



SAP TRAINING DIVISION

SAP FICO Syllabus

SAP – ECC 6.0 FICO Contents

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SAP Overview

- Ø Introduction to ERP And SAP
- Ø History of SAP
- Ø Organization
- Ø Technology
- Ø Implementation Tools (Asap and Solution Manager)
- Ø System Landscape
- Ø Roles And Responsibilities of a Consultant
- Ø Types of Projects
- Ø Change Transport System

Course Overview

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- Ø Navigation
- Ø Organizational Elements, General Ledger's and Postings.
- Ø Currencies
- Ø Bank Accounting
- Ø Accounts Payables & Accounts Receivables
- Ø Asset Accounting
- Ø Closing Operations
- Ø Reports
- Ø General Controlling
- Ø Cost And Revenue Element Accounting
- Ø CostCenter Accounting
- Ø Internal Orders
- Ø ProfitCenter Accounting
- Ø Product Costing
- Ø Profitability Analysis (CO-PA)
- Ø Integration With the Other Modules

Navigation

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- Ø Logging on to the R/3 System
- Ø Screen Elements
- Ø Creating Favorites
- Ø Adding Transaction to Favorites

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FINANCIAL ACCOUNTING

Basic Settings

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Overview of Organizational Elements in Accounting

Organizational Units

Define and Assign Organizational Units for Finance: Ex: – Country, Regions, Company, Company Codes, Business Areas, Functional Areas, etc.,

Variant Principle

Fiscal Year and Posting Periods

Field Status Variants

Document types and NumberRanges

Posting Keys

Define Tolerance for GL Accounts and Employees

Global Parameters

General Ledger

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Master Data Overview

Chart of Accounts

Types of Chart of Accounts

Define and Assign Chart of Accounts,
Define Account Groups and Screen Layout for GL Accounts,
Define Retained Earnings Account,
Creations of GL Accounts Master Records,
Postings, Display GL Account Balances and Document.

Currencies

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Maintain Exchange Rates Maintain Table
Define Translation Ratios for Currency
Define Accounts for Exchange Rate Differences
Posting with Foreign Currency
Define Methods for Foreign Currency Valuation
Prepare Automatic Posting for foreign currency valuation
Revaluation of foreign currency balances

Accounting Documents

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Parking Document
Holding Document
Reference Document
Recurring Document
Sample Document
Account Assignment Model
Fast Data Entry

Reversals

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Individual Reversals

Mass Reversals

Reversals of Reversals

Cleared item Reversals

Bank Accounting

Define House Banks with Bank Accounts

Creation of check number ranges for check lot

Define void reason codes

Issue of a check

Manual payment

Cancellation of issue check with reason codes

Check register

Validations and Substitutions

Validations and Substitution

Define Validation for posting

GL Posting to check Validation

Accounts Payables

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Overview on Procurement Process

Overview on Vendor Master Data

Define Account Groups with Screen Layout
Define NumberRanges for Vendor Accounts
AssignNumberRanges to Vendor Account Groups
Reconciliation Accounts
GL Account Creation
Creation of Vendor Master Records
Vendor Document Types and NumberRanges
Posting Keys
Define Payment Terms
Define Tolerance for Vendors/Customers
Posting of Purchase Invoices
Display Vendor Line Items
Outgoing Payments
Vendor Clearings
Credit Memo Postings
Special GL Transactions (Down Payments Made)
Posting Down Payments
Clearing of Down Payments against Invoices
Reason Codes for under and over Payment
Automatic Payment Program

Accounts Receivables

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Overview on Sales Process
Complete Customer Master Data
Define Account Groups with the Screen Layouts
Create NumberRanges to Customer Accounts

AssignNumberRanges to Customer Account Groups

Reconciliation Accounts

Create Customer Master Records

Document Types and NumberRanges

Posting Keys

Payment Terms

Posting of Sales Invoices

Incoming Receipt with Clearings

Display Customer Line Items

Display GL Account Balances

Special GL Transactions (Down Payments Received)

Posting of Down Payments (Advance Receipt)

Clearing of Down Payments

Customer Credit Memo

Dunning Procedure.

Management of Account

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- Open Item Management
- Types of Payments
- Standard Payment
- Partial Payment
- Residual Payment

Taxes

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Tax on Sales & Purchases

With Holding Tax (TDS)

Country India Version (CIN)

Asset Accounting

Overview on Asset Accounting

Depreciation Methods

Organizational Structures

Chart of Depreciation

Depreciation Areas

Account Determination

Screen Layout

NumberRanges

Functions of Asset Classes

Creation of GL Accounts

Assign GL Accounts

Calculation Methods

Depreciation Keys

Screen Layout for Asset Master Data

Asset Master Records

Sub Asset Master Records

Acquisition of Assets

Depreciation Run

Retirement of Assets

Transfer of Assets

Scrapping of Assets

Reports on Asset Accounting

Cash Journal

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Cash Journal Configuration

Cash Journal Transaction

Closing Operations

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GL Report

AR Report

AP Reports

AM Reports

Scheduler Manager

Integration with Other Modules

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- FI-MM
- FI-SD
- FI-HR

CONTROLLING

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- Ø Introduction to Controlling.
- Ø Importance of Controlling.

General Controlling.

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- Maintain controlling area
- Activate components for controlling area
- Assignment of company code to controlling area
- Maintain number ranges for controlling area documents
- Maintain versions and setting for fiscal year

Cost Element Accounting

- Introduction to Cost Element Accounting

- Primary and Secondary Cost Elements
- Define Cost Element Categories
- Manual & Automatic Creation of Primary and Secondary Cost Elements
- Define Cost Element Standard Hierarchy and Groups

Cost Centre Accounting

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- Introduction to cost centers
- Define Standard hierarchy for cost centers
- Define cost center categories
- Master data maintenance
- Cost centre groups
- Set planner profile for cost centre
- Create activity types
- Maintain statistical key figures
- Post transaction to cost centers
- Generate cost center reports
- Plan values and quantities for activity prices
- Calculate activity prices
- Periodical reposting of cost
- Create and execute assessment cycle
- Create and execute distribution cycles
- Activity allocations
- Settings for automatic posting

Internal Orders

- Introduction to Internal order
- Activate order management in controlling area
- Maintain budget and planning profiles
- Planning
- Define order types
- True orders and statistical orders
- Settlements
- Display internal order report

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Profit Centre Accounting

- Introduction to Profit centre accounting
- Maintain Standard Hierarchy
- Create Dummy Profit Centre
- Maintain Profit Centre Groups
- Creation of Profit Centre
- Assignment of Profit Centers in cost Center Master Data
- Maintain Automatic Account Assignments for Revenue Elements
- ProfitCenter for Balance Sheet and Profit and Loss
- Planning And Postings
- DisplayProfitCenter Reports

Profitability Analysis.

- Introduction to profitability analysis
- Maintain operating concern
- Define profitability segment
- Maintain characteristics values
- Define derivation rules
- Setting for data flow from SD
- Setting for data flow from FI and MM
- Display reports in COPA
- Mapping of SD/MM Conditions to CO-PA value fields

Overview

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Report Painter

New GL

Guidelines on Resume Preparation and Interview tips.