



<Course Title>

Instructor Introductions

Welcome Activity

- Name
- Department
- Role

General Information

- Location of restrooms, vending machines, cafe

- Be Here Now!
 - Side conversations, reading email, and other work activities are not conducive to learning
- Participate in one conversation at a time
- Respect each class member's time
- Speak up if you need help
- Questions are encouraged!
 - Keep questions on topic
 - Off-topic questions will be parked and addressed later
- Keep the focus on the class material
- Have fun!

The purpose of this course is to <insert course description here>

Prior to this course you should have completed the following courses:

➤ <Insert prerequisite course titles here>

Course Learning Objectives

After completing this course, you will be able to:

- <insert course objectives from outline here>

- Lesson 1: <Insert Lesson Title>
- Lesson 2: <Insert Lesson Title>

Approximate Delivery Time: XX hours



<Insert Lesson Title>

Lesson 1

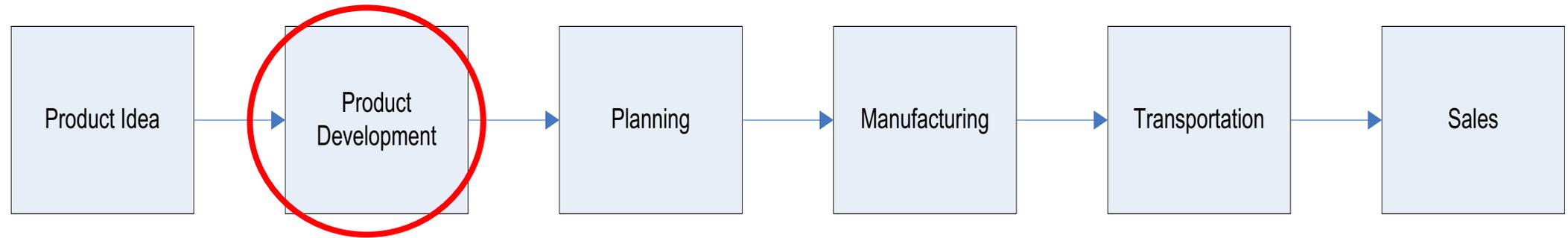
Lesson Learning Objectives

After completing this lesson, you will be able to:

- <insert lesson objectives from outline here>

New Term	Definition
System Term	Definition
Process Term	Definition
Function Specific Term	Definition
Enterprise Specific Term	Definition
User Specific Term	Definition

End to End Process





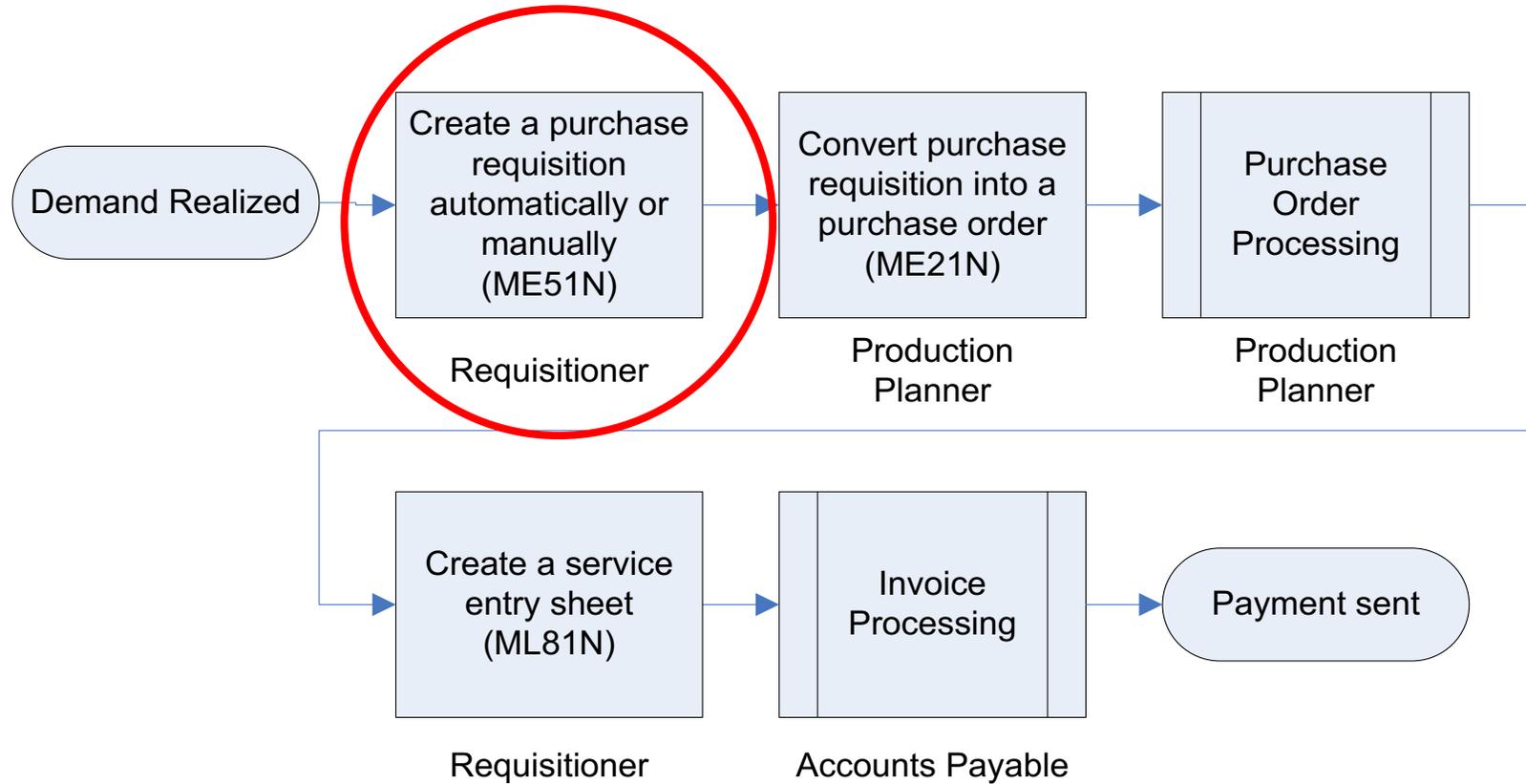
<Insert Module Title>

Module 1

Module Learning Objectives

After completing this module, you will be able to:

➤ <Insert module objectives from your outline here>



Compliance with Internal Control Procedures

You are ultimately responsible for maintaining a well controlled environment for your piece of the business. Therefore, it is critical that all internal control procedures are completely and accurately followed.

Documentation is required for all internal control procedures performed as designated in the procedure. “If it is not documented, it is not considered performed.”

What is an internal Control?

Internal control is a process, performed by associates, designed to provide reasonable assurance of effectiveness and efficiency operations; reliability of financial reporting; compliance with applicable laws and regulations.

How do I access Internal Control Procedures?

- Locate the desired BPP document (from the Enterprise Performance Support website or via the SAP Help function)
- Click the Internal Control Procedures link at the top of the BPP



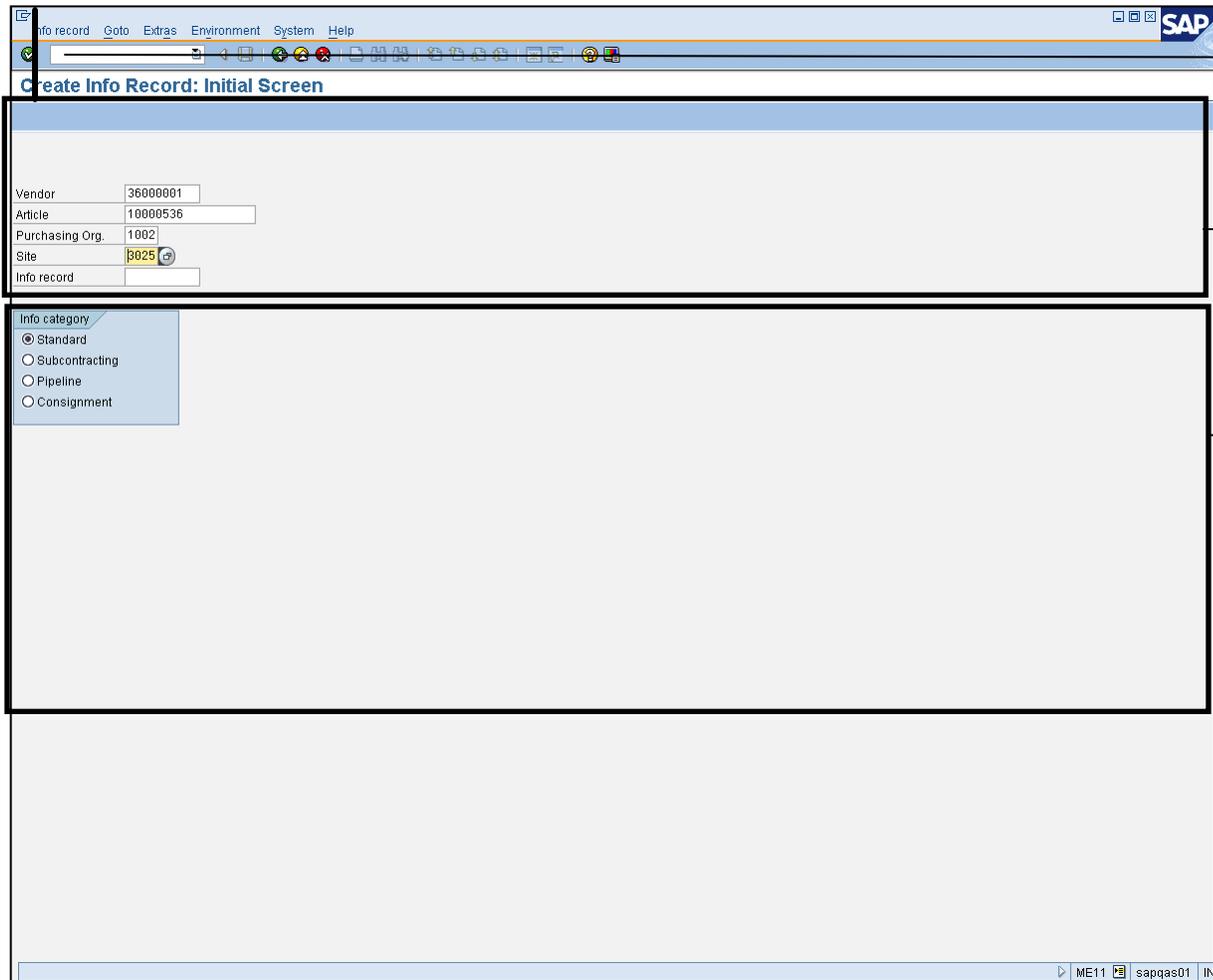
Lesson Content <24 pt. font>

- Lesson content <20 pt. bullets>
 - Lesson content <18 pt. bullets>



<Transaction/Activity Name (T-Code)>

<Include concepts pertaining to this transaction>



The screenshot shows the SAP 'Create Info Record: Initial Screen' interface. The top bar includes the SAP logo and menu items like 'Info record', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. The main area contains input fields for 'Vendor' (36000001), 'Article' (10000536), 'Purchasing Org.' (1002), 'Site' (3025), and 'Info record'. Below these is an 'Info category' section with radio buttons for 'Standard' (selected), 'Subcontracting', 'Pipeline', and 'Consignment'. The bottom status bar shows 'ME11' and 'sapgas01'.

Annotations on the right side of the screenshot:

- Arrow pointing to the top bar: **<Define the icons that are used.>**
- Arrow pointing to the input fields: **<Define the fields that need to be typed in.>**
- Arrow pointing to the 'Info category' section: **<Define high level steps.>**
1.<step 1>
2.<step 2>

Enterprise Performance Support (EPS) - website that contains training materials

➤ Web address: <https://inassoceps.limitedbrands.com>

- Business Process Procedures (BPP) – step-by-step instructions on completing a task with business relevant information grouped by process
- Additional Training Resources - Includes Job Aids, and Simulations

➤ Click on the appropriate link to access the document

The screenshot shows a web interface with a sidebar on the left containing a list of process stages: **Imagine It**, **Define It**, **Buy It**, **Make It**, and **Move It**. The main content area is titled **Purchase Order Management** and includes a breadcrumb trail: **Enterprise Performance Support > Buy It > Purchase Order Management**. Below this, there are links for **Go up one level** and a list of **Business Process Procedures – BPP**, including **Change Purchase Order**. A red box highlights the **Change Purchase Order** link in the list, and a red arrow points from it to a larger, detailed view of the **Change Purchase Order (ME22N)** BPP on the right.

The detailed view of the **Change Purchase Order (ME22N)** BPP includes the following sections:

- Change Purchase Order**: Go back to [Purchase Order Management](#).
- Links: [BPP Cue Card - HTML](#), [Work Instruction - HTML](#), [Internal Control Procedures](#)
- Change Purchase Order (ME22N)**
- When To Do This**: Use this procedure to change a Purchase Order.
- Business Process Overview**: This transaction is used when making changes to purchase orders and stock transport orders.
- Input - Required Fields** and **Field Value/Comments** table:

Input - Required Fields	Field Value/Comments
Purchase order number	None

- Output - Results** and **Next Steps** table:

Output - Results	Next Steps
Changed purchase order.	None

Limited Brands Help – Quick reference of a BPP in a SAP transaction

1. Enter the transaction code in the command line field.
2. Select Help > Limited Brands Help from the SAP menu bar to access step-by-step help for the current task.
3. A new window will appear with the transaction code. If there is more than one task for that transaction code, click the appropriate task.

The screenshot displays the SAP Limited Brands Help interface. The main window shows the 'Transaction Code: ME22N' and a list of tasks. The 'Change Purchase Order' task is highlighted with a red box. A secondary window provides detailed information for this task, including a 'When To Do This' section and a table with 'Input - Required Fields' and 'Output - Results'.

Input - Required Fields	Field Value/Comments
Purchase order number	None

Output - Results	Next Steps
Changed purchase order.	None

<Transaction/Activity Name (T-Code)>

Demonstration



<Describe the scenario for the demonstration.>



<Insert titles the Job aids that support this activity>

<Transaction/Activity Name (T-Code)>

Exercise



<Describe the scenario for the demonstration.>



<Insert titles the Job aids that support this activity>

Knowledge Check – True/False

What is the correct answer to this question?

- True
- False

Knowledge Check – Multiple Choice

What is the correct answer to this question?

- Choice A
- Choice B
- Choice C
- Choice D
- Choice E

Knowledge Check – Multiple Selection

What is the correct answer to this question?

- Choice A
- Choice B
- Choice C
- Choice D
- Choice E

You should now be able to:

➤ <Insert learning objectives for this module>

<Day in the life scenario that covers all topics discussed during the course>

It's 8:00 am Monday morning.

You display all your purchase requisitions from Friday.

You see that you have two errors.

Fix the errors.

Communicate to all relevant parties.



Course Wrap-Up

Course Learning Objectives Review

You should now be able to:

- <Insert course learning objectives>

Problem / Issue / Error / Exception	Solution
<Description of issue>	<Possible solution>

How to Continue Your Learning

Review your course materials

EPS: <https://inassoceps.limitedbrands.com>

- BPPs
- Simulations
- Job Aids

LMS: <https://intraining.limitedbrands.com>

- Job Aids

Visit the practice environment for your application and execute the exercises you completed in class

Contact your Instructor / Super Users via email if you have any questions

Experiencing technical difficulties? Contact the Help Desk (TAC or Local IT Resource)

To access an assessment in the LMS, use the following steps:

1. Log onto the LMS home page using this link <https://intraining.limitedbrands.com/>
2. On your home page, scroll down to the catalog.
3. Enter **<insert course code.999>** in the “Search the catalog” text box to locate the correct course assessment, then click

Search the catalog: [Help](#)

4. To register for the assessment, click , scroll down and click
5. To upload the assessment, click

The Course Evaluation is different than the Course Assessment.

- As previously mentioned, the Course Assessment evaluates how well you learned the materials.
- The Course Evaluation is your way to provide feedback to the training team on your learning experience.
- After the trainer enters the attendance rosters into the Learning Manager, you will automatically be sent a survey.
- You will have five (5) days to complete the survey.