

# SAP Business Process Controls Workshop

A seminar on SAP core business process controls covering sales, purchase and financial accounting for auditors, business analysts and other SAP users, who want to understand how business controls can be designed and audited in SAP.

## SAP business process controls

In SAP environment, several controls are automatically performed during data input – some of these are inherent while others are specifically configured during implementation (and are specific to an organization's business requirements). In addition, SAP provides many exception/ reconciliation/ summary reports, which assists in enforcing and monitoring internal controls. These controls are generally referred as business process controls and are important to reduce cost of enforcing and managing internal controls.

Some of the key concepts in business process controls in SAP are as follows:

1. **Inherent controls:** SAP enforces these controls by default and these need not be specifically configured. However, it is important to be aware of and utilize these controls. For example, sales order cannot be created using a non-existent customer master record.
2. **Configurable controls:** Configurable controls are implemented through Implementation Guide (IMG). These are primarily configuration switches, which can be turned on/ off or set to specific value in accordance with business and internal controls requirements. For example, tolerance limits for three way match, PO approval hierarchy, etc.
3. **Procedural controls:** Procedural controls refer to monitoring and reviewing of exception/ reconciliation/ summary reports to prevent or detect non-compliance. For example, vendor master changes report, customer credit limit report, etc.
4. **Master data controls:** Another critical area requiring management's focus is controlling master data such as material master, vendor master and GL master. For example, field status to ensure completeness, dual control to prevent unauthorized changes, match codes to prevent duplicate records, etc.

Organizations can obtain greater assurance over their internal controls by using these automated business process controls in SAP. Auditors can enhance the efficiency and effectiveness of audits by utilizing and integrating business process controls in process/ operational audit.

The workshop covers all these areas for sales, purchase and financial accounting processes.

## Why attend this workshop?

This SAP business process controls workshop covers three business processes – sales, purchase and financial accounting. The workshop provides overview of these three business processes, analyzes key risks in these three business processes and describes various inherent, configurable and procedural controls available in SAP to address these risks. We will also cover various controls over master data related to these processes.

This workshop aims to equip participant with in-depth understanding of controls in SAP related to these three key



**Mantran Consulting Pte Ltd** provides end-to-end SAP security consulting services. Our services include *SAP controls automation, SAP authorizations design and review, pre- and post-implementation review, segregation of duties design and review, data migration assistance, SAP security & controls trainings, controls automation, continuous auditing/ monitoring, system stabilization & improvement, etc.*

business processes. The workshop includes live demo and hands-on exercises to assist participant in applying the learning.

## About the trainer

Barun Kumar is the founder and a Director with MANTRAN Consulting Pte. Ltd. Barun was previously an Associate Director with IT Advisory practice of KPMG LLP in Singapore. Barun has also worked as an AVP with Technology Risk Services practice of EXL Service and as Manager with IT Advisory practice of KPMG in India.

Barun is an engineer, MBA, CISA, Approva Certified Professional (ACP) and ITIL v3 certified professional.

Barun has delivered many SAP trainings – both external trainings to corporate clients as well as internal trainings. The external training includes a large automobiles company in India, an engineering conglomerate in India and an airlines company in Singapore.

Barun has more than 9 years of experience (including more than 8 years with Big 4) in SAP security services and has

performed SAP security projects in India, Singapore, South Africa, Belgium, France, Switzerland, UK and US.

Barun has reviewed sales, purchase and financial accounting business process controls for companies across various industries including automobiles, pharmaceuticals, engineering, utilities, oil & gas and manufacturing. He has also been involved in SAP controls automation projects.

## Workshop modules

The workshop will primarily cover controls in sales, purchase and financial accounting processes.

### Module I: Overview of SAP

Session 1	Overview of SAP and modules Navigation tips and tricks
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### Module II: Business process controls in purchase process

Session 1	Overview of purchase process SAP organizational model – overview, risks and controls
Session 2	SAP master data (e.g., material master, vendor master, PIR, etc) – overview, risks and controls
Session 3	SAP transactional data (e.g., purchase requisition, purchase order, invoice receipt, etc) – overview, risks and controls
Session 4	Important tables and exception reports Important transactions and authorizations

### Module III: Business process controls in sales process

Session 1	Overview of sales process SAP organizational model – overview, risks and controls
Session 2	SAP master data (e.g., material master, customer master, pricing, etc) – overview, risks and controls How pricing works in SAP?
Session 3	SAP transactional data (e.g., sales contract, sales order, billing, etc) – overview, risks and controls Credit management in SAP – overview, risks and controls
Session 4	Important tables and exception reports Important transactions and authorizations

### Module IV: Business process controls in financial accounting

Session 1	Overview of FI process – GL, AP and AR SAP organizational model for FI – overview, risks and controls
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Session 2	SAP master data for FI (e.g., GL master) – overview, risks and controls SAP transactional data for FI-GL (e.g., accounting document, etc) – overview, risks and controls
Session 3	SAP transactional data for FI-AP (e.g., invoice receipt, payment processing, etc) – overview, risks and controls SAP transactional data for FI-AR (e.g., invoicing, cash receipt, bank reconciliation, etc) – overview, risks and controls
Session 4	Important tables and exception reports in GL, AP and AR Important transactions and authorizations in GL, AP and AR

## Deliverables

Apart from the training slides, the participants will also receive the following complimentary deliverables:

- SAP R/3 Report Navigator tool (summary of various useful SAP reports in a HELP file format)
- SAP Table Reference tool (summary of various useful SAP tables and their interrelationship with hyperlinks between tables for easy navigation)

Participation certificate will be provided to all participants.

**Note:** SAP R/3 Report Navigator and SAP Table Reference are freely distributable third party tools.

## Registration Details

Date: Please email at [trainings@mantranconsulting.com](mailto:trainings@mantranconsulting.com) for details

Course fee: SGD 1,600 per participant

Payment options: Payment can be made by crossed cheque to **Mantran Consulting Pte. Ltd.** or direct transfer to the following account:

**Account Name:** Mantran Consulting Pte Ltd  
**Bank Name:** OCBC/ Bank Code: 7339/ Branch Code: 612  
**Swift Code:** OCBCSGSG  
**Account Number:** 612860379001

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