Add Additional Records to a JV

Once you have completed a record, click the **Next Record** icon. The system will bring you to a new record, with the cursor in the **Sequence** field. Press the **Tab** key; the next Sequence number will be assigned. Enter the remainder of the transaction information (repeat steps in **Enter Transaction Detail on a JV** from **Journal Type** onwards).

You can enter as many sequences as required. To review the records use the up and down arrow keys to scroll through the JV (or click the **Next/Previous Record** icons).