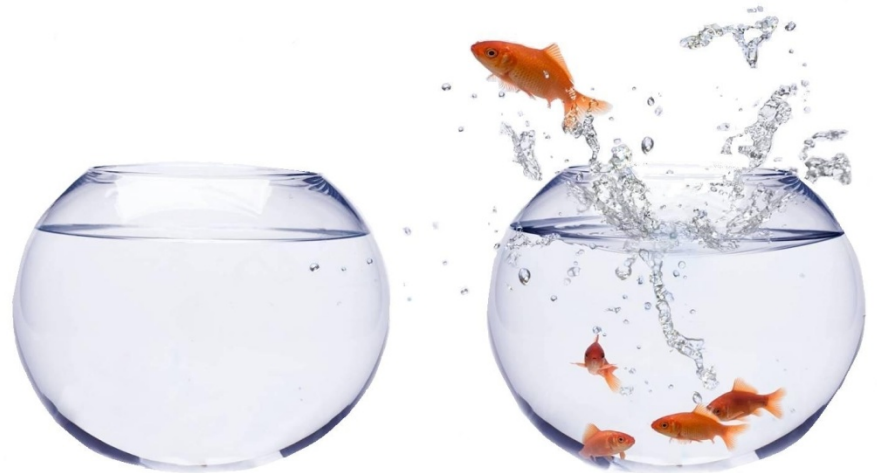


# Launching into Learning.

Introduction to How to Audit SAP



# Course Overview

The integrated nature of the SAP system results in an audit approach that is very different from the traditional audit approach. For this reason, the SAP Audit and Controls course provides an overview of the functionality of SAP and certain technical concepts that need to be understood before one can learn how to audit SAP.

Participants will not have attended the course and 'know' SAP. The course is intended as an overview of the key SAP issues that are relevant to audit. The training covers both SAP General Controls and issues surrounding the "Basis" module, as well as SAP related Application Control risks and issues. Extensive emphasis is placed on the control facilities that are available within SAP and how to audit and review them. The course is highly participative, using group discussions and a series of practical exercises that build on SAP understanding. It also includes 'hands on' laboratory sessions to reinforce the learning experience.

# Course Learning Objectives

At the end of this course, the participant should have an understanding of major SAP Modules and the Audit Issues relating to SAP Modules, specifically:

- SAP Business Processes and Modules
- SAP Audit Challenges and Considerations
- Technical SAP concepts, e.g. Security Authorization and Interfaces
- An understanding of the FI/CO, SD ,MM and HR SAP Modules, their functionality and control mechanisms
- An understanding of the risk associated with the Basis Component
- Business cycle controls and linking of business cycles to the SAP modules

## **Audience?**

The course is aimed at internal and external auditors who are employed by organisations that are using or thinking about implementing SAP.

The course is recommended to audit partners, managers, audit seniors and clerks who are involved in the audit or implementation of a SAP system and related applications.

# Course Agenda

## Day 1

08:00 - 08:30	Tea & Coffee
08:30 – 09:45	<b>Module 1:</b> Introduction and SAP R/3 including Module and Business Process Overview
09:45 – 11:00	<b>Module 2:</b> Navigating in SAP R/3
11:00 – 11:15	Break
11:15 – 11:45	Online Exercise: Navigating in SAP R/3
11:45 – 12:30	<b>Module 3:</b> Organisational Model Overview
12:30 – 13:15	Lunch
13:15 – 14:00	<b>Module 3:</b> Organisational Model Overview
14:00 – 15:00	<b>Module 4:</b> SAP Master Data and Conversion
15:00 – 15:15	Break
15:15 – 16:30	<b>Module 5:</b> Interfaces

# Course Agenda

## Day 2

08:30 – 10:15	<b>Module 6:</b> Financial Accounting and Controlling
10:15 – 10:30	Break
10:30 – 12:30	<b>Module 6:</b> Financial Accounting and Controlling
12:30 – 13:15	Lunch
13:15 – 14:00	<b>Module 6:</b> Financial Accounting and Controlling
14:00 – 15:00	Lab Session 1
15:00 – 15:15	Break
15:15 – 16:30	Lab Session 1
18:00 – 20:00	<b>Course Dinner</b>

## Day 3

08:30 - 10:30	<b>Module 7:</b> Materials Management
10:30 – 10:45	Break
10:45 – 11:15	Audit Considerations and Challenges
11:15 – 12:30	Basis Overview
12:30 - 13:15	Lunch
13:15 – 15:00	<b>Module 8:</b> Auditing the SAP Expenditure and Inventory Business Cycles
15:00 – 15:15	Break
15:15 – 16:30	Hands-on exercises

# Course Agenda

## Day 4

08:30 – 10:30	<b>Module 11:</b> Human Resources
10:30 – 10:45	Break
10:45 – 11:30	<b>Module 12:</b> Query
11:30 – 12:30	<b>Module 13:</b> Auditing Payroll and Personnel
12:30 – 13:15	Lunch
13:15 – 15:00	<b>Module 16:</b> Introduction to Security
15:00 – 15:15	Break
15:15 – 16:30	<b>Module 17:</b> Security

## Day 5

08:30 – 10:30	<b>Module 9:</b> Sales and Distribution
10:30 – 10:45	Break
10:45 – 11:30	<b>Module 9:</b> Sales and Distribution
11:30 – 12:30	<b>Module 10:</b> Auditing the SAP Revenue Business Cycle
12:30 – 13:15	Lunch
13:15 – 15:00	Lab Session 2
15:00 – 15:15	Break
15:15 – 15:45	<b>Evaluation and Closing</b>

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