 Tax Received		\$ 1,481.48

Untaxed Amount :	\$18,518.52
Tax :	\$1,481.48
Total :	\$20,000.00
Amount Due :	\$20,000.00

Using this option, the invoice is paid and the reconciliation is done automatically

Exercise : Register TAXI product to manage your employees expenses

This exercise is designed for the specific purpose of Accountability, but Odoo offers a specific module to manage expenses

Canadian Colors wants to register a TAXI product in its system so that employees can register their expenses with the according product for Tips.

- Create a new product named 'Taxi', this product can only be purchased.
- Go to the Accounting module, find the applicable tax in Ontario
- Create a new tax-included tax by duplicating the existing one, and adjust it accordingly

odoo Create a new tax for tax-included

Accounting Dashboard Sales Purchases Adviser Reports Configuration

Accounting Dashboard

Customer Invoices
Sale

Settings
Accounting
Taxes
Fiscal Positions
Bank Accounts
Journals

☐ + HST for purchases - 13% Purchases HST13_PURC

Taxes / HST for purchases - 13%

EDIT CREATE

Attachment(s) Action

Delete
Duplicate
Net Tax Lines
Tax Lines
Net Tax Lines
Tax Lines

Tax Name HST for purchases - 13%

Purchases

DEFINITION ADVANCED OPTIONS

Tax Computation Percentage of Price

Amount 13.0000%

Tax Account 118310 HST receivable - 13%

Tax Account on Refunds 118310 HST receivable - 13%

odoo Set a tax-included tax

Rename your tax to easily identify it, and tick 'Included in price'

Taxes / HST for purchases - 13% (Copy)

SAVE

DISCARD

20 / 20 <

Tax Name HST for purchases tax-inc - 13%

Tax Scope Purchases

DEFINITION ADVANCED OPTIONS

Label on Invoices HST13_PURC

Tax Group Taxes

Tags HST13_PURC x

Include in Analytic Cost ☐

Company edu-Inventory Management

Included in Price ☒

Affect Base of ☒

Subsequent Taxes

Tax adjustment ☐

odoo Set a tax-included product

Purchases

PurchaseControlReportsConfiguration

@Julien Jézéquel-Bré

Products / New

SAVEDISCARD

Active

Unpublished
On Website

0
Attachments

0
Purchases

0
Sales

0
File

Product Name

TIPS

☐ Can be Sold

☒ Can be Purchased

☐ Can be Expensed

GENERAL INFORMATION

INVENTORY

VARIANTS

INVOICING

NOTES

Income Account

Expense Account

Customer Taxes

Vendor Taxes

Price Difference
Account

HST for purchases tax-inc - 13% x

odoo

Analytic Accounting

Analytic Accounting

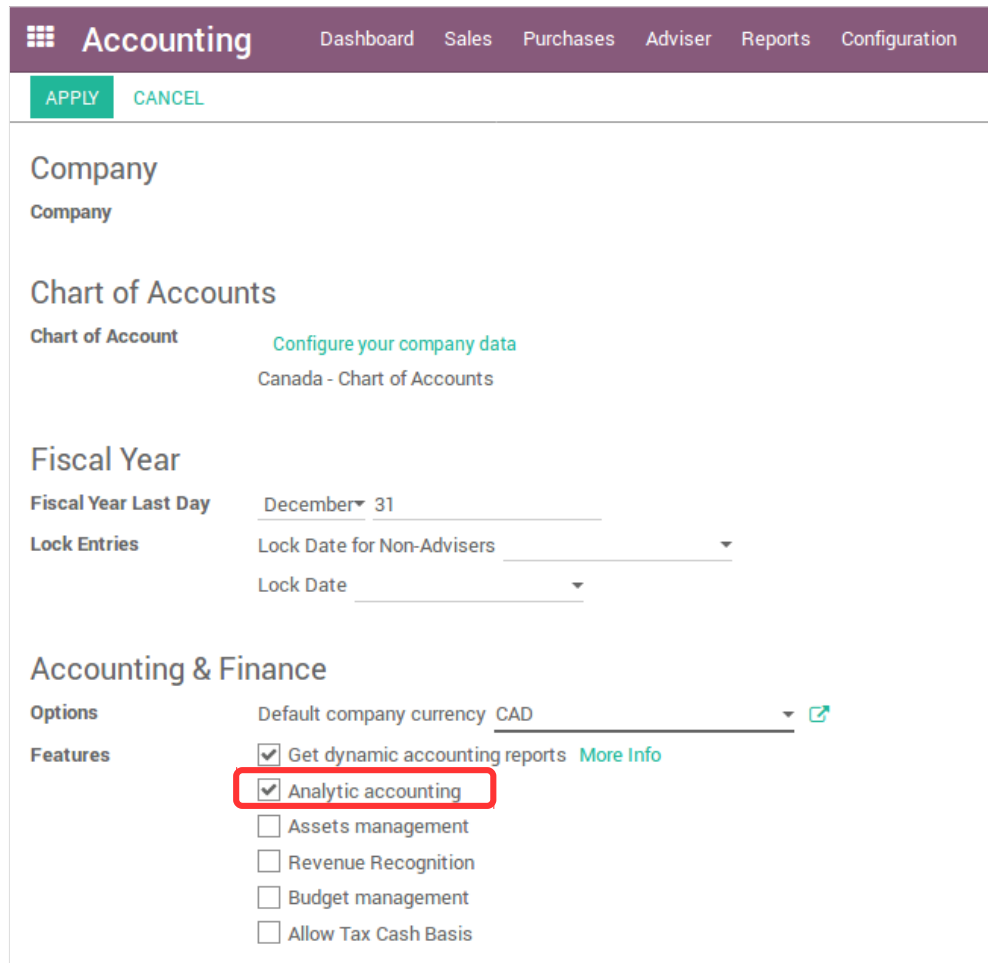
The analytic accounting can be used for several purposes :

- ➡ Analyse costs of a company
- ➡ Reinvoice spent time to a customer
- ➡ Analyse performance of a service or a project

odoo Analytic Accounting

To manage analytical accounting, you have to activate it in :

→ Configuration  Settings



The screenshot shows the 'Accounting' configuration page in Odoo. The page has a purple header with the 'Accounting' title and navigation links: Dashboard, Sales, Purchases, Adviser, Reports, and Configuration. Below the header are 'APPLY' and 'CANCEL' buttons. The main content area is divided into sections: 'Company', 'Chart of Accounts', 'Fiscal Year', and 'Accounting & Finance'. The 'Accounting & Finance' section contains 'Options' and 'Features'. The 'Features' list includes 'Get dynamic accounting reports', 'Analytic accounting' (which is checked and highlighted with a red box), 'Assets management', 'Revenue Recognition', 'Budget management', and 'Allow Tax Cash Basis'.

Accounting Dashboard Sales Purchases Adviser Reports Configuration

APPLY CANCEL

Company
Company

Chart of Accounts
Chart of Account [Configure your company data](#)
Canada - Chart of Accounts

Fiscal Year
Fiscal Year Last Day December 31
Lock Entries Lock Date for Non-Advisers
Lock Date

Accounting & Finance
Options Default company currency CAD
Features
☒ Get dynamic accounting reports [More Info](#)
☒ **Analytic accounting**
☐ Assets management
☐ Revenue Recognition
☐ Budget management
☐ Allow Tax Cash Basis

Case : Costs Analyse

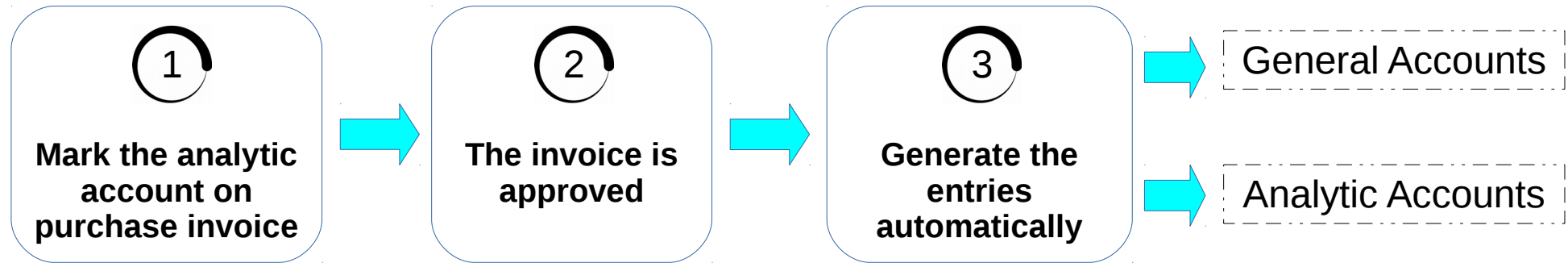
Canadian Colors Inc. has analytic charts of accounts structured into departments and products which the company itself is built on.

The objective is to examine the costs, sales, and margins by department/resources and by product. The first level of the structure comprises the different departments, and the lower levels represent the product ranges the company makes and sells.

Analytic Chart of Accounts for Canadian Colors Inc. :

1. Marketing Department
2. Commercial Department
3. Administration Department
4. Paint Production Range
5. Agrochemical Production Range
6. Adhesive Production Range
7. Professional Tool Assembly Range
8. Rental Tool

Case : Costs Analyse



Here is a possible breakdown of some general accounting entries for the example above, allocated to various analytic accounts :

General Accounts		Analytic accounts			
Title	Account	Debit	Credit	Account	Value
Purchase of Raw Material	2122	1500		Paint Production Range	-1500
Subcontractors	2122	450		Agrochemical Production Range	-450
Credit Note for detective materials	2122		200	Paint Production Range	200
Transport charges	2122	450		Paint Production Range	-450
Staff costs	2121	10000		Marketing	-2000
				Commercial	-3000
				Administrative	-1000
				Paint Production Range	-2000
				Agrochemical Production Range	-2000
PR	2122	450		Marketing	-400

Case : Costs Analyse

The analytic representation by department enables you to investigate the costs allocated to each department in the company. The analytic chart of accounts shows the distribution of the company's costs using the example above :

MEASURES ▾	
	+ Total Amount
- Total	-12,600.00
+ Administrative	-1,000.00
+ Commercial	-3,000.00
+ Marketing	-2,400.00
+ Paint Production Range	-3,750.00
+ Agrochemical Production Range	-2,450.00

In this example of a hierarchical structure in Odoo, you can analyse not only the costs of each product range but also the costs of the whole production.

Analytic Entries

MEASURES ▾	
	+ Total Amount
- Total	-12,600.00
- Administrative	-1,000.00
+ 212100 Salary Expenses	-1,000.00
- Commercial	-3,000.00
+ 212100 Salary Expenses	-3,000.00
- Marketing	-2,400.00
+ 212100 Salary Expenses	-2,000.00
+ 212200 Purchase of Equipments	-400.00
- Paint Production Range	-3,750.00
+ 212100 Salary Expenses	-2,000.00
+ 212200 Purchase of Equipments	-1,750.00
- Agrochemical Production Range	-2,450.00
+ 212100 Salary Expenses	-2,000.00
+ 212200 Purchase of Equipments	-450.00

The background of the image is a dark, textured brick wall. The bricks are arranged in a standard running bond pattern, with visible mortar lines. The overall color is a dark charcoal or black, with some lighter grey tones in the mortar joints.

odoo

Reporting

odoo Accounting – Reporting

Generic and dynamic reports:

- Balance Sheet (assets, liabilities and equity)
- Profit & Loss Report (Income Statement)
- Chart of Account (Accounts grouped by class)
- Executive Summary
- General Ledger Report (all transactions from all accounts for a chosen date range)
- Aged Payable Details
- Aged Receivable Report
- Cash Flow Statement
- Tax Report (tax grouped by type – sales/purchase)
- Bank Reconciliation

Bonus exercise :

- Generate 6 invoices with different payment terms and for 6 different customers
- Find in the Accounting module :
 - A way to have a view of due invoices grouped by due date
 - Edit a pdf report of the aged balance of your receivables accounts (Aged receivables in Adviser)

Questions?



Contributions

This document has been authored and distributed by the functional team of Odoo, Savoir-faire Linux :

- Carolandrea Guerrero
- Mickaël Brard
- Marc Lijour
- Julien Jézéquel-Bréard
- Bruno Joliveau
- Quentin Lavallée
- Adriana Ierfino
- Guillaume Lot

You can download this training document, use and modify it (within disposals and limits of the applicable licence CC-BY-NC-SA), at the following url :

<https://github.com/savoirfairelinux/training-odoo>



Savoir-faire
LINUX®

IT Management Solutions