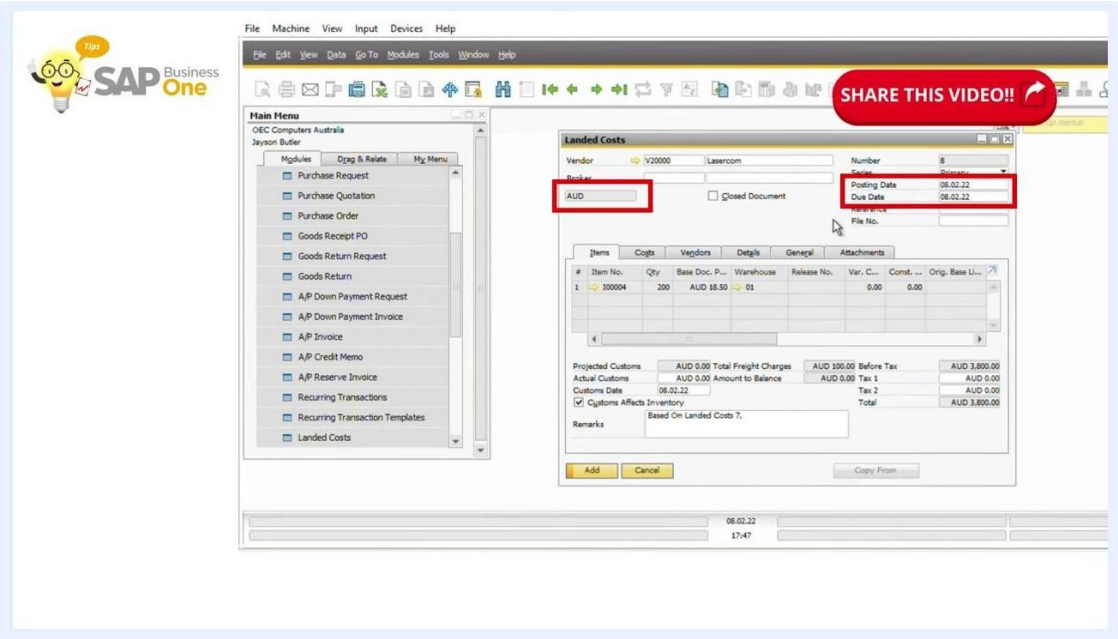
How to cancel a landed cost in SAP Business One

SAP Business One does not provide a direct cancellation feature for landed cost documents. You can still cancel a landed cost by creating a reversal document that offsets the original, then closing both documents. This guide shows you how to cancel a landed cost in SAP Business One this way. The method also helps if the original document contains mistakes, such as a wrong date or document number.



The Landed Costs screen with the vendor, currency (AUD), posting date (08.02.22), and due date (08.02.22) fields highlighted.

Prerequisites

Before you start, check whether you created an AP Invoice for the landed cost document you want to cancel.

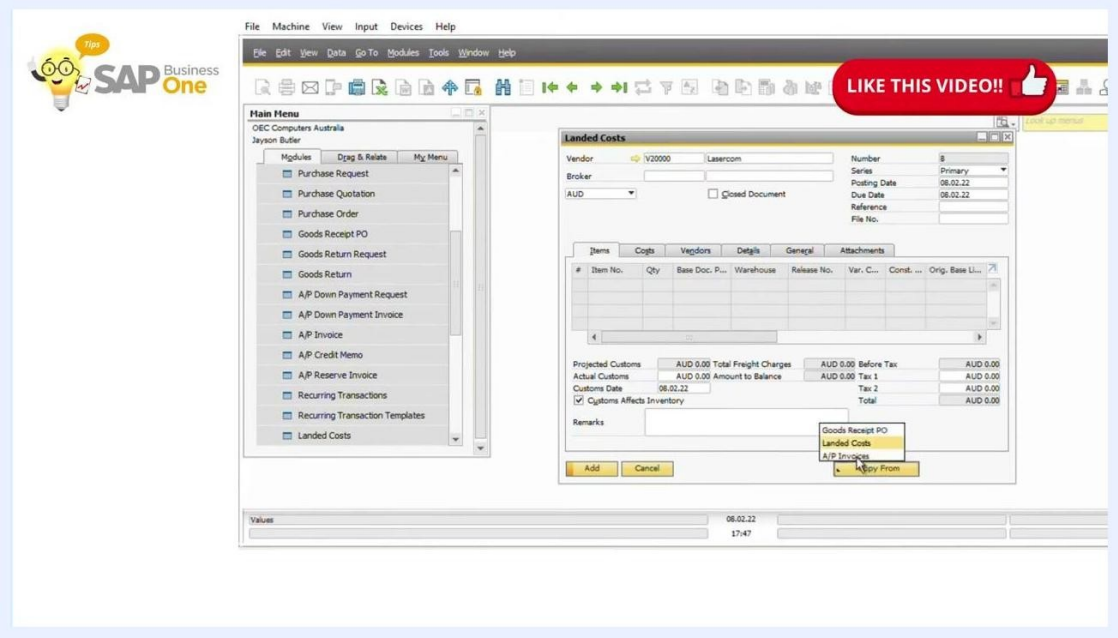
- If an AP Invoice exists, cancel the AP Invoice first.
- If there is no AP Invoice, continue with the steps below.

Steps

1. Create a new landed cost document by copying the original

1. Open SAP Business One and go to the **Landed Costs** module.

2. Start a new landed cost document.
3. Select the same vendor as the original document.
4. Use the **Copy From** function and choose the landed cost document you want to cancel.



The Landed Costs module with the business partner list visible and the Copy From dropdown highlighted.

2. Match the posting date and currency

Make sure the new document has the same **posting date** and **document currency** as the original. Also check that the other header information matches, including the vendor, due date, and currency.

3. Adjust the Costs tab

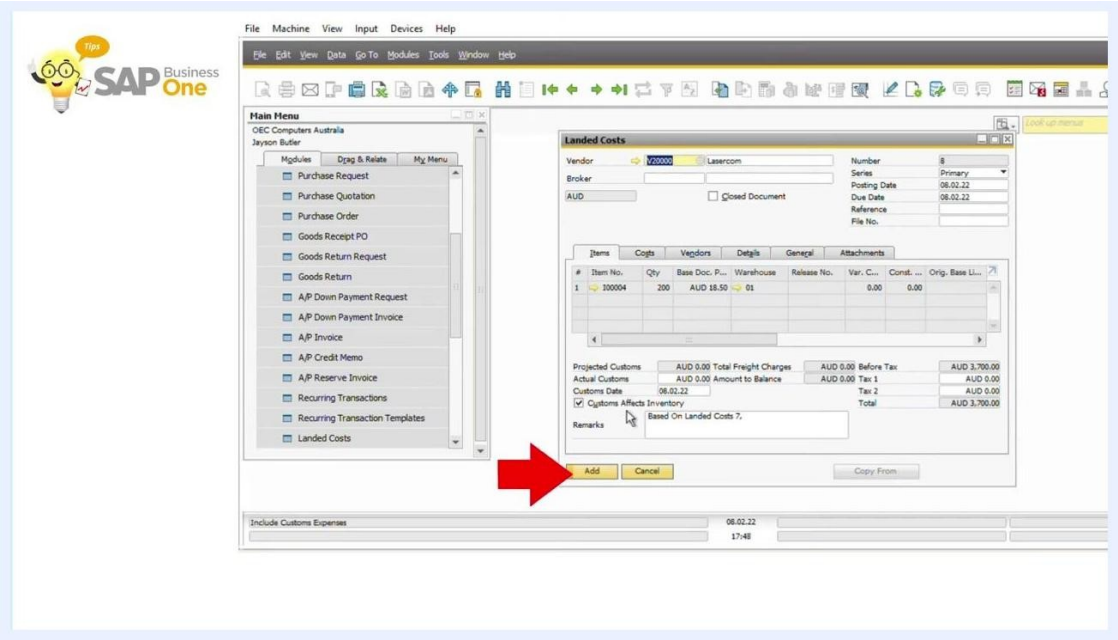
1. In the new landed cost document, go to the **Costs** tab.
2. Choose the **Fixed** option.
3. Enter the adjustments needed to reverse the original landed cost allocations.

Verify that every detail in the new document matches the original, except for the cost adjustments needed to reverse the transaction.

4. Set all amount fields to zero and add the document

1. In the new document, stay on the **Costs** tab.

2. Change all values in the **Amount** fields to **zero** so that no costs are applied.
3. Double-check that all other header and line details match the original document.
4. Click **Add** to save the reversal landed cost document.

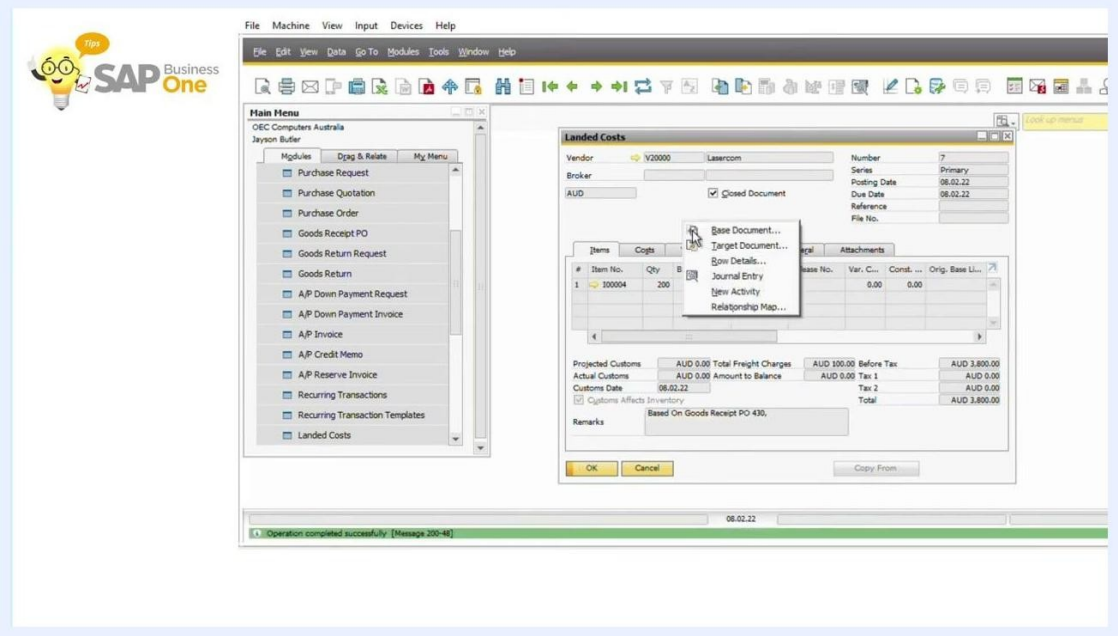


The Landed Costs screen with all cost fields set to zero and the Add button highlighted by a red arrow.

5. Close the original landed cost document

1. Open the original landed cost document that you want to cancel.
2. Select the **Closed Document** checkbox.

3. Click **Update** to save the change.



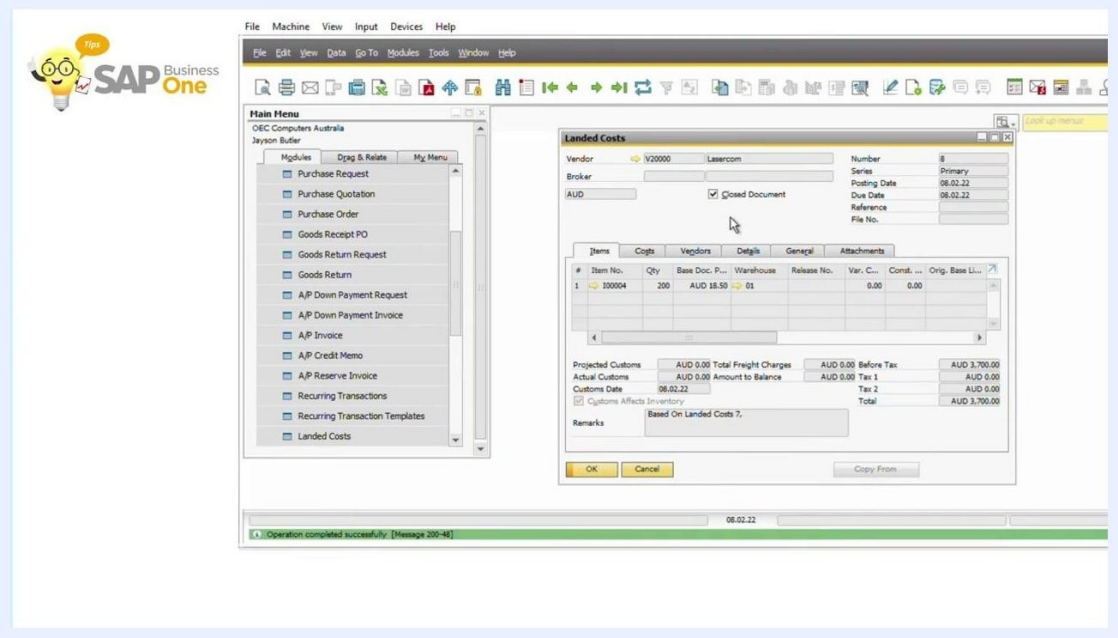
The original landed cost document with the Closed Document checkbox selected and the context menu open.

6. Close the reversal landed cost document

1. Open the reversal landed cost document you created in the previous steps.
2. Select the **Closed Document** checkbox.
3. Click **Update** to finalize the process.

Result

Both the original and the reversal landed cost documents are now closed, which cancels the original entry. A confirmation message such as **Operation completed successfully** appears at the bottom of the SAP Business One window.



The reversal landed cost document with the Closed Document checkbox selected and the success message visible at the bottom of the window.

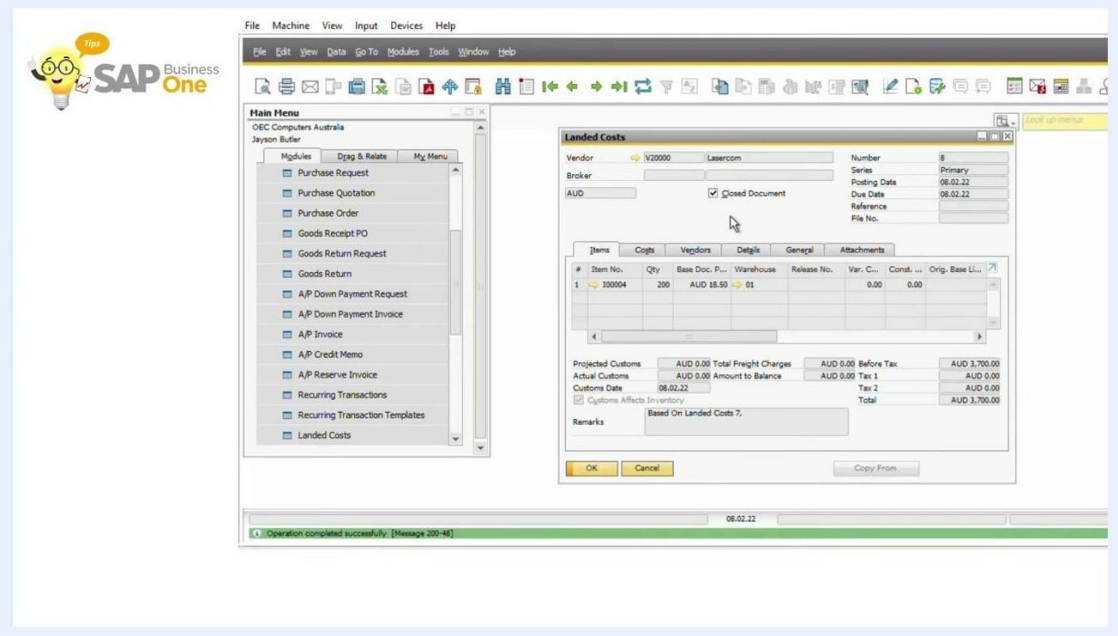
This process corrects your inventory and accounting records without directly deleting or cancelling the original landed cost document.

Summary

To cancel a landed cost in SAP Business One, follow these steps:

- Cancel any associated AP Invoice first.
- Copy the original landed cost document into a new one with the same vendor, posting date, and currency.
- Set the cost amounts to zero and add the reversal document.

- Close both the original and the reversal documents.



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