Create an Account Assignment Model

Many journal entries occur on a regular basis (i.e.: weekly, monthly, etc.). Those repetitive entries can be used to create an account assignment model.

An account assignment model is a reference document, which allows the creation of a template or shell for a journal entry. This template can be used over and over again to create or initiate those repetitive type of journal entries. The user enters only data that changes from entry to entry, saving time and keystrokes.

The model (template) can contain multiple lines with only the fields of data that remain constant or do not change. The lines may be left incomplete for the fields of data that will change. Any of the lines of data can be changed or deleted as the journal entry is created, and new lines can also be added. Also, the account assignment model can be revised or deleted at a later date if needed.
Create an Account Assignment Model - FKMT

Via User Menu: Financials → Financial Documents → Account assignment model

On the **Account Assignment Model: Initial Screen:**

1. Enter a relevant **name** for the new model being created in the **Acct assignment model** field.
2. Click on the **Create** button and note the following:
   - If the name entered has already been used, an error message will prompt for another name to be entered.
   - If the name is accepted, the Attributes fields display in white.

On the **Account Assignment Model: Create Header:**

3. Ensure the **Reference field** is **blank**, unless using another Account Assignment model to copy and create a new model (do not enter the Assigned JV Number).
4. Enter **USD** in the **Currency** field.

5. Enter **DUKE** in the **Chart of Accounts** field.

6. Enter the **desired text** in the **Sample text** field.

7. Click on the **Line items** button (**Shift+F8**) to display the **Account Assignment Model: Change Line Items** screen.

**On the **Account Assignment Model: Change Line Items** screen:**

The layout of this screen is determined by the screen template variant that defaults based on your user settings. The template can be changed from this screen (see steps below) or your user default settings can also be changed for a more permanent solution (see Set User Preferences for Journal Entry via Editing Options in this Guide).

**To choose a screen template variant (if Editing Options not set):**

8. Follow the menu path given below to display the **Screen template variants** dialog box: **Settings → Screen template**

9. Double click on the desired Variant (**ZJVT** recommended) to display the **Account Assignment Model: Change Line Items** screen.
Create Account Assignment (cont.)

To enter line items on the template:

10. Enter 40 (debit entry) or 50 (credit entry) in the PK field for each line.

11. Enter the G/L (account) in the field for each line item.
   
   Note: The PK field and the G/L account field must be entered on the line item to “hold” this line item in the template. They are the only fields that are required.

12. Enter other fields that will remain the same on entry after entry, such as amount, company code, Cost Center (or Profit Center or WBS Element), and text.

   Note: Once data is entered on the lines displayed, if more lines are needed, click on the Next page button (or Page down). The last line item entered will display at the top as a place holder and more blank line items will appear. Continue to enter data as needed using the Next page button until all lines are entered. The Previous page and First page buttons can also be used to scroll back through the screens or return to the first screen.

   Note: To delete a particular line item while in the create mode, click (place cursor) on the line item desired to select, and click on the Delete item button (or Shift+F7).

To save the model and exit the transaction:

13. Click on the Save button or press Ctrl+S.

14. To exit the transaction, click on the Exit button or press Shift+F3 until the initial R/3 screen is displayed.