User Manual

Operational Wastage Management System for Odoo v19.0

Table of Contents

1. Product Specification

The **Odoo Operational Wastage Management System** is a comprehensive Odoo module designed to help businesses track, control, and analyze inventory losses. It provides a structured interface for recording wasted products, identifying root causes (e.g., spoilage, theft, handling errors), and enforcing approval workflows to ensure accountability. By integrating directly with Odoo's Stock and Accounting modules, it ensures that every wasted item is automatically removed from inventory and accounted for financially

2. Features and Benefits

- **Comprehensive Wastage Tracking:** Empower stakeholders to record detailed wastage events with precision, including product specifics, lots/serial numbers, and quantities, ensuring granular visibility into every inventory loss.

- **Evidence Collection:** Enforce accountability by photo evidence for specific wastage reasons (like Handling Errors or Spoilage), ensuring verifiable proof is captured before valuable stock is written off.

- **Automated & Tiered Approval Workflows:** Streamline operations with configurable cost thresholds that automatically approve low-value requests to save time, while routing high-value losses for mandatory manager review to maintain strict control.

- **Seamless Inventory & Accounting Integration:** Automatically trigger adjustments and financial journal entries immediately upon posting, ensuring that inventory levels and financial statements reflect real-time wastage without manual double-entry.

- **Customizable Reason Management:** Define business-specific wastage reasons with specific behavioural flags, enabling precise categorization and deeper root-cause analysis of inventory shrink.

- **Insightful Reporting & Analytics:** Generate professional PDF reports and utilize dynamic pivot views to analyse wastage trends by product, responsible employee, or reason, empowering data-driven decisions to minimize future losses.
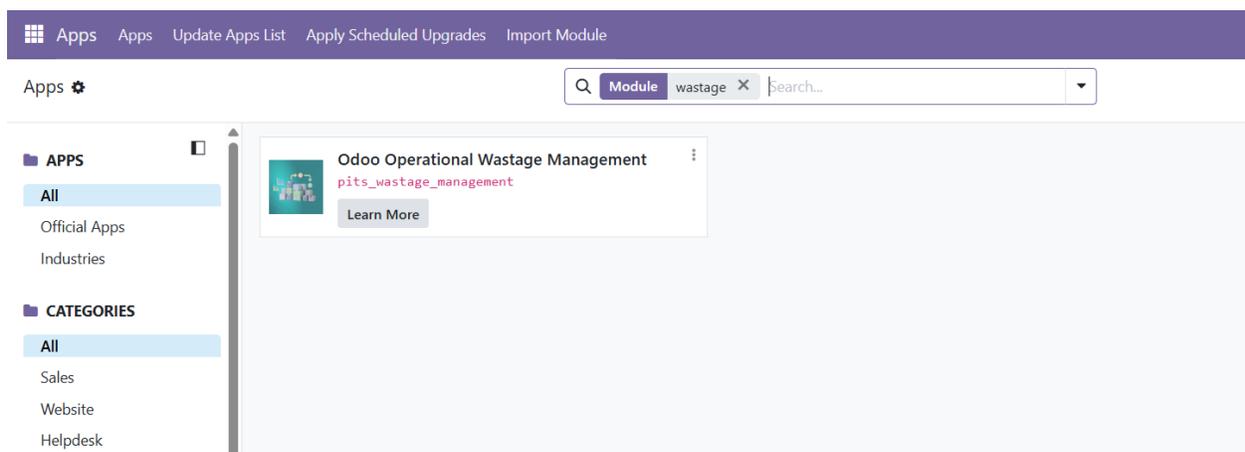
3. Installation

Figure 1 -Installation of Odoo Operational Wastage Management

To install the **Odoo Operational Wastage Management**, follow the steps below:

- Copy or upload the **Odoo Operational Wastage Management** module into your Odoo *addons* directory.

- Go to the **Apps** menu in Odoo.

- Click **Update Apps List**.

- Search for **Odoo Operational Wastage Management**.

- Locate the module in the results and click **Install**.

4. Configurations

4.1 Wastage reasons

- Go to **Wastage Management** → **Configuration** → **Wastage Reasons**.
- Create wastage reasons such as *"Spoilage"* or *"Broken"*.
- Enter the **code** and **category** for each reason.
- Enable **Photo Required** if photo evidence should be mandatory for that reason.
- Enable Is Deductible if the wastage cost should be deducted from the deductible account or tracked separately.

Figure 2 -Wastage Reasons

4.2 Threshold Settings

- Go to **Wastage Management** → **Configuration** → **Settings**.
- Set the **Auto-Approval Threshold Amount**.
- Any request with a total cost below this amount will be automatically approved and skip the manual approval step.
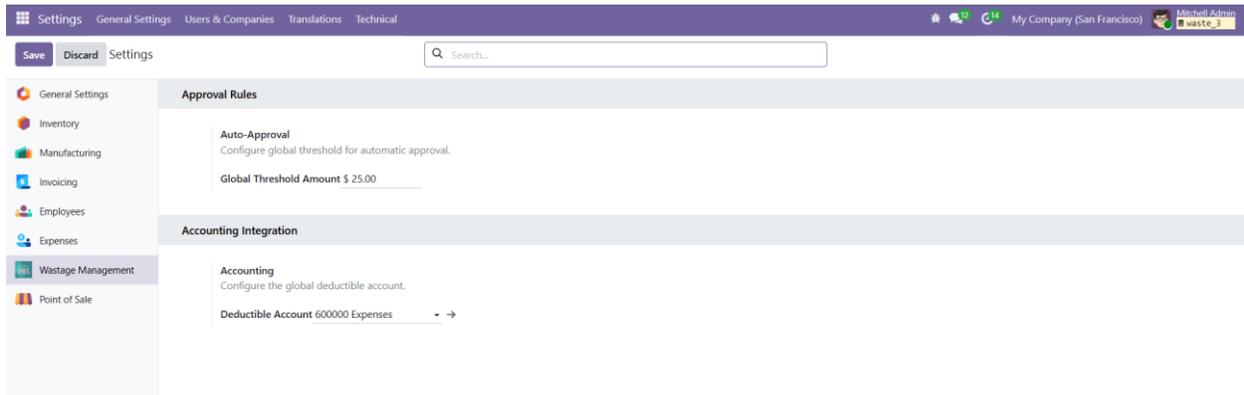- Select a Deductible Account, which will be used for wastage reasons marked as deductible.

Figure 3 –Wastage Settings

5. Workflow

Creating a Request

- Navigate to **Wastage Management** → **Operations** → **Wastage Requests**.
- Click **New** to create a request.
- Enter the **Source Location** (where the stock is currently stored).
- Enter the **Scrap Location** (where the stock will be moved as wastage).

Figure 4 -Wastage lines

- Click **Add a line** in the **Detail Lines** tab.

- Select the **Product** and enter the **Quantity**.

- Units will be shown if **Units of Measure & Packagings** is checked in Inventory settings.

- Choose a **Reason** for the Wastage.

- Select a **Lot/Serial Number**, if applicable.

- If the selected reason requires a photo, attach it in the corresponding line form.

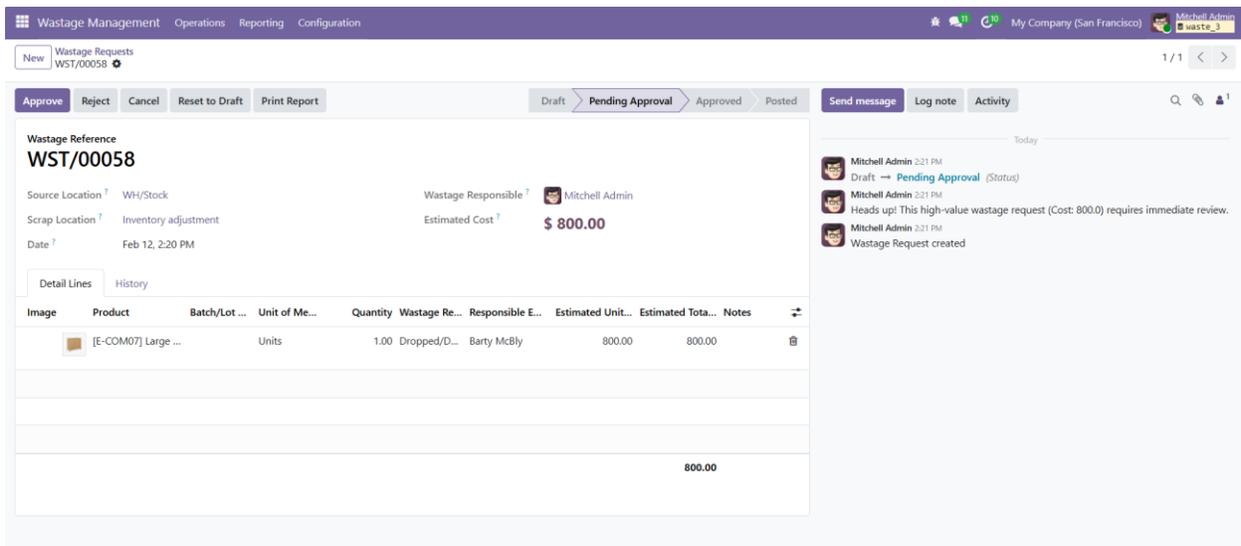- Click **Save**. The request will be saved in **Draft** status.

Figure 5 - Wastage Request

Submission & Approval

- **Submit:** Click the **Submit** button.
  - **Scenario A (Low Value):** If the total cost is below the configured threshold, the request is **automatically approved**.
  - **Scenario B (High Value):** If the total cost exceeds the threshold, the request status changes to **Pending Approval**.
- **Review (Manager/Approver):**
  - Navigate to **Wastage Management → Operations → To Approve**.

- o Open the pending request.
- o The Approver has permission to delete a product line but does not have permission to edit the product line details.
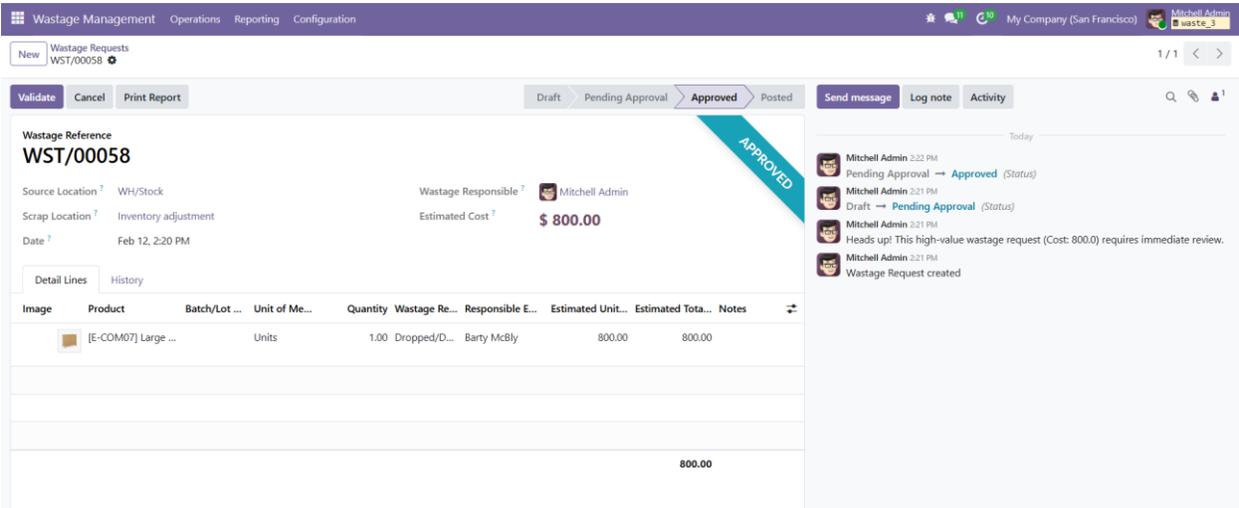- o Click **Approve** to proceed.

Figure 6 -Approved Wastage Requests

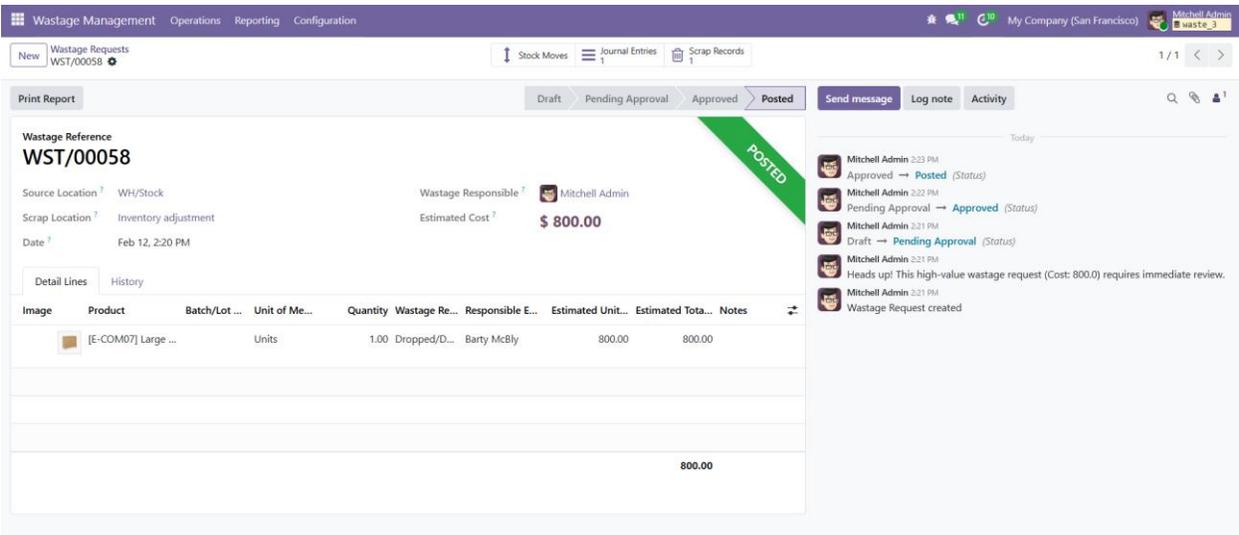- o Once Approved, click **Validate** to make updates in inventory/accounting.

Figure 7 -Posted Wastage Requests

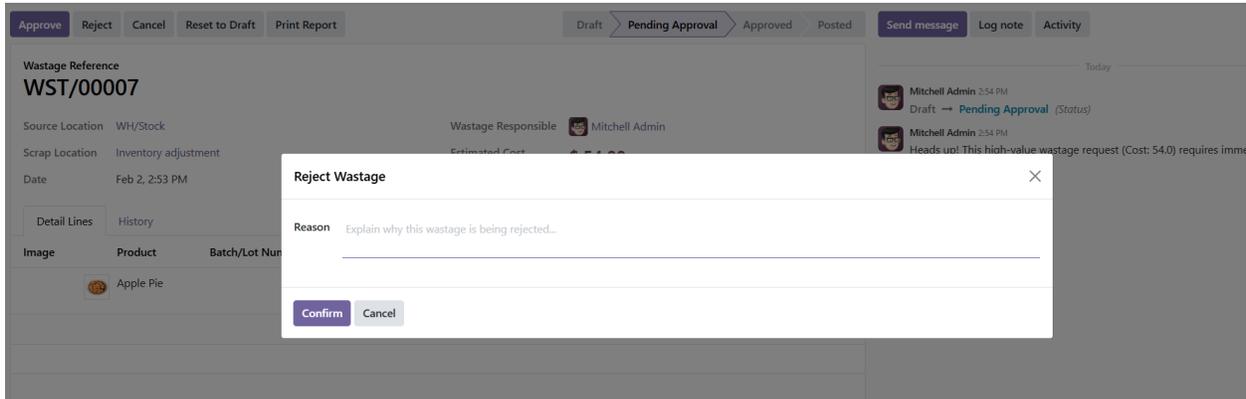o **Reject:** Click Reject. A popup will appear asking for the rejection reason. Once confirmed, the request moves to the Rejected state and is locked.

Figure 8 -Reject Wastage Reason

o Wastage Requests allow you to record and manage product losses in POS and Manufacturing due to damage, expiry, or production issues.

o Navigate to Point of Sale → Orders → Wastage Requests. Only POS-related wastage requests are displayed here, and you can select the respective Shop.

o Navigate to Manufacturing → Operations → Wastage Requests to manage manufacturing-related wastage requests.

Stock & Financial Impact

Once a request reaches the **Posted** state:

- **Inventory Updated:** Stock is deducted from the **Source Location**.

Figure 9- Move Analysis

- **Accounting Updated:** Corresponding **financial journal entries** are generated.
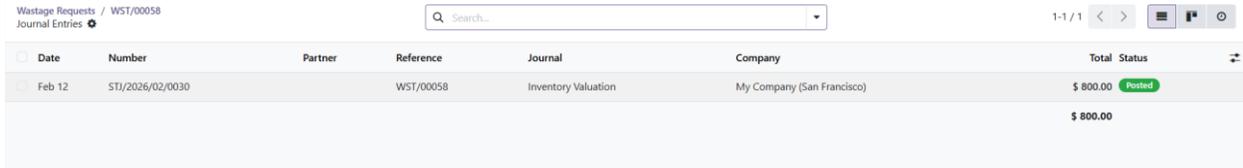
Figure 10 - Journal Entries

- **Traceability:** Smart buttons appear at the top right of the form, allowing you to view the related **Stock Moves, Scrap Records, and Journal Entries**.
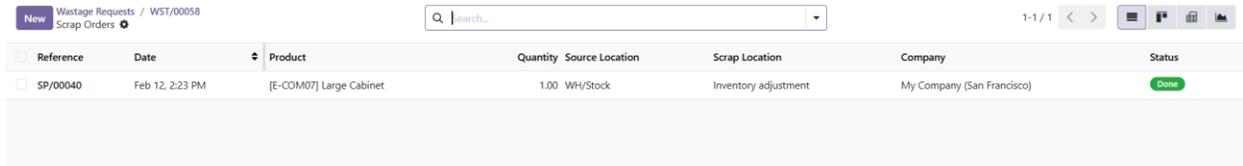
Figure 11 - Scrap Orders

Reporting & Analytics

PDF Documentation

- **Wastage Request:**
  Open a specific wastage request and click **Print** (or use the **Print** menu) → **Wastage Request** to download a structured PDF copy.

- **Wastage Summary:**
  In the main list view, select multiple wastage records using the checkboxes. Then click **Print** → **Wastage Summary** to generate a consolidated report for the selected records.
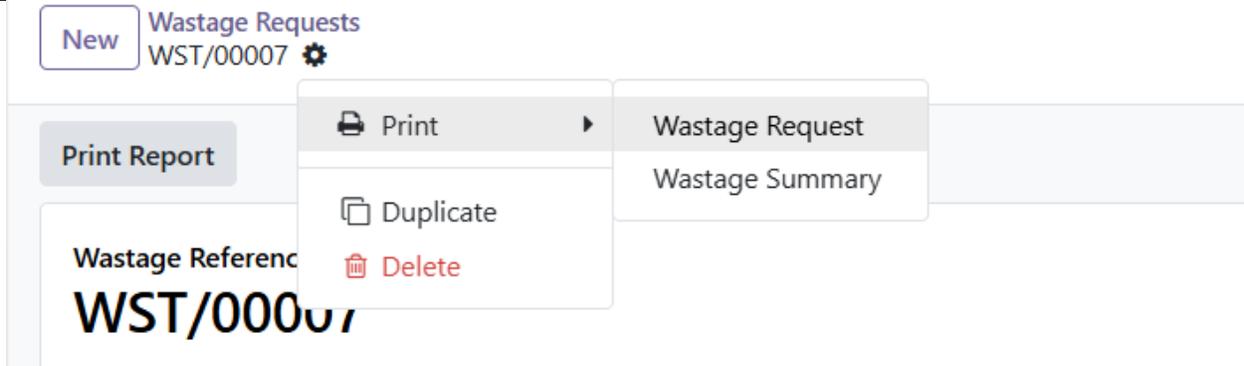
Figure 12 - Print Reports

Interactive Reporting Dashboard

- **Wastage Cost Trends:**
  View a line chart of wastage costs over time to identify seasonal spikes or recurring patterns. You can switch to **Pivot View** to generate a spreadsheet-style report for Excel export.
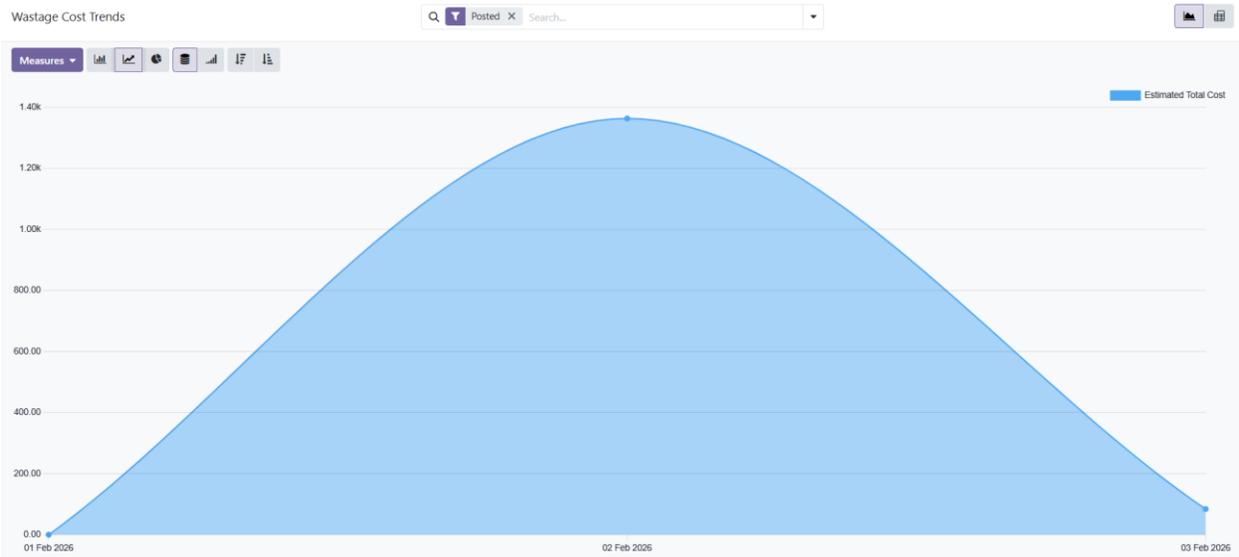

Figure 13 - Wastage Cost Trends

- **Wastage by Reason:**

  Access a visual breakdown (Pie or Bar Chart) showing which reasons (e.g.,
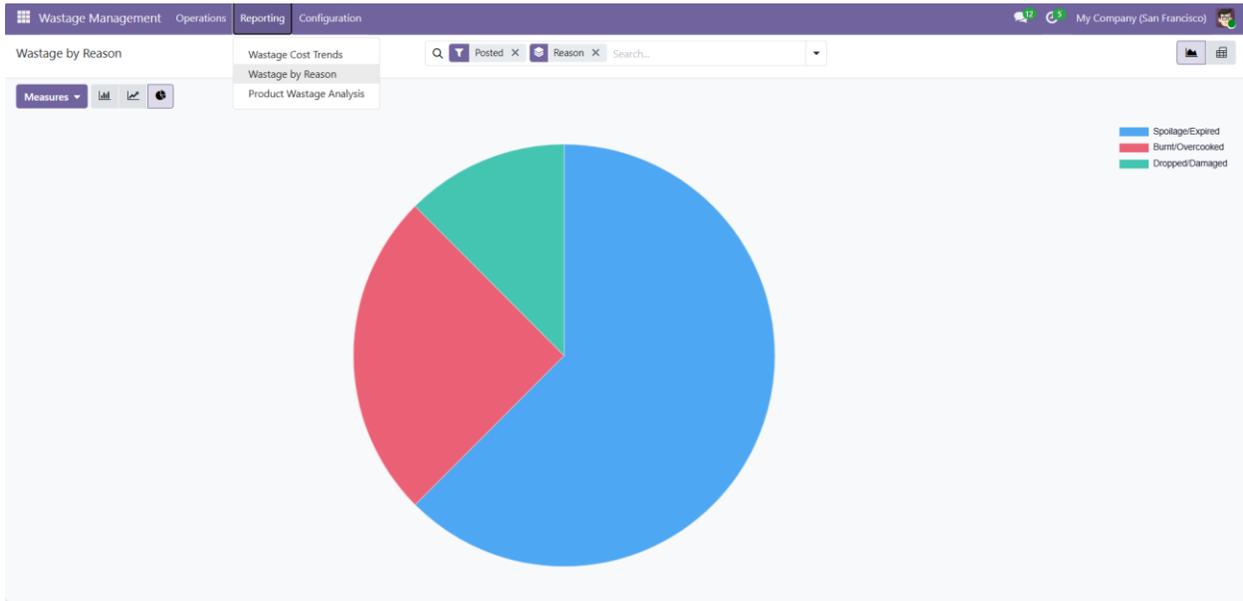
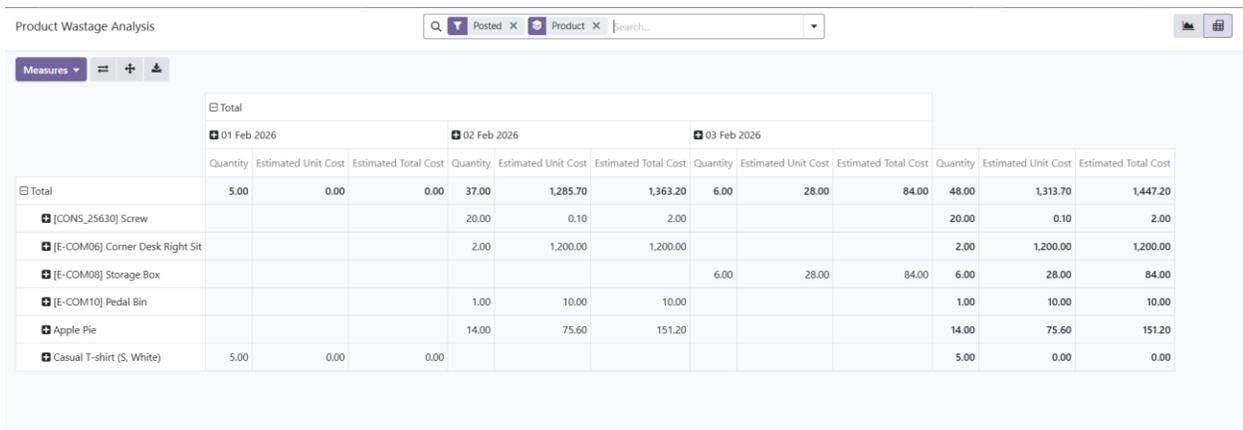 *"Spoilage"*, *"Handling Error"*) contribute most to wastage.

Figure 14 - Wastage by Reason

- **Product Wastage Analysis:**
  Identify the most frequently wasted products to prioritize and improve inventory control where it matters most.

Figure 15 - Product Wastage Analysis

6. User Groups

The Wastage Management module includes three primary security groups to control access and workflow:

- **User**: Create wastage records and view their own entries.
- **Approver**: Reviews and decides on all wastage requests.
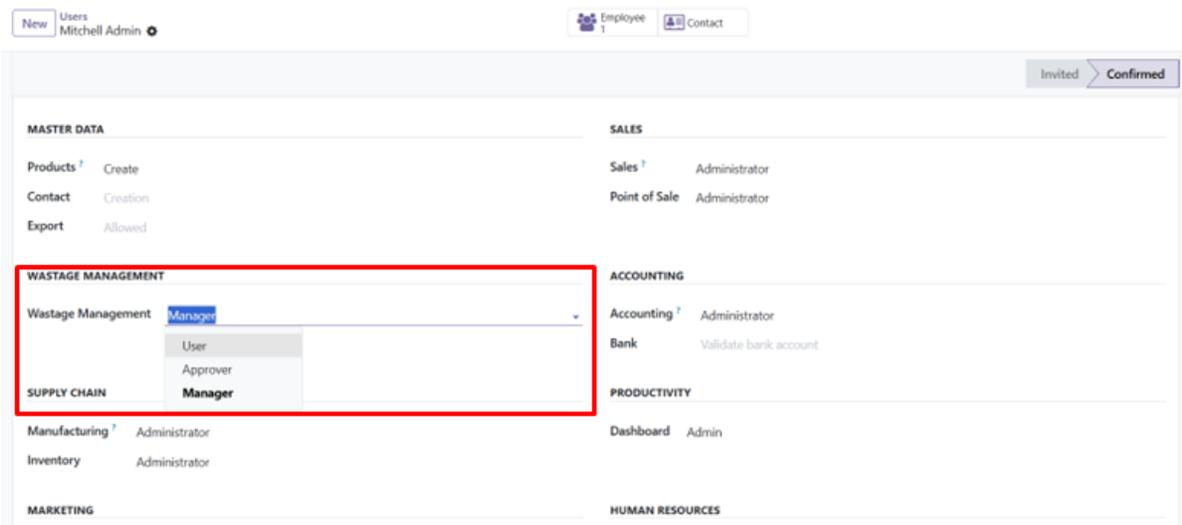- **Manager**: Full control over settings and every records.

Figure 16 – User Groups

7. Technical Requirements / Compatibility

- Compatible with Odoo Community and Enterprise Editions v19.0

8. Change Log / Release Notes

- Version 1.0.0 – March 2026
    - Initial release.

9. Support

If you have questions, use our contact form at webshopextension.com or email at support@webshopextension.com.