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Universities, employers, government, ministries and other organizations recognize us as valuable partner.

ICT Trainings Institute – Engineering Your Career

SAP®



## Passport to the ERP World

### Course Guide

Bought by SAP in 2002, previously known by the names of *Ocek*, *Menahel*, and *TopManage*; the software owns a large market share in the global businesses. A personal favourite of small-medium sized businesses in UK, Europe, and Africa.

# SAP Business One

### SAP® Business One® is globally accepted & trusted

Based in Germany, SAP SE (a subsidiary of SAP AG), and gives small-medium sized businesses a complete suite of business applications to manage day-to-day operations. Seamlessly integrating all the SBUs of the business inside a single screen.

Gain true insight of change in Business Process Workflows, and become familiar with the Organisational Structure that governs the **Fortune 500**.

For a full overview of the Product, go to

<https://www.sap.com/products/business-one>



## SAP® Business One®

The SAP® Certification exam is offered as a single exam—passing it boosts confidence, establishes expertise, and earns client trust. It takes less time than you think. Following curriculum will help you achieving it.

### Introduction

- What Is SAP Business One?
- Breaking Ground for Small and Midsize Businesses

### Getting Started

- Personality of SAP Business One
- Building Documents from Reusable Parts
- Knowing Where You Are
- Finding What You Are Looking For
- Getting Where You Want To Go

### Basics of Financial Accounting

- Overview of Financial Accounting
- Setting up Financial Accounting
- Performing Daily Procedures
- Maintaining Records
- Period-End Procedures
- Incoming and Outgoing Payments
- Internal Reconciliation
- Cost Accounting
- Budgeting
- Cashflow
- Inquiries and Reports

### Entering and Managing Master Data

- Master Data use in SAP Business One
- Master Data Creation and Management
- Setting up Predefined Values and Defaults for Master Data
- Creating Business Partner Master Data
- Creating Item Master Data

### Sales Documents and Accounts Receivable

- Sales-A/R Process
- Key Calculations: Gross Profit and Weight and Volume
- Taking It Step by Step
- Building One Document from Another
- Processing Groups of Documents
- Accounting and Inventory Impact

### Purchasing Documents and Accounts Payable

- Purchasing-A/P Process
- Common Structure and Key Data
- Stock Valuation Reports
- Taking It Step by Step
- Building One Document from Another
- Accounting and Inventory Impact

### The ABCs of MRP

- Material Requirements Planning (MRP)
- Preparing for an MRP Run
- Using the Wizard to Execute an MRP Run
- MRP Checklist

### Sales Opportunities

- Sales Opportunities
- Managing Sales Opportunities in SAP Business One
- Managing Sales Opportunities in Microsoft Outlook
- Reporting on Sales Opportunities
- Campaign Management

### Service Module

- Service
- Equipment Cards
- Creating Service Calls
- Service Reports

### Document Creation, Authorizations, and Approvals

- Document Creation Features
- Authorizations, Approval Procedures, and Document Drafts
- Accelerating Document Creation through Wizards

### Printing Documents and Reports

- Document Layouts and Reports
- Initial Setup
- Print Layout Designer

### Inventory

- Valuation Methods
- Warehouse Setup
- Pick and Pack
- Pricing

### Production

- Bill of Material Types
- Resources
- Production Order

[www.ict-trainings.com/curriculum/sap-business-one-leaflet.pdf](http://www.ict-trainings.com/curriculum/sap-business-one-leaflet.pdf)