

**KNOVISTA**



**SAP S/4 HANA**

---

# **FINANCIAL ACCOUNTING**

**(FICO)**



#startupindia



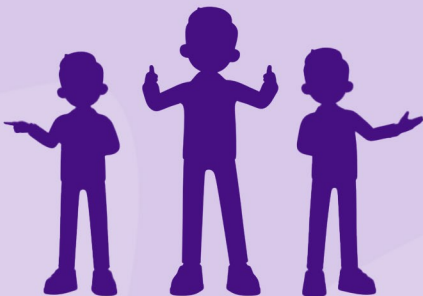
एन सी टी ई टी का प्रतिष्ठान  
National Council for Technology and Training



**Govt. of India  
Recognized**

## About Us

**Knovista Learning** is a leading career development Platform in Kochi, offering hands-on internship programs with 100% placement support across technology, business, and design fields. We empower learners through expert mentorship and real-world projects—including specialized **SAP FICO** training as part of our internship curriculum—to help our interns gain in-demand financial and enterprise skills alongside their technical development. Our community and programs are built to bridge the gap between academic learning and industry requirements, ensuring every graduate is ready for meaningful **Career success**



# About ERP

**ERP (Enterprise Resource Planning)** is a comprehensive system that integrates and streamlines all core business functions—including finance, human resources, manufacturing, supply chain, services, and procurement—into a single platform. It helps organizations improve efficiency, accuracy, and decision-making across departments



# About SAP

**SAP (Systems, Applications, and Products in Data Processing)** is a global leader in ERP solutions. Founded in Germany in 1972, SAP provides powerful enterprise software that helps businesses of all sizes run more efficiently. Today, over **425,000 organizations across 190 countries** rely on SAP to manage their operations and drive growth



# Who This Course is For

- **Fresh Graduates:** Aspiring to build a career in ERP and finance.
- **Finance Professionals:** Seeking to enhance their skills in financial management and controlling.
- **SAP Learners:** Anyone interested in learning SAP S4HANA FICO configuration and end-user activities.
- **Accountants & Finance Experts:** Looking to advance their knowledge of SAP FI (FICO) to the next level.
- **IT Professionals:** Aiming to specialize in SAP ERP solutions and implementation. Business Analysts & Project Managers: Involved in financial and controlling projects requiring SAP expertise



# Reasons to choose KNOVISTA



SAP direct certification from **Germany**, recognized globally for its value.



Dedicated SAP internship offered alongside certification for **Hands on experience**.



**Flexible learning** with both live and recorded training sessions.



Comprehensive program covering **SAP, Tally Prime, GST, VAT and Zoho** in a single curriculum.



**Integrated programs** combining SAP, TALLY PRIME, ZHOHO, GST for accounting skills.



All four key software platforms are covered within just four months for **rapid upskilling**.



**Direct server access** for hands-on practice with SAP environments and software tools.



**Simulator-based learning** for interactive, hands-on SAP training

# Reasons Why you should learn SAP



**Global Presence:** Operates in **190+ countries**



**Client Base:** Trusted by over **45,000 companies** worldwide



**ERP Market Share:** Holds a dominant **70% share** in the global ERP segment



**High Demand:** SAP professionals are in high demand globally, with companies actively seeking skilled experts



**Career Growth:** SAP skills can lead to rapid career advancement, offering opportunities for promotion and leadership roles



**Business Transactions:** 74% of global transactions touch an SAP system



**High Paying Salaries:** SAP experts often command high salaries due to their specialized skill set and experience.



**Implementation Network:** Supported by more than **22,000** global partners



**Job Security:** SAP skills provide job security in a competitive market, as businesses continue to rely on SAP systems for their operations

## Some SAP Implemented Companies



### AUTOMOTIVE COMPANIES



### OIL AND GAS COMPANIES



### INDUSTRIAL MACHINERY & COMPONENTS



### INDIAN PHARMA-MEDICAL COMPANIES



### CHEMICAL COMPANIES



# You will Learn

01

SAP FICO

02

TALLY PRIME

03

ZOHO BOOKS

04

GST WITH SIMULATION  
SOFTWARE

05

GULF COOPERATION COUNCIL  
VALUE ADDED TAX (GCC VAT)

# SAP FICO

## Organization Structure & Company Configuration

- Introduction to SAP ERP and SAP FICO
- Define Company and Company Code
- Assign Company Code to Company
- Define Business Area and Functional Area
- Fiscal Year Variant and Posting Period Variant
- Document Types and Number Ranges

## Controlling Area Setup

- Define Controlling Area
- Assign Controlling Area to Company Code
- Maintain Versions
- Cost Center and Cost Element Basics

## General Ledger Accounting

- Chart of Accounts – Define & Assign
- GL Account Groups and GL Master Creation
- Posting General Ledger Entries
- Parking and Holding Documents
- Document Reversal and Recurring Entries
- Opening Balance Posting

## Accounts Payable

- Vendor Master Data
- Invoice Posting
- Vendor Payments (Automatic Payment Program)
- Down Payment Process
- Vendor Credit Memo and Advances
- Internal Reconciliation in AP

## Accounts Receivable

- Customer Master Data
- Customer Invoicing
- Incoming Payments
- Customer Credit Memo and Advances

## Petty Cash / Cash Journal

- Cash Journal Configuration
- Define Business Transactions and Document Types
- Post Transactions in Cash Journal
- Internal Reconciliation

## Asset Accounting

- Chart of Depreciation and Asset Classes
- Asset Master Creation
- Asset Acquisition, Transfer, Retirement
- Asset Sale with Customer
- Depreciation Run

## Taxation – GST

- Tax Procedure Configuration (India Localization - GST)
- Define Tax Codes (Input & Output)
- Assign Tax Codes in Transactions
- GST Reporting Overview

## . Financial Statement Version (FSV)

- Define Financial Statement Versions
- Assign GL Accounts to FSV Nodes
- Generate Profit & Loss and Balance Sheet

## Controlling (CO Module Basics)

- Overview of CO Integration with FI
- Primary and Secondary Cost Elements
- Cost Center Accounting

# TALLY PRIME

## 1. Introduction to Tally

- What is Tally Prime? Introduction & Features
- How to download and set up Tally Prime
- Creating & Managing Companies in Tally
- Exploring Tally's Interface – Menus, Navigation & Shortcuts

## 2. Accounting Essentials in Tally

- Creating and Managing Ledgers & Groups
- Understanding & Using Different Vouchers:
- Recording Basic Accounting Transactions:  
Use a Real-time example
- How to use other Vouchers in Tally

### 3. Advanced Accounting & Cost Management

Cost Centres & Cost Categories for Business Insights

- Managing Budgets & Financial Planning
- Bill-wise Tracking and Set Credit limit – AP & AR
- Point of Sale (POS) Transactions – Retail Business Accounting
- Discount Management: Discount Allowed & Discount Received
- Job costing
- Interest Calculation on Ledger Balances
- Financial Analysis & Ratio Analysis

### 4. Banking & Financial Transactions

Bank Reconciliation Statement (BRS)

- Bank Payments & Cheque Printing
- Managing Loans & EMI Transactions

## 5.GST Compliance

- Creating GST Masters (Tax Ledgers & GST Items)
- Recording GST Transactions in Tally
- Generating GST Reports (GSTR-1, GSTR-3B,
- E-Way Bill
- TDS Tax Deducted at Source) Configuration in Tally
- TCS (Tax Collected at Source) in Tally
- Generating E-Invoices Easily
- Multiple Tax Rates

# ZOHO BOOKS

## 1.Introduction to Zoho Books

Overview of Zoho Books

- Features and Benefits
- Getting Started: Setting up an Account
- Understanding the Dashboard

## 2.Organization Setup & Configuration

Setting Up Company Profile

- Configuring Financial Year, Currency, and Taxes
- Setting Up Chart of Accounts
- Integrating Bank Accounts and Payment Gateways
- Managing Users and Role Permissions

### 3.Managing Contacts (Customers & Vendors)

Adding and Importing Customers & Vendors

- Managing Customer and Vendor Details
- Setting Up Price Lists
- Contact Categorization and Custom Fields

### 4.Sales & Receivables

Creating and Managing Quotes (Estimates)

- Converting Estimates to Invoices
- Creating and Sending Sales Invoices
- Payment Terms and Due Dates
- Recording Customer Payments
- Managing Credit Notes & Refunds
- Recurring Invoices & Automated Billing

### 5.Purchases & Payables

Creating and Managing Quotes (Estimates)

- Converting Estimates to Invoices

## Recording Vendor Bills and Payments

- Managing Vendor Credits and Refunds
- Expense Tracking and Reimbursement
- Recurring Expenses

## 6. Banking & Reconciliation

### Adding Bank Accounts & Credit Cards

- Importing Bank Statements
- Bank Feeds and Bank Reconciliation
- Managing Multi-Currency Transactions
- Setting Up and Using Payment Gateways

## 7. Tax Management (GST, VAT, etc.)

### Setting Up Taxes in Zoho Books

- Configuring GST, VAT, and Sales Tax
- Creating and Filing Tax Returns
- Generating Tax Reports
- Tax Deducted at Source (TDS) and Withholding Tax

# GST WITH SIMULATION SOFTWARE

## 1.Introduction to GCC VAT

What is GST

- Collection Of GST
- Advantages – Registration in GST
- Persons - Registration in GST
- Threshold Limits
- Aggregate Turnover

Types Of Registrations

- Registration Forms
- Registration Certificate

## 2.Outward Supplies

Dual GST System in India

- B2B and B2C Supply
- Zero Rated Supply
- Non-GST /Non-Taxable Supply

### 3.Special cases

- Inward Supplies Under RCM
- Input Service Distributor (ISD)
- Composition Scheme
- Tax Rates Under Composition Scheme
- UIN Holders

### 4.Payment of Tax

- Output Tax
- Input Tax
- Calculation of GST Liability
- E-Ledgers
- Interest and Late Fee

### 5.E-way Bill

- What is E-way Bill
- Advantages Of E-way Bill
- Format Of E-way Bill

Validity Period and Consignment Value

- Verification of Goods
- Exemptions and Blocking

● Module 05

# GULF COOPERATION COUNCIL VALUE ADDED TAX (GCC VAT)

## 1.Introduction to GCC VAT

Overview of the Gulf Cooperation Council (GCC)

- Concept of Value Added Tax (VAT)
- Objectives of GCC VAT Implementation
- VAT as a Consumption Tax

## 2.VAT Implementation in GCC Countries

VAT Introduction Timeline in GCC Nations

### 3.VAT Registration Process in the UAE

- Mandatory Registration
- Voluntary Registration
- Registration Procedure
- De-registration

### 4.Key Features of GCC VAT

- Standard Rate & Exemptions
- Input & Output VAT

### 5.VAT Compliance & Reporting

- Maintaining VAT records (5-year retention policy)
- Issuing VAT-compliant invoices
- Tax liability calculation

## 6.Special VAT Mechanisms

- Reverse Charge Mechanism (RCM)
- Designated Zones & Free Zones
- Advance Receipts & VAT Applicability

## 7.Types of Supply & Tax Treatment

- Standard Rated Supply (5%)
- Zero Rated Supply (0%) (Exports, essential goods/services)
- Exempt Supply (Financial services, leases, local transport)
- Profit Margin Scheme

## 8.VAT Refund Schemes

- VAT Refund Eligibility and schemes
- VAT Return Submission (Form VAT 201)
- Filing Process via FTA Portal
- Tax Audit & Federal Tax Authority (FTA) Compliance

# Certifications



# Certificate of Completion

Upon completing the course and project, you will attend an exam to earn a certification from an SAP authorized partner



# Terms & Conditions

The terms and conditions for enrolling in the SAP FICO Internship Program are as follows:

**Internship Charges Applicable:** The internship sessions offered as part of this internship program are chargeable, and candidates must pay the internship cost as part of the enrolment process.

**Non-Refundable Payment:** The amount paid for the internship is non-refundable, and acts as confirmation of portal access for the internship.

**Placement Support:** Placement assistance is available only to candidates who successfully complete all assigned tasks and projects during the internship

## Placement process includes:

Up to 3 placement opportunities will be provided initially. If the candidate is not selected in all 3 attempts, they must attend a mandatory mock interview with the trainer.

After successfully passing the mock interview, further placement opportunities will be provided

## Placement Confirmation Steps

Congratulations on getting placed! We're truly proud of your achievement, and we would love to feature your success on our official platforms. Here's what we request from you:

A clear photo of you (preferably smiling or professional looking) A short testimonial (2–3 lines) about your experience during the internship

We will publish your photo and testimonial on our official web site and social media with a "Congratulations!" message. This not only celebrates your success but also inspires other learners in our community

**DD Milestone,  
3rd Floor, Kadavanthra Junction  
Kochi - 682020  
+91 99955 70446  
info@knovista.in**



Thank  
You

