


The Copy Additional Amounts Operation in the AwareManager allows you to copy Additional Amounts from one Client/Tenant record to others visible in the list. Access this Operation by clicking on the Operations button in the Client/ Tenant list.














Operations 

- Copy Additional Amounts
- Generate Letters
- Generate Emails

**Example of Additional Amounts on a Client/Tenant record:**

Account	Description	Labor Percen	Material Perc	Vendor Perc	Additional An
MA TAX	MA Sales Tax	5.000	5.000	10.000	10.000
ADMIN FEE	Administrative Fee	10.000	10.000	10.000	10.000

When this operation is selected, you will see the following window:

**Tenant List**             Operations 

Code	Name	Work Person	Address	Unit
ACTION	Action Temps	SPRITE.DARCY	10 State Street	10 STATE 225
CARMINES	Carmine's Dance Inc.	RAGUSA.CARMIN		
CLOUSEAUS	Clouseau's Investigations	FINDER.FRANK		
JOHNSONBRO ...	Johnson Brothers Leath...	JOHNSON.BUCK		
PARKSPAGODA...	Park's Pagodas	SPIKE.SALLYANN		
STARFISH	Starfish Emblems	STATION.CHRIS		

This operation will copy Additional Amounts from the selected record to every other record in the list, first deleting any existing Additional Amount records, then adding the new ones. Are you sure you want to run this operation?

When the operation has completed, you will see the following window:

The operation has completed successfully.

Now all of the Client/Tenant records visible in the list will have the same Additional Amounts.