Job Aids

- **General Ledger**
  - **Clearing**

1. Document History

Version	Date	Modifications
V1.0	December 1st, 2013	
V2.0	September 19th, 2023	

2. Business Processes and SAP Transactions

- GL Clearing

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

3. Roles

- GL Analyst
- GL Area Manager

4. Manual Vendor Clearing Execution in SAP

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

Transaction code: **F-03**
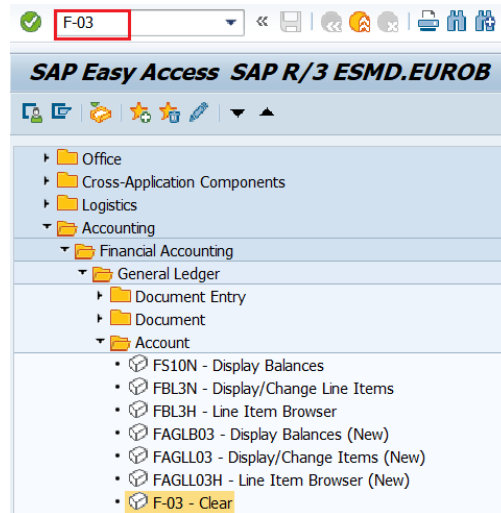
- The first screen in the transaction is a filter where the user will be able to set the criteria in order to find the GL account which will be cleared within the process.

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

Field	*Explanation*
Account	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	Reference to the accounting interval. Division of a fiscal year. A maximum of 16 periods can be updated (e.g. 11)
Company Code	Mandatory (e.g. ES10)
Currency	e.g. EUR
Additional Selections	It is also possible to include further specifications by clicking on the buttons in this box.

When the option "Others", other options will be available as shown in the screen:

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:

- To proceed to the GL account clearing, the user shall click the "Process open items" button on the main screen:

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 "Document Number" 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/L Account.
- 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 G/L Account Process open items

🔍 📝 Distribute Difference   Charge Off Difference   ✏️ Editing Options

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

Account items 40091000 ACCRUED EXPENSES

Assignment	Document Num...	P...	Posting Date	Document D...	Co...	Reference	G/L Account	Bus...	Text	D	EUR Gross
20220101 MEN.	1100000452	40	18.02.2022	01.01.2022	ES01	LJIN00…	40091000	0031	MENSUALIDAD MOVISTAR+ BAR CON FUTBOL TOTAL 01/202.	S	284,30
20220201 MEN.	1100001592	40	24.02.2022	01.02.2022	ES01	LJIN00…	40091000	0031	MENSUALIDAD MOVISTAR+ BAR CON FUTBOL	S	284,30
20220301 MEN.	1100002161	40	22.03.2022	01.03.2022	ES01	LJIN00…	40091000	0031	MENSUALIDAD MOVISTAR+ BAR CON FUTBOL	S	284,30
20220401 MEN.	1100003611	40	03.05.2022	01.04.2022	ES01	LJIN00…	40091000	0031	MENSUALIDAD MOVISTAR PLUS+ BAR FUTBOL	S	278,51
20220501 MEN.	1100004839	40	10.06.2022	01.05.2022	ES01	LJIN00…	40091000	0031	MENSUALIDAD MOVISTAR PLUS+ BAR FUTBOL	S	278,51
20220601 MEN.	1100004974	40	14.06.2022	01.06.2022	ES01	LJIN00…	40091000	0031	MENSUALIDAD MOVISTAR PLUS+ BAR FUTBOL	S	278,51
20220701 MEN.	1100007346	40	25.08.2022	01.07.2022	ES01	LJIN00…	40091000	0031	MENSUALIDAD MOVISTAR PLUS+ BAR FUTBOL	S	284,30
20220713 ABO..	1100009631	50	04.11.2022	13.07.2022	ES01	LJIN00…	40091000	0031	ABONO MENSUALIDAD OPCION MOVISTAR PLUS+ FORMULA _	H	5,79-
20220801 MEN.	100013329	50	28.07.2022	28.07.2022	ES01	ACCRUAL	40091000	0019	MOVISTAR PLUS+ BAR FUTBOL JUL´2022	H	301,65-
20220817 MEN.	100022326	50	27.10.2022	27.10.2022	ES01	ACCRUAL	40091000	0019	MOVISTAR PLUS+ BAR FUTBOL AUG´2022	H	5,79-
20220817 O M..	1100009299	50	25.10.2022	17.08.2022	ES01	LJIN00…	40091000	9039	O MENSUALIDAD OPCION MOVISTAR PLUS+ FORMULA 1 BAR	H	5,79-
20220901 MEN.	1100009227	40	25.10.2022	01.09.2022	ES01	LJIN00…	40091000	0031	MENSUALIDAD MOVISTAR PLUS+ BAR FUTBOL	S	278,51
20220901 MEN.	1100009230	40	25.10.2022	01.09.2022	ES01	LJIN00…	40091000	9039	MENSUALIDAD MOVISTAR PLUS+ BAR FUTBOL	S	301,65
20221001 MEN.	1100009229	40	25.10.2022	01.10.2022	ES01	LJIN00…	40091000	9039	MENSUALIDAD MOVISTAR PLUS+ BAR FUTBOL	S	367,77
20221001 MEN.	1100009234	40	25.10.2022	01.10.2022	ES01	LJIN00…	40091000	9039	MENSUALIDAD MOVISTAR PLUS+ BAR FUTBOL	S	339,67
20221001 MEN.	1100009235	40	25.10.2022	01.10.2022	ES01	LJIN00…	40091000	0019	MENSUALIDAD MOVISTAR PLUS+ BAR FUTBOL	S	367,77
ACCENTURE O..	100005874	50	31.03.2022	31.03.2022	ES01		40091000	9039	ACCRUAL ACCENTURE OUTSOURC. (Q1 2022)	H	112.705,92-

🔍 📄 📄 📄 🖨 🔳 🔍 🔍 Amount 🔳 Gross<>Net 🔳 Currency ✏️ Items ✏️ Items ✏️ Disc. ✏️ Disc.

Processing Status

| Number of items | 529 | Amount entered | 0,00 |
| Display from item | 1 | Assigned | 5.028.543,47- |

There are several options in this screen:

- By double clicking at any point of any line,

| ES01 LJIN00… | 40091000 | 0031 | ABONO MENSUALIDAD OPCION MOVISTAR PLUS+ FORMULA _ H | 5,79- |
| ES01 ACCRUAL | 40091000 | 0019 | MOVISTAR PLUS+ BAR FUTBOL JUL´2022 | H | 301,65 |

the information related to that movement is displayed:

Display Document: Line Item 002

🔲 🔍 ▼ ▲ 🖨 📄 Additional Data

| G/L Account | 40091000 | 🔳 | CRUED EXPENSES |
| Company Code | ES01 | NH HOTEL GROUP, S.A |

Doc. no. 1100009631

Line Item 2 / Credit entry / 50

| Amount | 5,79 | EUR |
| Tax code | S5 | |

Additional Account Assignments

Business Area	0031	
Material		
Value Date	04.11.2022	Bline Date	
Assignment	20220713 ABONO MEN	
Text	ABONO MENSUALIDAD OPCION MOVISTAR PLUS+ FORMULA 1	📇 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.

| ES01 LJIN00… | 40091000 | 0031 | ABONO MENSUALIDAD OPCION MOVISTAR PLUS+ FORMULA 1 H | 5,79- |

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:

| Assignment	Document Num...	P...	Posting Date	Document D...	Co...	Reference	G/L Account	Bus...	Text	D	EUR Gross
20220101 MEN.	1100000452	40	18.02.2022	01.01.2022	ES01	LJIN00..	40091000	0031	MENSUALIDAD MOVISTAR+ BAR CON FUTBOL TOTAL 01/202..S		284,30
20220201 MEN.	1100001592	40	24.02.2022	01.02.2022	ES01	LJIN00..	40091000	0031	MENSUALIDAD MOVISTAR+ BAR CON FUTBOL	S	284,30
20220301 MEN.	1100002161	40	22.03.2022	01.03.2022	ES01	LJIN00..	40091000	0031	MENSUALIDAD MOVISTAR+ BAR CON FUTBOL	S	284,30
20220401 MEN.	1100003611	40	03.05.2022	01.04.2022	ES01	LJIN00..	40091000	0031	MENSUALIDAD MOVISTAR PLUS+ BAR FUTBOL	S	278,51
20220501 MEN.	1100004839	40	10.06.2022	01.05.2022	ES01	LJIN00..	40091000	0031	MENSUALIDAD MOVISTAR PLUS+ BAR FUTBOL	S	278,51
20220601 MEN.	1100004974	40	14.06.2022	01.06.2022	ES01	LJIN00..	40091000	0031	MENSUALIDAD MOVISTAR PLUS+ BAR FUTBOL	S	278,51
20220701 MEN.	1100007346	40	25.08.2022	01.07.2022	ES01	LJIN00..	40091000	0031	MENSUALIDAD MOVISTAR PLUS+ BAR FUTBOL	S	284,30
20220713 ABO.	1100009631	50	04.11.2022	13.07.2022	ES01	LJIN00..	40091000	0031	ABONO MENSUALIDAD OPCION MOVISTAR PLUS+ FORMULA 1 H		5,79-
20220801 MEN.	100013329	50	28.07.2022	28.07.2022	ES01	ACCRUAL	40091000	0019	MOVISTAR PLUS+ BAR FUTBOL JUL´2022	H	301,65-
20220817 MEN.	100022326	50	27.10.2022	27.10.2022	ES01	ACCRUAL	40091000	0019	MOVISTAR PLUS+ BAR FUTBOL AUG´2022	H	5,79-
20220817 O M.	1100009299	50	25.10.2022	17.08.2022	ES01	LJIN00..	40091000	9039	O MENSUALIDAD OPCION MOVISTAR PLUS+ FORMULA 1 BAR H		5,79-

Account items 40091000 ACCRUED EXPENSES

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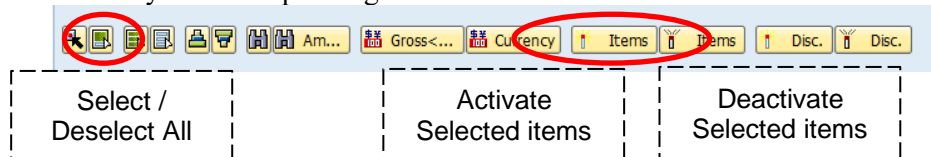
- All the selected items are automatically added by SAP and to be able to clear the account, the amount has to be equal to zero or below the tolerance level (<0,25%). The counter is detailed at the bottom of the screen:

|	
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 G/L Account Process open items

Distribute Difference   Charge off diff   Editing Options
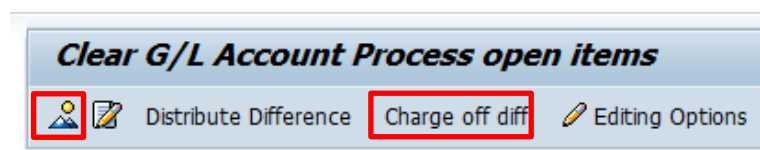
In the "Document overview" button it is possible to preview the movement. And, through the "Charge off difference" button it is possible to post the extra movement explained above.

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 residual items. The procedure in this case will be performed through the "Residual Items" tab in the main screen.

Standard   Partial Pmt   Res.Items   WH Tax
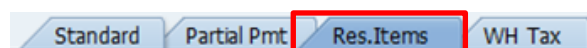
Initially, there are several amounts selected, though the counter is not equal to zero (thus, as

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 account for the difference will contain the same information related to the original account.

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 document for the difference with the same data of the original one.

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

5. Automatic GL Clearing Execution in SAP

5.1. The automatic transaction to execute the **clearing for accounts** automatically is **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 19.09.2023   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 Clrd
☑ Error Messages

There are three tabs in the displayed screen:

<u>General selections</u>

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.
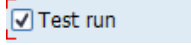
<u>Posting parameters</u>

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.

<u>Output Control</u>

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 ☑ Test run , 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 HOTELES ESPAÑA, S.A.				Test run " Detail list of open and cleared items					Time 14:12:56	Date 19.09.2023
MADRID									SAPF124/XACCSC000057 Page	1

```
*
Company Code      ES10
Account Type      S
Account number    40091000
G/L               40091000
```

DocumentNo	Itm	Clearing	Clrng doc.	SG	Crcy	Amount	Assignment	Business Area			
100000327	001	19.09.2023			EUR	125,00-	DOCUMENT CANCELLED	0002			
100000326	001	19.09.2023			EUR	125,00	DOCUMENT CANCELLED	0002			
*		19.09.2023			EUR	0,00	DOCUMENT CANCELLED	0002			

NH HOTELES ESPAÑA, S.A.	Automatic Clearing	Time 14:12:56	Date 19.09.2023
MADRID	Test run " Additional Log	SAPF124/XACCSC000057 Page	2

Log text	"

```
Authorization Check for Business Area Active
No customer documents selected
No supplier documents selected
Program started by:        " XACCSC000057
Start date     " 19.09.2023  Start time    " 14:12:56
Stop date      " 19.09.2023  Stop time     " 14:12:56
```
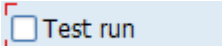
NH HOTELES ESPAÑA, S.A.	Automatic Clearing	Time 14:12:56	Date 19.09.2023
MADRID	Test run " Error Log	SAPF124/XACCSC000057 Page	3

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 ☐ Test run . 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.

Automatic Clearing

```
NH HOTELES ESPAÑA, S.A.                    Update run" Detail list of open and cleared items          Time 14:14:49    Date 19.09.2023
MADRID                                                                                                 SAPF124/XACCSC000057 Page          1
*
Company Code        ES10
Account Type        S
Account number      40091000
G/L                 40091000

DocumentNo  Itm Clearing   Clrng doc.  SG Crcy  Amount              Assignment          Business Area

100000327   001 19.09.2023 8000000002    EUR         125,00- DOCUMENT CANCELLED        0002
100000326   001 19.09.2023 8000000002    EUR         125,00  DOCUMENT CANCELLED        0002
*               19.09.2023 8000000002    EUR           0,00  DOCUMENT CANCELLED        0002


NH HOTELES ESPAÑA, S.A.                              Automatic Clearing                               Time 14:14:49    Date 19.09.2023
MADRID                                       Update run" Additional Log                               SAPF124/XACCSC000057 Page          2

Log text                                                "

Authorization Check for Business Area Active
No customer documents selected
No supplier documents selected
Program started by:              " XACCSC000057
Start date    " 19.09.2023  Start time    " 14:14:49
Stop date     " 19.09.2023  Stop time     " 14:14:49


NH HOTELES ESPAÑA, S.A.                              Automatic Clearing                               Time 14:14:49    Date 19.09.2023
MADRID                                       Update run" Error Log                                    SAPF124/XACCSC000057 Page          3

Error Log

No error occurred during clearing
```
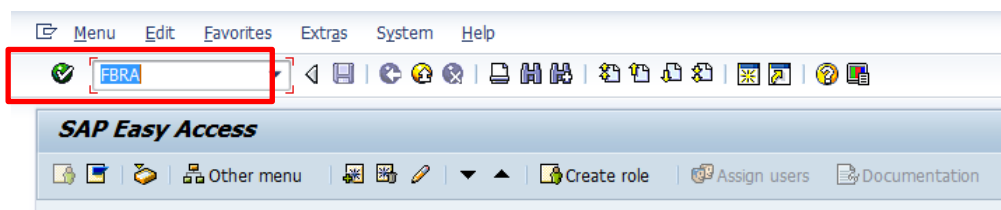
It is important to note that all the clearing transactions are only for **one user simultaneously** per account.

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:
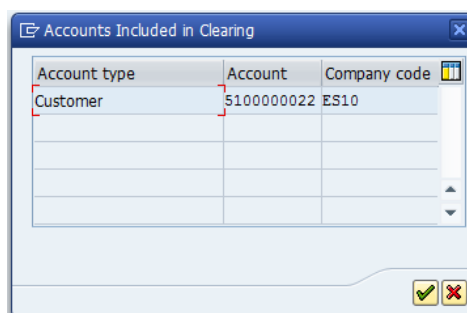
Reset Cleared Items

Accounts   Items   Accompanying Correspondence

Clearing Document
Company Code
Fiscal Year

Field	Explanation
Clearing Document	The clearing document number (starting by 8, e.g. 80000016). ⚠️ It is not the initial document number, but the clearing document.
Company Code	E.g. ES10
Fiscal Year	E.g. 2023

There are three additional buttons:

- Through "Accounts", the vendor account will be displayed

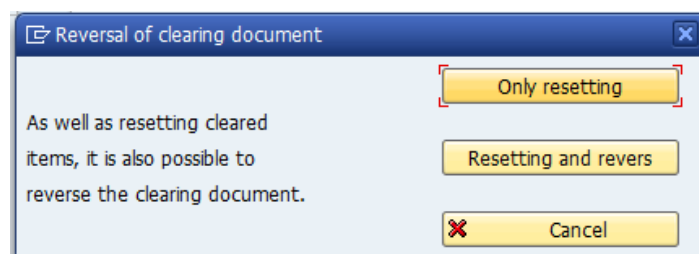- Through "Items", all the item lines related to the selected clearing document will be displayed in a standard report

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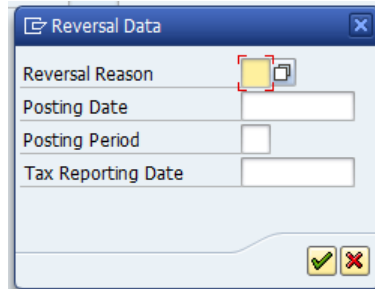
- If "Only Resetting" is selected, the document will be immediately reset
- On the other hand, it is also possible to reverse the accounting document within the same transaction, by the option "Resetting and revers". The system will ask for reversal reason, and dates:

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.