

Work Instruction

Document: Change

FB02

When to Use

The following changes are available:

- **Header: Doc. Header Text and Reference.**
- **Vendor Line Item: Address, Pmt Block, Pmt Method, Assignment and Text.**
- **G/L Account Line Item(s): Assignment and Text.**

Note: FIS accounts cannot be changed after a document is posted. To correct FIS account assignments, use the journal entry process:

Steps

- Locate the document to change.
- Change the document and save.

Menu Path

Use the following menu path(s) to begin this transaction:

Accounting → Financial Accounting → Accounts Payable → Document → Change

OR

Accounting → Financial Accounting → General Ledger → Document → Change Document

Transaction Code

FB02

Helpful Hints

- Review the cheque production status before changing an Accounts Payable document:



FAQ: Cheque Production: <http://www.finance.utoronto.ca/faq/chqprod.htm>

- To change Invoice Receipts (IR) use the 51XXXXXXXX document number and Goods Receipts (GR) use the 50XXXXXXXX documents.
- If the document number is unknown, use the Document List function – see **Step 5** of the following reference guide for more information:

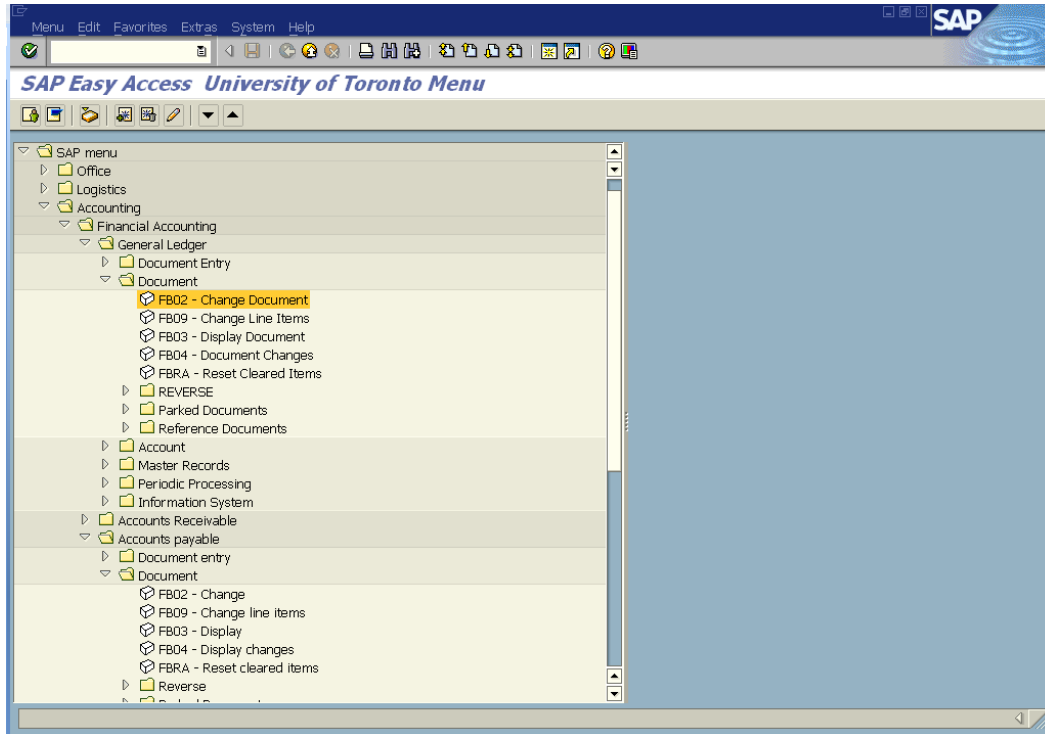




Reference Guide: Document: Display
<http://www.finance.utoronto.ca/Assets/Finance+Digital+Assets/qrg/ap/docdisplay.pdf>

Detailed Procedure

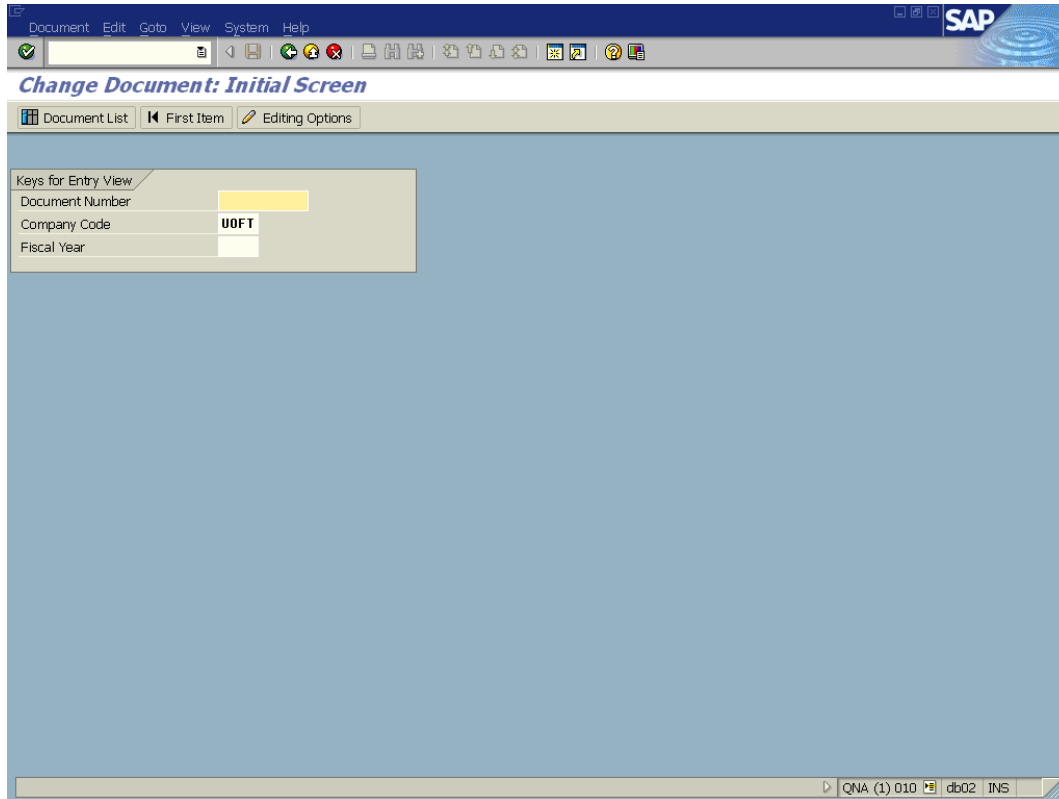
1. Start the transaction using the menu path or transaction code.

SAP Easy Access University of Toronto Menu





2. Double-click  **FB02 - Change Document** (*General Ledger*)
OR  **FB02 - Change** (*Accounts Payable*).

Change Document: Initial Screen

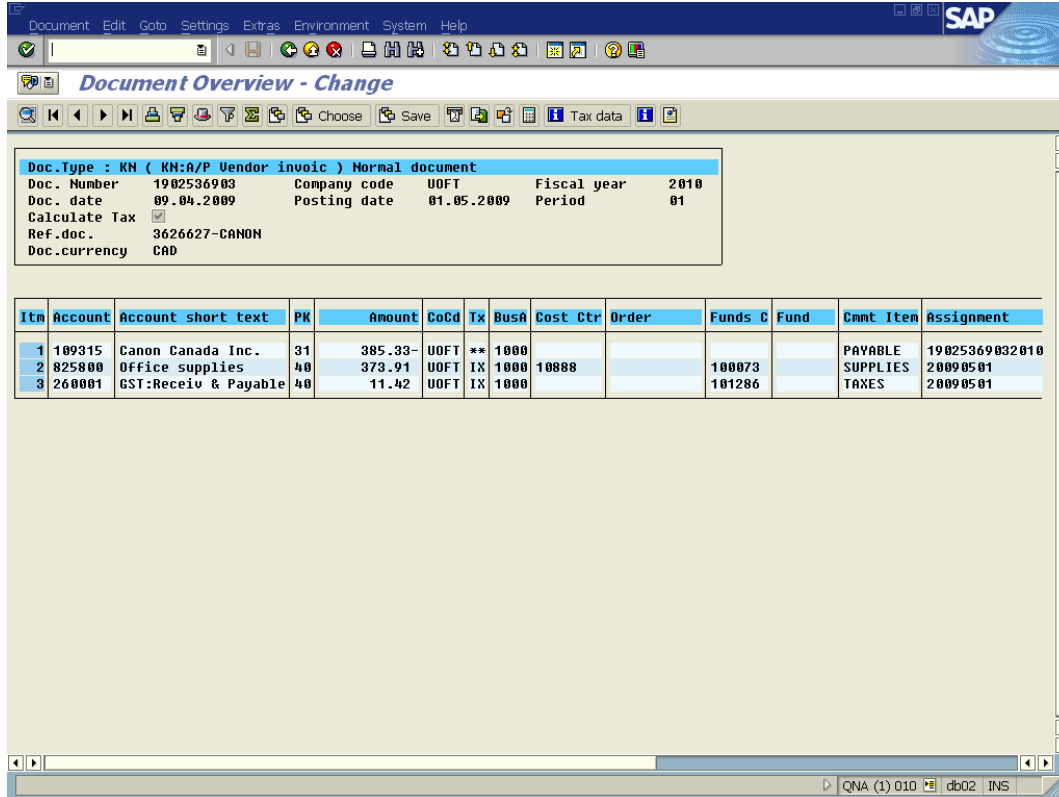


3. Complete the following as required:

Field Name	Required/ Optional/ Conditional	Description
Document Number	Required	AMS assigned number.
Company Code	Required	Defaults to UofT. Change only if required.
Fiscal Year	Optional	The UofT fiscal year is May 1st to April 30th and the Year is coded as follows: Year = the "annual" year in effect at April 30th (i.e. May 1st, 2011 to April 30th, 2012 is identified as "2012" fiscal year).  Leave blank to allow the system to retrieve the year.

4. Click  to go to the *Document Overview – Change* screen.

Document Overview - Change





The screenshot shows the SAP 'Document Overview - Change' window. At the top, there is a menu bar with 'Document', 'Edit', 'Goto', 'Settings', 'Extras', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main content area displays document details in a table format:

Doc.Type : KN (KN:A/P Vendor invoice) Normal document					
Doc. Number	1902536903	Company code	UOFT	Fiscal year	2010
Doc. date	09.04.2009	Posting date	01.05.2009	Period	01
Calculate Tax	<input checked="" type="checkbox"/>				
Ref.doc.	3626627-CANON				
Doc.currency	CAD				

Itm	Account	Account short text	PK	Amount	CoCd	Tx	BusA	Cost Ctr	Order	Funds C	Fund	Cmnt Item	Assignment
1	109315	Canon Canada Inc.	31	385.33	UOFT	**	1000					PAYABLE	19025369032010
2	825800	Office supplies	40	373.91	UOFT	IX	1000	10888		100073		SUPPLIES	20090501
3	260001	GST:Receiv & Payable	40	11.42	UOFT	IX	1000			101286		TAXES	20090501

At the bottom of the window, the status bar shows 'QNA (1) 010 db02 INS'.

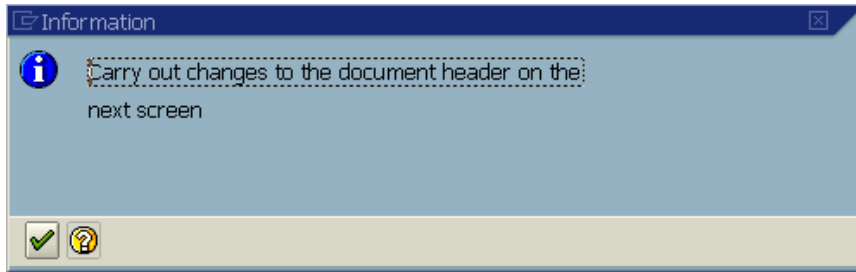
5. Options available for change:


If You Want To	Then	Additional Instructions
Change the Document Header Text and/or Reference fields	Click 	Step 6
Change the Vendor Line – item 1 (A/P documents only)	Double-click the Vendor line – item 1	Step 7
Change G/L Account Line Item(s) Assignment and/or Text fields.	Double-click on the G/L account line item you wish to change.  The tax line item cannot be changed.	Step 8

6. Change Document Header Data:

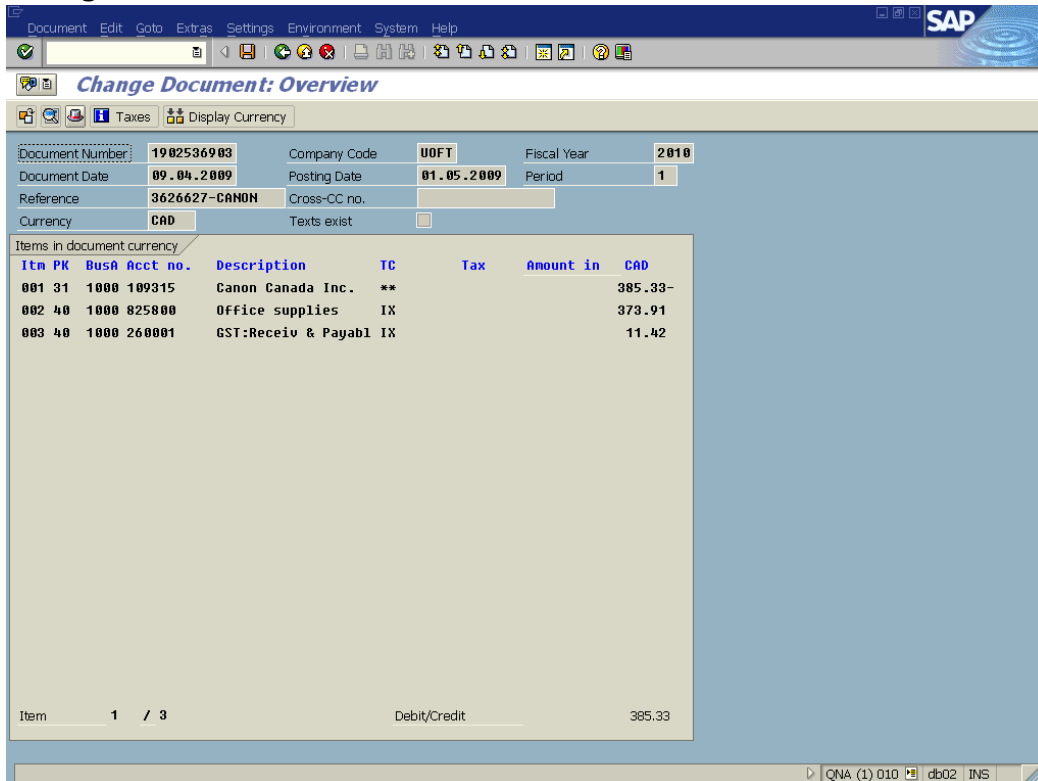
Click  on the *Document Overview – Change* screen.

Information



Click  to acknowledge the *Information* message.

Change Document: Overview



Document Edit Goto Extras Settings Environment System Help

Change Document: Overview

Taxes Display Currency

Document Number: 1902536903 Company Code: UOFT Fiscal Year: 2010
 Document Date: 09.04.2009 Posting Date: 01.05.2009 Period: 1
 Reference: 3626627-CANDN Cross-CC no.:
 Currency: CAD Texts exist:

Item	PK	BusA	Acct no.	Description	TC	Tax	Amount in	CAD
001	31	1000	109315	Canon Canada Inc.	**		385.33	-
002	40	1000	825800	Office supplies	IX		373.91	
003	40	1000	260001	GST:Receiv & Payabl	IX		11.42	

Item 1 / 3 Debit/Credit 385.33

QNA (1) 010 db02 INS


Click  on the *Change Document: Overview* screen.

Document Header: UOFT Company Code


Document Header: UOFT Company Code			
Document Type	KN	KN:A/P Vendor invoic	
Doc.Header Text	<input type="text"/>		
Card type	<input type="text"/>	Card no.	<input type="text"/>
Request Number	<input type="text"/>		
Reference	3626627-CANON	Document Date	09.04.2009
		Posting Date	01.05.2009
Currency	CAD	Posting Period	01 / 2010
Ref. Transactn	BKPF	Accounting document	
Reference key	1902536903UOFT2010	Log.System	AHS010
Entered by	KEANJ	Parked by	<input type="text"/>
Entry Date	01.05.2009	Time of Entry	11:11:42
TCode	FB60		
Changed on	<input type="text"/>	Last update	<input type="text"/>
Ledger Grp	<input type="text"/>	Ledger	<input type="text"/>
Ref.key(head) 1	<input type="text"/>	Ref.key 2	<input type="text"/>
<input type="checkbox"/> <input type="checkbox"/>			



Only the **Doc. Header Text** and **Reference** fields may be changed in the *Document Header*. Typical reasons for changing these fields includes incorrect information or for reporting purposes.

Click  to accept the changes.

Click  to return to *Document Overview – Change* screen

Click  to save changes.

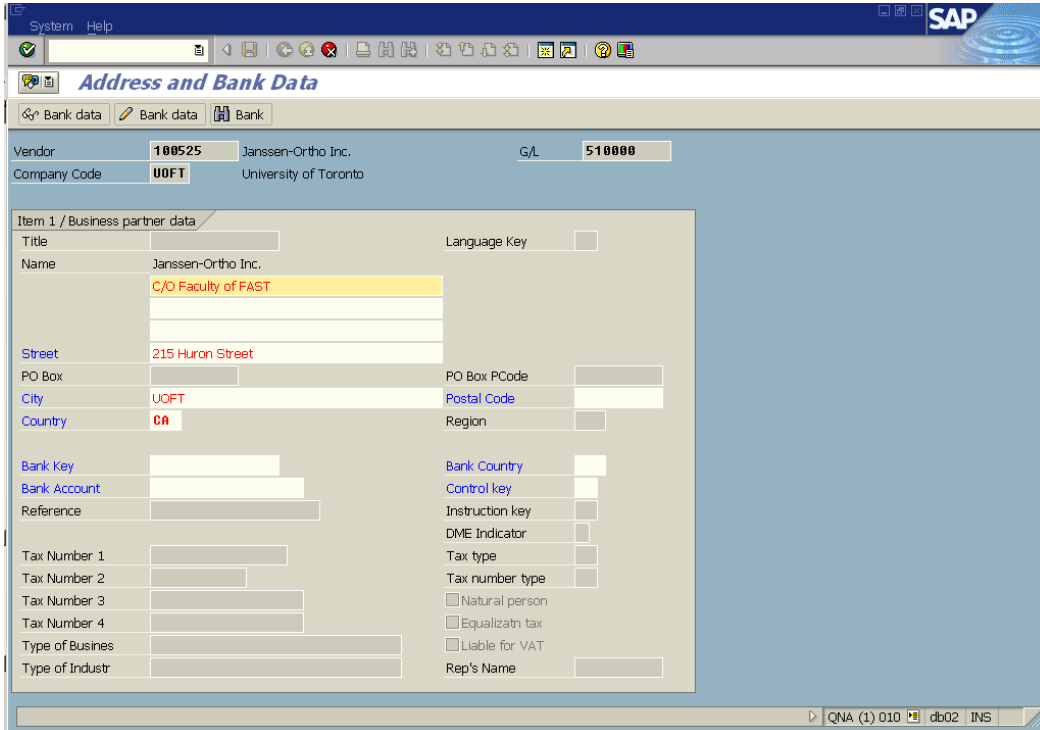
End of Procedure

7. Change the Vendor Line Item:

Double-click the **Vendor Line – Item 1**

- 7.1 If an OTA Vendor Account or Alternate Payee function was used, the *Address and Bank Data Screen* will appear. Change the address details where necessary.

Address and Bank Data



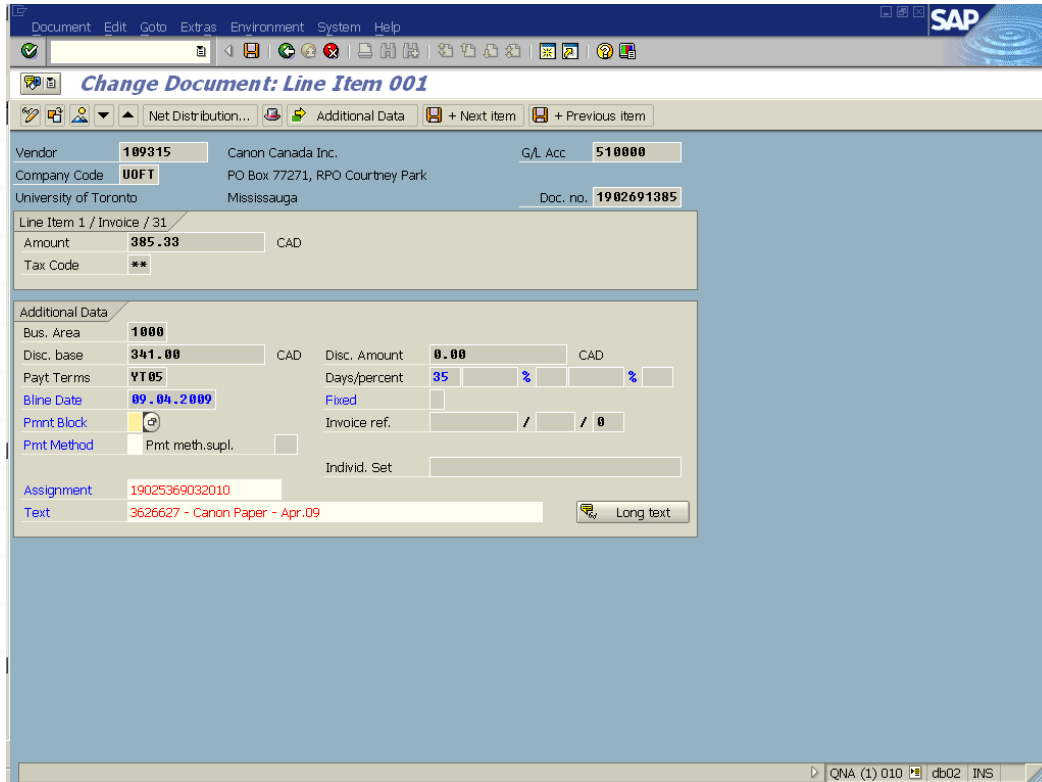
The screenshot shows the SAP 'Address and Bank Data' screen for Vendor 100525 (Janssen-Ortho Inc.). The screen is divided into several sections:

- Vendor Information:** Vendor 100525, Janssen-Ortho Inc., G/L 510000. Company Code UOFT, University of Toronto.
- Item 1 / Business partner data:**
 - Title: [Empty]
 - Name: Janssen-Ortho Inc.
 - Street: 215 Huron Street
 - City: UOFT
 - Country: CA
 - Bank Key: [Empty]
 - Bank Account: [Empty]
 - Reference: [Empty]
 - Tax Number 1-4: [Empty]
 - Type of Business: [Empty]
 - Type of Industr: [Empty]
- Language Key:** [Empty]
- Bank Country:** [Empty]
- Control key:** [Empty]
- Instruction key:** [Empty]
- DME Indicator:** [Empty]
- Tax type:** [Empty]
- Tax number type:** [Empty]
- Natural person:**
- Equalizatr tax:**
- Liable for VAT:**
- Rep's Name:** [Empty]

The status bar at the bottom right shows: QNA (1) 010 db02 INS

Click  to continue to the *Change Document: Vendor Line Item* screen.

Change Document: Line Item 001 – Vendor Line Item



The screenshot shows the SAP 'Change Document: Line Item 001' window. The interface includes a menu bar (Document, Edit, Goto, Extras, Environment, System, Help) and a toolbar with various icons. The main content area is divided into several sections:


- Vendor Information:** Vendor 109315 (Canon Canada Inc.), Company Code UOFT, University of Toronto, Mississauga, G/L Acc 510000, PO Box 77271, RPO Courtney Park, Doc. no. 1902691385.
- Line Item 1 / Invoice / 31:** Amount 385.33 CAD, Tax Code **.
- Additional Data:** Bus. Area 1000, Disc. base 341.00 CAD, Disc. Amount 0.00 CAD, Payt Terms YT05, Days/percent 35 %, Bline Date 09.04.2009, Pmnt Block (checkbox), Pmt Method (checkbox), Assignment 19025369032010, Text 3626627 - Canon Paper - Apr.09.

The following fields can be changed:

Field Name	Note	Possible Reason for Change
Pmnt Block	Only available if a cheque has not yet been issued or cancelled.	To block/unblock a document from payment.
Pmt Method	If a cheque has been issued, changing the payment method will be irrelevant	Cheque currency indicator for OTA Expense Reimbursement Vendor.
Assignment	Defaults to the document number and fiscal year	A text field that can be used to track and report on line item postings. Field is case sensitive and allows 18 characters. Previously referred to as the allocation field.

Field Name	Note	Possible Reason for Change
Text	Line item specific explanatory description	Line item specific explanatory description (e.g. Invoice number, Vendor Name, brief description). If previous line item text exists, enter '+' to copy text.

Click  to return to *Document Overview – Change* screen

Click  to save changes.

End of Procedure

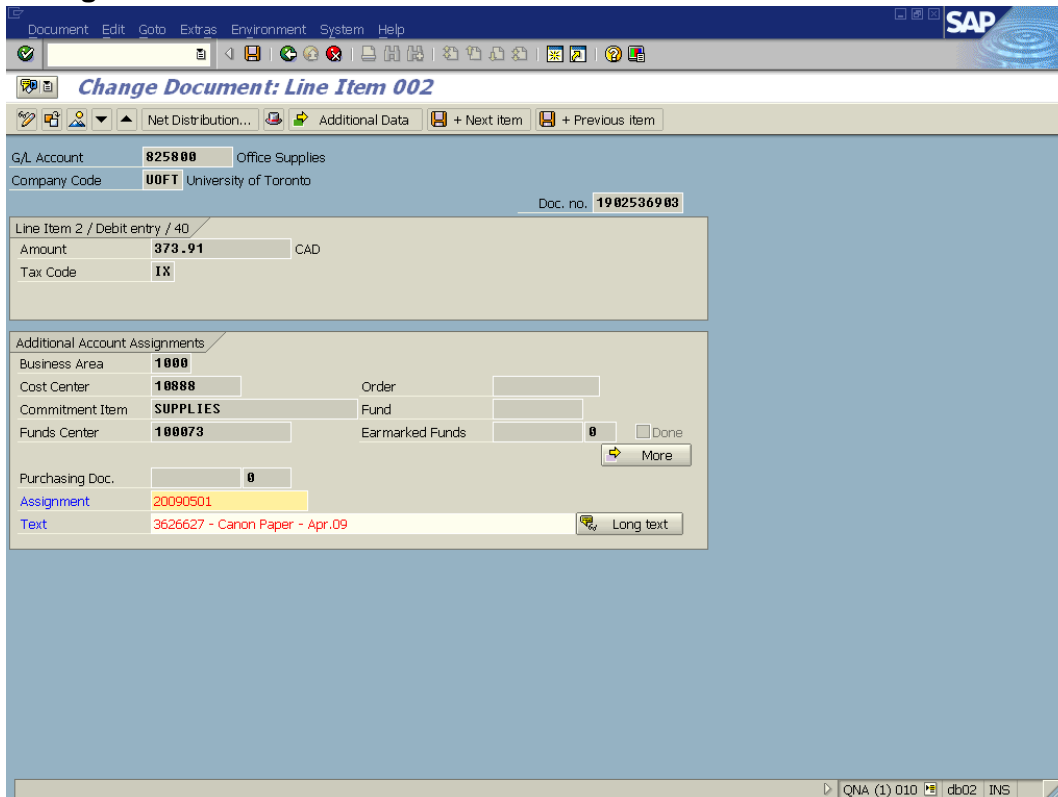
8. Change G/L Account Line Item(s):

Double-click any G/L account line item.



In this case only line item **2** is available for change. Line item 3 is a tax account and should not be changed.

Change Document: Line Item 002



The screenshot shows the SAP 'Change Document: Line Item 002' screen. The top menu bar includes 'Document', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. The title bar shows 'Change Document: Line Item 002'. Below the title bar are navigation buttons: 'Net Distribution...', 'Additional Data', '+ Next item', and '+ Previous item'. The main area contains the following fields:

- G/L Account: **825800** Office Supplies
- Company Code: **U0FT** University of Toronto
- Doc. no.: **1902536903**
- Line Item 2 / Debit entry / 40
- Amount: **373.91** CAD
- Tax Code: **IX**
- Additional Account Assignments:
 - Business Area: **1000**
 - Cost Center: **10888** Order: []
 - Commitment Item: **SUPPLIES** Fund: []
 - Funds Center: **100073** Earmarked Funds: **0** Done
- Purchasing Doc.: [] Done
- Assignment: **20090501**
- Text: **3626627 - Canon Paper - Apr.09**

The status bar at the bottom right shows 'QNA (1) 010 db02 INS'.




Click  + Next item or  + Previous item to move between line items



Only the **Assignment** and **Text** fields may be changed on the *Change Document: Line Item xxx* screens. Typical reasons for changing these fields includes incorrect information or for reporting purposes.

Click  to return to *Document Overview – Change* screen

Click  to save changes.

End of Procedure

Resource Information:



Contact your FAST team representative for additional assistance
<http://www.finance.utoronto.ca/fast/contacts.htm>

Reference Guides:

Document Display:

<http://www.finance.utoronto.ca/Assets/Finance+Digital+Assets/qrg/ap/docdisplay.pdf>

Invoice Create: <http://www.finance.utoronto.ca/Assets/Finance+Digital+Assets/qrg/ap/create.pdf>

Document Reverse:

<http://www.finance.utoronto.ca/Assets/Finance+Digital+Assets/qrg/je/reverse.pdf>

Credit Memo:

<http://www.finance.utoronto.ca/Assets/Finance+Digital+Assets/qrg/ap/creditmemo.pdf>