# FBL1N- Vendor Line Item Display



The following are the input criteria for extracting the Vendor line item display

**Vendor Selection:** Under this section

* Vendor Account: Input the Vendor Number in this field
* Company Code: Input the Company code

**Line Item Selection:** Under Line item section

* Open Items: Select Open items radio button

**Type:** Under this section

* **Normal Items:** Set the check box where system will display the invoice items(normal items)
* **Special G/L transactions:** Set the check box where system will display the information related to down payment etc.

Click on **Execute**

# Vendor Open item Display



* Vendor Invoice will be displayed with Status as Open item in Red colour

# FB08 – Reverse the Document



* Input **FB08** in **Transaction box** and press **Enter** key

# Reverse Document Details



The following are the Input fields under the Reverse Document screen

* **Under Document Details:** In this section the input fields are
* **Document Number:** Input the Document Number(FB60 Document number) in this field
* **Company Code:** Input the Company code information in this field
* **Fiscal Year:** Input the transaction date in the Clearing date field
* **Specifications for Reverse Posting:** In this section the input fields are
* **Reversal Reason:** Place the cursor on this field and press F4. List of options will display. Select “**01**” Reverse in Current period option
* If we want to reverse the document in Previous period choose ”**02**” Reverse in Previous period
* **Posting Date:** Input the date for Reverse document
* **Posting Period:** Input the Posting period information
* Click on **Display before reversal** option



* System will display the transaction of the invoice posted in FB60. Press F3 or click on back option and click on Save option

# Document Posting



* Document is posted, An information will be populated at the bottom of the screen

# Document Display View



We can view the transaction in two ways:

* Display Document: From Menu bar select **Document** option it will display the options **Change, Display, Post** and **Save as completed**. Choose **Display** option. Document successfully got posted will get displayed
* Input **FB03** in Transaction box and system will take us to Document Display screen. Input the Document number and Press Enter key. Document posted will get displayed.

# FBL1N- Vendor Line Item Display



* Select **All Items** radio button and click on **Execute** button. System will display the Line items which are reversed and status will be displayed in Green colour



* Reversed Documents were posted with New Document Number 1000001118 and 1100000608

 **Manual End**