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SAP FICO

Bundle Multi (2 in 1)

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Bundle Multi (2 in 1) – SAP FICO – Course Syllabus

SAP FINANCIAL ACCOUNTING AND CONTROLLING (FICO) - Course Curriculum

OBJECTIVE: This course covers the basic structure of financial accounting in the SAP system. After the completion of the course the participant will be able to perform essential functions in Financial accounting and controlling. The course includes all the configuration, Support and end user activities

TARGET GROUP:
FINANCE AND ACCOUNTS PROFESSIONALS

ABOUT THE TRAINER
OVER 16 YEARS OF EXPERIENCE IN SAP FICO IN VARIOUS AREAS OF IMPLEMENTATION, SUPPORT AND TRAINING

COURSE CONTENT:

Introduction:
Introduction to ERP
Introduction to SAP

: Part 1: Enterprise Structure
Definition of company
Definition of company code
Assignment of company to company code
Definition of business area

Part 2: Financial Accounting Basic Settings
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
Maintenance of field status variants
Assignment of field status variant to company code
Creation of chart of Accounts
Defining Accounts Groups
Defining Retained Earnings Account
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)
Defining document type & number ranges

PART 3: General Ledger Accounting:
Creation of General Ledger Master (with and without 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 postingswith sample documents
Reversal of individual documents, mass reversal and reversal of reversed document
Month End Provisions –
Open item Management – Full clearing, Partial Clearing and Residual Clearing

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Accrual and Deferral documents
Interest calculations on term loans

PART 4: 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 vendor master)
Posting of vendor transactions (invoice posting, payment posting, credit memo)
Display Vendor balances and G/L Balances
Configuration Settings for advance payments to Vendors (down payment)
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 Creation of void reasons
Maintenance of check register
Display check register
Cancellation of unissued checks
Cancellation of issued checks
posting of purchase returns
Configuration of automatic payment program
Defining correspondence & party statement of accounts

PART 5: 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 vendor master)
Posting of customer transactions (sales invoice posting, payment posting, debit memo)
Display customer balances and G/L Balances
Configuration Settings for advance payment from customers (down payment)
Configuration settings for terms of payment to customers
Configuration of settings for dunning
Generating the dunning letters
Defining correspondence and party statement of accounts
Bills of exchange
Posting of sales returns

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PART 6: Asset Accounting:
Copy reference chart of depreciation
Assignment of chart of depreciation to company code
Creation of 0% tax codes for sales and purchases
Defining account determination
Definition of screen lay out rules
Definition of number ranges for asset master
Creation of 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
Posting the transactions for Acquisition of fixed assets
Depreciation run and Asset explorer
Sale of fixed assets – with customer and without customer
Transfer of assets
Impairment of assets
Scrapping of assets,
Line item Settlement of assets under construction of capital work in progress

PART 7: CONTROLLING
7.1 Basic settings for controlling
Defining Controlling Area
Defining Number ranges for Controlling Area
Maintain Planning Versions

7.2 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

7.3 Cost Center Accounting:
Defining Cost Center Standard Hierarchy
Creation of Cost Centers and cost center groups

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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
Cost center reports

PART 8: INTERNAL ORDERS
Define field status group for statistical orders
Creation of Primary cost element
Creation of internal order master records for statistical orders
Display internal order master records
Change internal order master records
Postings to internal orders
Planning for internal orders
Report of Variance analysis for internal orders
Real 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
Define number ranges for Settlement documents of real internal orders
Define number ranges for controlling documents.
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

Part 9: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
Assign profit center to cost center for expenditure posting
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
Posting of transactions into profit centers
Generating the variance reports for profit and loss account items

PART 10: Integration
Integration of financial accounting with materials management:
Integration of financial accounting with sales and distribution:
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

Part 11:OVERVIEW PRODUCT COSTING
New General ledger accounting:
Reports:
Financial statement version
General Ledger, Accounts Payable, Accounts Receivable and Assets Reports

==SAP FINANCIAL ACCOUNTING AND CONTROLLING (basic to advanced) - Course Curriculum==

1. Introduction to SAP R/3
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  o Introduction to ERP, Advantages of SAP over other ERP Packages
  o SAP Implementation methodology
  o Overview of different modules in SAP
  o Common SAP Terminologies

- o   Introduction to SAP R/3 FICO

2. Financial Accounting Basic Setup

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- o   System Backbone – Enterprise Structure setup in SAP
- o   Company code
- o   Operating Concern
- o   Controlling area
- o   Chart of Accounts
- o   Business Area
- o   Functional Area
- o   Credit controlling area

3. General Ledger Accounting

- •
- o   Deep dive – Chart of Account
- o   Accounts Groups & Master-data significance
- o   Driving Factors of Accounting postings in SAP:
  - ▪   Document type
  - ▪   Number ranges
  - ▪   Posting Keys
  - ▪   Fiscal year variant
  - ▪   Posting period variant
  - ▪   Field status variants
  - ▪   Exchange rates and Currencies
  - ▪   Reconciliation Accounts
  - ▪   Retained Earning Account
- o   Accrual or Deferral Postings
- o   Parked Document
- o   Fast Data entry in GL
- o   Concept of Open-item Clearing
- o   Tolerance group
- o   Define Financial Statement Version
- o   Balance carry forward Balances
- o   Forex Revaluation
- o   Reports in SAP for GL Accounting
- o   Substitution and Validation

4. Accounts receivable

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- o   Introduction to Sub-ledger – Accounts receivable
- o   Customer account groups and assignment of number ranges
- o   Customer masterdata and significance
- o   Customer Payment Terms and Discounts
- o   Receiving Down Payment

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- o Bills Receivable
- o Dunning
- o Detailed Explanation of Oder to Cash flow in SAP
- o FI-SD Integration
- o Billing Documents (FI Invoice, SD Invoice, Credit memos)
- o Customer Payment and clearing
- o Credit management in SD module (Master-data, transaction and reports)
- o Reports in SAP for AR

5. Accounts Payable
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- o Introduction to Sub-ledger – Accounts payable
- o Vendor account groups and assignment of number ranges
- o Vendor master-data and significance
- o Vendor Payment Terms
- o Payment Method configuration
- o Configuration of Automatic Payment Program, Payment run, Payment Advise
- o Detailed Explanation of Procure to Pay flow in SAP
- o FI-MM Integration, Configuration of automatic posting
- o GR/IR clearing
- o Posting of partial Payment & Residual Payment
- o Down Payment Paid
- o Banking Setup
- o Bank Reconciliations Statements
- o Creation of check lots and maintenance of check register
- o Automatic Clearing
- o Reports in SAP for AP

6. Asset Accounting
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- o Fixed Asset Life Cycle
- o Asset masterdata: Creation of asset master (change/display/block/unblock).
- o Define chart of depreciation, Depreciation Area
- o Define Automatic account determination
- o Defining Depreciation key
- o Define Asset Class
- o Acquisition or purchase of assets, sale of assets.
- o Scrapping of assets, Transfer or retirement of assets.
- o Asset under Construction and settlement to Final Asset
- o Depreciation run.

7. Taxation
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- o Introduction to Tax procedure
- o Input Tax / Output Tax

- o Withholding Tax
- o Reports for Taxation purpose

8. Month Ending Activities

1.
- o Important Standard SAP Reports
- o Closing in Difference Modules
- o Cross-tower dependent closing activities
- o Year end activities