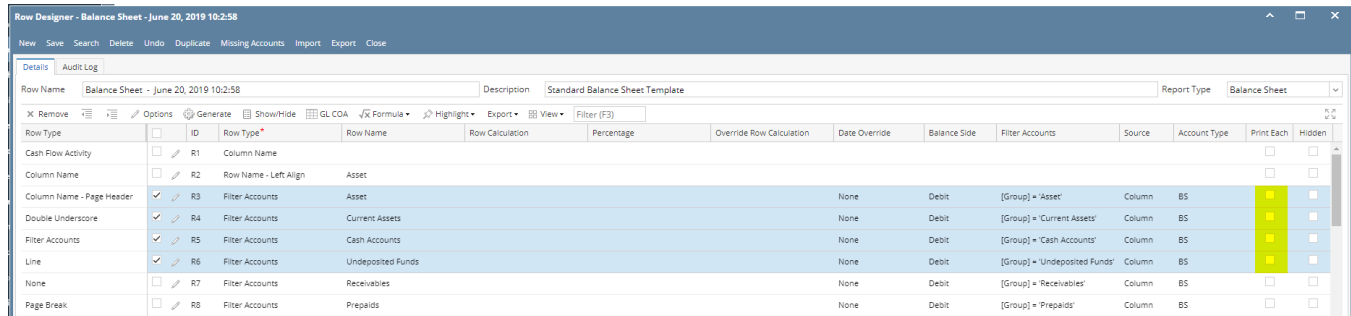


# How to set Print Each to multiple rows

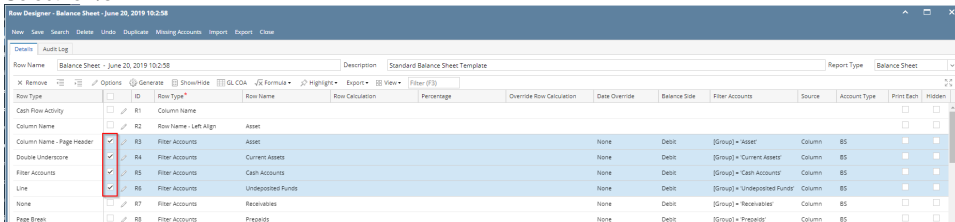
There are two ways on how to select/deselect Print Each to multiple rows.

## From the Row Options screen

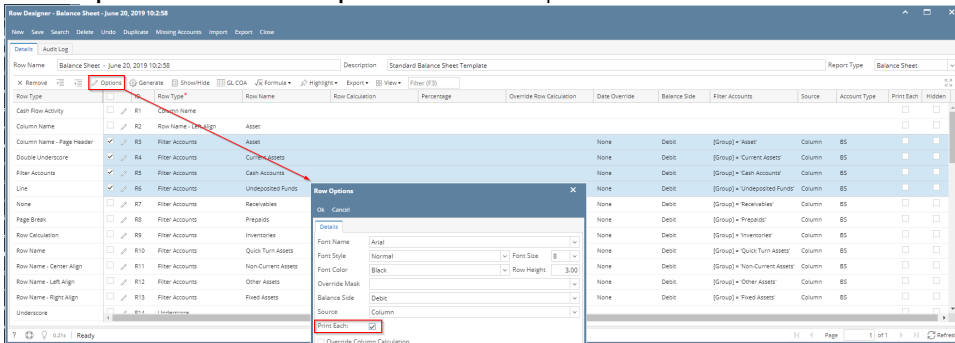
Say you want to set Print Each checkboxes for these rows checked. To do this follow the steps below.



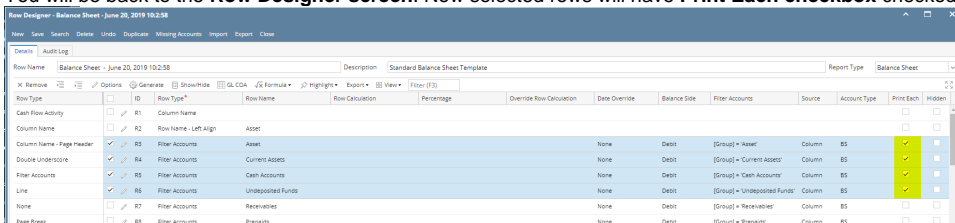
### 1. Select row/s.



### 2. Click on Options button. The Row Options screen will be opened. Check the Print Each checkbox then click Ok.

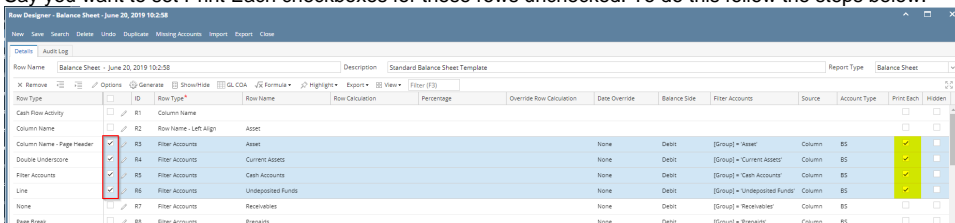


### 3. You will be back to the Row Designer screen. Now selected rows will have Print Each checkbox checked.



## From the grid

### 1. Say you want to set Print Each checkboxes for these rows unchecked. To do this follow the steps below.



2. Select row/s. Hold **Ctrl** key while clicking on the **Print Each** checkbox of the first selected row. Immediately, Print Each checkbox of the selected row/s will be unchecked.

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	R1	Column Name	Asset								BS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Column Name	R2	Row Name - Left Align	Asset								BS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Column Name - Page Header	R3	Filter Accounts	Asset								BS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Double Underscore	R4	Filter Accounts	Current Assets								BS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Filter Accounts	R5	Filter Accounts	Cash Accounts								BS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Line	R6	Filter Accounts	Undeposited Funds								BS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
None	R7	Filter Accounts	Receivables								BS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Page Break	R8	Filter Accounts	Prepays								BS	<input type="checkbox"/>	<input type="checkbox"/>

There are two ways on how to select/deselect Print Each to multiple rows.

### From the Row Options screen

Say you want to set Print Each checkboxes for these rows checked. 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	Print Each	Hidden
Cash Flow Activity	R1	Column Name - Page Header									BS	<input type="checkbox"/>	<input type="checkbox"/>
Column Name	R2	Filter Accounts	Asset								BS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Column Name - Page Header	R3	Filter Accounts	Liability								BS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Double Underscore	R4	Filter Accounts	Equity								RE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Filter Accounts	R5	Filter Accounts	Revenue								IS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Line	R6	Filter Accounts	Expense								IS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
None	R7	Underscore										<input type="checkbox"/>	<input type="checkbox"/>
Page Break	R8	Row Calculation	Total :	SUM(R2:R6)								<input type="checkbox"/>	<input type="checkbox"/>

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	Print Each	Hidden
Cash Flow Activity	R1	Column Name - Page Header									BS	<input type="checkbox"/>	<input type="checkbox"/>
Column Name	R2	Filter Accounts	Asset								BS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Column Name - Page Header	R3	Filter Accounts	Liability								BS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Double Underscore	R4	Filter Accounts	Equity								RE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Filter Accounts	R5	Filter Accounts	Revenue								IS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Line	R6	Filter Accounts	Expense								IS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
None	R7	Underscore										<input type="checkbox"/>	<input type="checkbox"/>
Page Break	R8	Row Calculation	Total :	SUM(R2:R6)								<input type="checkbox"/>	<input type="checkbox"/>

2. Click on **Options** button. The **Row Options** screen will be opened. Check the **Print Each** checkbox 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	Print Each	Hidden
Cash Flow Activity	R1	Column Name - Page Header									BS	<input type="checkbox"/>	<input type="checkbox"/>
Column Name	R2	Filter Accounts	Asset								BS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Column Name - Page Header	R3	Filter Accounts	Liability								BS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Double Underscore	R4	Filter Accounts	Equity								RE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Filter Accounts	R5	Filter Accounts	Revenue								IS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Line	R6	Filter Accounts	Expense								IS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
None	R7	Underscore										<input type="checkbox"/>	<input type="checkbox"/>
Page Break	R8	Row Calculation	Total :	SUM(R2:R6)								<input type="checkbox"/>	<input type="checkbox"/>

3. You will be back to the **Row Designer** screen. Now selected rows will have **Print Each** checkbox checked.

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	R1	Column Name - Page Header									BS	<input type="checkbox"/>	<input type="checkbox"/>
Column Name	R2	Filter Accounts	Asset								BS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Column Name - Page Header	R3	Filter Accounts	Liability								BS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Double Underscore	R4	Filter Accounts	Equity								RE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Filter Accounts	R5	Filter Accounts	Revenue								IS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Line	R6	Filter Accounts	Expense								IS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
None	R7	Underscore										<input type="checkbox"/>	<input type="checkbox"/>
Page Break	R8	Row Calculation	Total :	SUM(R2:R6)								<input type="checkbox"/>	<input type="checkbox"/>

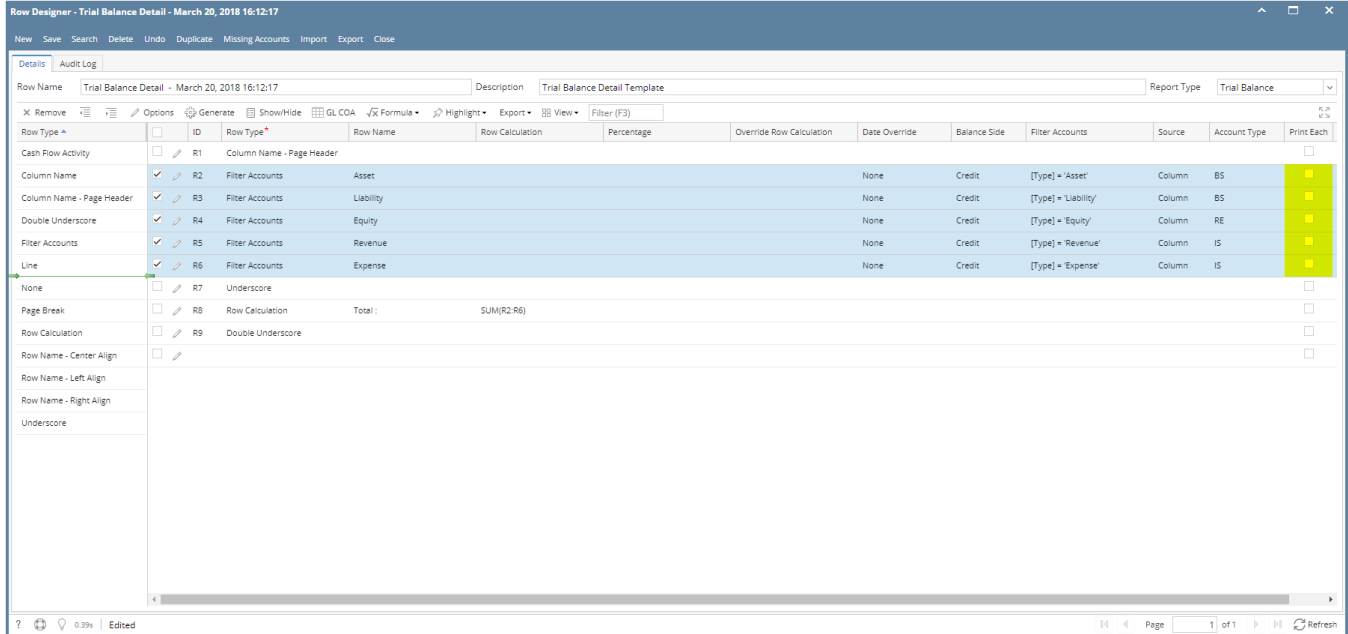
From the grid

1. Say you want to set Print Each checkboxes for these rows unchecked. To do this follow the steps below.
2. Select row/s. Hold **Ctrl key** while clicking on the **Print Each checkbox** of the first selected row. Immediately, Print Each checkbox of the selected row/s will be unchecked.

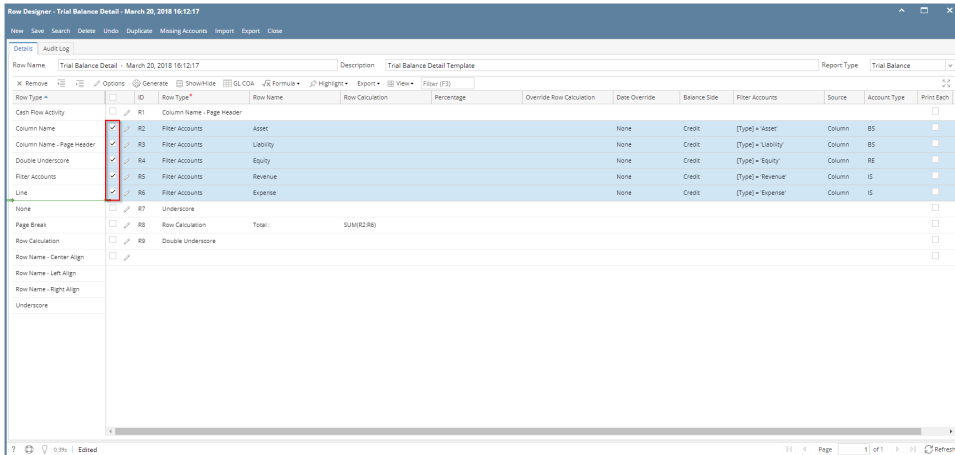
There are two ways on how to select/deselect Print Each to multiple rows.

### From the Row Options screen

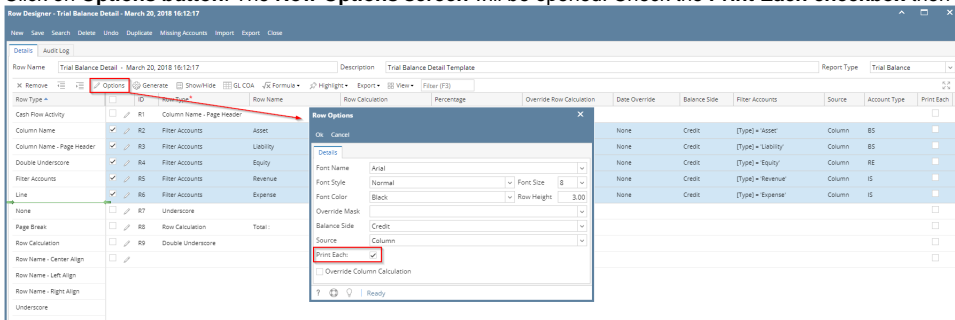
Say you want to set Print Each checkboxes for these rows checked. To do this follow the steps below.



1. Select row/s.



2. Click on **Options button**. The **Row Options** screen will be opened. Check the **Print Each** checkbox then click **Ok**.



### 3. You will be back to the Row Designer screen. Now selected rows will have **Print Each** checkbox checked.

Row Type	ID	Row Type	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override	Balance Side	Filter Accounts	Source	Account Type	Print Each
Cash Flow Activity	R1	Column Name - Page Header										
Column Name	R2	Filter Accounts	Asset					Credit	[Type] = Asset	Column	BS	<input checked="" type="checkbox"/>
Column Name - Page Header	R3	Filter Accounts	Liability					Credit	[Type] = Liability	Column	BS	<input checked="" type="checkbox"/>
Double Underscore	R4	Filter Accounts	Equity					Credit	[Type] = Equity	Column	BE	<input checked="" type="checkbox"/>
Filter Accounts	R5	Filter Accounts	Revenue					Credit	[Type] = Revenue	Column	IS	<input checked="" type="checkbox"/>
Line	R6	Filter Accounts	Expense					Credit	[Type] = Expense	Column	IS	<input checked="" type="checkbox"/>
None	R7	Underscore										<input type="checkbox"/>
Page Break	R8	Row Calculation	Total:	SUM(R2:R6)								<input type="checkbox"/>
Row Calculation	R9	Double Underscore										<input type="checkbox"/>
Row Name - Center Align												<input type="checkbox"/>

From the grid

### 1. Say you want to set Print Each checkboxes for these rows unchecked. To do this follow the steps below.

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							<input type="checkbox"/>	<input type="checkbox"/>
Column Name	R2	Filter Accounts	10000-1000 - Ch...	Debit	[ID] = '10000-10...	Column	BS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Column Name Page Header	R3	Filter Accounts	10000-2000 - Ch...	Debit	[ID] = '10000-20...	Column	BS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Double Underscore	R4	Filter Accounts	11000-1000 - Ca...	Debit	[ID] = '11000-10...	Column	BS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Filter Accounts	R5	Filter Accounts	11000-2000 - Ca...	Debit	[ID] = '11000-20...	Column	BS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Line	R6	Filter Accounts	12000-1000 - Ac...	Debit	[ID] = '12000-10...	Column	BS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None	R7	Filter Accounts	12000-2000 - Ac...	Debit	[ID] = '12000-20...	Column	BS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 2. Select row/s. Hold **Ctrl** key while clicking on the **Print Each** checkbox of the first selected row. Immediately, Print Each checkbox of the selected row/s will be unchecked.

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							<input type="checkbox"/>	<input type="checkbox"/>
Column Name	R2	Filter Accounts	10000-1000 - Ch...	Debit	[ID] = '10000-10...	Column	BS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Column Name Page Header	R3	Filter Accounts	10000-2000 - Ch...	Debit	[ID] = '10000-20...	Column	BS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Double Underscore	R4	Filter Accounts	11000-1000 - Ca...	Debit	[ID] = '11000-10...	Column	BS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Filter Accounts	R5	Filter Accounts	11000-2000 - Ca...	Debit	[ID] = '11000-20...	Column	BS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Line	R6	Filter Accounts	12000-1000 - Ac...	Debit	[ID] = '12000-10...	Column	BS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None	R7	Filter Accounts	12000-2000 - Ac...	Debit	[ID] = '12000-20...	Column	BS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Page Break	R8	Filter Accounts	12300-1000 - D...	Debit	[ID] = '12300-10...	Column	BS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Percentage	R9	Filter Accounts	12300-2000 - D...	Debit	[ID] = '12300-20...	Column	BS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

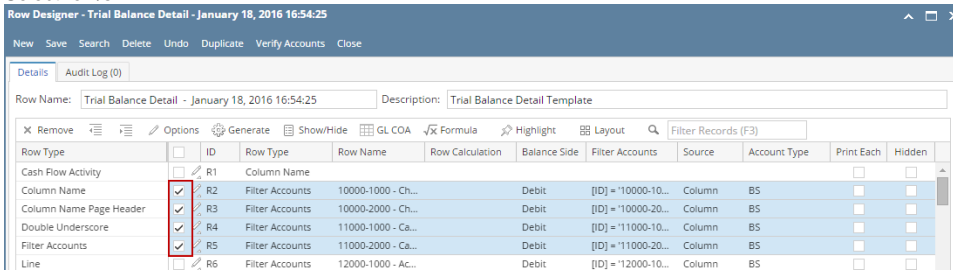
There are two ways on how to select/deselect Print Each to multiple rows.

From the Row Options screen

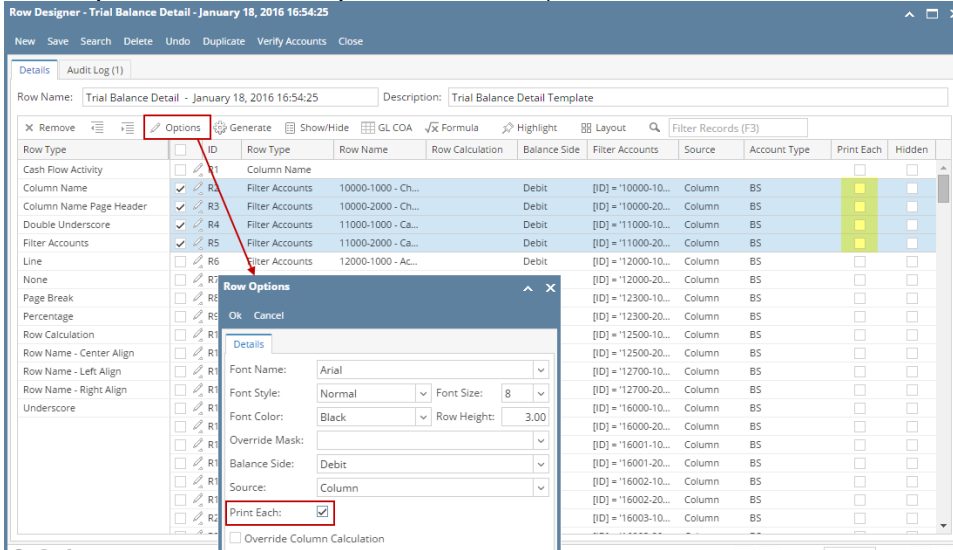
Say you want to set Print Each checkboxes for these rows checked. To do this follow the steps below.

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							<input type="checkbox"/>	<input type="checkbox"/>
Column Name	R2	Filter Accounts	10000-1000 - Ch...	Debit	[ID] = '10000-10...	Column	BS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Column Name Page Header	R3	Filter Accounts	10000-2000 - Ch...	Debit	[ID] = '10000-20...	Column	BS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Double Underscore	R4	Filter Accounts	11000-1000 - Ca...	Debit	[ID] = '11000-10...	Column	BS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Filter Accounts	R5	Filter Accounts	11000-2000 - Ca...	Debit	[ID] = '11000-20...	Column	BS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Line	R6	Filter Accounts	12000-1000 - Ac...	Debit	[ID] = '12000-10...	Column	BS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None	R7	Filter Accounts	12000-2000 - Ac...	Debit	[ID] = '12000-20...	Column	BS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

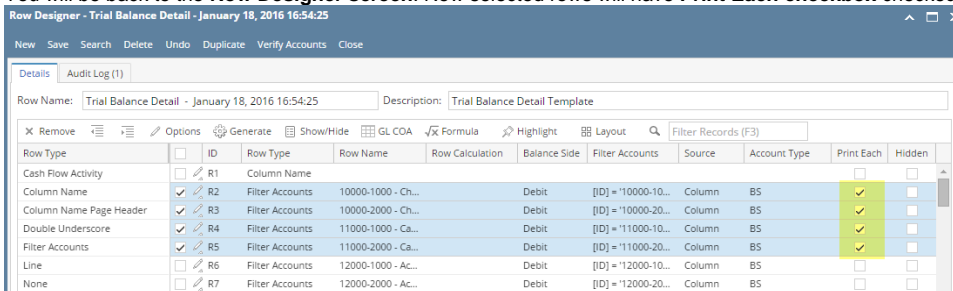
1. Select row/s.



2. Click on **Options** button. The **Row Options** screen will be opened. Check the **Print Each** checkbox then click **Ok**.

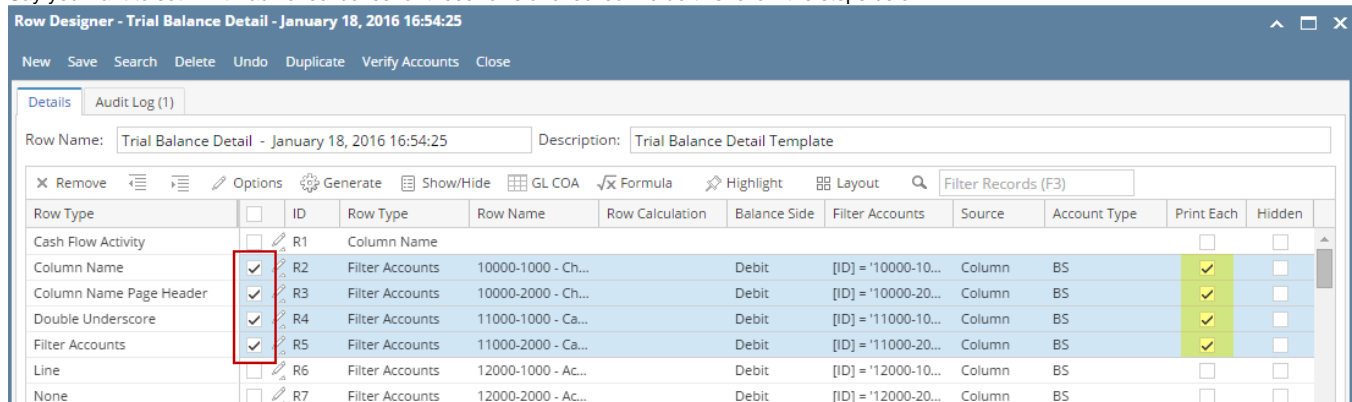


3. You will be back to the **Row Designer** screen. Now selected rows will have **Print Each** checkbox checked.



**From the grid**

Say you want to set Print Each checkboxes for these rows unchecked. To do this follow the steps below.



1. Select row/s. Hold **Ctrl** key while clicking on the **Print Each checkbox** of the first selected row. Immediately, Print Each checkbox of the selected row/s will be unchecked.

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

NewSaveSearchDeleteUndoDuplicateVerify AccountsClose

DetailsAudit Log (1)

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

✕ Remove

☰

☰

✎ Options

⚙ Generate

🔍 Show/Hide

📊 GL COA

✓X Formula

🔍 Highlight

🔍 Layout

🔍 Filter Records (F3)

Row Type	<input type="checkbox"/>	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...	Debit	[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...	Debit	[ID] = '10000-20...	Column	BS		<input type="checkbox"/>	<input type="checkbox"/>
Double Underscore	<input checked="" type="checkbox"/>	R4	Filter Accounts	11000-1000 - Ca...	Debit	[ID] = '11000-10...	Column	BS		<input type="checkbox"/>	<input type="checkbox"/>
Filter Accounts	<input checked="" type="checkbox"/>	R5	Filter Accounts	11000-2000 - Ca...	Debit	[ID] = '11000-20...	Column	BS		<input type="checkbox"/>	<input type="checkbox"/>
Line	<input 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"/>
Percentage	<input type="checkbox"/>	R9	Filter Accounts	12300-2000 - Di...	Debit	[ID] = '12300-20...	Column	BS		<input type="checkbox"/>	<input type="checkbox"/>