

# Odoo 19 Functional Training

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**Duration:** 3 Days (8 Hours/Day)

**Target Audience:** Functional Consultants, Business Analysts, ERP Users

## Pre-requisites

- Basic understanding of business processes (Sales, Purchase, Inventory, Accounting)
- Familiarity with ERP concepts is beneficial but not mandatory
- Basic computer proficiency (web navigation, data entry)
- Understanding of organizational workflows (optional but helpful)

## Day 1:

### Module 1: Odoo Fundamentals & Environment Setup

- Introduction to ERP and Odoo Ecosystem
- Overview of Odoo 19 Editions (Community vs Enterprise)
- Odoo Apps Architecture and Modular Design
- Deployment options (Odoo.sh, Online, On-Premise)
- User Interface walkthrough
- Multi-company and multi-currency concepts

### Labs:

- Create database
  - Configure company details
  - Create users and assign roles
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## **Module 2: CRM & Sales Management**

- CRM Pipeline Management
- Leads vs Opportunities
- Sales Workflow (Quotation to Invoice)
- Pricelists and discount strategies
- Product configuration
- Customer management

### ***Labs:***

- Create leads and opportunities
  - Generate quotation and confirm sale
  - Configure pricelist
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## **Day 2:**

### **Module 3: Inventory & Purchase Management**

- Warehouses, Locations, Routes
- Inventory Operations
- Reordering Rules
- Purchase Workflow

### ***Labs:***

- Configure warehouse
  - Create purchase order
  - Process delivery
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### **Module 4: Accounting & Invoicing Basics**

- Accounting Overview
- Chart of Accounts
- Invoices and Vendor Bills
- Payments and Taxes

**Labs:**

- Create invoice
  - Register payment
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**Day 3:****Module 5: HR & Project Management**

- Employee management
- Attendance and Leaves
- Project tasks and timesheets

**Labs:**

- Create employee
  - Create project and related tasks
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**Module 6: Studio & Customization**

- Custom fields
- View customization
- Automation rules

**Labs:**

- Add custom field
  - Create automation
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**Module 7: Reporting & Dashboards**

- Reports
- Pivot and Graph views
- Dashboards

***Labs:***

- Generate report
- Create dashboard

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**Module 8: End-to-End Business Flow**

- Lead to Cash
- Procure to Pay

***Labs:***

- Complete business cycle execution