
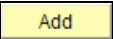

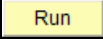
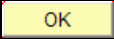


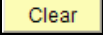




## Copy Journal Entry via Process Scheduler

1.	Click the <b>General Ledger</b> link.
2.	Click the <b>Journals</b> link or folder.
3.	Click the <b>Journal Entry</b> link or folder.
4.	Click the <b>Copy Journals</b> link or folder.
5.	<p>You can run this process by searching for an existing <b>Run Control ID</b> or you can add a new value.</p> <p>A <b>Run Control ID</b> is an identifier that, when paired with your User ID, uniquely identifies the process you are running. It allows for important parameters to be available for a process when the process runs. This ensures that when a process runs in the background it does not have to prompt you for any additional values. All parameters are stored within the system and associated with Run Control IDs and User IDs. No one else can view or use the Run Control IDs that you create.</p> <p>Click the <b>Add a New Value</b> tab. </p>
6.	Enter a Run Control ID into the <b>Run Control ID</b> field.
7.	Click the <b>Add</b> button to open the <b>Copy Journals Request</b> page. 
8.	<p>Use the <b>Copy Journals Request</b> page to select the journal entry you wish to copy.</p> <p>The <b>Process Frequency</b> field is where you select the frequency for which the process will be executed.</p> <p>Click on the drop-down arrow in the <b>Process Frequency</b> field.</p>
9.	Select the appropriate Process Frequency.
10.	The <b>Unit</b> field represents the business unit of the journal entry. Your business unit enters by default. Look up and enter a different business unit if necessary.
11.	<p>Use the <b>Journal ID</b> field to look up and select the Journal ID of the journal you wish to copy.</p> <p>In case there are multiple journals with the same Journal ID, it's best to enter the Journal ID and then lookup and select the appropriate journal.</p>
12.	<p>Click the <b>Journal ID</b> lookup button.</p> 
13.	Select the appropriate Journal ID.
14.	Note that after you select the journal you wish to copy, the <b>Date</b> field automatically populates with the journal's date.
15.	Use the <b>New Journal ID</b> field to enter a Journal ID for the new journal. You must either enter a new Journal ID or leave <b>NEXT</b> in the <b>New Journal ID</b> field and let the system assign a new journal ID.

16.	In the <i>New Date</i> field, enter the desired date for the new journal. The current date appears by default.
17.	Click the <b>Run</b> button to open the <b>Process Scheduler Request</b> page. 
18.	Use the <b>Process Scheduler Request</b> page to enter or update parameters for this process, such as server name and process output format.  Click on the drop-down arrow in the <i>Server Name</i> field.
19.	For this process, click on <b>PSUNX</b> to select it.
20.	Click the <b>OK</b> button to run the process and return to the <b>Copy Journals Request</b> page. 
21.	On the <b>Copy Journals Request</b> page, note the <b>Process Instance</b> number and click on the <a href="#">Process Monitor</a> link to open the <b>Process List</b> page.
22.	The <b>Process List</b> page is used to view the status of a submitted process.  Find your process in the list and incessantly click the <b>Refresh</b> button until the <i>Distribution Status</i> show as <b>Posted</b> .  Click the <b>Refresh</b> button. 
23.	After the <i>Distribution Status</i> displays as <b>Posted</b> , you need to lookup and review the copied journal.  From the Financials menu, click the <a href="#">Create/Update Journal Entries</a> link.
24.	On the <b>Create/Update Journal Entries</b> page, click the <b>Find an Existing Value</b> tab. 
25.	On the <b>Create/Update Journal Entries</b> page, click the <b>Clear</b> button. 
26.	Enter the appropriate business unit in the <i>Business Unit</i> field.
27.	Enter the new journal's ID into the <i>Journal ID</i> field.
28.	Click the <b>Search</b> button. 
29.	The <b>Header</b> page for the journal you copied displays. You can use the <i>Long Description</i> field to update the description of the copied journal if necessary.  Click the <b>Lines</b> tab. 
30.	Use the <b>Lines</b> page to modify values for various journal entry fields, such as amount and chartField combination. You can also insert or delete rows, if necessary.  You have successfully copied a journal entry from an existing journal.
31.	<b>End of Procedure.</b>