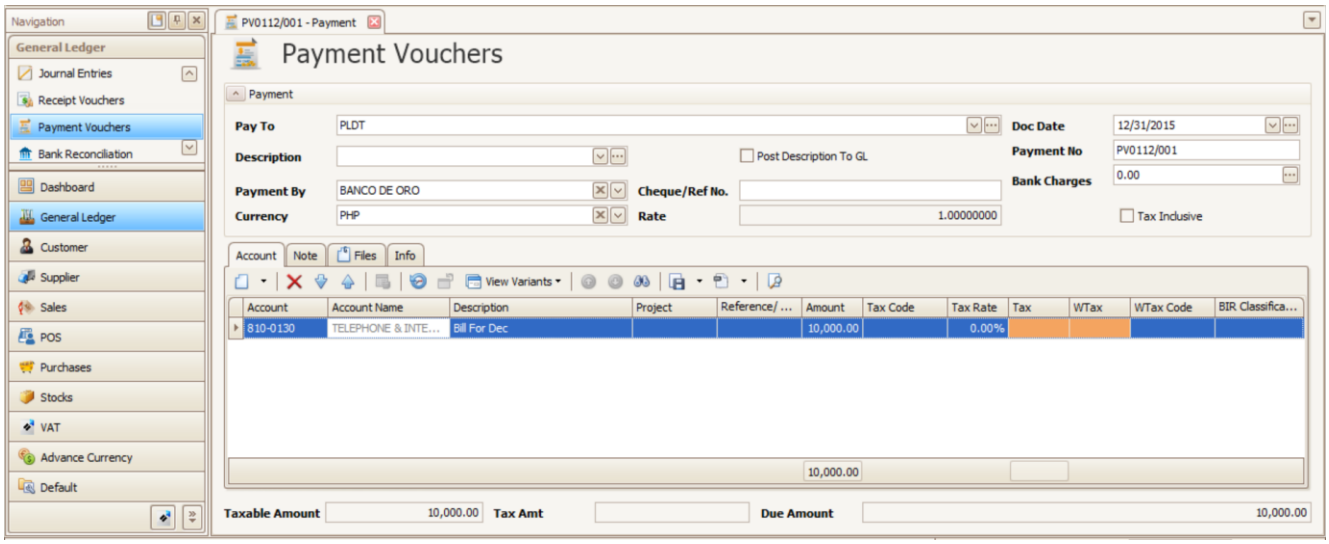
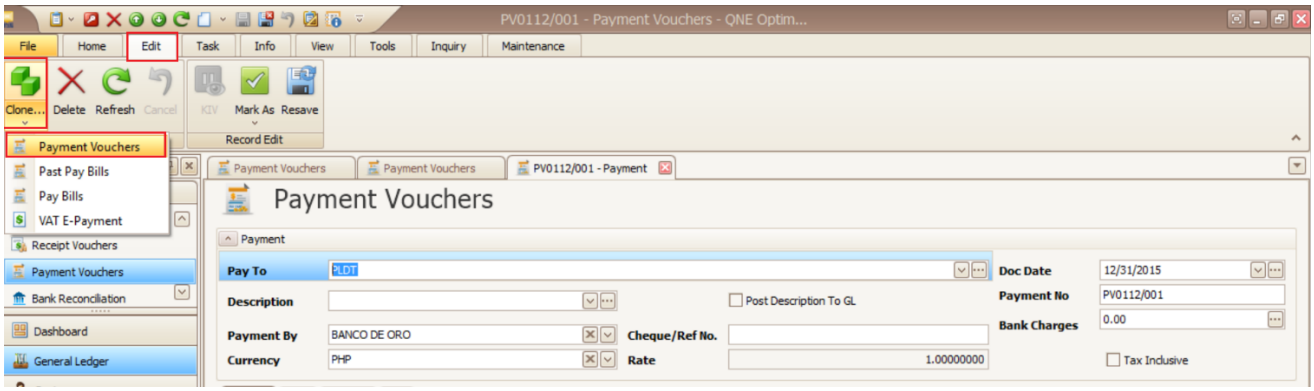
# HOW TO CLONE OR COPY A DATA FROM A TRANSACTION

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.

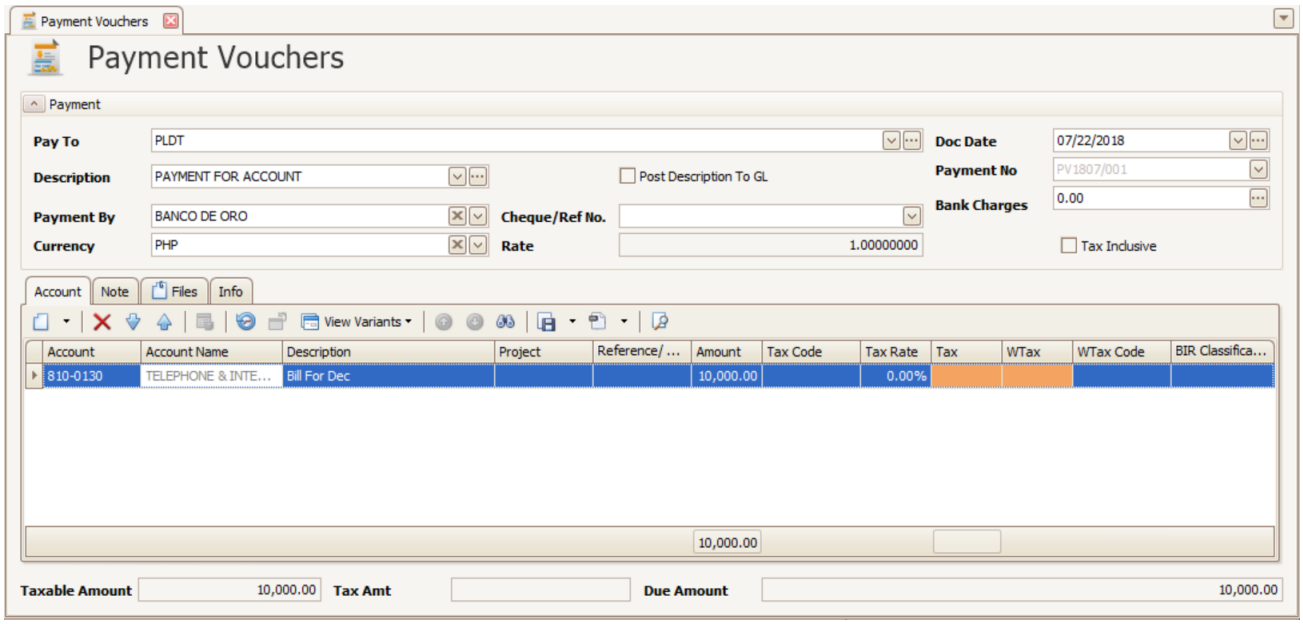
For Example, this Past Transaction that has a data that will be used again. System has the facility just to clone or copy the data to a New Form.




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



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.




**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.