

# 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 is 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.

Row Designer - Percentage 1214

New Save Search Delete Undo Duplicate Verify Accounts Close

Details Audit Log (21)

Row Name: Percentage 1214 Description:

Row Type	ID	Row Name	Row Calculation	Balance Side	Filter Accounts	Source	Account Type	Print Each	Hidden
Cash Flow Activity	R1	Column Name							
Column Name	R2	Percentage	Revenue	(R2-R3)/R2	Credit	[Type] = 'Revenue'	Column	IS	
Column Name Page Header	R3	Filter Accounts	Expense	Debit	[Type] = 'Expense'	Column	IS		
Double Underscore	R4	Underscore							
Filter Accounts	R5	Row Calculation	Gross Profit	R3					
Line	R6	Double Undersc...							
None									
Page Break									
Percentage									
Row Calculation									

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.

percent					
As Of 11/30/2015			Friday, January 22, 2016 4:37 PM		
		Previous	Previous %	Current	Current %
R2	Revenue	1,000.00	100.00%	18,329.75	7.51%
R3	Expense	0.00		16,952.74	
R5	Gross Profit	1,000.00		1,377.01	

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.