



Arabian Institute For Training

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# SAP Enterprise Resource Planning

## INTRODUCTION

- This highly participative training course in SAP ERP will help the delegates and their organizations achieve higher understanding of the most widely used Enterprise Resource Planning software which is costly to implement, and even more difficult to sustain, but if done properly it actually enables all ERP elements of the company, like Material Management, HR, Finances, Sales and many other modules, which a lot of employees are not even aware of.
- SAP is the software which enables enormous automation of enterprise resource planning and control, and therefore its proper use enables companies to plan, track and improve all of its processes, no matter the size and locations of the companies.

Participants attending the SAP training course will develop the following competencies:

- Knowledge of main SAP products,
- Understanding the importance of Master Data,
- Making project management, HR and financial decisions,
- Better management of enterprise and its resources,
- Increased use of SAP software and its efficiency.

## PROGRAMME OBJECTIVES

This SAP training course aims to enable participants to achieve the following objectives:

- Provide the insight into SAP ERP software,
  - Enhance the knowledge of different SAP modules,
  - Understand the use of master data and proper ERP life-cycle management,
  - Prepare reports and analysis from SAP data,
  - Use the full strength of the software,
  - Understand pitfalls of improper SAP software use.
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## WHO SHOULD ATTEND?

This 5-day training course is for anyone using SAP:

- Planning Managers
- Logistics Managers
- HR Managers
- Financial Managers
- Students and novice users of SAP

## TRAINING METHODOLOGY

- This SAP ERP training course will combine presentations with interactive practical exercises, supported by video materials, activities and case studies, as well as the active use of software for different exercises, with step-by-step instructions. The seminars will use the most up-to-date presentation and interactive methods focusing on problem identification in the thematic area, and work of the participants on finding solutions, or ways to solve the identified problems through the discussion of practical examples and tasks, as well as the lessons learned in other companies from the actual software use.

## PROGRAMME SUMMARY

- This SAP ERP training course covers essential skills required for personnel to understand the interconnection between the processes, systems and data of the enterprise, as well as the data gathered outside of the enterprise (clients, customers, or general public) and feed into the software. The course covers all important aspects related to the SAP ERP within the organisations, may they be large or small.

## PROGRAMME OUTLINE

### SAP ERP Modules and Environment

- Master data management
- Creating organisation structure within SAP ERP
- SAP system navigation
- SAP software navigation and most used commands
- Standard SAP reports
- Exercise: use of SAP software

### SAP Materials Management Module

- Work Orders
  - Purchase Orders
  - Inventory Management in SAP
  - Service Orders
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## SAP Financials Module

- SAP for accounting tasks
- Using SAP for financial statements
- Processing invoices
- From customers
- From vendors
- SAP for tendering
- Exercise: Using SAP financial commands

## SAP for HR Management

- SAP commands for human resources
- SAP for recruitment and talent management
- SAP for personnel administration
- SAP for time and payroll management
- Exercise: Using SAP for payrolls

## SAP Project Management and SAP future

- SAP Project Management
- SAP SCRUM
- SAP Next-Gen
- SAP Cloud
- SAP use issues, learning from implementation mistakes of others
- SAP improvement



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