



# Work Order (WO/Aegis/001) For Aegis

## Aegis & Bizwebix

Odoo 19 Implementation & Process Optimization work order

A comprehensive work order outlining reconciliation, project management optimization development for Aegis ERP system. Prepared by Bizwebix to ensure accurate accounting, streamlined operations, and robust financial controls for Aegis.

# Total Estimation Hours

# 36-56

Total estimated hours for complete Odoo 19 system review and optimization

## 16-27

Reconciliation & Finance

## 16-23

Project Management

## 4-6

Testing

☐ **Scope of work as per the Document provided by client:**

- **4.1 Reconciliation (Fully)**
- **4.2 Project Management - Operational Perspective (Partially)**

# 4.1 Reconciliation Overview

## Task 1: Review Chart of Accounts, Account Mapping & Posting Behavior

To review the existing Chart of Accounts (CoA) setup in your Odoo 19 system and identify any incorrect account mappings or posting issues that may be affecting financial reports and daily transactions.



### Chart of Accounts Structure and Account Mapping Review

- Check account grouping, types (Assets, Liabilities, Income, Expenses)
- Identify duplicate, unused, or incorrectly classified accounts
- Verify alignment with business and statutory requirements
- Review default accounts set on:
  - Products, Taxes, Journals, Partners (Customers/Vendors)
- Ensure transactions are posting to correct ledger accounts and product margins profitability

**Estimation: 2 - 3 hours**



### Posting Behavior of Key Transactions

#### Sales invoices & credit notes

- Purchase bills & vendor credits
- Payments & receipts
- Taxes
- Inventory valuation & stock moves (if applicable)

**Estimation: 2 - 4 hours**



### Issue Identification & Findings

- Point out areas affecting report accuracy
- Identify incorrect or inconsistent accounting setup

**Estimation: 1-2 hours**

## Recommendations

Currently, the costing method is set to Standard and inventory valuation is Manual. We recommend changing this to FIFO or AVCO with Automated Inventory Valuation to ensure accurate and clean accounting reports. Additionally, for allocating shipping charges and other related costs, Landed Cost can be enabled so these expenses are properly added to inventory value instead of being recorded separately.

# 4.1 Reconciliation Overview (continued)

## Task 2: Review Bank & Credit Card Journals, Payments & Reconciliation

To review the existing Bank and Credit Card journal configuration in your Odoo 19 system and identify incorrect setups, missing mappings, or reconciliation issues that may impact payment tracking and bank reconciliation.



### Bank & Credit Card Journal Configuration and Payment Methods Setup

- Verify journal types, default accounts, and suspense accounts. Check bank account and credit card settings
- Identify duplicate or incorrectly configured journals. Review inbound and outbound payment methods
- Validate payment method availability for customers and vendors. Check linking with journals and accounts
- Check entire setup with Different currency

**Estimation: 2 - 3 hours**



### Posting Behavior of Payments

- Customer receipts
- Vendor payments
- Credit card payments and charges (if available)
- Ensure payments post with current accounts

**Estimation: 1 - 2 hours**



### Reconciliation Workflow Review

- Review bank statement import or Configuration banking auto import flow
- Validate reconciliation rules and matching logic
- Identify unreconciled or incorrectly reconciled entries

**Estimation: 2 - 3 hours**



### Issue Identification & Findings

- Highlight configuration gaps or incorrect setups
- Identify risks in bank and cash accounting reporting
- List reconciliation issues causing mismatches

**Estimation: 1 - 2 hours**

## Q&A and Clarifications

We need to understand banking and how many payment methods are used. And how you can collect payment and pay to the vendor flow.

# 4.1 Reconciliation Overview (continued)

## Task 3: Finance Team Training – Daily Reconciliation & Month-End Checklist

To **review the current reconciliation process** in Odoo 19, identify gaps or mistakes, and **train the finance team** on correct **daily reconciliation practices** and a **standard month-end checklist** including controls, exception handling, and sign-off.



### Daily Reconciliation and Month-End Checklist Training

- Correct way to reconcile bank and credit card journals in Odoo 19
- Handling unmatched entries and exceptions
- Best practices for daily controls and accuracy
- Do's and Don'ts to avoid reconciliation issues
- Step-by-step month-end reconciliation checklist
- Key controls to verify (balances, pending items, suspense accounts)
- Exception review and correction process
- Month-end sign-off process and responsibility matrix

**Estimation: 2 - 3 hours**



### Current Process Review

- Review how daily bank and payment reconciliation is currently done
- Identify gaps, delays, errors, or manual workarounds
- Review month-end closing practices and controls

**Estimation: 1 - 2 hours**



### Controls & Documentation

- Suggested control points for daily and month-end processes
- Simple checklist templates (daily & month-end)
- Sign-off and accountability guidance

**Estimation: 1 - 2 hours**



### Q&A and Clarifications

- Address team questions based on real system data
- Clarify common mistakes and best practices

**Estimation: 1 hours**

# 4.2 Project Management - Operational Perspective

## Task 1: Sales-to-Cash Review

To review the Sales-to-Cash process in your Odoo19 system and identify any issues with sales orders, invoicing, posting controls, payment registration, and customer visibility. This will ensure smooth cash flow and accurate reporting.



### Sales Orders and Invoicing Rules

- Verify proper creation, approval, and workflow of sales orders
- Check if orders are correctly linked to invoices and deliveries
- Review invoice creation rules (order-based, delivery-based)
- Ensure accuracy of invoice amounts, taxes, and account mapping

**Estimation: 2 - 3 hours**

**Note:** Once the payment terms are configured, we will review and verify them.



### Posting Controls and Payment Registration

- Verify journal entries and ledger postings for sales invoices
- Identify incorrect or missing postings
- Check customer payment registration against invoices
- Verify reconciliation and posting to accounts

**Estimation: 2 - 3 hours**



### Customer Visibility

- Need to understand Requirement



### Issue Identification & Recommendations

- List inconsistencies, gaps, or errors in the sales-to-cash (payment) process
- Provide recommendations for correction and best practices

**Estimation: 1 hours**

# 4.2 Project Management - Operational Perspective (continued)

## Task 2: Review Purchase-to-Pay Process

To review the RFQ/PO to Vendor Payment workflow, including approvals, posting, and linkage to originating sales or projects, and identify gaps or misconfigurations in the existing Odoo19 setup.



### RFQ / Purchase Order Flow

- Review creation and submission of **RFQs**
- Validate conversion to **Purchase Orders (POs)**
- Check **approval rules** for POs
- Discussion point -
  - a. Please review the current way of replenishing. Need to be separated into cases:
  - b. We have the inventory on hands
  - c. We need to replenish the exact amount
  - d. We need to replenish for stocking

**Estimation: 2 - 3 hours**

**Note:** Could you please explain in more details how you would like this Discussion point



### Linkage to Sales or Projects

- Confirm POs and vendor bills are linked to **related Sales Orders or Projects** where applicable
- We will need your design on how to link SO with POs if there are more than one division of products that are included in one sales order. We need to review our real case of S0031 and S0032, payment terms are not fixed and the delivery records need to be worked on.

**Estimation: 2 - 3 hours**

- **Can you please explain the above point in more detail?**
- Check visibility in reporting Question -
  - a. Can you let me know how you need to report?



### Vendor Bill & Payment Process

- Review creation and posting of **Vendor Bills**
- Validate payment registration and reconciliation
- Ensure vendor bills link correctly to POs

**Estimation: 2 - 3 hours**



### Issue Identification

- Highlight incorrect approvals, unlinked transactions, or posting errors
- Identify gaps affecting reporting or operational efficiency

**Estimation: 1 hours**

## Q&A

- Need to Understand how currency create a purchase order creation flow
- **It would be nice in the future, to have**
  - Order Date (Available)
  - Manufacturing Start (Need)
  - Manufacturing Complete (Need)
  - Container Loading Date (Need)
  - Container Leave China Port (Need)
  - Container Arrive CANADA/USA Port (Change From Expected Arrival)
- Yes, this will require some customization. We should discuss how you would like this flow to be implemented and viewed.

## 4.2 Project Management - Operational Perspective (continued)

### Task 3: Review & Fix Analytic Account / Tag Structure (Project & Profitability)

Ensure analytic accounts and analytic tags are **properly structured, consistently applied, and usable for profitability and traceability** across Sales, Purchases, Expenses, and Accounting.



#### What we will review

- Existing **analytic accounts & analytic tags**
- Linkage of analytics with:
  - Sales Order
  - Customer Invoices
  - Vendor Bills
  - Projects
  - Inventory
  - Accounting
- Profit & loss reporting using analytic data
- Missing or inconsistent analytic assignments

**Estimation: 4 - 6 hours**

**Note:** Need to be more Discussion Q&A

### Task 4: Review Shipment / Container Visibility & Traceability

- Need to Understand shipment and container visibility Working Flow

# Testing

To test the flow which is develop to make sure that the functionality work as per the client requirement and existing functionality doesn't breaks.



## What we will perform

- Will perform Positive testing
- Will perform negative testing
- Will perform functional testing

**Estimation: 4 - 6 hours**

# Next Steps & Project Timeline



## Scope Finalization

Confirm all requirements, discuss open items, and finalize the scope with client approval



## Project Kickoff

Schedule review sessions, establish communication channels, and align on timeline expectations



## Implementation

Execute reconciliation reviews, process optimization, training sessions, and system configuration improvements



## Validation & Handoff

Verify all fixes, testing the requirement, deployment in production, validate reporting accuracy and complete team training.

**Total Estimated Hours: 36-56 hours** across reconciliation, project management, and testing for all the functionality which is there in the scope.

### Note:

- Additional hours will be billed for training, based on the actual session duration.
- Any priority issues that arise and fall outside the defined scope will be handled separately.
- Any additional change requests will be subject to review and may require a separate approval and effort estimation.
- Payment shall be processed every fifteen (15) days based on the actual hours worked.