

## **SAP**

### **OBJECTIVES**

At the end of the course, the participant will have acquired knowledge to understand the complexity of the system integrated business management. They will capture the basic functions of the SAP environment, and will be able to deploy such a system, configure it according to the company's specific process. They will be able to plan and perform the operations. They will become familiar with the process of planning and controlling production and stocks in an SAP environment.



### **TARGET CLIENTELE**

Accounting clerk, Accountant

### **PREREQUISITES**

Accounting knowledge

### **COURSE SYLLABUS**

#### **1. Course Presentation**

- Introduction to the integrated management package
- Introduction to integrated management systems
  - ERP
  - Operations and logistics management
- Overview of SAP software features
- The SAP system
- Technical architecture
- The standard screen
- The transactions
- The database
- The FI module
- The market

- Overview of the general structure of SAP
  - Basic concepts
  - Organization of companies
  - Functions and processes

## **2. Navigating SAP and Managing Items**

- Browsing SAP
- Data in SAP
  - Creating a customer/item card
- The management of the articles
  - The types of articles in SAP
  - Organize the material card
  - The data of the card
  - The process of creating and maintaining the material master
    - General
    - Special

## **3. Supply and Stock Management**

- The procurement process
- The specific organisational structure of the purchasing process
- The database
  - The material card
  - The supplier card
  - The purchase info sheet
- The basic activities of the purchasing process

## **4. Plan Based on Consumption and Distribution Context**

- Planning logistics without manufacturing
- The organizational structure of the planning process
- Manage the non-manufacturing planning process in SAP
- The dashboard
- Activities related to planning
  - Independent demand
  - Run MRP
  - Transform a scheduled command and AE requisition from the S/R list
  - Convert requisition to purchase order
  - Receive purchase order

## **5. The Sale**

- The organizational structure
- The realization of the sales process
  - Master data
  - Customer order processing
  - Consumption of the projected independent demand
  - The availability check
- Sales management
- Customer relations
- The offers
- The contracts

## **6. Planning with Manufacturing**

- Basic data
  - Planning logistics
  - The structure of the database
    - The customer card
    - The BOMs
    - Work centers
    - The range of operations
- The manufacturing cycle
  - The cycle of planning
    - Independent demand
    - The material needs plan
    - The production order
    - The disbursement of the components
    - Confirmation of a production order
    - The receipt in stock of a production order

## **7. Other Concepts**

- Planning
  - The subdivision
  - Planning schedule
  - Planning margins
  - The phantom articles

- Supply of:
  - The sources
  - Quota management
  - The framework agreements
  - The bidding and bid process
- Printing

## **8. Long-Term Planning and Demand Management Strategies**

- Sales and production
  - The product group
  - The production plan
    - Planning tables
    - The sales/production plan
- The summary capacity
  - The load profile
  - Capacity calculation
- The transfer of demand
  - Manufacturing for stocks
  - Assembly and custom fabrication

## **9. The Logistics Information System**

- The logistics information system
  - Info-structures
  - Main purchasing and inventory management reports