Duplicate Records on a JV

At the end of the record you wish to duplicate, click the **Next Record** icon; then press the **F4** key. All information from the previous record will be copied into a new record. The cursor will be in the **Sequence** field. Press the **Tab** key, and the next Sequence number will be assigned. Make necessary changes to the record (e.g., change Account number or change debit to credit, etc.)