Training guide
Odoo 17, 18 and 19

Initial accounting configuration in Odoo

Thirteen settings in the order they depend on each other: what each one is for, what it drives, and how it is filled in for a company in Iran and for one abroad.

1–4	Foundation	company, package, year, currency
5–8	Structure	accounts, defaults, taxes, fiscal positions
9–10	Flow	journals, payment methods, cheques, terms
11–13	Go-live	partners, products, opening balances, checks

A functional and technical walkthrough, with worked examples and Iranian and international equivalents side by side.

Powered by **Amir Akbari**

October 2026

The short version

Initial accounting configuration is thirteen decisions taken in a fixed order. Each one feeds the next, and a few of them cannot be changed cheaply once the first entry is posted.

Odoo's accounting is not configured on one screen. The settings are spread over the company, the chart of accounts, the taxes, the journals, the partners and the products, and they refer to each other. This guide walks through them in dependency order. For each one it says what it is for, which field stores it, what it drives further down, and what the equivalent is for a company in Iran and for one elsewhere. Two tags mark that difference throughout: Iran and Outside Iran

#	Step	What you decide	Can it change later?
Foundation			
1	Company and country	Legal identity, country, tax identifiers	Country: not in practice
2	Fiscal localization package	Which chart, taxes and reports get installed	**No**, locked by the first posted entry
3	Fiscal year and lock dates	Year end, who may post into closed periods	Yes
4	Currencies	Company currency, rounding, exchange rates	Currency and rounding: **no**
Structure			
5	Chart of accounts	Accounts, codes and, above all, account types	Yes, with care
6	Default accounts	Where Odoo posts when nobody chose	Yes
7	Taxes	Rates, tax accounts, tax-return boxes	Used tax: archive, create a new one
8	Fiscal positions	Tax and account swaps by kind of partner	Yes
Flow			
9	Journals	The books and how each one is numbered	Type: no. Numbering: sensitive
10	Payments, cheques, terms	How money promised but not yet banked is shown	Yes
Go-live			
11	Partners and products	Per-record exceptions to the defaults	Yes
12	Opening balances	Starting figures, and how the year closes	Until the period is locked
13	Go-live checks	Proof that the chain works end to end	

> **The one idea that makes the rest predictable**
> Almost every setting in this guide is a pointer to an account, to a tax or to a journal. Configuration means filling in those pointers. If you know which record points where, you can say in advance which journal entry Odoo will write for any document, and you can find the cause when it writes the wrong one.

What is in this guide

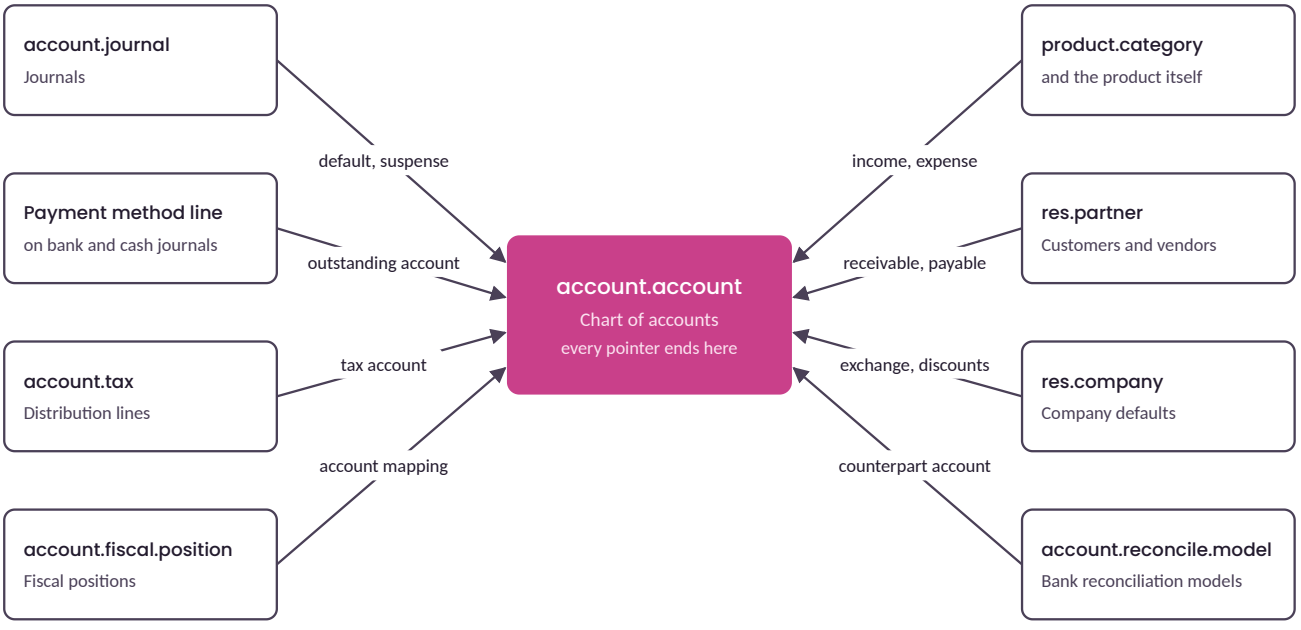
1 How the configuration hangs together
2 Iran and the rest of the world on one page
3 Foundation: company, package, year, currency
4 Chart of accounts and account types
5 Default accounts
6 Taxes
7 Fiscal positions
8 Journals
9 Payments, cheques and payment terms
10 Partners and products
11 Opening balances and year end
12 Worked example: one sale, traced to its settings
13 Go-live checks and common mistakes
14 Cheat sheet, glossary and self-check

Scope: Odoo 17, 18 and 19, Community and Enterprise. Where versions or editions differ, the text says so. Tax rates, deadlines and legal requirements are as understood in October 2026 and are given to make the examples concrete; confirm them against the law in force before go-live. This guide follows on from *Account coding in Odoo*, which explains Group, Kol, Moein and Tafsil. Account codes are coloured the same way here: **1 1 0 2**.

1 How the configuration hangs together

Before the steps, the map. Three pictures: what points at the chart of accounts, who wins when two settings disagree, and the order of work.

Everything points at the chart of accounts



Each outer box is a record you configure. The label on the line is the kind of account it must be given. None of them can be completed before the account exists, which is why the chart comes first inside the Structure phase.

The same pointers, with their field names

Record	Field	Odoo reads it when
`account.journal`	`default_account_id`	Bank or cash journal: this *is* the bank or cash account. Sales or purchase journal: fallback income or expense account for a line with no product.
`account.journal`	`suspense_account_id`	A bank statement line has arrived and is not yet reconciled.
`account.payment.method.line`	`payment_account_id`	A payment is registered and has not yet appeared on the bank statement (the "outstanding" account).
`account.tax.repartition.line`	`account_id`	The tax line of an invoice, bill or credit note is created.
`product.category`	`property_account_income_categ_id` `property_account_expense_categ_id`	An invoice or bill line carries a product of that category.
`product.template`	`property_account_income_id` `property_account_expense_id`	Same, for one product that should differ from its category.
`res.partner`	`property_account_receivable_id` `property_account_payable_id`	The receivable or payable line of an invoice or bill is created.
`account.fiscal.position`	`account_ids` (source → destination)	The account found above must be swapped for this kind of partner.

`res.company`	`income_currency_exchange_account_id`
	`expense_currency_exchange_account_id`
	and the other defaults in section 5
		Odoo writes an entry by itself: exchange difference, early-payment discount, cash difference.

Who wins when two settings disagree

Several records can supply the same value. Odoo always takes the most specific one and falls back step by step to the most general.

Value needed on a document	Odoo looks here, in this order
Income account of an invoice line	**1** the product → **2** its product category → **3** the journal's default account. The fiscal position's account mapping is then applied to whatever was found.
Expense account of a bill line	The same three places, using the expense fields.
Taxes of a line	**1** the product's customer or vendor taxes → **2** the default taxes set on the account → **3** the company's default sales or purchase tax. The fiscal position's tax mapping is then applied.
Receivable or payable account	**1** the partner → **2** the company default installed by the package.
Fiscal position	**1** chosen by hand on the document → **2** the partner's fiscal position → **3** automatic detection from the partner's country and tax ID.
Payment terms and due date	**1** the document → **2** the partner.

Value needed on a document	Odoo looks here, in this order
Currency	**1** the document (or the price list on a sales order) → **2** the journal's currency → **3** the company currency.
Document number	The journal, continuing from its previous posted document.

> **How to use this table.** When an invoice posts to an unexpected account or shows the wrong tax, do not start by changing settings. Walk the relevant row from left to right and find the first place that holds a value. That record is the cause.

The order of work

Foundation
1 Company
2 Package
3 Fiscal year
4 Currencies

Decides which chart and taxes exist at all.

Structure
5 Chart of accounts
6 Default accounts
7 Taxes
8 Fiscal positions

Needs the country and currency. Taxes need accounts.

Flow
9 Journals
10 Payment methods, cheques, terms

Journals need bank, cash and outstanding accounts.

Go-live
11 Partners, products
12 Opening balances
13 Checks

Needs everything above. Posts the first real entries.

Work left to right. Going back a phase is possible until step 12 posts the first entry; after that, steps 2 and 4 are closed.

2 Iran and the rest of the world on one page

The thirteen steps are the same everywhere. What changes is what you put in them. Two sister companies are used as examples from here on.

Sahand Industrial Co., Tehran Iran

Manufactures and sells electrical panels. Books in Rial (IRR). Financial year from 1 Farvardin to the end of Esfand. VAT at 10%. Customers pay largely by postdated cheque. Odoo has no official package for Iran, so the chart and taxes are built by us.

Sahand Trading FZE, Dubai Outside Iran

Buys components and resells them, including to its Tehran sister. Books in Dirham (AED). Calendar financial year. VAT at 5%. Customers pay by bank transfer. Odoo ships an official package for the United Arab Emirates, so most of the structure arrives ready-made.

Topic	Iran	UAE, our example	Elsewhere, for comparison
Odoo package	None official. Start from the Generic package and replace the chart, or install a partner-built Iranian localization.	United Arab Emirates – Accounting	France: PCG. Germany: SKR03 or SKR04. Saudi Arabia, India, UK, US: each has its own.
Chart of accounts	No code list is fixed by law. Practice is Group, Kol, Moein, Tafsil گروه، کل، معین، تفصیل; presentation follows the Iranian accounting standards.	Not fixed by law. The package chart is used and extended.	France, Spain, Belgium: fixed by law. Germany: a de facto standard. US, UK: free.

Topic	Iran	UAE, our example	Elsewhere, for comparison
Currency	Rial, no decimals. Prices are often quoted in Toman (10 Rial); the books stay in Rial.	Dirham, 2 decimals.	EUR, USD: 2 decimals. JPY: 0. KWD, BHD: 3.
Financial year	1 Farvardin to 29 or 30 Esfand, which is 20 or 21 March to 19 or 20 March.	1 January to 31 December.	India: April to March. Australia: July to June.
Calendar on documents	Solar Hijri (Jalali). Odoo stores Gregorian dates; showing Jalali needs an add-on.	Gregorian.	Gregorian.
Tax identifiers	Economic code کد اقتصادی, national ID شناسه ملی, registration number شماره ثبت.	TRN, 15 digits.	EU: VAT number. US: EIN. India: GSTIN.
VAT	مالیات بر ارزش افزوده. Standard 10%. A list of exempt goods and services. Exports at zero.	Standard 5%. Zero-rated and exempt supplies. Reverse charge on imports.	Germany 19% and 7%. Saudi Arabia 15%. India: GST split into CGST and SGST. US: no VAT, state sales tax.
VAT return	One per season (quarter).	Quarterly for most, monthly for the largest.	Monthly or quarterly, by country and size.
E-invoicing	Taxpayers' system سامانه مؤدیان. Needs a connector; not in standard Odoo.	Being phased in.	Saudi Arabia: ZATCA. Italy: SdI. India: IRN. EU: Peppol.
Postdated cheques	The normal way to pay. Notes receivable and payable اسناد دریافتنی و پرداختنی.	Common, for rent and trade.	Rare in Europe. US cheques are paid on sight.
Retentions on contracts	Typical on contracting work: insurance retention سپرده بیمه and good-performance retention حسن انجام کار.	Retention is common in construction.	India: TDS. Many Latin American countries: withholding at payment.
Inventory costing	FIFO, weighted average or specific identification. LIFO is not accepted.	IFRS: the same.	US GAAP allows LIFO. Odoo offers standard price, average and FIFO only.
Year end	Practice expects a closing voucher سند اختتامیه and an opening voucher سند افتتاحیه.	No closing or opening entry.	Most countries: none. Odoo needs none.
Statutory books	Journal book and general ledger دفتر روزنامه، دفتر کل.	Records kept to IFRS; no fixed book format.	France: FEC file. Germany: DATEV export.

What standard Odoo does not do for Iran

Jalali dates on screens and prints, submission to the taxpayers' system, a cheque register with due dates and Sayad identifiers, Iranian report layouts, and payroll and insurance rules. All of these need a localization add-on. None of them changes the accounting engine: every step in this guide is done with standard features, and the add-ons sit on top.

3 Foundation: company, package, year, currency

Four settings that everything else is built on. Two of them are frozen by the first posted entry, so settle them in a test database first.

Step 1 Company and country

Settings › Users & Companies › Companies

Field	Technical name	What it drives
Country	`res.company.country_id`	Proposes the localization package. Defines "domestic" for the automatic detection of fiscal positions. Selects the tax report.
Currency	`currency_id`	The company currency. Every journal item stores its value in this currency, even when the document is in another one.
Tax ID	`vat`	Printed on invoices. Tested by fiscal positions that require a tax ID. For many countries Odoo checks the format.
Company ID	`company_registry`	Printed on documents. No accounting effect.

Iran Sahand Industrial

- Country Iran, currency IRR.
- Tax ID: the economic code کد اقتصادی. Company ID: national ID شناسه ملی or registration number.
- Odoo applies no format check to Iranian identifiers, so check their length yourself.
- The official invoice layout also asks for the postal code; make it a required field.

Outside Iran Sahand Trading

- Country United Arab Emirates, currency AED.
- Tax ID: the TRN issued by the Federal Tax Authority.
- Company ID: the trade licence number.
- In the EU the Tax ID is the VAT number and Odoo can verify it online against VIES.

The two sisters are two **companies** in one database, not a company and a branch. A branch always shares its parent's package and chart, so it only fits an office in the same country.

Step 2 Fiscal localization package

Accounting › Configuration › Settings › Fiscal Localization › Package · stored as `res.company.chart_template`

The package is a bundle of ready-made configuration for one country. Choosing it fills in, in one go, most of steps 5 to 9:

- the chart of accounts and its groups
- the taxes, tax groups and tax-return boxes
- the fiscal positions
- the company's default accounts (section 5)
- the standard journals: Customer Invoices, Vendor Bills, Miscellaneous, Exchange Difference, Bank, Cash
- in Enterprise, the country's tax report and other statutory reports
- for some countries, e-invoicing formats

Frozen by the first posted entry
The package can be changed only while the company has no posted journal entry. Do not post a "quick test" in the production database before this choice is final.

Iran **No official package: two routes**

Route A, one company. Choose *Generic*. Archive the generic accounts you will not use, then import your own groups and accounts (section 4) and build the taxes by hand (section 6).

Route B, repeatable. Put the Iranian chart, taxes and fiscal positions in a small localization module. Since Odoo 17 a chart template is a Python class plus CSV files, loaded per company. Every new client then starts from the same tested base.

Outside Iran **The package does the work**

Setting the country to United Arab Emirates proposes the UAE package. It brings a chart, the 5% taxes with their return boxes, and fiscal positions.

What remains is fine-tuning: rename accounts to the company's wording, add missing ones, archive unused taxes. The same is true for France, Germany, Saudi Arabia or India; the heavier the country's rules, the more the package contains.

Step 3 Fiscal year and lock dates

Accounting › Configuration › Settings › Fiscal Periods

Setting	Technical name	What it drives
Last day of the year	`fiscalyear_last_day` `fiscalyear_last_month`	The "this financial year" range in every report, and the date from which the profit and loss starts again at zero.
Fiscal Years Enterprise	`account.fiscal.year` `date_from`, `date_to`	Exact dates for a year that does not follow the rule above: a first short year, a changed year end, or a leap year.

The fiscal year only shapes reports. It does not stop anyone posting into last year. That is the job of the lock dates, under Accounting › Accounting › Lock Dates:

Lock, Odoo 18 and 19	Field	Use it when	Odoo 17 name
Lock Sales	`sale_lock_date`	Sales for the month are final.	Journal Entries Lock Date: one date for everyone below Adviser
Lock Purchases	`purchase_lock_date`	All bills for the month are in.	
Lock Tax Return	`tax_lock_date`	The VAT return for the period is filed.	Tax Return Lock Date
Lock Everything	`fiscalyear_lock_date`	The year is closed and audited.	All Users Lock Date
Hard Lock	`hard_lock_date`	The law demands that books cannot be reopened. Cannot be undone.	Not available

Iran **A year that ends on a moving date**

The Iranian year ends on 29 Esfand, or 30 Esfand in a leap year. In the Gregorian calendar that is 19 or 20 March:

Year	Starts	Ends
1404	21 Mar 2025	20 Mar 2026
1405	21 Mar 2026	20 Mar 2027
1406	21 Mar 2027	**19 Mar 2028**
1407	20 Mar 2028	**19 Mar 2029**

Set the last day to **20 March**, and add a Fiscal Years record for each year that ends on the 19th. In Community there are no Fiscal Years records: choose custom dates in the reports for those years.

Outside Iran **A fixed date**

Sahand Trading uses 31 December, the default, and needs nothing more.

Other fixed year ends are entered the same way: 31 March for India, 30 June for Australia. A Fiscal Years record is needed only for the exception, for example a first year of fifteen months after incorporation.

Lock dates work identically in both companies. A sensible routine: lock sales and purchases a few days after each month end, lock the tax return when it is filed, lock everything after the audit.

Step 4 Currencies

Accounting › Configuration › Settings › Currencies and Accounting › Configuration › Currencies

Setting	Technical name	What it drives
Rounding of a currency	`res.currency.rounding`	The number of decimals of every amount in that currency, including computed tax.
Active foreign currencies	`res.currency.active`	Which currencies can be picked on documents, journals and price lists.
Rates	`res.currency.rate` `name` (date), `rate`, `company_id`	The conversion used on a document's date. One rate per currency, per day, per company.
Automatic rates Enterprise	provider and interval on the company	Fetches rates from a central bank service on a schedule.
Exchange difference journal, gain and loss accounts	`currency_exchange_journal_id` `income_currency_exchange_account_id` `expense_currency_exchange_account_id`	Where Odoo posts the difference when an invoice and its payment were converted at different rates.

How a foreign-currency document is stored

Each journal item keeps two amounts: `amount_currency` in the document's currency and `balance` in the company currency at the rate of the document's date. When the payment is reconciled with the invoice, the foreign amounts match exactly and the company-currency amounts usually do not. Odoo posts the gap by itself.

Sahand Industrial receives a bill of 10,000 AED from its Dubai sister. Illustrative rates: 300,000 IRR per AED on the bill date, 310,000 on the payment date.

Entry	Account	AED	Debit, IRR	Credit, IRR
Bill	7105 Purchases of Components	10,000	3,000,000,000	
	3101 Accounts Payable	−10,000		3,000,000,000
Payment	3101 Accounts Payable	10,000	3,100,000,000	
	1102 Bank Mellat	−10,000		3,100,000,000
Automatic, on reconciliation	8901 Exchange Loss	0	100,000,000	
	3101 Accounts Payable	0		100,000,000

Iran **Rial**

- **Rounding.** Set the Rial's rounding to 1 so that no amount carries decimals. Do it before the first entry; Odoo refuses to reduce the decimals of a currency that has been used.
- **Toman.** Keep the books in Rial. Toman is a way of quoting prices, not a second currency.
- **Which rate.** Several rates exist on the same day; Odoo holds one. Fix the company's policy, in line with Iranian standard 16, and enter that rate.
- **Entering it.** No automatic provider serves the Rial. Type the rate in the "IRR per unit" column (300,000), not the technical inverse (0.0000033).

Outside Iran **Dirham**

- **Rounding.** 0.01, the default. Nothing to change.
- **Rates.** The Dirham is pegged to the US dollar, so USD rates barely move. In Enterprise a rate provider can be scheduled daily.
- **Foreign-currency bank account.** A USD account gets its own bank journal with the journal currency set to USD (section 8).
- **Period end.** In both companies open foreign balances are revalued at the closing rate: a proposed entry in Enterprise, a manual one in Community.

4 Chart of accounts and account types

How to code and group accounts is covered in *Account coding in Odoo*. For configuration, one field on each account matters more than its code: the type.

Step 5 The fields of an account

Accounting › Configuration › Chart of Accounts · model `account.account`

Field	Technical name	What it drives
Code and name	`code` , `name`	Identification, sort order, and membership of a group by code prefix.
Type	`account_type`	The line of the balance sheet or profit and loss the account lands on, and whether its balance carries into next year. See below.
Allow reconciliation	`reconcile`	Whether debits and credits on the account can be matched against each other, leaving an "open" remainder.
Default taxes	`tax_ids`	Taxes proposed when the account is used on a line without a product.
Account currency	`currency_id`	Forces every item on the account to be in one foreign currency. Leave empty unless the account truly is single-currency, like a USD bank account.
Tags	`tag_ids`	Free labels used by custom reports.

What the type does

The type places the account on a line of the balance sheet or the profit and loss, and tells the reports whether its balance carries into the next year.

Balance sheet types: the balance carries forward for ever

Type in the screen	Stored as	Special behaviour	Persian equivalent
Receivable	`asset_receivable`	A partner is expected on every line. Reconciliation is forced on. Feeds the aged receivable report.	حساب‌های دریافتنی تجاری
Bank and Cash	`asset_cash`	Used as the account of bank and cash journals. Feeds the cash flow statement.	موجودی نقد و بانک
Current Assets Prepayments	`asset_current` `asset_prepayments`	None.	سایر دارایی‌های جاری، پیش‌پرداخت‌ها
Fixed Assets Non-current Assets	`asset_fixed` `asset_non_current`	In Enterprise, a fixed-asset account can create an asset record from a bill line.	دارایی‌های ثابت و غیرجاری
Payable	`liability_payable`	Mirror of Receivable. Feeds the aged payable report.	حساب‌های پرداختنی تجاری

Current Liabilities
Non-current Liabilities
Credit Card
	`liability_current`
	`liability_non_current`
	`liability_credit_card`
		None.	بدهی‌های جاری و غیرجاری

Equity	`equity`	None.	حقوق مالکانه
Current Year Earnings	`equity_unaffected`	Exactly one per company. Reports use it to show the profit of earlier years that has not yet been allocated.	سود و زیان تخصیص‌نیافته

Profit and loss types: reports start again from zero each financial year

Type in the screen	Stored as	Special behaviour	Persian equivalent
Income Other Income	`income` `income_other`	Operating and non-operating income are shown on separate lines.	درآمدهای عملیاتی، سایر درآمدها
Cost of Revenue	`expense_direct_cost`	Subtracted from income to give gross profit.	بهای تمام‌شده درآمدهای عملیاتی
Expenses Depreciation	`expense` `expense_depreciation`	None.	هزینه‌ها، هزینه استهلاک
Off-Balance Sheet	`off_balance`	Not a profit and loss type at all: left out of both statements.	حساب‌های انتظامی

> **The type decides the report, the code decides the group**
>
> An Iranian accountant expects the first digit to decide where an account is reported: Group `1` is current assets. In Odoo's balance sheet the *type* decides, and the digits only build the Group and Kol subtotals of the trial balance. The two must be made to agree: every account whose code starts with 1 gets a type from the current-asset family. An account coded `1` `3` `0` `1` with the type Current Liabilities will sit under Group 1 in the trial balance and under liabilities in the balance sheet.

The accounts this guide uses

A cut-down chart for Sahand Industrial. Every later example refers to these codes. In the UAE company the same roles exist under the codes and names supplied by the package.

Code	Name	Type
1101	Cash on Hand	Bank and Cash
1102	Bank Mellat, Current	Bank and Cash
1103	Petty Cash	Bank and Cash
1190	Bank Suspense	Current Assets
1191	Transfers in Transit ↔	Current Assets
1301	Accounts Receivable ↔	Receivable
1310	Notes Receivable ↔	Current Assets
1401	Inventory	Current Assets
1601	Input VAT	Current Assets
2101	Machinery, Cost	Fixed Assets
2190	Accumulated Depreciation	Fixed Assets
3101	Accounts Payable ↔	Payable
3110	Notes Payable ↔	Current Liabilities
3301	Output VAT	Current Liabilities
3302	VAT Due to Tax Office	Current Liabilities
3410	Retentions Payable ↔	Current Liabilities
4101	Long-term Loan	Non-current Liabilities
5101	Share Capital	Equity
5201	Retained Earnings	Equity
5990	Opening Balance Clearing	Equity
5999	Current Year Earnings	Current Year Earnings
6101	Sales, Domestic	Income
6102	Sales, Export	Income
6901	Exchange Gain	Other Income
7101	Cost of Goods Sold	Cost of Revenue
7105	Purchases of Components	Cost of Revenue
8105	Repairs and Installation	Expenses
8901	Exchange Loss	Expenses

↔ means "allow reconciliation" is on. Notes receivable and payable hold cheques. First digit: 1 current assets, 2 non-current assets, 3 current liabilities, 4 non-current liabilities, 5 equity, 6 income, 7 cost of sales, 8 expenses, 9 memo accounts.

When to allow reconciliation

Turn it on for	Because
Outstanding receipts and payments, including cheques in hand and cheques issued	Each payment must be matched later with a bank line. Odoo requires it.
Clearing accounts: internal transfer, retentions, advances, employee loans	You want to see which items are still open, not just a balance.
Never for the bank and cash accounts themselves, or for income and expense accounts	Nothing is matched there. A bank account is checked against its statement, which is a different mechanism (section 9).

Iran **Building the chart**

- Import the groups first (Group and Kol), then the accounts (Moein). Each account then finds its parent the moment it is created.
- Import file columns: `code`, `name`, `account_type`, `reconcile`.
- Do not create an account per customer, vendor, bank cheque or project. Those are Tafsil: partner and analytic.
- Memo accounts for guarantees and collateral map to the Off-Balance Sheet type.

Outside Iran **Adjusting a package chart**

- Keep the package's codes. The tax report and default accounts already point at them.
- Add accounts inside the existing code ranges so that they join the right group.
- Archive what is not needed instead of deleting it.
- Where the chart is fixed by law, as in France, add sub-accounts but never recode the legal ones.

Version note. From Odoo 18 one account can be shared by several companies, and can carry a different code in each. In a group like Sahand that allows one common chart with local codes. In Odoo 17 every account belongs to exactly one company.

5 Default accounts

Defaults answer one question: when a document is created and nobody picked an account, where does the amount go?

Step 6 The defaults and where each one lives

Accounting › Configuration › Settings › Default Accounts for the company-level ones; the others are set on the record named in the second column.

Default	Stored on	Used for	Sahand Industrial
Receivable	Partner, company-wide default `property_account_receivable_id`	The customer line of every invoice.	1301 حساب‌های دریافتنی
Payable	Partner, company-wide default `property_account_payable_id`	The vendor line of every bill.	3101 حساب‌های پرداختنی
Income	Product category `property_account_income_categ_id`	Invoice lines.	6101 فروش
Expense	Product category `property_account_expense_categ_id`	Bill lines.	7105 or an 8... account
Bank suspense	Company and each bank journal `suspense_account_id`	A bank statement line, from import until reconciliation.	1190 حساب واسط بانک
Outstanding receipts	Payment method line of a journal `payment_account_id`	Money a customer has handed over that is not yet on the bank statement.	1310 اسناد دریافتنی

Default	Stored on	Used for	Sahand Industrial
Outstanding payments	Payment method line of a journal `payment_account_id`	Money we have sent that has not yet left the bank.	3110 اسناد پرداختنی
Internal transfer	Company `transfer_account_id`	Money moving between two of our own bank or cash journals.	1191 وجوه در راه
Exchange gain and loss	Company `income_currency_exchange_account_id` `expense_currency_exchange_account_id`	Automatic exchange difference entries (section 3).	6901 and 8901 سود و زیان تسعیر ارز
Cash discount gain and loss	Company `account_journal_early_pay_discount_gain_account_id` and `…_loss_account_id`	Early-payment discounts taken or given (section 9).	Other income and expense accounts تخفیفات نقدی
Cash difference gain and loss	Each cash journal `profit_account_id`, `loss_account_id`	Counted cash differs from the book balance.	کسر و اضافات صندوق
Tax accounts	Each tax's distribution lines	Tax lines (section 6).	1601 and 3301
Current year earnings	The one account of that type	Reports only.	5999

Iran **Naming the defaults in Iranian terms**

Three of these accounts have no direct counterpart in an Iranian chart, and teams often leave them at the generic values. Give them proper homes:

- **Outstanding receipts and payments** are exactly notes receivable and notes payable. A cheque in hand is money promised and not yet in the bank.
- **Bank suspense** is a bank clearing account. It must be zero after every reconciliation.
- **Current year earnings** replaces the profit-and-loss summary account خلاصه سود و زیان. Nobody posts to it during the year.

Outside Iran **Arrives filled in**

The UAE package sets every default in the table. The work is to check them, not to create them:

- Open the Settings page and read each default account. Rename where the company's wording differs.
- Add one outstanding account per bank if the auditors want cash in transit shown bank by bank.
- Where customers pay by postdated cheque, as in the UAE rental and trading sectors, use the same notes-receivable set-up as in Iran.

Version note. In Odoo 17 the outstanding receipts and payments accounts also have a company-wide default in Settings. From Odoo 18 they are set only on the payment method lines of each journal, and may be left empty; a payment registered with an empty outstanding account creates no journal entry, and the invoice is settled only when the bank line is matched. Where cheques are in use, always fill the account in.

6 Taxes

A tax in Odoo is three things in one record: a calculation, a pair of accounts, and a set of boxes on the tax return.

Step 7 The anatomy of a tax

Accounting › Configuration › Taxes · model `account.tax`

Field	Technical name	Meaning
Tax type	`type_tax_use`	Sales, Purchases or None. Decides on which documents the tax can be picked.
Tax computation	`amount_type`	`percent` : a percentage of the price. `division` : a percentage of the tax-included price. `fixed` : an amount per unit. `group` : a bundle of other taxes applied together.
Amount	`amount`	The rate. It may be negative, which is how retentions are modelled.
Included in price	`price_include` ; from 18 `price_include_override` and a company default	Whether the unit price typed on a line already contains this tax.
Affect base of subsequent taxes	`include_base_amount`	Whether the next tax on the same line is calculated on price plus this tax.
Tax group	`tax_group_id`	How taxes are subtotalled at the foot of an invoice. In Enterprise it also holds the accounts used when the return is closed.
Distribution for invoices Distribution for refunds	`invoice_repartition_line_ids` `refund_repartition_line_ids`	The accounting. See below.
Tax exigibility	`tax_exigibility`	`on_invoice` : tax is due when invoiced. `on_payment` : tax is due when paid (cash basis).

The distribution lines do all the accounting

Each tax has a small table for invoices and an identical one for refunds. A line of that table says: take this share of the base or of the tax, post it to this account, and add it to these boxes of the return.

Tax	Line	%	Account	Tax grid (return box)
VAT 10%, Sales	Base		none: the line's own income account	Taxable sales
	Tax	100	3301 Output VAT	VAT on sales
VAT 10%, Purchases	Base		none: the line's own expense account	Taxable purchases
	Tax	100	1601 Input VAT	VAT on purchases
VAT 10%, Purchases, not deductible	Base		none	Purchases without credit
	Tax	100	*left empty*	none

The third tax shows a useful rule: **a tax line with no account is added to the account of the line it belongs to.** The VAT that cannot be recovered becomes part of the expense. Splitting works the same way: two tax lines of, say, 70% and 30% send one tax to two accounts.

The entries that result

Iran Invoice of 200,000,000 IRR plus VAT 10%

Account	Debit	Credit
1301 Accounts Receivable	220,000,000	
6101 Sales, Domestic		200,000,000
3301 Output VAT		20,000,000

Outside Iran Invoice of 20,000 AED plus VAT 5%

Account	Debit	Credit
Accounts Receivable	21,000.00	
Sales		20,000.00
VAT Output		1,000.00

The structure is identical. Only the rate, the account codes and the decimals differ, and all three come from configuration.

The set of taxes each company needs

Iran **Built by hand**

Tax	Why it exists
VAT 10%, Sales	Standard taxable sales.
VAT 0%, Export	Exports. Zero tax, but the base must appear on the return.
Exempt, Sales	Goods and services on the exempt list.
VAT 10%, Purchases	Purchases with a creditable invoice.
VAT 10%, Purchases, not deductible	Purchases whose VAT cannot be credited.
Exempt, Purchases	Exempt purchases, and vendors outside the VAT system.
Retention −5% and −10%	Contract retentions. See below.

Outside Iran **Supplied by the package**

Tax	Why it exists
VAT 5%, Sales	Standard-rated supplies.
Zero-rated	Exports and other zero-rated supplies.
Exempt	Exempt supplies.
VAT 5%, Purchases	Recoverable input tax.
Reverse charge	Imports: the buyer declares both sides.
Out of scope	Transactions outside UAE VAT.

Reverse charge is one purchase tax with two tax lines, +100% to input VAT and −100% to output VAT. The bill total does not change, and both boxes of the return are filled.

Why a 0% tax and an Exempt tax, instead of no tax at all? A line with no tax is invisible to the tax return. A line with a 0% tax adds its base to a box. Returns everywhere, including the Iranian seasonal return, ask for exempt and export sales separately, so each needs its own tax with its own grid.

Retentions as negative taxes

On contracting work in Iran the client typically holds back part of each progress invoice: an insurance retention and a good-performance retention. They are not taxes, but they behave like one: a percentage of the invoice that goes to a different account. A purchase tax with a negative rate models that exactly.

Pars Electric Co. bills 100,000,000 IRR for installation. Taxes on the line: VAT 10% Purchases, and Insurance Retention −5% whose tax line points at 3410.

Account	Comes from	Debit	Credit
8105 Repairs and Installation	product category	100,000,000	
1601 Input VAT	VAT 10% distribution	10,000,000	
3410 Retentions Payable	Retention −5% distribution		5,000,000
3101 Accounts Payable	partner		105,000,000

The payable is already net of the retention, and account 3410 shows, vendor by vendor, what is being held until release. Whether the retention is calculated before or after VAT is set with the order of the taxes and "affect base of subsequent taxes"; follow the contract. The same technique serves tax deducted at source in India and contract retention in the Gulf.

From taxes to the tax return

1. **Grids.** Every box of the return exists as a pair of tags, plus and minus (`account.account.tag`). Distribution lines carry them. When an invoice is posted, each of its journal items is stamped with the tags of the line that produced it.
2. **Report.** The tax report adds up the stamped journal items box by box for the period. A credit note uses the refund distribution, which subtracts from the same boxes.
3. **Closing.** When the return is filed, the balances of the tax accounts are moved to one account owed to the tax office, and the tax lock date is set.

Sahand Industrial, one season with only the two documents above: output VAT 20,000,000, input VAT 10,000,000.

Closing entry	Debit	Credit
3301 Output VAT	20,000,000	
1601 Input VAT		10,000,000
3302 VAT Due to Tax Office		10,000,000

Iran — A return you define

- No package means no ready-made return. In Enterprise, define a small tax report with one line per box of the seasonal return; creating the lines creates the tags.
- In Community there is no return screen. Put the tags on the taxes anyway and total journal items by tax grid.
- The closing entry is posted by hand each season in Community, and proposed by Odoo in Enterprise once the tax group holds the payable and receivable accounts.
- Consumer prices in Iran are quoted with VAT inside. For retail, mark the sales tax as included in price.

Outside Iran — A return that is delivered

- The UAE package's taxes already carry the grids of the federal VAT return. In Enterprise the return opens ready to read.
- The same holds for the German advance VAT return, the French CA3 or the Saudi VAT return: the package maps taxes to boxes.
- The return period (monthly or quarterly) and the reminder are a setting in Enterprise.
- In the United States there is no input tax. Sales tax is a liability only, and its rate depends on the delivery address.

Four rules for taxes

Rule	Reason
Never edit the rate or the accounts of a tax that has been used. Archive it and create a new one.	Old documents still point at the record. When the standard rate moved from 9% to 10%, the right answer was a new 10% tax beside the archived 9% one.
Keep the refund distribution a mirror of the invoice distribution.	Otherwise credit notes post to another account or miss the return.
Choose the rounding method once: per line or globally (`tax_calculation_rounding_method`).	It must match the way the tax authority's system recomputes an invoice, or totals differ by a unit.
Set the company's default sales and purchase tax (`account_sale_tax_id` , `account_purchase_tax_id`).	Every new product receives them, so the common case needs no thought.

7 Fiscal positions

Products carry the taxes of the normal case. A fiscal position is the rule that says: for this kind of customer or vendor, swap them.

Step 8 What a fiscal position holds

Accounting › Configuration › Fiscal Positions · model `account.fiscal.position`

Part	Technical name	Meaning
Tax mapping	tax on product → tax to apply	Replace one tax by another, by several, or by none.
Account mapping	`account_ids` account on product → account to use	Replace the income or expense account, for instance to show export sales separately.
Detect automatically	`auto_apply`	Let Odoo choose this position without anyone setting it on the partner.
Conditions for detection	`country_id` , `country_group_id` `vat_required`	Applies to partners in this country or group of countries, and optionally only if they have a tax ID.

A position reaches a document in one of three ways, tried in this order: someone picks it on the document; the partner has one set on the Accounting tab; or an automatic position matches the partner's country and tax ID. The first automatic position in the list that matches wins, so their sequence matters.

> **Product or partner? The test for where an exception belongs**
> If the tax treatment depends on **what** is sold, it is a tax on the product: exempt goods carry the Exempt tax. If it depends on **who** buys or sells, it is a fiscal position: an export customer gets the Export position. Mixing the two up leads to a new product for every kind of customer.

Positions worth creating for Sahand Industrial Iran

Position	Reaches the document by	What it swaps
Export	Automatic: country group "all except Iran"	VAT 10% Sales → VAT 0% Export; account 6101 → 6102
Free-zone customer	Set on the partner	VAT 10% Sales → the treatment the law gives that zone
Vendor outside VAT	Set on the partner	VAT 10% Purchases → Exempt, Purchases
Import	Automatic: country group "all except Iran"	VAT 10% Purchases → none. VAT is paid at customs and entered on the customs bill.

Outside Iran Positions that arrive with a package

- **UAE.** Positions per emirate, because the return reports sales emirate by emirate, and positions for customers and vendors abroad.
- **EU.** "Intra-community B2B": detected by an EU country plus a tax ID; replaces the domestic rate by 0% with reverse charge. "Private customer in another EU country": applies the destination country's rate.
- **US.** Often replaced altogether by an automatic sales tax service that computes the rate from the delivery address.

The Export position at work

Sahand Industrial invoices its Dubai sister 10,000 AED for panels. The product carries VAT 10% Sales and its category points at 6101. The partner's country is the UAE, which is in the country group of the Export position, so that position is detected, and Odoo rewrites both before the invoice is saved:

Account	Without the position	AED	Debit, IRR	Credit, IRR
1301 Accounts Receivable	same account, 11,000 AED	10,000	3,000,000,000	
6102 Sales, Export	would be 6101	−10,000		3,000,000,000
no tax line; base reported under VAT 0% Export	would be 3301, 1,000 AED			

> **Version note.** In Odoo 17 and 18 the tax mapping is a tab on the fiscal position. In Odoo 19 it moved to the tax: each tax names the fiscal positions it belongs to and, in a field called Replaces, the taxes it stands in for. The account mapping stays on the fiscal position. The behaviour on documents is the same.

8 Journals

A journal is a book with its own numbering. Every journal entry belongs to exactly one, and the journal supplies the defaults for the documents written in it.

Step 9 The six types

Accounting › Configuration › Journals · model `account.journal`

Type	`type`	Its default account is	Typical journals	Persian
Sales	`sale`	The fallback income account for lines without a product.	Customer Invoices	دفتر فروش
Purchase	`purchase`	The fallback expense account.	Vendor Bills	دفتر خرید
Bank	`bank`	The ledger account of that bank account.	One per bank account	بانک
Cash	`cash`	The ledger account of that cash box.	Cash box, petty cash	صندوق، تنخواه‌گردان
Credit Card	`credit`	The card's liability account. From Odoo 18.	Company cards	
Miscellaneous	`general`	Not used.	Opening, payroll, depreciation, adjustments, exchange difference	سند عمومی

The fields that matter

Field	Technical name	What it drives
Short code	`code`	The prefix of the journal's numbers: INV, BILL, MEL.
Default account	`default_account_id`	See the table above. Two bank journals must never share one.
Suspense account	`suspense_account_id`	Bank and cash journals: where unreconciled statement lines wait.
Currency	`currency_id`	Set only when the journal is in a foreign currency, like a USD bank account. Every entry in it is then in that currency.
Bank account number	`bank_account_id`	Printed on invoices as the account to pay into; used to match imported statements.
Incoming and outgoing payments	`inbound_payment_method_line_ids` `outbound_payment_method_line_ids`	The ways of paying through this journal, each with its outstanding account (section 9).
Dedicated credit note sequence	`refund_sequence`	Credit notes get their own number series (RINV…) instead of sharing the invoices'.
Secure posted entries with hash	`restrict_mode_hash_table`	Posted entries can no longer be altered, only reversed. Required by law in some countries.

How numbering works

Odoo does not ask you to configure a sequence. It reads the number of the journal's previous posted document and adds one. The first number sets the pattern: `INV/2026/00001` is read as prefix, year, counter, and the counter starts again when the year in the document date changes. To change the pattern, edit the number of the first document of the new series by hand; the journal follows it from then on.

Iran Sahand Industrial's journals

Code	Journal	Type	Account
INV	Customer Invoices	Sales	6101
BILL	Vendor Bills	Purchase	7105
MEL	Bank Mellat, Current	Bank	1102
CSH	Cash Box	Cash	1101
PTY	Petty Cash, Tehran Office	Cash	1103
OPEN	Opening	Misc.	
MISC	Miscellaneous	Misc.	
EXCH	Exchange Difference	Misc.	

- **Year in the number.** By default the year is Gregorian. A Jalali year can be typed into the first number (INV/1405/00001), but Odoo will not start again on 1 Farvardin by itself. Test the behaviour in your version, or leave it to the localization add-on.
- **One voucher number for all books.** Iranian practice often expects one continuous voucher number across the whole ledger. Odoo numbers per journal. If the auditors insist, this is a customization.

Outside Iran Sahand Trading's journals

Code	Journal	Type	Currency
INV	Customer Invoices	Sales	
BILL	Vendor Bills	Purchase	
BNK1	Bank, AED Account	Bank	
BNK2	Bank, USD Account	Bank	USD
CSH	Cash	Cash	
MISC	Miscellaneous	Misc.	
EXCH	Exchange Difference	Misc.	

- All of these except BNK2 are created by the package. The second bank account is one new journal with its own ledger account and the currency set to USD.
- In countries with a fiscal year that straddles two calendar years, such as India, the first number can carry both years (INV/2026-27/00001) and Odoo resets with the fiscal year.

How many journals? One per bank account and one per cash box, always. For sales and purchases, one each is enough until something forces a separate number series: export invoices, a second legal invoice series, a branch with its own book. Journals are not a reporting dimension. Do not create one per salesperson, product line or project; that is what analytic accounts are for.

9 Payments, cheques and payment terms

Between "the customer has paid" and "the money is in the bank" there is a gap. Odoo gives that gap its own account, and that is what makes cheques work.

Step 10 Three accounts, three moments

Alborz Trading Co. settles an invoice of 220,000,000 IRR.

1 Payment registered

The accountant clicks Pay on the invoice and chooses the journal and the payment method. The method's outstanding account is debited.

Account	Dr	Cr
1310 Notes Rec.	220 m	
1301 Receivable		220 m

Invoice status: **In Payment**.

2 Bank line arrives

The statement is imported or typed in. The bank is debited at once; the other side waits in the suspense account.

Account	Dr	Cr
1102 Bank Mellat	220 m	
1190 Suspense		220 m

Invoice status: unchanged.

3 Reconciliation

The bank line is matched with the payment. The suspense line is rewritten to the outstanding account and the two cancel out.

Account	Dr	Cr
1102 Bank Mellat	220 m	
1310 Notes Rec.		220 m

Invoice status: **Paid**.

After step 3 the suspense account and the outstanding account are both back at zero, and what remains is the plain result: bank up, receivable down. At any moment the balance of 1310 is the total of payments received that the bank has not yet confirmed.

Payment methods

On each bank and cash journal, the tabs Incoming Payments and Outgoing Payments list the ways of paying through it. Each line (`account.payment.method.line`) has a name and an outstanding account. The account must be of the type Current Assets or Current Liabilities and must allow reconciliation.

Iran On journal MEL, Bank Mellat

Direction	Method line	Outstanding account
In	Cheque received	1310 Notes Receivable
In	Transfer or card terminal	1310, or a separate "receipts in transit" account
Out	Cheque issued	3110 Notes Payable
Out	Bank transfer	3110, or a separate "payments in transit" account

Outside Iran On journal BNK1

Direction	Method line	Outstanding account
In	Manual (bank transfer)	Outstanding Receipts
In	Postdated cheque	PDC Receivable
Out	Manual (bank transfer)	Outstanding Payments
Out	Cheque	PDC Payable

Europe adds SEPA credit transfer and direct debit as methods; the US adds printed cheques. The mechanism is the same.

The life of a postdated cheque

Event	Persian	What you do in Odoo	Entry
Cheque received	دریافت چک	Register the payment on the invoice with the method "Cheque received". Put the cheque number and due date in the memo.	Dr 1310 Cr 1301
Cheque cleared	وصول چک	On the due date the amount appears on the bank statement. Match the bank line with the payment.	Dr 1102 Cr 1310
Cheque bounced	برگشت چک	Cancel the payment, or reverse its entry. The invoice is open again and returns to the aged receivable report.	Dr 1301 Cr 1310
Cheque passed on to a vendor	خرج چک	Not a standard function. A miscellaneous entry against the vendor's payable, reconciled by hand on both sides.	Dr 3101 Cr 1310
Cheque issued	صدور چک	Register the payment on the bill with the method "Cheque issued". When the bank pays it, match the bank line.	Dr 3101 Cr 3110 then Dr 3110 Cr 1102

> **Where standard Odoo stops**
> The accounting above is complete and correct with standard features. What is missing is the register: a list of cheques with number, bank, due date, Sayad identifier and status, with reminders before the due date. A company handling a few cheques a month can live with the memo field and the open items of account 1310. A company handling hundreds needs a cheque module. Some localizations ship one; Iran's must come from a partner.

Petty cash

A petty-cash fund تنخواه‌گردان is a cash journal with its own account, 1103. Funding it is an internal transfer from the bank journal, which passes through 1191 so that the bank side and the cash side can be recorded on different days. Expenses are bills paid from the petty-cash journal. Topping up is another transfer.

Payment terms

Accounting › Configuration › Payment Terms · model `account.payment.term`

A payment term turns the invoice date into one or more due dates. Each line of the term is a share of the total and a delay. Odoo creates one receivable line per term line, each with its own due date (`date_maturity`), and the aged receivable report reads those dates.

Term	Lines	Typical use
Immediate	100%, 0 days	Cash sales. نقد
30 days	100%, 30 days after the invoice date	Standard trade credit. ۳۰ روزه
30% advance, balance in 60 days	30%, 0 days 70%, 60 days	Project and equipment sales.
Three monthly instalments	34%, 30 days 33%, 60 days 33%, 90 days	Sales settled with three postdated cheques. اقساط
2% in 10 days, otherwise 30 days	100%, 30 days early discount: 2% if paid within 10 days	Early-payment discount. Common in Europe and the US.

Set the usual term on each partner (step 11) so that it fills in by itself. When a customer hands over three cheques for a three-instalment invoice, register three payments; each one settles one receivable line.

10 Partners and products

Everything so far set the general case. Partners and products are where the exceptions live, and where the general case is attached to real records.

Step 11 The accounting side of a partner

Contacts › a partner › Accounting tab · model `res.partner`

Field	Technical name	Leave it at the default unless
Account receivable	`property_account_receivable_id`	This customer's balance must be reported apart: related companies, foreign-currency customers, employees.
Account payable	`property_account_payable_id`	The same, on the vendor side.
Fiscal position	`property_account_position_id`	The partner is a special case that automatic detection cannot recognise.
Customer and vendor payment terms	`property_payment_term_id` `property_supplier_payment_term_id`	Always set these; they are the partner's agreed credit terms.
Tax ID	`vat`	Always fill it in for companies. It is printed, reported, and tested by fiscal positions.
Bank accounts	`bank_ids`	Needed to pay vendors by transfer file and to match incoming transfers.

The fields whose names start with `property_` are company-dependent: the same partner can have account 1301 in Sahand Industrial and the package's receivable account in Sahand Trading. That is what lets two companies share one list of contacts.

The accounting side of a product

Inventory › Configuration › Product Categories and the Accounting tab of each product

Field	Technical name	Set on
Income account	`property_account_income_categ_id`	The category. Override on a product (`property_account_income_id`) only for a real exception.
Expense account	`property_account_expense_categ_id`	The category, likewise.
Customer taxes	`taxes_id`	The product. Filled from the company's default sales tax when the product is created.
Vendor taxes	`supplier_taxes_id`	The product. Filled from the default purchase tax.
Costing method	`property_cost_method`	The category: standard price, average cost or FIFO.
Inventory valuation	`property_valuation`	The category: periodic (manual) or perpetual (automated), with its stock valuation account.

Sahand Industrial's categories:

Category	Income	Expense	Customer tax	Costing
Finished panels	6101	7101	VAT 10%, Sales	Average cost
Components	6101	7105	VAT 10%, Sales	Average cost
Installation services	6101	8105	VAT 10%, Sales	not stocked

Iran — What to add for Iran

- **On partners:** economic code, national ID, postal code and the kind of buyer (company, individual, foreign). The taxpayers' system and the seasonal transactions report need them. Odoo has one Tax ID field; the others are custom fields.
- **On products:** the goods or service identifier required by the taxpayers' system, as a custom field, and the Exempt tax on goods from the exempt list.
- **Receivables in foreign currency:** give export customers a second receivable account so that the revaluation at period end can be traced.
- **Costing:** average or FIFO. Both are accepted; LIFO is not, and Odoo does not offer it.

Outside Iran — What the package expects

- **On partners:** the TRN for UAE companies; the VAT number in the EU, which Odoo can check online; the state for US sales tax.
- **On products:** the standard-rate tax by default; zero-rated or exempt where the law says so; in India, the HSN code that selects the GST rate.
- **Credit limit:** an optional setting adds a limit per partner and warns on orders and invoices that exceed it. It works the same in both companies.

> **Version note.** Inventory valuation was reworked in Odoo 19, and the accounts on the product category differ from 17 and 18. If the company holds stock, read the Inventory valuation documentation for your version before fixing the category accounts.

11 Opening balances and year end

The opening entry is the first thing posted, and the last moment at which steps 2 and 4 can still be changed. Load it in pieces, against one clearing account.

Step 12 The opening, piece by piece

Go live on the first day of a financial year whenever possible: 1 Farvardin for Sahand Industrial, 1 January for Sahand Trading. The opening is then a pure balance sheet, dated the last day of the old year, and the profit and loss starts empty.

1. **Prepare.** Create a Miscellaneous journal OPEN and the account 5990 Opening Balance Clearing. Every piece below is posted against 5990.
2. **Ledger balances.** One entry with the closing balance of every balance-sheet account except receivables, payables and stock.
3. **Receivables and payables.** One line *per open invoice*, with the partner, the original invoice number as reference, and the original due date. A single total per account would make the aged reports useless and leave nothing to match payments against.
4. **Cheques in hand and cheques issued.** One line per cheque on 3130 and 1130, with partner and due date, so that each can be matched when it clears.
5. **Stock.** Enter quantities and unit costs through the Inventory app, so that Odoo's valuation and the ledger agree.
6. **Fixed assets.** Cost and accumulated depreciation by account in the ledger entry; in Enterprise, also one asset record each, with the amount already depreciated.
7. **Prove it.** Account 5990 must be zero. The trial balance by Kol must equal the old system's closing trial balance. Aged receivables and payables must equal the old sub-ledgers, partner by partner.
8. **Lock.** Set Lock Everything to the opening date.

Sahand Industrial, opening dated 20 March 2026 (29 Esfand 1404), shown as one entry for clarity. Amounts in million IRR.

Account	Partner or detail	Debit	Credit
1101 Cash on Hand		50	
1102 Bank Mellat, Current		4,200	
1301 Accounts Receivable	Alborz Trading Co., invoice 1404-0912, due 9 Apr 2026	880	
1310 Notes Receivable	Alborz Trading Co., cheque due 5 May 2026	1,500	

Account	Partner or detail	Debit	Credit
1401 Inventory	from the Inventory app	6,300	
2101 Machinery, Cost		12,000	
2190 Accumulated Depreciation			3,600
3101 Accounts Payable	Pars Electric Co., bill 3391, due 30 Mar 2026		1,330
4101 Long-term Loan			5,000
5101 Share Capital			10,000
5201 Retained Earnings	includes the result of 1404		5,000
Total		**24,930**	**24,930**

Going live in the middle of a year adds one thing: the income and expense accounts also have balances to bring in, either as one figure per account at the cut-over date or month by month if monthly comparisons matter.

Closing a year in Odoo

Odoo does not close accounts with entries. The type of each account already tells the reports what to do: balance-sheet accounts carry forward, profit-and-loss accounts are read from the first day of the financial year. A year is closed by checking, allocating the result and locking.

Iranian year-end practice	What happens in Odoo
Closing the temporary accounts to the profit-and-loss summary بستن حساب‌های موقت	No entry. On the first day of the new year the profit and loss shows zero by itself. The old year's result appears in the balance sheet as unallocated earnings of previous years, through the account of type Current Year Earnings.
Closing voucher for the permanent accounts سند اختتامیه	No entry. Nothing is closed.
Opening voucher for the new year سند افتتاحیه	No entry. Balances carry forward. The only opening entry ever posted is the one at go-live.
Transfer of the result to retained earnings انتقال به سود انباشته	One manual entry after the general meeting, shown below.
Sealing the books	Set Lock Everything to the last day of the year.

Sahand Industrial made a profit of 2,400 million IRR in 1405. The meeting leaves it all in the company.

Account	Debit	Credit
5999 Current Year Earnings	2,400,000,000	
5201 Retained Earnings		2,400,000,000

Iran **If the auditors ask for the vouchers**

Do not post real closing entries on the income and expense accounts. They would empty the profit and loss of the year just closed, and every comparative report after it. If printed closing and opening vouchers are required, produce them as a report from the trial balance, outside the ledger, or post them in a dedicated journal that all management reports exclude.

Outside Iran **The same everywhere**

Sahand Trading closes in exactly the same way on 31 December: review, allocation entry, lock. Countries that require an opening "à-nouveau" entry in the legal export, such as France, get it generated in the export file by the package, not posted in the ledger.

12 Worked example: one sale, traced to its settings

The same sale in both companies. Every value on the invoice is traced back to the step that configured it.

On 5 October 2026 each company invoices a domestic customer for panels on 30-day terms: Sahand Industrial bills Alborz Trading Co. 200,000,000 IRR, and Sahand Trading bills Gulf Lighting LLC 20,000 AED. Nobody types an account, a tax or a due date.

On the invoice	Iran Sahand Industrial	Outside Iran Sahand Trading	Supplied by	Step
Journal	INV	INV	The first sales journal of the company	9
Number	INV/2026/00042	INV/2026/00118	The journal's previous number plus one	9
Currency	IRR, no decimals	AED, 2 decimals	Company currency and its rounding	1, 4
Fiscal position	none (domestic)	Dubai	Automatic detection from the customer's address	8
Due date	4 Nov 2026	4 Nov 2026	The partner's payment term, 30 days	10, 11
Income account	6101 Sales, Domestic	the package's Sales account	Product category	5, 11
Tax on the line	VAT 10%, Sales	VAT 5%	The product, mapped by the fiscal position	7, 8, 11
Tax amount	20,000,000	1,000.00	The tax's computation and the currency rounding	4, 7
Tax account	3301 Output VAT	the package's VAT Output account	The tax's distribution line	7
Return box	Taxable sales; VAT on sales	Standard-rated supplies, Dubai	The grids on the distribution lines	7
Receivable account	1301	the package's receivable account	The partner, from the company default	6, 11
Total	220,000,000	21,000.00		

What follows the invoice

Iran **Paid by postdated cheque**

1. Alborz hands over a cheque due 4 November. Payment registered on MEL with "Cheque received": Dr 1310, Cr 1301. The invoice is In Payment.
2. On 4 November the bank statement shows the amount. The line is matched: Dr 1102, Cr 1310. The invoice is Paid.
3. At the end of the season the 20,000,000 sits in the box "VAT on sales" and is closed to 3302 with the return.
4. With a connector, the posted invoice is also sent to the taxpayers' system and its tax serial stored on the invoice.

Outside Iran **Paid by bank transfer**

1. Gulf Lighting transfers 21,000 AED. Nobody registers a payment in advance.
2. The bank line is imported into BNK1 (Dr Bank, Cr Suspense) and matched directly with the open invoice (suspense replaced by Accounts Receivable). The invoice is Paid in one move.
3. At the end of the quarter the 1,000 AED sits in the Dubai box of the VAT return.
4. If the customer had paid in USD into BNK2, Odoo would also have posted the exchange difference.

Two countries, two currencies, two tax systems, two ways of paying: the screens and the clicks were the same. Everything that differed was decided once, in configuration.

13 Go-live checks and common mistakes

Run these in a copy of the configured database before the opening entry is posted in production. Each one exercises a link in the chain.

Step 13 **Twelve tests**

#	Do this	Expect this
1	Post a customer invoice for a standard product.	Three lines: receivable, income, output VAT. No account typed by hand. Amounts without stray decimals.
2	Post a credit note for it.	The same three accounts, reversed. The tax report boxes go down by the same amounts.
3	Post a vendor bill with one taxable and one exempt line.	Input VAT on the first line only. Both bases appear in the tax report, in different boxes.
4	Invoice an export customer.	The Export fiscal position is filled in by itself. Zero tax, export sales account.
5	Register a customer payment by cheque.	Debit on notes receivable, not on the bank. Invoice In Payment.
6	Enter the matching bank statement line and reconcile.	Invoice Paid. Suspense account zero. Notes receivable zero.
7	Post a bill in a foreign currency, then pay it at another rate.	An entry appears in the Exchange Difference journal on the gain or loss account.
8	Post a contracting bill with a retention.	Payable reduced; retention on its own account under the vendor's name.
9	Open the trial balance with hierarchy.	Group and Kol subtotals as in the chart. No account outside a group.

#	Do this	Expect this
10	Open the balance sheet.	Every account on the side its first digit says. Assets equal liabilities plus equity.
11	Try to post an entry dated before the lock date.	Odoo refuses.
12	Print an invoice.	Company and customer tax IDs, the right number format, and whatever the local layout demands.

Common mistakes

Mistake	What you see	Remedy
Test entries posted in production before the package or currency was final.	The package cannot be changed any more.	Decide in a test database. Production starts empty.
Account type does not match the code's group.	An account under Group 1 in the trial balance shows under liabilities in the balance sheet.	Correct the type. Check all types with a list grouped by type before go-live.
Rial left with two decimals.	Tax lines with fractions; payments that leave 0.4 Rial open.	Set the rounding to 1 before the first entry.
Rate typed the wrong way round.	A 10,000 AED bill worth a fraction of a Rial, or trillions.	Use the "per unit" column and check one document.
Outstanding account left empty, or set to the bank account itself.	Payments hit the bank at once and again when the statement comes; or cheques leave no trace.	Give every payment method line a reconcilable outstanding account.
Two bank journals sharing one ledger account.	Statement balances never agree with the ledger.	One journal, one account, one bank account.
A used tax edited to a new rate.	Old invoices recalculate when reset to draft; reports mix two rates.	Archive the old tax, create a new one.
Opening receivables loaded as one total.	Aged report shows one old lump; payments cannot be matched.	One line per open invoice, per partner, with due date.
An account created for each customer or project.	A chart with thousands of accounts; reports by customer need manual work.	Partner and analytic are the Tafsil level.
Real closing entries posted at year end.	Last year's profit and loss reads zero.	Allocate the result with one entry; lock; nothing else.

14 Cheat sheet, glossary and self-check

Where each setting is, what it is called in Persian, and six questions to test yourself.

Where is it?

Step	Setting	Menu	Model and main field
1	Company, country, tax ID	Settings › Users & Companies › Companies	`res.company` `country_id` , `vat`
2	Localization package	Accounting › Configuration › Settings	`res.company.chart_template`

Step	Setting	Menu	Model and main field
3	Fiscal year end	Accounting › Configuration › Settings	`fiscalyear_last_day` , `_month`
3	Lock dates	Accounting › Accounting › Lock Dates	`fiscalyear_lock_date` , `tax_lock_date`
4	Currencies and rates	Accounting › Configuration › Currencies	`res.currency` , `res.currency.rate`
5	Accounts	Accounting › Configuration › Chart of Accounts	`account.account.account_type`
6	Default accounts	Accounting › Configuration › Settings	fields on `res.company`
7	Taxes	Accounting › Configuration › Taxes	`account.tax` , `account.tax.repartition.line`
8	Fiscal positions	Accounting › Configuration › Fiscal Positions	`account.fiscal.position`
9	Journals	Accounting › Configuration › Journals	`account.journal.default_account_id`
10	Payment methods	On each bank or cash journal	`account.payment.method.line`
10	Payment terms	Accounting › Configuration › Payment Terms	`account.payment.term`
11	Partner accounts and terms	Contacts › partner › Accounting	`res.partner.property_account_…`
11	Product accounts and taxes	Product category; product › Accounting	`product.category` , `taxes_id`

Persian, English, Odoo

Persian	In Odoo
سند حسابداری	Journal entry
دفتر روزنامه	Journal; journal report
دفتر کل	General ledger
تراز آزمایشی	Trial balance
اسناد دریافتنی	Outstanding receipts account
اسناد پرداختنی	Outstanding payments account
مغایرت بانکی	Bank reconciliation
تنخواه‌گردان	A cash journal

Persian	In Odoo
تسعیر ارز	Exchange difference; revaluation
مالیات بر ارزش افزوده	A tax, with its grids
اعتبار مالیاتی خرید	Input VAT account
کد اقتصادی	Tax ID
شرایط پرداخت	Payment terms
حساب‌های انتظامی	Off-Balance Sheet accounts
سند افتتاحیه	Opening entry, once, at go-live
سال مالی	Fiscal year

Check yourself

	Question	Answer
1	An invoice line for a product posts to 6101, but it should be 6102 for this customer. Which setting do you look at first?	The fiscal position on the invoice and its account mapping. The product and category are right; the customer is the exception.
2	A customer pays by a cheque due in two months. Which account is debited today?	The outstanding account of the "Cheque received" method, 1310. The bank is debited only when the cheque clears.
3	The VAT rate changes next season. What do you do to the existing tax?	Nothing, then archive it. Create a new tax with the new rate and put it on the products and as company default.
4	After the opening, account 5990 shows 880 million. What does it tell you?	One piece was loaded without its counterpart, or twice. Here the amount equals the open invoice of Alborz.
5	On 1 Farvardin the profit and loss shows zero, yet nobody posted a closing entry. Why?	Income and expense types are read from the first day of the financial year. Last year's result is now in the balance sheet.
6	The Dubai company needs a second bank account in USD. What do you create?	One ledger account, and one bank journal that points at it with the currency set to USD.

> **The whole guide in two lines.** Configuration is a chain of pointers from the company down to the product, and Odoo always follows the most specific one. Iran and the rest of the world use the same chain; they differ only in what the pointers hold.