| Day | Credit hours | topics |
|---|---|---|
| **1** | **1 hour** | **Fundamentals of SAP**<br>Introduction to SAP<br>Role of a consultant<br>ASAP RoadMap<br>System Architecture |
| **2** | **1-1.5 hours** | **Basic settings**<br>· Define Company<br>· Company code<br>· Business Area<br>· Fiscal year variant<br>· Posting Period Variant<br>· Field Status Variant<br>· Document Types and Number Ranges. |
| 3 | **1-1.5 hours** | **General Ledger (GL)**<br>· Chart of accounts<br>· Account Groups<br>· Define Retained Earning Account<br>· GL Master Creation<br>· Blocking / Un Blocking of a GL Account<br>· Delete gl account<br>· Tolerance Group for Employees and GL A/C'S.<br>· Document splitting settings<br>· controlling area definition<br>Company code global parameters |
| 4 | **1-1.5 hours** | **End user Area**<br><br>· G/L Document Posting ( FB50 and F-02)<br>· Holding a document<br>· Parking a Document<br>· Display Balance<br>· Display of the line items<br>· Reference Document:<br>    i. Sample Document<br>    ii. Recurring document<br>· Document Reversal<br>a. Normal Reversal<br>b. Mass Reversal<br><br>· Currency translation |
| 5 | **1-1.5 hours** | **Accounts Payable**<br>· Vendor Account Groups<br>· No. Range Creation & Assignment |

|    |             |                                          |
|----|-------------|------------------------------------------|
|    |             | · Assign no range to vendor account group |
|    |             | · Vendor Master Data |
|    |             | · Invoice Posting |
|    |             | · Parking & holding |
|    |             | · Balance Display |

- Assign no range to vendor account group
- Vendor Master Data
- Invoice Posting
- Parking & holding
- Balance Display
  - i. FBL1N
  - ii. FK10N
- Reference documents
  - i. Recurring document
  - ii. Sample document

**6**  **1-1.5 hours**
- Payment Posting
- Manual Open Item clearing
  - i. Full Clearing
  - ii. Partial Clearing
  - iii. Residual Clearing
- Document Reversal
  - iv. Individual reversal
  - v. Reset cleared item
  - vi. Mass Reversal

**7**  **1-1.5 hours**
- Automatic Payment Program
- House Banks:
  - i. House Banks Master Data
  - ii. Bank Account Creation
  - iii. Check Details Creation

**8**  **1 hour**
- Down Payment Posting
- Cash discount received
- Settlement between customer & vendor

**9**  **1-1.5 hours**  **Accounts Receivable**
- Customer Account Groups
- No. Range Creation & Assignment
- Customer Master Data
- AR-Invoice
- Parking & holding
- Balance Display
  - i. FBL5N
  - ii. FD10N
- Reference documents
  - i. Recurring document
  - ii. Sample document
- Reversal
  - i. Individual reversal
  - ii. Mass reversal
  - iii. Document reset
- Incoming Payment

**10**  **1 hours**
- Dunning Program

**11**  **1 hours**
- Bills of exchange

**Taxes: (3)**

| | | |
|---|---|---|
| 12 | **1-1.5 hours** | · Taxes on Sales & Purchases |
| 13 | **1-1.5 hours** | Withholding Taxes |

| | | |
|---|---|---|
| 14 & 15 | **2-3 hours** | **Asset Management (Asset Accounting) (5)** |

Copy Reference Chart of Depreciation/Depreciation Areas
Assign Chart of Depreciation to Company Code
Specifying Account Determination
Create Screen Layout Rules
Define Number Range Interval
Define Asset Classes
Assign G/L Accounts
Specify Document Type for Posting of Depreciation
Specify Intervals and Posting Rules
Specify Rounding of Net Book Value and/or Depreciation
Define Base Methods
Define Declining-Balance Methods
Define Maximum Amount Methods
Define Multi-Level Methods
Maintain Period Control Methods
Maintain Depreciation Key
Define Screen Layout for Asset Master Data
Define Screen Layout for Asset Depreciation Areas
Creation of Asset Master
Asset Acquisitions
Asset Retirements
Asset Transfers
Asset Scraping
Asset Reports
Depreciation Running

| | | |
|---|---|---|
| 16 | **1 hour** | **Controlling** |

Creation of controling Area and assignment
**Basic settings**
· Creation of Cost Elements
· Grouping of Cost Elements
· Automatic Cost Element Creation

| | | |
|---|---|---|
| 17 | **1 hour** | **Cost Center Accounting:** |

· Cost Center Accounting Basic setting
· Cost center Accounting Standard Hierarchy
· Creation of Cost Centers
· Grouping Of Cost Centers
· Set Planner Profile
· Activity types
· Reposting

| | | |
|---|---|---|
| 18 | **1 hour** | · Assessment Cycle |

· Distribution Cycle
· Reports for Cost Center Wise

| 19 | **1 hour** | **Profit Center Accounting** |
|----|------------|------------------------------|

- · PCA Basic Settings
- · Profit Center Master Data
- · Assignment in Profit Center Accounting
- · PCA Planning
- · Profit Center Creation
- · Account group creation ( kdh1)

· Define Document Types & No. Ranges Center

· Assignment of Remove Elements to Profit

· Assignment of B/S Items Three Derivation Rules

· Planning by Profit Center wise

Display plan, Actual, Variance Repots

| 20 | **1 hour** | **Internal orders** |
|----|------------|---------------------|

- · Internal order Types
- · Master Data
- · Tolerance Limits For Internal order
- · Internal order Creation
- · Planning for Internal Order

| 21 & 22 | **3 hours** | **Integration with MM & SD** |
|---------|-------------|------------------------------|

**Definitions**

- · Define Plant
- · Copy, check delete division
- · Maintain storage location
- · Maintain Purchase organization
- · Copy check delete sales organisation
- · Define Distribution channel
- · Maintain sales office
- · Define Shipping Point
- · Define credit control area

**Assignments**

- · Assign plant to cocd
- · Assign Business area & division
- · Assign purchase organization to cocd
- · Assign purchase organization to plant
- · Assign sales organization to cocd
- · Assign distribution channel to sales organization
- · Assign division to sales organization
- · Setup sales area
- · Assign sales office to sales area
- · Assign sales organization to distribution channel & plant
- · Assign cocd to credit control area
- · Assign sales area to credit control area
- · Assign shipping point to plant

**Material Master**

· Maintain cocd for material master
· Define attributes to material types
· Create purchase groups
· Set tolerance limit for price variance
· Maintain Plant parameters
· Set tolerance limit
· Define Valuation control
· Group together valuation area
· Define valuation classes
· Define account grouping for movement types
· Creation of accounts groups for inventory and GR/IR accts
· Create gl accounts
· Configure automatic postings
· Maintain default values for tax-codes
· Configure vendor-specific tolerances
· Vendor master data creation (XK01)

**End-User Area**

· Create Material (MM01)
· Purchase order (ME21N)
· Goods Receipt - MIGO
· Display Material document - MB03
· Stock balance (MMBE)
· Invoice (MIRO)
· Display vendor invoice and make payment

**Sales and Distribution**

· Define common Distribution Channel
· Define common divisions
· Define & assign pricing procedure
· Define tax determination rule
· Assign gl accounts
· Partner functions
· Define Billing types
· Assign shipping points

**End User Area**

· Create customer (XD01)
· Create material(FERT)
· Sales order ( VA01)
· GL account assignment(OBYC)
· Goods receipt(MB1C)
· MB03
· MMBE
· Outbound delivery (VL01N)
· Create Billing doc (VF01)
· Check balance to be received
Receive payment(f-28)

| 23 | 1 hour | **Financial statement version** |
| | | · **REPORTS: Reports for GL, AP, AR, AA (fsv)** |
| | | · **Cash journal** |
| | | · New GL Concept. |
| | | · Real Time Issues. |

| Total duration- | **30-35 hours** |