**1: Meaning of SAP ERP and SAP Consultant:**

**ERP:** Enterprise Resource Planning

The greatest company in ERP are:

* **ERP ORACLE**
* **ERP SAP**

**ERP** contains different process and modules. Every ERP consultant focus only in one process or module. For example, one for finance and other for material management …

# 2: SAP Modules and how to start studying:

# SAP modules: (image 1)

# We have two types of consultants:

# Functional Consultant: his role is to adjust erp to the company business

# Technical Consultant: his role is to programming (image 2)

# 3: SAP Implementation Project Cycle Overview: (image 3)

Presales: this is the step before purchase the ERP, in this step erp consultant try to persuade the customer to purchase the erp.

Kickoff: this is the step after the purchase of erp. The company choose a team (key users) that will work on this project and also in contrast we have a team of consultants. The kickoff is the first meeting between two teams.

AsIs: this is the step after the kickoff. In this step, every consultant will try to get all information about the business of the company from the key user (every consultant in his module, example: finance module consultant will sit against computability key user).

ToBe: this step is after AsIs. The consultant will explain to key user the process of its related module how will be in erp. The two teams try to find a common core.

After the two steps AsIs and ToBe we collect all information from these two steps in one document called Blueprint. Blueprint is a document that explain in details how is the business of the company and how it will be in erp.

Blueprint will be signed from society and consultant. So far, we have an accord how the erp will be and how it acts.

SAP consultant configure the erp like the accord in the blueprint after he make a testing. The key user sees the test and if he has any comment or remark to modify, we reconfigure another one and so on until we arrived to our target.

After the step of configuration, the consultant should make a training for users. He describes every process how it works and give him a documentation that explain everything how it works. In the end of this step, key user knows how to use the system and have a manual to consulted when he needs.

The next step, the consultant gives the key user a test script. The test script is a document that explain the steps to follow by the key user to test every process. The key user takes this test script and test the system to confirm that all works fine. This step ends by signing the test script by the key user and his boss that the test is ok and all works fine. In this step we have testing every module alone.

The next step, we test all the system in global and after the test called business integration, we signed that is works fine.

So far, we confirm that all tests are ok and the system works like we hope. The next step is integrating the system in production (go live & Nurturing (2 months)).

# 4: Procure to Pay Business Process: (purchase cycle)

# Procurement types:

# Direct procurement: Such as raw materials

# Indirect procurement: Such as printer papers…

# (Like folder procure to pay)