



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

ERP System Business Transactions Principles Application Training

Business, Commerce and Management Studies / Generic Management

Unit Standard 117706 · NQF Level 4 · 6 Credits · 3 Days

COURSE OVERVIEW

This course equips learners with the practical principles and application skills needed to perform business transactions within an ERP system. It covers the core transaction processing cycle, data integrity controls, and the integration of financial, supply chain, and human resource modules. By the end, participants will be able to navigate an ERP environment confidently and execute standard transactions accurately.

Category	Business, Commerce and Management Studies
Subfield	Generic Management
Unit Standard	117706
Accreditation	SAQA Accredited · NQF Level 4 · 6 Credits
Duration	3 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the principles of ERP transaction processing to execute typical business transactions such as purchase orders, invoices, and journal entries.
- Analyze the flow of data between ERP modules and identify how transactions impact financial and operational reports.
- Evaluate the integrity of transaction data by applying validation rules and error-checking procedures.
- Implement standard operating procedures for entering, approving, and reversing transactions within the ERP system.
- Demonstrate the ability to generate and interpret system reports related to transaction histories and account balances.

WHO SHOULD ATTEND

- This course is designed for administrators, end-users, and supervisors who work with an ERP system in their daily roles, particularly in finance, procurement, inventory, or HR departments.

COURSE OUTLINE

Day 1: Foundational ERP Concepts and Business Transactions

- Overview of ERP systems and their architecture.
- Key business processes: order-to-cash, procure-to-pay, record-to-report.
- Transaction types: sales orders, purchase orders, goods receipts, invoices.
- Data entry and validation rules in ERP.
- Role of master data vs. transactional data.
- Introduction to ERP security and access controls.
- Practical exercise: Navigating a sample ERP interface.

Day 2: Transaction Processing and Business Rules

- Detailed procurement cycle: requisition, purchase order, goods receipt, invoice verification.
- Sales cycle: quotation, sales order, delivery, billing.
- Inventory transactions: transfers, adjustments, cycle counts.
- Workflow configuration for approvals.
- Reporting: transaction logs, stock status, order history.
- Error handling: resolving mismatches and data inconsistencies.
- Practical exercise: Simulating a complete procure-to-pay cycle.

Day 3: Integration, Audit, and Advanced Application

- Cross-module integration: how sales affect inventory and accounting.
- Period-end processes: accruals, reversals, and closing entries.
- Audit trails: tracking changes and user activity.
- Internal controls: segregation of duties, approval limits.
- Dashboards and key performance indicators (KPIs).
- Case study: Identifying and resolving integration issues.
- Practical exercise: Designing a simple improvement plan for transaction efficiency.

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **6 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 17,900.00	R 17,900.00
1	In-House	R 23,300.00	R 23,300.00
1	On-Campus (Pretoria)	R 26,800.00	R 26,800.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	12 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	12 Aug 2026	On-Campus	Mauritius
11 Aug 2026	13 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	13 Aug 2026	On-Campus	Cape Town, South Africa
12 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
12 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	19 Aug 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	19 Aug 2026	On-Campus	Abu Dhabi, UAE

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 117706) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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