

# ERP6120 ERP Configuration and Integration Spring 2018

## Department of Business & Information Technology Mission

*"To serve the economic interests of industry and the evolving needs of society in a challenging, rapidly-changing, global environment, the Department of Business & Information Technology capitalizes on the strong technological emphasis of Missouri S & T to enable individuals to excel in a technology-centric business world. Recognizing this rapid evolution of the marketplace, we create and disseminate knowledge impacting the theory and practice of business."*

### INSTRUCTOR AND COURSE INFORMATION

<b>Instructor:</b> Bih-Ru Lea, Ph.D.	<b>Class Web:</b> <a href="http://canvas.mst.edu">http://canvas.mst.edu</a>
<b>Office:</b> Fulton 102A	<b>Class Hours:</b> W 4:00 pm – 6:30 pm
<b>Phone:</b> 573-341-6436	<b>Classroom:</b> Fulton 102 A
<b>E-Mail:</b> leabi@mst.edu	<b>Office Hours:</b> Monday & Wednesday: 10 am – 11 noon
<b>Course Credit:</b> 3 semester hours of credit	Tuesday: 11 am - 12 am, and by
<b>Prerequisite:</b> ERP 5110	appointment (suggest a time via email)

### COURSE CATALOG DESCRIPTION:

Implementation and design practices for business processes in Enterprise Resource Planning (ERP) systems. Course will examine and apply techniques used in SAP ECC and SAP S/4 HANA for system configuration and integration with a focus on financial accounting and logistics.

### PLANNED LEARNING OBJECTIVES

Course Objectives	Program Learning Objectives					
	Communication Skills	Critical Thinking	Information Technology	Teamwork & Leadership	Global & Multicultural Issues	Integrate Business Areas
<ul style="list-style-type: none"> <li>Understand and communicate the need and examine the capabilities of an enterprise resource planning system</li> </ul>	X	X	X		X	X
<ul style="list-style-type: none"> <li>Understand the importance of an integrated business and identify how the activities of each process contribute value to the organization</li> </ul>		X	X			X
<ul style="list-style-type: none"> <li>Understand and communicate the impact of events, activities, and transactions across the functions of an organization</li> </ul>	X	X	X	X	X	X
<ul style="list-style-type: none"> <li>Demonstrate and communicate the impact of integrated real-time information on the decision making process across various functional areas of an organization</li> </ul>	X	X	X	X	X	X
<ul style="list-style-type: none"> <li>Gain hands-on experience on an enterprise resource planning environment</li> </ul>			X			X

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### TEXTBOOK(S) AND MATERIALS FOR COURSE

Students **MUST** bring the required Course Notes and Lab Manual when attending class. Both course materials can only be purchased from the university bookstore, <http://www.thesandtstore.com/> or 573-341-4705

- *ERP6120 Course Notes and Readings (Course Pack 1 of 2, ISBN: 281000022607B)*
- *ERP6120 Lab Assignments and Project Assignments (Course Pack 2 of 2, ISBN281000022780B)*
- *ERP Simulation License Fee*

### GRADING POLICIES AND PROCEDURES:

Test 1	120 pts	Class Project	200 pts
Test 2	120 pts	Assignments, quizzes, and Labs	410 pts
Comprehensive Final Exam	120 pts	Discussion board participation	30 pts

#### Grading Scale:

A:  $\geq 890$       B: 790 – 889      C: 690 - 789      D: 590 – 689      F:  $< 590$

#### General Grading Policies:

- **ALL ASSIGNMENTS AND TESTS ARE INDIVIDUAL WORKS UNLESS OTHERWISE SPECIFIED.**
- All assignments should be handed in at the beginning of class on the date announced. **NO LATE ASSIGNMENTS WILL BE ACCEPTED.**
- Please make every effort to make it to class on time. It is disruptive to the class to have members arriving late.
- Attendance is encouraged. If you are unable to attend a class, you need to **turn in assignments in advance** (ask a friend to turn it in for you, use digital drop box provided by blackboard, etc.). You are also responsible for finding out what was covered in class and what announcements were made as well as obtaining handouts.
- The instructor will assign NO incompletes in lieu of a regular grade.

#### Tests and Quizzes

- There are two tests and a comprehensive final exam. Each test will consist of a written test and a computer operation test. **All exam materials may become property of the instructor after completion.**
- It is possible to have announced and pop quizzes throughout the semester. Student will be given the date of announced quizzes one week in advance.
- Exam and quizzes dates are a part of the class schedule. Failure to appear for a test/quiz will result in the assignment of a zero for that test/quiz. If you are going to miss a test/scheduled quiz with a legitimate reason (e.g., scheduled surgery, official University business, job interview), contact the instructor **PRIOR** to the administration of that test/quiz. A make-up test may be allowed only if convincing reasons and proper documentations (such as a doctor's note in case of a surgery/illness) are given for the absence. The make-up test will be a comprehensive exam covering the material from throughout the course.
- All in-class quizzes and exams are closed books and closed notes unless otherwise specified.

#### Project

- An integrated configuration and simulation team project will be assigned during the semester and account for 200 points of the final grade.
- **All students**, both on-campus and distance students, are required to make proper arrangement to **participate in a final live simulation competition from 11 am to 2 pm in the lobby of Heavener Center scheduled on Friday, April 28, 2018.** Students can participate in person or via online web conference (e.g., WebEx). Failed to participate in the final simulation could lead to a fail grade on the project.

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### Assignments & Labs

- Throughout the semester, each student will be configuring a fictitious company through a series of lab exercises on a SAP ECC system.
- Your company's configuration labs will be evaluated at the end of each test phase. There are four test phases, related assignments, and quizzes that account for 410 points of the final grade.

### Discussion Board Participation

The sheer size of the SAP software limits the instructor from covering every aspect and screen that we will be using this semester. To help students to better understand course materials, to develop debugging skills, and to learn from each other, the instructor have enabled a discussion board on blackboard. **All technical support for SAP Labs and project will be provided through the Discussion Board on Blackboard.** SAP system related questions will **NOT** be answered through e-mail by the instructor or graduate assistant.

- If you do not understand a concept or encounter a problem/error that you do not know how to resolve yourself, you will need to post your questions on the discussion board. You are also expected to answer questions asked by your peers. Occasionally, the instructor will also post questions and answers.
- Before post a question on the Discussion Board, it is the student's responsibility to check and ensure no same question has been posted before.
- By the end of the semester, every student is expected to have asked and answered 10-15 questions. These discussions will account for 30 points of your grade. Straight forward questions (for example – how do I get to this transaction, where can I find this button etc) will not count. Do not post questions just for the case of posting.

### Attendance and Participation

- Overall, student participation and discussion is essential to ensure that the course topics are understood and are made relevant to actual business situations encountered in the workplace. As such, attendance and participation are an essential factor in the learning process and a tool for assessing student learning. Therefore, you are encouraged and expected to attend all classes. You are responsible for making your contributions heard and your presence felt in class. You are encouraged to keep your remarks relevant, timely, and constructive.
- Each 10% **unexcused absences will result in loss of a letter grade.** For example, if your grade is a B and you have missed 10% of classes without legitimate excuses, you will end up with a C.
- The instructor reserves the right to drop a student if a student has missed more than 20% of class meeting times.

## GENERAL COURSE POLICIES:

### US Federal Law Title IX

Missouri University of Science and Technology is committed to the safety and well-being of all members of its community. US Federal Law Title IX states that no member of the university community shall, on the basis of sex, be excluded from participation in, or be denied benefits of, or be subjected to discrimination under any education program or activity. Furthermore, in accordance with Title IX guidelines from the US Office of Civil Rights, Missouri S&T requires that all faculty and staff members report, to the Missouri S&T Title IX Coordinator, any notice of sexual harassment, abuse, and/or violence (including personal relational abuse, relational/domestic violence, and stalking) disclosed through communication including but not limited to direct conversation, email, social media, classroom papers and homework exercises.

Missouri S&T's Title IX Coordinator is Vice Chancellor Shenethia Manuel. Contact her directly ([manuels@mst.edu](mailto:manuels@mst.edu); (573) 341-4920; 113 Centennial Hall) to report Title IX violations. To learn more about Title IX resources and reporting options (confidential and non-confidential) available to Missouri S&T students, staff, and faculty, please visit <http://titleix.mst.edu>.

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### **Disability Support Services:** <http://dss.mst.edu>

If you have a documented disability and anticipate needing accommodations in this course, you are strongly encouraged to meet with me early in the semester. You will need to request that the Disability Services staff send a letter to me verifying your disability and specifying the accommodation you will need before I can arrange your accommodation. If you have a disability that might require academic accommodations, please visit Disability Support Services in 204 Norwood Hall (341-4211; [dss@mst.edu](mailto:dss@mst.edu)) very early in the semester.

### **Student Honor Code and Academic Integrity:** <http://registrar.mst.edu/academicregs/index.html>

Violations of the University's academic code include, but are not limited to, possession of or use of unauthorized materials during quizzes or tests; providing unauthorized information to another student; or copying the work of another person. Violations may result in academic penalties in addition to receiving an "F" on the assignment in question.

Page 30 of the Student Academic Regulations handbook describes the student standard of conduct relative to the University of Missouri System's Collected Rules and Regulations section 200.010, and offers descriptions of academic dishonesty including cheating, plagiarism or sabotage. Additional guidance for faculty, including the University's Academic Dishonesty Procedures, is available on-line at <http://ugs.mst.edu>. Other informational resources for students regarding ethics, integrity and the student honor code can be found online at

- <http://ugs.mst.edu/academicintegrity/studentresources-ai/>
- [http://grad.mst.edu/media/administrative/grad/documents/AcademicMisconductProcessOutline\\_Graduate.pdf](http://grad.mst.edu/media/administrative/grad/documents/AcademicMisconductProcessOutline_Graduate.pdf)
- <http://stuco.mst.edu/about/honor.shtml>.

### **General guidelines for course assignments are provided below (adopted from Assignment Policies developed by Dr. Berry Flachsbart):**

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There are two kinds of homework assignments for this course: Individual homework and Group Homework. Each assignment is generally due one week after being assigned (assignment dates are in the tentative schedule -- the assignments and due dates are posted and updated in "HW Due Dates" on Blackboard).

Individual Homework is to be done **individually** -- you may not receive help from any individual other than the Instructor, class peer assistants, and the Blackboard Discussion Forum and you may not use or look at any material generated by someone else, either in the past or present (e.g. "files"). You may not use online sources that provide answers to specific questions. You may use online sources that provide general tutorial information, but **must cite them if you use them**. Of course, you may not give your homework to anyone else or assist others, either. Note **especially** that this means you may **NOT** work as a team or group on any **Individual** Homework or discuss the Individual Homework while you are working on Group Project Homework! Students will be asked to sign a statement verifying individual work. Homework without the signed statement will receive no credit.

Team assignment **IS** to be done by the assigned team members. -- but **not** to be shared or worked on outside of the designated team. The team is to follow the same prohibitions as listed in the section on individual homework. It is recommended that you do the Team Assignment first and discuss within your team the concepts learned while doing it. You will then individually be better prepared to tackle the Individual Homework. Submit **one** copy of the team assignment solution, with the names of all members of the team on it.

Homework is to be turned in at the **start** of the class period on the date due and **NO LATE** assignments will be accepted.

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### Lateness

Normally, the instructor will be in class on time. However, if the instructor is late by more than fifteen minutes, students should check with the Department of Business Administration located in Fulton 101 whether the class will be canceled. Students are expected to be in class on time.

**Classroom Egress Maps:** <http://registrar.mst.edu/links/egress.html>

Please familiarize yourself with the classroom egress maps posted on line so you will know where emergency exits are located.

### KEY DATES:

- The last day to add this course is Monday, January 29, 2018
- The last day to withdraw from this course without a “WD” showing on transcript is Monday, February 26, 2018
- The last day for dropping this course is Friday, April 13, 2018

### Reading list

- Overview of Transaction Processing and ERP Systems, Accounting Information Systems, Marshall B. Romney and Paul J. Steinbart, 14th ed., pp. 432-460, 2018, Prentice Hall (ISBN-10: 0134474023 • ISBN-13: 978-0134474021)
- **R1:** Chapter 12, The Purchasing Process, by Gelinas, Dull, and Wheeler in Accounting Information Systems, pp. 437- ,10<sup>th</sup> Ed., Cengage Learning; 2015 (ISBN-10: 113393594X; ISBN-13: 9781133935940)
- **R2:** Chapter 10, The Order Entry/Sales (OE/S) Process, by Gelinas, Dull, and Wheeler in Accounting Information Systems, pp. 10<sup>th</sup> Ed., Cengage Learning; 2015 (ISBN-10: 113393594X; ISBN-13: 9781133935940)
- **R3:** Chapter 12. The Revenue Cycle: Sales to Cash Collections, Accounting Information Systems, Marshall B. Romney and Paul J. Steinbart, 13<sup>th</sup> ed., pp. 338-366, 2015, Prentice Hall (ISBN-10: 013342853 • ISBN-13: 9780133428537)
- **R4:** Chapter 11, Cost Allocation and Activity-Based costing, in Managerial Accounting, by Warren, Reeve, and Duchac, 12<sup>th</sup> Ed., pp. 447 – 470, Cengage Learning, 2014 (ISBN-10: 1133952402, ISBB-13: 9781133952404)
- **R5:** Chapter 14. The Production Cycle, Accounting Information Systems, Accounting Information Systems, Marshall B. Romney and Paul J. Steinbart, 13<sup>th</sup> ed., pp. 414-436, 2015, Prentice Hall (ISBN-10: 013342853 • ISBN-13: 9780133428537)
- **R6:** Chapter 9: Material Requirements Planning, by Jacobs and Chase, in Operations and Supply Management: The Core, 3<sup>rd</sup> Ed., pp. 273-293, 2013, McGraw Hill Education (ISBN-10: 0073525235, ISBN-13: 9780073525235)

## ERP6120 ERP Configuration and Integration Spring 2018

**CP1: Course Pack 1**

**CP2: Course Pack 2**

Week	Topic	Readings
<b>1</b> 1/17	Introduction to ERP 6120 Review of ERP System <b>Lab:</b> Order to Cash Cycle Review Exercises (CP2: pp. 9-20)	Handout & Notes CP1: pp. 1 - 32
<b>2</b> 1/24	Accounting Information System Financial Accounting Overview <b>Lab:</b> FI Organization Structure (CP2: pp. 29-36)	CP1: pp. 33 – 47
<b>3</b> 1/31	Quiz 1 Simulation case Facts (CP2: pp. 249-280) Financial Accounting and Operations <b>Lab:</b> MM Organization Structure, FI Master Data (CP2: pp. 37-54)	CP1: pp. 48-62
<b>4</b> 2/7	Material and Customer Management <b>Lab:</b> MM Master Data, MM Rules (CP2: pp.55-72) Team Project assignment 1(CP2: p. 357-360)	CP1: pp. 67-81
<b>5</b> 2/14	Business Transactions and Financial Statements <b>Lab:</b> FI Rules, FI Transactions (Test Phase 1, CP2: pp. 73-84)	CP1: pp. 82 - 89
<b>6</b> 2/21	<b>Test 1(Concept test &amp; Computer Operation)</b> <b>Lab:</b> Project Individual FI setup CP2: p. 361, CP1: 393-408)	
<b>7</b> 2/28	<b>R1:</b> Procurement Cycle Management Inventory Management <b>Lab:</b> MM Rules, MM Transactions (Test Phase 2) (CP2: pp. 85 - 12 Project individual assignment 3 CP2: p. 295, CP1: 417-423)	CP1: pp. 90-108 CP1: R1: 109-156
<b>8</b> 3/7	Sales and Distribution (SD) <b>Lab:</b> SD Organization Structure, SD Master Data (CP2: pp.113-130) Project Team Q1 transactions (CP2: pp. 357-360; CP1: pp. 409-428)	CP1: pp. 157-173
<b>9</b> 3/14	R1 Live Simulation (5:30-6:30) & ERP Reporting (CP1: p. 429-437) <b>R2:</b> The Order Entry/Sales (OE/S) Process; SD Rules <b>Lab:</b> SD Transactions (Test Phase 3) (CP2: pp. 131-140, p. 147-155)	CP1: pp. 174 -188, pp. 189-234
<b>10</b> 3/21	R2 Simulation, 5:30-6:30, Th., March 22 <b>R3:</b> The Revenue Cycle: Sales to Cash Collections; SD Rules	CP1: pp. 235- 270
<b>11</b> 3/28	<b>Spring Break (3/25 to 4/1)</b>	
<b>12</b> 4/4	<b>Test 2 (Concept test &amp; Computer Operation)</b> Management Accounting: Cost Center Accounting	pp. 271 -286
<b>13</b> 4/11	<b>R5:</b> Cost allocation and Assessment, Internal Orders <b>Lab:</b> R3 Simulation (5:30-6:30, Th., April 12)	CP1: pp. 287 – 312
<b>14</b> 4/18	Master Production Scheduling (MPS), Capacity Planning, and Material Requirement Planning (MRP) <b>Lab:</b> Controlling (CO) Organization Structure, CO Master Data, CO Rules, CO Transactions (Test Phase 4) (CP2: pp. 156-178)	CP1: pp. 313-332
<b>15</b> 4/25	<b>R5:</b> Production Cycle and Transactions <b>Mandatory: 11 am - 2pm, Friday, April 27: Public Live Simulation</b> <b>R4 &amp; R5</b> (P2: pp. 302-304) <b>Lab:</b> PP Organization Structure and Rules (CP2: pp. 179 – 186)	CP1: pp. 333-360 pp. 361-387 (optional)
<b>16</b> 5/2	Project presentation (CP2: pp. 375-376) Course Review	
<b>17</b> 5/9	<b>Final Exam: 7 pm – 9 pm, Wednesday, May 9, 2018</b> <b>Project Report due at 12 noon on Friday, May 11, 2018</b>	