Copy to Year

📖 Overview

Use the A/R Copy to Year form to copy the following A/R data from one fiscal year to another:
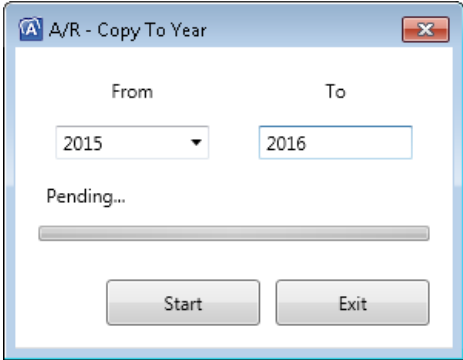
- A/R Class Codes
- A/R Methods
- G/L Distribution Parameters

Note: All existing data are copied.

Typically, you would use this form and copy the data when you create a new fiscal year.

To access the A/R Copy to Year form:

1. Launch GNA.

2. Select **Application Configurations** > **Accounts Receivable** > **Copy to Year**.
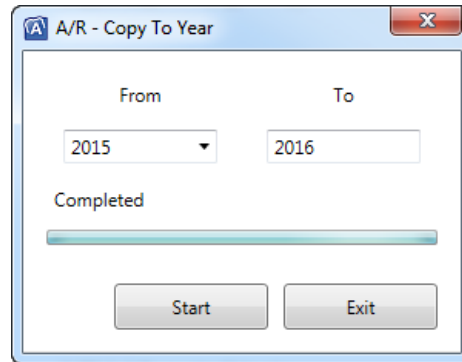

3. Select the year that contains the data you want to copy in the **From Year** drop-down list.

4. Enter the year to which you want to copy the data in the **To Year** text box.

Note: The **To** year must be later than the **From** year.

5. Click **Start**.

   A message is displayed when the copy is complete.

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6. Click **Exit**.