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SAP FICO

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SAP FINANCIAL ACCOUNTING AND CONTROLLING (FICO) - Course Curriculum

OBJECTIVE: This course covers the basic structure of financial accounting in the SAP system. After the completion of the course the participant will be able to perform essential functions in Financial accounting and controlling. The course includes all the configuration, Support and end user activities

TARGET GROUP:

FINANCE AND ACCOUNTS PROFESSIONALS

ABOUT THE TRAINER

OVER 16 YEARS OF EXPERIENCE IN SAP FICO IN VARIOUS AREAS OF IMPLEMENTATION, SUPPORT AND TRAINING

COURSE CONTENT:

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