

Fortafric Odoo ERP Tutorials

Tutorial Series: Ledger Entry, Reversal

Version: 1.0



Tutorial 1: How to Post Journal Entries in Odoo (Fortafric ERP)



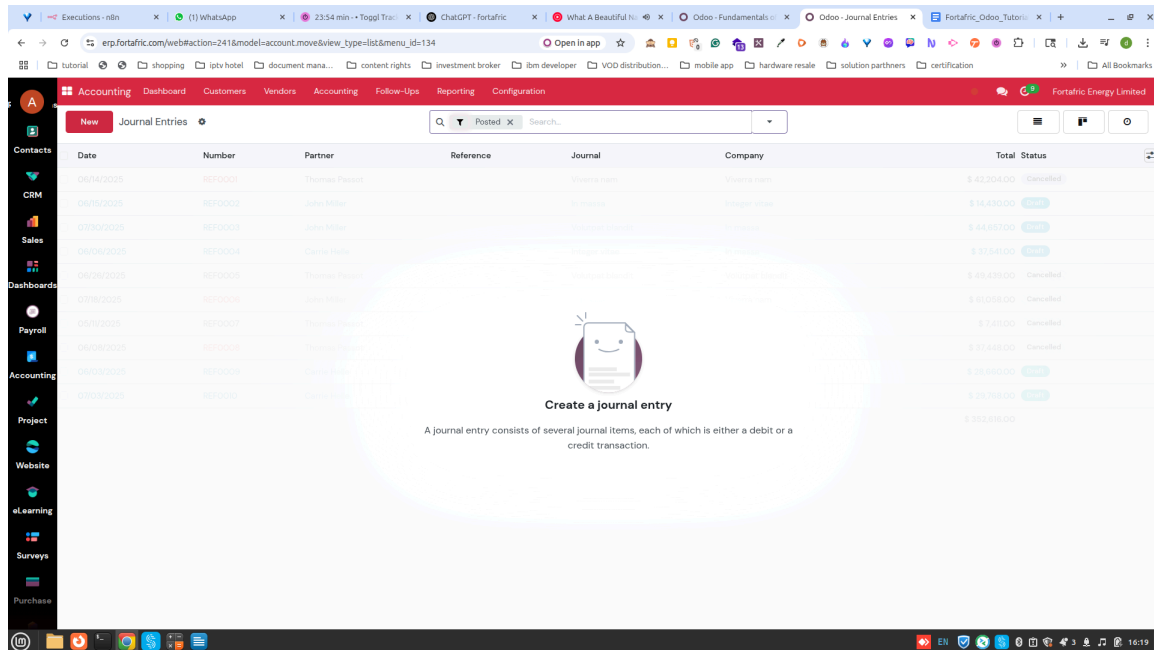
Objective

Learn how to manually create and post a journal entry into the general ledger, for use in expense reclassification, accruals, or adjustments.



Step 1: Navigate to the Journal Entries Menu

- Go to: Accounting > Journal Entries > Journal Entries
- Click the “New” button.



Step 2: Fill in the Journal Entry Form

- Journal: Select the appropriate journal (e.g., Miscellaneous).
- Date: Set the transaction date.
- Reference: Add a description (e.g., "Fuel Cost Adjustment").

- Accounting Lines: Add debit and credit lines (must balance).

Accounting Journal Entries

New Draft Entry MISC/2025/06/0001

Post Draft Posted Send message Log note Activities

MISC/2025/06/0001

Reference Accounting Date 06/30/2025 Journal Miscellaneous Operations

Journal Items Other Info

Asset Category	Account	Partner	Label	Analytic Distribu...	Debit	Credit	Tax Grids
Add a line							

Administrator - now Creating a new record...

Accounting Journal Entries

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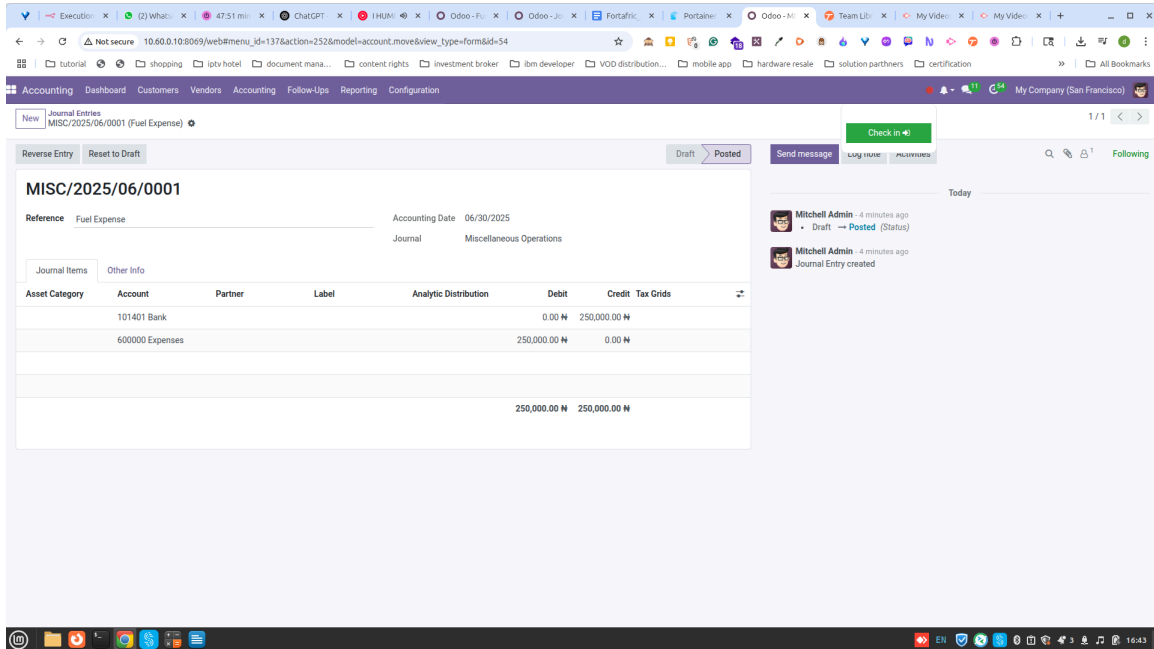
Asset Category	Account	Partner	Label	Analytic Distribu...	Debit	Credit	Tax Grids
Add a line							
					N 0.00	N 0.00	

100051 Cash at Hand
100052 Sterling Bank
100053 UBA
100055 GTB
100056 GTB (Dollar)
100057 Wiema
100058 Globus
100059 Stock Valuation
Search More...
Start typing...

Administrator - now Creating a new record...

Step 3: Save and Post the Entry

- Click Save to draft.
- Click Post to finalize.



The screenshot shows the Odoo Accounting Journal Entry form for 'MISC/2025/06/0001 (Fuel Expense)'. The form is in 'Draft' status. The 'Reference' field is 'Fuel Expense' and the 'Accounting Date' is '06/30/2025'. The 'Journal' is 'Miscellaneous Operations'. The 'Journal Items' table shows two entries: '101401 Bank' with a debit of 250,000.00 ₺ and '600000 Expenses' with a credit of 250,000.00 ₺. The total debit and credit are both 250,000.00 ₺. The form has buttons for 'Reverse Entry', 'Reset to Draft', 'Draft', 'Posted', 'Send message', 'Log out', and 'Check in'. A chat window on the right shows messages from 'Mitchell Admin'.

Asset Category	Account	Partner	Label	Analytic Distribution	Debit	Credit	Tax Grids
	101401 Bank				250,000.00 ₺		
	600000 Expenses					250,000.00 ₺	
					250,000.00 ₺	250,000.00 ₺	

Example Use Case

Record ₺250,000 fuel expense:

- Debit: Fuel Expense — ₺250,000
- Credit: Bank — ₺250,000

<https://app.screencastify.com/watch/CZZtoANUMidIIuLseMlr>

Tips

- Ensure entries balance (Debit = Credit)
- Use analytic tags
- For reversals, see Tutorial 2.

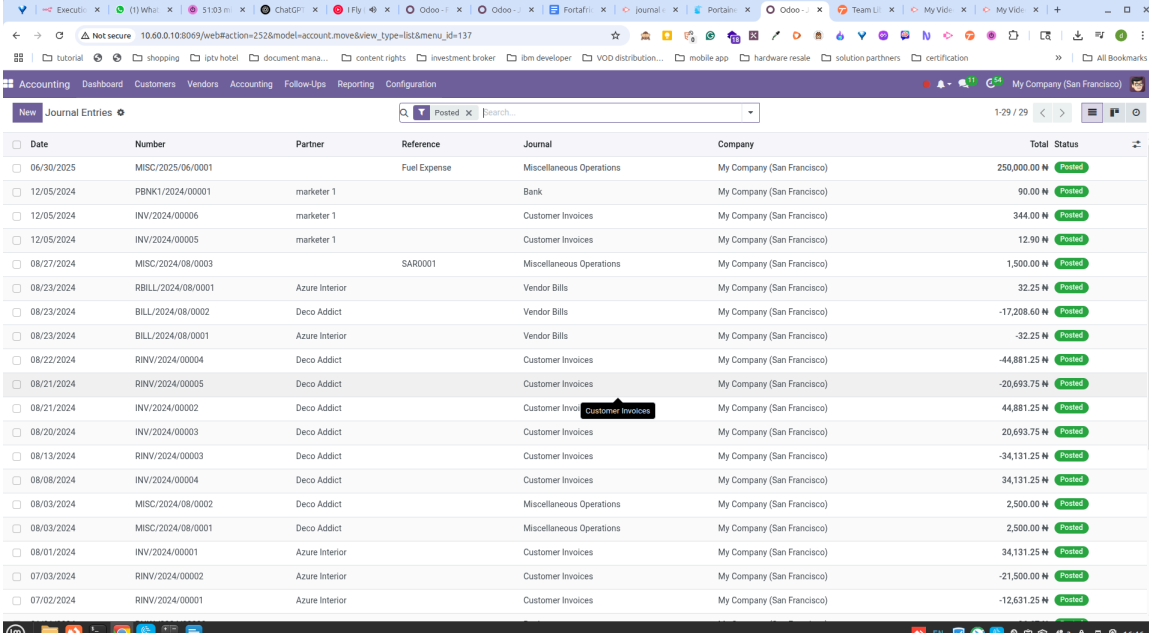
Tutorial 2: How to Reverse a Journal Entry in Odoo (Fortafric ERP)

Objective

Learn how to reverse a posted journal entry in Odoo, either immediately or on a future date.

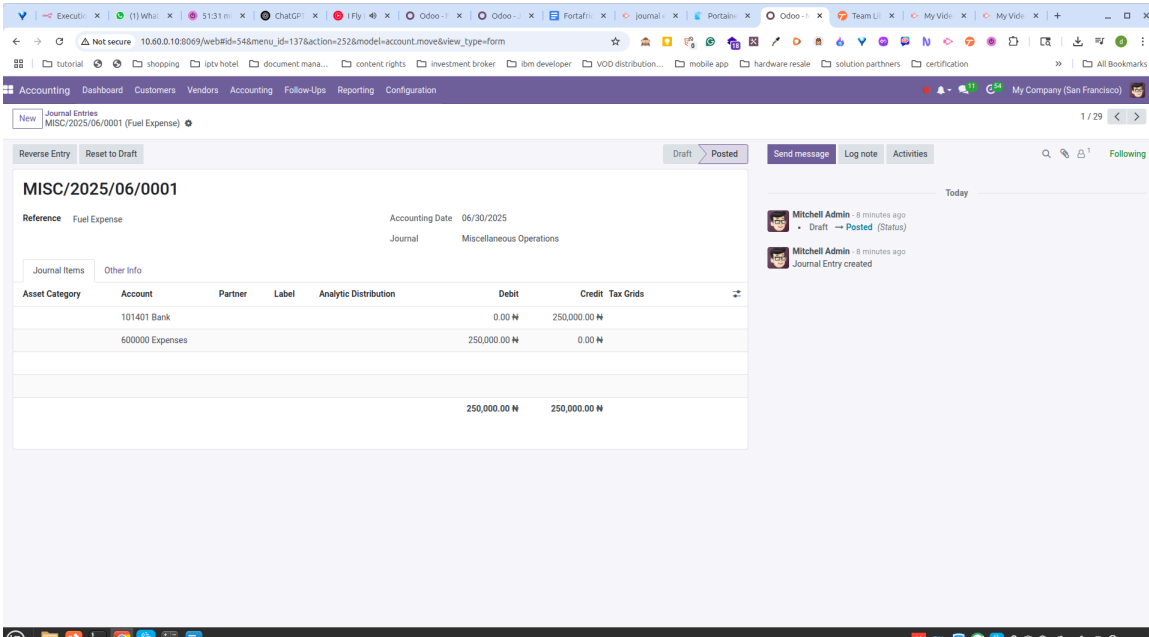
Step 1: Locate the Journal Entry to Reverse

- Navigate to: Accounting > Journal Entries > Journal Entries
- Use filters to find and open the entry.



The screenshot shows the 'Journal Entries' list in Odoo. The table has columns for Date, Number, Partner, Reference, Journal, Company, Total, and Status. The entry MISC/2025/06/0001 is highlighted.

Date	Number	Partner	Reference	Journal	Company	Total	Status
06/30/2025	MISC/2025/06/0001		Fuel Expense	Miscellaneous Operations	My Company (San Francisco)	250,000.00 ₺	Posted
12/05/2024	PBNK1/2024/00001	marketer 1		Bank	My Company (San Francisco)	90.00 ₺	Posted
12/05/2024	INV/2024/00006	marketer 1		Customer Invoices	My Company (San Francisco)	344.00 ₺	Posted
12/05/2024	INV/2024/00005	marketer 1		Customer Invoices	My Company (San Francisco)	12.90 ₺	Posted
08/27/2024	MISC/2024/08/0003		SAR0001	Miscellaneous Operations	My Company (San Francisco)	1,500.00 ₺	Posted
08/23/2024	RBILL/2024/08/0001	Azure Interior		Vendor Bills	My Company (San Francisco)	32.25 ₺	Posted
08/23/2024	BILL/2024/08/0002	Deco Addict		Vendor Bills	My Company (San Francisco)	-17,208.60 ₺	Posted
08/23/2024	BILL/2024/08/0001	Azure Interior		Vendor Bills	My Company (San Francisco)	-32.25 ₺	Posted
08/22/2024	RINV/2024/00004	Deco Addict		Customer Invoices	My Company (San Francisco)	-44,881.25 ₺	Posted
08/21/2024	RINV/2024/00005	Deco Addict		Customer Invoices	My Company (San Francisco)	-20,693.75 ₺	Posted
08/21/2024	INV/2024/00002	Deco Addict		Customer Invoices	My Company (San Francisco)	44,881.25 ₺	Posted
08/20/2024	INV/2024/00003	Deco Addict		Customer Invoices	My Company (San Francisco)	20,693.75 ₺	Posted
08/13/2024	RINV/2024/00003	Deco Addict		Customer Invoices	My Company (San Francisco)	-34,131.25 ₺	Posted
08/08/2024	INV/2024/00004	Deco Addict		Customer Invoices	My Company (San Francisco)	34,131.25 ₺	Posted
08/03/2024	MISC/2024/08/0002	Deco Addict		Miscellaneous Operations	My Company (San Francisco)	2,500.00 ₺	Posted
08/03/2024	MISC/2024/08/0001	Deco Addict		Miscellaneous Operations	My Company (San Francisco)	2,500.00 ₺	Posted
08/01/2024	INV/2024/00001	Azure Interior		Customer Invoices	My Company (San Francisco)	34,131.25 ₺	Posted
07/03/2024	RINV/2024/00002	Azure Interior		Customer Invoices	My Company (San Francisco)	-21,500.00 ₺	Posted
07/02/2024	RINV/2024/00001	Azure Interior		Customer Invoices	My Company (San Francisco)	-12,631.25 ₺	Posted

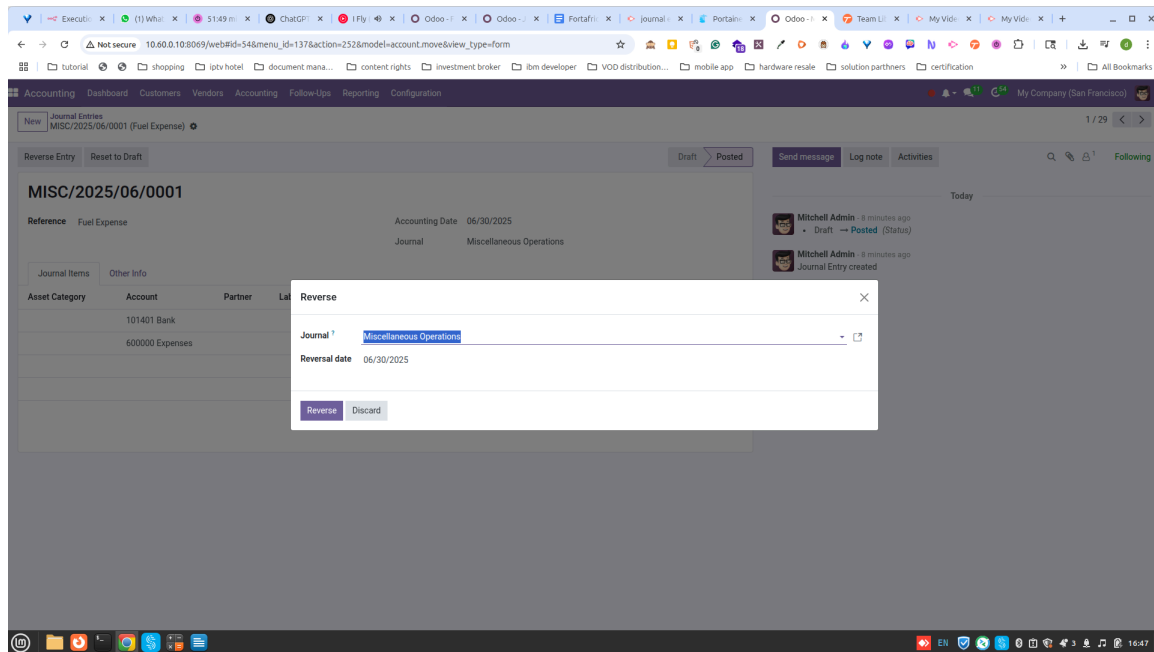


The screenshot shows the 'Journal Entry' form for MISC/2025/06/0001. The form is in 'Draft' status. The 'Reference' is 'Fuel Expense' and the 'Accounting Date' is '06/30/2025'. The 'Journal' is 'Miscellaneous Operations'. The 'Journal Items' table shows two entries: '101401 Bank' with a debit of 0.00 ₺ and a credit of 250,000.00 ₺, and '600000 Expenses' with a debit of 250,000.00 ₺ and a credit of 0.00 ₺. The total debit and credit are both 250,000.00 ₺.

Journal Items	Account	Partner	Label	Analytic Distribution	Debit	Credit	Tax Grids
101401 Bank					0.00 ₺	250,000.00 ₺	
600000 Expenses					250,000.00 ₺	0.00 ₺	
					250,000.00 ₺	250,000.00 ₺	

📌 Step 2: Click “Reverse Entry”

- In the entry window, click Action > Reverse Entry.



⚙️ Step 3: Configure the Reversal

- Choose reversal date and confirm journal.
- Optionally add a reason.
- Click Reverse.

Step 4: Review the Reversal Entry

- A new entry with reversed amounts is created.

The screenshot shows the Odoo Accounting interface for a reversal entry. The entry is titled "MISC/2025/06/0002" and is a reversal of "MISC/2025/06/0001 (Fuel Expense)". The accounting date is 06/30/2025, and the journal is "Miscellaneous Operations".

Journal Items	Other Info						
Asset Category	Account	Partner	Label	Analytic Distribution	Debit	Credit	Tax Grids
	101401 Bank				250,000.00 ₺	0.00 ₺	
	600000 Expenses				0.00 ₺	250,000.00 ₺	
					250,000.00 ₺	250,000.00 ₺	

The right sidebar shows a log of activities for "Today":

- Mitchell Admin - now: This entry has been reversed from MISC/2025/06/0001 (Fuel Expense)
- Mitchell Admin - now: Journal Entry created

✓ Example Use Case

You posted ₺100,000 to the wrong account.

- Reverse the incorrect entry.
- Post the correct one.

💡 Tips

- Reversals appear in reports and audit logs.
- Use clear references and attach documents.