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

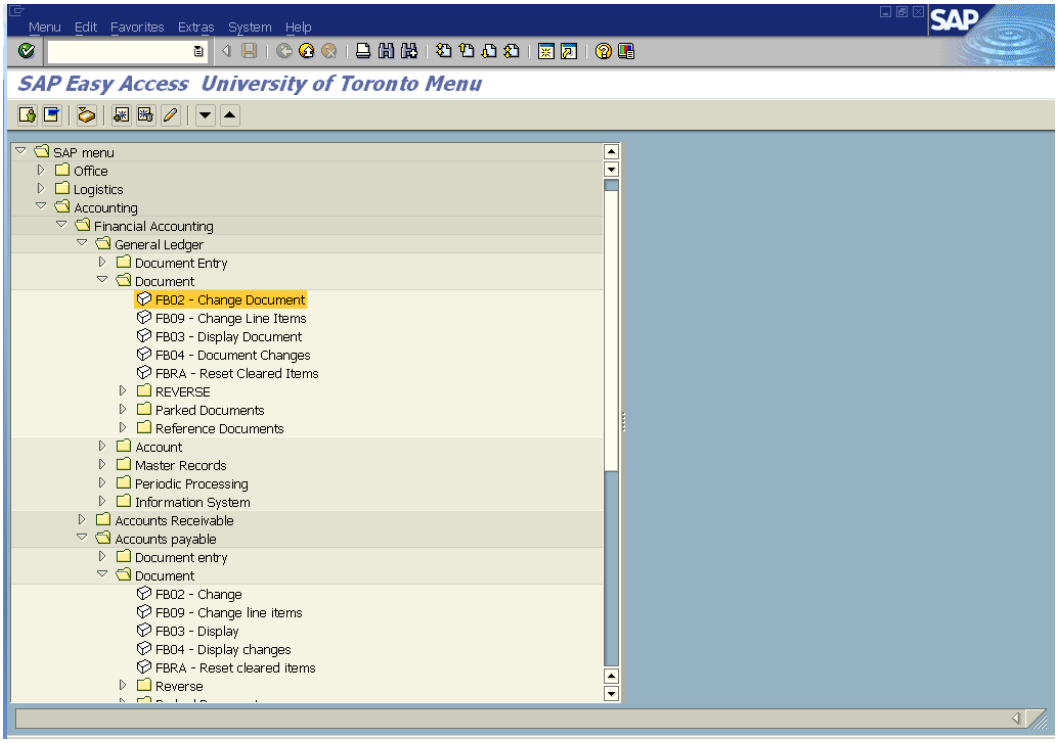
- To change Invoice Reciepts (IR) use the 51XXXXXXXX document number and Goods Receipts (GR) use the 50XXXXXXXX documents.
- If the document number is unknown, use the Document List function – see **Step 5** of the following reference guide for more information:

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

Detailed Procedure

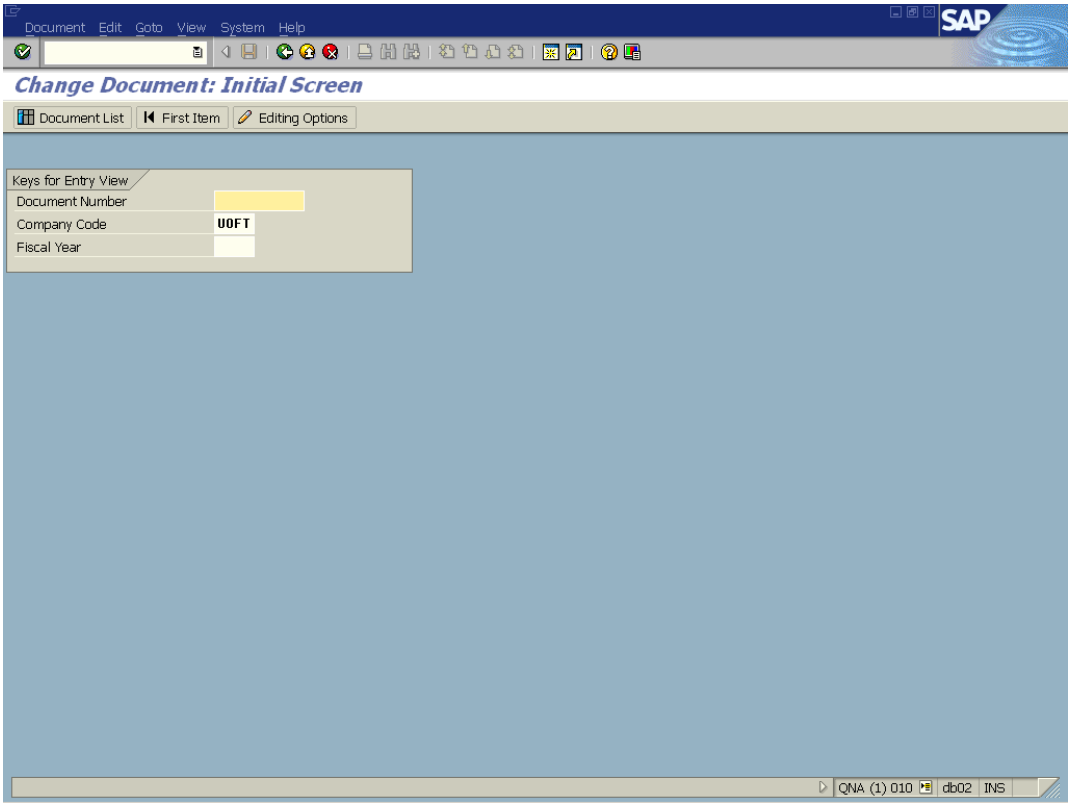
1. Start the transaction using the menu path or transaction code.

SAP Easy Access University of Toronto Menu



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

Change Document: Initial Screen

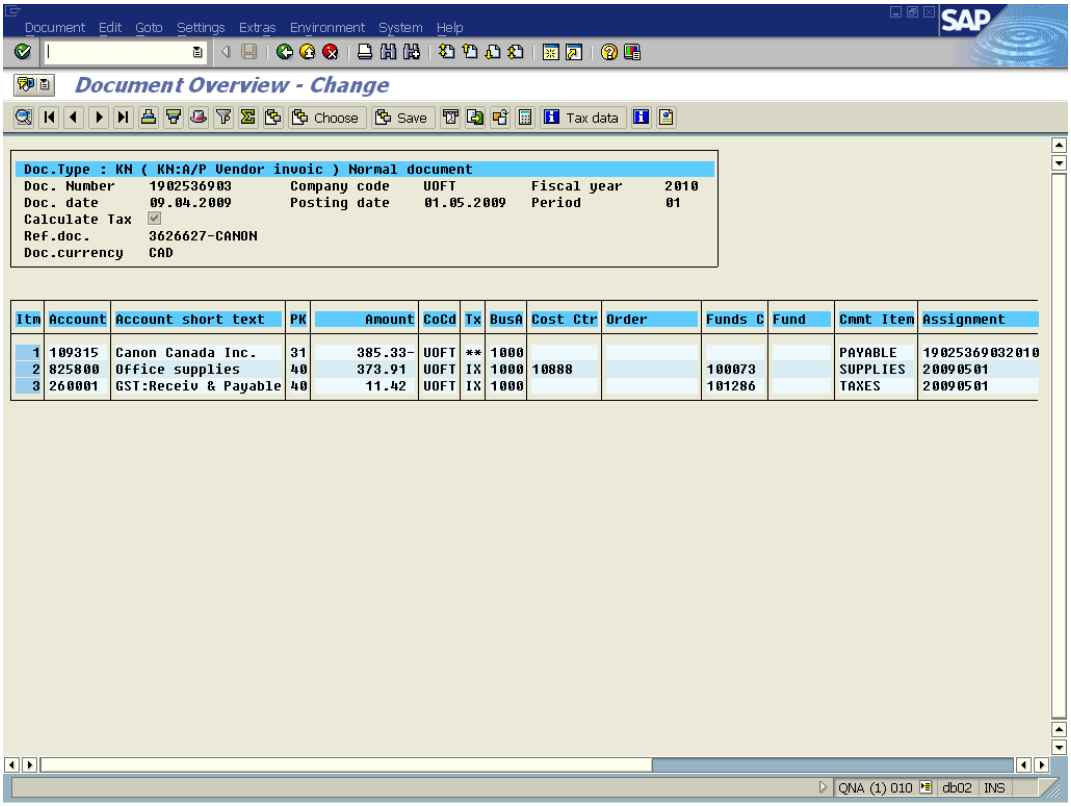


3. Complete the following as required:

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



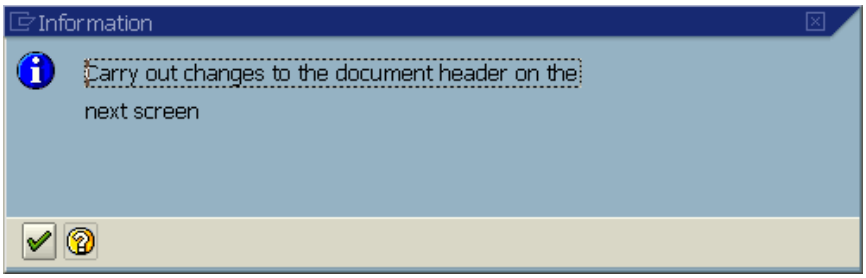
5. Options available for change:

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:

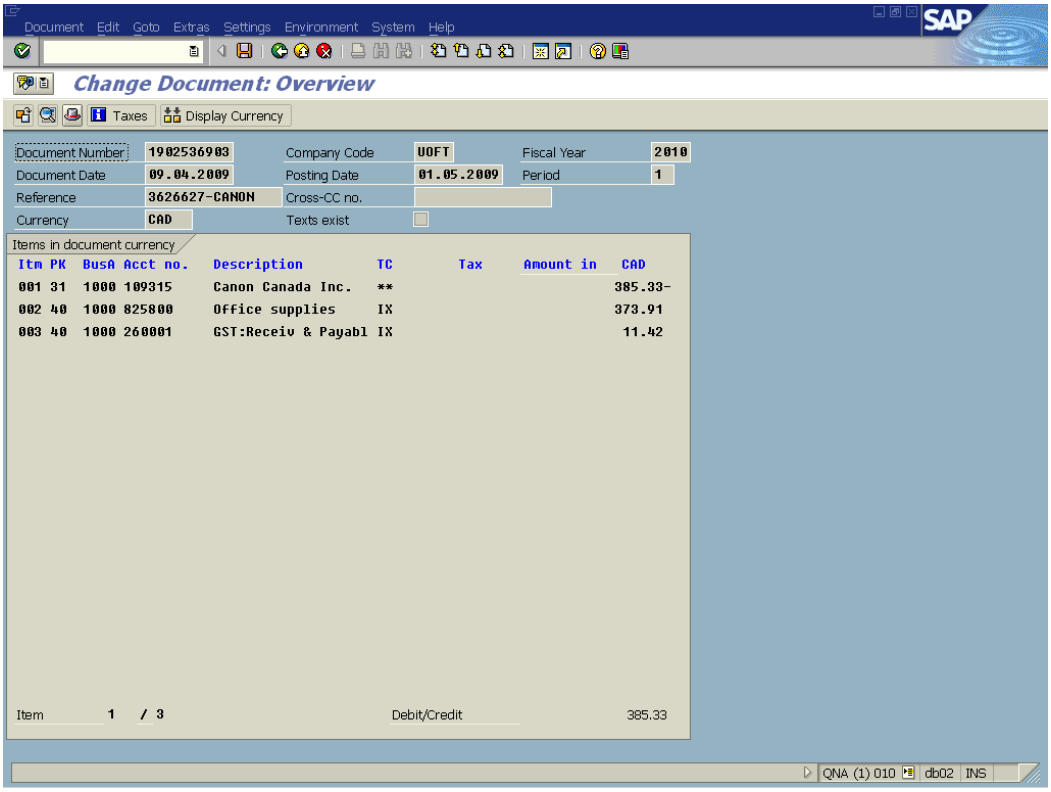
Click on the *Document Overview – Change* screen.

Information



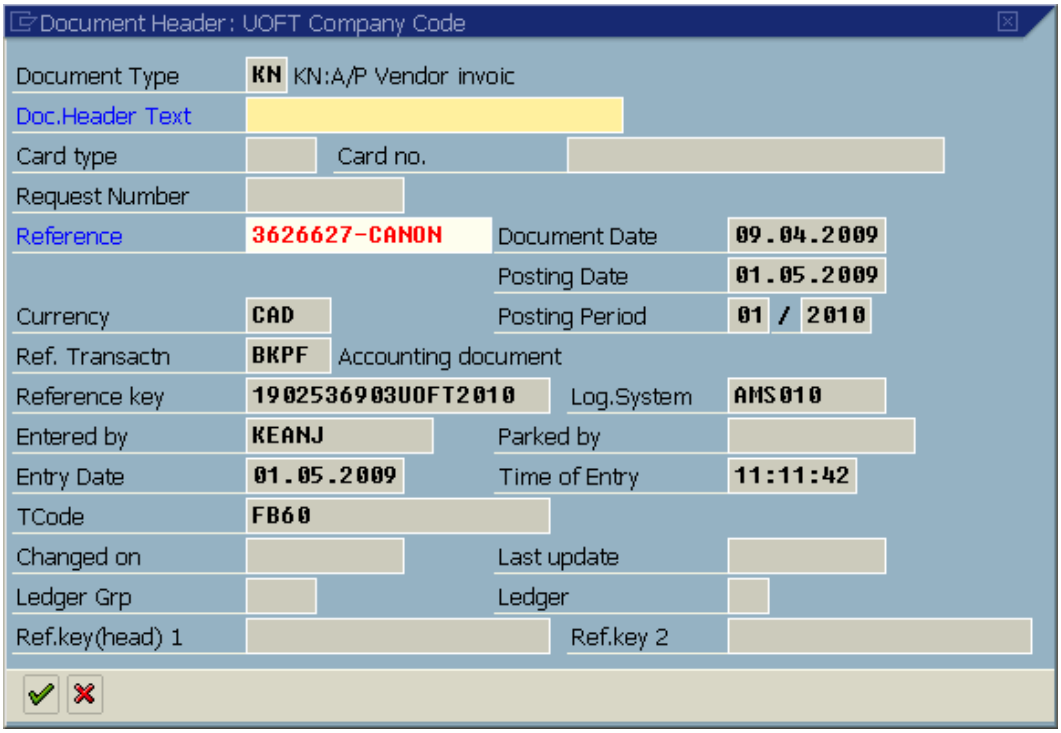
Click .to acknowledge the *Information* message.

Change Document: Overview



Click on the *Change Document: Overview* screen.

Document Header: UOFT Company Code



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.

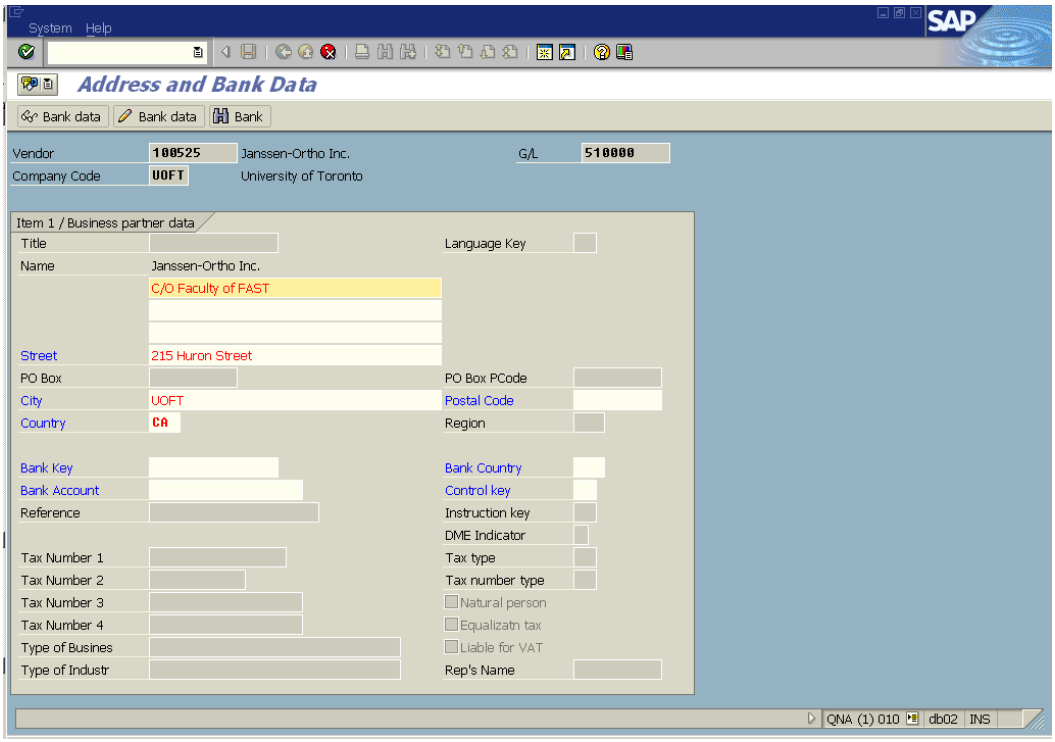
End of Procedure

7. Change the Vendor Line Item:

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

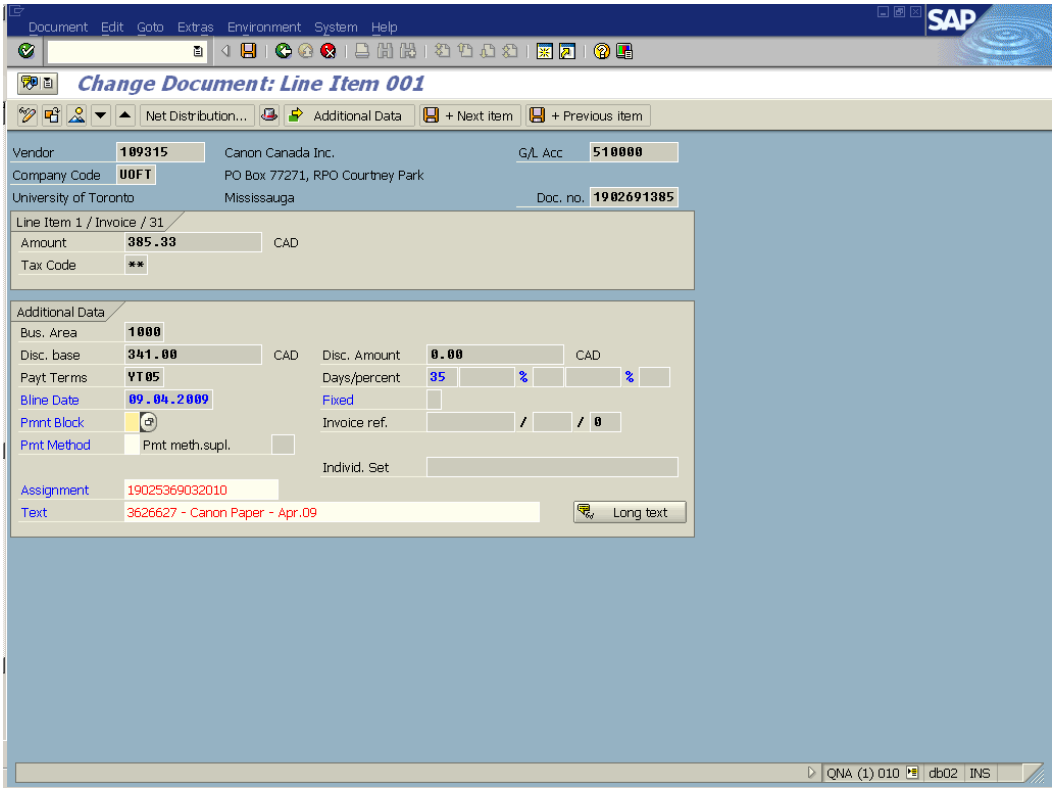
7.1 If an OTA Vendor Account or Alternate Payee function was used, the *Address and Bank Data Screen* will appear. Change the address details where necessary.

Address and Bank Data



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

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 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.

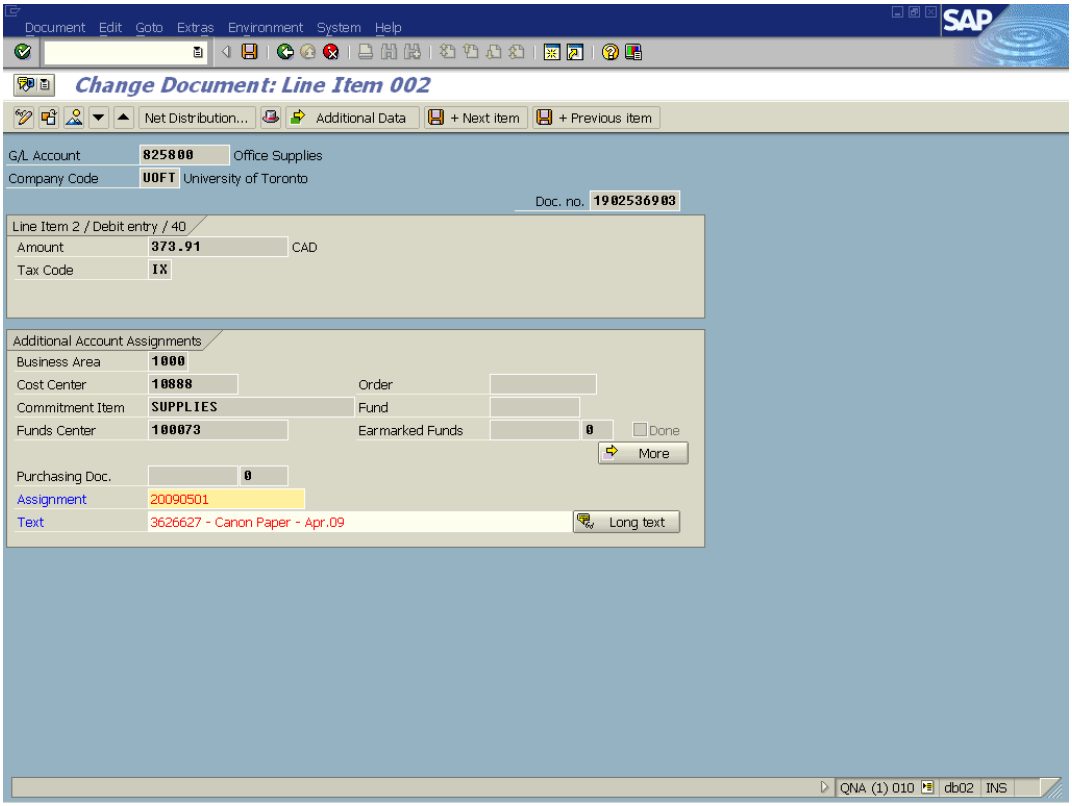
End of Procedure

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



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