C_S4CFI

SAP Certified Associate - Implementation Consultant - SAP S/4HANA Cloud Public Edition, Financial Accounting

SAP CERTIFICATION TASKS

Course Version: 2602

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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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Unit 1
Task 1

Introduction

In this assessment, you will work on one or more exercises that you must complete in the assigned system. Please make sure to read the instructions below carefully before accessing the system.

Before starting:

- Ensure your browser is up to date and clear your browser cache and cookies.
- Make sure to close all browser sessions before you start the assessment and remember not to open unnecessary tabs or windows while working on the exercises.

During the assessment:

- Ensure you follow the assessment instructions precisely. Any deviation may result in failure of the exercise.
- Avoid access to any other practical systems during the assessment in any other browser session (including incognito).
- If you accidentally close the assessment browser, go back to learning.sap.com, log in again, and go back to the assessment.
- Should you encounter technical difficulties with the assessment, please refer to the FAQs or create a case with the support team.

Ending the assessment

- Select the *Confirm completion* button to submit your assessment. This button is in the browser tab where you initially accessed the assessment, and not in the system tab.
- Once you submit the assessment, you can no longer make changes. Do not attempt to access the system again once you have submitted your assessment.
- To get the result of your assessment, please wait for the validation process to complete (approximately 15 minutes). Your result (failed/passed) will be displayed under *My Certifications*. Click on your profile icon in the top-right corner of learning.sap.com and select *My Certifications*.

Good luck with your assessment!

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Unit 1
Task 2

Context and Preparations

Introduction Scenario and Hints

In this practical exam, you will follow the fictional Bike Company, a manufacturer of high-quality bicycles. The company leverages SAP S/4HANA Public Cloud to manage and optimize its financial accounting processes.

Note:
The group number you should use in the exercises (marked as ### in the instructions) is equal to the last 3 digits of your user:



Figure 1: User Group

Note:
Please note that you are allowed and invited to use different knowledge resources in this exam, such as the SAP Help Portal or Joule for Consultants.

Note:
In addition, please note that we recommend approximately 20-25 minutes of processing time for each exercise and that you adhere exactly to the defined names and parameters in the exercises. Tasks are validated based on these requirements, and if they are not met, tasks cannot be validated as passed successfully.

Simulate and review your journal entries before posting! After posting, some objects validated by SAP during the exam can no longer be changed.

If parameters are not explicitly specified in the task or can be accessed from the context, these can be chosen freely (e.g., the name of a business partner).

Please use the *Implementation Activities* app to make settings in the configuration of the SAP system. These settings require a transport request. When saving your settings for the first time, create a transport request via the "Create Request" icon (F8) in the "Prompt for customizing request" window. Then, use this transport request to complete your further configuration steps.

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Note:
In all exam tasks, if you see ### in the text, replace these characters with your assigned number.

System Preparation Tasks

As a preparatory step for all exercises, assign the following standard roles to your user:

- BR_GL_ACCOUNTANT
- BR_AP_ACCOUNTANT
- BR_AR_ACCOUNTANT
- BR_AA_ACCOUNTANT
- BR_OVERHEAD_ACCOUNTANT
- BR_BPC_EXPERT
- Z_S4C_GENERIC_ROLE (already assigned)

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Unit 1
Task 3

Segment Reporting

Business Scenario

The Bike Company already uses segment reporting per IFRS to report on its business divisions transparently.

Now, the Bike Company is expanding its portfolio with a new business division: *Digital Bike Solutions*. This new business division should be represented as a separate segment in future segment reporting so that its economic performance can be analyzed and reported separately to stakeholders.

Segment assignment should not be manually performed for any financial posting to ensure a consistent and automated process. Instead, the standard segment derivation for FI postings available in the system should be used.

For this purpose, you must now create all the related new customizations and master data objects. Identify any new items created in the system using the same ID *T###*. Use *Digital Bike Sol. ###* as the name and description for all master data objects.

Finally, post a new journal entry to validate that the new customizations work according to the specifications.

To implement this in the system, you need to perform the following steps:

1. System Configuration and Posting Logic Implementation:

   Create a new segment *T###* in the SAP system, named *Digit. Bike Sol. ###* and implement the logic to automatically derive the new segment *T###* in the journal entry line item whenever expenses are posted to the cost center *T###* in company code 1010.

2. Journal Entry Creation and Verification:

   Create a journal entry of EUR 500 in company code 1010 using Cost Center *T###* with G/L Account 65003000 (Vehicle Costs) and Tax Code V0. Use the G/L account 10010000 (Petty Cash) as the offsetting account. Ensure that both the Document and Posting dates are set to the current date.

   Simulate and review your journal entry before you post it! Verify that the segment *T###* is automatically derived in the journal entry document.

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Unit 1
Task 4

General Ledger - Closing

Business Scenario

The Bike Company rents a flagship store for €15,### per month. In December of the current year (CY), the company transferred the payment for January of the following year (CY+1) from its bank account.

Since the rental payment covers a future period, the expense should not be recognized in the current year's financial statements. The payment related to January must be reflected as a prepaid expense as of December 31, CY.

This adjustment must be recorded manually in the general ledger and should include an automatic reversal mechanism to recognize the expense in January of CY+1 properly.

To implement this in the system, you need to perform the following steps:

1. **Deferral Posting:**

   Manually post a deferral entry of €15,### dated December 31 of the current year (Posting and Journal Entry date) in company code 1010. The posting should use expense account 63005000 (credit) and accrual account 21725000 (debit). In addition, assign cost center 10101602 and use tax code V0.

   When entering the document, ensure that the deferral posting is set up for automatic reversal on January 1 of the following year. After posting the document, make a note of the document number for reference.

2. **Automatic Reversal Execution:**

   On January 1 of the following year, execute the automatic reversal of your previously deferral entry posted in step 1. Begin by running the automatic reversal job as a test to ensure that only your accrual document is selected, and no other postings are affected.

   Once the test run is successful, proceed with the update run to complete the reversal posting.

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Unit 1
Task 5

Dunning Process for a Delayed Payer

Business Scenario

As Bike Company, we serve multiple customers across various segments. However, we are aware that one particular customer has a history of delayed payments.

A dunning process should be in place for cases where invoices become overdue to ensure timely follow-up and improve receivables management. Should the payment deadline be missed, the system is configured so that the customer immediately receives a dunning notice at level 1 upon completion of the days of arrears period.

This automated process supports proactive receivables control while maintaining professional and consistent communication with our customers.

To implement this in the system, you need to perform the following steps:

1. **Create a customer invoice:**

   Generate a customer invoice for customer *S4C###*, amounting to € 1,###, dated with today's invoice date. The invoice should be set as due immediately. Please ensure that you use Company Code 1010, G/L Account 41000500, and Tax Code A0 for the posting.

   After posting the document, make a note of the document number for reference.

2. **Prepare and execute a dunning run for your customer S4C###:**

   Use an existing dunning procedure for your Business Partner S4C### that applies a dunning charge of €10 at dunning level 1 on the dunning notice. Please don't modify existing dunning procedures or create a new one.

   When analyzing and selecting the dunning procedure, consider the following information for the subsequent dunning run:

   - Check the number of days in arrears in your dunning procedure for dunning level 1. Then, execute the dunning run on the following date. After the dunning run, this date must be visible in the *Last Dunning Date* field in the business partner master record.
   - Use the app *Create Dunning Notices* for your dunning run. Enter ### as identification. Please restrict the dunning run exclusively to company code 1010, customer S4C###, and the invoice created in step 1. The date in the *Documents Posted Up To Date* field must match the dunning date.

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Unit 1
Task 6

G/L Tolerances and Automatic Clearing

Business Scenario

The Bike Company's general ledger department, responsible for streamlining financial operations, has identified an inefficiency due to the high manual workload involved in processing minor discrepancies in the bank clearing account.

The system does not automatically clear these small differences, leading to a labor-intensive process that detracts from higher-value financial tasks. To tackle this issue, a new tolerance group for G/L accounts, specifically for discrepancies up to 5 EUR, has been decided.

This new tolerance group should initially be applied exclusively to a newly created account so that the automatic clearing program can be leveraged and, therefore, the automatic reconciliation of these minor variances can be facilitated.

To implement these specifications in the system, you need to perform the following tasks:

1. Make sure that the system can handle G/L account reconciliation discrepancies up to 5 EUR. Do not modify the existing customization objects. If required, create your own customization objects, codified ###.
2. In the chart of accounts YCOA, add a new Bank clearing G/L account that allows reconciliation of discrepancies below 5 EUR for Company Code 1010. Create it with ID 11002### and the description *Bank2 Clear Acc. ###*. Copy the existing G/L Account *11002000 Bank 2 Main Account* for this purpose. Please also ensure that your new G/L account is open-item managed.
3. Verify the customization by posting 2 Journal entries, both with today's date as the posting date and journal entry date.
    a. Create the first journal entry for EUR 1000, with document type SA, in company code 1010 with a debit to G/L account: 11002### and Assignment ###. Offset with a credit line item to G/L account 11002000 for the same amount and same assignment.
    b. Create the second journal entry for EUR 995, with document type SA, in company code 1010 with a credit to G/L account: 11002### and Assignment ###. Offset with a debit line item to G/L account 11002000 for the same amount and same assignment.
4. Execute the clearing program for your G/L account. Ensure that only the G/L account that you created during this task, in company code 1010, is cleared. After running the program, verify that the two journal entries created in this task are cleared.

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Unit 1
Task 7

Create Fixed Asset in a new Asset Class

The Bike Company is acquiring a new piece of packaging equipment for the Manufacturing cost center 10101302. This packaging machine will require a new asset class Z### to be correctly identified in the SAP system. The Bike Company acquired the equipment from supplier S4C### for EUR 75000 on 8 January of the current year.

According to the IFRS accounting principle, this packaging equipment has a useful life of 9 years and 6 months, and according to Book Depreciation and Local Tax purposes, has a useful life of 10 years.

The Bike Company decided to retire the fixed asset and sell it on 17 December of the current year. You received an offer to purchase this equipment for an amount of EUR 65000 with no tax.

1. Create a new fixed asset for Company Code 1010 in Asset Class Z### described as Pack Equipment ### which is like Asset Class 2000. The Bike Company receives the asset on 08 January of the current year and immediately places it in service. The new asset will be described as Packaging Equipment Unit ### and belong to cost center 10101302. The useful life according to IFRS is 9 years, 6 months, according to Book Depreciation and for Local Tax purposes, the useful life is 10 years. Note the fixed asset number for future use.
2. Your supplier S4C### has sent invoice number 157### for the packaging machine you installed on 08 January this year. The invoice is dated today for EUR 75000 with tax code V0 (0% Input Tax (Training)) and Net 30 payment terms.
3. The Bike Company has agreed to sell this equipment for EUR 65000. The reference number for this transaction is 257###. Complete this transaction on 17 December of the current year as a non-integrated asset retirement with revenue.

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Unit 1
Task 8

Down Payment Processing via Automatic Payment Program

Business Scenario

As Bike Company, we have received a down payment request from a supplier for one of our orders. We record this down payment request in the system so that the automatic payment program can execute the down payment to the supplier. The down payment request should be automatically cleared in the process.

To implement this in the system, you need to perform the following steps:

1. **Create a supplier master record:**

   Create a new supplier in company code 1010 using the app *Manage Business Partner Master Data*. Please proceed as follows:

   a. Copy the existing supplier with its business partner number *S4CFI*.

   b. Change the new supplier data as follows:

Field Name	Values
Business Partner number	**S4CFI###**
Name 1	**Supplier ###**

   As an exception, keep all other general data in the business partner master record (e.g., address, bank details) unchanged. Ignore the warning message that appears when saving the supplier after step c.

   c. Ensure in the supplier master data that outgoing payments can be made without restrictions via SEPA Credit Transfer using the automatic payment program in company code 1010.

2. **Create Supplier Down Payment Request:**

   Create manually a down payment request for your supplier S4CFI### in company code 1010. Set the journal entry date and posting date to today's date.

> Note:
> If you were not able to successfully create the supplier in step 1, you may also use the supplier *S4C###* for this and the next step.

   Use the target special G/L indicator for *Down Payments, Current Assets*. Enter an amount of 2### in transaction currency EUR.

   For the tax code, select 0I – (0% Input Tax (Training)). Set the due date for the down payment request to the last day of the current month.

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After you post the document, note the document number for your records.

3. **Execute the Automatic Payment Program to Pay the Down Payment Request:**

   Execute the *Automatic Payment Program* to process the down payment request created in step 1. Set the run date to the *last day of the current month* and use *P###* as the *identification*. The *posting date* and the *documents entered up to* date should both be set to the *run date*.

   Use company code 1010, and set the *next payment run date* to the *last day of the next month*. Select payment method *SEPA Credit Transfer*. Narrow down the selection to your supplier *S4CFI###* (alternatively S4C###). Additionally, use the *Free Selection* tab to restrict the run to the *document number* of the accounting document created in step 1.

   

   Note:
   First execute the proposal run, review the proposal, and then proceed with the payment run.

   At the end, check the resulting payment document to verify that the *Special G/L Indicator* A was used correctly for the down payment.

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Unit 1
Task 9

Business Partner and Payment Terms

Business Scenario

The Bike Company has signed a contract with Maria Garcia, the new cycling world champion. Ms. Garcia needs to be declared urgently in the accounting customer database to be invoiced for her share of the contract closing fees.

As soon as the setup is ready, the invoice for EUR 1100 must be posted to her account. This first invoice will be issued using The Bike Company's standard customer payment terms. However, after a call with the customer, new payment terms will be agreed upon that will apply to all future invoices.

To implement these specifications in the system, you need to perform the following tasks:

1. **Create a new FI customer:**

   In your company 1010, create a new customer with ID *CUST###* and name Maria Garcia. Use the role *FLCU00 Customer (Fin. Accounting)* and the Grouping *BPAB External alpha - numeric numbering*. Define *###* as the Search Term and complete the address: SAP St. 9, 10117 Berlin, Germany.

   The AR G/L reconciliation account is 12100000. Apply the standard payment terms of the Bike company: 0003. Specify that Ms. Anna Meier will be the accounting clerk in charge of this account. Also, keep track of Ms. Garcia's customer number in a legacy system: *Leg###*.

2. **Create a customer invoice:**

   Generate an invoice for Customer *CUST###* amounting to EUR 1100, including 10% VAT (Tax Code 1O (10% Output Tax (Training)), dated with today's posting date. The offsetting G/L account is 41000500, and the profit center *P9###*. Please enter *###* as the *Invoice Reference*.

3. **Update the customization with new payment terms:**

   The new payment terms should calculate the Net due date 90 days after the document date. They should be codified *T###* and be defaulted automatically in all future invoices for *CUST###*.

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