F.80 Mass Reversal of Documents

Purpose

Use this procedure to reverse several or a mass number of posted G/L documents.

Trigger

Perform this procedure when there are several G/L documents that need to be reversed.

Prerequisites

Several G/L documents need to be reversed.

Menu Path

Use the following menu path to begin this transaction:

N/A

Transaction Code

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Helpful Hints

- R/O/C column in tables represents Required, Optional, or Conditional entry.
- You can access this transaction from Reverse Document (FB08) by clicking the **Mass Reversal** button.

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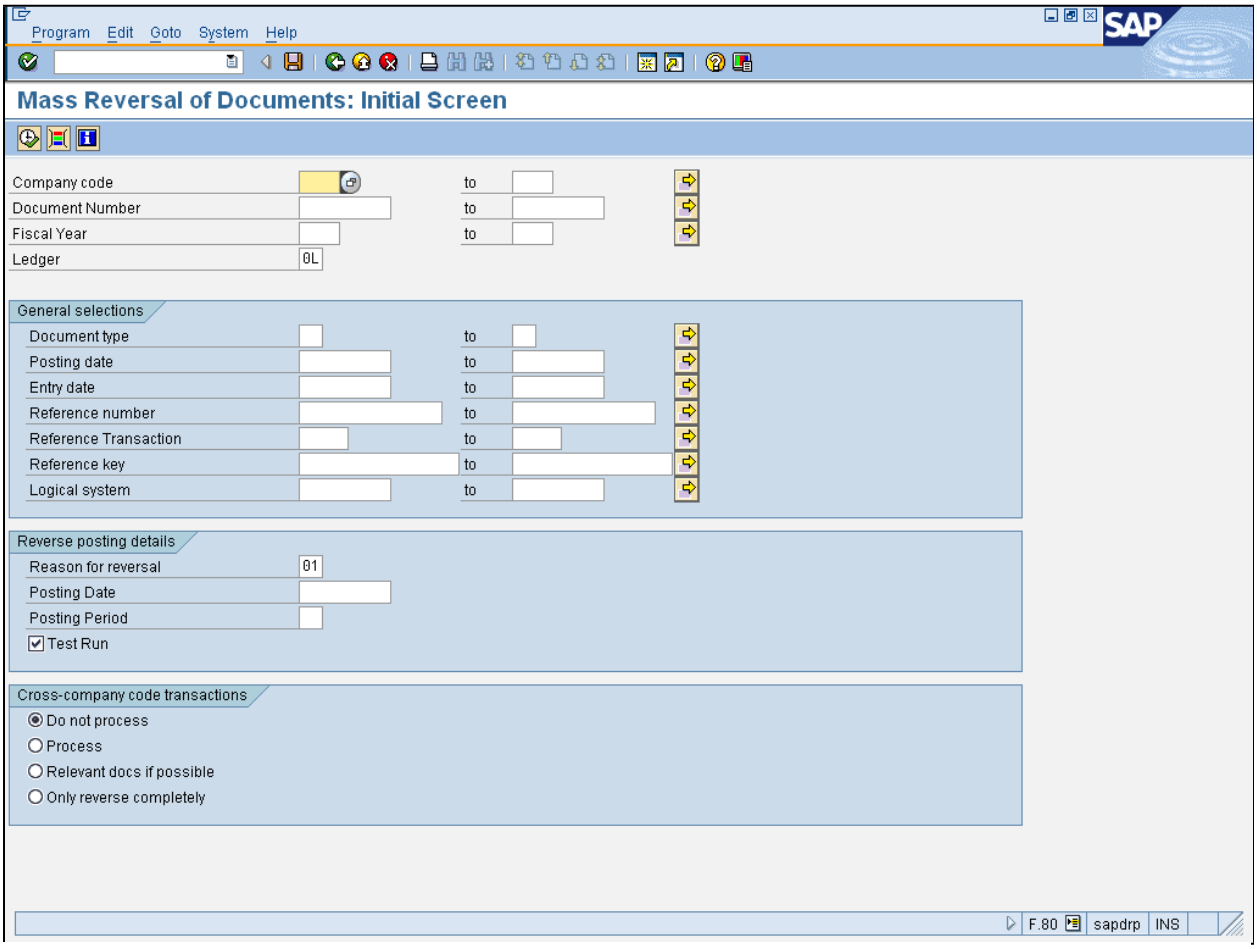
Procedure

1. Start the transaction using the menu path or transaction code.

Mass Reversal of Documents: Initial Screen



2. As required, complete/review the following fields:

Field	R/O/C	Description
Company code	R	Company code represents an independent accounting entity. There is only one Company code for the City of Portland: "COP1." **Example:** cop1

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Field	R/O/C	Description
Document Number	R	The unique identification assigned to a business event as it is processed in SAP; the system automatically creates and assigns document numbers as each document is posted. **Example:** 300000000
to	R	Upper limit of the range of time covered in the report. **Example:** 3999999999
Document type	R	Key that identifies to which group of documents this document will be assigned. Documents of the same type contain common information which is relevant to posting and update of the value fields in the data base. **Example:** sa

3. Click **Execute** .

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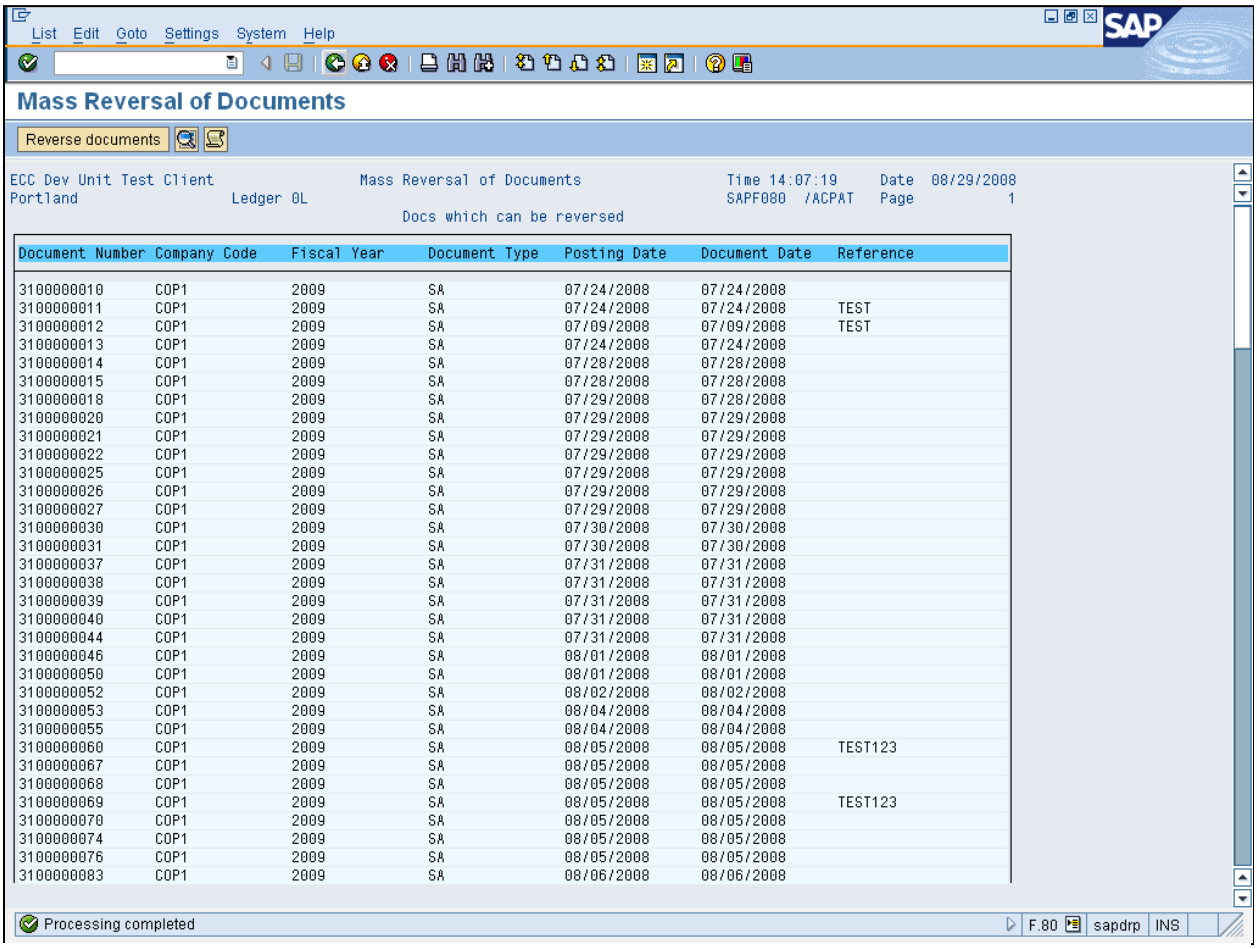

Document Number	Company Code	Fiscal Year	Document Type	Posting Date	Document Date	Reference
3100000010	COP1	2009	SA	07/24/2008	07/24/2008	
3100000011	COP1	2009	SA	07/24/2008	07/24/2008	TEST
3100000012	COP1	2009	SA	07/09/2008	07/09/2008	TEST
3100000013	COP1	2009	SA	07/24/2008	07/24/2008	
3100000014	COP1	2009	SA	07/28/2008	07/28/2008	
3100000015	COP1	2009	SA	07/28/2008	07/28/2008	
3100000018	COP1	2009	SA	07/29/2008	07/28/2008	
3100000020	COP1	2009	SA	07/29/2008	07/29/2008	
3100000021	COP1	2009	SA	07/29/2008	07/29/2008	
3100000022	COP1	2009	SA	07/29/2008	07/29/2008	
3100000025	COP1	2009	SA	07/29/2008	07/29/2008	
3100000026	COP1	2009	SA	07/29/2008	07/29/2008	
3100000027	COP1	2009	SA	07/29/2008	07/29/2008	
3100000030	COP1	2009	SA	07/30/2008	07/30/2008	
3100000031	COP1	2009	SA	07/30/2008	07/30/2008	
3100000037	COP1	2009	SA	07/31/2008	07/31/2008	
3100000038	COP1	2009	SA	07/31/2008	07/31/2008	
3100000039	COP1	2009	SA	07/31/2008	07/31/2008	
3100000040	COP1	2009	SA	07/31/2008	07/31/2008	
3100000044	COP1	2009	SA	07/31/2008	07/31/2008	
3100000046	COP1	2009	SA	08/01/2008	08/01/2008	
3100000050	COP1	2009	SA	08/01/2008	08/01/2008	
3100000052	COP1	2009	SA	08/02/2008	08/02/2008	
3100000053	COP1	2009	SA	08/04/2008	08/04/2008	
3100000055	COP1	2009	SA	08/04/2008	08/04/2008	
3100000060	COP1	2009	SA	08/05/2008	08/05/2008	TEST123
3100000067	COP1	2009	SA	08/05/2008	08/05/2008	
3100000068	COP1	2009	SA	08/05/2008	08/05/2008	
3100000069	COP1	2009	SA	08/05/2008	08/05/2008	TEST123
3100000070	COP1	2009	SA	08/05/2008	08/05/2008	
3100000074	COP1	2009	SA	08/05/2008	08/05/2008	
3100000076	COP1	2009	SA	08/05/2008	08/05/2008	
3100000083	COP1	2009	SA	08/06/2008	08/06/2008	

4. Click **Exit** .

The system displays the message, "Processing completed".

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Result

You have reversed a mass number of G/L documents.