

USER MANUAL FOR BEGINNERS

Easy Bank LC Management

Letters of credit, bank guarantees and trade finance in Odoo 20, step by step

Welcome! This manual teaches you, one step at a time, how to manage letters of credit (LCs) and bank guarantees with the **LC Management** app. You do not need any previous experience: every screen is shown with a picture, and every new word is explained.

How to use this manual. Read chapters 1 to 3 first. Then go straight to the chapter of the job you need to do today. Words in **grey boxes** are buttons or fields exactly as they appear on your screen; **Menu › Item** shows where to click.

What the app does for you

- Opens import LCs from your purchase orders and follows them to payment.
- Records export LCs, their presentations and the money received.
- Keeps bank guarantees, issued and received, with reminders before they expire.
- Watches your bank limits (facilities), margins, charges and loans.
- Posts the accounting entries for you, and prints every register and report.

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1 Getting Started

This chapter shows you how to open the app, find your way around the menus, and what each user role is allowed to do.

What you need

- An Odoo user account and its password, given to you by your administrator.
- A Trade Finance role on your user: **Read-only**, **User** or **Manager** (see the table below).
- A web browser (Chrome, Firefox, Edge or Safari).

Role	What you can do
Read-only	See LCs, guarantees, the dashboard and every report. You cannot change anything. Suits accountants and auditors.
User	Create and edit LCs, guarantees, shipments and documents, record charges as drafts, request amendments and send letters to the bank.
Manager	Everything a User can do, plus confirm opening, accept documents, pay, post charges, manage facilities, charge types and settings.

GOOD TO KNOW

Anything that posts an accounting entry (opening margin, charges, payments, claims...) needs the **Manager** role **and** the Accounting role **Invoicing** (or higher). If a button is missing or you see an "access" message, ask your administrator.

Open the LC Management app

1. Log in to Odoo.
2. Click the **app menu** icon (the small grid at the top-left corner of the screen). A list of apps opens.
3. Click **LC Management**. The Trade Finance dashboard opens.

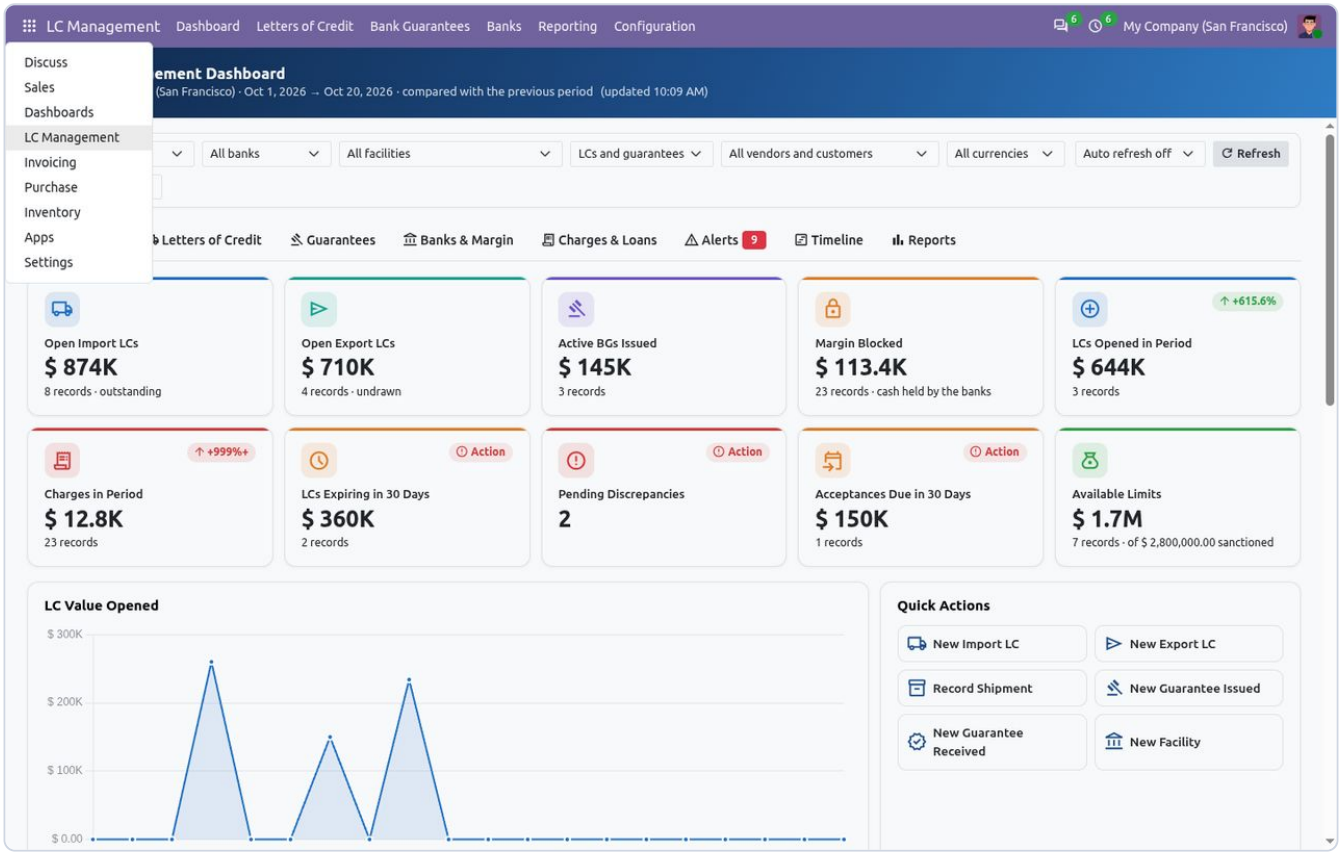


Figure 1. The app list: choose **LC Management**.

The main menu

The purple bar at the top of the screen is the main menu of the app. Click a word to open its list of pages.

Menu	What you find there
Dashboard	Key figures, charts, alerts, the timeline and the report centre.
Letters of Credit	**Import LC**, **Export LC**, **Back-to-Back LC**, **Shipments** and **Amendments**.
Bank Guarantees	Guarantees **Issued** by your bank for you and **Received** from others.
Banks	**Banks**, **Facilities** (credit limits), **Margin Moves**, **Charges** and **Loans**.
Reporting	Analysis lists and pivots, and 16 printable reports (screen, PDF, Excel).
Configuration	Settings, charge types and document types (managers only).

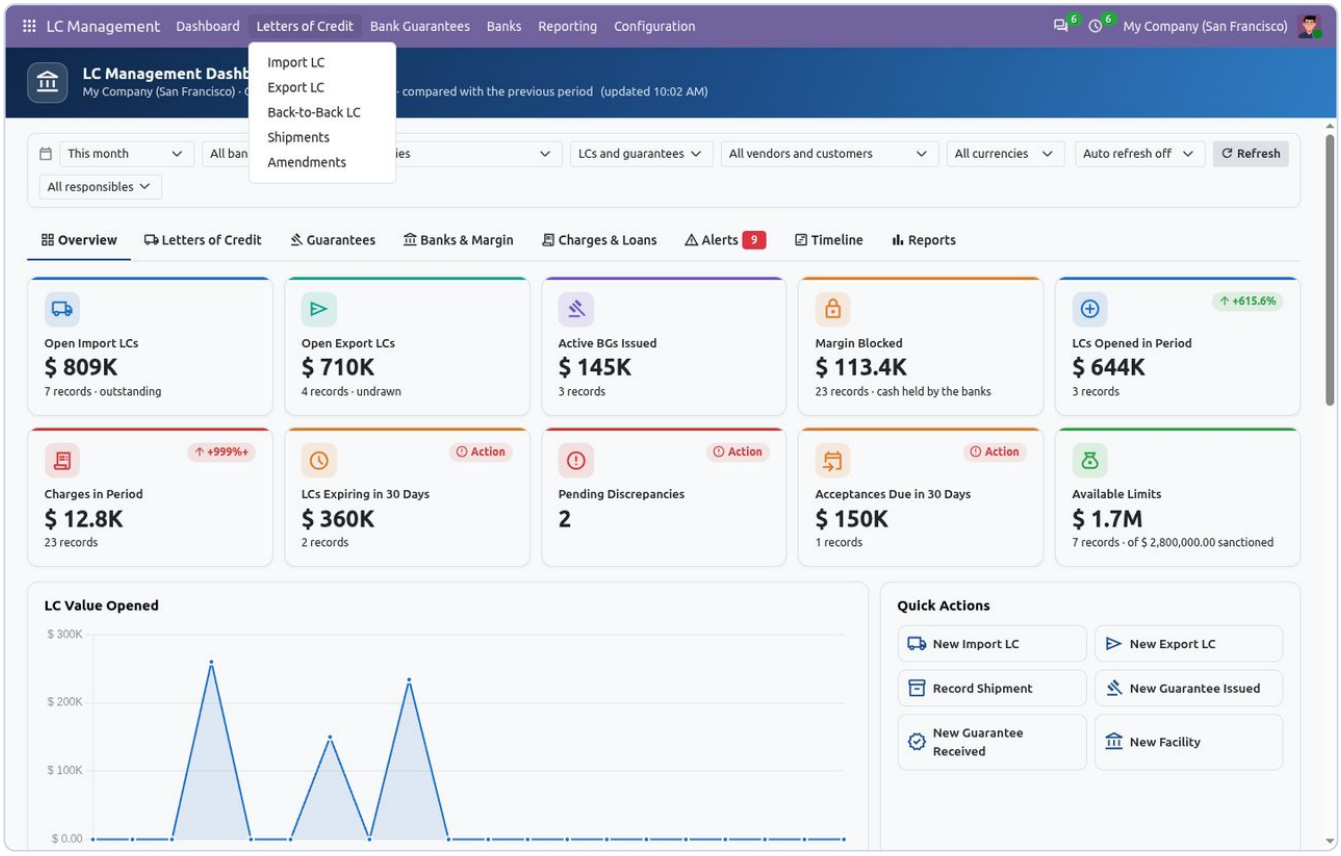


Figure 2. The **Letters of Credit** menu opened from the main menu.

Words you will meet

Trade finance has its own vocabulary. You do not need to learn it all at once: come back to this table whenever a word is new.

Word	Meaning in simple terms
Letter of Credit (LC)	A promise from a bank to pay a seller, if the seller presents the right documents on time.
Import LC	You buy goods. Your bank promises to pay your supplier (the *beneficiary*).
Export LC	You sell goods. Your customer's bank promises to pay *you*.
Applicant / Beneficiary	The buyer who asks for the LC / the seller who is paid under it.
Issuing bank	The bank that issues the LC (for an import LC, your bank).
Sight LC	Paid as soon as the documents are accepted.
Usance LC	Paid later, at a *maturity* date (for example 90 days after shipment).
Facility	The credit limit your bank gives you for LCs, guarantees or loans.
Margin	Cash the bank blocks from your account while the LC or guarantee is open.

Word	Meaning in simple terms
Tolerance	How much more (or less) than the LC amount may be drawn, in percent.
Latest shipment date	The last day the goods may be shipped.
Expiry date	The last day documents may be presented under the LC.
Presentation period	Days allowed between shipment and presenting the documents.
Discrepancy	A difference between the documents and the LC terms (late shipment, wrong amount...).
Amendment	A change to the terms of an LC that is already open.
Negotiation / Realization	Export: money advanced by the bank before payment / the final payment.
Bank Guarantee (BG)	A bank's promise to pay someone if you do not meet an obligation.
LTR / PAD loan	A short loan from the bank when you cannot pay an LC at maturity.

2 First-Time Setup (Managers)

Do these steps once, before the first LC. They take about 15 minutes. If someone has already done them, skip to the next chapter.

BEFORE YOU START

You need the **Manager** role, and ideally your accountant next to you to choose the accounts.

Step 1: choose the accounts

1. Open **Configuration** › **Settings**.
2. In the **Trade Finance** section, under **Accounts**, choose an account for each line (margin, LC charges clearing, bank charges, bank acceptance, short-term loan, interest expense, interest payable, export bills negotiated, guarantee loss and income).
3. Under **Limits and Back-to-back**, choose what happens when a facility limit is exceeded: **Warn** (a message only) or **Block** (only a manager can go beyond).
4. Under **Alerts**, keep the suggested days or change them (for example *15,7* means a reminder 15 days and 7 days before an LC expires).
5. Click **Save** at the top.

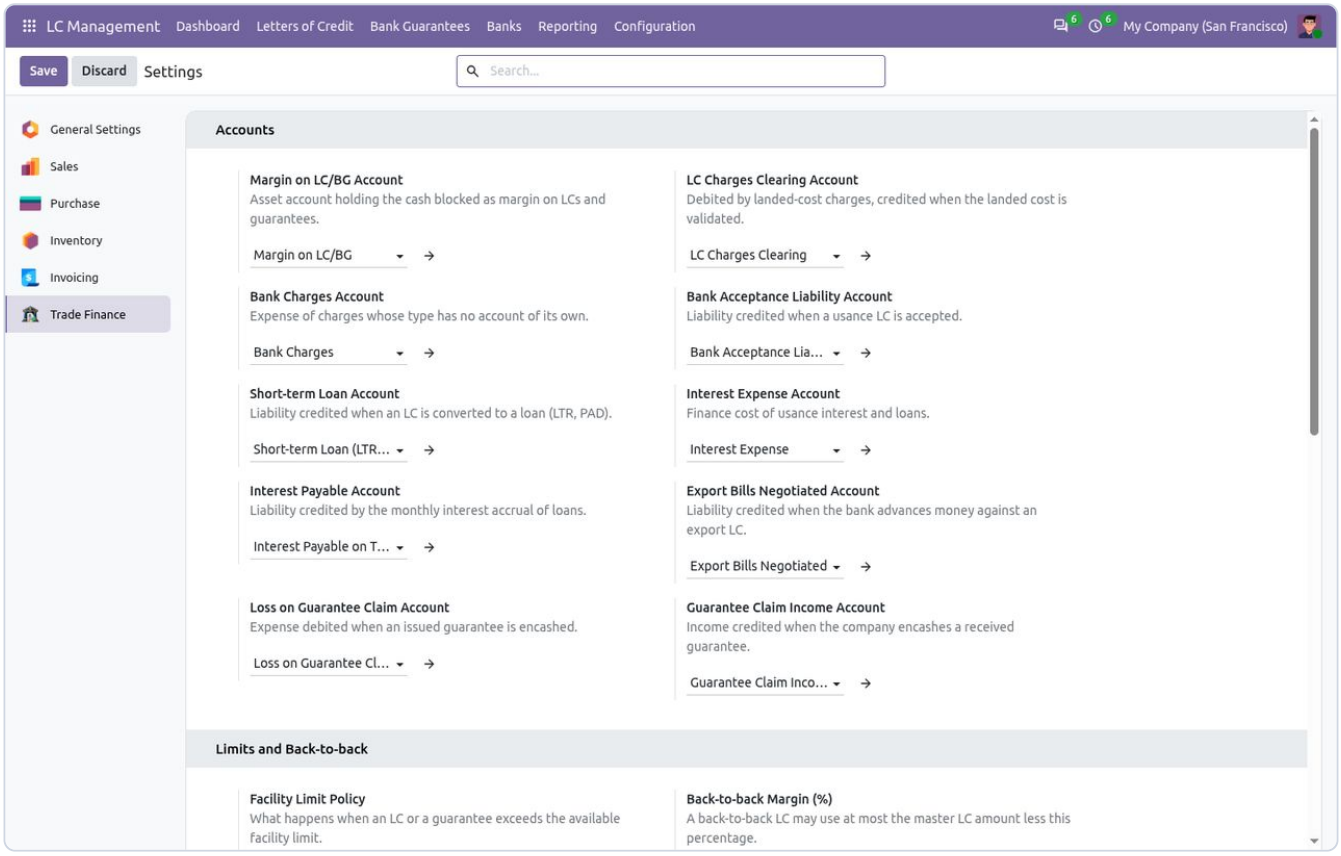


Figure 3. Trade Finance settings: accounts, limits, alerts and AI.

> **TIP**
> Not sure which account to choose? Ask your accountant. Every field has a short help text under its name explaining what the account is used for.

Step 2: add your banks

1. Open **Banks** › **Banks**.
2. Click **New**, type the bank's name, and fill in its **email address** (letters to the bank are emailed there) and its SWIFT/BIC code.
3. Save. Repeat for every bank you work with.

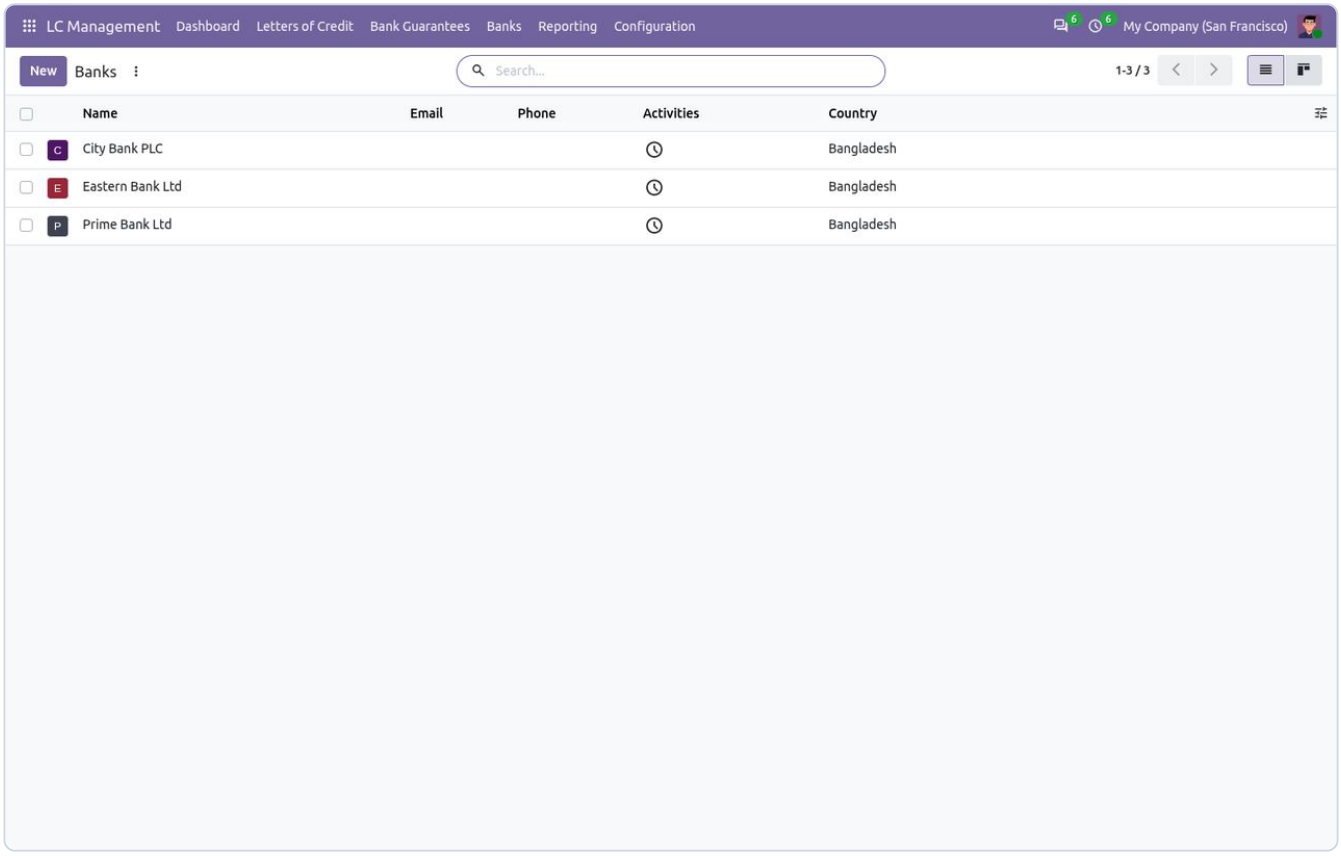


Figure 4. The list of banks. Only contacts marked as a bank can be chosen as an issuing or advising bank.

Step 3: create the facilities (credit limits)

A facility is the limit your bank sanctioned for one kind of business, for example "City Bank - Import LC Sight, 900,000".

1. Open **Banks** › **Facilities** and click **New**.
2. Type a name, choose the **Bank**, the **Bank Journal** and the **Facility Type** (import LC sight, usance, back-to-back, guarantee, LTR or PAD loan).
3. Enter the **Sanctioned Limit**, the **Default Margin (%)** and the **Commission Rate (%)** given in the bank's sanction letter.
4. Enter the validity dates (**Valid From** and **Valid Until**) and save.

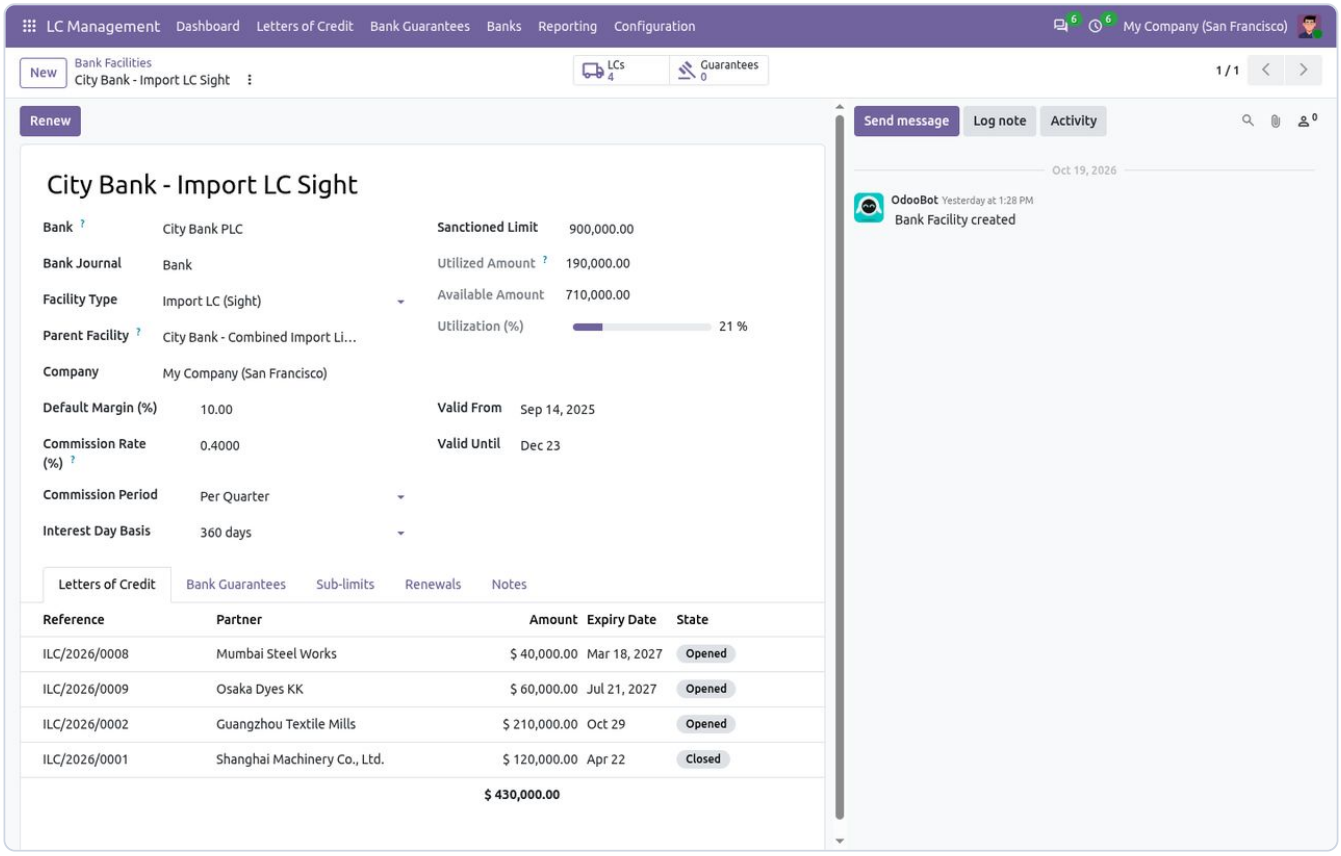
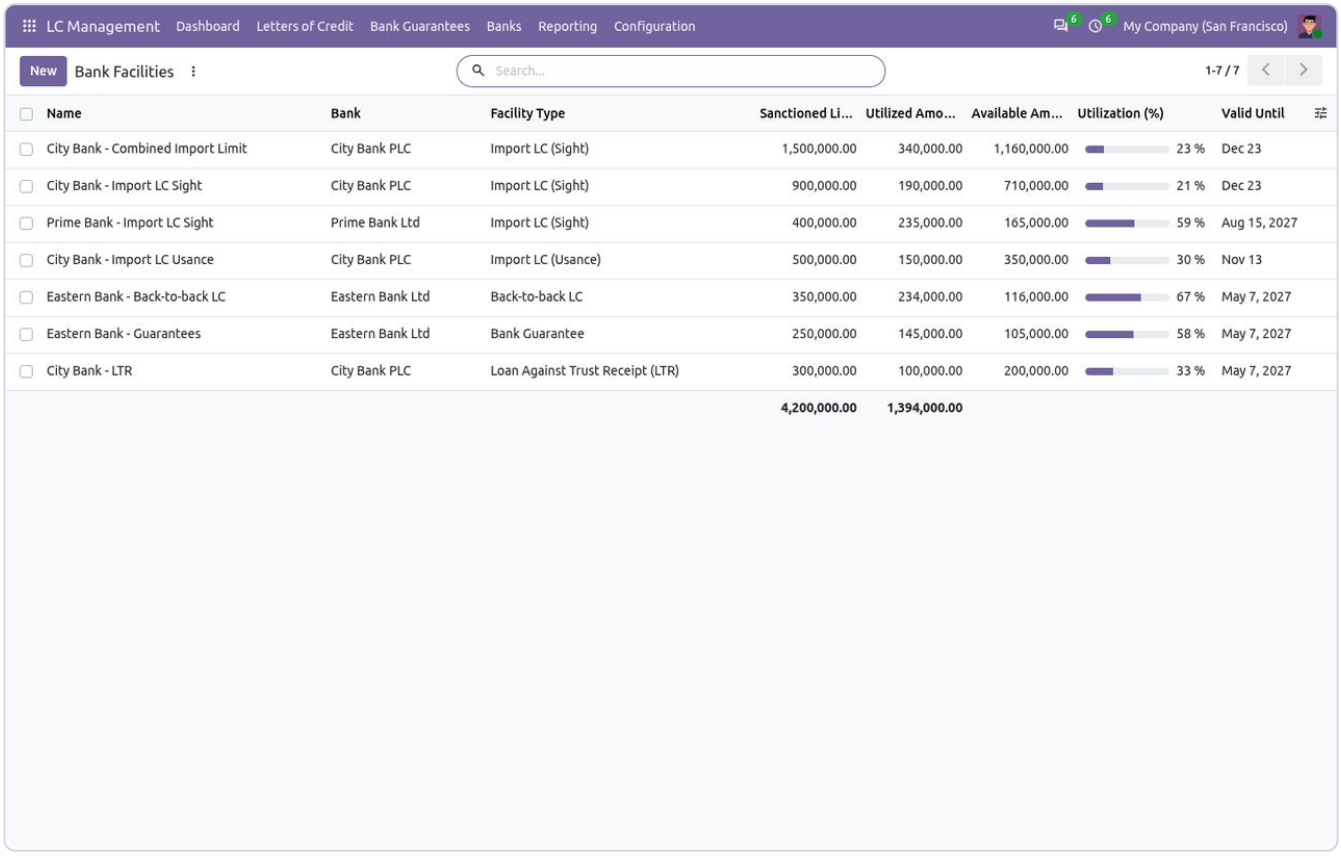


Figure 5. A facility: limit, what is used, what is still available, and the LCs using it.

TIP

Several facilities can share one combined limit: set the **Parent Facility** field. When the bank renews a facility, use the **Renew** button: the old limit is kept in the history.

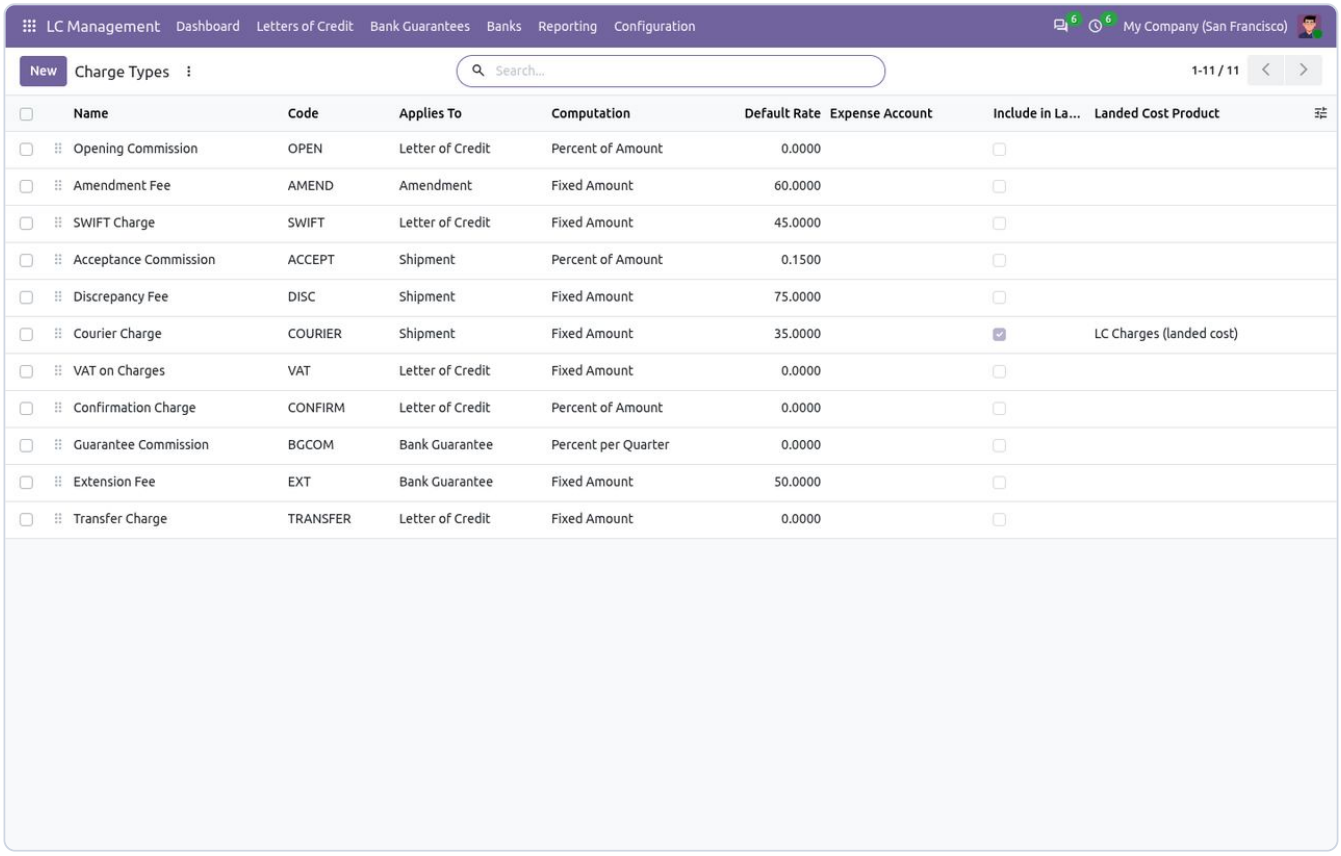


Name	Bank	Facility Type	Sanctioned Li...	Utilized Amo...	Available Am...	Utilization (%)	Valid Until
City Bank - Combined Import Limit	City Bank PLC	Import LC (Sight)	1,500,000.00	340,000.00	1,160,000.00	23 %	Dec 23
City Bank - Import LC Sight	City Bank PLC	Import LC (Sight)	900,000.00	190,000.00	710,000.00	21 %	Dec 23
Prime Bank - Import LC Sight	Prime Bank Ltd	Import LC (Sight)	400,000.00	235,000.00	165,000.00	59 %	Aug 15, 2027
City Bank - Import LC Usance	City Bank PLC	Import LC (Usance)	500,000.00	150,000.00	350,000.00	30 %	Nov 13
Eastern Bank - Back-to-back LC	Eastern Bank Ltd	Back-to-back LC	350,000.00	234,000.00	116,000.00	67 %	May 7, 2027
Eastern Bank - Guarantees	Eastern Bank Ltd	Bank Guarantee	250,000.00	145,000.00	105,000.00	58 %	May 7, 2027
City Bank - LTR	City Bank PLC	Loan Against Trust Receipt (LTR)	300,000.00	100,000.00	200,000.00	33 %	May 7, 2027
			4,200,000.00	**1,394,000.00**			

Figure 6. All facilities with their utilization bar.

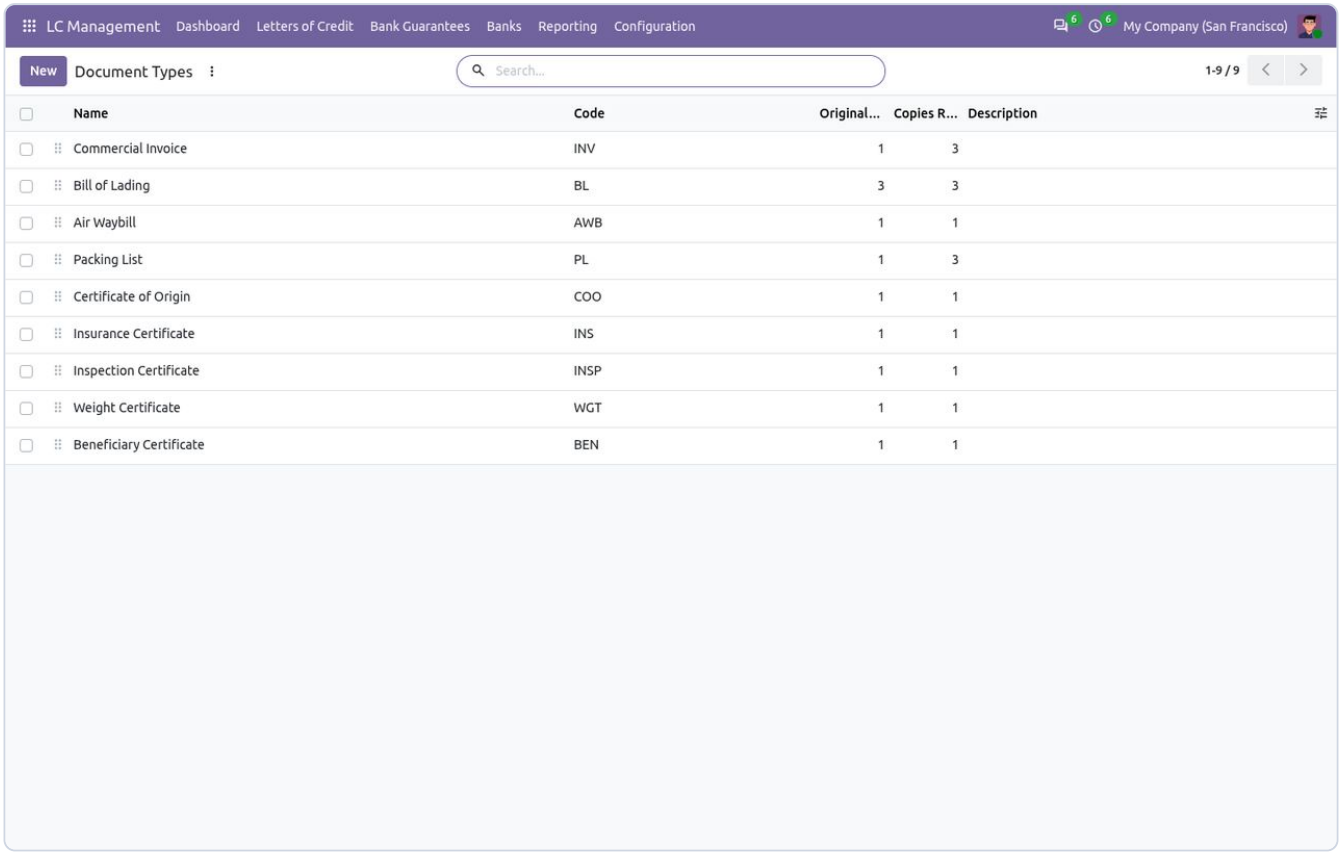
Step 4: check charge types and document types

Configuration › Charge Types lists the bank charges the app knows (opening commission, SWIFT, amendment fee, acceptance commission...). Enter the usual rate of your bank in **Default Rate**. **Configuration › Document Types** lists the shipping documents (invoice, bill of lading, packing list...) that LCs may require.



Name	Code	Applies To	Computation	Default Rate	Expense Account	Include in La...	Landed Cost Product
Opening Commission	OPEN	Letter of Credit	Percent of Amount	0.0000			
Amendment Fee	AMEND	Amendment	Fixed Amount	60.0000			
SWIFT Charge	SWIFT	Letter of Credit	Fixed Amount	45.0000			
Acceptance Commission	ACCEPT	Shipment	Percent of Amount	0.1500			
Discrepancy Fee	DISC	Shipment	Fixed Amount	75.0000			
Courier Charge	COURIER	Shipment	Fixed Amount	35.0000		☑	LC Charges (landed cost)
VAT on Charges	VAT	Letter of Credit	Fixed Amount	0.0000			
Confirmation Charge	CONFIRM	Letter of Credit	Percent of Amount	0.0000			
Guarantee Commission	BGCOM	Bank Guarantee	Percent per Quarter	0.0000			
Extension Fee	EXT	Bank Guarantee	Fixed Amount	50.0000			
Transfer Charge	TRANSFER	Letter of Credit	Fixed Amount	0.0000			

Figure 7. Charge types: how each charge is computed and which account it uses.



Name	Code	Original...	Copies R...	Description
Commercial Invoice	INV	1	3	
Bill of Lading	BL	3	3	
Air Waybill	AWB	1	1	
Packing List	PL	1	3	
Certificate of Origin	COO	1	1	
Insurance Certificate	INS	1	1	
Inspection Certificate	INSP	1	1	
Weight Certificate	WGT	1	1	
Beneficiary Certificate	BEN	1	1	

Figure 8. Document types and how many originals and copies the bank usually asks for.

3 The Dashboard

The dashboard is your home page. It shows what is open, what is due soon and what needs your attention.

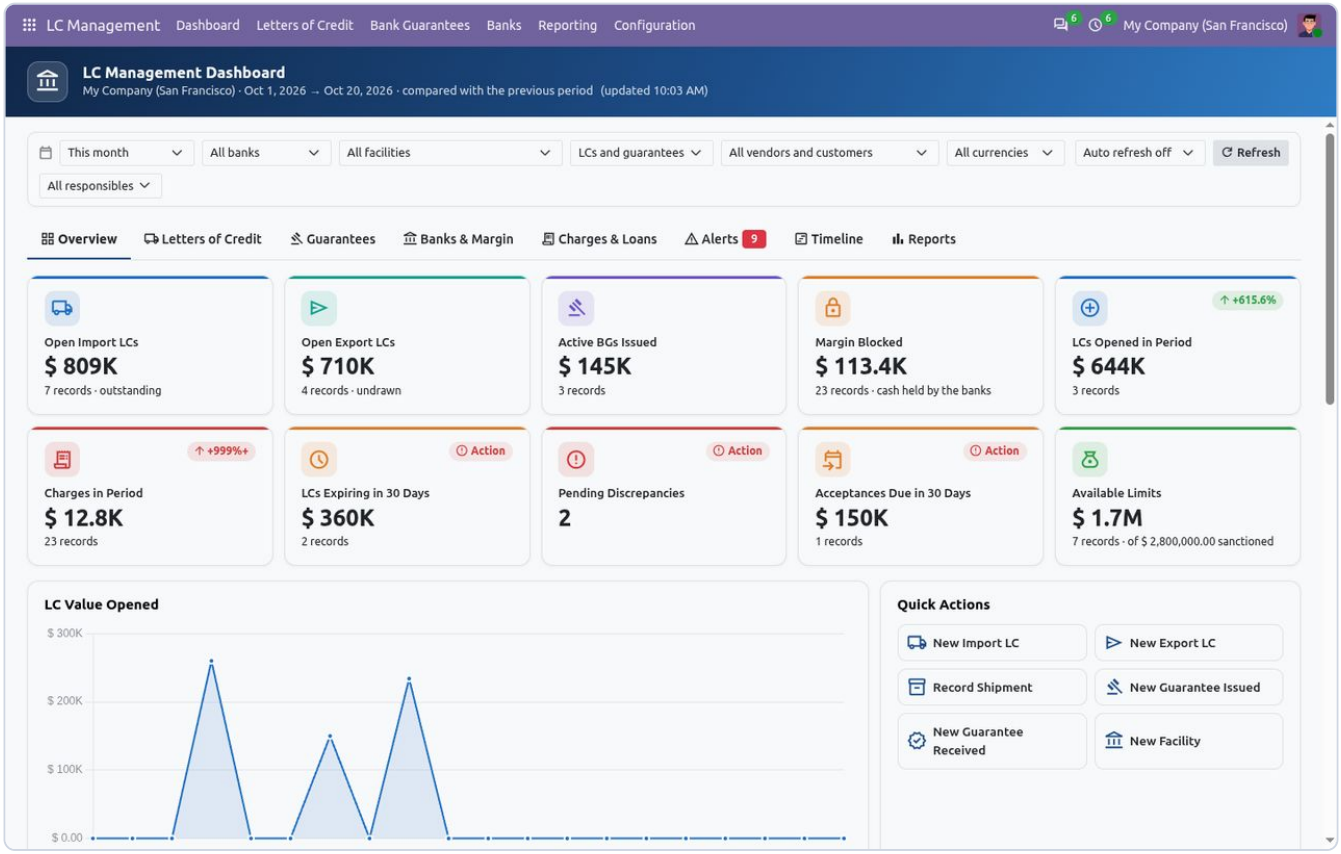


Figure 9. The dashboard, Overview tab.

Reading the dashboard

1. Use the **filter bar** at the top to choose a period (**This month**, **This quarter**...), a bank, a facility, a partner or a currency. Every figure follows the filters.
2. Click a **tab** to change subject: **Overview**, **Letters of Credit**, **Guarantees**, **Banks & Margin**, **Charges & Loans**, **Alerts**, **Timeline**, **Reports**.
3. Click any **card** (for example *Open Import LCs*) to open the records behind its figure.
4. Cards marked **Action** need attention, for example LCs expiring within 30 days.

Maturity heatmap

On the Overview tab, the heatmap shows, for each bank (rows) and each month (columns), how much is falling due. Darker cells mean larger amounts. The first column, *Overdue*, shows what is already late. Click a cell to see the LCs, guarantees and loans behind it.

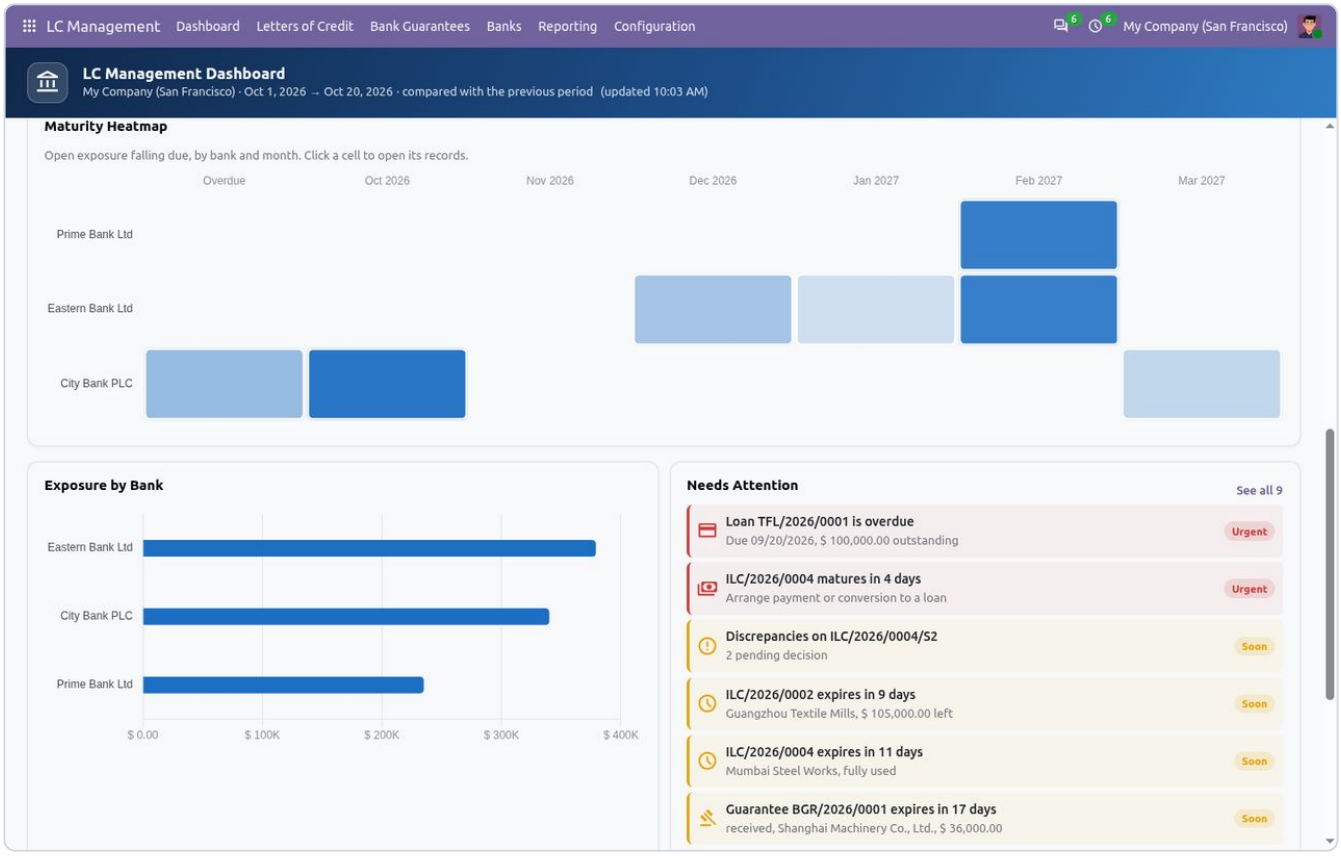


Figure 10. The maturity heatmap and the list of things that need attention.

Banks & Margin: exposure flow and share

The **Exposure Flow** chart follows the money from each bank, through its facilities, to the kind of instrument (import LC, guarantee, loan). The **Exposure Share** chart shows each bank as a box, split by instrument: the bigger the box, the more you depend on that bank.

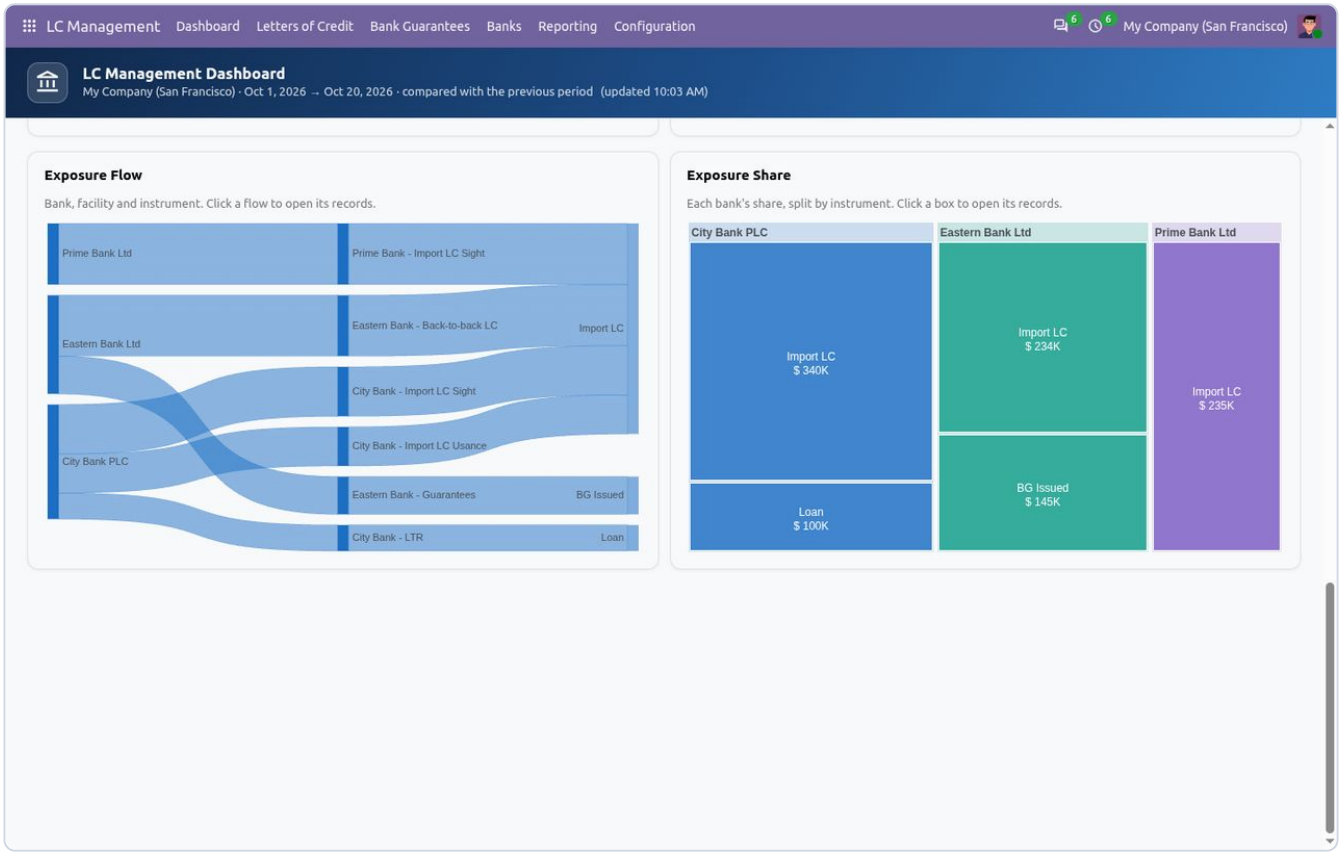


Figure 11. Exposure flow (left) and exposure share (right). Click a band or a box to open its records.

Timeline

The **Timeline** tab draws every open LC, guarantee and loan as a bar from its issue date to its expiry or due date, one lane per bank. The red line is today. Use the zoom buttons, or hold **Ctrl** and turn the mouse wheel. Click a bar to open the record.

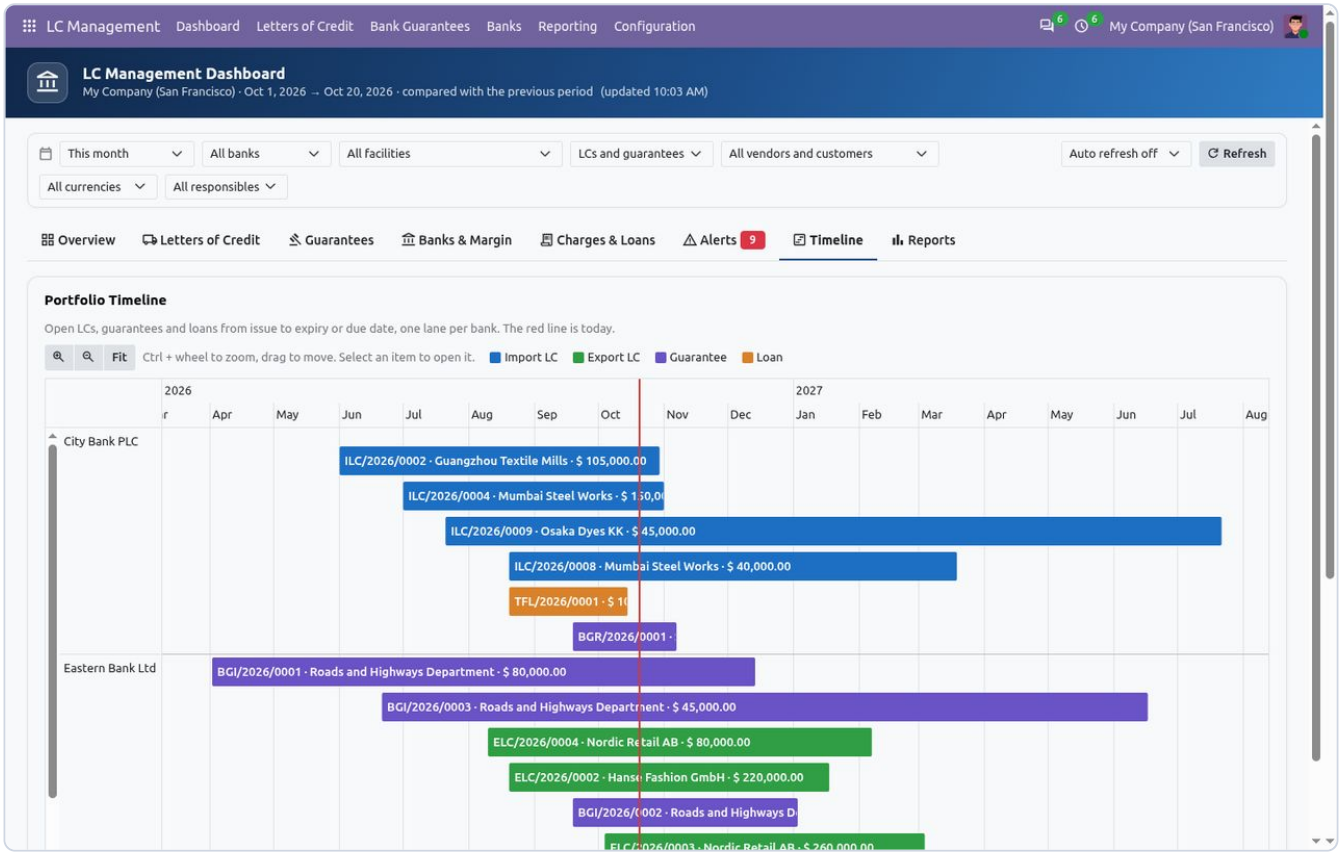


Figure 12. The portfolio timeline: what is open, with which bank, and until when.

Alerts

The **Alerts** tab lists everything that needs action, the most urgent first: LCs expiring, maturities, discrepancies waiting for a decision, guarantees expiring, overdue loans, facilities close to their limit and charges not yet posted. Click a line to open the record.

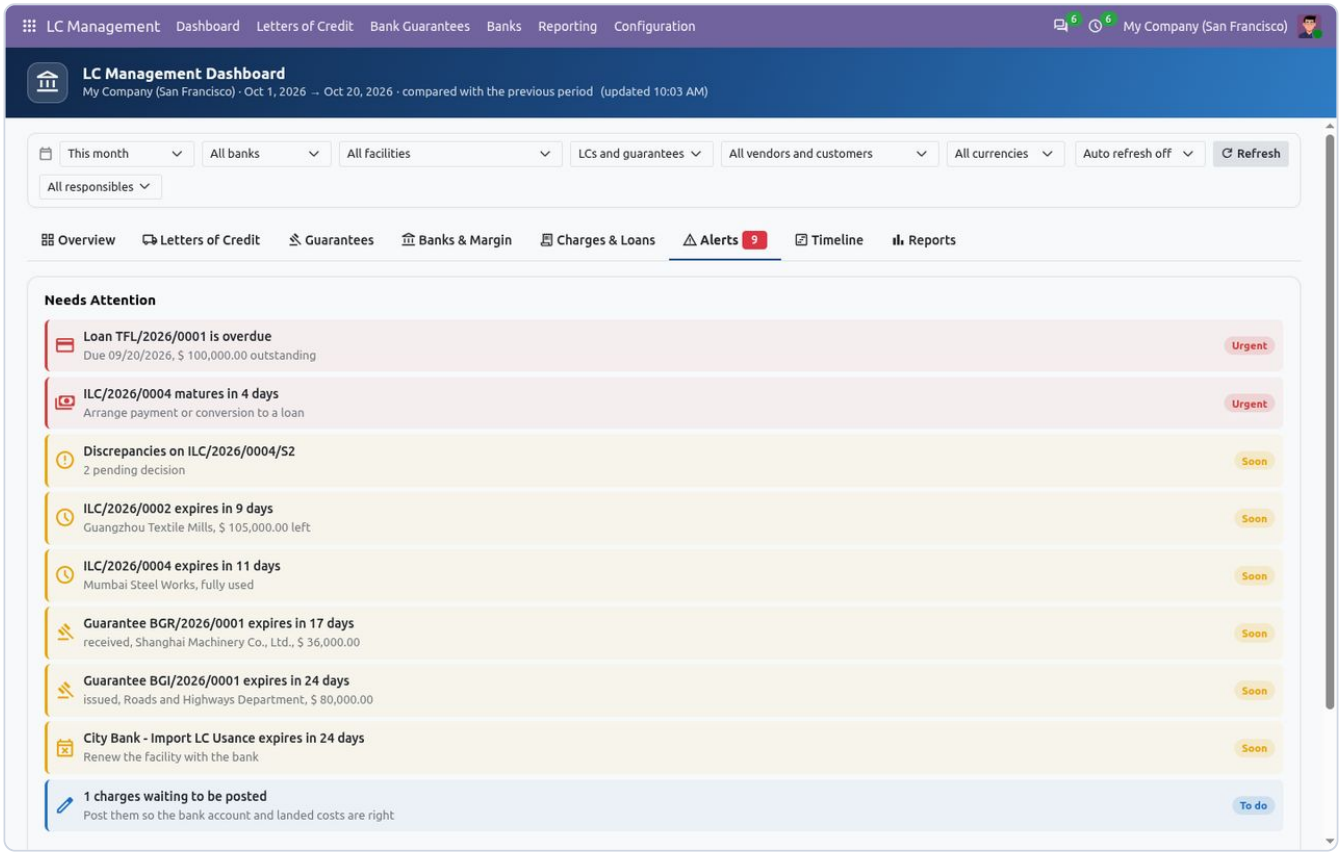


Figure 13. Alerts, sorted by urgency.

> **GOOD TO KNOW**
>
> Every morning the app also creates **to-do activities** for the responsible person before important dates (LC expiry, latest shipment date, maturity, guarantee expiry…). You see them in the clock icon at the top right. Emails can be switched on in the settings.

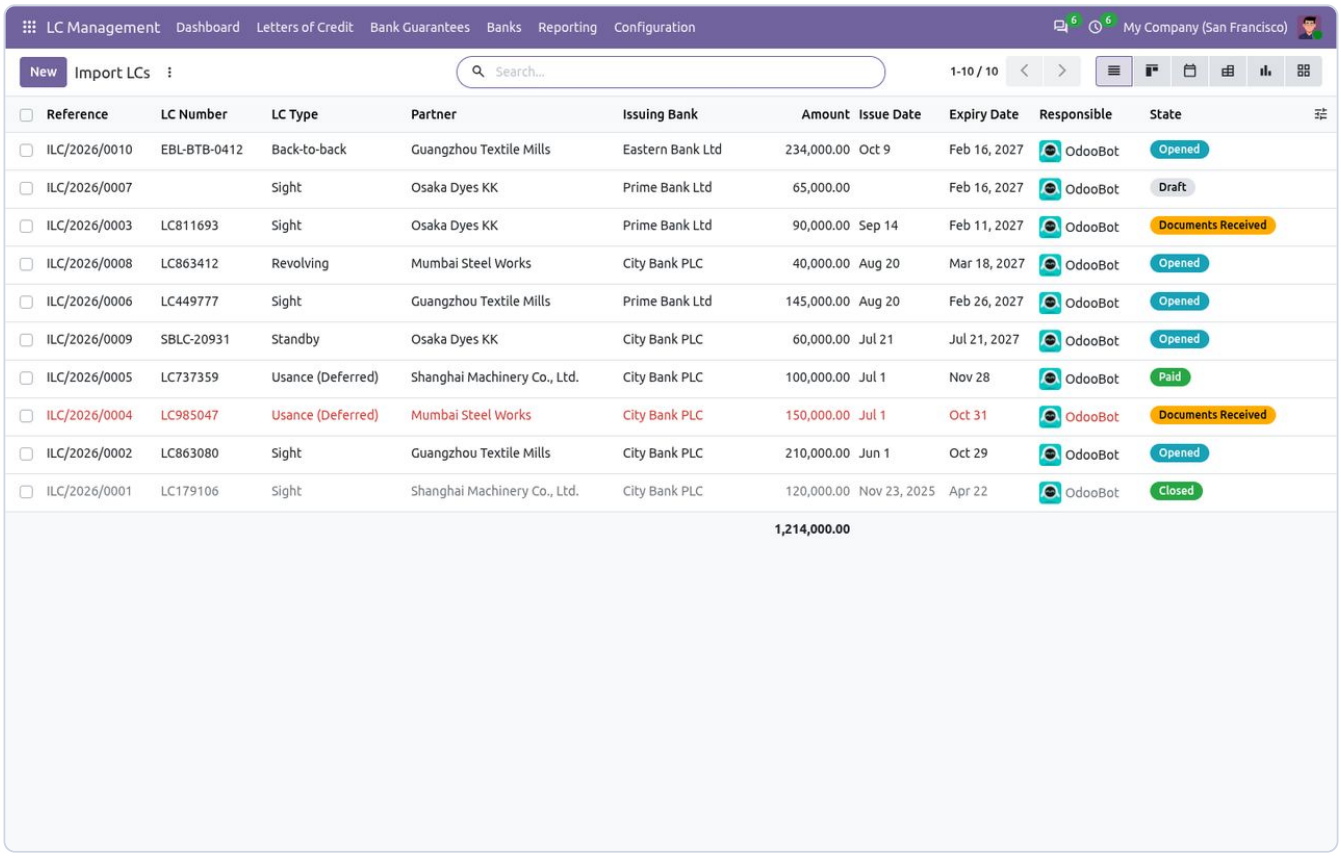
4 Import LC: Step by Step

You buy goods from a supplier abroad. This chapter follows one import LC from the purchase order to the final payment.

The life of an import LC:

Draft → **Applied** → **Opened** → **Documents Received** → **Accepted** → **Paid** → **Closed**

The coloured bar at the top right of every LC (the *status bar*) shows where the LC is now.



Reference	LC Number	LC Type	Partner	Issuing Bank	Amount	Issue Date	Expiry Date	Responsible	State
ILC/2026/0010	EBL-BTB-0412	Back-to-back	Guangzhou Textile Mills	Eastern Bank Ltd	234,000.00	Oct 9	Feb 16, 2027	OdooBot	Opened
ILC/2026/0007		Sight	Osaka Dyes KK	Prime Bank Ltd	65,000.00		Feb 16, 2027	OdooBot	Draft
ILC/2026/0003	LC811693	Sight	Osaka Dyes KK	Prime Bank Ltd	90,000.00	Sep 14	Feb 11, 2027	OdooBot	Documents Received
ILC/2026/0008	LC863412	Revolving	Mumbai Steel Works	City Bank PLC	40,000.00	Aug 20	Mar 18, 2027	OdooBot	Opened
ILC/2026/0006	LC449777	Sight	Guangzhou Textile Mills	Prime Bank Ltd	145,000.00	Aug 20	Feb 26, 2027	OdooBot	Opened
ILC/2026/0009	SBLC-20931	Standby	Osaka Dyes KK	City Bank PLC	60,000.00	Jul 21	Jul 21, 2027	OdooBot	Opened
ILC/2026/0005	LC737359	Usance (Deferred)	Shanghai Machinery Co., Ltd.	City Bank PLC	100,000.00	Jul 1	Nov 28	OdooBot	Paid
ILC/2026/0004	LC985047	Usance (Deferred)	Mumbai Steel Works	City Bank PLC	150,000.00	Jul 1	Oct 31	OdooBot	Documents Received
ILC/2026/0002	LC863080	Sight	Guangzhou Textile Mills	City Bank PLC	210,000.00	Jun 1	Oct 29	OdooBot	Opened
ILC/2026/0001	LC179106	Sight	Shanghai Machinery Co., Ltd.	City Bank PLC	120,000.00	Nov 23, 2025	Apr 22	OdooBot	Closed
					1,214,000.00				

Figure 14. Letters of Credit › Import LC: all import LCs and their status.

Step 1: create the LC from a purchase order

1. Open the confirmed purchase order in the Purchase app.
2. Click **Open LC**. A new draft LC opens, already filled with the supplier, currency, amount, Incoterm and goods description.

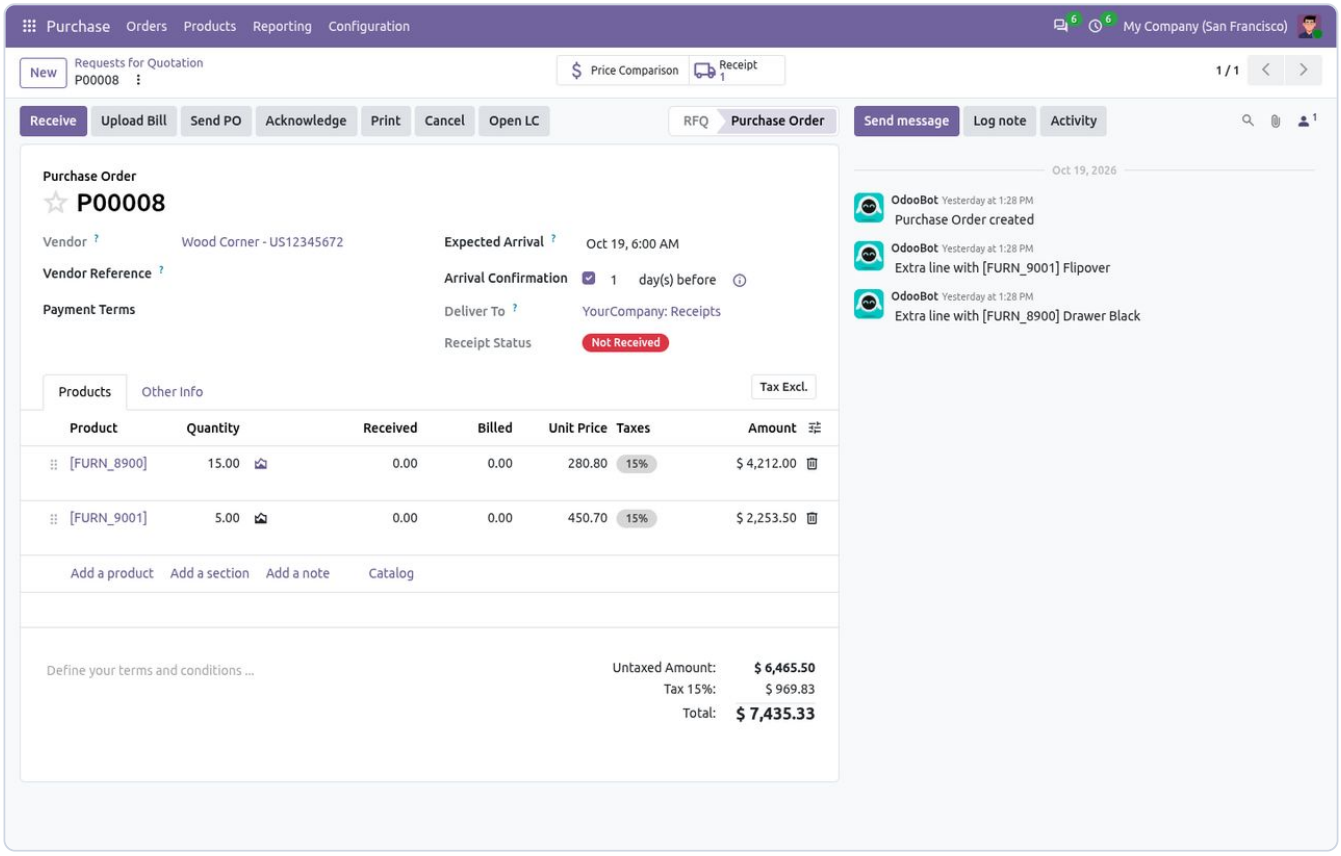


Figure 15. A confirmed purchase order with the **Open LC** button.

> **TIP**
>
> You can also create an LC directly: **Letters of Credit** › **Import LC** then **New**. Link the purchase orders later in the **Orders** tab.

Step 2: fill in the LC

1. Check the **Beneficiary** (your supplier) and choose the **LC Type**: **Sight** if you pay when the documents arrive, **Usance (Deferred)** if you pay later.
2. Choose the **Facility**. The bank journal, the issuing bank and the margin percentage fill in by themselves. Below the form, the **Bank Suggestion** table ranks your facilities by available limit and by the charges you paid them.
3. Enter the **Amount**, the **Tolerance (+/- %)**, the **Latest Shipment Date** and the **Expiry Date**.
4. In the **Terms** tab, enter the ports, choose the **Required Documents** and describe the goods.
5. Save (the cloud icon near the title, or Ctrl+S).

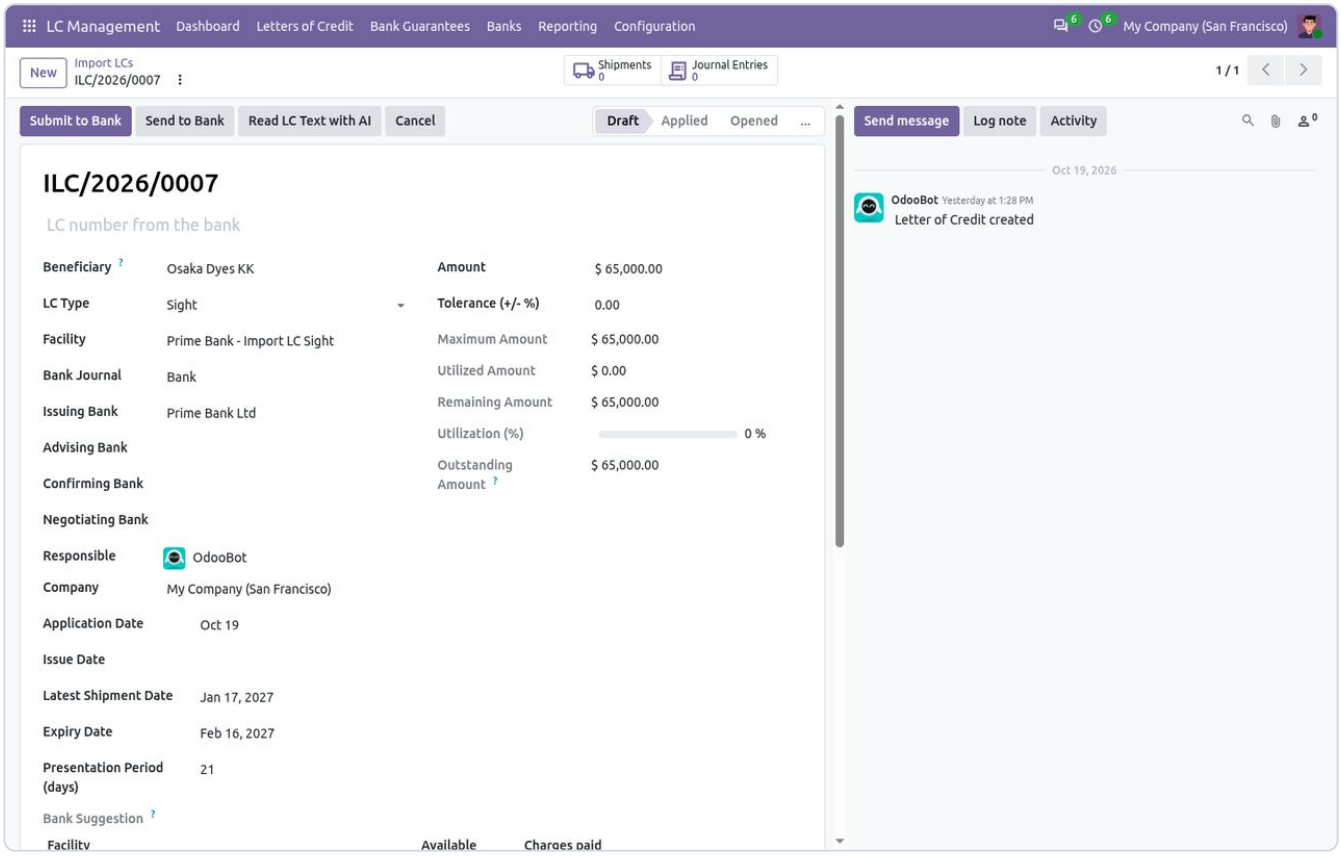


Figure 16. A draft import LC, ready to be submitted.

Step 3: submit the application to the bank

1. Click **Submit to Bank**. The app checks the facility limit and the LC moves to **Applied**.
2. To email the application form to the bank, click **Send to Bank**. An email opens with the PDF attached and the bank as recipient. Check it and click **Send**.

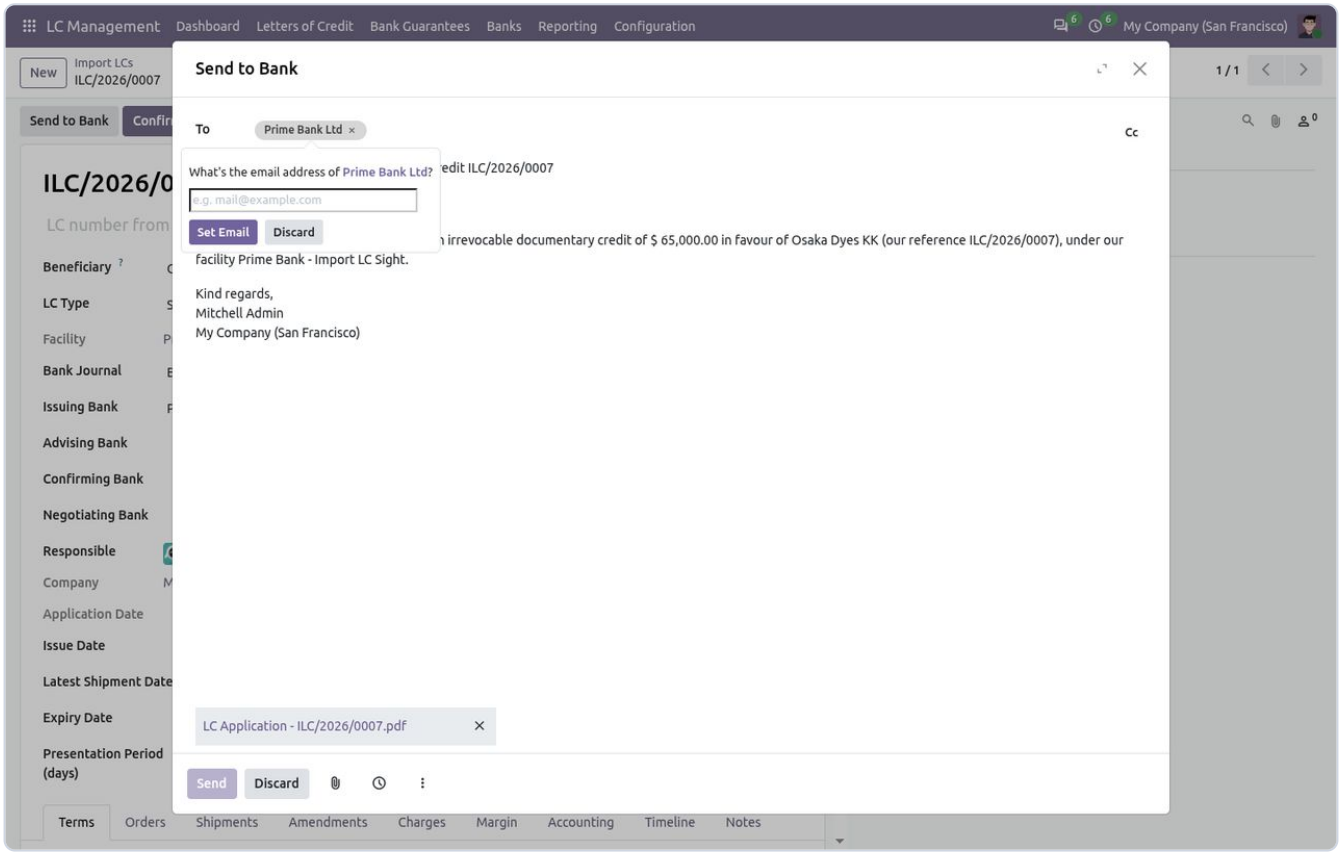


Figure 17. **Send to Bank**: the LC application is attached. If the bank has no email address yet, Odoo asks for it.

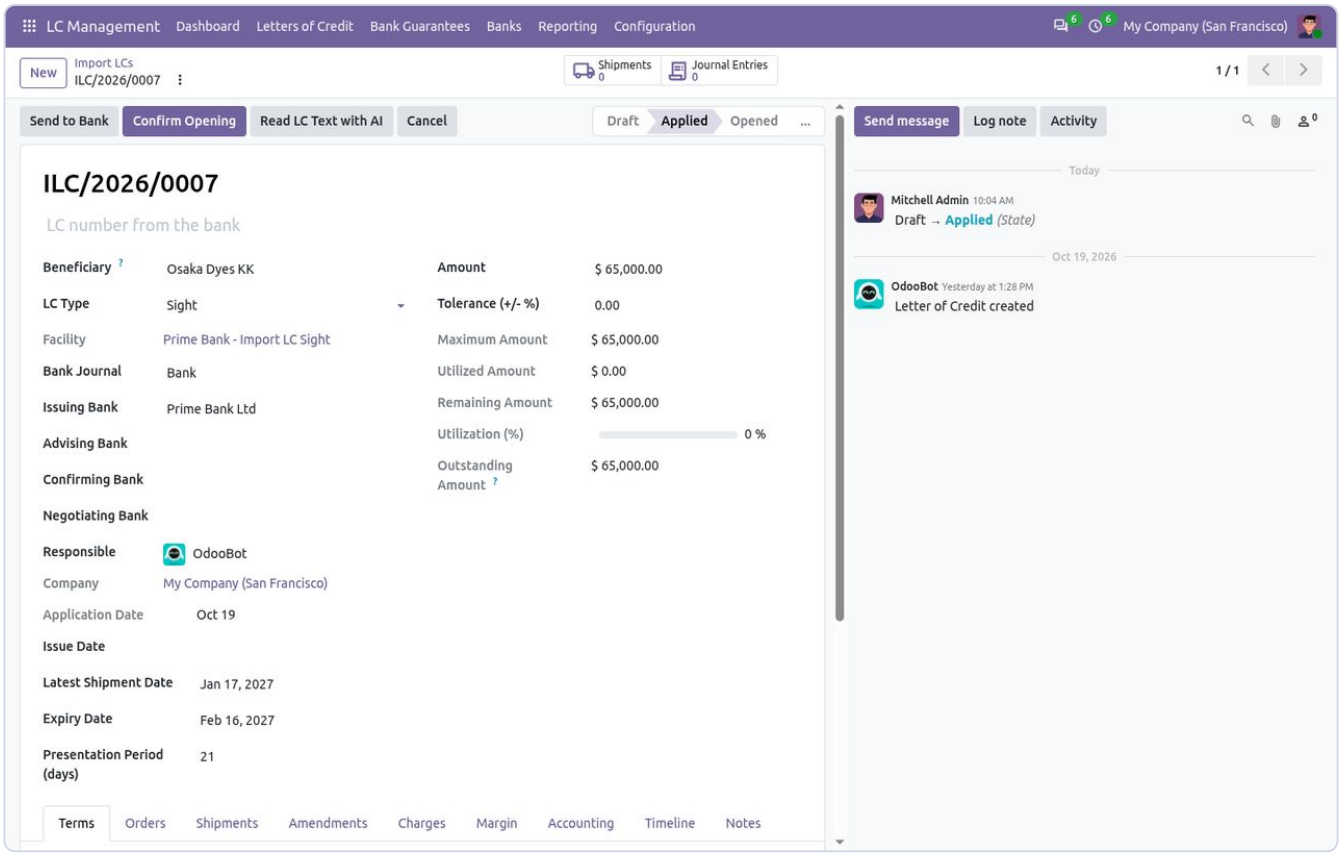


Figure 18. The LC is **Applied**: it now waits for the bank.

> **IMPORTANT**
> If the facility does not have enough limit, you see a warning. Under the **Block** policy, only a manager can continue.

Step 4: confirm the opening (Manager)

1. When the bank opens the LC, type the bank's LC number in the field under the title, and the **Issue Date**.
2. Click **Confirm Opening**. The app blocks the margin and posts the opening charges in accounting. The LC is now **Opened**.

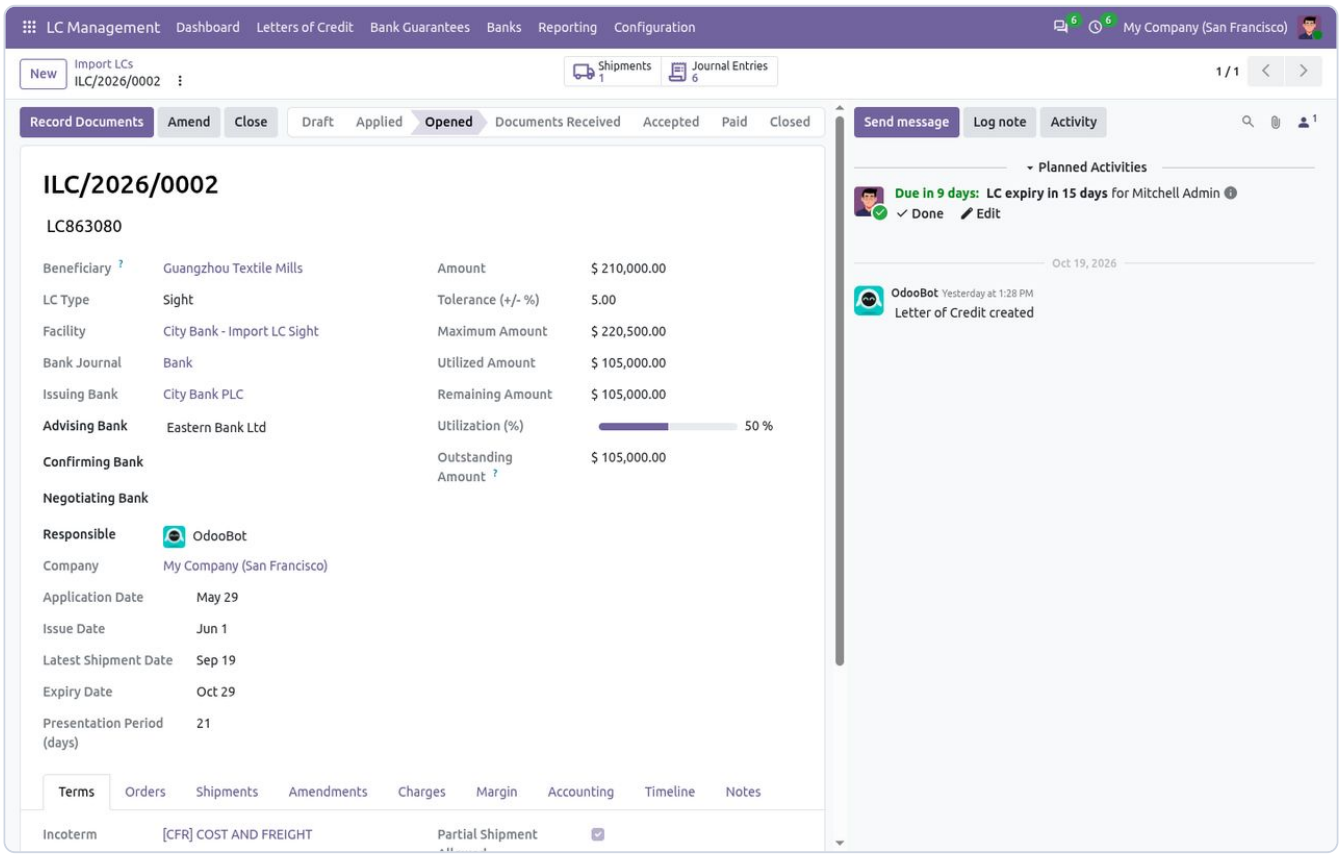


Figure 19. An opened LC: amount, utilization and outstanding amount.

Step 5: record the shipment documents

When your supplier ships the goods, the bank receives the shipping documents.

1. Click **Record Documents**. A new **shipment** opens for this LC.
2. Enter the **Shipment (B/L) Date**, the **B/L or AWB No.** and the **Invoice Amount**.
3. In the **Documents** tab, click **Received** on each document line as it arrives.
4. Click **Documents Received**. The app compares the documents with the LC terms and lists any problem in the **Discrepancies** tab.

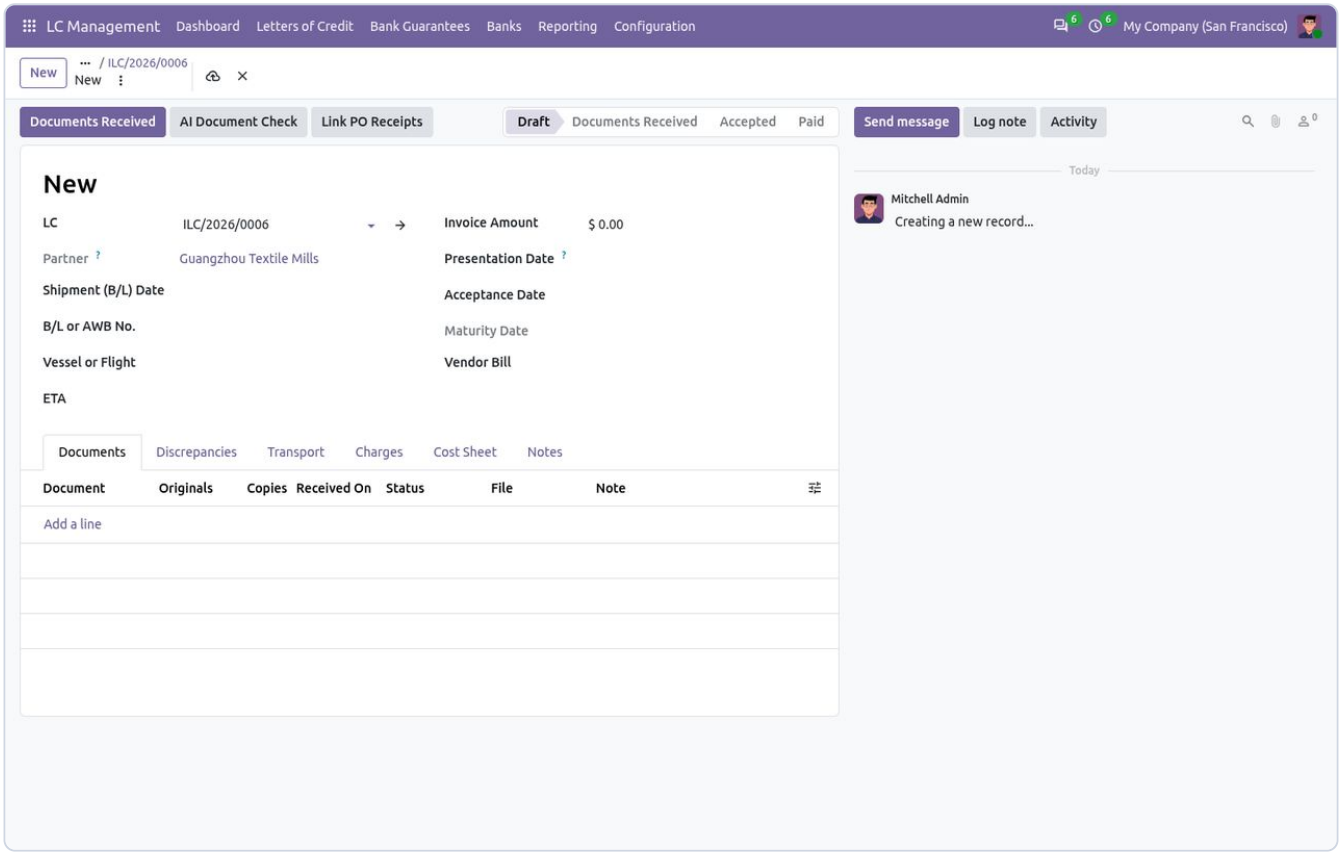


Figure 20. A new shipment, opened from the LC.

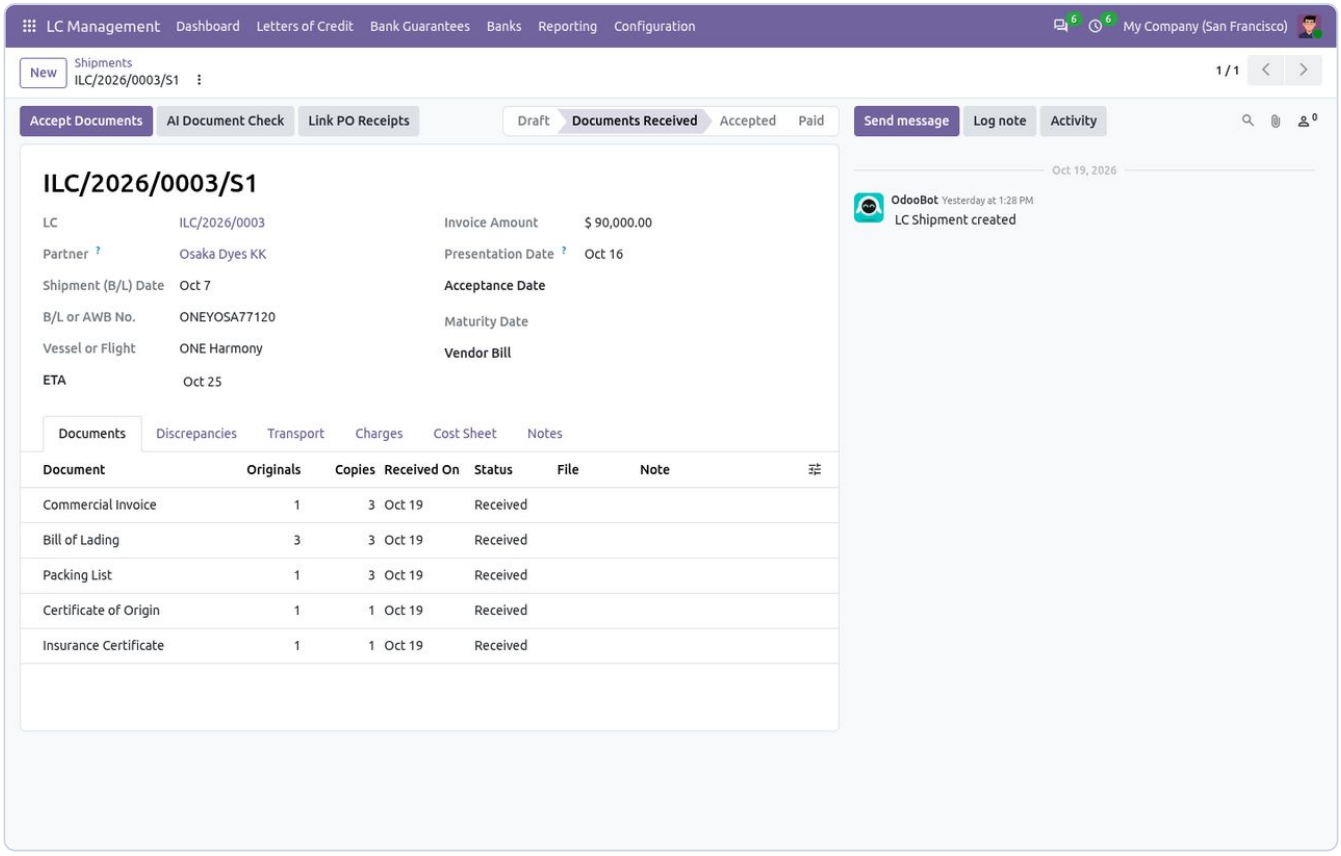


Figure 21. The document checklist of a shipment.

> **TIP**
> Click **Link PO Receipts** to connect the stock receipts of the purchase order to this shipment. Later, **Landed Cost** adds the LC charges to the cost of the products.

Step 6: deal with discrepancies

A discrepancy is a difference between the documents and the LC (late shipment, amount too high…). The shipment cannot be accepted while one is pending.

1. Open the **Discrepancies** tab of the shipment.
2. Click **Accept** on a line if you agree to pay anyway (the bank may charge a fee, typed in **Discrepancy Fee**), or **Reject** to refuse the documents: the shipment goes back to draft and the supplier must present corrected documents.

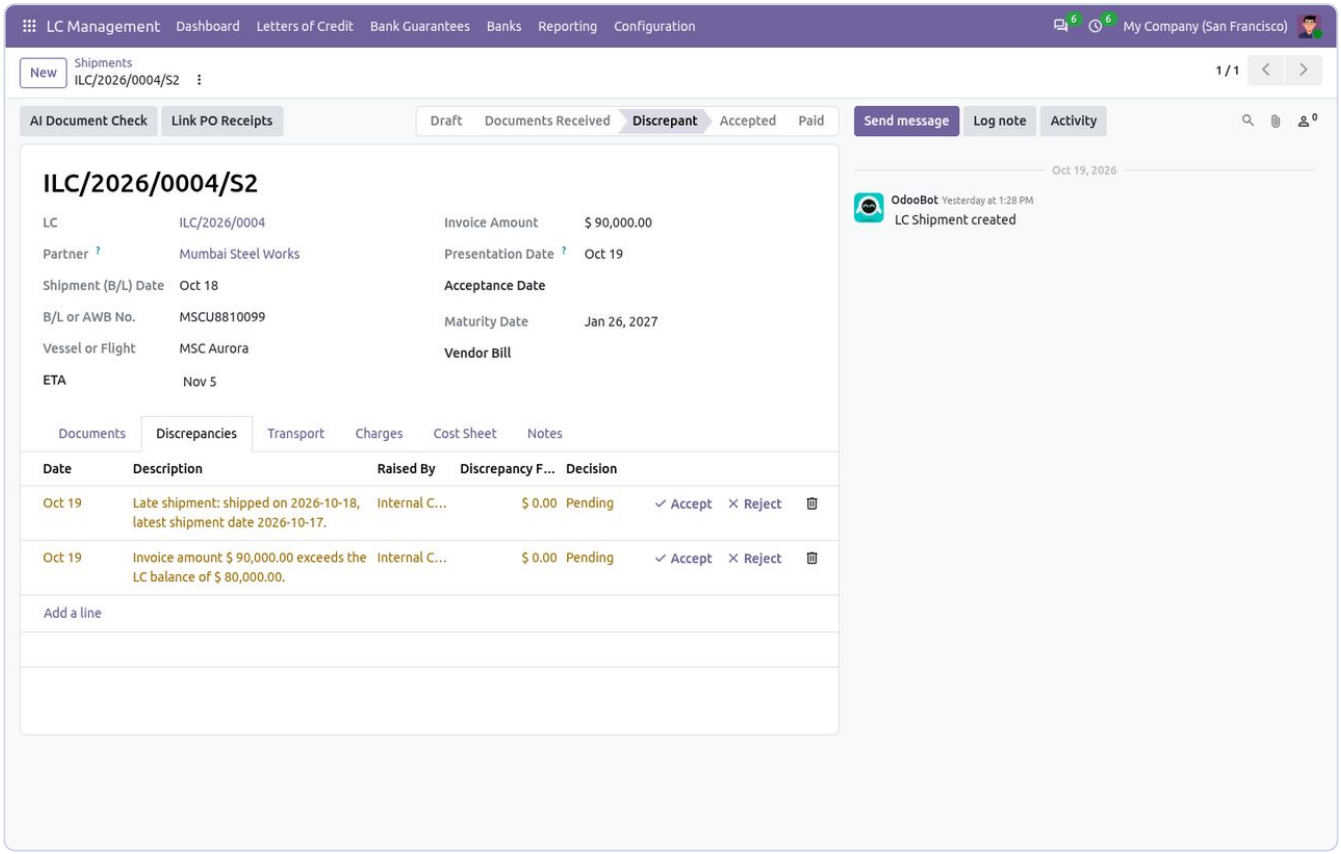


Figure 22. Two discrepancies found by the app, waiting for a decision.

Step 7: accept the documents (Manager)

1. On the shipment (or the LC), click **Accept Documents**.
2. For a usance LC the app books the bank acceptance and computes the maturity date.

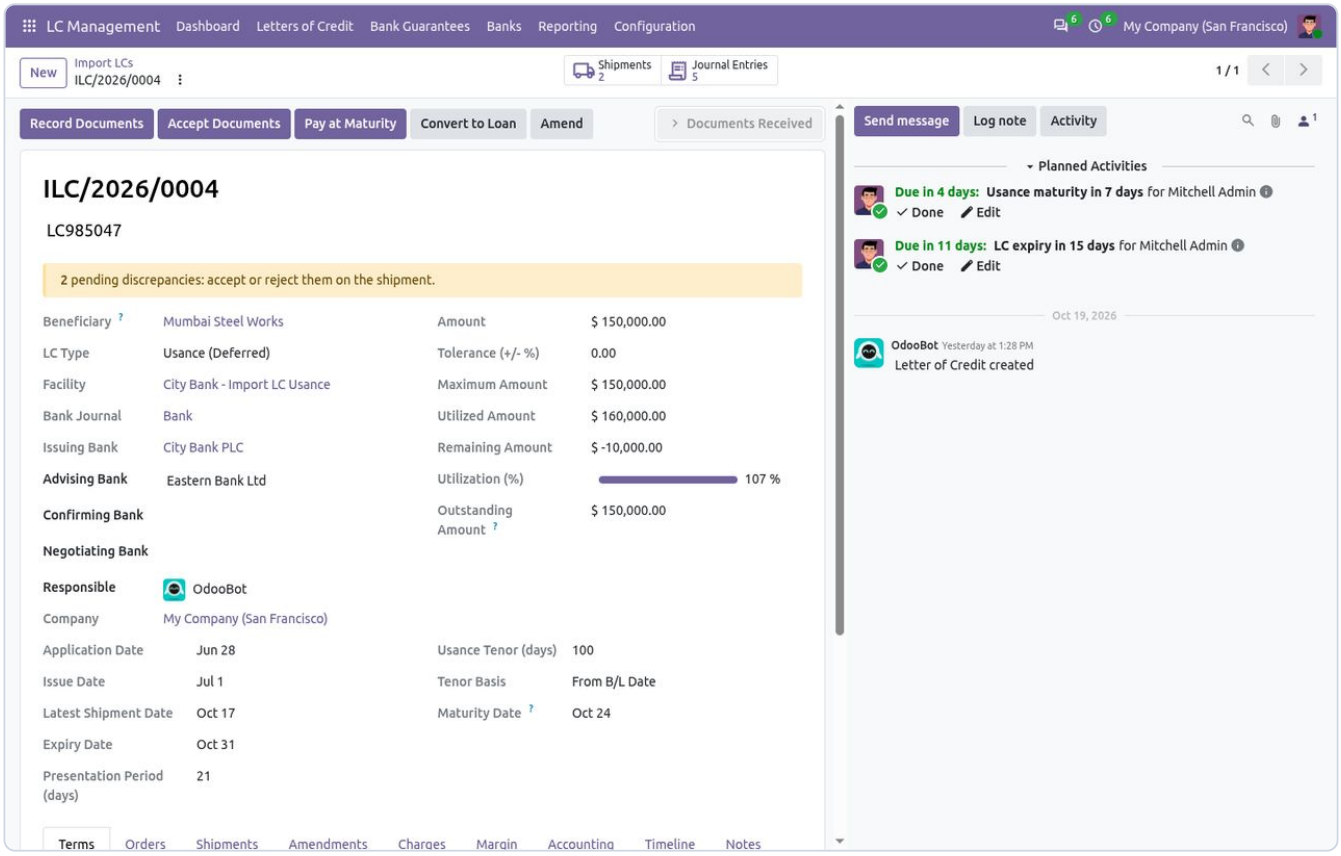


Figure 23. A usance LC with an accepted shipment: **Pay at Maturity** and **Convert to Loan** are now available.

Step 8: pay at maturity (Manager)

1. On the LC, click **Pay at Maturity**.
2. Choose the **Shipment**, check the **Payment Date** and, for a usance LC, the interest rate.
3. Click **Post Payment**. The supplier is paid, the vendor bill is settled and the margin of the shipment is released.

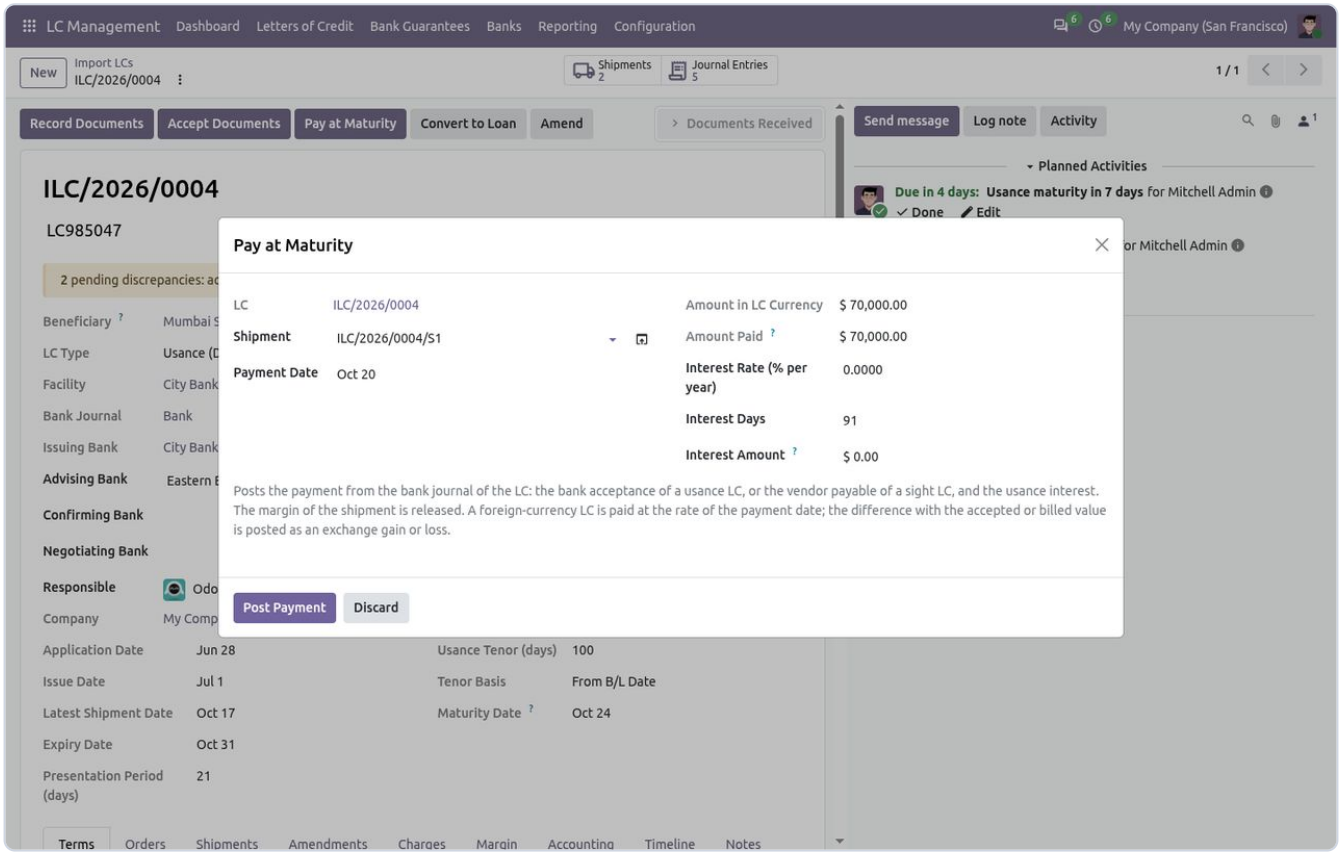


Figure 24. The payment window.

> **GOOD TO KNOW**
>
> For an LC in a foreign currency, the payment uses the exchange rate of the payment date. Any difference is booked automatically as an exchange gain or loss.

Step 9: close the LC

When every shipment is paid, the LC shows **Paid** and a **Close** button. Click it: the rest of the margin is released and the LC is finished. A partly used LC can also be closed; the unused balance is written off. LCs that expire without use are expired automatically every night.

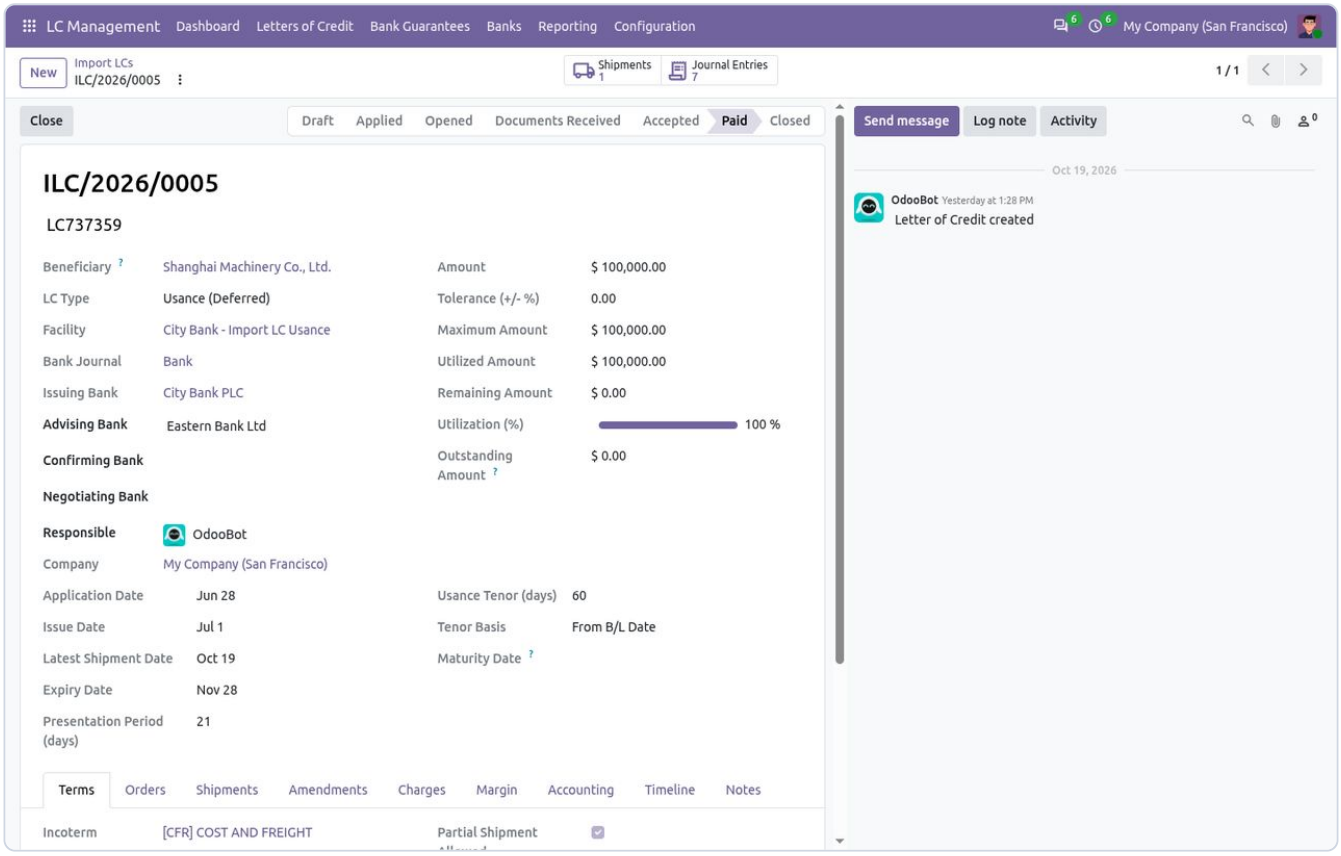


Figure 25. A paid LC with the **Close** button.

Charges, margin and the timeline of an LC

Every LC has a **Charges** tab (bank charges, with a **Post** button for managers), a **Margin** tab (every block, top-up and release) and a **Timeline** tab showing its whole life on one line.

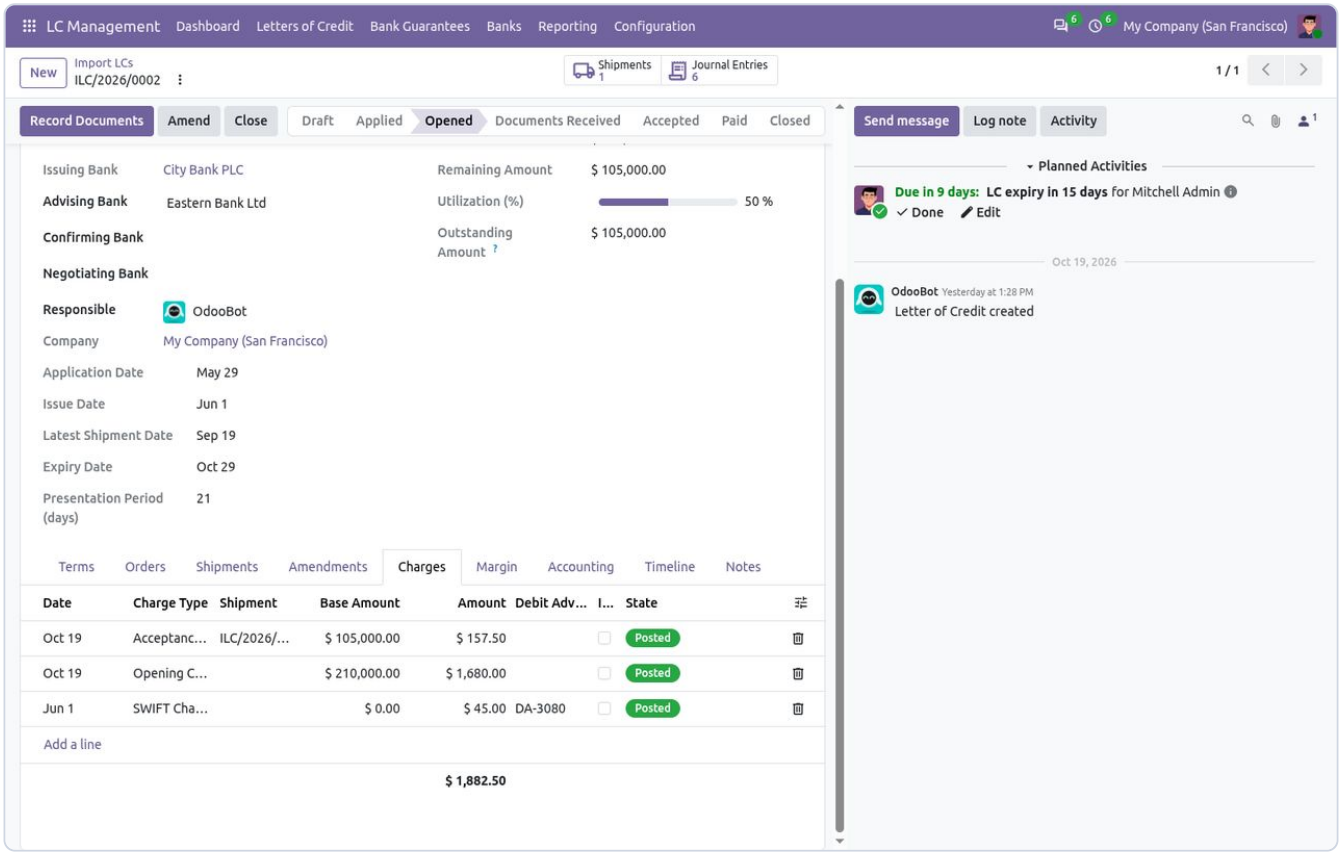


Figure 26. Bank charges of an LC.

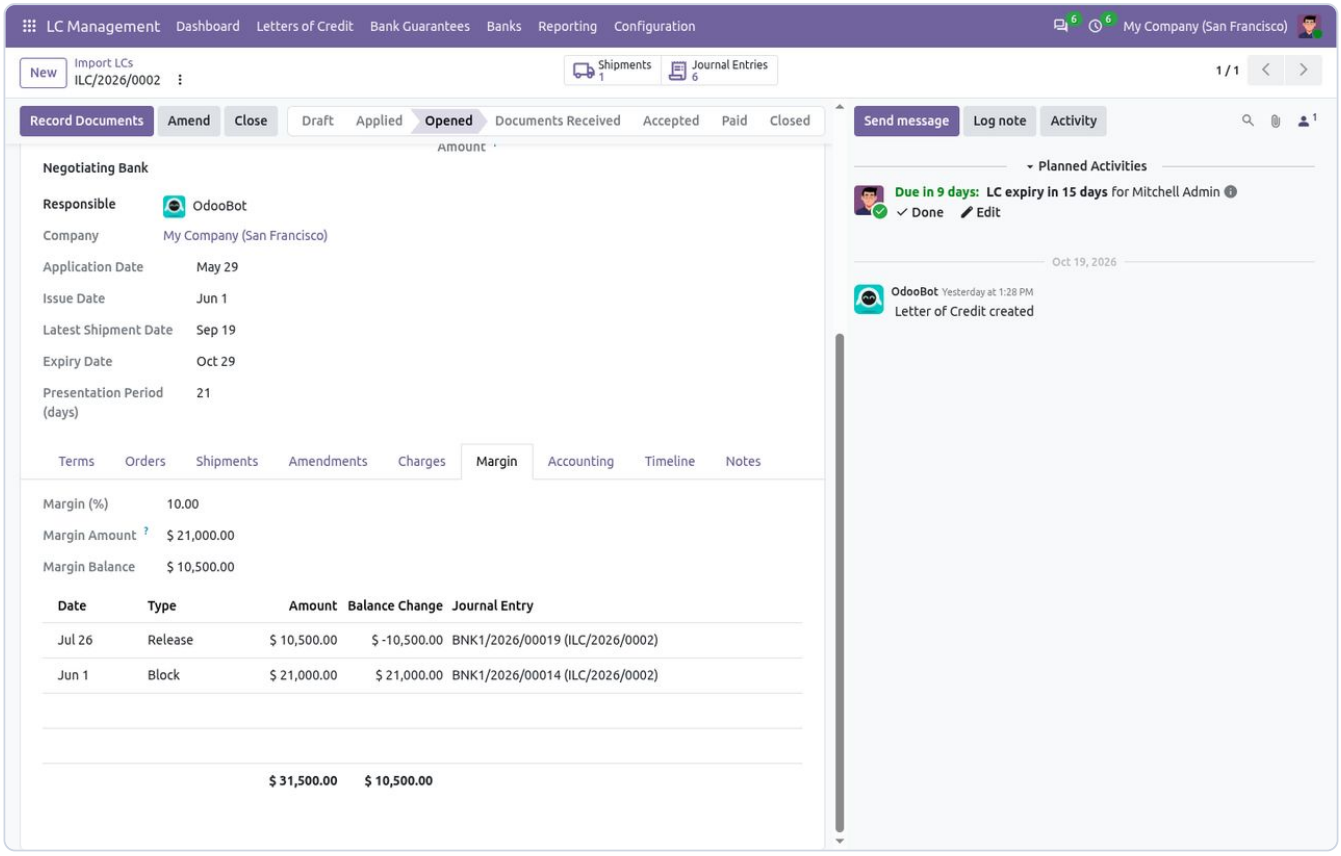


Figure 27. Margin blocked and released.

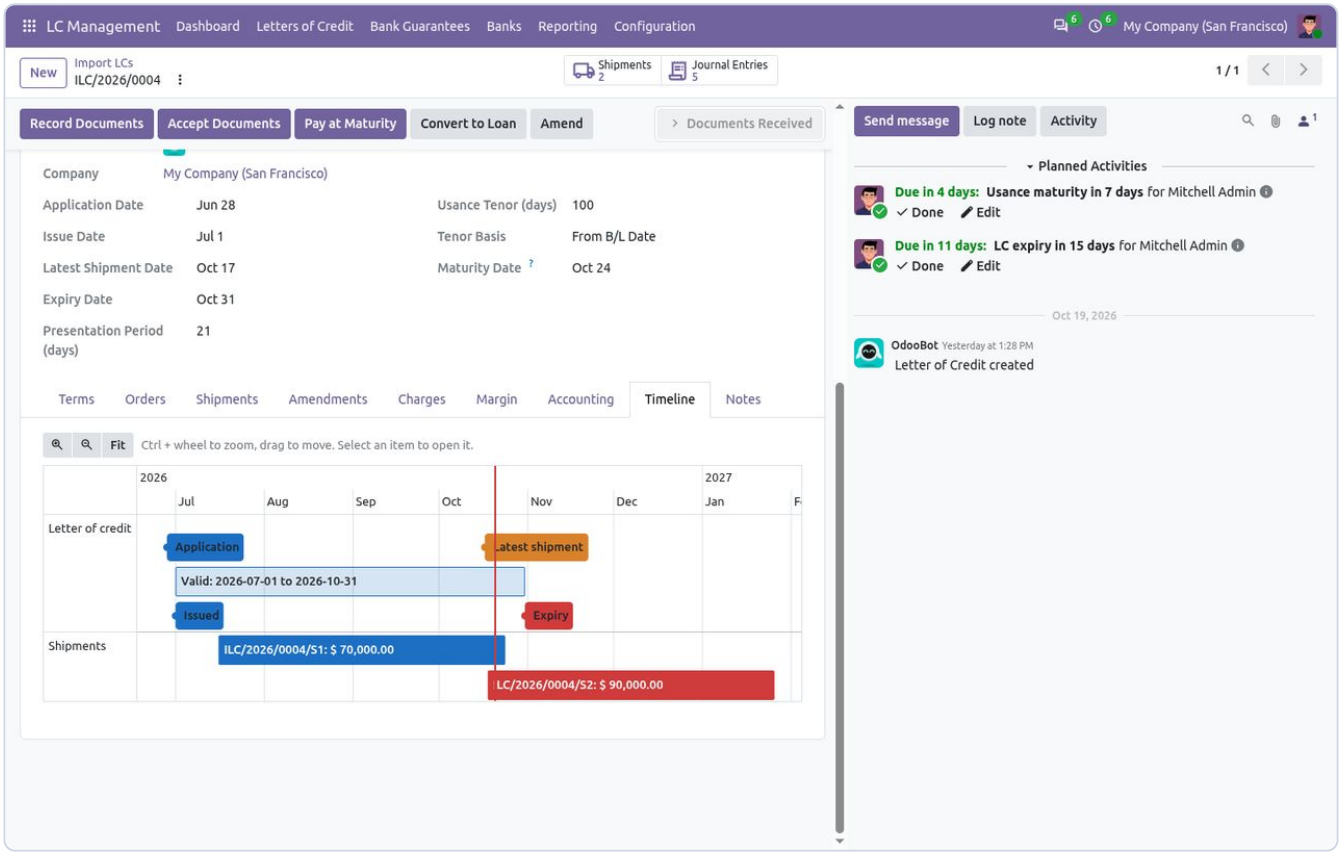


Figure 28. The life of an LC: validity, key dates and shipments. The red line is today.

5 Changing an Open LC (Amendments)

Once the bank has opened an LC, its terms (amount, dates, ports, documents…) can only change through an amendment. The app protects these fields so they cannot be changed by mistake.

1. On the LC, click **Amend**.
2. Change only what must change: new amount, new dates, ports, required documents, goods… Write anything else in **Other Changes**.
3. Click **Create Amendment**. The amendment is sent to **Requested**. Click **Send to Bank** to email the request letter.
4. When the bank confirms, a manager clicks **Bank Approved**. The new terms are written on the LC and the margin is adjusted.
5. Record the supplier's answer: **Beneficiary Accepted**, or **Beneficiary Refused** (the LC goes back to its previous terms).

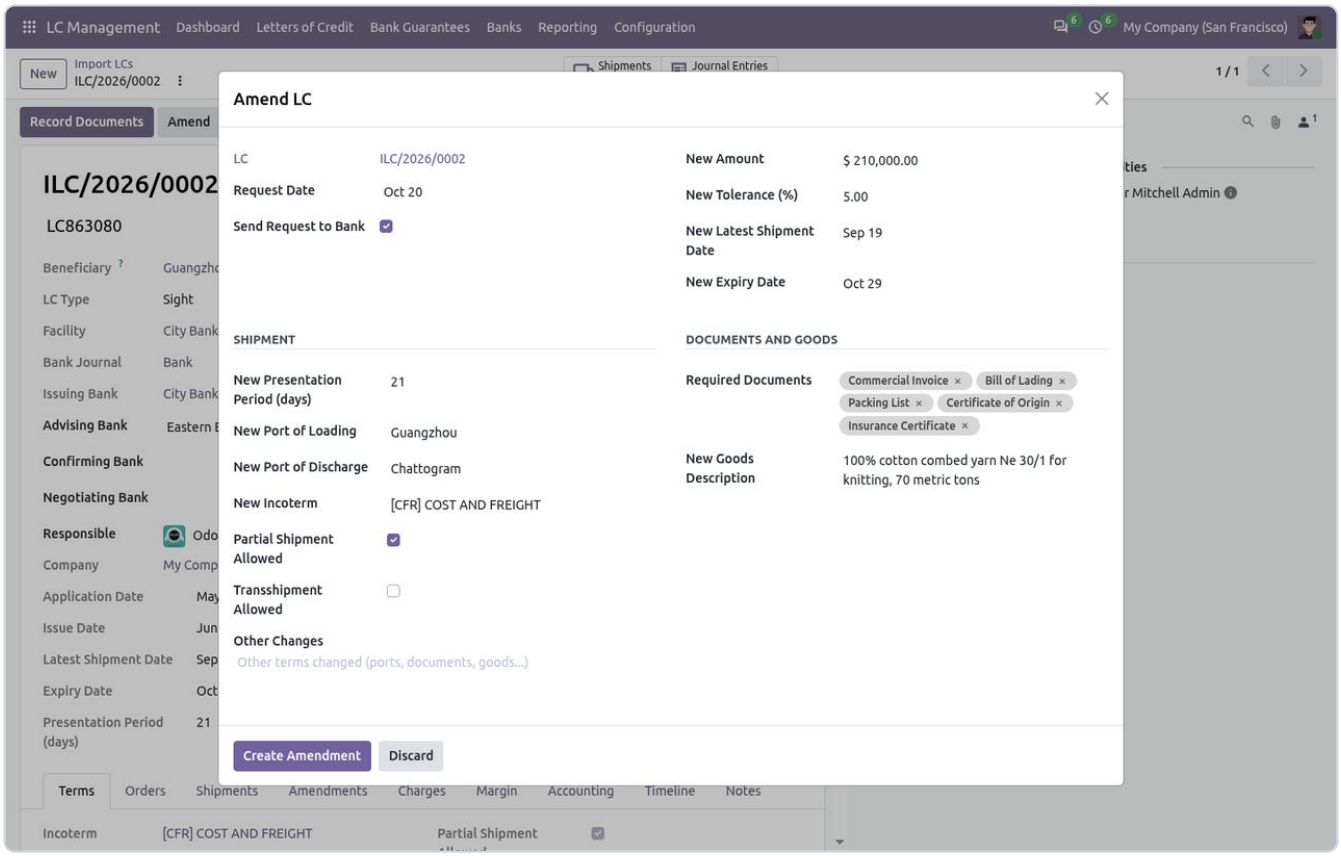


Figure 29. The amendment window: every term of the LC can be changed.

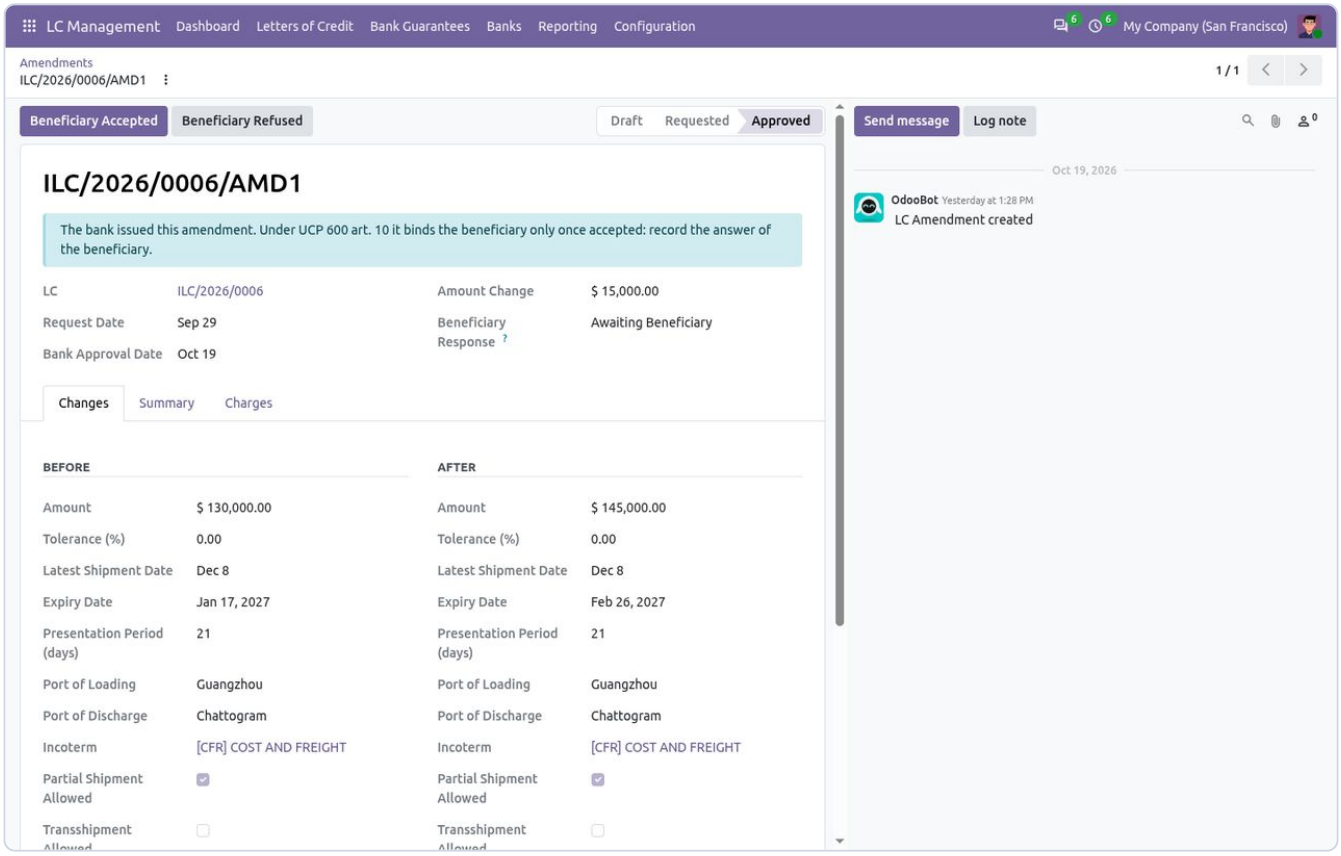


Figure 30. An approved amendment waiting for the beneficiary's answer, with old and new values side by side.

6 Loans (LTR and PAD)

If you cannot pay an accepted shipment, the bank can turn the amount into a short loan.

Convert a shipment to a loan (Manager)

1. On the LC, click **Convert to Loan**.
2. Choose the **Loan Type** and the **Loan Facility** of the bank, the interest rate, the due date and the number of **Instalments**.
3. Click **Create Loan**. The supplier is considered paid and the debt moves to the loan.

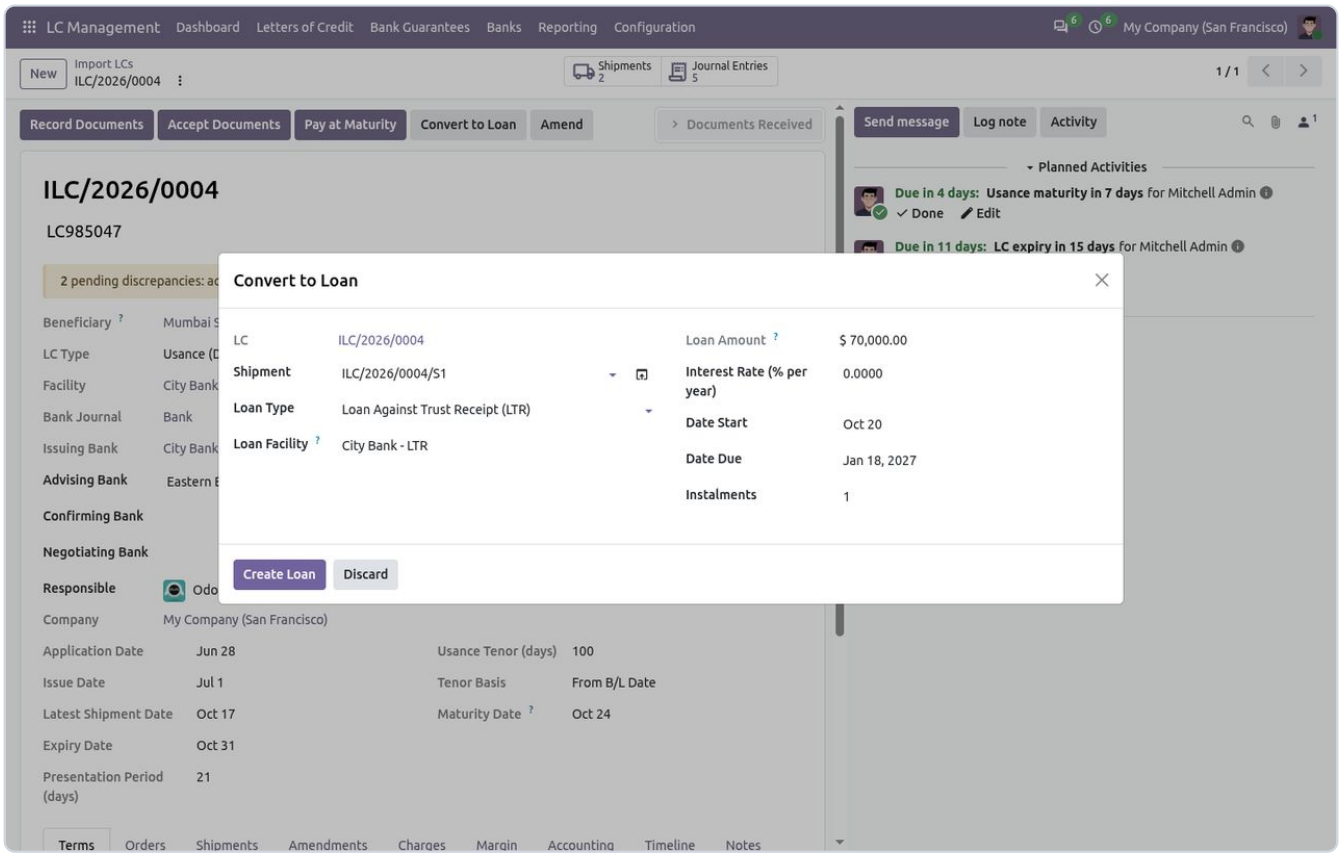


Figure 31. Converting an accepted shipment to a loan.

Repay a loan

1. Open **Banks** › **Loans** and the loan.
2. Click **Repay**. Enter the principal you repay (all or part of it). The interest up to the repayment date is calculated for you.
3. Click **Post Repayment**. The schedule shows which instalments are paid.

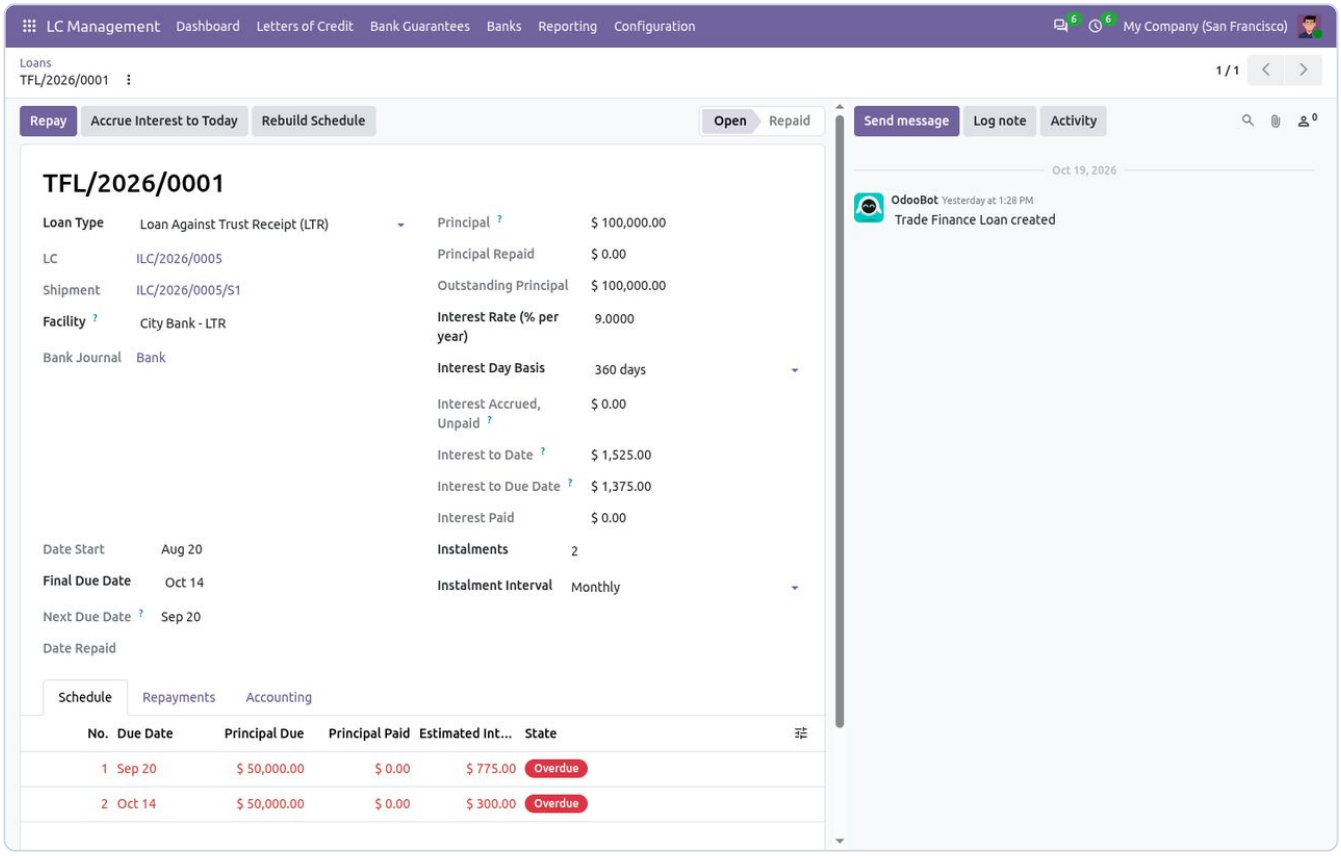


Figure 32. A loan with its instalment schedule. Overdue instalments are shown in red.

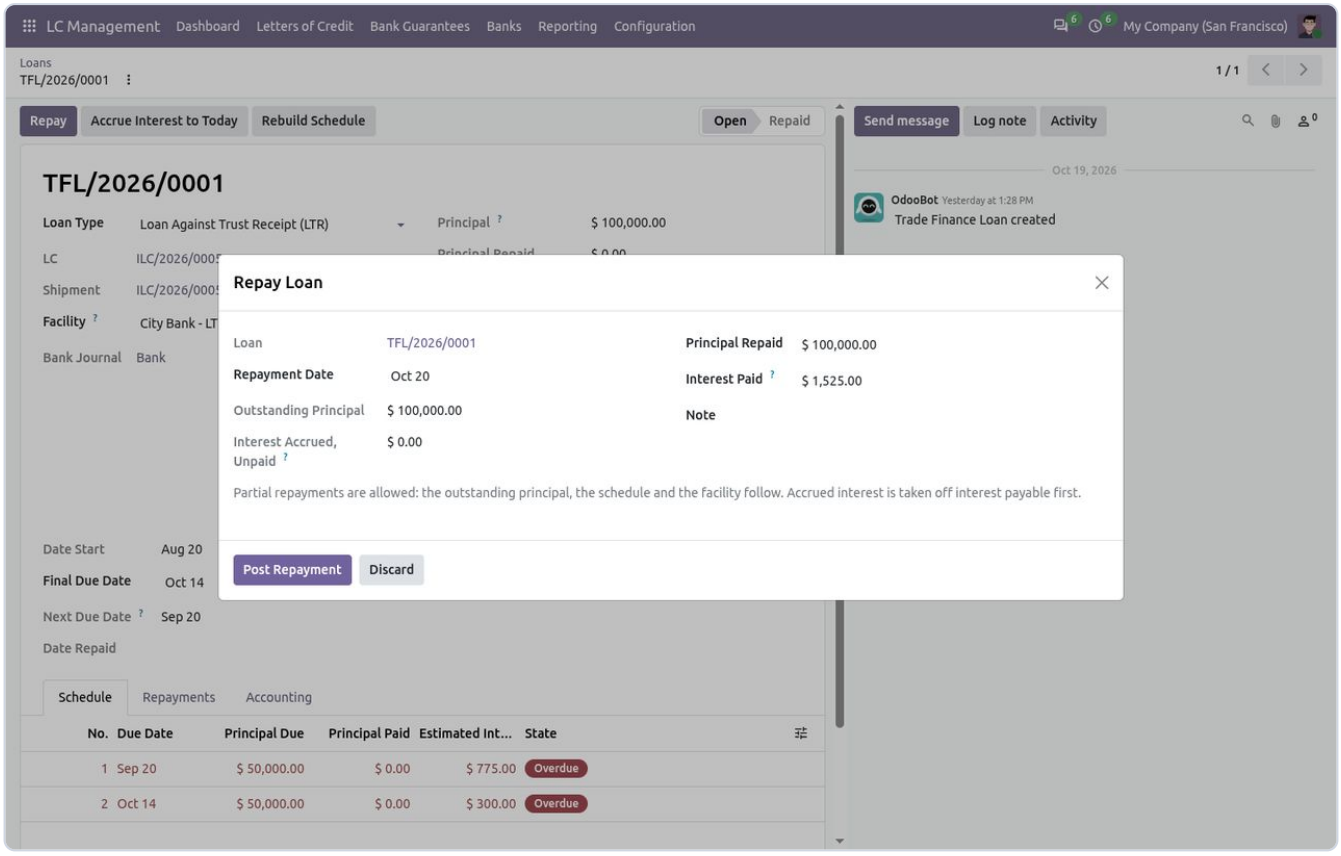


Figure 33. Repaying part or all of a loan.

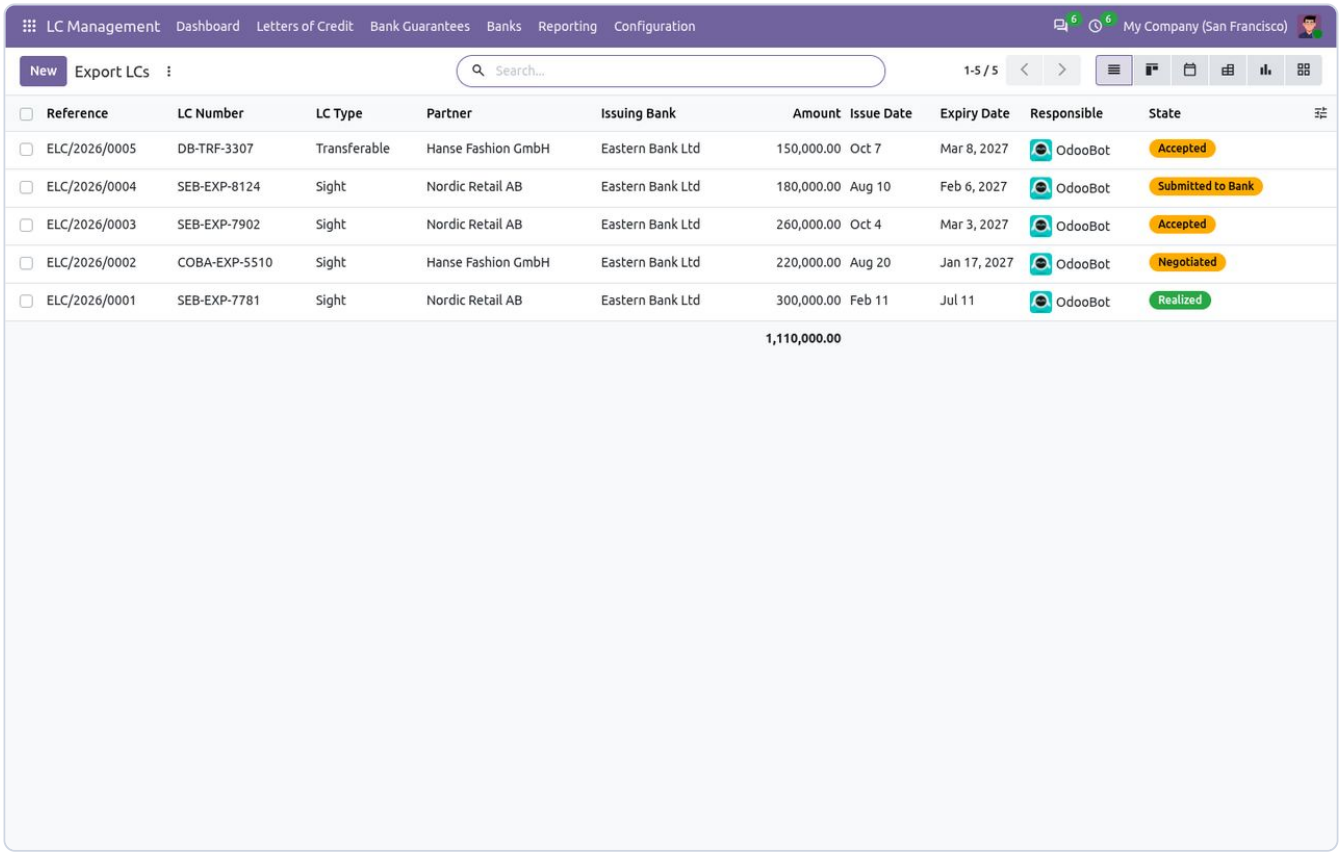
TIP

Accrue Interest to Today books the interest earned so far as an expense (useful at month end). The app also does it automatically on the first day of every month.

7 Export LC: Step by Step

You sell goods. Your customer's bank sends you an LC, and you are paid when you present the documents.

Received → **Accepted** → **Documents Prepared** → **Submitted to Bank** → **Negotiated** → **Realized** → **Closed**



Reference	LC Number	LC Type	Partner	Issuing Bank	Amount	Issue Date	Expiry Date	Responsible	State
ELC/2026/0005	DB-TRF-3307	Transferable	Hanse Fashion GmbH	Eastern Bank Ltd	150,000.00	Oct 7	Mar 8, 2027	OdooBot	Accepted
ELC/2026/0004	SEB-EXP-8124	Sight	Nordic Retail AB	Eastern Bank Ltd	180,000.00	Aug 10	Feb 6, 2027	OdooBot	Submitted to Bank
ELC/2026/0003	SEB-EXP-7902	Sight	Nordic Retail AB	Eastern Bank Ltd	260,000.00	Oct 4	Mar 3, 2027	OdooBot	Accepted
ELC/2026/0002	COBA-EXP-5510	Sight	Hanse Fashion GmbH	Eastern Bank Ltd	220,000.00	Aug 20	Jan 17, 2027	OdooBot	Negotiated
ELC/2026/0001	SEB-EXP-7781	Sight	Nordic Retail AB	Eastern Bank Ltd	300,000.00	Feb 11	Jul 11	OdooBot	Realized
					1,110,000.00				

Figure 34. Letters of Credit › Export LC.

Step 1: record the LC you received

1. Open **Letters of Credit** › **Export LC** and click **New** (or use the **Export LCs** button of the sale order).
2. Enter the customer (the applicant), the issuing bank, the LC number, amount and dates, and link the sale orders in the **Orders** tab.
3. Check that you can meet every term, then click **Accept LC**.

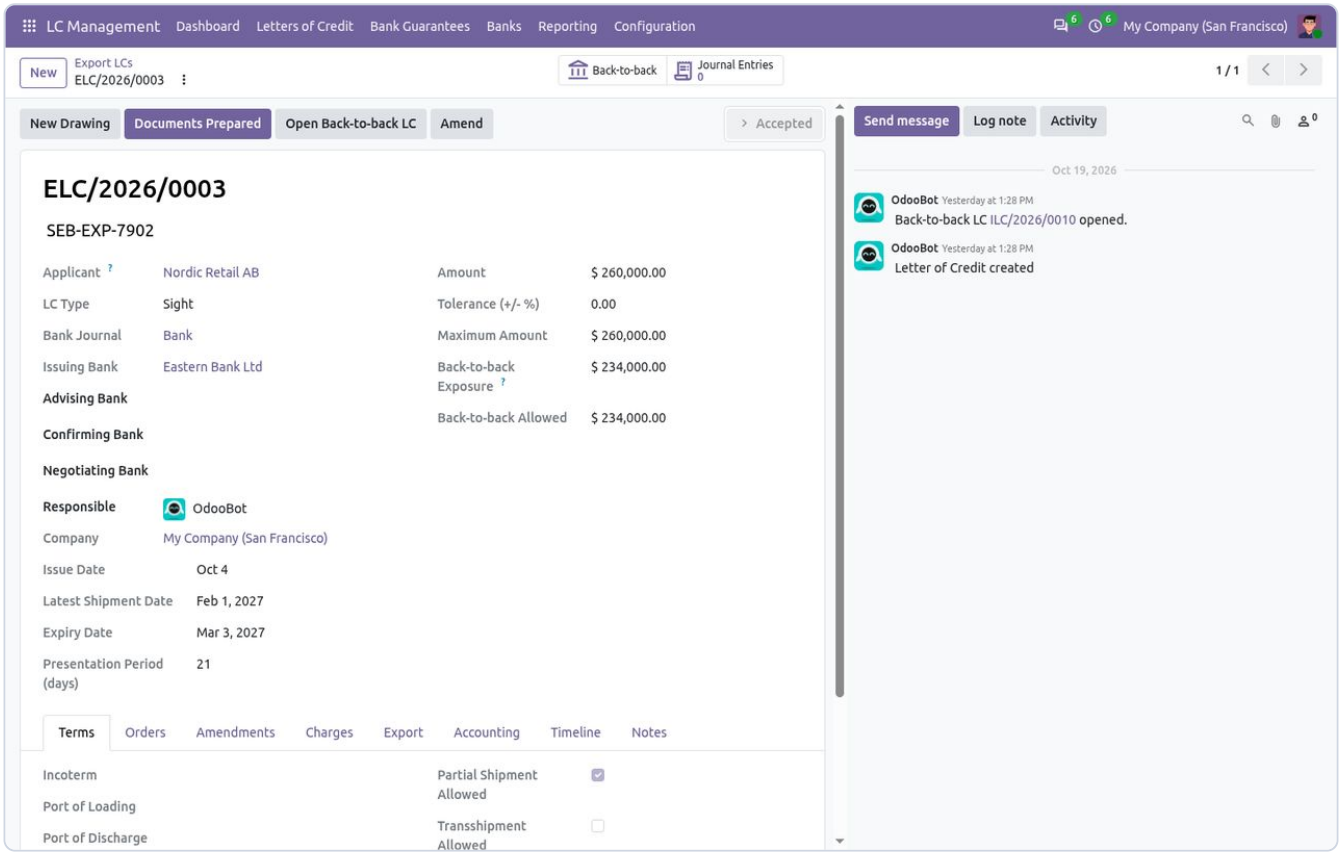


Figure 35. An accepted export LC.

Step 2a: one presentation

If you ship everything at once: click **Documents Prepared**, then **Submit to Bank**. If the bank advances money, fill in the **Export** tab and click **Record Negotiation**. When the money arrives, enter the **Realized Amount** and **Bank Deductions** and click **Record Realization**. The customer invoice is settled.

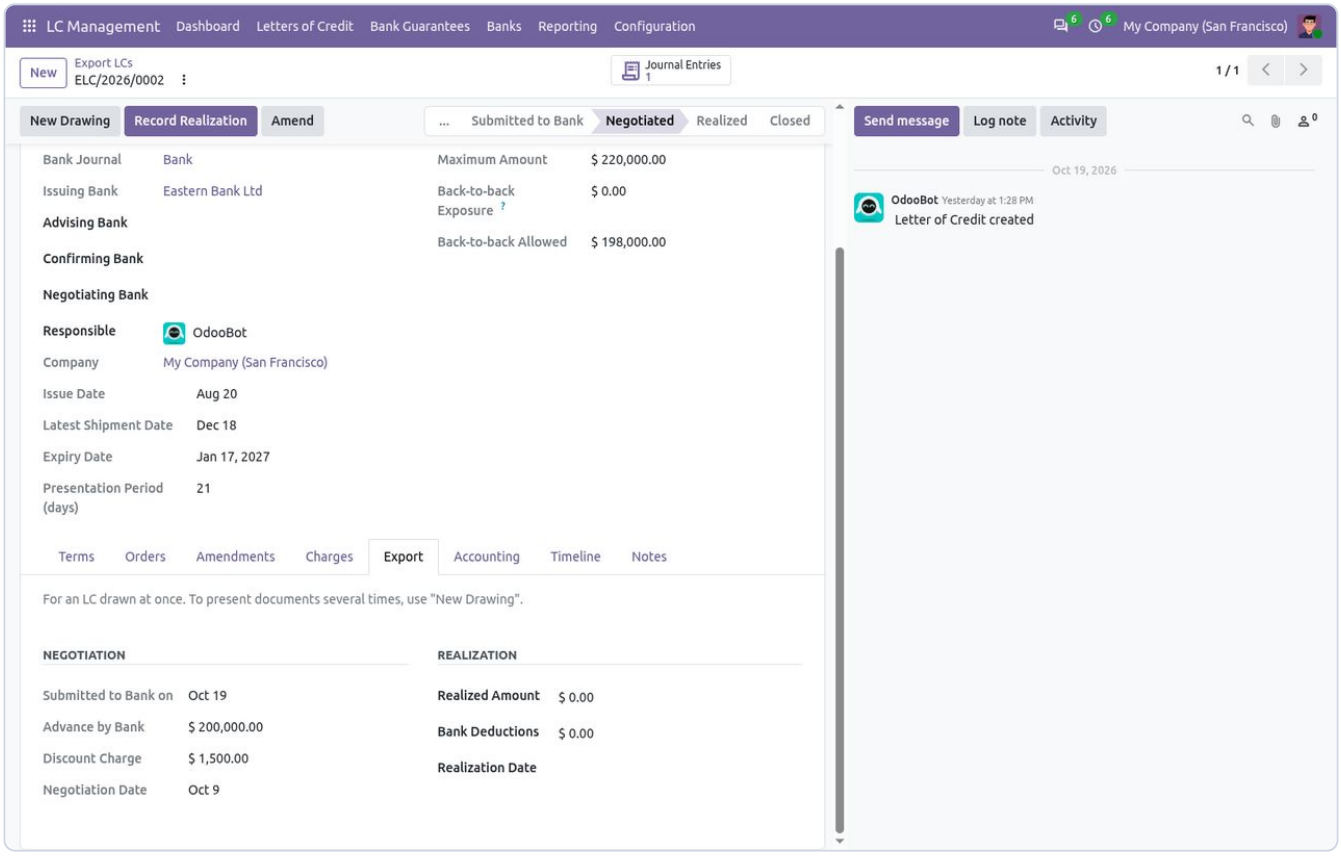


Figure 36. The **Export** tab: negotiation and realization.

Step 2b: several presentations (drawings)

1. For each shipment, click **New Drawing** on the LC.
2. Enter the invoice amount and dates, mark the documents as received, then click **Submit to Bank** on the drawing.
3. In the drawing's **Export** tab, record the negotiation and the realization, as above.

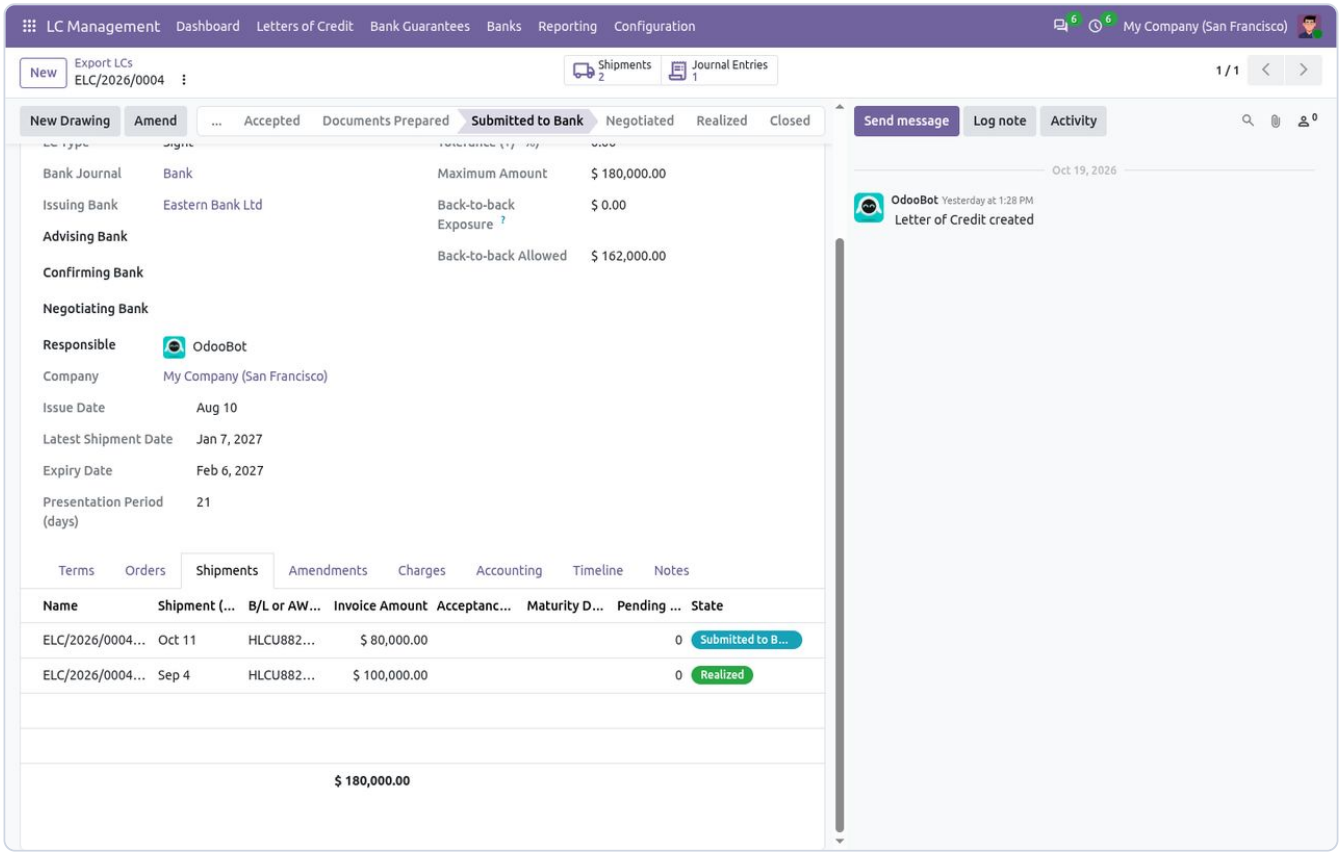


Figure 37. An export LC presented in two drawings: one realized, one submitted.

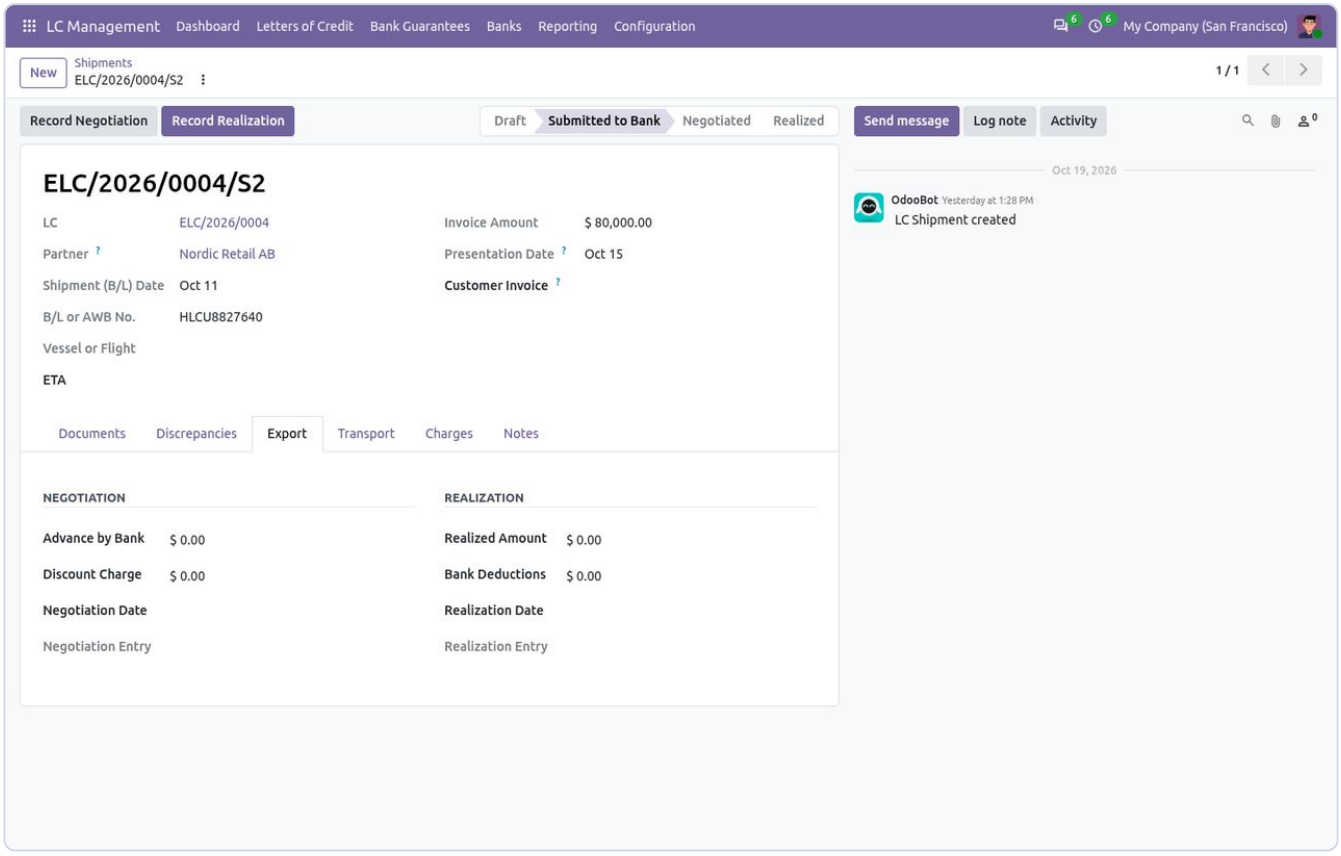


Figure 38. A drawing and its **Export** tab.

Transferable LC

If the LC is *transferable*, you can pass part of it to your own supplier: click **Transfer**, choose the **Second Beneficiary**, the amount and the bank's transfer charge.

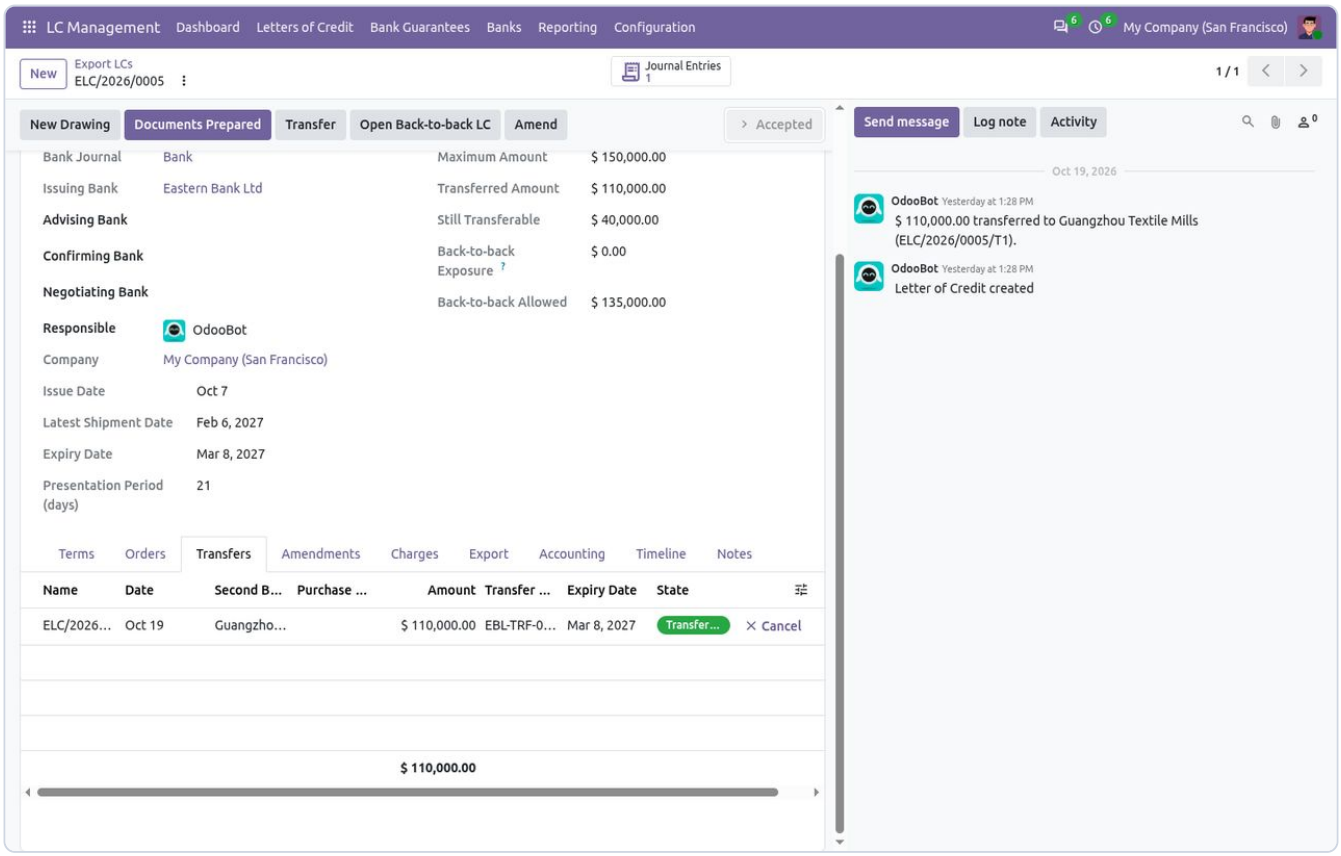


Figure 39. Transfers of a transferable LC.

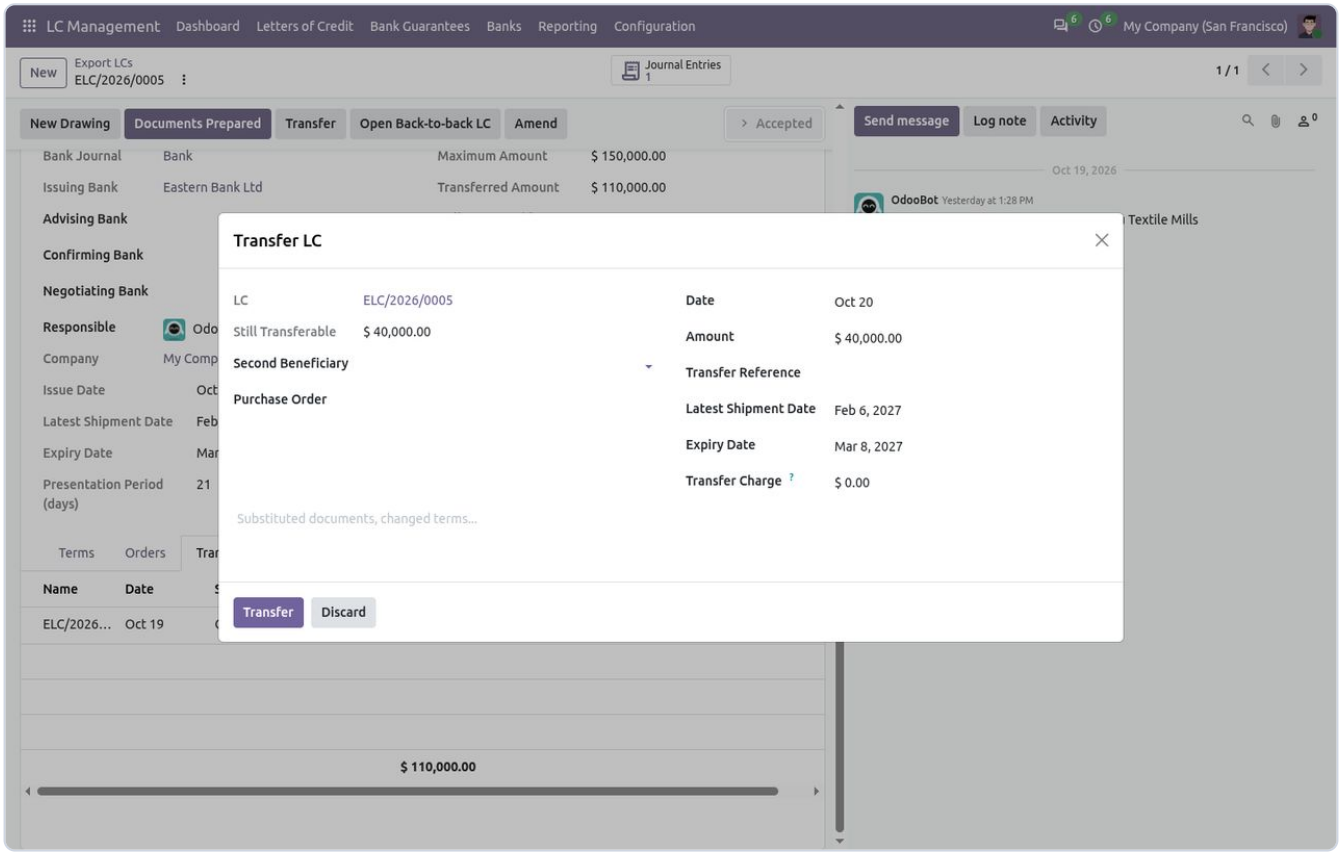


Figure 40. The transfer window.

Back-to-back LC

To buy the goods for an export LC with an import LC backed by it, click **Open Back-to-back LC** on the export LC. A draft import LC is created with shorter dates and an amount within the allowed share.

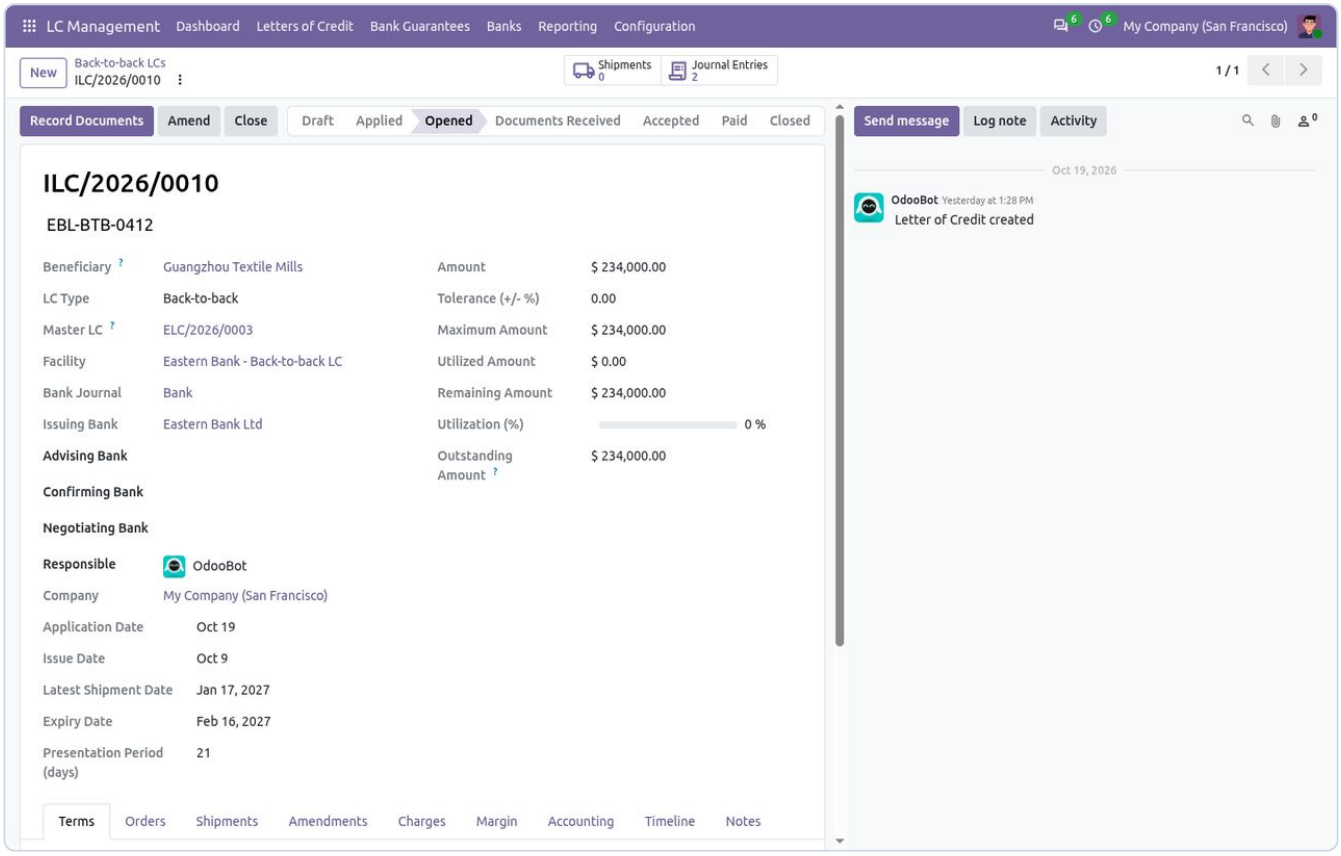


Figure 41. A back-to-back LC and its master export LC.

8 Standby and Revolving LCs

Two special kinds of LC, handled with a few extra fields and buttons.

Standby LC

A standby LC is a safety net: it is only used if a payment is missed. Instead of shipping documents, it is drawn by a **claim**. On an opened standby LC, a manager clicks **Record Claim**, enters the amount and confirms with **Post Claim**. All claims are listed in the **Claims** tab.

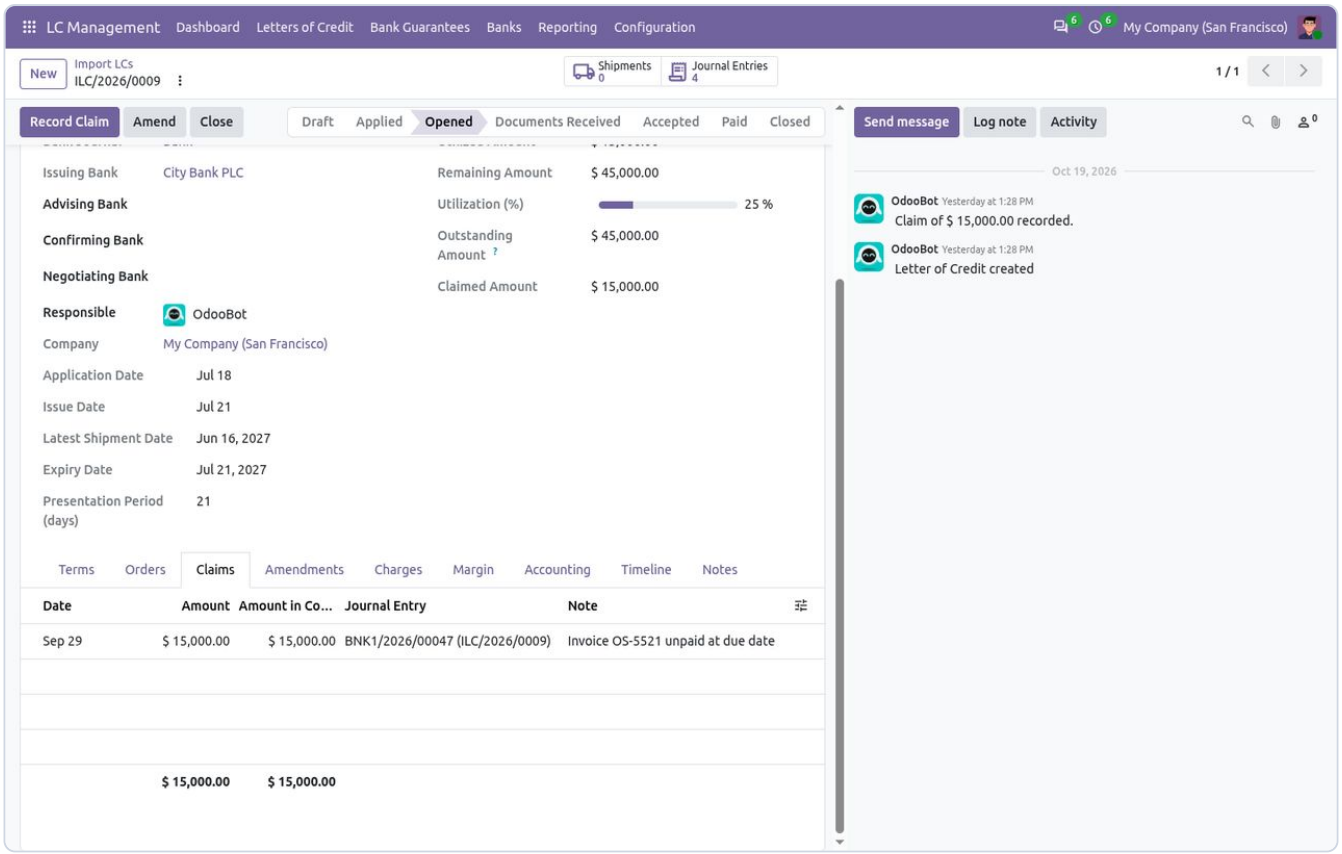


Figure 42. A standby LC with one claim.

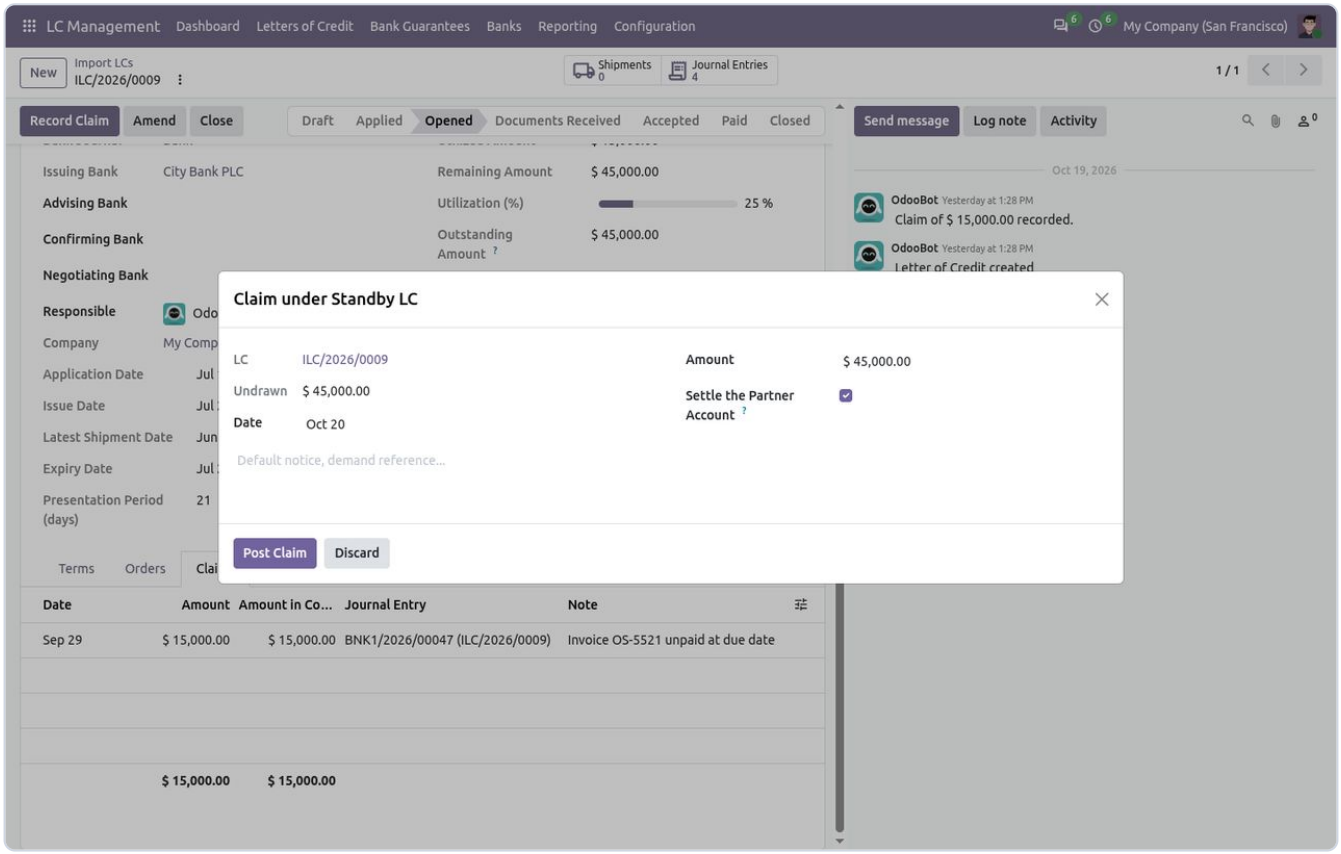


Figure 43. Recording a claim.

Revolving LC

A revolving LC is reused: after each payment its amount becomes available again. Enter how many times in **Reinstatements**. The form shows the **Total Drawable** and the **Current Cycle**.

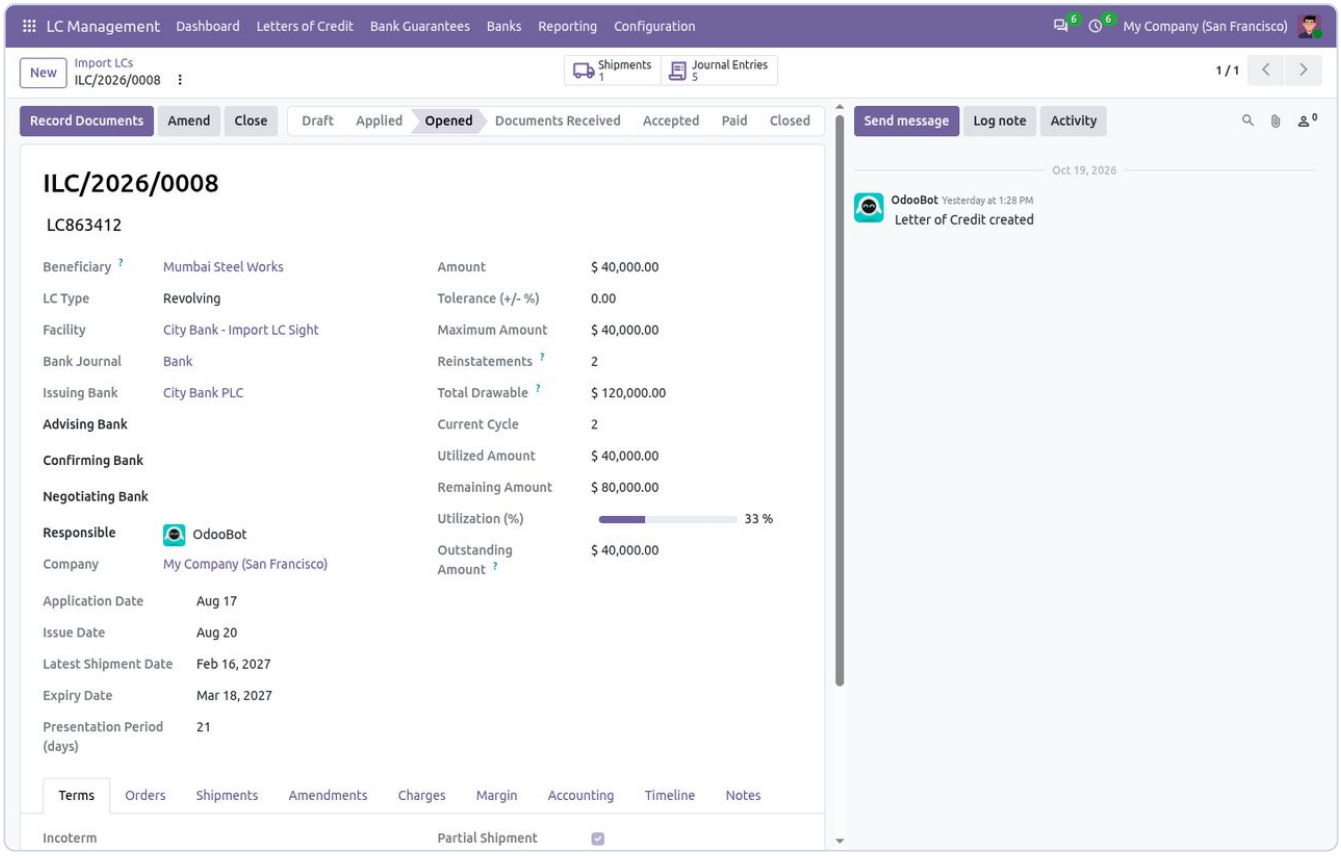
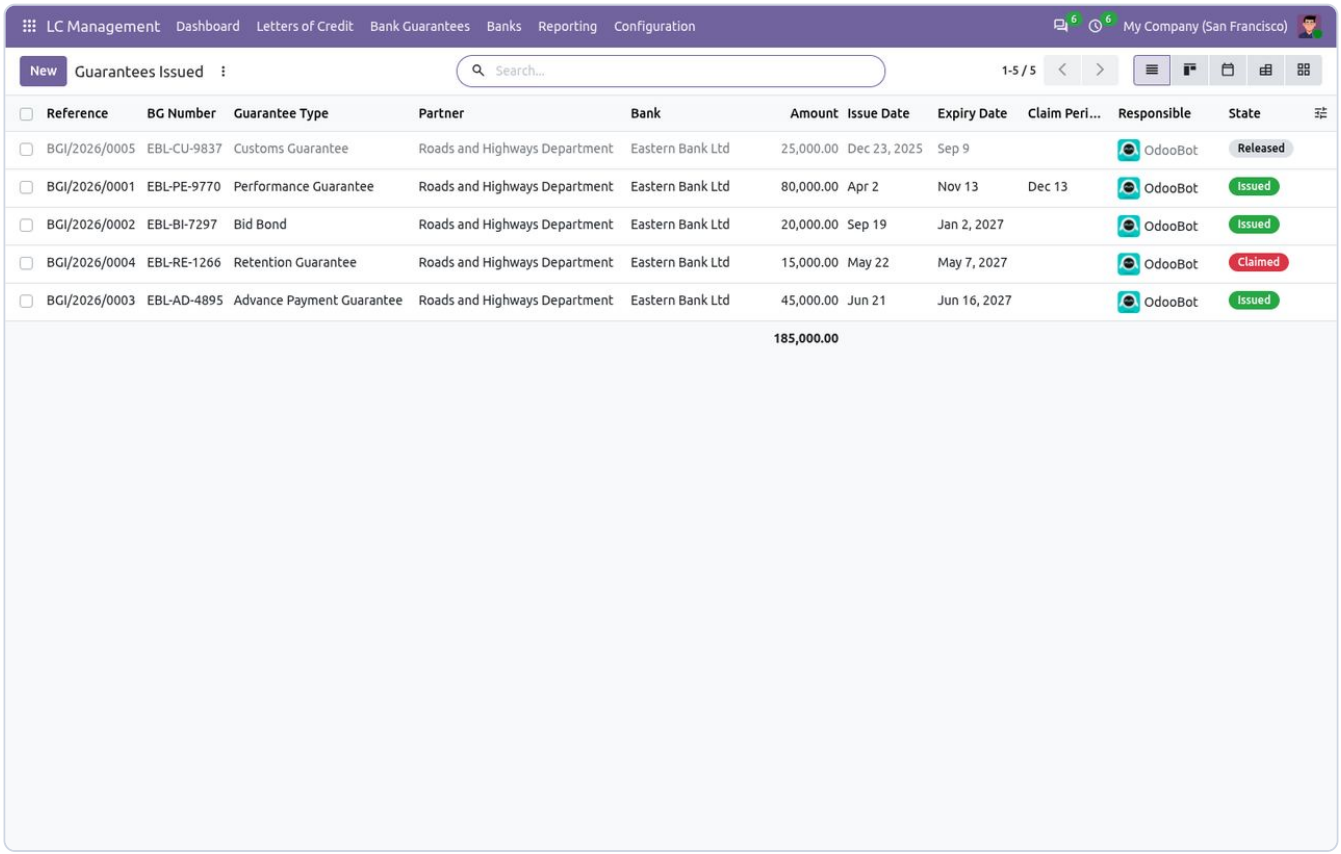


Figure 44. A revolving LC: 3 cycles of 40,000.

9 Bank Guarantees

A bank guarantee (BG) protects someone against your failure to meet an obligation (a tender, a contract, an advance payment…). You can also receive guarantees from your suppliers or customers.



Reference	BG Number	Guarantee Type	Partner	Bank	Amount	Issue Date	Expiry Date	Claim Peri…	Responsible	State
BGI/2026/0005	EBL-CU-9837	Customs Guarantee	Roads and Highways Department	Eastern Bank Ltd	25,000.00	Dec 23, 2025	Sep 9		OdooBot	Released
BGI/2026/0001	EBL-PE-9770	Performance Guarantee	Roads and Highways Department	Eastern Bank Ltd	80,000.00	Apr 2	Nov 13	Dec 13	OdooBot	Issued
BGI/2026/0002	EBL-BI-7297	Bid Bond	Roads and Highways Department	Eastern Bank Ltd	20,000.00	Sep 19	Jan 2, 2027		OdooBot	Issued
BGI/2026/0004	EBL-RE-1266	Retention Guarantee	Roads and Highways Department	Eastern Bank Ltd	15,000.00	May 22	May 7, 2027		OdooBot	Claimed
BGI/2026/0003	EBL-AD-4895	Advance Payment Guarantee	Roads and Highways Department	Eastern Bank Ltd	45,000.00	Jun 21	Jun 16, 2027		OdooBot	Issued
					185,000.00					

Figure 45. Bank Guarantees › Issued.

Request a guarantee from your bank

1. Open **Bank Guarantees › Issued** and click **New**.
2. Choose the **Beneficiary**, the **Guarantee Type** and the **Facility**. Enter the amount, the expiry date and the claim period end. Describe the purpose.
3. Click **Request from Bank**, and **Send to Bank** to email the request letter.
4. When the bank issues it, enter the guarantee number and issue date and click **Confirm Issue** (Manager). The margin and the commission are posted.

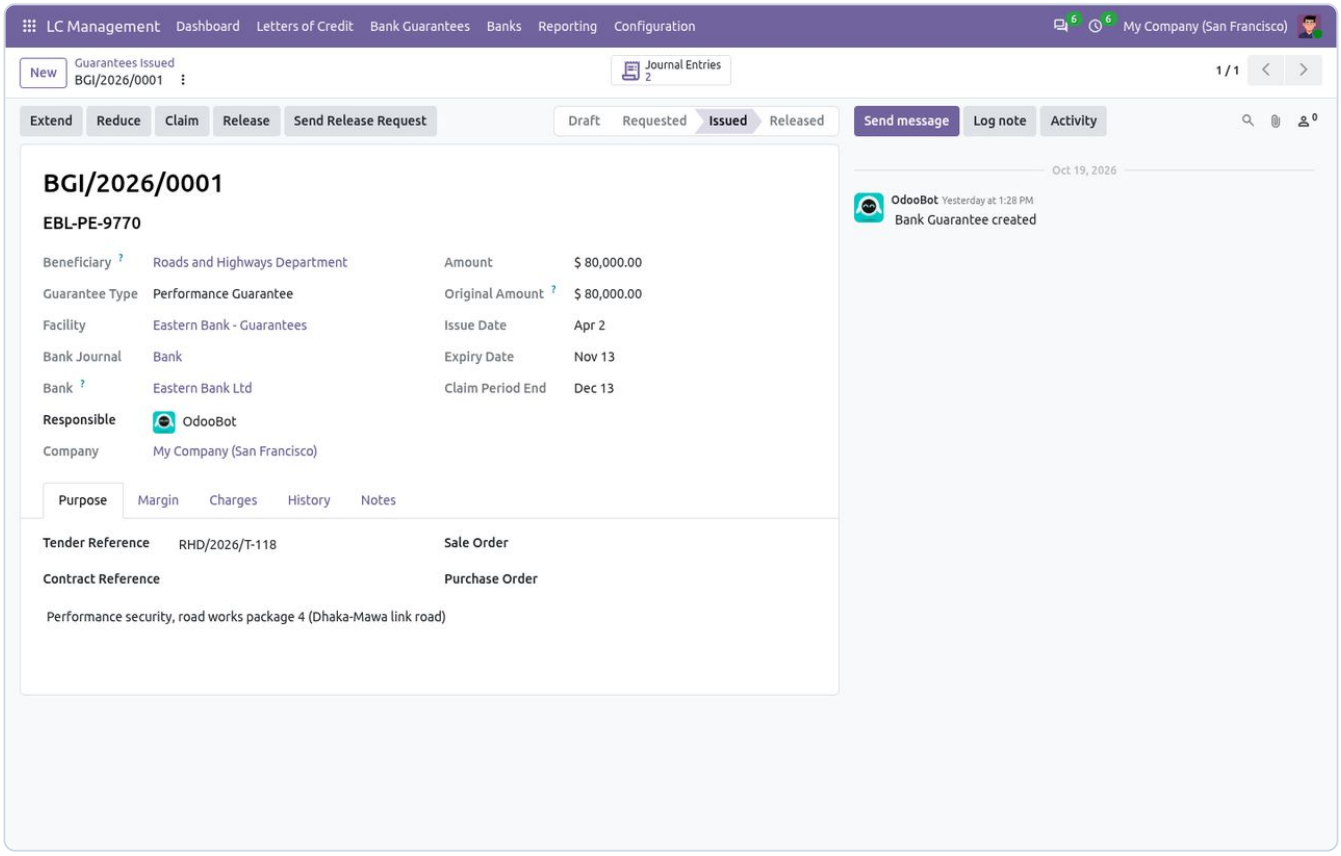


Figure 46. An issued guarantee.

Change or end a guarantee

Button	When to use it
Extend	The bank extends the expiry date. The extension fee and the commission for the extra period are posted.
Reduce	The amount goes down. Part of the margin is released.
Claim	The beneficiary claimed the guarantee. A partial claim keeps the rest of the guarantee alive.
Release	The guarantee is returned to the bank. The margin is released.

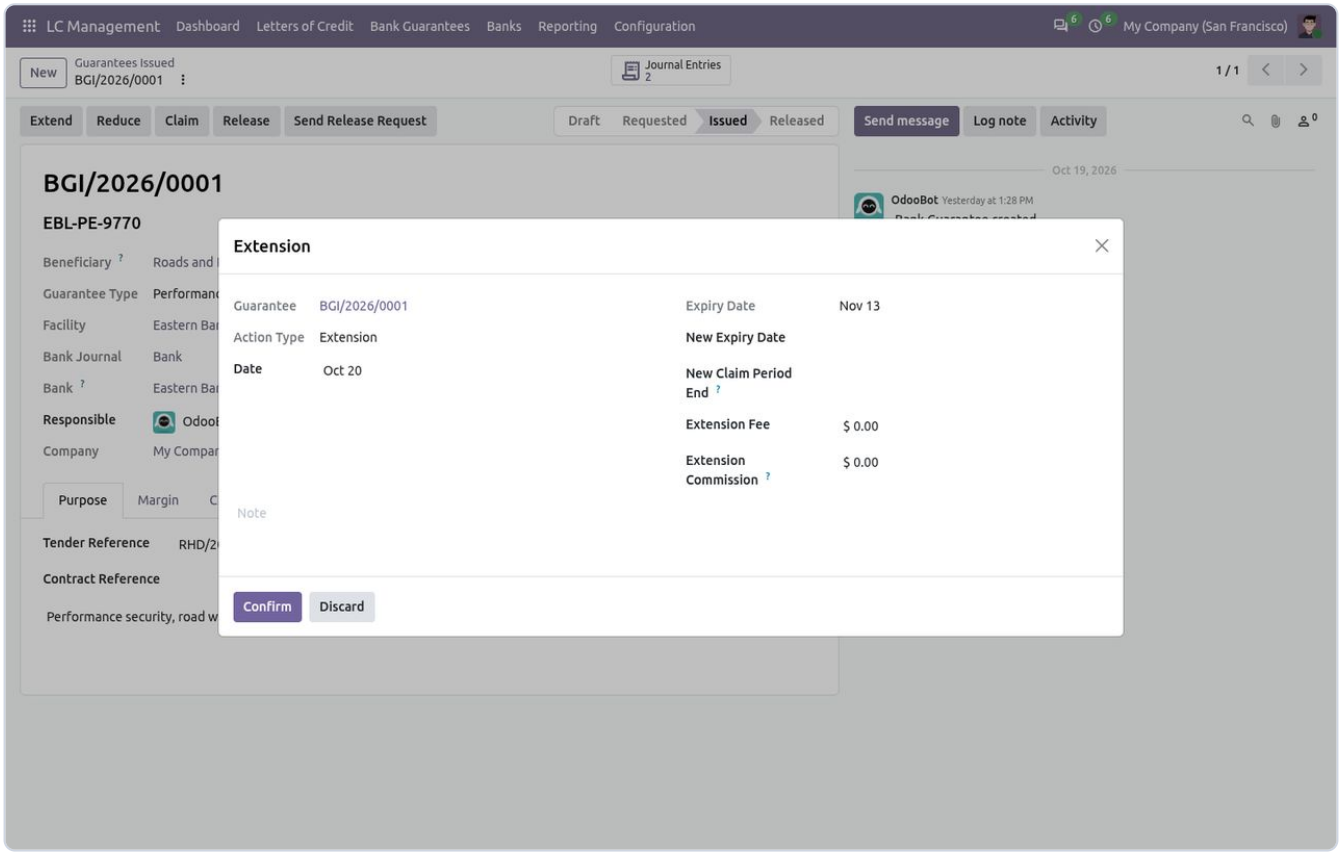


Figure 47. Extending a guarantee: fee and commission.

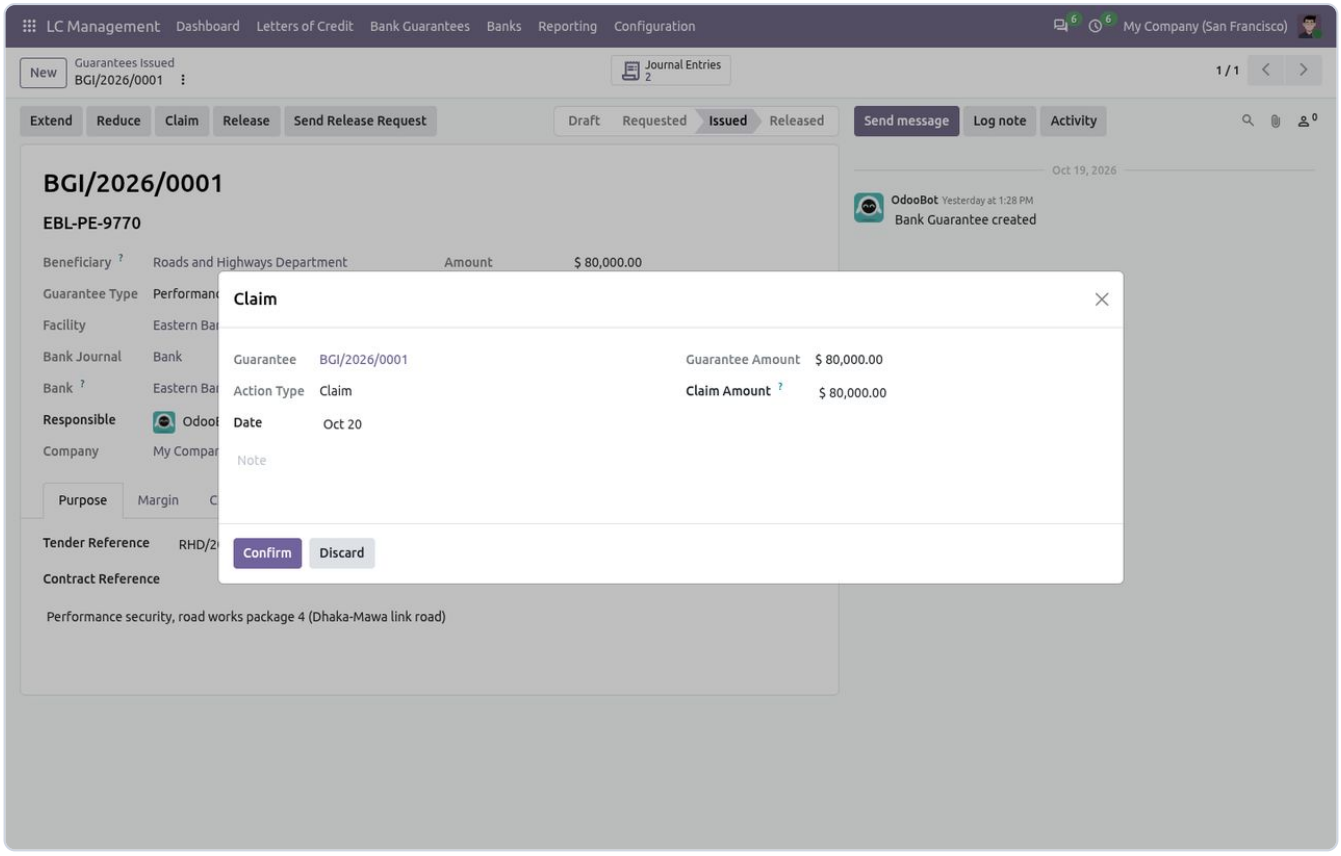


Figure 48. Recording a claim.

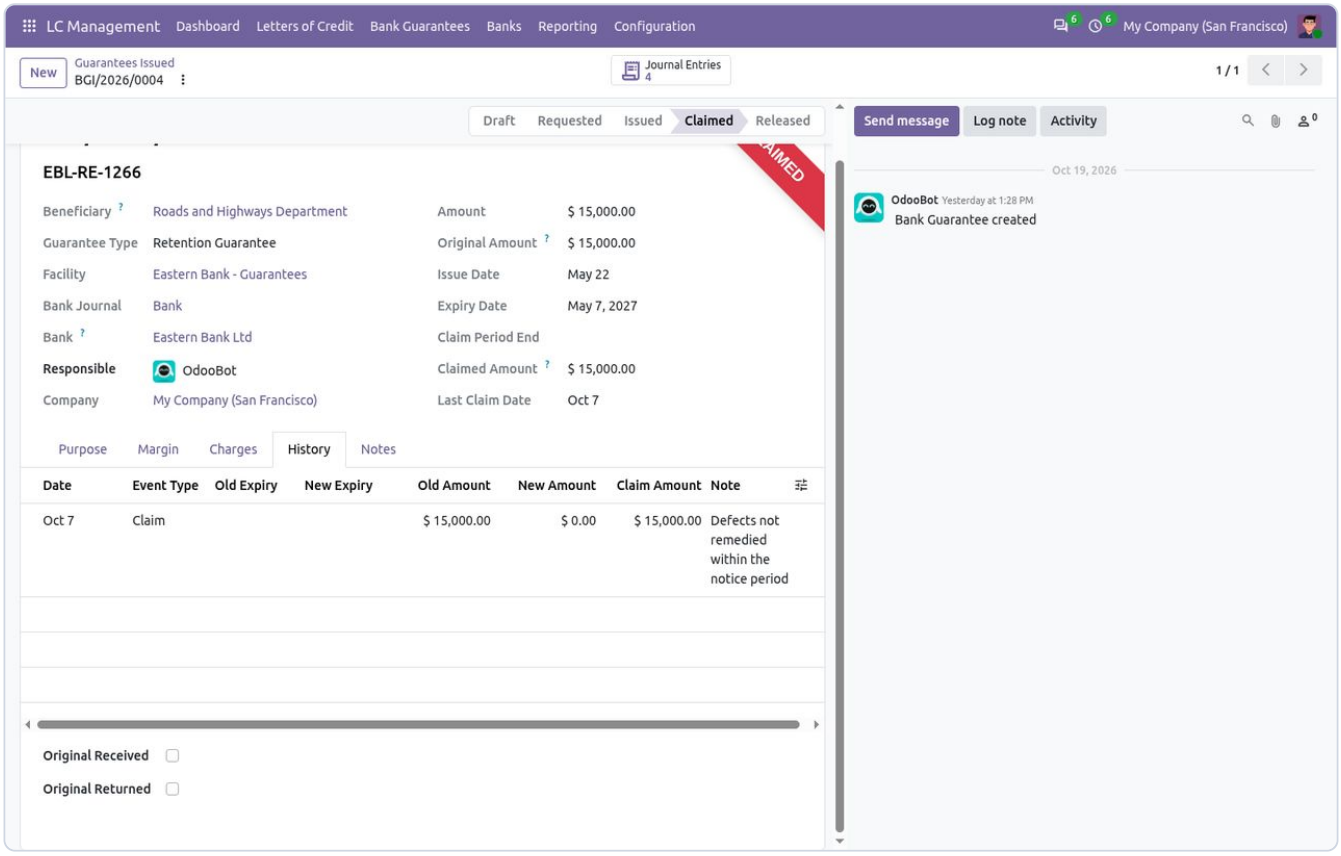


Figure 49. The **History** tab keeps every change.

Guarantees you receive

Record guarantees given to you in **Bank Guarantees** › **Received**, then click **Confirm Receipt**. You are reminded before they expire, and you can claim them if the other party fails.

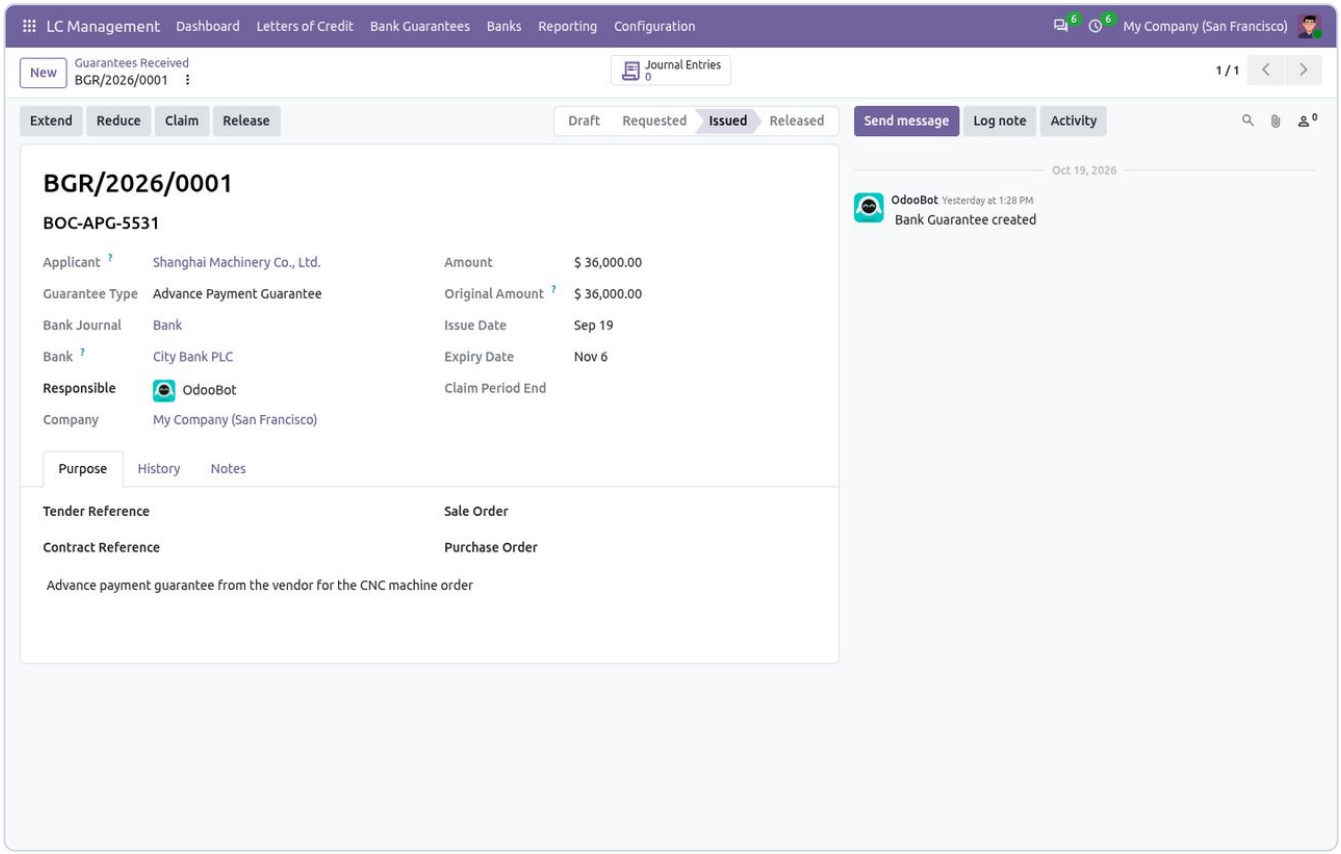
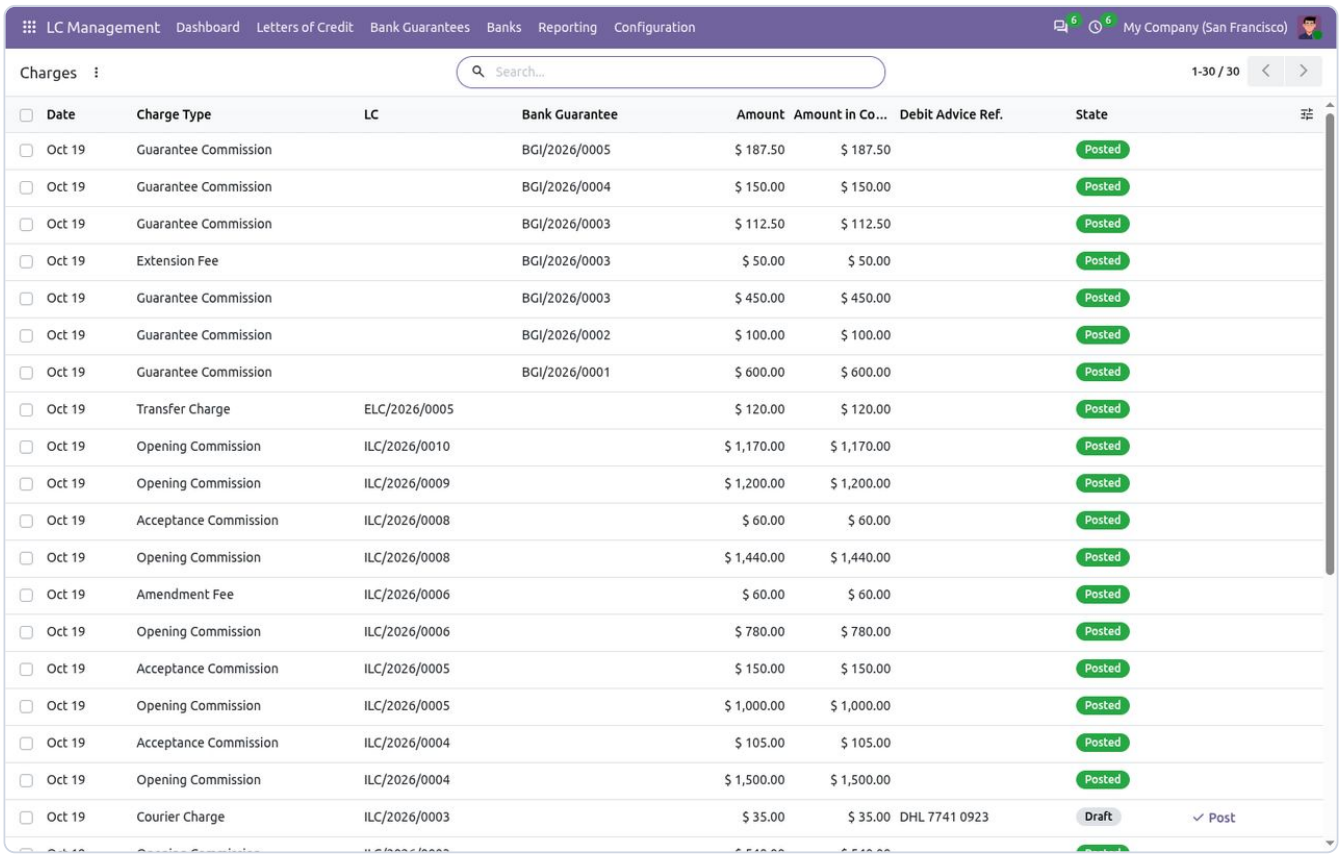


Figure 50. A received guarantee.

10 Charges, Margin and Facilities

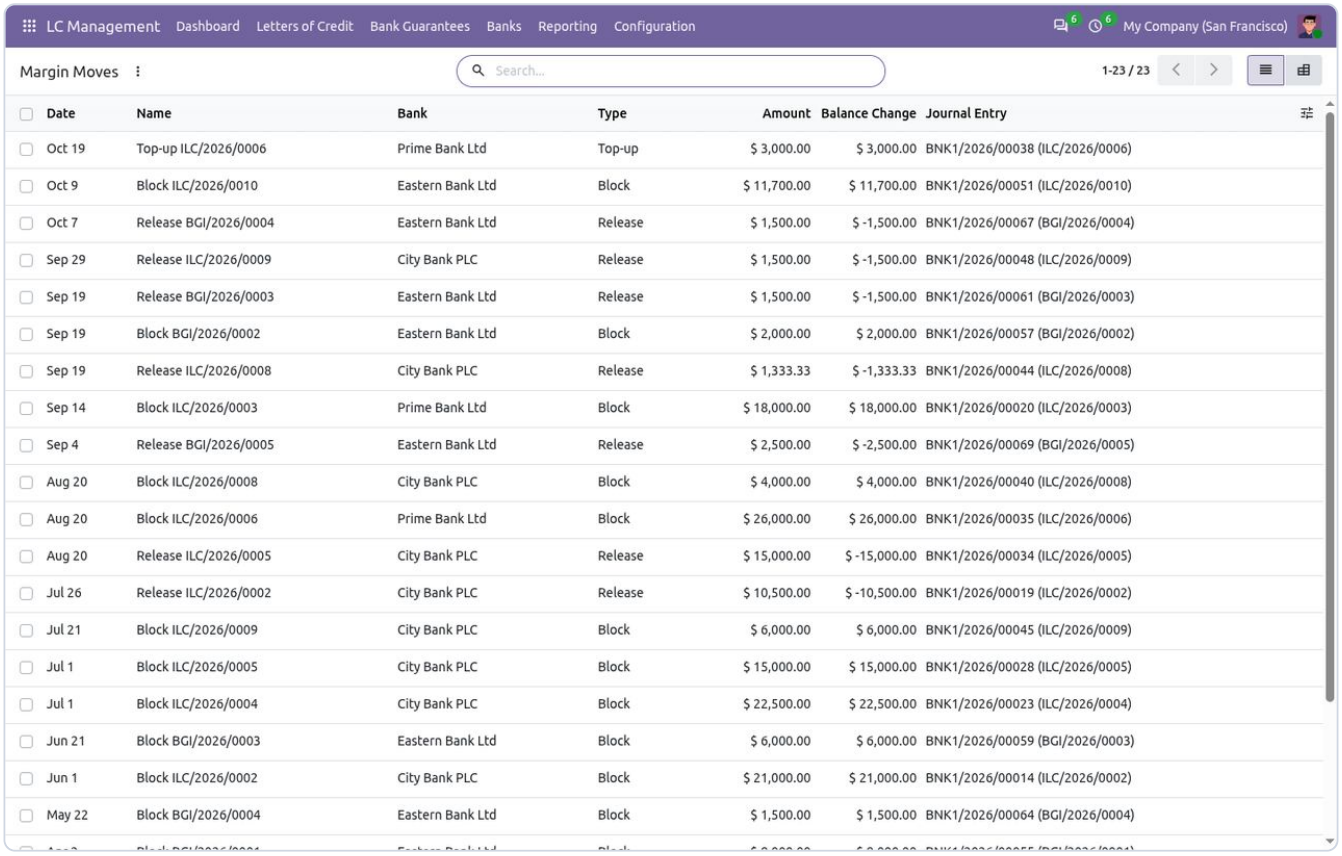
The Banks menu gathers the money side of trade finance.

- **Banks** › **Charges**: every bank charge. Drafts are posted by a manager with **Post**.
- **Banks** › **Margin Moves**: every block, top-up and release of margin, by bank.
- **Banks** › **Facilities**: limits and what is used. A paid LC frees its part of the limit.



Date	Charge Type	LC	Bank Guarantee	Amount	Amount in Co...	Debit Advice Ref.	State	
Oct 19	Guarantee Commission		BGI/2026/0005	$ 187.50	$ 187.50		Posted	
Oct 19	Guarantee Commission		BGI/2026/0004	$ 150.00	$ 150.00		Posted	
Oct 19	Guarantee Commission		BGI/2026/0003	$ 112.50	$ 112.50		Posted	
Oct 19	Extension Fee		BGI/2026/0003	$ 50.00	$ 50.00		Posted	
Oct 19	Guarantee Commission		BGI/2026/0003	$ 450.00	$ 450.00		Posted	
Oct 19	Guarantee Commission		BGI/2026/0002	$ 100.00	$ 100.00		Posted	
Oct 19	Guarantee Commission		BGI/2026/0001	$ 600.00	$ 600.00		Posted	
Oct 19	Transfer Charge	ELC/2026/0005		$ 120.00	$ 120.00		Posted	
Oct 19	Opening Commission	ILC/2026/0010		$ 1,170.00	$ 1,170.00		Posted	
Oct 19	Opening Commission	ILC/2026/0009		$ 1,200.00	$ 1,200.00		Posted	
Oct 19	Acceptance Commission	ILC/2026/0008		$ 60.00	$ 60.00		Posted	
Oct 19	Opening Commission	ILC/2026/0008		$ 1,440.00	$ 1,440.00		Posted	
Oct 19	Amendment Fee	ILC/2026/0006		$ 60.00	$ 60.00		Posted	
Oct 19	Opening Commission	ILC/2026/0006		$ 780.00	$ 780.00		Posted	
Oct 19	Acceptance Commission	ILC/2026/0005		$ 150.00	$ 150.00		Posted	
Oct 19	Opening Commission	ILC/2026/0005		$ 1,000.00	$ 1,000.00		Posted	
Oct 19	Acceptance Commission	ILC/2026/0004		$ 105.00	$ 105.00		Posted	
Oct 19	Opening Commission	ILC/2026/0004		$ 1,500.00	$ 1,500.00		Posted	
Oct 19	Courier Charge	ILC/2026/0003		$ 35.00	$ 35.00	DHL 7741 0923	Draft	✓ Post

Figure 51. All bank charges.



Date	Name	Bank	Type	Amount	Balance Change	Journal Entry
Oct 19	Top-up ILC/2026/0006	Prime Bank Ltd	Top-up	$ 3,000.00	$ 3,000.00	BNK1/2026/00038 (ILC/2026/0006)
Oct 9	Block ILC/2026/0010	Eastern Bank Ltd	Block	$ 11,700.00	$ 11,700.00	BNK1/2026/00051 (ILC/2026/0010)
Oct 7	Release BGI/2026/0004	Eastern Bank Ltd	Release	$ 1,500.00	$ -1,500.00	BNK1/2026/00067 (BGI/2026/0004)
Sep 29	Release ILC/2026/0009	City Bank PLC	Release	$ 1,500.00	$ -1,500.00	BNK1/2026/00048 (ILC/2026/0009)
Sep 19	Release BGI/2026/0003	Eastern Bank Ltd	Release	$ 1,500.00	$ -1,500.00	BNK1/2026/00061 (BGI/2026/0003)
Sep 19	Block BGI/2026/0002	Eastern Bank Ltd	Block	$ 2,000.00	$ 2,000.00	BNK1/2026/00057 (BGI/2026/0002)
Sep 19	Release ILC/2026/0008	City Bank PLC	Release	$ 1,333.33	$ -1,333.33	BNK1/2026/00044 (ILC/2026/0008)
Sep 14	Block ILC/2026/0003	Prime Bank Ltd	Block	$ 18,000.00	$ 18,000.00	BNK1/2026/00020 (ILC/2026/0003)
Sep 4	Release BGI/2026/0005	Eastern Bank Ltd	Release	$ 2,500.00	$ -2,500.00	BNK1/2026/00069 (BGI/2026/0005)
Aug 20	Block ILC/2026/0008	City Bank PLC	Block	$ 4,000.00	$ 4,000.00	BNK1/2026/00040 (ILC/2026/0008)
Aug 20	Block ILC/2026/0006	Prime Bank Ltd	Block	$ 26,000.00	$ 26,000.00	BNK1/2026/00035 (ILC/2026/0006)
Aug 20	Release ILC/2026/0005	City Bank PLC	Release	$ 15,000.00	$ -15,000.00	BNK1/2026/00034 (ILC/2026/0005)
Jul 26	Release ILC/2026/0002	City Bank PLC	Release	$ 10,500.00	$ -10,500.00	BNK1/2026/00019 (ILC/2026/0002)
Jul 21	Block ILC/2026/0009	City Bank PLC	Block	$ 6,000.00	$ 6,000.00	BNK1/2026/00045 (ILC/2026/0009)
Jul 1	Block ILC/2026/0005	City Bank PLC	Block	$ 15,000.00	$ 15,000.00	BNK1/2026/00028 (ILC/2026/0005)
Jul 1	Block ILC/2026/0004	City Bank PLC	Block	$ 22,500.00	$ 22,500.00	BNK1/2026/00023 (ILC/2026/0004)
Jun 21	Block BGI/2026/0003	Eastern Bank Ltd	Block	$ 6,000.00	$ 6,000.00	BNK1/2026/00059 (BGI/2026/0003)
Jun 1	Block ILC/2026/0002	City Bank PLC	Block	$ 21,000.00	$ 21,000.00	BNK1/2026/00014 (ILC/2026/0002)
May 22	Block BGI/2026/0004	Eastern Bank Ltd	Block	$ 1,500.00	$ 1,500.00	BNK1/2026/00064 (BGI/2026/0004)

Figure 52. All margin moves.

11 The Grid View

The grid view answers one question at a glance: *how much, with which bank, and when?*

1. Open **Reporting** › **Maturity Schedule**. It opens in the grid. On other lists (Import LC, guarantees, shipments, loans, charges), click the **grid icon** at the top right.
2. Use the buttons above the table to choose the rows (**Bank**, **Facility**, **Partner**...), the period (**Month**, **Week**, **Quarter**, **Year**) and the amount shown.
3. Darker cells hold larger amounts. Click any figure to open the records behind it.

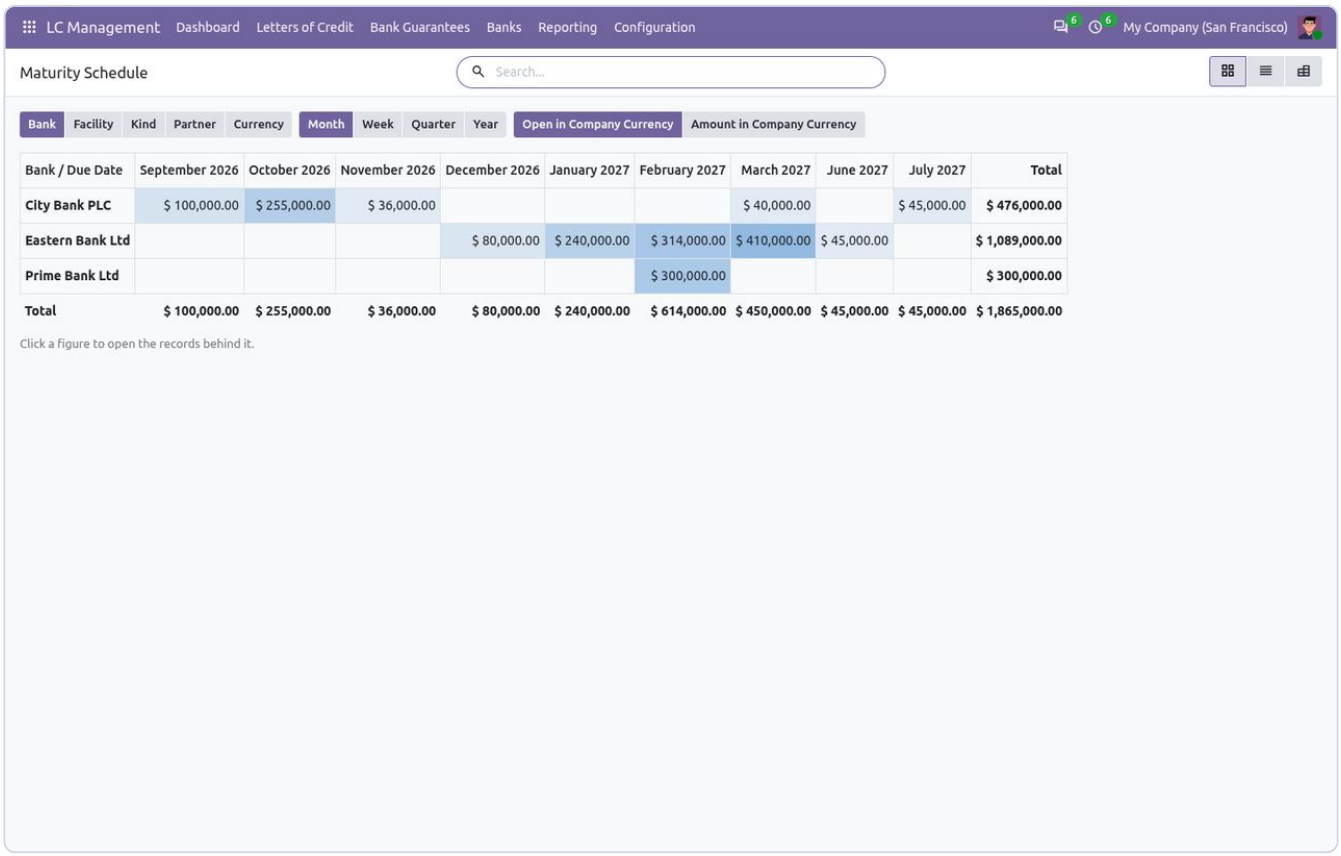


Figure 53. The maturity grid: what falls due, per bank and per month.

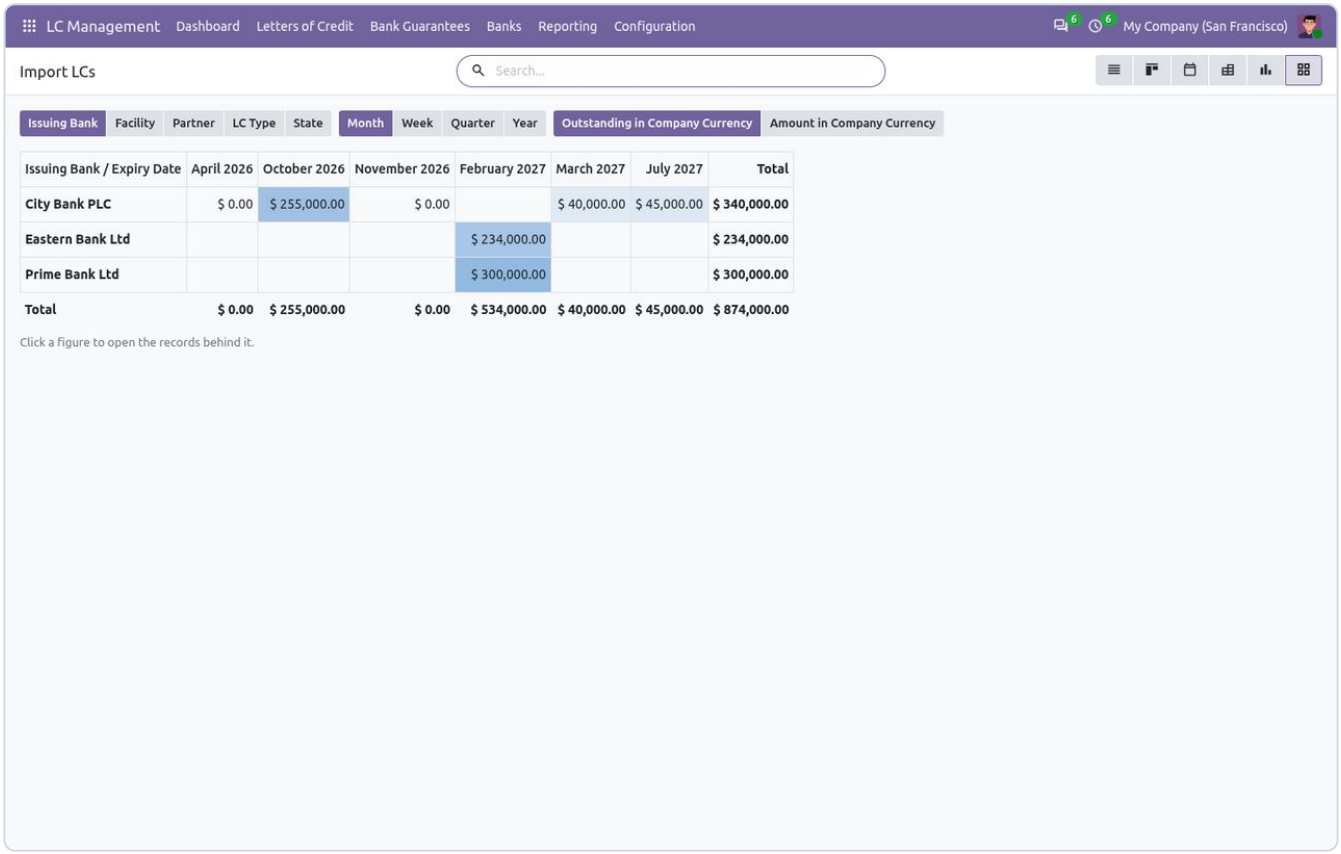


Figure 54. The same view on import LCs, by issuing bank and expiry month.

12 Reports

Every report can be viewed on the screen, printed as a PDF or downloaded as an Excel file.

Open a report

1. Open **Reporting** and choose a report under **PDF & Excel Reports** (or open the **Reports** tab of the dashboard).
2. Choose the filters: period, bank, partner, facility, import or export, open records only. The window only shows the filters that report uses.
3. Click **View** to see it on the screen, **PDF** to print it, or **Excel (XLSX)** to download it.

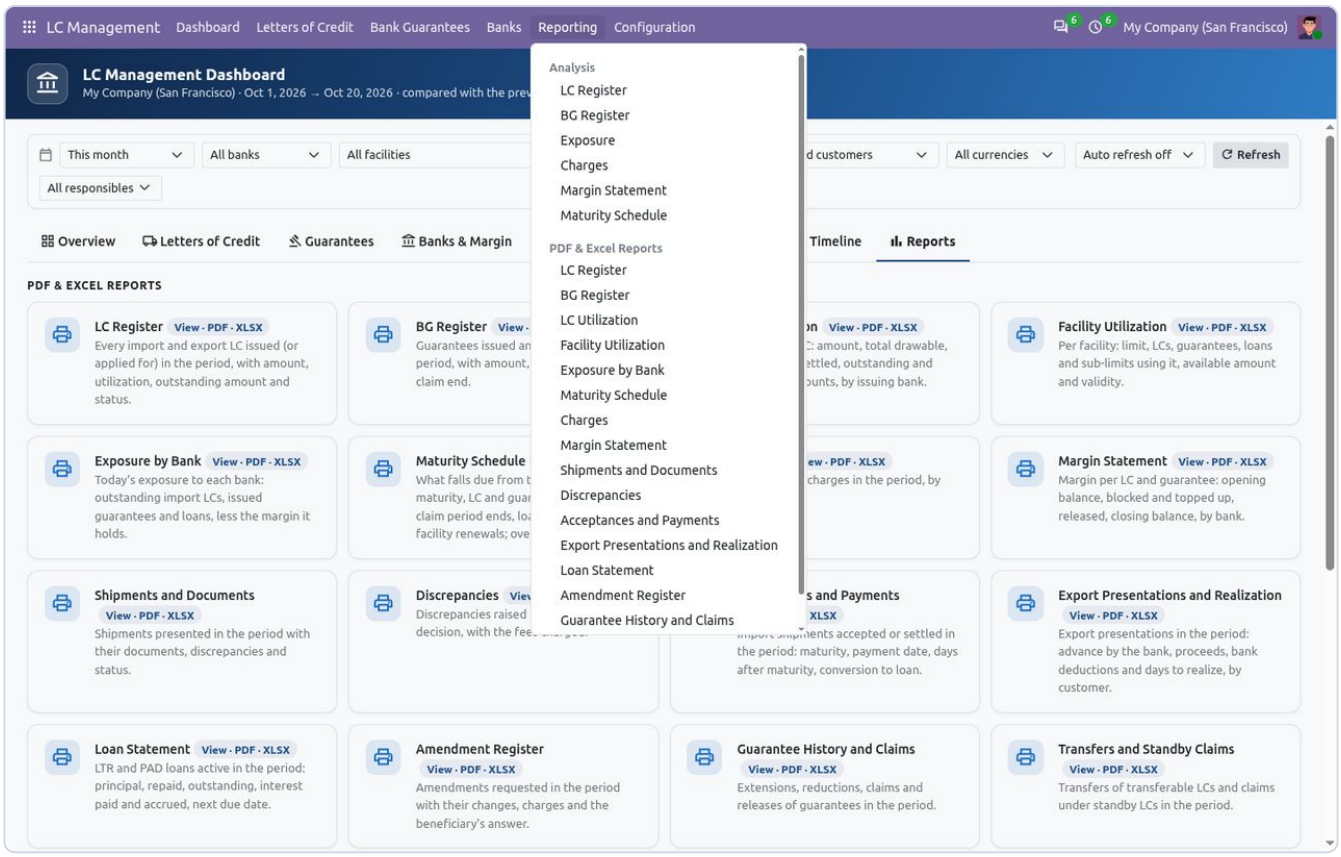


Figure 55. The **Reporting** menu: analysis views and the 16 printable reports.

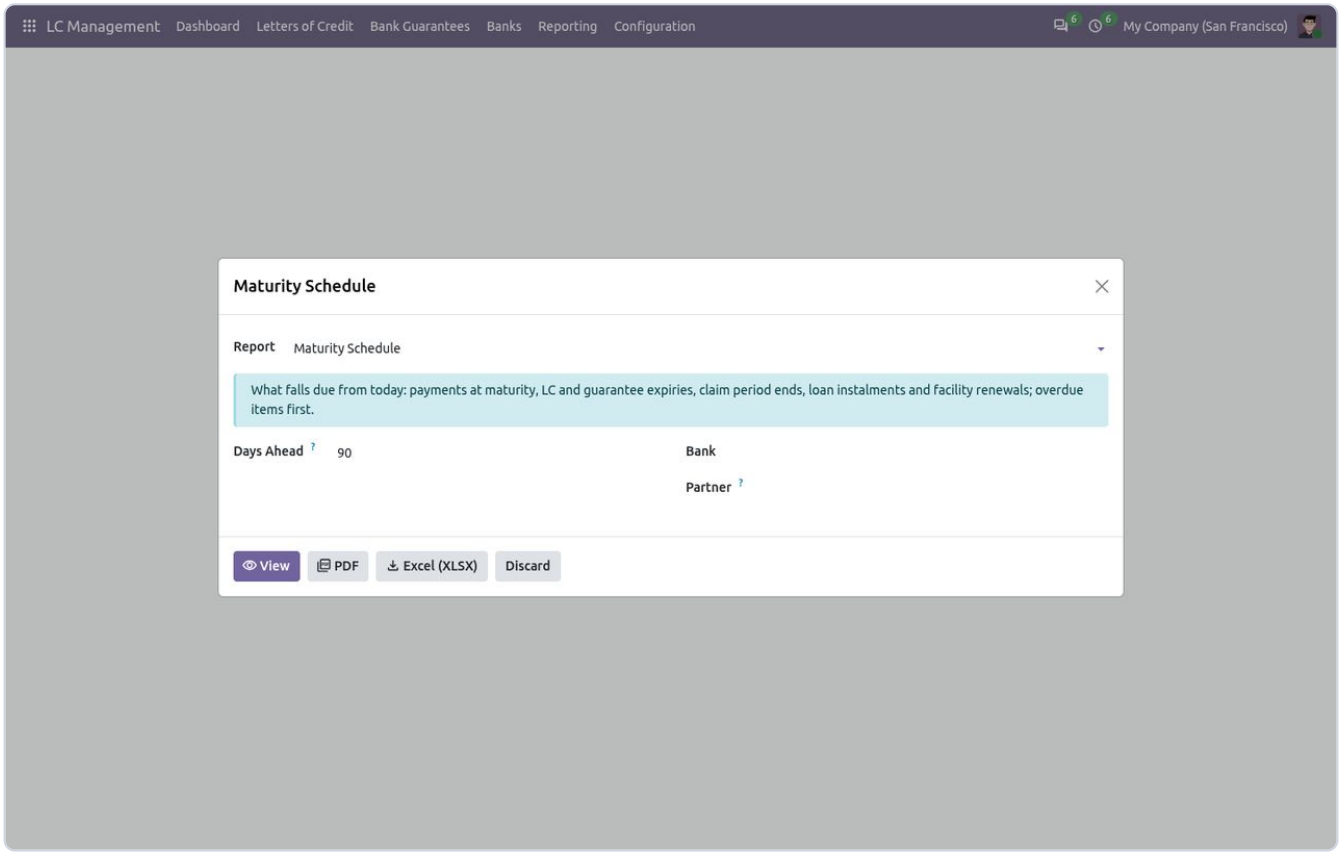


Figure 56. The report window: filters and the three output buttons.

GOOD TO KNOW

The very first time anyone prints, Odoo asks you to **configure the document layout** (logo, colours, address). Choose what you like and click **Continue**. It is asked only once.

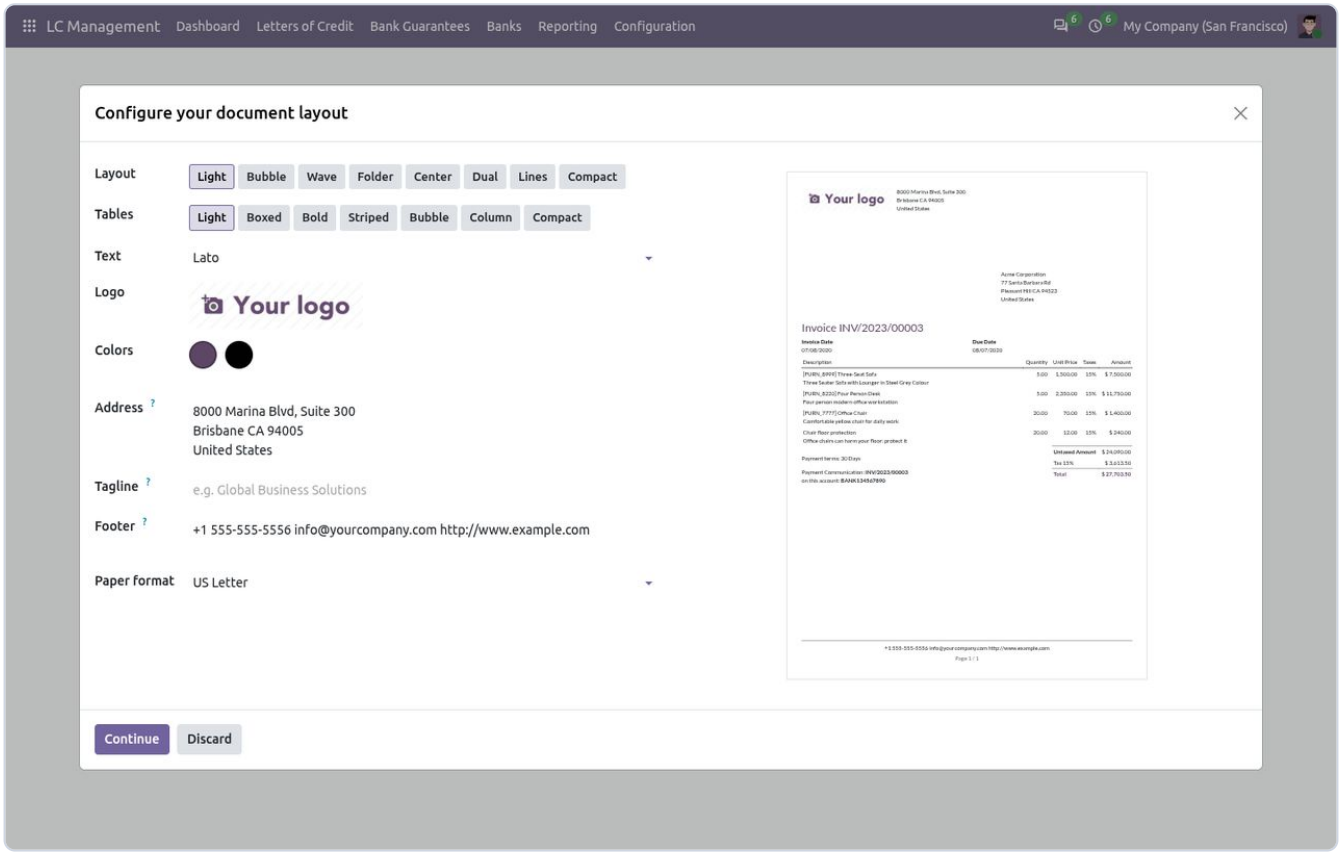
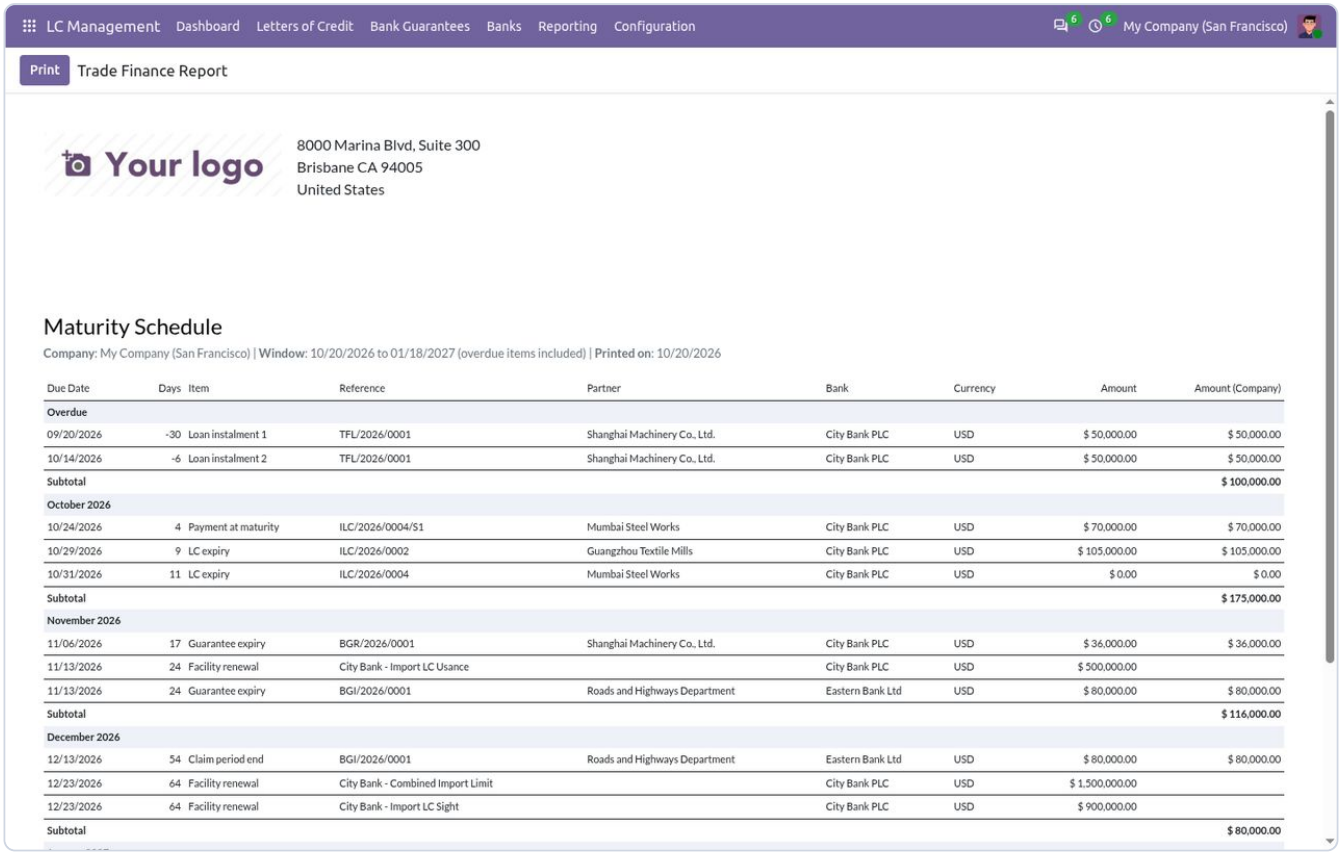


Figure 57. First print only: the document layout window.



Due Date	Days	Item	Reference	Partner	Bank	Currency	Amount	Amount (Company)
Overdue								
09/20/2026	-30	Loan instalment 1	TFL/2026/0001	Shanghai Machinery Co., Ltd.	City Bank PLC	USD	$ 50,000.00	$ 50,000.00
10/14/2026	-6	Loan instalment 2	TFL/2026/0001	Shanghai Machinery Co., Ltd.	City Bank PLC	USD	$ 50,000.00	$ 50,000.00
Subtotal								**$ 100,000.00**
October 2026								
10/24/2026	4	Payment at maturity	ILC/2026/0004/$1	Mumbai Steel Works	City Bank PLC	USD	$ 70,000.00	$ 70,000.00
10/29/2026	9	LC expiry	ILC/2026/0002	Guangzhou Textile Mills	City Bank PLC	USD	$ 105,000.00	$ 105,000.00
10/31/2026	11	LC expiry	ILC/2026/0004	Mumbai Steel Works	City Bank PLC	USD	$ 0.00	$ 0.00
Subtotal								**$ 175,000.00**
November 2026								
11/06/2026	17	Guarantee expiry	BGR/2026/0001	Shanghai Machinery Co., Ltd.	City Bank PLC	USD	$ 36,000.00	$ 36,000.00
11/13/2026	24	Facility renewal	City Bank - Import LC Usance		City Bank PLC	USD	$ 500,000.00	
11/13/2026	24	Guarantee expiry	BGI/2026/0001	Roads and Highways Department	Eastern Bank Ltd	USD	$ 80,000.00	$ 80,000.00
Subtotal								**$ 116,000.00**
December 2026								
12/13/2026	54	Claim period end	BGI/2026/0001	Roads and Highways Department	Eastern Bank Ltd	USD	$ 80,000.00	$ 80,000.00
12/23/2026	64	Facility renewal	City Bank - Combined Import Limit		City Bank PLC	USD	$ 1,500,000.00	
12/23/2026	64	Facility renewal	City Bank - Import LC Sight		City Bank PLC	USD	$ 900,000.00	
Subtotal								**$ 80,000.00**

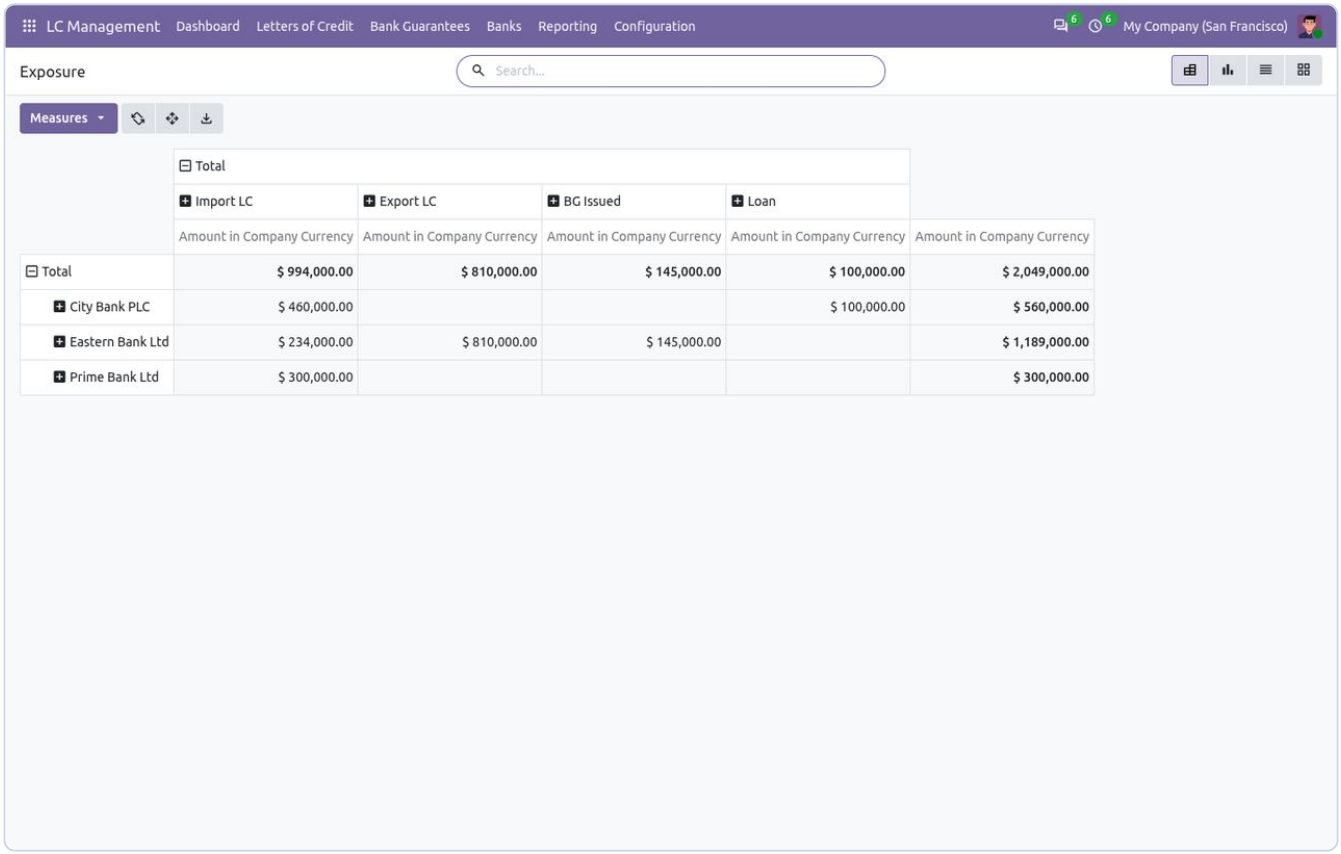
Figure 58. The Maturity Schedule report on the screen, ready to print.

The 16 reports

Report	What it tells you
LC Register / BG Register	Every LC or guarantee of the period, with amounts and status.
LC Utilization	Per LC: presented, settled, outstanding and undrawn amounts.
Facility Utilization	Per facility: limit, LCs, guarantees, loans, available amount.
Exposure by Bank	What each bank carries for you today, and the margin it holds.
Maturity Schedule	Everything falling due from today, overdue items first.
Charges	Bank charges posted in the period, by type.
Margin Statement	Opening, blocked, released and closing margin per LC and guarantee.
Shipments and Documents	Shipments presented in the period and their discrepancies.
Discrepancies	Discrepancies raised, by decision, with their fees.
Acceptances and Payments	Shipments accepted or paid, and how late they were paid.
Export Presentations and Realization	Advances, proceeds, deductions and days to be paid.
Loan Statement	Loans: principal, repaid, outstanding, interest, next due date.
Amendment Register	Amendments with their changes and the beneficiary's answer.
Guarantee History and Claims	Extensions, reductions, claims and releases.
Transfers and Standby Claims	LC transfers and claims under standby LCs.

Analysis views

Under **Reporting** **Analysis**, the lists can be grouped, filtered and turned into pivot tables or charts with the icons at the top right.



	Total				
	Import LC	Export LC	BG Issued	Loan	
	Amount in Company Currency	Amount in Company Currency	Amount in Company Currency	Amount in Company Currency	Amount in Company Currency
Total	$ 994,000.00	$ 810,000.00	$ 145,000.00	$ 100,000.00	$ 2,049,000.00
City Bank PLC	$ 460,000.00			$ 100,000.00	$ 560,000.00
Eastern Bank Ltd	$ 234,000.00	$ 810,000.00	$ 145,000.00		$ 1,189,000.00
Prime Bank Ltd	$ 300,000.00				$ 300,000.00

Figure 59. The exposure pivot: banks against kinds of instrument.

Spreadsheet dashboard

If the **Dashboards** app is installed, open it and choose **Trade Finance**: a ready-made spreadsheet with key figures and charts that you can copy and extend.

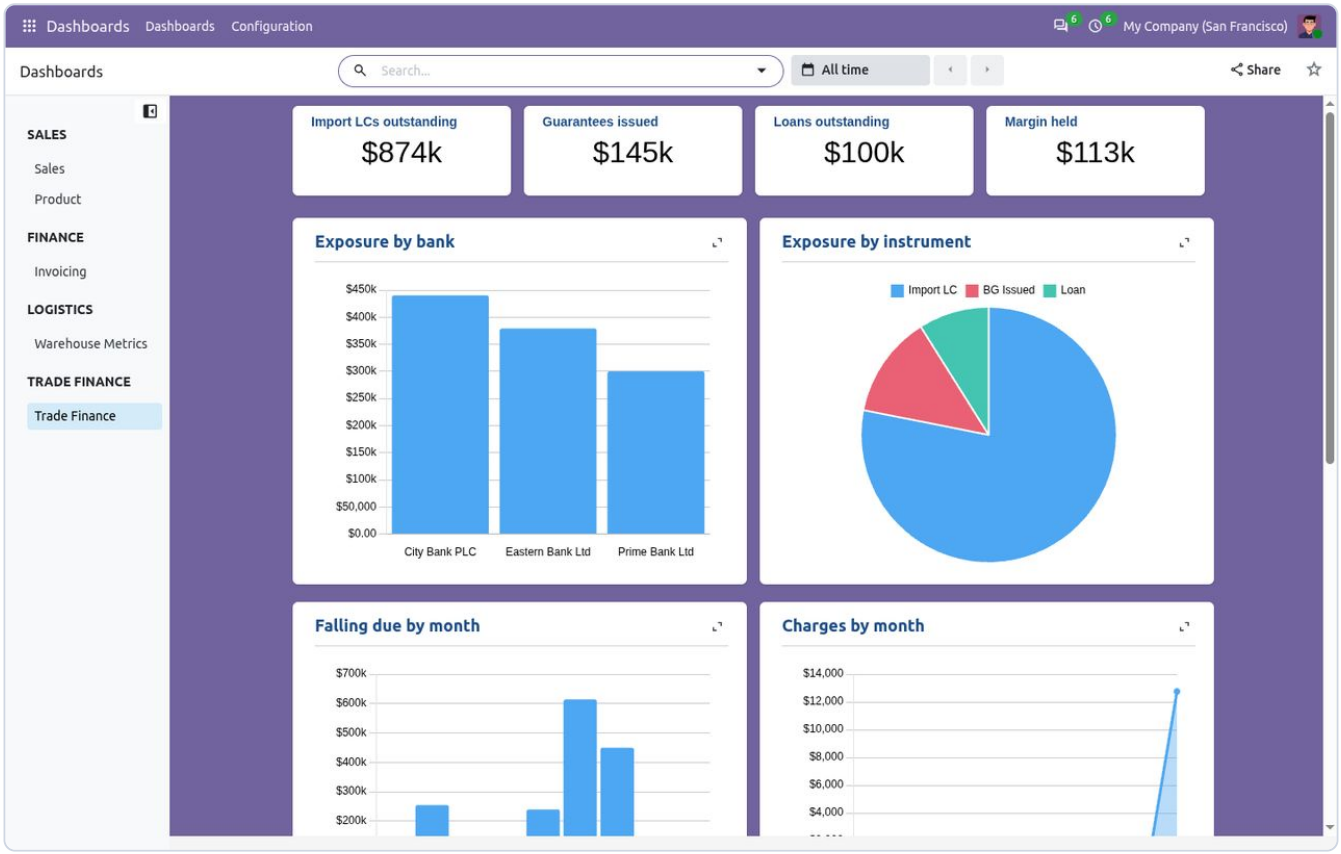


Figure 60. The Trade Finance spreadsheet dashboard.

13 Questions and Problems

Answers to the questions beginners ask most often.

Question	Answer
I cannot change the amount of an opened LC.	That is on purpose. Use **Amend** (chapter 5).
A button is missing.	Buttons appear only at the right stage and for the right role. Check the status bar and ask your administrator for the Manager or Invoicing role.
I get an "access" error when posting.	Posting entries needs the Trade Finance Manager role and the Accounting Invoicing role.
The facility limit is exceeded.	Under the Warn policy you can continue; under Block, ask a manager. Paying or closing LCs frees limit.
Send to Bank asks for an email.	Add the bank's email in **Banks** › **Banks** once.
Where are my reminders?	In the clock icon at the top right (activities), and in the Alerts tab.
A shipment cannot be accepted.	A discrepancy is pending. Accept or reject it in the **Discrepancies** tab.
How do I undo a draft LC?	Click **Cancel**; a cancelled LC can be put back with **Reset to Draft**. Opened LCs cannot be cancelled: amend or close them.

TIP

Optional AI help: when an AI provider is set in the settings, **Read LC Text with AI** fills an LC from a SWIFT message or PDF, **AI Document Check** looks for discrepancies, and the dashboard gets an **Ask AI** tab. You always review the result before anything is saved.