USER GUIDE

EU Benelux Year-End Close

Year-end close checklists for France, Belgium and the Netherlands in Odoo: statutory steps with deadlines and sign-offs, a VAT recap and provision worksheet, an issue log and a close report.

English

Odoo 18 · 19 · 20 · **support@pokutsoft.com** · pokutsoft.com

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1. Overview

Start the close of a fiscal year from the checklist of your country (France, Belgium or the Netherlands): each step has its legal reference, deadline, owner and blocking flag, steps follow the statutory order, sign-offs are recorded, and the run can only be locked when nothing blocking is open.

2. Features

- **Country templates.** Three checklists (Clôture des comptes, Afsluiting / Clôture, Jaarafsluiting) with sections from provisions to filing, legal references and deadlines; templates can be adapted.
- **Statutory order.** Each task depends on the blocking tasks of the previous section; a blocked task cannot be started or finished.
- **Owners and deadlines.** Deadlines are computed for the fiscal year; overdue tasks are counted and a digest can be posted.
- **Sign-off.** Steps that need it are signed off by a named user with date; a signed step cannot leave the done state without a reset.
- **VAT recap worksheet.** Lines with box, base and rate; the VAT is computed or entered by hand.
- **Provision worksheet.** Doubtful debts, warranties, holiday pay, bonuses and litigation with account and deductibility.
- **Issue log.** Open points with severity, owner and resolution; open high-severity issues prevent locking.
- **Lock and report.** Lock the run when ready, clone it to next year, and download the close report as CSV.

3. Installation

Open Apps, search for “EU Benelux Year-End Close” (technical name eu_benelux_fiscal_year_end_close_pack) and install it. Required modules: base, mail. Available for Odoo 18.0, 19.0 and 20.0, Community and Enterprise. Interface languages: English.

4. Workflow

1. Open Year-End Close > New Close, pick the country and fiscal year and an owner; the tasks are created from the country template with their deadlines.

2. Assign owners per task; My Tasks lists the tasks of each user.

3. Work the tasks in order: Start, Done, and Sign Off where required. A task waiting for an earlier blocking step cannot be started.

4. Fill the VAT Recap and Provisions tabs and log open points in Issues with severity and owner.

5. When no blocking task and no high-severity issue is open, Lock the run and Generate the report.

6. Next year, Clone from the locked run.

5. Roles and rights

Close users work runs, tasks, worksheets and issues; close managers (system administrators by default) edit the templates and can delete runs.

6. Questions

Lock is not available.

A blocking task, a missing sign-off or a high-severity issue is still open.

Does the VAT recap read the accounting?

No. It is a worksheet: enter the bases and rates, the VAT is computed or typed in.

7. Support

Questions are answered at support@pokutsoft.com.