



Clearing vouchers

This function automatically clears open items including any cash discount bookings after "Stack posting".

This allows you to automatically clear the corresponding invoices immediately, e.g. when transferring cash payments or credit notes. The previously necessary step of "clearing of cash vouchers" thus becomes obsolete.

Definition of the template(s)

Basic data => Templates => Clearing vouchers

Enter the exact name of the stack after which the clearing is to take place in the **upper area**.

You can see existing templates at the **bottom left**. By clicking on the icons, you can delete existing templates or create new templates.

At the **bottom right**, you can change the data of an existing template or create a new template.



Description Description of your template

Parameter - Clearing

from posting date	from which posting date should the system check the open items?
Voucher type invoice	with which document type is the invoice posted?
Voucher type payment	with which voucher type is the payment posted?
OI clearing by	according to which criteria should the clearing be done?
OI clearing by (payment)	according to which (optional) criteria from the payment should the clearing be done?

Example:

If you only activate "OI clearing by" internal document number, the invoice AND the payment must have the same internal document number.

If you activate "OI clearing by" internal document number and "OI clearing by (payment)" assignment number, the internal document number of the invoice must match the assignment number of the payment.

Parameter – Posting

tolerance amount	This tolerance amount between invoice and payment may not be exceeded
tolerance percentage	The calculated amount based on the percentage entered may not be exceeded between invoice and payment.
tolerance days	The number of days entered here between invoice and payment must not be exceeded.
Consider payment term	It is only cleared if the invoice and payment are within the payment term (net days).
Posting date discount	The cash discount is derecognized on this date (note the tax period!)



Posting => Stack posting

The screenshot shows the 'Stapel buchen' window. At the top, there's a dropdown menu for 'Stapel' with the value '62 / Batchüberleitung (09.06.2022 / 12:01:50)'. Below this, the 'Datum' (Date) is '09.06.2022 / 12:01:50' and 'Stapel gesamt' (Total Stack) is '62 / 142'. The 'durchgeführt am' (Executed on) field is empty. The 'Kursdatum' (Course Date) is '00.00.0000' with a dropdown arrow. The 'Archiv' field is empty with a green checkmark icon. At the bottom, there's a section for 'Stammdaten' (Master Data) with a table header 'description' and two rows: 'Cash desk Cash payments' and 'Target invocie cash payments'.

All definitions that are automatically applied after the batch is posted are then displayed to the right of the stack posting window:

The screenshot shows the 'Ausziffern Belege' window. It has a table with a header 'description' and two rows: 'Cash desk Cash payments' and 'Target invocie cash payments'. The table is empty except for these two rows.