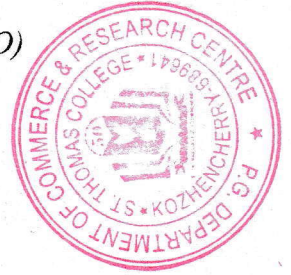


# **St Thomas College, Kozhencherry**

## **Certificate Course in Certification in SAP Finance and Control (SAP FICO)**



**Name of the Department:** Department of Commerce (Aided) in association with G-Tec Computer Education, Kozhencherry

**Course Coordinator:** Dr Leena K Cherian, Mr Justin Thomas Philip

**Duration of the Course:** 2 months / 80 hours

### **Course Objectives:**

Aspiring a career in Finance domain that too in a reputed firm? Certification in SAP Finance and Control can be your key to it. SAP FICO power user module will take you from the basics of SAP Accounting until the final reports in the most structured way it in global platform at G-TEC. This would cover all major transactions from daily entry to management reports to make you a complete SAP FICO expert.

### **Course Outcomes:**

1. SAP Finance and Control Executive
2. SAP Accounts Payable Executive
3. SAP Accounts Receivable Executive
4. SAP Management Accountant
5. SAP Accountant

### **Course Outline**

#### **I. INTRODUCTION TO EPR**

- DEFINITION
- HISTORY AND EVALUATION OF ERP
- MAJOR ERP VENDORS
- ERP MERITS & DE-MERITS
- ERP IMPLEMENTATION METHOD

#### **II. ERP MODULES:**

- ERP MODULES – AN OVERVIEW
- INTRODUCTION TO FINANCE MODULE
- SUB SYSTEMS OF FINANCE MODULE

#### **III. INTRODUCTION TO FICO – (FINANCE AND CONTROLLING) MODULE**

#### **IV. ENTERPRISE STRUCTURE**

- ENTERPRISE STRUCTURE SETTINGS
- COMPANY AND COMPANY CODE

- BUSINESS AREA
- FUNCTIONAL AREA
- CREDIT CONTROL AREA

#### **V. FINANCIAL ACCOUNTING GLOBAL SETTINGS**

- FISCAL YEAR
- POSTING PERIODS
- FIELD STATUS VARIANT
- TOLERANCE GROUP
- DOCUMENT TYPE
- NUMBER RANGE
- POSTING KEYS
- ACCOUNT TYPE AND LINE ITEM

#### **VI. GENERAL LEDGER**

- CHART OF ACCOUNTS
- ACCOUNTING GROUPS AND NUMBER RANGES
- RETAIN EARNING ACCOUNT
- GL MASTER RECORDS
- GL DOCUMENT ENTRY

#### **VII. ACCOUNTS PAYABLE**

- VENDOR ACCOUNT GROUP
- VENDOR TOLERANCE GROUP
- NUMBER RANGES FOR VENDOR ACCOUNT GROUPS
- VENDOR RECONCILIATION ACCOUNT
- VENDOR MASTER RECORDS
- PAYMENT TERMS FOR VENDOR
- ALTERNATIVE RECONCILIATION ACCOUNT
- AUTOMATIC POSTING AND AUTOMATIC PAYMENT PROGRAM
- HOUSE BANK
- CHECK LOTS
- VENDOR PAYMENT POSTING
- POST PURCHASE ACTIVITIES

#### **VIII. ACCOUNTS RECEIVABLE**

- CUSTOMER ACCOUNT GROUP
- CUSTOMER TOLERANCE GROUP
- CUSTOMER RECONCILIATION ACCOUNT
- CUSTOMER MASTER RECORDS
- DUNNING PROCEDURE
- BILL OF EXCHANGE

#### **IX. ASSET ACCOUNTING**

- CHART OF DEPRECIATION
- DEPRECIATION AREA
- ACCOUNT DETERMINATION
- SCREEN LAYOUT RULE
- NUMBER RANGE INTERVAL
- ASSET CLASS
- BASE METHOD
- DECLAIMING BALANCE METHOD
- MULTI- LEVEL METHOD
- PERIOD CONTROL METHOD
- DEPRECIATION KEY
- ASSET MASTER

**Mode of Evaluation:** ONLINE

Attendance: Daily attendance

Test: Mock test & Final exam

**Recommended Readings:**

1. SAP TEXT BOOK

(Published by: G-TEC EDUCATION)

- 2.SAP PRACTICAL LINK



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