

US - Account Cleaning

Tasks to be completed when documenting an operation (from creation to publication)

1. Enter the **Title of the operation / page**

2. Add the following Labels:

- Scope of applicability: ww, country_accounting
- Country or group of countries (if applicable): belux, china, france, italy, lam, nam,uk_ie, bulgaria, dach, netherlands, iberia, poland, latvia, australia, india, japan, south_korea, thailand, singapore, new_zealand, emea_transversal, apac_transversal
- Unit and Domain according to the [List of labels to be used in the Finance Service Line space](#)
 - E.g. 1: WW Operation in Financial Accounting under domain "Central Finance Processes & Compliance":
 - Labels to be used: *ww, financial_accounting, central_fin_proc_compliance*
 - E.g. 2: France Operation in Financial Accounting:
 - Labels to be used: *country_accounting, france, financial_accounting*
(for country operations, the Domain is always country_accounting)

3. Fill in all fields as described above

4. Name the title of each section using OPD methodology naming convention - **Infinitive verb without the "to", mainly action verb...something) -" I do something..."**

5. Once the description of the operation is completed, ensure it is approved and published by launching the [SBS-Finance approval workflow](#)

Domain:

Responsibility area:

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Scope



WW



Unknown Attachment

ERP



PF1

Frequency



Month



Unknown Attachment



Unknown Attachment

References

Forms

Attachments

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Objective and Scope

1.1. Objective of this Operation

This procedure has as principal to keep the accounts cleaned and organized to the accounting analyses.

1.2. Scope

4290	6401	4291	4045	5844	5782	3384
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2. Definitions

- [PF1](#)

3. Tasks description

3.1. Retrieve the data

3.1.1. Checking if there is any value

We have to check if there is any value referring to US PF1 companies within the accounts below:

4290	6401	4291	4045	5844	5782	3384
2456000100	2456000100	2456000100	2456000100	2456000100	2456000100	2456000100
2454004000	2454004000	2454004000	2454004000	2454004000	2454004000	2454004000
2455000009	2455000009	2455000009	2455000009	2455000009	2455000009	2455000009
			2455000100			
			2729000000			

Access transaction **F-03**

We must choose one to start the verification and then insert the chosen company in the **company code field** and then verify 1 by 1 of the accounts, **keeping the same company code**.

Clear G/L Account Process open items

Distribute Difference Charge Off Difference Editing Options

Standard Partial Pmt Res.Items WH Tax

Account items 2456000100 Retentions juridicals

Assignment	Document N...	D.. P..	Posting D...	Documen...	USD Gross
20211029	192001695	B2 50	01.11.2..	22.10.2..	2.021,00-
20211029	192001696	B2 50	01.11.2..	22.10.2..	2.661,55-
20211129	5010000030	S1 50	29.11.2..	29.11.2..	14.388,70-
20220330	5100000194	SX 40	30.03.2..	30.03.2..	4.766,40
20220331	1600000034	H0 50	31.03.2..	24.03.2..	2.021,00-
20220331	1600000034	H0 50	31.03.2..	24.03.2..	2.745,40-
20220331	4210000060	G1 50	31.03.2..	31.03.2..	4.628,67-
20220407	5100000199	SX 40	07.04.2..	07.04.2..	9.888,74
20220408	1600000036	H0 50	08.04.2..	06.04.2..	1.074,46-
20220408	1600000036	H0 50	08.04.2..	06.04.2..	8.814,28-
20220415	1600000037	H0 50	15.04.2..	08.04.2..	3.145,42-
20220415	1600000037	H0 50	15.04.2..	08.04.2..	2.021,00-

Processing Status

Number of items Amount entered

Display from item Assigned

Display in clearing currency Not assigned

To organize, follow this process:

Click in after click after that, select some value at column **USD Gross** and click in

Clear G/L Account Process open items

Distribute Difference Charge Off Difference Editing Options

Standard Partial Pmt Res.Items WH Tax

Account items 2456000100 Retentions juridicals

Assignment	Document N...	D.. P..	Posting D...	Documen...	USD Gross
20220407	5100000199	SX 40	07.04.2..	07.04.2..	9.888,74
20220330	5100000194	SX 40	30.03.2..	30.03.2..	4.766,40
20220408	1600000036	H0 50	08.04.2..	06.04.2..	1.074,46-
20211029	192001695	B2 50	01.11.2..	22.10.2..	2.021,00-
20220415	1600000037	H0 50	15.04.2..	08.04.2..	2.021,00-
20220331	1600000034	H0 50	31.03.2..	24.03.2..	2.021,00-
20211029	192001696	B2 50	01.11.2..	22.10.2..	2.661,55-
20220331	1600000034	H0 50	31.03.2..	24.03.2..	2.745,40-
20220415	1600000037	H0 50	15.04.2..	08.04.2..	3.145,42-
20220331	4210000060	G1 50	31.03.2..	31.03.2..	4.628,67-
20220408	1600000036	H0 50	08.04.2..	06.04.2..	8.814,28-
20211129	5010000030	S1 50	29.11.2..	29.11.2..	14.388,70-

Access the **FBL3N** transaction and enter the same account and company that needs to be cleared

G/L Account Line Item Display

Data Sources

G/L account selection

G/L account	2456000100	to		
Company code	6401	to		

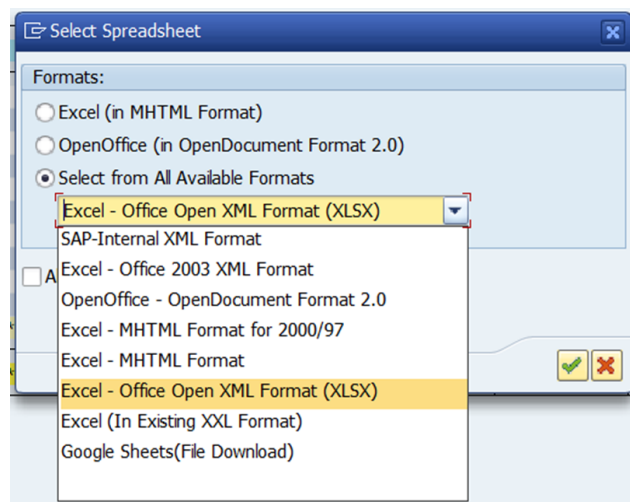
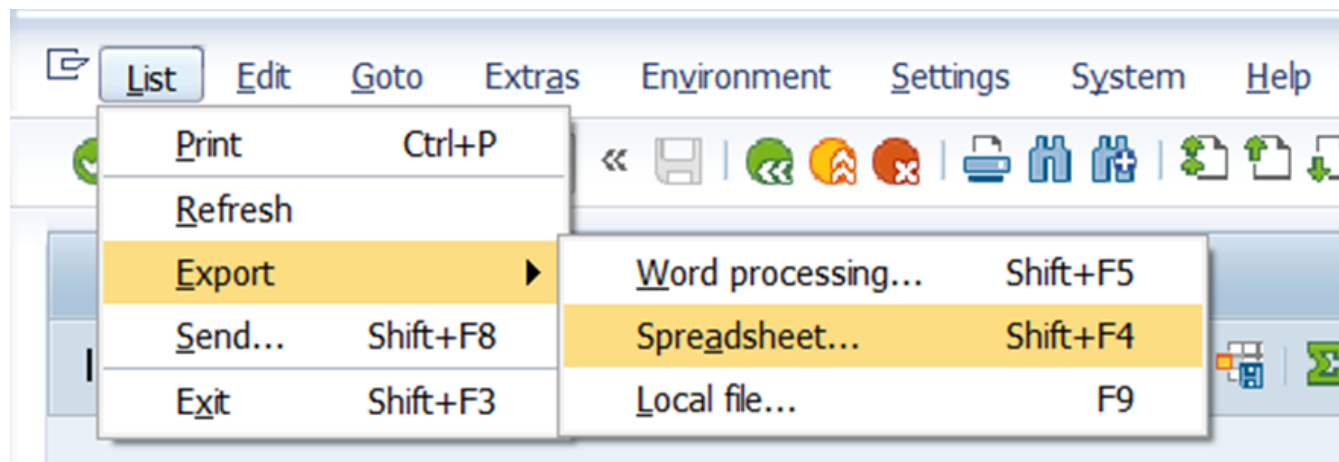
Selection using search help

Search help ID

Search string

Search help

Export as **Excel**



3.1.2. I organize the excel sheet

In column **D** within the exported worksheet, identify duplicate numbers

EXPORT - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER

Cut Copy Paste Format Painter Clipboard

Arial 10 A A Bold Italic Underline Merge & Center

General

Conditional Formatting Format as Table Normal Bad Good Neutral Calculation Check Cell

Highlight Cells Rules Greater Than... Less Than... Between... Equal To... Text that Contains... A Date Occurring... Duplicate Values... More Rules...

Top/Bottom Rules Data Bars Color Scales Icon Sets New Rule... Clear Rules Manage Rules...

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Cleared/open items symbol	G/L Account	Company Code	Document Number	Document type	Document Date	Posting Date	Posting Key	Amount in local currency	Local currency	Amount in doc. curr.	Document currency	Clearing Document	Text	As
1															
2		2456000100	6401	160000034	H0	24/03/2022	31/03/2022	50	-2.021,00 USD		-2.021,00 USD				
3		2456000100	6401	160000034	H0	24/03/2022	31/03/2022	50	-2.745,40 USD		-2.745,40 USD				
4		2456000100	6401	160000036	H0	06/04/2022	08/04/2022	50	-1.074,46 USD		-1.074,46 USD				
5		2456000100	6401	160000036	H0	06/04/2022	08/04/2022	50	-8.814,28 USD		-8.814,28 USD				
6		2456000100	6401	192001695	B2	22/10/2021	01/11/2021	50	-2.021,00 USD		-2.021,00 USD				
7		2456000100	6401	192001696	B2	22/10/2021	01/11/2021	50	-2.661,55 USD		-2.661,55 USD				
8		2456000100	6401	4210000060	G1	31/03/2022	31/03/2022	50	-4.628,67 USD		-4.628,67 USD			March 2022 Payroll	
9		2456000100	6401	5010000030	S1	29/11/2021	29/11/2021	50	-14.388,70 USD		-14.388,70 USD			Carveout payroll correcti	
10		2456000100	6401	5100000194	SX	30/03/2022	30/03/2022	40	4.766,40 USD		4.766,40 USD			US U3 PAY AREA 03/31/2022	
11		2456000100	6401	5100000199	SX	07/04/2022	07/04/2022	40	9.888,74 USD		9.888,74 USD			US U5 PAY AREA 04/08/2022	
12			6401						-23.699,92 USD		-23.699,92 USD				
13									-23.699,92 USD		-23.699,92 USD				

Check the **sum** of these **duplicate documents** and **look** for a value **equal** to the **sum** but with the **inverted sign**.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Cleared/open items symbol	G/L Account	Company Code	Document Number	Document type	Document Date	Posting Date	Posting Key	Amount in local currency	Local currency	Amount in doc. curr.	Document currency	Clearing Document	Text	As
1															
2		2456000100	6401	160000034	H0	24/03/2022	31/03/2022	50	-2.021,00 USD		-2.021,00 USD				
3		2456000100	6401	160000034	H0	24/03/2022	31/03/2022	50	-2.745,40 USD		-2.745,40 USD				
4		2456000100	6401	160000036	H0	06/04/2022	08/04/2022	50	-1.074,46 USD		-1.074,46 USD				
5		2456000100	6401	160000036	H0	06/04/2022	08/04/2022	50	-8.814,28 USD		-8.814,28 USD				
6		2456000100	6401	192001695	B2	22/10/2021	01/11/2021	50	-2.021,00 USD		-2.021,00 USD				
7		2456000100	6401	192001696	B2	22/10/2021	01/11/2021	50	-2.661,55 USD		-2.661,55 USD				
8		2456000100	6401	4210000060	G1	31/03/2022	31/03/2022	50	-4.628,67 USD		-4.628,67 USD			March 2022 Payroll	
9		2456000100	6401	5010000030	S1	29/11/2021	29/11/2021	50	-14.388,70 USD		-14.388,70 USD			Carveout payroll correcti	
10		2456000100	6401	5100000194	SX	30/03/2022	30/03/2022	40	4.766,40 USD		4.766,40 USD			US U3 PAY AREA 03/31/2022	
11		2456000100	6401	5100000199	SX	07/04/2022	07/04/2022	40	9.888,74 USD		9.888,74 USD			US U5 PAY AREA 04/08/2022	
12			6401						-23.699,92 USD		-23.699,92 USD				
13									-23.699,92 USD		-23.699,92 USD				
14															
15															
16															
17															
18															

To considerate the sum of duplicated documents the sign needs to be **equal.

Go back to transaction **F-03** and clear these values by double-click on them.

Clear G/L Account Process open items

Distribute Difference
 Charge Off Difference
 Editing Options

Standard
 Partial Pmt
 Res.Items
 WH Tax

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Processing Status

Number of items	12	Amount entered	0,00
Display from item	1	Assigned	0,00
Display in clearing currency		Not assigned	0,00

Always the value on **Not assigned must be **0,00**.

Click on

If had more values hitting, you can check it manually by double-click on them.

Repeat this process to all companies.

...

...

End of document.