

FV50 - How to Find and Copy an Account Assignment Template

Overview:

Account assignment templates are used to speed up entry of reoccurring journal entries. Follow these steps to find an account assignment template and then create a copy for your own use.

Transaction:

FV50 – Park G/L Account Document

Hints / Tips:

If you decide to use an account assignment template created by another user, you should save the template under a different name. Do this before making any changes to the existing account assignment template.

Never change another user's account assignment template.

Procedure:

Perform the following steps in order to find account assignment templates

Step 1: Execute FV50

The screenshot displays the SAP FV50 transaction interface. The title bar reads "Park G/L Account Document: Company Code COP1". The interface is divided into several sections:

- Basic Data:** Includes fields for Document Date, Posting Date (02/27/2012), Reference, Doc. Header Text, Document Type (checked), and Company Code (COP1 - City of Portland U.S.A.).
- Amount Information:** Shows Total Dr. and Total Cr. both set to 0.00 USD.
- Table:** A table with columns: S..., G/L acct, Short Text, D/C, Amount in doc.curr., Cost center, Order, WBS elem..., Fund, Business ..., and Grant. The table is currently empty, showing "0 Items (No entry variant selected)".

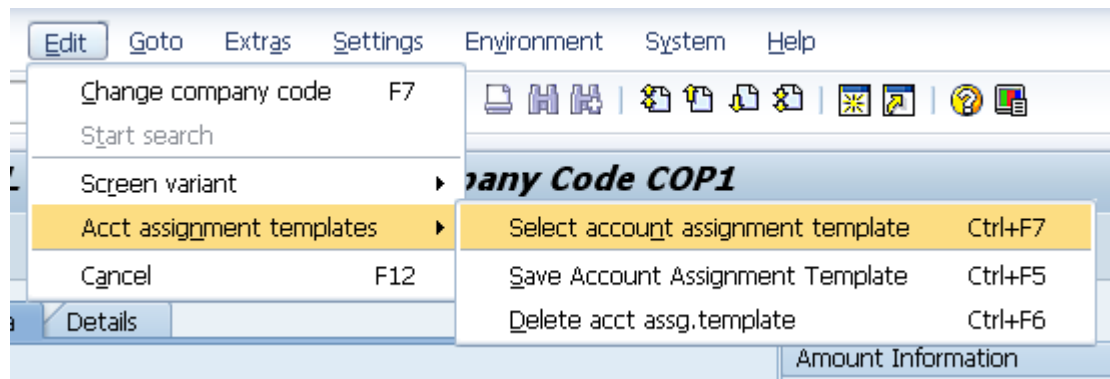
The SAP logo and navigation icons are visible at the bottom of the window.

Step 2: Enter a **Document Type** in the Document Type field

NOTE: This is a required entry field that must be populated before you can display the account assignment templates. For this example, document type SA is entered.

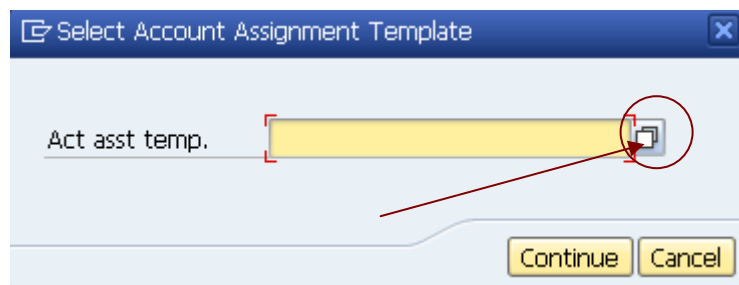
Document Type SA

Step 3: Click the **Edit** menu button. Select Acct Assignment Templates and then **Select Account Assignment Template**.



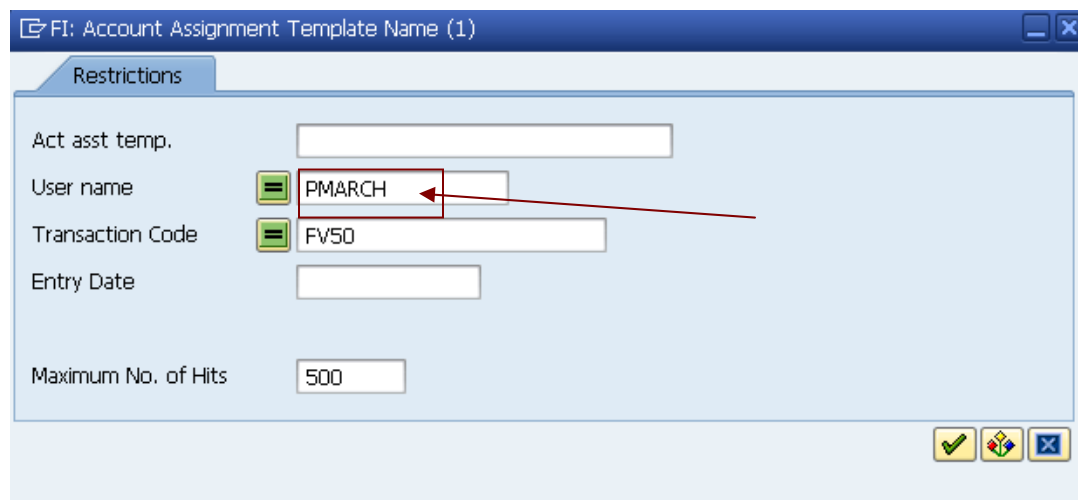
NOTE: The Select Account Assignment Template screen will display

Step 4: Click the **Act Asst Temp** match code button



NOTE: The Account Assignment Template Name screen will display

Step 5: Remove the User name.



NOTE: Removing the user name expands the search to include all FV50 account assignment templates. If you leave the user name, the search will be limited to account assignment templates created by that user

Step 6: Click the Green Check button to start the search.

FI: Account Assignment Template Name (1)

Restrictions

Act asst temp.

User name

Transaction Code

Entry Date

Maximum No. of Hits

NOTE: A list of account assignment templates will be displayed. The list displays in order by template name

Step 7: Click on User Name column to sort the list.

NOTE: The list can be sorted by Account Assignment Template name, User Name, T-Code, or Entry Date.

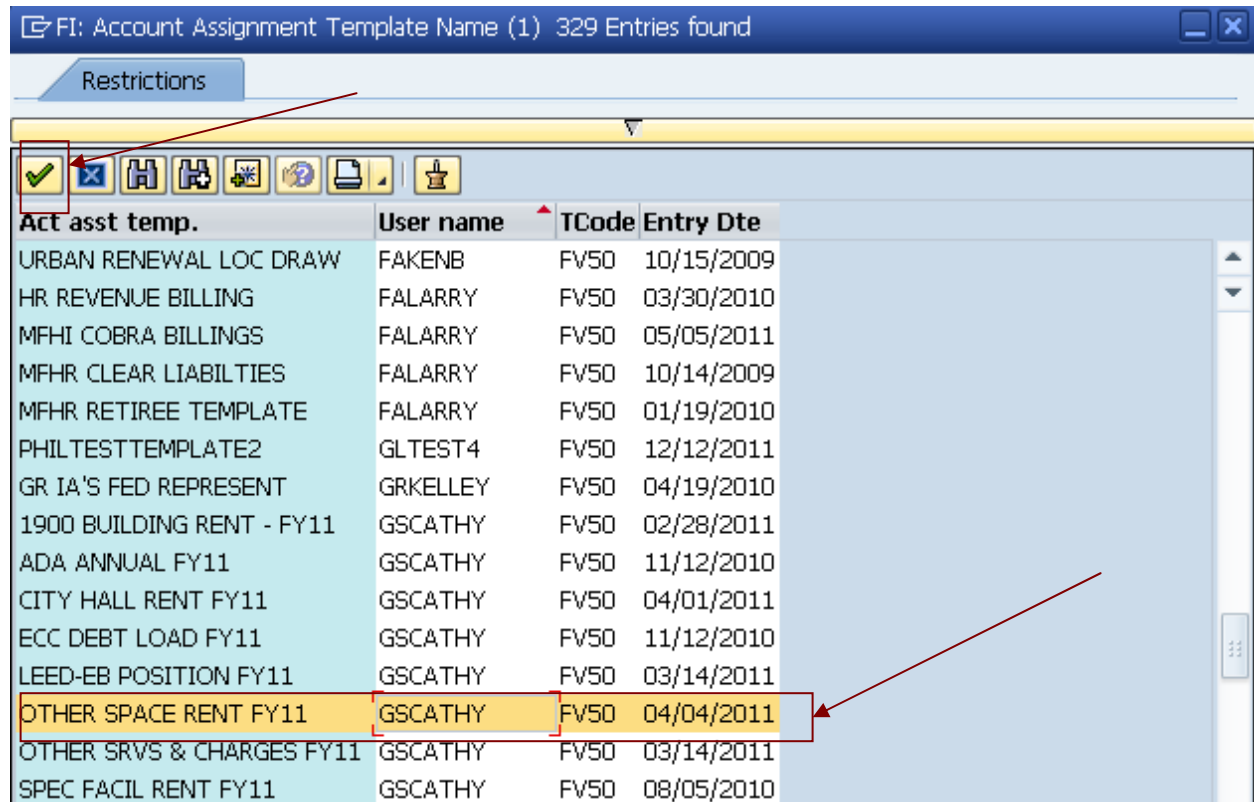
FI: Account Assignment Template Name (1) 329 Entries found

Restrictions

Act asst temp.	User name	TCo...	Entry Dte
10% AUD FEES CHG'D ON HCD	LCWILLIAM	FV50	02/05/2009
1900 BLDG -DAYCARE FY2012	GSROSALYN	FV50	07/07/2011
1900 BUILDING RENT - FY11	GSCATHY	FV50	02/28/2011
1900 BUILDING RENT-FY2011	GSROSALYN	FV50	07/07/2011
1900 BUILDING RENT-FY2012	GSROSALYN	FV50	07/07/2011
2008 SEWER REIMB 614506	TRJULIA	FV50	06/26/2009
A	AMUNDY	FV50	09/09/2010
ADA ANNUAL FY11	GSCATHY	FV50	11/12/2010
ADA ANNUAL FY2011	GSROSALYN	FV50	04/05/2011
ADA POSITION FY2012	GSROSALYN	FV50	07/26/2011
ADA SURVEY FY2012	GSROSALYN	FV50	07/25/2011
ADVANTIS/ING**DC**	ACRENE	FV50	03/02/2009
ALLOC PERS SERV	LCJANICE	FV50	07/13/2009
AR DEPOSIT CORR AR > BANK	LCPETER	FV50	04/01/2011
AR G1 COLLECTION FEES	LCPETER	FV50	01/19/2011
ARRA IA	FABENJAMIN	FV50	11/22/2010
ARRA IA FY11-12	CCASTRUITA_Z	FV50	09/08/2011
ASSMT REIMBURSEMENT JEDOC	CADANS	FV50	06/02/2011
ATIACHG	ATCRYS	FV50	07/26/2011
AUGUST FAGLL	AMUNDY	FV50	09/09/2010
BAD CHECKS	FABENJAMIN	FV50	06/24/2010
BES SEWER BOND 2008	TRJULIA	FV50	07/16/2009
BES SEWER BOND 2010	TRJULIA	FV50	04/06/2010
BES SEWER BOND 2010A	TRJULIA	FV50	12/29/2010
BIBS IA	FABENJAMIN	FV50	09/03/2010
BIBS IA 11/12	FABENJAMIN	FV50	10/04/2011
BILL DEBT MGMT ASSESSMENT	GSJEAN	FV50	03/06/2009
BILL DEBT MGMT ASSESSMNT	GSJEAN	FV50	07/28/2009

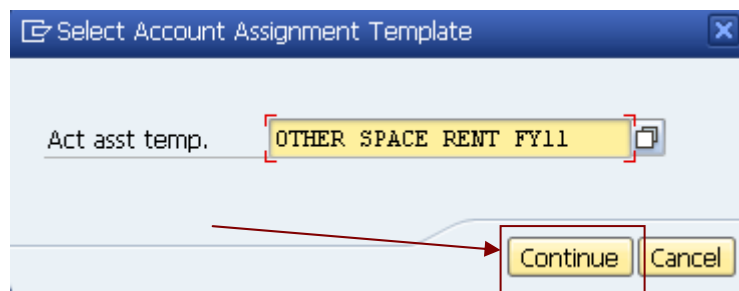
329 Entries found

Step 8: Click on the name of the Account Assignment Template you are looking for then click **Copy button (green check mark)**.



NOTE: The template you selected will be listed in the Act Asst Temp field

Step 9: Click the **Continue** button



NOTE: FV50 will be populated by the selected Account Assignment Template

Park G/L Account Document: Company Code COP1

Tree on | Company Code | Simulate | Save as completed | Post | Editing options

Basic Data | Details

Document Date: [] Currency: USD
 Posting Date: 02/27/2012 Period: 8
 Reference: []
 Doc. Header Text: []
 Document Type: SA G/L account document
 Company Code: COP1 City of Portland U.S.A.

Amount Information

Total Dr. 480,881.00 USD
 Total Cr. 480,881.00 USD
 OO

48 Items (No entry variant selected)

S...	G/L acct	Short Text	D/C	Amount in doc.curr.	Cost center	Order	WBS elem...	Fund	Business ...	Grant
	651301	Space Rent	Debit	209.00		PL00780003		217001	PL00	PL000078
	651301	Space Rent	Cred...	209.00	MF0P000061			701000	MF01	NOT-RELEVA
	651301	Space Rent	Debit	16,459.00	AUDA000003			100000	AU00	NOT-RELEVA
	651301	Space Rent	Cred...	16,459.00	MF0P000050			701000	MF01	NOT-RELEVA
	651301	Space Rent	Debit	77,717.00	AUDA000003			100000	AU00	NOT-RELEVA
	651301	Space Rent	Cred...	77,717.00	MF0P000050			701000	MF01	NOT-RELEVA
	651301	Space Rent	Debit	34,383.00	ECOP000001			202000	EC00	NOT-RELEVA
	651301	Space Rent	Cred...	34,383.00	MF0P000048			701000	MF01	NOT-RELEVA

SAP | FV50 | sapqrp1 | INS

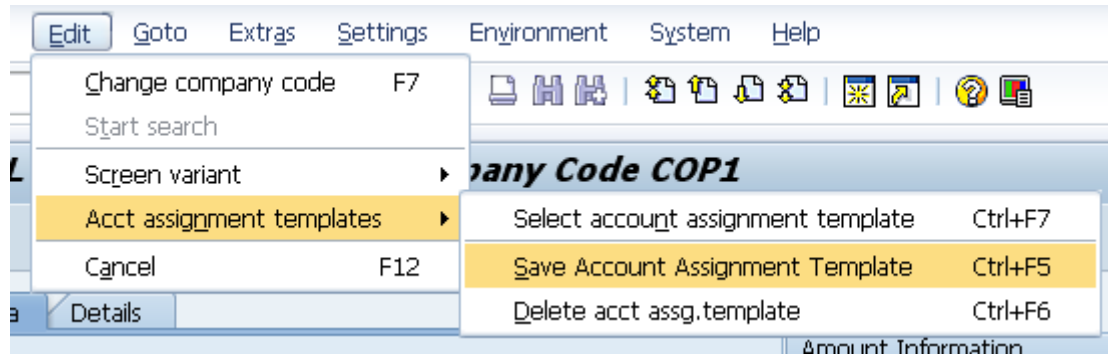
NOTE: If you decide to use this Account Assignment Template, you should first save it under another name.

Step 10: To save another user's template under a different name, you must first enter a valid Document Date.

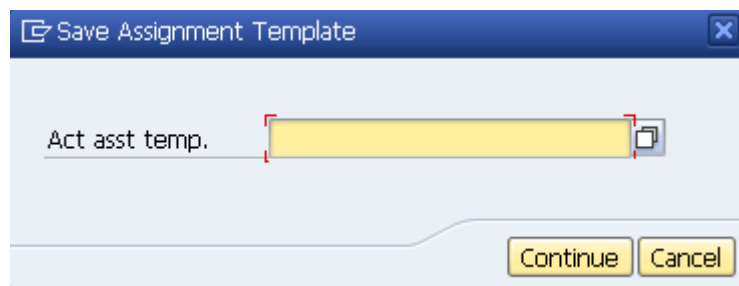
NOTE: This is a required field that must be populated before the Account Assignment Template can be saved.

Document Date

Step 11: Click **Edit** menu and select **Acct Assignment Templates**, then select **Save Account Assignment Template**.



NOTE: You should do this before making any changes to the other user's template. The Save Assignment Template screen displays



Step 12: Enter the name of your new Account Assignment Template. Click Continue.

NOTE: The name must be different than the name of the existing Account Assignment Template. Otherwise, you will save over the other user's template.

