# How to Add Percentage row

The **Percentage row** is used to show balances of your General Ledger accounts and at the same time allows building of formula. That is why to complete this row setup, you will need to configure your account filter/s and your row formula.

Follow these steps to add a Percentage row.

1. From the **Row Type section** select **Percentage** and drag it to the grid area, in the position you want that row be added.
2. Enter a value in the **Row Name field**. This value should be as descriptive as possible so it would be easy to read what row is that for.
3. In the **Row Calculation field** assign a formula. See How to Configure formula for Percentage row.
4. By default **Balance Side field** will show Debit.
    - Leave it as is - **Debit** if the row is intended to filter accounts under Asset or Expenses account types.
    - Select **Credit** if the row is intended to filter accounts under Liability, Equity or Revenue account types.
5. In the **Filter Accounts field**, you will have to configure your account filter. There are 2 ways to do this and each is explained in the topics below.
    - How to Configure Account Filter using Chart of Accounts screen - this is the drag and drop method
    - How to Configure Account Filter using Filter Accounts - this is a one-row-at-a-time method wherein each row is setup one by one.
6. In the **Account Type** field assign:
    a. IS if this is an Income Statement account.
    b. BS if this a Balance Sheet account.
    c. CY if this is a Current Year Earnings account.
    d. RE if this is a Retained Earnings account.

This is how **Percentage** row will look like when you follow the above steps.



For the **Percentage row** to work, a **Percentage column** should be created as well. See How to Add Percentage column.

This is how it will be shown when you print your financial report.



You can enhance this row by setting its **Font Properties** and **Row Height**. See How to Configure Row Font Properties and Row Height topic to guide you on how to do this.