

Odoo Functional Training Course

Introduction

- Overview of Odoo
- Navigation and Interface
- Understanding Modules and Apps

Purchase

Lesson 1: Overview of Purchase Module

- Introduction to Purchase Management
- Key Features of the Purchase Module

Lesson 2: Supplier Management

- Creating and Managing Suppliers
- Supplier Product Catalogs

Lesson 3: Request for Quotation (RFQ)

- Generating RFQs
- Sending RFQs to Suppliers

Lesson 4: Purchase Orders (PO)

- Converting RFQs to POs
- Tracking Purchase Orders

Lesson 5: Receipt of Goods

- Recording Goods Receipts
- Updating Inventory Levels

Lesson 6: Vendor Bills

- Managing Vendor Bills

- Validating Vendor Bills against POs

Lesson 7: Payment Processing

- Processing Payments to Suppliers
- Payment Terms and Conditions

Lesson 8: Configuration and Settings

- Setting up Suppliers
- Configuring Purchase Products
- Purchase Settings

Sales

Lesson 1: Overview of Sales Module

- Introduction to Sales Management
- Key Features of the Sales Module

Lesson 2: Customer Management

- Creating and Managing Customers
- Customer Sales History

Lesson 3: Quotations

- Generating Quotations
- Sending Quotations to Customers

Lesson 4: Sales Orders (SO)

- Converting Quotations to Sales Orders
- Managing Sales Orders

Lesson 5: Delivery Management

- Coordinating with Inventory for Deliveries
- Ensuring Timely Fulfillment

Lesson 6: Invoicing

- Generating Invoices from Sales Orders
- Tracking Payments and Due Dates

Lesson 7: Configuration and Settings

- Setting up Customers
- Configuring Sales Products
- Sales Settings

Inventory

Lesson 1: Overview of Inventory Module

- Introduction to Inventory Management
- Key Features of the Inventory Module

Lesson 2: Warehouse Management

- Setting up Multiple Warehouses
- Managing Warehouse Locations

Lesson 3: Stock Movements

- Handling Receipts and Deliveries
- Recording Internal Transfers

Lesson 4: Inventory Adjustments

- Performing Stock Takes
- Adjusting Inventory Levels

Lesson 5: Reordering Rules

- Setting up Reordering Rules
- Automating Stock Replenishment

Lesson 6: Configuration and Settings



- Configuring Warehouses
- Managing Product Details
- Inventory Settings

Manufacturing

Lesson 1: Overview of Manufacturing Module

- Introduction to Manufacturing Processes
- Key Features of the Manufacturing Module

Lesson 2: Bill of Materials (BoM)

- Creating and Managing BoMs
- Defining Components for Production

Lesson 3: Manufacturing Orders (MO)

- Generating Manufacturing Orders
- Managing Production Schedules

Lesson 4: Work Orders

- Planning and Executing Work Orders
- Tracking Production Progress

Lesson 5: Production Tracking

- Monitoring Production Stages
- Updating Inventory Post-Production

Lesson 6: Quality Control

- Implementing Quality Checks
- Managing Quality Control Procedures

Lesson 7: Configuration and Settings

- Setting up BoMs



- Configuring Work Centers
- Manufacturing Settings

Accounting

Lesson 1: Overview of Accounting Module

- Introduction to Financial Management
- Key Features of the Accounting Module

Lesson 2: Chart of Accounts

- Setting up the Chart of Accounts
- Categorizing Financial Transactions

Lesson 3: Invoicing

- Creating Customer Invoices
- Managing Vendor Bills

Lesson 4: Payments

- Processing Incoming and Outgoing Payments
- Managing Bank Transfers and Reconciliations

Lesson 5: Bank Reconciliation

- Reconciling Bank Statements
- Ensuring Transaction Accuracy

Lesson 6: Financial Reporting

- Generating Financial Statements
- Balance Sheets and Profit & Loss Reports

Lesson 7: Tax Management

- Setting up Tax Rates and Rules
- Managing Tax Calculations and Compliance

Lesson 8: Configuration and Settings

- Configuring the Chart of Accounts
- Setting up Taxes
- Accounting Settings

Human Resources (HR)

Lesson 1: Overview of HR Module

- Introduction to HR Management
- Key Features of the HR Module

Lesson 2: Employee Management

- Creating and Managing Employee Records
- Managing Job Positions and Contracts

Lesson 3: Recruitment

- Managing Job Postings and Applications
- Tracking the Hiring Process

Lesson 4: Attendance Tracking

- Tracking Employee Attendance
- Managing Leaves and Absences

Lesson 5: Payroll

- Processing Payroll and Salary Computations
- Generating Pay slips and Managing Deductions

Lesson 6: Performance Management

- Conducting Employee Appraisals
- Tracking Performance Metrics

Lesson 7: Configuration and Settings



MIT Academy

A Journey to Excellence

- Setting up Employee Records
- Configuring Recruitment Settings
- Payroll Configuration
- HR Settings

Final Assessment

- Comprehensive Module-wise Assessments
- Practical Scenarios and Case Studies
- Summary of Key Learnings
- Q&A Session

MIT Academy