

# FB02 Change Posted Document



**Process:** When a posted GL document needs to be changed, FB02 is used. Only two fields can be changed: text and assignment.

**Role:** General User

**Frequency:** When Needed

## BEGINNING

**Does a posted GL document need to be changed?** Yes

Enter the transaction code FB02

## INITIAL SCREEN

**Company Code** Enter UK00

**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

Item	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



The following tools to help you are on the myHelp website.

Course Material • Transaction Procedures • Transaction Simulations • Online Feedback Form

<http://myhelp.uky.edu/>