## How to Duplicate certain Lodgements and Payments.
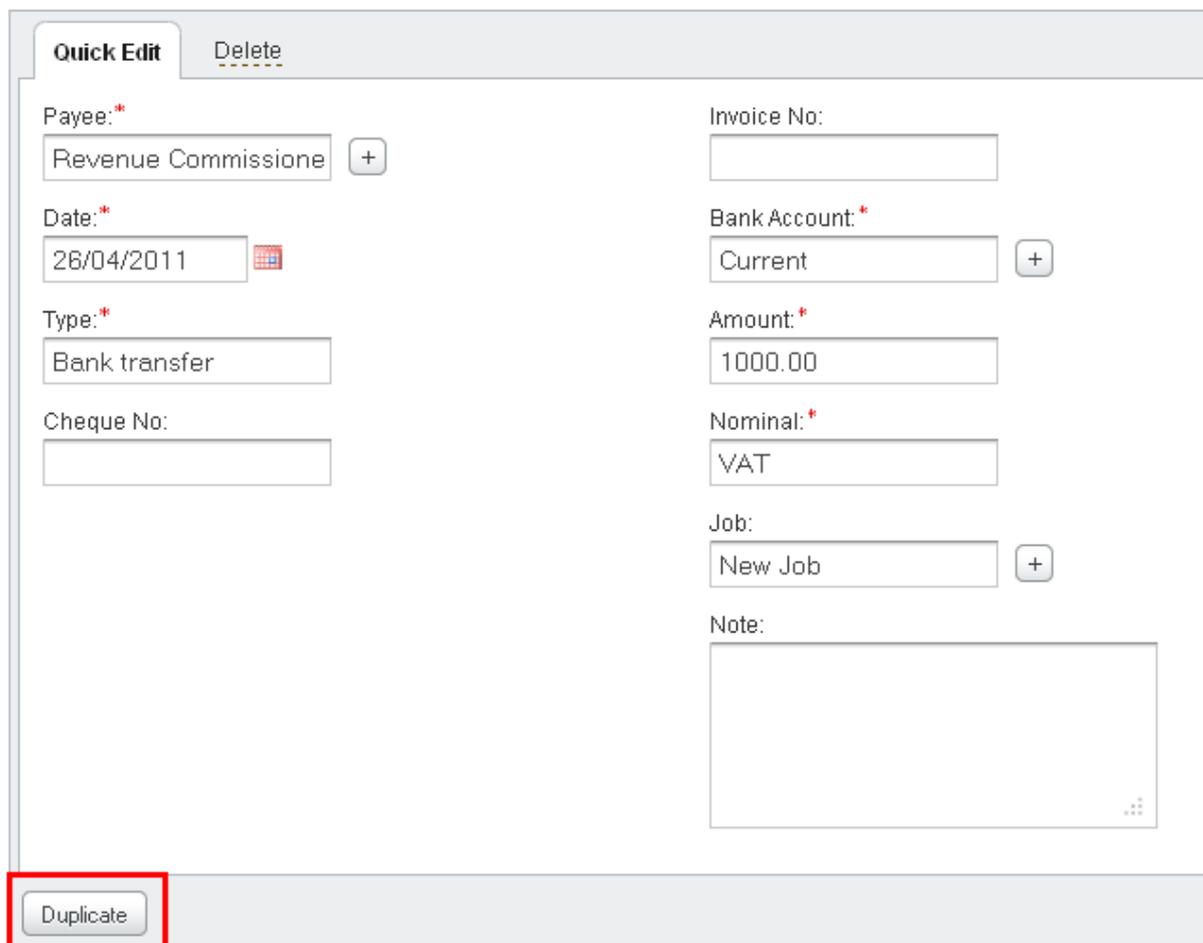
Transactions entered in the Misc Payments & Misc Lodgements section can be duplicated to speed up the entering of certain recurring transactions.

NOTE: *Wage payments should only be duplicated if the PAYE & PRSI figures are the same as the transaction being duplicated.*

1. Click on the "Accounts" tab and open up the "Misc Payments" or "Misc Lodgements" section (depending on what transaction you need to duplicate).
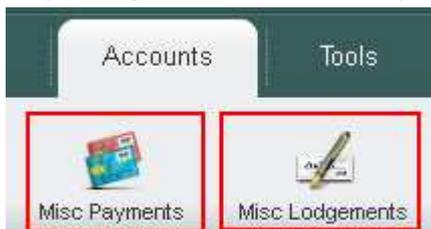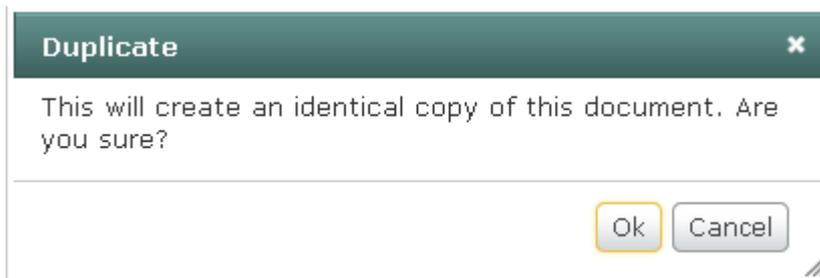

2. Find the transaction required and click on it.

3. When the transaction opens there is a "Duplicate" button in the bottom left hand corner – click this.

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4. The system will ask if you would like to create an identical copy of this transaction. Click ok.

5. The screen will refresh and the duplicated transaction will appear at the top of the screen. You can click on this transaction and edit the details if necessary.

NOTE: The transaction will automatically be assigned to today's date. Remember to check this and edit this as necessary.