SAP01

SAP Overview

COURSE OUTLINE

Course Version: 18
Course Duration:
SAP Copyrights, Trademarks and Disclaimers

© 2020 SAP SE or an SAP affiliate company. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company.

SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. Please see http://global12.sap.com/corporate-en/legal/copyright/index.epx for additional trademark information and notices.

Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors.

National product specifications may vary.

This course may have been machine translated and may contain grammatical errors or inaccuracies.

These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP SE or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP SE or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.

In particular, SAP SE or its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation, and SAP SE’s or its affiliated companies’ strategy and possible future developments, products, and/or platform directions and functionality are all subject to change and may be changed by SAP SE or its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise, or legal obligation to deliver any material, code, or functionality. All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.
American English is the standard used in this handbook. The following typographic conventions are also used.

<table>
<thead>
<tr>
<th>Convention</th>
<th>Example text</th>
</tr>
</thead>
<tbody>
<tr>
<td>This information is displayed in the instructor’s presentation</td>
<td></td>
</tr>
<tr>
<td>Demonstration</td>
<td></td>
</tr>
<tr>
<td>Procedure</td>
<td></td>
</tr>
<tr>
<td>Warning or Caution</td>
<td></td>
</tr>
<tr>
<td>Hint</td>
<td></td>
</tr>
<tr>
<td>Related or Additional Information</td>
<td></td>
</tr>
<tr>
<td>Facilitated Discussion</td>
<td></td>
</tr>
<tr>
<td>User interface control</td>
<td>Example text</td>
</tr>
<tr>
<td>Window title</td>
<td>Example text</td>
</tr>
</tbody>
</table>
# Course Overview

<table>
<thead>
<tr>
<th>Unit</th>
<th>Lessons</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Unit 1: SAP - The Cloud Company</strong></td>
</tr>
<tr>
<td>1</td>
<td>Lesson: Identifying SAP Applications and Components</td>
</tr>
<tr>
<td>1</td>
<td>Lesson: Outlining New SAP Functionality</td>
</tr>
<tr>
<td>1</td>
<td>Lesson: Explaining SAP Intelligent Technologies</td>
</tr>
<tr>
<td>3</td>
<td><strong>Unit 2: SAP System Navigation</strong></td>
</tr>
<tr>
<td>3</td>
<td>Lesson: Accessing the SAP System</td>
</tr>
<tr>
<td>3</td>
<td>Lesson: Personalizing the User Interface</td>
</tr>
<tr>
<td>5</td>
<td><strong>Unit 3: System-Wide Concepts</strong></td>
</tr>
<tr>
<td>5</td>
<td>Lesson: Identifying SAP Organizational and Master Data Elements</td>
</tr>
<tr>
<td>7</td>
<td><strong>Unit 4: Logistics and Cloud Applications</strong></td>
</tr>
<tr>
<td>7</td>
<td>Lesson: Performing the Procure to Pay Business Process Steps</td>
</tr>
<tr>
<td>7</td>
<td>Lesson: Integrating Ariba Functionality with Procurement in SAP Enterprise Resource Planning (ERP)</td>
</tr>
<tr>
<td>7</td>
<td>Lesson: Processing a Material Requirements Planning (MRP) Run</td>
</tr>
<tr>
<td>7</td>
<td>Lesson: Processing Production Orders</td>
</tr>
<tr>
<td>7</td>
<td>Lesson: Using Integrated Business Planning (IBP)</td>
</tr>
<tr>
<td>8</td>
<td>Lesson: Creating Sales Orders</td>
</tr>
<tr>
<td>8</td>
<td>Lesson: Creating a Delivery and Posting a Goods Issue</td>
</tr>
<tr>
<td>8</td>
<td>Lesson: Creating Sales Order Billing Documents</td>
</tr>
<tr>
<td>8</td>
<td>Lesson: Using SAP C/4HANA and Customer Experience</td>
</tr>
<tr>
<td>8</td>
<td>Lesson: Using Product Lifecycle Management (PLM)</td>
</tr>
<tr>
<td>9</td>
<td><strong>Unit 5: Financials</strong></td>
</tr>
<tr>
<td>9</td>
<td>Lesson: Identifying Financial Accounting Processes</td>
</tr>
<tr>
<td>9</td>
<td>Lesson: Creating a Journal Entry in the General Ledger</td>
</tr>
<tr>
<td>9</td>
<td>Lesson: Outlining the Outbound Payments Process in Accounts Payable</td>
</tr>
<tr>
<td>9</td>
<td>Lesson: Generating Financial Statements</td>
</tr>
<tr>
<td>9</td>
<td>Lesson: Outlining the Inbound Process in Accounts Receivable</td>
</tr>
<tr>
<td>9</td>
<td>Lesson: Outlining the Business Processes in Fixed Assets Accounting</td>
</tr>
<tr>
<td>10</td>
<td>Lesson: Analyzing Internal Costs in Management Accounting</td>
</tr>
<tr>
<td>10</td>
<td>Lesson: Monitoring Manufacturing Costs</td>
</tr>
<tr>
<td>10</td>
<td>Lesson: Analyzing Profitability</td>
</tr>
<tr>
<td>Unit 6: Human Capital Management (HCM) and SuccessFactors</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Lesson: Identifying the Components of SAP Enterprise Resource Planning (ERP) HCM</td>
<td></td>
</tr>
<tr>
<td>Lesson: Integrating SuccessFactors in the Cloud</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit 7: Analytics and Strategic Planning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lesson: Executing Analytics and Strategic Planning Reports</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit 8: SAP Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lesson: Accessing SAP Services</td>
</tr>
</tbody>
</table>
TARGET AUDIENCE
This course is intended for the following audiences:

- Executive
- Data Manager
- Systems Architect
- Project Manager
- Change Manager
- Application Consultant
- Development Consultant
- Data Consultant
- Industry / Business Analyst Consultant
- Super / Key / Power User
- Business User
- Business Analyst
- Business Process Architect
- Business Process Owner/Team Lead/Power User
- Developer
- Enterprise Architect
- Industry Specialist
- Solution Architect
- System Architect
- Trainer
- User
Lesson 1: Identifying SAP Applications and Components

Lesson Objectives
After completing this lesson, you will be able to:

- Identify SAP applications and components

Lesson 2: Outlining New SAP Functionality

Lesson Objectives
After completing this lesson, you will be able to:

- Outline the usage and functionality of SAP HANA
- Outline the usage and functionality of SAP C/4HANA
- Describe the various aspects of SAP User Experience

Lesson 3: Explaining SAP Intelligent Technologies

Lesson Objectives
After completing this lesson, you will be able to:

- Explain SAP Intelligent Technologies
Lesson 1: Accessing the SAP System
Lesson Objectives
After completing this lesson, you will be able to:

- Access the SAP system

Lesson 2: Personalizing the User Interface
Lesson Objectives
After completing this lesson, you will be able to:

- Personalize the user interface
- Use transaction codes and navigation options
- Locate Help on the SAP Easy Access screen
Lesson 1: Identifying SAP Organizational and Master Data Elements

Lesson Objectives
After completing this lesson, you will be able to:

- Identify the elements of SAP system-wide concepts
Lesson 1: Performing the Procure to Pay Business Process Steps

Lesson Objectives
After completing this lesson, you will be able to:

- Create a purchase order for materials
- Create a goods receipt
- Verify a vendor invoice

Lesson 2: Integrating Ariba Functionality with Procurement in SAP Enterprise Resource Planning (ERP)

Lesson Objectives
After completing this lesson, you will be able to:

- Integrate Ariba functionality with procurement in SAP ERP

Lesson 3: Processing a Material Requirements Planning (MRP) Run

Lesson Objectives
After completing this lesson, you will be able to:

- Process an MRP run

Lesson 4: Processing Production Orders

Lesson Objectives
After completing this lesson, you will be able to:

- Create and release a production order
- Confirm a production order and goods receipt

Lesson 5: Using Integrated Business Planning (IBP)

Lesson Objectives
After completing this lesson, you will be able to:
Lesson 6: Creating Sales Orders
Lesson Objectives
After completing this lesson, you will be able to:

• Create a sales order

Lesson 7: Creating a Delivery and Posting a Goods Issue
Lesson Objectives
After completing this lesson, you will be able to:

• Create a delivery and post a goods issue

Lesson 8: Creating Sales Order Billing Documents
Lesson Objectives
After completing this lesson, you will be able to:

• Create a sales order billing document

Lesson 9: Using SAP C/4HANA and Customer Experience
Lesson Objectives
After completing this lesson, you will be able to:

• Describe SAP C/4HANA and Customer Experience

Lesson 10: Using Product Lifecycle Management (PLM)
Lesson Objectives
After completing this lesson, you will be able to:

• Use PLM
Lesson 1: Identifying Financial Accounting Processes

Lesson Objectives
After completing this lesson, you will be able to:

● Outline the tasks associated with financial accounting

Lesson 2: Creating a Journal Entry in the General Ledger

Lesson Objectives
After completing this lesson, you will be able to:

● Create a journal entry

Lesson 3: Outlining the Outbound Payments Process in Accounts Payable

Lesson Objectives
After completing this lesson, you will be able to:

● Process an outbound payment

Lesson 4: Generating Financial Statements

Lesson Objectives
After completing this lesson, you will be able to:

● Generate financial statements

Lesson 5: Outlining the Inbound Process in Accounts Receivable

Lesson Objectives
After completing this lesson, you will be able to:

● Outline the inbound process in accounts receivable

Lesson 6: Outlining the Business Processes in Fixed Assets Accounting
Lesson Objectives
After completing this lesson, you will be able to:

● Outline the business processes in fixed assets accounting

Lesson 7: Analyzing Internal Costs in Management Accounting
Lesson Objectives
After completing this lesson, you will be able to:

● Execute a cost center report
● Monitor internal costs using internal orders

Lesson 8: Monitoring Manufacturing Costs
Lesson Objectives
After completing this lesson, you will be able to:

● Monitor planned and actual manufacturing costs

Lesson 9: Analyzing Profitability
Lesson Objectives
After completing this lesson, you will be able to:

● Analyze profitability
Lesson 1: Identifying the Components of SAP Enterprise Resource Planning (ERP) HCM

Lesson Objectives
After completing this lesson, you will be able to:

- Identify the components of SAP ERP HCM
- Outline the organizational structure of SAP ERP HCM
- Maintain employee master data

Lesson 2: Integrating SuccessFactors in the Cloud

Lesson Objectives
After completing this lesson, you will be able to:

- Integrate SuccessFactors in the cloud
Lesson 1: Executing Analytics and Strategic Planning Reports

Lesson Objectives
After completing this lesson, you will be able to:

- Explain analytics and strategic planning
- Create a business intelligence report
Lesson 1: Accessing SAP Services

Lesson Objectives
After completing this lesson, you will be able to:

• Explain the services offered by SAP