







### Introduction

- Introduction to ERP and SAP
- Overview of Full Life Cycle
- Overview of All Functional Modules

#### **SAP Overview**

- History of SAP
- Organization
- Technology
- Implementation Tools (Asap and Solution Manager)
- System Landscape
- Roles And Responsibilities of a Consultant
- Types of Projects
- Change Transport System

### **Navigation**

- Logging on to the R/3 System
- Screen Elements
- Creating Favorites
- Adding Transaction to Favorites

# **Enterprise Structure**

- Company code
- Company
- Business Area
- Functional area

# **Financial Accounting Basic Settings**

- Overview of Organizational Elements in Accounting
- Organizational Units
- Define and Assign Organizational Units for Finance: Ex: Country, Regions,
- Company, Company Codes, Business Areas, Functional Areas, etc.
- Variant Principle
- Fiscal Year and Posting Periods
- Field Status Variants
- Document types and Number Ranges
- Posting Keys
- Define Tolerance for GL Accounts and Employees
- Global Parameters

### **General Ledger**

- Master Data Overview
- Chart of Accounts
- Types of Chart of Accounts
- Define and Assign Chart of Accounts,
- Define Account Groups and Screen Layout for GL Accounts,
- · Define Retained Earnings Account,
- Creations of GL Accounts Master Records,
- Postings, Display GL Account Balances and Document.

#### **Currencies**

- Maintain Exchange Rates Maintain Table
- Define Translation Ratios for Currency
- Define Accounts for Exchange Rate Differences
- Posting with Foreign Currency
- Define Methods for Foreign Currency Valuation
- Prepare Automatic Posting for foreign currency valuation
- Revaluation of foreign currency balances

# **Accounting Documents**

- Parking Document
- Holding Document
- Reference Document
- Recurring Document
- Sample Document
- Account Assignment Model
- Fast Data Entry

#### **Reversals**

- Individual Reversals
- Mass Reversals
- Reversals of Reversals
- Cleared item Reversals

# **Bank Accounting**

- Define House Banks with Bank Accounts
- Creation of check number ranges for check lot
- Define void reason codes
- Issue of a check
- Manual payment
- Cancellation of issue check with reason codes
- Check register

#### **Validations and Substitutions**

- Validations and Substitution
- Define Validation for posting
- GL Posting to check Validation

# **Accounts Payables**

- Overview on Procurement Process
- Overview on Vendor Master Data
- Define Account Groups with Screen Layout
- Define Number Ranges for Vendor Accounts
- Assign Number Ranges to Vendor Account Groups
- Reconciliation Accounts
- GL Account Creation
- Creation of Vendor Master Records
- Vendor Document Types and Number Ranges
- Posting Keys
- Define Payment Terms
- Define Tolerance for Vendors/Customers
- Posting of Purchase Invoices
- Display Vendor Line Items
- Outgoing Payments
- Vendor Clearings
- Credit Memo Postings
- Special GL Transactions (Down Payments Made)
- Posting Down Payments
- Clearing of Down Payments against Invoices
- Reason Codes for under and over Payment
- Automatic Payment Program

#### **Accounts Receivables**

- Overview on Sales Process
- Complete Customer Master Data
- Define Account Groups with the Screen Layouts
- Create Number Ranges to Customer Accounts
- Assign Number Ranges to Customer Account Groups
- Reconciliation Accounts
- Create Customer Master Records
- Document Types and Number Ranges
- Posting Keys
- Payment Terms
- Posting of Sales Invoices
- Incoming Receipt with Clearings

- Display Customer Line Items
- Display GL Account Balances
- Special GL Transactions (Down Payments Received)
- Posting of Down Payments (Advance Receipt)
- Clearing of Down Payments
- Customer Credit Memo
- Dunning Procedure.

### **Management of Account**

- Open Item Management
- Types of Payments
- Standard Payment
- Partial Payment
- Residual Payment

### Taxes (GST)

- Goods & Service Tax (GST) with Practical session
- With Holding Tax (TDS)

### **Asset Accounting**

- Overview on Asset Accounting
- Depreciation Methods
- Organizational Structures
- Chart of Depreciation
- Depreciation Areas
- Account Determination
- Screen Layout
- Number Ranges
- Functions of Asset Classes
- Creation of GL Accounts
- Assign GL Accounts
- Calculation Methods
- Depreciation Keys
- Screen Layout for Asset Master Data
- Asset Master Records
- Sub Asset Master Records
- Acquisition of Assets
- Depreciation Run
- Retirement of Assets
- Transfer of Assets
- Scrapping of Assets
- Reports on Asset Accounting

#### **Cash Journal**

- Cash Journal Configuration
- Cash Journal Transaction

# **Closing Operations**

- GL Report
- AR Report
- AP Reports
- AM Reports
- Scheduler Manager

# **Integration with Other Modules**

- FI-MM
- FI-SD

### **Controlling**

- General Controlling
- Integration with FI
- Budgeting
- CO Enterprise structure
- Cost And Revenue Element Accounting
- Cost Center Accounting
- Internal Orders
- Profit Center Accounting
- Product Costing
- Profitability Analysis (CO-PA)
- Integration With the Other Modules