SAP S/4HANA 1809 FPS01 Fully-Activated Appliance:
Overview Pages for Finance / Procurement / Sales
Demo Guide
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Document History

<table>
<thead>
<tr>
<th>Revision</th>
<th>Date</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>&lt;2019-04-15&gt;</td>
<td>Release for customer</td>
</tr>
</tbody>
</table>
1 Where Can This Script Be Used?

This demo script has been written for usage with the SAP S/4HANA 1809 Feature Package Stack 01 (FPS01) Fully-Activated Appliance (in short “appliance” in this script), hence you will need such an appliance to make use of this guide.

The appliance can be brought up in two ways, and the demo scenario in this script is largely the same for both:

1. Via SAP Cloud Appliance Library (hosted on cloud providers)
   You need a cloud provider account at AWS, MS Azure, or GCP. With this, you can deploy the appliance within 1-2 hours from https://cal.sap.com > Solutions > SAP S/4HANA 1809 FPS01 Fully-Activated Appliance.

2. Via installing it on your own on-premise hardware.
   You need to provide your own hardware, and order & install the appliance as explained in SAP Note 2041140.

If you are new to the SAP S/4HANA Fully-Activated Appliance, introductory information can be found here: https://blogs.sap.com/2018/12/12/sap-s4hana-fully-activated-appliance-create-your-sap-s4hana-1809-system-in-a-fraction-of-the-usual-setup-time/

Important:
Before you start your demo, please read SAP S/4HANA Fully-Activated Appliance: Demo Scripts for information about necessary preparations, especially any post-deployment steps to ensure the full functionality of your appliance.
Besides this, you will also find links to all demo scripts on this page.
2 Demo Story: Overview Pages

2.1 Financial Overview

2.1.1 Background Information

This scenario describes Financial Accounting Overview transactions, providing a centralized, up-to-date reference for the rendering of accounts. Actual individual transactions are reviewed with real-time processing, displaying the original documents, line items, and transaction figures at various levels. It includes the following transactions:

- General Ledger Overview
- Journal Entries to be Verified
- G/L Account Balance
- Quick Links
- Tax Reconciliation Account Balance
- G/L Items Changes
- Days Payable Outstanding Indirect
- Days Sales Outstanding
- Accounts Payable Overview
- Payables Aging
- Cash Discount Utilization
- Days Payable Outstanding Indirect
- Days Payables Outstanding Direct
- Suppliers with Debit Balances
- Accounts Receivable Overview
- AR Aging Analysis
- Days Sales Outstanding
- Cash Collection Tracker
- Top 10 Debtors
# 2.1.2 General Accounting Overview

<table>
<thead>
<tr>
<th>What to Do</th>
<th>What You Will See</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open the Fiori Launchpad.</td>
<td><img src="image" alt="Image of Fiori Launchpad" /></td>
</tr>
<tr>
<td><strong>User:</strong> S4H_FIN_DEM, <strong>Password:</strong> Welcome1</td>
<td><strong>User Settings</strong></td>
</tr>
<tr>
<td>Set <strong>Default Value</strong> for SAP Fiori Launchpad User Settings (Optional).</td>
<td><strong>Display Currency</strong></td>
</tr>
<tr>
<td>On the SAP Fiori launchpad, go to User &gt; Settings &gt; Default Values.</td>
<td><strong>Fin. Statement Vers.</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Ledger</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Company Code</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Planning Category</strong></td>
</tr>
<tr>
<td></td>
<td><strong>You can enter and save default values.</strong></td>
</tr>
</tbody>
</table>

The following input fields are available:  
- **Display Currency**  
- **Fin. Statement Vers.**  
- **Ledger**  
- **Company Code**  
- **Planning Category**

You can enter and save default values.
<table>
<thead>
<tr>
<th>What to Do</th>
<th>What You Will See</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open <em>General Ledger Overview</em>.</td>
<td><img src="image1" alt="General Ledger Overview" /></td>
</tr>
</tbody>
</table>

Make the following entries on the filter bar and choose **Go**:
- **Display Currency**: **USD**
- **Key Date**: **<current date>**
- **Planning Category**: **<PLN>**
- **Statement Version**: **<YCOA>**
- **Ledger**: **<0L>**
- **Company Code**: **<1710>**
<table>
<thead>
<tr>
<th>What to Do</th>
<th>What You Will See</th>
</tr>
</thead>
<tbody>
<tr>
<td>To customize the cards on the overview page, choose the User Icon on your home dashboard and choose Manage Cards.</td>
<td><img src="image1.png" alt="Manage Cards" /></td>
</tr>
<tr>
<td></td>
<td>Set your preferences and choose OK.</td>
</tr>
<tr>
<td></td>
<td><img src="image2.png" alt="Manage Cards" /></td>
</tr>
<tr>
<td>What to Do</td>
<td>What You Will See</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>Navigate to <strong>Journal Entries to be Verified</strong>.</td>
<td>Choose the header (or line point) of the card to get further information.</td>
</tr>
<tr>
<td>Choose the header (or line point) of the card to get further information.</td>
<td><strong>Navigate to G/L Account Balance.</strong></td>
</tr>
<tr>
<td>If you choose an item line, you are directly navigated to the selected account group.</td>
<td><strong>Navigate to G/L Account Balance.</strong></td>
</tr>
<tr>
<td></td>
<td>Choose the header (or line point) of the card to get further information.</td>
</tr>
<tr>
<td>What to Do</td>
<td>What You Will See</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Navigate to <strong>Quick Links</strong>.</td>
<td>Choose the links below in the card to get further information:</td>
</tr>
<tr>
<td></td>
<td>Display G/L Account Line Items</td>
</tr>
<tr>
<td></td>
<td>Manage Journal Entries</td>
</tr>
<tr>
<td></td>
<td>Post General Journal Entries</td>
</tr>
<tr>
<td></td>
<td>Post Cash Journal Entries</td>
</tr>
<tr>
<td></td>
<td>Clear G/L Accounts</td>
</tr>
<tr>
<td></td>
<td>Process Batch Input Session</td>
</tr>
</tbody>
</table>

![Quick Links](image1)

Navigate to **Tax Reconciliation Account Balance**.
Choose the line item of the card to get further information.

![Tax Reconciliation Account Balance](image2)

Navigate to **G/L Items Changes**.
Choose the header (or line point) of the card to get further information.

![G/L Items Changes](image3)
<table>
<thead>
<tr>
<th>What to Do</th>
<th>What You Will See</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navigate to <em>Days Payable Outstanding Indirect</em>.</td>
<td>Choose the header (or each item) of the card to get further information.</td>
</tr>
<tr>
<td>Navigate to <em>Days Sales Outstanding</em>.</td>
<td>Choose the header (or each item) of the card to get further information.</td>
</tr>
</tbody>
</table>
## 2.1.3 Accounts Payable Overview

<table>
<thead>
<tr>
<th>What to Do</th>
<th>What You Will See</th>
</tr>
</thead>
</table>

Open the Fiori Launchpad.

**User:** `S4H_FIN_DEM`,  
**Password:** `Welcome1`

Set **Default Value** for SAP Fiori Launchpad User Settings (Optional).

On the SAP Fiori launchpad, go to **User > Settings > Default Values**.

The following input fields are available:
- **Display Currency**  
- **Fin. Statement Vers.**  
- **Ledger**  
- **Company Code**  
- **Planning Category**

You can enter and save default values.

Open **Accounts Payable Overview**.

Make the following entries on the filter bar and choose **Go**:
- **Display Currency**: `USD`  
- **Company Code**: `<1710>`  
- **Supplier**: `<any supplier>`  
- **Country**: `<US>`.
<table>
<thead>
<tr>
<th>What to Do</th>
<th>What You Will See</th>
</tr>
</thead>
<tbody>
<tr>
<td>To customize the cards on the overview page, choose the <em>User</em> button on your home dashboard and choose <em>Manage Cards</em>.</td>
<td><img src="image" alt="Manage Cards" /></td>
</tr>
</tbody>
</table>

Set your preferences and choose *OK*. | ![Manage Cards](image) |
| Manage Cards | 

- Parked Invoices
- Blocked Invoices - Chart View
- Blocked Invoices
- Invoices Blocked in Supplier Master Data
- Cash Discount Utilization
- Suppliers with Debit Balances
- Posted Invoices
- Quick Links
<table>
<thead>
<tr>
<th>What to Do</th>
<th>What You Will See</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navigate to <em>Payables Aging</em>.</td>
<td></td>
</tr>
<tr>
<td>Choose the header (or line point) of the card to get further information</td>
<td></td>
</tr>
<tr>
<td>The card will navigate you to the <em>Aging Analysis</em> SAP Fiori app.</td>
<td></td>
</tr>
<tr>
<td>What to Do</td>
<td>What You Will See</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Navigate to <em>Cash Discount Utilization</em>.</td>
<td></td>
</tr>
<tr>
<td>Choose the header (or line point) of the card to get further information.</td>
<td></td>
</tr>
<tr>
<td>The card will navigate you to the <em>Cash Discount Utilization</em> SAP Fiori app.</td>
<td></td>
</tr>
<tr>
<td>What to Do</td>
<td>What You Will See</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Navigate to <em>Days Payable Outstanding Indirect</em>. Choose the header (or line point) of the card to get further information. The overview page navigates you to the target apps. The global filter and header (and line point/bar item) information is carried over. The card will navigate you to the <em>Days Payable Outstanding Indirect</em> SAP Fiori app.</td>
<td><img src="image1" alt="Days Payable Outstanding Indirect" /></td>
</tr>
<tr>
<td>Navigate to <em>Days Payables Outstanding Direct</em>. The overview page navigates you to the target apps. The global filter and header (and line point) information is carried over. The card will navigate to the <em>Days Payable Outstanding</em> SAP Fiori app.</td>
<td><img src="image2" alt="Days Payable Outstanding Direct" /></td>
</tr>
<tr>
<td>What to Do</td>
<td>What You Will See</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Navigate to Suppliers with Debit Balances. Choose the header (or line point) of the card to get further information. The overview page navigates you to the target apps. The global filter and header (and line point) information is carried over. The card will navigate to the Manage Supplier Line Items SAP Fiori app.</td>
<td><img src="image1" alt="Suppliers with Debit Balances" /></td>
</tr>
<tr>
<td>Navigate to Quick Links. Choose Approve Bank Payments (or My Inbox) of the card to get further information. The overview page navigates you to the target apps. Choose Approve Bank Payments. The card will navigate you to the Approve Bank Payments SAP Fiori app.</td>
<td><img src="image2" alt="Quick Links" /></td>
</tr>
<tr>
<td>Navigate to My Inbox. Choose each item of the card to get further information.</td>
<td><img src="image3" alt="My Inbox" /></td>
</tr>
</tbody>
</table>
### 2.1.4 Accounts Receivable Overview

<table>
<thead>
<tr>
<th>What to Do</th>
<th>What You Will See</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open the Fiori Launchpad. <strong>User:</strong> S4H_FIN_DEM, <strong>Password:</strong> Welcome1</td>
<td><img src="image" alt="Screenshot of SAP Fiori Launchpad Settings" /></td>
</tr>
<tr>
<td>Set Default Value for SAP Fiori Launchpad User Settings (Optional). On the SAP Fiori launchpad, go to <strong>User &gt; Settings &gt; Default Values</strong></td>
<td><img src="image" alt="Screenshot of Default Values Settings" /></td>
</tr>
<tr>
<td>The following input fields are available: <strong>Display Currency</strong> <strong>Fin. Statement Vers.</strong> <strong>Ledger</strong> <strong>Company Code</strong> <strong>Planning Category</strong> You can enter and save default values.</td>
<td><img src="image" alt="Screenshot of Default Values Settings" /></td>
</tr>
<tr>
<td>Open Accounts Receivable Overview</td>
<td><img src="image" alt="Screenshot of Accounts Receivable Overview" /></td>
</tr>
</tbody>
</table>
Make the following entries on the filter bar and choose Go:

**Display Currency**: **USD**
**Net Due Interval 1**: <30>
**Net Due Interval 2**: <60>
**Net Due Interval 3**: <90>
**Company Code**: <1710>

If a default value is set in the SAP Fiori launchpad user settings, the filters have already been populated with the default values.

To customize the cards on the overview page, choose the User button on your home dashboard and choose Manage Cards.
Set your preferences and choose OK.

<table>
<thead>
<tr>
<th>Manage Cards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quick Links</td>
</tr>
<tr>
<td>AR Aging Analysis</td>
</tr>
<tr>
<td>Top 10 Debtors</td>
</tr>
<tr>
<td>Days Sales Outstanding</td>
</tr>
<tr>
<td>My Inbox</td>
</tr>
<tr>
<td>Cash Collection Tracker</td>
</tr>
<tr>
<td>AR Breakdown</td>
</tr>
</tbody>
</table>

Navigate to **Quick Links**.

Choose **Supervise Collections Worklist** of the card to get further information.

The overview page navigates you to the target apps.

If you choose **Supervise Collections Worklist**, the card will navigate you to the **Supervise Collections Worklist SAP Fiori app**.
Navigate to **AR Aging Analysis**.

Choose the header (or each item) of the card to get further information.

The overview page navigates you to the target apps. The global filter and header (and each item) information is carried over. The card will navigate you to the **Total Receivables** SAP Fiori app.

Navigate to **Days Sales Outstanding**.

Choose the header (or each item) of the card to get further information.

The overview page navigates you to the target apps. The global filter and header (and each item) information is carried over. The card will navigate you to the **Days Sales Outstanding** SAP Fiori app.
Navigate to **Cash Collection Tracker**.
Choose the header (or each item) of the card to get further information.
The overview page navigates you to the target apps. The global filter and header (and each item) information is carried over. The card will navigate you to the **Cash Collection Tracker** SAP Fiori app.

Navigate to **Top 10 Debtors**.
Choose the header (or each item) of the card to get further information.
The overview page navigates you to the target apps. The global filter and header (and each item) information is carried over. The card will navigate you to the **Total Receivables** SAP Fiori app.
2.2 Procurement Overview

2.2.1 Background information:

The *Procurement Overview* app shows the most important information and tasks relevant for a procurement specialist at a glance. The information is displayed on a set of actionable cards. Therefore, the procurement specialist focuses on the most important tasks, enabling faster decisions and immediate action. The cards show the most important information ranked according to relevance.

It includes the following transactions:

- Monitor Purchase Contracts
- Monitor Purchase Requisition Items
- Monitor Purchase Order Items
- Monitor RFQ
- Purchasing Spend
- Purchasing Spend Trend
- Non-Managed Spend
- Off-Contract Spend
- Supplier Performance Monitoring
- Supplier Evaluation Trend
- Purchase Requisition Touch Rate
- Purchase Requisition Item Types
- Open Activities

2.2.2 Procurement Overview

<table>
<thead>
<tr>
<th>What to Do</th>
<th>What You Will See</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open the Fiori Launchpad</td>
<td><img src="image" alt="SAP Fiori Launchpad" /></td>
</tr>
<tr>
<td>User: S4H.MM_DEM Password: Welcome1</td>
<td>Marilyn Material</td>
</tr>
<tr>
<td>Set Default Value for SAP Fiori Launchpad User Settings (Optional).</td>
<td>App Finder Settings Edit Home Page</td>
</tr>
<tr>
<td>On the SAP Fiori launchpad, go to User &gt; Settings &gt; Default Values</td>
<td>Recent Activity Frequently Used</td>
</tr>
</tbody>
</table>
The following input fields are available:
- Material
- Material Type
- Material Group
- Plant
- Supplier
- Stor. Loc.
- Purchasing Org.
- Purch. Group
- Sold-to Party

You can enter and save default values.

Choose the Procurement Overview app.

To customize the cards on the overview page, choose the User button. Choose Manage Cards and make the settings of your choice. Choose OK.
You can use the smart filter bar to set filters that are applied to the data displayed on all My Sales Overview cards.

After you make your selection, choose Go and the cards will be updated.

Navigate to Supplier Performance Monitoring card.

The card shows you a bubble chart of purchasing spend against the supplier performance.

You can also see the Supplier Feedback Score.
What to Do | What You Will See
---|---
Selecting the header or the chart brings you to the Supplier Evaluation KPI, grouped by supplier.

Navigate to **Purchasing Spend Trend**.

Shows you the trend of the overall purchasing spend over the last four quarters.

The graph reflects information filtered based on information entered in the smart filter bar.

Selecting the header or the chart brings you to the Purchasing Spend KPI.

Or

You can also choose one of the quarterly data points to get more information.
<table>
<thead>
<tr>
<th>What to Do</th>
<th>What You Will See</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navigate to <strong>Open Activities</strong>.</td>
<td>The <em>Manage Activities</em> application is opened when clicking the main body of the card and the procurement specialist can directly start processing the open activities.</td>
</tr>
<tr>
<td></td>
<td>When choosing the right side of the card, you see the open activities in an object stream.</td>
</tr>
<tr>
<td></td>
<td><strong>Navigate to Monitor Purchase Requisition Items.</strong></td>
</tr>
<tr>
<td></td>
<td>Using active filters, the procurement specialist can see only unsourced requisitions or all open requisitions.</td>
</tr>
<tr>
<td></td>
<td>Choose the header (or line point) of the card to get access the <em>Manage Purchase Requisitions</em> application.</td>
</tr>
</tbody>
</table>
Once the **Manage Purchase Requisitions** is opened the procurement specialist can directly start evaluating the unsourced purchase requisitions.

Source of supply can be selected based on already determined ones.

Once the source of supply is selected the Purchase Requisition is updated and does not appear in the list.
What to Do

Navigate to **Off-Contract Spend** card.

What You Will See

Shows the total invoice spend where that spend isn’t associated with a contract.

Using active filters, the view can be switch between supplier and material group.

The bar chart shows the spend amount as a percentage of the invoiced spend by material group (or supplier).

The number shows the value of the non-managed spend.

Choosing the header or the chart brings you to the Purchasing Spend KPI.
2.3 My Sales Overview

2.3.1 Background information

This scenario describes how an internal sales representative can have an overview of various sales activities to make better and faster business decisions. *My Sales Overview* dashboard is an entry point for these sales activities. The application allows you to view and create sales data in actionable cards, which display in a dashboard format.

It includes the following transactions:

- Blocked Credit Memo Requests
- Open Sales Quotations
- Open Sales Orders
- Customer Returns
- Customer Contacts
- Sales Order Fulfillment – Monitor Issues
- Sales Quotation Pipeline
- Compared to Month of Previous Year – Incoming Sales Orders
## 2.3.2 My Sales Overview

<table>
<thead>
<tr>
<th>What to Do</th>
<th>What You Will See</th>
</tr>
</thead>
</table>
| Open the Fiori Launchpad.  
**User:** S4H_SD_DEM  
**Password:** Welcome1 | ![Fiori Launchpad](image1)  
**Set Default Value** for SAP Fiori Launchpad User Settings (Optional). On the SAP Fiori launchpad, go to **User > Settings > Default Values** |

The following input fields are available:  
- **Customer**  
- **Sales Group**  
- **Sales Office**  
- **Sales Org.**  
- **Distr. Channel**  
- **Division**  
- **Sold-to Party**  
- **Currency**  

You can enter and save default values.

![Default Values](image2)
Choose My Sales Overview.

To customize the cards on the overview page, choose the User button in your home dashboard. Choose Manage Cards. Set your preferences and choose OK.
What to Do | What You Will See

You can use the smart filter bar to set filters that are applied to the data displayed on all My Sales Overview cards.

After you make your selection, choose Go and the cards will be updated.

Choose your desired row in the Customer Contacts card for the Customer - 360° View displays.

Navigate to Customer Returns.

Entries on the card are displayed starting with the most recently changed or created.

Choose the header (or line point) of the card to get further information.

The Manage Customer Returns application opens and the sales
What to Do

representative can directly process the returns.

Navigate to Open Sales Orders.

Entries on the card are displayed starting with the most recently changed or created.

Choose the header (or line point) of the card to get further information.

The Manage Sales Orders application opens, and the sales representative can directly start checking/processing the sales order.
**What to Do**

Navigate to *Sales Order Fulfillment – Monitor Issues*.

Choose the header (or line point) of the card to get access to the *Sales Order Fulfillment – Resolve Issues* application.

Once the *Sales Order Fulfillment – Resolve Issues* opens, and the sales representative can directly check and start solving the issues.

Choose one issue to go to the issue details.

System automatically proposes a solution for the problem.

Choose the *Post Goods Issue* button to solve the fulfillment issue.
**What to Do**

Navigate to *Compared to Month of Previous Year – Incoming Sales Orders* card.

The card header displays revenue from incoming sales orders of the current month compared to the same month of the previous year. The deviation between the two amounts is shown as a percentage.

The graph displays revenue from incoming sales orders of the current year compared to the incoming sales orders of last year. Months for which there are no incoming sales orders are not displayed.

Choose the header of the card to get further information.