**Introduction to SAP R/3**

* Introduction to ERP, Advantages of SAP over other ERP Packages
* Introduction to SAP R/3 FICO

**Financial Accounting Basic Settings:**

* Creation and assignment of company and company code
* Creation of business area
* Defining and assignment of fiscal year variant
* Defining and assignment of posting period variant
* Defining open and closing posting periods
* Defining document type & number ranges
* Maintenance and assignment of field status variants
* Defining and assignment of tolerance groups of employees
* Taxes on Sales & Purchases (input & output)
* Creation of chart of Accounts
* Defining Accounts Groups
* Defining Retained Earnings Account.
* Defining tolerance groups for G/I accounts

**General Ledger Accounting**:

* Creation of General Ledger Master (with and with out reference)
* Display/Change/Block/Unblock of general ledger master
* Document Entry posting normal postings posting with reference
* Display and change of documents
* Display of GL balances and Line items
* Parked documents & hold documents
* Creation of Sample Document and posting
* Defining recurring entry document and posting
* Configuration of line layouts for display of GL line items
* Reversal of individual documents, mass reversal , reversal of cleared items and reversal of accrual and deferral documents
* Defining Exchange Rate types and Translation ratios
* Define Exchange rates &  posting of foreign currency transactions
* Interest calculations on term loans

**Accounts Payable**

* Creation of vendor account groups and assignment of number ranges
* Creation of tolerance group for venders
* Creation of vendor master (display/change/block/unblock of vender master)
* Posting of vendor transactions (invoice posting, payment posting, credit memo)
* Settings for advance payments to parties (down payment) and clearing of down payment against invoices (special GL transactions)
* Posting of partial Payment & Residual Payment
* Creation of payment terms,
* Creation of house banks and account ids.
* Creation of check lots and maintenance of check register
* Configuration of automatic payment program
* Payment to vendors through APP
* Un-issued & issued checks cancellation and reversal of issued checks.
* Defining correspondence & party statement of accounts

**Accounts receivable:**

* Creation of customer account groups and assignment of number ranges
* Creation of tolerance group for customers
* Creation of customer master (display/change/block/unblock of vender master)
* Posting of customer transactions (sales invoice posting, payment posting, debit memo)
* Settings for advance payment from parties (down payment)
* Configuration of settings for dunning
* Defining correspondence & party statement of accounts

**Asset Accounting**

* Defining chart of depreciation
* Defining account determination, screen layout, number ranges and asset classes.
* Integration with General Ledger & Posting rules
* Creation of asset master and sub asset master (change/display/block/unblock)
* Defining Depreciation key (base, declining, multilevel, period control methods)
* Acquisition or purchase of assets, sale of assets
* Scrapping of assets, Transfer of assets
* Post Capitalization and write up
* Depreciation run
* Line Settle of assets under construction of capital work in progress

**REPORTS**

* Financial statement version
* GL Reports
* Accounts payable reports
* Accounts receivable reports
* Assets

**CONTROLLINGBasic settings for controlling**

* Defining Controlling Area
* Defining Number ranges for Controlling Area
* Maintain Planning Versions
* Creation of Primary and Secondary Cost Elements
* Creation of Cost Element Groups
* primary cost element categories and  secondary cost element categories

**Cost Center Accounting**

* Defining Cost Center Standard Hierarchy
* Creation of Cost Centers and cost center groups
* Planning for cost Center, posting to cost centers
* Repost of Costs
* Creation and Execution of Distribution Cycle
* Creation and execution of assessment cycles
* Cost Center reports

**Internal Orders**

* Defining order types
* Creation of internal orders
* Planning of internal orders
* Postings to internal order
* Report of Variance analysis

**Profit Center Accounting**

* Basic Settings for Profit Center Accounting
* Creation of Dummy Profit Centers
* Maintaining versions for profit centers
* Creation of profit centers and profit center groups
* Creation of revenue cost elements
* Automatic Assignment of Revenue elements for Profit Centers
* Postings to profit centers, planning and variance reporting

**Integration**:

* Procurement cycle
* Integration with MM
* Sales process integration with SD
* Integration with asset accounting