

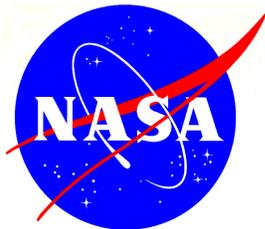


Integrated Financial Management Program

Core Financial

*Course Name: Report Generation –
Standard General Ledger*

Course Guide



Introduction

This guide provides end-users with information that will be shared during the training course session.

Course Structure

This course covers the basic SAP functionality needed to perform specific activities pertaining to your role. Information beyond this scope may be obtained outside of class from the On-Line Quick Reference (OLQR) tool or from designated Super-users.

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

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

Module Significance

SAP provides an integrated and automated means to display Standard General Ledger reports, select criteria for only necessary data, and drill down to more detailed information concerning the data within the report.

Module Structure

This module 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.

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 Report Generation – 1:00 hr
 - Activity 1: Select Criteria 0:20 hr
 - Activity 2: Drill Down 0:20 hr
 - Activity 3: Display Layout 0:10 hr
 - Activity 4: Print and Export a Report 0:10 hr
- Topic 2: BW Report Generation – 0:30 hr
 - Activity 1: Running a BW Query From a Web Browser 0:30 hr
- Topic 3: Accounts Receivable SAP Reports – 1:00 hr
- Topic 4: Accounts Receivable Business Warehouse (BW) Reports – 1:00 hr
- Summary – 0:05 hr
- Total Course Time – 4:00 hrs