

BG Group – SAP Course Catalog

SAP Purchase to Pay

The purpose of this course is to become familiar with the SAP workflow of the Requisition to Pay process. It will look at several aspects of the process and provide methods for researching items and issues. This course guides participants through the Contract and Procurement as well as the Finance function in SAP describing the end to end process of purchasing an item to the payment of that item. We explore the various methods for handling common scenarios and the proper treatment of them when processing a transaction or document. There will be a cross functional emphasis on purchase orders to ensure each department is aware of the proper workflow.

SAP Foreign Exchange Currency Workshop

The purpose of this course is to become familiar with the analysis and treatment of FX issues in SAP. It will look at several methods for handling and researching issues and allow for the opportunity to put the learning into practice in a laboratory style setting. This course guides participants through the principles of FX in SAP. It explores the basis for the FX revaluation process in SAP, reviews the GL accounts affected and their purpose. There is a review of the company code currencies possible and the proper treatment of them when processing a transaction or document. Please note that this course qualifies for CPE credit.

BI Reporting 101

The purpose of this course is to become familiar with the BI reporting tool. It will look at the basic aspects of the tool and allow for the opportunity to put the learning into practice in a laboratory style setting. This course guides participants through the BI for tools to enable its use for reconciliations and research. BI is a fast way to view financial statement data, view SAP BCS entries, and refresh reports at the touch of one button.

SAP Tips and Tricks

The purpose of this course is to become more proficient with SAP familiarize the participants with shortcuts and helpful sources of information in the SAP system. The course covers common questions and issues that arise as well as the answers and solutions. This course guides participants through SAP to enable the user to extract data more efficiently and facilitate research. The tips and tricks will empower the user to trouble shoot items without additional assistance as well as produce stronger reports. The keyboard shortcuts will also allow for faster processing of documents and enable the user to identify sources of errors.