

Odoo General and Demo

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AHT

I. Introduction

II. General Settings

III - CRM

IV - Sales

V. Odoo Studio

VI. Planning

VII - Timesheets

VIII. Approvals

IX. Appointments

X. Accounting

XI. HR

I. Introduction

1 - What is Odoo

Odoo is a comprehensive open-source enterprise resource planning (ERP) software made up of an integrated suite of business modules

2 - Odoo Modules

- CRM
- Sales
- e-Commerce
- Accounting
- Inventory
- Manufacturing
- Employees

3 - Odoo ERP Implementation methodology:

1. Install basic Odoo.
2. Set up the load balancing if you need
3. Set up the database.
4. Install Odoo applications.
5. Install customized apps if any.
6. Configure the basic master like company info, user details, etc..
7. Configure user wise access levels.
8. And use.

II. General Settings

1 - Users

[Settings/User](<https://www.odoo.com/documentation/userIntroduction>

General Settings CRM Sales Odoo Studio Planning Timesheets

Approvals Appointments Accounting

2 - Companies

- Edit current company
- Manage company

Company Name

General Information 

Contact
Address
Street...
Street 2...
City State ZIP
Country

VAT
Company Registry
Currency VND
Company Favicon 

Phone
Email
Website e.g. <https://www.odoo.com>

Figure 1: Settings/Company/New

3 - Groups

- Groups defines rules to models within an application

The screenshot shows the Odoo Settings Groups page. At the top, there is a navigation bar with tabs for General Settings, a search bar containing 'Internal Groups', and user information for 'Mitchell Admin (aht-training)'. Below the navigation bar, the main content area is titled 'Groups' and shows a list of groups with checkboxes:

- Invoicing / Billing
- Invoicing / Billing Administrator
- Extra Rights / Contact Creation
- Technical Settings / Discount on lines
- Website / Editor and Designer
- User types / Internal User

A tooltip for 'Technical Settings / Discount on lines' is visible over the fourth item. Below this list, a detailed view of the 'Internal User' group is shown in a table format:

Application	User types	Name	Internal User			
Share Group	<input type="checkbox"/>					
Users	Inherited	Menus	Views	Access Rights	Record Rules	Notes
Name	Login	Language	Latest authentication			Company
Mitchell Admin	maiptn8399@gmail.com		09/23/2020 17:48:01			YourCompany

4 - Business documents:

- config layout: tagline, footer, logo, ...
- edit layout
- use custom layout

Configure your document layout

Layout

Standard
 Background
 Boxed
 Clean

Company Logo

+  Your logo

Colors



Font

Lato

Company Tagline

dknfkwlieww

Footer

nothing
nothing
nothing

Paper format

A4

Your logo

Invoice INV/2019/0005

Invoice Date: 02/05/2019 Payment Terms: End of the month Source: SO022

Description	Quantity	Unit Price	Amount
[SKU001] Server	2.000	190.00	\$ 380.00
[SKU002] Computer	1.000	1250.00	\$ 1250.00
		Subtotal	\$ 1630.00
		Total	\$ 1630.00

+1(650) 691-3277 info@example.com example.com

SAVE **CANCEL**

5 - Statistics

Digest email: subscribe/unsubscribe, edit, create

Settings / Digest Emails / Weekly Stats in Odoo

[EDIT](#) [CREATE](#) Action 1 / 1 < >

[UNSUBSCRIBE ME](#) [DEACTIVATE FOR EVERYONE](#) [SEND NOW](#) ACTIVATED DEACTIVATED

Weekly Stats in Odoo

Periodicity: Weekly
Email Template: Digest: Default main template
Next Send Date: 09/30/2020

KPIs Recipients How to customize your digest?

General	CRM
Connected Users	New
Messages	Leads/Opportunities
	Opportunities Won
Invoicing	Sales
Revenue	All Sales

6 - Others

Contacts

Send SMS

Send texts to your contacts

[→ Buy credits](#)

Partner Autocomplete

Automatically enrich your contact base with company data

[→ Buy credits](#)

Discuss

Activities

Configure your activity types

[→ Activity Types](#)

External Email Servers

Use your own email servers

Users



Default Access Rights

Set custom access rights for new users

Customer Account

Let your customers log in to see their documents

On invitation

Free sign up



Password Reset

Enable password reset from Login page

Import & Export

Allow users to import data from CSV/XLS/XLSX/ODS files



Show Effect

Add fun feedback and motivate your employees

In-App Purchases

Odoo IAP

View your IAP Services and recharge your credits

[→ View My Services](#)

7 - Others

Products

Weight Measurement

Choose the unit to measure weight

- Kilogram
- Pound

Volume unit of measure

In which unit of measure do you manage your volumes

- Cubic Meters
- Cubic Feet

Multi-Company

Inter-Company Transactions

Automatically generate counterpart documents for orders/invoices between companies

Odoo Cloud Notification (OCN)

Push Notifications

Get notifications on Android and iOS application

III - CRM

1 - CRM settings

- Leads designates an individual who might become your customer, but currently isn't. Leads are usually converted to contacts, companies and deals (opportunities) or are 'junked'.

CRM

Leads
Add a qualification step before the creation of an opportunity

Predictive Lead Scoring
Let statistical analysis determine the probability to close a lead

Fields used in probability computation:
 State Country Phone Quality Email Quality
 Source

Consider leads created as of the 09/02/2020

Lead Generation

Visits to Leads
Convert visitors of your website into leads and perform data enrichment based on their IP address

Lead Enrichment
Enrich your leads automatically with company data based on their email address

Lead Mining
Generate new leads based on their country, industry, size, etc.

2 - CRM workflow

- Acquire leads: by emails, website -> list of leads
- Convert leads into opportunity (manually | lead mining)
 - New
 - Qualified
 - Proposition
 - Won

3 - CRM Scenarios:

- Planning activity
- Generate leads/opportunities from emails/webpage
- Demo an opportunity lifecycle (+ send quotation, manage lost)

4 - CRM Config

- CRM Settings
- Sale team: leader, members, email. . .
- activity types
- pipeline: stages, tags, lost reasons (add, rm, edit),
- leads: change lead to opportunity, lead gen, lead mining, lead enrich, . . . (money)

IV - Sales

1 - Sales workflow

- Create a quotation
- Send it to your customer
- Wait for confirmation
- Confirm the sales order
- Create an invoice.

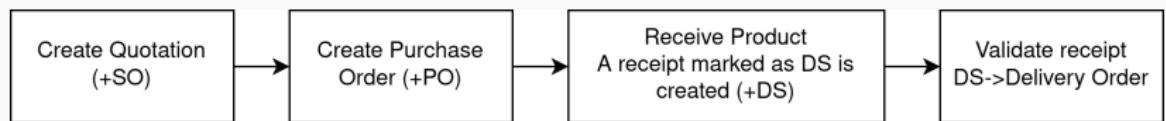
2 - Sales Scenarios

- Create and send quotations
 - use quotation template: product, optional products, signature, paid, deadline, deliver and invoicing address, term & condition
 - deliver lead time, price

3 - Dropshipping

- Enable dropshipping (purchase settings, product)
- PO is automatically generated when creating quotations
- When PO is confirmed and received, SO will update the delivery info

3 - Dropshipping



V. Odoo Studio

1 - Module

An Odoo Module can contain a number of elements, such as: business objects (models), object views, data files, web controllers, and static web data. An application is a collection of modules.

2 - Model

Model usually represents a concept from the real world. Example: Odoo has models for Sales Orders, Users, Countries, etc.

3 - Field

- scalar: number/text
- relational field: provide the option to link the data of one model with the data of another model.

New Fields		
Ab	Text char	Multiline Text text
N*	Integer integer	1.5 float
	Html html	€ monetary
	Date date	Date & Time datetime
<input checked="" type="checkbox"/>	Checkbox boolean	▼ Selection selection
	File binary	« » One2many one2many
»»	Many2one many2one	»» Many2many many2many
	Image binary	Tags many2many
★	Priority selection	✍ Signature binary
GD	Related Field related	

4 - View and Menu

- View: define how records are displayed
 - type view: form, list, kanban
- A Menu

VI. Planning

1 - Time Shift Planning

View time shifts

Planning Schedule

ADD TODAY DAY WEEK MONTH YEAR COPY PREVIOUS WEEK SEND SCHEDULE

Employee Search

Filters Group By Favorites

27 September 2020 - 03 October 2020

Start View	Sunday, 27th	Monday, 28th	Tuesday, 29th	Wednesday, 30th	Thursday, 1st	Friday, 2nd	Saturday, 3rd
Open Shifts							
Anita Oliver		8:00 AM - 4:00 PM Waiter	8:00 AM - 2:00 PM Chef	8:00 AM - 4:00 PM Waiter	8:00 AM - 4:00 PM Waiter	8:00 AM - 4:00 PM Bartender	8:00 AM - 4:00 PM Waiter
Randall Lewis		8:00 AM - 2:00 PM Chef		8:00 AM - 2:00 PM Chef	8:00 AM - 2:00 PM Chef	8:00 AM - 2:00 PM Chef	
Marc Demo	8:00 AM - 4:00 PM Bartender		8:00 AM - 4:00 PM Bartender	8:00 AM - 4:00 PM Bartender	8:00 AM - 4:00 PM Bartender		8:00 AM - 4:00 PM Waiter
Sharlene Rhodes	4:00 PM - 12:00 AM Bartender						
Jennie Fletcher	4:00 PM - 12:00 AM Waiter	4:00 PM - 12:00 AM Waiter					4:00 PM - 12:00 AM Bartender
Toni Jimenez	4:00 PM - 10:00 PM Chef		4:00 PM - 10:00 PM Chef				
Doris Cole		8:00 AM - 4:00 PM Waiter		4:00 PM - 12:00 AM Waiter	4:00 PM - 12:00 AM Waiter	4:00 PM - 12:00 AM Waiter	
Mitchell Admin							

2 - Create Time Shift

- Recurrent shift
- Plan time for task
- Save shift as template
- Duplicate plan from previous week

Open x

Planning Templates 8 AM - 2 PM Chef 8 AM - 4 PM Bartender 8 AM - 4 PM Waiter 2 PM - 10 PM Chef
 4 PM - 12 AM Bartender 4 PM - 12 AM Waiter

Employee	Mitchell Admin	<input checked="" type="checkbox"/>	Start date	09/28/2020 13:00:00
Role		<input type="checkbox"/>	End date	09/28/2020 22:00:00
Project		<input type="checkbox"/>	Allocated hours	09:00
Company	Demo Company	<input checked="" type="checkbox"/>	Allocated Time (%)	100.00

Repeat

Note

Save as a Template

SAVE **PUBLISH & SEND** **PUBLISH** **DISCARD**

3 - Publish and Send Week Plan

- Automate by set up Scheduled Action

The screenshot shows a software interface for managing work shifts. At the top, there's a navigation bar with tabs for "Planning", "My Planning", "Schedule", "Reporting", and "Configuration". The "Planning" tab is active. Below the navigation bar, the title "My Planning (Oct 11 –)" is displayed, along with a "Calendar" button. A toolbar below the title includes buttons for "TODAY", "DAY", "WEEK", and "MONTH". To the right of the title is a search bar with "My Shifts" and "Search" fields, and a "Filters" dropdown.

The main area is a calendar grid for the week starting Oct 11. The days are labeled from Sunday to Saturday. Each day has a vertical timeline from 0:00 at the bottom to 17:00 at the top. Shifts are represented by colored boxes: yellow for Tuesday and green for Friday. Each shift box contains text indicating the start and end times and the employee name (e.g., "4:00 PM - 12:00 AM Mitchell Admin" for the yellow shift on Tuesday). On the far right, there's a sidebar with a monthly calendar for October 2020, a section for selecting an "Employee" (with "Mitchell Admin" checked), and a "Role" dropdown containing "Chef" and "Bartender" (both checked).

VII - Timesheets

1 - Timesheet Settings

Time Encoding

Encoding Unit

Set the time unit used to record your timesheets

Hours



Awesome Timesheet

Synchronize time spent with our web/mobile apps



Round timesheets

Minimal duration minutes

Rounding up minutes

Billing

Time Billing

Sell services and invoice time spent

[Configure your services](#)

Invoicing Policy

Record time spent and invoice it based on:

All recorded timesheets

Approved timesheets only

Timesheet Control



Employee Reminder

Activate a periodical email reminder for timesheet users

Frequency days



Manager Reminder

Activate a periodical email reminder for timesheet managers

Frequency days

Time Off



Record Time Off

Create timesheets upon time off validation

Project

Task

2 - Timesheet on a task

- Create timesheet
- Employee reminder

Add a Line X

Project	—	Date	10/01/2020
Task	—	Time Spent	00:00 Hours
Employee	Mitchell Admin	<input checked="" type="checkbox"/>	
SAVE DISCARD			

3 - Task Analysis (Project Module)

Tasks Analysis

MEASURES ▾	↔	✚	⬇
+ Total			
Count	Effective Hours	Planned Hours	
45	116.16	1,007.00	
10	37.33	285.00	
10	0.00	261.00	
4	22.00	340.00	
1	0.00	50.00	
1	0.00	10.00	
5	20.08	50.00	
1	32.00	10.00	

4 - Planning Analysis (Project Module)

Planning Analysis

Search...

MEASURES ▾

Filters ▾ Group By ▾ Time Ranges ▾ Favorites

Total		W51 2019		W52 2019		W53 2019			
		Allocated Time (%)	Effective hours						
-	Total	300.00	0.00	3,000.00	0.00	2,700.00	0.00	6,000.00	0.00
+	Mitchell Admin			300.00	0.00	200.00	0.00	500.00	0.00
+	Anita Oliver	100.00	0.00	400.00	0.00	200.00	0.00	700.00	0.00
+	Sharlene Rhodes			500.00	0.00	300.00	0.00	800.00	0.00
+	Randall Lewis	100.00	0.00	400.00	0.00	400.00	0.00	900.00	0.00
+	Jennie Fletcher			200.00	0.00	500.00	0.00	700.00	0.00
+	Marc Demo	100.00	0.00	400.00	0.00	400.00	0.00	900.00	0.00
+	Toni Jimenez			500.00	0.00	300.00	0.00	800.00	0.00
+	Doris Cole			100.00	0.00	100.00	0.00	200.00	0.00
+	Total			200.00	0.00	300.00	0.00	500.00	0.00
+	Undefined								

5 - HR Analysis (Timesheets)

HR Timesheet/Attendance Report								Search...
MEASURES ▾		↔	✚	⤒	Filters ▾ Group By ▾ Time Ranges ▾			
-								Total
+ 12 Aug 2019				+ 13 Aug 2019				+ 14 Aug
Total Difference	Total Timesheet	Total Attendance	Total Difference	Total Timesheet	Total Attendance	Total Difference	Total Timesheet	Total Attendance
- Total	-08:00	08:00	00:00	-08:00	08:00	00:00	-	-
+ Mitchell Admin	-08:00	08:00	00:00	-08:00	08:00	00:00	-	-
+ Marc Demo								

VIII. Approvals

1 - Approval Types

Name 

Business Trip

Description

Options

Fields

Document	<input type="radio"/> Required	<input checked="" type="radio"/> Optional	<input type="radio"/> None
Contact	<input type="radio"/> Required	<input type="radio"/> Optional	<input checked="" type="radio"/> None
Date	<input type="radio"/> Required	<input type="radio"/> Optional	<input checked="" type="radio"/> None
Period	<input checked="" type="radio"/> Required	<input type="radio"/> Optional	<input type="radio"/> None
Items	<input type="radio"/> Required	<input type="radio"/> Optional	<input checked="" type="radio"/> None
Quantity	<input type="radio"/> Required	<input type="radio"/> Optional	<input checked="" type="radio"/> None
Amount	<input type="radio"/> Required	<input type="radio"/> Optional	<input checked="" type="radio"/> None
Reference	<input type="radio"/> Required	<input type="radio"/> Optional	<input checked="" type="radio"/> None
Payment	<input type="radio"/> Required	<input type="radio"/> Optional	<input checked="" type="radio"/> None
Location	<input checked="" type="radio"/> Required	<input type="radio"/> Optional	<input type="radio"/> None

Approvers

Employee's Manager

Approvers

Minimum Approval

2 - Create New Request

Dashboard / New

SAVE **DISCARD**

SUBMIT **ATTACH DOCUMENT**

TO SUBMIT > SUBMITTED > APPROVED > REFUSED > CANCEL

Approval Subject

Business Trip

Request Owner: Mitchell Admin

Category: Business Trip

Date Confirmed

Period: From: _____
to: _____

Location: _____

Description Approver(s)

3 - Manage Requests

Approvals to Review / Business Trip

EDIT Action ▾ 1 / 1 < >

APPROVE REFUSE CANCEL ATTACH DOCUMENT TO SUBMIT SUBMITTED APPROVED REFUSED CANCEL

Business Trip

Request Owner	Mitchell Admin
Category	Business Trip
Date Confirmed	10/01/2020 11:44:49
Period	From: 10/13/2020 11:44:31 to: 10/22/2020 11:44:31
Location	abc

Description Approver(s)

IX. Appointments

1 - Create Online Appointments

- Define scheduling rules

Online Appointments / Schedule a Demo

SAVE

DISCARD

1 / 1



Appointment Type

Schedule a Demo

Scheduling & Availability

Slots

Questions

Messages

Appointment Duration	01:00	hours	Timezone	Europe/Brussels
Schedule Appointment	at least 01:00	hours	Reminders	Notification - 15 Minutes
	before		Location	215 Vine St. Scranton Pennsylvania 18503
	and not after 15	days	Assignation Method	Random
Allow Cancelling	until 01:00	hours	Restrict Countries	
	before			

Available Employees

Employee Name	Working Hours	
Mitchell Admin	Standard 40 hours/week	https://demo5.odoo.com/website/calendar/schedule
Marc Demo	Standard 40 hours/week	https://demo5.odoo.com/website/calendar/schedule
Add a line		

2 - Register An Appointment

YOUR WEBSITE

Home Shop Events Forum Blog Jobs Courses Live Support Appointment Contact us Mitchell Admin ▾

Appointment Time

October 2020

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	1	2 +	3	4
5 +	6	7 +	8	9 +	10	11
12 +	13	14 +	15	16	17	18
19	20	08:00 11:00	23	24	25	
26	27	13:00 15:00	30	31	1	

Published

Your appointment has been successfully booked!

We thank you for your interest in our products! Please make sure to arrive 10 minutes before your appointment.

When: Mon Oct 12, 2020, 1:00:00 PM (Brussels, Belgium/Brussels)
Duration: 1 hour
Location: 215 Vine St, Scranton Pennsylvania 18503
Attendee: Mitchell Admin ✓
Description: County: United States
Mobile: 32345455
Email: admin@yourcompany.example.com

Add to iCal/Outlook Add to Google Calendar Cancel / Reschedule

Time displayed in Europe/Brussels timezone

Our Products & Services

[Home](#)

Connect with us

Contact us
+1 (855) 651-3277
info@yourcompany.example.com

Demo Company - About us

We are a team of passionate people whose goal is to improve everyone's life through disruptive products. We build great products to solve your business problems. Our products are designed for small to medium size companies willing to optimize their performance.

Our Products & Services

[Home](#)

Connect with us

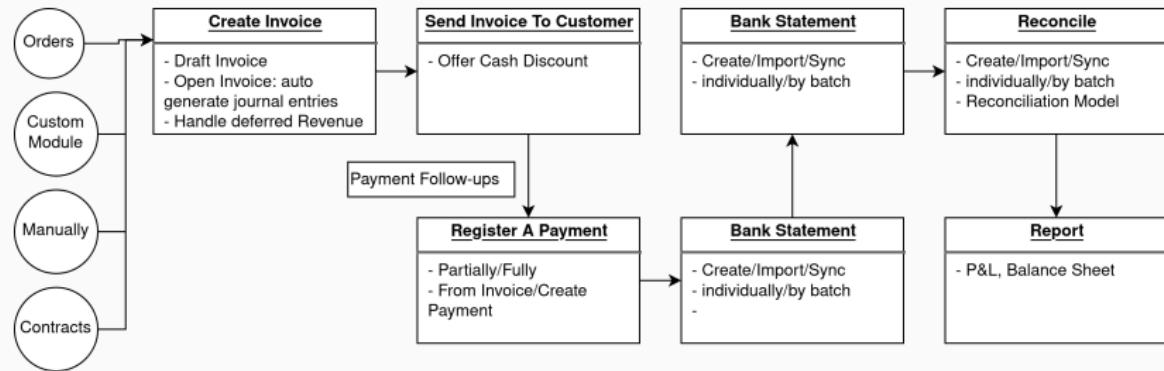
Contact us
+1 (650) 691-3277
info@yourcompany.example.com

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X. Accounting

1 - Overview



1 - Overview

- Create Journal Entry
- Create Journal Item
- Follow-up payments, follow up level
YourCompany

To remind customers of paying their invoices, you can define different actions depending on how severely overdue the customer is. These actions are bundled into follow-up levels that are triggered when the due date of an invoice has passed a certain number of days. If there are other overdue invoices for the same customer, the actions of the most overdue invoice will be executed.

Follow-Up Action	Due Days	Send an Email	Send a Letter	Manual Action	
First reminder email	15 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Second reminder letter and email	30 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Third reminder: phone the customer	40 <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Urging reminder email	50 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Urging reminder letter	60 <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Add a line

- Support internal transfer

1 - Customer Invoice to Payments

- Create invoice

Panoramica della contabilità / New

Draft Invoice

Customer: Coin gourmand
Delivery Address: Coin gourmand
Reference:

Invoice Date: 09/27/2020
Payment Terms: 15 Days
Journal: Customer Invoices (USD)
Company: Demo Company

Product	Label	Account	Quantity	Price	Taxes	Subtotal
[DESK0005] Customizable Des...	[DESK0005] Customizable Desk (CONFIG) (Custom, White) 150x80cm, with large legs.	400000 Product Sales	1.000	750.00	Tax 15.00%	750.00

Add a line Add a section Add a note

Untaxed Amount: \$ 750.00
Tax 15%: \$ 112.50
Total: \$ 862.50

Add an internal note...

1 - Customer Invoice to Payments

- Create invoice (Offer cash discount)

Draft Invoice

Customer	Azure Interior, Colleen Diaz	Invoice Date	10/02/2020
Delivery Address	Azure Interior, Colleen Diaz	Payment Terms	10% discount in first week
Reference		Journal	Customer Invoices (USD)
		Company	Demo Company

Invoice Lines Journal Items Other Info

Account	Label	Debit	Credit	Tax Grids	
251000 Tax Received	Tax 15.00%	0.00	112.58		
121000 Account Receivable		\$ 776.77	\$ 0.00		
121000 Account Receivable		\$ 86.31	\$ 0.00		
400000 Product Sales	[CONS_89957] Bolt	0.00	0.50		
400000 Product Sales	[DESK0005] Customizable Desk (CONFIG) (Custom, White) 160x80cm, with large legs.	0.00	750.00		
Add a line		863.08	863.08		

1 - Customer Invoice to Payments

- Create invoice (Offer cash discount)

Open: Payment Terms X

Payment Terms	10% discount in first week																	
Company	Demo Company	▼	<input type="checkbox"/>															
Description on the Invoice fwefw																		
<hr/>																		
<h3>Terms</h3> <p>The last line's computation type should be "Balance" to ensure that the whole amount will be allocated.</p> <table border="1"><thead><tr><th>Due Type</th><th>Value</th><th>Number of Days</th><th>Options</th><th>Day of the month</th></tr></thead><tbody><tr><td>Percent</td><td>90.000000</td><td>7</td><td>days after the invoice date</td><td>0</td></tr><tr><td>Balance</td><td>0.000000</td><td>30</td><td>days after the invoice date</td><td>0</td></tr></tbody></table> <p>Add a line</p> <hr/>				Due Type	Value	Number of Days	Options	Day of the month	Percent	90.000000	7	days after the invoice date	0	Balance	0.000000	30	days after the invoice date	0
Due Type	Value	Number of Days	Options	Day of the month														
Percent	90.000000	7	days after the invoice date	0														
Balance	0.000000	30	days after the invoice date	0														
<hr/>																		
SAVE	DISCARD																	

1 - Customer Invoice to Payments

- Register a payment from a customer invoice (auto reconcile)
- Create a new payment (payment matching)

1 - Customer Invoice to Payments

Panoramica della contabilità / INV/2020/0006

SAVE DISCARD

SEND & PRINT REGISTER PAYMENT PREVIEW ADD CREDIT NOTE RESET TO DRAFT DRAFT POST

Customer Invoice

INV/2020/0006

Customer Coin gourmand
Rr. e Durrësit, Pall. M.C. Inerte
Kati 1, Laprakë, Tirana, Shqipëri
Tirana
Albania

Invoice Date 09/27/2020
Payment Terms 15 Days
Journal Customer Invoices (USD)
Company Demo Company

Delivery Address Coin gourmand

Reference

Invoice Lines	Journal Items	Other Info	
Account	Label		
400000 Product Sales	[DESK0005] Customizable Desk (CONFIG) (Custom, White) 160x80cm, with large legs.		Debit \$ 0.00 Credit \$ 750.00
251000 Tax Received	Tax 15.00%		Debit \$ 0.00 Credit \$ 112.50
121000 Account Receivable	INV/2020/0006		Debit \$ 862.50 Credit \$ 0.00
			862.50 862.50

Figure 2: Customer invoice

1 - Customer Invoice to Payments

Accounting Dashboard / INV/2020/10/0001

SAVE DISCARD

SEND & PRINT REGISTER PAYMENT

PREVIEW ADD CREDIT NOTE RESET TO DRAFT

DRAFT POSTED

Customer Invoice

INV/2020/10/0001

PARTIAL

Customer noobhito
Payment Reference INV/2020/10/0001

Invoice Date 10/14/2020
Due Date 10/14/2020
Journal Customer Invoices
Electronic invoicing Sent

Invoice Lines	Journal Items	Other Info					
Product	Label	Account	Quantity	Price	Taxes	Subtotal	I
pandadog cushion	pandadog cushion	400000 Product Sales	1.00	40.00	Tax 15.00%	\$ 40.00	

Terms and Conditions

Untaxed Amount: \$ 40.00
Tax 15%: \$ 6.00
Total: \$ 46.00
Paid on 10/14/2020 \$ 26.00
Amount Due: \$ 20.00

Figure 3: Customer invoice partially paid

1 - Customer Invoice to Payments

- Auto-reconcile the invoice with corresponding payments

Payments / BNK1/2020/10/0001

SAVE **DISCARD**

RESET TO DRAFT **MARK AS SENT** **DRAFT** **POSTED**

BNK1/2020/10/0001

Payment Type	Receive Money	Journal	Bank
Partner Type	Customer	Recipient Bank	BE68539007547034
Customer/Vendor	Deco Addict	Account	
Destination Account	121000 Account Receivable	Journal Entry	BNK1/2020/10/0001 (INV/2020/10/0004)
Is Internal Transfer	<input type="checkbox"/>		
Company	Demo Company		
Amount	\$ 820.46		
Date	10/12/2020		
Memo	INV/2020/10/0004		

1 Invoice

Figure 4: Payment paid from invoice

1 - Customer Invoice to Payments

- Payment that is created manually have to do Payment Matching (upper right button)

Payments / BNK1/2020/10/0004

SAVE **DISCARD**

RESET TO DRAFT **MARK AS SENT** **DRAFT** **POSTED**

BNK1/2020/10/0004

Payment Type	Receive Money	Journal	Bank
Partner Type	Customer	Recipient Bank Account	
Customer/Vendor	Noobfuku	Journal Entry	BNK1/2020/10/0004 (2nd part of INV/2020/10/0002)
Destination Account	121000 Account Receivable		
Is Internal Transfer	<input type="checkbox"/>		
Amount	\$ 100.00		
Date	10/14/2020		
Memo	2nd part of INV/2020/10/0002		

\$ Payment Matching

Figure 5: Payment created manually

1 - Customer Invoice to Payments

- Payment that is created manually have to do Payment Matching (upper right button)

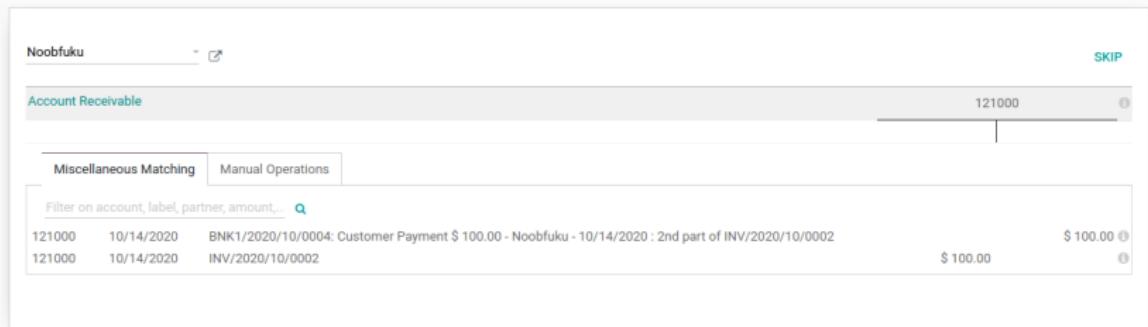


Figure 6: Payment Matching

1 - Customer Invoice to Payments

The screenshot shows a reconciliation interface for a transaction between 'Noobfuku' and 'BNK1/2020/10/0004'. The transaction details are as follows:

Account Receivable	Date	Description	Debit	Credit
121000	10/14/2020	BNK1/2020/10/0004: Customer Payment \$ 100.00 - Noobfuku - 10/14/2020 : 2nd part of INV/2020/10/0002		\$ 100.00
121000	10/14/2020	INV/2020/10/0002		\$ 100.00

A green 'RECONCILE' button is visible in the top right corner.

Figure 7: Reconcile Payment and Invoice

1 - Customer Invoice to Payments

- Payment after reconciled with invoice will have link to the invoice

		1 Invoice	
BNK1/2020/10/0004			
Payment Type	Receive Money	Journal	Bank
Partner Type	Customer	Recipient Bank	
Customer/Vendor	Noobfuku	Account	
Destination Account	121000 Account Receivable	Journal Entry	BNK1/2020/10/0004 (2nd part of INV/2020/10/0002)
Is Internal Transfer	<input type="checkbox"/>		
Amount	\$ 100.00		
Date	10/14/2020		
Memo	2nd part of INV/2020/10/0002		

Figure 8: Reconciled Payment

1 - Customer Invoice to Payments

- Bank Journal keeps track of payment which are not linked to bank statements
- Create/Import bank statements to reconcile with the outstanding payments

Bank

CONNECT

Create or Import Statements

Balance in GL \$ 46.00

Outstanding Payments/... \$ 138.00



1 - Customer Invoice to Payments

- Bank Journal keeps track of payment which are not linked to bank statements
- Create/Import bank statements to reconcile with the outstanding payments

Accounting Dashboard / Bank Reconciliation		
		As of 10/14/2020 Options: Posted Entries Only
	Date	Label
Balance of 101402 Bank		
Total Balance of 101402 Bank	10/14/2020	Last Statement: BNK1 Statement 2020/10/0001
		\$ 46.00
Outstanding Payments/Receipts		
+ (+) Outstanding Receipts		
BNK1/2020/10/0004	10/14/2020	2nd part of INV/2020/10/0002
BNK1/2020/10/0003	10/14/2020	INV/2020/10/0002
Total (+) Outstanding Receipts		\$ 100.00
Total Outstanding Payments/Receipts		\$ 38.00
		\$ 138.00
		\$ 138.00

Figure 10: Bank Journal Reconciliation Report

1 - Customer Invoice to Payments

Accounting Dashboard / Bank Statements / BNK1 Statement 2020/10/00003

[EDIT](#) [CREATE](#) [Print](#) [Action](#)

[RECONCILE](#) [RESET TO NEW](#) [NEW](#) [PROCESSING](#) [VALIDATED](#)

[Journal Entries](#)

BNK1 Statement 2020/10/00003

Journal	Bank	Starting Balance	Ending Balance
Date	10/14/2020	\$ 84.00	\$ 184.00

[Transactions](#)

Date	Label	Partner	Amount
10/14/2020	2nd part of INV/2020/10/0002		\$ 100.00

Computed Balance: **\$ 184.00**

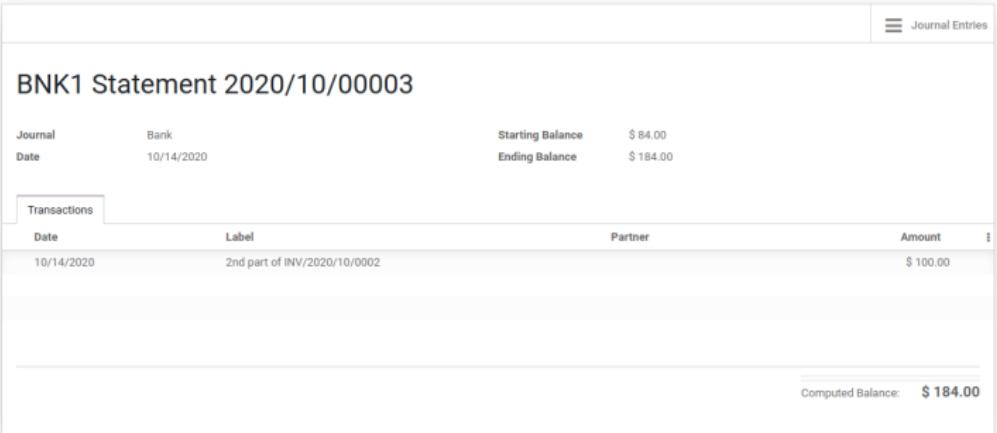


Figure 11: Bank Statement

1 - Customer Invoice to Payments

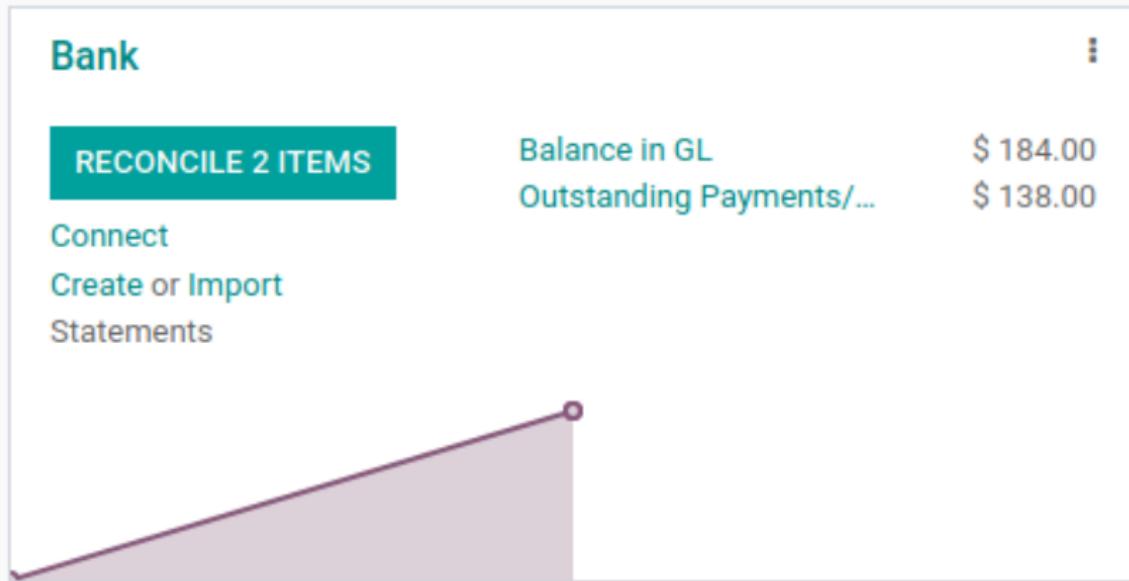


Figure 12: Bank Journal when there are new bank statements not linked to a payment

1 - Customer Invoice to Payments

Accounting Dashboard / Bank Reconciliation			
		As of 10/14/2020 T Options: Posted Entries Only	
		Date	Label
Balance of 101402 Bank			
+ Including Unreconciled Bank Statement Receipts			
BNK1/2020/10/0008	10/14/2020	2nd part of INV/2020/10/0002	\$ 100.00
BNK1/2020/10/0007	10/14/2020	BNK1/2020/10/0003	\$ 38.00
Total Including Unreconciled Bank Statement Receipts			
Total Balance of 101402 Bank	10/14/2020	Last Statement: BNK1 Statement 2020/10/0003	\$ 138.00
			\$ 184.00
Outstanding Payments/Receipts			
+ (+) Outstanding Receipts			
BNK1/2020/10/0004	10/14/2020	2nd part of INV/2020/10/0002	\$ 100.00
BNK1/2020/10/0003	10/14/2020	INV/2020/10/0002	\$ 38.00
Total (+) Outstanding Receipts			
Total Outstanding Payments/Receipts			\$ 138.00
			\$ 138.00

Figure 13: Bank Journal Reconciliation Report

1 - Customer Invoice to Payments

Noobfuku				VALIDATE
101402	10/14/2020	BNK1/2020/10/0003	\$ 38.00	
101403	10/14/2020	BNK1/2020/10/0003: Customer Payment \$ 38.00 - Noobfuku - 10/14/2020 : INV/2020/10/0002	\$ 38.00	
Noobfuku				VALIDATE
101402	10/14/2020	2nd part of INV/2020/10/0002	\$ 100.00	
101403	10/14/2020	BNK1/2020/10/0004: Customer Payment \$ 100.00 - Noobfuku - 10/14/2020 : 2nd part of INV/2020/10/0002	\$ 100.00	

Figure 14: Reconciliation

1 - Customer Invoice to Payments

Deco Addict				VALIDATE
101401	10/12/2020	External link	\$ 920.46	
101402	10/12/2020	BNK1/2020/10/0001: Customer Payment \$ 820.46 - Deco Addict - 10/12/2020 : INV/2020/10/0004	\$ 820.46	
101402	10/12/2020	BNK1/2020/10/0002: Customer Payment \$ 100.00 - Deco Addict - 10/12/2020 : INV/2020/10/0004	\$ 100.00	

Figure 15: Reconciliation

2 - Vendor Bills to Payments

- Create/Upload Bills (different routing methods)
- Batch Payment
 - Inbound batch type (customer batch payment)
 - Outbound batch type (vendor batch payment)

2 - Vendor Bills to Payments

Entries are posted when confirm the bills

The image shows two side-by-side screenshots of a software application for managing vendor bills.

Left Screenshot (Vendor Bill View):

- Header:** Bills / BILL/2020/10/0004
- Buttons:** SAVE, DISCARD, REGISTER PAYMENT, ADD CREDIT NOTE, RESET TO DRAFT
- Status:** DRAFT
- Section: Vendor Bill**
 - Vendor:** Bloom GmbH
Behrenstraße 55
10117 Berlin
Germany
 - Delivery Address:** Bloom GmbH
 - Bill Reference:**
 - Recipient Bank:**
- Table:** Shows transaction details:

Account	Label	Debit	Credit	Tax Grids
110200 Stock Interm (Received)	[00300004] Customizable Desk (CONF1) (Aluminum; Black)	\$ 500.00	\$ 0.00	
131000 Tax Paid	Fair 15.00%	\$ 75.00	\$ 0.00	
211000 Account Payable		\$ 0.00	\$ 575.00	
		575.00	575.00	
- Buttons:** Invoice Lines, Journal Items, Other Info

Right Screenshot (Invoice Summary View):

- Header:** INVOICE
- Information:** Invoice Number: Z INV/10/0004, Invoice Date: 07/11/1991
- Billing Information:** Company: Non-ut, ut, libet non-malitia pulvinar, nulla preti offensio proper augue, a sociisq nulla est ac nulla.
- Shipping Information:** Name: Cheney Kart, Address: 7 Delta Drive, 30745 Steam Place, Colanton, Georgia, 31104 United States.
- Address:** 7 Delta Drive, 30745 Steam Place, Colanton, Georgia, 31104 United States
- Email:** warren@example.com
- Products:**

Description	Quantity	Unit Price
Curander - Seed	112.00	\$12.00
Onions - Cooking	540.00	\$40.00

Figure 16: Vendor Bill

3 - Auto Reconciliation

- Reconciliation Model

Journal Entries 0

Name
Invoices Matching Rule

Type Manually create a write-off on clicked button. Auto-validate

Suggest counterpart values.

Match existing invoices/bills.

Conditions on Bank Statement Line

Journals	Amount Nature	Amount
	<input type="radio"/> Amount Received	Label
	<input type="radio"/> Amount Paid	Note
	<input checked="" type="radio"/> Amount Paid/Received	Transaction Type
		Same Currency Matching
		<input checked="" type="checkbox"/> Amount Matching
		<input checked="" type="checkbox"/> 100.00 %

This parameter will be bypassed in case of a statement line communication matching exactly existing entries

Partner Is Set & Matches

Restrict Partners to

Restrict Partner Categories to

4 - Handle Deferred Revenues

Odoo Accounting handles deferred revenues by spreading them in multiple entries that are automatically created in draft mode and then posted periodically.

- Deferred revenue model: create Deferred Revenue entries faster.

Deferred Revenue Models / New

SAVE **DISCARD**

Deferred Revenue Model name	10 years warranty		
Depreciation Method	Accounting		
Number of Recognitions	10	Years	Company Demo Company
Prorata Temporis	<input checked="" type="checkbox"/>		Revenue Account 450000 Other Income
			Deferred Revenue Account
			Journal

4 - Handle Deferred Revenues

- Deferred revenue

10 year warranty

Asset Values

Original Value	\$ 300.00
Acquisition Date	10/02/2020

Current Values

Residual Amount to Recognize	\$ 300.00
Deferred Revenue Amount	\$ 300.00

Depreciation Method

Number of Recognitions	10 Years
Prorata Temporis	<input checked="" type="checkbox"/> Prorata Date 10/02/2020
First Recognition Date	12/31/2020

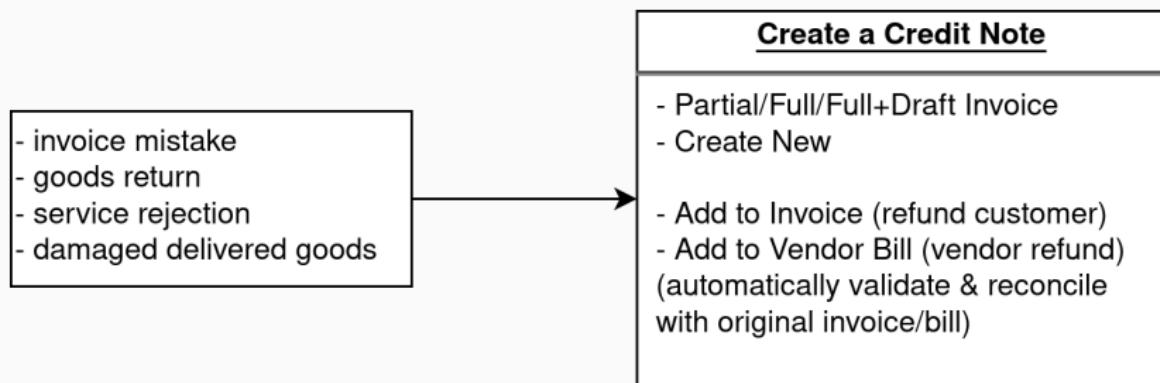
Accounting

Company	Demo Company
Revenue Account	450000 Other Income
Deferred Revenue Account	222000 Deferred Revenue Account
Journal	Miscellaneous Operations (USD)

Revenue Board	Related Sales
---------------	---------------

Reference	Revenue Date ▾	Revenue	Cumulative Revenue	Next Period Revenue	Journal Entry
10 year warranty (prorata entry)	12/31/2020	\$ 7.46	\$ 7.46	\$ 292.54 /	
10 year warranty (1/10)	12/31/2021	\$ 30.00	\$ 37.46	\$ 262.54 /	
10 year warranty (2/10)	12/31/2022	\$ 30.00	\$ 67.46	\$ 232.54 /	
10 year warranty (3/10)	12/31/2023	\$ 30.00	\$ 97.46	\$ 202.54 /	
10 year warranty (4/10)	12/31/2024	\$ 30.00	\$ 127.46	\$ 172.54 /	
10 year warranty (5/10)	12/31/2025	\$ 30.00	\$ 157.46	\$ 142.54 /	
10 year warranty (6/10)	12/31/2026	\$ 30.00	\$ 187.46	\$ 112.54 /	
10 year warranty (7/10)	12/31/2027	\$ 30.00	\$ 217.46	\$ 82.54 /	
10 year warranty (8/10)	12/31/2028	\$ 30.00	\$ 247.46	\$ 52.54 /	
10 year warranty (9/10)	12/31/2029	\$ 30.00	\$ 277.46	\$ 22.54 /	
10 year warranty (10/10)	12/31/2030	\$ 22.54	\$ 300.00	\$ 0.00 /	

5 - Credit Notes and Refund



5 - Credit Notes and Refund

Customer Credit Note		PAID	
RINV/2020/0001			
Customer	Deco Addict 77 Santa Barbara Rd Pleasant Hill CA 94523 United States	Invoice Date	10/05/2020
		Payment Terms	10/05/2020
		Journal	Customer Invoices (USD)
Delivery Address		Company	Demo Company
Reference	Reversal of: INV/2020/0004, broken		
Invoice Lines	Journal Items	Other Info	
Product	Label	Account	Quantity
[FURN_6741] Large Meeting Table	[FURN_6741] Large Meeting Table Conference room table	400000 Product Sales	5.000
[FURN_8220] Four Person Desk	[FURN_8220] Four Person Desk Four person modern office workstation	400000 Product Sales	5.000
			Subtotal
			\$ 3,210.00
			Untaxed Amount:
			\$ 4,610.00
		Total:	\$ 4,610.00
		Paid on 10/05/2020	\$ 4,610.00
		Amount Due:	\$ 0.00

Figure 17: Credit Note

6 - Invoice Online Payment

Paypal

PayPal is the easiest way to accept payments via Paypal or credit cards.



- ✓ Online Payment ✓ Payment Status Tracking

Disabled

ACTIVATE

Ingenico

Ingenico Payment Services (formerly Ogone) supports a wide range of payment methods: credit cards, debit cards, bank transfers, Bancontact, iDeal, Giropay.



- ✓ Online Payment ✓ Payment Status Tracking ✓ Subscriptions
- ✓ Save Cards ✓ Embedded Credit Card Form

INSTALL

Wire Transfer

Provide instructions to customers so that they can pay their orders manually.



Enabled

Authorize.net



A payment gateway to accept online payments via credit cards and e-checks.

- ✓ Online Payment ✓ Payment Status Tracking ✓ Subscriptions
- ✓ Save Cards ✓ Manual Capture ✓ Embedded Credit Card Form

INSTALL

Your logo

Home / Invoices & Bills / INV/2020

1,694.00 €

Due today

Pay Now

Download Print

Salesperson

Pay with

Paypal



Wire Transfer

Pay Now

7 - Register Customer Payments by Checks

The first journal entry is created by registering the payment on the invoice. The second one is created when registering the bank statement.

Account	Debit	Credit	Reconciliation
Account Receivable		100	Invoice ABC
Undeposited funds	100		Check 0123

Account	Debit	Credit	Reconciliation
Undeposited funds		100	Check 0123
Bank	100		

Figure 18: Undeposited Fund

7 - Register Customer Payments by Checks

A journal entry is created by registering the payment on the invoice. When reconciling the bank statement, the statement line is linked to the existing journal entry.

Account	Debit	Credit	Reconciliation	Bank Statement
Account Receivable		100	Invoice ABC	
Bank	100			Statement XYZ

Figure 19: One Journal Entry

7.1 - Undeposited Funds

Accounting Dashboard Sales Purchases Adviser Reporting Configuration

Register Payment

Payment Method: Checks (EUR) Payment Date: 07/08/2015
Payment Amount: 254826.00 € Memo: Ref. 2100-2919-02101

VALIDATE or **Cancel**

Customer: Epic Technologies Invoice Date: 07/08/2015 Reconciled Entries

CHK/2020/0001

Reference: Check 2100-2919-02101 Accounting Date: 10/05/2020
Journal: Checks (USD)
Company: Demo Company

Journal Items	Other Info					
Account	Partner	Label	Debit	Credit	Tax Grids	
121000 Account Receivable	Gemini Furniture	Customer Payment: INV/2020/0007	\$ 0.00	\$ 862.50		
144100 Undeposited Checks	Gemini Furniture	CUST.IN/2020/0002		\$ 862.50		\$ 0.00
			862.50	862.50		

8 - Multicurrencies

- Live currency rate
- auto record exchange gain and loss

Currencies

Main Currency Main currency of your company

Currency

Automatic Currency Rates
Update exchange rates automatically

Service

Interval

Next Run

Multi-Currencies
Record transactions in foreign currencies

[Activate Other Currencies](#)

Exchange Exchange Difference (USD)

Journal

Journal Entries / BNK1/2020/0004 (INV/2020/0006) Search...

/ Journal Items

	Date	Company	Journal ...	Account	Partner	Label	Matching	Debit	Credit	Amount in...	
	10/07/2020			EXCH/2020/0002				137.25	0.00	0.00	
	10/07/2020	BNK1/2020/0004	(INV/2020/0006)	Coin gourmand				0.00	887.25	-892.48	
	10/06/2020			INV/2020/0006	Coin gourmand			750.00	0.00	892.48	
								887.25	887.25		

9 - Bank and Cash

- Cash register
- Synchronize PayPal
- Synchronize bank account

10 - Reconciliation Model

3 types:

- Write-off button
- Suggestion of counterpart values
- Match existing invoice/bills

10 - Reconciliation Model

The Bank ▼ ✖

VALIDATE

101401	03/31/2020	Monthly bank fees #546869/4558	\$ 26.00	 ⓘ
620000	New	Bank Fees	\$ 26.00	

Manual Operations

BANK FEES ADVERTISING ⚙️

Account	620000 Bank Fees ▼ ✖	Label	Bank Fees
Taxes	▼	Amount	26.00
		To Check	<input type="checkbox"/>

Figure 20: Write-off button

10 - Reconciliation Model

The Bank

101401	03/31/2020	Monthly bank fees #546869/4558	\$ 26.00	<input type="button" value="i"/>
620000	New	Bank Fees	\$ 26.00	<input type="button" value="i"/>

Figure 21: Suggest Counterpart Value

10 - Reconciliation Model

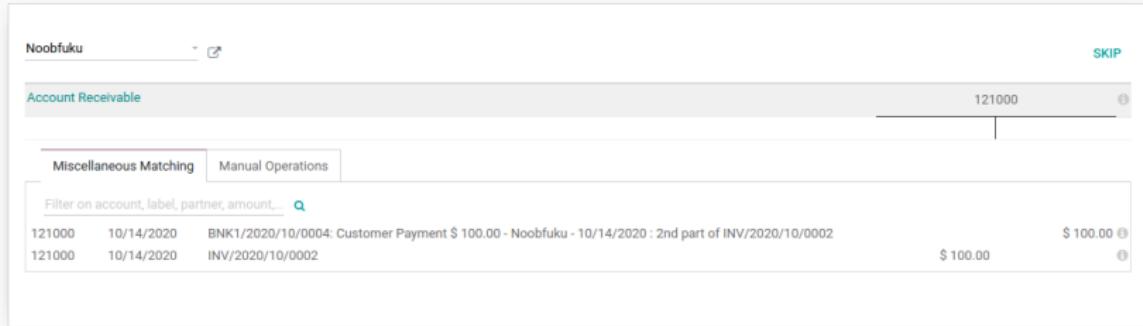


Figure 22: Match existing invoices/bills

10 - Reconciliation Model

Line with Bank Fees

Type Manually create a write-off on clicked button. Suggest counterpart values. Match existing invoices/bills.

Auto-validate

Company Demo Company

Conditions on Bank Statement Line

Journals

Amount Nature Amount Received

Amount

Label Contains BRT

Amount Paid

Note

Amount Paid/Received

Transaction Type

Partner Is Set

Counterpart Values

Decimal Separator ,

Account	Amount Type	Amount	Taxes	Tax Included in Price	Journal Item Label
---------	-------------	--------	-------	-----------------------	--------------------

400000 Product Sales	From label	BRT: (\d,+))			Due amount
----------------------	------------	---------------	--	--	------------

500000 Cost of Goods Sold	Percentage of balance	100			Bank Fees
---------------------------	-----------------------	-----	--	--	-----------

Add a line

Partner Mapping

Find Text in Label

Find Text in Notes

Partner

Add a line

11 - Fiscality

11.1 - Taxes

- add/edit/active/deactive tax
- verify VAT number
- withholding tax (Retention tax group, negative value)

The screenshot displays a software interface for managing taxes. At the top, there are fields for Tax Name (Tax 15.00%), Tax Computation (Percentage of Price Tax Included), and Tax Scope (Purchases). A checkbox labeled "Active" is checked. Below these are two tabs: "Definition" (selected) and "Advanced Options".

Repartition for Invoices:

%	Based On	Account	Tax Grids
+ +	Base		
+ +	100.00 of tax	131000 Tax Paid	

Add a line

Repartition for Credit Notes:

%	Based On	Account	Tax Grids
+ +	Base		
+ +	100.00 of tax	131000 Tax Paid	

Add a line

11.1 - Taxes

Taxes

Default Taxes

Default taxes applied to local transactions

Sales Tax	<input type="text" value="Tax 15.00%"/>
Purchase Tax	<input type="text" value="Tax 15.00%"/>

Tax Return Periodicity

How often tax returns have to be made

Periodicity	<input type="text" value="monthly"/>
Reminder	<input type="text" value="7"/> days after period
Journal	<input type="text" value="Miscellaneous Operations"/>

[Configure your tax accounts](#)

Rounding Method

How total tax amount is computed in orders and invoices

Round per Line
 Round Globally

EU Digital Goods VAT
Apply right VAT rates for digital products sold in EU

Fiscal Country
Only the tax reports associated to this country will be available

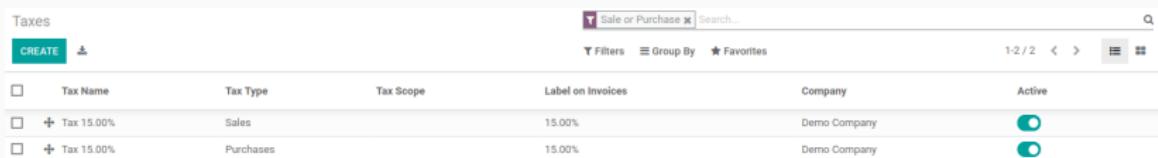
TaxCloud
Compute tax rates based on U.S. ZIP codes

Cash Basis
Allow to configure taxes using cash basis

Figure 24: Tax Settings

11.1 - Taxes

- add/edit/activate/deactivate tax



Taxes					
CREATE					
	Tax Name	Tax Type	Tax Scope	Label on Invoices	Company
<input type="checkbox"/>	+ Tax 15.00%	Sales	Purchases	15.00%	Demo Company
<input type="checkbox"/>	+ Tax 15.00%	Purchases	Sales	15.00%	Demo Company

Figure 25: Taxes list

11.1 - Taxes

- add/edit/activate/deactivate tax

Tax Name	Tax 15.00%	Tax Type	Sales
Tax Computation	Percentage of Price	Tax Scope	
Active	<input checked="" type="checkbox"/>	Amount	15.0000 %

[Definition](#) [Advanced Options](#)

Distribution for Invoices

%	Based On	Account	Tax Grids
+ Base			
+ 100.00 of tax		251000 Tax Received	

[Add a line](#)

Distribution for Credit Notes

%	Based On	Account	Tax Grids
+ Base			
+ 100.00 of tax		251000 Tax Received	

[Add a line](#)

Figure 26: Taxes Configuration

11.1 - Taxes

- add/edit/activate/deactivate tax

The screenshot shows a configuration form for a tax. At the top, there are four main sections: 'Tax Name' (set to 'Tax 15.00%'), 'Tax Computation' (set to 'Percentage of Price'), 'Active' (status is active), and 'Tax Type' (set to 'Sales'). Below these are two tabs: 'Definition' (selected) and 'Advanced Options'. Under 'Definition', there are fields for 'Label on Invoices' (15.00%), 'Tax Group' (Tax 15%), and 'Company' (Demo Company). Under 'Advanced Options', there are three checkboxes: 'Included in Price' (unchecked), 'Affect Base of Subsequent Taxes' (unchecked), and another checkbox which appears to be a duplicate or related to the first.

Figure 27: Taxe Configuration

Tax Name	Back end
Label on Invoice	Taxes column on exported invoice
Tax Group	Above the Total line on exported invoice
Tax Grid	Help generate Tax Report automatically

11.1 - Taxes

Taxes and reports are usually already pre-configured: a Fiscal Localization Package is installed according to the country you select at the creation of your database.

11.1 - Taxes

withholding tax is a government requirement for the payer of a customer invoice to withhold or deduct tax from the payment, and pay that tax to the government.

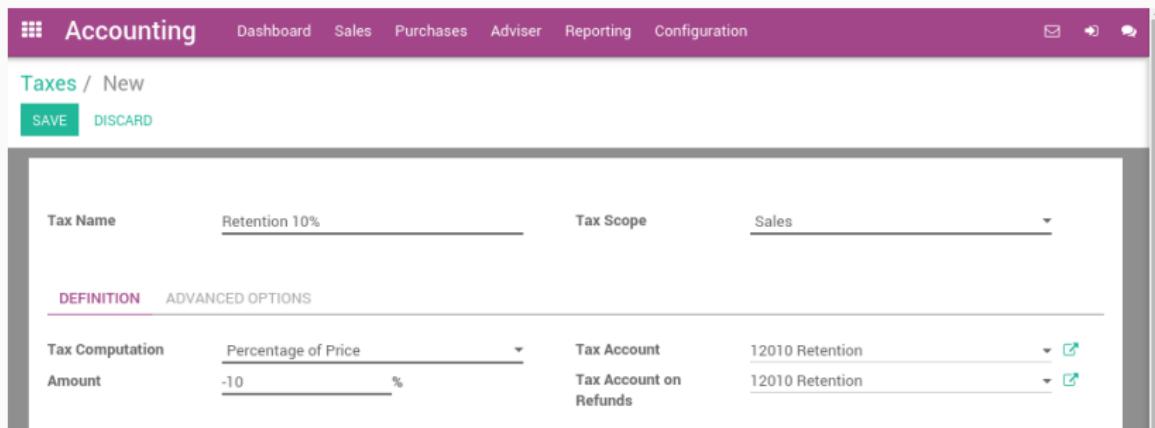


Figure 28: Retention Tax Config

11.1 - Taxes

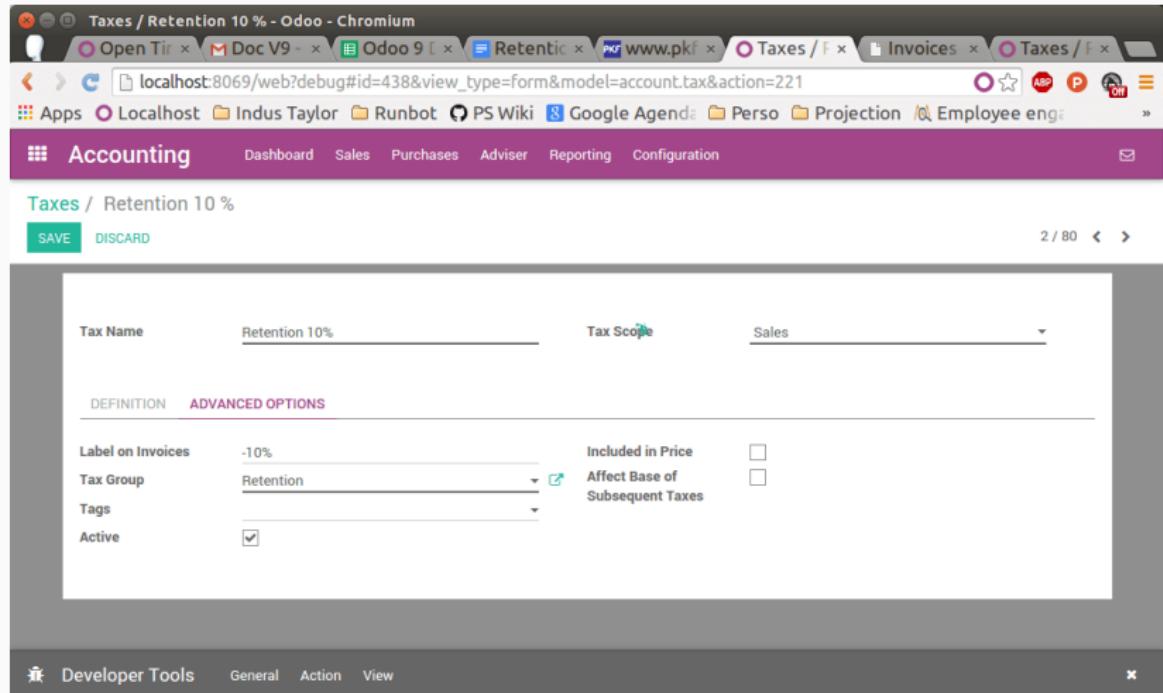


Figure 29: Retention Tax Config

11.1 - Taxes

Description	Quantity	Unit Price	Taxes	Price
[A6678] iPod	1.000	100.00 \$	-10%, 20%	100.00 \$
<hr/>				
		Total Without Taxes		100.00 \$
		Taxes		20.00 \$
		Retention		-10.00 \$
		Total		110.00 \$

Figure 30: Retention Tax in Invoice

11.2 - Fiscal Position

*If a customer has a specific fiscal position, the default tax may be replaced by another
Fiscal Positions allow you to create sets of rules to automatically adapt the taxes and the accounts used for a transaction.*

11.2 - Fiscal Position

Can be applied in various ways:

- automatically applied, based on some rules

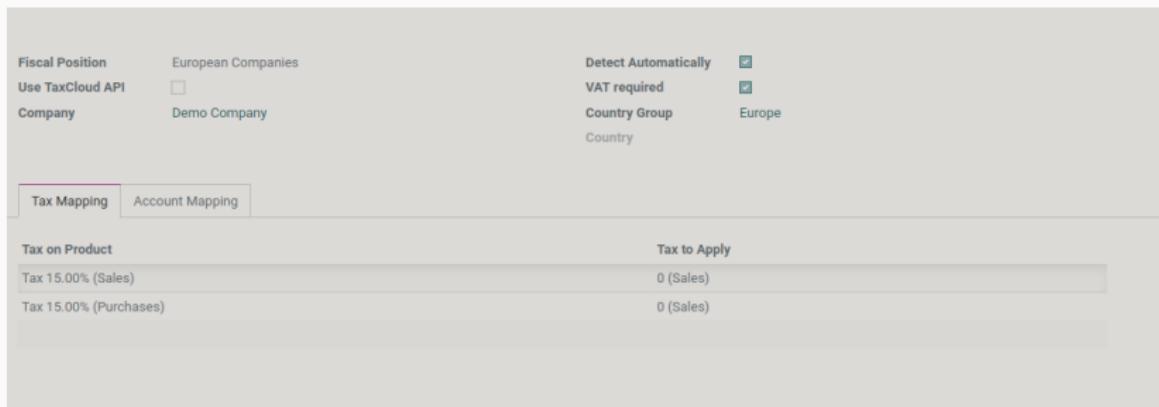


Figure 31: Fiscal Position automatically applied for customers and vendors in Europe

11.2 - Fiscal Position

- automatically applied, based on some rules
- manually applied on a transaction

Invoice Lines	Journal Items	Other Info																				
<table><thead><tr><th colspan="2">Invoice</th><th colspan="2">Accounting</th></tr></thead><tbody><tr><td>Salesperson</td><td>Mitchell Admin</td><td><input checked="" type="checkbox"/></td><td>Incoterm</td></tr><tr><td>Sales Team</td><td>Europe</td><td><input checked="" type="checkbox"/></td><td>Fiscal Position</td></tr><tr><td>Referrer</td><td></td><td><input checked="" type="checkbox"/></td><td>Intrastat Country</td></tr><tr><td></td><td></td><td></td><td>Régime Intra-Communautaire</td></tr></tbody></table>			Invoice		Accounting		Salesperson	Mitchell Admin	<input checked="" type="checkbox"/>	Incoterm	Sales Team	Europe	<input checked="" type="checkbox"/>	Fiscal Position	Referrer		<input checked="" type="checkbox"/>	Intrastat Country				Régime Intra-Communautaire
Invoice		Accounting																				
Salesperson	Mitchell Admin	<input checked="" type="checkbox"/>	Incoterm																			
Sales Team	Europe	<input checked="" type="checkbox"/>	Fiscal Position																			
Referrer		<input checked="" type="checkbox"/>	Intrastat Country																			
			Régime Intra-Communautaire																			

Figure 32: Choose Fiscal Position manually on Sale Orders, Invoices, Bills

11.2 - Fiscal Position

- automatically applied, based on some rules
- manually applied on a transaction
- assigned to a partner, on its contact form

Invoice Lines	Journal Items	Other Info																				
<table><thead><tr><th colspan="2">Invoice</th><th colspan="2">Accounting</th></tr></thead><tbody><tr><td>Salesperson</td><td>Mitchell Admin</td><td><input checked="" type="checkbox"/></td><td>Incoterm</td></tr><tr><td>Sales Team</td><td>Europe</td><td><input checked="" type="checkbox"/></td><td>Fiscal Position</td></tr><tr><td>Referrer</td><td></td><td><input checked="" type="checkbox"/></td><td>Intrastat Country</td></tr><tr><td></td><td></td><td></td><td>Régime Intra-Communautaire</td></tr></tbody></table>			Invoice		Accounting		Salesperson	Mitchell Admin	<input checked="" type="checkbox"/>	Incoterm	Sales Team	Europe	<input checked="" type="checkbox"/>	Fiscal Position	Referrer		<input checked="" type="checkbox"/>	Intrastat Country				Régime Intra-Communautaire
Invoice		Accounting																				
Salesperson	Mitchell Admin	<input checked="" type="checkbox"/>	Incoterm																			
Sales Team	Europe	<input checked="" type="checkbox"/>	Fiscal Position																			
Referrer		<input checked="" type="checkbox"/>	Intrastat Country																			
			Régime Intra-Communautaire																			

11.2 - Fiscal Position

TaxCloud calculates sales tax in real-time for every state, city, and special jurisdiction in the United States.

The screenshot shows a configuration panel for TaxCloud. At the top left is a checked checkbox labeled "TaxCloud". Below it is a descriptive text: "Compute tax rates based on U.S. ZIP codes". The main area contains four input fields: "API ID" with an empty text field, "API KEY" with an empty text field, "Default Category" with an empty text field, and a "Category" dropdown menu currently set to "None". To the right of the "Category" dropdown is a blue circular refresh icon. At the bottom left is a teal button with a right-pointing arrow and the text "How to Get Credentials".

TaxCloud
Compute tax rates based on U.S. ZIP codes

API ID _____

API KEY _____

Default Category None

Category

→ How to Get Credentials

Figure 33: Settings

11.3 - Tax Inlcude/Exclude

Handle the very specific use case where you need to handle the two prices (tax excluded and included) on the product form within the same company.

11.3 - Tax Include/Exclude

- choose only one and stick to it: price without taxes or price with taxes included
- define which default tax related to the product
- let Odoo compute the other one automatically, based on the pricelist and fiscal position
- negotiate your contracts with customers accordingly

11.3 - Tax Include/Exclude

1. always store the default price TAX EXCLUDED on the product form, and apply a tax (price included on the product form)
2. create a pricelist with prices in TAX INCLUDED, for specific customers
3. create a fiscal position that switches the tax excluded to a tax included
4. assign both the pricelist and the fiscal position to customers who want to benefit to this pricelist and fiscal position

11.3 - Tax Include/Exclude

- your product default sale price is 8.26€ tax excluded
- but we want to sell it at 10€, tax included, in our shops or eCommerce website

11.3 - Tax Include/Exclude

The screenshot shows the Odoo Accounting interface. At the top, there's a navigation bar with tabs: Accounting, Dashboard, Sales, Purchases, Adviser, Reporting, and Configuration. Below this is a sub-menu for Invoicing & Payments.

Customer settings include checkboxes for Allow pro-forma invoices, Enable payment followup management, and Use batch deposit. A red circle labeled '1' with an arrow points to the 'Allow pro-forma invoices' checkbox.

Taxes settings show 'Default Sale Tax 21% Services' and 'Default Purchase Tax 21% Merchandises'. A red circle labeled '1' with an arrow points to the dropdown menu next to the sale tax field.

A modal window titled 'Open: Default Sale Tax' is displayed. It contains fields for Tax Name ('21% Services'), Tax Scope ('Sales'), and ADVANCED OPTIONS. Under ADVANCED OPTIONS, there are two checkboxes: 'Included in Price' and 'Affect Base of Subsequent Taxes'. A red circle labeled '2' with an arrow points to the 'Included in Price' checkbox.

Figure 34: Config default tax exclude

11.3 - Tax Include/Exclude

Sales Dashboard Sales Invoicing Reports Configuration Administrator · 10 messages

Products / New

SAVE **DISCARD**

Not Archived \$ 0 Sales

Product Name
My Product

Can be Sold

GENERAL INFORMATION INVENTORY **SALES** ACCOUNTING NOTES

Pricing

Pricelist	Price	Min. Quantity	Start Date	End Date
B2B (EUR)	8.26	1		
B2C (EUR)	10.00	1		
Add an item				

Figure 35: Create B2C pricelist

11.3 - Tax Include/Exclude

Create B2C Fiscal Position

The screenshot shows the Odoo Accounting module interface. At the top, there is a purple header bar with the title "Accounting" and navigation links for Dashboard, Sales, Purchases, Adviser, Reporting, and Configuration. There are also notification icons for messages and a search bar.

The main content area is titled "Fiscal Positions / B2C". Below the title, there are two buttons: "EDIT" and "CREATE". A dropdown menu labeled "Action" is visible.

The "CREATE" form for a new fiscal position is displayed. It includes fields for "Fiscal Position" (set to "B2C") and "Active" (with a checked checkbox). There is also a "Detect Automatically" checkbox which is unchecked.

Below the form, there are two tabs: "TAX MAPPING" (which is selected) and "ACCOUNT MAPPING". Under "TAX MAPPING", there is a table with two columns: "Tax on Product" and "Tax to Apply". The first row shows "21%" under "Tax on Product" and "21% Inc" under "Tax to Apply".

Figure 36: B2C Fiscal Position

11.3 - Tax Include/Exclude

Sales Dashboard Sales Invoicing Reports Configuration 10 Administrator

Quotations / SO008

SAVE DISCARD 6 / 6

SEND BY EMAIL PRINT CONFIRM SALE CANCEL QUOTATION QUOTATION SENT SALE ORDER DONE

SO008

Customer: Agrolait Pricelist: B2B (EUR)

Expiration Date: Payment Term: 30 Net Days

ORDER LINES OTHER INFORMATION

Product	Description	Ordered Qty	Unit Price	Taxes	Subtotal
+ My Product	My Product	1.000	8.26	21%	8.26

Add an item

Setup default terms and conditions in your company settings.

Untaxed Amount	8.26€
Taxes :	1.73€
Total :	(update) 9.99€

99

Figure 37: B2B Quotation

11.3 - Tax Include/Exclude

Sales Dashboard Sales Invoicing Reports Configuration 10 Administrator

Quotations / SO008

SAVE DISCARD 6 / 6

SEND BY EMAIL PRINT CONFIRM SALE CANCEL QUOTATION QUOTATION SENT SALE ORDER DONE

SO008

Customer: Agrolait | Pricelist: B2C (EUR)

Expiration Date: Payment Term: 30 Net Days

ORDER LINES OTHER INFORMATION

Product	Description	Ordered Qty	Unit Price	Taxes	Subtotal
+ My Product	My Product	1.000	10.00	21% Inc	8.26

Add an item

Setup default terms and conditions in your company settings.

Untaxed Amount : 8.26€
Taxes : 1.74€
Total : (update) 10.00€

Figure 38: B2C Quotation

11.4 - Cash Basis Tax

Cash Basis 

Allow to configure taxes using cash basis

Tax Cash Basis	Cash Basis Taxes	
Journal		
Base Tax Received Account	400000 Product Sales	

11.4 - Cash Basis Tax

Tax Name	Tax 15.00%	Tax Type	Sales
Tax Computation	Percentage of Price	Tax Scope	
Active	<input checked="" type="checkbox"/>	Amount	15.0000%
<hr/>			
<input type="button" value="Definition"/>	<input type="button" value="Advanced Options"/>		
Label on Invoices	15.00%	Included in Price	<input type="checkbox"/>
Tax Group	Tax 15%	Affect Base of	<input type="checkbox"/>
Company	Demo Company	Subsequent Taxes	
		Tax Due	Based on Payment
		Cash Basis Transition Account	111050 Temporary Tax Account

11.4 - Cash Basis Tax

Customer Invoices Journal	
Debit	Credit
Receivables \$115	
	Temporary Tax Account \$15
	Income Account \$100

Figure 39: After validate invoice

11.4 - Cash Basis Tax

Bank Journal	
Debit	Credit
Bank \$115	
	Receivables \$115

Figure 40: Receive the payment

11.4 - Cash Basis Tax

Tax Cash Basis Journal

Debit	Credit
Temporary Tax Account \$15	
	Tax Received Account \$15
Income Account \$100	
	Income Account \$100

Figure 41: Reconcile payment and invoice

12 - Reports

- Customize Reports
- Convert pivot view to spreadsheet and access from Documents module
- export report to xlsx

Reporting	Configuration
Generic Statements	
Profit and Loss	
Balance Sheet	
Executive Summary	
Cash Flow Statement	
Partner Reports	
Partner Ledger	
Aged Receivable	
Aged Payable	
Audit Reports	
General Ledger	
Trial Balance	
Consolidated Journals	
Tax Report	
Journals Audit	
Management	
Invoice Analysis	
Depreciation Schedule	

13 - Analytic Accounting

Analytic Accounts / Project XYZ - Azure Interior

SAVE DISCARD 2 / 2 < >

Analytic Account	\$ Cost/Revenue		
Project XYZ			
Reference Customer	RD Azure Interior	Group Company	Projects Demo Company

Analytic Report

PRINT PREVIEW EXPORT (XLSX) SAVE Oct 2020 Analytic Options:

Reference	Partner	Balance
RD	Azure Interior	\$ -15,000.00
	Wood Corner	\$ 0.00
	Azure Interior	\$ 0.00
	Azure Interior	\$ 0.00
	Deco Addict	\$ 0.00
	Ready Mat	\$ 0.00
	Azure Interior	\$ 0.00
	Lumber Inc	\$ 0.00
	Gemini Furniture	\$ 0.00
	Gemini Furniture	\$ 0.00
	Azure Interior	\$ 0.00
	Deco Addict	\$ 0.00
	Deco Addict	\$ 0.00
	Wood Corner	\$ 0.00
Projects		
Project XYZ	RD	\$ -15,000.00
Asustek		\$ 0.00
Camp to Camp		\$ 0.00
CampToCamp		\$ 0.00
Deco Addict		\$ 0.00
Delta PC		\$ 0.00
Desertic - Hispanfuentes		\$ 0.00
Lumber Inc		\$ 0.00
Luminous Technologies		\$ 0.00
Millennium Industries		\$ 0.00
Nebula		\$ 0.00
Our Super Product		\$ 0.00
Seagate P2		\$ 0.00
Spark Systems		\$ 0.00
Departments		\$ 0.00
Internal		\$ 0.00
Accounts without a group		\$ -3,550.00

13 - Analytic Accounting

Analytic Tags / Bookcase

SAVE DISCARD 2 / 2 < >

Analytic Tag	Bookcase
Analytic Distribution	[<input checked="" type="checkbox"/>]
Company	
Analytic Account	Percentage
[R0] Project XYZ - Azure Interior	100.00
[O0] Office Design	100.00
Add a line	

- auto create an analytic account when creating a project

14 - Inventory Valuation

Costing methods: - Standard Price - Average Price - FIFO - LIFO

14 - Inventory Valuation

Costing methods:

Operation	Unit Cost	Qty On Hand	Delta Value	Inventory Value
	\$10	0		\$0
Receive 8 Products at \$10	\$10	8	+8*\$10	\$80
Receive 4 Products at \$16	\$10	12	+4*\$10	\$120
Deliver 10 Products	\$10	2	-10*\$10	\$20
Receive 2 Products at \$9	\$10	4	+2*\$10	\$40

14 - Inventory Valuation

Costing methods:

Operation	Unit Cost	Qty On Hand	Delta Value	Inventory Value
	\$0	0		\$0
Receive 8 Products at \$10	\$10	8	+8*\$10	\$80
Receive 4 Products at \$16	\$12	12	+4*\$16	\$144
Deliver 10 Products [1]	\$12	2	-10*\$12	\$24
Receive 2 Products at \$6	\$9	4	+2*\$6	\$36

14 - Inventory Valuation

Costing methods:

Operation	Unit Cost	Qty On Hand	Delta Value	Inventory Value
	\$0	0		\$0
Receive 8 Products at \$10	\$10	8	+8*\$10	\$80
Receive 4 Products at \$16	\$12	12	+4*\$16	\$144
Deliver 10 Products	\$16	2	-8*\$10 -2*\$16	\$32
Receive 2 Products at \$6	\$11	4	+2*\$6	\$44

14 - Inventory Valuation

Costing methods:

Operation	Unit Cost	Qty On Hand	Delta Value	Inventory Value
	\$0	0		\$0
Receive 8 Products at \$10	\$10	8	+8*\$10	\$80
Receive 4 Products at \$16	\$12	12	+4*\$16	\$144
Deliver 10 Products	\$10	2	-4*\$16 -6*\$10	\$20
Receive 2 Products at \$6	\$8	4	+2*\$6	\$32

14 - Inventory Valuation

2 types: - Periodic Inventory Evaluation - Perpetual Inventory Evaluation

14 - Inventory Valuation

Periodic Inventory Evaluation:

- > At the end of the month or year, the accountant post one journal entry representing the value of the physical inventory.
- > At the end of the month/year, the company do a physical inventory (or just rely on the inventory in Odoo). They multiply the quantity of each product by its cost to know the inventory value of the company.

14 - Inventory Valuation

Perpetual Inventory Evaluation: >goods reception and outgoing shipments are directly posted in the accounting. The inventory valuation is always up-to-date.

14 - Inventory Valuation

Balance Sheet		
PRINT PREVIEW		As of 10/07/2020
		Comparison:
		Journals: All
		Analytic
		Options: Posted Entries Only
ASSETS		
Current Assets		\$ 733,547.45
Bank and Cash Accounts		\$ 733,547.45
Receivables		\$ 4,841.87
Current Assets		\$ 730,250.00
101702 Bank Suspense Account		\$ -1,544.42
110100 Stock Valuation		\$ -4,841.87
110200 Stock Int'l (Received)		\$ 1,100.00
131000 Tax Paid		\$ -350.00
Prepayments		\$ 2,547.45
Plus Fixed Assets		\$ 0.00
Plus Non-current Assets		\$ 0.00
		PRE
		FA
		PNCA

15 - Asset Management

Assets / New

SAVE **DISCARD**

CONFIRM **COMPUTE DEPRECIATION**

DRAFT **RUNNING**

0 Posted Entries

Asset Name
e.g. Laptop iBook

Asset Values
Set manually the original values or select the related purchases

Original Value	\$0.00
Acquisition Date	12/31/2020

Current Values

Not Depreciable Value	\$0.00
Depreciable Value	\$ 0.00
Book Value	\$ 0.00

Depreciation Method

Method	<input checked="" type="radio"/> Straight Line <input type="radio"/> Degressive <input type="radio"/> Accelerated Degressive
Duration	5 Years
Prorata Temporis	<input type="checkbox"/>
Start Depreciating	12/31/2020

Accounting

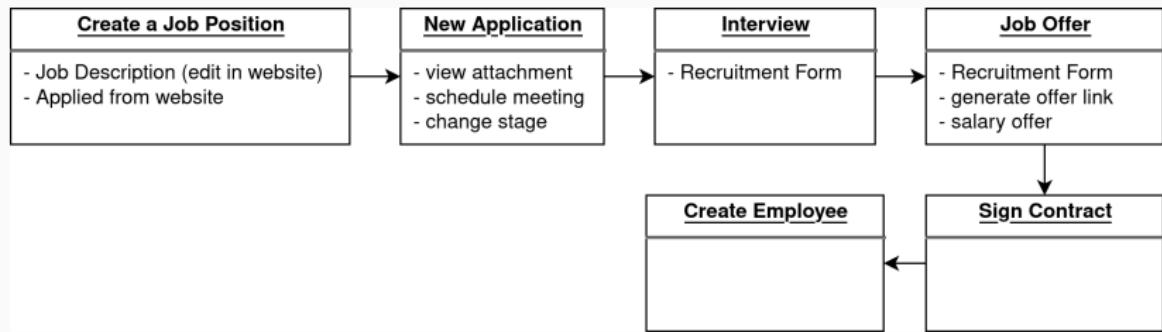
Company	Demo Company
Fixed Asset Account	
Depreciation Account	
Expense Account	
Journal	
Analytic Account	
Analytic Tag	

Existing Depreciation Schedule

Depreciated Amount	\$0.00
Existing Depreciations	0
First Depreciation Date	

XI. HR

1. Recruitment



1. Recruitment

Create: Contract Template X

NEW RUNNING EXPIRED CANCELLED

HR Contract Template

Employee		Start Date	10/08/2020
Department		End Date	
Job Position		Working Schedule	Standard 40 hours/week
Company	Demo Company	HR Responsible	
Contract Type	PFI		
Salary Structure Type	Employee		

Contract Details Salary Information

Monthly Advantages in Cash

Wage	10.00	/ month
Wage update with holidays retenues	9.87	/ month

Employee Costs

Employee Budget	120.00	/ year
Monthly Equivalent Cost	10.00	/ month

Yearly Advantages

Paid Time Off	3	/ year
---------------	---	--------

SAVE DISCARD

2. Referral Recruitment

- referral links has tracker
- config:
 - levels
 - rewards
 - alert
 - onboarding

Dashboard / Job Positions

Search... Filters Group By Favorites

Consultant
1 Open Position 85 Points

We are currently looking for someone like that to join our Consultant team.

REFER FRIEND MORE INFO


SHARE NOW SHARE NOW SHARE NOW SHARE NOW

Marketing and Community Manager
3 Open Positions 85 Points

The Marketing Manager defines the mid- to long-term marketing strategy for his covered market segments in the World. He develops and monitors the annual budget in collaboration with Sales. He defines the products and customers portfolio according to the marketing plan. This mission requires strong collaboration with Technical Service and Sales.

REFER FRIEND MORE INFO


SHARE NOW SHARE NOW SHARE NOW SHARE NOW

Experienced Developer
4 Open Positions 85 Points

We are currently looking for someone like that to join our Web team. Someone who can snap out of coding and perform analysis or meet clients to explain the technical possibilities that can meet their needs.

REFER FRIEND MORE INFO


1 CLICK(S) SHARE NOW SHARE NOW SHARE NOW

2. Referral Recruitment

Alerts / New

SAVE

DISCARD

Date From	10/11/2020
Date To	10/22/2020
Company	Demo Company
On Click	<input type="radio"/> Not Clickable <input checked="" type="radio"/> Go to All Jobs <input type="radio"/> Specify URL
Alert	New jobs were added!

3. Employee

Employees / Noob Misa

[EDIT](#) [CREATE](#) [Print](#) [Action](#)

Noob Misa

Marketing Officer



Work Mobile
Work Phone +1 (650) 691-3277  Work Email
Company Demo Company

Department Marketing
Manager Mitchell Admin
Coach Audrey Peterson

[Résumé](#) [Work Information](#) [Private Information](#) [HR Settings](#)

Location

Work Address Demo Company
250 Executive Park Blvd, Suite 3400
San Francisco CA 94134
United States

Work Location

Approvers

Time Off Mitchell Admin
Expense Mitchell Admin
Timesheet Mitchell Admin

Schedule

Working Hours Standard 40 hours/week
Timezone Europe/Brussels

Planning

Default Planning Role
Planning Roles

Organization Chart

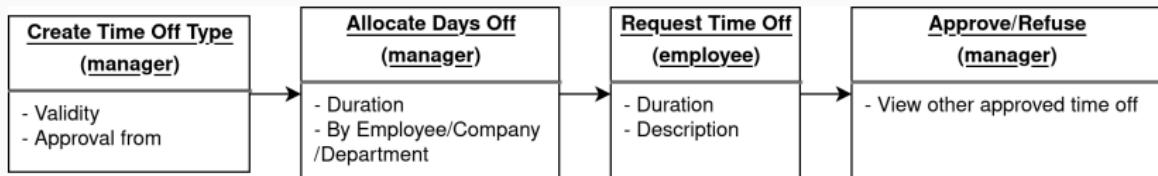


```
graph TD; Admin["Mitchell Admin  
Chief Executive Officer"] --- Noob["Noob Misa  
Marketing Officer"]
```

123

4. Attendance

- Employee PIN/badge (kiosk mode)
- Time off application:
 - Time off type
 - Allocate day off for each type
 - Request a Time Off
 - Report



4. Attendance

Sick Time Off

Options

Payroll Code

Day

Half Day

Hours

Validity

From

01/01/2020

To

Allocation Requests

Mode

No Limit

Allow Employees Requests

Set by Time Off Officer

Responsible

Mitchell Admin

Time Off Requests

Approval

No Validation

By Time Off Officer

By Employee's Manager

By Employee's Manager and Time Off Officer

Notification

Time Off Notification

Sick Time Off

Subtype



Allocation Notification

Allocation



Subtype

Calendar

Display Time Off in



Calendar

Color in Report

Red

Company

Demo Company

Timesheet

Project

Internal



Task for timesheet

Time Off



4. Attendance

All Time Off / Mitchell Admin on Annual Time Off: 1.00 days (2020-10-23)

EDIT **CREATE** **Action**

VALIDATE **REFUSE** **TO APPROVE** **SECOND APPROVAL** **APPROVED**

Annual Time Off

Dates	From 10/23/2020 To 10/23/2020	Mode	By Employee
Duration	1.00 Days	Employee	Mitchell Admin
Description		Department	Management
		Reported in last payslips	●

Manager's Comment

Mitchell Admin in 2020

Sick Time Off 2 day(s)

Management in October

Sharlene Rhodes: 1 day(s) 10/25/2020 - 10/26/2020
Mitchell Admin: 2 day(s) 10/20/2020 - 10/22/2020

4. Attendance

- An employee's leave can only be approved by a user in the HR Officer group (or higher)

All Time Off								
Status		Employee	Mode	Time Off Type	Description	Start Date	End Date	Duration
All		Paul Williams	By Employee	Sick Time Off	Second dental appointment	02/03/2021 08:00:00	02/04/2021 09:00:00	1 days
To Approve		Ronnie Hart	By Employee	Sick Time Off	Dental appointment	11/17/2020 07:00:00	11/19/2020 07:00:00	2 days
Approved		Marc Demo	By Employee	Sick Time Off	Sick day	11/03/2020 08:00:00	11/06/2020 08:00:00	3 days
Second Approval		Paul Williams	By Employee	Sick Time Off	Dental appointment	11/01/2020 08:00:00	11/02/2020 08:00:00	1 days
		Sharlene Rhodes	By Employee	Sick Time Off	Doctor Appointment	10/25/2020 08:00:00	10/27/2020 06:00:00	1 days
		Anita Oliver	By Employee	Paid Time Off	Trip to Paris	10/18/2020 07:00:00	10/24/2020 07:00:00	5 days
		Sharlene Rhodes	By Employee	Paid Time Off	Trip to London	10/09/2020 07:00:00	10/16/2020 07:00:00	5 days
		Anita Oliver	By Employee	Paid Time Off	Trip	10/05/2020 07:00:00	10/07/2020 07:00:00	2 days
		Ronnie Hart	By Employee	Paid Time Off	Trip with friends	10/04/2020 07:00:00	10/10/2020 07:00:00	5 days
		Marc Demo	By Employee	Sick Time Off	Sick day	10/01/2020 08:00:00	10/04/2020 08:00:00	2 days

5. Appraisal

- Request(from employee)/Create

Appraisal

Appraisal Plans 
Automatically generate appraisals
[→ Appraisal Plans](#)

360 Feedback 
Ask to fill a survey to other employees

Confirmation Email Template
Automatic email sent after confirm the appraisal

Employee	Hr Appraisal: Confirm Appr: <input data-bbox="539 435 560 450" type="button" value="..."/>
Manager	Hr Appraisal: Confirm Appr: <input data-bbox="539 476 560 491" type="button" value="..."/>

Feedback Templates

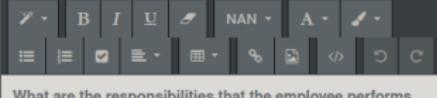
Feedback Templates 
Configure Feedback Templates by Job

Employee Feedback Template



Does my company recognize my value ?
What are the elements that would have the best impact on my work performance?
What are my best achievement(s) since my last appraisal?
What do I like / dislike about my job, the company or the management?

Manager Feedback Template



What are the responsibilities that the employee performs effectively?
How could the employee improve?
Short term (6-months) actions / decisions / objectives
Long term (>6months) career discussion, where does the employee want to go, how to help him reach this path?

5. Appraisal

- Request(from employee)/Create

Employees / Anita Oliver / Anita Oliver

CONFIRM **TO CONFIRM** **CONFIRMED** **DONE**

Employee Anita Oliver	Employee's Goals	No Meeting
---------------------------------	------------------	------------

Manager Ronnie Hart

Appraisal Deadline 10/22/2020

Job Position Experienced Developer

Company Demo Company

Employee Feedback

Does my company recognize my value ?

What are the elements that would have the best impact on my work performance?

What are my best achievement(s) since my last appraisal?

What do I like / dislike about my job, the company or the management?

How can I improve (skills, attitude, etc)?

Manager Feedback

What are the responsibilities that the employee performs effectively?

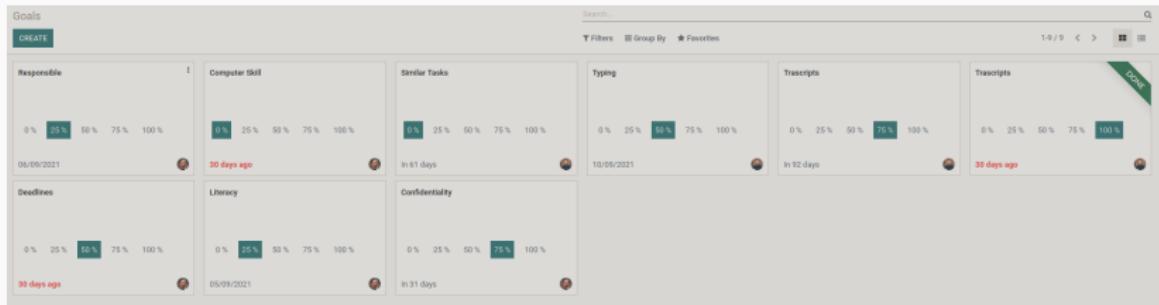
How could the employee improve?

Short term (6-months) actions / decisions / objectives

Long term (>6months) career discussion, where does the employee want to go, how to help him reach this path?

5. Appraisal

- Goals



6. Manage Skills and Resumes

- Skills Management (employee)

The screenshot shows a user interface for managing resumes. At the top, there are tabs: Résumé (highlighted in pink), Work Information, Private Information, and HR Settings. Below the tabs, there are three main sections: Experience, Education, and Skills.

Experience:

- 10/09/2020 - Current
Demo Company
eating
- 09/01/2019 - 08/31/2020
Internship in MISA Inc

Education:

- 01/01/2016 - 07/31/2018
NOOB University

Skills:

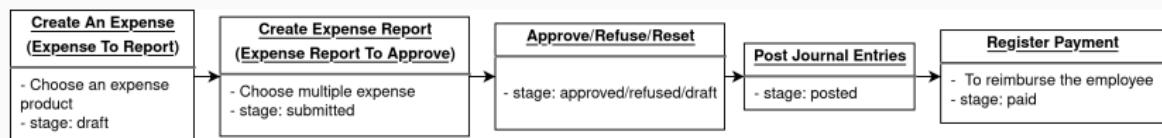
Languages:

Language	Level	Progress (%)	Action
Spanish	B2	75%	EDIT

Music:

Skill	Level	Progress (%)	Action
Singing	L2	50%	EDIT

7. Expenses



7. Expenses

- Expense Products

Expense Products / [EXP_AF] Air Flight

SAVE **DISCARD**

Product Name

Air Flight



General Information

Cost

Internal Reference

Use this reference as a subject prefix when submitting by email.

Company

Accounting

Expense Account

Vendor Taxes

Customer Taxes

Invoicing

Invoicing Policy

Re-Invoice Expenses

7. Expenses

- Expense Report

My Expenses to Report / Laptop / Business Trip

[EDIT](#) [CREATE](#) [Print](#) [Action](#)

[APPROVE](#) [REFUSE](#) [RESET TO DRAFT](#) [DRAFT](#) [SUBMITTED](#) [APPROVED](#) [POSTED](#) [PAID](#)

[0 Documents](#)

Business Trip

Employee Mitchell Admin
Manager
Paid By Employee (to reimburse)
Company Demo Company

Expense	Other Info	Description	Customer to Reinvoice	Taxes	Total
10/09/2020		Travel Fee Flight		View Attachments Tax 15.00%	\$ 805.00
04/03/2020		Laptop		View Attachments	889.00 €
04/03/2020		Screen		View Attachments	289.00 €

Total Amount: \$ 2,316.84

7. Expenses

- Auto create entry and reconcile

BNK1/2020/10/0002 (Mitchell Admin: Lunch in Ne...

EDIT CREATE Print Action 1 / 1 < >

REVERSE ENTRY RESET TO DRAFT DRAFT POSTED

BNK1/2020/10/0002

Reference Mitchell Admin: Lunch in NewYork

Accounting Date 10/09/2020

Journal Bank

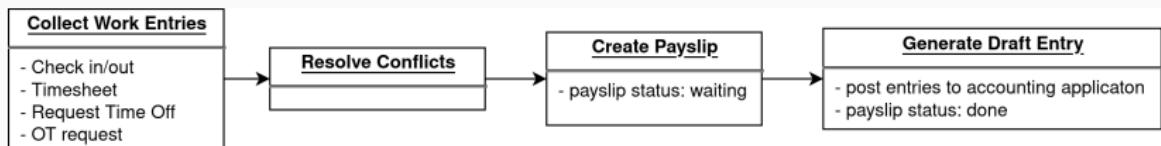
Journal Items Other Info

Account	Partner	Label	Debit	Credit	Tax Grids	i
101403 Outstanding...	Mitchell Admin	Vendor Payment \$ 20.00 - Mitchell Admin - 10/09/2020	\$ 0.00	\$ 20.00		
211000 Account ...	Mitchell Admin	Vendor Payment \$ 20.00 - Mitchell Admin - 10/09/2020	\$ 20.00	\$ 0.00		

Reconciled Entries

8. Payroll

- Contract contains information about salary structure type, pay structures



8. Payroll

- Payroll generate payslip depends on employee's contracts

Create: Contract Template X

NEW RUNNING EXPIRED CANCELLED

HR Contract Template

Employee		Start Date	10/08/2020
Department		End Date	
Job Position		Working Schedule	Standard 40 hours/week
Company	Demo Company	HR Responsible	
Contract Type	PFI		
Salary Structure Type	Employee		

Contract Details Salary Information

Monthly Advantages in Cash		Employee Costs			
Wage	10.00	/ month	Employee Budget	120.00	/ year
Wage update with holidays retenues	9.87	/ month	Monthly Equivalent Cost	10.00	/ month

Yearly Advantages		
Paid Time Off	3	/ year

8. Payroll

Employee		2 Structures
Country		
Wage Type	Monthly Fixed Wage	
		Default Scheduled Pay Monthly
		Default Working Hours Standard 40 hours/week
		Regular Pay Structure Regular Pay
		Default Work Entry Attendance
		Type

Figure 43: Salary Structure Type

8. Payroll

Regular Pay

Type	Employee	Report	Payslip
Use Worked Day Lines	<input checked="" type="checkbox"/>	Scheduled Pay	Monthly
Country		Salary Journal	Salaries
<hr/>			
Salary Rules	Unpaid Work Entry Types	Other Input	
Name	Code	Category	Partner
Basic Salary	BASIC	Basic	
House Rent Allowance	HRA	Allowance	House Rent Allowance Register
Conveyance Allowance	CA	Allowance	
Conveyance Allowance For Gravie	CAGG	Allowance	
Meal Voucher	MA	Allowance	Meal Voucher Register
Sum of Allowance category	SUMALW	Allowance	
Gross	GROSS	Gross	
Provident Fund	PF	Deduction	Provident Fund Register
Professional Tax	PT	Deduction	Professional Tax Register
Net Salary	NET	Net	

Figure 44: Pay Structure

8. Payroll

Name
Basic Salary

Category
Basic

Code BASIC

Salary Structure Regular Pay

Appears on Payslip

Sequence 1

Active

General Description Accounting

Conditions

Condition Based on Always True

Computation

Amount Type Python Code

Python Code
result = payslip.paid_amount

Company Contribution

Partner

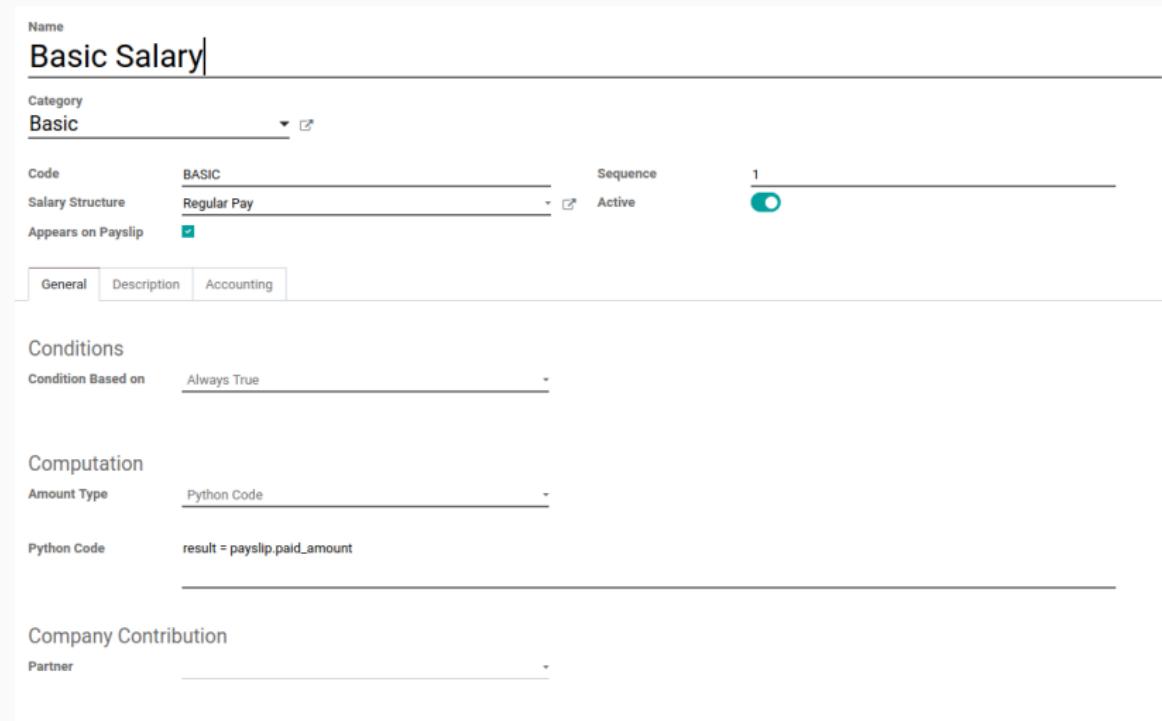


Figure 45: Salary Rule

8. Payroll

Work Entry Types		Search...	Q						
CREATE		Filters	Group By	Favorites	1-10 / 10	<	>	grid	list
<input type="checkbox"/>	Name			Code					
<input type="checkbox"/>	Attendance			WORK100					
<input type="checkbox"/>	Generic Time Off			LEAVE100					
<input type="checkbox"/>	Compensatory Time Off			LEAVE105					
<input type="checkbox"/>	Home Working			WORK110					
<input type="checkbox"/>	Unpaid			LEAVE90					
<input type="checkbox"/>	Sick Time Off			LEAVE110					
<input type="checkbox"/>	Legal Leaves 2020			LEAVE120					
<input type="checkbox"/>	Extra Hours			WORK300					
<input type="checkbox"/>	Long Term Time Off			LEAVE200					
<input type="checkbox"/>	Out of Contract			OUT					

Figure 46: Work Entry Types

9. Payroll

- Resolve conflicts before generating payslips

Work Entry		11 October 2020 - 17 October 2020						
Work Entries		Sunday, 11th	Monday, 12th	Tuesday, 13th	Wednesday, 14th	Thursday, 15th	Friday, 16th	Saturday, 17th
Anita Oliver			Attendance	Attendance	Attendance	Attendance	Attendance	Attendance
Mitchell Admin			Attendance	Attendance	Attendance	Attendance	Attendance	Attendance
Randall Lewis			Attendance	Attendance	Attendance	Attendance	Attendance	Attendance
Roger Scott			Attendance	Attendance	Attendance	Attendance	Attendance	Attendance
Ronnie Hart			Attendance	Attendance	Attendance	Attendance	Attendance	Attendance
Walter Horton			Attendance	Attendance	Attendance	Attendance	Attendance	Attendance

Figure 47: Work Entry

9. Payroll

Payslips To Pay / Salary Slip - Walter Horton - September 2020

EDIT CREATE

Print Action

CREATE DRAFT ENTRY

COMPUTE SHEET

CANCEL PAYSLIP

RECOMPUTE WORKED DAYS

PRINT

DRAFT

WAITING

DONE

Walter Horton

Period 09/01/2020 - 09/30/2020
Reference SLIP/024

Contract Walter Horton Contract
Structure Regular Pay
Payslip Name Salary Slip - Walter Horton - September 2020

Worked Days & Inputs		Salary Computation		Accounting Information			
Name	Code	Category	Quantity	Rate (%)	Rule	Amount	Total
Basic Salary	BASIC	Basic	1.00	100.0000	Basic Salary	4,600.00	4,600.00
House Rent Allowance	HRA	Allowance	1.00	40.0000	House Rent Allowance	4,600.00	1,840.00
Conveyance Allowance	CA	Allowance	1.00	100.0000	Conveyance Allowance	800.00	800.00
Conveyance Allowance For Gravie	CAGG	Allowance	1.00	100.0000	Conveyance Allowance For Gravie	600.00	600.00
Meal Voucher	MA	Allowance	22.00	100.0000	Meal Voucher	10.00	220.00
Sum of Allowance category	SUMALW	Allowance	1.00	100.0000	Sum of Allowance category	0.00	0.00
Gross	GROSS	Gross	1.00	100.0000	Gross	8,060.00	8,060.00
Provident Fund	PF	Deduction	1.00	-12.5000	Provident Fund	4,600.00	-575.00
Professional Tax	PT	Deduction	1.00	100.0000	Professional Tax	-200.00	-200.00
Net Salary	NET	Net	1.00	100.0000	Net Salary	7,285.00	7,285.00

Figure 48: Payslip

9. Payroll

Journal Entries						
CREATE						
Date	Number	Partner	Reference	Journal	Company	Total Status
<input type="checkbox"/> 10/31/2020	SAL/2020/10/0001		October 2020	Salaries	Demo Company	10,840.00 Draft
<input type="checkbox"/> 10/31/2020	/		October 2020	Salaries	Demo Company	12,300.00 Draft
<input type="checkbox"/> 10/31/2020	/	/	October 2020	Salaries	Demo Company	12,300.00 Draft
<input type="checkbox"/> 10/31/2020	/		October 2020	Salaries	Demo Company	10,840.00 Draft

Figure 49: Generate entries from payslips

9. Payroll

Other features:

- report the expenses in payslip to reimburse employee directly in payslip
- structure types: defining payroll localization
- payroll structure: rule to compute the payslip
- structure + computation rules = salary rules

10. Fleet Management

Fleet	Vehicles	Reporting	Configuration
-------	----------	-----------	---------------

Vehicles / Opel/Astra	Vehicles Contracts Services Odometers	5	Action
		NEW REQUEST > TO ORDER ORDERED REGISTERED DOWNGRADED RESERVE WAITING LIST	

	Drivers History	Contracts	Services	Odometer
--	-----------------	-----------	----------	----------

Opel/Astra

1-ACK-205

Senior Employee Car Break



Driver

Driver YourCompany, Marc Demo

Mobility Card

Future Driver

Plan To Change Car

Assignment Date

Location Grand-Rosiere

Vehicle

Last Odometer 7,981.00 km

Immatriculation Date 11/05/2019

Chassis Number 5454541

Catalog Value (VAT Incl.) \$ 20,000.00

Purchase Value \$ 0.00

Residual Value \$ 0.00

Company Demo Company

Contract

Manager Mitchell Admin

First Contract Date 10/06/2020

Model

Seats Number 0

Doors Number 5

Color Black

Model Year

Engine

Transmission

Fuel Type

CO2 Emissions 0.00 g/km

Horsepower 0

Description

10. Fleet Management

Vehicles / Opel/Astra/1-ACK-205 / Contracts / Leasing Opel/Astra/1-ACK-205

[EDIT](#) [CREATE](#) [CLOSE CONTRACT](#) [Action](#) [INCOMING](#) [IN PROGRESS](#) [EXPIRED](#) [CLOSED](#)

Leasing Opel/Astra/1-ACK-205

Contract Information		Vehicle Information	
Responsible	Mitchell Admin	Vehicle	Opel/Astra/1-ACK-205
Type	Leasing	Current Driver	YourCompany, Marc Demo
Vendor	Deco Addict		
Reference			
Activation Cost	\$ 0.00	Invoice Date	01/01/2020
Recurring Cost	\$ 150.00 Weekly	Contract Start Date	12/22/2019
		Contract Expiration Date	10/05/2020
Included Services			
Depreciation and Interests Tax roll Omnium			
Terms and Conditions			
Weekly leasing contract			

Figure 51: Vehicles Contract

10. Fleet Management

Vehicles / Opel/Astra/1-ACK-205 / Services / New

SAVE **DISCARD**

TO DO > RUNNING > DONE > CANCELLED

Description	Repair and maintenance	Vehicle	Opel/Astra/1-ACK-205
Service Type	Repair and maintenance	Driver	YourCompany, Marc Demo
Date	10/13/2020	Odometer Value	0.00 km
Cost	\$0.00		
Vendor			

Notes
Write here any other information related to the service completed.

Figure 52: Vehicle Service

Thank you for listening!

Refs

- Odoo doc vietsub
- Odoo Book from OpenERP

Contacts

Contacts / Azure Interior

EDIT **CREATE**

Action

 2 Opportunities	 1 Meetings	 \$ 0 Sales	 0 Subscriptions	 6 Tasks	 5 Tickets	 2 Purchases	More 
---	--	--	---	---	---	--	--

Azure Interior

Company Address 4557 De Silva St
Fremont California (US) 94538
United States

Tax ID

Phone +58 212 681 0538 
Mobile
Email vauxoo@yourcompany.example.com
Website Link <http://www.azure-interior.com>
Tags 

[Contacts & Addresses](#) [Sales & Purchase](#) [Accounting](#) [Internal Notes](#) [Partner Assignment](#)

-  100 % On-time Rate
-  \$ 365,125.00 Due
-  \$ 317,500.00 Invoiced
-  2 Vendor Bills
-  Partner Ledger
-  0 Documents
-  Go to Website



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