How to Duplicate column designer record

- 1. Open the selected column designer record. See How to Search and Open column designer record.
- 2. Click Duplicate to duplicate a column designer record.

| | | etail - June 07, 2019 17: | | | | | | | ^ 🗆 | × |
|----------------------------------|-------------------|---------------------------|-------------|-------------------|------------|------------|------------|--------------------|-----------|------------|
| ew Save Details / olumn Na | | etail - June 07, 2019 | xport Close | Balance Detail Te | | Colum | Tree | r Defined Run Date | 06/07/201 | 9 |
| + Insert | X Remove Export | | | salance Detail Te | mpiate | Colum | Use Use | r Defined | 00/07/201 | 8 L |
| ID | Column Type* | Column Name | Caption | Start Offset | End Offset | Start Date | End Date | Column Calculation | Segme | ent Filter |
| C1 | Row Name | | Column Name | | | | | | Add R | ecord |
| C2 | Beginning Balance | Beginning Balance | Column Name | BOT | -1 | 01/01/1900 | 05/31/2019 | | Add R | ecord |
| C3 | Debit | Total Debit | Column Name | 0 | 0 | 06/01/2019 | 06/30/2019 | | Add R | ecord |
| C4 | Credit | Total Credit | Column Name | 0 | 0 | 06/01/2019 | 06/30/2019 | | Add R | ecord |
| C5 | Debit Units | Total Debit Units | Column Name | 0 | 0 | 06/01/2019 | 06/30/2019 | | Add R | ecord |
| C6 | Credit Units | Total Credit Units | Column Name | 0 | 0 | 06/01/2019 | 06/30/2019 | | Add R | ecord |
| C7 | Ending Balance | Ending Balance | Column Name | BOT | 0 | 01/01/1900 | 06/30/2019 | | Add R | ecord |
| | | | | | | | | | Add R | |

3. Column Name should be unique that is why the new duplicated copy will have the prefix 'Duplicate (1) of' added to the Column 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 Column Name with a new name.

| Column De | signer - Duplicate (1) of | Trial Balance Detail - Ju | ine 07, 2019 17:39:2 | 8 | | | | | ^ □ | × |
|-----------|---------------------------|---------------------------|----------------------|------------------|------------|------------|-------------|--------------------|----------|-------------|
| New Save | e Search Delete Undo | o Duplicate Import E | xport Close | | | | | | | |
| Details | Audit Log | | | | | | | | | |
| Column N | ame + Duplicate (1) of | Trial Balance Detail - De | escription Trial B | alance Detail Te | emplate | Colum | n Type User | Defined Run Date | 06/07/20 | 19 |
| + Insert | × Remove Export | - B View - Filter (F3) | | | | | | | | К Л 12 У |
| D ID | Column Type* | Column Name | Caption | Start Offset | End Offset | Start Date | End Date | Column Calculation | Segn | nent Filter |
| C1 | Row Name | | Column Name | | | | | | Add | Record |
| C2 | Beginning Balance | Beginning Balance | Column Name | BOT | -1 | 01/01/1900 | 05/31/2019 | | Add | Record |
| C3 | Debit | Total Debit | Column Name | 0 | 0 | 06/01/2019 | 06/30/2019 | | Add | Record |
| C4 | Credit | Total Credit | Column Name | 0 | 0 | 06/01/2019 | 06/30/2019 | | Add | Record |
| C5 | Debit Units | Total Debit Units | Column Name | 0 | 0 | 06/01/2019 | 06/30/2019 | | Add | Record |
| C6 | Credit Units | Total Credit Units | Column Name | 0 | 0 | 06/01/2019 | 06/30/2019 | | Add | Record |
| C7 | Ending Balance | Ending Balance | Column Name | BOT | 0 | 01/01/1900 | 06/30/2019 | | Add | Record |
| | | | | | | | | | Add | Record |
| | | | | | | | | | | |

1. Open the selected column designer record. See How to Search and Open column designer record.

2. Click **Duplicate** to duplicate a column designer record.

| Column Des | igner - Balance Sheet A | A | | | | | | | | ^ | | × |
|------------|-------------------------|-----------------------|-------------|------------------|----------------|------------|-------------|--------------------|----------|----------|------|-------------|
| | | Duplicate Import Ex | port Close | | | | | | | | | |
| Details 4 | Audit Log | | | | | | | | | | | |
| Column Na | me Balance Sheet A | AA. | Description | Standard Balance | e Sheet Templa | te | Column Type | User Defined | Run Date | 06/06/20 | 18 | |
| + Insert | × Remove Export • | 88 View - Filter (F3) | | | | | | | | | | К. Л Ц Ц |
| D ID | Column Type* | Column Name | Caption | Start Offset | End Offset | Start Date | End Date | Column Calculation | Segment | Filter | Budg | et Co |
| 🗆 C1 | Row Name | | Column Name | | | | | | Add Reco | rd | | |
| C2 | GL Amounts | Current Year | Column Name | BOT | 0 | 01/01/1900 | 06/30/2018 | | Add Reco | rd | | |
| C3 | Units | Current Units | Column Name | BOT | 0 | 01/01/1900 | 06/30/2018 | | Add Reco | rd | | |
| C4 | GL Amounts | Prior Year | Column Name | BOT | EOY-1yr | 01/01/1900 | 12/31/2017 | | Add Reco | rd | | |
| C5 | Units | Prior Units | Column Name | BOT | EOY-1yr | 01/01/1900 | 12/31/2017 | | Add Reco | rd | | |
| | | | | | | | | | Add Reco | rd | | |

3. Column Name should be unique that is why the new duplicated copy will have the prefix 'Duplicate (1) of' added to the Column 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 Column Name with a new name.

| olumn Des | igner - Duplicate (1) of | Balance Sheet AA | | | | | | | | ^ | |
|-----------|--------------------------|-----------------------|-------------|------------------|---------------|------------|-------------|--------------------|----------|-----------|------------|
| New Save | Search Delete Undo | Duplicate Import Ex | port Close | | | | | | | | |
| Details A | udit Log | | | | | | | | | | |
| Column Na | me * Duplicate (1) of l | Balance Sheet AA | Description | Standard Balance | Sheet Templat | te | Column Type | User Defined | Run Date | 06/06/201 | 8 [|
| + Insert | × Remove Export • | 88 View • Filter (F3) | | | | | | | | | K 7 2 S |
| D ID | Column Type* | Column Name | Caption | Start Offset | End Offset | Start Date | End Date | Column Calculation | Segme | nt Filter | Budget (|
| C1 | Row Name | | Column Name | | | | | | Add Re | cord | |
| C2 | GL Amounts | Current Year | Column Name | BOT | 0 | 01/01/1900 | 06/30/2018 | | Add Re | cord | |
| C3 | Units | Current Units | Column Name | BOT | 0 | 01/01/1900 | 06/30/2018 | | Add Re | cord | |
| C4 | GL Amounts | Prior Year | Column Name | BOT | EOY-1yr | 01/01/1900 | 12/31/2017 | | Add Re | cord | |
| C5 | Units | Prior Units | Column Name | BOT | EOY-1yr | 01/01/1900 | 12/31/2017 | | Add Re | cord | |
| | | | | | | | | | Add Re | cord | |
| | | | | | | | | | | | |

- 1. Open the selected column designer record. See How to Search and Open column designer record.
- 2. Click Duplicate to duplicate a column designer record.

| olumn Des | igner - Generate Colum | in Test | | | | | | | | | | | | |
|-----------|------------------------|-----------------------|-------------|--------------|------------|------------|------------|--------------------|-----------------|-------------|------------|-----------|-----------|------------|
| | | Duplicate Import Ex | | | | | | | | | | | | |
| Details / | Audit Log | | | | | | | | | | | | | |
| lolumn Na | ime 🔺 Generate Colum | nn Test | | Description | Test | | | | Column Type Use | r Defined | Run Date 0 | 3/22/2018 | | |
| + Insert | × Remove Export • | 88 View • Filter (F3) | | | | | | | | | | | | 5.7 6.9 |
| D ID | Column Type* | Column Name | Caption | Start Offset | End Offset | Start Date | End Date | Column Calculation | Segment Filter | Budget Code | Percentage | Width | Alignment | Fc |
| 🗆 C1 | Row Id | Row Id | Column Name | | | | | | Add Record | | | 160 | Left | |
| C2 | Row Name | Name | Column Name | | | | | | Add Record | | | 300 | Left | |
| G | GL Amounts | Current | Year | BOY | 0 | 01/01/2018 | 03/31/2018 | | Add Record | | | 160 | Right | #, |
| C4 | GL Amounts | Previous | Year | BOY-1yr | EOY-1yr | 01/01/2017 | 12/31/2017 | | Add Record | | | 160 | Right | #, |
| | | | | | | | | | Add Record | | | | | |
| | | | | | | | | | | | | | | |

3. Column Name should be unique that is why the new duplicated copy will have the prefix 'Duplicate (1) of' added to the Column 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 Column Name with a new name.

| etails | Audit Log | | | | | | | | | | | | | | | |
|----------|----------------------------|--------------|-------------|-------------|--------------|------------|------------|------------|--------------------|-------------|--------|-------------|------------|-----------|-------|----------|
| olumn N | ame 🔹 A Duplicate (1) of (| Generate Col | umn Test | | Description | Test | | | | Column Type | User D | efined | Run Date | 03/22/201 | 8 | |
| + Insert | × Remove Export • | 88 View • | Filter (F3) | | | | | | | | | | | | | |
| ID | Column Type* | Column Nan | ne | Caption | Start Offset | End Offset | Start Date | End Date | Column Calculation | Segment | Filter | Budget Code | Percentage | 1 | Width | Alignmen |
| C1 | Row Id | Row Id | | Column Name | | | | | | Add Rec | rd | | | | 160 | Left |
| C2 | Row Name | Name | | Column Name | | | | | | Add Rec | rd | | | | 300 | Left |
| C3 | GL Amounts | Current | | Year | BOY | 0 | 01/01/2018 | 03/31/2018 | | Add Reci | rd | | | | 160 | Right |
| C4 | GL Amounts | Previous | | Year | BOY-1yr | EOY-1yr | 01/01/2017 | 12/31/2017 | | Add Rec | rd | | | | 160 | Right |
| | | | | | | | | | | Add Rec | ed. | | | | | |

- 1. Open the selected column designer record. See How to Search and Open column designer record.
- 2. Click Duplicate to duplicate a column designer record.

| Column De | signer - Current and Pr | evious column | | | | | | | | | ^ 🗆 |
|-----------|--|-------------------|---------------------|---------------|-----------------|----------------|------------|----------------|-----------|----------------|-------------|
| | | o Duplicate Close | | | | | | | | | |
| Details | Audit Log (28) | | | | | | | | | | |
| Column Na | ame: Current and Prev | rious column | Descriptio | n: Current an | d Previous colu | mn description | | | Run Date: | 12/15/2015 | 11 |
| + Insert | × Remove ↓ ^A _Z Arran | ge 🔡 Layout 🔍 | Filter Records (F3) | | | | | | | | |
| D ID | Column Type | Column Name | Caption | Start Offset | End Offset | Start Date | End Date | Column Calcula | tion | Segment Filter | Budget Code |
| C1 | Row Id | Id | Column Name | | | | | | | | |
| C2 | Row Name | Name | Column Name | | | | | | | | |
| C3 | GL Amounts | Current | Year | BOY | 0 | 01/01/2015 | 12/31/2015 | | | | |
| C4 | GL Amounts | Previous | Year | BOY-1yr | EOY-1yr | 01/01/2014 | 12/31/2014 | | | | |
| | | | | | | | | | | | |

3. Column Name should be unique that is why the new duplicated copy will have the prefix 'Duplicate (1) of' added to the Column 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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| tails / | Audit Log (0) | | | | | | | | | | |
|----------|--|--------------------------|---------------------|--------------|------------------|----------------|------------|----------------|-----------|----------------|-------------|
| lumn Na | ame: Duplicate (1) of C | urrent and Previous colu | mn Description | Current and | d Previous colur | nn description | | | Run Date: | 12/15/2015 | |
| - Insert | × Remove ↓ ^A _Z Arran | te 铝 Layout Q。 | Filter Records (F3) | | | | | | | | |
| ID | Column Type | Column Name | Caption | Start Offset | End Offset | Start Date | End Date | Column Calcula | tion | Segment Filter | Budget Code |
| C1 | Row Id | ld | Column Name | | | | | | | | |
| | Row Name | Name | Column Name | | | | | | | | |
| C2 | Rowindille | | | | | | | | | | |
| C2 C3 | GL Amounts | Current | Year | BOY | 0 | 01/01/2015 | 12/31/2015 | | | | |

1. Click Duplicate toolbar button to duplicate a column designer record.



 Column Name should be unique that is why the new duplicated copy will have the prefix 'Duplicate (1) of' added to the Column 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 Column Name with a new name.

