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:

FB02 - Change Document: Initial Screen

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

Enter transaction FB02.

blocked URL

STEP 2

Fill in the transaction fields

Required fields to complete:

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

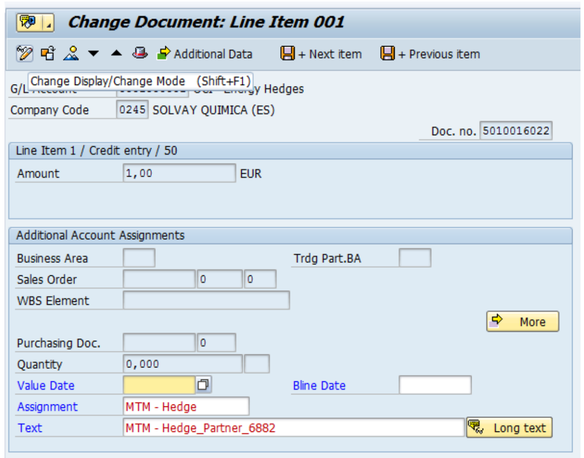
Click enter to go to next screen.

STEP 3

Make changes at line item level

blocked URL

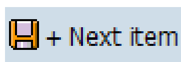
Double click on the first line item of data:

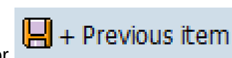


Change Assignment or Text fields (as needed).

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

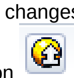
blocked URL

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.