

To add an item to a profile transaction:

From the Main Menu,. Select the MAINTENANCE-→TABLES-→Profile Transactions Menu option.

This will display your current profile items. Each has a PROFILE_NAME that groups the items together.

PROFILE_NAME	TRAN_CODE	SEQUENCE_NUM	PROFILE_FEE_AMOUNT	DEPT_CODE
HYDRANT DEPOSIT	2280	1	\$0.00	/FIN/
HYDRANT DEPOSIT	9912	2	\$0.00	/FIN/
LIBRARY	5317	2	\$0.00	/FIN/
LIBRARY	5389	1	\$0.00	/FIN/
MONTEREY VISTA	5082	1	\$0.00	/FIN/
MONTEREY VISTA	5830	2	\$0.00	/FIN/
RECREATION	5250	2	\$0.00	/FIN/
RECREATION	5252	7	\$0.00	/FIN/
RECREATION	5472	10	\$0.00	/FIN/
RECREATION	5480	8	\$0.00	/FIN/
RECREATION	9741	6	\$0.00	/FIN/
RECREATION	9743	3	\$0.00	/FIN/
RECREATION	9746	5	\$0.00	/FIN/
RECREATION	9747	1	\$0.00	/FIN/
RECREATION	9748	4	\$0.00	/FIN/
RECREATION	9934	9	\$0.00	/FIN/
RECREATION	9941	11	\$0.00	/FIN/
REROOF	5224	3	\$0.00	/FIN/
REROOF	5242	1	\$0.00	/FIN/
REROOF	5242	2	\$0.00	/FIN/
SC COUNTY	5011	160	\$0.00	/FIN/
SC COUNTY	5013	82	\$0.00	/FIN/
SC COUNTY	5016	150	\$0.00	/FIN/
SC COUNTY	5018	84	\$0.00	/FIN/

In the white box at the lower left corner type the name of the profile that you wish to edit and press the ENTER key.

SC COUNTY	5020	
SC COUNTY	5022	
SC COUNTY	5026	
SC COUNTY	5027	

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recreation

This will display only those items on the screen.

Quadrant Systems/RASWIN - Maintenance - PROFILETRANS (v:1.0.1985)

Drag a column header here to group by that column.

PROFILE_NAME	TRAN_CODE	SEQUENCE_NUM	PROFILE_FEE_AMOUNT	DEPT_CODE
RECREATION	5250	2	\$0.00	/FIN/
RECREATION	5252	7	\$0.00	/FIN/
RECREATION	5472	10	\$0.00	/FIN/
RECREATION	5480	8	\$0.00	/FIN/
RECREATION	9741	6	\$0.00	/FIN/
RECREATION	9743	3	\$0.00	/FIN/
RECREATION	9746	5	\$0.00	/FIN/
RECREATION	9747	1	\$0.00	/FIN/
RECREATION	9748	4	\$0.00	/FIN/
RECREATION	9934	9	\$0.00	/FIN/
RECREATION	9941	11	\$0.00	/FIN/
*				

If the items are not in numeric order, click on the column tile (dark blue box) labeled SEQUENCE_NUM. This will arrange them in the order in which they will be displayed on the screen when the profile is processed, as shown on the next screen:

Quadrant Systems/RASWIN - Maintenance - PROFILETRANS (v:1.0.1985)

Drag a column header here to group by that column.

PROFILE_NAME	TRAN_CODE	SEQUENCE_NUM	PROFILE_FEE_AMOUNT	DEPT_CODE
RECREATION	9747	1	\$0.00	/FIN/
RECREATION	5250	2	\$0.00	/FIN/
RECREATION	9743	3	\$0.00	/FIN/
RECREATION	9748	4	\$0.00	/FIN/
RECREATION	9746	5	\$0.00	/FIN/
RECREATION	9741	6	\$0.00	/FIN/
RECREATION	5252	7	\$0.00	/FIN/
RECREATION	5480	8	\$0.00	/FIN/
RECREATION	9934	9	\$0.00	/FIN/
RECREATION	5472	10	\$0.00	/FIN/
RECREATION	9941	11	\$0.00	/FIN/

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Table View Card View Select Table Freeze @ Column # 0 1 2 3 Close Report

For this example, we want to add a new item between # 6 and #7. Just type in the new line below all the existing lines, using a line number of 6.5 (which will cause it to be added between the existing line 6 and line 7 entries. After entering your data, press the ENTER key.

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Drag a column header here to group by that column.

PROFILE_NAME	TRAN_CODE	SEQUENCE_NUM	PROFILE_FEE_AMOUNT	DEPT_CODE
RECREATION	9747	1	\$0.00	/FIN/
RECREATION	5250	2	\$0.00	/FIN/
RECREATION	9743	3	\$0.00	/FIN/
RECREATION	9748	4	\$0.00	/FIN/
RECREATION	9746	5	\$0.00	/FIN/
RECREATION	9741	6	\$0.00	/FIN/
RECREATION	5252	7	\$0.00	/FIN/
RECREATION	5480	8	\$0.00	/FIN/
RECREATION	9934	9	\$0.00	/FIN/
RECREATION	5472	10	\$0.00	/FIN/
RECREATION	9941	11	\$0.00	/FIN/
recreation	9922	6.5	\$0.00	/fin/

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Table View Card View Select Table Freeze @ Column # 0 1 2 3 Close

This should then redisplay the entries with the new item where it belongs. If it does not show in order, just click on the SEQUENCE_NUM column title again to force it to resort the items.

PROFILE_NAME	TRAN_CODE	SEQUENCE_NUM	PROFILE_FEE_AMOUNT	DEPT_CODE
RECREATION	9747	1	\$0.00	/FIN/
RECREATION	5250	2	\$0.00	/FIN/
RECREATION	9743	3	\$0.00	/FIN/
RECREATION	9748	4	\$0.00	/FIN/
RECREATION	9746	5	\$0.00	/FIN/
RECREATION	9741	6	\$0.00	/FIN/
RECREATION	9922	6.5	\$0.00	/fin/
RECREATION	5252	7	\$0.00	/FIN/
RECREATION	5480	8	\$0.00	/FIN/
RECREATION	9934	9	\$0.00	/FIN/
RECREATION	5472	10	\$0.00	/FIN/
RECREATION	9941	11	\$0.00	/FIN/

That's it.