



# SAP IN 7 HOURS MASTER CLASS Course Overview

## What you will learn:

*How SAP “thinks”*

*How to find any transaction or standard report in SAP in less than 5 minutes*

*How to customize reports’ information in your required reporting format*

*How to schedule reports in SAP and email the results to you, when you want them*

*How to effectively manage your staff within SAP*

*How to generate and access key reports and transactions*

## What our learners have said

*“This is the only SAP training that I ever attended that was not a waste of my time!”*

*Marthina Alchin, Manager:  
Planning & Optimization,  
Namakwa Sands*

*“The SAP Master Class training was worth every kobo invested in the training and the trainer was wonderful. My team has started working on the basis of the training to generate the double payments report.”*

*Adeola Soyoye  
Head, Procurement, Stanbic IBTC  
Bank, Nigeria*

**After attending the master class you will be brimming with practical ideas that you will want to implement immediately.**

**The SAP Advanced functionality will save managers a lot of time; how to schedule an automatically run report in SAP, email the results to your inbox and how to find the report in SAP that will allow you to monitor what your team is doing in SAP.**

## AUDIENCE / TARGET AUDIENCE

Any Manager or Supervisor in a company that is implementing, operating or upgrading SAP.

## STYLE OF TRAINING

Relaxed and Informal

Hands on – you get access to a live SAP system to practice as you acquire new knowledge

Easy to remember – most of the key concepts are illustrated with stories you will always remember

Practical – since this is a Master Class you may ask that ‘special question’. The experienced trainer will often go off script to answer the question on the SAP system.

You take home the coveted SAP in 7 Hours Master Class Manual and an attendance Certificate on completion.

## WHY ATTEND?

The SAP in 7 Hours Master Class will ensure that as a Supervisor or Manager you will maximize the return on the investment your company made in implementing SAP

It is recommended that you attend the SAP in 7 Hours Master Class either at the beginning of the implementation, during an upgrade of SAP, 6 months after going live, or any time you feel you need a boot-camp to take you to the next level

When starting with an upgrade or implementation, consultants will bombard you with detailed questions and decisions as to how your business works and how you would like SAP to be configured. This is daunting because you don’t really understand how SAP works. It is like picking the accessories and trimmings for a bike before you have seen it or even had a ride on it.

The SAP in 7 Hours Master Class improves your management and decision-making. Managers rely on staff to run reports and make up reporting packs for them. This is like having a red Italian racing car but only driving 80 kilometres an hour on a gravel road. SAP offers real time dynamic standard reporting. Many of the reports are customized in SAP to present the information the way you want to see it.

A manager who uses SAP effectively manages what his team does, on a daily basis. Most managers would not dream of never visiting or inspecting a plant or a store that falls within their area of responsibility. But they are content to trust their staff when it comes to the work they do on SAP. At the end of the Master Class, you will be able to identify the two or three key control reports that will enable optimal management of your area within the SAP system.

## OUTCOME

If you ever thought SAP was a bit of a mystery – too difficult to get your head around – the SAP in 7 Hours Master Class will provide an understanding of the logic in SAP. For the first time you will see how SAP can add real bottom line value to your business. Once you understand the logic, SAP is easily applied. You will have a new confidence to use SAP and be eager to implement your new knowledge



Dr HB Prinsloo



## MODULES

**In addition to the SAP in 7 Hours Master Class for Managers, the following Modules are available on request:**

### [SAP in 7 Hours Master Class for Users and Super Users](#)

Very similar to the Managers' Master Class, but is more business process focused than the management information and reporting focus of the SAP in 7 Hours Master Class for Managers.

We offer Process specific SAP in 7 Hour Master Class courses for clients who would like employees to attend the SAP in 7 Hours Courses.

The Business Process and Modular Master Class courses are brilliant for upgrade projects where users have been working on the SAP system for years and retraining on transactions they do every day would be wasteful. It is cost effective to provide a Master Class with a short delta training component as part of a SAP upgrade project.

### [SAP in 7 Hours Master Class for the Order to Cash process \(SD module\)](#)

This module focuses on the Sales and Distribution module and its related Order to Cash process.

### [SAP in 7 Hours Master Class for the Resource To Product process \(PP module\)](#)

This module focuses on the Production Planning module and its related Resource to Product process.

### [SAP in 7 Hours Master Class for the Manage Operational Reliability process \(PM module\)](#)

This module focuses on the Plant Maintenance module and its related Manage Operational Reliability process.

### [SAP in 7 Hours Master Class for the Procure to Pay process \(MM module\)](#)

This module focuses on the Materials Management module and its related Procure to Pay process.

### [SAP in 7 Hours Master Class for the Manage and Lead Enterprise process \(FI and CO modules\)](#)

This module focuses on the Finance and Controlling modules and its related Finance processes.

### [SAP in 7 Hours Master Class for the Manage Human Resources process \(HR/HCM module\)](#)

This module focuses on the Human Resources, Human Capital Management module and its related Human Resources, Human Capital Management process.

Should you have a specific process requirement not covered by the above modules, new ones will be developed on request.

All the Master Classes may be conducted, using the client's system, on special request. Training material will then be modified to reflect the screens on the client's system.

## TRAINER

The Master Class trainer:

- is an experienced SAP Certified Trainer

- has experience of large scale training projects

- has business experience, and is able to present relevant, practical and insightful training, which is not only academically well documented, but also of practical business value.

- is able to take unscripted detours during the Master Class with due regard to time constraints

- is able to maintain the delicate balance between covering all the work in 7 hours, while allowing participants to ask detailed questions about practical scenarios that are of concern to them