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Job Aids

- **Accounts Receivable**
 - **Clearing and Reset Cleared Items**

1. Document History

| Version | Date | Modifications |
|---------|--------------------|---------------|
| V1.0 | December 1st, 2013 | |
| V2.0 | October 2023 | |

2. Business Processes and SAP Transactions

- Customer Clearing

| | |
|-------------------------------|------|
| – Manual Customer Clearing | F-32 |
| – Clear Transitory GL Account | F-03 |
| – Automatic Clearing | F.13 |
| – Reset Cleared Items | FBRA |

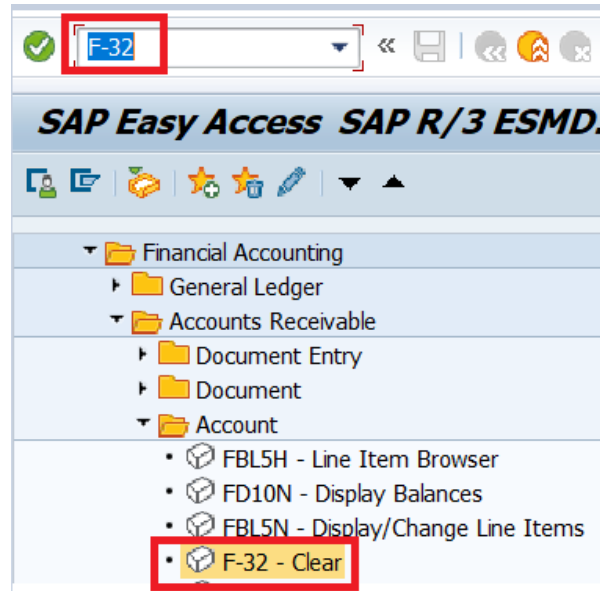
3. Roles

- AR Supervisor
- AR Analyst

4. Manual Customer Clearing Execution in SAP

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

Transaction code: **F-32**



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

Clear Customer: Header Data

Process Open Items

Account: 1000061542 Clearing Date: 31.10.2023 Period: 10
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 | Customer identification code (e.g. “33” or “2XXXXXX” –from 1 digit, up to 12 characters) (e.g.1000061542) |
| Clearing Date | Date when the clearing will be effective (i.e. 31.10.2023) |
| Period | This field is referred to the month (e.g. 10) |
| Company Code | e.g. ES01 |
| 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 customer (see the table below) |
| Normal OI | Selected when there is no Special GL Indicator, thus the account will be the associated to the customer by default |
| Additional Selections | It is also possible to include further specifications by clicking on the buttons in this box (e.g. Reference) |

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, Reference or Assignment. The screen will appear as follows:

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

Clear Customer: Header Data

| Special G/L Indicator | | |
|---------------------------------------|-------------------|--------------------------------|
| Account Type | Special G/L In... | Name |
| <input checked="" type="checkbox"/> D | A | Down Payment |
| <input type="checkbox"/> D | B | Nonrediscountable Bills of Ex. |
| <input type="checkbox"/> D | C | Credit Payments |
| <input type="checkbox"/> D | D | Doubtful debtors |
| <input type="checkbox"/> D | E | Individual Value Adjustment |
| <input type="checkbox"/> D | F | Down Payment Request |
| <input type="checkbox"/> D | G | Advance payment hotel guarante |
| <input type="checkbox"/> D | H | Guarantee and deposits |
| <input type="checkbox"/> D | I | Down Payments, Intang. Assets |
| <input type="checkbox"/> D | J | RE Advance Payment Request |
| <input type="checkbox"/> D | K | RE AP Operating Costs |
| <input type="checkbox"/> D | M | Cash |
| <input type="checkbox"/> D | N | Intercenter |
| <input type="checkbox"/> D | P | Payment Request |
| <input type="checkbox"/> D | Q | B/e residual risk |
| <input type="checkbox"/> D | R | Bill of Exchange Payt Request |
| <input type="checkbox"/> D | S | Check/Bill of Exchange |
| <input type="checkbox"/> D | T | Down Payment |
| <input type="checkbox"/> D | U | RE AP sales-based rent |
| <input type="checkbox"/> D | V | Provision doubtful receivables |
| <input type="checkbox"/> D | W | Promissory notes |
| <input type="checkbox"/> D | X | Confirming |
| <input type="checkbox"/> D | Z | Interest Receivable |

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

Clear Customer Select open items

Process open items

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 “planning date” will be:

Clear Customer Enter selection criteria

Other selection Other account Process Open Items

Parameters entered

Company Code ES01

Account 1000061542

Account Type D

Special G/L ind. ☐ Standard OIs

Reference

| From | To | String | Initial value |
|------|----|--------------------------|--------------------------|
| | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> |

- 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 customer.
- Similarly, after adding all the elements to be cleared, click “Process open items” to proceed.

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 Customer Process open items

Distribute Difference Charge Off Difference Editing Options Cash Disc. Due

Standard Partial Pmt Res.Items WH Tax

Account items 1000061542 VIAJES EL CORTE INGLES SA

| Assignment | Document N... | Document Type | Posting Key | Posting Date | Document D... | Reference | Bus... | Partially Paid Amt | C |
|------------|---------------|---------------|-------------|--------------|---------------|------------|--------|--------------------|---|
| 4014290154 | 1000030394 | RV | 01 | 19.03.2023 | 19.03.2023 | 4014290154 | 0014 | 0,00 | |
| 4014291500 | 1000035198 | RV | 01 | 30.03.2023 | 30.03.2023 | 4014291500 | 0014 | 0,00 | |
| 4014297038 | 1000054927 | RV | 01 | 18.05.2023 | 18.05.2023 | 4014297038 | 0014 | 0,00 | |
| 4014297089 | 1000055106 | RV | 01 | 18.05.2023 | 18.05.2023 | 4014297089 | 0014 | 0,00 | |
| 4019276906 | 1000024773 | RV | 01 | 05.03.2023 | 05.03.2023 | 4019276906 | 0019 | 0,00 | |
| 4019276907 | 1000024774 | RV | 01 | 05.03.2023 | 05.03.2023 | 4019276907 | 0019 | 0,00 | |
| 4019276908 | 1000024775 | RV | 01 | 05.03.2023 | 05.03.2023 | 4019276908 | 0019 | 0,00 | |
| 4019276909 | 1000024776 | RV | 01 | 05.03.2023 | 05.03.2023 | 4019276909 | 0019 | 0,00 | |
| 4019276910 | 1000024777 | RV | 01 | 05.03.2023 | 05.03.2023 | 4019276910 | 0019 | 0,00 | |
| 4019277098 | 1000025364 | RV | 01 | 06.03.2023 | 06.03.2023 | 4019277098 | 0019 | 0,00 | |
| 4019277100 | 1000025365 | RV | 01 | 06.03.2023 | 06.03.2023 | 4019277100 | 0019 | 0,00 | |
| 4019277102 | 1000025366 | RV | 01 | 06.03.2023 | 06.03.2023 | 4019277102 | 0019 | 0,00 | |
| 4019277612 | 1000027172 | RV | 01 | 10.03.2023 | 10.03.2023 | 4019277612 | 0019 | 0,00 | |
| 4019277728 | 1000027771 | RV | 01 | 12.03.2023 | 12.03.2023 | 4019277728 | 0019 | 0,00 | |
| 4019278633 | 1000030829 | RV | 01 | 20.03.2023 | 20.03.2023 | 4019278633 | 0019 | 0,00 | |

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

Processing Status

| | | | |
|------------------------------|-----|---------------------|------------|
| Number of items | 399 | Amount entered | 0,00 |
| Display from item | 1 | Assigned | 198.387,39 |
| Reason code | | Difference postings | |
| Display in clearing currency | | Not assigned | 198.387,39 |

There are several options in this screen:

- By double clicking at any point of any line,

| Assignment | Document N... | Document Type | Posting Key | Posting Date | Document D... | Reference | Bus... |
|------------|---------------|---------------|-------------|--------------|---------------|------------|--------|
| 4014290154 | 1000030394 | RV | 01 | 19.03.2023 | 19.03.2023 | 4014290154 | 00 |

the information related to that movement is displayed:

Display Document: Line Item 001

Additional Data Withholding Tax Data

Customer: 1000061542 VIAJES EL CORTE INGLES SA G/L Acc: 43000000
 CoCode: ES01 AVENIDA DE CANTABRIA 51
 NH HOTEL GROUP, S.A MADRID Doc. No.: 1000030394

Line Item 1 / Invoice / 01

Amount: 647,20 EUR
 Tax code: R3

Additional Data

Bus. Area: 0014 Trdg Part.BA:
 Disc. base: 0,00
 Payt Terms: C060 Days/percent: 60 0,000 % 0 0,000 % 0
 Blne Date: 19.03.2023 Invoice Ref.: / / 0
 Pmnt Block:
 Payment Ref.: 4014290154
 Dunn. Block: A Dunning Key:
 Last Dunned: 0 Dunning Area:
 Assignment: 4014290154
 Text: 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.

| Assignment | Document N... | Document Type | Posting Key | Posting Date | Document D... | Reference | Bus... | EUR Gross |
|------------|---------------|---------------|-------------|--------------|---------------|------------|--------|-----------|
| 4014290154 | 1000030394 | RV | 01 | 19.03.2023 | 19.03.2023 | 4014290154 | 0014 | 647,20 |

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:

Account items 1000061542 VIAJES EL CORTE INGLES SA


| Assignment | Document N... | Document Type | Posting Key | Posting Date | Document D... | Reference | Bus... | EUR Gross | Partially Paid Amt | C |
|------------|---------------|---------------|-------------|--------------|---------------|------------|--------|-----------|--------------------|---|
| 4014290154 | 1000030394 | RV | 01 | 19.03.2023 | 19.03.2023 | 4014290154 | 0014 | 647,20 | 0,00 | |
| 4014291500 | 1000035198 | RV | 01 | 30.03.2023 | 30.03.2023 | 4014291500 | 0014 | 79,20 | 0,00 | |
| 4014297038 | 1000054927 | RV | 01 | 18.05.2023 | 18.05.2023 | 4014297038 | 0014 | 5.688,77 | 0,00 | |
| 4014297089 | 1000055106 | RV | 01 | 18.05.2023 | 18.05.2023 | 4014297089 | 0014 | 164,21 | 0,00 | |
| 4019276906 | 1000024773 | RV | 01 | 05.03.2023 | 05.03.2023 | 4019276906 | 0019 | 133,10 | 0,00 | |
| 4019276907 | 1000024774 | RV | 01 | 05.03.2023 | 05.03.2023 | 4019276907 | 0019 | 143,00 | 0,00 | |
| 4019276908 | 1000024775 | RV | 01 | 05.03.2023 | 05.03.2023 | 4019276908 | 0019 | 133,10 | 0,00 | |

- 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:





Select / Deselect All Activate Selected items Deactivate Selected items



- 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:

| | |
|---------------------|------|
| 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 .
- 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.

Clear Customer Process open items

 Distribute Difference  Charge off diff.  Editing Options  Cash Disc. Due




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 customer invoice. The procedure in this case will be performed through the “Residual Items” tab in the main screen.

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

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 Customer Create residual items

 Distribute Difference  Charge Off Difference  Editing Options

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

| Account items 1000061542 VIAJES EL CORTE INGLES SA | | | | | | | |
|--|---------------|-----|-----|--------------|---------------|------------|----------------|
| Assignment | Document N... | D.. | P.. | Posting Date | Document D... | Net Amount | Residual Items |
| 4014291500 | 1000035198 | RV | 01 | 30.03.2023 | 30.03.2023 | 79,20 | |
| 4014290154 | 1000030394 | RV | 01 | 19.03.2023 | 19.03.2023 | 647,20 | |
| 4014297038 | 1000054927 | RV | 01 | 18.05.2023 | 18.05.2023 | 5.688,77 | 5.000,00 |

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

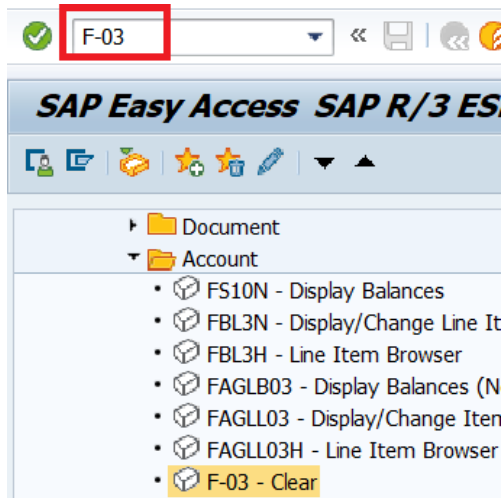
- the clearing document with the balanced quantity; and
- a residual movement for the difference with the same data of the original invoice.



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

4.2. To execute the clearing for transitories GL accounts type F-03

Transaction code: **F-03**



We have to enter the transitory account that we want to clear, the clearing date, Company Code and select the criteria:

Clear G/L Account: Header Data

Process Open Items

| | | | | | |
|--------------|----------|---------------|------------|--------|----|
| Account | 43010000 | Clearing Date | 31.10.2023 | Period | 10 |
| Company Code | ES01 | Currency | EUR | | |

Open Item Selection

☒ Standard OIs

Additional Selections

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

Select "Process Open Item" and we will see all items pending:

Clear G/L Account Enter selection criteria

Other selection Other account Process Open Items

Parameters entered

Company Code ES01
Account 43010000
Account Type S
Special G/L ind. ☐ Standard OIs ☒

Business Area

| From | To | String | Init |
|------|----|--------------------------|--------------------------|
| 9039 | | <input type="checkbox"/> | <input type="checkbox"/> |

We have to select clicking double the lines that we want to clear or not.

If we click on the mountain we can simulate the document that will be posted.

Finally click on the disk to save the clearing and once it's done a message with the document number posted will be appeared

Clear G/L Account Process open items

Distribute Difference Charge Off Difference Editing Options

Standard Partial Pmt Res.Items WH Tax

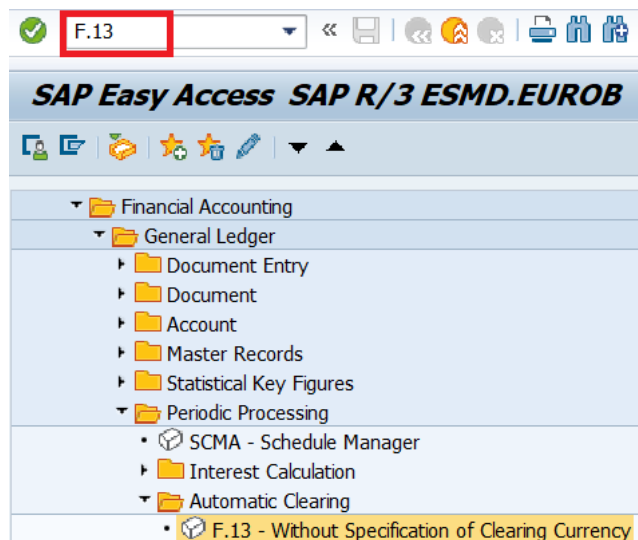
Account items 43010000 RECEIPTS PENDING TO BE APPLIED

| Postin... | Posting Date | Document D... | Co... | Reference | G/L Account | Bus... | Text | D | EUR Gross |
|-----------|--------------|---------------|-------|------------------|-------------|--------|--|---|------------|
| 50 | 04.10.2023 | 04.10.2023 | ES01 | 101023/STATUS.11 | 43010000 | 9039 | ORDEN PAGO RECIB; 0010TRF789214900 NH HOTEL GROUP | H | 1.852,50- |
| 50 | 05.10.2023 | 05.10.2023 | ES01 | 111023/STATUS.11 | 43010000 | 9039 | SOCIEDAD HOTELER; NOMBRE DEL ORDENANTE SOCIEDAD HO | H | 16.568,98- |
| 50 | 13.10.2023 | 13.10.2023 | ES01 | 191023/STATUS.11 | 43010000 | 9039 | 00000000000001280005; CARLOS ULECIA PALACIOS NOTP | H | 35,77- |

5. Automatic 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**



The only difference is that the F13E allows the user to display all the movements in a particular currency that is specified in the filtering, while the 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 cleared

☒ 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.

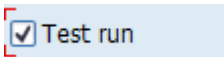

Posting parameters

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.

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.

NH HOTEL GROUP, S.A

MADRID

*

Company Code

Account Type

Account number

G/L

ES01

D

1000061542

43000000

Test run "

Detail list of open and cleared items

| DocumentNo | Itm | Clearing | Clrng doc. | SG | Crcy | Amount | Assignment | Business Area |
|------------|-----|----------|------------|----|------|--------|------------|---------------|
| 1000030394 | 001 | | | | EUR | 647,20 | 4014290154 | 0014 |
| * | | | | | EUR | 647,20 | 4014290154 | 0014 |
| 1000035198 | 001 | | | | EUR | 79,20 | 4014291500 | 0014 |
| * | | | | | EUR | 79,20 | 4014291500 | 0014 |

NH HOTEL GROUP, S.A

MADRID

Automatic Clearing

Test run "

Additional Log

| Log text | " |
|---|------------------------------------|
| Authorization Check for Business Area Active | |
| No G/L account documents selected | |
| No supplier documents selected | |
| Only accounts with debit and credit postings are included | |
| Program started by: " XACCSC000057 | |
| Start date | " 06.11.2023 Start time " 14:40:49 |
| Stop date | " 06.11.2023 Stop time " 14:40:49 |

NH HOTEL GROUP, S.A

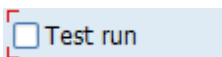

MADRID

Automatic Clearing

Test run "

Error Log

| Error Log |
|---|
| No errors were logged during clearing in test run |

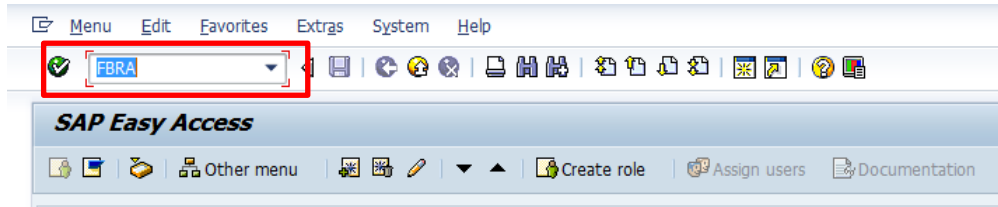
5.3. To execute the transaction and clear the selected documents, the option “Test Run” has to be not selected . In this case, by clicking on the diskette,  all the documents under the conditions selected in the filtering will be clearing in the “Clearing Date” detailed in the first screen.

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:

The screenshot shows the 'Reset Cleared Items' screen in SAP. At the top, there is a title bar with a green checkmark icon and a search bar. Below the title bar, there are three tabs: 'Accounts', 'Items', and 'Accompanying Correspondence'. The 'Accounts' tab is selected. Below the tabs, there are three input fields: 'Clearing Document' with the value '8000239473', 'Company Code' with the value 'ES01', and 'Fiscal Year' with the value '2022'. The 'Fiscal Year' field is highlighted with a yellow background.

| Field | Explanation |
|-------------------|---|
| Clearing Document | The clearing document number (starting by 8, e.g. 8000239473).  It is not the initial document number, but the clearing document. |
| Company Code | e.g. ES01 |
| Fiscal Year | 2022 |

There are three additional buttons:

Accounts Items Accompanying Correspondence


- Through “Accounts”, the customer account will be displayed

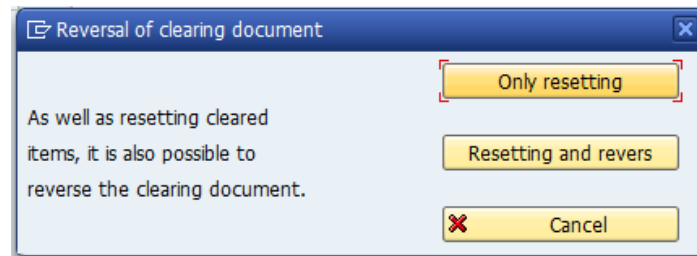
The screenshot shows the 'Accounts Included in Clearing' screen in SAP. It displays a table with three columns: 'Account type', 'Account', and 'Company code'. The first row shows 'Customer' as the account type, '68867642' as the account number, and 'ES01' as the company code. There are empty rows below the first one. At the bottom right, there are two buttons: a green checkmark and a red X.

| Account type | Account | Company code |
|--------------|----------|--------------|
| Customer | 68867642 | ES01 |
| | | |
| | | |
| | | |

- Through “Items”, all the item lines related to the selected clearing document will be displayed in a standard report

| Customer | G/L | PK | Typ | Year | Period | Postng Date | Doc. Date | DocumentNo | CoCd | BusA | Amount in DC | Curr. | Assignment | Reference |
|-----------------------------------|----------|----|-----|------|--------|-------------|------------|------------|------|------|--------------|-------|------------|------------|
| <input type="checkbox"/> 68867642 | 43000000 | 01 | RV | 2022 | 10 | 30.10.2022 | 30.10.2022 | 1000118224 | ES01 | 0014 | 25,60 | EUR | 4014275943 | 4014275943 |
| <input type="checkbox"/> 68867642 | 43000000 | 15 | NK | 2022 | 10 | 30.10.2022 | 30.10.2022 | 1900248690 | ES01 | 0014 | 25,60- | EUR | 4014275943 | 4014275943 |

- 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:



Reversal of clearing document

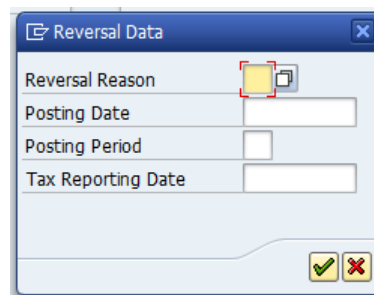
As well as resetting cleared items, it is also possible to reverse the clearing document.

Only resetting


Resetting and revers

Cancel

- 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:



Reversal Data

Reversal Reason 

Posting Date

Posting Period

Tax Reporting Date

✓ ✗

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