

FBR2 - Post Document

Tasks to be completed when documenting an SAP Transaction, Report or Message code.

1. Title of the page = SAP Transaction code, SAP Report or SAP Message


2. Add the following Labels, respectively:

- SAP Transaction => "sap_transaction"
- SAP Report => "sap_report"
- SAP Message => "sap_msg"

3. On the left section, describe the steps. On the right section, insert respective print screens and additional guidelines, if needed (e.g. Main selections of the transaction...)

STEP 1

Use transaction code:

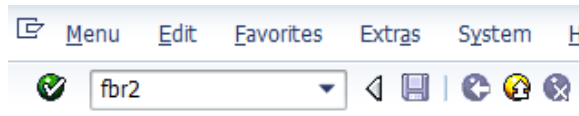
 FBR2 - Post Document:
Initial Screen

Why and when to book with reference

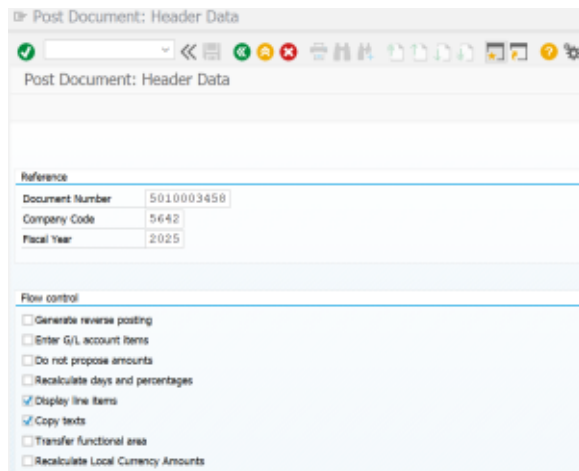
- It is a possibility given by SAP to use a booking as reference (as a model).
- It is a recommended method when a booking is recurrent (Same accounts number for examples).
- It is also used if you want to reverse a booking if one or more items are already cleared.

This transaction can be accessed by two ways:

1) Enter the transaction code in the SAP field:

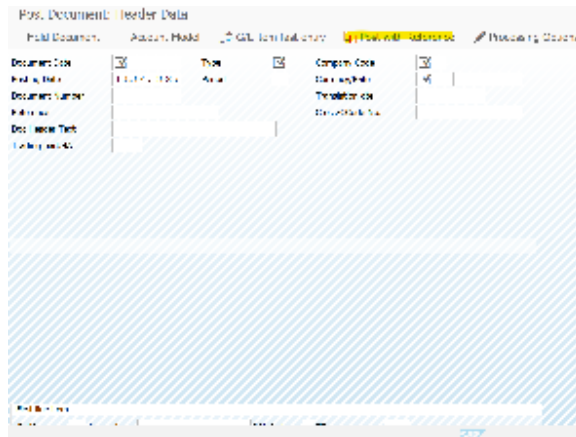


Next screen opens:




2) When you are in the screen for posting, in the transaction FB01 you can click "post with reference", and then the system automatically goes to this transaction (FBR2)

FB01



STEP 2

Fill in the necessary fields

 With this transaction (FBR2) the clearing is not done automatically. If necessary you must to do this manually.


Fill in the following fields:

Document Number	Document number that you want to reverse
Company Code	Concerned company code
Fiscal Year	It is always the current year
Flag <input type="checkbox"/> Generate reverse posting	If you want to reverse a document with reference
Flag <input type="checkbox"/> Enter G/L account items	If you want to post a document with reference by changing the G/L account
Flag <input type="checkbox"/> Do not propose amounts	If you want to post a document with reference by changing the amount
Flag <input type="checkbox"/> Recalculate days and percentages	If you want to recalculate terms of payments or discounts of the new document
Flag <input type="checkbox"/> Display line items	If you want to make some changes in the line items
Flag <input type="checkbox"/> Copy texts	If you want to post a document with reference with the same text
Flag <input type="checkbox"/> Transfer functional area	If you want to transfer functional area
Flag <input type="checkbox"/> Recalculate Local Currency Amounts	If you want to recalculate Local Currency Amounts

STEP 3

Click on  or press "Enter"

You get the next screen:

 **Remarks**

- You can not change the company code.
- You can not change the currency.

Post Document: Header Data

Document Date	21.09.2015	Type	S1	Company Code	0245
Posting Date	21.09.2015	Period	9	Currency/Rate	EUR
Document Number		Translatn Date			
Reference		Cross-CC no.			
Doc.Header Text					
Trading Part.BA					

First line item					
PstKy	40	Account	6350000001	SGL Ind	TType

STEP 4

Click on



or press "Enter"

You will have an overview, where you can change or do



to save the posting.

Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

Apr 29, 2025	Actor	Type	Activity	Version
Published	Gomes, Susana	Edit	updated the page at 5:19 pm Other contributors:	
	Gomes, Susana	State	changed state to Published at 3:21 pm	v15
Draft	Gomes, Susana	State	gave <i>Approvers</i> approval at 3:21 pm	
	Gomes, Susana	State	changed state to Draft at 3:19 pm	v14
Apr 10, 2025				
Published	Gomes, Susana	Edit	updated the page at 2:25 pm	
	Gomes, Susana	State	changed state to Published at 12:25 pm	v13
Draft	Gomes, Susana	State	gave <i>Approvers</i> approval at 12:25 pm	
	Gomes, Susana	State	changed state to Draft at 12:25 pm	v13