

## SAP Enterprise Resource Planning

**Length:** 3 Days

**Summary:** This course is designed specifically for members of an organization that would like to obtain an overview of core SAP functionality. The goal of this course is to teach participants SAP basic, SAP NetWeaver, Human Capital Management, Procurement, Product Lifecycle Management, Manufacturing Execution, Inventory Management, Warehouse Management, Sales Order Management, Enterprise Asset Management, Customer Service, Program Management, Financial Accounting, Managerial Accounting, Business Intelligence, and Strategic Enterprise Management.

**SAP Training Audience:** This course is designed for project team members, super users, power users, and anyone that would like to have an in-depth review of the core components of SAP.

**SAP Training Prerequisites:** Windows and keyboarding skills recommended.

**Upon completion of this workshop, the participant will be able to:**

- Recognize basic navigation
- Define the SAP Organizational Structure
- Identify basic SAP terminology
- Define the various commonly implemented SAP modules
- Recognize the predominately used module for each department within an organization
- Describe the overall flow and integration of key SAP modules
- Define a Transaction Code
- Use a transaction code to navigate through the system
- Define Master Data by Module/Process
- View Master Data - Customer Master, Material Master, BOM, Cost Center, Work Center, Routing, Asset Master, General Ledger Account, Cost Element
- Describe a Document
- Define Documents used in each Module/Process
- Display Documents - Sales Order, Delivery, Invoice, Purchase Order, Production Order, Goods Receipt, Accounting Document, Controlling Document
- View Standard on-line Reports - Sales Order List, Inventory, and Purchase Document List

**Upon completing this course, participants should be familiar with the following transactions:**

- XD03
- VA03
- VL03N
- VT03N
- IW31
- BGM3
- MIGO
- ME23
- MM03
- MMBE
- MD04
- XK03
- MIRO
- CS03
- CR03
- CA03
- MD13
- CO03
- FB03
- FS00
- S\_ALR\_87012249

- KS03
- KA02
- S\_ALR\_87013611
- VA05
- ME2W

---

## COURSE CONTENT

### Unit 1 - Navigation

upon completing this unit, participants should be familiar with basic SAP Navigation:

- Basic Navigational Icons
- Menu Paths
- Transaction Codes
- Screen Layout
- Document Structure

### Unit 2 - The Modules of SAP

upon completing this unit, participants should be familiar with the various modules of SAP, the modules that are in scope for Phase I, and the modules each department will predominately use:

- SAP Modules
  - CRM
  - SD
  - CS
  - LE
  - WM
  - MM
  - PP
  - FI
  - CO
  - APO
  - BW
  - HR
  - PS
  - ECM
- Match Departments to Modules

### Unit 3 - The Organizational Structure

Upon completing this unit, participants should be familiar with the elements within the SAP organizational structure and understand the role

the structure plays throughout the entire SAP system:

- Client
- Company Code
- Chart of Account
- Cost Centers
- Sales Organization
- Distribution Channel
- Division
- Plant
- Shipping Point
- Storage Location
- Warehouse
- Transportation Planning Point

### Unit 4 - The Sales and Distribution (SD) Module

upon completing this unit, participants should be familiar with key master data records used in the SD module, documents created in the SD module, the overall flow of the SD Module, and the integration of the SD module with other modules.

- The Overall SD Flow
  - Master Data
    - Customer Master
    - Material Master - Sales and Distribution Views
  - Documents
    - Pre-Sales: Quotations and Contracts
    - Sales Order
    - Delivery Document
    - Shipment Document
    - Invoice
  - Functionality within the SD module
-

- Availability Checking
- Pricing
- Integration with Other Modules
  - APO
  - MM
  - WM
  - FI
- Transactions Covered in this unit
  - XD03
  - VA03

### Unit 5 - The Material Management (MM) Module

upon completing this unit, participants should be familiar with key master data records used in the MM module, documents created in the MM module, the overall flow of the MM Module, and the integration of the MM module with other modules.

- The Overall MM Flow
  - Goods Receipt
  - Goods Issue
  - Inventory Transfer
  - Purchasing
  - Stock Transport Orders
- Master Data
  - Material Master
  - Vendor Master
- Documents:
  - Material Document
  - Purchase Requisitions
  - Purchase Order
  - STO
- Functionality within the MM module
  - MRP
  - Forecasting
  - Serialization
- Integration with Other Modules
  - FI
  - CO
  - APO
  - PP

- WM
- BW

- Transactions Covered in this unit
  - MM03
  - MMBE
  - MD04
  - MIGO
  - ME23N
  - XK03
  - MIRO

### Unit 6 - The Production (PP) Module

upon completing this unit, participants should be familiar with key master data records used in the PP module, documents created in the PP module, the overall flow of the PP Module, and the integration of the PP module with other modules.

- The Overall PP Flow
- Master Data
  - Material Master - Work Forecasting View, MRP Views
  - Bills of Material
  - Work Centers
  - Routings
- Documents:
  - Planned Orders
  - Production Orders
- Functionality within the PP module
  - Forecasting
  - Tracking
  - KAN-BAN
- Integration with Other Modules
  - FI
  - CO
  - MM
  - APO
  - BW
- Transactions Covered in this unit
  - MM03
  - CS03
  - CR03
  - CA03
  - MD13

### Unit 7 - The Finance (FI) Module

upon completing this unit, participants should be familiar with key master data records used in the FI module, documents created in the FI module, the overall flow of the FI Module, and the integration of the FI module with other modules.

- The Overall FI Flow
  - General Ledger Postings
  - Asset Postings
- Master Data
  - General Ledger Accounts
  - Asset Master Records
- Documents:
  - Accounting Documents
- Integration with Other Modules
  - SD
  - MM
  - PP
- FI Reports
  - Customer Open Line Items
  - Vendor Open Line Items
  - General Ledger Balances
  - Profit and Loss Statement
  - Balance Sheet
- Transactions Covered in this unit
  - FS00
  - AS03
  - FB03
  - FBL1N
  - FBL3N
  - FBL5N

### Unit 8 - The Controlling (CO) Module

upon completing this unit, participants should be familiar with key master data records used in the CO module, documents created in the CO module, the overall flow of the CO Module, and the integration of the CO module with other modules.

- The Overall CO Flow
    - Cost Element Accounting
    - Cost Center Accounting
    - Profit Center Accounting
    - Profitability Analysis
    - Product Costing
    - Activity Types
    - Internal Orders
  - Master Data
    - Cost Elements
    - Cost Centers
    - Profit Centers
    - Profitability Segments
    - Material Master - Accounting and Costing Views
    - Activity Types
    - Internal Orders
  - Documents:
    - Controlling Documents
  - Integration with Other Modules
    - FI
    - SD
    - MM
    - PP
  - CO Reports
    - Cost Center Reports
    - Profit Center Reports
    - Profitability Analysis
  - Transactions Covered in this unit
    - KS03
    - KA03
    - KL03
-