

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...)

i 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

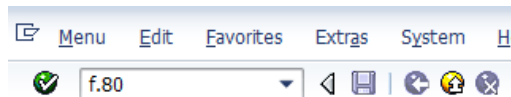
Use transaction code:

i F.80 - Mass Reversal of Documents: Initial Screen

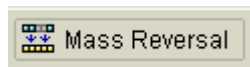
! Please be very careful when reversing documents with more than one company code. You may reverse a document that you don't need!

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.

FOCUS Production Mass Reversal of Documents Time 11:01:10 Date 21.04.2018
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Document Number	Company Code	Fiscal Year	Document Type	Posting Date	Document Date	Reference
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](#)