# SAP FI User Training

Impuls Data offers trainings for new SAP R/3 users. These trainings are led by certified trainers with strong experience in working with SAP, who like to share their advanced knowledge and help others acquire the necessary skills to work with ERP systems.

The training agenda for the FI module consists of the following:

Title	Agenda (40 hours, of which 70% practical activities)	After finishing this course you will be able to:
SAP Basic Navigation	Introduction and SAP financial terms Unit 1 – Logging On and Off Unit 2 – SAP R/3 Screen Elements Unit 3 – Transactions, Favorites and Sessions Unit 4 – Own Data Unit 5 – Fields and Data Unit 6 – Match code Unit 7 – Sorting and Filtering Lists Unit 8 – Reporting and print out Unit 9 – SAP Help Summary	Log on and off from the system Understand SAP R/3 screen elements Use menus and transactions codes to navigate in SAP Maintain Own Data Perform a search Sort and filter lists Start reports and create variants Printing Downloading and saving data Use SAP Help
SAP – General	Unit 1 – General Ledger Master Data Unit 2 – Posting Keys	Create/Maintain General Ledger Accounts Assign G/L to Chart of Accounts

Ledger	Unit 3 - FI document Entry	Post, park, reverse documents
	Unit 4 – Accruals	Perform different SAP transactions related to G/L Accounting
	Unit 5 – Recurring Journal Entries	
	Unit 6 – Clear General Ledger accounts	Understand the concepts of group currency and local currency
	Unit 7 – Group Currency/Local Currency and Foreign currency Valuation	Maintain currency table
		Run foreign currency valuation
	Unit 8 – Reporting	Run Reports related to G/L accounting, including Financial Statements and Profit and Loss
	Summary	
SAP – Accounts Payable and Travel Management	Unit 1 – Vendor Master Data	Create/ Maintain Vendor Master Data
	Unit 2 – Definition of Cost Objects	Understand the concepts of Cost Centers, Internal Orders, WBS
	Unit 3 – FI Document entry	
	Unit 4 – Vendor Analysis	Book, park, reverse invoices and credit memos from suppliers
	Unit 5 – Logistic Invoice Verification	
	Unit 6 – Outgoing payments and Clearing	Understand the Logistic workflow and the connection between FI and MM; Purchase Orders, GR/ IR
	Unit 7 – Document Management	
	Unit 8 – Employees Travel Expenses	Clear invoices from suppliers
		Change documents and reset cleared items
	Unit 9 – Reporting	
	Summary	Check, approve, settle, book or cancel employees travel expenses
		Run different reports for checking supplier information

		(overdue invoices, list of vendor line items, vendor balances, etc.)
SAP – Accounts Receivable	Unit 1 – Customer Master Data Unit 2 - FI Document Entry Unit 3 – Customer Analysis Unit 4 – SD Billing Documents Unit 5 – Customer Communications Unit 6 – Incoming payments and Clearing Unit 7 – Document Management Unit 8 – Reporting Summary	Create/ Maintain Customers Master Data Post, park customer invoices and credit memos Display line items for customers Display billing documents not released to accounting Clear customer invoices Understand the Logistic Workflow and the connection between FI and SD Print Letters for Customers Run different reports for checking customer related information
SAP – Asset Accounting	Unit 1 – Fixed Assets Master Data Unit 2 – FI Document Entry Unit 3 – Asset Scrapping Unit 4 – Asset Transfer within a Company Code Unit 5 – Asset Selling Unit 6 – Analysis and Reporting Tools	Create/ Maintain Fixed Assets Book an assets thru vendor invoice Understand the concept of depreciation areas Run monthly asset depreciation Transfer an asset within a Company Code Asset retirement Run different reports for Fixed assets
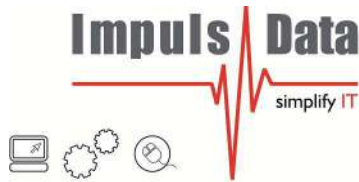
This course is addressed to junior accountants, accounting team leaders or managers who are beginners in working with SAP ERP system.

Prerequisites - basic knowledge of financial accounting, general ledger accounts functionality and basic knowledge of VAT principals.

Group: 10 – 12 participants

Necessary Resources: access to SAP test environment, PC or laptop for each participant (these can be provided by Impuls Data if necessary).

Price: will be discussed after a meeting.

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