

**SAP Business Process Series
Solution Brief**



Software Training that Delivers Business Value

Efficient business processes are key to the success of any enterprise. That's where SAP® software comes in. But to get the most from your SAP solutions, your users need the right skills for their day-to-day tasks. The SAP Business Process Series from SAP Education is the ideal solution. This series of flexible, Web-based courses complements SAP's proven instructor-led offerings – providing fast, effective, any-time/anywhere training, geared to your employees' real-world requirements.

It takes the right skills to get the very best from SAP® software. But when you invest in training, you want to be certain that learners gain the skills that match their specific tasks – quickly and cost-effectively. And you have to be sure that they can put theory into practice under day-to-day conditions. In short, you want education that delivers a tangible business return.

However, this is precisely where some training falls short. All too often, the focus is on technical features, functions, and configuration, with relatively little attention to the business context in which users' activities are embedded. Small wonder that employees often find it difficult to transfer lessons learned in the classroom to their work environment.

Effective Knowledge Transfer: The SAP Business Process Series

In response to these challenges, SAP Education has introduced an innovative offering: the SAP Business Process Series. These highly interactive, Web-based courses are designed specifically to deliver the business content employees need for their tasks, ensuring effective knowledge transfer – wherever and whenever it's required.

SAP Training Tailored to Learners' Specific Roles

The SAP Business Process Series is the first of SAP's new e-learning offerings. In conjunction with SAP Education's tried-and-tested classroom-based training, the SAP Business Process Series caters to a wide range of individual learning styles and subject-matter requirements. The individual elements of the series help learners to develop a clear understanding of how SAP solutions support key business processes, and how their work fits into the bigger picture.

Whether your employees are newcomers to SAP or experienced users, the SAP Business Process Series delivers the knowledge they need to increase their productivity and work more effectively. And because all courses include pre- and post-assessments, you can be sure that participants can quickly and easily identify the topics that are right for them, and accurately gauge how much they have actually learned.

Foundation Courses

These new e-learning offerings are designed to familiarize learners with the techniques needed to use the new Web-based offerings and provide practical insight into SAP solutions:

E-Learning Advisor

This easy-to-use interactive guide shows users how to work with the foundation courses and SAP Business Process Series courses, and provides handy tips on how to get the most from them.

The techniques presented here apply to all present and future e-learning offerings from SAP Education. The E-Learning Advisor is provided free of charge.

Business Solutions Powered by SAP

Designed to appeal to all audiences, this course illustrates how a company can leverage SAP software to master real-world challenges. The course presents an SAP solution from the perspectives of an account manager, an IT manager, an accountant, the CFO, and a customer.

Navigating SAP

This course delivers the skills needed to navigate an SAP solution with confidence. It introduces key areas of SAP screens and shows how to work with fields and features. Other topics include obtaining additional help, modifying and customizing the user interface, and displaying transactions and reports, either directly or over the Web.

Putting Knowledge to Work

Focusing on common business processes, the following courses help learners to understand how their day-to-day work fits into the broader context of their SAP solutions. These courses include highly effective instructional elements and simulations based on authentic situations. Each provides a firm grounding for more advanced e-learning and classroom content.

Order-to-Cash

An easy-to-follow story line outlines marketing and campaign management as well as the related order-to-cash process. The course explains how SAP software supports market evaluation and the creation and launch of a marketing campaign. It also presents activities such as the initial creation of a sales order and determining the business impact of the sale.

Procure-to-Pay

This eight-hour course demonstrates how the procure-to-pay process is handled. It explores how SAP software supports all relevant tasks, including purchase requisitions, vendor quotations, purchase order processing, goods receipt, invoicing, and payment.

Plan-to-Inventory

This course covers the various tasks involved in manufacturing, storing, and shipping products held in inventory. It demonstrates how a variety of SAP functions is involved – including many key features of SAP Advanced Planning & Optimization.

Plant Maintenance

Learners follow the workflow for a maintenance request as it makes its way through an SAP solution. Realistic examples trace the course of the workflow within the company and demonstrate how plant maintenance functionality interacts with other SAP capabilities.

HR Administration

This practical introduction shows how a company uses its SAP solution in HR processes. The course includes instructional elements, hands-on simulations of hiring, benefits administration, travel and expense management, and standard HR reporting.

The Benefits for You

Opting for the SAP Business Process Series from SAP Education enables you to:

- Improve the return on your training investment
- Increase productivity
- Reduce total cost of ownership
- Boost employee skills, self-sufficiency, and motivation
- Transfer knowledge effectively

The new Web-based courses allow learners to:

- Focus on how SAP supports their day-to-day business processes
- Use their training time as efficiently as possible
- Plan training to suit their schedules
- Refresh or update their knowledge by revisiting or revising content
- Monitor their performance
- Identify additional learning needs

All in all, SAP Education's new courses add up to business value – for your learners and your organization.

Find out More

For the latest course listing, technical details, and system requirements, please check out the SAP Education Web site at www.sap.com/education

For information on course availability, please contact your nearest sales office.

www.sap.com/contactsap



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