F1130

Explaining Payables Management Processes in SAP S/4HANA

COURSE OUTLINE

Course Version: 04
Course Duration:

SAP Copyrights, Trademarks and Disclaimers

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*

Contents

SAP

Course Overview

TARGET AUDIENCE

This course is intended for the following audiences:

- Business User

UNIT 1 Payables Management Master Data

Lesson 1: Creating Supplier Master Data

Lesson Objectives
After completing this lesson, you will be able to:

- Describe the process of creating a new supplier, including the assignment of appropriate groupings

- Apply the knowledge of working with CPD suppliers, and manage their relationships

- Analyze supplier master data in SAP S/4HANA Cloud

Lesson 2: Explaining Supplier Master Data Fields relevant for Payables Management

Lesson Objectives
After completing this lesson, you will be able to:

- Identify basic supplier master data and maintain bank details

- Review company-code specific supplier data

Lesson 3: Discovering Supplier Master Data Creation and Maintenance Methods

Lesson Objectives
After completing this lesson, you will be able to:

- Create a supplier by copying an existing one

- Add the supplier (Fin. Accounting) role to an existing business partner

- Add additional company codes to the supplier

- Display changes to a vendor

- Determine the 4-eyes master data maintenance principle

Lesson 1: Figuring out Payables Management Posting Logic and Posting Invoices and Credit Memos

Lesson Objectives

After completing this lesson, you will be able to:

- Outline payables process

- Post supplier invoices and supplier credit memos

Lesson 2: Managing Invoice Holding and Parking

Lesson Objectives

After completing this lesson, you will be able to:

- Hold and park incoming invoices

Lesson 3: Managing Supplier Invoices and Line Items

Lesson Objectives

After completing this lesson, you will be able to:

- Manage supplier open and cleared items

- Reverse and reset supplier postings

Lesson 4: Optimizing Supplier Invoices Processing

Lesson Objectives

After completing this lesson, you will be able to:

- Evaluate document editing options for improved efficiency

- Enter recurring incoming invoices

- Execute the entry of invoices in foreign currency to ensure accurate financial records

- Utilize the import function for mass uploading of invoices to enhance productivity

- Perform changes in payables postings

Lesson 5: Exploring the Procure-to-Pay Process

Lesson Objectives
After completing this lesson, you will be able to:

- Orientate in Procure-to-Pay in SAP and its accounting impacts

Lesson 6: Analyzing and Navigating Supplier KPIs

Lesson Objectives
After completing this lesson, you will be able to:

- Identify accounts payables KPIs to monitor and assess invoice processing efficiency

Outgoing Payment Process

Lesson 1: Processing Manual Payments

Lesson Objectives
After completing this lesson, you will be able to:

- Explain how to process manual payments

Lesson 2: Processing Automatic Payments

Lesson Objectives
After completing this lesson, you will be able to:

- Explain how to process Automatic Payments

Lesson 3: Monitor Payments

Lesson Objectives
After completing this lesson, you will be able to:

- Explain how to monitor payments

Payables Management Period-End Closing Activities

Lesson 1: Overviewing of Closing Activities in Accounts Payable

Lesson Objectives
After completing this lesson, you will be able to:

- List key closing activities related to accounts payable briefly

Lesson 2: Describing GR/IR Reconciliation for Accounts Payable Closing

Lesson Objectives
After completing this lesson, you will be able to:

- Manage the GR/IR clearing account using the Monitor GR/IR Account Reconciliation Fiori app

Lesson 3: Managing Balance Confirmations for Suppliers

Lesson Objectives
After completing this lesson, you will be able to:

- Schedule and monitor the creation of balance confirmations using the apps Schedule Accounts Payables Jobs and Manage Balance Confirmations for Suppliers

Lesson 4: Outlining Foreign Currency Valuation

Lesson Objectives
After completing this lesson, you will be able to:

- Execute the valuation of open supplier items in foreign currency using the Foreign Currency Valuation job template

Lesson 5: Illustrating Accounts Payable Regrouping

Lesson Objectives
After completing this lesson, you will be able to:

- Process the grouping of accounts payable open items by due date using the job template Regroup Receivables / Payables

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- Execute the reclassification of suppliers with debit balance using the Regroup Receivables / Payables job template

- Explain the regrouping of accounts payable open items due to changed reconciliation account