SAP FICO Course

Module 1: Introduction to SAP & FICO

- Overview of SAP ERP & SAP S/4HANA
- Introduction to SAP FICO (FI + CO integration)
- Organizational structure in SAP (Company, Company Code, Business Area, Profit Center, Cost Center)
- Navigation in SAP GUI / Fiori

Module 2: SAP FI Enterprise Structure and Global Settings

- Creation and assignment of company and company code
- Creation of a business area
- Defining and assigning of fiscal year variant and posting periods
- Defining open and closing posting periods
- Maintenance and assignment of field status variants
- Defining and assignment of tolerance groups of employees
- Taxes on Sales & Purchases (input & output)
- Creation and assignment of Chart of Accounts
- Defining Retained Earnings Account

Module 3: Financial Accounting (FI) – General Ledger

- Master data: GL accounts, account groups
- Posting in General Ledger
- Defining tolerance groups for G/l accounts
- Document types & number ranges
- Creation of General Ledger Master (with and without reference)
- Display/Change/Block/Unblock of general ledger
- Park, hold & reverse documents
- Trial balance & financial statements
- Master Document Entry
- Display and change documents
- Display of GL balances and Line items
- Defining recurring entry document and posting
- Configuration of line layouts for the display of GL line items
- Document reversal and Document reset
- GL open items clearing

VipasAcademy@gmail.com **|**   Phone: +91 9966652099

Module 4: SAP FI Accounts Payable

- Creation of vendor account groups and assignment of number ranges
- Creation of tolerance group for venders
- Creation of vendor master (display/change/block/unblock of vender master)
- Posting of vendor transactions (invoice posting, payment posting, credit memo)
- Settings for advance payments to parties (down payment) and 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 maintenance of check register
- Configuration of Automatic payment program (APP)
- Payment to vendors through APP
- Unissued & issued checks cancellation and reversal of issued checks
- Defining correspondence & party statement of accounts
- Vendor auto clearing
- Vendor line items display
- Vendor aging, balance reports

Module 5: SAP FI Accounts Receivable

- Creation of customer account groups and assignment of number ranges
- 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)
- Settings for advance payment from parties (down payment)
- Configuration of settings for Dunning process (Customer reminders)
- Defining correspondence & party statement of accounts
- Credit management
- Customer balances and line items display
- Customer aging reports

Module 6: SAP FI Asset Accounting

- Defining chart of depreciation
- Defining account determination, screen layout
- Number ranges and asset classes

VipasAcademy@gmail.com **|**   Phone: +91 9966652099

- Integration with General Ledger & Posting rules
- Creation of asset master and sub asset master (change/display/block/unblock)
- Defining Depreciation key (base, declining, multilevel, period control methods)
- Acquisition or purchase of assets, sale of assets Scrapping of assets, Transfer of assets
- Post Capitalization and write up
- Depreciation run Line Settle of assets under construction of capital work in progress
- Asset explorer, Asset transactions reversal and Asset reporting

Module 7: Sap FI Reports

- Financial Statement Versions (FSV) GL Reports
- Accounts payable reports
- Accounts Receivable reports

Module 8: Bank Accounting

- House bank & bank accounts
- Create bank key
- Global Settings for Electronic Bank Statement (EBS)
- Manual bank statement posting
- Cash journal configuration
- Investment management

Module 9: SAP CO – Basic Settings of Controlling & Cost Elements

- Introduction to Controlling (CO)
- Defining Controlling Area
- Defining 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

Module 10: SAP CO Cost Center Accounting

- Creation of Cost Centers and Cost Center groups
- Planning for Cost Center, posting to Cost Centers
- Repost of Costs Creation and Execution of Distribution Cycle
- Creation and execution of assessment cycles Cost Center
- Cost Center reporting

Module 11: SAP CO Internal Orders

- Defining order types
- Internal order creation, planning
- Postings to internal order Report of Variance analysis
- Budgeting and Availability Control
- Commitment Management
- Integration with Asset Accounting (Investment Orders)
- Cost settlement through Internal order

Module 12: SAP CO Profit Center Accounting

- Defining profit centers & assignment
- Creation of profit centers and profit center groups
- Creation of Dummy Profit Centers
- Basic Settings for Profit Center Accounting
- Standard Hierarchy
- Maintaining versions of for profit centers
- Creation of revenue cost elements
- Automatic Assignment of Revenue elements for Profit Centers Postings to profit centers, planning and variance reporting

Module 13: SAP CO COPA Reporting

- Introduction of Profitability analysis (CO-PA)
- Maintenance of Characteristics
- Maintenance of Fields, Configuration

Module 14: SAP FI Integration with MM

- Procurement cycle (P2P) Integration with MM
- Define Valuation Areas
- Assign Valuation Areas to Company Codes
- Maintain Valuation Classes in Material Master
- Configure Account Determination
- Set Tolerance Limits for Invoice Verification
- Maintain Default Tax Codes
- Define Material Types and Attributes
- Set Plant Parameters and Purchasing Org Assignments

Module 15: SAP FI Integration with SD

- Sales process integration with SD Integration with asset accounting
- Define Account Assignment Groups in:
  - Customer Master
  - Material Master
- Maintain Pricing Procedure (V/08) with Account Keys
- Configure VKOA for Account Determination:
  - Customer Group + Material Group + Account Key → GL Account
- Set up Revenue, Discount, Freight, Tax GLs
- Integration with Profitability Analysis (CO-PA) and Profit Center Accounting.

Module 16: Petty cash management

- **Petty Cash Definition**: Small cash fund for minor, day-to-day expenses
- **Cash Journal**: Central tool for managing petty cash transactions.
- **G/L Integration**: Petty cash linked to a dedicated G/L account (e.g., 111000)
- **Fund Replenishment**: Periodic top-up from bank account to petty cash.

Module 17: Month end and Year end closing activities and Reports

- Open/Close Posting Periods
- Parked Document Review & Posting
- Foreign Currency Valuation
- Accruals & Provisions
- GR/IR Clearing
- Suspense Account Clearance
- Reclassify Payables/Receivables
- Balance Sheet Adjustments
- Carry Forward Balances
- Vendor/Customer Reconciliation
- Dunning Run Execution
- Incoming/Outgoing Payments
- Review Open Items & Clear
- Tax Payables Review
- Depreciation Run
- Asset Acquisitions/Retirements Review
- Asset Transfers & Settlements
- Revaluation/Impairment if applicable
- Reconcile Asset Ledger with GL
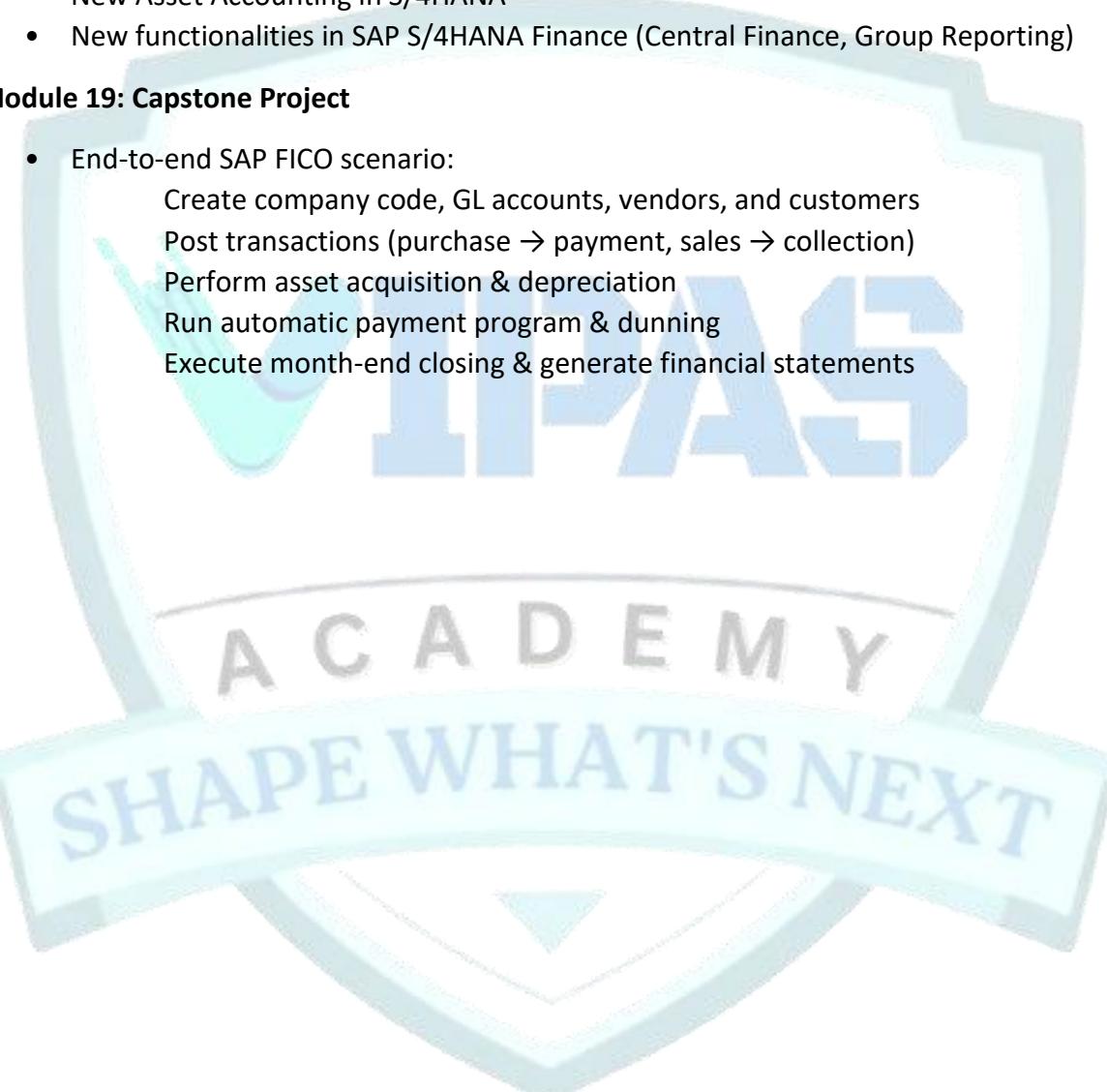- Cost Center Planning & Actuals Review

- Internal Order Settlement
- Financial statement versions (FSV)

Module 18: SAP FICO in S/4HANA

- Universal Journal (ACDOCA) concept
- New Asset Accounting in S/4HANA
- New functionalities in SAP S/4HANA Finance (Central Finance, Group Reporting)

Module 19: Capstone Project

- End-to-end SAP FICO scenario:
  Create company code, GL accounts, vendors, and customers
  Post transactions (purchase → payment, sales → collection)
  Perform asset acquisition & depreciation
  Run automatic payment program & dunning
  Execute month-end closing & generate financial statements