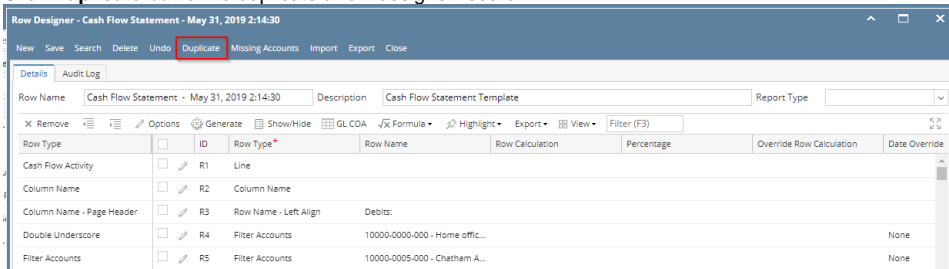


# How to Duplicate row designer record

1. Open the selected row designer record. See [How to Search and Open row designer record](#).
2. Click **Duplicate** button to duplicate a row designer record.



Row Designer - Cash Flow Statement - May 31, 2019 2:14:30

New Save Search Delete Undo Duplicate Missing Accounts Import Export Close

Details Audit Log

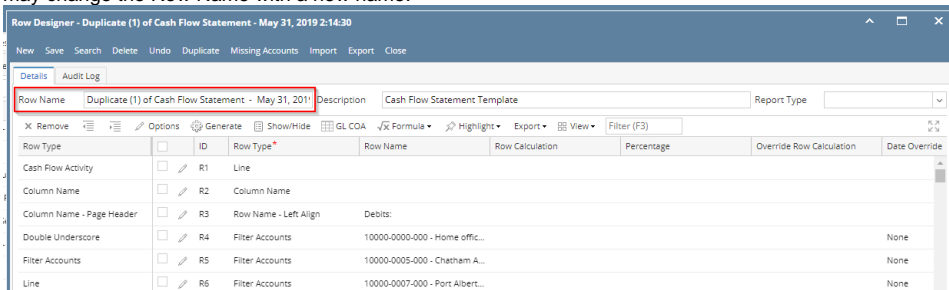
Row Name: Cash Flow Statement - May 31, 2019 2:14:30 Description: Cash Flow Statement Template Report Type: [Dropdown]

X Remove [Icons] Options Generate ShowHide GL COA [X] Formula Highlight Export View Filter (F3)

Row Type	ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override
Cash Flow Activity	R1	Line					
Column Name	R2	Column Name					
Column Name - Page Header	R3	Row Name - Left Align	Debits:				
Double Underscore	R4	Filter Accounts	10000-0000-000 - Home offic...			None	
Filter Accounts	R5	Filter Accounts	10000-0005-000 - Chatham A...			None	

3. **Row Name** should be unique that is why the new duplicated copy will have the prefix 'Duplicate (1) of' added to the Row Name of the original record. The number in this prefix is incremented by one based on the number of times the record had been duplicated.

This also tells that duplicating of record was successful and that you are on the new duplicated copy. You can save this new record as is or you may change the Row Name with a new name.



Row Designer - Duplicate (1) of Cash Flow Statement - May 31, 2019 2:14:30

New Save Search Delete Undo Duplicate Missing Accounts Import Export Close

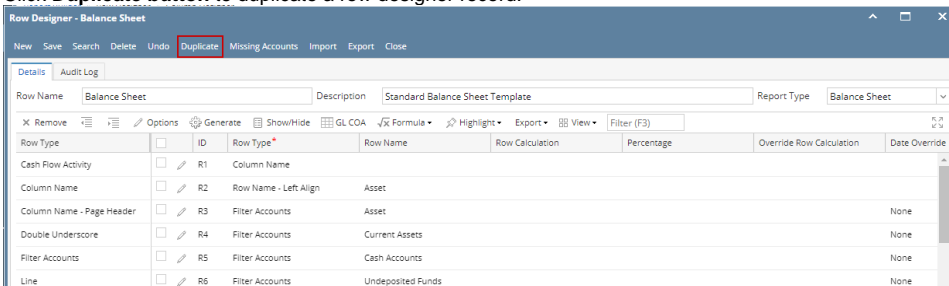
Details Audit Log

Row Name: Duplicate (1) of Cash Flow Statement - May 31, 2019 Description: Cash Flow Statement Template Report Type: [Dropdown]

X Remove [Icons] Options Generate ShowHide GL COA [X] Formula Highlight Export View Filter (F3)

Row Type	ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override
Cash Flow Activity	R1	Line					
Column Name	R2	Column Name					
Column Name - Page Header	R3	Row Name - Left Align	Debits:				
Double Underscore	R4	Filter Accounts	10000-0000-000 - Home offic...			None	
Filter Accounts	R5	Filter Accounts	10000-0005-000 - Chatham A...			None	
Line	R6	Filter Accounts	10000-0007-000 - Port Albert...			None	

1. Open the selected row designer record. See [How to Search and Open row designer record](#).
2. Click **Duplicate** button to duplicate a row designer record.



Row Designer - Balance Sheet

New Save Search Delete Undo Duplicate Missing Accounts Import Export Close

Details Audit Log

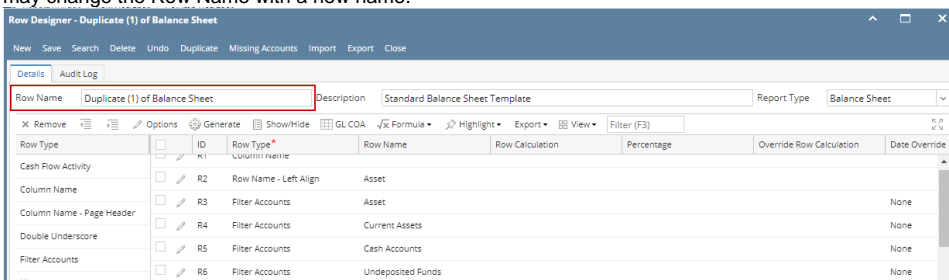
Row Name: Balance Sheet Description: Standard Balance Sheet Template Report Type: Balance Sheet

X Remove [Icons] Options Generate ShowHide GL COA [X] Formula Highlight Export View Filter (F3)

Row Type	ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override
Cash Flow Activity	R1	Column Name					
Column Name	R2	Row Name - Left Align	Asset				
Column Name - Page Header	R3	Filter Accounts	Asset			None	
Double Underscore	R4	Filter Accounts	Current Assets			None	
Filter Accounts	R5	Filter Accounts	Cash Accounts			None	
Line	R6	Filter Accounts	Undeposited Funds			None	

3. **Row Name** should be unique that is why the new duplicated copy will have the prefix 'Duplicate (1) of' added to the Row Name of the original record. The number in this prefix is incremented by one based on the number of times the record had been duplicated.

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Row Designer - Duplicate (1) of Balance Sheet

New Save Search Delete Undo Duplicate Missing Accounts Import Export Close

Details Audit Log

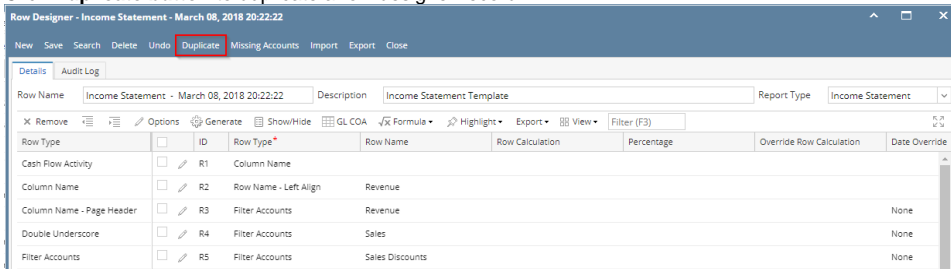
Row Name: Duplicate (1) of Balance Sheet Description: Standard Balance Sheet Template Report Type: Balance Sheet

X Remove [Icons] Options Generate ShowHide GL COA [X] Formula Highlight Export View Filter (F3)

Row Type	ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override
Cash Flow Activity	R1	Column Name					
Column Name	R2	Row Name - Left Align	Asset				
Column Name - Page Header	R3	Filter Accounts	Asset			None	
Double Underscore	R4	Filter Accounts	Current Assets			None	
Filter Accounts	R5	Filter Accounts	Cash Accounts			None	
Line	R6	Filter Accounts	Undeposited Funds			None	

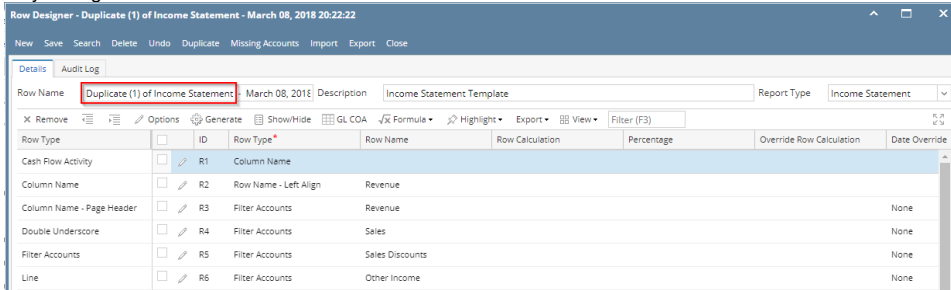
1. Open the selected row designer record. See [How to Search and Open row designer record](#).

- Click **Duplicate** button to duplicate a row designer record.

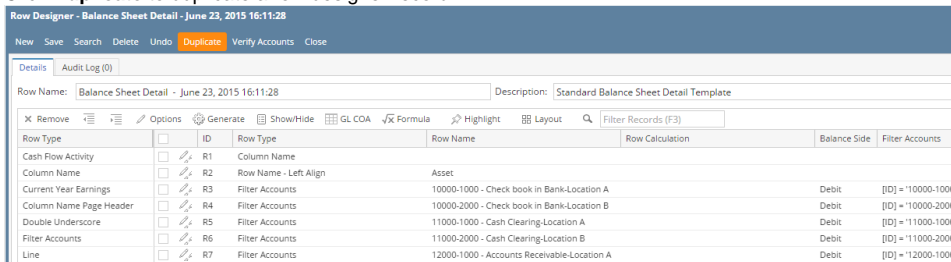


- Row Name** should be unique that is why the new duplicated copy will have the prefix 'Duplicate (1) of' added to the Row Name of the original record. The number in this prefix is incremented by one based on the number of times the record had been duplicated.

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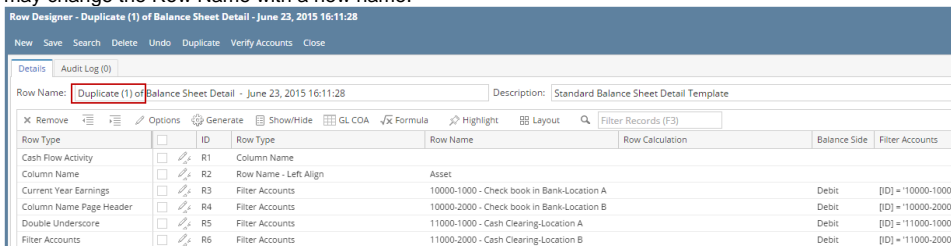


- Open the selected row designer record. See [How to Search and Open row designer record.](#)
- Click **Duplicate** to duplicate a row designer record.

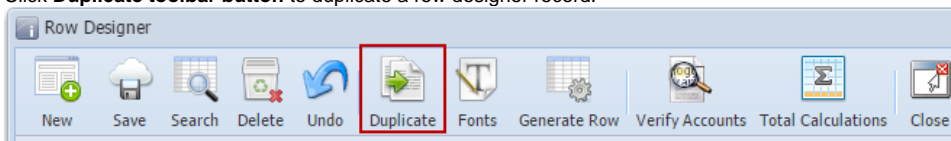


- Row Name** should be unique that is why the new duplicated copy will have the prefix 'Duplicate (1) of' added to the Row Name of the original record. The number in this prefix is incremented by one based on the number of times the record had been duplicated.

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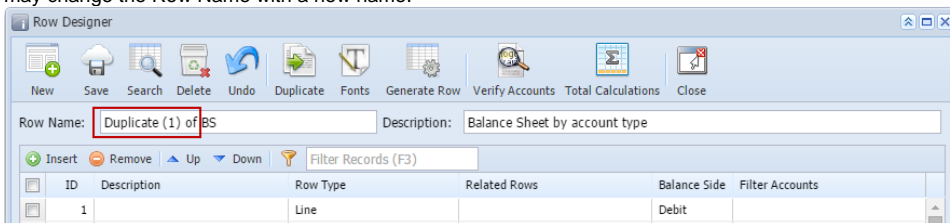


- Click **Duplicate** toolbar button to duplicate a row designer record.

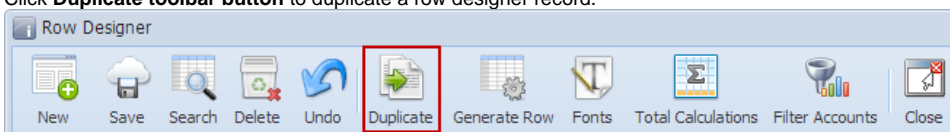


- Row Name** should be unique that is why the new duplicated copy will have the prefix 'Duplicate (1) of' added to the Row Name of the original record. The number in this prefix is incremented by one based on the number of times the record had been duplicated.

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