



**Add a Row**



# Table of Contents



## 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.

If you do not want to delete the selected row, click again to unselect the row for deletion.

Delete	Credit Card Code	Description	Vendor Nbr	Sort Key / Vendor Name	Fund	Func	Obj	Subl	Org	Fiscal Year	Pym	Ed	Span	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"/>
	OFFICEMAX	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"/>

If restrictions exist, a message is displayed indicating the reason.



## Back Cover