



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

Configure ERP Transactions for Business Requirements

Business, Commerce and Management Studies / Generic Management

Unit Standard 119087 · NQF Level 5 · 15 Credits · 12 Days

COURSE OVERVIEW

This course equips learners with the skills to configure and customise ERP transactions to meet specific business requirements. Participants will learn to map business processes to system functionality, ensuring efficient and accurate transaction processing within an Enterprise Resource Planning system.

Category	Business, Commerce and Management Studies
Subfield	Generic Management
Unit Standard	119087
Accreditation	SAQA Accredited · NQF Level 5 · 15 Credits
Duration	12 days
Training Method	On-Campus
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply ERP configuration principles to map business requirements to system transactions.
- Analyse business processes to identify customisation needs for transaction processing.
- Design customised transaction workflows that enhance operational efficiency.
- Implement configured transactions within an ERP system, ensuring data integrity.
- Evaluate the impact of customised transactions on overall system performance.
- Demonstrate the ability to troubleshoot and resolve configuration issues.

WHO SHOULD ATTEND

- This course is designed for ERP system administrators, business analysts, and IT professionals responsible for configuring and customising ERP transactions to align with organisational needs.

COURSE OUTLINE

Day 1: Introduction to ERP Systems and Business Processes

- Overview of ERP systems
- Business process integration
- Core modules: finance, supply chain, HR, sales
- ERP architecture and data flow
- Transaction processing fundamentals

Day 2: Navigating the ERP Environment and Master Data

- User interface and navigation
- Master data vs. transactional data
- Customer, vendor, and material master records
- Data entry standards and validation
- Data maintenance best practices

Day 3: Configuring Financial Accounting Transactions

- Chart of accounts configuration
- Document control and posting periods
- Accounts payable configuration
- Accounts receivable configuration
- Payment terms and discount settings

Day 4: Configuring Procurement and Inventory Transactions

- Procurement cycle overview
- Purchase order types and release strategy
- Inventory management configuration
- Valuation methods (FIFO, moving average)
- Goods receipt and invoice verification

Day 5: Configuring Sales and Distribution Transactions

- Sales order management configuration
- Pricing and condition technique
- Availability check and transfer requirements
- Delivery processing and picking
- Billing and invoicing configuration

Day 6: Configuring Production and Materials Planning Transactions

- BOM and routing configuration
- Production order creation and release
- Capacity and scheduling settings
- MRP run parameters and evaluation
- Production confirmation and goods issue

Day 7: Configuring Human Resources Transactions

- Organisational management
- Personnel administration configuration
- Payroll schemas and wage types
- Time recording and absence management

- Recruitment and talent management

Day 8: Configuring Project System and Asset Management Transactions

- Project definition and WBS elements
- Project budgeting and costing
- Asset class and depreciation key configuration
- Asset acquisition and retirement
- Project settlement and asset reporting

Day 9: Integrating Cross-Module Transactions

- Integration scenarios: procure-to-pay, order-to-cash
- Account determination for MM-FI and SD-FI
- Intercompany stock transfer and billing
- Cross-module validation and substitution
- Workflow integration

Day 10: Configuring Reporting and Analytics Transactions

- Report painter and report writer
- Drill-down reporting configuration
- Report variants and selection criteria
- Financial statement versions
- Key performance indicator (KPI) dashboards

Day 11: Testing and Troubleshooting Transaction Configurations

- Test planning and script creation
- Unit testing of transactions
- Integration testing across modules
- Error analysis and debugging tools
- Change management and documentation

Day 12: Final Project and Course Wrap-Up

- Capstone project: configure a complete business scenario
- Project presentation and peer review
- Best practices and lessons learned
- Certification exam preparation tips
- Course evaluation and next steps

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 **15 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 43,000.00	R 43,000.00
1	In-House	R 56,000.00	R 56,000.00
1	On-Campus (Pretoria)	R 64,600.00	R 64,600.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Sep 2026	25 Sep 2026	Online	—
18 Sep 2026	05 Oct 2026	In-House	—
21 Sep 2026	06 Oct 2026	On-Campus	Durban, South Africa
29 Sep 2026	14 Oct 2026	Online	—
07 Oct 2026	22 Oct 2026	In-House	—
15 Oct 2026	30 Oct 2026	On-Campus	Durban, South Africa
23 Oct 2026	09 Nov 2026	Online	—
26 Oct 2026	10 Nov 2026	In-House	—

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 119087) 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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