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Job Aids

- General Ledger
 - Document Reversal

1. Document History

Version	Date	Modifications
V1.0	December 1st, 2013	
V2.0	September 28, 2023	

2. Business Processes and SAP Transactions

- Document Reversal (AP and GL)

– Reverse Document	FB08
– Mass Reversal of Documents	F.80

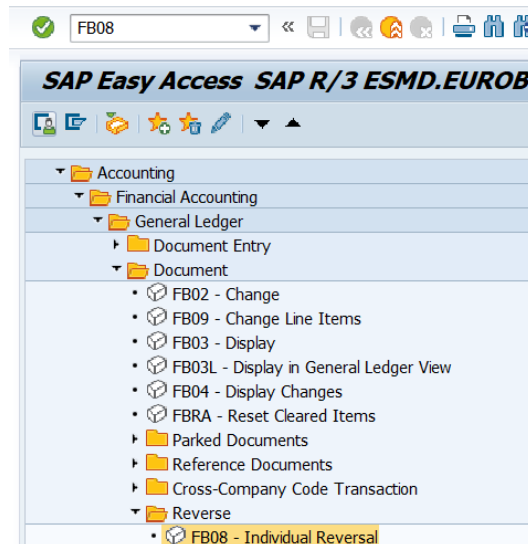
3. Roles

- AP Analyst
- GL Analyst
- AP Area Manager
- GL Area Manager

4. Process Execution in SAP

- 4.1.** The first step to reverse a document will be the execution of the transaction. To perform the **Document Reversal** transaction in SAP, type the transaction code in the transaction box in a new SAP session, and press enter.

Transaction code: **FB08**



There are two possibilities to reverse a document:

- In case the document number is specified (i.e. 12 digit number that identifies the document in SAP), it can be fulfilled in the corresponding field.
- Otherwise, by clicking in “Document List”, various filtering criteria can be applied to obtain the document to be reversed, either specifying a value or a range of items. The main fields to filter are Company code (e.g. ES10), Document numbers, fiscal year (e.g. 2023), posting date (i.e. ddmmyy), document type (e.g. AA), etc.

Reverse Document: Header Data		
Display Before Reversal	Document List	Mass Reversal
Document Details		
Document Number	<input type="text"/>	
Company Code	ES10	
Fiscal Year	2023	
Specifications for Reverse Posting		
Reversal Reason	<input checked="" type="checkbox"/>	
Posting Date	<input type="text"/>	Tax Reporting Date
Posting Period	<input type="text"/>	
Check management specifications		
Void reason code	<input type="text"/>	

In the Reversal reason field that will be mandatory, it is informed the period: current or closed. Ordinarily, a reversing document will be posted in the same period as the original document. If the period is not open, the user should overwrite the posting date with a date in an open period.

- Reason “01” indicates documents to be reversed belonging to current period
- Reason “02” indicates documents to be reversed belonging to closed period

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 ☒
 Posting Date
 Posting Period

Check management specifications

Void reason code

Reason for Reversal (4) 5 Entries found

Restrictions

Reason	Text
01	Reversal in current period
02	Reversal in closed period

After introducing all the data, it is possible to preview the document before reversal in the button “Display before reversal” . As example,

Display Document: Data Entry View

Display Currency
 General Ledger View

Data Entry View

Document Number Company Code Fiscal Year

Document Date Posting Date Period

Reference Cross-Comp.No.

Currency Texts exist ☐ Ledger Group

CoCd	Item	PK	SGAccount	Assignment	Description	Amount in LC	Amount Curr.	Tx	BusA
ES01	1	40	62267000	WIFI 2023	WIFI & BC 3RD	376,00	376,00	EUR	5045
	2	50	40091000	WIFI 2023	ACCRUED EXPENSES	376,00-	376,00-	EUR	5045

Once the document to be reversed has been selected, clicking in the diskette the reversal document will be saved.

4.2. Additionally, the Reversal Process can be executed massively. There are two different possibilities to perform this mass reversal:

- Either by clicking on the “Mass Reversal” button in the FB08 transaction

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

Posting Date

Posting Period



Tax Reporting Date

Check management specifications

Void reason code

- Or directly by the Transaction code: **F.80**

Mass Reversal of Documents: Initial Screen

Company code to

Document Number to

Fiscal Year to

Ledger

General selections

Document type to

Posting date to

Entry date to

Reference number to

Reference Transaction to

Reference key to

Logical system to

Reverse posting details

Reason for reversal

Posting Date

Posting Period

Tax Reporting Date

☒ Test Run


Cross-company code transactions

☒ Do not process

☐ Process

☐ Relevant docs if possible

☐ Only reverse completely

- Various filtering criteria can be applied to obtain the documents to be reversed, either specifying a value or a range of items. The main fields to filter are Company code (e.g. ES01), Document numbers (i.e. 12 digit document identification), fiscal year (e.g. 2023), posting date (i.e. ddmmyy), etc.
- By clicking on “Execute” , the reversal mass process will be completed.