

THR81 - SAP SuccessFactors Employee Central Core Academy

Course Duration: 80 Hours

Course Code: BIT601

1. Course Overview

The **BIT601 - SAP Workflow** course is designed to provide participants with comprehensive knowledge of creating, customizing, and managing workflows in SAP systems. Workflows are crucial for automating and streamlining business processes, ensuring smooth task distribution, approval mechanisms, and process monitoring. This course focuses on defining **customer-specific workflows**, covering both standard and advanced workflow configuration in SAP. Delivered in **online mode**, it includes interactive theory sessions and hands-on exercises.

2. What You'll Learn?

- Understand the **SAP Business Workflow architecture**.
- Define and configure **customer-specific workflows**.
- Create **workflow templates** and assign tasks.
- Manage **workflow tasks, notifications, and approvals**.
- Implement **agents, roles, and responsibilities**.
- Integrate workflows with **SAP applications (FI, MM, SD, HR, etc.)**.
- Monitor and troubleshoot workflows using SAP tools.
- Gain insights into **workflow best practices and optimization**.

3. Target Audience

- **SAP Application Consultants and Developers.**
- **Business Process Experts** responsible for automation.
- **System Administrators** managing SAP workflows.
- IT professionals working on **SAP implementation projects.**

4. Pre-Requisites

- Basic understanding of **SAP navigation and applications.**
- Knowledge of at least one SAP module (e.g., FI, MM, SD, HR) is recommended.
- Familiarity with **ABAP basics** is helpful but not mandatory.

5. Course Content

Module 1: Introduction to SAP Workflow

- Workflow concepts and architecture
- Standard vs. custom workflows

Module 2: Workflow Definition

- Workflow Builder overview
- Creating customer-specific workflows

Module 3: Workflow Tasks and Events

- Defining tasks and events
- Linking workflows to business objects

Module 4: Agents and Roles

- Role resolution
- Responsible agents assignment

Module 5: Workflow Customization

- Developing workflow templates
- Customizing notification settings

Module 6: Workflow Monitoring and Administration

- Workflow monitoring tools
- Troubleshooting workflows

Module 7: Integration Scenarios

- Integration with FI, MM, SD, HR processes
- Use cases in real business environments

Module 8: Best Practices

- Optimization of workflows
- Ensuring compliance and efficiency

