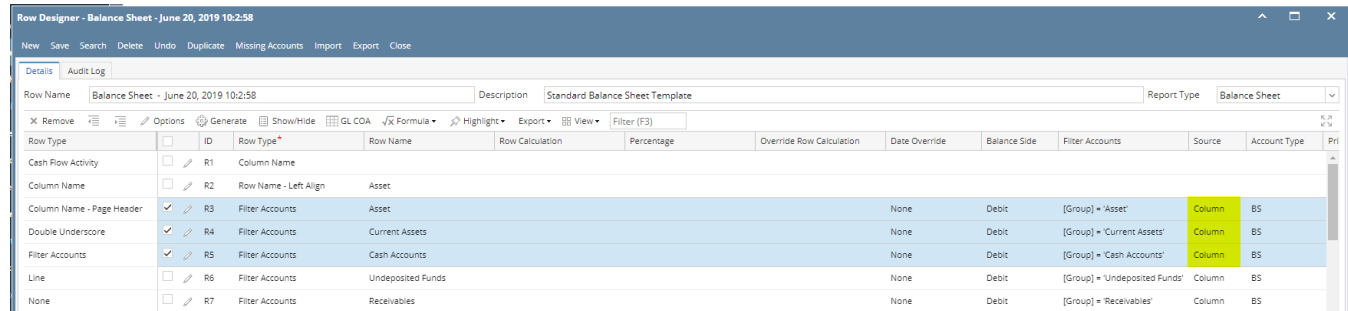


How to Set Source to multiple rows

There are two ways on how to set Source to multiple rows.

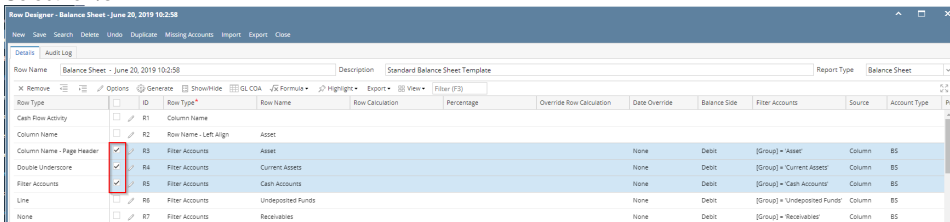
From the Row Options screen

Say you want to set these rows to have **Units** in the **Source** field. To do this follow the steps below.



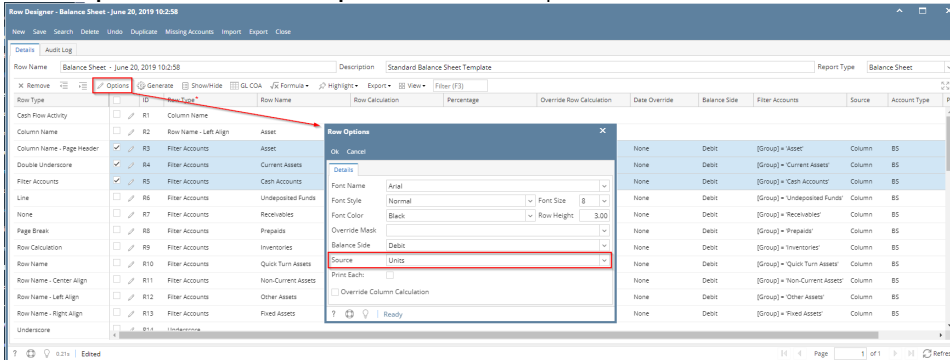
Row Type	ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override	Balance Side	Filter Accounts	Source	Account Type	Pri
Cash Flow Activity	R1	Column Name										
Column Name	R2	Row Name - Left Align	Asset									
Column Name - Page Header	R3	Filter Accounts	Asset			None	Debit	[Group] = 'Asset'	Column	B5		
Double Underscore	R4	Filter Accounts	Current Assets			None	Debit	[Group] = 'Current Assets'	Column	B5		
Filter Accounts	R5	Filter Accounts	Cash Accounts			None	Debit	[Group] = 'Cash Accounts'	Column	B5		
Line	R6	Filter Accounts	Undeposited Funds			None	Debit	[Group] = 'Undeposited Funds'	Column	B5		
None	R7	Filter Accounts	Receivables			None	Debit	[Group] = 'Receivables'	Column	B5		

1. Select row/s.



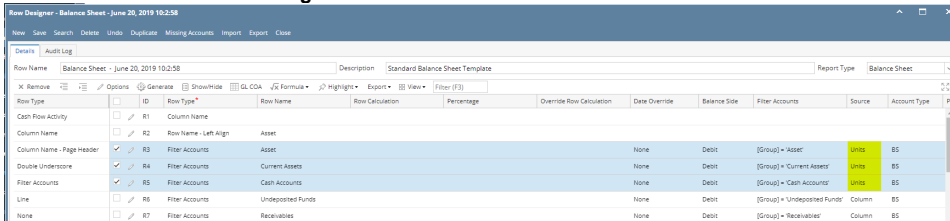
Row Type	ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override	Balance Side	Filter Accounts	Source	Account Type	Pri
Cash Flow Activity	R1	Column Name										
Column Name	R2	Row Name - Left Align	Asset									
Column Name - Page Header	R3	Filter Accounts	Asset			None	Debit	[Group] = 'Asset'	Column	B5		
Double Underscore	R4	Filter Accounts	Current Assets			None	Debit	[Group] = 'Current Assets'	Column	B5		
Filter Accounts	R5	Filter Accounts	Cash Accounts			None	Debit	[Group] = 'Cash Accounts'	Column	B5		
Line	R6	Filter Accounts	Undeposited Funds			None	Debit	[Group] = 'Undeposited Funds'	Column	B5		
None	R7	Filter Accounts	Receivables			None	Debit	[Group] = 'Receivables'	Column	B5		

2. Click on **Options** button. The **Row Options** screen will be opened. In the **Source** field select **Units** then click **Ok**.



Row Type	ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override	Balance Side	Filter Accounts	Source	Account Type	Pri
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	B5		
Double Underscore	R4	Filter Accounts	Current Assets			None	Debit	[Group] = 'Current Assets'	Column	B5		
Filter Accounts	R5	Filter Accounts	Cash Accounts			None	Debit	[Group] = 'Cash Accounts'	Column	B5		
Line	R6	Filter Accounts	Undeposited Funds			None	Debit	[Group] = 'Undeposited Funds'	Column	B5		
None	R7	Filter Accounts	Receivables			None	Debit	[Group] = 'Receivables'	Column	B5		
Page Break	R8	Filter Accounts	Prepaids			None	Debit	[Group] = 'Prepaids'	Column	B5		
Row Calculation	R9	Filter Accounts	Inventories			None	Debit	[Group] = 'Inventories'	Column	B5		
Row Name	R10	Filter Accounts	Quick Turn Assets			None	Debit	[Group] = 'Quick Turn Assets'	Column	B5		
Row Name - Center Align	R11	Filter Accounts	Non-Current Assets			None	Debit	[Group] = 'Non-Current Assets'	Column	B5		
Row Name - Left Align	R12	Filter Accounts	Other Assets			None	Debit	[Group] = 'Other Assets'	Column	B5		
Row Name - Right Align	R13	Filter Accounts	Fixed Assets			None	Debit	[Group] = 'Fixed Assets'	Column	B5		
Underscore	R14	Underscore										

3. You will be back to the **Row Designer** screen. Now selected rows will have **Units** in the **Source** field.



Row Type	ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override	Balance Side	Filter Accounts	Source	Account Type	Pri
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'	Units	B5		
Double Underscore	R4	Filter Accounts	Current Assets			None	Debit	[Group] = 'Current Assets'	Units	B5		
Filter Accounts	R5	Filter Accounts	Cash Accounts			None	Debit	[Group] = 'Cash Accounts'	Units	B5		
Line	R6	Filter Accounts	Undeposited Funds			None	Debit	[Group] = 'Undeposited Funds'	Column	B5		
None	R7	Filter Accounts	Receivables			None	Debit	[Group] = 'Receivables'	Column	B5		

From the grid

Row Designer - Balance Sheet - June 20, 2019 10:2:58

New Save Search Delete Undo Duplicate Missing Accounts Import Export Close

Details Audit Log

Row Name: Balance Sheet - June 20, 2019 10:2:58 Description: Standard Balance Sheet Template Report Type: Balance Sheet

☐ X Remove
 ☐ Options
 ☐ Generate
 ☐ Show/Hide
 ☐ GL COA
 ☐ \sqrt{x} Formula
 ☐ Highlight
 Export
 ☐ View
 Filter (F3)

Row Type	ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override	Balance Side	Filter Accounts	Source	Account Type	Priority
Cash Flow Activity	<input type="checkbox"/>	R1	Column Name									
Column Name	<input type="checkbox"/>	R2	Row Name - Left Align	Asset								
Column Name - Page Header	<input checked="" type="checkbox"/>	R3	Filter Accounts	Asset			None	Debit	[Group] = 'Asset'	Units	B5	
Double Underscore	<input checked="" type="checkbox"/>	R4	Filter Accounts	Current Assets			None	Debit	[Group] = 'Current Assets'	Units	B5	
Filter Accounts	<input checked="" type="checkbox"/>	R5	Filter Accounts	Cash Accounts			None	Debit	[Group] = 'Cash Accounts'	Units	B5	
Line	<input type="checkbox"/>	R6	Filter Accounts	Undeposited Funds			None	Debit	[Group] = 'Undeposited Funds'	Column	B5	
None	<input type="checkbox"/>	R7	Filter Accounts	Receivables			None	Debit	[Group] = 'Receivables'	Column	B5	

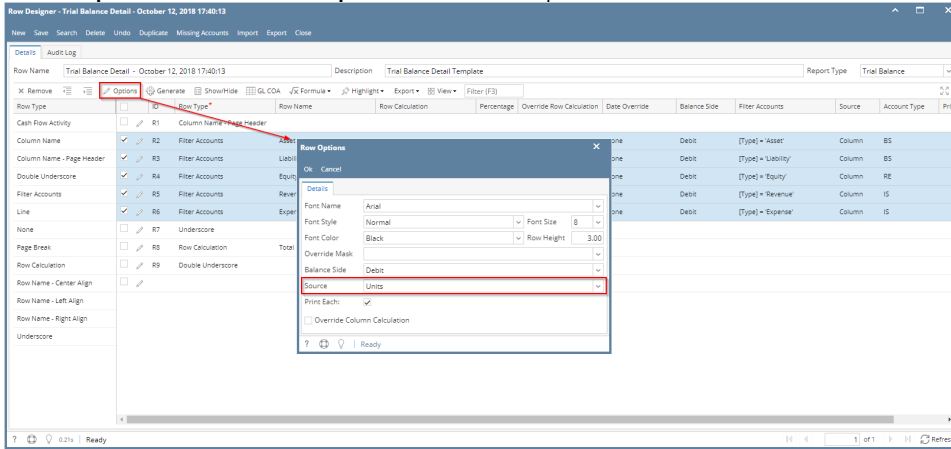
- There are two ways on how to set Source to multiple rows.

Say you want to set these rows to have **Units** in the **Source field**. To do this follow the steps below.

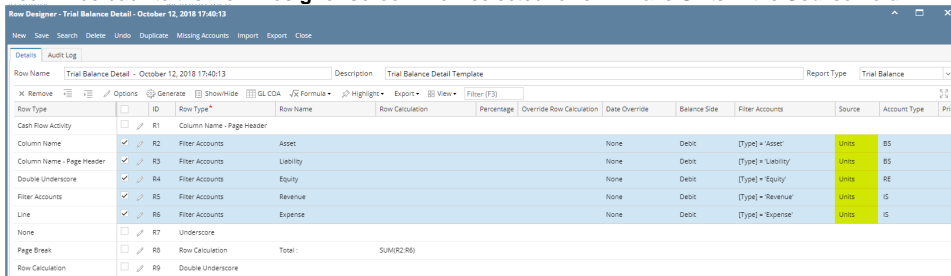
[illegible]

- [illegible]

- Click on **Options** button. The **Row Options** screen will be opened. In the **Source** field select **Units** then click **Ok**.

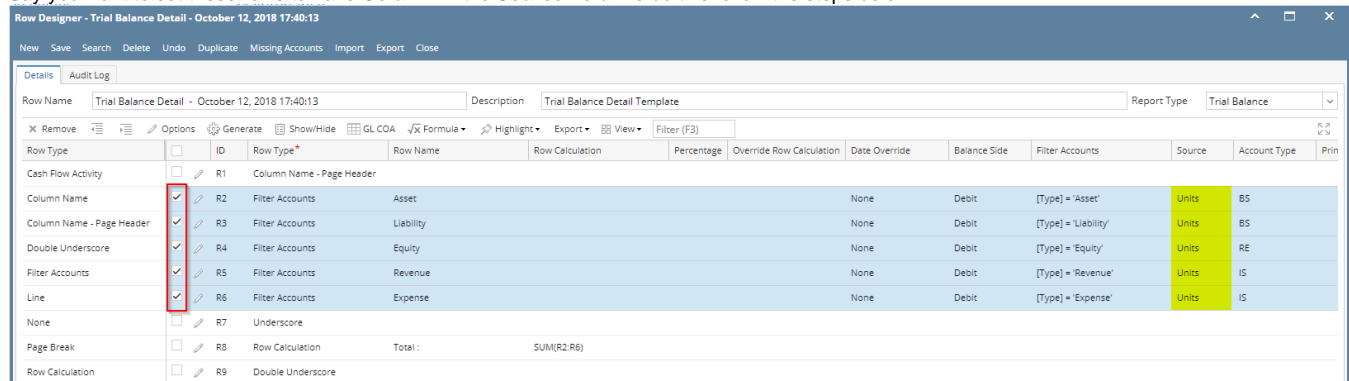


- You will be back to the **Row Designer** screen. Now selected rows will have **Units** in the **Source** field.



From the grid

Say you want to set these rows to have **Column** in the **Source** field. To do this follow the steps below.



- Select row/s. Hold **Ctrl** key while clicking on the **Source** dropdown button of the first selected row.
- Select **Column**. Immediately the selected row/s will be updated with **Column** in the **Source** field.

There are two ways on how to set Source to multiple rows.

From the Row Options screen

Say you want to set these rows to have **Units** in the **Source** field. To do this follow the steps below.

Row Designer - Trial Balance Detail - March 20, 2018 16:12:17

New Save Search Delete Undo Duplicate Missing Accounts Import Export Close

Details Audit Log

Row Name: Trial Balance Detail - March 20, 2018 16:12:17 Description: Trial Balance Detail Template Report Type: Trial Balance

X Remove Options Generate ShowHide GL COA Formula Highlight Export View Filter (F3)

Row Type	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					Credit	[Type] = 'Asset'	Column	BS
Column Name - Page Header	R3	Filter Accounts	Liability					Credit	[Type] = 'Liability'	Column	BS
Double Underscore	R4	Filter Accounts	Equity					Credit	[Type] = 'Equity'	Column	RE
Filter Accounts	R5	Filter Accounts	Revenue					Credit	[Type] = 'Revenue'	Column	IS
Line	R6	Filter Accounts	Expense					Credit	[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											
Row Name - Left Align											

1. Select row/s.

Row Designer - Trial Balance Detail - March 20, 2018 16:12:17

New Save Search Delete Undo Duplicate Missing Accounts Import Export Close

Details Audit Log

Row Name: Trial Balance Detail - March 20, 2018 16:12:17 Description: Trial Balance Detail Template Report Type: Trial Balance

X Remove Options Generate ShowHide GL COA Formula Highlight Export View Filter (F3)

Row Type	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					Credit	[Type] = 'Asset'	Column	BS
Column Name - Page Header	R3	Filter Accounts	Liability					Credit	[Type] = 'Liability'	Column	BS
Double Underscore	R4	Filter Accounts	Equity					Credit	[Type] = 'Equity'	Column	RE
Filter Accounts	R5	Filter Accounts	Revenue					Credit	[Type] = 'Revenue'	Column	IS
Line	R6	Filter Accounts	Expense					Credit	[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											
Row Name - Left Align											

2. Click on Options button. The Row Options screen will be opened. In the Source field select Units then click Ok.

Row Designer - Trial Balance Detail - March 20, 2018 16:12:17

New Save Search Delete Undo Duplicate Missing Accounts Import Export Close

Details Audit Log

Row Name: Trial Balance Detail - March 20, 2018 16:12:17 Description: Trial Balance Detail Template Report Type: Trial Balance

X Remove Options Generate ShowHide GL COA Formula Highlight Export View Filter (F3)

Options

Row Options

Font Name: Arial Font Style: Normal Font Color: Black Override Mark: [X] Balance Side: Credit Print Each: [X] Override Column Calculation: [X]

Source: Units

3. You will be back to the Row Designer screen. Now selected rows will have Units in the Source field.

Row Designer - Trial Balance Detail - March 20, 2018 16:12:17

New Save Search Delete Undo Duplicate Missing Accounts Import Export Close

Details Audit Log

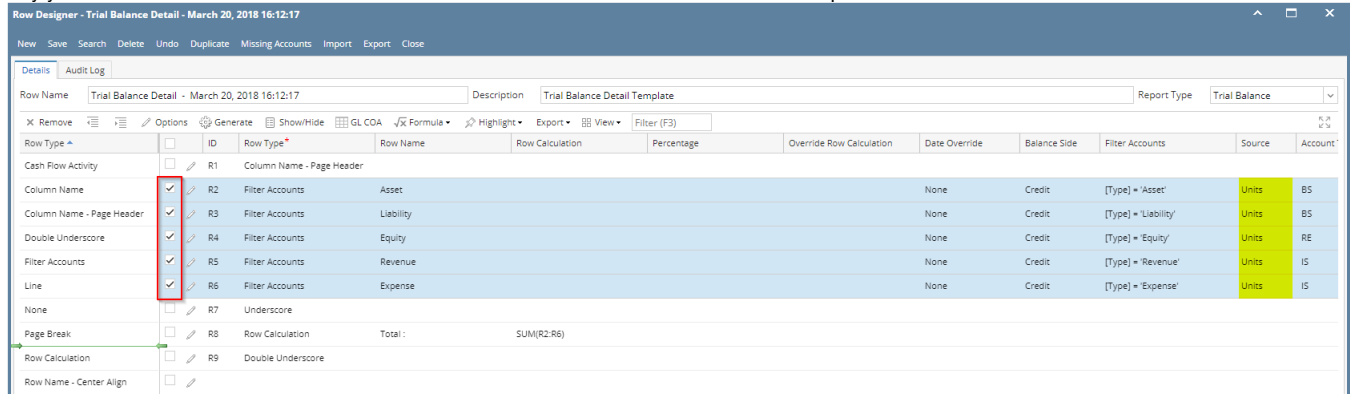
Row Name: Trial Balance Detail - March 20, 2018 16:12:17 Description: Trial Balance Detail Template Report Type: Trial Balance

X Remove Options Generate ShowHide GL COA Formula Highlight Export View Filter (F3)

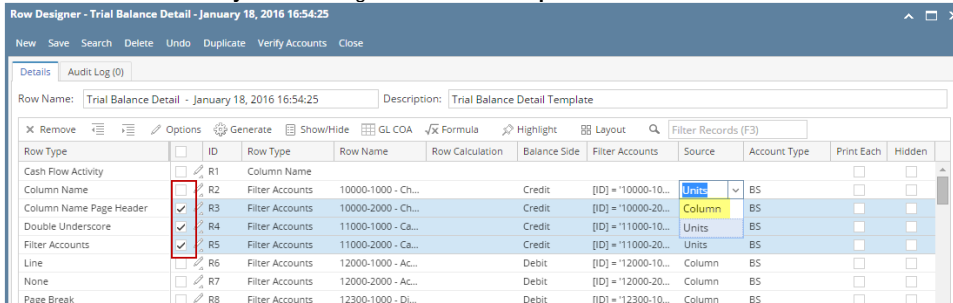
Row Type	ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override	Balance Side	Filter Accounts	Source	Account
Cash Flow Activity	R1	Column Name - Page Header									
Column Name	R2	Filter Accounts	Asset					Credit	[Type] = 'Asset'	Units	BS
Column Name - Page Header	R3	Filter Accounts	Liability					Credit	[Type] = 'Liability'	Units	BS
Double Underscore	R4	Filter Accounts	Equity					Credit	[Type] = 'Equity'	Units	RE
Filter Accounts	R5	Filter Accounts	Revenue					Credit	[Type] = 'Revenue'	Units	IS
Line	R6	Filter Accounts	Expense					Credit	[Type] = 'Expense'	Units	IS
None	R7	Underscore									
Page Break	R8	Row Calculation	Total :	SUM(R2-R6)							
Row Calculation	R9	Double Underscore									
Row Name - Center Align											
Row Name - Left Align											

From the grid

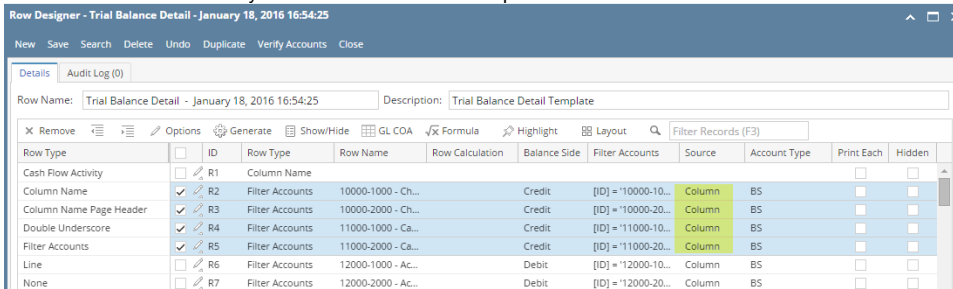
Say you want to set these rows to have **Column** in the **Source** field. To do this follow the steps below.



1. Select row/s. Hold **Ctrl** key while clicking on the **Source** dropdown button of the first selected row.



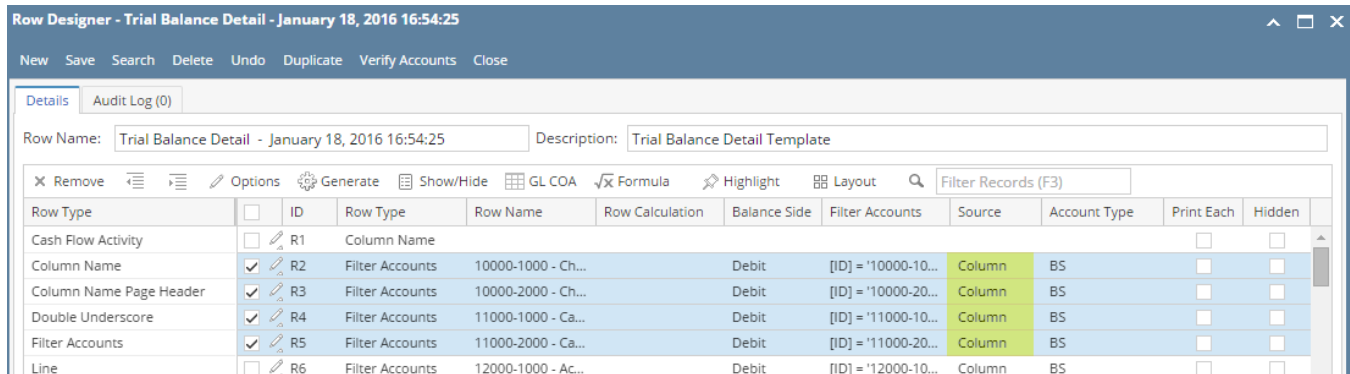
2. Select **Column**. Immediately the selected row/s will be updated with **Column** in the **Source** field.



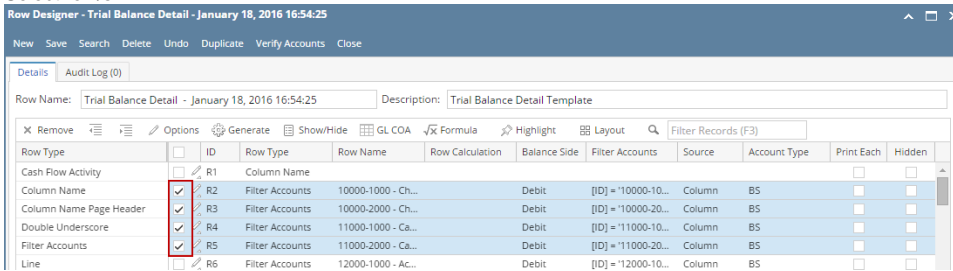
There are two ways on how to set Source to multiple rows.

From the Row Options screen

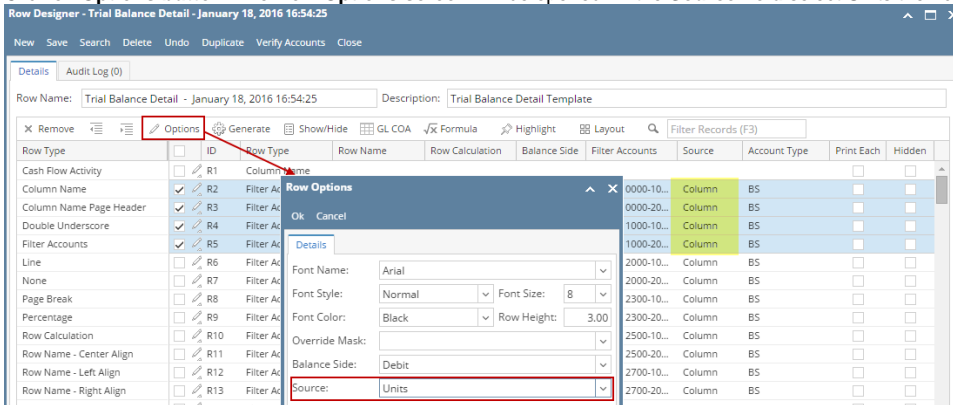
Say you want to set these rows to have **Units** in the **Source** field. To do this follow the steps below.



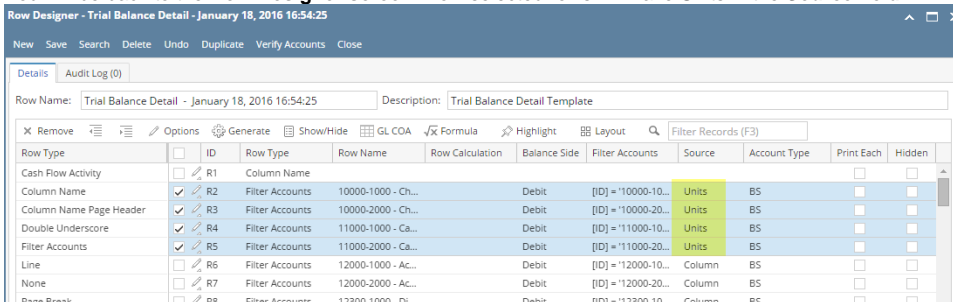
1. Select row/s.



2. Click on Options button. The Row Options screen will be opened. In the Source field select Units then click Ok.

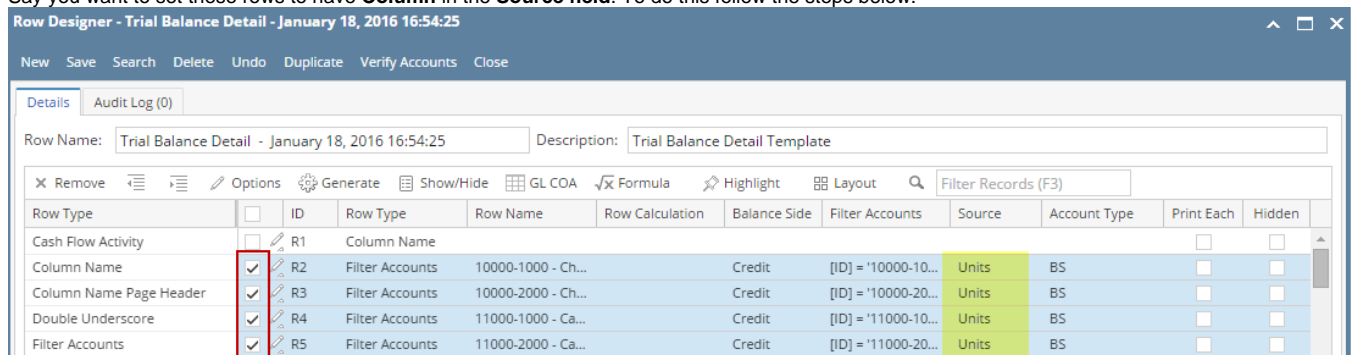


3. You will be back to the Row Designer screen. Now selected rows will have Units in the Source field.



From the grid

Say you want to set these rows to have **Column** in the **Source** field. To do this follow the steps below.



1. Select row/s. Hold **Ctrl** key while clicking on the **Source dropdown button** of the first selected row.

Row Designer - Trial Balance Detail - January 18, 2016 16:54:25

New Save Search Delete Undo Duplicate Verify Accounts Close

Details Audit Log (0)

Row Name: Trial Balance Detail - January 18, 2016 16:54:25 Description: Trial Balance Detail Template

X Remove Options Generate Show/Hide GL COA Formula Highlight 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	<input type="checkbox"/>	R1	Column Name						<input type="checkbox"/>	<input type="checkbox"/>
Column Name	<input checked="" type="checkbox"/>	R2	Filter Accounts	10000-1000 - Ch...	Credit	[ID] = '10000-10...	Units	BS	<input type="checkbox"/>	<input type="checkbox"/>
Column Name Page Header	<input checked="" type="checkbox"/>	R3	Filter Accounts	10000-2000 - Ch...	Credit	[ID] = '10000-20...	Column	BS	<input type="checkbox"/>	<input type="checkbox"/>
Double Underscore	<input checked="" type="checkbox"/>	R4	Filter Accounts	11000-1000 - Ca...	Credit	[ID] = '11000-10...	Units	BS	<input type="checkbox"/>	<input type="checkbox"/>
Filter Accounts	<input checked="" type="checkbox"/>	R5	Filter Accounts	11000-2000 - Ca...	Credit	[ID] = '11000-20...	Units	BS	<input type="checkbox"/>	<input type="checkbox"/>
Line	<input checked="" type="checkbox"/>	R6	Filter Accounts	12000-1000 - Ac...	Debit	[ID] = '12000-10...	Column	BS	<input type="checkbox"/>	<input type="checkbox"/>
None	<input type="checkbox"/>	R7	Filter Accounts	12000-2000 - Ac...	Debit	[ID] = '12000-20...	Column	BS	<input type="checkbox"/>	<input type="checkbox"/>
Page Break	<input type="checkbox"/>	R8	Filter Accounts	12300-1000 - DI...	Debit	[ID] = '12300-10...	Column	BS	<input type="checkbox"/>	<input type="checkbox"/>

2. Select **Column**. Immediately the selected row/s will be updated with **Column** in the **Source** field.

Row Designer - Trial Balance Detail - January 18, 2016 16:54:25

New Save Search Delete Undo Duplicate Verify Accounts Close

Details Audit Log (0)

Row Name: Trial Balance Detail - January 18, 2016 16:54:25 Description: Trial Balance Detail Template

X Remove Options Generate Show/Hide GL COA Formula Highlight 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	<input type="checkbox"/>	R1	Column Name						<input type="checkbox"/>	<input type="checkbox"/>
Column Name	<input checked="" type="checkbox"/>	R2	Filter Accounts	10000-1000 - Ch...	Credit	[ID] = '10000-10...	Column	BS	<input type="checkbox"/>	<input type="checkbox"/>
Column Name Page Header	<input checked="" type="checkbox"/>	R3	Filter Accounts	10000-2000 - Ch...	Credit	[ID] = '10000-20...	Column	BS	<input type="checkbox"/>	<input type="checkbox"/>
Double Underscore	<input checked="" type="checkbox"/>	R4	Filter Accounts	11000-1000 - Ca...	Credit	[ID] = '11000-10...	Column	BS	<input type="checkbox"/>	<input type="checkbox"/>
Filter Accounts	<input checked="" type="checkbox"/>	R5	Filter Accounts	11000-2000 - Ca...	Credit	[ID] = '11000-20...	Column	BS	<input type="checkbox"/>	<input type="checkbox"/>
Line	<input checked="" type="checkbox"/>	R6	Filter Accounts	12000-1000 - Ac...	Debit	[ID] = '12000-10...	Column	BS	<input type="checkbox"/>	<input type="checkbox"/>
None	<input type="checkbox"/>	R7	Filter Accounts	12000-2000 - Ac...	Debit	[ID] = '12000-20...	Column	BS	<input type="checkbox"/>	<input type="checkbox"/>