



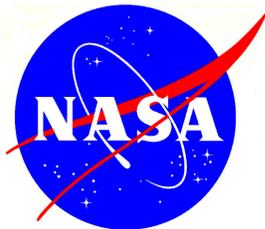
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*Integrated Financial Management Program*

*Core Financial*

*Course Name: Report Generation –  
Budget Execution*

*Course Guide*



## **Introduction**

This course guide serves as the foundation for delivering training.

### ***Trainer Role***

A trainer role in this training session is to:

- Provide end-users with the information they will need to learn the new skill set
- Provide end-users with guidance and coaching as they learn the new skills
- Maximize the hands-on practice time
- Ensure the objectives of the module are met
- Answer questions as completely as possible

### ***End-user Role***

An end-user's role in this training session is to:

- Participate in order to understand new roles, SAP concepts, processes, and principles presented
- Ask questions, when clarification is needed
- Complete all activities/exercises

### ***Course Significance***

SAP provides an automated means to accurately record and efficiently process payments received from customers. The automated process helps ensure data accuracy by automatically carrying over relevant fields from customer profiles in to each new screen; helping to eliminate mismatched or multiple entries as a result of continuous reentry. The automate process also provides a more accurate statement of NASA's assets, receivables and payables since it instantly updates information after data is entered. This process will enhance your skills and reduce the clerical burden that is currently levied on payment processing professionals.

### ***Course Structure***

This course is structured so that the amount of hands-on practice utilizing SAP is maximized. Each of the topics is organized around the following structure:

#### ***Content***

Lecture material is provided by the trainer on new roles, SAP concepts, processes, and principles.

#### ***Content Review***

The trainer reviews key topic information at the conclusion of each topic.

#### ***Scenario***

The trainer provides a description of a typical situation that will be used to practice the business activity within SAP.

Scenario Example: A Receiver in the Purchasing department is responsible for physically receiving and verifying that goods or services

have been delivered. A shipment of goods has just arrived into the office, display the procurement documents and record the receipt of goods.

***Demonstration***

Trainer shows end-users how to perform the business activity in SAP.

***Exercise***

End-users practice the activity in the SAP training database.

***Agenda***

- Introduction – 0:15 hr
- Background Knowledge – 0:10 hr
- Topic 1 SAP R/3 Report Generation – 0:50 hr
- Topic 2 BW Report Generation – 0:40 hr
- Topic 3 Status of Funds Report – 0:40 hr
- Topic 4: Operating Plan to Actual – 0:40 hr
- Topic 5: Phasing Plan to Actual Report – 0:40 hr
- Course Summary – 0: 5 hr
- Total Course Time – 4:00 hrs