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Job Aids

- General Ledger
 - Credit Card and Cash Clearing

1. Document History

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

2. Processes and Transactions

- Credit Card & Cash Clearing

– Credit Card & Cash Clearing	ZRAR_CREDITCASH_CLEA
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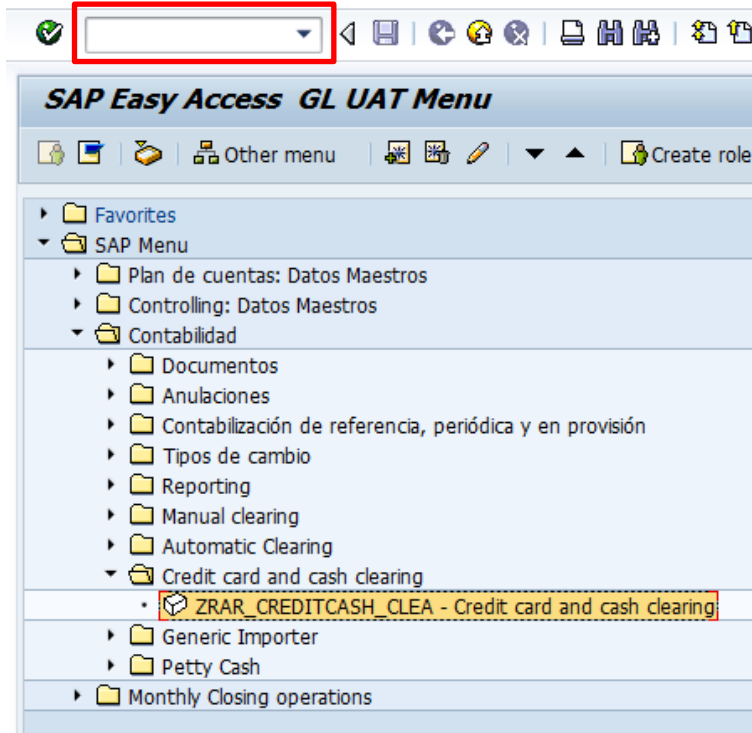
3. Roles

- GL Analyst
- GL Supervisor

4. Process Execution in SAP

- 4.1.** To perform the **Credit Card and Cash Clearing** transaction in SAP, type the transaction code in the transaction box in a new SAP session, and press enter.

Transaction code: **ZRAR_CREDITCASH_CLEA**



Within the first screen displayed, after double click in the transaction, the user will be able to establish the criteria in order to clear credit card and cash:


Clear collections from credit cards and cash

Collection type	5001
Business Area	0002
Clearing date	30.09.2023
Company code	ES10
Currency	EUR
Document	to

The fields to be completed are defined in the following table:

Field	Brief Explanation
Collection Type	Mandatory. This field indicates the collection method, e.g. 4103, Ticket Restaurant; 5001, Visa Mastercard;
Business Area	Mandatory. Hotel (e.g. 0002)

Clearing Date	Mandatory. Date which is used when entering the document in Financial Accounting or Controlling (i.e. ddmmyy)
Company Code	Mandatory (e.g. ES10)
Currency	Mandatory (e.g. EUR)
Document	Optional. Target of documents to select

Once all the mandatory fields are completed, click “Execute”  in order to proceed to the standard clearing process. For further information, refer to the Job Aids GL_05 GL Clearing.

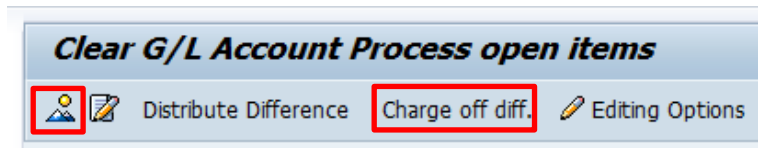
- 4.2.** When the open items have been processed, the following screen will display all the items that follow the corresponding criteria as a non-cleared item.

There are several options in this screen:

- By double clicking at any point of any line, the information related to that movement is displayed.
- If the user double clicks on the amount (i.e. column “EUR Gross”) of any line, the line will be selected or deselected. Those amounts appearing in blue are selected to be cleared, and lines in black are not selected.
- 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

- 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.



This is the case for commissions. As explained in the Job Aids AP_03 AP Commissions, an Incoming commission is introduced as Posting Key 5, GL Credit and in the account of Manual Commissions Accrued, i.e. 40091007 (*Note: for opposite commission movements, the posting key changes to 40 GL Debit*). As example,


Other line item

PstKy	50	count	40091007	SGL Ind		TType		New co.code	
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After that, by clicking on Process Open Items **Process open items**, the main clearing screen is displayed again, and now the counter displays the assigned quantities (-60,00) and the entered (+60,00, that in this example represents the commissions).

Processing Status	
Number of items	3
Display from item	1
Reason code	
Display in clearing currency	
Amount entered	60,00-
Assigned	60,00-
Difference postings	
Not assigned	0,00

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.

This saving generates two 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.