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# Job Aids

- Accounts Payable
  - Vendor Clearing

### 1. Document History

Version	Date	Modifications
V1.0	December 1st, 2013	
V2.0	November, 2023	

### 2. Business Processes and SAP Transactions

- Vendor Clearing

– Manual Vendor Clearing	F-44
– Automatic Vendor Clearing	F.13
– Reset Cleared Items	FBRA

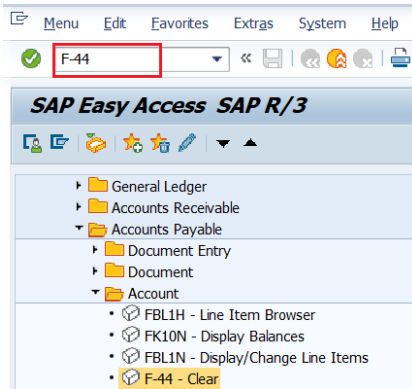
### 3. Roles

- AP Analyst
- AP Area Manager

## 4. Manual Vendor Clearing Execution in SAP

**4.1.** To execute the **clearing for vendor accounts**, the first possibility is to perform the manual vendor clearing. Type the transaction code in the transaction box in a new SAP session, and press enter.

Transaction code: **F-44**



- The first screen in the transaction is a filter where the user will be able to set the criteria in order to find the vendor account which will be cleared within the process.

**Clear Vendor: Header Data**

Process Open Items

Account: 5526      Clearing Date: 21.11.2023      Period: 11  
Company Code: ES01      Currency: EUR

Open Item Selection

Special G/L Ind:      ☒ Standard OIs


Additional Selections

☐ None  
☐ Amount  
☐ Planning Date  
☐ Customs date  
☒ Document Number  
☐ Posting Date  
☐ Dunning Area  
☐ Reference  
☐ Payment Order  
☐ Document Type  
☐ Business Area  
☐ Others

The fields of the filter are detailed in the table below:

Field	Explanation
Account	Vendor identification code (e.g. "33" or "2000195" –from 1 digit, up to 12 characters)
Clearing Date	Date when the clearing will be effective (i.e. ddmmyy)

Period	This field is referred to the month (e.g. 11)
Company Code	e.g. ES10
Currency	e.g. EUR
Special GL Indicator	It indicates that the accounting movement will be referred to a different account from the associated to the vendor (see the table below)
Normal OI	Selected when there is no Special GL Indicator, thus the account will be the associated to the vendor by default
Additional Selections	It is also possible to include further specifications by clicking on the buttons in this box.

When the option “Others” is selected, after execution by clicking on “Process open items”, **Process open items** other options will be available. If the user cancel the preselection , all the possible additional selections will be displayed, such as Currency, Posting Key or Assignment. The screen will appear as follows:

**Clear Vendor Select open items**

Process Open Items

Open Item Selection

Company Code 
Account 
Account Type 
Special G/L ind  ☒ Standard OIs
Pmnt advice no.

☐ Other accounts  
☐ Distribute by age  
☐ Automatic search

Additional Selections

☒ None  
☐ Amount  
☐ Planning Date  
☐ Customs date  
☐ Document Number  
☐ Posting Date  
☐ Dunning Area  
☐ Reference  
☐ Payment Order  
☐ Document Type  
☐ Business Area  
☐ Tax code  
☐ Branch account  
☐ Currency  
☐ Posting Key  
☐ Document Date  
☐ Assignment  
☐ Others

In the following screenshot, all the possible Special GL Indicators are detailed:

Clear Vendor Select open items

Special G/L Indicator		
Account Type	Special G/L In...	Name
K	A	Down Payments
K	C	WPS Clearance
K	F	Down Payment Requests
K	G	Guarantee received
K	H	Security deposit
K	I	Down Payments, Intang. Assets
K	J	Loan short term
K	L	Deposits L/T
K	M	Confirming
K	N	Intercenter
K	O	Promissory notes
K	S	Cheque payment
K	Y	WPS Clearing

- To proceed to the vendor account clearing, the user shall click the “Process open items” button on the main screen:

**Clear Vendor: Header Data**

Process Open Items

Account  Clearing Date  Period   
 Company Code  Currency

Open Item Selection

Special G/L Ind  ☒ Standard OIs

Additional Selections

☐ None  
☐ Amount  
☐ Planning Date  
☐ Customs date  
☒ Document Number  
☐ Posting Date  
☐ Dunning Area  
☐ Reference  
☐ Payment Order  
☐ Document Type  
☐ Business Area  
☐ Others

In case of any Additional Selection is marked, the following screen after clicking “Process open items” will be the corresponding filter. As an example, the screen for the “Reference” will be:

- To introduce other selection criteria, click on “Other selection”.
- By clicking on “Other account” it is possible to select open items of a different account from the associated to the initial vendor.
- Similarly, after adding all the elements to be cleared, click “Process open items” to proceed.

**4.2.** When the open items have been processed, the following screen will display all the items that follow the

corresponding criteria as a non-cleared item.

### Clear Vendor Process open items

Distribute Difference Charge Off Difference Editing Options Cash Disc. Due

Standard Partial Pmt Res.Items WH Tax

Account items 5526 EMPRESA MUNICIPAL DE AGUAS MAL									
Assignment	Document N...	Document Type	Posting Key	Posting Date	Document D...	Reference	Bus...	EUR Gross	P
2023EMFF1231228	1100002830	KM	31	24.03.2023	28.02.2023	2023EMFF1231228	5045	13,27-	
2023EMFF1231229	1100002810	KM	31	24.03.2023	28.02.2023	2023EMFF1231229	5045	1.845,39-	
2023EMFF1243690	1100002829	KM	31	24.03.2023	03.03.2023	2023EMFF1243690	5045	3.702,11-	
MFF1231228	1300003518	ZD	24	23.03.2023	15.03.2023	MFF1231228	5045	13,27	
MFF1231229	1300003517	ZD	24	23.03.2023	15.03.2023	MFF1231229	5045	1.845,39	
MFF1243690	1300003534	ZD	24	27.03.2023	20.03.2023	MFF1243690	5045	3.702,11	
TEST	1100003524	KM	22	20.11.2023	20.11.2023	TEST	5045	1.845,39	

Amount Gross<>Net Currency Items Items Disc. Disc.

#### Processing Status

Number of items	7	Amount entered	0,00
Display from item	1	Assigned	1.845,39
Reason code		Difference postings	
Display in clearing currency		Not assigned	1.845,39-

There are several options in this screen:

- By double clicking at any point of any line,

2023EMFF1231229	1100002810	KM	31	24.03.2023	28.02.2023	2023EMFF1231229	5045	1.845,39-	0,00
-----------------	------------	----	----	------------	------------	-----------------	------	-----------	------

the information related to that movement is displayed:

**Display Document: Line Item 001**

Additional Data Withholding Tax Data

Vendor 5526 EMPRESA MUNICIPAL DE AGUAS MAL G/L Acc 40000000

Company Code ES01 PZA.GENERAL TORRIJOS,S/N,,

NH HOTEL GROUP, S.A MALAGA Doc. no. 1100002810

Line Item 1 / Invoice / 31

Amount 1.845,39 EUR

Tax code S3

Pref.amount 0,00 EUR Pref. % rate 0,00 Pay priori I

Additional Data

Bus. Area 5045 Trdg Part.BA Invest.ID

Disc. base 1.845,39 EUR

Payt Terms XD30 Days/percent 0 0,000 % 0 0,000 % 0

Blne Date 20.04.2023 Fixed Invoice Ref. / / 0

Pmnt Block Payment cur. Pmt Method D Payment Ref.

Assignment 2023EMFF1231229

Text WATER 2023-01 Long text

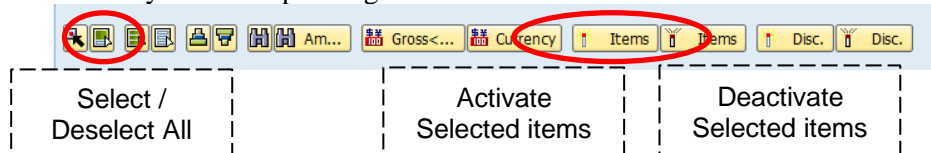
- If the user double clicks on the amount (i.e. column “EUR Gross”) of any line, the line will be selected or deselected.

2023EMFF1231229	1100002810 KM	31	24.03.2023	28.02.2023	2023EMFF1231229	5045	1.845,39-
-----------------	---------------	----	------------	------------	-----------------	------	-----------



Amounts that appear in blue are those lines which are selected to be cleared, and lines in black are not selected. As an example, the following capture:

- It is also possible to select and deselect all items by selecting all lines and then activate or deactivate the amounts by the corresponding button:





- All the selected items are automatically added by SAP and to be able to clear the account, the amount has to be equal to zero or below the tolerance level (<0,25%). The counter is detailed at the bottom of the screen:

Account items 5526 EMPRESA MUNICIPAL DE AGUAS MAL									
Assignment	Document N...	Document Type	Posting Key	Posting Date	Document D...	Reference	Bus...	EUR Gross	Partially Paid Amt
2023EMFF1231228	1100002830 KM	31		24.03.2023	28.02.2023	2023EMFF1231228	5045	13,27-	0,00
2023EMFF1231229	1100002810 KM	31		24.03.2023	28.02.2023	2023EMFF1231229	5045	1.845,39-	0,00
2023EMFF1243690	1100002829 KM	31		24.03.2023	03.03.2023	2023EMFF1243690	5045	3.702,11-	0,00
MFF1231228	1300003518 ZD	24		23.03.2023	15.03.2023	MFF1231228	5045	13,27	0,00
MFF1231229	1300003517 ZD	24		23.03.2023	15.03.2023	MFF1231229	5045	1.845,39	0,00
MFF1243690	1300003534 ZD	24		27.03.2023	20.03.2023	MFF1243690	5045	3.702,11	0,00
TEST	1100003524 KM	22		20.11.2023	20.11.2023	TEST	5045	1.845,39	0,00

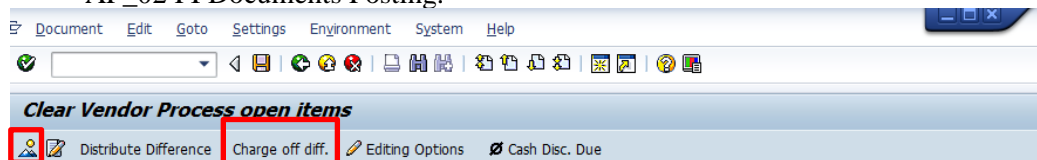
Processing Status	
Number of items	7
Display from item	1
Reason code	
Display in clearing currency	

Amount entered	0,00
Assigned	0,00
Difference postings	
Not assigned	0,00


- Once there are at least two lines selected and the amount is equal to zero, it is possible to clear the account by saving the document clicking on the diskette  and a message with the document clearing number will be displayed.

 Document 8000080159 was posted in company code ES01

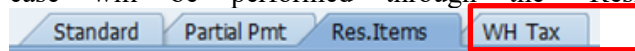
- In case all the lines have been already selected and there is any quantity in the “Not Assigned” field, it is also possible to post another movement directly to the account and clear it directly with the other lines altogether. For further information related to posting, see the Job Aids AP\_02 FI Documents Posting.



In the “Document overview” button it is possible to preview the movement. And, through the “Charge off difference” button it is possible to post the extra movement explained above.




After this charge, the document could be similarly saved by clicking on the diskette  when the “Not assigned” is zero.

- There is another option related to clear only a residual part of a vendor invoice. The procedure in this case will be performed through the “Residual Items” tab in the main screen.



Initially, there are several amounts selected, though the counter is not equal to zero (thus, as explained above, it is not possible to clear them). By double clicking on the cell of one of the remaining quantities, the difference appears in the column “Residual Item”, and the counter will be equal to zero. Following these instructions, the invoice for the difference will contain the same information related to payment terms, dates, etc. of the original invoice.

**Clear Vendor Create residual items**

 Distribute Difference  Charge Off Difference  Editing Options

Standard Partial Pmt Res.Items **WH Tax**


Account items 5526 EMPRESA MUNICIPAL DE AGUAS MAL

Assignment	Document N...	D..	P..	Posting Date	Document D...	Net Amount	Residual Items	RCd
2023EMFF12...	1100002830	KM	31	24.03.2023	28.02.2023	13,27,-		
2023EMFF12...	1100002810	KM	31	24.03.2023	28.02.2023	1.845,39,-	1.700	
2023EMFF12...	1100002829	KM	31	24.03.2023	03.03.2023	3.702,11,-		
MFF1231228	1300003518	ZD	24	23.03.2023	15.03.2023	13,27		
MFF1231229	1300003517	ZD	24	23.03.2023	15.03.2023	1.845,39		
MFF1243690	1300003534	ZD	24	27.03.2023	20.03.2023	3.702,11		
TEST	1100003524	KM	22	20.11.2023	20.11.2023	1.845,39		

Processing Status

Number of items: 7  
Display from item: 1  
Reason code:  
Currency: EUR  
Display in clearing currency:

Amount entered: 0,00  
Assigned: 0,00  
Difference postings:  
Not assigned: 0,00

After calculating this difference and once the counter is equal to zero, it is possible to save  the movement, generating both documents:

- the clearing document with the balanced quantity; and
- an invoice for the difference with the same data of the original invoice.

It is important to note that all the clearing transactions are only for **one user simultaneously** per account.



## 5. Automatic Vendor Clearing Execution in SAP

**5.1.** There are two automatic transactions to execute the **clearing for accounts** automatically. Type the transaction code in the transaction box in a new SAP session, and press enter.

Transaction codes: **F.13**

F.13 displays the movements in the currency that were posted in the system.

The first screen in the transaction is a filter where the user will be able to set the criteria in order to find the account which will be cleared within the process. This transaction allows the user to clear open items from customer, vendor and G/L accounts automatically, depending on the general selection used in the screen.

**Automatic Clearing**

General Selections

Company Code  to

Fiscal Year  to

Assignment  to

Document Number  to

Posting Date  to

☒ Select Customers

☐ Special G/L Transactions

Special G/L Indicator-Customer  to

Customers  to

☐ Grouping by Payment Advice No.

☒ Select Suppliers

☐ Special G/L Transactions

Special G/L Indicator-Supplier  to

Suppliers  to

☒ Select G/L Accounts

G/L Accounts  to

☐ GR/IR Acct Special Processing

Maximum Number of Groups

Posting Parameters

Clearing Date  Period

☐ Date from Most Recent Document

☐ Include Tolerances

☐ Permit Individual Line Items

☐ Include Suppl. Acct Assignment

☒ Test Run

Minimum Number of Line Items

Output Control

☒ Documents That Can Be Cleared

☒ Documents That Cannot Be Cld

☒ Error Messages

There are three tabs in the displayed screen:

### General selections

Firstly, it is necessary to include all the account information of the items to be cleared. Within this filter, it is possible to select accounts by general criteria such as Company Code (e.g. ES10) or document Number (i.e. 12 digit identification number), or the corresponding account of the customer / vendor / GL account.

### Posting parameters

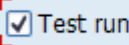

Once the filter has been established, the posting information will be selected in this tab. "Clearing date" and "Period" will be fulfilled with the corresponding information.

Furthermore, the selectors allow the user to execute a test by clicking the option "Test Run", but it is also possible to select further specifications. The "Clearing currency from assignment" will be only possible for GL accounts, while the "Expiring currency" option will be only possible if currency is not defined.

### Output Control

By these selectors, it is possible to modify the output of the transaction. Regularly, three tables appear: Document list, Additional Log and Error Log.

<b>Automatic Clearing</b>			
<b>General Selections</b>			
Company Code	ES01	to	
Fiscal Year	2023	to	
Assignment		to	
Document Number	1100003530	to	
Posting Date		to	
<input type="checkbox"/> Select Customers <input type="checkbox"/> Special G/L Transactions Special G/L Indicator-Customer <input type="text"/> to <input type="text"/> Customers <input type="text"/> to <input type="text"/> <input type="checkbox"/> Grouping by Payment Advice No. <input checked="" type="checkbox"/> Select Suppliers <input checked="" type="checkbox"/> Special G/L Transactions Special G/L Indicator-Supplier <input type="text"/> to <input type="text"/> Suppliers 1512 to <input type="text"/> <input type="checkbox"/> Select G/L Accounts G/L Accounts <input type="text"/> to <input type="text"/> <input type="checkbox"/> GR/IR Acct Special Processing Maximum Number of Groups <input type="text"/>			
<b>Posting Parameters</b>			
Clearing Date	27.11.2023	Period	<input type="text"/>
<input type="checkbox"/> Date from Most Recent Document <input type="checkbox"/> Include Tolerances <input type="checkbox"/> Permit Individual Line Items <input type="checkbox"/> Include Suppl. Acct Assignment <input checked="" type="checkbox"/> Test Run			
<b>Output Control</b>			
<input checked="" type="checkbox"/> Documents That Can Be Cleared <input checked="" type="checkbox"/> Documents That Cannot Be Cld <input checked="" type="checkbox"/> Error Messages			

5.2. When all the criteria is completed and “Test Run” is selected , the data will not be transferred to output. Clicking on “Execute” the test is performed , and the display will be divided into three tables:

- The first table details all the information related with the document to be cleared
- And at the bottom of the display, both the “Additional Log” and “Error Log” are visualized. The error table is important to know whether there will be any error related to the clearing, or the clearing will be correctly applied.

Automatic Clearing

NH HOTEL GROUP, S.A  
MADRID  
\*  
Company Code ES01  
Account Type K  
Account number 1512  
G/L 40000000

Test run " Detail list of open and cleared items

Time 15:49:31  
SAPF124/  
Date 29.11.2023  
Page 1

DocumentNo	Itm	Clearing	Clrng doc.	SG	Crcy	Amount	Assignment	Business Area			
1100003530	001				EUR	500,00-	TEST7	0019			
*					EUR	500,00-	TEST7	0019			
1100003531	001				EUR	500,00-	TEST8	0019			
*					EUR	500,00-	TEST8	0019			
1300003580	002				EUR	1.000,00	TEST9	0019			
*					EUR	1.000,00	TEST9	0019			

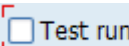

NH HOTEL GROUP, S.A  
MADRID

Automatic Clearing  
Test run " Error Log

Time 15:28:06  
SAPF124/  
Date 29.11.2023  
Page 3

Error Log

No errors were logged during clearing in test run

5.3. To execute the transaction and clear the selected documents, the option “Test Run” has to be not selected . In this case, by clicking on the diskette,  all the documents under the conditions selected in the filtering will be clearing in the “Clearing Date” detailed in the first screen.

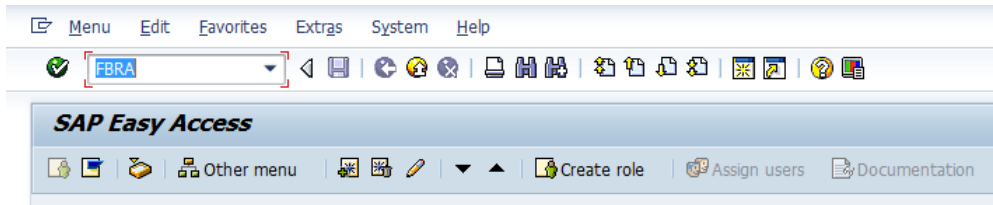
Posting Parameters	
Clearing Date	27.11.2023
Period	
<input type="checkbox"/> Date from Most Recent Document	
<input type="checkbox"/> Include Tolerances	
<input type="checkbox"/> Permit Individual Line Items	
<input type="checkbox"/> Include Suppl. Acct Assignment	
<input type="checkbox"/> Test Run	
Minimum Number of Line Items	

It is important to note that all the clearing transactions are only for **one user simultaneously** per account.


## 6. Reset Cleared Items Execution in SAP

**6.1.** All the cleared documents in SAP can be reset. To execute the **Reset Cleared Items**, type the transaction code in the transaction box in a new SAP session, and press enter.

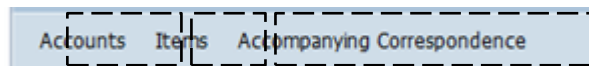
Transaction codes: **FBRA**




The first screen will display the filtering characteristics to select the document to be reset:

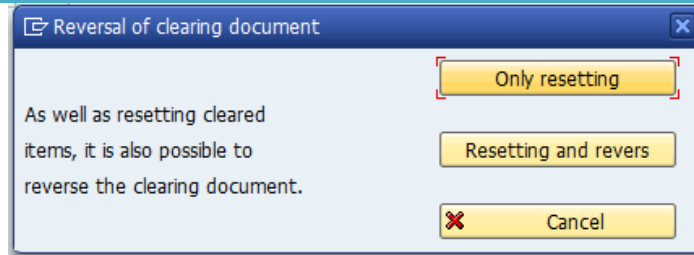
Field	Explanation
Clearing Document	The clearing document number (starting by 8, e.g. 800800160).  It is not the initial document number, but the clearing document.
Company Code	e.g. ES01
Fiscal Year	2023

There are three additional buttons:



- Through “Accounts”, the vendor account will be displayed
- Through “Items”, all the item lines related to the selected clearing document will be displayed in a standard report
- And in “Accompanying Correspondence”, the associated document, if any, will be displayed.

Once the document number, company code and fiscal year have been introduced, by clicking on the diskette , the document will be reset. In that moment, a confirmation will be displayed:



- If “Only Resetting” is selected, the document will be immediately reset
- On the other hand, it is also possible to reverse the accounting document within the same transaction, by the option “Resetting and revers”. The system will ask for reversal reason, and dates:

- If “reset” was selected by mistake, it is also possible to cancel the action.