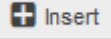



## Add Additional Records to a JV

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Once you have completed a record, click **Insert** . 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).