

## COURSE OVERVIEW FM1062

### Business Process in Financial Accounting

#### Course Title

Business Process in Financial Accounting

#### Course Date/Venue

November 16-20, 2025/Al Sidra Meeting Room, Marriott Marquis City Centre Doha, Doha, Qatar

#### Course Reference

FM1062

#### Course Duration/Credits

Five days/3.0 CEUs/30 PDHs



#### Course Description



***This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using “MS-Excel” application.***

This course is designed to provide participants with a detailed and up-to-date overview of Business Process in Financial Accounting. It covers the SAP ERP financials, organizational structures in financial accounting and master data in financial accounting; the document control and processing, posting basic financial transactions and reporting in financial accounting; the general ledger (G/L) accounting, document entry techniques and account clearing processes; the parking and holding documents, accruals and deferrals, financial closing process and accounts payable master data; and the vendor invoice and payment processing, accounts receivable master data and customer invoice and receipt handling.



Further, the course will also discuss the dunning process, vendor and customer reports, asset accounting and asset master data management; the asset transactions, acquisitions, retirements, transfers within company codes and asset scrapping and write-ups; the depreciation and valuation and asset balances and reports; the year-end closing procedures and integration with general ledger closing; the down payments, guarantees and bills of exchange, noted items and statistical postings; and the special G/L indicators and posting keys.

During this interactive course, participants will learn the foreign currency posting, currency exchange rates and types, foreign currency valuation and translation differences and adjustments; the input and output tax configuration, tax codes and jurisdiction codes, withholding tax configuration and reporting and compliance; the closing schedules and coordination, automatic accruals and deferrals; and the final financial statement preparation and reconciliation between subledgers and G/L.

### **Course Objectives**

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain a good working knowledge on business process in financial accounting
- Discuss SAP ERP financials, organizational structures in financial accounting and master data in financial accounting
- Carryout document control and processing, posting basic financial transactions and reporting in financial accounting
- Describe general ledger (G/L) accounting and carryout document entry techniques and account clearing processes
- Recognize parking and holding documents, accruals and deferrals, financial closing process and accounts payable master data
- Illustrate vendor invoice and payment processing, accounts receivable master data and customer invoice and receipt handling
- Apply dunning process, vendor and customer reports, asset accounting and asset master data management
- Discuss asset transactions covering acquisitions, retirements, transfers within company codes and asset scrapping and write-ups
- Recognize depreciation and valuation and apply asset balances and reports, year-end closing procedures and integration with general ledger closing
- Review down payments, guarantees and bills of exchange, noted items and statistical postings and special G/L indicators and posting keys
- Discuss foreign currency posting, currency exchange rates and types, foreign currency valuation and translation differences and adjustments
- Carryout input and output tax configuration, tax codes and jurisdiction codes, withholding tax configuration and reporting and compliance
- Employ closing schedules and coordination, automatic accruals and deferrals, final financial statement preparation and reconciliation between subledgers and G/L

### **Exclusive Smart Training Kit - H-STK®**



*Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.*



### Who Should Attend


This course provides an overview of all significant aspects and considerations of business process in financial accounting for finance and accounting professionals, accounts payable/receivable staff, financial controllers and managers, auditors and compliance officers, ERP system users, business analysts and process analysts, project managers involved in ERP/finance projects and those who are involved in or supporting financial accounting processes, especially those using ERP systems like SAP.

### Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours

### Certificate Accreditations

Haward's certificates are accredited by the following international accreditation organizations:

-  British Accreditation Council (BAC)  
Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. Haward's certificates are internationally recognized and accredited by the British Accreditation Council (BAC). BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.
-  The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.



### Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



**Mr. Lionel Perry**, FFA FIPA, CA, CFE, MSc, BSc, is a **Senior Financial & Accounting Management Expert** with almost **30 years** of extensive experience within **Oil & Gas, Petrochemical, Refinery, Power & Water Utilities, Other Energy** Sectors and **Financial** industries. His vast experience widely covers in the areas of **Financial Analysis** Techniques, **Financial Analysis**, Evaluation & Budgeting, **Financial Analysis**, Budgeting & Feasibility Study, **Financial & Accounting** Management, **Financial Accounting** Principles, **Tax Law**, **Accounting** Principles & Framework,

**Accounting** Policy Framework, **Accounting & Financial** Strategy, **Accounting & Performance** Measurement, **Budgeting**, **Accounting & Cost** Control, **Financial Planning** and **Cost Management**, Fundamentals of **Cost Management**, **Cost Accounting** for **Decision Making**, **Cost Management & Performance**, **Budgeting & Cost Management**, **Finance** and **Cost Control** for Non-finance Staff, **Effective Budgeting & Cost Control**, **General Accounting**, **Control & Internal Auditing**, Operational & **Financial Auditing**, **Finance & Accounting** Principles, **Fund & Accounting** Procedures, Advanced **Consolidation & Financial** Reporting, **Financial Statements** Review, **Accounts Payable** Management, **Accounts Payable GAAP** (Generally Accepted Accounting Principles), **Accounts Payable** Principles & Guidelines, **Accounts Payable & Disbursements**, **Accounts Payable** Best Practices, **Accounts Payable** Planning & Organising, **Accounts Receivable & Accounts Payable (AR/AP)** Process, **VAT** Reclaim & Refunds Procedures, **VAT** for Financial Services & Insurance, **VAT** Fraud Detection, Prevention & Penalties, **Effective VAT** Auditing Techniques, **VAT** Implication in Mergers & Acquisition, **VAT** for Importers & Exporters, Global Perspective of **VAT** on Digital Platforms, **Accounting Information** Systems, **Accrual Accounting** System, **Accrual Basis** of **Accounting** for Governments & Government Entities, **Fraud Investigations & Forensic Accounting**, **Finance & Accounting** Operations, **Finance Management & Operations**, **Accounting** Policies on Plant & Equipment, **Lease**, **Expense** Recognition, **Provisions & Liabilities**, **Cash & Revenue** Recognition, **Accounting** of Heritage Assets, **Project Accounting**, Petroleum Advanced **Budgeting & Forecasting**, **Budgeting & Reporting**, **Vendor Selection** Process, Incoterms, Bill of Lading Fundamentals and Export Documentation. He is currently the **Partner/Owner & Director** of **Accountancy & Consultancy** in **The Netherlands** wherein he has wide range of engagements in financial and accounting management, tax law, accounting information systems, auditing of various international organizations including fraud investigations, internal, operational and financial auditing in accordance with International Financial Reporting Standards (**IFRS**) and International Public Sector Accounting Standards (**IPSAS**).

During his career life, Mr. Perry has gained his academic and field experience through his various significant positions and dedication as the **Finance & Operations Director**, **Financial Manager**, **Accounts Payable Manager**, **Financial Controller**, **Chairman** of the **Committee**, **Financial Expert**, **Financial Analyst**, **VAT Specialist**, **VAT Compliance Officer**, **VAT Advisor**, **Quality Manager**, **Audit Manager**, **Project Manager**, **Newsletter Editor**, **Team Leader**, **Audit Supervisor**, **Auditor**, **Audit Consultant**, **Treasurer**, **Accounting Assistant**, **Advisor**, **Advisor of the Dean**, **Corrector**, **IPSAS Consultant**, **Speaker/Developer/Facilitator**, **Lecturer**, **Coach**, **Mentor** and **Senior Instructor/Trainer** from the various international universities, world banks, governments and oil and gas consultancy engineering companies such as the Blackstone Interim Management Ltd., IASeminars Ltd., Foundation Surinamese Museum, Zuiverloot Ltd., Dalstaete Accountants, Deloitte Accountants, Masman Bosman Accountants, Suriname Accountants & Business Consultants, Tjong A Hung Accountants, Ministry of Education & Sciences, NCOI, Ichthus University of Rotterdam, Erasmus University of Rotterdam, Anton de Kom University, National Deforestation & Timber Co., Dutch Ministry of Foreign Affairs, Technical Centre for Agricultural & Rural Cooperation and Asian Development Bank (ADB).

Mr. Perry has a **Master's** degree in **Economics**, **Tax Law**, **Financial Accounting & Accounting Information Systems** and a **Postgraduate** degree in **Accounting** from the **University of Amsterdam**, **The Netherlands**. Further, he is a **Chartered Accountant**, a **Certified Fraud Examiner**, a **Certified Instructor/Trainer**, a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership and Management (ILM)**, a fellow member of **The Netherlands Royal Institute of Chartered Accountant (CA)**, **The Netherlands**, **The Association of Certified Fraud Examiners (CFE)**, **USA**, **The Institute of Public Accountants (IPA)**, **Australia** and **The Institute of Financial Accountants (IFA)**, **UK** and has obtained the **UNDP Security Clearance Trainings (BSAFE)**. Moreover, he has developed several **international public courses** on **auditing** and **accounting** and presented several papers on **IPSAS** and has further delivered various trainings, workshops, seminars, courses and conferences worldwide.

### Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

### Course Fee

**US\$ 6,000** per Delegate. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

### Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

### Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the workshop for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

#### **Day 1: Sunday, 16<sup>th</sup> of November 2025**

0730 – 0800	<i>Registration &amp; Coffee</i>
0800 – 0815	<i>Welcome &amp; Introduction</i>
0815 – 0830	<b>PRE-TEST</b>
0830 – 0930	<b>SAP ERP Financials Overview</b> <i>Structure of SAP ERP Financials • Integration with Other Modules (MM, SD, CO) • Role of FI in Financial Reporting • System Landscape &amp; Navigation Basics</i>
0930 – 0945	<i>Break</i>
0945 – 1030	<b>Organizational Structures in Financial Accounting</b> <i>Definition of Company Code &amp; Chart of Accounts • Credit Control Area &amp; Business Area • Relationship Between Controlling &amp; FI Structures • Assignment of Organizational Units</i>
1030 – 1130	<b>Master Data in Financial Accounting</b> <i>Customer &amp; Vendor Master Records • General Ledger (G/L) Accounts • Reconciliation Accounts &amp; Account Groups • Data Consistency &amp; Field Status Control</i>
1130 – 1215	<b>Document Control &amp; Processing</b> <i>Document Types &amp; Number Ranges • Posting Keys &amp; Line Item Controls • Cross-Company &amp; Intercompany Transactions • Document Reversal &amp; Correction</i>
1215 – 1230	<i>Break</i>

1230 – 1330	<b>Posting Basic Financial Transactions</b> Posting in G/L Accounting • Posting Customer Invoices & Credit Memos • Vendor Invoice Posting & Payments • Overview of Automatic Postings
1330 – 1420	<b>Reporting in Financial Accounting</b> Financial Statement Versions • Balance Sheet & Profit & Loss Reporting • Line Item Display & Document Display • Drill-Down & Dynamic Selections
1420 – 1430	<b>Recap</b> Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day One

**Day 2: Monday, 17<sup>th</sup> of November 2025**

0730 – 0830	<b>Basics of General Ledger (G/L) Accounting</b> Chart of Accounts Setup • G/L Master Record Configuration • Posting & Clearing G/L Entries • Real-Time Integration with Other Modules
0830 – 0930	<b>Document Entry Techniques</b> Manual Document Entry (FB50, F-02) • Fast Data Entry Screens • Recurring Entries & Account Assignments • Simulations & Validations
0930 – 0945	Break
0945 – 1100	<b>Account Clearing Processes</b> Open Item Management • Automatic Clearing Criteria • Manual Clearing & Residual Item Processing • Partial Payment Handling
1100 – 1215	<b>Parking &amp; Holding Documents</b> Purpose & Use Cases • Difference Between Parked & Held Documents • Workflow for Parked Documents • Posting Held & Parked Documents
1215 – 1230	Break
1230 – 1330	<b>Accruals &amp; Deferrals</b> Manual Accrual Entries • Recurring Entry Templates • Accrual/Deferral Adjustments • Period-End Closing Entries
1330 – 1420	<b>Financial Closing Process</b> Month-End & Year-End Procedures • Closing Cockpit & Checklists • Reconciliation & Reporting • Posting Periods & Authorization Groups
1420 – 1430	<b>Recap</b> Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Two

**Day 3: Tuesday, 18<sup>th</sup> of November 2025**

0730 – 0830	<b>Accounts Payable Master Data</b> Vendor Master Record Structure • Vendor Account Groups & Number Ranges • Reconciliation Account Settings • Field Status & Blocking Indicators
0830 – 0930	<b>Vendor Invoice &amp; Payment Processing</b> Entering Vendor Invoices (FB60) • Vendor Credit Memos & Down Payments • Automatic Payment Program (F110) • Payment Run Configuration & Execution
0930 – 0945	Break
0945 – 1100	<b>Accounts Receivable Master Data</b> Customer Master Record Setup • Account Groups & Reconciliation Accounts • Partner Functions & Dunning Data • Credit Limit & Risk Management

1100 – 1215	<b>Customer Invoice &amp; Receipt Handling</b> Entering Customer Invoices (FB70) • Incoming Payments (F-28) • Handling Under/Overpayments • Payment Advice & Automatic Clearing
1215 – 1230	Break
1230 – 1330	<b>Dunning Process</b> Dunning Levels & Procedure Setup • Dunning Run Configuration • Dunning Notices & Forms • Interest Calculation on Overdue Items
1330 – 1420	<b>Vendor &amp; Customer Reports</b> Line Item & Balance Displays • Vendor/Customer Open Items Reports • Account Balance Reports (FBL1N, FBL5N) • Analysis & Audit Support Tools
1420 – 1430	<b>Recap</b> Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Three

**Day 4: Wednesday, 19<sup>th</sup> of November 2025**

0730 – 0830	<b>Asset Accounting Overview</b> Importance of Asset Accounting in FI • Chart of Depreciation & Depreciation Areas • Integration With G/L & CO • Asset Accounting Master Data
0830 – 0930	<b>Asset Master Data Management</b> Asset Classes & Number Ranges • Creating & Changing Asset Records • Asset History Sheet Configuration • Sub-Asset & Group Asset Management
0930 – 0945	Break
0945 – 1100	<b>Asset Transactions</b> Acquisitions: External & Internal • Retirements: With & Without Revenue • Transfers Within Company Codes • Asset Scrapping & Write-Ups
1100 – 1215	<b>Depreciation &amp; Valuation</b> Depreciation Areas & Keys • Useful Life & Depreciation Start Date • Periodic Depreciation Run (AFAB) • Simulation & Recalculation
1215 – 1230	Break
1230 – 1330	<b>Asset Reporting &amp; Closing</b> Asset Explorer & History • Asset Balances & Reports • Year-End Closing Procedures (AJAB, AJRW) • Integration with General Ledger Closing
1330 – 1420	<b>Special Asset Scenarios</b> Investment Support & Grants • Low-Value Assets Handling • Leasing & Asset Under Construction • Component-Level Asset Accounting
1420 – 1430	<b>Recap</b> Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Four

**Day 5: Thursday, 20<sup>th</sup> of November 2025**

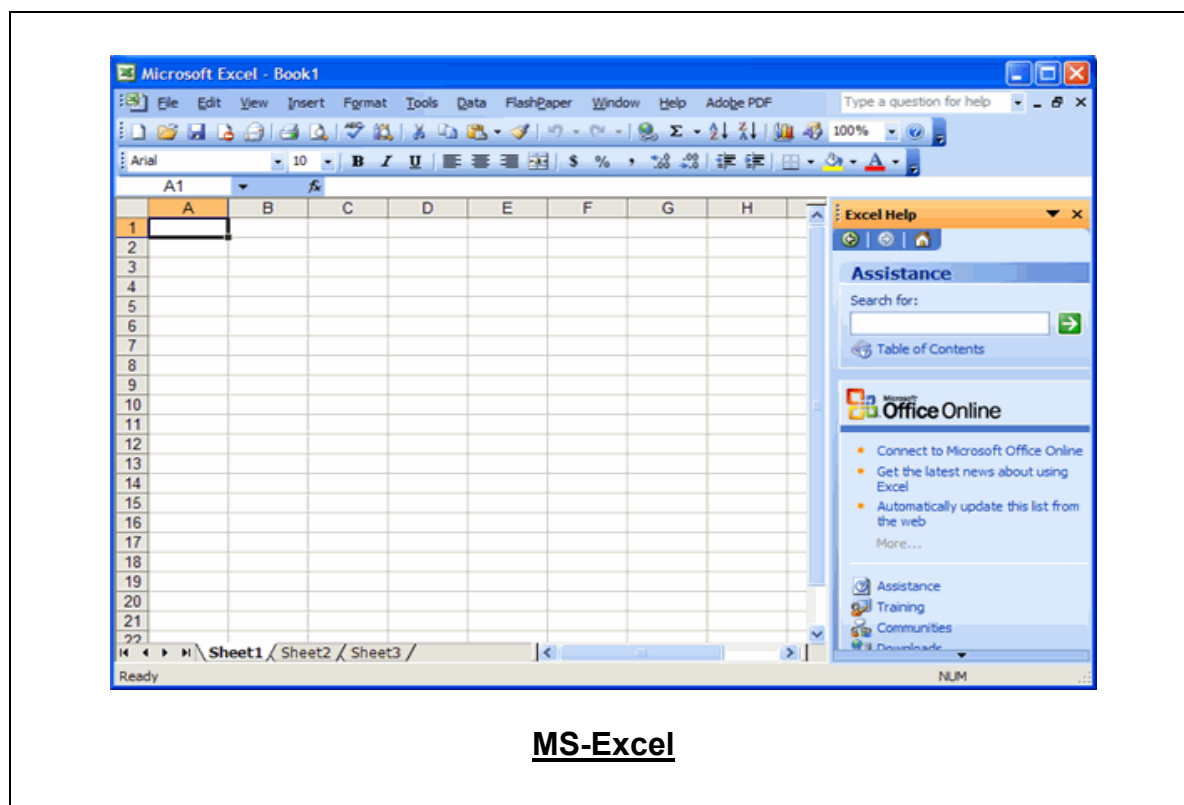
0730 – 0830	<b>Integration with Other Modules</b> MM to FI: Invoice Verification • SD to FI: Billing & Revenue Posting • CO to FI: Cost Center & Internal Order Settlements • HR to FI: Payroll Postings
0830 – 0930	<b>Special G/L Transactions</b> Down Payments: Customers & Vendors • Guarantees & Bills of Exchange • Noted Items & Statistical Postings • Special G/L Indicators & Posting Keys
0930 – 0945	Break



0945 – 1100	<b>Foreign Currency Handling</b> <i>Foreign Currency Posting • Currency Exchange Rates &amp; Types • Foreign Currency Valuation (F.05) • Translation Differences &amp; Adjustments</i>
1100 – 1215	<b>Taxes in Financial Accounting</b> <i>Input &amp; Output Tax Configuration • Tax Codes &amp; Jurisdiction Codes • Withholding Tax Configuration • Reporting &amp; Compliance (VAT, GST)</i>
1215 – 1230	<b>Break</b>
1230 – 1315	<b>Period-End Closing Activities</b> <i>Closing Schedules &amp; Coordination • Automatic Accruals &amp; Deferrals • Final Financial Statement Preparation • Reconciliation Between Subledgers &amp; G/L</i>
1315 - 1345	<b>SAP Financial Reporting Tools</b> <i>Classic Reports (RFBILA00, RFUMSV00) • Drill-Down Reporting • SAP Query &amp; Report Painter • Introduction to SAP Fiori Reports &amp; Dashboards</i>
1345 – 1400	<b>Course Conclusion</b> <i>Using this Course Overview, the Instructor(s) will Brief Participants about Topics that were Covered During the Course</i>
1400 – 1415	<b>POST-TEST</b>
1415 – 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch &amp; End of Course</i>

### **Simulator (Hands-on Practical Sessions)**

Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using “MS-Excel” application.



### **Course Coordinator**

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