

## GL.020.008 - COPYING A JOURNAL

<b>Purpose</b>	<ul style="list-style-type: none"> <li>• To describe the benefit to copying a journal.</li> <li>• To identify the ways to copy a journal.</li> <li>• To copy a journal via batch process.</li> <li>• To copy a journal online.</li> </ul>
<b>Description</b>	<p>Users may discover similar or identical journals recur with some frequency. To avoid having to input the same information again, users can use an existing journal as the basis for a new journal entry by using the Copy Journal page for the batch process or the Copy Journal Entry page to make an online copy. Users can copy posted or unposted journals and then change header and/or detail lines.</p>
<b>Security Role</b>	<b>BOR_GL_JOURNAL_ENTRY</b>
<b>Dependencies/ Constraints</b>	<ul style="list-style-type: none"> <li>• This process does not copy system created lines, which are normally recreated when users run an edit against a journal. If users copy an Intraunit journal with the reverse amount option, the Intraunit lines of the newly copied journal are created according to the Intraunit accounts of the resulting copied journal.</li> <li>• To completely reverse a previous journal, use the reversal option on the journal before it is posted, or unpost it if is already posted.</li> </ul>
<b>Additional Information</b>	<p>When running the Copy Journal Batch Process, users can specify the new journal ID and new date, as well as having the system recalculate the budget date. Users can also have the system save the new journal with an incomplete status.</p>

## **Procedure**

Below are step by step instructions on how to copy a journal via the batch process to create a new journal.

<b>Step</b>	<b>Action</b>
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Menu</b> icon.
3.	Click the <b>General Ledger</b> link.
4.	Click the <b>Journals</b> link.
5.	Click the <b>Journal Entry</b> link.
6.	Click the <b>Copy Journals</b> link. This allows the user to create a run control to copy journals via a batch process.
7.	Click the <b>Add a New Value</b> tab.
8.	Enter a Run Control ID in the <b>Run Control ID</b> field.
9.	Click the <b>Add</b> button. The system navigates to the Copy Journals Request page.
10.	Enter a Journal ID number in the <b>Journal ID</b> field.
11.	Enter a New Date in the <b>New Date</b> field.
12.	Click the <b>Recalculate Budget Date</b> checkbox.
13.	Click the <b>Save</b> button.
14.	Click the <b>Run</b> button.
15.	Click the <b>OK</b> button in the Process Scheduler Request popup window.
16.	Click the <b>Process Monitor</b> link. The system navigates to the Process Monitor page and defaults to the Process List tab.
17.	Click the <b>Refresh</b> button and verify that the <b>Run Status</b> is Success.
18.	Verify new journal exists via the Create/Update Journal Entries page.

Below are step by step instructions on how to make another copy of a journal online.

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Menu</b> icon.
3.	Click the <b>General Ledger</b> link.
4.	Click the <b>Journals</b> link.
5.	Click the <b>Journal Entry</b> link.
6.	Click the <b>Create/Update Journal Entries</b> link.
7.	Click the <b>Find an Existing Value</b> tab.
8.	Click in the <b>Journal ID</b> field.
9.	Enter a Journal ID in the <b>Journal ID</b> field.
10.	Click on the blank list item in the <b>Journal Header Status</b> drop down menu.
11.	Click the <b>Search</b> button.
12.	Click the <b>Lines</b> tab.
13.	Click the <b>Process</b> drop down menu.
14.	Click the <b>Copy Journal</b> list item.
15.	Click the <b>Process</b> button.
16.	Click in the <b>Journal ID</b> field and enter Journal ID name in the <b>Journal ID</b> field.
17.	Click in the <b>Journal Date</b> field and enter a Journal Date in the <b>Journal Date</b> field.
18.	Click the <b>OK</b> button.
19.	Click the <b>Save</b> button.