

# F1120

## Explaining Record-to-Report Processes in SAP S/4HANA

### COURSE OUTLINE

Course Version: 05  
Course Duration:



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# 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

*Example text*

Window title

*Example text*

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# Course Overview

## **TARGET AUDIENCE**

This course is intended for the following audiences:





# UNIT 1

# Master Data Concept and Source Structure in the Record to Report Area

## **Lesson 1: Explaining Chart of Accounts, General Ledger, Company Code, Controlling Area, and Their Relationship**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Explain chart of accounts, general ledger, company code, controlling area, and their relationship
- Explain chart of accounts level and company code level of a G/L account

## **Lesson 2: Explaining G/L Account Settings on Chart of Accounts Level, Company Code Level, and Controlling Area Level**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Explain G/L account settings on chart of accounts level, company code level, and controlling area level

## **Lesson 3: Using Reporting Options to Display Changes Made to G/L Accounts**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Use reporting options to display changes made to G/L accounts

## **Lesson 4: Using G/L Account Maintenance with Individual and Collective Processing**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Use G/L account maintenance with individual and collective processing

## **Lesson 5: Explaining Other Organizational Elements in Financial Accounting**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Explain other organizational elements in financial accounting

### **Lesson 1: Explaining the Basic Concepts of Postings and Documents**

#### **Lesson Objectives**

After completing this lesson, you will be able to:

- Explore the basic concept of postings and documents in SAP

### **Lesson 2: Describing the Structure of a Document and Identifying Some of the Most Relevant Control Elements of Record to Report Postings**

#### **Lesson Objectives**

After completing this lesson, you will be able to:

- Explain the structure of a document in the system
- Identify some of the most relevant control elements of the record-to-report postings

### **Lesson 3: Browsing and Retrieving Financial Documents**

#### **Lesson Objectives**

After completing this lesson, you will be able to:

- Retrieve an existing document in the most efficient way

### **Lesson 4: Explaining the Usage of Document Types, Document Numbering and Posting Keys**

#### **Lesson Objectives**

After completing this lesson, you will be able to:

- Use journal entry types and document numbering in SAP
- Explain the use of posting keys in SAP

### **Lesson 5: Explaining the Importance of Working with Financial Posting Periods and the Use of Dates in Postings**

#### **Lesson Objectives**

After completing this lesson, you will be able to:

- Post in the correct posting period and choose correct dates during posting

## **Lesson 6: Explaining the Utilization of Different Account Assignment Objects**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Explain the use of different account assignment objects

## **Lesson 7: Performing a Manual Posting of a General Ledger Document**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Perform a manual posting of a general ledger document

## **Lesson 8: Utilizing General Ledger Document Upload Functionalities**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Upload a general ledger document

## **Lesson 9: Explaining How to Change a Posted Document**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Change a posted accounting document
- Track changes to a posted accounting document

## **Lesson 10: Identifying How to Reverse Journal Entries**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Reverse a journal entry in SAP

## **Lesson 11: Defining How to Hold and Verify General Journal Entries**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Use the hold function on an existing accounting document

- 
- Submit a journal entry for validation and process it subsequently

## **Lesson 12: Describing How the Manual Clearing of a Document Works**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Perform a manual clearing of a posting

## **Lesson 13: Describing How to Perform Reporting**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Use different reporting functions like data selection filters

## **Lesson 14: Identifying How to Perform Multidimensional Account Analysis**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Identify how to perform multidimensional account analysis



## Lesson 1: Exploring the Concept of Parallel Accounting for External Accounting

### Lesson Objectives

After completing this lesson, you will be able to:

- Describe parallel accounting functionality using multiple ledgers
- Compose a ledger-specific posting
- Create a ledger-specific financial statement

## Lesson 2: Analyzing the Concept of Segment Accounting for Internal and External Purposes

### Lesson Objectives

After completing this lesson, you will be able to:

- Describe the purpose of segment reporting to satisfy GAAP and IFRS requirements
- Demonstrate the concept of document splitting and how it relates to segment reporting
- Compare the options available for splitting scenarios
- Analyze the enhanced data by using the document splitting expert mode in posting simulations and post documents
- Analyze the entry and ledger views of posted documents

## Lesson 3: Explaining the Concept of Cost of Sales Reporting

### Lesson Objectives

After completing this lesson, you will be able to:

- Describe the purpose of cost of sales accounting.
- Post a document including functional area
- Create a profit and loss report using cost of sales accounting.





## **Lesson 1: Executing the Steps for Month-End and Year-End Entity Close**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Describe the important steps in the month-end and year-end close

## **Lesson 2: Using Posting Period Variants to Control the Opening and Closing of Posting Periods**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Manage posting period variants to control the opening and closing of posting periods

## **Lesson 3: Setting Up the General Ledger to Display Accruals and Deferrals**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Explain the concept of accruals and deferrals

## **Lesson 4: Executing Automatic Clearing for Regular Maintenance**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Explain how automatic clearing is used in the general ledger

## **Lesson 5: Revaluing Foreign Currency G/L Balances**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Understand the G/L balances foreign currency revaluation process

## **Lesson 6: Running the Balance Carryforward Program**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Understand when to use the balance carryforward program

## **Lesson 7: Applying Manual Adjustments**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Apply manual adjustments

## **Lesson 8: Managing Financial Statement Versions**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Execute a financial statement using global hierarchies