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

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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		

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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	

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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					

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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.					

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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				

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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.



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