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Become an ERP Professional.

Course Guide

Systems, Applications & Products in Data Processing. Inception on 1st April 1972, the ERP giant hosts regional offices in more than 130 countries. Headquartered in **Walldorf, Baden-Württemberg**; SAP's ERP system enables companies to run their business processes, be they accounting, sales, production, human resources or payment, in an integrated environment.



SAP® is global leader in the ERP Standards worldwide Based in Germany, SAP SE, caters to the needs of large **MNCs** and the **Fortune 500** companies. A complete suite of business applications that help businesses achieve excellence.

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Gain true insight of change in Business Process Workflows, and become familiar with the Organisational Structure that governs the **Fortune 500**.

For a full overview of the Product, go to <https://www.sap.com>



SAP®

The SAP® Certification exam is offered in three levels *Associate*, *Associate Advanced*, and *Professional*—passing these boosts confidence, establishes expertise, and earns client trust. It takes less time than you think. Following curriculum will help you achieving a base understanding for the exams.

Part (A) - FI

Introduction

- What Is SAP Business One?
- Introduction to SAP

Enterprise Structure

- Defining company
- Configuring company code
- Defining business area
- Maintaining consolidation business area
- Defining credit control area
- Assigning company code to company
- Assigning company code to credit control area
- Assigning business area to consolidation business area

Financial Accounting Global Settings

- Maintaining Fiscal Year Variant
- Assigning Fiscal Year Variant to Company Code
- Defining Posting Periods
- Defining Open and Close Posting Periods
- Assigning Variant to Company Code
- Document Types
- Defining Document Number Ranges
- Defining Posting Keys
- Defining Field Status Variant
- Assigning Field Status Variant to Company Code
- Defining Tolerance Groups for Employees

General Ledger Accounting

- Defining Chart of Accounts
- Assigning Chart of Accounts to Company Code
- Defining Account Groups
- Defining Retained Earnings Account
- Creating GL Accounts
- Postings
- Parking the Document
- Reversal Entries
- Recurring Document

Accounts Receivable

- Creating Customer Groups
- Creating Number Ranges
- Assigning Number Ranges to Customer Groups
- Creating Main Ledger
- Creating Sales Account
- Creating Customer
- Raising Sales Invoice
- Incoming Payments
- Credit Memo
- Dunning

Accounts Payable

- Creating Vendor Groups
- Creating Vendor Ranges
- Creating Ranges to Vendor Groups
- Creating Vendor
- Raising Vendor Invoice
- Outgoing Payments
- Debit memo

Bank Accounts

- Creating House Bank
- Configuring Petty Cash Journal
- Configuring Automatic Payment to Vendors
- Creating Check Lots
- Configuring Bank Statement

Asset Accounting

- Copying Chart of Depreciation
- Assigning Chart of Depreciation to Company Code
- Assigning Input Tax and Output Tax Indicators
- Specify Account Determination
- Create Screen Layout Rules
- Creating Asset Classes
- Creating Depreciation Key
- Creating an Asset
- Acquisition of an Asset
- Running depreciation
- Sale of an Asset
- Transfer of an Asset
- Scraping of an Asset

New GL Accounts

- Configuring New G/L
- Configuring Multiple Ledger
- Document Splitting
- Configuring Leading and Non-Leading Ledger

Financial Statement Versions

- Configuring Trading and P&L & Balance Sheet

Closing Down Procedures & Integration

- Integration with FI & MM
- Integration with FI & SD
- Integration with FI & HR

Part (B) - CO

General Controlling

- Maintaining Control Area Settings
- Maintaining Number Ranges for Controlling Documents
- Maintain Versions
- Defining Active Modules

Cost Element Accounting

- Creating Various Types of Cost Elements
- Creating Primary Cost Element
- Creating Secondary Cost Element

Cost Center Accounting

- Creating Cost Center Hierarchy
- Creating Cost Center
- Creating Activity Types
- Creating Statistical Key Figures
- Creating Report Painter
- Planning for Secondary Cost Elements
- Reports of Cost Centers

Internal Orders

- Configuring Internal Orders
- Planning for Internal Orders
- Reports of Internal Orders

Profit Center Accounting

- Creating Profit Center
- Creating Dummy Profit Center
- Creating Profit Center Hierarchy
- Assigning Profit Center to Cost Center

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