

## SAP- FI/CO- (Financial and Controlling)

### Introduction to SAP R/3

- Introduction to ERP, Advantages of SAP over other ERP Packages

Introduction to SAP R/3 FICO

Introduction to G/L (NEW G/L), A/R, A/P, AA.

Introduction to Banking and Treasury Management.

Introduction to CEA, CCA, EC-PCA, CO-PA and PC.

### Financial Accounting Basic Settings

Set Countries and

Currencies. Create Calendar

Creation and assignment of company and company code

Creation of business area

#### Creating Leading, Non- Leading and Rep Ledger.

Defining and assignment of fiscal year variant

Defining and assignment of posting period

variant Defining open and closing posting periods

Defining document type & number ranges

Define Posting Keys.

Maintenance and assignment of field status variants

Defining and assignment of tolerance groups of employees

Taxes on Sales & Purchases (input & output)

Creation of chart of Accounts

Defining Accounts Groups

Defining Retained Earnings Account.

Defining tolerance groups for G/I accounts.

### General Ledger Accounting

- Creation of General Ledger Master (with and without reference)
  - LSMW - Legacy System Migration Workbench.
  - Display/Change/Block/Unblock of general ledger master
  - Creation of Account assignment model and posting
  - Defining Recurring entry document, Run Schedule, Run Dates and posting
  - Creation of Sample Document and posting Validations and Substitutions
  - Cross Company Codes.
  - Parallel Currencies (Various Methods)
  - Defining Exchange Rate types and Translation ratios
  - Define Exchange rates & posting of foreign currency transactions
- Interest Configuration (Balance Interest).
- Configuration of line layouts for display of GL line items.
  - Create Screen Layouts.
  - Validation &
  - Substitutions. User Exits.

- Re-Assessment Cycle.

- Re-Post Cost (commitment item)

### Testing

- Document Entry posting normal postings posting with reference
  - Display and change of documents.
  - Display of GL balances and Line items
  - Parked documents & hold documents
  - Reversal of individual documents, mass reversal, reversal of cleared items and reversal of accrual and deferral documents.

### Bank Configuration

House Bank.

Bank account interest calculation

Cash Journal.

Validations For Cash Journal.

Substitutions for Cash Journal.

Lockbox

Bank Reconciliation Statements.

- Automatic Bank Reconciliation.
- Manual Bank Reconciliation.

### Check Management

Individual check payment.

Manual check payment.

Check registrar.

Check encashment

### Loan Management

Individual check payment.

Manual check payment.

Check registrar.

Check encashment.

### Accounts receivable

- Creation of customer account groups and assignment of number ranges
  - LSMW** - Legacy System Migration Workbench. Creation of tolerance group for customers Creation of customer master (display/change/block/unblock of vender master)
  - Item Interest Configuration.
  - Down Payment Receive.
  - Bills Receivable. (In depth).
  - Customer Terms.
  - Customer Discounts (In depth). Reserve for Bad-debts.
  - Risk Management (In depth)
  - Credit Control Area (In depth).
  - Fund Management (In depth).

Configuration of settings for Dunning.  
 Automatic Clearing.  
 Validations & Substitutions  
 Re-Post revenue  
 Re-Assessment cost  
 Automatic Account Assignment.

## Reserve For Bad debts (RBD)

- Basic Settings
- Master Data.

## Accounts Payable

- Creation of vendor account groups and assignment of number ranges
- LSMW - Legacy System Migration Workbench.
- Creation of vendor master (display/change/block/unblock of vendor master)  
 Creation of tolerance group for vendors  
 Item Interest Configuration.  
 Down Payment paid.  
 Bills payable. (In depth).  
 Terms of Payment.  
 Vendor Discounts (In depth).  
 Creation of house banks and account ids.  
 Creation of check lots and maintenance of check register  
 Configuration of **Automatic payment program**  
 Defining correspondence & party statement of accounts. Automatic Clearing.  
 Assessment Cost.  
 Distribution Life Cycle.  
 Re-Allocation Structure.  
 Validation for User base Tolerance's

## Taxes

Input Tax.  
 Output Tax.  
 Excise Tax.  
 Withholding Tax. (TDS)  
 Service Tax  
 Professional Tax  
 Global Taxes.  
 GST

## Testing

- Posting of customer transactions (sales invoice posting, payment posting, debit memo).
- Settings for advance payment from parties (down payment).
- Defining correspondence & party statement of accounts.
- Posting of vendor transactions (invoice posting, payment posting, credit memo).
- Depreciation run.
- Line Settle of assets under construction of capital work in progress.

- Settings for advance payments to parties (down payment) and clearing of down payment against invoices (special GL transactions).  
 Posting of partial Payment & Residual Payment.  
 Payment to vendors through APP.  
 Asset under Construction.

## SAP Simple Finance

### Basic Concepts

Introduction to SAP HANA  
 Introduction to S4HANA  
 Overview of SAP Simple Finance Add-on  
 2.0 Architecture of Simple Finance Add-on  
 Reporting Options in Simple Finance Add-on  
 Introduction to SAP Fiori  
 New Functionalities in General Ledger Accounting  
 New Functionalities in Asset Accounting  
 New Functionalities in Management Accounting

### Migration to Simple Finance 2.0

Prerequisites for migration  
 Deployment Options  
 Migration Methodology from Classical GL  
 Migration Methodology from New GL  
 Preparation of data for Migration in the old system  
 Installation of Simple Finance Add-on  
 Activation the Simple Finance Add-on  
 Configuring of GL Accounting for migration  
 Configuring AA for migration

### Configuration

- Configuring New Functionalities in GL Accounting  
 Configuring New Functionalities in Asset Accounting  
 Configuring New Functionalities in Management Accounting
- Overview of SAP Integrated Business Planning
  - Overview of Cash Management

### Asset Accounting

- Asset Categories and Principles.  
 Defining chart of depreciation  
 Defining account determination, screen layout, number ranges and asset classes.
- Integration with General Ledger & Posting rules.
  - Creation of asset master and sub asset master (change/display/block/unblock).
  - Defining Depreciation key (base, declining, multilevel, period control methods).  
 Acquisition or purchase of assets, sale of assets. Scrapping of assets, Transfer of assets.  
 Post Capitalization and write up.

### Testing

Asset Purchase Posting.  
 Sale of Asset.  
 Transfer of Asset.

Scrapping of Asset.

## Cross- Company Code Transactions

Cross company codes transactions in G/L.

Cross company codes transactions in A/R.

Cross company codes transactions in A/P.

Cross company codes transactions in ASSET ACCOUNTING.

- Cancellation cross company codes transactions.

## Integration with MM

Movement types.

Valuation class.

Valuation area.

Process key.

Valuation grouping.

Material types.

Define plant.

Define division.

Maintain storage location. Maintain purchasing organization. Assign plant to company code.

Assign business area to plant/valuation area and division.

Assign purchasing organization to company code.

Creation of material group.

Maintain company code for material management. Define attributes of material types.

Set tolerance group for purchase orders. Set tolerance limits group for goods receipt.

Plant parameters.

Maintain default values for tax codes.

Set tolerance limits for goods receipt.

Plant parameters.

Maintain default values for tax codes.

Set tolerance limits for invoice verification.

Define automatic status change.

Group together valuation areas.

Configure automatic posting.

Document type & number ranges.

Material master creation.

To open material periods.

## Testing

Defining wages types.

Mapping wages types to symbolic Accounts.

Mapping symbolic accounts to G/L Accounts.

Purchase order creation.

Goods receipts.

Invoices verification.

Goods issue for consumption.

Display material ledger.

Display material document.

## Integration with SD

Define sales organization.

Define distribution channel.

Define shipping point.

Assign sales organization to company code. Assign distribution channel to sales organization. Assign division to sales organization.

Setup sales area.

Assign sales organization distribution channel plant.

Define rules by sales area.

Assign shipping point to plant.

Define pricing procedure determination.

Define tax determination rules.

Assignment of accounts for automatic postings. Setup partner determination.

Assign shipping points.

Creation of condition types.

## Testing:

Sales order creation.

Delivery.

Billing document.

## User Creation

Create users.

Role Authorizations.

Assign Tolerance to Users.

Create and Assign Validations to Users.

Create and Assign Substitutions to Users.

## FI/ SD Credit Management

Define credit controlling areas.

Decentralized credit management.

Central credit management.

Credit controlling is currency central organization.

Assigning credit controlling are company codes.

Assigning customer credit controlling.

Creating credit data.

Resetting credit limit.

Postings without credit limit

checks. Automatic credit control.

## Integration with HR

- Define symbolic accounts.

Payroll posting with amount changes.

Reverse posting.

Check completeness.

Utilizing the payment program.

## Final Preparation

Define Financial Statement Version.  
Balance carry forward Balances.  
Month ending Activities.  
Structure of Account Balances.  
FI- CO Tables.

## Reports

- Financial statement version.
- General Ledger, Accounts Payable, Accounts Receivable and Assets Reports.

## CONTROLLING

### Basic settings for controlling

Maintain Controlling Area.  
Activate control indicators/ components.  
Defining Number ranges for Controlling Area.  
Maintain Planning Versions.

### Cost Element Accounting

Creation of Primary and Secondary Cost Elements.  
Creation of Cost Element Groups.  
Primary cost element categories and secondary cost element categories.

### Cost Center Accounting

Defining Cost Center Standard Hierarchy.  
Creation of Cost Centers and cost center groups.  
Planning for cost center, posting to cost centers.  
Repost of Costs.  
Overhead Calculation.  
Creation and Execution of Distribution Cycle.  
Creation and execution of assessment cycles.  
Cost center reports

### Internal Orders

Statistical Internal Order.  
Real Internal Order.  
Defining order types.  
Creation of internal orders.  
Planning of internal orders.  
Postings to internal order.  
Report of Variance analysis.

## Profit Center Accounting

Basic Settings for Profit Center Accounting.  
Creation of Dummy Profit Centers.  
Maintaining versions for profit centers.  
Creation of profit centers and profit center groups.  
Creation of revenue cost elements.  
Automatic Assignment of Revenue elements for Profit Centers.  
• Postings to profit centers, planning and variance reporting.

## Fund Management

### Grant's management

### Commitment Management.

### Budgetary Control

### Cash Flow

- Direct Method.
- Indirect Method

## Product Costing

Define Cost Sheet.  
Define cost component structure.  
Define MRP controller.  
Define production controller.  
Create bill of material.  
Creation of work centre.  
Creation of routing.  
Creation of cost estimate with quality structure.

## Profitability Analysis

Defining the operating concern.  
Define profitability segment characteristics. Activating the profitability analysis. Creation of data structures.  
Follow of actual values.  
Creation of reports.  
Execution of reports.  
Define forms.

## Real Time Concepts

SAP Methodology.  
LSMW - Legacy System Migration Workbench.  
(Batch Input, IDOC, BAPI)  
SAP Query.  
Transport Request Creation and Release.  
Tickets.  
FAQS