SAP S/4HANA 1809 FPS01 Fully-Activated Appliance:
Accounting, Financial Close & Financial Closing Cockpit
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: Accounting, Financial Close & Financial Closing Cockpit

2.1 Accounting and Financial Close

Background information:
This scenario describes General Ledger Accounting transactions, providing a centralized, up-to-date reference rendering of accounts. 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:

- Upload General Journal Entries
- Verify General Journal Entries
- Reject/Approve Verify General Journal Entries (for Processor- Inbox)
- Import Financial Plan Data
- Display Financial Statement
- Cash-Flow Statement
- Trial Balance

2.1.1 General Ledger 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 the Fiori Launchpad with Settings highlighted" /></td>
</tr>
<tr>
<td>User: S4H_FIN_DEM, Password: Welcome1</td>
<td></td>
</tr>
<tr>
<td>Set Default Value for SAP Fiori Launchpad User Settings (Optional).</td>
<td></td>
</tr>
<tr>
<td>On the SAP Fiori launchpad, go to User &gt; Settings &gt; Default Values.</td>
<td></td>
</tr>
</tbody>
</table>
### What to Do

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

You can enter and save default values.

### What You Will See

<table>
<thead>
<tr>
<th>Settings</th>
<th>Default Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Controlling</td>
<td>Financial Accounting</td>
</tr>
<tr>
<td>User Account</td>
<td></td>
</tr>
<tr>
<td>Appearance</td>
<td></td>
</tr>
<tr>
<td>Home Page</td>
<td></td>
</tr>
<tr>
<td>Language &amp; Region</td>
<td></td>
</tr>
<tr>
<td>User Activities</td>
<td></td>
</tr>
<tr>
<td>User Profiling</td>
<td></td>
</tr>
<tr>
<td>Display Currency</td>
<td></td>
</tr>
<tr>
<td>Key Date</td>
<td></td>
</tr>
<tr>
<td>Planning Category</td>
<td></td>
</tr>
<tr>
<td>Statement Version</td>
<td></td>
</tr>
<tr>
<td>Ledger</td>
<td></td>
</tr>
<tr>
<td>Company Code</td>
<td></td>
</tr>
</tbody>
</table>

Open **General Ledger Overview**.

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>`
## What to Do
To customize the cards on the overview page, choose the **User Icon** and choose **Manage Cards**.

## What You Will See

<table>
<thead>
<tr>
<th>Manage Cards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recognized Revenue</td>
</tr>
<tr>
<td>Journal Entries to Be Verified</td>
</tr>
<tr>
<td>G/L Item Changes</td>
</tr>
<tr>
<td>G/L Account Balance</td>
</tr>
<tr>
<td>Days Payable Outstanding Indirect</td>
</tr>
<tr>
<td>My Inbox</td>
</tr>
<tr>
<td>Recognized Cost of Sales</td>
</tr>
<tr>
<td>Tax Reconciliation Account Balance</td>
</tr>
</tbody>
</table>

Set your preferences and choose **OK**.
<table>
<thead>
<tr>
<th>What to Do</th>
<th>What You Will See</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navigate to <em>Journal Entries to be Verified</em></td>
<td>Choose the header (or line point) of the card to get further information.</td>
</tr>
<tr>
<td>Navigate to <em>G/L Account Balance</em>.</td>
<td>Choose the header (or line point) of the card to get further information.</td>
</tr>
<tr>
<td>If you click on an item line, you are directly navigated to the selected account group.</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 <strong>Quick Links</strong>.</td>
<td></td>
</tr>
<tr>
<td>Choose the links below in the card to get further information:</td>
<td></td>
</tr>
<tr>
<td>Display G/L Account Line Items</td>
<td></td>
</tr>
<tr>
<td>Manage Journal Entries</td>
<td></td>
</tr>
<tr>
<td>Post General Journal Entries</td>
<td></td>
</tr>
<tr>
<td>Post Cash Journal Entries</td>
<td></td>
</tr>
<tr>
<td>Clear G/L Accounts</td>
<td></td>
</tr>
<tr>
<td>Process Batch Input Session</td>
<td></td>
</tr>
</tbody>
</table>

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

Navigate to **G/L Items Changes**. Choose the header (or line point) of the card to get further information.
<table>
<thead>
<tr>
<th>What to Do</th>
<th>What You Will See</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navigate to <strong>Days Payable Outstanding Indirect</strong>.</td>
<td>Choose the header (or each item) of the card to get further information.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Days Payable Outstanding Indirect" /></td>
</tr>
<tr>
<td></td>
<td><strong>Recognized Cost of Sales Expenses &amp; Fiscal Year</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Expense by Month</strong></td>
</tr>
<tr>
<td></td>
<td><strong>My Inbox</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Days Payable Outstanding Indirect - Last 6 Months</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Days Sales Outstanding</strong></td>
</tr>
<tr>
<td></td>
<td><strong>DSO Average - Last 6 Months</strong></td>
</tr>
<tr>
<td></td>
<td><strong>248 In Days</strong></td>
</tr>
<tr>
<td></td>
<td><strong>DSO by Month</strong></td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Days Sales Outstanding by Month" /></td>
</tr>
<tr>
<td></td>
<td><strong>Actual</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Previous Year</strong></td>
</tr>
</tbody>
</table>

**Navigate to Days Sales Outstanding.**
Choose the header (or each item) of the card to get further information.
2.1.2 Upload General Journal Entries

This feature is used when you receive G/L account documents that must be posted manually in the SAP system. The app allows multiple G/L account documents to be uploaded using a single upload file.

<table>
<thead>
<tr>
<th>What to Do</th>
<th>What You Will See</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open the Fiori Launchpad. &lt;i&gt;User: S4H_FIN_DEM, Password: Welcome1&lt;/i&gt; Navigate to the Document Entry group, and choose the Upload General Journal Entries app.</td>
<td><img src="image1" alt="Upload General Journal Entries" /></td>
</tr>
<tr>
<td>Choose the Download Template button.</td>
<td><img src="image2" alt="Download Template" /></td>
</tr>
<tr>
<td>Choose your Template Language. Format the MS Excel Workbook and then choose Download.</td>
<td><img src="image3" alt="Template Download" /></td>
</tr>
</tbody>
</table>
| Make following entries in the template file for all G/L account documents that need to be posted. **Header:**  
  - **Company Code:** 1710  
  - **Journal Entry Type:** SA  
  - **Journal Entry Date:** <current date>  
  - **Posting Date:** <current date>  
  - **Transaction Currency:** USD  
  - **Line Items** → Line 1:  
    - **Company Code:** 1710 | ![Upload General Journal Entry](image4) |
What to Do | What You Will See
---|---
• **G/L Account:** 63002000  
• **Debit:** <amount>  
• **Tax Code:** I0  
• **Tax Jurisdiction:** PA00000000  
• **Cost Center:** 17101101  
**Line Items – Line 2:**  
• **Company Code:** 1710  
• **G/L Account:** 10010000  
• **Credit:** <amount>

Save the file locally.

Choose the **Browse** button at top of your view and select the prepared Excel file. Choose **Open**.

Select item and choose **Post**.

### 2.1.3 Verify General Journal Entries (Requester)

This app is used for entering a journal entry which needs to be checked before final posting. You check the status of the documents submitted for verification in various tabs: **All**, **Submitted**, **Rejected** and **Others**. For those rejected, you edit and submit again for approval to Processor.

Documents with status **Submitted** will not be posted yet. Once approved by the processor, the document is posted automatically, and it is seen in the SAP Fiori App **Manage Journal Entries**.

<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  
Navigate to **Current Settings** group and choose the **Define Responsibilities** app. | **Current Settings**  
[Maintain Exchange Rates](#)  
[Define Responsibilities](#)  
[Import Foreign Exchange Rates](#)  
[Manage Workflows for General Journal Entry Verification](#) |

Choose the **Create Responsibility** button.
Make the following entries and choose **Continue**:

**Object Abbr:** FDC_GLJE_VER  
**Name:** Verifier for GL Journal Entry  
**Start Date:** <current date>  
**End Date:** 31.12.9999

Choose **Change** and make the following entries in the **Responsibility Specs** section and choose **Save**:

- **Amount in Co code currency:** `<amount>`  
  - **Of:** 0.00  
  - **To:** 999999999.00
- **Source company code:**  
  - **Of:** *  
  - **To:** *

Go back and choose the created rule and insert an **Agent Assignment**.

Choose **User** and choose **Continue**.
<table>
<thead>
<tr>
<th>What to Do</th>
<th>What You Will See</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select the local G/L accountant User to assign user to created rule and choose Continue. The Create Relationship view displays.</td>
<td><img src="image1" alt="Create Relationship view" /></td>
</tr>
<tr>
<td>Select the user ID you entered in the previous step and make the following entry: Time period: &lt;current date&gt; - &lt;31.12.9999&gt; Choose Create (F5) button.</td>
<td><img src="image2" alt="Create Relationship view" /></td>
</tr>
<tr>
<td>Open the Fiori Launchpad. User: S4H_FIN_DEM, Password: Welcome1. Navigate to the Document Entry to be verified group. Choose the Verify General Journal Entries (for Requester) app.</td>
<td><img src="image3" alt="Fiori Launchpad" /></td>
</tr>
<tr>
<td>Make the following entry and choose Go: Company Code: 1710</td>
<td><img src="image4" alt="Verify General Journal Entries" /></td>
</tr>
<tr>
<td>Choose the Add button.</td>
<td><img src="image5" alt="Post General Journal Entry" /></td>
</tr>
<tr>
<td>The Post General Journal Entry view displays. In the Header tab, make the following entries: Journal Entry Date: &lt;current date&gt; Posting Date: &lt;current date&gt; Period: &lt;period&gt; Journal Entry Type: SA Company Code: 1710 Transaction Currency: USD</td>
<td><img src="image6" alt="Post General Journal Entry" /></td>
</tr>
</tbody>
</table>
**What to Do**

In the **Line Items** area, make the following entries.

Line item 1:
- **G/L Account**: 63003000
- **Debit**: `<amount>`
- **Tax Code**: for example, I0
- **Tax Jurisdiction**: PA00000000
- **Cost Center**: 17101101

Line item 2:
- **G/L Account**: 11002000
- **Credit**: `<amount>`
- **Value Date**: Today's date

Choose **Submit**.
As a result, a journal entry is submitted for verification.

---

### 2.1.4 Reject Verify General Journal Entries (for Processor - Inbox)

G/L account documents can be checked before final posting and can be either approved or rejected with a comment/reason, by the Processor. Once a document has been selected and rejected, it disappears from the list and goes back to the Requester.

---

**What to Do**

Open the Fiori Launchpad.
- **User**: S4H_FIN_DEM
- **Password**: Welcome1

Navigate to the **Document Entry** group and choose the **Verify General Journal Entries for Processor (Inbox)** app.
### What to Do | What You Will See
--- | ---
Choose the document you are rejecting. | ![SAP Fiori Launchpad](image)

Choose **Reject**. | ![Submit Decision](image)
Enter the reason for rejection, for example **Change Tax Jurisdiction to CA00000000** and choose **Submit**.

---

#### 2.1.5 Edit Rejected Verify General Journal Entries (Requester)

In case the document you submitted for posting is rejected by the Processor, you can use this app to make the necessary changes requested by the approver.

| What to Do | What You Will See |
--- | --- |
Open the Fiori Launchpad.  
*User: S4H_FIN_DEM,  
Password: Welcome1*  
Navigate to the **Document Entry** group and choose the **Verify General Journal Entries (for Requester)** app. | ![Fiori Launchpad](image)

Make the following entry and choose **Go**:  
**Company Code:** 1710 | ![Verify General Journal Entries](image)

Choose the **Rejected** tab.  
Select the document to be edited. | ![Verify General Journal Entries](image)

The **Display General Journal Entries** view displays.  
Choose **Edit**. | ![Verify General Journal Entries](image)
2.1.6 Approve Verify General Journal Entries (for Processor – Inbox)

As a Processor, you can either approve or reject the documents submitted.

In case you find the document suitable for posting or the required changes have been made, you can use this app to approve the entries. Once a document has been selected and approved, it disappears from the list. If a document is approved, posting of FI document is automatically triggered.

What to Do

Open the Fiori Launchpad.
User: S4H_FIN_DEM
Password: Welcome1

Navigate to the Document Entry group and choose the Verify General Journal Entry for Processor (Inbox) app.

Choose the document to be approved.

What You Will See

Post Parked Journal Entries
Input Tax from Parked Documents
Verify General Journal Entries For Processor (Inbox)
Verify General Journal Entries For Processor (Outb...
### What to Do

Choose **Approve** and choose **Submit**.

### What You Will See

![Approve Reject Button]

---

### 2.1.7 Import Financial Plan Data

Through this feature, you can plan the balance sheet and P&L accounts.

<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="Planning App" /></td>
</tr>
</tbody>
</table>
| **User**: S4H_FIN_DEM  
**Password**: Welcome1 | 
| Navigate to the **Planning** group and choose the **Import Financial Plan Data** app. | 
| Choose **Download Templates**. | ![Download Templates](image) |
| Choose separator for the .CSV file and the template to be downloaded, for example **P&L Statement Planning**. | 
| Make the following entries in the template:  
**Plan Category**: PLN  
**Ledger in General Ledger Accounting**: OL  
**General Ledger Fiscal Year**: <current year>  
**Posting period**: <current period>  
**Company code**: 1710  
**G/L Account number**: 63003000  
**Amount in Global Currency**: <amount>  
**Global Currency**: USD | ![Excel Template](image) |
Choose the *Browse* button at top of the view
Select the prepared Excel files and choose *Open*.

The Excel file is now uploaded with the data introduced in the file and the new plan is created.

Choose *Import Source File* to import the plan.

Choose *Check Financial Plan Data*.

The *General Plan* displays with the plan imported.
The view can be customized by adding various dimensions to either columns or rows.
2.1.8 Display Financial Statement

This app allows you to display the financial statement and customize your table view.

<table>
<thead>
<tr>
<th>What to Do</th>
<th>What You Will See</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open the Fiori Launchpad. User: <strong>S4H_FIN_DEM</strong> Password: <strong>Welcome1</strong> Navigate to <strong>Reporting</strong> group and choose the <strong>Display Financial Statement</strong> app.</td>
<td><img src="image" alt="Display Financial Statement app" /></td>
</tr>
</tbody>
</table>

Make the following entries and choose **Go**:  
**Company Code:** **1710**  
**Ledger:** **0L**  
**Statement version:** **YCOA**  
**Statement type:** **Normal (Actual-Plan)**  
**End period:** **<current period>**  
**Comparison End Period:** **<last year/month period>**  
**Currency:** **USD**

Choose the **Profit & Loss** tab. The **P&L Statement** displays.

![P&L Statement](image)
2.1.9 Cash Flow Statement

You can also display cash flow statements by using the Cash Flow Statement-indirect method app.

<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>Cash Flow Statement - Indirect Method [Accessible]</td>
</tr>
<tr>
<td>User: S4H_FIN_DEM</td>
<td>Display G/L Account Balances</td>
</tr>
<tr>
<td>Password: Welcome1</td>
<td>Trial Balance Comparison</td>
</tr>
</tbody>
</table>

Make the following entries and choose OK:
- **From Period:** for example, <1>
- **To Period:** for example, <12>
- **Financial Statement Version:** YCOA
- **Company Code:** 1710
- **Ledger fiscal year:** <current year>
- **Ledger:** 0L

The Cash Flow Report displays.
The view can be customized by adding various dimensions to either columns or rows.
This app displays the Trial Balance screen.

**2.1.10 Trial Balance**

<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  
Navigate to Reporting group and choose the Trial Balance app. | Reporting  
Set Report Relevancy  
Replicate Runtime Hierarchy  
Display Financial Statement  
Trial Balance |

| Prompts |  
|-----------------|-----------------|-----------------|-----------------|-----------------|
| **Ledger:** 0L  
**Company Code:** 1710  
**Posting date from:** <start of year>  
**Posting date to:** <end of year> |

The Trial Balance displays.  
The view can be customized by adding various dimensions to either columns or rows.
2.2 Financial Closing Cockpit

The SAP S/4HANA Financial Closing cockpit is an integral part of SAP S/4HANA. It supports in planning, executing, monitoring, and analyzing financial closing tasks for the entities of your group. It can be used in the following cases:

- Activities that recur periodically (i.e., Daily, Monthly and Yearly)
- When Multiple agents are involved.
- The activities are performed within a process that has a fixed chronological sequence or is determined by dependencies.
- It truly optimizes the financial close process, you need solutions that provide control over each step of the close cycle in addition to processing postings and producing reports.
- SAP Financial closing cockpit is designed for businesses of all sizes and support a streamlined, more accurate financial close process.
- Highly automated, standardized functionality supporting accounting, reconciliation, and consolidation activities
- Scheduling tools help you in sequencing, monitor, and control workflows across your organization, so the entire close process moves along efficiently.

With the help of the intuitive analytics provided on the Closing Overview page, management can track the closing tasks and act if required.

In this demo, using various Fiori Apps, we create a template which can be used for closing processes having multiple tasks that can be used for multiple company codes spread across multiple time zones and having dependencies on each other. There are multiple features available in the template which includes creation of Jobs along with variants, task dependencies, notifications etc.

We create various closing tasks with specific dates and release the same for execution. It also provides the status of various tasks like completed, released, activate, errors etc. which prompts the responsible users to take necessary corrective actions.

All the processes are very much streamlined and provides complete transparency and audit trial.

2.2.1 Manage Task Templates

<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 | ![Manage Task Templates app](image)
| Search for the app Manage Task Templates or as an alternative, navigate to the SAP S/4HANA Financial Closing Cockpit and choose the app. | ![Customizing: Display Financial Closing Cockpit app displays.](image)

To open a created task template, choose the Open button.
What to Do

A list with existing templates and task lists displays.

Choose the template you want to display and choose Continue.

What You Will See

Select the 1st line on the hierarchy tree and select the button Expand Subtree

FCC Template displays.

This template contains multiple tasks grouped into 3 task groups:

- TG-FIN-AC
- TG-CO
- TG-Report

All tasks were created into the Task Groups and assigned to the Template.
**What to Do**

Choose the *Open* button and open task group **TG-FIN-AC**.
<table>
<thead>
<tr>
<th>What to Do</th>
<th>What You Will See</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select all tasks included into the group to be displayed by right click</td>
<td>Display Tasks in Selection &gt; All Tasks</td>
</tr>
</tbody>
</table>

Choose the **Display/Change** button.

Right click and choose **Change Fields – Processor**.

A dialog box displays. Choose the responsible user, for example **S4H_FIN_DEM**
Franky Finance is now marked as Processor for the tasks included in Task Group **TG-Fin-Acc**.

In this section, options are available for creating the tasks manually and add to the folders. Here one can create and assign tasks group to the template.

To add a new task, select the Group name into the hierarchy tree. Right-click and choose **Create Task**.
What to Do

In the Closing Cockpit: Display/Create/Change Task view, make the following entries:

Description: <Your task’s description>

Global ID: <Post incoming voices>

Task type: Transaction / Job/ Program/ Web application

Make your entries in Task Time and Assignment to Closing area according to your task.

Choose Continue.

If you need a task changed, the option of editing is available.

Right-click on Planned Depreciation and choose Edit.
There are different options to create / change the task types with the available choices. After choosing a different Task Type (if needed) choose **Continue**.

After adding or editing a task inside the task group, the template must be updated.

To update template with the changes and updates from Task group, select **Open** and choose template FCC.

Choose the **Display/Change** button.

From the Menu tab, select **More - Utilities – Update from Task Groups**

A list with changes to be updated displays. Select all changes and **Update**.
2.2.2 Release Closing Cockpit Task List

<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>![Fiori Launchpad with Release Closing Cockpit Task List selected]</td>
</tr>
</tbody>
</table>
| **User:** S4H_Fin_Dem  
**Password:** Welcome1                                                               | ![Task List open with FCC template selected]                                    |
| Search for the app **Release Closing Cockpit Task Lists** or as an alternative, navigate to the **SAP S/4HANA Financial Closing Cockpit** and choose the app. | ![Create Periodic Task List with FCC template]                                  |
| Choose the **Open** button.                                                | ![Open button selected]                                                          |
| Choose the template **FCC**.                                               | ![FCC template selected]                                                         |
| Choose **Create Periodic Task List**.                                       | ![Create Periodic Task List page]                                               |
What to Do | What You Will See
---|---
In the Prompt window enter:

**Key date:** `<Your task list date>`

**Closing Type:** M (for monthly)

**Posting Period:** 01

**Fiscal Year:** 2019

**Notification:** TR

**Status:** Released

**Copy Logs:** checked

Choose **Continue**.

Confirm the warning message.

Confirm the schedule of the tasks.

Confirm the next pop-up.

---

### Key date: `<Your task list date>`

### Closing Type: M (for monthly)

### Posting Period: 01

### Fiscal Year: 2019

### Notification: TR

### Status: Released

### Copy Logs: checked

Choose **Continue**.

Confirm the warning message.

Confirm the schedule of the tasks.

Confirm the next pop-up.

---

For your selected tasks not all predecessor tasks are completed. Do you still want to schedule the tasks you have selected?

[Yes] [No]
## 2.2.3 Display the Task List Results

<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 | ![Fiori Launchpad](image1.png)  
**App:** Release Closing Cockpit Task Lists - SAP S/4HANA Financial Closing Cockpit  
**App:** Task Lists - SAP S/4HANA Financial Closing cockpit |
| **Search for the app Task Lists – SAP S/4HANA Financial Closing Cockpit or as an alternative, navigate to the SAP S/4HANA Financial Closing Cockpit and choose the app.** | ![Task Lists Screen](image2.png)  
**Closing Task Lists** app displays.  
Choose one of the active queries: for example, **Completed task list**.  
Choose **Apply** to search completed task list based on the selected criteria.  
Double-click on the Task list **FCC**. |
| **Details of Task List FCC display.** | ![Task List FCC Details](image3.png) |
## 2.2.4 Check Task Output Log and Set Status Completed

<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 | ![User Interface Image 1](image1.png)  
Open the Fiori Launchpad.  
User: S4H_Fin_Dem  
Password: Welcome1  
**Home**  
**Manage Task Templates**  
**AP Accountant**  
**Contract**  
**Valuation**  
**SAP S/4HANA Financial Closing cockpit** |
| Search for the app *Manage Task Templates* or as an alternative, navigate to the *SAP S/4HANA Financial Closing Cockpit* and choose the app. | ![User Interface Image 2](image2.png)  
Search for the app *Manage Task Templates* or as an alternative, navigate to the *SAP S/4HANA Financial Closing Cockpit* and choose the app.  
*Release Closing Cockpit Task Lists*  
*Manage Task Templates*  
*SAP S/4HANA Financial Closing Cockpit*  
*Task Lists*  
*Process Closing Tasks (Classic)*  
*SAP S/4HANA Financial Closing Cockpit*  
*Customizing - Display Financial Closing Cockpit*  
*Create Template*  
*Create Group*  
*Open*  
*Display*  
*Change*  
*Manual Batch*  
*Automatic Batch*  
*Show/Hide MasterType*  
*Move to SAP User*  
*More*  
*Details*  
*Dependencies*  
*Documents*  
*Rates*  
*Messages Sent*  
*Output Log*  
*Changes* |
| Choose the *Open* button and open a task list from 01/31/2019 with an Active status and *Continue*. | ![User Interface Image 3](image3.png)  
Choose the *Open* button and open a task list from 01/31/2019 with an Active status and *Continue*.  
*Details of the task list display.* |

Details of the task list display.
**What to Do**

Choose one of the tasks: for example, *Planned Depreciation*.

Details for *Planned Depreciation* displays.

Choose the **Output Logs** tab.

Output logs for this task can be checked.

After the task is completed, the status should be changed manually.

Choose the **Display/Change** button and choose the header button.

Select the task you want to set as completed.

Set task list status as **Completed**.
After the status is changed into Completed, the task appears with a green checkbox.