

# SAP FICO Syllabus

## SAP – ECC 6.0 FICO Contents

### SAP Overview

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

### Course Overview

- Ø Navigation
- Ø Organizational Elements, General Ledger's and Postings.
- Ø Currencies
- Ø Bank Accounting
- Ø Accounts Payables & Accounts Receivables
- Ø Asset Accounting
- Ø Closing Operations
- Ø Reports
- Ø General Controlling
- Ø Cost And Revenue Element Accounting
- Ø CostCenter Accounting
- Ø Internal Orders
- Ø ProfitCenter Accounting
- Ø Product Costing
- Ø Profitability Analysis ( CO-PA)
- Ø Integration With the Other Modules

  
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-  
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

  
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Define Account Groups with Screen Layout  
Define NumberRanges for Vendor Accounts  
AssignNumberRanges to Vendor Account Groups  
Reconciliation Accounts  
GL Account Creation  
Creation of Vendor Master Records  
Vendor Document Types and NumberRanges  
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 NumberRanges to Customer Accounts

  
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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

  
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## Navigation

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

## 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 NumberRanges

Posting Keys

Define Tolerance for GL Accounts and Employees

Global Parameters

### General Ledger

-

Master Data Overview

Chart of Accounts

Types of Chart of Accounts

  
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	Topic	Day (5 hours)
<b>Module -1</b>	Data Analytics and <del>Microsoft</del> Power BI Descriptive, Diagnostic, Prescriptive and Predictive Analytics Overview of Data Roles Power BI License Products and Services in Power BI Power BI Desktop, Service and Report Builder	1
<b>Module -2</b>	Features of Power BI Local vs Cloud storage of files Common load errors Authentication	2
<b>Module -3</b>	Clean, transform and Load data Join types	3
<b>Module -4</b>	Design a Data Model Dimensions and Hierarchies Model Relationships and Cardinality Model Interface Row-Level Security Normalization of Tables	4
<b>Module -5</b>	Model Calculations using DAX Formulas and Expressions Calculated Columns and Tables Time Intelligence functions and KPI	5
<b>Module -6</b>	Accessibility Create Dashboards Paginated Reports Report Builder Assessment	6



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# SAP HCM SYLLABUS

## INTRODUCTION

- What is ERP?
- Overview of ERP
- About versions and Architecture
- ERP modules at a Glance

## Structures

- Enterprise Structure
- Personnel Structure
- Organizational Structure
- Pay scale Structure
- Packed Decimals

## Organizational Management

- Organization & Staffing
- General Structure
- Matrix
- Expert Mode
- Simple Maintenance
- Organizational Plan
- Object Types and Explanations

## Recruitment

- Maintain Advertisements
- Maintain Applicant Structures
- Maintain Applicant Data
- Selection Process
- Personnel Actions in Recruitment
- Hire/ Reject A person

## PERSONNEL ADMINISTRATION

- Maintaining Master Data
- Maintaining Infotypes
- Orientation of Features and Configuration
- Creation of Infogroups
- Configuration of Personnel Actions
- Maintaining Infotype Menus
- Defaulting the User Parameters
- Overview of Dynamic Actions
- Maintain Number Ranges for Personnel Actions
- Integration of Personnel Administration with Organizational Management

  
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- Overview of scenarios with respect to different countries
- Exercises on hiring, personnel displays and maintenance

## Time Management

- Allot working timings to Employee
- Break Schedules
- Work Schedules
- Explain about Time Data Recording & Administration
- Time Management Info types

## Payroll

- Over view of Payroll Components
- Explain about ERP R/3 payroll basics
- Wage types
- Valuation Methods
- Payroll Run
- Payroll Driver
- Configuration of Schemas

## Personnel Development

- Overview of Personnel Development
- Profile Match up with Applicant
- Career & Success Plan of Employee
- Qualifications

## Training & Event Management

- Overview of T & E Management
- Business Event Preparation
- Business Event Catalog
- Day to Day Activities
- Recurring Activities

## AERP Methodology

- Explain about AERP Methodology
- Explain about integrations between Applications.
- Give Some Business Scenarios



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## **COURSE SAP SALES & DISTRIBUTION**

### 1. Sales Overview:

- Process in Sales and Distribution
- Basics in Sales and Distribution transaction
- Sales doc structure
- Presales process to complete sales doc.
- Sales transaction and its basics
- Sales Organizations and enterprise architecture.
- Sales org's units and its contents creation and assigning
- Org units in sales process and objectives:

### 2. Enterprise overview and creation with cross module overview:

- Overview of Enterprise structure and its relationship with MM and FI view
- Transaction process and its relationship.
- Relation between Fi and SD.
- Creation of org structures in Sales area and its corresponding units.

### 3. Sales order creation and understand the business needs and information process and its Relation.

- Sales order processing from the SAP point of view.
- Information process in sales view: Where and how the sales order is being processed.
- Understand and create Business partners and master data.
- Automatic information process in sales view:: e.g.: plants
- Exploring business process in sales order: changes to sales order docs
- Understand the sales process blocks,

### 4. The behavior and control of sales docs with sales doc types.

- The business objectives and its importance.
- Function and process in controlling and customizing sales doc types
- Business process in sales and its functions



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- Phases in sales and its doc category types and how to control sales doc types
- Doc type's functions
- Customizing doc types for sales process and assigning to specific sales areas.
- Process and functions and customizing of the sales doc types.
- Sales doc types and its comparison

5. Modifying the sales doc types with item category according to the business needs.

- Key Process in determining and customizing the item categories and its examples and its Purpose.
- Item category functionality overview, and variation, and its outcome.
- Creating of Item category and linking them to customized sales doc types.
- Item Categories and item Category Determination.
- BOM: Bills of materials in sales doc and its purpose in sales process
- How to create and process with different functionality and its rules.

6. Sales document and item schedule control.


- The nature of the doc type and its categories: schedule line and its functionality.
- Exploring schedule line categories.
- The process and functions in creating and linking schedule line categories to sales doc Types.

7. The flow of screens in sales and data transformation from doc type to doc type.

- Understanding of doc flow and completion status of the doc process.
- Copying control in Sales docs and its usage.

8. Special Business sales process and its transaction.

- Order types, output types, and how delivery is planned if certain goods are to be free or Priced.
- Consignments: business process and its various special issues in business process.
- The nature of the order type and the business requirements. Fill-up, pickup, issues,


  
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Billing.

9. Document process in Incompletion.

- What are the impacts of incompletion rule and its behavior in sales does.

  
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- How to customizing the incomplection for a given sales doc.
  - Controlling the Incompletion log.
  - At what level it is used and how.

#### 10. What and who are business partners and its determination.

- How to configure the business partners and its business needs.
- Partner functions and nature of relationship.
- Partners in sales process.
- Customers Master and Account Group.
- Role of partner function per account groups.
- Partner determination and its procedures.
- Partner determination for sales docs.

#### 11. Outline agreements and its overview.

- Understanding of outline agreements.
- Sales doc types for different outline agreements.
- How to schedule outline agreement.
- Quantity contract.
- Messages about open outline agreements.
- How the data is activated for contracts; and
- How to determine the dates for these kind of contract agreements
- Creation and exploring them to complete the process in agreements.
- Scheduling agreements, Rental contract, value contract and Partners authorization to Release.
- customizing for item categories in the value contract.

#### 12. Material Determination.

- Material inclusion and mat Exclusion
- Creation of Material Determination Master Record
- Procedure in condition technique listing and exclusion
- Hands on material determination and product selection and material Listing and material Exclusion.




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13. Free goods and its sales process.

- Understanding business process and needs in free goods concept overview  
Exploring free goods and customizing free goods.
- Hands on free goods process. Condition technique, free goods master data, free goods Calculation rule.
- Enjoy SAP Reward: Sales Scenarios. Test your skills.

  
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