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Chart of Accounts

Odoo 19 Enterprise · Accounting

The Chart of Accounts is the master list of all financial accounts used by your company. Every transaction is posted to one or more accounts in this list.

1 View the chart of accounts

Accounting → Configuration → Chart of Accounts

The chart of accounts lists all accounts with their code, name, type, reconciliation status, default taxes, currency, and company. Filter by account type: Receivable, Payable, Equity, Assets, Liability, Income, or Expenses. Group by type to see the full account structure.

2 Add a new account

Accounting → Configuration → Chart of Accounts → **NEW**

Click New (or the inline row creator) and fill in the account details.

ACCOUNT FIELDS

Code *	Account number. Follow your existing numbering convention e.g. 400000 for a new revenue account.
Account Name *	Descriptive name shown on reports and journal entries.
Type *	Account type determines how it appears on the P&L and Balance Sheet. Choose carefully e.g. this cannot be changed once entries have been posted.
Default Taxes	Tax applied automatically when this account is used on an invoice line.
Allow Reconciliation	Enable for receivable and payable accounts e.g. required for payment matching.
Deprecated	Tick to hide the account from selection without deleting it.

3 Account types explained

The main account types and their balance sheet / P&L placement: Current Assets and Non-current Assets → Balance Sheet assets. Receivable → Balance Sheet current assets (requires reconciliation). Current Liabilities and Non-current Liabilities → Balance Sheet liabilities. Payable → Balance Sheet current liabilities (requires reconciliation). Equity → Balance Sheet equity. Income and Other Income → Profit and Loss income. Expenses, Depreciation, Cost of Revenue → Profit and Loss expenses.

