

SAP FICO COURSE CONTENT

THEORETICAL SESSION:

- Introduction of SAP
- Types of SAP Project
- ASAP Roadmap Methodology or Project Phases
 - Project Preparation
 - Business Blueprint
 - Realization
 - Final Preparation
 - Go-live and support
- Types of document prepared by function consultant

ENTERPRISE STRUCTURE & BASIC SETTINGS: (Practical session)

- Define Company
- Define Company Code
- Define Business Area
- Assign Company Code to Company
- Maintain Controlling Area
- Assignment of Company Code to Controlling Area
- Maintain Fiscal Year Variant
- Assign Fiscal Year Variant to Company Code
- Define Posting Period Variant
- Assign Posting Period Variant to Company Code
- Maintain Open and Close Posting Periods
- Define Field Status Variant
- Define Tolerance Groups for employees
- Define Tolerance Groups for G/L
- Assign Field Status Variant to Company Code
- Document Types
- Posting Keys
- Define Number Ranges for Document Types

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GENERAL LEDGER ACCOUNTING:

- Define chart of Account
- Assign Company Code to Chart of Account
- Define Accounts Groups
- Define Retain Earning Accounts
- Create G/L Master Data
- Change G/L Master Data
- Block/Unblock G/L Master
- Delete G/L Master
- Transaction Posting to G/L Account
 - Normal Posting
 - Reversal Posting (Individual)
 - Hold Document
 - Park Document
- View G/L Report
- Foreign Currency Settings
- Cash Journal
 - Setup Cash Journal Account
 - Document Type for Cash Journal
 - Number Range for Cash Journal
 - Setup Cash Journal Transaction
 - Cash journal Posting and Reports

ACCOUNT PAYABLE:

- Define Vendor Account groups
- Create number ranges for vendor account groups
- Assign number ranges to vendor account groups
- Define Tolerance groups for vendors
- Create Vendor Master Data
- Modify Vendor Master Data
- Block/Unblock Vendor Master Data

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- Post vendor invoice
- Post credit memo
- Vendor Accounts Balances (Open Item Report)
- Vendor Outgoing Payment with Clearing
- Terms of Payment
 - Terms of Payment (Normal)
 - Terms of Payment (With discount)
 - Terms of Payment (Fixed)
 - Terms of Payment (Installment)
- Vendor Down Payment
 - Create down payment Reconciliation account
 - Link Down payment Recon. Act with Vendor Recon. Act
 - Post Vendor Down payment
 - Post Vendor Invoice
 - View Vendor Report
 - Clear Down Payment
 - Make Vendor Payment
 - View Vendor Report
- Automatic Payment Program
 - Step1: All Company code
 - Step 2: Paying company codes
 - Step 3: 'Payment methods' in country
 - Step 4: Payment Methods in Company Code
 - Step 5: House Bank
 - Step 6: 'Bank Determination
 - Step 7: Update Vendor Master
- House Bank and Bank Account set up
- Withholding tax Configuration
 - Check Withholding countries
 - Define Withholding Tax Keys
 - Define Reasons for Exemption
 - Define Withholding Tax Type for Invoice Posting
 - Define Withholding Tax Codes
 - Activate Extended Withholding Tax
 - Creation of G/L account for TDS posting
 - Define Accounts for Withholding Tax to be Paid Over

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- Activation of CIN in Vendor Master
- Maintain Company Code Settings
- Assign Withholding Tax to Vendor Master
- TDS Posting with Exemption Scenario
- Update exemption details to vendor master

ACCOUNT RECEIVABLE:

- Define Customer Account groups
- Create Number Ranges for Customer Account Groups
- Assign Number Ranges to Customer Account Groups
- Tolerance groups for customer
- Define Customer Accounts
- Post customer Invoice
- Post Customer Credit Memo
- Customer Accounts Balances (Open Item Report)
- Customer Outgoing Payment with Clearing
- Display posted document
- Customer Down Payment (Prerecorded session)
 - Create down payment Reconciliation account
 - Link Down pyt Recon. Act with Cust. Recon. Account
 - Post Customer down payment
 - Post Customer Invoice
 - View Customer Report
 - Clear Down Payment
 - Make Customer Payment
 - View Customer Report
- Dunning Configuration
 - Define Dunning Procedure
 - Run Dunning Program
- Tax on Sales/Purchase
 - Define Condition Type
 - Create G/L Accounts
 - Create/Copy Transaction Key
 - Assign G/L Accounts
 - Create Tax Procedure

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- Assign Tax Procedure to country
- Creation of Tax codes
- Edit sales revenue G/L
- Post a customer invoice

ASSET ACCOUNTING:

- Copy reference chart of depreciation
- Assignment of chart of depreciation to company code
- Creation of 0% tax codes for sales and purchased
- Assignment of 0% tax code to company code
- Specify account determination
- Creation of screen layout rules
- Define number range intervals
- Creation of asset class
- Creation of G/L accounts
- Assignment/Integration of G/L account for automatic posting
- Specify document type for depreciation posting
- Specify interval and posting rule
- Determination of depreciation area in the asset class
- Specify rounding of net book value
- Define screen layout for asset master data
- Specify the screen layout for asset depreciation area
- Define depreciation calculation methods
- Maintain depreciation key
- Creation of asset master records
- Edit asset master records
- Asset purchase
- Asset explorer
- Depreciation run
- Acquisition of fixed assets
- Sale of fixed assets
 - Sale of asset with customer
 - Sale of asset without customer
- Transfer of assets

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- Intercompany transfer
- Intracompany transfer
- Asset scrapping
- Depreciation run

OTHER IMPORTANTS TOPICS:

- Sensitive fields for dual control
- One time vendor concept (Prerecorded Session)
- Validation Rule
- Substitution Rule
- Legacy System Migration Workbench (LSMW)
- Financial Statement Version
- Bank Reconciliation (EBS)
- Landscape Arrangement/Types of Server (Prerecorded Session)
- Integration of financial accounting with materials management
 - Definition of organizational units in materials management i.e. plant, storage location and purchase organization
 - Assignment of organizational units to each other
 - Definition of tolerance groups for purchase orders
 - Definition of tolerance groups for goods receipt
 - Definition of tolerance groups for invoice verification
 - Definition of vendor specific tolerances
 - Creation, display and change of material master records
 - Creation of plant parameters
 - Maintenance of posting periods for materials management
 - Maintenance of parameters for invoice verification
 - Maintenance of plant parameters for inventory management and physical inventory
 - Definition of attributes for material types
 - Assignment of GL accounts for material transactions in financial accounting (Integration of MM with FI)
 - Creation of purchase order, posting of goods receipt, invoice verification and Goods issue for production
- Integration of financial accounting with sales and distribution
 - Definition of sales organization
 - Definition of distribution channels

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- Definition of divisions
 - Assignment among various organizational units in SD
 - Definition of partner functions
 - Definitions of shipping point and loading points
 - Definition of pricing procedures
 - Determining the shipping points
 - Determining the pricing procedures
 - Maintenance of SD condition types
 - Maintenance of condition records
 - Assignment of GL accounts for sales transactions
 - Creation of sales order
 - Initialization of stock
 - Posting the delivery of goods
 - Creating the sales invoice
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- New G/L
 - Document Splitting

CONTROLLING MODULE: (Prerecorded Session)

COST ELEMENT ACCOUNTING:

- Creation of Primary cost element
- Edit Primary cost element
- Mass creation of Primary cost element
- Generation of Batch input session
- Run batch input session
- Creation of secondary cost element
- Edit secondary cost element
- Display secondary cost element

COST CENTER ACCOUNTING:

- Activate cost center accounting
- Cost center standard hierarchy
- Creation of Cost center Categories
- Maintain No. range for co document

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- Creation of cost center
- Edit cost center
- Display cost center
- Deletion cost center
- Cost center Report

PROFIT CENTER ACCOUNTING:

- Activate Profit Center
- Maintain controlling area settings
- Define Dummy profit center
- Set control parameters for actual data
- Maintain plan versions
- Create Profit Center
- Edit Profit Center
- Display Profit Center

INTERNAL ORDER:

- Define settlement profiles
- Define order type
- Define and assign number range
- Create internal order
- Edit internal order
- Display internal order