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Automatic Transfers

Odoo 19 Enterprise · Accounting

Automatic Transfers move a percentage of an account balance to another account on a recurring schedule — useful for provisions, cost allocations, and recurring journal entries.

1 What are automatic transfers

An automatic transfer defines a rule: on a given frequency (monthly, quarterly, annually), take a percentage of the balance from one or more origin accounts and post it to a destination account. Common uses include: monthly rent allocation across departments, quarterly provision for bad debts, or IFRS lease expense recognition.

2 View existing automatic transfers

Accounting > Accounting > Automatic Transfers

The list shows all configured automatic transfers with their name, company, start date, stop date, and frequency. Click any transfer to see its full configuration including origin accounts and destination accounts.

3 Create an automatic transfer

Accounting > Accounting > Automatic Transfers **NEW**

Click New and configure the transfer rule.

AUTOMATIC TRANSFER FIELDS

Description *	Name for this transfer rule. Be descriptive — e.g. "Monthly Rent Allocation".
Period *	Start and end dates for when this rule is active.
Frequency *	Monthly, Quarterly, or Yearly.
Journal *	Journal for the generated entries.
Origin Accounts *	Add one or more accounts whose balance will be transferred (partially or fully).
Analytic Filter	Limit the transfer to specific analytic account balances.
Percentage *	What percentage of the origin account balance to transfer (1-100).
Destination Account *	Where the transferred amount is posted.

4 **Activate and compute**

ACTIVATE

Click Activate to enable the transfer. Status changes from Disabled to Running. Click Compute Transfer to generate the draft journal entries for the current period. Review the entries in the Transfers tab, then Post or Cancel each one.