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Financial Accounting I Part 1 of 2

Course Goals

- Configure and utilize the organizational units, master data and documents from Financial accounting in mySAP ERP Financials
- Configure and utilize the SAP transaction processes in external accounting

Course Objectives

- Create organizational units for Financial Accounting
- Maintain master data
- Influence the entry of posting transactions
- Analyze and explain posting transactions
- Display special G/L transactions in the system
- Use the document parking function within the system and define it appropriately

Unit 1: Basic settings

- Map the accounting structure of your company using mySAP ERP Financials organizational units
- Explain the meaning of the terms “company code” and “business area” and their differences
- Create a company code
- Explain the use and advantages of the variant principle
- Explain the necessity and use of a fiscal year variant
- Explain different types of fiscal year variants
- Define a fiscal year variant according to your requirements
- Assign the fiscal year variant to a company code
- Define currencies in the mySAP ERP system
- Explain the meaning of different exchange rate types
- Maintain exchange rates
- Use the different tools for maintaining exchange rates
- Explain the options for maintaining exchange rates

Unit 2: Master Data

- Define and use a chart of accounts
- Describe the structure of a general ledger account
- Control the format of a general ledger account
- Name and describe different types of general ledger accounts
- Create, maintain, and control general ledger accounts
- Describe how you can change several general ledger accounts at the same time
- Explain the advantages and disadvantages of group and country charts of accounts
- Describe the structure of customer and vendor accounts

- Discuss the similarities and differences between general ledger and customer and vendor accounts
- Control and maintain customer and vendor accounts
- Explain relationships between customer and vendor accounts
- Maintain bank master data
- Define house banks
- Create accounts at your house banks
- Maintain the links between bank and G/L acc

Unit 3: Document Control

- Classify accounting documents
- Display accounting documents
- Describe the structure of accounting documents
- Open and close posting periods
- Open and close posting periods differently for different account types
- Define the amounts that specific groups of accounting clerks are allowed to post
- Assign users to a tolerance group for highest amounts

Unit 4: Posting Control

- Define default values
- Configure user-specific default values
- Determine default values in the system and the configuration
- Explain the rules governing changes to documents
- Change documents
- Analyze changes to documents
- Reverse documents
- Find reversal reasons in Customizing
- Define terms of payment
- Explain the account determination for automatic postings of cash discount
- Describe the treatment of taxes in mySAP ERP Financials
- Create tax codes and define tax accounts in the configuration
- Explain cross-company code transactions
- Post cross-company code transactions
- Post simple documents in Financial Accounting

Unit 5: Clearing

- Explain the clearing process
- Clear an account
- Post with clearing
- Post incoming and outgoing payments
- Reset clearing
- Post payment differences
- Describe tolerance groups and their role for posting payment differences
- Post partial and residual payments
- Create and use payment difference reason codes

- Explain the system treatment of exchange rate diff

Unit 6: Cash journal

- Create a cash journal and assign it to a general ledger account
- Explain business transaction categories
- Create business transactions
- Save and post business transactions in the cash journal

Unit 7: Special G/L transactions

- Describe special G/L transactions
- Explain the particularities of special G/L transactions
- Explain the functions of special G/L transactions
- Configure special G/L transactions or check their configuration
- Create your own special G/L transactions as needed

Unit 8: Parking Documents

- Describe the functionality of document parking
- Identify the differences between **parking documents** and **holding documents**
- Park Financial Accounting documents
- Edit, delete or post parked documents
- Describe how to use the workflow when parking documents
- Name the advantages of using workflow when parking documents

Financial Accounting I Part 2 of 2

Unit 1: Fundamentals

- Identify the key fields in the customer/vendor master data for periodic processing of Accounts Receivable and Accounts Payable (payments, dunning, correspondence, interest calculation)
- Describe possible relationships between customer/vendor accounts
- Identify key fields for the payment and dunning programs in Financial Accounting documents

Unit 2: Automatic Payments

- Describe the actions in the payment process
- State the individual steps in the payment program
- Describe the structure of the payment program configuration
- Carry out the basic configuration for the payment program
- List and explain the major processing steps of the payment program
- Maintain the parameters for the payment run

- Edit the payment proposal created by the payment program
- Generate payment media
- State the advantages of using the Payment Medium Workbench to create payment media
- Convert a payment method for use with the Payment Medium Workbench
- Describe the steps involved in creating payment media using the Payment Medium Workbench
- Describe how the debit balance check helps you prevent outgoing payments for accounts with a debit balance
- Carry out a debit balance check
- Schedule periodic payment runs and fully automate them using the debit balance check
- Use the functions of the Schedule Manager for the payment process

Unit 3: Automatic Dunning

- Describe the dunning process in the SAP System
- Describe the structure of the dunning program configuration
- Configure the automatic dunning program
- Explain the purpose of dunning parameters
- Enter the parameters for a dunning run
- Describe how the dunning program creates the dunning proposal dataset
- Edit the dunning proposal created by the dunning program
- Start the print run of the dunning program
- Explain the criteria that are used to group items in dunning notices

Unit 4: Correspondence

- List the different correspondence requirements
- Localize the setting options for the standard correspondence in the IMG
- Set up your own correspondence
- Request correspondence
- Describe the structure of the dunning form

Unit 5: Interest Calculation

- Explain the basic options for calculating interest
- Explain the differences between account balance interest calculation and item interest calculation
- Identify data required for interest calculation
- Configure the SAP System to perform interest calculation
- Run the interest calculation program

Unit 6: Country Specifics

- Explain the documents involved in check processing
- Create a check manually
- View check information
- Void checks

- Use void check reason codes
- Explain the flow of data in the lockbox process
- Explain the components of the process
- Review the configuration of lockbox program

Unit 7: Standard Reports in General Ledger Accounting, Accounts Receivable Accounting, and Accounts Payable Accounting

- Demonstrate where to find the reports required in General Ledger, Accounts Receivable, and Accounts Payable Accounting
- Explain the importance of information systems
- Execute reports
- Create report variants
- Use report variables

Unit 8: List Viewer

- Explain the concept SAP List Viewer
- Use the functions of the SAP List Viewer
- Use selection criteria for accounts in which you want to find line items in specific company codes
- Choose selection criteria using search help
- Choose line items based on their status and category
- Change standard and user-specific screen layouts

Unit 9: Drilldown Reporting in Financial Accounting

- Describe your knowledge of the architecture of drilldown reporting
- Explain the terms **characteristics** and **key figures** and the different types of each.
- Explain the difference between single-axis and dual-axis forms and use these forms appropriately
- Use various navigation options in drilldown reports
- Define forms
- Define and execute reports
- Define forms and reports more flexibly using characteristic and text variables
- Set up report-report interfaces
- Use report assignments

Unit 10: Overview of the Closing Activities

- Describe the integrated process of both month-end and year-end closing

Unit 11: The Financial Statements

- Identify where in the system you execute the financial statement program
- Describe the purpose of the financial statement version
- Create, change, and display financial statement versions
- Create financial statements using a drilldown report

Unit 12: Receivables & Payables

- Create balance confirmations
- Value foreign currency open items and balance sheet accounts
- Explain how individual value adjustments are posted and describe flat-rate individual value adjustments for doubtful receivables
- Regroup receivables and payables

Unit 13: Profit and Loss

- Compare cost of sales accounting and period accounting
- Name the processes in Controlling that impact Financial Accounting
- Explain how the reconciliation ledger is used to update financial accounting for transactions that cross FI organizational units
- Post accruals and deferrals for period-end closing
- Explain the advantage of using the accrual/deferral posting function
- Describe the generic functions of the Accrual Engine
- State the advantages of using the Accrual Engine in comparison to normal accrual procedures
- Activate an application component of the Accrual Engine for a company code
- List the required closing activities for the Accrual Engine
- Describe how the application component “Manual Accruals” works
- Define subjects to be accrued as accrual objects
- Describe the basic settings of the application component “Manual Accruals”
- Define the posting control of an application component in the Accrual Engine
- Configure the account determination of an application component in the Accrual Engine using rules

Unit 14: Technical, Organizational, and Documentary Steps

- Explain how balances are carried forward
- Explain the advantage of using the posting period tables
- Maintain the posting periods table
- Explain the procedure for carrying out adjustments to the financial statements and the advantage of doing so
- Specify where Customizing for adjustments is carried out
- Explain the purpose of the balance audit trail

Unit 15: Additional Material

- Locate the general Customizing settings for tax processing within the IMG.
- Describe the 1099/1042 business process
- Locate the Customizing settings for withholding tax codes and 1099/1042 outputs
- Use withholding tax during invoicing and payment
- Create a tax return
- Create a return for tax on sales and purchases
- Locate the Customizing settings for automatic posting to the tax payable account during execution of program RFUMSV00

- Analyze data relevant to European tax reporting
- Locate Customizing for tax reporting for the European Union.
- Create an EC sales list according to European Union requirements
- Perform reporting in accordance with the German foreign trade regulations.
- Describe the preparations for consolidation in Financial Accounting

Unit 16: Mini Case Study

- Make settings to configure Financial Accounting in the SAP system.

Financial Accounting II

Course Goals

- Configure and apply FI-AA
- Understand the integration between FI-AA and accounting
- Identify possible uses of validation and substitution

Course Objectives

- Configure Asset Accounting
- Use Asset Accounting
- Apply validation and substitutions to financial accounting
- Understand the logic of New General Ledger Accounting

Unit 1: Organizational Structures

- Define a chart of depreciation
- Assign a chart of accounts and a chart of depreciation to a company code
- Describe how Asset Accounting is integrated with Cost Accounting
- Name asset classes
- Assign asset classes to assets
- Define which depreciation areas post their values to the general ledger
- Activate, configure, and use New General Ledger Accounting

Unit 2: Master Data

- Structure assets by creating asset classes
- Create and change master data in Asset Accounting
- Process mass changes using a worklist

Unit 3: Asset Transactions

- Post integrated and non-integrated asset acquisitions in the system
- Post integrated and non-integrated asset retirements in the system
- Represent intracompany and intercompany asset transfers in the system
- Represent assets under construction in the system
- Represent unplanned depreciation in the system

Unit 4: Periodic Processing

- Define depreciation areas
- Describe how a depreciation term is used in different depreciation areas
- Control the calculation of depreciation
- Analyze depreciation values
- Initiate the depreciation posting run
- Explain the tasks of the fiscal year change program and the year-end closing programs

Unit 5: Information System

- Choose and execute the various Asset Accounting reports
- Set up variable sorting and totaling for asset reporting
- Create the asset history sheet, and structure it to meet your needs
- Generate a depreciation forecast
- Simulate depreciation for assets

Unit 6: Validations/Substitutions

- Explain the ways in which validation and substitution can be used using a few examples
- Identify the areas of application and callup points of validation and substitution in Financial Accounting
- Enter rules and define the Customizing of system messages to be output (prerequisites, check, generation)
- Execute validations using your own rules and defined system messages
- Provide the prerequisites for substitution
- Define your own rules, specify substituted values and execute substitutions
- Explain how to use rules and use them
- Explain how to use sets and use them

Unit 7: The New General Ledger - Overview

- Outline the advantages and benefits of New General Ledger Accounting
- Name possible functions of New General Ledger Accounting

Unit 8: Ledger Definition

- Activate New General Ledger Accounting

- Name the new fields in the totals table
- Describe the importance of scenarios
- Tell the difference between the entry view and the general ledger view
- Define and derive segments

Unit 9: Document Splitting

- Explain the motivation and theory behind document splitting
- Activate and use document splitting
- Perform example postings with document splitting

Unit 10: Integration

- Enter postings in Accounts Payable and Accounts Receivable
- Enter post-capitalization of cash discounts for assets in realtime
- Understand and configure the realtime integration from CO to FI

Unit 11: Periodic Processing

- analyze which periodic tasks will become redundant when you use New General Ledger Accounting
- configure and run a foreign currency valuation

Unit 12: Reporting

- Compare values in New General Ledger Accounting against values in Classic General Ledger Accounting
- Use RFBILA00 for different ledgers and for new characteristics
- Use the flexibility of FI drilldown reporting to report on various characteristics.

Course Summary

- Configure Asset Accounting
- Use Asset Accounting
- Apply validation and substitutions to financial accounting
- Understand the logic of New General Ledger Accounting
- Activate, configure, and use New General Ledger Accounting