



Change Posted Document

Beginning Steps

Does a posted GL document need to be changed?

Yes

Enter the transaction code


FB02

Initial Screen

Company Code

Enter PUR

Document Number

Enter the document number or use the  Document list button to find a document number

Fiscal Year

Enter the current fiscal year

Press Enter

Edit Changes to Document Fields

Double-click on desired line item

Itm	PK	Account	Account short text	Assignment
1	40	530120	Animal Care Services	20050829
2	50	530120	Animal Care Services	20050829

Assignment

Assignment 20050829

Change the assignment number, if applicable

Text

Text Samson Research Project

Change appropriate line item text (Optional)

Saving the Document

Click on the Save icon



Exit the transaction

Click on the back icon

