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:

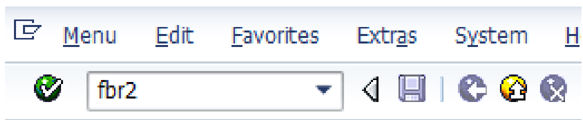
FBR2 - Post Document: Initial Screen

Why and when to book with reference

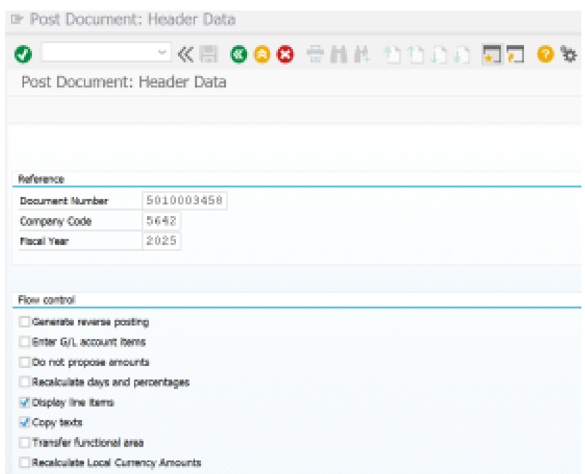
- It is a possibility given by SAP to use a booking as reference (as a model).
- It is a recommended method when a booking is recurrent (Same accounts number for examples).
- It is also used if you want to reverse a booking if one or more items are already cleared.

This transaction can be accessed by two ways:

1) Enter the transaction code in the SAP field:

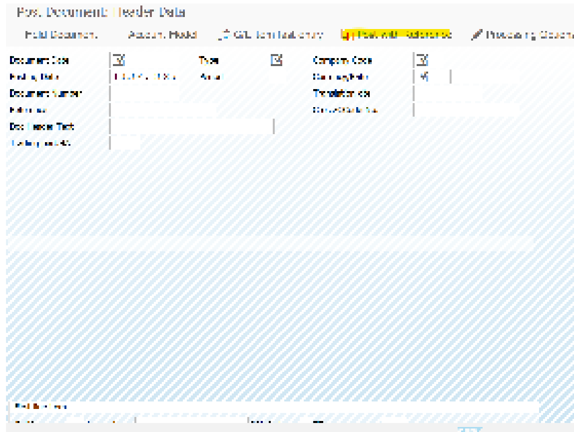


Next screen opens:



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 ☐ Generate reverse posting	If you want to reverse a document with reference
Flag ☐ Enter G/L account items	If you want to post a document with reference by changing the G/L account
Flag ☐ Do not propose amounts	If you want to post a document with reference by changing the amount
Flag ☐ Recalculate days and percentages	If you want to recalculate terms of payments or discounts of the new document
Flag ☐ Display line items	If you want to make some changes in the line items
Flag ☐ Copy texts	If you want to post a document with reference with the same text
Flag ☐ Transfer functional area	If you want to transfer functional area
Flag ☐ Recalculate Local Currency Amounts	If you want to recalculate Local Currency Amounts

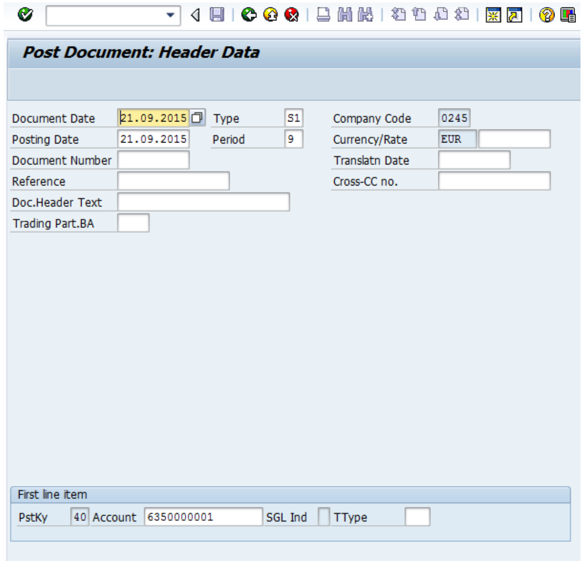
STEP 3

Click on **or press "Enter"**

You get the next screen:

Remarks

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



STEP 4

You will have an overview, where you can change or do to save the posting.

Click on or press "Enter"