

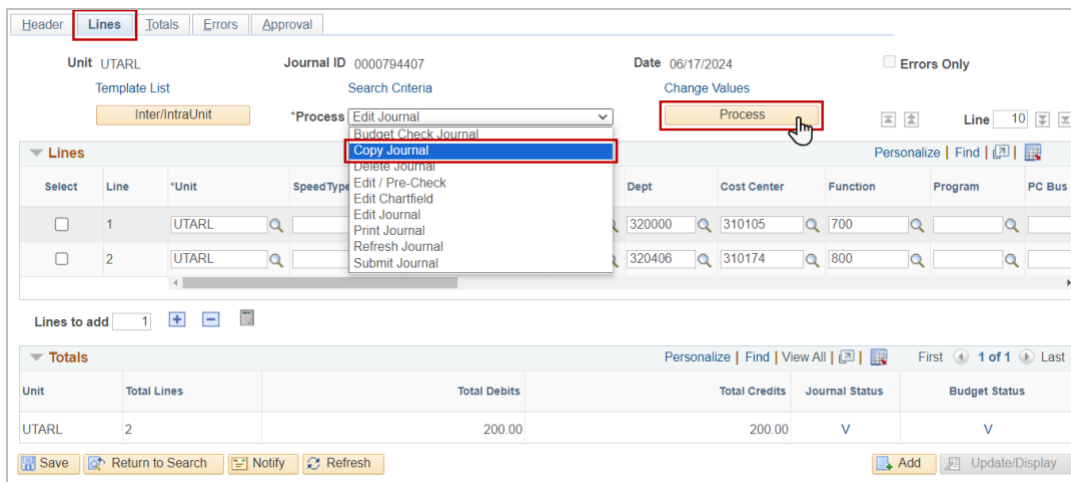
# Copy a Journal Job Aid

If it is necessary to create a similar Journal Entry, it is possible to copy a Journal. This would generally only be necessary if it is a recurring charge with all the same information. Otherwise, the user must delete all unnecessary lines.

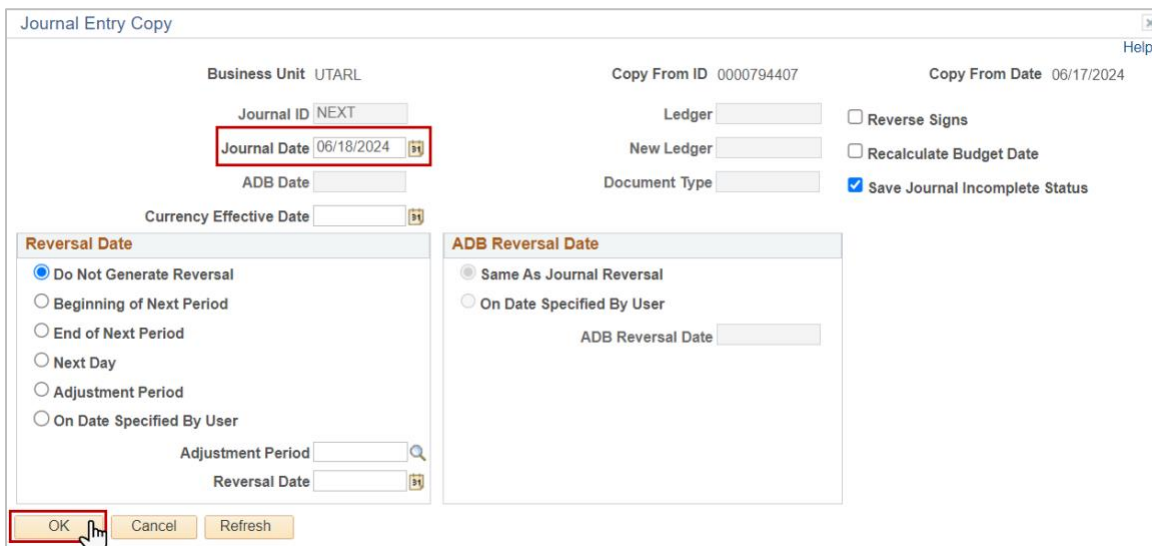
1. Find the desired Journal that is to be copied.

**Note:** See *Find an Existing Journal Job Aid*.

1. Click the **Lines** Tab.
2. Click the **Copy Journal** from the Process drop down list.
3. Click the **Process** button.



4. The **Journal Entry Copy** screen will appear. The **Journal Date** field will default to the current date. The date may be changed, if necessary. This date determines the accounting period to which the Journal will post.
5. Click **OK**.



A new Journal ID has been assigned and all the information from the original Journal is now copied into the new one. User may adapt Journal as desired.

Header | **Lines** | Totals | Errors | Approval

Unit UTARL      **Journal ID 0000794409**      Date 06/18/2024       Errors Only

Template List      Search Criteria      Change Values

Inter/IntraUnit      \*Process Edit Journal      Process      Line 10

▼ **Lines**      Personalize | Find | View All

Select	Line	*Unit	SpeedType	Account	Fund	Dept	Cost Center	Function	Program	PC Bus U
<input type="checkbox"/>	1	UTARL		42201	3105	320000	310105	700		
<input type="checkbox"/>	2	UTARL		63007	3105	320406	310174	800		

Lines to add 1      +      -      🗑️

▼ **Totals**      Personalize | Find | View All      First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UTARL	2	0.00	0.00	T	N

Save      Return to Search      Notify      Refresh      Add      Update/Display