

PSCD – Manual Clearing

Module: PSCD // Process: Manually Clearing Documents

Transactions Used: FP06

Overview

PSCD documents are generally cleared during the nightly clearing batch job, however if an item needs to be cleared immediately, transaction FP06 can be used. Central Operational Accounting-AR is responsible for manually clearing PSCD documents.

1. Transaction code FP06
2. Completed the following:
 - a. Business Partner: Business partner whose items need to be cleared
 - b. Posting date: Today's date
 - c. Clearing reason: 08 Account Maintenance
 - d. Document type: CL
 - e. Reconciliation Key: The system will default in the next available key
3. Click *Open Items*
4. A popup box will appear asking if you want to create the reconciliation key—select Yes
5. A popup box will appear confirming that the key has been created. Click the green checkmark to proceed.

Account maintenance: Select Account

Open items

Selection details		Posting Parameters	
Business Partner	512343	Posting Date	03/16/2016
Contract Account		Currency	USD
Contract		Clearing Reason	08
Company Code		Document Type	CL
Net due date to		Reconciliation Key	160316-001

Clearing proposal

Create Proposal

Account maintenance: Select Account

Open items

Selection details

Business Partner 512343

Checking reconciliation key

160316-001 does not exist
Do you want to create the key?

Yes No Cancel

Information

Reconciliation key 160316-001 created

✓ ✗

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Account maintenance: Process Open Items

S...	St...	Document Numb...	Business Partn...	Contract Acct	Contract	Main T...	Gross amount	Gross Clearing
<input type="checkbox"/>		1000000000025	512343	191020407	91020317	SYPA	140,713.85-	140,713.85-
<input type="checkbox"/>		5000000000014	512343	191020407	91020317	FARR	62,831.57	62,831.57
<input type="checkbox"/>		5000000000015	512343	191020407	91020317	FARR	77,882.28	77,882.28

6. A table of all open items will appear. Select the items you want to clear. There are two different methods to select your items:

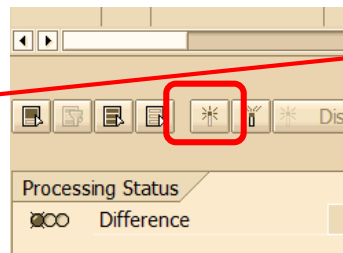
a. Double-click on the “Gross Amount” field for each of the items to be cleared. The amount will now appear in the “Gross Clearing” column.

OR

b. Select the items by clicking in the box at the left of the item. Then click the “activate” icon at the bottom of the screen. The amounts will now appear in the “Gross Clearing” column.

Account maintenance: Process Open Items

Selection	Sta...	Document Numb...	Business Partn...	Contract Acct	Cont
<input checked="" type="checkbox"/>		1000000000025	512343	191020407	910:
<input checked="" type="checkbox"/>		5000000000014	512343	191020407	910:
<input checked="" type="checkbox"/>		5000000000015	512343	191020407	910:



Processing Status
000 Difference 0.00 USD Assgr

7. Confirm that the amount of the difference at the bottom of the screen is 0.00.

8. Click *Post*



9. The clearing document number will appear at the bottom of your screen.

➤ Process is complete.

Clearing document 100000000034 posted