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# 5 Odoo Accounting Checks



to asses whether your  
finance engine is well  
oiled

# 1

## What:

Check which and how many invoices were paid,  
although they shouldn't have

## Why:

to understand if your invoice control process is  
effective



## Actions:

1. Make sure your Accounts Payable clerk understands the process
2. Understand common exceptions and how they are usually followed up
3. Make sure 4 Eyes Principle is adhered

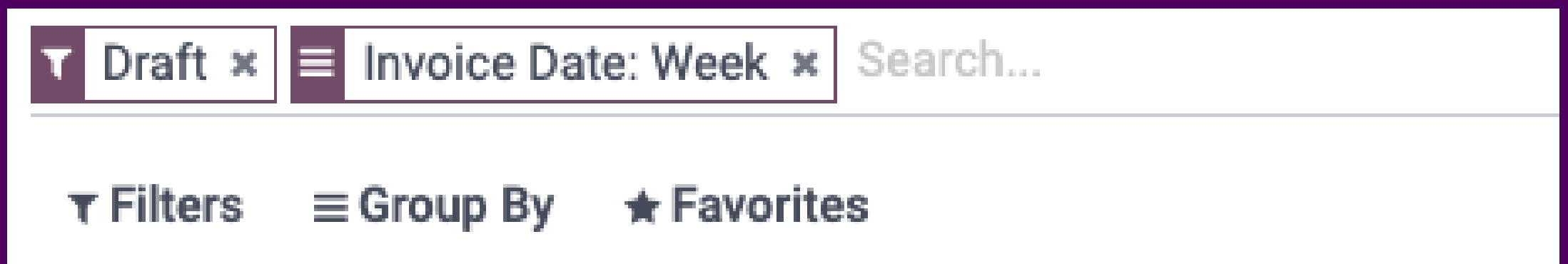
# Vendor Bill List View

## What:

Check how long invoices stay in draft.

## Why:

to understand if Accounts Payable is **overworked** or lacks efficiency



## Actions:

1. Make sure to understand Accounts Payable's bottlenecks
2. **set clear expectation** how fast vendor bills have to be posted

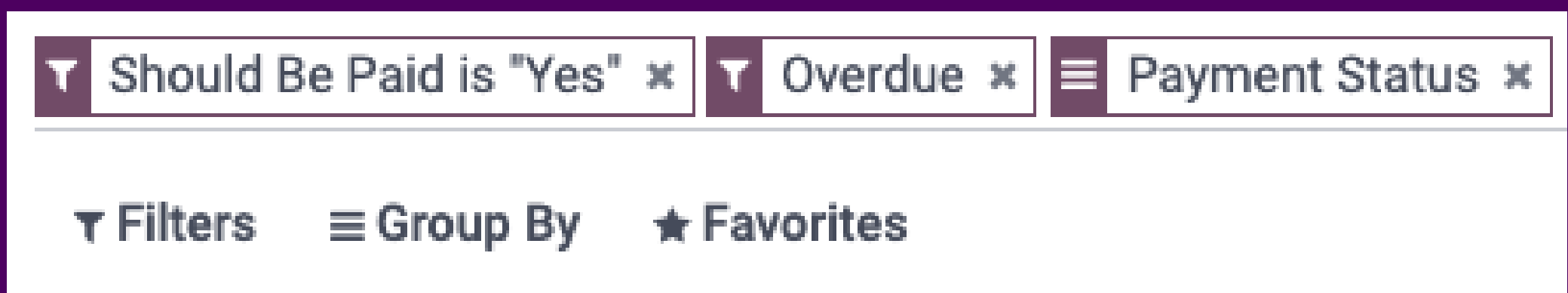
# Vendor Bill List View

## What:

Get a list of vendor bills which should've been paid, but aren't. Grouped by payment status will show you, if some are partially paid.

## Why:

to understand why they are not paid and to avoid any problems with suppliers



## Actions:

- 1.get reasons for any not paid vendor bills
- 2.make sure they are paid short term if necessary

# Purchase Order List View

## What:

Get a list of Purchase Orders grouped by week, in which items are not yet received.

## Why:

to understand and assess the reliability of your suppliers or identify deficiencies at receiving



## Actions:

1. Follow up with your late suppliers
2. check for alternative suppliers

# Product List View

## What:

Get a list of products to assess whether your products are set up correctly

## Why:

to understand whether your tax reports are flawed



## Actions:

1. check if items really don't need taxes on it (can you think of any reasons?)
2. correct them immediately
3. check on past sales and correct your tax filings if necessary

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Questions?

Would you add any sanity checks?

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