

Business One in Action – How to Cancel A Journal Entry Using Today As the Posting Date



Applies to:

SAP Business One, Finance, [General Finance](#)

Summary:

This article explains the difference in system behavior of cancelling a journal entry and using the *Reverse* functionally, whilst providing concrete examples reflecting different business processes.

Author: Kerstin Pauquet, Support Expert, GSC, SAP Business One

Company: SAP

Created on: December 2009

Author Bio

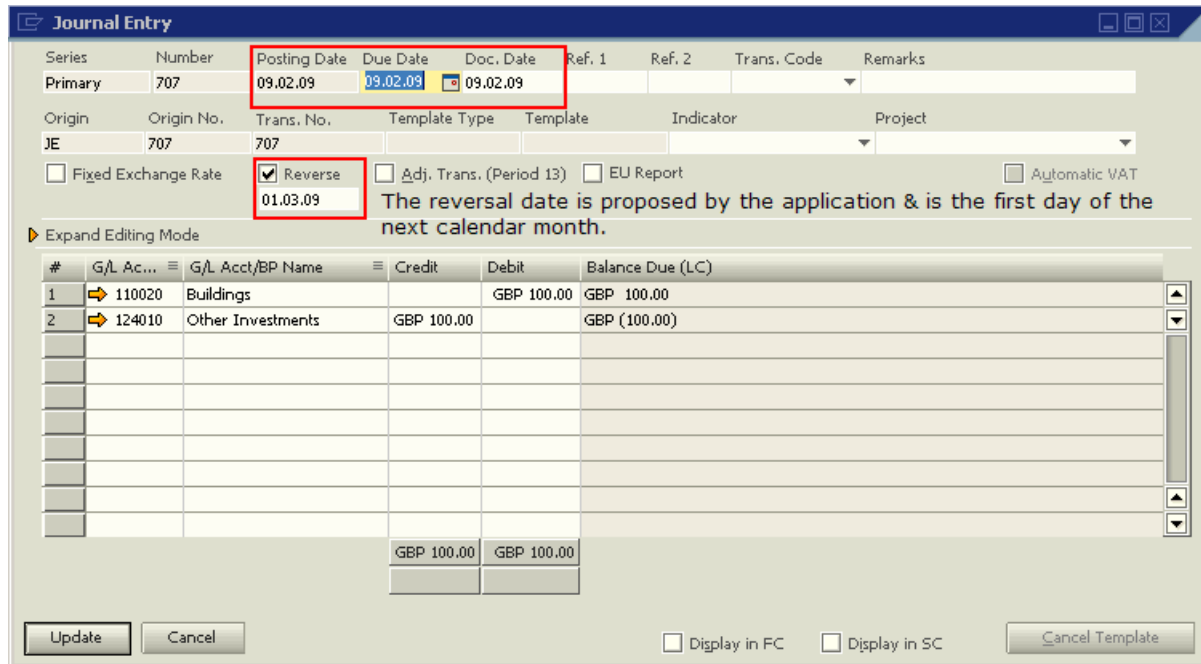
Kerstin Pauquet joined SAP in 2003 and is currently active as Global Topic Lead and Support Expert for SAP Business One. She has worked as both technical and business consultant. She authored this article as a direct response to a partner enquiry during the Expert-on-Phone project, where she consulted on mainly financial and banking related topics.

Table of Contents

How to Cancel a Journal Entry Using Today as Posting Date?	3
Related Contents	8
Copyright	9

How to Cancel a Journal Entry Using Today as Posting Date?

The utility of the tick box 'Reverse' in the header area of a journal entry is designed to semi-automate and facilitate the easy and reliable reversal of manual journal entries at a later date. This functionality is primarily used in the period end/year end process. Once the tick box is checked, the application will display a date field below the tick box where the user is prompted to enter a date for reversal of the current journal.



Journal Entry

Series	Number	Posting Date	Due Date	Doc. Date	Ref. 1	Ref. 2	Trans. Code	Remarks
Primary	707	09.02.09	09.02.09	09.02.09				

Origin: JE 707, Trans. No.: 707

Fixed Exchange Rate Reverse Adj. Trans. (Period 13) EU Report Automatic VAT

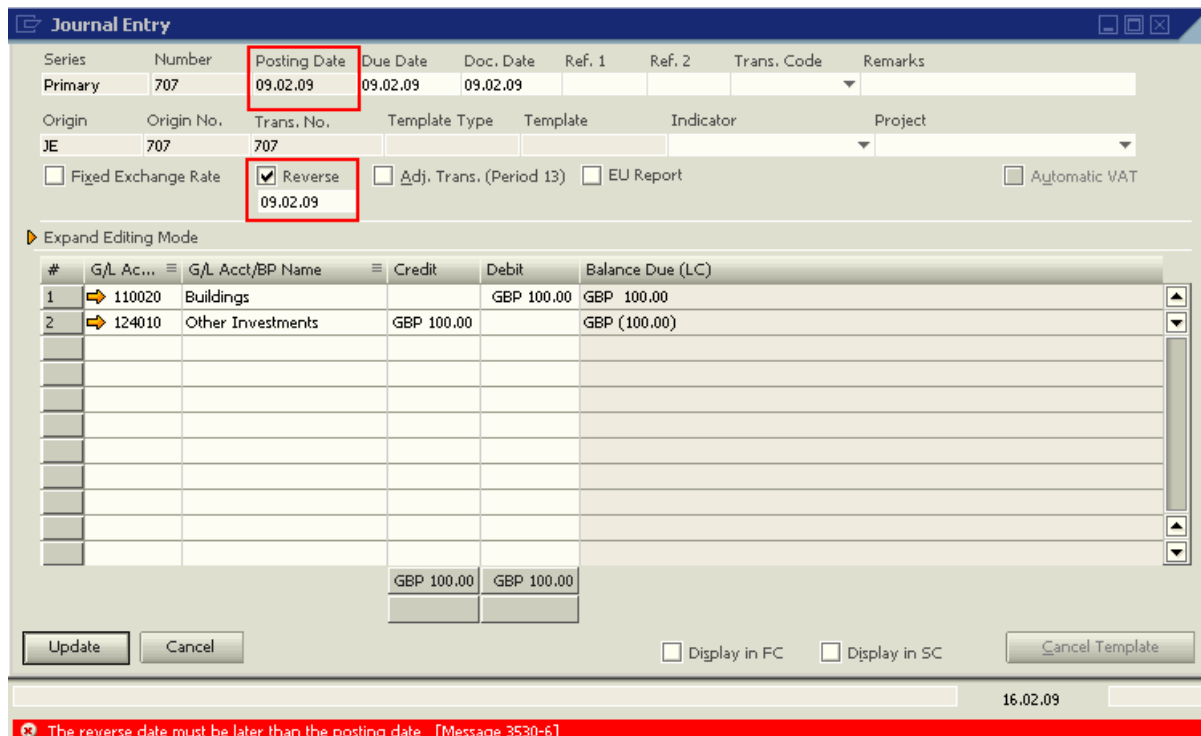
Reversal Date: 01.03.09

The reversal date is proposed by the application & is the first day of the next calendar month.

#	G/L Ac...	G/L Acct/BP Name	Credit	Debit	Balance Due (LC)
1	110020	Buildings		GBP 100.00	GBP 100.00
2	124010	Other Investments	GBP 100.00		GBP (100.00)
			GBP 100.00	GBP 100.00	

Buttons: Update, Cancel, Display in FC, Display in SC, Cancel Template

If the entered date is the same or prior to the posting date of the original journal, the error message 'Reversal date must be later than posting date' is displayed in a red bar at the bottom of the screen and the journal cannot be updated.



Journal Entry

Series	Number	Posting Date	Due Date	Doc. Date	Ref. 1	Ref. 2	Trans. Code	Remarks
Primary	707	09.02.09	09.02.09	09.02.09				

Origin: JE 707, Trans. No.: 707

Fixed Exchange Rate Reverse Adj. Trans. (Period 13) EU Report Automatic VAT

Reversal Date: 09.02.09

#	G/L Ac...	G/L Acct/BP Name	Credit	Debit	Balance Due (LC)
1	110020	Buildings		GBP 100.00	GBP 100.00
2	124010	Other Investments	GBP 100.00		GBP (100.00)
			GBP 100.00	GBP 100.00	

Buttons: Update, Cancel, Display in FC, Display in SC, Cancel Template

16.02.09

The reverse date must be later than the posting date. [Message 3530-6]

The journal entries for reversal will be displayed in the 'Reverse Transactions' function on its reversal date. In the screenshot below, Journal Entry 1125 is shown in the window when the system's current posting date equals the Journal Entry's reversal date (e.g. 24.02.2009).

Clicking the 'Execute' button will set the reversing entry's posting date as 24.02.2009. The user will not be able to edit the reversing entry prior to posting it.

Reve...	Transaction	Description	Original Date	Reversal Date	Value
<input checked="" type="checkbox"/>	1125		23.02.2009	24.02.2009	GBP 100.00
					GBP 100.00

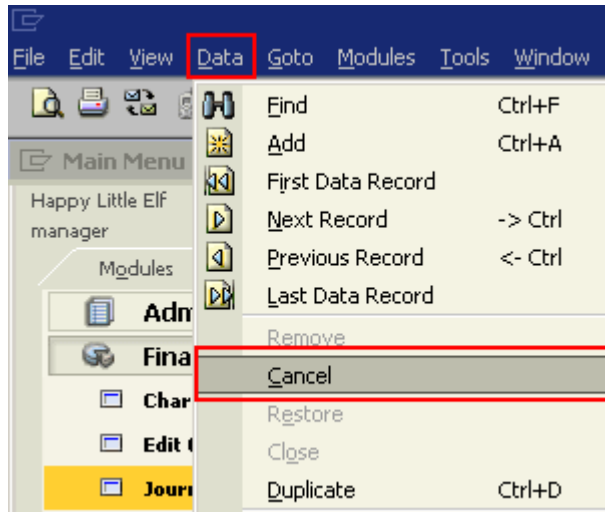
Number of transactions to be canceled. 1

In order to reverse a manual journal entry where the posting date is to be the same as the one on the original journal, follow the steps below:

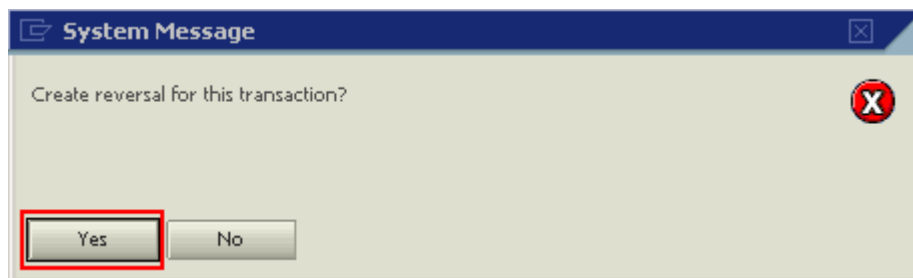
1. Open the journal entry to be reversed.
2. Right-click in the header area and select 'Cancel' or go to 'Data' in the Menu and select 'Cancel'.

Series	Number	Posting Date	Due Date	Doc. Date	Ref. 1	Ref. 2	Trans. Code	Remarks
Primary	707	09.02.09	09.02.09	09.02.09				

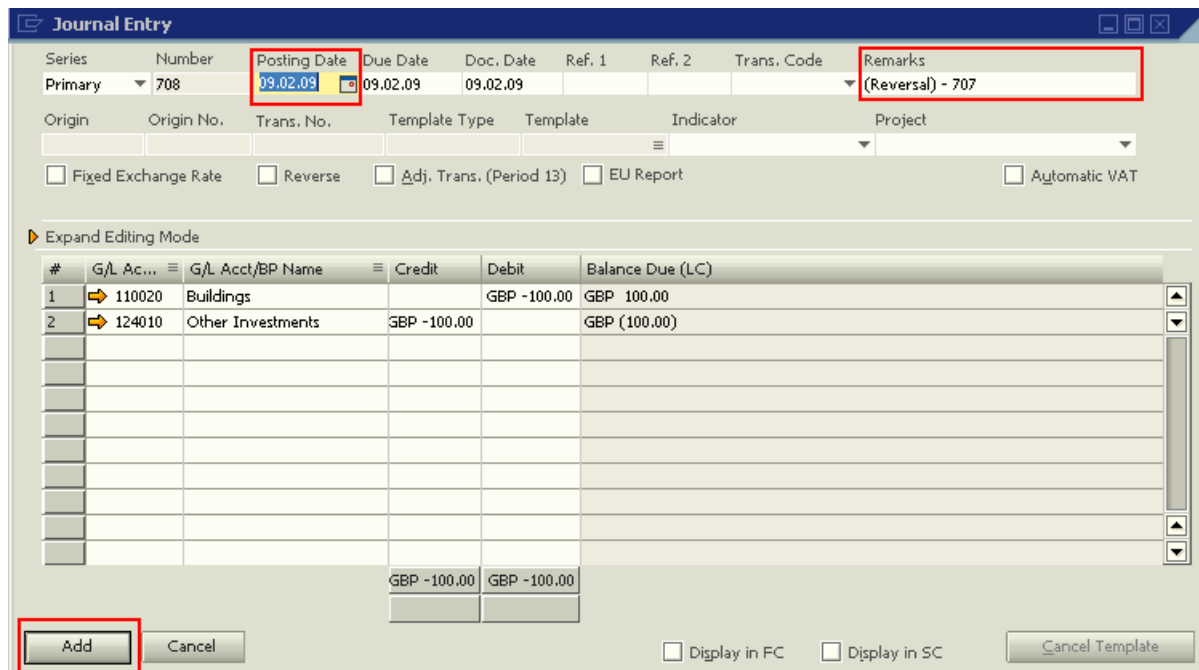
#	G/L Ac...	G/L Acct/BP Name	Credit	Debit	Balance Due (LC)
1	110020	Buildings		GBP 100.00	GBP 100.00
2	124010	Other Investments	GBP 100.00		GBP (100.00)
			GBP 100.00	GBP 100.00	



3. The system message 'Create reversal for this transaction' is displayed, click on 'Yes'.



4. The reversal of the original journal is now displayed in 'Add' mode, the posting date of the reversal defaults to the posting date of the original journal and the 'Remarks' field is populated with the text '(Reversal) - ' and the original journal number. Click on 'Add'.



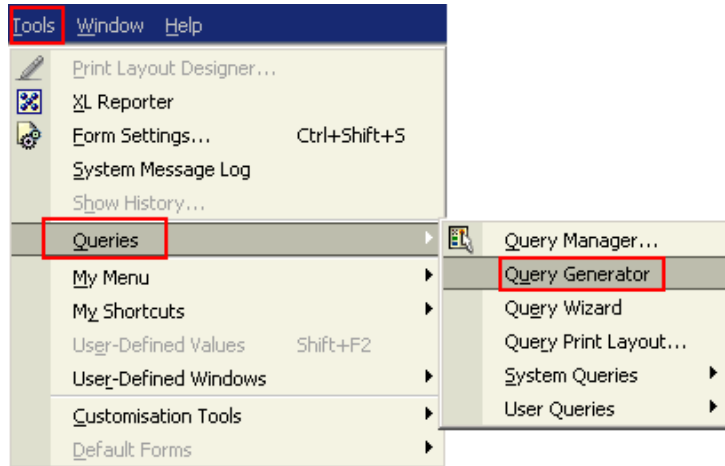
5. As a result of this action, the original journal is updated with new information. The checkbox 'Reverse' is replaced by the checkbox 'Cancelled' and a tick is placed in the box. The box is grayed out.

Series	Number	Posting Date	Due Date	Doc. Date	Ref. 1	Ref. 2	Trans. Code	Remarks
Primary	707	09.02.09	09.02.09	09.02.09				
Origin	Origin No.	Trans. No.	Template Type	Template	Indicator	Project		
JE	707	707						

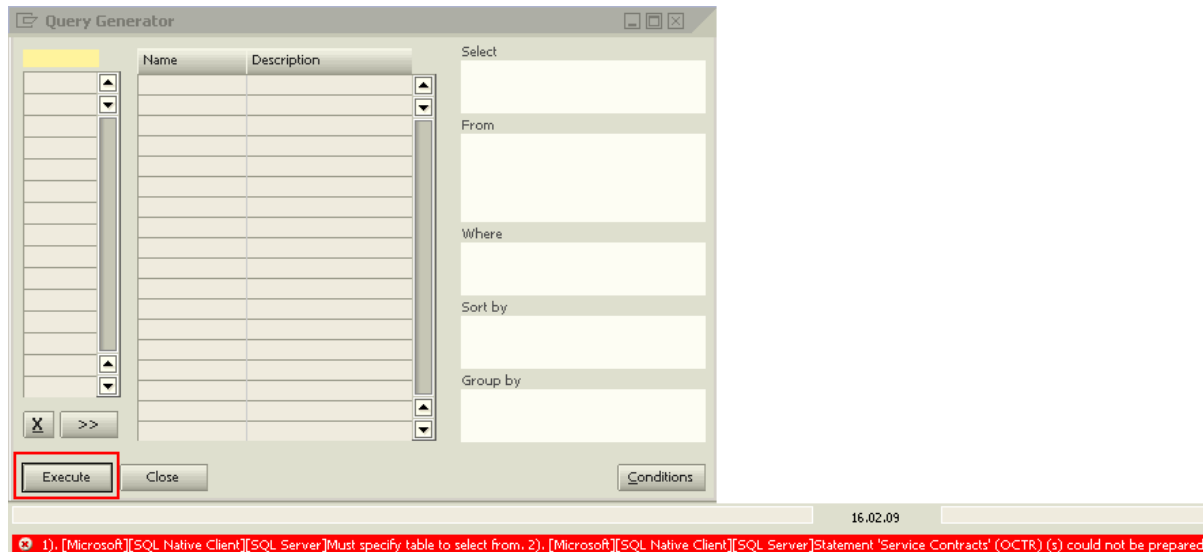
Fixed Exchange Rate
 Cancelled
 Adj. Trans. (Period 13)
 EU Report
 Automatic VAT

In order to find the exact journal that cancelled a particular journal entry, a query may be executed as follows:

1. Go to 'Tools' Menu and select 'Queries' and then 'Query Generator'.



2. In the 'Query' window click on the button 'Execute' and ignore the red error message displayed at the bottom of the screen.



3. Click on the pencil icon in the top left corner of the upper window to activate the query syntax field, it will change colour from grey to white.
4. Click in the syntax field, it will now change colour from white to pale yellow.



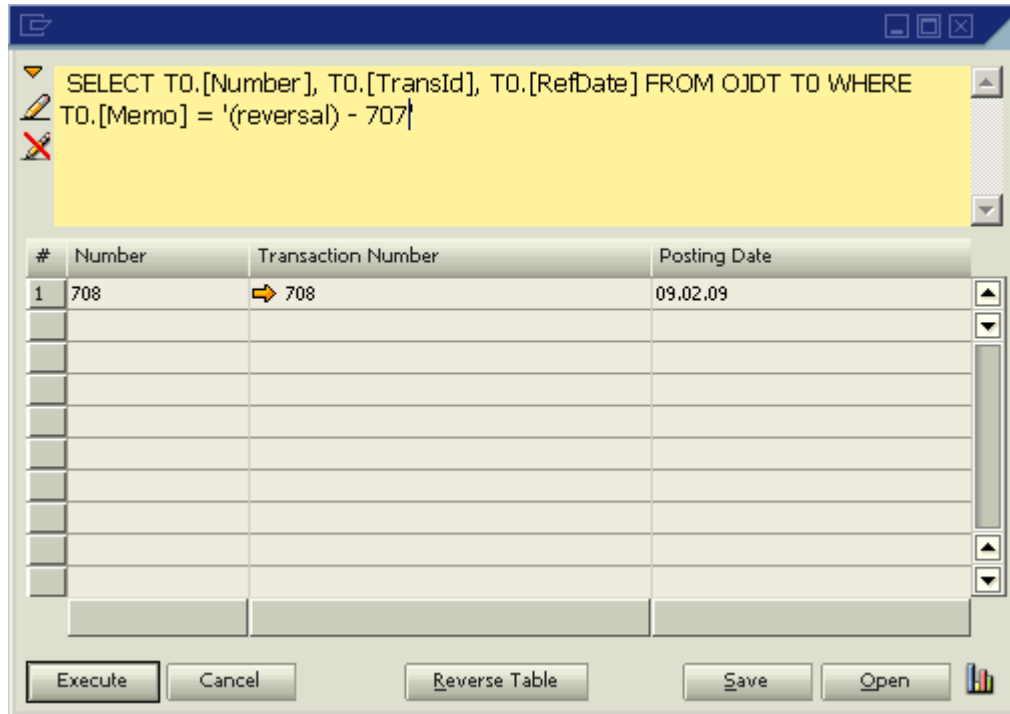
5. Copy and paste the following query into the syntax field:

```

SELECT
    T0.[Number],
    T0.[TransId],
    T0.[RefDate]
FROM
    OJDT T0
WHERE
    T0.[Memo] = '(reversal) - XXX'

```

6. Replace 'XXX' with the number of the journal that had been cancelled and click on 'Execute'.



The result will display the cancelling journal. Click on the yellow navigation arrow next to the transaction number to access the journal.

Related Contents

- [SAP Business One in Action Catalog Page](#)
- [Link to DRC](#) documentation
- SAP Note [1304853](#)
- For more information, visit the [Business One homepage](#).

Copyright

© Copyright 2009 SAP AG. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP AG. The information contained herein may be changed without prior notice.

Some software products marketed by SAP AG and its distributors contain proprietary software components of other software vendors.

Microsoft, Windows, Excel, Outlook, and PowerPoint are registered trademarks of Microsoft Corporation.

IBM, DB2, DB2 Universal Database, System i, System i5, System p, System p5, System x, System z, System z10, System z9, z10, z9, iSeries, pSeries, xSeries, zSeries, eServer, z/VM, z/OS, i5/OS, S/390, OS/390, OS/400, AS/400, S/390 Parallel Enterprise Server, PowerVM, Power Architecture, POWER6+, POWER6, POWER5+, POWER5, POWER, OpenPower, PowerPC, BatchPipes, BladeCenter, System Storage, GPFS, HACMP, RETAIN, DB2 Connect, RACF, Redbooks, OS/2, Parallel Sysplex, MVS/ESA, AIX, Intelligent Miner, WebSphere, Netfinity, Tivoli and Informix are trademarks or registered trademarks of IBM Corporation.

Linux is the registered trademark of Linus Torvalds in the U.S. and other countries.

Adobe, the Adobe logo, Acrobat, PostScript, and Reader are either trademarks or registered trademarks of Adobe Systems Incorporated in the United States and/or other countries.

Oracle is a registered trademark of Oracle Corporation.

UNIX, X/Open, OSF/1, and Motif are registered trademarks of the Open Group.

Citrix, ICA, Program Neighborhood, MetaFrame, WinFrame, VideoFrame, and MultiWin are trademarks or registered trademarks of Citrix Systems, Inc.

HTML, XML, XHTML and W3C are trademarks or registered trademarks of W3C®, World Wide Web Consortium, Massachusetts Institute of Technology.

Java is a registered trademark of Sun Microsystems, Inc.

JavaScript is a registered trademark of Sun Microsystems, Inc., used under license for technology invented and implemented by Netscape.

SAP, R/3, SAP NetWeaver, Duet, PartnerEdge, ByDesign, SAP Business ByDesign, and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP AG in Germany and other countries.

Business Objects and the Business Objects logo, BusinessObjects, Crystal Reports, Crystal Decisions, Web Intelligence, Xcelsius, and other Business Objects products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of Business Objects S.A. in the United States and in other countries. Business Objects is an SAP company.

All other product and service names mentioned are the trademarks of their respective companies. Data contained in this document serves informational purposes only. National product specifications may vary.

These materials are subject to change without notice. These materials are provided by SAP AG and its affiliated companies ("SAP Group") for informational purposes only, without representation or warranty of any kind, and SAP Group shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP Group products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.