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.

Row Designer - Balance Sheet	- June 20, 3	2019 10	-2:58										^		×
Details Audit Log															
Row Name Balance Sheet	- June 20,	2019 10	0:2:58		Description Standar	d Balance Sheet Template						Report Type E	Balance Sheet		~
X Remove 🖷 🖓 🖉	Options (🔅 Gener	rate 🔠 Show/Hide 🏢 GL C	DA √x Formula • >> Highligi	t • Export • 🔠 View • F	Filter (F3)								1	23
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	0 /	R1	Column Name												^
Column Name	0 /	R2	Row Name - Left Align	Asset											
Column Name - Page Header	 / 	R3	Filter Accounts	Asset				None	Debit	[Group] = 'Asset'	Column	BS			
Double Underscore	v 0	R4	Filter Accounts	Current Assets				None	Debit	[Group] = 'Current Assets'	Column	BS			
Filter Accounts	• /	R5	Filter Accounts	Cash Accounts				None	Debit	[Group] = 'Cash Accounts'	Column	BS			
Line	• /	R6	Filter Accounts	Undeposited Funds				None	Debit	[Group] = 'Undeposited Funds'	Column	BS			
None		R7	Filter Accounts	Receivables				None	Debit	[Group] = 'Receivables'	Column	BS			
Page Break		RS	Filter Accounts	Prepaids				None	Debit	[Group] = 'Prepaids'	Column	BS			

1. Select row/s.

Row Designer - Balance Sheet			0.2.58											
Details Audit Log														
Row Name Balance Sheet	t - June 2	0, 2019	10.2.58		Description Standard	Balance Sheet Template						Report Type B	alance Sheet	v
X Remove 🚊 🚊 🥒	Options	() Gen	erate 🗄 Show/Hide 🔠 GL C	:OA √x Formula • >> Highlig	ht - Export - EE View - Fi	Iter (F3)								25
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	0 /	R1	Column Name											
Column Name	0 /	R2	Row Name - Left Align	Asset										
Column Name - Page Header		R3	Filter Accounts	Asset				None	Debit	(Group) = 'Asset'	Column	85		
Double Underscore	20	R4	Filter Accounts	Current Assets				None	Debit	(Group) = 'Ourrent Assets'	Column	85		
Filter Accounts	V	R5	Filter Accounts	Cash Accounts				None	Debit	[Group] = 'Cash Accounts'	Column	85		
Line	20	RS	Filter Accounts	Undeposited Funds				None	Debit	(Group) = 'Undeposited Funds'	Column	85		
None	07	R7	Filter Accounts	Receivables				None	Debit	(Group) = 'Receivables'	Column	85		
Page Breek	In 4	P.1	Elter Accounts	Preceide				None	Date	(Group) = 'Prepairie'	Column	nc.		

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

New Save Search Delete	Undo Duplicate	Missing Accounts Import	Export Close													
Details Audit Log																
Row Name Balance Shee	c - June 20, 2019	10:2:58		Descrip	stion Standar	d Balance Sheet Template							Report Type	Balance Sheet		v
X Remove 🗟 🗟 🗸	Options 💮 Gen	rerate 🔝 Show/Hide 📖 GL	COA √x Formula • >>	Highlight - Export	- 8 View -	Filter (F3)										
Row Type		Row Type*	Row Name	Row Calcule	stion	Percentage	Override Row Calc	vietion	Date Override	Balance Side	Filter Accounts	Source	Account Type	e Print Each	Hidder	•
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	85			
Double Underscore	🗹 🧷 R4	Filter Accounts	Current Assets						None	Debit	(Group) = 'Current Assets'	Column	85			
Filter Accounts	🗹 🧷 R5	Filter Accounts	Cash Accounts						None	Debit	(Group) = 'Cash Accounts'	Column	85			
Line	🗹 🧷 R6	Filter Accounts	Undeposited Funds	Row Options				×	None	Debit	(Group) = "Undeposited Funds"	Column	85			
None	🗆 / R7	Filter Accounts	Receivables	01 0000					None	Debit	(Group) = 'Receivables'	Column	85			
Page Break	🗆 / R8	Filter Accounts	Prepaids	OK CARE					None	Debit	(Group) = 'Prepaids'	Column	85			
Row Calculation	🗆 / R9	Filter Accounts	Inventories	Desaits	la con				None	Debit	(Group) = 'Inventories'	Column	65			
Row Name	🗆 / R10	Filter Accounts	Quick Turn Assets	Font Name	Anal		L. East Size #	v	None	Debit	(Group) = 'Quick Turn Assets'	Column	85			
Row Name - Center Align	🗌 🥖 R11	Filter Accounts	Non-Current Assets	Font Color	Rlack		 Point Side Row Height 	3.00	None	Debit	(Group) = 'Non-Current Assets'	Column	85			
Row Name - Left Align	🗆 🥖 R12	Filter Accounts	Other Assets	Override Mask				~	None	Debit	(Group) = 'Other Assets'	Column	85			
Row Name - Right Align	🗌 🥒 R13	Filter Accounts	Fixed Assets	Balance Side	Debit			~	None	Debit	[Group] = 'Fixed Assets'	Column	85			
Underscore		Understore		Source	Column			v							_	. *
				Print Each:												
? ♥ ♥ 0.21s Ready				Override Cols	umn Calculation							14 4 1	Page 1	of1 P P	j ∂ Re	dresh

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

	Kow Designer - Balance Sheet	- June 20, 2019 1	10.258												
	Details Audit Log														
	Row Name Balance Sheet	- June 20, 2019	10.2:58		Description Star	dard Balance Sheet Template						Report Type B	alance Sheet	v	
1	X Remove 🗧 🚊 🖉	Options 💮 Gen	erate 🗄 Show/Hide 🔠 GL C	OA √x Formula • _>? Highlig	ht • Export • 🗄 View •	Filter (F3)									
i	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												1
	Column Name	🗆 / R2	Row Name - Left Align	Asset											
	Column Name - Page Header	🗹 🧷 R3	Filter Accounts	Asset				None	Debit	[Group] = 'Asset'	Column	85	~		
	Double Underscore	🗹 🧷 R4	Filter Accounts	Current Assets				None	Debit	[Group] = 'Current Assets'	Column	BS	× .		1
I	Filter Accounts	🗹 🧷 RS	Filter Accounts	Cash Accounts				None	Debit	[Group] = 'Cash Accounts'	Column	85	~		
i	Line	🗹 🧷 R6	Filter Accounts	Undeposited Funds				None	Debit	[Group] = 'Undeposited Funds'	Column	BS	~		
	None	🗆 / R7	Filter Accounts	Receivables				None	Debit	[Group] = 'Receivables'	Column	85			
I	Page Break	□ / R\$	Filter Accounts	Prepaids				None	Debit	[Group] = 'Prepaids'	Column	BS			

From the grid

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

New Save Search Delete														
Details Audit Log														
Row Name Balance Shee	t + June 20, 2	2019 10	12:58		Description Standard	d Balance Sheet Template						Report Type Ba	lance Sheet	v
X Remove 🖂 🖂 /	Options (§) Gener	ate 💠 Show/Hide 🔛 GL Co	DA √x Formula • ⇒⊘ Highligh	nt • Export • 🗄 View • Fi	lter (F3)								5.8 2 9
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 Row Activity	0/	R1	Column Name											
Column Name	0 /	R2	Row Name - Left Align	Asset										
Column Name - Page Header	1	R3	Filter Accounts	Asset				None	Debit	[Group] = 'Asset'	Column	55	~	
Double Underscore	20	R4	Filter Accounts	Current Assets				None	Debit	[Group] = 'Current Assets'	Column	BS	× .	
Filter Accounts	20	R5	Filter Accounts	Cash Accounts				None	Debit	[Group] = 'Cash Accounts'	Column	85	~	
Line	× /	R6	Filter Accounts	Undeposited Funds				None	Debit	[Group] = "Undeposited Funds"	Column	BS	~	
None	01	R7	Filter Accounts	Receivables				None	Debit	[Group] = 'Receivables'	Column	85		
Page Break	01	RB	Filter Accounts	Prepaids				None	Debit	[Group] = 'Prepaids'	Column	BS		

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 Designer - Balance Sheet														
Details Audit Log														
Row Name Balance Sheet	- June 2	0, 2019 1	0.2.58		Description Standar	d Balance Sheet Templa	ete .					Report Type	Balance Sheet	Ý
X Remove 🚊 🗐 🥒	Options	() Gene	erate 🗄 Show/Hide 🖽 GL	COA √x Formula • ⇒ Highlij	ght - Export - E View - 1	ilter (F3)								
Row Type		1D	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	0 /	R1	Column Name											
Column Name	0 /	R2	Row Name - Left Align	Asset										
Column Name - Page Header	¥ /	R3	Filter Accounts	Asset				None	Debit	(Group) = 'Asset'	Column	8S		
Double Underscore	20	R4	Filter Accounts	Current Assets				None	Debit	(Group) = 'Current Assets'	Column	85		
Filter Accounts	2 1	R5	Filter Accounts	Cash Accounts				None	Debit	(Group) = 'Cash Accounts'	Column	85		
Line	20	RS	Filter Accounts	Undeposited Funds				None	Debit	(Group) = 'Undeposited Funds'	Column	85		
None	0 /	R7	Filter Accounts	Receivables				None	Debit	(Group) = 'Receivables'	Column	85		
Page Break	0 /	81	Filter Accounts	Preceids				None	Debit	(Group) = 'Prepaids'	Column	85		

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 Designer - Trial Balance I	Detail - October 1	12, 2018 17:40:13									^		×
New Save Search Delete													
Details Audit Log													
Row Name Trial Balance [Detail - October 1	12, 2018 17:40:13	Description	Trial Balance Detail Tem	nplate					Report Type	Trial Balance		~
X Remove 🖷 👼 🧷	Options	erate 🔝 Show/Hide 🔠 GL C	OA √x Formula • 🔊 Highlight • Expo	rt • 88 View • Filter (Fi	3)							1	К.Я. И Ч
Row Type	ID ID	Row Type*	Row Name	Row Calculation Perce	entage Override Row Calculation	Date Override	Balance Side	Filter Accounts	Source	Account Type	Print Each	Hidden	
Cash Flow Activity	🗌 🧷 R1	Column Name - Page Header											<u> </u>
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)									

1. Select row/s.

I	Row Designer - Trial Balance (Detail - C	ictober 1	2, 2018 17:40:13											
ł															
I	Details Audit Log														
I	Row Name Trial Balance (Detail - C	October 1	2, 2018 17:40:13	Description	Trial Balance Detail Temple	ite					Report Type	Trial Balance		~
I	X Remove 🚊 🗇 🗸	Options	() Gene	rate 🖽 Show/Hide 🎹 GL O	OA √x Formula• s? Highlight• Export	Sig View Filter (F3)									6.2
I	Row Type		ID	Row Type*	Row Name	Row Calculation Percenta	ge Override Row Calculation	Date Override	Balance Side	Filter Accounts	Source	Account Type	Print Each	Hidden	
I	Cesh Row Activity		P R1	Column Name - Page Header											^
1	Column Name		R2	Filter Accounts	Asset			None	Debit	[Type] = 'Asset'	Column	BS			П.
I	Column Name - Page Header	v ,	R3	Filter Accounts	Liability			None	Debit	[Type] = 'Liability'	Column	BS			
I	Double Underscore	v ,	R4	Filter Accounts	Equity			None	Debit	(Type) = 'Equity'	Column	RE			
I	Filter Accounts	e 2	RS	Filter Accounts	Revenue			None	Debit	[Type] = 'Revenue'	Column	15			
I	Line	e ,	R6	Filter Accounts	Expense			None	Debit	(Type) = 'Expense'	Column	15			
I	None	0,	R7	Underscore											
1	Page Break	0 /	P R8	Row Celculation	Total :	SUM(R2:R6)									

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

etails Audit Log													
w Name Trial Balance D	Detail - October	12, 2018 17:40:13		Description T	rial Balance Detail Template						Report Type	Trial Balance	
< Remove 🚊 🗟 🗸	Options 🛞 Ger	erate 🗄 Show/Hide 🖽 Gi	. COA √x Formula • 🔗 Hig	nlight • Export •	El View • Filter (F3)								ş
ow Type	D 10	Row Type	Row Name		Row Calculation Percentage	Override Row Calculation	Date Override	Balance Side	Filter Accounts	Source	Account Type	Print Each	Hidden
ash Flow Activity	🗆 / R1	Column Name - Page Heada											
slumn Name	🗹 / R2	Filter Accounts	Asset	Res Ontions			×	Debit	[Type] = 'Asset'	Column	85		
iumn Name - Page Header	🗹 🥖 R3	Filter Accounts	Liability					Debit	[Type] = 'Liability'	Column	BS		
ouble Underscore	🗹 🧷 R4	Filter Accounts	Equity	Ok Cancel				Debit	[Type] = 'Equity'	Column	RE		
iter Accounts	V / 15	Filter Accounts	Revenue	Details				Debit	(Type) = 'Revenue'	Column	IS		
ne -	🗹 🧷 R6	Filter Accounts	Expense	Font Name	Arial			Debit	[Type] = 'Expense'	Column	IS		
one	□ / R7	Underscore		Font Style	Normal	~ F	ont Size 8 v						
.ge Break	□ / RS	Row Calculation	Total :	Font Color	Black	¥ H	ow Height 3.01						
w Calculation	0 / R9	Double Underscore		Dalagos Sida	Data								
w Name - Center Align	🗆 / R10	Filter Accounts	40000-0000-001 - Sales - Ho	Source	Column			Credit	(ID) = '40000-0000-001'	Units	IS		
w Name - Left Align	🗆 / R11	Filter Accounts	40000-0000-002 - Sales -Ho	Print Each:	~			Credit	[ID] = '40000-0000-002'	Units	IS		
w Name - Right Align	🗆 / R12	Filter Accounts	40000-0000-003 - Sales - Ho	Override Co	lumn Calculation			Credit	[ID] = '40000-0000-003'	Units	15		
derscore	🗆 / R13	Filter Accounts	40000-0000-004 - Sales - Ho	-				Credit	(ID) = '40000-0000-004'	Units	IS		
	🗆 / R14	Filter Accounts	40000-0000-005 - Sales - Ho	YOV	Ready		none	Credit	(ID) = '40000-0000-005'	Units	IS		
	🗆 / R15	Filter Accounts	40000-0000-006 - Sales -Ho	me 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	IS		
	🗆 / R17	Filter Accounts	40000-0000-008 - Sales -Ho	ne office-Agro			None	Credit	[ID] = '40000-0000-008'	Units	15		
								A	555 - 145555 5555 555	11+2			

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

Details Audit Log														
Row Name Trial Balance D	letail - October 1	2, 2018 17:40:13		Description	Trial Balance Det	all Template						Report Type	Trial Balance	
X Remove 🚊 🖉 🖉	Options 🛞 Gen	erate 🗄 Show/Hide 🖽 GL C	DA √x Formula • 🖉 I	Highlight • Export	• SE View • F	ilter (F3)								52
Row Type	D ID	Row Type*	Row Name		Row Calculation	Percentage	Override Row Calculation	Date Override	Balance Side	Filter Accounts	Source	Account Type	Print Each	Hidden
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	🗹 🧷 RS	Filter Accounts	Revenue					None	Debit	[Type] = 'Revenue'	Column	15	~	
Line	🗹 🧷 R6	Filter Accounts	Expense					None	Debit	[Type] = 'Expense'	Column	IS	~	
None	🗆 / R7	Underscore												
Page Break	🗆 🥖 RS	Row Calculation	Total :		SUM(R2:R6)									

- 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.

text: Set: 50:000 Determine Upont Control text: 50:000 Trol Balance Deal Template Report Type	Row Designer - Trial Balance D	Detail - March 20), 2018 16:12:17											□ ×
Perior AddUg Row Karb 20,201616/17 Decorption Row Karb 20,201616/17 Decorption Row Karb 20,201616/17 Trail Balance Deal Penglace Row Karb 20,201616/17 Decorption Row														
Book None Trail Balance Poport Type Trail Balance	Details Audit Log													
X Renoe] ? / Optors © Generate] Provinte III GLO. // Formule . // Mighight boots	Row Name Trial Balance D	Detail - March 20	0, 2018 16:12:17		Description	Trial Balanc	e Detail Template					Report Type	Trial Balance	~
Bit Type - Do Ron Yoa ⁺ Ron Varian Ron Varian Percentage Operating Ron Valuation Bate Accounts Start Accounts Start Accounts Start Accounts Start Accounts Percentage Cash Accounts Image Accounts Asset Image Accounts Asset Image Accounts Column Name - Page Hadet Image Accounts Labihy Image Accounts Empte Accounts	X Remove 🖷 🖓	Options	nerate 🔠 Show/Hide 🔠 GL	COA √x Formula • >> Highl	ght • Export •	88 View •	Filter (F3)							К.Я. К.У.
Calum Name Image None Ceder Typel - Kaster Colum BS BS Colum Name SS RS Colum Name SS RS Colum Name SS RS Colum Name	Row Type 🔺	D ID	Row Type*	Row Name	Row Calculation		Percentage	Override Row Calculation	Date Override	Balance Side	Filter Accounts	Source	Account Type	Print Each
Colum Name V <tdv< td=""><td>Cash Flow Activity</td><td>🗆 🧷 R1</td><td>Column Name - Page Header</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tdv<>	Cash Flow Activity	🗆 🧷 R1	Column Name - Page Header											
Column Nume - Rige Head or V	Column Name	🗹 🧷 R2	Filter Accounts	Asset					None	Credit	[Type] = 'Asset'	Column	BS	
Double Underscore	Column Name - Page Header	🗹 🧷 R3	Filter Accounts	Liability					None	Credit	[Type] = 'Liability'	Column	BS	
Piter Accounts V PS Filter Accounts Revenue None Creats (Dyge) = Revenue Column IS Line Line V V R5 Filter Accounts Experse None Creats (Dyge) = Revenue Column IS Image: Column Image: Col	Double Underscore	🗹 🧷 R4	Filter Accounts	Equity					None	Credit	[Type] = 'Equity'	Column	RE	
Line V R6 Riter Accounts Expense Colum IS Image: Superse None Imag	Filter Accounts	🗹 🧷 R5	Filter Accounts	Revenue					None	Credit	[Type] = 'Revenue'	Column	IS	
None	Line	🗹 / R6	Filter Accounts	Expense					None	Credit	[Type] = 'Expense'	Column	IS	
Page Break	None	🗌 🧷 R7	Underscore											
Rev Calculation / P 89 Double Underscore Row Name - Right Align Row Name - Right Align Underscore	Page Break	🗆 🧷 R8	Row Calculation	Total :	SUM(R2:R6)									
Row Name - Center Align Row Name - Letta Align Row Name - Right Align Underscore	Row Calculation	🗆 🧷 R9	Double Underscore											
Row Name - Lett Align Now Name - Right Align Underscore	Row Name - Center Align													
Row Name- Sight Align Underscore	Row Name - Left Align													
Undersore	Row Name - Right Align													
4	Underscore													
4														
4														
4														
4														
4														
		•											-	•
	? 🗘 🖓 0.39s Edited										14 4	Page	1 of 1 ▷ ▷	Refresh

1. Select row/s.

Details Audit Log													
Row Name Trial Balance	Detail + I	darch 20	, 2018 16:12:17		Description Trial Ba	alance Detail Template					Report Type	Trial Balance	
X Remove 🔲 🖅 🥖	Options	()) Gen	erate 🗄 Show/Hide 🗄	∃GL COA √x Formula • 🥠	Highlight • Export • 38 View	Filter (F3)							0
Row Type 📤		ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override	Balance Side	Filter Accounts	Source	Account Type	Print East
Cash Flow Activity		R1	Column Name - Page He	søder									
Column Name	× ,	82	Filter Accounts	Asset				None	Credit	[Type] = 'Asset'	Column	BS	
Column Name - Page Header	20	R3	Filter Accounts	Liebility				None	Credit	[Type] = 'Liability'	Column	BS	
Double Underscore	20	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	R6	Filter Accounts	Expense				None	Credit	[Type] = 'Expense'	Column	15	
None		R7	Underscore										
Page Break		P R8	Row Calculation	Total :	SUM(R2:R6)								
Row Calculation		R9	Double Underscore										
Row Name - Center Align													
Row Name - Left Align													
Row Name - Right Align													
Underscore													

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

New Save Search Delete														
Details Audit Log														
Row Name Trial Balance D	Detail + March 20), 2018 16:12:17		Descript	ion Trial Balan	ce Detail Template						Report Type	Trial Balance	×
X Remove 🗇 🖂 🖉	Options 🛞 Ger	rerate 🔠 Show/Hide 🔠 GL (0A √x Formula •	j∂ Highlight+ Ex	oort • 88 View •	Filter (F3)								
Row Type 🔺	0	Now Sype	Row Name	Row Ca	culation	Percentage	Overr	ide Row Calculation	Date Override	Balance Side	Filter Accounts	Source	Account Type	Print Each
Cash Flow Activity	🗆 / R1	Column Name - Page Header		Row Options				×						
Column Name	🗹 🧷 R2	Filter Accounts	Asset	Ok Cancel					None	Credit	[Type] = 'Asset'	Column	BS	
Column Name - Page Header	🗹 🧷 R3	Filter Accounts	Liability	Desails					None	Credit	[Type] = 'Liability'	Column	BS	
Double Underscore	🗹 🧷 R4	Filter Accounts	Equity	Font Name	Acial				None	Credit	[Type] = 'Equity'	Column	RE	
Filter Accounts	🗹 🧷 RS	Filter Accounts	Revenue	Font Style	Normal		✓ Font Siz	. 8 ~	None	Credit	[Type] = 'Revenue'	Column	15	
Line	🗹 / R6	Filter Accounts	Expense	Font Color	Black		✓ Row He	ght 3.00	None	Credit	[Type] = 'Expense'	Column	15	
None	□ / ĸı	Underscore		Override Mask				~						
Page Break	🗆 / R8	Row Calculation	Total:	Balance Side	Credit			~						
Row Celculation	🗆 / R9	Double Underscore		Source	Column			~						
Row Neme - Center Align	0 /			Print Each:	Image: A start of the start									
Row Neme - Left Align				Override Coli	imn Calculation									
Row Name - Right Align				100	Ready									
Underscore														

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

Details Audit Log														
Row Name Trial Balance D	etail - Marc	sh 20, 2	2018 16:12:17		Description	Trial Balance	Detail Template					Report Type	Trial Balance	
X Remove 🗐 🗐 🧷	Options (§)	Gener	ate 🗄 Show/Hide 🏢 GL O	DA √x Formula• ;⊘ Highig	ht • Export •	SS View - F	ilter (F3)							
Row Type 📥		D	Row Type*	Row Name	Row Calculatio	n	Percentage	Override Row Calculation	Date Override	Balance Side	Filter Accounts	Source	Account Type	Print Each
Cash Flow Activity	0 / 1	R1	Column Name - Page Header											
Column Name	2 / 1	R2	Filter Accounts	Asset					None	Credit	[Type] = 'Asset'	Column	BS	× .
Column Name - Page Header	2 / 1	13	Filter Accounts	Liability					None	Credit	[Type] = 'Liability'	Column	BS	× .
Double Underscore	2 / 1	84	Filter Accounts	Equity					None	Credit	[Type] = 'Equity'	Column	RE	× .
Filter Accounts	2 / 1	15	Filter Accounts	Revenue					None	Credit	[Type] = 'Revenue'	Column	15	× .
Line	200	R6	Filter Accounts	Expense					None	Credit	[Type] = 'Expense'	Column	15	~
None	0 / 1	R7	Underscore											
Page Break	0.2.8	88	Row Calculation	Total:	SUM(R2:R6)									
Row Calculation	020	89	Double Underscore											
Row Name - Center Align	0 /													

From the grid

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

ow Designer - Trial Balance	Detail -	January	/ 18, 2016 16:54:2	5							^ □
New Save Search Delete		Duplica	te Verify Accounts								
Details Audit Log (1)											
Row Name: Trial Balance D	etail - J	anuary 1	8, 2016 16:54:25	Descript	tion: Trial Balance	e Detail Templa	te				
X Remove 🖷 👼 🖉	Option	s දිලි G	enerate 📑 Show	/Hide 🔠 GL COA	√x Formula ≶	Highlight {	B Layout Q	Filter Record	ls (F3)		
Row Type		ID	Row Type	Row Name	Row Calculation	Balance Side	Filter Accounts	Source	Account Type	Print Each	Hidden
Cash Flow Activity	00	2 R1	Column Name								A
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		
None		2 R7	Filter Accounts	12000-2000 - Ac		Debit	[ID] = '12000-20	Column	BS		

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 Designer - Trial Balance I	Detail - Janu	ary 18, 2016 16:54:25								~ □	×
New Save Search Delete	Undo Dup										
Details Audit Log (1)											
Row Name: Trial Balance De	etail - Janua	ry 18, 2016 16:54:25	Descript	tion: Trial Balance	Detail Templa	te					
🗙 Remove 🖷 🚎 🥒	Options &	Generate 💠 Show	Hide 🔠 GL COA	√x 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	🗌 🖉 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			
Page Break	🗌 🖉 R8	Filter Accounts	12300-1000 - Di		Debit	[ID] = '12300-10	Column	BS			
Percentage	/ PO	Eilter Accounts	12300-2000 Di		Dabit	rip1 = '12300.20	Column	RC			

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 Designer - Trial Balance D	Detail - Januar	y 18, 2016 16:54:25								^ □	x
New Save Search Delete	Undo Duplica	te Verify Accounts	Close								
Details Audit Log (0)											
Row Name: Trial Balance De	tail - January 1	18, 2016 16:54:25	Descript	ion: Trial Balance	Detail Templa	te					
× Remove → → →	Options ද්දී G	enerate 📰 Show/	Hide 🔠 GL COA	√x Formula 🔊	Highlight E	음 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		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			
	- A ==		40000 4000 00		B 1 1	ND3 40000 40	- ·	55			

1. Select row/s.

Row Designer - Trial Balance D	etail - Ja	inuary '	18, 2016 16:54:25								^ C	×
New Save Search Delete		Duplicate	Verify Accounts									
Details Audit Log (0)												
Row Name: Trial Balance Det	ail - Jan	uary 18	, 2016 16:54:25	Descript	ion: Trial Balance	Detail Templa	te					
🗙 Remove 🖷 👼 🥒	Options	୍ଦ୍ୱିହ Ger	nerate 🗄 Show/F	lide 🔠 GL COA	√x Formula	Highlight §	B Layout Q	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									A
Column Name	<	R2	Filter Accounts	10000-1000 - Ch		Debit	[ID] = '10000-10	Column	BS			
Column Name Page Header	\mathbf{V}	R3	Filter Accounts	10000-2000 - Ch		Debit	[ID] = '10000-20	Column	BS			-
Double Underscore	\checkmark	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	00	R6	Filter Accounts	12000-1000 - Ac		Debit	[ID] = '12000-10	Column	BS			

2. Click on Options button. The Row Options screen will be opened. Check the Print Each checkbox then click Ok. Row Designer - Trial Balance Detail - January 18, 2016 16:54:25

etails Audit Log (1)										
w Name: Trial Balance D	etail - Janua	ry 18, 2016 16:54:2	5 Descri	ption: Trial Balan	e Detail Templa	te				
X Remove 🖷 🗃 🖉	Options 섞	🖟 Generate 💠 Sho	ow/Hide 🔠 GL COA	√x Formula ;	>Highlight E	B Layout Q	Filter Records	; (F3)		
Row Type		Row Type	Row Name	Row Calculation	Balance Side	Filter Accounts	Source	Account Type	Print Each	Hidden
ash Flow Activity		Column Name								
Iolumn Name	V / R.	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		
ouble Underscore	🗸 🖉 R4	Filter Accounts	11000-1000 - Ca.		Debit	[ID] = '11000-10	Column	BS		
ilter Accounts	🔽 🖉 R5	Filter Accounts	11000-2000 - Ca.		Debit	[ID] = '11000-20	Column	BS		
ine	🗌 🖉 R6	Filter Accounts	12000-1000 - Ac.		Debit	[ID] = '12000-10	Column	BS		
lone	🗌 🖉 R7	Row Options			• X	[ID] = '12000-20	Column	BS		
Page Break	🗌 🖉 RE					[ID] = '12300-10	Column	BS		
ercentage	🗌 🖉 RS					[ID] = '12300-20	Column	BS		
low Calculation	🗌 🖉 R1	Details				[ID] = '12500-10	Column	BS		
ow Name - Center Align	🗌 🖉 R1	Details				[ID] = '12500-20	Column	BS		
ow Name - Left Align	🗌 🖉 R1	Font Name:	Arial		~	[ID] = '12700-10	Column	BS		
ow Name - Right Align	🗌 🖉 R1	Font Style:	Normal	✓ Font Size:	3 ~	[ID] = '12700-20	Column	BS		
Inderscore	🗌 🖉 R1	Font Color:	Black	× Row Height:	3.00	[ID] = '16000-10	Column	BS		
	🗌 🖉 R1		Didek		5.00	[ID] = '16000-20	Column	BS		
	🗌 🖉 R1	Override Mask:			~	[ID] = '16001-10	Column	BS		
	🗌 🖉 R1	Balance Side:	Debit		~	[ID] = '16001-20	Column	BS		
	🗌 🖉 R1	Source:	Column		~	[ID] = '16002-10	Column	BS		
	🗌 🖉 R1	Daine Faraha				[ID] = '16002-20	Column	BS		
	🗌 🖉 R2	PTITLEACH:	M			[ID] = '16003-10	Column	BS		

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

New Save Search Delete	Undo Duolica	te Verify Accounts	Close							~ L	
Details Audit Log (1)	-ondo Dupiica	activenty Accounts									
Row Name: Trial Balance De	etail - January 1	8, 2016 16:54:25	Descript	ion: Trial Balance	Detail Templa	te					
🗙 Remove 🛓 🥖	Options 💱 G	enerate 🗄 Show/	Hide 🏢 GL COA	√x Formula 🔗	Highlight	E Layout Q	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	🗌 🖉 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			

From the grid

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

Row Designer - Trial Balance Detail - January 18, 2016 16:54:25 🧄 🗖											
New Save Search Delete	Undo	Duplicat	te Verify Accounts	Close							
Details Audit Log (1)											
Row Name: Trial Balance De	tail - Ja	anuary 1	8, 2016 16:54:25	Descripti	ion: Trial Balance	Detail Templat	te				
🗙 Remove 🛛 🚔 🥒	Options	ಕ ಕ್ಷೇತ್ರಿ G	enerate 📰 Show/H	lide 🔠 GL COA	√x Formula 🛛 🔊	Highlight 🛛	Layout Q	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		2 R1	Column Name								▲
Column Name		2 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		2 R4	Filter Accounts	11000-1000 - Ca		Debit	[ID] = '11000-10	Column	BS	 Image: A set of the set of the	
Filter Accounts		2 R5	Filter Accounts	11000-2000 - Ca		Debit	[ID] = '11000-20	Column	BS	Image: A start of the start	
Line		2 R6	Filter Accounts	12000-1000 - Ac		Debit	[ID] = '12000-10	Column	BS		
None		2 R7	Filter Accounts	12000-2000 - Ac		Debit	[ID] = '12000-20	Column	BS		

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.

tow Designer - Trial Balance Detail - January 18, 2016 16:54:25 🧄 🗠 🗠												
New Save Search Delete U	Indo Duplicat											
Details Audit Log (1)												
Row Name: Trial Balance Deta	ail - January 1	8, 2016 16:54:25	Descript	ion: Trial Balance	Detail Templat	e						
🗙 Remove 🦷 🚎 🥒 C	ptions 🎲 G	enerate 🗄 Show/H	lide 🔠 GL COA	√x Formula 🔗	Highlight 8	E Layout Q	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		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				
Page Break	🗌 🖉 R8	Filter Accounts	12300-1000 - Di		Debit	[ID] = '12300-10	Column	BS				
Percentage	🗆 🖉 R9	Filter Accounts	12300-2000 - Di		Debit	FID1 = '12300-20	Column	BS				