Copy Function

Once a transaction is completely updated, it can be copied. The copied transaction can then be altered as needed.

The copy function is useful for:
- Retro transactions – update LX transaction, then copy that transaction and alter the new transaction to be your RX transaction
- This saves keying time and keying errors (if updated properly)

Use caution – make sure all fields that should be changed ARE changed on the copied transaction, or the result will be bad pay.

Copy can only be used to copy transactions in the same function, on the same cycle for the same employee.

Limitations of Copy:
- Cannot copy to another pay cycle
- Cannot copy to another employee
- Cannot copy to another function
- Cannot copy more than one transaction at a time
- Cannot copy an entered, but not completely updated transaction

1. Identify transaction to be copied
   In this example, we are copying sequence 0002

2. Enter C beneath the C on the left side of the screen and next to Sequence number (this is the “copy/retrieve” field)
3  • ENTER
• Notice the transaction appears to have not “moved” but the sequence number has changed. It is now 0003
• The transaction code (TR) is blank, and both the sequence and the TR appear to be
  a fatal message:
  P0601 Field out of range or illegal value
EDLR is a two transaction function, and the system does not presume to know what you want to update,
so blanks out the transaction field (TR) and issues the above message.
The copied transaction.
The copied transaction will always appear by itself, on the first line of the page
The original transaction (Sequence 0002) is not gone. It will “reappear” once this update is complete.

4  • Change data for the new transaction.
In this example, the employee is getting a retroactive increase. We first updated the LX
transaction (sequence 0002), then copied it (sequence 0003).
  • Enter RX in TR field
  • Change rate from the copied rate (4116.67) to the rate we want on the new (RX)
    transaction (4000.00)
(This is an RX transaction, so we are backing out what the employee was already paid for October, ie:
he was paid $4000.00 for his October earnings)

5  • ENTER
Notice the P0601 Field out of range or illegal value message is now gone.
Any other messages that result from this transaction will appear on the command line at the bottom of
the page where the previous message was.
Notice sequence 0002 is now appearing again.

Once the transaction has been updated, it cannot be altered. See Correcting Mistakes Before the Compute section for further details.