

Brief Introduction on:

Odoo Accounting & Finance for “Coffee Shop”



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Contents

| | | |
|-----------|---|-----------|
| 1 | Introduction: Coffee Shop Simulation | 2 |
| 2 | The Expo Day: “Coffee & Cash” Financial Fair | 2 |
| 3 | List of Teams & Accomplishments | 3 |
| 4 | Teams and Responsibilities | 4 |
| 5 | How the Simulation Works: Front Office vs. Back Office | 8 |
| 6 | Group Tasks & Common Modules | 11 |
| 7 | Final Term Assignments & Deliverables | 11 |
| 8 | Assessment Criteria | 12 |
| 9 | Learning Outcomes | 12 |
| 10 | Appendix I: Purpose of Team Leader Meeting | 12 |
| 11 | Invitation to the Expo Day | 13 |
| 12 | Notes | 13 |

1 Introduction: Coffee Shop Simulation

Event Date: October 21, 2025

Simulation Theme: “From Beans to Balance Sheets”

In this immersive business simulation, students will operate a fictional but realistic coffee shop named “Coffee Shop” — from sourcing green coffee beans to serving customers and managing financial records using Odoo ERP.

The goal is not merely to learn accounting software — but to experience the full lifecycle of financial operations in a small retail business using Odoo as the central nervous system.

Students will form teams representing key functional departments. Each team will use specific Odoo modules to manage real-time transactions: purchases, sales, inventory, payroll, bank reconciliations, invoicing, budgeting, and reporting.

Why a Coffee Shop?

A coffee shop is a microcosm of retail commerce:

High-volume, low-margin transactions

Perishable inventory (beans, milk)

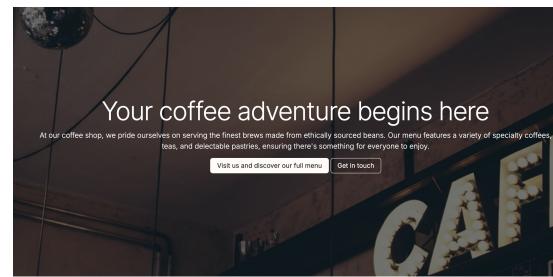
Daily cash flow cycles

Multiple suppliers (roasters, dairy, sugar, cups)

Staff wages, rent, utilities, marketing

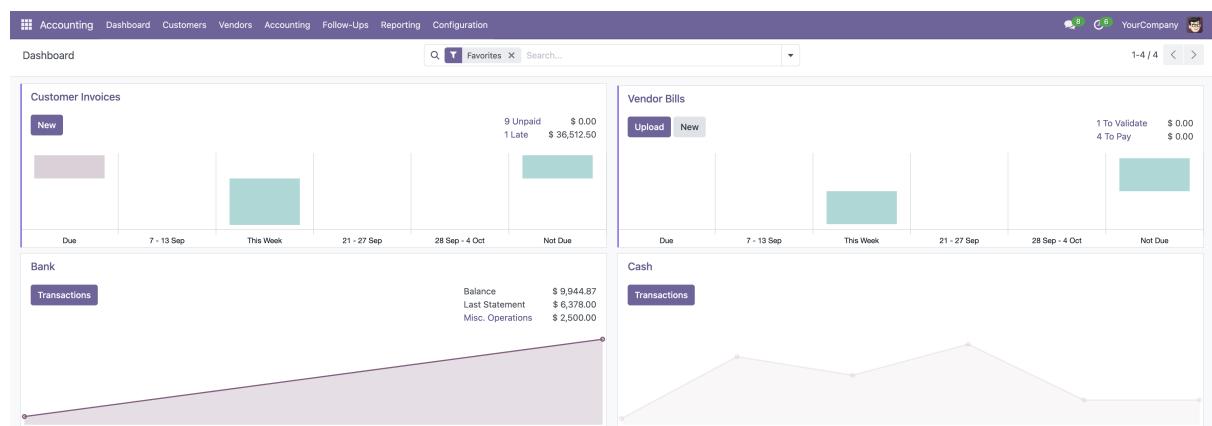
Using Odoo Accounting & Finance, students will simulate everything from recording a \$3 latte sale to preparing monthly P&L statements — all within a single integrated platform.

“You don’t just run a coffee shop — you run a financial engine.”



2 The Expo Day: “Coffee & Cash” Financial Fair

On the final day of the simulation, we host the “Coffee & Cash” Financial Fair — a live expo where students present their Odoo-powered coffee shop operations to faculty, staff, and guest evaluators.



How It Works:

- Every visitor (faculty/staff) receives “BrewCash” vouchers worth NPR 1,000–2,000.

- Visitors spend these vouchers purchasing coffee, pastries, or merchandise at the simulated café counter.
- Sales are recorded live in Odoo by the Sales & Accounting teams. At the end of the day, teams submit:
 - Real-time sales reports
 - Inventory usage logs
 - Expense summaries
 - Profitability analysis

Winner Announcement: The team with the most accurate, transparent, and professional financial documentation — demonstrating best practices in Odoo — wins the “Golden Espresso Cup” Award.

Each student will also demonstrate mastery of one Odoo module they personally managed during the simulation.

3 List of Teams & Accomplishments

The screenshot shows the Odoo employee management interface. On the left, a sidebar displays departmental breakdowns: All (Management 20, Administration 1, Professional Services 5), Research & Development 9, and Sales 3. The main area lists 20 employees in a grid, each with a profile picture, name, title, and contact information. Some employees have multiple roles indicated by colored labels (e.g., Sales, Employee, Consultant). The interface includes a search bar, pagination (1-20 / 20), and various filter and export options.

| Employee | Title | Contact |
|------------------|---------------------------------|---|
| Abigail Peterson | Consultant | abigail.peterson39@example.com (555)-233-3393 |
| Anita Oliver | Experienced Developer | anita.oliver32@example.com (555)-497-4804 |
| Audrey Peterson | Consultant | audrey.peterson25@example.com (555)-276-7903 |
| Beth Evans | Experienced Developer | beth.evans77@example.com (555)-532-3841 |
| Doris Cole | Consultant | doris.cole31@example.com (555)-331-5378 |
| Eli Lambert | Marketing and Community Manager | eli.lambert22@example.com (555)-169-1352 |
| Ernest Reed | Consultant | ernest.reed47@example.com (555)-618-8232 |
| Jeffrey Kelly | Marketing and Community Manager | jeffrey.kelly72@example.com (555)-264-7362 |
| Jennie Fletcher | Experienced Developer | jennie.fletcher76@example.com (555)-363-8229 |
| Keith Byrd | Experienced Developer | keith.bryd52@example.com (555)-505-5146 |
| Marc Demo | Experienced Developer | mark.brown23@example.com +3281813700 |
| Mitchell Admin | Chief Executive Officer | mitchell.admin12@example.com (555)-125-2389 |
| Paul Williams | Experienced Developer | paul.williams59@example.com (555)-262-1607 |
| Rachel Perry | Marketing and Community Manager | rachel.perry10@example.com (555)-267-3735 |
| Ronnie Hart | Team Leader | ronnie.hart87@example.com (555)-310-7863 |
| Sharlene Rhodes | Experienced Developer | sharlene.rhodes49@example.com (555)-719-4182 |
| Tina Williamson | Human Resources Manager | tina.williamson98@example.com (555)-694-7266 |
| Toni Jimenez | Consultant | toni.jimenez23@example.com (555)-707-8451 |
| Walter Horton | Experienced Developer | walter.horton80@example.com (555)-912-1201 |

| Team Name | Responsibility |
|-------------------------------------|--|
| Accounting & Finance Team | Manages general ledger, journals, bank reconciliation, taxes, financial reports. |
| Purchase & Procurement Team | Sources coffee beans, milk, sugar, cups; manages RFQs, vendor bills, payments. |
| Sales & Point-of-Sale (POS) Team | Handles customer sales via Odoo POS, receipts, returns, discounts. |
| Inventory & Logistics Team | Tracks stock levels, expiry dates, warehouse movements, reorder points. |
| HRM & Payroll Team | Manages employee profiles, attendance, leaves, salary calculations, payslips. |
| Administration & Configuration Team | Sets up users, access rights, company settings, chart of accounts, fiscal years. |
| Marketing & CRM Team | Runs promotions, tracks customer loyalty, manages email campaigns via Odoo. |

‘All teams collaborate using shared Odoo tools: Calendar, Notes, Timesheets, Expenses, Projects.’

4 Teams and Responsibilities

1. Accounting & Finance Team

The screenshots show the Odoo interface for managing employees, setting up the chart of accounts, and defining taxes.

Employees:

| DEPARTMENT | Employee Name | Role | Email | Phone |
|----------------------------|-----------------|-----------|------------------------------|------------|
| All | Anil Dahal | Officer | anil.dahal2@example.com | 9803248573 |
| Management | Bikash Shrestha | Officer | bikash.shrestha5@example.com | 9808993336 |
| Sales & Point-of-Sale | Krishna Rai | Intern | krishna.ra1@example.com | 9804963952 |
| Marketing & CRM Team | Nisha Adhikari | Manager | nisha.adhikari3@example.com | 9803110268 |
| Purchase & Procurement | Puja Gurung | Intern | puja.gurung4@example.com | 9809611786 |
| Inventory & Logistics Team | Sita Bhandari | Executive | sita.bhandari8@example.com | 9803242250 |

Chart of Accounts:

| Code | Account Name | Type | Allow Reconciliation |
|--------|---------------------------|---------------------|-------------------------------------|
| 101000 | Current Assets | Current Assets | <input type="checkbox"/> |
| 101300 | Account Receivable (PoS) | Receivable | <input checked="" type="checkbox"/> |
| 101401 | Bank | Bank and Cash | <input type="checkbox"/> |
| 101402 | Bank Suspense Account | Current Assets | <input type="checkbox"/> |
| 101403 | Outstanding Receipts | Current Assets | <input checked="" type="checkbox"/> |
| 101404 | Outstanding Payments | Current Assets | <input checked="" type="checkbox"/> |
| 101501 | Cash | Bank and Cash | <input type="checkbox"/> |
| 101701 | Liquidity Transfer | Current Assets | <input checked="" type="checkbox"/> |
| 110100 | Stock Valuation | Current Assets | <input type="checkbox"/> |
| 110200 | Stock Interim (Received) | Current Assets | <input checked="" type="checkbox"/> |
| 110300 | Stock Interim (Delivered) | Current Assets | <input checked="" type="checkbox"/> |
| 110400 | Cost of Production | Current Assets | <input checked="" type="checkbox"/> |
| 110500 | Work in Progress | Current Assets | <input type="checkbox"/> |
| 121000 | Account Receivable | Receivable | <input checked="" type="checkbox"/> |
| 121100 | Products to receive | Current Assets | <input checked="" type="checkbox"/> |
| 129000 | Prepaid Expenses | Current Assets | <input type="checkbox"/> |
| 131000 | Tax Paid | Current Assets | <input type="checkbox"/> |
| 132000 | Tax Receivable | Current Assets | <input type="checkbox"/> |
| 141000 | Prepayments | Prepayments | <input type="checkbox"/> |
| 151000 | Fixed Asset | Fixed Assets | <input type="checkbox"/> |
| 191000 | Non-current assets | Non-current Assets | <input type="checkbox"/> |
| 201000 | Current Liabilities | Current Liabilities | <input type="checkbox"/> |

Taxes:

| Tax Name | Description | Tax Type | Tax Scope | Label on Invoices | Active |
|----------|-------------|-----------|-----------|-------------------|-------------------------------------|
| 15% | | Sales | | | <input checked="" type="checkbox"/> |
| 15% | | Purchases | | | <input checked="" type="checkbox"/> |

- Configure Chart of Accounts (CoA) tailored to a café (e.g., “Coffee Sales,” “Barista Wages,” “Packaging Costs”).
- Record daily journal entries: sales, purchases, expenses, bank deposits.
- Reconcile bank statements with Odoo bank feeds.
- Generate financial statements: Profit & Loss, Balance Sheet, Cash Flow Statement.
- Calculate and record VAT/GST on sales and purchases.
- Prepare monthly closing reports and management dashboards.

‘Deliverable: Monthly Financial Report with visual charts in Odoo.’

2. Purchase & Procurement Team

The screenshot shows the Odoo interface for managing employees, specifically focusing on the procurement team.

| DEPARTMENT | Employee Name | Role | Email | Phone |
|----------------------------|---------------|-----------|-----------------------------|------------|
| All | Alice Thapa | Intern | alice.thapa9@example.com | 9807210416 |
| Purchase & Procurement | Anil Maharjan | Manager | anil.maharjan8@example.com | 9806514167 |
| Sales & Point-of-Sale | Bikash Malla | Intern | bikash.malla11@example.com | 9808258539 |
| Marketing & CRM Team | Krishna Malla | Executive | krishna.malla2@example.com | 9808865667 |
| Inventory & Logistics Team | Rita Rai | Assistant | rita.ra10@example.com | 9801951614 |
| Administration & Conf... | Sarita Basnet | Intern | sarita.basnet12@example.com | 9806332575 |

The screenshot shows the Odoo Purchase module interface. At the top, there are tabs for Purchase, Orders, Products, Reporting, and Configuration. Below the tabs, a search bar with placeholder text 'Search...' is present. A message 'New Requests for Quotation' is displayed. On the left, a summary table shows 'All RFQs' with 7 To Send, 0 Waiting, and 8 Late. Below this, a detailed table lists individual RFQs with columns for Reference, Vendor, Buyer, Order Deadline, Activities, Source Document, Total, and Status. The total value for all RFQs is \$64,544.34.

| All RFQs | 7 To Send | 0 Waiting | 8 Late | Avg Order Value | \$ 8,230.36 | Purchased Last 7 Days | \$ 14,375.00 |
|------------|------------------|----------------|--------|---------------------------|-----------------------------|-----------------------|--------------|
| My RFQs | 7 | 0 | 8 | Lead Time to Purchase | 9.33 Days | RFQs Sent Last 7 Days | 0 |
| □ ★ P00011 | Ready Mat | Mitchell Admin | Today | ○ | \$ 2,875.00 RFQ | | |
| □ ★ P00010 | Azure Interior | Mitchell Admin | Today | ○ | \$ 2,880.75 Purchase Order | | |
| □ ★ P00009 | Gemini Furniture | Mitchell Admin | Today | ○ | \$ 14,375.00 Purchase Order | | |
| □ ★ P00008 | Wood Corner | Mitchell Admin | Today | ○ | \$ 7,435.33 Purchase Order | | |
| □ ★ P00007 | Ready Mat | Mitchell Admin | Today | ✓ Check competitors | \$ 1,405.88 RFQ | | |
| □ ★ P00006 | Wood Corner | Mitchell Admin | Today | ✓ Check optional products | \$ 1,535.25 RFQ | | |
| □ ★ P00005 | Deco Addict | Mitchell Admin | Today | ✓ Get approval | \$ 9,956.70 RFQ | | |
| □ ★ P00004 | Ready Mat | Mitchell Admin | Today | ○ | \$ 16,747.45 RFQ Sent | | |
| □ ★ P00003 | Azure Interior | Mitchell Admin | Today | ○ | \$ 293.25 RFQ | | |
| □ ★ P00002 | Gemini Furniture | Mitchell Admin | Today | ✉ Send specifications | \$ 3,559.25 RFQ | | |
| □ ★ P00001 | Wood Corner | Mitchell Admin | Today | ○ | \$ 3,480.48 RFQ | | |
| | | | | | | \$ 64,544.34 | |

- Identify and add vendors (coffee roaster, dairy supplier, cup manufacturer).
- Create Request for Quotations (RFQs) and compare prices.
- Convert approved RFQs into Purchase Orders (POs).
- Receive goods and match them with POs and vendor bills.
- Schedule and approve payments via Odoo payment register.
- Maintain vendor payment history and aging reports.

'Deliverable: Vendor Comparison Table + Approved POs with attached invoices.'

3. Sales & Point-of-Sale (POS) Team

The screenshot shows the Odoo Sales module interface. At the top, there are tabs for Sales, Orders, To invoice, Products, Reporting, and Configuration. Below the tabs, a search bar with placeholder text 'Search...' is present. A message 'New Employees' is displayed. On the left, a sidebar shows departmental hierarchy: All, Accounting & Finance, Administration & Conf., HRM & Payroll Team, Inventory & Logistics T..., Management, Marketing & CRM Team, Purchase & Procurement, and Sales & Point-of-Sale. The main area displays employee profiles for Mina Malla, Puja KC, Rajesh Thapa, Rita Basnet, and Suman Lama, each with a large initials icon (M, P, R, R, S). Below this, a detailed table lists quotations with columns for Number, Creation Date, Customer, Website, Salesperson, Activities, Total, and Status. The total value for all quotations is \$99,711.34.

| DEPARTMENT | Number | Creation Date | Customer | Website | Salesperson | Activities | Total | Status |
|----------------------------|--------|---------------------|--------------------------------|---------|----------------|-------------------------------|----------------------------|--------|
| All | S00046 | 09/15/2025 22:00:32 | Deco Addict | | Mitchell Admin | ○ | \$ 57,500.00 Sales Order | |
| Accounting & Finance ... | S00045 | 09/15/2025 22:00:32 | Deco Addict | | Mitchell Admin | ○ | \$ 17,250.00 Sales Order | |
| Administration & Conf... | S00028 | 09/15/2025 22:00:28 | Gemini Furniture, Oscar Morgan | | Mitchell Admin | ○ | \$ 0.00 Sales Order | |
| HRM & Payroll Team | S00027 | 09/15/2025 22:00:28 | Gemini Furniture, Edwin Hansen | | Mitchell Admin | ○ | \$ 0.00 Sales Order | |
| Inventory & Logistics T... | S00007 | 09/15/2025 22:00:22 | Gemini Furniture | | Mitchell Admin | ✓ Check delivery requirements | \$ 1,961.90 Sales Order | |
| Management | S00006 | 09/15/2025 22:00:22 | Lumber Inc | | Mitchell Admin | ○ | \$ 862.50 Sales Order | |
| Marketing & CRM Team | S00004 | 09/15/2025 22:00:22 | Gemini Furniture | | Mitchell Admin | ✓ Order Upsell | \$ 2,576.00 Sales Order | |
| Purchase & Procurement | S00003 | 09/15/2025 22:00:22 | Ready Mat | | Mitchell Admin | ✉ Answer questions | \$ 434.13 Quotation | |
| Sales & Point-of-Sale ... | S00022 | 09/15/2025 22:00:28 | Wood Corner, Ron Gibson | | Mitchell Admin | ○ | \$ 4,025.00 Sales Order | |
| | S00023 | 09/15/2025 22:00:28 | Deco Addict, Douglas Fletcher | | Mitchell Admin | ○ | \$ 2,300.00 Sales Order | |
| | S00021 | 09/15/2025 22:00:28 | Wood Corner, Willie Burke | | Mitchell Admin | ○ | \$ 2,300.00 Sales Order | |
| | S00026 | 09/15/2025 22:00:28 | Ready Mat, Edith Sanchez | | Mitchell Admin | ○ | \$ 573.85 Sales Order | |
| | S00025 | 09/15/2025 22:00:28 | Ready Mat, Kim Snyder | | Mitchell Admin | ○ | \$ 573.85 Sales Order | |
| | S00024 | 09/15/2025 22:00:28 | Ready Mat, Billy Fox | | Mitchell Admin | ○ | \$ 573.85 Sales Order | |
| | S00020 | 09/15/2025 22:00:22 | YourCompany, Joel Willis | | Mitchell Admin | ○ | \$ 3,389.63 Sales Order | |
| | S00019 | 09/15/2025 22:00:22 | YourCompany, Joel Willis | | Mitchell Admin | ✓ Get quote confirmation | \$ 2,001.00 Quotation Sent | |
| | S00002 | 09/15/2025 22:00:22 | Ready Mat | | Mitchell Admin | ○ | \$ 3,389.63 Quotation | |
| | | | | | | | \$ 99,711.34 | |

- Configure Odoo POS terminal with menu items (latte, cappuccino, croissant, etc.).
- Set item prices, taxes, discounts, and product categories.

- Process customer sales using tablet/POS hardware simulators.
- Handle returns, refunds, and loyalty card redemptions.
- Sync POS data with accounting module automatically.
- Generate daily sales reports and reconcile cash drawer totals.

'Deliverable: Daily Sales Summary + Receipt Samples.'

4. Inventory & Logistics Team

The screenshot displays two main sections of the Odoo interface:

- Employees Module:** Shows a list of employees under the 'Inventory & Logistics' department. Each employee has a large initials icon (B, K, K, S, S) and details like name, title, email, and phone number.
- Inventory Overview:** A dashboard showing inventory levels. It includes sections for 'Receipts' (4 To Receive), 'Delivery Orders' (11 To Deliver), and a chart showing stock levels for various items.

- Define products as “Storable” (beans, milk) vs. “Consumable” (cups, napkins).
- Set safety stock levels and reordering rules.
- Track inventory valuation (FIFO method).
- Record physical inventory counts and adjustments.
- Monitor expiry dates for perishables (milk, cream).
- Manage internal transfers between storage and counter.

'Deliverable: Inventory Valuation Report + Stock Movement Log.'

5. HRM & Payroll Team

The screenshot shows the 'Employees' module in the HRM & Payroll Team section. It lists several employees with their initials icons (D, K, P, R, S) and detailed information such as name, title, email, and phone number.

The screenshot shows the Odoo Payroll module. At the top, there are tabs for 'Payroll', 'Employee Payslips', 'Payslips Batches', and 'Configuration'. A sub-menu bar shows 'New Employee Payslips' and 'Salary Slip of Alice Malla for September-2025'. On the right, there are buttons for 'Draft' and 'Done', with a status '1/1' and navigation arrows.

Employee: Alice Malla

- Period:** 09/01/2025 - 09/30/2025
- Contract:** Alice Malla Contract
- Reference:** SLIP/001
- Structure:** Base for new structures
- Payslip Name:** Salary Slip of Alice Malla for September-2025
- Credit Note:**

WORKED DAYS & INPUTS

| Description | Code | Number of ... | Number of ... | Contract | Sequence |
|----------------------------------|---------|---------------|---------------|----------------------|----------|
| Normal Working Days paid at 100% | WORK100 | 22.00 | 176.00 | Alice Malla Contract | |
| | | 22.00 | | | |

- Create employee profiles (baristas, manager, cleaner).
- Define job positions and wage rates (hourly or monthly).
- Track attendance via Odoo timesheets or biometric simulator.
- Manage leave requests (sick, casual).
- Run payroll: calculate gross pay, deductions (tax, provident fund), net pay.
- Generate payslips and send via email through Odoo.
- Link payroll expenses to accounting ledger.

'Deliverable: Monthly Payroll Register + Payslip Sample.'

6. Administration & Configuration Team

The screenshot shows the Odoo Administration & Configuration module. At the top, there are tabs for 'Employees', 'Employees', 'Departments', 'Reporting', and 'Configuration'. A sub-menu bar shows 'New Employees' and 'Search...'. On the right, there are buttons for '1-6 / 6' and navigation arrows.

Employees

| DEPARTMENT | Employee | Role | Code | Number of ... | Contract | Sequence |
|-----------------------------|---------------|-----------|------|-------------------------|------------|----------|
| All | Alice Malla | Manager | A | alice.malla@example.com | 9806894698 | |
| Administration & Conf... | Alice Rai | Assistant | A | alice.rai@example.com | 9802107735 | |
| HRM & Payroll Team | Rajesh Basnet | Intern | R | rajesh.basnet@examp... | 9803586008 | |
| Inventory & Logistics T... | Rajesh Gurung | Executive | R | rajesh.gurung@examp... | 9805012445 | |
| Management | Rita Gurung | Executive | R | rita.gurung@examp... | 9809489652 | |
| Marketing & CRM Team | | | | | | |
| Purchase & Procurement | | | | | | |
| Sales & Point-of-Sale (...) | | | | | | |

Settings

Fiscal Localization

- Fiscal Localization (United States of America, Package (Generic))
- Reload

Taxes

- Default Taxes (Sales Tax: 15%, Purchase Tax: 15%, Tax Prices: Tax Excluded)
- Rounding Method (Round per Line, Round Globally)
- EU Intra-community Distance Selling (Apply VAT of the EU country to which goods and services are delivered)
- Fiscal Country (United States)

Currencies

- Main Currency (USD)
- Currency (USD)
- Currencies

- Set up company profile: name, address, currency, tax IDs.
- Configure fiscal year and accounting periods.
- Create user accounts and assign roles (e.g., accountant, cashier, manager).
- Enable required modules: Accounting, Inventory, HR, POS, Purchase.
- Customize Chart of Accounts if needed.
- Manage website portal (if applicable) for online orders or loyalty sign-ups.
- Ensure data integrity and audit trails.

‘Deliverable: User Access Matrix + System Configuration Guide.’

7. Marketing & CRM Team

The top screenshot displays the Odoo 'Employees' module. It shows a grid of five employee cards: A (Anil Lama, Intern), B (Bikash Shrestha, Executive), D (Deepak Dahal, Executive), K (Krishna Mallu, Intern), and P (Puja Rai, Manager). Each card includes the employee's name, role, email, and phone number. The sidebar on the left shows departmental hierarchy: All, Accounting & Finance, Administration & Configuration, HRM & Payroll Team, Inventory & Logistics, Management, Marketing & CRM Team (selected), Purchase & Procurement, and Sales & Point-of-Sale. The bottom screenshot shows the Odoo 'Email Marketing' module. It lists two newsletters: 'Our last promotions, just for you!' and 'Monthly Newsletter'. The newsletter details include Date, Subject, Responsible (Mitchell Admin), Sent count, Delivered percentage, Opened percentage, Clicked percentage, Replied percentage, and Status (Draft for the first, Sent for the second). The interface includes search and filter functions.

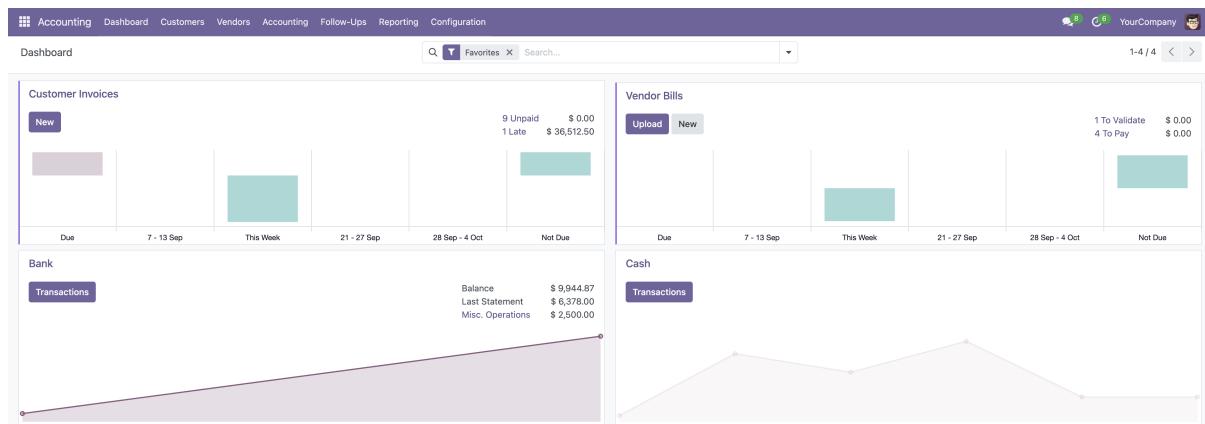
- Create promotional campaigns (e.g., “Happy Hour 20% off 3–5 PM”).
- Use Odoo Email Marketing to send newsletters to customers.
- Track customer interactions (who buys what, frequency).
- Set up loyalty program: “Buy 9 coffees, get 1 free.”
- Record marketing expenses and measure ROI.
- Collect feedback via Odoo Surveys.

‘Deliverable: Campaign Performance Report + Customer Segmentation.’

5 How the Simulation Works: Front Office vs. Back Office

| Front Office (Customer-Facing) | Back Office (Odoo Backend) |
|------------------------------------|---|
| Baristas serve coffee to customers | Sales recorded in POS → Auto-posted to Accounting |
| Customers pay with cash/card | Cash receipt auto-matched to bank journal |
| Loyalty cards scanned | CRM tracks repeat customers |
| Promotions announced | Marketing campaign tracked in Odoo |
| Feedback forms filled out | Survey responses stored in Odoo |

"The magic happens when front-office actions trigger back-office automation. Every latte sold = one journal entry. Every bean purchased = one bill paid."

Frontend:**Backend:**

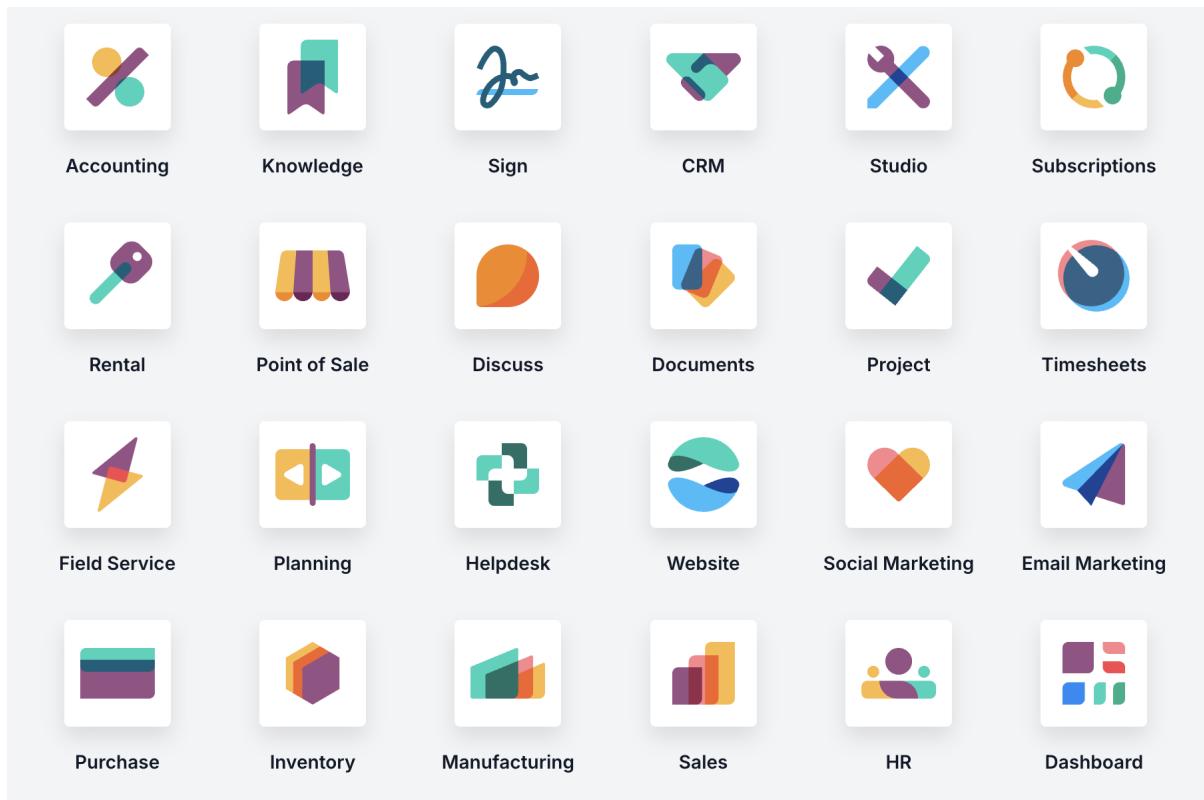
The screenshot displays the Odoo application interface across four main sections:

- Invoices:** Shows a list of invoices with columns for Number, Customer, Invoice Date, Due Date, Tax Excluded, and Status. Total amount shown is \$124,500.00.
- Customer Payments:** Shows a list of customer payments with columns for Date, Number, Journal, Payment Method, Customer, Amount, and State. One entry is marked as "In Process".
- Journal Entries:** Shows a detailed list of journal entries with columns for Date, Number, Partner, Reference, Journal, Company, Total, and Status. The list spans multiple pages (1-24).
- Settings:** The main configuration page with the following sections:
 - Fiscal Localization:** Set to United States of America, Package (Generic). Includes a "Reload" button.
 - Taxes:** Default Taxes (15%), Rounding Method (Round per Line), EU Intra-community Distance Selling (unchecked), Cash Basis (unchecked).
 - Currencies:** Main Currency (USD), Currency Selection dropdown.

6 Group Tasks & Common Modules

All teams must use these shared Odoo productivity tools to coordinate:

| Tool | Purpose |
|------------|---|
| Calendar | Schedule meetings, inventory counts, payroll runs |
| Notes | Document procedures, meeting minutes, SOPs |
| Discuss | Team chat for quick queries and updates |
| Timesheets | Log hours worked per task (e.g., “2 hrs configuring CoA”) |
| Expenses | Submit personal reimbursements (e.g., coffee samples) |
| Projects | Track overall project milestones and deadlines |
| Employees | Central hub for HR data across teams |



7 Final Term Assignments & Deliverables

| Deliverables | Description |
|---------------------------|--|
| Departmental Report | 3-page reflection: Challenges, Learnings, Improvements |
| Product Profile | Detailed description of 3 key products (e.g., Ethiopian Dark Roast, Almond Milk Latte, Chocolate Croissant) with cost, price, margin |
| App Mastery Guide | Step-by-step “How-To” manual for your assigned Odoo module (with screenshots) |
| Financial Dashboard | Exported PDF of P&L, Balance Sheet, Cash Flow from Odoo |
| Participation in Expo | Active role during “Coffee & Cash” fair – answer questions, demonstrate app |
| Integrated Workflow Video | 2-min video showing how a sale flows from POS → Accounting → Inventory → Payroll |

8 Assessment Criteria

| Criterion | Weight |
|--|--------|
| Accuracy & Completeness of Financial Records | 25% |
| Proficiency in Odoo Module Mastery | 20% |
| Team Collaboration & Communication | 15% |
| Realism & Practicality of Business Decisions | 15% |
| Clarity & Professionalism of Documentation | 15% |
| Innovation in Using Odoo Features | 10% |

Note: Plagiarism in reports or manuals = automatic failure.

9 Learning Outcomes

By the end of this simulation, students will be able to:

1. Configure and navigate Odoo Accounting & Finance modules for a small business.
2. Record and reconcile sales, purchases, payments, and payroll transactions.
3. Generate and interpret key financial statements: P&L, Balance Sheet, Cash Flow.
4. Integrate operational data (inventory, sales, HR) with financial records.
5. Apply real-world accounting principles (accruals, depreciation, GST/VAT).
6. Use technology to automate workflows and reduce manual errors.
7. Collaborate cross-functionally across departments using digital tools.
8. Make data-driven decisions based on financial analytics.
9. Document processes professionally for audit and training purposes.
10. Understand the interconnectedness of business functions in a digital ERP environment.

10 Appendix I: Purpose of Team Leader Meeting

Date: October 21, 2025

Time: 9:00 PM – 10:00 PM

Venue: Google Meet

Agenda for Team Leads:

1. Finalize pricing strategy and profit margins for all menu items.
2. Agree on vendor selection and negotiate bulk purchase terms.
3. Define inventory reorder points and safety stock levels.
4. Approve payroll structure and wage rates per role.
5. Finalize Chart of Accounts and tax configurations.
6. Review budget allocation: Rent, Utilities, Marketing, Labor.
7. Confirm POS setup and discount policies.

8. Assign roles for Expo Day demonstrations.
9. Review timeline for report submissions and system testing.
10. Q&A: Clarify doubts on Odoo functionalities.

‘All leads must come prepared with spreadsheets/data drafts.’

11 Invitation to the Expo Day

Subject: You're Invited: “Coffee & Cash” Financial Fair – Coffee Shop Simulation

Dear Sir,

We are thrilled to invite you to the final showcase of our Business Simulation course: “Coffee & Cash” Financial Fair

Presented by the VI Semester Batch, Business Studies Department

Date: October 21, 2025

Time: 9:00 PM – 10:00 PM

Venue: Google Meet

Over the past 10 weeks, our students have transformed from learners into Odoo-powered financial managers of a fully simulated coffee shop — Coffee Shop.

During the fair, you will:

- Enjoy freshly brewed coffee made by our student baristas
- Spend BrewCash vouchers (provided) on our menu
- Witness live Odoo accounting in action

Meet our teams as they demonstrate mastery of Odoo modules. Vote for the “Golden Espresso Cup” winner! This isn’t just a presentation — it’s a living, breathing example of how modern businesses use integrated ERP systems to thrive.

We’d be honored by your presence, insights, and support.

Warm regards,

Sanjay Tamang

Odoo Developer

Axon System

12 Notes

- All images, screenshots, and data used in this simulation are fictional but realistic.
- Odoo Community Edition will be used for the simulation. Students will receive login credentials.
- No prior accounting experience required — only curiosity, collaboration, and attention to detail.

“A great coffee doesn’t just taste good — it balances perfectly.”
— Coffee Shop Motto