SAP MM ENDUSER COURSE CONTENTS

FACULTY: SAMBA SIVA

(20+ YEARS OF EXPERIENCE)

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

    b. SAP Product line

    c. New Products of SAP

    d. Relation of New SAP Products with the core product

    e. Type of SAP Projects

    f. 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

4. ENTERPRISE STRUCTURE

    i. What is Enterprise Structure

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. Optimization of Purchasing

        i. Concepts of Purchase Optimization

        ii. Creation of Purchase Order automatically

    X. 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

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

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

    III.   Consignment

          i. What is the Consignment process

         ii. Where used

        iii. Steps defining the Consignment process

    IV.   Pipeline

          i. What is the Pipeline process

         ii. Where used

        iii. Steps defining the Pipeline 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

10.   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