



# Journal Copy Process

## Script Description

It has been determined that a journal that was previously posted, needs to be copied and/or reversed.

The possible scenarios that could cause you to copy a journal are:

- A journal that repeats itself monthly. You want to copy a prior journal and modify it with current month's information.
- A journal that is similar to a prior journal. You want to copy a prior journal and modify it for the differences.
- A journal was previously entered that should be reversed. You want to copy the journal with the signs reversed.

## Process Assumptions

- A journal exists that you wish to copy.
- The period for the journal is an open period.

# Process Flow Steps

1. A journal needs to be copied. Copy a journal through the Copy Journal panels.
2. Access the Copy Journal Process Panel as follows:

<b>GO</b>	<b>Process Financial Information</b>
	<b>Process Journals</b>
<b>USE</b>	<b>Journal Entry</b>
	<b>Lines</b>
	<b>Update/Display</b>

### 3. Select a Journal

- . Input the GL Journal ID if known.

Hit the button

#### b. Or search for a Journal

##### I. Establish the criteria you wish to use to search for a journal

###### . Journal Header Status

- I. (None)
- II. Journal Has Errors
- III. No Status - Needs to be Edited
- IV. Posted to Ledger(s)
- V. Unposted
- VI. Valid Journal - Edits Complete

###### b. Budget Checking Header Status:

- I. (None)
- II. Budget Checking in Process
- III. Error in Budget Checking
- IV. Not Budget Checked

**V. Selected by BCM to Process**

**VI. Valid Budget Check**

**c. Source of the entry. You can leave this BLANK or select from the following listing:**

<b>SetID</b>	<b>Source</b>	<b>Descr</b>
<b>CWUID</b>	<b>ACC</b>	<b>Accrual</b>
<b>CWUID</b>	<b>AP</b>	<b>Accounts Payable</b>
<b>CWUID</b>	<b>GM</b>	<b>Grants Management</b>
<b>CWUID</b>	<b>I/F</b>	<b>Interfund Transfer</b>
<b>CWUID</b>	<b>INT</b>	<b>Interface</b>
<b>CWUID</b>	<b>ONL</b>	<b>Online Entry</b>
<b>CWUID</b>	<b>PO</b>	<b>Purchase Order Processing</b>
<b>CWUID</b>	<b>PR</b>	<b>Payroll Processing</b>
<b>CWIID</b>	<b>RC</b>	<b>Receipt of Goods or Services</b>
<b>CWUID</b>	<b>RQ</b>	<b>Requisition</b>

**II. Set up the criteria you wish to use to search for the journal then click the Button**

**III. A listing of journals should appear in the lower box that meet your criteria.**


**IV. Select the journal you wish to copy and Highlight it**

**V. Hit the again.**

**4. The Journal Lines panel will appear**

**5. Select the Copy Journal icon**

**6. The following panel will appear**

7. Select the button
  
8. The following panel will appear, copying the information about the journal
  
9. Change either the New Journal ID and/or the Journal Date. You may enter NEXT in the New Journal ID field to automatically assign a New Journal ID.
  
10. To process this request, go to the section Process Scheduler Request by selecting the traffic light,  RUN icon

## Process Scheduler Request

Hint: For further details or Process Scheduler Run Control Programs, please see the script titled "Process Scheduler Requests."

## Alternative Process Flow Steps

1. A journal needs to be copied. Copy a journal through the Copy Journal panels.
  
2. Access the Copy Journal Process Panel as follows:

GO	Process Financial Information
	Process Journals
PROCESS	Copy Journal
	Add

Add a new run control

- . Click on the button

Or select an existing run control

PROCESS	Copy Journal
	Update/Display

- b. To view the existing files click on the button.
- c. Highlight the desired file then click on the button

The Following Panel will open:

### 3. To Copy a journal

- . Under the section "Copy Journal", input the journal you wish to copy by
  - I. Unit (Business Unit) - Always "CWUID"
  - II. Journal ID. Click on the down arrow and the following panel will open
  - III. Journal Date. Click on the down arrow and the following panel will open.
- b. Under the section "New Journal", identify the new journal you want the journal copied to.
  - I. The Business Unit of your new journal will automatically take on the Business Unit of the original (copy) journal.
  - II. Type the New Journal ID of your choice.
  - III. Change the Journal Date to the date needed for the new journal.
  - IV. Ignore the Document Type

4. To process this request, go to the section Process Scheduler Request

## Copy a Journal with Reversed Signs

Go through steps described above to copy a journal. Before you run the Process Scheduler Request do the following

## **1. Indicate whether you want to Reverse Signs**

- a. When Reverse Signs is enabled, the amounts of the new journal will be the reverse of the copied journal.**
- b. You can use this feature to reverse out a posted journal entry and retain your audit trail.**