# Journal Entry Advanced Guide

## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRANSACTION CODE QUICK REFERENCE</td>
<td>2</td>
</tr>
<tr>
<td>OVERVIEW OF JOURNAL ENTRY ADVANCED GUIDE</td>
<td>3</td>
</tr>
<tr>
<td>INITIATE A JOURNAL ENTRY FROM THE EXCEL JV UPLOAD (ZF104)</td>
<td>5</td>
</tr>
<tr>
<td>- To generate the Excel spreadsheet for the upload</td>
<td>6</td>
</tr>
<tr>
<td>- To upload the Excel file into R/3</td>
<td>10</td>
</tr>
<tr>
<td>- To review and correct errors (if Display Errors Only or Display All buttons are selected)</td>
<td>15</td>
</tr>
<tr>
<td>- To review the report of the upload results</td>
<td>17</td>
</tr>
<tr>
<td>- Common Error Messages</td>
<td>19</td>
</tr>
<tr>
<td>INITIATE AND COMPLETE AN ACCRUAL OR DEFERRAL VIA PARK DOCUMENT (DOCUMENT TYPE ZB)</td>
<td>20</td>
</tr>
<tr>
<td>CREATE AN ACCOUNT ASSIGNMENT MODEL</td>
<td>23</td>
</tr>
<tr>
<td>USE AN ACCOUNT ASSIGNMENT MODEL TO INITIATE A JOURNAL ENTRY</td>
<td>27</td>
</tr>
<tr>
<td>CHANGE OR DELETE AN ACCOUNT ASSIGNMENT MODEL</td>
<td>32</td>
</tr>
<tr>
<td>- To change an Account Assignment Model</td>
<td>33</td>
</tr>
<tr>
<td>- To delete an Account Assignment Model</td>
<td>35</td>
</tr>
<tr>
<td>DISPLAY CHANGES TO A PARKED DOCUMENT</td>
<td>36</td>
</tr>
<tr>
<td>SEND A COPY OF A JOURNAL ENTRY TO OTHER USERS</td>
<td>39</td>
</tr>
<tr>
<td>FORWARD A COMPLETED DOCUMENT TO ANOTHER APPROVER</td>
<td>43</td>
</tr>
<tr>
<td>DISPLAY CHANGES TO A POSTED JOURNAL ENTRY</td>
<td>46</td>
</tr>
</tbody>
</table>
# Transaction Code Quick Reference

<table>
<thead>
<tr>
<th>Excel JV Upload</th>
<th>ZF104</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiate and Complete an Accrual or Deferral via Park Document (Document Type ZB)</td>
<td>F-65</td>
</tr>
<tr>
<td>Create an Account Assignment Model</td>
<td>FKMT</td>
</tr>
<tr>
<td>Change or Delete an Account Assignment Model</td>
<td>FKMT</td>
</tr>
<tr>
<td>Display Changes to a Parked Document</td>
<td>FBV5</td>
</tr>
<tr>
<td>Send a Copy of a Journal Entry to Other Users</td>
<td>Available in many transactions</td>
</tr>
<tr>
<td>Forward a Completed Document to Another Approver</td>
<td>SBWP</td>
</tr>
<tr>
<td>Display Changes to a Posted Journal Entry</td>
<td>FB04</td>
</tr>
</tbody>
</table>
Overview of Journal Entry Advanced Guide

Additional topics for Journal Entries are covered in this separate guide titled **Journal Entry Advanced Guide.** At this time, these topics are not covered in a class, so this Guide is a reference to supplement what you learned in the Journal Entry Basics class and learn more about the Journal Entry process if needed.

The Journal Entry Advanced Guide can be found at the following URL address: [http://www.r3.duke.edu/training/stepbystep/index.php](http://www.r3.duke.edu/training/stepbystep/index.php)

The topics covered in this Guide include:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Brief Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiate a Journal Entry from an Excel JV Upload</td>
<td>Allows user to create an Excel upload versus manually keying the journal entry - Useful if data for journal entry is already in a Excel worksheet.</td>
</tr>
<tr>
<td>Initiate and Complete an Accrual or Deferral via Park Document (Document Type ZB)</td>
<td>Covers additional information for using the Park Document transaction to create an accrual or deferral (basically the same steps as initiating a regular SA journal entry except using the Document Type ZB)</td>
</tr>
<tr>
<td>Create an Account Assignment Model</td>
<td>Allows user to create a template or shell of a Journal Entry with pre-filled line items - Useful for recurring journal entries containing the same accounting data (weekly or monthly billings, etc.)</td>
</tr>
<tr>
<td>Use an Account Assignment Model to Initiate a Journal Entry</td>
<td>Covers how to use a saved account assignment model to copy into and complete a journal entry.</td>
</tr>
<tr>
<td>Change or Delete an Account Assignment Model</td>
<td>Covers how to update your saved Account Assignment models as data changes or to delete a model that is no longer used.</td>
</tr>
<tr>
<td>Display Changes to a Parked Document</td>
<td>Allows user to display all the changes that may have been done to a Parked Document (i.e. a document not yet posted – either on hold or in the JV Workflow process) – Useful for research.</td>
</tr>
</tbody>
</table>
### Overview of Advanced Guide (cont.)

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send a Copy of a Journal Entry to Other Users</td>
<td>Covers how to send a copy of a document to others if desired.</td>
</tr>
<tr>
<td>Forward a Completed Copy to Another Approver</td>
<td>Covers how to forward a completed document to another approver as information, if needed.</td>
</tr>
<tr>
<td>Display Changes to a Posted Journal Entry</td>
<td>Allows user to display all the changes that were done to a posted document (changes are only allowed to text and header related fields) – Useful for research.</td>
</tr>
</tbody>
</table>
Initiate a Journal Entry from the Excel JV Upload (ZF104)

The Excel JV Upload transaction is used by areas that have larger journal entries to be created from other databases or complex spreadsheets. This transaction allows those areas to create an Excel file or extract that contains the journal entry data in a specific and defined format. This Excel file can then be uploaded or imported directly into SAP R/3 to create the journal entry without manually entering all of the line items. Therefore, the upload can significantly reduce data entry and the amount of errors from duplicate entry. In general, this tool should not be used when it is more practical to key entries directly into R/3.

This Excel JV Upload transaction is especially useful for complex spreadsheets with large amounts of data to be booked to the R/3 General Ledger, such as allocations, calculations, or distributions.

The Excel JV Upload function cannot be used for Non-Salary Cost Transfers on Sponsored Projects (Document Type ZJ). Please refer to the section of the Journal Entry Basics Guide regarding the Non-Salary Cost Transfer transaction.

This tool in no way changes the requirements for a Journal Voucher as outlined in GAP 200.020, Journal Vouchers. The journal entry document created must still be edited, completed, and routed to the appropriate approval levels per the content of the document. Once fully approved, the document will be posted.
Initiate a Journal Entry using the Excel JV Upload – ZF104

Via User Menu: Financials → Financial Documents → Excel JV Upload

To generate the Excel spreadsheet for the upload:

1. **Open** a blank Excel file

2. Ensure **Sheet1** is selected (per the folder tabs at the bottom of the Excel spreadsheet) and click into Cell A1.

3. **Create and save the Excel file per the guidelines outlined below (see example below and next page for column rules).**

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0010</td>
<td>1001000</td>
<td>Fund</td>
<td>213400</td>
<td>380.52</td>
<td></td>
<td>Health insurance J Smith May 2008</td>
</tr>
<tr>
<td>2</td>
<td>0010</td>
<td>1573146</td>
<td>CC</td>
<td>694900</td>
<td>239.02</td>
<td></td>
<td>Health insurance J Allen May 2008</td>
</tr>
<tr>
<td>3</td>
<td>0010</td>
<td>3032305</td>
<td>WBSE</td>
<td>694900</td>
<td>593.57</td>
<td></td>
<td>Health insurance R Johns May 2008</td>
</tr>
<tr>
<td>4</td>
<td>0010</td>
<td>3032326</td>
<td>WBSE</td>
<td>694900</td>
<td>505.16</td>
<td></td>
<td>Health insurance L Reed May 2008</td>
</tr>
<tr>
<td>5</td>
<td>0030</td>
<td>301060009</td>
<td>CC</td>
<td>694900</td>
<td>152.81</td>
<td></td>
<td>Health insurance T Mone May 2008</td>
</tr>
<tr>
<td>6</td>
<td>0010</td>
<td>1573123</td>
<td>CC</td>
<td>694900</td>
<td>1871.88</td>
<td></td>
<td>Duke Select 2134 May 2008</td>
</tr>
</tbody>
</table>

See next page for column rules.
### Excel JV Upload (cont.)

<table>
<thead>
<tr>
<th>Col</th>
<th>Description</th>
<th>Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Company Code</td>
<td>- <strong>Format column as text</strong>&lt;br&gt;- Enter the appropriate company code, must be 4 digits.&lt;br&gt;- The company code of the first line item must be the same as the company code keyed into R/3, when processing the upload.&lt;br&gt;- It is okay to have more than one company code on a spreadsheet.</td>
</tr>
<tr>
<td>B</td>
<td>Cost Object</td>
<td>- Cost Center&lt;br&gt;- Profit Center&lt;br&gt;- WBS Element&lt;br&gt;- Fund or&lt;br&gt;- Internal Order</td>
</tr>
<tr>
<td>C</td>
<td>Cost Indicator</td>
<td>Indicates the type of Cost Object:&lt;br&gt;- <strong>CC</strong> for a Cost Center&lt;br&gt;- <strong>PC</strong> for a Profit Center&lt;br&gt;- <strong>WBSE</strong> for a Work Breakdown Structure&lt;br&gt;- <strong>Fund</strong> for a Fund&lt;br&gt;- <strong>IO</strong> for an Internal Order</td>
</tr>
<tr>
<td>D</td>
<td>G/L Account</td>
<td>Enter the 6 digit G/L account number</td>
</tr>
<tr>
<td>E</td>
<td>Debits</td>
<td>Enter the amount to be debited, formatted as follows:&lt;br&gt;- No Plus signs (+), no minus signs (-), no dollar signs ($)&lt;br&gt;- Decimal points are optional except when keying cents&lt;br&gt;- <strong>No Commas</strong>&lt;br&gt;- Enter one debit per line in the file&lt;br&gt;- When using formulas, round to 2 decimal places</td>
</tr>
<tr>
<td>F</td>
<td>Credits</td>
<td>Enter the amount to be credited, formatted as follows:&lt;br&gt;- No Plus signs (+), no minus signs (-), no dollar signs ($)&lt;br&gt;- Decimal points are optional except when keying cents&lt;br&gt;- <strong>No Commas</strong>&lt;br&gt;- Enter one credit per line in the file&lt;br&gt;- When using formulas, round to 2 decimal places</td>
</tr>
<tr>
<td>G</td>
<td>Description</td>
<td>Description of the line item, up to 50 characters&lt;br&gt;- This description displays on the financial statement and provides guidance regarding the nature of the entry. If an adequate description for the Journal Voucher cannot be provided in the description field then Additional Notes must be incorporated.</td>
</tr>
</tbody>
</table>
Once you have entered data on the Excel spreadsheet:

4. To place all asset and liability G/L Accounts at the top of the file, sort the file by the G/L Account in Column D as follows:
   - Highlight / select all columns of data.
   - Follow the path: Data → Sort.

   - Enter Column D in the Sort by field and choose the Ascending radio button.

   Note: When Column D is sorted, the first line item for the uploaded entry may change. If entering more than one company code (i.e., a cross company code entry), please ensure that the Company Code on the first line item matches the Company Code entered in the Document Header section of the initial screen for the Excel JV Upload (Transaction ZF104) as outlined on the next page.

   - Click OK to close the window.
5. Save the file as follows (the folder tab used for the spreadsheet must be Sheet1 per the Step 2 on previous page):

- Follow the menu path: **File** → **Save As**

  - In the resulting window, choose a path and directory via the **Save in** field (ensure the directory path is not too lengthy to avoid problems with the upload).
  - Enter a **file name** with the **extension of .xls**
  - Choose the type of **Microsoft Excel Workbook (*.xls)**.
  - Click on the **Save** button to complete the process.
To upload the Excel file into R/3:


On the *Electronic Journal Voucher* screen:

7. Enter the **file name and directory path** for where the input file is located in the *Excel Workbook File* field (use *Drop-down* button to locate path and file if needed).

8. Enter **today's date** in the *Document Date* field or use the *Drop-down* button to select (default format must be *mm/dd/yyyy*).
9. Enter the four digit Company Code (e.g., 0010, 0030, etc.) in the Company Code field (*the company code entered here must match the company code used on the first line item of the journal entry on the Excel spreadsheet*).

10. Enter the Assigned JV Number in the Reference field, formatted as JVMMnnnn (MM = fiscal month; nnnn = Assigned JV number from Accounting Services).

11. Enter text that describes the entry and pertains to all lines of the journal entry in the Document Header Text field (free text field).

12. For the Posting Date / Period field, ensure the date in the Posting date field falls within the Fiscal Period in which you are trying to post (*only change if posting to a prior period during fiscal period or year end closings*).
   
   *Note:* The Posting date defaults and determines the fiscal period in which the journal entry will post. The Period field defaults per the Posting date (i.e., the posting date will override anything manually entered in the Period field).

13. **At fiscal year end ONLY**, select a radio button for the appropriate posting period in the Posting Period Override section (*only to be used as part of the year-end close process*).
14. In the **Allowable Operations** section, choose the following radio buttons for the appropriate Document Type (**SA = regular journal entry; ZB = accruals**) as follows:

- To **park** the document (i.e., place on hold and not start the workflow process) choose the radio button on the **Park** row for the appropriate Document Type (SA or ZB). **Use this option if you need to attach a file, like Word or Excel, or if you need to add any other data before completing the document**.

  **Note:** To *attach a document to the upload*, select the Park radio button per above and then use the Change Parked Document transaction and the Services for Objects button in R/3 to attach the document per the steps outlined in this Guide.

- To **complete** the document (i.e. start the JV Workflow approval process to post the document) in R/3, choose the radio button on the **Complete** row for the appropriate Document Type (SA or ZB).

- To **process an accrual document**, choose the only radio button available on the **Accrue** row (all accruals are Document Type ZB).

- If choosing the **Accrue** radio button, click on the **Enter** button (top right of screen) to default the Expected Reversal Date as the first day of the next fiscal month.

  **Note:** *The Post row of radio buttons is no longer available to most users due to the implementation of the JV Workflow Approval process.*
15. In the **Screen Display Options (for use in error determination)** section, choose the **Display Errors Only** option (middle button at bottom of screen).

   *Note:* This is the RECOMMENDED option of the three choices. This option edits the entire document and displays only the error messages needing your action and allows you to work through and correct each error, one at the time, until all errors are corrected. This option also displays the results report once the editing is done.

16. To enter additional text as required per the GAP, click on the **Enter additional text** button and follow next two steps below.

17. Enter the text on this screen.

18. Once the text is entered, click on the **Return** button.
19. Once all fields are complete, select the **Execute** button to upload the Excel file and initiate the journal entry.

*Note:* At this point the Excel file will be accessed and the file will be edited for any corrections needed.

Depending on the option chosen in the step above, a report containing the results will be displayed and/or the editing process will begin and errors will be displayed and can be corrected. See the steps in the following pages for more details.

If no errors are found, a document will be initiated in the system and either parked or completed per the radio button selected.
To review and correct errors (if Display Errors Only or Display All buttons are selected):

20. Read the *Error message* (or Warning message if applicable) and click the **Confirm** button to close the message dialog box.

21. In the resulting window (example above titled Coding Block), **correct the fields highlighted in red**, which contain the error(s).

   *Note: Refer to the *Common Error Messages* chart in the next few pages.*

22. Click on the **Continue** button to continue the editing process.

23. Repeat the above steps until all edits are corrected and the *Park Document: Overview* screen is displayed (see next page).
24. Use the **Fast Data Entry** button to correct any debit and credit amounts if not in balance (as indicated by a message) or any other line item fields.

25. Once all errors are corrected, follow the menu path **Document → Complete** to display the results report.
To review the report of the upload results:

Note: Review the results of the Electronic Journal Voucher Report showing the status of the upload per the examples that are outlined below. This section covers several examples of reports where the upload was successful and where the upload encountered errors.

26. If the upload was **successful and no errors** were found, the results report (above) will provide several pieces of information:

- Messages with a **Message Type S** (successful) indicating the **text changes were transferred** if applicable and the **Document (with Reference number) was parked** (see example above).

- A **Line Item Summary** containing the Total Debits and Credits (dollar amounts), as well as the Line Item Count.
27. If the upload encountered errors, the results report will provide the errors (shows only the first error if No Display selected).

**Note:** The “No Display” option stops and reports an error as soon as the first error is encountered and does not edit the entire document at once. When each error is encountered in the process, a report will be generated, one error at the time. If there are four errors in the spreadsheet, it will need to go through the process four times in order to identify all of the errors.

28. Use the Back button to exit the report and return to the Excel JV Upload selection screen.
Follow one of these steps in SAP per the options outlined:

- If the **Completed** radio button was chosen, use your SAP Outbox to verify that the document was completed and has been routed for approvals per approval parameters.

- If the **Park** radio button was chosen, use the **Change a Parked Document** transaction to attach files (Excel or Word), make any other changes, and **complete the document**.

  **Note:** *Please remember to complete the document (FBV2; Financials → Financial Documents → Change Parked Document).*

- If the **No Display** option was chosen, open the Excel file, correct the error, and repeat the upload process until all errors are corrected.

### Common Error Messages

<table>
<thead>
<tr>
<th>Error</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>ABAP runtime error</strong></td>
<td>1. Spreadsheet is not formatted correctly. Spreadsheet must be formatted exactly as illustrated.</td>
</tr>
<tr>
<td>2. <strong>G/L account does not exist</strong></td>
<td>2. G/L account is invalid or does not follow the 6-digit format required.</td>
</tr>
<tr>
<td>3. <strong>Account is blocked for posting</strong></td>
<td>3. G/L account is not active.</td>
</tr>
<tr>
<td>4. <strong>Cost Center does not exist</strong></td>
<td>4. Cost Center is invalid or does not follow the digit format required. OR Cost Indicator is incorrect.</td>
</tr>
<tr>
<td>5. <strong>&quot;FI Posting&quot; is not permitted</strong></td>
<td>5. Cost Object is blocked to transaction processing.</td>
</tr>
<tr>
<td>6. <strong>WBS element does not exist</strong></td>
<td>6. WBS is invalid or locked. OR Cost Indicator is incorrect.</td>
</tr>
<tr>
<td>7. <strong>Profit Center does not exist</strong></td>
<td>7. Profit Center is invalid. OR Cost Indicator is incorrect.</td>
</tr>
<tr>
<td>8. <strong>Company Code is not defined</strong></td>
<td>8. Company Code is invalid or does not follow the 4-digit format required.</td>
</tr>
<tr>
<td>9. <strong>Item 1000 should be created; a maximum of 999 items are allowed.</strong></td>
<td>9. The system will not process a transaction greater that 999 lines in length.</td>
</tr>
<tr>
<td>10. <strong>Document can only be posted if it balances to zero</strong></td>
<td>10. The total debits do not equal the total credits on the spreadsheet.</td>
</tr>
<tr>
<td>11. <strong>Cursor field COBL-GEBER does not exists in the screen</strong></td>
<td>11. Cost object has an incorrect cost indicator. This error indicates that you entered one type of 7 digit Cost Object (for example a Cost Center) but used the wrong cost indicator (for example a WBS Element - WBSE). Other examples include using a Fund with a Cost Center (CC) indicator and vice-versa; and entering a Profit Center with a Cost Center (CC) Indicator and vice-versa.</td>
</tr>
</tbody>
</table>
Initiate and Complete an Accrual or Deferral via Park Document (Document Type ZB)

Accruals or deferral journal entries are done to accrue or defer (i.e. record) revenue and/or expense in a fiscal period or fiscal year in which that revenue or expense was incurred but did not actually post. These entries are then reversed in the next fiscal period or fiscal year, when the actual revenue or expense is expected to actually post to the R/3 General Ledger.

Accruals or deferral journal entries are prepared just like any other journal entry via the Park Document transaction, except the Document Type ZB needs to be used on the Document Header initial screen (the Document Type SA defaults and needs to be changed). Once the document is entered and completed, the same approval rules will apply as with any other journal entry. Once all approvals are met, the document will post.

Once posted, Accounting Services will monitor the accruals via the Document Type ZB and reverse the documents in the next fiscal month or fiscal year. These reversal documents will also be identified via Document Type ZB.

If you discover that you forgot to enter ZB in the Doc. Type field on the header screen when creating the accrual or deferral, please call either 668-0834 (Susan Stone) or 684-9296 (Mary Kenney) in Accounting Services and ask to correct the Document Type for your document. You may also email either person if desired.
Initiate and Complete an Accrual or Deferral via Park Document - F-65

Via User Menu: Financials → Financial Documents → Park Document

Note: The steps for creating an accrual or deferral journal entry are the same as steps covered previously and are summarized below. The only difference is that Document Type ZB must be used on the Document Header. For more details, refer to the Initiate and Complete a Journal Entry section of the Journal Entry Basics Guide.

On the Parked Document: Document Header screen:

1. Enter ZB in the Doc. type field to identify the document as an accrual or deferral that needs to be reversed at some point (default is SA, be sure to change to ZB).

2. Enter all other required fields as usual (Document date, Company Code, Posting Date, Currency, Reference, and Doc. Header Text).

3. Click on the Fast Data Entry button (or Acct model button to use the Account Assignment Model).

On the Parked Document: G/L Account Items screen:

4. Enter the line items for the debits and credits, including line item text (see previous section for more detail).

5. Once all line items are entered, click on the Document overview button (see previous section for more detail).
On the Parked Document: Overview screen:

6. Enter additional text in the Note field via the menu path: **Extras → Text** (see previous section for more details)

7. Ensure the debit and credit totals are equal and net to zero.

8. Follow the menu path: **Document → Complete** (see previous section for more details).

   **Note:** *Once approvals are met and the document is posted, Accounting Services will monitor the accruals via the Document Type ZB and reverse the documents in the next fiscal month. These reversal documents will be also be identified with Document Type ZB.*

   *If you discover that you forgot to enter ZB in the Doc. Type field on the header screen when creating the accrual or deferral, contact Susan Stone (684-6013) or Mary Kenney 684-9296 in Accounting Services to correct the Document Type. You may also email either person as well.*
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).
Create Account Assignment (cont.)

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:**

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.

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

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).
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.
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 to 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.
Use an Account Assignment Model to Initiate a Journal Entry

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).

Note: Steps 1-7 below are summarized. For more detail and examples, refer to the Initiate and Complete a Journal Entry Document section of the Journal Entry Basics Guide.
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.).
Use Account Assignment Model (cont.)

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:

![Park Document Overview Screen]

**Note:** If not ready to complete the document, use the *Park Document* button to save changes and place the entry on hold.

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.
Change or Delete an Account Assignment Model

Occasionally, your repetitive entries will change and you will need to update or revise your Account Assignment Model, so that the template or shell of the journal entry is accurate. This can save time so that you do not have to add lines, delete lines, or change lines when actually using the model each month or on a regular basis.

In addition, if those repetitive entries are no longer needed, you need to delete the Account Assignment Model from the R/3 system.
Change or Delete an Account Assignment Model - FKMT

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

To change an Account Assignment Model:

1. Enter the name (for the existing model to be changed) in the Acct assignment model field.

2. Click on the Display/Change button.

On the Account Assignment Model: Change Header screen:

3. Verify that the Name, Sample Text, and other fields defaulted and represent the Account Assignment Model to be changed.

4. Click on the Line items button (Shift+F8) to display the Account Assignment Model: Change Line Items screen.
5. Change any of the fields of data for existing line items.
6. Add new line items as needed.
7. Delete existing line items as needed, per the following steps:
   - Click anywhere on the line item to be deleted.
   - Click on the **Delete item** button (**Shift+F7**).
8. To choose a different screen template (if desired or if Editing Options not set), follow the steps below:
   - Follow the menu path: **Settings → Screen template**
   - Double click on the desired Variant (**ZJVT** recommended).
9. To save the changes to the Account Assignment Model, click on the **Save** button (**Ctrl+S**).
10. To exit the transaction, click on the **Exit** button until the initial R/3 screen is displayed.
Change or Delete an Account Assignment Model (cont.)

To delete an Account Assignment Model:

1. Enter the name (for the existing model to be deleted) in the Acct assignment model field.

2. To display the Delete Account Assignment Model dialog box, follow the menu path: Act. Assignment Model → Delete.

   Note: When this path is used, the Name and Sample Text fields will default. Before proceeding, ensure that those fields represent the Account Assignment Model to be deleted.

In the Delete Account Assignment Model dialog box:

3. Click on the Yes button to complete the process, otherwise click the No or Cancel buttons.

4. To exit the transaction, click on the Exit button (Shift+F3) until the initial R/3 screen is displayed.
Display Changes to a Parked Document

If a parked and / or completed document (i.e., non-posted) has been changed, the history and detail of the changes can be displayed via the **Parked Document Changes** transaction. This transaction allows changes to be viewed before the document is actually posted. A similar transaction is available to see all the changes made to a posted document after the document is posted.

Changes to parked documents are logged in the system as they are made. As a reminder, completed documents in the JV Workflow process are still labeled as parked documents. This transaction provides a log of all changes made to the parked document before it is posted, including the details of which fields changed and the old value and new value for that field. If changes were only made when the document was parked and not once it was posted, the system makes this known, automatically searches for the changes to the parked documents, and proceeds to list them.
Display Changes to a Parked Document – FBV5

Not Available Via User Menu – Use Transaction Code

Note: Since FBV5 is not on the User Menu, to add FBV5 to your Favorites folder, follow the menu path: Favorites → Insert Transaction. Enter FBV5 in the Transaction code field and click on the Continue button.

On the Parked Document Changes: Initial Screen:

1. Enter the Company Code.
2. Enter the Document number.
3. Enter the Fiscal year.
4. Enter other optional fields to view changes from a certain date forward or made by a certain user.
5. Click on the Enter button or press Enter to display the Parked Document: Changed Fields screen.
Display Changes to Parked Documents (cont.)

On the Parked Document: Changed Fields screen:

6. Click on the All changes button (F6) to display the Parked Document: Overview screen (see below).

7. To see more details about the changes for a specific line item, double click on the desired line item (see Details screen below).

8. Click on the Close button in the upper right corner to return to the Parked Document: Overview screen.

To exit the transaction:

9. Click on the Exit button (Shift+F3) until the initial R/3 screen is displayed.
Send a Copy of a Journal Entry to Other Users

Regardless of the status of a Journal Entry document (parked, completed, or posted), a copy of the document can be sent to other users, if desired. This copy will appear in their SAP Inbox for their review. A note can be included to provide the reason that those recipients received a copy of the document for their review. However, an email notification will NOT be sent to the recipient. When the recipient logs into SAP, there will be message stating “You have unread documents in your Inbox.”

This does NOT forward any rights to approve the document.

The function to send a copy of a journal entry document is part of the Services for Objects button. This button is available in several document related transactions and will most likely be used from these two transactions:

- Display a Parked Document
- FI Document Display (for Posted Documents)

Therefore, the Services for Objects button is also available when displaying a parked document via the Parked Document link from an Initiator’s Workflow Outbox or an Approver’s Workflow Inbox in SAP or when drilling-down into a parked, completed, or posted document from respective Workflow reports or financial reports (once posted).
Send a Copy of a Journal Entry to Other Users

Available in Several Transactions – See Note Below

**Note:** This function is part of the Services for Objects button, which is available in several document related transactions, such as when displaying a parked / completed document or displaying a posted document. Refer to other sections of the Journal Entry Basics Guide for different ways to display documents if needed.

On the **Display Parked Document: Overview** screen (parked / completed document) **OR** the **Document Overview: Display** screen (posted document):

1. Click on the drop-down portion of the Services for Objects button located in the Title Bar of the screen.
2. In the resulting drop-down list, click on the menu path **Send** → **Send object with a note**.
Send a Copy (cont.)

In the resulting *Create Document and Send* window:

- In the top section under the **Document contents** tab, enter a note to the recipient(s) if desired.

- In the bottom section under the **Recipient** tab, list the recipients in the Recipients column per one of these methods:
  
  - Enter an email address
  
  - Enter the SAP User ID, if known.

  - To search, use the **Drop-down** button and find the name associated with the SAP User ID (see other tips below).

  - If searching by name, ensure the **radio button** for **Internal User** is selected; enter a **last name** (not case sensitive) in the **Srch.** field; and click on the **Continue** button.

  - If searching by name and one name is found that matches the last name, that name will populate automatically.

  - If the search yields a list of results, **click once** on the desired person’s name and click on the **Copy** button.
Send a Copy (cont.)

- When all recipients are listed, click on the Send button at the bottom of the window.

  **Note:** The recipient will receive a copy of the document in their SAP Inbox. Unlike forwarding or rejecting a document, an email notification will **NOT** be sent. However, when the recipient logs into SAP, a message will appear stating “You have unread documents in your Inbox.”
Forward a Completed Document to Another Approver

Once a parked document has been completed and is in the JV Workflow Approval process, those in the role of the current reviewer/approver have the option of forwarding that specific document from their SAP Inbox to another person’s SAP Inbox to approve the document. If this option is chosen, the original approver is delegating his or her approval and rejection authority for that specific document to the new recipient, who becomes the next approval level needed. The new recipient of the forwarded document needs to be an SAP R/3 user. The new recipient does not have to be a previously designated approver to be able to act as the approver for this specific document.

The recipient of the forwarded document becomes the current approver, receives an email notification and the work item is available in the recipient’s SAP R/3 inbox for processing. The email notification will provide the document number and the name of the person who initiated the document. The new approver has 24 hours to either approve (release) or reject (refuse) the document. After that time, if the document has not been approved or rejected, reminder email notifications will be generated every 24 hours until the document is approved or rejected, except for weekends. Weekends are NOT taken into account for the deadline monitoring, so approvers will not receive reminder emails on weekends.

Once the recipient of the forwarded approval has approved the document, the document routes on to other approval levels if needed, or post directly to the General Ledger if no further approvals are needed.

Note: For the latest JV Workflow approval rules, training materials, announcements, etc., visit the website:
http://www.finsvc.duke.edu/gap/jvworkflow/
Forward a Completed Document to Another Approver - SBWP

Via User Menu: Use the SAP Business Workplace button per steps below or Transaction Code SBWP.

Note: This action delegates your approval / rejection authority to the recipient. The person to whom you forward this document does not have to be a designated approver, but can act as the approver for this specific document.

On the Business Workplace of... screen:

1. In the left window, return to the SAP Inbox and Workflow options if not already open and displayed.
2. If the document is not displayed, click on the Update (refresh) button to display the document on the list again.
3. Optional: Add an R/3 attachment with an explanation to the new approver (see the “Add an R/3 Attachment” if needed).
4. Click ONCE on the document to be selected,
5. Click on the Forward button.
In the *Choose Agent* dialog box:

6. Enter the **User ID** (Net ID) of the person who should receive the forwarded document in the User field (use the **Drop-down** button to search for User ID by last name if needed).

7. Click on the **Continue** button to close the dialog box and complete the forward process.

   *Note:* The document is removed from your SAP Inbox and is forwarded to the other person’s SAP Inbox. An email notification is also sent to that person.
Display Changes to a Posted Journal Entry

R/3 offers a high level of flexibility for displaying journal entries so that desired information may be accessed quickly and accurately. Journal entry changes, which are posted in the system in the current month, fiscal year, or prior period, may be viewed as necessary. In addition to displaying entire document changes, changes to the individual journal entry line items may be displayed.

The ‘Change Journal Entry’ transaction allows a user to change certain fields if needed. At the document header level, the document header text field and the reference field can be changed. At the line item detail level, the line item text field can be changed. Although it can be changed per R/3, the allocation field should not be changed.
User Menu is not applicable for this transaction. Use Transaction Code FB04 in the Command field.

**Note:** Since FB04 is not on the User Menu, to add FB04 to your Favorites folder, follow the menu path: **Favorites → Insert Transaction.** Enter **FB04** in the **Transaction code** field and click on the **Continue** button.

**On the Document Changes: Initial Screen:**

1. Enter the **Company code**.
2. Enter the **Document number**.
3. Enter the **Fiscal year**.
4. Click on the ✔️ **Enter** button or press **Enter** (see next page).
On the *Document Changes: Changed Fields* screen:

5. Click on the **All changes** button (F6) to display the *Document Changes: Overview* screen (see below).

6. To see more details about the changes for a specific line item, double click on the desired line item (see *Details* screen below).

7. Click on the **Close** button in the upper right corner to return to the *Document Changes: Overview* screen.

**To exit the transaction:**

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