SAP S/4HANA Financial Accounting I Part 1

PARTICIPANT HANDBOOK INSTRUCTOR-LED TRAINING

Course Version: 05

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1	Unit 1:	SAP S/4HANA Overview
2		Lesson: Introducing SAP HANA and SAP S/4HANA
11		Lesson: Introducing SAP Fiori
15		Exercise 1: Navigate in the SAP Fiori Launchpad
21	Unit 2:	Core Financial Accounting (FI) Configuration
23		Lesson: Managing Organizational Units in Financial Accounting (FI)
29		Exercise 2: Create a Company Code
35		Exercise 3: Create a Company ID for Your Company Code and Assign it to Your Company Code
39		Exercise 4: Check the Assignment of a Company Code to a Controlling Area
42		Lesson: Checking the Basic Settings in General Ledger (G/L) Accounting
47		Exercise 5: Check the Basic Settings in G/L Accounting
51		Lesson: Outlining the Variant Principle
52		Lesson: Managing Fiscal Year Variants
57		Exercise 6: Create and Maintain Fiscal Year Variants
62		Lesson: Identifying the Basic Functionality of Currency Keys and
		Exchange Rate Types
70		Lesson: Managing Currency Types
79	Unit 3:	Master Data
81		Lesson: Maintaining General Ledger (G/L) Accounts
95		Exercise 7: Create Account Groups for G/L Accounts
118		Lesson: Creating Profit Centers and Segments
123		Exercise 8: Create Profit Centers, Cost Centers, and Segments
132		Lesson: Managing Business Partners
141		Exercise 9: Create Account Groups and Maintain Customer or Vendor Accounts
155		Exercise 10: Maintain Field-Status Configuration
169		Exercise 11: Define Sensitive Fields



183	Unit 4:	Document Control
184		Lesson: Configuring the Header and Line Items of Financial
		Accounting (FI) Documents
191		Exercise 12: Create a Number Range and Document Type
195		Exercise 13: Classify the Document Type for Document Splitting
201		Exercise 14: Create a Field Status Group and Assign It to a G/L
		Account
206		Lesson: Managing Posting Periods
213		Exercise 15: Create and Maintain Posting Period Variants
218		Lesson: Managing Posting Authorizations
221		Exercise 16: Create a Tolerance Group and Assign It to a User
227		Lesson: Creating Simple Documents in FI
231		Exercise 17: Post FI Documents
251	Unit 5:	Posting Control
253		Lesson: Analyzing Document Splitting
259		Exercise 18: Post a Document with Document Splitting
266		Lesson: Maintaining Default Values
271		Exercise 19: Maintain Default Values
275		Lesson: Configuring Change Control
279		Exercise 20: Maintain the Change Control for a Field
287		Lesson: Configuring Document Reversal
291		Exercise 21: Post a Document Reversal
296		Lesson: Configuring Payment Terms and Cash Discounts
305		Exercise 22: Maintain Terms of Payment
317		Lesson: Maintaining Taxes and Tax Codes
327		Exercise 23: Create a Tax Code and Post a Customer Invoice
332		Lesson: Posting Cross-Company Code Transactions
335		Exercise 24: Configure Cross-Company Code Transactions
341		Exercise 25: Post and Display Cross-Company Code
		Transactions
359	Unit 6:	Financial Document Clearing
339	Offit 6.	Financial Document Cleaning
360		Lesson: Performing Open Item Clearing
365		Exercise 26: Clear an Account
377		Exercise 27: Post with Clearing
383		Lesson: Managing Payment Differences
391		Exercise 28: Manage Payment Differences
398		Lesson: Managing Exchange Rate Differences

SAP S/4HANA Financial Accounting I Part 2

PARTICIPANT HANDBOOK INSTRUCTOR-LED TRAINING

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ix Course Overview

1	Unit 1:	Automatic Payments
3		Lesson: Executing an Automatic Payment Run
6		Lesson: Using Bank Accounts
11		Exercise 1: Define a House Bank
19		Lesson: Modifying Master Records and Financial Accounting
		Documents
23		Exercise 2: Modify Vendor Master Records
31		Exercise 3: Enter Invoices for Automatic Payments
37		Lesson: Implementing SEPA
45		Exercise 4: Create and Display a SEPA Mandate
50		Lesson: Configuring the Payment Program
55		Exercise 5: Configure the Payment Program
62		Lesson: Configuring the Bank Selection
65		Exercise 6: Configure the Bank Selection
71		Lesson: Running the Payment Program
79		Exercise 7: Run the Payment Proposal
86		Lesson: Executing a Payment Run
91		Exercise 8: Execute a Payment Run
101		Lesson: Automating a Payment Run
107	Unit 2:	The Dunning Program
109		Lesson: Executing the Dunning Program
111		Lesson: Updating Master Records and Financial Accounting
		Documents
115		Exercise 9: Modify a Customer Master Record
119		Exercise 10: Modify Financial Accounting Documents for the
		Dunning Program
125		Lesson: Configuring the Dunning Program
133		Exercise 11: Set Up a New Dunning Procedure
140		Lesson: Running the Dunning Program
143		Exercise 12: Modify Dunning Program Parameters
159		Exercise 13: Execute a Dunning Run
163		Exercise 14: Edit a Dunning Proposal List
171		Exercise 15: Print a Dunning Notice



193	Unit 3:	Correspondence
194		Lesson: Explaining Correspondence
195		Lesson: Modifying Master Records
198		Lesson: Configuring Options for Correspondence Types
200		Lesson: Creating a Correspondence
207		Exercise 16: Create a Correspondence
219	Unit 4:	Special General Ledger Transactions
220		Lesson: Managing the Application View for Special General Ledger Transactions
225		Exercise 17: Enter a Guarantee Made
239		Exercise 18: Post a Down Payment Request, a Received Down
203		Payment, and a Customer Invoice, and Perform Clearing
249		Exercise 19: Post a Customer Invoice and Enter an Individual
		Value Adjustment
255		Lesson: Maintaining Special General Ledger Transactions
263		Exercise 20: Configure Special G/L Transactions
270		Lesson: Understanding Purchasing (MM Integration)
273		Exercise 21: Perform an Integrated Down Payment Process
280		Lesson: Understanding Sales and Distribution Integration
297	Unit 5:	Parking Documents
298		Lesson: Managing Document Parking Basics and Document Holding
303		Exercise 22: Hold and Park Documents
311		Lesson: Processing Parked Documents
317		Exercise 23: Process Parked Documents
323		Lesson: Managing Document Parking and Workflow
335		Exercise 24: Enter a Financial Document Using Parking and
		Workflow
353	Unit 6:	Validations and Substitutions
354		Lesson: Understanding the Basics of Validation and Substitution
362		Lesson: Maintaining and Executing Validations
367		Exercise 25: Create and Execute a Validation for a Line Item
373		Lesson: Maintaining and Executing Substitutions
377		Exercise 26: Create and Execute a Substitution for a Line Item
383		Lesson: Using Additional Techniques for Substitutions and
		Validations
389		Exercise 27: Use Rules and Sets to Create a Substitution

407	Unit 7:	Data Archiving in FI
408		Lesson: Outlining the Basics and Classifications of Data Archiving
411		Lesson: Maintaining Data Archiving
415		Exercise 28: Maintain FI Customizing Basics for Archiving
420		Lesson: Executing Data Archiving for Specific FI Objects
423		Exercise 29: Archive G/L Account Master Record
437	Unit 8:	Data Aging in FI
438		Lesson: Using Data Aging



Financial Accounting in SAP S/4HANA – Academy Part 2 - Part I

PARTICIPANT HANDBOOK INSTRUCTOR-LED TRAINING

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ix Course Overview

1	Unit 1:	Organizational Structures
2		Lesson: Assigning a Chart of Accounts and a Chart of Depreciation
		to a Company Code
9		Exercise 1: Assign a Chart of Depreciation to a Company Code
15		Lesson: Assigning Management Accounting Objects to Fixed Assets
17		Lesson: Defining How Depreciation Areas Post to the General
		Ledger
23		Exercise 2: Define Depreciation Areas and the Update of the
		General Ledger
29		Lesson: Understanding the Importance of Asset Classes in Fixed
		Assets

37	Unit 2:	Master Data
39		Laccan: Explaining the Components of an Accat Class
		Lesson: Explaining the Components of an Asset Class
43		Exercise 3: Use Number Assignment for FI-AA
45		Exercise 4: Use Account Determination
53		Exercise 5: Maintain the Screen Layout of Asset Master Data
59		Exercise 6: Maintain the Screen Layout of Asset Depreciation
		Areas
65		Exercise 7: Copy Asset Classes from Reference
69		Exercise 8: Display Asset Class 4000
71		Exercise 9: Manage Asset Classes for Low-Value Assets
74		Lesson: Creating and Changing Master Data in Asset Accounting
79		Exercise 10: Create Asset Master Records
91		Exercise 11: Maintain Time-Dependent Data
96		Lesson: Carrying Out Mass Changes to Asset Master Data Using a
		Worklist
99		Exercise 12: Define the User Fields and Mass Changes of Asset
		Master Records



113	Unit 3:	Asset Transactions
115		Lesson: Processing Acquisitions
127		Exercise 13: Post an Integrated Asset Acquisition and Analyze
		the Asset Value in the Asset Explorer
133		Lesson: Posting Non-Integrated Asset Acquisitions and
		Understanding the Integration with Materials Management (MM)
135		Exercise 14: Make Various Non-Integrated Asset Acquisition
1 47		Postings
147		Exercise 15: Make Postings Integrated with Materials Management
154		Lesson: Posting Integrated and Non-Integrated Asset Retirements
159		Exercise 16: Post Integrated Asset Retirements with Accounts Receivable (AR)
168		Lesson: Performing Transfers Within Company Code and
100		Intercompany Asset Transfers
171		Exercise 17: Transfer Assets Within Company Code
179		Exercise 18: Post Intercompany Asset Transfer (Across
1,3		Company Boundaries)
185		Exercise 19: Post Intercompany Asset Transactions (Within One
		Company)
191		Lesson: Representing, Distributing, and Settling Assets Under
		Construction
195		Exercise 20: Create and Post to an Asset Under Construction (AuC) and Settle It to Completed Assets
202		Lesson: Entering and Analyzing Unplanned Depreciation
205		Exercise 21: Post Unplanned Depreciation
203		Exercise 21.1 ost oripianned Depreciation
217	Unit 4:	Periodic Processing and Valuation
218		Lesson: Defining Depreciation Areas, Keys, Calculation, and Posting
221		Exercise 22: Analyze Depreciation Areas
231		Exercise 23: Understand and Maintain Depreciation Keys
239		Exercise 24: Maintain Time-Dependent Depreciation Parameters
245		Exercise 25: Analyze Cost-Accounting Depreciation Area
253		Exercise 26: Execute and Analyze the Depreciation Run
262		Lesson: Executing Programs for Fiscal Year Change and Year-End
265		Closing in Asset Accounting
265 269		Exercise 27: Execute Year-End Closing in Asset Accounting
209		Lesson: Using the Accounts Approach for Parallel Accounting in Asset Accounting
279		Exercise 28: Manage Parallel Accounting in FI-AA
289		Exercise 29: Manage Unilateral Asset Postings

307	Unit 5:	Information System
308		Lesson: Executing Various Asset Accounting Reports Using SAP List
		Viewer and Sort Variants
313		Exercise 30: Analyze the Asset Portfolio
317		Exercise 31: Asset Balances Fiori App
321		Lesson: Executing Depreciation and Transaction Simulation
325		Exercise 32: Forecast Future Depreciation Amounts
332		Lesson: Understanding the Layout of an Asset History Sheet
335		Exercise 33: Execute the Asset History Sheet
339		Exercise 34: Use Analysis for Office
345	Unit 6:	Legacy Data Transfer
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346		Lesson: Entering Legacy Data Manually



Financial Accounting in SAP S/4HANA - Academy Part 2 - Part II

PARTICIPANT HANDBOOK INSTRUCTOR-LED TRAINING

Course Version: 05

vii	Course O	verview
1	Unit 1:	Financial Closing Overview and Basic Settings
2		Lesson: Explaining the Periodic Closing Process
9	Unit 2:	Financial Statements
10		Lesson: Managing Financial Statements
19		Exercise 1: Create Financial Statements
31		Lesson: Executing Drilldown Reports
37		Exercise 2: Execute Drilldown Reports
47	Unit 3:	Fixed and Current Assets
48		Lesson: Executing Closing Activities Within Asset Accounting
55		Exercise 3: Execute and Analyze the Depreciation Run
68		Lesson: Managing Closing Activities in Materials Management
81		Exercise 4: Execute Closing Activities in Materials Management
109	Unit 4:	Receivables and Payables
109	Unit 4:	Receivables and Payables Lesson: Creating Balance Confirmations
111 115	Unit 4:	
111 115 123	Unit 4:	Lesson: Creating Balance Confirmations Exercise 5: Create a Balance Confirmation Lesson: Managing the Foreign Currency Valuation
111 115	Unit 4:	Lesson: Creating Balance Confirmations Exercise 5: Create a Balance Confirmation
111 115 123	Unit 4:	Lesson: Creating Balance Confirmations Exercise 5: Create a Balance Confirmation Lesson: Managing the Foreign Currency Valuation Exercise 6: Manage the Foreign Currency Valuation of Open
111 115 123 137	Unit 4:	Lesson: Creating Balance Confirmations Exercise 5: Create a Balance Confirmation Lesson: Managing the Foreign Currency Valuation Exercise 6: Manage the Foreign Currency Valuation of Open Items
111 115 123 137	Unit 4:	Lesson: Creating Balance Confirmations Exercise 5: Create a Balance Confirmation Lesson: Managing the Foreign Currency Valuation Exercise 6: Manage the Foreign Currency Valuation of Open Items Lesson: Managing Value Adjustments
111 115 123 137 149 153	Unit 4:	Lesson: Creating Balance Confirmations Exercise 5: Create a Balance Confirmation Lesson: Managing the Foreign Currency Valuation Exercise 6: Manage the Foreign Currency Valuation of Open Items Lesson: Managing Value Adjustments Exercise 7: Execute a Flat-Rate Individual Value Adjustment
111 115 123 137 149 153 159	Unit 4:	Lesson: Creating Balance Confirmations Exercise 5: Create a Balance Confirmation Lesson: Managing the Foreign Currency Valuation Exercise 6: Manage the Foreign Currency Valuation of Open Items Lesson: Managing Value Adjustments Exercise 7: Execute a Flat-Rate Individual Value Adjustment Lesson: Regrouping Receivables and Payables Exercise 8: Regroup Receivables According to Their Remaining
111 115 123 137 149 153 159 163		Lesson: Creating Balance Confirmations Exercise 5: Create a Balance Confirmation Lesson: Managing the Foreign Currency Valuation Exercise 6: Manage the Foreign Currency Valuation of Open Items Lesson: Managing Value Adjustments Exercise 7: Execute a Flat-Rate Individual Value Adjustment Lesson: Regrouping Receivables and Payables Exercise 8: Regroup Receivables According to Their Remaining Life



205	Unit 6:	Technical, Organizational, and Documentary Closing Activities
222		
206		Lesson: Managing Technical Steps During the Period-End Closing
		Activities
212		Lesson: Executing the Balance Audit Trail
215		Exercise 10: Execute the Balance Audit Reports
219		Lesson: Explaining the Purpose of Document Splitting in General
		Ledger Accounting
223		Lesson: Posting Ledger Group-Specific FI Documents
229		Exercise 11: Post to a Ledger Group
243	Unit 7:	Financial Closing Cockpit
243	Unit 7:	Financial Closing Cockpit
243	Unit 7:	Financial Closing Cockpit Lesson: Managing the Financial Closing Cockpit
243	Unit 7:	Financial Closing Cockpit
243	Unit 7:	Financial Closing Cockpit Lesson: Managing the Financial Closing Cockpit
243	Unit 7: Unit 8:	Financial Closing Cockpit Lesson: Managing the Financial Closing Cockpit
243 244 257 283		Financial Closing Cockpit Lesson: Managing the Financial Closing Cockpit Exercise 12: Manage the Financial Closing Cockpit Intercompany Reconciliation
243 244 257		Financial Closing Cockpit Lesson: Managing the Financial Closing Cockpit Exercise 12: Manage the Financial Closing Cockpit