



## **FB08 Reverse Document**

### **Purpose**

Use this procedure to reverse a document.

### **Trigger**

Perform this procedure when a document is entered and posted incorrectly.

### **Prerequisites**

Cleared Items must be reset before you can proceed with this transaction.

### **Menu Path**

Use the following menu path to begin this transaction:

N/A

### **Transaction Code**

FB08

### **Helpful Hints**

- R/O/C column in tables represents Required, Optional, or Conditional entry.
- After this transaction, be sure to complete the transaction that should have originally occurred.
- If you need to reverse several documents, use **Mass Reversal of Documents** button and this will take you to transaction F.80.



## FB08 Reverse Document

### Procedure

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



#### Reverse Document: Header Data

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

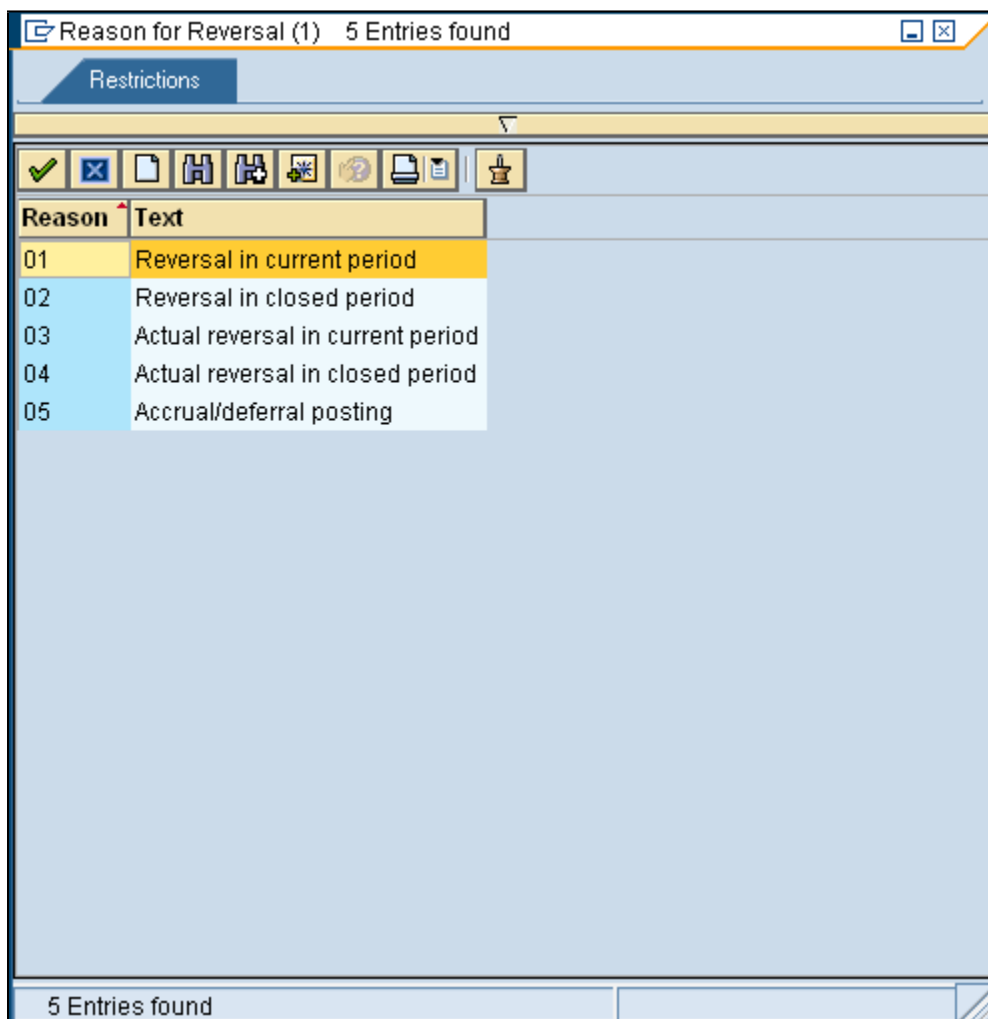
Field	R/O/C	Description
Document Number	R	The unique identification assigned to a business event as it is processed in SAP; the system automatically creates and assigns document numbers as each document is posted.  <b>Example:</b> 3700000030



### FB08 Reverse Document

3. Click **Reversal Reason** field  .
4. Click matchcode  .

#### Reason for Reversal (1) 5 Entries found



Reason	Text
01	Reversal in current period
02	Reversal in closed period
03	Actual reversal in current period
04	Actual reversal in closed period
05	Accrual/deferral posting

5. Double-click **Reversal in current period**  **Reversal in current period** .



## FB08 Reverse Document

### Reverse Document: Header Data

The screenshot shows the SAP 'Reverse Document: Header Data' screen. At the top, there is a menu bar with 'Document', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main content area is divided into three sections:

- Document Details:** Document Number (3700000030), Company Code (COP1), Fiscal Year (2009).
- Specifications for Reverse Posting:** Reversal Reason (01), Posting Date (empty), Posting Period (empty).
- Check management specifications:** Void reason code (checkbox).

At the bottom right of the screen, there is a status bar showing 'FB08', 'sapdrp', and 'INS'.

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

Field	R/O/C	Description
Posting Date	R	The date a transaction is posted within the system. <b>Example:</b> 08292008

7. Click **Display before reversal** . To *Display Document: Data Entry View* screen.



### FB08 Reverse Document

#### Display Document: Data Entry View

The screenshot shows the SAP 'Display Document: Data Entry View' window. At the top, there is a menu bar with 'Document', 'Edit', 'Goto', 'Extras', 'Settings', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Display Document: Data Entry View' and contains a 'Data Entry View' section with the following fields:

- Document Number: 3700000030
- Company Code: COP1
- Fiscal Year: 2009
- Document Date: 08/29/2008
- Posting Date: 08/29/2008
- Period: 2
- Reference: (empty)
- Cross-CC no.: (empty)
- Currency: USD
- Texts exist:
- Ledger Group: (empty)

Below the data entry section is another toolbar with icons for printing, zooming, and other functions. The main content area displays a table with the following columns: C..., Itm, PK, S, Account, Description, Amount, Curr., Tx, BusA, Fund, Grant, Cost Center, Order, and WBS. The table contains four rows of data:

C...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	BusA	Fund	Grant	Cost Center	Order	WBS
COP1	1	50		111011	WF CoP General - dep	1,000,000.00	USD							
	2	50		111012	WF CoP Genl - EFT In	750,000.00	USD							
	3	50		111012	WF CoP Genl - EFT In	50,000.00	USD							
	4	40		475100	Sales Miscellaneous	1,800,000.00	USD		PK00	100000	NOT-RELEVANT	PKCN000000		

At the bottom right of the window, there is a status bar showing 'FB03', 'sapdrp', and 'INS'.

8. Click **Back**





## FB08 Reverse Document

### Reverse Document: Header Data

The screenshot shows the SAP 'Reverse Document: Header Data' screen. At the top, there is a menu bar with 'Document', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main content area is divided into three sections:

- Document Details:** Document Number: 3700000030, Company Code: COP1, Fiscal Year: 2009.
- Specifications for Reverse Posting:** Reversal Reason: 01, Posting Date: 08/29/2008, Posting Period: (empty).
- Check management specifications:** Void reason code: (checkbox).

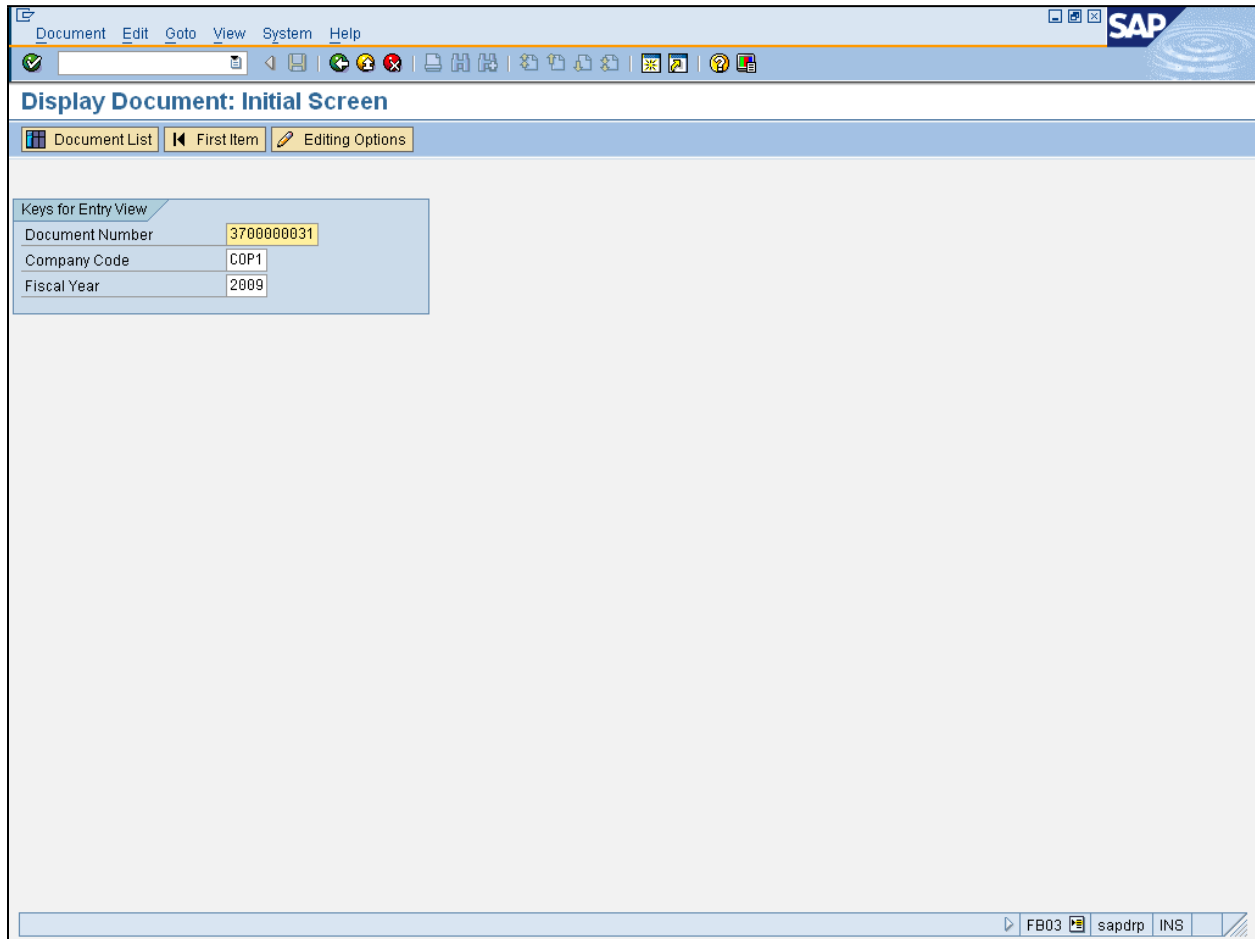
At the bottom of the screen, there is a status bar showing 'FB08', 'sapdrp', and 'INS'.

9. Click **Save** .
10. Click **Exit** .



## FB08 Reverse Document

### Display Document: Initial Screen



11. Click **Enter**  .



### FB08 Reverse Document

#### Display Document: Data Entry View

C...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	BusA	Fund	Grant	Cost Center	Order	WBS
COP1	1	40		111011	WF CoP General - dep	1,000,000.00	USD							
	2	40		111012	WF CoP Genl - EFT In	750,000.00	USD							
	3	40		111012	WF CoP Genl - EFT In	50,000.00	USD							
	4	50		475100	Sales Miscellaneous	1,800,000.00	USD		PK00	100000	NOT-RELEVANT	PKCN000003		

12. Click **Reversal Document**

13. Click **Back**





**FB08**

**Work Instruction**

## **FB08 Reverse Document**

### **Result**

You have reversed a document and viewed the reversal values.