

Steps to Correctly Copy Journal Entries preventing Accounting Date / Budget Period Mismatched

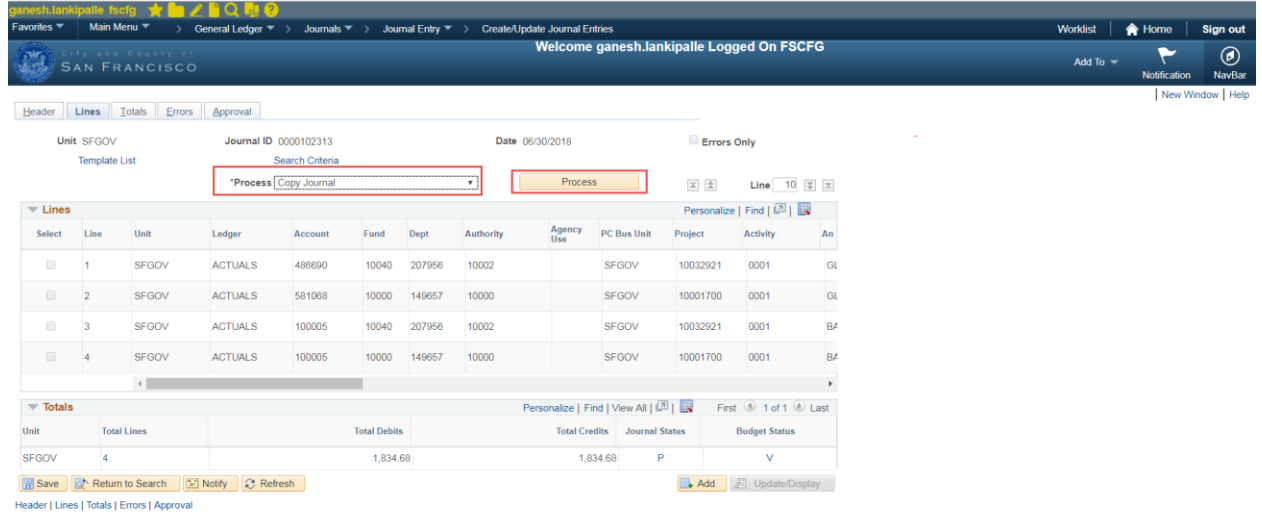
Main Menu>General Ledger>Journals>Journal Entry>Create/Update Journal Entries

Enter:

Business Unit: SFGOV

Journal ID: (one that you would like to copy) and select Search

Go to Line tab> Process and select Copy Journal and click Process button



Once process initiated, a new page will open.

Validate and update if require journal date and select the check box related to **“Recalculate Budget date”** and hit OK.

