## How to Add Row Name - Center Align row

The **Row Name - Center Align row** will ignore any column configuration you have. It will take the entire report page as its basis and the value entered in the Row Name field will be shown at the center part of your report.

Follow these steps to add a Row Name - Center Align row.

- 1. From the Row Type section select Row Name Center Align and drag it to the grid area, in the position you want that row be added.
- 2. Enter a value in the Row Name field.
- 3. All other fields are not anymore necessary so you can leave those out.

This is how Row Name - Center Align row will look like when you follow the above steps.

Row Designer - Balance Sheet	- June 03, 2	019 11	:19:29						^ 🗆	×
New Save Search Delete			Missing Accounts Import I	Export Close						
Details Audit Log										
Row Name Balance Sheet	- June 03, 3	2019 11	1:19:29	Description Stan	dard Balance Sheet Template			Report Type	Balance Sheet	~
X Remove 🖷 🔎	Options ද්	Gener	rate 🔠 Show/Hide 🌐 GL	EOA √ 🗙 Formula 🕶 🌧	Highlight - Export - 🔠 View -	Filter (F3)				К Л Ц Ц
Row Type		ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override	Balance Side	Filter
Cash Flow Activity		R1	Column Name							-
Column Name	× /		Row Name - Center Align	Row Center Align				None		
Column Name - Page Header	1 1	R2	Row Name - Left Align	Asset						
Double Underscore	0 /	R5	Filter Accounts	Chatham Admin				None	Debit	[[0
Filter Accounts	- /	R6	Filter Accounts	Asset				None	Debit	[G
Line		R7	Filter Accounts	Current Assets				None	Debit	[G
None		RB	Filter Accounts	Cash Accounts				None	Debit	[G
Page Break	0 /	R9	Filter Accounts	Undeposited Funds				None	Debit	[G
Row Calculation	0 /	R10	Filter Accounts	Receivables				None	Debit	[G
Row Name		R11	Filter Accounts	Prepaids				None	Debit	[G
Row Name - Center Align		R12	Filter Accounts	Inventories				None	Debit	[G
Row Name - Left Align		R13	Filter Accounts	Quick Turn Assets				None	Debit	[G
Row Name - Right Align	0 /	R14	Filter Accounts	Non-Current Assets				None	Debit	[G

This is how it will be shown when you print your financial report.

Balance Sheet - June 03, 201	9 11:19:29			
As Of 6/3/2019			Mono	lay, June 3, 2019
				4:14 PM
	Current Year	Current Units	Prior Year	Prior Units
	Row Center Alig	n		
Asset				
Chatham Admin	6,997,204	-1	6,997,204	-1
Asset	36,886,600	28,888,448	36,784,018	28,888,448
Cash Accounts	-79,545,020	-29,108,521	-78,466,735	-29,108,477
Receivables	25,035,157	3,739,651	24,712,446	3,692,276
Prepaids	1,790,236	3,022,819	1,790,236	3,022,819
Inventories	1,120,448,855	79,188,581	849,891,599	72,783,243
Other Assets	-1,468,117	-8,023,023	-1,455,776	-7,091,840
Total Assets :	1,103,147,711	77,707,955	833,255,788	72,186,469

You can enhance this row by setting its Font Properties and Row Height. See How to Configure Row Font Properties and Row Height topic to guide you on how to do this.

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1. From the Row Type section select Row Name - Center Align and drag it to the grid area, in the position you want that row be added.

2. Enter a value in the **Row Name field**.

3. All other fields are not anymore necessary so you can leave those out.

This is how Row Name - Center Align row will look like when you follow the above steps.

Details Audit Log							
Row Name Duplicate (1) o	of Balance Sheet	Descrip	tion Standard Balance S	heet Template		Report Type Balance	Sheet
X Remove 🖷 👼 🖉	Options 🎲 Gene	erate 🔠 Show/Hide 🔠 GL	COA √x Formula • 🔗 Hi	ghlight • Export • 🗄 View •	Filter (F3)		K.
Row Type	D ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Overrid
Cash Flow Activity	✓ /	Row Name - Center Align					None
Column Name	🗆 🕇 🧷 R2	Column Name					
Column Name - Page Header	/ R3	Row Name - Left Align	Asset				
Double Underscore	/ R4	Filter Accounts	Wells Fargo - Disbursemen	nt			None
Filter Accounts	/ R5	Filter Accounts	Asset				None
Line	🗆 / R6	Filter Accounts	Current Assets				None
None	🗌 🧷 R7	Filter Accounts	Cash Accounts				None
Page Break	🗆 🧷 R8	Filter Accounts	Undeposited Funds				None
Row Calculation	🗌 🧷 R9	Filter Accounts	Receivables				None
Row Name - Center Align	🗌 🥒 R10	Filter Accounts	Prepaids				None
Row Name - Left Align	🗌 🥒 R11	Filter Accounts	Inventories				None
Row Name - Right Align	🗌 🥒 R12	Filter Accounts	Quick Turn Assets				None
Underscore	🗌 🧷 R13	Filter Accounts	Non-Current Assets				None

This is how it will be shown when you print your financial report.

## Balance Sheet - June 07, 2018 18:26:39

As Of 6/7/2018			Thursda	ay, June 14, 2018
				11:05 AM
	Center Alignmen	t		
	Current Year	Current Units	Prior Year	Prior Units
Asset				
Wells Fargo - Disbursement - Home office - Admin	6,972,804	-1	7,028,376	-1
Asset	36,398,668	6,494,329	-9,678,869	543
Cash Accounts	-85,789,473	-6,492,768	-27,754,617	4
Receivables	24,009,675	3,368,954	29,478,176	3,257,048
Prepaids	1,790,236	0	1,790,236	(
Inventories	848,993,584	50,930,197	848,283,809	52,065,719
Other Assets	-1,425,774	-3,869,874	-1,423,737	-3,529,308
	-1,425,774	-3,869,874	-1,423,735	-3,529,308
Total Assets :	823,976,916	50,430,838	840,694,998	51,794,006
=	525,515,515			

You can enhance this row by setting its Font Properties and Row Height. See How to Configure Row Font Properties and Row Height topic to guide you on how to do this.

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This is how Row Name - Center Align row will look like when you follow the above steps.

Details Audit Log														
Row Name Test BS					Description Test BS						Rep	port Type		
X Remove 🖷 👼 🖉	9 Options	्रि Gene	erate 🔠 Show/Hide 🏢 GL C	OA √x Formula • >> Highligh	nt • Export • 🗄 View • F	Filter (F3)								5.7 2.5
Row Type		ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override	Balance Side	Filter Accounts	Source	Account Type	Print Each	Hidder
	• 🗆 🖉	R2	None					None						•
Column Name - Page Hea	0 1	R3	Column Name											
Double Underscore		R4	Filter Accounts	10003-0000-000 Fifth Third				None	Debit	[ID] = '10003-0000-000'	Column	BS		
Filter Accounts	0 /	R5	Filter Accounts	40000-0000-001 Sales				None	Debit	[ID] = '40000-0000-001'	Column	IS		
Line	- /	R6	Filter Accounts	39000-0000-000 Retained Ea				None	Debit	[ID] = '39000-0000-000'	Column	RE		
None		R7	Underscore					None						
Page Break		RS	Row Calculation		R4+R5+R6			None						
Row Calculation		R9	Double Underscore					None						
Row Name - Center Align			None					None						
Row Name - Left Align			Row Name - Center Align					None						
Row Name - Right Align			Kow Name - Center Align					None						

This is how it will be shown when you print your financial report.

			볞	K		Current Page			Q	?	r . 1	<b>V</b> ,	3		
t Pri rt	int Page	Save To File 🔻	Save To Window 🔻			Page Count: 1			Find Text			Close Period	Archive	Close	
Print		Ex	port			Navigation				Report					
						Device Poleses	Tele	Debl	Table		Teles Debit Units	Table		Fada	- Delesse
		Third - Petro				Beginning Balance 10,594,622.11	Tota	I Debit 0.00		0.00	Total Debit Units 0.00	Total Cre	0.00	10,5	g Balance 94,622.11
39000-00	00-000 Reta	ined Earning	S			(79,903,407.91) (69,308,785.80)		0.00	(	0.00	0.00		0.00		03,407.91) 08,785.80)
					-	(09,500,705.00)					0.00		0.00	(09,5)	10,703.00)
							Center Align - Row								

You can enhance this row by setting its Font Properties and Row Height. See How to Configure Row Font Properties and Row Height topic to guide you on how to do this.

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- 3. All other fields are not anymore necessary so you can leave those out.

This is how Row Name - Center Align row will look like when you follow the above steps.

Row Designer - Report A row										<b>^</b> □ ∃
New Save Search Delete	Undo Duplicat	e Verify Accounts	Close							
Details Audit Log (20)										
Row Name: Report A row			Descrip	tion: row descriptio	n					
× Remove → = /	Options 🖧 G	enerate 🗄 Show/H	ide 🔠 GL COA	√x Formula 🔗 H	lighlight ==	Layout Q Filte	er 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	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	Underscore								
None	🗌 🖉 R7	Row Calculation	Net Income	R4-R5						
Page Break	🗌 🖉 R8	Double Undersco								
Percentage	🗌 🖉 R9	Row Name - Left	Left align row tes	t						
Row Calculation	<b>*</b> 🗆 💪	Row Name - Cent	Center align row							
Row Name - Center Align										
Row Name - Left Align										
Row Name - Right Align										

This is how it will be shown when you print your financial report.

Report A As Of 12/31/2015				Monday, Jan	uary 18, 2016 7:47 PM
ld R4	Name Revenue		2015 18,329.75	2014 1,000.00	
R5	Expense	_	16,952.74	0.00	
R7 Left align row test	Net Income	_	1,377.01	1,000.00	
2011 21.311 1001		Center align row test			

u can enhance this row by setting its Font Properties and Row Height. See How to Configure Row Font Properties and Row Height topic to guide you on how to do this.

The **Center Title** row will ignore any column configuration you have. It will take the entire report page as its basis and the value entered in the Description field will be shown at the center-most part of your report.

Follow these steps to add a Center Title row.

Yo

- 1. A new row will be available in the grid section.
- 2. Enter a value in the **Description field**.
- 3. In the Row Type field, select Center Title.
- 4. All other fields are not anymore necessary so you can leave those out.

This is how Center Title row will look like when you follow the above steps.

				t 🖗	0	Σ			
New	i Sa	ave Search Delete (	Jndo Duplicate Fo	onts Generate Row	Verify Accounts	Total Calculations	Close		
w I	Vame:	BS		Description:	Balance Sheet by	account type			
a t	ncart (	📄 Remove 🔺 Up 🔻	Down P Filtor P	ocords (E2)					
	ID	Description	Row Type		Related Rows	P	alance Side	Filter Accounts	
		Description			Related Rows	-	ebit	Filter Accounts	
	1		Line			-			
	12		Description			-	ebit		
	2	Assets	Calculation			-	ebit	[Type] = 'Asset'	
	3		Double Un	derscore		D	ebit		
	4		None			D	ebit		
	5	Liabilities	Calculation	n		C	redit	[Type] = 'Liability'	
	6	Equity	Calculation	n		C	redit	[Type] = 'Equity'	
	7	Revenues	Hidden			c	redit	[Type] = 'Revenue'	
	8	Expenses	Hidden			D	ebit	[Type] = 'Expense'	
	9	CYE	Total Calc	ulation	R7 - R8	D	ebit		
	13		Underscore	e		D	ebit		_
	10	Liabilities and Equity	Total Calc	ulation	R5 + R6 + R9	D	ebit		
	11		Double Un	derscore		D	ebit		_
	14		Page Breal	k		D	ebit		
	15	Left Title test	Left Title			0	ebit		
	16	Center Title test	Center Tit	e		-	ebit		
	17	Right Title test	Right Title			-	ebit		

This is how it will be shown when you print your financial report.

Balance Sheet As Of 4/15/2015 Left Title test		Thursday, April 16, 2015 10:34 AM
Lon file test	Center Title test	
		Right Title test

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- now mese steps to add a Center Thie row.
  - 1. A new row will be available in the grid section..
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Row Desi	gner				× 🗆 ×					
	ave Search Delete Undo D	uplicate Generate Row Fonts	Total Calculations Filter Account	s Close						
Row Name:	Row Name: Balance Sheet Description: Summary Balances per Account Type									
🕜 Insert	😑 Delete 🔺 Up 🔻 Down 🛛 💡	Filter Records (F3)								
ID ID	Description	Row Type	Related Rows	Balance Side	Filter Accounts					
1		Line		Debit	<u>^</u>					
2		Description Title		Debit						
3	Assets	Center Title		Debit						
4	Total Assets	Calculation		Debit	[Type] = 'Asset'					
5		Double Underscore		Debit						

This is how it will be shown when you print your financial report.

## Balance Sheet - PrevCur

As Of 9/11/2014 Thursday, September 11, 2014 2:40 PM 2014 2013 Assets R4 Total Assets 3,714.00 3,876.00 Liabilities R8 Total Liabilities 0.00 0.00 Equity R12 R13 R14 Equity - exclusive of RE Retained Earnings Current Year Earnings 0.00 0.00 <u>3,876.00</u> 0.00 0.00 3,714.00 3,714.00 3,876.00 R16 Total Equity R19 Total Liabilities and Equity 3,714.00 3,876.00

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