

## COPYING A DOCUMENT IN ACCOUNTS PAYABLE

Go to APOHININ and find the invoice you want to copy.

To copy header information only, at top of the screen click on “Copy”, then “Add”, then “Paste”.

Change the invoice number to the new invoice number. Save.

The screenshot displays the Accounts Payable software interface. At the top, there are navigation buttons for 'Previous Page', 'Previous', 'Next', and 'Next Page', along with a 'Record 12 of 35' indicator. A toolbar contains various actions: 'Add' (highlighted with a yellow box and '2'), 'Copy' (highlighted with a yellow box and '1'), 'Paste' (highlighted with a yellow box and '3'), 'Undo', 'Export', 'Delete', 'Record Info', 'View Last Changes', 'Threaded Notes', 'Repeat Last Changes', 'Show Grid', 'Restore Layout', 'Grid Options', 'Sorts', and 'Screen Layout'.

The main form area shows invoice details:

- Invoice:** 268343
- Invoice Date:** 03/11/2015
- Security Code:** 1210
- Payment Type:** CHK (Check)
- Payment Terms:** [Dropdown]
- User Invoice Total:** 464.35
- System Invoice Total:** 464.35
- Vendor ID:** V1061
- Vendor Name:** ACME RIGGING AND SUPPLY CO INC
- Address:** 3350 N STATE ST, UKIAH, CA 95482
- Addr Cd:** P1
- PO:** [Dropdown]
- Partial:** [Dropdown]

Below the main form, there are tabs for 'Invoice Details' and 'Invoice Text'. The 'Invoice Details' tab is active, showing a grid with the following fields:

GL Account	Description	Quantity	Unit Price
601000 75321 JL	parts	1	464.35

Additional fields in the grid include:

- PO#:** [Dropdown]
- P/F:** P
- Due Date:** 04/10/2015
- 1099 Flag:** N
- 1099 Dft:** [Dropdown]
- Received Date:** 03/11/2015
- Relate To:** CC
- Authorized Date:** [Dropdown]
- Div:** GEN
- Second Ref:** [Text]
- Misc:** [Dropdown]
- Charge:** [Dropdown]
- Duty:** [Dropdown]
- Product ID:** [Text]
- Disc. Terms:** 0.0000
- Pmt Disc Terms:** 0.0000
- Discount Date:** [Dropdown]

New saved document with GL Account information blank.

The screenshot shows an invoice form with the following details:

- Invoice:** 268350
- Vendor ID:** V1061
- Vendor Name:** ACME RIGGING AND SUPPLY CO INC
- Address:** 3350 N STATE ST, UKIAH, CA 95482
- Invoice Date:** 03/11/2015
- Security Code:** 1210
- Payment Type:** CHK (Check)
- User Invoice Total:** 464.35
- System Invoice Total:** 0.00

The **GL Account** section is blank, with fields for KEY, OBJ, JL, PKEY, and OBJ. The **Quantity** and **Unit Price** columns are also empty. The **Due Date** is blank, and the **Div** is set to GEN.

To copy an invoice including the GL accounts and details, go to Tools, Copy Invoice.

The screenshot shows the software interface with the **Tools** menu open and **Copy Invoice** selected. The invoice details are as follows:

- Invoice:** 268343
- Vendor ID:** V1061
- Vendor Name:** ACME RIGGING AND SUPPLY CO INC
- Address:** 3350 N STATE ST, UKIAH, CA 95482
- Invoice Date:** 03/11/2015
- Security Code:** 1210
- Payment Type:** CHK (Check)
- User Invoice Total:** 464.35
- System Invoice Total:** 464.35

The **GL Account** section is populated with the following information:

- GL Account:** 601000 75321 JL
- Description:** parts
- Due Date:** 04/10/2015
- Received Date:** 03/11/2015
- Div:** GEN

Enter the new invoice number or vendor ID: Copy and Close.

The screenshot shows an invoice form with the following fields: Invoice 268343, Vendor ID V1061, Invoice Date 03/11/2015, Security Code 1210, Payment Type CHK (Check), and Vendor Address 3350 N STATE ST UKIAH, CA 95482. A modal dialog box is open in the center, containing the following fields: From Invoice: 268343, From Vendor ID: V1061, To Invoice: 268355 (highlighted in yellow), and To Vendor ID: V1061. Below these fields are two buttons: Copy and Close.

Your new invoice will be available for you to edit.

The screenshot shows the invoice details page for the new invoice. The fields are: Invoice 268355, Vendor ID V1061, Invoice Date 03/11/2015, Security Code 1210, Payment Type CHK (Check), and Vendor Address 3350 N STATE ST UKIAH, CA 95482. The User Invoice Total and System Invoice Total are both 464.35. Below the invoice details, there is a section for Invoice Text with tabs for Main and Misc. The Main tab is selected, showing the following fields: GL Account 601000 75321 JL, Description parts, PO#, P/F P, Due Date 04/10/2015, 1099 Flag: N, 1099 Dft:, Tax 1, Tax 2, Received Date 03/11/2015, Relate To CC, Div GEN, and Charge. The Quantity is 1 and the Unit Price is 464.35.

As long as you don't approve your invoice, it will be available on your RECORDS tab to use as a template. You can even rename it "Template" or something similar.