Initiate and Complete a Journal Entry Document via Park Document (Document Types SA or ZB)

Refer to the Overview section of this Guide for details about the Journal Entry process.

The Park Document transaction is used to create a journal entry for the following situations:

- To record the initial posting of amounts for assets, liabilities, revenue, or expense to the General Ledger and reports.
- To correct or transfer amounts already posted between G/L Accounts and / or Cost Objects, except for non-salary cost transfers pertaining to federally sponsored projects (non-salary cost transfers for federally sponsored projects must be processed per the Non-Salary Cost Transfer section of this guide).
- To record an accrual or deferral of revenue or expense (also outlined in a separate section of the Guide).

As a note, the Park Document transaction pertains only to creating Document Types SA (all manually entered documents) that are NOT Non-Salary Cost Transfers on Sponsored Projects) and ZB (for an Accrual / Deferral journal entry), as outlined in more detail in the steps of this section. The Non-Salary Cost Transfer tool, covered later in this Guide, pertains to creating Document Type ZJ for federally sponsored projects.

The Park Document transaction contains a Fast Data Entry function that allows the keying of a document in a table format, known as a screen template variant. Several screen template variants were customized for Duke to allow faster entry of journal vouchers and provide for the inclusion or exclusion of certain fields by selecting the appropriate screen template variant.
Description Of Fast Entry Screen Template Variants

- **ZJVT** - a template like ZJV with an added field to enter line item text. This line item text displays on the Actual Line Item reports as additional information about that posting (RECOMMENDED).

- **ZJVF** - a template like ZJV with added fields for a fund and line item text. This template is used for the posting of assets for Company Code 0010.

- **ZJV** - a standard screen template for Duke with fields for accounts, amounts, etc., but no tax or text fields. This is the simplest template, but does not include line item text fields (line item text fields are mandatory, so this is not an ideal template).

- **ZJVTT** – a template like ZJV with added fields for tax and line item text. This template is used for corrections of postings involving tax codes by those in central areas.

In addition, the **Editing Options** function (Transaction Code FB00) allows you to set your own preferences for various options, such as the preferred fast entry screen template (see the previous section of this Guide).

The Document Initiator can monitor or track the status of the document and the levels of approval needed using their SAP Outbox (covered later in this Guide).

In addition, **please remember that during the week of fiscal month close, a journal entry must be initiated and completed in enough time to allow the workflow process to be completed** and ensure the entry is posted in that fiscal month.

For the fiscal month JV cutoff dates and times, please refer to the bottom section of the fiscal calendar. The fiscal calendar is located at: [http://finance.duke.edu/resources/calendars.php](http://finance.duke.edu/resources/calendars.php).
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Via User Menu: Financials → Financial Documents → Park Document

On the Park Document: Document Header screen:

1. Enter today's date in the Document date field (use the Drop-down button to select if desired).

2. Enter one of the following in the Doc. type field:
   - **SA** – (defaults) Use for all manually entered documents that are NOT Non-Salary Cost Transfers on Sponsored Projects.
   - **ZB** – Use for an Accrual / Deferral journal entry (see the Accrual and Deferral section of the Journal Entry Advanced Guide for more details).

   **Note:** Do NOT use any other Document type than those listed above, even though others are listed on the drop-down for that field. If other Document types are selected, the entry will not route properly and therefore will not post to the General Ledger and reports. The document will just “sit” in the SAP system.
3. Enter the appropriate **Company code** in that field.
   
   **Note:** The *company code entered here must match the company code used on the first line item of the journal entry*. Therefore, if the journal entry will contain line items for more than one company code, be sure to enter the company code on this initial screen that will match the first line item on the journal entry.

4. Ensure the date defaulted 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 determines the fiscal period in which the journal entry will post, so the Period field defaults per the Posting date (i.e., the posting date will override anything manually entered in the Period field)*.

5. Enter **USD** in the **Currency/rate** field.

6. Enter the **Assigned JV (journal voucher) number** assigned by Accounting Systems Administration in the **Reference** field *(must be entered in the eight digit format JVMMxxxx, where MM=fiscal month, xxxx=assigned number)*.

7. Enter generic **text** that pertains to all lines of a journal entry in the **Doc. header text** field (free text field to describe the entry).

8. Click on the **Fast Data Entry** button (Shift+F8) to display the *Enter G/L account document: Add G/L account items* screen.
On the *Park Document: G/L account items* screen:

Choose a Different Screen Template (OPTIONAL)

*Note:* The screen template variant selected in these steps will default for subsequent journal entries UNTIL you log off of SAP. To change the default template in your user settings and eliminate these steps, see the “Set User Preferences via Editing Options” section.

9. To display the *Screen template variants* dialog box (shown below), follow the menu path: **Settings → Screen template**.

10. Double click on the desired Variant (*ZJVT is recommended for most users*) and note that the template has now changed.

*Note:* See the overview section for detailed descriptions of the Duke screen variants.
11. Enter 40 (debit entry) or 50 (credit entry) in the PK (posting key) field (debit entry line items should be keyed first per accounting procedures).

   Note: Use the Tab key to move between fields.

12. Enter the G/L Account in the Account field for the entry.

13. Enter the Amount for the entry.

14. Enter the Company code in the CoCd field for the entry.

   Note: If entering multiple company codes, the company code entered on the first line item MUST match the company code entered on the Header Data screen. If this field is left blank, the company code entered on the Header Data screen will default into the field for each line item entered.
15. Enter either the **Cost center**, or **Profit center**, or **WBS element** depending on account type (expense, revenue, or project).

   *Note:* Asset and liability accounts do not require an entry in these columns. However, you will be prompted to enter a fund (1001000) for some asset or liabilities for Company Code 0010 on another screen before posting the entry. If preferred, use the menu path: **Settings → Screen template**, and choose **ZJVF**, which contains a field for the fund and text.

16. Enter adequate documentation in the **Text** field for the line item per guidelines below:

   - While this field is limited in size, provide a brief description about initially recorded charge being transferred for those receiving the debit or credit line item on their report, as well as for those reviewing / approving the entry.

   - The description should include the **Document Number** of the original transaction, the **Fiscal Period/Fiscal Year** and a **brief reason** for the correction or entry.


   - To copy text from one line item to lines below, enter `+` (copies last text) or `++` (copies last text with notification) at the beginning of the text field for subsequent lines.

17. **Repeat steps 11-16** as required for more debit and credit lines.
Initiate / Complete a Journal Entry (cont.)

18. If you accidentally click on the ✅ Enter button or the 📚 Document Overview button before you’ve entered all the lines:

- The line items already keyed will be edited and warning or error messages will be displayed in dialog boxes.
- Clear messages and correct errors, clicking on the ✅ Enter button to work through the editing of all line items.
- When all errors are corrected, the Park Document: Display Overview screen will be displayed.
- To continue entering more lines, simply click on the ✨ Fast Data Entry button to return to the entry screen and scroll down past the line items already keyed to the first blank line item.

19. If more line items are needed, click on the ✅ Next page button (or press Page down) to display a new screen with more line items.

*Note:* 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.

Once all line items are entered:

20. Click on the 📚 Document overview button (Shift+F2).

*Note:* The line items already keyed will be edited and warning or error messages will be displayed in dialog boxes. Clear messages and correct errors, clicking on the ✅ Enter button to work through the editing of all line items. When all errors are corrected, the Park Document: Overview screen will be displayed.
21. Review debit and credit totals and the net amount of the journal entry.

Note: The debit and credit totals MUST net to zero (i.e., balance) in order to complete the document and initiate the approval workflow process. The debit and credit totals do NOT have to net to zero (i.e., balance) in order to park a partially completed document and place it on hold.

If needed, use the Next page (Page Down) and Previous page (Page Up) buttons to view lines on additional screens.
Initiate / Complete a Journal Entry (cont.)

Add Extra Text (Note) for the Entire Document

22. Note that the extra text:

- Applies to all line items.
- May be displayed from any line item.
- Supplements the text entered in the description field on individual line items.
- Must provide adequate documentation to describe the nature of the entry and why it was done (who authorized it).
- Serves as documentation of the entry for reviewers/approvers and for audit purposes.
- Is added by different steps depending on which version of SAP and Microsoft Office you may be using at the time.

Note: If the text is not entered, proper documentation needs to be kept on file in the department for the current year plus seven additional years.

23. Ensure the Park Document: Overview screen is displayed (use the Document Overview button if needed).

24. To display a screen to enter your text, follow the menu path: Extra → Texts...

On the resulting Texts in Accounting Document screen:

25. Double click anywhere on the Note line (on the word Note or in 1st line field).
If you are using SAP Logon 740 and / or earlier versions of Microsoft Office prior to Office 2019, enter text per steps below (see next page if using more updated SAP and MS Office):

26. If you are using SAP Logon 740 and / or earlier versions of Microsoft Office prior to Office 2019, in the resulting Change Note… window, click in front of the * (asterisk symbol) and enter the text,

27. Use the Back button (F3) to return to the Texts in Accounting Document dialog box displayed on the Park Document Overview screen (continue to Step 31).
If you are using SAP Logon 760 and Microsoft Office 2019 or more recent versions, enter text per steps below (see previous page if using older versions of SAP and MS Office):

28. Enter text in the Document in Continuous Text Word screen and MINIMIZE the screen (do not close yet).

29. In the Change Note... window, use the Format Update button to transfer the text (you will not see the text yet, but will see a message at the bottom left stating "Text updated").

30. Use the Back button (F3) to return to the Texts in Accounting Document dialog box displayed on the Park Document Overview screen (continue to Step 31).
31. In the Texts in Accounting Document dialog box, verify that the text entered is displayed on the Note line and click on the Continue button (Shift+F1) to return to the Park Document: Display Overview screen.

Note: The beginning of the text will appear on the Note line in the 1st line field and a check mark in the M (which stands for More) field indicates if more text exists. If prompted that text changes were transferred, click Ok.

If neither of the two methods work when trying to enter Extras > Texts, then use the Save button to park the document versus completing the document. Once the document is saved, use the Change Parked Document (FBV2) transaction covered in this guide to go back into the document and add the text.
Correct, Add, or Delete Line Items (OPTIONAL)

Note: The following steps are OPTIONAL for corrections if needed before completing the document. *If not needed, skip to Step 35 to complete the document.*

32. Click on the Fast Data Entry button (Shift+F8) to display the Park Document: G/L Account Items screen.

33. Correct any fields displayed in white or add line items as needed.

34. To delete a line item, key 0.00 (zero dollar amount) in the Amount field for the desired line to be deleted.

   Note: The deleted line item still appears with a zero amount until the document is completed. Once completed, line items with zero amounts are ignored.

35. Click on the Overview button (Shift+F2) to return to the Park Document: Overview screen if desired.
Initiate / Complete a Journal Entry (cont.)

Park a Partially Entered Document and Place on Hold (OPTIONAL)

Note: If the document does not need to be placed on hold, skip to Step 35 to complete the document. The Park feature is useful when the document is partially entered or the debits and credits do not equal and more analysis is needed. Documents can be “parked” or put on hold as often as needed until ready to be completed. The Park feature must be used to attach an Excel or Word file to the parked document before completing the document.

36. Click on the Park document button or press Ctrl+S.

Note: The Park Document (Save) button will NOT initiate the approval process. Parked documents do not have to net to zero. A parked document that has not been completed will not appear on any financial reports in SAP. A document number will be assigned to the entry and reserved in the system until the document is posted.

37. In the resulting box or at the bottom of the screen, review the parked document number that is reserved in the system (this number remains with the document as it is completed, approved, and posted to the SAP General Ledger).

38. When ready to finish entering line items, make corrections, or attach an Excel or Word file, use the Change Parked Document transaction (FBV2) to complete the document (see that section of the Guide).
Complete the Document and Initiate the Approval Process

Note: The document must be completed in order to initiate the approval routing process, known as Journal Voucher (JV) Workflow. Until the document is completed per the steps below, the document will NOT post to the SAP General Ledger and will NOT appear on financial reports.

39. Ensure the **debit and credit totals net to zero** (i.e. balance).

   Note: The debit and credit totals **MUST** net to zero (i.e., balance) in order to complete the document and initiate the approval workflow process. The debit and credit totals do **NOT** have to net to zero (i.e., balance) in order to park a partially completed document and place it on hold.

40. To start the approval process as outlined below, follow the menu path: **Document → Complete**.

   Note: If certain G/L Accounts are used in the entry, a warning message states **“Let the system calculate tax amounts”**. See the next step if needed.
41. If prompted by the warning message shown above:
   • Click on the OK button to close the dialog box if applicable (message may only appear in Status Bar per User’s settings)
   • Click on the Enter button (upper left corner of screen) to continue and complete the document.

42. Note the following information about the **JV Workflow process**:
   • The document is assigned a sequential SAP document number for the company code entered on the Header (nine digits with the first digit always being a ‘1’).
   • Since a **company code** has it’s own “set of accounting books”, each company code also has it’s own set of **document numbers** (all with the same format and all within the same range beginning with 100000000). These numbers start over and are re-used each fiscal year. For instance, the document numbered 100000123 in Company Code 0010 for 2005 is totally different and unrelated to document number 100000123 in the same company code for 2006. As another example, the document numbered 100000123 in Company Code 0010 for 2006 could be completely different and unrelated to a document numbered 100000123 in Company Code 0030 for 2006.
   • **Until posted, the completed document is still labeled in SAP as a parked document.**
   • The SAP system determines if any review is needed for each document and the levels of approvals needed per the approval parameters established by each Management Center and the department.
Initiate / Complete a Journal Entry (cont.)

- If no review is needed, the document posts to the SAP General Ledger and updates financial reports.
- If review and approvals are needed, the document automatically routes to those designated for review and approval and emails are sent to notify those approvers.
- When the document is fully approved (all approval levels are met per the approval rules), the document posts to the SAP General Ledger with the same document number and updates reports.

43. Note the following information about documents where multiple company codes are entered (Cross Company Code entries):

- Once the document is fully approved and ready for posting, the system creates and posts separate documents with unique document numbers for each company code. (The definition of a company code = separate set of books.)
- Each document contains those debits and credits affecting that company code, including a system generated line item for the movement of cash between company codes.
- In addition, a cross company code reference number is assigned to every document (known as the Overall number). This number ties together all the related individual documents in the system. The number (010000123003006) consists of a 0 in the first digit, the nine digit document number for the company code entered in the header and first line item, the four digit company code, and the last two digits of the fiscal year.

44. To monitor the status of the completed document and to track any approvals needed, refer to the “Monitor the Status of Completed Journal Entries via the Initiator’s SAP Outbox” section of this Guide.
45. Note that once a journal entry document is posted, it cannot be completely reversed by a user. If you have a large document that needs to be completely reversed, contact Accounting Systems Administration at 684-2752. Accounting Systems Administration has the ability to reverse the document for you and the document will be identified with a Document Type AB. Otherwise, you will need to key the reversal of all the debits and credits as a new Document Type SA entry.

46. Click on the Exit button press Shift+F3 until the initial SAP screen is displayed.