User Guide For Clearing Documents Involving Two Different GL: F-04

T-code: F-04

> **Introduction:** This method of manual clearing through F-04 T-code is a SAP standard functionality which functions to clear when two documents required to pair(clear) are having debit and credit in two different GLs.

Following points to be observed before using F-04 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 two different GLs**

Step 1 : Report shown below can be extracted in FAGLL03 T-code by inputting GLs 487820010 & 8878200010 **(illustrative only)** and both the office profit Centres, Here we can get to know open items and pair the same for reconciliation.

G/L Account Line Item Display G/L View

G/L Account	4878200010	RSAO Postal Remittances
Company Code	DOPI	
Ledger	0L	

St	Assignment	DocumentNo	BusA	Typ	Doc. Date	PK	Amount in local cur.	LCurr	Tx	Clrng doc.	Profit Ctr	Segment	Text
🔴	20230502	4100023093	1013	DZ	02.05.2023	40	10 000,00	INR			2132611000	OTHR	
* 🔴							10 000,00	INR					
** Account 4878200010							10 000,00	INR					

G/L Account	8878200010	RSAO Postal Remittances
Company Code	DOPI	
Ledger	0L	

St	Assignment	DocumentNo	BusA	Typ	Doc. Date	PK	Amount in local cur.	LCurr	Tx	Clrng doc.	Profit Ctr	Segment	Text
🔴	20230501	1500006448	1013	SA	01.05.2023	50	10 000,00-	INR			2132610000	OTHR	
* 🔴							10 000,00-	INR					

Step 2 – Use tcode F-04 for Clearing open items, enter the clearing date, Document type as "AB" and Select the option "Transfer Posting with clearing" and choose open items as shown below

Post with Clearing: Header Data

Choose open items   Account Model

Document Date	03.05.2023	Type	AB	Company Code	DOPI
Posting Date	03.05.2023	Period	2	Currency/Rate	INR
Document Number				Translatn Date	
Reference				Cross-CC no.	
Doc.Header Text					
Clearing text					

Transaction to be processed
- ○ Outgoing payment
- ○ Incoming payment
- ○ Credit memo
- ◉ Transfer posting with clearing

First line item

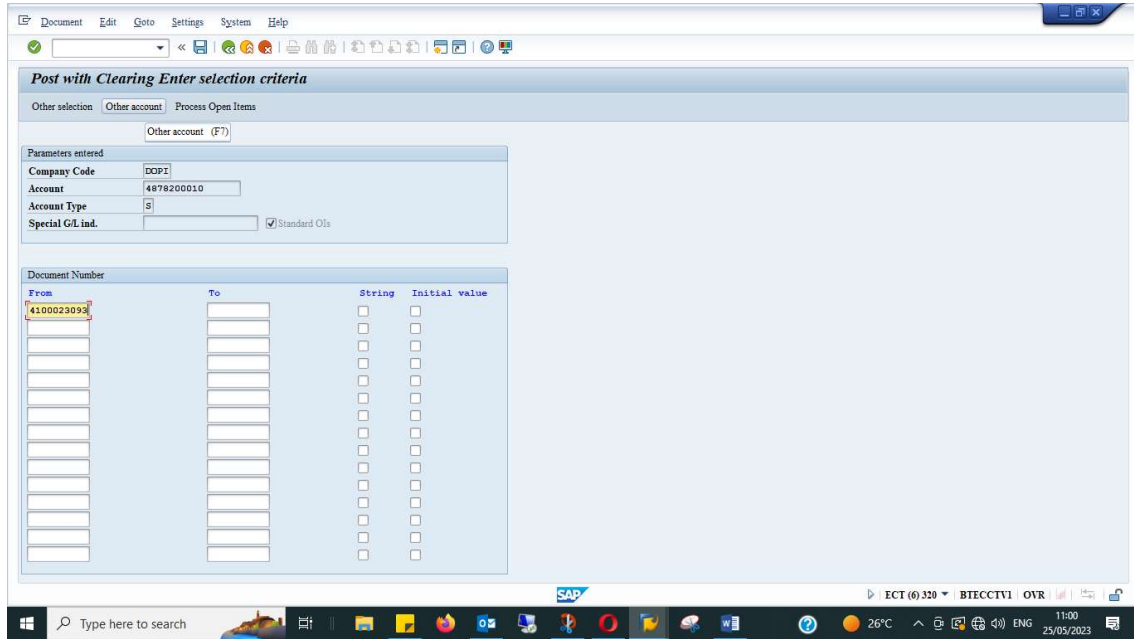| PstKy		Account		SGL Ind		TType	

Step 3: Enter 1st G/L 4878200010 with additional selections Document Number.
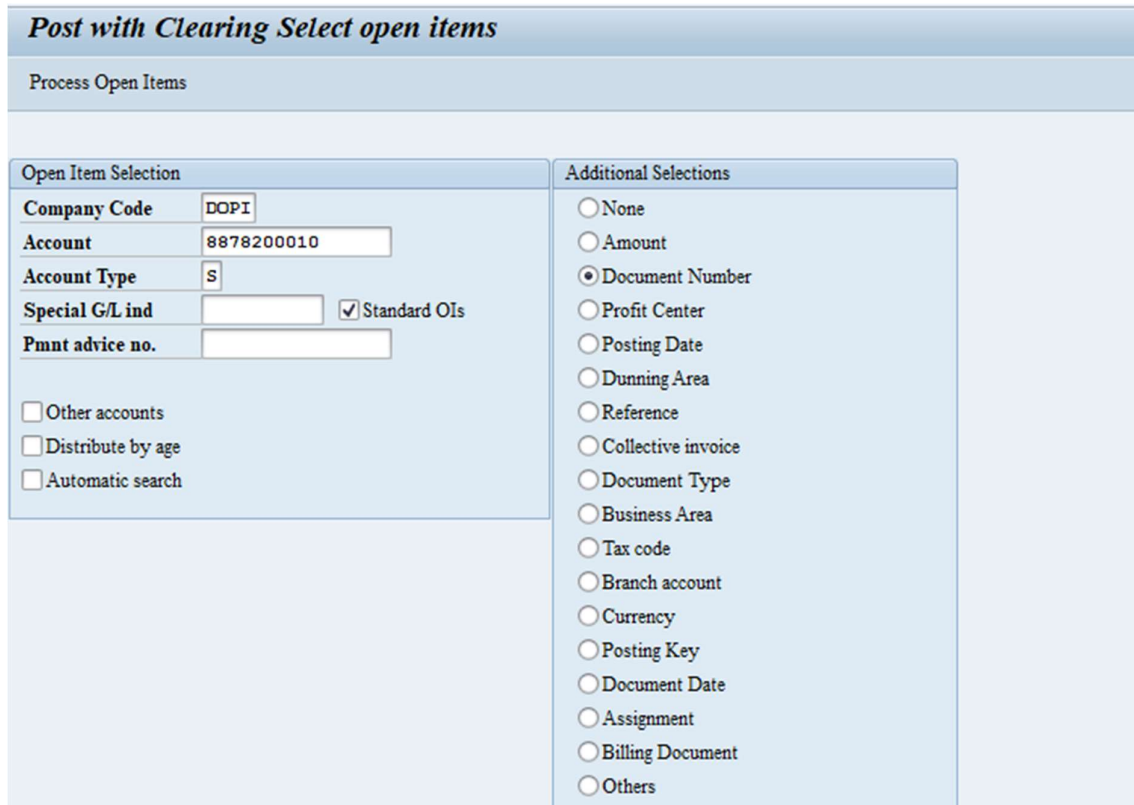
Post with Clearing Select open items

Process Open Items

Open Item Selection		Additional Selections
Company Code	DOPI	○ None
Account	4878200010	○ Amount
Account Type	S	◉ Document Number
Special G/L ind	☑ Standard OIs	○ Profit Center
Pmnt advice no.		○ Posting Date
		○ Dunning Area
☐ Other accounts		○ Reference
☐ Distribute by age		○ Payment order
☐ Automatic search		○ Collective invoice
		○ Document Type
		○ Business Area
		○ Tax code
		○ Branch account
		○ Currency
		○ Posting Key
		○ Document Date
		○ Assignment
		○ Others

Step 4: Enter the 1st open Line item Number as shown below and click "Other Account" option at top of the screen.

Step 5: Enter the 2nd G/L 887820010 and select Document number in additional selections screen & Process Open items

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Step 6 : Enter the 2nd Open document number as shown below and click Process open items

Post with Clearing Enter selection criteria

Other selection   Other account   Process Open Items

Parameters entered

Company Code	DOPI
Account	8878200010
Account Type	S
Special G/L ind.	☑ Standard OIs

Document Number

From	To	String	Initial value
1500006448		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐

Step 7: In below screen we can clearly see both credit and debit entries (Open RSAO Line Items) of two different G/L have been fetched successfully and not assigned value is zero, then transaction can be simulated.

Post with Clearing Process open items

🔲 📝 Distribute Difference   Charge Off Difference   ✏️ Editing Options

Standard   Partial Pmt   Res.Items   WH Tax

Account items 4878200010 RSAO Postal Remittances (More)

Assignment	Document ...	D..	P...	Posting Date	Document ...	INR Gross
20230502	4100023093	DZ	40	02.05.2023	02.05.2023	10 000,00
20230501	1500006448	SA	50	01.05.2023	01.05.2023	10 000,00-

◄ ►

🔲🔲 🔲🔲 🔳🔳 🔳🔳 Amou... 🔳 Gross<>... 🔳 Currency ✏️ Items ✏️ Items ✏️ Disc. ✏️ Disc.

Processing Status

Number of items	2		Amount entered	0,00
Display from item	1		Assigned	0,00
Display in clearing currency			Not assigned	0,00

Step 8: After simulation, accounting entries will be displayed as below and document can be posted.

Post with Clearing Display Overview

Display Currency   Taxes   Reset

Document Date	03.05.2023	Type	AB	Company Code	DOPI
Posting Date	03.05.2023	Period	2	Currency	INR
Document Number	INTERNAL	Fiscal Year	2023	Translatn Date	03.05.2023
Reference				Cross-CC no.	
Doc.Header Text				Trading Part.BA	

Items in document currency

PK	BusA	Acct		INR Amount	Tax amnt
001 50	1013	4878200010 RSAO Postal Remitta		10 000,00-	
002 40	1013	8878200010 RSAO Postal Remitta		10 000,00	

D 10 000,00   C 10 000,00   0,00 *   2 Line items

Other Line Items

PstKy		Account		SGL Ind		TType		New co.code	

Step 9: After clearing in F-04(AB) process, The Open entries in FAGLL03 is displayed as below

G/L Account Line Item Display G/L View

G/L Account   4878200010 RSAO Postal Remittances
Company Code   DOPI
Ledger   0L

St	Assignment	DocumentNo	BusA	Typ	Doc. Date	PK	Amount in local cur.	LCurr	Tx	Clrng doc.	Profit Ctr	Segment	Text
	20230502	4100023093	1013	DZ	02.05.2023	40	10 000,00	INR		1000001002	2132611000	OTHR	
	20230503	1000001002	1013	AB	03.05.2023	50	10 000,00-	INR		1000001002	2132611000	OTHR	
*							0,00	INR					
** Account 4878200010							0,00	INR					

G/L Account   8878200010 RSAO Postal Remittances
Company Code   DOPI
Ledger   0L

St	Assignment	DocumentNo	BusA	Typ	Doc. Date	PK	Amount in local cur.	LCurr	Tx	Clrng doc.	Profit Ctr	Segment	Text
	20230501	1000000604	1013	AB	01.05.2023	40	2,00	INR		1000000604	2132610000	OTHR	
	20230501	1000000604	1013	AB	01.05.2023	40	3,00	INR		1000000604	2132610000	OTHR	
	20230501	1900000100	1013	HR	01.05.2023	50	2,00-	INR		1000000604	2132610000	OTHR	
	20230501	1900000100	1013	HR	01.05.2023	50	3,00-	INR		1000000604	2132610000	OTHR	
	20230501	1500006448	1013	SA	01.05.2023	50	10 000,00-	INR		1000001002	2132610000	OTHR	
	20230503	1000001002	1013	AB	03.05.2023	40	10 000,00	INR		1000001002	2132610000	OTHR	
*							0,00	INR					
** Account 8878200010							0,00	INR					