

# SAP COURSE

## PROSPECTUS



**NITRA INSTITUTE**

**for SAP E-LEARNING COURSE**

**Address:** J-534, PAHARPUR ROAD,  
FATEHPUR, NEAR CENTRAL BANK OF  
INDIA, KOLKATA, WB 700 024

**Phone:** 9883524258/ 7003320585

**E-mail:** nitrainstitute@gmail.com

**Website:** www.nitrainstitute.com



## FICO (FINANCE & CONTROLLING):

- ✓ Accounts Receivables
- ✓ Accounts Payables
- ✓ General Ledger
- ✓ Cash and Bank Payments- Advance/ Tagging/ Special
- ✓ Cash and Bank Receipts- Cash in transit effect (indicators)
- ✓ Invoice Booking through Order & NSP (without order)
- ✓ Expenses Booking
- ✓ Bank Reconciliations with BRS Report
- ✓ Debit Note / Credit Note with Material effect
- ✓ Debit Note / Credit Note with Accounts effect
- ✓ Sales Booking through FI
- ✓ Trial Balances
- ✓ Accounts Standard Reports
- ✓ Accounting effects of cross modules
- ✓ Vendor Knocking
- ✓ General Ledger Knocking

## FA (FIXED ASSETS):

- ✓ Creation of Master
- ✓ Edit / Display of Master
- ✓ Assets Class and importance
- ✓ Depreciation Key (Co & IT both)
- ✓ Capitalisation of Any assets
- ✓ Capital WIP
- ✓ Settlement of WIP and Conversion of Assets
- ✓ Transfer of Any assets from one location to another
- ✓ Gain/Loss of assets (Transfer or Reallocation)
- ✓ Assets retirement / Scrap
- ✓ Depreciation Calculations and Posting in FI
- ✓ Standard Reports on Fixed Assets
- ✓ Cross module effects of FA



## MM (MATERIAL MANAGEMENT):

- ✓ Business Partner
- ✓ Business Partner Recon Account
- ✓ Material Master
- ✓ Factory / Plant
- ✓ Purchasing Group
- ✓ Purchase Requisitions, Approvals
- ✓ Purchase Order Creation/ Edit/ Approval etc.
- ✓ Purchase Order Approval Strategy
- ✓ Goods Inwards / GRN
- ✓ Goods Reservations
- ✓ Goods Issue
- ✓ Stock Overviews
- ✓ Stock Transfer from one location to another
- ✓ Stock Transfer from one factory to another/ STO/ GST Knockoff
- ✓ Goods Return
- ✓ Sub-Contracting Process
- ✓ Standard Reports on MM Modules
- ✓ Accounting Effects of cross modules

## PS (PROJECT SYSTEM):

- ✓ Creation of Project
- ✓ Creation/ Modifications of WBS
- ✓ Creation/ Modifications of Network
- ✓ Creation / Modifications of Activities as per Network
- ✓ Maintain Scope, Schedules and Budget Qty
- ✓ Standard PS Budget
- ✓ Transfer of budget from one WBS to another
- ✓ Supplementary budget
- ✓ Standard Reports on PS Modules
- ✓ Accounting effects of cross modules



## SD (SALES AND DISTRIBUTION):

- ✓ Business Partner
- ✓ Business Partner Recon Account
- ✓ Material Master with Sales View
- ✓ Factory / Plant
- ✓ Sales Divisions
- ✓ Sales Quotations
- ✓ Sales Order
- ✓ Maintain Sales Price with material TAX conditions
- ✓ Planned Delivery of Materials
- ✓ Goods Reservations
- ✓ Delivery / Goods Issue / Post Goods Issue
- ✓ Sales Invoices
- ✓ Maintaining Information in Sales Invoices for printing
- ✓ Stock Transfer from one factory to another / STO
- ✓ Sales Return
- ✓ Direct Sales Invoice without Sales Order
- ✓ Standard Reports on SD Modules
- ✓ Accounting Effects of cross modules

## PP (PRODUCTION AND PLANNING) /

## QM (QUALITY MAINTENANCE):

- ✓ Setup of Production process
- ✓ Creation of Production Order
- ✓ ShiftWise/ Batchwise Production planning
- ✓ Routing
- ✓ Materials issue for Production
- ✓ Materials receive after Production
- ✓ Materials quality checking
- ✓ Standard Reports in PP,QM Modules
- ✓ Accounting effects of cross modules