



SAP FINANCIALS – END USER COURSE

This course is designed for individuals who have some experience in Accounting and/or Finance. During this course we will focus on SAP GL, AR, AP and Asset Management.

Business & Technical Training College's Instructor is industry experienced and will teach you, using different business scenarios, such as park transactions, process transactions, recurring and overwrite transactions. Our Instructor will also teach you how to apply the different features of SAP General Ledger, Accounts Receivable & Payable and Assents Management.

COURSE OUTLINE:

General Ledger

- Maintenance of Master Data in General Ledger Accounting
- Parking and Posting of GL Document
- Recurring Document
- Clearing GL Line Items
- Opening and Closing of Posting Periods
- Foreign Currency Valuation
- GR IR Clearing
- Regrouping of GL accounts
- Transfer of Balances to New Fiscal year

Accounts Receivable

- Receiving Incoming Payment and Adjustment with Invoices
- Advance Payment from Customer
- Adjusting Advance Payment against Customer Invoices
- Posting Customer Invoices – Credit Memos without Sales Order
- Security Deposit Received from Customer
- Aging Analysis – Account Receivable
- Foreign Currency Valuation of Receivables
- Balance Carry Forward



Accounts Payable

- Vendor Master Records in FI
- Vendor Maintenance
- Parking and Posting Vendor Invoices – Credit Memo without PO
- Cancellation of Documents
- Receiving Advance Payment Request
- Advance Payment to Vendors
- Adjusting Advance Payment against Vendor Invoices
- Recording Bank Guarantee Given or Received
- Extension - Enhancement of Bank Guarantee Period
- Return - Cancellation of Bank Guarantee Period
- Encashment of Bank Guarantee Given
- Security Deposit Received or Given
- Payment Made to Vendors and Adjustment against Invoices
- Balance Confirmation from Vendors
- Foreign Currency Valuation of Payables
- Accrual – Deferral of Documents
- Recording New Cheque Lot
- Voiding Cheques
- Manual Cheque Creation
- Aging Analysis – Account Payable
- Balance Carry Forward
- Logistics Invoice Verification (Material/Service)

Asset Management

- Asset Master Data Maintenance
- Sub–Asset Maintenance
- Acquisition of Assets
- Retirement of Assets to Customer
- Retirement of Assets without Customer
- Retirement of Asset Due to Scrapping
- Transfer of Assets



- Reversing an Asset Document
- Revaluation of Asset
- Monthly Depreciation Posting
- Year End Closing