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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

- 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

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

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

- i. Basics of Source Determination

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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

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

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
 - 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
- 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
 - 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
- 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
- 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
 - 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

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

- 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
- 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
- Confuting variant configuration process
- 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
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)
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
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

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
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

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
- 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 date configuration
- Applicant number range
- Applicant actions
- Workforce requirement and advertising
- Applicant administration
- 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