SAP S/4HANA 1909 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;2019-12-02&gt;</td>
<td>Release for customer</td>
</tr>
</tbody>
</table>


1 How Can This Script Be Used?

This demo script has been written for usage with the SAP S/4HANA 1909 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 1909 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. These steps are covered in sections:

   B) General Remarks
   C) Post-deployment Steps
   D) Log-on to the system

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 associated with the closing process, 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
- 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></td>
</tr>
<tr>
<td><strong>User</strong>: S4H_FIN_DEM, <strong>Password</strong>: 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>
<tr>
<td>What to Do</td>
<td>What You Will See</td>
</tr>
<tr>
<td>------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>The following input fields are available:</td>
<td>![Diagram of app settings]</td>
</tr>
<tr>
<td>Display Currency</td>
<td>![Diagram of app settings]</td>
</tr>
<tr>
<td>Fin. Statement Vers.</td>
<td>![Diagram of app settings]</td>
</tr>
<tr>
<td>Ledger</td>
<td>![Diagram of app settings]</td>
</tr>
<tr>
<td>Company Code</td>
<td>![Diagram of app settings]</td>
</tr>
<tr>
<td>Planning Category</td>
<td>![Diagram of app settings]</td>
</tr>
<tr>
<td>You can enter and save default values.</td>
<td>![Diagram of app settings]</td>
</tr>
</tbody>
</table>

Open the General Ledger Overview app.

Note – for user with many roles assigned, it may be faster to find an app by searching for it by entering its name in the field.

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 and choose Manage Cards.</td>
<td><img src="image" alt="Franky Finance interface with highlighted Manage Cards button" /></td>
</tr>
<tr>
<td>Set your preferences and choose OK.</td>
<td><img src="image" alt="Manage Cards modal with list of options" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Manage Cards</strong></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>
<tr>
<td>OK, Cancel, Restore</td>
</tr>
</tbody>
</table>
Navigate to Journal Entries to be Verified. Choose the header (or line point) of the card to get further information.

Navigate to G/L Account Balance. Choose the header (or line point) of the card to get further information.

If you click on an item line, you are directly navigated to the selected account group.
<table>
<thead>
<tr>
<th>What to Do</th>
<th>What You Will See</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navigate to <strong>Quick Links</strong>.</td>
<td><strong>General Ledger Overview</strong></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>

**Quick Links**:
- Display G/L Account Line Items
- Manage Journal Entries
- Post General Journal Entries
- Post Cash Journal Entries
- Clear G/L Accounts
- Process Batch Input Session

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 <em>Days Payable Outstanding Indirect</em>. Choose the header (or each item) of the card to get further information.</td>
<td>![Image of SAP interface showing Days Payable Outstanding Indirect and Days Sales Outstanding]</td>
</tr>
<tr>
<td>Navigate to <em>Days Sales Outstanding</em>. Choose the header (or each item) of the card to get further information.</td>
<td>![Image of SAP interface showing Days Sales Outstanding]</td>
</tr>
</tbody>
</table>
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. <strong>User:</strong> S4H_FIN_DEM, <strong>Password:</strong> Welcome1</td>
<td>![Document Entry screen]</td>
</tr>
<tr>
<td>Navigate to the <strong>Document Entry</strong> group, and choose the <strong>Upload General Journal Entries</strong> app.</td>
<td>![Download Template]</td>
</tr>
<tr>
<td>Choose the <strong>Download Template</strong> button.</td>
<td>![Template Download]</td>
</tr>
<tr>
<td>Choose your <strong>Template Language</strong>. <strong>Format</strong> the <strong>MS Excel Workbook</strong> and then choose <strong>Download</strong>.</td>
<td>![Download]</td>
</tr>
<tr>
<td>Make following entries in the template file for all G/L account documents that need to be posted. <strong>Header:</strong></td>
<td><strong>Upload General Journal Entry</strong></td>
</tr>
<tr>
<td>• <strong>Company Code:</strong> 1710</td>
<td>![Upload General Journal Entry]</td>
</tr>
<tr>
<td>• <strong>Journal Entry Type:</strong> SA</td>
<td>![Upload General Journal Entry]</td>
</tr>
<tr>
<td>• <strong>Journal Entry Date:</strong> &lt;current date&gt;</td>
<td>![Upload General Journal Entry]</td>
</tr>
<tr>
<td>• <strong>Posting Date:</strong> &lt;current date&gt;</td>
<td>![Upload General Journal Entry]</td>
</tr>
<tr>
<td>• <strong>Transaction Currency:</strong> USD</td>
<td>![Upload General Journal Entry]</td>
</tr>
<tr>
<td>• <strong>Line Items</strong> – Line 1:</td>
<td>![Upload General Journal Entry]</td>
</tr>
<tr>
<td>• <strong>Company Code:</strong> 1710</td>
<td>![Upload General Journal Entry]</td>
</tr>
</tbody>
</table>
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 the 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>
| Make the following entries and choose **Save:**  
In the header tab:  
**Workflow name:** Journal entry verification  
In the **Properties** tab:  
**Description:** Company code = 1710  
Amount >=100  
Account Group = FIN  
In the **Start Conditions** tab:  
**Company code:** 1710  
**Amount:** 100  
**Account Group:** FIN  
In the **Step Sequence** tab:  
**Verify General Journal Entry**  
**Post General Journal Entry**  
To activate the workflow choose **Activate**  
Open the Fiori Launchpad.  
**User:** S4H_FIN_DEM,  
**Password:** Welcome1.  
Navigate to the **Current Settings** group and choose the Manage Teams and Responsibilities app. |
Choose the Create button.

Make the following entries:

**Team Information** tab:

- **Name:** for example, General Journal Entry
- **Verifier Status:** Ready to use
- **Type:** FGLVG (FI general journal entry verification)

On the **Team Members** tab:

Choose the Create button

Make the following entries and choose Save:

- **Business Partner:** For example, the local gl_accountant user
- **Function:** FGJEV_L1 (Group 1 for Verifying G/L journal entries)

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.

Make the following entry and choose Go:

- **Company Code:** 1710
What to Do

Choose the Add button.

The Post General Journal Entry view displays. In the Header tab, make the following entries:

- Journal Entry Date: <current date>
- Posting Date: <current date>
- Period: <period>
- Journal Entry Type: SA
- Company Code: 1710
- Transaction Currency: USD

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.

<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="image1" alt="Post Parked Journal Entries" />, <img src="image2" alt="Input Tax from Parked Documents" />, <img src="image3" alt="Verify General Journal Entries For Processor (Inbox)" />, <img src="image4" alt="Verify General Journal Entries For Processor (Outbox)" /></td>
</tr>
<tr>
<td>Navigate to the Document Entry group and choose the Verify General Journal Entries for Processor (Inbox) app.</td>
<td><img src="image5" alt="Choose the document you are rejecting" /></td>
</tr>
<tr>
<td>Choose the document you are rejecting.</td>
<td><img src="image6" alt="Choose Reject." /></td>
</tr>
<tr>
<td>Enter the reason for rejection, for example <strong>Change Tax Jurisdiction to CA00000000</strong> and choose <strong>Submit</strong>.</td>
<td><img src="image7" alt="Submit Decision" /></td>
</tr>
</tbody>
</table>

### 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.

<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="image8" alt="Post General Journal Entries" />, <img src="image9" alt="Manage Journal Entries" />, <img src="image10" alt="Verify General Journal Entries For Requester" />, <img src="image11" alt="Park General Journal Entries" /></td>
</tr>
<tr>
<td>Navigate to the Document Entry group and choose the Verify General Journal Entries (for Requester) app.</td>
<td><img src="image12" alt="Choose Reject." /></td>
</tr>
<tr>
<td>What to Do</td>
<td>What You Will See</td>
</tr>
<tr>
<td>-----------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Make the following entry and choose Go: <strong>Company Code: 1710</strong></td>
<td></td>
</tr>
<tr>
<td>Choose the <strong>Rejected</strong> tab. Select the document to be edited.</td>
<td></td>
</tr>
<tr>
<td>The <strong>Display General Journal Entries</strong> view displays. Choose <strong>Edit</strong>. Change the document based on the comments entered.</td>
<td></td>
</tr>
<tr>
<td>Choose <strong>Submit</strong>. The Journal Entry with the required changes is now submitted for verification.</td>
<td></td>
</tr>
</tbody>
</table>

### 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** | **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 Entry for Processor (Inbox) app. | Post Parked Journal Entries  
Input Tax from Parked Documents  
Verify General Journal Entries For Processor (Inbox)  
Verify General Journal Entries For Processor (Outb...)

Choose the document to be approved.  

Choose Approve and choose Submit.  

---

### 2.1.7 Import Financial Plan Data

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

**What to Do** | **What You Will See**
--- | ---
Open the Fiori Launchpad.  
*User: S4H_FIN_DEM, Password: Welcome1*  
Navigate to the Planning group and choose the Import Financial Plan Data app. | Planning  
Import Financial Plan Data

Choose Download Templates.  

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*
What to Do

Ledger in General Ledger Accounting: 0L
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

What You Will See

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 Balance Sheet/Income 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</td>
<td><img src="image1" alt="General Ledger - Reporting" /></td>
</tr>
<tr>
<td>Launchpad.</td>
<td><img src="image2" alt="General Ledger - Reporting" /></td>
</tr>
<tr>
<td><strong>User:</strong> S4H_FIN_DEM</td>
<td><strong>User:</strong> S4H_FIN_DEM</td>
</tr>
<tr>
<td><strong>Password:</strong> Welcome1</td>
<td><strong>Password:</strong> Welcome1</td>
</tr>
<tr>
<td>Navigate to Reporting group and choose the Balance sheet/Income Statement app.</td>
<td><img src="image3" alt="General Ledger - Reporting" /></td>
</tr>
</tbody>
</table>

Make the following entries and choose Go:
- **Company Code:** 1710
- **Ledger:** 0L
- **Statement Version:** 1720
- **Statement type:** Normal (Actual - Actual)
- **End period:** 11/2019
- **Comparison end period:** 1/2018
- **Currency:** USD

Choose the Profit & Loss tab. The P&L Statement displays.
## 2.1.9 Financial Statement download and printing

This app allows you to display the financial statement and export it to Excel.

<table>
<thead>
<tr>
<th>What to Do</th>
<th>What You Will See</th>
</tr>
</thead>
</table>
| Open the Fiori Launchpad.  
User: **S4H_FINDEM**  
Password: **Welcome**  
Navigate to Reporting group and choose the Cash Flow Statement-Indirect Method app. | ![Screenshot](image1.png)  
This is the app interface with options for selecting different financial statements. |
| Make the following entries and choose **OK**:  
**Company Code**: 1710  
**Ledger**: 0L  
**Hierarchy ID**: 1720  
**From period**: 1  
**To period**: 11  
**Fiscal Year**: 2019  
**Comparison ledger**: 0L  
**Comp from period**: 1  
**Comp to period**: 11  
**Comp fiscal year**: 2019  
**Currency type**: 10  
**Plan category**: ACT01 | ![Screenshot](image2.png)  
These are the prompts for entering financial statement details. |
| **Export to Excel.**  
In the upper right corner, choose **Export to MS Excel**. | ![Screenshot](image3.png)  
This is the interface showing the exported financial statement in Excel. |
2.1.10  Trial Balance

This app displays the Trial Balance screen.

### What to Do
Open the Fiori Launchpad.

**User:** S4H_FIN_DEM  
**Password:** Welcome!

Navigate to Reporting group and choose the Trial Balance app.

### What You Will See

Make the following entries in the Prompts view and choose OK:
- **Ledger:** OL
- **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.
2.1.11 Display Journal Entries - in T-Account View

This app uses T-account visualization control to help accountants to better understand the impact of a selected set of accounting documents that are typically related (such as originating from the same business process).

<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>![Diagram showing General Ledger - Analytics app]</td>
</tr>
<tr>
<td>Navigate to the Analytics app group and choose the Display Journal Entries in T-Account View app.</td>
<td>![Diagram showing Display Journal Entries - In T-Account View]</td>
</tr>
<tr>
<td>Make the following entry and choose Go: <strong>Journal Entry</strong>: 9400001663</td>
<td>![Diagram showing Accounting Impact]</td>
</tr>
</tbody>
</table>

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.
- Highly automated, standardized functionality supporting accounting, reconciliation, and consolidation activities.

To optimize the financial close process, the solution provides 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.

Scheduling tools help you to sequence, 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 streamlined and provide complete transparency and an 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 | Search for the app *Manage Task Templates* or as an alternative, navigate to the *SAP S/4HANA Financial Closing Cockpit* and choose the app. |
| **The Customizing: Display Financial Closing Cockpit** app displays. | **To open a created task template, choose the Open button.** |
| **A list with existing templates and task lists displays.** | **Choose the template you want to display and choose Continue.** |
| Select the 1st line on the hierarchy tree and select the button **Expand Subtree**. | **The FCC Template displays.** |

---

**Image 1:** 
Open the Fiori Launchpad.

**Image 2:** 
**User:** S4H_FIN_DEM  
**Password:** Welcome1

**Image 3:** 
Search for the app *Manage Task Templates* or as an alternative, navigate to the *SAP S/4HANA Financial Closing Cockpit* and choose the app.

**Image 4:** 
**The Customizing: Display Financial Closing Cockpit** app displays.

**Image 5:** 
**To open a created task template, choose the Open button.**

**Image 6:** 
**A list with existing templates and task lists displays.**

**Image 7:** 
Choose the template you want to display and choose Continue.

**Image 8:** 
Select the 1st line on the hierarchy tree and select the button **Expand Subtree**.

**Image 9:** 
The 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.

Choose the Open button and open the task group TG-FIN-AC.
What to Do

Select all tasks included into the group to be displayed by right click Display Tasks in Selection > All Tasks.

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**.
<table>
<thead>
<tr>
<th>What to Do</th>
<th>What You Will See</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are different options to create/change the task types with the available choices.</td>
<td><img src="image" alt="Closing Cockpit: Display/Create/Change Task" /></td>
</tr>
<tr>
<td>After choosing a different Task Type (if needed) choose <strong>Continue</strong>.</td>
<td></td>
</tr>
<tr>
<td>After adding or editing a task inside the task group, the template must be updated.</td>
<td></td>
</tr>
<tr>
<td>To update template with the changes and updates from Task group, select <strong>Open</strong> and choose template FCC.</td>
<td></td>
</tr>
<tr>
<td>Choose the <strong>Display/Change</strong> button.</td>
<td></td>
</tr>
<tr>
<td>From the Menu tab, select <strong>More - Utilities – Update from Task Groups</strong>.</td>
<td></td>
</tr>
<tr>
<td>A list with changes to be updated displays.</td>
<td></td>
</tr>
<tr>
<td>Select all changes and <strong>Update</strong>.</td>
<td></td>
</tr>
</tbody>
</table>
## 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. <strong>User:</strong> S4H_Fin_Dem  <strong>Password:</strong> Welcome1</td>
<td><img src="image1" alt="Fiori Launchpad" /></td>
</tr>
<tr>
<td>Search for the app <strong>Release Closing Cockpit Task Lists</strong> or as an alternative, navigate to the <strong>SAP S/4HANA Financial Closing Cockpit</strong> and choose the app.</td>
<td><img src="image2" alt="App Search" /></td>
</tr>
<tr>
<td>Choose the <strong>Open</strong> button.</td>
<td><img src="image3" alt="Open Button" /></td>
</tr>
<tr>
<td>Choose the template <strong>FCC</strong>.</td>
<td><img src="image4" alt="Template Selection" /></td>
</tr>
<tr>
<td>Choose <strong>Create Periodic Task List</strong>.</td>
<td><img src="image5" alt="Task List Creation" /></td>
</tr>
</tbody>
</table>
### What to Do

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**.

### What You Will See

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>
<tbody>
<tr>
<td>Open the Fiori Launchpad. User: S4H_Fin_Dem Password: Welcome</td>
<td><img src="image1" alt="Fiori Launchpad" /></td>
</tr>
<tr>
<td>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.</td>
<td><img src="image2" alt="Closing Task Lists" /></td>
</tr>
<tr>
<td>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</td>
<td><img src="image3" alt="Details of Task List FCC" /></td>
</tr>
</tbody>
</table>

Details of Task List FCC display.
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>
<tbody>
<tr>
<td>Open the Fiori Launchpad. User: S4H_Fin_Dem Password: Welcome1</td>
<td>![Fiori Launchpad with Manage Task Templates app highlighted]</td>
</tr>
<tr>
<td>Search for the app Manage Task Templates or as an alternative, navigate to the SAP S/4HANA Financial Closing Cockpit and choose the app.</td>
<td>![Manage Task Templates app page]</td>
</tr>
<tr>
<td>Choose the Open button and open a task list from 01/31/2019 with an Active status and Continue.</td>
<td>![Task list page with active status]</td>
</tr>
<tr>
<td>The details of the task list display.</td>
<td>![Task list details]</td>
</tr>
</tbody>
</table>
**What to Do**  
Choose one of the tasks: for example, **Planned Depreciation**.

The 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.