PROCESS OF REVERSING THE CLEARED DOCUMENT

Step 1 : tcode FB03 , enter the transit document to be reversed, company code and fiscal year as shown below.

Display Docume	ent: Initial Screen			
iii Document List	irst Item 🛛 🖉 Editing Opti	ions		
-				
Keys for Entry View				
Document Number	4107140281			
Company Code	dopi			
Fiscal Year	2018			

Step 2 : note down the clearing document number as shown below.

ocument Number	4107140281	Company Code	DOPI	Fiscal Year	2018					
ocumen <mark>t Date</mark>	12.06.2018	Posting Date	12.06.2018	Period	3					
eference		Cross-Comp.No.								
urrency	INR	Texts exist		Ledger Group						
) et (
Itm PK Co	unter I S Account	Description		Am	ount Curr.	Tx G/L Account	A Cirng doc.	D BusA	Amount in LC	Value Date
OPI 1 40	4867100	010 DOP Cash		19,000	0.00 INR	4867100010	S	S 1021	19,000.00	12.06.2018
	4867100	0000 Cash In transit		19,000	0.00- INR	4867100000	S 1011823761	H 1021	19,000.00-	12.06.2018

Step 3 : Tcode FBRA – enter cleared document details, company code and fiscal year, then Click on Reset cleared items as shown(Ctrl + S)

Clearing Edit Go	ito System <u>H</u> elp
Ø	💌 🗶 🛛 🗞 😪 L 🚔 🖞 👘 L 🏝 🏝 L 🗊 🔽 L 🎯 🖳
Reset Cleared 1	tems Reset cleared items (Ctrl+S)
Accounts Items Ac	ccompanying Correspondence
Clearing Document	1011823761
Company Code	DOFT
Fiscal Year	2018

Step 4 : select "Only resetting " option as shown below.

Reset Cleared It	tems
Accounts Items Acc	companying Correspondence
Clearing Document	1011825238
Company Code	DOPI
Fiscal Year	2018
	E Reversal of clearing document
	As well as resetting cleared items, it is also possible to Resetting and revers reverse the clearing document. Cancel

Step 5 : Tcode FB08 – enter the document to be reversed with reversal reason 01 and follow regular procedure.

og Display Derore reversar	iii Document list	Mass Reversal
Document Details		
Document Number	4107139797	
Company Code	DOPI	
Fiscal Year	2018	
Posting Date Posting Period		Tax Reporting Date
Check management specifi	cations	