



SAP S/4 HANA FICO

Duration: 90 hrs.

Total Credits: 3

COURSE SYLLABUS

Objective

Organizations are becoming smarter and so are accounting professionals. From a mere data entry operator, accountants are becoming data analysts and decision facilitators with the help of ERP tools. SAP S/4HANA is the latest ERP platform of SAP, the world leader in ERP solution with a penetration ratio of 69% of Businesses which includes all the BIG names out there. So grab your chance to be special with SAP FICO in SAP S/4HANA.

Exit Profile

- Get Practical Knowledge in SAP FICO (S/4 HANA)
- Able to do Financial transactions through SAP HANA
- Can shine your cv with SAP International Certificate

Career Path

- SAP Finance and Control Executive.
- SAP Accounts Payable Executive.
- SAP Accounts Receivable Executive.
- SAP Management Accountant.
- SAP Accountant

Course Outline

Course Name:		Duration:	
Module	Topic	Dur.	Total Dur.
Module – I	Introduction to ERP	5	45
	ERP MODULES	5	
	INTRODUCTION TO FICO – (FINANCE AND CONTROLLING MODULE)	5	
	ENTERPRISE STRUCTURE	5	
	FINANCIAL ACCOUNTING GLOBAL SETTINGS	5	
	GENERAL LEDGER	5	
	ACCOUNTS PAYABLE	5	
	ACCOUNTS RECEIVABLES	5	
	ASSET ACOCUNTING	5	
Module – II	SAP BASICS	2	45
	SAP HANA FINANCE – ENTERPRISE STRUCTURE	2	
	COMPANY CODE GLOBAL PARAMETERS	2	
	FINANCIAL ACCOUNTING GLOBAL SETTINGS	2	
	TOLERANCE GROUPS	2	
	SAP HANA FI – GENERAL LEDGER ACCOUNTING	2	
	SAP HANA FI – CURRENCY	2	
	SAP HANA FI – DOCUMENT SPLITTING	2	
	SAP HANA FI – ACCOUNTS RECEIVABLES	2	
	SAP HANA FI – ACCOUNTS PAYABLES	2	
	SAP HANA FI – BUSINESS PARTNERS	2	
	BANK ACCOUNTING	2	

	SAP HANA FI – TAX	2	
	SAP HANA FI – ASSET ACCOUNTING	8	
	CONTROLLING & COST ELEMENT ACCOUNTING	7	
	HOW TO ACTIVATE MATERIAL LEDGER IN S/4 HANA?	2	
	REAL TIME CONCEPTS	2	

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MODULE I

I. INTRODUCTION TO EPR

- (a) Definition
- (b) History and Evaluation Of ERP
- (c) Major ERP Vendors
- (d) ERP Merits & De-Merits
- (e) ERP Implementation Method

II. ERP MODULES:

- (a) ERP Modules – An Overview
- (b) Introduction to Finance Module
- (c) Sub Systems of Finance Module

III. INTRODUCTION TO FICO – (FINANCE AND CONTROLLING) MODULE

IV. ENTERPRISE STRUCTURE

- (a) Enterprise Structure Settings
- (b) Company and Company Code
- (c) Business Area
- (d) Functional Area
- (e) Credit Control Area

V. FINANCIAL ACCOUNTING GLOBAL SETTINGS

- (a) Fiscal Year
- (b) Posting Periods
- (c) Field Status Variant
- (d) Tolerance Group
- (e) Document Type
- (f) Number Range
- (g) Posting Keys
- (h) Account Type and Line Item.

VI. GENERAL LEDGER

- (a) Chart of Accounts
- (b) Accounting Groups and Number Ranges
- (c) Retain Earning Account
- (d) GL Master Records
- (e) GL Document Entry

VII. ACCOUNTS PAYABLE

- (a) Vendor Account Group

- (b) Vendor Tolerance Group
- (c) Number Ranges for Vendor Account Groups (d) Vendor Reconciliation Account.
- (e) Vendor Master Records
- (f) Payment Terms for Vendor
- (g) Alternative Reconciliation Account.
- (h) Automatic Posting and Automatic Payment Program
- (i) House Bank
- (j) Check Lots
- (k) Vendor Payment Posting
- (l) Post Purchase Activities

VIII. ACCOUNTS RECEIVABLE

- (a) Customer Account Group
- (b) Customer Tolerance Group
- (c) Customer Reconciliation Account (d) Customer Master Records.
- (e) Dunning Procedure
- (f) Bill of Exchange

IX. ASSET ACCOUNTING

- (a) Chart of Depreciation
- (b) Depreciation Area
- (c) Account Determination
- (d) Screen Layout Rule
- (e) Number Range Interval
- (f) Asset Class
- (g) Base Method
- (h) Declaiming Balance Method
- (i) Multi- Level Method
- (j) Period Control Method
- (k) Depreciation Key
- (l) Asset Master

MODULE II

SAP BASICS

- Introduction to SAP S/4 HANA • Overview of SAP S/4 HANA Finance
- What is ERP?
- SAP HANA Architecture
- ASAP Methodology

SAP Hana Finance – Enterprise Structure

- Define Company in SAP S/4Hana
- Define Company Code in Hana
- Define Business Area
- Define Functional Area
- Define Credit Control Area
- Define Segment
- Define Financial Management Area
- Assign Company Code to Company
- Assign Company Code to Credit Control Area
- Assign Company Code to Financial Management Area

Company Code Global Parameters

- Define Chart of Accounts
- Assign company code to chart of accounts in S4 Hana
- What is Fiscal Year
- Maintain Fiscal Year Variant in S/4Hana
- Assign Company Code to Fiscal Year Variant
- Define G/L Account Groups in S/4Hana
- Define Retained Earnings Account
- Define Posting Period Variant
- Assign Variant to Company Code
- Open and Close Posting Periods

Financial Accounting Global Settings

- Define Field Status Variant

- Assign Company Code to Field Status Variant
- Company Code Global Parameters in S4 Hana
- Define Settings for Ledgers and Currency Types
- Define Accounting Principles
- Assign Accounting Principles to Ledger Groups
- Define Document Type Mapping Variants for Postings
- Consistency Check for General Ledger Settings
- Define Document Type for Entry View
- Define Document Type for Entry View in a Ledger
- Define Document Type for General Ledger View
- Define Document Number Ranges for Entry View
- Define Document No Ranges for General Ledger View
- Activation of Document Splitting
- Define Reasons for Reversal
- Tolerance Groups
- Define Tolerance Group for G/L Accounts
- Define Tolerance Group for Employees
- Assign Users to Tolerance Groups

SAP HANA FI – General Ledger Accounting

- Define Ledgers for General Ledger Accounting
- Define and Activate Non-Leading Ledgers
- Define Ledger Groups
- Define Accounting Principles
- Assign Accounting Principles to Ledger Group
- Classify G/L Accounts for Document Splitting
- Classify Document Types for Document Splitting
- Create Zero Balance Clearing Account
- Activate Document Splitting
- Create Profit Center
- Define G/L Master in Chart of Accounts Area
- Define G/L Master in Company Code Area
- Create G/L Mater Centrally
- Delete / Block / Unblock G/L Master
- Define Valuation Methods
- Define Valuation Area

- Check Assignment of Accounting Principle to Ledger Group
- Assign Valuation Areas and Accounting Principles

SAP Hana FI – Currency

- Currency types in SAP Hana • Check Currency Codes
- Check Exchange Rate Types
- Define translation ratios for currency translation
- Maintain Exchange Rate Values

SAP HANA FI – Documents Posting.

- General Document Posting in Single Screen
- General Document Posting using Double Screen
- Post General Document with Foreign Currency
- General Document Posting with Special Periods
- Enter General G/L Document Ledger Group
- Display Document List
- How to Park Document
- Create Hold Document
- Open Items Document Postings
- Create Sample Documents

SAP HANA FI – Accounts Payable.

- Define Vendor Account Groups
- Create Number Ranges for Vendor Accounts
- Assign Number Ranges to Vendor Account Groups

Define Tolerance for Vendors

Create Vendor Master Record

Vendor Invoice Posting

- Vendor Credit Memo Posting
- Vendor Outgoing Payment
- Display Vendor Balances
- Define Alternative Reconciliation Account for Down Payment
- Define Alternative Reconciliation Account for Vendors
- Create Down Payment
- Vendor Invoice Posting
- Create Vendor Master with Payment Method
- Post Vendor Invoices

SAP Hana FI – Accounts Receivable.

- Define Customer Account Groups
- Create Number Ranges for Customer Accounts
- Assign Number Ranges to Customer Account Groups
- Define Accounts for Cash Discount Granted
- Define Accounts for Under Payments
- Create Customer Master Data
- Customer Invoicing Posting
- Display Customer Balances
- Define Dunning Areas
- Define Dunning Procedure
- Create Customer Master with Dunning Procedure
- Dunning Run
- Customer Interest Calculation
- Define Interest Rates

SAP Hana FI – Business Partners.

- Activate PPO Requests for Platform Objects in the Dialog
- Activate Synchronization Options
- Define BP Grouping and Assign Number Ranges
- Define BP roles for Customers
- Define BP roles for Vendors
- Define BP Role for Direction Vendor to BP
- Define BP Role for Direction Customer to BP
- Define Number Assignment for Direction BP to Vendor

Bank Accounting.

- Define House Banks
- Define Number Ranges for Checks
- Automatic Payment Program

Bank Determination for Payment Transactions

Maintain Exchange Rate Difference for Bank Accounts

Direct Check Deposit Process

- Define Account Determination
- Maintain Repetitive Codes
- Create Payment Request

- Define Posting Keys and Posting Rules for Manual Bank Statements
- Assign Accounts to Account Symbol
- Define Variants for Manual Bank Statements
- Manual Entry Bank Statement

SAP HANA FI – Tax.

- Define Condition Types
- Settings for Tax Processing
- Define Tax Procedure
- Assign Country to Calculation Procedure
- Define Tax Accounts
- Define Tax Codes for Sales/Purchases
- Assign Tax Codes for Non-Taxable Transactions
- Maintain Condition Records
- Check Withholding Tax Countries
- Define Withholding Tax Types for Invoice Posting
- Define Withholding Tax Types for Payment Posting
- Define Withholding Tax Codes
- Assign Withholding Tax Types to Company Code
- Maintain Pan and Tan Number for Company Code

SAP HANA FI – Asset Accounting.

- Create G/L Accounts
- Check Country-Specific Settings
- Define Depreciation / Depreciation Areas
- Specify Account Determination
- Create Screen Layout Rules
- Define Number Range Intervals
- Define Asset Classes
- Define How Depreciation Areas Post to General Ledger
- Assign G/L Accounts
- Activate Segment Reporting
- Activate Account Assignments
- Specify Account Assignment Types for Account Assignment Object
- Set Chart of Depreciation
- Define Depreciation Areas
- Define Depreciation Keys

- Specify Maximum Amount for Low-Value Assets + Asset Classes
- Specify Rounding of Net Book Value
- Specify Memo Values
- Define Base Methods
- Define Declining Balance Methods
- Define Multilevel Methods
- Define Period Control
- Determine Depreciation Areas in the Asset Class
- Specify Transfer Data/ Lost Closed Fiscal Year
- Create Asset Master
- Define Screen Layout for Asset Master Data
- Define Screen Layout for Asset Depreciation Areas
- Asset Acquisition with Vendor
- Create Sub-Asset Master
- Asset Acquisition
- Execute Depreciation Run
- Document Settings for Asset Accounting
- Asset Transfer with Company Code
- Inter-Company Asset Transfer
- Asset Retirement with Reverse.

Controlling & Cost Element Accounting.

- Define Controlling Area
- Assignment of Controlling area to Company Codes
- Importance of Different Fields in controlling Area
- Primary cost and secondary cost elements
- Activity Type
- Statistical Key Figures
- Reposting, Distribution and Assessment
- Activity type categories
- Planning and Budgeting of Cost Elements
- Cost Element categories
- Cost Element groups
- Cost Element Reports
- Cost Center Accounting
- Cost Center Hierarchy
- Cost center Groups

- Cost Center Categories
- Define Planner Profile, Versions for Planner Profile
- Cost Center Reports
- Internal Orders

Order Management in Controlling Area

Define and Assign number ranges to Order Groups

Types of Order

- Model Order
- AUC (Assets) process with Internal Order (Real)
- Investment Management Integration with Internal Orders
- Month end and final settlements of Internal Orders
- Information System (Reports) for Internal Orders
- Profit Center Accounting
- Maintain Profit Center and Activation of company code in profit center
- Control Parameters for Actual data
- Plan Versions
- Profit Center Standard Hierarchy
- Profit Center Groups
- Transfer Pricing process with profit center
- Maintain planner profiles
- Distribution & Assessment
- Automatic Account Assignment for Revenue Elements
- Reports in profit center Accounting.

How to activate Material Ledger in S/4 HANA?

- Activation of Material Ledger
- Assign Material Ledger Type 0001 to Valuation Area
- Activate Valuation Areas for Material Ledger
- Assign Currency Types to Material Ledger Type.

Real Time Concepts.

- Uploading the Data(LSMW) to SAP Server
- Overview of SAP Methodology
- Creation of Financial Statement Version
- Transport Request Creation and Release
- SAP Query

- Month End, Year End Closing Activities
- Carry Forward Balances to next Year

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