

How to Add Column Name row

The **Column Name row** is a row intended to show a column name on the first page of the report. This row type works with Column Designer > Caption field.

Follow these steps to add a Column Name row.

1. From the **Row Type** section select **Column Name** 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. This value should be as descriptive as possible so it would be easy to read what row is that for.
3. All other fields are not anymore necessary so you can leave those out.

This is how Column Name row will look like when you follow the above steps.

Row Designer - Report A Row

New Save Search Delete Undo Duplicate Missing Accounts Import Export Close

Details Audit Log

Row Name: Description: Report Type:

Row Type	ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override	Balance Side	Filter Acc
Cash Flow Activity		Column Name					None		
Column Name	R2	Row Name - Left Align	Report A				None		
Column Name - Page Header	R3	Filter Accounts	35000-0000-000 - Owners Eq...				None	Credit	[ID] =
Double Underscore	R4	Filter Accounts	35000-0007-000 - Owners Eq...				None	Credit	[ID] =

For the above row to work, the **Column Designer > Caption** field should be setup as well. The following will illustrate how to configure the Column Designer > Caption field to work with this row. There are a number of options to select from and each are detailed below.

Example 1. Column Name value is used for column header

The Column Name row will show the Column Name value (boxed in red) if Column Name is selected in the Caption field (highlighted in yellow).

Column Designer - Balance Sheet - May 15, 2018 10:39:59

New Save Search Delete Undo Duplicate Import Export Close

Details Audit Log

Column Name	*Balance Sheet - May 15, 2018 10:39:59	Description	Standard Balance Sheet Template
+ Insert X Remove Export View Filter (F3)	ID Column Type*	Column Name	Caption
C1 Row Id	Row Id	Column Name	
C2 Row Name	Row Name	Column Name	
C3 GL Amounts	Current Year	Column Name	BOT 0 01/01/1900 05/31/2018
C4 Units	Current Units	Column Name	BOT 0 01/01/1900 05/31/2018
C5 GL Amounts	Prior Year	Column Name	BOT EOY-1yr 01/01/1900 12/31/2017
C6 Units	Prior Units	Column Name	BOT EOY-1yr 01/01/1900 12/31/2017

This is how Column Name row will look like on report based on the above configurations.

Row Id	Row Name	Current Year
R2	35000-0000-000 - Owners Equity - Home office - Admin	-71

Example 2. Specific Year is used for column header

The Column Name row will show specific year when Year is selected in the Caption field. And the year it will show will be based on the Filter configurations (Start Offset and End Offset fields that is setup per fiscal year).

Column Designer - Balance Sheet - May 15, 2018 10:39:59

New Save Search Delete Undo Duplicate Import Export Close

Details Audit Log

Column Name * Balance Sheet - May 15, 2018 10:39:59 Description Standard Balance Sheet Template Column Type User Defined Run Date 05/15/2018

+ Insert X Remove Export View Filter (F3)

ID	Column Type *	Column Name	Caption	Start Offset	End Offset	Start Date	End Date	Column Calculation	Segment Filter
C1	Row Id	Row Id	Column Name						Add Record
C2	Row Name	Row Name	Column Name						Add Record
C3	GL Amounts	Current Year	Year	BOY	EOY	01/01/2018	12/31/2018		
C4	GL Amounts	Prior Year	Year	BOY-1yr	EOY-1yr	01/01/2017	12/31/2017		
C5	Units	Current Units	Column Name	BOT	0	01/01/1900	05/31/2018		Add Record

Take note also that the **As of Date** in the Report Settings screen will be the basis of what year is your fiscal year. In this example, it will get the Fiscal Year where 12/15/2015 date belongs.

Report Builder - Balance Sheet - May 15, 2018 10:39:59

New Save Search Delete Undo Duplicate Generate Close

Details Runtime Log Financial History Audit Log

Report Name * Balance Sheet - May 15, 2018 10:39:59 As of Date 05/15/2018

Row Report A Row Segment Filter Segment Filter Group - 4/30/2018 4:22:24 PM

Column Balance Sheet - May 15, 2018 10:39:59 Description Standard Balance Sheet Template

Orientation * Portrait

Header & Footer

Page Header Page Header - 4/30/2018 4:51:42 PM Report Header Report Header - 3/20/2018 4:11:53 PM

Page Footer Report Footer

Margins

Top 50.00 Bottom 50.00

Left 100.00 Right 100.00

Gutter 0.00

Options

Show Default Header & Footer

Include Audit Adjustment

Suppress Zero

Rounding Adjustment

? 0.65s Ready Page 1 of 1 Refresh

Fiscal Year

New Open Audit Adjust Recalc Refresh Export Close

Layout Filter Records (F3) 3 records (1 selected)

Fiscal Year	Date From	Date To
<input type="checkbox"/> 2016	01/01/2016	12/31/2016
<input type="checkbox"/> 2014	01/01/2014	12/31/2014
<input checked="" type="checkbox"/> 2015	01/01/2015	12/31/2015

This is how Column Name row will look like on report based on the above configurations. As shown, 2015 is the Current Fiscal Year.

Row Id	Row Name	2018	2017
R2	35000-0000-000 - Owners Equity - Home office - Admin	0	-71

Example 3. Short Month and Long Month is used for column header

The Column Name row will show specific month when Short Month and Long Month is selected in the Caption field. And the month it will show will be based on the Filter configurations (Start Offset and End Offset fields in a monthly basis).

Column Designer - Balance Sheet - May 15, 2018 10:39:59

New Save Search Delete Undo Duplicate Import Export Close

Details Audit Log

Column Name: * Balance Sheet - May 15, 2018 10:39:59 Description: Standard Balance Sheet Template Column Type: User Defined Run Date: 01/01/2018

+ Insert X Remove Export View Filter (F3)

ID	Column Type*	Column Name	Caption	Start Offset	End Offset	Start Date	End Date	Column Calculation	Segment Filter
C1	Row Id	Row Id	Column Name						Add Record
C2	Row Name	Row Name	Column Name						Add Record
C3	GL Amounts	Current Year	Short Month	0	0	01/01/2018	01/31/2018		
C4	GL Amounts	Prior Year	Long Month	-1	-1	12/01/2017	12/31/2017		
C5	Units	Current Units	Column Name	BOT	0	01/01/1900	01/31/2018		
C6	Units	Prior Units	Column Name	BOT	EOY-1yr	01/01/1900	12/31/2017		Add Record

Take note also that the **As of Date** in the Report Settings screen will be the basis to determine what month is your current month. In this example, since the As Of date is a date in December, the current month is December.

Report Builder - Balance Sheet - May 15, 2018 10:39:59

New Save Search Delete Undo Duplicate Generate Close

Details Runtime Log Financial History Audit Log

Report Name: * Balance Sheet - May 15, 2018 10:39:59 As of Date: 01/01/2018

Row: Balance Sheet - May 15, 2018 10:39:59 Segment Filter: Segment Filter Group - 4/30/2018 4:22:24 PM

Column: Balance Sheet - May 15, 2018 10:39:59 Description: Standard Balance Sheet Template

Orientation: * Portrait

Header & Footer

Page Header: Page Header - 4/30/2018 4:51:42 PM Report Header: Report Header - 3/20/2018 4:11:53 PM

Page Footer: Report Footer

Margins

Top: 50.00 Bottom: 50.00 Left: 100.00 Right: 100.00 Gutter: 0.00


Options

Show Default Header & Footer: ☐ Include Audit Adjustment: ☐ Suppress Zero: ☒ Rounding Adjustment: ☒

0.34s Ready Page 1 of 1 Refresh

This is how Column Name row will look like on report preview based on the above configuration.

Row Id	Row Name	Jan	December
Asset			
R3	Asset	645	5,413
R5	Cash Accounts	-86,205	-50,604
R7	Receivables	2,223	30,095
R9	Inventories	210,488	205,990
R12	Other Assets	6,190	9,122
R15	Total Assets :	133,341	200,016

 *Short Month will show the abbreviated month name while Long Month will show the full month name.

Example 4. Month and Period Description is used for column header

The Column Name row will show specific month when Month and Period Description is selected in the Caption field. And the month it will show will be based on the Filter configurations (Start Offset and End Offset fields - monthly basis in this example).

Column Designer - Report A column

NewSaveSearchDeleteUndoDuplicateClose

DetailsAudit Log (13)

Column Name: Report A columnDescription: column descriptionRun Date: 12/15/2015

+ InsertX RemoveArrangeLayoutFilter Records (F3)

ID	Column Type	Column Name	Caption	Start Offset	End Offset	Start Date	End Date	Column Calculation	Segment Filter	Budget Code	Percentage	Width	Alignment	Format
C1	Row Id	Id	Column Name									160	Left	##0.00;(##0.00)
C2	Row Name	Name	Column Name									250	Left	##0.00;(##0.00)
C3	GL Amounts	Current	Month	0	0	12/01/2015	12/31/2015					160	Center	##0.00;(##0.00)
C4	GL Amounts	Previous	Period Description	-1	-1	11/01/2015	11/30/2015					160	Right	##0.00;(##0.00)

The Month caption will show 2-digit value equivalent to the Filter configuration of the row. The first row in the Fiscal Year setup being 01.

Fiscal Year - 2015

New Save Delete Undo Generate Close Year Set Current Close

Details Audit Log (0)

Fiscal Year: 2015 Start Date: 01/01/2015 End Date: 12/31/2015

Status: Open Retained Earnings: 39000-1000

X Remove Filter:

<input type="checkbox"/>	Period Name	Start Date	End Date	General Ledger	Accounts Receiva...	Accounts Paya
<input type="checkbox"/>	January 2015	01/01/2015	01/31/2015	Open	Open	Open
<input type="checkbox"/>	February 2015	02/01/2015	02/28/2015	Open	Open	Open
<input type="checkbox"/>	March 2015	03/01/2015	03/31/2015	Open	Open	Open
<input type="checkbox"/>	April 2015	04/01/2015	04/30/2015	Open	Open	Open
<input type="checkbox"/>	May 2015	05/01/2015	05/31/2015	Open	Open	Open
<input type="checkbox"/>	June 2015	06/01/2015	06/30/2015	Open	Open	Open
<input type="checkbox"/>	July 2015	07/01/2015	07/31/2015	Open	Open	Open
<input type="checkbox"/>	August 2015	08/01/2015	08/31/2015	Open	Open	Open
<input type="checkbox"/>	September 2015	09/01/2015	09/30/2015	Open	Open	Open
<input type="checkbox"/>	October 2015	10/01/2015	10/31/2015	Open	Open	Open
<input type="checkbox"/>	November 2015	11/01/2015	11/30/2015	Open	Open	Open
<input type="checkbox"/>	December 2015	12/01/2015	12/31/2015	Open	Open	Open

The Period Description caption will take the Period Name from the Fiscal Year screen, equivalent to the Filter configuration of the row.

Fiscal Year - 2015

New

Save

Delete

Undo

Generate

Close Year

Set Current

Close

Details

Audit Log (0)

Fiscal Year:

2015

Start Date:

01/01/2015

End Date:

12/31/2015

Status:

Open

Retained Earnings:

39000-1000

X Remove

Filter:

Q

<input type="checkbox"/>	Period Name	Start Date	End Date	General Ledger	Accounts Receiva...	Accounts Paya
<input type="checkbox"/>	January 2015	01/01/2015	01/31/2015	Open	Open	Open
<input type="checkbox"/>	February 2015	02/01/2015	02/28/2015	Open	Open	Open
<input type="checkbox"/>	March 2015	03/01/2015	03/31/2015	Open	Open	Open
<input type="checkbox"/>	April 2015	04/01/2015	04/30/2015	Open	Open	Open
<input type="checkbox"/>	May 2015	05/01/2015	05/31/2015	Open	Open	Open
<input type="checkbox"/>	June 2015	06/01/2015	06/30/2015	Open	Open	Open
<input type="checkbox"/>	July 2015	07/01/2015	07/31/2015	Open	Open	Open
<input type="checkbox"/>	August 2015	08/01/2015	08/31/2015	Open	Open	Open
<input type="checkbox"/>	September 2015	09/01/2015	09/30/2015	Open	Open	Open
<input type="checkbox"/>	October 2015	10/01/2015	10/31/2015	Open	Open	Open
<input type="checkbox"/>	November 2015	11/01/2015	11/30/2015	Open	Open	Open
<input type="checkbox"/>	December 2015	12/01/2015	12/31/2015	Open	Open	Open

Take note also that the **As of Date** in the Report Settings screen will be the basis to determine what month is your current month. In this example, since the As Of date is a date in December, then current month is December.

Report Settings

Print

Close

Details

As of Date:12/15/2015

Segment Filter

Suppress Zero:

Include Audit Adjustment:

?

Ready

This is how Column Name row will look like on report preview based on the above configuration.

Report A			
As Of 12/15/2015		Tuesday, January 12, 2016	
		6:26 PM	
Id	Name	12	November 2015
R2	10000 Check book in Bank	0.00	0.00

Fiscal Year - 2015

New Save Delete Undo Generate Close Year Set Current Close

Details Audit Log (0)

Fiscal Year: 2015 Start Date: 01/01/2015 End Date: 12/31/2015

Status: Open Retained Earnings: 39000-1000

X Remove Filter:

Period Name	Start Date	End Date	General Ledger	Accounts Receiva...	Accounts Paya
January 2015	01/01/2015	01/31/2015	Open	Open	Open
February 2015	02/01/2015	02/28/2015	Open	Open	Open
March 2015	03/01/2015	03/31/2015	Open	Open	Open
April 2015	04/01/2015	04/30/2015	Open	Open	Open
May 2015	05/01/2015	05/31/2015	Open	Open	Open
June 2015	06/01/2015	06/30/2015	Open	Open	Open
July 2015	07/01/2015	07/31/2015	Open	Open	Open
August 2015	08/01/2015	08/31/2015	Open	Open	Open
September 2015	09/01/2015	09/30/2015	Open	Open	Open
October 2015	10/01/2015	10/31/2015	Open	Open	Open
November 2015	11/01/2015	11/30/2015	Open	Open	Open
December 2015	12/01/2015	12/31/2015	Open	Open	Open

Example 5. Fiscal Start and Fiscal End is used for column header

The Column Name row will show specific date that is equivalent to the Fiscal Start date and Fiscal End date.

Column Designer - Report A column

New Save Search Delete Undo Duplicate Close

Details Audit Log (15)

Column Name: Report A column Description: column description Run Date: 12/15/2015

+ Insert X Remove Arrange Layout Filter Records (F3)

ID	Column Type	Column Name	Caption	Start Offset	End Offset	Start Date	End Date	Column Calculation	Segment Filter	Budget Code	Percentage	Width	Alignment	Format
C1	Row Id	Id	Column Name									160	Left	###0.00;(###0.00)
C2	Row Name	Name	Column Name									250	Left	###0.00;(###0.00)
C3	GL Amounts	Current	Fiscal Start	BOY	EOY	01/01/2015	12/31/2015					160	Center	###0.00;(###0.00)
C4	GL Amounts	Previous	Fiscal End	BOY-1yr	BOY-1yr	01/01/2014	01/01/2014					160	Right	###0.00;(###0.00)

Take note also that the **As of Date** in the Report Settings screen will be the basis of what year is your fiscal year. In this example, it will get the Fiscal Year where 12/15/2015 date belongs.

Report Settings

Print Close

Details

As of Date: 12/15/2015

Segment Filter

Suppress Zero: ☐

Include Audit Adjustment: ☐

Ready

Fiscal Year - 2015

New Save Delete Undo Generate Close Year Set Current Close

Details Audit Log (0)

Fiscal Year: 2015 Start Date: 01/01/2015 End Date: 12/31/2015

Status: Open Retained Earnings: 39000-1000

X Remove Filter:

Period Name	Start Date	End Date	General Ledger	Accounts Receiva...	Accounts Paya
<input type="checkbox"/> January 2015	01/01/2015	01/31/2015	Open	Open	Open
<input type="checkbox"/> February 2015	02/01/2015	02/28/2015	Open	Open	Open
<input type="checkbox"/> March 2015	03/01/2015	03/31/2015	Open	Open	Open
<input type="checkbox"/> April 2015	04/01/2015	04/30/2015	Open	Open	Open
<input type="checkbox"/> May 2015	05/01/2015	05/31/2015	Open	Open	Open
<input type="checkbox"/> June 2015	06/01/2015	06/30/2015	Open	Open	Open
<input type="checkbox"/> July 2015	07/01/2015	07/31/2015	Open	Open	Open
<input type="checkbox"/> August 2015	08/01/2015	08/31/2015	Open	Open	Open
<input type="checkbox"/> September 2015	09/01/2015	09/30/2015	Open	Open	Open
<input type="checkbox"/> October 2015	10/01/2015	10/31/2015	Open	Open	Open
<input type="checkbox"/> November 2015	11/01/2015	11/30/2015	Open	Open	Open
<input type="checkbox"/> December 2015	12/01/2015	12/31/2015	Open	Open	Open

Page 1 of 1

This is how Column Name row will look like on report based on the above configurations. As shown, 2015 is the Fiscal Year.

Report A
As Of 12/15/2015

Tuesday, January 12, 2016
6:33 PM

Id	Name	1/1/2015	12/31/2015
R2	10000 Check book in Bank	0.00	0.00

Example 6. Filter Type is used for column header

The Column Name row will show the date range based on Start and End Offset configuration of the column

Column Designer - Report A column

New Save Search Delete Undo Duplicate Close

Details Audit Log (18)

Column Name: Report A column Description: column description Run Date: 12/15/2015

ID	Column Type	Column Name	Caption	Start Offset	End Offset	Start Date	End Date	Column Calculation	Segment Filter	Budget Code	Percentage	Width	Alignment	Format
C1	Row Id	Id	Column Name									160	Left	##0.00(##0.00)
C2	Row Name	Name	Column Name									250	Left	##0.00(##0.00)
C3	GL Amounts	Current	Filter Type	BOY	EOY	01/01/2015	12/31/2015					160	Center	##0.00(##0.00)
C4	GL Amounts	Previous	Filter Type	BOY-1yr	EOY-1yr	01/01/2014	12/31/2014					160	Right	##0.00(##0.00)

Take note also that the **As of Date** in the Report Settings screen will be the basis of what year is your fiscal year. In this example, it will get the Fiscal Year where 12/15/2015 date belongs.

Report Settings

Print Close

Details

As of Date: 12/15/2015

Segment Filter

Suppress Zero: ☐

Include Audit Adjustment: ☐

Ready

This is how Column Name row will look like on report based on the above configurations. As shown, 2015 is the Fiscal Year.

Report A				
As Of 12/15/2015			Tuesday, January 12, 2016 7:33 PM	
Id	Name	01/01/2015 - 12/15/2015	01/01/2014 - 12/31/2014	
R2	10000 Check book in Bank	0.00	6,092.04	

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.

The **Column Name** row is a row intended to show a column name on the first page of the report. This row type works with Column Designer > Caption field.

Follow these steps to add a Column Name row.

1. From the **Row Type** section select **Column Name** 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. This value should be as descriptive as possible so it would be easy to read what row is that for.
3. All other fields are not anymore necessary so you can leave those out.

This is how Column Name row will look like when you follow the above steps.

Row Designer - Report A row

New Save Search Delete Undo Duplicate Verify Accounts Close

Details Audit Log (2)

Row Name: Report A row Description: row description

Remove Options Generate Show/Hide GL COA Formula Highlight Layout Filter Records (F3)

Row Type	ID	Row Type	Row Name	Row Calculation	Balance Side	Filter Accounts	Source	Print Each	Hidden
Cash Flow Activity		Column Name							
Column Name		Filter Accounts	10000 Check book in Bank		Debit	[Primary Account] = '10000'	Column		
Current Year Earnings									
Column Name Page Header									
Double Underscore									

For the above row to work, the **Column Designer > Caption** field should be setup as well. The following will illustrate how to configure the Column Designer > Caption field to work with this row. There are a number of options to select from and each are detailed below.

Example 1. Column Name value is used for column header

The Column Name row will show the Column Name value (boxed in red) if Column Name is selected in the Caption field (highlighted in yellow).

Column Designer - Report A column

New Save Search Delete Undo Duplicate Close

Details Audit Log (6)

Column Name: Report A column Description: column description Run Date: 01/12/2016

+ Insert Remove Arrange Layout Filter Records (F3)

ID	Column Type	Column Name	Caption	Start Offset	End Offset	Start Date	End Date	Column Calculation	Segment Filter	Budget Code	Percentage	Width	Alignment	Format
C1	Row Id	Id	Column Name									160	Left	##0.00;(##0.00)
C2	Row Name	Name	Column Name									250	Left	##0.00;(##0.00)
C3	GL Amounts	Current	Column Name	BOT	0	01/01/1900	01/31/2016					160	Center	##0.00;(##0.00)

This is how Column Name row will look like on report based on the above configurations.

Report A		
As Of 1/12/2016		
Tuesday, January 12, 2016 5:19 PM		
Id	Name	Current
R2	10000 Check book in Bank	7,092.04

Example 2. Specific Year is used for column header

The Column Name row will show specific year when Year is selected in the Caption field. And the year it will show will be based on the Filter configurations (Start Offset and End Offset fields that is setup per fiscal year).

Column Designer - Report A column

NewSaveSearchDeleteUndoDuplicateClose

DetailsAudit Log (17)

Column Name:Report A columnDescription:column descriptionRun Date:12/15/2015

+ InsertX RemoveArrangeLayoutFilter Records (F3)

ID	Column Type	Column Name	Caption	Start Offset	End Offset	Start Date	End Date	Column Calculation	Segment Filter	Budget Code	Percentage	Width	Alignment	Format
C1	Row Id	Id	Column Name									160	Left	##0.00(##0.00)
C2	Row Name	Name	Column Name									250	Left	##0.00(##0.00)
C3	GL Amounts	Current	Year	BOY	EOY	01/01/2015	12/31/2015					160	Center	##0.00(##0.00)
C4	GL Amounts	Previous	Year	BOY-1yr	EOY-1yr	01/01/2014	12/31/2014					160	Right	##0.00(##0.00)

Take note also that the **As of Date** in the Report Settings screen will be the basis of what year is your fiscal year. In this example, it will get the Fiscal Year where 12/15/2015 date belongs.

Report Builder - Report A

New Save Search Delete Undo **Generate** Close

Details

Report Name: Report A
Row: Report A row
Column: Report A column
Orientation: Portrait

Header & Footer

Report Settings

Print Close

As of Date: 12/15/2015
Segment Filter
Suppress Zero: ☐
Include Audit Adjustment: ☐

Options

☐ Report Header
☐ Report Footer
☒ Show Default Header & Footer
☒ Show Report Settings

Fiscal Year			
New Open Audit Adjust Recalc Refresh Export Close			
Layout Filter Records (F3) 3 records (1 selected)			
	Fiscal Year	Date From	Date To
<input type="checkbox"/>	2016	01/01/2016	12/31/2016
<input type="checkbox"/>	2014	01/01/2014	12/31/2014
<input checked="" type="checkbox"/>	2015	01/01/2015	12/31/2015

This is how Column Name row will look like on report based on the above configurations. As shown, 2015 is the Current Fiscal Year.

Report A		
As Of 12/15/2015		
Tuesday, January 12, 2016 5:31 PM		
Id	Name	2015 2014
R2	10000 Check book in Bank	6,092.04 1,000.00

Example 3. Short Month and Long Month is used for column header

The Column Name row will show specific month when Short Month and Long Month is selected in the Caption field. And the month it will show will be based on the Filter configurations (Start Offset and End Offset fields in a monthly basis).

Column Designer - Report A column

New Save Search Delete Undo Duplicate Close

Details Audit Log (16)

Column Name: Report A columnDescription: column descriptionRun Date: 12/15/2015

+ Insert X Remove 1/2 Arrange Layout Filter Records (F3)

ID	Column Type	Column Name	Caption	Start Offset	End Offset	Start Date	End Date	Column Calculation	Segment Filter	Budget Code	Percentage	Width	Alignment	Format
<input type="checkbox"/> C1	Row Id	Id	Column Name									160	Left	#,##0.00;(#,##0.00)
<input type="checkbox"/> C2	Row Name	Name	Column Name									250	Left	#,##0.00;(#,##0.00)
<input type="checkbox"/> C3	GL Amounts	Current	Short Month	0	0	12/01/2015	12/31/2015					160	Center	#,##0.00;(#,##0.00)
<input type="checkbox"/> C4	GL Amounts	Previous	Long Month	-1	-1	11/01/2015	11/30/2015					160	Right	#,##0.00;(#,##0.00)
<input type="checkbox"/>														

Take note also that the **As of Date** in the Report Settings screen will be the basis to determine what month is your current month. In this example, since the As Of date is a date in December, the current month is December.

Report Builder - Report A

New Save Search Delete Undo **Generate** Close

Details

Report Name: Report A Description:

Row: Report A row

Column: Report A column Orientation: Portrait

Header & Footer

Report Settings

Print Close

As of Date: 12/15/2015

Segment Filter: 5.00

Suppress Zero: ☐

Include Audit Adjustment: ☐

Options

☐ Report Header

☐ Report Footer

☒ Show Default Header & Footer

☒ Show Report Settings

Ready

Page 1 of 1

This is how Column Name row will look like on report preview based on the above configuration.

Report A

As Of 12/15/2015

Tuesday, January 12, 2016

5:36 PM

Id	Name	Dec	November
R2	10000 Check book in Bank	0.00	0.00

i *Short Month will show the abbreviated month name while Long Month will show the full month name.

Example 4. Month and Period Description is used for column header

The Column Name row will show specific month when Month and Period Description is selected in the Caption field. And the month it will show will be based on the Filter configurations (Start Offset and End Offset fields - monthly basis in this example).

Column Designer - Report A column

NewSaveSearchDeleteUndoDuplicateClose

DetailsAudit Log (13)

Column Name:Report A columnDescription:column descriptionRun Date:12/15/2015

+ InsertX RemoveArrangeLayoutFilter Records (F3)

<input type="checkbox"/>	ID	Column Type	Column Name	Caption	Start Offset	End Offset	Start Date	End Date	Column Calculation	Segment Filter	Budget Code	Percentage	Width	Alignment	Format
<input type="checkbox"/>	C1	Row Id	Id	Column Name									160	Left	#,##0.00;(#,##0.00)
<input type="checkbox"/>	C2	Row Name	Name	Column Name									250	Left	#,##0.00;(#,##0.00)
<input type="checkbox"/>	C3	GL Amounts	Current	Month	0	0	12/01/2015	12/31/2015					160	Center	#,##0.00;(#,##0.00)
<input type="checkbox"/>	C4	GL Amounts	Previous	Period Description	-1	-1	11/01/2015	11/30/2015					160	Right	#,##0.00;(#,##0.00)

The Month caption will show 2-digit value equivalent to the Filter configuration of the row. The first row in the Fiscal Year setup being 01.

Fiscal Year - 2015

New Save Delete Undo Generate Close Year Set Current Close

Details Audit Log (0)

Fiscal Year: 2015 Start Date: 01/01/2015 End Date: 12/31/2015

Status: Open Retained Earnings: 39000-1000

X Remove Filter:

Period Name	Start Date	End Date	General Ledger	Accounts Receiva...	Accounts Paya
<input type="checkbox"/> January 2015	01/01/2015	01/31/2015	Open	Open	Open
<input type="checkbox"/> February 2015	02/01/2015	02/28/2015	Open	Open	Open
<input type="checkbox"/> March 2015	03/01/2015	03/31/2015	Open	Open	Open
<input type="checkbox"/> April 2015	04/01/2015	04/30/2015	Open	Open	Open
<input type="checkbox"/> May 2015	05/01/2015	05/31/2015	Open	Open	Open
<input type="checkbox"/> June 2015	06/01/2015	06/30/2015	Open	Open	Open
<input type="checkbox"/> July 2015	07/01/2015	07/31/2015	Open	Open	Open
<input type="checkbox"/> August 2015	08/01/2015	08/31/2015	Open	Open	Open
<input type="checkbox"/> September 2015	09/01/2015	09/30/2015	Open	Open	Open
<input type="checkbox"/> October 2015	10/01/2015	10/31/2015	Open	Open	Open
<input type="checkbox"/> November 2015	11/01/2015	11/30/2015	Open	Open	Open
<input type="checkbox"/> December 2015	12/01/2015	12/31/2015	Open	Open	Open

The Period Description caption will take the Period Name from the Fiscal Year screen, equivalent to the Filter configuration of the row.

Fiscal Year - 2015

New Save Delete Undo Generate Close Year Set Current Close

Details Audit Log (0)

Fiscal Year: 2015 Start Date: 01/01/2015 End Date: 12/31/2015

Status: Open Retained Earnings: 39000-1000

X Remove Filter:

Period Name	Start Date	End Date	General Ledger	Accounts Receiva...	Accounts Paya
<input type="checkbox"/> January 2015	01/01/2015	01/31/2015	Open	Open	Open
<input type="checkbox"/> February 2015	02/01/2015	02/28/2015	Open	Open	Open
<input type="checkbox"/> March 2015	03/01/2015	03/31/2015	Open	Open	Open
<input type="checkbox"/> April 2015	04/01/2015	04/30/2015	Open	Open	Open
<input type="checkbox"/> May 2015	05/01/2015	05/31/2015	Open	Open	Open
<input type="checkbox"/> June 2015	06/01/2015	06/30/2015	Open	Open	Open
<input type="checkbox"/> July 2015	07/01/2015	07/31/2015	Open	Open	Open
<input type="checkbox"/> August 2015	08/01/2015	08/31/2015	Open	Open	Open
<input type="checkbox"/> September 2015	09/01/2015	09/30/2015	Open	Open	Open
<input type="checkbox"/> October 2015	10/01/2015	10/31/2015	Open	Open	Open
<input type="checkbox"/> November 2015	11/01/2015	11/30/2015	Open	Open	Open
<input type="checkbox"/> December 2015	12/01/2015	12/31/2015	Open	Open	Open

Take note also that the **As of Date** in the Report Settings screen will be the basis to determine what month is your current month. In this example, since the As Of date is a date in December, then current month is December.

Report Settings

Print Close

Details

As of Date: 12/15/2015

Segment Filter

Suppress Zero: ☐

Include Audit Adjustment: ☐

Ready

This is how Column Name row will look like on report preview based on the above configuration.

Report A

As Of 12/15/2015

Tuesday, January 12, 2016
6:26 PM

Id
R2

Name
10000 Check book in Bank

12
0.00

November 2015
0.00

Fiscal Year - 2015

New Save Delete Undo Generate Close Year Set Current Close

Details Audit Log (0)

Fiscal Year: 2015 Start Date: 01/01/2015 End Date: 12/31/2015

Status: Open Retained Earnings: 39000-1000

X Remove Filter:

	Period Name	Start Date	End Date	General Ledger	Accounts Receiva...	Accounts Paya
<input type="checkbox"/>	January 2015	01/01/2015	01/31/2015	Open	Open	Open
<input type="checkbox"/>	February 2015	02/01/2015	02/28/2015	Open	Open	Open
<input type="checkbox"/>	March 2015	03/01/2015	03/31/2015	Open	Open	Open
<input type="checkbox"/>	April 2015	04/01/2015	04/30/2015	Open	Open	Open
<input type="checkbox"/>	May 2015	05/01/2015	05/31/2015	Open	Open	Open
<input type="checkbox"/>	June 2015	06/01/2015	06/30/2015	Open	Open	Open
<input type="checkbox"/>	July 2015	07/01/2015	07/31/2015	Open	Open	Open
<input type="checkbox"/>	August 2015	08/01/2015	08/31/2015	Open	Open	Open
<input type="checkbox"/>	September 2015	09/01/2015	09/30/2015	Open	Open	Open
<input type="checkbox"/>	October 2015	10/01/2015	10/31/2015	Open	Open	Open
<input type="checkbox"/>	November 2015	11/01/2015	11/30/2015	Open	Open	Open
<input type="checkbox"/>	December 2015	12/01/2015	12/31/2015	Open	Open	Open

Example 5. Fiscal Start and Fiscal End is used for column header

The Column Name row will show specific date that is equivalent to the Fiscal Start date and Fiscal End date.

Column Designer - Report A column

New Save Search Delete Undo Duplicate Close

Details Audit Log (15)

Column Name: Report A column Description: column description Run Date: 12/15/2015

+ Insert X Remove Arrange Layout Filter Records (F3)

ID	Column Type	Column Name	Caption	Start Offset	End Offset	Start Date	End Date	Column Calculation	Segment Filter	Budget Code	Percentage	Width	Alignment	Format
C1	Row Id	Id	Column Name									160	Left	#,##0.00;(#,##0.00)
C2	Row Name	Name	Column Name									250	Left	#,##0.00;(#,##0.00)
C3	GL Amounts	Current	Fiscal Start	BOY	EOY	01/01/2015	12/31/2015					160	Center	#,##0.00;(#,##0.00)
C4	GL Amounts	Previous	Fiscal End	BOY-1yr	BOY-1yr	01/01/2014	01/01/2014					160	Right	#,##0.00;(#,##0.00)

Take note also that the **As of Date** in the Report Settings screen will be the basis of what year is your fiscal year. In this example, it will get the Fiscal Year where 12/15/2015 date belongs.

Report Settings ^ X

Print Close

Details

As of Date: 12/15/2015

Segment Filter

Suppress Zero: ☐

Include Audit Adjustment: ☐

? ? ? Ready

Fiscal Year - 2015 ^ □ X

New Save Delete Undo Generate Close Year Set Current Close

Details Audit Log (0)

Fiscal Year: 2015 Start Date: 01/01/2015 End Date: 12/31/2015

Status: Open Retained Earnings: 39000-1000

X Remove Filter: Q

Period Name	Start Date	End Date	General Ledger	Accounts Receiva...	Accounts Paya
<input type="checkbox"/> January 2015	01/01/2015	01/31/2015	Open	Open	Open
<input type="checkbox"/> February 2015	02/01/2015	02/28/2015	Open	Open	Open
<input type="checkbox"/> March 2015	03/01/2015	03/31/2015	Open	Open	Open
<input type="checkbox"/> April 2015	04/01/2015	04/30/2015	Open	Open	Open
<input type="checkbox"/> May 2015	05/01/2015	05/31/2015	Open	Open	Open
<input type="checkbox"/> June 2015	06/01/2015	06/30/2015	Open	Open	Open
<input type="checkbox"/> July 2015	07/01/2015	07/31/2015	Open	Open	Open
<input type="checkbox"/> August 2015	08/01/2015	08/31/2015	Open	Open	Open
<input type="checkbox"/> September 2015	09/01/2015	09/30/2015	Open	Open	Open
<input type="checkbox"/> October 2015	10/01/2015	10/31/2015	Open	Open	Open
<input type="checkbox"/> November 2015	11/01/2015	11/30/2015	Open	Open	Open
<input type="checkbox"/> December 2015	12/01/2015	12/31/2015	Open	Open	Open

? ? ? Ready Page 1 of 1

This is how Column Name row will look like on report based on the above configurations. As shown, 2015 is the Fiscal Year.

Report A

As Of 12/15/2015

Tuesday, January 12, 2016 6:33 PM

Id	Name	1/1/2015	12/31/2015
R2	10000 Check book in Bank	0.00	0.00

Example 6. Filter Type is used for column header

The Column Name row will show the date range based on Start and End Offset configuration of the column

Column Designer - Report A column

New Save Search Delete Undo Duplicate Close

Details Audit Log (18)

Column Name: Report A column Description: column description Run Date: 12/15/2015

Filter Records (F3)

ID	Column Type	Column Name	Caption	Start Offset	End Offset	Start Date	End Date	Column Calculation	Segment Filter	Budget Code	Percentage	Width	Alignment	Format
C1	Row Id	Id	Column Name									160	Left	##0.00(##0.00)
C2	Row Name	Name	Column Name									250	Left	##0.00(##0.00)
C3	GL Amounts	Current	Filter Type	BOY	EOY	01/01/2015	12/31/2015					160	Center	##0.00(##0.00)
C4	GL Amounts	Previous	Filter Type	BOY-1yr	EOY-1yr	01/01/2014	12/31/2014					160	Right	##0.00(##0.00)

Take note also that the **As of Date** in the Report Settings screen will be the basis of what year is your fiscal year. In this example, it will get the Fiscal Year where 12/15/2015 date belongs.

Report Settings

Print Close

Details

As of Date: 12/15/2015

Segment Filter

Suppress Zero: ☐

Include Audit Adjustment: ☐

Ready

This is how Column Name row will look like on report based on the above configurations. As shown, 2015 is the Fiscal Year.

Report A As Of 12/15/2015				Tuesday, January 12, 2016 7:33 PM	
Id	Name	01/01/2015 - 12/15/2015	01/01/2014 - 12/31/2014		
R2	10000 Check book in Bank	0.00	6,092.04		

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.

The **Column Name row** is a row intended to show a column name configured from the Column Designer. Follow these steps to add a Description Title row.

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

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

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

Filter Records (F3)

ID	Description	Row Type	Related Rows	Balance Side	Filter Accounts
1		Line		Debit	
12		Description Title		Debit	
2	Assets	Calculation		Debit	[Type] = 'Asset'
3		Double Underscore		Debit	

The following will illustrate how this row is being used and how it is configured to properly work with column designer.

Example 1. Column Description value is used for column header

The Description Title row will show the Column Description value if Column Header is selected in the Caption field.

Column Designer

Column Name: Prev-Cur Description: Previous and Current columns Run Date: 04/15/2015

ID	Column Description	Caption	Column Type	Filter Type	Related Columns	Segment Used	Budget Code
1		Column Header	Row Id				
2		Column Header	Row Description				
3	Previous	Column Header	Calculation	Previous Fiscal Year			
4	Current	Column Header	Calculation	Fiscal Year			
5	Total	Column Header	Column Calculation		C3 + C4		

This is how Description Title row will look like on report based on the above configuration.

Balance Sheet			
As Of 4/15/2015		Wednesday, April 15, 2015 6:54 PM	
		Previous	Current
R2	Assets	1,900.00	4,949.75
R5	Liabilities	0.00	650.00
R6	Equity	1,100.00	1,880.00
R9	CYE	800.00	2,419.75
R10	Liabilities and Equity	1,900.00	4,949.75

Example 2. Specific Year is used for column header

The Description Title row will show specific year when Year is selected in the Caption field. And the year it will show will be based on the Filter Type configured.

Column Designer

Column Name: Prev-Cur Description: Previous and Current columns Run Date: 04/15/2015

ID	Column Description	Caption	Column Type	Filter Type	Related Columns	Segment Used	Budget Code
1		Column Header	Row Id				
2		Column Header	Row Description				
3	Previous	Year	Calculation	Previous Fiscal Year			
4	Current	Year	Calculation	Fiscal Year			
5	Total	Column Header	Column Calculation		C3 + C4		

Take note also that the **As of Date** in the Report Settings screen will be the basis of what year is your fiscal year. In this example, it will get the Fiscal Year where 12/31/2015 date belongs.

Report Builder

New Save Search Delete Undo **Generate** Close

Report Name: Balance Sheet Description:
Row: BS
Column: Prev-Cur Orientation: Portrait

Report Settings

Print Close

As of Date: 04/15/2015
Segment Filter:
Suppress Zero:
Include Audit Adjustment:

Report Header:
Report Footer:

Options
☒ Show Default Header & Footer
☒ Show Report Settings

Page 1 of 1

Fiscal Year

New Save Delete Undo Generate Close Year Set Current Audit Adjust Close

Fiscal Year: 2015 Start Date: 01/01/2015 End Date: 12/31/2015
Status: Open Retained Earnings: 31000-1000

Remove Filter: **Current Fiscal Year**

Period Name	Start Date	End Date	Status
January 2015	01/01/2015	01/31/2015	Open
February 2015	02/01/2015	02/28/2015	Open
March 2015	03/01/2015	03/31/2015	Open
April 2015	04/01/2015	04/30/2015	Open
May 2015	05/01/2015	05/31/2015	Open
June 2015	06/01/2015	06/30/2015	Open
July 2015	07/01/2015	07/31/2015	Open
August 2015	08/01/2015	08/31/2015	Open
September 2015	09/01/2015	09/30/2015	Open
October 2015	10/01/2015	10/31/2015	Open
November 2015	11/01/2015	11/30/2015	Open
December 2015	12/01/2015	12/31/2015	Open

This is how Description Title row will look like on report based on the above configuration. As shown, 2015 is the Current Fiscal Year.

Balance Sheet				Wednesday, April 15, 2015 7:27 PM	
As Of 4/15/2015					
				this is the current year	
		2014	2015	Total	
R2	Assets	1,900.00	4,949.75	6,849.75	
R5	Liabilities	0.00	650.00	650.00	
R6	Equity	1,100.00	1,880.00	2,980.00	
R9	CYE	800.00	2,419.75	3,219.75	
R10	Liabilities and Equity	1,900.00	4,949.75	6,849.75	

Example 3. Short Month and Long Month is used for column header

The Description Title row will show specific month when Short Month and Long Month is selected in the Caption field. And the month it will show will be based on the Filter Type configured.

The Column Designer window shows the configuration for a report column named 'Prev-Cur'. The description is 'Previous and Current columns' and the run date is '04/15/2015'. The column list includes:

ID	Column Description	Caption	Column Type	Filter Type	Related Columns	Segment Used	Budget Code
1		Column Header	Row Id				
2		Column Header	Row Description				
3	Previous	Short Month	Calculation	Previous Month			
4	Current	Long Month	Calculation	This Month			
5	Total	Column Header	Column Calculation		C3 + C4		

Take note also that the **As of Date** in the Report Settings screen will be the basis to determine what month is your current month. In this example, since the As Of date is a date in September, the current month is September.

The Report Builder window shows the configuration for a report named 'Balance Sheet'. The report name is 'Balance Sheet', the row is 'BS', and the column is 'Prev-Cur'. The orientation is 'Portrait'. The 'Generate' button is highlighted. The 'Report Settings' dialog box is open, showing the 'As of Date' as '04/15/2015'. The 'Options' section has 'Show Default Header & Footer' and 'Show Report Settings' checked.

This is how Description Title row will look like on report preview based on the above configuration.

Balance Sheet		Wednesday, April 15, 2015 7:34 PM		
As Of 4/15/2015				
		short month header	long month header	
		Mar	April	Total
R2	Assets	0.00	4,949.75	4,949.75
R5	Liabilities	0.00	650.00	650.00
R6	Equity	0.00	1,880.00	1,880.00
R9	CYE	0.00	2,419.75	2,419.75
R10	Liabilities and Equity	0.00	4,949.75	4,949.75

Example 4. Month and Period Description is used for column header

The Description Title row will show specific month when Month and Period Description is selected in the Caption field. And the month it will show will be based on the Filter Type configured.

Column Designer

Column Name: Prev-Cur Description: Previous and Current columns Run Date: 04/15/2015

Remove Up Down Filter Records (F3)

ID	Column Description	Caption	Column Type	Filter Type	Related Columns	Segment Used	Budget Code
1		Column Header	Row Id				
2		Column Header	Row Description				
3	Previous	Month	Calculation	Previous Month			
4	Current	Period Description	Calculation	This Month			
5	Total	Column Header	Column Calculation		C3 + C4		

The Month caption will show 2-digit value equivalent to the Filter Type setup for the row. The first row in the Fiscal Year setup being 01.

Fiscal Year

New Save Delete Undo Generate Close Year Set Current Audit Adjust Close

Fiscal Year: 2015 Start Date: 01/01/2015 End Date: 12/31/2015

Status: Open Retained Earnings: 31000-1000

Remove Filter: Current Fiscal Year

Period Name	Start Date	End Date	Status
January 2015 01	01/01/2015	01/31/2015	Open
February 2015	02/01/2015	02/28/2015	Open
March 2015	03/01/2015	03/31/2015	Open
April 2015	04/01/2015	04/30/2015	Open
May 2015	05/01/2015	05/31/2015	Open
June 2015	06/01/2015	06/30/2015	Open
July 2015	07/01/2015	07/31/2015	Open
August 2015	08/01/2015	08/31/2015	Open
September 2015	09/01/2015	09/30/2015	Open
October 2015	10/01/2015	10/31/2015	Open
November 2015	11/01/2015	11/30/2015	Open
December 2015 12	12/01/2015	12/31/2015	Open

The Period Description caption will take the Period Name in the Fiscal Year screen, equivalent to the Filter Type setup for the row.

Fiscal Year

New Save Delete Undo Generate Close Year Set Current Audit Adjust Close

Fiscal Year: 2015 Start Date: 01/01/2015 End Date: 12/31/2015

Status: Open Retained Earnings: 31000-1000

Remove Filter: Current Fiscal Year

Period Name	Start Date	End Date	Status
January 2015	01/01/2015	01/31/2015	Open
February 2015	02/01/2015	02/28/2015	Open
March 2015	03/01/2015	03/31/2015	Open
April 2015	04/01/2015	04/30/2015	Open
May 2015	05/01/2015	05/31/2015	Open
June 2015	06/01/2015	06/30/2015	Open
July 2015	07/01/2015	07/31/2015	Open
August 2015	08/01/2015	08/31/2015	Open
September 2015	09/01/2015	09/30/2015	Open
October 2015	10/01/2015	10/31/2015	Open
November 2015	11/01/2015	11/30/2015	Open
December 2015	12/01/2015	12/31/2015	Open

Ready Page 1 of 2

Take note also that the **As of Date** in the Report Settings screen will be the basis to determine what month is your current month. In this example, since the As Of date is a date in April, then current month is April.

Report Settings

Print Close

As of Date: 04/15/2015

Segment Filter:

Suppress Zero: ☐

Include Audit Adjustment: ☐

This is how Description title row will look like on report preview based on the above configuration.

Fiscal Year

New Save Delete Undo Generate Close Year Set Current Audit Adjust Close

Fiscal Year: 2015 Start Date: 01/01/2015 End Date: 12/31/2015

Status: Open Retained Earnings: 31000-1000

Remove Filter:

Period Name	Start Date	End Date	Status
January 2015	01/01/2015	01/31/2015	Open
February 2015	02/01/2015	02/28/2015	Open
March 2015	03/01/2015	03/31/2015	Open
April 2015	04/01/2015	04/30/2015	Open
May 2015	05/01/2015	05/31/2015	Open
June 2015	06/01/2015	06/30/2015	Open
July 2015	07/01/2015	07/31/2015	Open
August 2015	08/01/2015	08/31/2015	Open
September 2015	09/01/2015	09/30/2015	Open
October 2015	10/01/2015	10/31/2015	Open
November 2015	11/01/2015	11/30/2015	Open
December 2015	12/01/2015	12/31/2015	Open

Balance Sheet
As Of 4/15/2015

Wednesday, April 15, 2015
7:42 PM

		03	April 2015	Total
R2	Assets	0.00	4,949.75	4,949.75
R5	Liabilities	0.00	650.00	650.00
R6	Equity	0.00	1,880.00	1,880.00
R9	CYE	0.00	2,419.75	2,419.75
R10	Liabilities and Equity	0.00	4,949.75	4,949.75

Example 5. Fiscal Start and Fiscal End is used for column header

The Description Title row will show specific date that is equivalent to the Fiscal Start date and Fiscal End date.

Column Designer

New Save Search Delete Undo Duplicate Close

Column Name: Trial Balance Description: Standard Trial Balance Run Date: 04/15/2015

Remove Up Down Filter Records (F3)

ID	Column Description	Caption	Column Type	Filter Type	Related Columns	Segment Used	Budget Code
1	Account Description		Row Description				
2	Beginning Balance	Fiscal Start	Calculation	As Of Previous Fiscal ...			
3	Total Debit	Column Header	Debit	Fiscal Year			
4	Total Credit	Column Header	Credit	Fiscal Year			
7	Ending Balance	Fiscal End	Ending Balance		C2 + (C3 - C4)		
5	Total Debit Units	Column Header	Debit Units	Fiscal Year			
6	Total Credit Units	Column Header	Credit Units	Fiscal Year			
8	Total Units	Column Header	Units	Fiscal Year			

Take note also that the **As of Date** in the Report Settings screen will be the basis of what year is your fiscal year. In this example, it will get the Fiscal Year where 09/11/2014 date belongs.

Report Settings

Print Close

As of Date: 04/15/2015

Segment Filter: ...

Suppress Zero: ☐

Include Audit Adjustment: ☐

Fiscal Year

New Save Delete Undo Generate Close Year Set Current Audit Adjust Close

Fiscal Year: 2015 Start Date: 01/01/2015 End Date: 12/31/2015

Status: Open Retained Earnings: 31000-1000

Remove Filter: Current Fiscal Year

Period Name	Start Date	End Date	Status
January 2015	01/01/2015	01/31/2015	Open
February 2015	02/01/2015	02/28/2015	Open
March 2015	03/01/2015	03/31/2015	Open
April 2015	04/01/2015	04/30/2015	Open
May 2015	05/01/2015	05/31/2015	Open
June 2015	06/01/2015	06/30/2015	Open
July 2015	07/01/2015	07/31/2015	Open
August 2015	08/01/2015	08/31/2015	Open
September 2015	09/01/2015	09/30/2015	Open
October 2015	10/01/2015	10/31/2015	Open
November 2015	11/01/2015	11/30/2015	Open
December 2015	12/01/2015	12/31/2015	Open

This is how Description Title row will look like on report based on the above configuration. As shown, 2015 is the Fiscal Year.

Trial Balance
As Of 4/15/2015

Wednesday, April 15, 2015 7:49 PM

	1/1/2015	Total Debit	Total Credit	12/31/2015	Total Debit Units	Total Credit Units	Total Units
10000-1000 - Cash in Bank-Loc A	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10000-2000 - Cash in Bank-Loc B	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10000-3000 - Cash in Bank-Loc C	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10100-1000 - Cash on Hand-Loc A	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10100-2000 - Cash on Hand-Loc B	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10100-3000 - Cash on Hand-Loc C	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10150-1000 - Undeposited Funds-Loc A	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10150-2000 - Undeposited Funds-Loc B	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10150-3000 - Undeposited Funds-Loc C	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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.

The **Description Title row** is a row intended to show column headers configured in the Column Designer. Follow these steps to add a Description Title row.

1. A new row will be available in the grid section.

2. The **Description** field can be blank.
3. In the **Row Type** field, select Description Title.
4. All other fields are not anymore necessary so you can leave those out.

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

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	

The following will illustrate how this row is being used and how it is configured to properly work with column designer.

Example 1. Column Header value is used for column header

The Description Title row will show the Column Header value if Column Header is selected in the Caption field.

Column Designer

Column Name: Prev-Cur Description: Previous and Current columns Run Date: 09/11/2014

ID	Column Header	Caption	Column Type	Filter Type	Related Columns	Segment Used	Budget Code
1		Column Header	Row Id				
2		Column Header	Row Description				
3	Previous Year	Column Header	Calculation	Previous Fiscal Year			
4	Current Year	Column Header	Calculation	Fiscal Year			

This is how Description Title row will look like on report preview based on the above configuration.

Balance Sheet - PrevCur

As Of 9/11/2014

Thursday, September 11, 2014
2:56 PM

		Previous Year	Current Year
Assets			
R4	Total Assets	3,714.00	3,876.00
Liabilities			
R8	Total Liabilities	0.00	0.00
Equity			
R12	Equity - exclusive of RE	0.00	0.00
R13	Retained Earnings	0.00	0.00
R14	Current Year Earnings	3,714.00	3,876.00
R16	Total Equity	3,714.00	3,876.00
R19	Total Liabilities and Equity	3,714.00	3,876.00

Example 2. Specific Year is used for column header

The Description Title row will show specific year when Year is selected in the Caption field. And the year it will show will be based on the Filter Type configured.

Column Designer

Column Name: Prev-Cur Description: Previous and Current columns Run Date: 09/11/2014

ID	Column Header	Caption	Column Type	Filter Type	Related Columns	Segment Used	Budget Code
1		Column Header	Row Id				
2		Column Header	Row Description				
3	Previous Year	Year	Calculation	Previous Fiscal Year			
4	Current Year	Year	Calculation	Fiscal Year			

Take note also that the **As of Date** in the Report Settings screen will be the basis of what year is your fiscal year. In this example, it will get the Fiscal Year where 09/11/2014 date belongs.

Report Builder

New Save Search Delete Undo Generate Close

Report Name: Balance Sheet - PrevCur

Description: Balance Sheet report with Previous and Current columns

Row: Balance Sheet

Column: Prev-Cur

Orientation: Portrait

Header & Footer

Page Header:

Report Header:

Page Footer:

Report Footer:

Margins

Top:

Left:

Gutter:

Options

☒ Show Default Header & Footer

☒ Show Report Settings

Report Settings

Print Close

As of Date: 09/11/2014

Segment Filter:

Suppress Zero:

Include Audit Adjustment:

Fiscal Year

New Save Delete Undo Generate Close Year Set Current Audit Adjust Close

Fiscal Year: 2014

Start Date: 01/01/2014

End Date: 12/31/2014

Status: Open

Retained Earnings: 32000-0

Delete Filter:

	Period Name	Start Date	End Date	Status
<input type="checkbox"/>	January 2014	01/01/2014	01/31/2014	Open
<input type="checkbox"/>	February 2014	02/01/2014	02/28/2014	Open
<input type="checkbox"/>	March 2014	03/01/2014	03/31/2014	Open
<input type="checkbox"/>	April 2014	04/01/2014	04/30/2014	Open
<input type="checkbox"/>	May 2014	05/01/2014	05/31/2014	Open
<input type="checkbox"/>	June 2014	06/01/2014	06/30/2014	Open
<input type="checkbox"/>	July 2014	07/01/2014	07/31/2014	Open
<input type="checkbox"/>	August 2014	08/01/2014	08/31/2014	Open
<input type="checkbox"/>	September 2014	09/01/2014	09/30/2014	Open
<input type="checkbox"/>	October 2014	10/01/2014	10/31/2014	Open
<input type="checkbox"/>	November 2014	11/01/2014	11/30/2014	Open
<input type="checkbox"/>	December 2014	12/01/2014	12/31/2014	Open

This is how Description Title row will look like on report preview based on the above configuration. As shown, 2014 is the Current Fiscal Year.

Balance Sheet - PrevCur

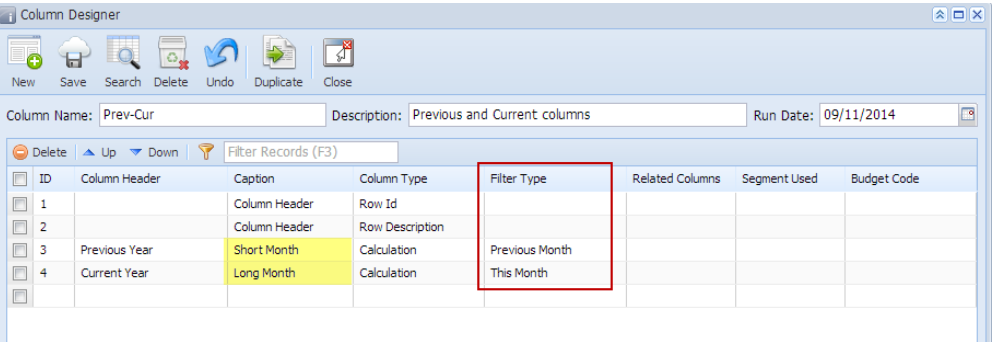
As Of 9/11/2014

Thursday, September 11, 2014
3:05 PM

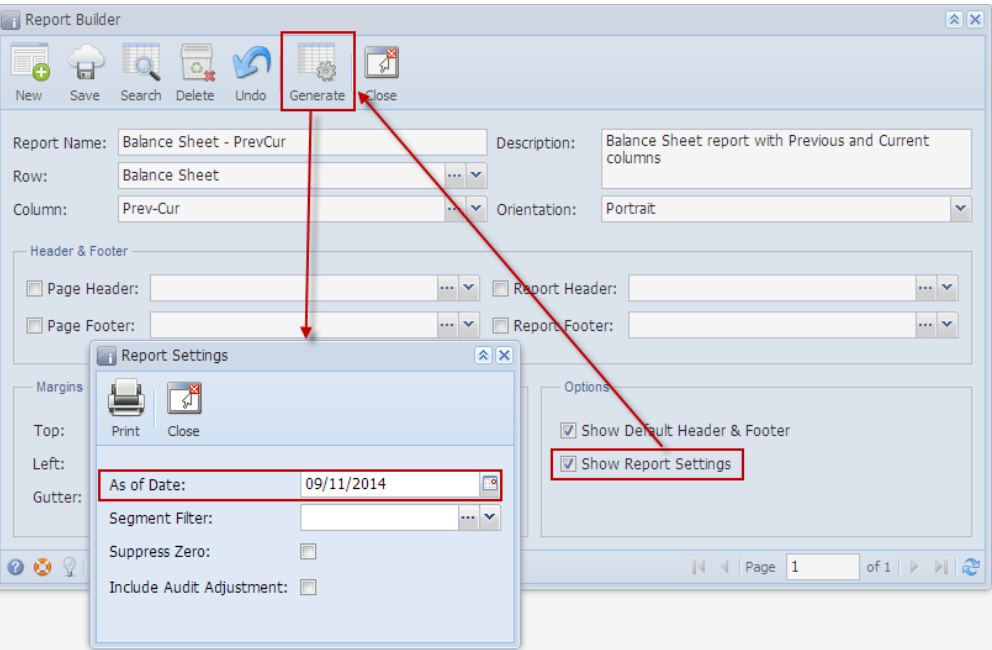
		2013	2014
Assets			
R4	Total Assets	3,714.00	3,876.00
Liabilities			
R8	Total Liabilities	0.00	0.00
Equity			
R12	Equity - exclusive of RE	0.00	0.00
R13	Retained Earnings	0.00	0.00
R14	Current Year Earnings	3,714.00	3,876.00
R16	Total Equity	3,714.00	3,876.00
R19	Total Liabilities and Equity	3,714.00	3,876.00

Example 3. Short Month and Long Month is used for column header

The Description Title row will show specific month when Short Month and Long Month is selected in the Caption field. And the month it will show will be based on the Filter Type configured.



Take note also that the **As of Date** in the Report Settings screen will be the basis to determine what month is your current month. In this example, since the As Of date is a date in September, the current month is September.



This is how Description Title row will look like on report preview based on the above configuration.

Balance Sheet - PrevCur

As Of 9/11/2014

Thursday, September 11, 2014

3:20 PM

		Aug	September
Assets			
R4	Total Assets	367.00	738.00
Liabilities			
R8	Total Liabilities	0.00	0.00
Equity			
R12	Equity - exclusive of RE	0.00	0.00
R13	Retained Earnings	0.00	0.00
R14	Current Year Earnings	367.00	738.00
R16	Total Equity	367.00	738.00
R19	Total Liabilities and Equity	367.00	738.00

Example 4. Month and Period Description is used for column header

The Description Title row will show specific month when Month and Period Description is selected in the Caption field. And the month it will show will be based on the Filter Type configured.

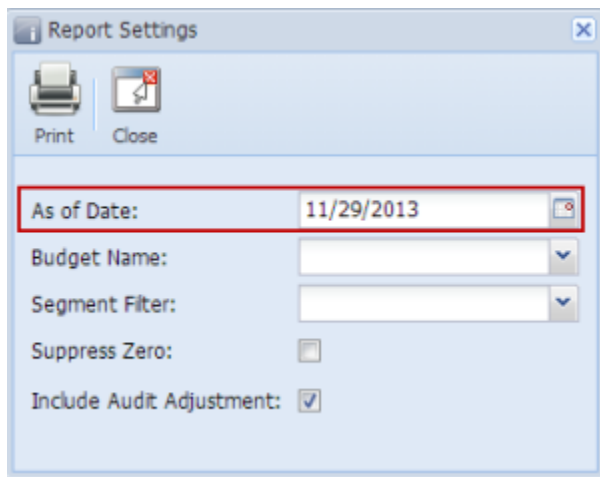
ID	Column Header	Caption	Column Type	Filter Type	Related Columns	Segment Used	Budget Code
1	Column Header	Column Header	Row Id				
2	Column Header	Column Header	Row Description				
3	Previous Year	Month	Calculation	Previous Month			
4	Current Year	Period Description	Calculation	This Month			

The Month caption will show 2-digit value equivalent to the Filter Type setup for the row.

The Period Description caption will take the Period Name in the Fiscal Year screen, equivalent to the Filter Type setup for the row.

Period Name	Start Date	End Date	Status
January 2014	01/01/2014	01/31/2014	Open
February 2014	02/01/2014	02/28/2014	Open
March 2014	03/01/2014	03/31/2014	Open
April 2014	04/01/2014	04/30/2014	Open
May 2014	05/01/2014	05/31/2014	Open
June 2014	06/01/2014	06/30/2014	Open
July 2014	07/01/2014	07/31/2014	Open
August 2014	08/01/2014	08/31/2014	Open
September 2014	09/01/2014	09/30/2014	Open
October 2014	10/01/2014	10/31/2014	Open
November 2014	11/01/2014	11/30/2014	Open
December 2014	12/01/2014	12/31/2014	Open

Take note also that the **As of Date** in the Report Settings screen will be the basis to determine what month is your current month. In this example, since the As Of date is a date in September, the current month is September.



Report Settings

Print Close

As of Date: 11/29/2013

Budget Name: [Dropdown]

Segment Filter: [Dropdown]

Suppress Zero: ☐

Include Audit Adjustment: ☒

This is how Description Title row will look like on report preview based on the above configuration.

Balance Sheet - PrevCur

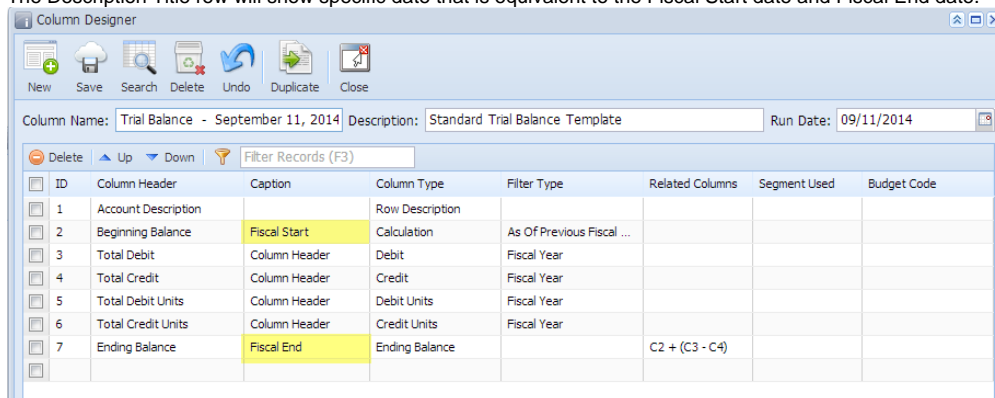
As Of 9/11/2014

Thursday, September 11, 2014
3:26 PM

		08	September 2014
Assets			
R4	Total Assets	367.00	738.00
Liabilities			
R8	Total Liabilities	0.00	0.00
Equity			
R12	Equity - exclusive of RE	0.00	0.00
R13	Retained Earnings	0.00	0.00
R14	Current Year Earnings	367.00	738.00
R16	Total Equity	367.00	738.00
R19	Total Liabilities and Equity	367.00	738.00

Example 5. Fiscal Start and Fiscal End is used for column header

The Description Title row will show specific date that is equivalent to the Fiscal Start date and Fiscal End date.



Column Designer

New Save Search Delete Undo Duplicate Close

Column Name: Trial Balance - September 11, 2014 Description: Standard Trial Balance Template Run Date: 09/11/2014

Delete Up Down Filter Records (F3)

ID	Column Header	Caption	Column Type	Filter Type	Related Columns	Segment Used	Budget Code
1	Account Description		Row Description				
2	Beginning Balance	Fiscal Start	Calculation	As Of Previous Fiscal ...			
3	Total Debit	Column Header	Debit	Fiscal Year			
4	Total Credit	Column Header	Credit	Fiscal Year			
5	Total Debit Units	Column Header	Debit Units	Fiscal Year			
6	Total Credit Units	Column Header	Credit Units	Fiscal Year			
7	Ending Balance	Fiscal End	Ending Balance		C2 + (C3 - C4)		

Take note also that the **As of Date** in the Report Settings screen will be the basis of what year is your fiscal year. In this example, it will get the Fiscal Year where 09/11/2014 date belongs.

Report Settings

Print

Close

As of Date:

09/11/2014

Segment Filter:

Suppress Zero:

☒

Include Audit Adjustment:

☐

Fiscal Year

New

Save

Delete

Undo

Generate

Close Year

Set Current

Audit Adjust

Close

Fiscal Year:

2014

Start Date:

01/01/2014

End Date:

12/31/2014

Status:

Open

Retained Earnings:

32000.00

Delete

Filters:

Current Fiscal Year

Period Name	Start Date	End Date	Status
January 2014	01/01/2014	01/31/2014	Open
February 2014	02/01/2014	02/28/2014	Open
March 2014	03/01/2014	03/31/2014	Open
April 2014	04/01/2014	04/30/2014	Open
May 2014	05/01/2014	05/31/2014	Open
June 2014	06/01/2014	06/30/2014	Open
July 2014	07/01/2014	07/31/2014	Open
August 2014	08/01/2014	08/31/2014	Open
September 2014	09/01/2014	09/30/2014	Open
October 2014	10/01/2014	10/31/2014	Open
November 2014	11/01/2014	11/30/2014	Open
December 2014	12/01/2014	12/31/2014	Open

ReadyPage 1 of 3

This is how Description Title row will look like on report preview based on the above configuration. As shown, 2014 is the Fiscal Year.

Trial Balance - September 11, 2014 16:3:50

As Of 9/11/2014

Thursday, September 11, 2014

4:37 PM

	1/1/2014	Total Debit	Total Credit	Total Debit Units	Total Credit Units	12/31/2014
10100-0 - CASH - GENERAL -General	7.00	130.00	40.00	0.00	0.00	90.00
10600-0 - ESCROW ACCT @ RJ OBREN FUTURE-General	5,064.00	6,246.00	2,460.00	0.00	0.00	8,850.00
40100-1 - PRODUCT SALES -North York Bulk Plant	0.00	0.00	100.00	0.00	0.00	100.00
41000-0 - SALES-MISC -General	6,120.00	0.00	4,860.00	0.00	0.00	10,980.00
46000-0 - SERVICE CHARGES INCOME -General	1,416.00	0.00	1,308.00	0.00	0.00	2,802.00
46000-1 - SERVICE CHARGES INCOME -North York Bulk Plant	0.00	0.00	30.00	0.00	0.00	30.00
50100-0 - PURCHASES - PRODUCT -General	1,800.00	1,460.00	0.00	0.00	0.00	3,280.00
55010-1 - COGS-RESELLERUNDERFILL-DESEL-North York Bulk Plant	0.00	30.00	0.00	0.00	0.00	30.00
71800-0 - OFFICE SUPPLIES & EXPENSE -General	672.00	980.00	0.00	0.00	0.00	1,652.00
71800-1 - OFFICE SUPPLIES & EXPENSE -North York Bulk Plant	0.00	10.00	0.00	0.00	0.00	10.00
Total :		8,876.00	8,876.00			

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.