“I am done, I quit!” are the words you said to your manager 3 months ago. With $50k of savings, you are ready to start a new adventure: launch the furniture business you have always dreamed of.

A month later, the company MyOffice Inc. is incorporated! The next step is to recruit a great team. After a few interviews, you hire Sophia as sales manager, Marc as purchase manager, and Paul as secretary.

Paul helps you find an affordable office location. Now, it’s time to start doing business; purchase your first products, market your company, sell those products and, hopefully, make a profit!

The first game, “Buy & Sell”, will help you setup your B2B business: from buying new products to selling and delivering to customers. Once these processes are in place, you’ll be able to choose from 6 others scenarios to develop your strategy:

- Launch a **point of sale** for consumers
- Offer extra **services**
- **Manufacture** your own products
- Manage your inventory with **barcodes**
- **Sell online** with an eCommerce website
- Lease **fully-furnished properties**

Good luck with your new business life!
The game has 7 business cases of 8 to 10 cards each. Start with the game “Buy & Sell”, then play other ones according to your strategy. For each card, follow these 3 steps:

1. Read the business case in the front of the card. Don’t look at the back yet!

2. Do the business process online, on www.odoo.com. Take your time, the goal is to learn!

3. Compare what you did with the solution on the back of the card.

Your Score

Pile up cards front side up if you found the solution before looking at the back (even if you did it differently), or back side up if you missed something in the solution. At the end of the game, count the stars at the bottom-right corner of each face. The following table defines your level of success:

<table>
<thead>
<tr>
<th>Score</th>
<th>Stars</th>
</tr>
</thead>
<tbody>
<tr>
<td>16+</td>
<td>🏆🏆🏆🏆🏆</td>
</tr>
<tr>
<td>14-15</td>
<td>🏆🏆🏆🏆</td>
</tr>
<tr>
<td>12-13</td>
<td>🏆🏆🏆</td>
</tr>
<tr>
<td>10-11</td>
<td>🏆🏆</td>
</tr>
<tr>
<td>7-9</td>
<td>🏆</td>
</tr>
</tbody>
</table>
You are the CEO of MyOffice Inc., a modern furniture retailer. To help your business grow, you have decided to setup an integrated management software.

Create your company’s database on www.odoo.com and select the Apps required for the following business flow:

1. Create a Product
2. Purchase Large Desks
3. Receive Products
4. Control the Bill
5. Sell Products
6. Deliver to Customer
7. Invoice Customer
8. Record Payment
9. Analyze Profits
Your own country should be selected by default. The country defines the right taxes, charts of accounts and legal reports. Once finished, you will receive an email to confirm your database and validate your password.

If your company name starts with 'edu-', the database will exist for 10 months and will be deleted afterwards without backup.

Your own country should be selected by default. The country defines the right taxes, charts of accounts and legal reports.

Once finished, you will receive an email to confirm your database and validate your password.
Hi, we visited Wood Corner, a new vendor that supplies office furniture. Here is a photo of their Large Desk that we like.

They cost $140 each, but they are discounted to $100 if we order a minimum of 10 desks. We can sell them at $220.

Sounds good, I’ll create the product in our catalog.
Product Name

Large Desk

General Information

Product Type: Storable Product
Sales Price: 220.00

Services: No inventory management
Storable: Send, receive and track inventory
Consumable: Send & receive - No inventory count

Cost: $140.00
Update Cost

Any cost between 100 and 140 is considered correct, as the accounting valuation will depend on future purchases.

General Information

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wood Corner</td>
<td>10.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Wood Corner</td>
<td>1.00</td>
<td>140.00</td>
</tr>
</tbody>
</table>

If you don't record a vendor, Odoo automatically creates it at the first purchase order.

With Quantity set at 10 in the first line, the system uses the matching price when creating a purchase order over 10 items.
Sophia, I plan to purchase Large Desks. What are your monthly sales estimates?

Between 9 and 12.

Ok, I’ll purchase 10 desks to start with.
## Purchase 10 items

### Vendor
Wood Corner

### Products

<table>
<thead>
<tr>
<th>Product</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Taxes</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large Desk</td>
<td>10.000</td>
<td>100.000</td>
<td>15.00%</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

- **Taxes vary by country.** Depending on your localization, you may not have the same tax as the example.

- Optionally, you can send it by email.

- This button takes you directly to the Receipt document.

- **SEND BY EMAIL**

- RFQ

- RFQ SENT

- PURCHASE ORDER

---

- **CONFIRM ORDER**

- RFQ

- RFQ SENT

- PURCHASE ORDER

---
Ok, go to dock 3. I'll validate the receipt.
If you don't set any quantity received in the 'Done' column, Odoo asks for a confirmation to accept all the initial demand (ordered quantities).
Hi, we’ve received a bill from the vendor.

I’ve put it on your desk, can you create, check and validate it? No need to pay it right now, the due date is in 2 months.
Hello, on your invoice 2019/0123, you charged us $110 per unit instead of the $100 we agreed upon. We accept the bill, but we won't pay it until you send us a $100 refund receipt.

To: Followers of "BILL/2019/0001"

<table>
<thead>
<tr>
<th>Product</th>
<th>Quantity</th>
<th>Price</th>
<th>Taxes</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large Desk</td>
<td>10.000</td>
<td>100.00</td>
<td>15.00%</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

Bonus Point • There is a difference between the bill auto-completed by Odoo ($100) and the vendor bill ($110). When this happens, you usually send a message to the vendor. You get an extra ★ if you noticed it (even if you did not send the message).
Hi, Brandon from Azure Interior speaking.

I’ve seen beautiful wooden desks in your catalog. Can you send a quote for 3 desks to: brandon@game.odoo.com?

You’ll get it by email right now!
**Customer**: Brandon

### Order Lines

<table>
<thead>
<tr>
<th>Product</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Taxes</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large Desk</td>
<td>3.000</td>
<td>$220.00</td>
<td>15.00%</td>
<td>$660.00</td>
</tr>
</tbody>
</table>

**Taxes**: 15.00%

**Subtotal**: $660.00

[Add a product] [Add a section] [Add a note]

---

**Clicking on ⬤ gives you details about the stock.**

---

**SEND BY EMAIL**

**QUOTATION**

**QUOTATION SENT**

**SALES ORDER**

---

Wait 30 seconds, you should receive a confirmation email from if you sent the email to brandon@game.odoo.com. Click **CONFIRM**.

---

**This button takes you directly to the Delivery Order.**
Hi, Brandon from Azure Interior speaking. You'll get it by email right now!

Roger • Inventory Manager

I'm in a meeting this morning.

Can you process and validate the delivery orders that are ready to be shipped today? Make sure that the one from Azure Interior is shipped.

You

Okay, I'll check this right away!
Odoo reserves products automatically based on quantities on hand. However, even if you don't have enough stock you can force the transfer. If you chose this method, the stock might become negative until you fix the issue.

**Delivery Orders**

My Company

1 TO PROCESS

<table>
<thead>
<tr>
<th>Reference</th>
<th>Contact</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>WH/OUT/00001</td>
<td>Azure Interior, Brandon</td>
<td>Ready</td>
</tr>
</tbody>
</table>

Immediate Transfer? You have not recorded *done* under quantities yet, by clicking on *apply* Odoo will process all the quantities.

**VALIDATE**

**APPLY**

**Odoo reserves products automatically based on quantities on hand. However, even if you don't have enough stock you can force the transfer. If you chose this method, the stock might become negative until you fix the issue.**
Anita • Accountant

Can you validate which sales orders we need to invoice? I’d like to invoice everything before the end of the month.

You

I’m on it!
### Create Invoice

The other options “Down payment” allow you to invoice only a part of the invoice (i.e. 20% or 500€).

<table>
<thead>
<tr>
<th>Product</th>
<th>Quantity</th>
<th>Price</th>
<th>Taxes</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large Desk</td>
<td>3.000</td>
<td>220.00</td>
<td>15.00%</td>
<td>$660.00</td>
</tr>
</tbody>
</table>

**Untaxed amount:** $660.00  
**Tax:** $99.00  
**Total:** $759.00  

---

**Quotation Nbr** | **Customer**            | **Total** | **Invoice Status**  
------------------|--------------------------|-----------|---------------------|
SO001             | Azure Interior, Brandon  | $759.00   | To Invoice          

---

**Create and View Invoice**
Let’s register this payment in the invoice.
Instead of recording payments manually, you can synchronize your bank with Odoo (it supports integration with 24,000 banks), or import bank statement files. Reconciliation becomes much faster as matches are suggested automatically.

<table>
<thead>
<tr>
<th>Customer</th>
<th>Invoice Date</th>
<th>Total</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Azure Interior, Brandon</td>
<td>01/04/2020</td>
<td>$ 759.00</td>
<td>Posted</td>
</tr>
</tbody>
</table>

Amount and Journal can be different, it depends on the taxes and currency of your country. Add the total of the invoice for Amount.

**Amount**: 759.00

**Journal**: Bank (USD)

**Info-Circle**

- **VALIDATE**

**Info-Circle**

- **REGISTER PAYMENT**

**Info-Circle**

- **DRAFT**

**Info-Circle**

- **OPEN**

**Info-Circle**

- **PAID**
Anita • Accountant

Let me check the Profit & Loss report.
### Accounting Reporting

#### Profit & Loss

If you are looking for a specific feature, start typing letters in the Home to search across all menus. Try "Profit".

![Image](image-url)

<table>
<thead>
<tr>
<th></th>
<th>Continental</th>
<th>Anglo-saxon</th>
<th>Anglo-saxon w/ perpetual valuation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
<td>660.00 €</td>
<td>$660.00</td>
<td>$360.00</td>
</tr>
<tr>
<td><strong>Operating Income</strong></td>
<td>660.00 €</td>
<td>$660.00</td>
<td>$660.00</td>
</tr>
<tr>
<td><strong>Cost of Revenue</strong></td>
<td>0.00 €</td>
<td>$0.00</td>
<td>- $300.00</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td>1000.00 €</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td>1000.00 €</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Depreciation</strong></td>
<td>0.00 €</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Net Profit</strong></td>
<td>-340.00 €</td>
<td>$660.00</td>
<td>$360.00</td>
</tr>
</tbody>
</table>

Depending your national principles for accounting (Continental or Anglo-Saxon), you should have a net profit of **-€340** or **+$660**. In Continental accounting, the expense is recorded at the time of the purchase. While in Anglo-Saxon accounting, the expense is recorded once the goods are sold (in the Cost of Revenue account).

---

### Congratulations!

What’s next? Choose your strategy:

- **Run a Store**
  - Start selling in your showroom.

- **Sell Services**
  - Target new customer segments.

- **Manufacture**
  - Build your own products.

- **Sell Online**
  - Create an eCommerce website.
Run a Store

To grow your business, you plan to launch a showroom for B2B customers, and a shop for B2C customers where they can test and buy products directly.

Install the Point of Sale app and configure the Shop by adding the possibility to create invoices.

- **Import** Products
- **Sell** 3 LED Lamps
- **Close** Session
- **Configure** Cash Control
- **Sell** with an Invoice
- **Return** 1 LED Lamp
- **Control** Cash
- **Analyze** the PoS Sales
Run a Store

Apps

Point of Sale
Tablet POS: shops and restaurants

INSTALL

Point of Sale
Configuration ▸ Point of Sale

Point of Sale Name

Shop

Bills & Receipts

Invoicing
Print invoices on customer request

In the configuration screen, you can also add other payment methods such as credit cards.
Roger, I’d like to sell products in the showroom.

Can you give me a list of the accessories we can easily sell on-site?

Sure, no problem, here’s the document with all product accessories information: www.odoo.com/r/pos-products

Great, I’ll import this file directly in the system!
You can set categories on the product form, to structure how products are organized in the point of sale.

Categories can help you to find products faster thanks to the top navigation bar.
I love these LED Lamps, I'll buy 3 right away!

Good! With today's special offer, when buying 2 identical items you get a 20% discount on the two

Great! I'll pay in cash, here is $600.
You can also add products in the POS by scanning the barcode.

<table>
<thead>
<tr>
<th>Customer</th>
<th>Qty</th>
<th>Disc</th>
<th>Price</th>
<th>LED Lamp</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>8</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td></td>
<td>+/-</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

LED Lamp

<table>
<thead>
<tr>
<th></th>
<th>2.000 Unit(s) at $ 200.00 / Unit(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>With a 20% discount</td>
</tr>
</tbody>
</table>

LED Lamp

<table>
<thead>
<tr>
<th></th>
<th>1.000 Unit(s) at $ 200.00 / Unit(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: $ 598.00
Taxes: $ 78.00

Payment

<table>
<thead>
<tr>
<th>Due</th>
<th>Tendered</th>
<th>Change</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>598.00</td>
<td>600.00</td>
<td>2.00</td>
<td>Cash (USD)</td>
</tr>
</tbody>
</table>

Validate »
Anita • Accountant

I've got a question for you, can you come over please?

You

We're closing the shop.

I'll close my POS session and be there in a minute.
You can continue selling even if you are disconnected from the internet. The system keeps all sales in memory and syncs them once it gets back online.
Anita • Accountant

How do you plan to control the cash from your register?

You

There's a functionality in Odoo PoS. I'll configure the option. But then I'll need some cash to set the opening balance when I open a new session. Do you have some?

Anita • Accountant

Sure. I can give you $550.
Configure Cash Control

- **Point of Sale**
- **Configuration**

**Point of Sale Name**

**Shop**

**Payments**

- **Cash Control**
  - Control cash box at opening and closing

You can set a Default Opening balance and record the bills and coins you’ll always have each time you open a new session.

**#Coins/Bills** | **Coin/Bill Value** | **Subtotal**
--- | --- | ---
50 | 1.00 | 50.00
20 | 5.00 | 100.00

Add all the bills as shown on the front of the card.

Add a line

CONTINUE SELLING
Hi, I’ll take this whiteboard. Is it possible to get an invoice please?

Sure, can I have your name, address and phone number please?

Yes, my name is Lorraine Douglas, 3202 Hannah Street, Asheville NC 28801. Phone is (443)-648-9155.

I’ll pay cash, here is $200.
Hi, I came yesterday and bought 3 LED Lamps. I don’t need this one, can I return it?

Sure, no problem!
You need to enter -1 for the quantity while the product line is selected.

Don’t try to cancel the original receipt in the back-end. It’s not a good practice (a cashier rarely does it this way), and it’s not even legal in some countries.
Dave, don’t forget to set the Closing Balance. You’ll need to add all the coins and bills you have in the register drawer.

Yes, I will!
Theoretical Closing Balance = $435. You started with $550. Then added $115 by selling the whiteboard. But when reimbursing the Lamp at $230, you have $435 left ( = $665 - $230 ). Your numbers might change depending on the taxes of your country.

Starting Cash: $550.00
+ Transactions: $-115.00
= Expected in Cash: $435.00

Actual in Cash: $435.00

Difference $0.00
Roger • Inventory Manager

Hey, can you tell me which products are the best sellers?

You

I’ll check on the Orders Reporting.
Analyze the PoS sales

Orders Analysis

MEASURES

- Average Price
- Delay Validation
- **Product Quantity**
  - Sale Line Count
  - Subtotal w/o discount

Group By

- Salesperson
- Point of Sale
- **Product**
  - Product Category
As your business grows, more and more companies come to you to furnish their new offices. As a response to this, you decided to launch an internal Office Design service. To help your customers evaluate their needs. For this, you will work with Audrey, an interior designer, who makes designs for your prospects.

Install the Apps required for the following business flow.

- **Set up** a Project
- **Create** a Task
- **Perform** the Job
- **Configure** a Product
- **Sell** the Design Service
- **Record** Timesheet
- **Invoice** Customer
**Install the Apps**

**Project**
Organize and schedule your projects

**Timesheets**
Timesheet Validation and Grid View

To quickly search for an app, you can use the top-right search bar.

Instead of installing apps one by one, you can switch to the list view from the apps screen. Then check multiple apps and install them all at once using the top menu.
It starts with an on-site meeting to check their office and gather info, then I prepare 3 design proposals.

Based on their feedback, I model a floor plan, then a sales rep does the quotation with the new products.

Ok thanks. I’ll create the stages and set the email address “design@” on the project, to ease the creation of tasks.
Set up a Project

**Project Name**: Office Design

**Timesheets**: ✔️

**Choose a Project Email**: design@myoffice.odoo.com

If you send an email to the above email address, a task will be created automatically in this project.

If you made a mistake in the name of the stage, click on the icon when you hover your cursor over the column. From there, you can rename or remove the stage. You can also easily restructure the process over time using drag & drop on columns.
Send an email to “design@yourdomainname.odoo.com” with subject “Boogle NY” to create a task for Audrey.
Create a Task

From your personal Inbox

New Message

To: design@yourdomainname.odoo.com
Subject: Boogie NY

Hi Audrey,

Boogie in New York just signed!
Here's a picture of their office they'd like to redesign.

Thanks!

Jeffrey

boogie-olde-office.jpg (101K)

Send

You'll find your domain name in the navigation bar of your browser.

https://yourdomainname.odoo.com/web

When sending an email to the project, you can attach photos or provide a description. These will automatically be attached to the new task.
Audrey, you should have a new task for “Boogle NY” in the project Office Design. Can you prioritize it?

Audrey • Interior Manager

Ok, I’ll **star the task** for priority.

I will be scheduling a meeting with the customer next week. Once my meeting is done, I’ll work on the **design proposal**.
Perform the Job

Office Design

design@myoffice-inc.odoo.com

1 Tasks

Meeting

Boogle NY

Click on to mark the task as:
- Ready for the Next Stage
- Blocked

No activities planned.

+ SCHEDULE AN ACTIVITY

Activity: Meeting
Summary: Visit Boogle's Office

SCHEDULE
Sophia • Sales Manager

I think it’s a mistake to offer our Office Design services for free. If we sell it, customers will better understand the value of Audrey’s work.

You

You’re right. We can sell this service at 50$ per hour.

I’ll create a product “Office Design Service” that you can use in your quotations. I’ll configure it to generate tasks for every sales order.
### General Information

**Product Name**

**Office Design Service**

**Product Type**

- **Service**

**Sales Price**

- **50.00**

**Can be Sold**

- **✓**

**Can be Purchased**

- **☐**

### Variants

<table>
<thead>
<tr>
<th>Product Type</th>
<th>Sales Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service</td>
<td>50.00</td>
</tr>
</tbody>
</table>

### Sales

**Service Invoicing Policy**

- **Timesheets on tasks**

**Service Tracking**

- **Create a task in an existing project**

**Project**

- **Office Design**

**Info-Circle**

If Product Type is set as Service, the sales order can generate a task or a project. It helps you organize your service activities according to what has been sold.

**Bonus Point**

You could have set Service Tracking as Create a task or Create a project. Both are valid options. But you get an extra star if you choose Create a task in an existing project. It's more efficient to manage all tasks in the same project as you only have one task per customer to track.
I just confirmed our first quotation for “The Jackson Group”.

We sold an Office Design Service, estimated at 20 hours. The customer loved it and confirmed the order right away!

Awesome! Check that the task has been created automatically for Audrey.
Sell the Design Service

Customer: The Jackson Group

<table>
<thead>
<tr>
<th>Product</th>
<th>Ordered Qty</th>
<th>Unit Price</th>
<th>Taxes</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Design Service</td>
<td>20.000</td>
<td>50.00</td>
<td>15%</td>
<td>$1000.00</td>
</tr>
</tbody>
</table>

Untaxed amount: $1000.00
Tax: $150.00
Total: $1150.00

Links to the Project and to the task have been included on the sales order on the top right corner.
Audrey, don’t forget to record your timesheet on tasks as we charge customers based on hours spent.

Audrey • Interior Manager

Hold on, I’m on the phone with The Jackson Group.

Ok, I’ve just started to work on the design of The Jackson Group. I’ll log the time spent.

You

Thanks. Use the Timesheets App, it’s easy.
There are many ways to record timesheets: directly from the task, via the mobile app: “Awesome Timesheet”, or via the grid to control the whole week. All of these methods give the same result.

By default, the app rounds up the time set by quarter. You can change this in the Settings.

---

## Edit Activity

**Project**
Office Design

**Task**
SO001: The Jackson Group

**Time spent (hh:mm)**
00:30

**Work Summary**
First call to define their needs.

---

## Today (00:30)

**Office Design**
The Jackson Group

**Time spent (hh:mm)**
00:30

---

**Timesheet**

<table>
<thead>
<tr>
<th></th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
</tr>
</thead>
<tbody>
<tr>
<td>S002</td>
<td>00:00</td>
<td>00:00</td>
<td>00:30</td>
<td>00:00</td>
</tr>
<tr>
<td>Total</td>
<td>00:00</td>
<td>00:00</td>
<td>00:30</td>
<td>00:00</td>
</tr>
</tbody>
</table>
Anita • Accountant

Can you check if we still have **sales orders to invoice**? I’d like to invoice everything before the end of the month.

You

I **generated the draft invoices**, you can review them.
<table>
<thead>
<tr>
<th>Order Number</th>
<th>Customer</th>
<th>Total</th>
<th>Invoice Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>SO002</td>
<td>The Jackson Group</td>
<td>$1150.00</td>
<td>To Invoice</td>
</tr>
</tbody>
</table>

Create Invoice

- Regular invoice

**Create and View Invoice**

<table>
<thead>
<tr>
<th>Product</th>
<th>Quantity</th>
<th>Price</th>
<th>Taxes</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Design Services</td>
<td>0.500</td>
<td>50.00</td>
<td>15.00%</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

**Validate**

Draft | Open | Paid
Your business is booming! MyOffice is now a brand known for the quality of their products and services. But lately, you have been feeling the competition from bargain stores who import their furniture from China. To differentiate yourself, you plan to manufacture your furniture on demand. This way you’ll improve your margins while producing your furniture faster!

Install the Apps and activate the settings to run the following business flow:

1. Define the Bill of Materials
2. Purchase Raw Materials
3. Receive Products
4. Manufacture 3 Tables
5. Set up Routings & Work Centers
6. Plan a Manufacturing Order
7. Add a Quality Check
8. Check Your Quality Test
9. Control Cost
Manufacture

**Manufacturing**
Manufacturing Orders & BOMs

**Quality**
Control the quality of your products

**Operations**

**Work Orders**
Process operations at specific work centers based on the routing.
Hi, we just finished the plans to manufacture the new Table. Can you review them?

You: Looks good!

I’ll create the 4 products in the system, as well as the Bill of Materials, according to your plan.
**Table**

### General Information

- **Product Type**: Storable Product
- **Sales Price**: $330.00
- **Cost**: $115.00

Cost is generally the sum of the components ($90) plus the assembly costs.

### Routes

- Checking: ** Manufacture**

### Bill of Materials

- **Product**: Table
- **Quantity**: 1.00

**Components**

<table>
<thead>
<tr>
<th>Component</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table Top</td>
<td>1.000</td>
</tr>
<tr>
<td>Table Leg</td>
<td>4.000</td>
</tr>
<tr>
<td>Bolt</td>
<td>4.000</td>
</tr>
</tbody>
</table>

The BoM is also accessible in the menu: Master Data ➔ Bills of Materials.
Hi, can you send me a quotation for 100 table tops, 400 table legs, and 400 bolts?

Sure. Here is our offer.

Sounds good, I’ll send you the purchase order by email.
<table>
<thead>
<tr>
<th>Product</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Taxes</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table Top</td>
<td>100</td>
<td>40.00</td>
<td>15.00%</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>Table Leg</td>
<td>400</td>
<td>12.00</td>
<td>15.00%</td>
<td>$4,800.00</td>
</tr>
<tr>
<td>Bolt</td>
<td>400</td>
<td>0.50</td>
<td>15.00%</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

**Untaxed amount:** $9000.00  
**Tax:** $1350.00  
**Total:** $10350.00

Taxes depend on countries. Depending on the accounting package installed, you won't have the same tax percentage as the one in the example.
Hello, we just received the products from Only Woods Inc. There are 400 table legs and 400 bolts, but they only delivered 80 table tops. Should I validate the receipt?

Yes, confirm the reception with a backorder for the 20 remaining products. They’ll deliver the remaining products later.
Receipts
My Company

1 TO PROCESS

Reference | Partner         | Source Document | Status
-----------|------------------|-----------------|--------
WH/IN/00001| Only Wood Inc.   | P000001         | Ready

Another way to confirm the reception is to click on the Receipt button on the purchase order.

WH/IN/0001

Partner: Only Wood Inc.
Source Document: P00001

Operations | Additional Info | Note
-----------|-----------------|-----
Product    | Initial Demand  | Done
-----------|------------------|-----
Table Top  | 100.000          | 80.000
Table Leg  | 400.000          | 400.000
Bolt       | 400.000          | 400.000

You have processed less products than the initial demand.

CREATE BACKORDER
Ernest, we got all the materials we need to start producing desks. Can you manufacture 3 tables for the showroom?

I'm on it.
Manufacture 3 Tables

**Product:** Table

**Quantity to Produce:** 3.000

**Bill of Material:** Table

---

**Consumed Materials**

<table>
<thead>
<tr>
<th>Product</th>
<th>To Consume</th>
<th>Reserved</th>
<th>Consumed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table Top</td>
<td>3.000</td>
<td>3.000</td>
<td>3.000</td>
</tr>
<tr>
<td>Table Leg</td>
<td>12.000</td>
<td>12.000</td>
<td>12.000</td>
</tr>
<tr>
<td>Bolt</td>
<td>12.000</td>
<td>12.000</td>
<td>12.000</td>
</tr>
</tbody>
</table>

---

**SAVE**

**CHECK AVAILABILITY**

**PRODUCE**

**Quantity:** 3.000

**RECORD PRODUCTION**
Sharlene • Manufacturing Engineer

I plan to organize the manufacturing line by creating **2 work centers: Assembly Station, and Painting Room**. Can we put a tablet with instructions on each station?

You

Sounds like a good idea. I’ll **create the routing “Table Production” with 2 operations: Assembly and Painting from the Bill of Materials.**

Sharlene • Manufacturing Engineer

Thanks. I created this document to help our workers: [http://odoo.com/r/worksheet](http://odoo.com/r/worksheet)

Can you **upload this worksheet on the assembly operation?**
<table>
<thead>
<tr>
<th>Product</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table</td>
<td>1.00</td>
</tr>
</tbody>
</table>

**Routing**

**Table Production**

<table>
<thead>
<tr>
<th>Operation</th>
<th>Work Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assembly</td>
<td>Assembly Station</td>
</tr>
</tbody>
</table>

Repeat for the Operation Painting with the work center Painting Room.
Sharlene, our routing is set up. We can create a manufacturing order for the table and plan the work orders.

When planned, operations become available on the tablet of each work station.

I’ll test the work center control panel at the same time.
Continue the production by working on the order related to the Painting work center and mark it as done.
Hi, we’ve got 5 customers complaining about a defect in their table. Looks like the table top separates from the legs after a few months.

It’s probably related to the bolts. I will create a Quality control point on the assembly operation to measure the torque.

We will ensure that the measure stays between 11.00 and 15.00 Nm.
**Add a Quality Check**

**Quality Control > Control Points**

### New

<table>
<thead>
<tr>
<th>Title</th>
<th>Torque Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Control Type</td>
<td>All Operations</td>
</tr>
</tbody>
</table>

**In Control Type, you can choose if the control point has to be done on each operation, randomly or periodically.**

<table>
<thead>
<tr>
<th>Product</th>
<th>Table</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operation</td>
<td>MyOff.: Manufacturing</td>
</tr>
<tr>
<td>Work Order Operation</td>
<td>Assembly</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type</th>
<th>Measure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Norm</td>
<td>13.00</td>
</tr>
<tr>
<td>Tolerance</td>
<td>from 11.00 to 15.00</td>
</tr>
</tbody>
</table>

**Worksheet**

- Scroll to specific page
- Worksheet Page: 3

**“Scroll to specific page” allows you to designate the right page of the worksheet when it's time to perform the quality control.**

---

If you install the IoT App, you can send the measure automatically from the connected device to Odoo.
Sharlene, I added a control point on the assembly operation.

That’s good, we have to create a new table. We will have the opportunity to test it through the work center control panel.

FYI, the torque setting measure should be between 11 and 15 Nm.
<table>
<thead>
<tr>
<th>Date</th>
<th>Operator</th>
<th>Title</th>
<th>Result</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/18/2020 14:57:01</td>
<td>Admin</td>
<td>Torque Setting</td>
<td>14 Nm</td>
<td>Done</td>
</tr>
</tbody>
</table>
Anita • Accountant

Hi, to close my fiscal year I need to know the cost of the table we manufacture, including time and materials.

You

Ok, I’ll check the cost structure on the Bill of Materials for theoretical costs if you want to update it.
### BoM Structure & Cost

<table>
<thead>
<tr>
<th>Product</th>
<th>BoM</th>
<th>Quantity</th>
<th>Product Cost</th>
<th>BoM Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table</td>
<td>Table</td>
<td>1.00</td>
<td>$115.00</td>
<td>$90.00</td>
</tr>
<tr>
<td>Table Top</td>
<td></td>
<td>1.00</td>
<td>$40.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>Table Leg</td>
<td></td>
<td>4.00</td>
<td>$48.00</td>
<td>$48.00</td>
</tr>
<tr>
<td>Bolt</td>
<td></td>
<td>4.00</td>
<td>$2.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>Operations</td>
<td></td>
<td>62:27</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Unit Cost</strong></td>
<td></td>
<td></td>
<td><strong>$115.00</strong></td>
<td><strong>$90.00</strong></td>
</tr>
</tbody>
</table>
To speed up your inventory operations, you plan to use barcode scanners in the warehouse. With barcodes, your team will pick products faster and more accurately.

**Install the Barcode app.**

This game requires any USB barcode scanner, or a phone with the Odoo Mobile app installed. You can download it in the Apple store or the Google Play Store. Connect to your database via your smartphone to continue the game.

---

**Configure** the Barcode Scanner  
**Set up** your Product  
**Receive** Products  
**Sell** Products  
**Deliver** Products  
**Adjust** Inventory  
**Define** Locations  
**Move** Products
Use Barcodes

Apps

Barcode
Use barcode scanners to process operations.

Install

You can also install the feature by simply going in Inventory > Settings.

All the barcodes needed for the next exercises, are here.

- WH-RECEIPTS
- DESK12345678
- O-BTN.validate
- O-CMD.MAIN-MENU
- O-BTN.pack
- WH-STOCK
- ZONEA
- ZONEB
Hey, we received the USB barcode scanner you ordered last week. Thanks. I'll configure it according to my keyboard.

Scan any barcode in a text editor to make sure it works.
If you use a smartphone with the Odoo app instead of a barcode scanner, you’ll need to authorize the Odoo app to use your camera when you hit the “Tap to Scan” button.

1. Plug the barcode scanner into your computer.

2. As a barcode scanner simulates the keyboard, open any text editor to test it. **Scan the following barcode** to check the settings. With a smartphone, use any barcode or QR code scanner.

3. If the scanner is configured properly, it should type “It works!” in the editor.

If you see different characters, have a look at the manual of your barcode scanner, you might need to scan special barcodes to configure it according to your keyboard.
Sharlene • Manufacturing Engineer

You

Sharlene, I plan to use a barcode scanner to speed up inventory moves.

Can you set the barcode references on our products?

Sharlene • Manufacturing Engineer

Ok, I set the barcode reference DESK12345678 to the Large Desk.
Set up your Products

Inventory

Master Data ▶ Products

Large Desk
Price: $220.00
On hand: 4,000 Unit(s)

Product Name

Large Desk

General Information

<table>
<thead>
<tr>
<th>Product Type</th>
<th>Storable Product</th>
<th>Sales Price</th>
<th>$220.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barcode</td>
<td>DESK12345678</td>
<td>Cost</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

The barcode reference must perfectly match DESK12345678 (uppercase letters, no space), otherwise the barcode scanner might not recognize the product.
You
Ok, go to dock 3. I'll create the receipt with my barcode.

Incoming Call...
Hello, I'm the driver from Wood Corner.

I have 3 Large Desks for you. I'll be at your warehouse in 5 minutes. Can you open a loading dock?
Receive Products

1. Initiate a receipt.
   ![Barcode]
   WH-RECEIPTS

2. Scan the product, 3 times.
   ![Barcode]
   DESK12345678

3. Validate the transaction.
   ![Barcode]
   O-BTN.validate
Hi, Brandon from Azure Interior speaking. I’d like to buy 3 large desks. Can you send me the order?

I’ll sent it to you right now! Your email address is still brandon@game.odoo.com?

That’s correct!
<table>
<thead>
<tr>
<th>Product</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Taxes</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large Desk</td>
<td>3.000</td>
<td>$220.00</td>
<td>15.00%</td>
<td>$660.00</td>
</tr>
</tbody>
</table>

**Subtotal:** $561.00  
**Taxes:** $99.00  
**Total:** $660.00
Hi, can you **deliver Azure Interior’s order** in priority?

Ok, I’ll continue the **operation** by scanning the products and the operation barcodes.

The 3 desks didn’t fit in one pack. I’ve put **2 desks in one pack**, and the **last one in another**.
The “Put in Pack” operation allows you to track individual packages, or pallets, and their products. It helps compute the real cost of the shipping, if you use shipping connectors like DHL, Fedex, UPS, etc.

Bonus Point • If you thought about activating the packages management feature, you get an extra 🌟
Hi, the system tells me there are 4 Large Desks on hand. However, I see only 3 in the warehouse.

Ok, let’s make an inventory adjustment. We probably scraped one of the desks.
Adjust Inventory

Scan 3 times

Barcode: DESK12345678

Validate the inventory

Barcode: O-BTN.validate
Roger • Inventory Manager

Our average time to pick has increased by 30% compared to last year. As the warehouse gets bigger, workers have to walk more to pick products.

You

I am going to do an ABC inventory analysis. Frequently sold products should go in ZoneA, closer to the packing zone. Less frequently sold products should go in ZoneC, at the end of the warehouse. Can you activate the storage location feature?

Roger • Inventory Manager

Ok. So I’ll divide our main stock, WH/stock, in 3 zones. I’ll create these 3 new locations: ZoneA, ZoneB, ZoneC with their respective barcodes: ZONEA, ZONEB, ZONEC.
The barcode of a location is usually printed from the shelf. It's scanned in order to record the spot where products have been taken from and where they'll be moved.

**Location Type Barcode**

**Parent Location**
WH/Stock

**ZoneA**

**Location Type** Internal Location
**Barcode** ZONEA

Use internal locations for all locations that belong to you (usually inside your warehouse). The products in those locations are valued in your accounting.

Repeat this operation to create the two other locations:
- ZoneB • Internal Location • ZONEB
- ZoneC • Internal Location • ZONEC

The barcode of a location is usually printed from the shelf. It's scanned in order to record the spot where products have been taken from and where they'll be moved.
According to my ABC analysis, the desks are the most frequently used. Can you move 3 Large Desks products from the location WH-STOCK to the ZoneA?

Ok, I'm on it.
To start an internal move, scan the source location from the barcode app home.

Then, scan the products you picked.

Next, scan the destination shelf: ZONEA.

Finally, validate it.
Locally, the MyOffice brand is recognized for its quality and service. It’s time to go global and establish a web presence to showcase your great products. You will plan to setup an eCommerce store where customers can view your catalog, customize products, buy online and track their orders.

Install the eCommerce App and select the Graphene theme.

Design your Homepage
Create a Product
Improve SEO
Set up a Product Configurator
Test your eCommerce
Upsell Customers
Write a Blog Post
Once you choose a theme, it’s difficult to switch to another one. Take the time to check the themes that interest you and select the right one to start with.

If published, your page is online.
I’m launching our new website. Any idea what we should put on our homepage?

Sophia • Sales Manager

I like websites with a cover on the top, customized with an office image as background.

I would put some key numbers like: 580 customers, 35 employees, 120 designed products, 8 shops.

Then, we can add 3 columns: “You Customize”, “We Design”, “We Manufacture”.

You

Sell Online

Design your Homepage
Design your Homepage

When searching for an image, use Unsplash to find great photos, free of charge.
Sophia • Sales Manager

Love the new website! Can we start selling our new **Office Chairs** online?

You

Ok, I’ll **create the product page** on the website with a $120 **price tag**.
Create a Product

New Product

Name: Office Chair

1. Upload an image
2. Set the price $120.00

CONTINUE

Save
Hi, there have been no sales for our new office chairs online. Can we do some **Search Engine Optimization (SEO)**?

I’ll target **keywords** people are looking for on Google, with the **promote** tool.
**Title**

Office Chair On Sale | MyOffice Inc.

**Preview**

Office Chair On Sale | MyOffice Inc.

myoffice.odoo.com/shop/office-chair-on-sale

Get the best office chairs for sale, buy online now.

**Keywords:**

<table>
<thead>
<tr>
<th>Keyword</th>
<th>H1</th>
<th>H2</th>
<th>T</th>
<th>D</th>
<th>C</th>
<th>Related keywords</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Chair</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td>office chairs on sale office chairs near me</td>
</tr>
</tbody>
</table>

Most “office chair” searches on Google are related to “Office Chair On Sale”. By narrowing your target to these keywords, you should attract more visitors.

A good practice is to target the same keywords in the title of your page, the URL, and the product name. If you change the product name, the URL is updated accordingly.

**Bonus Point**

Check if your product is published in the top-right corner, otherwise, visitors cannot access the page. You get an extra star if you thought about publishing it.
The chairs are selling like crazy. Good job! But people are asking for different colors and sizes.

Ok, I will activate the variants feature and configure it on the chair product.

What are the options?

They come in 4 colors (grey, black, white, purple), and 3 sizes (Small, Medium, Large). We can even put a custom embroidery with their name on it.
### Office Chair

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Attribute Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Size</td>
<td>Small, Medium, Large</td>
</tr>
<tr>
<td>Color</td>
<td>Grey, White, Black, Purple</td>
</tr>
</tbody>
</table>

#### Embroidery

- **Type**: Select
- **Create Variants**: Never
- **Attribute Values**
  - Value: No embroidery
  - Is custom Value: No
  - Custom: Yes
You

Our eCommerce is ready. Can you **test buying a product** online?

**Sophia • Sales Manager**

Sure!
Office Chair On Sale
Embroidery: No embroidery

Product Quantity Price
Office Chair On Sale 1 $120.00

Subtotal: $120.00
Taxes: $18.00
Total: $138.00

By default, only the “Wire Transfer” payment method is activated. Don’t forget to edit your bank account information using 🆜. You can also activate Paypal or any credit card by configuring one of the available payment acquirers (Stripe, Authorize.net, Ingenico, etc.)
Sophia • Sales Manager

Last month we did $350k in revenue through the website with an average cart size of $250. Can we upsell customers by proposing options?

You

Yes, let’s create a new product “Warranty” that we will set as an option of the chair. This warranty has 2 variants: 3 or 5 years.
Once the product is set up, test it by adding a chair to your cart. You should see a popup offering you the option for a 3-year or 5-year warranty. You can use this mechanism to do a multi-level product configuration, as the warranty (optional product) can have options, too.
I love your new warranty service. It would be great to write a news article about it.

Ok, I’ll setup a blog on our website and write the first post.
To set a cover to your blog, click on the title then use the “Change Cover” option in the Top-Left “Customize” menu.

MyOffice Inc.

Options

BLOCK

Change Cover

Year Warranty on Furniture
Our Quality Contract
Create your App

Following the great feedback you received from your office design services, you are ambitious and want to go further. You plan to rent fully furnished offices! You already have a few offices on the market and you need a dedicated app, to manage those properties.

Install the Studio App to run the following business flow.

1. Initialize your App
2. Design Office Form
3. Manage Rental Status
4. Record your Offices
5. Improve the List view
6. Add a Kanban view
7. Create Statistic Reports
8. Design a Report Template
Once Odoo Studio is installed, click on this icon to customize any screen of Odoo, whether it's a form, a list or a kanban view.

To quickly search for an app, you can use the top-right search bar.

To search for an app:

- Click on the search bar.
- Start typing the name of the app you're looking for.
We need an app to manage our properties. It’s not efficient to do everything in a spreadsheet.

I’ll create an Office Rental app to manage our Offices.

Great! I’m looking forward to it!
Initialize your App

Choose an app name
Office Rental

Design your Icon

Create your first Menu
Choose your first object name
Offices
What information do you need on an office form?

Sophia • Sales Manager

Basic information such as the name, photo, rental price but also the capacity (number of available desks), address, type of office (open space or closed space).
Once a field is dropped, you should edit its Label on the left menu.

If you want to use existing contacts for the address, use a Many2one with the relation “Contact”, instead of a Text field.
Sophia • Sales Manager

I love our database of offices!

But can we manage office status: Available ➔ Leased ➔ To renew?

You

Ok, I’ll add a pipeline status bar to the form.
Add a pipeline status bar

Field Properties

- Available
- Leased
- To renew

CONFIRM

Label
Status

AVAILABLE LEASED TO RENEW

CLOSE
Sophia, I created the Office Rental app. Can you add our properties in the app?

Sophia • Sales Manager

Ok, I will create our 3 offices for rent.

**Creekside**
Creekside Drive, 645
Open Space • 15 desks

**Merriman**
Merriman Street, 4597
Open Space • 45 desks

**Chestnut**
Chestnut Street, 1450
Closed Space • 150 desks

Available $2000

Available $3500

Leased $65000
Repeat this operation to create the two other offices.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Type</th>
<th>Capacity</th>
<th>Rent</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chestnut</td>
<td>Chestnut Street, 1450</td>
<td>Closed Space</td>
<td>150</td>
<td>65 000</td>
<td>Leased</td>
</tr>
<tr>
<td>Creekside</td>
<td>Creekside Drive, 645</td>
<td>Open Space</td>
<td>15</td>
<td>2000</td>
<td>Available</td>
</tr>
</tbody>
</table>
When browsing the list of offices, it would be useful to have more information, such as the office type, capacity, price, and status.

You

Good idea. I’ll add these columns to the list view.
### Improve the List view

When you are customizing a screen in Studio, you can easily switch to other views, using the Views tab.

You can find these fields in the “Existing fields” section.

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Capacity</th>
<th>Rent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Merriman</td>
<td>Open Space</td>
<td>45</td>
<td>3,500.00</td>
</tr>
<tr>
<td>Chestnut</td>
<td>Closed Space</td>
<td>150</td>
<td>65,000.00</td>
</tr>
<tr>
<td>Creekside</td>
<td>Open Space</td>
<td>15</td>
<td>2,000.00</td>
</tr>
</tbody>
</table>
Is it possible to have an overview of which offices are leased or not?

Yes. I’ll activate a Kanban view of the offices, with columns according to the status field.
Add a Kanban view

Multiple Records Views

- Kanban

View

- Name
  - Add a Priority
  - Add an image

Default Group by

- Status
Sophia, I'm going to a meeting, do you know how I can show our office occupation rate easily?

Sophia • Sales Manager

Why don't you create a graph view?

You

Good idea, I'll get the availability ratio (percentage of available desks by type).
Bonus Point • You get an extra ⭐️ if you found the following pie chart, with measures = Capacity and group by "Status".
Sophia • Sales Manager

We’d like to publish our available offices in a magazine.

Is it possible to create a display with the image, name, address, rent, Type and Capacity? Ideally with a small text about us at the bottom of the page.

Sure! I’ll create the ad for you, directly from the “Reports” menu in the app.
We are a team of passionate people whose goal is to improve everyone's life through disruptive products. We build great products to solve your business problems.