Introduction

SAP software enables innovation without disrupting the global economy. By integrating SAP’s business technology and business process solutions, businesses can effectively extend their operations across a broad network of customers, suppliers, and partners. The course focuses on SAP Business Technology and SAP Business Process Integration, offering participants a foundation in understanding how systems like SAP CRM can enhance operational efficiency. It also explores how Information Technology can streamline business processes.

SAP Business Technology Platform

The SAP Business Technology Platform is central to the course, providing an immersive look at the integrated solutions offered by SAP. This section covers how SAP’s business process integration meets cutting-edge technology, helping businesses advance their strategies and maintain a competitive edge.

Targeted Groups

This course is suitable for:

- **Application Consultants**
- **Business Analysts**
- **Business Process Owners, Team Leaders, and Power Users**
- **Program and Project Managers**
- **Business Management and Information Technology Professionals**

Course Objectives

By the end of the SAP Basics and SAP Integration course, participants will be able to:

- Navigate confidently within various SAP systems.
- Describe how business transactions, including Business Process Integration with SAP, are performed within the SAP ERP system.
- Understand and articulate the integration points between various applications in the SAP ecosystem.
- Actively engage in blueprint definition for their SAP implementations.

Targeted Competencies

Participants will develop competencies in:

- **Automation of Business Processes**
- **SAP ERP Basics and Navigation**
- **Financial Accounting (FI) Basics**
- **Management Accounting (CO) Fundamentals**
- **Purchase-to-Pay Processing in SAP ERP**
- **Plan-to-Produce Processing in SAP ERP**

Course Content

Unit 1: Automation of Business Processes

- SAP ERP Basics and Navigation
- Defining System-Wide Concepts
- Exploring NetWeaver Business Warehouse Concepts
- Understanding Business Process Interrelations
- Basics of SAP Navigation
- Personalizing the User Interface

Unit 2: SAP Financial Accounting Basics

- Overview of Financial Accounting (FI) in SAP
- Key SAP FI Tasks and Functions
- Defining Organizational Levels in SAP FI

Unit 3: Human Capital Management (HCM) in SAP ERP

- Explaining HCM Processes and IT Integration
- Defining HCM Structures
- Managing Employee Records
- Overview of the Employee Hiring Process

Unit 4: Purchase to Pay Processing in SAP ERP

- Explaining the Purchase-to-Pay Business Process
- Identifying Organizational Levels and Master Data Utilized
- Creating Vendor-Specific Master Records
- Creating Purchase Requisitions and Goods Receipts
- Processing Vendor Invoices
- Identifying Integration Points in the Purchase-to-Pay Process

Unit 5: Order to Cash Processing in SAP ERP

- Overview of the Order-to-Cash Business Process
- Identifying Organizational Levels for Order-to-Cash
- Creating Customer Master Records
- Creating and Managing Sales Orders
- Delivering Sales Orders and Crafting Customer Invoices
- Processing Customer Payments

Unit 6: Warehouse Management in SAP ERP

- Creating and Managing Purchase Orders
- Goods Receipt in Warehouse
- Running Bin Status Reports and Creating Transfer Orders
- Confirming and Managing Stock Transport Orders

Conclusion

This SAP Basic Course is a vital resource for those seeking a **Business Information Technology Certificate** or looking to strengthen their SAP

Business Technology skills. It offers comprehensive coverage of the core functionalities of SAP systems, making it an essential guide for **Business and Technology Managers** aiming to leverage SAP solutions for better business processes and efficiency.