

Financial Advisory Services & Training Financial Services Department

www.finance.utoronto.ca/fast

FB03

Work Instruction

Document Reverse

When to Use

Use this procedure to reverse an existing Journal Entry or Accounts Payable (when a cheque has not been issued) document.

Steps

- Determine the document number to be reversed.
- Reverse the document in FIS.
- Record the FIS document number on the original invoice and file the document in accordance with the UofT file plan.

Menu Path

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

Accounting → Financial Accounting → Accounts Payable → Document → Display

OR

Accounting → Financial Accounting → General Ledger → Document → Display Document

Transaction Code

FB03

Helpful Hints

- If an Accounts Payable document is incorrect but a cheque has already been issued, but not yet cashed then go to the instructions on how to request a stop payment: <u>http://finance.utoronto.ca/fags/cheque-production/</u>
- If an Accounts Payable document is incorrect and a cheque has already been issued and cashed, then go to the instructions on how to process a credit memo: <u>http://finance.utoronto.ca/wp-content/uploads/2015/11/creditmemo.pdf</u>
- To reverse Internal Revenues/Expense Recoveries (28xxxxxxx) documents: <u>http://finance.utoronto.ca/wp-content/uploads/2015/09/intrevexprec.pdf</u>
- To reverse ERDD (23xxxxxx) documents: <u>http://finance.utoronto.ca/wp-content/uploads/2015/11/Expense-</u> <u>Reimbursement-Direct-Deposit-Reverse-Converted.pdfm</u>



Detailed Procedure

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

SAP Easy Access University of Toronto Menu

| Menu Edit Favorites Extras System Help | |
|---|-------------------------------|
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| SAP Easy Access University of Toronto Menu | |
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| SAP menu ▶ Office ▶ Logistics ♥ Financial Accounting ▶ General Ledger ▶ General Ledger ▶ Caccounts Receivable ♥ Document entry ♥ FB02 - Change ♥ FB03 - Display ♥ FB03 - Display ♥ FB04 - Display changes ♥ FB04 - Display changes ♥ FB04 - Display changes ● Reverse ▶ Reference documents ▶ Caccount | |
| Account A | |
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2. Double-click SFB03 - Display



Display Document: Initial Screen

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| Display Document: Initial Screen | |
| III Document List I First Item 🖉 Editing Options | |
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| Keys for Entry View | |
| Document Number | |
| Company Code UOFT | |
| Fiscal Year | |
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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 fiscal year. |

4. Click 🔮 to display the document.



Document Overview - Display

| KN (KN:A/P Vend r 1902607203 10.08.2009 | dor i | nvoic) Normal d Company code Posting date | <mark>locume</mark> UOFT 18.0 | ent 1 39.2 | 2009 | Fiscal y Period | year | 2 01 0 05 | | | | |
|---|--|---|---|--|--|---|--|---|--|--|--|--|
| 10639 cy CAD | | | | | | | | |] | | | |
| Acct short text Patrick Cassid+ Furn: Purchase GST:Receiv & P+ | PK 31 40 40 | Amount 1,081.13- 1,049.08 32.05 | CoCd UOFT UOFT UOFT | Tx ** IX IX | BusA 1000 1000 1000 | Cost Ctr | Order 922200 | Fu 10 | nds Ctr 0494 1286 | Fund | Cmmt Item PAYABLE FURNITURE TAXES | Assignment 19026072032010 20090918 20090918 |
| | 40 | 02.05 | 0011 | | 1000 | | | 10 | 1200 | | | 20070710 |
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5. Click 🜌

If the sicon is not available, then the document cannot be reversed using this procedure. Use one of the following methods:

Process a correcting journal entry: http://finance.utoronto.ca/wp-content/uploads/2016/02/Journal-Entry-Create-Convertedfeb03-1.pdf

Apply credit to an account for returned goods or overpayments: http://finance.utoronto.ca/wp-content/uploads/2015/11/creditmemo.pdf

Reverse Internal Revenues/Expense Recoveries (28xxxxxxx) documents: http://finance.utoronto.ca/wp-content/uploads/2015/09/intrevexprec.pdf

Reverse ERDD (23xxxxxxx) documents: http://finance.utoronto.ca/wp-content/uploads/2015/11/Expense-Reimbursement-Direct-Deposit-Reverse-Converted.pdf



Reverse Document

| 🖙 Reverse Document | |
|--------------------|------------|
| Company Code | UOFT |
| Document Number | 1902607203 |
| Fiscal Year | 2010 |
| Reversal Reason | 0 |
| Posting Date | |
| Period | |
| Void reason | |
| ✓ S × | |

6. Complete the following as required:

| Field Name | Required/ Optional/ Conditional | Description |
|-----------------|---------------------------------------|--|
| Reversal Reason | Required | Reason for reversing a document. |
| Posting Date | Required | Date the financial transaction is recorded. Enter the current date (not the posting date of the original transaction) |

7. Click \checkmark to Validate; \checkmark to Reverse or \checkmark to Cancel the entry.



Document Overview - Display

| 8 0 | | | 8 2 | E Co Choose C | ⊅ Save | 1 | 1 [2] | ť 🖩 🚹 | Tax data 🛛 🚺 | | _ | | | |
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|)с. | .currend | cy CAD | | Reversed by | 1902 | 60 | 7223 / | 2010 | | | | | | |
| n A | Iccount | Acct short text | <mark>PK</mark> | Amount | CoCd | Tx | <mark>BusA</mark> | Cost Ctr | Order | i | Funds Ctr | Fund | Cmmt Item | Assignment |
| | | Patrick Cassid+ | 31 | 1,081.13- | UOFT | ** | 1000 | | 000000 | | | | PAYABLE | 19026072032010 |
| 1 8 2 | 00533 20010 260001 | Furn: Purchase GST:Receiv & P⊕ | 40 40 | 1,049.08 32.05 | UOFT | IX | 1000 | | 922200 | - | 100494 101286 | | TAXES | 20090918 20090918 |
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The system displays the following message, indicating the reversal document number: Ocument 1902607223 was posted in company code UOFT

The original document is displayed with the *Reversed by* document shown in the header. Click the *Reversed by* document number to display the reversal document.



Resource Information:



Contact your FAST team representative for additional assistance http://finance.utoronto.ca/fast/fast-team-contacts-and-faculty-representatives/

Reference Guides:

Invoice Create: http://finance.utoronto.ca/wp-content/uploads/2015/09/create.pdf

Document Change: http://finance.utoronto.ca/wp-content/uploads/2015/11/docchngje.pdf

Credit Memo: http://finance.utoronto.ca/wp-content/uploads/2015/11/creditmemo.pdf

Reverse ERDD document: http://finance.utoronto.ca/wp-content/uploads/2015/11/Expense-Reimbursement-Direct-Deposit-Reverse-Converted.pdf

Reverse Internal Revenue/Expense Recovery document: http://finance.utoronto.ca/wp-content/uploads/2015/09/intrevexprec.pdf

FAQs: Cheque Production: http://finance.utoronto.ca/faqs/cheque-production/