**SAP FICO / SAP Finance and Controlling – 90 Days**

* **Introduction**
* Introduction to ERP
* Introduction to SAP

**Enterprise Structure**

* Definition of company
* Definition of company code
* Assignment of company to company code
* Definition of business area

**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

**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 postingswith 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

**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

**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 vender 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

**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

**CONTROLLING**

**Basic settings for controlling**

* Defining Controlling Area
* Defining Number ranges for Controlling Area
* Maintain Planning Versions

**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

**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

**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

**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

**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

**OVERVIEW PRODUCT COSTING**

* New General ledger accounting
* Reports
* Financial statement version
  + General Ledger, Accounts Payable, Accounts Receivable and Assets Reports