

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.

Column Designer - Trial Balance Detail - June 07, 2019 17:39:28

New Save Search Delete Undo **Duplicate** Import Export Close

Details Audit Log

Column Name: Trial Balance Detail - June 07, 2019 Description: Trial Balance Detail Template Column Type: User Defined Run Date: 06/07/2019

ID	Column Type*	Column Name	Caption	Start Offset	End Offset	Start Date	End Date	Column Calculation	Segment Filter
C1	Row Name	Column 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

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 Designer - Duplicate (1) of Trial Balance Detail - June 07, 2019 17:39:28

New Save Search Delete Undo Duplicate Import Export Close

Details Audit Log

Column Name: Duplicate (1) of Trial Balance Detail Description: Trial Balance Detail Template Column Type: User Defined Run Date: 06/07/2019

ID	Column Type*	Column Name	Caption	Start Offset	End Offset	Start Date	End Date	Column Calculation	Segment Filter
C1	Row Name	Column 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

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Column Designer - Balance Sheet AA

New Save Search Delete Undo **Duplicate** Import Export Close

Details Audit Log

Column Name: Balance Sheet AA Description: Standard Balance Sheet Template Column Type: User Defined Run Date: 06/06/2018

ID	Column Type*	Column Name	Caption	Start Offset	End Offset	Start Date	End Date	Column Calculation	Segment Filter	Budget Co
C1	Row Name	Column Name	Column Name							Add Record
C2	GL Amounts	Current Year	Column Name	BOT	0	01/01/1900	06/30/2018			Add Record
C3	Units	Current Units	Column Name	BOT	0	01/01/1900	06/30/2018			Add Record
C4	GL Amounts	Prior Year	Column Name	BOT	EOY-1yr	01/01/1900	12/31/2017			Add Record
C5	Units	Prior Units	Column Name	BOT	EOY-1yr	01/01/1900	12/31/2017			Add Record

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Column Designer - Duplicate (1) of Balance Sheet AA

New Save Search Delete Undo Duplicate Import Export Close

Details Audit Log

Column Name: Duplicate (1) of Balance Sheet AA Description: Standard Balance Sheet Template Column Type: User Defined Run Date: 06/06/2018

ID	Column Type*	Column Name	Caption	Start Offset	End Offset	Start Date	End Date	Column Calculation	Segment Filter	Budget Co
C1	Row Name	Column Name	Column Name							Add Record
C2	GL Amounts	Current Year	Column Name	BOT	0	01/01/1900	06/30/2018			Add Record
C3	Units	Current Units	Column Name	BOT	0	01/01/1900	06/30/2018			Add Record
C4	GL Amounts	Prior Year	Column Name	BOT	EOY-1yr	01/01/1900	12/31/2017			Add Record
C5	Units	Prior Units	Column Name	BOT	EOY-1yr	01/01/1900	12/31/2017			Add Record

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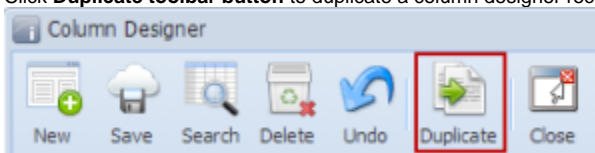
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1. Click **Duplicate** toolbar button to duplicate a column designer record.




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Column Designer


New


Save

Search

Delete

Undo

Duplicate

Close

Column Name: Duplicate (1) of SegmentFilter

Description: Segment columns