

Document Reversals – FB08

When an incorrect document needs to be reversed, agencies should post the reversal in SCEIS using transaction code FB08 to maintain a clear audit trail. While manual offsetting entries are possible, using FB08 is preferred to ensure both documents are cross-referenced to each other.

The document to be reversed must meet the following conditions:

- Contains no cleared items
- Contains only vendor, customer, or GL line items
- Is not a reversing document or already reversed
- Must be a "reversible" document type as not all document types are reversible.
 - Example: Document type ZF cannot be reversed using FB08

A reversing document is usually posted in the same period as the original document. The period of the original document must be open, however. If it is not, the user can override the posting date with a date in an open period. Identical functionality is available in GL, AP and AR.

There are 2 Reversal Reasons codes that should be used:

1. "01" - Reversal in current period – the document is reversed in the same month as the original transaction.
 - Example – This FY25 **Period 12** document is being reversed **after June 30** but before FY25 period 12 has closed. **NOTE:** It is important to include the Posting Period at year-end.

<i>Reverse Document: Header Data</i>		
 Display Before Reversal	 Document List	 Mass Reversal
Document Details		
Document Number		
Company Code	SC01	
Fiscal Year	2025	
Specifications for Reverse Posting		
Reversal Reason	01	
Posting Date	06/30/2025	Tax Reporting Date
Posting Period	12	

2. “02” - Reversal in closed period – the document is reversed in a later period than the original transaction.
- Example – This FY25 **Period 11** document is being reversed after period 11 has closed but before period 12 has closed. NOTE: It is important to include the Posting Period at year-end.

Reverse Document: Header Data		
 Display Before Reversal	 Document List	 Mass Reversal
Document Details		
Document Number		
Company Code	SC01	
Fiscal Year	2025	
Specifications for Reverse Posting		
Reversal Reason	02	
Posting Date	06/30/2025	Tax Reporting Date
Posting Period	12	

Year-End Information:

Be mindful that two fiscal years may be open at year-end, so ensure reversals are posted in the same fiscal year as the original document. For FY 2025 document reversals, use a Posting Date of “06/30/2025” (or earlier) and a Posting Period of “12” (or “13” when available). Set the Reversal Reason to “01” if the original document’s posting period is open, or “02” if it is closed, to align with the correct fiscal year.

If a document was mistakenly reversed in the wrong fiscal year, the process to correct will be to 1) reverse the reversal document in the incorrect year. 2) since documents can generally only be reversed once using FB08, record a manual journal entry to reverse the document in the correct year. 3) If there are questions on how to proceed, please reach out to the CGO accounting group or submit a SCEIS Help Desk ticket. There are certain limited instances where SCEIS can reset a document so that it can be reversed again.