

Introduction to ERP

- What is ERP?
- Why we need ERP?
- Advantages of ERP
- Major ERP Packages

Introduction to SAP & R/3 Architecture

- What is SAP?
- History & Features of SAP
- SAP R/3 Architecture
- SAP R/3 Application Modules
- SAP Landscape

Introduction to ABAP/4

- What is ABAP?
- Logon to SAP Environment
- Transaction Codes
- Multitasking Commands
- Comments
- Errors
- ABAP/4 Editor (SE38)
- Steps for Creating a Program
- Elements in R/3 Screen
- Out put Statements
- Operators in ABAP
- Data, Parameter & Constant Statements
- Data Types & Classification
- Data Objects & Classification
- Text Elements
- String Operations
- Control Statements
- Field strings

ABAP Dictionary

- ABAP Dictionary Introduction
- Data Dictionary Functions

- Data Dictionary Objects
 - Data Base Tables
 - Structures
 - Views
 - Data Elements
 - Type Groups
 - Domains
 - Search helps
 - Lock objects
- Primary Key And Foreign Key
- Table Maintenance Generator

Packages

- Creating a package
- Difference between local objects & packages
- Transferring local objects to packages

Variants

- Variants Introduction
- Creating variants in ABAP Editor & Data Dictionary

Message Classes

- Message Class Introduction
- Message types
- Calling message class in Report & Dialog programs

Selection Screens

- Selection screen Introduction
 - Parameter Statement
 - Select-options Statement
 - Selection-screen Statement
- Screen table and its fields
- Dynamic screen modification by using Modif Id key

Open SQL Statements

- Select
- Insert

- Modify
- Update
- Delete

Internal Tables

- Internal Tables Introduction
- Declaring Internal Table
- Populating Internal Table
- Processing Internal Table
- Initializing Internal Tables
- Inner Joins And For All Entries
- Control Break Statements

Debugging Techniques

- Debugging Techniques Introduction
- Break-points (Static & Dynamic)
- Watch points
- Dynamically changing internal tables contents in Debugging Editor
- Options to step through the program in Debugging Editor

Modularization Techniques

- Modularization Techniques Introduction
- Includes
- Subroutines
- Passing Parameters to Subroutines
- Passing Tables to Subroutines
- Function Groups & Function Modules

Reports

- Reports Introduction
- Classical Reports
- Interactive Reports
- Techniques Used For Interactive Reports
 - Hotspot
 - Hide
 - Get Cursor

Dialog / Module Pool Programming/ Transactions

- MPP Introduction
- Relationship between Screen, Flow Logic and Program
- Flow Logic Events
 - Process Before Output (PBO)
 - Process After Input (PAI)
 - Process On Value Request (POV)
 - Process On Help Request (POH)
- Include Programs in MPP
 - Include TOP
 - Include I01
 - Include O01
 - Include F01
- Dynamic Screens
 - Leave Screen
 - Leave to Screen
 - Call Screen
 - Set Screen
- Processing of List from Transaction and Vice Versa
- Elements in Screen Layout
 - Table Controls
 - Step Loops
 - Tabstrip Controls
 - Subscreens

Batch Data Communication

- BDC Introduction
- Recording
- BDC Methods
 - Call Transaction Method
 - Session Method
- Handling Table Controls in BDC
- Legacy System Migration Workbench
 - Different Methods
 - Flat file creation
 - Uploading data
- File Handling

- Application Server
- Presentation Server

SAP Scripts

- SAP Scripts Introduction
- Components of SAP Scripts
 - Layout Set
 - Standard Text
 - Out Put Program
- Modifying Standard SAP Script Layouts
- Including Logos
- SAP Script Utilities – Upload / Download

Smart Forms

- Smart Forms Introduction
- Graphics Management
- Style Maintenance
 - Paragraph Formats
 - Character Formats
- Writing print program and designing layouts

ALV Reports

- ALV Reports Introduction
- ALV through Function Modules
- ALV Types

Runtime Analysis & SQL Tracing

Cross Applications

- Introduction to Distributed Environment
- Introduction to Cross Applications

RFC

- Introduction to RFC
- Creating RFC Destination between 2 Systems
- Creating Remote Enabled Function Modules

- Creating program using Remote Enabled Function Modules

ALE

- ALE Basics
- Overview of Outbound & Inbound Process
- Configuration Steps
- Define logical systems
- Assign client to logical system
- RFC destination
- Customer distribution model
- Creating Ports

IDocs

- What is an Idoc?
- Types of Idocs
 - Basic Idocs
 - Extension Idocs
- Creating Idocs
- Message Types
- Assigning Idoc type to Message type

EDI

- EDI Basics
- Difference between ALE & EDI
- Overview of Outbound & Inbound Process
- Configuration Steps
- Port Creation
- Partner Profile Creation

BAPIs

- BAPI Overview
- Creation of BAPI

Workflow

- What is workflow?
- Overview of workflow

User Exits

- User Exits Overview
- Types of User Exits
 - Field Exit
 - Screen Exit
 - Function Exit
 - Menu Exit

BADIs

- BADIs Overview
- Defining a BADI
- Implementing a BADI

OOPS Concept

- Object Oriented ABAP Overview
- Defining a Class
- Implementing a Class

Miscellaneous Topics

- Correction & Transport request (CTS)
- Transport Organizer
- Work Bench Request
- Task Creation
- Release Objects
- SAP Memory & ABAP Memory
- Logical Database
- SD Flow
- MM Flow

SAP HCM (HR) – Syllabus

1. Introduction on ERP and SAP:

- ❖ **Introduction to ERP & SAP**
- ❖ **Overview on SAP HR Sub modules**
- ❖ **Introduction to Project Implementation methodology (ASAP methodology)**
- ❖ **Implementation Road map**
- ❖ **System Landscape – 3tier Architecture**

2. New Dimensions in SAP:

- ❖ **New Platforms of SAP Architecture.**
- ❖ **Need of Technical/Administration/Portal Consultants in Functional Environment**
- ❖ **New Dimension SAP modules involved in SAP HCM.**
- ❖ **Introduction to New Dimensional E-Modules in SAP HCM.**
- ❖ **System Navigation.**

3. Organizational Management:

- ❖ **Organizational Management Introduction**
- ❖ **Structures in SAP HCM**
- ❖ **Objects**
- ❖ **Relationships**
 - **Structure of Relationships**
 - **Syntax of relationship**
- ❖ **Methods of creating Org. structure**
 - **Simple maintenance**
 - **Expert Mode**
 - **Organizational and staffing.**
 - **Menu guided, Open and Action guided methods.**
- ❖ **Editing of Objects and Relationships**
- ❖ **Validity period**
- ❖ **Info type in OM**
- ❖ **Plan version – Definition and setting of new plan versions.**
- ❖ **Object Number ranges.**
- ❖ **Evaluation path.**

4. Personnel Administration:

- ❖ **Integration settings with OM and PA**
- ❖ **Master Data – definition and its use in SAP HCM**

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- ❖ **Enterprise Structure - Definition and Assignment**
 - Company
 - Company code
 - Personnel Area
 - Personnel Sub area
 - ❖ **Personnel Structure – Definition and Assignment**
 - Employee group
 - Employee sub group
 - Payroll area and Control Record (with Retroactive Accounting)
 - ❖ **Financial Accounting Global Settings**
 - Global Parameters
 - Fiscal Year variants
 - Posting Periods
 - ❖ **Employee attributes**
 - ❖ **Info types and sub types**
 - ❖ **Info types ranges in SAP HCM.**
 - ❖ **Features in SAP HCM – Importance and various feature configurations according to requirement.**
 - ❖ **Number Ranges for Employee personnel numbers – Internal & External with feature setup.**
 - ❖ **Customizing user procedures:**
 - **Configuration of Personnel actions - Info group – Action menu**
 - Hiring
 - Promotion
 - Transfer
 - Organizational re-assignment
 - Termination
 - **Dynamic actions – Use, Configuration with Business requirements.**
 - **Info type menus**
 - **Additional Action – activation and its use**
 - ❖ **Customizing user interfaces:**
 - **Info type screen modifications**
 - **Info type Header modifications**
 - ❖ **Administrator group & defaulting through feature.**
 - ❖ **Discussions on Business requirements in OM & PA modules in combine for easy understanding of Real time Business scenarios.**

5. Time Management:

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- ❖ **Introduction to Time Management – Time management process in HR domain and SAP HCM Time management differentiation - a discussion.**
 - ❖ **Positive and Negative Time recording – With Business process discussion**
 - ❖ **Public holidays - Configuration of different types of Holidays.**
 - ❖ **Holiday calendar with Business scenarios – Applicability with Enterprise structure.**
 - ❖ **Factory calendar in HCM perspective.**
 - ❖ **Grouping - Personnel sub area & Employee sub group Groupings in Time Management**
 - ❖ **Work schedules**
 - Break schedules
 - Daily work schedules (With Variants – with business scenarios)
 - Period work schedules
 - ❖ **Day types and Day type selection rules.**
 - ❖ **ESG, Holiday calendar assignment for PSA.**
 - ❖ **Work schedule rules.**
 - ❖ **Time data recording and administration**
 - ❖ **Introduction to Absences and Attendance**
 - ❖ **Absences quotas Configuration**
 - Counting rules for Absences/Attendances.
 - Deduction Rules
 - Assignments of different rules in Absences/Attendances.
 - ❖ **Time management info types**
 - ❖ **Quota Update :**
 - Manual (PA30)
 - Through Report RPTQTA00
 - Through Time Evaluation (RPTIME00)
 - ❖ **Positive Time recording – Understanding of different Time evaluation Schemas used.**
 - ❖ **How to use Positive time Evaluation in the organizations with different business scenarios.**

6. Interfaces & CATS in Time Management:

- ❖ **Introduction to Time Sheet in Time Evaluation**
- ❖ **What is Cross Application Time Sheet (CATS)? – Overview and usage in various time business scenarios.**
- ❖ **CATS – Roles and Authorizations**
- ❖ **Profile setup for data entry in CATS**
- ❖ **Time Interface development required in Positive Time management.**
- ❖ **Use of Time management process with ESS/MSS scenarios – Leave Application, Time booking, Approvals for HR Master Data update.**

7. Payroll:

- ❖ **Introduction to Payroll – HR Domain Process and SAP HCM process – Discussion on understanding the same.**
- ❖ **Payroll area and Control Record (with Retroactive Accounting)**
- ❖ **Generation of Payroll periods – Period and Date modifiers (with different country Fiscal year settings) – Relevancy of this in Time management.**
- ❖ **Payment date setup and modifications.**
- ❖ **Concept Grouping in payroll**
- ❖ **ESG for CAP and PCR**
- ❖ **Pay scale structure**
 - **Pay scale type**
 - **Pay scale area**
 - **Pay scale group**
 - **Pay scale level**
- ❖ **Wage types – Concept, Types & Use of Wage types.**
 - **Primary Wage types**
 - **Secondary Wage types**
- ❖ **Features used in Payroll**
- ❖ **Wage type characteristics**
- ❖ **Valuation of wage type**
 - **Direct**
 - **Indirect**
- ❖ **Wage type model and defaulting of WT model**
- ❖ **Configuration of basic Pay info type**
- ❖ **Concept of Annual salary and configuration and applicability to the relevant countries.**
- ❖ **Other Payroll info types Configuration – General and country specific.**
- ❖ **Payroll – Multi country payroll – an understanding.**
- ❖ **Payroll processing in SAP system**
- ❖ **Review of relevant data maintained for Payroll process.**
- ❖ **Payroll driver – For US & India. (with reference to other countries too)**
 - **US Payroll :**
 - **US Statutory process & US specific Info types maintenance**
 - **US specific Tax settings.**
 - **Understanding of US Payroll Driver & Payroll Schema in SAP HCM payroll process.**
 - **Business understanding of Garnishments in US payroll.**
 - **Understanding of US Process Logic in SAP.**
 - **US reports and subsequent payroll activities.**
 - **India Payroll**
 - **Configuration of India specific payroll settings.**

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- **Concepts of Allowance grouping for India.**
 - **India – Statutory configuration on TAX, PF, ESI, Professional Tax.**
 - **Other statutory configuration on Exemptions, HRA, Car & Conveyance etc.,**
 - **Understanding of Indian Payroll Driver, Payroll Schema & India specific PAYROLL FUNCTIONS in SAP HCM.**
 - **India Specific reports and subsequent payroll activities.**
- ❖ **Payroll Schema & Personnel calculation rules – Customizing the same for multiple business scenarios like Time calculation and Proration etc.,**
 - ❖ **Checking of Payroll results**
 - ❖ **Understanding and customizing the Remuneration statement**
 - ❖ **Subsequent payroll activities:**
 - **Bank Transfer process/Cash/Check Payment**
 - **FiCo Posting from HR and Finance perspective.**

8. Benefits:

- ❖ **Introduction Benefits – Country dependency.**
- ❖ **Benefit Area**
- ❖ **Benefit Providers**
- ❖ **Understanding of Plan Categories and configuring of plans and plan types**
- ❖ **Customizing of contribution groupings**
- ❖ **Setting up of Plans:**
 - **Plan details and options**
 - **Dependent details with coverage details**
 - **Cost grouping and cost variants**
 - **Mapping of Plan types with relevant plans**
- ❖ **Flexible administration:**
 - **Administrative parameters**
 - **Pre-requisite and co-requisite plans**
- ❖ **Benefit Adjustment**
- ❖ **First and Second Program grouping**
- ❖ **Employee eligibility**
- ❖ **Benefit info types**
- ❖ **Integration of Benefits to Payroll**
- ❖ **Check the results in Payroll**

9. Recruitment:

- ❖ **Introduction to Recruitment**
- ❖ **Workforce requirement and Advertisement**
 - **Media**

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- **Recruitment instruments**
 - **Address for recruitment instruments**
 - ❖ **Applicant Administration**
 - **Personnel Officer**
 - **Applicant structure**
 - **Applicant Group, Range & unsolicited Applicant group**
 - ❖ **Applicant Selection**
 - **Applicant status text**
 - **Overall and Vacancy status**
 - **Applicant status reason**
 - **Permissibility of status reason to status**
 - ❖ **Applicant Data**
 - **Creating of new Advertisement**
 - **Receipt of application**
 - **Applicant Actions**
 - ❖ **Transferring of applicant data to Personnel Administration**

10. Training and Event Management:

- ❖ **Training and Events – An introduction**
- ❖ **Training requirement**
- ❖ **Defining Cost of Training**
- ❖ **Location/Building address for the Training or business event**
- ❖ **Business Event group**
- ❖ **Business Event type**
- ❖ **Maintaining employee data for Business event type**
- ❖ **Multiple business scenarios like pre-book, Cancellation and re-book etc., for attendance.**

11. Personnel Development

- ❖ **Introduction to PD**
 - **Career & Succession Planning**
 - **Qualification and Catalogue**
 - **Profile Matchup**
- ❖ **Integration with PD from other modules**
- ❖ **Setting up of rating scales**
- ❖ **Setting up of Qualifications catalog**
- ❖ **Appraisal System**
- ❖ **Form of Appraisals**
- ❖ **Appraisal Catalog**
- ❖ **Use of assigning Appraisal model to PSA/ESG**
- ❖ **Multiple Appraisal system**

❖ **Perform Employee Appraisal**

E-Modules

12. Employee Self Service / Manager Self Service:

- ❖ **Introduction ESS/MSS**
- ❖ **Use of ESS in different HR module**
- ❖ **Difference between ITS and Webdynpro versions.**
- ❖ **Configuration of ESS from Functional perspective**
- ❖ **Understanding of Areas, Sub areas, Page and Services in validation of Roles, I-views, work sets.**
- ❖ **Module wise options available in ESS/MSS**
- ❖ **Involvement of other module consultants**
- ❖ **Use of MSS**
- ❖ **Object integration with MSS**
- ❖ **Work flow understanding in ESS/MSS.**

13. E-Recruitment:

- ❖ **Technical Settings**
 - **Profiles**
 - **Roles**
 - **Authorizations**
- ❖ **Basic Settings**
- ❖ **Recruitment**
 - **Talent ware house**
 - **Applicant tracking**
 - **Requisition Management.**
- ❖ **Administration of Application Processes**
- ❖ **Application Management**
- ❖ **Talent Relationship Management**
- ❖ **Integration in SAP E-Recruiting**

14. Project Process in SAP HCM Implementation:

- ❖ **Preparation of Projects in ASAP methodology.**
- ❖ **Roles and responsibilities of the Consultants in different phases of project.**
- ❖ **Understanding the HCM specific process in HCM implementation.**

15. Tools used in SAP Projects:

- ❖ Uploads:
 - **Data upload process in SAP Project**

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- Usage of – Standard and custom developed upload tools
 - Process of generating the Customized developments.
 - ❖ Reports:
 - Standard reports in SAP HCM – Understanding and execution.
 - Development of Custom reports in SAP HCM Projects – Process and executing the same.
 - Process of preparing the project oriented documents in the Customized developments.

16. Documents & Project process:

- ❖ Project documents used in the SAP HCM Project implementation.
- ❖ Detailed information on Business blueprint, AsIs – ToBe documents, Different project specification documents.
- ❖ Support project process handling – Issue resolution process, tools in managing issues.
- ❖ Client interaction and communication

17. Technical and Administration Necessity for Functional in SAP HCM Implementation:

- ❖ Importance of ABAP knowledge for a functional consultant.
- ❖ Development of Technical qualities within a functional consultant.
- ❖ Use of Data base tables, Data dictionary, reporting query & Transaction codes
- ❖ Basic understanding on Roles, Authorizations in BASIS
- ❖ Understanding of different request.
- ❖ Transporting process of requests.
- ❖ Scheduling of Back end jobs

18. Interview Tips:

- ❖ Interview Tips from technical front.
- ❖ Developing of Interpersonal skills
- ❖ Importance of Communication and Presentation skills.
- ❖ Coaching on these skills to make the Consultant rule more competitive.
- ❖ Project Terminologies and jargons how to behave in project environments.
- ❖ Facing different types of interview.

19. Resume Preparation:

- ❖ How to prepare an attractive resume.
- ❖ Applicable contents in a resume.
- ❖ How to face the interview – Do's and Dont's
- ❖ Guidance in applying for the jobs through different sources.

❖ **Preparing you to get a place get the SAP world.**

20. General Support:

- **Discussion of SAP HCM Q &A database.**
- **Understanding of the Project work environment to adapt yourselves and many more.**
- **Recurring support on Technical issues and Skill development.**
- **Guidance in placements.**