# How to Set Balance Side to multiple rows

There are two ways on how to set Balance Side to multiple rows.

#### From the Row Options screen

Say you want to set these rows to have Credit in the Balance Side field. To do this follow the steps below.

low Designer - Balance Sheet	- June 20,	2019 10	):2:58								^ 🗆	×
New Save Search Delete												
Details Audit Log												
Row Name Balance Sheet	- June 20	2019 1	0:2:58	Descriptio	Standard Balance Sheet	Template				Report Type Balan	e Sheet	~
🗙 Remove 🛛 🚔 🥒	Options	💮 Gene	rate 🔠 Show/Hide 🏢 GL C	DA √x Formula • 🔊 Highlig	ht • Export • 🗄 View • Fi	Iter (F3)						K 7 2 3
Row Type		ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override	Balance Side	Filter Accounts	Source	Acc
Cash Flow Activity		R1	Column Name									<b>^</b>
Column Name	0	R2	Row Name - Left Align	Asset								
Column Name - Page Header	<b>v</b> 0	R3	Filter Accounts	Asset				None	Debit	[Group] = 'Asset'	Column	
Double Underscore	•	R4	Filter Accounts	Current Assets				None	Debit	[Group] = 'Current Assets'	Column	
Filter Accounts	2 /	RS	Filter Accounts	Cash Accounts				None	Debit	[Group] = 'Cash Accounts'	Column	
Line	0	R6	Filter Accounts	Undeposited Funds				None	Debit	[Group] = 'Undeposited Fur	ds' Column	
None	0 /	R7	Filter Accounts	Receivables				None	Debit	[Group] = 'Receivables'	Column	

1. Select row/s.

Row Designer - Balance Sheet		9 10:2:58									
Details Audit Log											
Row Name Balance Sheet	- June 20, 201	9 10:2:58	Descripti	on Standard Balance Sheet	Template				Report Type Balance S	heet	
X Remove 🖷 🚈 🥒	Options @ G	enerate 🗄 Show/Hide 🖽 G	. COA √x Formula •	ght • Export • 88 View • F	lter (F3)						K V
Row Type	D ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override	Balance Side	Filter Accounts	Source	1
Cash Flow Activity	🗆 🥒 R1	Column Name									
Column Name	🗆 / R2	Row Name - Left Align	Asset								
Column Name - Page Header	🗹 🧷 R3	Filter Accounts	Asset				None	Debit	[Group] = 'Asset'	Column	
Double Underscore	🗹 🧷 R4	Filter Accounts	Current Assets				None	Debit	[Group] = 'Current Assets'	Column	
Filter Accounts	🗹 🧷 RS	Filter Accounts	Cash Accounts				None	Debit	[Group] = 'Cash Accounts'	Column	
Line	🗆 / R6	Filter Accounts	Undeposited Funds				None	Debit	[Group] = 'Undeposited Funds'	Column	
None	🗆 / R7	Filter Accounts	Receivables				None	Debit	[Group] = 'Receivables'	Column	

2. Click on Options button. The Row Options screen will be opened. In the Balance Side field select Credit then click Ok.

Row Name Balance Sheet	- June 20, 2019	10:2:58	Des	cription Standa	rd Balance Sheet Template					Report Type Balance S	heet	
	-	erate 🖽 Show/Hide 🎟 GL										к.
Row Type	00000	Row Type*	Row Name	Row Calcula		age Override	Row Calculation	Date Override	Balance Side	Filter Accounts	Source	e e
Cash Flow Activity	C / RI	Column Name										
Column Name	🗌 / R2	Row Name - Det Align	Asset									
Column Name - Page Header	🗹 🧷 R3	Filter Accounts	Asset					None	Debit	[Group] = 'Asset'	Column	
Double Underscore	🗹 🧷 R4	Filter Accounts	Current Assets					None	Debit	[Group] = 'Current Assets'	Column	
Filter Accounts	🗹 🧷 RS	Filter Accounts	Cash Accounts					None	Debit	[Group] = 'Cash Accounts'	Column	
Line	🗆 / R6	Filter Accounts	Undeposited Funds	Row Options			×	None	Debit	(Group) = 'Undeposited Funds'	Column	
None	🗌 🥒 R7	Filter Accounts	Receivables	Ok Cancel				None	Debit	[Group] = 'Receivables'	Column	
Page Break	🗆 / R8	Filter Accounts	Prepaids	Details				None	Debit	[Group] = 'Prepaids'	Column	
Row Calculation	🗌 🥒 R9	Filter Accounts	Inventories	Font Name	Acial			None	Debit	[Group] = 'Inventories'	Column	
Row Name	🗌 🥖 R10	Filter Accounts	Quick Turn Assets	Font Style	Normal	<ul> <li>Font Siz</li> </ul>		None	Debit	[Group] = 'Quick Turn Assets'	Column	
Row Name - Center Align	🗌 🥒 R11	Filter Accounts	Non-Current Assets	Font Color	Black	<ul> <li>Row He</li> </ul>	-	None	Debit	[Group] = 'Non-Current Assets'	Column	
Row Name - Left Align	🗌 🥖 R12	Filter Accounts	Other Assets	Override Mask			·	None	Debit	[Group] = 'Other Assets'	Column	
Row Name - Right Align	🗌 🥖 R13	Filter Accounts	Fixed Assets	Balance Side	Debit		v	None	Debit	[Group] = 'Fixed Assets'	Column	
Underscore	·	Underrore		Source	Column		~					,

3. You will be back to the **Row Designer screen**. Now selected rows will have Credit in the **Balance Side field**.

Details Audit Log													
Row Name Balance Sheet	- June 2	0, 2019 1	0:2:58	Des	cription	Standard Balance Shee	t Template				Report Type Balance S	heet	~
X Remove 🖷 🖉 🥒	Options	() Gene	rate 🔝 Show/Hide 🔠 GL C	DA √x Formula• ½ F	Highlight •	Export • 🔡 View • 🛛	Filter (F3)						6.2 6.5
Row Type		ID	Row Type*	Row Name	Ro	w Calculation	Percentage	Override Row Calculation	Date Override	Balance Side	Filter Accounts	Source	A
Cash Flow Activity	0 /	R1	Column Name										
Column Name	0 /	R2	Row Name - Left Align	Asset									
Column Name - Page Header	2	R3	Filter Accounts	Asset					None	Credit	(Group) = 'Asset'	Column	
Double Underscore	2 0	R4	Filter Accounts	Current Assets					None	Credit	[Group] = 'Current Assets'	Column	
Filter Accounts	V /	R5	Filter Accounts	Cash Accounts					None	Credit	(Group) = 'Cash Accounts'	Column	
Line	0 /	R6	Filter Accounts	Undeposited Funds					None	Debit	[Group] = 'Undeposited Funds'	Column	
None		R7	Filter Accounts	Receivables					None	Debit	(Group) = 'Receivables'	Column	
Page Break		85	Filter Accounts	Prepaids					None	Debit	[Group] = 'Prepaids'	Column	

## From the grid

Say you want to set these rows to have Debit in the Balance Side field. To do this follow the steps below.

Row Designer - Balance Sheet	- June 20, 2019 1	10:2:58								^ □	×
New Save Search Delete	Undo Duplicate	Missing Accounts Import E	cport Close								
Details Audit Log											
Row Name Balance Sheet	- June 20, 2019	10:2:58	Descriptio	Standard Balance Sheet	Template				Report Type Balance S	Sheet	~
X Remove 🖷 👼 🧷	Options 🔅 Ger	nerate 🗄 Show/Hide 🔠 GL C	OA √x Formula • 🔗 Highlig	ht • Export • 🔠 View • Fi	ilter (F3)						К.Я. К.Я.
Row Type	D ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override	Balance Side	Filter Accounts	Source	Acc
Cash Flow Activity	🗌 🥒 R1	Column Name									*
Column Name	🗌 🧷 R2	Row Name - Left Align	Asset								
Column Name - Page Header	🗹 🧷 R3	Filter Accounts	Asset				None	Credit	[Group] = 'Asset'	Column	
Double Underscore	🗹 🧷 R4	Filter Accounts	Current Assets				None	Credit	[Group] = 'Current Assets'	Column	
Filter Accounts	🗹 🧷 R5	Filter Accounts	Cash Accounts				None	Credit	[Group] = 'Cash Accounts'	Column	
Line	🗌 🧷 R6	Filter Accounts	Undeposited Funds				None	Debit	[Group] = 'Undeposited Funds'	Column	
None	🗌 🧷 R7	Filter Accounts	Receivables				None	Debit	[Group] = 'Receivables'	Column	
Page Break	🗌 🥖 R8	Filter Accounts	Prepaids				None	Debit	[Group] = 'Prepaids'	Column	

- 1. Select row/s. Hold Ctrl key while clicking on the Balance Side dropdown button of the first selected row.
- 2. Select Debit. Immediately the selected row/s will be updated with Debit balance side.

#### From the Row Options screen

Say you want to set these rows to have Credit in the Balance Side field. To do this follow the steps below.

Row Designer - Trial Balance I	Detail - Octol	ber 12, 2018 17:40:13													×
Details Audit Log															
Row Name Trial Balance D	Detail - Octo	ber 12, 2018 17:40:13		Description	Trial Balance De	stail Template						Report Type	Trial Balance		~
🗙 Remove 🛛 🗟 🥖	Options 🎲	Generate 🗄 Show/Hide	III GL COA √x Formula + 🕺	Highlight - Expo	rt • 🔠 View •	Filter (F3)									5.2 2 S
Row Type		D Row Type*	Row Name		Row Calculation	n Percentage	Override Row Calculation	Date Override	Balance Side	Filter Accounts	Source	Account Type	Print Each	Hidden	
Cash Flow Activity	- / F	Column Name - Page	Header												•
Column Name	🗹 🧷 F	2 Filter Accounts	Asset					None	Debit	[Type] = 'Asset'	Column	BS			
Column Name - Page Header	🗹 🧷 F	R3 Filter Accounts	Liability					None	Debit	[Type] = 'Liability'	Column	BS	<ul><li>✓</li></ul>		
Double Underscore	🗹 / F	4 Filter Accounts	Equity					None	Debit	[Type] = 'Equity'	Column	RE	~		
Filter Accounts	🗹 / P	15 Filter Accounts	Revenue					None	Debit	[Type] = 'Revenue'	Column	IS	~		
Line	🗹 🧷 P	6 Filter Accounts	Expense					None	Debit	[Type] = 'Expense'	Column	IS	~		
None	- / F	7 Underscore													
Page Break	- / F	Row Calculation	Total :		SUM(R2:R6)										

# 1. Select row/s.

Details Audit Log															
low Name Trial Balance	Detail - O	ctober 12	2, 2018 17:40:13	Description	Trial Balance De	tail Template						Report Type	Trial Balance		
x Remove 🧮 🚈 🖉	Options	() Gene	rate 🔠 Show/Hide 🖽 GL C	COA √x Formula• 🖉 Highlight• Exp	ort • 88 View •	Filter (F3)									ŝ
Row Type		ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override	Balance Side	Filter Accounts	Source	Account Type	Print Each	Hidden	T
Cash Flow Activity	0 /	R1	Column Name - Page Header												
Column Name	20	R2	Filter Accounts	Asset				None	Debit	[Type] = 'Asset'	Column	85	~		
Column Name - Page Header	20	R3	Filter Accounts	Liability				None	Debit	[Type] = 'Liability'	Column	BS	~		
Double Underscore	20	R4	Filter Accounts	Equity				None	Debit	[Type] = 'Equity'	Column	RE	~		
Filter Accounts	20	R5	Filter Accounts	Revenue				None	Debit	[Type] = 'Revenue'	Column	IS	2		
Line	20	R6	Filter Accounts	Expense				None	Debit	[Type] = 'Expense'	Column	IS	~		
		87	Underscore												

2. Click on Options button. The Row Options screen will be opened. In the Balance Side field select Credit then click Ok.

Details Audit Log																
Row Name Trial Balance D	letail - I	October 1	2, 2018 17:40:13		Description T	rial Balance Detail Template							Report Type	Trial Balance		v
X Remove 🔄 🖂 📝	Options	() Gene	erate 🗄 Show/Hide 🖽 GL Ci	XA √x Formula • s? Hig	light - Export -	El View - Filter (F3)										52
Row Type		10	Row Type	Row Name		Row Calculation Percentage	Override Row Calculatio	n Date Overric	je	Balance Side	Filter Accounts	Source	Account Type	Print Each	Hidden	
Cesh Flow Activity		/ R1	Column Name - Page Meader													-
Column Name	¥ ,	R2	Filter Accounts	Asset	Row Options				×	Debit	[Type] = 'Asset'	Column	BS	~		17
Column Name - Page Header	2.	R3	Filter Accounts	Liebility						Jebit	[Type] = 'Liability'	Column	85	~		
Double Underscore	¥ ,	R4	Filter Accounts	Equity	Ok Cancel					Debit	[Type] = 'Equity'	Column	RE	2		
Filter Accounts	¥ ,	RS	Filter Accounts	Revenue	Details					Debit	[Type] = 'Revenue'	Column	15	~		
Line	<b>Z</b> ,	Rő	Filter Accounts	Expense	Font Name	Arial			~	2ebit	[Type] = 'Expense'	Column	15	2		
None		R7	Underscore		Font Style Font Color	Normal		Font Size Row Height	8 ~							
Page Break		R8	Row Calculation	Total :	Pont Color Override Mask	Black	~	Kow Height	3.00							
Row Calculation		P R9	Double Underscore		Balance Side	Credit			-							
Row Name - Center Align		R10	Filter Accounts	40000-0000-001 - Sales - Ho	Source	Column			~	Credit	[ID] = '40000-0000-001'	Units	15			
Row Name - Left Align		R11	Filter Accounts	40000-0000-002 - Sales -Ho	Print Each:	2				Credit	[ID] = '40000-0000-002'	Units	15			
Row Name - Right Align		R12	Filter Accounts	40000-0000-003 - Sales - Ho	Override Co	lumn Calculation				Credit	[ID] = '40000-0000-003'	Units	15	2		
Underscore		R13	Filter Accounts	40000-0000-004 - Sales - Ho	2000	Ready				Credit	[ID] = '40000-0000-004'	Units	15			
		R14	Filter Accounts	40000-0000-005 - Sales - Ho		Ready		110112		Credit	[ID] = '40000-0000-005'	Units	15			
		R15	Filter Accounts	40000-0000-006 - Sales -Ho	ne office-Gas			None		Credit	[ID] = '40000-0000-006'	Units	15	~		
		R16	Filter Accounts	40000-0000-007 - Sales -Ho	ne office-Diesel			None		Credit	[ID] = '40000-0000-007'	Units	15	2		
		R17	Filter Accounts	40000-0000-008 - Sales -Hor	ne office-Agro			None		Credit	[ID] = '40000-0000-008'	Units	15			
			Photo 1					******		A	555 - LAASA ASAS ASA	11.000	10			*

3. You will be back to the Row Designer screen. Now selected rows will have Credit in the Balance Side field.

Audit Log														
ow Name Trial Balance D	letail - October	12, 2018 17:40:13		Description 1	Irial Balance Deta	il Template						Report Type	Trial Balance	
X Remove 🗟 🗟 🖉	Options 🛞 Ger	verate 🗄 Show/Hide 🔠 GL G	IOA √x Formula • ⇒2 Hig	ghlight • Export •	• El View • Fil	ter (F3)								
Row Type	ID	Row Type*	Row Name		Row Calculation	Percentage	Override Row Calculation	Date Override	Balance Side	Filter Accounts	Source	Account Type	Print Each	Hidden
Cash Flow Activity	🗆 / RI	Column Name - Page Header												
Column Name	🗹 🧷 R2	Filter Accounts	Asset					None	Credit	[Type] = 'Asset'	Column	85	~	
Column Name - Page Header	🗹 🧷 R3	Filter Accounts	Liability					None	Credit	[Type] = 'Liability'	Column	85	~	
Double Underscore	🗹 🥖 R4	Filter Accounts	Equity					None	Credit	[Type] = 'Equity'	Column	RE	~	
Filter Accounts	🗹 🧷 RS	Filter Accounts	Revenue					None	Credit	[Type] = 'Revenue'	Column	15	~	
Line	🗹 🥖 R6	Filter Accounts	Expense					None	Credit	[Type] = 'Expense'	Column	IS .	~	
None	🗆 / R7	Underscore												
Page Break		Row Calculation	Total :		SUM(R2:R6)									

#### From the grid

Say you want to set these rows to have **Debit** in the **Balance Side field**. To do this follow the steps below.

ow Designer - Trial Balance D	etail - Oo	tober 12	2, 2018 17:40:13										^		×
Details Audit Log															
tow Name Trial Balance D	etail - O	tober 1	2, 2018 17:40:13	Description	Trial Balance Det	ail Template						Report Type	Trial Balance		~
X Remove 🖷 🖂 🖉	Options	🎲 Gene	rate 🔠 Show/Hide 🔠 GL C	OA √x Formula • 🔊 Highlight • Export	• B View • F	Filter (F3)									КЛ ЦЧ
Row Type		ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override	Balance Side	Filter Accounts	Source	Account Type	Print Each	Hidden	
Eash Flow Activity	0 /	R1	Column Name - Page Header												-
olumn Name	20	R2	Filter Accounts	Asset				None	Credit	[Type] = 'Asset'	Column	BS	~		
olumn Name - Page Header	<b>v</b> 0	R3	Filter Accounts	Liability				None	Credit	[Type] = 'Liability'	Column	BS	~		
ouble Underscore	<b>v</b> 0	R4	Filter Accounts	Equity				None	Credit	[Type] = 'Equity'	Column	RE	~		
ilter Accounts	20	R5	Filter Accounts	Revenue				None	Credit	[Type] = 'Revenue'	Column	IS	~		
ine	<b>v</b> 0	R6	Filter Accounts	Expense				None	Credit	[Type] = 'Expense'	Column	IS	~		
lone	00	R7	Underscore												
Page Break	0 /	R8	Row Calculation	Total :	SUM(R2:R6)										

- 1. Select row/s. Hold Ctrl key while clicking on the Balance Side dropdown button of the first selected row.
- 2. Select Debit. Immediately the selected row/s will be updated with Debit balance side.

There are two ways on how to set Balance Side to multiple rows.

#### From the Row Options screen

Say you want to set these rows to have Credit in the Balance Side field. To do this follow the steps below.

Row Designer - Trial Balance D	etail - March	20, 2018 16:12:17								^	□ ×
		te Missing Accounts Import B									
Details Audit Log											
Row Name Trial Balance D	etail - March	20, 2018 16:12:17	Descr	ription Trial Balance Detail Te	mplate				Report Type	Trial Balance	~
🗙 Remove 🦷 🖂 🧷 🖉	Options 🎲 G	enerate 🔠 Show/Hide 🏢 GL	IOA √ Formula • 🔊 High	nlight • Export • 🔠 View • F	ilter (F3)						К.Л. 2 Ч
Row Type 🔺	D ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override	Balance Side	Filter Accounts	Source	Account
Cash Flow Activity	🗌 🥒 R1	Column Name - Page Header									
Column Name	🗹 🧷 R2	Filter Accounts	Asset				None	Debit	[Type] = 'Asset'	Column	BS
Column Name - Page Header	🗹 🧷 R3	Filter Accounts	Liability				None	Debit	[Type] = 'Liability'	Column	BS
Double Underscore	🗹 🧷 R4	Filter Accounts	Equity				None	Debit	[Type] = 'Equity'	Column	RE
Filter Accounts	🗹 🧷 R5	Filter Accounts	Revenue				None	Debit	[Type] = 'Revenue'	Column	IS
Line	🗹 🧷 R6	Filter Accounts	Expense				None	Debit	[Type] = 'Expense'	Column	IS
None	🗌 🧷 R7	Underscore									
Page Break	🗆 🧷 R8	Row Calculation	Total :	SUM(R2:R6)							
Row Calculation	🗆 / R9	Double Underscore									
Row Name - Center Align											

### 1. Select row/s.

Row Designer - Trial Balance D	Detail - March 20	, 2018 16:12:17											
New Save Search Delete													
Details Audit Log													
Row Name Trial Balance D	Detail - March 20	0, 2018 16:12:17		Descript	on Trial Balance Detai	l Template				Report Type	Trial Balance		~
X Remove 🗇 🗟 🖉	Options 💮 Ger	erate 🗄 Show/Hide 🎹 GL C	OA √x Formula •	🖉 Highligt	t • Export • 🔠 View •	Filter (F3)							52
Row Type 🔺	0 ID	Row Type*	Row Name		Row Calculation	Percentage	Override Row Calculation	Date Override	Balance Side	Filter Accounts	Source	Acci	ount'
Cash Row Activity	🗌 🥒 R1	Column Name - Page Header											
Column Name	🗹 🧷 R2	Filter Accounts	Asset					None	Debit	[Type] = 'Asset'	Column	85	
Column Name - Page Header	🗹 🧷 R3	Filter Accounts	Liability					None	Debit	[Type] = 'Liability'	Column	BS	
Double Underscore	🗹 🧷 R4	Filter Accounts	Equity					None	Debit	[Type] = 'Equity'	Column	RE	
Filter Accounts	🗹 🧷 R5	Filter Accounts	Revenue					None	Debit	(Type) = 'Revenue'	Column	IS	
Line	🗹 🥖 R6	Filter Accounts	Expense					None	Debit	[Type] = 'Expense'	Column	15	
None	🗌 / R7	Underscore											
Page Break	🗆 🧷 RS	Row Calculation	Total :		SUM(R2:R6)								
Row Calculation	🗆 / R9	Double Underscore											
Row Name - Center Align													

2. Click on Options button. The Row Options screen will be opened. In the Balance Side field select Credit then click Ok.

Details Audit Log											
Row Name Trial Balance D	letail - March 20,	2018 16:12:17		Description Trial Balance Detail T	emplate				Report Type	Trial Balance	
X Remove 🖷 🖓 🖉	Options 💮 Gene	rate 🗒 Show/Hide 🏢 GL C	OA √x Formula •	≫ Highlight • Export • 🔠 View •	Filter (F3)						52
Row Type *		Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override	Balance Side	Filter Accounts	Source	Account
Cash Flow Activity	🗌 🥒 R1	Column Name - Page Header									
Column Name	🗹 🧷 R2	Filter Accounts	Asset			_	None	Debit	[Type] = 'Asset'	Column	BS
Column Name - Page Header	🗹 🥖 R3	Filter Accounts	Row Options			×	None	Debit	[Type] = 'Liability'	Column	BS
Double Underscore	🗹 🥖 R4	Filter Accounts	Ok Cancel				None	Debit	[Type] = 'Equity'	Column	RE
Filter Accounts	🗹 🧷 R5	Filter Accounts	Details				None	Debit	[Type] = 'Revenue'	Column	15
Line	🗹 🧷 R6	Filter Accounts	Font Name	Arial			None	Debit	(Type) = 'Expense'	Column	IS
None	🗆 / R7	Underscore	Font Style	Normal	<ul> <li>Font Size</li> </ul>	•					
Page Break	🗆 / R8	Row Calculation	Font Color	Black	v Row Height 3	00					
Row Calculation	0 / R9	Double Underscore	Override Mask			~					
Row Name - Center Align	01		Balance Side	Credit		~					
Row Name - Left Align			Source	Column		×					
Row Name - Right Align			Print Each:	×							
Underscore			Override Colu	mn Calculation							
Underscore			2000	Ready		_					

3. You will be back to the Row Designer screen. Now selected rows will have Credit in the Balance Side field.

Details Audit Log													
Row Name Trial Balance D	letall - Mi	arch 20,	2018 16:12:17		Descripti	ion Trial Balance Detail Te	mplate				Report Type	Trial Balance	
X Remove 🖷 🦷 🖉	Options	🔅 Gene	erate 📋 Show/Hide 🏢 GL CO	NA √x Formula •	¢ Highligh	nt • Export • 🔠 View • Fi	Iter (F3)						52
Row Type 🔺		ID	Row Type*	Row Name		Row Calculation	Percentage	Override Row Calculation	Date Override	Balance Side	Filter Accounts	Source	Accourt
Cash Flow Activity	0 /	R1	Column Name - Page Header										
Column Name	2 0	R2	Filter Accounts	Asset					None	Credit	[Type] = 'Asset'	Column	BS
Column Name - Page Header	2.1	R3	Filter Accounts	Liability					None	Credit	(Type) = 'Liability'	Column	BS
Double Underscore	2.1	R4	Filter Accounts	Equity					None	Credit	[Type] = 'Equity'	Column	RE
Filter Accounts	20	RS	Filter Accounts	Revenue					None	Credit	[Type] = 'Revenue'	Column	15
Line	2 1	R6	Filter Accounts	Expense					None	Credit	[Type] = 'Expense'	Column	IS
None	0 /	R7	Underscore										
Page Break	0 /	RS	Row Calculation	Total :		SUM(R2:R6)							
Row Calculation	01	R9	Double Underscore										
Row Name - Center Align	01												

# From the grid

Say you want to set these rows to have Debit in the Balance Side field. To do this follow the steps below.

Row Designer - Trial Balance D	letail - M	arch 20,	2018 16:12:17									^	
			Missing Accounts Import										
Details Audit Log													
Row Name Trial Balance D	etail - M	larch 20,	2018 16:12:17		Descriptio	n Trial Balance Detail	Femplate				Report Type	Trial Balance	
X Remove 🖷 🚎 🧷 🖉	Options	୍ଦ୍ଧିତ Gene	erate 🗄 Show/Hide 🏢 G	iL COA 🛛 🗸 Formula •	🖉 Highlight	Export      B     View	Filter (F3)						к л И У
Row Type 🔺		ID	Row Type*	Row Name		Row Calculation	Percentage	Override Row Calculation	Date Override	Balance Side	Filter Accounts	Source	Accourt
Cash Flow Activity	0	R1	Column Name - Page Head	er									
Column Name	<b>v</b> 0	R2	Filter Accounts	Asset					None	Credit	[Type] = 'Asset'	Column	BS
Column Name - Page Header	20	R3	Filter Accounts	Liability					None	Credit	[Type] = 'Liability'	Column	BS
Double Underscore	20	R4	Filter Accounts	Equity					None	Credit	[Type] = 'Equity'	Column	RE
Filter Accounts	• 0	R5	Filter Accounts	Revenue					None	Credit	[Type] = 'Revenue'	Column	IS
Line	2 0	R6	Filter Accounts	Expense					None	Credit	[Type] = 'Expense'	Column	IS
None	0	R7	Underscore										
Page Break	0 /	RS	Row Calculation	Total :		SUM(R2:R6)							
Row Calculation	0 /	R9	Double Underscore										
Row Name - Center Align													
Row Name - Left Align													

# 1. Select row/s. Hold Ctrl key while clicking on the Balance Side dropdown button of the first selected row.

Row Designer - Trial Balance D	etall - March 20	, 2018 10:12:17											
		Missing Accounts Import E											
Details Audit Log													
Row Name Trial Balance D	letail - March 2	0, 2018 16:12:17		Description	Trial Balance Detail	Template					Report Type	Trial Balance	~
X Remove 🔲 🗐 🖉	Options 💮 Ger	erate 🗄 Show/Hide 🏢 GL C	OA √x Formula •	🖉 Highlight •	Export • 🔠 View •	Filter (F3)							55
Row Type 🔺	D ID	Row Type*	Row Name	Row	v Calculation	Percentage	Override Row Calculation	Date Ove	erride	Balance Side	Filter Accounts	Source	Account'
Cash Flow Activity	🗆 🥒 R1	Column Name - Page Header											
Column Name	🗹 🧷 R2	Filter Accounts	Asset					None		Credit	<pre>(Type] = 'Asset'</pre>	Column	85
Column Name - Page Header	🗌 🥖 R3	Filter Accounts	Liability					None	Balance S	ide			
Double Underscore	🗌 / R4	Filter Accounts	Equity					None	Debit				
Filter Accounts	🗆 / R5	Filter Accounts	Revenue					None	Credit				
Une	🗆 / R6	Filter Accounts	Expense					None					
None	🗌 🥒 R7	Underscore											
Page Break	🗆 🥒 RS	Row Calculation	Total :	SUN	/(R2:R6)								
Row Calculation	🗆 / R9	Double Underscore											
Row Name - Center Align													
Row Name - Left Align													

2. Select **Debit**. Immediately the selected row/s will be updated with **Debit** balance side.

Details Audit Log (0)											
Row Name: Trial Balance De	etail - January	18, 2016 16:54:25	Descript	ion: Trial Balance	Detail Templa	ite					
X Remove 🖷 📲 🥖	Options ရှိခဲ့	Senerate 🗄 Show	Hide 🔠 GL COA	√x Formula 🔗	Highlight	음 Layout Q	Filter Record	s (F3)			
Row Type	ID ID	Row Type	Row Name	Row Calculation	Balance Side	Filter Accounts	Source	Account Type	Print Each	Hidden	
Cash Flow Activity	🗌 🖉 R1	Column Name									1
Column Name	🗸 🖉 R2	Filter Accounts	10000-1000 - Ch		Debit	[ID] = '10000-10	Column	BS			
Column Name Page Header	🖌 🧷 R3	Filter Accounts	10000-2000 - Ch		Debit	[ID] = '10000-20	Column	BS			
Double Underscore	🗸 🖉 R4	Filter Accounts	11000-1000 - Ca		Debit	[ID] = '11000-10	Column	BS			
Filter Accounts	🗸 🦉 R5	Filter Accounts	11000-2000 - Ca		Debit	[ID] = '11000-20	Column	BS			
Line	🗌 🖉 R6	Filter Accounts	12000-1000 - Ac		Debit	[ID] = '12000-10	Column	BS			
None	0 0, R7	Filter Accounts	12000-2000 - Ac		Debit	[ID] = '12000-20	Column	BS			

There are two ways on how to set Balance Side to multiple rows.

# From the Row Options screen

Say you want to set these rows to have Credit in the Balance Side field. To do this follow the steps below.

Row Designer - Trial Balance I	Detail - Janua	ary 18, 2016 16:54:25								~ □ ×
New Save Search Delete	Undo Dupli	cate Verify Accounts	Close							
Details Audit Log (0)										
Row Name: Trial Balance De	etail - Januar	y 18, 2016 16:54:25	Descript	tion: Trial Balance	e Detail Templa	ate				
X Remove 🖷 🔎	Options 🖓	Generate 📰 Show/	Hide 🔠 GL COA	√x Formula 🖇	Highlight	品 Layout 🔍	Filter Records	; (F3)		
Row Type	ID	Row Type	Row Name	Row Calculation	Balance Side	Filter Accounts	Source	Account Type	Print Each	Hidden
Cash Flow Activity	🗌 🖉 R1	Column Name								
Column Name	🖌 🦉 R2	Filter Accounts	10000-1000 - Ch		Credit	[ID] = '10000-10	Column	BS		
Column Name Page Header	🖌 🦉 R3	Filter Accounts	10000-2000 - Ch		Credit	[ID] = '10000-20	Column	BS		
Double Underscore	🖌 🖉 R4	Filter Accounts	11000-1000 - Ca		Credit	[ID] = '11000-10	Column	BS		
Filter Accounts	🖌 🧷 R5	Filter Accounts	11000-2000 - Ca		Credit	[ID] = '11000-20	Column	BS		
Line	🗌 🖉 R6	Filter Accounts	12000-1000 - Ac		Debit	[ID] = '12000-10	Column	BS		
	A									

#### 1. Select row/s.

Row Designer - Trial Balance	Detail -	Januar	18, 2016 16:54:25								^ 🗆
New Save Search Delete	Undo	Duplica	te Verify Accounts								
Details Audit Log (0)											
Row Name: Trial Balance D	etail - J	anuary 1	8, 2016 16:54:25	Descript	ion: Trial Balance	e Detail Templa	te				
X Remove 🖷 🗟 🖉	Option	s දිටුව G	enerate 📃 Show	Hide 🔛 GL COA	√x Formula 🛛 🖉	Highlight E	음 Layout 이 이 이 이 이 이 이 이 이 이 이 이 이 이 이 이 이 이 이	Filter Record	s (F3)		
Row Type		ID	Row Type	Row Name	Row Calculation	Balance Side	Filter Accounts	Source	Account Type	Print Each	Hidden
Cash Flow Activity	0	2 R1	Column Name								
Column Name		2 R2	Filter Accounts	10000-1000 - Ch		Debit	[ID] = '10000-10	Column	BS		
Column Name Page Header		2 R3	Filter Accounts	10000-2000 - Ch		Debit	[ID] = '10000-20	Column	BS		
Double Underscore		2 R4	Filter Accounts	11000-1000 - Ca		Debit	[ID] = '11000-10	Column	BS		
Filter Accounts		2 R5	Filter Accounts	11000-2000 - Ca		Debit	[ID] = '11000-20	Column	BS		
Line		2 R6	Filter Accounts	12000-1000 - Ac		Debit	[ID] = '12000-10	Column	BS		

2. Click on Options button. The Row Options screen will be opened. In the Balance Side field select Credit then click Ok.

Row Designer - Trial Balance	Detail - January 18, 2016 1 Undo Duplicate Verify A								~ [	
Details Audit Log (0)										
Row Name: Trial Balance D	etail - January 18, 2016 16:	54:25 Descri	iption: Trial Bala	nce Detail Tem	nplate					
X Remove 🖷 🚊 🖉	Options 💮 Generate 🛽	Show/Hide 🔠 GL COA	√x Formula	🖉 Highlight	E Layout Q	Filter Records (F3	3)			
Row Type	ID Row Type	Row Name	Row Calculatio	n Balance S	ide Filter Accounts	Source A	Account Type	Print Each	Hidden	
Cash Flow Activity	R1 Column N	ame								-
Column Name	R2 Filter Acco	unts 10000-1000 - Ch		Debit	[ID] = '10000-10	Units E	3S			
Column Name Page Header	🗸 🧷 R Filter Acco	unts 10000-2000 - Ch		Debit	[ID] = '10000-20	Units E	3S			
Double Underscore	R4 Filter Acco	unts 11000-1000 - Ca		Debit	[ID] = '11000-10	Units E	3S			
Filter Accounts	R5 Filter Acco	unts 11000-2000 - Ca		Debit	[ID] = '11000-20	Units E	3S			
Line	R6 Filter Acco	unts 12000-1000 - Ac.		Debit	[ID] = '12000-10	Column E	3S			
None	Ri Row Options			^ X	[ID] = '12000-20	Column E	3S			
Page Break				^ ^	[ID] = '12300-10	Column E	3S			
Percentage	🗌 🥖 RS Ok Cancel				[ID] = '12300-20	Column E	35			
Row Calculation	R1     Details				[ID] = '12500-10	Column E	3S			
Row Name - Center Align	C 2 R1				[ID] = '12500-20	Column E	3S			
Row Name - Left Align	R1 Font Name:	Arial		~	[ID] = '12700-10	Column E	3S			
Row Name - Right Align	R1 Font Style:	Normal	✓ Font Size:	8 ~	[ID] = '12700-20	Column E	3S			
Underscore	R1 Font Color:	Black	✓ Row Height:	3.00	[ID] = '16000-10	Column E	BS			
	2. R1		* Now Height.	5.00	[ID] = '16000-20	Column E	3S			
	R1 Override Ma	sk:		~	[ID] = '16001-10	Column E	3S			
	R1 Balance Side	Credit		~	[ID] = '16001-20	Column E	3S			
	R1 Source:			~	[ID] = '16002-10	Column E	3S			
	□ // p1				rim1 = '16002-20	Column P	20			

3. You will be back to the Row Designer screen. Now selected rows will have Credit in the Balance Side field. Row Designer - Trial Balance Detail - January 18, 2016 16:54:25

Details Audit Log (0)										
low Name: Trial Balance De	tail - January 1	8, 2016 16:54:25	Descript	tion: Trial Balance	e Detail Templa	te				
× Remove → = /	Options ର୍ଗ୍ଧିନ G	enerate 🗄 Show/	Hide 🔠 GL COA	√x Formula 🔗	Highlight	器 Layout     Q。	Filter Records	(F3)		
Row Type	ID ID	Row Type	Row Name	Row Calculation	Balance Side	Filter Accounts	Source	Account Type	Print Each	Hidden
Cash Flow Activity	🗌 🖉 R1	Column Name								
Column Name	V 🖉 R2	Filter Accounts	10000-1000 - Ch		Credit	[ID] = '10000-10	Units	BS		
Column Name Page Header	🗸 🦉 R3	Filter Accounts	10000-2000 - Ch		Credit	[ID] = '10000-20	Units	BS		
Double Underscore	🖌 🖉 R4	Filter Accounts	11000-1000 - Ca		Credit	[ID] = '11000-10	Units	BS		
Filter Accounts	🗸 🦉 R5	Filter Accounts	11000-2000 - Ca		Credit	[ID] = '11000-20	Units	BS		
Line	🗌 🖉 R6	Filter Accounts	12000-1000 - Ac		Debit	[ID] = '12000-10	Column	BS		
None	0 0 R7	Filter Accounts	12000-2000 - Ac		Debit	[ID] = '12000-20	Column	BS		

# From the grid

Say you want to set these rows to have **Debit** in the **Balance Side field**. To do this follow the steps below.

Row Designer - Trial Balance	Detail - Jan	nuary 18, 2016 16:54:25								~ □	⊐ >
New Save Search Delete	Undo Du	uplicate Verify Accounts	Close								
Details Audit Log (0)											
Row Name: Trial Balance D	etail - Janu	ary 18, 2016 16:54:25	Descript	tion: Trial Balance	Detail Templa	ite					
× Remove → =	Options	💮 Generate 💠 Show/	Hide 🏢 GL COA	√x Formula 🖉	Highlight	음 Layout 🔍	Filter Records	; (F3)			
Row Type		D Row Type	Row Name	Row Calculation	Balance Side	Filter Accounts	Source	Account Type	Print Each	Hidden	
Cash Flow Activity	🗌 🖉 R	1 Column Name									
Column Name	🗸 🖉 R	2 Filter Accounts	10000-1000 - Ch		Credit	[ID] = '10000-10	Column	BS			
Column Name Page Header	🔽 🖉 R	3 Filter Accounts	10000-2000 - Ch		Credit	[ID] = '10000-20	Column	BS			
Double Underscore	🔽 🖉 R	4 Filter Accounts	11000-1000 - Ca		Credit	[ID] = '11000-10	. Column	BS			
Filter Accounts	🔽 🖉 R	5 Filter Accounts	11000-2000 - Ca		Credit	[ID] = '11000-20	Column	BS			
Line	🗌 🖉 R	6 Filter Accounts	12000-1000 - Ac		Debit	[ID] = '12000-10	. Column	BS			

# 1. Select row/s. Hold Ctrl key while clicking on the Balance Side dropdown button of the first selected row.

New Save Search Delete Details Audit Log (0)	Undo Duplica	ite Verity Accounts	close								
Row Name: Trial Balance De	etail - January	18, 2016 16:54:25	Descript	tion: Trial Balance	Detail Templat	e					
X Remove 🖷 👼 🥢	Options 🖓 O	ienerate 🗄 Show/	Hide 🔠 GL COA	√x Formula 🔊	Highlight B	8 Laj	rout Q, I	liter Records	s (F3)		
Row Type	ID ID	Row Type	Row Name	Row Calculation	Balance Side	Filte	er Accounts	Source	Account Type	Print Each	Hidden
Cash Flow Activity	🗌 🖉 R1	Column Name									
Column Name	🗌 🖉 R2	Filter Accounts	10000-1000 - Ch		Credit v	[ID]	= '10000-10	Column	BS		
Column Name Page Header	V 🖉 R3	Filter Accounts	10000-2000 - Ch		Balance Side		= '10000-20	Column	BS		
Double Underscore	V 0 R4	Filter Accounts	11000-1000 - Ca		Debit		= '11000-10	Column	BS		
Filter Accounts	🖌 🖉 R5	Filter Accounts	11000-2000 - Ca		Credit		= '11000-20	Column	BS		
Line	🗌 🖉 R6	Filter Accounts	12000-1000 - Ac		Debit	[ID]	= '12000-10	Column	BS		
None	0, R7	Filter Accounts	12000-2000 - Ac		Debit	[ID]	= '12000-20	Column	BS		

# 2. Select Debit. Immediately the selected row/s will be updated with Debit balance side.

Row Designer - Trial Balance D	etail - Januar	18, 2016 16:54:25								^ L	×
New Save Search Delete	Undo Duplica	te Verify Accounts									
Details Audit Log (0)											
Row Name: Trial Balance Det	ail - January 1	8, 2016 16:54:25	Descript	ion: Trial Balance	Detail Templa	ite					
X Remove 🖷 👼 🧷 🤇	Options 🎲 G	enerate 🗄 Show/	Hide 🏢 GL COA	√x Formula 🔗	Highlight	B Layout Q	Filter Records	(F3)			
Row Type	ID ID	Row Type	Row Name	Row Calculation	Balance Side	Filter Accounts	Source	Account Type	Print Each	Hidden	
Cash Flow Activity	🗌 🖉 R1	Column Name									*
Column Name	🔽 🦉 R2	Filter Accounts	10000-1000 - Ch		Debit	[ID] = '10000-10	Column	BS			
Column Name Page Header	🔽 🖉 R3	Filter Accounts	10000-2000 - Ch		Debit	[ID] = '10000-20	Column	BS			
Double Underscore	🖌 🖉 R4	Filter Accounts	11000-1000 - Ca		Debit	[ID] = '11000-10	Column	BS			
Filter Accounts	🖌 🦉 R5	Filter Accounts	11000-2000 - Ca		Debit	[ID] = '11000-20	Column	BS			
Line	🗌 🖉 R6	Filter Accounts	12000-1000 - Ac		Debit	[ID] = '12000-10	Column	BS			
None	🗌 🖉 R7	Filter Accounts	12000-2000 - Ac		Debit	[ID] = '12000-20	Column	BS			