



G-TEC EDUCATION

— G-TEC Group of Institutions —

www.gteceducation.com

CERTIFICATION IN SAP FINANCE AND CONTROL (SAP FICO)

CERTIFICATION IN SAP FINANCE AND CONTROL – SAP FICO

DURATION: 2 MONTHS / 80 HOURS

OBJECTIVE

Aspiring a career in Finance domain that too in a reputed firm? Certification in SAP Finance and Control can be your key to it. SAP FICO power user module will take you from the basics of SAP Accounting until the final reports in the most structured way it in global platform at G-TEC. This would cover all major transactions from daily entry to management reports to make you a complete SAP FICO expert.

EXIT PROFILE

- ✓ Get Practical Knowledge in SAP FICO Power User
- ✓ Get a good knowledge in SAP Power User
- ✓ Able to do Financial transactions through SAP.
- ✓ Can shine your cv with SAP International Certificate

CAREER PATH

- ✓ SAP Finance and Control Executive.
- ✓ SAP Accounts Payable Executive.
- ✓ SAP Accounts Receivable Executive.
- ✓ SAP Management Accountant.
- ✓ SAP Accountant

FACULTY SKILL SET

- ✓ Graduation / Post Graduation in Commerce
- ✓ A Thorough knowledge in SAP FICO (Power User)
- ✓ Must have certified in SAP FICO (Power User)
- ✓ Have knowledge in Teaching technique.

HARDWARE AND SOFTWARE REQUIREMENTS

- ✓ Operating System : Windows 7/8
- ✓ Minimum Memory : 512 M
- ✓ Recommended Memory : 4 GB / 8 GB
- ✓ Minimum Disk Space : 500 MB free
- ✓ Recommended Disk Space : 1 TB

PREREQUISITE FOR STUDENTS

The course is designed for graduates/plus two students (especially for commerce student) who have aptitude for Manual Accounting and a basic computer knowledge.

SYLLABUS

COURSE OUTLINE			
COURSE NAME:	CERTIFICATION IN SAP FINANCE & CONTROL	DURATION:	2 MONTHS (53 D /80 H)
MODULE	TOPICS	DURATION	TOTAL
SAP POWER USER -FICO	INTRODUCTION TO EPR	53 D/80 H	53 D/80 H
	ERP MODULES		
	INTRODUCTION TO FICO – (FINANCE AND CONTROLLING) MODULE		
	ENTERPRISE STRUCTURE		
	FINANCIAL ACCOUNTING GLOBAL SETTINGS		
	GENERAL LEDGER		
	ACCOUNTS PAYABLE		
	ACCOUNTS RECEIVABLE		
ASSET ACCOUNTING			

MODULE IN DETAIL

SAP FICO POWER USER (INCLUDING SAP ERP OVERVIEW)

(54 D/80 H)

I. INTRODUCTION TO ERP

- (a) DEFINITION
- (b) HISTORY AND EVALUATION OF ERP
- (c) MAJOR ERP VENDORS
- (d) ERP MERITS & DE-MERITS
- (e) ERP IMPLEMENTATION METHOD

II. ERP MODULES:

- (a) ERP MODULES – AN OVERVIEW
- (b) INTRODUCTION TO FINANCE MODULE
- (c) SUB SYSTEMS OF FINANCE MODULE

III. INTRODUCTION TO FICO – (FINANCE AND CONTROLLING) MODULE

IV. ENTERPRISE STRUCTURE

- (a) ENTERPRISE STRUCTURE SETTINGS
- (b) COMPANY AND COMPANY CODE
- (c) BUSINESS AREA
- (d) FUNCTIONAL AREA
- (e) CREDIT CONTROL AREA

V. FINANCIAL ACCOUNTING GLOBAL SETTINGS

- (a) FISCAL YEAR
- (b) POSTING PERIODS
- (c) FIELD STATUS VARIANT
- (d) TOLERANCE GROUP
- (e) DOCUMENT TYPE
- (f) NUMBER RANGE
- (g) POSTING KEYS
- (h) ACCOUNT TYPE AND LINE ITEM.

VI. GENERAL LEDGER

- (a) CHART OF ACCOUNTS
- (b) ACCOUNTING GROUPS AND NUMBER RANGES
- (c) RETAIN EARNING ACCOUNT
- (d) GL MASTER RECORDS
- (e) GL DOCUMENT ENTRY

VII. ACCOUNTS PAYABLE

- (a) VENDOR ACCOUNT GROUP
- (b) VENDOR TOLERANCE GROUP
- (c) NUMBER RANGES FOR VENDOR ACCOUNT GROUPS
- (d) VENDOR RECONCILIATION ACCOUNT.
- (e) VENDOR MASTER RECORDS
- (f) PAYMENT TERMS FOR VENDOR
- (g) ALTERNATIVE RECONCILIATION ACCOUNT.

- (h) AUTOMATIC POSTING AND AUTOMATIC PAYMENT PROGRAM
- (i) HOUSE BANK
- (j) CHECK LOTS
- (k) VENDOR PAYMENT POSTING
- (l) POST PURCHASE ACTIVITIES

VIII. ACCOUNTS RECEIVABLE

- (a) CUSTOMER ACCOUNT GROUP
- (b) CUSTOMER TOLERANCE GROUP
- (c) CUSTOMER RECONCILIATION ACCOUNT
- (d) CUSTOMER MASTER RECORDS.
- (e) DUNNING PROCEDURE
- (f) BILL OF EXCHANGE

IX. ASSET ACCOUNTING

- (a) CHART OF DEPRECIATION
- (b) DEPRECIATION AREA
- (c) ACCOUNT DETERMINATION
- (d) SCREEN LAYOUT RULE
- (e) NUMBER RANGE INTERVAL
- (f) ASSET CLASS
- (g) BASE METHOD
- (h) DECLAIMING BALANCE METHOD
- (i) MULTI- LEVEL METHOD
- (j) PERIOD CONTROL METHOD
- (k) DEPRECIATION KEY
- (l) ASSET MASTER

(80 HOURS PRACTICE IS MANDATORY)

HENRY BAKER COLLEGE, MELUKAVU
&
G-TEC EDUCATION
CERTIFICATION IN SAP FINANCE AND CONTROL

Duration: 80 Hrs

List of Students

Sl. No	Name of the Student	Class	Class No	Grade
1	Archana K S	III B Com	20CP218	B+
2	Geethu Vinod	III B Com	20CP231	A
3	Abhijith O A	III B Com	20CP201	A
4	Jinu Jose	III B Com	20CP232	B+
5	Nikhil K Mohan	III B Com	20CP239	B+
6	Martin Benny	III B Com	20CP235	B+
7	Amala P Aji	III B Com	20CP208	B+
8	Aswatha Binumon	III B Com	20CP223	C
9	Melvin Thomas	III B Com	20CP236	B+
10	Annu Mathew	III B Com	20CP216	B
11	Arya Binu	III B Com	20CP221	A
12	Divyamol K S	III B Com	20CP230	B
13	Karthika S Nair	III B Com	20CP234	B+



Jithin Thomas Abraham

Coordinator



Principal



PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU

CERTIFICATION IN SAP FINANCE AND CONTROL(SAP FICO) Batch 2022-23

Attendance

Total 80 Hrs

Sl. No.	Name	23/07/22 5 Hrs	30/07/22 5 Hrs	06/08/22 6 Hrs	13/08/22 5 Hrs	08/10/22 5 Hrs	22/10/22 6 Hrs	12/11/22 5 Hrs	26/11/22 5 Hrs	24/12/22 6 Hrs	07/01/23 5 Hrs	21/01/23 5 Hrs	28/01/23 6 Hrs	04/02/23 5 Hrs	11/02/23 5 Hrs	25/02/23 6 Hrs	19/04/23 Examination	20/04/23 Examination
1	Abhijith OA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
2	Amala P Aji	P	P	Ab	P	P	P	P	P	P	P	P	P	P	P	P	P	
3	Annu Mathews	Ab	P	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P	
4	Archana KS	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		P
5	Arya Binu	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
6	Aswatha Binumon	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P		P
7	Divyamol KS	Ab	P	P	P	P	P	P	P	P	P	P	P	P	P	P		P
8	Geethu Vinod	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		P
9	Jinu Jose	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		P
10	Karthika S Nair	P	P	Ab	P	P	P	P	P	P	P	P	P	P	P	P		P
11	Martin Benny	Ab	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P		P
12	Melvin Thomas	P	P	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P	
13	Nikhil K Mohan	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	



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CERTIFICATE OF COMPLETION



Certificate No: GTBP0777



We hereby confirm that

ANNU MATHEW

has attended and completed the below SAP course

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Management accounting (30 Hrs)

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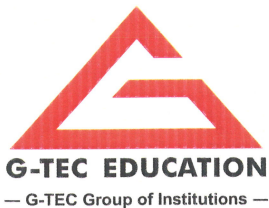
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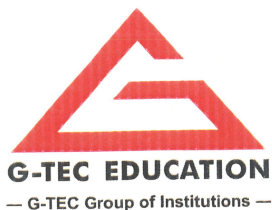
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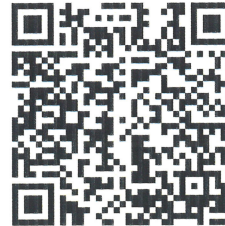
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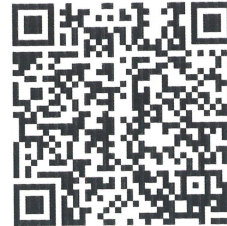


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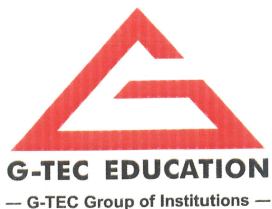
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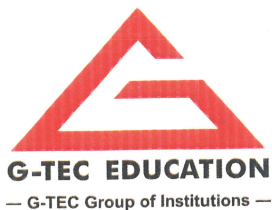
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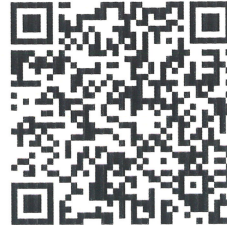
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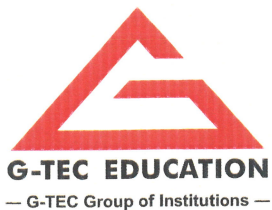
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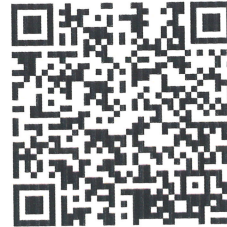


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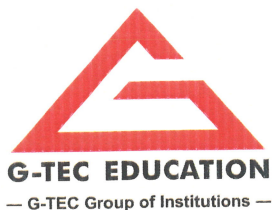
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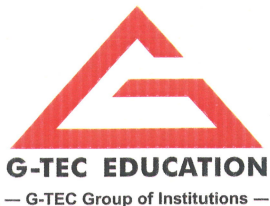
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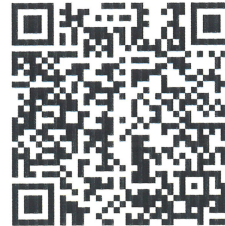
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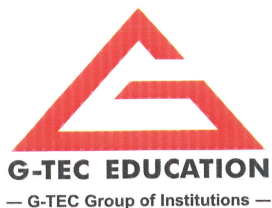
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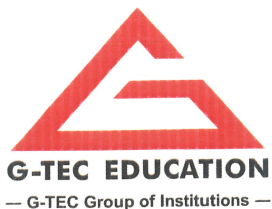
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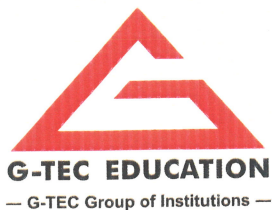
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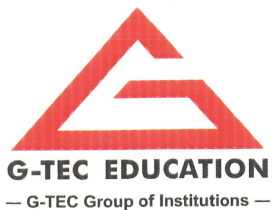
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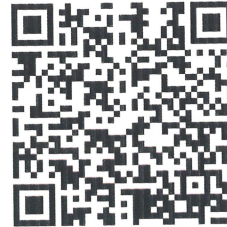


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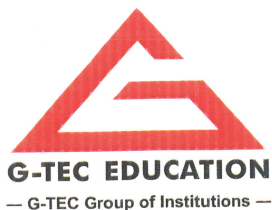
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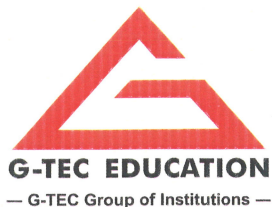
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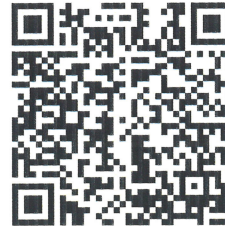
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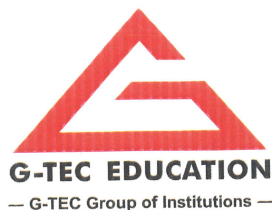
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(* earlier known as SAP FICO)

Certificate obtained via SAP Education's Site License Program



A handwritten signature in black ink that reads "Sonali".

Authorized Signature

CERTIFICATE OF COMPLETION

Certificate No: GTBP0778



We hereby confirm that

NIKHIL K MOHAN

has attended and completed the below SAP course

SAP Overview (20 Hrs)
Financial accounting (30 Hrs)
Management accounting (30 Hrs)

(* earlier known as SAP FICO)

Certificate obtained via SAP Education's Site License Program



A handwritten signature in black ink that reads "Sonali".

Authorized Signature

CERTIFICATE OF COMPLETION



Certificate No: GTBP0773



We hereby confirm that

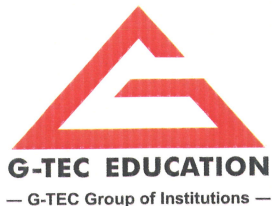
ARCHANA K S

has attended and completed the below SAP course

SAP Overview (20 Hrs)
Financial accounting (30 Hrs)
Management accounting (30 Hrs)

(* earlier known as SAP FICO)

Certificate obtained via SAP Education's Site License Program



A handwritten signature in black ink that reads "Sonali".

Authorized Signature

CERTIFICATE OF COMPLETION

Certificate No: GTBP0780



We hereby confirm that

ABHIJITH O A

has attended and completed the below SAP course

SAP Overview (20 Hrs)

Financial accounting (30 Hrs)

Management accounting (30 Hrs)

(* earlier known as SAP FICO)

Certificate obtained via SAP Education's Site License Program



Sonali

Authorized Signature

CERTIFICATE OF COMPLETION



Certificate No: GTBP0779



We hereby confirm that

AMALA P AJI

has attended and completed the below SAP course

SAP Overview (20 Hrs)
Financial accounting (30 Hrs)
Management accounting (30 Hrs)

(* earlier known as SAP FICO)

Certificate obtained via SAP Education's Site License Program



Sonali

Authorized Signature

CERTIFICATE OF COMPLETION

Certificate No: GTBP0774



We hereby confirm that

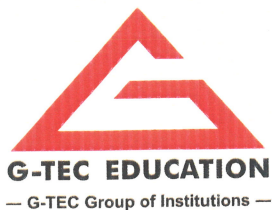
ASWATHA BINUMON

has attended and completed the below SAP course

SAP Overview (20 Hrs)
Financial accounting (30 Hrs)
Management accounting (30 Hrs)

(* earlier known as SAP FICO)

Certificate obtained via SAP Education's Site License Program



A handwritten signature in black ink that reads "Sonali".

Authorized Signature

CERTIFICATE OF COMPLETION



Certificate No: GTBP0772



We hereby confirm that

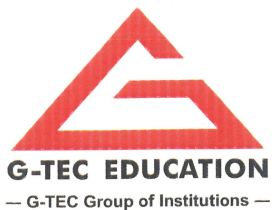
GEETHU VINOD

has attended and completed the below SAP course

SAP Overview (20 Hrs)
Financial accounting (30 Hrs)
Management accounting (30 Hrs)

(* earlier known as SAP FICO)

Certificate obtained via SAP Education's Site License Program



Sonali

Authorized Signature