

SAP Course – Modular and Customizable Track

PART 1 – SAP CORE CURRICULUM

Module 1: Introduction to ERP and SAP

- Understanding the concept of ERP (Enterprise Resource Planning)
- Why companies use an ERP system
- Overview of SAP (vendor, history, market position)
- SAP versions: R/3, ECC, S/4HANA
- SAP architecture (database, application, interface)
- SAP as a modular and integrated system
- Role of functional and technical modules
- SAP project lifecycle (implementation, support, evolution)
- Involved roles: end user, key user, consultant, project manager
- Workshop: Identify ERP processes in a real company

Module 2: Navigating SAP (SAP GUI & Fiori)

- Overview of SAP GUI (classic interface)
- System access / environments (DEV, QAS, PRD)
- SAP screen: fields, menus, toolbars, status bar
- Using the SAP menu & favorites
- SAP transactions (T-Codes)
- Searches and filters
- Managing display variants
- Introduction to SAP Fiori (modern web interface)
- Fiori Launchpad & tiles
- Workshop: Navigation, creating favorites, executing transactions

Module 3: Master Data

- Concept of master data vs transactional data
- Customer Master Data
- Vendor Master Data
- Material Master Data
- Employee Master Data (HCM Master)
- Organizational data (company, division, department, cost center)
- Organizational structures by module (FI, MM, SD...)
- Importance of data quality
- Roles in creating and maintaining Master Data
- Workshop: Displaying and editing master data

Module 4: Cross-Process Integration Between Modules

- Concept of integration in SAP
- Examples of end-to-end processes (order to cash)
- FI-MM-SD flow: purchasing, inventory, sales, posting
- FI/CO integration (cost centers, allocations)
- PP/MM integration (production and material requirements)
- Role of SAP documents (header, item, status)
- Traceability of operations
- Document journal and numbering
- Workshop: Analyze an integrated process based on a real case

Module 5: Introduction to User Roles & Authorizations

- Concept of a SAP user
- Authorization profiles and roles
- Security and traceability
- Access by module / transaction
- Key user responsibilities
- Support and incident management (ticketing)
- Workshop: Simulating a user role

Module 6: Best Practices for Using SAP

- Ergonomics and productivity
- Using the command field
- Useful shortcuts (keyboard and system)
- Saving variants and layouts
- Managing SAP messages and errors
- Managing multiple sessions
- User interface personalization
- Workshop: Optimizing your SAP workspace

Module 7: Practical Synthesis Workshop of the Core Curriculum

- System login and full navigation in SAP
- Searching and viewing master data
- Executing a real transaction
- Analyzing a SAP document (e.g. vendor invoice)
- Identifying modules involved in an operation
- Documenting a small business process
- Participants' case presentations

PART 2 – SAP FUNCTIONAL MODULES

FINANCE & CONTROLLING MODULES

SAP FI Module – Financial Accounting

- Introduction to the FI module and integration with other modules
- FI organizational structure (company, company code, chart of accounts)
- General Ledger Accounting (GL)
- Accounts Receivable (AR): customer creation, invoices, payments
- Accounts Payable (AP): vendor creation, invoices, payments
- Asset Accounting (AA): acquisition, depreciation, retirement
- Financial closing (monthly and annual)
- Financial documents: structure, numbering, status
- Financial reporting (trial balance, balance sheet, income statement)
- Basic configuration concepts (chart of accounts, account types)
- Practical workshop: creating a vendor invoice and analyzing its accounting impact

SAP CO Module – Controlling

- Introduction to the CO module and link with FI
- CO organizational structures (cost centers, profit centers)
- Internal management accounting
- Cost allocations (CO-OM)
- Internal orders (CO-OM-OPA)
- Cost center analysis
- Allocation and distribution cycles
- Cost of goods calculation
- Cost planning
- Analytical reporting (KPIs)
- Basic configuration concepts (cost center hierarchy, etc.)
- Practical workshop: posting costs to a cost center and analysis

LOGISTICS MODULES (MM, SD, PP, QM, WM/EWM, PM)

SAP MM Module – Materials Management (Purchasing & Inventory)

- MM organizational structure (purchasing organization, storage location...)
- MM master data: material, vendor, purchasing info record
- Procurement process (P2P cycle)
- Purchase Requisition (PR)
- Request for quotation and tenders
- Purchase Order (PO)
- Goods Receipt (GR)
- Vendor invoice (MIRO) and FI integration
- Stock movements (201, 311...)
- Inventory counts and adjustments

- Basic configuration concepts (document types, stock types)
- Workshop: Create a PO + goods receipt + vendor invoice

SAP SD Module – Sales & Distribution

- SD organizational structure (sales organization, division...)
- SD master data: customer, pricing condition, material
- Sales process (OTC – Order to Cash cycle)
- Quotation request
- Sales order
- Delivery (stock issue)
- Customer billing (VF01) and FI integration
- Returns and credit memos
- Pricing conditions and discounts
- Basic configuration concepts (order types, pricing procedures)
- Workshop: Quotation → Order → Delivery → Invoice

SAP PP Module – Production Planning

- Introduction to production in SAP
- PP organizational structure (plant, work center...)
- Master Data: Bill of Materials (BOM), routing, work center
- Types of production: discrete, repetitive, process
- Material Requirements Planning (MRP)
- Production order: creation, release, execution
- Production confirmation
- Material consumption and MM integration
- Production costs (CO integration)
- Production reporting
- Basic configuration concepts (order types, MRP strategies)
- Workshop: creating and tracking a production order

SAP QM Module – Quality Management

- Introduction to the QM module
- Incoming inspection (MM integration)
- In-process inspection (PP integration)
- Pre-delivery inspection (SD integration)
- Inspection plans
- Results recording
- Quality certificates
- Non-conformance management
- Quality/logistics integration
- Workshop: inspecting an incoming goods lot

SAP WM / EWM Module – Warehouse Management

- Difference between WM and EWM (Extended Warehouse Management)
- Warehouse structures (warehouse, storage type, storage bin)

- Stock movements managed by WM
- Transfer orders
- Putaway and picking strategies
- Bin-level inventory
- MM/SD/PP integration
- Basic configuration of storage locations
- Workshop: stock movement with WM

SAP PM Module – Plant Maintenance

- Introduction to maintenance
- Technical objects (equipment, functional locations)
- Maintenance notifications
- Maintenance orders
- Preventive maintenance planning
- Cost tracking (CO integration)
- Spare parts management (MM integration)
- Workshop: creating a notification and a maintenance order

HUMAN RESOURCES, CUSTOMER, SUPPLIER, PROJECT, ADVANCED LOGISTICS, SERVICE MODULES

SAP HR / HCM Module – Human Capital Management

- Introduction to the HCM module
- HR organizational structure (units, positions...)
- Personnel administration (PA)
- Employee record (infotypes)
- Time management (PT)
- Absences and attendances
- Workforce planning
- Payroll – basic concepts
- Training and development (PD)
- Skills management
- Basic configuration concepts (HR structures)
- Workshop: creating and updating an employee record

SAP CRM Module – Customer Relationship Management

- Introduction to SAP CRM (differences with SD)
- CRM master data (account, contact, activity)
- Sales opportunity management
- Sales pipeline
- Customer service (tickets, requests)
- Marketing campaigns
- CRM-SD-FI integration

- Sales reporting
- Basic CRM configuration concepts
- Workshop: creating a sales opportunity

SAP SRM Module – Supplier Relationship Management

- Introduction to SRM
- Supplier portal
- Self-service procurement
- Approval workflow
- Supplier contracts
- Supplier performance tracking
- Integration with MM and FI
- Workshop: creating a request via the SRM portal

SAP PS Module – Project System

- Introduction to project management in SAP
- Project structures (WBS elements, networks...)
- Task planning
- Cost and budget planning
- Project orders
- Progress tracking
- Integration FI/CO/HR/MM
- Project reporting
- Workshop: creating a project with WBS

SAP LE / TM Module – Logistics & Transportation

- Introduction to LE (Logistics Execution)
- Goods shipping
- Delivery planning
- Transportation management (TM)
- Transport documents
- SD/MM/WM integration
- Shipment tracking
- Workshop: creating a delivery and planning transportation

SAP CS Module – Customer Service

- Introduction to the CS module
- Technical objects (customer equipment)
- Service notifications
- Service orders
- Intervention planning
- Service billing (SD integration)
- Warranty management
- Integration with PM (maintenance)
- Workshop: creating a customer service order

SAP QM Module (integrated quality reminder)

- Quality validation at key stages (receiving, production, shipping)
- Non-conformance and corrective actions
- Quality dashboards

Additional modules (depending on industry)

- SAP IS (Industry Solutions): IS-Oil, IS-Retail, IS-Utilities...
- SAP RE-FX: Real Estate Management
- SAP EH&S: Environment, Health & Safety
- SAP GTS: Global Trade Services (customs, import/export)

PART 3 – TECHNICAL FOUNDATIONS FOR FUNCTIONAL CONSULTANTS

Module SAP S/4HANA and Fiori

- Introduction to SAP S/4HANA (evolution from ECC to S/4HANA)
- Major differences: HANA database, simplification, performance
- Fiori user interface: concepts and architecture
- Fiori Launchpad and roles
- Types of Fiori applications (transactional, analytical, fact sheets)
- Navigation in Fiori (tiles, filters, favorites, notifications)
- Creating a customized Fiori dashboard
- Integration of Fiori with SAP modules (FI, MM, SD...)
- Workshop: executing an end-to-end process in Fiori

SAP Data Structure Module

- Data concepts in SAP (tables, fields, structures)
- Types of data: Master Data, Transaction Data, Configuration Data
- Accessing data with SE16N, SE11, SE12
- Relationships between tables (primary key, foreign key)
- Technical objects: documents, numbers, statuses
- Concept of Workbench vs Customizing
- Reading common tables (MARA, KNA1, LFA1, BKPF, BSEG...)
- Workshop: extracting data using SE16N

Basic Customizing Module (SPRO)

- Introduction to SAP Customizing
- Using the SPRO transaction
- Structure of the Implementation Guide (IMG)
- Enterprise structure: definition and assignment

- Basic configuration for FI/MM/SD
- Creation of document types and number ranges
- Configuration of tolerances and messages
- Transporting changes between environments
- Workshop: simple configuration (e.g. creating an FI document type)

Basic ABAP Concepts for Functional Consultants

- Overview of the ABAP programming language
- Types of ABAP programs (reports, includes, function modules)
- Reading and understanding a program
- Accessing data via SE38, SE80
- Introduction to BAPI and BADI (enhancement points)
- Concepts of IDoc and inter-system communication
- Creating a simple ABAP report (SE38)
- Workshop: analyzing an existing ABAP report

Reporting and Business Intelligence Module

- Introduction to reporting in SAP
- SAP Query: creating a custom report
- Using SQ01, SQ02, SQ03
- Introduction to SAP BW (Business Warehouse)
- Principles of SAP Analytics Cloud (SAC)
- Data extraction and analysis
- Creating performance indicators (KPIs)
- Workshop: creating an analytical report

Security and Roles Module

- Security concepts in SAP
- Roles, profiles, and authorizations
- PFCG transaction: creating and assigning roles
- Segregation of Duties (SoD)
- Audit and traceability (SUIM, ST03N)
- User access management
- Best practices for functional security
- Workshop: simulation of a restricted user role

Interfaces and IDocs Module

- Concepts of integration between SAP and non-SAP systems
- IDoc: structure and types
- Transactions WE02, WE19, WE20
- ALE communication (Application Link Enabling)
- Concepts of API, RFC, and Web Services
- Monitoring and managing interface errors
- Workshop: analyzing an IDoc flow (MM/SD)

Integrated Technical Workshops Module

- Hands-on exercises on basic configuration
 - Analysis of cross-module tables (FI-MM-SD)
 - Creating a small report with SAP Query
 - Reading an IDoc and analyzing the data flow
 - Simulating a migration to S/4HANA
 - Final presentation: mini technical project
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