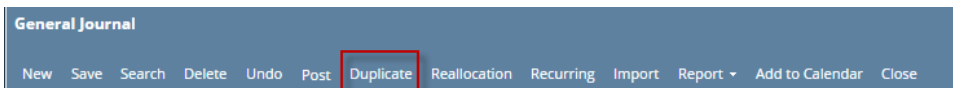


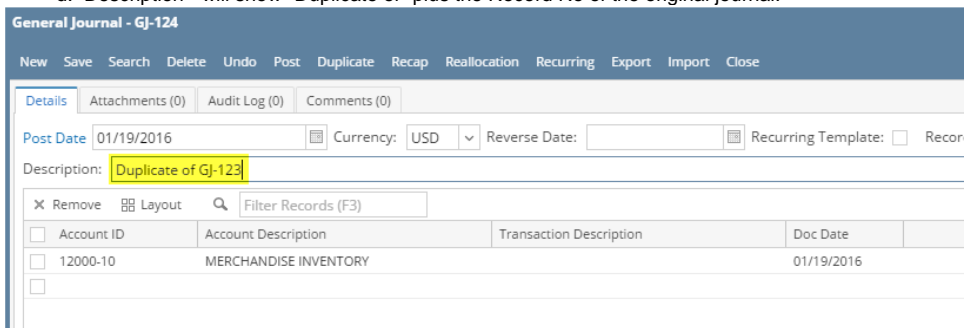
How To Duplicate General Journal

Here are the steps on how to duplicate General Journals:

1. Open an existing journal.
2. Click on **Duplicate** button.



3. Duplicate journal will open. Everything from the original journal will be copied on the duplicate journal except for the **Post Date**, **Doc Date**, **Record No** and **Description**.
 - a. Post Date - will use the date when journal is duplicated.
 - b. Doc Date - will copy Post Date.
 - c. Record No - new system generated Id will be assigned
 - d. Description - will show "Duplicate of" plus the Record No of the original journal.

A screenshot of the 'General Journal - GJ-124' form. The form has a dark blue header bar with the title 'General Journal - GJ-124' and a toolbar with buttons: 'New', 'Save', 'Search', 'Delete', 'Undo', 'Post', 'Duplicate', 'Recap', 'Reallocation', 'Recurring', 'Export', 'Import', and 'Close'. Below the header, there are tabs for 'Details', 'Attachments (0)', 'Audit Log (0)', and 'Comments (0)'. The 'Details' tab is active. The form contains fields for 'Post Date' (01/19/2016), 'Currency' (USD), 'Reverse Date', and 'Recurring Template'. The 'Description' field is highlighted in yellow and contains the text 'Duplicate of GJ-123'. Below the description field, there is a table with columns: 'Account ID', 'Account Description', 'Transaction Description', and 'Doc Date'. The table has one row with the following data: '12000-10', 'MERCHANDISE INVENTORY', and '01/19/2016'.

4. You are now ready to post or edit it further before posting.