



S/4HANA Configuration Case Phase I – Handbook

This handbook comprises all tasks that need to be executed in the S/4HANA system in order to configure the basics of the Financial Accounting module for Global Bike.

Product

S/4 HANA 2020
Global Bike

Fiori 3.0

Level

Intermediate
Advanced

Focus

ERP Configuration
Financial Accounting

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4.2

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MOTIVATION

In the initial GBI configuration case you have identified and analyzed problems as well as developed and discussed possible solutions.

Now, you configure the enterprise structure and business processes for Financial Accounting.

After setting up the organization units and process parameters you will create necessary master data and test the business process.

PREREQUISITES

Before you use this case, you should be familiar with navigation in the SAP system.

It is also recommended that you have gone through the Intro to ERP Financial Accounting exercises and case studies based on Global Bike.

NOTES

This case study uses the Global Bike data set which has been created for SAP UA global curricula exclusively.

ACKNOWLEDGEMENT

This case study was prepared with the assistance of student interns at the Seidman ERP program at Grand Valley State University and the SAP Club at CSU Chico as well as student and research assistants at SAP UCC Magdeburg.

Phase I – Financial Accounting

Learning Objective Understand and configure Financial Accounting.

Time 280 min

Phase Scenario After defining the overall strategy and work packages for the entire configuration project at Global Bike, in Phase I enterprise structures and processes in Financial Accounting are implemented and tested.

Name (Position)	Bianca Cavarini	(Chief Information Officer)
	Mona Falco	(System Design and Development Manager)
	Sarah Garcia	(Business Analyst 2)
	[external]	(Senior SAP FI/CO consultant)
	[external]	(Junior SAP FI/CO consultant)

After both Co-CEOs approved the S/4HANA implementation project, **Bianca Cavarini** and **Mona Falco** analyzed GBI’s Financial Accounting processes in detail. A senior and a junior SAP FI/CO consultant from an external firm are contributing their functional and technical experience with ERP configuration. Three different data types need to be implemented in the system: **G** *organizational data* (enterprise structure and process configuration), **G** *master data*, and **G** *transactional data*.

Scenario setting

The graphic and table of content below display the four parts of this phase.



Project structures

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General Notes and Cautions

Warning: When working with other classmates at the same time in the same transactions within S/4HANA Configuration (transaction *SPRO*), tables will tend to lock up and you will only be able to display them. This is due to the fact that the system will not let multiple users work in the same transaction at the same time. To get pass this message, wait until the current user is finished in the transaction and then proceed.

The ## Symbol: When working with other classmates at the same time, you will be assigned your own unique identifier which is called the ## Symbol or the “Pound Pound” Symbol. This will be your identifier and is ASSIGNED FOR YOUR OWN USE ONLY!!! Please be cautious about other classmates attempting to use your identifier whether it is on purpose or not and if you suspect other classmates using it, inform your professor immediately so that fixes can be made accordingly. For example, if Ashley has an identifier of 09 and David has an identifier of 13, Ashley’s company code will be US09 and David’s company code will be US13. So, every time you see “##” in this document, it is referring to 09 for Ashley and 13 for David.

The Search Tool: At times in this document, the instructions will ask you to search for something to put in a field. When it does this, simply click on the field itself and click on the icon to the right of it. Clicking on it will bring up another window and you will search from there. You may also search other fields by clicking on the downward arrow that may be on the left or right of the field. It will bring up a drop-down menu that has options to choose from and click.

Please specifically note that when it says *SAP menu* in the navigation, it is referring to *SAP Easy Access* menu. This menu is where all of the transactional and master data are entered. The *SAP configuration menu*, also referred to as the *SAP Implementation Guide (IMG)*, is different. For an introduction, please use the navigation exercise (next task).

Saving: In this document, the instructions will tell you to save data and when it does, always press enter to validate. If there are error(s) that occur, they must be corrected before continuing to the next task. You will find errors from a transaction when there are red icons that appear in the message area. Messages that are yellow contain warnings and not errors. At times, these must be fixed in order to move on. However, most of the time, they do not need to be fixed and you can simply press enter to go through them. Green messages are obviously showing that nothing went wrong.

Data Entry: When a data value is in italics then you will need to search for the correct data value using the search tool. When a data value is not italicized then you enter the data as it appears in the tasks. ALWAYS change ## to your identifier. For example: if Data Value is Your Company Code or US## and your identifier is 09, then you would enter US09 into the data field. Also, if the Data Value is United States Dollar, then you would need to use the search tool to locate the appropriate data entry, which will probably be USD.



Introduction to SAP Implementation Guide (IMG)

Task Familiarize yourself with the SAP configuration menu.

Time 10 min

IMG is a menu within the system which lists all configuration activities and tasks. Just like the *SAP Easy Access* menu for master and transactional data, this menu is the main menu for enterprise structure and process configuration. In contrast to the Easy Access menu, the IMG menu is not accessible by most employees, but it is used by external consultants or internal key users.

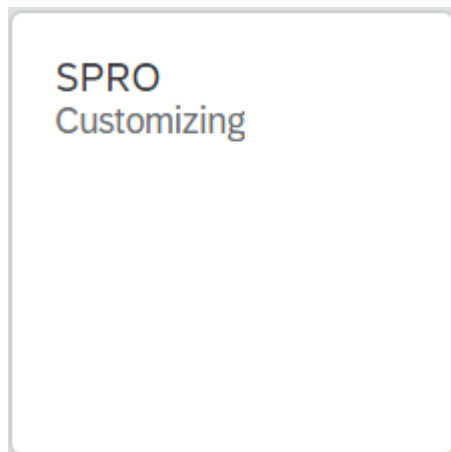
IMG menu

There are three ways to proceed to the IMG menu.

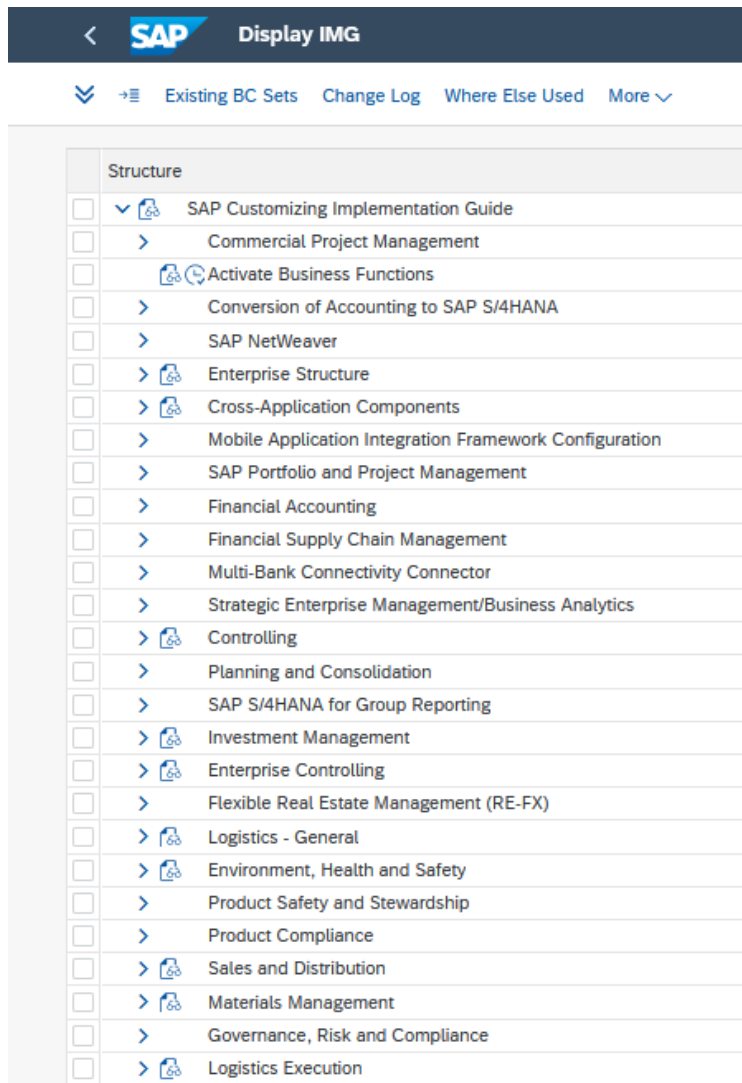
1. in the Fiori Launchpad, in the Customizing area, open the app SPRO

SAP Fiori Menu ► Customizing ► SPRO ► Sap Reference IMG

Menu path



2. In the *Customizing: Execute Project* screen, on the top left click on the  icon.
3. Now, you see the *Display IMG* screen. This is where most tasks will ask you to start from.

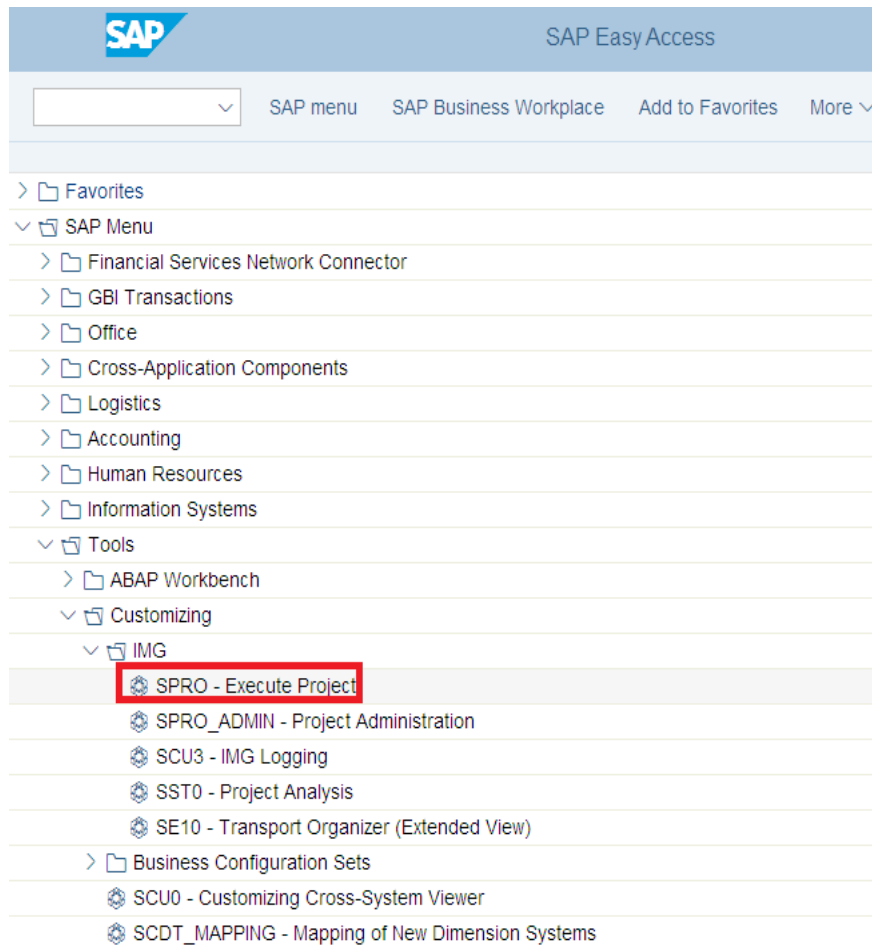


Alternative 1 From the *SAP Easy Access* menu, you may also use the following short cut to start the IMG menu.

1. In the *SAP Easy Access* menu, click on the black arrows on the left to open the following menu path and double-click on *Execute Project*.

SAP Menu ► Tools ► Customizing ► IMG ► Execute Project

Menu path



2. In the *Customizing: Execute Project* screen, on the top left click on the **SAP Reference IMG** icon.
3. Now, you see the *Display IMG* screen. This is where most tasks will ask you to start from.



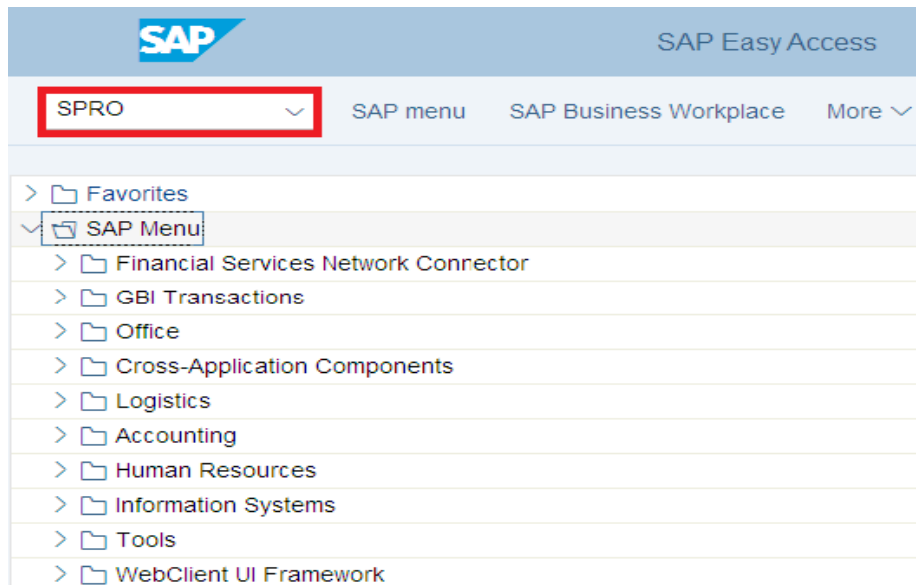
When this handbook later on refers to the definition and the assignment of organization units, it means the Enterprise Structure folder at the beginning of the menu (see above). All folders below contain IMG activities which are configuring business processes within the S/4HANA system.

Note Similar to the *SAP Easy Access* menu where you as learners see all possible functions in the S/4HANA system, here in the IMG menu you also have access to all configuration activities. In a real company even, external consultants would be restricted to IMG activities related to their specific project and their ERP configuration skills. However, in this case study you will be taking on different project roles and need to see and be able to use the entire ERP system.

Alternative 2 From the *SAP Easy Access* menu, you may also use the following short cut to start the IMG menu.

1. Locate the transaction code field in the top left corner of your screen and simply type in **SPRO**.

SPRO



2. Then, press **Enter**.
3. In the *Customizing: Execute Project* screen, on the top left click on the **SAP Reference IMG** icon.



Phase I.1 – Enterprise Structure

Task Configure Global Bike's enterprise structure for Financial Accounting.

Time 100 min

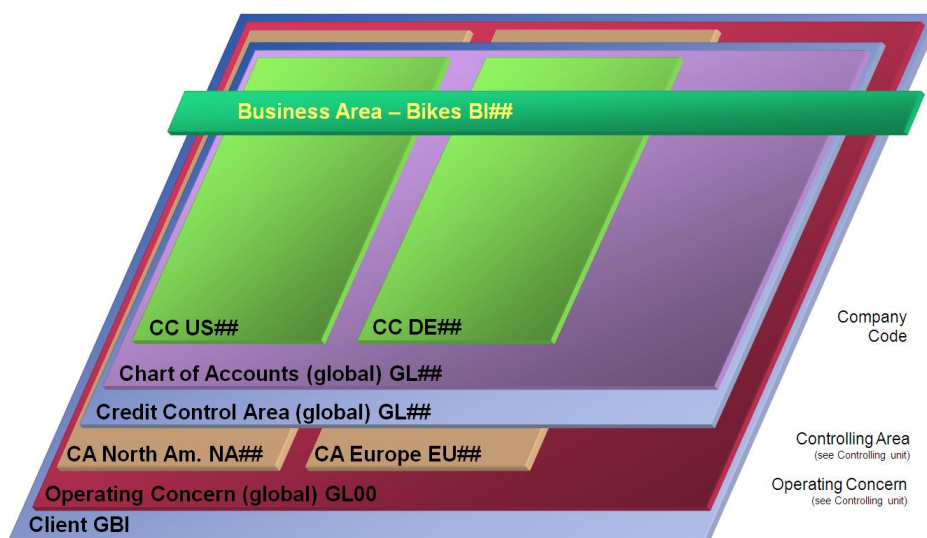
Short Description Based on Sarah Garcia's results (organizational charts Financial Accounting, Controlling, S/4HANA) review Global Bike's organizational structure, study the mapping of S/4HANA organizational units and configure them in the system.

Name (Position)	Mona Falco	(System Design and Development Manager)
	Sarah Garcia	(Business Analyst 2)

In the preparation phase, **Sarah Garcia** sketched the organizational charts for Financial Accounting (and basics of Controlling). Then, she mapped the Global Bike units to ERP terminology and defined a unique number for each object. The graphic below illustrates these configuration objects and their relationship to each other. The company codes for the US and for Germany, for example, are assigned to the same global credit control area.

Scenario setting

Sarah Garcia
[Business Analyst 2]



Organizational chart
S/4HANA
Global Bike Accounting

Note The graphic used in this handbook differs slightly from Sarah's original as the numbering digits (00) have already been replaced by ##. In all tasks, please make sure to use your own unique identifier instead of the ## symbol.

Note As you can see from the graphic above, you will not create your own operating concern. This is why its number will be GL00 for you and your classmates.



Project structure

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I.1.1 Define Company Code

Task Configure a company code for Global Bike’s headquarters in the US (Dallas).

Time 10 min

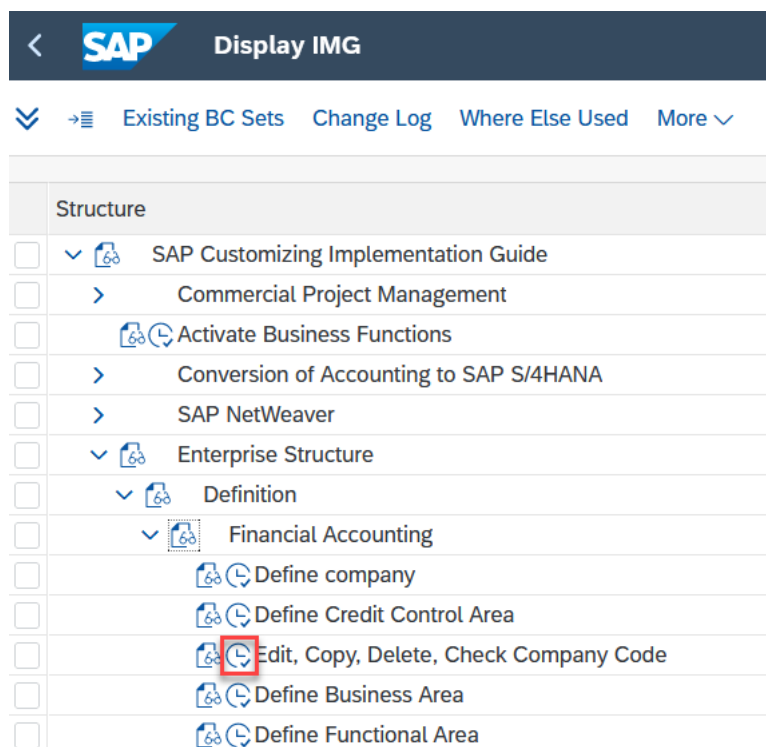
In this step you are defining the most important organizational unit in the Financial Accounting module, if not in the whole S/4HANA system. By referencing them to a **G** *company code*, Global Bike business transactions are linked to financial accounting.

Motivation

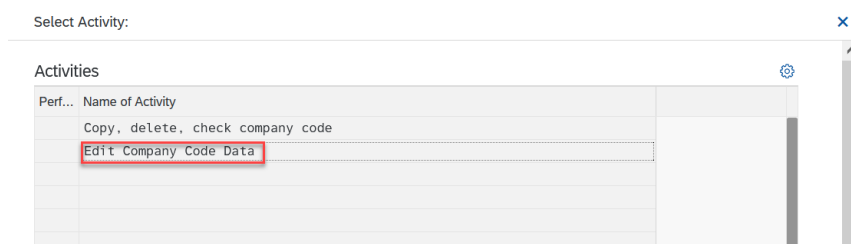
1. In the *Display IMG* screen, follow the menu path:

Menu path

SAP Customizing Implementation Guide ► Enterprise Structure ► Definition ► Financial Accounting ► Edit, Copy, Delete, Check Company Code



2. In the *Select Activity* pop-up, double-click on *Edit Company Code Data*.



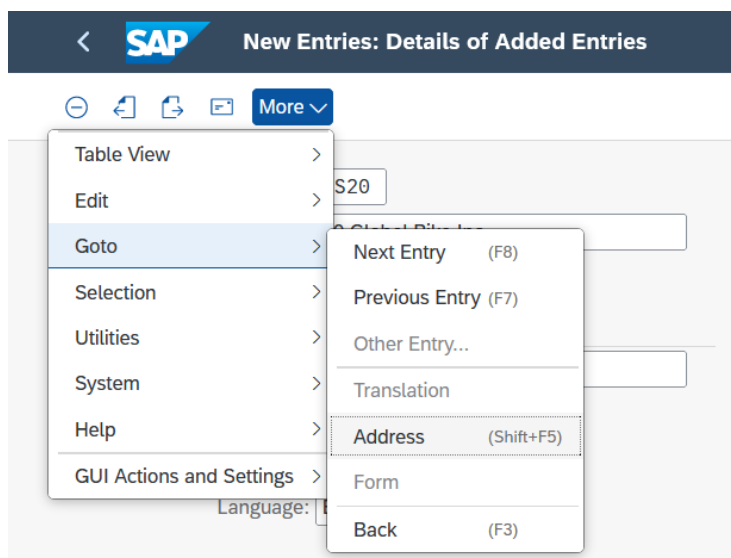
3. In the *Change View “Company Code”: Overview* screen, click on the **New Entries** icon.

4. In the *New Entries: Details of Added Entries* screen, enter the data below:

Attribute	Data value
Company Code	US##
Company Name	## Global Bike Inc.
City	Dallas
Country	USA (US)
Currency	United States Dollar (USD)
Language	English (EN)

US##
Global Bike Inc.
Dallas
US
USD
EN

5. Click on More→Goto→Address.



6. In the *Edit address: US##* pop-up, enter the following information:

Attribute	Data value
Title	Company
Name	## Global Bike Inc.
Search term 1/2	0##
Street/House number	5215 N. O'Connor Blvd
Postal Code	75039
City	Dallas
Country	USA (US)
Region	Texas (TX)

Company
Global Bike Inc.
0##
5215 N. O'Connor Blvd
75039
Dallas
US
TX

7. In the *Street Address* part, click on the  icon and enter the following information:

Attribute	Data value
Jurisdiction code	Texas Jurisdiction Code (TX0000000)

TX0000000

8. Click on the  icon.
9. In the *New Entries: Details of Added Entries* screen, click on the  icon.
10. In the *Edit Address: US##* pop-up, click on the  icon.
11. You will receive the following message:  **Data was saved**
12. Click on  and then on  (cancel) to return to the *SPRO* menu.



I.1.2 Define Business Area

Task Configure Global Bike's business area (Bikes).

Time 5 min

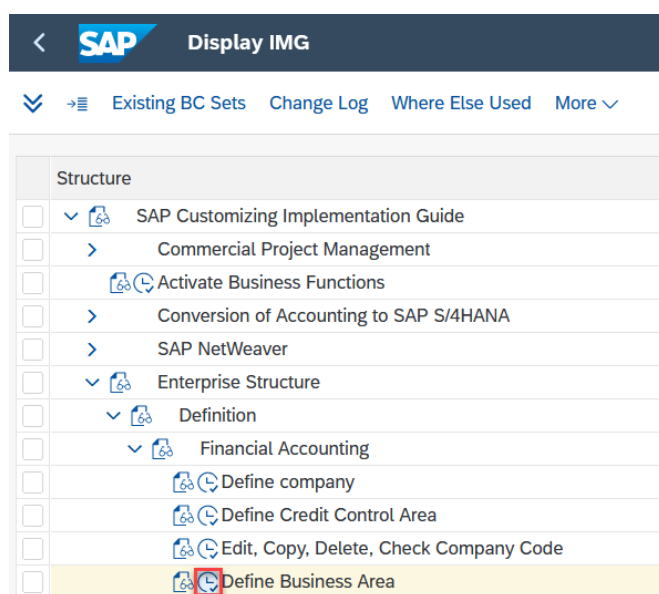
As Global Bike's main product group is bicycles, financial accounting will be grouped by the Bikes **G** business area only.

Motivation

1. In the *Display IMG* screen, follow the menu path:

SAP Customizing Implementation Guide ► Enterprise Structure ► Definition ► Financial Accounting ► Define Business Area

Menu path



2. In the *Change View "Business areas": Overview* screen, click on the **New Entries** icon.

3. In the *New Entries: Overview of Added Entries* screen, enter the following information:

Attribute	Data value
Business Area	BI##
Description	## Bikes

BI##
Bikes

4. Click on **Save**. You will receive the message **Data was saved**
5. Click on **Exit** to return to the *SPRO* menu.



I.1.3 Define Empty Chart of Accounts

Task Define an empty chart of accounts for Global Bike.

Time 5 min

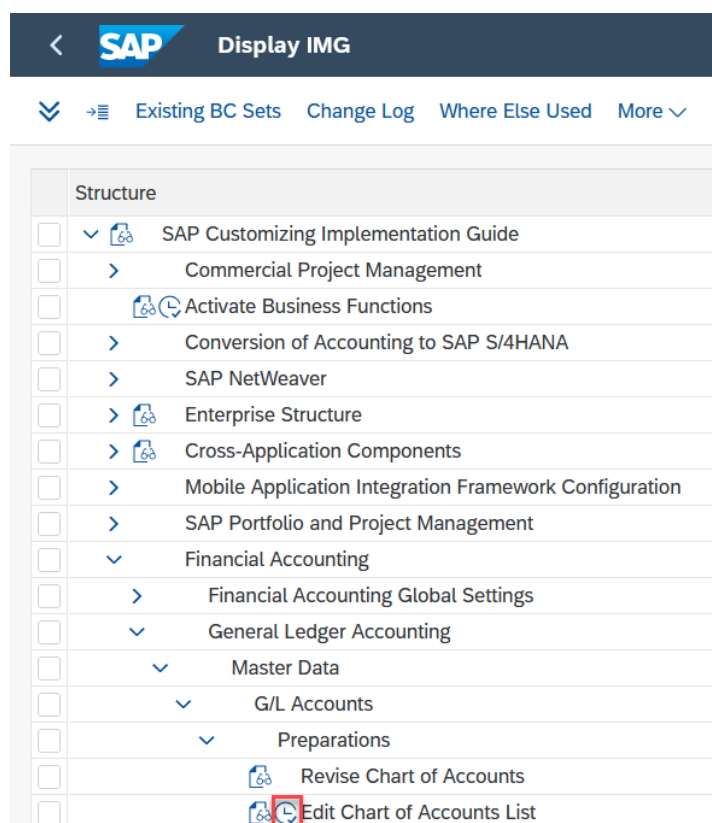
According to Sarah's organizational chart, Global Bike is using one global **G** chart of accounts. The frame is created now. The list of G/L accounts is loaded later.

Motivation

1. In the *Display IMG* screen, follow the menu path:

SAP Customizing Implementation Guide ► Financial Accounting ► General Ledger Accounting ► Master Data ► G/L Accounts ► Preparations ► Edit Chart of Accounts List

Menu path



2. On the *Change View "List of All Charts of Accounts": Overview* screen, click on the **New Entries**.

3. In the *New Entries: Details of Added Entries* screen, enter the data below:

Attribute	Data value
Chart of Accts	GL##
Description	## GBI COA
Maint. Language	English

GL##
GBI COA
English

4. Click on . You will receive a message that says  Data was saved

5. Click on  to return to the *SPRO* menu.



I.1.4 Define Controlling Area

Task Define Global Bike's controlling area for North America.

Time 10 min

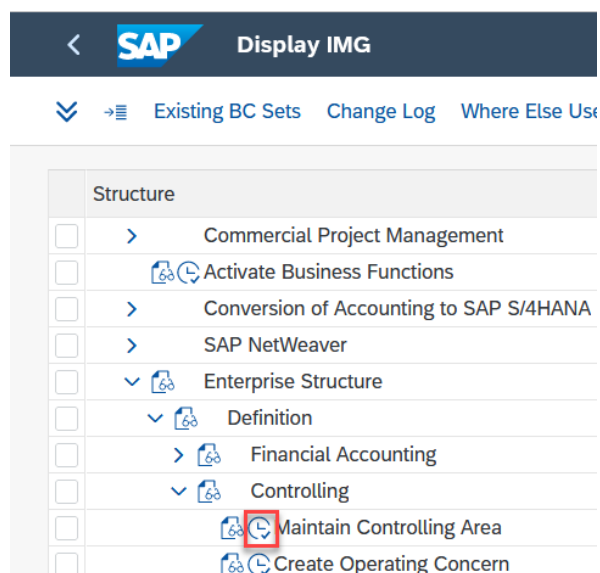
As identified in the preparation phase, Global Bike separates its managerial accounting activities into two regions; North America and Europe. With the project focus on the US, **G** controlling area North America is defined for now.

Motivation

1. In the *Display IMG* screen, follow the menu path:

SAP Customizing Implementation Guide ► Enterprise Structure ► Definition ► Controlling ► Maintain Controlling Area

Menu path



2. In the *Select Activity* pop-up, double-click on *Maintain Controlling Area*.
3. In the *Change View "Basic data": Overview* screen, click on [New Entries](#).
4. In the *New entries: Details of Added Entries* screen, enter the data below:

Attribute	Data value
Controlling Area	NA##
Name	## GBI North America
CoCd → CO Area	Cross-company-code cost accounting
Currency Type	Company code currency (10)
Currency	United States Dollar (USD)
Chart of Accts	Your Charts of Accounts (GL##)
Fiscal Year Variant	Cal. Year, 1 Special Period (K1)

NA##
GBI North America
Cross-company-code-
cost accounting
10
USD
GL##
K1

5. Click on . If you receive a *Document lines: Display messages* pop-up with warning messages, click on  to proceed.
6. Click on .
7. In the *Exit maintenance* pop-up, click on the  icon.
8. You will receive a message that says  Data was saved
9. In the *Select Activity* pop-up click on  to return to the *SPRO* menu.



I.1.5 Define Credit Control Area

Task Define the global credit control area for Global Bike.

Time 10 min

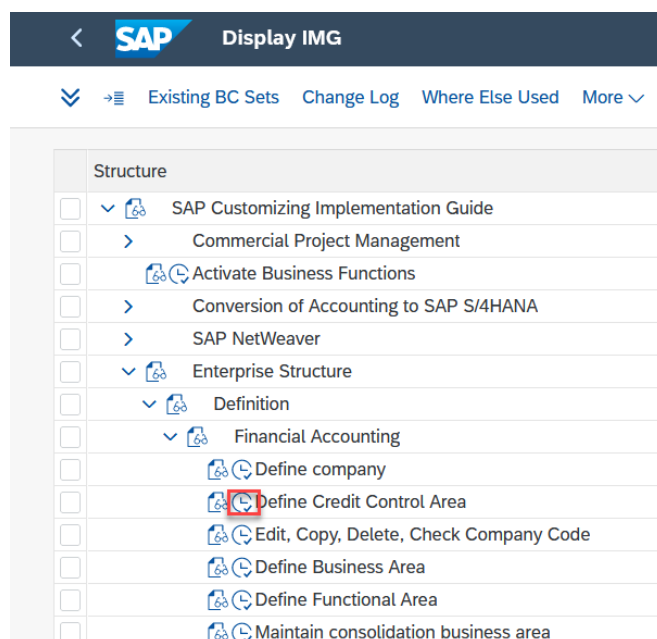
Global Bike is managing customer credit limits on a global level. Thus, a global credit control area is created.

Motivation

1. In the *Display IMG* screen, follow the menu path:

SAP Customizing Implementation Guide ► Enterprise Structure ► Definition ► Financial Accounting ► Define Credit Control Area

Menu path



2. In the *Change View “Credit Control Areas”: Details* screen, click on the **New Entries** icon

3. In the *New Entries: Details of Added Entries* screen, enter the data below:

Attribute	Data value
Cred. Contr. Area	GL##
Currency	United States Dollar (USD)
Update	Open order value on time axis, delivery and bill.doct value (000012)
FY Variant	Cal. Year, 1 Special Period (K1)

GL##
USD
000012
K1

4. Click on **Save**. You will receive a message that says Data was saved
5. Click on .

6. In the *Change View “Credit Control Areas”: Overview* screen, enter the following below:

CCAr	Description
Your Credit Control Area (GL##)	## Global Bike Inc.

Global Bike Inc

7. Click on . You will receive a message that says  Data was saved
8. Click on  to return to the *SPRO* menu.



I.1.6 Define Variant for Open Posting Periods

Task Define variant for month-end closing in Global Bike.

Time 5 min

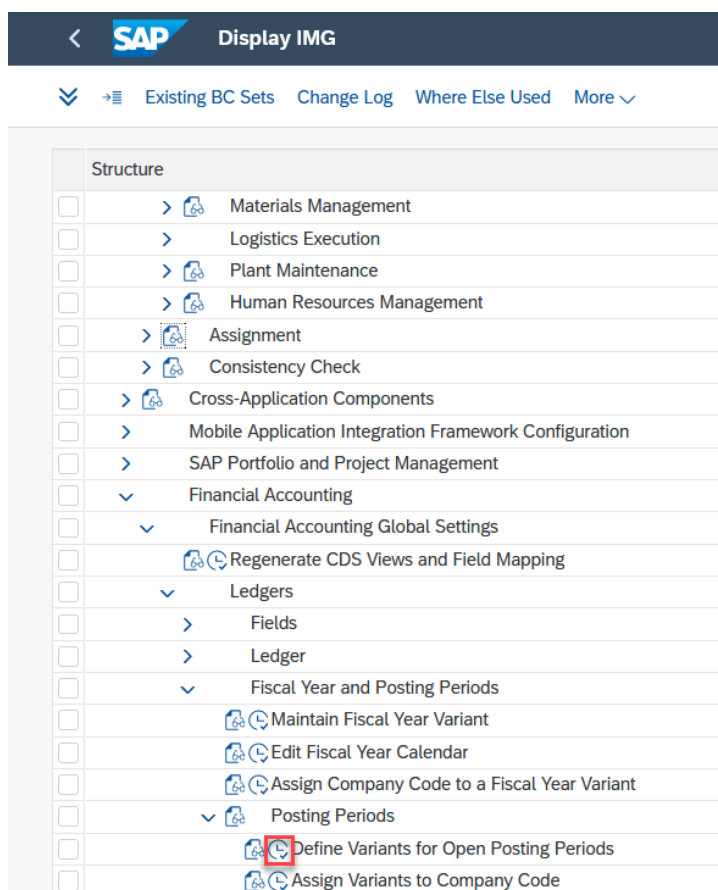
6 Posting period variants are needed for month-end closing. Thus, a GBI variant is created.

Motivation

1. In the *Display IMG* screen, follow the menu path:

SAP Customizing Implementation Guide ► Financial Accounting ► Financial Accounting Global Settings ► Ledgers ► Fiscal Year and Posting Periods ► Posting Periods ► Define Variants for Open Posting Periods

Menu path



2. You are in the *Change View “Posting Periods: Define Variants”*: *Overview* screen, click on the **New Entries** icon.

3. In the *New Entries: Overview of Added Entries* screen, enter the data below:

Attribute	Data value
Variant	GL##
Name	## GBI Posting Periods

GL##
GBI Posting Periods

4. Click on . You will receive a message that says  Data was saved
5. Click on  to return to the *SPRO* menu.



I.1.7 Define Field Status Variant

Task Define field status variant

Time 10 min

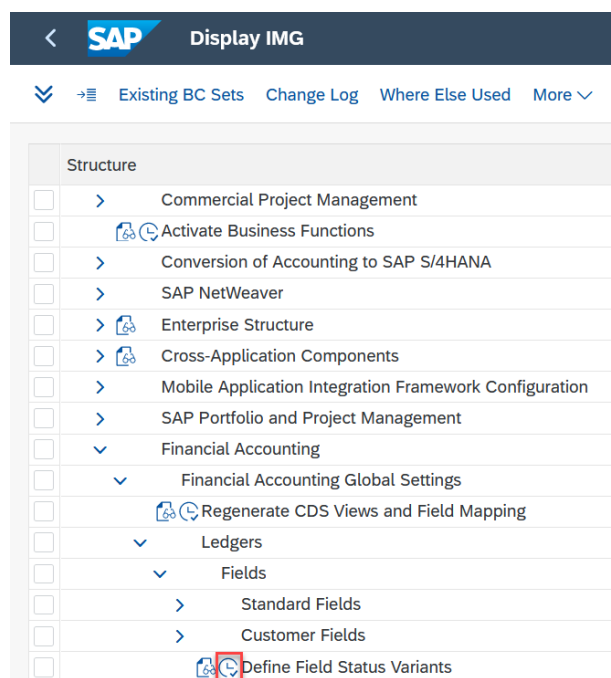
The Global Bike **G** *field status variant* that is created here comprises of several **G** *field status groups*. Later, each of these groups categorizes specific types of G/L accounts and defines their status of input fields such as *required entry* or *optional entry*.

Motivation

1. In the *Display IMG* screen, follow the menu path:

SAP Customizing Implementation Guide ► Financial Accounting ► Financial Accounting Global Settings ► Ledgers ► Fields ► Define Field Status Variants

Menu path



2. In the *Change View “Field status variants”*: *Overview* screen, select the *GL00* row.

GL00

3. Click on the  icon.

4. In the *Change View “Field status variants”*: *Overview of Selected Set* screen, enter the following information:

Attribute	Data value
FStV	GL##
Field Status Name	Global Bike Field Options

GL##
Global Bike Field
Options

5. Click on .

6. In the *Specify object to be copied* pop-up, click on the  icon. In the *Information* pop-up, click on the  icon.
7. In the *Change View "Field status variants": Overview* screen, highlight the *GL##* row and double-click on  **Field status groups**.
8. In the *Change View "Field status groups": Overview* screen, check the information below and add your identifier (##) for every row.

GL##

##

Attribute	Data value
ZEXP	## Expense Accounts
ZGBS	## General Balance Sheet Accounts
ZMMA	## Material Management GR / IR Accounts
ZRAA	## Reconciliation Accounts
ZRCF	## CO <-> FI reconciliation posting
ZREV	## Revenue Accounts
ZSEC	## Secondary Cost Elements

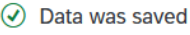
Expense Accounts
 ## General Balance
 Sheet Accounts
 ## Material
 Management GR/IR
 Accounts
 ## Reconciliation
 Accounts
 ## CO<->FI
 reconciliation posting
 ## Revenue Accounts
 ## Secondary Cost
 Elements

 Change View "Field status groups": Overview

Field status variant: GL30 Global Bike Field Options

Field status group Text

☐ ZEXP	30 Expense Accounts
☐ ZGBS	30 General Balance Sheet Accounts
☐ ZMMA	30 Material Management GR / IR Accounts
☐ ZRAA	30 Reconciliation Accounts
☐ ZRCF	30 CO <-> FI reconciliation posting
☐ ZREV	30 Revenue Accounts
☐ ZSEC	30 Secondary Cost Elements

9. Click on . You will receive a message that says .
10. Click on  to return to the *SPRO* menu.



I.1.8 Enter Global Parameters for a Company Code

Task Enter company code parameters for the US.

Time 10 min

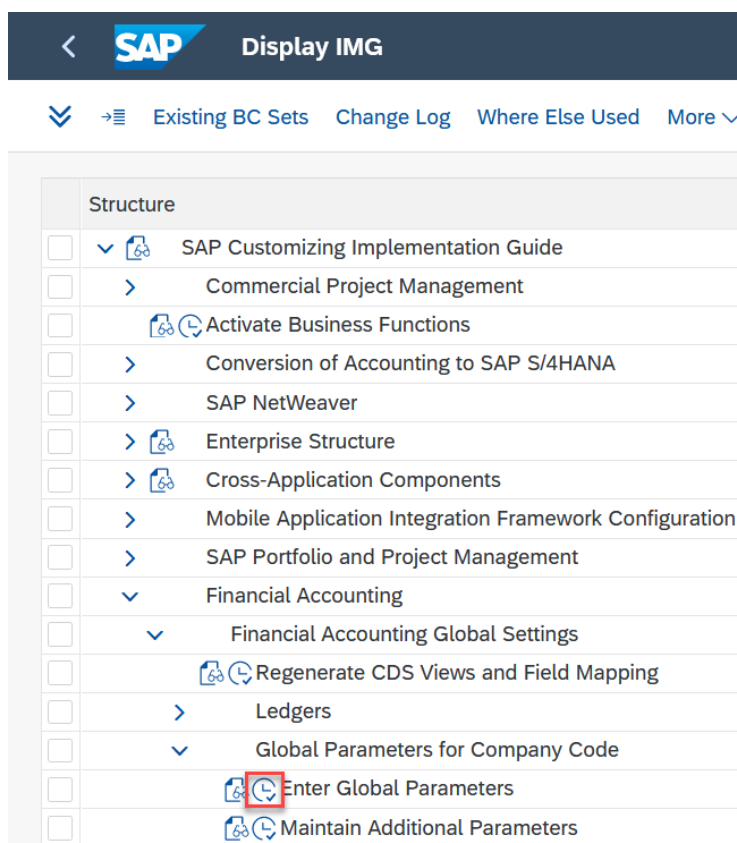
In this task, you enter global parameters for your company. This consists of combining what you defined in previous steps into one global parameter such as credit control area and your variants, and your chart of accounts within the entire system.

Motivation

1. In the *Display IMG* screen, follow the menu path:

SAP Customizing Implementation Guide ► Financial Accounting ► Financial Accounting Global Settings ► Global Parameters for Company Code ► Enter Global Parameters

Menu path



2. In the *Change View* “Company Code Global Data”: *Overview* screen, double-click on **US##**
3. In the *Change View* “Company Code Global Data”: *Details* screen, enter the following information:

Attribute	Data value
Chart of Accts	Your GBI COA (GL##)
Credit Control Area	Your Global Bike Inc. (GL##)
Fiscal Year Variant	Cal. Year. 1 Special Period (K1)
Field status variant	Your GBI Field Options (GL##)
Pstng period variant	Your GBI Posting Periods (GL##)
Max. exchange rate deviation	10%
Cost of Sales Accounting actv.	In preparation (1)
Propose fiscal year	Selected
Define default value date	Selected
Financial Assets Mgmt active	Selected

GL##
GL##
K1
GL##
GL##
10
1

SAP Change View "Company Code Global Data": Details

Additional Data < > More v

Company Code: US30 30 Global Bike Inc. Dallas

Country key: US Currency: USD Language Key: EN

Accounting organization

Chart of Accts: GL30 Country Chart/Accts: FM Area: K1

Company: Credit Control Area: GL30 Fiscal Year Variant: K1

External CoCode: Global CoCde: VAT Registration No.:

Company Code Is Productive: Hide Company Code in F4:

Processing parameters

Document Entry Screen Variant: Business Area Fin. Statements

Field status variant: GL30 ☒ Propose Fiscal Year

Pstng period variant: GL30 ☒ Define default value date

Max. exchange rate deviation: 10% ☐ No Exch. Rate Diff. When Clearing in LC

Sample Acct Rules Var.: ☐ Tax base is net value

Workflow Variant: ☐ Discount base is net value

Inflation Method: ☒ Financial Assets Mgmt active

Tax Crcy Translation: ☐ Purchase Acct Proc.

CoCd -> CO Area: ☐ JV Accounting Active

Cost of Sales Accounting Actv.: 1 ☐ Hedge request active

☐ Negative Postings Permitted ☐ Enable Amount Split

☐ Manage Postg Period ☐ Tax Reporting Date Active

4. Click on **Save**. You will receive a message that says Data was saved

5. Click on **Exit** to return to the *SPRO* menu.

I.1.9 Assign Company Code to Controlling Area

Task Assign the US company code to the North America controlling area.

Time 5 min

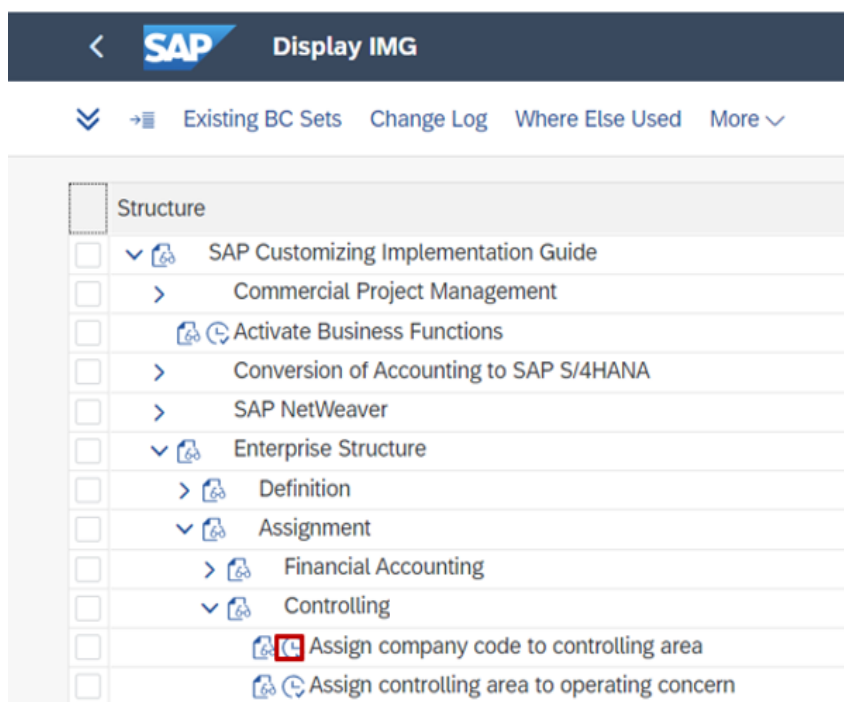
According to Sarah's organizational chart, the company code in the US is assigned to the controlling area for North America.

Motivation

1. In the *Display IMG* screen, follow the menu path:

SAP Customizing Implementation Guide ► Enterprise Structure ► Assignment ► Controlling ► Assign company code to controlling area

Menu path



2. In the *Change View "Basic data": Overview* screen, highlight the NA## row.
3. Double-click on *Assignment of company code(s)*.
4. In the *Change View "Assignment of company code(s)": Overview* screen, click on the **New Entries** button.
5. In the *New Entries: Overview of Added Entries* screen, enter the below data:

Attribute	Data value
CoCd	Your Global Bike Inc. (US##)

US#

6. Click on . If you receive a *Document lines: Display messages* pop-up, click  to proceed.
7. Click on  to return to the *SPRO* menu.



I.1.10 Assign Controlling Area to Operating Concern

Task Assign the North America controlling area to the existing operating concern. **Time** 5 min

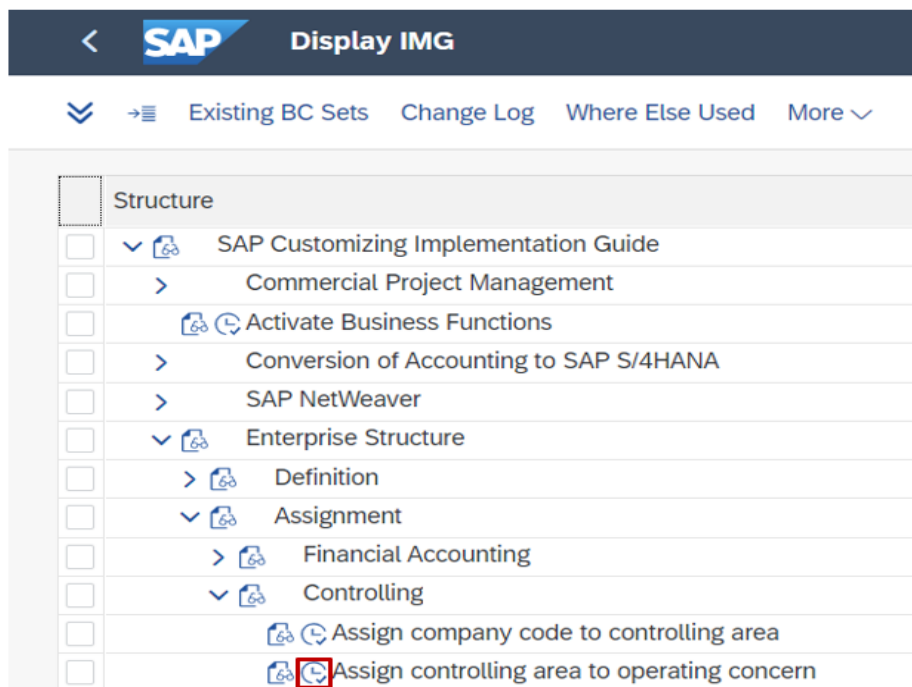
In this step you are assigning your controlling area for North America to the already existing global **G** operating concern.

Motivation

1. In the *Display IMG* screen, follow the menu path:

SAP Customizing Implementation Guide ► Enterprise Structure ► Assignment ► Controlling ► Assign controlling area to operation concern

Menu path



2. In the *Change View "Assignment Operating concern → CO Area"*: Overview screen, enter the following information:

CoAr	OpCo
Your GBI North America (NA##)	GL00

GL00

3. then click on **Save** and you will receive a message that says:

✓ Data was saved

4. Click on **Exit** to return to the *SPRO* menu.

I.1.11 Assign Company Code to Ledger

Task Assign Company Code to Ledger.

Time 5 min

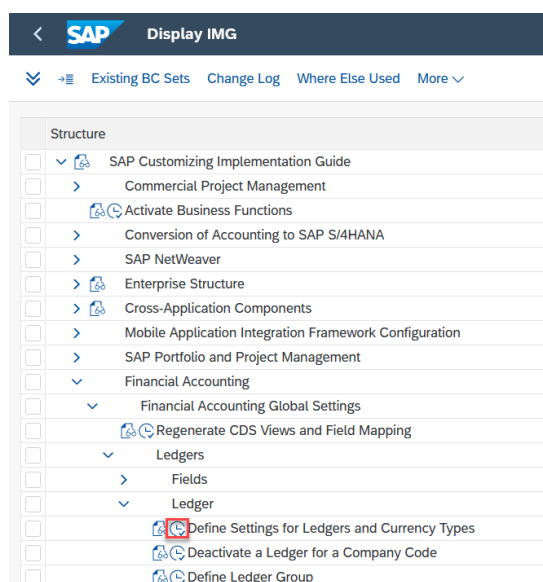
When Global Bike enters a business transaction for any of its company codes, the system needs to post the business transaction to the ledgers assigned to the company code.

Motivation

1. In the *Display IMG* screen, follow the menu path:

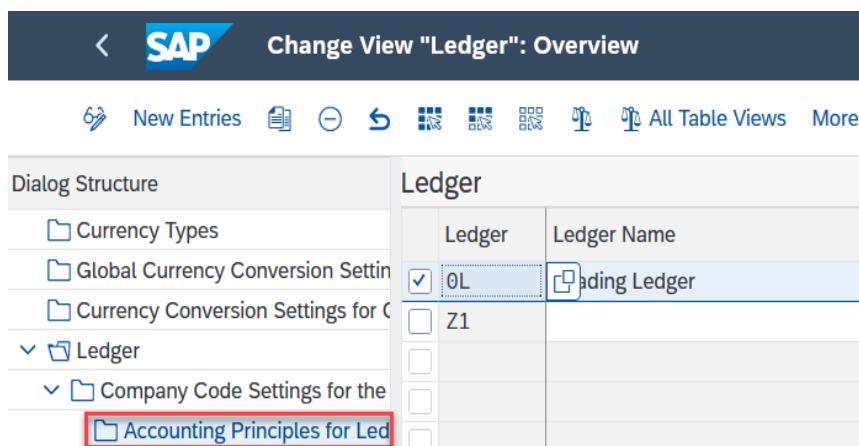
SAP Customizing Implementation Guide ► Financial Accounting ► Financial Accounting Global Settings ► Ledgers ► Ledger ► Define Settings for Ledgers and Currency Types

Menu path



If you receive a *Consistency Check: Display messages* pop-up, click  to proceed.

2. In the *Change View "Ledger" Overview* screen, select the *0L Ledger* and double-click *Accounting Principles for Ledger and Company Code*.



3. In the *Determine Work Area: Entry* screen, enter your *Company Code US##*.

US##

4. Click to continue.
5. Click on . You will get a message that says Data was saved
6. If you receive the *Consistency Check: Display Messages* pop-up message again, click on to proceed.
7. Go back to the Ledger tab and select the ledger Z1. Then double-click on *Company code settings for the ledger*.
8. enter the posting variant **GL##** for your company code.
9. Click on . You will receive a message that says Data was saved :
10. If you receive the *Consistency Check: Display Messages* pop-up message again, click on to proceed.
11. Click on to return to the *SPRO* menu.

GL##



I.1.12 Define Default Values for Postings in Controlling

Task Define Default Values for Postings in Controlling for US## Company Code. **Time** 5 min

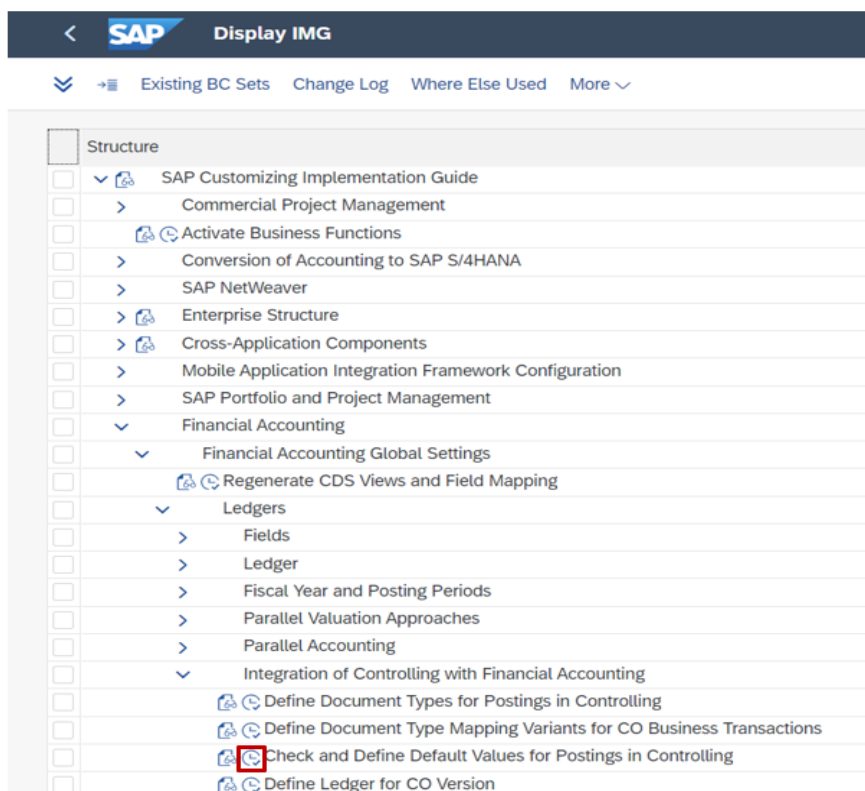
Global Bike needs to define default values for use in CO business transactions whose user interfaces do not allow you to enter a document type or a ledger group during posting.

Motivation

1. In the *Display IMG* screen, follow the menu path:

SAP Customizing Implementation Guide ► Financial Accounting ► Financial Accounting Global Settings ► Ledgers ► Integration of Controlling with Financial Accounting ► Check and Define Default Values for Postings in Controlling

Menu path

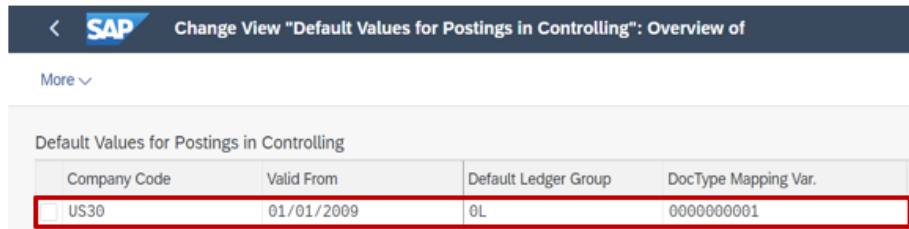


2. In the *Change View "Default Values for Postings in Controlling": Overview* select the *US00* Company Code row.

SAP Change View "Default Values for Postings in Controlling": Overview			
New Entries More			
Default Values for Postings in Controlling			
Company Code	Valid From	Default Ledger Group	DocType Mapping Var.
☐ DE00	01/01/2009	0L	0000000001
☒ US00	01/01/2009	0L	0000000001
☐ US10	01/01/2009	0L	0000000001

3. Then click on **Copy As...**  symbol.
4. In the *Company Code* field, enter your *Company Code* **US##**.

US##
a



More ▾

Company Code	Valid From	Default Ledger Group	DocType Mapping Var.
☐ US30	01/01/2009	0L	0000000001

5. Click on **Apply**. You will receive a message that says:  Number of entries copied: 1 .
6. Click on **Save**. You will receive a message that says:  Data was saved .
7. Click on **Exit** to return to the *SPRO* menu.



I.1.13 Define Ledger for CO Version

Task Define Ledger for new Controlling Area (NA##) version.

Time 5 min

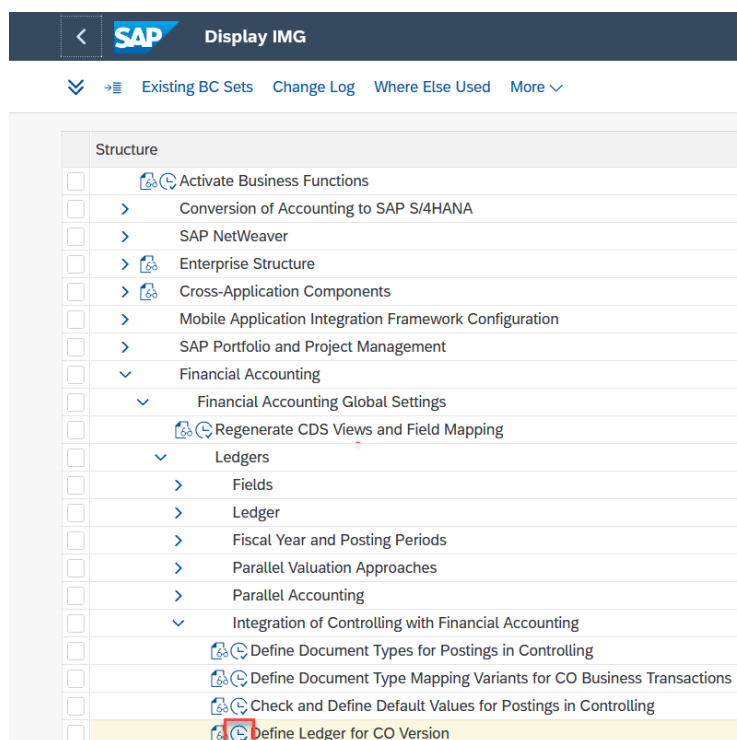
Global Bike needs to define a **G** ledger that contains all postings of actual data that is relevant to Controlling.

Motivation

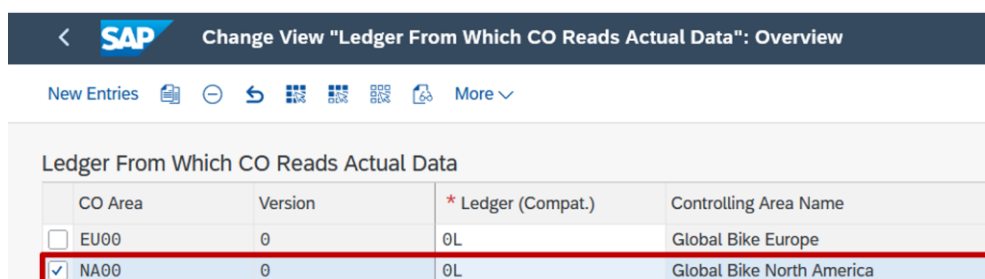
1. In the *Display IMG* screen, follow the menu path:

Menu path

SAP Customizing Implementation Guide ► Financial Accounting ► Financial Accounting Global Settings ► Ledgers ► Integration of Controlling with Financial Accounting ► Define Ledger for CO Version



2. In the *Change View* “*Ledger from Which CO Reads Actual Data.*” Overview select the *NA00* CO Area row.



3. Click on .

4. In the *CO Area* field, enter your *Controlling Area NA##*.

NA##

Change View "Ledger From Which CO Reads Actual Data": Overview of Sele

More ▾

Ledger From Which CO Reads Actual Data

CO Area	Version	* Ledger (Compat.)	Controlling Area Name
NA30	0	0L	Global Bike North America

5. Click on **Apply**. You will receive a message that says:
✔ Number of entries copied: 1
6. Click on **Save**. If you receive a *Document lines: Display messages* pop-up message, click on ✔ to proceed.
7. You will receive a message that says ✔ Data was saved
8. Click on **Exit** to return to the *SPRO* menu.



I.1.14 Enter Global Parameters for a Controlling Area

Task Enter controlling area parameters for North America.

Time 5 min

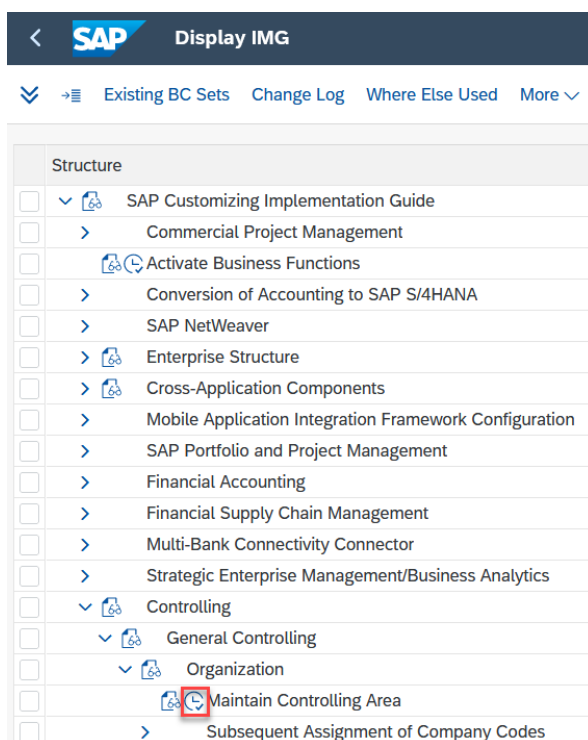
In this step you are entering parameters for the North American controlling area.

Motivation

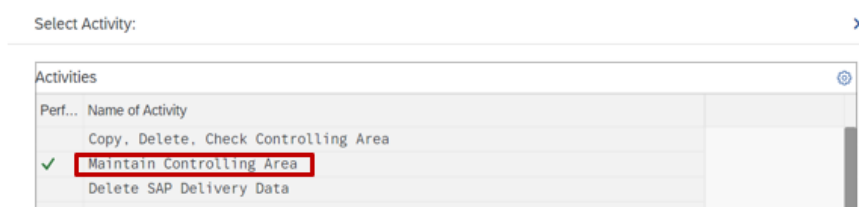
1. In the *Display IMG* screen, follow the menu path:

Menu path

SAP Customizing Implementation Guide ► Controlling ► General Controlling ► Organization ► Maintain Controlling Area



2. In the *Select Activity* pop-up, double-click on *Maintain Controlling Area*.



3. In the *Change View "Basic data": Overview* screen, highlight the NA## row.

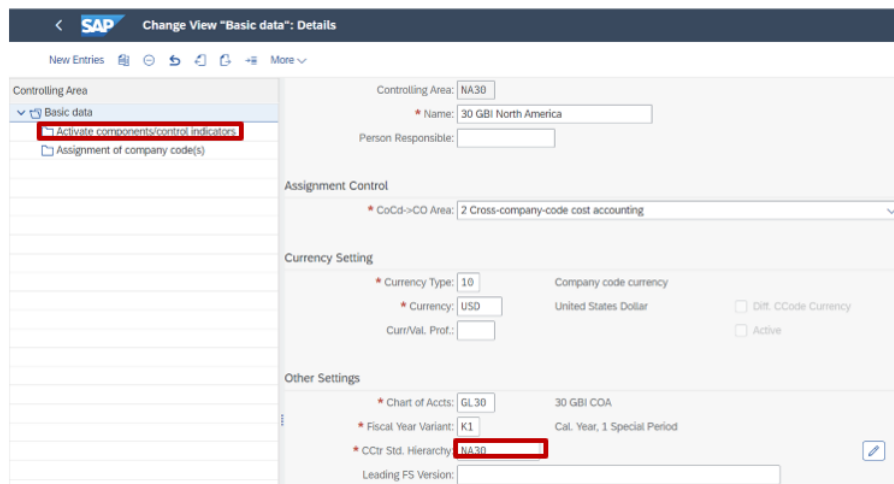
4. Click on **Details** icon.

5. In the *Change View “Basic data”: Details* screen, enter the following information:

Attribute	Data value
CCtr Std. Hierarchy	NA##

NA##

6. Double-click on  **Activate components/control indicators**



7. In the *Check standard hierarchy* pop-up, click on the  icon.

8. Proceed by clicking on .

9. In the *Change View “Activate components/control indicators”: Overview* screen, click on the  icon.

10. In the *New Entries: Details of Added Entries* screen, enter the data below:

Attribute	Data value
Fiscal Year	<i>Current Year</i>
Cost Centers	<i>Component active</i>
Order Management	<i>Component active</i>
Commit. Management	<i>Component active</i>

Current Year
Component active
Component active
Component active

11. Click on . If you receive a *Document lines: Display messages* pop-up, click  to proceed. You will get a message that says  Data was saved.

12. Click on  and then on  to return to the *SPRO* menu.

I.1.15 Initialize the Posting Period

Task Initialize the posting period for the US company code.

Time 5 min

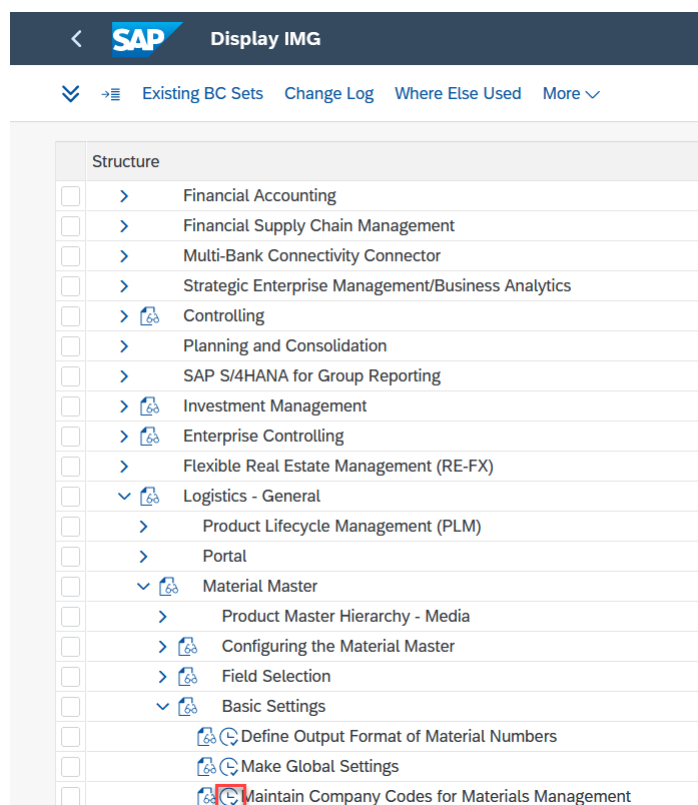
In order to be able to post business transactions, the **G** *posting periods* for the US company code need to be initialized (and set to the current month).

Motivation

1. In the *Display IMG* screen, follow the menu path:

SAP Customizing Implementation Guide ► Logistics - General ► Material Master ► Basic Settings ► Maintain Company Codes for Materials Management

Menu path



2. In the *Change View “Materials Management View on Company Codes” Overview* screen, enter the following information:

Attribute	Data value
Company Code (CoCd)	<i>Your Global Bike Inc. (US##)</i>
Company Name	<i>## Global Bike Inc.</i>
Year	<i>Current Year</i>
Current period (Pe)	<i>Current Month</i>
Allow posting to previous per. (ABp)	<i>Selected</i>

US##
Global Bike Inc.
Current Year
Current Month
Selected

3. Click on . You will receive a message that says  Data was saved.
4. Click on  to return to the *SPRO* menu.



Phase I.2 – Process Configuration

Task Configure GBI's core financial accounting processes.

Time 45 min

Short Description Based on the results of the project preparation by both the GBI employees and the external consultants, now essential settings for the Financial Accounting department need to be made in the S/4HANA system.

Name (Position)	Mona Falco	(System Design and Development Manager)
	Sarah Garcia	(Business Analyst 2)
	[external]	(Senior SAP FI/CO consultant)

In the preparation phase, **Mona Falco** analyzed the business processes in GBI's financial accounting department and identified issues which will be overcome by the ERP system. Together with her colleague **Sarah Garcia** and an FI/CO consultant of an external firm, she has studied the SAP system and found configuration settings that are needed now that the enterprise structure has been created in the previous phase.

Scenario setting

Mona Falco
[System Design and
Development Manager]

Sarah Garcia
[Business Analyst 2]



Project structure

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I.2.1 Set Up Company Code for Payment Transactions

Task Set up the US company code for GBI payment transactions.

Time 5 min

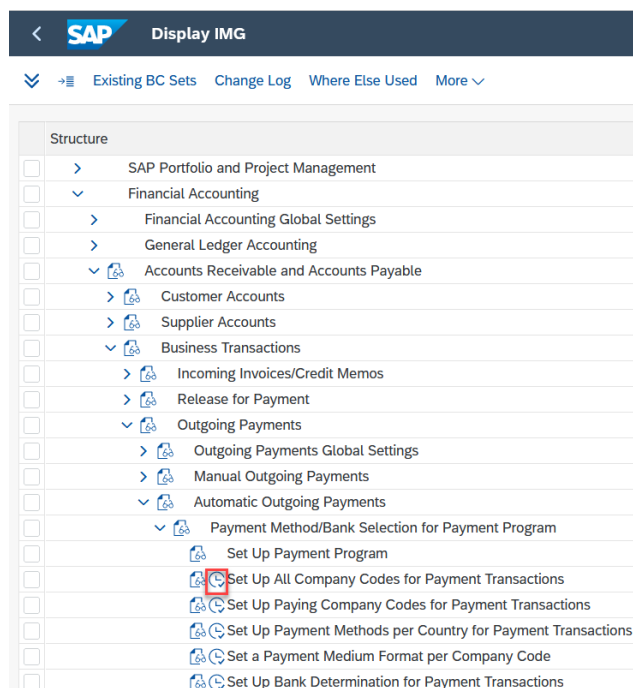
In order for a company code to be referred to in payment transactions, it needs to be set up in this first essential process configuration task.

Motivation

1. In the *Display IMG* screen, follow the menu path:

SAP Customizing Implementation Guide ► Financial Accounting ► Accounts Receivable and Accounts Payable ► Business Transactions ► Outgoing Payments ► Automatic Outgoing Payments ► Payment Method/Bank Selection for Payment Program ► Set Up All Company Codes for Payment Transactions

Menu path



2. In the *Change View “Company Codes”: Overview* screen, click on the **New Entries** icon
3. In the *New Entries: Details of Added Entries* screen, enter the following information:

Attribute	Data value
Company code	Your Global Bike Inc. (US##)
Sending company code	Your Global Bike Inc. (US##)
Paying company code	Your Global Bike Inc. (US##)

US##
US##
US##

4. Click on **Save**. You will receive a message that says Data was saved.

< **SAP** New Entries: Details of Added Entries

⊖ ⏮ ⏭ More ▾

Company Code **US30** [↻ Paying company code](#)

Control Data

Sending company code: **US30**

* Paying Company Code: **US30** [ⓘ](#)

Separate Payment per Business Area: ☐

Pyt Meth Suppl.: ☐

5. Click on [Exit](#) to return to the *SPRO* menu.

I.2.2 Define Account Groups

Task Define G/L account groups for Global Bike.

Time 20 min

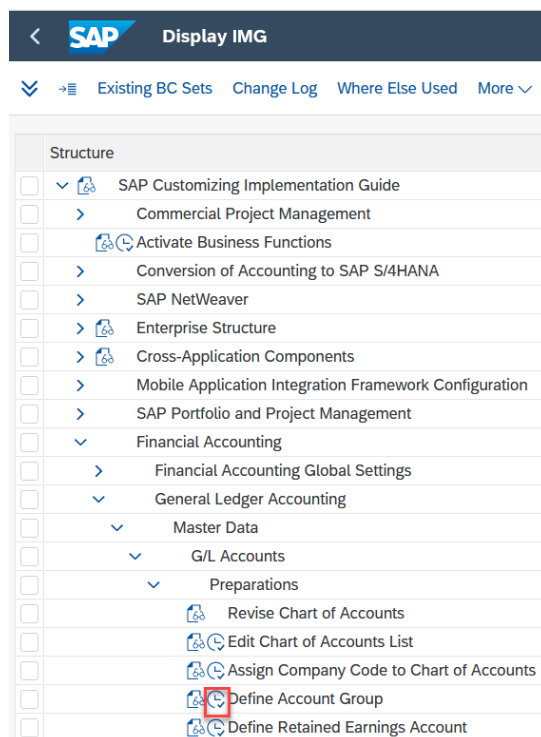
The next task is to define **G** *G/L account groups* in order to group similar **G** *G/L accounts* such as *Liquid Assets* or *Material* accounts.

Motivation

1. In the *Display IMG* screen, follow the menu path:

SAP Customizing Implementation Guide ► Financial Accounting ► General Ledger Accounting ► Master Data ► G/L Accounts ► Preparations ► Define Account Group

Menu path



2. In the *Change View “G/L Account Groups”: Overview* screen, click on the **New Entries** icon.
3. In the *New Entries: Overview of Added Entries* screen, enter in the following information:

Chrt/ Accts	Acct Group	Name	From Acct	To A00ccount
GL##	00	## Capital Asset Accounts	100000	999999
GL##	01	## Current Asset Accounts	1000000	1999999
GL##	02	## Property Capital Accounts	2000000	2999999

GL##	03	## Outside Capital Accounts	3000000	3999999
GL##	04	## Revenues	4000000	4999999
GL##	56	## Operating Expenditure	5000000	6999999
GL##	07	## Other Revenue & Expenditure	7000000	7999999
GL##	08	## Secondary Costs	8000000	8999999
GL##	09	## Carry-Forw., Cap. & Statist	9000000	9999999

4. Click on . You will receive a message that says  Data was saved.

5. Click on  to return to the *SPRO* menu.



I.2.3 Create Document Number Ranges for Financial Accounting

Task Set up the number ranges for financial accounting documents.

Time 5 min

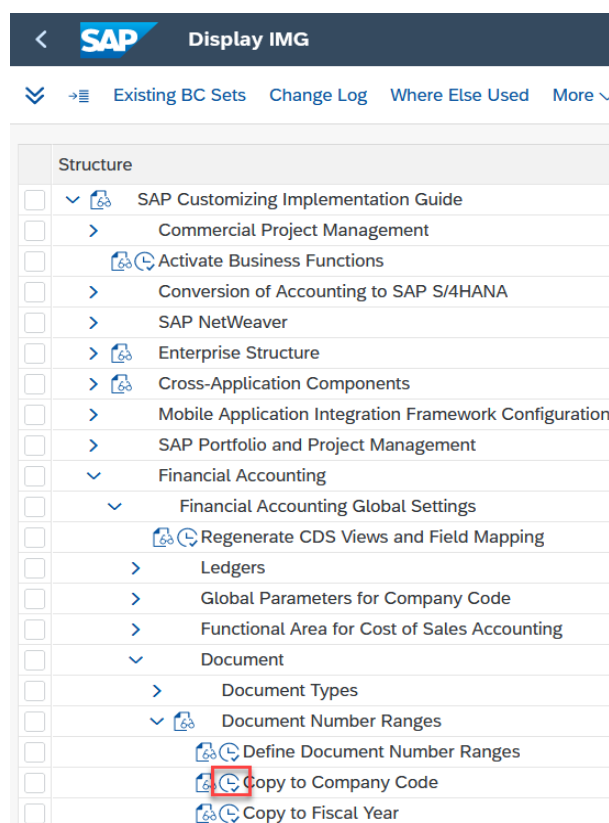
For every business transaction with effect on Financial Accounting, at least one financial document needs to be created. In order for these documents to be uniquely identifiable, a **G number range** has to be defined.

Motivation

1. In the *Display IMG* screen, follow the menu path:

SAP Customizing Implementation Guide ► Financial Accounting ► Financial Accounting Global Settings ► Document ► Document Number Ranges ► Copy to Company Code

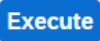
Menu path



2. In the *Document Number Ranges: Copying to Company Code* screen, enter the following information:

Attribute	Data value
[Source company code details] Company Code	US00
[Target company code details] Company code	Your Global Bike Inc. (US##)

US00
US##

3. Proceed by clicking on . In the *Copy document number ranges* pop-up, click on the  icon.
4. Click on  twice to return to the *SPRO* menu.



I.2.4 Create Document Number Ranges for Controlling

Task Set up the number ranges for managerial accounting documents.

Time 5 min

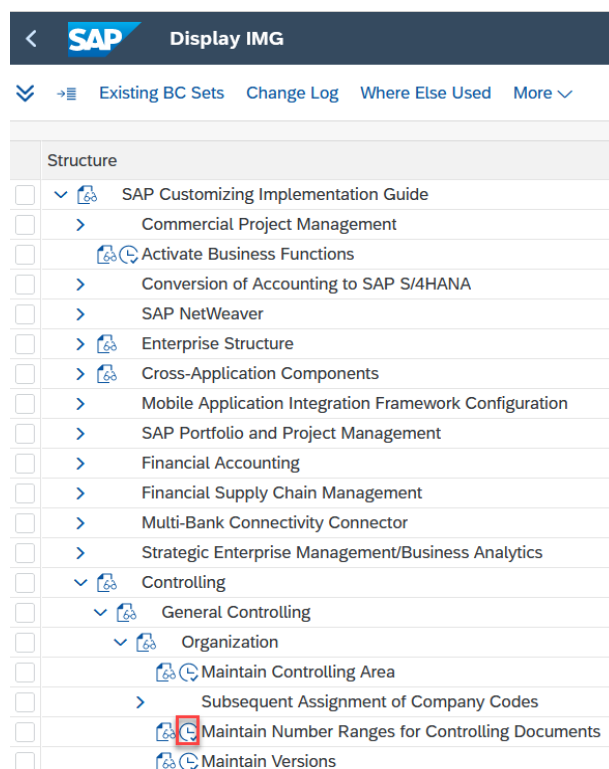
For every business transaction with effect on Managerial Accounting, at least one controlling document needs to be created. In order for these documents to be uniquely identifiable, a number range has to be defined.

Motivation

1. In the *Display IMG* screen, follow the menu path:

Menu path

SAP Customizing Implementation Guide ► Controlling ► General Controlling ► Organization ► Maintain Number Ranges for Controlling Documents



2. In the *Edit Intervals: CO Document, Object RK_BELEG* screen, enter **NA00** in the *CO Area* field and click *Copy Subobject* icon .

NA00

3. In the *Copy: CO Area* pop-up, enter the following information:

Attribute	Data value
From...	NA00
To...	Your GBI North America (NA##)

NA00
NA##

4. Proceed by clicking on .

5. In the *Number Range Interval Transport* pop-up, click on the  icon.
You will receive a message  CO Area NA00 was copied to NA30 (“CO Area NA00 was copied to NA##”)
6. Click on  to return to the *SPRO* menu.



I.2.5 Define Tolerance Groups for Employees

Task Define tolerance groups for GBI accounting documents.

Time 10 min

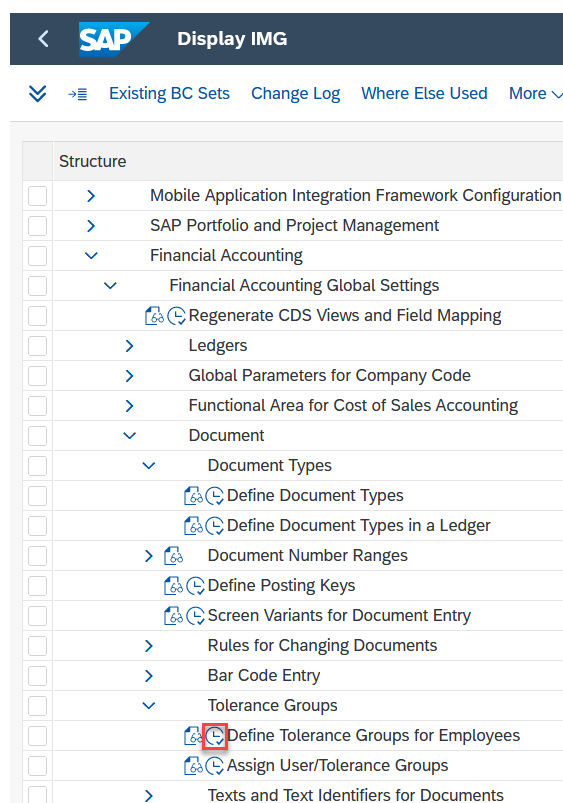
To solve the system issue identified before the start of the implementation project, **G** *tolerance groups* need to be defined and monitored in the SAP ERP system.

Motivation

1. In the *Display IMG* screen, follow the menu path:

SAP Customizing Implementation Guide ► Financial Accounting ► Financial Accounting Global Settings ► Document ► Tolerance Groups ► Define Tolerance Groups for Employees

Menu path



2. In the *Change View “FI Tolerance Groups for Users”: Overview* screen, click on the **New Entries** icon.

3. In the *New Entries: Details of Added Entries* screen, enter the following information:

Attribute	Data value
Company code	<i>Your Global Bike Inc. (US##)</i>
Amount per document	<i>500000</i>
Amount per open item account item	<i>100000</i>
Cash discount per line item	<i>5</i>
Revenue Amount	<i>100</i>
Revenue Percent	<i>10</i>
Revenue Cash discnt. adj. to	<i>10</i>
Expense Amount	<i>100</i>
Expense Percent	<i>10</i>
Expense Cash discnt adj. to	<i>10</i>

US##
500000
100000
5
100
10
10
100
10
10

4. Click on . You will get a message that says  Data was saved
5. Click on  to return to the *SPRO* menu.



Phase I.3 – Master Data

Task Enter or load Global Bike master data. **Time** 90 min

Short Description Migrate Global Bike’s master data for Financial Accounting from the legacy system to the S/4HANA system.

Name (Position)	Mona Falco	(System Design and Development Manager)
	Sarah Garcia	(Business Analyst 2)
	[external]	(Junior SAP FI/CO consultant)

After the enterprise structure and the business processes for the Financial Accounting department were configured in the system, now the financial master data needs to be migrated from the old system(s).

Scenario setting



Project structure

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I.3.6 [OPTIONAL] Close Posting Period 66



I.3.1 Define Retained Earnings Account

Task Set the retained earnings account for Global Bike.

Time 5 min

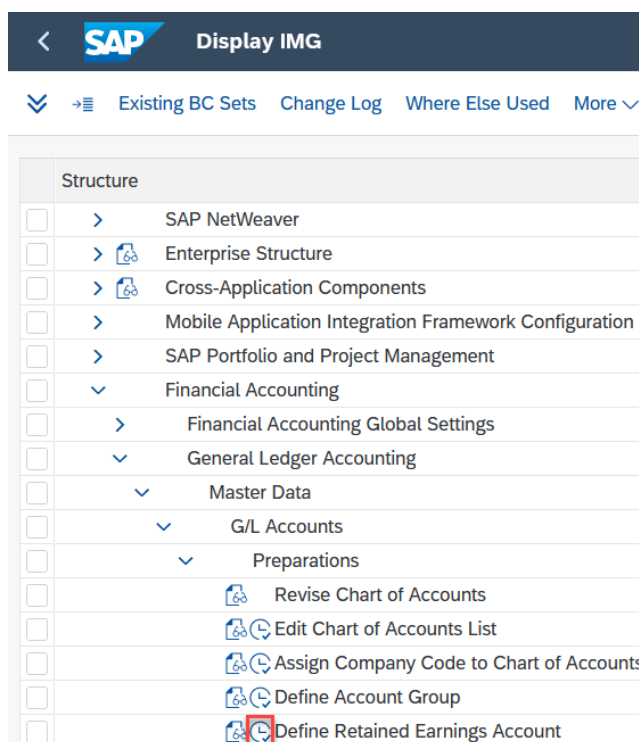
In this task, you define a retained earnings account in your new chart of accounts. A retained earnings account is the net income that is reinvested into the company. Your retained earnings account is assigned to each profit and loss account by specifying a profit and loss statement account type in the chart of accounts area of each profit and loss account. The balance is then carried forward at the end of the fiscal year from the profit and loss account to this account.

Motivation

1. In the *Display IMG* screen, follow the menu path:

SAP Customizing Implementation Guide ► Financial Accounting ► General Ledger Accounting ► Master Data ► G/L Accounts ► Preparations ► Define Retained Earnings Account

Menu path



2. When the system prompts you to enter your chart of accounts, please enter **GL##**.
3. In the *Configuration Accounting Maintain: Automatic Posts - Accounts* screen, enter the following information:

GL##

Attribute	Data value
P&L statmt acct type	RE
G/L Account	2970000

RE
2970000

4. Click on **Save**. You will get a message that says  Account 2970000 not created in chart of accounts GL30. Confirm this message with **Enter**.
5. You will then receive the following message:  Changes have been made
6. Click on **Exit** to return to the *SPRO* menu.



I.3.2 Create G/L Accounts

Task Create relevant Balance Sheet G/L accounts for GBI.

Time 10 min

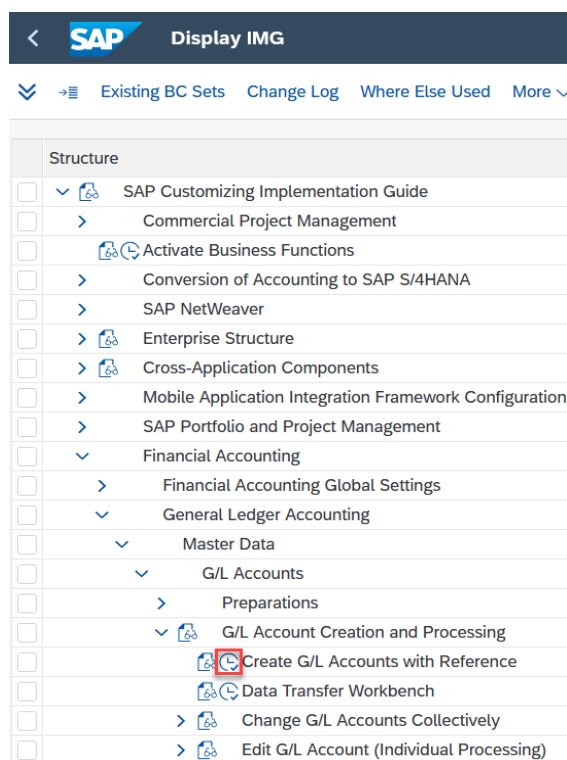
In this task, you will select general ledger accounts from the *Balance Sheet* account group that GBI needs in the US. The general ledger consists of all of the financial transactions in a business. The *Balance Sheet* account groups as previously defined (*step I.2.2*) include *Fixed Assets*, *Liquid Assets* and *Material Accounts*.

Motivation

1. In the *Display IMG* screen, follow the menu path:

Menu path

SAP Customizing Implementation Guide ► Financial Accounting ► General Ledger Accounting ► Master Data ► G/L Accounts ► G/L Account Creation and Processing ► Create G/L Accounts with Reference



2. When the system prompts you to enter your chart of accounts, please enter **GL##**.

GL##

3. In the *Create G/L Accounts with Reference - Overview* screen, enter the following information:

Attribute	Data value
Company Code	Your Global Bike Inc. (US##)
Reference company code	Global Bike Inc. (US00)

US##
US00

4. Click on .
5. In the *Information* pop-up with the message “Data saved”, click on the  icon.
6. In the *Create G/L accounts with Reference – Overview* screen, highlight the *US##* row, click on  (Details).
7. In the “*Create G/L accounts with Reference – Accounts*” screen, click on the  **Accounts from reference** icon.
8. In the “*Using Reference Accounts in Table*” pop-up, enter the following information:

Attribute	Data value
From G/L acct	0000000
To	9999999

0000000
9999999

9. Click on .

Note: Be aware that within the new data model of S/4HANA primary and secondary cost elements share the same master data model as accounts. For this reason, the  *cost elements* are created in this step.

10. In the *Create G/L accounts with Reference – Accounts* screen, click on the  (Select All) icon.
11. Click on  **G/L accounts**. If this icon is not displayed on your application toolbar, click  and select *Create G/L Accounts*.

Note: If you get a message, in the *Table of the G/L accounts in the company code: Display messages* pop-up, click on the  icon.

Typ	Message Text
	G/L account 1800305: Name missing
	G/L account 1800425: Name missing

Then deselect all the G/L accounts concerned without short text and G/L Acct long text.

☒	1600000	☒	☐	Kasse	Kasse
☒	1800000	☒	☐	Bank	Bank
☐	1800305	☐	☐		
☐	1800425	☐	☐		
☒	1810000	☒	☐	Bank 1	Bank 1
☒	1820000	☒	☐	Bank 2	Bank 2

Depending on which case studies you have already performed in the system, the number of accounts that need to be deselected may vary.

12. In the *Create G/L accounts with Reference – Accounts* screen, click on the **Save** icon.

13. In the *Information* pop-up, click on the  icon.

14. Click on **Exit** to return to the *SPRO* menu.



I.3.3 Create Standard Hierarchy

Task Create the standard (cost center) hierarchy for Global Bike.

Time 20 min

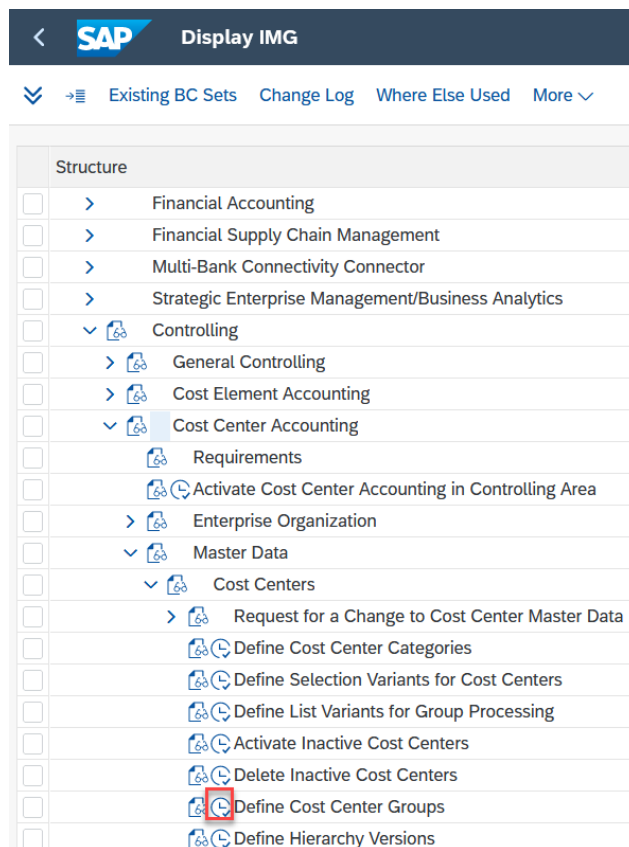
As it was defined that the two regional Global Bike subsidiaries (US and Germany) control their companies separately, in this task the **G** *standard hierarchy* for North America is created.

Motivation

1. In the *Display IMG* screen, follow the menu path:

SAP Customizing Implementation Guide ► Controlling ► Cost Center Accounting ► Master Data ► Cost Centers ► Define Cost Center Groups

Menu path



2. In the *Select Activity*: screen double-click *Change Cost Center Group*.

3. If requested by the system, enter *Controlling Area NA##* and *Cost Center Group NA##*. If you can not enter *NA##* as Controlling Area, please follow the path below to set the controlling area *NA##*:

NA##

More ► Extras ► Set Controlling Area

Set Controlling Area



* Controlling Area: NA30



4. In the Change Cost Center Group: Initial screen, enter **NA##** as the cost center group.

NA##

Change Cost Center Group: Initial Screen

More ▾

Controlling Area: NA30

* Cost Center Group: NA30

5. Click on **Enter**:

6. In the Change *Standard Hierarchy (Cost Centers Group): Structure* screen, enter the following information:

Attribute	Data value
Short Description of Group	## GBI North America CCtr Std. Hierarchy

GBI North America
CCtr Std. Hierarchy

7. Click **Save**. You will get a message that says The changes have been saved.

8. Click on **Lower Level**.

If this icon is not displayed on your application toolbar, click **More ▾** and select “*Insert Cost Center Group on lower level*”.

9. Enter the following information.

Attribute	Data value
Group Name	N10##
Short Description of Group	## Corporate

N10##
Corporate

10. In the hierarchy structure, click on the element you have just created (N10##) and **Lower Level**.

11. At the bottom of the screen, enter the following information:

Attribute	Data value
Group Name	N11##
Description of Group	## Executive Board

N11##
Executive Board

12. Right-click on *N11##* and select **Insert Cost Center** from the drop-down menu.

13. Enter the following information in the *Create Cost Center (Group: N11##)* screen.

Attribute	Data value
Cost Center	NAEX10##
Valid From	Current Date
Valid To	12/31/9999

NAEX10##
Current Date
12/31/9999

14. Then click on .

15. In the *Create Cost Center: Basic Screen*, enter the following information in the *Basic Data* tab.

Attribute	Data value
Name	## John Davis
Description	## NA Executive: John Davis
Person Responsible	## John Davis
Cost Center Category	Administration (W)
Business Area	Your Bikes (BI##)
Currency	USD

John Davis
NA Executive: John
Davis
John Davis
W
BI##
USD

16. On the *Control* tab, enter the following information.

Attribute	Data value
Commitment Update	Deselected

Deselected

17. Click on .

18. Then click on  and you will get the message:

 The changes have been saved

19. Right-click on *N11##* again and click on **Insert Cost Center** in order to create a second cost center.

20. Enter the following information in the *Create Cost Center (Group: N11##)* screen.

Attribute	Data value
Cost Center	NAEX20##
Valid From	Current Date
Vadid To	12/31/9999

NAEX20##
Current Date
12/31/9999

21. Click on .

22. In the *Create Cost Center: Basic Screen*, enter the following information in the *Basic Data* tab.

Attribute	Data value
Name	## Peter Schwarz
Description	## NA Executive: Peter Schwarz
Person Responsible	## Peter Schwarz
Cost Center Category	Administration (W)
Business Area	Your Bikes (BI##)
Currency	USD

Peter Schwarz
NA Executive: Peter
Schwarz
Peter Schwarz
W
BI##
USD

23. In the *Control* tab, enter the following information.

Attribute	Data value
Commitment Update	Deselected

Deselected

24. Click on . Save these changes by clicking on . You will get a message that says  The changes have been saved

25. You can run the *OKEON* transaction from the *SAP Easy Access* menu to view all saved changes to the Standard hierarchy.

26. Refer to Appendix A for the complete list of standard hierarchy elements that need to be created for Global Bike. From the overall structure, complete group N10## including

Appendix A

- a) sub-groups N11## and N12## as well as
- b) cost centers NAEX10##, NAEX20##, and NAIS10##.

Note: Now the first three cost centers, which were the task of Sarah Garcia, are created. Please now create all the other standard hierarchy elements from Appendix A. All cost centers that are necessary for the execution of the processes have been marked in color. These are the minimum cost centers that must be created to ensure all phases run smoothly.

Appendix A

Make sure that the attributes "Actual Revenues" and "Plan Revenues" are deselected for the cost centers NAPL10## and NAGS10##.



I.3.4 Create Cost Element Groups

Task Create cost element groups for Global Bike.

Time 15 min

G Cost element groups categorize cost elements and help manage them.

Motivation

Note: Since the introduction of SAP S/4HANA, the way in which cost elements are managed has changed. Cost elements are now managed directly in the chart of accounts as income and expense accounts and are no longer maintained separately in Controlling. The G/L accounts are therefore used for postings in Financial Accounting (FI) and Controlling (CO) at the same time.

1. In the *Display IMG* screen, follow the menu path:

SAP Customizing Implementation Guide ► Controlling ► Cost Center Accounting ► Planning ► Group Maintenance ► Define Cost Element Groups

Menu path

☐		Controlling
☐		General Controlling
☐		Cost Center Accounting
☐		Requirements
☐		Activate Cost Center Accounting in Controlling Area
☐		Enterprise Organization
☐		Master Data
☐		Planning
☐		Basic Settings for Planning
☐		Group Maintenance
☐		Define Cost Element Groups

2. In the *Select Activity* pop-up, double-click on *Create Cost Element Group*.

3. If the *Set Controlling Area* pop-up is displayed, then enter the data below:

Attribute	Data value
Controlling Area	Your Controlling Area (NA##)

NA##

4. Click on .

5. In the *Create Cost Element Group: Initial Screen* screen, enter the following information:

Attribute	Data value
Cost Element Group	NA10##

NA10##

6. Click on **Enter**.

7. In the *Create Cost Element Group: Structure* screen, enter the following information:

Attribute	Data value
Short description of a set	## NA Cost Element Total

NA Cost Element
Total

8. Click on the  **Lower Level** (Insert Cost Element Group on lower level) icon.

9. Enter the following information:

Attribute	Data value
Set Name	NASECO10##
Short description of a set	## NA Secondary Cost Element Total

NASECO10##
NA Secondary Cost
Element Total

10. Click on the  **Cost Element** (Insert Cost Element) icon.

11. Enter the following information:

Attribute	Data value
From Value	8000000
To Value	8999999

8000000
8999999

12. Click on **Save**. You will get a message that says

 The changes have been saved

13. Click on NA10##.

NA10##

14. Click on the  **Lower Level** icon (Insert Cost Element Group on lower level).

15. Enter the following information:

Attribute	Data value
Set Name	NAPRIM10##
Short description of a set	## NA Primary Cost Element Total

NAPRIM10##
NA Primary Cost
Element Total

16. Click on the  **Cost Element** icon (Insert Cost Element).

17. Enter the following information:

Attribute	Data value
From Value	5000000
To Value	6999999

5000000
6999999

18. Click on **Save**. You will get a message that says:  The changes have been saved

19. Click on [Exit](#) to return to the *SPRO* menu.



I.3.5 Open Posting Periods

Task Open periods for G/L posting.

Time 5 min

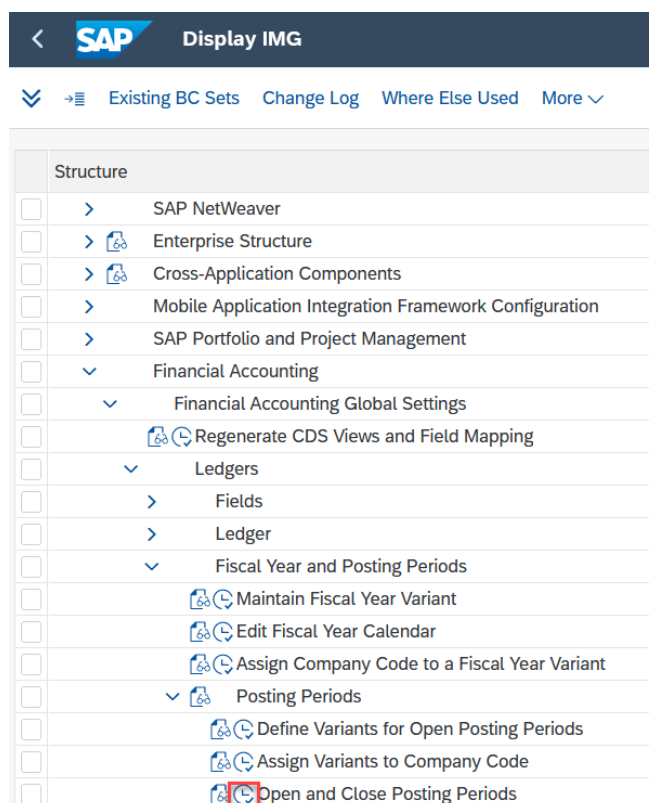
After you defined the fiscal year variant K1 for the controlling area (in task I.1.4) as well as for the company code (in task I.1.8) and after you set up the **G** *posting period variant* for Global Bike (in task I.1.6), you can now open the posting periods.

Motivation

1. In the *Display IMG* screen, follow the menu path:

SAP Customizing Implementation Guide ► Financial Accounting ► Financial Accounting Global Settings ► Ledgers ► Fiscal Year and Posting Periods ► Posting Periods ► Open and Close Posting Periods

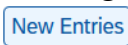
Menu path



2. If the *Determine Work Area: Entry* screen appears, enter your posting period variant (**GL##**) in the *Pstng period variant* field.

GL##

3. Click .

4. In the *Change View "Posting Periods: Specify Time Intervals": Overview* screen, click on the  icon.

5. In the *New Entries: Overview of Added Entries* screen, enter the following information:

Attribute	Data value
A (Account Type)	<i>Valid for all account types (+)</i>
From per. 1	<i>1</i>
Year	<i>Current Year</i>
To period	<i>12</i>
Year	<i>9999</i>
From per. 2	<i>13</i>
Year	<i>Current Year</i>
To period	<i>13</i>
Year	<i>9999</i>

+
 1
 Current Year
 12
 9999
 13
 Current Year
 13
 9999

6. Click on **Save**. You will get a message that says  Data was saved.
7. To exit the *Customizing* menu, click on **Exit** three times and go back to the *SAP Easy Access* menu.



I.3.6 [OPTIONAL] Close Posting Period

Task Close posting periods, if necessary.

Time 5 min

As all other accredited accounting systems, S/4HANA uses periods (months for the most cases) to separate and close financial transactions over a given period of time. At the end of a month, this period needs to be closed in Financial Accounting. This task is called *Period Closing*.

Motivation

Note You only need to perform this task if the current month ends during your class or project. Without closing that period, you are not able to post financial statements in the new month.

1. In the customizing area open the app Close Period for Material Master Records:

Menu path

Close Period for
Material Master
Records

2. In the *Close Period for Material Master Records* screen, enter the data below:

Attribute	Data value
From company code	Your Global Bike Inc. (US##)
To company code	Your Global Bike Inc. (US##)
Period	Current Month
Fiscal Year	Current Year
Close period only	Selected

US##
US##
Current Month
Current Year

3. Click on **Execute**.

4. If successful, you will see on the Close Period for Material Master Records screen:

Period closing complete; log issued.

5. Click twice on **Exit** to return to Fiori Launchpad.



Phase I.4 – Process Execution

Task Process Financial Accounting transactions.

Time 35 min

Short Description Test your system configuration by running some FI transactions.

Name (Position) Sarah Garcia (Business Analyst 2)

After **G** *organizational data* (enterprise structure & process configuration) and **G** *master data* have been implemented in S/4HANA, it is time to test the system by creating **G** *transactional data* (process execution).

Scenario setting



Project structure

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I.4.1 Display General Ledger Accounts

Task Review some individual G/L accounts.

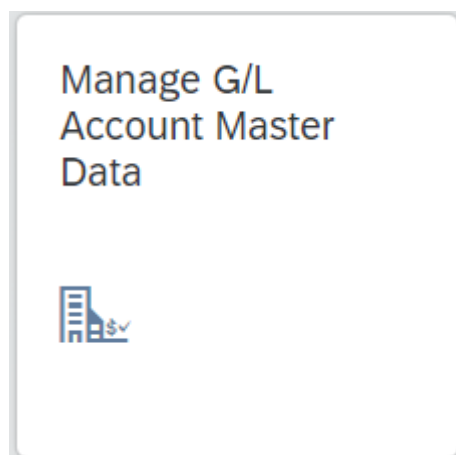
Time 10 min

Check whether you can find and display the G/L accounts you created for your US company code in task I.3.2.

Motivation

To view G/L account balances, use the Manage G/L Account Master Data app in the Financial Accounting on the Accounts Payable page in the Head of Accounting role.

SAP Fiori



1. In the *Manage G/L Account Master Data* screen, enter the data below:

Attribute	Data value
Chart of Accounts	GL##
G/L Account	Your Bank Account (1810000)

GL##
1810000

2. Click on



G/L Accounts (1) Standard Switch Description Language: English		Chart of Accounts	G/L Account Type
☐ G/L Acct External ID	Short Text	GL30	Balance Sheet Account
☐ 0001180000	Prepayments Inv.		

3. Review the account and verify that the information is correct with your configuration.

4. Enter the following information:

Attribute	Data value
Chart of Accounts	GL##
G/L Account	Rent (6310000)

GL##
6310000

5. Click on



.

G/L Accounts (1) Standard Switch Description Language: English	
☐ G/L Acct External ID	Short Text
☐ 0006310000	Rent (im. property)
Chart of Accounts	
GL30	
G/L Account Type	
Primary Costs or Revenue	

6. Review the account and verify that the information is correct with your configuration.
7. Now click on  and you will return to the SAP Fiori menu.



I.4.2 Display Balance I

Task Display the balance for one of your G/L accounts.

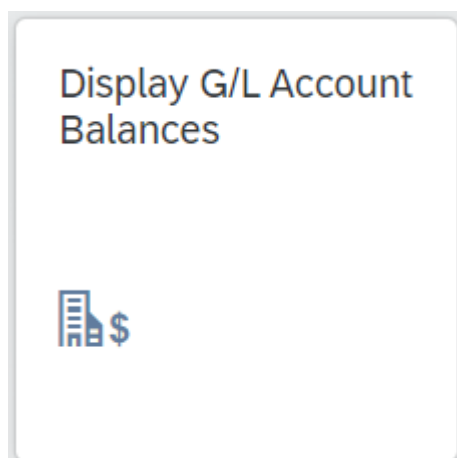
Time 5 min

Check the current balance of your bank account before we are going to enter a G/L posting.

Motivation

To view the current balance of your bank account, use the *Display G/L Account Balances* app in the *Financial Accounting* on the *Accounts Payable* page in the *AP Accountant* role.

SAP Fiori



1. In the *G/L Account Balances* screen, enter the data below:

Attribute	Data value
Ledger	0L (Leading Ledger)
Company Code	Your Company Code (US##)
G/L Account	Your Bank Account (1810000)
Ledger Fiscal Year	Current Year
Controlling Area	NA##

0L
US##
1810000
Current Year
NA##

2. Click on .

3. Now click on  and you will return to the SAP Fiori menu.



I.4.3 Enter General Ledger Account Posting

Task Use your new G/L accounts in some postings.

Time 15 min

In this task, you post various entries to your General Ledger to test settings in the system.

Motivation

To enter the G/L Account posting, use the *Post General Journal Entries* app in the *Financial Accounting* on the *Accounts Payable* page in the *Head of Accounting* role.

SAP Fiori



1. On the *Post General Journal Entries* screen, please enter the data below:

a. in the header data:

Attribute	Data value
Journal Entry Date	<i>Current Date</i>
Company Code	<i>US##</i>
Period	<i>Current period</i>
Transaction Currency	<i>USD</i>
Ledger Group	<i>0L</i>

Current Date
US##
Current period
USD
0L

Journal Entry Date:*	01/05/2023	Company Code:*	US30
Posting Date:*	01/05/2023	Transaction Currency:*	USD
Period:	01	Ledger Group:	0L
Journal Entry Type:*	SA	Reference:	

b. in the Line Items:

Attribute	Data value
1 Company Code	US##
G/L Account	Bank 1 (1810000)
Debit	60000
2 Company Code	US##
G/L Account	Fixed capital (2000000)
Credit	60000

Line Items (2)

>	1 Company Code	US30	G/L Account *	0001810000	Debit *	60,000.00	USD	Credit *	0.00	USD
>	2 Company Code	US30	G/L Account *	0002000000	Debit *	0.00	USD	Credit *	60,000.00	USD

US##
1810000
60000
US##
2000000
60000

2. Click on **Post**. You will receive a message that says:

 **Success**

Document 100000000 (2023, US30) was posted successfully

[Display](#) [OK](#)

3. On the *Post General Journal Entries* screen, please enter the data below:
- a. in the header data:

Attribute	Data value
Journal Entry Date	Current Date
Period	Current period
Ledger Group	0L

Current Date
Current period
0L

- b. in the Line Items:

Attribute	Data value
1 Company Code	US##
G/L Account	Rent (6310000)
Debit	500
Cost Center	NAAD10##
2 Company Code	US##
G/L Account	Bank 1 (1810000)
Credit	500

US##
6310000
500
NAAD10##
US##
1810000
60000

4. Click on  to the left of 1 company code to enter the cost center (NAAD10##) in the *Account Assignment*.

Line Items (2)							
>	1	Company Code	US30	G/L Account	0006310000	Debit	500.00 USD
						Credit	0.00 USD
>	2	Company Code	US30	G/L Account	0001810000	Debit	0.00 USD
						Credit	500.00 USD

Cost Center:

NAAD1030

5. Click on **Post**.

6. You will receive a message that says:

✓ Success

Document 100000001 (2023, US30) was posted successfully

Display

OK

7. Now click on **<** and you will return to the SAP Fiori menu.

I.4.4 Display Balance II

Task Display the balance for one of your G/L accounts again.

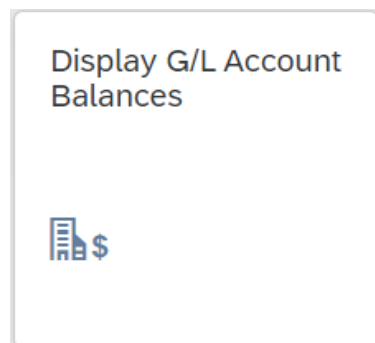
Time 5 min

Check the balance of your bank account after the G/L posting.

Motivation

To view the current balance of your bank account, use the *Display G/L Account Balances* app in the *Financial Accounting* on the *Accounts Payable* page in the *AP Accountant* role.

Fiori App



1. In the *G/L Account Balances* screen, enter the data below:

Attribute	Data value
Ledger	0L (Leading Ledger)
Company Code	US##
G/L Account	Bank 1 (1810000)
Ledger Fiscal Year	Current Year
Controlling Area	NA##

0L
US##
1810000
Current Year
NA##

2. Click on . Review the account and check the *Total Debit* and the *Total Credit* balance.

Period	Debit	Credit	Balance	Cumulative Balances
01.2023	100,000.00	100,000.00	0.00	0.00
02.2023				0.00
03.2023				0.00
04.2023				0.00
05.2023				0.00
06.2023				0.00
07.2023				0.00
08.2023				0.00
09.2023				0.00
10.2023				0.00
11.2023				0.00
12.2023				0.00
13.2023				0.00
Total	100,000.00	100,000.00	0.00	0.00

3. Now click on  and you will return to the SAP Fiori menu.