UNIVERSITY OF TORONTO

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/qrg/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.
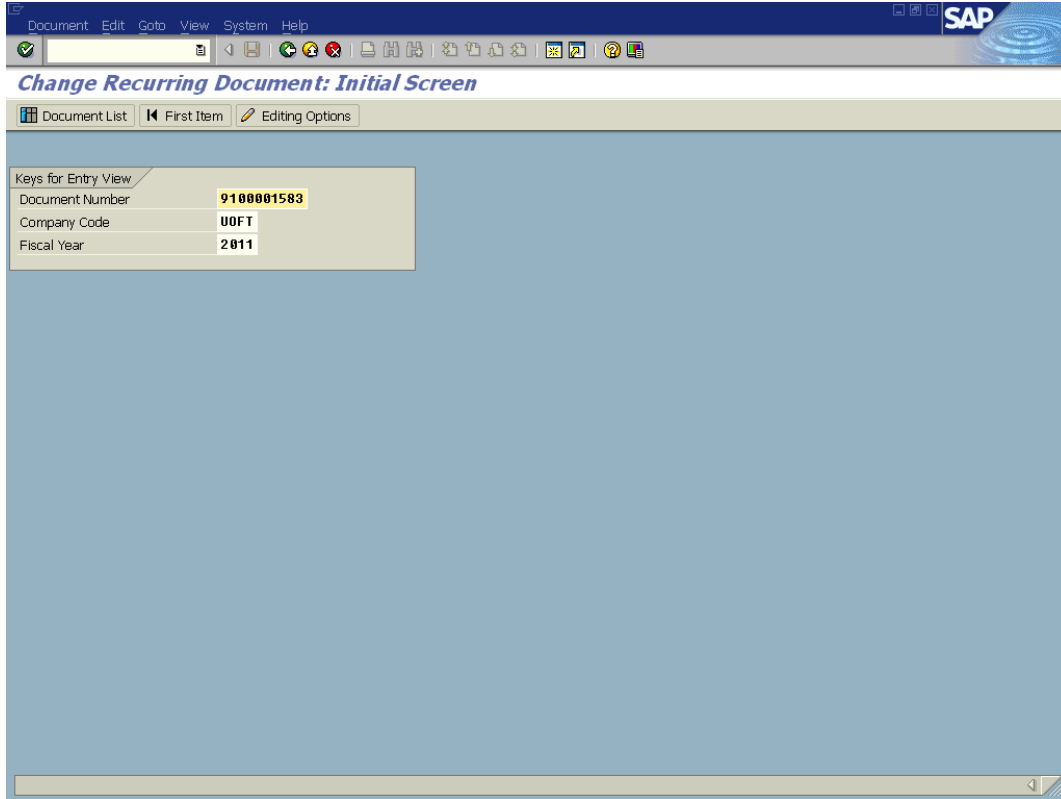
Detailed Procedure

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

SAP Easy Access University of Toronto Menu
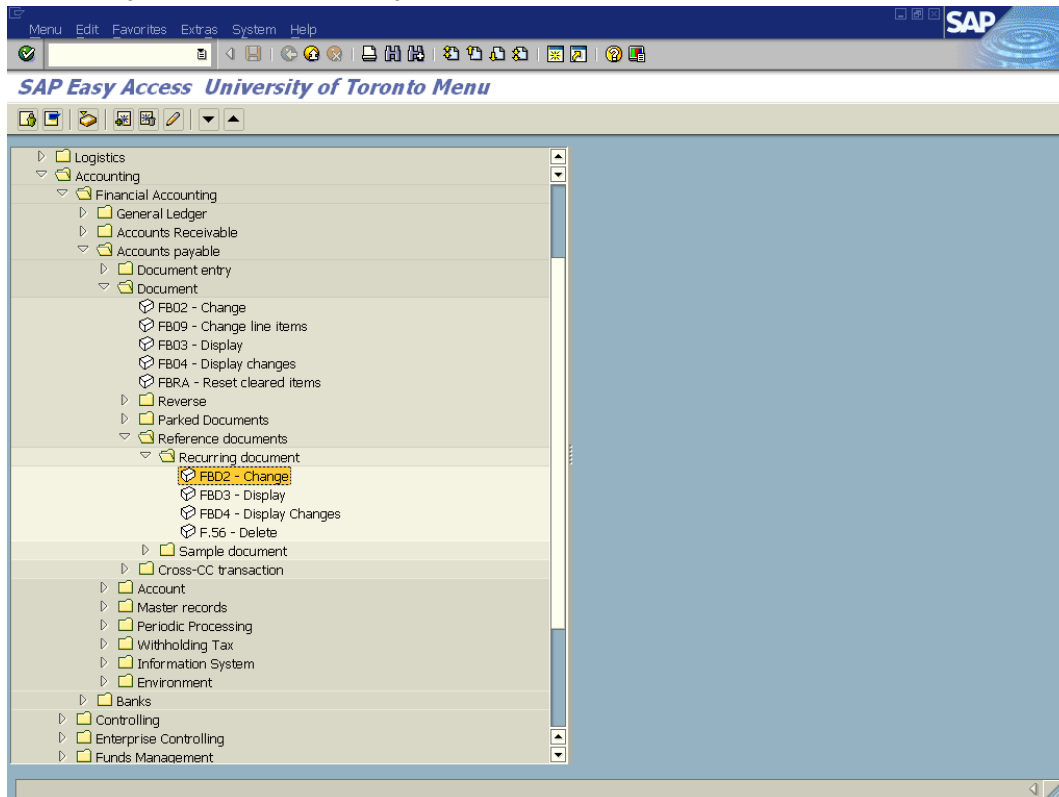
2. Double-click ⬡ FBD2 - Change.
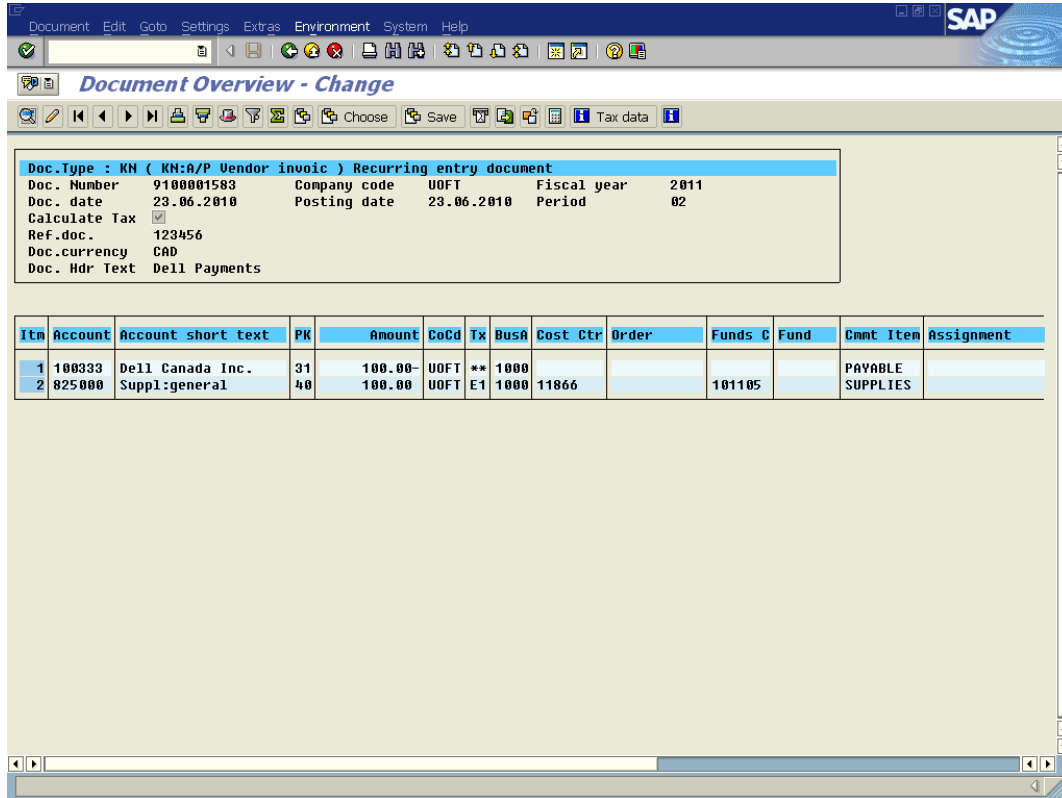
Change Recurring Document: Initial Screen

3.   Complete the following as required:

Field Name	Required/Optional/ Conditional	Description
Document Number	Required	AMS assigned number. ⓘ Recurring entry documents are in the 91xxxxxxxx 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 ![icon] 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 ![icon]	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 [icon] on the *Document Overview – Change* screen.

Information

Information

ℹ️ Carry out changes to the document header on the
next screen

✔️ ❓
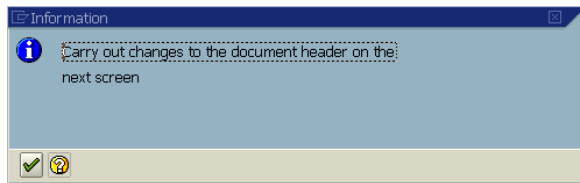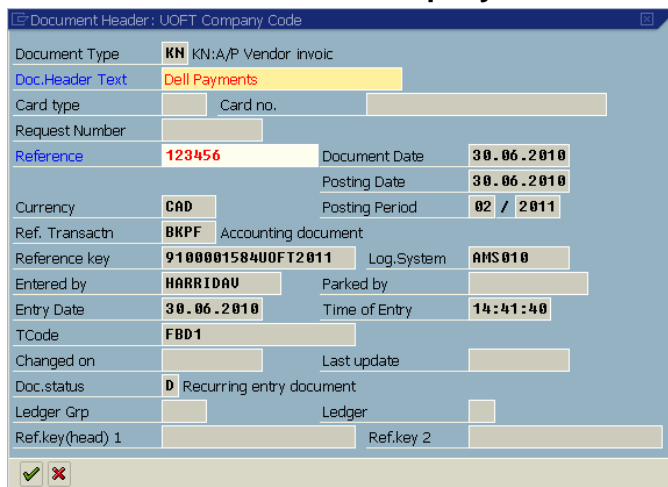
Click [icon] to acknowledge the *Information* message.

Click [icon] on the *Change Recurring Document: Overview* screen.

Document Header: UOFT Company Code

Document Header : UOFT Company Code			
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	

✔️ ✖️

ℹ️ 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 [icon] to accept the changes.

Click [icon] to return to *Document Overview – Change* screen
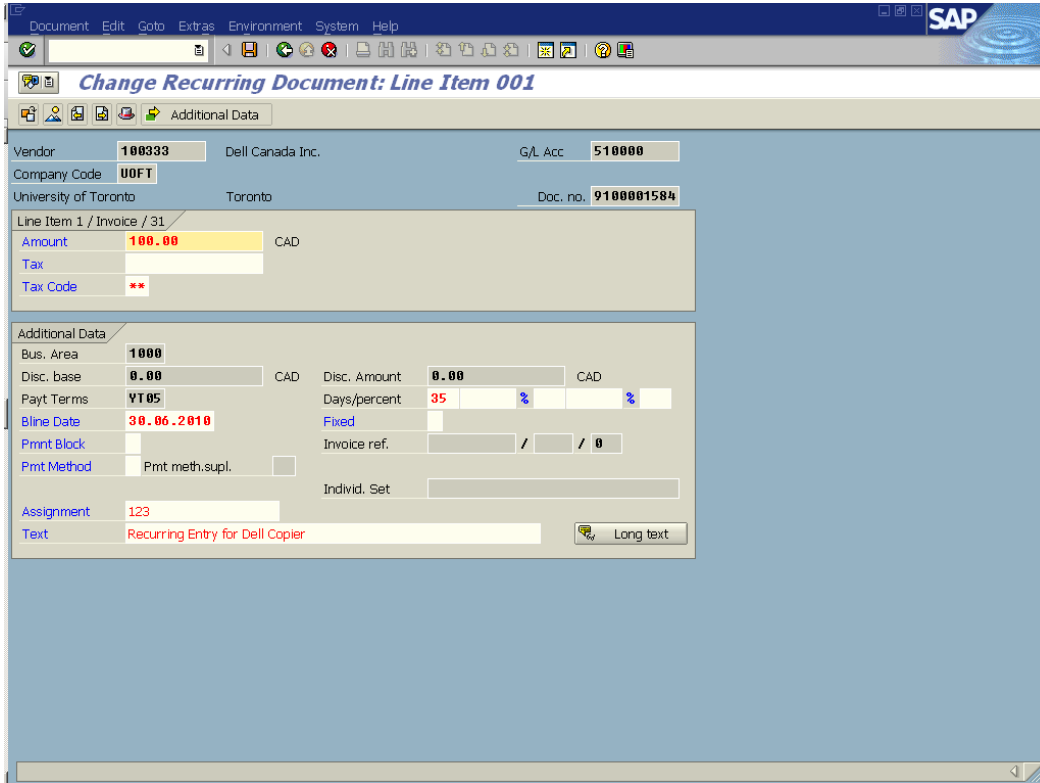
Click [icon] to save changes.

End of Procedure

7. Change the Vendor Line Item:

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

Change Document: Line Item 001 – Vendor Line Item

Click ![+ Next item] or ![+ Previous item] to move between line items

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

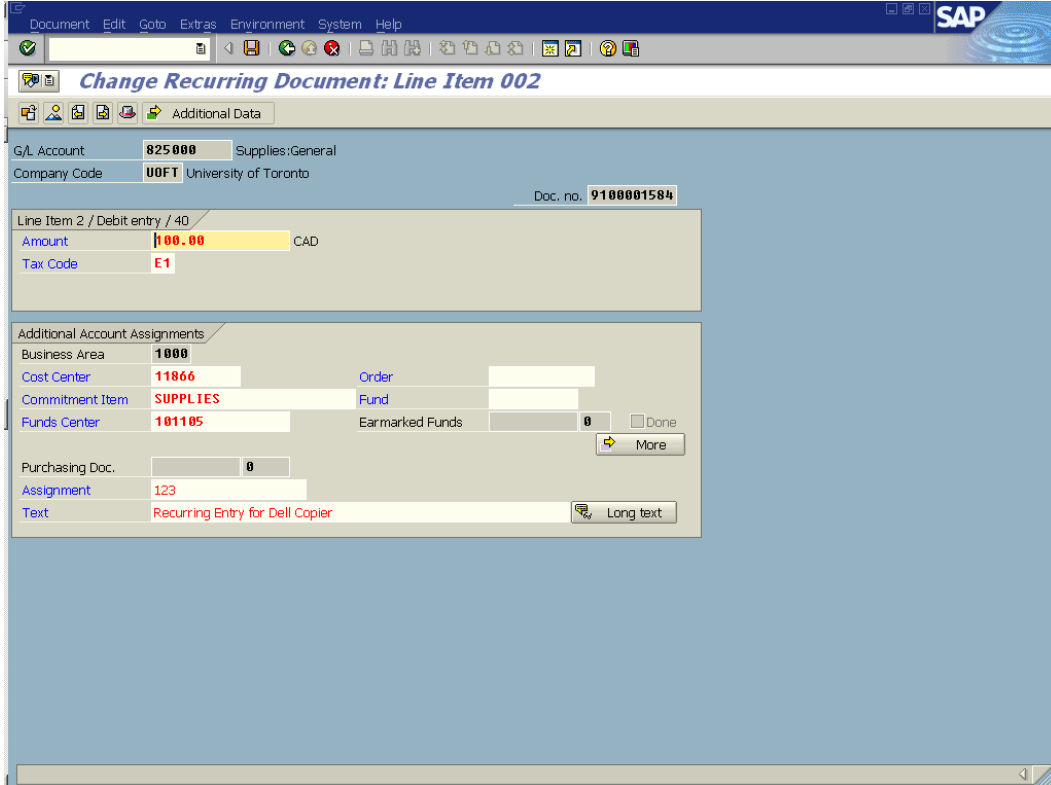Click ![icon] to return to *Document Overview – Change* screen

Click ![icon] 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

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

Click [icon] to return to *Document Overview – Change* screen

Click [icon] 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

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

Change Recurring Document: Recurring entry data

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..
☐ 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.
☐ 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.
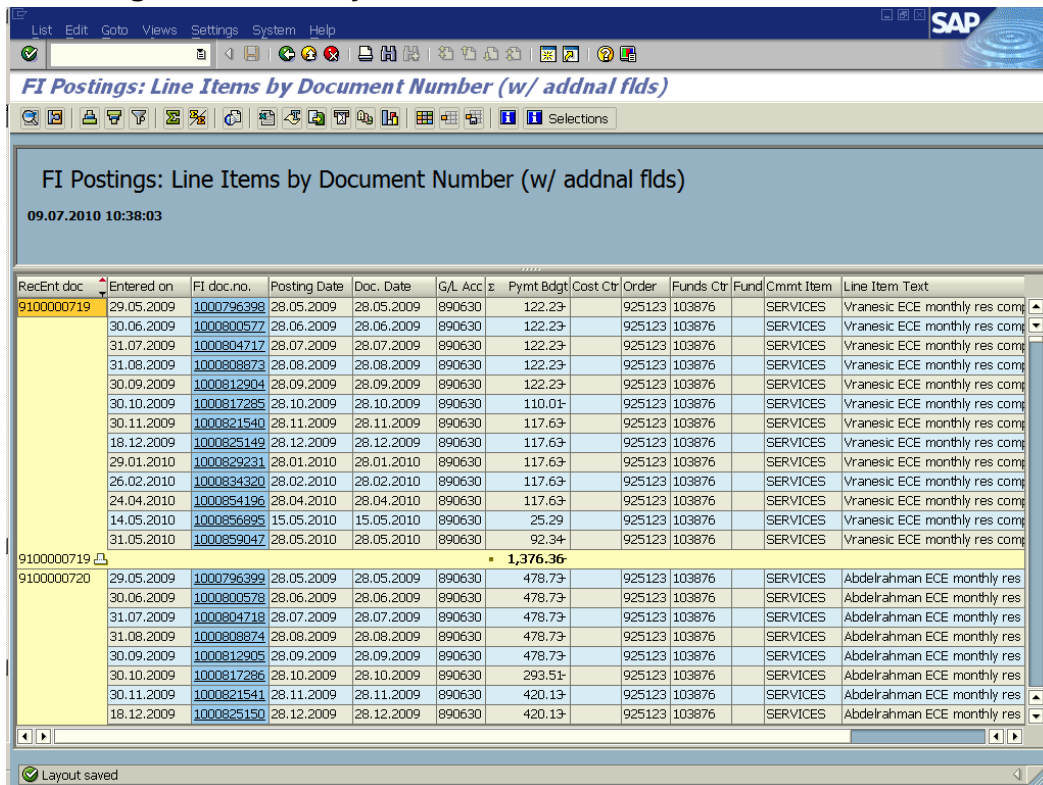
Reference Guide: FI Postings Line Item Report:

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

13. 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 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/docchng.pdf