

SAP FICO

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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 10 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 postings with 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
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

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
- 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