THE BEST-RUN BUSINESSES RUN SAP™

Area : Financial Accounting

Area : FI – General Ledger

Scenario : Accounting Document Reversal

INTRODUCTION AND PREPARATION STEPS	
NO	**DESCRIPTION**
1	Access SAP system through SAP Logon Pad (SAP GUI)
2	Enter your user ID and password.
3	Execute transaction code FB08 - Individual Reversal Execute transaction code F.80 - Mass Reversal
4	Posting Period to be open for posting to be made to FI
5	GL Account Postings

TRANSACTIONAL STEPS		
Step NO	**BUSINESS PROCESS STEPS**	**DATA INPUT / DESCRIPTION**
1	**GL Document Indivudual Reversal**	**Menu Path – Accounting – Financial Accounting – General Ledger – Document – Reverse – Individual Reversal** • The requirement to reverse the accounting document already posted in SAP. • Enter the transaction code in the command box on the easy access screen which will take you to the Document Reversal.

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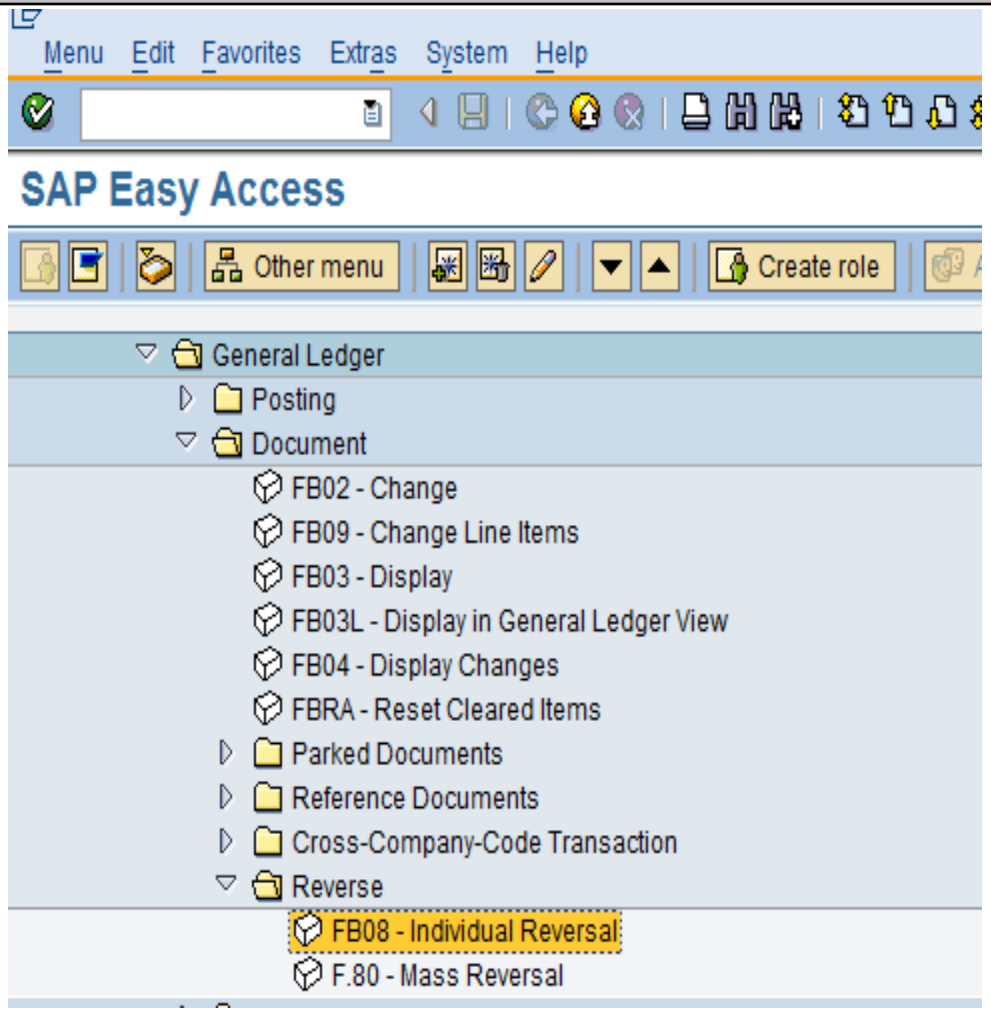
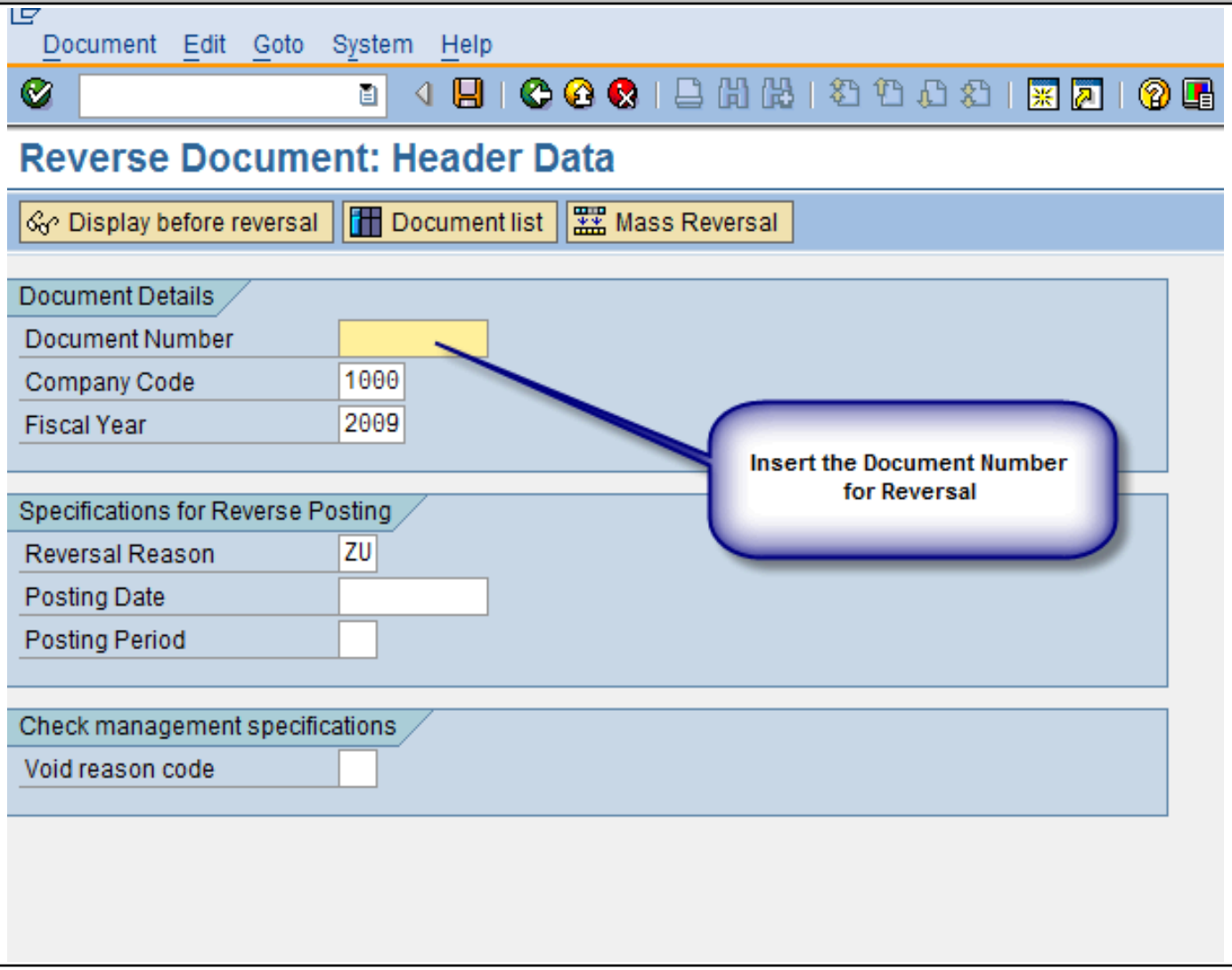
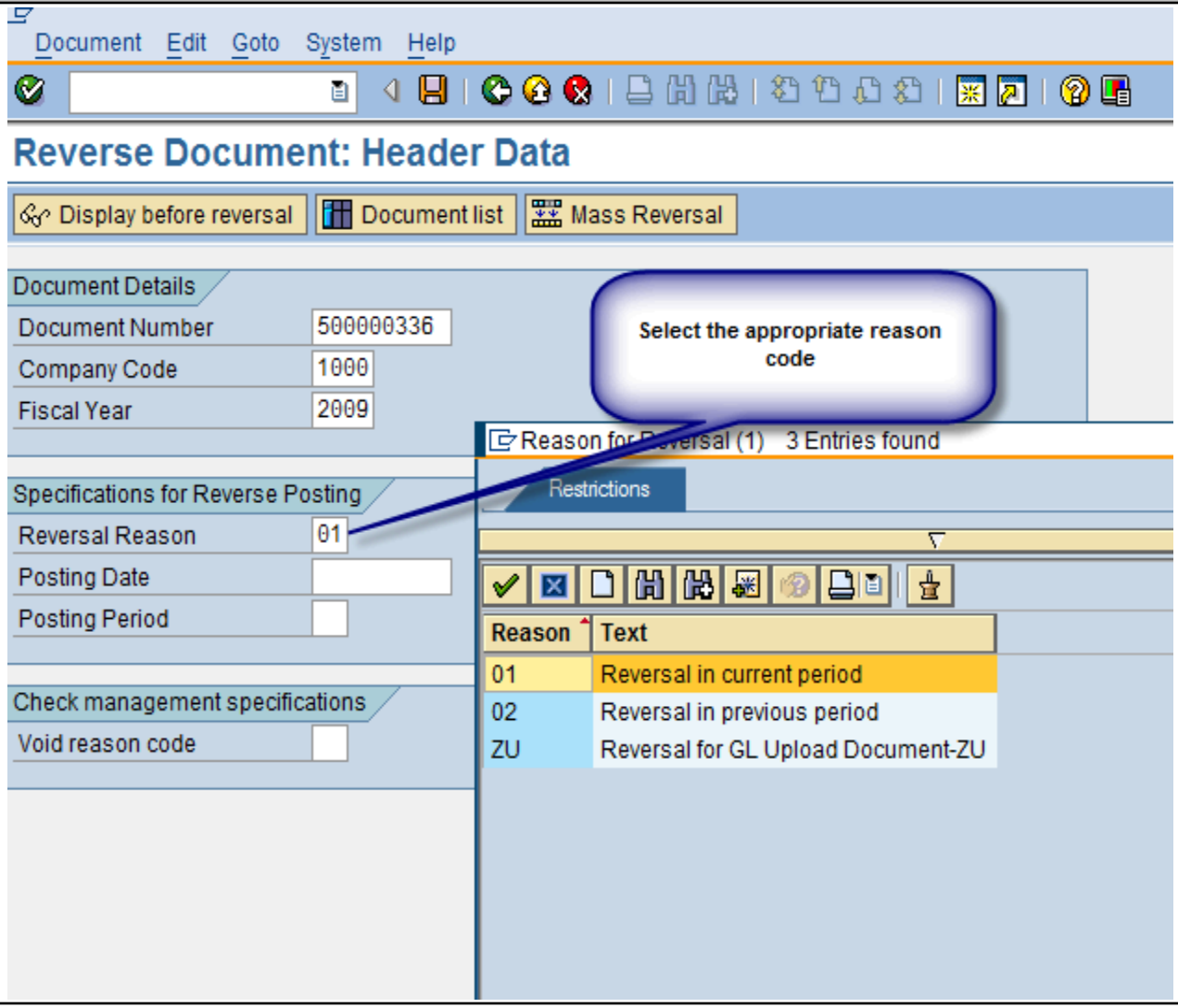
	BUSINESS PROCESS STEPS	DATA INPUT / DESCRIPTION



	BUSINESS PROCESS STEPS	DATA INPUT / DESCRIPTION

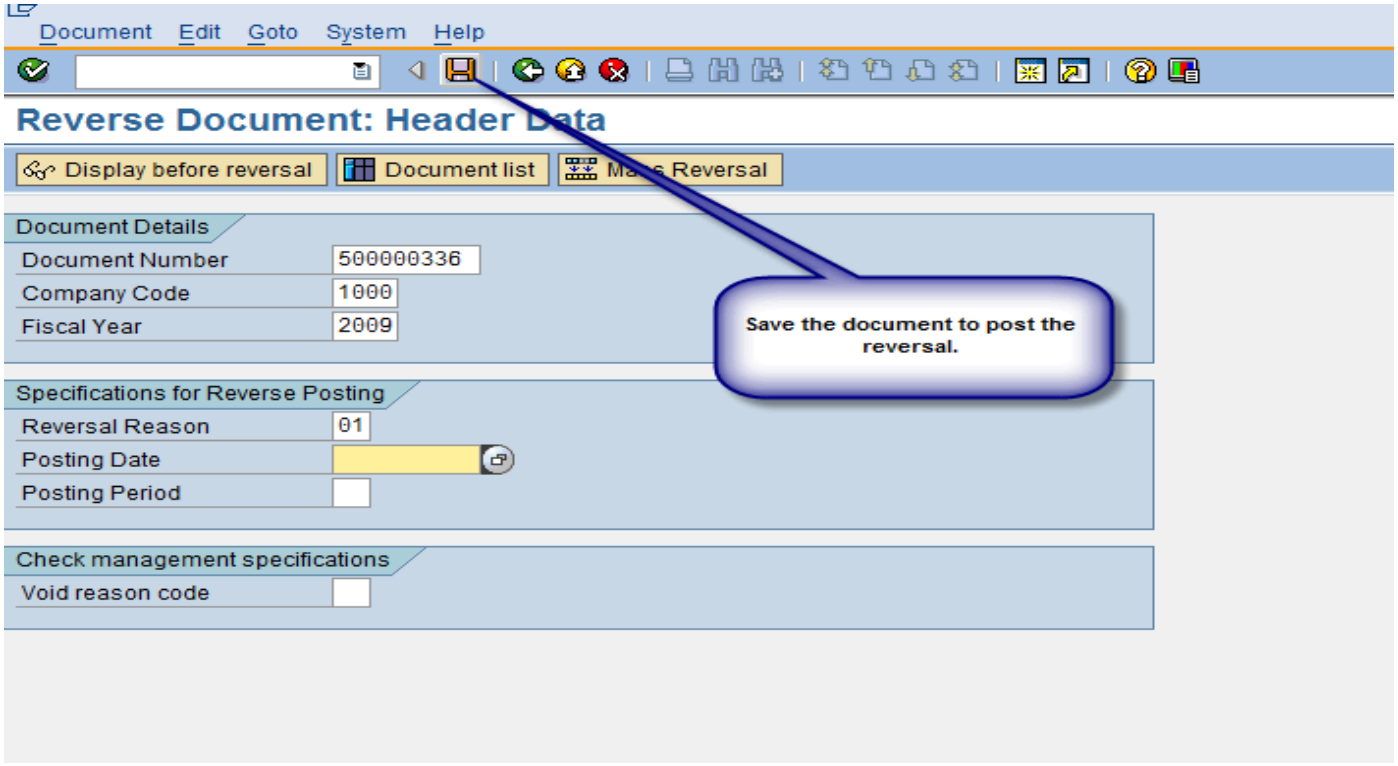




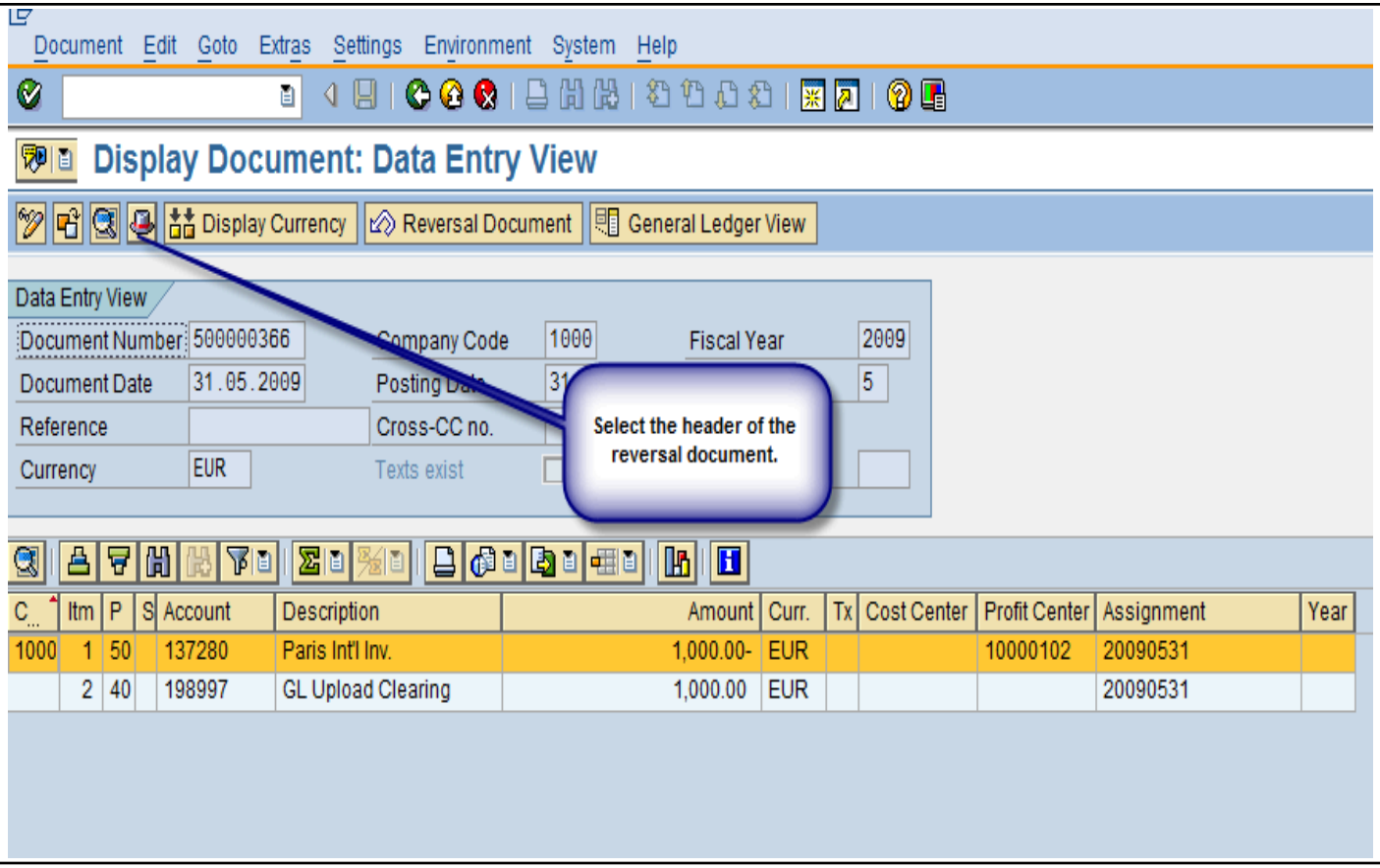
Reason Code	Description

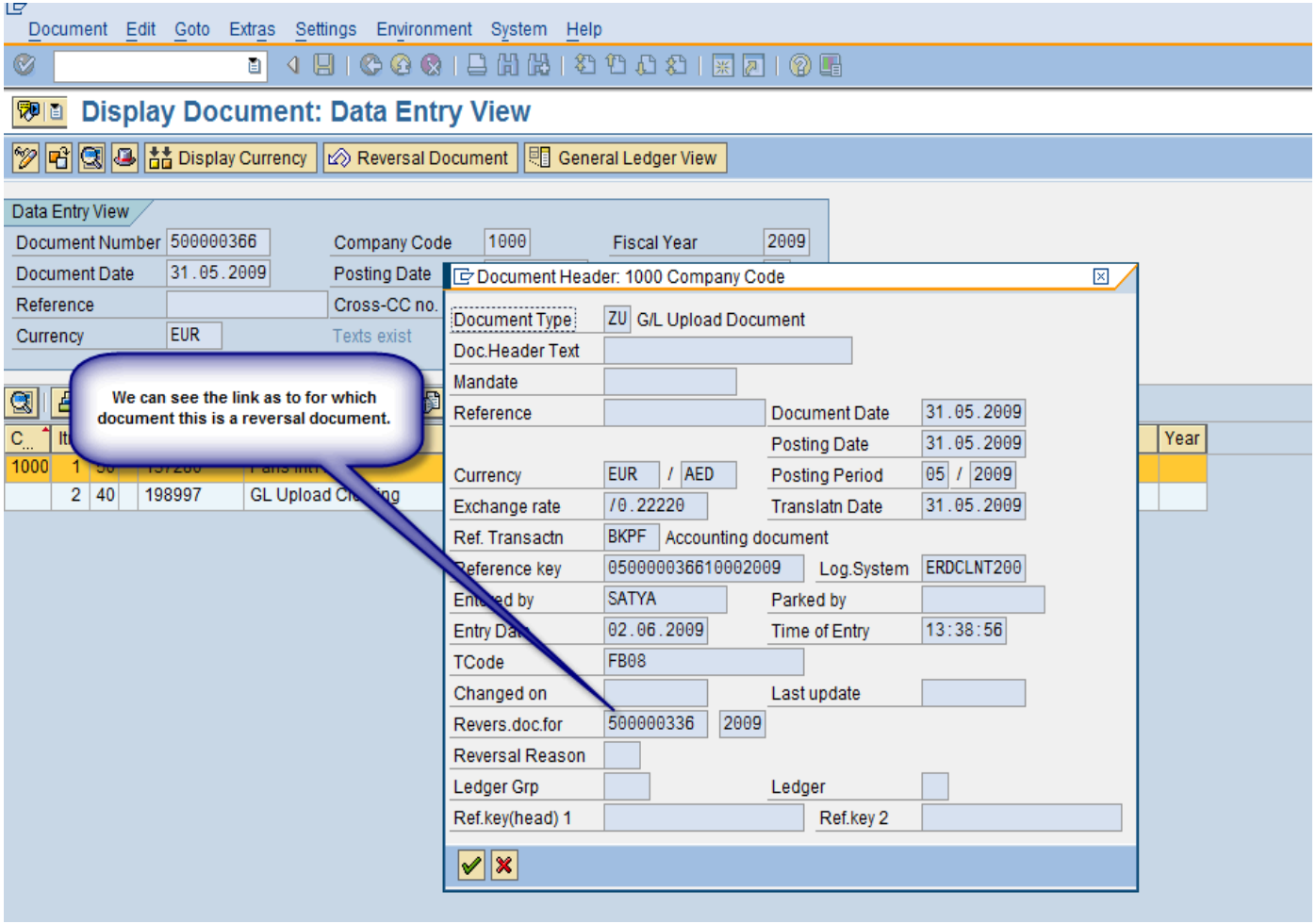
BUSINESS PROCESS STEPS	DATA INPUT / DESCRIPTION

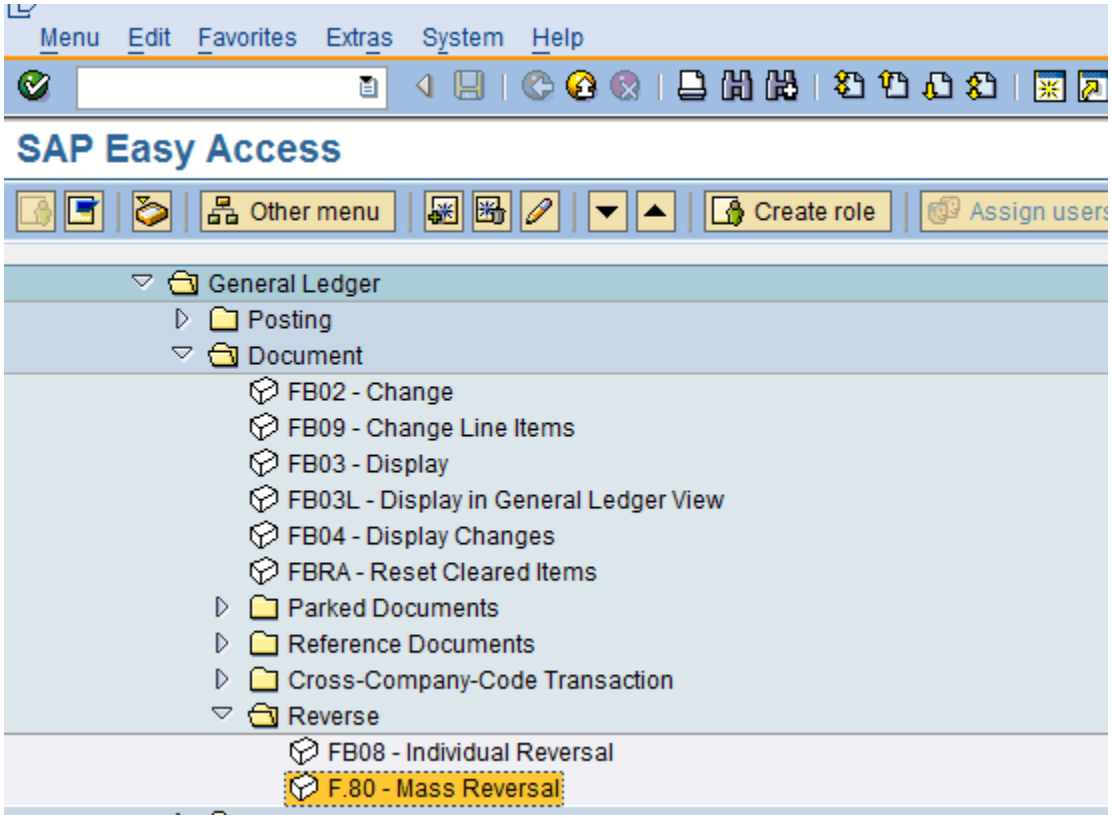
01	Reversal is done in the last date of the current period. For Eg if the current period is 06 then the reversal is done on 30-Jun-09. The user cannot enter the posting date for reversal. The system would pick up the reversal posting date automatically.
02	Reversal is done in the previous posting period. The user can enter the appropriate posting date for reversal of the previous period.
ZU	Reversal is done on the posting date entered by the user. This is to be used for documents posted using the upload functionality in LSMW.



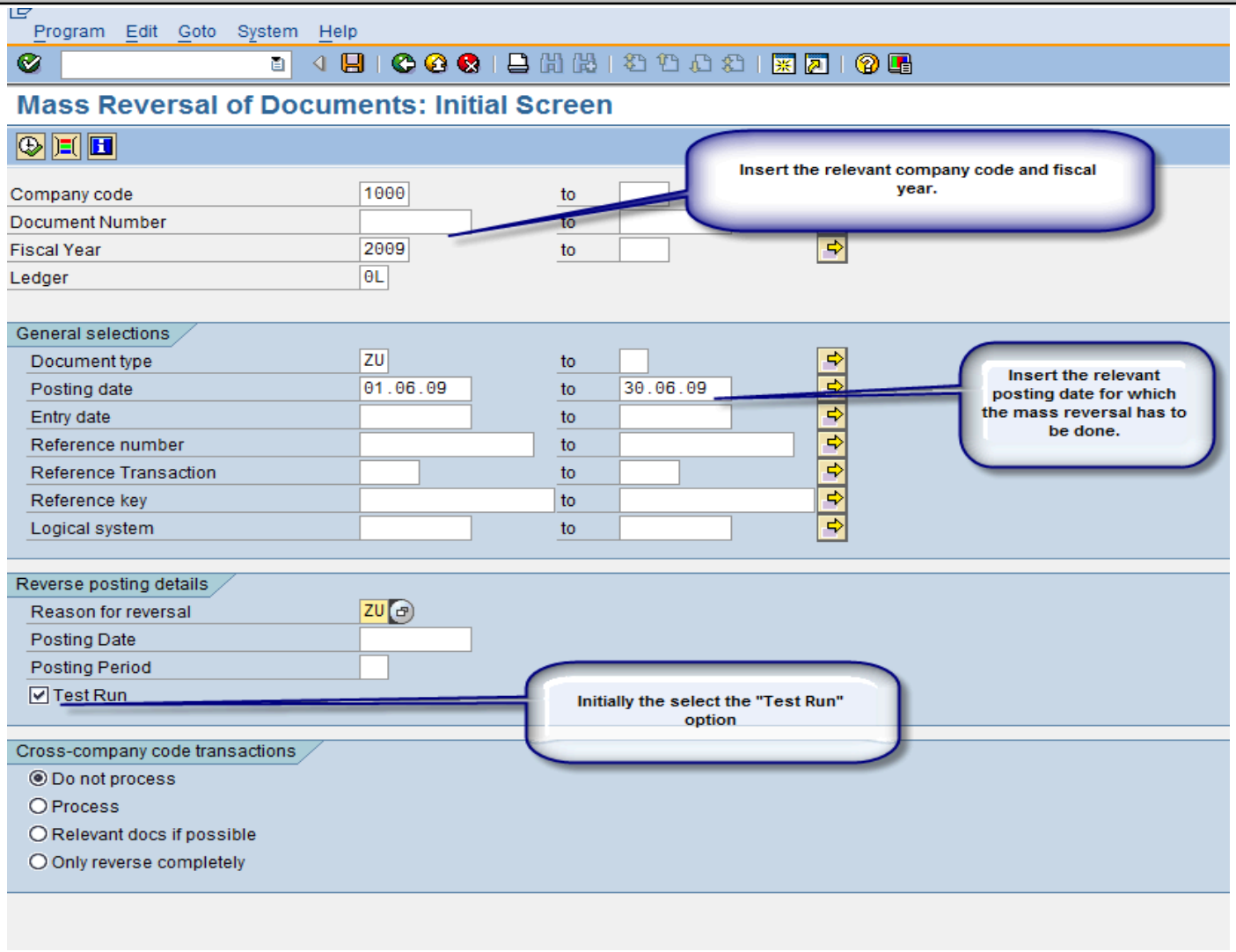
Once you save the data after the data entry is complete, the Reversal Document is generated and an Accounting Document created.

	BUSINESS PROCESS STEPS	DATA INPUT / DESCRIPTION
		Document 500000366 was posted in company code 1000
		

	BUSINESS PROCESS STEPS	DATA INPUT / DESCRIPTION
		
2	**GL Document Mass Reversal**	☐ **Menu Path – Accounting – Financial Accounting – General Ledger – Document – Reverse – Mass Reversal** • The requirement to reverse the several accounting documents already posted in SAP. This can be used to reverse the month end trial balance upload entries posted using LSMW and document type – ZU.

	BUSINESS PROCESS STEPS	DATA INPUT / DESCRIPTION
		• Enter the transaction code in the command box on the easy access screen which will take you to the Document Reversal.
		
		Suppose we want to reverse all the Upload Documents – ZU posted during the period 01-Jun-09 to 30-Jun-09 on 01-Jul-09. We need to enter the below parameters.

BUSINESS PROCESS STEPS	DATA INPUT / DESCRIPTION



BUSINESS PROCESS STEPS	DATA INPUT / DESCRIPTION

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Mass Reversal of Documents

Reverse documents

Testing — Mass Reversal of Documents — Time 21:59:59 Date 02.06.2009
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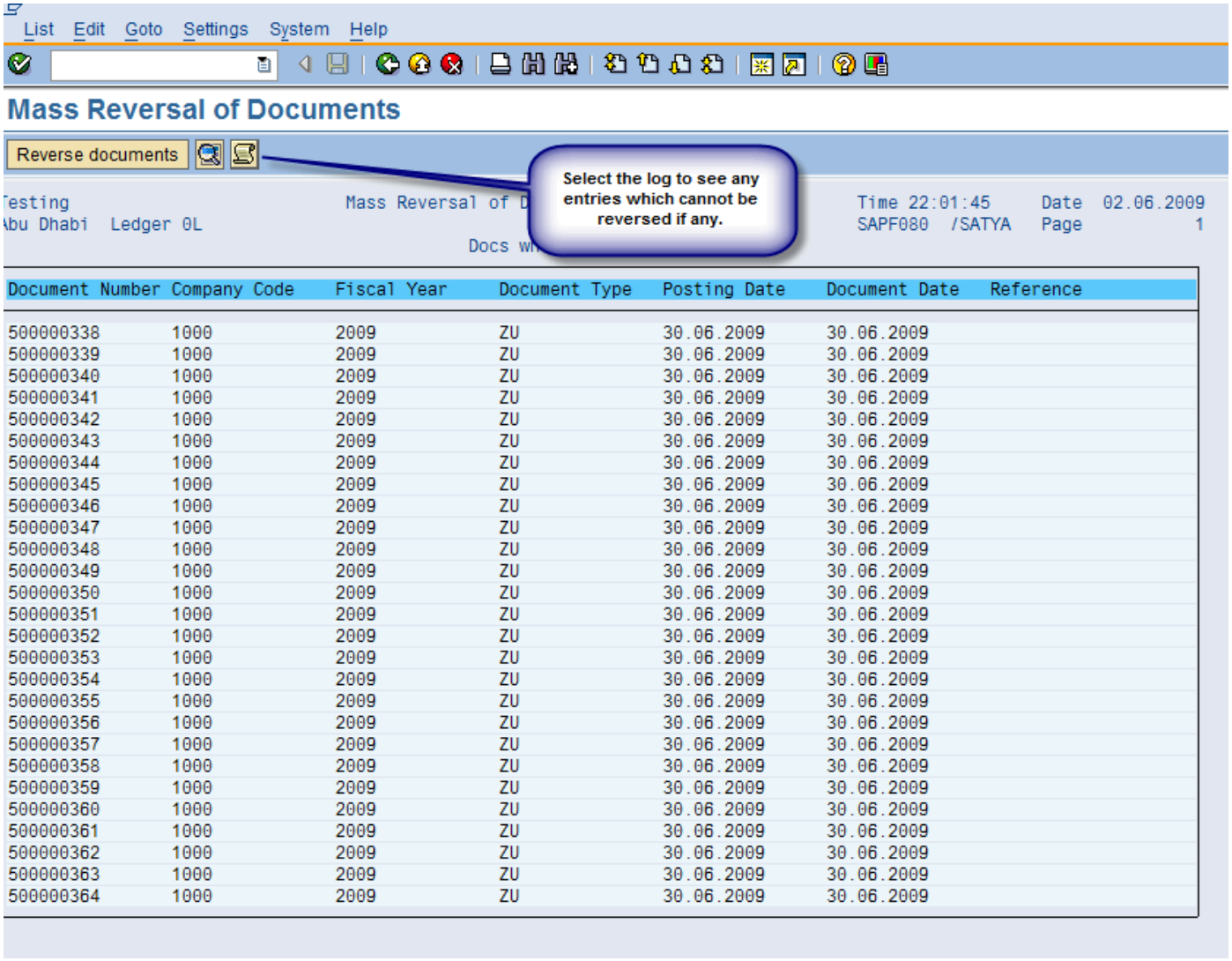
Docs which can be reversed

Document Number	Company Code	Fiscal Year	Document Type	Posting Date	Document Date	Reference
500000338	1000	2009	ZU	30.06.2009	30.06.2009	
500000339	1000	2009	ZU	30.06.2009	30.06.2009	
500000340	1000	2009	ZU	30.06.2009	30.06.2009	
500000341	1000	2009	ZU	30.06.2009	30.06.2009	
500000342	1000	2009	ZU	30.06.2009	30.06.2009	
500000343	1000	2009	ZU	30.06.2009	30.06.2009	
500000344	1000	2009	ZU	30.06.2009	30.06.2009	
500000345	1000	2009	ZU	30.06.2009	30.06.2009	
500000346	1000	2009	ZU	30.06.2009	30.06.2009	
500000347	1000	2009	ZU	30.06.2009	30.06.2009	
500000348	1000	2009	ZU	30.06.2009	30.06.2009	
500000349	1000	2009	ZU	30.06.2009	30.06.2009	
500000350	1000	2009	ZU	30.06.2009	30.06.2009	
500000351	1000	2009	ZU	30.06.2009	30.06.2009	
500000352	1000	2009	ZU	30.06.2009	30.06.2009	
500000353	1000	2009	ZU	30.06.2009	30.06.2009	
500000354	1000	2009	ZU	30.06.2009	30.06.2009	
500000355	1000	2009	ZU	30.06.2009	30.06.2009	
500000356	1000	2009	ZU	30.06.2009	30.06.2009	
500000357	1000	2009	ZU	30.06.2009	30.06.2009	
500000358	1000	2009	ZU	30.06.2009	30.06.2009	
500000359	1000	2009	ZU	30.06.2009	30.06.2009	
500000360	1000	2009	ZU	30.06.2009	30.06.2009	
500000361	1000	2009	ZU	30.06.2009	30.06.2009	
500000362	1000	2009	ZU	30.06.2009	30.06.2009	
500000363	1000	2009	ZU	30.06.2009	30.06.2009	
500000364	1000	2009	ZU	30.06.2009	30.06.2009	

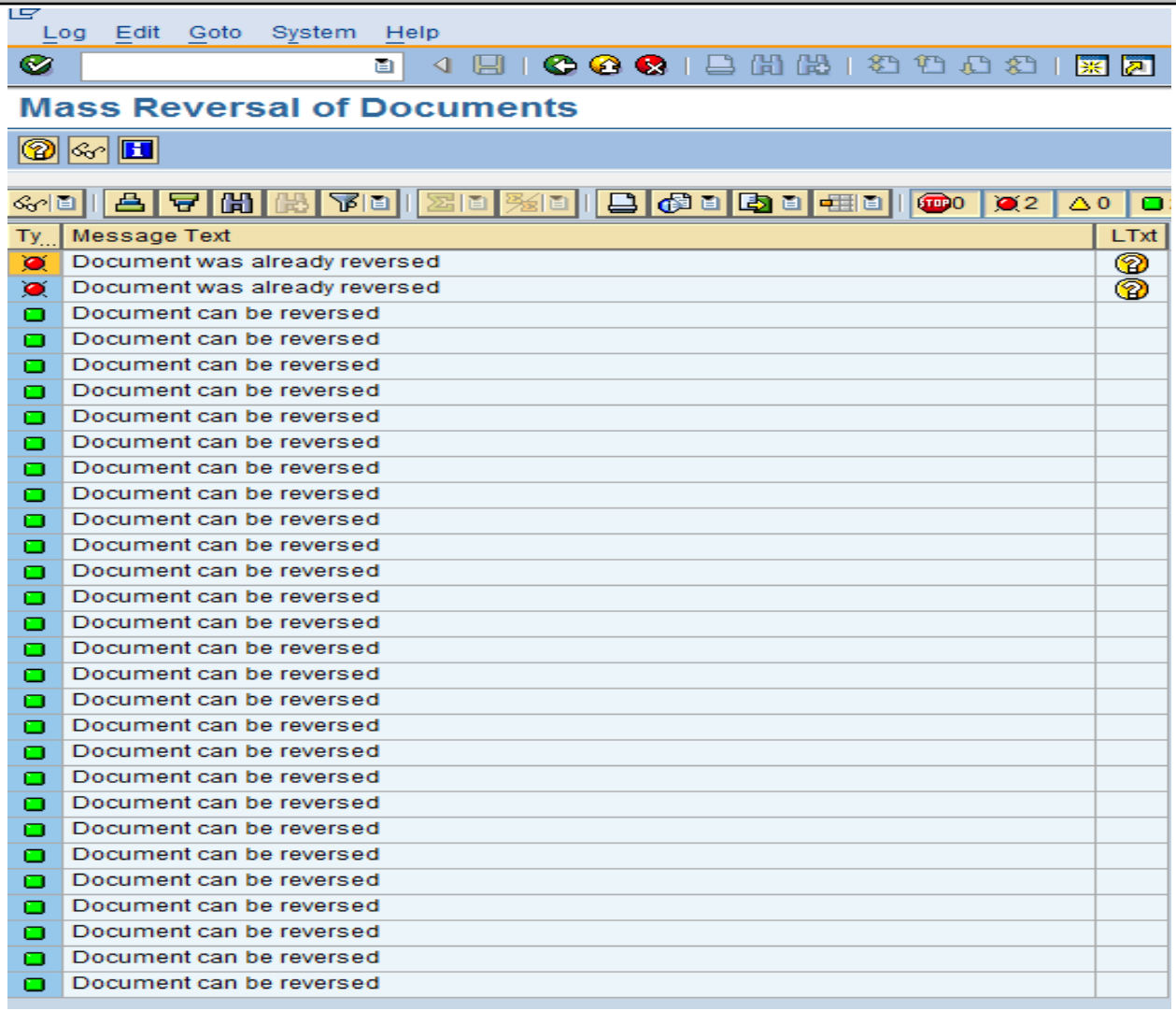
The appropriate log document which can be reversed is shown.

BUSINESS PROCESS STEPS	DATA INPUT / DESCRIPTION

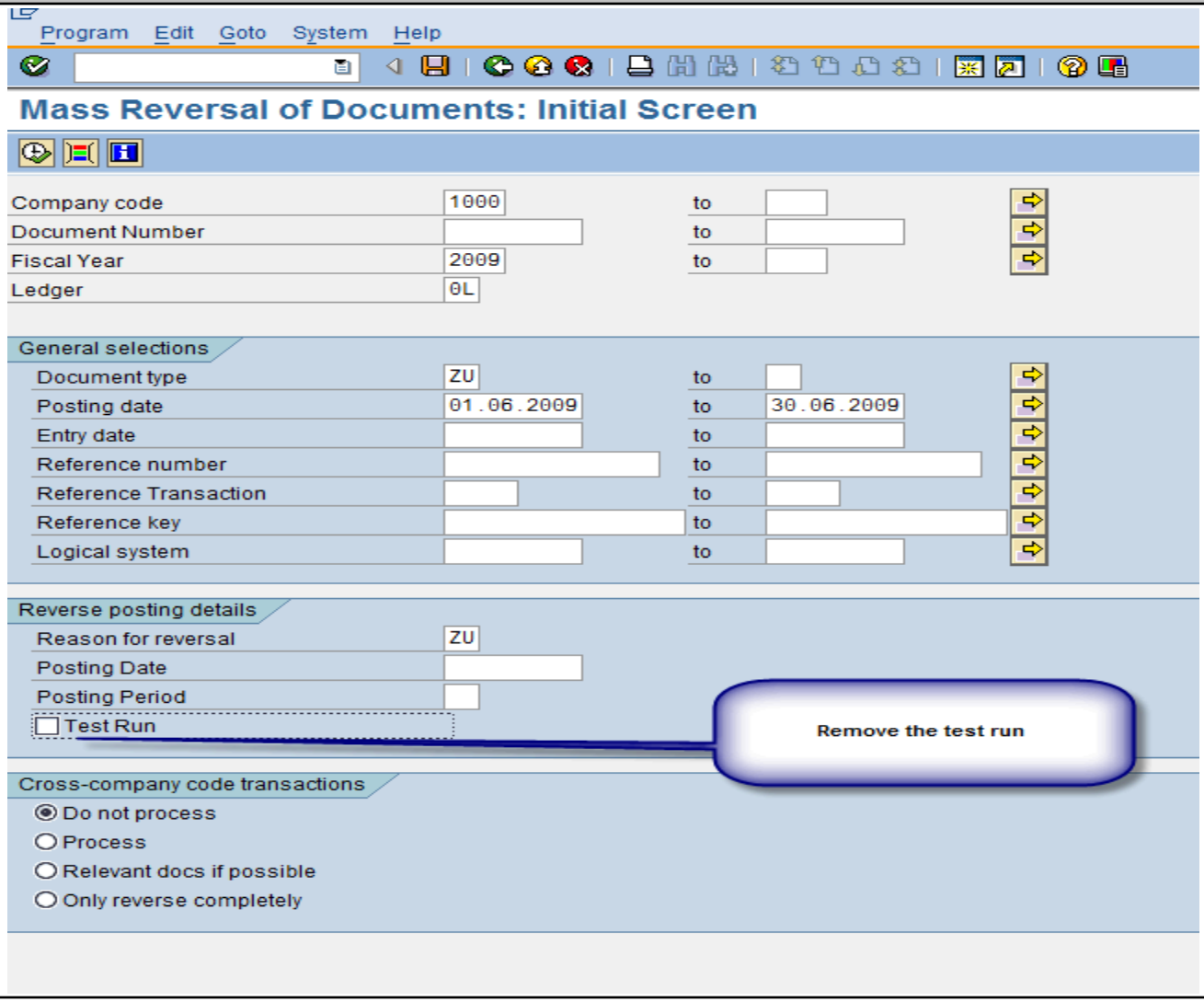


Document Number	Company Code	Fiscal Year	Document Type	Posting Date	Document Date	Reference
500000338	1000	2009	ZU	30.06.2009	30.06.2009	
500000339	1000	2009	ZU	30.06.2009	30.06.2009	
500000340	1000	2009	ZU	30.06.2009	30.06.2009	
500000341	1000	2009	ZU	30.06.2009	30.06.2009	
500000342	1000	2009	ZU	30.06.2009	30.06.2009	
500000343	1000	2009	ZU	30.06.2009	30.06.2009	
500000344	1000	2009	ZU	30.06.2009	30.06.2009	
500000345	1000	2009	ZU	30.06.2009	30.06.2009	
500000346	1000	2009	ZU	30.06.2009	30.06.2009	
500000347	1000	2009	ZU	30.06.2009	30.06.2009	
500000348	1000	2009	ZU	30.06.2009	30.06.2009	
500000349	1000	2009	ZU	30.06.2009	30.06.2009	
500000350	1000	2009	ZU	30.06.2009	30.06.2009	
500000351	1000	2009	ZU	30.06.2009	30.06.2009	
500000352	1000	2009	ZU	30.06.2009	30.06.2009	
500000353	1000	2009	ZU	30.06.2009	30.06.2009	
500000354	1000	2009	ZU	30.06.2009	30.06.2009	
500000355	1000	2009	ZU	30.06.2009	30.06.2009	
500000356	1000	2009	ZU	30.06.2009	30.06.2009	
500000357	1000	2009	ZU	30.06.2009	30.06.2009	
500000358	1000	2009	ZU	30.06.2009	30.06.2009	
500000359	1000	2009	ZU	30.06.2009	30.06.2009	
500000360	1000	2009	ZU	30.06.2009	30.06.2009	
500000361	1000	2009	ZU	30.06.2009	30.06.2009	
500000362	1000	2009	ZU	30.06.2009	30.06.2009	
500000363	1000	2009	ZU	30.06.2009	30.06.2009	
500000364	1000	2009	ZU	30.06.2009	30.06.2009	

	BUSINESS PROCESS STEPS	DATA INPUT / DESCRIPTION



BUSINESS PROCESS STEPS	DATA INPUT / DESCRIPTION



BUSINESS PROCESS STEPS	DATA INPUT / DESCRIPTION

List Edit Goto Settings System Help

Mass Reversal of Documents

Testing — Mass Reversal of Documents — Time 22:04:52 Date 02.06.2009
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Reversed documents

Document Number	Company Code	Fiscal Year	Document Type	Posting Date	Document Date	Reference
	Message					
500000338	1000	2009	ZU	30.06.2009	30.06.2009	
	reversed with document 500000367					
500000339	1000	2009	ZU	30.06.2009	30.06.2009	
	reversed with document 500000368					
500000340	1000	2009	ZU	30.06.2009	30.06.2009	
	reversed with document 500000369					
500000341	1000	2009	ZU	30.06.2009	30.06.2009	
	reversed with document 500000370					
500000342	1000	2009	ZU	30.06.2009	30.06.2009	
	reversed with document 500000371					
500000343	1000	2009	ZU	30.06.2009	30.06.2009	
	reversed with document 500000372					
500000344	1000	2009	ZU	30.06.2009	30.06.2009	
	reversed with document 500000373					
500000345	1000	2009	ZU	30.06.2009	30.06.2009	
	reversed with document 500000374					
500000346	1000	2009	ZU	30.06.2009	30.06.2009	
	reversed with document 500000375					
500000347	1000	2009	ZU	30.06.2009	30.06.2009	
	reversed with document 500000376					
500000348	1000	2009	ZU	30.06.2009	30.06.2009	
	reversed with document 500000377					
500000349	1000	2009	ZU	30.06.2009	30.06.2009	
	reversed with document 500000378					
500000350	1000	2009	ZU	30.06.2009	30.06.2009	
	reversed with document 500000379					
500000351	1000	2009	ZU	30.06.2009	30.06.2009	
	reversed with document 500000380					
500000352	1000	2009	ZU	30.06.2009	30.06.2009	
	reversed with document 500000381					
500000353	1000	2009	ZU	30.06.2009	30.06.2009	
	reversed with document 500000382					

	BUSINESS PROCESS STEPS	DATA INPUT / DESCRIPTION

