

10/18/2024

USER
GUIDE

Y "GAME DEVELOPMENT COMPANY"



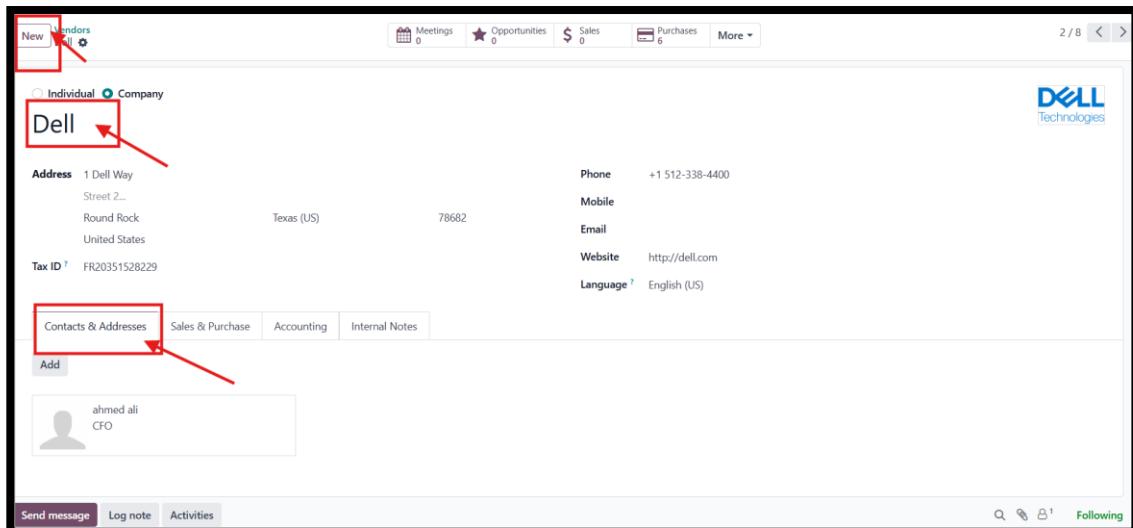
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Purchase

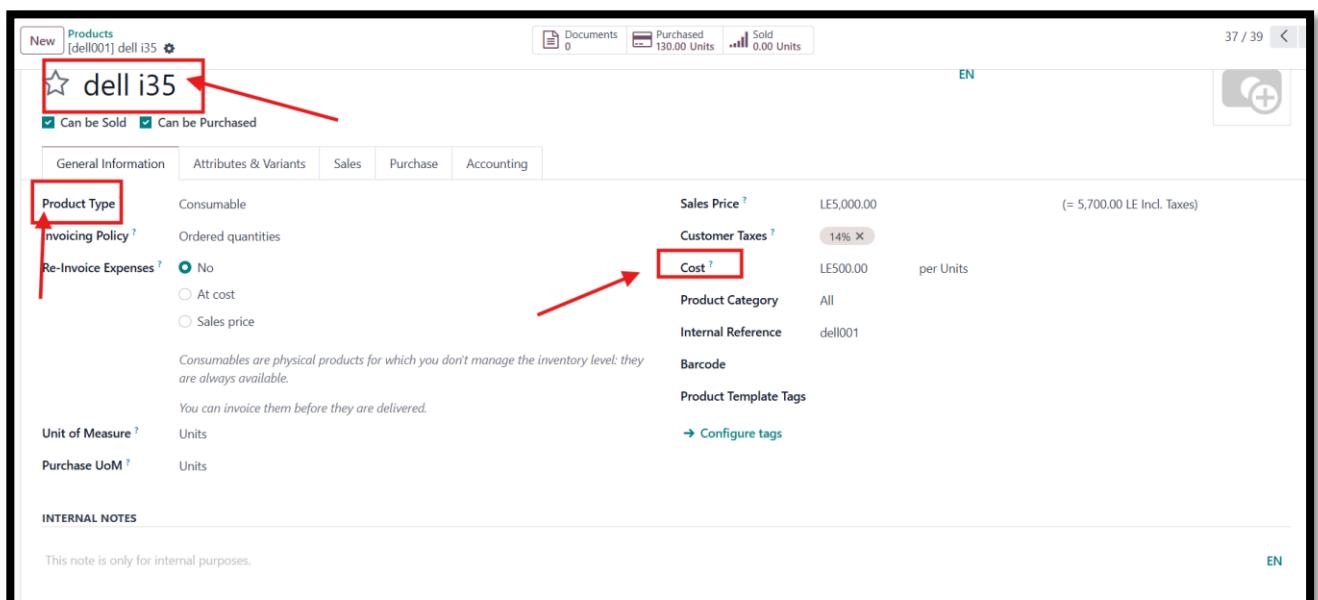
1-Create Vendor

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



2-Create product

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



3-CREATE RFQ

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

Request for Quotation
★ New

Vendor ? Dell Ahmed ali - FR20351528229
Vendor Reference ?
Blanket Order
Currency EGP

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

Add a product Add a section Add a note Catalog

Define your terms and conditions ...

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

4-CREATE PO

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

Purchase Orders
P00011

Create Bill Unlock

RFQ RFQ Sent Purchase Order Locked

★ Purchase Order
★ P00011

Vendor ? Dell Ahmed ali - FR20351528229
Vendor Reference ?
Blanket Order
Currency EGP

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

Define your terms and conditions ...

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

5-Create Blanket Order

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

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

The screenshot shows the 'Blanket Orders' screen in Odoo. At the top left, there's a 'New' button and a reference 'BO00002'. On the right, there are status filters: 'Draft', 'Ongoing', and 'Closed' (which is highlighted with a red box and arrow). The main area contains fields for Purchase Representative (Ahmed Abdulfattah), Vendor (Dell, ahmed ali), and Currency (EGP). The 'Products' section lists a product [dell001] dell i35. To the right, there are fields for Agreement Deadline, Ordering Date, Delivery Date, and Source Document. Below the products, there are 'Quantity' (100.00) and 'Ordered Quantities UoM' (125.00 Units) fields, both of which are highlighted with red boxes and arrows.

6-Create vendor Pricelist

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

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

The screenshot shows the 'Vendor Pricelists' screen in Odoo. At the top left, there's a 'New' button and a vendor selection 'Dell, ahmed ali'. The main area is divided into 'VENDOR' and 'PRICELIST' sections. In the 'VENDOR' section, there are fields for Vendor (Dell, ahmed ali), Vendor Product Name, Vendor Product Code, and Delivery Lead Time (1 days). In the 'PRICELIST' section, there are fields for Product (new product), Product Variant, Quantity (100.00), Unit Price (50.00), Validity (10/01/2024), Discount (%), and Company (edu-Y company). The 'Quantity' and 'Unit Price' fields are highlighted with red boxes and arrows.

7-Create Call of tender

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

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

The screenshot shows the 'Purchase Orders' screen with a new order P00021. The vendor is Steelcase, and the reference is P00021. The confirmation date is 10/13/2024 20:15:56, and the expected arrival is 10/13/2024 20:06:45. The status is Locked. The 'Alternatives' tab is selected. A note at the bottom says: 'Create a call for tender by adding alternative requests for quotation to different vendors. Make your choice by selecting the best combination of lead time, OTD and/or total amount. By comparing product lines you can also decide to order some products from one vendor and others from another vendor.' There are buttons for 'Create Alternative' and 'Compare Product Lines'. The table below lists vendors and their references and expected arrivals.

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

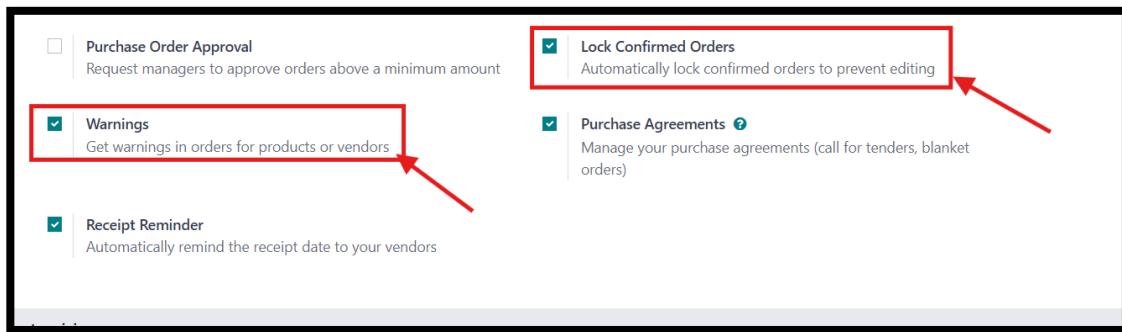
The screenshot shows the 'Purchase Orders / P00021' screen. The table lists purchase order lines with columns for Product, Vendor, Reference, Status, Description, Expected Arrival, Quantity, Unit of Measure, Unit Price, Total, Current..., and a 'Choose' button. The 'Choose' button is highlighted with a red box and an arrow pointing to it.

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

The screenshot shows a detailed view of the purchase order lines. The table has columns for Product, Vendor, Reference, Description, Expected Arrival, Quantity, Unit of Measure, Unit Price, Total, and Status. The status for all lines is Locked except for the last one which is Cancelled. The 'Choose' button is highlighted with a red box and an arrow pointing to it.

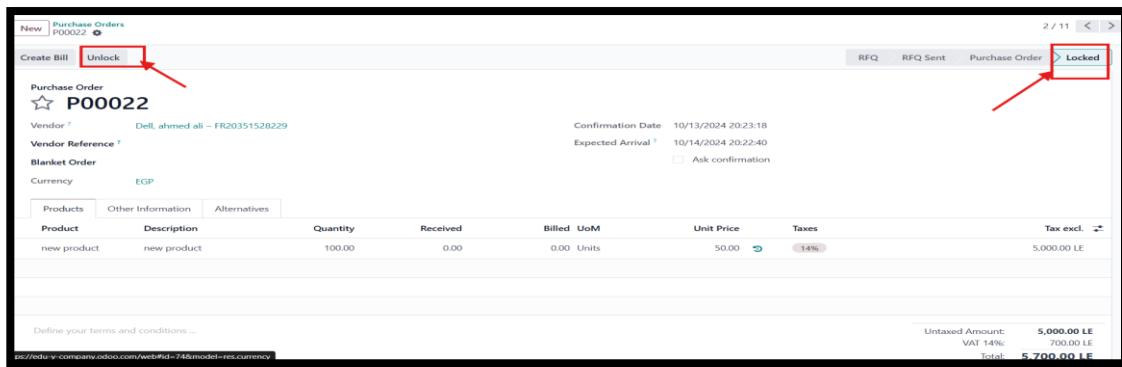
Product	Vendor	Reference	Description	Expected Arrival	Quantity	Unit of Measure	Unit Price	Total	Status
[E-COM07] Large Cabinet	Steelcase	P00021	[E-COM07] Large Cabinet	10/13/2024 20:06:45	0.00	Units	1,100.00	400.00 LE	Locked
[E-COM09] Large Desk	IKEA	P00020	[E-COM09] Large Desk	10/13/2024 20:06:45	0.00	Units	1,400.00	5,200.00 LE	Locked
[E-COM06] Corner Desk Right...	Herman Miller Insight Group	P00019	[E-COM06] Corner Desk Right Sit	10/13/2024 20:06:45	0.00	Units	800.00	0.00 LE	Cancelled

8-Enable lock and warning features



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

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



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

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

CRM

Manage Sales Teams

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

Sales Team
Sales Team Alex EN

Pipeline ? Leads ?

TEAM DETAILS

Team Leader  Ahmed Samy

Email Alias ? info @ edu-y-company.odoo.com

Accept Emails From ? Everyone

Invoicing Target ? LE200,000.00 / Month

Members

Add

 Ahmed Samy ahmed.samy@odoo.com	 Mahmoud sawy mahmoud@edu.com	 Mohamed Reda mohamed.reda@odoo.com
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Sales Team
Sales Team Mansoura EN

Pipeline ? Leads ?

TEAM DETAILS

Team Leader  Ahmed Atef

Email Alias ? sales @ edu-y-company.odoo.com

Accept Emails From ? Everyone

Invoicing Target ? 150,000.00 / Month

Members

Add

 Ahmed Atef ahmed.atef@odoo.com	 Mohamed Ali mohamed.ali@odoo.com	 Emad Ahmed emad.ahmed@odoo.com
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Create Leads from web contact forms

Automatically capture leads from website contacts and convert them into opportunities

The screenshot shows a web-based contact form. At the top, there's a navigation bar with links for 'Website', 'Site', 'Reporting', and 'Configuration'. Below the navigation is a header area with a placeholder 'Your Logo', a 'Home' link, a 'Contact us' link, a search icon, and a phone number '+1 555-555-5556'. The main section is titled 'Contact us' and contains a message: 'Contact us about anything related to our company or services. We'll do our best to get back to you as soon as possible.' Below this message are several input fields:

Your Name *	Ahmed Ali
Phone Number	+234561
Your Email *	ahmed.ali@infinity.com
Your Company *	Infinity
Subject *	software price
Your Question *	software price

At the bottom of the form is a purple 'Submit' button.

The screenshot shows the lead creation interface. At the top, there are three tabs: 'Convert to Opportunity' (which is selected), 'Enrich', and 'Lost'. The lead record is for a contact named 'Ahmed Ali' with the subject 'software price'. The lead details are as follows:

Probability	51.80 %
Customer ?	Contact Name: Ahmed Ali
Company Name ?	Email: ahmed.ali@infinity.com
Address	Email cc
City	Job Position
Country	Phone: +234561
Website ?	Mobile
Language	Priority: ★ ★ ★
Salesperson	Tags ?
Sales Team	Sales Team Cairo

At the bottom of the interface are two buttons: 'Internal Notes' and 'Extra Info', and a note field containing 'software price'.

Create leads manually

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

Convert to Opportunity Lost

interested in purchasing Game Development Software

Probability 51.80 %
30.00 %

Customer?	Contact Name	Segma	Title		
Company Name?	Email	info@segma.com			
Address	Email cc				
Street...	Job Position				
Street 2...					
City	State	ZIP	Phone	+2587256	
Country			Mobile		
Website?	e.g. https://www.odoo.com				
Language	English (US)				
Salesperson	Mohammed Magdy	Priority	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sales Team	Sales Team Cairo	Tags?			
<input type="button" value="Internal Notes"/> <input type="button" value="Extra Info"/>					

Add a description...

Convert leads into opportunities

Transform qualified leads into actionable sales opportunities

Convert to opportunity X

Conversion Action Convert to opportunity
 Merge with existing opportunities

ASSIGN THIS OPPORTUNITY TO

Salesperson: Mohammed Magdy
Sales Team: Sales Team Cairo

CUSTOMER

Create a new customer
 Link to an existing customer
 Do not link to a customer

Opportunity stages (new_qualified_proposition_won)

The screenshot shows a sales opportunity record for "Game Development Software Purchase". Key details include:

- Expected Revenue: LE50,000.00
- Probability: at 100.00 %
- Customer: Segma
- Email: mohamedzayed1511@gmail.com
- Phone: +2587256
- Salesperson: Mohammed Magdy
- Expected Closing: (not specified)
- Tags: Software, Class A
- Status: WON (indicated by a green ribbon)

Create and send quotations

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

The screenshot shows a new quotation for a "Software purchase". Key details include:

- Customer: Segma
- Quotation Template: (not specified)
- Expiration: 11/16/2024
- Quotation Date: 10/17/2024 22:56:30
- Payment Terms: (not specified)
- Order Lines:
 - Product: Software purchase
 - Description: Software purchase
 - Quantity: 1.00
 - UoM: Units
 - Unit Price: 50,000.00
 - Taxes: 14%
 - Tax excl.: 50,000.00 LE
 - Total: 57,000.00 LE

The screenshot shows an email draft from Odoo:

Recipients: Followers of the document and Segma <info@sega.com>

Subject: edu-Y company Quotation (Ref S00031)

Hello,

Your quotation **S00031** (with reference: Game Development Software Purchase) amounting in **57,000.00 LE** is ready for review.

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

--
Roia Muhammed

Attachments:
Quotation - S00031.pdf

Load template Sales: Send Quotation

Send Discard Save Template

Create Invoice

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

The screenshot shows a software interface for creating an invoice. At the top, there are buttons for 'Send & Print', 'Register Payment', 'Preview', 'Credit Note', and 'Reset to Draft'. To the right, it says 'Draft' and 'Posted'. Below this, a message states 'You have outstanding credits for this customer. You can allocate them to mark this invoice as paid.' The main section is titled 'Customer Invoice' with the reference 'INV/2024/00007'. It shows details for a customer named 'Segma'. The invoice date is '10/17/2024' and the payment reference is 'INV/2024/00007'. The due date is also '10/17/2024'. The journal is 'Customer Invoices' and the currency is 'EGP'. There are three tabs at the bottom: 'Invoice Lines', 'Journal Items', and 'Other Info'. The 'Invoice Lines' tab is selected, showing a single row for a 'Software purchase' with a quantity of 1.00 units, a price of 50,000.00 EGP, and a VAT of 14%, resulting in a total of 57,000.00 EGP. At the bottom, there are sections for 'Terms and Conditions' and financial summary: Untaxed Amount: 50,000.00 EGP, VAT 14%: 7,000.00 EGP, and Total: 57,000.00 EGP.

Manage lost opportunities

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

The screenshot shows a software interface for managing lost opportunities. The title of the record is 'VR Game Development Project'. On the left, it lists 'Expected Revenue' (LEO.00) and 'Probability' (4.87%). On the right, it shows a red diagonal banner with the word 'LOST'. Below this, it lists 'Customer' (VAR), 'Salesperson' (Mohammed Magdy), 'Email', 'Expected Closing' (11/05/2024), and a rating of three stars. It also shows 'Phone' (+224687) and 'Tags'. At the bottom, it lists 'Lost Reason' (Too expensive). At the very bottom, there are two tabs: 'Internal Notes' and 'Extra Information'.

Sales Module

Create a customer

Adding Customers

Go to **Customers**.

Add a new customer: **XOGAMES**.

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

The screenshot shows the Odoo Sales module interface. At the top, there is a navigation bar with links for Sales, Orders, To Invoice, Products, Reporting, and Configuration. Below the navigation bar, a header bar displays 'New' and 'Customers XOGAMES'. It also includes icons for Meetings (0), Opportunities (0), Sales (0), Purchases (0), and a 'More' dropdown.

The main content area shows a form for creating a new customer. The 'Name' field is filled with 'XOGAMES'. A red arrow points from the text 'Name' to the input field. Another red arrow points from the text 'Contact Details' to the contact information section on the right.

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

Tax ID: e.g. BE0477472701

Contact Details:

- Phone: +82 2-1595-4648
- Mobile
- Email: info@xogames.com
- Website: xogames.co.kr
- Language: English (US)

Below the contact details, there are tabs for Contacts & Addresses, Sales & Purchase, Accounting, and Internal Notes. There are also sections for BANK ACCOUNTS and ELECTRONIC INVOICING.

Add Contact

Name, Title, Job Position....

The screenshot shows the Odoo application interface for adding a new contact. The top navigation bar includes links for Sales, Orders, To Invoice, Products, Reporting, and Configuration. A sidebar on the left lists contacts under 'Customers XOGAMES'. The main window is titled 'Open: Contact' and contains fields for 'Contact Name' (set to 'lee'), 'Title' ('Professor'), 'Job Position' ('Sales director'), 'Email' ('lee@hwaw.com'), 'Phone' ('+82 345 654 64 54'), and 'Mobile'. There are also sections for 'Internal notes...' and buttons for 'Save & Close', 'Save & New', 'Discard', and 'Delete'. A message from 'Ahmed Hamdy' is visible at the bottom.

Add Salesperson & Payment Terms.

The screenshot shows the Odoo application interface for managing customer records. The top navigation bar includes links for Sales, Orders, To Invoice, Products, Reporting, and Configuration. The main window displays a customer record with tabs for 'Contacts & Addresses', 'Sales & Purchase', 'Accounting', and 'Internal Notes'. Under the 'SALES' section, 'Salesperson' is listed as 'Mahmoud sawy' and 'Payment Terms' as 'Immediate Payment'. Under the 'FISCAL INFORMATION' section, 'Fiscal Position' is listed as 'Non-Egypt'.

Add Product

Adding Products and Services

Example:

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

The screenshot shows the Zoho Inventory software interface for adding a new product. The product name is set to 'XO Game Development'. The sales price is listed as 'LE30,000.00' with a note '(= 34,200.00 LE Incl. Taxes)'. Customer taxes are set at 14%. The unit of measure is specified as 'Hours'. Other settings include invoicing policy (Prepaid/Fixed Price), cost (LE50.00 per Hours), and product category (All / Saleable / Services). A barcode icon is present, and there's a link to 'Configure tags'. The interface also shows a document count of 0 and 0.00 hours sold.

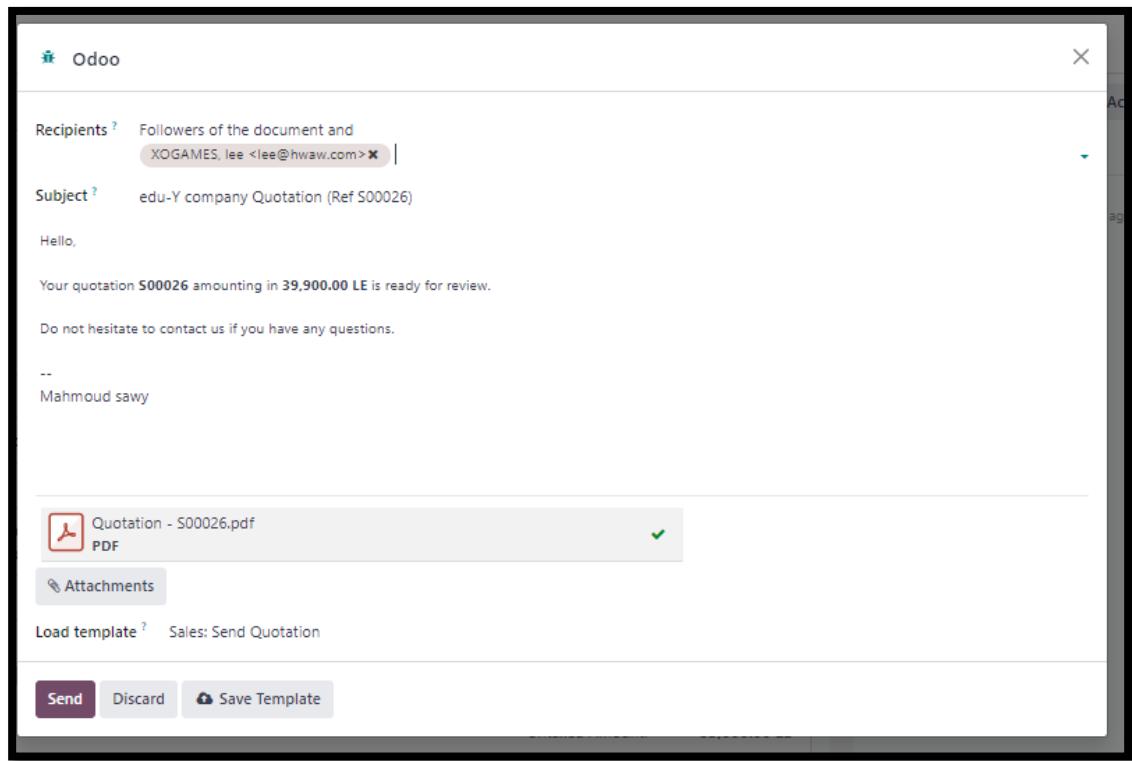
The screenshot shows the Odoo Product Management interface. At the top, there are tabs for Sales, Orders, To Invoice, Products, Reporting, and Configuration. Below that, a sub-menu shows 'New' and 'Products'. A specific product, 'Ready-Made Game License', is selected. In the top right, there are buttons for Documents (0), Purchased (0.00 Hours), and Sold (0.00 Hours). The main area displays the product's name, 'Ready-Made Game License', and its status as 'Can be Sold' and 'Can be Purchased'. It includes tabs for General Information, Attributes & Variants, Sales, Purchase, and Accounting. Under General Information, the Product Type is set to 'Service', Invoicing Policy to 'Prepaid/Fixed Price', and Create on Order to 'Nothing'. Re-Invoice Expenses has options 'No', 'At cost', and 'Sales price', with 'No' selected. Unit of Measure is 'Hours', and Purchase UoM is also 'Hours'. A tooltip for 'Sales Price' indicates it is 'Label: Sales Price', 'Field: list_price', 'Model: product.template', 'Type: float', 'Widget: Monetary (monetary)', and 'Context: {} external reference'. The price is listed as LE5,000.00 (= 5,700.00 LE incl. Taxes) per Hours. There is also a section for INTERNAL NOTES.

Creating a Quotation

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

The screenshot shows the Odoo Quotation creation interface. At the top, there are tabs for Sales, Orders, To Invoice, Products, Reporting, and Configuration. Below that, a sub-menu shows 'New' and 'Quotations'. A specific quotation, '500002', is selected. In the top right, there are buttons for Send by Email, Confirm, Preview, and Cancel. A progress bar shows '1 / 2' with arrows. The main area displays the quotation number 'S00002'. It shows the customer 'XOGAMES' and the date '05/10/2024 13:26:10'. The quotation details include an expiration date of '04/11/2024', a pricelist of 'Default EGP pricelist (EGP)', and payment terms. The order lines table lists two items: 'XO Game Development' (Quantity 1.00, Unit Price 3,000.0000, GST 14%, Total 3,000.0000 LE) and 'License for Puzzle Game' (Quantity 1.00, Unit Price 5,000.0000, GST 14%, Total 5,000.0000 LE). At the bottom, there are buttons for Add a product, Add a section, Add a note, and Catalog.

- Send the quotation to the client via email.



Converting the Quotation into a Sales Order

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

Sales Orders To Invoice Products Reporting Configuration

New Quotations S00026

S00026

Customer: XOGAMES, lee
Order Date: 10/16/2024 19:45:30
Payment Terms: Immediate Payment

Quotation Template:

Product	Description	Quantity	Deliver...
XO Game Development	XO Game Development	1.00	0.00
Ready-Made Game License	Ready-Made Game License Licenses for using a previously developed puzzle game	1.00	0.00
Add a product	Add a section	Add a note	Catalog

Untaxed Amount: 35,000.00 LE
VAT 14%: 4,900.00 LE
Total: 39,900.00 LE

Send message Log note Activities

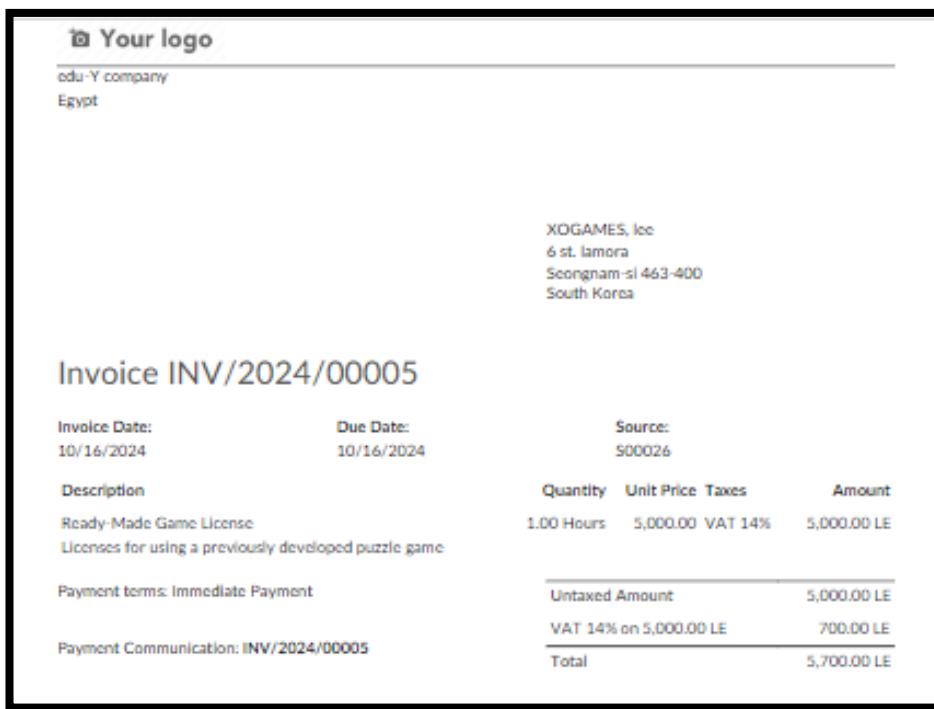
A Ahmed Hamdy - 1 minute ago
Quotation confirmed
• Quotation Sent → Sales Order (Status)

M Mahmoud sawy - 2 minutes ago
Subject: edu-Y company Quotation (Ref S00026)
Hello.
Your quotation S00026 amounting in 39,900.00 LE is ready for review.
Do not hesitate to contact us if you have any questions.
Read More

A Ahmed Hamdy - 6 minutes ago
Sales Order created

Managing Invoices and Payments

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



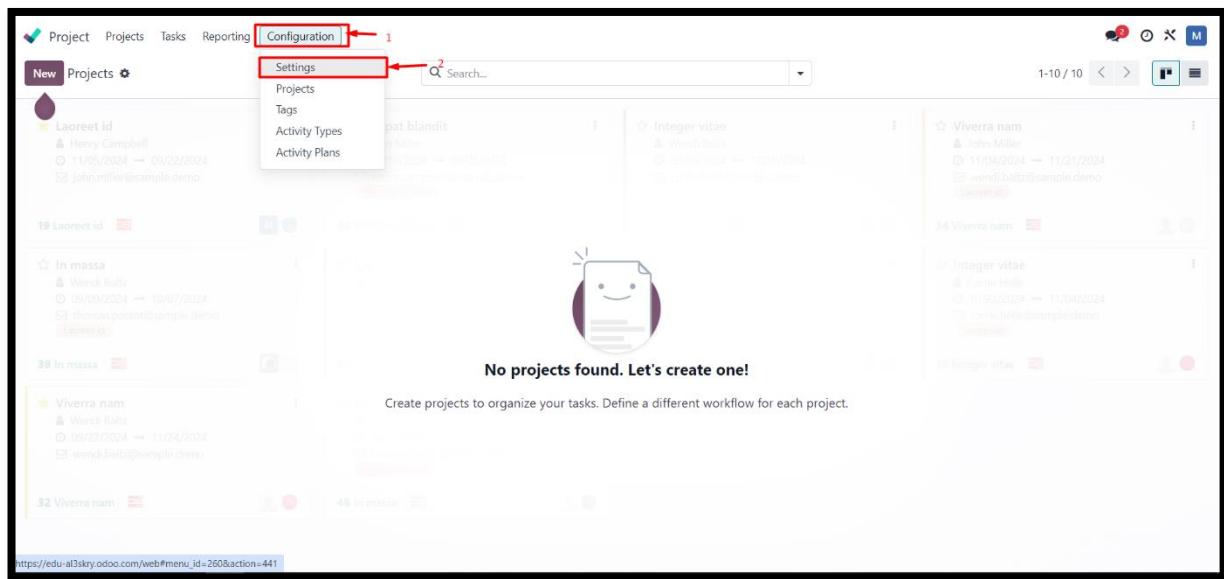
This screenshot shows the Odoo Sales module interface. On the left, a sidebar lists 'Sales', 'Orders', 'To Invoice', 'Products', 'Reporting', and 'Configuration'. A 'Quotations / S00026 INV/2024/00005' card is open. The main area shows a 'Customer Invoice' for 'INV/2024/00005'. The customer is 'XOGAMES, Inc' from '6 st. Iamora, Seongnam-si 463-400, South Korea'. The invoice details include 'Invoice Date: 10/16/2024', 'Payment Reference: INV/2024/00005', 'Payment terms: Immediate Payment', and 'Journal: Customer Invoices in EGP'. A green 'PAID' ribbon is visible on the right. The 'Invoice Lines' section shows one item: 'Ready-Made Game Lic Ready-Made Game License' with a quantity of 1.00 Hours, unit price of 5,000.00 LE, VAT of 14%, and total amount of 5,000.00 LE. To the right, a preview window shows the same invoice details and content as the screenshot above.

Project management

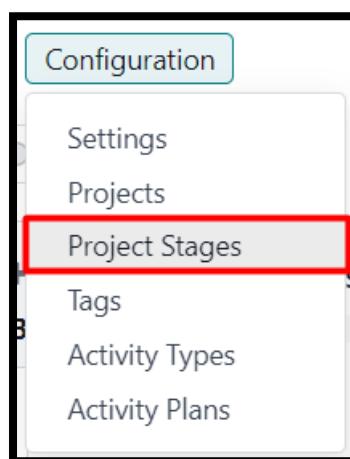
1)create stages.

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

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



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



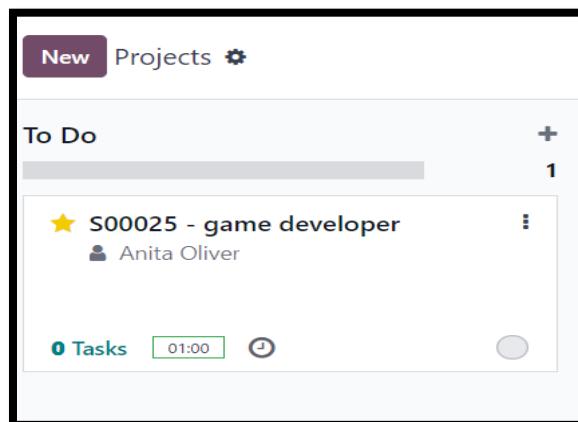
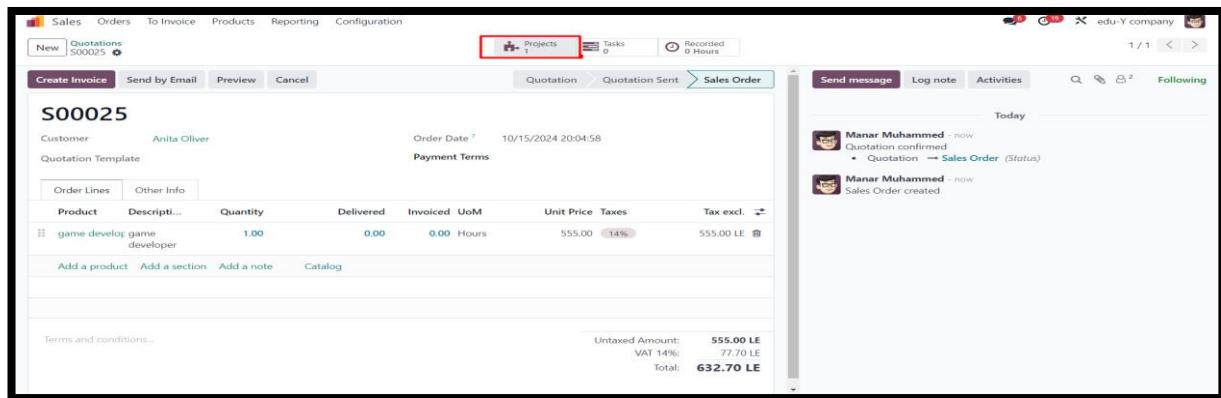
2)Create project

There are two ways to create a project.

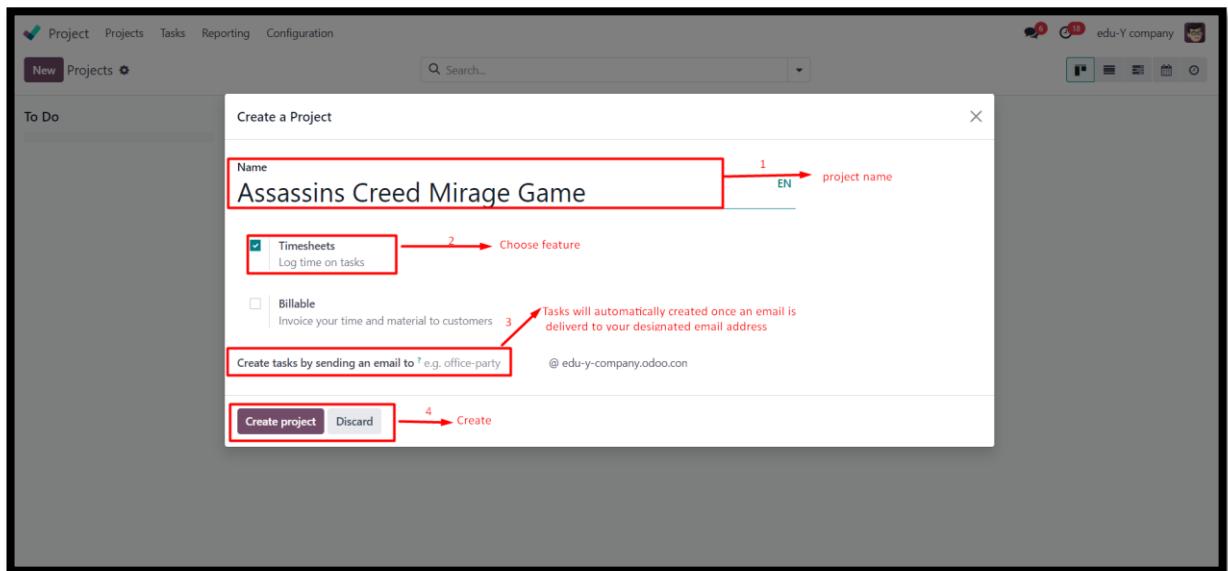
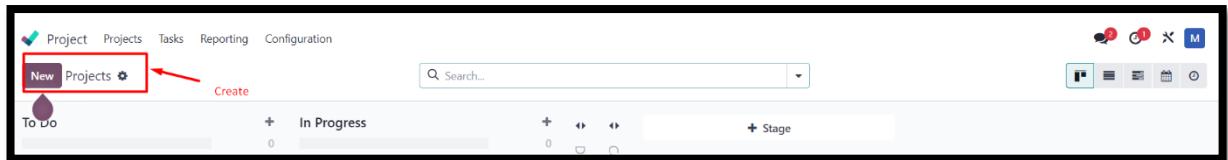
First By default, Odoo allows for the automatic creation of a project from a sales order if the sales order line contains a service product



Once your sales order is confirmed the system creates project automatically

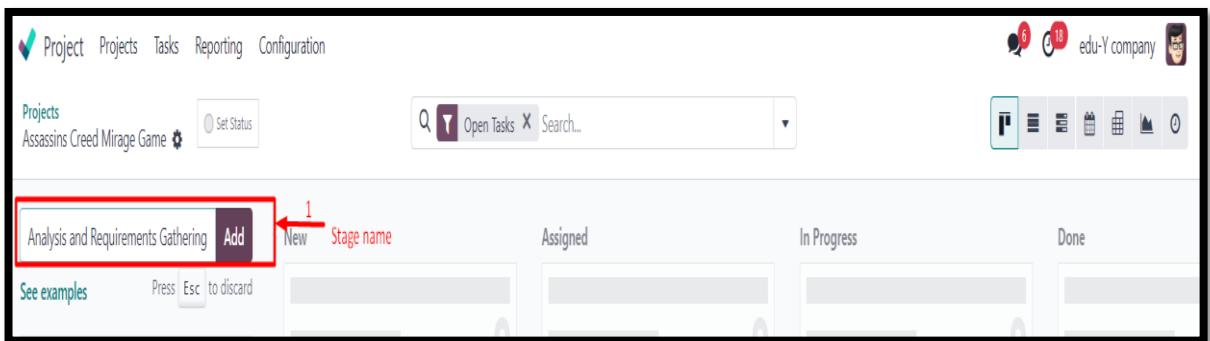


Second you Click on Create. Specify the name of the project and choose which features you would like to integrate once you created your project you can start creating your stages

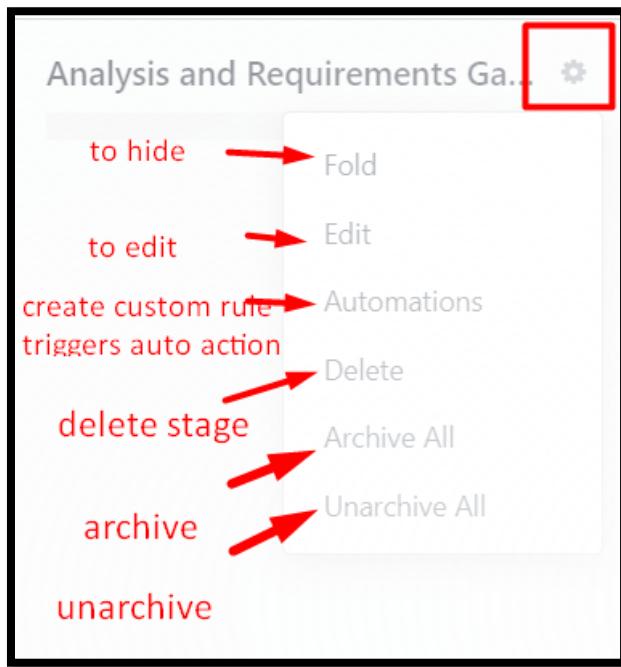


3) Create Task Stages

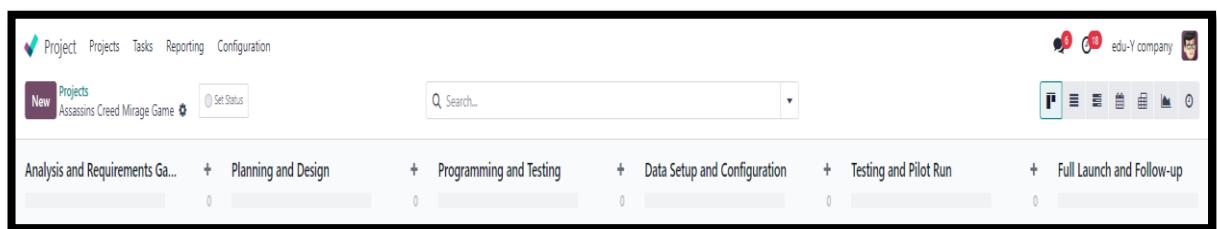
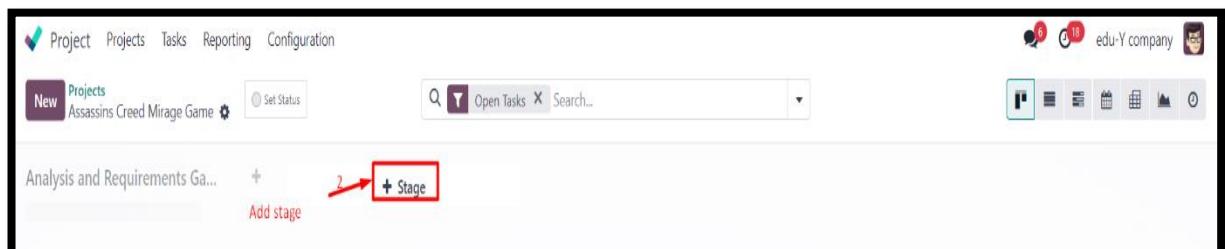
To create a stage, type its name into the Stage... field, then click add



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



You can add more stages by clicking on '+Stage'



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

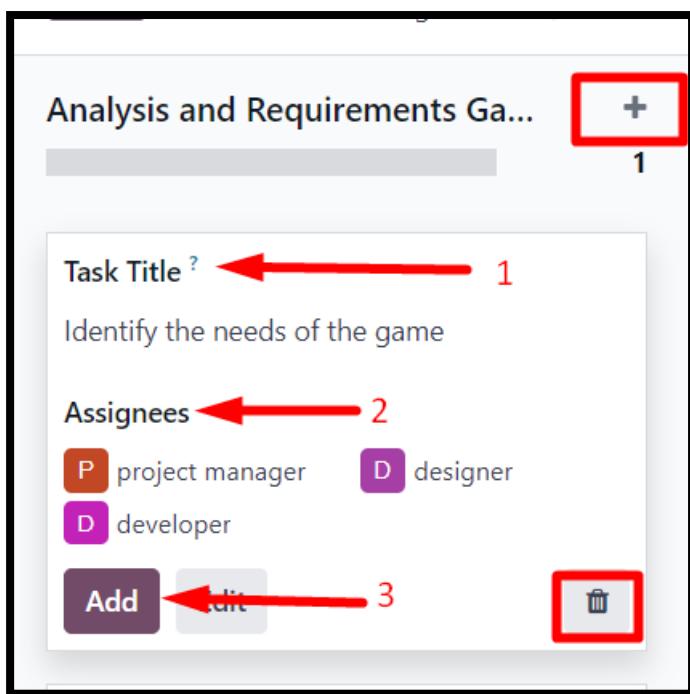
4)Create and Assign tasks

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

1)Fill in the task title

2)Add one or more Assignees

3)Click add



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

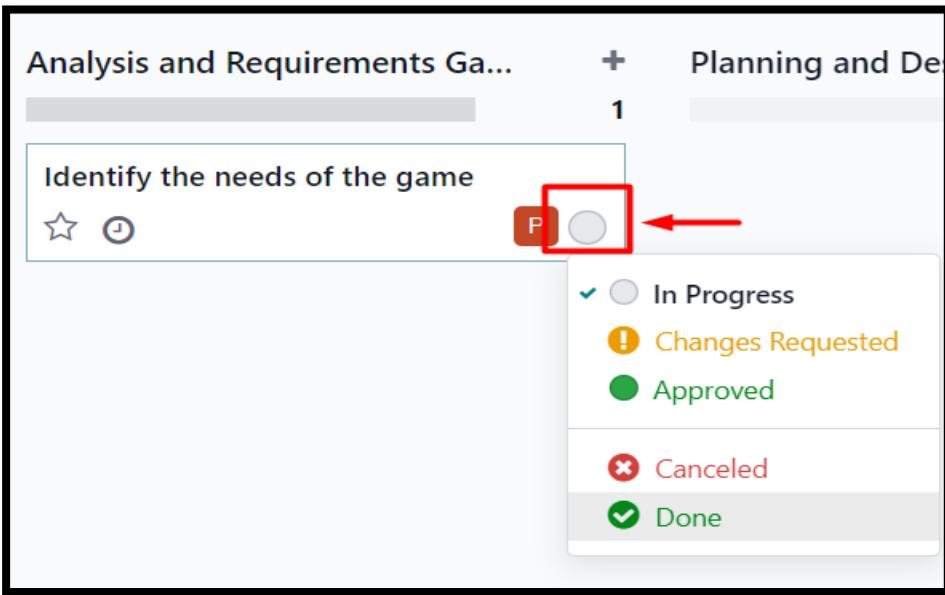
In Progress: this is the default state of all tasks, meaning that work is on going.

Changes Requested: to highlight that changes.

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

Canceled: to cancel the task.

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



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

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

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

Start Analysis and Requirements Gathering 1h Planning and Design Programming and Testing ...

Identify the needs of the game 1

Project: Assassins Creed Mirage Game 2

Assignees: D designer D developer P project manager 3

Tags: games development X 4

Allocated Time: 50:00 (incl. 00:00 on Sub-tasks) (76%) 5

Planned Date: 10/14/2024 20:00:00 → 01/14/2025 20:00:00 6

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

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

Description	Timesheets	Sub-tasks
Note 1 1		
Note2		

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

Description	Timesheets 2		Sub-tasks
Date	Employee	Description	Hours Spent
10/14/2024	D developer	understanding the game requirements	05:00

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

The screenshot shows a task management application interface. At the top, there are tabs for 'Description', 'Timesheets', 'Sub-tasks', and a red-highlighted '3'. Below the tabs, there's a section for a sub-task titled 'Analyze the current processes and challenges'. To the left of the title is a star icon and a radio button. To the right are buttons for 'D' (Designer), 'P' (Developer), 'View', and a trash bin icon. A red arrow points to the 'Add a line' button, which is highlighted with a red box. Another red arrow points to the star icon. The main area below the sub-task title is empty.

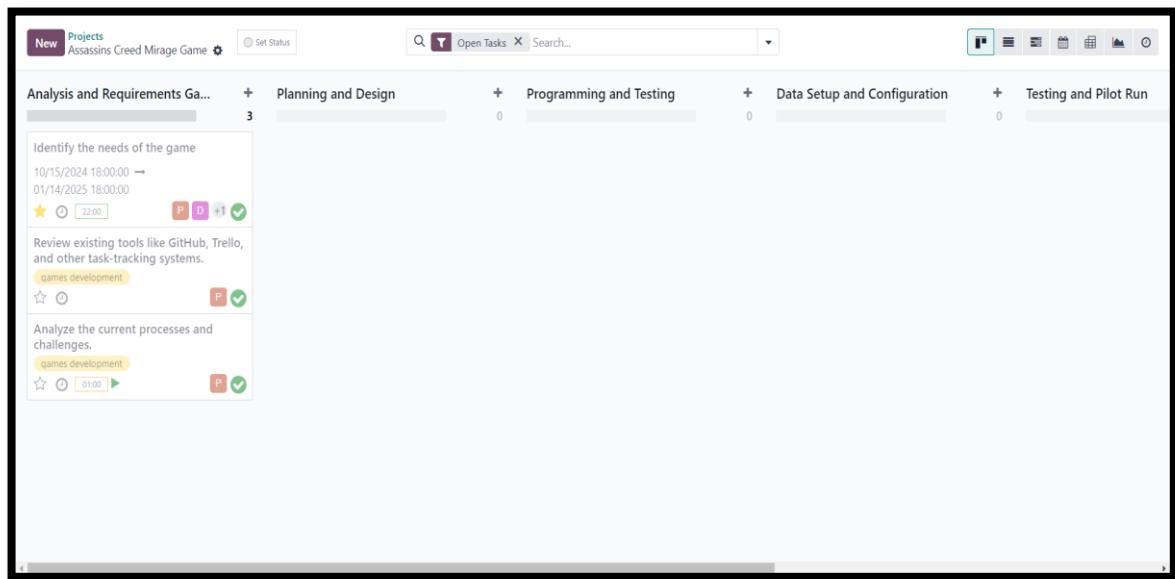
Sub-tasks statuses are the same as the Task statuses

The screenshot shows a dropdown menu for task statuses. The menu items are: 'In Progress' (selected, indicated by a checked checkbox and a grey background), 'Changes Requested' (indicated by an exclamation mark icon), 'Approved' (indicated by a green circle icon), 'Canceled' (indicated by a red cross icon), and 'Done' (indicated by a green checkmark icon). The menu is displayed over a sub-task entry for 'Analyze the current processes and challenges'.

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

The screenshot shows a task card for a project named 'Assassins Creed Mirage Game'. The task title is 'Identify the needs of the game'. On the far left is a 'Start' button, which is highlighted with a red box. Above the task title, there's a progress bar indicating 'Analysis and Requirements Gathering 21h' (green), 'Planning and Design 1m' (light blue), 'Programming and Testing 14m' (light blue), and an ellipsis (...). To the right of the task title is a circular badge labeled 'In Progress'. Below the title, there are sections for 'Project' (Assassins Creed Mirage Game), 'Allocated Time' (50:00 (28%)), 'Assignees' (Designer, Developer, Project Manager), and 'Planned Date' (10/14/2024 20:00:00 → 01/14/2025 20:00:00).

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



Hr

1. Setting Up Job Positions:

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

The screenshot shows a 'Job Positions' creation form. At the top, there's a navigation bar with 'New', 'Job Positions', and a search bar. The main area is titled 'Job Position' and shows a summary for 'Experienced Developer'. There are two tabs: 'Recruitment' (selected) and 'Job Summary'. Under 'Recruitment', there are fields for 'Department' (Management / Research & Development), 'Job Location' (My Company (San Francisco), Egypt), 'Email Alias' (@ edu-test92.odoo.com), 'Employment Type' (Permanent), and 'Company' (My Company (San Francisco)). Other tabs include 'Job Applications' (6), 'Documents' (6), and 'Trackers'. The right side of the screen shows some user interface elements like a target count (4), recruiter (Mitchell Admin), and interviewers.

2. Managing Job Applications:

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

The screenshot shows the 'Applications' section of the Recruitment module. At the top, there are tabs for 'New', 'Applications' (which is selected), 'Reporting', and 'Configuration'. Below the tabs is a search bar and a toolbar with icons for creating new applications, filtering, and exporting data. The main area displays a table of candidates with the following columns: Applicant's Name, Applied on, Applied Job, Subject / Application, Stage, Application Status, Evaluation, Mobile, Tags, and Recruiter. The table is organized into sections: 'Initial Qualification (6)', 'First Interview (4)', 'Second Interview (2)', and 'Contract Proposal (3)'. Each row contains a checkbox, the candidate's name, the date applied, the job title, the subject, the stage, the status, an evaluation score (e.g., ★★★★), contact information, tags, and the name of the recruiter.

3. Finalizing and Hiring:

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

The screenshot shows the detailed view of a specific application. At the top, there are buttons for 'New', 'Applications' (disabled), 'More than 5 yrs Experience in PHP', 'Create Employee' (highlighted with a red box), 'Refuse', and 'Contract Signed'. Below the buttons, the application subject is listed as 'More than 5 yrs Experience in PHP'. The form fields include: 'Applicant's Name' (Sandra Elvis), 'Email' (sandra.elvis.the.king25@gmail.example.com), 'Interviewers' (Marc Demo), 'Recruiter' (Marc Demo), 'Hire Date' (18/10/2024 22:55:20), 'Evaluation' (★★★), 'Source' (Directly Available), 'Medium' (Medium), 'Availability' (Directly Available), and 'Tags' (Reserve). A large green banner with the word 'HIRED' is prominently displayed on the right side of the form.

. Employee Details and Contracts:

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

The screenshot shows the employee profile for Sandra Elvis. At the top, there are tabs for Recruitment, Applications, Reporting, and Configuration. Below that, it says "New Applications / More than 5 yrs Experience in PHP" and "Sandra Elvis". There is also an "Org Chart" button and a "Launch Plan" button. The main section displays Sandra Elvis's name, title ("Experienced Developer"), and a large blue "S" icon. It lists her tags: Work Mobile, Work Phone, Work Email, and Company (My Company (San Francisco)). To the right, it shows her department (Management / Research & Development), job position (Experienced Developer), manager (Marc Demo), and coach (Marc Demo). Below this, there are tabs for Resume, Work Information, Private Information, and HR Settings. At the bottom, there are sections for RESUME, SKILLS, and a TIMELINE tab.

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

The screenshot shows the contract management screen for Sandra Elvis. At the top, there are tabs for Employees, Departments, Reporting, and Configuration. Below that, it says "New Employees / Sandra Elvis" and "sandra contract". There is also a "Contract" button with the number 1. At the bottom, there are buttons for New, Running, and Expired. The main section is titled "sandra contract". It shows the employee (Sandra Elvis), salary structure type (Employee), contract start date (01/01/2024), department (Management / Research & Development), job position (Experienced Developer), and working schedule (Standard 40 hours/week). Below this, there are tabs for Salary Information and Contract Details. Under Salary Information, it shows a wage of 5,000.00 per month.

Attendance and Time Tracking:

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

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

Configuring Time Off Types:

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

The screenshot shows the configuration of a 'Paid Time Off' leave type. It includes sections for TIME OFF REQUESTS, ALLOCATION REQUESTS, CONFIGURATION, and NEGATIVE CAP.

TIME OFF REQUESTS:
Approval: No Validation
 By Time Off Officer
 By Employee's Approver
 By Employee's Approver and Time Off Officer

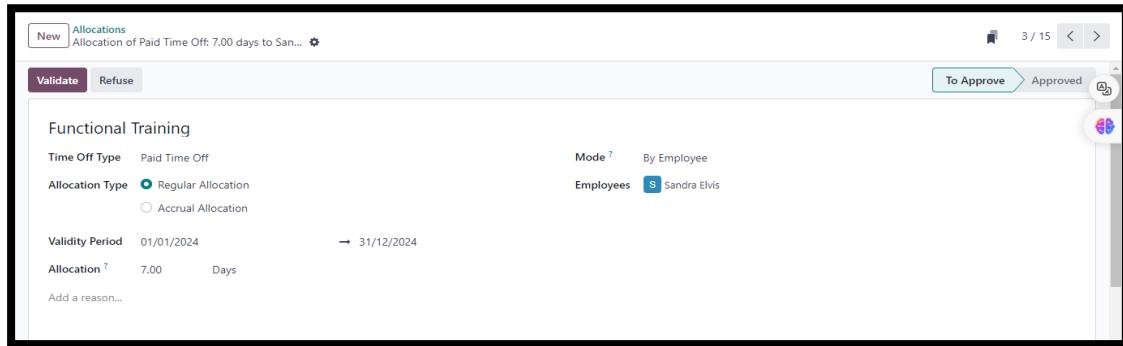
ALLOCATION REQUESTS:
Requires allocation?: Yes No Limit
Employee Requests?: Extra Days Requests Allowed
 Not Allowed
Approval?: Approved by Time Off Officer
 No validation needed

CONFIGURATION:
Notified Time Off Officer?: Mitchell Admin
Take Time Off In: Day

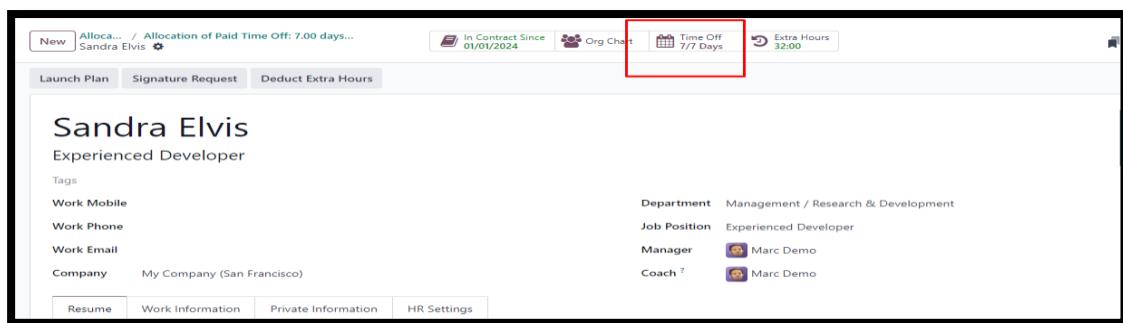
NEGATIVE CAP:
Allow Negative Cap?:

Allocating Time Off:

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

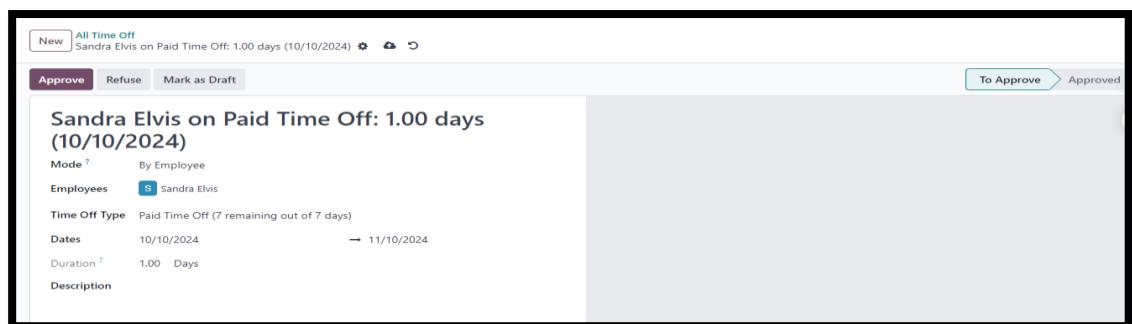


Once Validated its reflect in employee profile



Managing Time Off Requests:

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



Approving or Rejecting Requests:

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

The screenshot shows the 'All Time Off' list view. There are two entries:

Employee	Mode	Time Off Type	Description	Start Date	End Date	Duration	Status	Action
Sandra Elvis	By Employee	Paid Time Off		10/10/2024 09:00:00	11/10/2024 17:00:00	1 days	To Approve	Approve Refuse
Anita Oliver	By Employee	Paid Time Off	Trip	07/10/2024 09:00:00	09/10/2024 17:00:00	3 days	Second Approval	Second Approval Validate Refuse

Configuring Payroll Structure:

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

The screenshot shows the 'Salary Structures' configuration page for 'Worker Pay'.

Structure Name: Worker Pay

Type: Worker
Use Worked Day Lines:

Country: [dropdown]

Report:
Payslip Name: [input]
Hide Basic On Pdf:
Default Scheduled Pay: Monthly

Payslip:
Salary Journal: Salaries

Salary Rules: [tab] **Unpaid Work Entry Types:** [tab] **Other Input:** [tab]

Name	Code	Category	Partner
Basic Salary	BASIC	Basic	
Gross	GROSS	Gross	
Attachment of Salary	ATTACH_SALARY	Deduction	

Managing Salary Rules:

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

The screenshot shows the Odoo Payroll Configuration interface under the 'Salary Rules' tab. The page title is 'Salary Rules'. A search bar at the top right includes filters for 'Salary Structure' and 'Search...'. Below the search bar, there are buttons for '1-4 / 4' and a grid icon. The main area displays a table with columns: 'Name', 'Code', 'Category', and 'Partner'. The table lists various salary rules, including 'Default Structure Rules Set (8)', 'Regular Pay (15)', and 'Worker Pay (8)'. Each rule entry shows its name, code (e.g., BASIC, GROSS, ATTACH_SALARY), category (e.g., Basic, Gross, Deduction, Allowance), and partner information. At the bottom of the list, there is a note: '13th month - End of the year bonus (1)'.

Generating Payslips:

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

The screenshot shows the Odoo Payroll Payslips interface under the 'Create Draft Entry' tab. The page title is 'Payslips To Pay'. A header bar includes 'New', 'Salary Slip - Sandra Elvis - October 2024', 'Work Entries', and a status indicator '1 / 5'. Below the header, there are buttons for 'Create Draft Entry', 'Compute Sheet', 'Cancel', and 'Print'. The main content area starts with a red box highlighting 'Sandra Elvis'. Below her name are fields for 'SLIP1002', 'Period' (01/10/2024 - 31/10/2024), 'Contract' (sandra contract), 'Batch' (Batch for October 2024), and 'Structure' (Worker Pay). There are tabs for 'Worked Days & Inputs', 'Salary Computation', and 'Other Info'. The 'Worked Days & Inputs' section contains a table for 'WORKED DAYS' with columns: 'Type', 'Description', 'Number of Days', 'Number of Hours', and 'Amount'. The first row shows 'Attendance' with a value of '5.000.0000 LE' in the 'Amount' column.

You can validate the payslip and generate the PDF for distribution

Sandra Elvis
SLIP1002

Period: 01/10/2024 - 31/10/2024
Contract: sandra contract
Batch: Batch for October 2024
Structure: Worker Pay

Worked Days & Inputs | Salary Computation | Other Info

WORKED DAYS

Type	Description	Number of Days	Number of Hours	Amount
Attendance	Attendance	22.00	176.00	5.000.000 LE

Payslip Batches:

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

Batch Name: Batch for October 2024

Period: 01/10/2024 - 31/10/2024
Company: My Company (San Francisco)

Payroll Reports:

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

Measures: Total

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

Accounting

Configure Chart of Accounts:

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

All	Code	Account Name	Type	Allow Reconciliation	Account Currency	Company
► 1	100001	Liquidity Transfer	Current Assets	<input checked="" type="checkbox"/>	My Company (San Francisco)	View
► 2	100011	حساب تقييم المخزون	Current Assets	<input checked="" type="checkbox"/>	My Company (San Francisco)	View
► 4	100021	input	Current Assets	<input checked="" type="checkbox"/>	My Company (San Francisco)	View
► 5	100031	Output	Current Assets	<input checked="" type="checkbox"/>	My Company (San Francisco)	View
► 9	100041	نفسم مخزون gain	Current Assets	<input checked="" type="checkbox"/>	My Company (San Francisco)	View
	100051	نفسم مخزون loss	Current Assets	<input checked="" type="checkbox"/>	My Company (San Francisco)	View
	100101	Right of use Asset (IFRS 16)	Fixed Assets	<input type="checkbox"/>	My Company (San Francisco)	View
	100102	Accumulated Depreciation right use asset (IFRS 16)	Fixed Assets	<input type="checkbox"/>	My Company (San Francisco)	View
	100103	VAT Receivable	Non-current Assets	<input type="checkbox"/>	My Company (San Francisco)	View
	101001	Bank	Bank and Cash		My Company (San Francisco)	View
	101002	Bank (copy)	Bank and Cash		My Company (San Francisco)	View
	101004	Outstanding Receipts	Current Assets	<input checked="" type="checkbox"/>	My Company (San Francisco)	View

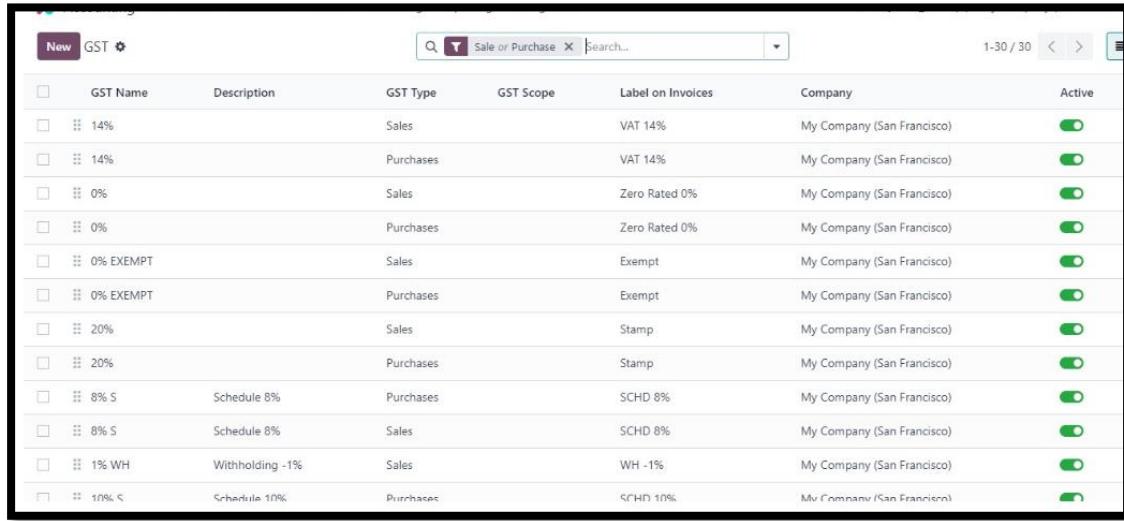
Reviewing and Modifying Journals:

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

Journal Name	Type	Journal Groups	Short Code	Default Account
Tax Adjustments	Miscellaneous		TA	
Customer Invoices	Sales		INV	500001 Sales Account
Vendor Bills	Purchase		BILL	400028 Others
Miscellaneous Operations	Miscellaneous		MISC	
Inventory Valuation	Miscellaneous		STJ	
Exchange Difference	Miscellaneous		EXCH	
Cash Basis Taxes	Miscellaneous		CABA	
Bank	Bank		BNK1	101001 Bank
Cash	Cash		CSH1	105001 Cash
IFRS 16	Miscellaneous		IFRS	
Bank (copy)	Bank		BNK2	101002 Bank (copy)

Managing Taxes:

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

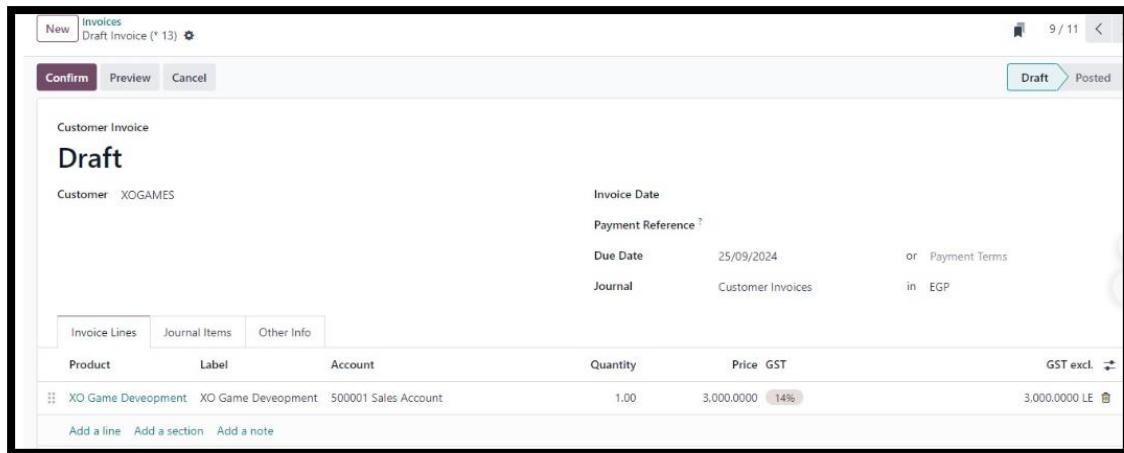


The screenshot shows a list of GST rules in Odoo. The columns include: GST Name, Description, GST Type, GST Scope, Label on Invoices, Company, and Active status. There are 13 entries listed, each with a checkbox for 'Active' and a green toggle switch.

New	GST	Sale or Purchase				Search...	1-30 / 30	< >	Print
	GST Name	Description	GST Type	GST Scope	Label on Invoices	Company	Active		
	14%		Sales	VAT 14%	My Company (San Francisco)	<input checked="" type="checkbox"/>			
	14%		Purchases	VAT 14%	My Company (San Francisco)	<input checked="" type="checkbox"/>			
	0%		Sales	Zero Rated 0%	My Company (San Francisco)	<input checked="" type="checkbox"/>			
	0%		Purchases	Zero Rated 0%	My Company (San Francisco)	<input checked="" type="checkbox"/>			
	0% EXEMPT		Sales	Exempt	My Company (San Francisco)	<input checked="" type="checkbox"/>			
	0% EXEMPT		Purchases	Exempt	My Company (San Francisco)	<input checked="" type="checkbox"/>			
	20%		Sales	Stamp	My Company (San Francisco)	<input checked="" type="checkbox"/>			
	20%		Purchases	Stamp	My Company (San Francisco)	<input checked="" type="checkbox"/>			
	8% S	Schedule 8%	Purchases	SCHD 8%	My Company (San Francisco)	<input checked="" type="checkbox"/>			
	8% S	Schedule 8%	Sales	SCHD 8%	My Company (San Francisco)	<input checked="" type="checkbox"/>			
	1% WH	Withholding -1%	Sales	WH -1%	My Company (San Francisco)	<input checked="" type="checkbox"/>			
	10% S	Schedule 10%	Purchases	SCHD 10%	My Company (San Francisco)	<input checked="" type="checkbox"/>			

Creating Customer Invoices:

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



The screenshot shows the 'Customer Invoice' creation screen. It displays a 'Draft' invoice for 'XOGAMES'. The header includes fields for 'Customer' (XOGAMES), 'Invoice Date' (25/09/2024), 'Payment Reference' (25/09/2024), 'Due Date' (25/09/2024), 'Journal' (Customer Invoices), and 'Payment Terms' (in EGP). The main area shows an invoice line for 'XO Game Development' with a quantity of 1.00, a price of 3,000.0000, and a GST of 14%, totaling 3,000.0000 LE. Buttons at the bottom include 'Confirm', 'Preview', 'Cancel', and tabs for 'Invoice Lines', 'Journal Items', and 'Other Info'.

Recording Vendor Bills:

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

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

Managing Payments:

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

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

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

Automatic Journal Entries:

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

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

How to Create a Journal Entry:

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

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

Credit Note:

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

The screenshot shows a 'Customer Credit Note' form with the reference number RINV/2024/00004. The customer information is Deco Addict, located at 77 Santa Barbara Rd, Pleasant Hill CA 94523, United States - US12345673. The invoice date is 17/10/2024, payment reference is pending, due date is 18/10/2024, delivery date is 17/10/2024, journal is Customer Invoices, and currency is EGP. The table below lists two items: a Four Person Desk and a Three-Seat Sofa.

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

Assets:

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

The screenshot shows the 'Asset Model name' set to 'cars'. Under 'DEPRECIATION METHOD', the method is Straight Line, duration is 5 years, and computation is Constant Periods. Under 'ACCOUNTING', the company is My Company (San Francisco), fixed asset account is 666 cars, depreciation account is 666 cars, expense account is 400048 Vehicle Expenses, and journal is Tax Adjustments.

The screenshot shows an asset named 'Asset - 5 Years'. The asset model is 'cars'. The original value is LE1,000,000.00, and the acquisition date is 18/10/2024. Under 'DEPRECIATION METHOD', the method is Straight Line, duration is 5 years, and computation is No Prorata. Under 'CURRENT VALUES', the not depreciable value is LE0.0000 and the book value is 1,000,000.00 LE. Under 'ACCOUNTING', the company is My Company (San Francisco), fixed asset account is 100101 Right of use Asset (IFRS 16), depreciation account is 100101 Right of use Asset (IFRS 16), and journal is Tax Adjustments.

Analytic Account:

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

Name	Reference	Customer	Plan	Company	Debit	Credit	Balance
Renovations			Projects		0.00	0.00	0.00
Research & Development			Projects		0.00	0.00	0.00
Seagate P2		Deco Addict	Projects	My Company (San Francisco)	0.0000 LE	0.0000 LE	0.0000 LE
Spark Systems		Wood Corner	Projects	My Company (San Francisco)	0.0000 LE	0.0000 LE	0.0000 LE
Administrative			Departments	My Company (San Francisco)	0.0000 LE	0.0000 LE	0.0000 LE
Commercial & Marketing			Departments	My Company (San Francisco)	0.0000 LE	0.0000 LE	0.0000 LE
Research & Development			Departments	My Company (San Francisco)	0.0000 LE	0.0000 LE	0.0000 LE
Costing Account For Cycle of Assembly.	ASML - Cycle		Internal	My Company (San Francisco)	0.0000 LE	9,999.0000 LE	9,999.0000 LE
Costing Account For Hours of Assembly.	ASML - HOUR		Internal	My Company (San Francisco)	0.0000 LE	117,764.0000 LE	117,764.0000 LE
Operating Costs			Internal	My Company (San Francisco)	5,555.0000 LE	50.000.0000 LE	44,445.0000 LE
Time Off			Internal	My Company (San Francisco)	0.0000 LE	0.0000 LE	0.0000 LE

Generating Financial Reports:

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

As of 19/10/2024	
Balance (.LE)	
ASSETS	21,166.8700
Current Assets	21,166.8700
Bank and Cash Accounts	12,644.8700
Receivables	3,252.0000
Current Assets	5,270.0000
Prepayments	0.0000
Plus Fixed Assets	0.0000
Plus Non-current Assets	0.0000
LIABILITIES	12,316.8700
Current Liabilities	12,316.8700
Current Liabilities	11,176.8700
Payables	1,140.0000
Plus Non-current Liabilities	0.0000

The screenshot shows a Profit and Loss statement for the year 2024. The net profit is listed as 8,850.000 LE. The statement includes sections for Income (Gross Profit, Operating Income, Cost of Revenue, Other Income), Expenses (Expenses, Depreciation), and a summary section.

2024	
Balance (.LE)	
Net Profit	8,850.000
Income	11,600.000
Gross Profit	11,600.000
Operating Income	11,600.000
Cost of Revenue	0.0000
Other Income	0.0000
Expenses	2,750.000
Expenses	2,750.000
Depreciation	0.0000

The screenshot shows a Cash Flow Statement for September 2024. The beginning cash balance is 9,944.8700 LE. The statement details cash flows from operating, investing, and financing activities, resulting in a final cash balance of 114.0000 LE.

Sep 2024	
Balance (.LE)	
Cash and cash equivalents, beginning of period	9,944.8700
Net increase in cash and cash equivalents	7,285.000
Cash flows from operating activities	9,166.000
Advance Payments received from customers	9,166.000
Cash received from operating activities	0.0000
Advance payments made to suppliers	0.0000
Cash paid for operating activities	0.0000
Cash flows from investing & extraordinary activities	0.0000
Cash in	0.0000
Cash out	0.0000
Cash flows from financing activities	0.0000
Cash in	0.0000
Cash out	0.0000
Cash flows from unclassified activities	-1,881.000
Cash in	114.0000

Thank u

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