

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 is a toolbar with various navigation and action buttons. The 'Record Options' section includes 'Add', 'Copy', 'Paste', 'Undo', 'Record Info', 'Threaded Notes', 'Export', 'View Last Changes', 'Repeat Last Changes', 'Show Grid', 'Restore Layout', 'Grid Options', 'Sorts', and 'Screen Layout'. The 'Record 12 of 35' indicator is visible.

The main form area shows the following details:

- 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)
- Payment Terms:** [Dropdown]
- User Invoice Total:** 464.35
- System Invoice Total:** 464.35

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

Field	Value
GL Account	601000 75321 JL
Description	parts
PO#	[Dropdown]
P/F	P
Due Date	04/10/2015
1099 Flag	N
1099 Dflt	[Dropdown]
Received Date	03/11/2015
Relate To	CC
Authorized Date	[Dropdown]
Div	GEN
Second Ref	[Dropdown]
Misc	[Dropdown]
Product ID	[Dropdown]
Discount Date	[Dropdown]
Quantity	1
Unit Price	464.35
Tax 1	0.00
Tax 2	0.00
Charge	0.00
Duty	0.00
Disc. Terms	0.0000
Pmt Disc Terms	0.0000

New saved document with GL Account information blank.

This 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 currently blank, with fields for KEY, OBJ, JL, PKEY, and OBJ.

Quantity	Unit Price
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00

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

This 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
- Authorized Date:** (blank)

Quantity	Unit Price
	10.00

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 invoice 268355. The form includes the following fields: Invoice 268355, Vendor ID V1061, Addr Cd P1, PO Partial, Invoice Date 03/11/2015, Security Code 1210, Payment Type CHK (Check), Payment Terms, User Invoice Total 464.35, and System Invoice Total 464.35. The vendor name is ACME RIGGING AND SUPPLY CO INC, and the address is 3350 N STATE ST UKIAH, CA 95482. Below the invoice details, there are tabs for Invoice Details and Invoice Text. The Invoice Details tab is active, showing the following fields: Main Misc, GL Account 601000 75321 JL, PKEY OBJ, Description parts, PO#, P/F P, Quantity 1, Unit Price 464.35, Due Date 04/10/2015, 1099 Flag: N, 1099 Dft:, Tax 1 0.00, Received Date 03/11/2015, Relate To CC, Tax 2 0.00, Authorized Date, Div GEN, and Charge 0.00.

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.