

# TS4F01

## SAP S/4HANA Financial Accounting I Part 1

### **PARTICIPANT HANDBOOK INSTRUCTOR-LED TRAINING**

Course Version: 05  
Course Duration: 5 Day(s)  
Material Number: 50139808

# Contents

## vii Course Overview

### 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**

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

# TS4F01

## SAP S/4HANA Financial Accounting I Part 2

### **PARTICIPANT HANDBOOK INSTRUCTOR-LED TRAINING**

Course Version: 05

Course Duration: 5 Day(s)

Material Number: 50139808

# Contents

## 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 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