

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

- ii. The different types of Enterprise Structure
- iii. Definitions of the elements of enterprise structure

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

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
- x. Other End user activities of Vendor Master

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

IV. Source Determination

- i. Basics of Source Determination
 - 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
- 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. 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