

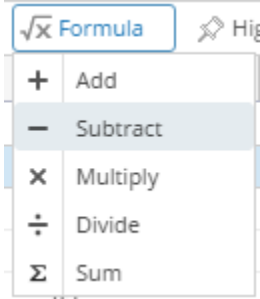
How to Configure formula for Row Calculation row

The following will guide you on how to configure a formula for the Row Calculation row.

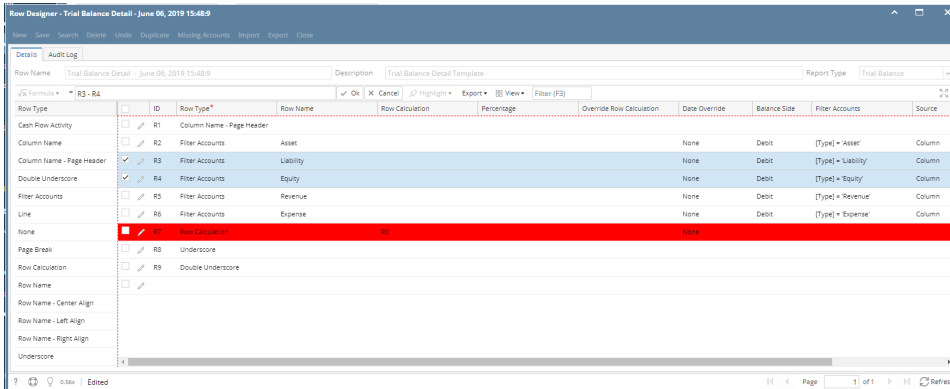
1. Select a **Row Calculation** row and click on **Formula** button.

[illegible]

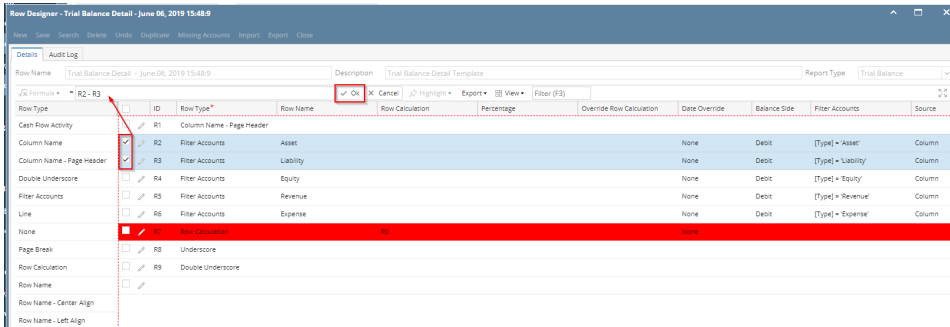
- Select a formula to use. If you are doing a basic formula like Add, Subtract, Multiply, Divide or Sum, select one of the formula here and then select the 2 rows that will be the operands and click Ok.



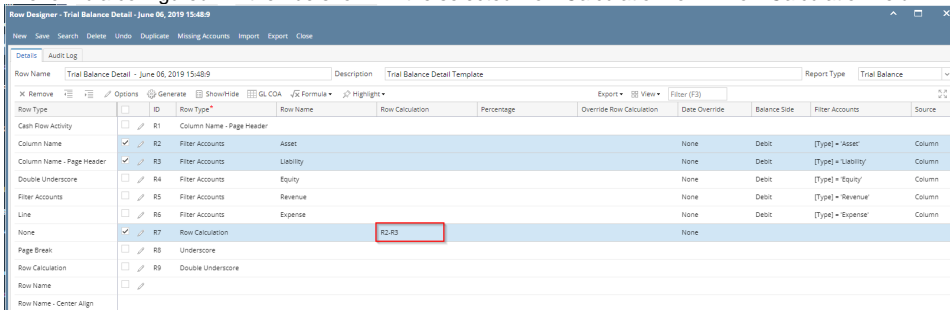
Example, the formula to build is R3 - R4. To build this, click on **Formula button** and select **Subtract**. A red broken line will be shown in the grid area.



Select on the 2 rows, which is R2 and R3, then a preview of the formula will be shown in the field at the top of the grid. At this point, click on **Ok button**.



The formula configured will then be shown in the selected Row Calculation row > Row Calculation field.



For instance, you are doing a formula that is not catered by the available formula operators then you may use the **Formula field** and configure the formula manually and then click **Ok**.

Row Designer - Trial Balance Detail - June 06, 2019 15:48:9

Details | Audit Log

Row Name: Trial Balance Detail - June 06, 2019 15:48:9 | Description: Trial Balance Detail Template | Report Type: Trial Balance

Formula: R2-R3/R4

Row Type	ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override	Balance Side	Filter Accounts	Source
Cash Flow Activity	R1	Column Name - Page Header								
Column Name	R2	Filter Accounts	Asset					None	Debit	[Type] = Asset
Column Name - Page Header	R3	Filter Accounts	Liability					None	Debit	[Type] = Liability
Double Underscore	R4	Filter Accounts	Equity					None	Debit	[Type] = Equity
Filter Accounts	R5	Filter Accounts	Revenue					None	Debit	[Type] = Revenue
Line	R6	Filter Accounts	Expense					None	Debit	[Type] = Expense
None	R7	Row Calculation		R2-R3/R4				None		
Page Break	R8	Underscore								
Row Calculation	R9	Double Underscore								
Row Name										
Row Name - Center Align										

The following will guide you on how to configure a formula for the Row Calculation row.

- Select a **Row Calculation** row and click on **Formula** button.

Row Designer - Trial Balance Detail - August 07, 2018 15:12:50

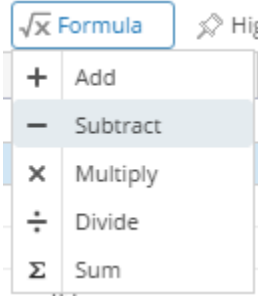
Details | Audit Log

Row Name: Trial Balance Detail - August 07, 2018 15:12:50 | Description: Trial Balance Detail Template | Report Type: Trial Balance

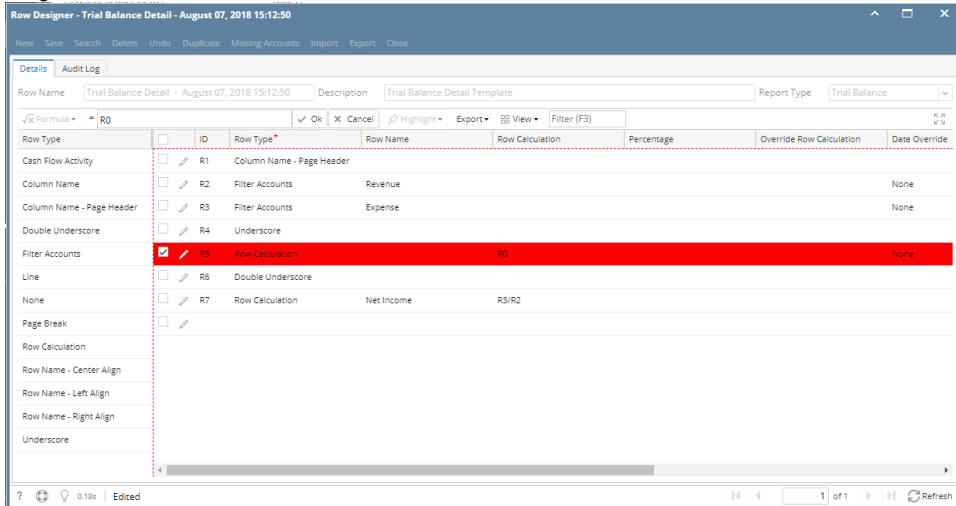
Formula: R0

Row Type	ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override
Cash Flow Activity	R1	Column Name - Page Header					
Column Name	R2	Filter Accounts					None
Column Name - Page Header	R3	Filter Accounts					None
Double Underscore	R4	Underscore					
Filter Accounts	R5	Row Calculation		R0			None
Line	R6	Double Underscore					
None	R7	Row Calculation	Net Income	R3/R2			
Page Break							

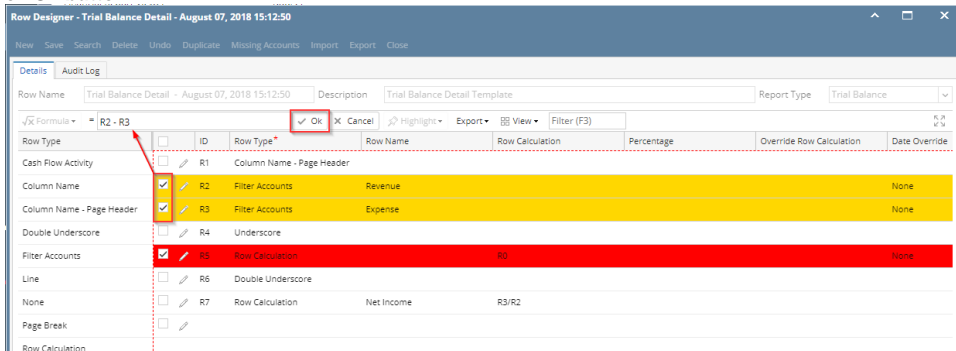
- b. Select a formula to use. If you are doing a basic formula like Add, Subtract, Multiply, Divide or Sum, select one of the formula here and then select the 2 rows that will be the operands and click Ok.



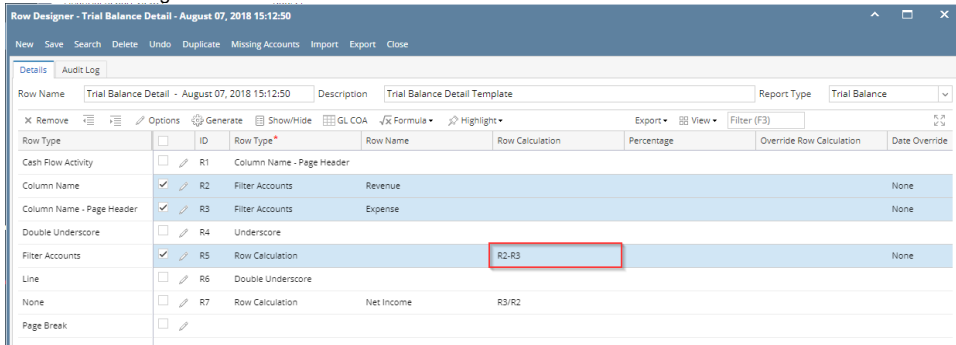
Example, the formula to build is R3 - R4. To build this, click on **Formula button** and select **Subtract**. A red broken line will be shown in the grid area.



Select on the 2 rows, which is R2 and R3, then a preview of the formula will be shown in the field at the top of the grid. At this point, click on **Ok button**.



The formula configured will then be shown in the selected Row Calculation row > Row Calculation field.



Row Designer - Trial Balance Detail - August 07, 2018 15:12:50

New Save Search Delete Undo Duplicate Missing Accounts Import Export Close

Details Audit Log

Row Name: Trial Balance Detail - August 07, 2018 15:12:50 Description: Trial Balance Detail Template Report Type: Trial Balance

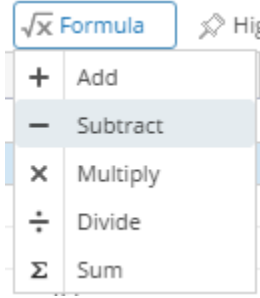
Formula: (R2-R3)/R2 [Ok] [X Cancel] [Highlight] [Export] [View] [Filter (F3)]

Row Type	ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override
Cash Flow Activity	R1	Column Name - Page Header					
Column Name	R2	Filter Accounts	Revenue				None
Column Name - Page Header	R3	Filter Accounts	Expense				None
Double Underscore	R4	Underscore					
Filter Accounts	R5	Row Calculation		R2-R3			None
Line	R6	Double Underscore					
None	R7	Row Calculation	Net Income	R3/R2			
Page Break							

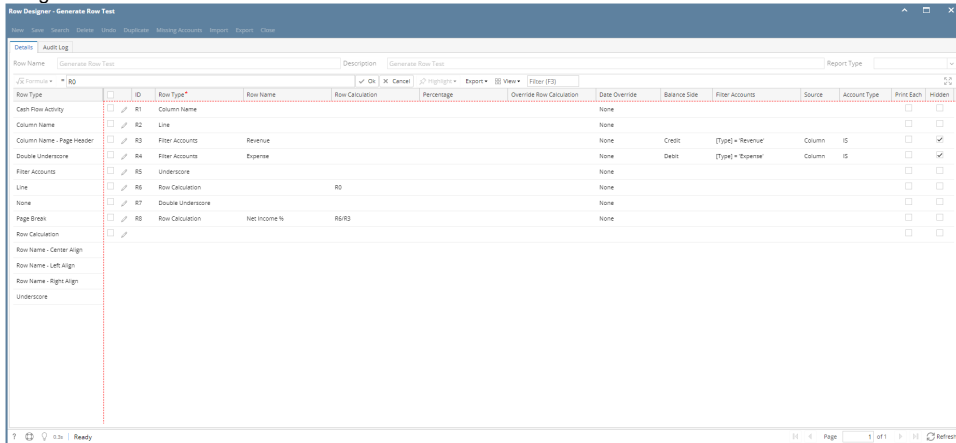
a. Select a **Percentage** row and click on **Formula** button.

[illegible]

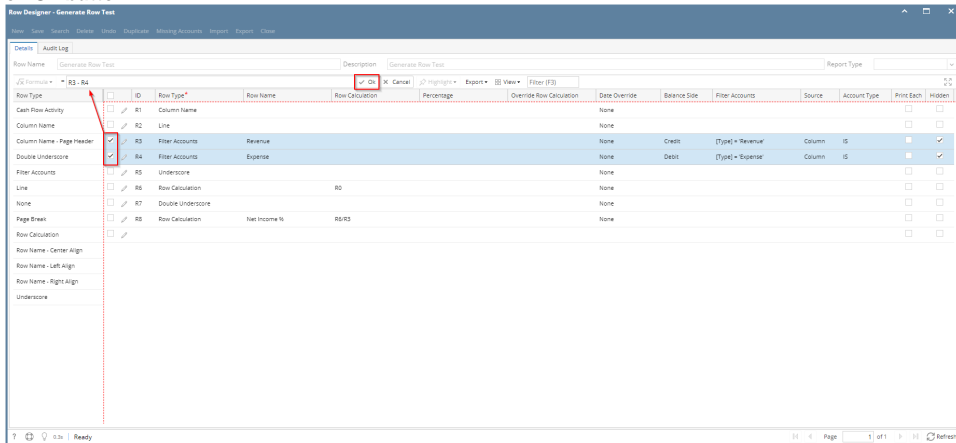
- b. Select a formula to use. If you are doing a basic formula like Add, Subtract, Multiply, Divide or Sum, select one of the formula here and then select the 2 rows that will be the operands and click Ok.



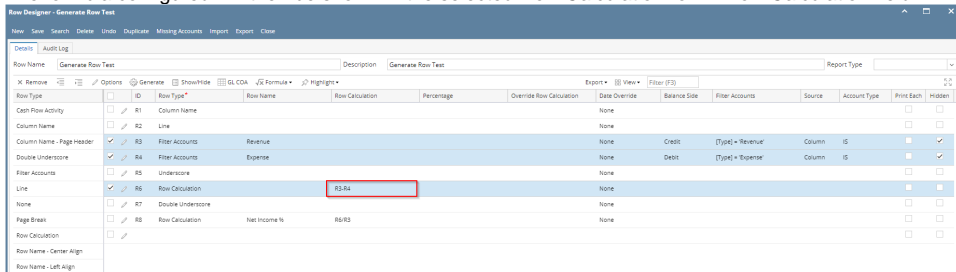
Example, the formula to build is R3 - R4. To build this, click on **Formula button** and select **Subtract**. A red broken line will be shown in the grid area.



Select on the 2 rows, which is R4 and R5, then a preview of the formula will be shown in the field at the top of the grid. At this point, click on **Ok button**.



The formula configured will then be shown in the selected Row Calculation row > Row Calculation field.



For instance, you are doing a formula that is not catered by the available formula operators then you may use the **Formula field** and configure the formula manually and then click **Ok**.

The screenshot shows the 'Row Designer - Percentage 1214' window. The 'Details' tab is active, showing 'Row Name: Percentage 1214' and 'Description:'. The 'Formula' field is set to $(R2-R3)/R2$. Below the formula field, a table lists row types and their configurations:

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	Percentage		R2	Debit	[Type] = 'Expense'	Column	BS		
Column Name Page Header	R3	Filter Accounts	Expense		Debit					
Double Underscore	R4	Underscore								
Filter Accounts	R5	Row Calculation	Gross Profit	R3						
Line	R6	Double Undersco...								
None										
Page Break										

The following will guide you on how to configure a formula for the Row Calculation row.

- Select a **Percentage** row and click on **Formula button**.

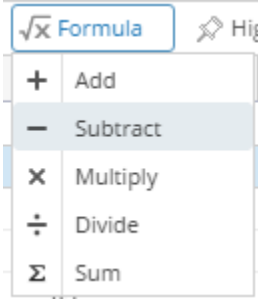
The screenshot shows the 'Row Designer - Report A row' window. The 'Details' tab is active, showing 'Row Name: Report A row' and 'Description: row description'. The 'Formula' button is highlighted, and a dropdown menu is open showing the following options:

- + Add
- Subtract
- x Multiply
- ÷ Divide
- Σ Sum

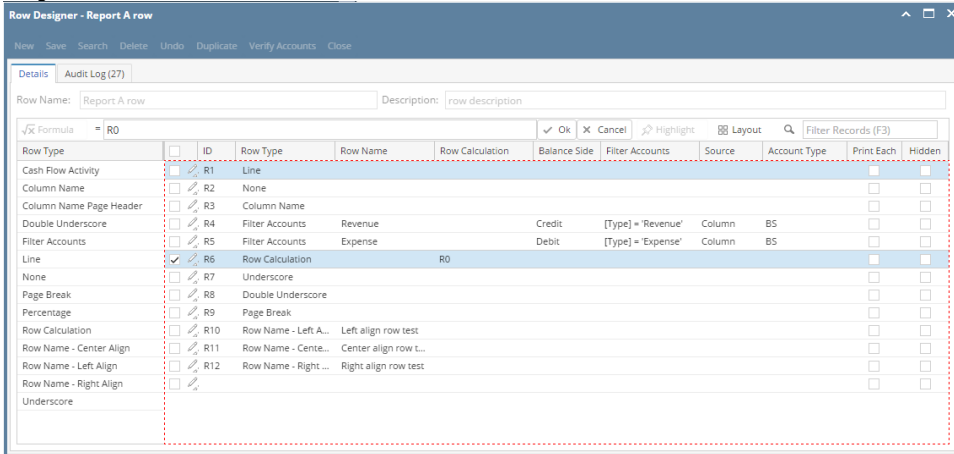
Below the dropdown menu, a table lists row types and their configurations:

Row Type	ID	Row Type	Row Name	Balance Side	Filter Accounts	Source	Account Type	Print Each	Hidden
Cash Flow Activity	R1	Line							
Column Name	R2	None							
Column Name Page Header	R3	Column Name							
Double Underscore	R4	Filter Accounts	Revenue		Credit	[Type] = 'Revenue'	Column	BS	
Filter Accounts	R5	Filter Accounts	Expense		Debit	[Type] = 'Expense'	Column	BS	
Line	R6	Row Calculation							
None		Underscore							

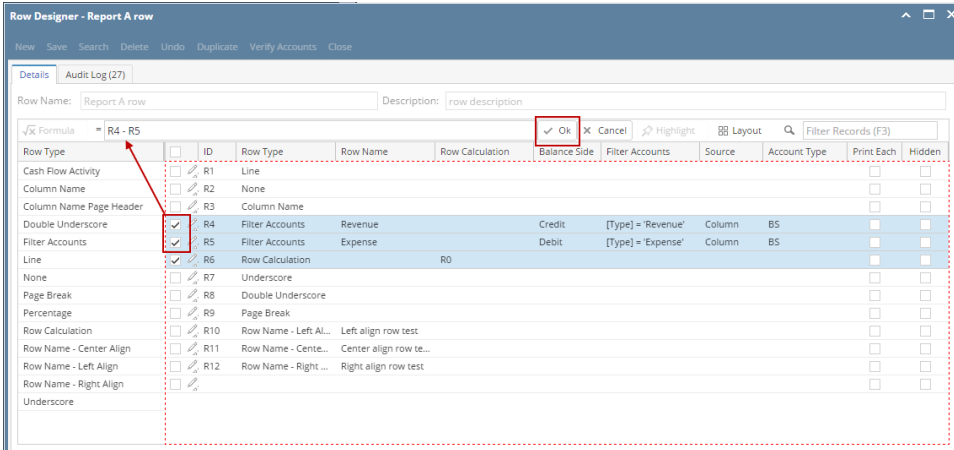
- b. Select a formula to use. If you are doing a basic formula like Add, Subtract, Multiply, Divide or Sum, select one of the formula here and then select the 2 rows that will be the operands and click Ok.



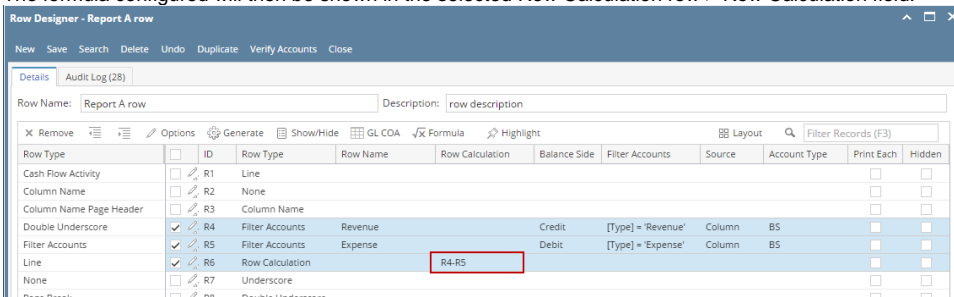
Example, the formula to build is R4 - R5. To build this, click on **Formula button** and select **Subtract**. A red broken line will be shown in the grid area.



Select on the 2 rows, which is R4 and R5, then a preview of the formula will be shown in the field at the top of the grid. At this point, click on **Ok button**.



The formula configured will then be shown in the selected Row Calculation row > Row Calculation field.



For instance, you are doing a formula that is not catered by the available formula operators then you may use the **Formula field** and configure the formula manually and then click **Ok**.

Row Designer - Percentage 1214

Row Name: Percentage 1214 Description:

Formula: (R2-R3)/R2

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	Percentage		R2	Debit	Primary Accounts	Column	R2		
Column Name Page Header	R3	Filter Accounts	Expense		Debit	[Type] = 'Expense'	Column	IS		
Double Underscore	R4	Underscore								
Filter Accounts	R5	Row Calculation	Gross Profit	R3						
Line	R6	Double Undersco...								
None										
Page Break										

The Row Calculation screen is where you configure formula for your Total Calculation row.



Note that Only Calculation, Hidden, Cash Flow Activity and another Total Calculation rows will be available in building a formula row.

The following will guide you on how to configure a formula row.

- As you select Total Calculation row type in the Row Type field, Row Calculation screen will automatically be opened.
- In the Row Calculation screen, new row will be available in the grid section.

Row Calculation

Save Delete Undo Close

Remove Up Down Filter Records (F3)

ID	Description	Action

- Place cursor on the **ID** field, the dropdown combobox button is shown. Click that button to bring down the combo box where rows to build the formula are shown. Select the row. The **Description** field will then show the description of the selected row.

Row Calculation

Save Delete Undo Close

Remove Up Down Filter Records (F3)

ID	Description	Action
10	Liabilities and Equity	

- In the **Action** field, select an operator.

Row Calculation

Save Delete Undo Close

Remove Up Down Filter Records (F3)

ID	Description	Action
10	Liabilities and Equity	+

- Repeat steps 1 to 4 as necessary to build your formula.

Row Calculation

Save Delete Undo Close

Remove Up Down Filter Records (F3)

ID	Description	Action
5	Liabilities	+
6	Equity	+
9	CYE	+

Preview:
R5 + R6 + R9

Ready

Notice as you work on adding rows and assigning an operator, the Preview field at the bottom of the screen will show the configured formula. In that way, you have a better view while you are building the formula.

- f. Save the record. You can click the **Save toolbar button** to save it. In case you miss to click this button and you click the **Close toolbar button** or the **x button** at the top right corner of the screen, i21 will prompt you if you would like to save it before closing the screen.
- g. You will be back in the Row Designer screen. In the **Related Rows field**, notice that the formula built is shown.

Row Designer

New Save Search Delete Undo Duplicate Fonts Generate Row Verify Accounts Total Calculations Close

Row Name: BS Description: Balance Sheet by account type

Insert Remove Up Down Filter Records (F3)

ID	Description	Row Type	Related Rows	Balance Side	Filter Accounts
12	Description Title			Debit	
2	Assets	Calculation		Debit	[Type] = 'Asset'
3	Double Underscore			Debit	
4	None			Debit	
5	Liabilities	Calculation		Credit	[Type] = 'Liability'
6	Equity	Calculation		Credit	[Type] = 'Equity'
7	Revenues	Hidden		Credit	[Type] = 'Revenue'
8	Expenses	Hidden		Debit	[Type] = 'Expense'
9	CYE	Total Calculation	R7 - R8	Debit	
13	Underscore			Debit	
10	Liabilities and Equity	Total Calculation	R5 + R6 + R9	Debit	
11	Double Underscore			Debit	
14	Page Break			Debit	
15	Left Title test	Left Title		Debit	
16	Center Title test	Center Title		Debit	
17	Right Title test	Right Title		Debit	

The Row Calculation screen is where you configure formula for your Total Calculation row.

Note that Only Calculation, Hidden, Cash Flow Activity and another Total Calculation rows will be available in building a formula row.

The following will guide you on how to configure a formula row.

- a. In the Row Designer record, select the **Total Calculation row** you would want to build the formula. Then place cursor on **Related Rows** field, the **ellipsis button** will be shown. Click that button and **Row Calculation screen** will open.

Row Designer

Row Name: Balance Sheet Description: Summary Balances per Account Type

ID	Description	Row Type	Related Rows	Balance Side	Filter Accounts
1		Line		Debit	
2		Description Title		Debit	
3	Assets	Left Title		Debit	
4	Total Assets	Calculation		Debit	[Type] = 'Asset'
5		Double Underscore		Debit	
6		None		Debit	
7	Liabilities	Left Title		Debit	
8	Total Liabilities	Calculation		Credit	[Type] = 'Liability'
9		Underscore		Debit	
10		None		Debit	
11	Equity	Left Title		Debit	
12	Equity - exclusive of RE	Calculation		Credit	[Type] = 'Equity' And [Group] <...
13	Retained Earnings	Calculation		Credit	[Group] = 'Retained Earnings'
14	Current Year Earnings	Total Calculation	R21 - R22	Debit	
15		Underscore		Debit	
16	Total Equity	Total Calculation	R12 + R13 + R14	Debit	
17		None		Debit	

Ready Page 1 of 1

- b. A new row will be available in the grid section.

Row Calculation

Calculation:

Id Description Action

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- c. Place cursor on the **ID field**, the dropdown combobox button is shown. Click that button to bring down the combo box where rows to build the formula are shown. Select the row. The **Description field** will then show the description of the selected row.

Row Calculation

Calculation: R13

ID Description Action

13	Sales and Revenues	
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- d. In the **Action** field, select an operator.

Row Calculation dialog box. The Calculation field contains 'R12'. The Action field has a '+' operator selected. The table below shows the current row configuration:

ID	Description	Action
12	Equity - exclusive of RE	+

- e. Repeat steps 1 to 4 as necessary to build your formula.

Row Calculation dialog box. The Calculation field now contains the formula 'R12 + R13 + R14'. The table below shows the updated row configuration:

ID	Description	Action
12	Equity - exclusive of RE	+
13	Retained Earnings	+
14	Current Year Earnings	

i Notice as you work on adding rows and assigning an operator, the Calculation field at the top of the screen will show the configured formula. In that way, you have a better view while you are building the formula.

- f. Click the **Ok** toolbar button to close the screen and apply the formula to the selected row.
g. You will be back in the Row Designer screen. In the **Related Rows** field, notice that the formula built is shown.

Row Designer screen. The Row Name is 'Balance Sheet' and the Description is 'Summary Balances per Account Type'. The table below shows the row configuration with the formula 'R12 + R13 + R14' in the Related Rows field for the Total Equity row:

ID	Description	Row Type	Related Rows	Balance Side	Filter Accounts
1		Line		Debit	
2		Description Title		Debit	
3	Assets	Left Title		Debit	
4	Total Assets	Calculation		Debit	[Type] = 'Asset'
5		Double Underscore		Debit	
6		None		Debit	
7	Liabilities	Left Title		Debit	
8	Total Liabilities	Calculation		Credit	[Type] = 'Liability'
9		Underscore		Debit	
10		None		Debit	
11	Equity	Left Title		Debit	
12	Equity - exclusive of RE	Calculation		Credit	[Type] = 'Equity' And [Group] <...
13	Retained Earnings	Calculation		Credit	[Group] = 'Retained Earnings'
14	Current Year Earnings	Total Calculation	R21 - R22	Debit	
15		Underscore		Debit	
16	Total Equity	Total Calculation	R12 + R13 + R14	Debit	
17		None		Debit	