



# Introduction to the Revenue Reconciliation Mechanism

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# Introduction



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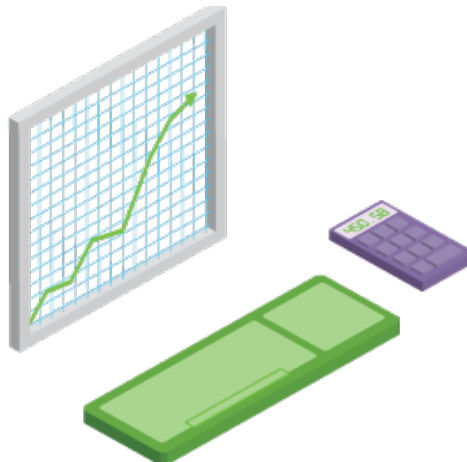
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**As an Accountant, my weekly tasks consist in:**

- Issue customer invoices
- Encode supplier bills & Process payments
- **Review payment statements**
- **Update partner balances accordingly**
- Send payment reminders to clients

## Why recording payments & reconciling with invoices?

- Monitor your cash level
- Track the remaining balances your clients owe you
- Launch follow-up actions



## Odoo allows to record & reconcile payments:

- **From the invoice**
- **From transaction statements** (bank, cash, credit card, online payments, etc.)

## Odoo 9 introduces related useful tools:

- **Bank Reconciliation**
- **Batch Deposit** (for checks)
- **Intermediary Entries** (for credit card & online payment)



# Record Payments From Invoices

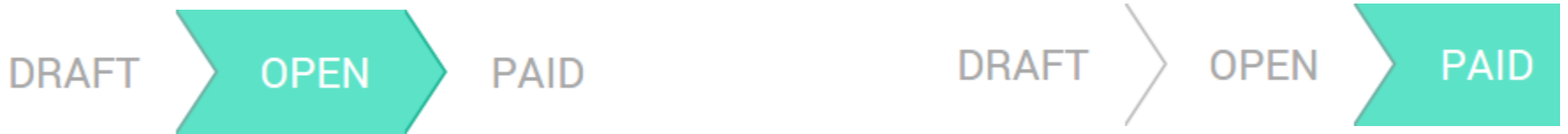


## From the invoice

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- Tailored for :
  - Small-size businesses without extended Accounting skills
  - < 100 transactions/month
  - Payments at the counter
- Automatically reconciled

## Full Payment



**REGISTER PAYMENT**

Register Payment

Payment Mode	<u>Bank (USD)</u>
Payment Amount	<u>\$134</u>

**VALIDATE** or Cancel



## Partial Payment & Write-offs

- Write-off : e.g. discounts for early payment

### Register Payment

Payment Mode	Bank (USD)
Payment Amount	\$130
Payment difference	\$4.00
	<input checked="" type="radio"/> Partial payment <span>OPEN</span>
	<input type="radio"/> Mark invoice as fully paid <span>PAID</span>

VALIDATE or Cancel



## From the invoice

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### Trick : One payment for a couple of invoices

- Record the payment outside the invoice

Receive Money

- Open each invoice and reconcile with the payment

You have **outstanding payments** for this customer. You can reconcile them to pay this invoice.

**Amount Due** \$1400.00

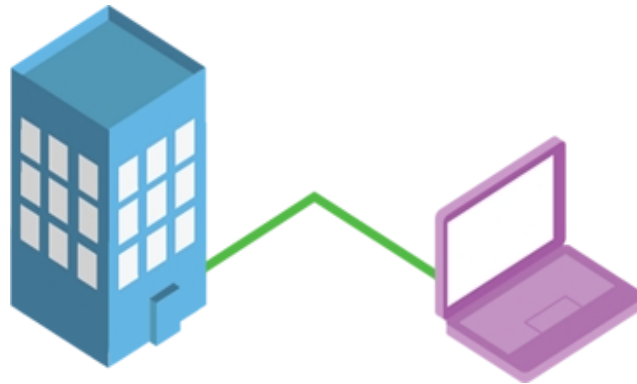
**Outstanding credit from Megatech**

**Add** BNK1/2015/0019 \$ 1500.00



# Record Payments From Transaction Statements

- Bank, credit card, online payments, etc.
- If the # of transactions requires batch processing
- Ability to import from third-party systems
- Tailored for accountants





# From transaction statements

## Statement encoding/import

IMPORT STATEMENT

### TRANSACTIONS

Date	Communication	Reference	Partner	Amount
05/28/2015	INV/2015/0010	#01		\$ 115.00
05/28/2015	INV/2015/0008 advance payment	#02	Camp 2 Camp	\$ 150.00
05/28/2015	INV/2015/0007	#03	Nebula Business	\$ 118.00
05/28/2015	214/5678/945	#04	PC Sol	\$ -1299.00
Computed Balance				\$-916.00

Then click

RECONCILE

## Full Reconciliation

Agrolait				RECONCILE
BNK002	2015-05-28	INV/2015/0010	\$ 115.00	
101200	2015-05-28	INV/2015/0010		\$ 115.00

-> Invoice closed

## Partial Reconciliation

Camp 2 Camp

Select a partner or choose a counterpart

BNK002	2015-05-28	INV/2015/0008 advance payment	\$ 150.00	
101200	2015-05-28	INV/2015/0008		⚠ \$ 550.00
101200		Create Write-off	\$ 400.00	



Camp 2 Camp


RECONCILE

BNK002	2015-05-28	INV/2015/0008 advance payment	\$ 150.00	
101200	2015-05-28	INV/2015/0008		⚠ \$ 150.00

-> Invoice still open with due amount updated accordingly

## Write-offs (e.g. Discount for early payment)

Select Partner <span>▼</span>				RECONCILE
BNK002	2015-05-28	INV/2015/0007	\$ 118.00	
101200	2015-05-28	Nebula Business : INV/2015/0007		\$ 134.00
220000		Discount for early payment	\$ 16.00	

<b>Account</b>	220000 Expenses <span>▼</span>	 <b>Label</b>	<u>Discount for early payment</u>
<b>Tax</b>	<span>▼</span>	<b>Amount</b>	<u>-16.00</u>
<span style="color: #009688; font-weight: bold;">+</span> New Operation			

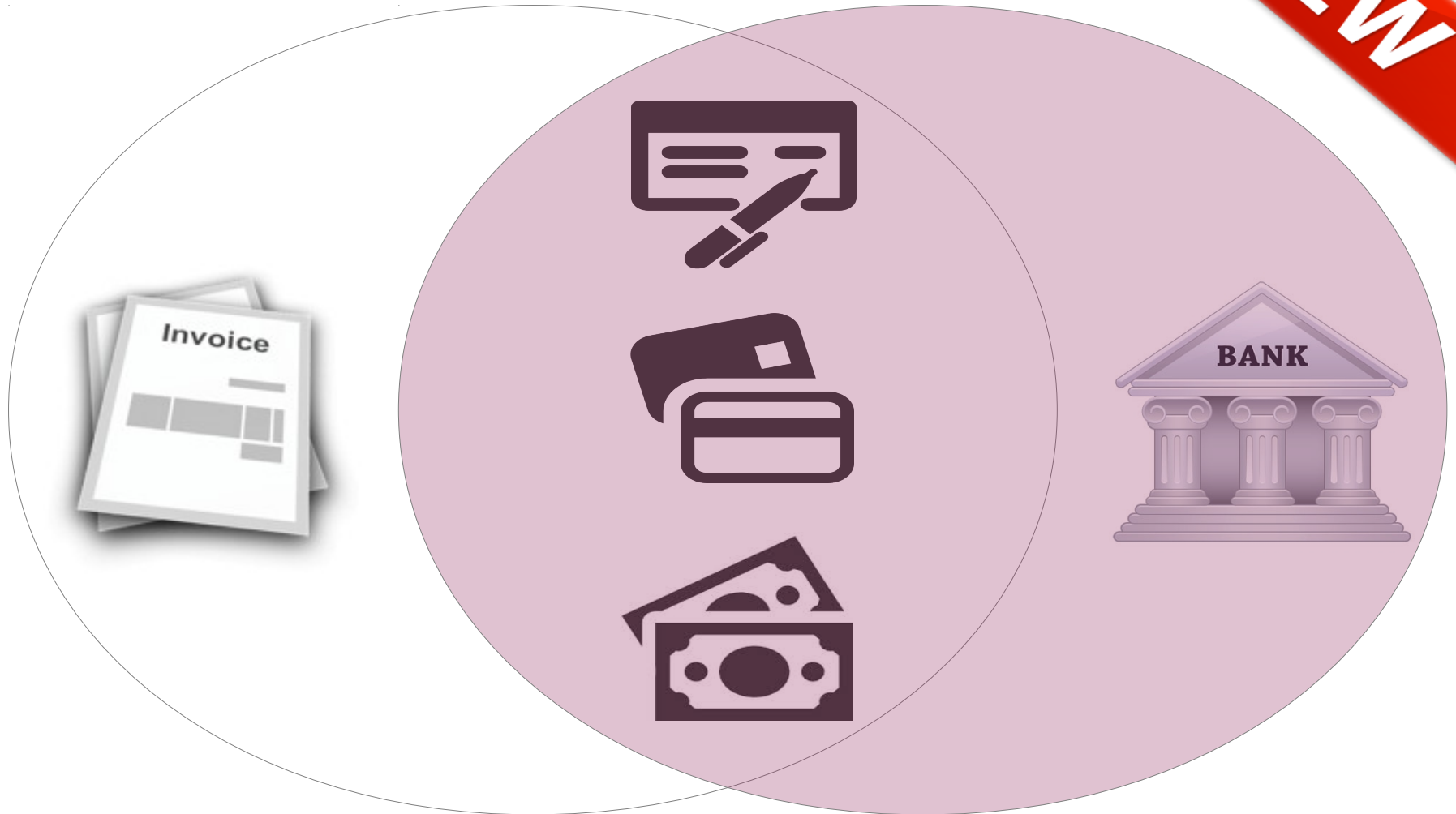
-> Invoice closed, write-off encoded as an expense



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**NEW**

# Bank Reconciliation



Statements lines may also be reconciled with existing payment lines already reconciled with Receivable/Payable items.

## Useful in a couple of situations :

- Recording of a payment proof,
- Payment at the counter (card, cash),
- Bank statements provided by the bank only once a month,
- Transactions with intermediary payment methods (Credit Card, Online Payments, etc.) that can be recorded on the fly (<100 transactions/month),
- Etc.

- Works exactly like Invoice/Payment reconciliation.
- Does not generate any journal entry.

## Nebula Business

RECONCILE

BNK002	2015-05-28	INV/2015/0011	\$ 134.00	
BNK002	2015-05-28	BNK1/2015/0014: CUST.IN/2015/0011		\$ 134.00

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NEW

# Batch Deposit





# Batch Deposit

NEW

Your clients pay by check

## Register Payment

<b>Payment Mode</b>	<u>Bank (USD)</u>
<b>Payment Method</b>	<input type="radio"/> Manual
	<input checked="" type="radio"/> Batch Deposit
<b>Payment Amount</b>	<u>\$115.00</u>

**VALIDATE** or Cancel



# Batch Deposit

**NEW**

Send a batch deposit to your bank

<b>Bank</b>	Bank (USD)	<b>Date</b>	05/28/2015
		<b>Reference</b>	DEPOSIT/2015/0004
<b>Payment Date</b>	<b>Partner</b>	<b>Memo</b>	<b>Payment Amount</b>
05/28/2015	Nebula Business		\$ 134.00
05/28/2015	Agrolait		\$ 115.00
			249.00

Reconcile it with the related bank statement line

**Select a Batch Deposit**

DEPOSIT/2015/0001 : \$ 100.00

DEPOSIT/2015/0004 : \$ 249.00

Select Partner ▼

RECONCILE

BNK002	2015-05-28	Batch deposit May 2015	\$ 249.00	
BNK002	2015-05-28	Agrolait : BNK1/2015/0013: CUST.IN/2015/0010		\$ 115.00
BNK002	2015-05-28	Nebula Business : BNK1/2015/0014: CUST.IN/2015/0011		\$ 134.00

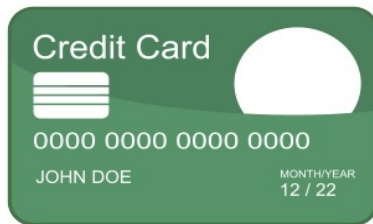


# Intermediary Entries



If intermediary payment methods with more transactions:

- Use one journal per payment method
- Encode/import statements within those journals
- Reconcile the related bank statement line with a specific counterpart balancing the payment method account



## Credit Card Statement

Transaction 1  
Transaction 2  
Transaction 3



## Bank Statement

Line 1  
Line 2 = Credit Card Balance  
Line 3

Select Partner ▼

RECONCILE

BNK002	2015-05-29	Balance credit card May 2015	\$ 24950.00	
CC		Credit Card Transactions		\$ 24950.00

CREDIT CARD TRANSACTIONS

PAYPAL ONLINE SHOP

2% DISCOUNT FOR EARLY PAYMENT



Account

CC Credit Card ▼

Label

Credit Card Transactions

Tax

Amount

24950.00

+ New Operation

Trick : use the Operation Templates to apply preset counterparts.

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Conclusion

With new Odoo apps for Billing & Accounting, **record & reconcile payments** the way that fits your own payment procedures (# of transactions, regional habits) in order to drastically improve your **follow-up process** and to get **accurate book entries**.

Interfaces for Batch Deposit and Bank Reconciliation will be available in Odoo 9.

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Questions ?



# Thank You

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