

# How to Add new row designer

- From Financial Reports module > click on **Financial Report Builder** menu.
  - From a new Report Builder record
    - In the **Report Builder search** click on **New**
    - The new Row Builder screen will be opened. Enter a Report Name
    - Click on **Row** field label (the field below Report Name)
  - From an existing Report Builder record
    - In the **Report Builder search** select report/s by checking checkbox before it and click **Open**. Or you can also double-click on the selected record.
    - The **Report Builder screen** will be opened showing the selected report. Click on **Row** field label (the field below Report Name)
    - The **Row Designer screen** will be opened showing the assigned Row Designer record.
    - Click **New** in the Row Designer screen.
- This will open a blank Row Designer screen.
- Enter **Row Name** and **Description**.

- Add and configure rows in the grid section.
  - See [Grid section of the screen](#) for guide on how to work with grid section controls.
  - See [How to Configure a row](#) to show you how to setup rows based on the information you like to show on report.
- Save the record. You can click **Save** or use the shortcut key **Ctrl+S**. In case you miss to save it and you click the **Close** or the **x button** at the top right corner of the screen or use the shortcut key **Alt+X** or **Esc**, i21 will prompt you if you would like to save it before closing the screen.

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### 3. Enter **Row Name** and **Description**.

### 4. Add and configure rows in the grid section.

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### 5. Save the record. You can click **Save** or use the shortcut key **Ctrl+S**. In case you miss to save it and you click the **Close** or the **x** button at the top right corner of the screen or use the shortcut key **Alt+X** or **Esc**, i21 will prompt you if you would like to save it before closing the screen.

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#### 2. From an existing Report Builder record

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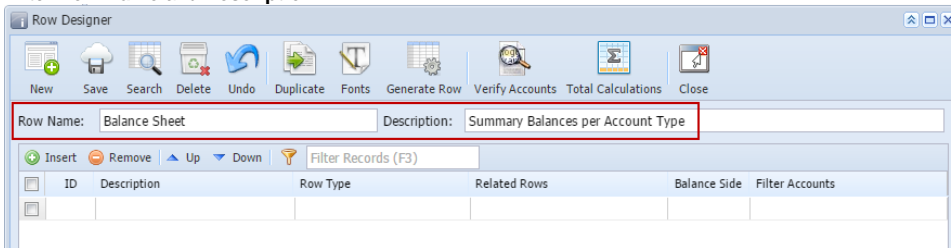
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### 1. From Financial Reports module > Maintenance folder > double-click on **Row Designer** menu.

### 2. The Search Row Designer screen will open. Click **New** toolbar button.

### 3. This will open a blank Row Designer screen.

4. Enter **Row Name** and **Description**.



The screenshot shows the 'Row Designer' window. At the top is a toolbar with buttons: New, Save, Search, Delete, Undo, Duplicate, Generate Row, Fonts, Verify Accounts, Total Calculations, and Close. Below the toolbar are two text input fields: 'Row Name:' containing 'Balance Sheet' and 'Description:' containing 'Summary Balances per Account Type'. These fields are enclosed in a red rectangular box. Below the text fields is a section with 'Insert', 'Remove', 'Up', 'Down', and a 'Filter Records (F3)' button. At the bottom is a table with columns: ID, Description, Row Type, Related Rows, Balance Side, and Filter Accounts. The table currently has one row with '0' in the ID column.

5. Add and configure rows in the grid section.

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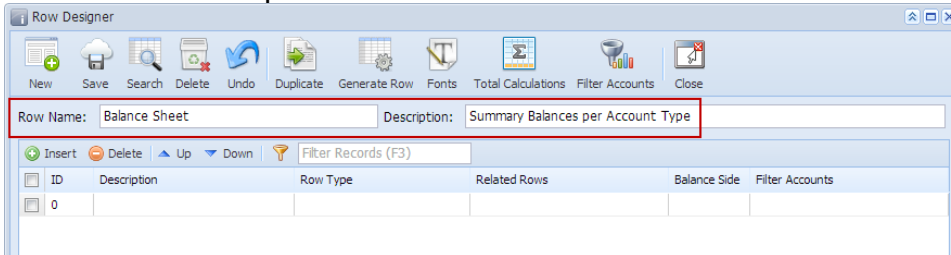
6. Save the record. You can click the **Save toolbar button** to save it. In case you miss to click this button and you click the **Close toolbar button** or the **x button** at the top right corner of the screen, i21 will prompt you if you would like to save it before closing the screen.

1. From General Ledger module > Financial Reports folder > Financial Report Designer folder > double-click on **Row Designer** menu.

2. The Search Row Designer screen will open. Click **New toolbar button**.

3. This will open a blank Row Designer screen.

4. Enter **Row Name** and **Description**.



This screenshot is identical to the one above, showing the 'Row Designer' window with the 'Row Name' and 'Description' fields filled and highlighted by a red box. The table below the fields now shows the ID '0'.

5. Add and configure rows in the grid section.

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6. Save the record. You can click the **Save toolbar button** to save it. In case you miss to click this button and you click the **Close toolbar button** or the **x button** at the top right corner of the screen, i21 will prompt you if you would like to save it before closing the screen.