

SAP S/4HANA Overview for Beginners

Understand how SAP S/4HANA connects finance, procurement, sales and production, and choose the SAP career path that suits you.

DURATION

2 days · 16 hours

LEVEL

Beginner

CURRICULUM

8 modules · 7 labs

DELIVERYLive online, Onsite,
Corporate

Course overview

SAP S/4HANA is the enterprise resource planning system used by many of the largest manufacturers, retailers, banks and service firms in India and worldwide. For newcomers it can look overwhelming: thousands of screens, unfamiliar terms and modules with three-letter names. This two-day course gives you a clear mental map of the system before you specialise.

Day one starts with what ERP is and why an integrated system matters, then compares S/4HANA with the older SAP ECC and explains the in-memory HANA database, the simplified data model and deployment options in the cloud and on premise. You will log on, navigate with the Fiori launchpad and SAP GUI, and learn how organisational units such as company codes, plants and sales organisations model a real business. We then look at the master data every process depends on: business partners, materials and general ledger accounts.

Day two follows four end-to-end processes through the system — procure to pay, order to cash, plan to produce and record to report — so you can see how a single purchase or sale flows into inventory, accounting and reporting. Each process is demonstrated and then practised step by step.

The course closes with an honest look at SAP careers: functional consultant, key user, technical and ABAP developer, Basis administrator and analytics roles, along with how certification and project experience fit together.

This is an original Ace Skills course with no vendor exam. Ace Skills is not an SAP partner and does not use official SAP courseware; it is designed as a neutral starting point before a module-specific course such as FI, MM or SD.

Highlights

- 16 hours of live, trainer-led sessions
- Guided practice in an SAP S/4HANA training system
- Fiori launchpad and SAP GUI navigation
- Record to report, procure to pay, order to cash, plan to produce
- Career guidance across SAP functional and technical roles

What's included

- Access to an SAP S/4HANA training system during class
- Guided navigation of Fiori launchpad and SAP GUI
- Walk-throughs of four end-to-end business processes
- Plain-English glossary of SAP terms and transaction codes
- Career path guidance for functional and technical roles
- Course completion certificate from Ace Skills Consulting
- Post-training doubt support

Who this course is for

Who should attend

- Graduates and career changers considering SAP
- Finance, purchasing, sales and supply chain staff moving onto SAP
- New SAP key users and end users
- Project managers and business analysts joining an S/4HANA programme
- IT staff who support SAP users

Prerequisites

- Basic computer skills
- General awareness of how a business buys, sells and accounts for goods is helpful but not required

Detailed curriculum — 2 days, 16 hours, 8 modules, 7 hands-on labs

Day 1 ERP Foundations, Navigation and Organisational Structure

8 hours

1.1 ERP and SAP S/4HANA

- What an ERP system does
- SAP HANA in-memory database
- Cloud and on-premise deployment options
- SAP product landscape at a glance
- S/4HANA versus SAP ECC
- Simplified data model and the Universal Journal

LAB Explore an S/4HANA system landscape diagram · 20 min

1.2 Navigating the system

- Logging on and clients
- SAP GUI menus and transaction codes
- Searching, lists and display variants
- SAP Fiori launchpad, spaces and tiles
- Favourites, personalisation and help

LAB Navigate with the Fiori launchpad and SAP GUI · 45 min

1.3 Organisational structure

- Client, company code and controlling area
- Sales organisations, distribution channels and divisions
- Displaying the enterprise structure
- Plants, storage locations and purchasing organisations
- How org units model a real company

LAB Map a sample company to SAP organisational units · 40 min

1.4 Master data

- Business partner for customers and suppliers
- General ledger accounts and chart of accounts
- Why master data quality matters
- Material master and its views
- Cost centres and profit centres

LAB Display and create business partner and material records · 45 min

Day 2 End-to-End Processes and SAP Careers

8 hours

2.1 Procure to pay

- Purchase requisition and purchase order
- Supplier invoice and three-way match
- Document flow and accounting impact
- Goods receipt and inventory update
- Outgoing payment

LAB Run a simple procure-to-pay cycle · 50 min

2.2 Order to cash

- Sales quotation and sales order
- Outbound delivery and goods issue
- Incoming payment

LAB Run a simple order-to-cash cycle · 50 min

2.3 Plan to produce and record to report

- Demand, MRP and planned orders
- Journal entries and the Universal Journal
- Financial statements and embedded analytics

LAB Trace a production order into finance · 30 min

2.4 Careers in SAP

- Functional consultant, key user and analyst roles
- Analytics and data roles
- Choosing your next module

- Availability check and pricing basics
- Billing and the customer invoice

- Production orders and confirmations
- Period-end close in outline

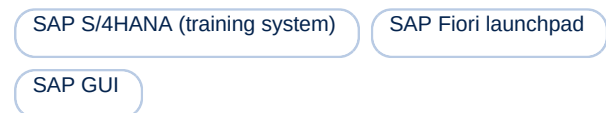
- Technical roles: ABAP, Basis, integration and Fiori
- SAP certification and project experience

Skills and tools

Skills you will build



Tools used in class



Frequently asked questions

Is there a certification exam at the end?

No. This is an original Ace Skills foundation course with no vendor exam; you receive an Ace Skills course completion certificate.

Is this an official SAP course?

No. Ace Skills is not an SAP partner; this is an independent course that uses original material.

Will I get system access?

Yes, you work in an SAP S/4HANA training system during the sessions, with guided exercises.

Which course should I take next?

Finance professionals usually move on to FI or CO, purchasing and stores staff to MM, and sales staff to SD. We help you decide on the final afternoon.

Book a batch or talk to an advisor

Course page: aceskillsconsulting.com/course/sap-s4hana-overview-for-beginners · Email: info@aceskillsconsulting.com

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