

Work Instruction

Change Recurring Entry

FBD2

When to Use

Use this procedure to change or set the deletion indicator for a recurring document. The recurring entry document schedules a repeated posting of a financial document. Recurring entry documents are currently processed either at mid-month or at month-end depending on the run date specified.

Steps

- Obtain the recurring entry document number.
If unknown, see the **Additional Functionality (Step 13)** section at the end of this document.
- Determine the accounting information to be changed (e.g. amount, tax code, etc.).
- Review the run frequency and the start and end dates for the recurring entry
- Obtain the appropriate authorization
- Process the changes for the recurring entry document

Menu Path

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

- **Accounting → Financial Accounting → Accounts Payable → Document → Reference Documents → Recurring Document → Change**
- **Accounting → Financial Accounting → General Ledger → Document → Reference Documents → Recurring Document → Change Recurring Entry**

Transaction Code

FBD2

Helpful Hints

- This reference guide illustrates the change of an invoice (KN) document but can be used for other types of recurring documents such as journal entries.
- Run dates between 1-15 will be entered on the 15th of the month with the document date and posting date equal to the run date. Run dates between 16-31 will be entered either on the month-end with the document date and posting date equal to the run date.
Note: The posting and document dates are not the actual dates of the cheque run – recurring entry cheque runs occur on the 15th or month-end.
- To confirm that a recurring entry was successfully posted, run the FI Postings line item report for the funds center (or funds center / fund combination) using the variant for recurring entries (/RECURNG_LST). If the recurring entry did not post, a manual correction is required – recurring entries are **not** re-run.



Reference Guide: FI Postings Line Item Report

<http://www.finance.utoronto.ca/Assets/Finance+Digital+Assets/grg/reporting/lineitems/fipostings.pdf>

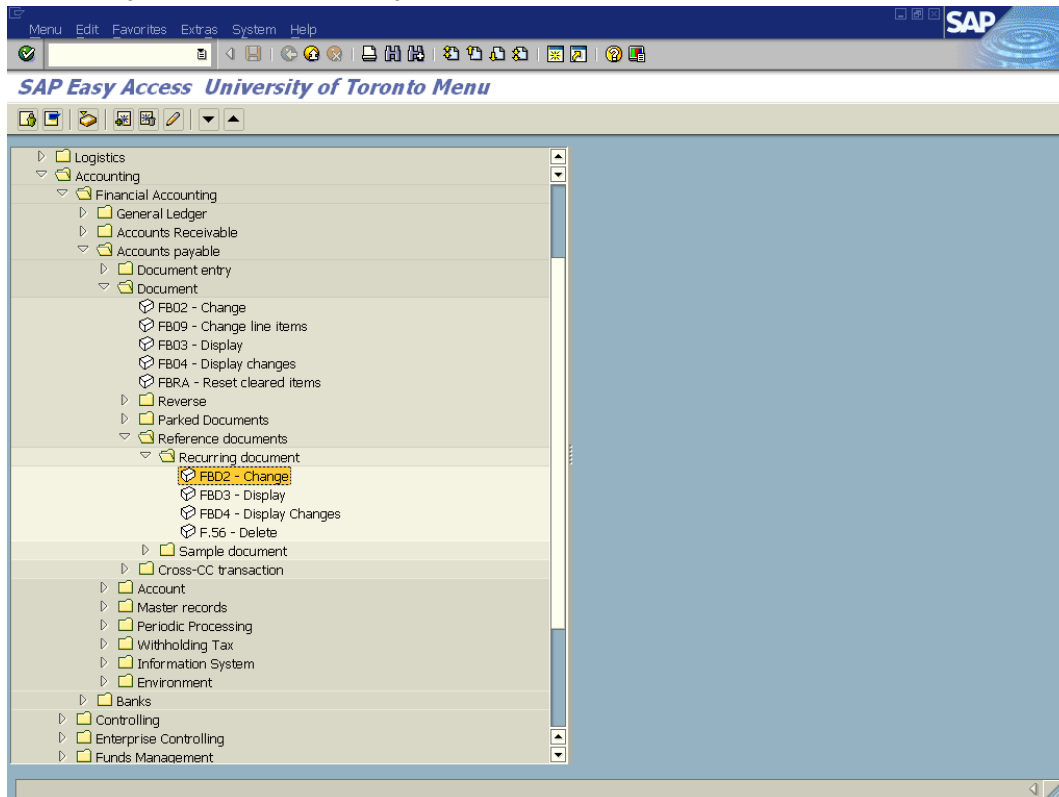


- Review and revise older long-standing recurring entries whenever the University financial policy or procedures change, such as tax code changes. See the **Additional Functionality** section at the end of this document for more information.

Detailed Procedure

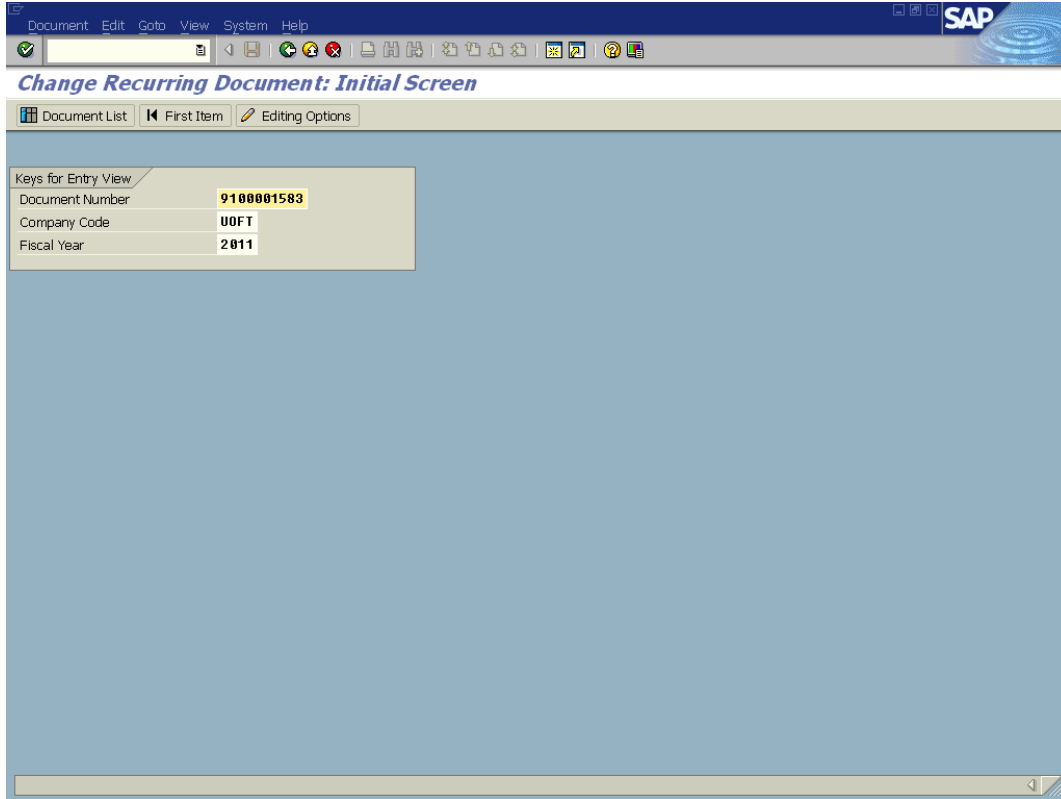
1. Start the transaction using the menu path or transaction code.

SAP Easy Access University of Toronto Menu






2. Double-click  FBD2 - Change.

Change Recurring Document: Initial Screen

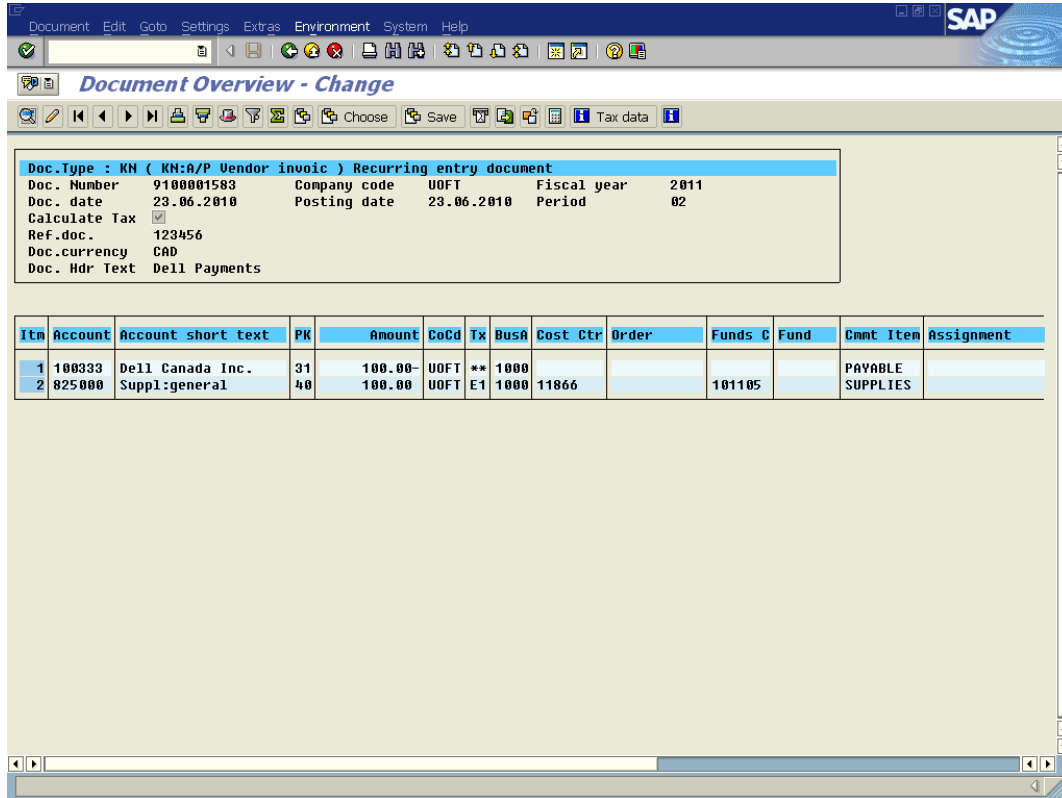


3. Complete the following as required:

Field Name	Required/Optional/Conditional	Description
Document Number	Required	AMS assigned number.  Recurring entry documents are in the 91xxxxxxx range.
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).  Unless searching for a document created in a particular year, leave this field blank to obtain a list of all recurring documents.

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

Document Overview - Change




The screenshot shows the SAP 'Document Overview - Change' window. The title bar includes 'Document', 'Edit', 'Goto', 'Settings', 'Extras', 'Environment', 'System', and 'Help'. The main content area displays document details and a table of account lines.

Document Details:

- Doc. Type : KN (KN:A/P Vendor invoice) Recurring entry document
- Doc. Number : 9100001583 Company code : UOFT Fiscal year : 2011
- Doc. date : 23.06.2010 Posting date : 23.06.2010 Period : 02
- Calculate Tax :
- Ref.doc. : 123456
- Doc.currency : CAD
- Doc. Hdr Text : Dell Payments

Item	Account	Account short text	PK	Amount	CoCd	Tx	BusA	Cost Ctr	Order	Funds C	Fund	Emnt Item	Assignment
1	100333	Dell Canada Inc.	31	100.00-	UOFT	**	1000					PAYABLE	
2	825000	Suppl:general	40	100.00	UOFT	E1	1000	11866		101105		SUPPLIES	

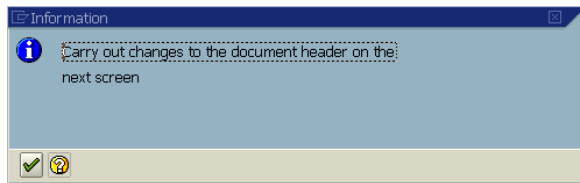
5. Options available for change:


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) details	Double-click on the G/L account line item you wish to change.	Step 8
Change the Recurring Entry Run Data	Select Environment → Recurring entry data.... from the menu	Step 9

6. Change Document Header Data:

Click  on the *Document Overview – Change* screen.

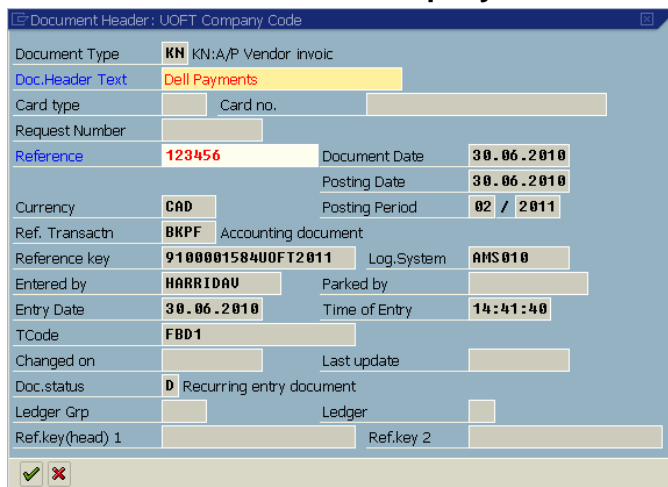
Information



Click  to acknowledge the *Information* message.

Click  on the *Change Recurring Document: Overview* screen.

Document Header: UOFT Company Code



Document Header: UOFT Company Code screen showing various fields and their values:

Document Type	KN	KN:A/P Vendor Invoic
Doc.Header Text	Dell Payments	
Card type		Card no.
Request Number		
Reference	123456	Document Date 30.06.2010
		Posting Date 30.06.2010
Currency	CAD	Posting Period 02 / 2011
Ref. Transactn	BKPF	Accounting document
Reference key	9100001584UOFT2011	Log.System AMS010
Entered by	HARRIDAV	Parked by
Entry Date	30.06.2010	Time of Entry 14:41:40
TCode	FBD1	
Changed on		Last update
Doc.status	D	Recurring entry document
Ledger Grp		Ledger
Ref.key(head) 1		Ref.key 2


At the bottom, there are two icons: a green checkmark and a red X.



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

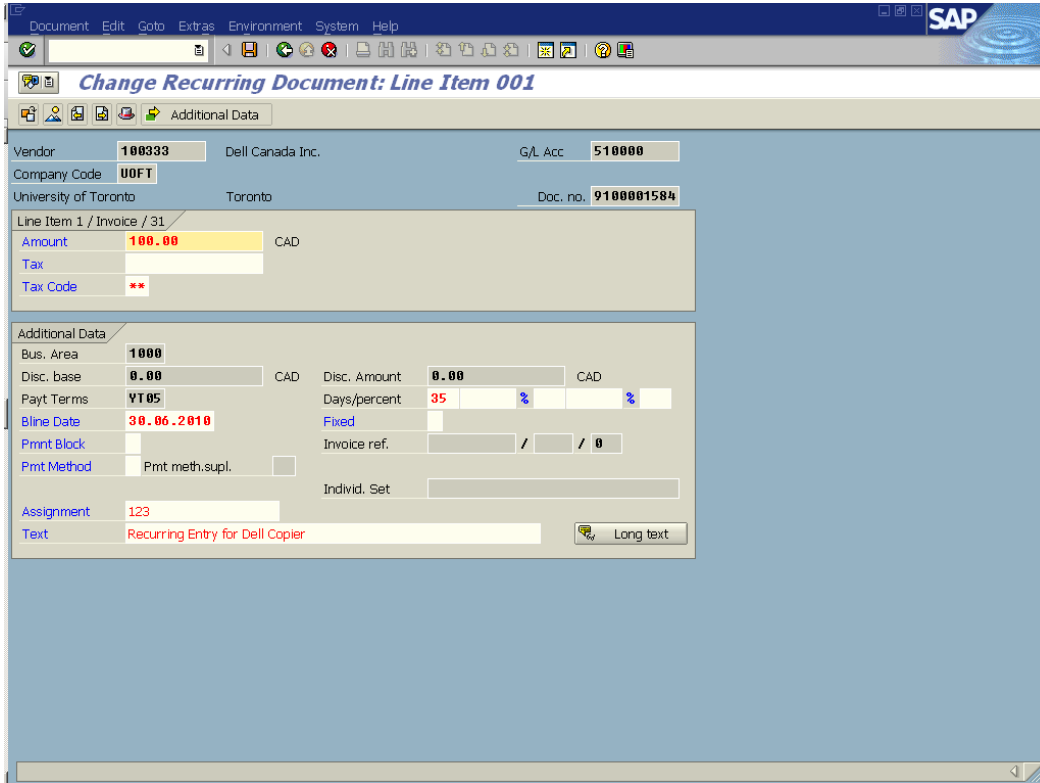
Click  to save changes.

End of Procedure

7. Change the Vendor Line Item:

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

Change Document: Line Item 001 – Vendor Line Item



The screenshot shows the SAP 'Change Recurring Document: Line Item 001' window. The window title is 'Change Recurring Document: Line Item 001'. The main area contains the following data:


- Vendor: 100333 Dell Canada Inc. G/L Acc: 510000
- Company Code: UOFT
- University of Toronto: Toronto Doc. no.: 9100001584
- Line Item 1 / Invoice / 31 /
- Amount: 100.00 CAD
- Tax:
- Tax Code: **
- Additional Data:
 - Bus. Area: 1000
 - Disc. base: 0.00 CAD Disc. Amount: 0.00 CAD
 - Payt Terms: YT05 Days/percent: 35 %
 - Blind Date: 30.06.2010 Fixed
 - Print Block:
 - Print Method: Pmt meth.supl. Invid. Set:
 - Assignment: 123
 - Text: Recurring Entry for Dell Copier



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

Any fields that are not grayed out/locked can be changed

Click  to return to *Document Overview – Change* screen

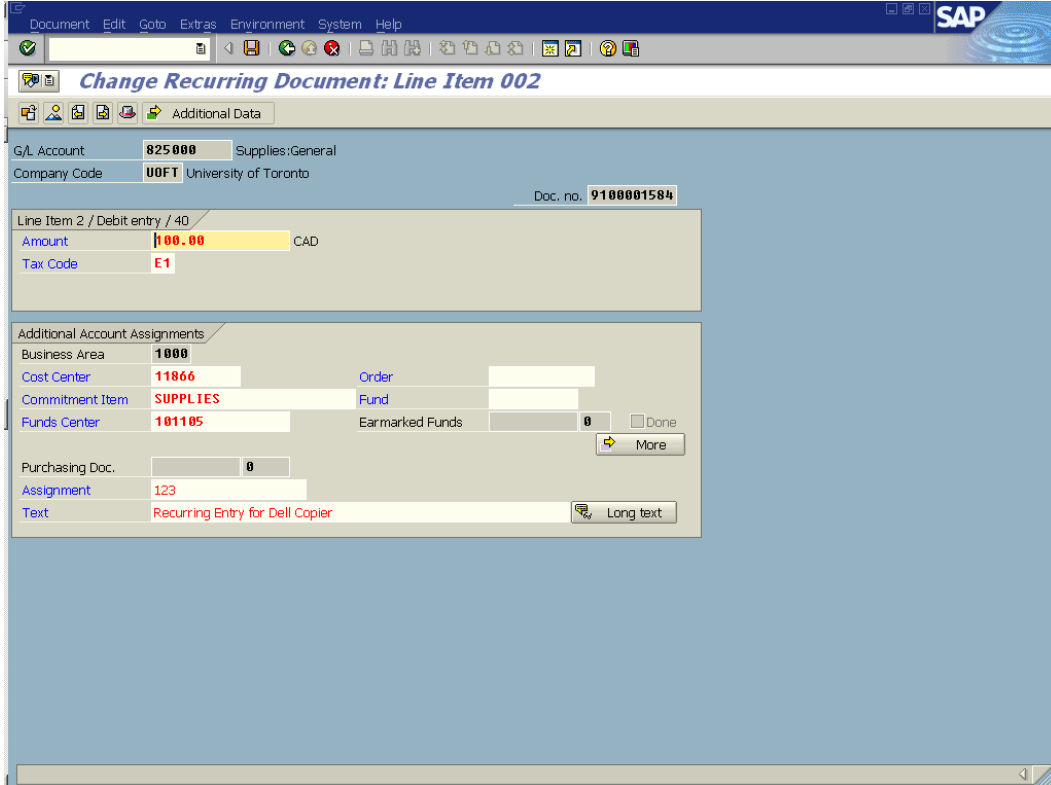
Click  to save changes.

End of Procedure

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

Double-click any G/L account line item.

Change Document: Line Item 002




The screenshot shows the SAP 'Change Recurring Document: Line Item 002' interface. The window title is 'Change Recurring Document: Line Item 002'. The menu bar includes Document, Edit, Goto, Extras, Environment, System, and Help. The toolbar contains various icons for navigation and editing. The main content area is divided into several sections:

- Header:** G/L Account: 825000, Supplies:General, Company Code: UOFT University of Toronto, Doc. no.: 9100001504.
- Line Item 2 / Debit entry / 40:** Amount: 100.00 CAD, Tax Code: E1.
- Additional Account Assignments:** Business Area: 1000, Cost Center: 11866, Order: [blank], Commitment Item: SUPPLIES, Fund: [blank], Funds Center: 101105, Earmarked Funds: 0. There are 'Done' and 'More' buttons.
- Purchasing Doc.:** 0.
- Assignment:** 123.
- Text:** Recurring Entry for Dell Copier. There is a 'Long text' button.

Any fields that are not grayed out/locked can be changed

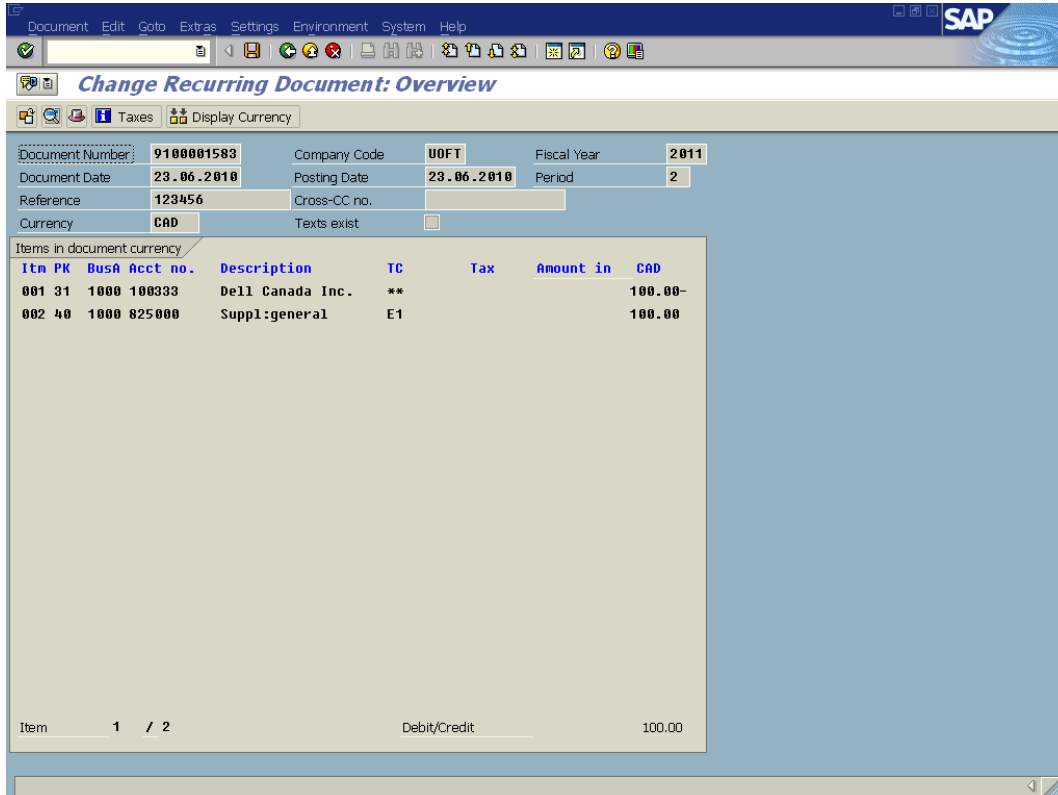
Click  to return to *Document Overview – Change* screen

Click  to save changes.

End of Procedure

9. Select **Environment** → **Recurring entry data...** from the menu to open the *Change Recurring Document: Overview* screen (complex posting environment).

Change Recurring Document: Overview



The screenshot shows the SAP 'Change Recurring Document: Overview' window. The title bar includes 'Document Edit Goto Extras Settings Environment System Help' and the SAP logo. The main content area displays document details and a table of items in document currency.

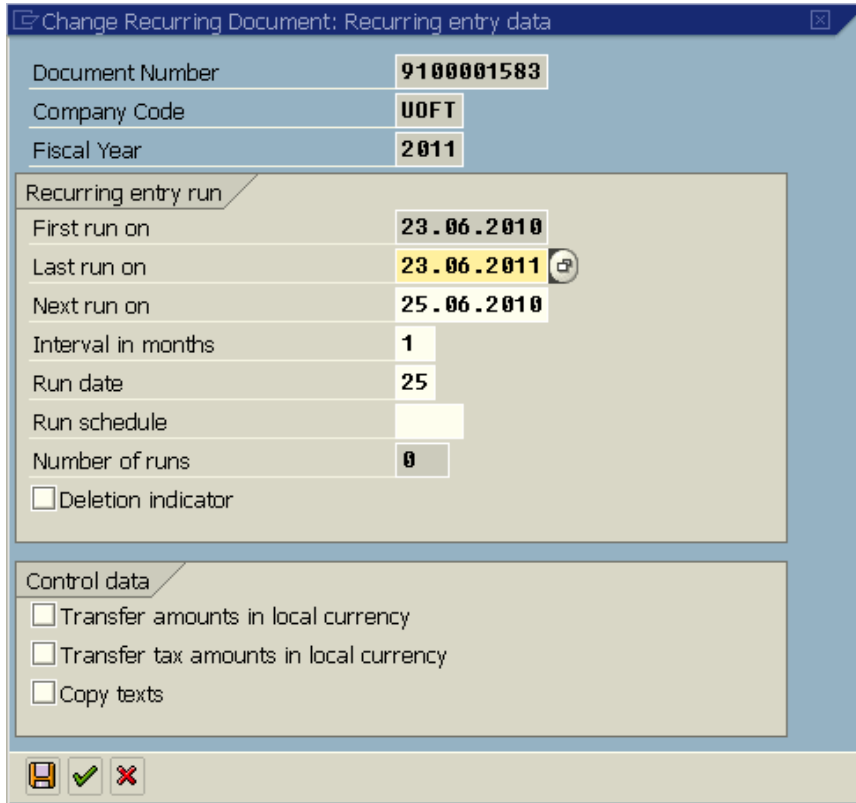
Document Number:	9100001583	Company Code	U0FT	Fiscal Year	2011
Document Date	23.06.2010	Posting Date	23.06.2010	Period	2
Reference	123456	Cross-CC no.			
Currency	CAD	Texts exist	<input type="checkbox"/>		

Item	PK	BusA	Acct no.	Description	TC	Tax	Amount in	CAD
001	31	1000	100333	Dell Canada Inc.	**		100.00-	
002	40	1000	825000	Suppl:general	E1		100.00	

At the bottom of the window, there is a summary line: Item 1 / 2, Debit/Credit, and a total amount of 100.00.

10. Select **Goto** → **Recurring Entry Data...** **F7** from the menu to open the *Change Recurring entry data* window.

Change Recurring Document: Recurring entry data



Change Recurring Document: Recurring entry data

Document Number: 9100001583

Company Code: UOFT

Fiscal Year: 2011

Recurring entry run

First run on: 23.06.2010

Last run on: 23.06.2011

Next run on: 25.06.2010

Interval in months: 1

Run date: 25

Run schedule:

Number of runs: 0

Deletion indicator

Control data

Transfer amounts in local currency

Transfer tax amounts in local currency

Copy texts

Save OK Cancel


11. Complete the following as required:

Field Name	Required/Optional/Conditional	Description
Last run on	Required	The date when the recurring entry postings should end.
Next run on	Required	Defaults based on the previously specified run date.
Interval in months	Required	The number of monthly intervals between recurring entry runs. Example: For monthly runs enter 1, for every 2 months enter 2, for every 3 months (quarterly) enter 3, etc.

Field Name	Required/Optional/Conditional	Description
Run date	Required	Determines the document and posting dates of the transaction, as well as the entry date. Run dates between 1-15 will be entered on the 15th of the month with the document date and posting date equal to the run date. Run dates between 16-31 will be entered at month-end with the document date and posting date equal to the run date..
<input type="checkbox"/> Deletion indicator	Optional	Selecting this parameter will indicate that the recurring entry has been completed and can be deleted. It is set automatically after the last run but can be set manually before this date if no further runs are required.
<input type="checkbox"/> Copy texts	Optional	By selecting this parameter the recurring entry document long texts (in the document header and line items) are transferred to the actual documents.



Transfer amounts in local currency and
 Transfer tax amounts in local currency are only applicable for recurring entry documents in foreign currencies. Selecting these options would generate documents using the historical exchange rate rather than the current rate to translate actual and tax amounts respectively.

12. Click  to save the changes to the document and return to *Change Recurring Document: Overview* screen.

Additional Functionality:

The FI Postings Line Items report can be used to verify the successful execution and correct payment amounts of recurring entries.

If the list of recurring entries for a Funds Center/Fund hierarchy is unknown, the FI Postings line item report (ZFIR079) can be used to obtain these document numbers. The following link provides general information on using the report.

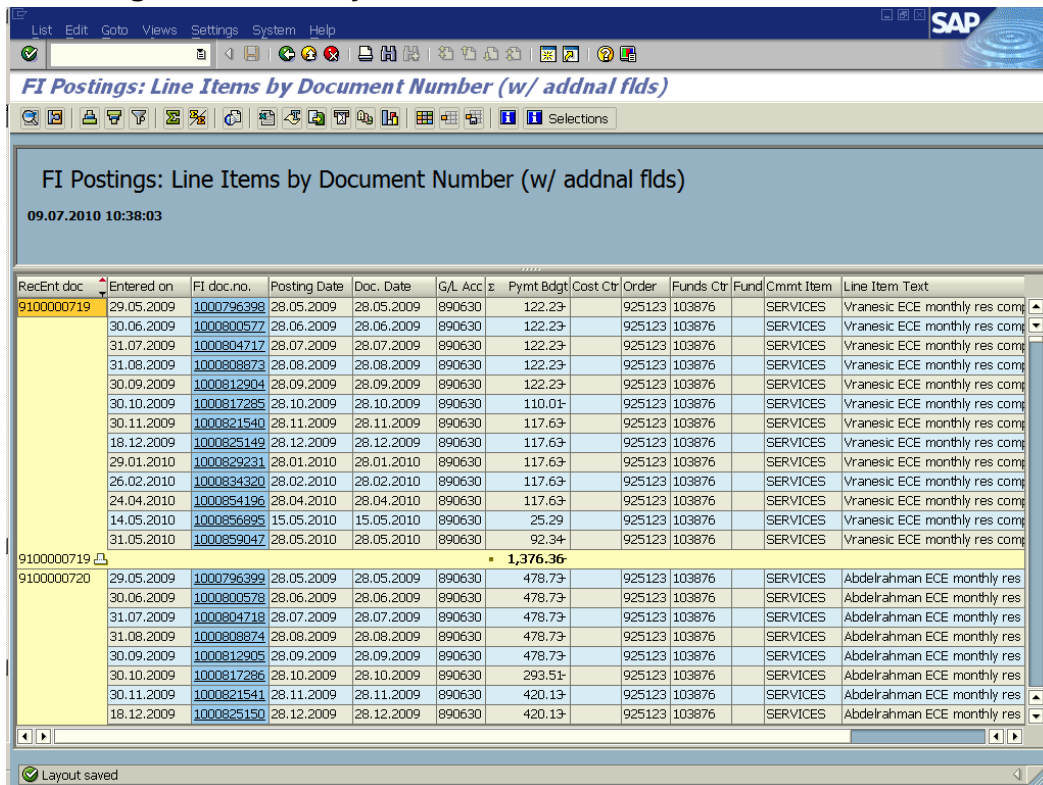


Reference Guide: FI Postings Line Item Report:

<http://www.finance.utoronto.ca/Assets/Finance+Digital+Assets/grg/reporting/lineitems/fipostings.pdf>

- Execute the report for the last two fiscal years (e.g. 2010/1 to 2011/12) using the /RECURNG_LST layout variant.

FI Postings: Line Items by Document Number



The screenshot shows the SAP interface for the report 'FI Postings: Line Items by Document Number (w/ addnal flds)'. The report is dated 09.07.2010 10:38:03. It displays a table with columns: RecEnt doc, Entered on, FI doc.no., Posting Date, Doc. Date, G/L Acc, Pymt Bdg, Cost Ctr, Order, Funds Ctr, Fund, Cmnt Item, and Line Item Text. The data is grouped by document number (9100000719 and 9100000720). A total row for document 9100000719 shows a value of 1,376.36.

RecEnt doc	Entered on	FI doc.no.	Posting Date	Doc. Date	G/L Acc	Pymt Bdg	Cost Ctr	Order	Funds Ctr	Fund	Cmnt Item	Line Item Text
9100000719	29.05.2009	1000796398	28.05.2009	28.05.2009	890630	122.23		925123	103876		SERVICES	Vranesic ECE monthly res comp
	30.06.2009	1000800577	28.06.2009	28.06.2009	890630	122.23		925123	103876		SERVICES	Vranesic ECE monthly res comp
	31.07.2009	1000804717	28.07.2009	28.07.2009	890630	122.23		925123	103876		SERVICES	Vranesic ECE monthly res comp
	31.08.2009	1000808873	28.08.2009	28.08.2009	890630	122.23		925123	103876		SERVICES	Vranesic ECE monthly res comp
	30.09.2009	1000812904	28.09.2009	28.09.2009	890630	122.23		925123	103876		SERVICES	Vranesic ECE monthly res comp
	30.10.2009	1000817286	28.10.2009	28.10.2009	890630	110.01		925123	103876		SERVICES	Vranesic ECE monthly res comp
	30.11.2009	1000821540	28.11.2009	28.11.2009	890630	117.63		925123	103876		SERVICES	Vranesic ECE monthly res comp
	18.12.2009	1000825149	28.12.2009	28.12.2009	890630	117.63		925123	103876		SERVICES	Vranesic ECE monthly res comp
	29.01.2010	1000829231	28.01.2010	28.01.2010	890630	117.63		925123	103876		SERVICES	Vranesic ECE monthly res comp
	26.02.2010	1000834320	28.02.2010	28.02.2010	890630	117.63		925123	103876		SERVICES	Vranesic ECE monthly res comp
	24.04.2010	1000854196	28.04.2010	28.04.2010	890630	117.63		925123	103876		SERVICES	Vranesic ECE monthly res comp
	14.05.2010	1000856895	15.05.2010	15.05.2010	890630	25.29		925123	103876		SERVICES	Vranesic ECE monthly res comp
	31.05.2010	1000859047	28.05.2010	28.05.2010	890630	92.34		925123	103876		SERVICES	Vranesic ECE monthly res comp
9100000719						1,376.36						
9100000720	29.05.2009	1000796399	28.05.2009	28.05.2009	890630	478.73		925123	103876		SERVICES	Abdelrahman ECE monthly res
	30.06.2009	1000800578	28.06.2009	28.06.2009	890630	478.73		925123	103876		SERVICES	Abdelrahman ECE monthly res
	31.07.2009	1000804718	28.07.2009	28.07.2009	890630	478.73		925123	103876		SERVICES	Abdelrahman ECE monthly res
	31.08.2009	1000808874	28.08.2009	28.08.2009	890630	478.73		925123	103876		SERVICES	Abdelrahman ECE monthly res
	30.09.2009	1000812905	28.09.2009	28.09.2009	890630	478.73		925123	103876		SERVICES	Abdelrahman ECE monthly res
	30.10.2009	1000817286	28.10.2009	28.10.2009	890630	293.51		925123	103876		SERVICES	Abdelrahman ECE monthly res
	30.11.2009	1000821541	28.11.2009	28.11.2009	890630	420.13		925123	103876		SERVICES	Abdelrahman ECE monthly res
	18.12.2009	1000825150	28.12.2009	28.12.2009	890630	420.13		925123	103876		SERVICES	Abdelrahman ECE monthly res

The report can be downloaded to Excel for further analysis.

Resource Information:



Contact your FAST team representative for additional assistance using this function.

<http://finance.utoronto.ca/fast/fast-team-contacts-and-faculty-representatives/>

Reference Guides:



Reference Guide: Create a Recurring Entry:

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



Reference Guide: Display a Recurring Entry:

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



Reference Guide: Document Change:

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