

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 Document: Initial Screen

Document List First Item Editing Options

Keys for Entry View

Document Number	4107140281
Company Code	dopi
Fiscal Year	2018

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

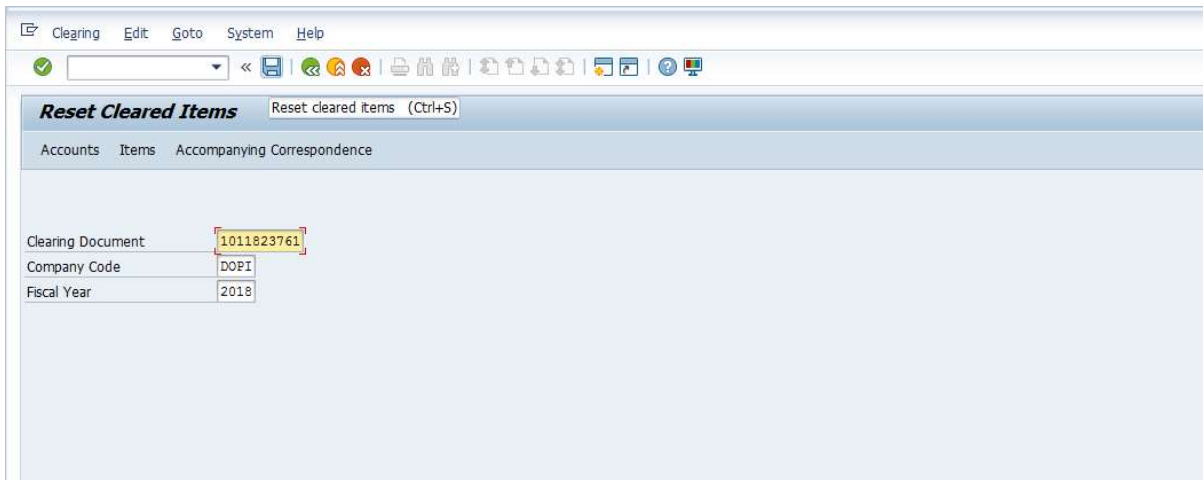
Display Currency General Ledger View

Data Entry View

Document Number	4107140281	Company Code	DOPI	Fiscal Year	2018
Document Date	12.06.2018	Posting Date	12.06.2018	Period	3
Reference		Cross-Comp.No.			
Currency	INR	Texts exist	<input type="checkbox"/>	Ledger Group	

To...	Item	PK	Counter	I	S	Account	Description	Amount	Curr.	Tx	G/L Account	A	Clng doc.	D	BusA	Amount in LC	Value Date
DOPI	1	40				4867100010	DOP Cash	19,000.00	INR		4867100010	S		S	1021	19,000.00	12.06.2018
	2	50				4867100000	Cash In transit	19,000.00-	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)



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



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

