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 E	cport Close						
Details Audit Log									
Row Name Report A Row			Description				Report Type		~
X Remove 🖷 👼 🧷	Options ႏိုင္ငံ Ger	nerate 📰 Show/Hide 🎹 GL C	DA √x Formula • 🔊 Highlig	ht • Export • ⊞ View • F	ilter (F3)				К.Я. И Ч
Row Type	ID ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override	Balance Side	Filter Acc
Cash Flow Activity	- 7	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 Des	signer - Balance Sheet - I	May 15, 2018 10:39:59											
New Save	Search Delete Undo	Duplicate Import E	xport Close										
Details	Audit Log												
Column Na	Column Name * Balance Sheet - May 15, 2018 10:39:59 Description Standard Balance Sheet Template												
+ Insert	+ Insert × Remove Export • 🔡 View • Filter (F3)												
D ID	Column Type*	Column Name	Caption	Start Offset	End Offset	Start Date	End Date						
🗆 C1	Row Id	Row Id	Column Name										
C2	Row Name	Row Name	Column Name										
С3	GL Amounts	Current Year	Column Name	вот	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 Des	signer - Balance Sheet -	May 15, 2018 10:39:59							^ □	×
New Save	Search Delete Undo	Duplicate Import Ex	port Close							
Details /	Audit Log									
Column Name * Balance Sheet - May 15, 2018 10:39:5 Description Standard Balance Sheet Template Column Type User Defined Run Date 05/15/2018										
+ Insert	× Remove Export -	E View - Filter (F3)								К.Л К.У
D	Column Type*	Column Name	Caption	Start Offset	End Offset	Start Date	End Date	Column Calculation	Segment Filte	r
🗆 C1	Row Id	Row Id	Column Name						Add Record	
🗆 C2	Row Name	Row Name	Column Name						Add Record	
С СЗ	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.

Runtime	Log Financial Histo	ry Audit Log			
Report Name 🛛 🔺	Balance Sheet - Ma	ay 15, 2018 10:39:59	As	of Date	05/15/2018
low	Report A Row		∽ Se	gment Filter	Segment Filter Group - 4/30/2018 4:22:24 PM
Iolumn	Balance Sheet - Ma	ay 15, 2018 10:39:59	~ De	scription	Standard Balance Sheet Template
Drientation *	Portrait		~		
Header & Footer					
Page Heade	r Page Header - 4/	'30/2018 4:51:42 PM	~	Report Header Report Footer	Report Header - 3/20/2018 4:11:53 PM v
Page Heade Page Footer Margins	r Page Header - 4/	'30/2018 4:51:42 PM	·	Report Header Report Footer Options	Report Header - 3/20/2018 4:11:53 PM v
Page Heade Page Footer Margins Top	7 Page Header - 4/	30/2018 4:51:42 PM	50.00	Report Header Report Footer Options	Report Header - 3/20/2018 4:11:53 PM V
Page Heade Page Footer Margins Top Left	50.00 100.00	30/2018 4:51:42 PM	50.00	Report Header Report Footer	r Report Header - 3/20/2018 4:11:53 PM v
Page Heade Page Footer Margins Top Left Gutter	Page Header - 4/	30/2018 4:51:42 PM	50.00	Report Headel Report Footer	r Report Header - 3/20/2018 4:11:53 PM Default Header & Footer e Audit Adjustment ess Zero

Fiscal Year										
New Open Audit Adjust Recalc Refresh Expo	t - Close									
음 Layout Q Filter Records (F3) 3 re	Il Layout 🔍 Filter Records (F3) 3 records (1 selected)									
Fiscal Year	Date From Date To									
2016	01/01/2016 12/31/2016									
2014	01/01/2014 12/31/2014									
✓ 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 - Owners Equity - Home office - Admin	0	-71

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

r

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 De	signer - Balance Sheet -	May 15, 2018 10:39:59							^ □	×
New Save	Search Delete Undo	Duplicate Import Exp	port Close							
Details	Audit Log									
Column Na	ame * Balance Sheet -	May 15, 2018 10:39:5 De	escription Standa	ard Balance She	et Template	Colu	mn Type Use	er Defined Run Date	01/01/2018	
+ Insert	X Remove Export -	🔡 View 🕶 Filter (F3)								К Л 2 У
D	Column Type*	Column Name	Caption	Start Offset	End Offset	Start Date	End Date	Column Calculation	Segment Filt	er
🗆 C1	Row Id	Row Id	Column Name						Add Record	
🗆 C2	Row Name	Row Name	Column Name						Add Record	
🗆 сз	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	вот	0	01/01/1900	01/31/2018			
🗆 C6	Units	Prior Units	Column Name	BOT	EOY-1yr	01/01/1900	12/31/2017		Add Record	
									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 - Ba	slance Sheet - May th Delete Undo	15, 2018 10:39:59 Duplicate Genera	ite Close					
Details Runtime	Log Financial Hist	ory Audit Log						
Report Name 🔺	Balance Sheet - N	lay 15, 2018 10:39:	:59	As of	Date	01/01/2018		
Row	Balance Sheet - N	ay 15, 2018 10:39:	:59 ~	Segm	ent Filter	Segment Filter Group - 4/30/2018 4	4:22:24 PN	/ ~
Column	Balance Sheet - N	ay 15, 2018 10:39:	:59 ~	Descr	iption	Standard Balance Sheet Template		
Orientation +	Portrait		~					
Header & Footer								
Page Heade Page Footer	r Page Header - 4	/30/2018 4:51:42 F	РМ ~	□ R □ R	eport Header eport Footer	Report Header - 3/20/2018 4:11:	53 PM	× ×
Margins					Options			
Тор	50.00	Bottom	50.	00	Show [Default Header & Footer		
Left	100.00	Right	100.	00	Include	Audit Adjustment		
Gutter	0.00				✓ Suppre	ess Zero		
					Round	ing Adjustment		
? 🔘 🖓 0.34s	Ready					Page 1 of 1	C Re	fres

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

(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 E	esigner - Report A colum													
New Sa	ve Search Delete Undo	Duplicate Close												
Details	Details Audit Log (13)													
Column	Name: Report A column				Description	column desc	ription				Run I	Date: 12	15/2015	
+ Inse	rt × Remove ↓ ^A Z Arrang	e 🔠 Layout 🔍	Filter Records (F3)											
D 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 Dele	te Undo		Close Ye	ar Set (
Details Audit Le	og (0)						
Fiscal Year: 201	5	Start Date:		01/01/	2015	End Date: 12/31/	2015
Status: Ope	n	Retained Ear	nings:	39000-	1000		~
× Remove File	er:			Q,			
Period Name	:	Start Date	End D	ate	General Ledger	Accounts Receiva	Accounts Paya
January 2015	01	01/01/2015	01/31	/2015	Open	Open	Open
February 20	5	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 2	015	09/01/2015	09/30	/2015	Open	Open	Open
October 201	5	10/01/2015	10/31	/2015	Open	Open	Open
November 2	D15 🕇	11/01/2015	11/30	/2015	Open	Open	Open
December 2	015 12	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.

New Save	Delete Und		Close Ye	ar Set	Current	Close				
Details A	udit Log (0)									
		_								_
Fiscal Year:	2015	Start Date:		01/01/	2015		End Date:	12/31/	2015	
Status:	Open	Retained Ear	nings:	39000-	1000					\sim
× Remove	Filter:			Q,						
Period	Name	Start Date	End D	ate	Genera	il Ledger	Accounts R	eceiva	Accounts P	Paya
Januar	y 2015	01/01/2015	01/31	2015	Open		Open		Open	
Februa	ary 2015	02/01/2015	02/28	2015	Open		Open		Open	
March	2015	03/01/2015	03/31	2015	Open		Open		Open	
April 2	015	04/01/2015	04/30	2015	Open		Open		Open	
May 2	D15	05/01/2015	05/31	2015	Open		Open		Open	
June 2	015	06/01/2015	06/30	2015	Open		Open		Open	
July 20	15	07/01/2015	07/31	2015	Open		Open		Open	
Augus	t 2015	08/01/2015	08/31	2015	Open		Open		Open	
Septer	mber 2015	09/01/2015	09/30	2015	Open		Open		Open	
Octob	er 2015	10/01/2015	10/31	2015	Open		Open		Open	
Noven	nber 2015	11/01/2015	11/30	2015	Open		Open		Open	
Decem	nber 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		^ X
Print Close		
Details		
As of Date:	12/15/2015	
Segment Filter		~
Suppress Zero:		
Include Audit Adjustment:		
⑦ 🗘 🖓 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
ld	Name	12	November 2015
R2	10000 Check book in Bank	0.00	0.00

Fiscal Year - 2	2015	_							~ [⊐ ×
New Save	Delete Und	o Generate (Close Ye	ar Set (Current	Close				
Details A	udit Log (0)									
Fiscal Year:	2015	Start Date:		01/01/2	2015		End Date:	12/31/	2015	
Status:	Open	Retained Ear	nings:	39000-	1000					\sim
× Remove	Filter:			Q,						
Period	Name	Start Date	End D	ate	Genera	al Ledger	Accounts Re	eceiva	Accounts	Paya
January	y 2015 01	01/01/2015	01/31/	2015	Open		Open		Open	
Februa	ry 2015	02/01/2015	02/28	2015	Open		Open		Open	
March	2015	03/01/2015	03/31	2015	Open		Open		Open	
April 20	015	04/01/2015	04/30	2015	Open		Open		Open	
May 20)15	05/01/2015	05/31	2015	Open		Open		Open	
June 20)15	06/01/2015	06/30/	2015	Open		Open		Open	
July 20	15	07/01/2015	07/31/	2015	Open		Open		Open	
August	2015	08/01/2015	08/31/	2015	Open		Open		Open	
Septer	nber 2015	09/01/2015	09/30	2015	Open		Open		Open	
Octobe	er 2015	10/01/2015	10/31/	2015	Open		Open		Open	
Novem	iber 2015 🛛 🕇	11/01/2015	11/30	2015	Open		Open		Open	
Decem	ber 2015 <mark>12</mark>	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 Des	igner - Report A colum	าท												
New Save	Search Delete Unde													
Details 4	Audit Log (15)													
Column Na	me: Report A column				Descriptio	n: column des	cription				Run	Date: 12	/15/2015	
+ Insert	× Remove ↓ ^A _Z Arran	ge 🗄 Layout 🔍	Filter Records (F3)											
D 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	ld	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:		
⑦ 〇 ♀ Ready		

Fiscal Year - 🛛	2015						~ □ ×
New Save	Delete Undo	Generate (lose Ye	ar Set	Current Close		
Details A	udit Log (0)						
Fiscal Year:	2015	Start Date:		01/01/	2015	End Date: 12/31/	2015
Status:	Open	Retained Ear	nings:	39000	1000		~
× Remove	Filter:			Q,			
Period	Name	Start Date	End D	ate	General Ledger	Accounts Receiva	Accounts Paya
Januar	y 2015	01/01/2015	01/31/	2015	Open	Open	Open
Februa	ary 2015	02/01/2015	02/28	2015	Open	Open	Open
March	2015	03/01/2015	03/31	2015	Open	Open	Open
April 2	015	04/01/2015	04/30	2015	Open	Open	Open
May 20	015	05/01/2015	05/31	2015	Open	Open	Open
June 20	015	06/01/2015	06/30/	2015	Open	Open	Open
July 20	15	07/01/2015	07/31/	2015	Open	Open	Open
August	2015	08/01/2015	08/31	2015	Open	Open	Open
Septen	nber 2015	09/01/2015	09/30/	2015	Open	Open	Open
Octobe	er 2015	10/01/2015	10/31	2015	Open	Open	Open
Novem	nber 2015	11/01/2015	11/30	2015	Open	Open	Open
Decem	ber 2015	12/01/2015	12/31/	2015	Open	Open	Open
•							Þ
000	🖂 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
ld	Name	1/1/2015	12/31/2015
R2	10000 Check book in Bank	0.00	0.00



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

Column De	signer - Report A colum	n												
New Save	Search Delete Unde	Duplicate Close												
Details	Audit Log (18)													
Column N	ame: Report A column				Descriptio	n: column dese	cription				Ru	un Date: 12	15/2015	
+ Insert	X Remove ↓ ^A Arran	je 🗄 Layout 🔍	Filter Records (F3)											
D 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)
_ G	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:		
⑦ ۞ ♀ 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		v Designer - Report A row												
New Save Search Delete Undo	Duplicate \													
Details Audit Log (2)														
Row Name: Report A row	Name: Report A row Description: row description													
🗙 Remove 🦉 🦉 Option	X Remove 🧃 🖅 🖉 Options 🤯 Generate 🗐 Show/Hide 🎹 GLCOA 🛵 Formula 🖉 Highlight 🔠 BLayout 🔍 Filter Records (F3)													
Row Type	ID	Row Type	Row Name	Row Calculation	Balance Side	Filter Accounts	Source	Print Each	Hidden					
Cash Flow Activity	14	Column Name												
Column Name	O po	Filter Accounts	10000 Check book in Bank		Debit	[Primary Account] = '10000'	Column							
Current Year Earnings	0.5													
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 - Re	port A column	1													
	Delete Undo	Duplicate Close													
Details Audit Log (6)															
Column Name: Rep	ort A column					Description	column desc	ription					Run Date: 01	/12/2016	
+ Insert × Remo	re ↓ ^A _Z Arrange	E E Layout	٩	Filter Records (F3)											
D Column Ty	/pe	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	2	Name		Column Name									250	Left	#,##0.00;(#,##0.00)
C3 GL Amour	its	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
ld	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											
New Save Search Delete Undo Duplicate Close											
Details Audit Log (17)											
Column Name: Report A column		Descriptio	n: column desc	ription				Run	Date: 12	/15/2015	
+ Insert × Remove ↓ Arrange 🔠 Layout Q Filter Records (F											
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 Build	ler - Report A								~ ×
New Save	Search Delete	e Undo	Generate	Close					
Details									
Report Nam	ne: Report A					Desc	ription:		
Row	Report A ro	N			~				
Column	Report A co	lumn			~	Orien	itation:	Portrait	~
Header &	Footer		1						
Report	Settings		,	~ >	< 🗸	R	eport Hea	ader	~
Print	Close				~	R	eport Foo	oter	~
Details					1				
N							Option	15	
As of D)ate:	12	/15/2015		5	.00	🖌 Sh	now Default Header & Footer	
Segme	nt Filter			~	5	6.00	🖌 Sh	now Report Settings	
Suppre	ess Zero:								
Includ	e Audit Adjustm	ent:							
000	🖓 🖓 Ready							I∉ ∉ Page 1 of 1	

Fiscal Year		
New Open Audit Adjust Recalc Refresh Exp	oort + Close	
문 Layout Q Filter Records (F3) 3	records (1 selected)	
Fiscal Year	Date From	Date To
2016	01/01/2016	12/31/2016
2014	01/01/2014	12/31/2014
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, J	anuary 12, 2016 5:31 PM
ld	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 De	signer - Report A colum	າກ												
New Save	Search Delete Und													
Details	Audit Log (16)													
Column N	ame: Report A column				Description	n: column desc	ription				Run I	Date: 12	/15/2015	
+ Insert	× Remove ↓ ^A _Z Arran	ge 🗄 Layout Q	Filter Records (F3)											
D 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	Short Month	0	0	12/01/2015	12/31/2015					160	Center	#,##0.00;(#,##0.00)
C4	GL Amounts	Previous	Long Month	-1	-1	11/01/2015	11/30/2015					160	Right	#,##0.00;(#,##0.00)

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 S	earch Delete Undo Generate Close		
Details			
Report Name:	Report A	Description:	
Row	Report A row	~	
Column	Report A column	 Orientation: Portrait 	~
Header & Foo	oter		
Print Clo Details	se	Coptions	~
As of Date	: 12/15/2015	5 00	
Segment Suppress	Zero:	Stool Show Default Header & Poter 5.00 Show Report Settings	
Include Au	udit Adjustment:		
0 0	♀ Ready	Id d Page 1 c	of 1 🕨 🕅

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

		Tuesday, January 12, 5:30	2016 8 PM
Name 10000 Check book in Bank	Dec 0.00	November 0.00	
	Name 10000 Check book in Bank	Name Dec 10000 Check book in Bank 0.00	Tuesday, January 12, 5:36 Name Dec November 10000 Check book in Bank 0.00 0.00

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 De	signer - Report A colum	n												
New Save		o Duplicate Close												
Details	Audit Log (13)													
Column N	ame: Report A column				Description	n: column dese	tription				Ru	n Date: 12	15/2015	
+ Insert	× Remove ↓ ^A _Z Arrang	ge 🔠 Layout 🔍	Filter Records (F3)											
D	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)
G	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 - 2	2015								~ [] >
New Save	Delete Un	do Generate (Close Ye	ar Set		ose				
Details Au	udit Log (0)									
Fiscal Year:	2015	Start Date:		01/01/	2015		End Date:	12/31/	2015	-
Status:	Open	Retained Ear	mings:	39000	39000-1000					
× Remove	Filter:			Q,						
Period	Name	Start Date	End D	ate	General Le	dger	Accounts R	eceiva	Accounts	Paya
January	2015 0	01/01/2015	01/31	/2015	Open		Open		Open	
Februar	ry 2015	02/01/2015	02/28	/2015	Open		Open		Open	
March	2015	03/01/2015	03/31	/2015	Open		Open		Open	
April 20	015	04/01/2015	04/30	/2015	Open		Open		Open	
May 20	15	05/01/2015	05/31	/2015	Open		Open		Open	
June 20	15	06/01/2015	06/30	/2015	Open		Open		Open	
July 201	15	07/01/2015	07/31	/2015	Open		Open		Open	
August	2015	08/01/2015	08/31	/2015	Open		Open		Open	
Septem	1ber 2015	09/01/2015	09/30	/2015	Open		Open		Open	
Octobe	r 2015	10/01/2015	10/31	/2015	Open		Open		Open	
Novem	ber 2015 🕴	11/01/2015	11/30	/2015	Open		Open		Open	
Decemi	ber 2015 12	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.

Det	ails Ai	udit Log (0)						
Fisc	al Year:	2015	Start Date:		01/01/	2015	End Date: 12/3	1/2015
Stat	us:	Open	Retained Ear	nings:	39000-	1000		
×	Remove	Filter:			Q,			
	Period	Name	Start Date	End D	ate	General Ledger	Accounts Receiva	. Accounts Pay
	January	y 2015	01/01/2015	01/31	/2015	Open	Open	Open
	Februa	ry 2015	02/01/2015	02/28	/2015	Open	Open	Open
	March	2015	03/01/2015	03/31	/2015	Open	Open	Open
	April 20	D15	04/01/2015	04/30	/2015	Open	Open	Open
	May 20)15	05/01/2015	05/31	/2015	Open	Open	Open
	June 20	015	06/01/2015	06/30	/2015	Open	Open	Open
	July 20	15	07/01/2015	07/31	/2015	Open	Open	Open
	August	2015	08/01/2015	08/31	/2015	Open	Open	Open
	Septen	nber 2015	09/01/2015	09/30	/2015	Open	Open	Open
	Octobe	er 2015	10/01/2015	10/31	/2015	Open	Open	Open
	Novem	ber 2015	11/01/2015	11/30	/2015	Open	Open	Open
	Decem	ber 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		~ X
Print Close		
Details		
As of Date:	12/15/2015	
Segment Filter		~
Suppress Zero:		
Include Audit Adjustment:		
⑦ 〇 〇 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					7	uesday, January 12, 2016 6:26 PM
ld R2	Name 10000 Check bo	ook in Bank		12 0.00	Novem	<mark>ber 2015</mark> 0.00
Fiscal Year - 2015					^ □ X	
New Save Delete Undo	o Generate (lose Year Set (Current Close			
Details Audit Log (0)						
Fiscal Year: 2015 Status: Open	Start Date: Retained Ear	01/01/2 nings: 39000-	2015	End Date: 12/31/	2015	
× Remove Filter:		Q,				
Period Name	Start Date	End Date	General Ledger	Accounts Receiva	Accounts Paya	
January 2015 01	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	

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

10/01/2015

11/01/2015

12/01/2015

October 2015

November 2015

December 2015 12

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

10/31/2015

11/30/2015

12/31/2015

Open

Open

Open

Column De	signer - Report A colum	n												
New Save	e Search Delete Undo													
Details	Details Audit Log (15)													
Column N	ame: Report A column				Description	column desc	ription				Run	Date: 12	/15/2015	
+ Insert	× Remove $↓_Z^A$ Arrang	te 🗄 Layout 🔍	Filter Records (F3)											
D 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)

Open

Open

Open

Open

Open

Open

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:		
⑦ ① ② Ready		

Fiscal Year - 2	2015							~	⊐ ×
New Save	Delete U	ndo Generate	Close Year	Set Current	Close				
Details Au	udit Log (0)								
Fiscal Year:	2015	Start Date:	01	/01/2015		End Date:	12/31/2	2015	
Status:	Open	Retained Ea	rnings: 39	000-1000					~
× Remove	Filter:		Q						
Period	Name	Start Date	End Date	Genera	l Ledger	Accounts R	eceiva	Account	s Paya
January	y 2015	01/01/2015	01/31/201	5 Open		Open		Open	
Februa	ry 2015	02/01/2015	02/28/201	5 Open		Open		Open	
March	2015	03/01/2015	03/31/201	5 Open		Open		Open	
April 20	015	04/01/2015	04/30/201	5 Open		Open		Open	
May 20	15	05/01/2015	05/31/201	5 Open		Open		Open	
June 20)15	06/01/2015	06/30/201	5 Open		Open		Open	
July 20	15	07/01/2015	07/31/201	5 Open		Open		Open	
August	2015	08/01/2015	08/31/201	5 Open		Open		Open	
Septem	nber 2015	09/01/2015	09/30/201	5 Open		Open		Open	
Octobe	er 2015	10/01/2015	10/31/201	5 Open		Open		Open	
Novem	ber 2015	11/01/2015	11/30/201	5 Open		Open		Open	
Decem	ber 2015	12/01/2015	12/31/201	5 Open		Open		Open	
									•
000	🖂 Rea	dy				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.





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		Descriptio	n: column des	tription					Run Date: 12	/15/2015	
+ Insert X Remove J A Arrange 🗄 Layout Q Filter Record	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 Na	2								160	Left	#,##0.00;(#,##0.00)
C2 Row Name Name Column Na	2								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		^ X
Print Close		
Details		
As of Date:	12/15/2015	
Segment Filter		~
Suppress Zero:		
Include Audit Adjustment:		
⑦ 〇 ♀ 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, 7:3	2016 3 PM
ld	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.

🔄 R	ow Desi	igner					\approx \square \times
Ne	ew !	Save Search Delete Undo	Duplicate Fonts Generate Ro	v Verify Accounts Total Calculatio	ns Close		
Row	Name:	BS	Description:	Balance Sheet by account type			
	Insert	🤤 Remove 🔺 Up 🔻 Down	Filter Records (F3)				
	ID	Description	Row Type	Related Rows	Balance Side	Filter Accounts	
	1	L	Line		Debit		_
	12	2	Description Title		Debit		
	2	2 Assets	Calculation		Debit	[Type] = 'Asset'	
	3	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.

Co	olumn (Designer									
Nev	j G	ve Search Delete	Undo Duplicat	e Close							
Colu	mn Nai	me: Prev-Cur		Descrip	ption: Previous ar	nd Current columns		Run Date: 04	/15/2015		
0	😑 Remove 🔺 Up 🔻 Down 🍸 Filter Records (F3)										
	ID	Column Description	Caption	C	olumn Type	Filter Type	Related Columns	Segment Used	Budget Code		
	1		Column Hea	der R	ow Id						
	2		Column Hea	der R	ow Description						
	3	Previous	Column Hea	der C	alculation	Previous Fiscal Year					
	4	Current	Column Hea	der C	alculation	Fiscal Year					
	5	Total	Column Hea	der C	olumn Calculation		C3 + C4				
			L								

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

As Of 4/1	5/2015		Wedne	esday, April 15, 201 6:54 PN
		Previous	Current	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
P10	Liabilities and Equity	1,900.00	4.949.75	6.849.75

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.

Colui	mn C	Designer									
New	Sa	ve Search Delete	Unc	do Duplicate Clo	<mark>کا</mark> ose						
Column	n Nar	ne: Prev-Cur		D	escription:	Previous an	d Current columns		Run Date: 04	/15/2015	
😑 Re	move	🔺 Up 🔻 Down	7	Filter Records (F3)						
 1	D	Column Description		Caption	Column	Туре	Filter Type	Related Columns	Segment Used	Budget Code	
	1			Column Header	Row Id						
	2			Column Header	Row De	scription					
	3	Previous		Year	Calculat	tion	Previous Fiscal Year				
	4	Current		Year	Calculat	tion	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 Build	der					8	*×							
		🔗 🖫 🖪												
New Save	Search Delete	Undo Generate Close												
Report Name:	: Balance Sheet		De	scription:										
Row:	BS		··· 🗸											
Column:	Prev-Cur		··· 🖌 Ori	entation:	Portrait		~							
- Header 8	Report Settings		× ×											
🔲 Page	🗕 🎵			Report Header		🗸								
🔲 Page	Print Close			Report Footer:		🗸								
	As of Date:	04/15/2015												
- Margins	Seament Filter:	04/15/2015		Option:	5									
Top:	Suppress Zero:			🔽 Sho	w Default Header & Foote	er								
Left:	Include Audit Adjust	tment:		✓ Sho	w Report Settings									
Gutter:														
🕜 🧔 🏆 S	aved				🛛 🗐 Pag	e 1 of 1 🕨 🕅	æ							
Fiscal Y	ear					× □	X							
							👔 Fiscal Year 🔹 🗆 🗙							
	r 🗔	S 3		01	~									
New S	ave Delete	Undo Generate	Close Year	Set Curre	ent Audit Adjust	Close								
New S	Save Delete	Undo Generate	Close Year	Set Curre	ent Audit Adjust	Close	9							
New S	Save Delete	Undo Generate	Close Year 01/01	Set Curre	ent Audit Adjust	Close	•							
New S Fiscal Year Status:	Save Delete r: 201: Open	Undo Generate 5 Start Date: Retained Earnings	Close Year 01/01 :: 31000	Set Curre /2015 0-1000	ent Audit Adjust	Close	•							
New S Fiscal Year Status:	Save Delete r: 201: Open ve Filter:	Undo Generate 5 Start Date: Retained Earnings	Close Year 01/01 :: 31000	Set Curre /2015 0-1000	ent Audit Adjust	Close 12/31/2015	° ✓							
New S Fiscal Year Status:	Save Delete T: 201: Open Ve Filter: od Name	Undo Generate 5 Start Date: Retained Earnings	Close Year 01/01 :: 31000	Set Curre /2015)-1000 Start Date	ent Audit Adjust End Date: End Date	Close 12/31/2015 Current Fiscal Yea Status	■ ×							
New S Fiscal Year Status:	Save Delete T: 201: Open Ve Filter: Dod Name Uary 2015	Undo Generate 5 Start Date: Retained Earnings	Close Year 01/01 : 31000	Set Curre /2015 0-1000 Start Date 01/01/201	ent Audit Adjust ent End Date: End Date End Date I5 01/31/2015	Close 12/31/2015 Current Fiscal Yea Status Open	ar							
New S Fiscal Year Status: Remo Perio Janu	Save Delete T: 201: Open Ve Filter: od Name Uary 2015 Tuary 2015	Undo Generate 5 Start Date: Retained Earnings	Close Year 01/01 : 31000	Set Curre /2015 0-1000 Start Date 01/01/201 02/01/201	ent Audit Adjust ent End Date: End Date End Date Solution End Date	Close 12/31/2015 Current Fiscal Yea Status Open Open Open	ar							
New S Fiscal Year Status: Remo Perio Janu Febr	Save Delete Copen Copen Ve Filter: Cod Name Dary 2015 Cuary 2015 Ch 20	Undo Generate 5 Start Date: Retained Earnings	Close Year 01/01 : 31000	Set Curre /2015 -1000 Start Date 01/01/201 02/01/201 03/01/201	ent Audit Adjust t t t t t t t t t t t t t t t t t t	Close 12/31/2015 Current Fiscal Yea Status Open Open Open Open	ar							
New S Fiscal Year Status: Remov Perio Janu Febr Marco	Save Delete T: 201: Open Ve Filter: Dod Name Dary 2015 Cuary 2015 Ch 2015 D 201	Undo Generate 5 Start Date: Retained Earnings	Close Year 01/01 : 31000	Set Curre /2015 0-1000 Start Date 01/01/201 02/01/201 03/01/201 04/01/201	ent Audit Adjust ent Audit Adjust End Date: End Date End	Close 12/31/2015 12/31/2015 CUrrent Fiscal Yea Status Open O	■ •							
New S Fiscal Year Status: Perio Janu Febr Marc April May	Save Delete Copen	Undo Generate 5 Start Date: Retained Earnings	Close Year 01/01 : 31000	Set Curre /2015 0-1000 Start Date 01/01/201 02/01/201 03/01/201 04/01/201	ent Audit Adjust	Close 12/31/2015 12/31/2015 CUTTENT Fiscal Yea CUTENT Fiscal Yea	■ ×							
New S Fiscal Year Status: Remo Perio Janu Febr Marc April May June	Save Delete Copen	Undo Generate 5 Start Date: Retained Earnings	Close Year 01/01 : 31000	Set Curre /2015 -1000 Start Date 01/01/201 02/01/201 03/01/201 05/01/201 05/01/201	ent Audit Adjust ent Audit Adjust End Date: End Date End	Close 12/31/2015 12/31/2015 CUTTENT Fiscal Yea Status Open O	ar							
New S Fiscal Year Status: Remov Perio Janu Febr Marc April May June July	Save Delete Copen	Undo Generate 5 Start Date: Retained Earnings	Close Year 01/01 : 31000	Set Curre /2015 -1000 Start Date 01/01/201 02/01/201 03/01/201 05/01/201 06/01/201 06/01/201	ent Audit Adjust ent Audit Adjust End Date: End Date End	Close 12/31/2015 12/31/2015 CUITENT Fiscal Yea Status Open O	● ▼							
New S Fiscal Year Status: Perio Janu Febr Marc April May June July Augu	Save Delete Copen	Undo Generate 5 Start Date: Retained Earnings	Close Year 01/01 : 31000	Set Curre /2015 -1000 Start Date 01/01/201 02/01/201 03/01/201 05/01/201 06/01/201 06/01/201 06/01/201	ent Audit Adjust ent Audit Adjust End Date: End Date End Date End Da	Close 12/31/2015 12/31/2015 CUTTENT Fiscal Yea CUTENT Fiscal Yea COpen CO	ar							
New S Fiscal Year Status: Perio Perio Janu Febr Marc April May June July Sept	Save Delete Copen	Undo Generate 5 Start Date: Retained Earnings	Close Year 01/01 : 31000	Set Curre /2015 -1000 Start Date 01/01/201 02/01/201 05/01/201 05/01/201 06/01/201 06/01/201 08/01/201 08/01/201	ent Audit Adjust ent Audit Adjust End Date: End Date End Date End Da	Close 12/31/2015 12/31/2015 CUTTENT Fiscal Yea CUTENT Fiscal Yea COpen CO	ar							
New S Fiscal Year Status: Remov Perio Janu Febr Marc April May June July Sept Octo	Save Delete Copen	S Start Date: Retained Earnings	Close Year 01/01 : 31000	Set Curre /2015 -1000 Start Date 01/01/203 02/01/203 03/01/203 05/01/203 06/01/203 06/01/203 06/01/203 08/01/203 09/01/203	ent Audit Adjust ent Audit Adjust End Date: End Date End	Close 12/31/2015 12/31/2015 CUITENT Fiscal Yea Status Open O	P ar							
New S Fiscal Year Status: Remor Perio Janu Febr Marc April May June July Sept Octo Nove	Save Delete T: 2013 Open Ve Filter: Dod Name Dary 2015 Ch 2015 2015 2015 2015 2015 2015 2015 cember 2015 cember 2015 cember 2015 cember 2015	S Start Date: Retained Earnings	Close Year 01/01 : 31000	Set Curre /2015 -1000 Start Date 01/01/201 02/01/201 03/01/201 05/01/201 06/01/201 06/01/201 07/01/201 09/01/201 10/01/201	ent Audit Adjust ent Audit Adjust End Date: End Date End Date	Close 12/31/2015 12/31/2015 CUTTENT Fiscal Yea CUTTENT Fiscal Yea COpen C	ar							

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

Balan As Of 4/1	ce Sheet 5/2015		this is the current year	Wednesday, April 15, 2015 7:27 PM
R2	Assets	2014 1,900.00	2015 4,949.75	Total 6 , 849 . 75
R5 R6 R9 R10	Liabilities Equity CYE Liabilities and Equity	0.00 1,100.00 <u>800.00</u> 1,900.00	650.00 1,880.00 <u>2,419.75</u> 4,949.75	650.00 2,980.00 <u>3,219.75</u> 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.

Column Designer								
Image: Weight of the second								
Colun	nn Nai	me: Prev-Cur	Des	cription: Previous an	d Current columns		Run Date: 04	/15/2015
	emove	e 🔺 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	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.

🔚 Report Builde	er -		*×
	🙇 🔂 🔗		
New Save	Search Delete Undo	Generate Close	
Report Name:	Balance Sheet	Description:	
Row:	BD		
Column:	Prev-Cur	···· Y Orientation: Portrait	~
- Header 8 💼	Report Settings	× ×	
🗖 Page 👔	l 📝	Report Header:	 •
Page P	rint Close	Report Footer:	 ~
Margins A Top: Left: Gutter:	s of Date: egment Filter: uppress Zero: Iclude Audit Adjustment:	04/15/2015 Options Options Show Default Header & Footer Show Report Settings	
🕝 😟 🤶 Sav	red	A Page 1 of 1	

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

Nednesdav April 15 201			Balance Sheet As Of 4/15/2015				
7:34 PI	long month header	- short month header	A 0 4 10 2010				
Total	April	Mar					
4,949.75	4,949.75	0.00	Assets	R2			
650.00	650.00	0.00	Liabilities	R5			
1,880.00	1,880.00	0.00	Equity	R6			
2,419.75	2,419.75	0.00	CYE	R9			
4,949.75	4,949.75	0.00	Liabilities and Equity	R10			

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.

Co	Column Designer								
Nev	Image: Save Search Delete Undo Duplicate Close								
Colu	mn Nar	me: Prev-Cur	Des	cription: Previous an	d Current columns		Run Date: 04	/15/2015	
0	Remove	e 🔺 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			× 🗆 ×
	7 🧃		
New Save Delete Undo Generate Cl	ose Year Set Cur	rent Audit Adjust	Close
Fiscal Year: 2015 Start Date:	01/01/2015	End Date:	12/31/2015
Status: Open Retained Earnings:	31000-1000		~
G Remove Filter:	٩		Current Fiscal Year
Period Name	Start Dat	e End Date	Status
January 2015 01	01/01/20	01/31/2015	5 Open
February 2015	02/01/20	015 02/28/2015	5 Open
March 2015	03/01/20	015 03/31/2015	5 Open
April 2015	04/01/20	015 04/30/2015	5 Open
May 2015	05/01/20	015 05/31/2015	5 Open
June 2015	06/01/20	06/30/2015	5 Open
🔲 July 2015	07/01/20	015 07/31/2015	5 Open
August 2015	08/01/20	015 08/31/2015	5 Open
September 2015	09/01/20	015 09/30/2015	5 Open
October 2015	10/01/20	10/31/2015	5 Open
November 2015	11/01/20	11/30/2015	5 Open
December 2015 12	12/01/20	12/31/2015	5 Open

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

New Save Delete Undo Generate Clo	ose Year Set Current Audit Adjust Close
Fiscal Year:2015Start Date:Status:OpenRetained Earnings:	01/01/2015 End Date: 12/31/2015 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
Dune 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 🚺 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.

1	Report Settings		× ×
	Print Close		
	As of Date:	04/15/2015	•
	Segment Filter:		··· ¥
	Suppress Zero:		
	Include Audit Adjustment:		
l			

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

	r.					
	Fiscal Year				* - ×	
	New Save Delet	e Undo Generate Cl	ose Year Set Current	Audit Adjust Clos	9 .e	
	Fiscal Year: 2	015 Start Date:	01/01/2015	End Date: 12	2/31/2015	
	Status: Open	Retained Earnings:	31000-1000		~	
	C Remove Filter:		٩	C	urrent Fiscal Year	
	Period Name		Start Date	End Date	Status	
	January 2015	01	01/01/2015	01/31/2015	Open	
	February 2015	1	02/01/2015	02/28/2015	Open	
	March 2015	03	03/01/2015	03/31/2015	Open	
	April 2015	\backslash	04/01/2015	04/30/2015	Open	
	May 2015		05/01/2015	05/31/2015	Open	
	Dune 2015	$\langle \rangle$	06/01/2015	06/30/2015	Open	
	Duly 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	
Balance She As Of 4/15/2015	et				Wednesday,	April 15, 2015
						7:42 PM
R2 As	sets		03	Apri 4 , 94 9	12015 9.75	Total 4 , 949 . 75
R5 Lia	bilities		0.00	6	50.00	650.00
R6 Eq R9 CY	uity ′E		0.00	1,8 2,4	80.00 19.75	1,880.00 2,419.75

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

Liabilities and Equity

R5 R6 R9

R10

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

0.00

	numn L	Jesigner							
	5) 🗖 🔂	ົງ 💽 📝]					
Nev	/ Sa	ive Search Delete Ur	ido Duplicate Close	•					
Colu	Column Name: Trial Balance Description: Standard Trial Balance Run Date: 04/15/2015								
0	Remove	e 🔺 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	6 Total Credit Units Column Header Credit Uni		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.

4,949.75

2,419.75

Report Settin	gs			××							
Print Close											
As of Date:		04/15/2015									
AS OF Date:		04/15/2015									
Segment Filter:				• •							
Suppress Zero:											
Include Audit A	djustment:										
Fiscal Year								× □ ×			
-	_ 🖌		✓,	01	5	_	F				
New Save	Delete Und	o Generate C	ose Year	Set Cu	rrent Au	udit Adjust	Close				
Fiscal Year:	2015 S	tart Date:	01/01	/2015		End Date:	12/31/201	5 🖪			
Status: Op	en R	etained Earnings:	31000	-1000				~			
C Remove	Filter:		Q				Current Fig	scal Year			
Period Nam	e			Start Da	te	End Date	Status				
lanuary 20	15			01/01/2	015	01/31/2015	Onen				
Eebruary 20	15			02/01/2	015	02/28/2015	Open				
March 2015	,15			02/01/2	015	02/20/2015	Open				
April 2015				04/01/2	015	04/30/2015	Open				
May 2015				05/01/2	015	05/31/2015	Open				
June 2015				06/01/2	015	06/30/2015	Open				
July 2015				07/01/2	015	07/31/2015	Open				
August 201	5			08/01/2	015	08/31/2015	Open				
September	2015			09/01/2	015	09/30/2015	Open				
October 20	15			10/01/2	015	10/31/2015	Open				
November 2	2015			11/01/2	015	11/30/2015	Open				
December 2	2015			12/01/2	015	12/31/2015	Open				
is is how Descrip	otion Title row	/ will look like on re	port base	ed on the	e above (configuration	. As shown, 2	2015 is the	Fiscal	Year.	
Trial Balance			•			0	,				
Print Print Save To File * Print Print Ex	Save To Window • Page	Previous Page Page Count: 1 Ne Navigation	ext Last age Page	Find Param Text Par	neters Docum nel Maj	ent Close					
Trial Balance As Of 4/15/2015										Wednesday, .	April 15, 2015
											7:49 PM
10000-1000 - Cash in Bank. 10000-2000 - Cash in Bank. 10000-3000 - Cash in Bank. 10100-1000 - Cash on Hand 10100-2000 - Cash on Hand 10100-3000 - Cash on Hand	Loc A Loc B Loc C I-Loc A I-Loc B I-Loc C		1/1/2015 0.00 0.00 0.00 0.00 0.00 0.00		Total Debit 0.00 0.00 0.00 0.00 0.00 0.00	Total Credit 0.00 0.00 0.00 0.00 0.00 0.00	12/31/201 0./ 0./ 0./ 0./ 0./ 0./ 0./ 0./	5 Total Del 00 00 00 00 00 00 00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	Total Credit Units 0.00 0.00 0.00 0.00 0.00 0.00 0.00	Total Unit 0.0 0.0 0.0 0.0 0.0 0.0
10150-1000 - Undeposited I 10150-2000 - Undeposited I	unds-Loc B		0.00		0.00	0.00	0.	00	0.00	0.00	0.0

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.

🔐 Ro	Row Designer								* 🗆 X			
Nev	w Sa	ave Search D	Oelete	S Undo	Duplicate	Generate Row	Fonts	Total Calculations	Filter Accounts	Close		
Row Name: Balance Sheet Description: Summary Balances per Account Type												
💿 Insert 🖕 Delete ▲ Up 🔻 Down 🍞 Filter Records (F3)												
	ID	Description			Row Ty	/pe		Related Rows		Balance Side	Filter Accounts	
	1				Line					Debit		<u> </u>
	2				Descrip	tion Title				Debit		
	3	Assets			Left Tit	le				Debit		
	4	Total Assets			Calcula	tion				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								
New S	New Save Search Delete Undo Duplicate Close							
Column N	Column Name: Prev-Cur Description: Previous and Current columns Run Date: 09/11/2014							
😑 Delete	⊘ Delete ▲ Up ▼ Down ? Filter Records (F3)							
ID 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, 2 2:50		
		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								× □ ×	
Nev	New Save Search Delete Undo Duplicate Close								
Colu	Column Name: Prev-Cur Description: Previous and Current columns Run Date: 09/11/2014								
	⊘ Delete ▲ Up ▼ Down P Filter Records (F3)								
	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				
					L	-			

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.



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 3,714.00 3,876.00

R4	Total Assets	3,714.00	3,876.00
Liabilities R8	Total Lizbilities	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.

	Column Designer								
Ne	New Save Search Delete Undo Duplicate Close								
Colu	Column Name: Prev-Cur Description: Previous and Current columns Run Date: 09/11/2014								
0	Delete	🔺 Up 🔻 Down 🍸	Filter Records (F3)						
	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	Short Month	Calculation	Previous Month				
	4	Current Year	Long Month	Calculation	This Month				

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 Builde	er				* ×
New Save	Search Delete Undo G	ienerate Kose			
Report Name: Row:	Balance Sheet - PrevCur Balance Sheet		Description:	Balance Sheet report with Previo columns	ous and Current
Column:	Prev-Cur	· · ·	Orientation:	Portrait	~
Header & Foo Page Hea Page Foo Margins Top: Left:	ter ter: Report Settings	···· •	Report Head	er: er: now Dengult Header & Footer now Report Settings	
Gutter:	As of Date:	09/11/2014			
	Segment Filter:		~		
0 📀 🖓	Suppress Zero: Include Audit Adjustment:			Page 1	of 1 🕨 🕅 🧬

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.

Column Designer									
Nev	New Save Search Delete Undo Duplicate Close								
Colu	Column Name: Prev-Cur Description: Previous and Current columns Run Date: 09/11/2014								
0	Delete	🔺 Up 🔻 Down 💡	Filter Records (F3)						
	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	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.

E recar tear					
New Save Delete Undo Generate	Close Year	Set Current	Audit Adjust	Diose	
Fiscal Year: 2014 🗢 Start Date:	01/0	1/2014 🖪	End Date:	12/31/2014	
Itatus: Open Retained Earnings	3200	0-0			×.
Colete Miter:	٩			Current Piece	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	
Dune 2014		06/01/2014	06/30/2014	Open	
2014 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	
Coctober 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	
1941 I					

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:		~		
Segment Filter:		~		
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, 201 3:26 Pi		
		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

💽 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 マ 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)						

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

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: 🕅										
Focal Year 8. 0 X										
Nev Save Delete Undo Generale Clear Year Set Current Audit Aduat Clear										
Fiscal Year: 2014 🗘 Start Date: 01 Status: Open Retained Earnings: 32	1/01/2014 End Date: 12/31/2014 3									
Delete Filter: 0	Current Fiscal Year									
Period Name	Start Date End Date Status									
I January 2014	01/01/2014 01/31/2014 Open									
February 2014	02/01/2014 02/28/2014 Open									
[1] 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									
📑 3.dy 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									
Cctober 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									
🙆 🙆 📀 Ready	4 4 Page 1 of 3 > > 2									

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 \$/11/2014
Thursday, September 11, 2014

						4:37 PM
	1/1/2014	Total Debit	Total Credit	Total Debit Unite	Total Cradit Unite	12/31/2014
10100 0 010U 05NED41 0 000001	1112014	Total Debit	Total Clean	Total Debit Onits	Total Credit Ollits	12/3/12014
10100-0 - CASH - GENERAL -General	0.00	130.00	40.00	0.00	0.00	90.00
10600-0 - ESCROW ACCT @ RJ OBRIEN 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	1,386.00	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	1,480.00	0.00	0.00	0.00	3,280.00
55010-1 - COGS-RESELLER/UNDERFILL-DIESEL-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.