

# Capacitation Certificate



We grant this certificate to:

**Henzel Almeida Dos Santos**

You completed your certification in **SAP ERP INTELLIGENCE** capacitation, that embroils the main ERP SAP management processes in the **PP, MM, SD, FI/CO, PM** and **QM** modules.  
Course total load: 20 (twenty) hours.

Florianópolis, 2018/05/23

A stylized black ink signature of Alexandre Carmo.

Alexandre Carmo  
SAP Technical Director  
SReg 29284/10 - MDL Consulting

---

Henzel Almeida Dos Santos  
Attending student

# SAP ERP INTELLIGENCE

## ► INTRODUCTION

### 2. BROWSING ON THE SAP SYSTEM

- 2.1. Getting on the SAP System
  - 2.1.1. Performing input configurations on SAP GUI to access SAP
  - 2.1.2. Creating a Login on the SAP System
  - 2.1.3. Logging off the SAP System
  - 2.1.4. Changing your user's password
  - 2.1.5. SAP Menu
  - 2.1.6. Customizing the system's interface
- 2.2. Browsing on the SAP System
  - 2.2.1. Displaying technical names on the main menu
  - 2.2.2. Locating a logistics application on SAP
  - 2.2.3. Locating an accounting application on SAP
  - 2.2.4. Getting on with the SAP transition code
- 2.3. Creating the favorites menu
  - 2.3.2. Adding a new fold to "Favorites"
  - 2.3.3. Adding a web page to the Favorite Menu
- 2.4. Using SAP's "help"
  - 2.4.1. Locating a field's parameter ID
  - 2.4.2. Locating the possible values of a field.

### 3. MASTER DATA OF THE SAP SYSTEM

- 3.1. Registering the client's master data
  - 3.1.1. Client's register
- 3.2. Displaying the client's data
  - 3.2.1. Locating and changing the master data of a client
- 3.3. Displaying the client's registering data
  - 3.3.1. Displaying the client's data
  - 3.3.2. Displaying modified information
- 3.4. Registering Material Master Data
  - 3.4.1. Registering a Material Master Data record
- 3.5. Displaying and modifying Material Master Data
  - 3.5.1. Displaying and modifying the material master record
- 3.6. Displaying material master data
  - 3.6.1. Displaying material master record
  - 3.6.2. Displaying the material record's modified information
- 3.7. Displaying Vendors Master Data.

## ► SAP PROCESSES

- 1.1. Creating a new Material
  - 1.1.1. Creating a material's record
  - 1.1.2. Browsing and adding the data in the views
- 1.2. Creating a Material Purchase Request to the stock
  - 1.2.1. Creating a purchase order and displaying the history
- 1.3. Receiving Material with Purchase Request
  - 1.3.1. Material income referring to a purchase order
- 1.4. Verifying the invoice in logistics
  - 1.4.1. Getting on with the supplier's invoice.

- 2.1. Preparing Material Master to production
  - 2.1.1. Revising the material master register
- 2.2. Displaying the Material Technical List
  - 2.2.1. Displaying the Technical List
  - 2.2.2. Displaying the components of a material's component
- 2.3. Creating a Planning Order by a Sale's Order Demand
  - 2.3.1. Displaying the material's need
  - 2.3.2. Creating a sales order
  - 2.3.3. Displaying the material's need
  - 2.3.4. Running the MRP
- 2.4. Displaying a Planned Order
- 2.5. Turning a Planned Order into a Production Order
  - 2.5.1. Evaluating the material needs list.
  - 2.5.2. Creating a production order.

- 3.1. Preliminary steps
- 3.2. Client's Order entry
  - 3.2.1. Creating sales order:
- 3.3. Displaying the Sales Order
- 3.4. Shipping processing
- 3.5. Registering materials' exit
- 3.6. Billing
- 3.7. Invoice
- 3.8. Reversals
- 3.9. Reports

- 4.1. Overview of the FI module
- 4.2. Financial process concept
- 4.3. Organizational structure
- 4.4. Chart of accounts
- 4.5. Main transactions
- 4.6. FI process flux and the integration with modules
- 4.7. Lines creation (FB01)
- 4.8. Lines view (FBL3N)

- 5.1. Overview of the CO module
- 5.2. The features of cost accounting (CO)
- 5.3. Cost accounting view
- 5.4. The components of cost accounting
- 5.5. Organizational structure view
- 5.6. CO integration with the other modules
- 5.7. Cost centers creation

## ► HOMEWORK ACTIVITIES (CLASSES THROUGH VIDEO)