

### **Work Instruction**

## **Document: Change**

### 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: @d HD2 a a & È d { [ } d Baeee • B @ ``^ B { [ a & a } } D

- To change Invoice Reciepts (IR) use the 51XXXXXXX document number and Goods Receipts (GR) use the 50XXXXXXX 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

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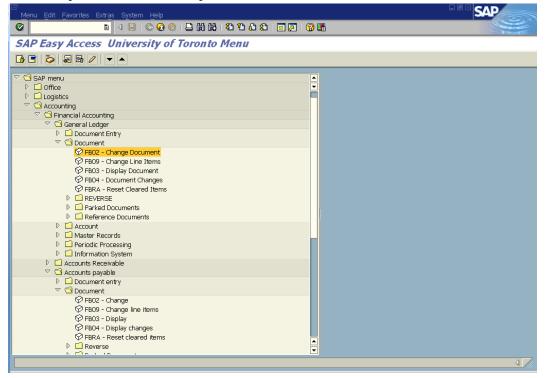
FB02



### **Detailed Procedure**

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

### SAP Easy Access University of Toronto Menu



Double-click PB02 - Change Document (General Ledger)
 OR PB02 - Change (Accounts Payable).



## **Change Document: Initial Screen**

| Let<br>Document Edit Goto View System Help    |  |
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| Change Document: Initial Screen               |  |
| Tocument List If First Item / Editing Options |  |
|   |  |
| Keys for Entry View                           |  |
| Document Number                               |  |
| Company Code UOFT                             |  |
| Fiscal Year                                   |  |
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**3.** Complete the following as required:

| Field Name      | Required/<br>Optional/<br>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<br>the Year is coded as follows: Year = the "annual"<br>year in effect at April 30th (i.e. May 1st, 2011 to<br>April 30th, 2012 is identified as "2012" fiscal<br>year).<br>Leave blank to allow the system to<br>retrieve the year. |

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



## **Document Overview - Change**

| aocument e               | Edit Goto Setti           | ngs Extras | Envi       | ronment System                           | n Help                      |      |              |           |       |      |                  |      |                   | SAP                        |
|--------------------------|---------------------------|------------|------------|--|-----------------------------|------|--------------|-----------|-------|------|------------------|------|-------------------|----------------------------|
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| )oc.Type :<br>)oc. Numbe |                           |            |            | <mark>c ) Normal d</mark> o<br>pany code | D <mark>CUME</mark><br>UOFT | nt   |              | Fiscal y  | ארר   | 2010 |                  |      |                   |                            |
| oc. date                 | 09.04.2                   |            |            | ting date                                | 01.0                        | 5.20 |              | Period    | ar    | 01   |                  |      |                   |                            |
| Calculate<br>Ref.doc.    | Tax 🗹<br>3626627          | -CANON     |            |  |                             |      |              |           |       |      |                  |      |                   |                            |
| )oc.curren               | ncy CAD                   |            |            |  |                             |      |              |           |       |      |                  |      |                   |                            |
|                          |                           |            |            |  |                             |      |              |           |       |      |                  |      |                   |                            |
| m Account                | t Account sho             | ort text   | PK         | Amount                                   | CoCd                        | Tx   | BusA         | Cost Ctr  | Order |      | Funds C          | Fund | Cmmt Item         | Assignment                 |
| 1 109315                 | Canon Canad               |            | 31         |  |                             |      | 1000         |           |       |      |                  |      | PAYABLE           | 19025369032010             |
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**5.** Options available for change:

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



## 6. Change Document Header Data:

Click Overview – Change screen.

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Click click

## **Change Document: Overview**

| Document Edit G                         | oto Extras Settings | Environment Syster | m Help     |             |         |                          |
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| 🕫 Chang                                 | e Document:         | <b>Overvi</b> ew   |            |             |         |                          |
|   | s 🔠 Display Currenc |                    |            |             |         |                          |
| Document Number                         | 1902536903          | Company Code       | UOFT       | Fiscal Year | 2010    |                          |
| Document Date                           | 09.04.2009          | Posting Date       | 01.05.2009 | Period      | 1       |                          |
| Reference                               | 3626627-CANON       | Cross-CC no.       |            |             |         |                          |
| Currency                                | CAD                 | Texts exist        |            |             |         |                          |
| Items in document cur<br>Itm PK Bush Ac |                     | ion TC             | Тах        | Amount in   | CAD     |                          |
| 001 31 1000 10                          |                     | anada Inc. **      |            |             | 385.33- |                          |
| 002 40 1000 82                          | 5800 Office s       | supplies IX        |            |             | 373.91  |                          |
| 003 40 1000 26                          | 0001 GST:Rece       | iv & Payabl IX     |            |             | 11.42   |                          |
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| Item 1                                  | / 3                 | De                 | bit/Credit |             | 385.33  |                          |
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|   |                     |                    |            |             |         |                          |



## Click eo on the Change Document: Overview screen.

## **Document Header: UOFT Company Code**

| 🔄 Document Header :   | UOFT C | ompany C  | ode      |        |            |             |                |  |
|-----------------------|--------|-----------|----------|--------|------------|-------------|----------------|--|
| Document Type         | KN KN  | :A/P Vend | lor invo | Dic    |            |             |                |  |
| Doc.Header Text       |        |           |          |        |            |             |                |  |
| Card type             |        | Card no.  |          |        |            |             |                |  |
| Request Number        |        |           |          |        |            |             |                |  |
| Reference             | 36266  | 27-CANO   | N        | Docu   | ment Date  | <b>09</b> . | .04.2009       |  |
|                       |        |           |          | Postir | ng Date    | 01.         | . 05 . 2 0 0 9 |  |
| Currency              | CAD    |           |          | Postir | ng Period  | 01          | / 2010         |  |
| Ref. Transactn        | BKPF   | Accounti  | ng doo   | umen   | t          |             |                |  |
| Reference key         | 19025  | 3690300   | FT20     | 10     | Log.System | AMS         | 5010           |  |
| Entered by            | KEANJ  |           |          | Parke  | ed by      |             |                |  |
| Entry Date            | 01.05  | .2009     |          | Time   | of Entry   | 11:         | :11:42         |  |
| TCode                 | FB60   |           |          |        |            |             |                |  |
| Changed on            |        |           |          | Lasti  | update     |             |                |  |
| Ledger Grp            |        |           |          | Ledge  | er         |             |                |  |
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| <ul><li>✓ ×</li></ul> |        |           |          |        |            |             |                |  |

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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 for accept the changes.

Click Click

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

| LE7<br>S⊻stem <u>H</u> elp |                             |                                  |                          |
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| Addres                     | ss and Bank Data            |                                  |                          |
| 🖧 Bank data 🖉 B            | Bank data 🛗 Bank            |                                  |                          |
| Vendor                     | 100525 Janssen-Ortho Inc.   | G/L <b>510000</b>                |                          |
| Company Code               | UOFT University of Toronto  | G/L 510000                       |                          |
| Company Code               | OUP I Oniversity of Foronto |                                  |                          |
| Item 1 / Business par      | ther data                   |                                  |                          |
| Title                      |                             | Language Key                     |                          |
| Name                       | Janssen-Ortho Inc.          |                                  |                          |
|                            | C/O Faculty of FAST         |                                  |                          |
|                            |                             |                                  |                          |
|                            |                             |                                  |                          |
| Street                     | 215 Huron Street            |                                  |                          |
| PO Box                     |                             | PO Box PCode                     |                          |
| City                       | UOFT                        | Postal Code                      |                          |
| Country                    | CA                          | Region                           |                          |
|                            |                             |                                  |                          |
| Bank Key                   |                             | Bank Country                     |                          |
| Bank Account               |                             | Control key                      |                          |
| Reference                  |                             | Instruction key<br>DME Indicator |                          |
| Tax Number 1               |                             |                                  |                          |
| Tax Number 1               |                             | Tax type<br>Tax number type      |                          |
| Tax Number 3               |                             | Natural person                   |                          |
| Tax Number 4               |                             | Equalizatn tax                   |                          |
| Type of Busines            |                             | Liable for VAT                   |                          |
| Type of Industr            |                             | Rep's Name                       |                          |
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|                            |                             |                                  |                          |

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



| Change Document: Line Item 001     Change Document: Line Item 001     Company Code     Vendor     199315   Canon Canada Inc.     GL Acc     S18080   Company Code     Vendor     199315   Canon Canada Inc.     GL Acc     S18080   Company Code     Vendor     199315   Canon Canada Inc.     GL Acc        Vendor        Vendor        Vendor        Vendor              Vendor        Vendor </th <th>Change Document: Line Item 001     Company Code     Wendor     109315   Canon Canada Inc.   GL Acc 510808   Company Code   UNFT PO Box 77271, RPO Courthey Park University of Toronto   Mississauga   Doc. no. 1902691385   Line Item 1 / Invoice / 31     Amount   385.33   Code   Tax Code     Net Disc. base   341.88   CAD   Disc. base   341.88   CAD   Disc. base   90.98.2899   Fixed   Print Block   Pitt Method   Print Method   Print Method   Individ. Set Assignment   19025369032010</th> <th>Document Ed</th> <th>lit Goto Extra:</th> <th>s Enviror</th> <th>nment</th> <th>System Help</th> <th></th> <th></th> <th></th> <th></th> <th>l 🖻 🛛 SA</th>  | Change Document: Line Item 001     Company Code     Wendor     109315   Canon Canada Inc.   GL Acc 510808   Company Code   UNFT PO Box 77271, RPO Courthey Park University of Toronto   Mississauga   Doc. no. 1902691385   Line Item 1 / Invoice / 31     Amount   385.33   Code   Tax Code     Net Disc. base   341.88   CAD   Disc. base   341.88   CAD   Disc. base   90.98.2899   Fixed   Print Block   Pitt Method   Print Method   Print Method   Individ. Set Assignment   19025369032010   | Document Ed                           | lit Goto Extra: | s Enviror  | nment   | System Help       |        |            |               |   | l 🖻 🛛 SA             |
|---|---|---------------------------------------|-----------------|------------|---------|-------------------|--------|------------|---------------|---|----------------------|
| Image: Second Construction     Image  | Verdor 199315 Canon Canada Inc. G/L Acc 518889   Company Code U0FT P Dox 77271, RPO Courtney Park   University of Toronto Mississauga Doc. no. 1902691385   Line Item 1 / Invoice / 31 Amount 385.33 CAD   Tax Code **     Additional Data   Bus. Area 1908   Disc. base 341.00   CAD Disc. Amount   0.00 CAD   Payt Terms YT05   Bine Date 69.0%.2009   Fixed   Pmnt Block   O   Individ. Set  |                                       |                 |            |         |                   | 182124 | l 🕄 I 🔀 🛛  | 1 🕜 🖪         |   |                      |
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| Vendor       109315       Canon Canada Inc.       G/L Acc       510900         Company Code       U0FT       PD Box 77271, RPO Courtney Park       University of Toronto       Mississauga       Doc. no.       1982691385         Line Item 1 / Invoice / 31       Amount       385.33       CAD       Tax Code       **         Additional Data       Bus. Area       1009       Disc. Amount       0.00       CAD         Payt Terms       YT05       Days/percent       35       %       %         Bine Date       09.0%.2009       Fixed       Print Block       0       Invoice ref.       /       /       0         Pmt Method       Pmt meth.supl.       Individ. Set       Assignment       19025369032010       Individ. Set       Individ. Set   | Vendor       199315       Canon Canada Inc.       G/L Acc       510000         Company Code       U0FT       PO Box 77271, RPO Courtney Park       Doc. no.       1902691385         Line Item 1 / Invoice / 31       Amount       385.33       CAD       Tax Code       **         Additional Data       Bus. Area       1006       Disc. Amount       0.00       CAD         Bus. Area       1006       Disc. Amount       0.00       CAD         Payt Terms       VT05       Days/percent       35       %       %         Bine Date       69.04.2009       Fixed       Prixed       Prixed       Prixed         Print Block       @       Invoice ref.       /       /       0         Assignment       19025369032010       Individ. Set       Assignment       19025369032010   |                                       | -               |            |         |                   |        | item 📮 + F | Previous item |   |                      |
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| Bus, Area         1000           Disc. base         341.00           CAD         Disc. Amount           Payt Terms         Y105           Days/percent         35           Bine Date         09.04.2009           Fixed  | Bus, Area       1006         Disc, base       341.90       CAD       Disc, Amount       0.00       CAD         Payt Terms       YT05       Days/percent       35       2       2         Bine Date       09.04.2009       Fixed       Pmt Block       0       Invoice ref.       /       /       0         Pmt Block       @       Invoice ref.       /       /       0       Pmt Method       Pmt meth.supi.         Individ. Set         Assignment       19025369032010  |                                       |                 |            | _       |                   |        |            |               |   |                      |
| Disc. base     341.00     CAD     Disc. Amount     0.00     CAD       Payt Terms     VT05     Days/percent     35     %       Bine Date     69.04.2009     Fixed       Pmt Block     Image: Second S | Disc. base     341.00     CAD     Disc. Amount     0.00     CAD       Payt Terms     YT05     Days/percent     35     2     2       Bine Date     69.0%.2009     Fixed  | Additional Data                       | /               |            |         |                   |        |            |               |   |                      |
| Payt Terms     YT05     Days/percent     35     %       Bine Date     09.04.2009     Fixed       Prmt Block     Invoice ref.     /     /       Pmt Method     Pmt meth.supl.  | Payt Terms     VT05     Days/percent     35     2       Bline Date     09.04.2009     Fixed       Pmnt Block     Invoice ref.     /     /       Pmt Method     Pmt meth.supl.     Individ. Set  |                                       |                 |            |         |                   |        |            |               |   |                      |
| Bline Date 89.84.2889 Fixed Print Block 3 Invoice ref. / / 8<br>Pmt Block 3 Invoice ref. / / 8<br>Pmt Method Pmt meth.supi.<br>Individ. Set 4<br>Assignment 19025369032010  | Bine Date 89.04.2809 Fixed<br>Pmrt Block  Pmt meth.supl. Individ. Set Assignment 19025369032010   |                                       |                 |            | CAD     |                   |        |            |               |   |                      |
| Pmnt Block     Invoice ref.       Pmt Method     Pmt meth.supl.       Individ. Set       Assignment     19025369032010  | Pmnt Block     Invoice ref.     Image: Comparison of the second s |                                       |                 |            |         |                   | 35     | %          | *             |   |                      |
| Pmt Method     Pmt meth.supl.       Individ. Set  | Pmt Method Pmt meth.supl.<br>Individ. Set<br>Assignment 19025369032010  |                                       |                 |            |         |                   |        |            |               |   |                      |
| Individ. Set Assignment 19025369032010  | Individ. Set Assignment 19025369032010  |                                       |                 |            |         | Invoice ret.      |        | /          | / U           |   |                      |
| Assignment 19025369032010   | Assignment 19025369032010   | Fint Method                           | Pmt meth.s      | upi.       |         | Individ Set       |        |            |               |   |                      |
|   |   | Assignment                            | 190253690320    | 010        |         | mama, sec         |        |            |               |   |                      |
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## Change Document: Line Item 001 – Vendor Line Item

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<br>been issued,<br>changing the<br>payment method will<br>be irrelevant | Cheque currency indicator for OTA Expense<br>Reimbursement Vendor.  |
| Assignment | Defaults to the<br>document number<br>and fiscal year                                   | A text field that can be used to track and report on<br>line item postings. Field is case sensitive and<br>allows 18 characters. Previously referred to as<br>the allocation field. |



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

Click Click

Click 🗵 to save changes.

End of Procedure



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

Double-click any G/L account line item.

i

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

|   | o Extras Environment Sy  | stem Help  |                          |   |               |
|---|--|--|--------------------------|---|---------------|
| 8   |  |  | 81 🐹 🗾 🔞 🖪               |   | £*`           |
| Di Change                                   | Document: Line   |  |                          |   |               |
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| ompany Code UO                              | OFT University of Toronto                                      |  |                          |   |               |
|   | 110  |  | Doc. no. 1902536903      |   |               |
| ine Item 2 / Debit entry.<br>Amount 3       | 7740<br>373.91 CAD   |  |                          |   |               |
|   | IX   |  |                          |   |               |
|   |  |  |                          |   |               |
|   |  |  |                          |   |               |
| Additional Account Assig<br>Business Area 1 | gnments<br>1 0 0 0   |  |                          |   |               |
|   | 10888  | Order  |                          |   |               |
|   | SUPPLIES   | Fund   |                          |   |               |
|   | 100073   | Earmarked Funds  | 8 Done                   |   |               |
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| Purchasing Doc.                             | 0  |  |                          |   |               |
|   | 20090501   |  |                          |   |               |
| Text 3                                      | 8626627 - Canon Paper - Apr.(                                  | J9   | 🧟 Long text              |   |               |
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| <b>,</b>                                    |  |  |                          |   |               |
| <b>i</b>                                    | Only the Ass   | ignment and T  |                          | be changed on the <i>Change</i> D                                   | ocument: Line |
| lick 🖸 to r                                 | Only the <b>Ass</b><br><i>Item xxx</i> scre<br>or for reportir | <b>signment</b> and <b>T</b><br>eens. Typical re<br>ng purposes. | <b>Fext</b> fields may b | be changed on the <i>Change D</i><br>ing these fields includes inco | ocument: Line |

End of Procedure

Last Modified: 12 January 2017



## **Resource Information:**

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### **Reference Guides:**

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