







## ENTERPRISE RESOURCE PLANNING

# SAP / ERP

The Ultimate Guide to Enterprise Resource Planning through SAP

## Register / Now

-  Fees: Rs. 85,000 + 5% SST
-  2 Modules (Financials Mandatory)
-  Duration: 80 hours
-  Starting: April 2024
-  Weekend Program
-  IBA City Campus

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## ENTERPRISE RESOURCE PLANNING



### INTRODUCTION

Our ERP SAP Certificate Program is a comprehensive training program designed to equip you with the essential skills and knowledge required to excel in the dynamic world of SAP ERP systems. This program consists of two courses, with the mandatory Financials module providing a solid foundation in financial accounting concepts, GL accounting, AP, and AR processes.

For the second course, you have the freedom to choose between Supply Chain and Human Capital Management, allowing you to tailor your learning journey to your interests and career goals. Whether you aspire to become an expert in supply chain management or human resources, this program will empower you with the expertise needed to navigate and optimize these critical business processes. Join us on this transformative learning experience and unlock your potential in the realm of ERP SAP.

### Courses Include

- ERP SAP Financials (mandatory)
- ERP SAP Human Capital Management (optional)
- ERP SAP Supply Chain (Optional)

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## Course Outline

### ERP SAP Financials

#### Module 0: Introduction

- Provides an overview of SAP and its product portfolio
- Introduces SAP ERP and SAP S/4 HANA
- Covers navigation in SAP S/4 HANA 1809 GUI using menus, helps, and transaction codes
- Introduction to Fiori Access
- Revisits the accounting cycle and key documentation in accounting

#### Module 1: Financial Accounting Concepts

- Introduces financial accounting application in SAP S/4 HANA
- Explains the organizational structure in SAP Financials
- Covers the different modules (sub-applications) in SAP S/4 HANA Financials

#### Module 2: Business Processes in SAP S/4 HANA Financials - General Ledger

- Covers topics related to the general ledger, including a chart of accounts, creating/displaying/changing GL accounts, entering GL account documents, displaying documents, data query, and audit trail, document changes, displaying GL account balances, and generating financial statements

#### Module 3: Business Processes in SAP S/4 HANA Financials - Accounts Payable

- Covers topics related to accounts payable, including vendor master data, vendor invoices, vendor payments, part payment features, other vendor transactions (overview only), displaying vendor balances, and generating a list of vendor balances

#### Module 4: Business Processes in SAP S/4 HANA Financials - Accounts Receivables

- Covers topics related to accounts receivables, including customer master data, customer invoices, incoming payments, displaying customer balances, and generating a list of customer balances

#### Module 5: Business Processes Overview - Others in SAP S/4 HANA Financials

- Provides an overview of business processes in fixed assets accounting and bank ledger

#### Module 6: SAP S/4 HANA Financials - Controlling (Management Accounting)

- Gives an overview of controlling (CO) applications and their interrelationships
- Explains the organizational structure in CO
- Covers master data in CO
- Covers topics related to cost center accounting, including cost center standard hierarchy, business processes in cost center accounting, and generating cost center accounting reports (KSBI)



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## Course Outline

### ERP SAP Supply Chain

#### Module 0: Introduction

- About SAP and SAP Products Portfolio
- About SAP ERP and SAP S/4 HANA
- Navigation in SAP S/4 HANA 1809 GUI, using menus, Helps, and Transaction Codes
- Introduction to Fiori Access
- Basic Business Processes in Supply Chain

#### Module 1: Introduction to SAP S/4 HANA Materials Management (MM)

- Introduction to Materials Management Application in SAP S/4 HANA
- Organizational Structure in SAP MM, Plant, Storage Location, Purchasing Organization, Purchasing Groups
- Materials Master Data – Selected Views for MM
- Business Partner (Vendor) Master Data & Roles
- Information Records
- Procurement Business Process
- Purchase Requisition, RFQs, and Quotations
- Purchase Orders
- Goods Receipt and Invoice Verification
- Reporting in MM
- Extracting Information Queries from Master Data and Documents

#### Module 2: Introduction to SAP S4 HANA Production Planning

- Introduction to the PP application in SAP S/4 HANA
- Organizational Structure in SAP MM, Plant, Storage Location, and Work Centers
- Material Master Data – PP-related views
- Bill of Material and Routing Master Data
- Production Planning Process – Birds Eye View
- Forecasting and Sales and Operation Planning
- Master Production Scheduling and Materials Requirements Planning
- Production Order Execution
- Extracting Information Queries from Master Data and Documents

#### Module 3: Introduction to SAP S/4 HANA Sales & Distribution (SD)

- Introduction to SD application in SAP S/4 HANA
- Organizational Structure in SD
- SD Master Data, Material Master, Business Partner, Conditions Master
- Sales Cycle – Birds Eye View
- Sales Order, Outbound Delivery, and Customer Invoicing
- Extracting Information Queries from Master Data and Documents



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### Course Outline

## ERP SAP Human Capital Management

Define the central organizational structures of the HCM module.

- Enterprise Structure
- Personal Structure
- Organizational Plan

HCM Master Data

- Personal Number
- Reference Personal Number
- InfoTypes
- Maintain Info Type

HCM Processes

- Organizational Management
- Personal Administration
- Recruitment
- Personal Development
- Talent Management

HCM Processes Continued

- Performance Management
- Personal Controlling
- Employee Self Service

End User Transactions

- Daily transactional codes
- Frequently used T-codes
- The Recruitment submodule
- The Organization Management submodule
- The Personnel Administration submodule
- The Time Management submodule

End User Transactions

- The Payroll Accounting submodule
- The Talent Management submodule
- The Training and Event Management submodule
- Travel Management Sub Module

Recruitment Configuration

- Handling vacancies
- Vacancy maintenance steps
- Channels or recruitment instruments
- Vacant position mapping using recruitment instruments
- Applicant cycle
- Integration with personnel administration
- Tips and tricks

Talent Management and Development Configuration

- Basic settings – Personnel Development
- Integration aspects with other submodules of HCM
- Master data for the Personnel Development component
- The qualification catalogs
- Functions in Personnel Development
- Objective setting and an appraisal template configuration
- Steps to create an appraisal template