

Work Instruction

Post with Reference

FBR2

When to Use

Use this procedure to use a previously posted document to:

- Post corrections or adjustments
- Partially reverse a previously posted document
- Use as a template for recurring posting entries where the amounts may differ from one posting to the next.

Steps

- Review the document to be used as a reference.
- Go to the *Document Entry* screen for the transaction.
- From the menu, select **Goto → Post with reference**
- Process the transaction.

Menu Path

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

- From the menu, select **Goto → Post with reference (Shift+F9)** within the transaction.
- **OR**
Enter **FBR2** to execute the *Post with Reference* transaction code

Transaction Code

FBR2

Helpful Hints

- Posting with reference brings information contained in the previously posted document, specifically the header information (Data tab) as well as the financial information (if selected) thereby eliminating the need to re-key the same information.
- The post with reference transaction uses the old-version input screens (complex posting) which provide limited information on the overview screen.

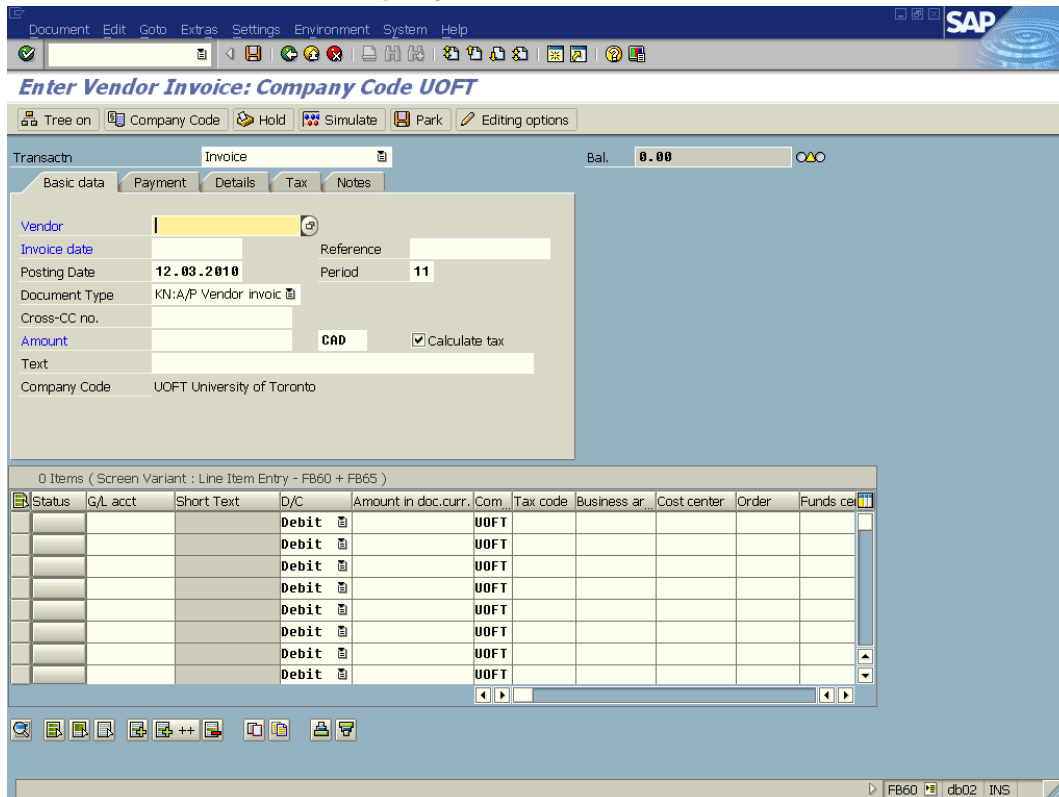


The example used in this reference guide demonstrates how to use the Post with Reference tool as a template.

Detailed Procedure

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

Enter Vendor Invoice: Company Code UOFT



Document Edit Goto Extras Settings Environment System Help

Enter Vendor Invoice: Company Code UOFT

Tree on Company Code Hold Simulate Park Editing options

Transactn Invoice Bal. 0.00

Basic data Payment Details Tax Notes

Vendor
Invoice date
Posting Date 12.03.2010 Reference
Period 11
Document Type KN:A/P Vendor Invoice
Cross-CC no.
Amount CAD Calculate tax
Text
Company Code UOFT University of Toronto

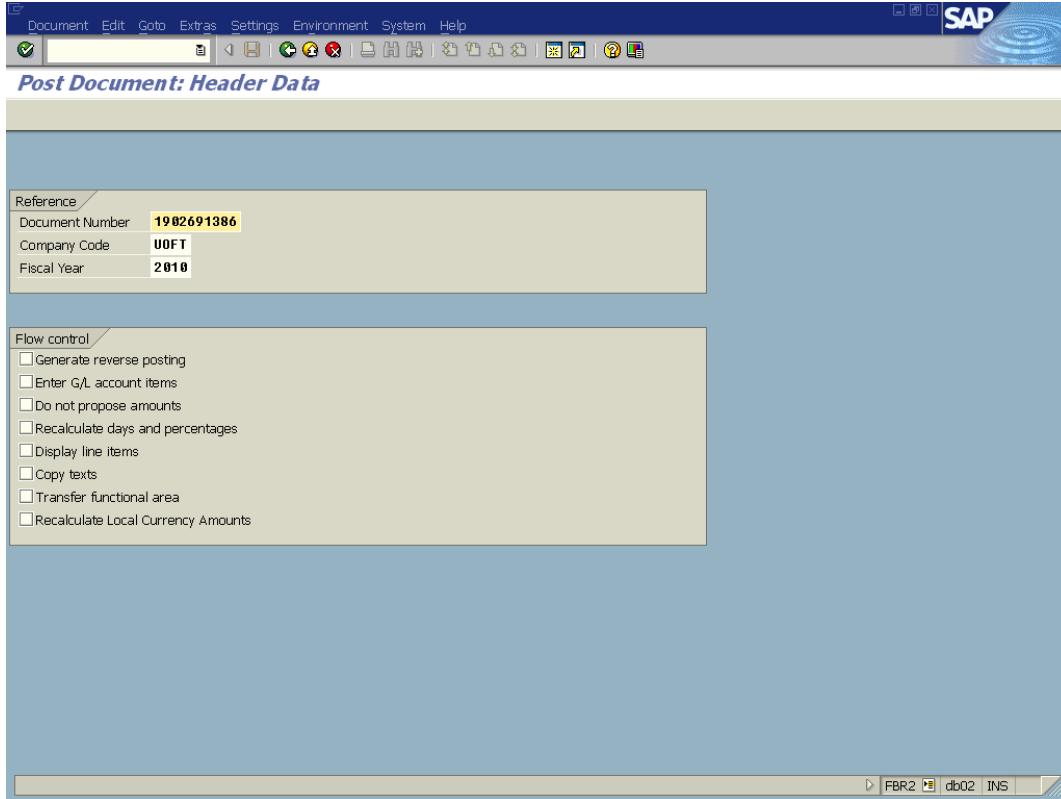
0 Items (Screen Variant : Line Item Entry - FB60 + FB65)

Status	G/L acct	Short Text	D/C	Amount in doc.curr.	Com.	Tax code	Business ar.	Cost center	Order	Funds cel
			Debit		UOFT					
			Debit		UOFT					
			Debit		UOFT					
			Debit		UOFT					
			Debit		UOFT					
			Debit		UOFT					
			Debit		UOFT					

FB60 db02 INS

2. Select **Goto** → **Post with reference (Shift+F9)** from the menu.

Post Document: Header Data



The screenshot shows the SAP 'Post Document: Header Data' screen. It features a menu bar (Document, Edit, Goto, Extras, Settings, Environment, System, Help) and a toolbar. The main content area is divided into two sections:


- Reference:**
 - Document Number: 1902691386
 - Company Code: UOFT
 - Fiscal Year: 2010
- Flow control:**
 - Generate reverse posting
 - Enter G/L account items
 - Do not propose amounts
 - Recalculate days and percentages
 - Display line items
 - Copy texts
 - Transfer functional area
 - Recalculate Local Currency Amounts


The status bar at the bottom indicates 'FBR2 db02 INS'.

3. Complete the following as required in the *Reference* section:

Field Name	Required/Optional/Conditional	Description
Document Number	Required	FIS 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, 2006 to April 30th, 2007 is identified as "2007" fiscal year).

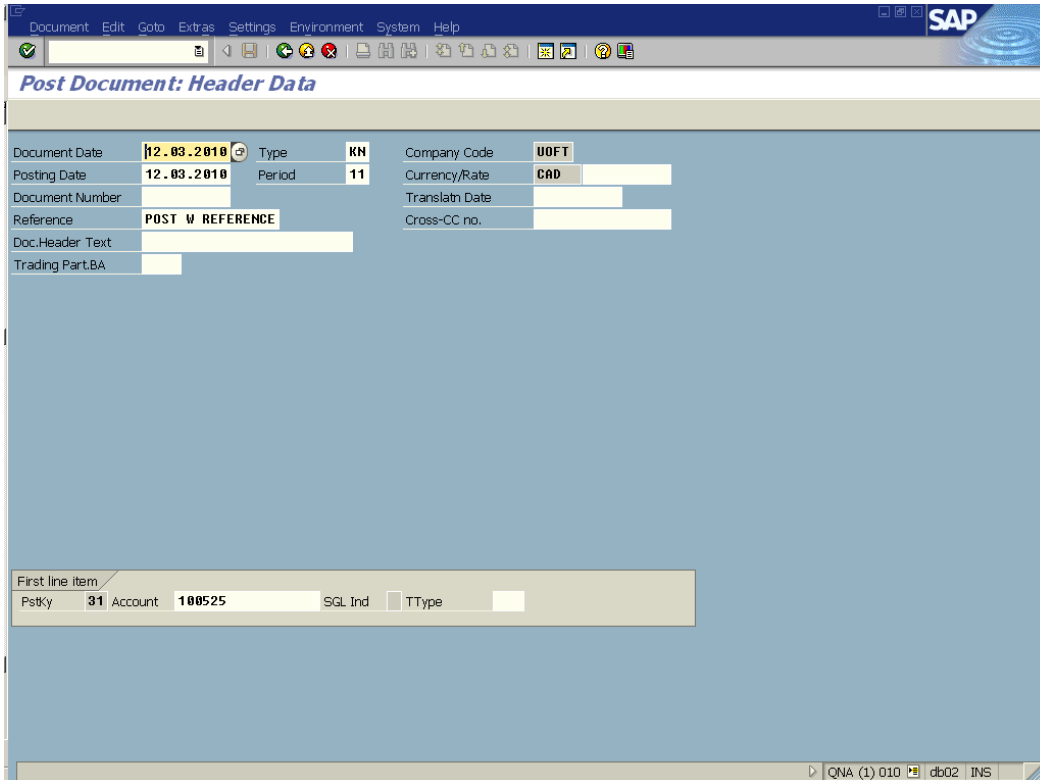
4. Complete the following as required in the *Flow Control* section:

Field Name	Required/ Optional/ Conditional	Description
<input type="checkbox"/> Generate reverse posting	Optional	If this field is selected, the original posting key is replaced by the reverse posting key for all line items. The reverse posting key is stored in the system for each posting key. Note: as a result, the allocation to the debit or credit side of the corresponding account changes for all line items.
<input type="checkbox"/> Enter G/L account items	Optional	If this indicator is set, the document which is used as a reference is only allowed to contain G/L account line items. When copying the document, the line items are then transferred to the fast entry screen for G/L accounts, so that several line items can be processed on one screen.
<input type="checkbox"/> Do not propose amounts	Optional	Omits amounts when copying
<input type="checkbox"/> Recalculate days and percentages	Required	Indicates that the days and percentages for the payment terms are not taken from the reference document; instead they should be recalculated. This method involves taking the terms of payment key from the master record of the customer or vendor in question and recalculating the days and percentages as well as the baseline date for payment on the basis of this key.  It is recommended that this option be selected to ensure payment terms are up to date.
<input type="checkbox"/> Display line items	Optional	If this field is selected, the copied line items are displayed individually. Use this procedure to change the default values. All line items are copied without being displayed after the copying procedure; an overview of the copied line item is displayed.
<input type="checkbox"/> Copy texts	Optional	Indicates that any texts in the reference document are copied to the new document.

Field Name	Required/ Optional/ Conditional	Description
<input type="checkbox"/> Transfer functional area	Optional	This has the effect that the functional area of the reference document is copied to the new document. This transfer can be used if the functional area was entered manually in the reference document and cannot be derived by cost of sales accounting substitution. Generally, the functional area should be derived by cost of sales accounting substitution (default).  This option is currently not available at UOFT.
<input type="checkbox"/> Recalculate Local Currency Amounts	Optional	Will translate value to CAD currency based on the current exchange rate.

5. Click  to go to the *Post Document: Header Data* information.

Post Document: Header Data



The screenshot shows the SAP 'Post Document: Header Data' screen. The interface includes a menu bar (Document, Edit, Goto, Extras, Settings, Environment, System, Help) and a toolbar with various icons. The main data area contains the following fields:



Document Date	12.03.2010	Type	KN	Company Code	UOFT
Posting Date	12.03.2010	Period	11	Currency/Rate	CAD
Document Number		Translatn Date			
Reference	POST W REFERENCE	Cross-CC no.			
Doc.Header Text					
Trading Part.BA					

At the bottom, there is a 'First line item' section with the following details:

PstKey	31	Account	100525	SGL Ind		TType	
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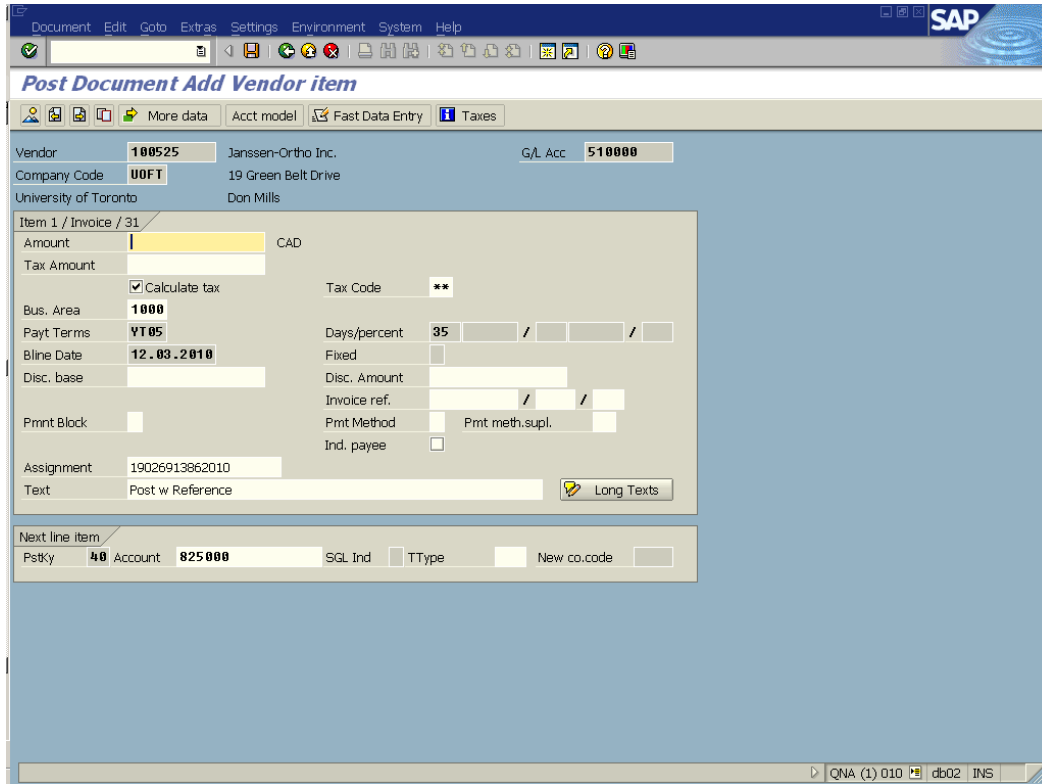
The status bar at the bottom right shows 'QNA (1) 010 db02 INS'.

6. Complete the following as required:

Field Name	Required/Optional/Conditional	Description
Document Date	Required	Document creation date or Customer/Supplier invoice date.
Posting Date	Required	Date which the financial transaction was recorded. Defaults to current date and should not be changed.
Reference	Optional	Used to refer to source document or transaction description.
PstKy	Required	Two-digit numeric key that determines the way which the next document line item should be entered. That is, it specifies the account types required, the layout of the subsequent entry screens, and whether the posting is a debit or credit.  This value is derived from the referenced document and may not be available. To obtain a list of available posting keys, use the match code  button.
Account	Required	A numeric code which identifies a General Ledger (G/L) account, a customer or a vendor.

7. Click  to go to the *Post Document: Add Vendor item* screen.

Post Document Add Vendor item



Document Edit Goto Extras Settings Environment System Help

Post Document Add Vendor item

Vendor: 100525 Janssen-Ortho Inc. G/L Acc: 510000
 Company Code: UOFT 19 Green Belt Drive
 University of Toronto Don Mills



Item 1 / Invoice / 31


Amount: [] CAD
 Tax Amount: []
 Calculate tax Tax Code: **
 Bus. Area: 1000
 Payt Terms: VT05 Days/percent: 35 / /
 Bline Date: 12.03.2010 Fixed: []
 Disc. base: [] Disc. Amount: []
 Invoice ref.: [] / [] / []
 Pmnt Block: [] Pmnt Method: [] Pmnt meth.spl.: []
 Ind. payee:
 Assignment: 19026913862010
 Text: Post w Reference Long Texts

Next line item
 Pstky: 40 Account: 825000 SQL Ind: [] TType: [] New co.code: []

QNA (1) 010 db02 INS


8. Complete the following as required:

Field Name	Required/Optional/Conditional	Description
Amount	Required	Line item amount in document currency.  The net payable to the vendor.
Ind. payee <input type="checkbox"/>	Conditional	Select the checkbox to use the alternate payee address function.  Reference Guide: Using the Alternate Payee Address function http://www.finance.utoronto.ca/Assets/Finance+Digital+Assets/qrg/ap/altpayee.pdf
Assignment	Optional	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	Required/Optional/Conditional	Description
Text	Required	Line item specific explanatory description (e.g. Invoice number, Vendor Name, brief description). If previous line item text exists, enter '+' to copy text.
Account	Required	A numeric code which identifies a General Ledger (G/L) account, a customer or a vendor.  The G/L account for the <i>Next line item</i>



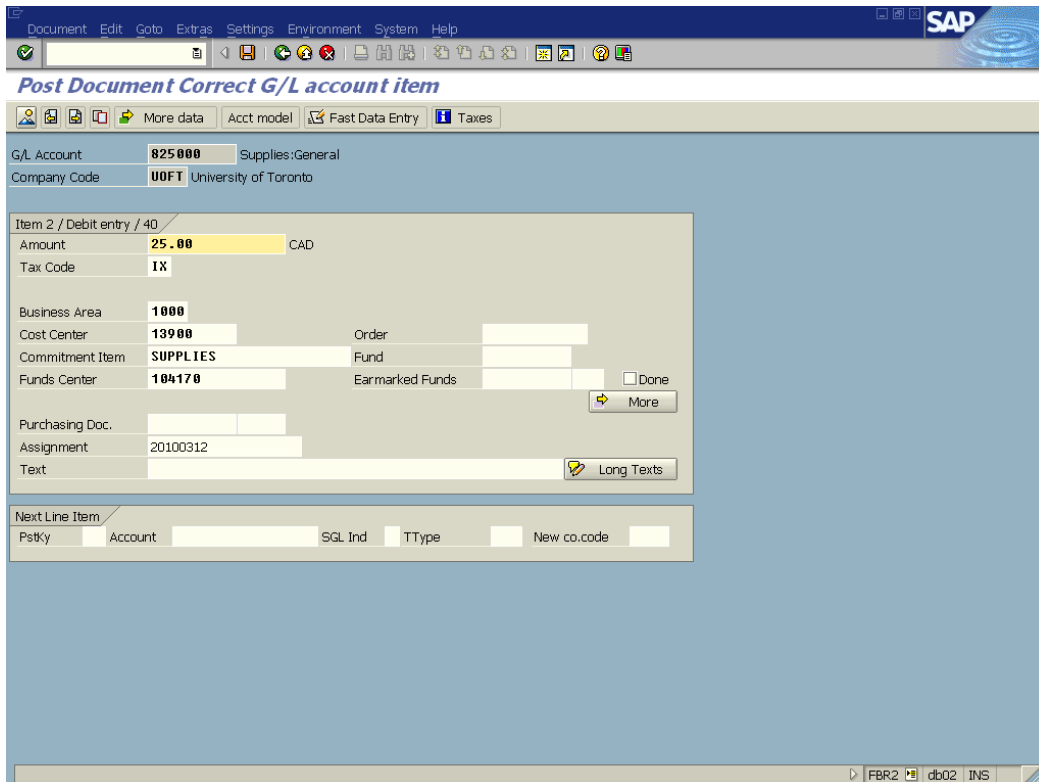
Select **Calculate tax** for the tax amounts to be automatically calculated.
If the **Calculate tax** field is not visible, go to Step **13**

9. Click the  icon to go to the next line item.



The  (back) and  (forward) buttons can be used to scroll through the line items.

Post Document: Header Data



The screenshot shows the SAP 'Post Document Correct G/L account item' screen. The interface includes a menu bar (Document, Edit, Goto, Extras, Settings, Environment, System, Help) and a toolbar with various icons. The main content area displays the following data:


- G/L Account: **825000** Supplies:General
- Company Code: **UOFT** University of Toronto
- Item 2 / Debit entry / 40 /
- Amount: **25.00** CAD
- Tax Code: **IX**
- Business Area: **1000**
- Cost Center: **13900** Order: []
- Commitment Item: **SUPPLIES** Fund: []
- Funds Center: **104170** Earmarked Funds: [] Done
- Purchasing Doc.: []
- Assignment: 20100312
- Text: []

At the bottom, there is a 'Next Line Item' section with fields for PstKy, Account, SQL Ind, TType, and New co.code.

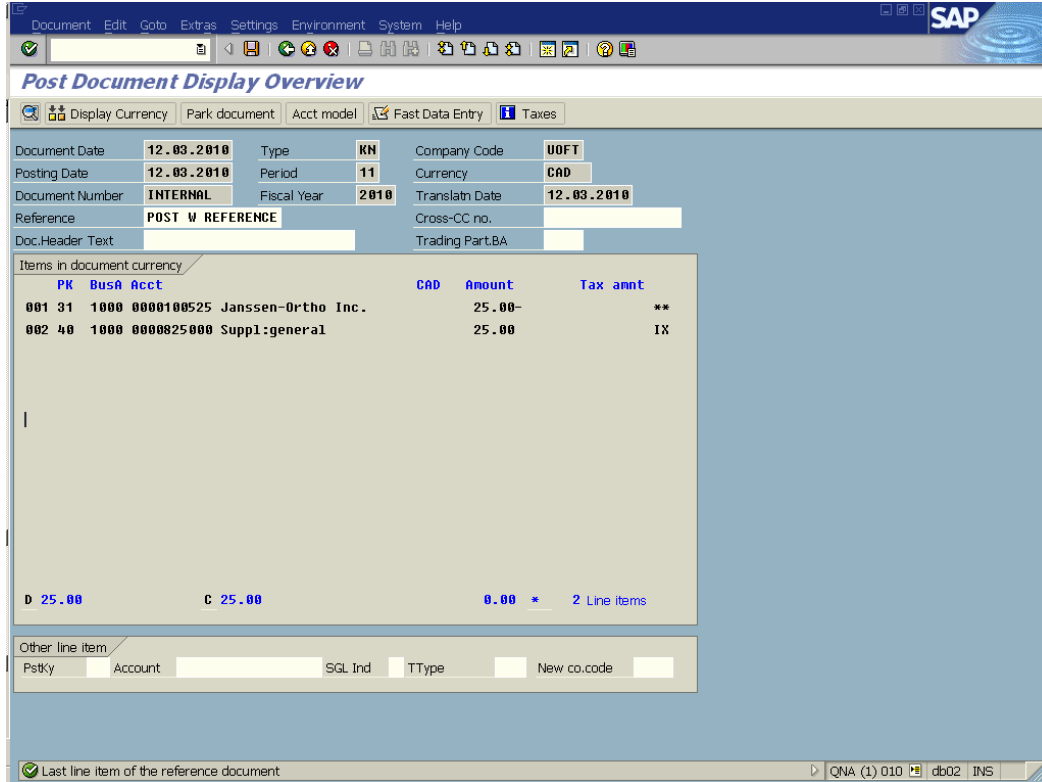
10. Complete the following as required:

Field Name	Required/Optional/Conditional	Description
Amount	Required	Line item amount in document currency.
Tax Code	Required	Tax category that identifies the applicable tax rate. A list of frequently used tax codes can be found at: http://www.finance.utoronto.ca/Assets/Finance+Digital+Assets/FAST/Reference+Guides/Navigating+and+Managing+Information+in+FIS/hstcodes.pdf
Business Area	Required	Defaults from the Cost Center. If no Cost Center defined, 1000 = non-ancillary, 1001 - 1024 = ancillaries. UofT uses business area codes to distinguish the financial activity for each ancillary operating unit (i.e. residences, conferences, parking, food and beverage and real estate) from the rest of the financial activity at UofT (i.e. Operating, Capital and Restricted funds).
Cost Center	Conditional	A five or six digit code that represents an organizational unit or program and tracks activity on a fiscal year basis. Financial transactions post to EITHER a Cost Center OR an Internal Order, but NOT both.
Commitment Item	Required	Defaults based on G/L account used, can be overwritten. An alphabetic code used to (1) group similar g/l accounts for summary reporting purposes; i.e. Supplies and (2) segregate budget dollars for special purpose spending; i.e. EXP-UTFA, SPECIALS, etc. within a Funds Center or Fund.
Funds Center	Required	A six digit code, starting with "1" or "2" used to record the funding and spending transactions for financial activity reported on a fiscal year basis. (i.e. operating, ancillary, principal investigator (PI), etc.).
Order	Required	A six digit code that represents an organizational unit or program and tracks activity on a non-fiscal year basis, i.e. short term or ongoing basis. Financial transactions post to EITHER a Cost Center OR an Internal Order, but NOT both.

Field Name	Required/Optional/Conditional	Description
Fund	Conditional	A six digit code, starting with "3" or "4" used to record the funding and spending transactions for financial activity which typically spans more than 1 fiscal year. (i.e. conference, research, etc.)
Earmarked Funds	Optional	A document entered that reserves budget for expected expenses. Referencing the document number in a financial transaction will reduce the reserved amount. Also referred to as a Manual Reserve.
<input type="checkbox"/> Done	Optional	Select this option to complete the Earmarked Fund
Purchasing Doc.	Optional	Purchase Order document number.
Assignment	Optional	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.
Text	Required	Line item specific explanatory description (e.g. Invoice number, Vendor Name, brief description). If previous line item text exists, enter '+' to copy text.

11. Click  to go to the *Post Document: Display Overview* screen
or
Complete the **Pstky** and **Account** information in the *Other line item* section to add additional lines.

Post Document Display Overview



The screenshot shows the SAP 'Post Document Display Overview' interface. At the top, there is a menu bar with options like 'Document', 'Edit', 'Goto', 'Extras', 'Settings', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area displays document details:


- Document Date: 12.03.2010, Type: KN, Company Code: U0FT
- Posting Date: 12.03.2010, Period: 11, Currency: CAD
- Document Number: INTERNAL, Fiscal Year: 2010, Translatn Date: 12.03.2010
- Reference: POST W REFERENCE, Cross-CC no.:
- Doc.Header Text: , Trading Part.BA:




Below this, a table titled 'Items in document currency' shows two line items:

PK	BusA	Acct		CAD	Amount	Tax amnt
001	31	1000 0000100525	Janssen-Ortho Inc.		25.00-	**
002	40	1000 0000825000	Suppl:general		25.00	IX

At the bottom of the table, it shows a summary: D 25.00, C 25.00, 0.00, * 2 Line items. There is also an 'Other line item' section with fields for PstKey, Account, SQL Ind, TType, and New co.code. The status bar at the bottom indicates 'Last line item of the reference document' and 'QNA (1) 010 db02 INS'.

12. The following processing options are available:

Action	Icon	Description
Simulate	From the menu, select Document → Simulate	Simulating calculates and displays additional postings that would be generated upon posting (i.e. tax implications based on tax codes used) and displays them as part of the Document Overview screen for review prior to posting.  Go to step 16 for more information.

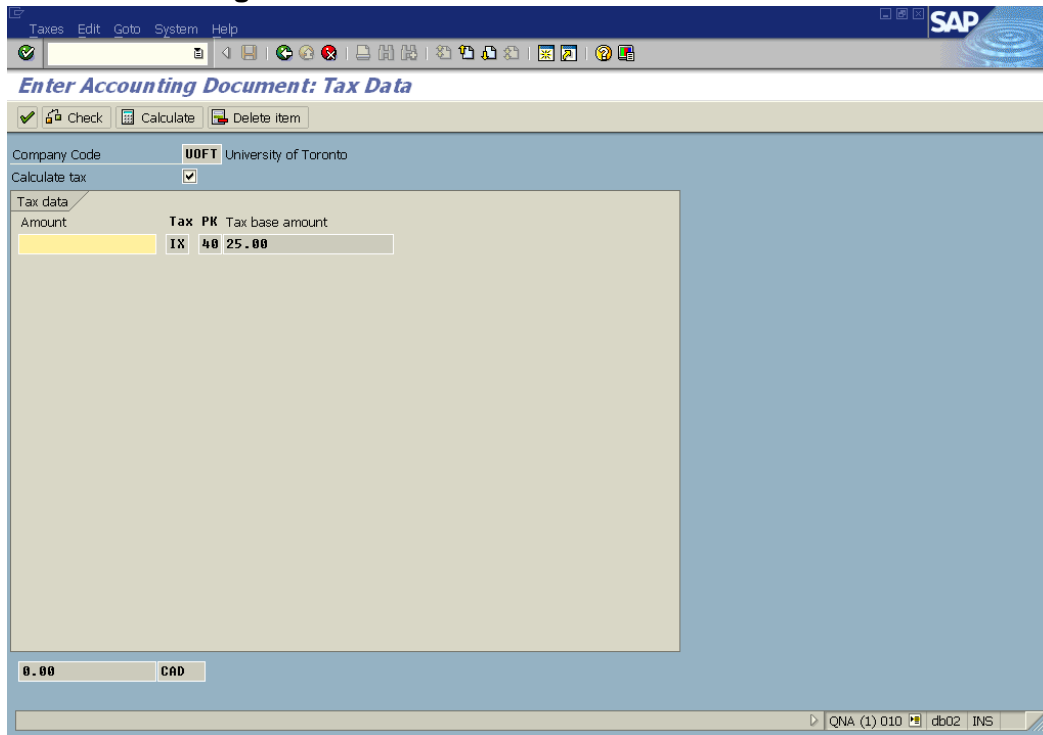
Action	Icon	Description
Park document		<p>This is the process used for electronic signatures. Parks the document and assigns a system generated document number which will become the document number assigned to the financial transaction once the parked document is posted. The parked document can be retrieved using the system generated document number by the original user or by another user.</p> <p> A system generated document number will appear on the bottom of the screen. Record the document number on your backup.</p>
Post		<p>Posts the document and provides a document number. Record document number on original document and file.</p>


End of procedure.

Additional Functionality:


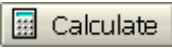

13. Click  Taxes to go to the *Enter Accounting Document: Tax Data* screen.

Enter Accounting Document: Tax Data



14. Click  for the tax amounts payable to be automatically calculated.

The following additional options are available:

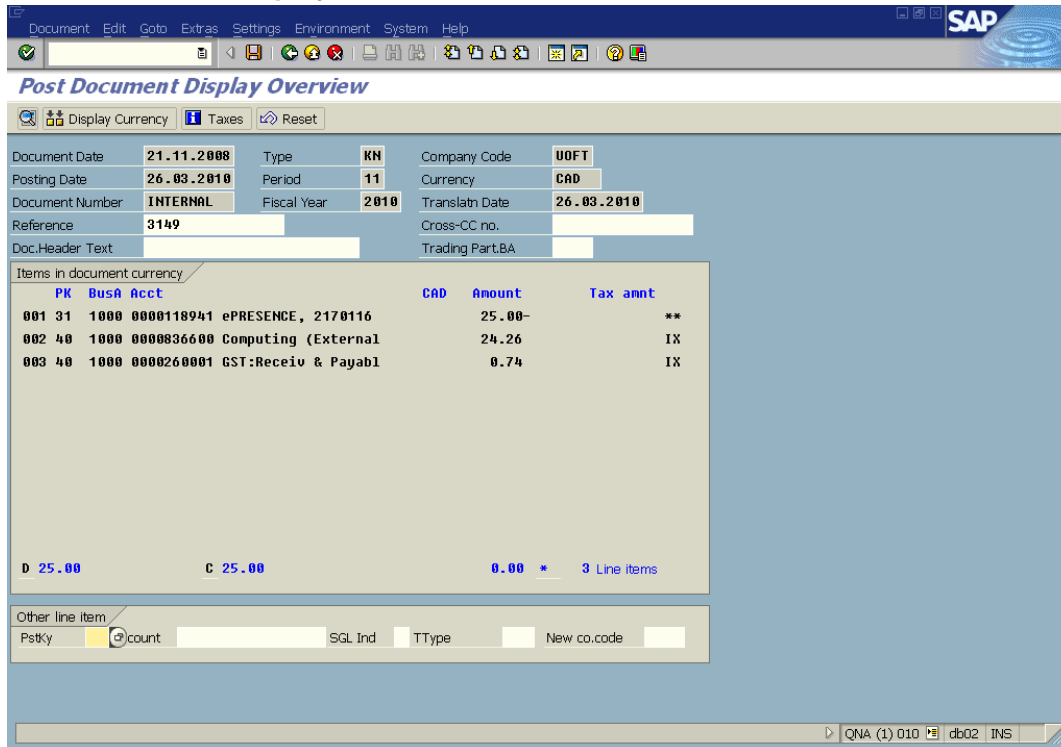
Action	Icon	Description
Check		Will verify the tax amounts displayed are correct.
Calculate		Will calculate the tax amounts payable.
Delete item		Will delete the selected tax amount line.

15. Click  to return to the *Post Document Display Overview* screen.

16. Simulate Document:

From the menu, select **Document** → **Simulate** to display the tax implications based on the selected tax codes.

Post Document Display Overview



The screenshot shows the SAP 'Post Document Display Overview' window. The title bar includes 'Document', 'Edit', 'Goto', 'Extras', 'Settings', 'Environment', 'System', and 'Help'. The SAP logo is visible in the top right corner. Below the title bar, there are buttons for 'Display Currency', 'Taxes', and 'Reset'. The main area displays document details:

Document Date	21.11.2008	Type	KN	Company Code	U0FT
Posting Date	26.03.2010	Period	11	Currency	CAD
Document Number	INTERNAL	Fiscal Year	2010	Translatn Date	26.03.2010
Reference	3149			Cross-CC no.	
Doc-Header Text				Trading Part.BA	

Below the document details, there is a table for 'Items in document currency':

PK	Busn Acct		CAD	Amount	Tax amnt
001 31	1000 0000118941	ePRESENCE, 2170116		25.00-	**
002 40	1000 0000836600	Computing (External		24.26	IX
003 40	1000 0000260001	GST:Receiv & Payabl		0.74	IX

At the bottom of the table, it shows: D 25.00, C 25.00, 0.00, *, 3 Line items.

There is also an 'Other line item' section with fields for Pstky, count, SQL Ind, TType, and New co.code.

17. Click  to return to the *Post Document: Display Overview* screen.



The system displays the following message "Automatically created line items will be deleted"

Resource Information:



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