

## How to cancel a journal entry using today as posting date?

Note [1304853](#)

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.

The screenshot shows the SAP Journal Entry window. The 'Posting Date' is 09.02.09, 'Due Date' is 09.02.09, and 'Doc. Date' is 09.02.09. The 'Reverse' checkbox is checked, and the reversal date is set to 01.03.09. A message states: 'The reversal date is proposed by the application & is the first day of the next calendar month.'

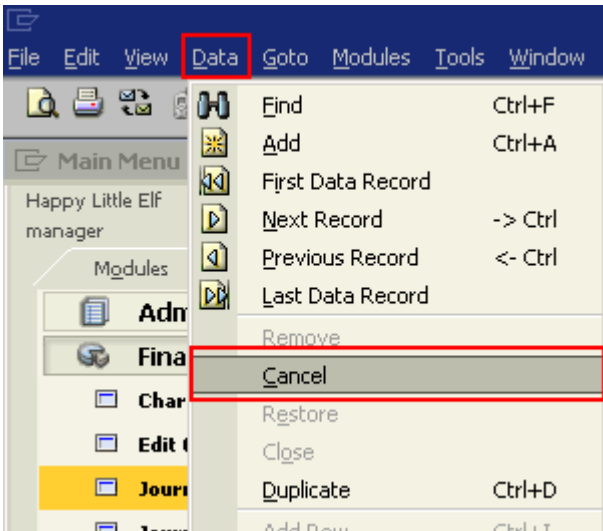
#	G/L Ac...	G/L Acct/BP Name	Credit	Debit	Balance Due (LC)
1	110020	Buildings		GBP 100.00	GBP 100.00
2	124010	Other Investments	GBP 100.00		GBP (100.00)
			GBP 100.00	GBP 100.00	

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.

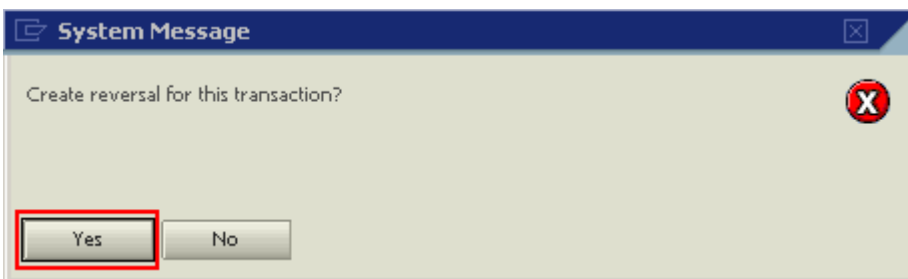
The screenshot shows the same SAP Journal Entry window, but the 'Reverse' checkbox is checked and the reversal date is set to 09.02.09, which is the same as the posting date. A red error bar at the bottom of the screen displays the message: 'The reverse date must be later than the posting date [Message 3530-6]'. The date 16.02.09 is visible in the bottom right corner.

#	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	

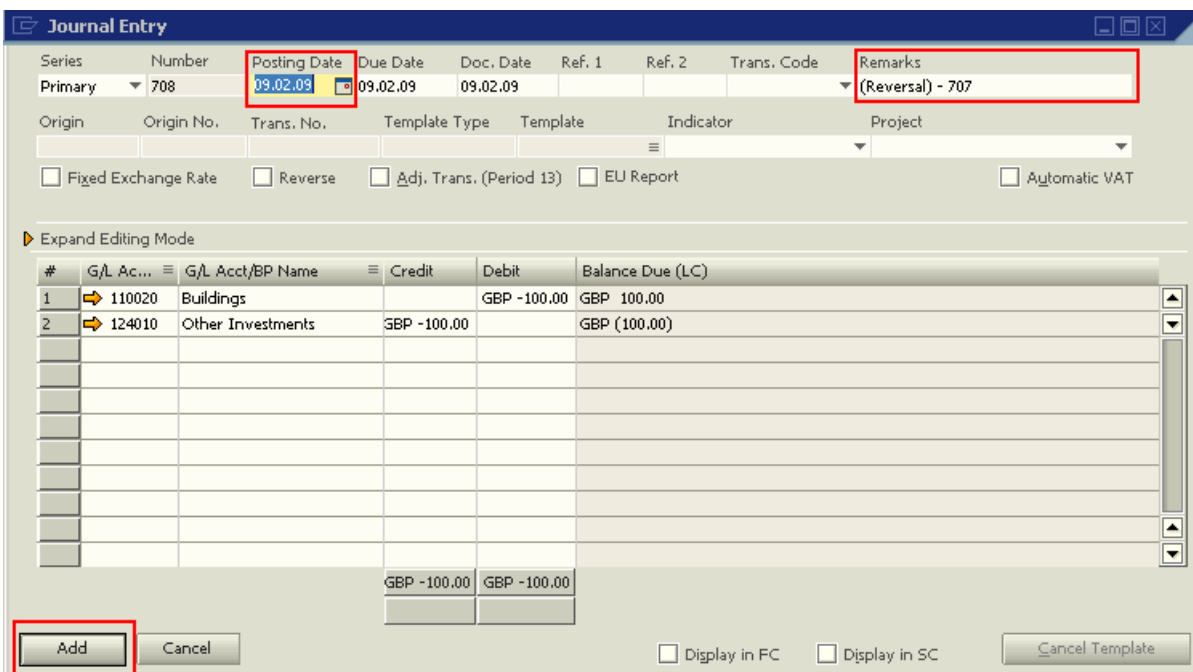




3. The system message 'Create reversal for this transaction' is displayed, click on 'Yes'.



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 greyed 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, the General Ledger report may be used. Click on the 'Expanded' button in the 'General Ledger Report – Selection Criteria' window. Enter the text 'Reversal - XXX', where 'XXX' is the original journal entry number, into the 'Details contain' field & place a tick in the checkbox in the 'Expanded Selection Criteria' window, here using the example of finding the reversal of journal entry 707:

Business Partner
  Accounts
 Find 1

Code	From	To	#	x	Account
			1	x	Assets
			133	x	Liabilities
			131	x	Capital and Reserves
			205	x	Turnover
			228	x	Cost of Sales
			281	x	Operating Costs
			383	x	Non-Operating Income and Exper
			399	x	Taxation and Extraordinary Items

Control Accounts ...

Selection:
  Posting Date From 01.01.09 To 31.12.09
  Due Date From 01.01.09 To 31.12.09
  Document Date From 01.01.09 To 31.12.09

**Expanded**

Original Journal

- Delivery
- Returns
- AR Down Payment
- AR Invoice
- AR Credit Note
- Goods Receipt PO
- Goods Return
- AP Down Payment
- AP Invoice
- AP Credit Note
- Landed Costs
- Incoming Payment
- Deposit
- Supplier Payment
- Cheques for Payment
- Postdated Deposit
- Opening Balance

Parameters

	From	To
<input type="checkbox"/> Trans. No.		
<input type="checkbox"/> Ref. 1		
<input type="checkbox"/> Ref. 2		
<input type="checkbox"/> Indicator		
<input type="checkbox"/> Trans. Code		
<input type="checkbox"/> Project		
<input type="checkbox"/> Profit Centre		
<input type="checkbox"/> Amount (LC)	0.00	0.00
<input type="checkbox"/> Amount (SC)	0.00	0.00
<input type="checkbox"/> Amount (FC)		
<input checked="" type="checkbox"/> Details Contain	(Reversal) - 707	

Series

OK Cancel Clear Sel.

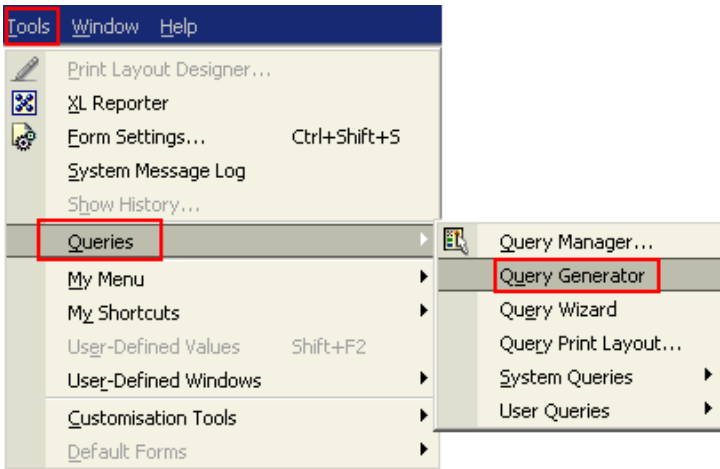
Click on 'OK' & then again on 'OK' in the main selection criteria window. The result clearly shows that the original journal 707 had been reversed by journal entry 708:

Posting Date	Due Date	Series	Doc. No.	Tran...	Remarks	Offset Acct	Offset Acct Name	Deb./Cred. (LC)
Assets	→ 110020				Buildings			
→ 09.02.09	09.02.09	Primary	→ JE 708	708	(Reversal) - 707	124010	Other Investments	GBP -100.00
Assets	→ 124010				Other Investment			
→ 09.02.09	09.02.09	Primary	→ JE 708	708	(Reversal) - 707	110020	Buildings	GBP (-100.00)

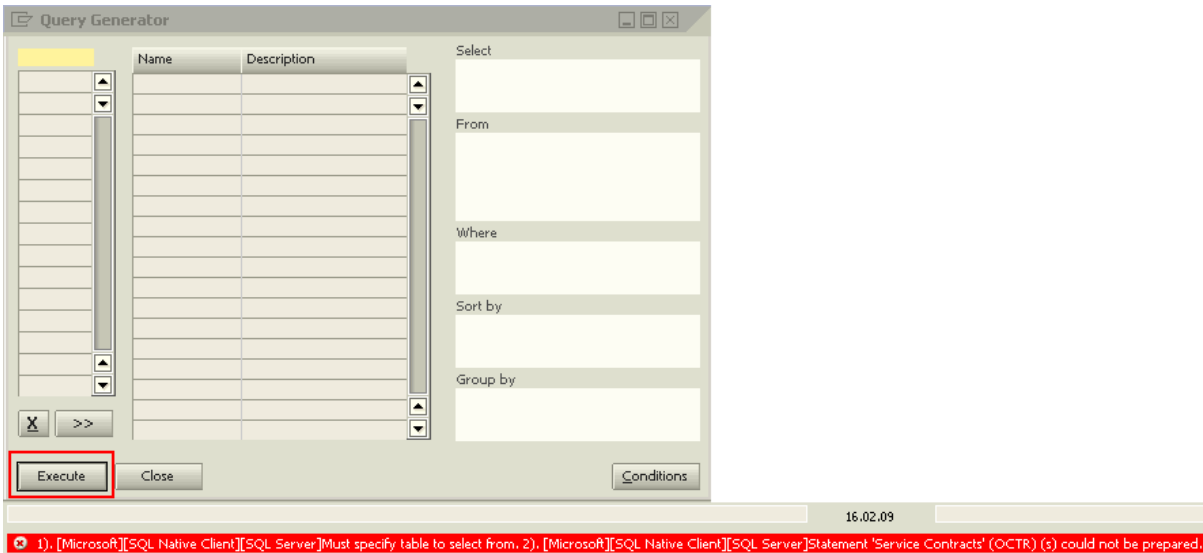
This journal entry can be directly accessed from this window by clicking on the yellow navigation arrow next to the transaction number to access the journal.

Alternatively, a query may be executed as follows:

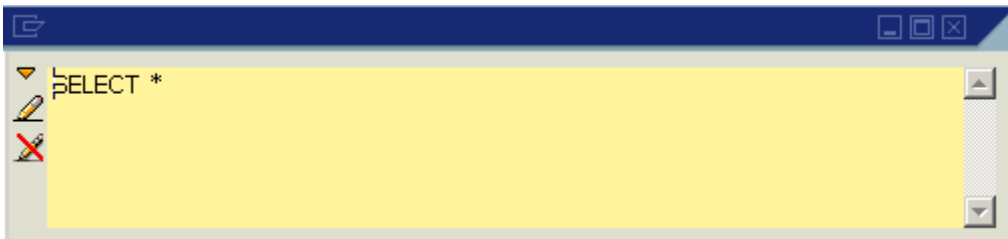
1. Go to 'Tools' Menu and select 'Queries' and then 'Query Generator'.



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.



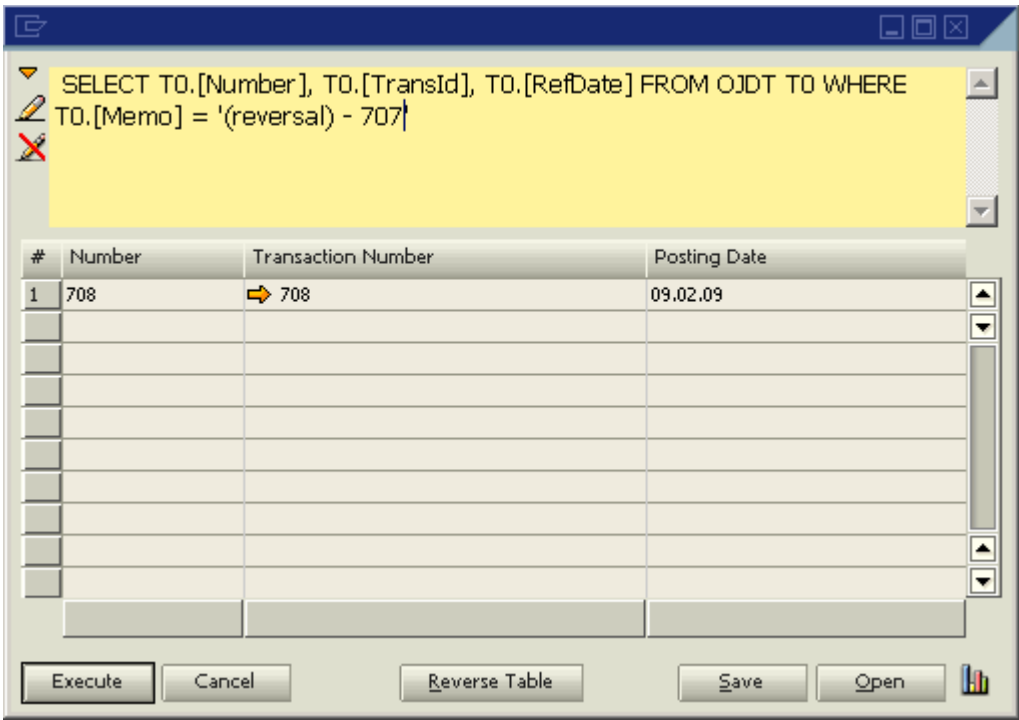
5. Copy and paste the following query into the syntax field:

```

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.

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