

# S4F12

## Basics of Customizing for Financial Accounting: GL, AP, AR in SAP S/4HANA

### COURSE OUTLINE

Course Version: 05

Course Duration: 5 Day(s)

# SAP Copyrights and Trademarks

© 2016 SAP SE or an SAP affiliate company. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company.

SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. Please see <http://global12.sap.com/corporate-en/legal/copyright/index.epx> for additional trademark information and notices.

Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors.

National product specifications may vary.

These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP SE or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP SE or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.

In particular, SAP SE or its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation, and SAP SE's or its affiliated companies' strategy and possible future developments, products, and/or platform directions and functionality are all subject to change and may be changed by SAP SE or its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise, or legal obligation to deliver any material, code, or functionality. All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.

# Typographic Conventions

American English is the standard used in this handbook.

The following typographic conventions are also used.

This information is displayed in the instructor's presentation	
Demonstration	
Procedure	
Warning or Caution	
Hint	
Related or Additional Information	
Facilitated Discussion	
User interface control	<i>Example text</i>
Window title	<i>Example text</i>



# Contents

## vii Course Overview

### 1 Unit 1: SAP S/4HANA Overview

- 1 Lesson: Introducing SAP HANA and SAP S/4HANA
- 1 Lesson: Introducing SAP Fiori

### 3 Unit 2: Core Financial Accounting (FI) Configuration

- 3 Lesson: Managing Organizational Units in Financial Accounting (FI)
- 3 Lesson: Checking the Basic Settings in General Ledger (G/L) Accounting
- 3 Lesson: Outlining the Variant Principle
- 3 Lesson: Managing Fiscal Year Variants
- 3 Lesson: Identifying the Basic Functionality of Currency Keys and Exchange Rate Types
- 4 Lesson: Managing Currency Types

### 5 Unit 3: Master Data

- 5 Lesson: Maintaining General Ledger (G/L) Accounts
- 5 Lesson: Creating Profit Centers and Segments
- 5 Lesson: Managing Business Partners

### 7 Unit 4: Document Control

- 7 Lesson: Configuring the Header and Line Items of Financial Accounting (FI) Documents
- 7 Lesson: Managing Posting Periods
- 7 Lesson: Managing Posting Authorizations
- 7 Lesson: Creating Simple Documents in FI

### 9 Unit 5: Posting Control

- 9 Lesson: Analyzing Document Splitting
- 9 Lesson: Maintaining Default Values
- 9 Lesson: Configuring Change Control
- 9 Lesson: Configuring Document Reversal
- 9 Lesson: Configuring Payment Terms and Cash Discounts
- 9 Lesson: Maintaining Taxes and Tax Codes
- 10 Lesson: Posting Cross-Company Code Transactions

### 11 Unit 6: Financial Document Clearing

- 11 Lesson: Performing Open Item Clearing
- 11 Lesson: Managing Payment Differences
- 11 Lesson: Managing Exchange Rate Differences



# Course Overview

## **TARGET AUDIENCE**

This course is intended for the following audiences:

- Application Consultant
- Business Analyst





## Lesson 1: Introducing SAP HANA and SAP S/4HANA

### Lesson Objectives

After completing this lesson, you will be able to:

- Explain SAP HANA and SAP S/4HANA

## Lesson 2: Introducing SAP Fiori

### Lesson Objectives

After completing this lesson, you will be able to:

- Explain SAP Fiori Application and Tools



## Lesson 1: Managing Organizational Units in Financial Accounting (FI)

### Lesson Objectives

After completing this lesson, you will be able to:

- Create a company code
- Use the organizational units in FI
- Check the assignment company code/controlling area

## Lesson 2: Checking the Basic Settings in General Ledger (G/L) Accounting

### Lesson Objectives

After completing this lesson, you will be able to:

- Check the basic settings in General Ledger (G/L) Accounting

## Lesson 3: Outlining the Variant Principle

### Lesson Objectives

After completing this lesson, you will be able to:

- Outline the key functionality of variants

## Lesson 4: Managing Fiscal Year Variants

### Lesson Objectives

After completing this lesson, you will be able to:

- Manage fiscal year variants

## Lesson 5: Identifying the Basic Functionality of Currency Keys and Exchange Rate Types

### Lesson Objectives

After completing this lesson, you will be able to:

- Identify the basic functionality of currency keys and exchange rate types

## **Lesson 6: Managing Currency Types**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Manage Currency Types

## Lesson 1: Maintaining General Ledger (G/L) Accounts

### Lesson Objectives

After completing this lesson, you will be able to:

- Identify the basic settings of a chart of accounts
- Outline the structure of G/L accounts
- Balance Carryforward
- Create account groups to maintain G/L accounts
- Configure the field status of G/L accounts
- Outline the functionality of reconciliation accounts
- Manage G/L accounts
- Manage currency aspects in G/L Accounting
- Maintain G/L accounts using collective processing
- Maintain group chart of accounts and country chart of accounts

## Lesson 2: Creating Profit Centers and Segments

### Lesson Objectives

After completing this lesson, you will be able to:

- Create profit centers, cost centers, and segments

## Lesson 3: Managing Business Partners

### Lesson Objectives

After completing this lesson, you will be able to:

- Describe Business Partner data
- Define Basic Settings for Business Partners
- Understand Customer Vendor Integration



## **Lesson 1: Configuring the Header and Line Items of Financial Accounting (FI) Documents**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Maintain the structure of FI documents
- Prepare the control elements of the document header
- Use posting keys to control elements of line items
- Configure the field status of line items in FI documents

## **Lesson 2: Managing Posting Periods**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Manage posting period variants

## **Lesson 3: Managing Posting Authorizations**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Manage posting authorizations

## **Lesson 4: Creating Simple Documents in FI**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Post simple FI documents





## Lesson 1: Analyzing Document Splitting

### Lesson Objectives

After completing this lesson, you will be able to:

- Analyze document splitting

## Lesson 2: Maintaining Default Values

### Lesson Objectives

After completing this lesson, you will be able to:

- Maintain default values

## Lesson 3: Configuring Change Control

### Lesson Objectives

After completing this lesson, you will be able to:

- Configure change control

## Lesson 4: Configuring Document Reversal

### Lesson Objectives

After completing this lesson, you will be able to:

- Configure document reversal

## Lesson 5: Configuring Payment Terms and Cash Discounts

### Lesson Objectives

After completing this lesson, you will be able to:

- Configure terms of payment
- Prepare cash discounts

## Lesson 6: Maintaining Taxes and Tax Codes

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Prepare taxes
- Configure tax codes

## **Lesson 7: Posting Cross-Company Code Transactions**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Configure the basic settings for cross-company code transactions
- Post cross-company code transactions

## Lesson 1: Performing Open Item Clearing

### Lesson Objectives

After completing this lesson, you will be able to:

- Post a financial document with clearing
- Execute account clearing
- Use the clearing program
- Perform incoming and outgoing payments
- Reset clearing

## Lesson 2: Managing Payment Differences

### Lesson Objectives

After completing this lesson, you will be able to:

- Configure tolerance groups
- Process payment differences

## Lesson 3: Managing Exchange Rate Differences

### Lesson Objectives

After completing this lesson, you will be able to:

- Configure exchange rate differences