



# SAP For Beginners Bundle Course

## SAP For Beginners - Bundle Course

### SAP MM Training

1. INTRODUCTION TO ERP
  - a. ERP Definition
  - b. Characteristics of ERP
  - c. Products of ERP
  - d. Benefits of using ERP
2. INTRODUCTION TO SAP
  - a. SAP History

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- b. SAP Product line
- c. New Products of SAP
- d. Relation of New SAP Products with the core product
- e. Industry specific Products
- f. Type of SAP Projects
- g. Type of SAP Roles
- h. Architecture of SAP
- i. System Landscape
- j. Types of data used in the SAP system

### 3. INITIAL SCREENS

- a. How to login to the SAP system
- b. SAP Client / GUI
- c. SAP Session - What it is
- d. How to open a new Session
- e. Create new Sessions
- f. Navigation between Sessions
- g. Transactions and Activities
- h. Shortcuts or Transaction Codes
- i. SAP Easy Access screen
- j. SAP IMG screen
- k. Difference between Easy Access and IMG screens

### 4. ENTERPRISE STRUCTURE

- i. What is Enterprise Structure
- ii. The different types of Enterprise Structure

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- iii. Company structure in real time
- iv. Company structure for each process
- v. MM Structure against other process structure
- vi. Enterprise Structure terms in real time against those used in the SAP system
- vii. Definitions of the elements of enterprise structure
- viii. Creation of Enterprise Structure elements in the SAP system
  - a. Group
  - b. Company
  - c. Plant
  - d. Store
  - e. Purchasing Department
  - f. Valuation Area
  - g. Controlling Area
- ix. Assignment of the Enterprise Structure elements in the SAP system
  - a. Assign Company to Group
  - b. Assign Plant to Company
  - c. Assign Store to Plant
  - d. Assign Purchasing Departments
  - e. Assign Controlling Area

## 5. MASTER DATA

- a. Basics of Master Data
- b. Significance of Master Data
- c. Usage of Master Data

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## I. Material Master

- i. What is Material Master
- ii. Views
- iii. Subscreens
- iv. Fields
- v. Maintenance of material data in the SAP system
- vi. Prerequisites for creation of Material Master Record
- vii. Creation of Material Master Record
- viii. Changes to Material Master Record
- ix. Other end user activities in Material Master
- x. Configuration of Material Master
  - a. Screen Sequence
    - What is Screen Sequence
    - Significance and usage of Screen Sequence
  - b. Screen Reference
    - What is Screen Reference
    - Creating and using Screen Reference
  - c. Field Selection
    - What is Field Selection
    - Criteria for defining field selection
  - d. Field Reference
    - What is Field reference
    - Creating and using field references
  - e. Material Type
    - What is Material Type
    - Usage of Material Type in the SAP system

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## Defining and using Material Types

- f. Assign Number Range to Material Type
- g. Material Number formatting
- h. Material Groups
- i. Purchasing Group
- j. Purchase Value Key
- k. Shipping Instruction

## II. Vendor Master

- i. Who is a Vendor
- ii. What is Vendor Master Record
- iii. Division of Vendor Master data
  - General Data
  - Company Code Data
  - Purchasing Data
- iv. Vendor Classification
- v. Types of Vendor
  - Regular Vendor
  - One-time Vendor
  - Accounting Vendor
  - Purchasing Vendor
  - Central Vendor
- vi. Prerequisites for creating Vendor Master Record
- vii. Vendor Account Group and its significance
- viii. Creation of Vendor Master Record
- ix. Changing the Vendor Master Record

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- x. Other End user activities of Vendor Master
- xi. Configuration of Vendor Master
  - a. Vendor Field Selection
    - What is Vendor field selection
    - Significance of vendor field selection
    - Criteria for maintaining vendor field selection
  - b. Assignment of Number Ranges
  - c. Screen selection for Vendor Master records
  - d. Vendor Industries
  - e. Terms of Payment

## III. Purchasing Info Record

- i. Basics of Purchasing Info Record
  - What is Purchasing Info Record
  - Significance of Purchasing Info Record
- ii. Types of Purchasing Info Record
- iii. Prerequisites for Purchasing Info Record
- iv. Creation of Purchasing Info Record
- v. Changing the Purchasing Info Record
- vi. Other End User activities for Purchasing Info Record
- vii. Configuration
  - Defining Number Ranges for Purchasing Info Record
  - Screen Selection for Purchasing Info Record

## IV. Source Determination

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## i. Basics of Source Determination

What is Source Determination

Source Determination options in the SAP system

## ii. Source List

### 1. Basics of Source List

What is Source List

Significance and usage of Source List

### 2. Creation of Source List

### 3. Changing the Source List

### 4. Other End User activities for Source List

### 5. Configuration

## iii. Quota Arrangement

### 1. Basics of Quota Arrangement

What is Quota Arrangement

Significance and usage of Quota Arrangement

### 2. Prerequisites for creating Quota Arrangement

### 3. Creation of Quota Arrangement

### 4. Changing the Quota Arrangement

### 5. Other End User activities of Quota Arrangement

### 6. Configuration

## 6. Purchasing

### I. Basics of Purchasing

What is Purchasing

Difference Between Purchasing and Procurement

### II. Purchasing Cycle

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## III. Purchasing Documents

Different types of Purchasing documents used

Division of Purchasing Document in the SAP system

Type of data maintained in each division of the purchase document

## IV. Purchase Requisition

i. Basics of Purchase Requisition

ii. Creation of Purchase Requisition

iii. Other End User activities of Purchase Requisition

## V. Request for Quotation (RFQ)

i. Basics of RFQ

ii. Creation of RFQ

iii. Other End User activities of RFQ

## VI. Quotation

i. Basics of Quotation

ii. Creation of Quotation

iii. Other End User activities of Quotation

## VII. Comparison

i. What is comparison

ii. Criteria for comparison in the real time and in the SAP system

iii. The comparison process

## VIII. Purchase Order

i. What is a Purchase Order

ii. Creation of Purchase Order with reference

iii. Creation of Purchase Order without reference

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## IX. Release Procedure

- i. Basics of Release Procedure
- ii. Release Procedure and Approval process
- iii. Release Characteristics
- iv. Release Classes
- v. Release Groups
- vi. Release Codes
- vii. Release Indicators
- viii. Release Strategies
- ix. Releasing the Purchase Order through Release Procedure

## X. Optimization of Purchasing

- i. Concepts of Purchase Optimization
- ii. Prerequisites for creating a Purchase Order automatically
- iii. Creation of Purchase Order automatically

## XI. Outline Agreements

- i. Basics
- ii. Contracts
  - 1. Concepts
  - 2. Quantity Contract
  - 3. Value Contract
  - 4. Creation of a Contract
  - 5. Other End User activities of Contract
- iii. Scheduling Agreements
  - 1. Concepts
  - 2. Creation of Scheduling Agreement
  - 3. Other End User activities of Scheduling Agreement

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## 4. Creation of Delivery Schedule

### XII. Configuration of Purchasing

- i. Document Types configuration
- ii. Assigning Number Ranges to Document Types
- iii. Screen Selection for the Document Types
- iv. Text Types and Copying Rules
- v. Tolerances for Archiving documents

## 7. Inventory Management

- I. Basics of Inventory Management
- II. Stock Types
- III. Movement Types
- IV. Process of Goods Receipt
- V. Process of Goods Issue

### VI. Stock Transfers

- i. What is Stock Transfer
- ii. Types of Stock Transfer
- iii. Transfer between Plants
- iv. Transfer between Storage Locations
- v. Transfer between Stock types
- vi. Transfer using Stock Transport Order

### VII. Return to vendor

- i. Conditions under material returned to vendor
- ii. Prerequisites for return to vendor

### VIII. Cancellation

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- IX. Initial Stock
- X. Reservations
- XI. Physical Inventory
- XII. Configuration
  - i. Plant Parameters
  - ii. Number Range assignment
  - iii. Screen Selection
  - iv. End User Restrictions for Inventory Management activities
  - v. Movement Types and its attributes
  - vi. Individual transaction configuration

## 8. Special Procurement Process / Special Stocks

- I. Basics of Special Procurement Process / Special Stocks
- II. Subcontracting
  - i. What is the Subcontracting process
  - ii. Where used
  - iii. Steps defining the subcontracting process
  - iv. Configuration for subcontract process
- III. Consignment
  - i. What is the Consignment process
  - ii. Where used
  - iii. Steps defining the Consignment process
  - iv. Configuration for Consignment process
- IV. Pipeline
  - i. What is the Pipeline process

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- ii. Where used
- iii. Steps defining the Pipeline process
- iv. Configuration for Consignment process

## 9. External Services Management

- I. Basics of External Services Management
- II. Service Master
- III. Service Conditions
- IV. Service Purchase Order
- V. Service Entry Sheet
- VI. Configuration of External Services Management

## 10. Valuation and Account Determination

- I. Valuation Types
- II. Split Valuation
  - i. What is Split Valuation
  - ii. Usage and Significance of Split Valuation
  - iii. Global Types
  - iv. Global Categories
  - v. Assignment

## 11. Logistics Invoice Verification

- I. Concepts
- II. Planned Costs
- III. Unplanned Costs
- IV. Entry of Invoice

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- V. Blocking of Invoice
- VI. Releasing the blocked invoice
- VII. Holding / Parking the invoice
- VIII. Releasing the parked invoice

## 12. Pricing Procedure

- I. Condition Table
- II. Access Sequence
- III. Condition Types
- IV. Calculation Schema
- V. Schema Group
- VI. Schema Determination
- VII. Condition Records
- VIII. Execution of Pricing Procedure

## 13. Batch Management

- I. Basics of Batch Management
- II. Configuration of Batch Management process in the SAP system
- III. Creation of Batch Master Record
- IV. End User activities of Batch Management
- V. Batch Management with Classification

## 14. Output Determination

- I. Access Sequences
- II. Message Types
- III. Message Determination Schema

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- IV. Partner Roles per Message Type
- V. Assign Output Devices to Purchasing Groups

## 15. Integration with FI/CO

- I. Concepts
- II. Valuation Grouping Code
- III. Valuation Class
- IV. Account Category Reference
- V. Automatic Postings
- VI. Modifiers

## 16. Integration with PP (Materials Requirement Planning)

- I. Concepts
- II. MRP Methods / Types
- III. MRP Group
- IV. MRP Controller
- V. MRP Area
- VI. MRP Configuration

## 17. ASAP Methodology

- I. What is ASAP Methodology
- II. Steps of ASAP Methodology
  - Project Preparation
  - Blueprint
  - Realization
  - Final Preparation

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Go-Live / Initial Support

- III. Time duration for each step
- IV. Post implementation process

18. Support Project Process

19. Real-time Project scenarios

## SAP SD

### Course Syllabus

- Introductions to SD
  - Introduction to ERP
  - SAP Overview
  - Functions and Objectives Of SD
  - Overview Cycle of SD
- Organizational structure of an Enterprise in the SAP ECC system
  - Navigation basics- Easy access, favorites, settings
  - Creation of Organizational Elements - Company, Company code, Plant, Storage Location, Sales organization, Distribution channel, Sales Office, Sales group and Assignments

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- Master Data
  - Material Master
  - Customer Master
  - Customer Material Information record
  
- Pricing Process and Determination
  - Pricing Condition technique overview
  - Define Access sequence
  - Define Condition Types
  - Define pricing procedures
  - Pricing procedure determination
  - Pricing conditions in sales order
  - Pricing conditions in Invoicing
  
- Document Types for Pre-sales and Sales Documents  
(IN,QT,OR,QC,WK1,WK2,CS,RO,CR,DR)-vov8
  - Define Document types
  - Define Number Ranges for Document Type
  - Defining Sales document types with controls
  - Sales Item category defining and controls
  - Schedule line categories
  - Item category and schedule line categories determinations
  
- Sales Cycles - sales processes



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- Sales Inquiry Process
  - Sales Quotation Process
  - Contracts processing
  - Sales Order Process
  - Delivery and Shipping process
  - Invoicing Process
  - Credit and Debit Memo process
  - Credit Sales Process- Configuring credit checks, risk categories
  - Cash Sales process
  - Rush Order process
- 
- Free goods processing
    - Free goods process overview
    - Free goods Condition technique
    - Exclusive and Inclusive free offers
- 
- Revenue Account Determination
    - Integration of SD with FI/CO
    - Revenue account determination process
    - Revenue account determination
    - G/L account determinations
- 
- SD Basic Functions
    - Partner determination process

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- Output determination process
  - Text determination process
  - Material determination
  - Transfer of requirements
  - Availability check process
  - Incompletion process
  - Listing and Exclusion
  - Route determination process
  - Working with Bill of Materials
- 
- Special Sales Special Processes
    - Consignment Sales process
    - Stock transport order
    - Third party process
    - Returnable transport packaging – RTP
    - Intercompany Sales
    - Rebates processing
- 
- Invoicing Plans
    - Periodic Invoicing
    - Milestone billing
- 
- Variant Configuration
    - Variant Configuration Overview
    - Configuring variant configuration process

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- Working with variants & variants pricing
- Testing scenarios in variant pricing
  
- Integration with Other Modules and Support
  - Integration of SD with FI/CO
  - Integration of SD with MM
  - Integration of SD with PP
  - Idocs handling
  - Batch Jobs handling
  - Support Projects Handling documentation
  - Implementation Projects handling & documentation
  - Resume Preparation
  - Interview preparation

## **SAP FINANCIAL ACCOUNTING AND CONTROLLING (FICO) Course Curriculum**

### **Introduction:**

Introduction to ERP

Introduction to SAP

### **Part 1: Enterprise Structure:**

Definition of company

Definition of company code

Assignment of company to company code

Definition of business area

### **Part 2: Financial Accounting Basic Settings**

Definition of fiscal year variant

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Assignment of fiscal year variant to company code  
Definition of posting period variant  
Assignment of posting period variant to company code  
Open and close posting period  
Maintenance of field status variants  
Assignment of field status variant to company code  
Creation of chart of Accounts  
Defining Accounts Groups  
Defining Retained Earnings Account  
Definition of tolerance groups for GL accounts  
Definition of tolerance groups for employees  
Assignment of tolerance groups to users  
Taxes on Sales & Purchases (input & output)  
Defining document type & number ranges

## **PART 3: General Ledger Accounting:**

Creation of General Ledger Master (with and without reference)  
Display/Change/Block/Unblock of general ledger master  
Document Entry posting normal postings and posting with reference  
Display and change of documents  
Display of GL balances  
Display GL account line items  
Parked documents  
Hold documents  
Creation of Sample Document postings with sample documents  
Reversal of individual documents, mass reversal and reversal of reversed document  
Month End Provisions –  
Open item Management – Full clearing, Partial Clearing and Residual Clearing  
Accrual and Deferral documents  
Interest calculations on term loans

## **PART 4: Accounts Payable**

Creation of vendor account groups  
Creation of number ranges for vendor master records  
Assignment of number ranges to vendor account groups  
Creation of tolerance group for vendors  
Creation of vendor master (display/change/block/unblock of vendor master)  
Posting of vendor transactions (invoice posting, payment posting, credit memo)

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Display Vendor balances and G/L Balances  
Configuration Settings for advance payments to Vendors (down payment)  
Clearing of down payment against invoices (special GL transactions)  
Posting of partial Payment & Residual Payment  
Creation of payment terms,  
Creation of house banks and account ids.  
Creation of check lots and Creation of void reasons  
Maintenance of check register  
Display check register  
Cancellation of unissued checks  
Cancellation of issued checks  
posting of purchase returns  
Configuration of automatic payment program  
Defining correspondence & party statement of accounts

## **PART 5: Accounts receivable:**

Creation of customer account groups  
Creation of number ranges for customer master records  
Assignment of number ranges for customer account groups  
Creation of tolerance group for customers  
Creation of customer master (display/change/block/unblock of vendor master)  
Posting of customer transactions (sales invoice posting, payment posting, debit memo)  
Display customer balances and G/L Balances  
Configuration Settings for advance payment from customers (down payment)  
Configuration settings for terms of payment to customers  
Configuration of settings for dunning  
Generating the dunning letters  
Defining correspondence and party statement of accounts  
Bills of exchange  
Posting of sales returns

## **PART 6: Asset Accounting:**

Copy reference chart of depreciation  
Assignment of chart of depreciation to company code  
Creation of 0% tax codes for sales and purchases  
Defining account determination  
Definition of screen lay out rules  
Definition of number ranges for asset master

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- Creation of asset classes
- Integration with General Ledger & Posting rules
- Defining Depreciation key
- Definition of multilevel methods
- Definition of period control methods
- Creation of main asset master records
- Creation of sub asset master records
- Posting the transactions for Acquisition of fixed assets
- Depreciation run and Asset explorer
- Sale of fixed assets – with customer and without customer
- Transfer of assets
- Impairment of assets
- Scrapping of assets,
- Line item Settlement of assets under construction of capital work in progress

## **PART 7: CONTROLLING**

### **7.1 Basic settings for controlling**

- Defining Controlling Area
- Defining Number ranges for Controlling Area
- Maintain Planning Versions

### **7.2 Cost element accounting:**

- Creation of primary cost elements from financial accounting area
- Creation of primary cost elements from controlling area
- Display of cost element master records
- Change cost element master records
- Primary cost element categories
- Secondary cost element categories

### **7.3 Cost Center Accounting:**

- Defining Cost Center Standard Hierarchy
- Creation of Cost Centers and cost center groups
- Display cost center master records
- Change cost center master records
- Creation of cost center groups
- Posting to cost centers
- Reposting of co line items
- Repost of Costs

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Planning for cost centers  
Cost center reports

## **PART 8: INTERNAL ORDERS**

Define field status group for statistical orders  
Creation of Primary cost element  
Creation of internal order master records for statistical orders  
Display internal order master records  
Change internal order master records  
Postings to internal orders  
Planning for internal orders  
Report of Variance analysis for internal orders  
Real orders  
Creation of real internal orders  
Posting of business transaction to real orders  
Definition of allocation structures  
Definition of settlement profiles  
Definition of planning profiles  
Define number ranges for Settlement documents of real internal orders  
Define number ranges for controlling documents.  
Budgeting and availability control  
Maintain number ranges for budgeting  
Define tolerances for availability control  
Specification of exempt cost elements from availability control  
Maintenance of budget manager

## **Part 9: Profit Center Accounting:**

Basic Settings for Profit Center Accounting  
Creation of Dummy Profit Centers  
Maintenance of control parameters for actual postings  
Maintaining planning versions for profit centers  
Maintaining the number ranges for profit center documents  
Creation of profit center master records  
Display of profit center master records  
Changing the profit center master records  
Assign profit center to cost center for expenditure posting  
Creation of revenue cost elements  
Automatic Assignment of Revenue elements for Profit Centers

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Assignment of profit centers in cost center master records  
Creation of account groups in profit center accounting for planning  
Planning for profit and loss account items  
Posting of transactions into profit centers  
Generating the variance reports for profit and loss account items

## **PART 10: Integration**

**Integration of financial accounting with materials management:**

**Integration of financial accounting with sales and distribution:**

**Profitability analysis:**

Maintaining the operating concern  
Define profitability segment characteristics  
Assignment of controlling area to operating concern  
Activating the profitability analysis  
Define number ranges for actual postings  
Mapping of SD conditions types to COPA value fields  
Creation of reports  
Viewing the reports

## **Part 11: OVERVIEW PRODUCT COSTING**

**New General ledger accounting:**

**Reports:**

Financial statement version  
General Ledger, Accounts Payable, Accounts Receivable and Assets Reports

## **SAP HCM**

### SAP INTRODUCTION

- SAP ERP Introduction
- SAP HCM Introduction
- SAP SYSTEM Installation
- Creation of System Access

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## ORGANIZATION MANAGEMENT

- HR structures.
- Creation of Enterprise structure
- Creation of Personal structure
- Creation of Organization structure
- Organization and Staffing Method
- Simple Maintenance Method
- Expert Mode, Matrix Structure
- Objects, relationships
- Reporting structure
- Structure Reorganization
- Account assignment

## PERSONAL ADMINISTRATION

- Concepts of Number range
- Hr master data configuration
- Overview of Infotype, subtypes
- Configuration of Info group
- Personnel Actions
- Screen Modification
- Overview of Infogroup modifier
- Customizing the Features/ Decision Tree

## TIME MANAGEMENT

- Overview of Time management
- Negative Time Recording.
- Time evaluation
- Time entitlement

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- Holiday Calendar
- Work schedules concept
- Absence and attendance quota's Generation
- Configuration of rules such as counting rule
- Rounding and configuration of reduction rules.
- Deduction rules for quota generation

## PAYROLL

- Pay scale structure
- Generation of payroll periods and Paydays
- Creation of Payscale Structures
- Concepts of Wage Type Group
- Creations of wage types
- Copy and creation of wage type groups
- Processing class
- Evaluation class
- Cumulation of wage types
- Overview of PCR Creation (Personal Calculation Rule)
- Overview of Schema Functions and Operations
- Off cycle payroll
- Retroactive Accounting
- Control record
- Payroll Simulation
- Creation of Remuneration Statement

## RECRUITMENT

- Applicant Master data configuration
- Applicant number range
- Applicant actions
- Workforce requirement and advertising
- Applicant administration

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- Applicant status creation
- Applicant structure creation
- Concepts of short profile

## DISCUSSION

- Overview of Blueprint Preparation
- User Testing
- Overview of ASAP Methodology
- Discussing Mock Certification Questions