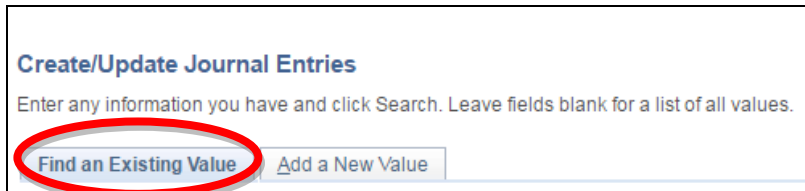ADDY NOTES

UCF Financials

Copying a Journal

This Addy Note explains how to copy an existing online journal.

The Copy Journal process in UCF Financials is one way to avoid retyping a journal. Some reasons why you might want to copy an existing online journal are:

- You do the same or similar journal on a regular basis.

- The journal has been denied because of a wrong Journal Source and you cannot change the Journal Source value because it is grayed out.

- You need to change the Journal Date.

- You need to change the Journal ID.

For whatever business needs or reasons you may have, the process of copying an existing online journal is the same.

Step	Action
1.	Navigate to: **General Ledger > Journals > Journal Entry > Create/Update Journal Entries**.
2.	Click the **Find an Existing Value** tab and enter the Search criteria for the journal you want to copy. **Create/Update Journal Entries** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Add a New Value

Step	Action
3.	Click the **Search** button and select the journal that you want to copy.
4.	Click the **Lines** tab and select **Copy Journal** from the **Process** drop-down menu.
5.	Click the **Process** button.
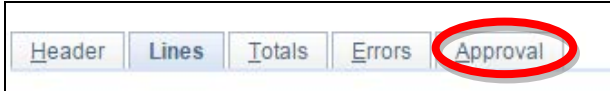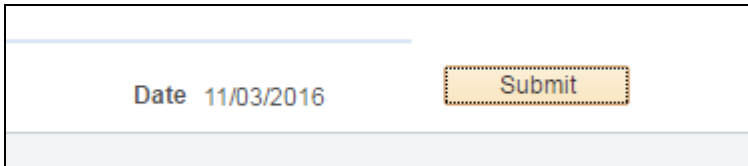
Step	Action
6.	On the **Journal Entry Copy** page, enter the **Journal ID** and the **Journal Date** for the new journal. Journal Entry Copy Business Unit UCF01 Journal ID XXXXMMDD Journal Date 11/03/2016 ADB Date Currency Effective Date **Note:** Make sure you follow the Journal ID naming convention. You can leave the other fields with their default settings.
7.	Click **OK**. OK Cancel Refresh
8.	Edit the new journal as necessary. **Notes:** • To change the journal source, click the **Header** tab and change the value in the Source field. To change the journal lines, click the **Lines** tab and edit the data as needed.
9.	Click **Save**. Save Return to Search Previous in List Next in List Notify Refresh Header	Lines	Totals	Errors	Approval

Step	Action
10.	Click the **Approval** tab. Header | Lines | Totals | Errors | (Approval)
11.	At this point in the Journal creation, you must have the reviewer from your department review the journal before you submit it to Finance and Accounting for approval.
12.	After departmental review, click **Submit.** Date 11/03/2016 Submit **Note:** For more information on the Approval process, view the Addy Note, *Creating a Journal in UCF Financials*.