

SAP ONLINE LEARNING

Utilisation au quotidien de SAP – Comptabilité

ERP250 Financial Overview

Course Goals

This course will prepare you to:

- Describe the main processes of Financial Accounting
- Understand the integration between Financial Accounting and others components
- Understand the subcomponents: Accounts Receivable and Accounts Payable

Target Audience

Functional Project Team Members

Super Users

IT Business Analyst

Transactional End Users

Prerequisites

Essential:

SAP125 SAP Navigation 2005

Course Content

Financial Accounting Overview

Accounts Receivable Overview

Accounts Payable Overview

Notes

This course is part of the 'Financial Processes' role based training series.

Course length: 2 hours

ERP251 General Ledger Overview & Master Data

Course Goals

This course will prepare you to:

- Describe the main components of the General Ledger
- Define General Ledger master data
- Create and maintain General Ledger master data

Target Audience

Functional Project Team Members

Super Users

IT Business Analyst

Transactional End Users

Prerequisites

Essential:

SAP125 SAP Navigation 2005

ERP250 Financial Overview

Course Content

General Ledger Overview

General Ledger Master Data

Notes

This course is part of the 'Financial Processes' role based training series.

Course length: 2 hours

ERP252 General Ledger

Course Goals

This course will prepare you to:

- Describe the General Ledger functions
- Create, change and display General Ledger account postings, account documents and recurring documents
- Clear G/L account
- Mass and individual reversal of documents
- Reset cleared items
- Close posting periods
- Display account balances
- Batch input
- Explain CO and FI reconciliation
- Execute and Analyze General Ledger reports
- Chart of Account
- Document Journal
- P/L
- G/L account balances

Target Audience

- § Functional Project Team Members
- § Super Users
- § IT Business Analyst
- § Transactional End Users

Prerequisites

Essential:

SAP125 SAP Navigation 2005

ERP250 Financial Overview

ERP251 General Ledger Overview & Master Data

Course Content

General Ledger Postings

General Ledger Account Balances

Periodic Processing

Generate Ledger Reports

Notes

This course is part of the 'Financial Processes' role based training series.

Course length: 4 hours

ERP253 Billing Overview

Course Goals

This course will prepare you to:

- Understand the sales order, delivery and billing process
- Execute the billing process

Target Audience

- § Functional Project Team Members
- § Super Users
- § IT Business Analyst
- § Transactional End Users

Prerequisites

Essential:

SAP125 SAP Navigation 2005
ERP250 Financial Overview

Recommended:

ERP450 Sales & Distribution Overview
ERP459 Outbound Processing

Course Content

Billing Overview
Billing Documents

Notes

This course is part of the 'Financial Processes' role based training series.
Course length: 2 hours

ERP254 Accounts Receivable

Course Goals

This course will prepare you to:

- Create and maintain customer master data
- Display customer balances
- Identify the invoice management functionalities
- Create invoices and credit memos
- Post incoming payments
- Understand the difference between customer correspondence and internal analysis
- Issue customer correspondence

Target Audience

Functional Project Team Members

Super Users

IT Business Analyst

Transactional End Users

Prerequisites

Essential:

SAP125 SAP Navigation 2005

ERP250 Financial Overview

Recommended:

ERP450 Sales & Distribution Overview

Course Content

Customer Master Data

Manage Invoices

Payment Processes

Customer Correspondence

Notes

This course is part of the 'Financial Processes' role based training series.

Course length: 4 hours

ERP255 Financial Master Data

Course Goals

This course will prepare you to:

- Explain vendor master data and bank master data
- Create and maintain vendor and bank master data

Target Audience

Functional Project Team Members

Super Users

IT Business Analyst

Transactional End Users

Prerequisites

Essential:

SAP125 SAP Navigation 2005

ERP250 Financial Overview

Course Content

Vendor Master Data

Bank Master Data

Notes

This course is part of the 'Financial Processes' role based training series.

Course length: 2 hours

ERP256 Accounts Payable

Course Goals

This course will prepare you to:

- Explain the payment process functionality
- Understand the functions of check processing
- Process vendor invoices, credit memos, down payments and recurring documents
- Calculate interest on arrears
- Issue output
- Explain check register and check lots
- Cancel payments
- Void and reprint checks

Target Audience

- § Functional Project Team Members
- § Super Users
- § IT Business Analyst
- § Transactional End Users

Prerequisites

Essential:

SAP125 SAP Navigation 2005
ERP255 Financial Master Data

Recommended:

ERP402 Purchasing Overview

Course Content

Invoice Management
Payment Process
Check Management

Notes

This course is part of the 'Financial Processes' role based training series.
Course length: 4 hours

ERP257 Cash Management

Course Goals

This course will prepare you to:

- Explain cash management including; manual and electronic bank statement, financial planning and internal analysis
- Understand the difference between customer correspondence and internal analysis
- Import electronic bank statement
- Process manual bank statement
- Explain cash receipts and cash payments
- Issue output

Target Audience

- § Functional Project Team Members
- § Super Users
- § IT Business Analyst
- § Transactional End Users

Prerequisites

Essential:

SAP125 SAP Navigation 2005
ERP250 Financial Overview

Course Content

Cash Management
Customer Correspondence

Notes

This course is part of the 'Financial Processes' role based training series.
Course length: 2 hours

ERP258 Financial Reports

Course Goals

This course will prepare you to:

- Generate Financial Reports
- Analyze customer information
- Open items
- Balances in local currency
- Payment history
- Sales
- Analyze vendor information
- Open items
- Balances in local currency
- Open items due date forecast
- Business activities

Target Audience

- § Functional Project Team Members
- § Super Users
- § IT Business Analyst
- § Transactional End Users

Prerequisites

Essential:

SAP125 SAP Navigation 2005
ERP250 Financial Overview

Course Content

Financial Reporting
Vendor Reporting

Notes

This course is part of the 'Financial Processes' role based training series.
Course length: 2 hours

ERP259 Asset Accounting Overview

Course Goals

This course will prepare you to:

- Describe the main functions of Asset Accounting

Target Audience

- § Functional Project Team Members
- § Super Users
- § IT Business Analyst
- § Transactional End Users

Prerequisites

Essential:

SAP125 SAP Navigation 2005
ERP250 Financial Overview

Course Content

Asset Accounting Overview

Notes

This course is part of the 'Financial Processes' role based training series.

Course length: 1 hour

ERP260 Asset Accounting Master Data

Course Goals

This course will prepare you to:

- Explain the functions of Asset accounting
- Create and maintain Asset master data
- Explain acquisition from purchase with vendor
- Describe Asset Explorer

Target Audience

- § Functional Project Team Members
- § Super Users
- § IT Business Analyst
- § Transactional End Users

Prerequisites

Essential:

- SAP125 SAP Navigation 2005
- ERP250 Financial Overview
- ERP259 Asset Accounting Overview

Course Content

- Assignment and Master Data
- Asset Master Data

Notes

- This course is part of the 'Financial Processes' role based training series.
- Course length: 2 hours

ERP261 Asset Accounting Details

Course Goals

This course will prepare you to:

- Explain Asset Accounting
- Create and maintain asset under construction
- Distribute and settle asset under construction
- Understand the types of support provided for blocking, deleting and retiring an asset
- Explain the Depreciation process
- Utilize Asset Explorer
- Understand inter-company and within company asset transfer

Target Audience

- § Functional Project Team Members
- § Super Users
- § IT Business Analyst
- § Transactional End Users

Prerequisites

Essential:

- SAP125 SAP Navigation 2005
- ERP250 Financial Overview
- ERP259 Asset Accounting Overview
- ERP260 Asset Accounting Master Data

Course Content

- § Asset Under Construction
- § Deactivation / Deletion / Blocking
- § Depreciation
- § Asset Retirement
- § Asset Transfer

Notes

This course is part of the 'Financial Processes' role based training series.
Course length: 4 hours

ERP262 Asset Accounting Closing

Course Goals

This course will prepare you to:

- Understand basic reporting functionalities for Asset Accounting
- Simulate and recalculate depreciation
- Perform the Asset Accounting closing activities

Target Audience

- § Functional Project Team Members
- § Super Users
- § IT Business Analyst
- § Transactional End Users

Prerequisites

Essential:

SAP125 SAP Navigation 2005

ERP250 Financial Overview

ERP259 Asset Accounting Overview

Course Content

Fixed Assets Information System

Notes

This course is part of the 'Financial Processes' role based training series.

Course length: 1 hour

ERP270 Travel Management Overview

Course Goals

This course will prepare you to:

- Describe the main processes of Financial Accounting
- Explain the Travel Management processes

Target Audience

Functional Project Team Members

Super Users

IT Business Analyst

Transactional End Users

Prerequisites

Essential:

SAP125 SAP Navigation 2005

Course Content

Financial Accounting Overview

Travel Management Overview

Notes

This course is part of the 'Financial Processes' role based training series.

Course length: 1 hour

ERP271 Travel Management

Course Goals

This course will prepare you to:

- Understand HR master data required for travel management
- Explain the trip request procedure
- Create and approve trip request
- Describe the Travel Manager
- Explain Travel Planning
- Create trip data
- Explain assignment of cost for a trip
- Generate weekly and by period travel planning and expense reports

Target Audience

- § Functional Project Team Members
- § Super Users
- § IT Business Analyst
- § Transactional End Users

Prerequisites

Essential:

- SAP125 SAP Navigation 2005
- ERP270 Travel Management Overview

Course Content

- § HR Employee Master Data
- § Business Travel Request
- § Business Travel Planning
- § Business Travel Expenses Report
- § Travel Management Information System

Notes

This course is part of the 'Financial Processes' role based training series.
Course length: 4 hours

ERP280 Funds Management (Funds Manager)

Course Goals

This course will prepare you to:

- Describe the main processes of Financial Accounting
- Understand the subcomponents: Accounts Receivable and Accounts Payable
- Explain Cash Management and Liquidity Forecast
- Utilize Manual and Electronic Bank Statement inside the Cash Management system
- Assign differences between Liquidity Forecast, Cash Management and Financial Accounting
- Generate Liquidity Forecast and Cash Management reports

Target Audience

- § Functional Project Team Members
- § Super Users
- § IT Business Analyst
- § Transactional End Users

Prerequisites

Essential:

SAP125 SAP Navigation 2005

Course Content

- § Financial Accounting Overview
- § Cash Management and Liquidity Forecast Overview
- § Account Receivable Overview
- § Account Payable Overview
- § Cash Management
- § Liquidity Forecast
- § Reporting

Notes

This course is part of the 'Financial Processes' role based training series.

Course length: 4 hours