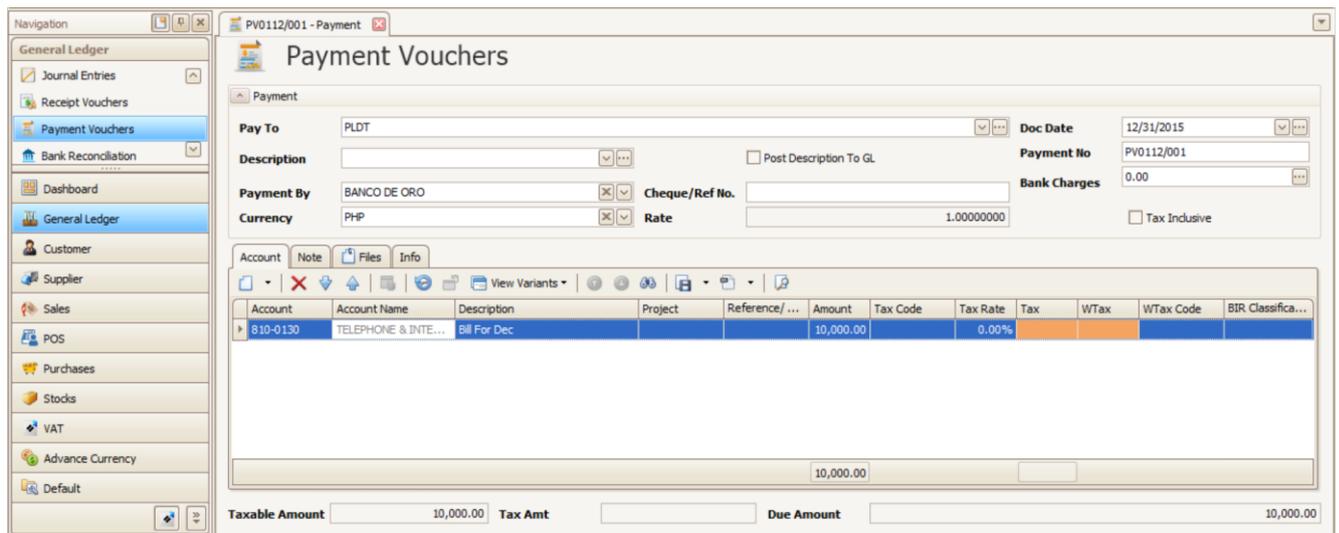




HOW TO CLONE OR COPY A DATA FROM A TRANSACTION

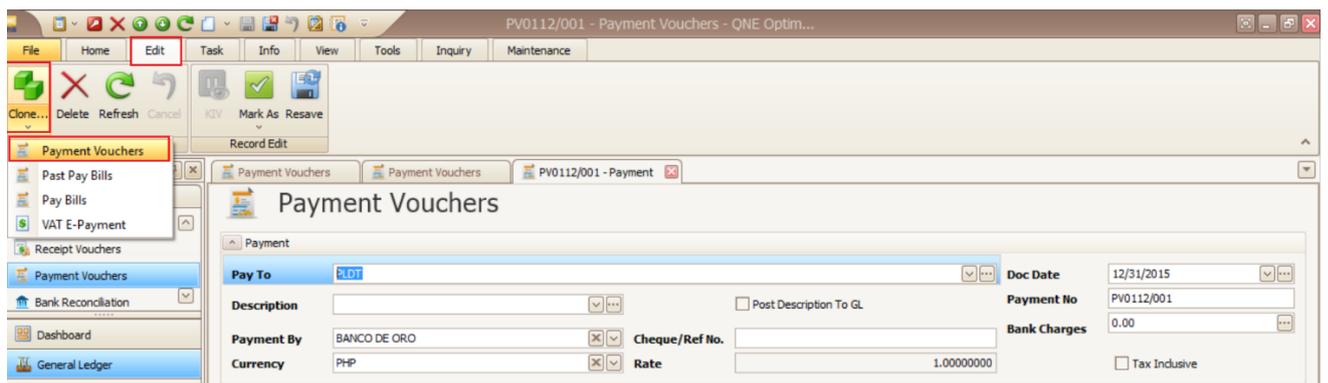
In System, there is a feature where the User can **Clone** or **Copy** the Data from a Previous Transaction in any Transactional Forms. This function will help the user to save time instead of creating a new one with the same data.

For Example, this Past Transaction that has a data that will be used again. System has the facility just to clone or copy the data to a New Form.



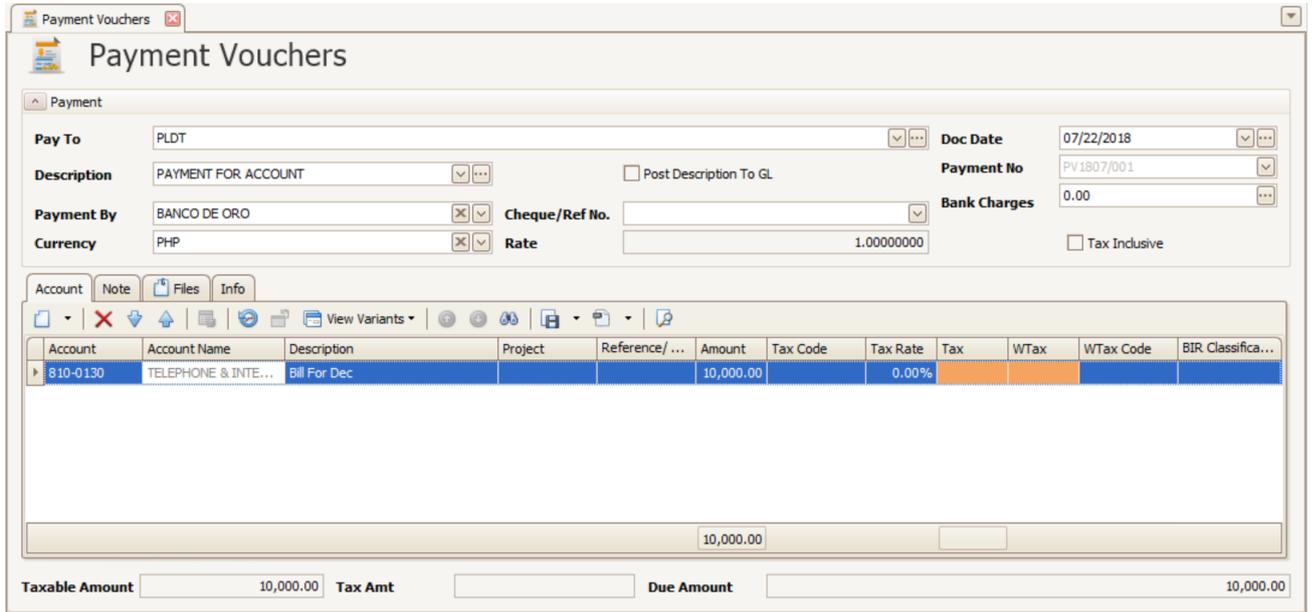
The screenshot shows the 'Payment Vouchers' form in the QNE system. The 'Payment' section includes fields for 'Pay To' (PLDT), 'Description', 'Payment By' (BANCO DE ORO), 'Currency' (PHP), 'Doc Date' (12/31/2015), 'Payment No' (PV0112/001), and 'Bank Charges' (0.00). Below this is a table with columns: Account, Account Name, Description, Project, Reference/..., Amount, Tax Code, Tax Rate, Tax, WTax, WTax Code, and BIR Classifica... The table contains one entry: Account 810-0130, Account Name TELEPHONE & INTE..., Description Bill For Dec, Amount 10,000.00, Tax Code, Tax Rate 0.00%, Tax, WTax, WTax Code, and BIR Classifica... At the bottom, the 'Taxable Amount' is 10,000.00, 'Tax Amt' is empty, and 'Due Amount' is 10,000.00.

The user has to be in the Transaction that will be Cloned or Copied. Then in Edit Tab > **Clone** > Payment Voucher



The screenshot shows the 'Payment Vouchers' form in the QNE system, with the 'Edit' menu open. The 'Edit' menu has options: Clone..., Delete, Refresh, Cancel, KEV, Mark As, and Resave. The 'Clone...' option is highlighted. The form content is the same as in the previous screenshot, showing the 'Payment' section and the table with one entry.

By Copying or Cloning a certain Transaction Document, all the data in that Document will be copied except for the **Document Number** since it will be a new Document.



The screenshot shows the 'Payment Vouchers' window. The 'Payment' section includes fields for 'Pay To' (PLDT), 'Description' (PAYMENT FOR ACCOUNT), 'Payment By' (BANCO DE ORO), 'Currency' (PHP), 'Doc Date' (07/22/2018), 'Payment No' (PV1807/001), 'Bank Charges' (0.00), and 'Rate' (1.00000000). Below this is a table with columns: Account, Account Name, Description, Project, Reference/..., Amount, Tax Code, Tax Rate, Tax, WTax, WTax Code, and BIR Classifica... The table contains one row with Account '810-0130', Account Name 'TELEPHONE & INTE...', Description 'Bill For Dec', and Amount '10,000.00'. At the bottom, summary fields show 'Taxable Amount' (10,000.00), 'Tax Amt', and 'Due Amount' (10,000.00).

TIP:

This function is useful for documents with same data that is use frequently like Depreciation Entries every Month or Monthly Recording of Utilities Fee.