

## **Business Processes in Financial Accounting**

**Course Code: AC010**

**Duration: 5 Days**

### **Goals**

- This course gives participants an overview of the different processes in financial accounting and shows the connections between the individual processes (new general ledger/ new G/L).

### **Audience**

- Project Leaders
- Participants wishing to gain an insight of Financial Accounting and its internal and external integration aspects.

### **Prerequisites**

#### **Essential**

- Accounting knowledge

#### **Recommended**

- SAPFIN SAP ERP Financials or
- SAP01 SAP Overview

### **Course Content (Details)**

- System navigation
- General ledger accounting
- Accounts payable business processes
- Accounts receivable business processes
- Asset accounting business processes
- Bank-related accounting business processes
- Financial statement creation business processes

## **Business Processes in Management Accounting (Controlling)**

**Course Code: AC040**

**Duration: 5 Days**

### **Goals**

- Understand the business concepts and methods involved in Management Accounting (Controlling) in the SAP system
- Become familiar with cost and activity allocation methods
- Learn how Management Accounting (Controlling) is integrated internally and with other modules in the SAP ERP system

### **Audience**

- Project managers and project team members
- Employees responsible for implementing Controlling
- Employees wanting to gain an overview of Controlling and its internal and external integration

### **Prerequisites**

#### **Essential**

- Business knowledge in the area of Controlling

#### **Recommended**

- SAP01 SAP Overview or
- SAPFIN SAP ERP Financials
- Participants should have a basic practical and theoretical knowledge of Management accounting (Controlling) and of business processes

### **Course Content (Details)**

- Introduction to the business concepts, methods, and subareas of Management Accounting (Controlling) in the SAP system
- Presentation of key roles and tasks
- Organizational structures and master data
- Information system
- Planning, integrated planning, and planning tools in Management Accounting (Controlling)
- Integrated flow of costs and revenues in the SAP system
- Periodic activities in Management Accounting (Controlling)

## **Business Processes in Planning (SCM)**

**Course Code: SCM200**

**Duration: 5 Days**

### **Goals**

- The course gives an overview of the concepts and procedures in supply-chain planning in SAP SCM (APO).

### **Audience**

- This course is aimed at project team members and key users (from the user departments) who are responsible for implementing supply-chain planning with SAP SCM (APO).

### **Prerequisites**

#### **Essential**

- SCM100 Planning Overview (ERP)
- PLM100 Business Processes in Life-Cycle Data Management

#### **Recommended**

- SAPSCM SAP Supply Chain Management Solution Overview

### **Course Content (Details)**

- Overview of the master data and transaction data required for supply-chain planning
- Integration of SAP ECC and SAP SCM (APO) of the Core Interface (CIF)
- Demand Planning (APO DP)
- Supply Network Planning (APO-SNP)
- Production Planning and Detailed Scheduling (APO-PP/DS)
- Integration with production

## **Business Processes in Procurement**

**Course Code: SCM500**

**Duration: 5 Days**

### **Goals**

- In this course, participants learn about the fundamental elements of materials management. Using the procurement processes for stock material, consumable materials, and services, the basic functions from purchasing, inventory management, invoice verification, service entry, and materials planning are explained.
- Topic-specific exercises in the SAP system give participants the opportunity to gain first-hand practical experience of the above processes.

### **Audience**

- Project team members
- Consultants

### **Prerequisites**

#### **Essential**

- A fundamental knowledge of procurement
- A fundamental knowledge of navigation in SAP ERP or e-learning
- SAP125 SAP Navigation

#### **Recommended**

- SAP01 SAP Overview or
- SAPSCM SAP SCM Solution Overview

### **Course Content (Details)**

- Basics of procurement
- Master data (material, supplier, info record)
- Procurement process for stock material
- Procurement process for consumable material
- Procurement process for external services
- Automated procurement process
- Analysis in materials management (overview)
- Short introduction of Self-Service Procurement and the portal

## **Business Processes in Sales Order Management**

**Course Code: SCM600**

**Duration: 5 Days**

### **Goals**

- In this course, participants learn about the fundamental business processes in sales and distribution
- Participants learn how to perform the most important functions in the process chain, from "presales to customer payment", in the SAP system. The areas of materials management, manufacturing (for example, assembly orders), and financial accounting are also touched on.

### **Audience**

- Project managers
- Project team members
- People with organizational responsibilities

### **Prerequisites**

#### **Essential**

- Basic knowledge of Microsoft Windows
- Basic business knowledge of processing in sales and distribution

#### **Recommended**

- SAPSCM SAP Supply Chain Management Solution Overview
- SAP01 SAP Overview

### **Course Content (Details)**

- Organizational structures in sales and distribution
- Working with customer master data and material master data in sales
- Overview of the process chain for sales order processing
- Presales activities, order processing, procurement, delivery, billing, payment
- Introduction to pricing in sales and distribution
- Introduction to the availability check
- Sales and distribution processing with make-to-order production
- Credit memo processing and returns processing
- Introduction to sales and distribution reporting
- Outlook on system installation tools

## **Business Processes in Human Capital Management**

**Course Code: HR050**

**Duration: 5 Days**

### **Goals**

- Understand navigation and structures
- Understand and map essential problems in HR
- Integration within HCM and with other solutions

### **Audience**

- Project Team members
- HCM consultants
- Employees in HR, key users

### **Course Content (Details)**

- Navigation and mapping personnel, company and organization structure
- Personnel Administration and Global Employment
- Time Management and brief introduction to payroll
- Recruitment and E-Recruiting
- Mapping personnel development processes (especially performance management)
- Training and Event Management, SAP Learning Solution
- Enterprise Compensation Mgmt
- Personnel cost planning
- Reporting options
- Employee Self-Service and Manager Self-Service