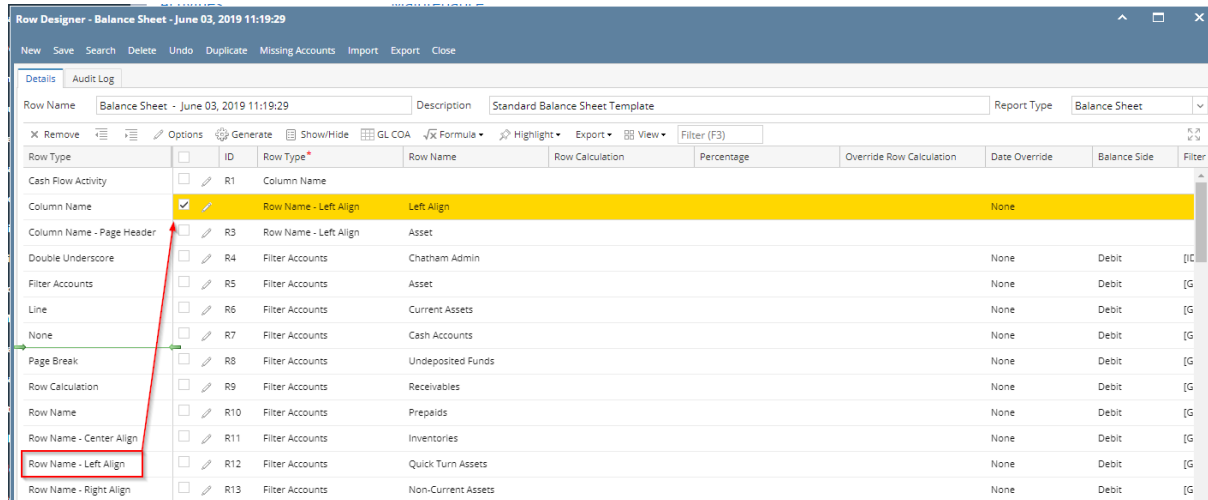


How to Add Row Name - Left Align row

The **Row Name - Left Align** row will ignore any column configuration you have. It will take the entire report page as its basis and the value entered in the Row Name field will be shown at the left-most part of your report. Follow these steps to add a Row Name - Left Align row.

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

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



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

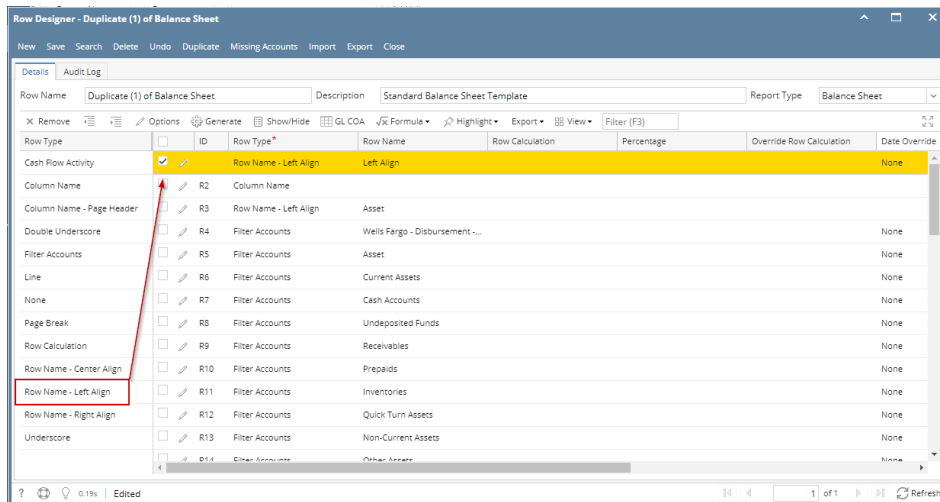
Balance Sheet - June 03, 2019 11:19:29				
As Of 6/3/2019		Monday, June 3, 2019 4:20 PM		
	Current Year	Current Units	Prior Year	Prior Units
Left Align				
Asset				
Chatham Admin	6,997,204	-1	6,997,204	-1
Asset	36,886,600	28,888,448	36,784,018	28,888,448
Cash Accounts	-79,545,020	-29,108,521	-78,466,735	-29,108,477
Receivables	25,035,157	3,739,651	24,712,446	3,692,276
Prepays	1,790,236	3,022,819	1,790,236	3,022,819
Inventories	1,120,448,855	79,188,581	849,891,599	72,783,243
Other Assets	-1,468,117	-8,023,023	-1,455,776	-7,091,840
Total Assets :	1,103,147,711	77,707,955	833,255,788	72,186,469

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

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

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

As Of 6/7/2018

Thursday, June 14, 2018

11:14 AM

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

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2. Enter a value in the **Row Name** field.
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This is how Row Name - Left Align row will look like when you follow the above steps.

Row Designer - Test BS

New Save Search Delete Undo Duplicate Missing Accounts Import Export Close

Details Audit Log

Row Name: Test BS Description: Test BS Report Type: [Dropdown]

X Remove Options Generate Show/Hide GL COA Formula Highlight Export View Filter (F3)

Row Type	ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override	Balance Side	Filter Accounts	Source	Account Type	Print Each	Hidden	
Cash Flow Activity	R1	Line						None				<input type="checkbox"/>	<input type="checkbox"/>	
Column Name	R2	None						None				<input type="checkbox"/>	<input type="checkbox"/>	
Column Name - Page Header	R3	Column Name										<input type="checkbox"/>	<input type="checkbox"/>	
Double Underscore	R4	Filter Accounts	10003-0000-000 Fifth Third - ...					None	Debit	[ID] = '10003-0000-000'	Column	BS	<input type="checkbox"/>	<input type="checkbox"/>
Filter Accounts	R5	Filter Accounts	40000-0000-001 Sales					None	Debit	[ID] = '40000-0000-001'	Column	IS	<input type="checkbox"/>	<input type="checkbox"/>
Line	R6	Filter Accounts	39000-0000-000 Retained Ea...					None	Debit	[ID] = '39000-0000-000'	Column	RE	<input type="checkbox"/>	<input type="checkbox"/>
None	R7	Underscore						None				<input type="checkbox"/>	<input type="checkbox"/>	
Page Break	R8	Row Calculation		R4+R5+R6				None				<input type="checkbox"/>	<input type="checkbox"/>	
Row Calculation	R9	Double Underscore						None				<input type="checkbox"/>	<input type="checkbox"/>	
Row Name - Center Align	R10	None						None				<input type="checkbox"/>	<input type="checkbox"/>	
Row Name - Left Align	R11	Row Name - Center Align	Center Align - Row Name					None				<input type="checkbox"/>	<input type="checkbox"/>	
Row Name - Right Align		Row Name - Left Align						None				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Underscore												<input type="checkbox"/>	<input type="checkbox"/>	

0.22s Edited Page 1 of 1 Refresh

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

Trial Balance Detail - March 20, 2018 16:12:17

Print Print Page Save To File Save To Window First Page Previous Page Page Count: 1 Next Page Last Page Find Text Parameters Document Map Close Period Archive Close

Print Export Navigation Report

Trial Balance Detail - March 20, 2018 16:12:17		Wednesday, March 21, 2018 2:22 PM				
As Of 3/20/2018		Beginning Balance	Total Debit	Total Credit	Total Debit Units	Total Credit Units
10003-0000-000 Fifth Third - Petro Operation		10,594,622.11	0.00	0.00	0.00	0.00
39000-0000-000 Retained Earnings		(79,903,407.91)	0.00	0.00	0.00	0.00
		(69,308,785.80)			0.00	0.00
Center Align - Row Name						
Left Align - Row Name						

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

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

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

This is how Row Name - Left Align 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 (19)

Row Name: Report A row Description: row description

X 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	Account Type	Print Each	Hidden
Cash Flow Activity	R1	Line							<input type="checkbox"/>	<input type="checkbox"/>
Column Name	R2	None							<input type="checkbox"/>	<input type="checkbox"/>
Column Name Page Header	R3	Column Name							<input type="checkbox"/>	<input type="checkbox"/>
Double Underscore	R4	Filter Accounts	Revenue		Credit	[Type] = 'Revenue'	Column	BS	<input type="checkbox"/>	<input type="checkbox"/>
Filter Accounts	R5	Filter Accounts	Expense		Debit	[Type] = 'Expense'	Column	BS	<input type="checkbox"/>	<input type="checkbox"/>
Line	R6	Underscore							<input type="checkbox"/>	<input type="checkbox"/>
None	R7	Row Calculation	Net Income	R4-R5					<input type="checkbox"/>	<input type="checkbox"/>
Page Break	R8	Double Undersco...							<input type="checkbox"/>	<input type="checkbox"/>
Percentage		Row Name - Left ...	Left align row test						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Row Calculation									<input type="checkbox"/>	<input type="checkbox"/>
Row Name - Center Align									<input type="checkbox"/>	<input type="checkbox"/>
Row Name - Left Align									<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Row Name - Right Align									<input type="checkbox"/>	<input type="checkbox"/>

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

Report A

As Of 12/31/2015

Monday, January 18, 2016
7:43 PM

Id	Name	2015	2014
R4	Revenue	18,329.75	1,000.00
R5	Expense	16,952.74	0.00
R7	Net Income	1,377.01	1,000.00

Left align row test

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 **Left Title row** will ignore any column configuration you have. It will take the entire report page as its basis and the value entered in the Description field will be shown at the left-most part of your report.
Follow these steps to add a Left Title row.

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

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

Row Designer

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

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

Balance Sheet

As Of 4/15/2015

Thursday, April 16, 2015
10:34 AM

Left Title test

Center Title test

Right Title test

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

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Follow these steps to add a Left Title row.

1. A new row will be available in the grid section.
2. Enter a value in the **Description** field.

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

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

ID	Description	Row Type	Related Rows	Balance Side	Filter Accounts
1		Line		Debit	
2		Description Title		Debit	
3	Assets	Left Title		Debit	
4	Total Assets	Calculation		Debit	[Type] = 'Asset'
5		Double Underscore		Debit	
6		None		Debit	
7	Liabilities	Left Title		Debit	
8	Total Liabilities	Calculation		Credit	[Type] = 'Liability'
9		Double Underscore		Debit	

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

Balance Sheet - PrevCur

As Of 9/11/2014

Friday, September 12, 2014
5:52 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

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.