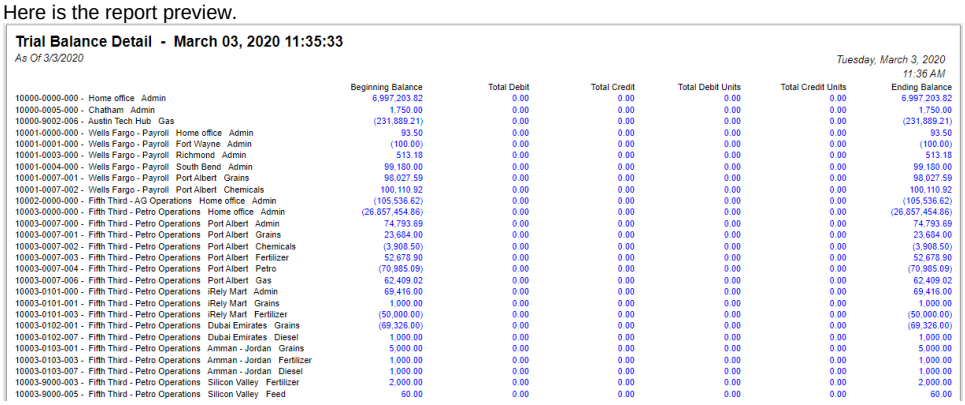
How to Indent/Outdent row

The following will guide you on how to indent or outdent row/s.

Indent row/s

1. Here is the report preview.



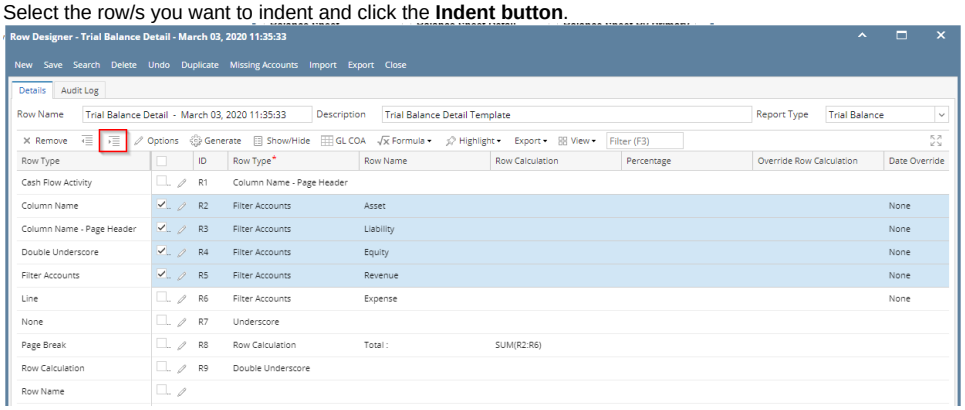
Trial Balance Detail - March 03, 2020 11:35:33

As Of 3/3/2020

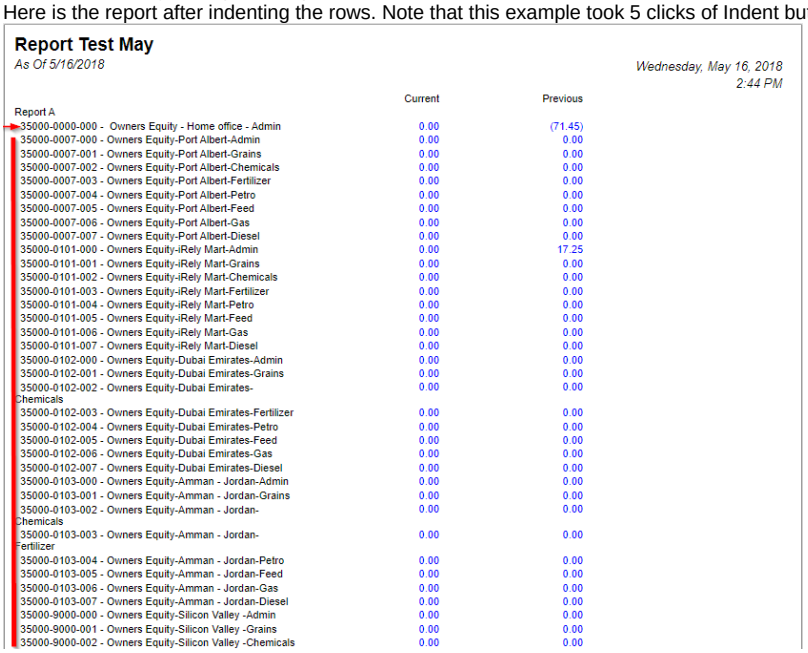
Tuesday, March 3, 2020 11:36 AM

	Beginning Balance	Total Debit	Total Credit	Total Debit Units	Total Credit Units	Ending Balance
10000-0000-000 - Home office Admin	6,997,203.82	0.00	0.00	0.00	0.00	6,997,203.82
10000-0005-000 - Chatham Admin	1,750.00	0.00	0.00	0.00	0.00	1,750.00
10000-9002-006 - Austin Tech Hub Gas	(231,889.21)	0.00	0.00	0.00	0.00	(231,889.21)
10001-0000-000 - Wells Fargo - Payroll Home office Admin	93.50	0.00	0.00	0.00	0.00	93.50
10001-0001-000 - Wells Fargo - Payroll Fort Wayne Admin	(100.00)	0.00	0.00	0.00	0.00	(100.00)
10001-0003-000 - Wells Fargo - Payroll Richmond Admin	513.18	0.00	0.00	0.00	0.00	513.18
10001-0004-000 - Wells Fargo - Payroll South Bend Admin	99,180.00	0.00	0.00	0.00	0.00	99,180.00
10001-0007-001 - Wells Fargo - Payroll Port Albert Grains	98,027.59	0.00	0.00	0.00	0.00	98,027.59
10001-0007-002 - Wells Fargo - Payroll Port Albert Chemicals	100,110.92	0.00	0.00	0.00	0.00	100,110.92
10002-0000-000 - Fifth Third - AG Operations Home office Admin	(105,536.62)	0.00	0.00	0.00	0.00	(105,536.62)
10003-0000-000 - Fifth Third - Petro Operations Home office Admin	(26,857,454.86)	0.00	0.00	0.00	0.00	(26,857,454.86)
10003-0007-000 - Fifth Third - Petro Operations Port Albert Admin	74,793.69	0.00	0.00	0.00	0.00	74,793.69
10003-0007-001 - Fifth Third - Petro Operations Port Albert Grains	23,684.00	0.00	0.00	0.00	0.00	23,684.00
10003-0007-002 - Fifth Third - Petro Operations Port Albert Chemicals	(3,908.50)	0.00	0.00	0.00	0.00	(3,908.50)
10003-0007-003 - Fifth Third - Petro Operations Port Albert Fertilizer	52,678.90	0.00	0.00	0.00	0.00	52,678.90
10003-0007-004 - Fifth Third - Petro Operations Port Albert Petro	(70,985.09)	0.00	0.00	0.00	0.00	(70,985.09)
10003-0007-006 - Fifth Third - Petro Operations Port Albert Gas	62,409.02	0.00	0.00	0.00	0.00	62,409.02
10003-0101-000 - Fifth Third - Petro Operations iRely Mart Admin	69,416.00	0.00	0.00	0.00	0.00	69,416.00
10003-0101-001 - Fifth Third - Petro Operations iRely Mart Grains	1,000.00	0.00	0.00	0.00	0.00	1,000.00
10003-0101-003 - Fifth Third - Petro Operations iRely Mart Fertilizer	(50,000.00)	0.00	0.00	0.00	0.00	(50,000.00)
10003-0102-001 - Fifth Third - Petro Operations Dubai Emirates Grains	(69,326.00)	0.00	0.00	0.00	0.00	(69,326.00)
10003-0102-007 - Fifth Third - Petro Operations Dubai Emirates Diesel	1,000.00	0.00	0.00	0.00	0.00	1,000.00
10003-0103-001 - Fifth Third - Petro Operations Amman - Jordan Grains	5,000.00	0.00	0.00	0.00	0.00	5,000.00
10003-0103-003 - Fifth Third - Petro Operations Amman - Jordan Fertilizer	1,000.00	0.00	0.00	0.00	0.00	1,000.00
10003-0103-007 - Fifth Third - Petro Operations Amman - Jordan Diesel	1,000.00	0.00	0.00	0.00	0.00	1,000.00
10003-9000-003 - Fifth Third - Petro Operations Silicon Valley Fertilizer	2,000.00	0.00	0.00	0.00	0.00	2,000.00
10003-9000-005 - Fifth Third - Petro Operations Silicon Valley Feed	60.00	0.00	0.00	0.00	0.00	60.00

2. Select the row/s you want to indent and click the **Indent button**.



3. Save and close the row designer.
4. Use this row designer to print a report.
5. Here is the report after indenting the rows. Note that this example took 5 clicks of Indent button.



Report Test May

As Of 5/16/2018

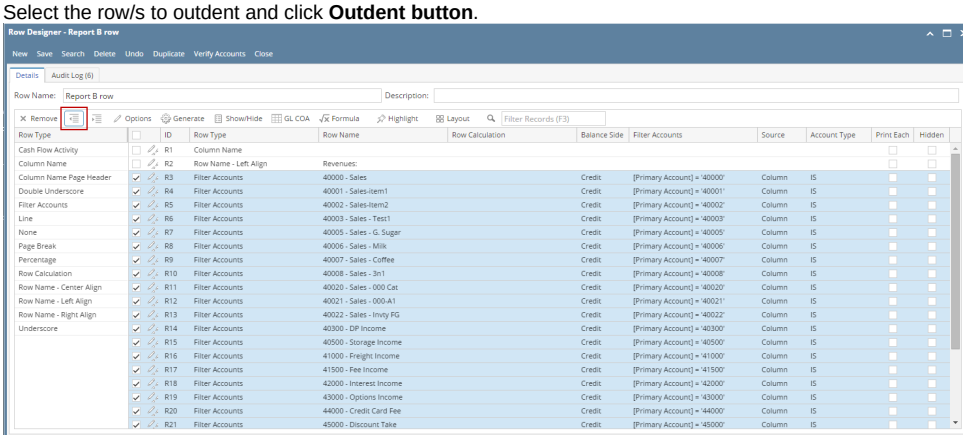
Wednesday, May 16, 2018 2:44 PM

Report A	Current	Previous
35000-0000-000 - Owners Equity - Home office - Admin	0.00	(71.45)
35000-0007-000 - Owners Equity-Port Albert-Admin	0.00	0.00
35000-0007-001 - Owners Equity-Port Albert-Grains	0.00	0.00
35000-0007-002 - Owners Equity-Port Albert-Chemicals	0.00	0.00
35000-0007-003 - Owners Equity-Port Albert-Fertilizer	0.00	0.00
35000-0007-004 - Owners Equity-Port Albert-Petro	0.00	0.00
35000-0007-005 - Owners Equity-Port Albert-Feed	0.00	0.00
35000-0007-006 - Owners Equity-Port Albert-Gas	0.00	0.00
35000-0007-007 - Owners Equity-Port Albert-Diesel	0.00	0.00
35000-0101-000 - Owners Equity-iRely Mart-Admin	0.00	17.25
35000-0101-001 - Owners Equity-iRely Mart-Grains	0.00	0.00
35000-0101-002 - Owners Equity-iRely Mart-Chemicals	0.00	0.00
35000-0101-003 - Owners Equity-iRely Mart-Fertilizer	0.00	0.00
35000-0101-004 - Owners Equity-iRely Mart-Petro	0.00	0.00
35000-0101-005 - Owners Equity-iRely Mart-Feed	0.00	0.00
35000-0101-006 - Owners Equity-iRely Mart-Gas	0.00	0.00
35000-0101-007 - Owners Equity-iRely Mart-Diesel	0.00	0.00
35000-0102-000 - Owners Equity-Dubai Emirates-Admin	0.00	0.00
35000-0102-001 - Owners Equity-Dubai Emirates-Grains	0.00	0.00
35000-0102-002 - Owners Equity-Dubai Emirates-Chemicals	0.00	0.00
35000-0102-003 - Owners Equity-Dubai Emirates-Fertilizer	0.00	0.00
35000-0102-004 - Owners Equity-Dubai Emirates-Petro	0.00	0.00
35000-0102-005 - Owners Equity-Dubai Emirates-Feed	0.00	0.00
35000-0102-006 - Owners Equity-Dubai Emirates-Gas	0.00	0.00
35000-0102-007 - Owners Equity-Dubai Emirates-Diesel	0.00	0.00
35000-0103-000 - Owners Equity-Amman - Jordan-Admin	0.00	0.00
35000-0103-001 - Owners Equity-Amman - Jordan-Grains	0.00	0.00
35000-0103-002 - Owners Equity-Amman - Jordan-Chemicals	0.00	0.00
35000-0103-003 - Owners Equity-Amman - Jordan-Fertilizer	0.00	0.00
35000-0103-004 - Owners Equity-Amman - Jordan-Petro	0.00	0.00
35000-0103-005 - Owners Equity-Amman - Jordan-Feed	0.00	0.00
35000-0103-006 - Owners Equity-Amman - Jordan-Gas	0.00	0.00
35000-0103-007 - Owners Equity-Amman - Jordan-Diesel	0.00	0.00
35000-9000-000 - Owners Equity-Silicon Valley -Admin	0.00	0.00
35000-9000-001 - Owners Equity-Silicon Valley -Grains	0.00	0.00
35000-9000-002 - Owners Equity-Silicon Valley -Chemicals	0.00	0.00

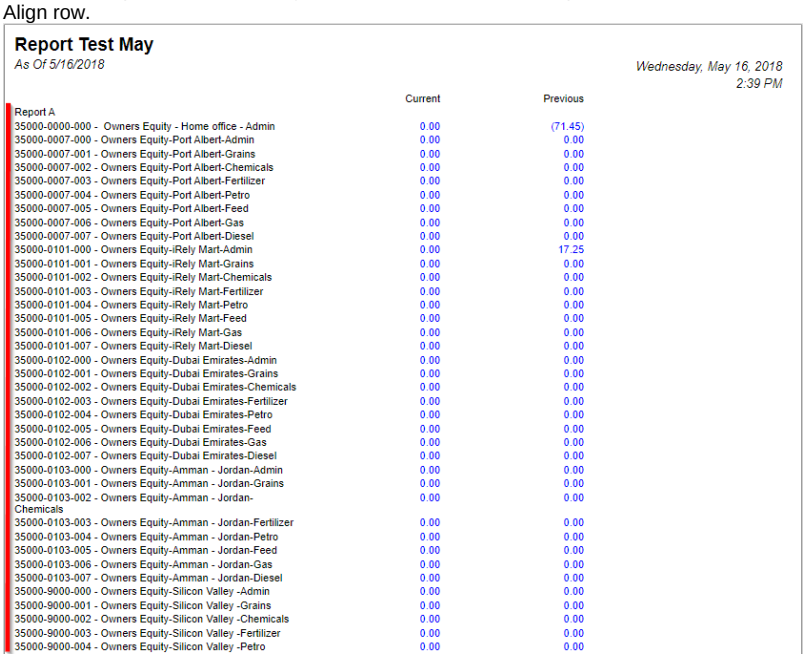
Outdent row/s

1. On the same report used in the first example, open the Row Designer record.

2. Select the row/s to outdent and click **Outdent button**.



3. Save and close the row designer.
4. Use this row designer to print a report.
5. Here is the report after outdenting the rows. Note that this example took 5 clicks of Outdent button to align it with the value on Row Name - Left Align row.



Report Test May

As Of 5/16/2018

Wednesday, May 16, 2018
2:39 PM

	Current	Previous
Report A		
35000-0000-000 - Owners Equity - Home office - Admin	0.00	(71.45)
35000-0007-000 - Owners Equity-Port Albert-Admin	0.00	0.00
35000-0007-001 - Owners Equity-Port Albert-Grains	0.00	0.00
35000-0007-002 - Owners Equity-Port Albert-Chemicals	0.00	0.00
35000-0007-003 - Owners Equity-Port Albert-Fertilizer	0.00	0.00
35000-0007-004 - Owners Equity-Port Albert-Petro	0.00	0.00
35000-0007-005 - Owners Equity-Port Albert-Feed	0.00	0.00
35000-0007-006 - Owners Equity-Port Albert-Gas	0.00	0.00
35000-0007-007 - Owners Equity-Port Albert-Diesel	0.00	0.00
35000-0101-000 - Owners Equity-iRely Mart-Admin	0.00	17.25
35000-0101-001 - Owners Equity-iRely Mart-Grains	0.00	0.00
35000-0101-002 - Owners Equity-iRely Mart-Chemicals	0.00	0.00
35000-0101-003 - Owners Equity-iRely Mart-Fertilizer	0.00	0.00
35000-0101-004 - Owners Equity-iRely Mart-Petro	0.00	0.00
35000-0101-005 - Owners Equity-iRely Mart-Feed	0.00	0.00
35000-0101-006 - Owners Equity-iRely Mart-Gas	0.00	0.00
35000-0101-007 - Owners Equity-iRely Mart-Diesel	0.00	0.00
35000-0102-000 - Owners Equity-Dubai Emirates-Admin	0.00	0.00
35000-0102-001 - Owners Equity-Dubai Emirates-Grains	0.00	0.00
35000-0102-002 - Owners Equity-Dubai Emirates-Chemicals	0.00	0.00
35000-0102-003 - Owners Equity-Dubai Emirates-Fertilizer	0.00	0.00
35000-0102-004 - Owners Equity-Dubai Emirates-Petro	0.00	0.00
35000-0102-005 - Owners Equity-Dubai Emirates-Feed	0.00	0.00
35000-0102-006 - Owners Equity-Dubai Emirates-Gas	0.00	0.00
35000-0102-007 - Owners Equity-Dubai Emirates-Diesel	0.00	0.00
35000-0103-000 - Owners Equity-Amman - Jordan-Admin	0.00	0.00
35000-0103-001 - Owners Equity-Amman - Jordan-Grains	0.00	0.00
35000-0103-002 - Owners Equity-Amman - Jordan-Chemicals	0.00	0.00
35000-0103-003 - Owners Equity-Amman - Jordan-Fertilizer	0.00	0.00
35000-0103-004 - Owners Equity-Amman - Jordan-Petro	0.00	0.00
35000-0103-005 - Owners Equity-Amman - Jordan-Feed	0.00	0.00
35000-0103-006 - Owners Equity-Amman - Jordan-Gas	0.00	0.00
35000-0103-007 - Owners Equity-Amman - Jordan-Diesel	0.00	0.00
35000-9000-000 - Owners Equity-Silicon Valley -Admin	0.00	0.00
35000-9000-001 - Owners Equity-Silicon Valley -Grains	0.00	0.00
35000-9000-002 - Owners Equity-Silicon Valley -Chemicals	0.00	0.00
35000-9000-003 - Owners Equity-Silicon Valley -Fertilizer	0.00	0.00
35000-9000-004 - Owners Equity-Silicon Valley -Petro	0.00	0.00

The following will guide you on how to indent or outdent row/s.

Indent row/s

1. Here is the report preview.

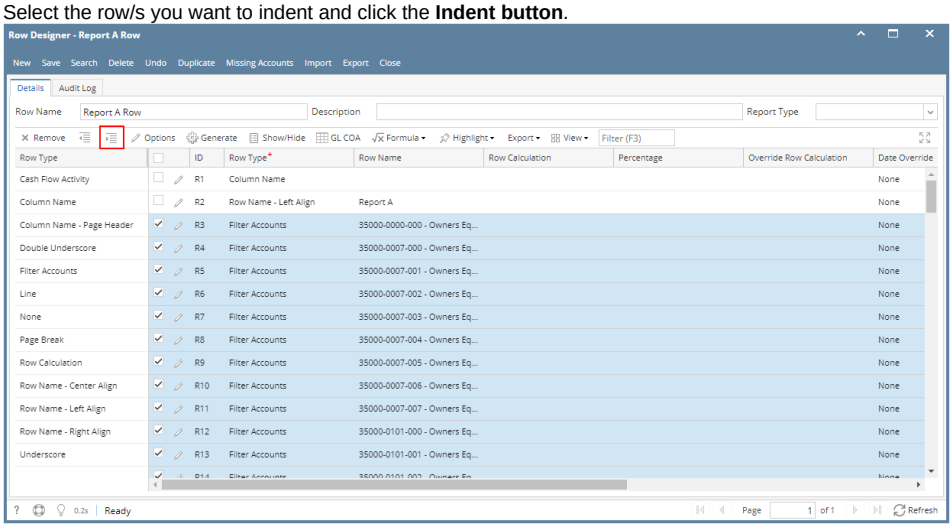
Cash Flow Statement - August 24, 2018 16:45:21

As Of 8/24/2018

Friday, August 24, 2018 5:40 PM

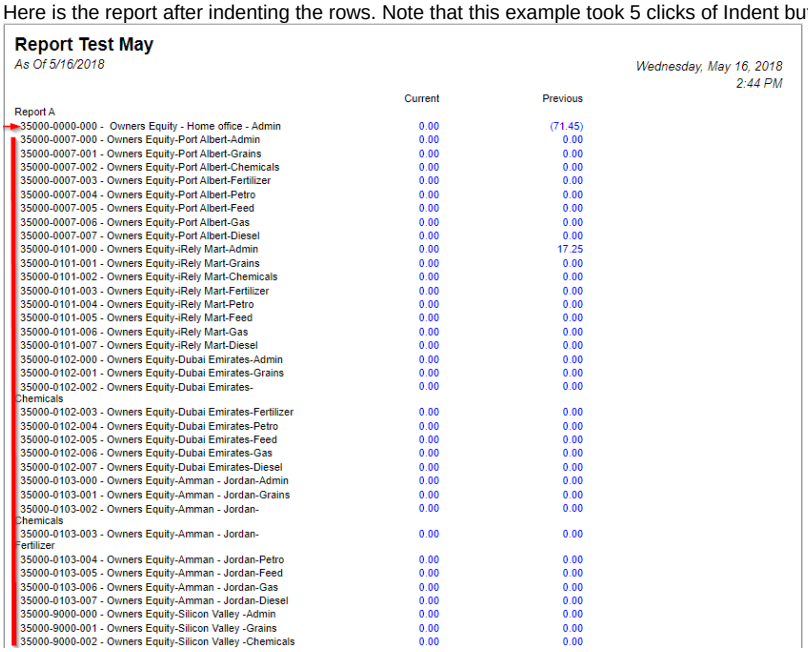
	2018	Debit	Credit
50000-0000-000 - Purchases Default - Home office - Admin	0.00	123.00	0.00
50000-0001-000 - Purchases Default - Fort Wayne - Admin	532.84	833,910.79	0.00
50000-0001-004 - Purchases Default - Fort Wayne - Petro	0.00	5,915.73	0.00
50000-0001-011 - Purchases Default - Fort Wayne - Grain - Corn	21,367.47	181,621.26	0.00
50000-0002-011 - Purchases Default - Indianapolis - Grain - Corn	0.00	2,116.90	0.00
50015-0001-000 - Purchases - NonTax - Fort Wayne - Admin	0.00	1,981.23	0.00
50015-0001-014 - Purchases - NonTax - Fort Wayne - Propane	218.71	325.40	0.00
51515-0000-000 - writeoff-Home office-Admin	0.00	110.00	10.00
51515-0000-001 - writeoff-Home office-Grains	0.00	100.00	0.00
51515-0000-002 - writeoff-Home office-Chemicals	0.00	100.00	0.00
51515-0000-003 - writeoff-Home office-Fertilizer	0.00	100.00	0.00
54100-0000-000 - Salary Earnings - Home office - Admin	0.00	38,793.00	0.00
54100-0000-001 - Salary Earnings - Home office - Grains	0.00	220.00	0.00
54100-0000-100 - Salary Earnings - Home office - General Merchandise	0.00	3,000.00	0.00
54100-0001-000 - Salary Earnings - Fort Wayne - Admin	0.00	29,347.85	0.00
54100-0001-002 - Salary Earnings-Fort Wayne-Chemicals	0.00	97.90	97.90
54100-0001-100 - Salary Earnings - Fort Wayne - General Merchandise	0.00	9,000.00	0.00
54100-0004-000 - Salary Earnings - South Bend - Admin	0.00	3,840.00	0.00
54100-0004-004 - Salary Earnings-South Bend-Petro	0.00	1,748.00	0.00
54100-0004-100 - Salary Earnings - South Bend - General Merchandise	0.00	1,000.00	0.00
54200-0001-105 - Sick-Fort Wayne-Dairy	0.00	0.00	42.50
54500-0001-108 - Leave of Absence-Fort Wayne-Refined Sugar	0.00	0.00	2,000.00
54500-0004-004 - Leave of Absence-South Bend-Petro	0.00	128.00	0.00
54500-9001-108 - Leave of Absence-Boston Tech Hub-Refined Sugar	0.00	1,000.00	0.00
55000-0000-000 - Purchases Discounts - Home office - Admin	(5.00)	0.00	5.00
55000-0001-001 - Purchases Discounts-Fort Wayne-Grains	0.00	528.03	587.75
56109-0000-000 - Employer Expenses - Home office - Admin	0.00	1,189.15	0.00
56109-0001-000 - Employer Expenses - Fort Wayne - Admin	0.00	298.20	0.00
56110-0000-000 - Employer FICA SS - Home office - Admin	0.00	4,423.13	0.00

2. Select the row/s you want to indent and click the **Indent button**.



3. Save and close the row designer.
4. Use this row designer to print a report.

5. Here is the report after indenting the rows. Note that this example took 5 clicks of Indent button.



Report Test May

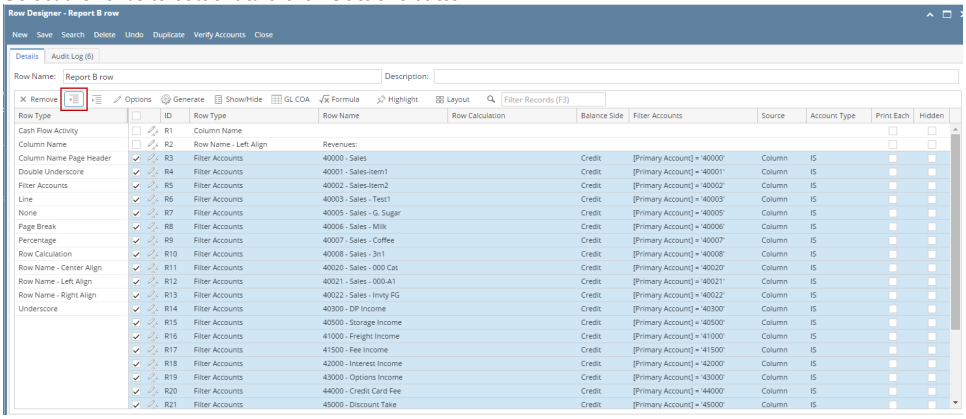
As Of 5/16/2018

Wednesday, May 16, 2018 2:44 PM

	Current	Previous
Report A		
35000-0000-000 - Owners Equity - Home office - Admin	0.00	(71.45)
35000-0007-000 - Owners Equity-Port Albert-Admin	0.00	0.00
35000-0007-001 - Owners Equity-Port Albert-Grains	0.00	0.00
35000-0007-002 - Owners Equity-Port Albert-Chemicals	0.00	0.00
35000-0007-003 - Owners Equity-Port Albert-Fertilizer	0.00	0.00
35000-0007-004 - Owners Equity-Port Albert-Petro	0.00	0.00
35000-0007-005 - Owners Equity-Port Albert-Feed	0.00	0.00
35000-0007-006 - Owners Equity-Port Albert-Gas	0.00	0.00
35000-0007-007 - Owners Equity-Port Albert-Diesel	0.00	0.00
35000-0101-000 - Owners Equity-iRely Mart-Admin	0.00	17.25
35000-0101-001 - Owners Equity-iRely Mart-Grains	0.00	0.00
35000-0101-002 - Owners Equity-iRely Mart-Chemicals	0.00	0.00
35000-0101-003 - Owners Equity-iRely Mart-Fertilizer	0.00	0.00
35000-0101-004 - Owners Equity-iRely Mart-Petro	0.00	0.00
35000-0101-005 - Owners Equity-iRely Mart-Feed	0.00	0.00
35000-0101-006 - Owners Equity-iRely Mart-Gas	0.00	0.00
35000-0101-007 - Owners Equity-iRely Mart-Diesel	0.00	0.00
35000-0102-000 - Owners Equity-Dubai Emirates-Admin	0.00	0.00
35000-0102-001 - Owners Equity-Dubai Emirates-Grains	0.00	0.00
35000-0102-002 - Owners Equity-Dubai Emirates-Chemicals	0.00	0.00
35000-0102-003 - Owners Equity-Dubai Emirates-Fertilizer	0.00	0.00
35000-0102-004 - Owners Equity-Dubai Emirates-Petro	0.00	0.00
35000-0102-005 - Owners Equity-Dubai Emirates-Feed	0.00	0.00
35000-0102-006 - Owners Equity-Dubai Emirates-Gas	0.00	0.00
35000-0102-007 - Owners Equity-Dubai Emirates-Diesel	0.00	0.00
35000-0103-000 - Owners Equity-Amman - Jordan-Admin	0.00	0.00
35000-0103-001 - Owners Equity-Amman - Jordan-Grains	0.00	0.00
35000-0103-002 - Owners Equity-Amman - Jordan-Chemicals	0.00	0.00
35000-0103-003 - Owners Equity-Amman - Jordan-Fertilizer	0.00	0.00
35000-0103-004 - Owners Equity-Amman - Jordan-Petro	0.00	0.00
35000-0103-005 - Owners Equity-Amman - Jordan-Feed	0.00	0.00
35000-0103-006 - Owners Equity-Amman - Jordan-Gas	0.00	0.00
35000-0103-007 - Owners Equity-Amman - Jordan-Diesel	0.00	0.00
35000-9000-000 - Owners Equity-Silicon Valley -Admin	0.00	0.00
35000-9000-001 - Owners Equity-Silicon Valley -Grains	0.00	0.00
35000-9000-002 - Owners Equity-Silicon Valley -Chemicals	0.00	0.00

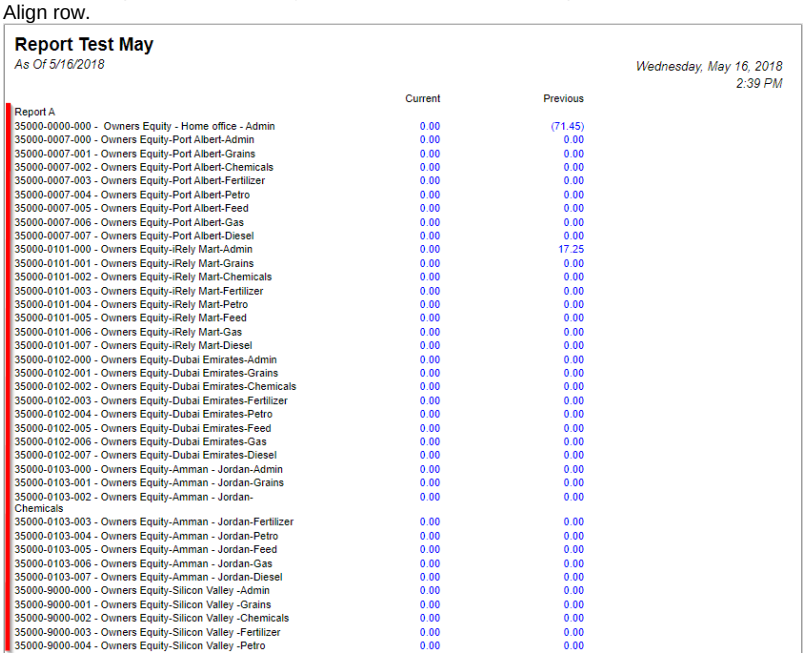
Outdent row/s

1. On the same report used in the first example, open the Row Designer record.
2. Select the row/s to outdent and click **Outdent button**.



3. Save and close the row designer.
4. Use this row designer to print a report.

5. Here is the report after outdenting the rows. Note that this example took 5 clicks of Outdent button to align it with the value on Row Name - Left Align row.



Report Test May

As Of 5/16/2018

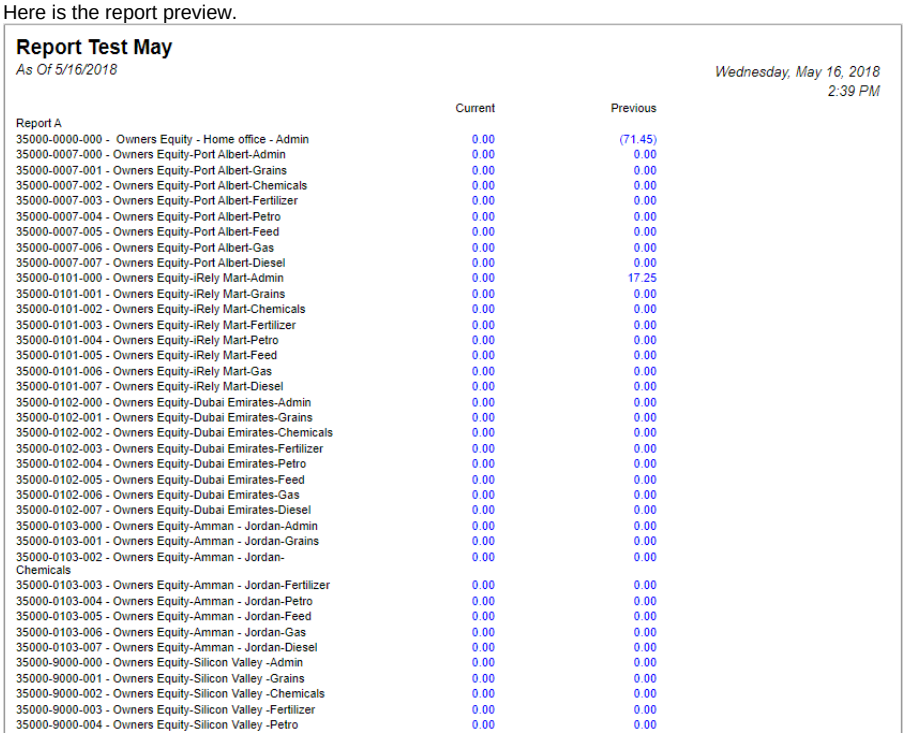
Wednesday, May 16, 2018
2:39 PM

	Current	Previous
Report A		
35000-0000-000 - Owners Equity - Home office - Admin	0.00	(71.45)
35000-0007-000 - Owners Equity-Port Albert-Admin	0.00	0.00
35000-0007-001 - Owners Equity-Port Albert-Grains	0.00	0.00
35000-0007-002 - Owners Equity-Port Albert-Chemicals	0.00	0.00
35000-0007-003 - Owners Equity-Port Albert-Fertilizer	0.00	0.00
35000-0007-004 - Owners Equity-Port Albert-Petro	0.00	0.00
35000-0007-005 - Owners Equity-Port Albert-Feed	0.00	0.00
35000-0007-006 - Owners Equity-Port Albert-Gas	0.00	0.00
35000-0007-007 - Owners Equity-Port Albert-Diesel	0.00	0.00
35000-0101-000 - Owners Equity-iRely Mart-Admin	0.00	17.25
35000-0101-001 - Owners Equity-iRely Mart-Grains	0.00	0.00
35000-0101-002 - Owners Equity-iRely Mart-Chemicals	0.00	0.00
35000-0101-003 - Owners Equity-iRely Mart-Fertilizer	0.00	0.00
35000-0101-004 - Owners Equity-iRely Mart-Petro	0.00	0.00
35000-0101-005 - Owners Equity-iRely Mart-Feed	0.00	0.00
35000-0101-006 - Owners Equity-iRely Mart-Gas	0.00	0.00
35000-0101-007 - Owners Equity-iRely Mart-Diesel	0.00	0.00
35000-0102-000 - Owners Equity-Dubai Emirates-Admin	0.00	0.00
35000-0102-001 - Owners Equity-Dubai Emirates-Grains	0.00	0.00
35000-0102-002 - Owners Equity-Dubai Emirates-Chemicals	0.00	0.00
35000-0102-003 - Owners Equity-Dubai Emirates-Fertilizer	0.00	0.00
35000-0102-004 - Owners Equity-Dubai Emirates-Petro	0.00	0.00
35000-0102-005 - Owners Equity-Dubai Emirates-Feed	0.00	0.00
35000-0102-006 - Owners Equity-Dubai Emirates-Gas	0.00	0.00
35000-0102-007 - Owners Equity-Dubai Emirates-Diesel	0.00	0.00
35000-0103-000 - Owners Equity-Amman - Jordan-Admin	0.00	0.00
35000-0103-001 - Owners Equity-Amman - Jordan-Grains	0.00	0.00
35000-0103-002 - Owners Equity-Amman - Jordan-Chemicals	0.00	0.00
35000-0103-003 - Owners Equity-Amman - Jordan-Fertilizer	0.00	0.00
35000-0103-004 - Owners Equity-Amman - Jordan-Petro	0.00	0.00
35000-0103-005 - Owners Equity-Amman - Jordan-Feed	0.00	0.00
35000-0103-006 - Owners Equity-Amman - Jordan-Gas	0.00	0.00
35000-0103-007 - Owners Equity-Amman - Jordan-Diesel	0.00	0.00
35000-9000-000 - Owners Equity-Silicon Valley -Admin	0.00	0.00
35000-9000-001 - Owners Equity-Silicon Valley -Grains	0.00	0.00
35000-9000-002 - Owners Equity-Silicon Valley -Chemicals	0.00	0.00
35000-9000-003 - Owners Equity-Silicon Valley -Fertilizer	0.00	0.00
35000-9000-004 - Owners Equity-Silicon Valley -Petro	0.00	0.00

The following will guide you on how to indent or outdent row/s.

Indent row/s

1. Here is the report preview.



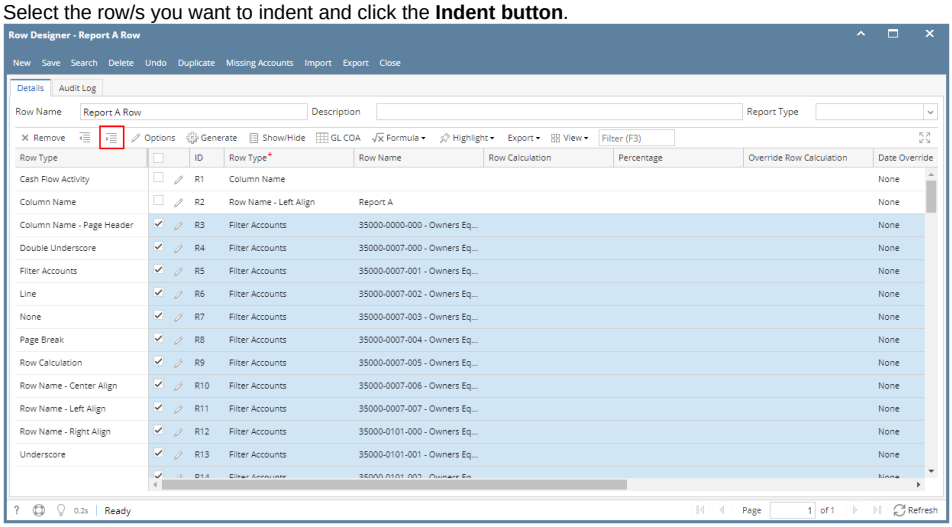
Report Test May

As Of 5/16/2018

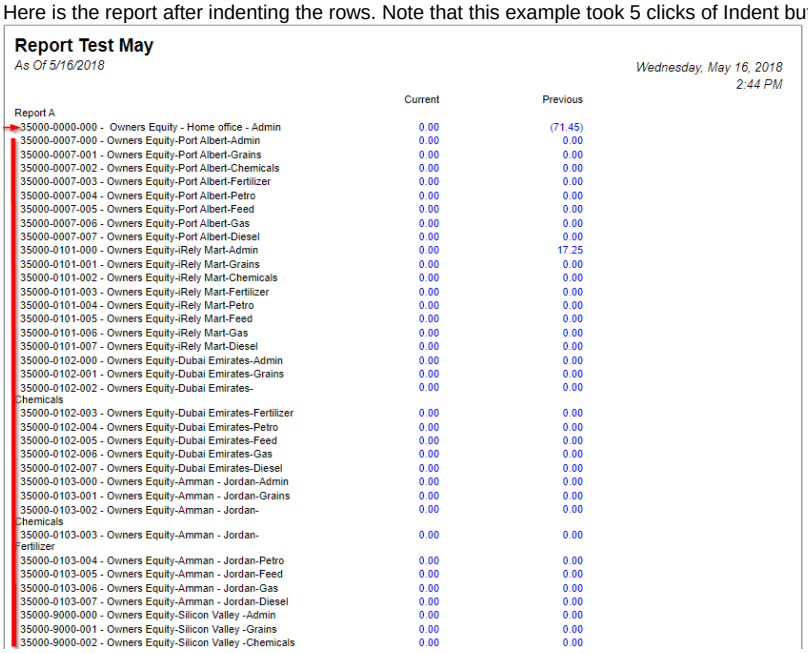
Wednesday, May 16, 2018
2:39 PM

	Current	Previous
Report A		
35000-0000-000 - Owners Equity - Home office - Admin	0.00	(71.45)
35000-0007-000 - Owners Equity-Port Albert-Admin	0.00	0.00
35000-0007-001 - Owners Equity-Port Albert-Grains	0.00	0.00
35000-0007-002 - Owners Equity-Port Albert-Chemicals	0.00	0.00
35000-0007-003 - Owners Equity-Port Albert-Fertilizer	0.00	0.00
35000-0007-004 - Owners Equity-Port Albert-Petro	0.00	0.00
35000-0007-005 - Owners Equity-Port Albert-Feed	0.00	0.00
35000-0007-006 - Owners Equity-Port Albert-Gas	0.00	0.00
35000-0007-007 - Owners Equity-Port Albert-Diesel	0.00	0.00
35000-0101-000 - Owners Equity-iRely Mart-Admin	0.00	17.25
35000-0101-001 - Owners Equity-iRely Mart-Grains	0.00	0.00
35000-0101-002 - Owners Equity-iRely Mart-Chemicals	0.00	0.00
35000-0101-003 - Owners Equity-iRely Mart-Fertilizer	0.00	0.00
35000-0101-004 - Owners Equity-iRely Mart-Petro	0.00	0.00
35000-0101-005 - Owners Equity-iRely Mart-Feed	0.00	0.00
35000-0101-006 - Owners Equity-iRely Mart-Gas	0.00	0.00
35000-0101-007 - Owners Equity-iRely Mart-Diesel	0.00	0.00
35000-0102-000 - Owners Equity-Dubai Emirates-Admin	0.00	0.00
35000-0102-001 - Owners Equity-Dubai Emirates-Grains	0.00	0.00
35000-0102-002 - Owners Equity-Dubai Emirates-Chemicals	0.00	0.00
35000-0102-003 - Owners Equity-Dubai Emirates-Fertilizer	0.00	0.00
35000-0102-004 - Owners Equity-Dubai Emirates-Petro	0.00	0.00
35000-0102-005 - Owners Equity-Dubai Emirates-Feed	0.00	0.00
35000-0102-006 - Owners Equity-Dubai Emirates-Gas	0.00	0.00
35000-0102-007 - Owners Equity-Dubai Emirates-Diesel	0.00	0.00
35000-0103-000 - Owners Equity-Amman - Jordan-Admin	0.00	0.00
35000-0103-001 - Owners Equity-Amman - Jordan-Grains	0.00	0.00
35000-0103-002 - Owners Equity-Amman - Jordan-Chemicals	0.00	0.00
35000-0103-003 - Owners Equity-Amman - Jordan-Fertilizer	0.00	0.00
35000-0103-004 - Owners Equity-Amman - Jordan-Petro	0.00	0.00
35000-0103-005 - Owners Equity-Amman - Jordan-Feed	0.00	0.00
35000-0103-006 - Owners Equity-Amman - Jordan-Gas	0.00	0.00
35000-0103-007 - Owners Equity-Amman - Jordan-Diesel	0.00	0.00
35000-9000-000 - Owners Equity-Silicon Valley -Admin	0.00	0.00
35000-9000-001 - Owners Equity-Silicon Valley -Grains	0.00	0.00
35000-9000-002 - Owners Equity-Silicon Valley -Chemicals	0.00	0.00
35000-9000-003 - Owners Equity-Silicon Valley -Fertilizer	0.00	0.00
35000-9000-004 - Owners Equity-Silicon Valley -Petro	0.00	0.00

2. Select the row/s you want to indent and click the **Indent button**.



3. Save and close the row designer.
4. Use this row designer to print a report.
5. Here is the report after indenting the rows. Note that this example took 5 clicks of Indent button.



Report Test May

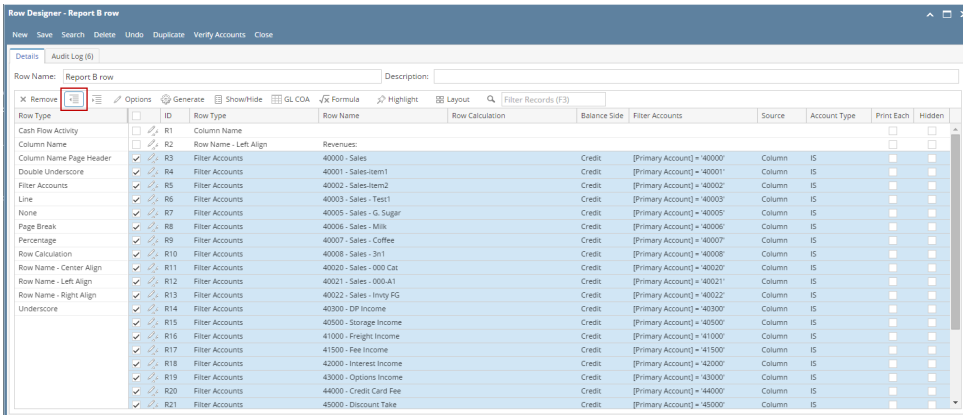
As Of 5/16/2018

Wednesday, May 16, 2018
2:44 PM

	Current	Previous
Report A		
35000-0000-000 - Owners Equity - Home office - Admin	0.00	(71.45)
35000-0007-000 - Owners Equity-Port Albert-Admin	0.00	0.00
35000-0007-001 - Owners Equity-Port Albert-Grains	0.00	0.00
35000-0007-002 - Owners Equity-Port Albert-Chemicals	0.00	0.00
35000-0007-003 - Owners Equity-Port Albert-Fertilizer	0.00	0.00
35000-0007-004 - Owners Equity-Port Albert-Petro	0.00	0.00
35000-0007-005 - Owners Equity-Port Albert-Feed	0.00	0.00
35000-0007-006 - Owners Equity-Port Albert-Gas	0.00	0.00
35000-0007-007 - Owners Equity-Port Albert-Diesel	0.00	0.00
35000-0101-000 - Owners Equity-IRely Mart-Admin	0.00	17.25
35000-0101-001 - Owners Equity-IRely Mart-Grains	0.00	0.00
35000-0101-002 - Owners Equity-IRely Mart-Chemicals	0.00	0.00
35000-0101-003 - Owners Equity-IRely Mart-Fertilizer	0.00	0.00
35000-0101-004 - Owners Equity-IRely Mart-Petro	0.00	0.00
35000-0101-005 - Owners Equity-IRely Mart-Feed	0.00	0.00
35000-0101-006 - Owners Equity-IRely Mart-Gas	0.00	0.00
35000-0101-007 - Owners Equity-IRely Mart-Diesel	0.00	0.00
35000-0102-000 - Owners Equity-Dubai Emirates-Admin	0.00	0.00
35000-0102-001 - Owners Equity-Dubai Emirates-Grains	0.00	0.00
35000-0102-002 - Owners Equity-Dubai Emirates-Chemicals	0.00	0.00
35000-0102-003 - Owners Equity-Dubai Emirates-Fertilizer	0.00	0.00
35000-0102-004 - Owners Equity-Dubai Emirates-Petro	0.00	0.00
35000-0102-005 - Owners Equity-Dubai Emirates-Feed	0.00	0.00
35000-0102-006 - Owners Equity-Dubai Emirates-Gas	0.00	0.00
35000-0102-007 - Owners Equity-Dubai Emirates-Diesel	0.00	0.00
35000-0103-000 - Owners Equity-Amman - Jordan-Admin	0.00	0.00
35000-0103-001 - Owners Equity-Amman - Jordan-Grains	0.00	0.00
35000-0103-002 - Owners Equity-Amman - Jordan-Chemicals	0.00	0.00
35000-0103-003 - Owners Equity-Amman - Jordan-Fertilizer	0.00	0.00
35000-0103-004 - Owners Equity-Amman - Jordan-Petro	0.00	0.00
35000-0103-005 - Owners Equity-Amman - Jordan-Feed	0.00	0.00
35000-0103-006 - Owners Equity-Amman - Jordan-Gas	0.00	0.00
35000-0103-007 - Owners Equity-Amman - Jordan-Diesel	0.00	0.00
35000-9000-000 - Owners Equity-Silicon Valley -Admin	0.00	0.00
35000-9000-001 - Owners Equity-Silicon Valley -Grains	0.00	0.00
35000-9000-002 - Owners Equity-Silicon Valley -Chemicals	0.00	0.00

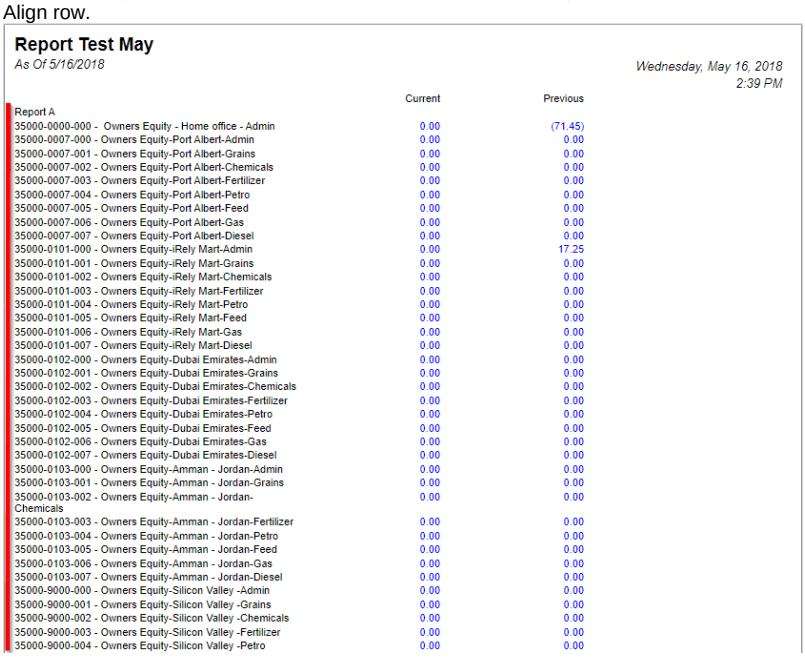
Outdent row/s

1. On the same report used in the first example, open the Row Designer record.
2. Select the row/s to outdent and click **Outdent button**.



3. Save and close the row designer.
4. Use this row designer to print a report.

5. Here is the report after outdenting the rows. Note that this example took 5 clicks of Outdent button to align it with the value on Row Name - Left Align row.



Report Test May

As Of 5/16/2018

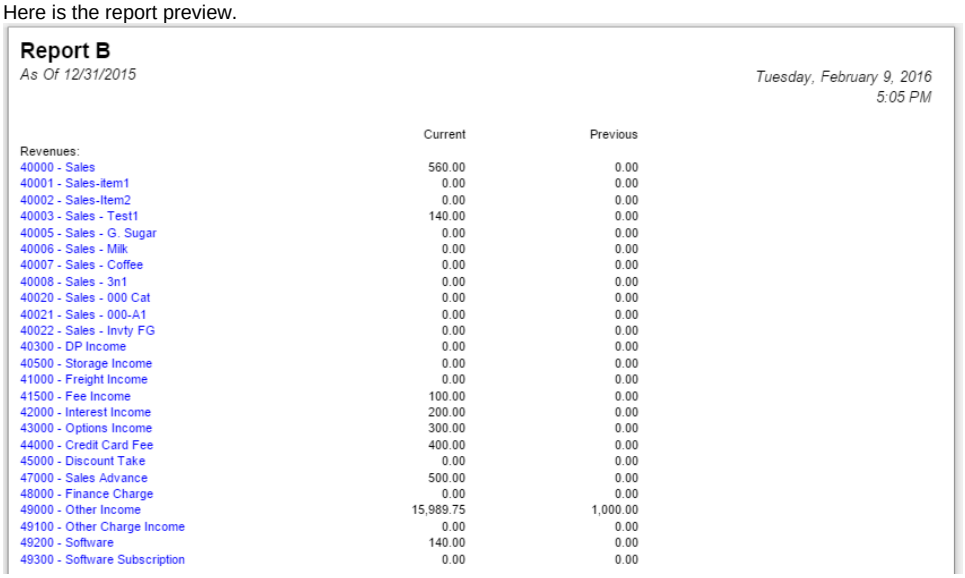
Wednesday, May 16, 2018
2:39 PM

	Current	Previous
Report A		
35000-0000-000 - Owners Equity - Home office - Admin	0.00	(71.45)
35000-0007-000 - Owners Equity-Port Albert-Admin	0.00	0.00
35000-0007-001 - Owners Equity-Port Albert-Grains	0.00	0.00
35000-0007-002 - Owners Equity-Port Albert-Chemicals	0.00	0.00
35000-0007-003 - Owners Equity-Port Albert-Fertilizer	0.00	0.00
35000-0007-004 - Owners Equity-Port Albert-Petro	0.00	0.00
35000-0007-005 - Owners Equity-Port Albert-Feed	0.00	0.00
35000-0007-006 - Owners Equity-Port Albert-Gas	0.00	0.00
35000-0007-007 - Owners Equity-Port Albert-Diesel	0.00	0.00
35000-0101-000 - Owners Equity-iRely Mart-Admin	0.00	17.25
35000-0101-001 - Owners Equity-iRely Mart-Grains	0.00	0.00
35000-0101-002 - Owners Equity-iRely Mart-Chemicals	0.00	0.00
35000-0101-003 - Owners Equity-iRely Mart-Fertilizer	0.00	0.00
35000-0101-004 - Owners Equity-iRely Mart-Petro	0.00	0.00
35000-0101-005 - Owners Equity-iRely Mart-Feed	0.00	0.00
35000-0101-006 - Owners Equity-iRely Mart-Gas	0.00	0.00
35000-0101-007 - Owners Equity-iRely Mart-Diesel	0.00	0.00
35000-0102-000 - Owners Equity-Dubai Emirates-Admin	0.00	0.00
35000-0102-001 - Owners Equity-Dubai Emirates-Grains	0.00	0.00
35000-0102-002 - Owners Equity-Dubai Emirates-Chemicals	0.00	0.00
35000-0102-003 - Owners Equity-Dubai Emirates-Fertilizer	0.00	0.00
35000-0102-004 - Owners Equity-Dubai Emirates-Petro	0.00	0.00
35000-0102-005 - Owners Equity-Dubai Emirates-Feed	0.00	0.00
35000-0102-006 - Owners Equity-Dubai Emirates-Gas	0.00	0.00
35000-0102-007 - Owners Equity-Dubai Emirates-Diesel	0.00	0.00
35000-0103-000 - Owners Equity-Amman - Jordan-Admin	0.00	0.00
35000-0103-001 - Owners Equity-Amman - Jordan-Grains	0.00	0.00
35000-0103-002 - Owners Equity-Amman - Jordan-Chemicals	0.00	0.00
35000-0103-003 - Owners Equity-Amman - Jordan-Fertilizer	0.00	0.00
35000-0103-004 - Owners Equity-Amman - Jordan-Petro	0.00	0.00
35000-0103-005 - Owners Equity-Amman - Jordan-Feed	0.00	0.00
35000-0103-006 - Owners Equity-Amman - Jordan-Gas	0.00	0.00
35000-0103-007 - Owners Equity-Amman - Jordan-Diesel	0.00	0.00
35000-9000-000 - Owners Equity-Silicon Valley -Admin	0.00	0.00
35000-9000-001 - Owners Equity-Silicon Valley -Grains	0.00	0.00
35000-9000-002 - Owners Equity-Silicon Valley -Chemicals	0.00	0.00
35000-9000-003 - Owners Equity-Silicon Valley -Fertilizer	0.00	0.00
35000-9000-004 - Owners Equity-Silicon Valley -Petro	0.00	0.00

The following will guide you on how to indent or outdent row/s.

Indent row/s

1. Here is the report preview.



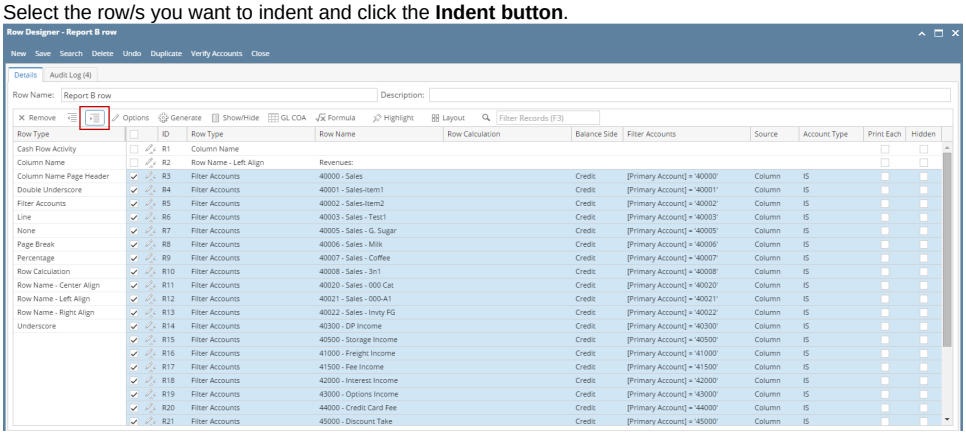
Report B

As Of 12/31/2015

Tuesday, February 9, 2016
5:05 PM

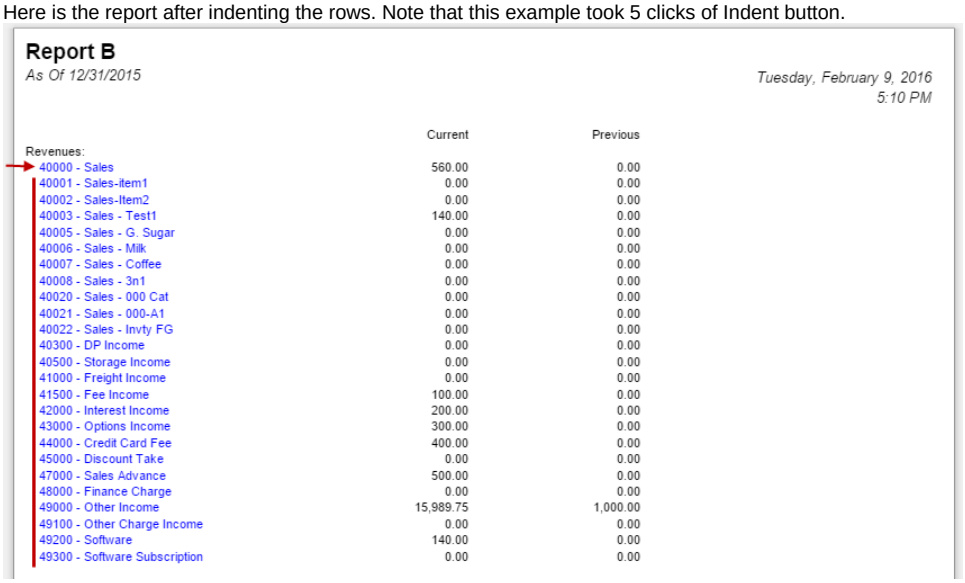
	Current	Previous
Revenues:		
40000 - Sales	560.00	0.00
40001 - Sales-item1	0.00	0.00
40002 - Sales-Item2	0.00	0.00
40003 - Sales - Test1	140.00	0.00
40005 - Sales - G. Sugar	0.00	0.00
40006 - Sales - Milk	0.00	0.00
40007 - Sales - Coffee	0.00	0.00
40008 - Sales - 3n1	0.00	0.00
40020 - Sales - 000 Cat	0.00	0.00
40021 - Sales - 000-A1	0.00	0.00
40022 - Sales - Invty FG	0.00	0.00
40300 - DP Income	0.00	0.00
40500 - Storage Income	0.00	0.00
41000 - Freight Income	0.00	0.00
41500 - Fee Income	100.00	0.00
42000 - Interest Income	200.00	0.00
43000 - Options Income	300.00	0.00
44000 - Credit Card Fee	400.00	0.00
45000 - Discount Take	0.00	0.00
47000 - Sales Advance	500.00	0.00
48000 - Finance Charge	0.00	0.00
49000 - Other Income	15,989.75	1,000.00
49100 - Other Charge Income	0.00	0.00
49200 - Software	140.00	0.00
49300 - Software Subscription	0.00	0.00

2. Select the row/s you want to indent and click the **Indent button**.



3. Save and close the row designer.
4. Use this row designer to print a report.

5. Here is the report after indenting the rows. Note that this example took 5 clicks of Indent button.



Report B

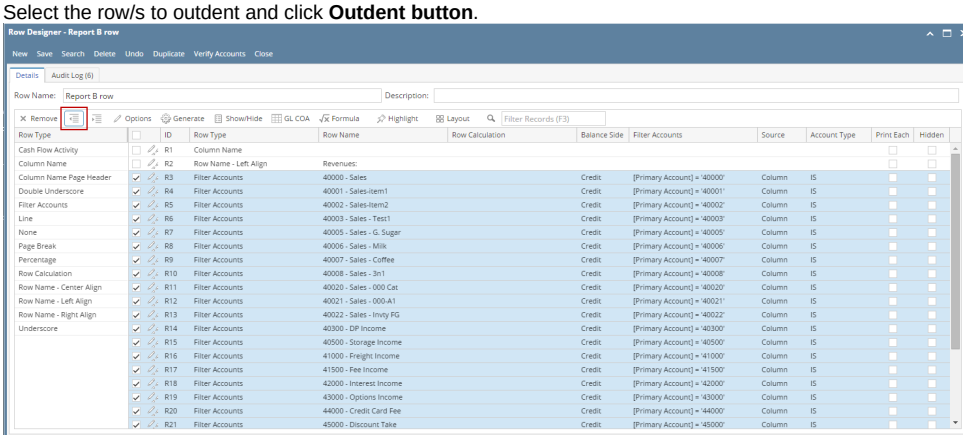
As Of 12/31/2015

Tuesday, February 9, 2016
5:10 PM

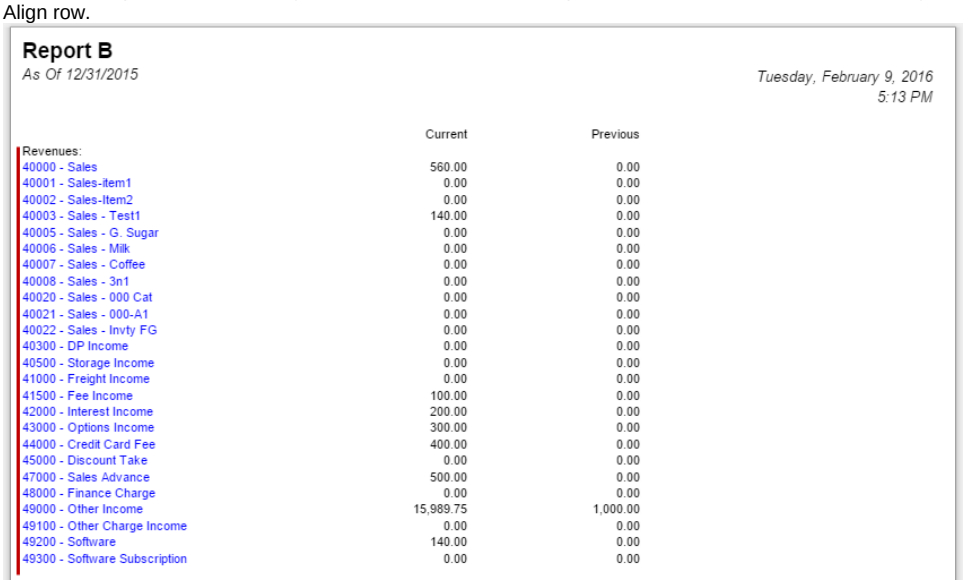
	Current	Previous
Revenues:		
40000 - Sales	560.00	0.00
40001 - Sales-item1	0.00	0.00
40002 - Sales-Item2	0.00	0.00
40003 - Sales - Test1	140.00	0.00
40005 - Sales - G. Sugar	0.00	0.00
40006 - Sales - Milk	0.00	0.00
40007 - Sales - Coffee	0.00	0.00
40008 - Sales - 3n1	0.00	0.00
40020 - Sales - 000 Cat	0.00	0.00
40021 - Sales - 000-A1	0.00	0.00
40022 - Sales - Invty FG	0.00	0.00
40300 - DP Income	0.00	0.00
40500 - Storage Income	0.00	0.00
41000 - Freight Income	0.00	0.00
41500 - Fee Income	100.00	0.00
42000 - Interest Income	200.00	0.00
43000 - Options Income	300.00	0.00
44000 - Credit Card Fee	400.00	0.00
45000 - Discount Take	0.00	0.00
47000 - Sales Advance	500.00	0.00
48000 - Finance Charge	0.00	0.00
49000 - Other Income	15,989.75	1,000.00
49100 - Other Charge Income	0.00	0.00
49200 - Software	140.00	0.00
49300 - Software Subscription	0.00	0.00

Outdent row/s

1. On the same report used in the first example, open the Row Designer record.
2. Select the row/s to outdent and click **Outdent button**.



3. Save and close the row designer.
4. Use this row designer to print a report.
5. Here is the report after outdenting the rows. Note that this example took 5 clicks of Outdent button to align it with the value on Row Name - Left Align row.



Report B

As Of 12/31/2015

Tuesday, February 9, 2016
5:13 PM

	Current	Previous
Revenues:		
40000 - Sales	560.00	0.00
40001 - Sales-item1	0.00	0.00
40002 - Sales-Item2	0.00	0.00
40003 - Sales - Test1	140.00	0.00
40005 - Sales - G. Sugar	0.00	0.00
40006 - Sales - Milk	0.00	0.00
40007 - Sales - Coffee	0.00	0.00
40008 - Sales - 3n1	0.00	0.00
40020 - Sales - 000 Cat	0.00	0.00
40021 - Sales - 000-A1	0.00	0.00
40022 - Sales - Invty FG	0.00	0.00
40300 - DP Income	0.00	0.00
40500 - Storage Income	0.00	0.00
41000 - Freight Income	0.00	0.00
41500 - Fee Income	100.00	0.00
42000 - Interest Income	200.00	0.00
43000 - Options Income	300.00	0.00
44000 - Credit Card Fee	400.00	0.00
45000 - Discount Take	0.00	0.00
47000 - Sales Advance	500.00	0.00
48000 - Finance Charge	0.00	0.00
49000 - Other Income	15,989.75	1,000.00
49100 - Other Charge Income	0.00	0.00
49200 - Software	140.00	0.00
49300 - Software Subscription	0.00	0.00