



VoiSAP

INDEPENDENT SAP TRAINING PROVIDER

• SAP USER LEVEL TRAINING

Training Course for *SAP User Level*

Accounts Payable, Accounts Receivable & MM User — live, hands-on, delivered by practitioners.

DURATION	FORMAT	LEVEL	STATUS
4 Weeks	Live Online	Beginner	Enrolling

PROGRAMME GUIDE

Curriculum & Career Outcomes

CONTACT

contact@voisap.com · +1 416-569-4606

Course Overview

SAP User Level training is a focused, practical programme for business professionals who need confident day-to-day SAP skills. This course covers three core user-level areas: Accounts Payable (AP), Accounts Receivable (AR), and SAP MM User-level procurement and inventory — the most commonly used business processes in enterprise environments.

Learners navigate a live SAP system throughout, working through real business scenarios in AP, AR, and MM. No SAP experience is required. This programme is the fastest way to become a competent, independent SAP user — and a natural first step before specialising in a full SAP module.

What You Get

S

Live SAP System Access

Log in and practice on a real SAP system every session

R

Session Recordings

Revisit every class at your own pace

T

Trainer Support

Direct WhatsApp access between sessions

Who This Course Is For

✓ New ERP Users

Get up to speed on SAP before or after your organisation goes live with an SAP system

✓ Accounts Payable Staff

Build confidence processing vendor invoices, payments, and AP transactions in SAP

✓ Accounts Receivable Staff

Navigate customer invoicing, incoming payments, and AR reporting with confidence

✓ Procurement & Warehouse Teams

Understand purchasing, goods receipt, and stock inquiry in SAP MM user level

✓ Recent Graduates

Add practical SAP navigation and transaction skills to your CV before your first job

✓ Career Starters

Build a foundation in enterprise systems as your entry point into SAP

Prerequisites & Training Method

PREREQUISITES

No prior SAP experience required. Basic computer literacy is sufficient. This course starts from zero and builds practical skills through guided hands-on practice.

TRAINING METHOD

- Live instructor-led online sessions
- Weekday evenings & weekend batches
- 2-3 hours per session
- Live Q&A every session

SAP User Level Training Syllabus

01 SAP Basics & Navigation

- Introduction to ERP and SAP overview
- Logging in, system layout, menus, favourites
- Transaction codes — entering and using T-codes
- Displaying, creating, and changing records
- Basic reporting — selection screens and output

02 Accounts Payable — Vendor Master

- Vendor master — display and overview
- Vendor account groups and number ranges
- Display vendor balances and line items
- Vendor account analysis and reporting

03 Accounts Payable — Invoice Processing

- Enter vendor invoice (transaction FB60 / MIRO)
- Park and post vendor invoices
- Document overview and line item display
- Invoice blocking and release
- Credit memos and document reversal

04 Accounts Payable — Payments

- Display open items and due date analysis
- Manual outgoing payment entry
- Clearing open items — full and partial
- Payment terms and cash discount calculation
- Viewing payment history and vendor statements

05 Accounts Receivable — Customer Master

- Customer master — display and overview
- Display customer balances and line items
- Customer account analysis and ageing reports
- Dunning notices — viewing and understanding

06 Accounts Receivable — Invoice Processing

- Enter customer invoice (transaction FB70)
- Park and post customer invoices
- Credit memos and adjustment postings
- Document display and reversal entries
- Interest on arrears — overview and display

07 Accounts Receivable — Incoming Payments

- Enter incoming payment (transaction F-28)
- Clearing open items — full and partial payment
- Down payments — display and clearing
- Bank reconciliation overview from AR perspective
- Customer account clearing and reconciliation

08 MM User — Purchasing Basics

- Purchasing org and plant — understanding the structure
- Display and read purchase requisitions
- Display and read purchase orders
- Vendor evaluation overview — how it works
- Source list display and info records

09 MM User — Goods Receipt & Inventory

- Goods receipt posting (transaction MIGO)
- Display stock overview (transaction MMBE)
- Goods issue for cost centres
- Transfer posting — plant to plant, SLoc to SLoc
- Movement type overview — GR, GI, transfers

10 MM User — Invoice Verification

- Logistics Invoice Verification (MIRO) — user view
- Matching GR, PO, and invoice — 3-way match concept
- Display invoice documents and GR/IR account
- Blocked invoices — how to identify and escalate
- Reporting — outstanding POs and open items

11 Reporting & Daily Operations

- Running standard reports in FI and MM
- Layout variants — saving and using custom layouts
- Exporting data to Excel from SAP
- Favourites menu — saving daily transactions
- Practical day-in-the-life scenarios across AP, AR, MM

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Hands-On Practice Scenarios

Every session includes hands-on practice in a live SAP system. Learners work through real business scenarios across AP, AR, and MM — building the muscle memory and confidence needed for day-to-day SAP use.

FINANCE DEPARTMENT

Accounts Payable Day-to-Day Scenarios

Enter, park, and post vendor invoices. Clear outgoing payments. Display vendor balances and run AP ageing reports.

FB60 / MIRO

Vendor Display

Payment Clearing

AP Reports

Credit Memo

FINANCE DEPARTMENT

Accounts Receivable Day-to-Day Scenarios

Enter customer invoices, post incoming payments, clear open items, and run customer account analysis and ageing.

FB70

F-28 Payment

Customer Clear

AR Ageing

Dunning View

PROCUREMENT & WAREHOUSE

MM User Procurement & Stock Scenarios

Display purchase orders, post goods receipts, check stock levels, verify invoices, and run standard MM reports.

MIGO GR

MMBE Stock

MIRO Invoice

PO Display

MM Reports

07

What You Can Do After This Course

01 SAP Business User

Confident day-to-day SAP use across AP, AR, and MM

02 AP / AR Operator

Process invoices, payments, and reconciliations in SAP

03 Procurement User

Goods receipt, stock inquiry, and PO management

04 Power User

Support colleagues and handle more complex SAP tasks

05 FICO Trainee

Natural progression into full SAP FICO module training

06 MM Trainee

Natural progression into full SAP MM module training

This course is a complete standalone qualification for business users. It is also the natural starting point before enrolling in the full SAP FICO, SAP MM, or SAP SD modules — giving learners system familiarity before tackling configuration.

Enrol or Enquire

☎ +1 416-569-4606

✉ contact@voisap.com

www.voisap.com

[Book Free Consultation](#)

Speak with a VoiSAP advisor about batch availability, programme fit, and how to get started. No obligation to enrol.

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