

## How to copy down several lines in a GL Journal using the same cost center, but not the account code or description.

On the **Lines** tab of your G/L journal, enter the cost center information on *Line 1* that will be repeating.

1. Click on [Template List](#) hyperlink in upper left hand corner.

2. From the **Journal Entry Template List**, under **Journal Line Copy Down – Copy Journal Line Columns to New Lines** section, uncheck the “Account” and “Description” or whichever items you do not wish to repeat, then, click OK. (You may expand the **Journal Line Copy Down – Copy Journal Line Columns to New Lines** section by clicking on the expand button and then, uncheck the “Account” and “Description” or whichever items you do not wish to repeat.)

Header	Lines	Totals	Errors	Approval2	Docu
Unit: 00765		Journal ID: NEXT		Date: 07/18/2006	
<a href="#">Template List</a>		<a href="#">Change Values</a>			
▼ Lines					
Select	Line	'Unit	'Ledger	SpeedType	Account
<input type="checkbox"/>	1	00765	ACTUALS	11767	53902
Lines to add: <input type="text" value="1"/> <input type="button" value="+"/> <input type="button" value="-"/> <input type="button" value="Calculator"/>					
▼ Totals <span style="float: right;">Custo</span>					

- Enter the number of lines you wish to add to the GL journal and then click on the  button.

Header	Lines	Totals	Errors	Approval2	Documents		
Unit: 00765		Journal ID: NEXT		Date: 07/18/2006 'Process:			
<a href="#">Template List</a>		<a href="#">Change Values</a>					
▼ Lines							
Select	Line	'Unit	'Ledger	SpeedType	Account	Fund	DeptID
<input type="checkbox"/>	1	00765	ACTUALS	11767	53902	5014	V0021
<input type="checkbox"/>	2	00765	ACTUALS			5014	V0021
<input type="checkbox"/>	3	00765	ACTUALS			5014	V0021
<input type="checkbox"/>	4	00765	ACTUALS			5014	V0021
<input type="checkbox"/>	5	00765	ACTUALS			5014	V0021
Lines to add: <input type="text" value="4"/> <input type="button" value="+"/> <input type="button" value="-"/> <input type="button" value="Calculator"/>							

Now you can add your account code, amount and description as you data enter each line.