



Accredited Africa Training Institute for Capacity Development

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COURSE BROCHURE

Introduction to SAP ERP

Custom Courses / Information Technology (IT) and Digital Skills

Unit Standard AATICD-0100 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course provides a foundational understanding of SAP ERP (Enterprise Resource Planning) systems, focusing on core concepts, navigation, and key business processes. Participants will gain the skills needed to operate effectively within an SAP environment, enhancing organizational efficiency and data-driven decision-making.

Category	Custom Courses
Subfield	Information Technology (IT) and Digital Skills
Unit Standard	AATICD-0100
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Demonstrate proficiency in navigating the SAP ERP interface, including using menus, transactions, and help functions.
- Apply basic SAP reporting and data retrieval techniques to extract and analyze business information.
- Evaluate the role of SAP ERP in integrating core business processes such as procurement, sales, and finance.
- Implement data entry and maintenance procedures for master data and transactional data in SAP.
- Analyze the impact of SAP ERP on organizational workflow and data integrity.
- Design simple queries and reports using SAP reporting tools to support decision-making.

WHO SHOULD ATTEND

- This course is designed for new SAP users, business analysts, and professionals seeking to understand SAP ERP fundamentals.
- It is ideal for individuals in finance, supply chain, HR, or IT roles who interact with SAP systems.

COURSE OUTLINE

Day 1: Introduction to SAP ERP and Navigation

- What is SAP ERP? History and market position
- Overview of SAP ERP modules (FI, CO, SD, MM, PP, HR)
- SAP GUI basics: logon, screen layout, favourites
- Navigation techniques: transaction codes, menus, system messages
- Introduction to master data vs transactional data
- Help features and user support

Day 2: Master Data Management and Business Processes

- Master data fundamentals: material master, customer master, vendor master
- Creation and change transactions for master data
- Data consistency and organisational structures
- Procure-to-pay process overview: purchase requisition, purchase order, goods receipt, invoice verification
- Order-to-cash process overview: sales order, delivery, billing
- Document flow and integration points

Day 3: Financial Accounting (FI) and Controlling (CO)

- FI organisational structure: company code, business area
- General ledger accounting: chart of accounts, posting keys
- Accounts payable and receivable processes
- Asset accounting overview
- CO basics: cost centre accounting, internal orders
- Profitability analysis (CO-PA) overview
- Reporting tools: SAP S_ALR_87012311, FBL1N, KSB1

Day 4: Sales and Distribution (SD) and Materials Management (MM)

- SD process: inquiry, quotation, sales order, delivery, picking, packing, goods issue, billing
- Pricing procedures, discounts, and taxes
- MM process: purchase requisition, request for quotation, purchase order, goods receipt, invoice verification
- Inventory management: stock overview, goods movements, physical inventory
- Batch management and serial numbers overview
- Integration between SD, MM, and FI

Day 5: Production Planning (PP), Human Capital Management (HCM), and System Integration

- PP overview: bill of materials, routing, work centre, production order
- MRP run and planned orders
- HCM organisational management, personnel actions, time and payroll basics
- Cross-module integration examples: order-to-cash, procure-to-pay, plan-to-produce
- SAP reporting tools: QuickViewer, SAP Query, BW overview
- Course recap and Q&A;

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 **10 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 24,200.00	R 24,200.00
1	In-House	R 31,400.00	R 31,400.00
1	On-Campus (Pretoria)	R 36,200.00	R 36,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
17 Aug 2026	21 Aug 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	21 Aug 2026	On-Campus	Shenzhen, China
24 Aug 2026	28 Aug 2026	On-Campus	Bangkok, Thailand
24 Aug 2026	28 Aug 2026	On-Campus	Victoria Falls, Zimbabwe
31 Aug 2026	04 Sep 2026	On-Campus	Lusaka, Zambia
31 Aug 2026	04 Sep 2026	On-Campus	London, UK

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 AATICD-0100) 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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