

FB08 - Reserve Document

Tasks to be completed when documenting an SAP Transaction, Report or Message code.

1. Title of the page = SAP Transaction code, SAP Report or SAP Message

2. Add the following Labels, respectively:

- SAP Transaction => "sap_transaction"
- SAP Report => "sap_report"
- SAP Message => "sap_msg"

3. On the left section, describe the steps. On the right section, insert respective print screens and additional guidelines, if needed (e.g. Main selections of the transaction...)

Reverse's booking date


Previous posting was done in	Reverse is to do in
Current period	Same day as the previous posting
Closed period	The closed period cannot be opened then the reversal has to be done as soon as possible in the current (open) period
Current period and in a different currency from EUR	Same day as the previous posting and with the same currency rate
Closed period and in a different currency from EUR	First day of the open period or day of the reverse posting with the same currency rate

Cases of reverse:

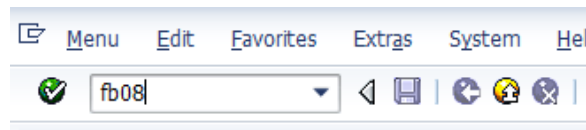
- Wrong posting in the current period
- Wrong posting in a closed period
- Reverse of accrual
- etc

STEP 1


Use transaction code:

 FB08 - Reserve Document: Initial Screen

Enter the transaction name in the SAP command field:



Next screen opens:

 If one item in the previous posting is cleared, it is not possible to reverse it. You have to reset the cleared item or use the transaction **FBR2**.



The system does automatically clear the cancelled items when we use this transaction (FB08).

Reverse Document: Header Data

Reverse Document: Header Data

Display Before Reversal Document List Mass Reversal

Document Details

Document Number
Company Code
Fiscal Year

Specifications for Reverse Posting

Reversal Reason 01
Posting Date
Posting period
Tax Reporting Date

Check management specifications

Void reason code

STEP 2

Select the document to be reversed



You can display the reversal before saving, if you wish to confirm you are reversing the correct entry.

Fill in the following fields:

Document number	Document number that has to be cancelled / reverse
Company code	Concerned company code
Fiscal Year	Is always the current fiscal year
Reversal reason	Reverse reason (with the match code)
Posting date	Reverse posting date
Posting period	Period is automatically adapt with the posting date
Void reason code	Is not a mandatory field (with the match code)

STEP 3

Save the reverse document by clicking on

Enter the barcode if it is required:

- Document
- company code
- period
- reversal reason

Reverse Document: Header Data

Reverse Document: Header Data

Display Before Reversal Document List Mass Reversal

Document Details

Document Number 160000594
Company Code 4056
Fiscal Year 2024

Specifications for Reverse Posting

Reversal Reason 01
Posting Date
Posting period
Tax Reporting Date

Check management specifications

Void reason code

STEP 4

Other document reverse transactions:






- FBR2 - Post Document

Check other transactions to reserve documents

- [F.80 - Mass Reversal of Documents](#)
- [FBU8 - Reverse Cross-Company Code Transaction](#)

Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

Apr 29, 2025	Actor	Type	Activity	Version
Published	 Gomes, Susana	Edit	updated the page at 5:15 pm Other contributors: 	
		State	changed state to Published at 3:15 pm	v13
Draft	 Gomes, Susana	State	gave <i>Approvers</i> approval at 3:15 pm	
		State	changed state to Draft at 3:15 pm	v13
Apr 10, 2025				
Published	 Gomes, Susana	Edit	updated the page at 2:39 pm	
		State	changed state to Published at 12:41 pm	v12
Draft	 Gomes, Susana	State	gave <i>Approvers</i> approval at 12:41 pm	
		State	changed state to Draft at 12:41 pm	v12