



**Add a Row**



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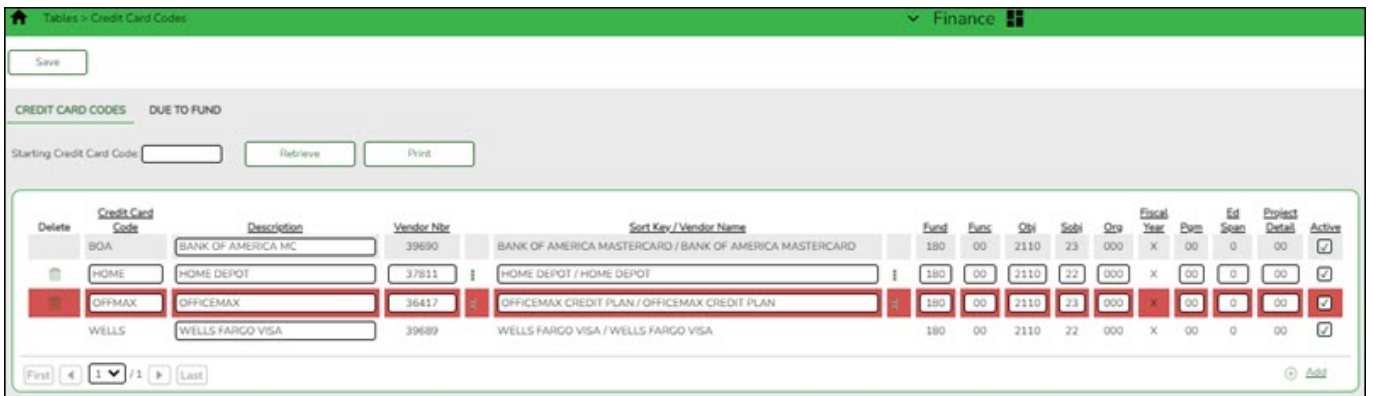
## Add a Row

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.



| Delete | Credit Card Code | Description        | Vendor Nbr | Sort Key / Vendor Name                                  | Fund | Func | Dbr  | Subl | Org | Fiscal Year | Pym | Ed | Sran | 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"/> |        |