**Copying reject Write Off Project to New Project**

**(Once the project is copied over, all the information should be the same.)**

1. Enter Branch and click search

Application

Description automatically generated with low confidence

1. Table

   Description automatically generatedChange the “Void” field to yes and click search again
2. Open the project that you want to copy.

Table

Description automatically generated

1. Scroll down to the bottom of the project and you’ll see the highlighted button

Graphical user interface, application, email

Description automatically generated