F1120

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

COURSE OUTLINE

Course Version: 2608
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:

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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:

- Summarize 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:

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

Lesson 5: Explaining Other Organizational Elements in Financial Accounting

Lesson Objectives

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After completing this lesson, you will be able to:

- Explain other organizational elements in financial accounting

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UNIT 2 General Concepts of G/L Postings

Lesson 1: Explaining the Basic Concepts of Postings and Documents

Lesson Objectives

After completing this lesson, you will be able to:

- Explain 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:

- Explain the retrieval of 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:

- Identify 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:

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- Identify 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:

- Outline 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:

- Outline how 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:

- Explain Changes to a posted accounting document
- List 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:

- Describe the Reversal of 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:

- Outline the hold function on an existing accounting document

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- Explain how to 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:

- Describe the manual clearing of a posting

Lesson 13: Describing How to Perform Reporting

Lesson Objectives

After completing this lesson, you will be able to:

- Define 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

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UNIT 3

Postings to Meet Internal and External Reporting Requirements

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
- Outline a profit and loss report using cost of sales accounting.

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UNIT 4 Financial Close Process

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:

- Outline the G/L balances foreign currency revaluation process

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Lesson 6: Running the Balance Carryforward Program

Lesson Objectives

After completing this lesson, you will be able to:

- Identify 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

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