

# Odoo Functional Training

Become an Odoo Functional Expert with our comprehensive step-by-step training program

Duration: 3 months training + 1 month internship



[www.techno.academy](http://www.techno.academy)

 CALICUT | UAE

# About the course :

The Odoo Functional Training course is designed for users who need to learn how to efficiently use and manage the various business applications within the Odoo platform. This course is ideal for business owners, managers, and consultants who want to understand how to configure and use Odoo to meet their business needs without delving into the technical aspects of the software

## What you will learn :



### Odoo essentials

- User Interface and Navigation
- Search, filter, and group records
- Contacts
- Export and import data

### Accounting & Invoicing

- Chart of Accounts & Fiscal localizations

- Taxes Configure
- Journals Configure and Journal Entries
- Configure product
- Customer invoices
- Vendor Bill
- Payments & Batch Payment
- Customer Credit Notes
- Vendor Refund
- Discounts Configure and Payment Terms

- Bank & Cash Accounts Configure
- Bank Reconciliation
- Multi-Currency Configure
- Assets Management and Depreciation
- Accounting Reports

## **Sale**

- Create customer
- Create Quotation
- Create sale order
- Sales Reports

## **Purchase**

- Create a Vendor
- Create a Purchase Agreement
- Create Request for Quotation
- Create Purchase Order
- Purchase Reports
- Workflow of Purchase

## **Inventory**

- Configure product categories and-Variants
- Create Locations and Warehouse

- Automatic inventory valuation
- Inventory Adjustment
- Receipt and Delivery Management
- Replenishment, Reordering Rules
- Configure Units of Measurement

## **Point of Sale**

- Configure POS
- Configure Payment Methods
- Creating Session
- Creating Orders
- Payment and Receipt printing
- Closing and Validating a Session

## **Project and Timesheet**

- Project Configure
- Project Task Configure
- Create Time sheet
- Time sheet Report

## **Manufacturing Basics**

- Manufacturing Orders
- Create Bill of Materials
- Unbuild Orders, Scrap Orders

## **Users and Company Management**

- Manage Users
- Manage and Configure Companies  
& Multi Company
- Manage Access Rights

## **CRM (Customer Relationship Management)**

- Creating Pipelins
- Creating Sales Teams
- Creating Leads & opportunities

# Why Techno Dot Academy?



Guaranteed Placement Assistance and Internship



Endorsed by Leading IT Firms



Scholarship/Earn & Learn Option

## Exit Profiles

- ERP Functional Consultant
- System Administrators
- IT Officers
- Odoo Accounting Executive

### CALICUT

TECHNO DOT ACADEMY

Kinfra Techno Industrial Park, Neospace,  
Kakkanchery, Kozhikode, Kerala 673635

☎ +91 8086299197

✉ [info@techno.academy](mailto:info@techno.academy)

### UAE

TECHNO DOT ACADEMY

Sharjah Research Technology And  
Innovation Park, UAE

☎ +971 55 551 1370

✉ [uae@techno.academy](mailto:uae@techno.academy)