

User Guide For Clearing Documents Involving Same GL: F-03

T-code: F-03

- **Introduction:** This method of manual clearing through F-03 T-code is a SAP standard functionality which functions to clear when two documents required to pair (clear) are having debit and credit in same GL.

Following points to be observed before using F-03 functionality:

1. Only in exceptional cases where the documents are open for some specific and genuine reasons and clearing is required.
2. After confirming the genuineness of the transactions and requirement of pairing (clearing) by the concerned.
3. After Obtaining approval from competent authority

- **Detailed process with illustration of same GL**

Step 1 – Enter the G/L code – 4867100000 (**illustrative only**) and select the Document number option as shown in below screenshot

Clear G/L Account: Header Data

Process Open Items

Account: 4867100000 Clearing Date: 14.09.2023 Period: 6
Company Code: DOPI Currency: INR

Open Item Selection

Standard OIs

Additional Selections

None
 Amount
 Document Number
 Profit Center
 Posting Date
 Dunning Area
 Reference

Step 2 – Click on Process Open items as shown below.

Clear G/L Account: Header Data

Process Open Items

Account: 4867100000 Clearing Date: 14.09.2023 Period: 6
 Company Code: DOPI Currency: INR

Open Item Selection
 Standard OIs

Additional Selections
 None
 Amount
 Document Number
 Profit Center
 Posting Date

Step 3 – Enter the two open cash in transit items to be adjusted and cleared as shown below

G/L Account: 4867100000 Cash In Transit
 Company Code: DOPI
 Ledger: 0L

St	Assignment	DocumentNo	BusA	Typ	Doc. Date	PK	Amount in local cur.	LCurr	Tx	Clrng doc.	Profit Ctr
<input type="checkbox"/>	<input checked="" type="checkbox"/> 20230914	4100098322	1013	CR	14.09.2023	50	10 000,00-	INR			2132610000
<input type="checkbox"/>	<input checked="" type="checkbox"/> 20230914	4100098323	1013	CR	14.09.2023	40	10 000,00	INR			2132612200
*	<input checked="" type="checkbox"/>						0,00	INR			
** Account 4867100000							0,00	INR			

Clear G/L Account Enter selection criteria

Other selection Other account Process Open Items

Parameters entered
 Company Code: DOPI
 Account: 4867100000
 Account Type: S
 Special G/L ind.: Standard OIs

Document Number
 From To String Initial value

4100098322	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
4100098323	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Step 4- Click on process open items

Clear G/L Account Enter selection criteria

Other selection Other account **Process Open Items**

Process Open Items (Shift+F4)

Parameters entered

Company Code: DOPI
 Account: 4867100000
 Account Type: S
 Special G/L ind.: Standard OIs

Document Number

From	To	String
4100098322		<input type="checkbox"/>
4100098323		<input type="checkbox"/>

Step 5 - Open cash in transit items are fetched which can be verified as below

Clear G/L Account Process open items

Distribute Difference Charge Off Difference Editing Options

Standard Partial Pmt Res. Items WH Tax

Account items 4867100000 Cash In Transit

Assignment	Document ...	D.	P.	Posting Date	Document ...	INR Gross
20230914	4100098322	CR	50	14.09.2023	14.09.2023	10 000,00-
20180806	4100098323	CR	50	06.08.2018	06.08.2018	12 345,00-
20191221	4100098323	CR	50	21.12.2019	20.12.2019	6 250,00-
20221114	4100098323	CR	40	14.11.2022	14.11.2022	208,00
20230914	4100098323	CR	40	14.09.2023	14.09.2023	10 000,00

Processing Status

Number of items	8	Amount entered	0,00
Display from item	4	Assigned	0,00
Display in clearing currency		Not assigned	0,00

Step 6 – Amount entered and Amount assigned will be zero, then post the document as shown below. Document is successfully posted.

The screenshot shows the 'Clear G/L Account: Header Data' window. The 'Process Open Items' section is active. The 'Account' field is checked, 'Clearing Date' is 14.09.23, 'Company Code' is DOPI, and 'Currency' is INR. A success message box is overlaid on the right, stating: 'Document 100000304 was posted in company code DOPI' with 'Message No. F5312'.

Step 7 - We can observe the cash in transit documents are cleared.

G/L Account Line Item Display G/L View

G/L Account: 4867100000 Cash In Transit
 Company Code: DOPI
 Ledger: 0L

St	Assignment	DocumentNo	BusA	Typ	Doc. Date	FK	Amount in local cur.	LCurr	Tx	Clrng doc.	Profit Ctr	Segment	Text
<input type="checkbox"/>	20230914	1000000304	1013	AB	14.09.2023	40	10 000,00	INR		1000000304	2132610000	OTHR	
<input type="checkbox"/>	20230914	1000000304	1013	AB	14.09.2023	50	10 000,00-	INR		1000000304	2132612200	OTHR	
<input type="checkbox"/>	20230914	4100098322	1013	CR	14.09.2023	50	10 000,00-	INR		1000000304	2132610000	OTHR	
<input type="checkbox"/>	20230914	4100098323	1013	CR	14.09.2023	40	10 000,00	INR		1000000304	2132612200	OTHR	
* <input type="checkbox"/>							0,00	INR					
** Account 4867100000							0,00	INR					

G/L Account: * *
 Company Code: *
 Ledger: 0L