Automatic Clearing of Open GR/IR Account Items

Overview: Open GR/IR clearing account items on the same purchase order line that net to zero should be automatically cleared. The GRIR Daily variant of transaction F.13 is scheduled to run nightly. If the job doesn't run it can be manually run.

Transaction:

F.13 – Automatic Clearing

Hints / Tips:

Note – DO NOT RUN automatic clearing of the GR/IR clear account except in test mode or if the scheduled job fails to run and EBS Support cannot correct the error.

Note – Always run automatic clearing of the GR/IR clearing account as a background job in order to conserve system resources

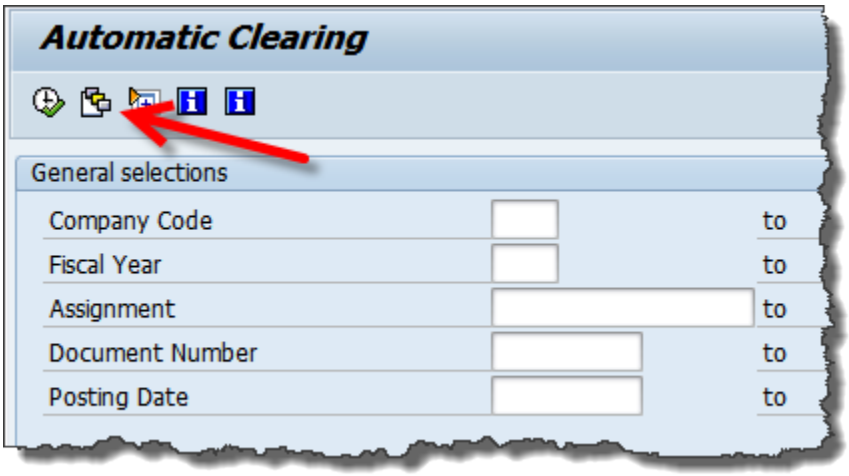
Note – GRIR Daily variant – The posting date dynamically defaults to "less than or equal to the current date". The clearing date dynamically defaults to the "current date".

Procedure:

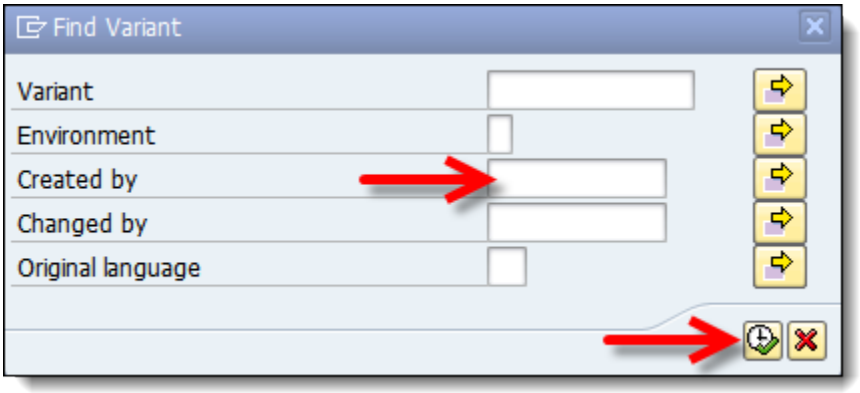
Perform the following steps in order to complete this activity.

Step 1: Open **F.13**

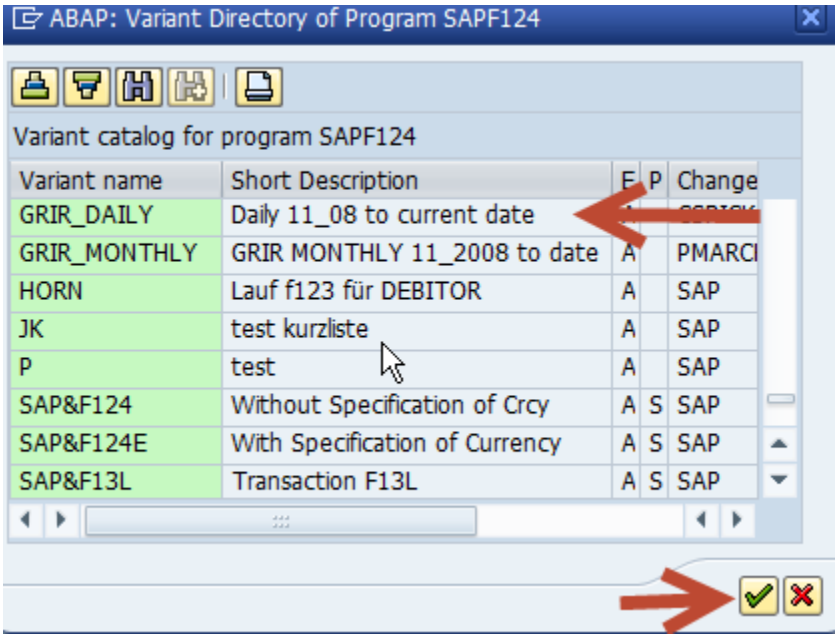
Step 2: Click the **Get Variant** button on the toolbar at the top of the selection screen.

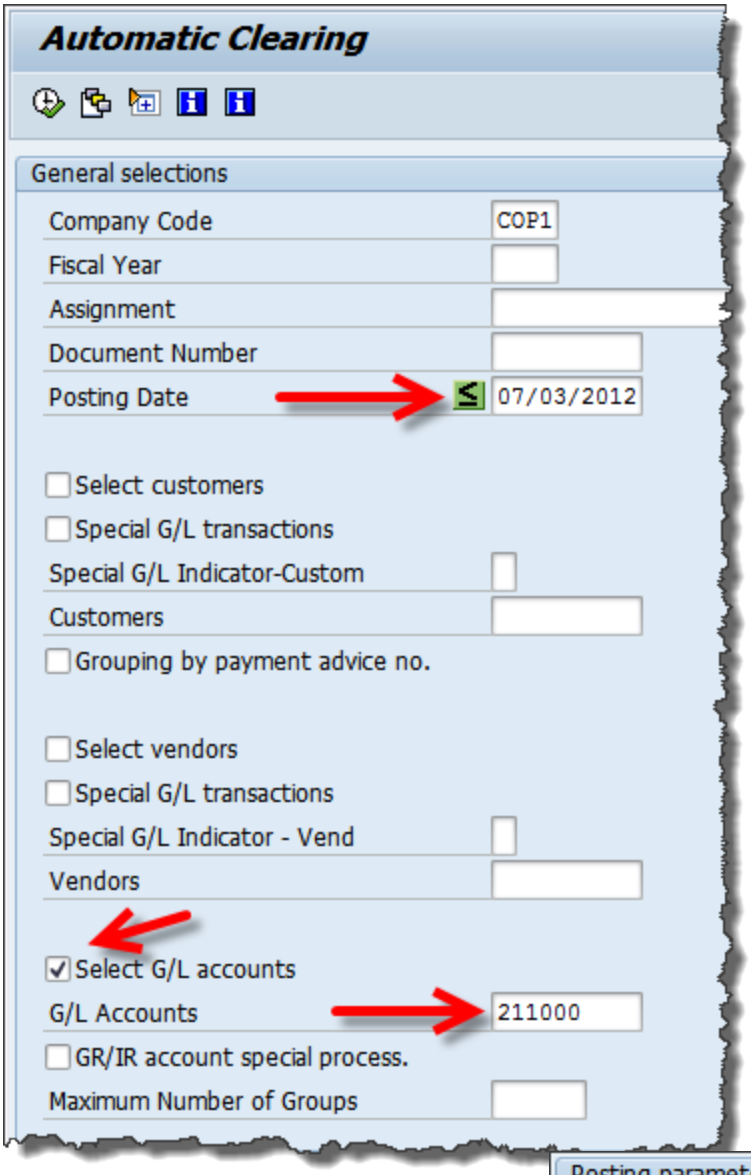


Step 3: In the Find Variant window, remove the user name that appears in the **Created by** field and click the **Execute** button.



Step 4: Scroll down to **GRIR_DAILY** and select that line. Click the **green check** when finished.





The selection screen will auto populate with the following information pre-populated:

Posting Date: Less than or equal to today's date

Select G/L Accounts: 211000

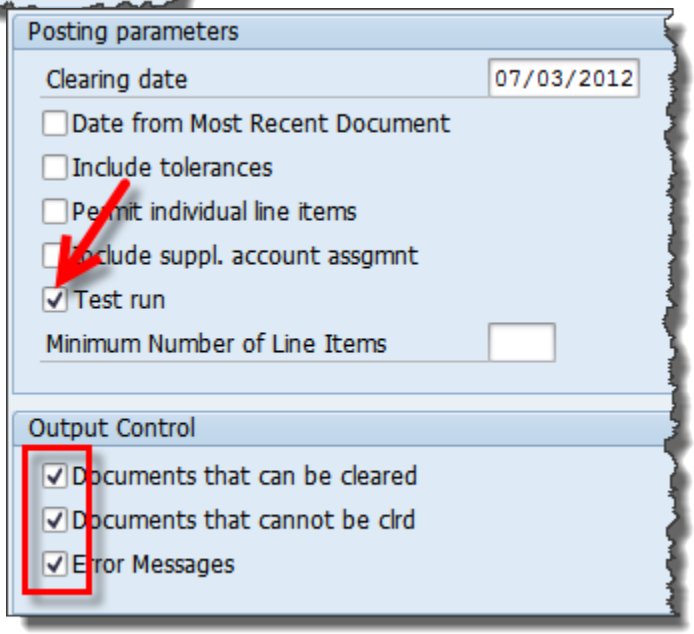
NOTE: This process is used to test GR/IR clearing only when the automatic job failed to run, do not change any of the default settings.

Step 6: Under the **Posting parameters** section, make sure **Test run** is selected.

Step 7: Under the **Output Control** section, make sure the following are selected:

- Documents that can be cleared
- Documents that cannot be clrd
- Error Messages

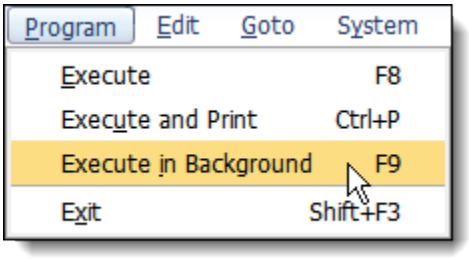
NOTE: In test mode, errors that prevent clearing are not displayed as the errors only occur when actually posting.



NOTE: The log report will include a list of error messages for items that should have cleared but couldn't. (i.e., grant budget validity errors or WBS elements does not exist errors)

Step 8: Choose **Program** from the cascading menu and then choose **Execute in Background**

NOTE: Always run this transaction in the background.



NOTE: For more information on running a background report, refer to the work instruction Running a Background Report.

The resulting report will list documents that can and cannot be cleared along with any errors.

NOTE: See work instruction **Reviewing the GR/IR clearing job log** for clearing errors.