GUIDE ON ACCOUNTING MODULE OF ODOO

BI Solutions

Panchakumari Marg, Kumaripati

Lalitpur, Nepal

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LOGIN INTO ODOO

ACCESSING THE PORTAL

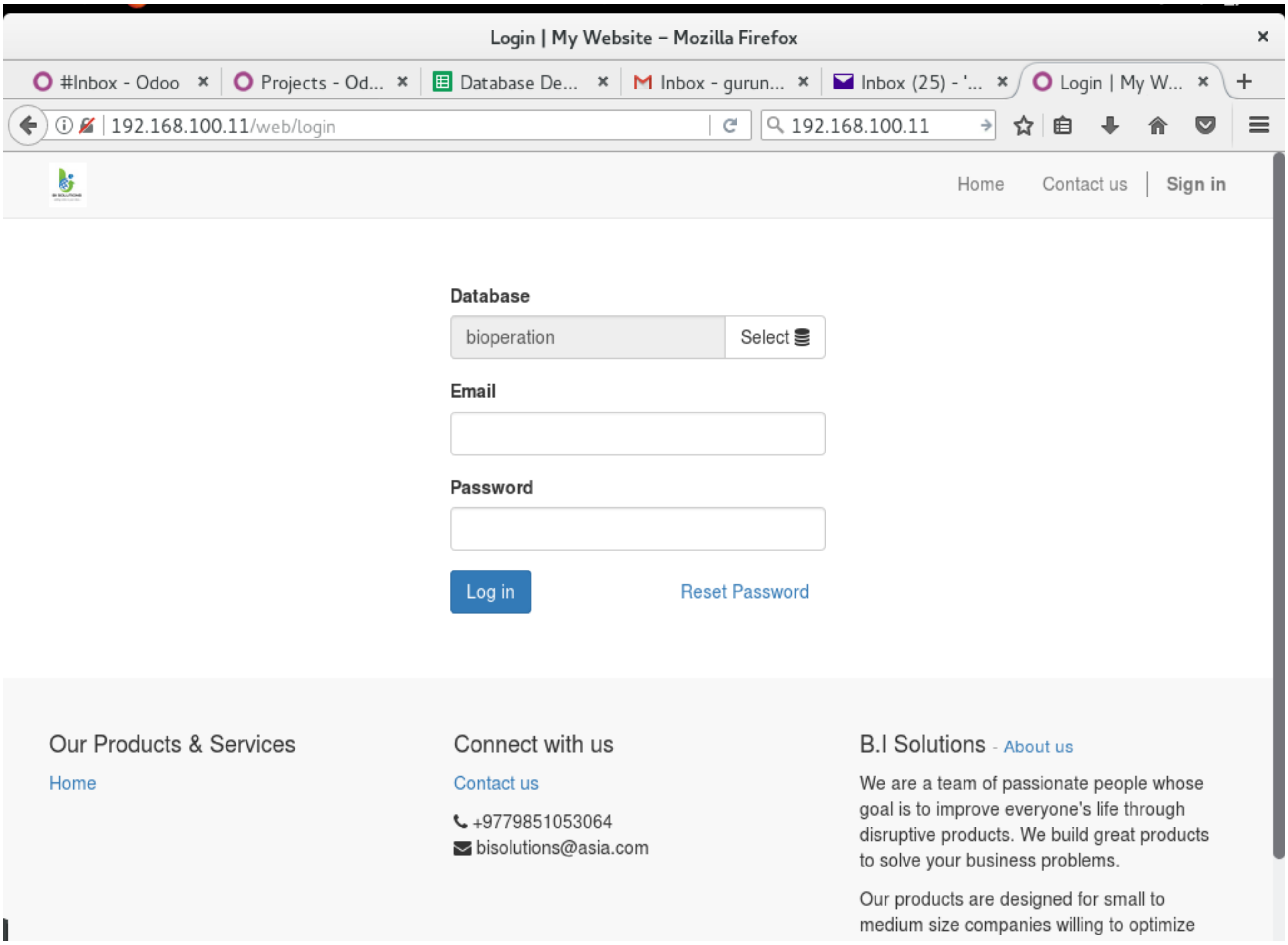

Figure: 1.1

Step 1: Enter the Address in the URL of Your Browser.

Step 2: Select your Desired Database(optional).

Step 3: Click on ***Sign in*** Option.

Step 4: Enter Your Email/Password and Click ***Log in*** button.

NAVIGATING BETWEEN MODULES

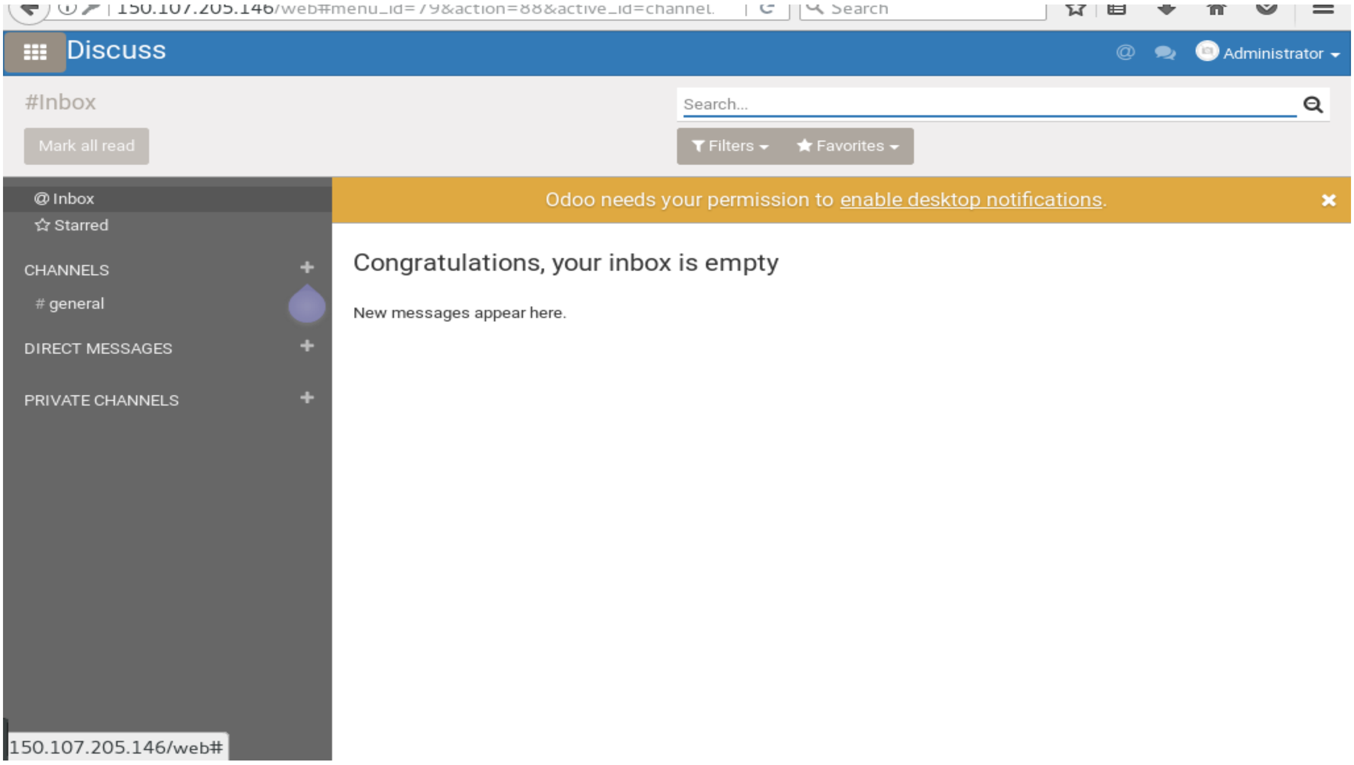

Figure: 1.2

After you log in, You'll be directed to the default module(***Discuss*** in the figure above).

Step 1: Click on the Grid Icon, next to the ***module name(Discuss)*** on Menu bar.

Step 2: You'll see the installed modules, in a Grid View.

Step 3: Click on your required Module, to be directed to its page.

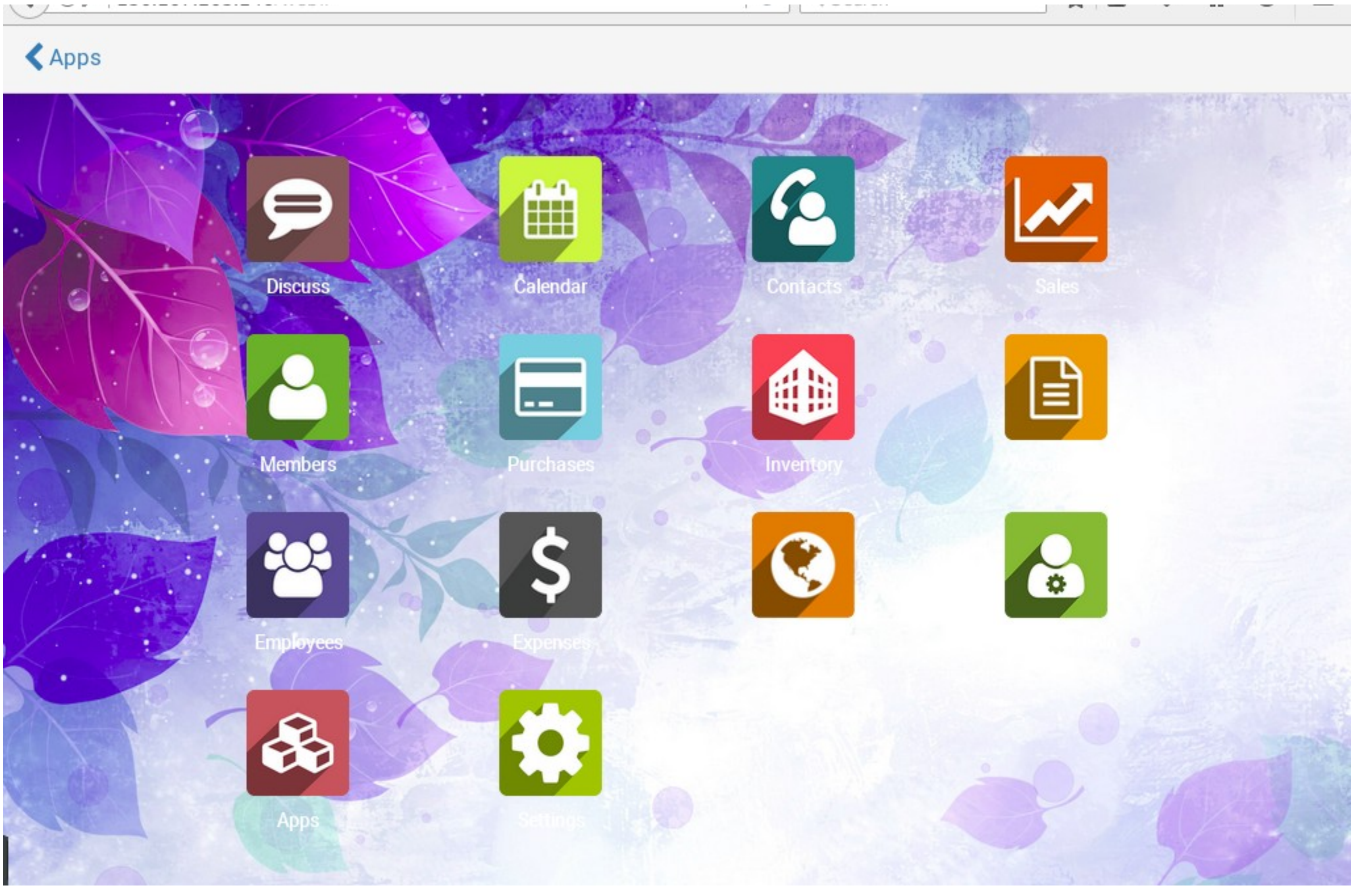

Figure: 1.3

Modules available for each system users maybe different, because of the access rights enabled per User.

User Manual for Account User in Odoo

User: Adviser

Dashboard

After You're logged in, the first menu screen that a User will be see after selecting Account module is Dashboard.

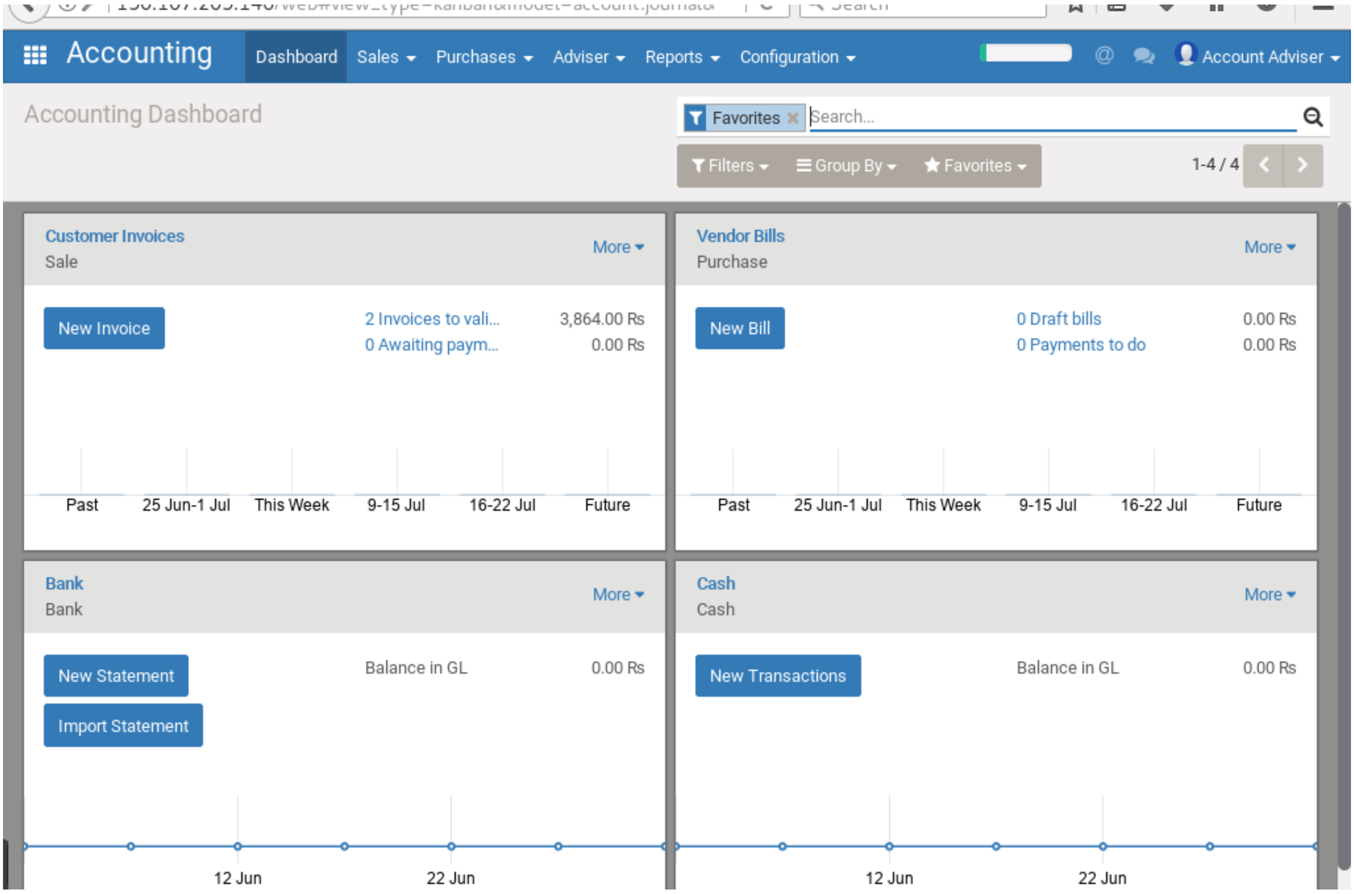

Figure: 2.1

Sales Menu

Customer Invoices

Customer invoice are document form seller to buyer. We can create customers by following the following steps:

Step 1: Click on **Sales** Menu.

Step 2: Now click on **Customers Invoice.**

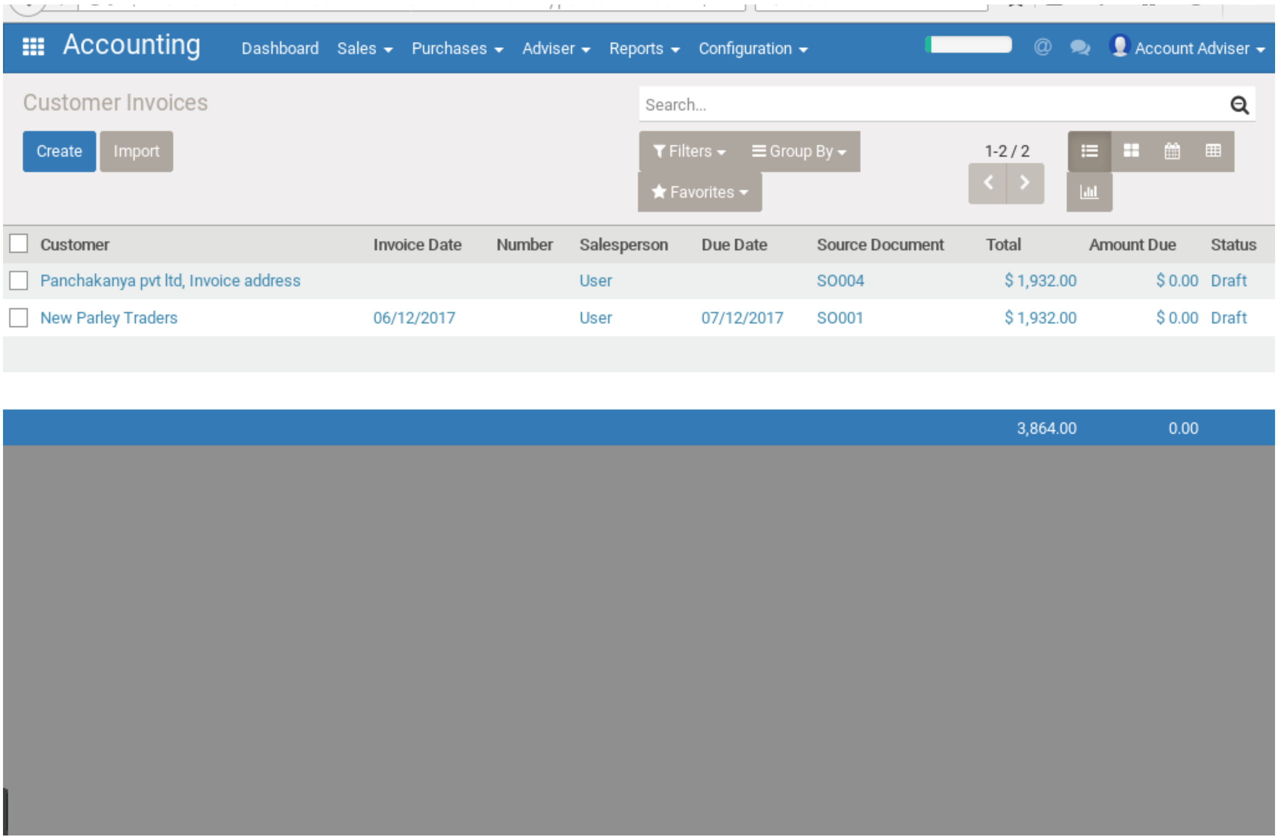

Figure: 2.2

Step 3: You will see a create Button. Now click on **Create.** Then you will see a form. Fill the form with details about the customers and their orders.

[Note: You can add payment terms, invoice date, sales person and sales Team.]

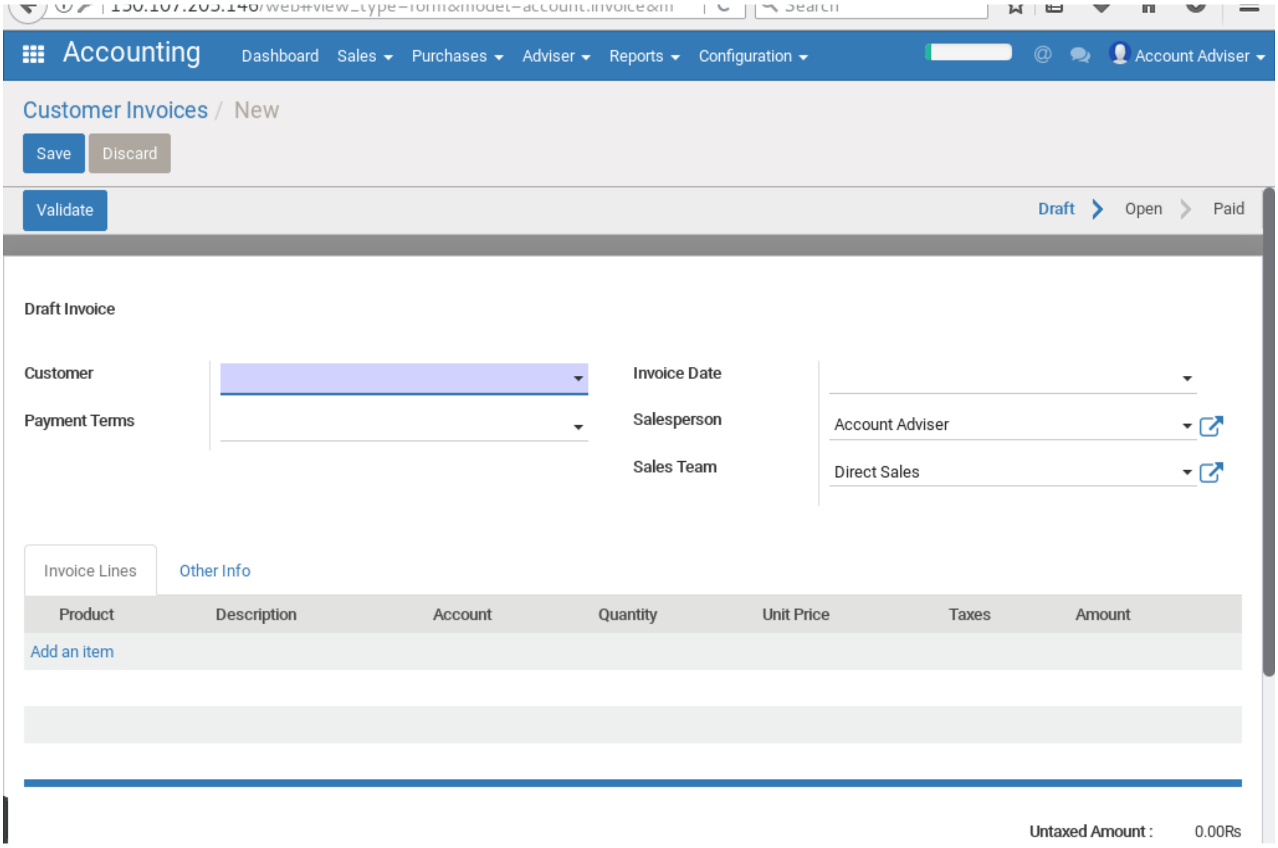

Figure: 2.3

Step 4: Now click on **save** button to save the information about the customer invoices.

Step 5: Saved invoices can also be validated, just click on the specific invoice, and after you're in the invoice page, click on 'Validate'.

Payments

Payments can also be created and has option of payment type, payment date, memo payment transaction, payment journal and payment amount.

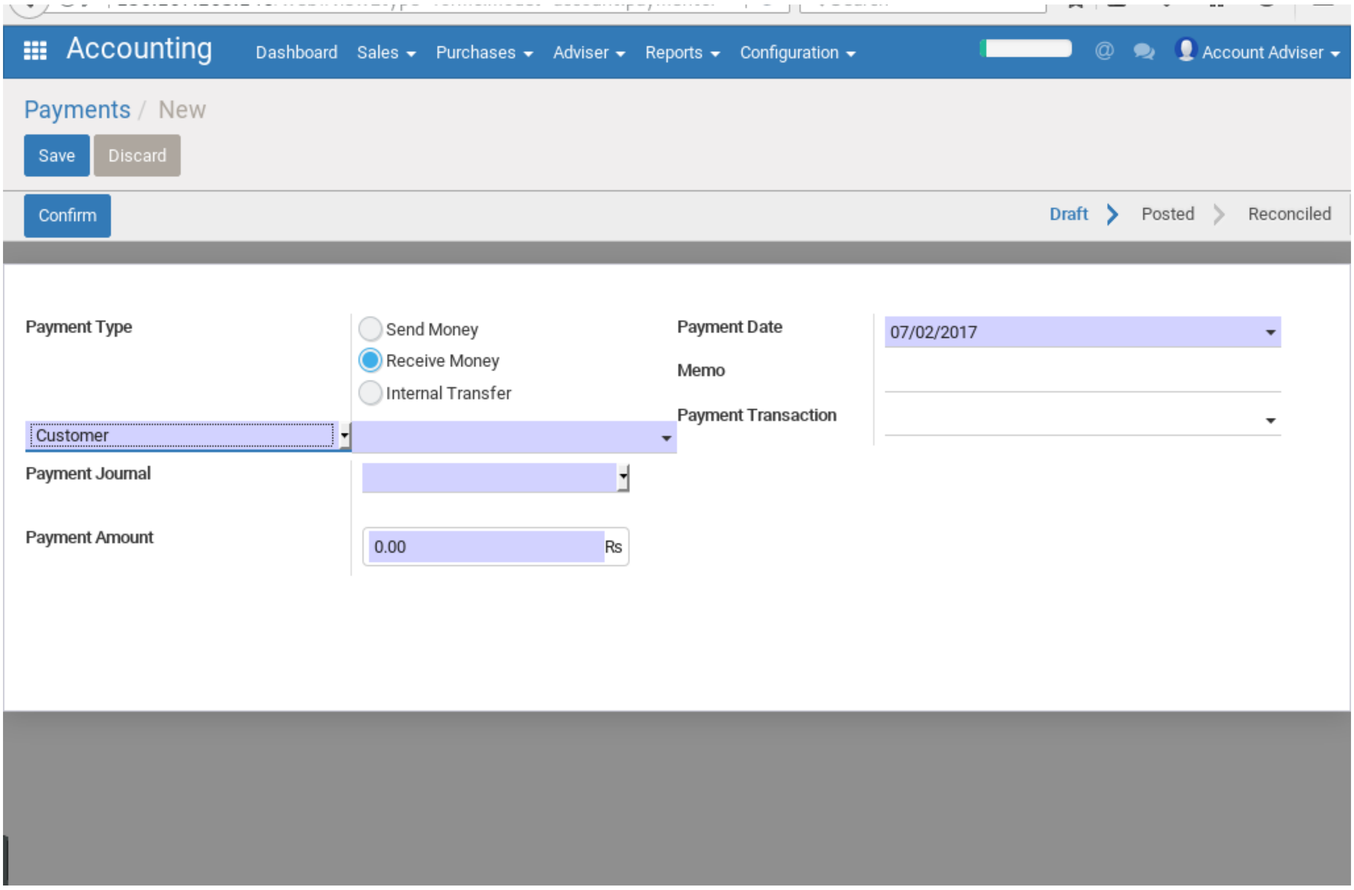

Figure: 2.4

Step 1: Click on Payment on sales menu.

Step 2: Now click on create payment and fill the required forms.
(note: specially you have to register the payment after the sales of the product.)

Step 3: Saved Payments can also be confirmed by the Account Adviser.

Customers

Customers are those who buys our products. They can be created and information about them can be edited later.

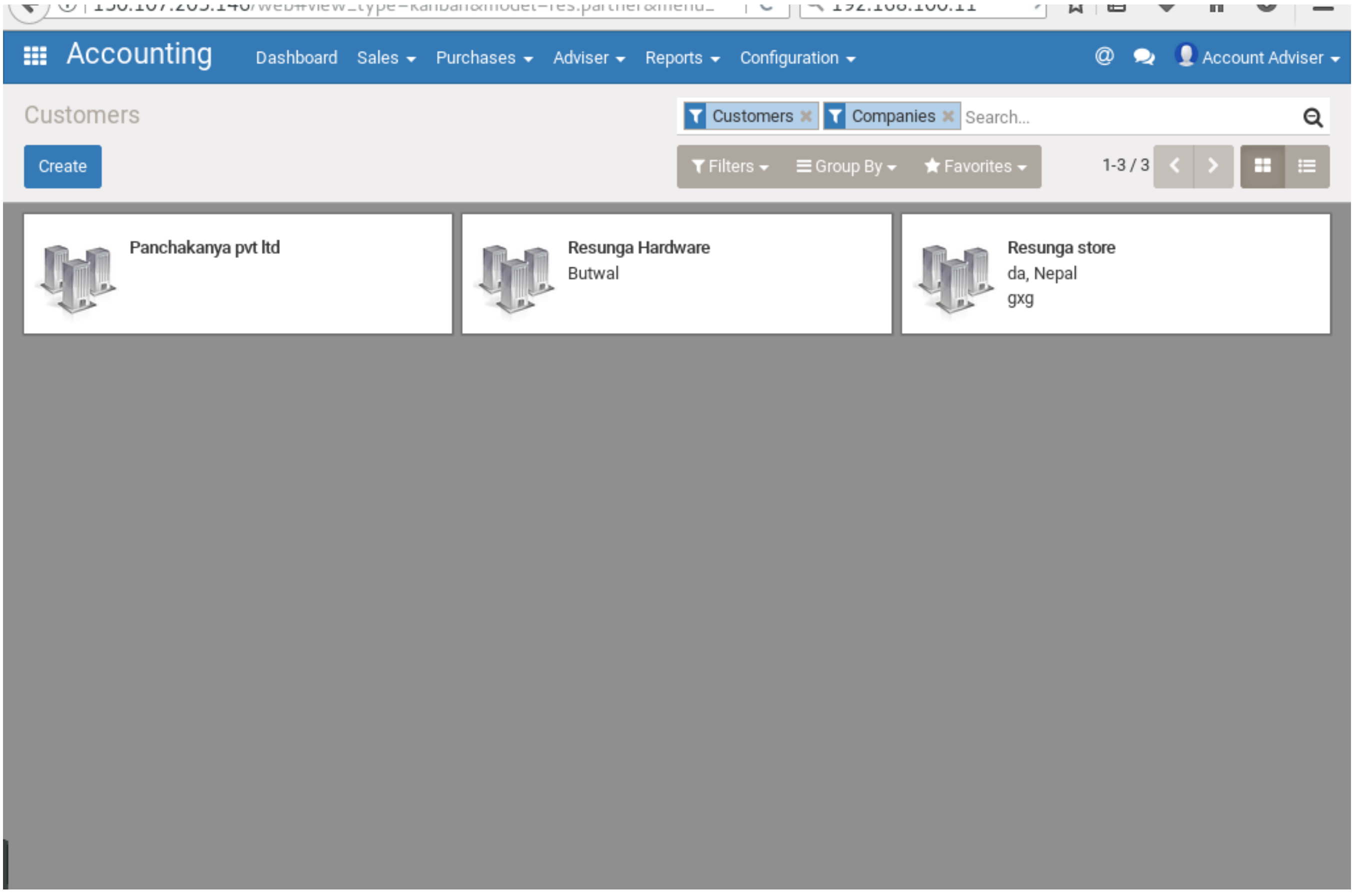

Figure: 2.5

Step 1: Click on Customers on sales menu.

Step 2: Click on create and fill up the customers details.

Step 3: Now click on save

(Note: Normally, customers are created on Sales Module. This additional feature of Account only provides us to create customers by the Account Department.)

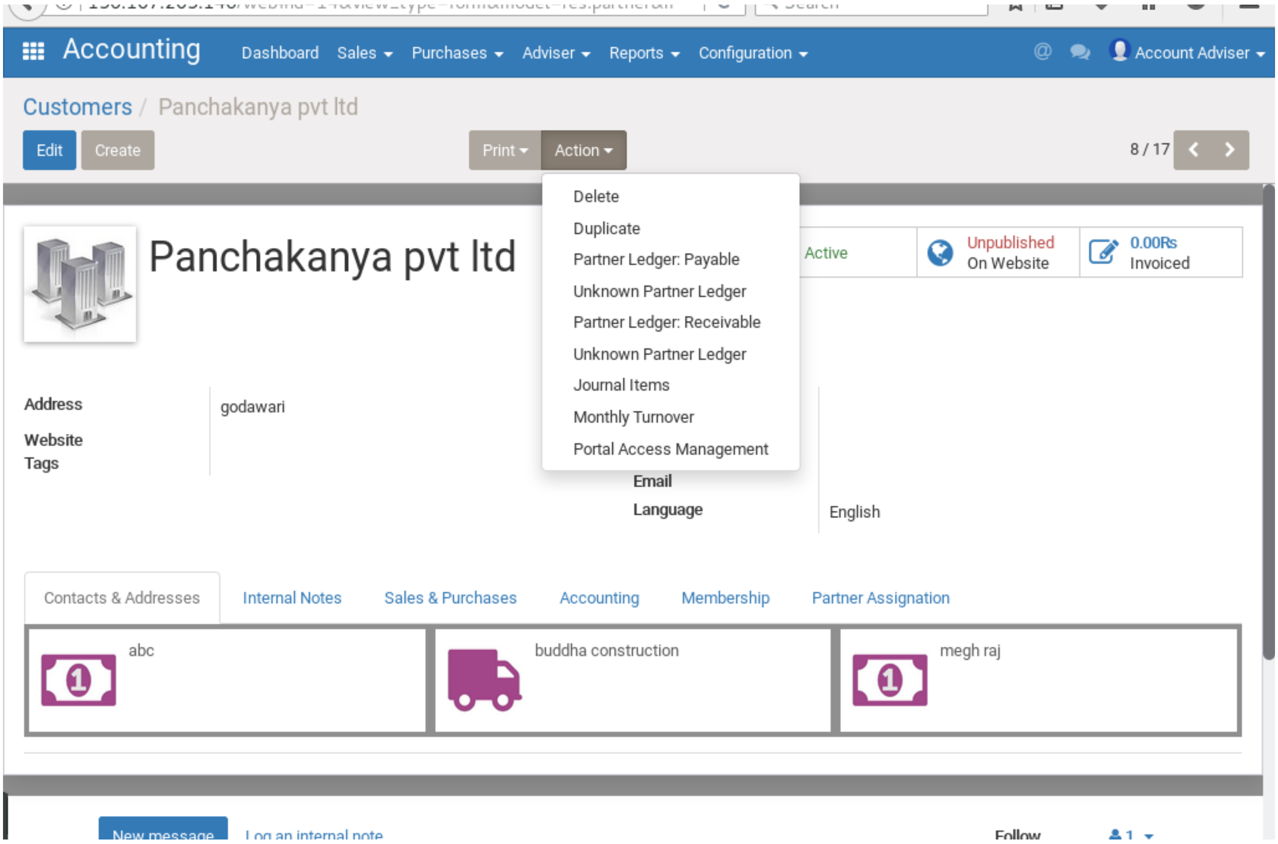

Figure: 2.6

Certain Actions on Customers can also be executed, through customer's page.

Sellable Products

Selleable products are the end products, which we either manufacture or buy to later sell it to our customers.

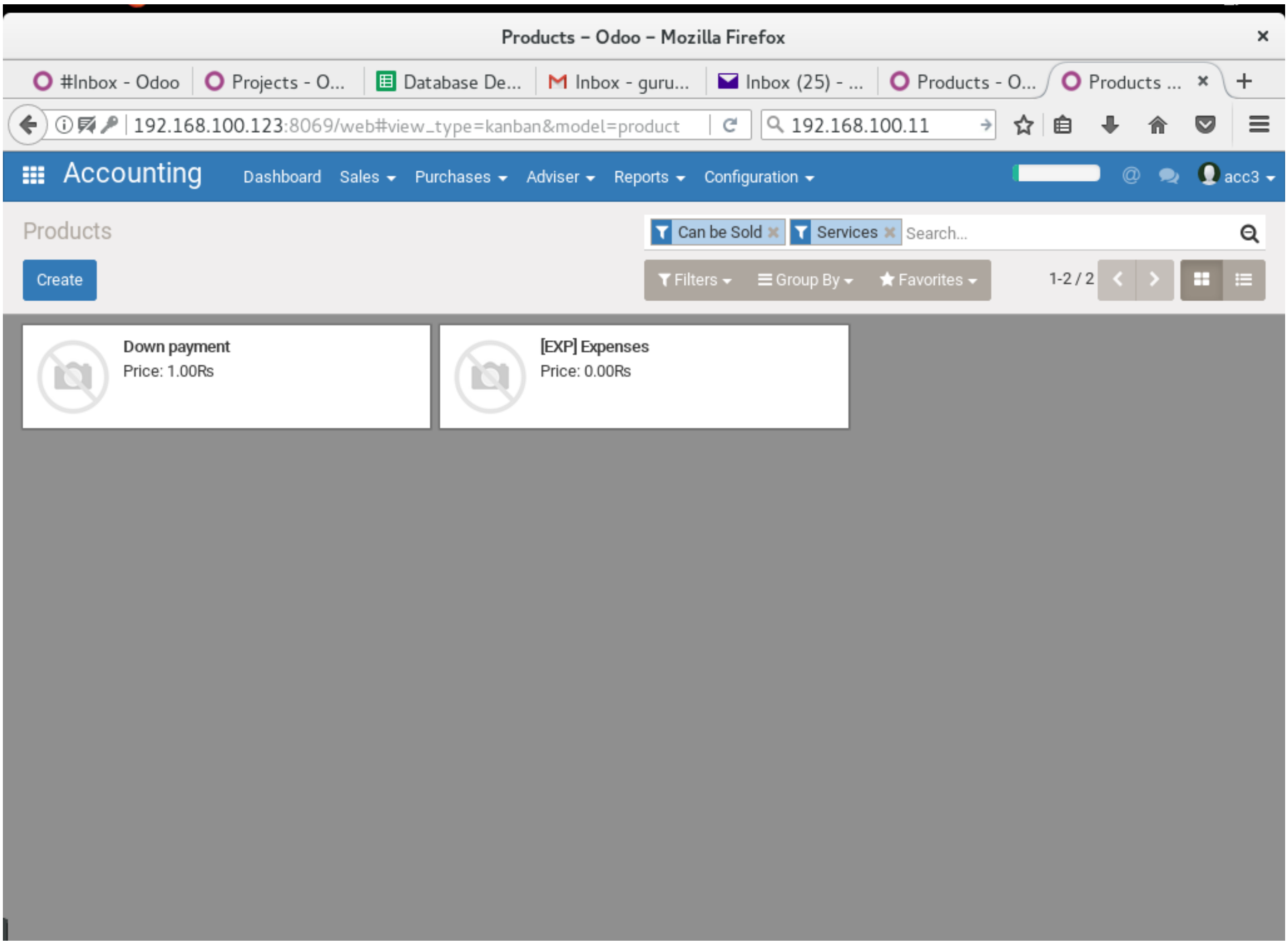

Figure: 2.7

Step 1: Click on Sellable Products on sales menu.

Step 2: Click on Create and fill up the Product's name.

Step 3: Now click on save, it will pop up a warning message but will create the product anyways.

(Note: Normally, products are created on Sales Module. This additional feature of Account only provides us to create products by the Account Department)

PURCHASES MENU

VENDOR BILLS

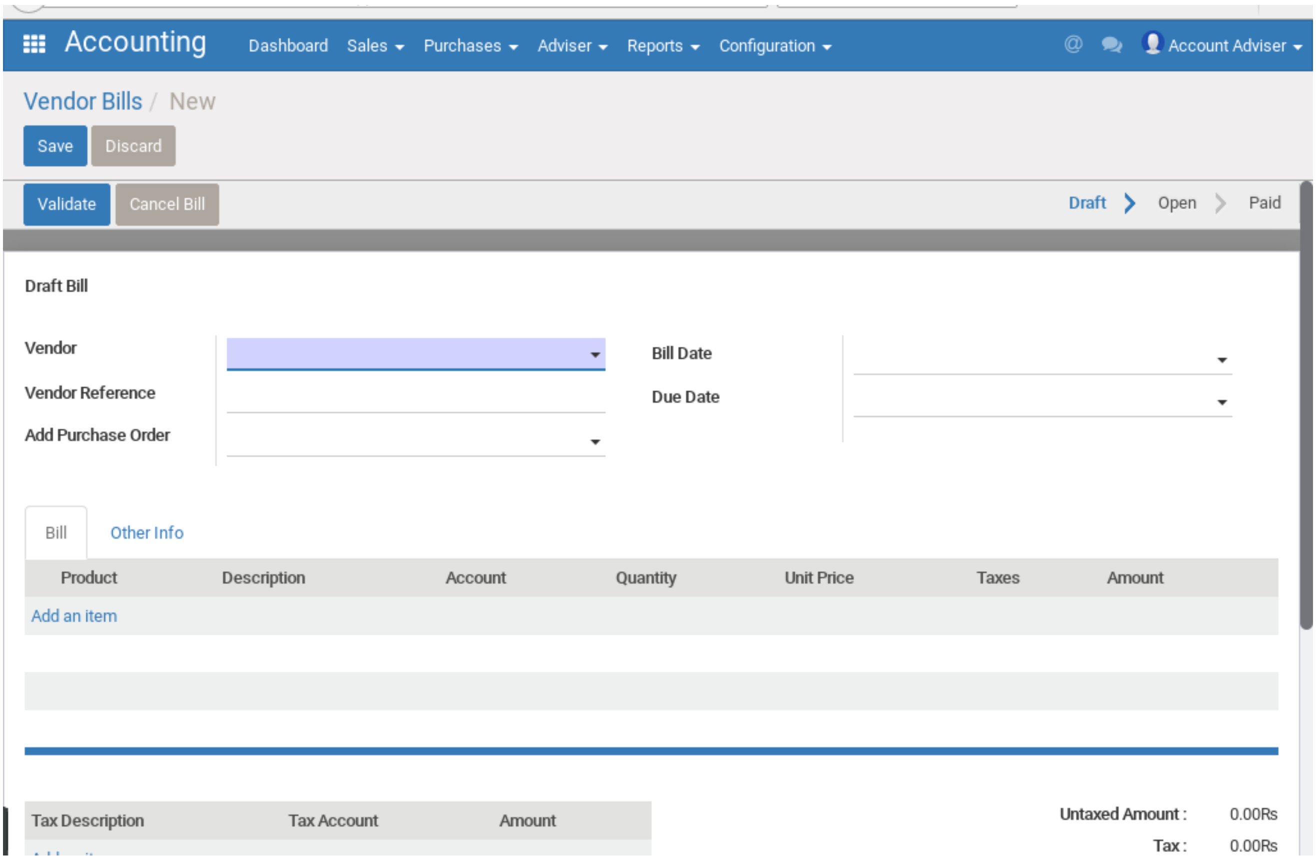

Figure: 2.8

step 1: Click on purchase menu and click vendor bills

step 2: Click create and fill up the vendors details and purchase order.

Step 3: Click on validate it and save it.

Payment

Payments can also be created and has option of payment type, payment date, memo payment transaction, payment journal and payment amount.

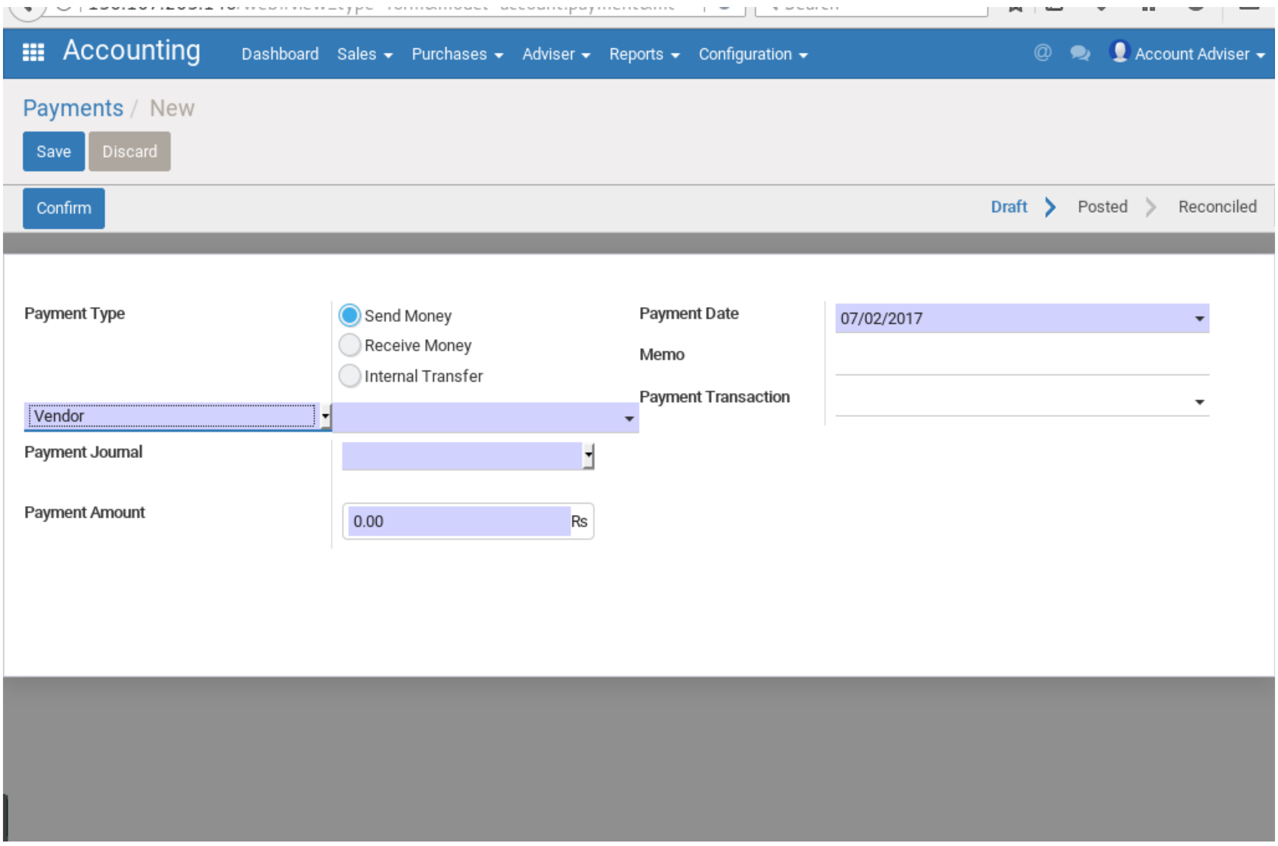

Figure:2.9

Step 1: Click on Payment on Purchases menu.

Step 2: Now click on create payment and fill the required forms.
(note: specially you have to register the payment after the Purchase of the product. Payments to vendors or customers can be done by both payment options in either Sales or Purchases.)

Step 3: Saved Payments can also be confirmed by the Account Adviser.

VENDORS

Vendors are those who supplies us products. They can be created and information about them can be edited later.

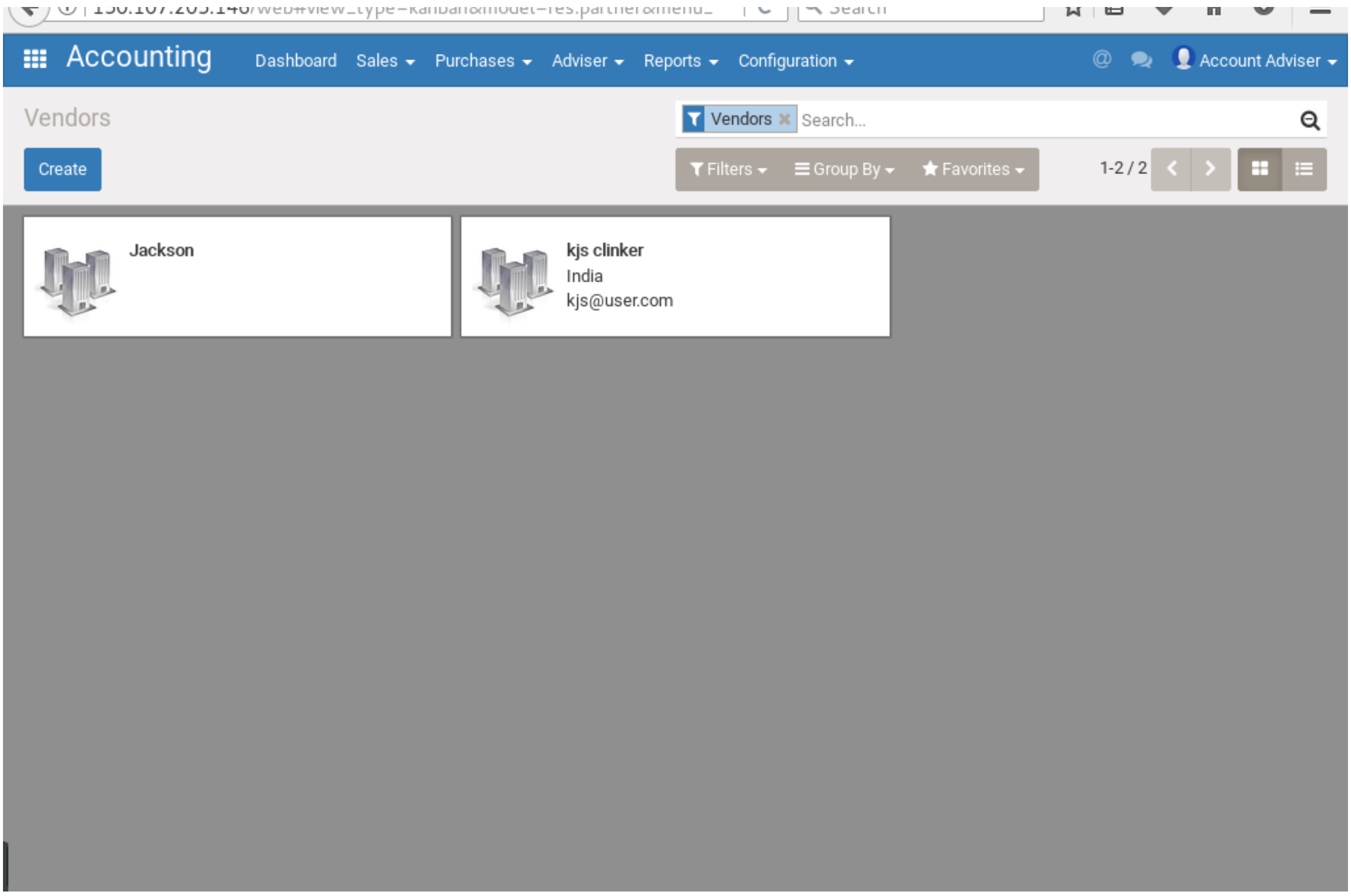

Figure:2.10

Step 1: Click on Purchase menu and click vendors.

Step 2: Click on Create and fill up the vendors details.

Step 3: Now click on save

(Note: Normally, vendors are created on Purchases Module. This additional feature of Account only provides us to create vendors by the Account Department. A single contact can be both customers and a client.)

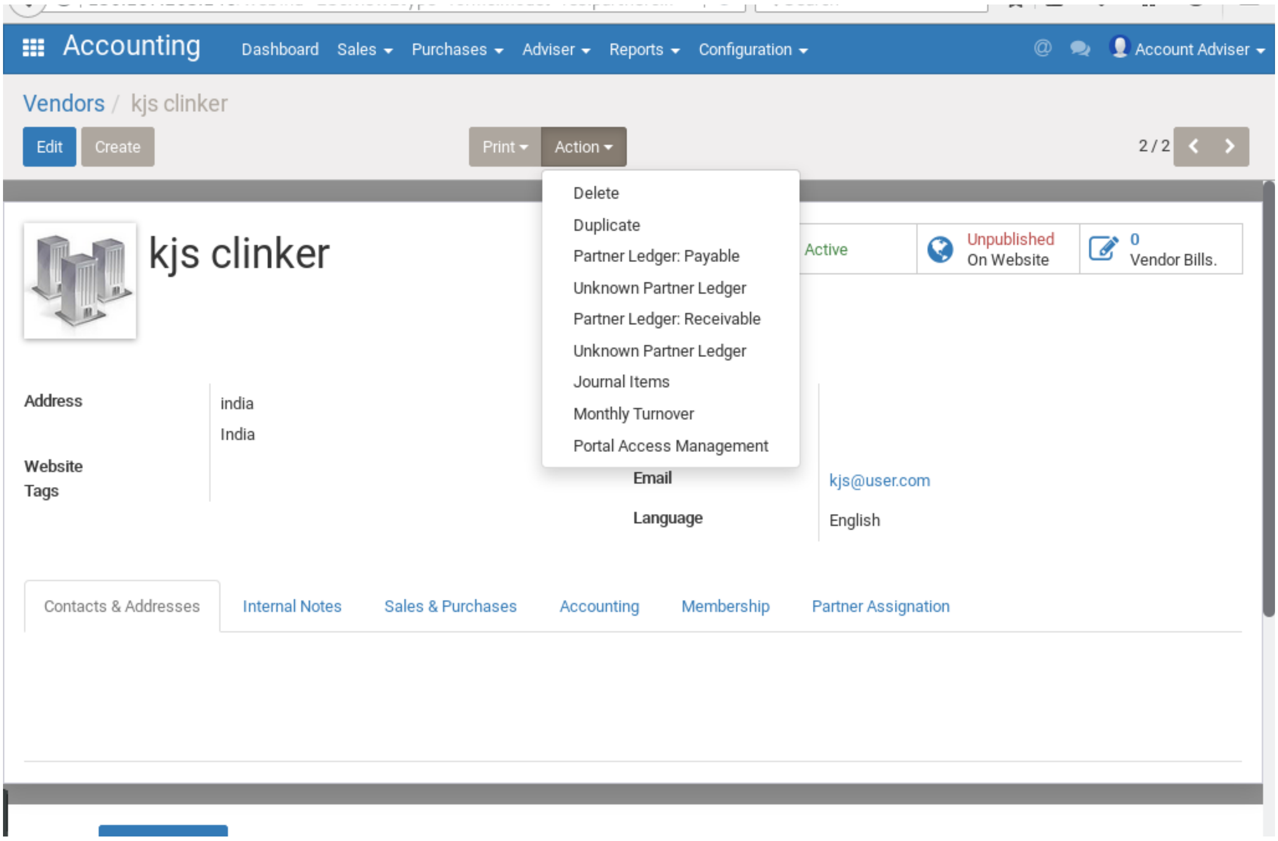

Figure:2.11

Certain Actions on Vendors can also be executed, through vendor's page.

Purchasable products

Purchasable products are the products, which we acquire from the vendors. They can only be viewed(abstract) or created, and information about them can be edited in other modules.

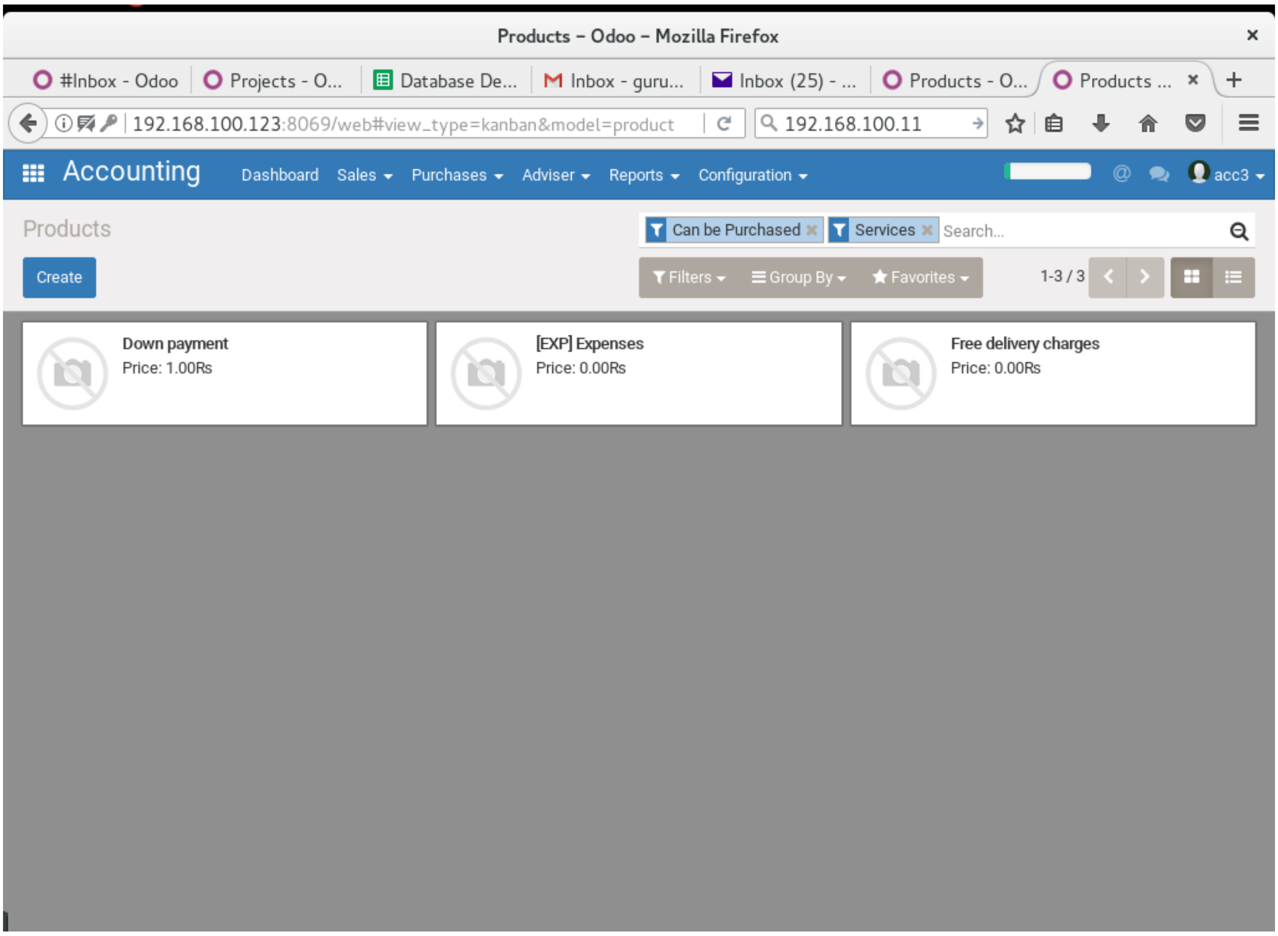

Figure: 2.12

We can add a new product by following these steps:
Step 1: Click on Purchasable Products on Purchases menu.

Step 2: Click on Create and fill up the Product's name.

Step 3: Now click on save, it will pop up a warning message but will create the product anyways.

(Note: Normally, products are created on Purchases Module. This additional feature of Account only provides us to create products by the Account Department. Products which can be Sold or Purchased can be created by both Sellable Products/Purchasable Products options in either Sales or Purchases respectively.)

Adviser Menu

Journal entries

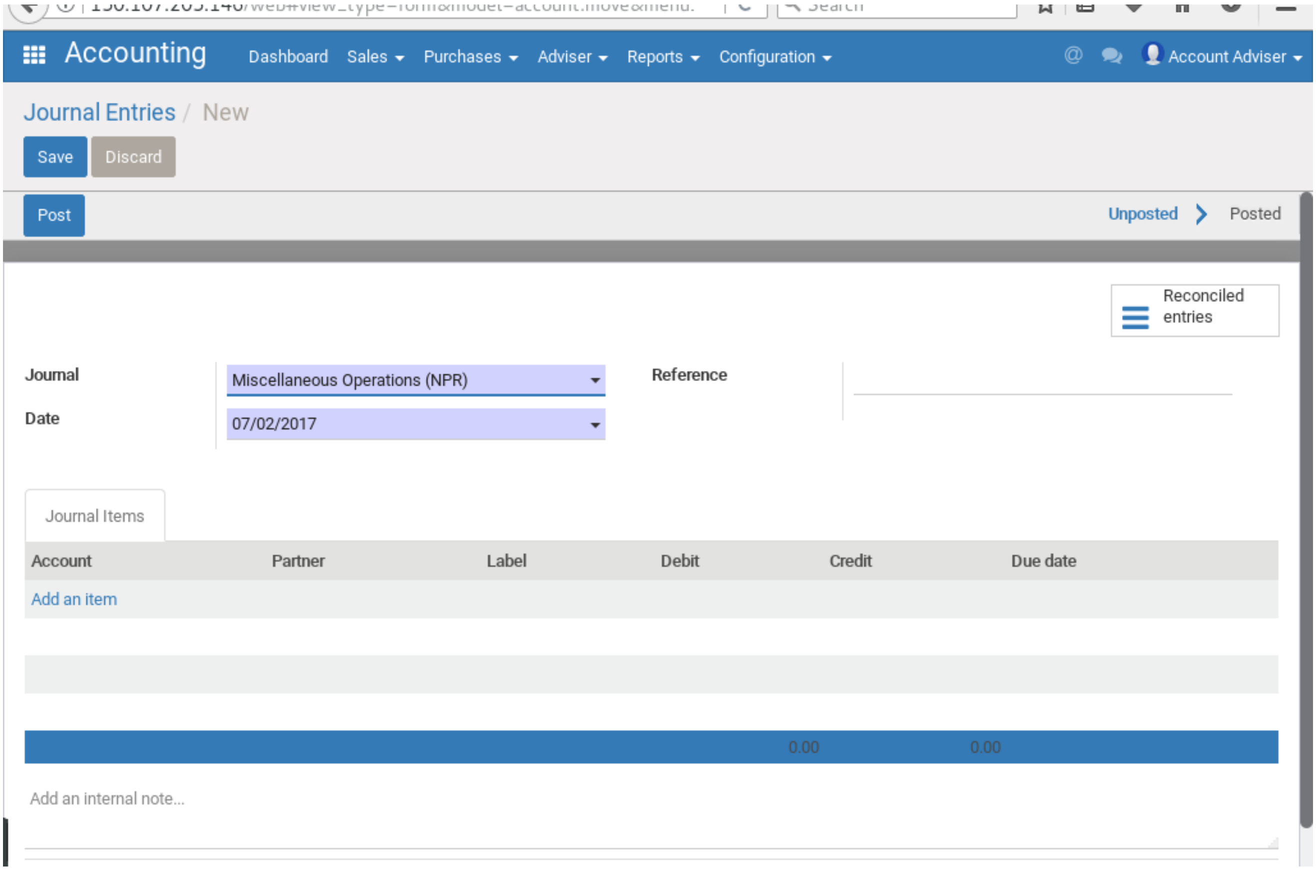

Figure:2.13

Step 1: Click on adviser menu

Step 2: Now click on journal entries and click create

Step 3: Select the journal types and fill the journal items based on double entry system.

Step 4: Post it.

Chart of accounts

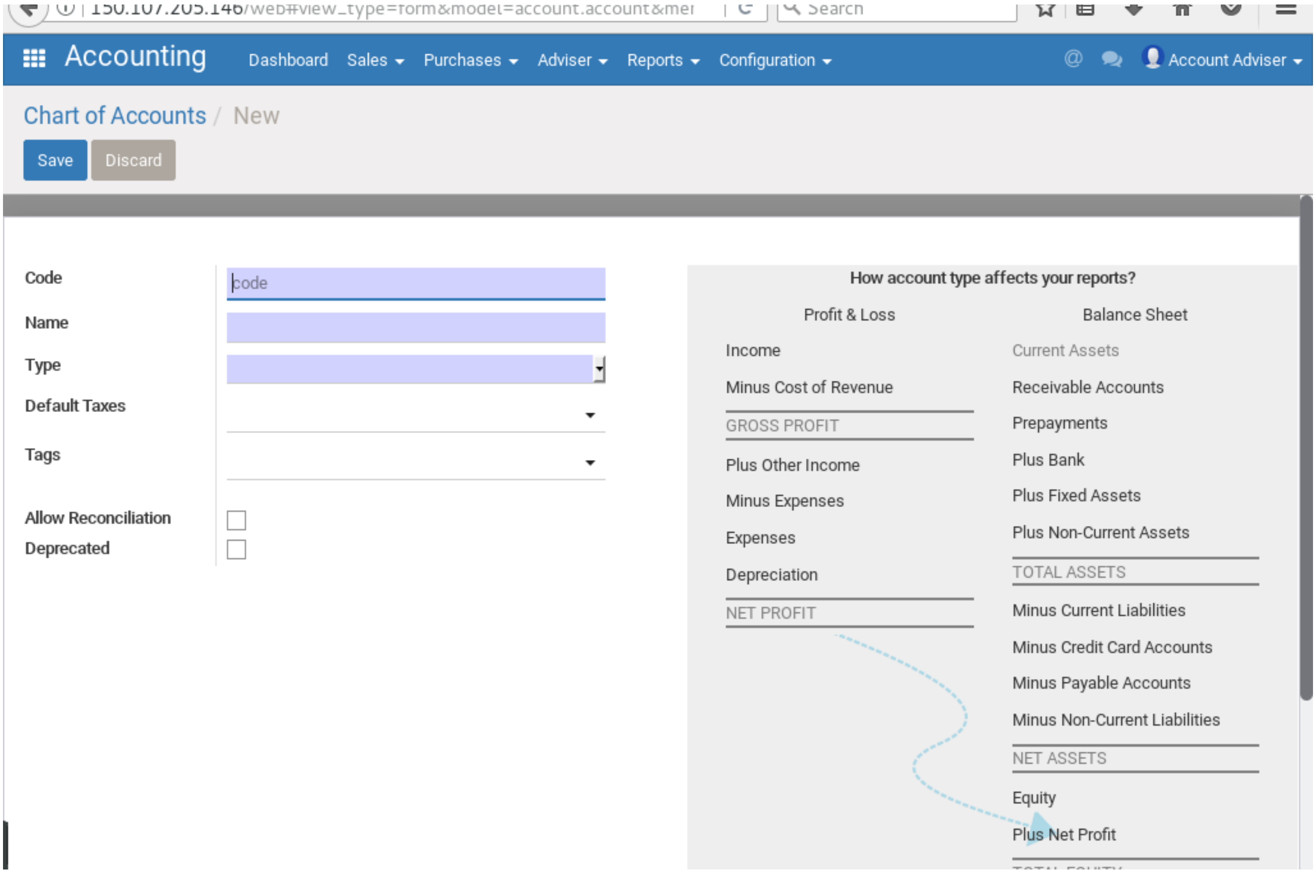

Figure: 2.14

step 1: Click on adviser menu and click chart of account

step 2: Click on create and fill up the box.

(note: Code, Name, Type are manadatory fields)

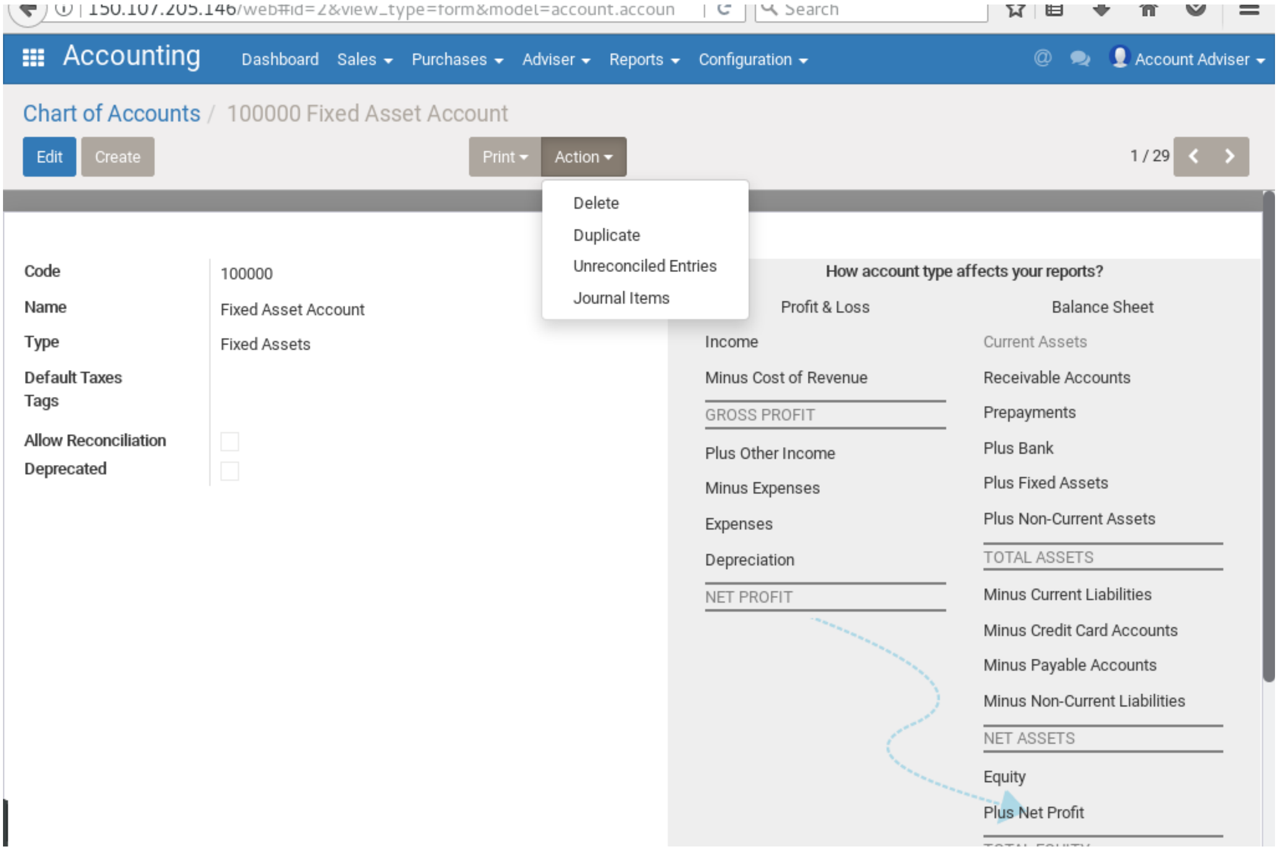

Figure: 2.15

Certain Actions on a record can also be executed, through Chart of Account's page.

Manual Payments & Invoices Matching

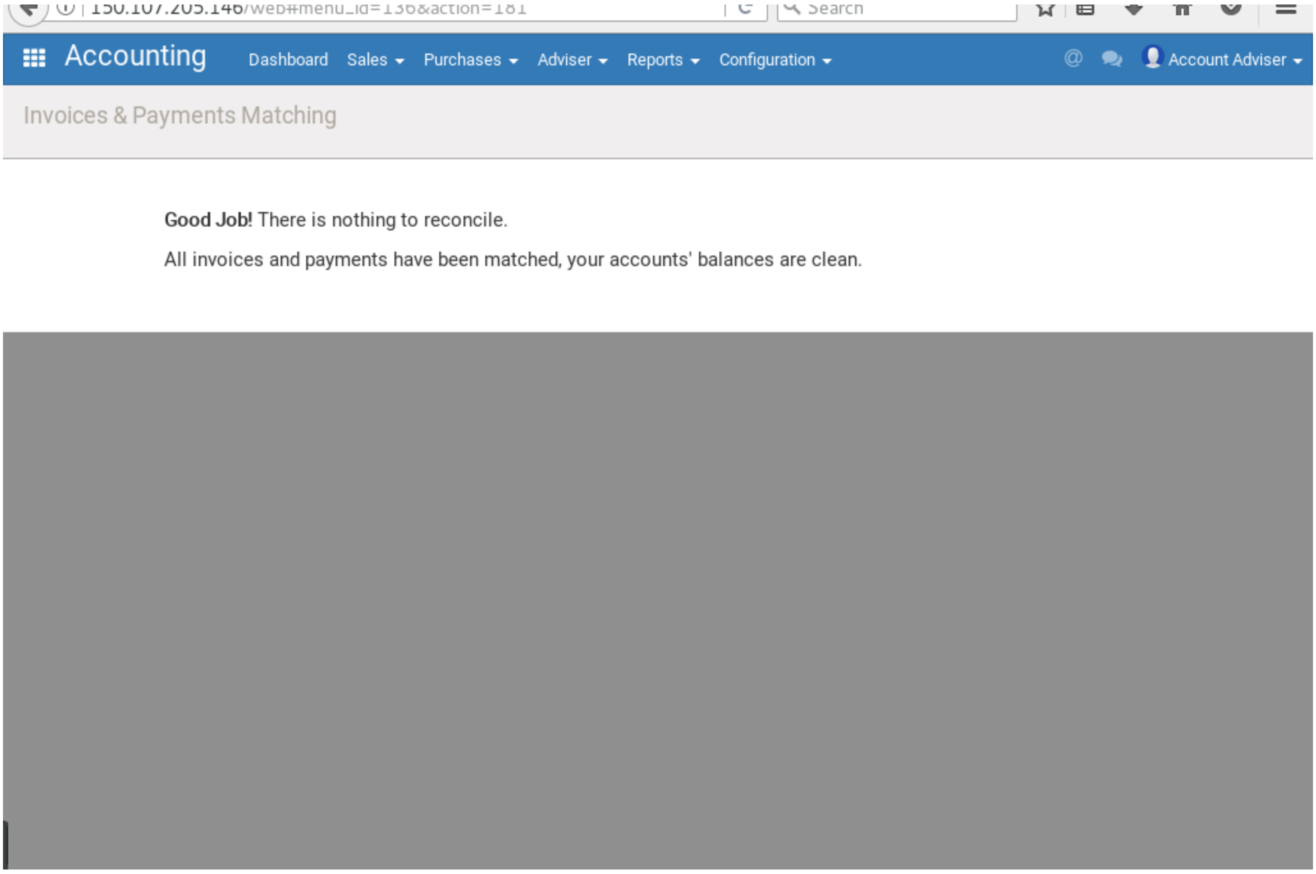

Figure: 2.16

step 1: Click on Adviser menu bar

step 2: Click on Manual Payments and Invoices Matching

(Note: we can match the invoices and payments here, if available.)

Make Manual Tax Adjustments

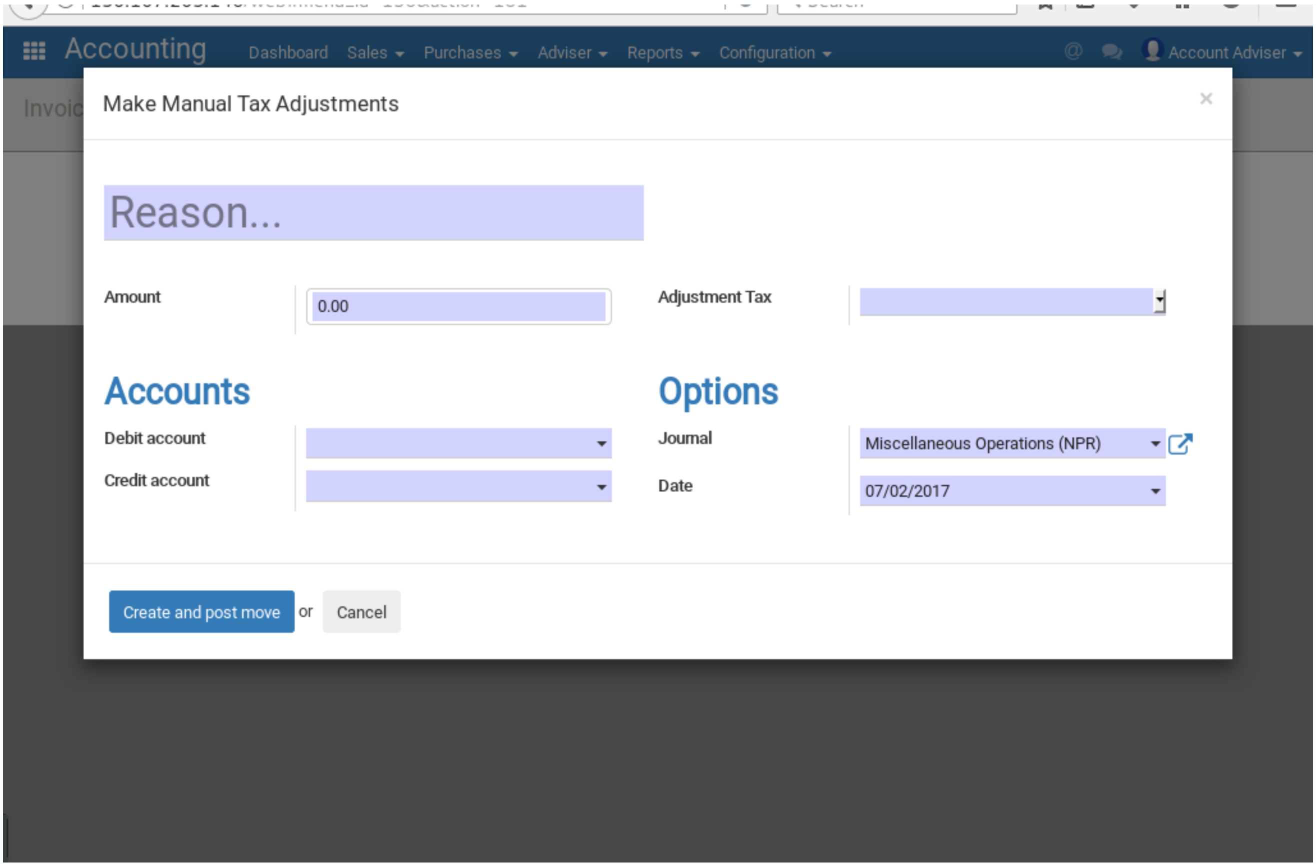

Figure: 2.17

step 1: Click on Adviser menu bar

step 2: Click on make manual tax adjustment

step 3: Fill up the all details

(note: Here we can manually make the tax adjustment)

step 4: Click '*Create and Post Move*'.

REPORTS MENU

Product margin

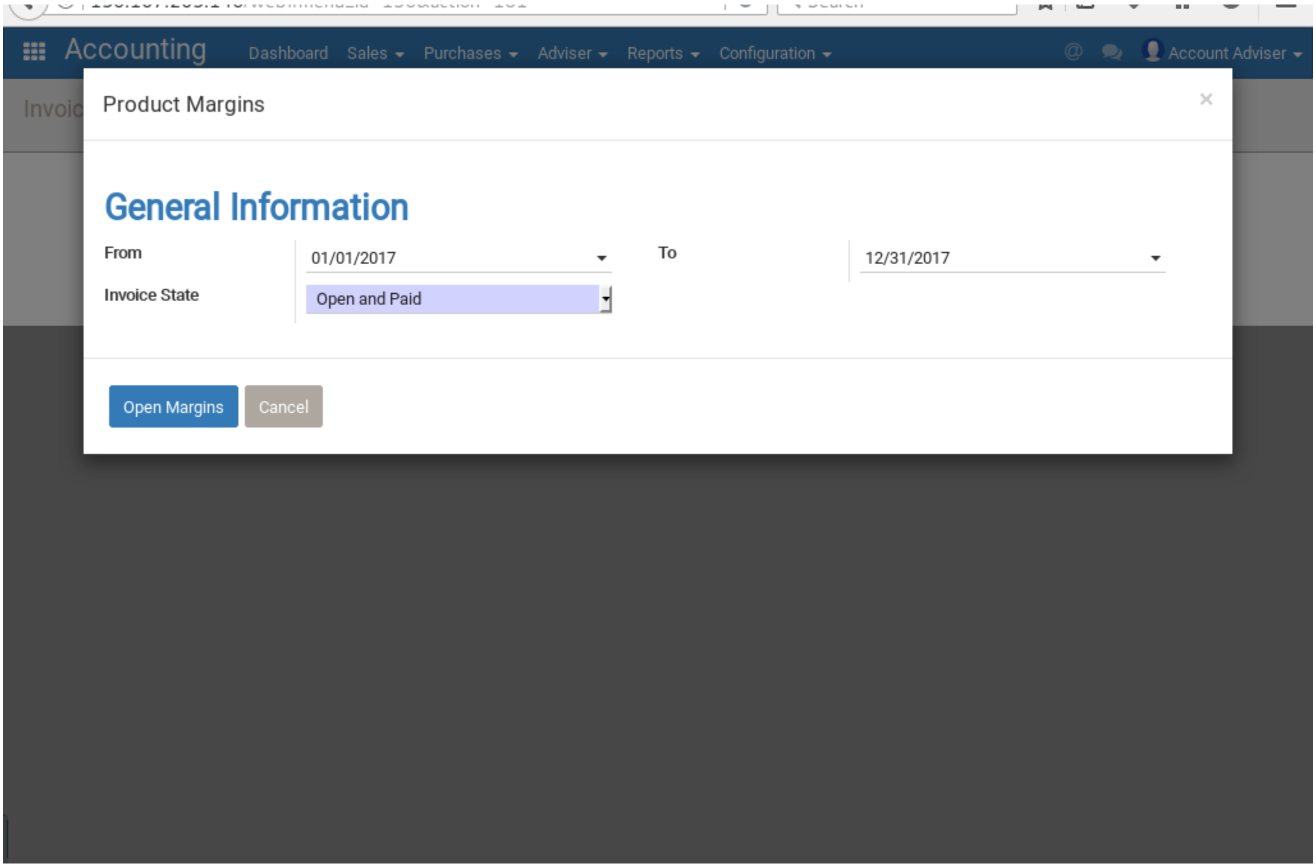

Figure:2.18

step 1: Click on report menu bar

step 2: Click on product margin and fill the date (from_____ to _____)

(note: here we know about general information of product margin)

Invoices

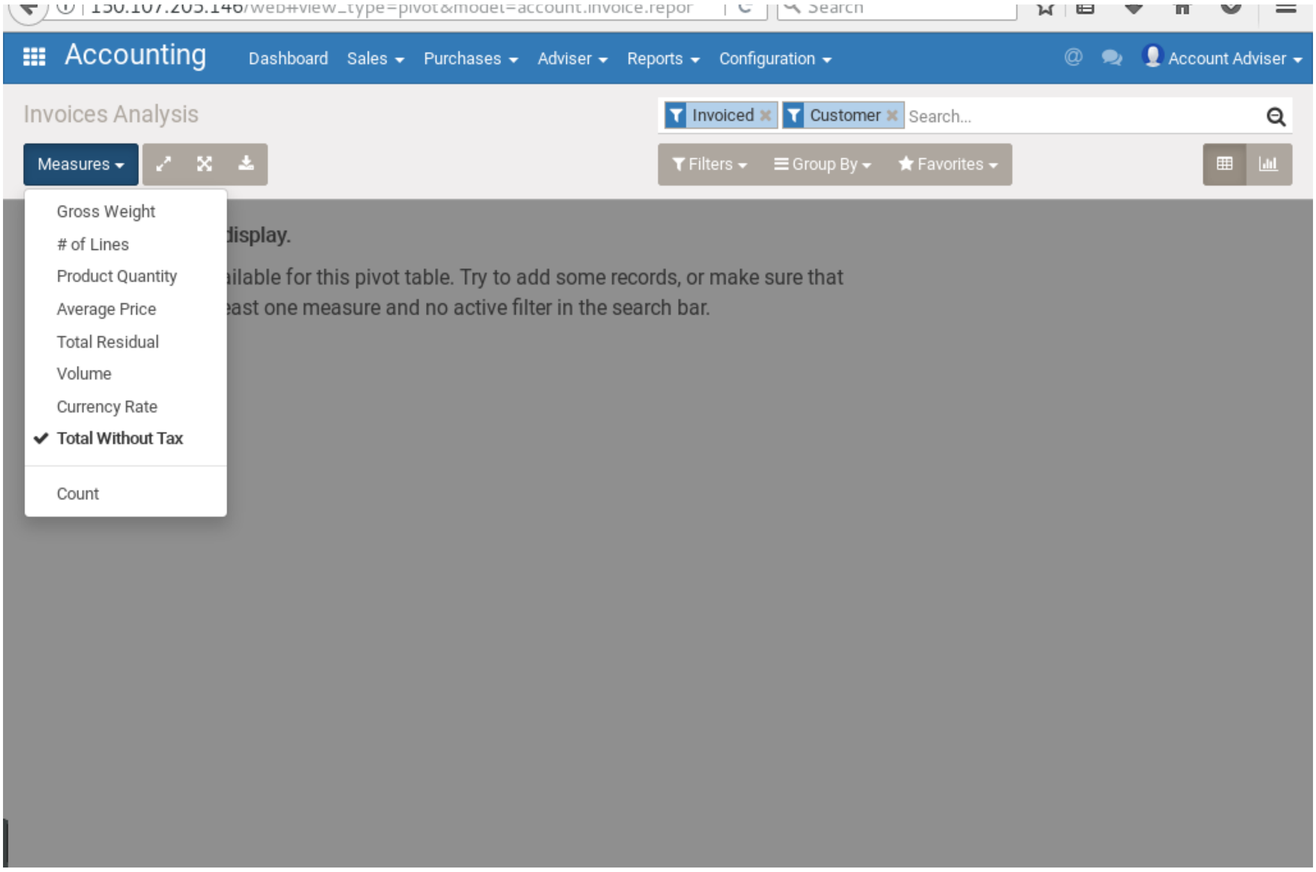

Figure: 2.19

step 1: Click on Reports menu bar.

step 2: Click on Invoices

(note: here we can do invoices analysis.)

Pdf reports as final account

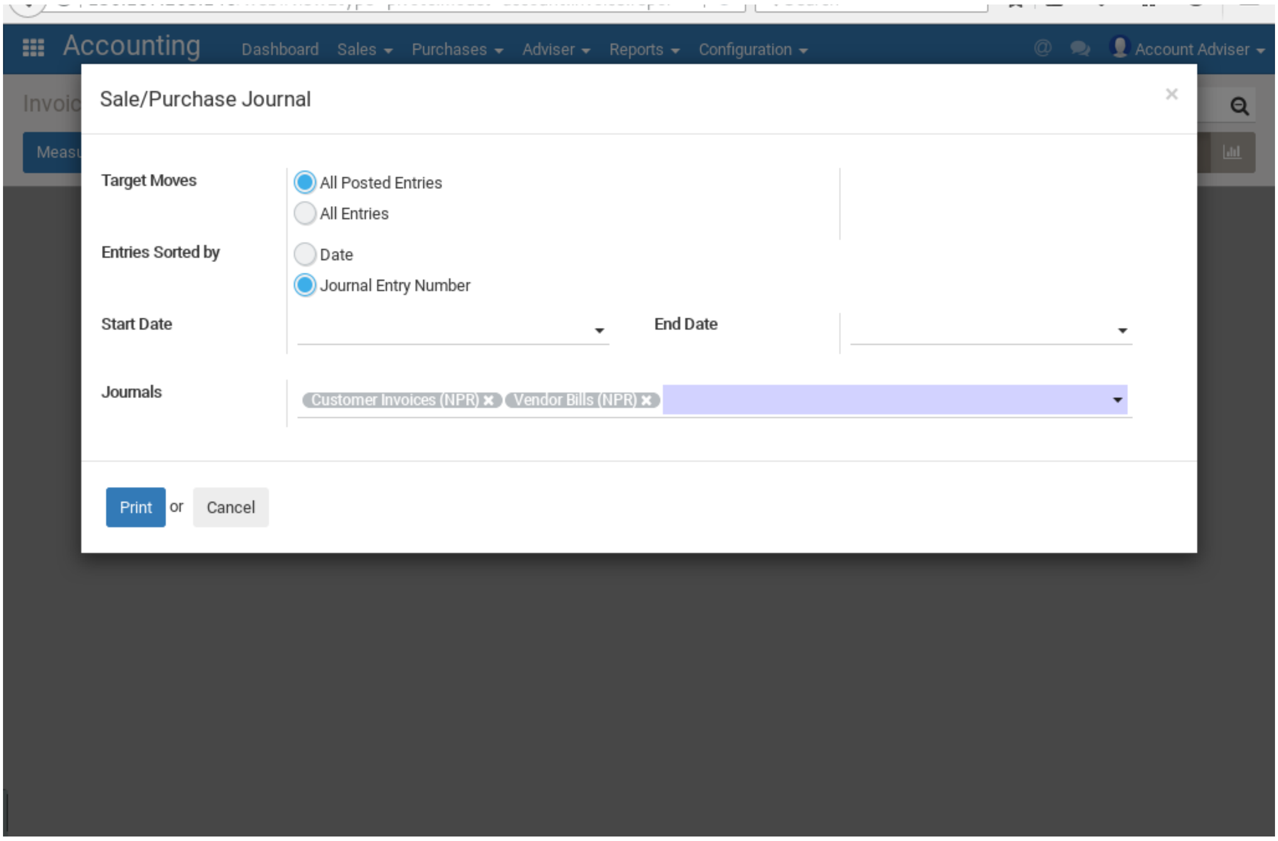

Figure: 2.21

Step 1: Click on Reports menu bar

Step 2: Under PDF Reports, click any of the report which you want as applied date

(from ______ to_____)

(note: we can get report of sales/purchase journal, partner ledger, general ledger, trial balance, balance sheet, profit and loss, aged partner balance, financial reports)

Configuration Menu

Here we can configure the followings:

Taxes

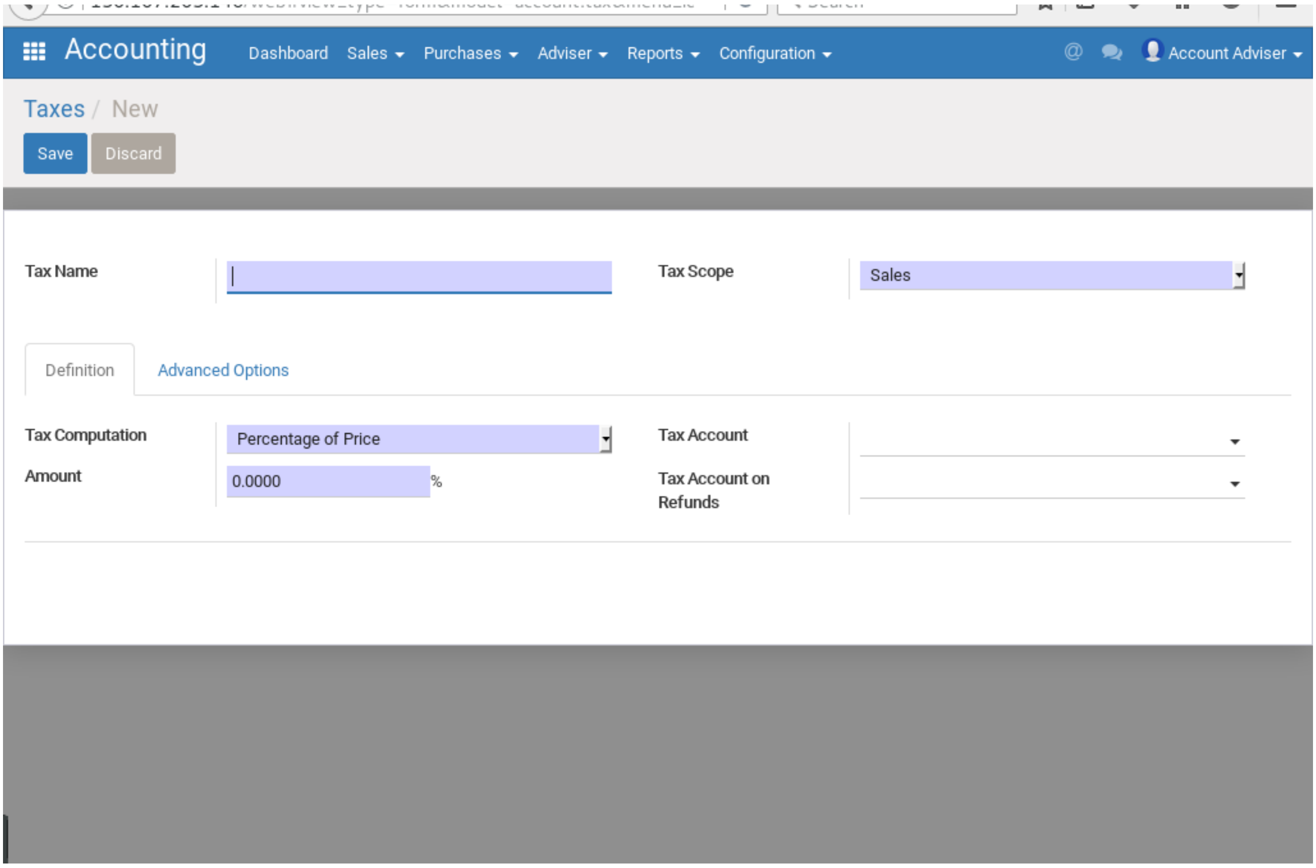

Figure: 2.22

Step 1: Click on configuration menu bar.

Step 2: Click on taxes and click create

Step 3: Fill in the details and save.

(note: Tax name, Tax scope, Tax computation, Tax account, Amount, Tax accounts on reports.)

Fiscal position

Here we can create our fiscal position.

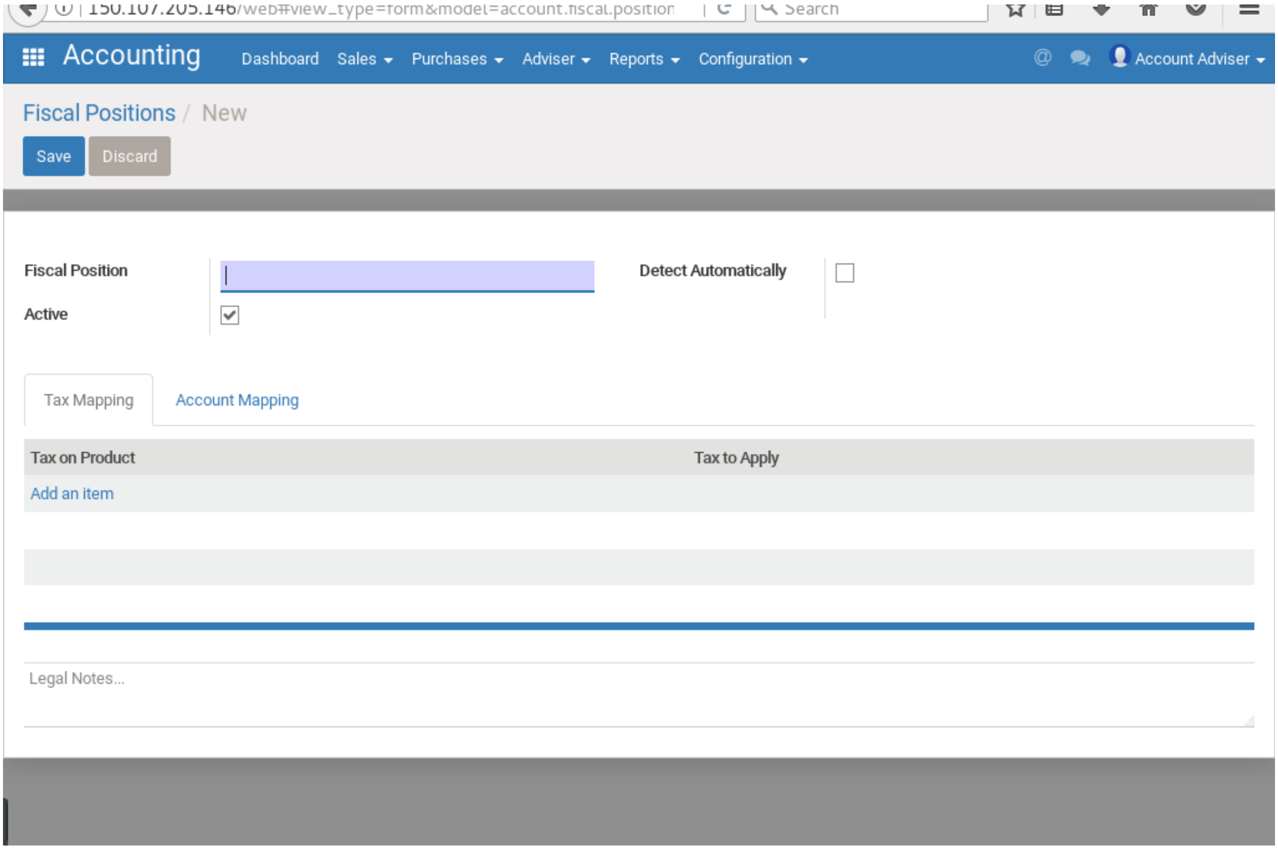

Figure: 2.23

step 1: Click on configuration menu bar.

Step 2: Click on fiscal position and click create.

Step 3: fill up the details and Save it.

Bank accounts

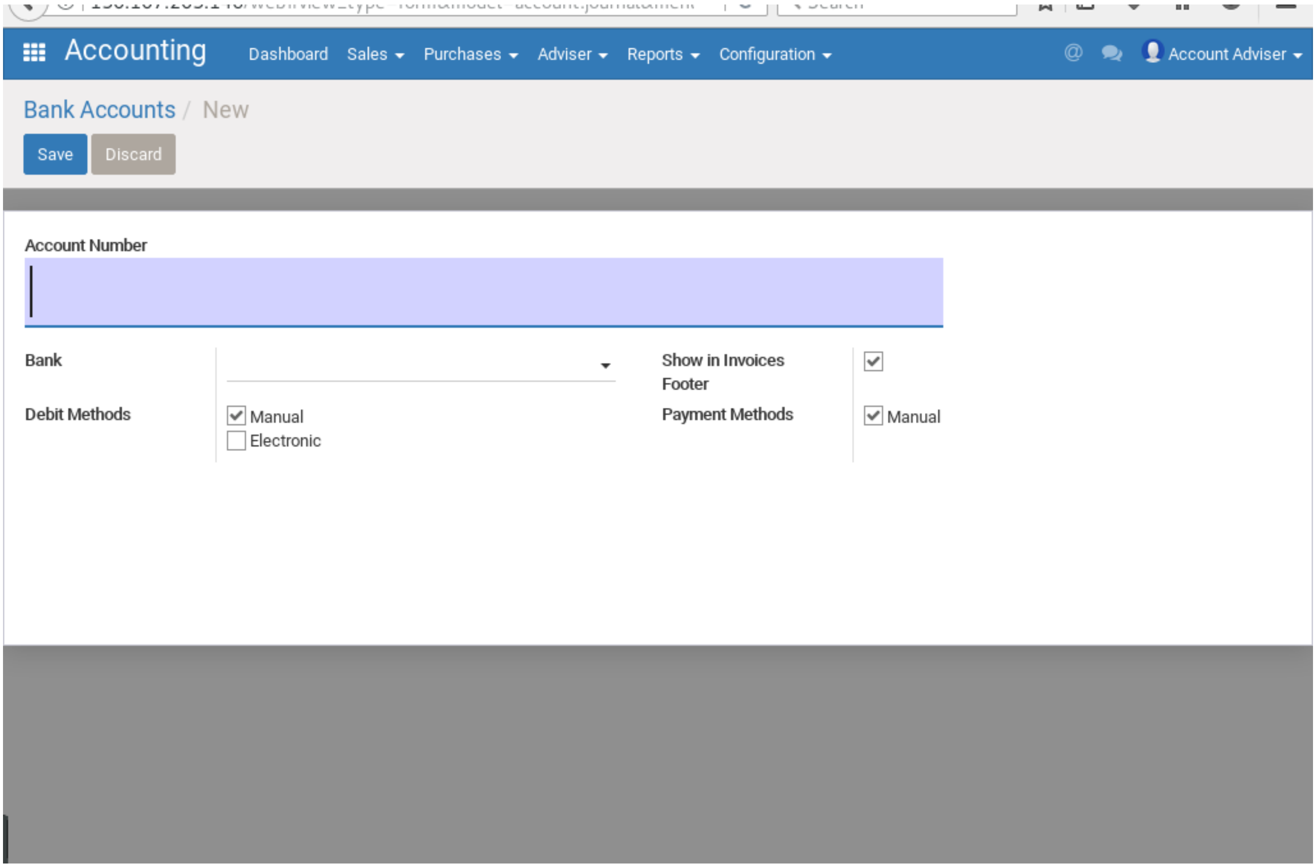

Figure: 2.24

Step 1: Click on configuration menu bar.

Step 2: Click on bank accounts and click create

Step 3: Enter your account number of selected bank.

Step 4: Click on save.

Journals

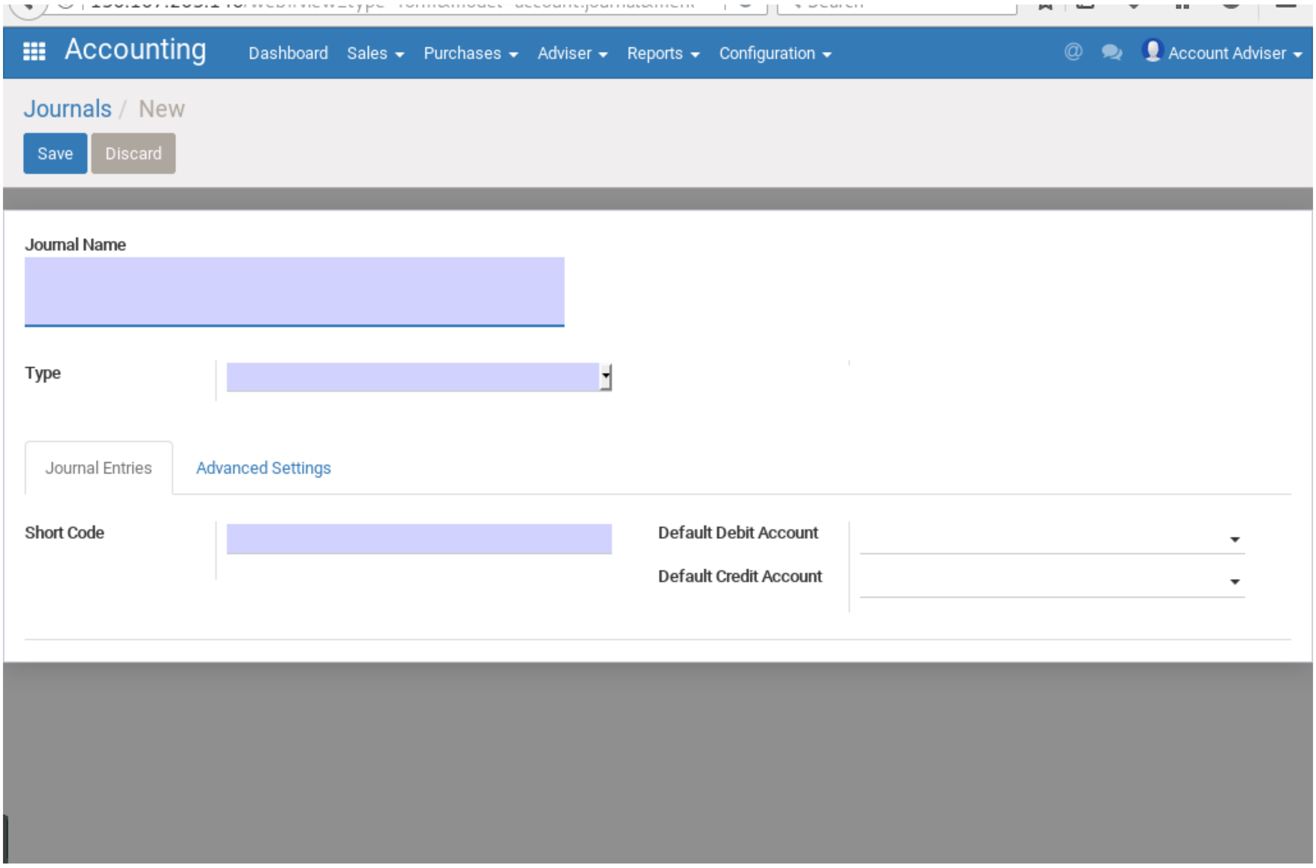

Figure: 2.25

Step 1: Click on configuration menu bar.

Step 2: Click on journal and click create.

step 3: Fill the details as journal name, type, code and defualt debit and credit accounts.

step 4: Click on save.

Payment Terms

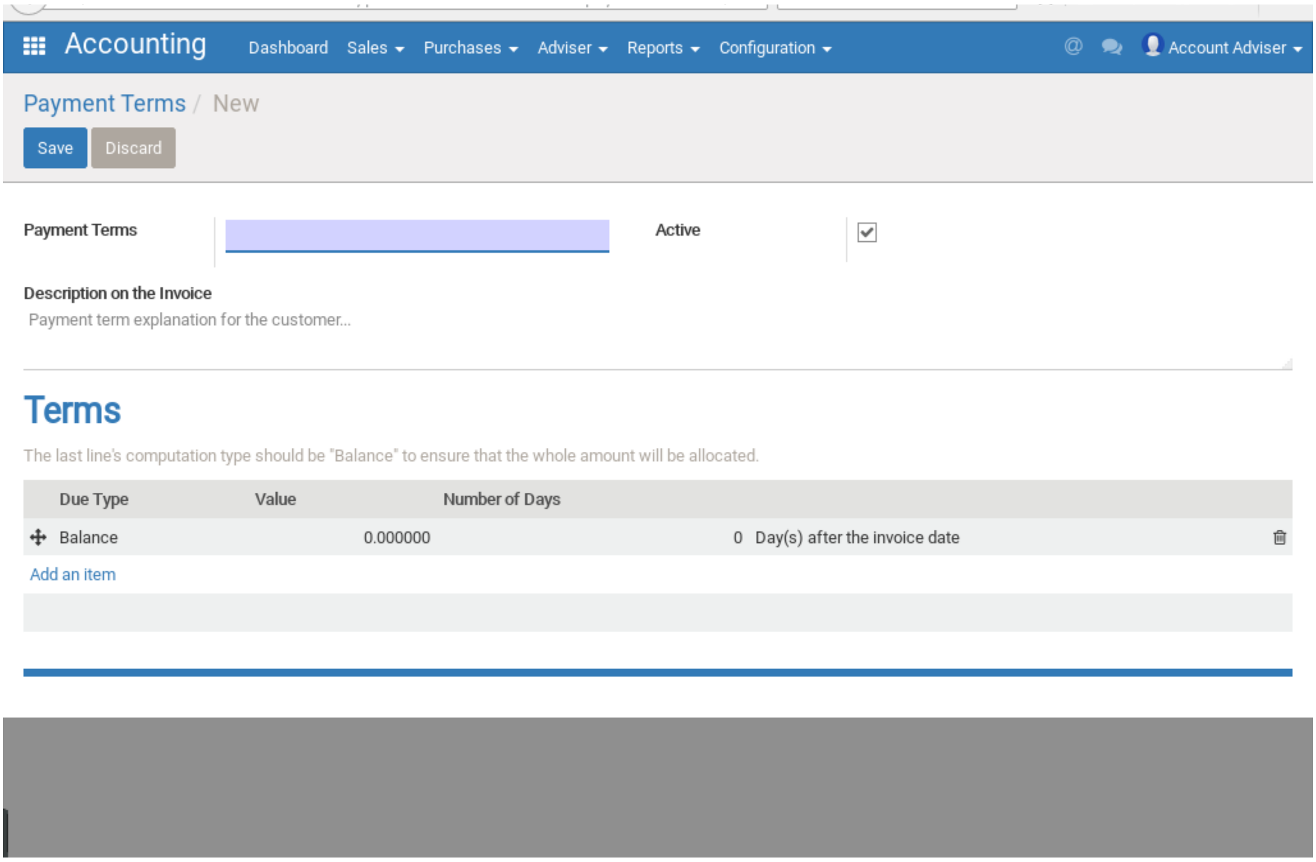

Figure: 2.26

Step 1: Click on configuration menu bar.

Step 2: Click on payments terms

(note: its for the payment term explanation for the customer)

Step 3: Click on save.

Financial Reports

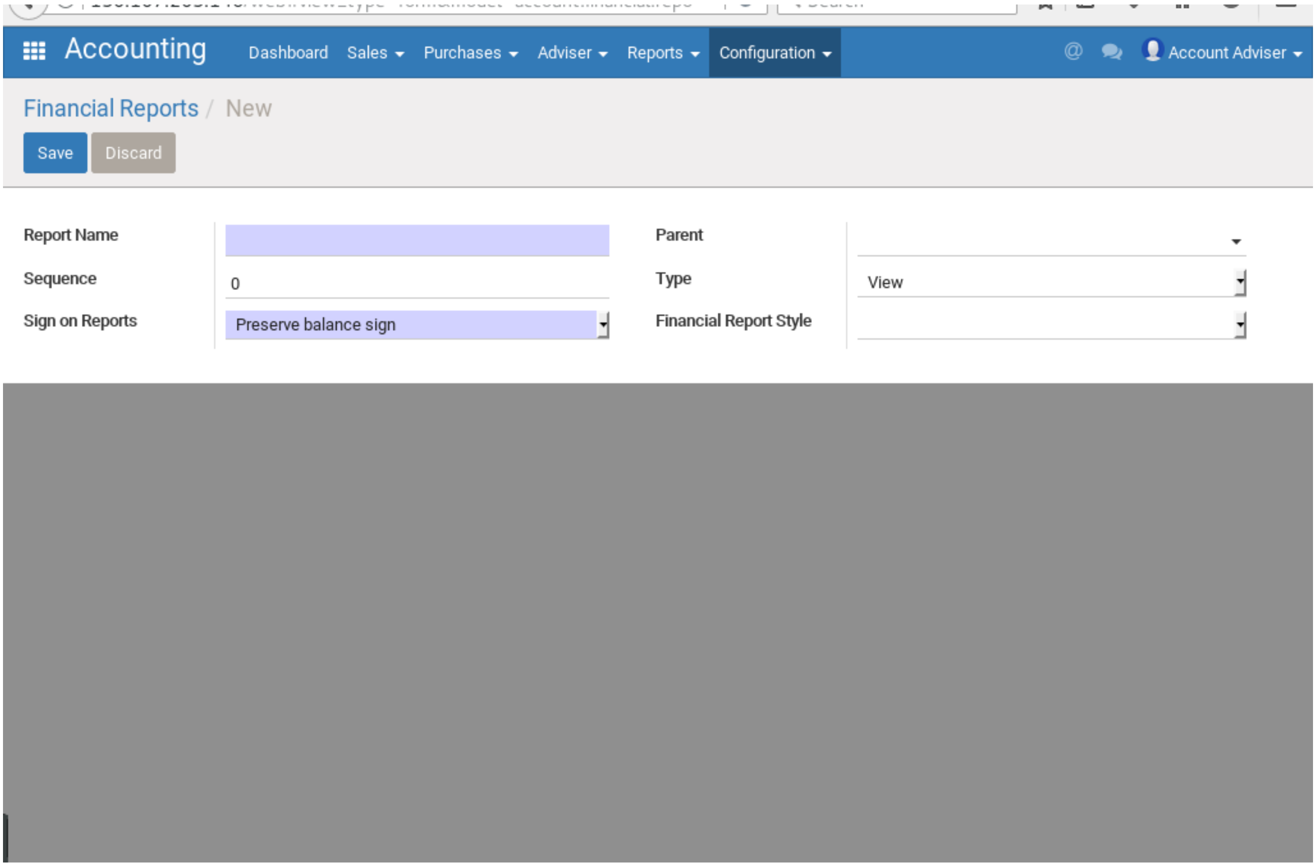

Figure: 2.27

step 1: Click on configuration menu bar.

Step 2: Click on account reports

step 3: Click on create and fill in the details

(note: we can also edit the created financial reports)

Step 4: Save it.

Account report hierarchy

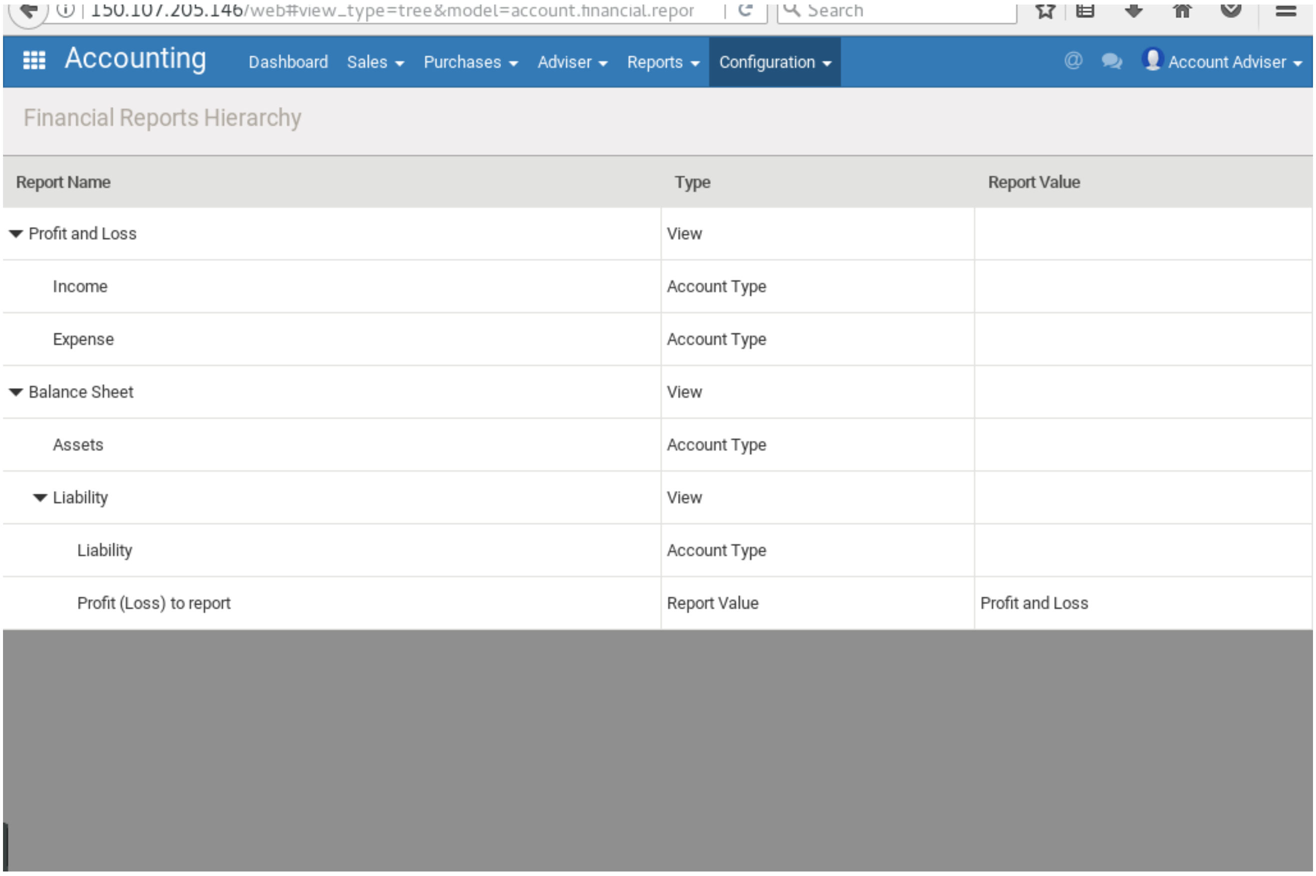

Figure: 2.28

step 1: Click on configuration menu bar.

Step 2: Click on account report hierarchy.

(note: we can see report value.)

Payments Acquirers

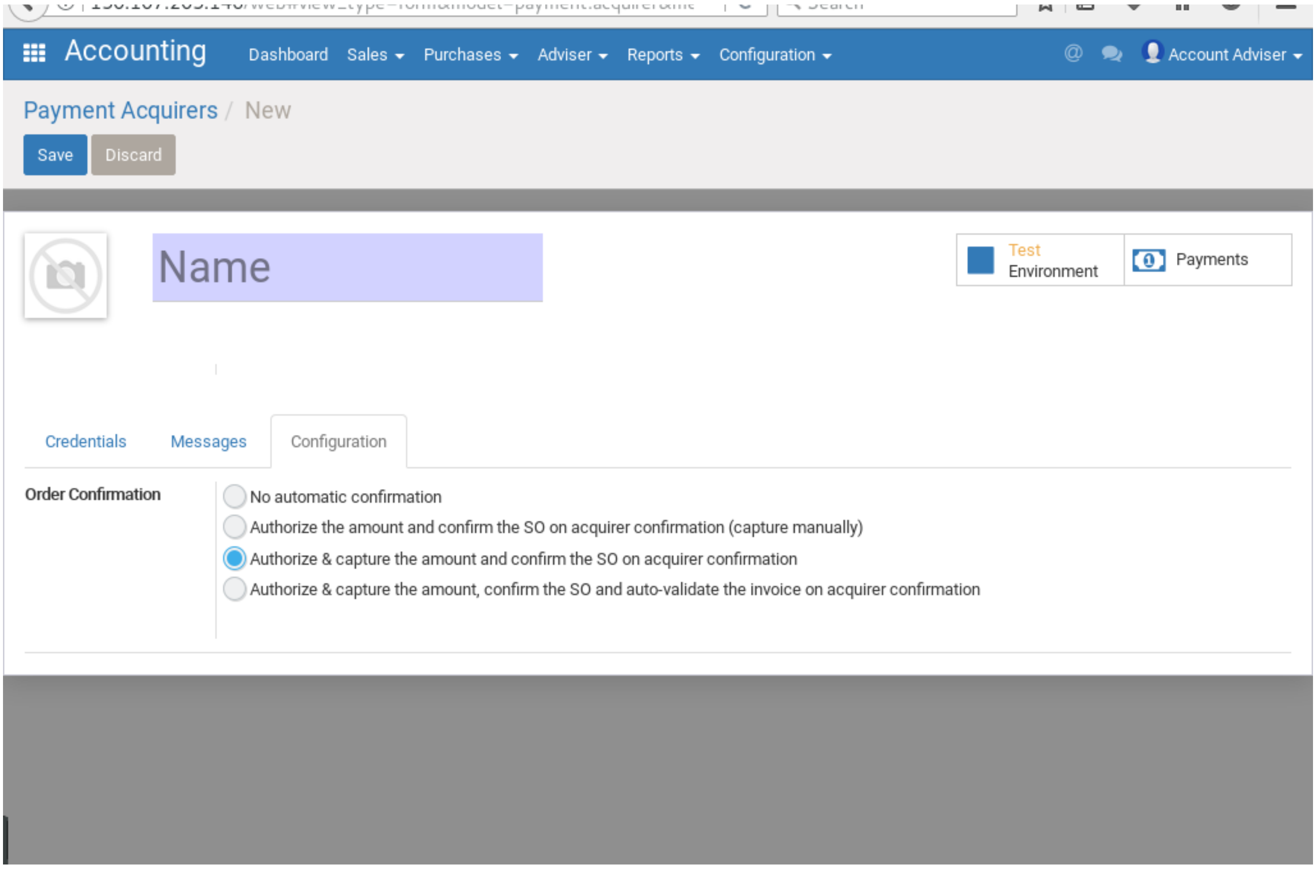

Figure: 2.29

step 1: click on configuration menu bar.

Step 2: click on payments acquires and click create

Payment transaction

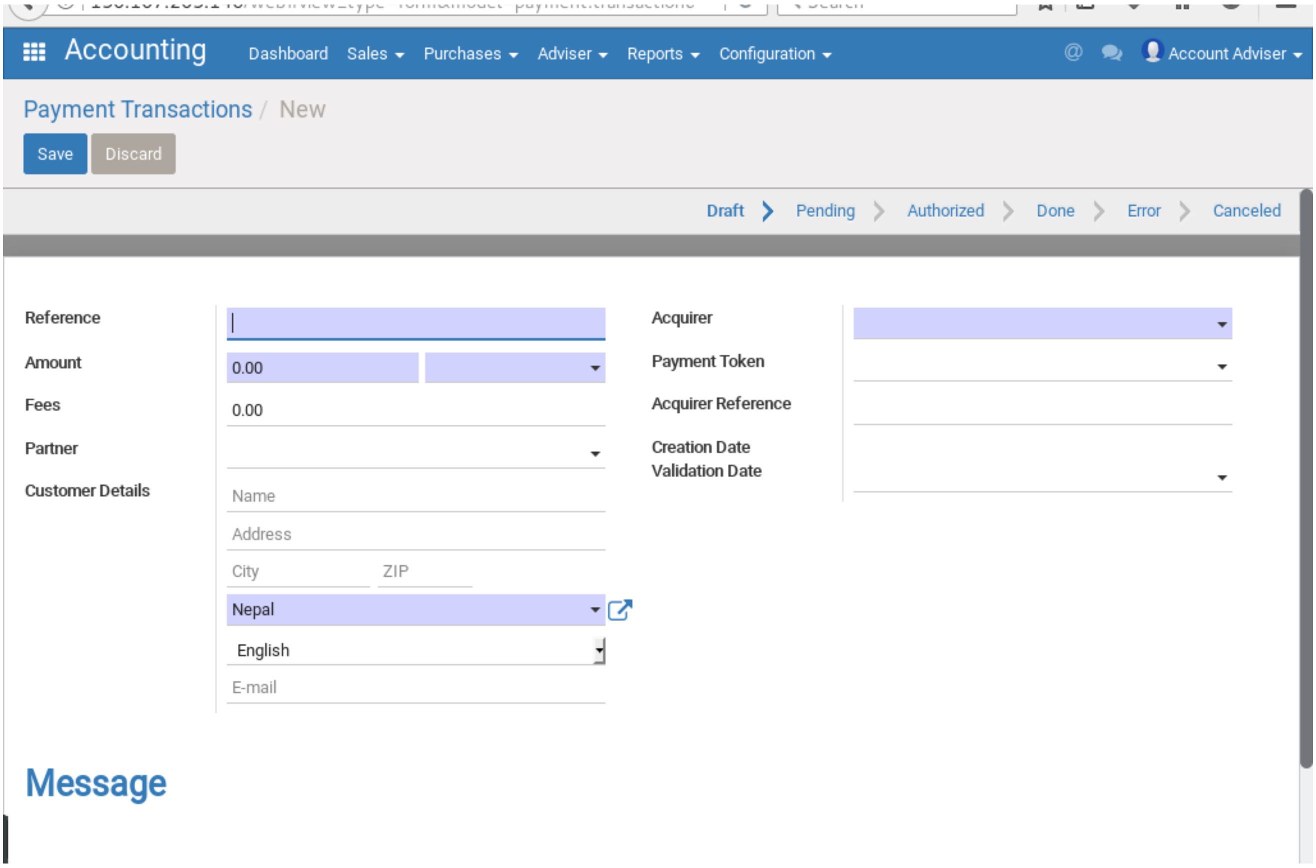

Figure: 2.30

Step 1: Click on configuration menu bar.

Step 2: Click on payment transaction and click create and fill the details.

Step 3: Save it.

USER: BILLING

SALES MENU

Customers Invoices

Customer invoice are document form seller to buyer. We can create customers by following the following steps:

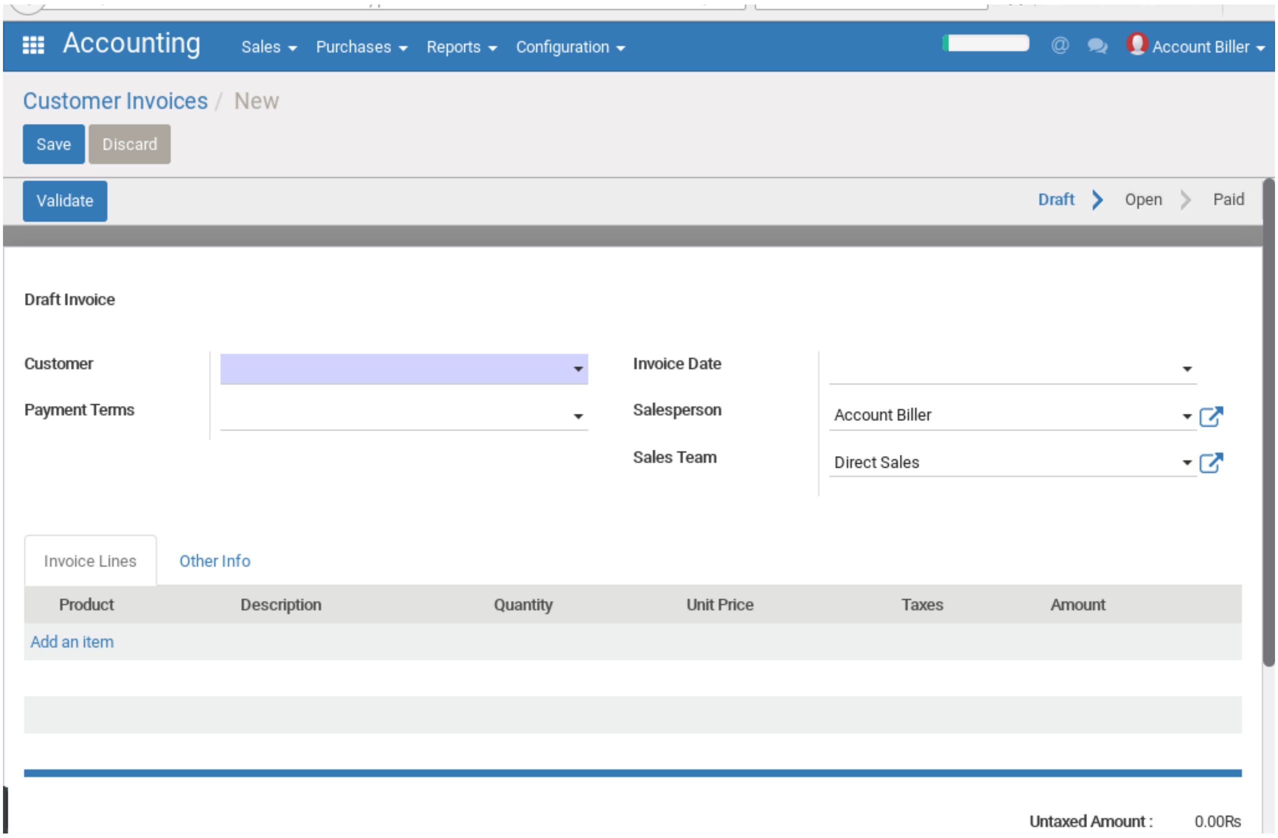

Figure: 3.1

Step 1: Click on **sales** Menu.

Step 2: Now click on **Customers Invoice.**

(note: you cannot add payments terms)

Customers

Customers are the parties who buy our products. We can create customers by following the following steps:

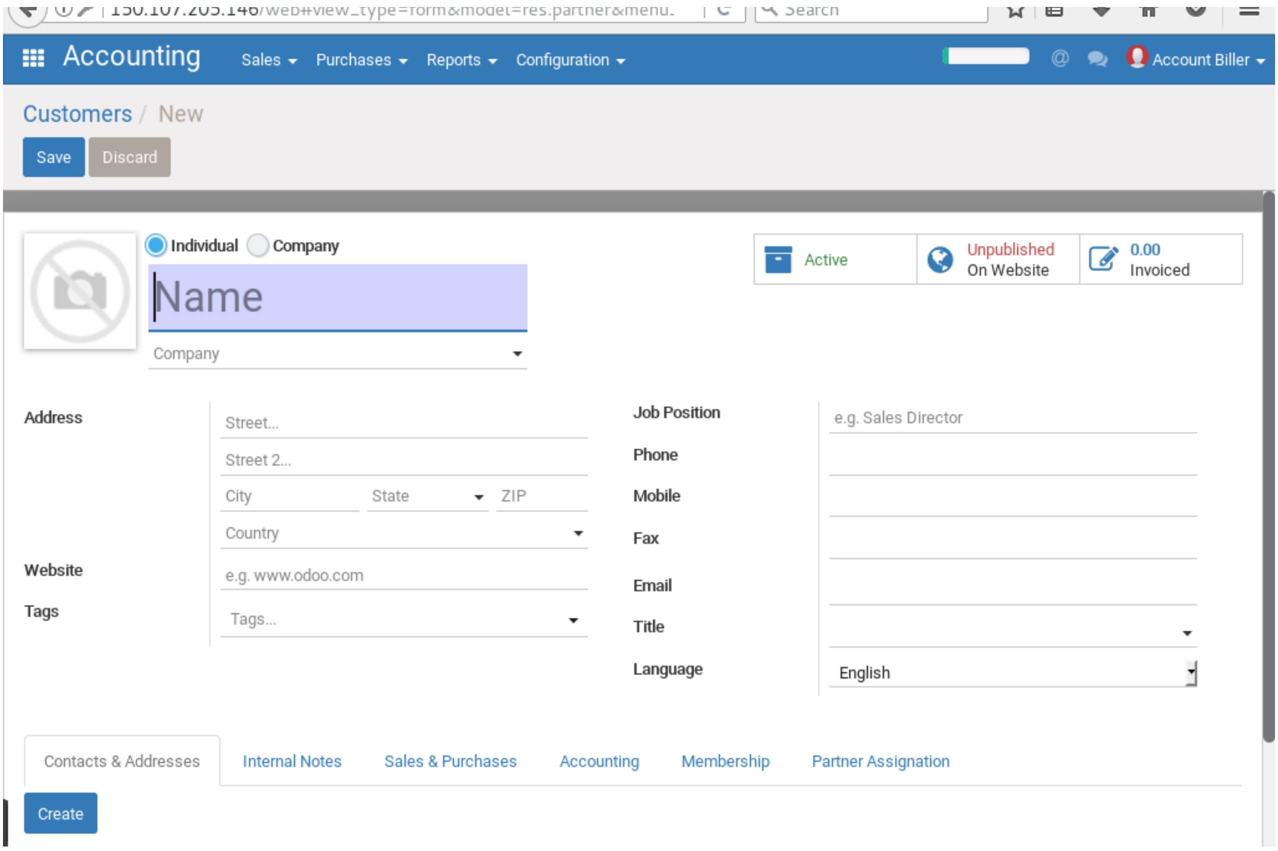

Figure: 3.2

Step 1: Click on **Sales** Menu.

Step 2: Now click on **Customers.**

Step 3: You will see a create Button. Now click on **Create.** Then you will see a form. Fill the form with details about the customers and save it.

Sellable Products

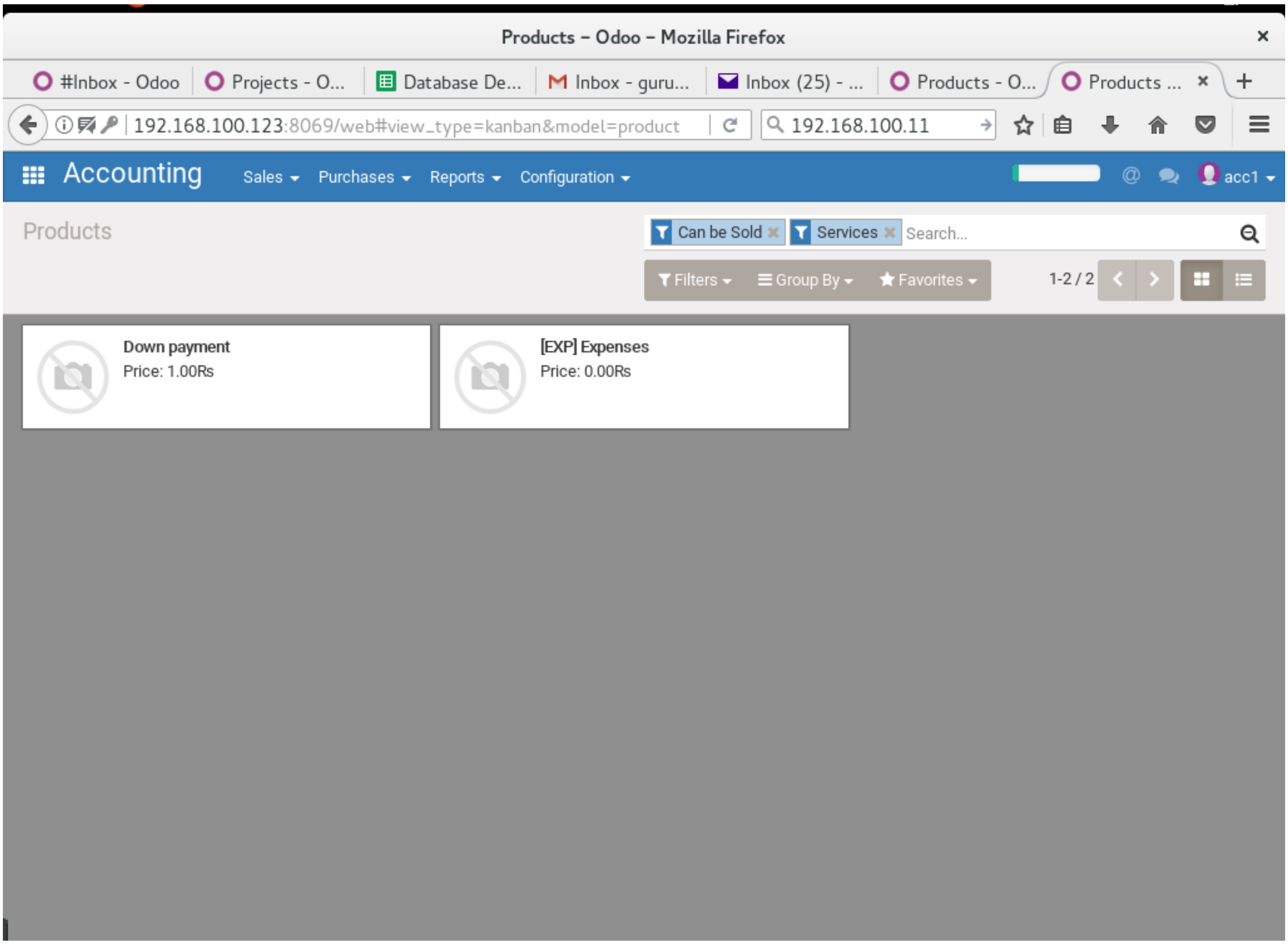

Figure: 3.3

Products are the things we sell to the customers. But you cannot can add a new product.

You can view(abstract) it. Account Biller can only create the invoice for the created products.

PURCHASES MENU

VENDOR BILLS

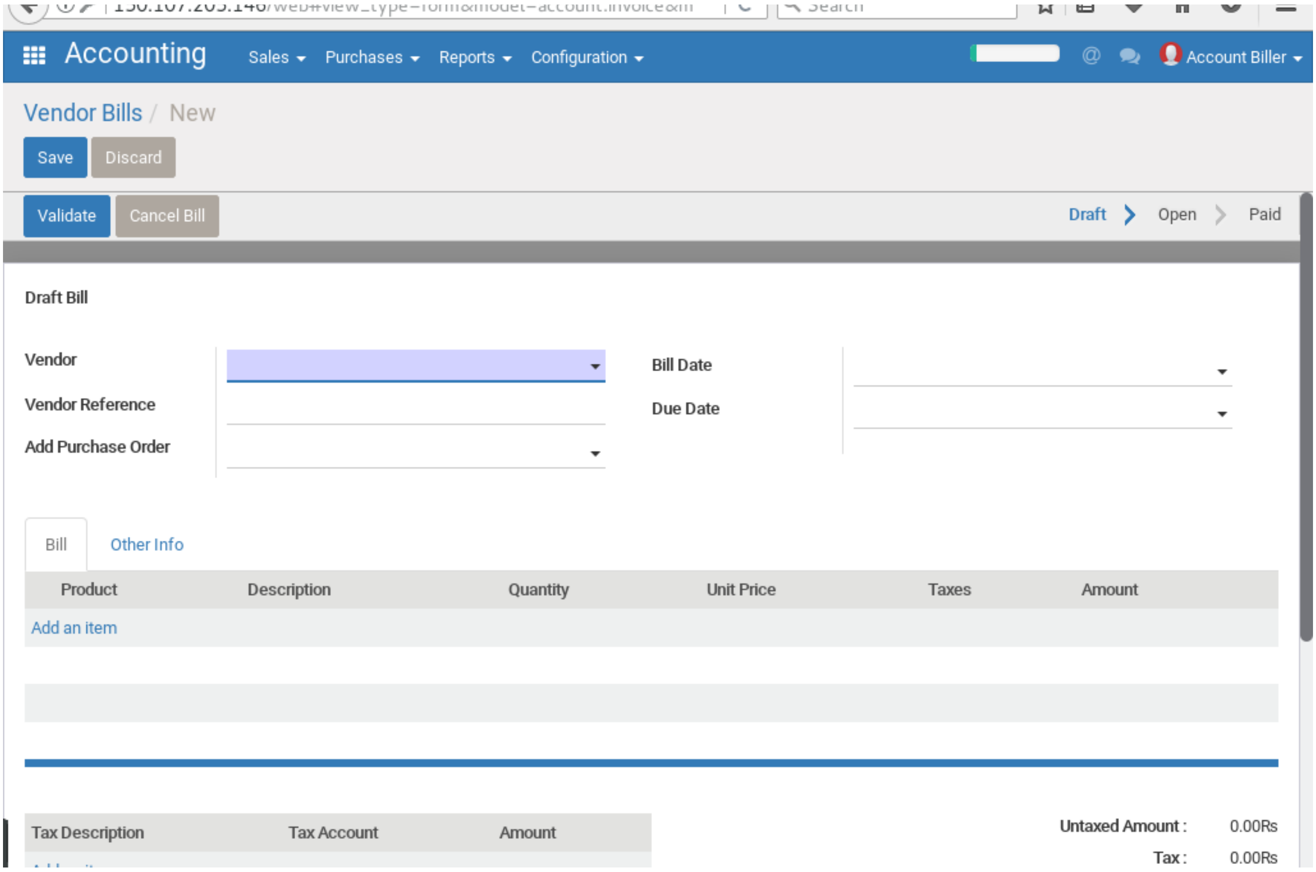

Figure: 3.4

step 1: click on purchase menu and click vendor bills

step 2: click create and fill up the vendors details and purchase order.

Step 3: click on validate it and save it.

VENDORS

Vendors are those who supplies us products.

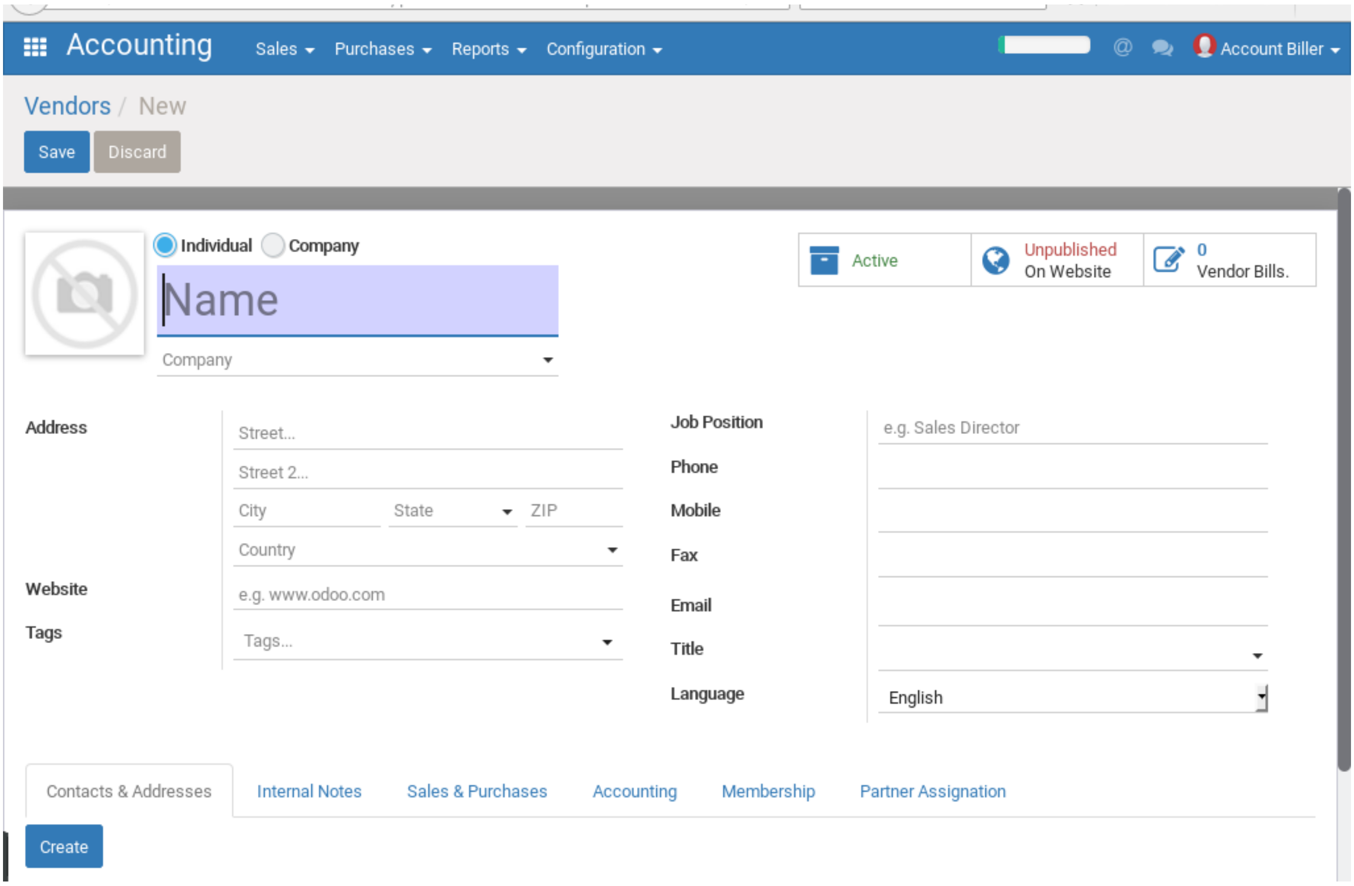

Figure: 3.5

Step 1: click on purchase menu and click vendors

Step 2: click on create and fill up the vendors details.

Step 3: Now click on save

Purchasable Products

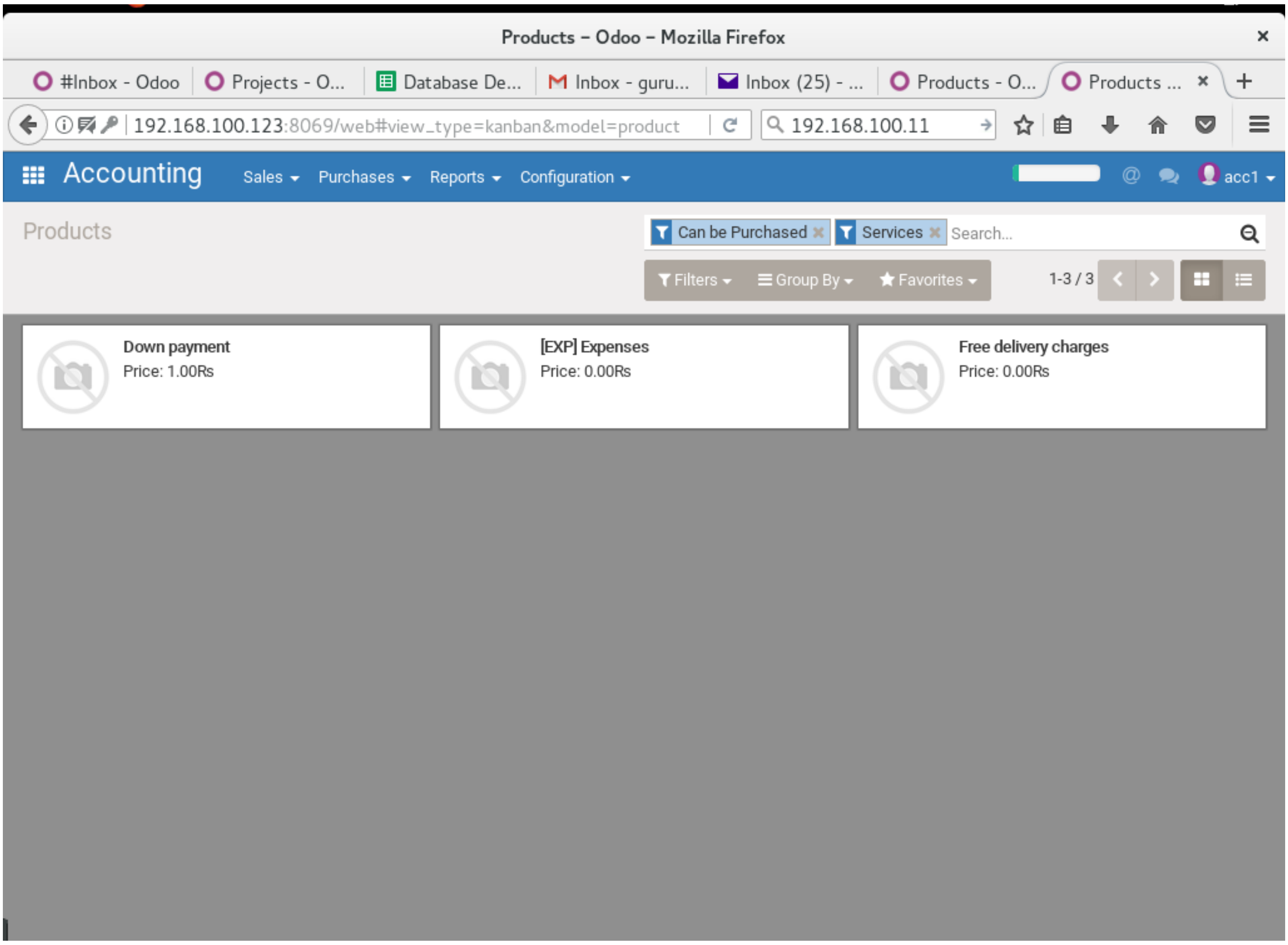

Figure: 3.6

Those Products which can be brought. You cannot add a new product.

You can view(abstract) it.
(note: you can only buy created producted)

REPORTS MENU

Invoices

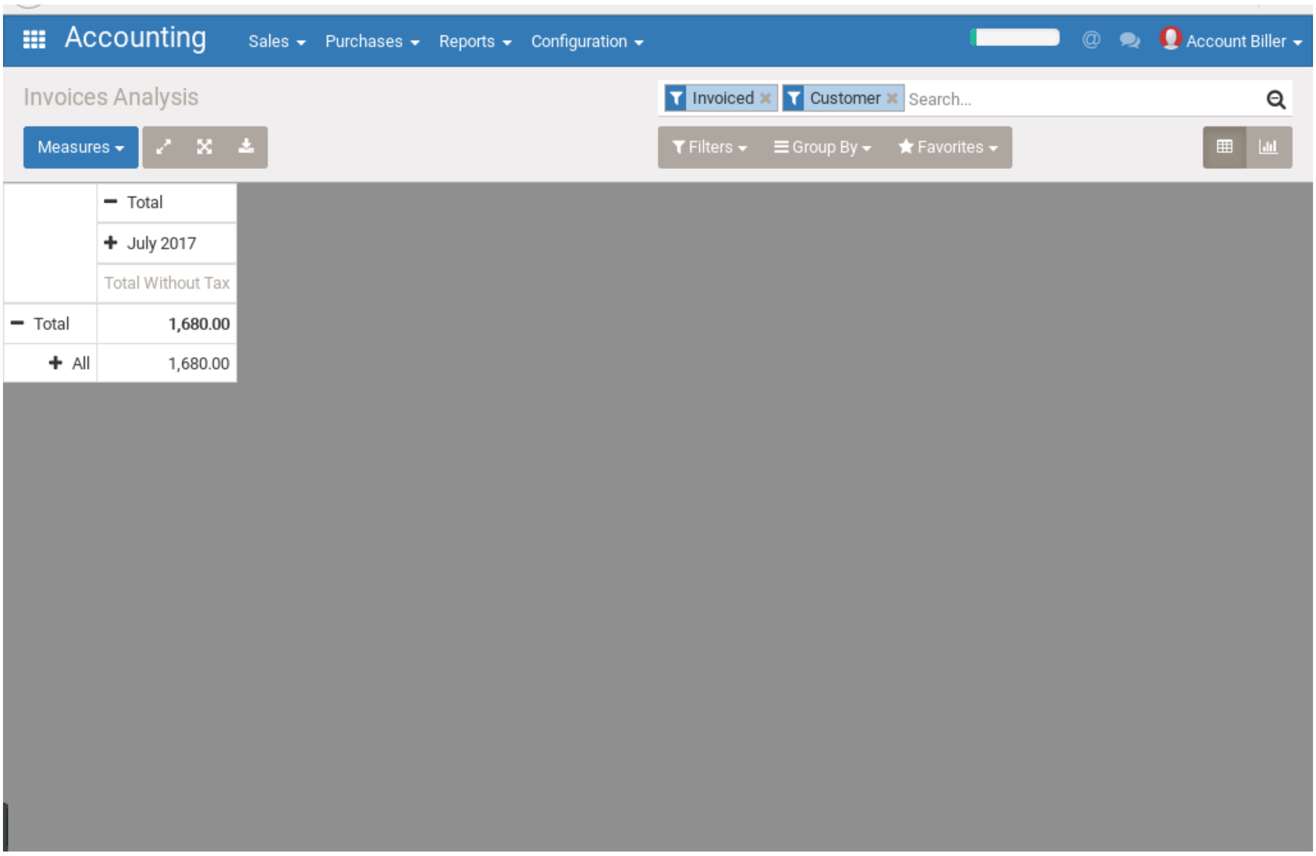

Figure: 3.7

step 1: click on report menu

step 2: click on invoice

(note: you can only measure the invoice)

Configuration Menu

Taxes

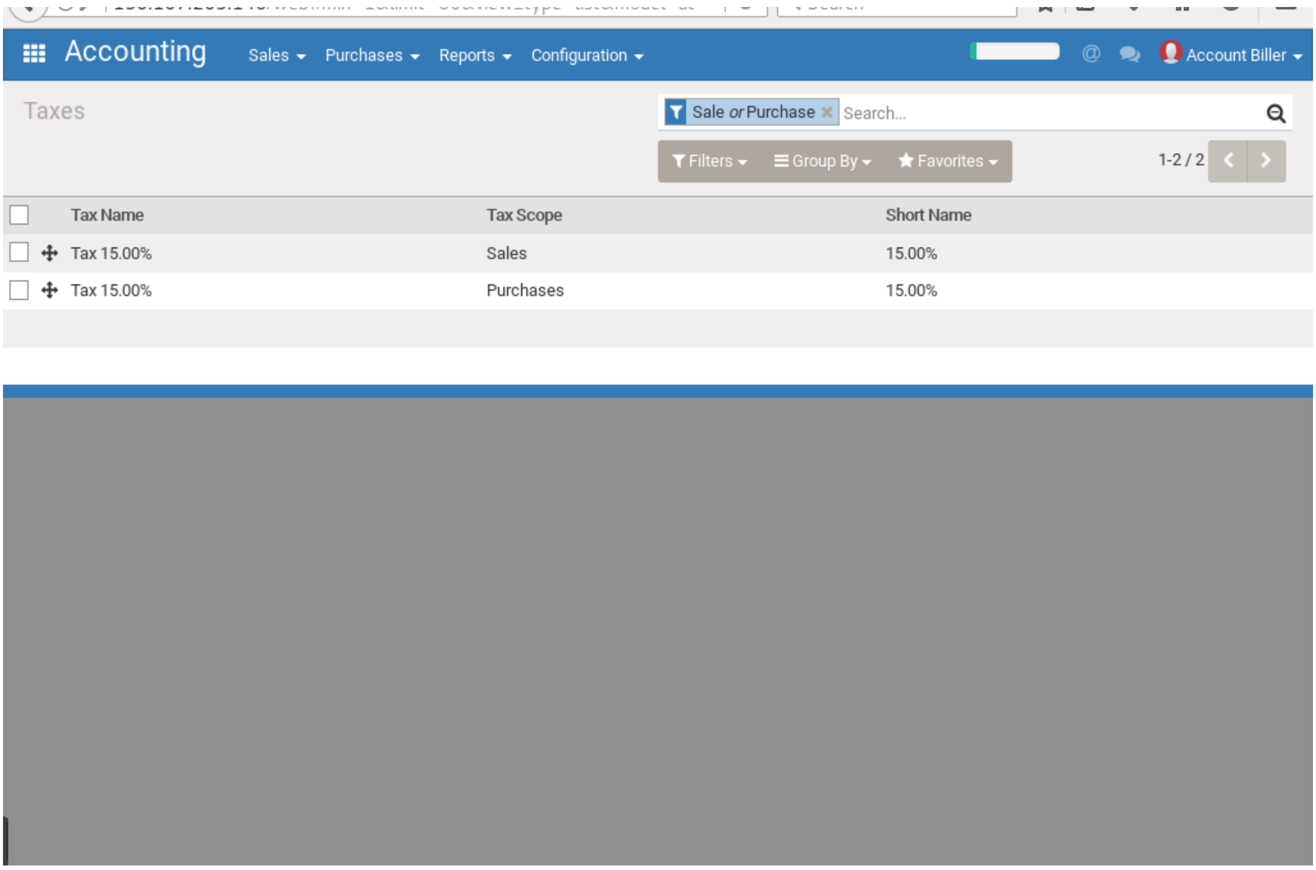

Figure: 3.8

step 1: click on configuration menu

step 2: click on taxes

(note: you cannot do tax adjustment)

You can view any existing one.

Fiscal Position

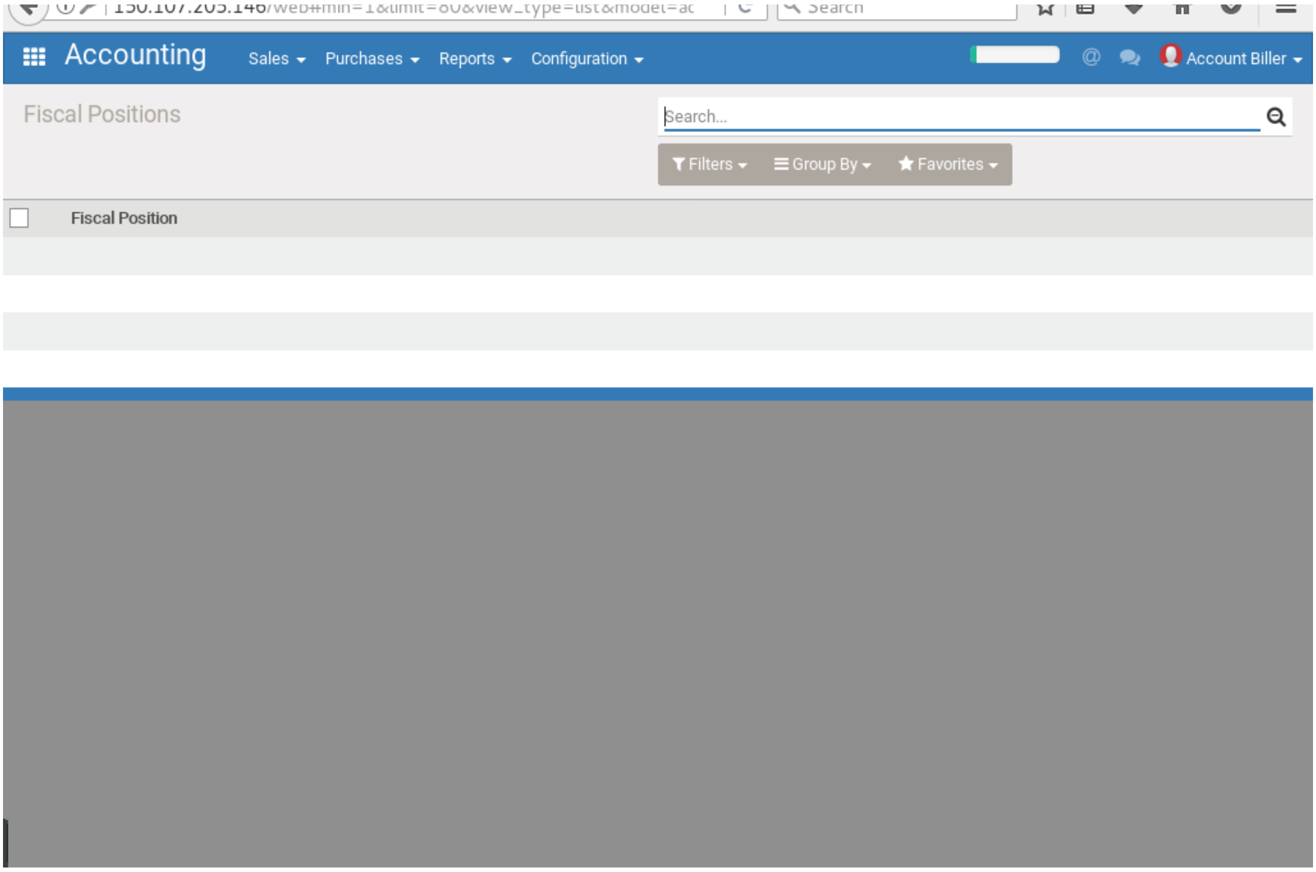

Figure: 3.9

(note: you cannot create fiscal position)

You can only View it.

Payments Acquirers

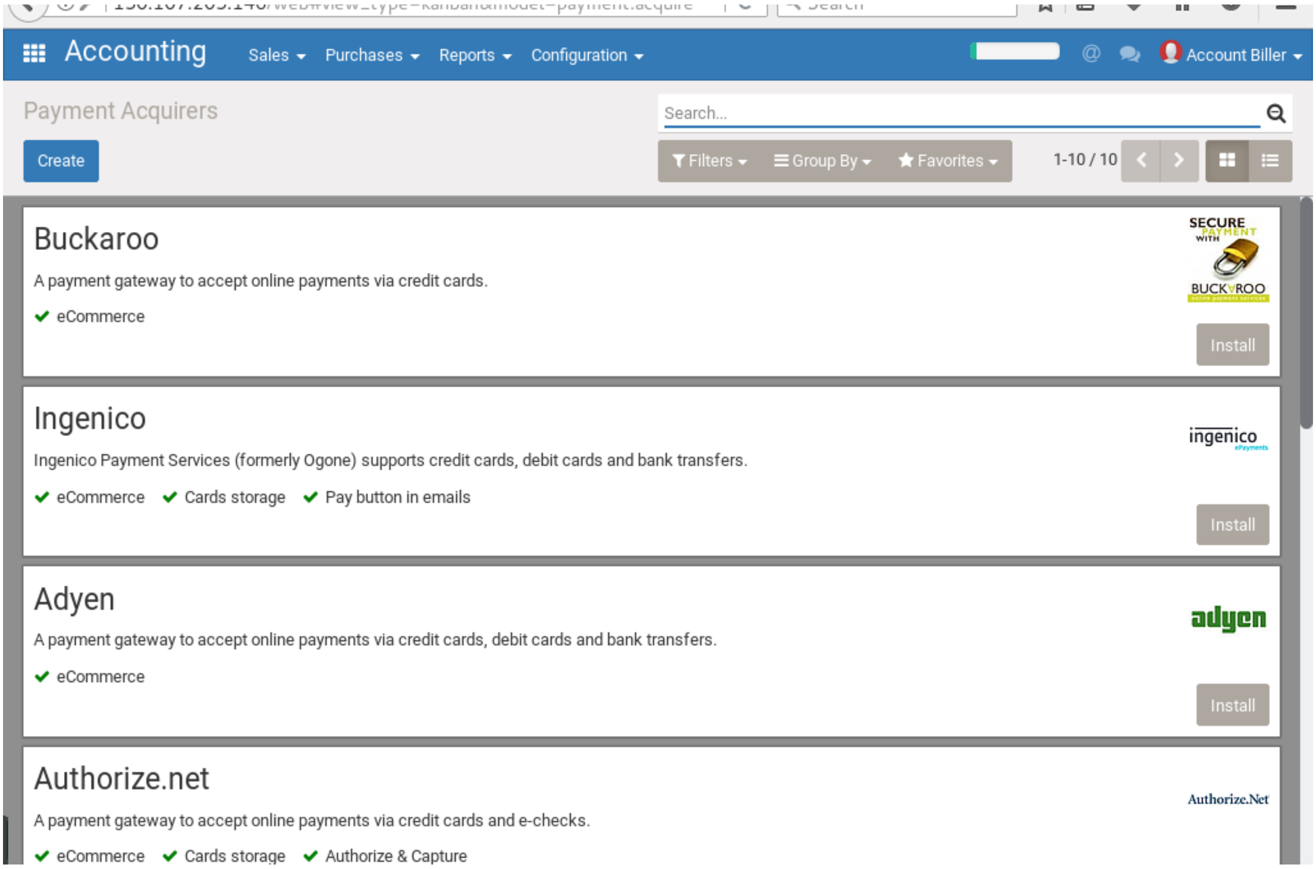

Figure: 3.10

step 1: Click on configuration menu bar.

Step 2: Click on payments acquires and Click Create.

Step 3: Fill in the form and save it.

Payment Transactions

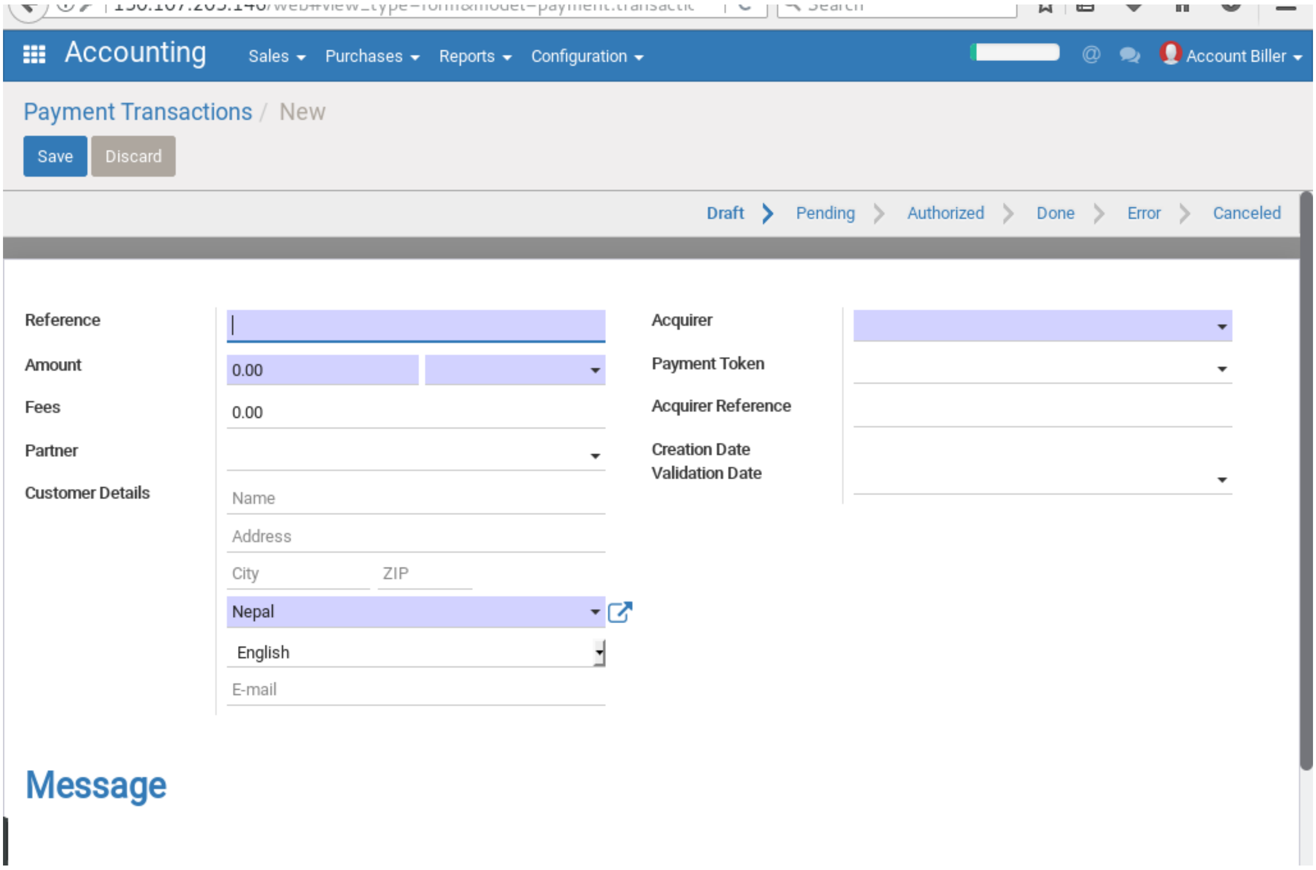

Figure: 3.11

Step 1: click on configuration menu bar.

Step 2: click on payment transaction and click create and fill the details.

Step 3: Save it.

USER: ACCOUNTANT

DASHBOARD

After You're logged in, the first menu screen that a User will see after selecting Account module is Dashboard.

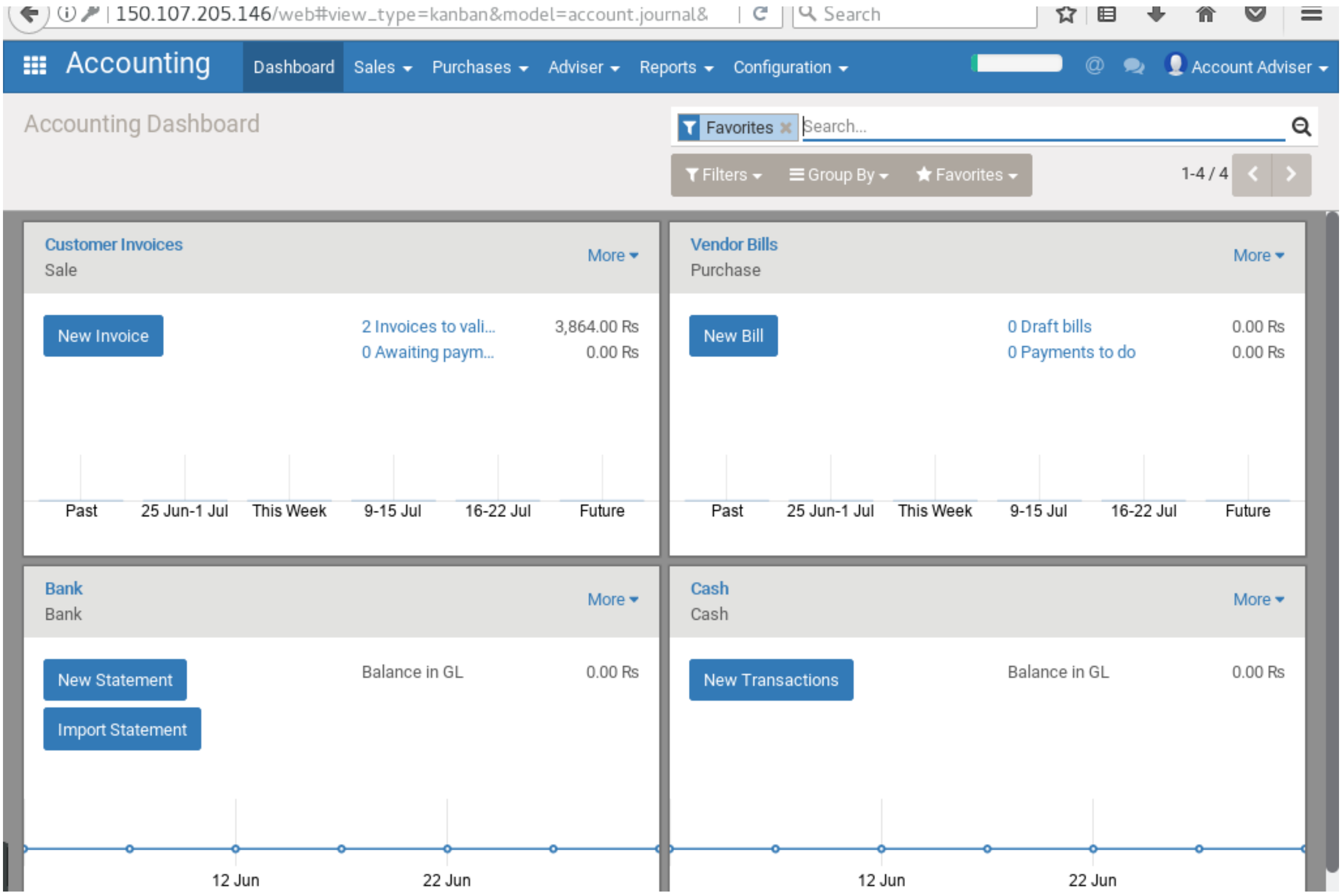

Figure: 4.1

SALES MENU

Customer Invoices

Customer invoice are document form seller to buyer. We can create customers by following the following steps:

Step 1: Click on **sales** Menu.

Step 2: Now click on **Customers Invoice.**

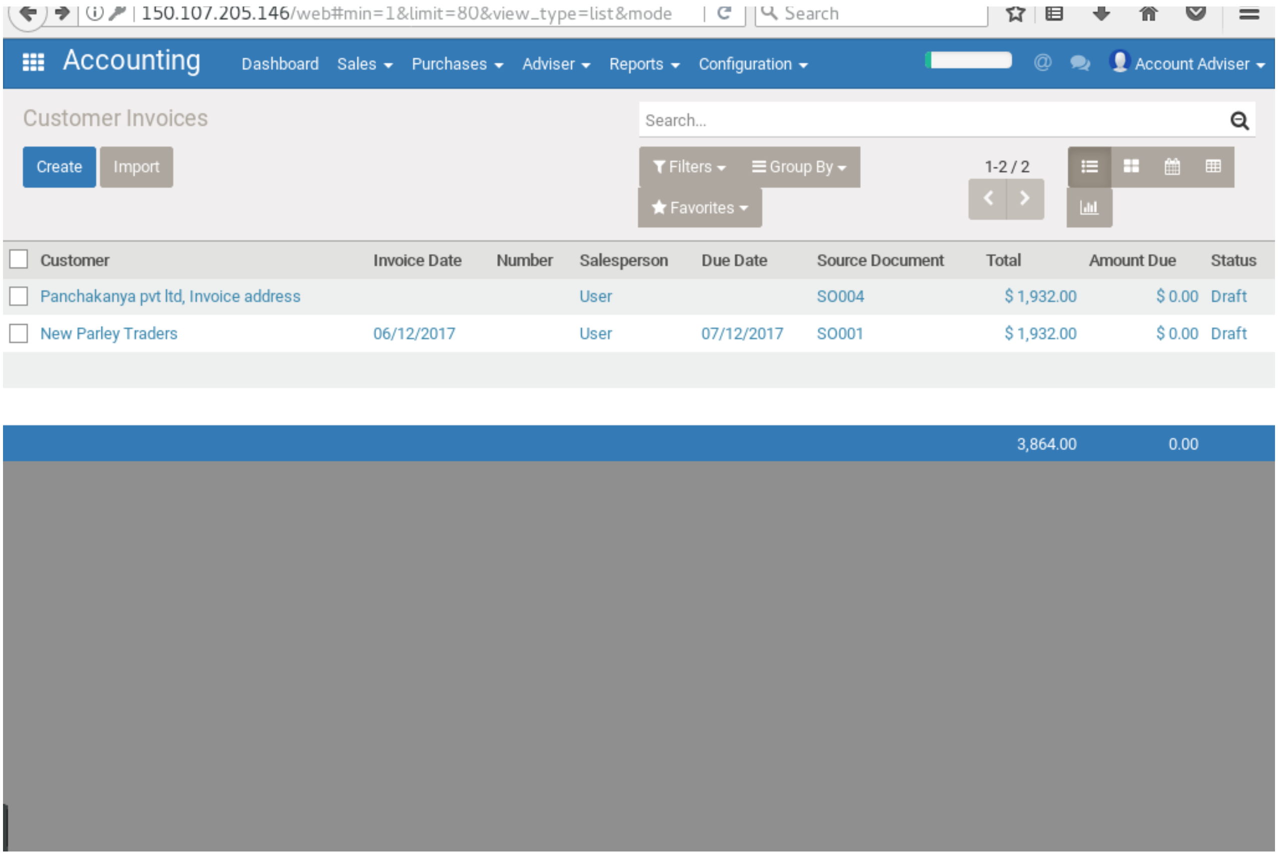

Figure: 4.2

Step 3: You will see a create Button. Now click on **Create.** Then you will see a form. Fill the form with details about the customers and their orders.

[Note: You can add payment terms, invoice date, sales person and sales Team.]

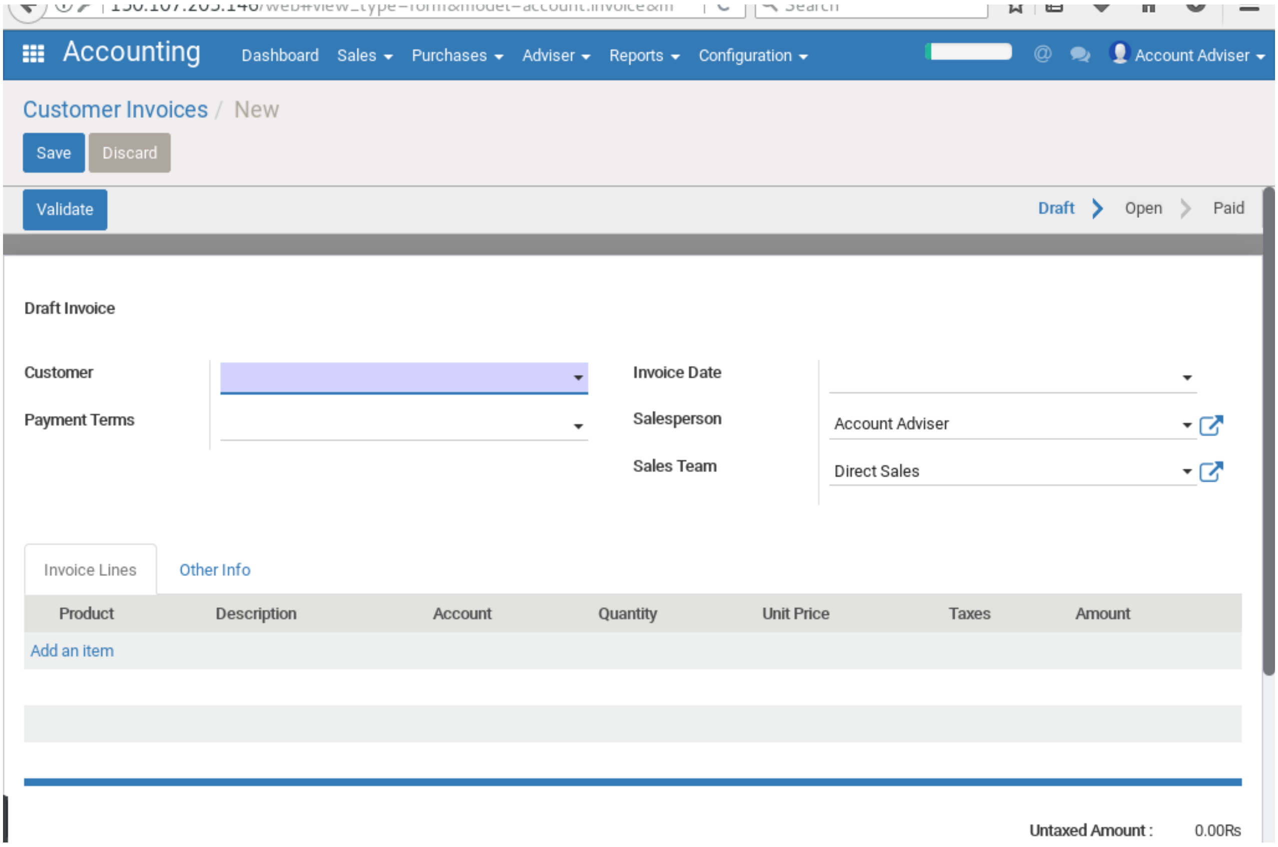

Figure: 4.3

Step 4: Now click on **save** button to save the information about the customer invoices.

Step 5: Saved invoices can also be validated, just click on the specific invoice, and after you're in the invoice page, click on 'Validate'.

Payments

Payments can also be created and has option of payment type, payment date, memo payment transaction, payment journal and payment amount.

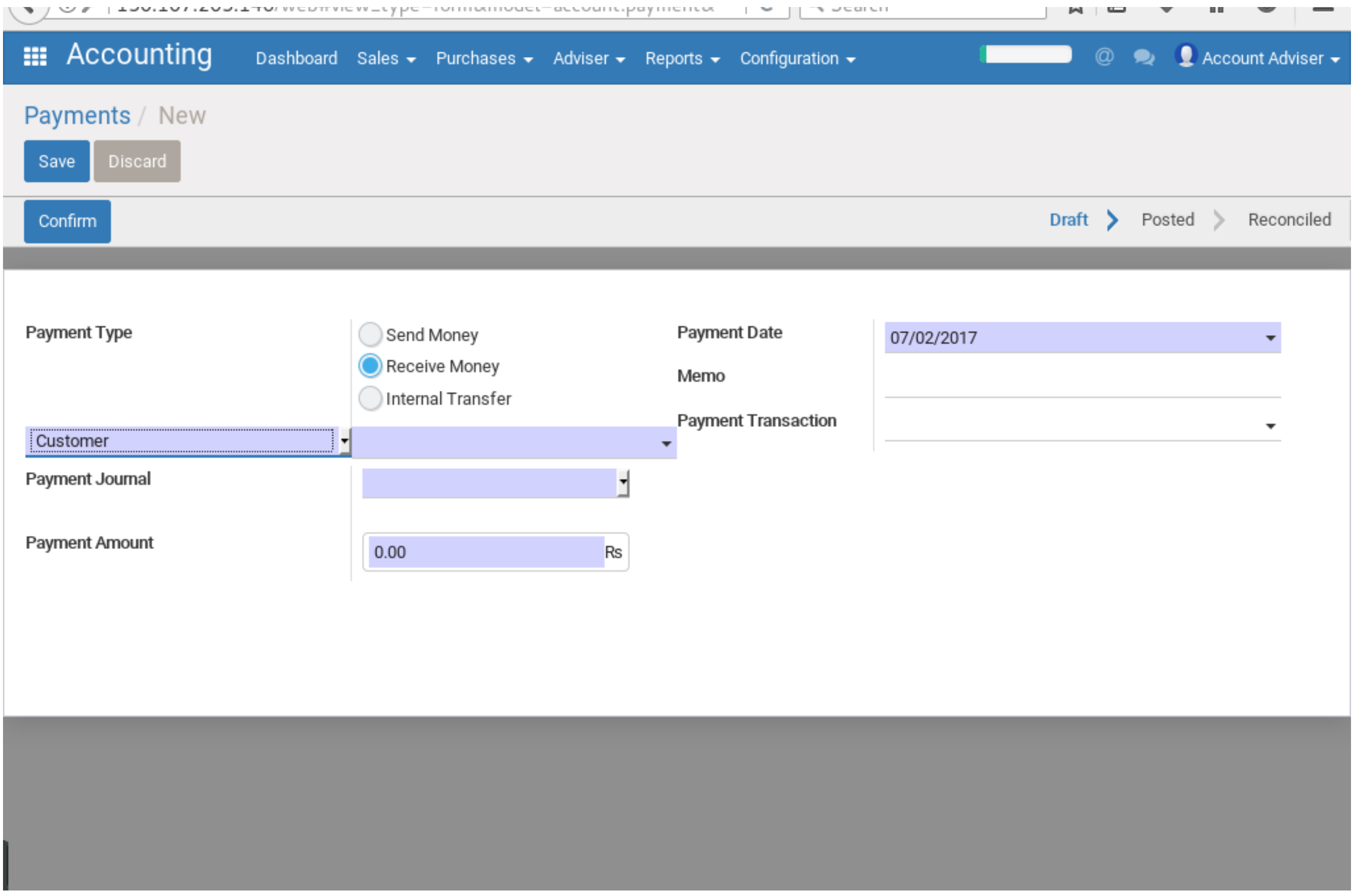

Figure: 4.4

Step 1: Click on Payment on sales menu.

Step 2: Now click on create payment and fill the required forms.
(note: specially you have to register the payment after the sales of the product.)

Step 3: Saved Payments can also be confirmed by the Account Adviser.

Customers

Customers are those who buys our products. They can be created and edited.

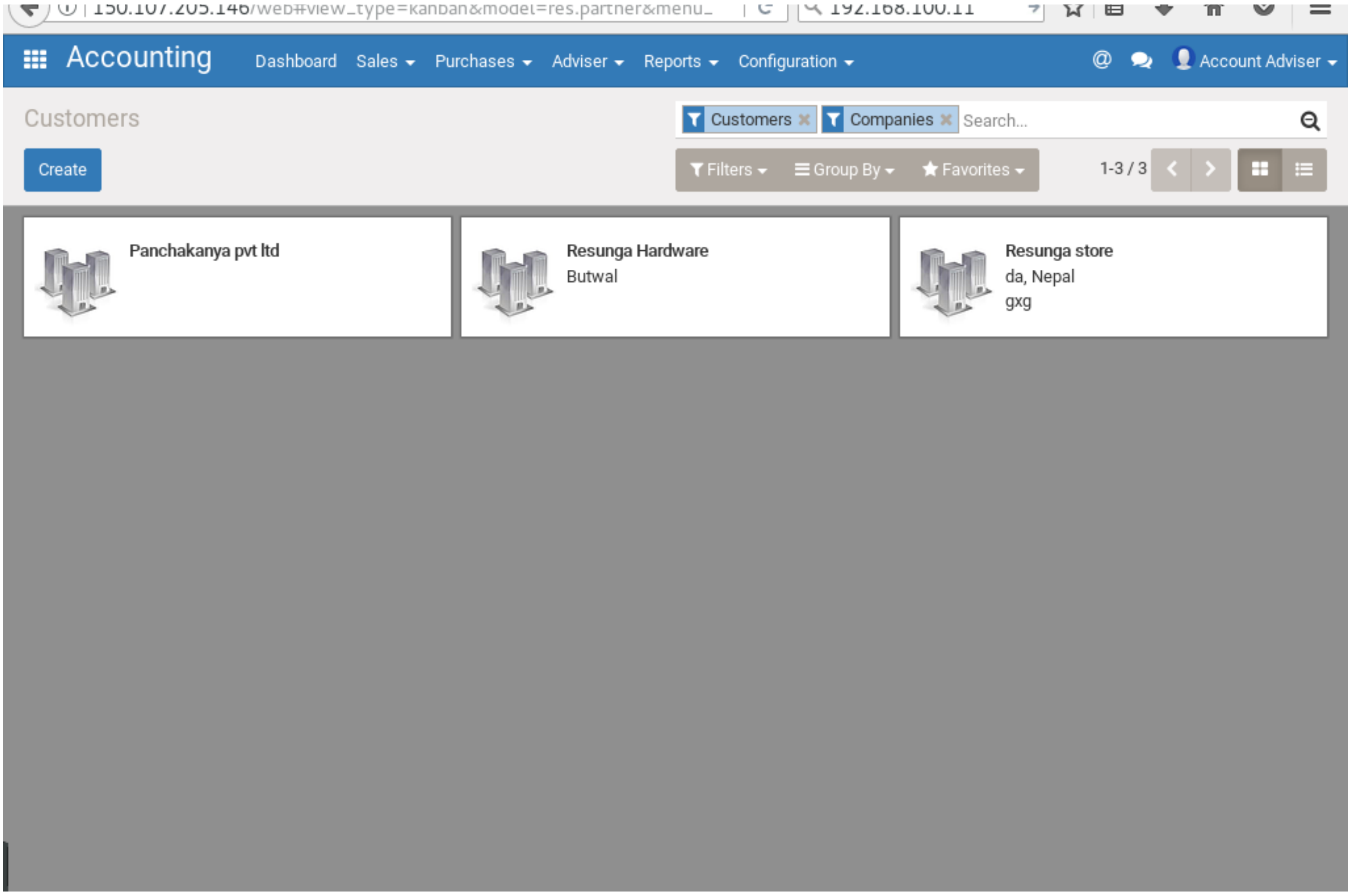

Figure: 4.5

Step 1: Click on Customers on sales menu.

Step 2: Click on create and fill up the customers details.

Step 3: Now click on save

(Note: Normally, customers are created on Sales Module. This additional feature of Account only provides us to create customers by the Account Department.)

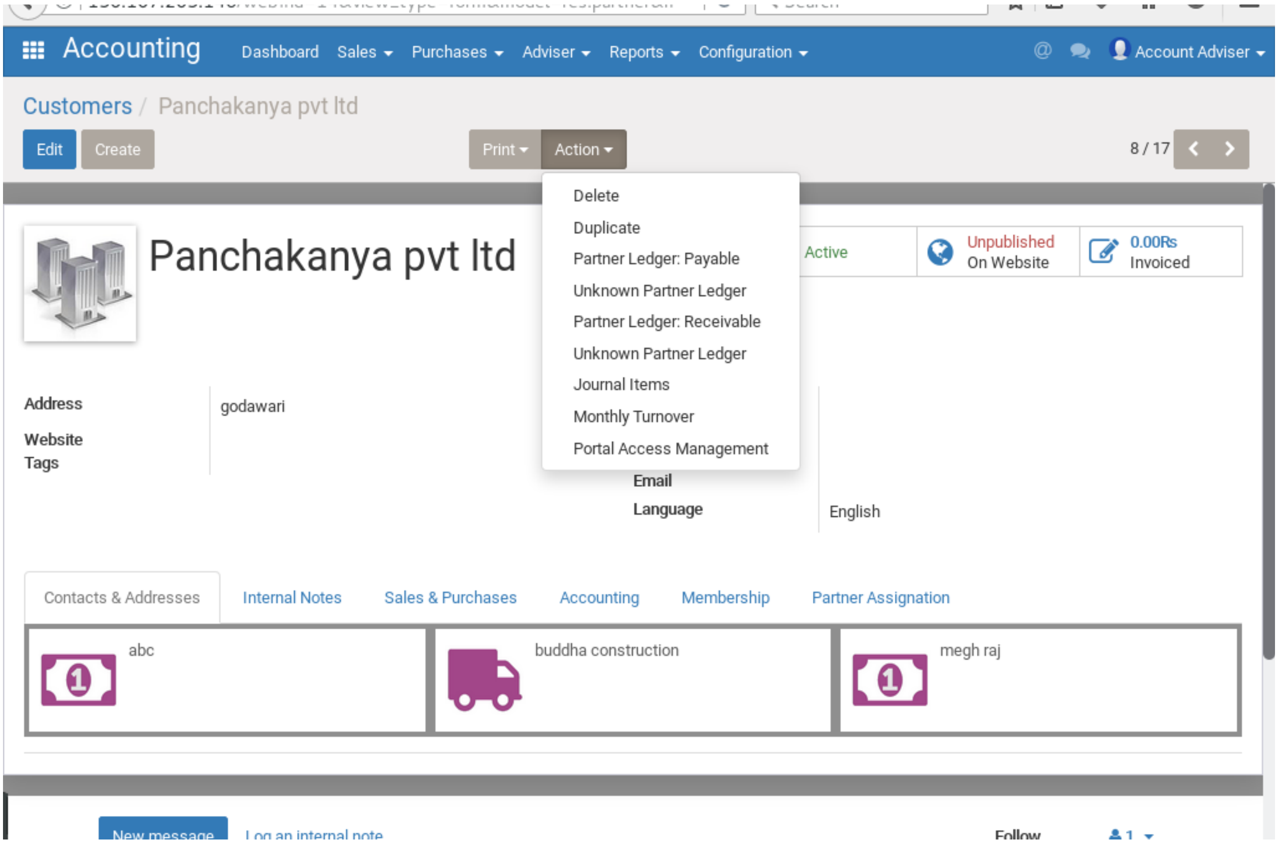

Figure: 4.6

Certain Actions on Customers can also be executed, through customer's page.

Sellable Products

Sellable products are the end products, which we either manufacture or buy to later sell it to our customers.

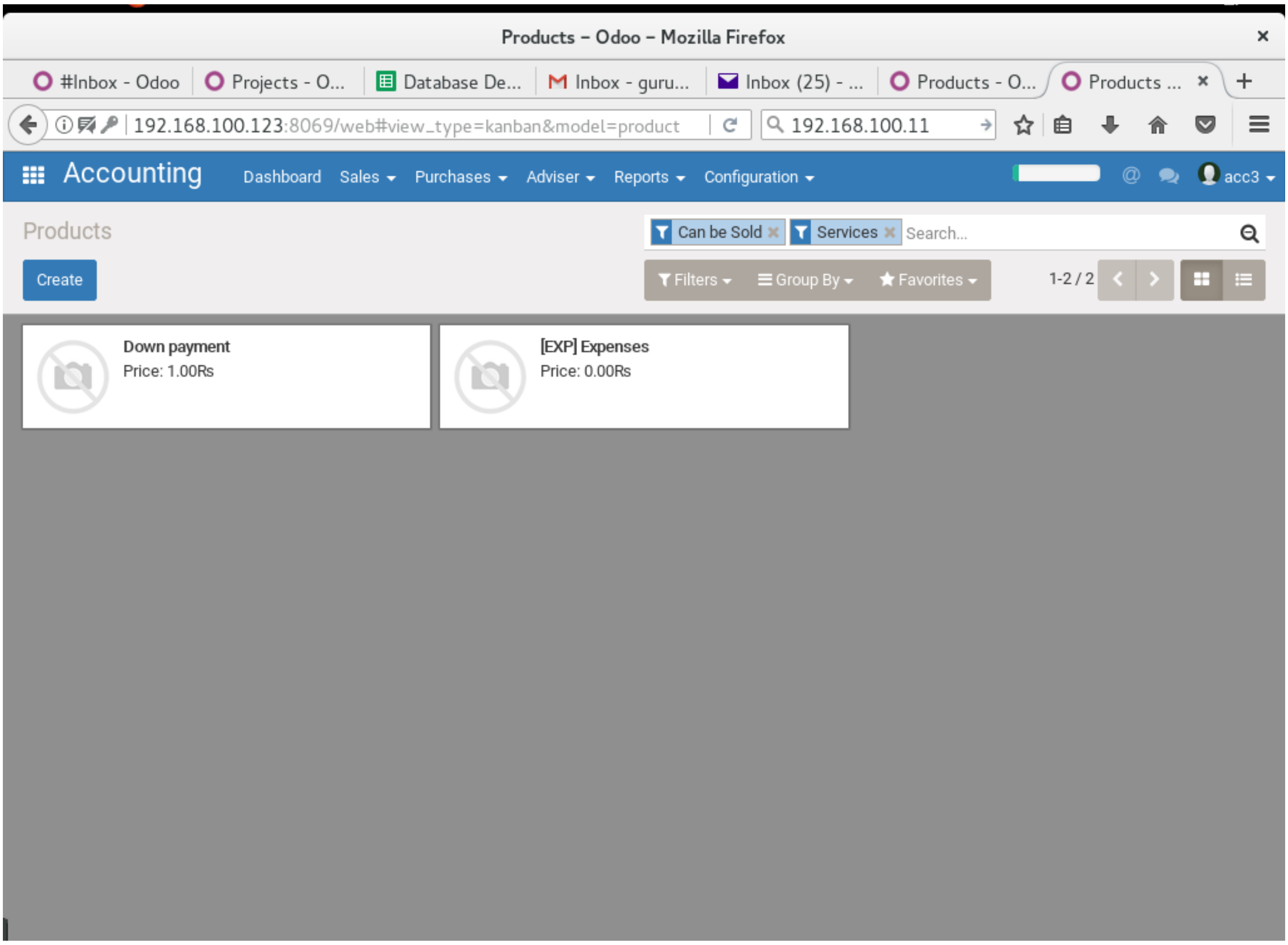

Figure: 4.7

Step 1: Click on Sellable Products on sales menu.

Step 2: Click on Create and fill up the Product's name.

Step 3: Now click on save, it will pop up a warning message but will create the product anyways.

(Note: Normally, products are created on Sales Module. This additional feature of Account only provides us to create products by the Account Department)

PURCHASES MENU

VENDOR BILLS

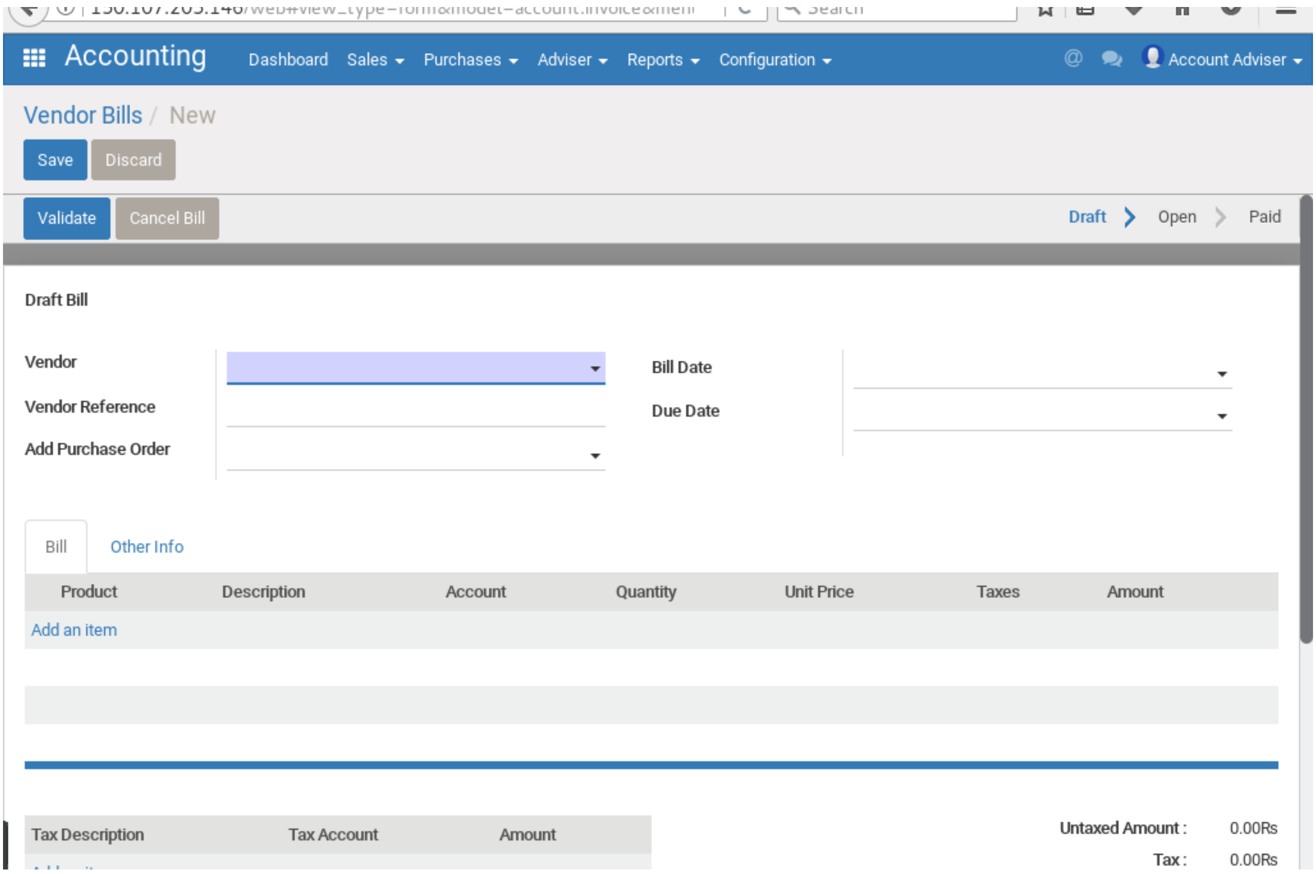

Figure: 4.8

step 1: Click on purchase menu and click vendor bills

step 2: Click create and fill up the vendors details and purchase order.

Step 3: Click on validate it and save it.

Payment

Payments can also be created and has option of payment type, payment date, memo payment transaction, payment journal and payment amount.

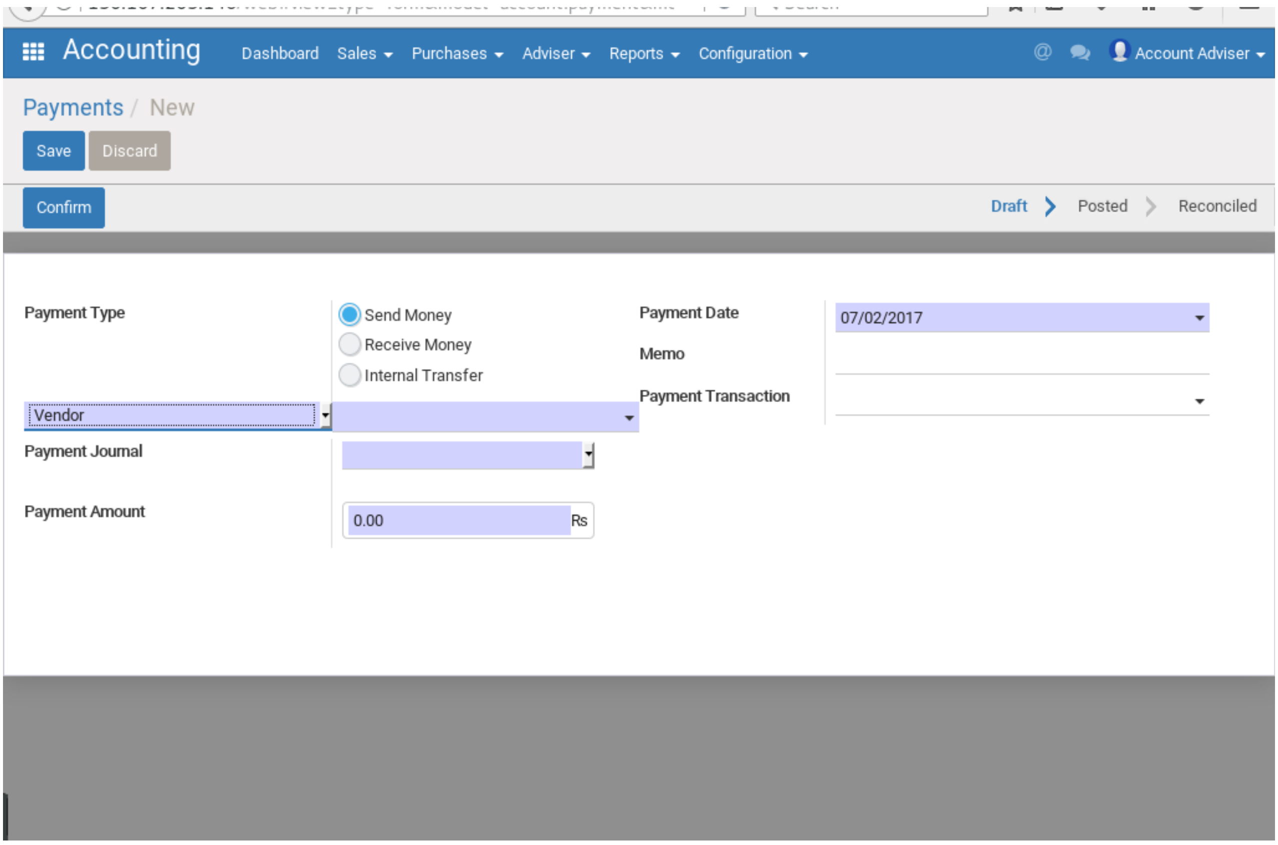

Figure: 4.9

Step 1: Click on Payment on Purchases menu.

Step 2: Now click on create payment and fill the required forms.
(note: specially you have to register the payment after the Purchase of the product. Payments to vendors or customers can be done by both payment options in either Sales or Purchases.)

Step 3: Saved Payments can also be confirmed by the Account Adviser.

VENDORS

Vendors are those who supplies us products. They can be created and information about them can be edited later.

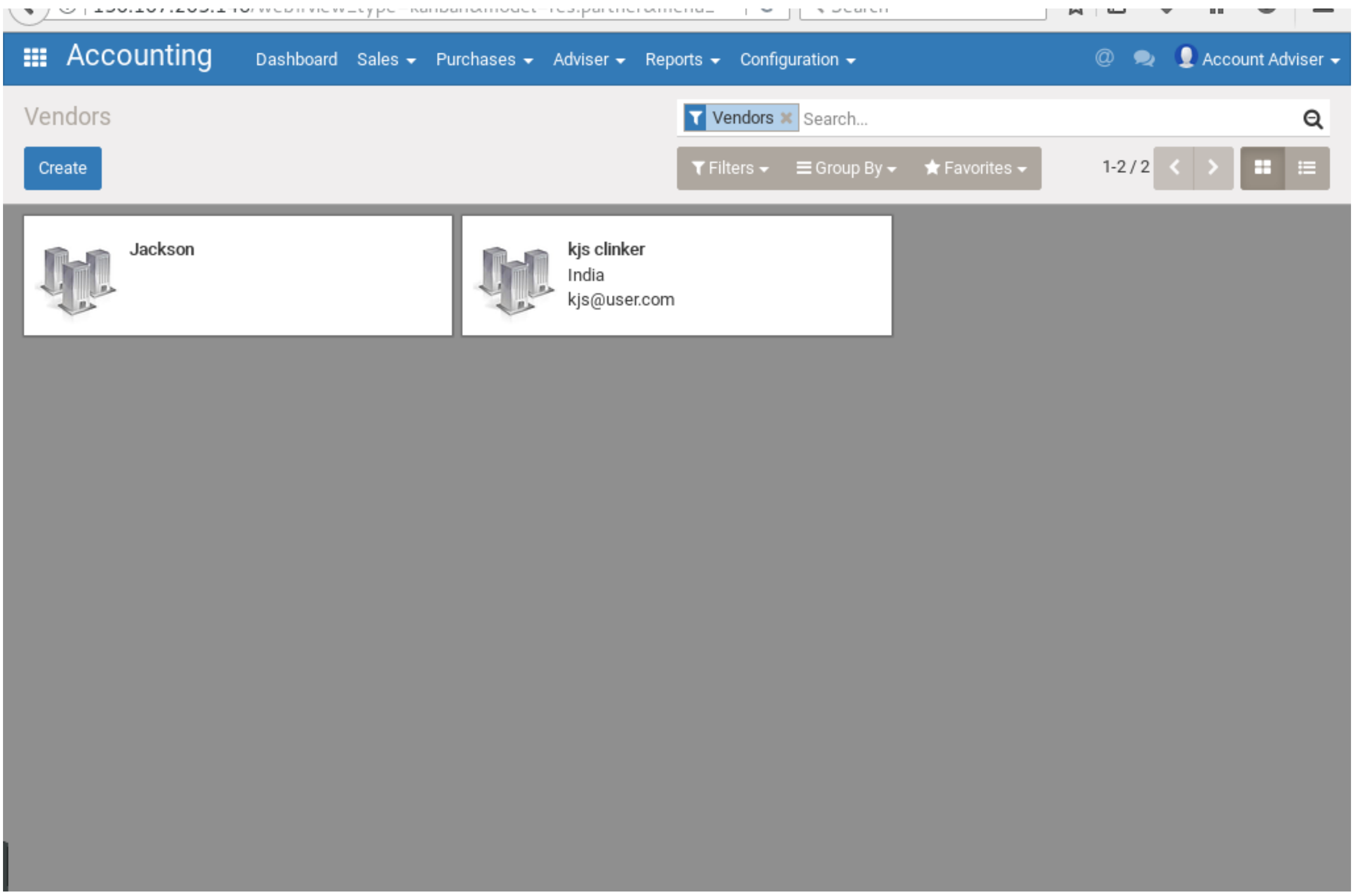

Figure: 4.10

Step 1: Click on Purchase menu and click vendors.

Step 2: Click on Create and fill up the vendors details.

Step 3: Now click on save

(Note: Normally, vendors are created on Purchases Module. This additional feature of Account only provides us to create vendors by the Account Department. A single contact can be both customers and a client.)

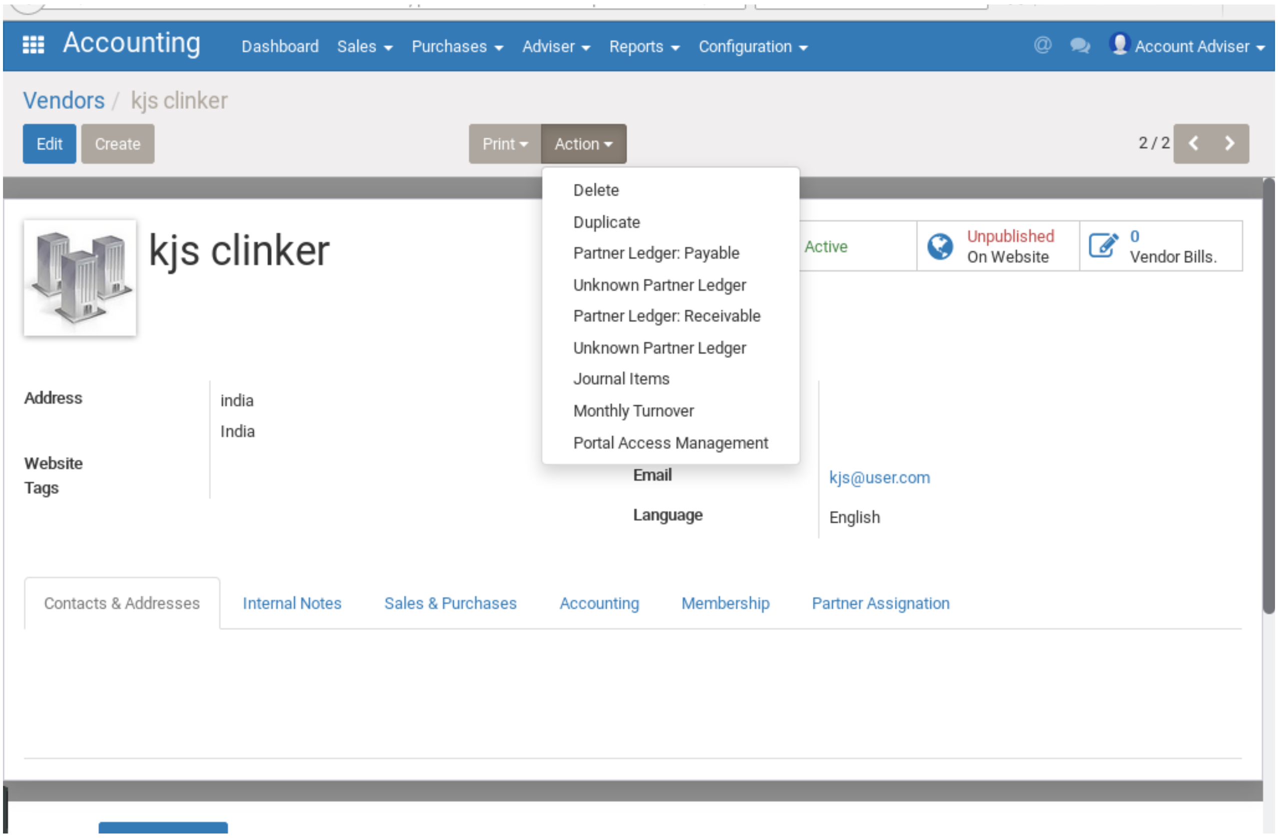

Figure: 4.11

Certain Actions on Vendors can also be executed, through vendor’s page.

Purchasable products

Purchasable products are the products, which we acquire from the vendors. They can only be viewed(abstract) or created, and information about them can be edited in other modules.

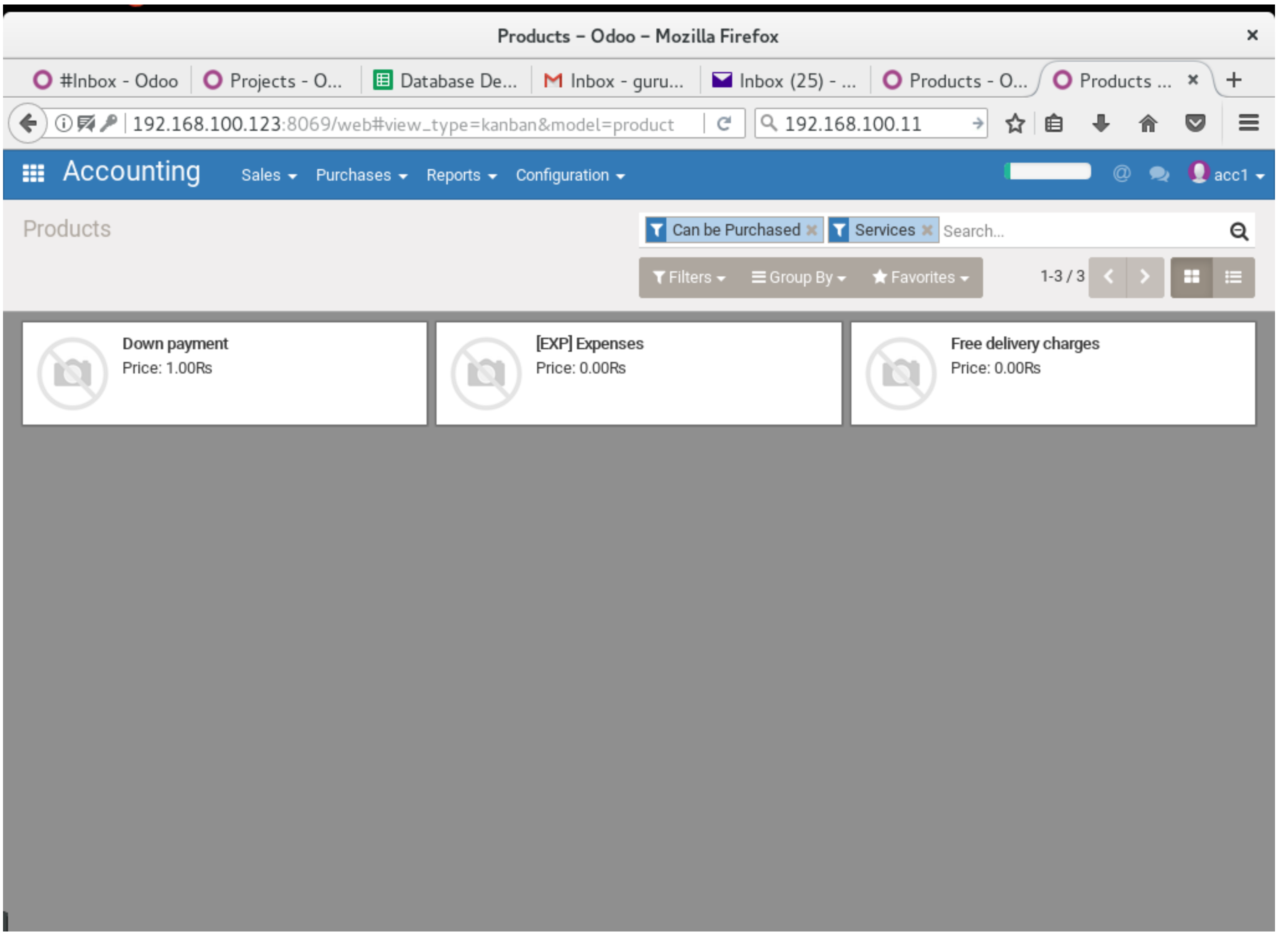

Figure: 4.12

We can add a new product by following these steps:

Step 1: Click on Purchasable Products on Purchases menu.

Step 2: Click on Create and fill up the Product’s name.

Step 3: Now click on save, it will pop up a warning message but will create the product anyways.

(Note: Normally, products are created on Purchases Module. This additional feature of Account only provides us to create products by the Account Department. Products which can be Sold or Purchased can be created by both Sellable Products/Purchasable Products options in either Sales or Purchases respectively.)

Reports Menu

Product margin

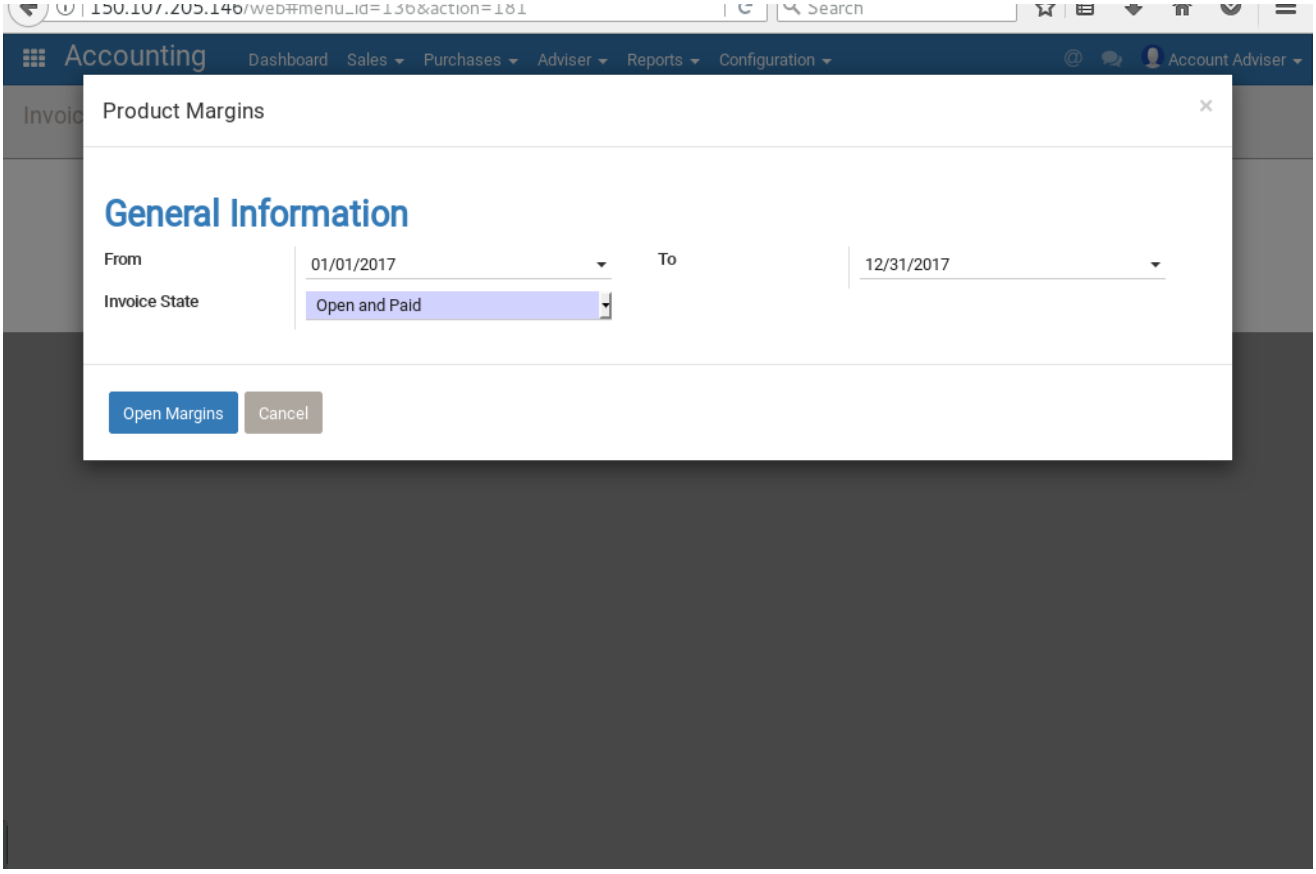

Figure: 4.13

step 1: Click on report menu bar

step 2: Click on product margin and fill the date (from_____ to _____)

(note: here we know about general information of product margin)

Invoices

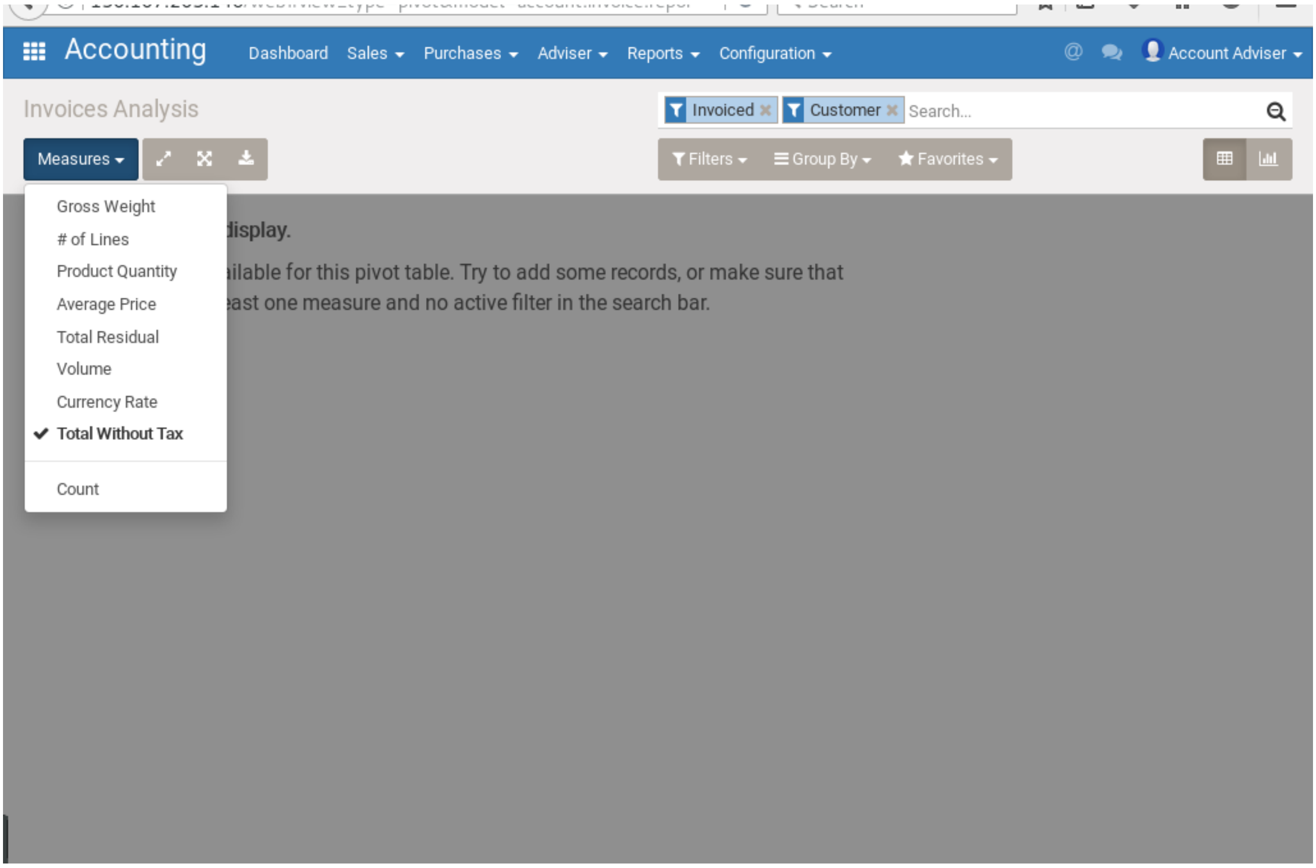

Figure: 4.14

step 1: Click on Reports menu bar.

step 2: Click on Invoices

(note: here we can do invoices analysis.)

Pdf reports as final account

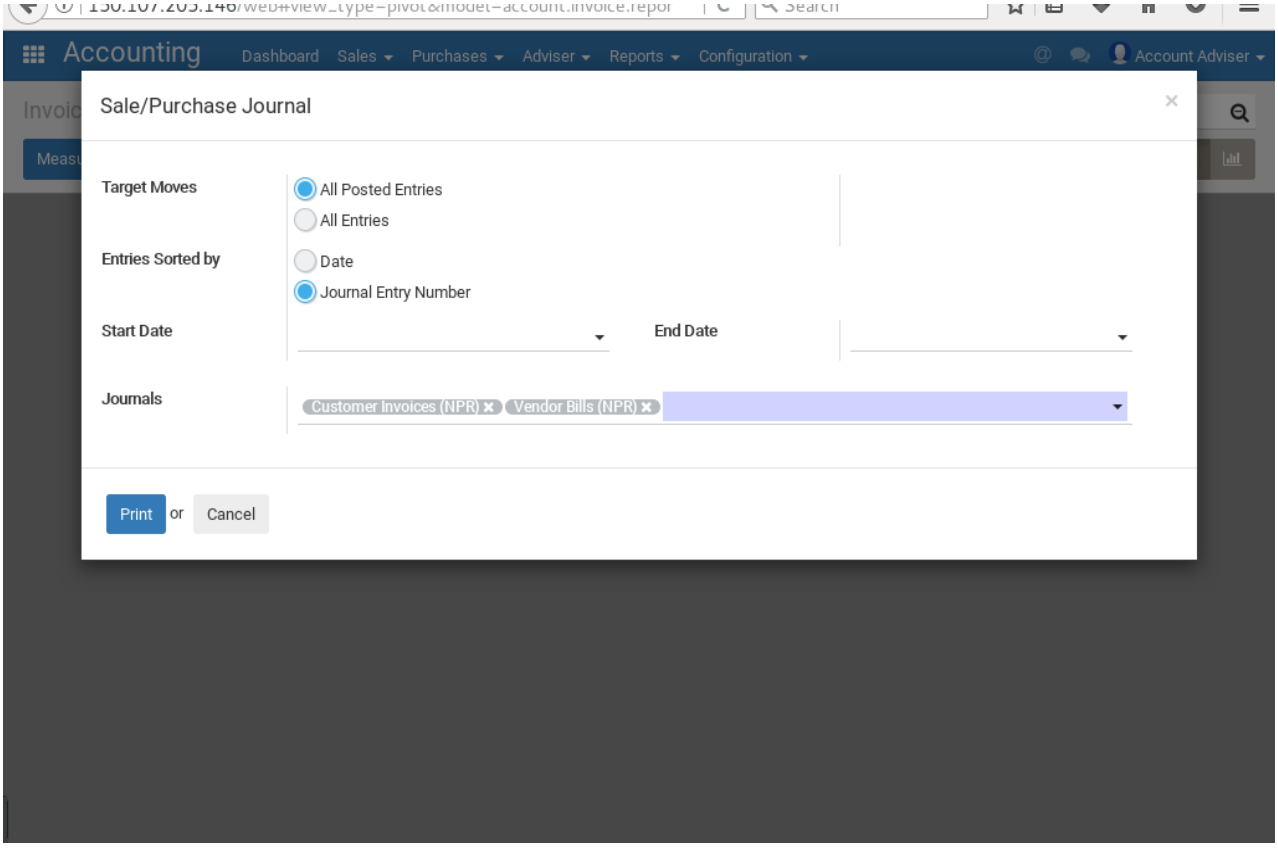

Figure: 4.15

Step 1: Click on Reports menu bar

Step 2: Under PDF Reports, click any of the report which you want as applied date

(from ______ to_____)

(note: we can get report of sales/purchase journal, partner ledger, general ledger, trial balance, balance sheet, profit and loss, aged partner balance, financial reports)

Configuration Menu

Taxes

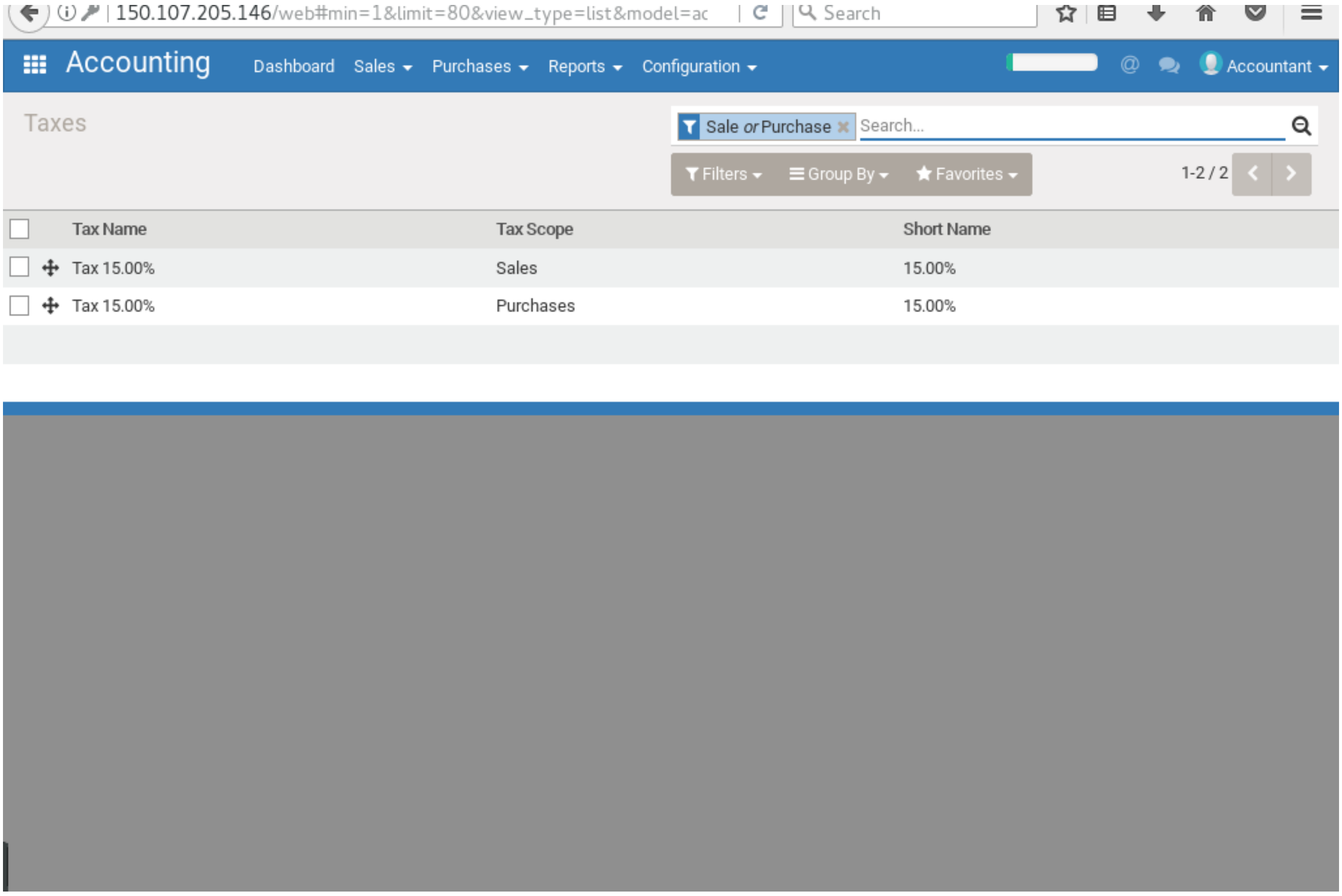

Figure: 4.16

step 1: Click on configuration menu bar.

Step 2: View the Taxes*(non-editable)*.

Fiscal position

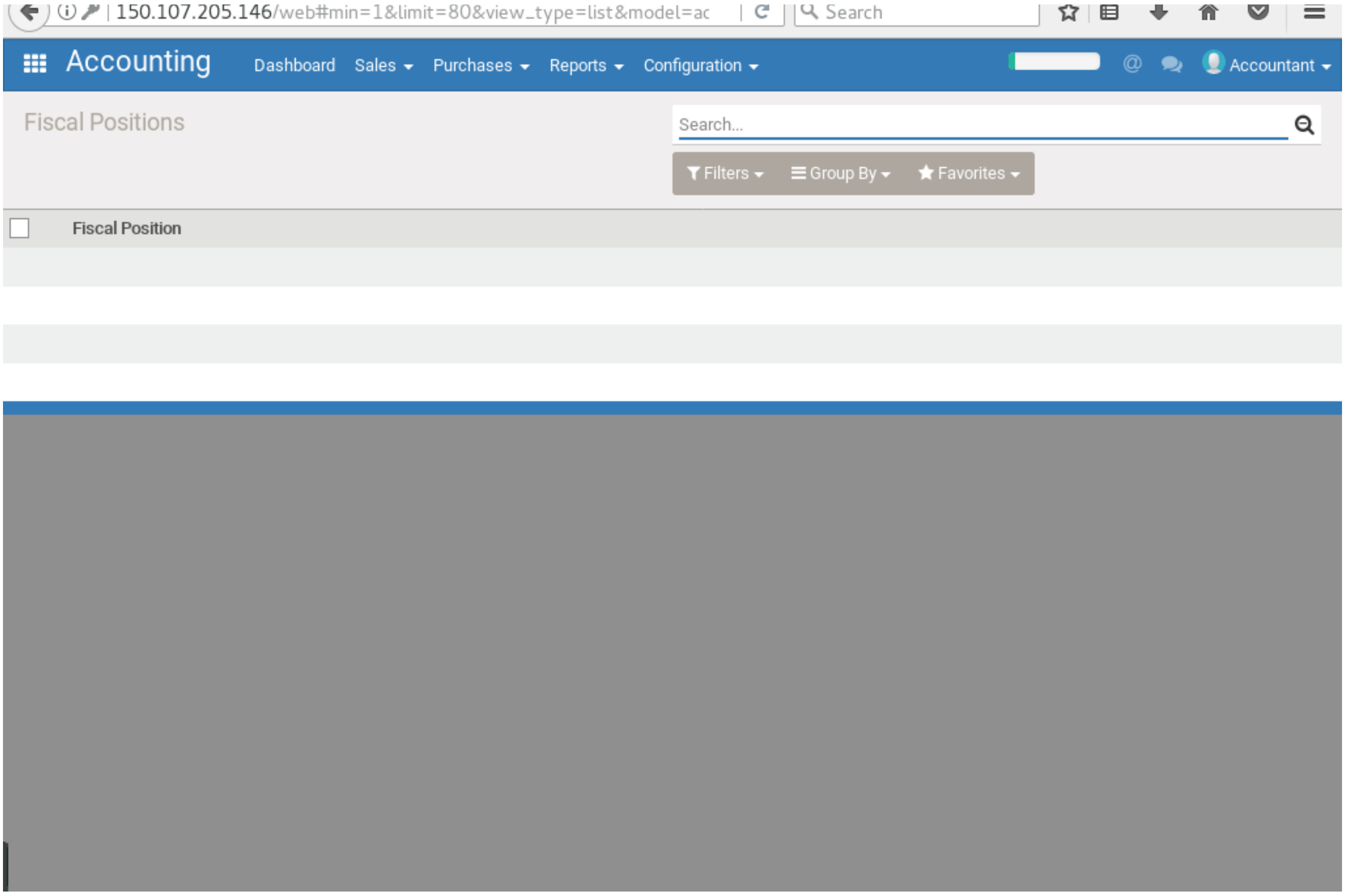

Figure: 4.17

step 1: Click on configuration menu bar.

Step 2: View the Fiscal Positions*(non-editable)*.

Financial Reports

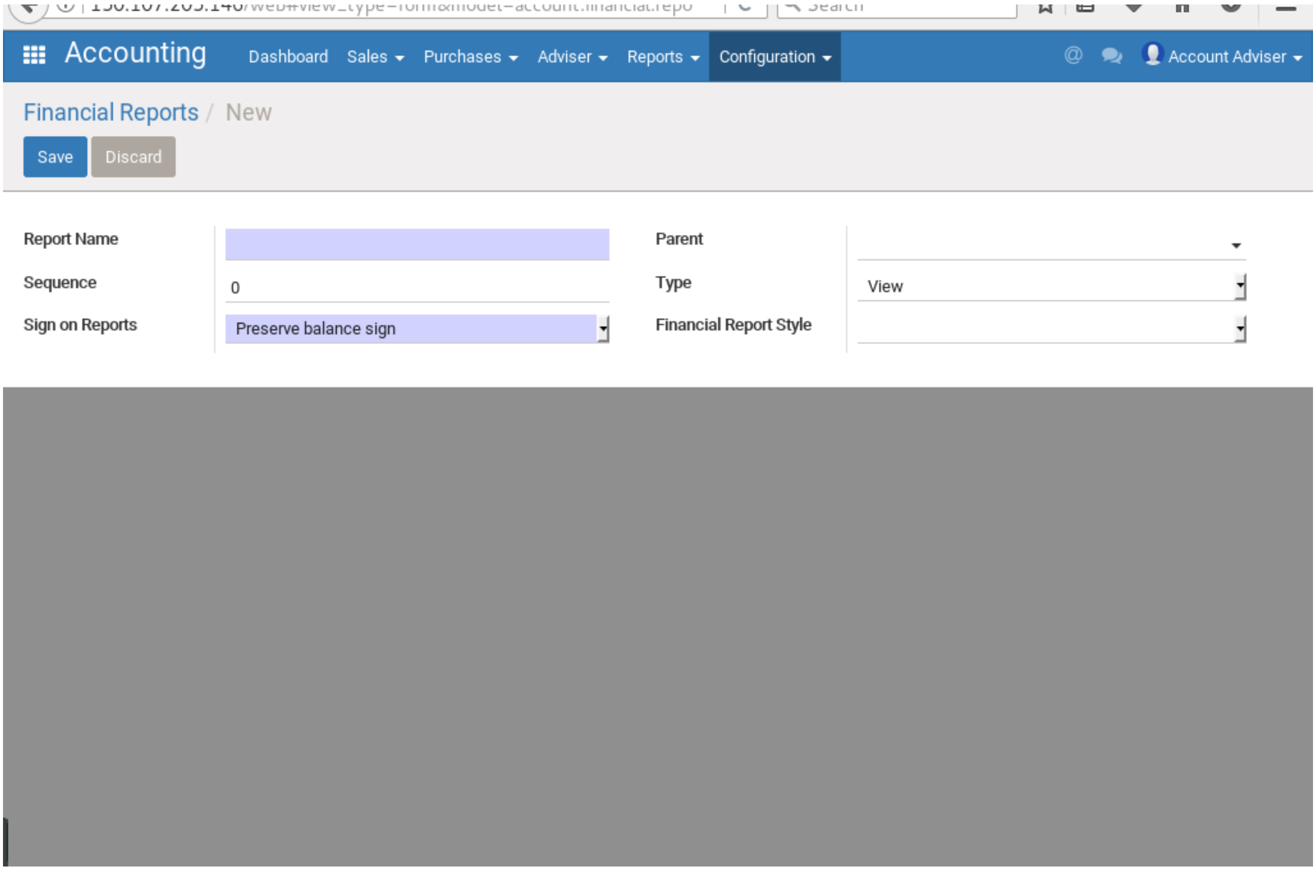

Figure: 4.18

step 1: Click on configuration menu bar.

Step 2: Click on account reports

step 3: Click on create and fill in the details

(note: we can also edit the created financial reports)

Step 4: Save it.

Account report hierarchy

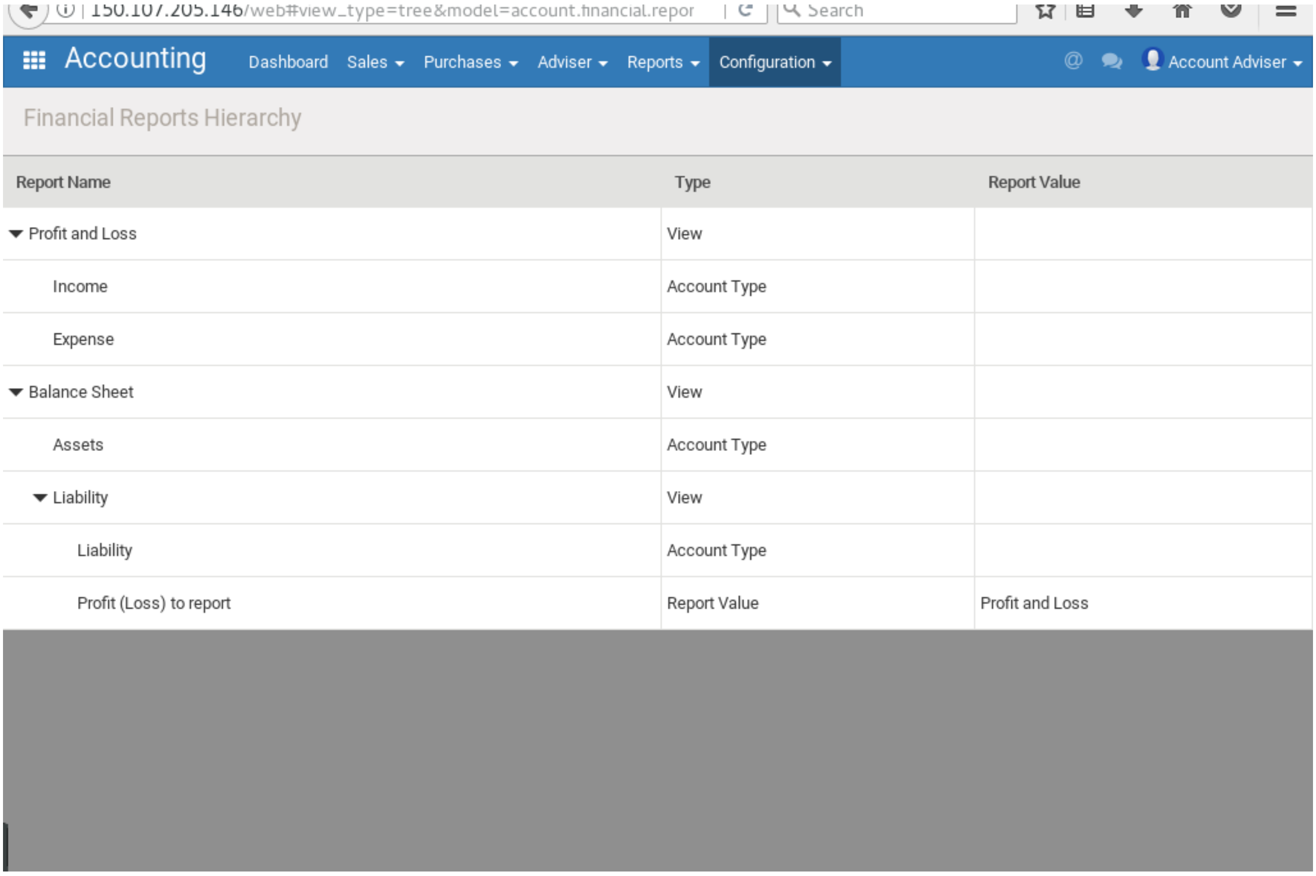

Figure: 4.19

step 1: Click on configuration menu bar.

Step 2: Click on account report hierarchy.

(note: we can see report value.)

Payment Acquirers

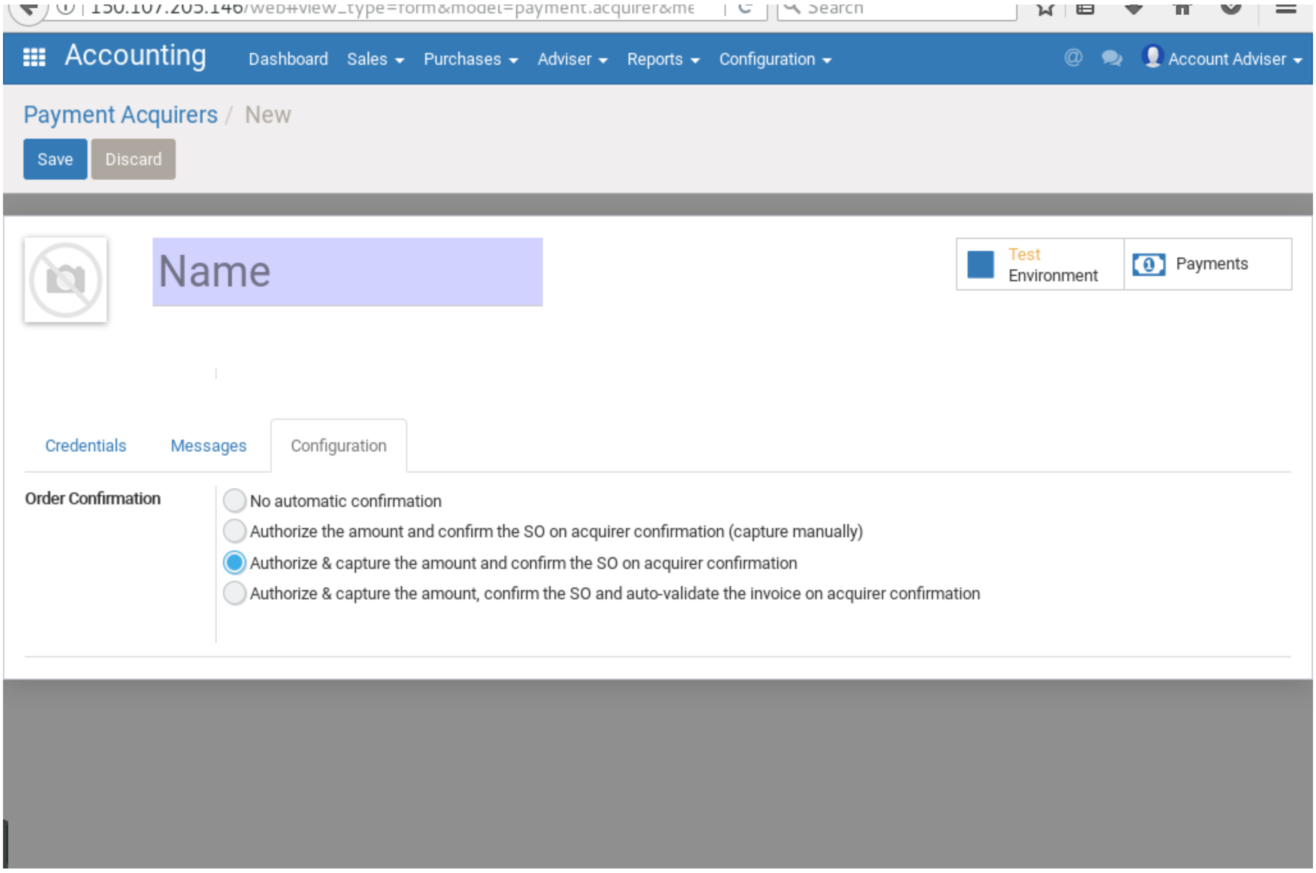

Figure: 4.20

step 1: click on configuration menu bar.

Step 2: click on payments acquires and click create

Payment Transaction

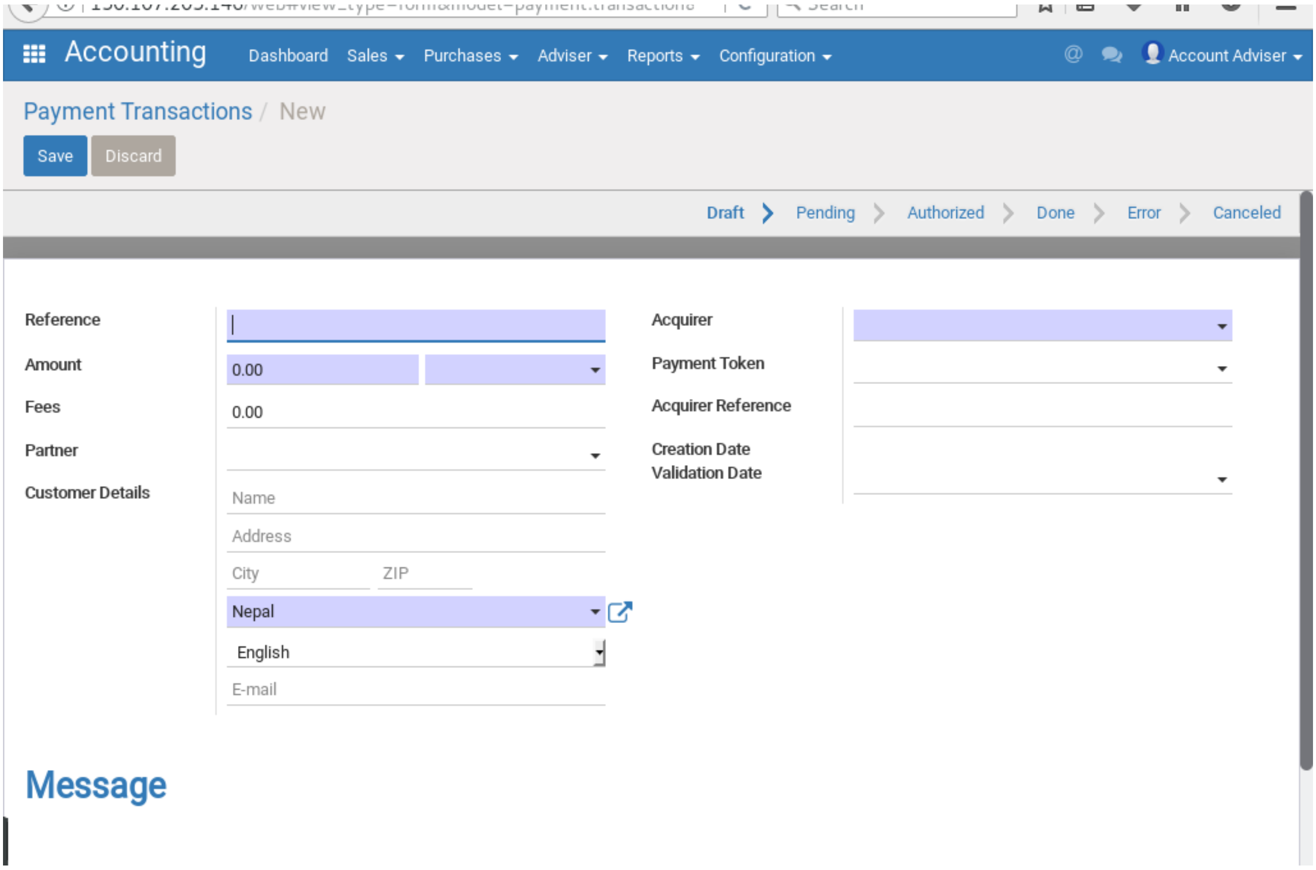

Figure: 4.21

Step 1: Click on configuration menu bar.

Step 2: Click on payment transaction and click create and fill the details.

Step 3: Save it.

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