

F.80 - Mass Reversal of Documents

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

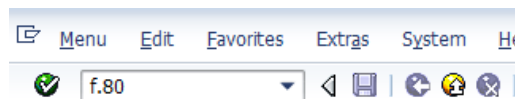
Use transaction code:

 F.80 - Mass Reversal of Documents: Initial Screen

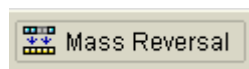
 Please be very careful when reversing documents with more than one company code. You may reverse a document that you don't need!

This transaction can be accessed by two ways:

- Enter the transaction code in the SAP field



- Or, in transaction FB08, by clicking in the "Mass Reversal" button



This transaction allows us selecting multiple documents and multiple company's codes.



Also when selecting the reversal reason and the posting date, please be aware that these fields will be applied to all documents that are being reversed.

STEP 2

Select cross-company code transactions, if necessary

This transaction (F.80) can also be used to reverse cross-company code documents.

STEP 3

Run the transaction in test run, if necessary

This is the only transaction of reversal of documents that allows a **test run**. When running this transaction in test mode, the layout, after executing the transaction will be the following:

Docs which can be reversed						
Document Number	Company Code	Fiscal Year	Document Type	Posting Date	Document Date	Reference
6511182221	3460	2010	SA	31.01.2010	31.01.2010	
6511182226	3460	2010	SA	31.01.2010	31.01.2010	

Docs which cannot be reversed						
Document Number	Company Code	Fiscal Year	Document Type	Posting Date	Document Date	Reference
5009009570 3460 2009 SU 31.12.2009 31.12.2009 DP188604						
F5 309 Document includes already cleared items - reversal not possible						
6511182223 3460 2010 SA 31.01.2010 31.01.2010						
F5 309 Document includes already cleared items - reversal not possible						
6511182225 3460 2010 SA 31.01.2010 31.01.2010						
F5 309 Document includes already cleared items - reversal not possible						

The transaction automatically splits the documents which:

- can be reversed - displayed at the top of the report
- can't be reversed - displayed at the bottom, as well the reason for not being possible to reverse them

STEP 4

Reverse the documents

☐ Test Run

To run the transaction in real mode, remove the **test run** flag, and execute the transaction once more.

The documents that were reversed appear on the top of the list and the information of the reversed document number.

FOCUS Production Bruxelles		Mass Reversal of Documents			Time 11:01:10 Date 21.04.2018 SAPF080 /PT300224 Page 1	
Reversed documents						
Document Number	Company Code	Fiscal Year	Document Type	Posting Date	Document Date	Reference
Message						
6511102221	3468	2010	SA	31.01.2010	31.01.2010	
reversed with document 6511102430						
6511102226	3468	2010	SA	31.01.2010	31.01.2010	
reversed with document 6511102431						
Number of documents reversed: 2						

STEP 5

Check other transactions to reserve documents

Other document reverse transactions:

- [FB08 - Reserve Document](#)
- [FBR2 - Post Document](#)
- [FBU8 - Reverse Cross-Company Code Transaction](#)