

## Introduction to SAP R/3

- Introduction to ERP, and S.A.P
- What is S.A.P / R/2-R/3 ARCHITECTURE
- S.A.P Server landscape
- Over view of

## FICO Financial Accounting Basic Settings:

- Definition of company
- Definition of company code
- Assignment of company to company code
- Definition of business area
- Definition of fiscal year variant
- Assignment of fiscal year variant to company code
- Definition of posting period variant
- Assignment of posting period variant to company code
- Open and close posting period
- Defining document type & number ranges
- Maintenance of field status variants
- Assignment of field status variant to company code
- Definition of tolerance groups for GL accounts
- Definition of tolerance groups for employees
- Assignment of tolerance groups to users
- Taxes on Sales & Purchases (input & output)
- Creation of chart of Accounts
- Defining Accounts Groups
- Defining Retained Earnings Account.

## General Ledger Accounting:

- Creation of General Ledger Master (with and with out reference)
- Display/Change/Block/Unblock of general ledger master
- Document Entry posting normal postings and posting with reference
- Display and change of documents
- Display of GL balances
- Display GL account line items
- Parked documents
- Hold documents
- Creation of Sample Document and postings with sample documents
- Defining recurring entry document and postings with recurring doc.
- Creation of account assignment model and posting
- Configuration of line layouts for display of GL line items
- Reversal of individual documents, mass reversal, reversal of cleared items and reversal of accrual and deferral documents
- Defining Exchange Rate types and Translation ratios
- Define Exchange rates & posting of foreign currency transactions
- Interest calculations on term loans
- Accrual and Deferral documents

## Accounts Payable

- Creation of vendor account groups
- Creation of number ranges for vendor master records
- Assignment of number ranges to vendor account groups
- Creation of tolerance group for vendors
- Creation of vendor master (display / change / block /

- unblock of vender master)
- Posting of vendor transactions (invoice posting, payment posting, credit memo)
- Settings for advance payments to parties (down payment) and clearing of down payment against invoices (special GL transactions)
- Posting of partial Payment & Residual Payment
- Creation of payment terms,
- Creation of house banks and account ids.
- Creation of check lots and maintenance of check register
- Display check register
- Cancellation of un issued checks
- Creation of void reasons
- Cancellation of issued checks
- Posting of purchase returns
- Configuration of automatic payment program
- Payment to vendors through APP
- Defining correspondence & party statement of accounts

## Accounts receivable

- Creation of customer account groups
- Creation of number ranges for customer master records
- Assignment of number ranges for customer account groups
- Creation of tolerance group for customers
- Creation of customer master (display / change / block / unblock of vender master)
- Posting of customer transactions (sales invoice posting, payment posting, debit memo)
- Settings for advance payment from parties (down payment)
- Configuration of settings for dunning
- Generating the dunning letters
- Defining correspondence and party statement of accounts
- Bills of exchange
- Posting of sales returns

## Asset Accounting

- Defining chart of depreciation
- Creation of 0% tax codes for sales and purchased
- Assignment of chart of depreciation to company code
- Defining account determination
- Definition of screen lay out rules
- Definition of number ranges for asset classes
- Integration with General Ledger & Posting rules
- Defining Depreciation key
- Definition of multilevel methods
- Definition of period control methods
- Creation of main asset master records
- Creation of sub asset master records
- Acquisition of fixed assets
- Sale of fixed assets
- Transfer of assets
- Scrapping of assets,
- Depreciation run
- Line item Settlement of assets under construction of capital work in progress



## New General ledger accounting:

- Parallel ledgers
- Document splitting
- Segments.

## Reports

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

## CONTROLLING

### Basic settings for controlling

- Defining Controlling Area
- Defining Number ranges for Controlling Area
- Maintain Planning Versions

### Cost element accounting:

- Creation of primary cost elements from financial accounting area
- Creation of primary cost elements from controlling area
- Display of cost element master records
- Change cost element master records
- Primary cost element categories
- Secondary cost element categories
- Default account assignments

### Cost Center Accounting

- Defining Cost Center Standard Hierarchy
- Creation of Cost Centers and cost center groups
- Display cost center master records
- Change cost center master records
- Creation of cost center groups
- Posting to cost centers
- Reposting of co line items
- Repost of Costs
- Planning for cost centers
- Overhead Calculation
- Creation of secondary cost element master records
- Creation and Execution of Distribution Cycle
- Creation and execution of assessment cycles
- Cost center reports

### Internal Orders

- Defining order types
- Creation of internal order master records
- Display internal order master records
- Change internal order master records
- Postings to internal orders
- Planning for internal orders
- Reposting co line items for internal orders
- Repost of costs for internal orders
- Report of Variance analysis for internal orders
- Creation of real internal orders
- Posting of business transaction to real orders
- Definition of allocation structures
- Definition of settlement profiles
- Definition of planning profiles
- Settlement of real internal orders
- Budgeting and availability control
- Maintain number ranges for budgeting
- Define tolerances for availability control

- Specification of exempt cost elements from availability control
- Maintenance of budget manager

### Profit Center Accounting

- Basic Settings for Profit Center Accounting
- Creation of Dummy Profit Centers
- Maintenance of control parameters for actual postings
- Maintaining planning versions for profit centers
- Maintaining the number ranges for profit center documents
- Creation of profit center master records
- Display of profit center master records
- Changing the profit center master records
- Creation of revenue cost elements
- Automatic Assignment of Revenue elements for Profit Centers
- Assignment of profit centers in cost center master records
- Creation of account groups in profit center accounting for planning
- Planning for profit and loss account items
- Planning for balance sheet items
- Posting of transactions into profit centers
- Generating the variance reports for profit and loss account items
- Generating the variance reports for balance sheet items.

### Profitability analysis

- Maintaining the operating concern
- Define profitability segment characteristics
- Assignment of controlling area to operating concern
- Activating the profitability analysis
- Define number ranges for actual postings
- Mapping of SD conditions types to COPA value fields
- Creation of reports
- Viewing the reports

### Product costing: Product cost planning:

- Creation of bill materials
- Creation of activity type master records
- Planning for activity hours
- Activity type price calculation
- Creation of work center master records
- Creation of routings
- Defining cost sheet (overhead structures)
- Assignment of cost sheet to costing variant
- Creation of cost estimate with quantity structure
- Marking
- Releasing
- Creation of cost estimate without quantity structure

