



## **UNIX Trainers & Consultants**

**Head Office:** Wema Twins Annex, Plot No. 181,  
Boko-Bagamoyo Road, P.O. Box 33826, Dar es salaam.  
Mob: +255-715-361-880/+255-754-361-880  
Email: [info@unixtrainers.com](mailto:info@unixtrainers.com); [training@unixtrainers.com](mailto:training@unixtrainers.com)  
Website: [www.unixtrainers.com](http://www.unixtrainers.com)

---

## **Business Process Analysis, Improvement and Mapping for Automation**

### **Course Overview**

SAP software allows different organizations to oversee their process by allowing employees within all departments to access specific information, which helps to accelerate work and improvement. Since employees can access information across departments, they can spend more time on critical tasks. Integrated SAP software fosters innovation without disruption. In a global economy, businesses must efficiently extend processes across a broad network of customers, suppliers, and partners. This will reduce waiting time and waste while speeding up key processes throughout the network. This course will give you the foundational knowledge you need to understand how a highly integrated system can favourably impact your company's performance

### **Course Objectives**

At the end of this course, the participants will be able to:

- Navigate confidently within SAP systems
- Describe how various business transactions are performed using the SAP ERP system
- Explain the integration points between applications within SAP ERP
- Participate in blueprint definition for their implementations actively

### **Course Coverage?????**

#### **Topic 1: Automation of Business Processes**

- Automation of Business Processes
- SAP ERP Basics and Navigation
- Defining System-Wide Concepts
- Explaining Net Weaver Business Warehouse concepts
- Explaining Interrelated Business Processes
- Navigating Within the SAP ERP System
- Personalizing the User Interface

#### **Topic 2: SAP Financial Accounting Basics**

- Financial Accounting (FI) Basics
- Describing SAP FI Tasks
- Defining the Organization Levels in SAP FI

### **Topic 3: Human Capital Management (HCM) in SAP ERP**

- Explaining HCM Processes
- Defining HCM Structures
- Explaining the Employee Hiring Process
- Managing Employee Records

### **Topic 4: Purchase-to-Pay Processing in SAP ERP**

- Describing the Purchase-to-Pay Business Process
- Identifying Organizational Levels that Support the Purchase-to-Pay Business Process
- Defining the master data used by the procure-to-pay business process
- Creating a Vendor-Specific Master Record
- Creating Purchase Requisitions
- Posting a Goods Receipt for a Purchase Order
- Processing Vendor Invoices
- Identifying Purchase-to-Pay Integration Points

### **Topic 5: Order to Cash Processing in SAP ERP**

- Describing the Order-to-Cash Business Process
- Identifying the Organizational Levels That Support the Order-to-Cash Business Process
- Creating a Customer Master Record
- Using Material Master Records
- Creating a Customer Material Condition Record
- Creating Sales Orders
- Delivering Sales Orders
- Creating Customer Invoices
- Receiving Customer Payment

### **Topic 6: Warehouse Management in SAP ERP**

- Creating purchase order
- Receiving goods
- Run bin status report
- Creating transfer order
- Confirming transfer order
- Creating stock transport order

## **Targeted Groups**

- Application Consultants
- Business Analysts
- Business Process Owners / Team Leaders / Power Users
- Program / Project Managers