



# **CERTIFICATE IN SAP FINANCE AND CONTROL**

**Duration: 90 hrs.**

**Total Credits: 3**

**COURSE SYLLABUS**

## Objective

---

Aspiring a career in Finance domain that too in a reputed firm? Certification in SAP Finance and Control can be your key to it. SAP FICO power user module will take you from the basics of SAP Accounting until the final reports in the most structured way in global platform at G-TEC. This would cover all major transactions from daily entry to management reports to make you a complete SAP FICO expert.

## Exit Profile

---

- Get Practical Knowledge in SAP FICO Power User
- Get a good knowledge in SAP Power User.
- Able to do Financial transactions through SAP.
- 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

---

<b>Course Name:</b>	<b>CERTIFICATE IN SAP FINANCE AND CONTROL</b>	<b>Duration:</b>	<b>90 H</b>
Module	Topic	Dur.	Total Dur.
<b>Module – I</b>	Introduction to ERP	6	90
	ERP MODULES	6	
	INTRODUCTION TO FICO – (FINANCE AND CONTROLLING MODULE)	6	
	ENTERPRISE STRUCTURE	6	
	FINANCIAL ACCOUNTING GLOBAL SETTINGS	6	
	GENERAL LEDGER	6	
	ACCOUNTS PAYABLE	6	
	ACCOUNTS RECEIVABLES	6	
	ASSET ACCOUNTING	6	
	CONTROLLING BASIC SETTINGS	6	
	COST CENTER ACCOUNTING	6	
	CO INTERNAL ORDERS	6	
	PROFIT CENTER ACCOUNTING	6	
	COPA REPORTING	6	
	INTEGRATION TO OTHER MODULES	6	

---

# MODULE - 1

## I. INTRODUCTION TO EPR

- Definition
- History and Evaluation Of ERP
- Major ERP Vendors
- ERP Merits & De-Merits
- ERP Implementation Methods

## II. ERP MODULES:

- ERP Modules – An Overview
- Introduction to Finance Module
- Sub Systems of Finance Module

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

### IV. ENTERPRISE STRUCTURE

- Enterprise Structure Settings
- Company and Company Code
- Business Area
- Functional Area
- Credit Control Area

### V. FINANCIAL ACCOUNTING GLOBAL SETTINGS

- Fiscal Year
- Posting Periods
- Field Status Variant
- Tolerance Group
- Document Type
- Number Range
- Posting Keys
- Account Type and Line Item.

### VI. GENERAL LEDGER

- Chart of Accounts
- Accounting Groups and Number Ranges
- Retain Earning Account

- GL Master Records
- GL Document Entry

**VII. ACCOUNTS PAYABLE**

- Vendor Account Group
- Vendor Tolerance Group
- Number Ranges for Vendor Account Groups (d) Vendor Reconciliation Account.
- Vendor Master Records
- Payment Terms for Vendor
- Alternative Reconciliation Account.
- Automatic Posting and Automatic Payment Program
- House Bank
- Check Lots
- Vendor Payment Posting
- Post Purchase Activities

**VIII. ACCOUNTS RECEIVABLE**

- Customer Account Group
- Customer Tolerance Group
- Customer Reconciliation Account (d) Customer Master Records.
- Dunning Procedure
- Bill of Exchange

**IX. ASSET ACCOUNTING**

- Chart of Depreciation
- Depreciation Area
- Account Determination
- Screen Layout Rule
- Number Range Interval
- Asset Class
- Base Method
- Declaiming Balance Method
- Multi- Level Method
- Period Control Method
- Depreciation Key
- Asset Master

**CONTROLLING BASIC SETTINGS**

- Define Controlling Area

- Define Number ranges for Controlling Area
- Maintain Planning Versions
- Creation of Primary and secondary Cost Elements
- Creation of Cost Element Groups
- Primary Cost Element Categories and Secondary Cost Element Categories
- Real Time Issues

### **COST CENTER ACCOUNTINGS**

- Defining Cost Center Hierarchy
- Creation of COST Centers and Cost Center Groups

### **CO INTERNAL ORDERS**

- Defining Order Types
- Creation of internal Orders
- Planning of Internal Orders

### **PROFIT CENTER ACCOUNTING**

- Basic Settings for Profit center accountings
- Standard Hierarchies
- Creation of Dummy Profit centers
- Maintaining Versions for Profit centers

### **CO COPA REPORTING**

- What is COPA
- Maintenance of Characteristics
- Maintenance of fields
- Configurations

### **INTEGRATION TO OTHER MODULES**

- Procurement P2P Cycle integration with MM.
- Sales Process Integration with SD modules in Asset Accounting