

Reset and Reverse Clearing Documents for Down Payment

Down Payment Clearing Doc and Invoice Must Equal

Module: AP // Process: Down Payment Process

Overview:

The down payment cost recovery process involves posting good receipts and invoices, and then clearing the invoices with the down payment. This allows the expense to be recorded and the payable (i.e., down payment) to be cleared.

It is possible to accidentally post a good receipt and invoice to the wrong purchase order and clear the invoice with the wrong down payment. If this occurs the error can be corrected if there has not been a net payment to the vendor (i.e., invoice and down payment clearing documents equal).

In this situation, the invoice and down payment clearing document are cleared by a clearing document that starts with a “31...” rather than a payment document that starts with a “20...”.

The steps that follow explain how to identify the documents to be reversed and cleared, and the order in which to reverse and/or clear the documents.

Note: These instructions use the transactions

- FBL1N
- FBRA
- FB08
- MR8M
- F-44

to demonstrate the process. This process can only be used when there is no net payment (check or ACH) to the vendor.


The invoice and down payment clearing documents net to zero and are cleared by a “31...” clearing document.

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Module: AP // Process: Down Payment Process

Vendor Line Item Display

 Data Sources

Vendor selection

Vendor account	117963	to		
Company code	COP1	to		


Selection using search help

Line item selection

Status

Open items

All items

Posting date	11/01/2015	to	11/10/2015	
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Type

Normal items


Special G/L transactions

Noted items

Parked items

Customer items

List Output

Layout	/1SAP	
Maximum number of items		

01

Central Clearing Closing - FBL1N. Enter the Vendor Account, check All Items, enter the Posting Date range, and check Normal Items, Special G/L Transactions, and Noted Items. Use a layout that includes the Clearing Document. Click Execute.

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Vendor Line Item Display

Vendor 117963
Company Code COP1

Name INT1188 VENDOR 3
City PORTLAND

Invoice and down payment clearing documents cleared by a clearing document (31...) not a payment document (20...)

S...	Assignment	DocumentNo	Clrng doc.	Doc. Type	Doc. Date	S	DD	Σ	Amount in local cur.	LCurr
		3100924253	3100924253	AB	11/06/2015				800.00	USD
		3100924253		AB	11/06/2015				800.00-	USD
	INT1188-INV3	1700002958		KA	11/06/2015				800.00	USD
	INT1188-INV3	5100489784		RE	11/04/2015				800.00-	USD
	INT1185ADV5	1500001491	2001060590	KT	11/06/2015	F			50.00-	USD
	INT1188 ADV	1500001488	2001060513	KT	11/04/2015	F			800.00-	USD
	INT1188 ADV	1700002958	1700002958	KA	11/06/2015	A			800.00-	USD
	INT1188 ADV	200106051								
	INT1185ADV5	200106059								

Reset Cleared Items

Accounts Items **Accompanying Correspondence**

Clearing Document **3100924253**

Company Code COP1

Fiscal Year 2016

02

Central Clearing Closing - FBL1N. Identify the clearing document for the invoice (51...) and the down payment clearing (17...). If it is a payment document (20...) do not proceed. If it is a "31..." clearing document proceed

03

Central Clearing Closing - FBRA. Reset and reverse the clearing document (31...). See work instruction "FBRA Reset Cleared Item" for details

Reset and Reverse Clearing Documents for Down Payment

Down Payment Clearing Doc and Invoice Must Equal

Module: AP // Process: Down Payment Process

Vendor	117963	
Company Code	COP1	
Name	INT1188 VENDOR 3	Invoice and down payment clearing documents open but partially cleared by the down payment clearing document (17...)
City	PORTLAND	

S...	Assignment	DocumentNo	Clrng doc.	Doc. Type	Doc. Date	S	DD	Σ	Amount in local cur.	LCurr
■		3100924253	3100924256	AB	11/06/2015				800.00	USD
■		3100924253		AB	11/06/2015				800.00-	USD
■		3100924256		AB	11/06/2015				800.00-	USD
■		3100924256		AB	11/06/2015				800.00	USD
■	INT1185ADV5	1500001491	2001060590	KT	11/06/2015	F			50.00-	USD
■	INT1188 ADV	1500001488	2001060513	KT	11/04/2015	F			800.00-	USD
■	INT1188 ADV	1700002958	1700002958	KA	11/06/2015	A			800.00-	USD
■	INT1188 ADV	2001060513		ZP	11/04/2015	A			800.00	USD
■	INT1188-INV3	1700002958		KA	11/06/2015				800.00	USD
■	INT1188-INV3	5100489784		RE	11/04/2015				800.00-	USD
									800.00-	USD

Reset Cleared Items

Accounts Items Accompanying Correspondence

Clearing Document

Company Code

Fiscal Year

04

Central Clearing Closing - FBL1N. Refresh. The clearing document (31...) is itself cleared. The invoice (51...) and down payment clearing document (17...) are open items that are partially cleared by the down payment clearing document (17...)

05

Central Clearing Closing - FBRA. Reset clearing item for down payment clearing document (17...). See work instruction "FBRA Reset Cleared Item" for details

Reset and Reverse Clearing Documents for Down Payment

Down Payment Clearing Doc and Invoice Must Equal

Module: AP // Process: Down Payment Process

Vendor 117963		Company Code COP1								
Name INT1188 VENDOR 3		Invoice, down payment clearing, and down payment are open items.								
City PORTLAND										
S...	Assignment	DocumentNo	Clrng doc.	Doc. Type	Doc. Date	S	DD	Σ	Amount in local cur.	LCurr
■		3100924253	3100924256	AB	11/06/2015				800.00	USD
■		3100924253		AB	11/06/2015				800.00	USD
■		3100924256		AB	11/06/2015				800.00	USD
■		3100924256		AB	11/06/2015				800.00	USD
■	INT1185ADV5	1500001491	2001060590	KT	11/06/2015	F			50.00	USD
■	INT1188 ADV	1500001488	2001060513	KT	11/04/2015	F			800.00	USD
⊗	INT1185ADV5	2001060590		ZP	11/06/2015	A			50.00	USD
⊗	INT1188 ADV	1700002958		KA	11/06/2015	A			800.00	USD
⊗	INT1188 ADV	2001060513		ZP	11/04/2015	A			800.00	USD
⊗	INT1188-INV3	1700002958		KA	11/06/2015	A			800.00	USD
⊗	INT1188-INV3	5100489784		RE	11/06/2015	A			800.00	USD

06

Central Clearing Closing - FBL1N. Refresh. The down payment clearing document (17...), invoice (51...) and down payment (20...) are open items and are no longer partially cleared by the down payment clearing document (17...)

07

Central Clearing Closing or Central Accounting Payment Processor or AP Bureau AP Approver – FB08. Reverse down payment clearing document (17...). See work instruction “FB08 Reverse Invoice” for details

Reverse Document: Header D

Document Details

Document Number: 1700002958

Company Code: COP1

Fiscal Year: 2016

Specifications for Reverse Posting

Reversal Reason: 01

Posting Date: []

Check management specifications

Void reason code: 12

Note: The down payment clearing document (17...) cannot be reversed until after it is reset. The system won't reverse a document with cleared line items.

Reset and Reverse Clearing Documents for Down Payment

Down Payment Clearing Doc and Invoice Must Equal

Module: AP // Process: Down Payment Process

Vendor	117963						
Company Code	COP1						
Name	INT1188 VENDOR 3	Down payment clearing document cleared. Invoice document and					
City	PORTLAND	down payment are open.					

S...	Assignment	DocumentNo	Clrng doc.	Doc. Type	Doc. Date	S	DD	Σ	Amount in local cur.	LCurr
<input type="checkbox"/>		3100924253	3100924256	AB	11/06/2015				800.00	USD
<input type="checkbox"/>		3100924253		AB	11/06/2015				800.00-	USD
<input type="checkbox"/>		3100924256		AB	11/06/2015				800.00-	USD
<input type="checkbox"/>		3100924256		AB	11/06/2015				800.00	USD
<input type="checkbox"/>	INT1185ADV5	1500001491	2001060590	KT	11/06/2015	F			50.00-	USD
<input type="checkbox"/>	INT1188 ADV	1500001488	2001060513	KT	11/04/2015	F			800.00-	USD
<input type="checkbox"/>	INT1188 ADV	1700002958	1700002960	KA	11/06/2015	A			800.00-	USD
<input type="checkbox"/>	INT1188 ADV	1700002960		KA	11/06/2015	A			800.00	USD
<input type="checkbox"/>	INT1188-INV3	1700002958		KA	11/06/2015				800.00	USD
<input type="checkbox"/>	INT1188-INV3	1700002960		KA	11/06/2015				800.00-	USD
<input checked="" type="checkbox"/>	INT1185ADV5	2001060590		ZP	11/06/2015	A			50.00	USD
<input checked="" type="checkbox"/>	INT1188 ADV	2001060513		ZP	11/04/2015	A			800.00	USD
<input checked="" type="checkbox"/>	INT1188-INV3	5100489784		RE	11/04/2015				800.00-	USD

→

Cancel Invoice Document

Invoice Document No.

Fiscal Year

Details Re Reversal Posting

Reversal Reason

08

Central Clearing Closing - FBL1N. Refresh. The down payment clearing document (17...) is reversed. The invoice (51...) and down payment (20...) are open items.

09

Central Clearing Closing or AP Bureau AP Approver or AP Bureau Processor- MR8M. Reverse invoice document (51...)

Reset and Reverse Clearing Documents for Down Payment

Down Payment Clearing Doc and Invoice Must Equal

Module: AP // Process: Down Payment Process

Vendor 117963											
Company Code COP1											
Name INT1188 VENDOR 3		The invoice reversal document is posted and can now be cleared with the invoice document									
City PORTLAND											
S...	Assignment	DocumentNo	Clrng doc.	Doc. Type	Doc. Date	S	DD	Σ	Amount in local cur.	LCurr	
<input checked="" type="checkbox"/>		3100924253	3100924256	AB	11/06/2015				800.00	USD	
<input checked="" type="checkbox"/>		3100924253		AB	11/06/2015				800.00-	USD	
<input checked="" type="checkbox"/>		3100924256		AB	11/06/2015				800.00-	USD	
<input checked="" type="checkbox"/>		3100924256		AB	11/06/2015				800.00	USD	
<input checked="" type="checkbox"/>	INT1185ADV5	1500001491	2001060590	KT	11/06/2015	F			50.00-	USD	
<input checked="" type="checkbox"/>	INT1188 ADV	1500001488	2001060513	KT	11/04/2015	F			800.00-	USD	
<input checked="" type="checkbox"/>	INT1188 ADV	1700002958	1700002960	KA	11/06/2015	A			800.00-	USD	
<input checked="" type="checkbox"/>	INT1188 ADV	1700002960		KA	11/06/2015	A			800.00	USD	
<input checked="" type="checkbox"/>	INT1188-INV3	1700002958		KA	11/06/2015				800.00	USD	
<input checked="" type="checkbox"/>	INT1188-INV3	1700002960		KA	11/06/2015				800.00-	USD	
<input checked="" type="checkbox"/>	INT1185ADV5	2001060590		ZP	11/06/2015	A			50.00	USD	
<input checked="" type="checkbox"/>	INT1188 ADV	2001060513		ZP	11/04/2015	A			800.00	USD	
<input checked="" type="checkbox"/>	INT1188-INV3	5100489784		RE	11/04/2015				800.00-	USD	
<input checked="" type="checkbox"/>	INT1188-INV3	5100489787		RE	11/04/2015				800.00	USD	

Clear Vendor: Header Data

Process Open Items ←

Account Clearing Date Period

Company Code

Additional Selections

None

10

Central Clearing Closing - FBL1N. Refresh. The down payment clearing document (17...) is reversed. The invoice (51...), the invoice reversal (51...), and down payment (20...) are open items.

11

Central Clearing Closing– F-44. Clear the invoice (51...) with the invoice reversal (51...). See work instruction “F-44 Clear Vendor Invoice” for details

Reset and Reverse Clearing Documents for Down Payment

Down Payment Clearing Doc and Invoice Must Equal

Module: AP // Process: Down Payment Process

Vendor 117963
Company Code COP1

Name INT1188 VENDOR 3
City PORTLAND

The invoice, the down payment clearing document and the original clearing document have all been reversed and cleared.

S...	Assignment	DocumentNo	Clmg doc.	Doc. Type	Doc. Date	S	DD	Σ	Amount in local cur.	LCurr
<input checked="" type="checkbox"/>		3100924257	3100924257	AB	11/10/2015				800.00	USD
<input checked="" type="checkbox"/>		3100924257		AB	11/10/2015				800.00-	USD
<input checked="" type="checkbox"/>	INT1188-INV3	5100489784		RE	11/04/2015				800.00-	USD
<input checked="" type="checkbox"/>	INT1188-INV3	5100489787		RE	11/04/2015				800.00	USD
<input checked="" type="checkbox"/>		3100924253	3100924256	AB	11/06/2015				800.00	USD
<input checked="" type="checkbox"/>		3100924253		AB	11/06/2015				800.00-	USD
<input checked="" type="checkbox"/>		3100924256		AB	11/06/2015				800.00-	USD
<input checked="" type="checkbox"/>		3100924256		AB	11/06/2015				800.00	USD
<input checked="" type="checkbox"/>	INT1185ADV5	1500001491	2001060590	KT	11/06/2015	F			50.00-	USD
<input checked="" type="checkbox"/>	INT1188 ADV	1500001488	2001060513	KT	11/04/2015	F			800.00-	USD
<input checked="" type="checkbox"/>	INT1188 ADV	1700002958	1700002960	KA	11/06/2015	A			800.00-	USD
<input checked="" type="checkbox"/>	INT1188 ADV	1700002960		KA	11/06/2015	A			800.00	USD
<input checked="" type="checkbox"/>	INT1188-INV3	1700002958		KA	11/06/2015				800.00	USD
<input checked="" type="checkbox"/>	INT1188-INV3	1700002960		KA	11/06/2015				800.00-	USD
<input checked="" type="checkbox"/>	INT1185ADV5	2001060590		ZP	11/06/2015	A			50.00	USD
<input checked="" type="checkbox"/>	INT1188 ADV	2001060513		ZP	11/04/2015	A			800.00	USD
									0.00	USD

12

Central Clearing Closing - FBL1N. Refresh. The clearing document (31...), the invoice (51...), the invoice reversal (51...), and the down payment clearing document (17...) are all reversed and cleared. The down payment (20...) is open.

- END -