



ODOO SYSTEM TRAINING AGENDA



- **Modules Covered:** Accounting, Sales, Purchasing, Inventory, Manufacturing, and Expense
- **Purpose of Training:** To ensure end-users understand the configured modules, workflows, and best practices for daily operations.
- **Training Duration:** [3 days / 24 hours]
- **Target Audience:** Key users, department heads, and operational staff.
- **Expected Outcomes:**
 - Familiarity with Odoo workflows per module.
 - Hands-on practice with real scenarios.
 - Completion of UAT (User Acceptance Testing) for all modules.





Purchasing:

- **Title:** Training Agenda – Purchasing Module
- **Agenda:**
 - Request for Quotation (RFQ) – 30 minutes
 - Purchase Order Confirmation – 15 minutes
 - Receipt of Goods – 30 minutes
 - Vendor Bills & Payment – 45 minutes
 - Workshop & Hands-on Practice – 60 minutes
 - Sign-off UAT – 15 minutes

Sales:

- **Title:** Training Agenda – Sales Module
- **Agenda:**
 - Quotations – 30 minutes
 - Confirmed Orders – 15 minutes
 - Delivery – 30 minutes
 - Workshop & Hands-on Practice – 90 minutes
 - Sign-off UAT – 15 minutes



Inventory:

- **Title:** Training Agenda – Inventory Module
- **Agenda:**
 - Warehouse Structure Overview – 30 minutes
 - Stock Operations (Receipts / Deliveries / Internal Transfers) – 90 minutes
 - Reordering Rules & Automated Procurement – 30 minutes
 - Inventory Adjustments & Reporting – 45 minutes
 - Workshop & Hands-on Practice – 60 minutes
 - Sign-off UAT – 15 minutes



Manufacturing:

Agenda:

- Bill of Materials (BoM) Creation – 30 minutes
- Work Orders & Routing – 30 minutes
- Production Planning – 30 minutes
- Manufacturing Orders Execution – 30 minutes
- Workshop & Hands-on Practice – 60 minutes

Sign-off UAT – 15 minutes



Accounting:

Agenda:

- Chart of Accounts & Fiscal Periods – 30 minutes
- Customer Invoices & Payments – 30 minutes
- Vendor Bills & Payments – 30 minutes
- PDC Module – 45 minutes
- Bank Reconciliation – 15 minutes
- Financial Reports (P&L, Balance Sheet) – 45 minutes
- Workshop & Hands-on Practice – 60 minutes

Sign-off UAT – 15 minutes



Expense:

Agenda:

- Employee Expense Submission – 30 minutes
- Expense Approval Process – 15 minutes
- Expense Posting to Accounting – 15 minutes
- Reimbursements & Reporting – 15 minutes
- Workshop & Hands-on Practice – 60 minutes

Sign-off UAT – 15 minutes



Recap & Next Steps:

- **Review of Training Goals:** Today's training was designed to give you a comprehensive overview of the Odoo system's workflows and best practices for daily operations.
- **Hands-on Practice:** We encourage you to utilize the hands-on practice sessions to solidify your understanding.
- **Focus on UAT:** Our final objective is the successful completion of User Acceptance Testing (UAT) for all modules, ensuring the system meets your operational needs.
- **Your Feedback is Valuable:** Please provide any questions or feedback as you begin using the system.



**THANK
YOU!**

