

# FB02 - Change 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", Transaction code "xxxx"
- 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:**

**i** FB02 - Change Document:  
Initial Screen

Enter transaction FB02.

[blocked URL](#)

**i** Transaction FB02 is used for changes in documents.

**Possible changes:**

- At line item level:
  - Assignment field
  - Text field
- At document header level:
  - Document header text
  - Reference
  - Reversal date

---

**STEP 2**

**Fill in the transaction fields**

Required fields to complete:

<b>Document number</b>	Number of previously posted Accrual / Deferral document which has to be changed
<b>Company code</b>	Code of organizational unit where the document was posted
<b>Fiscal year</b>	Year of posted document

Click enter to go to next screen.

[blocked URL](#)

---

**STEP 3**

**Make changes at line item level**

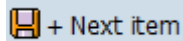
Double click on the first line item of data:

Change Assignment or Text fields (as needed).

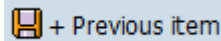
If the information is unavailable to change, click on the pencil, as shown in the screen shot above.



- to save changes and return to previous screen.



Or - to save changes and move to next line item if needed.



In the next line item, do the same or - to save changes and move to previous line item if needed.

Proceed until all changes are performed.

**STEP 4**

**Make changes at document header level**

Click on Extras\Document header:

blocked URL

blocked URL



Click on then click on .

blocked URL

Change Doc.header text or Reference or Reversal date fields (as needed), once changes are done click

on .

In order to save the changes click on .

Also you can click on to leave changed document and transaction.



**Cancel an Accrual/Deferral document**

In case the Accrual/Deferral Document needs to be cancelled (not reversed) you need to change the Accrual/Deferral Document and delete the reversal date via [FB02](#) and save the change. Once the reversal date is removed you can reverse the Accrual/Deferral document.