

Copying a Journal Voucher

If you make the same entry every month, or you need to reverse a journal voucher posted in error, you can copy an existing journal voucher instead of starting a new one. You can copy journal voucher records, copy the document text, and reverse a posted journal voucher using any of the journal voucher forms.

Step	Task
1.	Type <i>FGAJVCD</i> in the Go To... field and press ENTER to open the Journal Voucher Entry Form . OR To open the Journal Voucher Quick Form , type <i>FGAJVCQ</i> . OR To open the Journal Voucher Mass Entry Form , type <i>FGAJVCM</i> .
2.	Click the Copy button or select Copy Journal from the Options menu.
3.	Enter the document number to copy in the Copy From Document Number field. Click the Search button to search for a particular journal voucher document.
4.	Press TAB twice to move to the Copy To Document Number field.
5.	Type <i>NEXT</i> in the Copy To Document Number field or leave the field blank to generate a new journal voucher number.
6.	The Transaction Date field defaults to the system date. You may enter another acceptable date.
7.	Select the Reverse JV check box to reverse a journal voucher, or leave unselected if not reversing a journal voucher.
8.	Select the Copy Text check box to copy the original document text to the new journal voucher, or leave unselected if not copying the document text.
9.	Click the OK button to return to the Document Header block.
10.	Press TAB to move to the Document Total field. Make any necessary changes.
11.	Select Options, Document Text from the menu to access <i>FOATEXT</i> .
12.	Type a complete description of the transaction, original document number, your name, work unit, and 10-digit phone number. (Press the DOWN ARROW to access each needed text line.) OR Edit the existing text as needed, including a description of the transaction, the original document number, your name, unit, and 10-digit phone number
13.	Click the Save button
14.	Click the Exit button to return to the Document Header block.
15.	Click the Next Block button.
16.	Review all records for accuracy. Make any changes as needed.
17.	Click the Next Block button.
18.	Click the Complete button to save and submit for posting. OR Click the In-Process button to save and complete later.
19.	Click the Exit button to return to the main menu.