Use an Account Assignment Model to Initiate a Journal Entry

For journal entries that occur on a regular basis (i.e.: weekly, monthly, etc.), an account assignment model can be used initiate a journal entry via the Park transaction (F-65) to save time and keystrokes.

Once the data is complete on the initial screen of the Park transaction (F-65), instead of using the Fast Data Entry button, the Account Model button can be used to get the account assignment model (i.e., template) with partially completed line items. Any of the lines of data can be changed or deleted as the journal entry is created and new lines can be added.

Also, the account assignment model can be revised and saved for future use if lines need to be changed or added for future use and the model can be deleted at a later date if needed.
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Via User Menu: Financials → Financial Documents → Park Document (F-65)

On the Park Document: Document Header screen:

1. Enter today’s date in the Document date.
2. Enter SA (or ZB for Accruals) in the Document type field.
3. Enter the appropriate Company code in that field.
4. Ensure the date in the Posting date field falls within the fiscal period in which you are trying to post.
5. Enter the Currency/rate. (USD)
6. Enter the Assigned JV (journal voucher) number in the Reference field.
7. Enter the Doc. header text.

At this point, to use an account assignment model to create the journal entry:

8. Click on the Acct model button (not the Fast Data Entry button).
Use Account Assignment Model (cont.)

In the Select Account Assignment Model dialog box:

9. Enter the **name** in the **Acct assignmnt model** field.
   
   **Note:** To search for a name, click in the field and click on the **Drop down** button. If needed, use the **Restrict Values** button to narrow the search or view all values (enter 9999 in the Restrict Value range field vs. 500). Double-click on the desired name to select that model. For more on Matchcode Searches, refer to the Duke R/3 Basics Guide.

10. Click on the **Enter** button or press **Enter**.

On the Park document: Entry with account assignment model screen:

11. Enter data into the fields as needed for each line item to complete the journal entry (such as amount, cost center, etc.).
12. OPTIONAL: Change line item data in fields that defaulted from the model if desired.

13. OPTIONAL: Add line items, if desired.

14. OPTIONAL: Delete line items by entering a 0.00 in the amount field for that line item, if desired.

To display the Document Overview screen, once all line items (changes, additions, deletions) are complete:

**Note:** This step takes the place of the Document Overview button, since the button is NOT available when using Account assignment models to post or park documents.

15. Click on the Back button.

**Note:** Remember to enter additional text (Extras → Text) for audit purposes from the Document Overview screen if needed. If text is not entered as documentation of the entry, then proper documentation needs to be kept on file in the department for the current year plus seven additional years.
On the Park Document Overview screen, to complete the document and initiate the JV Workflow process:

16. Follow the menu path: Document → Complete.

To exit the transaction:

17. Click on the Exit button (Shift+F3) until the initial R/3 screen is displayed.