

SAP

Course Objectives:

Module 1: Human Resources

Payroll (for Payroll Administrators/Officers)

- Permanent Input - creation of salary records
- Temporary Input - Overtime
- Absences
- Casual Claimants, etc
- Running Payroll
- Reporting - record interrogation

PA - Personnel Administration (for Personnel/HR Administrators, Officers & Consultants)

- Creation and maintenance of employee personnel records
- Creation of Salary records
- Creation of Employment history
- Creation of appraisal records

OM - Organisation Management (for Personnel/HR Administrators, Officers and Consultants)

- Creation and maintenance of Organisation Structure
- Creation of individual staff positions

(Linked to PA & RA)

RA - Recruitment Administration (for Recruitment Administrators, Officers, and Consultants)

- Complete recruitment process from Vacancy to Hire
- Managing applicants
- Managing advertising costs
- Managing interview process
- Managing Offer process and Hire

(Linked to OM & PA)

TE - Training & Events (for Training Administrators)

- Creation and management of training bookings calendar
- Creation and management of individual employee training records

(Linked to PA)

TM - Time Management (for general administration staff or HR staff)

- Time sheets, including absences, attendances, payments and reporting

ESS & MSS via Portal (for Employee & Manager Self Service including WF - Workflows)

- Managing own Time
- Managing PA records via internet interface with SAP System
- Reporting within MSS

FICO - Financial Accounting & Controlling

GL - General Ledger (for general accounts staff)

- Account balancing (double entry)

AP - Accounts Payable (for general accounts staff)

- Process incoming invoices
- Process outgoing payments
- Creation of supplier information

AR - Accounts Receivable (for general accounting staff)

- Processing incoming payments
- Account clearing

SD - Sales and Distribution

Sales & Billing (for general accounts staff)

- Creating and maintenance of debtor records
- Billing process

Receipting (for general accounts staff)

- Receipting incoming payments

Dunning (Debt Management) (for general accounts, and credit control staff)

- Managing debt records
- Sending dunning correspondence
- Write off of debts

MM: Materials Management

EBP - Enterprise Buyer Purchasing (all purchasing staff)

- Online ordering of goods from approved catalogues
- Goods Receipting
- Service Entry Sheetting
- Order Tracking

SAP Procurement (all purchasing staff)

- Requisitioning of variable goods and services
- Goods Receipting
- Service Entry Sheetting
- Order Tracking

Approving (all budget holders)

- Approval of EBP and SAP Requisitions
- Approval Substitution

PM - Plant Maintenance

Warehouse Management

RE - Real Estate

Property Management

BW - Business Warehouse

BI - Business Intelligence (all Management levels, and HR Consultancy staff)

- General business reporting, i.e. KPI's