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Reporting

Odoo 19 Enterprise · Accounting

The Reporting section provides all standard financial statements and analytical reports. Reports are live – they reflect all posted entries up to the moment you run them.

1 Profit and Loss

[Accounting](#) > [Reporting](#) > [Profit and Loss](#)

The Profit and Loss (P&L) report shows income, expenses, and net profit for a selected period. Use the period selector to view This Month, This Quarter, This Financial Year, or any custom date range. Compare against the previous period or the same period last year using the Comparison option. Export as PDF or XLSX.

2 Balance Sheet

[Accounting](#) > [Reporting](#) > [Balance Sheet](#)

The Balance Sheet shows your company's financial position at a specific date – assets, liabilities, and equity. Drill down into any line to see the underlying journal entries. Compare against end of last month, quarter, or financial year. The Balance Sheet must always balance: Total Assets = Total Liabilities + Equity.

3 Executive Summary

[Accounting](#) > [Reporting](#) > [Executive Summary](#)

The Executive Summary provides a one-page financial overview covering: Cash (received, spent, surplus, closing balance), Profitability (income, cost of revenue, gross profit, expenses, net profit), Balance Sheet highlights (receivables, payables, net assets), and Performance ratios (gross margin, net profit margin). Ideal for management reporting.

4 Cash Flow Statement

[Accounting](#) > [Reporting](#) > [Cash Flow Statement](#)

The Cash Flow Statement shows how cash moved through the business – operating activities, investing activities, financing activities, and unclassified. It reconciles opening and closing cash balances and shows the net change. Select specific journals to narrow the view.

5 Invoice Analysis

Accounting > Reporting > Invoice Analysis

Invoice Analysis provides graphical and pivot views of invoicing activity. Add measures: average price, product quantity, untaxed total. Group by salesperson, sales team, partner, product category, status, or date. View as bar chart, line chart, or pie chart. Useful for identifying top customers, revenue trends, and sales performance.

6 Tax Report

Accounting > Reporting > Tax Report

The Tax Report calculates taxes by grid, showing the net amounts and tax amounts for sales and purchase transactions in a selected period. For Malaysian companies, this report is used to prepare SST returns. Set the date range to match your SST filing period. Export as PDF or Excel for submission.

Closing the tax period After filing your SST return, click Closing Entry in the Tax Report to create the journal entry that zeros out the tax accounts for the period. Then set the Tax Return Lock Date to protect the closed period.