



**International Centre for Information Systems and Audit (iCISA)**

**A-52, Sector-62, Institutional Area, Noida**

**Training Programme on "SAP-ERP" (6-10 May 2013)**

<b><u>Date/Day</u></b>	<b>Session I (9.00 to 10.30)</b>	<b>Session II (10.45 to 12 noon)</b>	<b>Session III (12.15 to 1.30 pm)</b>	<b>Session IV (2.15 pm-3.30 pm)</b>	<b>Session V (3.45-5.30 pm)</b>
<b>6/05/2013Monday</b>	<b>First Day Inauguration of Course at 9.45 AM</b>  <b>Followed by Introduction to SAP Systems in R/3</b> <ul style="list-style-type: none"> <li>• Clients in R/3</li> <li>• R/3 Technology environment</li> <li>• Platforms and databases supported by R/3</li> <li>• Client Server Benefit</li> </ul>	<b>SAP R/3 MODULES</b> <ul style="list-style-type: none"> <li>• SAP Modules</li> <li>• SAP R/3 Application Modules</li> <li>• Module functionalities</li> <li>Module FI – Financial Accounting</li> <li>Module CO – Controlling</li> <li>Module SD – Sales and Distribution</li> <li>Module MM – Material management</li> <li>Module PP – Production Planning</li> <li>Module QM – Quality Management</li> <li>Module PS: Project Systems</li> <li>Module HR: Human Resource</li> </ul>	SAP Navigation	SAP Navigation	SAP Navigation
<b>7/05/2013Tuesday</b>	<b>BUSINESS PROCESSES IN SALES ORDER MANAGEMENT</b> <ul style="list-style-type: none"> <li>• Organizational structures in sales and distribution</li> <li>• Working with customer master data and material master data in sales</li> <li>• Overview of the process chain for sales order processing</li> </ul>	<ul style="list-style-type: none"> <li>• Presales activities, order processing, procurement, delivery, billing, payment</li> <li>• Introduction to pricing in sales and distribution</li> <li>• Introduction to the availability check</li> </ul>	<ul style="list-style-type: none"> <li>• Sales and distribution processing with make-to-order production</li> <li>• Credit memo processing and returns processing</li> <li>• Introduction to sales and distribution reporting</li> </ul>	<b>Process of Material Management</b> Purchase Requisition, Purchase Order, Service Entry Sheet	<b>SAP MM Cont...</b>  MIGO, MIRO, Inventory Management & Evaluation

8/05/2013Wednesday	<b>BUSINESS PROCESSES IN FINANCE &amp; CONTROLLING</b> <b>SAP FI</b> <ul style="list-style-type: none"> <li>• General ledger</li> <li>• Book close</li> <li>• Tax</li> <li>• Accounts receivable</li> </ul>	<b>BUSINESS PROCESSES IN FINANCE &amp; CONTROLLING</b> <ul style="list-style-type: none"> <li>• Accounts payable</li> <li>• Asset Management (SAP AM)</li> </ul>	<ul style="list-style-type: none"> <li>• Consolidation</li> <li>• Special ledgers</li> </ul>	<b>SAP CO</b> <ul style="list-style-type: none"> <li>• Cost centres</li> <li>• Profit centres</li> <li>• Internal orders</li> </ul>	<ul style="list-style-type: none"> <li>• Activity based costing</li> <li>• Product costing</li> </ul>
9/05/2013Thursday	<b>Experience sharing and presentation on SAP Audit by participants</b>	<b>STANDARD REPORTS ANALYSIS</b> <b>Objectives of Standard Report</b> <ul style="list-style-type: none"> <li>• Understanding the Standard Reports of SAP which helps in Audit to the organization.</li> <li>• Module wise Standard Reports available in SAP</li> </ul>	<b>Z and Y Reports in SAP</b> <b>Objective of Z and Y Reports</b> <ul style="list-style-type: none"> <li>• Understanding the difference in Standard Report and Developed Reports.</li> <li>• Auditors can understand the Controls which can be defined in the ABAP developed Reports and their reliability</li> </ul>	<b>STANDARD TABLES AND DATA EXTRACTION EXERCISE</b> <b>Objectives are:</b> <ul style="list-style-type: none"> <li>• Understanding the Table structure in SAP</li> <li>• Understanding the Standard Table and Fields of various modules</li> <li>• Extracting the Data from the Standard Reports and various standard tables</li> </ul>	<b>EXPORT AND IMPORT OF DATA</b> <b>Objectives are:</b> <ul style="list-style-type: none"> <li>• After the Extraction of the data from Standard Reports, Z &amp; Y Reports and Table, the exercise will help the auditors to import it into</li> <li>• Microsoft Excel</li> <li>• Microsoft Word</li> <li>• Word Pad</li> <li>• HTML</li> <li>• Unconverted</li> <li>• Notepad etc</li> </ul>
10/05/2013Friday	<b>SAP AUDIT TRAIL</b> <b>Objectives of Audit Trail</b> <ul style="list-style-type: none"> <li>• Deductive fraud auditing – vendor fraud</li> <li>• Introduction to audit trail analysis</li> <li>• Role-based access control in SAP R/3</li> <li>• Audit trails in SAP R/3</li> <li>• Fraud detection methodology</li> </ul>	<b>DEDUCTIVE FRAUD AUDITING</b> <ul style="list-style-type: none"> <li>• Overview:– Understanding the business or operations.– Performing a risk analysis to identify the types of frauds that can occur.– Deducing the symptoms that the most likely frauds would generate.– Using computer software to search for these symptoms.– Investigating suspect transactions.</li> </ul> <b>AUDIT TRAIL ANALYSIS</b> <ul style="list-style-type: none"> <li>• Audit trails are daily</li> </ul>	<b>PURPOSES OF AUDIT TRAIL ANALYSIS:</b> Review of patterns of access. Examine history of access by individual users or groups of users, showing actions performed or attempted. Audit trails also can report which users have performed specific functions, such as changes to vendor master records or the entry of vendor invoices. Analysis of audit trails may also reveal limitations in the organization's security model and its	<b>AIS</b> <b>AUDIT INFORMATION SYSTEM</b> Using AIS for Business Audit	<b>AIS</b> <b>AUDIT INFORMATION SYSTEM</b> Using AIS to analyze security aspects of SAP

records of significant events. •These may be retained on-line for a period, before being archived. •They incur significant overheads. •Some reporting facilities may be provided. •Audit trail analysis is ex-post analysis of user activity.

implementation.–Fraud detection. Audit trails can be used to detect potential fraud by searching for red flags. The actions of users who are potential suspects can be reported and analyzed to facilitate investigation for actual fraud. Audit records have these fields:–Date–Time–Client.–User-id.–Transaction code.–Terminal name.–Message ID.–Message tex

**Teabreak:10.30-10.45 & 12-12.15 pm**

**Lunch:1.30 to 2.15 PM**

**Coffee break:3.30 to 3.45 PM**