

SAP-FICO WITH GST

Introduction:

- SAP Over view
- ERP Products
- SAP Functional Modules/Technical Modules/Techno-Functional Modules
- Introduction to ERP SAP R/3 System
- Over view on System Landscape
- SAP FI/CO Introduction, Organizational Structures.

SAP-FINANCE (FI):

Basis Settings of SAP-FI:

A) Organization Structure (Enterprise Structure)

- Define Company
- Define Company Code
- Assign Company Code to Company
- Define Business Area
- Maintain consolidation business area
- Assign business area to consolidation business area
- Define Credit Control Area
- Assign company code to credit control area
- Maintain FM Area
- Assign company code to financial management area
- Define Segment

B) GL Accounting Structure

- Define Chart of Accounts List
- Assign Company Code to Chart of Accounts List
- Define Accounts Groups
- Define Retained Earning A/C
- Define Tolerance Group for GL Accounts
- Define Tolerance Group for Employees

C) Global Structure

- Maintain Fiscal Year Variant
- Assign Company Code to Fiscal Year
- Define Posting Periods
- Assign Posting Periods to Company Code
- Open and Close Posting Periods
- Define Field Status Group
- Assign Company Code to Field Status Group

- Enter Global Parameters

GL Masters (SAP-FI GL):

A) GL Postings:

- 1) Creation of GL Masters
- 2) Define Document Types and Number Ranges
- 3) GL Posting with Normal
- 4) Display Posted Documents and Ledgers
- 5) Types of Documents
 - a) Held Document
 - i) How to creation of held document
 - ii) How view held document (Report)
 - iii) How to delete held document
 - iv) How to convert held document into final document
 - v) Reports
 - b) Park Document
 - i) How to creation of park document
 - ii) How view park document (Report)
 - iii) How to delete park document
 - iv) How to convert park document into final document
 - v) Reports
- 6) Types of Reference Documents
 - a) Recurring Document
 - i) Creation of number ranges for recurring document
 - ii) How to create recurring document
 - iii) How to view recurring document (Report)
 - iv) How to delete recurring document
 - v) How to post a document by using recurring document
 - vi) Reports
 - b) Sample Document
 - i) Creation of number ranges for sample document
 - ii) How to create sample document
 - iii) How to view sample document (Report)
 - iv) How to delete sample document
 - v) How to post a document by using sample document
 - vi) Reports
- 7) Documents Reversals
 - A) Individual Reversal
 - B) Mass Reversal
 - C) Accrual Reversal
 - D) Reversal of Reversal

E) Cleared Item Reversals

8) Reports

B) Foreign Currency Translation

- Define Exchange Rate Types
- Define Translation Ratio
- Define Exchange Rates
- Define Accounting Principles
- Assign Accounting Principle to Ledger Groups
- Define Valuation Methods
- Define Valuation Areas
- Assign Valuation Areas and Accounting Principles
- Creations of GL Accounts
- Prepare Automatic Postings for Foreign Currency Valuation
- Assign Exchange rate type to Document Type(SA)
- FC Loan Receipt
- Month End Enter Exchange Rates
- Foreign Currency Valuation (New) for Month End
- Year End Enter Exchange Rates
- Foreign Currency Valuation (New) for Year End
- Reports

Account Payable (SAP-FI AP):

1.1) Basic Settings for Accounts Payables:

- Define Vendor Accounts groups (With Screen Layout)
- Define Number Ranges for Vendor Accounts Group
- Assign Number Ranges for Vendor Accounts Group
- Define Tolerances Group for Vendors
- Creation of Vendor Masters
- Define Number Ranges for Vendor Posting
- Purchases Invoice posting
- Outgoing Payment:
 - Standard Payment
 - Partial Payment
 - Residual Payment
- Display of Vendor Accounts

1.2) Down Payment Made Vendors (Special GL Transactions)

- Creation of GL Accounts (Special GL Account)
- Link between the Reconciliation Account and Special GL Account

- Down payment Made to Vendor
- Purchases Invoice / Inventory Invoice
- Transfer Advance Amount From Special GL A/C to Reconciliation A/C
- Zero Balance Open Item Clearing belongs to Vendors
- REPORTS

1.3) Bank Accounting:

- Define House Bank and Bank Accounts
- Creation of Check Lot with Number Ranges
- Manual Check Updating
- Check Register
- Check Encashment
- Cancellation of Checks:
 - Unused Checks Cancellation
 - Issued Checks Cancellation
 - Cancel Payment
- Reports

1.4) Automatic Payment Program (APP)

- Set Up All Company Codes for Payment Transactions
- Set Up Paying Company Codes for Payment Transactions
- Set Up Payment Methods per Country for Payment Transactions
- Set Up Payment Methods per Company Code for Payment Transactions
- Set Up Bank Determination for Payment Transactions
- Manual APP (1:1)
- Automatic APP (1:N)
- REPORTS

1.5) Terms of Payments (OR) Payment Terms _ Vendors

- Maintain Payment Terms
- Creation of GL Accounts
- Define Accounts for Cash Discount Taken
- Assign Payment Terms to Vendor Master Data
- Purchase Invoice Posting / Inventory Invoice Posting
- Outgoing Payment for Vendor
- REPORTS

1.6) Credit Memo for Vendors

1.7) Statements of Accounts for Vendors

- Assign Programs for Correspondence Types
- Request for the Statement _ Vendors
- Maintain Statement _ Vendors
- REPORT

1.8) Reports

Account Receivables (SAP-FI AR):

1.1) Basic Settings for Accounts Receivables:

- Define Customer Accounts groups (With Screen Layout)
- Define Number Ranges for Customer Accounts Group
- Assign Number Ranges for Customer Accounts Group
- Define Tolerances Group for Customers
- Creation of Customer Masters
- Define Number Ranges for Customer Posting
- Sales Invoice posting
- Incoming Payment:
 - Standard Payment
 - Partial Payment
 - Residual Payment
- Display of Customer Accounts

1.2) Down Payment Receipt Customers (Special GL Transactions)

- Creation of GL Accounts (Special GL Account)
- Link between the Reconciliation Account and Special GL Account
- Down payment Receipt From Customers
- Sales Invoice Posting
- Transfer Advance Amount From Special GL A/C to Reconciliation A/C
- Zero Balance Open Item Clearing belongs to Customers
- REPORTS

1.3) Bills Receivables (Special GL Transactions)

- Creation of GL Accounts
- Link between Special GL Account and Reconciliation Account
- Define Accounts for bill of exchange Transactions
- Link between Bank A/C, Reconciliation A/C, Bank Loan A/C
- Sales Invoice Posting
- Bills Receivables Entry
- Bill Discounting Entry
- Reverse Contingent Liability
- REPORTS

1.4) Interest Calculation:

1.4.1) Balance Interest Calculation

- Define Interest Calculation Types for balance interest calculation
- Prepare Account Balance Interest Calculation

- Define Reference Interest Rates for balance interest calculation
- Define Time-Dependent Terms for balance interest calculation
- Enter Interest Values for balance interest calculation
- Creation of GL Accounts for balance interest calculation
- Prepare G/L Account Balance Interest Calculation
- Loan Receipt Entry
- Balance Interest Calculation for the first month
- Reports

1.4.2) Item Interest Calculation

- Define Interest Calculation Types for Item Interest Calculation
- Define Number Ranges for Item Interest Calculation Forms
- Prepare Item Interest Calculation
- Define Reference Interest Rates for Item Interest Calculation
- Define Time-Dependent Terms for Item Interest Calculation
- Enter Interest Values for Item Interest Calculation
- Creation of GL Accounts for Item Interest Calculation
- A/R: Calculation of Interest on Arrears
- Assign ITEM INTEREST CODE to Customer Master Data
- Sales Invoice posting
- Item Interest Calculation
- Reports

1.5) Dunning

- Define Dunning Areas
- Define Dunning Procedures _ Dunning Levels= 9 (8+1)
- Assign Dunning Procedure to Customer Master Data
- Sales Invoice Posting
- Reports
- DUNNING LETTER

1.6) Credit Memo for Customers

1.7) Terms of Payments (OR) Payment Terms Customers

- Maintain Payment Terms
- Creation of GL Accounts
- Define Accounts for Cash Discount Allowed
- Assign Payment Terms to Customer Master Data
- Sales Invoice Posting
- Incoming Payment for Vendor
- REPORTS

1.8) Statements of Accounts for Customers

- Assign Programs for Correspondence Types

- Request for the Statement _ Customers
- Maintain Statement _ Customers
- REPORT

1.9) Reports

CIN-(Country India Version)

CIN we have in 3 modules as follow:

- SAP FI/CO-CIN
- SAP MM-CIN
- SAP SD-CIN

In our SAP FI/CO __ CIN:

- 1) Sales Tax
- 2) Purchases Tax
- 3) Services Tax
- 3) Extended withholding Tax (TDS)

Tax on Sales, Purchases and Services

- Define Condition Types (SAP SD)
- Check and Change Settings for Tax Processing
- Check Calculation Procedure
- Assign Country to Calculation Procedure
- Define Tax Codes for Sales and Purchases
- Creation of GL accounts
- Define Tax Accounts
- Assign Tax Codes for Non-Taxable Transactions
- Activate Tax Code for Sales GL A/C and Inventory GL A/C
- Sales Invoice Posting (Without Tax)
- Sales Invoice Posting (With VAT)
- Sales Invoice Posting (With CST)
- Purchases Invoice Posting (without TAX)
- Purchases Invoice Posting (with VAT)
- Purchases Invoice Posting (with CST)
- Sales Invoice Posting (With Services Tax)
- REPORTS

Extended With Holding Tax:

- Maintain Calendar (SAP-HR or SAP-HCM)
- Check Withholding Tax Countries
- Define Withholding Tax Keys
- Define Business Places (Define Section Code)
- Assign Factory Calendars to Business Places
- Define Business Places
- Define Section Codes (Assign Business Place to Section Code)
- Define Withholding Tax Type for Invoice Posting

- Define Withholding Tax Type for Payment Posting
- Define Withholding Tax Codes
- Check Recipient Types
- Maintain Tax Due Dates
- Assign Withholding Tax Types to Company Codes
- Activate Extended Withholding Tax
- Maintain Company Code Settings (SAP-SD)
- Creation of GL Accounts
- Define Accounts for Withholding Tax to be Paid Over
- Specify Document Type (Accounts Payable)
- Maintain Number Groups
- Assign Number Ranges to Number Groups
- Maintain Number Ranges
- Maintain Number Groups and SAP script Forms
- Assign Number Ranges to Number Groups
- Maintain Number Ranges
- Create account groups for Services Vendors
- Define No Ranges for Services Vendors
- Assign Number Ranges to Vendor Account Groups
- Creation of GL Accounts
- Creations of Services Vendor Master
- Assign Extended With Holding Tax Keys to Services Vendor Master
- Maintain Services Vendor PAN Details (SAP-MM)
- Professional Charges paid to Services Vendor
- Create Remittance Challan
- Enter Bank Challan
- TDS Certificate (REPORT)
- Quarterly E>Returns (Report)

Asset Accounting (SAP-FI AA):

- Copy and Modify Chart of Depreciation
- Define 0% Tax Codes
- Assign Tax Codes to Non-Trancable Acquisitions
- Assign Chart of Depreciation to Company Code
- Specify Account Determination
- Create Screen Layout
- Create Number Ranges Intervals for Asset Master Data
- Define Asset Classes
- Creation of GL Accounts for Asset Masters
- Integration of Asset Master to GL Accounts
- Specify Intervals and Posting Rules
- Specify Rounding of Net Book Value and/or Depreciation
- Define Base Methods
- Define Declining-Balance Methods

- Define Multi-Level Methods
- Maintain Period Control Methods
- Maintain Depreciation Key
- Determine Depreciation Areas in the Asset Class
- Define Screen Layout for Asset Master Data
- Define Screen Layout for Asset Depreciation Areas
- Define Document Types and No.Ranges for Asset Masters
- Creation of Main Asset Master Data with reference to Asset Class
- Creation of Sub-Asset Master Data with reference to Main Asset
- External Acquisition of Asset with Vendors
- Depreciation Posting
- Sale of Asset
- Transfer of Asset
- Display Asset Balances
- Asset Explorer/ Asset History
- Reports

SAP-CONTROLLING (CO):

1) General Controlling:

- Maintain Controlling Area
- Activate Components for Controlling Area
- Assignment of Company Code to Controlling Area
- Maintain Number Ranges for Controlling Area Documents
- Maintain Versions and Settings for Fiscal Year

2) Cost Element Accounting (SAP-CO CEA):

- Creation of Primary and Secondary Cost Elements
- Manual Creation of Cost Elements
- Automatic Creation of Cost Elements
- Define Cost Element Categories
- Define Cost Element Groups

3) Cost Center Accounting (SAP-CO CCA):

- Activate Cost Center Accounting in Controlling Area
- Define Standard Hierarchy for Cost Center
- Define Cost Center Categories
- Define Cost Center Groups
- Creation of Cost Centers
- Planning Cost Center wise at SAP _ CO Level
- Actual Cost Posting at SAP _ FI Level
- Repost of Cost at SAP _ CO Level
- SAP _ F I_ Reports
- SAP _ CO _ Reports

4) Internal Orders (SAP-CO IO):

- Activate Order Management in Controlling Area
- Maintain Budget and planning Profiles
- Define Order Types
- Number Ranges for Orders
- Creation of Real and Statistical Orders
- Planning Internal Order wise
- Actual costing posting at SAP _ FI level
- SAP _ F I_ Reports
- SAP _ CO _ Reports

5) Profit Center Accounting (SAP-CO PCA):

- Set Controlling Area
- Maintain Standard Hierarchy
- Maintain Controlling Area Settings
- Create Dummy Profit Centre
- Set Control Parameters for Actual Data
- Maintain Plan Versions
- Define Profit Centre
- Assign Profit Centre to Cost Centres
- Creation of Revenue Elements (SAP_FI)
- Define Number Ranges for Local Documents
- Maintain Automatic Account Assignment of Revenue Element
- Choose Additional Balance Sheet and P&L Accounts 3KEH
- Define Account Groups (Balance sheet Statement, Profit & Loss Statement)
- Planning Profit Centre wise for Account Groups (Balance Sheet Statement, Profit & Loss Statement)
- Posting of a Transaction to Profit Centers at SAP _ FI Level
- Reports SAP _ FI
- Reports SAP _ CO

6) Profitability Analysis (SAP-CO PA):

- Maintain Operating Concern
- Maintain Value Fields
- Define Profitability Segment
- Define Derivation Rules
- Setting for Data Flow from SD
- Setting for Data Flow from FI and MM
- Display Reports in CO-PA

7) Over view about Product Cost:

- Define Cost Sheet for Overhead Calculation
- Define Cost Component Structure
- Define Transfer Structure

- Maintain Material Cost Estimate with Quantity Structure
- Check Variance Variant
- Calculate Variance for Order
- Number Ranges for Variance Documents and Settlement Documents
- Define Material Master
- Define Plant

INTEGRATION:

1.1) SAP-FI/CO Integration with SAP-MM (Material Management)

Introduction to SAP MM (Material Management)

Over view on SAP MM Business Process

SAP MM Organizational Structures

- 1) Define, copy, delete, check plant
- 2) Define, copy, delete, check division
- 3) Maintain storage location
- 4) Maintain purchasing organization
- 5) Assign plant to company code
- 6) Assign Business Area to Plant/Valuation Area and Division
- 7) Assign purchasing organization to company code
- 8) Assign purchasing organization to plant
- 9) Define Material Groups
- 10) Create Purchasing Groups
- 11) Maintain Company Codes for Materials Management
- 12) Define Attributes of Material Types
- 13) Set Tolerance Limits for Price Variance (Purchases Order)
- 14) Set Tolerance Limits (Goods Receipts)
- 15) Plant Parameters (No T-Code)
- 16) Maintain Default Values for Tax Codes
- 17) Set Tolerance Limits (Invoice Verification-BLOCK)
- 18) Define Automatic Status Change
- 19) Create GL Accounts
 - a) Inventory Raw-Material Local
 - b) Inventory finished goods
 - c) GR/IR Clearing Raw-Material
 - d) Increase/Decrease Stock in Finished Goods
 - e) Raw-Material Consumption
- 20) Group Together Valuation Areas
- 21) Define Valuation Classes
- 22) Configure Automatic Postings
- 23) Document Types & Number Ranges

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- 24) Create Vendor Master in MM
- 25) Create Material Master
- 26) To Check the MM Period Open or Not
- 27) To Open MM Period
- 28) Purchases Order
- 29) Goods Receipt
- 30) Invoice Verification
- 31) Stock verification
- 32) Issue of Stock
- 33) Reports
 - A) SAP-FI _ Reports
 - B) SAP-CO _ Reports
 - C) SAP-MM _ Reports
- 1.2) SAP-FI/CO Integration with SAP-SD (Sales & Distribution)
 - Introduction to SAP SD (Sales & Distribution)
 - Over view on SAP Sales & Distribution Business Process
 - SAP Sales & Distribution Organizational Structures.
 - 1) Define, copy, delete, check sales organization
 - 2) Define, copy, delete, check distribution channel
 - 3) Define, copy, delete, check shipping point
 - 4) Assign sales organization to company code
 - 5) Assign distribution channel to sales organization
 - 6) Define, copy, delete, check division
 - 7) Assign division to sales organization
 - 8) Set up sales area
 - 9) Assign sales organization - distribution channel – plant
 - 10) Define Rules by Sales Area
 - 11) Assign shipping point to plant
 - 12) Define and Assign Pricing Procedures (Maintain Pricing Procedures) - T-CODE- V/08
 - 13) Define Pricing Procedure Determination
 - 14) Define Tax Determination Rules (One Time Step)
 - 15) Set Up Partner Determination – T-CODE- VOPA
 - A) SP- Sold-to party
 - B) SH- Ship-to party
 - C) BP- Bill-to party
 - D) PY- Payer
 - 16) Assign Shipping Points– T-CODE-VOL2
 - 17) Create GL Account

- 18) Assign G/L Accounts
- 19) Create Customer Master
- 20) Create Finished Goods Materials
- 21) Creation of Condition Types
- 22) Production Receipt without Production
- 23) Sales Order Creation
- 24) Out Bound Delivery
- 25) Billing
- 26) Reports

- A) SAP-FI _ Reports
- B) SAP-CO _ Reports
- C) SAP-MM _ Reports
- D) SAP-SD _ Reports

REAL TIME CONCEPTS:

1.1) Month End Closing Activities

1.1.1) By SAP FI/CO

- a) Recurring document Posting
- b) Accrual Entries Posting
- c) Depreciation Posting
- d) Interest Calculation
- e) Closing Old Period
- f) Open New Period

1.1.2) By SAP HR/HCM

- a) Payroll

1.1.3) By SAP MM

- a) GI/IR Clearing
- b) Inventory Calculation
- c) Statement of Account
- d) Closing Old Period
- e) Open New Period

1.1.4) By SAP SD

- a) Sales Order Review
- b) Closing Stock Value
- c) Statement of Account
- d) Closing Old Period
- e) Open New Period

1.2) Year End Closing Activities

1.2.1) By SAP FI/CO

- a) Creation of New Fiscal Year
- b) Carry Forward the Balances:

- I. Vendor Balances
 - ii. Customer Balances
 - iii. Asset Closing Balances
 - iv. GL Account Balances
 - v. Copy No. Ranges to Next Fiscal Year
 - c) Temporary Closing of the Balance Sheet
 - d) Adjustment entries if any
 - e) Final Closing of the Balance Sheet
 - f) Open Special Periods
 - g) Posting of Adjustment Entries by using Special Periods
- 1.2.2) By SAP MM
- a) GI/IR Clearing
 - b) Physical Stock Verification
 - c) Adjustment entries if any
 - d) Inventory Valuation
 - e) Conformation of Balances
 - f) Closing Old Period
 - g) Open New Period
- 1.2.3) By SAP SD
- a) Sales Order view
 - b) Physical Stock Verification
 - c) Adjustment entries if any
 - d) Closing Stock Value
 - e) Conformation of Balances
 - f) Closing Old Period
 - g) Open New Period
- 1.3) Transport Request Creation and Release
- 1.4) Standard Reports (like Trail Balance, Profit & Loss Account, Balance Sheet, Etc.....,)
- 1.5) How will extract the data from SAP to MS Excel (For MIS Reporting Purpose)