

## Odoo - Financial Report user guide

This analytical report enables you to have a financial follow-up on your projects, with access to real expenses, incomes and access to budget datas. This is a complementary information to the financial report that can be found in the common drive (K:\Projects\Financial Project Follow-up).

Within your accreditation role, the scope is:

- wide because the data displayed can be global.
- narrow as the user can click down to details such as invoices.

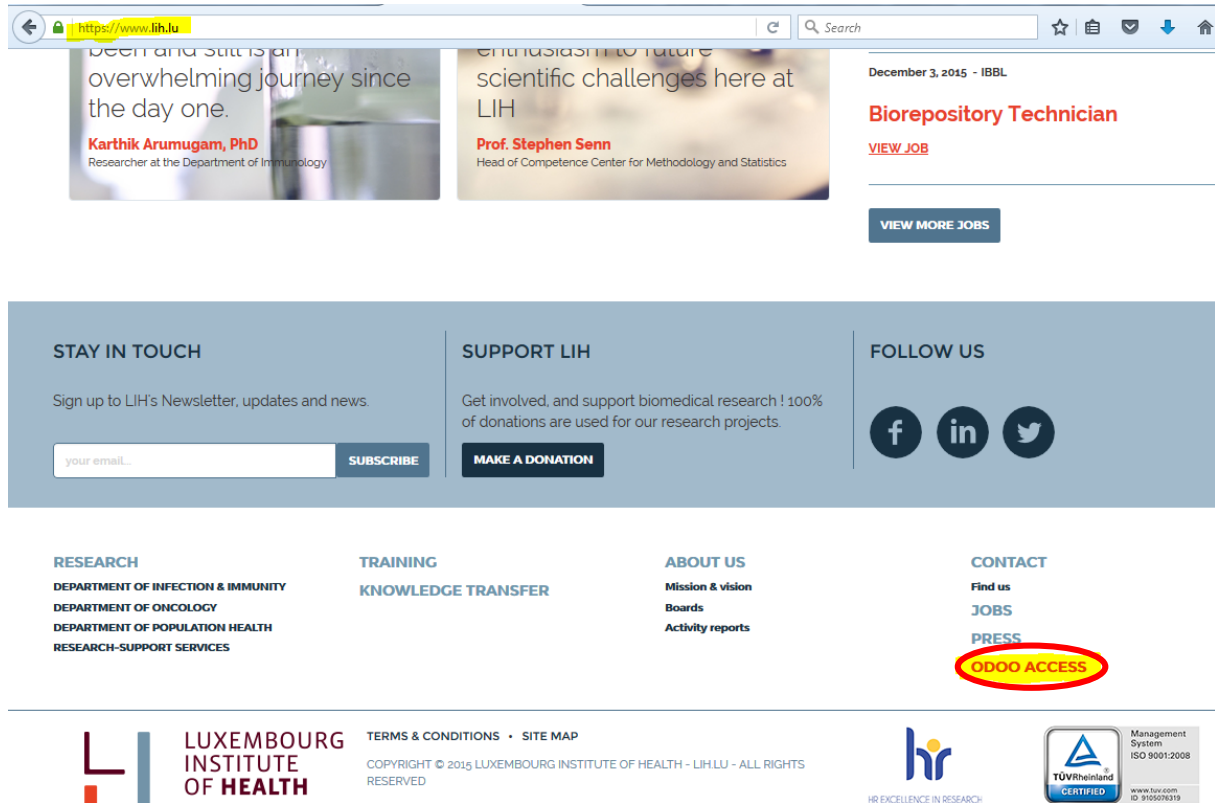
This financial report is user friendly and in read-only mode. No harm can be done therefore do not hesitate to compose and create with it. This user guide will help the user to grasp a first conceptual and practical understanding.

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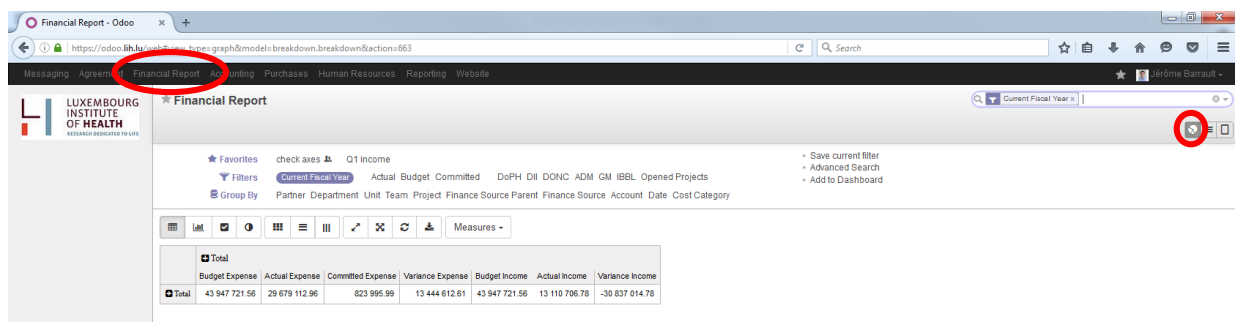
## 1. Access to Odoo and to the Financial Report

On the LIH website click on the Odoo access.



- ➔ Username : enter Windows username
- ➔ Password : enter Windows password

Select “Financial report”, this leads directly to the “graph view”.



## 2. General accounting and IT principles

- ❖ Only approved projects are displayed in this report. NN projects are not recognised in Odoo, no budget information related to NN projects is available.
- ❖ Figures (budget & accounting) are updated everyday early in the morning. For IT performance management reasons, the report is not “live”. Date & time of the last update is displayed on top.
- ❖ Figures are available since 01.01.2014.
- ❖ Expenses, incomes and budget are recorded with the following analytic axes:
  - Team
  - Project
  - Finance source
- ❖ Staff costs are anticipated until the end of the year in the column “actual expenses”.

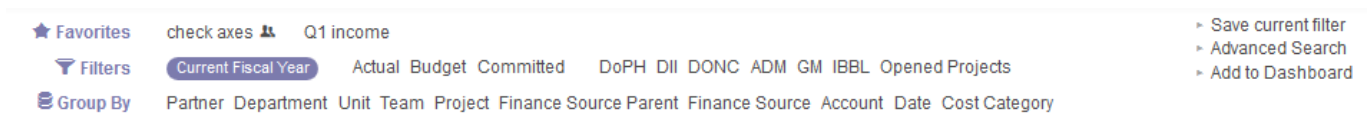
### 3. General Odoo concepts

Odoo is a powerful ERP that gathers in one place various modules (HR, Finance, Purchase, Project Management...). To know basics concepts will enable you to be efficient in any module.

In the up right corner is the “search field”. By default, the financial report displays this field with a recorded filter, “current fiscal year”.



The arrow at the right (here above circled in red) enables to show (or hide) the following area:



“Filters” and “Group By” are two Odoo main concepts:

#### - Filters

Filters enable to **limit** the data displayed.


Some filters are pre-recorded such as actual / budget / Committed...

You can also filter directly when typing in the search field

#### - Group By

Group By enable to **order** the data displayed.

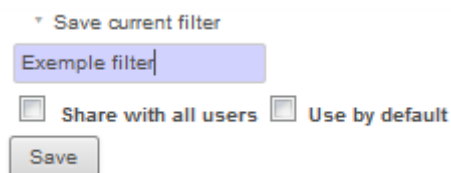
Some Group By are pre-recorded such as Partner / Department / Unit...

You can also make Group By when clicking the  icon, located in the table, in line & column.

#### - Favorite

Once Filters and Group By selected, you have a possibility to save this display/presentation with the

► **Save current filter** button.



In the favorite area will appear your saved filter. Next time you connect, you will save time thanks to your saved filter. Note that the name given to the favorite filter has to be explicit in order to remember which filters are composing the saved filter.



#### - Advanced Search

The advanced search enables to make even more detailed research on several fields, such as the partner:

Advanced Search

Partner contains schl x

+ Add a condition

Apply

This will return the total of all partners (this can be a suppliers or an employee) containing “Schl”:

Financial Report - updated on 2016-05-17 05:01:26

Current Fiscal Year x Partner schl x 1-80 of 135586

★ Favorites check axes Q1 income Example filter  
 ⚙ Filters Current Fiscal Year Actual Budget Committed DoPH DII DONC ADM GM IBBL Opened Projects  
 📊 Group By Partner Department Unit Team Project Finance Source Parent Finance Source Account Date Cost Category

Measures -

	Budget Expense	Actual Expense	Committed Expense	Variance Expense	Budget Income	Actual Income	Variance Income
Total	0.00	14 212.00	320.00	-14 532.00	0.00	0.00	0.00

To see all the names of partners click on the  icon and select Partner

Financial Report - updated on 2016-05-17 05:01:26

Current Fiscal Year x Partner schl x Partner x 1-80 of 135586

★ Favorites check axes Q1 income Example filter  
 ⚙ Filters Current Fiscal Year Actual Budget Committed DoPH DII DONC ADM GM IBBL Opened Projects  
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Measures -

	Budget Expense	Actual Expense	Committed Expense	Variance Expense	Budget Income	Actual Income	Variance Income
Total	0.00	14 212.00	320.00	-14 532.00	0.00	0.00	0.00
Imprimerie MJ Schlüssel	0.00	14 102.00	0.00	-14 102.00	0.00	0.00	0.00
MELET SCHLOESING LABORATOIRES S.A.	0.00	0.00	320.00	-320.00	0.00	0.00	0.00
SCHLIM Andrea	0.00	110.00	0.00	-110.00	0.00	0.00	0.00

## 4. Report presentation

The default presentation displays the information under your responsibilities with the following characteristics:

- In line:

Total, with no detail. With the  icon, you can access to the information wanted (Group By)

- In columns:

Budget Expense	Actual Expense	Committed Expense	Variance Expense	Budget Income	Actual Income	Variance Income
----------------	----------------	-------------------	------------------	---------------	---------------	-----------------

EXPENSES: Budget / Actual / Committed / Variance

INCOMES: Budget / Actual / Variance

Budget = Match the revised budget.

Actual= Match the accounting data in Odoo.

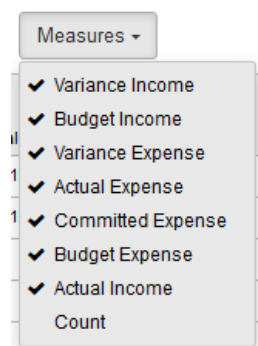
Variance= When negative, it means:

- An overspending for expense;
- Less funding than expected in the budget for income.


Committed= Is incremented as soon as the purchase order is confirmed (Status "Purchase confirmed").

As soon as a delivery (partial or complete) is done, the expenses related to the PO lines delivered go from Committed to Actual. What is not delivered remains in Committed.

You can chose to display or not these columns with the measures button:



The count field indicates how many accounting entries are involved in the data displayed.

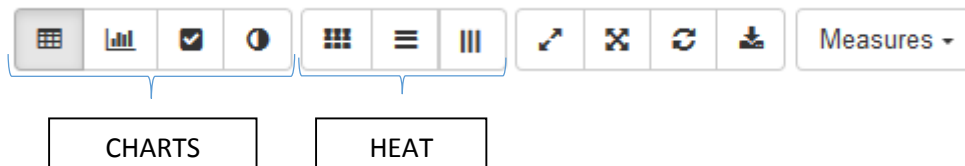
Default presentation can easily be modified to match your expectations. Click again on any  button to select the analytical field that suits you. These are "Group By" for your selection.

Total	Budget Expense	Actual
total	43 952 721.54	30 643
Partner		
Department		
Unit		
Team		
Project		
Finance Source Parent		
Finance Source		
Account		
Date		
Cost Category		
Legal Entity		
Fiscal Year		
Expense		
Type		
Purchase Order		
Period		
Description		
Invoice		
Purchase Order Line		

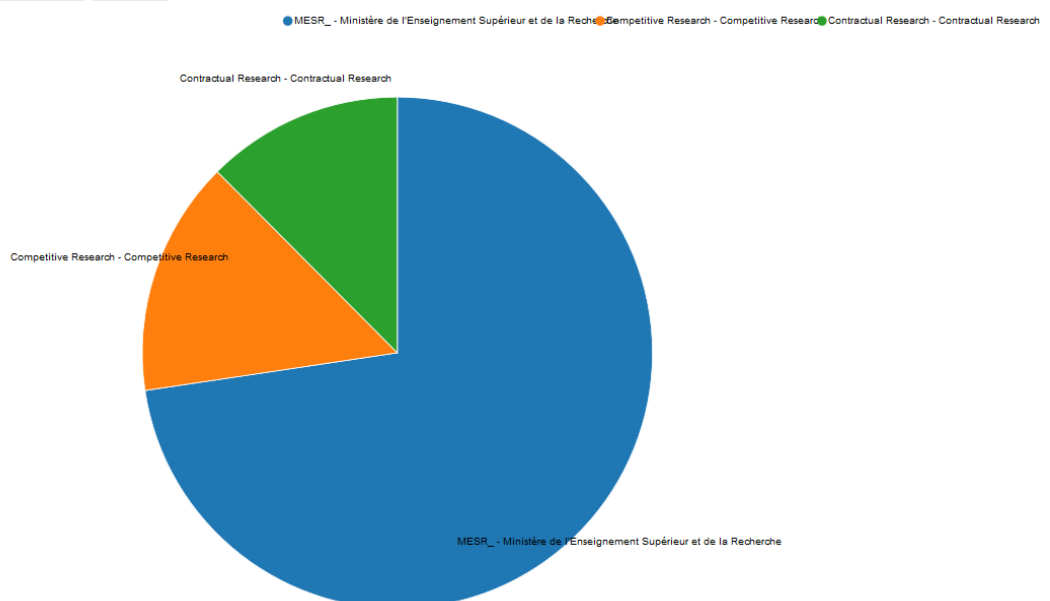
Find here below some examples to help you understand Group By:





**Partner:** Employee / supplier...  
**Department:** DII / DoPH / DONC  
**Unit:** DII INF / EPHRU / LECR...  
**Team:** DII INF1 / EPHRU ST / LECR TM...  
**Project:** GPCR47 / BIOCAR / Epipath...  
**Finance Source Parent:** MESR / Competitive / Contractual  
**Finance Source:** Televie / Bayer...  
**Account:** Accounting detail  
**Date:** Can be displayed by day/week/month/quarter/year  
**Cost category:** Staff costs, operating costs, travel costs...  
**Legal entity:** LIH  
**Fiscal year:** 2014 / 2015 / 2016  
**Expense:** Detail of expense  
**Type:** Actual / budget / committed  
**Purchase order:** PO07497 / PO07581 (committed)  
**Period:** Month (accounting entry)  
**Description:** Accounting entry  
**Invoice:** Detail of invoice  
**Purchase Order line:** Detail of purchase order

- The icon bar



- The first 4 icons are to make charts. It can be useful to represent funding ratios. Note that the very first icon is to display the table mode.



- The next 3 icons are heating maps, they are set up to display with red colors the largest numbers.
- The  button enables to swap columns and lines.
- The  button enables to expand all data. Useful when you have more than one group by.
- The  button enables to reload data but is activated only for accounting users.
- The  button enables to make Excel export.

When the mouse pointer is over an icon, it shows a legend to explain the icon.

## 5. Get detailed information

You identify a specific amount (actual or committed) on the report and wish to get further information. Here below in our example we wonder about the 58.20€ expense. The financial report enables you to get the related invoice.

★ Financial Report Example filter x

★ Favorites Financial Report - Followup Presentation SMRL

Filters Current Fiscal Year Actual Budget

Group By Partner Department Project Finance Source Account Date Cost Category

Measures

	2015						2016						Budget Expense
	Budget Expense	Actual Expense	Variance Expense	Budget Income	Actual Income	Variance Income	Budget Expense	Actual Expense	Variance Expense	Budget Income	Actual Income	Variance Income	
Total	0.00	683.80	-683.80	0.00	0.00	0.00	0.00	58.20	-58.20	0.00	0.00	0.00	0.00
20060203 - SPORT	0.00	683.80	-683.80	0.00	0.00	0.00	0.00	58.20	-58.20	0.00	0.00	0.00	0.00
Autres coûts	0.00	683.80	-683.80	0.00	0.00	0.00	0.00	58.20	-58.20	0.00	0.00	0.00	0.00
608123 Equipements - Matériel informatique	0.00	683.80	-683.80	0.00	0.00	0.00	0.00	58.20	-58.20	0.00	0.00	0.00	0.00
DELL Sarl	0.00	411.88	-411.88	0.00	0.00	0.00							0.00
SBM SALES BUSINESS MATERIALS	0.00	271.92	-271.92	0.00	0.00	0.00	0.00	58.20	-58.20	0.00	0.00	0.00	0.00

Example filter x List view

First you must switch to the list view

The list view is another way to present the data displayed in table of the graph view. The list view shows all accounting entries that were previously filtered. Therefore, the data displayed will be levelled up to the filters you currently use:

★ Financial Report Example filter x

Group	Date	Cost Category	Account	Department	Project	Finance Source	Partner	Actual Expense	Actual Income	Budget Expense	Budget Income
20060203 - SPORT (4)								742.00	0.00	0.00	0.00
Autres coûts (4)								742.00	0.00	0.00	0.00
608123 Equipements - Matériel informatique (4)								742.00	0.00	0.00	0.00
DELL Sarl (2)								411.88	0.00	0.00	0.00
SBM SALES BUSINESS MATERIALS (2)								330.12	0.00	0.00	0.00
	05/01/2016	Autres coûts	608123 Equipements - Matériel informatique	SMRL	20060203 - SPORT	MESR	SBM SALES BUSINESS MATERIALS	58.20	0.00	0.00	0.00
	28/05/2015	Autres coûts	608123 Equipements - Matériel informatique	SMRL	20060203 - SPORT	MESR	SBM SALES BUSINESS MATERIALS	271.92	0.00	0.00	0.00

Then you must click down to the lowest level searched (click on the ▾ buttons):

If you want more detail on a specific line, click on it and you will access to the following window (see here below), which is the “form view”. There you can see all info available for the selected line, and you can click on invoice, expense or purchase order to get further information.

Financial Re... /

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**General**

Fiscal Year	2016	Period	01/2016
Date	05/01/2016	Legal Entity	Luxembourg Institute of Health

**Accounting**

Account	608123 Equipements - Matériel informatique	Cost Category	Other costs
Type	Actual	Partner	SBM SALES BUSINESS MATERIALS
Invoice	ACH/2016/0137 PO05512	Expense	
Purchase Order		Purchase Order Line	

**Amounts**

Actual Expense	58.20	Committed Expense	0.00
Budget Expense	0.00	Budget Income	0.00
Actual Income	0.00	Variance Income	0.00
Variance Expense	-58.20		

**Analytics**

Labo	SMRL - Sports Medicine Research Laboratory	Project	20060203 - SPORT
Finance Source	MESR - MESR - Dotation Contrat de Performance		

You are then redirected to the invoice (supplier or customer), expense report or purchase order.

Then click on the attachment button to download the related Invoice / Expense / Purchase Order

Financial Re... / ACH/2016/0137 PO05512

Edit Create Print 2 Attachment(s) More

Ask Refund Draft Open Paid

**Invoice ACH/2016/0137**

Supplier	SBM SALES BUSINESS MATERIALS	Invoice Date	05/01/2016 01/2016
Fiscal Position	Assujetti Luxembourgeois	Due Date	04/02/2016
Source Document	PO05512	Account	441110 Fournisseurs
From Purchase Order	<input checked="" type="checkbox"/>	Journal	Purchase Journal (EUR)
Validate By Purchase	<input checked="" type="checkbox"/>	Currency	EUR
Supplier Invoice Number	FS 600017	Verification Total	68.09
Payment Reference	FS 600017		


Invoice Other Info Payments

Product	Description	Account	Analytic Account	Organizational Entity	Finance source	Start Date	End Date	Asset Category	Quantity	Unit of Measure	Unit Price	Taxes	Amount
Petit matériel informatique/ IT consommables	WD Blue WD10EZEX - WD10EZEX Disque dur - 1 To - interne - 3.5" - SATA 6Gbs - 7200 tours/min - mémoire tampon - 64 Mo - pour My Cloud EX2	608123 Equipements - Matériel informatique	20060203 - SPORT	SMRL - Sports Medicine Research Laboratory	MESR - MESR - Dotation Contrat de Performance				1.000	Unit(s)	58.20	AB-PA-17	58.20

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IT LIH	
Date entrée	- 6 JAN. 2016
Date sortie	
Date	5/01/2016

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LU 1445 STRASSEN

\*22039898\*

Facture n° FS 600017  
Date 05/01/16  
Num.Client CCRP  
Commande CCL 600022 04/01/16

TVA: LU14472612

BC P005512

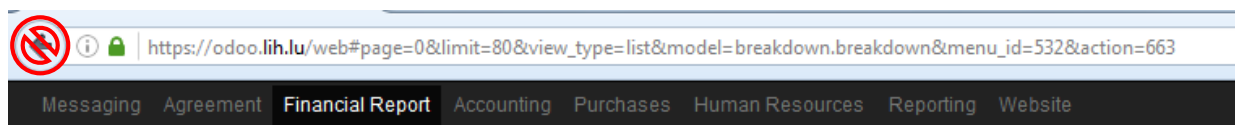
Référence-Description	Quantité	P.U. EUR	Total EUR
OTWD10EZEX WD Blue WD10EZEX - Disque dur	1.0	58.20	58.20 5

In order to go back to the list view, click on the root navigation:

**Financial Re...** / Financial Re... / ACH/2015/1438

This can be done any time to go back in navigation.

Do not use the "go back one page" of the internet navigator.



## 6. Financial report and Purchase order

In the purchase menu, along the purchase order process (from draft to approval), a budget button is now available.

**Purchase Order PO07859**

Supplier: PROVITRO GMBH  
Supplier Reference: 1160094  
Contact Employee: Siu-Thinh Ho  
Currency: EUR  
Responsible Department: LRNO NB - NORLUX-Glioma Biology  
Organizational Entity: LRNO NB - NORLUX-Glioma Biology

Order Date: 18/05/2016 12:30:21  
Deliver To: Luxembourg Institute of Health- NORLUX Neuro-Oncology Laboratory: Receipts

Product	Description	Supplier reference	Cost category	Scheduled Date	Project	Finance source	Quantity	Product Unit of Measure	Unit Price	Subtotal
Autres consommables de labos/ Other lab consumables	BIT-100 supplement	204 3100	Operating costs	25/05/2016	20150310 - PanTRK-Targeting	TELEVIE - Financements de la fondation Télévie	24.000	Unit(s)	229.00	5 496.00

This is a direct link to the financial report, with a pre-selection of filters and groups by in line with the purchase order. Note that the product ordered is linked to a cost category, here circled in blue. In the above example, clicking on the budget will show the financial report with the following analytical axes:

- LRNO NB (organizational Entity)
- PanTRK-Targeting (project)
- Televie (finance source) + all other finance sources involved in the project.

★ Purchase Or... / PO07859 / Financial Report - LRNO NB updated on 2016-05-19 05:01:24

Filters: Current Fiscal Year, Actual Budget Committed, DoPH, DII, DONC, ADM, GM, IBBL, Opened Projects

Group By: Partner, Department, Unit, Team, Project, Finance Source Parent, Finance Source, Account, Date, Cost Category

	Budget Expense	Actual Expense	Committed Expense	Variance Expense	Budget Income	Actual Income	Variance Income
<b>Total</b>	74 012.70	60 784.33	200.40	13 027.97	74 012.70	14 300.13	-59 712.57
20150310 - PanTRK-Targeting	74 012.70	60 784.33	200.40	13 027.97	74 012.70	14 300.13	-59 712.57
MESR - MESR - Debitaire Contrat de Performance	500.04	0.00	0.00	500.04	500.04	0.00	-500.04
Other costs	500.04	0.00	0.00	500.04	0.00	0.00	0.00
Grants and other receipts	0.00	0.00	0.00	0.00	500.04	0.00	-500.04
TELEVIE - Financements de la fondation Télévie	73 512.66	60 784.33	200.40	12 527.93	73 512.66	14 300.13	-59 212.53
Other costs	0.00	118.91	0.00	-118.91	0.00	0.00	0.00
Operating costs	15 500.04	3 910.67	200.40	11 388.97	0.00	0.00	0.00
Staff costs	56 012.62	56 754.75	0.00	1 257.87	0.00	0.00	0.00
Grants and other receipts	0.00	0.00	0.00	0.00	73 512.66	14 300.13	-59 212.53

This enables you to check if enough budget is available for the purchase order.

To go back on the purchase order you must navigate with the root access:

★ Purchase Or... / PO07859 / Financial Report - LRNO NB updated on 2016-05-19 05:01:24