



Clear Any Open Items

1. It is suggested that before you start the process of clearing any items, that you open a second session to check exactly what needs to be cleared.

Path: Accounting > Financial Accounting > Accounts Receivable > Account > Display/change line items

Transaction Code: FBL5N

Enter the Customer Account Number, the applicable Company code and set any criteria that you wish (Open Items, Closed items, All items and set the checkboxes for the type desired e.g. Special GL transactions)

Click on the Execute icon  and when the report appears, you will be able to determine exactly what items and types of items need to be cleared. You will be able to input the correct Special GL Indicator as required below. Then you may proceed to clear from within the other session.

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2. **Path:** Accounting > Financial Accounting > Accounts Receivable > Account > Clear

Transaction Code: F-32

3. Enter the details as shown below on the Opening Screen:

Customer Account Number: **XXXXX Enter the Customer Number using the last 5 digits.**
Company Code: **The four-digit Company Code Number**
Enter the Special GL indicator: **Use the decision table below to determine the correct indicator.**

IF YOU WISH TO CLEAR:	THEN USE THIS GL INDICATOR:
A Customer Deposit Amount	D – Customer Deposit to 203001
A Returned Check Amount	R – Returned Check to 132000
An Unearned Income Amount	U - Unearned Income to 251000
A Fleet Voucher Amount	V – Fleet Voucher to 131010
A Regular Transaction Item	Leave blank – It does not require a special GL indicator

4. Click on the icon labeled 

5. The Next screen will show the appropriate items that need to be cleared. This is accomplished by double-clicking on the line items that match up. Once all the applicable line items are selected by double-clicking on them, check the “Not Assigned” area of the window (lower left). This area should be equal to “0.00”.

6. Click the Save Icon . You will receive a message that the document has been posted to the applicable Company code.