



ERP User Manual

Giant Oil Tools

Odoo 19 · Complete Guide for Daily Operations

Version 1.1 · 2026-08-22

Prepared for internal use

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i About This Manual

This manual describes the Giant Oil Tools ERP system, built on Odoo 19. It covers every application in daily use — Sales, Purchasing, Inventory, Repair & Redress, the Giant Oil Tools custom operations suite, and Accounting — plus the administration screens used to configure them. Every screenshot in this manual was captured from the live system, so what you see here is exactly what you will see on your screen. Screens are shown from the test environment, which is a byte-for-byte copy of production, so figures and layouts match the real system.

Conventions used in this manual

Element	What it means
Breadcrumb path	Menu paths are written as App > Menu > Sub-menu , for example Accounting > Customers > Invoices .
New button	The purple New button at the top-left of any list creates a new record.
Saving	Unsaved changes show a cloud icon in the breadcrumb. Click it, or press Alt + S , to save. The discard icon next to it reverts your changes.
Status bar	The coloured bar at the top-right of a form shows the record's stage. Click a stage to move the record forward where that is allowed.
Search & filters	The search box supports free text; the dropdown arrow opens Filters , Group By and Favorites . Favourites can be saved and shared.
Views	Icons at the top-right switch between list, kanban, pivot, graph and calendar views of the same data.
Chatter	The panel below or beside a form records the full history of the document, including messages, tracked field changes and attachments.
Empty screens	Some lists in this manual appear empty — purchase orders, internal transfers, projects. That is not an error: the system was rebuilt with master data, opening balances, stock, invoices and fixed assets, and those processes have not been used in it yet. The screen layout, buttons and filters shown are exactly what you will see once records exist. For those screens the manual shows the blank entry form, which is what you need when creating the first record.

Practise safely. The test environment at **test.erp giant.com** is a full copy of production with e-mail sending disabled. Use it for training and for trying anything you are unsure about. Work you do there has no effect on

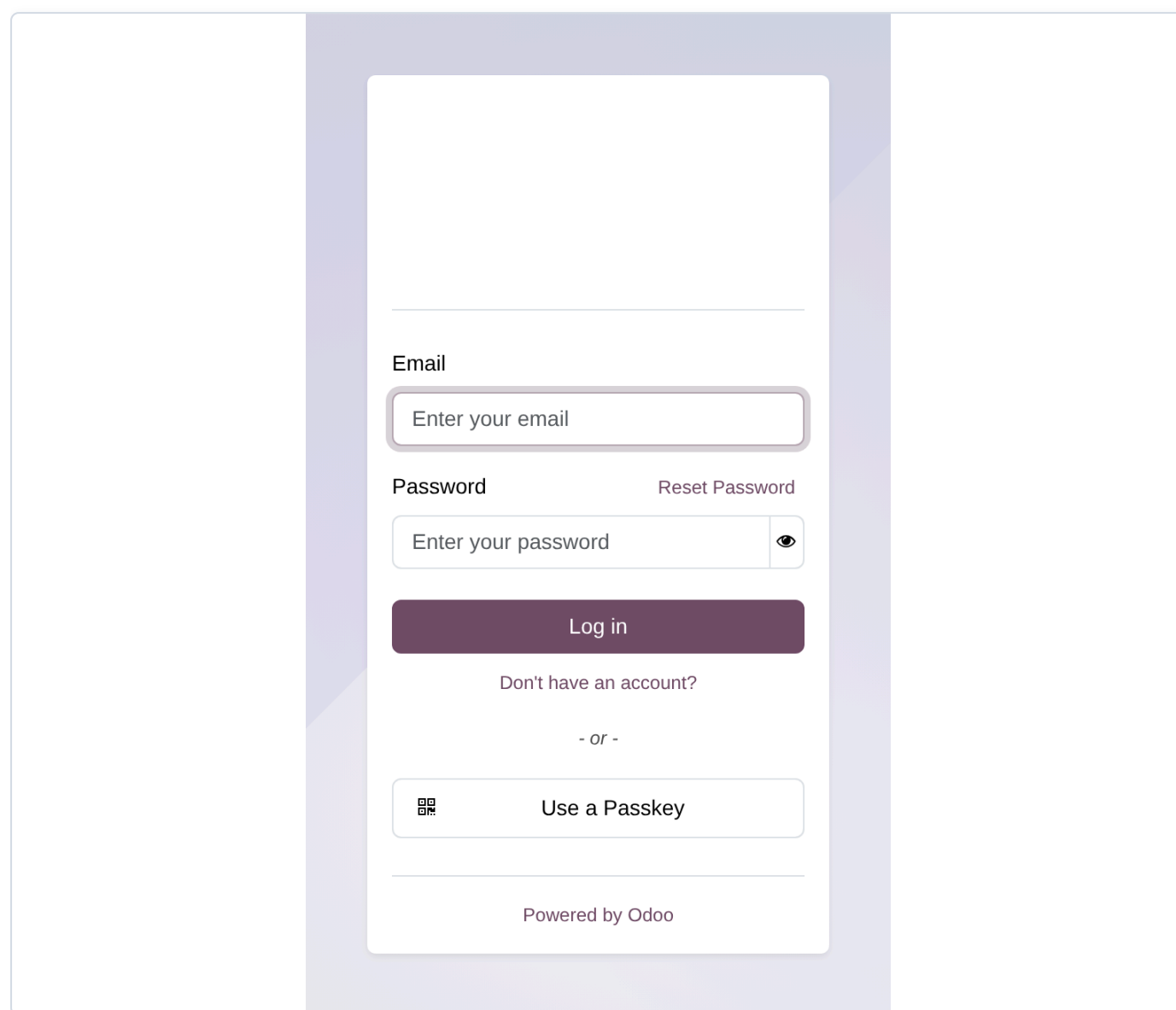
the live system.

1 Getting Started

Access the system at **<https://erpgiant.com>** using the credentials issued by your system administrator. The test environment, used for training and trials, is at **<https://test.erpgiant.com>** — data there is a copy of production and no e-mails are ever sent from it, so it is the safe place to practise.

1.1 The login screen

Enter your e-mail address and password, then click **Log in**. Use **Reset password** if you have forgotten it — a reset link is sent to your registered e-mail. If you are logging into a shared machine, always log out from the user menu when you finish.



The login screen features a central white card on a light purple background. At the top of the card is a horizontal line. Below it is the label "Email" followed by a text input field containing the placeholder "Enter your email". Underneath is the label "Password" with a "Reset Password" link to its right. Below the password label is a text input field containing the placeholder "Enter your password" and a toggle icon (an eye) on the right. A dark purple "Log in" button is positioned below the password field. Below the button is the text "Don't have an account?". Further down is the text "- or -". Below that is a button with a QR code icon on the left and the text "Use a Passkey" on the right. At the bottom of the card is a horizontal line followed by the text "Powered by Odoo".

Figure 1.1 — The login screen

1.2 The Apps home screen

After login you land on the Apps screen. Each tile opens one application. The applications used at Giant Oil Tools are Accounting, Sales, Purchase, Inventory, Repair and Redress, Giant Oil Tools (custom operations), Contacts, Employees, Project, Discuss, Dashboards and Settings.

The top bar is always available: the clock icon shows your scheduled activities, the speech bubble opens Discuss messages, and your name at the far right opens the user menu with **My Profile**, **Preferences** (language, time zone, notification settings) and **Log out**.

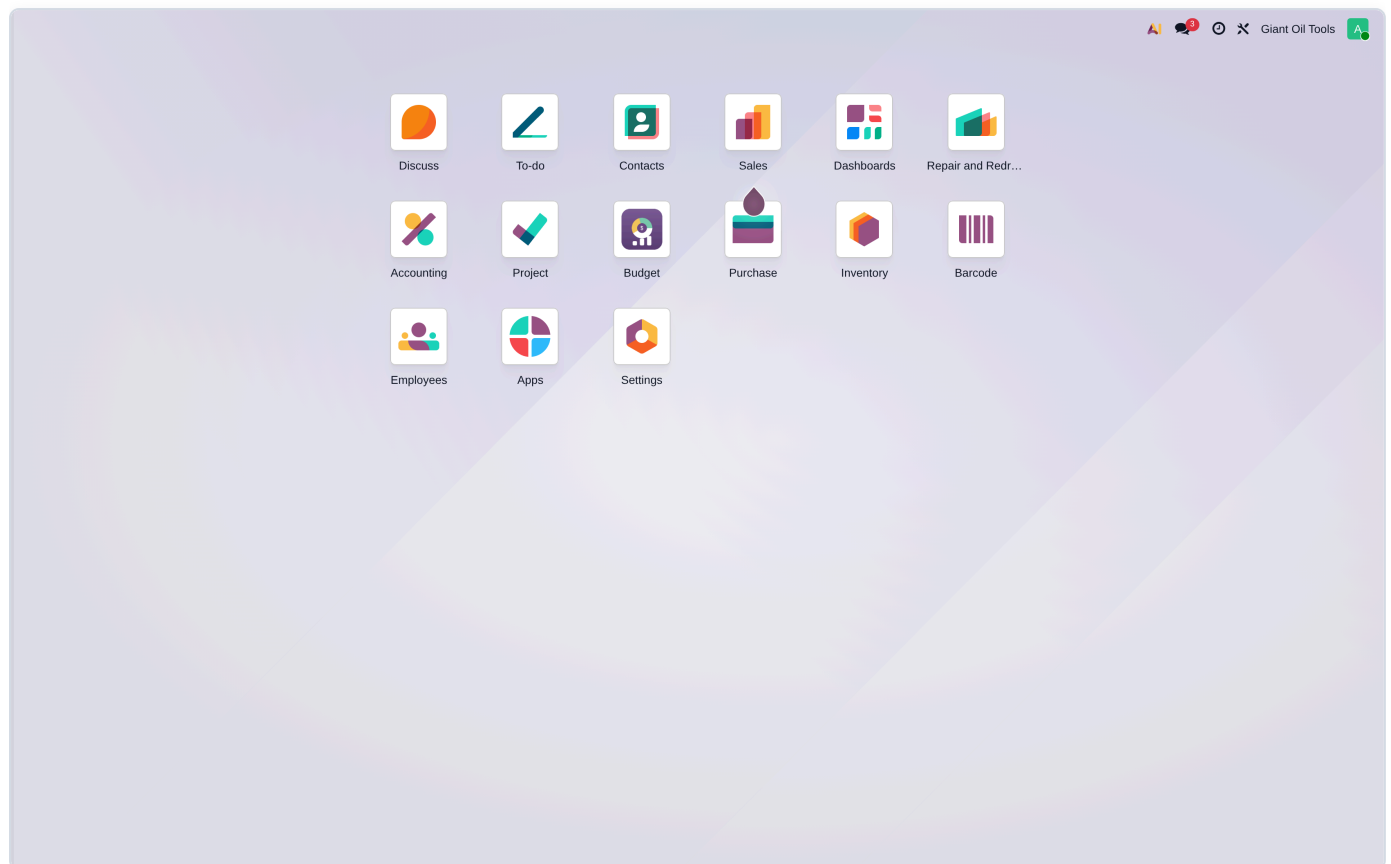


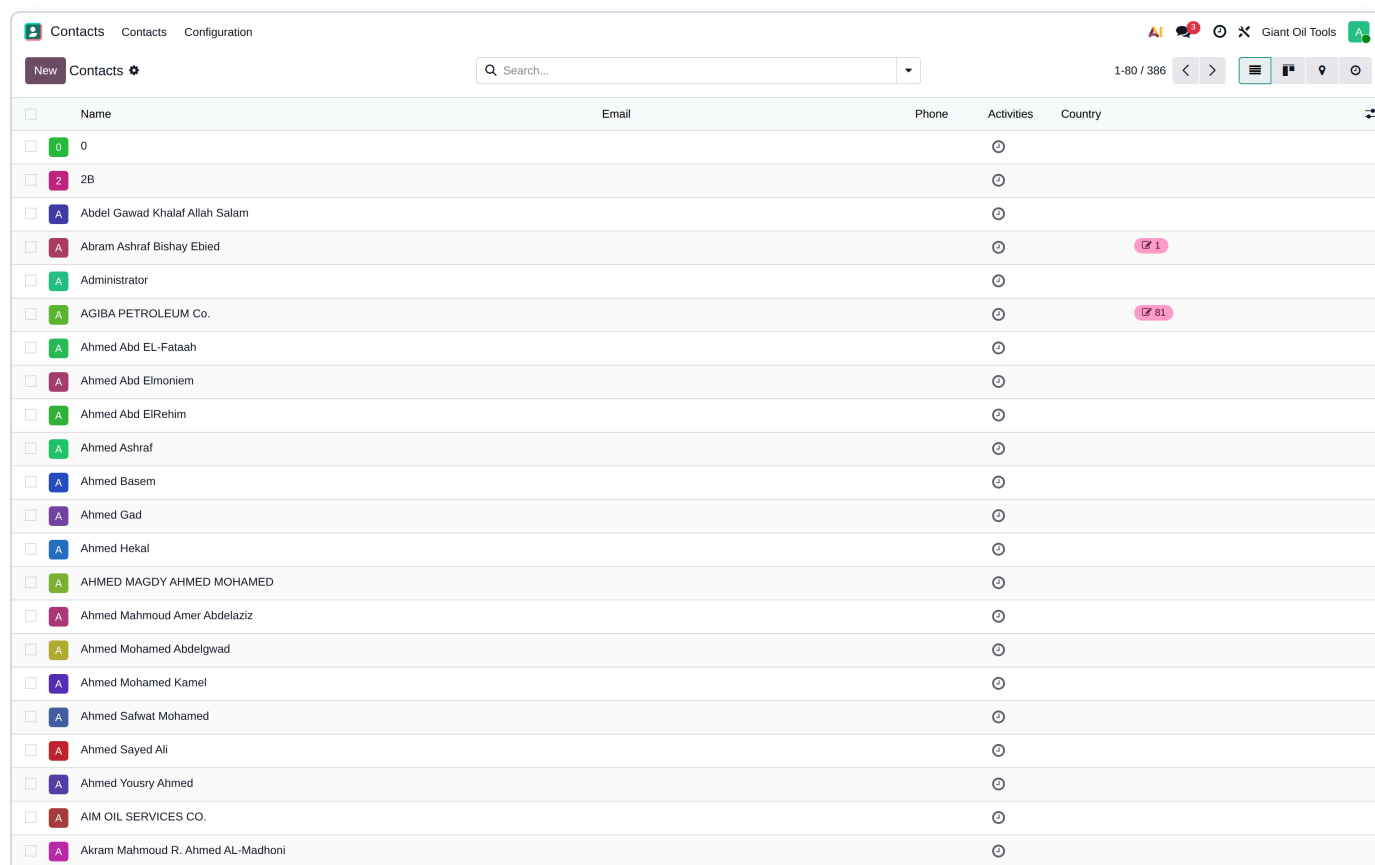
Figure 1.2 — The Apps home screen

2 Contacts

Contacts is the shared address book. Every customer, vendor, bank and employee-linked partner lives here, and Sales, Purchase and Accounting all read from the same records — so a correction made once is correct everywhere.

2.1 The contact list

The list shows all partners. Use the search filters to narrow to **Customers** or **Vendors**, and **Group By > Country** or **Company** to organise large lists. Switch to kanban view for a card layout with photos.



☐	Name	Email	Phone	Activities	Country
☐	0			⊙	
☐	2B			⊙	
☐	Abdel Gawad Khalaf Allah Salam			⊙	
☐	Abram Ashraf Bishay Ebied			⊙	1
☐	Administrator			⊙	
☐	AGIBA PETROLEUM Co.			⊙	81
☐	Ahmed Abd EL-Fataah			⊙	
☐	Ahmed Abd Elmoniem			⊙	
☐	Ahmed Abd ElRehim			⊙	
☐	Ahmed Ashraf			⊙	
☐	Ahmed Basem			⊙	
☐	Ahmed Gad			⊙	
☐	Ahmed Hekal			⊙	
☐	AHMED MAGDY AHMED MOHAMED			⊙	
☐	Ahmed Mahmoud Amer Abdelaziz			⊙	
☐	Ahmed Mohamed Abdelgwad			⊙	
☐	Ahmed Mohamed Kamel			⊙	
☐	Ahmed Safwat Mohamed			⊙	
☐	Ahmed Sayed Ali			⊙	
☐	Ahmed Yousry Ahmed			⊙	
☐	AIM OIL SERVICES CO.			⊙	
☐	Akram Mahmoud R. Ahmed AL-Madhoni			⊙	

Figure 2.1 — The contact list

2.2 A contact record

A contact is either an **Individual** or a **Company**; individuals can be linked to a parent company so that invoices and deliveries roll up correctly.

Key tabs:

- **Contacts & Addresses** — additional delivery, invoice and other addresses.
- **Sales & Purchase** — salesperson, payment terms, pricelist, and the fiscal position that determines which taxes apply.
- **Accounting** — bank accounts and the receivable/payable accounts used for this partner.

- **Internal Notes** — free-text notes visible only to internal users.

The buttons across the top of the form give instant access to that partner's meetings, sales, purchases, invoices and outstanding balance.

Contacts

Contacts

Configuration

New

Contacts

0

Partner Ledger

Open Invoices

Statement

Sales

Invoiced

Tasks

Purchases

More

1 / 80

<

>

0

0

Email

Phone

Person

Company

Personal

Business

Foreigner

Address

Street...

Building No.

Floor

Room

Landmark

Additional Information...

City

State

ZIP

Country

National ID

Website

Tags

Reference

C0023

Contacts

Sales & Purchase

Accounting

Notes

Giant Oil Tools

Add Contact

Send message

Log note

Activity

The conversation is empty.

Figure 2.2 — A contact record

3 Sales

The Sales application handles quotations, sales orders, customer pricing and the Giant Oil Tools customer contracts. Confirmed orders feed deliveries in Inventory and invoices in Accounting.

3.1 Sales overview

The overview groups quotations and orders by sales team and shows the key figures for each. Use it as the daily starting point for the sales desk.

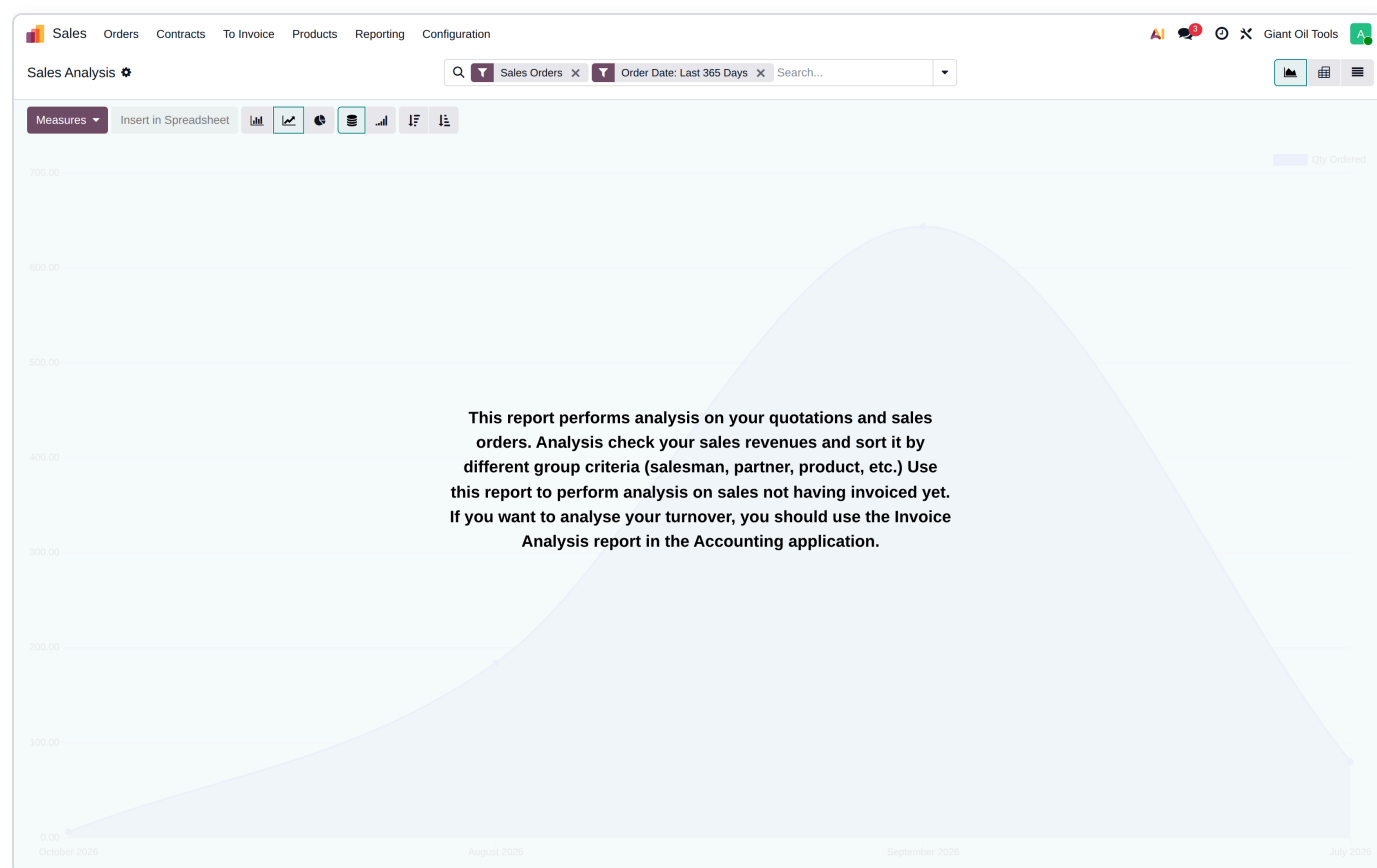


Figure 3.1 — Sales overview

3.2 Quotations

Quotations are draft sales documents. They carry no accounting effect until confirmed. From a quotation you can send the document by e-mail as a PDF, and the customer's acceptance converts it into a sales order.

SalesOrdersContractsTo InvoiceProductsReportingConfiguration

NewQuotations

My Quotations

Number	Creation Date	Customer	Salesperson	Activities	Total	Status
REF0001	Jul 16, 3:49 AM	Thomas Passot	Henry Campbell	in massa	\$ 27,473.00	Confirmed
REF0002	Sep 29, 5:49 PM	Carrie Helle	Carrie Helle	integer vitae	\$ 3,397.00	Confirmed
REF0003	Sep 2, 5:49 AM	Wendi Baltz	John Miller	Viverra nam	\$ 17,894.00	Cancelled
REF0004	Sep 14, 2:49 AM	Carrie Helle	Wendi Baltz	Viverra nam	\$ 85,595.00	Confirmed
REF0005	Sep 1, 6:49 PM	Thomas Passot	Henry Campbell	in massa	\$ 72,924.00	Confirmed
REF0006	Aug 21, 12:49 AM	Wendi Baltz	John Miller	Viverra nam	\$ 91,536.00	Cancelled
REF0007	Oct 7, 11:49 AM	Thomas Passot	Henry Campbell	Velit ut blandit	\$ 71,167.00	Cancelled
REF0008	Sep 25, 5:49 AM	Carrie Helle	in massa	in massa	\$ 23,776.00	Confirmed
REF0009	Aug 26, 5:49 AM	Carrie Helle	Laoreet id	Laoreet id	\$ 21,281.00	Confirmed
REF0010	Sep 6, 2:49 PM	Wendi Baltz	Integer vitae	Integer vitae	\$ 11,174.00	Confirmed
					\$ 405,967.00	

Beat competitors with stunning quotations!

Boost sales with online payments or signatures, upsells, and a great customer portal.

Check a sample. It's clean!

Figure 3.2 — Quotations

3.3 Sales orders

Confirmed orders appear here. The status column tracks the order through delivery and invoicing. Filters let you isolate orders that are ready to invoice, late, or partially delivered.

Sales Orders Contracts To Invoice Products Reporting Configuration

New Sales Orders ⚙️

Sales Orders x Search...

☐ Number	Order Date	Customer	Salesperson	Activities	Total	Invoice Status	
REF0001	Aug 3, 5:49 AM	John Miller	Thomas Passot	Integer vitae.	\$ 5,599.00	Updating Quotation	
REF0002	Jul 26, 2:49 AM	John Miller	Wendi Baliz	Volutpat blandit.	\$ 68,058.00	Paid	
REF0003	Jul 29, 10:49 PM	Wendi Baliz	Wendi Baliz	In massa.	\$ 53,652.00	Updating Quotation	
REF0004	Aug 7, 7:49 AM	Henry Campbell	Henry Campbell	Volutpat blandit.	\$ 2,895.00	Updating Quotation	
REF0005	Sep 18, 8:49 PM	John Miller	Wendi Baliz	Volutpat blandit.	\$ 52,629.00	Nothing to invoice	
REF0006	Aug 1, 5:49 PM	Henry Campbell	Wendi Baliz	Volutpat blandit.	\$ 9,024.00	Updating Quotation	
REF0007	Aug 17, 7:49 AM	Henry Campbell	Henry Campbell	Lacreet id.	\$ 593.00	Nothing to invoice	
REF0008	Aug 27, 10:49 AM	John Miller	Wendi Baliz	Volutpat blandit.	\$ 64,254.00	Updating Quotation	
REF0009	Sep 3, 12:49 PM	John Miller		In massa.	\$ 17,021.00	Updating Quotation	
REF0010	Aug 26, 11:49 PM	Thomas Passot		Viverra nam.	\$ 72,544.00	Paid	
					\$ 369,369.00		

Create a new quotation, the first step of a new sale!

Once the quotation is confirmed, it becomes a sales order.
You will be able to create an invoice and collect the payment.

Figure 3.3 — Sales orders

3.4 The sales order form

Fill the **Customer**, and the pricelist, payment terms and fiscal position default from the contact record. Add products on the **Order Lines** tab — quantity, unit of measure, unit price and taxes.

Buttons along the top drive the process: **Send by Email**, **Confirm** (which creates the delivery order), and **Create Invoice** once goods are delivered. The **Other Info** tab holds the delivery date, incoterm and the salesperson responsible.

SalesOrdersContractsTo InvoiceProductsReportingConfiguration

NewSales OrdersNew

SendPrintConfirmPreviewQuotationQuotation SentSales OrderSend messageLog noteActivity

New

CustomerType to find a customer...Expiration ?Sep 21Pricelist ?Payment TermsImmediate

Order LinesOther Info

Product	Quantity	Unit	Unit Price	Taxes	Amount
Add a productAdd a sectionAdd a noteCatalog					

Terms and conditions...Untaxed Amount: \$ 0.00Total: \$ 0.00

TodayAdministrator 3:16 PMCreating a new record...

Figure 3.4 — The sales order form

3.5 Customers

A filtered view of Contacts showing only customers, with the outstanding balance and the salesperson assigned to each.

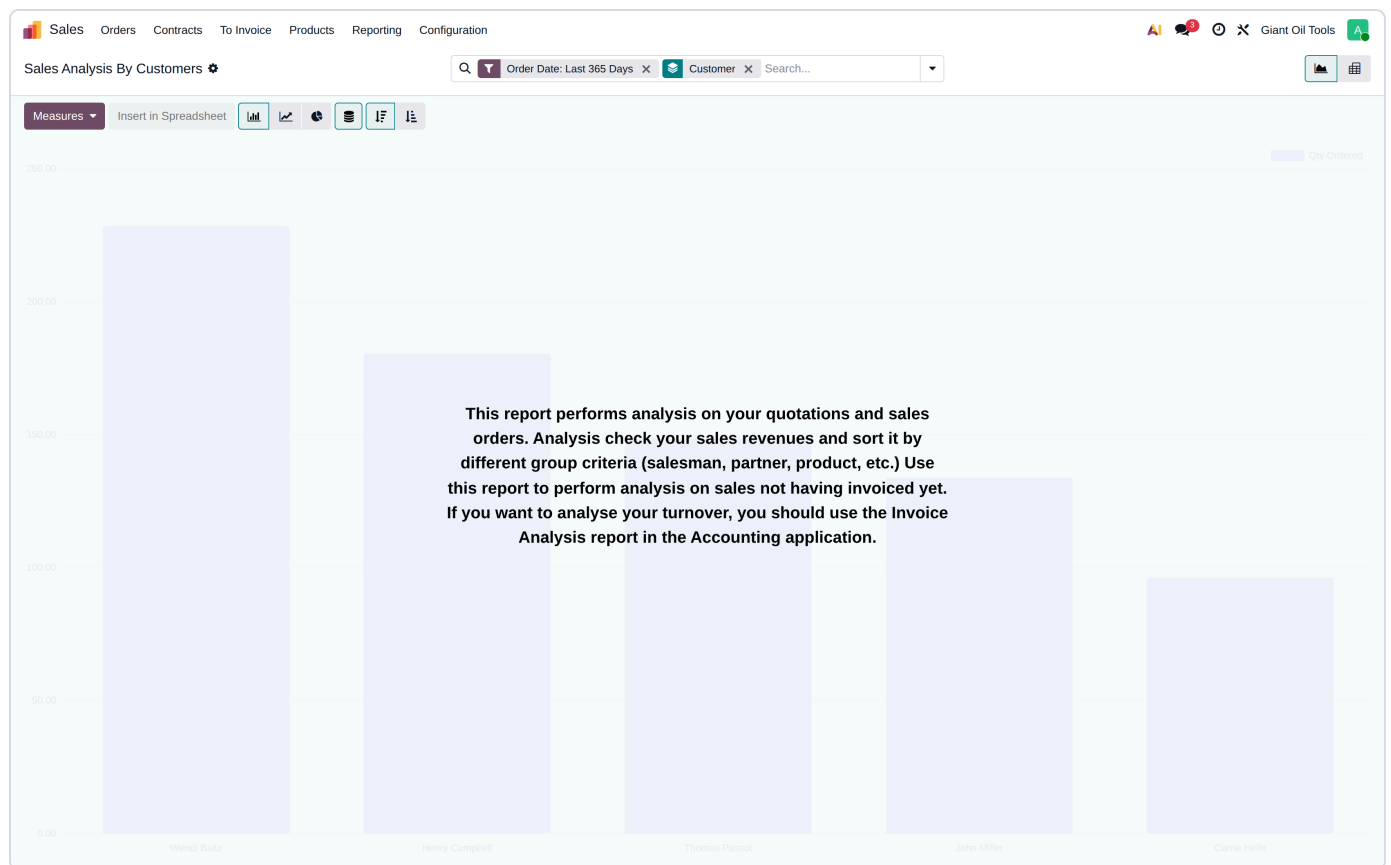


Figure 3.5 — Customers

3.6 Customer contracts

A Giant Oil Tools extension. A contract fixes the agreed prices with one customer for a defined period, so that repeat orders and rental invoices are priced consistently without re-negotiation on every transaction.

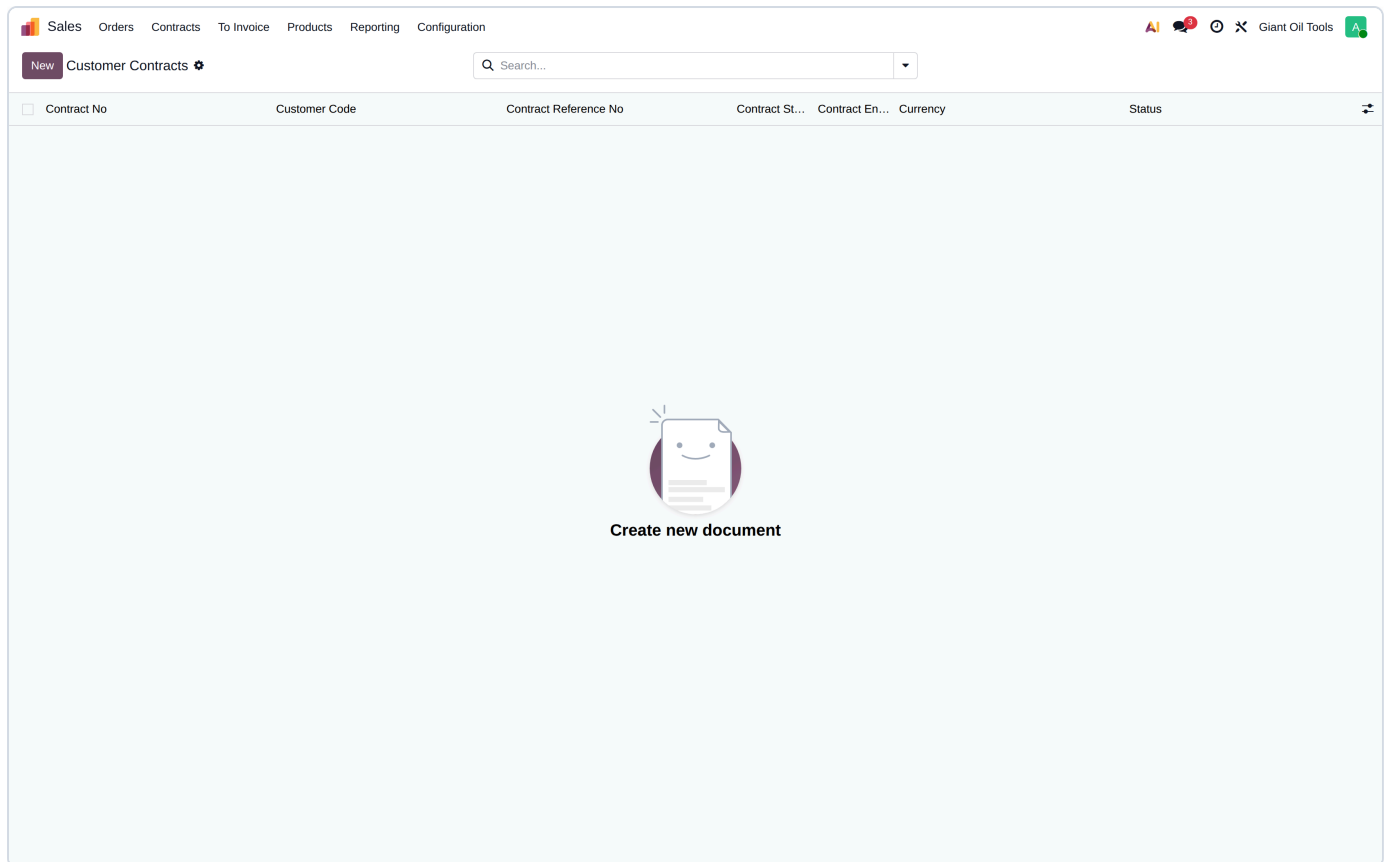


Figure 3.6 — Customer contracts

3.7 The customer contract form

Header fields: **Contract No** (assigned automatically), **Customer Code** and **Customer Name**, **Contract Reference No** (the customer's own reference), **Contract Start Date** and **Contract End Date**, the **Price List** and **Currency**.

Two tabs carry the pricing logic:

- **Product Lines** — one agreed price per product, with unit and notes.
- **Calculation Steps** — ordered adjustments applied on top of the base price. Each step is a **Discount**, **Increase** or fixed adjustment, applied either on the **Base Price** or on the result of **Previous Steps**, and scoped to a specific item, an item group, or the whole contract.

A contract moves through **Draft** → **Active** → **Inactive/Cancelled**. Only active contracts are used for pricing.

SalesOrdersContractsTo InvoiceProductsReportingConfiguration

NewCustomer Contracts

ActivateCancelDraftActiveInactiveSend messageLog note

/

Customer CodeContract Start Date

Customer NameContract End Date

Contract Reference NoPrice List

CurrencyUSD

ProductsCalculation Steps

Product	Unit	Contract Price	Notes
Add a line			

Today

Administrator 3:17 PM
Creating a new record...

Figure 3.7 — The customer contract form

3.8 Item rate steps

The reusable rate-step definitions that contracts draw on, so a standard discount ladder is defined once and applied to many contracts.

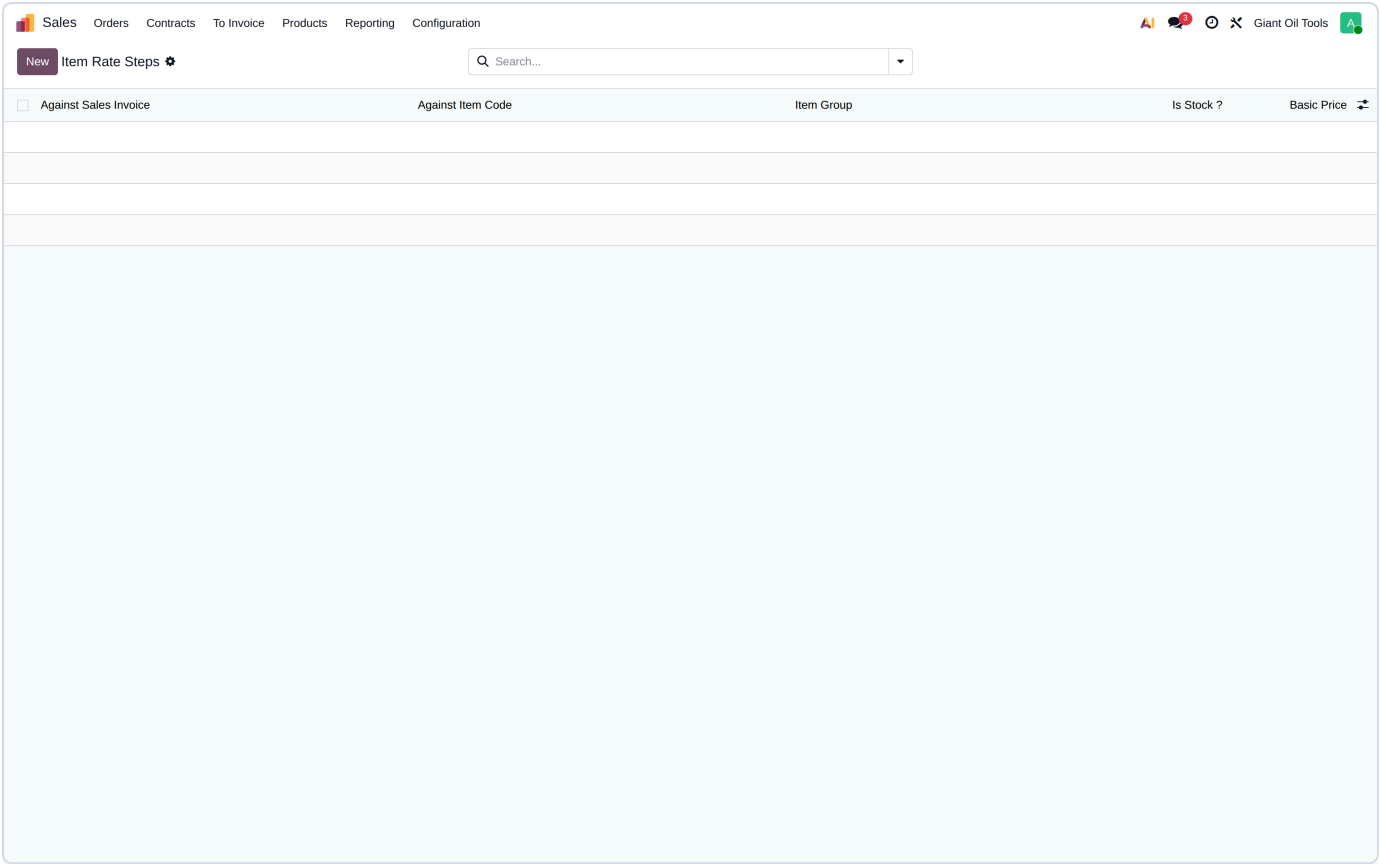


Figure 3.8 — Item rate steps

3.9 Products (Sales view)

The sellable catalogue. Each product carries its sales price, unit of measure, taxes and the income account used when it is invoiced.

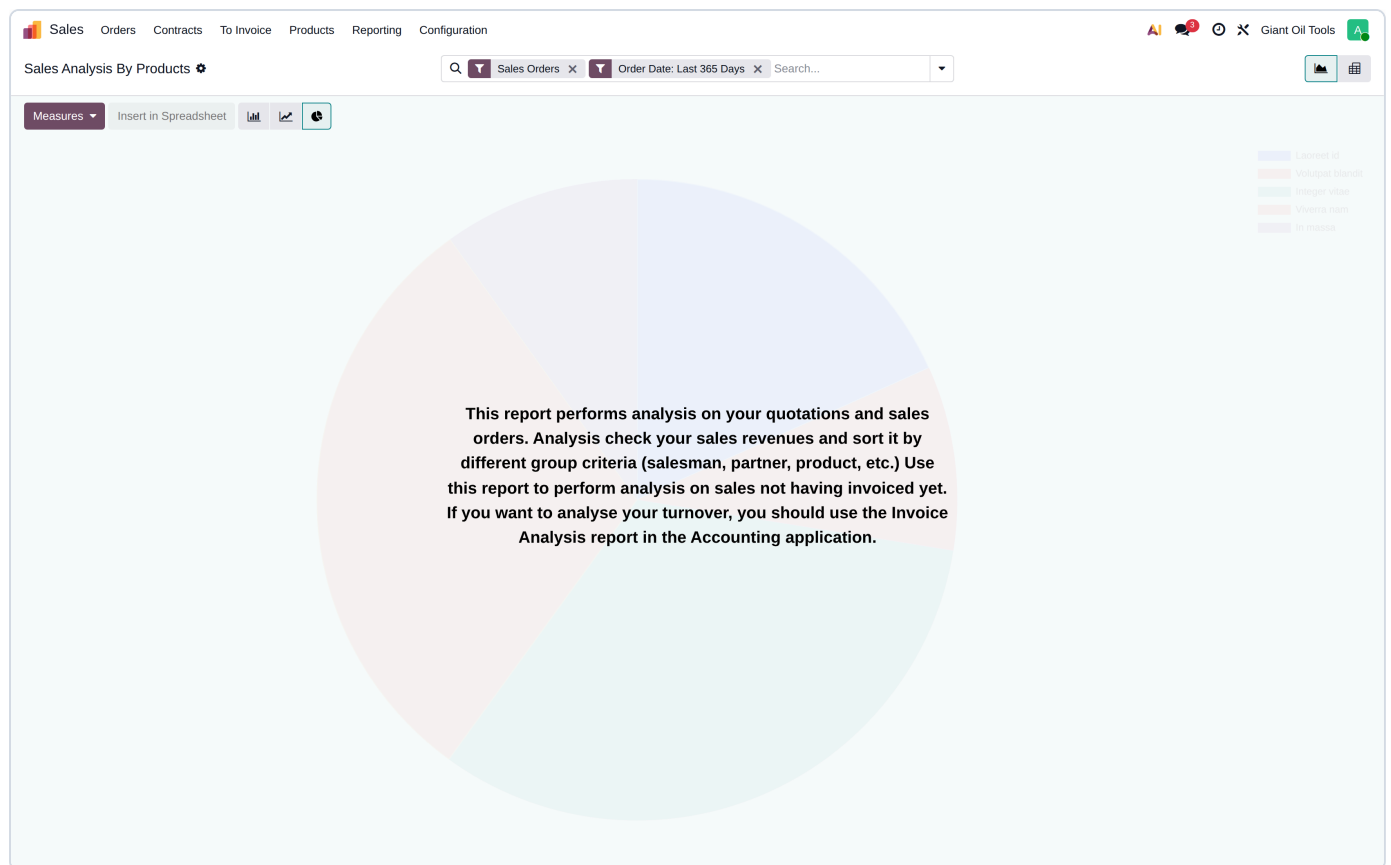


Figure 3.9 — Products (Sales view)

3.10 Pricelists

Pricelists set prices per customer group, currency, quantity break or date range. The pricelist on the customer record is applied automatically to their orders.

SalesOrdersContractsTo InvoiceProductsReportingConfiguration

NewPricelists

Search...

1-65 / 65

☐	Pricelist Name	Country Groups	Currency
☐	Default		USD
☐	PL AGIBA PETROLEUM Co.		USD
☐	PL AIM OIL SERVICES CO.		USD
☐	PL Alamién Petroleum Co.		USD
☐	PL Alkhorayef		USD
☐	PL Amal petroleum Co.		USD
☐	PL Badr Petroleum CO.		USD
☐	PL Belayim Petroleum Co. (Petro Bel)		USD
☐	PL BRANCH OF WEATHERFORD SERVICES FREE ZONE		USD
☐	PL dabetco CO.		USD
☐	PL Dapet CO.		USD
☐	PL Dicoverly Oil Services Free Zone CO.		USD
☐	PL DOT Oil Petroleum		USD
☐	PL DOTS FOR ENGINEERING INDUSTRIES		USD
☐	PL Dublin		USD
☐	PL EDC CO.		USD
☐	PL Egyptco		USD
☐	PL EKTESHAF CO.		USD
☐	PL ENPEDCO		USD
☐	PL Esh El-Malaha Petroleum Company (ESHPETCO)		USD
☐	PL GEMPETCO		USD
☐	PL Giant Oil Tools Free Zone		USD
☐	PL GPC CO.		USD

Figure 3.10 — Pricelists

3.11 Orders to invoice

A working list of confirmed orders where goods or services have been delivered but no invoice has been issued yet. Review this list before every invoicing run so nothing is missed.

SalesOrdersContractsTo InvoiceProductsReportingConfiguration

Orders to Invoice

Search...

☐	Number	Order Date	Customer	Salesperson	Activities	Total	Invoice Status
☐	REF0001	Sep 6, 3:53 PM	Carrie Helle	John Miller	Voluptat blandit	\$ 34,429.00	Invoice
☐	REF0002	Jul 13, 7:53 PM	John Miller	Thomas Passot	Viverra nam	\$ 52,798.00	Invoice
☐	REF0003	Aug 16, 1:53 AM	Thomas Passot	Thomas Passot	Laoreet id	\$ 66,040.00	Upcoming Invoice
☐	REF0004	Aug 5, 3:53 AM	Wendi Baltz	Henry Campbell	In massa	\$ 97,267.00	Invoice
☐	REF0005	Aug 30, 1:53 PM	Carrie Helle	Wendi Baltz	Laoreet id	\$ 40,336.00	Nothing to Invoice
☐	REF0006	Aug 2, 3:53 AM	Carrie Helle	Thomas Passot	Voluptat blandit	\$ 23,289.00	Invoice
☐	REF0007	Aug 24, 11:53 AM	Henry Campbell	John Miller	Integer vitae	\$ 50,109.00	Nothing to Invoice
☐	REF0008	Aug 19, 9:53 AM	John Miller	Thomas Passot	Integer vitae	\$ 64,327.00	Invoice
☐	REF0009	Sep 3, 1:53 PM	Wendi Baltz		In massa	\$ 76,182.00	Nothing to Invoice
☐	REF0010	Oct 13, 2:53 PM	Wendi Baltz		Voluptat blandit	\$ 28,781.00	Invoice
						\$ 533,515.00	

No orders to invoice found

You can select all orders and invoice them in batch, or check every order and invoice them one by one.

Figure 3.11 — Orders to invoice

4

Purchase

Purchasing runs from a request for quotation through a purchase order to receipt and vendor bill. Giant Oil Tools has extended the purchase order with the shipping and delivery details the business needs, and receipts automatically raise the customs-duty landed cost described in Chapter 5.

4.1 Requests for quotation

An RFQ is a draft purchase document sent to one or more vendors. Confirming it turns it into a purchase order and creates the expected receipt in Inventory.

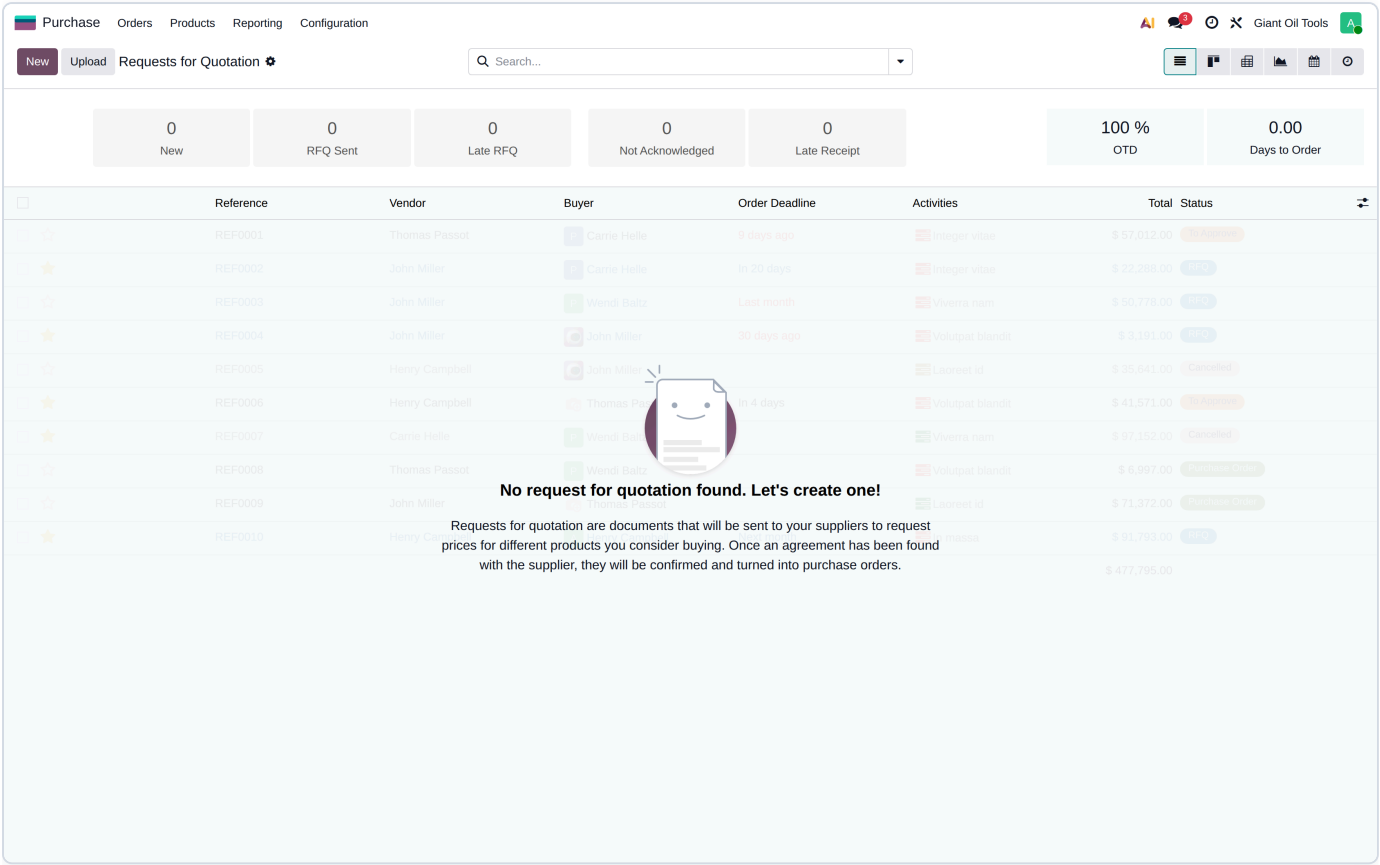


Figure 4.1 — Requests for quotation

4.2 Purchase orders

All confirmed orders, with vendor, order date, expected arrival, total and billing status.

Purchase Orders Products Reporting Configuration

New Purchase Orders

Search...

	Reference	Confirmation Date	Vendor	Buyer	Activities	Source	Total	Billing Status	Expected Arrival	
	REF0001	Jul 18, 6:54 AM	Wendi Baltz				\$ 94,672.00		Jul 1, 10:54 PM	
	REF0002	Aug 28, 6:54 AM	Thomas Passot				\$ 75,078.00		Aug 27, 7:54 PM	
	REF0003	Sep 6, 4:54 PM	Wendi Baltz				\$ 62,455.00		Aug 12, 3:54 AM	
	REF0004	Jul 27, 12:54 AM	John Miller				\$ 14,485.00		Aug 30, 6:54 PM	
	REF0005	Jun 29, 4:54 AM	John Miller				\$ 26,184.00		Aug 19, 10:54 AM	
	REF0006	Aug 1, 4:54 PM	Carrie Helle				\$ 62,366.00		Aug 8, 12:54 AM	
	REF0007	Jul 10, 5:54 AM	Thomas Passot				\$ 14,415.00		Aug 23, 2:54 PM	
	REF0008	Sep 15, 8:54 AM	Henry Campbell				\$ 35,133.00		Sep 10, 5:54 PM	
	REF0009	Sep 15, 5:54 PM	Wendi Baltz				\$ 72,348.00		Sep 3, 12:54 PM	
	REF0010	Aug 6, 5:54 AM	John Miller				\$ 82,026.00		Sep 18, 2:54 PM	
							\$ 539,142.00			

No purchase order found. Let's create one!

Once you ordered your products to your supplier, confirm your request for quotation and it will turn into a purchase order.

Figure 4.2 — Purchase orders

4.3 The purchase order form

Standard fields cover the vendor, order deadline, currency and order lines.

The Giant Oil Tools extension adds: **Receiving Customer** (who the material is ultimately for), **Delivery Point**, **Delivery Time**, **Marking** (case markings for shipment) and **Expected Delivery Date**. Product lines also carry a **Lead Time** used by material planning.

Confirm Order creates the receipt; **Receive Products** opens it; **Create Bill** generates the draft vendor bill from the ordered or received quantities.

PurchaseOrdersProductsReportingConfiguration

NewPurchase OrdersNew

Send RFQConfirm OrderPrintCancelRFQRFQ SentPurchase OrderSend messageLog noteActivity

Request for QuotationNew

VendorName, TIN, Email, or ReferenceOrder DeadlineAug 22, 3:17 PM

Vendor ReferenceExpected Arrival

CurrencyUSDAsk confirmation

ETA Vendor ReceivedRefDeliver ToMy Company: Receipts

Currency Rate Received0.000000

ProductsOther InformationGiant Oil Tools

Product	Quantity	Lead Ti...	Unit	Unit Price	Taxes	Amount
Add a productAdd a sectionAdd a noteCatalog						

Define your terms and conditions ...

Untaxed Amount: \$ 0.00Total: \$ 0.00

Today

Administrator 3:17 PMCreating a new record...

Figure 4.3 — The purchase order form

4.4 Vendors

Contacts filtered to suppliers, showing the amount currently payable to each.

Purchase Orders Products Reporting Configuration					Giant Oil Tools	
New Vendors	Vendor Bills Search...				1-80 / 210	
☐	Name	Email	Phone	Activities	Country	
☐	P Pack And Track			⊙		43
☐	G Gulf well solutions			⊙		22
☐	A AL MOATAZ			⊙		3
☐	I ITS			⊙		3
☐	E Epid General Supplier			⊙		5
☐	S STAR PETROTECH PTE.LTD			⊙		5
☐	G GIANT OIL TOOLS LTD			⊙		
☐	L Latt Logistics			⊙		10
☐	P Petro King			⊙		2
☐	W Wave Oil - Wavco			⊙		3
☐	M MAHMOUD MOHAMED MORSY			⊙		1
☐	D Dots			⊙		1
☐	E Eclipse Logistics Transport Services (Velocity			⊙		
☐	A Abram Ashraf Bishay Ebied			⊙		1
☐	M Mohamed Helmy Mohamed			⊙		
☐	O Orient Takaful Insurance Company - Egypt			⊙		
☐	E ElYoussef For Petroleum Companies Services			⊙		1
☐	T Tam OilField			⊙		
☐	A Al-Farouk Simex			⊙		
☐	E Egyption Takaful Property & Liability			⊙		
☐	F FrontLine Solutions			⊙		
☐	T Taqwa Samy			⊙		

Figure 4.4 — Vendors

4.5 Vendor pricelists

Agreed purchase prices per vendor and product, with minimum quantities and validity dates. These prices default onto new purchase orders.

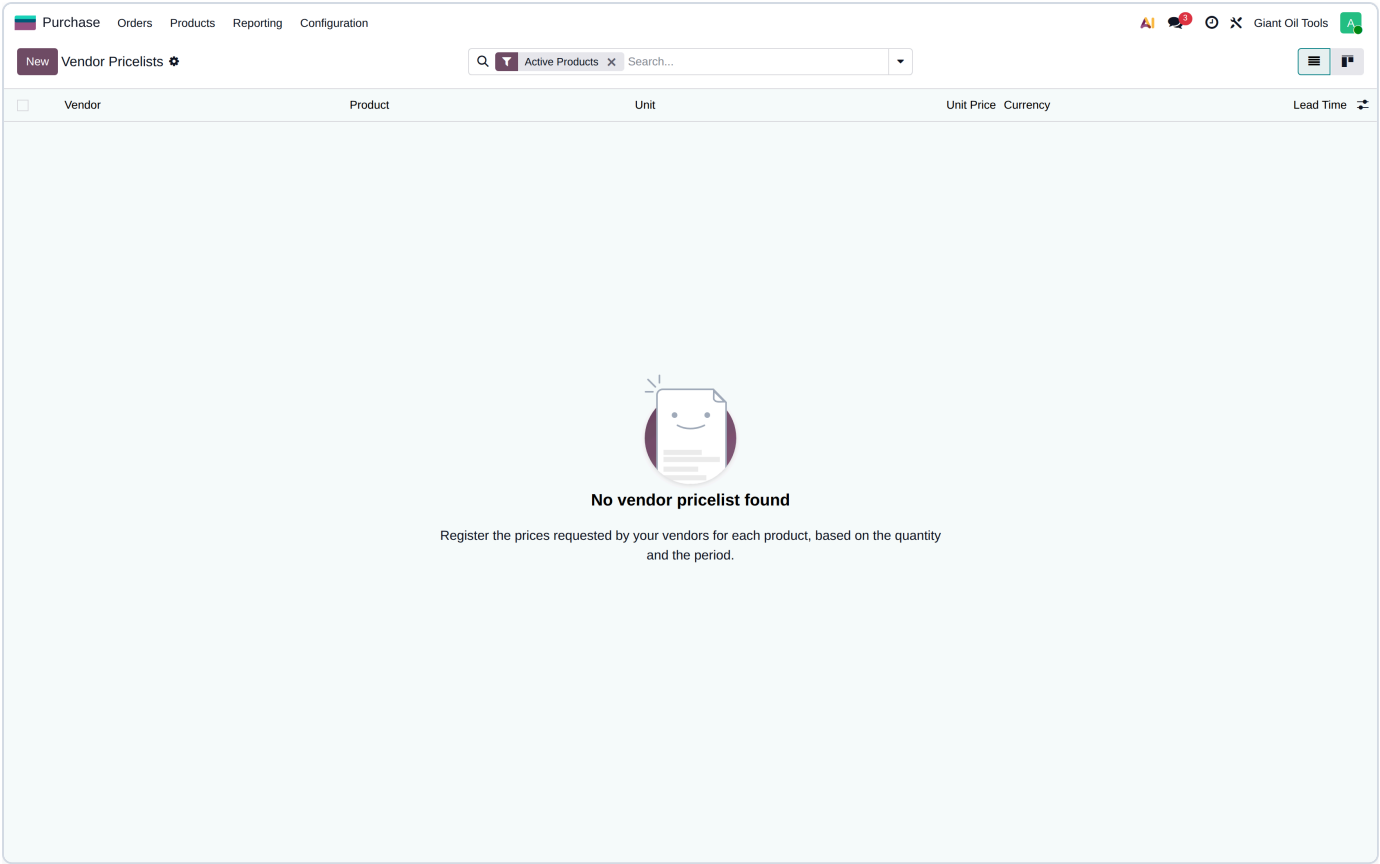


Figure 4.5 — Vendor pricelists

4.6 Supplier groups

A Giant Oil Tools classification used to group vendors for reporting and analysis.

Purchase Orders Products Reporting Configuration

New Supplier Groups 🌟

Search...

1-5 / 5

☐ Name	Suppliers ↕
☐ Foreign	0
☐ Freelance	0
☐ Freelance - Old Agreement	0
☐ Local	0
☐ Local - Agreement	0

Figure 4.6 — Supplier groups

4.7 Purchase analysis

A pivot and graph report over purchase orders — spend by vendor, product, category or period. Drag fields onto rows and columns to build the view you need, then download it to Excel.

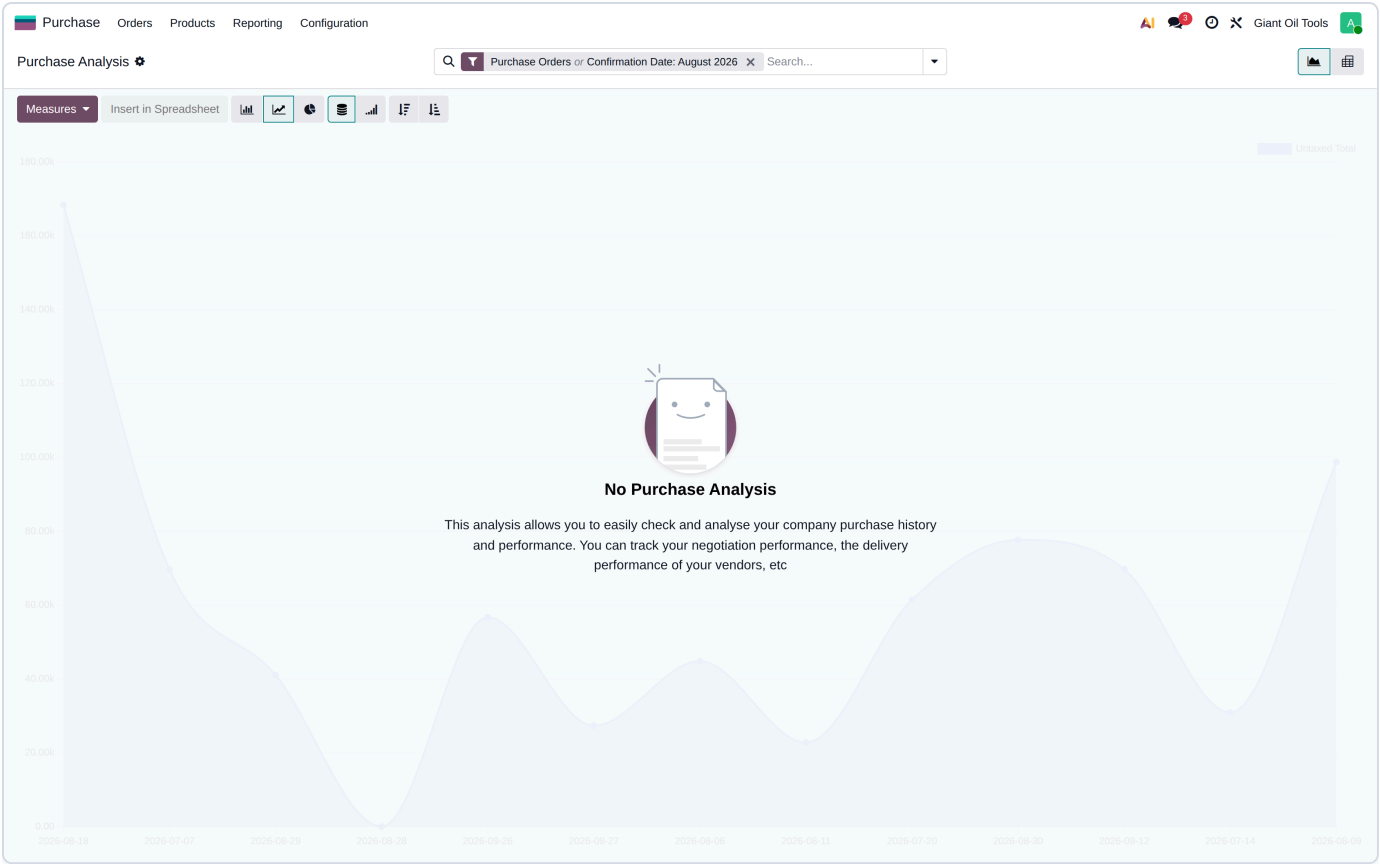


Figure 4.7 — Purchase analysis

5

Inventory

Inventory manages stock movements, lot traceability and stock valuation. Giant Oil Tools operates **perpetual (real-time) valuation with FIFO costing**, so every stock movement posts its accounting entry immediately through the stock journal. All tool stock is tracked by **lot**, where the lot number is the part number (PartNu).

5.1

Inventory overview

One card per operation type — receipts, deliveries, internal transfers, repair. Each card shows how many transfers are waiting and how many are late, and clicking it opens that list.

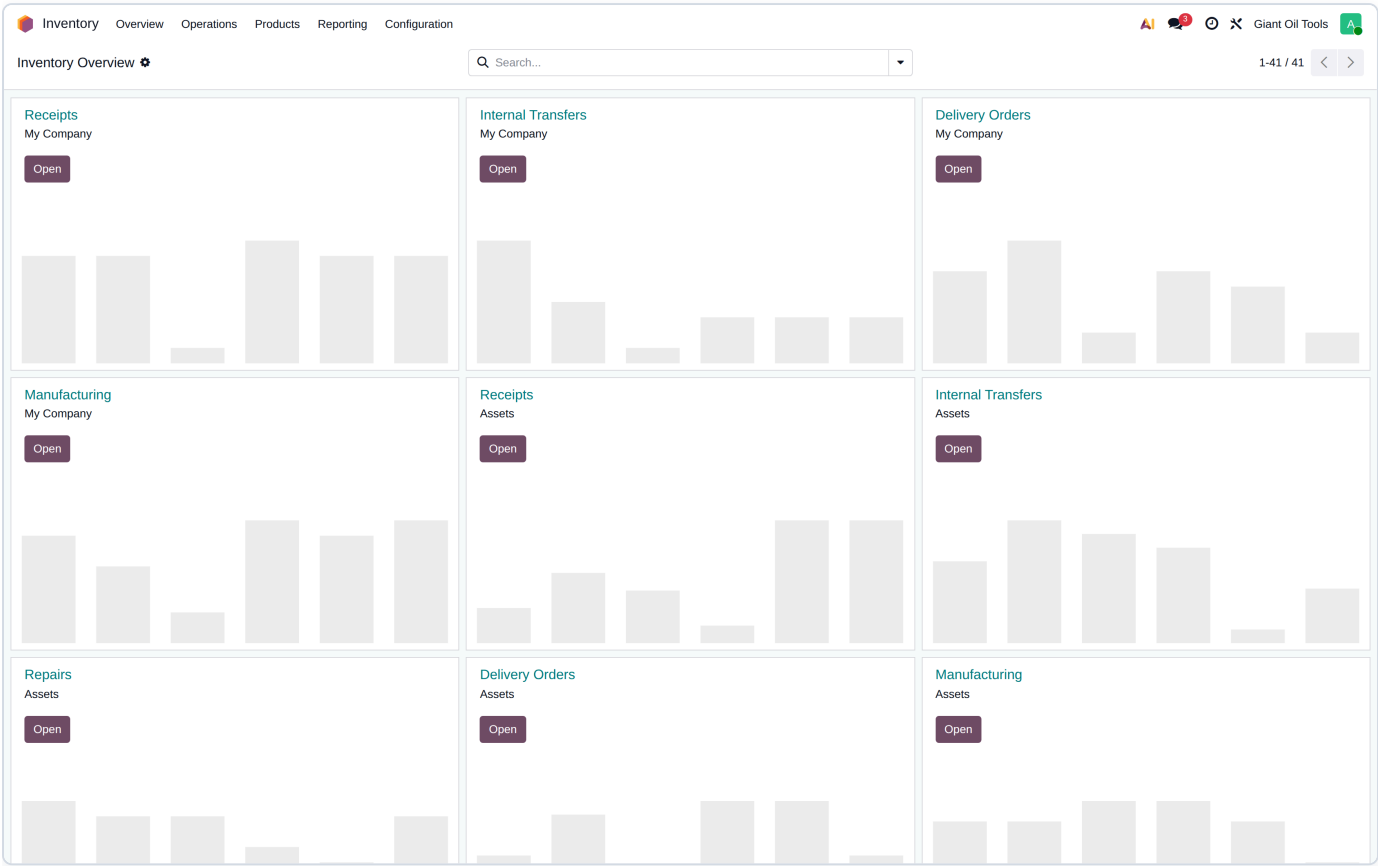


Figure 5.1 — Inventory overview

5.2

Receipts

Incoming shipments from vendors. A receipt is created automatically when a purchase order is confirmed.

Figure 5.2 — Receipts

Check the quantities actually received in the **Operations** tab, enter or scan the lot number for each tracked product, then click **Validate**.

Automatic customs duty. Imports are received into the **Free Zone** warehouse, and only that warehouse charges duty. When such a receipt is validated the system creates a landed cost of **2%** of the receipt value, debiting the inventory account of the receiving warehouse (**11530 Inventory FZ**) and crediting **21150 Customs Duty Payable**. Local purchases received into any other warehouse carry no duty.

Both settings are configurable without a code change: the switch **Apply Customs Duty on Receipts** on the warehouse, and the rate in the system parameter `got.customs rate`.

InventoryOverviewOperationsProductsReportingConfiguration

NewReceipts

MovesBarcode

Mark as TodoValidateCancelDraftReadyDoneSend messageLog noteActivity

New Receipt

Receive Frome.g. Lumber IncScheduled Date ?Aug 22, 3:17 PM

Operation TypeMy Company: ReceiptsSource Document ?e.g. PO0032

Destination LocationWH/Stock

OperationsAdditional InfoNoteGiant Oil Tools

ProductActual DateDemand Unit

Add a Product

Today

Administrator 3:17 PM
Creating a new record...

Figure 5.3 — The receipt form

5.4 Deliveries

Outgoing shipments to customers. Reserve, pick and validate; validation moves the stock out and posts the cost of goods sold.

Inventory

Overview

Operations

Products

Reporting

Configuration

New

Deliveries

Q

T Deliveries

X

Search...

	Reference	From	To	Contact	Scheduled Date	Source Document	Status
	REF0001	Voluptat blandit	Integer vitae	Thomas Passot			
	REF0002	Viverra nam	Laoreet id	Carrie Helle	In 2 months		Draft
	REF0003	Laoreet id	Integer vitae	John Miller	Tomorrow		Cancel
	REF0004	In massa	Laoreet id	Henry Campbell	Last month		Cancel
	REF0005	Viverra nam	In massa	John Miller	In 15 days		Waiting Approval Queue
	REF0006	Laoreet id	Integer vitae	Thomas Passot	In 10 days		Draft
	REF0007	Integer vitae	Integer vitae	John Miller	20 days ago		Cancel
	REF0008	In massa	Laoreet id	Carrie Helle			Cancel
	REF0009	In massa	Viverra nam	John Miller			Cancel
	REF0010	Laoreet id	In massa	Thomas Passot			Cancel

No delivery yet! Automate them with sales orders.

Reduce back orders with reservations, locations management, smart replenishment propositions, shipping connectors, barcode scanner, etc.

Sales Orders

Figure 5.4 — Deliveries

5.5 Internal transfers

Movements between two internal locations — for example from the main store to a job site or to the repair workshop.

Inventory

Overview

Operations

Products

Reporting

Configuration

New

Internal Transfers

Internal

Search...

	Reference	From	To	Contact	Scheduled Date	Source Document	Status
	REF0001	Laoreet id	Laoreet id	John Miller	In 30 days		Draft
	REF0002	Laoreet id	Viverra nam	Henry Campbell	Next month		Waiting Approval Queue
	REF0003	Integer vitae	Integer vitae	Henry Campbell	In 4 days		Draft
	REF0004	In massa	Laoreet id	Thomas Passot	In 10 days		Draft
	REF0005	In massa	Viverra nam	John Miller	In 4 days		Draft
	REF0006	Viverra nam	Laoreet id	John Miller	Today		Waiting Approval Queue
	REF0007	Viverra nam	In massa	Thomas Passot	Today		Draft
	REF0008	Laoreet id	Voluptat blandit	John Miller			Draft
	REF0009	Viverra nam	Laoreet id	Henry Campbell			Draft
	REF0010	Voluptat blandit	Voluptat blandit	Wendit Baltz			Waiting

No transfer found. Let's create one!

Transfers allow you to move products from one location to another.

Figure 5.5 — Internal transfers

5.6 Physical inventory

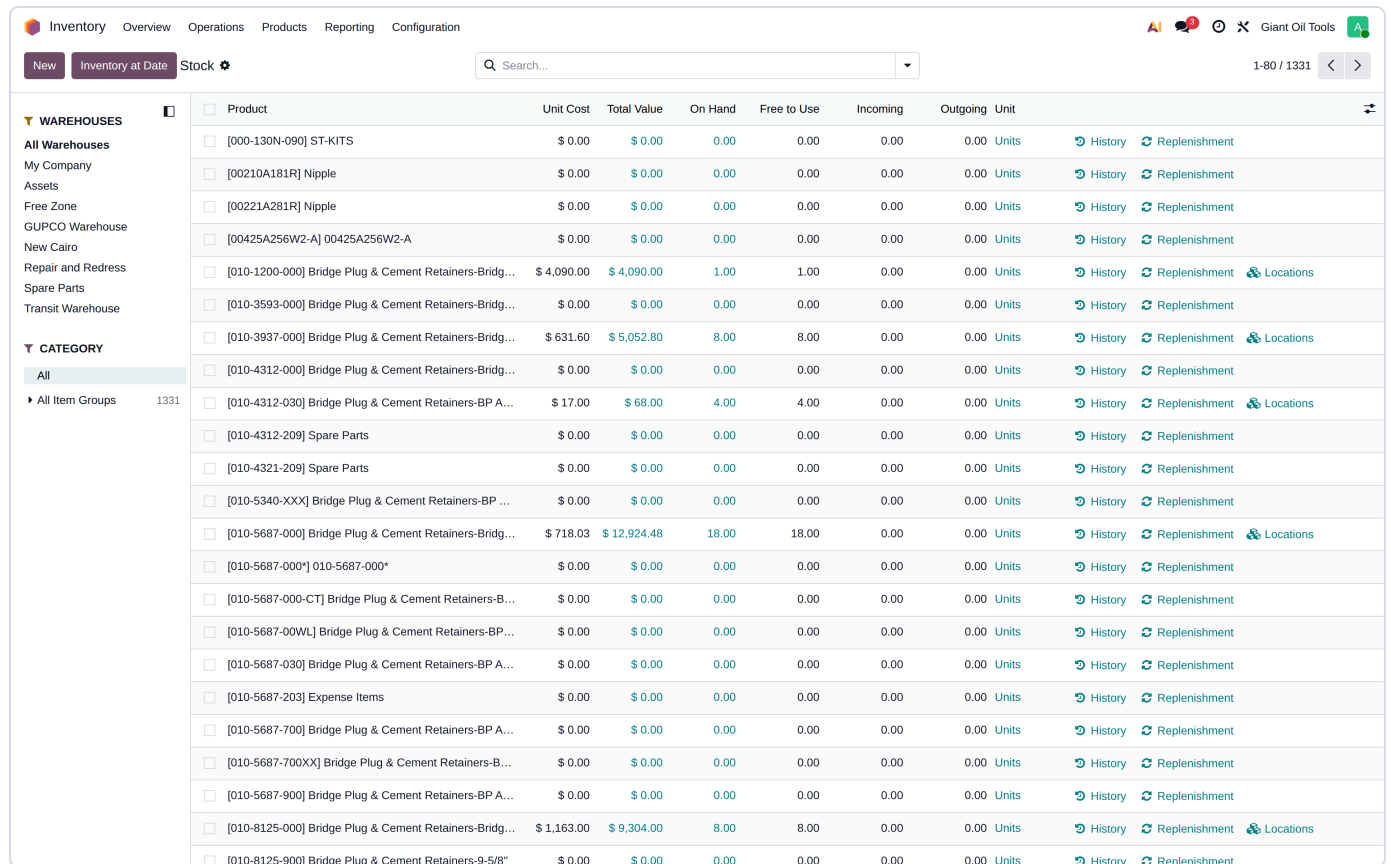
Enter counted quantities per product and location. The difference between the counted and the recorded quantity is posted as an inventory adjustment against the stock-difference account, with a full audit trail.

Inventory Overview Operations Products Reporting Configuration									
New Apply All Physical Inventory Q Search...									
1-80 / 373 < >									
☐ Location	Product	Lot/Serial Number	Scheduled	User	On Hand	Counted	Difference	Unit	
☐ FREEZ/Stock	[010-1200-000] Bridge Plug & Cement Retainers-Bridge Plug	010-1200-000	Dec 31		1.00			Units	History
☐ FREEZ/Stock	[010-3937-000] Bridge Plug & Cement Retainers-Bridge Plug	010-3937-000	Dec 31		7.00			Units	History
☐ FREEZ/Stock	[010-4312-030] Bridge Plug & Cement Retainers-BP Accessories	010-4312-030	Dec 31		4.00			Units	History
☐ FREEZ/Stock	[010-5687-000] Bridge Plug & Cement Retainers-Bridge Plug	010-5687-000	Dec 31		15.00			Units	History
☐ FREEZ/Stock	[010-8125-000] Bridge Plug & Cement Retainers-Bridge Plug	010-8125-000	Dec 31		6.00			Units	History
☐ FREEZ/Stock	[02-102-45] SSD-"F" Profile	02-102-45	Dec 31		5.00			Units	History
☐ FREEZ/Stock	[0303025BP] General	0303025BP	Dec 31		1.00			Units	History
☐ FREEZ/Stock	[0492-280-000] Surge Sub	0492-280-000	Dec 31		17.00			Units	History
☐ FREEZ/Stock	[050-4312-003] Bridge Plug & Cement Retainers-Cement Retainer	050-4312-003	Dec 31		2.00			Units	History
☐ FREEZ/Stock	[050-5687-000] Bridge Plug & Cement Retainers-Cement Retainer	050-5687-000	Dec 31		13.00			Units	History
☐ FREEZ/Stock	[050-8125-000] Bridge Plug & Cement Retainers-Cement Retainer	050-8125-000	Dec 31		2.00			Units	History
☐ FREEZ/Stock	[060-4312-021] Spare Parts	060-4312-021	Dec 31		12.00			Units	History
☐ FREEZ/Stock	[122-1112-320-01] Gas Lift	122-1112-320-01	Dec 31		2.00			Units	History
☐ FREEZ/Stock	[122-1116-320-01] Gas Lift Valve	122-1116-320-01	Dec 31		4.00			Units	History
☐ FREEZ/Stock	[12AGV15003-B] Packer-ESP Accessories	12AGV15003-B	Dec 31		7.00			Units	History
☐ FREEZ/Stock	[12PHL703H007C-13Cr] Redress Kits	12PHL703H007C-13Cr	Dec 31		15.00			Units	History
☐ FREEZ/Stock	[12PHL703H007H] Redress Kits	12PHL703H007H	Dec 31		4.00			Units	History
☐ FREEZ/Stock	[135-8250-44BH] Packer-Hydraulic Packer	135-8250-44BH	Dec 31		1.00			Units	History
☐ FREEZ/Stock	[150-40-20] Gas Lift Valve	150-40-20	Dec 31		4.00			Units	History
☐ FREEZ/Stock	[170-0300-X02- 01(SS-316)] Gas Lift Valve	170-0300-X02- 01(SS-316)	Dec 31		10.00			Units	History
☐ FREEZ/Stock	[1810GR0354-AC] Nipple	1810GR0354-AC	Dec 31		5.00			Units	History
☐ FREEZ/Stock	[181GF0569-AC] Nipple	181GF0569-AC	Dec 31		3.00			Units	History
☐ FREEZ/Stock	[181GF1122-AC] Nipple	181GF1122-AC	Dec 31		8.00			Units	History

Figure 5.6 — Physical inventory

5.7 Stock on hand

Current quantities by product, lot and location, together with the value at FIFO cost. This is the operational counterpart of the Inventory Valuation report in Accounting.



Inventory Overview Operations Products Reporting Configuration									
New Inventory at Date		Stock		Search...		1-80 / 1331			
WAREHOUSES	Product	Unit Cost	Total Value	On Hand	Free to Use	Incoming	Outgoing	Unit	
All Warehouses	[000-130N-090] ST-KITS	\$ 0.00	\$ 0.00	0.00	0.00	0.00	0.00	Units	History Replenishment
My Company	[00210A181R] Nipple	\$ 0.00	\$ 0.00	0.00	0.00	0.00	0.00	Units	History Replenishment
Assets	[00221A281R] Nipple	\$ 0.00	\$ 0.00	0.00	0.00	0.00	0.00	Units	History Replenishment
Free Zone	[00425A256W2-A] 00425A256W2-A	\$ 0.00	\$ 0.00	0.00	0.00	0.00	0.00	Units	History Replenishment
GUPCO Warehouse	[010-1200-000] Bridge Plug & Cement Retainers-Bridg...	\$ 4,090.00	\$ 4,090.00	1.00	1.00	0.00	0.00	Units	History Replenishment Locations
New Cairo	[010-3593-000] Bridge Plug & Cement Retainers-Bridg...	\$ 0.00	\$ 0.00	0.00	0.00	0.00	0.00	Units	History Replenishment
Repair and Redress	[010-3937-000] Bridge Plug & Cement Retainers-Bridg...	\$ 631.60	\$ 5,052.80	8.00	8.00	0.00	0.00	Units	History Replenishment Locations
Spare Parts	[010-4312-000] Bridge Plug & Cement Retainers-Bridg...	\$ 0.00	\$ 0.00	0.00	0.00	0.00	0.00	Units	History Replenishment
Transit Warehouse	[010-4312-030] Bridge Plug & Cement Retainers-BP A...	\$ 17.00	\$ 68.00	4.00	4.00	0.00	0.00	Units	History Replenishment Locations
	[010-4312-209] Spare Parts	\$ 0.00	\$ 0.00	0.00	0.00	0.00	0.00	Units	History Replenishment
	[010-4321-209] Spare Parts	\$ 0.00	\$ 0.00	0.00	0.00	0.00	0.00	Units	History Replenishment
	[010-5340-XXX] Bridge Plug & Cement Retainers-BP ...	\$ 0.00	\$ 0.00	0.00	0.00	0.00	0.00	Units	History Replenishment
	[010-5687-000] Bridge Plug & Cement Retainers-Bridg...	\$ 718.03	\$ 12,924.48	18.00	18.00	0.00	0.00	Units	History Replenishment Locations
	[010-5687-000*] 010-5687-000*	\$ 0.00	\$ 0.00	0.00	0.00	0.00	0.00	Units	History Replenishment
	[010-5687-000-CT] Bridge Plug & Cement Retainers-B...	\$ 0.00	\$ 0.00	0.00	0.00	0.00	0.00	Units	History Replenishment
	[010-5687-00WL] Bridge Plug & Cement Retainers-BP...	\$ 0.00	\$ 0.00	0.00	0.00	0.00	0.00	Units	History Replenishment
	[010-5687-030] Bridge Plug & Cement Retainers-BP A...	\$ 0.00	\$ 0.00	0.00	0.00	0.00	0.00	Units	History Replenishment
	[010-5687-203] Expense Items	\$ 0.00	\$ 0.00	0.00	0.00	0.00	0.00	Units	History Replenishment
	[010-5687-700] Bridge Plug & Cement Retainers-BP A...	\$ 0.00	\$ 0.00	0.00	0.00	0.00	0.00	Units	History Replenishment
	[010-5687-700XX] Bridge Plug & Cement Retainers-B...	\$ 0.00	\$ 0.00	0.00	0.00	0.00	0.00	Units	History Replenishment
	[010-5687-900] Bridge Plug & Cement Retainers-BP A...	\$ 0.00	\$ 0.00	0.00	0.00	0.00	0.00	Units	History Replenishment
	[010-8125-000] Bridge Plug & Cement Retainers-Bridg...	\$ 1,163.00	\$ 9,304.00	8.00	8.00	0.00	0.00	Units	History Replenishment Locations
	[010-8125-900] Bridge Plug & Cement Retainers-9-5/8"	\$ 0.00	\$ 0.00	0.00	0.00	0.00	0.00	Units	History Replenishment

Figure 5.7 — Stock on hand

5.8 Lots and serial numbers

Every tool carries a lot number equal to its part number. From a lot you can open its full traceability — every receipt, transfer, repair and delivery it has been through.

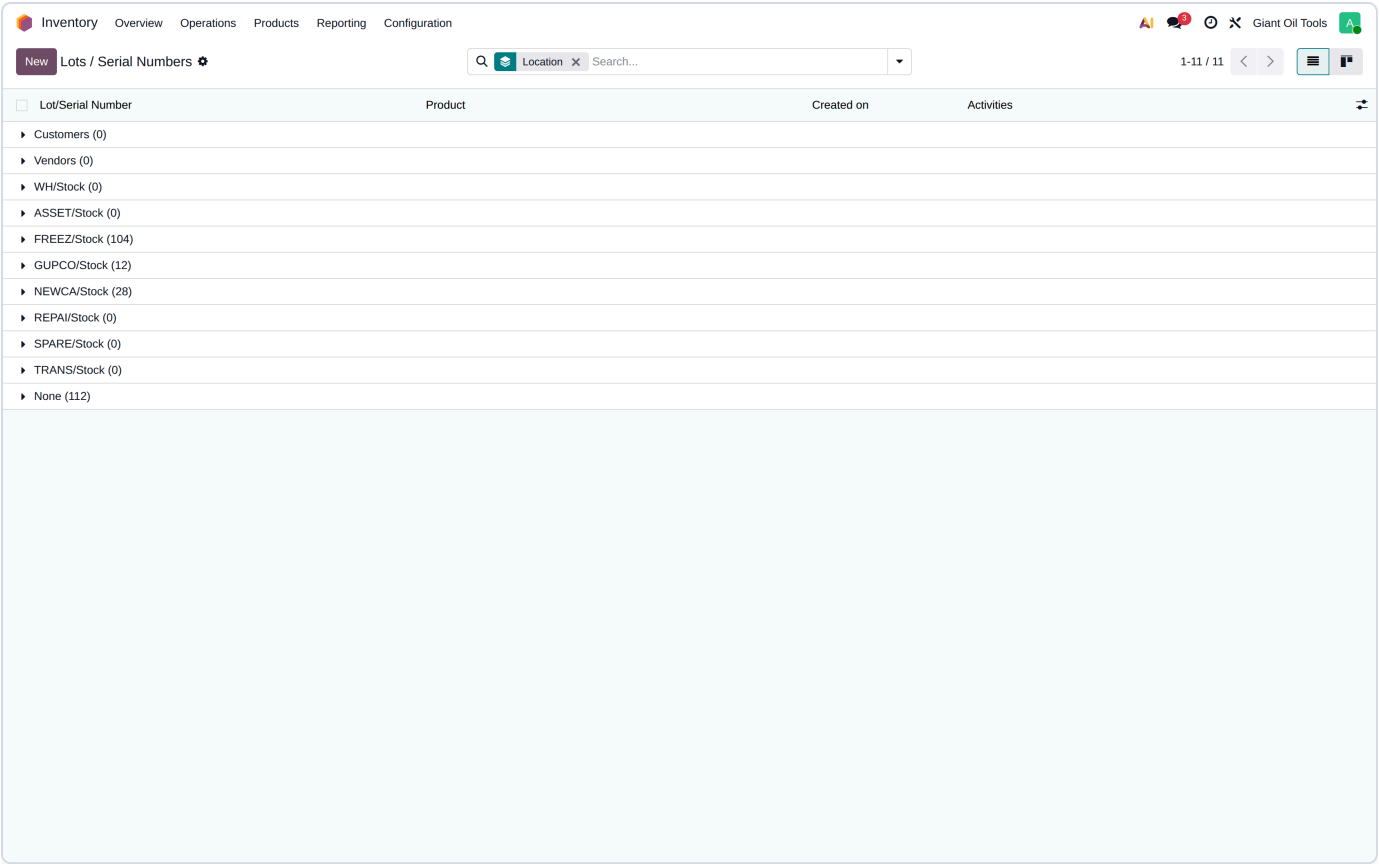


Figure 5.8 — Lots and serial numbers

5.9 A lot record

The lot form shows the product, the internal reference, the quantity currently on hand and its location. The **Traceability** button lists every stock move for this exact lot, which is how you answer “where has this tool been?” questions.

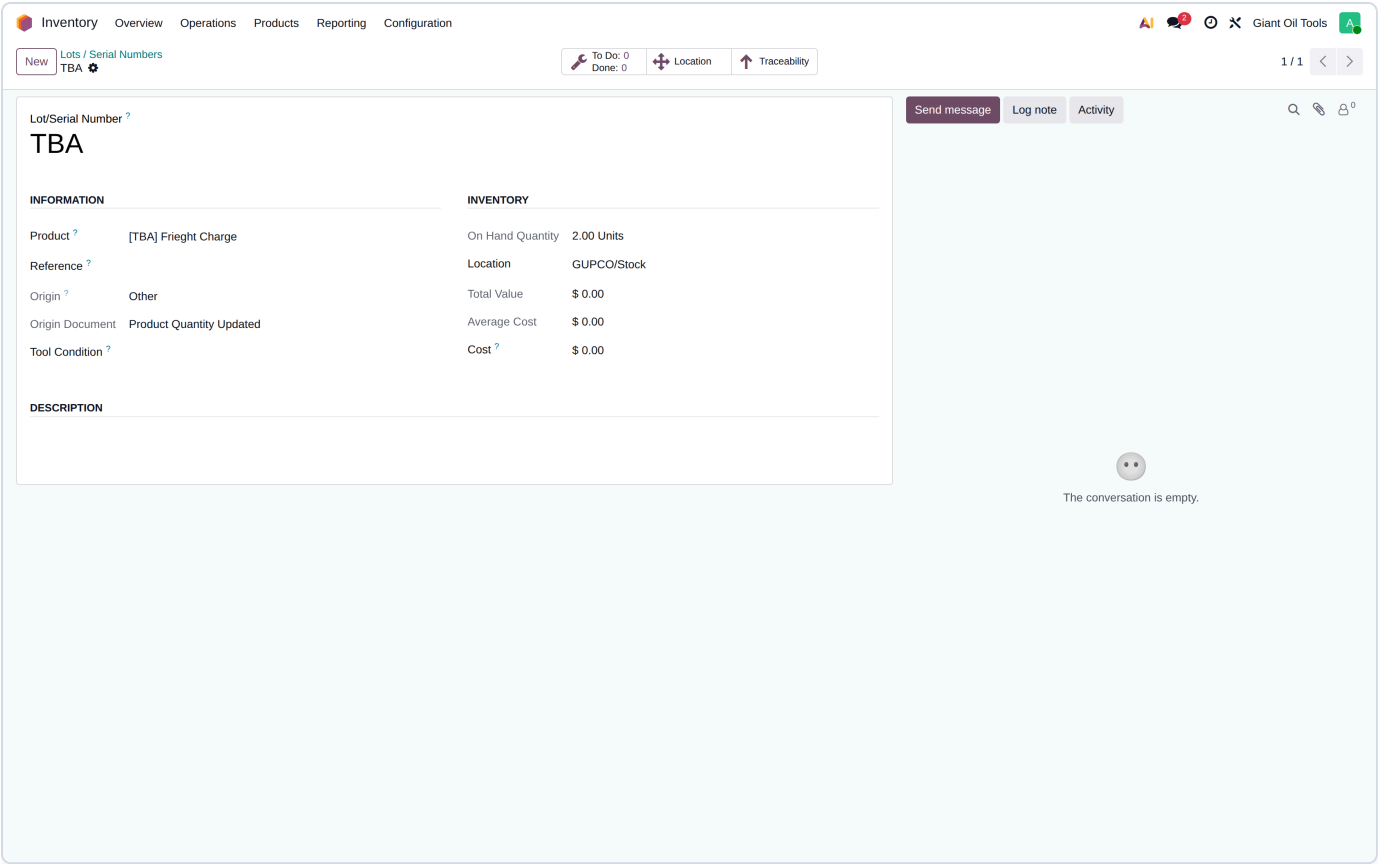


Figure 5.9 — A lot record

5.10 Products

The full product catalogue from the inventory side.

Inventory Overview Operations Products Reporting Configuration				Giant Oil Tools			
New Products				Goods Search...			
☆ 00425A256W2-A [00425A256W2-A] Price: \$ 1.00 On hand: 0.00 Units	☆ 010-5687-000* [010-5687-000*] Price: \$ 1.00 On hand: 0.00 Units	☆ 060-3593-024 [060-3593-024] Price: \$ 1.00 On hand: 0.00 Units	☆ 060-4312-024 [060-4312-024] Price: \$ 1.00 On hand: 0.00 Units				
☆ (10008) X/O-TB-VT [(10008) X/O-TB-VT] Price: \$ 1.00 On hand: 0.00 Units	☆ 120-2750-226 [120-2750-226] Price: \$ 1.00 On hand: 0.00 Units	☆ 12A40006-C [12A40006-C] Price: \$ 1.00 On hand: 2.00 Units	☆ 12A40006-C* [12A40006-C*] Price: \$ 1.00 On hand: 0.00 Units				
☆ 12AGV15003-B* [12AGV15003-B*] Price: \$ 1.00 On hand: 1.00 Units	☆ 12AGV20001-C6 [12AGV20001-C6] Price: \$ 1.00 On hand: 0.00 Units	☆ 12G40003-C* [12G40003-C*] Price: \$ 1.00 On hand: 0.00 Units	☆ 12PHL703H007H-Dots [12PHL703H007H-Dots] Price: \$ 1.00 On hand: 5.00 Units				
☆ 150-0720-120-01 [150-0720-120-01] Price: \$ 1.00 On hand: 0.00 Units	☆ 1KS-000381 [1KS-000381] Price: \$ 1.00	☆ 1KS-0004 [1KS-0004] Price: \$ 1.00	☆ 1LSA40002-C* [1LSA40002-C*] Price: \$ 1.00 On hand: 0.00 Units				
☆ 1ME47503-C* [1ME47503-C*] Price: \$ 1.00 On hand: 0.00 Units	☆ 1SAK40001-A2 [1SAK40001-A2] Price: \$ 1.00 On hand: 0.00 Units	☆ 1SE40001-C* [1SE40001-C*] Price: \$ 1.00 On hand: 0.00 Units	☆ 1WHB70402-C* [1WHB70402-C*] Price: \$ 1.00 On hand: 0.00 Units				
☆ 2-154 [2-154] Price: \$ 1.00 On hand: 0.00 Units	☆ 2-244 [2-244] Price: \$ 1.00 On hand: 0.00 Units	☆ 225FWG2526-13cr-ACT [225FWG2526-13cr-ACT] Price: \$ 1.00 On hand: 5.00 Units	☆ 225GF10719-13CR [225GF10719-13CR] Price: \$ 1.00 On hand: 0.00 Units				
☆ 230-1200-000-01. [230-1200-000-01.] Price: \$ 1.00 On hand: 18.00 Units	☆ 231GPXBP0578 [231GPXBP0578] Price: \$ 1.00 On hand: 0.00 Units	☆ 231GPXBP0578-9CR [231GPXBP0578-9CR] Price: \$ 1.00 On hand: 0.00 Units	☆ 231GPXBP0578-CT [231GPXBP0578-CT] Price: \$ 1.00 On hand: 0.00 Units				
☆ 231GX0586-AC-Blank [231GX0586-AC-Blank] Price: \$ 1.00 On hand: 3.00 Units	☆ 231GXA2919-BLANK-13CR [231GXA2919-BLANK-13CR] Price: \$ 1.00 On hand: 0.00 Units	☆ 231GXN0596 [231GXN0596] Price: \$ 1.00 On hand: 2.00 Units	☆ 2-336 [2-336] Price: \$ 1.00 On hand: 0.00 Units				
☆ 2-343	☆ 238X-OVER	☆ 250-8125-1322B	☆ 2562GFB11375-AC*				

Figure 5.10 — Products

5.11 The product form

The most important settings for stock control:

- **Product Type** — *Goods* with *Track Inventory* enabled for stocked items, *Service* for labour and charges.
- **Unit of Measure** — the stock-keeping unit; a purchase unit can differ, with a conversion factor.
- **Tracking** — *By Lots* for tools, so each part number is followed individually.
- **Product Category** — determines the stock, stock-input, stock-output and price-difference accounts, plus the costing method (FIFO) and the valuation method (automated).
- **Routes** — how the item is supplied: bought, or produced through Repair & Redress.

The smart buttons open on-hand quantity, forecast, purchase and sales history for the product.

InventoryOverviewOperationsProductsReportingConfiguration

NewProducts[CUSTOMS-2PCT] Customs Duty (2%)

Documents0Lot/Serial Numbers

1 / 1<>

Product

☆ Customs Duty (2%)

☐ Sales☐ Purchase

General InformationAccountingGiant Oil Tools

Product Type ?

☐ Goods☒ Service☐ Combo

HS Code ?

HS Type ?

☐ EGS☒ GS1

HS Description ?

Sales Price ?\$ 1.00per Units

Sales Taxes ?

Cost ?\$ 0.00per Units

Category

ReferenceCUSTOMS-2PCT

INTERNAL NOTES

This note is only for internal purposes.

Send messageLog noteActivity

The conversation is empty.

Figure 5.11 — The product form

5.12 Locations

The physical and logical structure of your warehouses — stores, workshop, quality area, scrap, and the virtual locations used for production and inventory adjustments.

Inventory

Overview

Operations

Products

Reporting

Configuration

New

Locations

Internal

Search...

1-8 / 8

<

>

☐ Location	Location Type	Storage Category
☐ ASSET/Stock	Internal	
☐ FREEZ/Stock	Internal	
☐ GUPCO/Stock	Internal	
☐ NEWCA/Stock	Internal	
☐ REPAI/Stock	Internal	
☐ SPARE/Stock	Internal	
☐ TRANS/Stock	Internal	
☐ WH/Stock	Internal	

Figure 5.12 — Locations

5.13 Warehouses

Each warehouse defines its own receipt, delivery and internal operation types and the number of steps in each flow.

Every warehouse posts to its own inventory account, so the balance sheet shows where the goods physically are:

- Free Zone → **11530 Inventory FZ**
- GUPCO → **11515 Inventory Cons. (Customer)**
- Transit → **11510 Inventory in Transit**
- New Cairo, Repair, Spare Parts, Assets → **11520 Local Inventory**

Moving goods between two warehouses is not a purchase or a sale, so Odoo does not value it. The system therefore posts its own reclassification entry on validation — debit the destination account, credit the source account — and links it to the transfer, so each account always equals the stock in its warehouse.

Inventory Overview Operations Products Reporting Configuration

New Warehouses

Search...

1-8 / 8

< >

☐	Warehouse	Location Stock	Address	
☐	My Company	WH/Stock	Giant Oil Tools	
☐	Assets	ASSET/Stock	Giant Oil Tools	
☐	Free Zone	FREEZ/Stock	Giant Oil Tools	
☐	GUPCO Warehouse	GUPCO/Stock	Giant Oil Tools	
☐	New Cairo	NEWCA/Stock	Giant Oil Tools	
☐	Repair and Redress	REPAI/Stock	Giant Oil Tools	
☐	Spare Parts	SPARE/Stock	Giant Oil Tools	
☐	Transit Warehouse	TRANS/Stock	Giant Oil Tools	

Figure 5.13 — Warehouses

5.14 Landed costs

Additional costs — freight, insurance, customs — spread over the value of received goods so that the stock value reflects the true landed cost. The customs entries created automatically on receipt appear in this list and can be reviewed here.

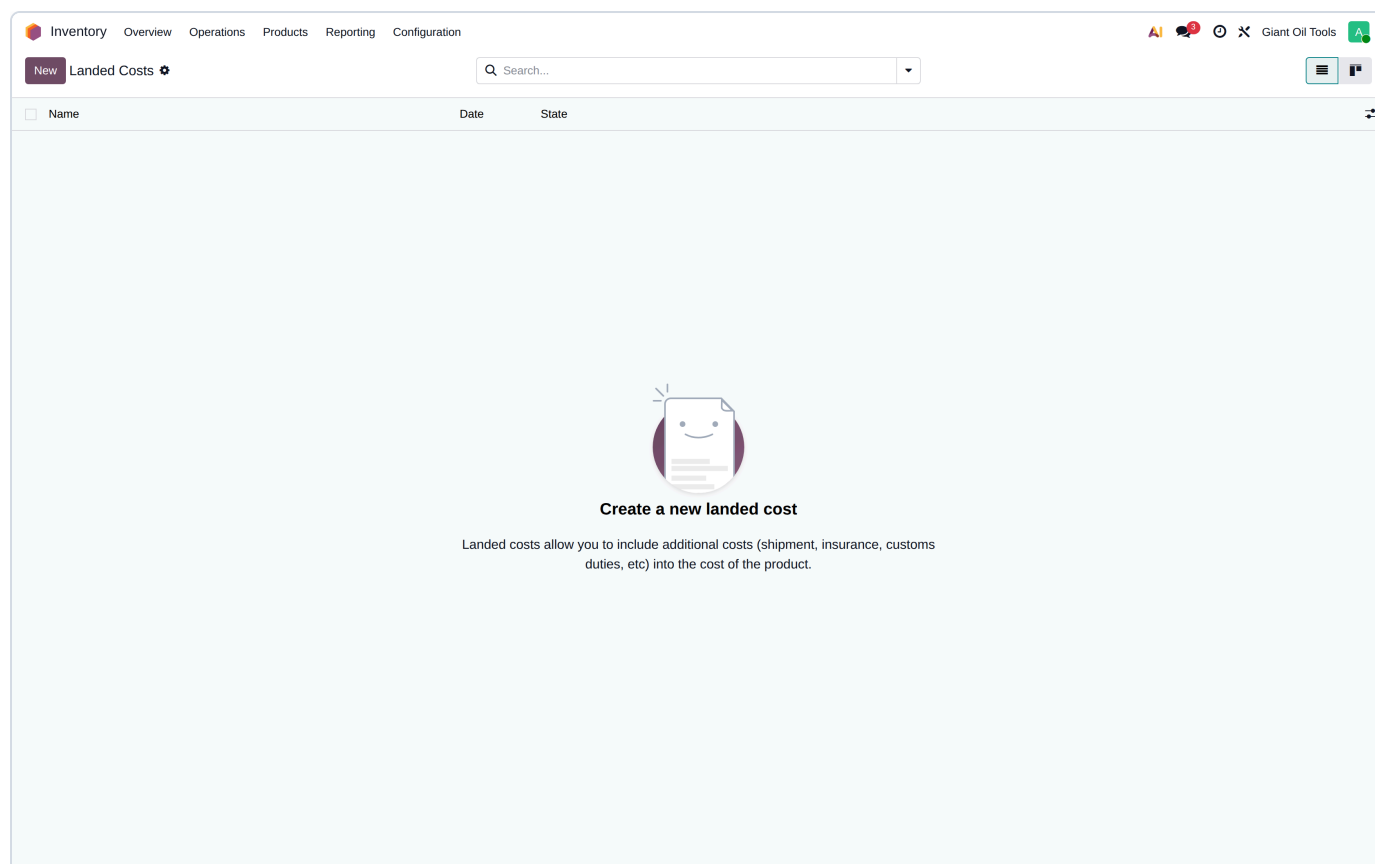


Figure 5.14 — Landed costs

5.15 Scrap orders

Records tools or materials written off as unusable. Scrapping moves the stock to the virtual scrap location and posts the write-off to the expense account.

InventoryOverviewOperationsProductsReportingConfiguration

NewScrap Orders

Q Search...

Reference	Date	Product	Quantity	Unit	Source Location	Scrap Location	Status
REF0001	Aug 22, 6:02 PM	Integer vitae	63.24	Laoreet id	Voluptat blandit	Voluptat blandit	Draft
REF0002	Aug 19, 6:02 AM	Integer vitae	64.87	Laoreet id	Viverra nam	Voluptat blandit	Draft
REF0003	Aug 18, 7:02 AM	Laoreet id	27.95	In massa	Integer vitae	In massa	Draft
REF0004	Aug 3, 12:02 PM	Voluptat blandit	8.71	Laoreet id	Integer vitae	Voluptat blandit	Donec
REF0005	Sep 11, 5:02 PM	Integer vitae	66.46	Voluptat blandit	Viverra nam	Laoreet id	Draft
REF0006	Jul 27, 4:02 AM	Laoreet id	78.13	Integer vitae	Voluptat blandit	Voluptat blandit	Draft
REF0007	Aug 9, 10:02 PM	Voluptat blandit	85.82	In massa	In massa	Voluptat blandit	Draft
REF0008	Aug 14, 1:02 PM	Voluptat blandit	82.07	Viverra nam	Viverra nam	In massa	Draft
REF0009	Jul 16, 7:02 PM	In massa	55.03	V	Voluptat blandit	Laoreet id	Draft
REF0010	Jun 28, 6:02 AM	Integer vitae	24.27	V	Voluptat blandit	Laoreet id	Donec



Scrap products

Scrapping a product will remove it from your stock. The product will end up in a scrap location that can be used for reporting purpose.

Figure 5.15 — Scrap orders

5.16 Moves history

Every completed stock move, with source and destination location, lot, quantity and date. This is the definitive record when investigating a stock discrepancy.

InventoryOverviewOperationsProductsReportingConfiguration

Moves History

Done

Search...

1-80 / 441

☐	Date	Reference	Product	Lot/Serial Number	From	To	Quantity	Unit	Status	
☐	Aug 21, 2:20 PM	Product Quantity Updated	[TBA] Freight Charge	TBA	Inventory adjustment	GUPCO/Stock	2.00	Units	Done	
☐	Aug 21, 2:20 PM	Product Quantity Updated	[TBA] Freight Charge		GUPCO/Stock	Inventory adjustment	2.00	Units	Done	
☐	Aug 21, 12:08 AM	Product Quantity Confirmed	[G350-EJMC-9001-EUE-CT] Expansion Joint	G350-EJMC-9001-EUE-CT	GUPCO/Stock	Inventory adjustment	0.00	Units	Done	
☐	Aug 21, 12:08 AM	Product Quantity Confirmed	[350WRG0320-VT] Half Mule Shoes	350WRG0320-VT	GUPCO/Stock	Inventory adjustment	0.00	Units	Done	
☐	Aug 21, 12:08 AM	Product Quantity Updated	[BDS-DUAL-889-BLANK] Dual Surge Disk	BDS-DUAL-889-BLANK	Inventory adjustment	GUPCO/Stock	2.00	Units	Done	
☐	Aug 21, 12:08 AM	Product Quantity Updated	[S2HRC70302-C] Packer-HRC Packer	S2HRC70302-C	Inventory adjustment	GUPCO/Stock	1.00	Units	Done	
☐	Aug 21, 12:08 AM	Product Quantity Updated	[6LNSXN27501-13CR-AC] Nipple	6LNSXN27501-13CR-AC	Inventory adjustment	GUPCO/Stock	1.00	Units	Done	
☐	Aug 21, 12:08 AM	Product Quantity Confirmed	[6LNSX28105-13CR-AC] 6LNSX28105-13CR-AC	6LNSX28105-13CR-AC	GUPCO/Stock	Inventory adjustment	0.00	Units	Done	
☐	Aug 21, 12:08 AM	Product Quantity Updated	[3SEQ38101-C] TRSV-3.81	3SEQ38101-C	Inventory adjustment	GUPCO/Stock	1.00	Units	Done	
☐	Aug 21, 12:08 AM	Product Quantity Confirmed	[S12AK17601-A] Packer-ESP Accessories	S12AK17601-A	GUPCO/Stock	Inventory adjustment	0.00	Units	Done	
☐	Aug 21, 12:08 AM	Product Quantity Updated	[12AGV15003-B*] 12AGV15003-B*	12AGV15003-B*	Inventory adjustment	GUPCO/Stock	1.00	Units	Done	
☐	Aug 21, 12:08 AM	Product Quantity Confirmed	[PJ-278-L80-4FT] Pup Joint-2-7/8"	PJ-278-L80-4FT	GUPCO/Stock	Inventory adjustment	0.00	Units	Done	
☐	Aug 21, 12:08 AM	Product Quantity Updated	[281GXO8024-13CR-A*] 281GXO8024-13CR-A*	281GXO8024-13CR-A*	Inventory adjustment	GUPCO/Stock	1.00	Units	Done	
☐	Aug 21, 12:08 AM	Product Quantity Updated	[3NEQ38103G-C] TRSSSV	3NEQ38103G-C	Inventory adjustment	GUPCO/Stock	1.00	Units	Done	
☐	Aug 21, 12:08 AM	Product Quantity Confirmed	[PJ-278-L80-4FT] Pup Joint-2-7/8"	PJ-278-L80-4FT	GUPCO/Stock	Inventory adjustment	0.00	Units	Done	
☐	Aug 21, 12:08 AM	Product Quantity Confirmed	[CL2549WL650A825] Control Line-650 FT SEAMLESS	CL2549WL650A825	GUPCO/Stock	Inventory adjustment	0.00	Reel	Done	
☐	Aug 21, 12:08 AM	Product Quantity Updated	[STY-35-73] ESP Accessories	STY-35-73	Inventory adjustment	GUPCO/Stock	90.00	Units	Done	
☐	Aug 21, 12:08 AM	Product Quantity Updated	[STY-45-73] ESP Accessories	STY-45-73	GUPCO/Stock	Inventory adjustment	41.00	Units	Done	
☐	Aug 21, 12:08 AM	Product Quantity Updated	[STY-35-73] ESP Accessories	STY-35-73	Inventory adjustment	GUPCO/Stock	210.00	Units	Done	
☐	Aug 21, 12:08 AM	Product Quantity Confirmed	[S12AK17601-A] Packer-ESP Accessories	S12AK17601-A	GUPCO/Stock	Inventory adjustment	0.00	Units	Done	
☐	Aug 21, 12:08 AM	Product Quantity Updated	[3NEQ38102G-C] TRSSSV	3NEQ38102G-C	Inventory adjustment	GUPCO/Stock	1.00	Units	Done	
☐	Aug 21, 12:08 AM	Product Quantity Confirmed	[G350-EJMC-9001-EUE-CT] Expansion Joint	G350-EJMC-9001-EUE-CT	GUPCO/Stock	Inventory adjustment	0.00	Units	Done	
☐	Aug 21, 12:08 AM	Product Quantity Updated	[DSD-350-PRM-13CR] Dual Surge Disk	DSD-350-PRM-13CR	Inventory adjustment	GUPCO/Stock	1.00	Units	Done	

Figure 5.16 — Moves history

5.17 Moves analysis

The same data as a pivot/graph report for volume analysis by product, category or period.

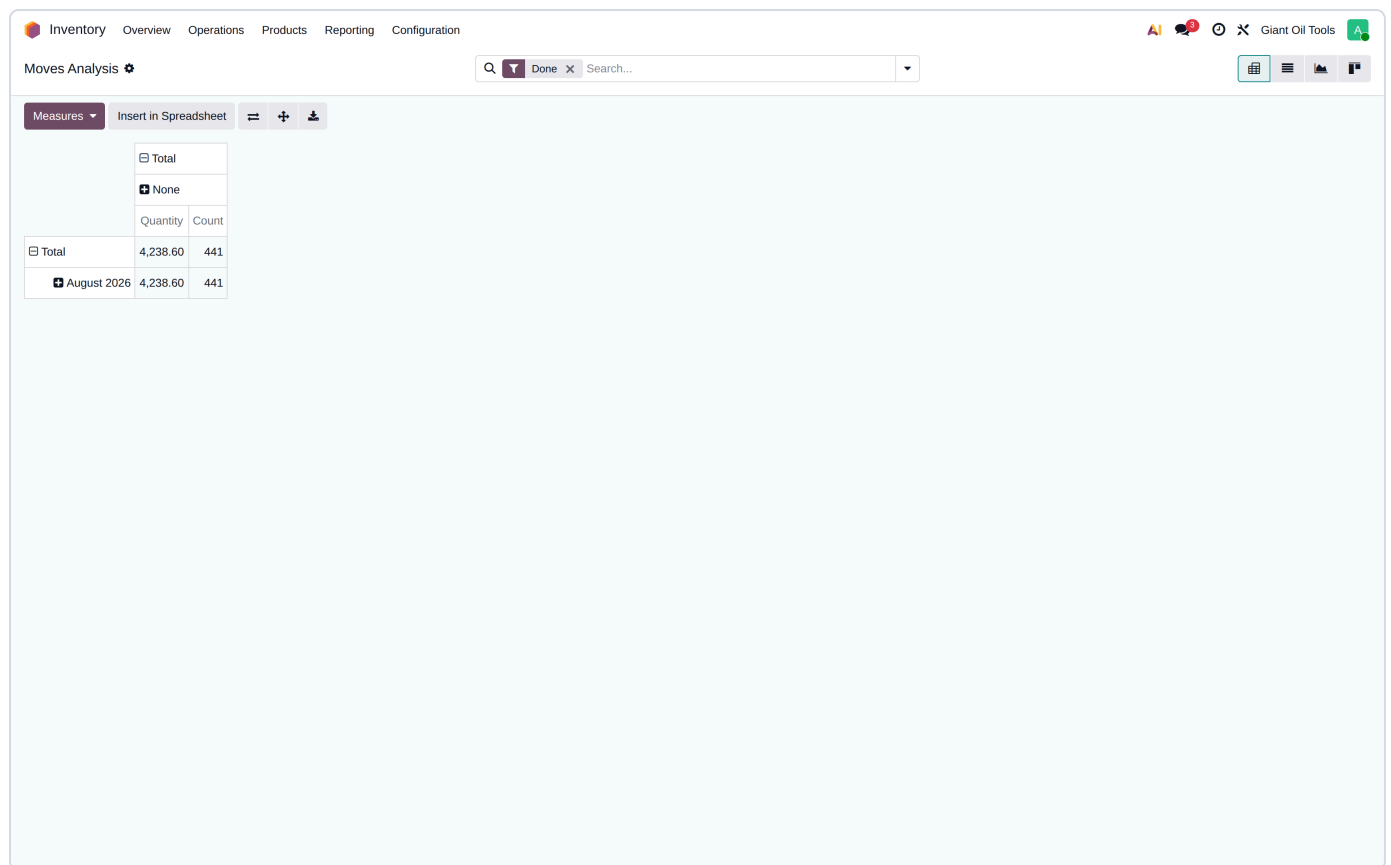


Figure 5.17 — Moves analysis

5.18 Operation types

Configuration of each kind of transfer: its sequence prefix, default locations, and whether it creates a backorder when only part of the quantity is processed.

InventoryOverviewOperationsProductsReportingConfiguration

NewOperations Types

Search...

1-41 / 41

☐ Operation Type	Warehouse
☐ Receipts	My Company
☐ Internal Transfers	My Company
☐ Delivery Orders	My Company
☐ Manufacturing	My Company
☐ Receipts	Assets
☐ Internal Transfers	Assets
☐ Repairs	Assets
☐ Delivery Orders	Assets
☐ Manufacturing	Assets
☐ Receipts	Free Zone
☐ Internal Transfers	Free Zone
☐ Repairs	Free Zone
☐ Delivery Orders	Free Zone
☐ Manufacturing	Free Zone
☐ Receipts	GUPCO Warehouse
☐ Internal Transfers	GUPCO Warehouse
☐ Repairs	GUPCO Warehouse
☐ Delivery Orders	GUPCO Warehouse
☐ Manufacturing	GUPCO Warehouse
☐ Receipts	New Cairo
☐ Internal Transfers	New Cairo
☐ Repairs	New Cairo
☐ Delivery Orders	New Cairo

Figure 5.18 — Operation types

5.19 Replenishment

Reordering rules with minimum and maximum quantities per product and warehouse. Running the scheduler generates the purchase orders needed to bring stock back to the maximum.

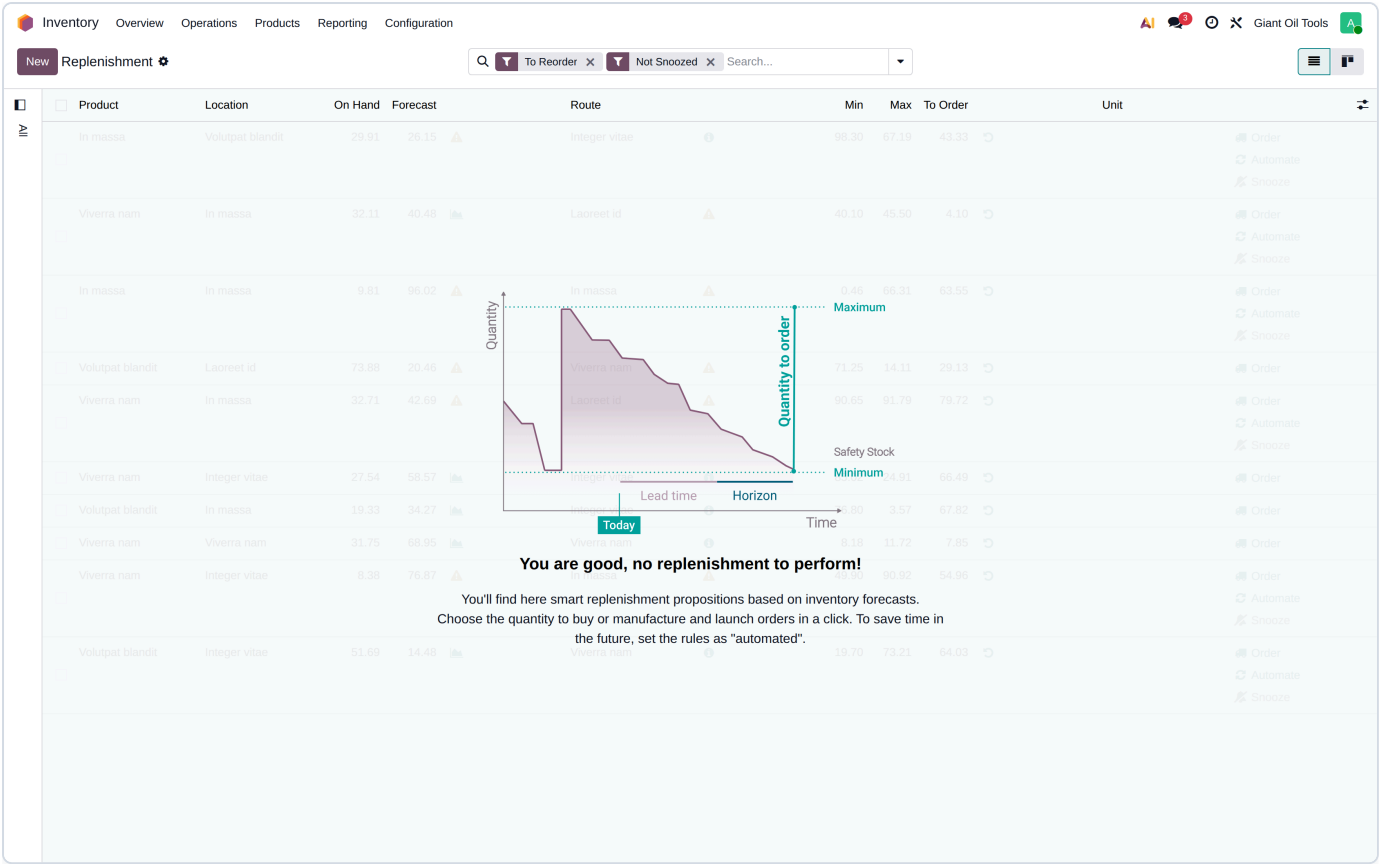


Figure 5.19 — Replenishment

5.20 Units of measure

Units are grouped into categories, and conversion between two units is possible only when they sit in the same category, where one is the reference unit and the other carries a conversion factor.

Reel and FT. Control line is bought on drums whose length differs by product — 350, 500, 1,000, 2,000, 6,281, 11,000 feet and so on — so a single reel-to-foot factor cannot exist. The length is therefore held on the product instead; see *Converting a reel into feet* in the Giant Oil Tools chapter.

Inventory

Overview

Operations

Products

Reporting

Configuration

New

Units & Packagings

Search...

1-19 / 19

☐	Unit Name	Contains	Reference Unit	
☐	Minutes	0.017	Hours	
☐	Units			
☐	Hours			
☐	mm			
☐	m²			
☐	ml			
☐	g			
☐	KWH			
☐	Job			
☐	Day			
☐	Trip			
☐	Reel			
☐	FT			
☐	Pack of 6	6.000	Units	
☐	Days	8.000	Hours	
☐	m	100.000	cm	
☐	L	1.000.000	ml	
☐	kg	1.000.000	g	
☐	Ton	1.000.000	kg	

Figure 5.20 — Units of measure

6

Repair and Redress

Repair & Redress is the Giant Oil Tools process for restoring used tools, and it is the only production process the company runs — there is no separate manufacturing activity. A repair consumes the used tool plus spare parts and produces a repaired tool, and it can optionally produce a **second output** — a by-product recovered during the repair — with a controlled share of the cost allocated to it.

Technically the process is built on Odoo's manufacturing engine, which is why it inherits full component consumption, lot traceability and FIFO costing. You never need to open the Manufacturing application: everything is done from the **Repair and Redress** screens described in this chapter.

6.1 Repair and Redress orders

All repair orders with their type, the tool being repaired, quantity and status. Repair orders are locked to the **NEWCA** operation type, which keeps repair stock movements separate from other stock movements.

Repair and Redress

Repair and Redress

Configuration

New

Repair and Redress

Search...

	Reference	Start	Product	Next Activity	Source	Component Status	Quantity	Unit	State
★	REF0001	23 days ago	In massa	Laoreet id			70.98	Integer vitae	
★	REF0002	In 11 days	Integer vitae	In massa			72.20	Laoreet id	
★	REF0003	Next month	Voluptat blandit	Integer vitae			27.37	Integer vitae	
★	REF0004	15 days ago	Laoreet id	Integer vitae			18.33	In massa	
★	REF0005	In 5 days	In massa	Laoreet id			90.98	Viverra nam	
★	REF0006	18 days ago	Voluptat blandit	Viverra nam			6.59	Laoreet id	
★	REF0007	Next month	Voluptat blandit	Integer vitae			10.34	Viverra nam	
★	REF0008	In 7 days	In massa	Integer vitae			95.97	Laoreet id	
★	REF0009	23 days ago	Integer vitae	Integer vitae			64.58	Viverra nam	
★	REF0010	Last month	Viverra nam	Voluptat blandit			26.61	Viverra nam	
							443.95		

Create a Repair Order

Consume parts and produce the graded finished tool. Add a second final product with its Cost Share when needed.

Figure 6.1 — Repair and Redress orders

6.2 The Repair and Redress form

Choose the **Repair Type** first — it drives the rest of the form, including whether a second output is allowed and what its default cost share is.

Grade B lots. When the repair produces a downgraded tool, the system generates the output lot with a **-B** suffix on the original part number, so a downgraded item is identifiable from its lot number alone. Tool condition is recorded as grade **A**, **B** or **C**.

Second Final Product. Enable it with the **Second Final Product** switch, then set:

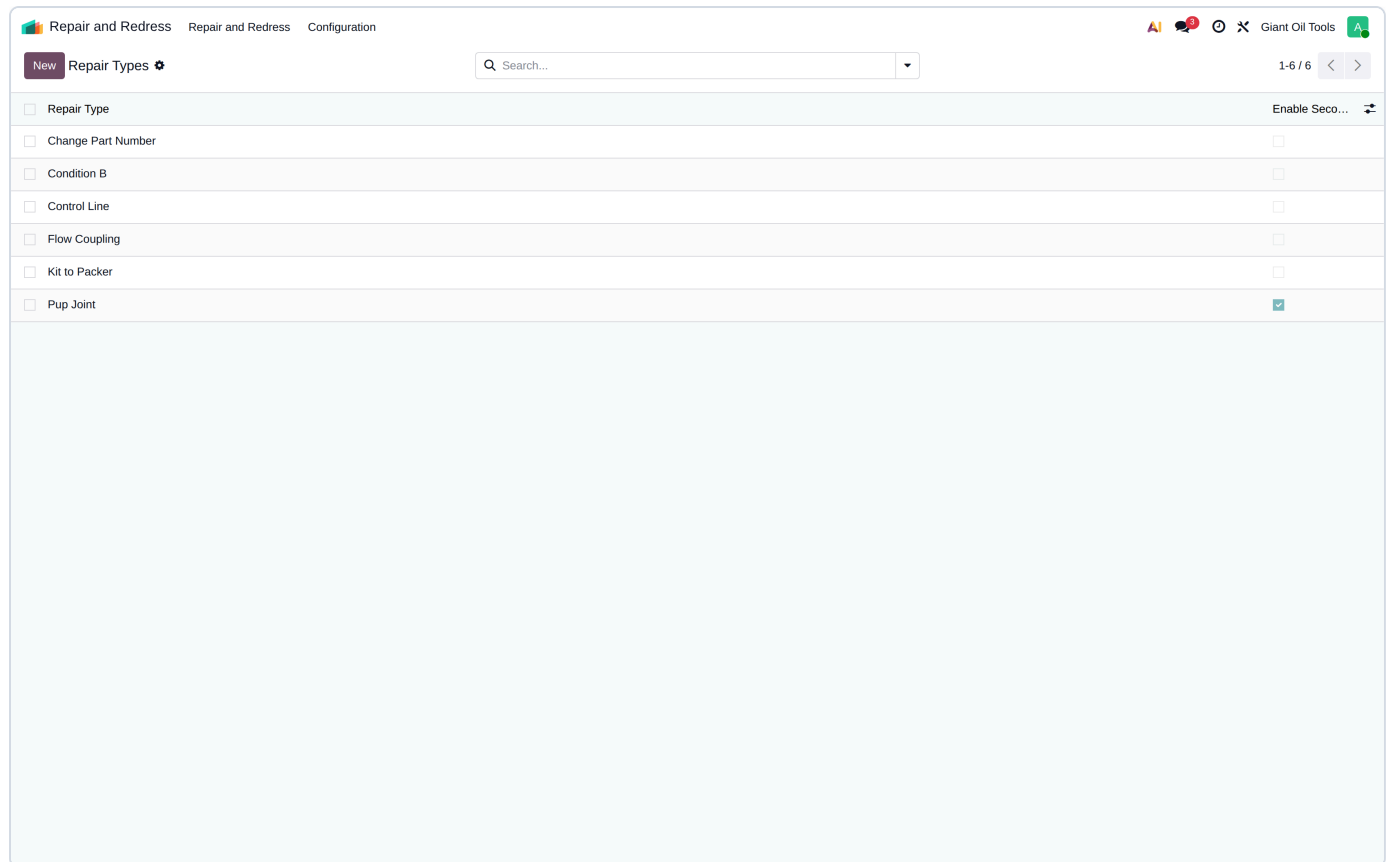
- **2nd Product** — what is recovered.
- **2nd Quantity and Unit.**
- **2nd Lot/Serial** — type it, or click **Generate Serial**.
- **Cost Share (%)** — the percentage of total component cost allocated to this by-product; the remainder stays with the main repaired tool. The value defaults from the repair type and is validated so it cannot exceed 100%.

The system will not allow the order to be marked done if a lot number is missing for the second product.

Figure 6.2 — The Repair and Redress form

6.3 Repair types

The catalogue of repair kinds. Each type is the control point for how its repairs behave.



The screenshot displays the 'Repair Types' configuration page in Odoo 19. The page has a header with the title 'Repair and Redress' and a search bar. Below the header, there is a table of repair types. The table has two columns: the name of the repair type and a checkbox to enable the second output. The 'Pup Joint' type is selected, indicated by a checked checkbox. The other types are 'Repair Type', 'Change Part Number', 'Condition B', 'Control Line', 'Flow Coupling', and 'Kit to Packer', all of which have unchecked checkboxes.

Repair Type	Enable Seco...
☐ Repair Type	☐
☐ Change Part Number	☐
☐ Condition B	☐
☐ Control Line	☐
☐ Flow Coupling	☐
☐ Kit to Packer	☐
☒ Pup Joint	☒

Figure 6.3 — Repair types

6.4 The repair type form

Per type you configure whether a second output is enabled, the default second product, its tracking mode, default quantity and the default cost share. Setting this correctly once means the workshop does not have to decide cost allocation on each individual order.

The screenshot shows the Odoo 19 interface for the 'Repair and Redress' configuration. The breadcrumb trail at the top reads 'Repair and Redress' > 'Repair and Redress' > 'Configuration'. The main header contains a 'New' button, a 'Repair Types' link, and the current form title 'Flow Coupling' with a settings icon. On the right, there are icons for a flag, a chat bubble, a refresh button, and the 'Giant Oil Tools' app icon. Below the header, a table displays the configuration details:

Repair Type	Flow Coupling	Active
Enable Second Final Product ?	☐	☒

The table is the only data element visible on the page, which otherwise has a light blue background.

Figure 6.4 — The repair type form

6.5 Repair and Redress (Giant Oil Tools menu)

The same repair records reached from the Giant Oil Tools application, for users who work primarily in that app.

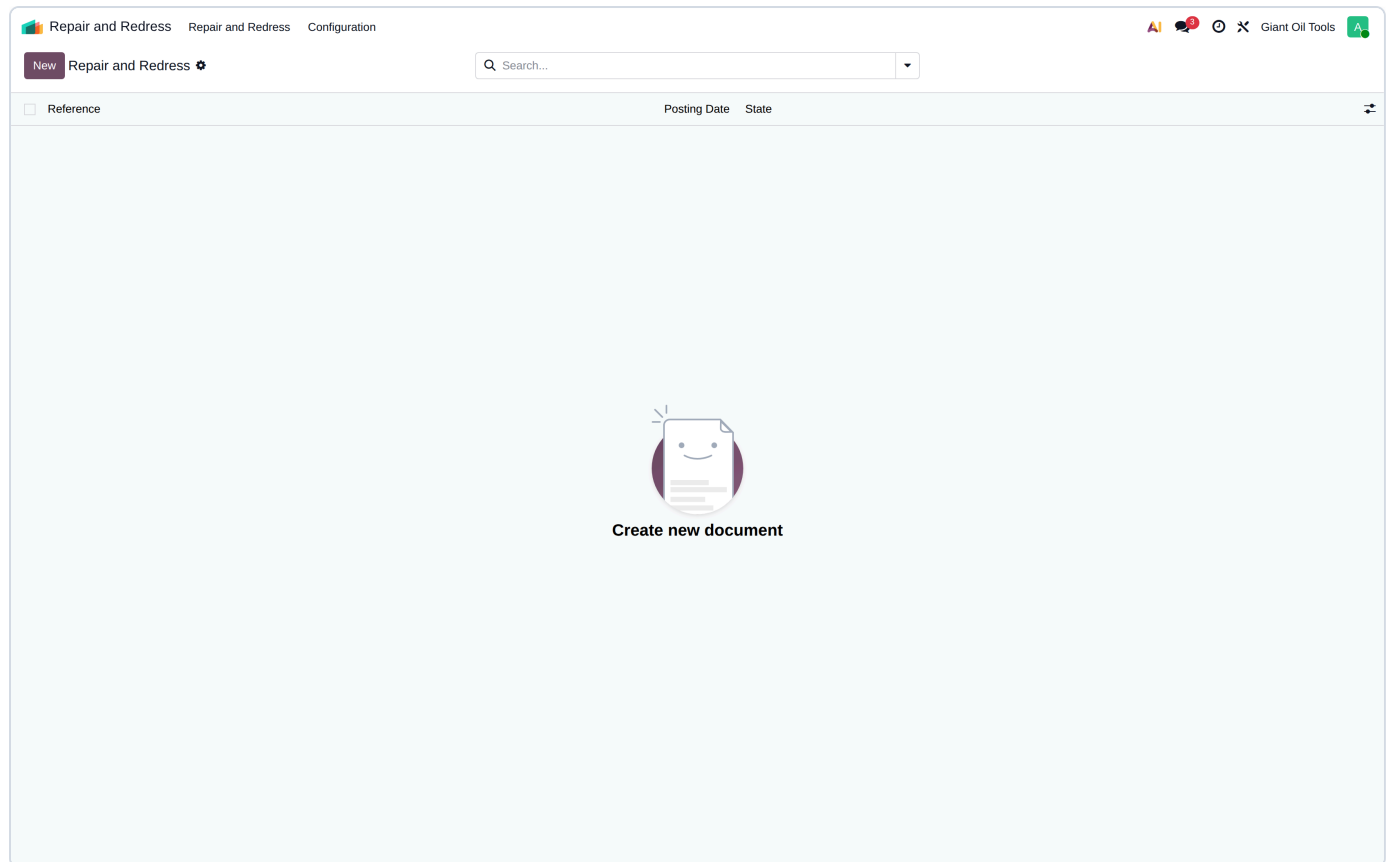


Figure 6.5 — Repair and Redress (Giant Oil Tools menu)

6.6 Repair and Redress log

The historical record of repairs carried out, used for tool history and for reporting on repair volumes and outcomes.

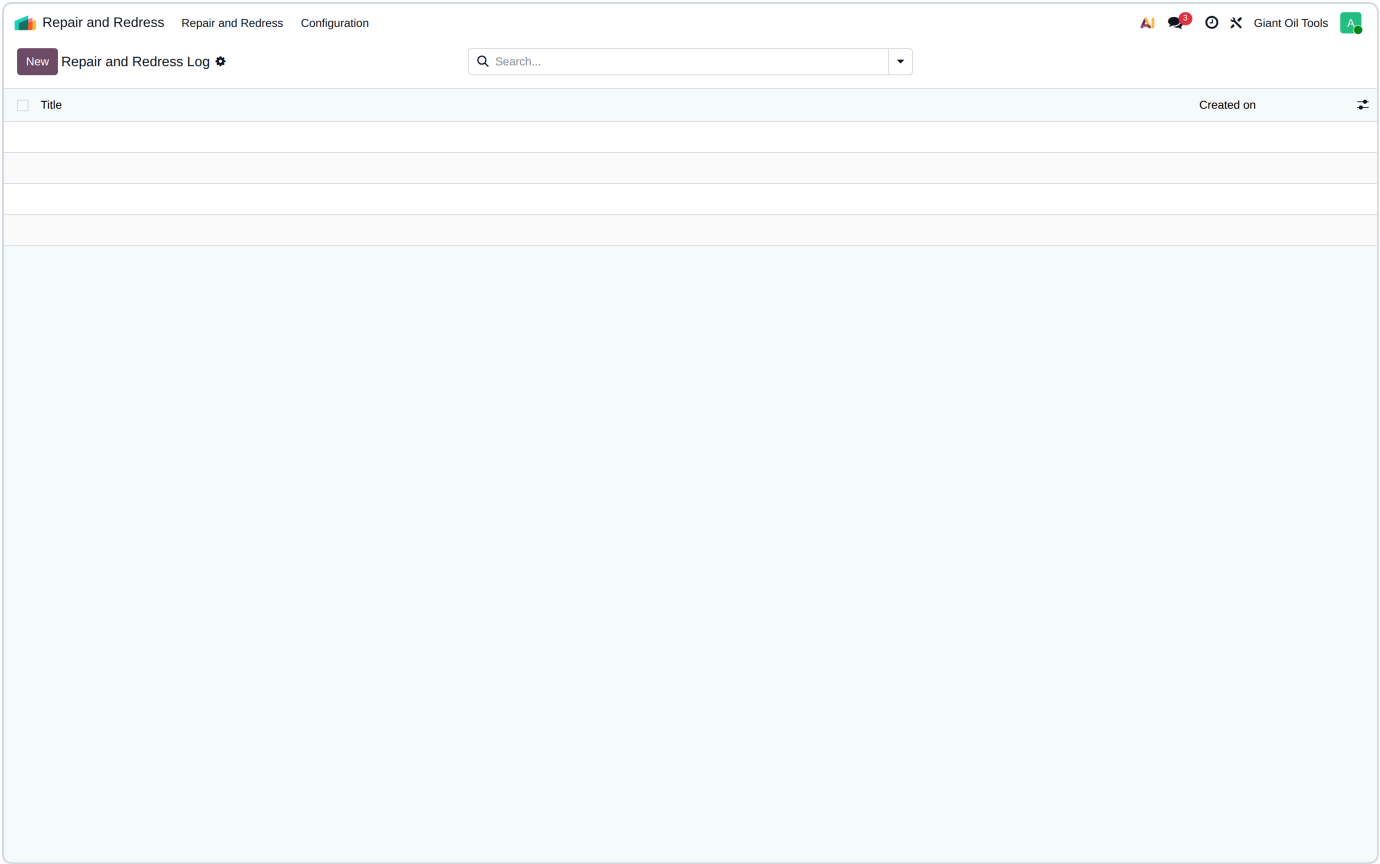


Figure 6.6 — Repair and Redress log

7 Giant Oil Tools Operations

This application holds the custom masters and operational processes built specifically for Giant Oil Tools: the operational reference data, the planning cycle, and four stock processes that have no standard equivalent in Odoo.

7.1 Inward numbers

The register of inward reference numbers with their incoming date, carried over from the previous ERPNext system and used to tie current records back to historical shipments.

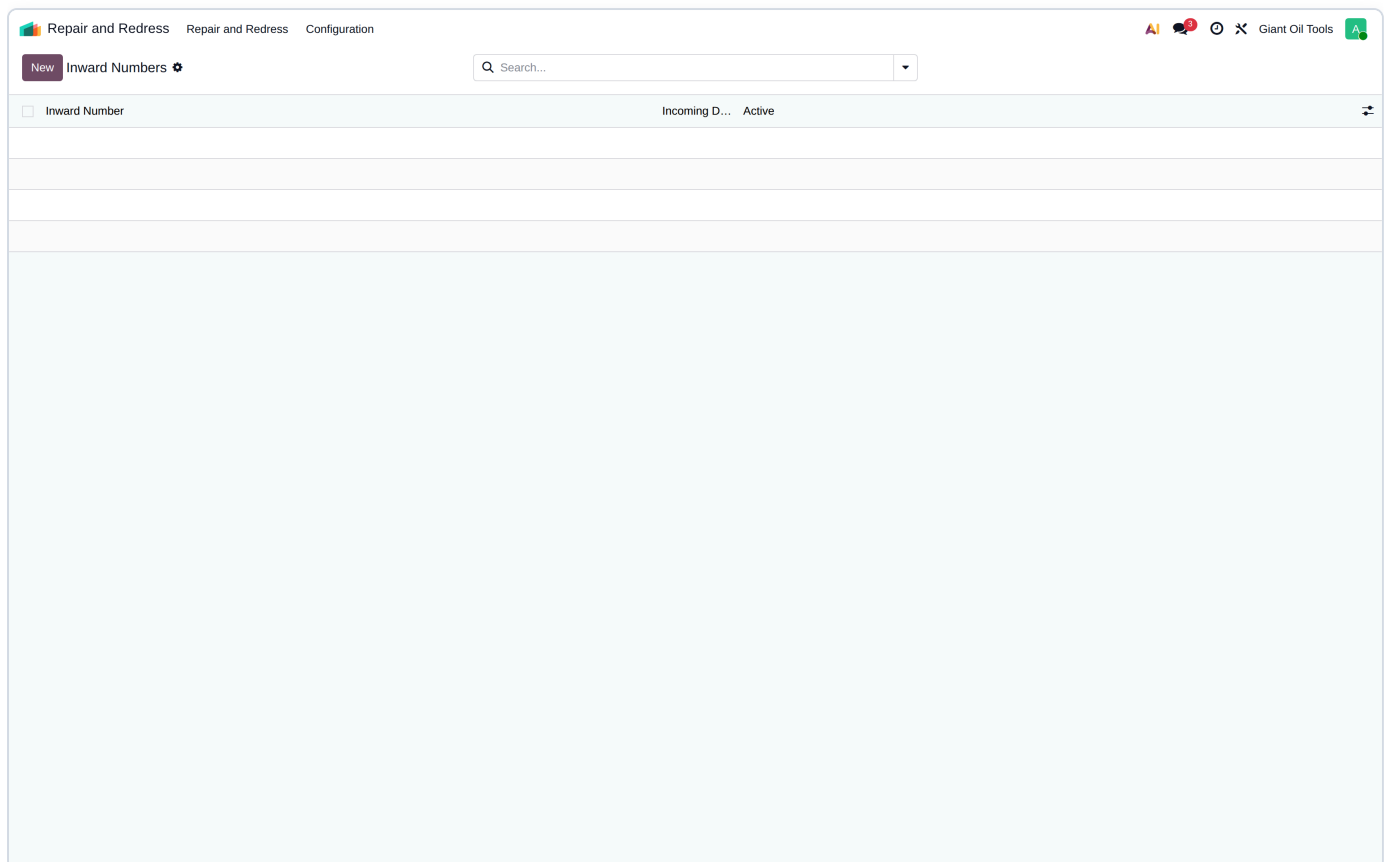


Figure 7.1 — Inward numbers

7.2 Item categories

The Giant Oil Tools classification of items, used for grouping and reporting alongside the standard product categories.

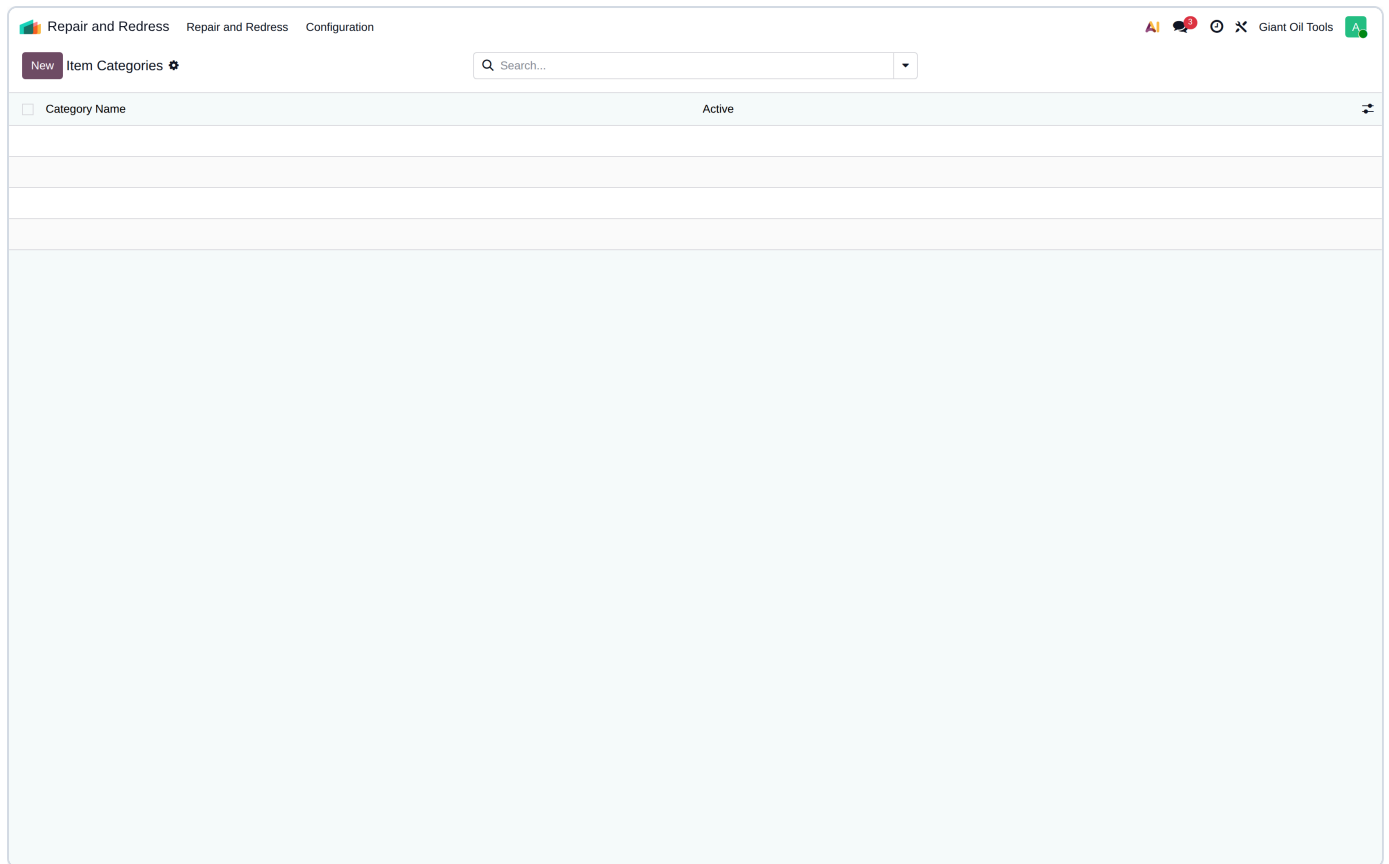


Figure 7.2 — Item categories

7.3 Contract conditions

Reusable condition texts that can be attached to customer contracts.

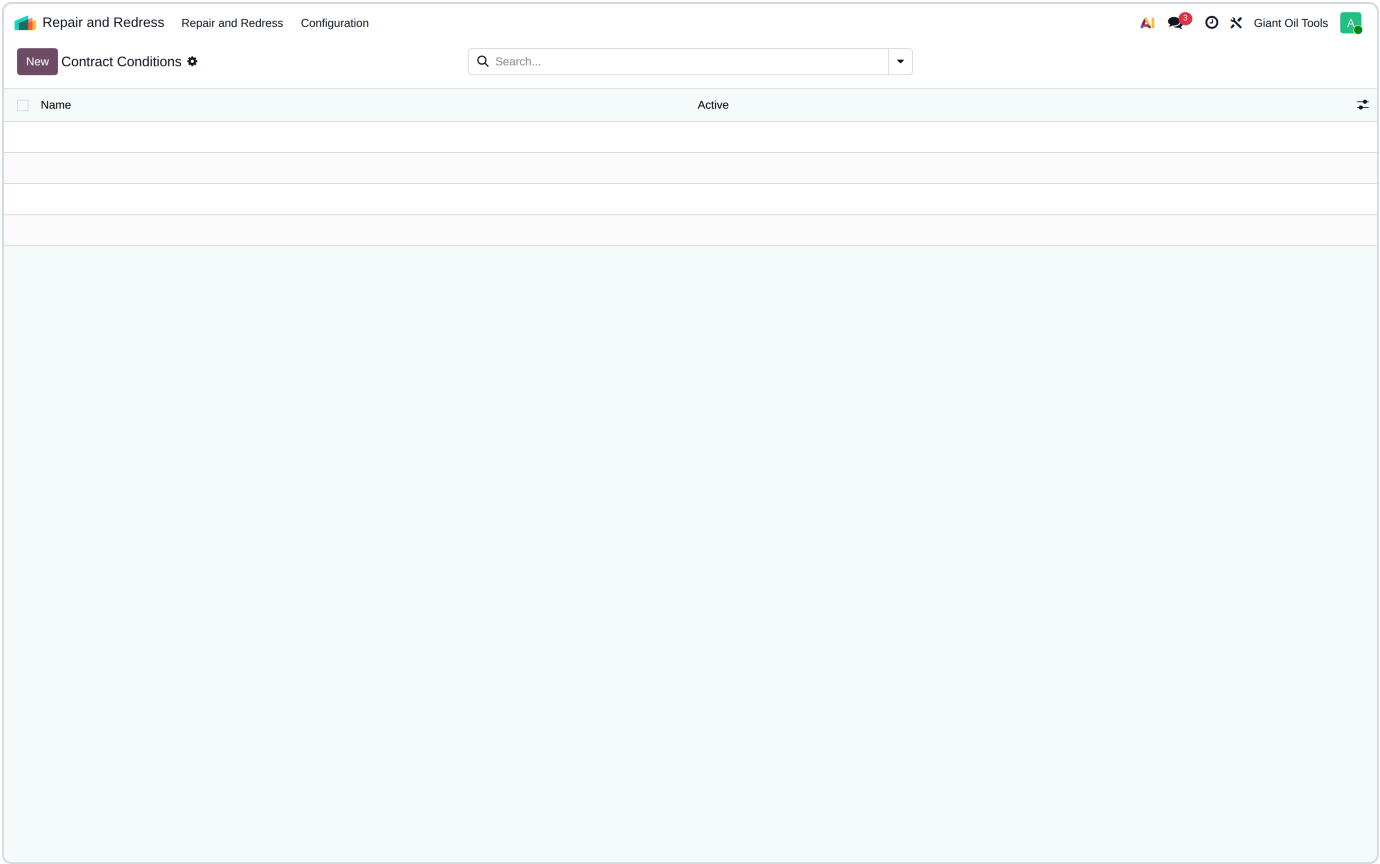


Figure 7.3 — Contract conditions

7.4 Material plan

Material planning turns the approved sales forecast into a concrete purchasing requirement.

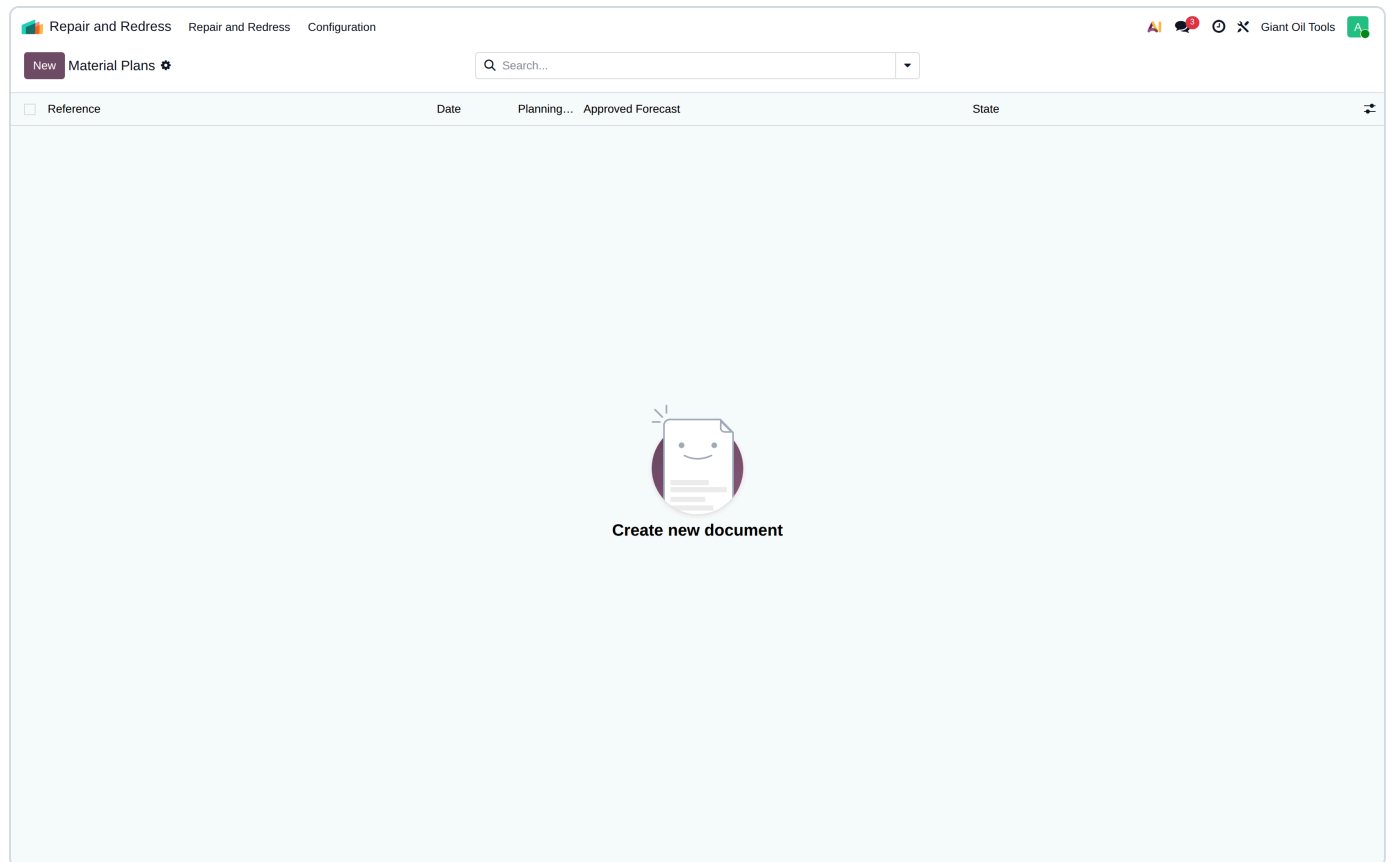


Figure 7.4 — Material plan

7.5 The material plan form

Set the **Planning Horizon** in days (90 by default) and click **Compute**. For each product the plan shows **Forecast**, **On Hand**, **On Order**, **Reserved**, **Safety Stock** and the resulting **Net Requirement**.

Review the computed lines, then use **Create Purchase Requests** to generate draft purchase documents for the shortfall. Lines already actioned are flagged as **Processed** so a second run does not duplicate them. The plan moves **Draft** → **Computed** → **Done**.

Accounting

Dashboard

Customers

Vendors

Accounting

Review

Reporting

Configuration

New

Material Plans

Compute Requirements

Draft

Computed

Done

Send message

Log note

/

Date

Aug 22

Approved Forecast

Planning Horizon (days)

90

Item

Forecast

On Hand

On Order

Reserved

Safety Stock

Net Require...

Add a line

Today

Administrator 3:19 PM

Creating a new record...

Figure 7.5 — The material plan form

7.6 Sales forecast

Monthly sales forecasts, kept as numbered versions so that a revised forecast never overwrites the one already used for planning.

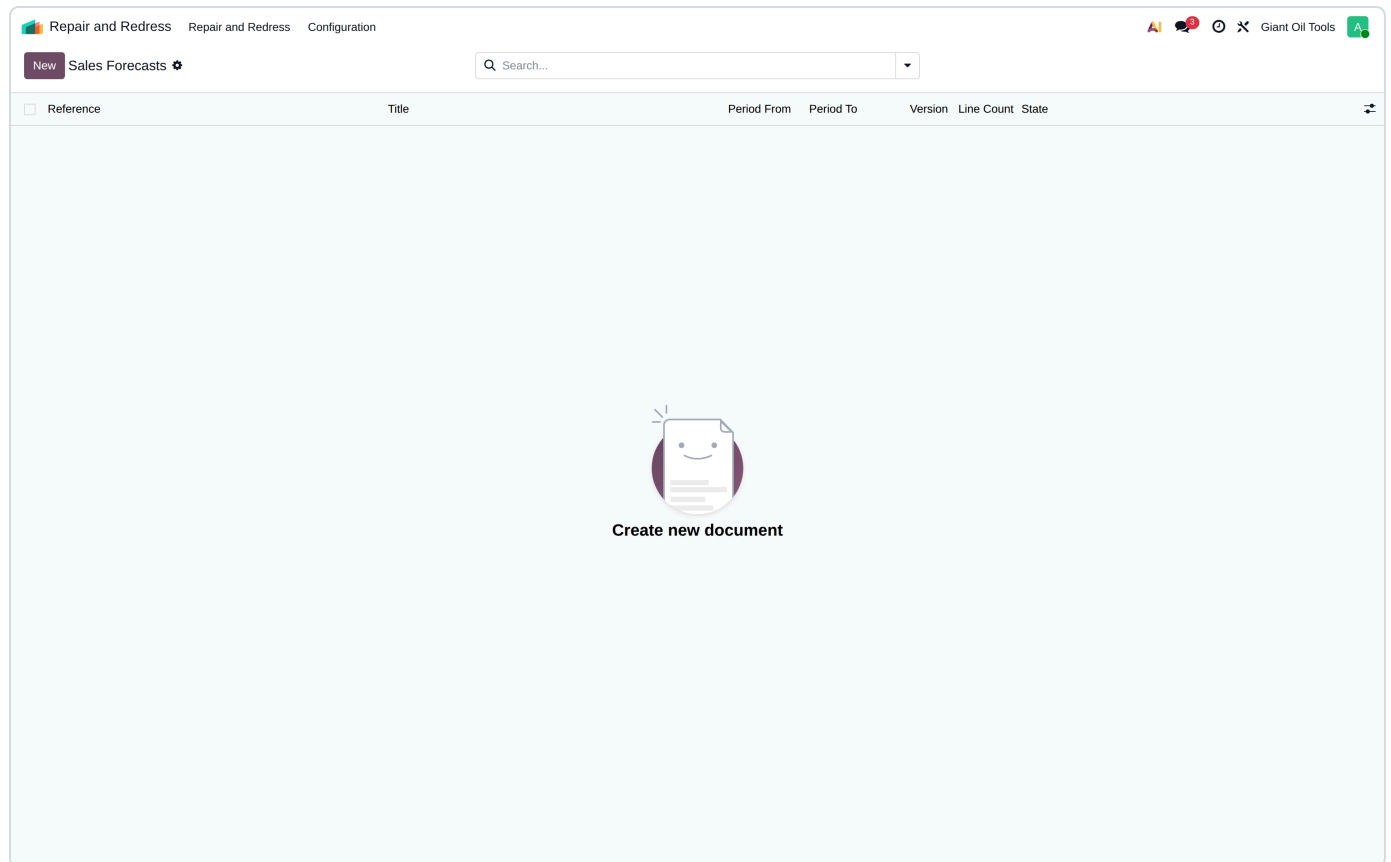


Figure 7.6 — Sales forecast

7.7 The sales forecast form

Give the forecast a **Title**, a period (**From/To**) and a **Version** number, then enter one line per product and month with the **Forecast Qty**. The system computes **Actual Invoiced** and the **Variance** against it, so forecast accuracy can be reviewed after the fact.

A forecast must be **Approved** before material planning will use it; superseded versions are **Archived** rather than deleted.

Accounting

Dashboard

Customers

Vendors

Accounting

Review

Reporting

Configuration

New

Sales Forecasts

Approve (lock baseline)

Archive

Draft

Approved

Archived

Send message

Log note

/

Title

Period From

Version 1

Period To

Month

Item

Customer (optional)

Forecast Qty

Actual Invoi...

Variance

Add a line

Today

A

Administrator

3:19 PM

Creating a new record...

Figure 7.7 — The sales forecast form

7.8 Repack / conversion

Converts stock from one product into another without a bill of materials — repacking, re-grading or re-labelling.

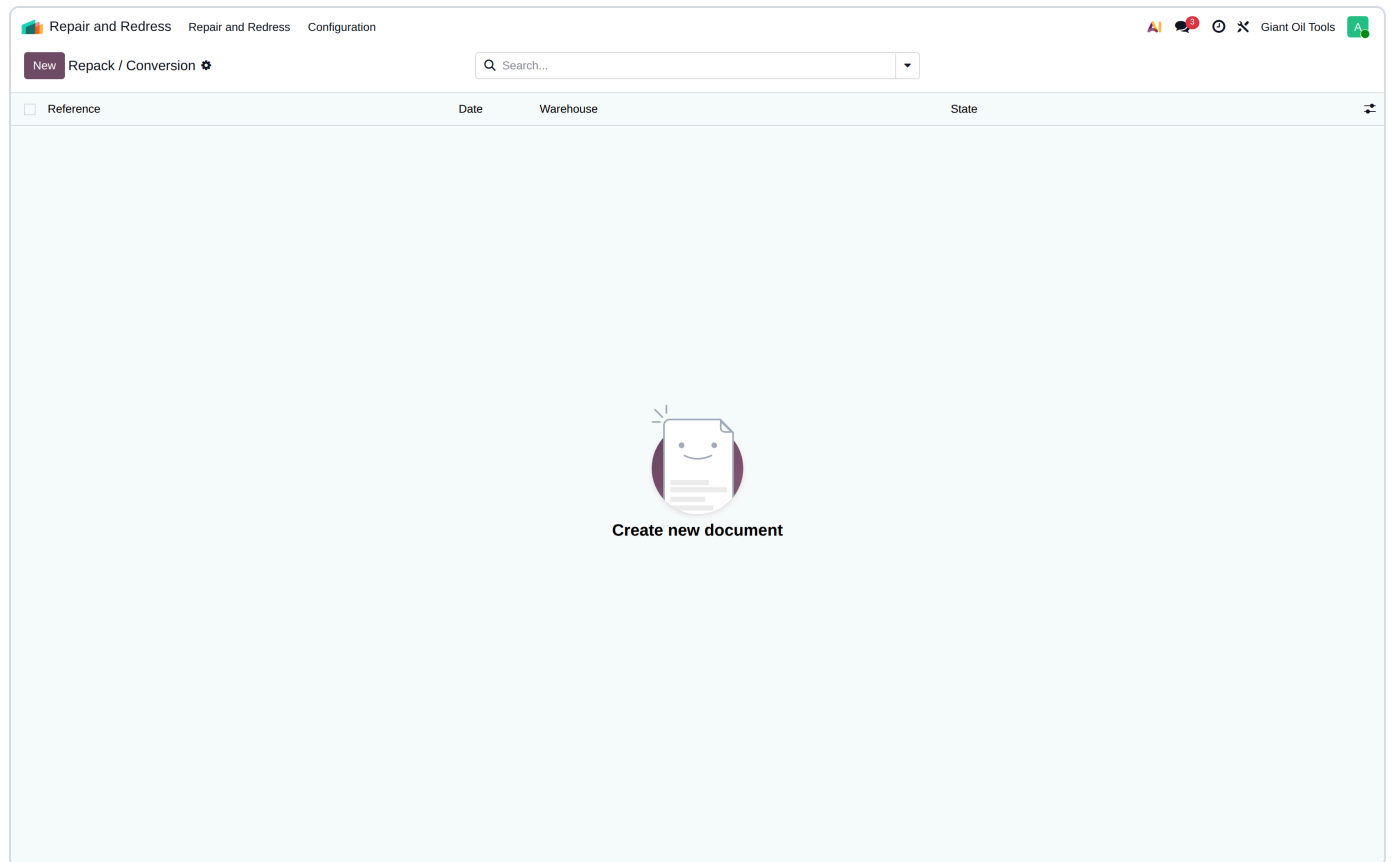


Figure 7.8 — Repack / conversion

7.9 The repack / conversion form

List what is consumed under **Consume Lines** and what results under **Produce Lines**, and add any **Additional Cost** for labour or overhead. **Validate** posts the stock moves and carries the value of the consumed items, plus the additional cost, into the produced items.

Figure 7.9 — The repack / conversion form

7.10 Converting a reel into feet

Control line is bought on drums and often issued by the foot. Because every product has its own drum length — 350, 500, 650, 1,000, 1,200, 2,000, 3,000, 3,500, 4,000, 5,000, 6,000, 6,281, 7,000, 7,500, 8,000, 10,000, 11,000 and 12,000 feet are all in the catalogue — the length is held on the product, not on the unit of measure.

On the product form, the **Control Line** tab carries:

- **Feet per Reel** — the length of one drum of this product.
- **Loose Feet Product** — the product that holds control line by the foot (CL2549WL*).

The **Convert to Feet** button then opens a Repack / Conversion already filled in: consume one reel, produce that many feet. Validate it and the stock moves, the lot numbers and the accounting entry are created — the full cost of the reel is carried onto the feet, so a 2,000 ft drum costing 4,000 becomes 2,000 ft at 2.00 each with no value gained or lost.

Inventory Overview Operations Products Reporting Configuration					Giant Oil Tools				
New Products					1-80 / 1429				
☆ 00425A256W2-A [00425A256W2-A] Price: \$ 1.00 On hand: 0.00 Units					☆ 010-5687-000* [010-5687-000*] Price: \$ 1.00 On hand: 0.00 Units				
☆ 060-3593-024 [060-3593-024] Price: \$ 1.00 On hand: 0.00 Units					☆ 060-4312-024 [060-4312-024] Price: \$ 1.00 On hand: 0.00 Units				
☆ 12AGV15003-B* [12AGV15003-B*] Price: \$ 1.00 On hand: 1.00 Units					☆ 12A40006-C [12A40006-C] Price: \$ 1.00 On hand: 2.00 Units				
☆ 120-2750-226 [120-2750-226] Price: \$ 1.00 On hand: 0.00 Units					☆ 12A40006-C* [12A40006-C*] Price: \$ 1.00 On hand: 0.00 Units				
☆ 12AGV20001-C6 [12AGV20001-C6] Price: \$ 1.00 On hand: 0.00 Units					☆ 12G40003-C* [12G40003-C*] Price: \$ 1.00 On hand: 0.00 Units				
☆ 12PHL703H007H-Dots [12PHL703H007H-Dots] Price: \$ 1.00 On hand: 5.00 Units					☆ 150-0720-120-01 [150-0720-120-01] Price: \$ 1.00 On hand: 0.00 Units				
☆ 1KS-000381 [1KS-000381] Price: \$ 1.00					☆ 1KS-0004 [1KS-0004] Price: \$ 1.00				
☆ 1SAK40001-A2 [1SAK40001-A2] Price: \$ 1.00 On hand: 0.00 Units					☆ 1LSA40002-C* [1LSA40002-C*] Price: \$ 1.00 On hand: 0.00 Units				
☆ 1ME47503-C* [1ME47503-C*] Price: \$ 1.00 On hand: 0.00 Units					☆ 1SE40001-C* [1SE40001-C*] Price: \$ 1.00 On hand: 0.00 Units				
☆ 1WHB70402-C* [1WHB70402-C*] Price: \$ 1.00 On hand: 0.00 Units					☆ 2-154 [2-154] Price: \$ 1.00 On hand: 0.00 Units				
☆ 225FWG2526-13cr-ACT [225FWG2526-13cr-ACT] Price: \$ 1.00 On hand: 5.00 Units					☆ 225GF10719-13CR [225GF10719-13CR] Price: \$ 1.00 On hand: 0.00 Units				
☆ 231GPXBP0578-9CR [231GPXBP0578-9CR] Price: \$ 1.00 On hand: 0.00 Units					☆ 231GPXBP0578-CT [231GPXBP0578-CT] Price: \$ 1.00 On hand: 0.00 Units				
☆ 231GX0586-AC-Blank [231GX0586-AC-Blank] Price: \$ 1.00 On hand: 3.00 Units					☆ 231GXA2919-BLANK-13CR [231GXA2919-BLANK-13CR] Price: \$ 1.00 On hand: 0.00 Units				
☆ 231GXN0596 [231GXN0596] Price: \$ 1.00 On hand: 2.00 Units					☆ 2-336 [2-336] Price: \$ 1.00 On hand: 0.00 Units				
☆ 238X-OVER					☆ 250-8125-1322B				
☆ 2562GFB11375-AC*					☆ 2-343				

Figure 7.10 — Converting a reel into feet

7.11 Used material intake

Records used tools coming back from a customer or a job site into the workshop.

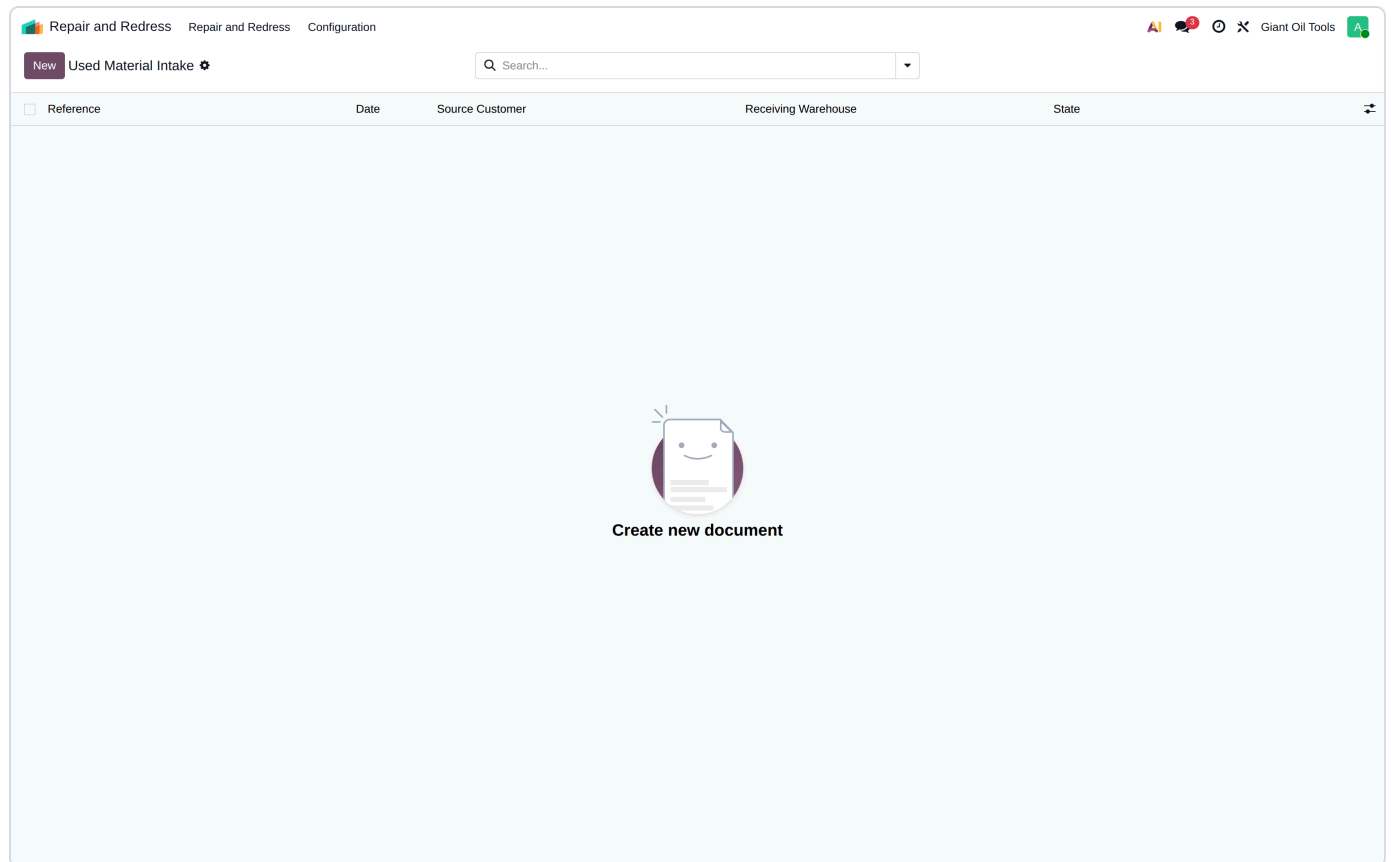


Figure 7.11 — Used material intake

7.12 The used material intake form

Enter the date, the partner returning the material and one line per item with its quantity and **Condition**, plus free-text **Condition / Notes**. **Receive** brings the items into stock so they can be sent to Repair & Redress.

Accounting

Dashboard

Customers

Vendors

Accounting

Review

Reporting

Configuration

New

Used Material Intake

Receive (Zero Value)

Cancel

Draft

Received

Cancelled

Send message

Log note

/

Date

Aug 22

Receiving Warehouse

Source Customer

Received By

Administrator

ITEMS (RECEIVED INTO GRADE C AT ZERO VALUE)

Item (Gra...

Qty

Condition

Add a line

Condition / handover notes...

Today

A

Administrator

3:20 PM

Creating a new record...

Figure 7.12 — The used material intake form

7.13 Consignment consumption

For stock held at a customer site and billed only when the customer actually consumes it.

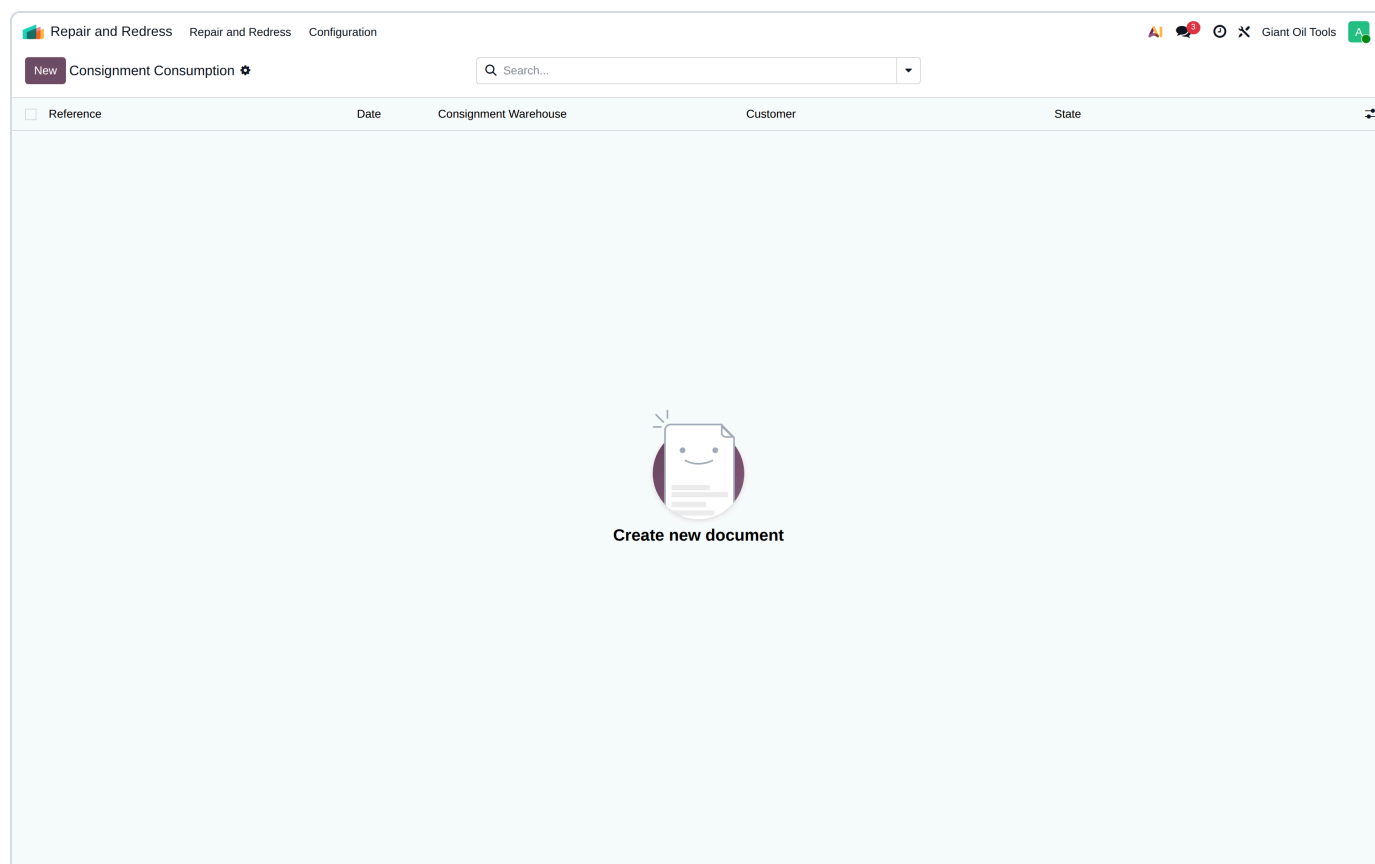


Figure 7.13 — Consignment consumption

7.14 The consignment consumption form

Enter the customer and one line per item with **Qty Consumed**, then click **Bill Consumption**. The system posts the stock consumption and creates the customer invoice for the consumed quantities in a single step. The record moves **Draft** → **Billed**.

Accounting

Dashboard

Customers

Vendors

Accounting

Review

Reporting

Configuration

New

Consignment Consumption

Bill Consumption (Deliver + Invoice)

Cancel

Draft

Billed

Cancelled

Send message

Log note

/

Date

Aug 22

Sales Order

Consignment

Warehouse

Invoice

Customer

Item

Qty Consum...

Add a line

Today

Administrator 3:20 PM

Creating a new record...

Figure 7.14 — The consignment consumption form

7.15 Vehicles

The company vehicle register used for deliveries and site transport.

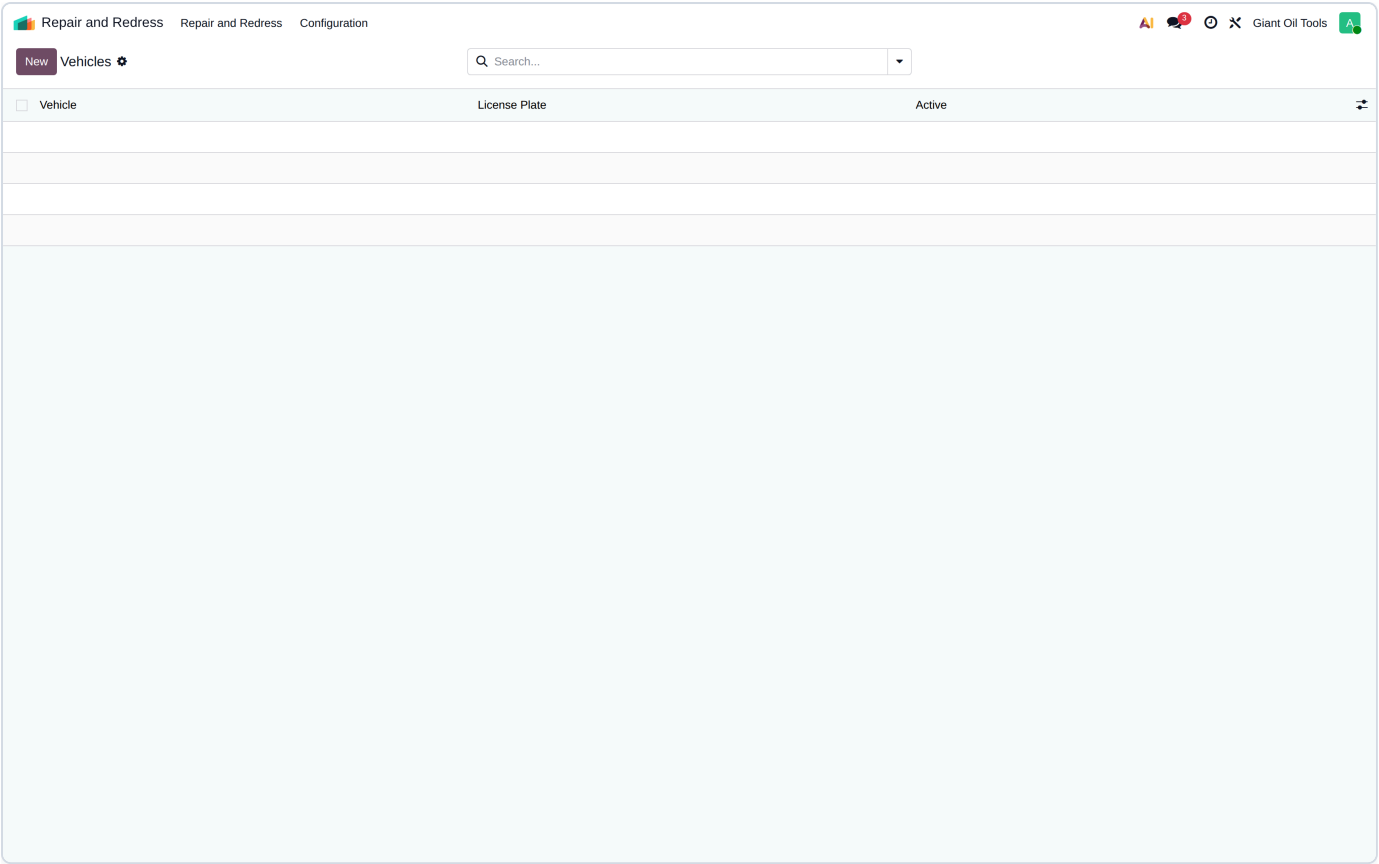


Figure 7.15 — Vehicles

8

Accounting

Accounting holds the full financial record: customer invoices, vendor bills, payments, the general ledger, fixed assets and the statutory reports. The chart of accounts has 234 accounts, inventory is valued perpetually with FIFO through the stock journal, and the opening position was loaded as balanced opening entries.

8.1 The accounting dashboard

One card per journal — sales, purchases, bank, cash and miscellaneous. Each card shows the balance and the items needing attention, and its menu gives direct access to that journal's entries and to actions such as recording a payment.

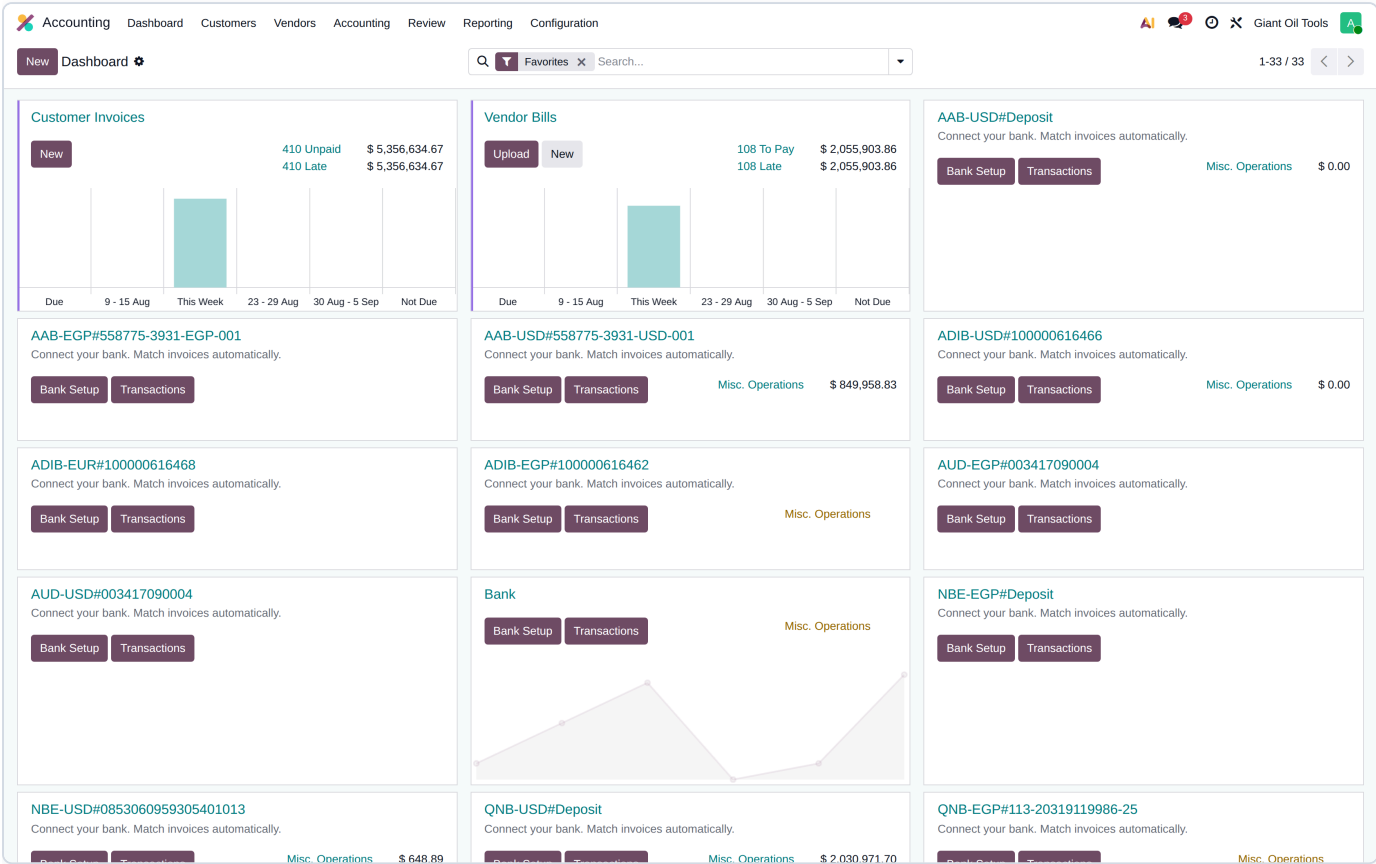


Figure 8.1 — The accounting dashboard

8.2 Customer invoices

All customer invoices with number, customer, dates, amounts and status. The **E-Invoice Status** column tracks submission to the Egyptian Tax Authority (ETA) portal.

Accounting Dashboard Customers Vendors Accounting Review Reporting Configuration										Giant Oil Tools	
New	Upload	Invoices		Invoices or Receipts		Search...		1-80 / 410			
☐	Number	ERPNext Serial	Customer	Invoice Date	Due Date	Tax Excluded	Total	Status	E-Invoice Status	Expired Flag	E-Invoice Info...
☐	INV/2026/00410		KOPCO Co.	Jul 30	2 days ago	\$ 1,433.66	\$ 1,433.66	Posted	Draft		
☐	INV/2026/00409		KOPCO Co.	Jul 30	2 days ago	\$ 840.00	\$ 840.00	Posted	Draft		
☐	INV/2026/00408		KOPCO Co.	Jul 30	2 days ago	\$ 1,627.50	\$ 1,627.50	Posted	Draft		
☐	INV/2026/00407		ENPEDCO	Jul 20	2 days ago	\$ 17,607.57	\$ 17,607.57	Posted	Draft		
☐	INV/2026/00406		Petro Nefertiti CO.	Jul 22	2 days ago	\$ 2,952.76	\$ 2,952.76	Posted	Draft		
☐	INV/2026/00405		Petro Nefertiti CO.	Jul 30	2 days ago	\$ 2,052.33	\$ 2,052.33	Posted	Draft		
☐	INV/2026/00404		Petro Nefertiti CO.	Jul 30	2 days ago	\$ 1,472.50	\$ 1,472.50	Posted	Draft		
☐	INV/2026/00403		Petro Nefertiti CO.	Jul 30	2 days ago	\$ 26,950.83	\$ 26,950.83	Posted	Draft		
☐	INV/2026/00402		Petro Nefertiti CO.	Jul 30	2 days ago	\$ 2,513.95	\$ 2,513.95	Posted	Draft		
☐	INV/2026/00401		Petro Nefertiti CO.	Jul 30	2 days ago	\$ 2,220.63	\$ 2,220.63	Posted	Draft		
☐	INV/2026/00400		Petro Nefertiti CO.	Jul 20	2 days ago	\$ 17,643.88	\$ 17,643.88	Posted	Draft		
☐	INV/2026/00399		Petro Nefertiti CO.	Jul 20	2 days ago	\$ 1,703.09	\$ 1,703.09	Posted	Draft		
☐	INV/2026/00398		OSOCO CO.	Jul 20	2 days ago	\$ 2,464.50	\$ 2,464.50	Posted	Draft		
☐	INV/2026/00397		OSOCO CO.	Jul 20	2 days ago	\$ 2,867.00	\$ 2,867.00	Posted	Draft		
☐	INV/2026/00396		OSOCO CO.	Jul 20	2 days ago	\$ 4,260.00	\$ 4,260.00	Posted	Draft		
☐	INV/2026/00395		Belayim Petroleum Co. (Petro Bel)	Jun 21	2 days ago	\$ 612,037.50	\$ 612,037.50	Posted	Draft		
☐	INV/2026/00394		GEMEPETCO	Jul 20	2 days ago	\$ 3,464.40	\$ 3,464.40	Posted	Draft		
☐	INV/2026/00393		GEMEPETCO	Jul 11	2 days ago	\$ 20,945.15	\$ 20,945.15	Posted	Draft		
☐	INV/2026/00392		GEMEPETCO	Jul 12	2 days ago	\$ 3,159.45	\$ 3,159.45	Posted	Draft		
☐	INV/2026/00391		GEMEPETCO	Jun 30	2 days ago	\$ 1,016.30	\$ 1,016.30	Posted	Draft		
☐	INV/2026/00390		GEMEPETCO	Jun 30	2 days ago	\$ 2,938.98	\$ 2,938.98	Posted	Draft		
☐	INV/2026/00389		GEMEPETCO	May 18	2 days ago	\$ 7,070.21	\$ 7,070.21	Posted	Draft		
☐	INV/2026/00388		GEMEPETCO	Apr 30	2 days ago	\$ 55,840.71	\$ 55,840.71	Posted	Draft		

Figure 8.2 — Customer invoices

8.3 The customer invoice form

Header: customer, invoice date, due date (from payment terms) and journal. Lines carry the product, quantity, unit price, taxes and the analytic distribution.

An invoice is created in **Draft**, where it can still be edited freely. **Confirm** posts it to the ledger, assigns the final number and makes it read-only. **Register Payment** then records receipt and reconciles it against the invoice.

The **Other Info** tab carries the Tanmia fields added for Giant Oil Tools reporting on customer invoices.

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INV/2026/00410 (GOT - KOPCO 002/2026)

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Send

Print

Pay

Sync E-Invoice

Cancel Invoice

Preview

Credit Note

Reset to Draft

Draft

Posted

Send message

Log note

Activity

You have outstanding credits listed below for this customer.

Customer Invoice

INV/2026/00410

Customer

KOPCO Co.

Invoice Date

Jul 30

Excel Serial

Tanmia Reference

51

Tanmia Receiving Date

Custom Receiving Date

Accounting Date

Jan 1

Due Date

Aug 20

Journal

Sales

in

USD

E-Expired

Invoice Lines

Journal Items

Other Info

E-Invoice Details

Giant Oil Tools

Product	Account	Quantity	Unit	Price	Taxes	Amount
Rev. July:26 GOT - KOPCO 002/2026	11119 AR Opening Clearing	1.00		1,433.66		\$ 1,433.66

Terms and Conditions

Untaxed Amount:

\$ 1,433.66

Total:

\$ 1,433.66

Amount Due:

\$ 1,433.66

Outstanding credits

Zero

01/01/2026

opening

AR (all)

Add

\$ 3,901.16

The conversation is empty.

Figure 8.3 — The customer invoice form

8.4 Credit notes

Reversals of customer invoices. Always issue a credit note rather than deleting a posted invoice — posted documents must never be removed from the ledger.

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Credit Notes

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Search...

☐	Number	ERPNext Serial	Customer	Invoice Date	Due Date	Tax Excluded	Total	Status	E-Invoice Status	Expired Flag	E-Invoice Info...
☐	REF0001			Oct 11		\$ 22,880.00	\$ 56,720.00				
☐	REF0002			Jul 22	In 26 days	\$ 78,843.00	\$ 16,457.00				
☐	REF0003			Aug 28	Last month	\$ 6,643.00	\$ 1,680.00				
☐	REF0004			Sep 25	Last month	\$ 91,671.00	\$ 47,613.00				
☐	REF0005			Sep 13	In 5 days	\$ 4,276.00	\$ 80,777.00				
☐	REF0006			Aug 20		\$ 91,007.00	\$ 27,058.00				
☐	REF0007			Aug 13	22 days ago	\$ 18,975.00	\$ 45,844.00				
☐	REF0008			Aug 28	In 17 days	\$ 97,120.00	\$ 758.00				
☐	REF0009			Oct 18		\$ 11,974.00	\$ 66,183.00				
☐	REF0010			Aug 21	In 2 days	\$ 9,408.00	\$ 92,304.00				
						\$ 22,797.00	\$ 437,392.00				

Create a credit note

Note that the easiest way to create a credit note is to do it directly from the customer invoice.

Figure 8.4 — Credit notes

8.5 Vendor bills

Supplier invoices awaiting validation and payment.

Accounting Dashboard Customers Vendors Accounting Review Reporting Configuration										Giant Oil Tools	
New	Upload	Bills		Bills or Receipt		Search...		1-80 / 108			
☐ Number	ERPNext Serial	Vendor	Bill Date	Due Date	Reference	Tax Excluded	Total	Status	E-Invoice Status	Expired Flag	E-Invoice Inf...
☐ BILL/2026/01/0108		Gulf well solutions	Aug 18	Yesterday	CR/26-27/71	\$ -2,100.00	\$ -2,100.00	Posted	Draft		
☐ BILL/2026/01/0107		Pack And Track	Aug 8	Yesterday	731-C	\$ -475.44	\$ -475.44	Posted	Draft		
☐ BILL/2026/01/0106		Pack And Track	Aug 8	Yesterday	731-B	\$ -206.62	\$ -206.62	Posted	Draft		
☐ BILL/2026/01/0105		Pack And Track	Aug 8	Yesterday	731-A	\$ -50.02	\$ -50.02	Posted	Draft		
☐ BILL/2026/01/0104		Pack And Track	Aug 8	Yesterday	731	\$ -2,928.00	\$ -2,928.00	Posted	Draft		
☐ BILL/2026/01/0103		Pack And Track	Aug 8	Yesterday	727-C	\$ -390.99	\$ -390.99	Posted	Draft		
☐ BILL/2026/01/0102		Pack And Track	Aug 8	Yesterday	727-B	\$ -206.62	\$ -206.62	Posted	Draft		
☐ BILL/2026/01/0101		Pack And Track	Aug 8	Yesterday	727-A	\$ -50.89	\$ -50.89	Posted	Draft		
☐ BILL/2026/01/0100		Pack And Track	Aug 8	Yesterday	727	\$ -2,204.00	\$ -2,204.00	Posted	Draft		
☐ BILL/2026/01/0099		Pack And Track	Aug 8	Yesterday	717-C	\$ -238.35	\$ -238.35	Posted	Draft		
☐ BILL/2026/01/0098		Pack And Track	Aug 8	Yesterday	717-B	\$ -292.99	\$ -292.99	Posted	Draft		
☐ BILL/2026/01/0097		Pack And Track	Aug 8	Yesterday	733	\$ -240.00	\$ -240.00	Posted	Draft		
☐ BILL/2026/01/0096		Pack And Track	Aug 8	Yesterday	733-A	\$ -50.89	\$ -50.89	Posted	Draft		
☐ BILL/2026/01/0095		Pack And Track	Aug 8	Yesterday	732-A	\$ -49.29	\$ -49.29	Posted	Draft		
☐ BILL/2026/01/0094		Pack And Track	Aug 8	Yesterday	732	\$ -950.00	\$ -950.00	Posted	Draft		
☐ BILL/2026/01/0093		ElYousser For Petroleum Companies Services	Aug 11	Yesterday	2/2026	\$ -135.50	\$ -135.50	Posted	Draft		
☐ BILL/2026/01/0092		Latt Logistics	Aug 10	Yesterday	120033	\$ -680.00	\$ -680.00	Posted	Draft		
☐ BILL/2026/01/0091		Gulf well solutions	Aug 4	Yesterday	CR/26-27/65	\$ -192.00	\$ -192.00	Posted	Draft		
☐ BILL/2026/01/0090		Epid General Supplier	Aug 5	Yesterday	4180	\$ -1,273.69	\$ -1,273.69	Posted	Draft		
☐ BILL/2026/01/0089		Epid General Supplier	Aug 5	Yesterday	4181	\$ -5,548.92	\$ -5,548.92	Posted	Draft		
☐ BILL/2026/01/0088		Gulf well solutions	Aug 4	Yesterday	CR/26-27/61	\$ -6,140.00	\$ -6,140.00	Posted	Draft		
☐ BILL/2026/01/0087		Gulf well solutions	Aug 4	Yesterday	CR/26-27/57	\$ -192.00	\$ -192.00	Posted	Draft		
☐ BILL/2026/01/0086		Gulf well solutions	Aug 4	Yesterday	CR/26-27/59	\$ -306,146.00	\$ -306,146.00	Posted	Draft		

Figure 8.5 — Vendor bills

8.6 The vendor bill form

Enter the vendor, the **Bill Reference** (the vendor's own document number), the bill date and the due date, then the lines. Where the bill relates to a purchase order, use **Auto-Complete** to pull the ordered or received lines instead of typing them.

Confirm posts the bill; **Register Payment** settles it.

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BILL/2026/01/0108 (CR/26-27/71)

Purchase Matching

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Pay

Credit Note

Reset to Draft

Draft

Posted

Send message

Log note

Activity

You have outstanding debits listed below for this vendor.

Vendor Bill

BILL/2026/01/0108

Vendor

Gulf well solutions

Exp Remain Days

3

Bill Reference

CR/26-27/71

Bill Date

Aug 18

Excel Serial

Accounting Date

Jan 1

ETA Vendor Received Ref

Payment Reference

Use Bill Reference

Currency Rate Received

0.000000

Recipient Bank

Due Date

Aug 21

Journal

Purchases

in

USD

Invoice Lines

Journal Items

Other Info

Giant Oil Tools

Label	Account	Quantity	Unit	Price	Taxes	Amount
GWS	11119 AR Opening Clearing	1.00		2,100.00		\$ 2,100.00

Terms and Conditions

Untaxed Amount:

\$ 2,100.00

Total:

\$ 2,100.00

Amount Due:

\$ 2,100.00

Outstanding debits

07/19/2026

Excel JE#7064

Add

\$ 64,000.00

07/19/2026

Excel JE#7064

Add

\$ 55,900.00

The conversation is empty.

Figure 8.6 — The vendor bill form

8.7 Payments

All customer receipts and vendor payments, with their journal, method, amount and reconciliation status.

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Customer Payments

Customer Payments

Search...

Date	Number	Journal	Payment Method	Customer	Amount in Cur...	Amount	Alert Done	Vendor Aler...	Normal Deposit	Collect Bank	N D Status	State
Sep 8	REF0001	Integer vitae	Integer vitae	Thomas Passot	\$ 19,591.00	\$ 24,760.00			Viverra nam	Integer vitae		Withdrawal
Aug 11	REF0002	In massa	Integer vitae	Henry Campbell	\$ 5,562.00	\$ 58,684.00			In massa	Integer vitae		Cancelled
Sep 25	REF0003	Voluptat blandit	Viverra nam	Thomas Passot	\$ 18,128.00	\$ 51,853.00			In massa	Laoreet id		Done
Jul 24	REF0004	Integer vitae	Viverra nam	Thomas Passot	\$ 15,358.00	\$ 15,032.00			In massa	Viverra nam		Cancelled
Jul 25	REF0005	Viverra nam	Laoreet id	Thomas Passot	\$ 36,423.00	\$ 979.00			Voluptat blandit	Integer vitae		At Progress
Aug 8	REF0006	Integer vitae	Voluptat blandit	Carrie Helle	\$ 57,894.00	\$ 84,925.00			Laoreet id	Viverra nam		Cancelled
Aug 7	REF0007	Voluptat blandit	Voluptat blandit	John Miller	\$ 20,839.00	\$ 51,263.00			In massa	Laoreet id		Under Collection
Aug 31	REF0008	Laoreet id	Voluptat blandit	John Miller	\$ 68,865.00	\$ 55,899.00			Laoreet id	Viverra nam		Rejected
Jul 21	REF0009	Integer vitae	Voluptat blandit	Wendi Baitz	\$ 94,256.00				Integer vitae	Voluptat blandit		Done
Sep 10	REF0010	In massa	Laoreet id	Wendi Baitz	\$ 1,511.00				Voluptat blandit	Voluptat blandit		Withdrawal

Register a payment

Payments are used to register liquidity movements. You can process those payments by your own means or by using installed facilities.

Figure 8.7 — Payments

8.8 The payment form

Choose **Receive** or **Send**, the partner, the amount and currency, the journal (bank or cash) and the payment method. Confirming the payment posts it; it can then be matched against the open invoices of that partner.

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Draft Payment

Journal Entry

Confirm

Draft

Withdrawal

Send message

Log note

Activity

Draft

Payment Type

Send

Receive

Internal Transfer

Customer

Amount

\$ 0.00

0.00000

0.00

U...

Date

Aug 22

Refund Date

Memo

Journal

Bank

Payment Method

Manual Payment

Company Bank Account

Administrator

3:20 PM

Creating a new record...

Figure 8.8 — The payment form

8.9 Journal entries

Every accounting document, whether generated by an invoice, a payment, a stock move or entered manually. Manual entries are created here for accruals, provisions and adjustments.

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☐	Date	Number	ERPNext Serial	Partner	Reference	Journal	Total	Status	
☐	Aug 21	STJ/2026/08/0002			Product Quantity Updated	Inventory Valuation	\$ 0.00	Posted	
☐	Aug 21	STJ/2026/08/0001			Product Quantity Updated	Inventory Valuation	\$ 0.00	Posted	
☐	Aug 20	CSH/2026/00048			Excel JE#8043	Cash	\$ 7,064.38	Posted	
☐	Aug 20	BNK/2026/00291			Excel JE#8044	Bank	\$ 6,729.91	Posted	
☐	Aug 20	BNK/2026/00290			Excel JE#8042	Bank	\$ 330,231.44	Posted	
☐	Aug 19	BNK/2026/00289			Excel JE#8041	Bank	\$ 1,100,091.83	Posted	
☐	Aug 19	BNK/2026/00288			Excel JE#8040	Bank	\$ 57,774.98	Posted	
☐	Aug 18	PUR/2026/08/0009			Excel JE#8037	Purchases	\$ 2,100.00	Posted	
☐	Aug 18	BNK/2026/00287			Excel JE#8039	Bank	\$ 151,954.72	Posted	
☐	Aug 18	BNK/2026/00286			Excel JE#8038	Bank	\$ 794.97	Posted	
☐	Aug 17	BNK/2026/00285			Excel JE#8036	Bank	\$ 3,261.23	Posted	
☐	Aug 13	BNK/2026/00284			Excel JE#8034	Bank	\$ 4,429.24	Posted	
☐	Aug 13	BNK/2026/00283			Excel JE#8033	Bank	\$ 1,879.08	Posted	
☐	Aug 12	SAL/2026/00036			Excel JE#8031	Sales	\$ 7,068.70	Posted	
☐	Aug 12	PUR/2026/08/0008			Excel JE#8032	Purchases	\$ 2,205.43	Posted	
☐	Aug 12	BNK/2026/00282			Excel JE#8030	Bank	\$ 4,365.30	Posted	
☐	Aug 11	PUR/2026/08/0007			Excel JE#8029	Purchases	\$ 222,879.20	Posted	
☐	Aug 11	CSH/2026/00047			Excel JE#8027	Cash	\$ 15.15	Posted	
☐	Aug 11	BNK/2026/00281			Excel JE#8026	Bank	\$ 307.46	Posted	
☐	Aug 10	PUR/2026/08/0006			Excel JE#8028	Purchases	\$ 815.50	Posted	
☐	Aug 10	CSH/2026/00046			Excel JE#8025	Cash	\$ 297.15	Posted	
☐	Aug 10	CSH/2026/00045			Excel JE#8024	Cash	\$ 19.81	Posted	
☐	Aug 10	CSH/2026/00044			Excel JE#8019	Cash	\$ 35.69	Posted	

Figure 8.9 — Journal entries

8.10 Journal items

The individual debit and credit lines behind those entries. This is the working screen for reconciliation and for investigating an account balance line by line.

	Date	Journal E...	Account	ERPNext ...	Budget Item	Partner	Label	Debit	Credit	Matching
▶ 1	Aug 21	STJ/2026/...	11525 Stock Interim (...)				Product Qu...	\$ 0.00	\$ 0.00	
▶ 2	Aug 21	STJ/2026/...	11520 Local Inventory				Product Qu...	\$ 0.00	\$ 0.00	
▶ 3	Aug 21	STJ/2026/...	11520 Local Inventory				Product Qu...	\$ 0.00	\$ 0.00	
▶ 4	Aug 21	STJ/2026/...	11525 Stock Interim (...)				Product Qu...	\$ 0.00	\$ 0.00	
▶ 5	Aug 21	STJ/2026/...	11525 Stock Interim (...)				Product Qu...	\$ 0.00	\$ 0.00	
▶ 6	Aug 20	CSH/2026...	21490 Accrued Others				2% Due D...	\$ 649.84	\$ 0.00	
▶ 7	Aug 20	CSH/2026...	21490 Accrued Others				2% Due D...	\$ 1,570.47	\$ 0.00	
	Aug 20	CSH/2026...	21490 Accrued Others				2% Due D...	\$ 443.44	\$ 0.00	
	Aug 20	CSH/2026...	21490 Accrued Others				2% Due D...	\$ 3,030.76	\$ 0.00	
	Aug 20	CSH/2026...	21490 Accrued Others				2% Due D...	\$ 1,235.13	\$ 0.00	
	Aug 20	CSH/2026...	21490 Accrued Others				2% Due D...	\$ 70.36	\$ 0.00	
	Aug 20	CSH/2026...	10491 Petty Cash - USD				2% Payment	\$ 0.00	\$ 7,000.00	
	Aug 20	CSH/2026...	51290 Kitchen Supply				Water for ...	\$ 62.40	\$ 0.00	
	Aug 20	CSH/2026...	55540 Other Exp.				Water for ...	\$ 1.98	\$ 0.00	
	Aug 20	CSH/2026...	10490 Petty Cash - EGP				Water for ...	\$ 0.00	\$ 64.38	
	Aug 20	BNK/2026...	10320 QNB-EGP#113-...				Interest	\$ 6,729.91	\$ 0.00	
	Aug 20	BNK/2026...	76220 Interest-Income				Interest	\$ 0.00	\$ 6,729.91	
	Aug 20	BNK/2026...	10396 AW-EGP#6001...				Collection	\$ 323,777.06	\$ 0.00	
	Aug 20	BNK/2026...	75100 Currency G/L				Currency	\$ 1,439.81	\$ 0.00	
	Aug 20	BNK/2026...	11110 A/R Trade			GPC CO.	Collection ...	\$ 0.00	\$ 43,285.39	
	Aug 20	BNK/2026...	11110 A/R Trade			GPC CO.	Collection ...	\$ 0.00	\$ 11,522.87	
	Aug 20	BNK/2026...	11110 A/R Trade			GPC CO.	Collection ...	\$ 0.00	\$ 5,306.30	
	Aug 20	BNK/2026...	31088 Discount - Cust...				Collection ...	\$ 61.20	\$ 0.00	
	Aug 20	BNK/2026...	11110 A/R Trade			GPC CO.	Collection ...	\$ 0.00	\$ 6,388.95	

Figure 8.10 — Journal items

8.11 Chart of accounts

All 234 accounts with their code, name, type and current balance. The account type governs how the account behaves in the financial statements and whether it can be reconciled.

The inventory family is worth knowing: **11510** in transit, **11515** consignment at customer, **11520** local, **11530** free zone hold the value of the goods, while **11525 Stock Interim (GR-IR & COGS clearing)** is the counterpart of every stock movement — it is credited when goods are received and cleared when the vendor bill is posted, so its balance is what has been received but not yet invoiced. **11540 Inventory Adj.** holds differences awaiting review.

All	☐	Code	Account Name	Type	Allow Reconciliation	Account Currency
▶ 1	☐	10300	NBE-EGP#0853070959305401013	Bank and Cash		
▶ 2	☐	10301	NBE-EGP#Deposit	Bank and Cash		
▶ 3	☐	10310	NBE-USD#0853060959305401013	Bank and Cash		
▶ 4	☐	10320	QNB-EGP#113-20319119986-25	Bank and Cash		
▶ 5	☐	10325	QNB-Credit Card EGP (Restricted Cash)	Current Liabilities	☐	
▶ 6	☐	10330	QNB-USD#113-20319140076-89	Bank and Cash		
▶ 7	☐	10331	QNB-USD#Deposit	Bank and Cash		
▶ 8	☐	10332	QNB-Credit Facility	Current Liabilities	☐	
▶ 9	☐	10333	QNB-EGP#Deposit	Current Liabilities	☐	
	☐	10335	QNB-USD#OD	Current Liabilities	☐	
	☐	10340	AUD-EGP#003417090004	Bank and Cash		
	☐	10350	AUD-USD#003417090004	Bank and Cash		
	☐	10360	AAB-EGP#558775-3931-EGP-001	Bank and Cash		
	☐	10370	AAB-USD#558775-3931-USD-001	Bank and Cash		
	☐	10375	AAB-USD#Deposit	Bank and Cash		
	☐	10380	ADIB-EGP#100000616462	Bank and Cash		
	☐	10385	ADIB-USD#100000616466	Bank and Cash		
	☐	10387	ADIB-EUR#100000616468	Bank and Cash		
	☐	10390	CA-EGP#11018180254857	Bank and Cash		
	☐	10391	CA-EGP#Deposit	Bank and Cash		
	☐	10395	CA-USD#11018400052698	Bank and Cash		
	☐	10396	AW-EGP#60010205114	Bank and Cash		
	☐	10398	Restricted Cash	Bank and Cash		

Figure 8.11 — Chart of accounts

8.12 Journals

The books that entries are posted into, each with its own sequence and default accounts:

- **Customer Invoices (INV)** and **Vendor Bills (BILL)** — the invoice documents.
- **Sales Entries** and **Purchase Entries (ERPNext GL)** — the general-ledger entries carried over from the previous system.
- **Bank** and **Cash** journals — one per account, 26 in total.
- **Inventory Valuation (STJ)** — every stock movement.
- **Opening 2026**, **Asset Depreciation** and other general journals.

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☐	Journal Name	Type	Sequence Prefix	Default Account	
☐	Customer Invoices	Sales	INV	31010 PRD - Revenue	
☐	Vendor Bills	Purchase	BILL	41010 PRD - COGS	
☐	Miscellaneous Operations	Miscellaneous	MISC		
☐	Exchange Difference	Miscellaneous	EXCH		
☐	Cash Basis Taxes	Miscellaneous	CABA		
☐	Tax Returns	Miscellaneous	TAX		
☐	Inventory Valuation	Miscellaneous	STJ		
☐	Opening 2026	Miscellaneous	OPEN		
☐	Bank	Bank	BNK	10300 NBE-EGP#0853070959305401013	
☐	Cash	Cash	CSH	10490 Petty Cash - EGP	
☐	Sales Entries (ERPNext GL)	Sales	SAL	31010 PRD - Revenue	
☐	Purchase Entries (ERPNext GL)	Purchase	PUR	41010 PRD - COGS	
☐	General	Miscellaneous	GEN		
☐	NBE-EGP#Deposit	Bank	NBEE	10301 NBE-EGP#Deposit	
☐	NBE-USD#0853060959305401013	Bank	NBEU	10310 NBE-USD#0853060959305401013	
☐	QNB-EGP#113-20319119986-25	Bank	QNBE	10320 QNB-EGP#113-20319119986-25	
☐	QNB-USD#113-20319140076-89	Bank	QNBU	10330 QNB-USD#113-20319140076-89	
☐	QNB-USD#Deposit	Bank	QNB1	10331 QNB-USD#Deposit	
☐	AUD-EGP#003417090004	Bank	AUDE	10340 AUD-EGP#003417090004	
☐	AUD-USD#003417090004	Bank	AUDU	10350 AUD-USD#003417090004	
☐	AAB-EGP#558775-3931-EGP-001	Bank	AABE	10360 AAB-EGP#558775-3931-EGP-001	
☐	AAB-USD#558775-3931-USD-001	Bank	AABU	10370 AAB-USD#558775-3931-USD-001	
☐	AAB-USD#Deposit	Bank	AAB1	10375 AAB-USD#Deposit	

Figure 8.12 — Journals

8.13 Taxes

Tax definitions with their rate, computation basis, the accounts they post to and their mapping into the tax report.

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☐	Tax Name	Description	Tax Type	Tax Scope	Label on Invoices	Active	
☐	15%		Sales			☒	
☐	15%		Purchases			☒	
☐	0% Exports		Sales			☒	
☐	0% Imports		Purchases			☒	
☐	VAT 14% (Sales)		Sales			☒	
☐	VAT 14% (Purchases)		Purchases			☒	
☐	WHT 1%		Purchases			☒	
☐	WHT 3%		Purchases			☒	
☐	WHT 5%		Purchases			☒	

Figure 8.13 — Taxes

8.14 Payment terms

Rules that translate an invoice date into one or more due dates — 30 days, end of month, or instalments.

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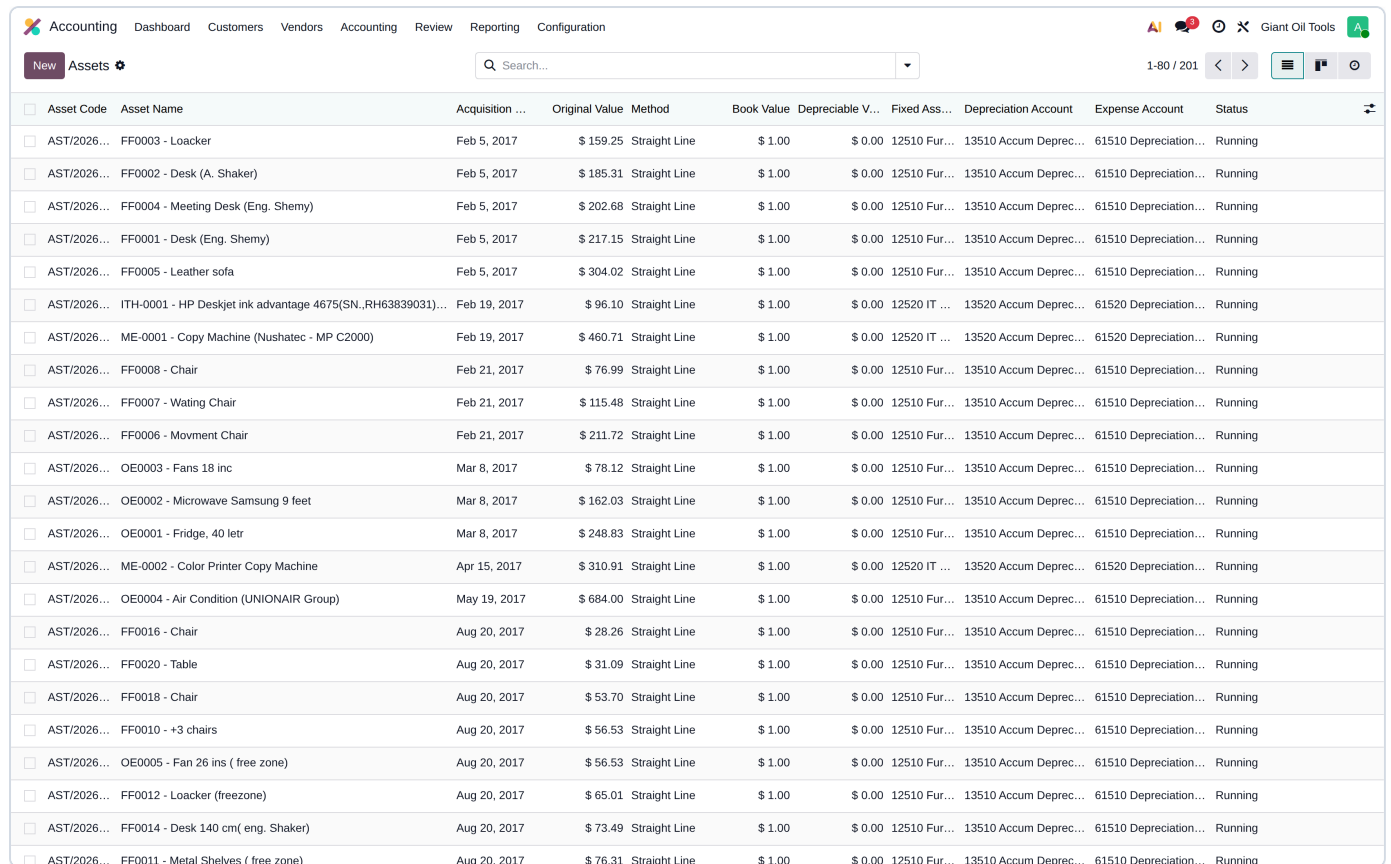
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☐	Payment Terms	
☐	Immediate Payment	
☐	15 Days	
☐	21 Days	
☐	30 Days	
☐	45 Days	
☐	End of Following Month	
☐	10 Days after End of Next Month	
☐	30% Now, Balance 60 Days	
☐	2/7 Net 30	
☐	90 days, on the 10th	
☐	2 Million Cap for Open POs	
☐	30 Days from CI & COO	
☐	30/70 Advance Payment	
☐	45 Days from Receiving Goods	
☐	50/50 Split Payment	
☐	6 Months from Shipping	
☐	6 Months or 1 Million from Pick-Up	
☐	Advanced payment -RFS	
☐	Net 30 Days	
☐	Net 45 Days	
☐	Net 90 from Pickup	

Figure 8.14 — Payment terms

8.15 Fixed assets

The fixed asset register: 201 assets with their acquisition value, depreciation method and accumulated depreciation.



The screenshot shows the 'Assets' form in the Odoo Accounting module. The interface includes a top navigation bar with tabs for Accounting, Dashboard, Customers, Vendors, Accounting, Review, Reporting, and Configuration. A search bar is located at the top right. The main content area displays a table of assets with columns for Asset Code, Asset Name, Acquisition Date, Original Value, Method, Book Value, Depreciable Value, Fixed Asset, Depreciation Account, Expense Account, and Status. The table lists 20 assets, all with a status of 'Running'.

Asset Code	Asset Name	Acquisition ...	Original Value	Method	Book Value	Depreciable V...	Fixed Ass...	Depreciation Account	Expense Account	Status
AST/2026...	FF0003 - Locker	Feb 5, 2017	\$ 159.25	Straight Line	\$ 1.00	\$ 0.00	12510 Fur...	13510 Accum Deprec...	61510 Depreciation...	Running
AST/2026...	FF0002 - Desk (A. Shaker)	Feb 5, 2017	\$ 185.31	Straight Line	\$ 1.00	\$ 0.00	12510 Fur...	13510 Accum Deprec...	61510 Depreciation...	Running
AST/2026...	FF0004 - Meeting Desk (Eng. Shemy)	Feb 5, 2017	\$ 202.68	Straight Line	\$ 1.00	\$ 0.00	12510 Fur...	13510 Accum Deprec...	61510 Depreciation...	Running
AST/2026...	FF0001 - Desk (Eng. Shemy)	Feb 5, 2017	\$ 217.15	Straight Line	\$ 1.00	\$ 0.00	12510 Fur...	13510 Accum Deprec...	61510 Depreciation...	Running
AST/2026...	FF0005 - Leather sofa	Feb 5, 2017	\$ 304.02	Straight Line	\$ 1.00	\$ 0.00	12510 Fur...	13510 Accum Deprec...	61510 Depreciation...	Running
AST/2026...	ITH-0001 - HP Deskjet ink advantage 4675(SN_RH63839031)...	Feb 19, 2017	\$ 96.10	Straight Line	\$ 1.00	\$ 0.00	12520 IT ...	13520 Accum Deprec...	61520 Depreciation...	Running
AST/2026...	ME-0001 - Copy Machine (Nushatec - MP C2000)	Feb 19, 2017	\$ 460.71	Straight Line	\$ 1.00	\$ 0.00	12520 IT ...	13520 Accum Deprec...	61520 Depreciation...	Running
AST/2026...	FF0008 - Chair	Feb 21, 2017	\$ 76.99	Straight Line	\$ 1.00	\$ 0.00	12510 Fur...	13510 Accum Deprec...	61510 Depreciation...	Running
AST/2026...	FF0007 - Wating Chair	Feb 21, 2017	\$ 115.48	Straight Line	\$ 1.00	\$ 0.00	12510 Fur...	13510 Accum Deprec...	61510 Depreciation...	Running
AST/2026...	FF0006 - Movment Chair	Feb 21, 2017	\$ 211.72	Straight Line	\$ 1.00	\$ 0.00	12510 Fur...	13510 Accum Deprec...	61510 Depreciation...	Running
AST/2026...	OE0003 - Fans 18 inc	Mar 8, 2017	\$ 78.12	Straight Line	\$ 1.00	\$ 0.00	12510 Fur...	13510 Accum Deprec...	61510 Depreciation...	Running
AST/2026...	OE0002 - Microwave Samsung 9 feet	Mar 8, 2017	\$ 162.03	Straight Line	\$ 1.00	\$ 0.00	12510 Fur...	13510 Accum Deprec...	61510 Depreciation...	Running
AST/2026...	OE0001 - Fridge, 40 letr	Mar 8, 2017	\$ 248.83	Straight Line	\$ 1.00	\$ 0.00	12510 Fur...	13510 Accum Deprec...	61510 Depreciation...	Running
AST/2026...	ME-0002 - Color Printer Copy Machine	Apr 15, 2017	\$ 310.91	Straight Line	\$ 1.00	\$ 0.00	12520 IT ...	13520 Accum Deprec...	61520 Depreciation...	Running
AST/2026...	OE0004 - Air Condition (UNIONAIR Group)	May 19, 2017	\$ 684.00	Straight Line	\$ 1.00	\$ 0.00	12510 Fur...	13510 Accum Deprec...	61510 Depreciation...	Running
AST/2026...	FF0016 - Chair	Aug 20, 2017	\$ 28.26	Straight Line	\$ 1.00	\$ 0.00	12510 Fur...	13510 Accum Deprec...	61510 Depreciation...	Running
AST/2026...	FF0020 - Table	Aug 20, 2017	\$ 31.09	Straight Line	\$ 1.00	\$ 0.00	12510 Fur...	13510 Accum Deprec...	61510 Depreciation...	Running
AST/2026...	FF0018 - Chair	Aug 20, 2017	\$ 53.70	Straight Line	\$ 1.00	\$ 0.00	12510 Fur...	13510 Accum Deprec...	61510 Depreciation...	Running
AST/2026...	FF0010 - +3 chairs	Aug 20, 2017	\$ 56.53	Straight Line	\$ 1.00	\$ 0.00	12510 Fur...	13510 Accum Deprec...	61510 Depreciation...	Running
AST/2026...	OE0005 - Fan 26 ins (free zone)	Aug 20, 2017	\$ 56.53	Straight Line	\$ 1.00	\$ 0.00	12510 Fur...	13510 Accum Deprec...	61510 Depreciation...	Running
AST/2026...	FF0012 - Locker (freezone)	Aug 20, 2017	\$ 65.01	Straight Line	\$ 1.00	\$ 0.00	12510 Fur...	13510 Accum Deprec...	61510 Depreciation...	Running
AST/2026...	FF0014 - Desk 140 cm(eng. Shaker)	Aug 20, 2017	\$ 73.49	Straight Line	\$ 1.00	\$ 0.00	12510 Fur...	13510 Accum Deprec...	61510 Depreciation...	Running
AST/2026...	FF0011 - Metal Shelves (free zone)	Aug 20, 2017	\$ 76.31	Straight Line	\$ 1.00	\$ 0.00	12510 Fur...	13510 Accum Deprec...	61510 Depreciation...	Running

Figure 8.15 — Fixed assets

8.16 The fixed asset form

The asset carries its original value, salvage value, method (straight line or declining), duration and the accounts used for the asset, the depreciation expense and the accumulated depreciation.

The **Depreciation Board** lists every past and future instalment; posted lines are linked to their journal entries. Assets can also be sold or disposed of from this form, which computes the gain or loss automatically.

Accounting

Dashboard

Customers

Vendors

Accounting

Review

Reporting

Configuration

New

Assets

BI-0016 - New Cairo Building Finishing Phase#02 (2026)

Posted Entries0

1 / 1

Modify Depreciation

Save as Model

Cancel Asset

Draft

Running

Send message

Log note

Activity

Asset Name

BI-0016 - New Cairo Building Finishing Phase#02 (2026)

Asset

Depreciation Board

Bills

ASSET VALUES

CURRENT VALUES

DEPRECIATION METHOD

ACCOUNTING

VALUE AT IMPORT

Asset Code ?

AST/2026/00204

Product ?

Internal Reference ?

Purchase Order ?

Original Value

\$ 30,658.69

Acquisition Date

Jul 18

Asset Model

Asset Group

Method ?

Straight Line

Duration ?

60

Months

Computation

Constant Periods

Prorata Date ?

Jul 18

Depreciated Amount ?

\$ 510.98

Not Depreciable Value ?

\$ 1.00

Book Value ?

\$ 30,147.71 (incl. \$ 30,146.71 depreciable)

Fixed Asset Account ?

12310 Building Improvements

Depreciation Account ?

13310 Accum Deprec Building Improvements

Expense Account ?

61310 Depreciation Building Improvements

Journal

Asset Depreciation

Aug 21, 2026

OdooBot

Yesterday at 4:42 PM

None → Straight Line (Method)

0 → 60 (Duration)

None → Months (Number of Months in a Period)

\$ 0.00 → \$ 1.00 (Not Depreciable Value)

Asset created

Figure 8.16 — The fixed asset form

8.17 General ledger

All movements by account for the selected period, expandable to the individual entries. Use the date selector at the top to change the period and the comparison, and the export buttons for Excel or PDF.

Accounting Dashboard Customers Vendors Accounting Review Reporting Configuration

PDF XLSX General Ledger Search... Aug 2026 All Journals Posted Entries In \$

There are unposted Journal Entries prior or included in this period.

	Aug 2026					
	Date	Partner	Currency	Debit	Credit	Balance
10300 NBE-EGP#0853070959305401013				\$ 960.68	\$ 515.56	\$ 445.12
10310 NBE-USD#0853060959305401013				\$ 648.89	\$ 0.00	\$ 648.89
10320 QNB-EGP#113-20319119986-25				\$ 2,492,203.99	\$ 2,468,916.45	\$ 23,287.54
10325 QNB-Credit Card EGP (Restricted Cash)				\$ 2,685.14	\$ 2,685.14	\$ 0.00
10330 QNB-USD#113-20319140076-89				\$ 6,972,994.03	\$ 6,591,454.43	\$ 381,539.60
10331 QNB-USD#Deposit				\$ 4,791,066.63	\$ 2,760,094.93	\$ 2,030,971.70
10332 QNB-Credit Facility				\$ 701,779.16	\$ 1,324,746.64	\$ -622,967.48
10333 QNB-EGP#Deposit				\$ 1,096,680.23	\$ 588,550.15	\$ 508,130.08
10335 QNB-USD#OD				\$ 0.00	\$ 108,592.00	\$ -108,592.00
10370 AAB-USD#558775-3931-USD-001				\$ 849,958.83	\$ 0.00	\$ 849,958.83
10375 AAB-USD#Deposit				\$ 0.00	\$ 0.00	\$ 0.00
10380 ADIB-EGP#100000616462				\$ 2,035.65	\$ 1,100.14	\$ 935.51
10385 ADIB-USD#100000616466				\$ 0.00	\$ 0.00	\$ 0.00
10390 CA-EGP#11018180254857				\$ 120,092.00	\$ 117,983.78	\$ 2,108.22
10391 CA-EGP#Deposit				\$ 8,773.44	\$ 4,708.40	\$ 4,065.04
10395 CA-USD#11018400052698				\$ 24.02	\$ 24.02	\$ 0.00
10396 AW-EGP#60010205114				\$ 7,524,968.01	\$ 7,146,762.74	\$ 378,205.27
10490 Petty Cash - EGP				\$ 42,723.63	\$ 41,840.15	\$ 883.48
10491 Petty Cash - USD				\$ 527,955.00	\$ 519,355.00	\$ 8,600.00
10492 Petty Cash - EGP Employee Advance				\$ 4,427.37	\$ 2,354.21	\$ 2,073.16
10493 Petty Cash - EGP Employee Temp. Advance				\$ 534,420.57	\$ 521,221.22	\$ 13,199.35
10910 Letter of Guarantee				\$ 1,451,466.64	\$ 762,639.16	\$ 688,827.48
11110 A/R Trade				\$ 22,184,882.64	\$ 16,828,247.94	\$ 5,356,634.70
11119 AR Opening Clearing				\$ 7,412,538.53	\$ 7,412,538.53	\$ 0.00
11140 Customer Advance				\$ 141,470.09	\$ 345,907.94	\$ -204,437.85
11150 Advance Payments				\$ 941,508.92	\$ 744,767.45	\$ 196,741.47

Figure 8.17 — General ledger

8.18 Trial balance

Opening balance, period movement and closing balance for every account — the standard starting point for the monthly close.

Accounting Dashboard Customers Vendors Accounting Review Reporting Configuration

PDF XLSX Trial Balance

Q Search...

Aug 2026 % Comparison All Journals Posted Entries In \$

There are unposted Journal Entries prior or included in this period.

	Initial Balance	Aug 2026		End Balance
	Balance	Debit	Credit	Balance
10300 NBE-EGP#0853070959305401013	445.12	0.00	0.00	445.12
10310 NBE-USD#0853060959305401013	648.89	0.00	0.00	648.89
10320 QNB-EGP#113-20319119986-25	61,186.28	15,637.49	53,536.23	23,287.54
10325 QNB-Credit Card EGP (Restricted Cash)	0.00	0.00	0.00	0.00
10330 QNB-USD#113-20319140076-89	858,937.14	372,718.29	850,115.83	381,539.60
10331 QNB-USD#Deposit	2,281,104.70	0.00	250,133.00	2,030,971.70
10332 QNB-Credit Facility	-622,967.48	0.00	0.00	-622,967.48
10333 QNB-EGP#Deposit	508,130.08	0.00	0.00	508,130.08
10335 QNB-USD#OD	-108,592.00	0.00	0.00	-108,592.00
10370 AAB-USD#558775-3931-USD-001	0.00	849,958.83	0.00	849,958.83
10375 AAB-USD#Deposit	0.00	0.00	0.00	0.00
10380 ADIB-EGP#100000616462	935.51	0.00	0.00	935.51
10385 ADIB-USD#100000616466	0.00	0.00	0.00	0.00
10390 CA-EGP#11018180254857	2,110.21	0.00	1.99	2,108.22
10391 CA-EGP#Deposit	4,065.04	0.00	0.00	4,065.04
10395 CA-USD#11018400052698	0.00	1.96	1.96	0.00
10396 AW-EGP#60010205114	76,865.82	355,275.24	53,935.79	378,205.27
10490 Petty Cash - EGP	1,488.84	34.47	639.83	883.48
10491 Petty Cash - USD	15,600.00	0.00	7,000.00	8,600.00
10492 Petty Cash - EGP Employee Advance	2,073.16	0.00	0.00	2,073.16
10493 Petty Cash - EGP Employee Temp. Advance	1,016.31	17,135.49	4,952.45	13,199.35
10910 Letter of Guarantee	688,827.48	0.00	0.00	688,827.48
11110 A/R Trade	5,748,877.30	0.00	392,242.60	5,356,634.70
11119 AR Opening Clearing	0.00	0.00	0.00	0.00
11140 Customer Advance	-97,662.60	8,121.74	114,896.99	-204,437.85
11150 Advance Payments	196,741.47	0.00	0.00	196,741.47
11160 Payroll Advance	169,498.17	54,318.12	0.00	223,816.29
11165 A/R Trade Accrued	-61,203.75	0.00	0.00	-61,203.75

Figure 8.18 — Trial balance

8.19 Balance sheet

Assets, liabilities and equity at a chosen date, with comparison to a prior period. Every figure drills down to the accounts and then to the entries behind it.

Accounting

Dashboard

Customers

Vendors

Accounting

Review

Reporting

Configuration

PDF

XLSX

Balance Sheet

As of 08/22/2026

% Comparison

All Journals

Posted Entries

In . \$

As of 08/22/2026

Balance

ASSETS	
Current Assets	
Bank and Cash Accounts	3,696,921.71
Receivables	5,715,988.71
Current Assets	5,524,624.09
Prepayments	9,192.24
Total Current Assets	14,946,726.75
Plus Fixed Assets	365,630.63
Plus Non-current Assets	0.00
Total ASSETS	15,312,357.38
LIABILITIES	
Current Liabilities	
Current Liabilities	-105,850.62
Payables	4,306,603.17
Total Current Liabilities	4,200,752.55
Plus Non-current Liabilities	0.00
Total LIABILITIES	4,200,752.55
EQUITY (& EARNINGS)	
Equity	8,484,348.34
Earnings	
Current Year Unallocated Earnings	2,627,256.49
Previous Years Earnings	0.00
Total Earnings	2,627,256.49
Total EQUITY (& EARNINGS)	11,111,604.83
LIABILITIES + EQUITY	
15,312,357.38	

Figure 8.19 — Balance sheet

8.20 Profit and loss

Income and expenses for the period, with comparatives.

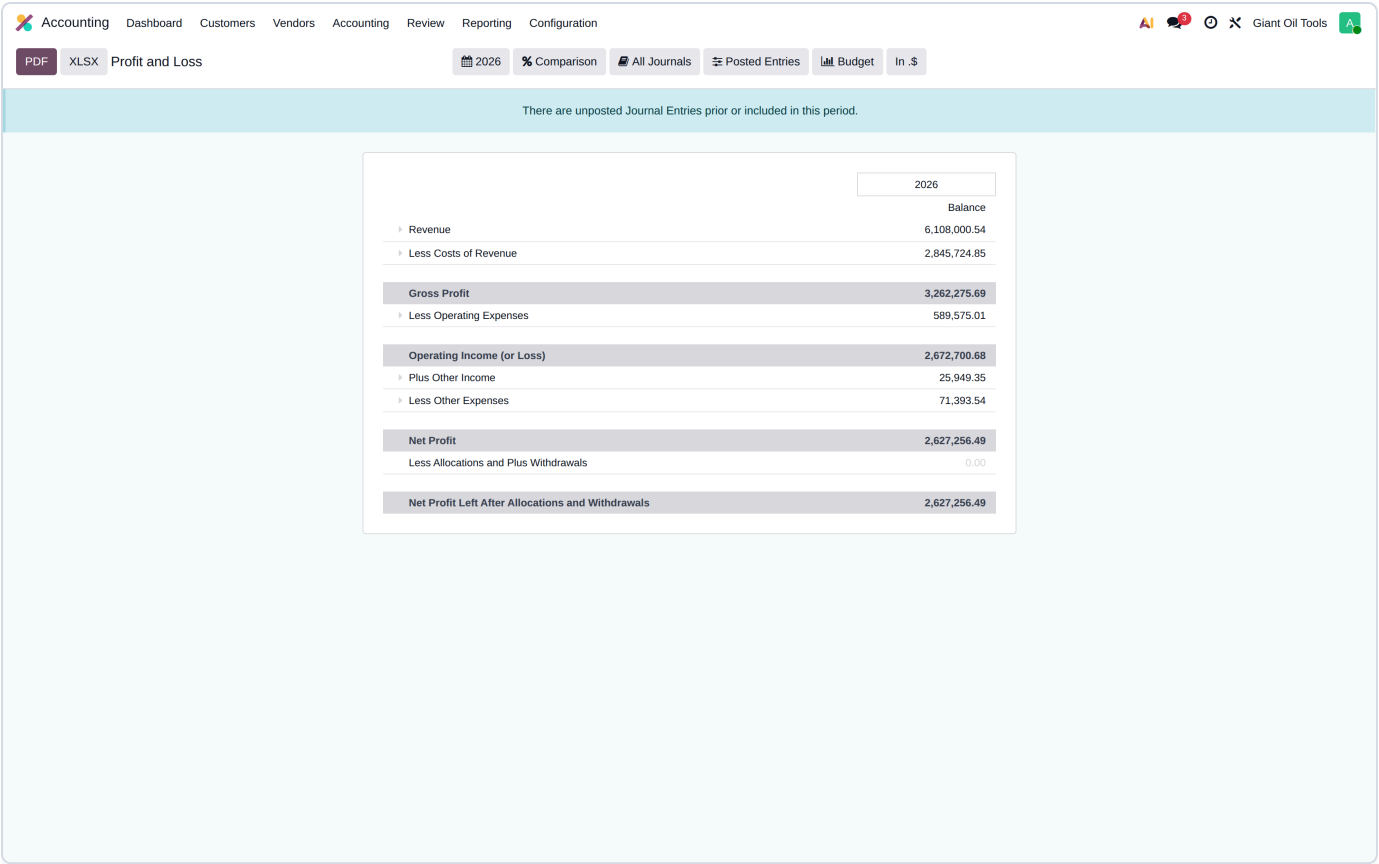


Figure 8.20 — Profit and loss

8.21 Aged receivable

Outstanding customer balances bucketed by age. The collections working list.

Accounting Dashboard Customers Vendors Accounting Review Reporting Configuration

PDF XLSX Aged Receivable As of 08/22/2026 Account: Receivable Partners Based on Due Date 30 Days Posted Entries In: \$

	As of 08/22/2026							
	Invoice Date	At Date	1-30	31-60	61-90	91-120	Older	Total
Aged Receivable								
AGIBA PETROLEUM Co.	\$ 0.00	\$ 1,320,995.58	\$ 93,695.53	\$ 146,918.79	\$ 236,470.70	\$ -459,361.60	\$ 1,338,719.00	
Ahmed Ashraf	\$ 0.00	\$ -14.16	\$ -13.40	\$ -12.71	\$ -435.47	\$ 475.74	\$ 0.00	
Alamien Petroleum Co.	\$ 0.00	\$ 12,325.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 12,325.00	
Amal petroleum Co.	\$ 0.00	\$ -5,310.30	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,310.30	\$ 0.00	
Badr Petroleum CO.	\$ 0.00	\$ 40,002.72	\$ -5,109.15	\$ 0.00	\$ 0.00	\$ 33,456.35	\$ 68,349.92	
Baker Hughes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,000.00	\$ 2,000.00	
Belayim Petroleum Co. (Petro Bel)	\$ 0.00	\$ 256,737.50	\$ 550,833.75	\$ 53,770.00	\$ -99,750.00	\$ -210,757.50	\$ 550,833.75	
Completion Oil Tools PVT. LTD	\$ 0.00	\$ 0.00	\$ 16,715.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 16,715.00	
DOTS FOR ENGINEERING INDUSTRIES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
Dapet CO.	\$ 0.00	\$ 0.00	\$ -1,516.00	\$ 0.00	\$ 0.00	\$ 1,516.00	\$ 0.00	
Dina Abdallah Mohamed	\$ 0.00	\$ 0.00	\$ 0.00	\$ -784.16	\$ -199.44	\$ 983.59	\$ -0.01	
Discovery Oil Services Free Zone CO.	\$ 0.00	\$ -1,990.00	\$ 1,990.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
Dongying Lake Petroleum Technology Co.LTD	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ -1,055.00	\$ 1,055.00	\$ 0.00	
EMAD KOTB	\$ 0.00	\$ -76.75	\$ -72.61	\$ -74.68	\$ -21.85	\$ 245.92	\$ 0.03	
ENPEDCO	\$ 0.00	\$ 17,607.57	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 17,607.57	
El Helow for Office Furniture	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
El Mashreq Electrical Finishing	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
El Shiekh AC	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
Enpetco	\$ 0.00	\$ -2,185.00	\$ 17,607.57	\$ 0.00	\$ 0.00	\$ -15,422.57	\$ 0.00	
Epid General	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
Esh El-Malaha Petroleum Company (ESHPETCO)	\$ 0.00	\$ -2,763.00	\$ -21,091.50	\$ 26,877.00	\$ 14,880.00	\$ 9,811.50	\$ 27,714.00	
GEMEPETCO	\$ 0.00	\$ 113,744.95	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 113,744.95	
GIANT OIL TOOLS LTD	\$ 0.00	\$ 0.00	\$ 81,945.00	\$ -114,573.00	\$ -60,007.00	\$ 184,055.00	\$ 91,420.00	
GPC CO.	\$ 0.00	\$ 1,695,268.90	\$ -13,156.37	\$ -30,458.37	\$ 566,801.40	\$ -317,578.43	\$ 1,900,877.13	
GUPCO Co.	\$ 0.00	\$ 629,899.87	\$ 94,180.26	\$ 159,789.85	\$ 17,651.28	\$ -282,854.40	\$ 618,666.86	
Gemsa	\$ 0.00	\$ 0.00	\$ 31,524.28	\$ 0.00	\$ 82,220.67	\$ -113,744.95	\$ 0.00	
Gulf well solutions	\$ 0.00	\$ 0.00	\$ 0.00	\$ 40.00	\$ 0.00	\$ 0.00	\$ 40.00	

Figure 8.21 — Aged receivable

8.22 Aged payable

The same analysis for what is owed to vendors, used to plan payment runs.

Accounting Dashboard Customers Vendors Accounting Review Reporting Configuration

PDF XLSX Aged Payable

As of 08/22/2026 Account: Payable Partners Based on Due Date 30 Days Posted Entries In . \$

As of 08/22/2026								
	Invoice Date	At Date	1-30	31-60	61-90	91-120	Older	Total
Aged Payable								
▶ AL MOATAZ		\$ 0.00	\$ -3,543.70	\$ 116.07	\$ 0.00	\$ 2,448.64	\$ 2,782.35	\$ 1,803.36
▶ APEX for shipping		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
▶ Abram Ashraf Bishay Ebied		\$ 0.00	\$ 672.14	\$ 0.00	\$ 0.00	\$ 6.72	\$ 0.00	\$ 678.86
▶ Al-Farouk Simex		\$ 0.00	\$ 0.00	\$ 1.05	\$ -1,139.16	\$ 1,149.52	\$ 0.00	\$ 11.41
▶ AlSahaba Laptop		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
▶ Completion Oil Tools PVT. LTD		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 16,495.00	\$ 220.00	\$ 16,715.00
▶ Dongying Lake Petroleum Technology Co.LTD		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ -1,055.00	\$ 1,055.00	\$ 0.00
▶ Dots		\$ 0.00	\$ 2,297.70	\$ 3,750.60	\$ -1,619.70	\$ -2,051.10	\$ 1,027.80	\$ 3,405.30
▶ Eclipse Logistics Transport Services (Velocity		\$ 0.00	\$ 0.00	\$ 0.00	\$ -825.92	\$ -2,026.26	\$ 2,909.48	\$ 57.30
▶ Egypton Takaful Property & Liability		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ -3,407.11	\$ 3,407.11	\$ 0.00
▶ El Helow for Office Furniture		\$ 0.00	\$ 1,862.77	\$ -0.01	\$ 0.00	\$ 0.00	\$ 0.01	\$ 1,862.77
▶ El Laithy Auto Group		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
▶ El Mashreq Electrical Finishing		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
▶ El Shiekh AC		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
▶ ElYousser For Petroleum Companies Services		\$ 0.00	\$ 271.00	\$ 9.76	\$ 0.00	\$ 0.00	\$ -135.50	\$ 145.26
▶ Enventure Global Technology		\$ 0.00	\$ 73,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 73,000.00
▶ Epid General Supplier		\$ 0.00	\$ 13,303.32	\$ 2,369.58	\$ -1,909.73	\$ -305.58	\$ -5,541.02	\$ 7,916.57
▶ FrontLine Solutions		\$ 0.00	\$ 0.00	\$ 0.00	\$ 58.50	\$ 0.00	\$ 0.00	\$ 58.50
▶ GIANT OIL TOOLS LTD		\$ 0.00	\$ -1,300.00	\$ 36,350.00	\$ -113,803.00	\$ -16,465.00	\$ 196,515.00	\$ 101,297.00
▶ GIG Egypt		\$ 0.00	\$ 0.01	\$ 0.00	\$ 0.00	\$ -0.01	\$ 0.00	\$ 0.00
▶ Gulf Technical & Safety Training Center		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 123.23	\$ 123.23
▶ Gulf well solutions		\$ 0.00	\$ 679,869.40	\$ 231,195.75	\$ -430,827.00	\$ 323,070.02	\$ 860,298.85	\$ 1,663,607.02
▶ Hana Mohamed Mohamed AlMolaqab		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
▶ High Power		\$ 0.00	\$ 9,166.67	\$ 9,166.67	\$ -8,420.46	\$ 0.00	\$ -746.21	\$ 9,166.67
▶ High Presure Solutions		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ -521.41	\$ 525.61	\$ 4.20
▶ ITS		\$ 0.00	\$ -5,169.90	\$ 6,583.50	\$ -3,100.80	\$ 3,864.60	\$ 1,026.00	\$ 3,203.40
▶ Israa elmarghany for car rental		\$ 0.00	\$ 29.71	\$ 37.37	\$ 0.00	\$ 0.00	\$ 0.00	\$ 67.08

Figure 8.22 — Aged payable

8.23 Partner ledger

A full statement of account per customer or vendor — every invoice, credit note and payment, with the running balance.

Accounting Dashboard Customers Vendors Accounting Review Reporting Configuration

PDF XLSX Partner Ledger

Q Search...

2026

Account: Trade Partners

Partners

Posted Entries

Report: Partner Ledger

In .\$

There are unposted Journal Entries prior or included in this period.

2026									
Journal	Account	Invoice Date	Due Date	Matching	Debit	Credit	Amount Currency	Balance	
» Abram Ashraf Bishay Ebied					\$ 1,971.10	\$ 2,649.96		\$ -678.86	
» AGIBA PETROLEUM Co.					\$ 3,807,970.88	\$ 2,469,251.88		\$ 1,338,719.00	
» Ahmed Ashraf					\$ 1,571.12	\$ 1,571.12		\$ 0.00	
» Alamien Petroleum Co.					\$ 24,650.00	\$ 12,325.00		\$ 12,325.00	
» Al-Farouk Simex					\$ 1,265.63	\$ 1,277.04	-591.82 LE	\$ -11.41	
» AL MOATAZ					\$ 23,525.75	\$ 25,329.11		\$ -1,803.36	
» AISahaba Laptop					\$ 1,123.47	\$ 1,123.47	0.00 LE	\$ 0.00	
» Amal petroleum Co.					\$ 120,528.00	\$ 120,528.00		\$ 0.00	
» APEX for shipping					\$ 101.70	\$ 101.70		\$ 0.00	
» Badr Petroleum CO.					\$ 219,477.90	\$ 151,127.98		\$ 68,349.92	
» Baker Hughes					\$ 2,000.00	\$ 0.00		\$ 2,000.00	
» Belayim Petroleum Co. (Petro Bel)					\$ 3,527,112.50	\$ 2,976,278.75		\$ 550,833.75	
» Completion Oil Tools PVT. LTD					\$ 16,935.00	\$ 16,935.00		\$ 0.00	
» Dapet CO.					\$ 1,516.00	\$ 1,516.00		\$ 0.00	
» Dina Abdallah Mohamed					\$ 2,044.90	\$ 2,044.91		\$ -0.01	
» Discovery Oil Services Free Zone CO.					\$ 1,990.00	\$ 1,990.00		\$ 0.00	
» Dongying Lake Petroleum Technology Co.LTD					\$ 2,110.00	\$ 2,110.00		\$ 0.00	
» Dots					\$ 19,450.50	\$ 22,855.80		\$ -3,405.30	
» DOTS FOR ENGINEERING INDUSTRIES					\$ 4,380.00	\$ 4,380.00		\$ 0.00	
» Eclipse Logistics Transport Services (Velocity					\$ 9,761.23	\$ 9,818.53		\$ -57.30	
» Egypton Takaful Property & Liability					\$ 7,388.49	\$ 7,388.49	0.00 LE	\$ 0.00	
» El Helow for Office Furniture					\$ 3,739.07	\$ 5,601.84		\$ -1,862.77	
» El Laithy Auto Group					\$ 211.09	\$ 211.09	0.00 LE	\$ 0.00	
» El Mashreq Electrical Finishing					\$ 8,127.28	\$ 8,127.28	0.00 LE	\$ 0.00	
» El Shiekh AC					\$ 9,089.72	\$ 9,089.72	0.00 LE	\$ 0.00	
» ElYoussef For Petroleum Companies Services					\$ 500.78	\$ 646.04		\$ -145.26	

Figure 8.23 — Partner ledger

8.24 Cash flow statement

Cash generated and used by operating, investing and financing activities.

	Jul 2026
	Balance
Cash and cash equivalents, beginning of period	3,173,235.87
Net increase in cash and cash equivalents	
Cash flows from operating activities	
› Advance Payments received from customers	869,760.30
Cash received from operating activities	0.00
› Advance payments made to suppliers	-628,600.48
› Cash paid for operating activities	-82,487.96
Cash flows from investing & extraordinary activities	
Cash in	0.00
Cash out	0.00
Cash flows from financing activities	
Cash in	0.00
Cash out	0.00
Cash flows from unclassified activities	
› Cash in	173,956.78
› Cash out	-199,387.49
Cash and cash equivalents, closing balance	3,306,477.02

Figure 8.24 — Cash flow statement

8.25 Inventory valuation

The accounting value of stock, reconciling the general ledger to the goods on hand, per warehouse inventory account:

- **Initial Balance** — what the ledger says.
- **Ending Stock** — what the goods are worth.
- **Stock Variation** — the gap between them, which should be zero.

Because valuation is perpetual, every stock movement posts its entry immediately, so the two sides stay equal without any month-end closing entry.

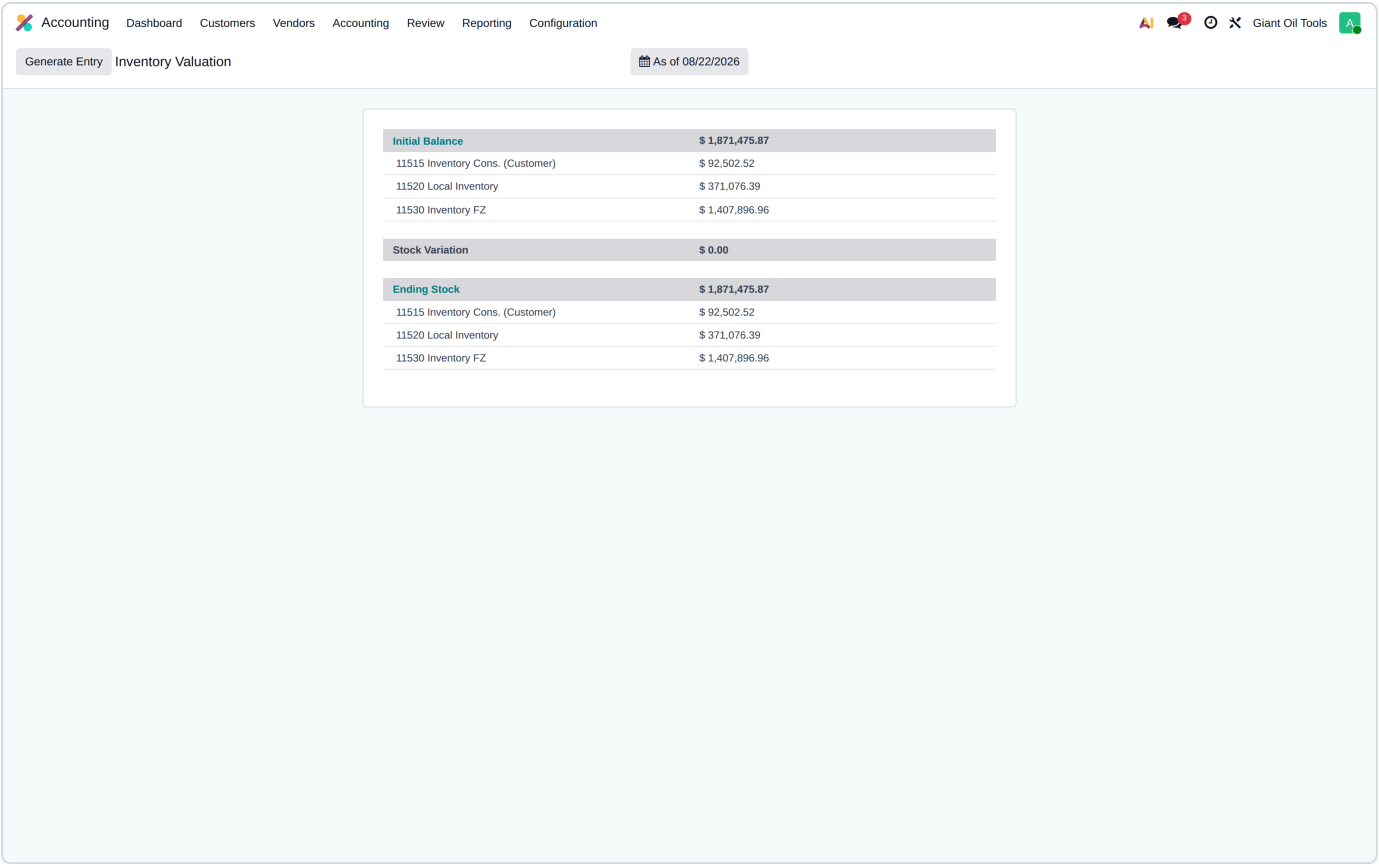


Figure 8.25 — Inventory valuation

8.26 Depreciation schedule

Depreciation charged per asset and per period, and the resulting net book value.

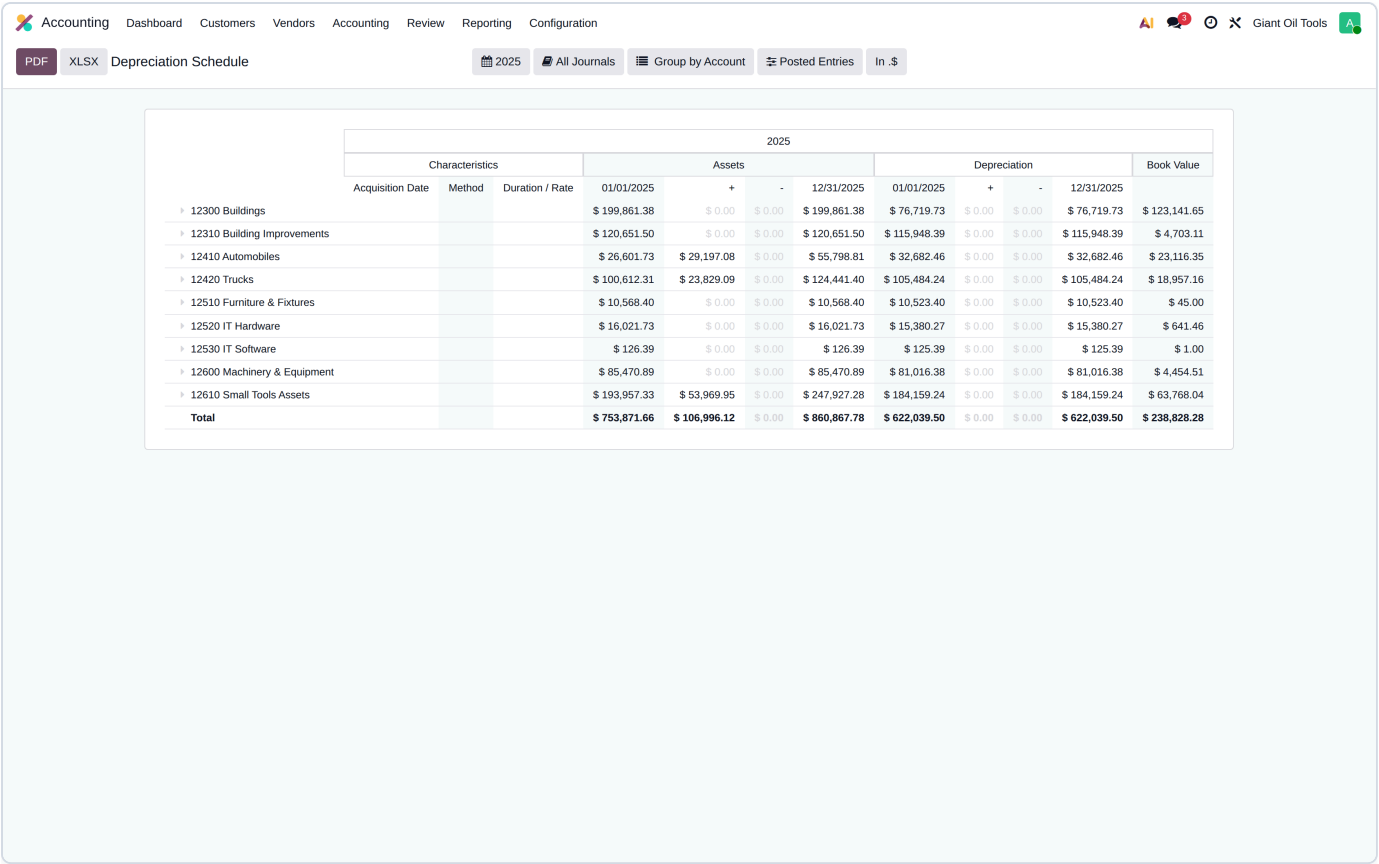


Figure 8.26 — Depreciation schedule

8.27 Invoice analysis

A pivot and graph report over invoiced amounts, by customer, product, salesperson or period.

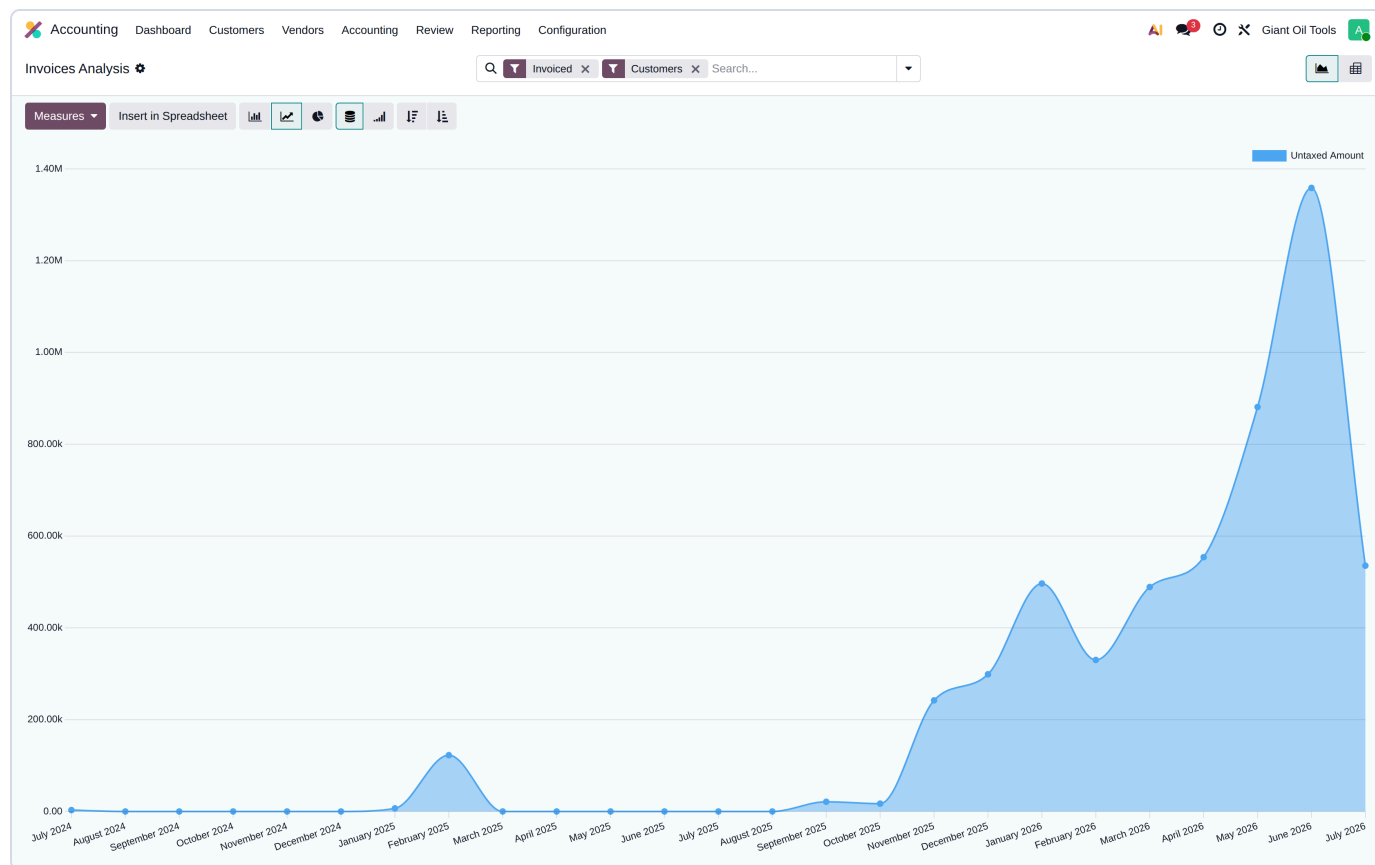


Figure 8.27 — Invoice analysis

8.28 Financial budgets

Budget figures per account and period, reported against actuals so variances are visible during the year.

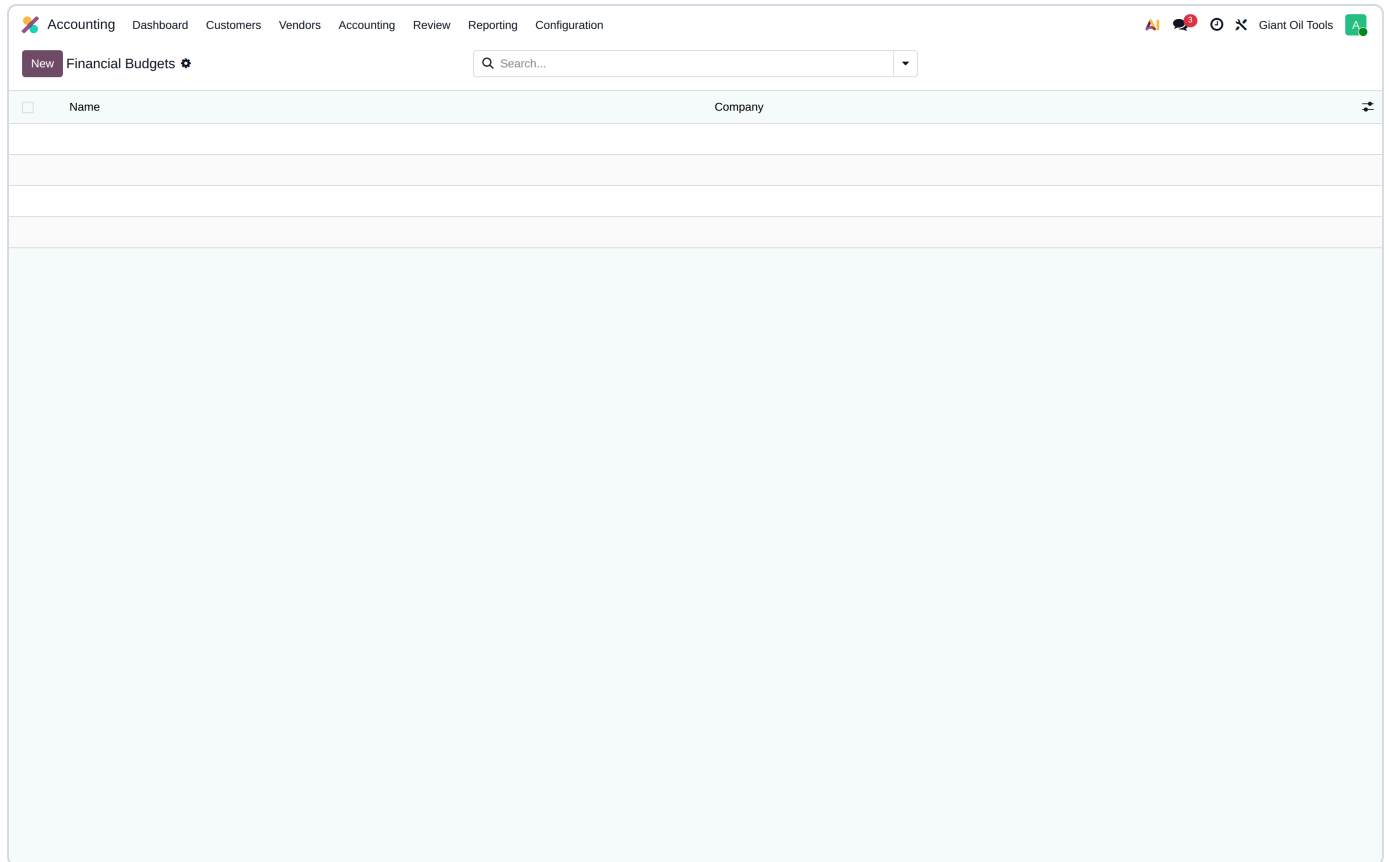


Figure 8.28 — Financial budgets

8.29 Reconciliation

The matching screen for open receivable, payable and bank items. Matching an invoice against its payment clears both and updates the partner balance.

Accounting

Dashboard

Customers

Vendors

Accounting

Review

Reporting

Configuration

AI

Giant Oil Tools

Auto-reconcile

Journal Items to reconcile

Q

T

With residual

X

T

Posted

X

Account > Partner

X

Search...

1-8 / 8<>

☐	Date	Journal Entry	Label	In Currency	Debit	Credit	Matching	Residual	Choose a line to preview its attachments.
▼	11110 A/R Trade (1665)	Auto-reconcile		\$ 5,356,634.70	\$ 22,184,882.64	\$ 16,828,247.94		\$ 5,356,634.70	
▶	AGIBA PETROLEUM Co. (367)	Auto-reconcile		\$ 1,338,719.00	\$ 3,807,970.88	\$ 2,469,251.88		\$ 1,338,719.00	
▶	Alamien Petroleum Co. (5)	Auto-reconcile		\$ 12,325.00	\$ 24,650.00	\$ 12,325.00		\$ 12,325.00	
▶	Amal petroleum Co. (4)	Auto-reconcile		\$ 0.00	\$ 120,528.00	\$ 120,528.00		\$ 0.00	
▶	Badr Petroleum CO. (49)	Auto-reconcile		\$ 68,349.92	\$ 219,477.90	\$ 151,127.98		\$ 68,349.92	
▶	Belayim Petroleum Co. (Petro Bel) (31)	Auto-reconcile		\$ 612,037.50	\$ 3,527,112.50	\$ 2,915,075.00		\$ 612,037.50	
▶	Dapet CO. (4)	Auto-reconcile		\$ 0.00	\$ 1,516.00	\$ 1,516.00		\$ 0.00	
▶	Discovery Oil Services Free Zone CO. (2)	Auto-reconcile		\$ 0.00	\$ 1,990.00	\$ 1,990.00		\$ 0.00	
▶	DOTS FOR ENGINEERING INDUSTRIES (2)	Auto-reconcile		\$ 0.00	\$ 4,380.00	\$ 4,380.00		\$ 0.00	
▶	ENPEDCO (1)	Auto-reconcile		\$ 17,607.57	\$ 17,607.57	\$ 0.00		\$ 17,607.57	
▶	Enpetco (4)	Auto-reconcile		\$ 0.00	\$ 19,792.57	\$ 19,792.57		\$ 0.00	
▶	Epid General (2)	Auto-reconcile		\$ 0.00	\$ 3,850.00	\$ 3,850.00		\$ 0.00	
▶	Esh El-Malaha Petroleum Company (ESHPETCO) (13)	Auto-reconcile		\$ 27,714.00	\$ 123,430.50	\$ 95,716.50		\$ 27,714.00	
▶	GEMEPETCO (8)	Auto-reconcile		\$ 113,744.95	\$ 113,744.95	\$ 0.00		\$ 113,744.95	
▶	Gemsa (9)	Auto-reconcile		\$ 0.00	\$ 113,744.95	\$ 113,744.95		\$ 0.00	
▶	GPC CO. (521)	Auto-reconcile		\$ 1,900,877.13	\$ 4,949,327.85	\$ 3,048,450.72		\$ 1,900,877.13	
▶	GUPCO Co. (125)	Auto-reconcile		\$ 618,666.86	\$ 1,393,845.22	\$ 775,178.36		\$ 618,666.86	
▶	Hamra CO. (101)	Auto-reconcile		\$ 79,891.81	\$ 332,346.92	\$ 252,455.11		\$ 79,891.81	
▶	KOPCO Co. (7)	Auto-reconcile		\$ 3,901.16	\$ 7,802.32	\$ 3,901.16		\$ 3,901.16	
▶	Marina Petroleum Co. (4)	Auto-reconcile		\$ 0.00	\$ 4,535.70	\$ 4,535.70		\$ 0.00	
▶	Nesr Algeria Export (3)	Auto-reconcile		\$ 0.00	\$ 8,000.01	\$ 8,000.01		\$ 0.00	

Figure 8.29 — Reconciliation

9

Employees, Projects and Communication

Supporting applications used alongside the core operational flow.

9.1 Employees

The employee directory with job position, department, manager and contact details.

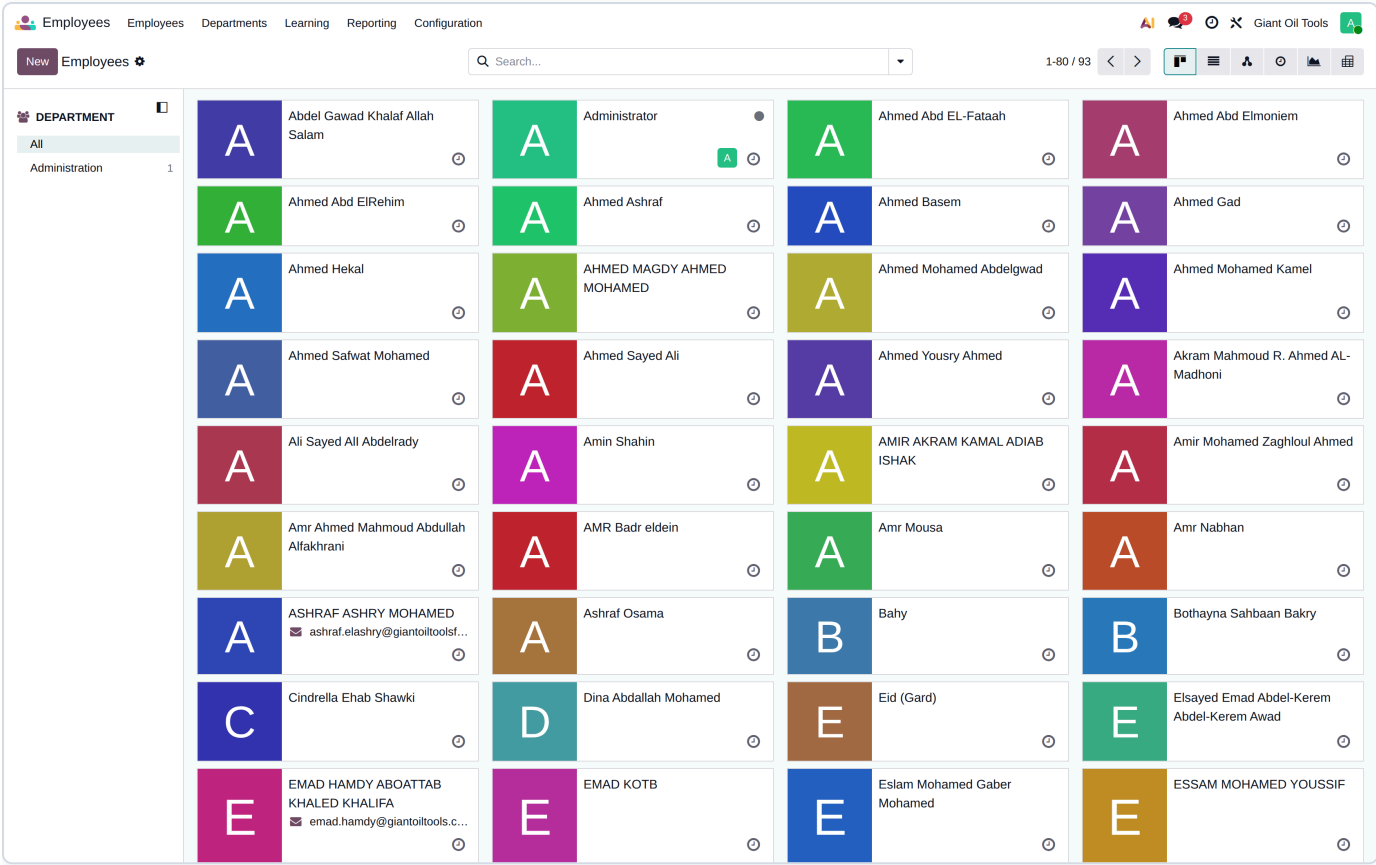


Figure 9.1 — Employees

9.2 Projects

Projects and their task boards, used to follow jobs and internal work through their stages.

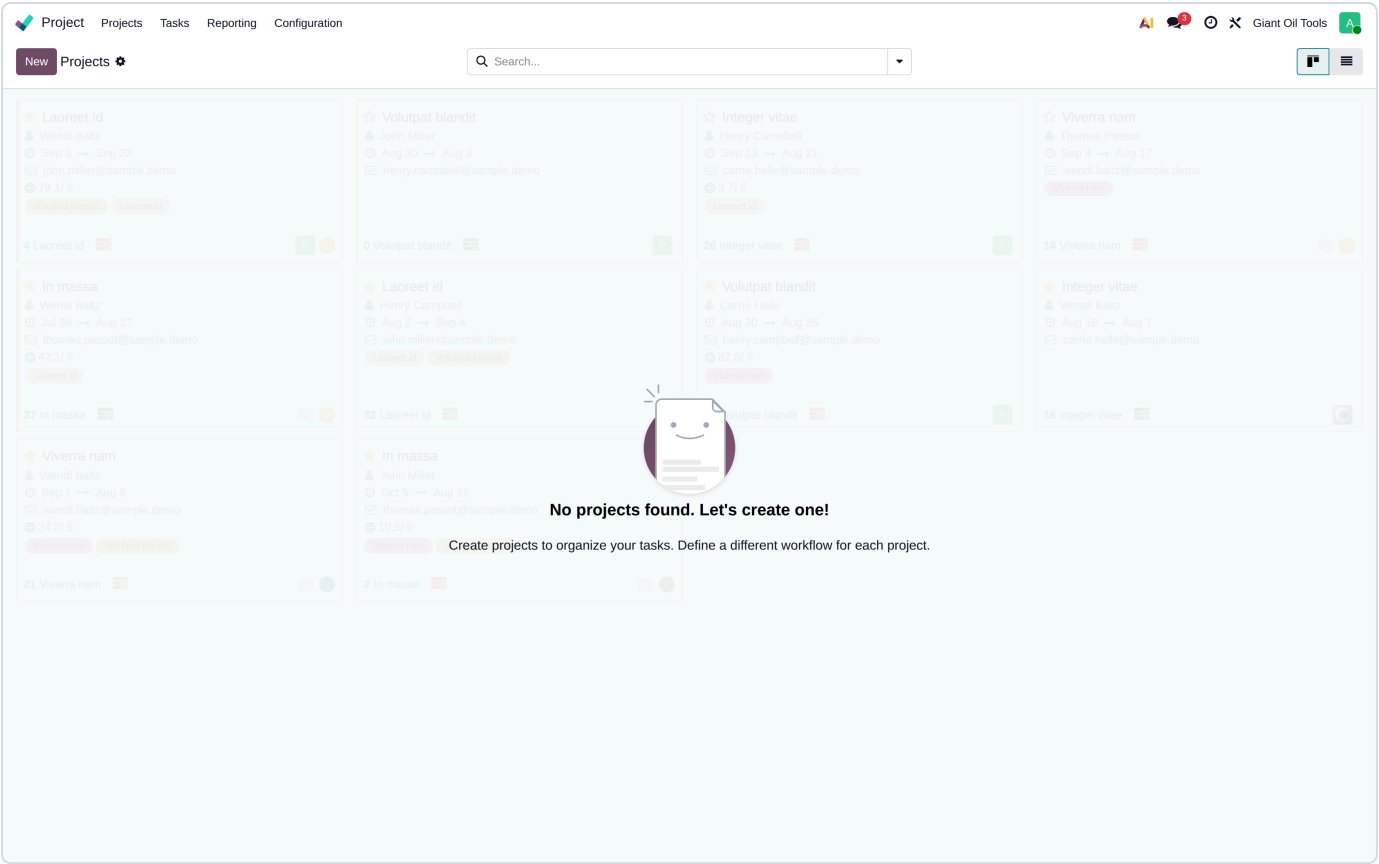


Figure 9.2 — Projects

9.3 Discuss

Internal messaging: direct messages, channels, and the notification inbox where mentions and document follow-ups arrive.

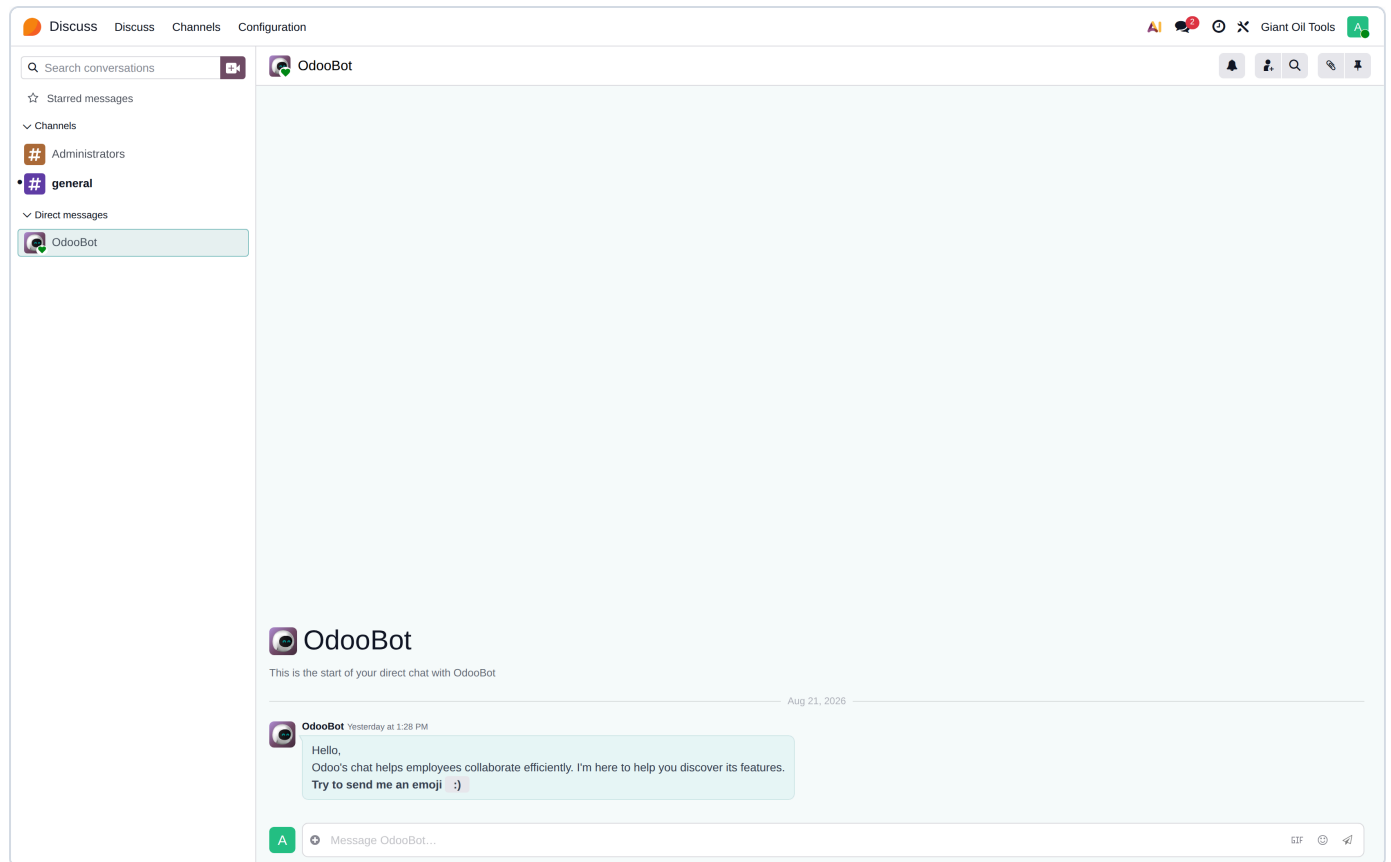


Figure 9.3 — Discuss

10

Administration

These screens are restricted to system administrators. Changes made here affect every user, so apply them on the test environment first.

10.1 General settings

The master switch panel for the whole system. Features are grouped by application — enabling *Lots & Serial Numbers* or *Units of Measure*, for example, is done here rather than inside Inventory.

The **Companies** section holds the company name, address, currency and the logo used on printed documents.

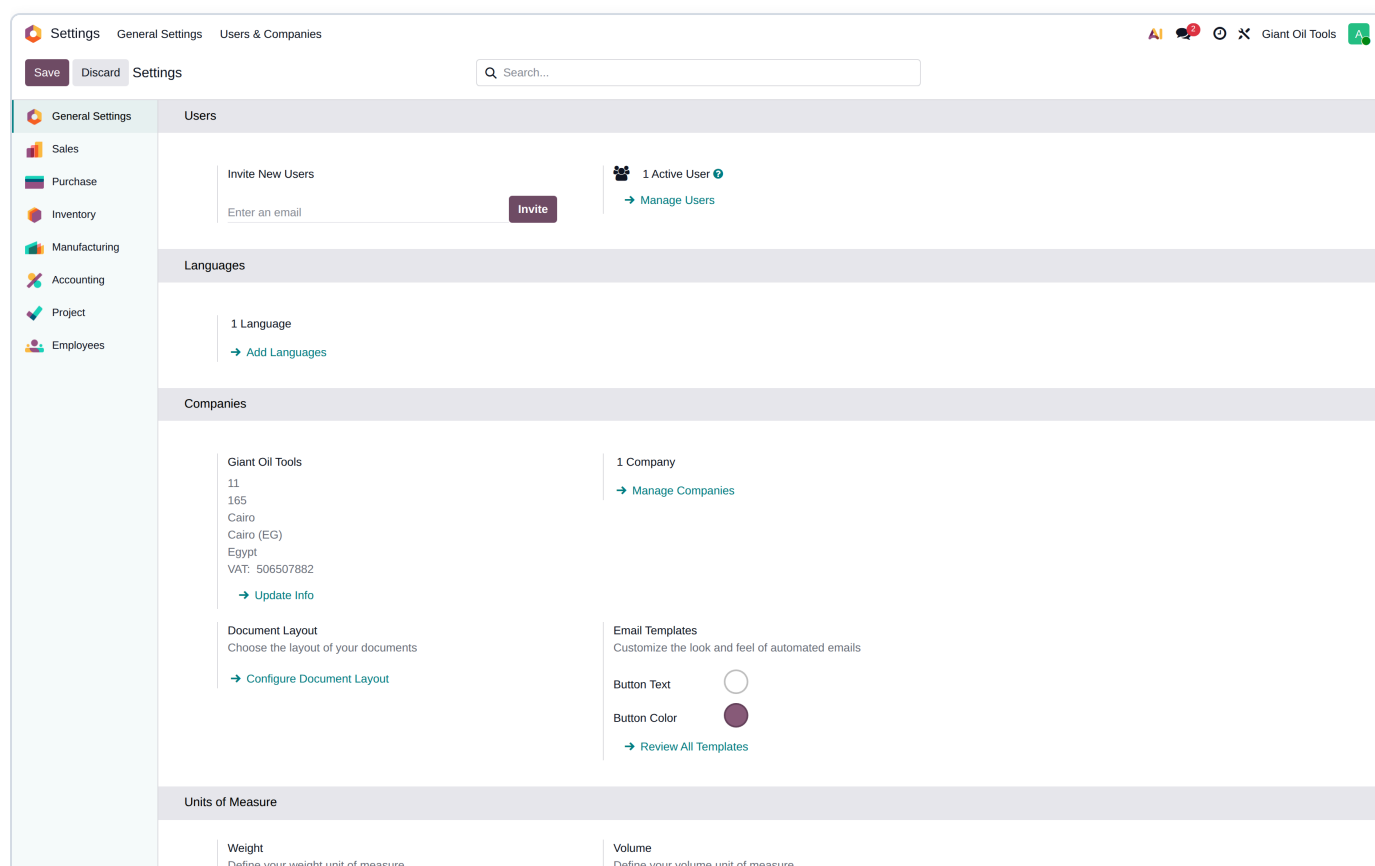


Figure 10.1 — General settings

10.2 Users

User accounts and their access rights. Each user is granted a level per application — for instance *Billing* or *Accountant* for Accounting, *User* or *Administrator* for Inventory. Grant the lowest level that lets someone do their job.

Deactivate leavers rather than deleting them, so their historical documents keep a valid author.

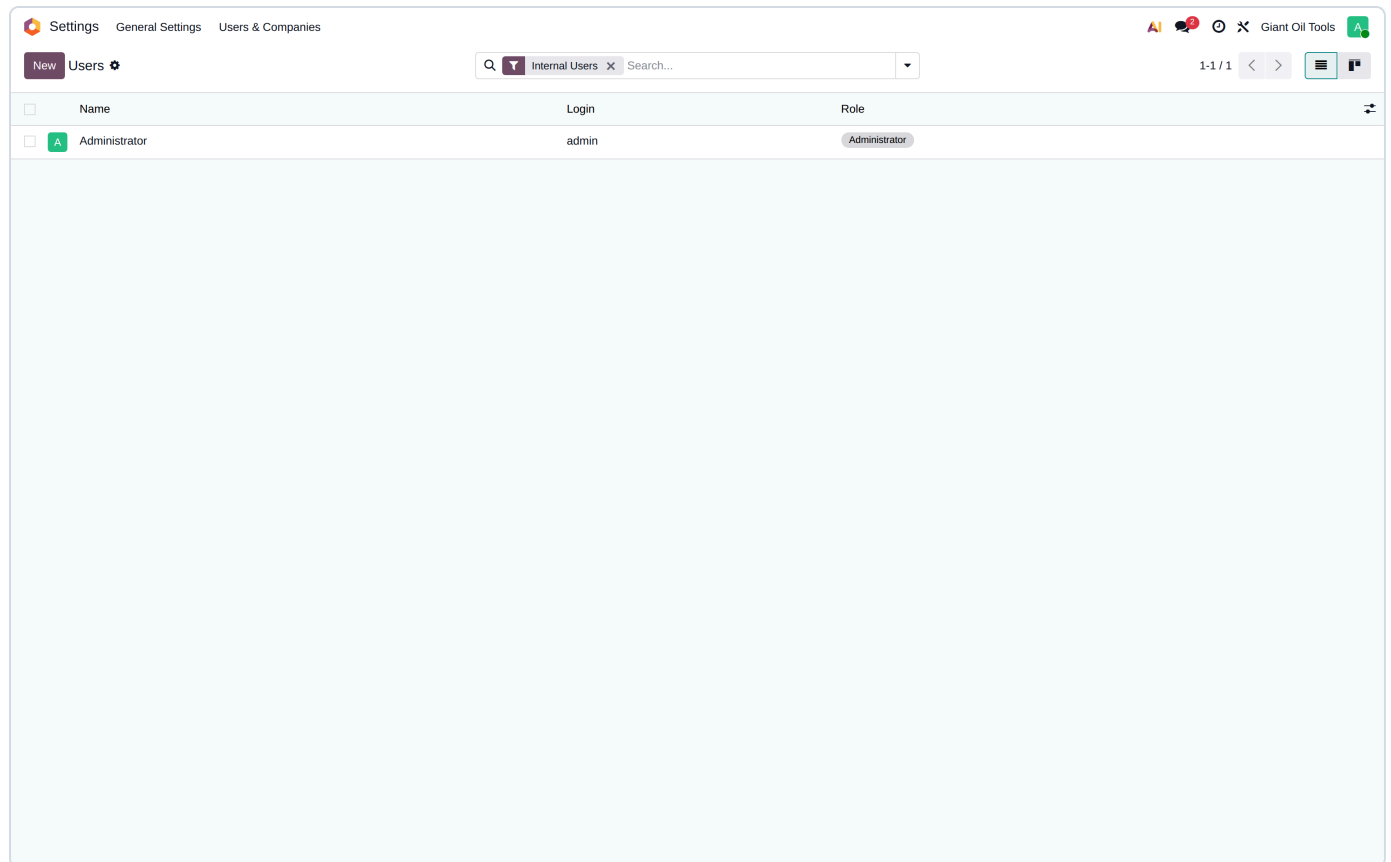


Figure 10.2 — Users

10.3 Companies

Company records with their legal details, tax identification and the logo used on invoices and reports.

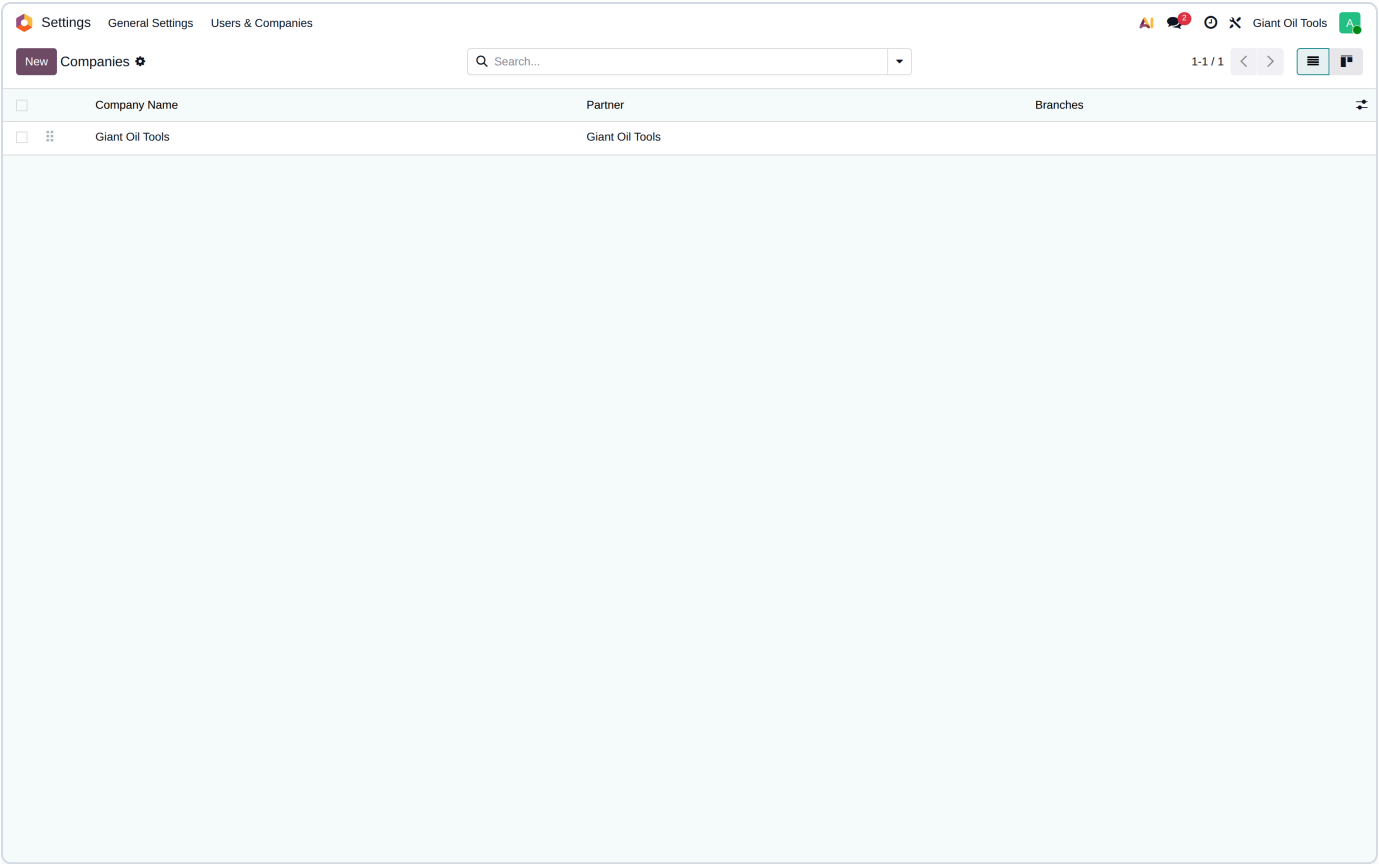


Figure 10.3 — Companies

A

Appendix A — Keyboard Shortcuts

Shortcut	Action
Alt + S	Save the current record
Alt + J	Discard changes
Alt + C	Create a new record
Alt + Q	Open the search panel
Alt + N / Alt + P	Next / previous record
Esc	Close the current dialog

On macOS, use **Ctrl** in place of **Alt**.

B Appendix B — Glossary

Term	Meaning
Lot / Serial number	The identifier that follows an individual tool through the system. At Giant Oil Tools the lot number is the part number (PartNu); a downgraded tool produced by a repair receives the same number with a -B suffix.
FIFO	First in, first out — the costing method used for all stock. The oldest cost in stock is the one released when goods move out.
Perpetual valuation	Stock accounting entries are posted at the moment of each stock move, so the stock accounts in the general ledger are always current.
Landed cost	An additional cost added to the value of received goods. Customs duty is added automatically at 2% on purchase receipts.
Fiscal position	The rule set that substitutes taxes and accounts based on the customer's or vendor's location or status.
Analytic distribution	The management-accounting dimension recorded alongside the general ledger, used to analyse cost and revenue by activity.
Chatter	The message and history panel attached to every document.
Activity	A scheduled task attached to a document — a call, a follow-up, a document to upload — that appears in the owner's activity list.