CERTIFICATE IN SAP FICO (S/4 HANA)

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:	CERTIFICATE IN SAP FICO (S4 HANA)	Duration:	90 H
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 – 2	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	

Course in Detail

MODULE - 1

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 - 2

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