**How to Copy a Journal**

1. Search for existing journal
2. Go to Lines tab
3. Under \*Process – Select Copy Journal
4. Click Process

Journal Entry Copy page will populate

1. Change Journal ID “NEXT” to same as the existing journal being copied
2. \*If this is a Reversal journal, then “Reverse Signs” box can be checked
3. Click Ok

A copy of original journal will be created. Be sure to review all information for accuracy & upload backup before submitting to workflow.

**2**



**4**

**3**



6. If Reversing

**7**

**5**