

Odoo Corporate Tax Preparation in the UAE: Reports and Records to Keep

Plain-Language Guide — Set Up, Run and Archive

Tag the Accounts — Run the Report — Keep the Records

Odoo Ready Partner with Odoo Middle East · Developer of OESync

IMPORTANT — CONFIRM WITH YOUR TAX ADVISER

This guide is general information based on the Odoo UAE localisation documentation (version 19) and published summaries of the UAE corporate tax rules and Federal Tax Authority (FTA) reminders. Your tax period, free zone status and facts decide your own treatment. Odoo features differ by version and edition, and tax rules change. Confirm every figure with your tax adviser and the current FTA guidance. This is not legal or tax advice.

What Corporate Tax Needs From Your Books

Corporate tax is calculated from your accounting records, so the quality of the books sets the quality of the return. These are the basics your Odoo records must support.

Topic	Basic rule as published	What it means for Odoo
Rate	0% on taxable income up to AED 375,000 and 9% above it for ordinary taxable persons. Qualifying free zone persons follow different rules	Taxable income starts from accounting profit, then adjusts. Confirm your category first
Filing and payment	The return and any tax due are generally due within nine months from the end of the tax period	Record the tax period end date, and work back from it
Accounting basis	Accrual basis is the norm. Cash basis may be allowed where revenue does not exceed AED 3 million, or by FTA application	Check which basis your books follow
Records	Keep records for at least seven years after the end of the tax period	Plan exports and archives, not only the live database

Sources: PwC Tax Summaries (tax administration); Gulf News and Zawya reports on FTA reminders; Xero and ClearTax UAE guides. Check the FTA website for the current rules.

What the Odoo UAE Corporate Tax Report Covers

Feature	What the Odoo documentation says	Your job
Module	`l10n_ae_reports` adds VAT and corporate tax reporting	Check that it is installed for your edition
Report	Accounting > Reporting > Corporate Tax Report covers net profit, exempt income, allowable deductions, adjustments for disallowed expenses and the corporate tax amount	Run it for a test period first
Exempt income	Accounts are tagged “Corporate Tax Report – Exempted Income Accounts”	Decide which accounts qualify, then tag them
Allowable deductions	Accounts are tagged “Corporate Tax Report – Allowable Deductions Accounts”	Decide with your adviser, then tag them
Disallowed expenses	Set through a fiscal category, with a start date and a fiscal rate in the Fiscal Rates tab	Define each category and its rate
Defaults	No default categories, disallowed expenses, deduction accounts or exempt income accounts are configured	Set all of them manually

Source: Odoo documentation, United Arab Emirates fiscal localisation. The page does not describe other financial reports in detail, so check what your edition provides.

WHY NOTHING WORKS UNTIL YOU TAG THE ACCOUNTS

Odoo documents the report, but it ships with no default tags, categories or rates. A report run before the set-up shows net profit and little else. The treatment of each account is a decision you make with your adviser, and then record in Odoo.

The 6-Step Preparation Routine

Follow these steps in order. Perfonec, an Odoo Ready Partner with Odoo Middle East, can run them with your accountant.

Step 1 — Confirm Your Tax Period and Status

Start with the facts that decide everything else. Your adviser should confirm them in writing.

- Note the tax period start and end dates, and the filing deadline
- Confirm whether your company is an ordinary taxable person or a free zone person
- Confirm the registration status and keep the registration documents
- Confirm whether your books use the accrual or the cash basis

Step 2 — Check the Module and the Report

Make sure the report exists in your database before you plan around it.

- Check that the UAE reporting module is installed for the right company
- Open Accounting, Reporting, Corporate Tax Report and note what appears
- Check your Odoo version and edition, because reporting modules can differ
- Record who may view and run the report

Step 3 — Tag Exempt Income and Allowable Deductions

The report classifies accounts through tags, so decide and tag each one deliberately.

- List income accounts and decide which are exempt, with your adviser
- Tag them as Corporate Tax Report exempted income accounts
- List expense accounts and decide which are allowable deductions
- Tag them, and keep a one-page note of every decision

Step 4 — Set Up Disallowed Expenses

Some expenses are only partly deductible. Odoo needs a category, a start date and a rate for each.

- Create fiscal categories for the expenses your adviser identifies
- Assign the categories to the right accounts or entries
- Enter the start date and the fiscal rate in the Fiscal Rates tab
- Review the categories again when the rules or your activities change

Step 5 — Run a Test Period and Compare

Compare the report to an independent computation before you rely on it.

- Run the report for a closed period and export it
- Ask your adviser to prepare the computation separately
- Explain every difference between the two
- Fix the tags or categories, then run it again

Step 6 — Close, Export and Archive

Build the retention habit before the first filing. Keep records for at least seven years after the tax period.

- Lock the period once the figures are agreed with your adviser
- Export the report, trial balance and supporting ledgers to a safe folder
- Keep the adviser's working papers with the exports
- Set a calendar reminder for the next filing deadline

Records to Keep for Corporate Tax

Record	Where it comes from	Notes
Transactions	Invoices, bills, payments, bank entries and journal entries	FTA reminders describe a record of transactions in the tax period
Assets	Asset purchases and disposals	Keep purchase and sale documents
Liabilities	Loans, payables and other obligations	Keep agreements and statements
Shares held	Ownership and share records at period end	Often kept outside Odoo
Tax computation	Report exports, adjustments and adviser notes	Keep the working papers with the return
Financial statements	Reports for the tax period	Keep the signed version
Transfer pricing	Documentation, if it applies to you	Ask your adviser whether you need it

Sources: Zawya report on FTA record-retention reminders; RAKEZ and Gulf News guides. Confirm the full list with the FTA and your adviser.

Common Mistakes With Odoo and Corporate Tax

Running the report before tagging accounts

The documentation says no default categories, disallowed expenses, deduction accounts or exempt income accounts are configured. A report run first shows an incomplete picture. Tag the accounts, then run it.

Treating accounting profit as taxable income

The report adjusts net profit for exempt income, deductions and disallowed expenses. Agree every adjustment with your adviser, and keep a note of why.

Assuming your free zone status without checking

Qualifying free zone persons follow different rules from ordinary taxable persons. Confirm your category before you rely on the 0% band or any other treatment.

Losing track of the tax period end date

The return and payment are generally due within nine months of the period end. Record the period dates in one place, and set reminders well before the deadline.

Keeping records only in the live system

Records need to be kept for at least seven years. Export the reports and ledgers each year, and store them with your adviser’s working papers, not only in the live database.

RELY ON THIS CAREFULLY

Corporate tax rules, FTA guidance and Odoo features change, and your own facts decide the answer. Use this guide to organise your questions for your tax adviser, not to replace the advice.

Odoo Corporate Tax Set-Up Check by Perfonec Computers

Perfonec Computers Trading LLC is an Odoo Ready Partner with Odoo Middle East (Cert n°0000699697) and the developer of OESync. We also support QuickBooks, TallyPrime, Zoho and Sage 50. We can review your Odoo accounts, tags and reports with your accountant, and help you set up a yearly export routine. CEO: Akanksha Surana.

Free Odoo set-up check — no cost, no commitment.

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