SAP - Create Journal Voucher Quick Reference

Navigating to Create Journal Voucher	From the SAP Easy Access Screen, follow the navigation path: **User Menu ➔ Journal Vouchers ➔ Parked JVs ➔ Create a Parked JV** Or use the transaction code: **/nf-65**

1. Complete Initial Screen:

Document date: Today's date or the receipt date from the source document. For FY documents enter 06/30/*yy* (*yy*=fiscal year that just ended).

Doc.type: SA – for periods 1-12
FY – for period 13

Company code: Select correct company code.

Posting date: Today's date or the receipt date from the source document. For FY documents enter 06/30/*yy* (*yy*=fiscal year that just ended).

Currency/rate: USD

Header text:
(Optional) Short description of the transaction, for your reference only

2. Click the Fast entry button.

3. Enter Debits and Credits:

Complete the following fields for each line item:

PK: Posting Key:
40 – for debit
50 – for credit

Account: G/L account

Cost ctr:
Order Enter only one cost object.
WBS element For FY documents, use WBS elements less than 5000000.

Due date: Enter date of original transaction; otherwise leave blank. If cost object has closed since the transaction occurred, you can backdate the expense.

Amount: Amount of debit or credit

Text: Description of transaction

Note: Be sure debits & credits balance to zero.
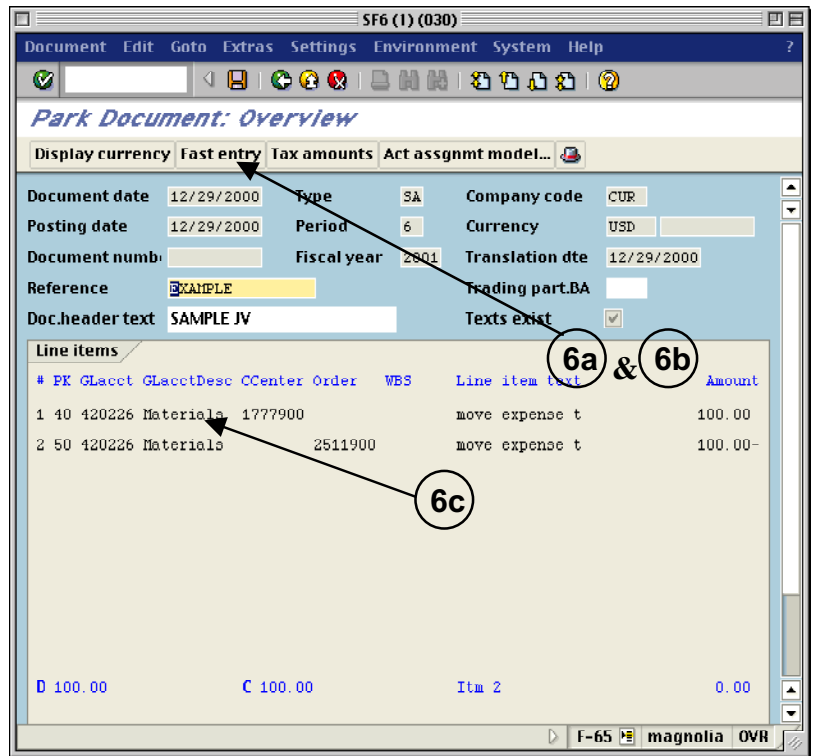
4. Follow the menu path:
   Extras >> Texts…

5. Enter Explanatory Text

a) In the "Text in Accounting Document" dialog box, double-click on 'Correspondence.

b) Type an explanation in the Text Screen and click the **Back** button.

c) You are returned to the "Text in Accounting Document" dialog box. Click the **Enter** button.
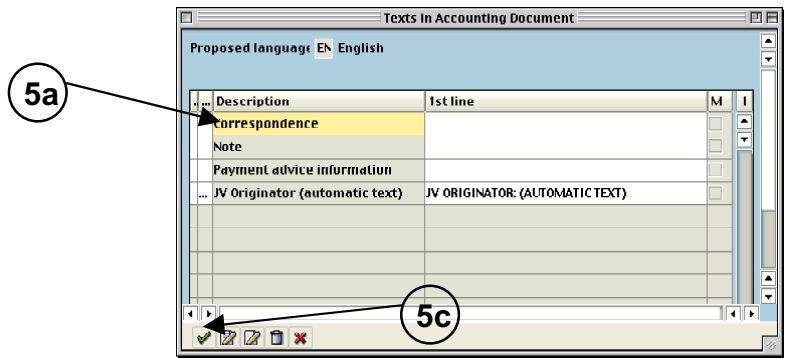
6. Add, Change, or Delete line items:

a) To add line items, click the **Fast entry** button and enter line items as described above.

b) To change a line item, click the **Fast entry** button and make changes on the Fast Entry screen. Then follow the menu path: **Extras >> Texts…** to make text changes.

c) To delete a line item, click the line item once to select it and follow the menu path: **Edit >> Delete**.

7. Park the Journal Voucher

To save the JV and work on it later:

Follow the menu path:
Document >> Park document

Note: *Write down the document number that appears at the bottom of the Initial Screen.*

8. Complete the Journal Voucher

To submit the JV for review and posting:

a) Follow the menu path:
Document >> Complete.

b) The "Backup Notification" dialog box asks if you are sending backup to CAO. Click Yes or No accordingly (Do NOT click Cancel).

Note: *Include the document number with all backup. Your JV will not be posted until the backup is received and matched with the JV.*

c) For each line item with a property G/L account, enter a PO number or an external reference number and click the **Enter** button.

d) For each line item with an underrecovery G/L account, enter a WBS element if you are in a department, lab, or center. Only CAO can enter either a WBS or an internal order. Click the **Enter** button.

e) A dialog box tells you whether the JV will be posted directly or sent for review. Click the **Enter** button.

Note: *Write down the document number that appears at the bottom of the Initial Screen.*