Section 15 Duplicating and Inserting Lines

A. Duplicating and inserting lines can be used to apply funds from the same fund code to multiple areas by means of one document. This function will save steps and time in processing funds when done correctly.

B. Duplicating lines will copy your current Budget Line(s) tab in full, including all the data you have already entered on the existing tab. By duplicating your line, you may save time by only needing to change one or two fields while carrying over the remaining fields that do not need to be changed. This process may be especially beneficial on the B6 or SA levels where most of the data on the Budget Line(s) tab will be the same for each new distribution, assignment, or subassignment.

C. Inserting lines will create a new, blank Budget Line without any data. This process is beneficial if most of the data on the Budget Line(s) tab will be different, or if you are concerned about forgetting to change particular fields which should differ from the previous line.

D. It is very important that you edit your document after each new line has been entered before moving on to the next line. By doing so, you will be able to easily find and resolve any errors on the document.

E. Perform the following steps to duplicate or insert lines on the Budget Line(s) tab:

   1. Select **Edit** from the Main menu.

   2. Select **Duplicate line** or **Insert line** from the Edit menu.

   3. Select **OK** when the small window with the **i** in the quotation bubble appears.

   4. Place the mouse arrow on the down arrow at the lower right corner of the window. Click and hold until you have scrolled down to the new or duplicated line.

NOTE It is VERY important that you scroll down to the new or duplicated line before entering or changing data. The system does not save or process any data until you tell it to process. If you enter or change data on the existing line instead of scrolling down to the new or duplicated line, you will edit your already entered data without saving or processing it.

Section 15. Duplicating and Inserting Lines (continued)

F. Enter or edit the new data on the new line (**Example**: If you are processing an SA document to assign money from the same fund to multiple field offices, you would only change the dollar amount you are assigning, and the field office to which you are assigning it. All other fields will stay as they are.).

G. Edit the document after entering or editing data on each new line (this is a very important step in that it will make finding errors much easier than if you wait until you have entered data on multiple lines).

H. Process the document as you normally would after entering all the lines.

Note	Once you process the document, you will not be able to change or add to the document. If you process the document before adding or duplicating all the lines you need to, you will have to start a new document to process the remaining lines.

I. To delete a line that has been inserted or duplicated, see the following page on **Deleting Lines.**