

Course Objectives & Structure (8 sessions of 6 hrs each)

Session 1

(Day 1)

Introduction to SAP

Organizational Elements

1) Enterprise Structure in R/3

- **Company Creation**
- **Company Code Creation & Assignment**
- **Business Area Creation & Assignment**
- **Consolidated Business Area Creation & Assignment**

2) Finance Structure in R/3

- **Fiscal year Variant Creation & Assignment**
- **Posting Period variant Creation & Assignment**
- **Chart of Accounts Creation & Assignment**
- **Creation of Account Groups**
- **Define Retained Earnings Account**
- **Field status variant Creation & Assignment**
- **Tolerance group Creation**

Session 2

(Day 2)

Posting, G/L

- **Document Creation & Number Range Assignment**
- **General ledger Creation**
- **Document Type**
- **Clearing Functions**

- Currencies
- Interest calculation
- Creation of Vendor Master

Session 3

(Day 3)

Accounts Payable

- General Ledger Account for Accounts Payable
- Creation of Vendor Account Groups
- Number Ranges For vendors
- Payment Methodology
- Purchase Invoice Posting
- Down Payments in Accounts Payable

Accounts Receivables

- Creation of Customer Master
- General Ledger Account For Accounts Receivables
- Creation of Customer Account Groups & Number Ranges
- Payment Methodology
- Sales Invoice Posting

Session 4

(Day 4)

Accounts Receivables

- **Customer payment (Incoming Payment)**
- **Account Analysis**
- **Down Payments From Customers**
- **Bills of Exchange**
- **Reverse Contingent Liability**
- **Dunning Program for Customers**
- **Interest Calculation on Arrears and Balance**
- **Lockbox Settings with Check Management**
- **Taxes**

Session 5

(Day 5)

Asset Accounting

- **Chart of Depreciation Assignment**
- **Creation of Asset Classes**
- **Integrations with General Ledger Accounting**
- **Defining Depreciation Keys and Methods**
- **Creation of Asset Master**
- **Acquisition of Assets**
- **Retirement of assets**
- **Leasing of Assets**

Summary of the Sessions:

By the end of the first 4 sessions a consultant is expected to have gained thorough knowledge on Finance module. In the upcoming sessions the consultant will be trained for the controlling module of R/3 which will help him in the company's costing methods

Session 6

(Day 6)

Controlling

- Cost Element account
- Configuration of Cost Element Accounting
- Automatic Creation of Primary and secondary Cost Elements
- Creation of Cost Element Groups

Session 7

(Day 7)

Cost Center Accounting

- Introduction
- Product Cost by Period
- Product Cost by Order
- Information System

Internal Orders

- Master Data in internal Orders
- **Integrations with MM**
- **Integrations with SD**

Session 8

(Day 8)

Product Costing

- **Defining Bom's, Routings, Work Centers**

Profit center accounting

- **Creation of Profit Centers**
- **Actual settings**

Profitability Analysis

- **Master Data**
- **Profitability management**

Report painter Basics

- **Structure of Report painter**

Activity based Accounting