



: **Financial Accounting**



Area : FI – General Ledger

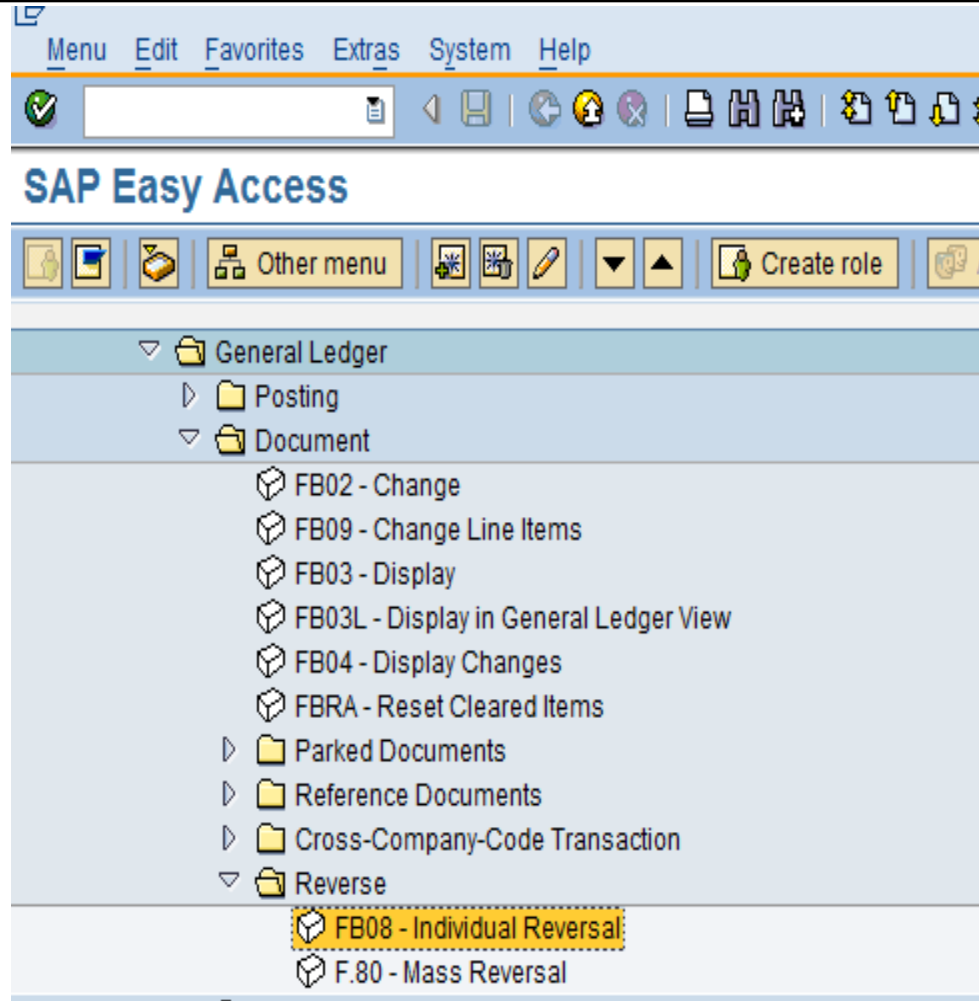
Scenario : Accounting Document Reversal

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 Individual Reversal	<ul style="list-style-type: none">□ 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.





PROCESS
STEPS



DATA INPUT / DESCRIPTION

Document Edit Goto System Help

Reverse Document: Header Data

Display before reversal Document list Mass Reversal

Document Details

Document Number	<input type="text"/>
Company Code	1000
Fiscal Year	2009

Specifications for Reverse Posting

Reversal Reason	ZU
Posting Date	<input type="text"/>
Posting Period	<input type="text"/>

Check management specifications

Void reason code	<input type="text"/>
------------------	----------------------

Insert the Document Number for Reversal

Document Edit Goto System Help

Reverse Document: Header Data

Display before reversal Document list Mass Reversal

Document Details

Document Number 500000336

Company Code 1000

Fiscal Year 2009

Specifications for Reverse Posting

Reversal Reason 01

Posting Date

Posting Period

Check management specifications

Void reason code

Reason for Reversal (1) 3 Entries found

Restrictions

Reason	Text
01	Reversal in current period
02	Reversal in previous period
ZU	Reversal for GL Upload Document-ZU

Select the appropriate reason code

Reason Code	Description
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DATA INPUT / DESCRIPTION

THE BEST-BUY BUSINESS RUN SAP		DATA INPUT / DESCRIPTION							
PROCESS STEPS									
		<table><tr><td>01</td><td>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.</td></tr><tr><td>02</td><td>Reversal is done in the previous posting period. The user can enter the appropriate posting date for reversal of the previous period.</td></tr><tr><td>ZU</td><td>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.</td></tr></table>	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.	
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		<div><div><div>Document Edit Goto System Help</div><div><div><div><div></div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></d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PROCESS
STEPS

✓ Document 500000366 was posted in company code 1000

Document Edit Goto Extras Settings Environment System Help

✓ [Icons]

Display Document: Data Entry View

[Icons] Display Currency Reversal Document General Ledger View

Data Entry View

Document Number: 500000366 Company Code: 1000 Fiscal Year: 2009
Document Date: 31.05.2009 Posting Date: 31.05.2009
Reference: Cross-CC no.:
Currency: EUR Texts exist: ☐

Select the header of the reversal document.

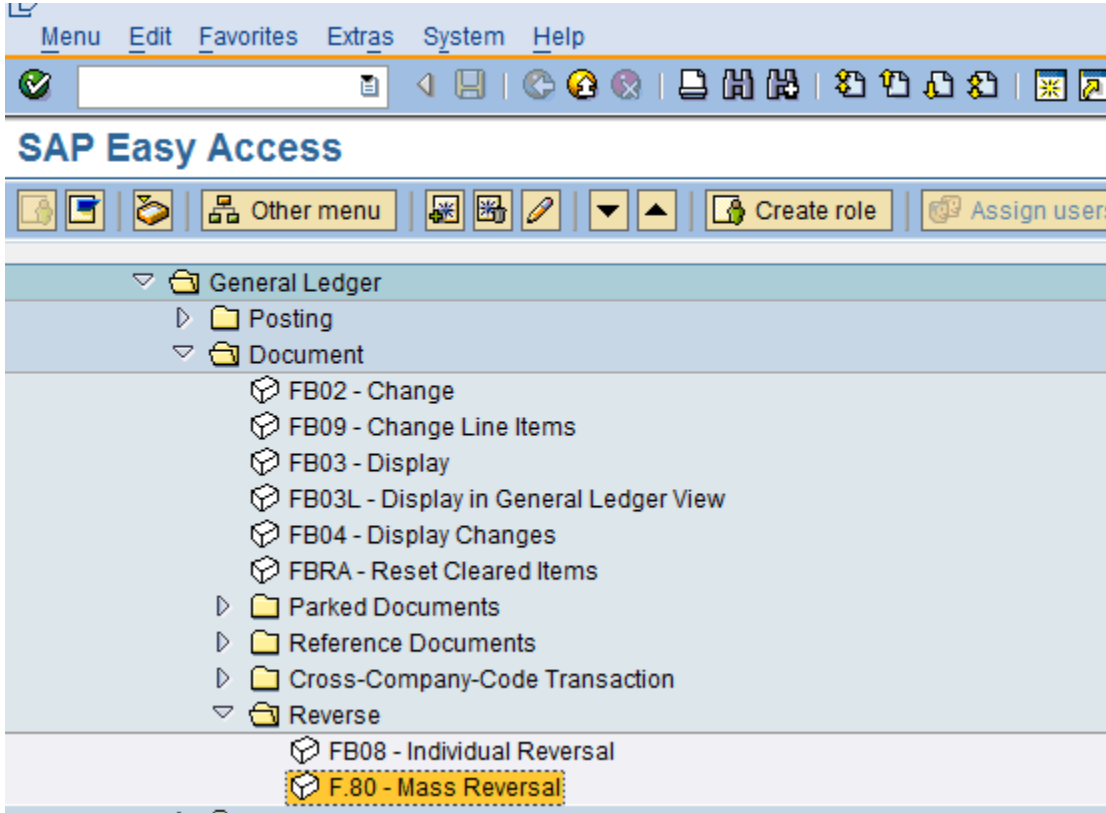
[Icons]

C...	Itm	P	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Assignment	Year
1000	1	50		137280	Paris Int'l Inv.	1,000.00-	EUR			10000102	20090531	
	2	40		198997	GL Upload Clearing	1,000.00	EUR				20090531	



		<p>The screenshot shows the SAP 'Display Document: Data Entry View' interface. The document number is 500000366, company code is 1000, and fiscal year is 2009. The document date is 31.05.2009. A callout box points to the 'Revers.doc.for' field, which contains the value 500000336, indicating the document being reversed. The document type is ZU (G/L Upload Document). The callout text states: 'We can see the link as to for which document this is a reversal document.'</p>
2	GL Document Mass Reversal	<ul style="list-style-type: none">□ 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
		<ul style="list-style-type: none">Enter the transaction code in the command box on the easy access screen which will take you to the Document Reversal.
		
		<p>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.</p>

Program Edit Goto System Help

Mass Reversal of Documents: Initial Screen

Company code 1000 to Document Number to Fiscal Year 2009 to Ledger 0L

General selections

Document type ZU to Posting date 01.06.09 to 30.06.09 Entry date to Reference number to Reference Transaction to Reference key to Logical system to

Reverse posting details

Reason for reversal ZU Posting Date Posting Period ☒ Test Run

Cross-company code transactions

☒ Do not process ☐ Process ☐ Relevant docs if possible ☐ Only reverse completely

Insert the relevant company code and fiscal year.

Insert the relevant posting date for which the mass reversal has to be done.

Initially the select the "Test Run" option

PROCESS
STEPS

List Edit Goto Settings System Help

Reverse documents

Testing Mass Reversal of Documents Time 21:59:59 Date 02.06.2009
Abu Dhabi Ledger 0L SAPF080 /SATYA Page 1

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.



THE BEST RUN BUSINESSES RUN SAP



DATA INPUT / DESCRIPTION

PROCESS
STEPS

Menu: List Edit Goto Settings System Help

Toolbar: [Icons for various functions]

Mass Reversal of Documents

Reverse documents [Icon] [Icon]

Testing Mass Reversal of Documents Time 22:01:45 Date 02.06.2009
abu Dhabi Ledger 0L SAPF080 /SATYA Page 1

Docs with

Select the log to see any entries which cannot be reversed if any.

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	

[illegible]

PROCESS
STEPS

Program Edit Goto System Help

Mass Reversal of Documents: Initial Screen

Company code 1000 to
Document Number to
Fiscal Year 2009 to
Ledger 0L to

General selections

Document type ZU to
Posting date 01.06.2009 to 30.06.2009
Entry date to
Reference number to
Reference Transaction to
Reference key to
Logical system to

Reverse posting details

Reason for reversal ZU
Posting Date
Posting Period
☐ Test Run

Cross-company code transactions

☒ Do not process
☐ Process
☐ Relevant docs if possible
☐ Only reverse completely

Remove the test run



LEP List Edit Goto Settings System Help



Mass Reversal of Documents



Testing
Abu Dhabi Ledger 0L

Mass Reversal of Documents

Time 22:04:52 Date 02.06.2009
SAPF080 /SATYA Page 1

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					



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STEPS

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Mass Reversal of Documents

STOP 0 2 0 27

Ty...	Message Text	LTxt
	Document 500000380 was posted in company code 1000	
	Document 500000381 was posted in company code 1000	
	Document 500000382 was posted in company code 1000	
	Document 500000383 was posted in company code 1000	
	Document 500000384 was posted in company code 1000	
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	Document 500000386 was posted in company code 1000	
	Document 500000387 was posted in company code 1000	
	Document 500000388 was posted in company code 1000	
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	Document 500000392 was posted in company code 1000	
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	Document 500000368 was posted in company code 1000	
	Document 500000369 was posted in company code 1000	
	Document 500000370 was posted in company code 1000	
	Document 500000371 was posted in company code 1000	
	Document 500000372 was posted in company code 1000	
	Document 500000373 was posted in company code 1000	
	Document 500000374 was posted in company code 1000	
	Document 500000375 was posted in company code 1000	
	Document 500000376 was posted in company code 1000	
	Document 500000377 was posted in company code 1000	
	Document 500000378 was posted in company code 1000	
	Document 500000379 was posted in company code 1000	
	Document was already reversed	
	Document was already reversed	