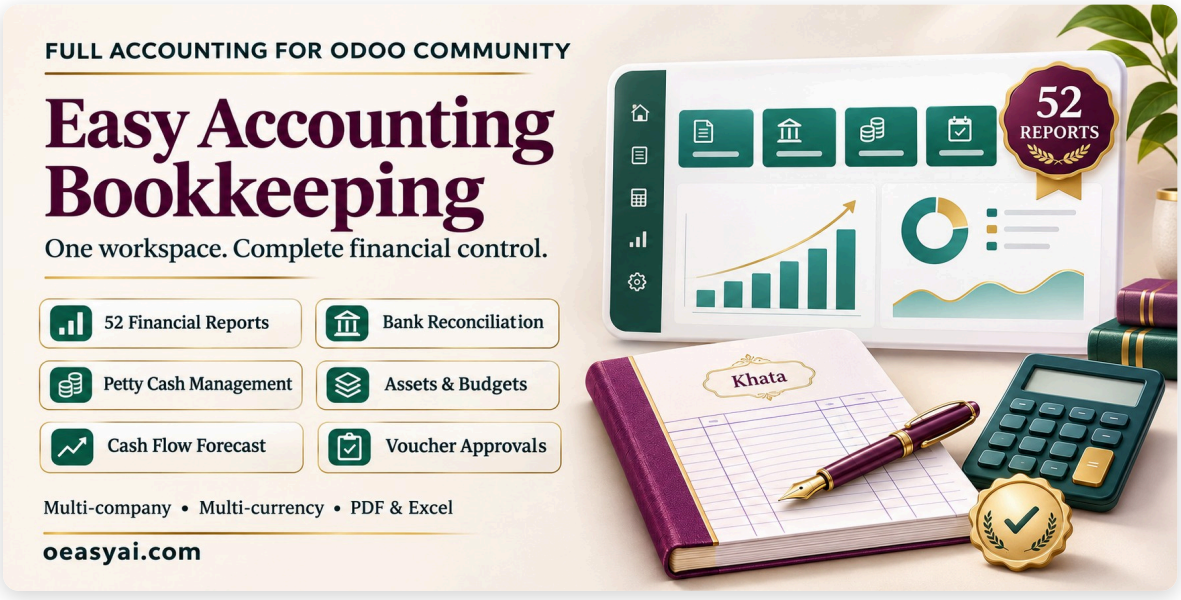
# Easy Accounting Bookkeeping

## User Manual

Full accounting for Odoo Community: vouchers, bank reconciliation, tax returns, assets, budgets, loans, petty cash, follow-ups, period closing and 52 reports.

www.oeasyai.com



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# 1. Introduction

Easy Accounting Bookkeeping turns Odoo Community into a full accounting application. Everything it does is built on Odoo's own journal entries: vouchers, cheques, depreciation, loans and closings are ordinary entries, and every report is computed from posted journal items. Other Community modules keep working, and uninstalling the module leaves a valid Invoicing database.

## The Accounting app

After installation an Accounting app replaces Invoicing as the entry point. Its menus are:

- **Dashboard**: all-in-one figures, charts, alerts and the Report Centre.
- **Customers** and **Vendors**: invoices, bills, credit notes, payments and follow-ups.
- **Bookkeeping**: vouchers, journal entries and items, reconciliation, bank and cash, petty cash, cheques, recurring entries, deferrals, loans and allocation models.
- **Assets and Budgets**: fixed assets, the depreciation board and budgets.
- **Reporting**: the 52 reports, scheduled reports and report exports.
- **Period Closing**: fiscal years, lock dates, the closing checklist, year-end closing, opening balances, currency revaluation, tax returns and the account review.
- **Configuration**: settings, chart of accounts, journals, ledgers, taxes, bank and cash, bookkeeping options, imports and analytic accounting.

## Roles

Access is given by the Accounting roles of the user (Settings > Users):

- **Bookkeeper**: records vouchers, invoices, payments, cheques and bank statements, reconciles, counts petty cash and writes report notes.
- **Accountant**: everything a bookkeeper does, plus assets, budgets, deferrals, loans, allocation models, petty cash funds and confirming cash counts, tax returns, currency revaluation and the account review.
- **Adviser**: everything, including configuration, lock dates, year-end closing, opening balances, imports and posting an invoice over a credit limit.
- **Auditor**: reads every accounting record and report without changing anything.

## Languages

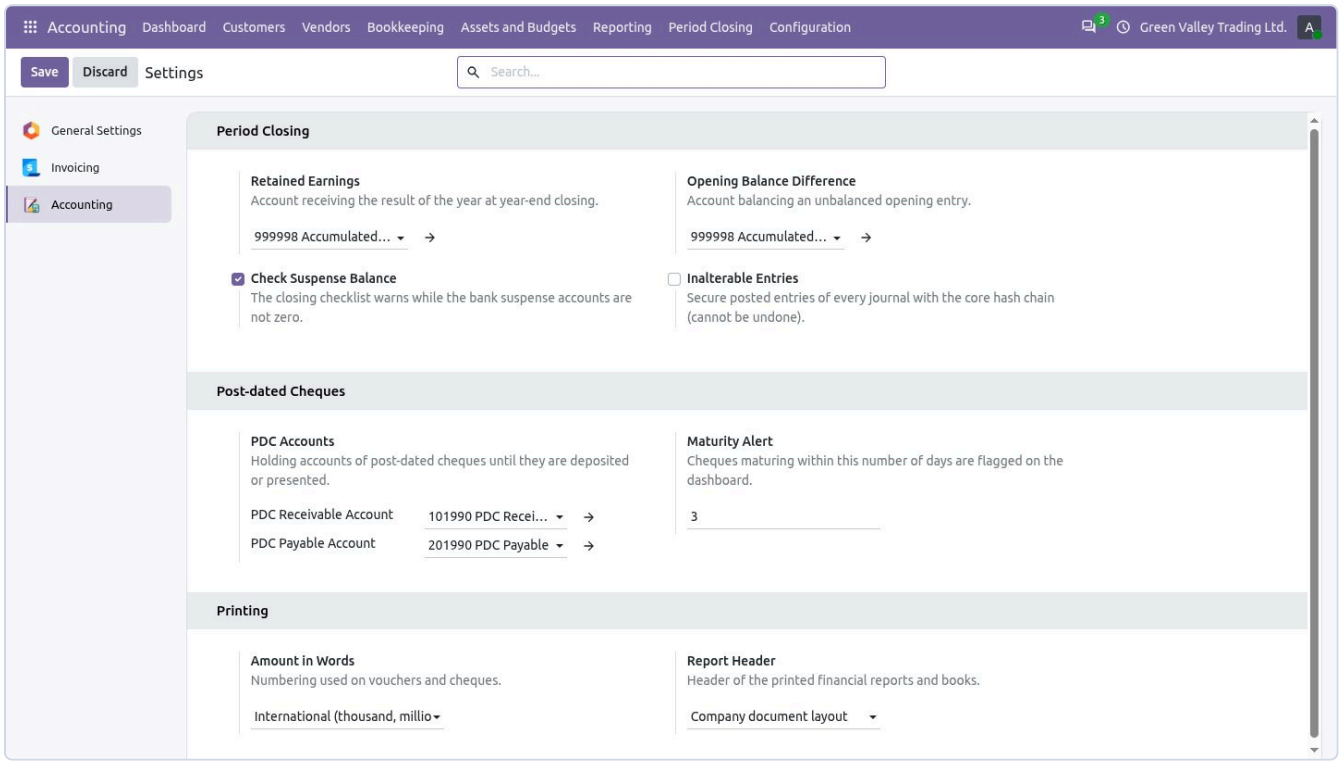
The module is translated into English, Bengali, Arabic (right to left), Chinese, French, German and Spanish. Each user works in the language of their preferences; printed documents use the language of the partner or of the user.

# 2. Getting Started

Set up the policies of the company, open the fiscal year and enter the opening balances before recording the daily work.

## Settings

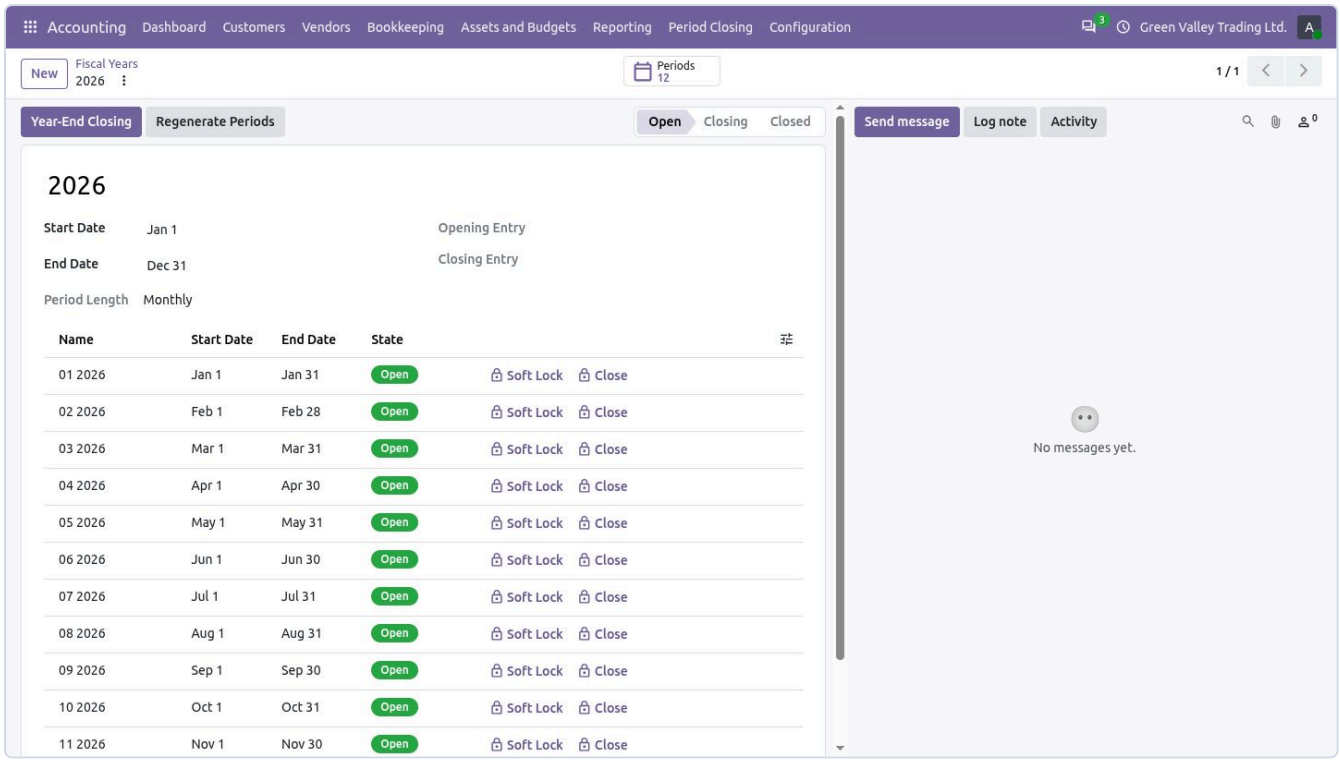
Configuration > Settings groups the options of the module: period closing accounts, post-dated cheque accounts, deferral accounts, tax returns, inter-company bills, customer credit limits and monthly statements, and printing.




Accounting settings of the module

## Fiscal years and periods

1. Open Period Closing > Fiscal Years and create the year with its start and end dates.
2. Choose monthly or quarterly periods; the periods are created with the year.
3. Each period can be soft-locked and closed when its work is done.

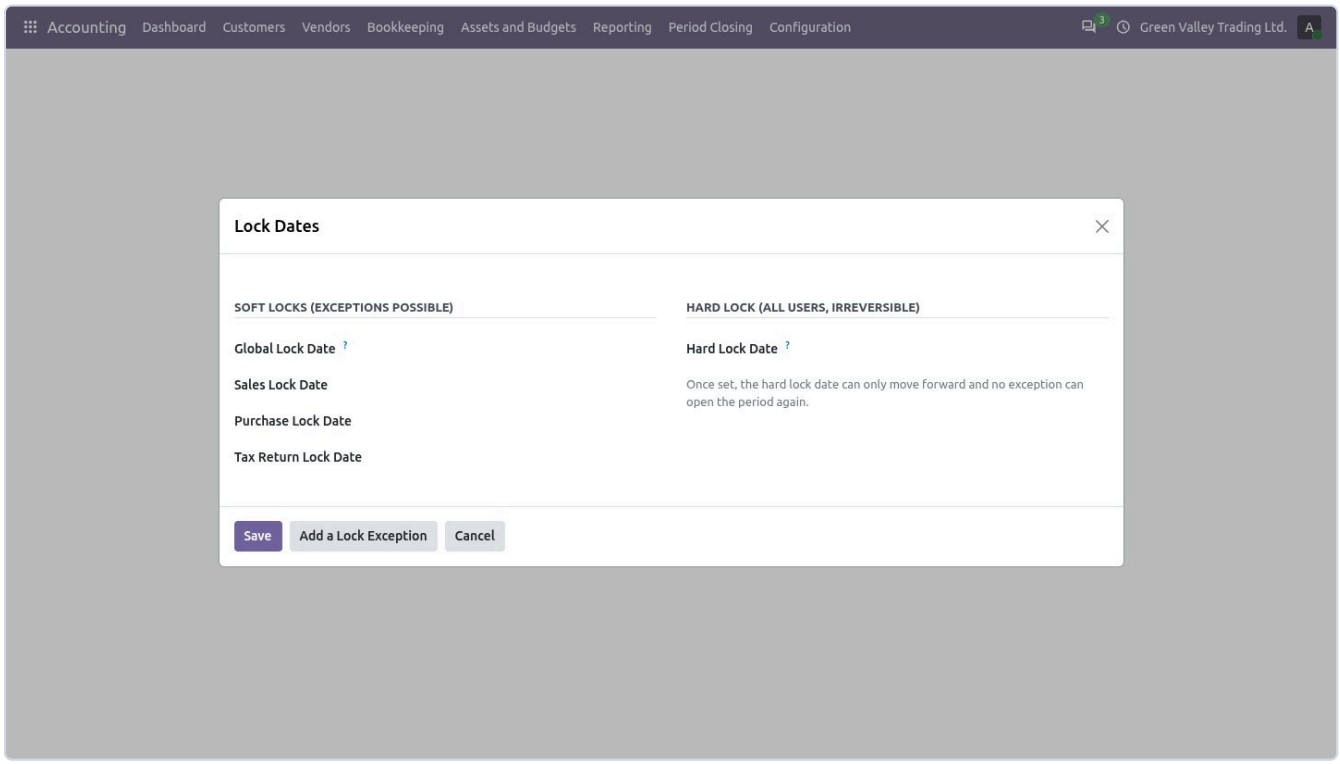



A fiscal year with its periods

## Opening balances and lock dates

Period Closing > Opening Balances enters the balances of the go-live date in one balanced entry, typed in or imported from Excel (account code, partner, debit, credit, due date, reference). Any difference goes to the opening difference account.

Period Closing > Lock Dates sets the global, tax, sales and purchase lock dates; Lock Exceptions lets an Adviser allow a change in a locked period for a user and a time.



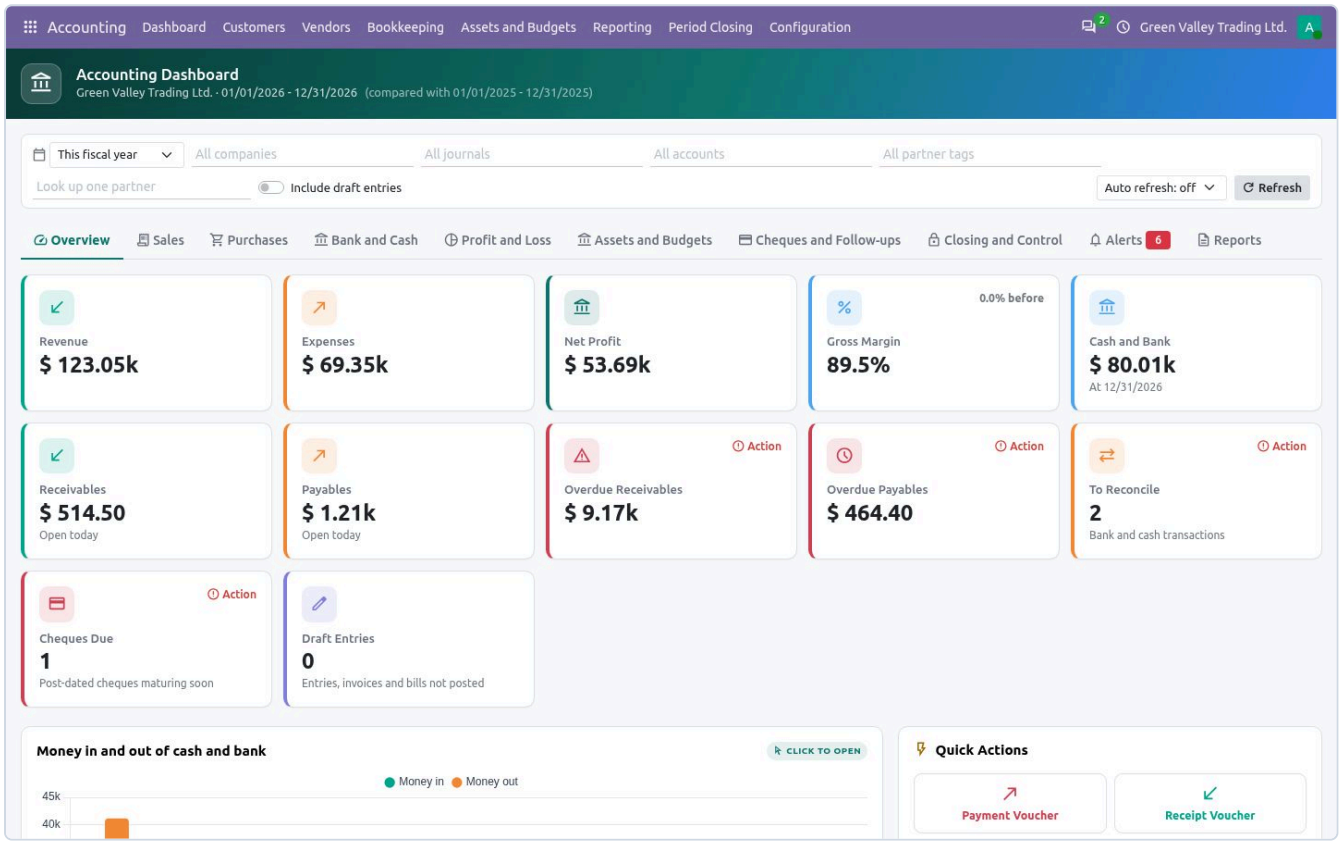

Lock dates

# 3. Dashboard

The dashboard shows the whole business on one page, in tabs: Overview, Sales, Purchases, Bank and Cash, Profit and Loss, Assets and Budgets, Cheques and Follow-ups, Closing and Control, Alerts and Reports.

## Filters

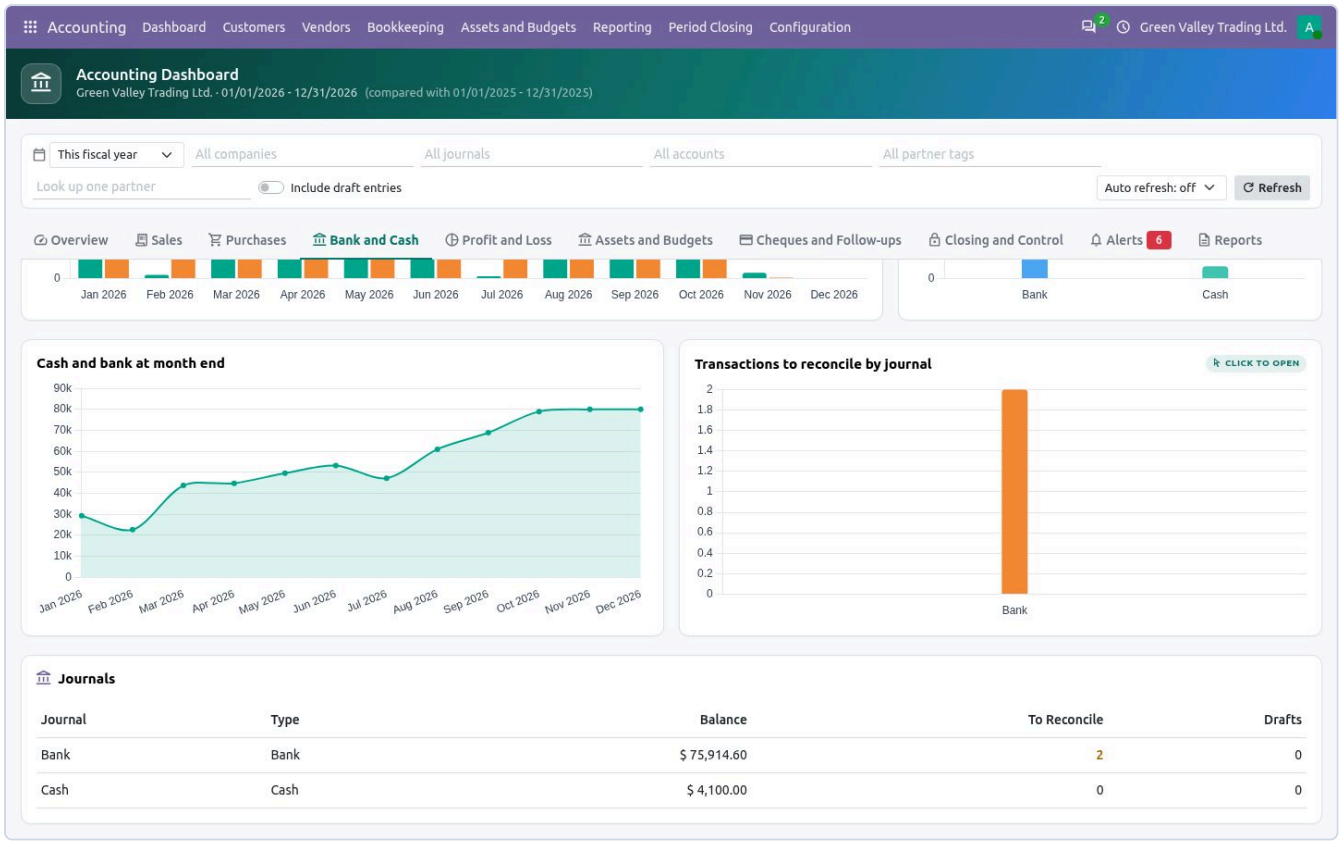
Every filter stays on screen: period, companies, journals, accounts, analytic accounts, partner tags, one partner and the switch to include draft entries. The figures and the reports opened from the Report Centre follow the filters.



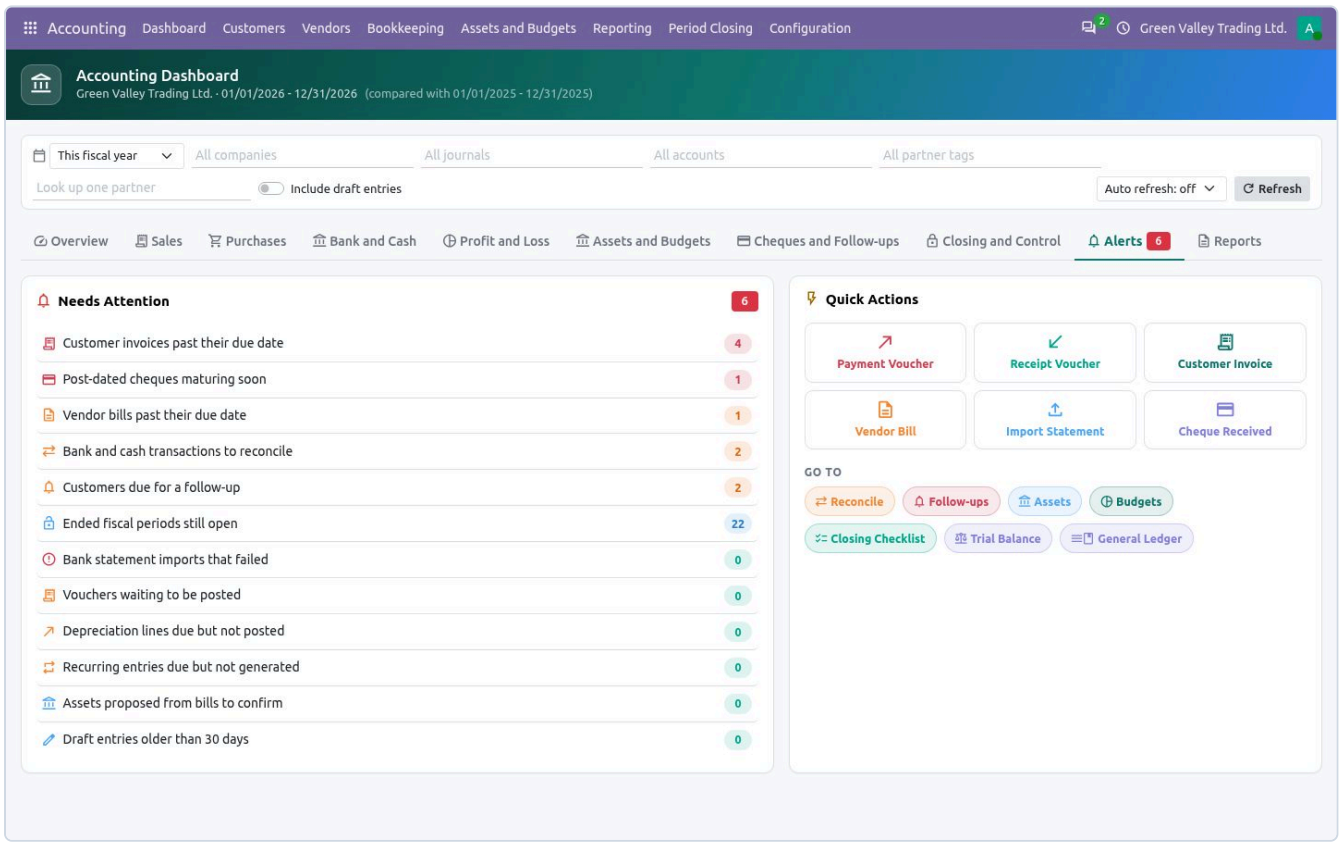

Overview tab of the dashboard

## Tiles, charts and alerts

KPI tiles show the change against the previous period; a click on a tile, a chart segment or a table row opens the records behind it. The Alerts tab lists what needs attention, such as invoices and bills past their due date, vouchers to approve, tax returns late or due within a week, loan installments due, petty cash funds to top up or to count and transactions to reconcile.




Bank and Cash tab with the 13-week cash forecast



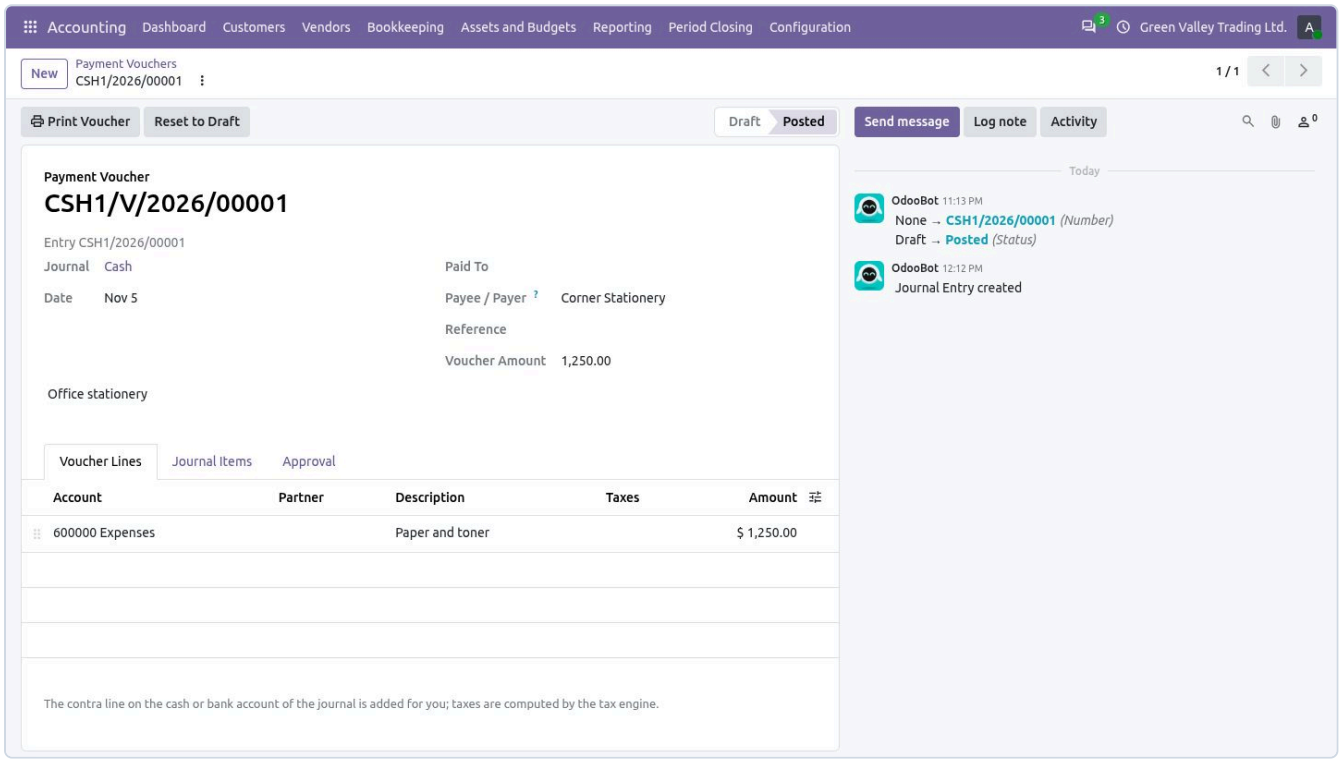

Alerts tab

# 4. Vouchers

Payment, receipt, contra and journal vouchers record cash and bank movements with their own numbering per journal.

## Record a voucher

1. Open Bookkeeping > Vouchers and choose Payment, Receipt, Contra or Journal.
2. Choose the journal, the date and the payee, then add a line per account with its amount, taxes and analytic distribution.
3. Post the voucher; the cash or bank line is added for you.
4. Print it with the amount in words and the signature blocks of the voucher layout.




A payment voucher



Green Valley
TRADING LTD.

Green Valley Trading Ltd.
House 12, Road 7, Gulshan 1
Dhaka 1212
Bangladesh

Payment Voucher

**Voucher No.:** CSH1/V/2026/00001
**Entry:** CSH1/2026/00001
**Journal:** Cash

**Date:** 11/05/2026

**Paid to:** Corner Stationery

| Account | Particulars | Debit | Credit |
|---|---|---|---|
| 600000 Expenses | Paper and toner | $ 1,250.00 | |
| 101501 Cash | Office stationery | | $ 1,250.00 |
| | **Total** | **$ 1,250.00** | **$ 1,250.00** |

**Amount in words:** One thousand two hundred and fifty Dollars only.

**Narration:** Office stationery

| Prepared by | Checked by | Approved by | Received by |
|---|---|---|---|
| Arif Hossain | | Arif Hossain | |

The printed voucher

## Voucher approval

Configuration > Bookkeeping > Voucher Approval Steps defines steps from an amount, per voucher type, with named approvers. A voucher that matches a step is submitted for approval and can only be posted once every step is approved; Bookkeeping > Vouchers > To Approve lists the waiting ones.

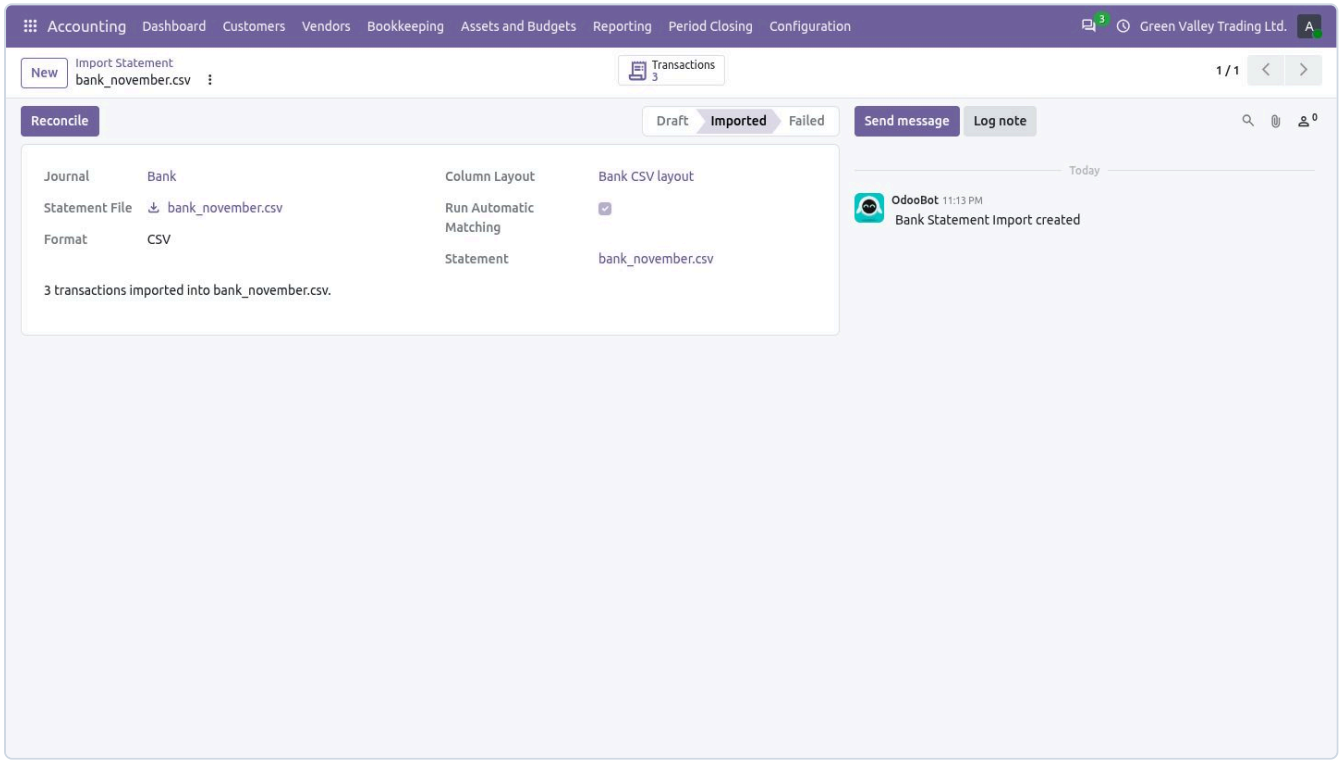
# 5. Bank and Cash

Import the bank statement, match each transaction in the reconciliation workspace and deposit cheques and payments in batches.

## Import a statement

1. Open Bookkeeping > Bank and Cash > Import Statement and choose the bank journal.
2. Upload a CSV, Excel, OFX / QFX, QIF or CAMT.053 file. CSV and Excel files need a column layout, remembered per journal.
3. Import: transactions already in the journal (same date, amount and label) are skipped, and the reconciliation models run on the new ones.

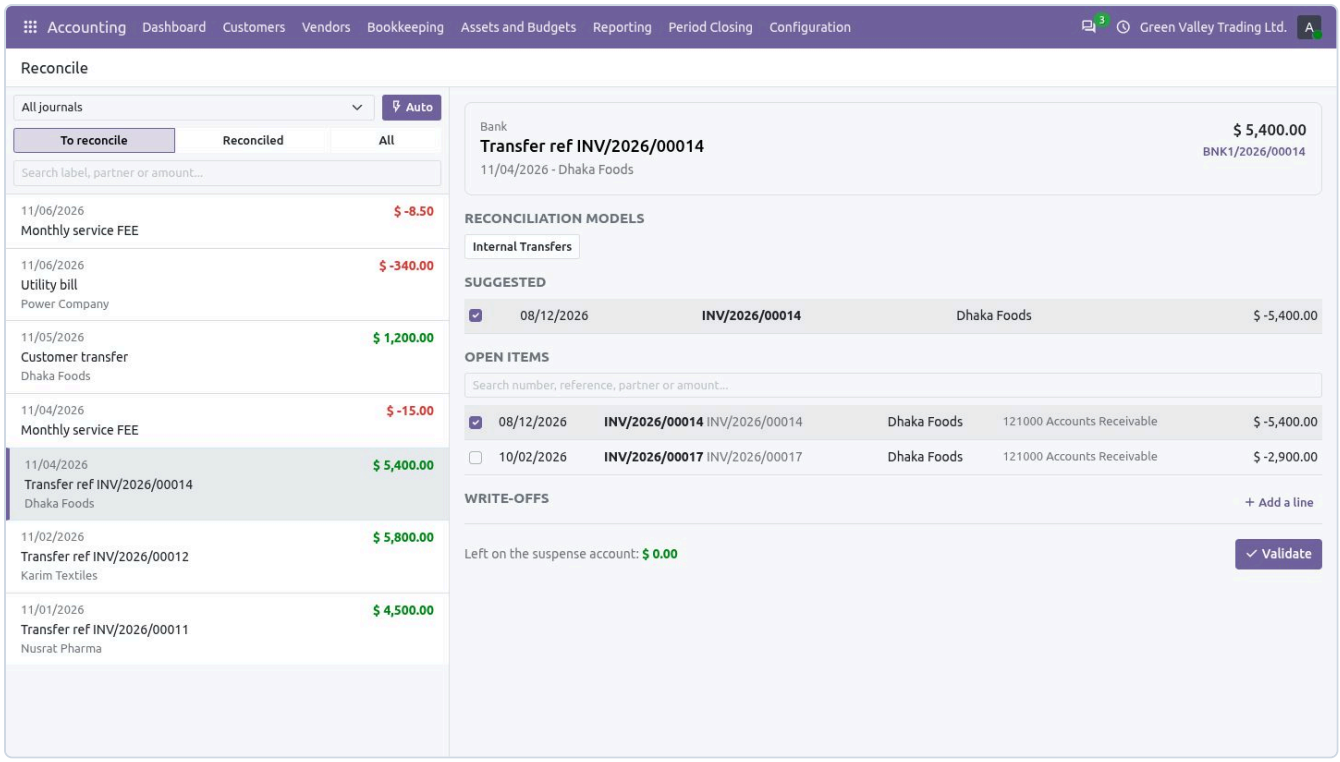
> QIF files do not say whether dates are month first or day first: when a first number above 12 appears in the file the dates are read day first, otherwise month first.




Statement import

## Reconcile the bank

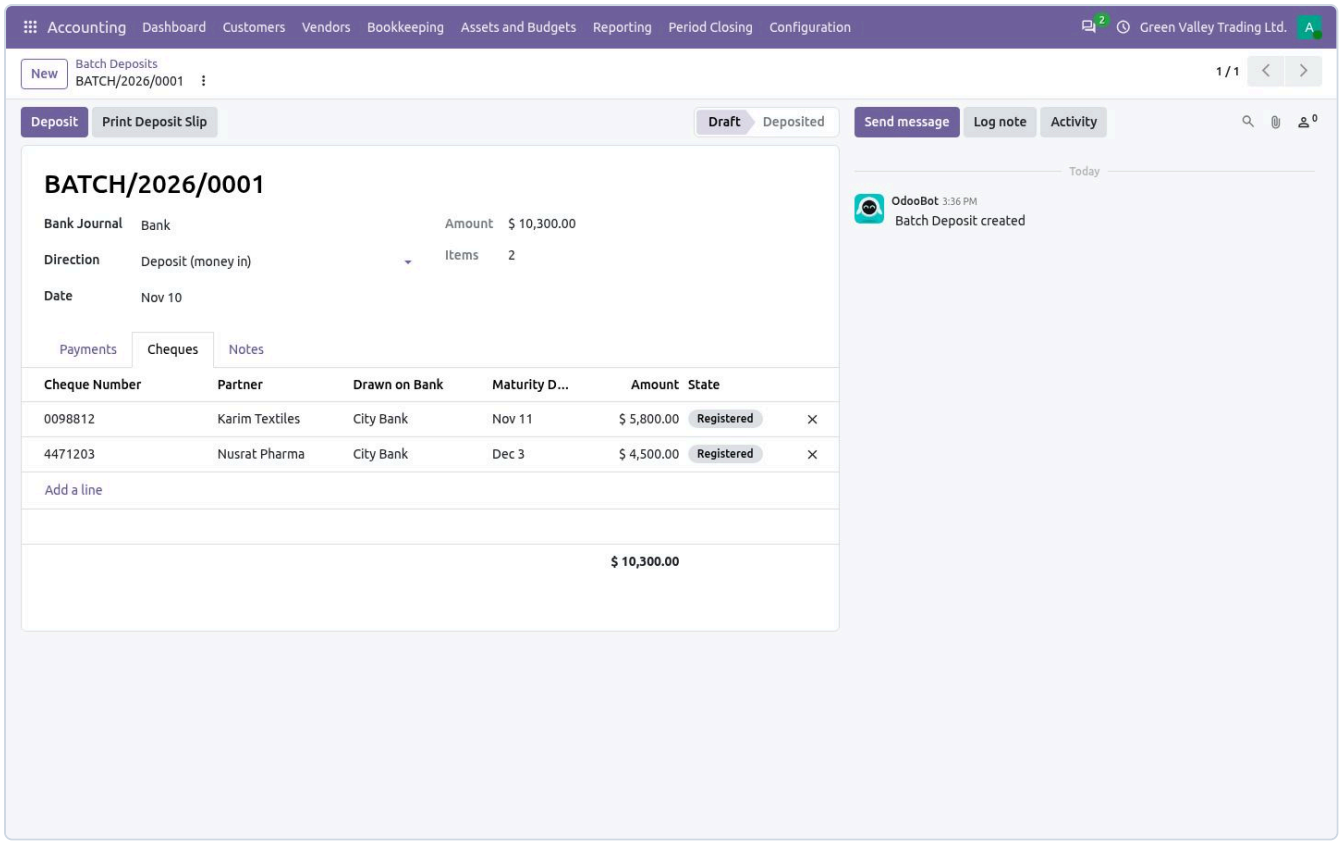
Bookkeeping > Bank and Cash > Reconcile shows the transactions on the left and, for the selected one, the suggested matches, the reconciliation models, the batch deposits of the journal and every open item on the right. Select items, add write-off lines for fees, and validate.




Reconciliation workspace

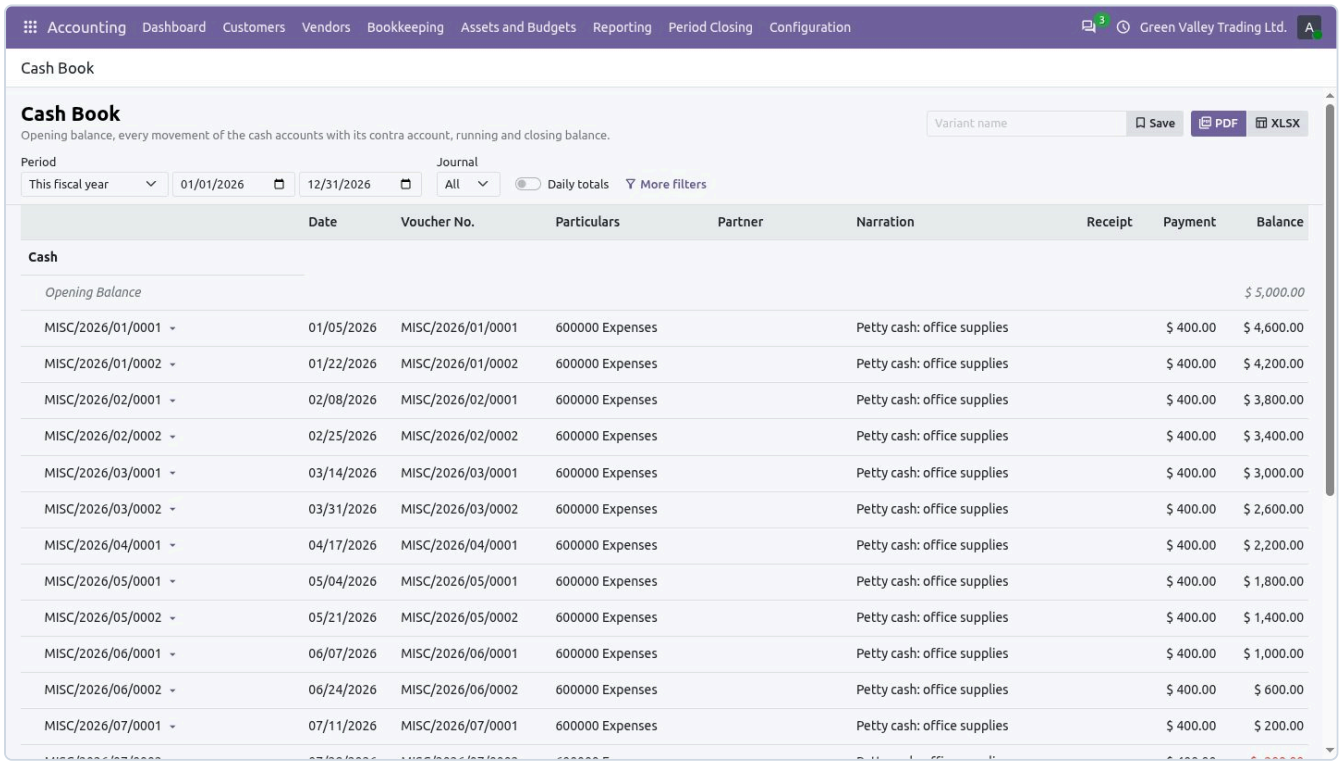
## Batch deposits

1. Open Bookkeeping > Bank and Cash > Batch Deposits and create a batch for the bank journal.
2. Add the posted payments not yet matched and the registered or deposited cheques of that journal.
3. Press Deposit: registered cheques are deposited on the batch date. Print Deposit Slip prints the slip for the bank.
4. When the bank line arrives, the reconciliation workspace offers the whole batch as one match; the batch shows Reconciled once every item is matched.




A batch deposit of two cheques

## Cash book and bank book




Cash Book with the running balance

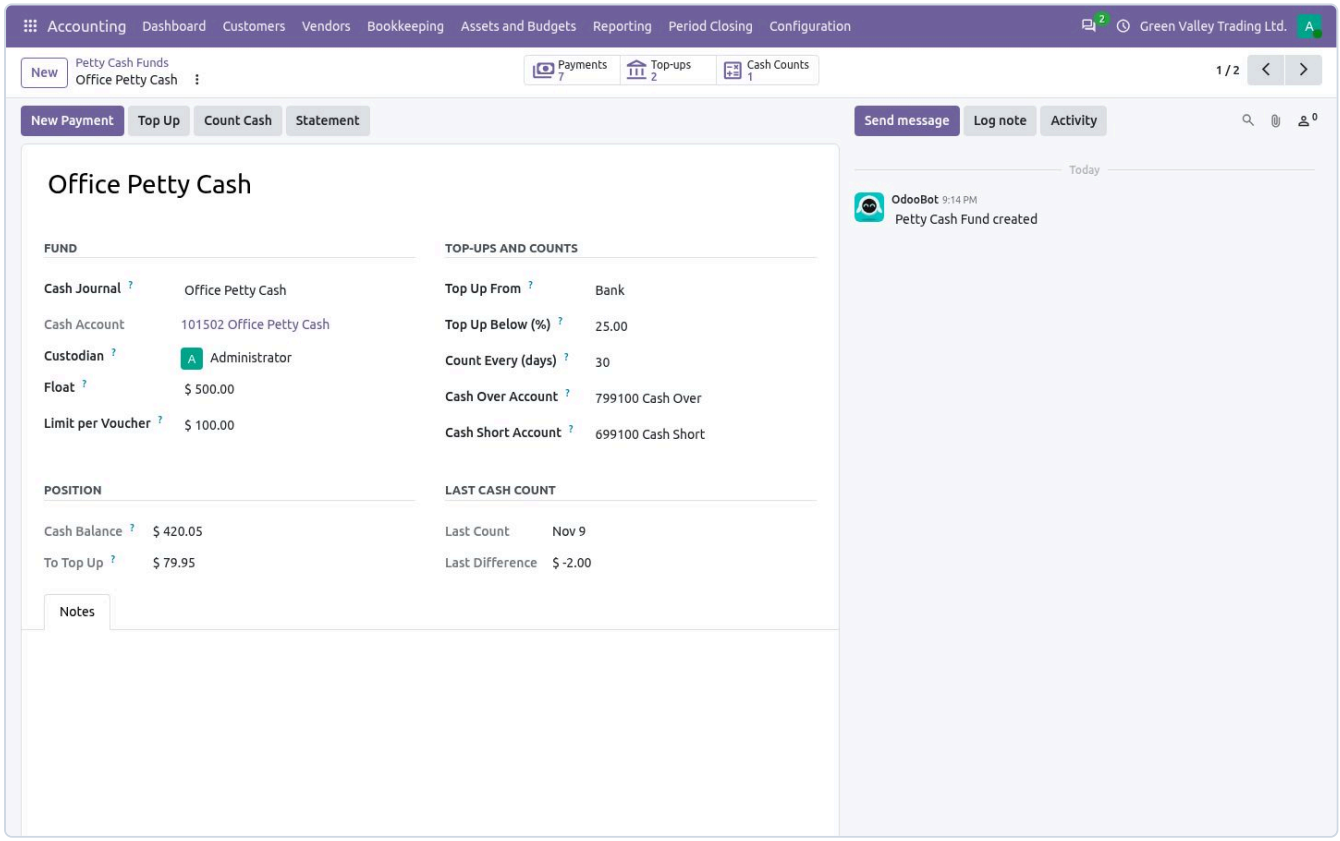
# 6. Petty Cash

A petty cash fund is a small amount of cash kept for small daily expenses such as postage, refreshments or a taxi. The module runs it on the imprest system: the fund has a fixed amount, the float; each expense is paid with a voucher; a top-up from the bank brings the cash back to the float; and the cash in the box is counted against the books.

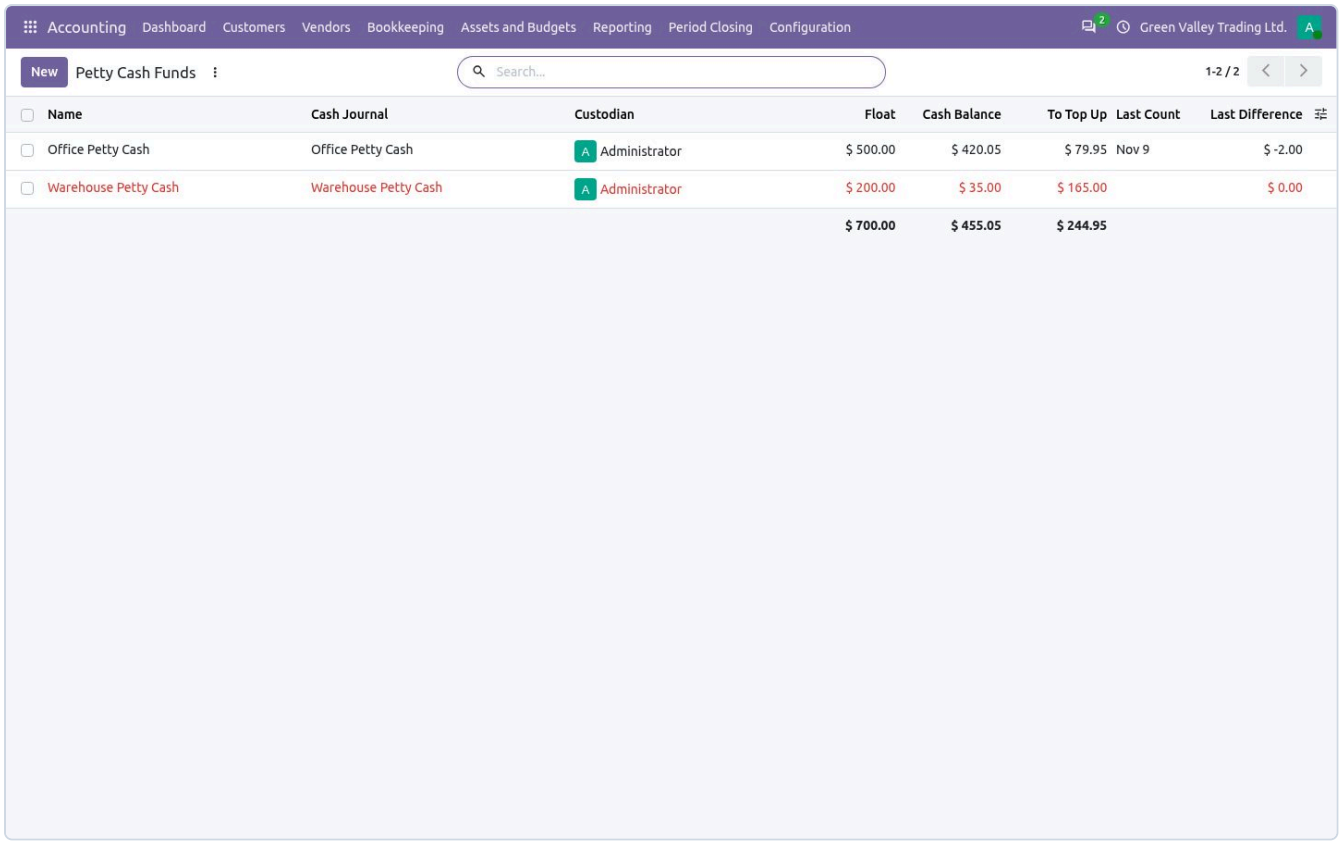
## Set up a fund

1. Create a cash journal for the box in Configuration > Bank and Cash > Bank and Cash Journals (for example Office Petty Cash).
2. Open Bookkeeping > Petty Cash > Funds and create the fund on that journal.
3. Enter the float, the custodian who keeps the box and, if you wish, a limit per voucher.
4. Choose the bank journal the top-ups are paid from, and the cash over (income) and cash short (expense) accounts. They are proposed from the profit and loss accounts of the cash journal when it has them.
5. Top Up Below (%) and Count Every (days) decide when the dashboard warns that the fund needs a top-up or a count.

> A cash journal belongs to one fund only, and it must use the company currency.




A petty cash fund




The list of funds: a fund below its top-up level is shown in red

## Pay from the fund

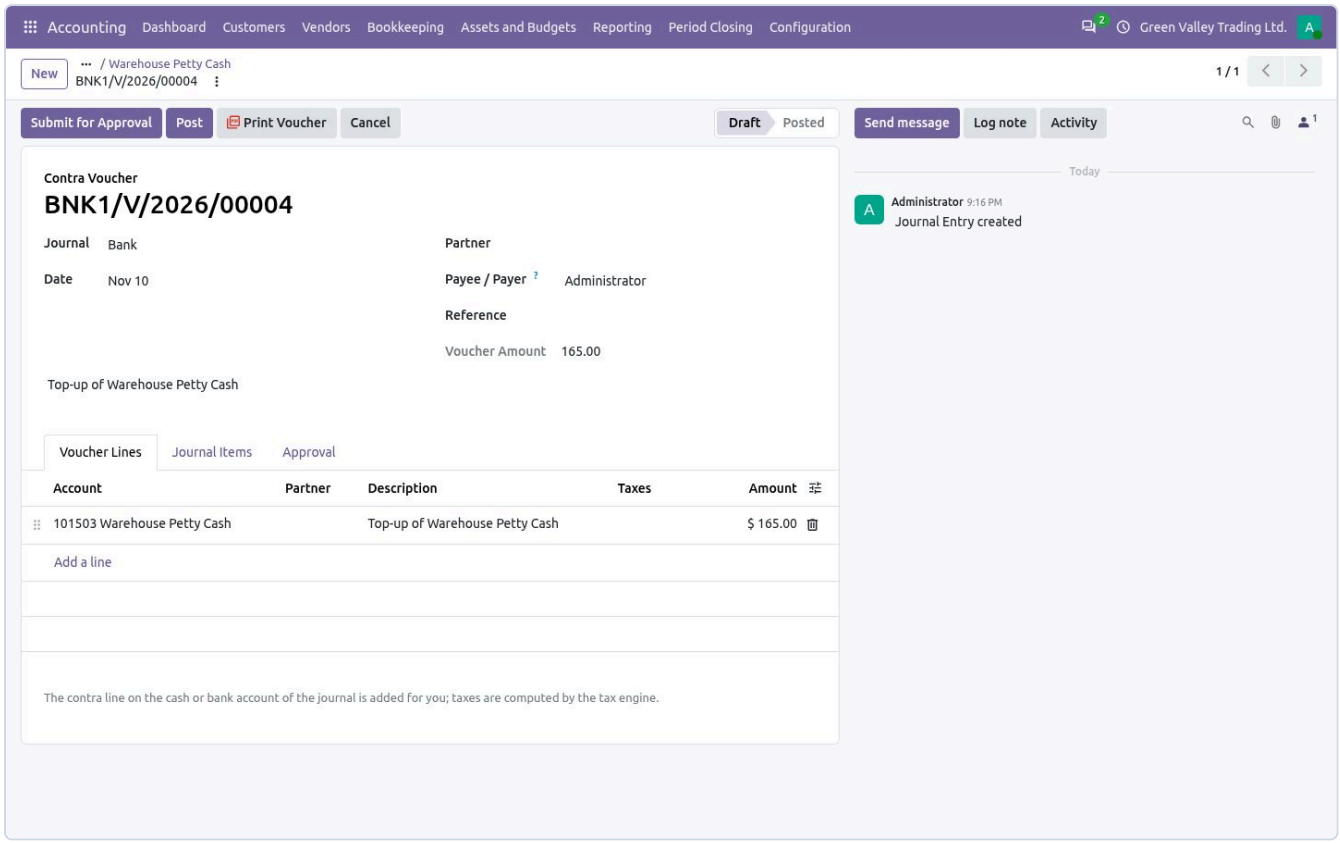
New Payment on the fund opens a payment voucher on its cash journal; you can also use Bookkeeping > Vouchers > Payment and choose the journal. The voucher is recorded and printed like any other voucher.

- A voucher over the fund's limit per voucher cannot be posted: pay it from the bank.
- A voucher larger than the cash left in the fund cannot be posted: top up the fund first.

## Top up the fund

1. Press Top Up on the fund. A draft contra voucher is created on the bank journal for the float minus the cash balance (the amount spent since the last top-up).
2. Check it, print it if a cheque or a transfer needs a signature, and post it. The fund is back at its float.

> While a top-up is in draft, Top Up opens it again instead of creating a second one.

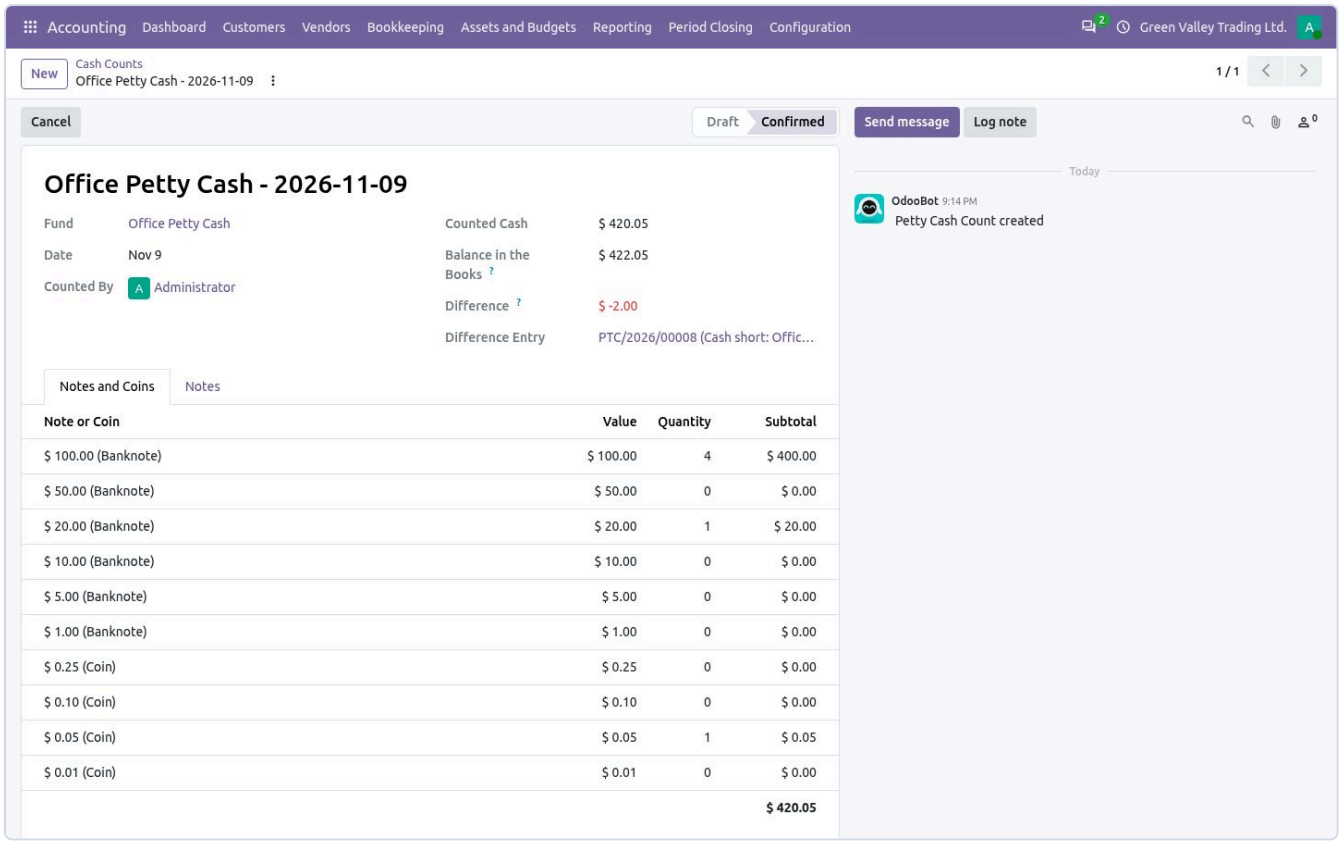



The draft top-up from the bank

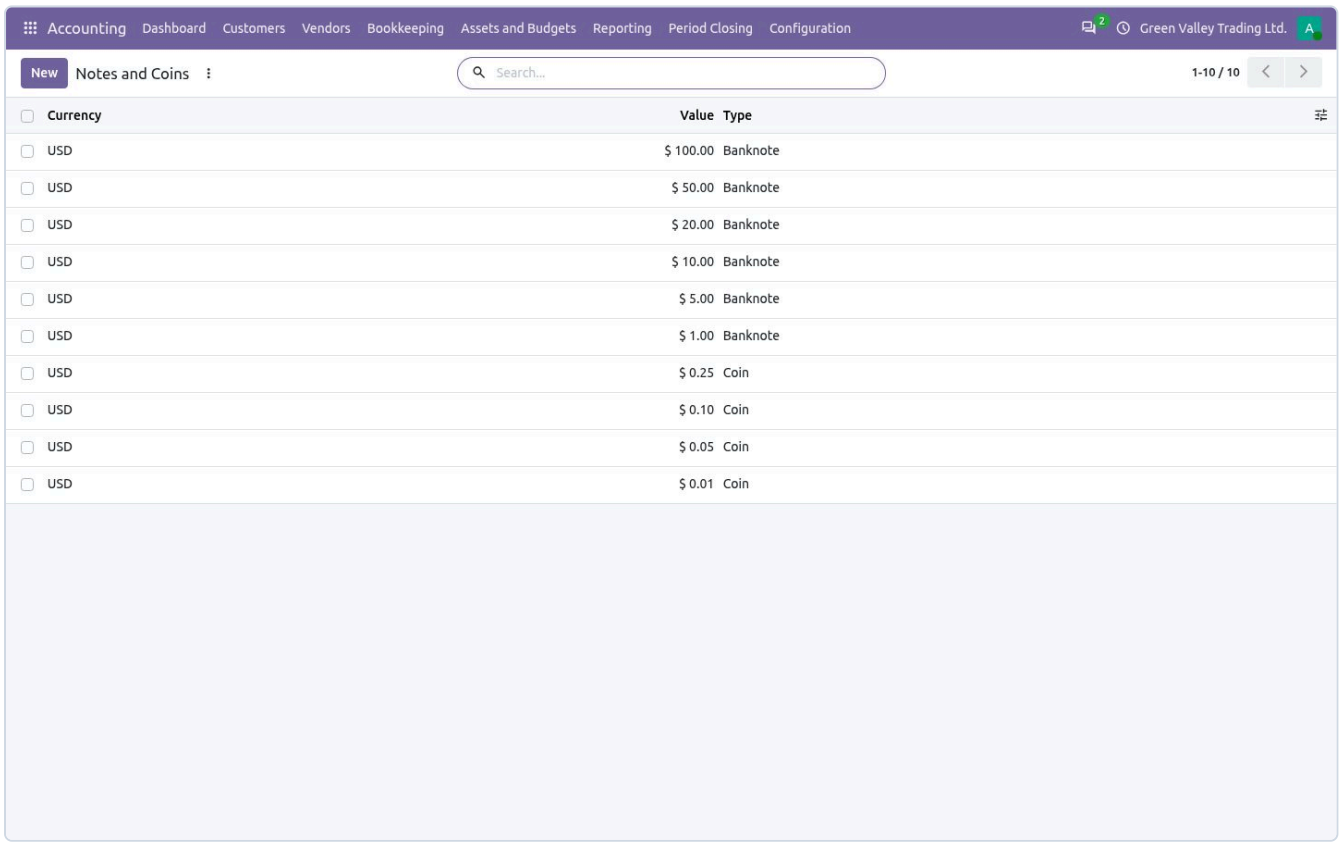
## Count the cash

1. List the notes and coins of your currency once in Configuration > Bank and Cash > Notes and Coins.
2. Press Count Cash on the fund, or create a count in Bookkeeping > Petty Cash > Cash Counts. The notes and coins are listed; type how many of each are in the box.
3. The count shows the counted cash, the balance in the books on the count date and the difference. Read the Books Again updates the balance when entries were posted after the count was started.
4. An accountant confirms the count. A difference is posted on the fund's journal: a shortage to the cash short account, a surplus to the cash over account.

> Cancelling a confirmed count reverses its difference entry on the count date.




A cash count with a shortage of 2.00

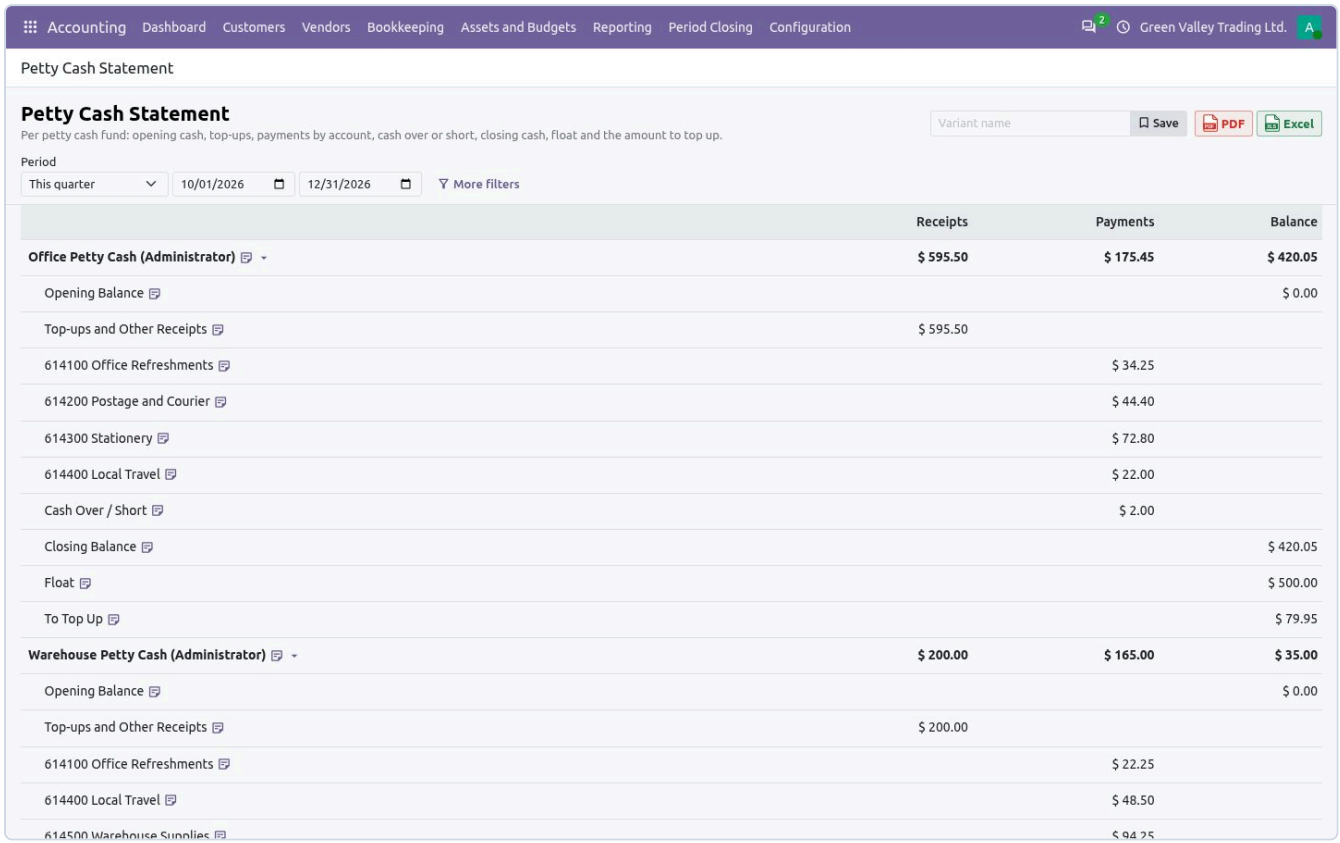



Notes and coins of the currency

## Petty Cash Statement and dashboard

Reporting > Books > Petty Cash Statement shows, for each fund and period, the opening cash, the top-ups and other receipts, the payments by expense account, the cash over or short, the closing cash, the float

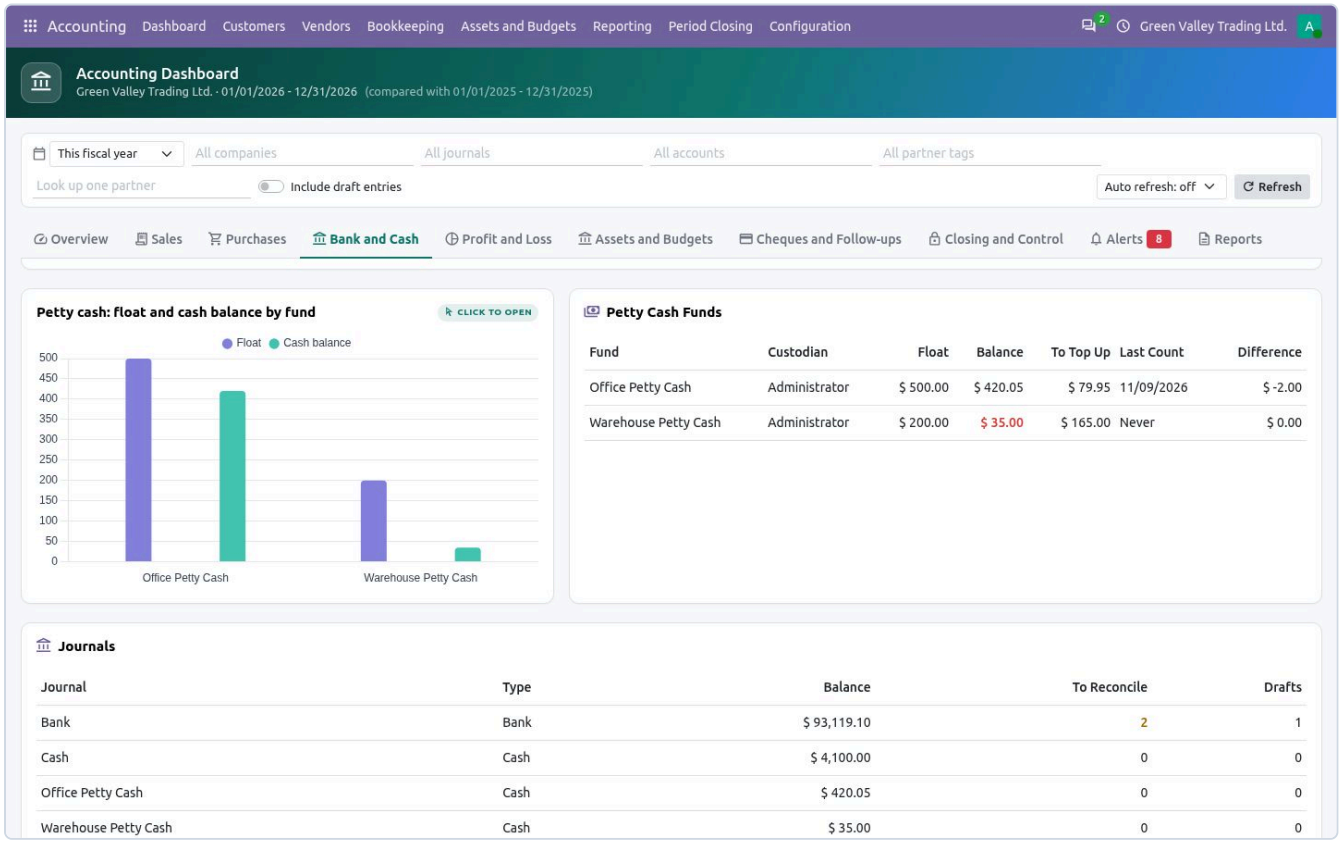
and the amount to top up. Every amount opens the journal items behind it.




| | Receipts | Payments | Balance |
|---|---|---|---|
| **Office Petty Cash (Administrator)** | **$ 595.50** | **$ 175.45** | **$ 420.05** |
| Opening Balance | | | $ 0.00 |
| Top-ups and Other Receipts | $ 595.50 | | |
| 614100 Office Refreshments | | $ 34.25 | |
| 614200 Postage and Courier | | $ 44.40 | |
| 614300 Stationery | | $ 72.80 | |
| 614400 Local Travel | | $ 22.00 | |
| Cash Over / Short | | $ 2.00 | |
| Closing Balance | | | $ 420.05 |
| Float | | | $ 500.00 |
| To Top Up | | | $ 79.95 |
| **Warehouse Petty Cash (Administrator)** | **$ 200.00** | **$ 165.00** | **$ 35.00** |
| Opening Balance | | | $ 0.00 |
| Top-ups and Other Receipts | $ 200.00 | | |
| 614100 Office Refreshments | | $ 22.25 | |
| 614400 Local Travel | | $ 48.50 | |
| 614500 Warehouse Supplies | | $ 94.25 | |

Petty Cash Statement

The Bank and Cash tab of the dashboard has three petty cash tiles (cash in the funds, amount to top up, counts due), a chart of each fund against its float and a table of the funds with their last count. The Alerts tab lists the funds to top up and the funds due for a count.




| Fund | Custodian | Float | Balance | To Top Up | Last Count | Difference |
|---|---|---|---|---|---|---|
| Office Petty Cash | Administrator | $ 500.00 | $ 420.05 | $ 79.95 | 11/09/2026 | $ -2.00 |
| Warehouse Petty Cash | Administrator | $ 200.00 | $ 35.00 | $ 165.00 | Never | $ 0.00 |

**Journals**

| Journal | Type | Balance | To Reconcile | Drafts |
|---|---|---|---|---|
| Bank | Bank | $ 93,119.10 | 2 | 1 |
| Cash | Cash | $ 4,100.00 | 0 | 0 |
| Office Petty Cash | Cash | $ 420.05 | 0 | 0 |
| Warehouse Petty Cash | Cash | $ 35.00 | 0 | 0 |

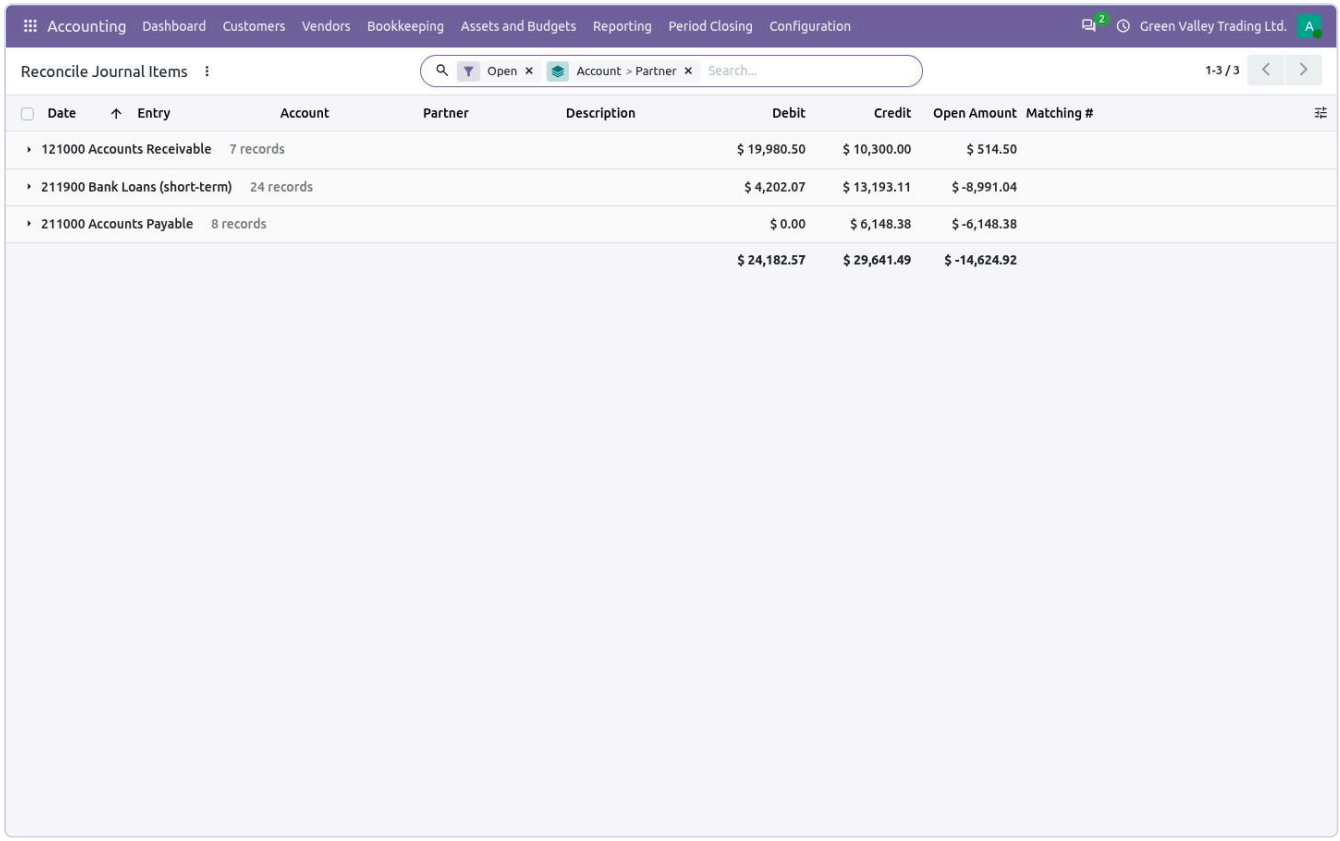
Petty cash on the dashboard

# 7. Reconciling Journal Items

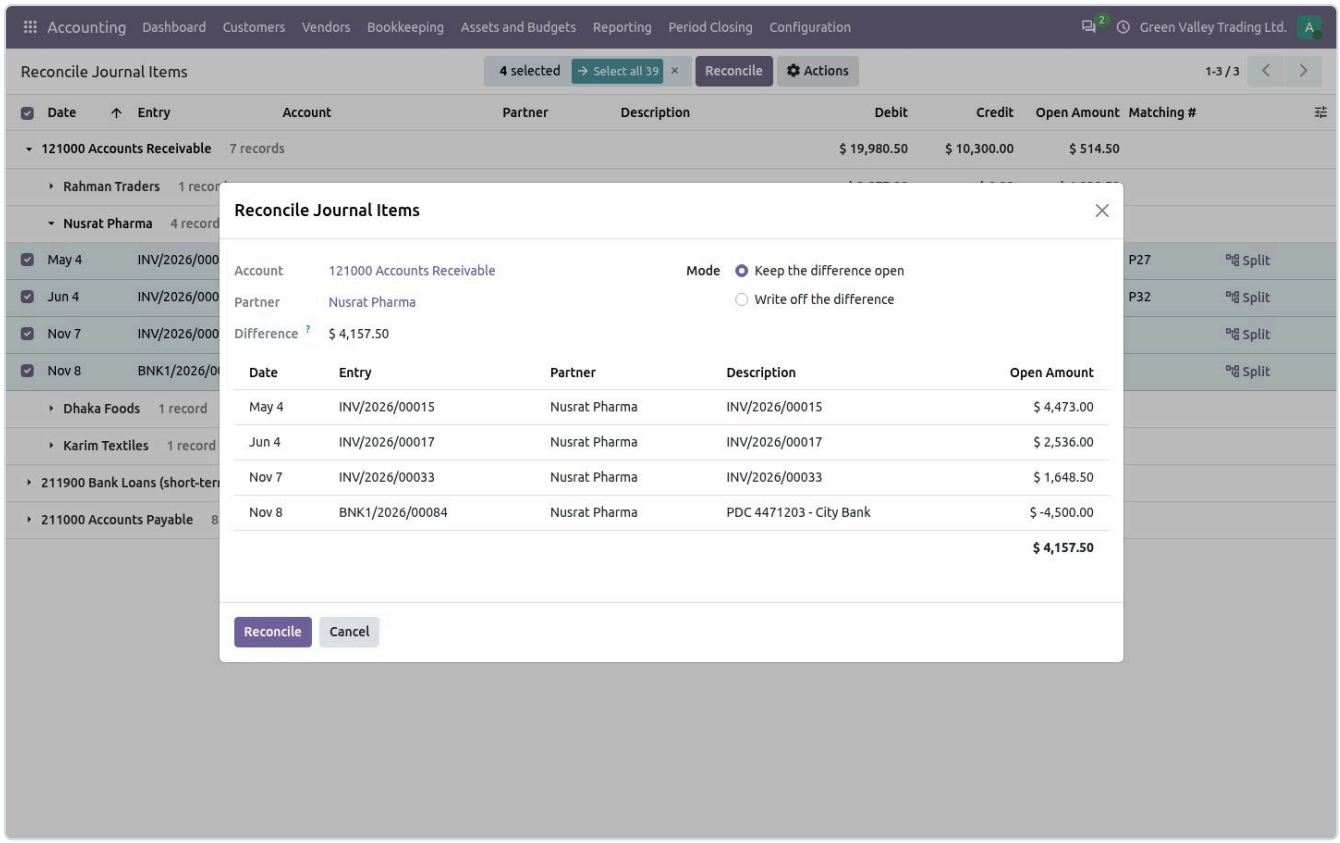
Open items of any reconcilable account, not only bank lines, can be matched: an invoice with its credit note or advance, a clearing account, a payable with a refund.

## Reconcile selected items

1. Open Bookkeeping > Reconcile Journal Items. Open items are grouped by account and partner.
2. Select items of one account and press Reconcile (the action is also in the Action menu of any journal item list).
3. If the open amounts do not cancel out, keep the difference open (a partial reconciliation) or write it off to an account, journal and date of your choice.




Journal items to reconcile




Reconciling three invoices and a payment

## Automatic reconciliation

Bookkeeping > Automatic Reconciliation (Accountant) matches in bulk, for chosen accounts, partners and dates: **Perfect match** reconciles pairs with exactly opposite open amounts; **Clear account** reconciles every item of an account, partner and currency whose open amounts sum to zero.

## Split a journal item

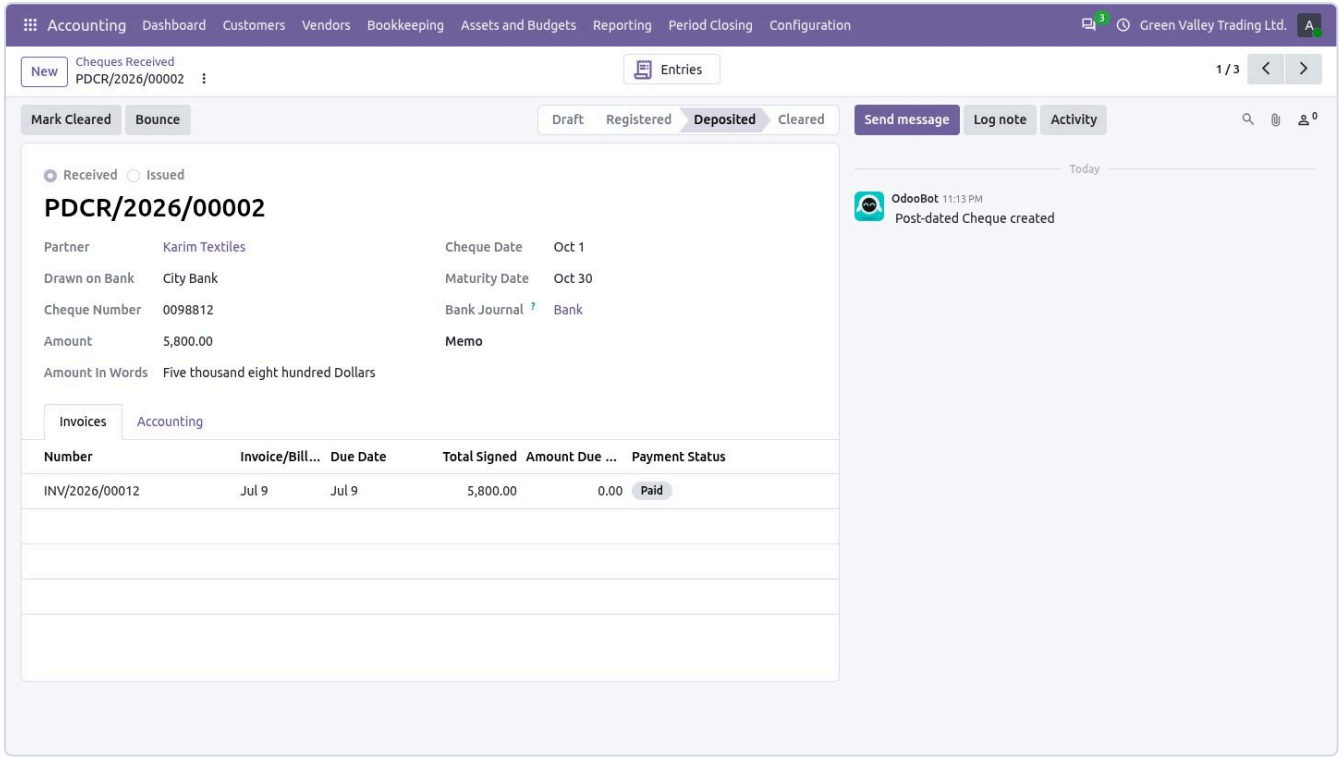
The Split button of a line spreads its amount over several accounts. In a draft journal entry the line is replaced; in a posted entry a reclassification entry moves the amount from the original account. Lines in a foreign currency, receivable, payable and tax lines, and reconciled lines cannot be split.

# 8. Post-dated Cheques

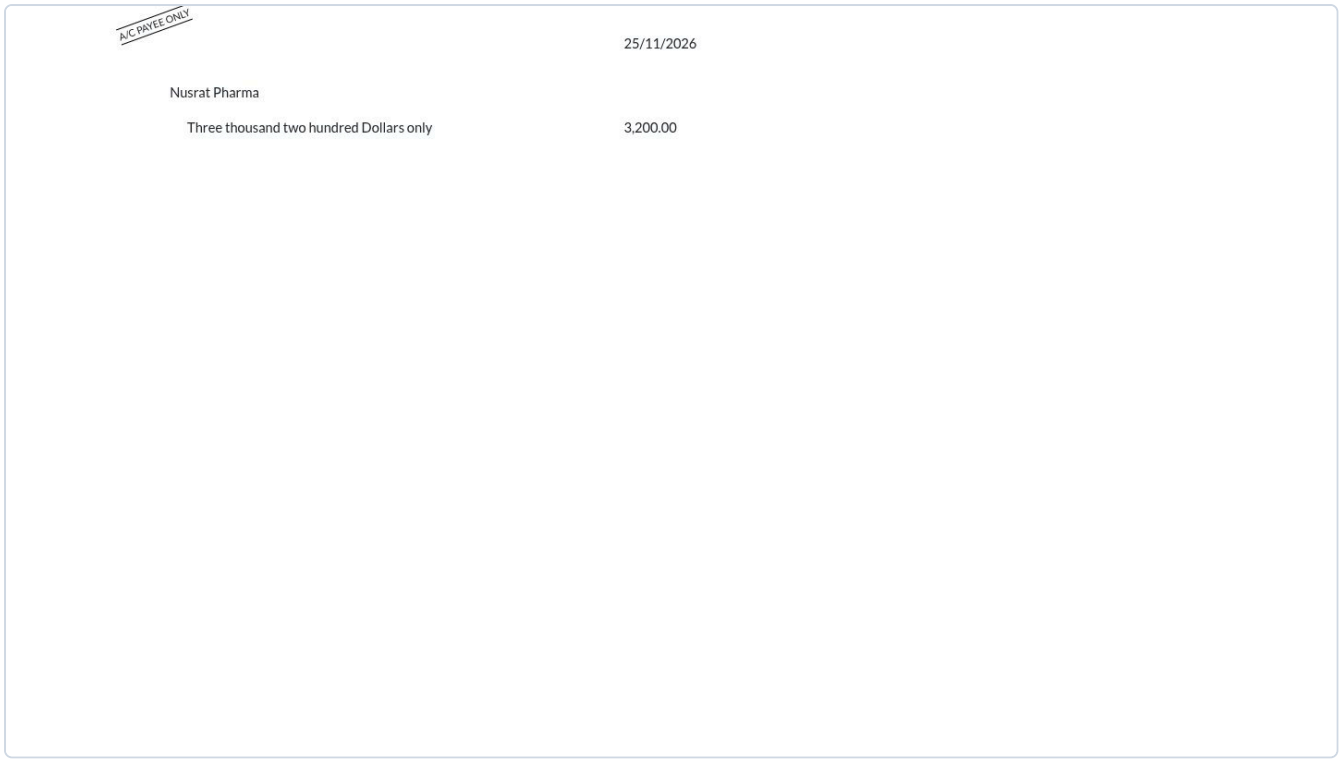
Cheques received and issued are followed from registration to clearing.

## Life of a cheque

1. Register the cheque: the amount moves to the PDC receivable (or payable) holding account.
2. On the maturity date deposit (or present) it, on its own or in a batch deposit.
3. Clear it when the bank pays, or record a bounce with optional charges; return or cancel it if needed.




A received cheque




Printing an issued cheque with a cheque layout

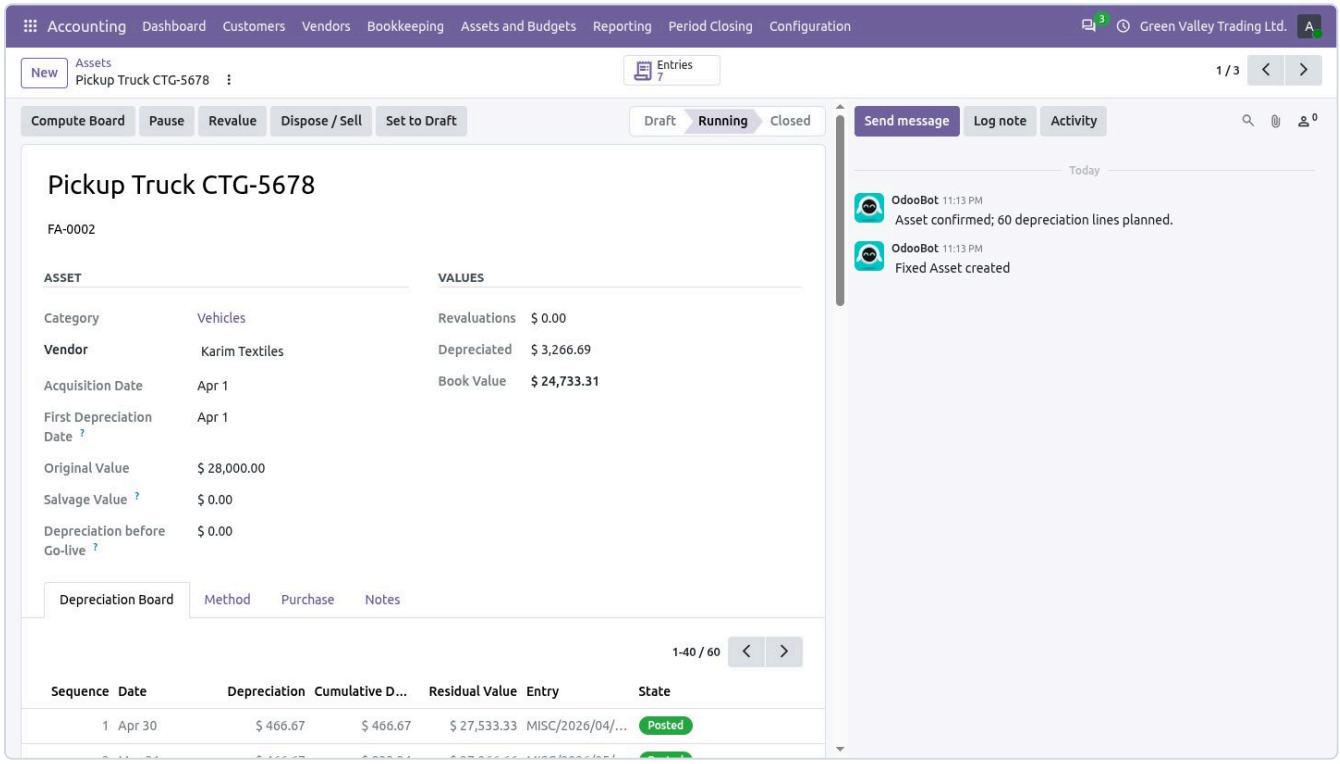
# 9. Fixed Assets

Assets are depreciated from a board posted automatically; they can be revalued, paused, disposed of or sold, grouped, and depreciated a second way in another ledger.

## Register and depreciate an asset

1. Create the asset (or confirm the one proposed from a vendor bill line on an asset account) with its category, acquisition date and value.
2. Compute the board and confirm: due depreciation is posted every day when the category posts automatically.
3. Use Revalue, Pause, Resume and Dispose / Sell when needed; disposal books the gain or loss.

> Daily Computation depreciates each period in proportion to its number of days; otherwise every period gets the same amount and Prorata Temporis only shortens the first one.




An asset with its depreciation board

## Asset groups

Configuration > Bookkeeping > Asset Groups organise assets, for example by site or department; group the asset list by them.

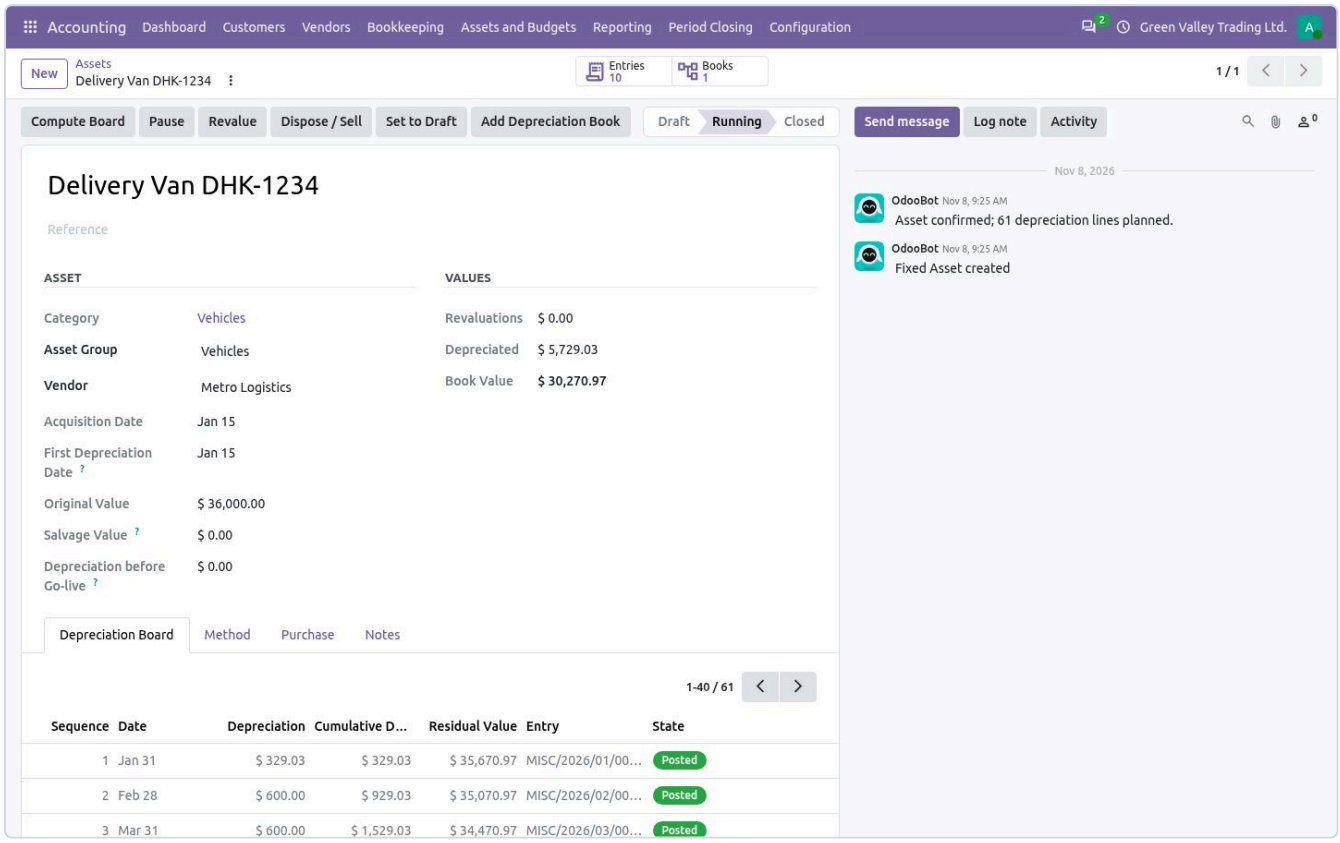
## Depreciation books and ledgers

A depreciation book depreciates the same asset another way, for example the tax depreciation next to the accounting one.

1. Create a ledger in Configuration > Accounting > Ledgers (for example Tax) and a journal that belongs to it.

2. On a running asset press Add Depreciation Book: choose the book name, method, duration and the journal of the ledger.
3. The book follows its asset: it is confirmed, paused, resumed and disposed of together with it.

Journals without a ledger make the statutory books, which every report shows by default. Choose the ledger in the report filters to add its entries; the Asset Register and Depreciation Schedule then show the book instead of the main asset.



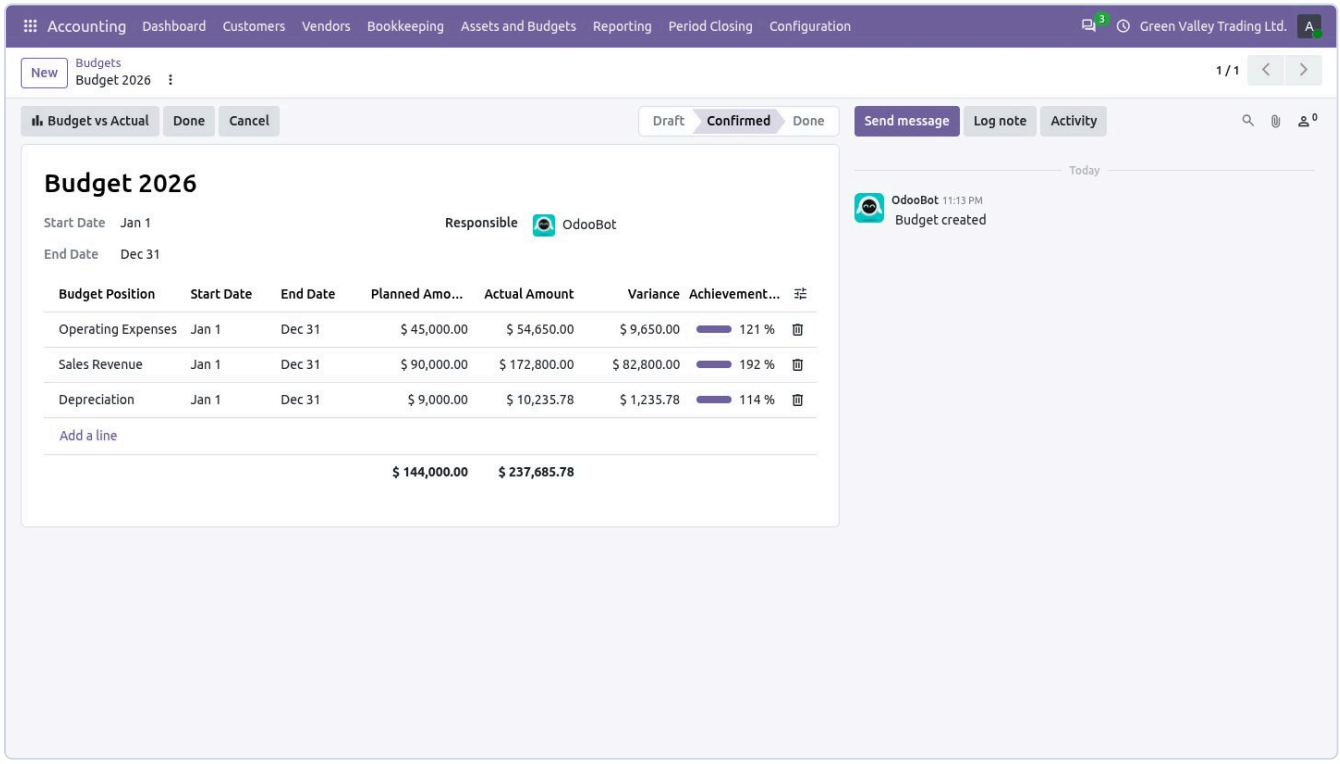
An asset with a tax depreciation book

# 10. Budgets

Budgets compare planned amounts per budget position (a set of accounts) and analytic account with the actual figures.

## Plan a budget

1. Create the budget positions in Configuration > Bookkeeping > Budget Positions.
2. Create the budget with its dates and type: Expense (spending above the plan is over budget), Revenue (income below the plan is under target) or both.
3. Add lines, or press Split into Periods to create one line per month, quarter or year for chosen positions and the analytic accounts of chosen plans.
4. Confirm. Each line shows the actual amount, the amount expected to date (planned amount in proportion to the days elapsed) and its status.



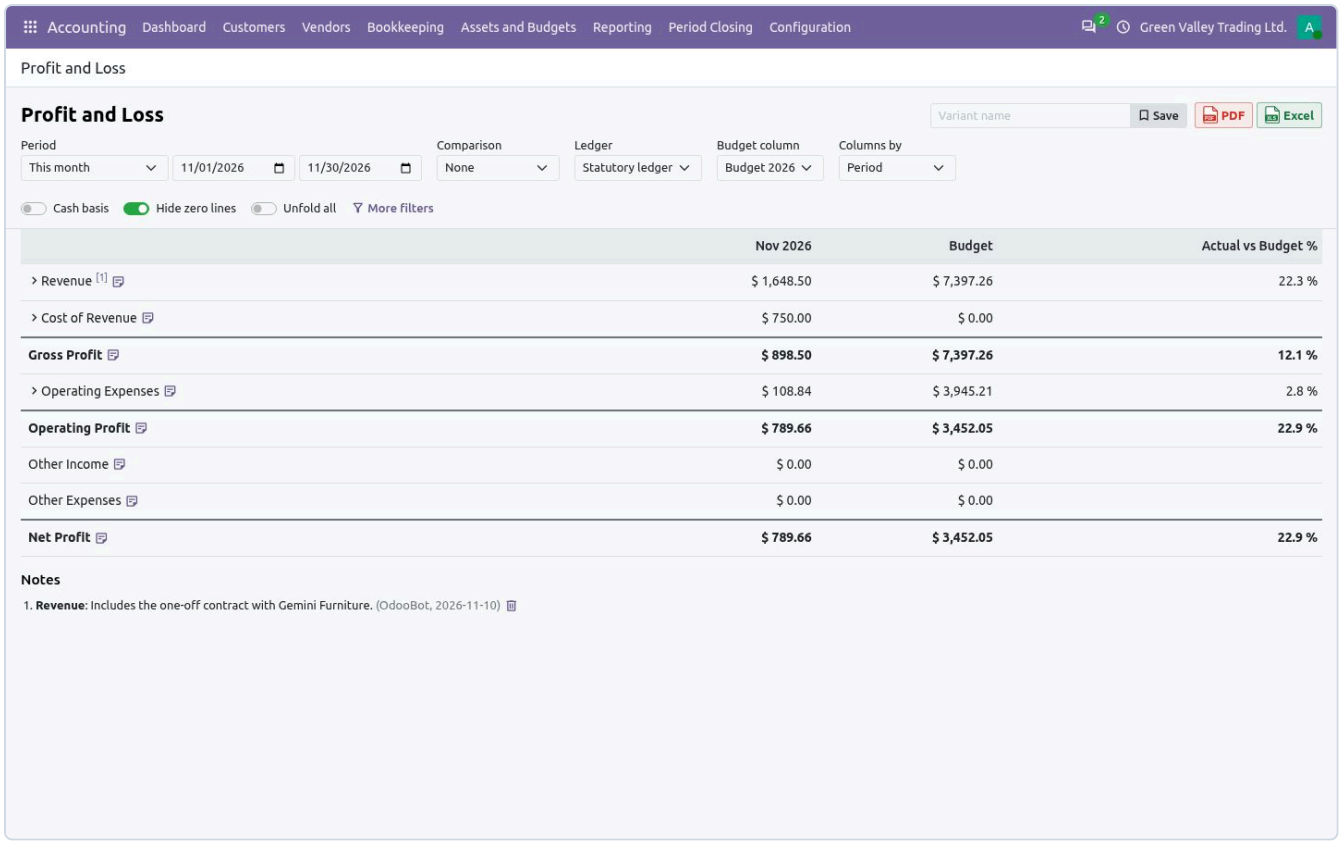

A budget with its lines

## Revisions

Revise keeps a confirmed budget as Revised and opens a draft copy numbered as a revision, so the original plan stays available.

## Budget in the statements

Choose a confirmed budget in the Budget column filter of the Profit and Loss or Balance Sheet to see the plan next to the actual figures with the achievement. A budget line is spread over the accounts of its position in proportion to their actual balance in the line dates (evenly when they have none). Profit and loss amounts are prorated by days; balance sheet amounts are the plan of the lines covering the end date.



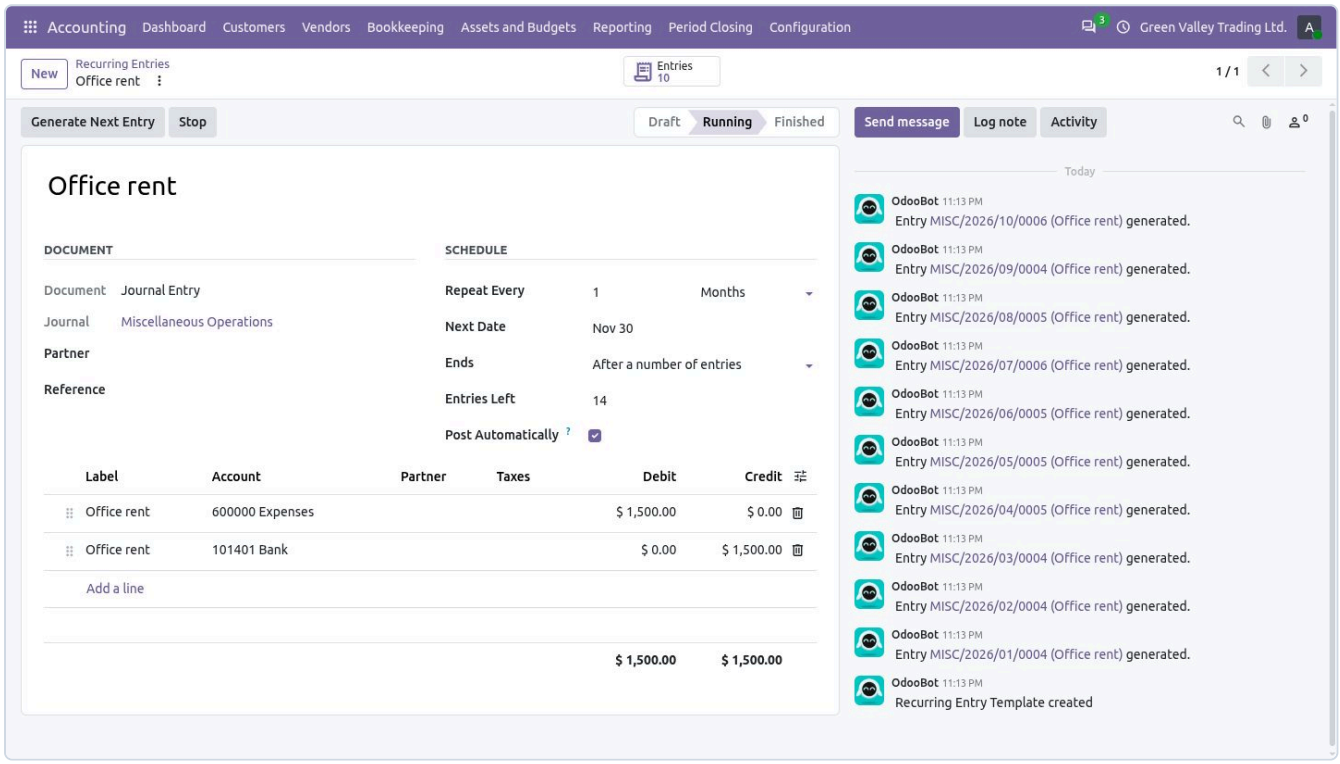

Profit and Loss with the budget column

# 11. Recurring Entries, Deferrals, Allocations and Loans

Entries that repeat or spread over time are generated and posted for you.

## Recurring entries

Bookkeeping > Recurring Entries generates journal entries, vendor bills or customer invoices on a schedule, in draft or posted.



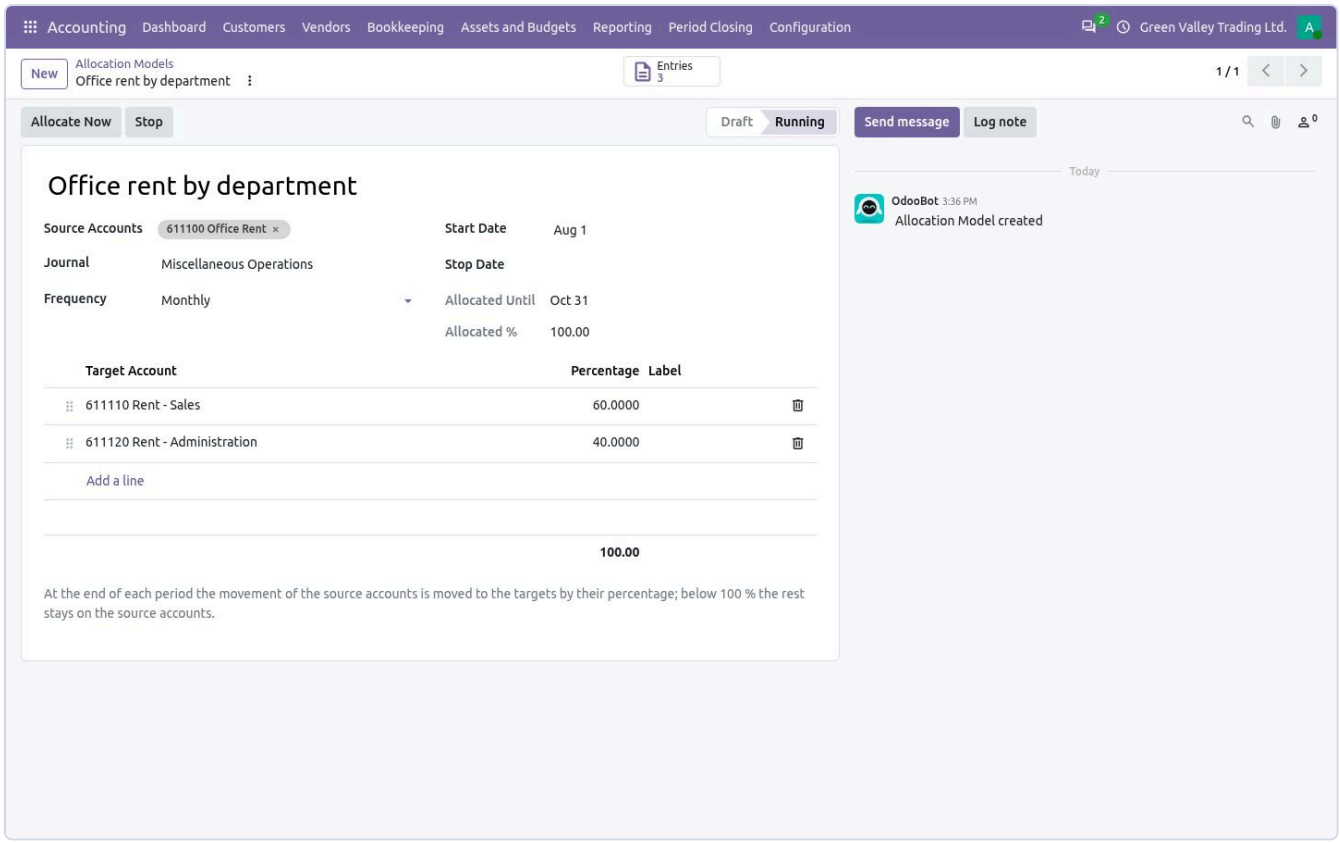

A recurring entry

## Deferred revenue and expenses

Give an invoice or bill line a deferral start and end date: on posting, the line moves to the deferred revenue or prepaid expense account of the settings and is recognised month by month, prorated by days. Deferrals can also be created by hand in Bookkeeping > Deferrals.

## Allocation models

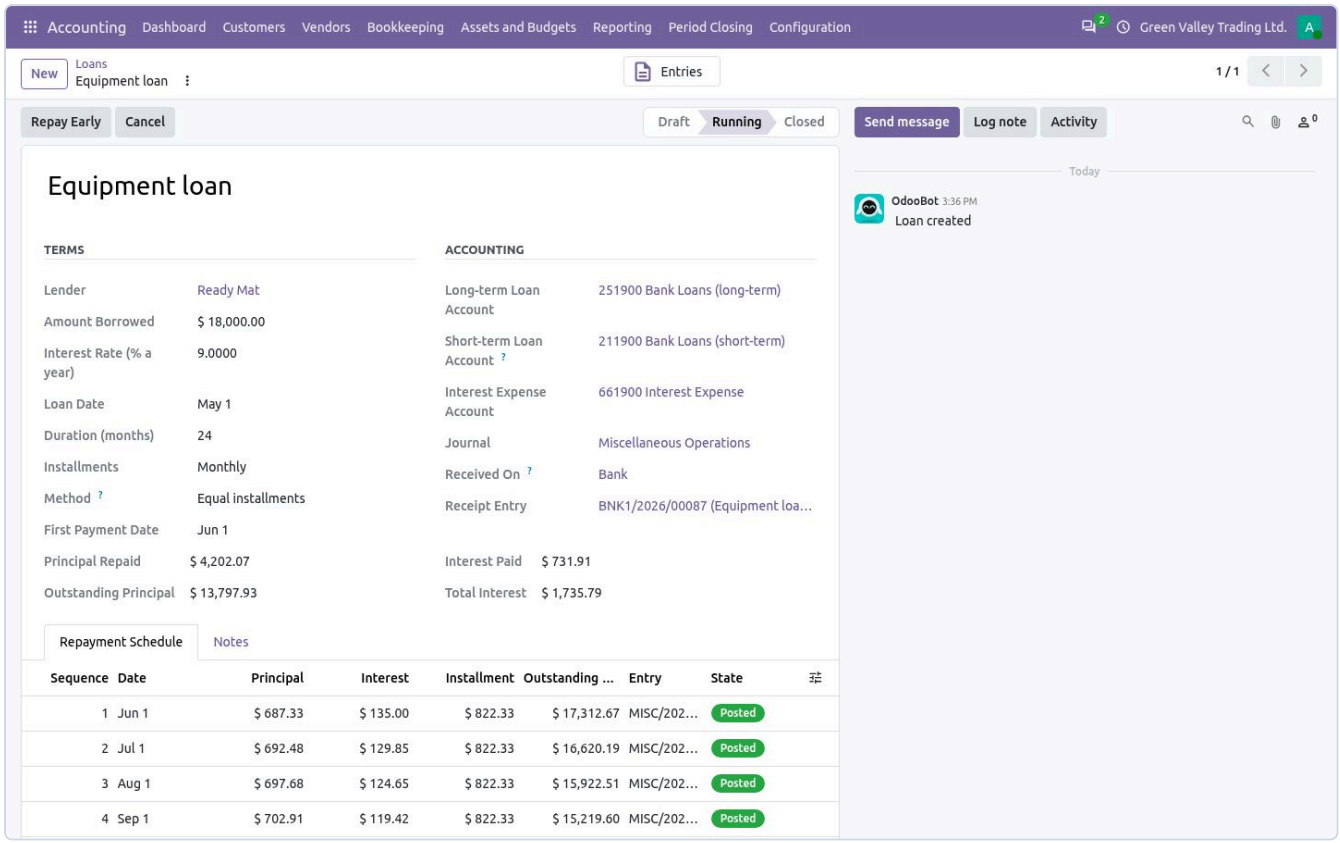
1. Open Bookkeeping > Allocation Models and choose the source accounts, the journal and the frequency.
2. Add the target accounts with their percentage (and analytic distribution); below 100 % the rest stays on the source.
3. Start: at the end of every period the movement of the source accounts is allocated in one entry. Allocate Now processes the finished periods at once.




Office rent split between two departments

## Loans

1. Open Bookkeeping > Loans and enter the lender, amount, yearly rate, duration, frequency and method (equal installments or equal principal).
2. Compute Schedule: every installment is split into principal and interest. Lines can be edited while the loan is draft.
3. Confirm: with Received On, the money received is booked on the bank journal's outstanding receipts account.
4. Each installment is posted on its date: loan account and interest expense against the lender's payable account, so it is paid like a bill.
5. With a short-term account, the principal falling due within twelve months is reclassified from the long-term account.
6. Repay Early books the remaining principal and an optional fee and cancels the planned installments.



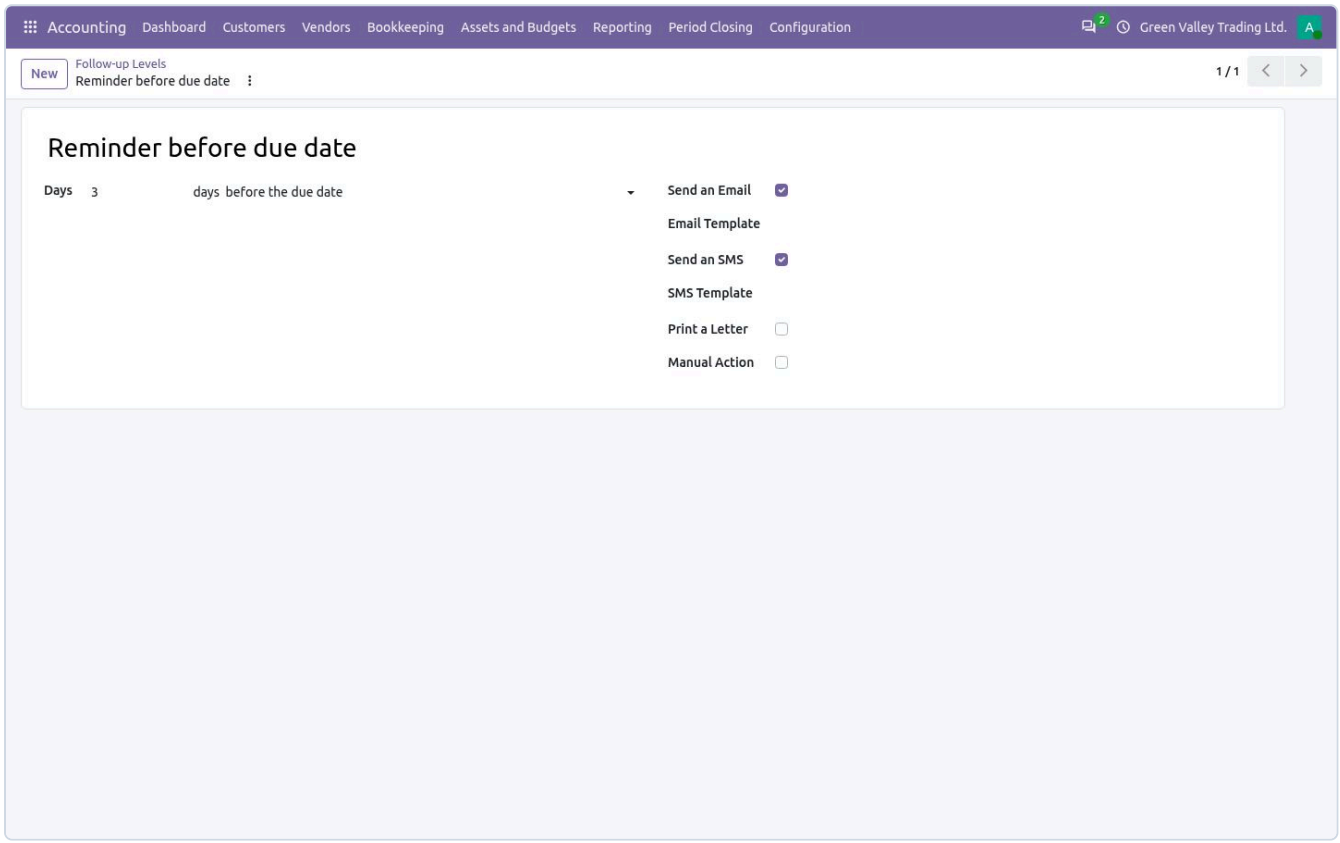

A loan with its repayment schedule

# 12. Customers

Follow-ups chase overdue customers; credit limits and monthly statements keep balances under control.

## Follow-up levels

Configuration > Bookkeeping > Follow-up Levels defines when a level applies: a number of days after the due date of the oldest open invoice of the customer, or before it for a reminder before the invoice falls due. A level can send an email, an SMS, print a letter and schedule a manual action.

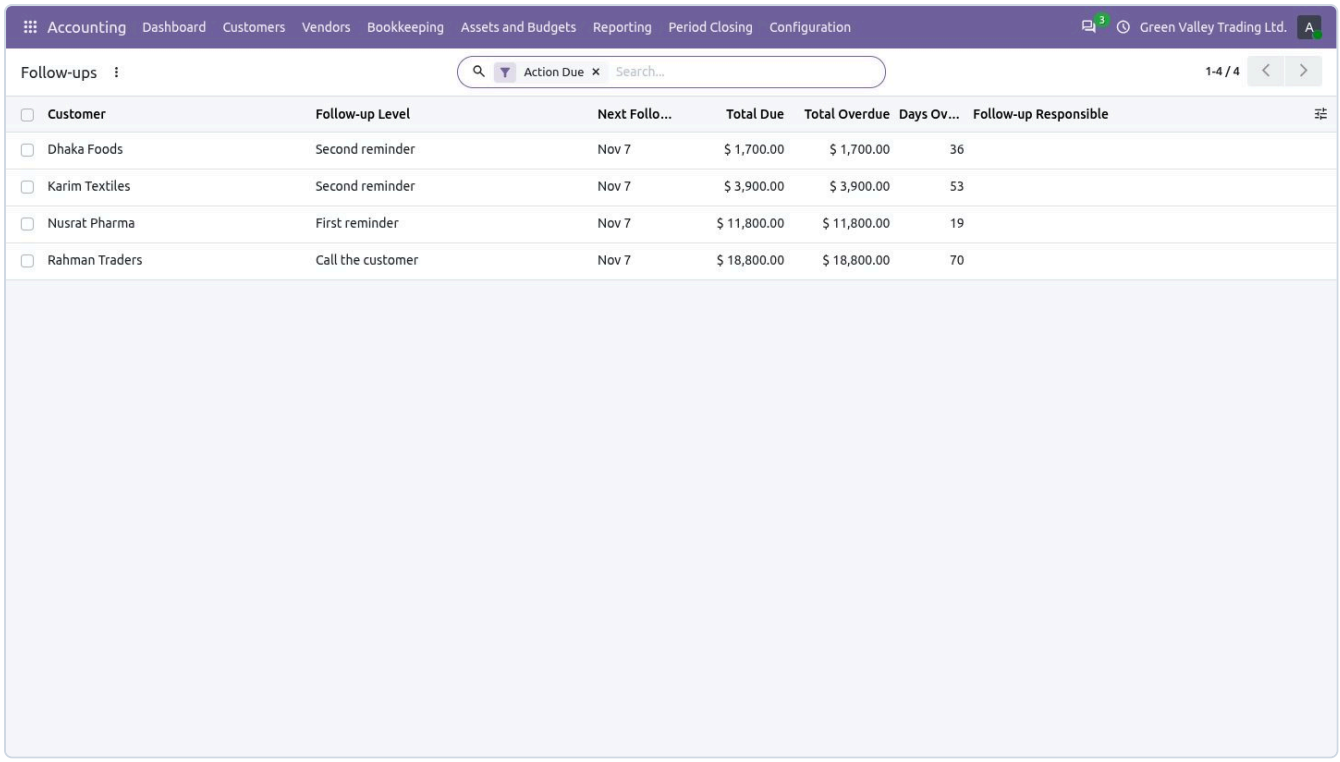



A reminder three days before the due date

## Send follow-ups

Customers > Follow-ups lists the customers with a level to process. Send Follow-ups attaches the statement, sends the email or SMS and records the history; customers whose level needs an email address or a phone number they do not have are listed at the top.

> Items in miscellaneous journals are left out of follow-ups by Odoo itself; customer invoices are followed up.




Customers to follow up

## Credit limits and monthly statements

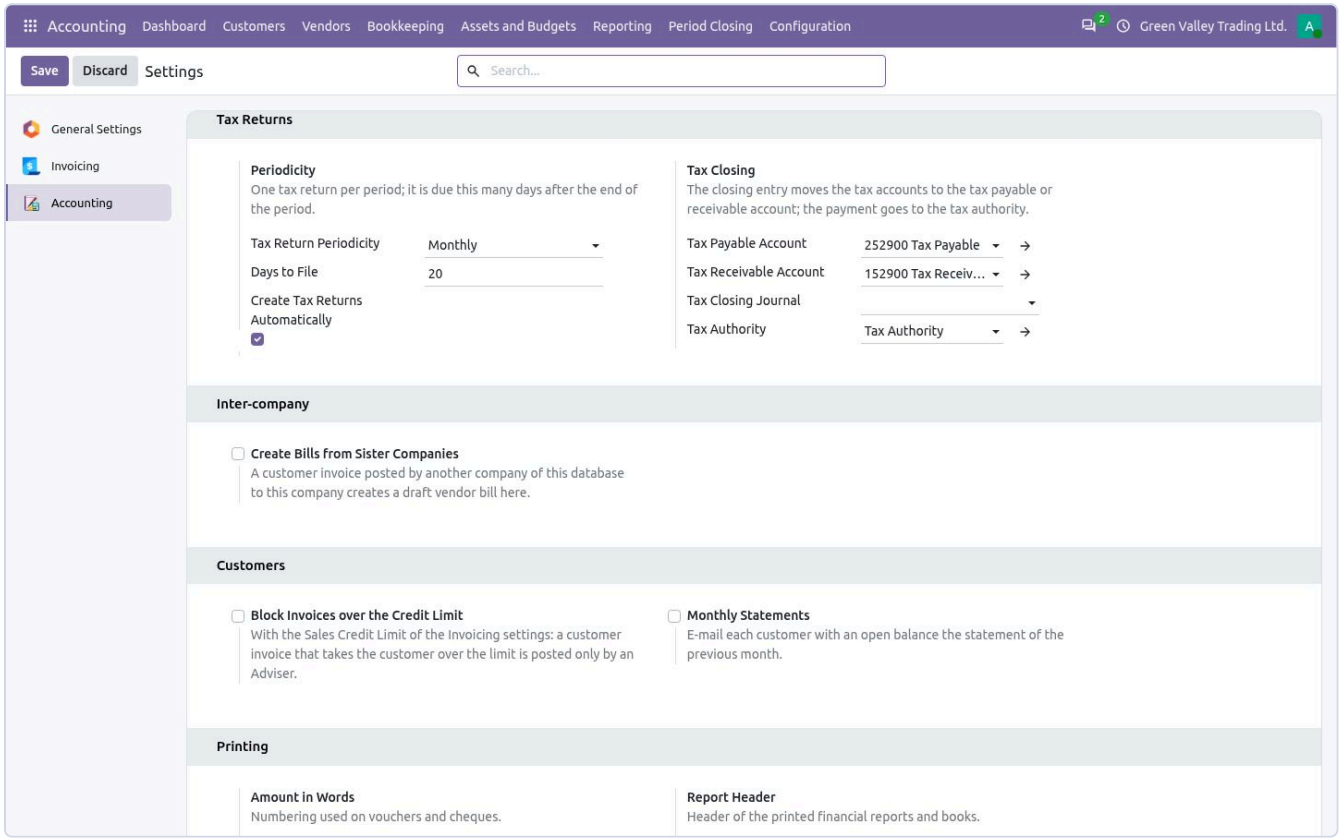
With Block Invoices over the Credit Limit, a customer invoice that takes the customer over the limit set in Odoo can only be posted by an Adviser. With Monthly Statements, every customer with an open balance gets the statement of the previous month by email on the chosen day.

# 13. Tax Returns

One return per month, quarter or year: check it, close the period, file it and pay it.

## Set up

In Settings > Tax Returns choose the periodicity, the days to file after the end of the period, the tax payable and receivable accounts, the closing journal and the tax authority contact.

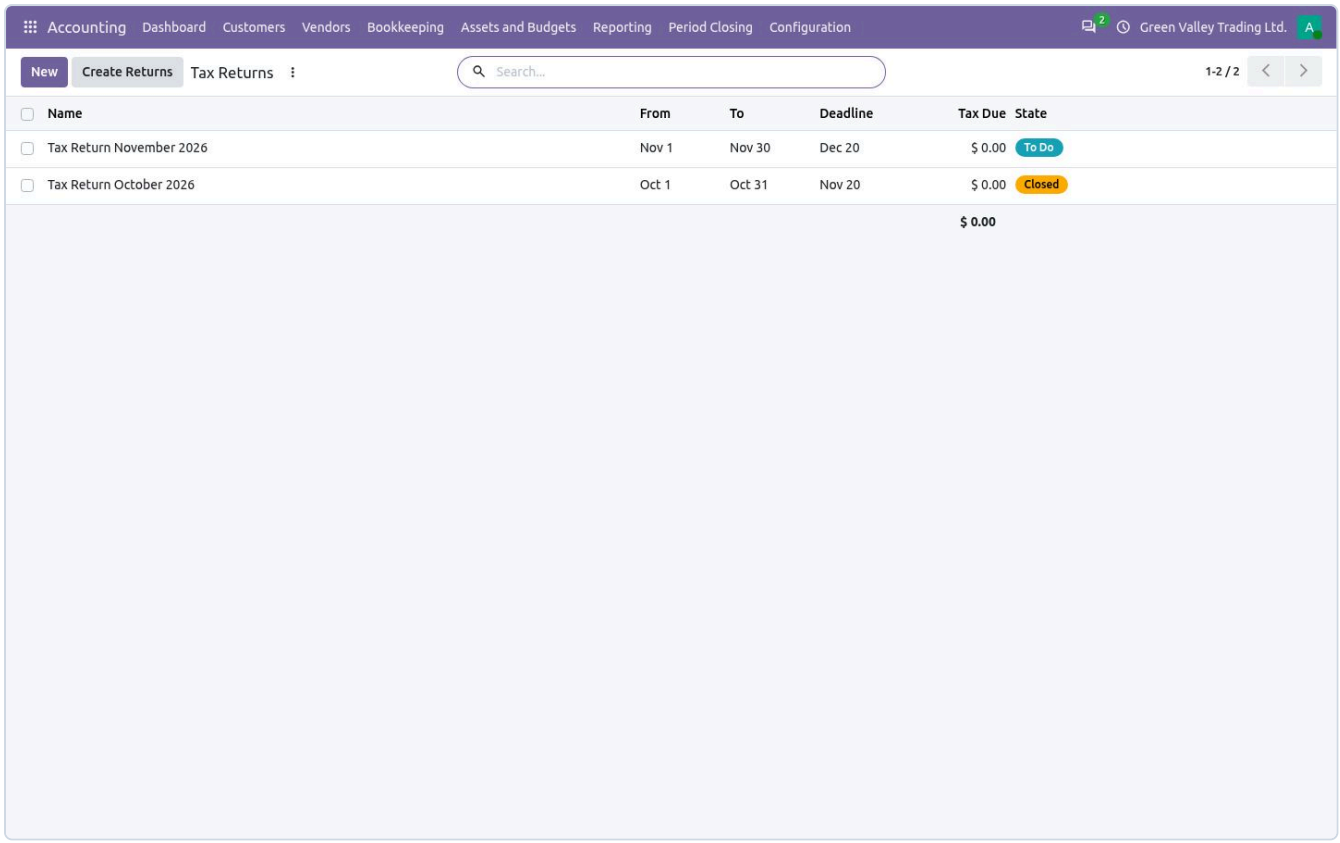



Tax return settings

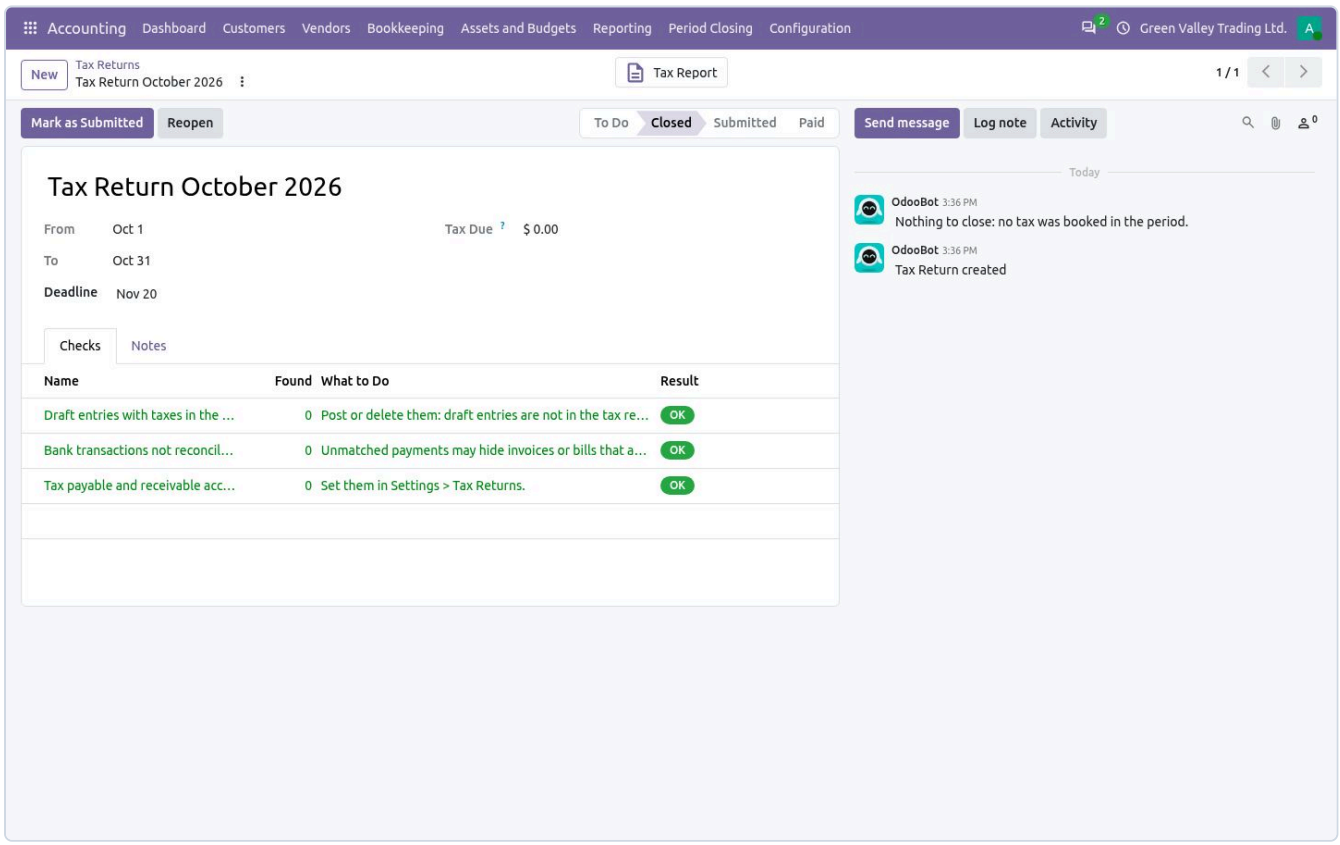
## Close a period

1. Open Period Closing > Tax Returns. Returns are created automatically each day, or with Create Returns.
2. Run Checks: draft entries with taxes, bank transactions not reconciled and missing closing accounts are listed with a link to the records.
3. Open the Tax Report of the period from the return to prepare the filing.
4. Close the Period: the balance of every tax account used by a tax line marked for the tax closing moves to tax payable (more output than input tax) or tax receivable, and the tax lock date moves to the end of the period.
5. Mark as Submitted with the reference of the tax authority, then Register Payment on a bank or cash journal.

> Tax lines on a cash basis transition account are not due yet and stay out of the closing; the cash basis entries Odoo creates on payment move them later. A closed return that is not submitted can be reopened: the closing entry is reversed.




Tax returns



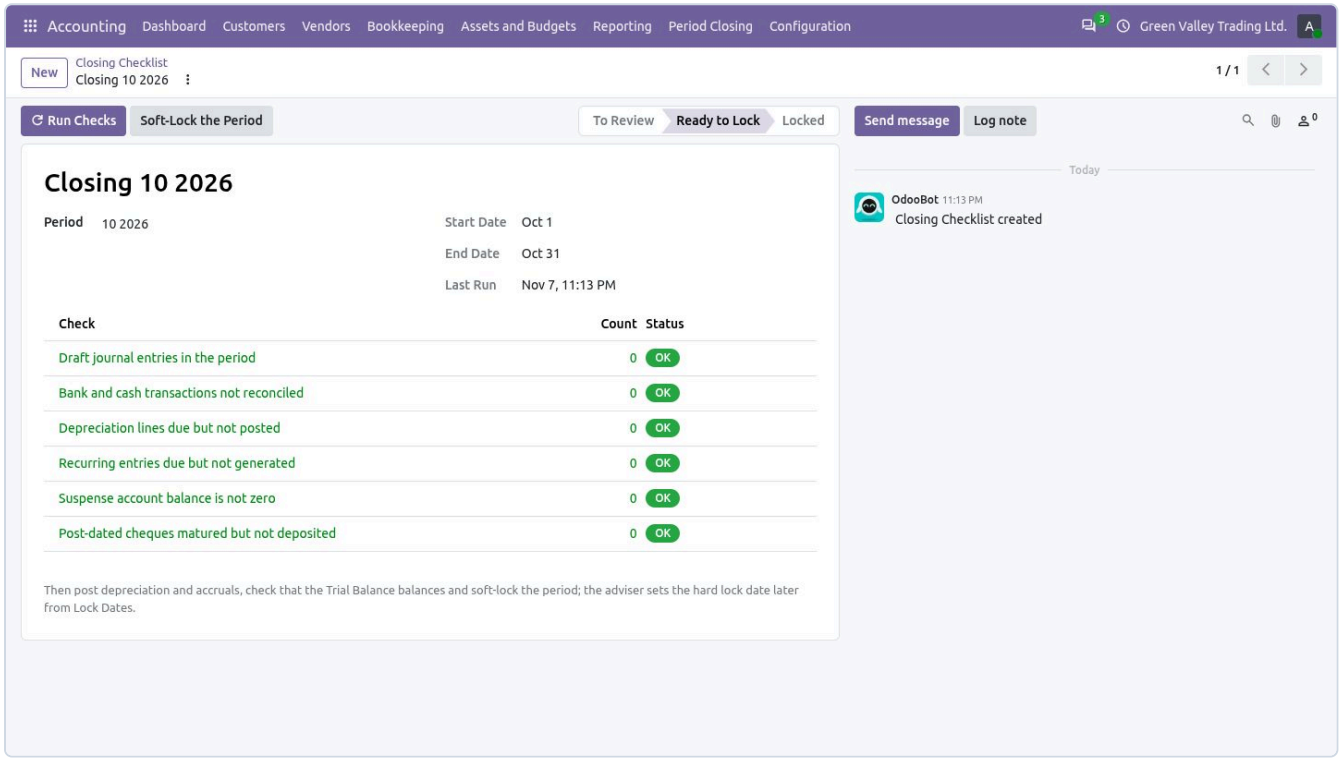

A closed tax return with its checks

# 14. Period Closing

Close the month and the year with the checklist, revalue foreign currencies and review every account.

## Closing checklist

Period Closing > Closing Checklist runs the checks of a period before it is locked: draft entries, unreconciled bank and cash transactions, depreciation and recurring entries due, the suspense account balance and matured cheques not deposited.



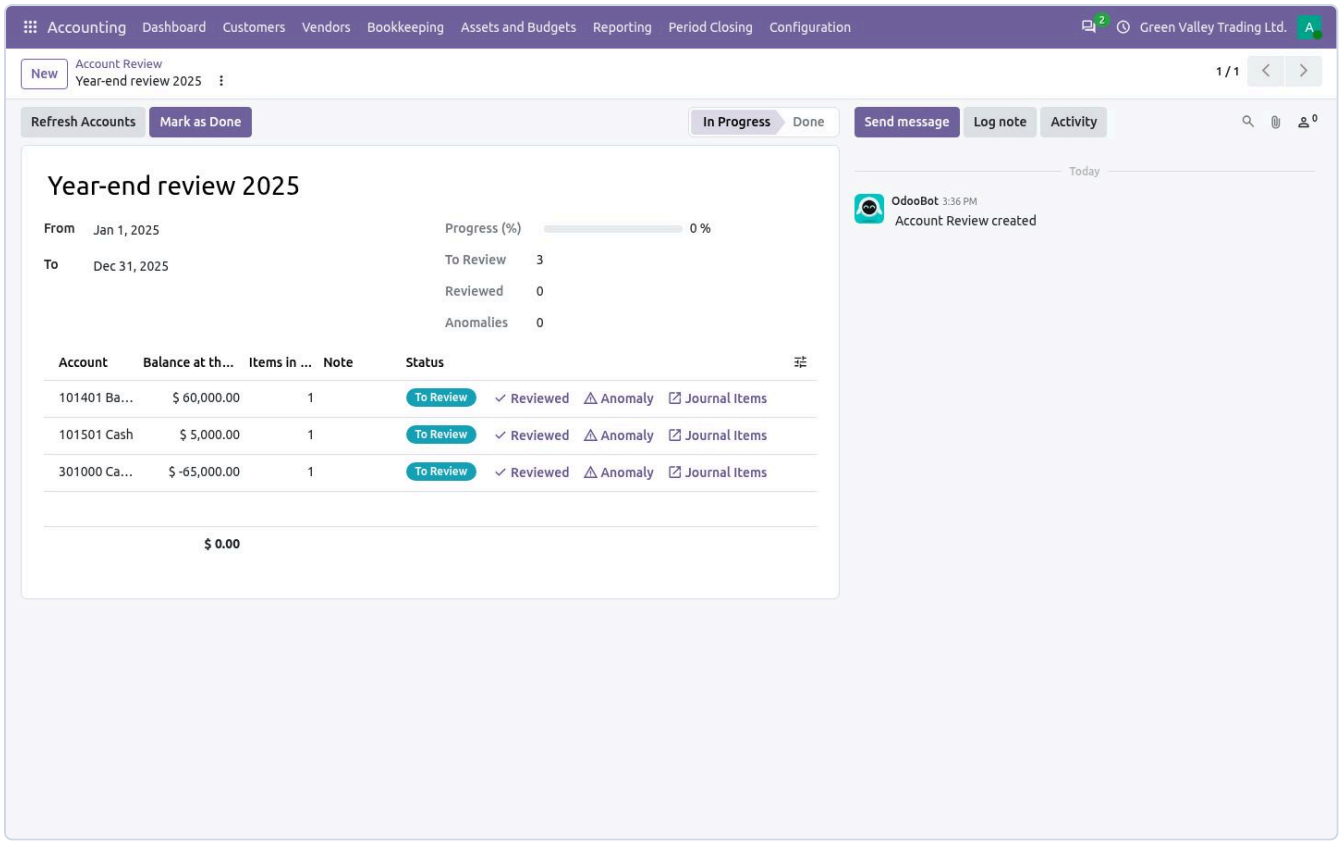

Closing checklist

## Currency revaluation

Period Closing > Currency Revaluation values open receivables, payables and foreign currency bank accounts at the closing rate of a date, books the unrealised gain or loss and reverses it the next day.

## Account review

1. Open Period Closing > Account Review and create a review for the year: every account with a balance at the end or a movement in the year is listed.
2. Check each account (Journal Items opens its items), mark it Reviewed or flag an Anomaly with a note.
3. Mark the review as done once nothing is left to review.




Year-end account review

## Year-end closing

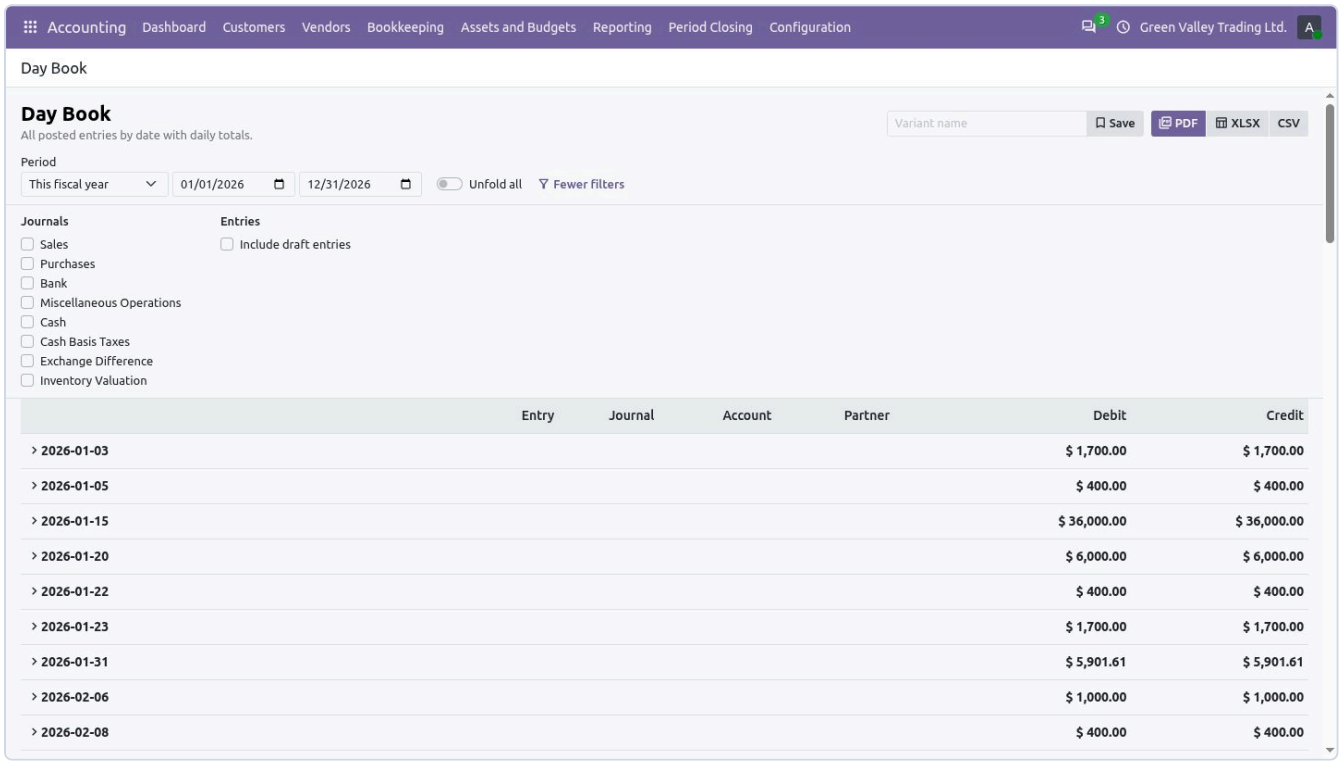
Period Closing > Year-End Closing moves the profit or loss of the year to retained earnings and closes the fiscal year.

# 15. Reports

Every report opens in the same viewer: filters, unfolding, drill-down to the journal items, PDF and Excel.

## The report viewer

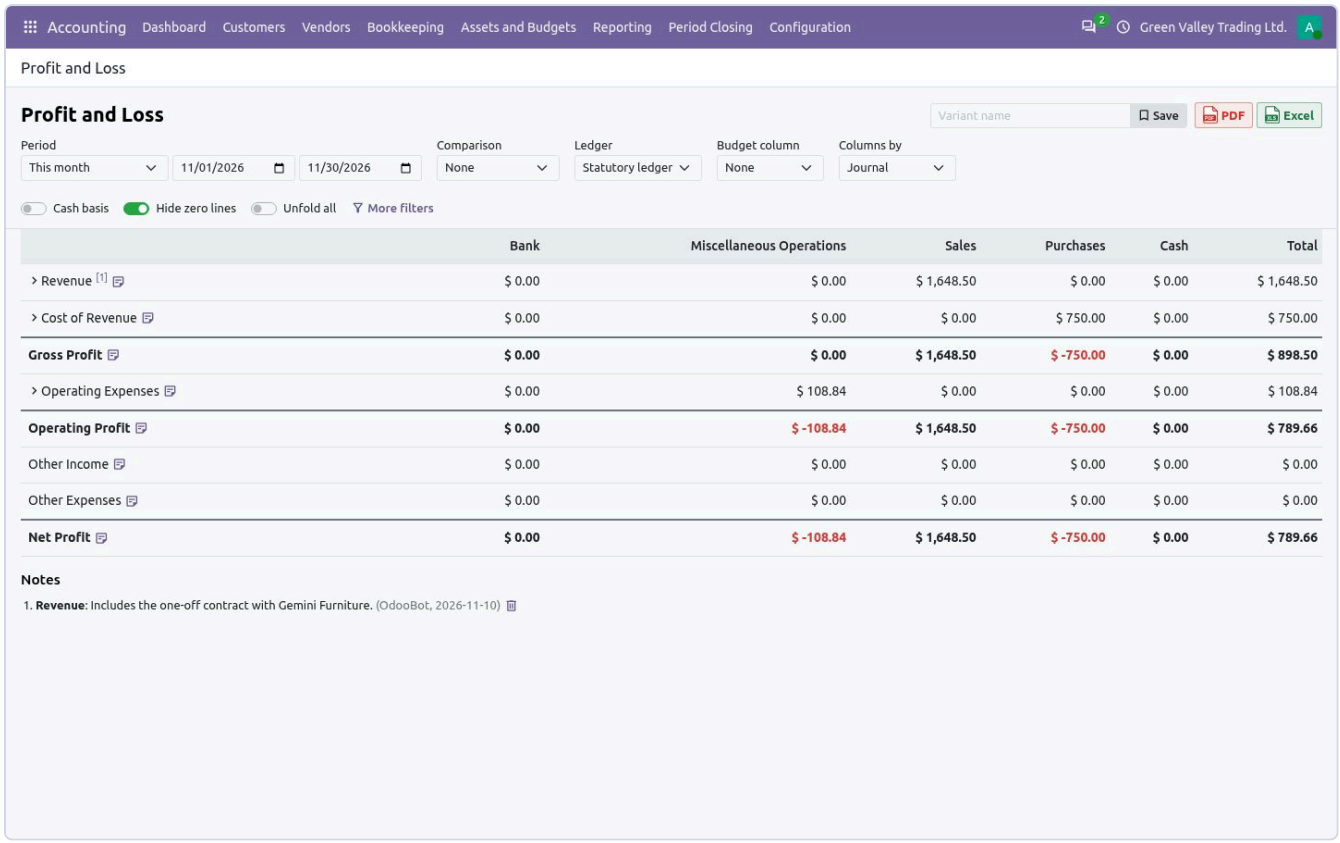
Choose the period or the as-of date, a comparison with previous periods or years, and the filters the report supports: journals, accounts, partners, partner tags, analytic accounts, companies, draft and closing entries. Save the filters as a variant, share it, or schedule it to be emailed as a PDF every week or month (Reporting > Scheduled Reports).



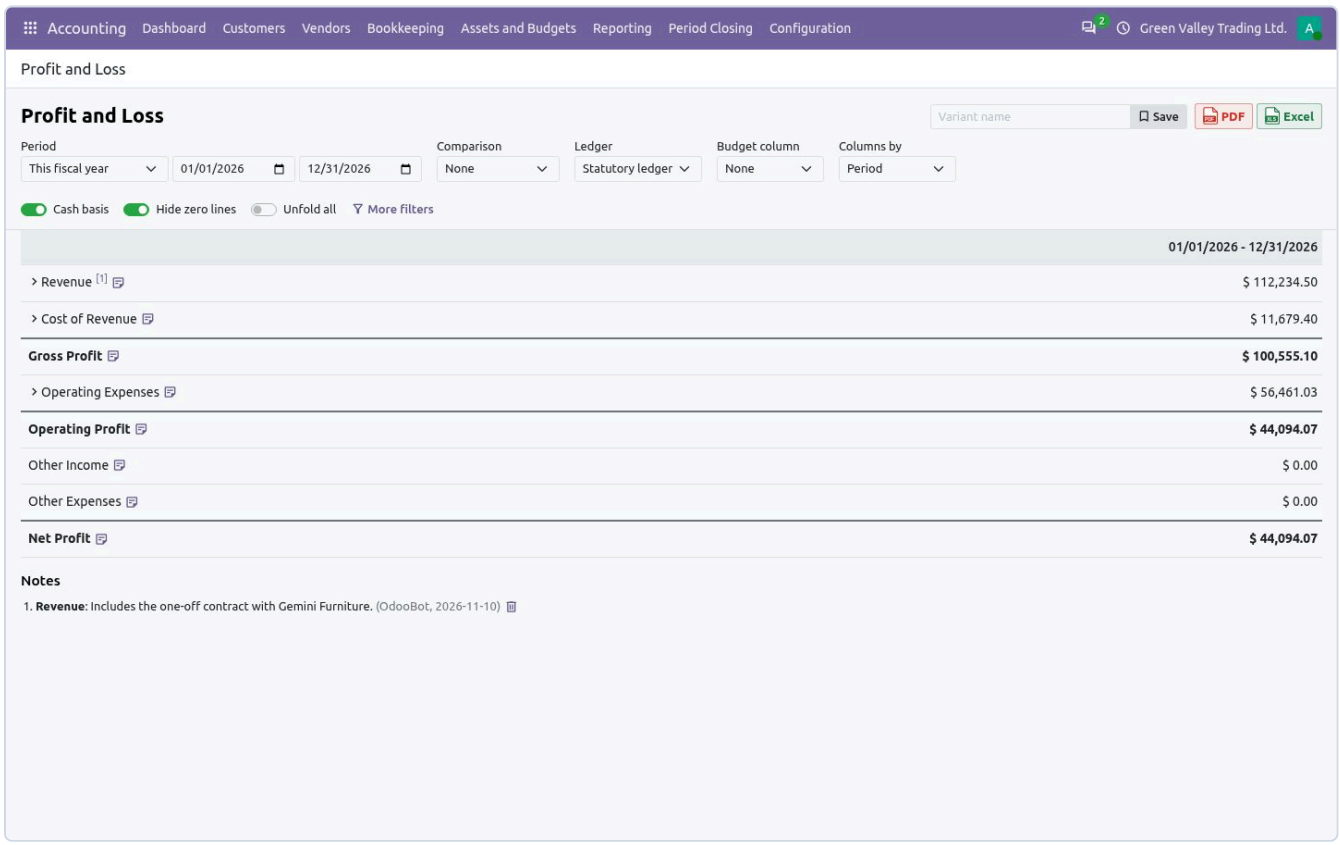

Report filters

## Ledgers, cash basis and columns

- **Ledger**: adds the entries of a ledger (for example Tax) to the statutory figures.
- **Cash basis** (Profit and Loss, Tax Report, Analytic Profit and Loss): an invoice or bill counts in proportion to the part paid in the period, on the payment date; entries without receivable or payable lines count on their date.
- **Columns by** (Profit and Loss, Balance Sheet): one column per journal, account group or company, plus the total.
- **Budget column**: see the Budgets chapter.



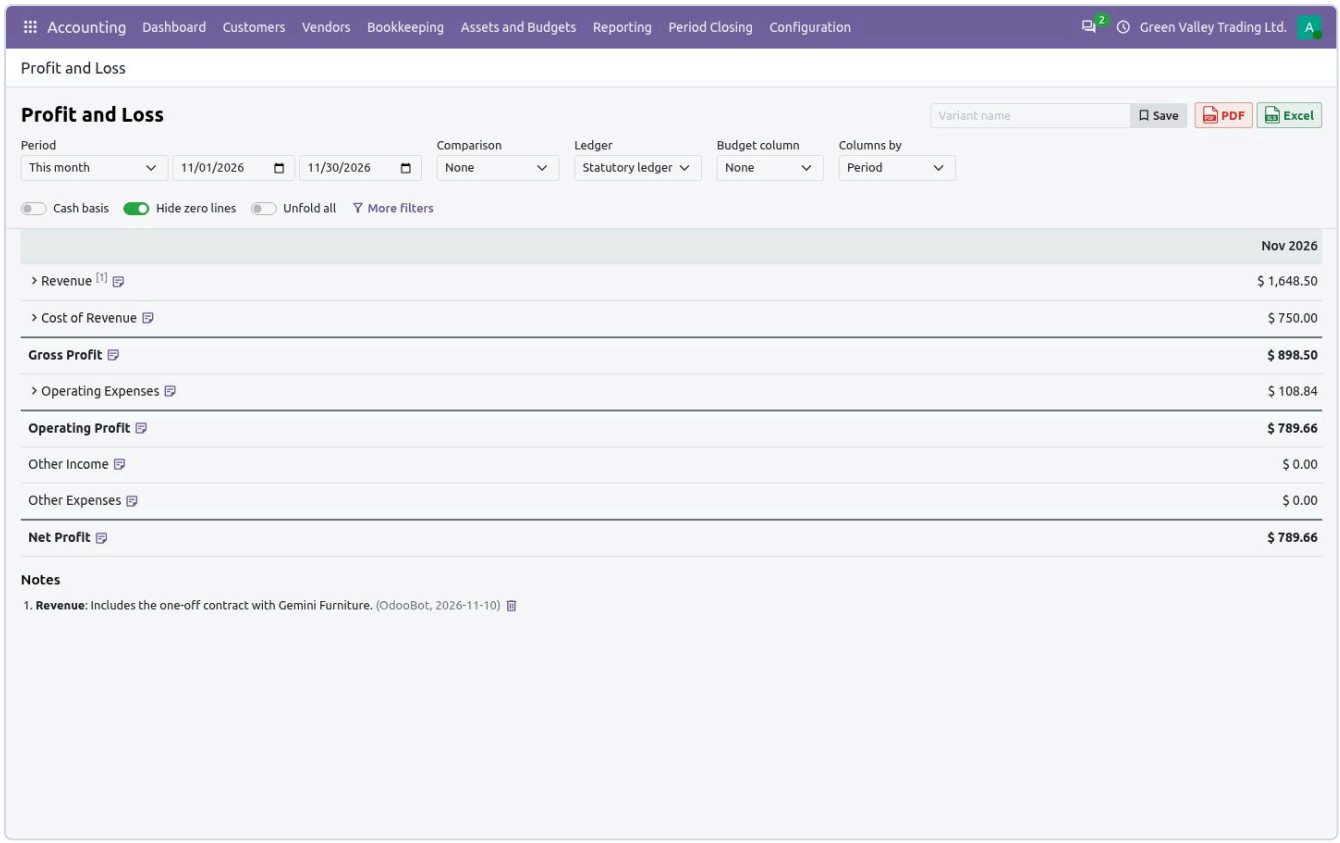

Profit and Loss in columns by journal




Profit and Loss on cash basis

## Notes on report lines

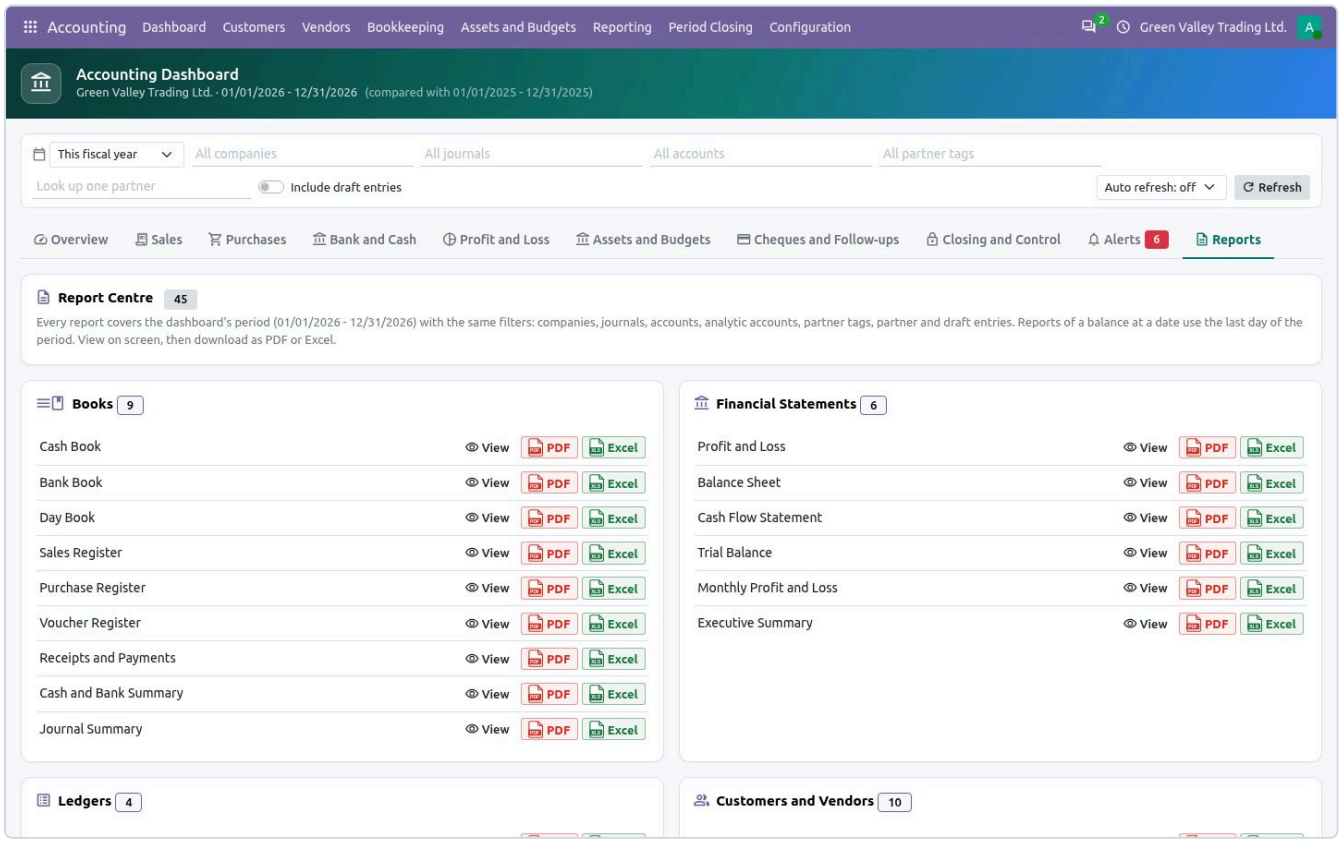
The note icon of a line (accounting users) adds a note to it. Notes are numbered in the viewer, listed under the report and printed as footnotes in the PDF and Excel files.



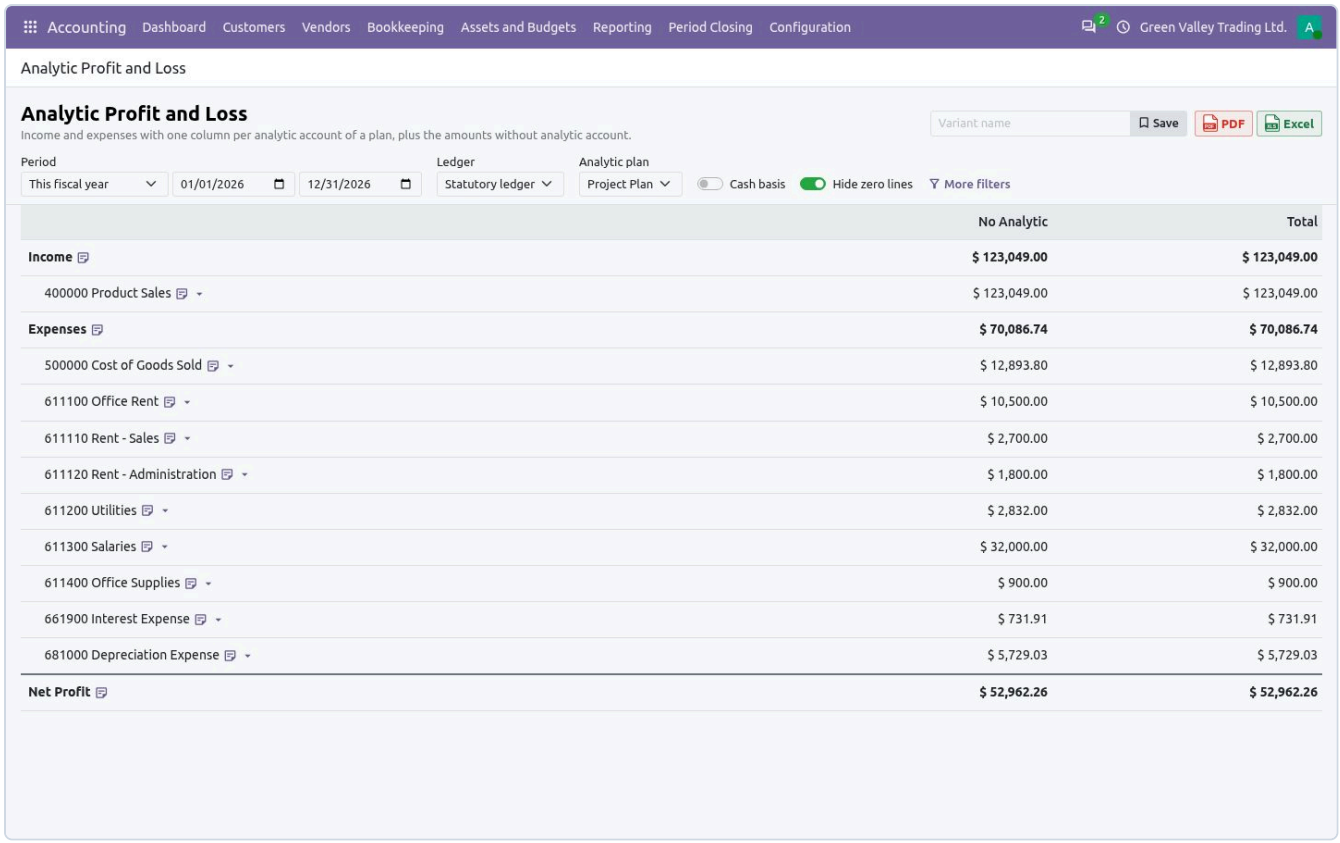

A note on the Revenue line

## Report Centre

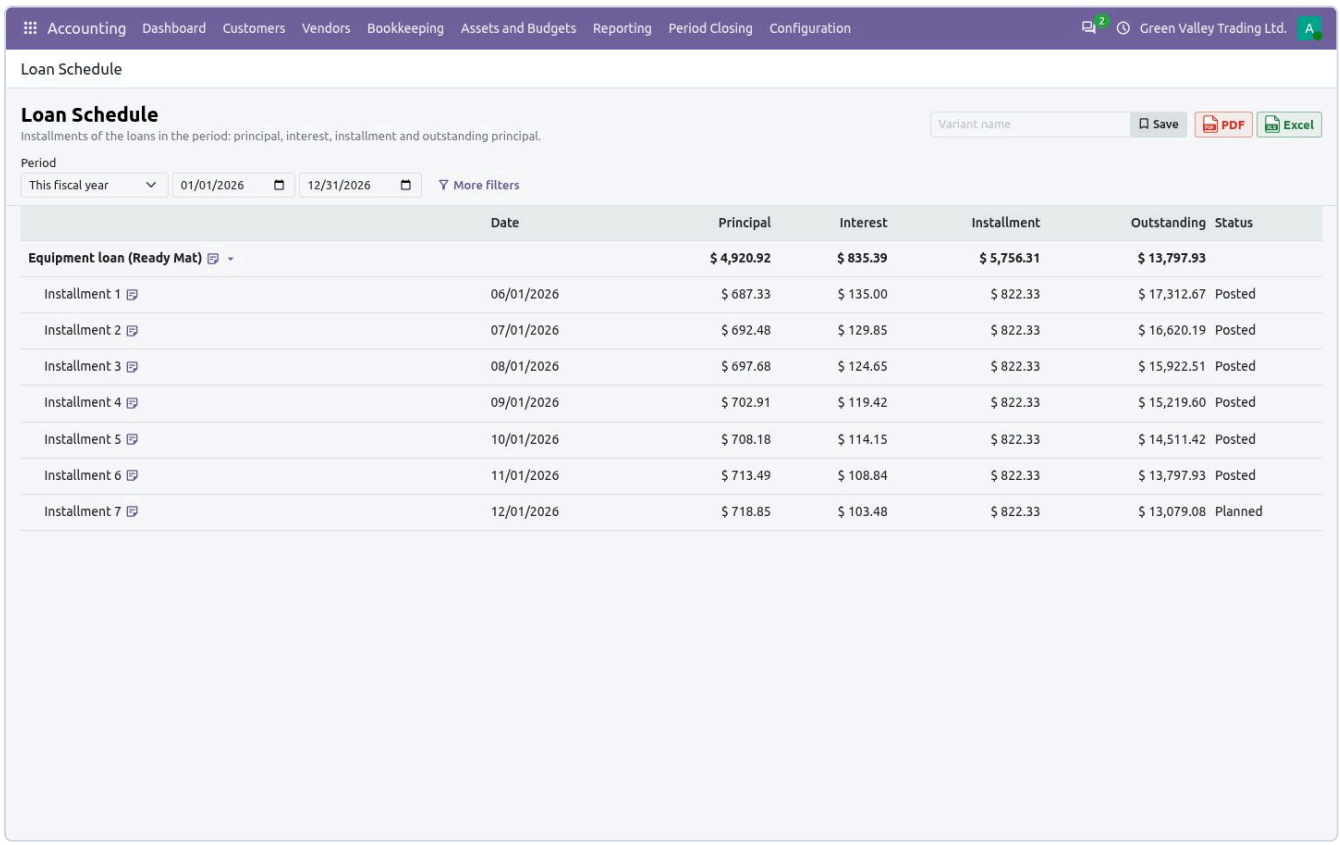
The Reports tab of the dashboard lists every report by group with View, PDF and Excel on the dashboard filters.




Report Centre




Analytic Profit and Loss




Loan Schedule

# The 51 reports

## Books

| Report | What it shows |
|---|---|
| **Cash Book** | Opening balance, every movement of the cash accounts with its contra account, running and closing balance. |
| **Bank Book** | Movements of the bank accounts with cheque numbers and whether they are on a bank statement. |
| **Day Book** | All posted entries by date with daily totals. |
| **Sales Register** | One line per customer invoice or credit note with tax per tax group, paid and due. |
| **Purchase Register** | One line per vendor bill or refund with tax per tax group, paid and due. |
| **Voucher Register** | Payment, receipt, contra and journal vouchers with their preparer, approver and amount. |
| **Receipts and Payments** | Opening cash and bank, receipts and payments per contra account, and the closing balance. |
| **Cash and Bank Summary** | Opening balance, receipts, payments and closing balance of every cash and bank journal. |
| **Journal Summary** | Number of entries, debit and credit of every journal. |
| **Petty Cash Statement** | Per petty cash fund: opening cash, top-ups, payments by account, cash over or short, closing cash, float and the amount to top up. |

## Financial Statements

| Report | What it shows |
|---|---|
| **Profit and Loss** | |
| **Balance Sheet** | |
| **Cash Flow Statement** | |
| **Trial Balance** | Opening, period and closing debit and credit of every account; the totals balance. |
| **Monthly Profit and Loss** | Income and expense accounts month by month with the net profit. |
| **Executive Summary** | Revenue, profit, cash, working capital and key ratios against the previous period. |
| **Cash Flow Forecast** | Expected cash and bank week by week (month by month over 16 weeks): open invoices and bills by due date, post-dated cheques and recurring entries. |
| **Analytic Profit and Loss** | Income and expenses with one column per analytic account of a plan, plus the amounts without analytic account. |

## Ledgers

| Report | What it shows |
|---|---|
| **General Ledger** | Every account with its initial balance and journal items with a running balance. |
| **Partner Ledger** | Receivable and payable items per partner with running balance and matching. |
| **Account Statement** | The ledger of the accounts chosen in the filters. |
| **Chart of Accounts** | Every account with its type, parent account and balance at a date. |

## Customers and Vendors

| Report | What it shows |
|---|---|
| **Aged Receivable** | Open customer balances by age at a date, past dates included. |
| **Aged Payable** | Open vendor balances by age at a date, past dates included. |

| | |
|---|---|
| **Partner Statement** | Statement of account of one partner; also sent by the follow-ups. |
| **Customer Balances** | Opening balance, debit, credit and closing balance of every customer. |
| **Vendor Balances** | Opening balance, debit, credit and closing balance of every vendor. |
| **Open Customer Invoices** | Customer invoices and credit notes still open at a date, with days overdue. |
| **Open Vendor Bills** | Vendor bills and refunds still open at a date, with days overdue. |
| **Payment Register** | Customer and vendor payments with journal, method, memo and status. |
| **Follow-up Status** | Customers with overdue invoices at a date, their follow-up level and next action. |
| **Follow-up History** | Reminders, letters and manual actions done for customers. |
| **Credit Limit Status** | Customers with a credit limit: receivable at a date, available credit and usage. |

## Sales and Purchases

| Report | What it shows |
|---|---|
| **Sales by Customer** | Invoiced amounts per customer, credit notes deducted, with their share. |
| **Purchases by Vendor** | Billed amounts per vendor, refunds deducted, with their share. |
| **Sales by Product** | Quantity, untaxed amount and average price per product sold. |
| **Purchases by Product** | Quantity, untaxed amount and average price per product bought. |

## Assets, Budgets and Cheques

| Report | What it shows |
|---|---|
| **Budget vs Actual** | Planned and actual amounts per budget position with variance and achievement. |
| **Asset Register** | Cost, additions, disposals, accumulated depreciation and book value of the assets. |
| **Cheque Register** | Post-dated cheques received and issued with their status. |
| **Depreciation Schedule** | Posted and planned depreciation of every asset in the period. |
| **Cheque Maturity Schedule** | Open post-dated cheques received and issued by month of maturity. |
| **Recurring Entries Schedule** | Entries the running recurring templates will generate in the period. |
| **Deferral Schedule** | Deferred revenue and expenses: amount, recognised and planned in the period, still deferred at the end. |
| **Loan Schedule** | Installments of the loans in the period: principal, interest, installment and outstanding principal. |

## Tax and Control

| Report | What it shows |
|---|---|
| **Tax Report** | Tax grids of the localization tax report, or base and tax per tax. |
| **Journal Audit** | Entries of each journal with their lines and a tax summary. |
| **Bank Reconciliation** | Balance per books, items not yet on the statement and balance per statement. |
| **Tax Audit** | Base and tax of every entry, per tax. |
| **Unposted Entries** | Draft journal entries, invoices and bills that are not posted yet. |
| **Unreconciled Bank Transactions** | Bank and cash statement lines not yet reconciled at a date, with their age. |
| **Intercompany Balances** | For each pair of companies, the receivable and payable each books on the other: they should cancel out. |

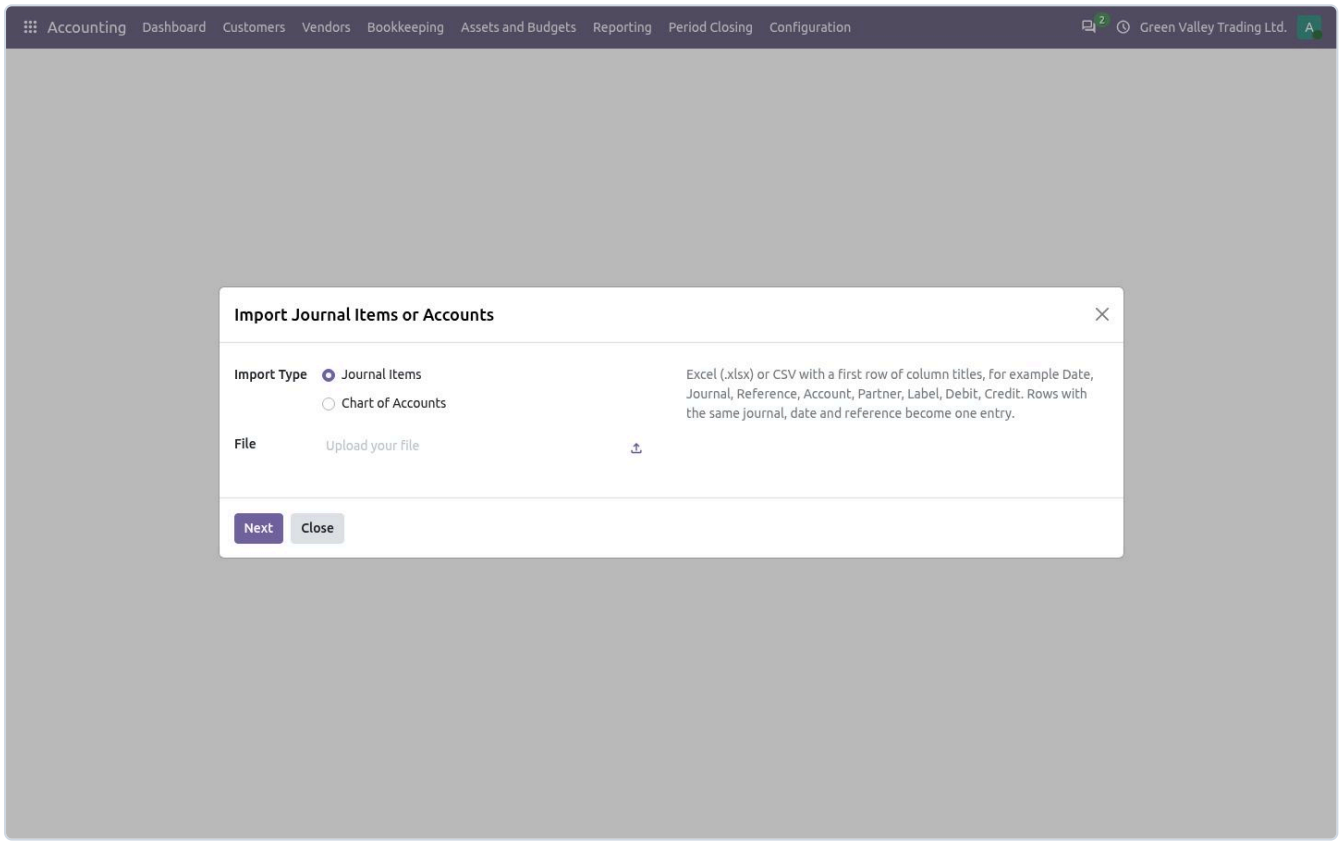
# 16. Imports and Inter-company

Bring in data from files or other kits, and let sister companies exchange documents.

## Import journal items or the chart of accounts

1. Open Configuration > Bookkeeping > Import Journal Items or Accounts and choose what to import.
2. Upload an Excel (.xlsx) or CSV file whose first row holds the column titles, and press Next.
3. Check the mapping proposed from the titles and change any column; choose the decimal separator, whether to post the entries and whether to create missing partners.
4. Import: a summary lists what was created and every skipped row with its reason.

Journal items: rows with the same journal, date and reference become one entry; an entry that does not balance is skipped as a whole. Accounts: an existing code is updated, a new code is created (it needs a name and a type).




Guided import

## Import from another accounting kit

Configuration > Bookkeeping > Import from Another Accounting Kit reads asset categories, assets, budgets and follow-up levels of om_account_accountant or base_accounting_kit while that kit is still installed.

## Inter-company bills and balances

With Create Bills from Sister Companies in the settings of a company, a customer invoice posted to it by another company of the database creates a draft vendor bill there, with the same lines and the vendor taxes of the products. The Intercompany Balances report compares what each pair of companies books on the other.

# 17. Field Reference

The fields of the forms of the module, in the order of the form. Options of a choice are listed in italics.

## Voucher Approval Step

| Field | Description |
|---|---|
| **Step** | Shown on the voucher, e.g. Checked, Approved. |
| **Active** | Inactive steps no longer apply. |
| **Currency** | Currency of the amount threshold (company currency). |
| **From Amount** | The step applies to vouchers of at least this amount. |
| **Sequence** | Order of the steps. |
| **Company** | Company of the step. |
| **Vouchers** | Vouchers the step applies to. *Options: All vouchers, Payment Voucher, Receipt Voucher, Contra Voucher, Journal Voucher.* |
| **Approvers** | Users who may approve this step. Empty: any accountant. |

## Bank Statement Import

| Field | Description |
|---|---|
| **State** | Progress of the import. *Options: Draft, Imported, Failed.* |
| **Imported** | Number of transactions created by the import. |
| **Journal** | Bank or cash journal that receives the transactions. |
| **Statement File** | Statement file to import (CSV, Excel, OFX / QFX, QIF or CAMT.053). |
| **Format** | File format; proposed from the file extension. *Options: CSV, Excel (XLSX), OFX / QFX, QIF, CAMT.053 (ISO 20022).* |
| **Column Layout** | Column layout used to read CSV and Excel files; remembered per journal. |
| **Run Automatic Matching** | Run the reconciliation models and automatic matching right after the import. |
| **Statement** | Bank statement created by the import. |
| **Log** | What the import did: lines created, skipped duplicates and matches. |

## Statement Import Layout

| Field | Description |
|---|---|
| **Name** | Name of the column layout, usually the bank name. |
| **Journal** | Bank journal the layout is remembered for. |
| **First Row is a Header** | The first row holds column titles. |
| **Rows to Skip** | Rows above the header (bank name, account, period...). |
| **CSV Delimiter** | Separator of the CSV columns. *Options: Comma, Semicolon, Tab, Pipe.* |
| **Encoding** | Character encoding of the CSV file. *Options: UTF-8, Windows-1252, Latin-1.* |
| **Date Format** | Python date format, e.g. %d/%m/%Y or %Y-%m-%d. |
| **Decimal Separator** | Decimal separator of the amounts. *Options: Dot (1,234.56), Comma (1.234,56).* |
| **Date Column** | Header text, or the column number (1 = first). |
| **Amount Column** | Signed amount; leave empty to use debit and credit columns. |
| **Withdrawal Column** | Column of the withdrawals (when amounts are in two columns). |
| **Deposit Column** | Column of the deposits (when amounts are in two columns). |

| | |
|---|---|
| **Description Column** | Column with the description of the transaction. |
| **Partner Column** | Column with the name of the partner. |
| **Reference Column** | Column with the bank reference. |

## Batch Deposit

| Field | Description |
|---|---|
| **State** | Draft while the batch is prepared, Deposited once taken to the bank. *Options: Draft, Deposited.* |
| **Name** | Number of the batch from the batch sequence. |
| **Bank Journal** | Bank journal the batch is deposited on. |
| **Direction** | Money in (deposit) or money out (payment batch). *Options: Deposit (money in), Payment batch (money out).* |
| **Date** | Date of the deposit; registered cheques are deposited on this date. |
| **Amount** | Total of the payments and cheques. |
| **Items** | Number of payments and cheques. |
| **Payments** | Posted payments of the bank journal not yet matched with a bank line. |
| **Cheques** | Registered or deposited cheques of the bank journal. |
| **Note** | Internal notes. |

## Post-dated Cheque

| Field | Description |
|---|---|
| **State** | Where the cheque is in its life, from draft and registered to cleared, bounced, returned or cancelled. *Options: Draft, Registered, Deposited, Cleared, Bounced, Returned, Cancelled.* |
| **Direction** | Received from a customer or issued to a vendor. *Options: Received, Issued.* |
| **Reference** | Internal reference given by the cheque sequence. |
| **Partner** | Customer or vendor of the cheque. |
| **Drawn on Bank** | Bank the cheque is drawn on. |
| **Cheque Number** | Number printed on the cheque leaf. |
| **Amount** | Amount of the cheque. |
| **Amount In Words** | Amount written in words, as printed on the cheque. |
| **Cheque Date** | Date written on the cheque. |
| **Maturity Date** | Date from which the cheque can be deposited or presented. |
| **Bank Journal** | Bank where the cheque is deposited (received) or drawn (issued). |
| **Print Layout** | Cheque layout used to print an issued cheque. |
| **Memo** | Free text printed or kept with the cheque. |
| **Invoices / Bills** | Invoices or bills the cheque pays. |
| **Registration Move** | Entry that moved the amount to the PDC holding account when the cheque was registered. |
| **Deposit Move** | Entry posted when the cheque was deposited or presented. |
| **Deposit Date** | Date the cheque was deposited or presented. |
| **Clear Date** | Date the bank cleared the cheque. |
| **Bounce Move** | Entry that reversed the cheque when it bounced. |

## Petty Cash Fund

| Field | Description |
|---|---|
| **Number of Payments** | Number of payment vouchers on the fund's cash journal; opens them. |
| **Number of Top-ups** | Number of top-ups of the fund; opens them. |
| **Number of Cash Counts** | Number of cash counts of the fund; opens them. |
| **Name** | Name of the fund, for example Office Petty Cash. |
| **Cash Journal** | Cash journal of the fund: its payment vouchers are the petty cash expenses. |
| **Cash Account** | Cash account of the journal: its balance is the cash in the fund. |
| **Custodian** | Person who keeps the cash and records the payments. |
| **Float** | Fixed amount of the fund: every top-up brings the cash back to it. |
| **Limit per Voucher** | Largest payment allowed from the fund. Leave 0 for no limit. |
| **Top Up From** | Bank journal the top-ups are paid from. |
| **Top Up Below (%)** | The dashboard warns when the cash falls below this share of the float. |
| **Count Every (days)** | The dashboard warns when the last cash count is older. 0 means no reminder. |
| **Cash Over Account** | Credited when the counted cash is more than the books. Taken from the journal's profit account. |
| **Cash Short Account** | Debited when the counted cash is less than the books. Taken from the journal's loss account. |
| **Cash Balance** | Posted balance of the fund's cash account. |
| **To Top Up** | Float minus cash balance: the amount of the next top-up. |
| **Top-up in Draft** | Amount of the top-up waiting in draft, if any. |
| **Last Count** | Date of the last confirmed cash count. |
| **Last Difference** | Difference found by the last confirmed count: positive is cash over, negative is cash short. |
| **Note** | Internal notes, for example where the box is kept. |

## Petty Cash Count

| Field | Description |
|---|---|
| **State** | Draft while the cash is being counted, Confirmed once the difference is posted, or Cancelled. *Options: Draft, Confirmed, Cancelled.* |
| **Name** | Fund and date of the count. |
| **Fund** | Petty cash fund being counted. |
| **Date** | Day of the count; the balance in the books is read on this date. |
| **Counted By** | Person who counted the cash. |
| **Counted Cash** | Total of the notes and coins counted. |
| **Balance in the Books** | Posted balance of the fund's cash account on the count date; fixed at confirmation. |
| **Difference** | Counted cash minus the books: positive is cash over, negative is cash short. |
| **Difference Entry** | Entry that posted the cash over or cash short, when there was a difference. |
| **Notes and Coins** | One line per note or coin: value and how many are in the box. |
| **Note** | Remarks on the count, for example an IOU found in the box. |

## Cash Denomination

| Field | Description |
|---|---|
| **Currency** | Currency of the note or coin. |

| | |
|---|---|
| **Value** | Face value of the note or coin. |
| **Type** | Banknote or coin. *Options: Banknote, Coin.* |
| **Active** | Uncheck to stop listing the note or coin on new counts. |

## Cheque Print Layout

| Field | Description |
|---|---|
| **Name** | Name of the layout. |
| **Bank** | Bank whose cheque leaves use this layout. |
| **Leaf Width (mm)** | Width of the cheque leaf in millimetres. |
| **Leaf Height (mm)** | Height of the cheque leaf in millimetres. |
| **Font Size (pt)** | Font size of the printed fields. |
| **Date Format** | How the date is printed on the cheque. |
| **Characters on the First Words Line** | Characters of the amount in words on the first line before it wraps. |
| **Print 'A/C Payee Only'** | Print the 'A/C Payee Only' crossing. |
| **Field Positions** | JSON: {"date": {"x": 150, "y": 8}, "payee": ..., "amount": ..., "words_1": ..., "words_2": ...} in mm. |

## Voucher Print Layout

| Field | Description |
|---|---|
| **Name** | Name of the layout. |
| **Journal** | Leave empty for the default layout of the company. |
| **Paper Format** | Paper size of the printed voucher. *Options: A4, A5 (half page), Letter.* |
| **Show Amount In Words** | Print the amount in words. |
| **Show Analytic** | Print the analytic distribution of the lines. |
| **Show Partner Address** | Print the address of the partner. |
| **Signature 1** | Caption of the first signature block, for example Prepared by. |
| **Signature 2** | Caption of the second signature block. |
| **Signature 3** | Caption of the third signature block. |
| **Signature 4** | Caption of the fourth signature block. |
| **Footer Note** | Text printed at the bottom of the voucher. |

## Fixed Asset

| Field | Description |
|---|---|
| **State** | Draft, running, paused, closed (fully depreciated or disposed of) or sold. *Options: Draft, Running, Paused, Closed, Sold.* |
| **Move Count** | Number of journal entries of the asset. |
| **Book Count** | Number of depreciation books of the asset. |
| **Name** | Name of the asset. |
| **Reference** | Internal reference, for example a tag number. |
| **Book** | Name of this depreciation book, e.g. Tax. |
| **Main Asset** | For a depreciation book: the main asset it belongs to. |
| **Category** | Asset category giving the method, accounts and journal. |
| **Asset Group** | Group used to organise assets, for example by site or department. |

| | |
|---|---|
| **Vendor** | Vendor the asset was bought from. |
| **Acquisition Date** | Date the asset was bought or put in service. |
| **First Depreciation Date** | Date from which the asset depreciates. |
| **Original Value** | Purchase value of the asset. |
| **Salvage Value** | Value expected at the end of the useful life; not depreciated. |
| **Depreciation before Go-live** | Depreciation booked before this asset was entered (imported assets). |
| **Revaluations** | Total of the posted revaluations. |
| **Depreciated** | Depreciation posted so far, including the depreciation before go-live. |
| **Book Value** | Original value plus revaluations minus depreciation. |
| **Disposal Date** | Date the asset was disposed of or sold. |
| **Disposal Entry** | Entry that removed the asset from the books. |
| **Depreciation Board** | The planned and posted depreciation lines. |
| **Method** | Straight line, declining balance, or declining then straight line. *Options: Straight Line, Declining Balance, Declining then Straight Line.* |
| **Number of Depreciations** | Number of depreciation periods of the useful life. |
| **Depreciation Every** | Length of one depreciation period. *Options: Months, Quarters, Half-years, Years.* |
| **Declining Factor** | Yearly rate applied to the residual value for declining methods. |
| **Prorata Temporis** | Start depreciating from the acquisition date instead of the start of the period. |
| **Daily Computation** | Depreciate each period in proportion to its number of days instead of the same amount every period. |
| **Journal** | Journal of the depreciation entries. |
| **Account Asset** | Account holding the asset value. |
| **Account Depreciation** | Accumulated depreciation account (credited by each depreciation). |
| **Account Expense** | Depreciation expense account (debited by each depreciation). |
| **Purchase Lines** | Vendor bill lines the asset was created from. |
| **Note** | Internal notes. |

## Asset Category

| Field | Description |
|---|---|
| **Asset Count** | Number of assets in the category. |
| **Name** | Name of the category, for example Vehicles. |
| **Method** | Default depreciation method of the assets. *Options: Straight Line, Declining Balance, Declining then Straight Line.* |
| **Number of Depreciations** | Default number of depreciation periods. |
| **Depreciation Every** | Default length of one depreciation period. *Options: Months, Quarters, Half-years, Years.* |
| **Declining Factor** | Yearly rate of the declining balance method (0.3 = 30% a year). |
| **Prorata Temporis** | Depreciate the first period from the acquisition date instead of from the start of the period. |
| **Daily Computation** | Each period depreciates in proportion to its number of days instead of the same amount every period. |
| **Post Depreciation Automatically** | Post due depreciation every day without manual action. |
| **Journal** | Journal of the depreciation entries. |
| **Fixed Asset Account** | Account holding the asset value; vendor bill lines on it propose new assets. |

| | |
|---|---|
| **Accumulated Depreciation Account** | Accumulated depreciation account. |
| **Depreciation Expense Account** | Depreciation expense account. |
| **Gain on Disposal Account** | Account receiving a gain when an asset is sold above its book value. |
| **Loss on Disposal Account** | Account receiving a loss on disposal or sale. |

## Asset Group

| Field | Description |
|---|---|
| **Name** | Name of the group. |
| **Company** | Company of the group; empty for every company. |
| **Assets** | Assets of the group. |
| **Asset Count** | Number of assets of the group. |
| **Note** | Internal notes. |

## Budget

| Field | Description |
|---|---|
| **State** | Draft, confirmed, done, revised (replaced by a revision) or cancelled. *Options: Draft, Confirmed, Done, Revised, Cancelled.* |
| **Name** | Name of the budget. |
| **Start Date** | First day covered by the budget. |
| **End Date** | Last day covered by the budget. |
| **Budget Type** | Expense: spending above the plan is over budget. Revenue: income below the plan is under target. *Options: Expense, Revenue, Revenue and Expense.* |
| **Revision Of** | For a revision: the budget it revises. |
| **Revision** | Number of the revision (0 for the original budget). |
| **Responsible** | User responsible for the budget. |
| **Planned** | Total of the planned amounts. |
| **Expected to Date** | Planned amounts in proportion to the days already elapsed. |
| **Actual** | Actual posted amounts of the budget lines. |
| **Budget Lines** | Planned amount per budget position, analytic account and dates. |

## Budget Position

| Field | Description |
|---|---|
| **Name** | Name of the budget position, for example Operating Expenses. |
| **Company** | Company of the position. |
| **Accounts** | Accounts whose actual balance is compared with the plan. |
| **Import Reference** | Reference of the record it was imported from (another accounting kit). |

## Recurring Entry Template

| Field | Description |
|---|---|
| **State** | Draft, running, finished or cancelled. *Options: Draft, Running, Finished, Cancelled.* |
| **Generated Count** | Number of documents generated so far. |
| **Name** | Name of the recurring entry, for example Office rent. |

| | |
|---|---|
| **Document** | Kind of document generated: journal entry, vendor bill or customer invoice. *Options: Journal Entry, Vendor Bill, Customer Invoice.* |
| **Journal** | Journal of the generated documents. |
| **Partner** | Partner of the generated documents. |
| **Reference** | Reference copied to each generated document. |
| **Interval** | Number of days, weeks, months or years between two documents. |
| **Repeat Every** | Unit of the interval. *Options: Days, Weeks, Months, Years.* |
| **Next Date** | Date of the next document. |
| **Ends** | When the recurrence stops. *Options: Never, On a date, After a number of entries.* |
| **End Date** | Last date a document is generated (when ending at a date). |
| **Entries Left** | Documents still to generate (when ending after a number of documents). |
| **Post Automatically** | Post generated entries; otherwise they stay in draft. |
| **Lines** | Lines copied to each generated document. |

## Deferred Revenue or Expense

| Field | Description |
|---|---|
| **State** | Draft, running, done or cancelled. *Options: Draft, Running, Done, Cancelled.* |
| **Name** | Name of the deferral. |
| **Type** | Deferred revenue or deferred (prepaid) expense. *Options: Deferred Revenue, Deferred Expense.* |
| **Partner** | Customer or vendor of the deferral. |
| **Amount** | Amount spread over the months. |
| **Start Date** | First day of the period the amount belongs to. |
| **End Date** | Last day of that period. |
| **Invoice / Bill** | Invoice or bill the deferral comes from. |
| **Deferral Account** | Balance sheet account holding the amount until it is recognised (deferred revenue, prepaid expense). |
| **Recognition Account** | Income or expense account the amount is recognised in. |
| **Journal** | Journal of the recognition entries. |
| **Transfer Entry** | Entry that moved the invoice line to the deferral account. |
| **Recognised** | Amount already recognised. |
| **Still Deferred** | Amount still deferred. |
| **Recognition Board** | One recognition per month, prorated by days. |

## Allocation Model

| Field | Description |
|---|---|
| **State** | Draft or running (allocated every period). *Options: Draft, Running.* |
| **Move Count** | Number of allocation entries posted. |
| **Name** | Name of the allocation, for example Rent split by department. |
| **Source Accounts** | Accounts whose movement of the period is allocated. |
| **Journal** | Journal of the allocation entries. |
| **Frequency** | Length of the allocation period. *Options: Monthly, Quarterly, Yearly.* |
| **Start Date** | Start of the first period. |
| **Stop Date** | No period starting after this date is allocated. |

| | |
|---|---|
| **Allocated Until** | End of the last allocated period. |
| **Allocated %** | Total of the target percentages; the rest stays on the source accounts. |
| **Targets** | Target accounts with their percentage, analytic distribution and label. |

## Loan

| Field | Description |
|---|---|
| **State** | Draft, running, closed or cancelled. *Options: Draft, Running, Closed, Cancelled.* |
| **Name** | Name of the loan. |
| **Lender** | Bank or person who lent the money; installments become payable to this partner. |
| **Amount Borrowed** | Principal borrowed. |
| **Interest Rate (% a year)** | Yearly interest rate in percent. |
| **Loan Date** | Date the loan was received. |
| **Duration (months)** | Duration of the loan in months. |
| **Installments** | How often an installment is paid. *Options: Monthly, Quarterly, Yearly.* |
| **Method** | Equal installments: every payment is the same, the interest part decreases. Equal principal: the same principal each time plus the interest on what is left. *Options: Equal installments, Equal principal.* |
| **First Payment Date** | Date of the first installment; one period after the loan date by default. |
| **Long-term Loan Account** | Liability account holding the loan. |
| **Short-term Loan Account** | When set, the principal due within twelve months is moved to this account. |
| **Interest Expense Account** | Expense account of the interest. |
| **Journal** | Journal of the installment and reclassification entries. |
| **Received On** | Bank or cash journal the money arrived on: a receipt entry is posted at confirmation. Leave empty when the receipt is already booked. |
| **Receipt Entry** | Entry that booked the money received. |
| **Principal Repaid** | Principal of the posted installments. |
| **Outstanding Principal** | Principal still owed. |
| **Interest Paid** | Interest of the posted installments. |
| **Total Interest** | Interest of the whole schedule. |
| **Repayment Schedule** | One line per installment: date, principal, interest, installment and outstanding principal. |
| **Note** | Internal notes. |

## Follow-up Level

| Field | Description |
|---|---|
| **Name** | Name of the level, for example First reminder. |
| **Days** | Number of days before or after the due date of the oldest open invoice. |
| **When** | Whether the level applies before or after the due date. *Options: before the due date, after the due date.* |
| **Send an Email** | Send the email of the level with the statement attached. |
| **Email Template** | Email template of the level; the default follow-up email when empty. |
| **Send an SMS** | Send an SMS to the customer (needs a phone number and SMS credits). |
| **SMS Template** | SMS template of the level; the default payment reminder when empty. |
| **Print a Letter** | Print the statement as a letter for posting. |

| | |
|---|---|
| **Manual Action** | Schedule an activity, for example a phone call. |
| **Assign Action To** | Defaults to the follow-up responsible of the customer. |
| **Action to Do** | What the responsible person must do. |

## Tax Return

| Field | Description |
|---|---|
| **State** | To do, closed, submitted or paid. *Options: To Do, Closed, Submitted, Paid.* |
| **Name** | Name of the return, built from its period. |
| **From** | First day of the tax period. |
| **To** | Last day of the tax period. |
| **Deadline** | Date the return must be filed: end of the period plus the days to file set in the settings. |
| **Tax Due** | Positive: to pay to the tax authority; negative: to receive back. |
| **Closing Entry** | Tax closing entry posted when the period was closed. |
| **Submission Date** | Date the return was filed with the tax authority. |
| **Submission Reference** | Reference given by the tax authority. |
| **Payment** | Payment (or refund) of the tax due. |
| **Checks** | Checks run before closing, each with what to do. |
| **Note** | Internal notes. |

## Fiscal Year

| Field | Description |
|---|---|
| **State** | Status of the fiscal year: open, closing (soft-locked during the year-end work) or closed. *Options: Open, Closing, Closed.* |
| **Period Count** | Number of accounting periods of the year. |
| **Name** | Name of the fiscal year, for example 2026. |
| **Start Date** | First day of the fiscal year. |
| **End Date** | Last day of the fiscal year. |
| **Period Length** | Length of the periods created for the year. *Options: Monthly, Quarterly.* |
| **Opening Entry** | Opening balance entry of the year, when one was posted. |
| **Closing Entry** | Year-end closing entry that moved the profit or loss to retained earnings. |
| **Periods** | The periods of the year with their own status. |

## Closing Checklist

| Field | Description |
|---|---|
| **State** | To review while checks remain open, ready to lock when they are solved, then locked. *Options: To Review, Ready to Lock, Locked.* |
| **Name** | Name of the checklist, built from the period. |
| **Period** | Accounting period being closed. |
| **Start Date** | First day of the period. |
| **End Date** | Last day of the period. |
| **Last Run** | When the automatic checks last ran. |
| **Checks** | The checks with their result and the records behind them. |

## Account Review

| Field | Description |
|---|---|
| **State** | In progress or done. *Options: In Progress, Done.* |
| **Name** | Name of the review, for example Year-end review 2026. |
| **From** | Start of the reviewed period (movements are counted from this date). |
| **To** | End of the reviewed period (balances are taken at this date). |
| **Progress (%)** | Share of accounts reviewed or flagged. |
| **To Review** | Accounts still to review. |
| **Reviewed** | Accounts marked reviewed. |
| **Anomalies** | Accounts flagged as an anomaly. |
| **Accounts** | Every account with a balance or a movement, with its status and note. |

## Saved Report Variant

| Field | Description |
|---|---|
| **Name** | Name of the saved filters. |
| **User** | Owner of the variant; scheduled e-mails go to this user. |
| **Shared** | Visible to every user of the report. |
| **Last Sent** | Last time the variant was e-mailed. |
| **Report** | Report the filters belong to. |
| **Filters** | The saved filter values. |
| **Email Schedule** | E-mail this variant as a PDF to its owner every week (on Mondays) or every month (on the 1st). *Options: No, Every week, Every month.* |