

# “Copy and Paste” to Create Accounting Lines

## Accounting Lines

Total Number of AL : 1

AL Transaction Grand Total : \$77.27

Commodity Line	Accounting Line	Amount	Fund	Appr Unit	Object
✓ 1	1	\$77.27	4532	09900	3200

First Prev Next Last

Save Undo Delete Insert Copy Paste Clear Edit with Grid

Amount : \$77.27

Accounting Template ID : 099000

Budget FY :

Fiscal Year :

Period :

### Fund Accounting

Fund : 4532 Object : 3200 OBS  
 Sub Fund : 2043 Sub Object : H116 Sub OBS  
 Department : 0486 Revenue : Dept Object  
 Unit : 8000 Sub Revenue : Dept Revenue  
 Sub Unit : BSA :  
 Appr Unit : 09900 Sub BSA :

## Accounting Lines

Total Number of AL : 1

AL Transaction Grand Total : \$77.27

Commodity Line	Accounting Line	Amount	Fund	Appr Unit	Object
✓ 1	1	\$77.27	4532	09900	3200

First Prev Next Last

Save Undo Delete Insert Copy Paste Clear Edit with Grid

Amount : \$77.27

Accounting Template ID : 208000

Budget FY :

Fiscal Year :

Period :

### Fund Accounting

Fund : 4532 Object : 3200  
 Sub Fund : 2043 Sub Object : H116 Sub  
 Department : 0486 Revenue : Dept  
 Unit : 8000 Sub Revenue : Dept Re  
 Sub Unit : BSA :  
 Appr Unit : 09900 Sub BSA :

## Accounting Lines

Total Number of AL : 2

AL Transaction Grand Total : \$77.27

Commodity Line	Accounting Line	Amount	Fund	Appr Unit	Object
1	1	\$47.27	4532	09900	3200
✓ 1	2	\$30.00	4532	09900	3246

First Prev Next Last

Save Undo Delete Insert Copy Paste Clear Edit with Grid

Amount : \$30.00

Accounting Template ID : 208000

Budget FY :

Fiscal Year :

Period :

### Fund Accounting

Fund : 4532 Object : 3246 OBSA :  
 Sub Fund : 2043 Sub Object : H116 Sub OBSA :  
 Department : 0486 Revenue : Dept Object :  
 Unit : 8000 Sub Revenue : Dept Revenue :  
 Sub Unit : BSA :  
 Appr Unit : 09900 Sub BSA :

- Click “Copy”, the page will jump to the top, scroll back down to the Accounting line section and click “Paste”.
- A duplicate line is then created, make necessary adjustments to the amounts and funding lines manually.
- Click SAVE **(Very Important)**.