10/18/2024

USER GUIDE

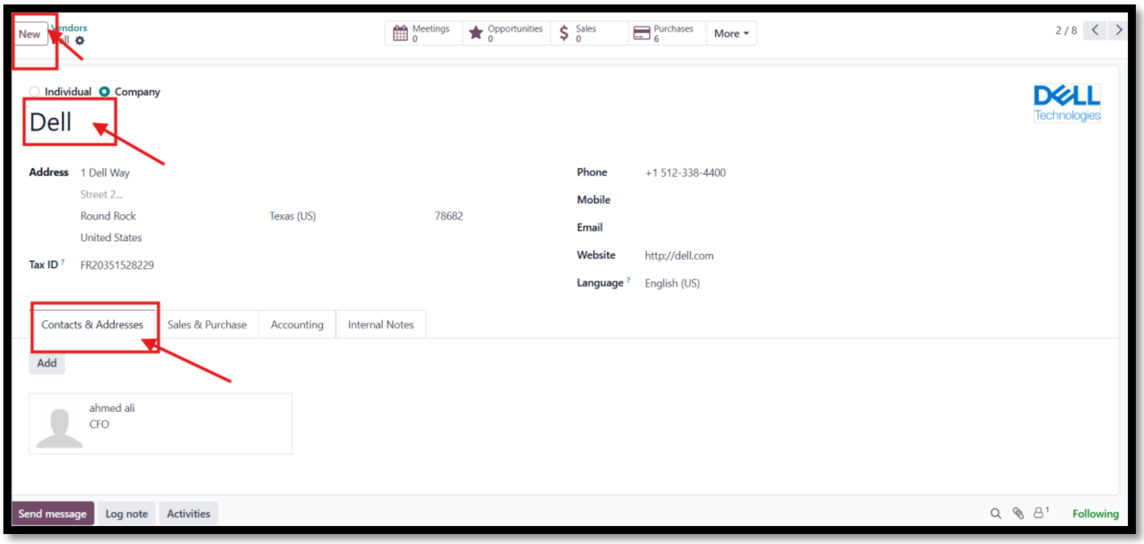
Y "GAME DEVELOPMENT COMPANY"

Contents

Purchase

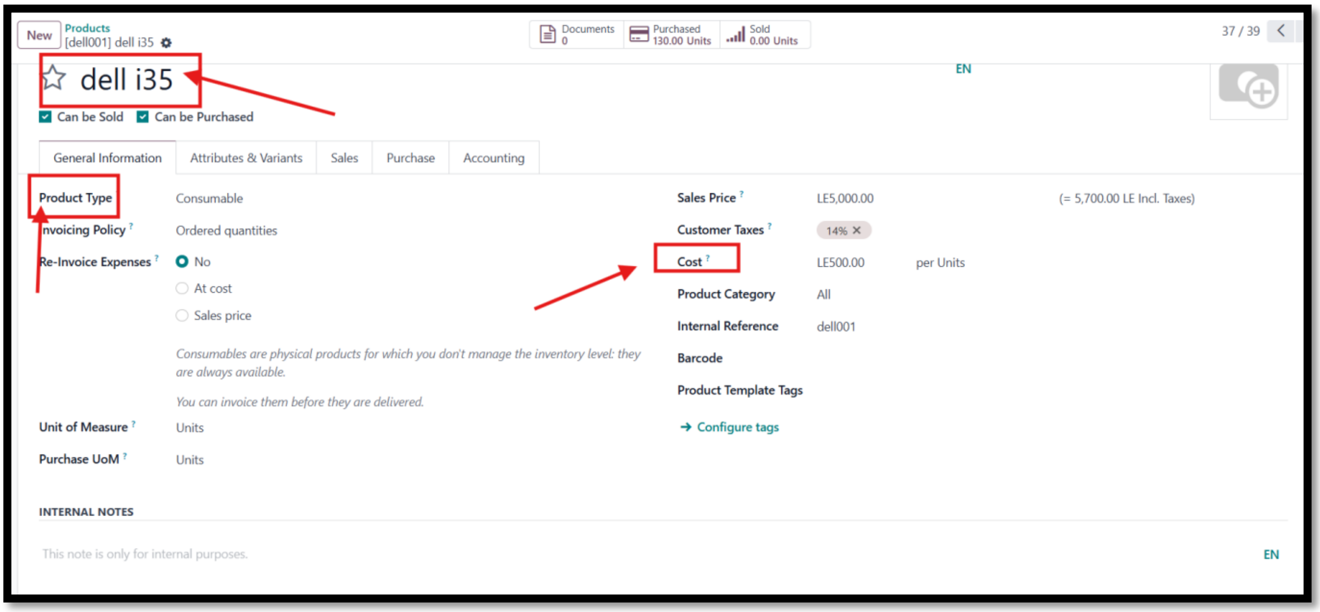
1-Create Vendor

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



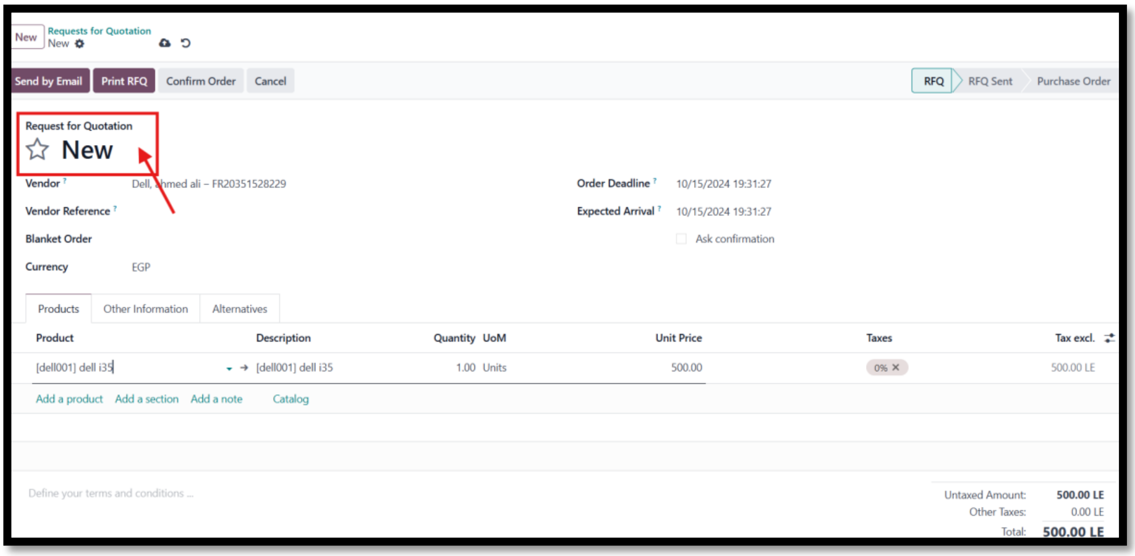
2-Create product

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



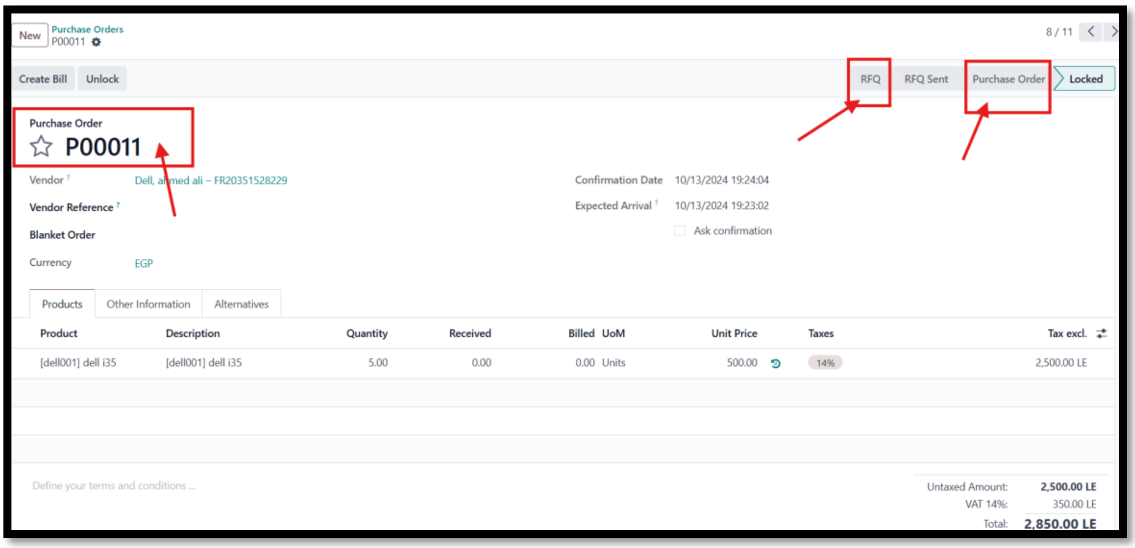
3-Create RFQ

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.



4-Create PO

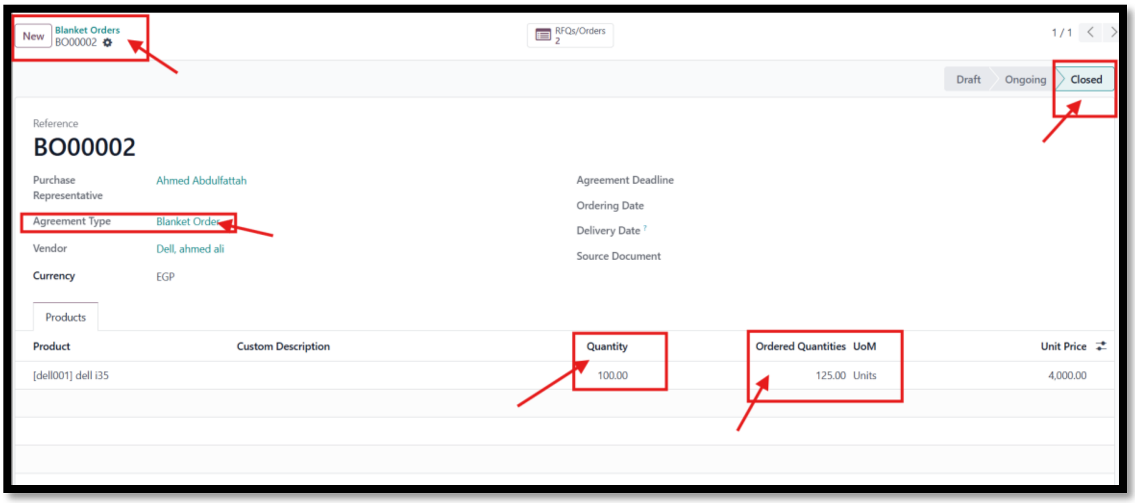
formal document sent to a supplier to confirm a purchase of products or services. It is created after an RFQ (Request for Quotation) is accepted. The PO outlines the details of the purchase, including product descriptions, quantities, prices, delivery dates, and payment terms. Once a PO is confirmed,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



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.

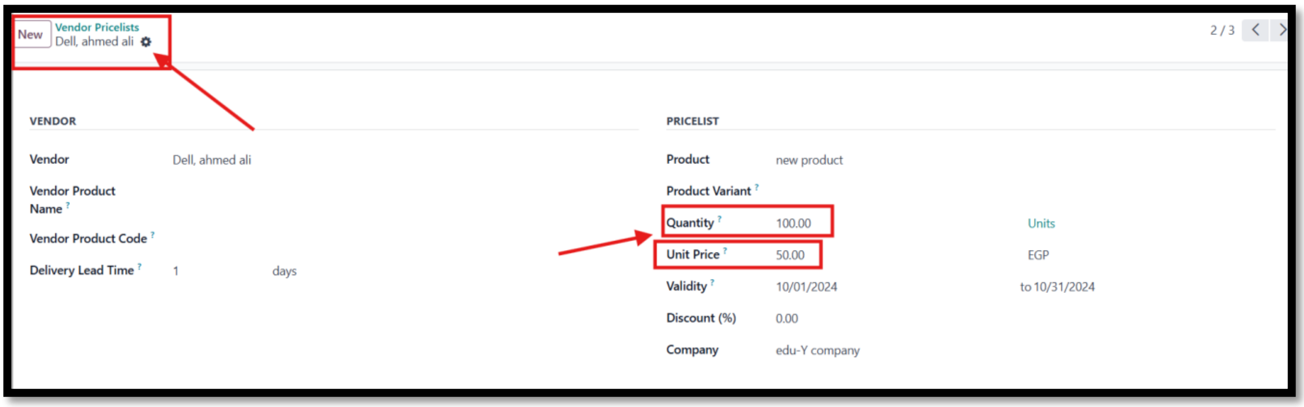
To create a Blanket Order in Odoo, go to the Purchases module, create a new order, select the vendor, add products with agreed quantities and prices, set delivery schedules, and confirm the order.



6-Create vendor Pricelist

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

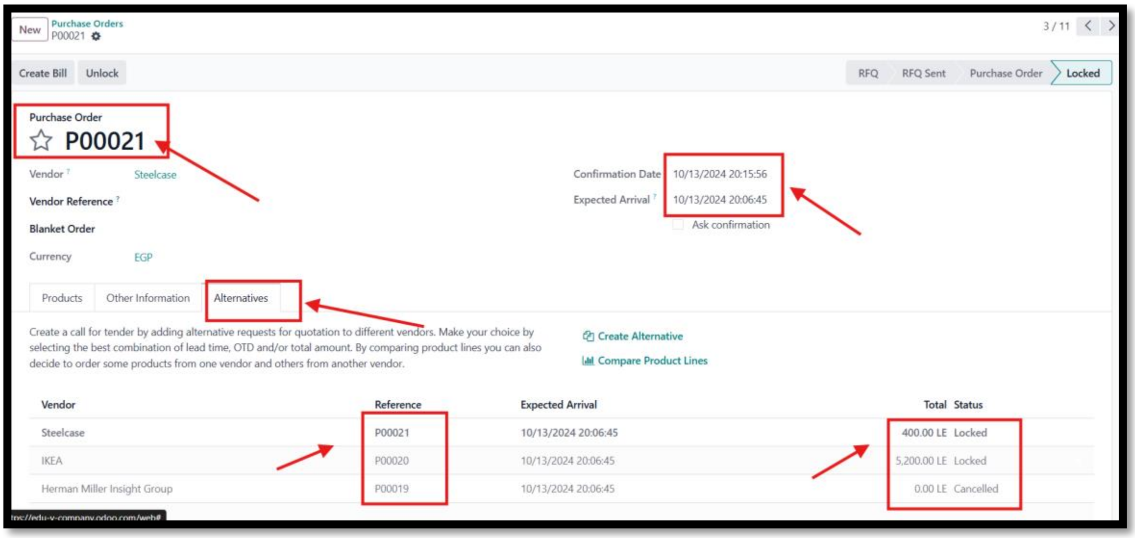
To create it, go to the Purchase module, select Vendor Pricelist, create a new one, choose the vendor, add products with prices, and save.

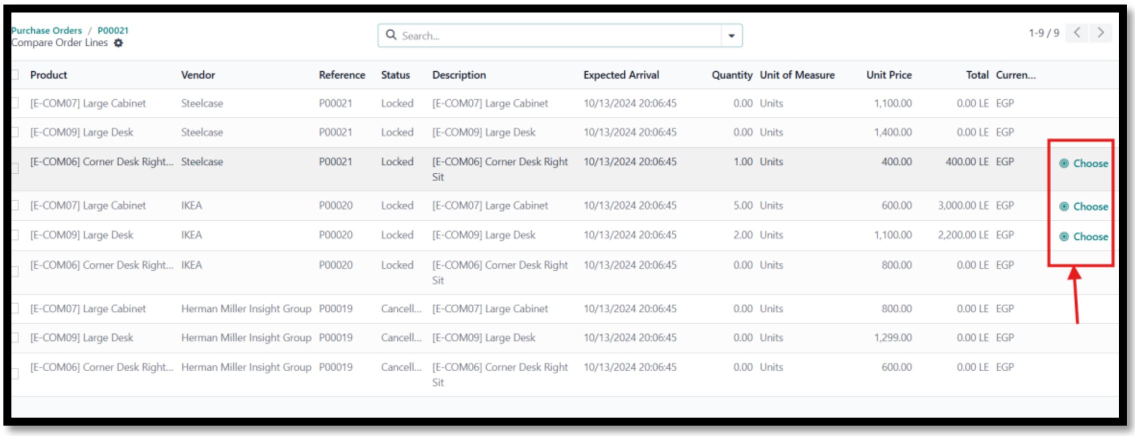


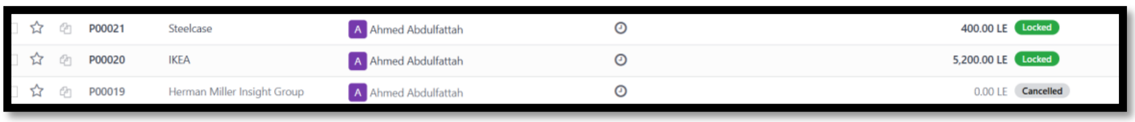
7-Create Call of tender

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

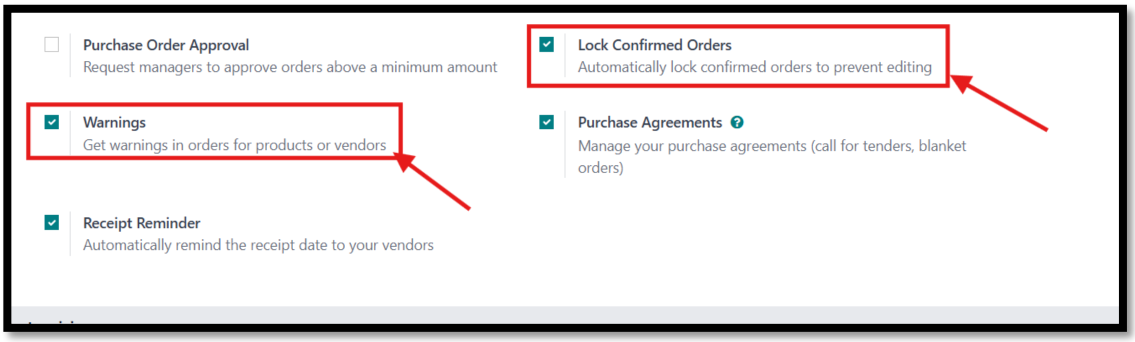
To create it, go to the Purchases module, create a new Call for Tender, add the required products, invite vendors, compare bids, and confirm the best offer.





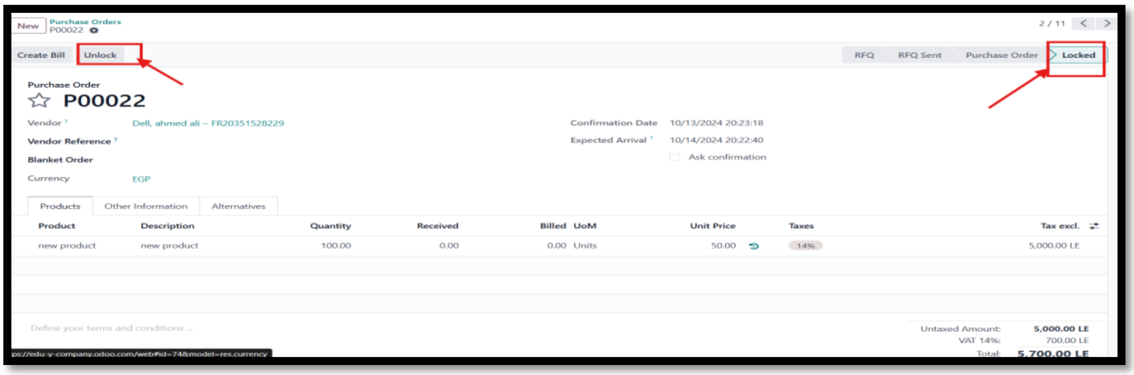


8-Enable lock and warning features



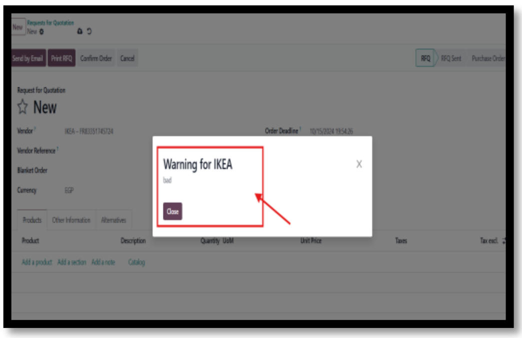
Lock confirmed orders: preventing further edits to a purchase or sales order once it has been confirmed to avoid accidental changes.

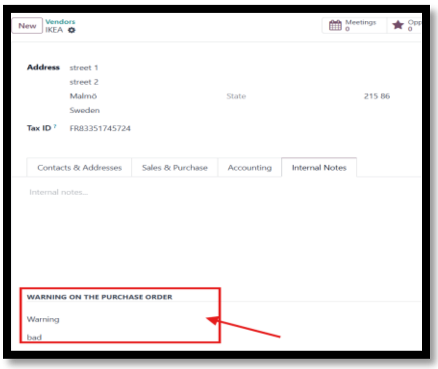
lock a confirmed order, go to the Purchases or Sales module, open the confirmed order, and click the **"Lock"** button to freeze any modifications.



Warnigs : 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.

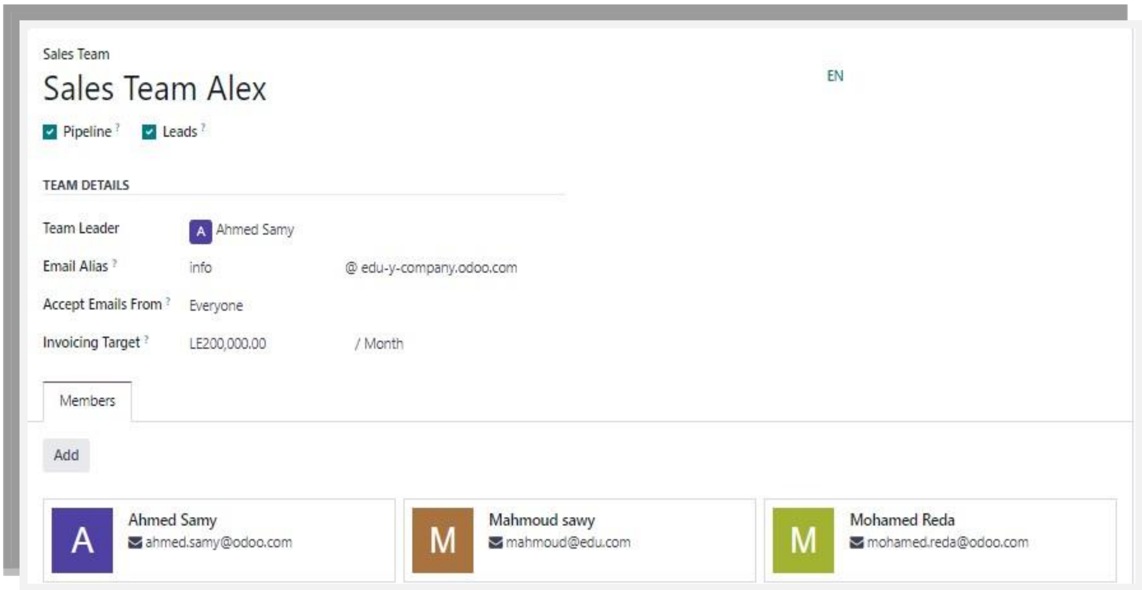


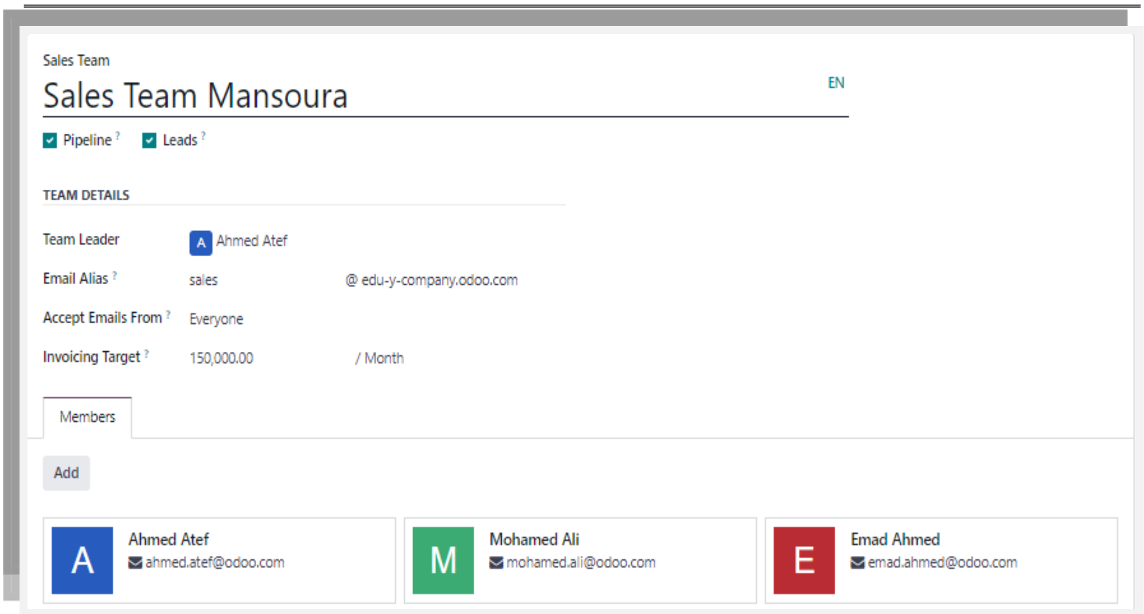


CRM

Manage Sales Teams

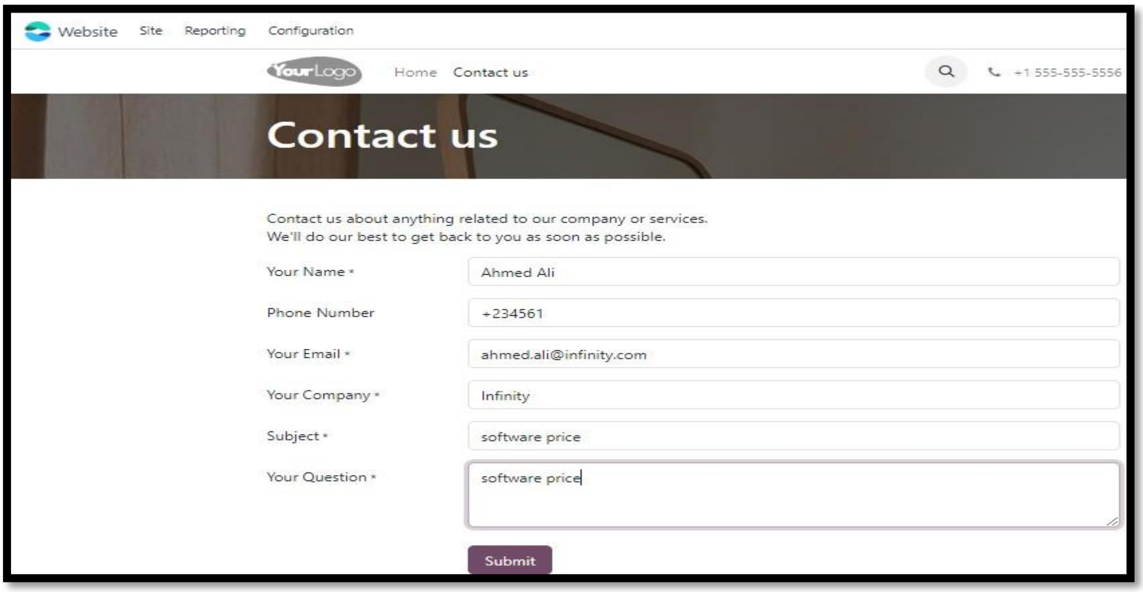
Create 3 sales teams and add the main data (Team Details _ Members) to enhance productivity and drive results





Create Leads from web contact forms

Automatically capture leads from website contacts and convert them into opportunities

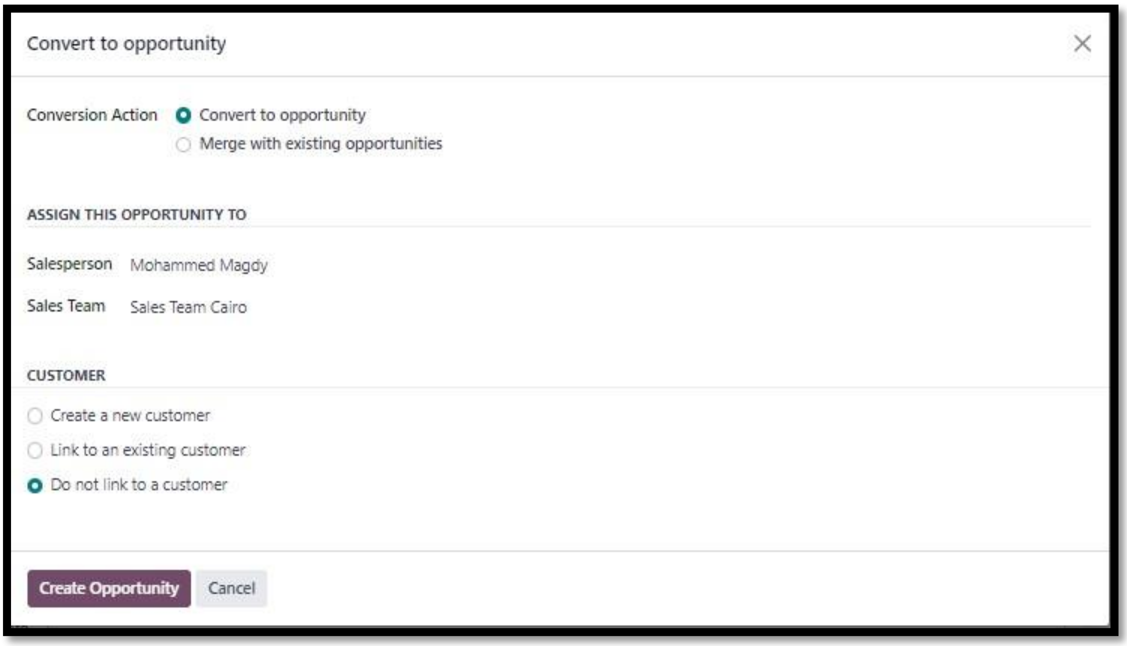


Create leads manually

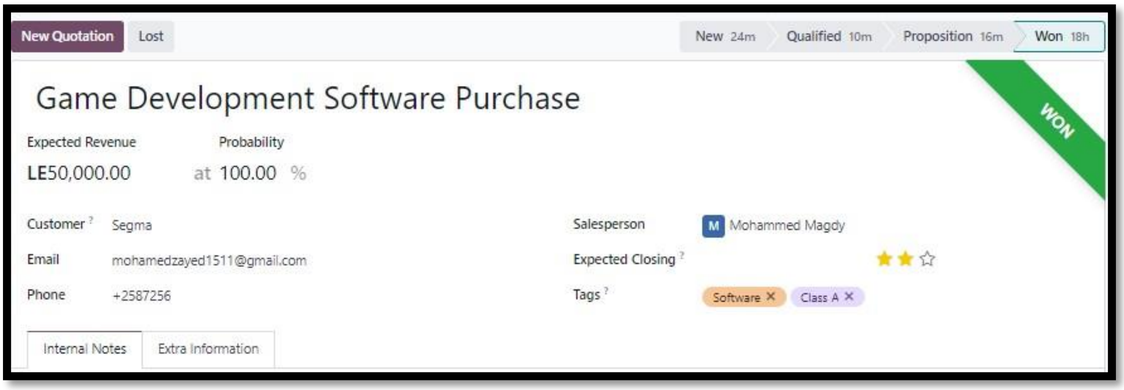
Sales person create the lead and add the main data (Name- Full address – Contacts) and convert it into sales opportunity through a series of stages

Convert leads into opportunities

Transform qualified leads into actionable sales opportunities

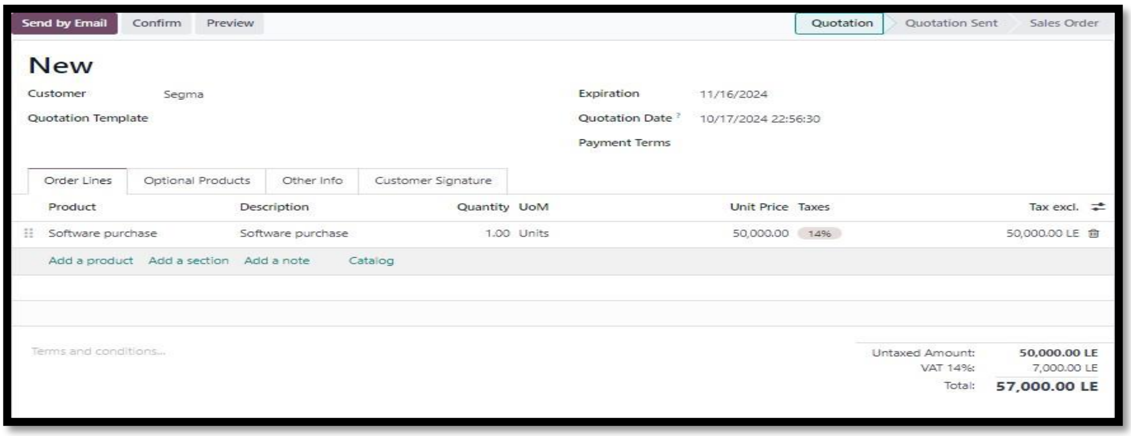


Opportunity stages (new_qualified_proposition_won)



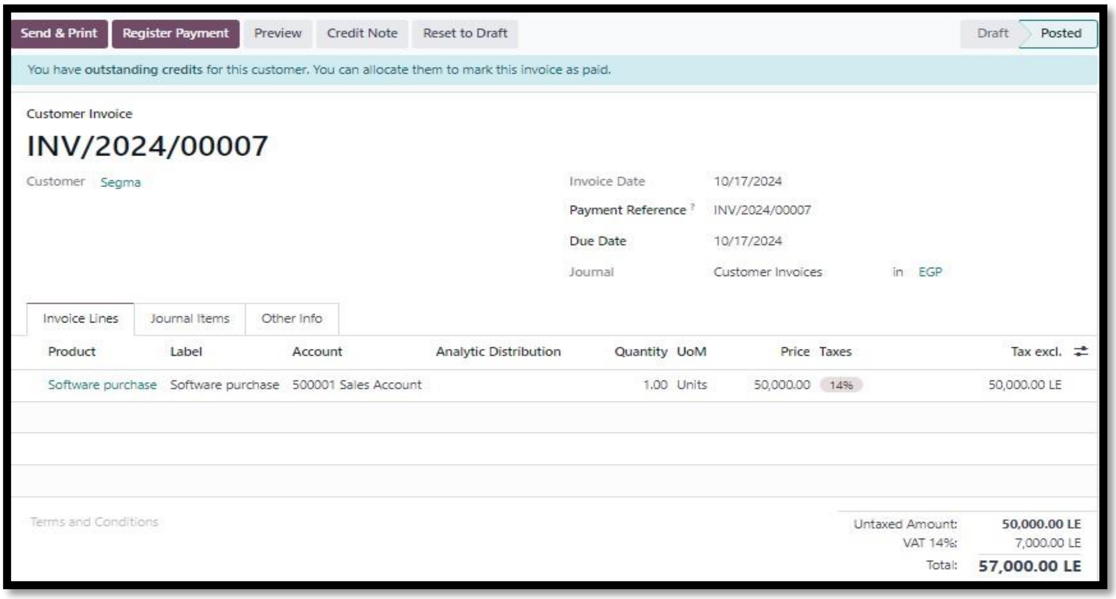
Create and send quotations

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



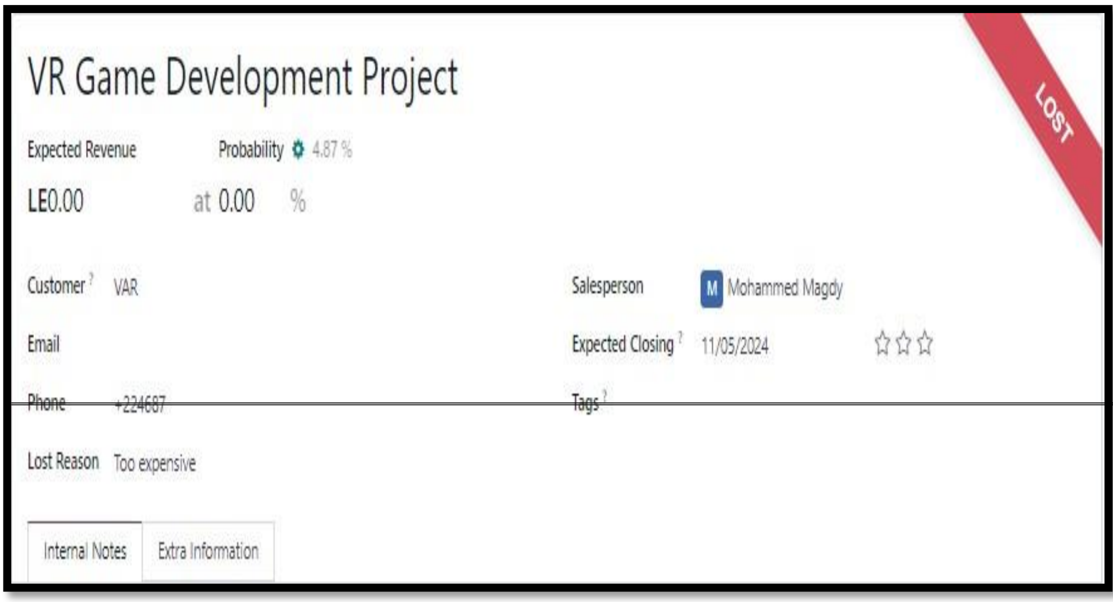
Create Invoice

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



Manage lost opportunities

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



Sales Module

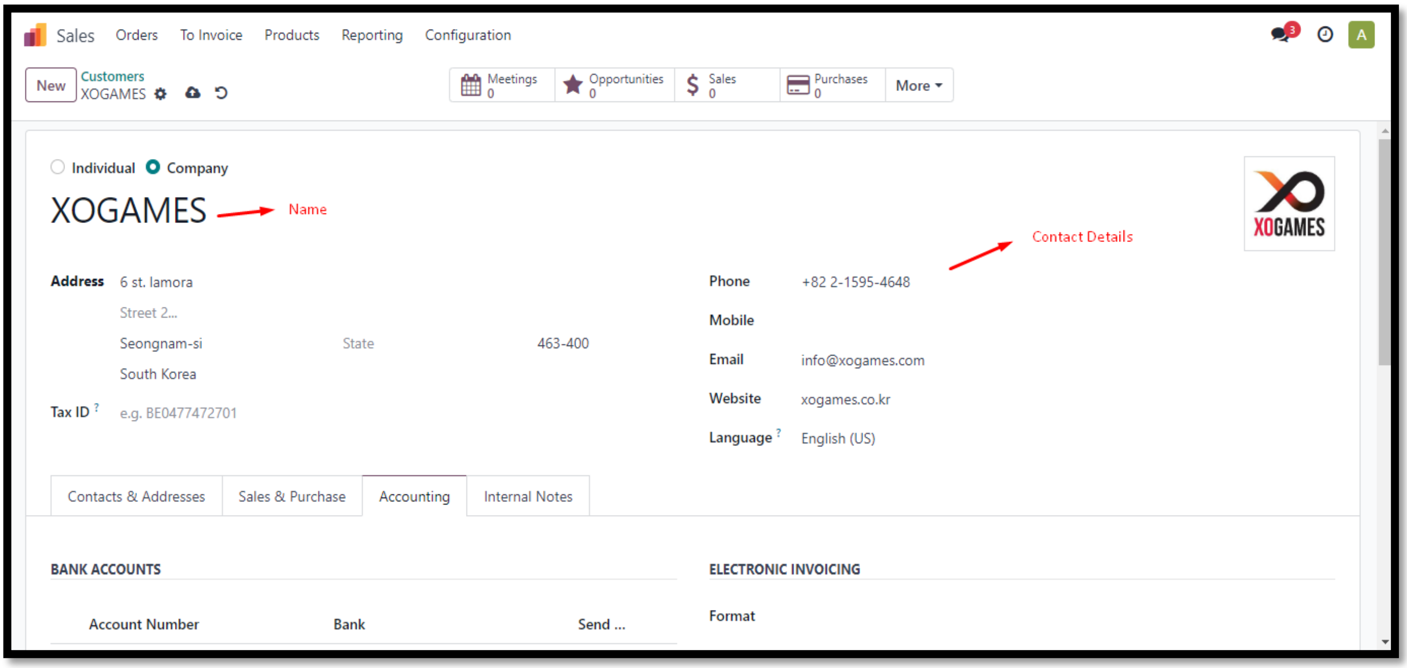
Create a customer

Adding Customers

Go to **Customers**.

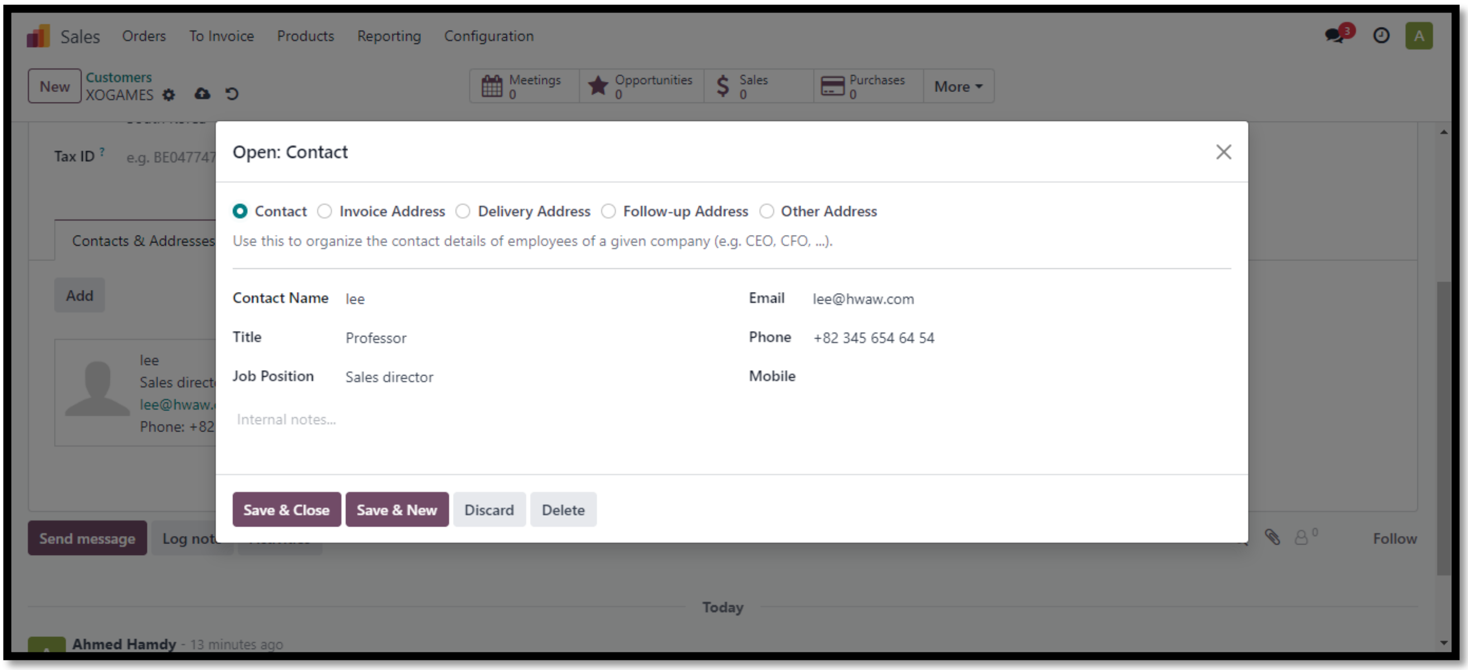
Add a new customer: **XOGames**.

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

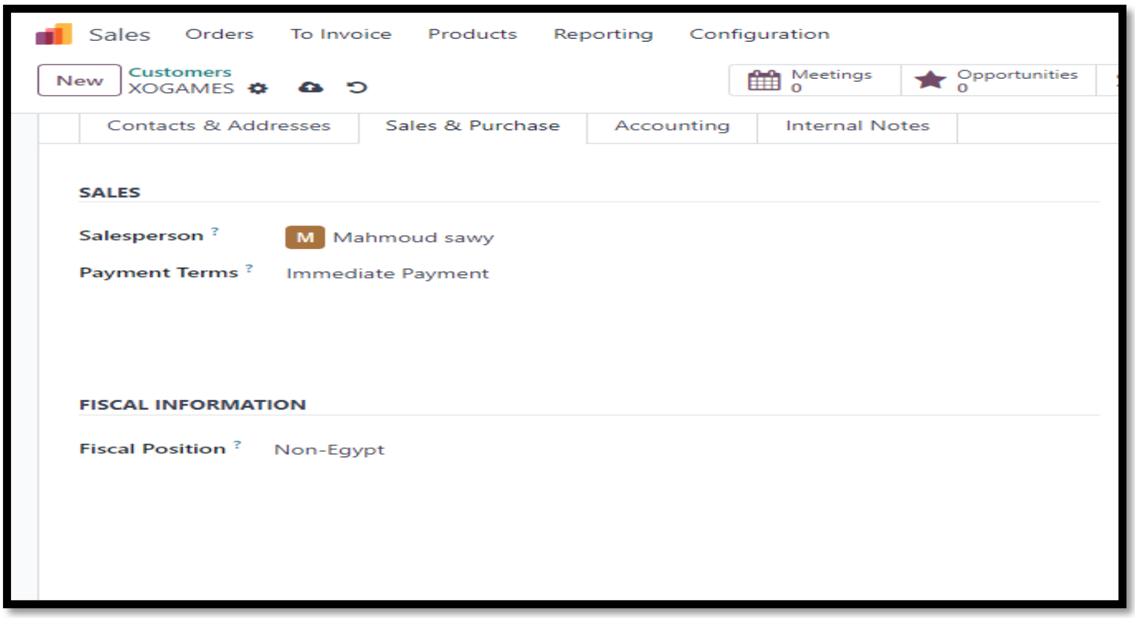


Add Contact

Name, Title, Jop Position….



Add Salesperson & Payment Terms.

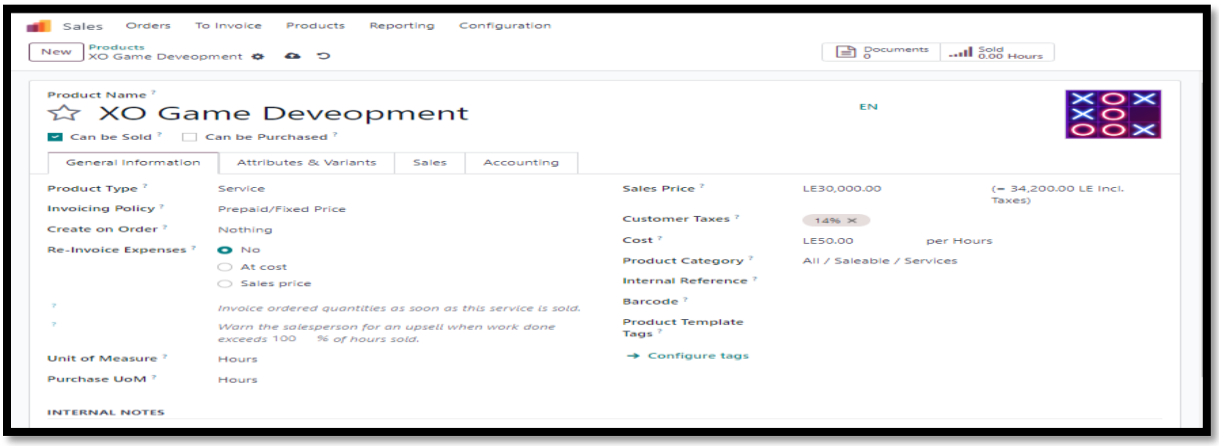


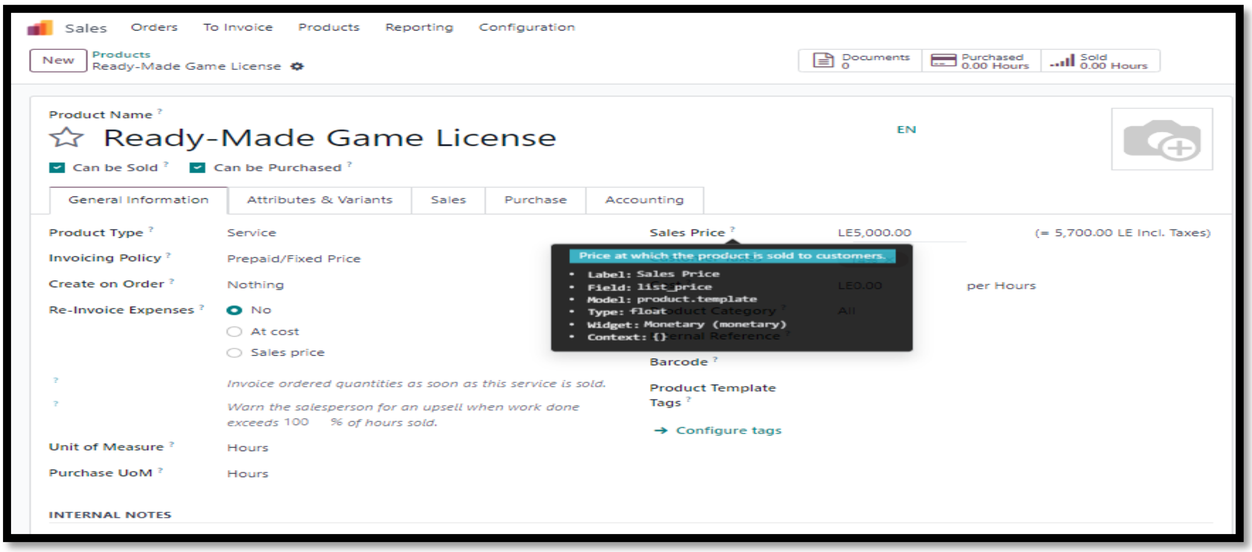
Add Product

Adding Products and Services

Example:

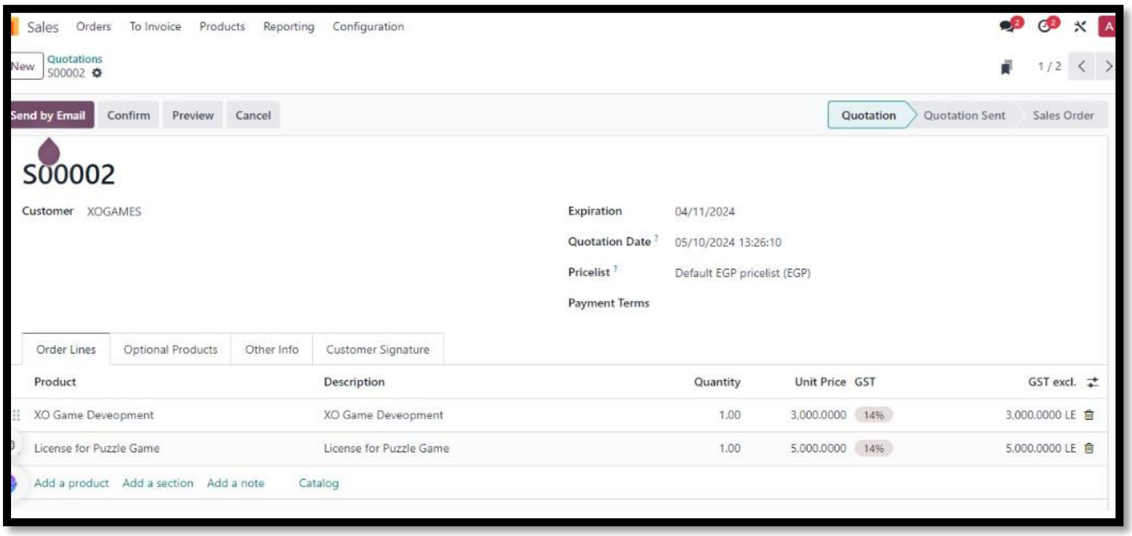
- Go to **Products**.
- Add the first product: **XO Game Deveopment**.
  - Product Name: " XO Game Deveopment ".
  - Price: L.E 30,000 for developing a medium-sized game.
  - Unit of Measure: **hours**.
  - Enter a description like "Developing a game based on client specifications for mobile or PC".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



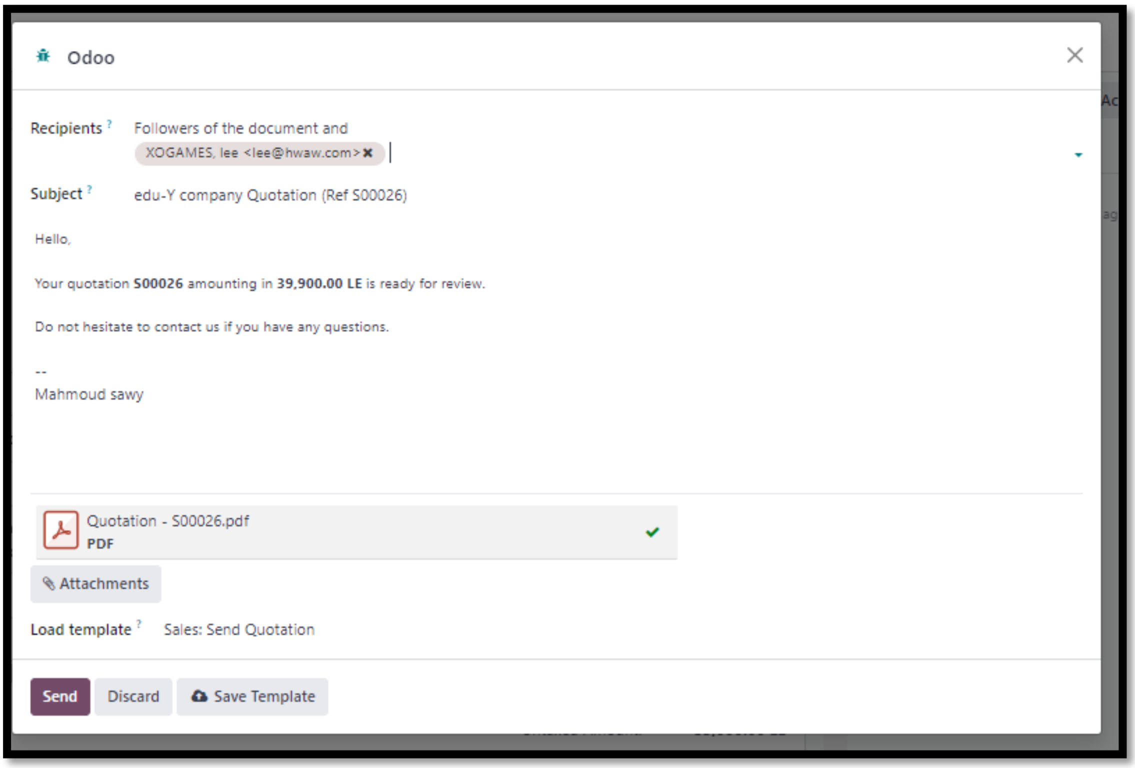


Creating a Quotation

- 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.

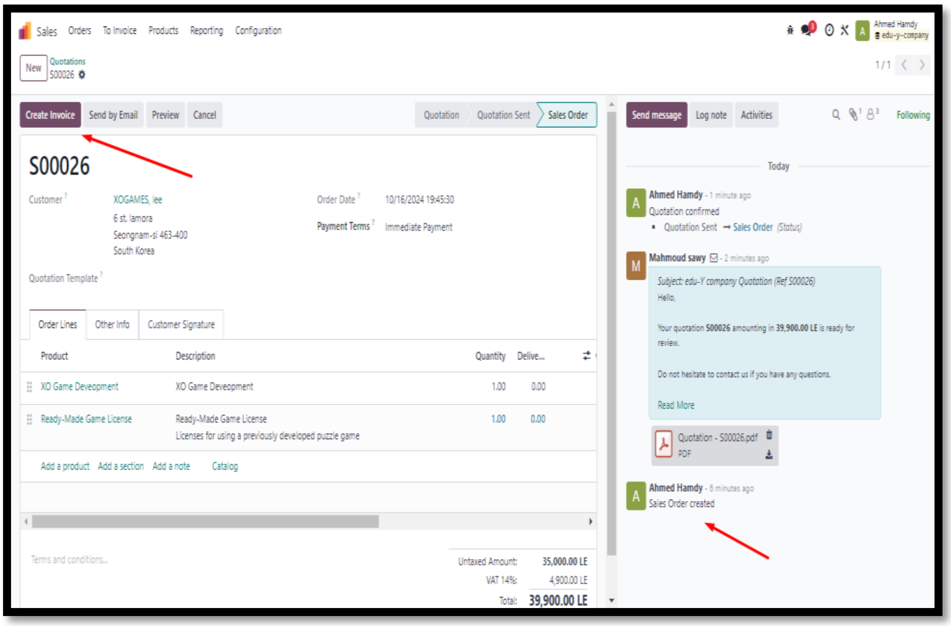


- Send the quotation to the client via email.



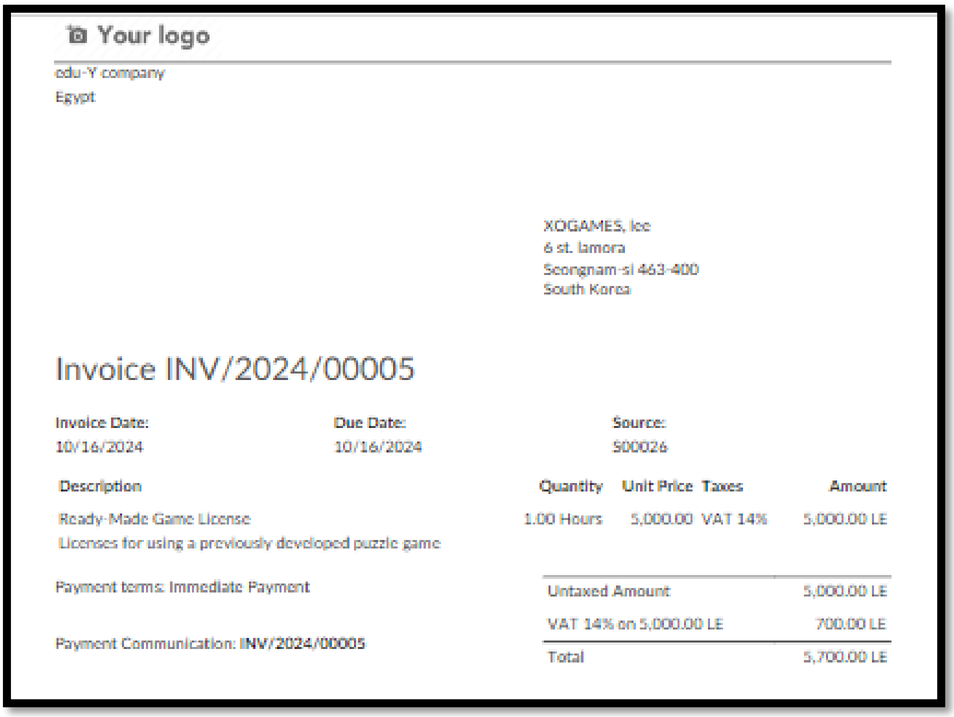
Converting the Quotation into a Sales Order

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



Managing Invoices and Payments

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



Your logo

edu-Y company
Egypt

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

Invoice INV/2024/00005

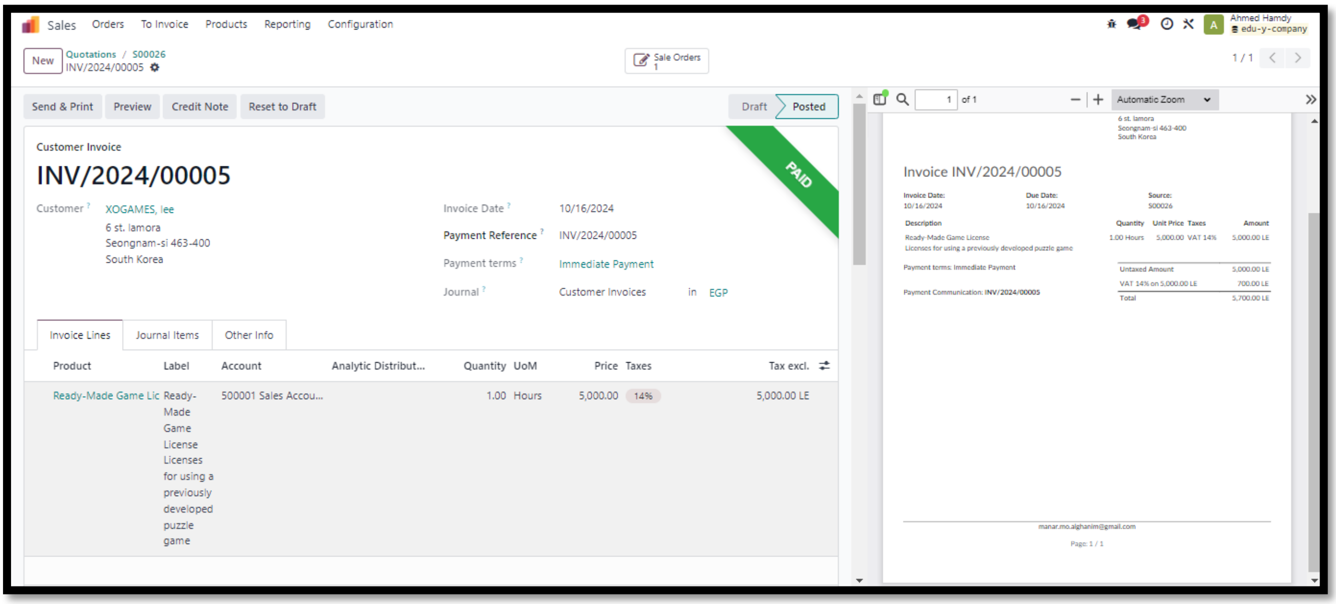
Invoice Date:	Due Date:	Source:
10/16/2024	10/16/2024	S00026

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

Payment terms: Immediate Payment

Payment Communication: INV/2024/00005

Untaxed Amount	5,000.00 LE
VAT 14% on 5,000.00 LE	700.00 LE
Total	5,700.00 LE

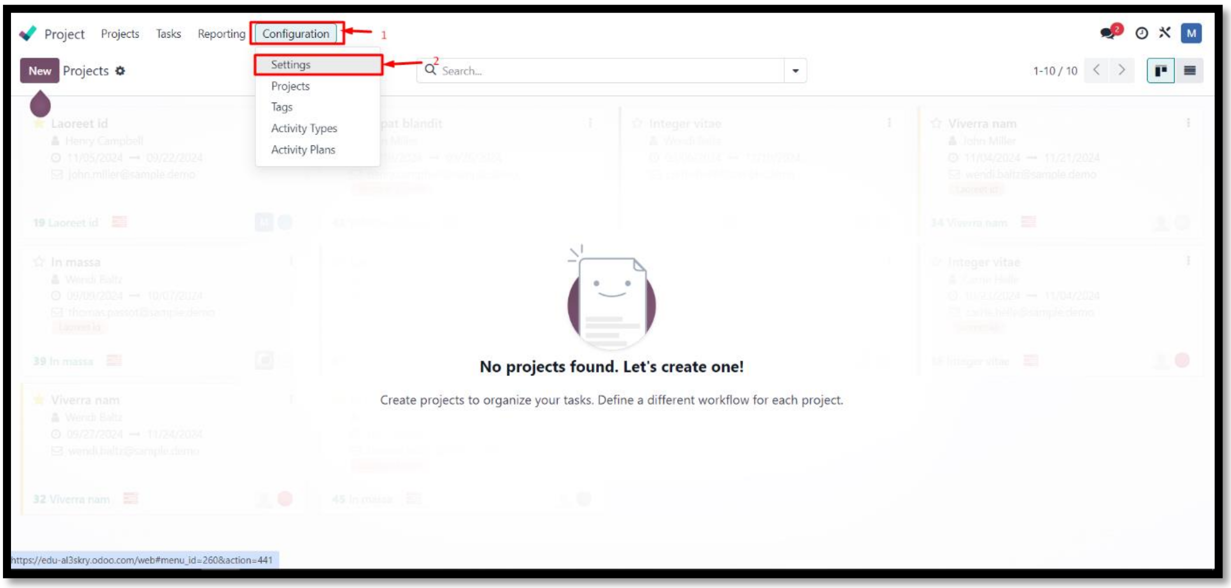


Project management

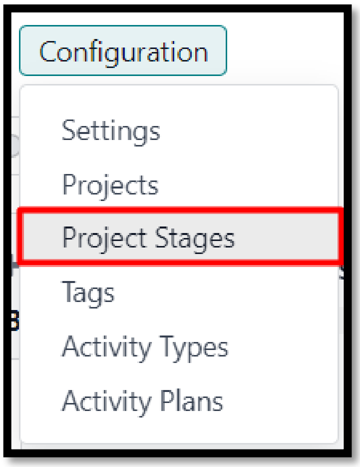
1)create stages.

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.

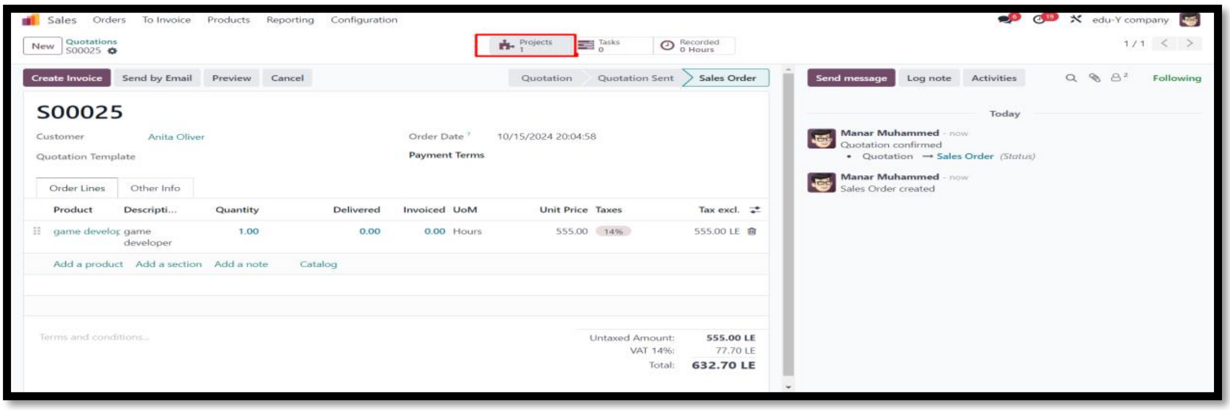


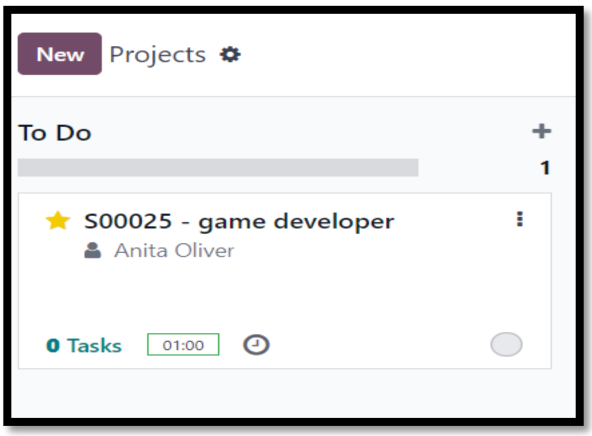
2)Create project

There are two ways to create a project.

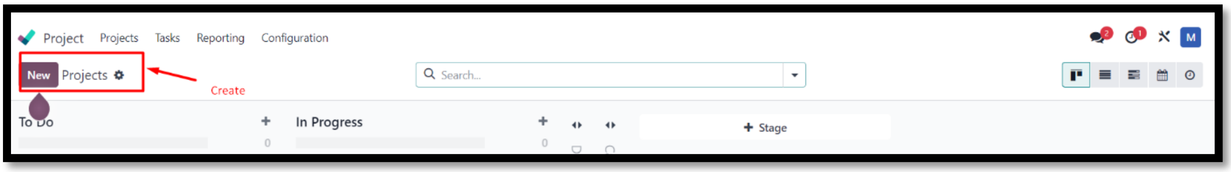
First By default, Odoo allows for the automatic creation of a project from a sales order if the sales order line contains a service product

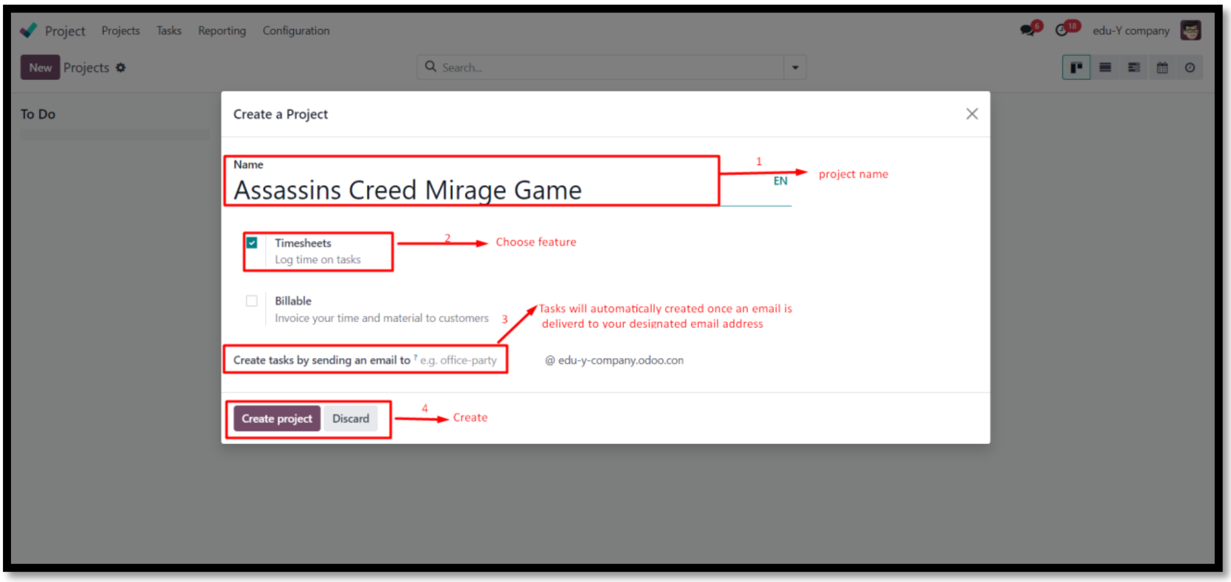
Once your sales order is confirmed the system creates project automatically





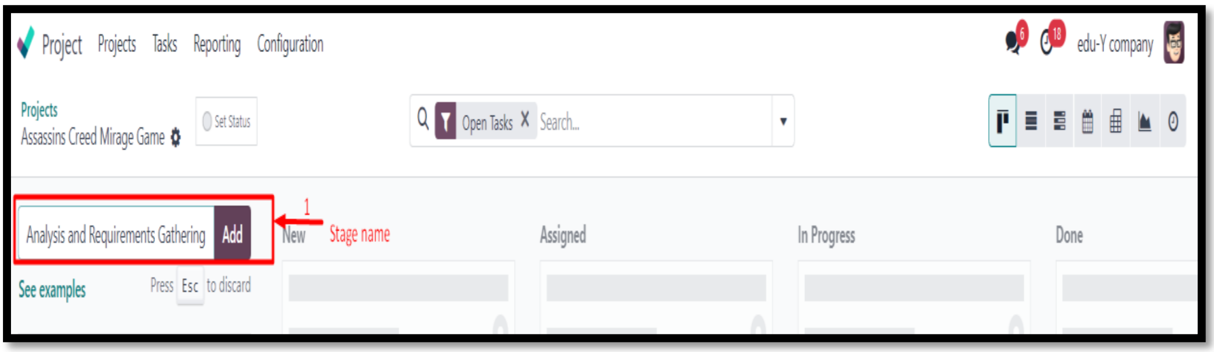
Second you Click on Create. Specify the name of the project and choose which features you would like to integrate once you created your project you can start creating your stages



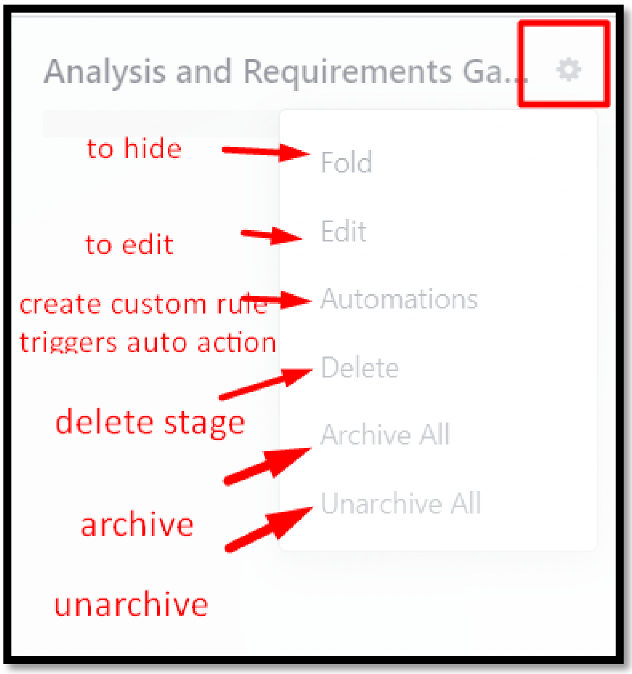


3) Create Task Stages

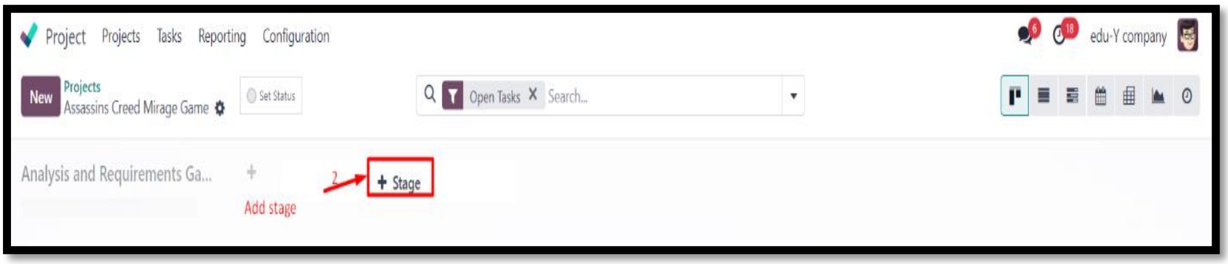
To create a stage, type its name into the Stage… field, then click add

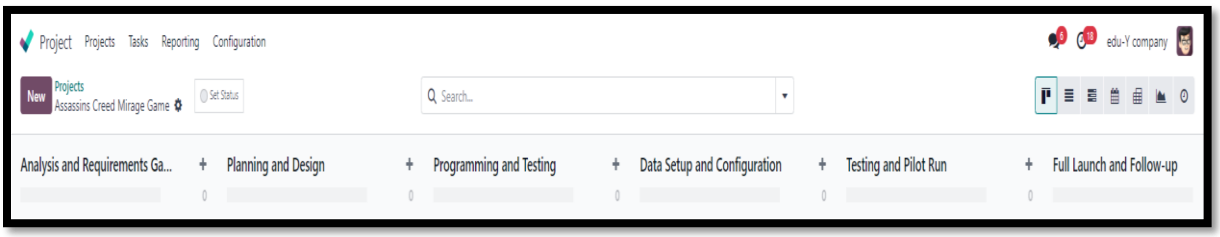


To edit the task stage, click the (cog) icon next to its name. From there



You can add more stages by clicking on '+Stag





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

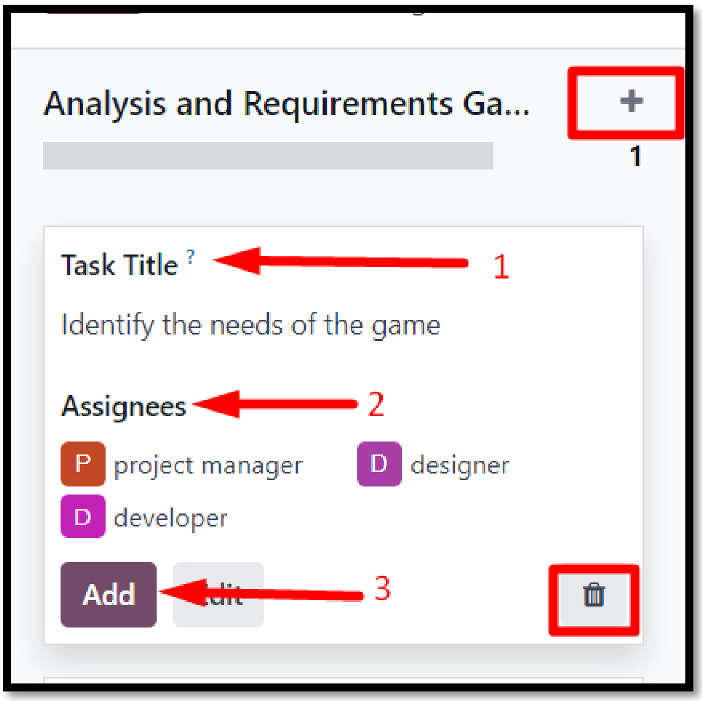
4)Create and Assign tasks

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

1)Fill in the task title

2)Add one or more Assignees

3)Click add



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

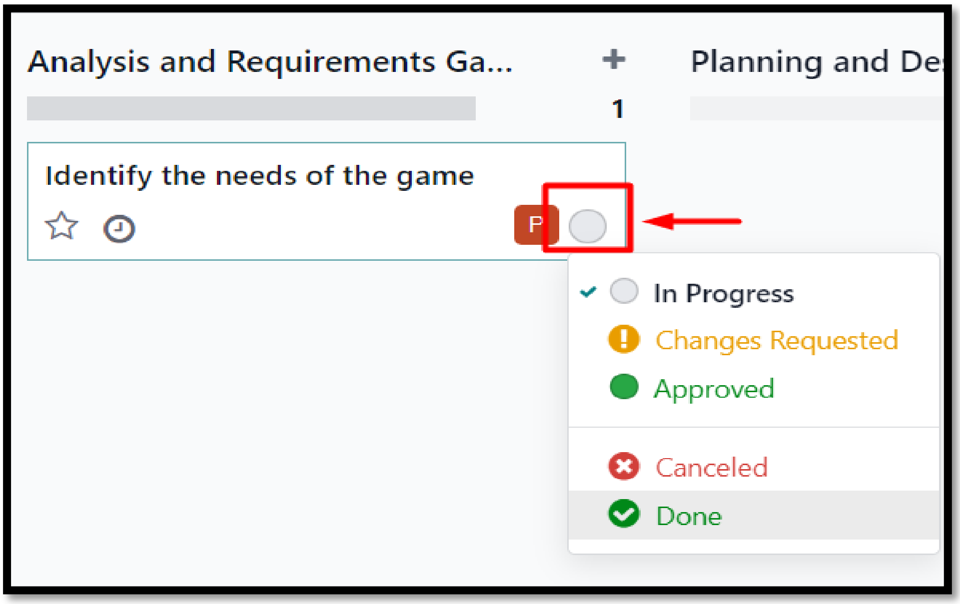
In Progress: this is the default state of all tasks, meaning that work is on going.

Changes Requested: to highlight that changes.

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

Canceled: to cancel the task.

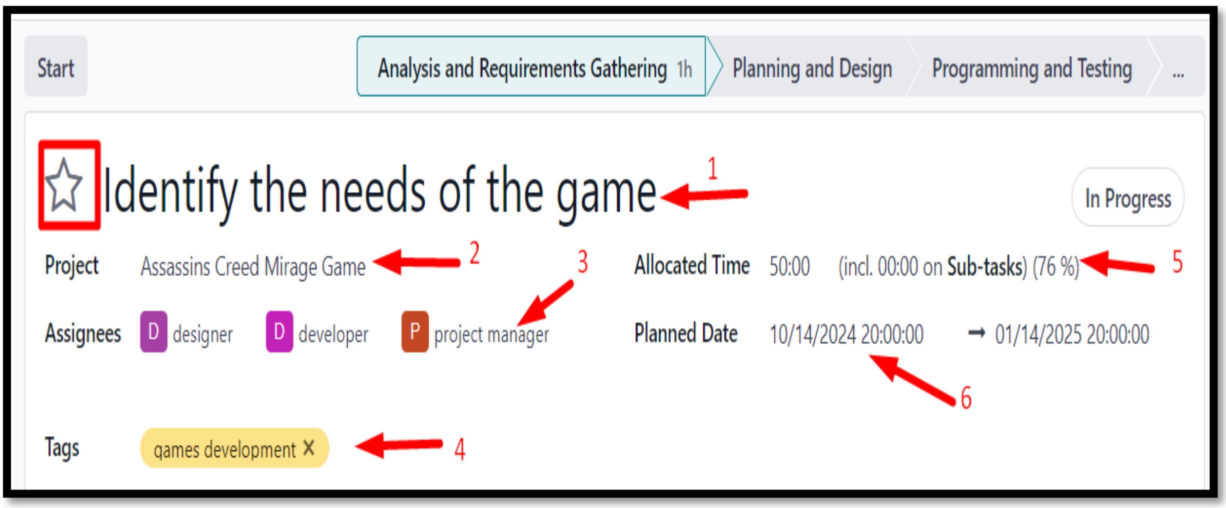
Done: to close the task once it's been completed.



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

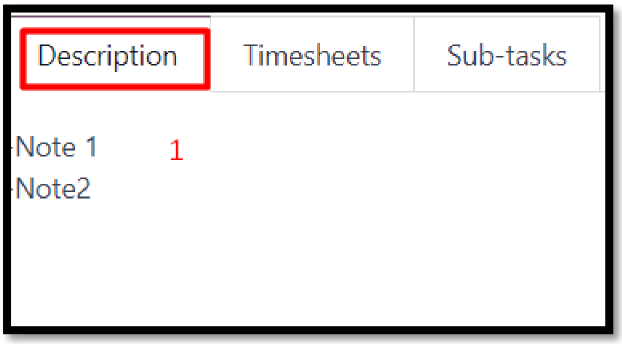
1)Task title. (2)Task's project. (3)The person ha. (4)Custom labels allowing to categorize and filter tasks. (5)The amount of time that working in this task is expected to last allocated by your timesheets. (6)The expected end date once filled in you can add the start date to designate the entire frame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

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

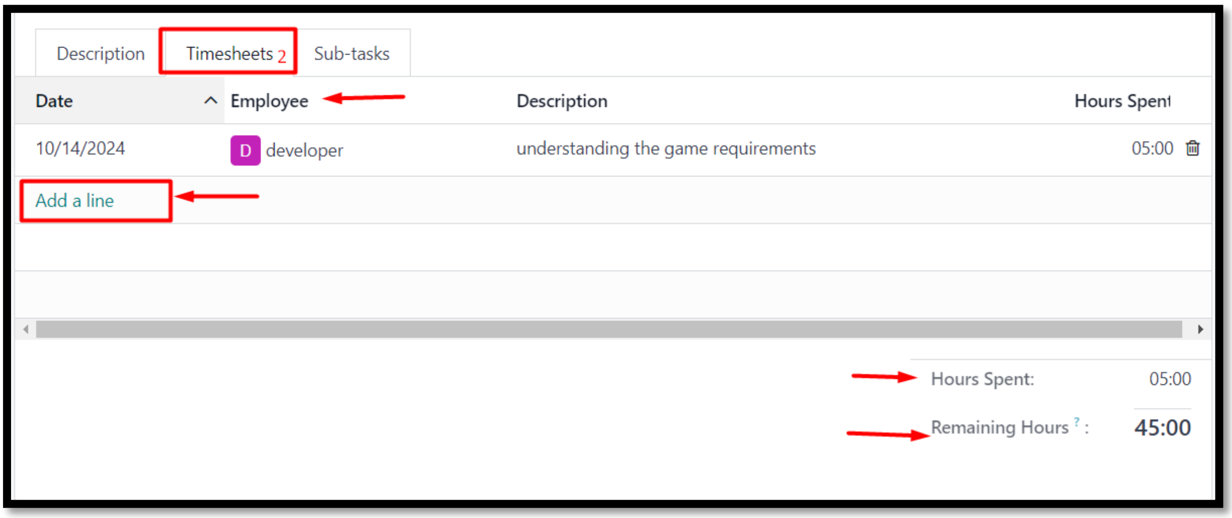


Once the previous data has been entered, you can proceed with the following.

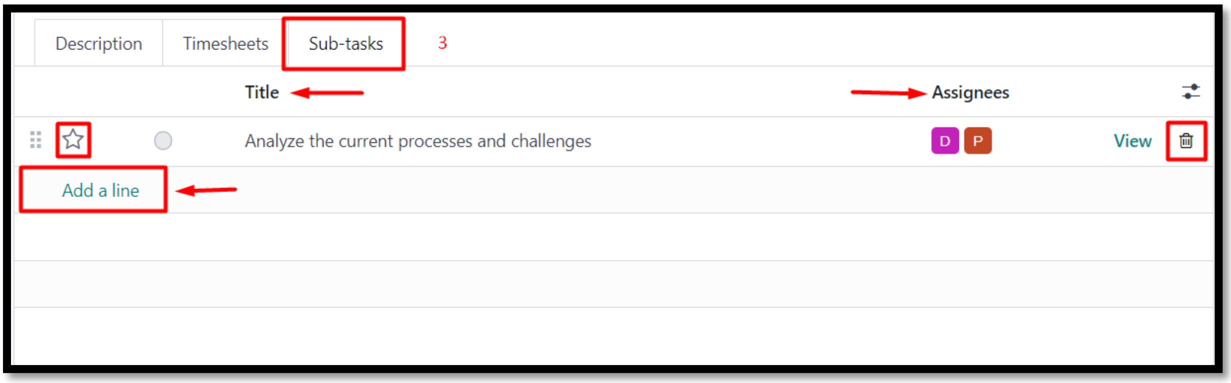
1-You can write the notes related to the project and the task in the Description.



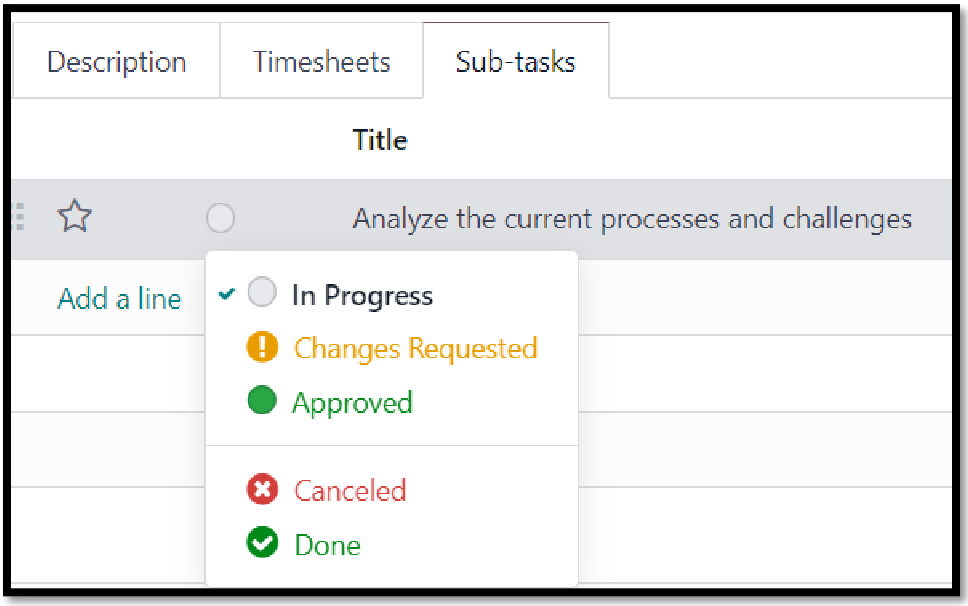
2-The employee assigned to the task can enter their timesheet by clicking on Add line Then, they can start entering the following data (date, Employee name, description and hours spent).You can also know how much hours spent and how much is remaining of the Allocated time.



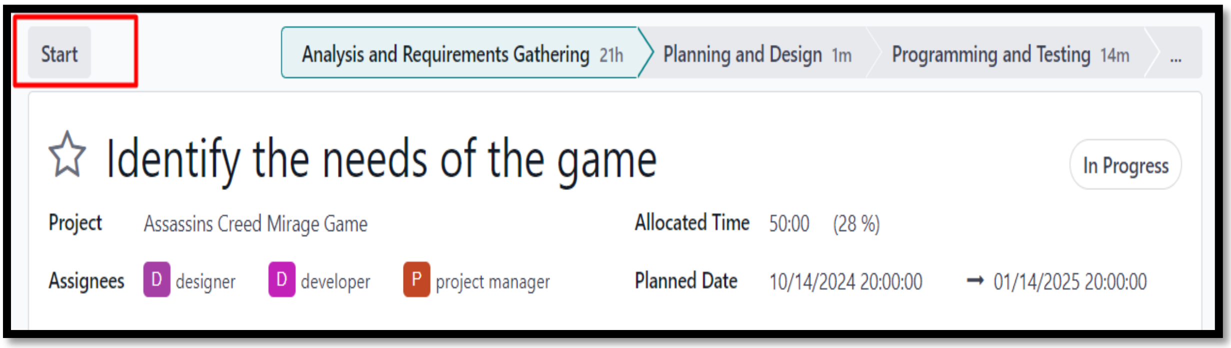
3-You can link sub-task to the parent task through clicking on Add line then fill in the title the assignees. You can mark it as a priority through the star icon or you can delete it through the bin icon.



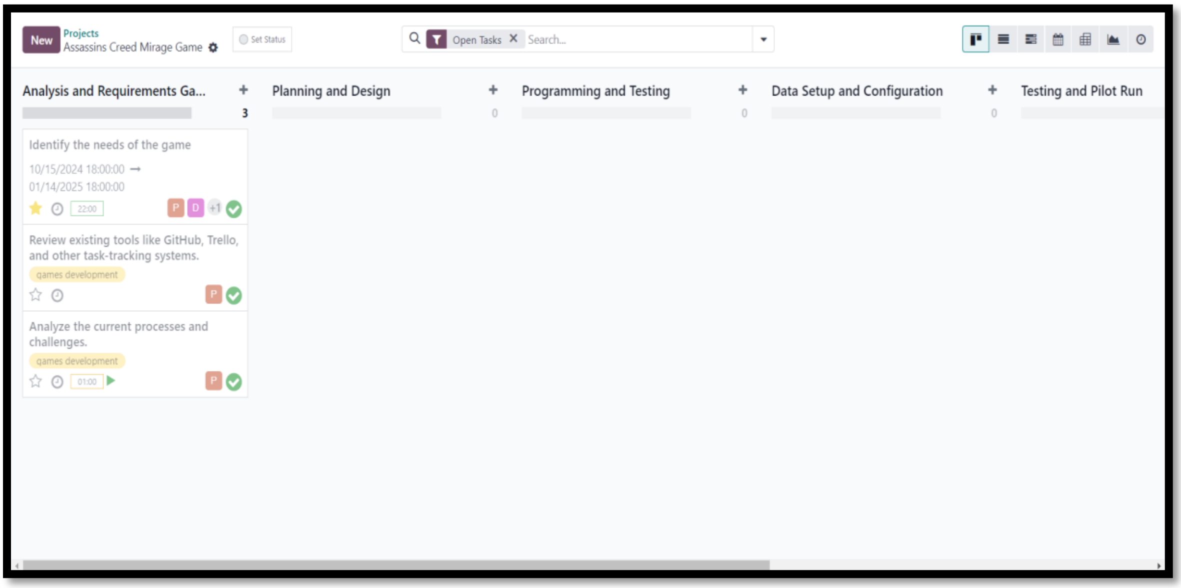
Sub-tasks statues are the same as the Task statues



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



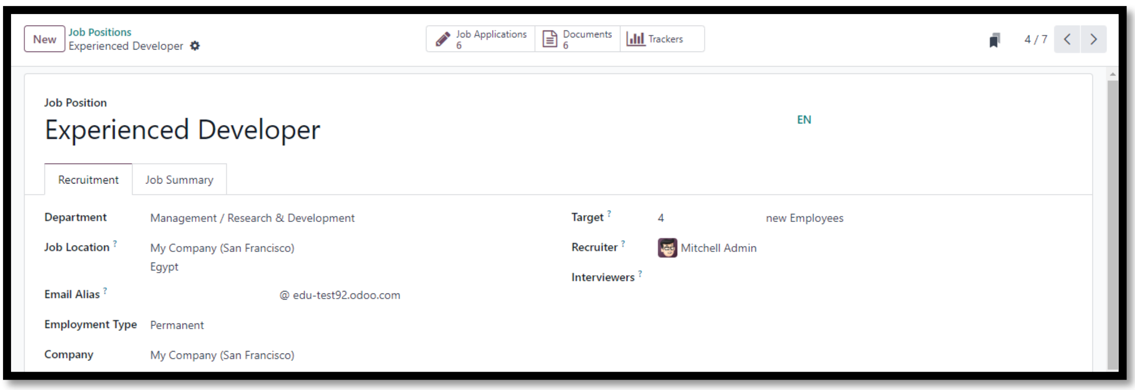
Once all the data has been entered and the tasks in this phase are completed, it will appear like this on your screen so you can go to the next stage.



Hr

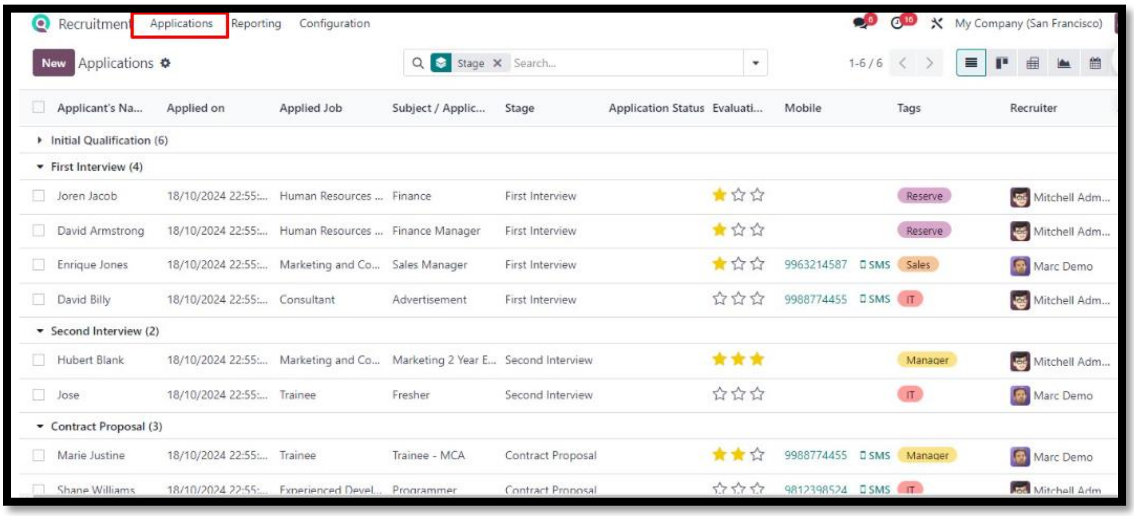
1. Setting Up Job Positions:

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



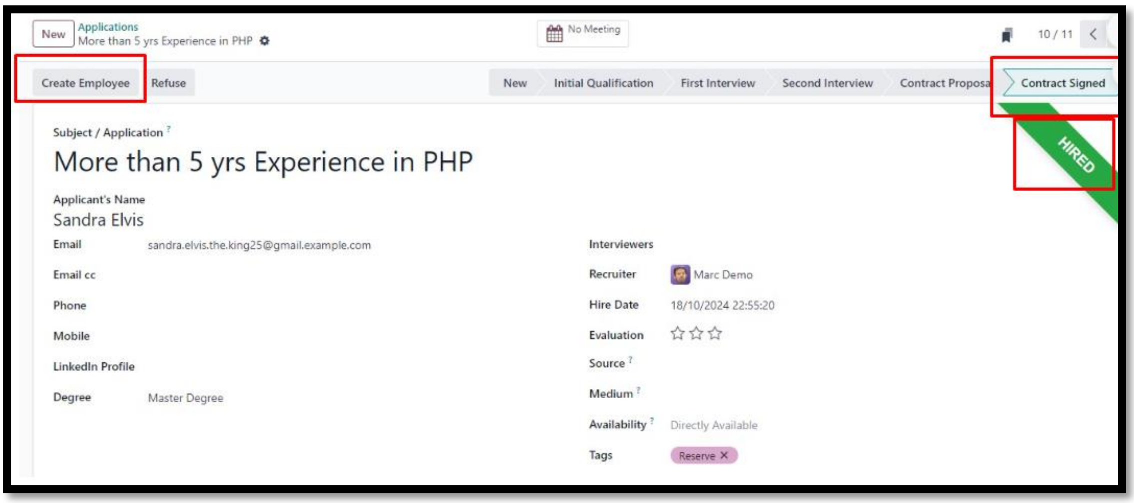
2. Managing Job Applications:

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



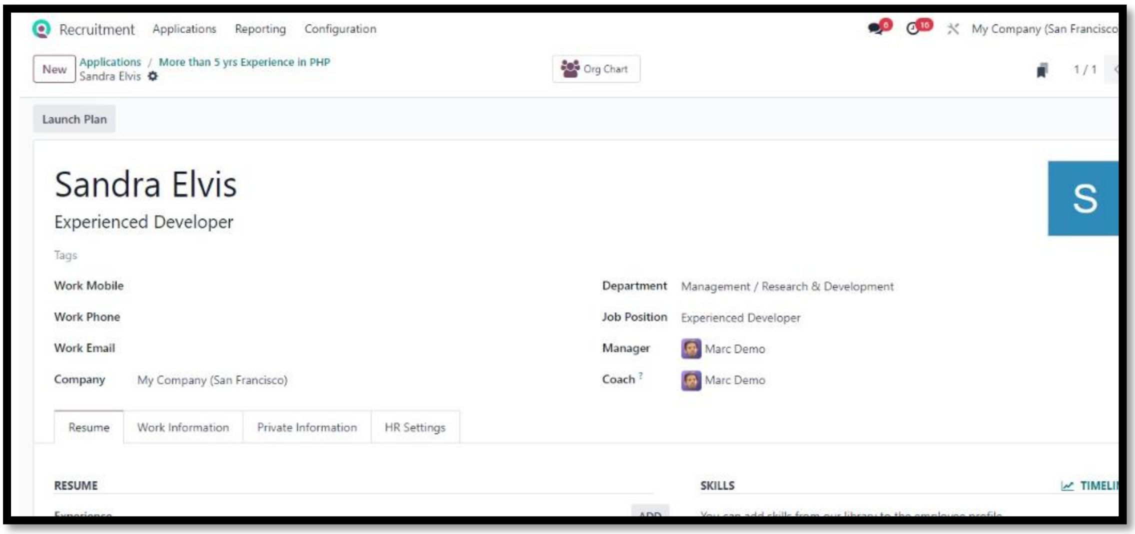
3. Finalizing and Hiring:

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

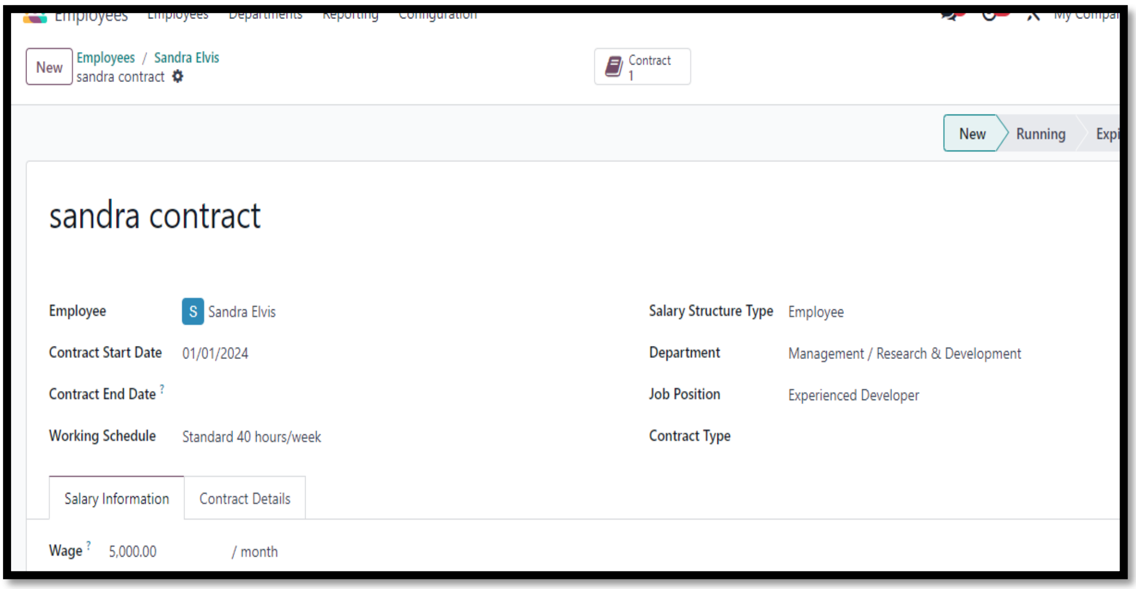


. Employee Details and Contracts:

- 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.

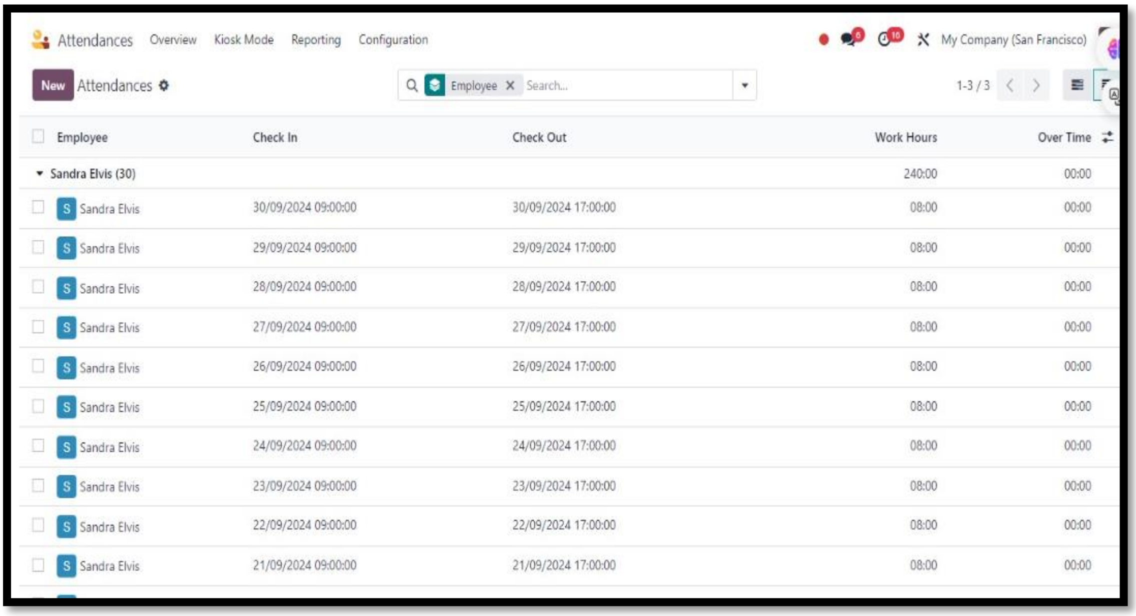


In the **Contract** section of an employee profile, you can manage contract terms like **salary**, **working schedule**, and **contract type**.



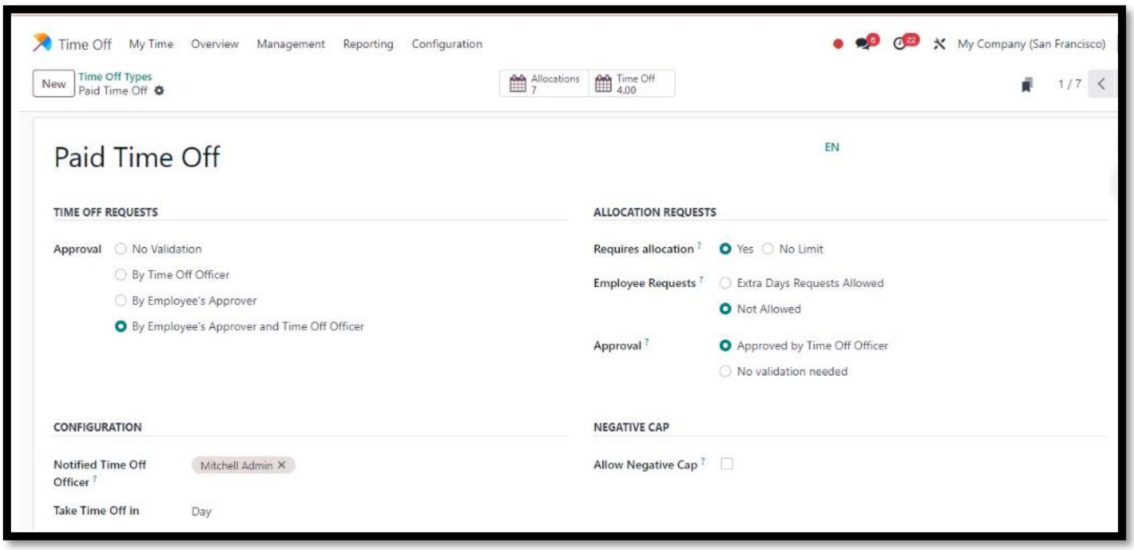
Attendance and Time Tracking:

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



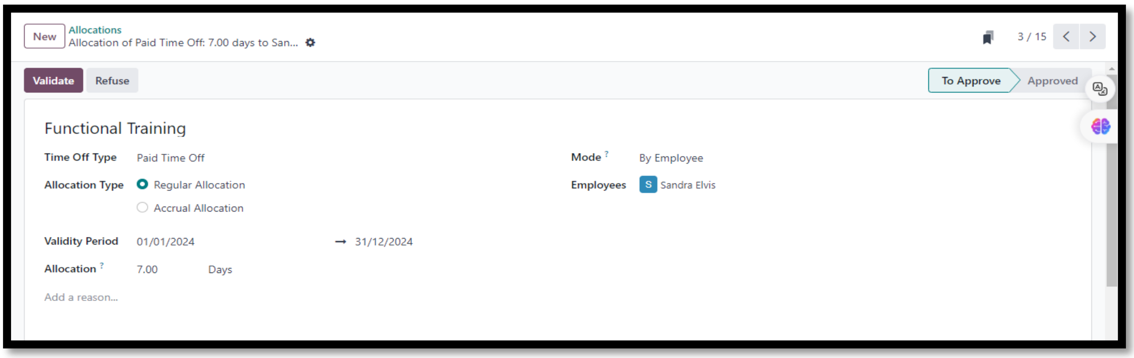
Configuring Time Off Types:

- 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.

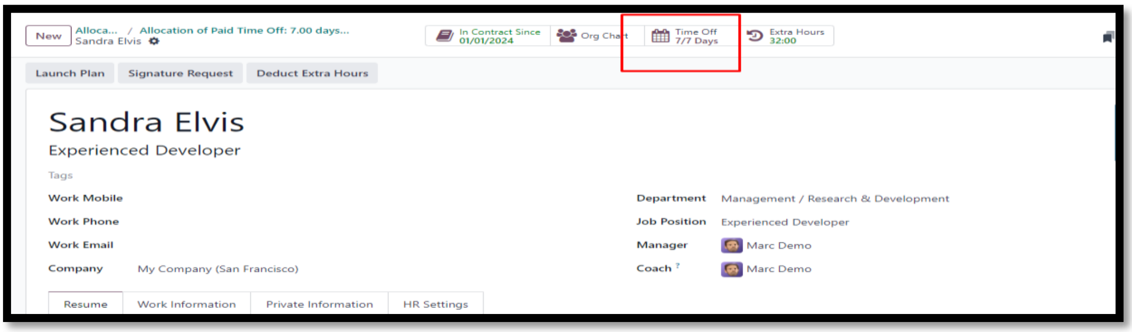


Allocating Time Off:

- 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.

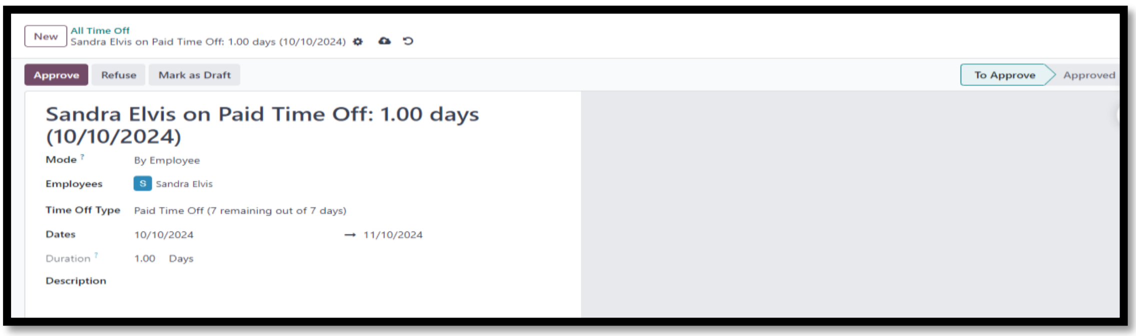


Once Validated its reflect in employee profile



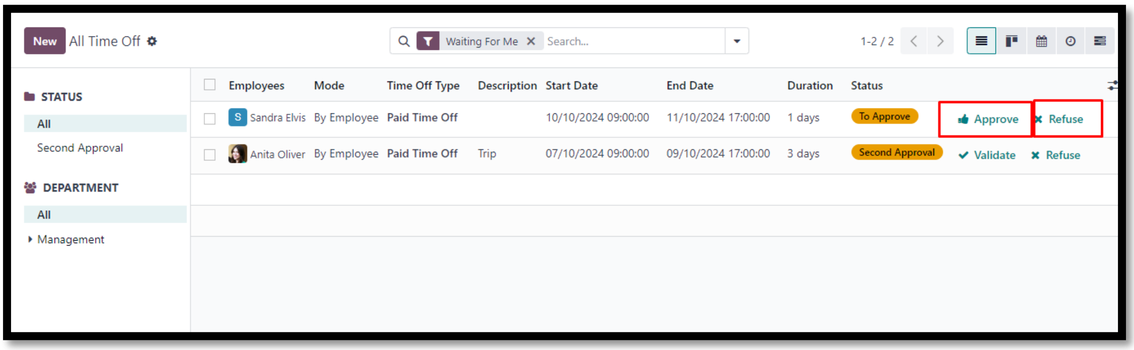
Managing Time Off Requests:

- 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.



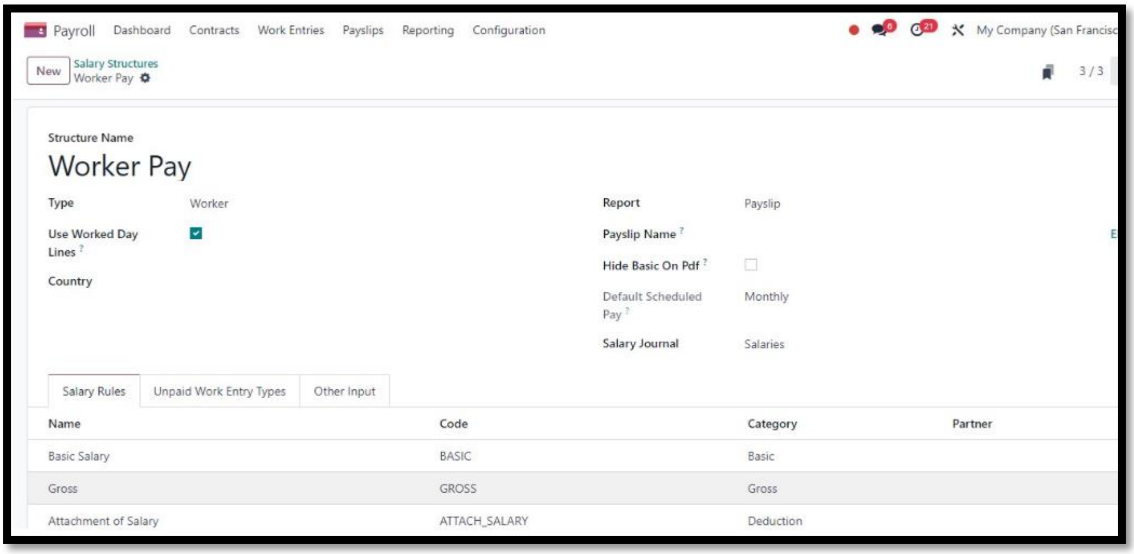
Approving or Rejecting Requests:

- 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**.



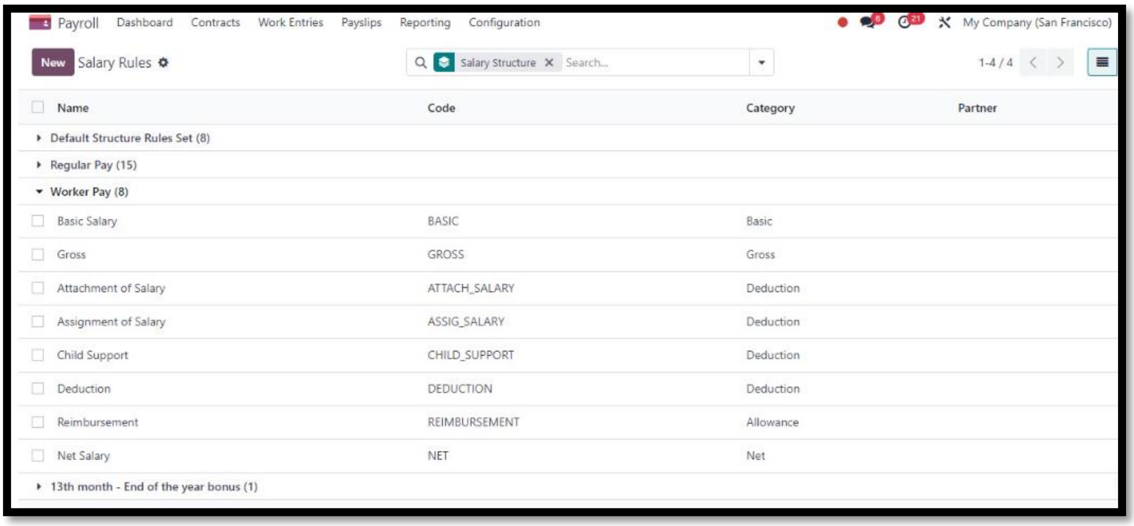
Configuring Payroll Structure:

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



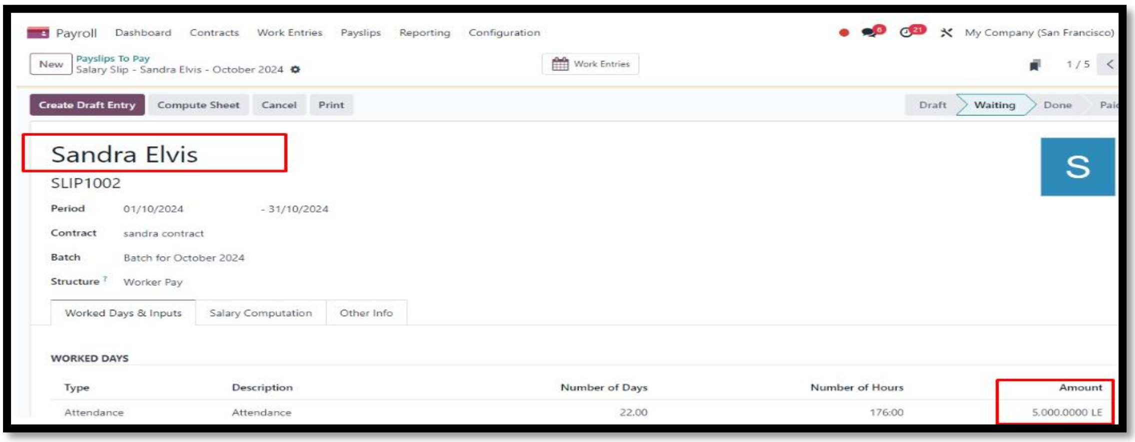
Managing Salary Rules:

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

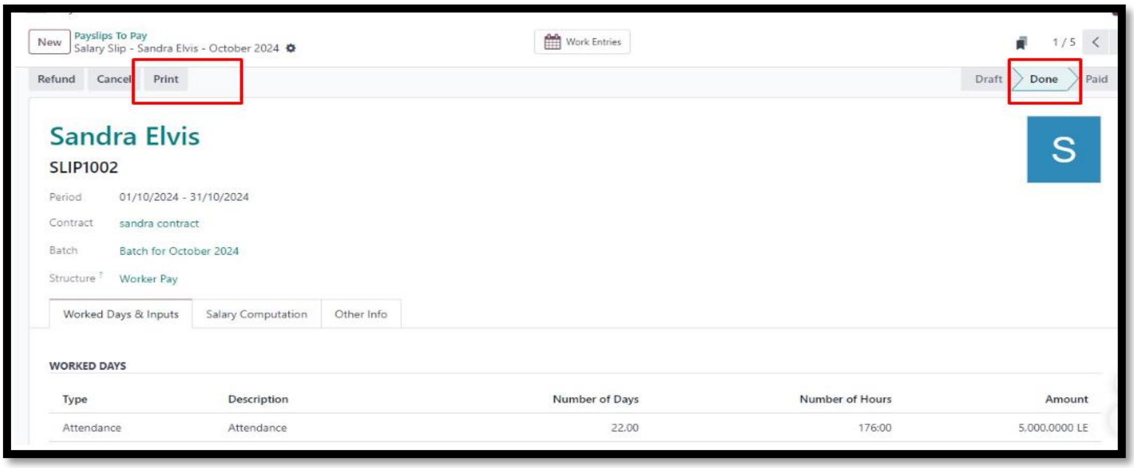


Generating Payslips:

- 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.

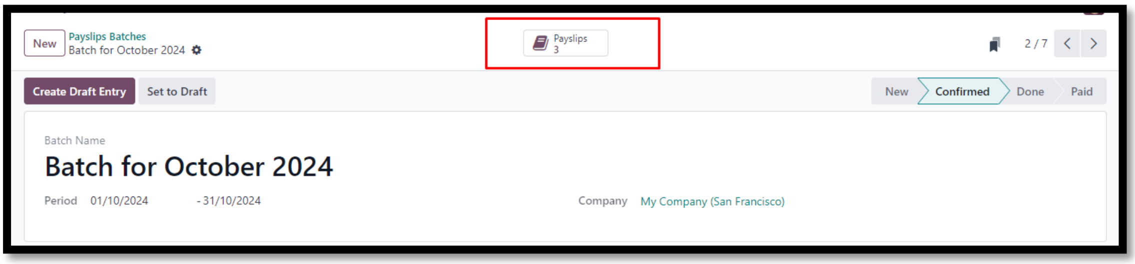


You can **validate** the payslip and **generate** the PDF for distribution



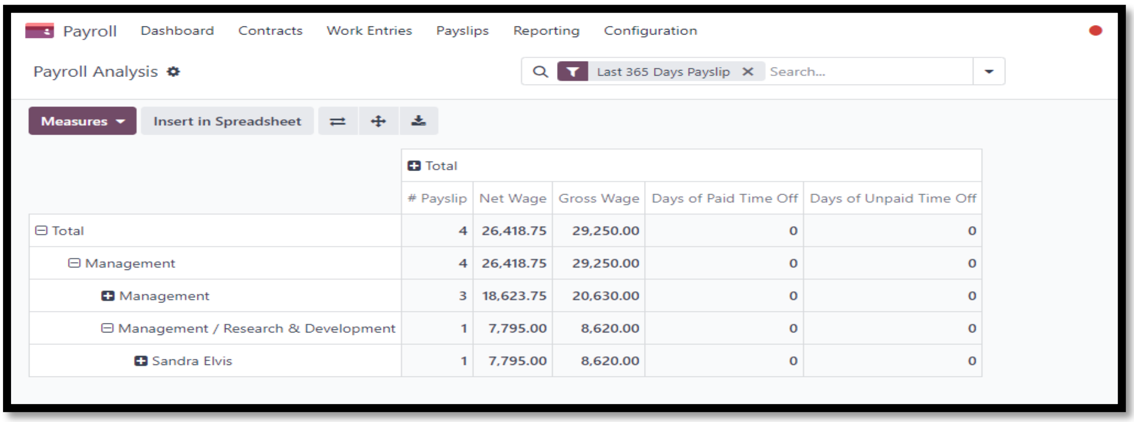
Payslip Batches:

- 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.



Payroll Reports:

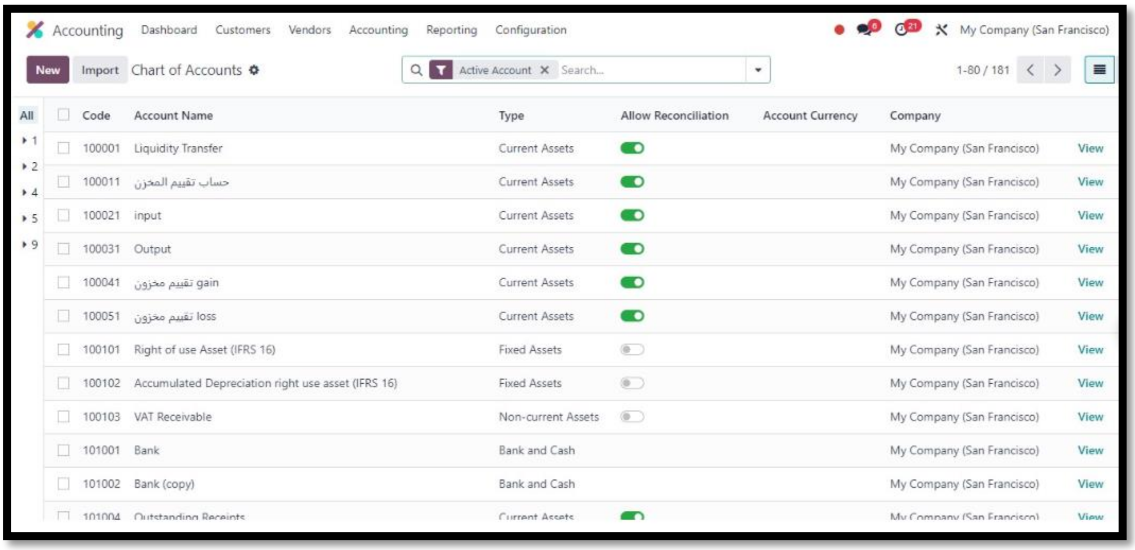
- Go to **Payroll → Reporting → Payroll Analysis**.
- Generate reports based on salary components, employee, department, or period.
- Analyze costs related to payroll, such as **total salaries**, **deductions**, and **taxes**.



Accounting

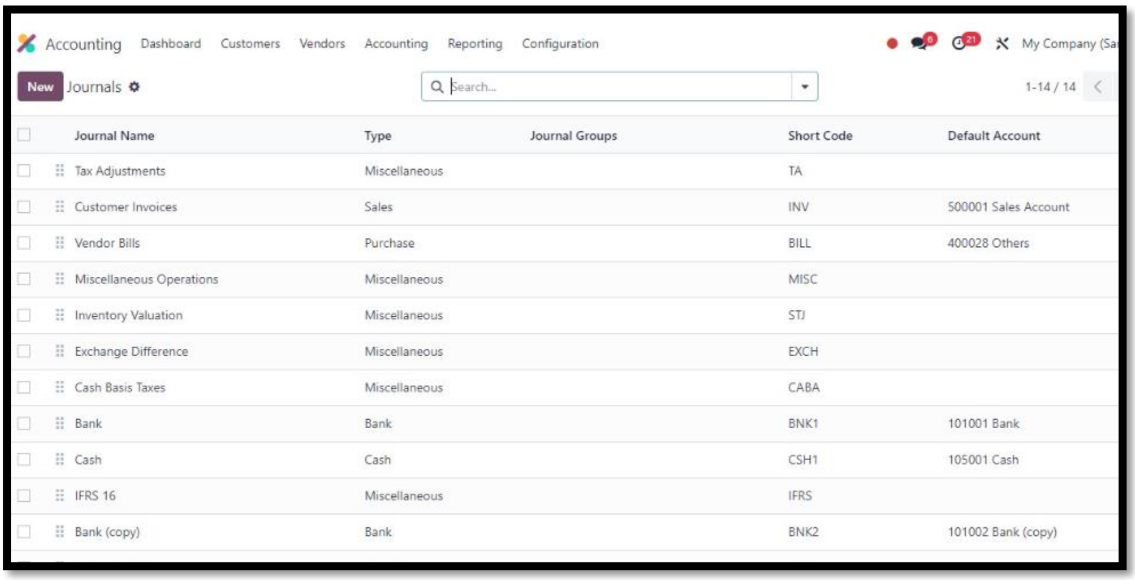
Configure Chart of Accounts:

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



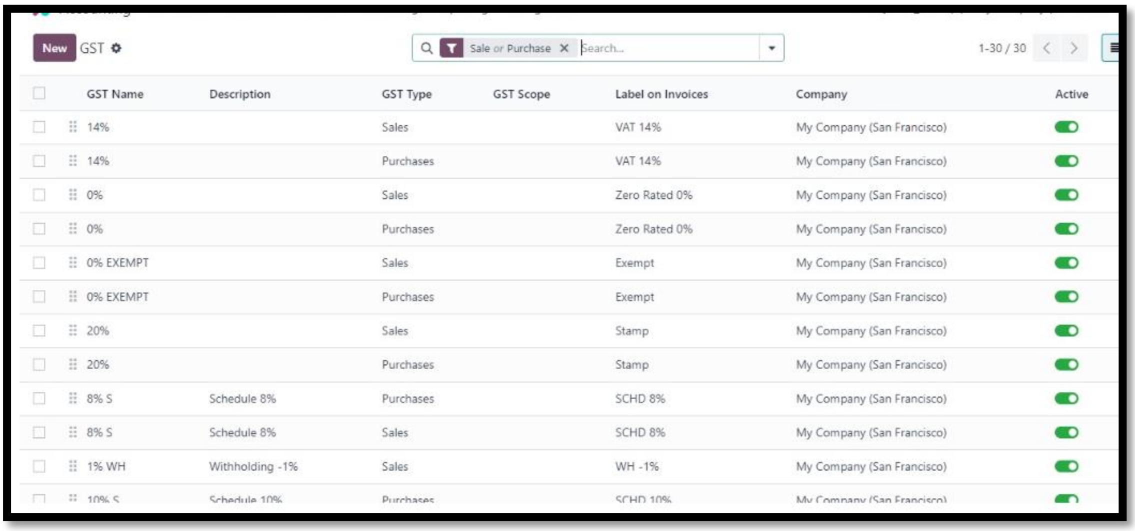
Reviewing and Modifying Journals:

- 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.



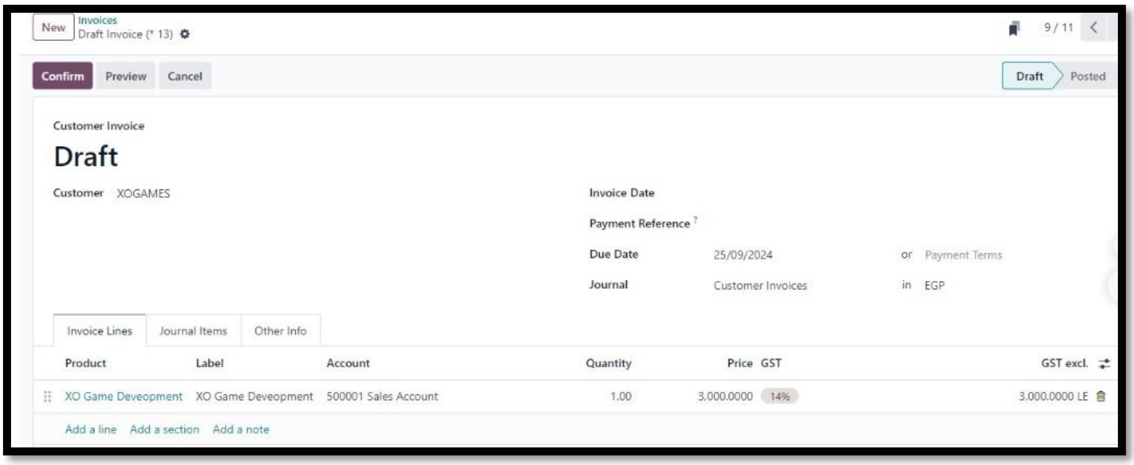
Managing Taxes:

- 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.



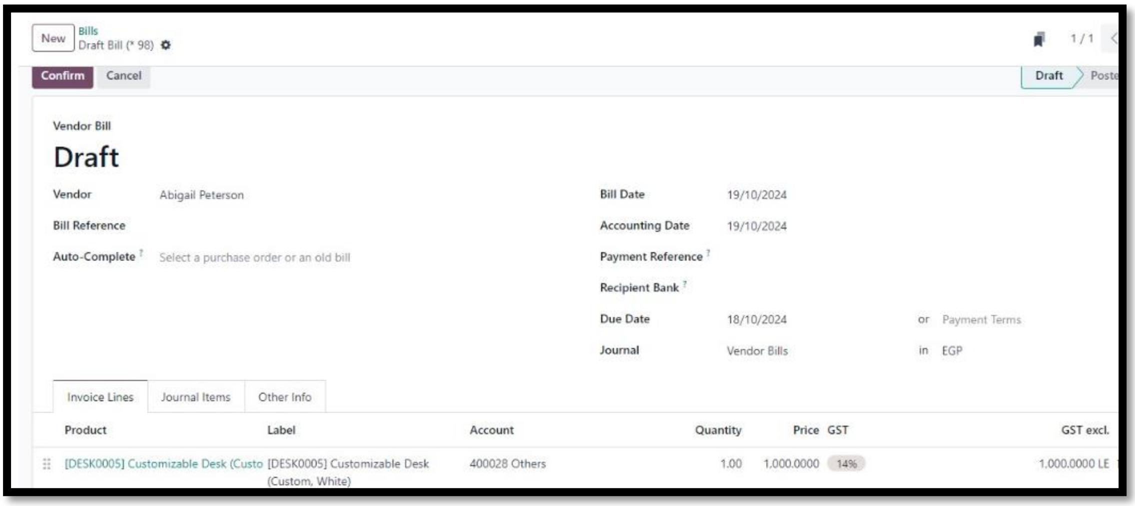
Creating Customer Invoices:

- 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).



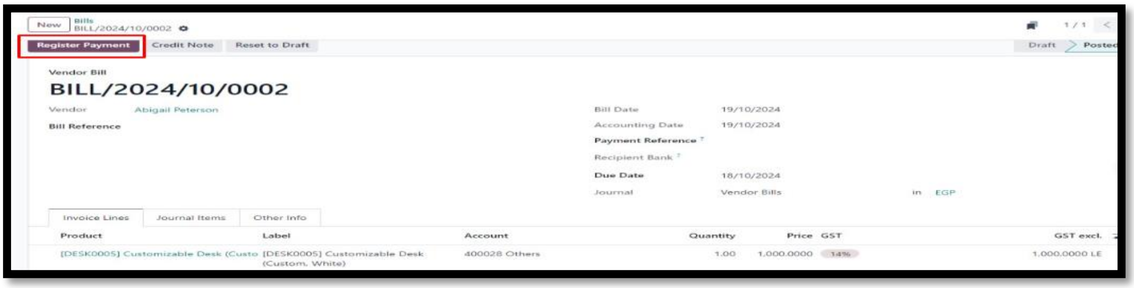
Recording Vendor Bills:

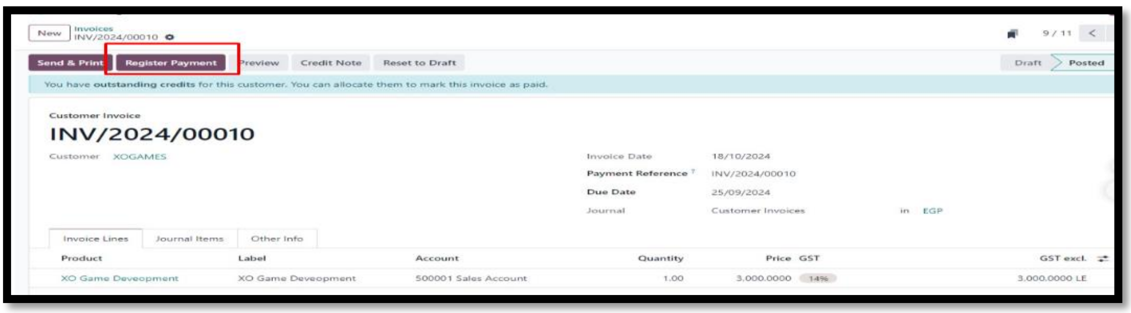
- Navigate to **Vendors → Bills → Create**.
- Enter vendor details, select purchased products/services, and validate the bill.
- Track due dates and manage payments to vendors.



Managing Payments:

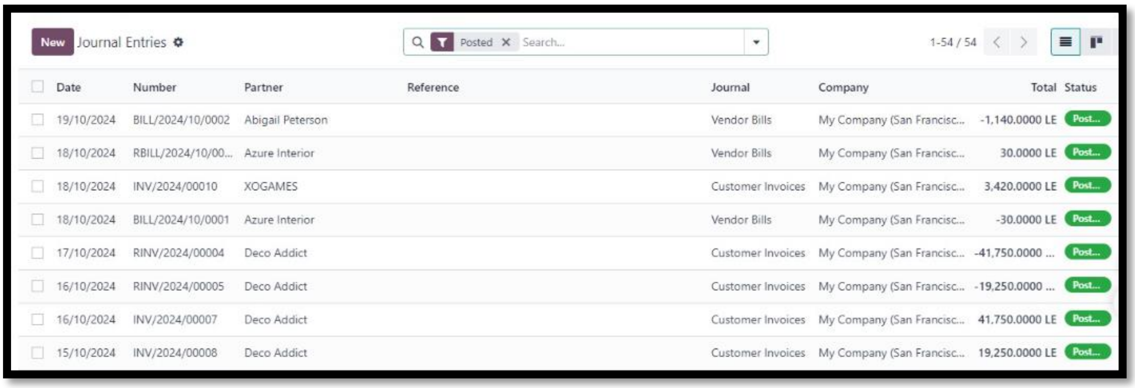
- For **customer invoices**, record payments by going to the invoice and clicking **Register Payment**.
- For **vendor bills**, select the bill and register the outgoing payment.
- Payments can be recorded as **partial** or **full** payments, depending on the situation.





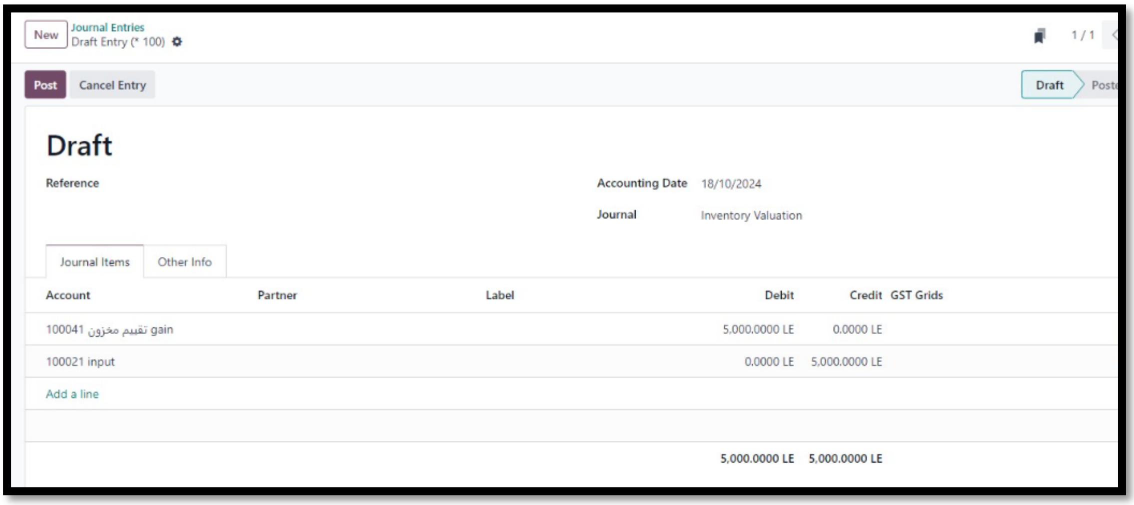
Automatic Journal Entries:

- 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.



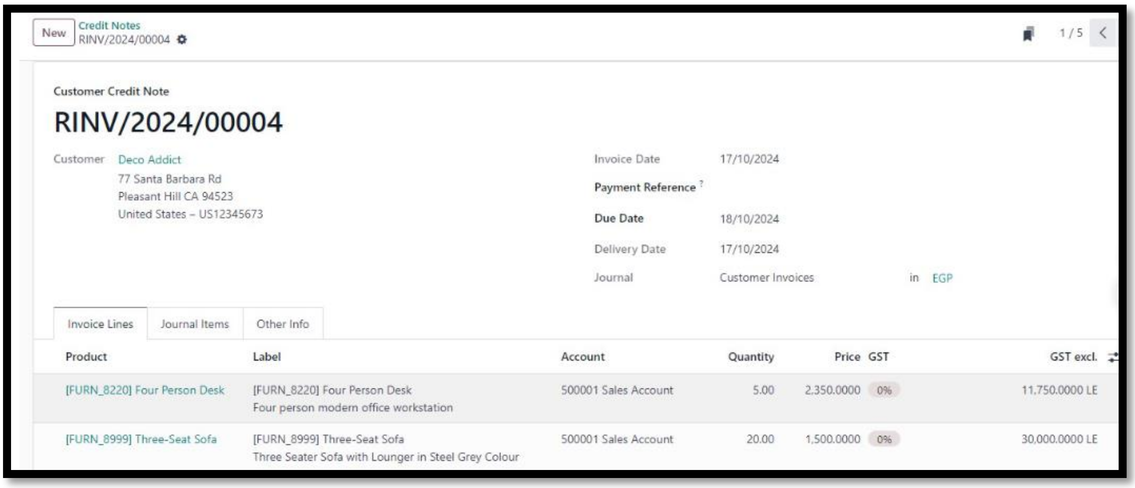
How to Create a Journal Entry:

- 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.



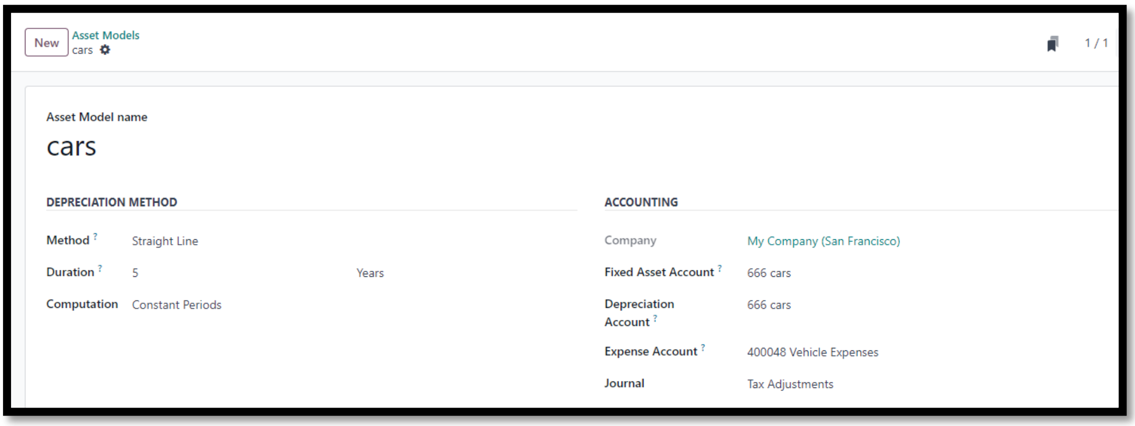
Credit Note:

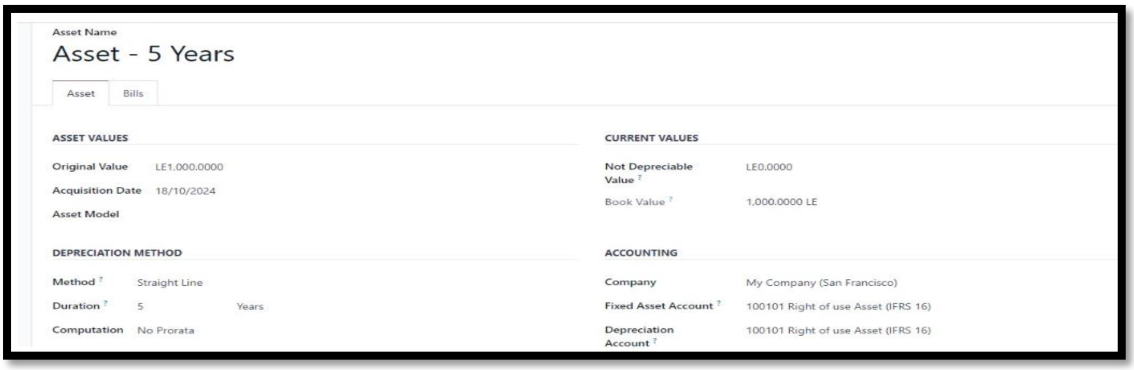
you can create a Credit Note from the Customers or Vendors menu → Credit Notes. It is recorded in the accounting books to adjust sales or purchases.



Assets:

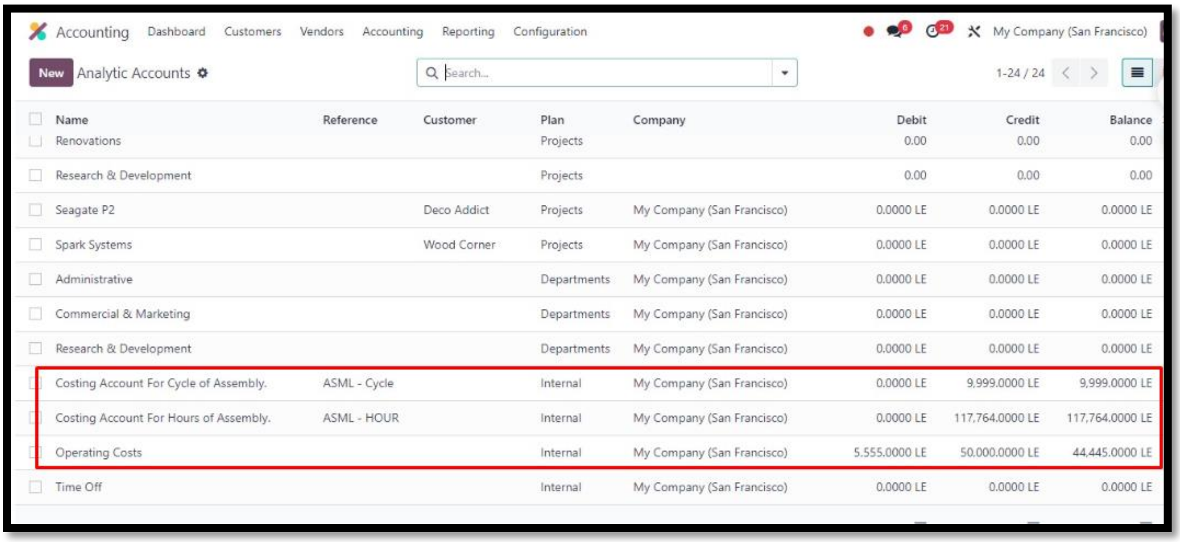
assets can be managed through Accounting → Assets. Assets are depreciated using Depreciation accounts at specified intervals.





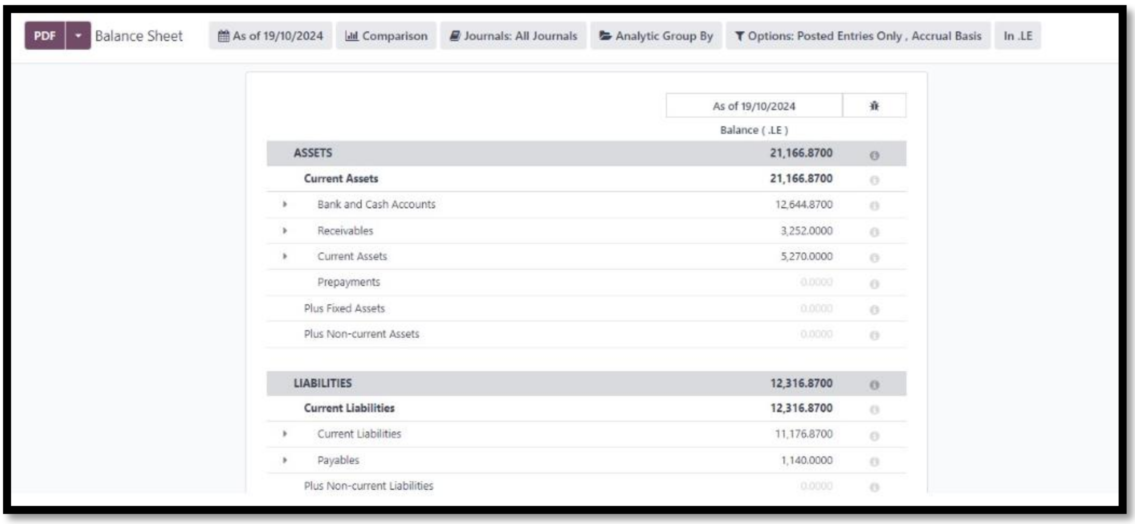
Analytic Account:

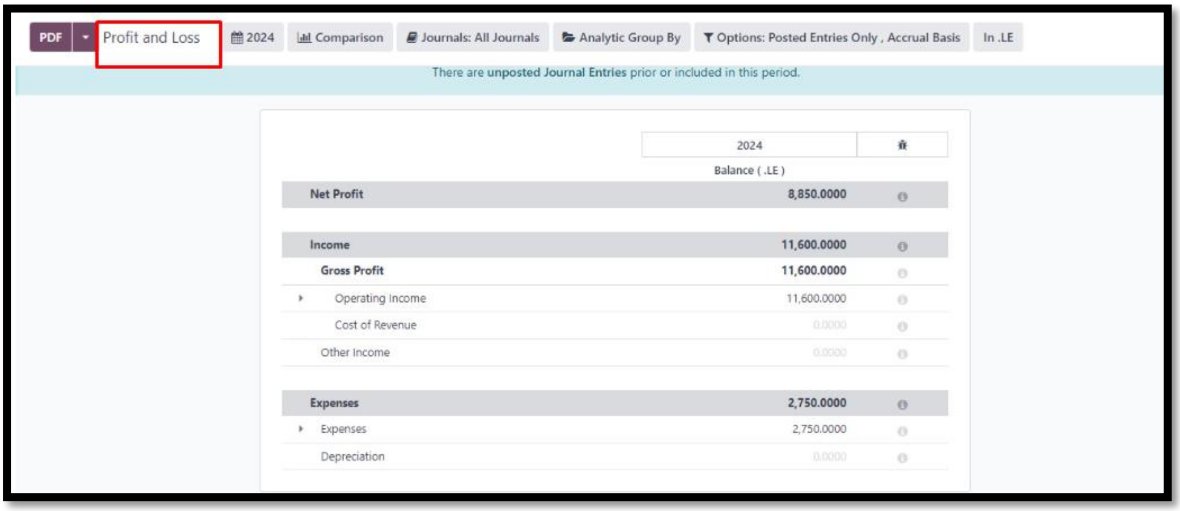
In Odoo, analytic accounts can be assigned in invoices or expenses to accurately determine project or departmental costs.



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.

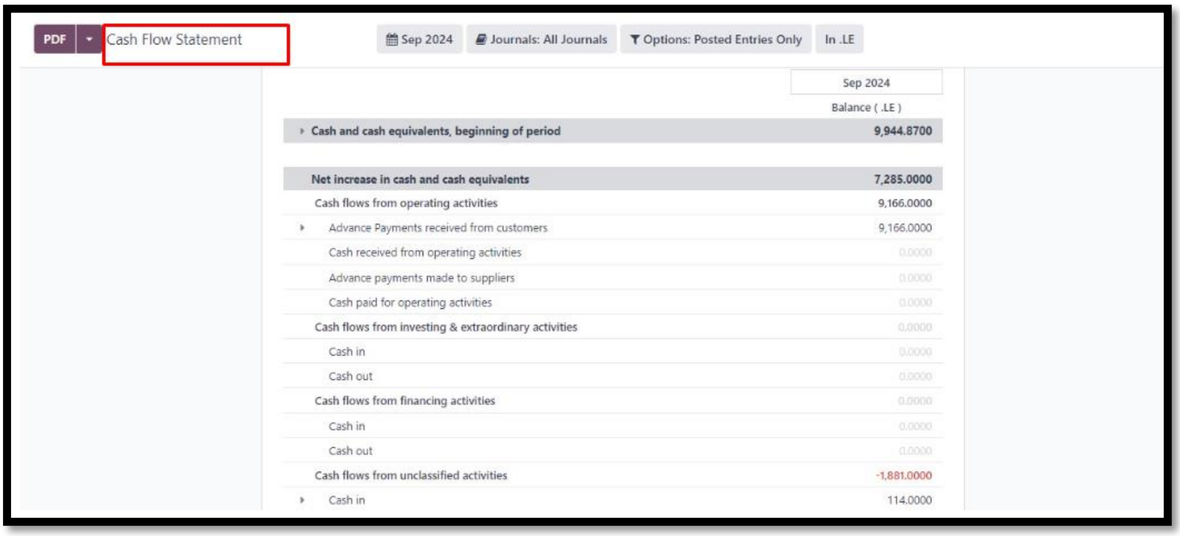




PDF | Profit and Loss | 2024 | Comparison | Journals: All Journals | Analytic Group By | Options: Posted Entries Only , Accrual Basis | In .LE

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

	2024 Balance (.LE)
Net Profit	**8,850.0000**
Income	**11,600.0000**
Gross Profit	**11,600.0000**
Operating Income	11,600.0000
Cost of Revenue	0.0000
Other Income	0.0000
Expenses	**2,750.0000**
Expenses	2,750.0000
Depreciation	0.0000



PDF | Cash Flow Statement | Sep 2024 | Journals: All Journals | Options: Posted Entries Only | In .LE

	Sep 2024 Balance (.LE)
Cash and cash equivalents, beginning of period	**9,944.8700**
Net increase in cash and cash equivalents	**7,285.0000**
Cash flows from operating activities	9,166.0000
Advance Payments received from customers	9,166.0000
Cash received from operating activities	0.0000
Advance payments made to suppliers	0.0000
Cash paid for operating activities	0.0000
Cash flows from investing & extraordinary activities	0.0000
Cash in	0.0000
Cash out	0.0000
Cash flows from financing activities	0.0000
Cash in	0.0000
Cash out	0.0000
Cash flows from unclassified activities	-1,881.0000
Cash in	114.0000

Thank u

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Ahmed Abdulfattah (purchasing)

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