



**Add a Row**



# Table of Contents

**Add a Row** ..... i




## Add a Row

In a table or grid, click **+Add** to add a new data entry row. A new row is added to the bottom of the grid or list.



## Delete a Row



Click  to delete a row. This icon is displayed next to any row that can be deleted. The row is shaded red to indicate that it will be deleted when the record is saved.

Tables > Credit Card Codes v Finance

Save

CREDIT CARD CODES DUE TO FUND

Starting Credit Card Code:  Retrieve Print

Delete	Credit Card Code	Description	Vendor Nbr	Sort Key / Vendor Name	Fund	Func	Obj	Subj	Org	Fiscal Year	Perm	Ed	Scan	Project Detail	Active
	BOA	BANK OF AMERICA MC	39690	BANK OF AMERICA MASTERCARD / BANK OF AMERICA MASTERCARD	180	00	2110	23	000	X	00	0	00		<input checked="" type="checkbox"/>
	HOME	HOME DEPOT	37811	HOME DEPOT / HOME DEPOT	180	00	2110	22	000	X	00	0	00		<input checked="" type="checkbox"/>
	OFFMAX	OFFICEMAX	36417	OFFICEMAX CREDIT PLAN / OFFICEMAX CREDIT PLAN	180	00	2110	23	000	X	00	0	00		<input checked="" type="checkbox"/>
	WELLS	WELLS FARGO VISA	39689	WELLS FARGO VISA / WELLS FARGO VISA	180	00	2110	22	000	X	00	0	00		<input checked="" type="checkbox"/>

First 1 / 1 Last Add