


Display Changes to a Posted Journal Entry

R/3 offers a high level of flexibility for displaying journal entries so that desired information may be accessed quickly and accurately. Journal entry changes, which are posted in the system in the current month, fiscal year, or prior period, may be viewed as necessary. In addition to displaying entire document changes, changes to the individual journal entry line items may be displayed.

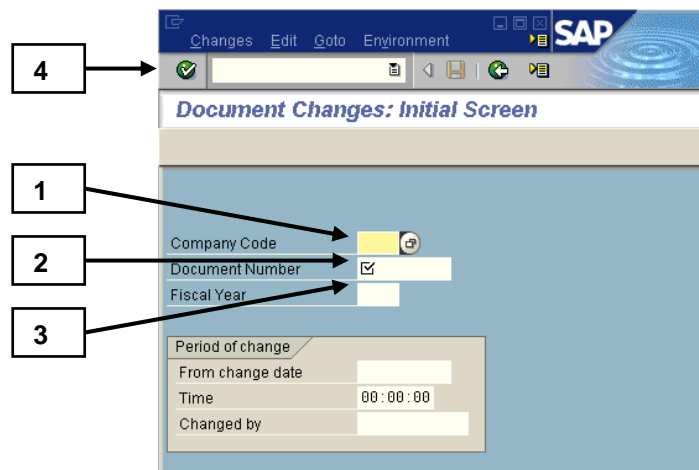
The 'Change Journal Entry' transaction allows a user to change certain fields if needed. At the document header level, the document header text field and the reference field can be changed. At the line item detail level, the line item text field can be changed. Although it can be changed per R/3, the allocation field should not be changed.


Display Changes to a Journal Entry – FB04

User Menu is not applicable for this transaction.
Use Transaction Code FB04 in the Command field.

Note: Since FB04 is not on the User Menu, to add FB04 to your Favorites folder, follow the menu path: **Favorites** → **Insert Transaction**. Enter **FB04** in the **Transaction code** field and click on the  **Continue** button.

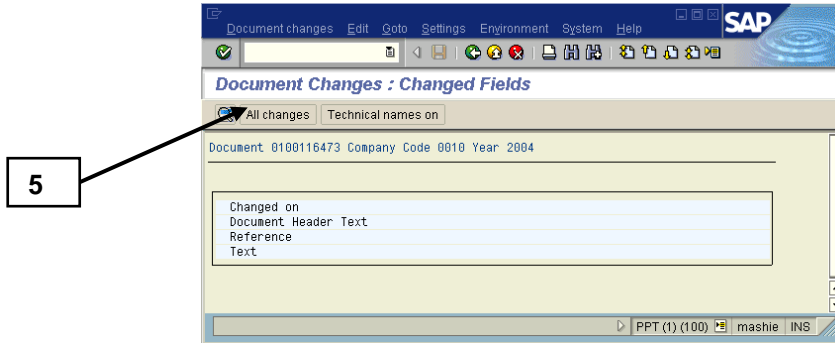
On the **Document Changes: Initial Screen**:



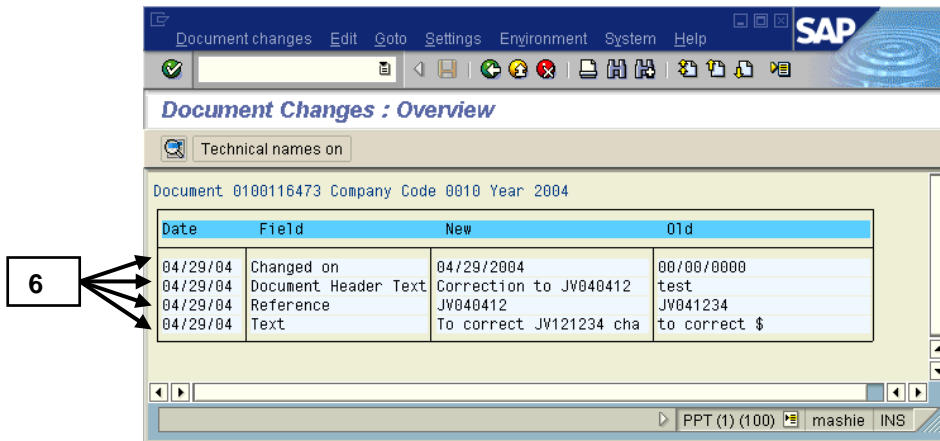
1. Enter the **Company code**.
2. Enter the **Document number**.
3. Enter the **Fiscal year**.
4. Click on the  **Enter** button or press **Enter** (see next page).

Display Changes to Journal Entry (cont.)

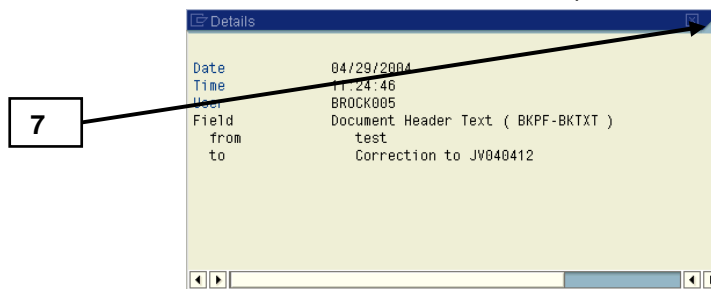
On the *Document Changes: Changed Fields* screen:



5. Click on the **All changes** button (F6) to display the *Document Changes: Overview* screen (see below).



6. To see more details about the changes for a specific line item, double click on the desired line item (see *Details* screen below).



7. Click on the  **Close** button in the upper right corner to return to the *Document Changes: Overview* screen.

To exit the transaction:

8. Click on the  **Exit** button (Shift+F3) until the initial R/3 screen is displayed.