

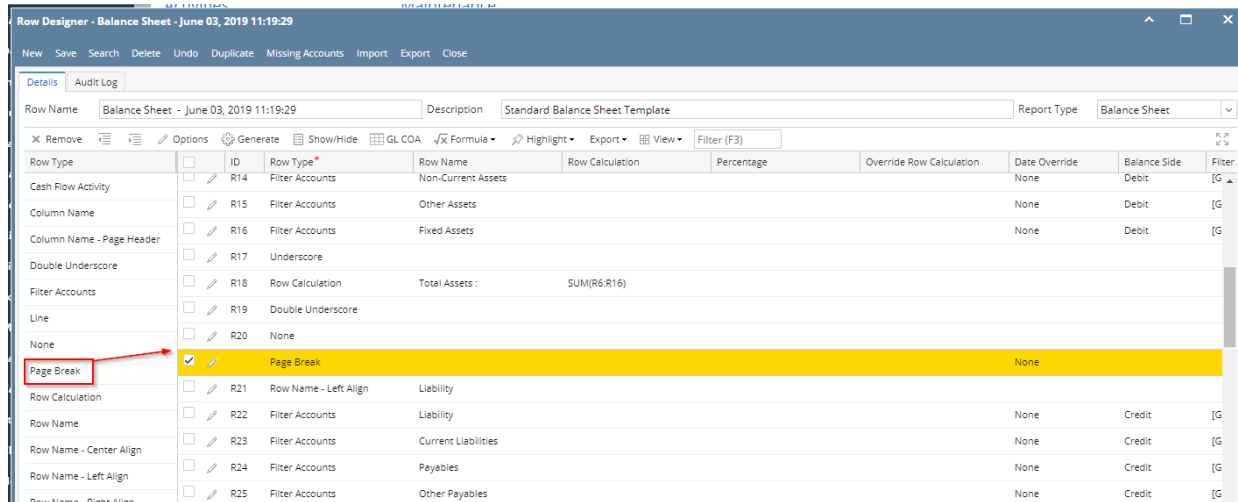
How to Add Page Break row

The **Page Break row** is used to break information in your financial report and show it on next page.

Follow these steps to add a Page Break row.

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

This is how Page Break row will look like when you follow the above steps.



This is how it will be shown when you print your financial report. In this report, it breaks the information between Double underscore row and Row Name - Left Align row, where Page Break row is positioned.

Balance Sheet - June 03, 2019 11:19:29
As Of 6/3/2019

Monday, June 3, 2019 2:50 PM

	Current Year	Current Units	Prior Year	Prior Units
Asset				
Chatham Admin	5,997,204	-1	5,997,204	-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	849,691,599	72,783,243
Other Assets	-1,468,117	-8,023,023	-1,455,778	-7,691,848
Total Assets :	1,103,147,711	77,707,955	833,255,788	72,186,469

Balance Sheet - June 03, 2019 11:19:29
As Of 6/3/2019

Monday, June 3, 2019 2:50 PM

Liability				
Liability	280,527	0	271,752	0
Payables	36,218,273	2,886,480	11,622,715	-412,393
Other Payables	981,190,200	53,077,903	736,200,705	51,305,985
Sales Tax Payables	861,468	0	861,438	0
Payroll Tax Liabilities	496	0	496	0
Pending Payables	554,020	242,238	415,437	151,183
Payroll Taxes Current	203,601	0	200,993	0
Payroll Deductions	42,521	0	41,749	0
Employee Liability	78,430	-4	75,335	-4
Total Liabilities :	1,019,427,536	56,306,545	749,698,620	51,044,759
Equity				
Owner's Equities	57	0	82,984,555	0
Retained Earnings	83,557,225	-2,179,689	82,984,555	-3,697,017
Total Equity :	83,557,168	-2,179,689	82,984,498	-3,697,017
Current Year Earning :	163,007	-426,896	572,670	-1,575,022
Total Equity :	83,720,175	-2,606,585	83,557,168	-5,272,039
Total Liabilities and Equity :	1,103,147,711	53,699,960	833,255,788	45,772,720

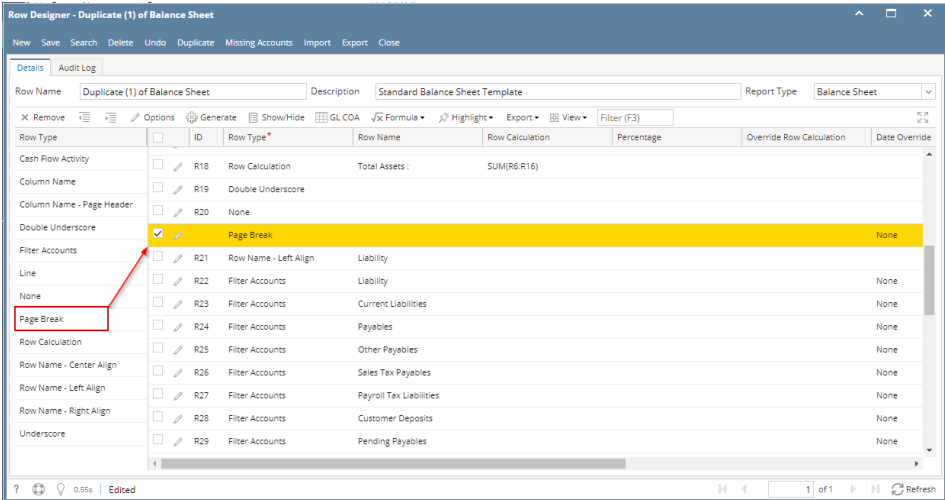
You can enhance this row by setting its **Font Properties** and **Row Height**. See [How to Configure Row Font Properties and Row Height](#) topic to guide you on how to do this.

The **Page Break row** is used to break information in your financial report and show it on next page.

Follow these steps to add a Page Break row.

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

This is how Page Break row will look like when you follow the above steps.



This is how it will be shown when you print your financial report. In this report, it breaks the information between Double underscore row and Row Name - Left Align row, where Page Break row is positioned.

The screenshot shows the printed 'Balance Sheet - June 07, 2018 18:26:39' report. The report is divided into two pages by a page break. The first page shows the 'Double Underscore' row, and the second page shows the 'Row Name - Left Align' row. The page break is indicated by a vertical line between the two pages.

Balance Sheet - June 07, 2018 18:26:39		Wednesday, June 13, 2018 5:21 PM	
As Of 6/7/2018		Prior Units	
Asset	Current Year	Current Units	Prior Year
Wells Fargo - Disbursement - Home office - Admin	6,972,004	-1	7,028,376
Asset	36,398,668	6,494,329	-9,678,869
Cash Accounts	-85,789,473	-6,492,768	-27,754,617
Receivables	24,009,875	3,368,954	29,478,176
Prepays	1,790,236	0	1,790,236
Inventories	848,993,584	50,930,197	848,283,809
Other Assets	-1,425,774	-3,869,874	-1,423,737
Total Assets :	823,976,916	50,430,838	840,694,998

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

Print Report Print Page Save To File Save To Window First Page Previous Page Page Count: 2 Next Page Last Page Find Text Parameters Panel Document Map Close Period Archive Close

Current Page 2

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

As Of 6/7/2018 Wednesday, June 13, 2018 5:21 PM

Liability				
Liability	229,541	0	51,475	0
Payables	10,821,920	8,100	27,573,166	-171,454
Other Payables	735,765,411	54,183,110	734,719,759	54,043,296
Sales Tax Payables	860,085	0	860,040	0
Payroll Tax Liabilities	464	0	464	0
Pending Payables	13,044	65,148	9,196	5,324
Payroll Taxes Current	190,846	0	173,681	0
Payroll Deductions	36,893	0	36,604	0
Employer Liability	71,296	-4	65,615	-2
Total Liabilities :	747,991,500	54,256,362	763,490,000	53,877,172
Equity				
Owners Equities	-57	0	-54	0
Retained Earnings	77,205,053	-835,703	47,746,569	-38,540
Total Equity :	77,204,996	-835,703	47,746,515	-38,540
Current Year Earning :	-1,219,580	-1,665,618	29,458,483	57,048
Total Equity :	75,985,416	-2,501,321	77,204,998	18,506
Total Liabilities and Equity :	823,976,916	51,755,041	840,694,998	53,895,678

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 **Page Break row** is used to break information in your financial report and show it on next page. Follow these steps to add a Page Break row.

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

This is how Page Break 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

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
Cash Flow Activity	R3	Column Name								
Column Name	R4	Filter Accounts	10003-0000-000 Fifth Third - ...				None	Debit	[ID] = '10003-0000-000'	Column
Column Name - Page Hea...	R5	Filter Accounts	40000-0000-001 Sales				None	Debit	[ID] = '40000-0000-001'	Column
Double Underscore	R6	Filter Accounts	39000-0000-000 Retained Ea...				None	Debit	[ID] = '39000-0000-000'	Column
Filter Accounts	R7	Underscore					None			
Line	R8	Row Calculation		R4+R5+R6			None			
None	R9	Double Underscore					None			
Page Break		Page Break					None			
Row Calculation	R10	Row Name - Left Align	Row Name Left				None			
Row Name - Center Align	R11	Row Name - Center Align	Row Name Center				None			
Row Name - Left Align	R12	Row Name - Right Align	Row Name Right				None			

0.29% Edited Page 1 of 1 Refresh

This is how it will be shown when you print your financial report. In this report, it breaks the information between Double underscore row and Row Name - Left Align row, where Page Break row is positioned.

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

As Of 3/20/2018

Wednesday, March 21, 2018 11:33 AM

10003-0000-000 Fifth Third - Petro Operation	Beginning Balance	Total Debit	Total Credit	Total Debit Units	Total Credit Units	Ending Balance
39000-0000-000 Retained Earnings	10,594,622.11	0.00	0.00	0.00	0.00	10,594,622.11
	(79,903,407.91)	0.00	0.00	0.00	0.00	(79,903,407.91)
	(69,308,785.80)			0.00	0.00	(69,308,785.80)

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

As Of 3/20/2018

Wednesday, March 21, 2018 11:33 AM

Row Name Left	Row Name Center	Row Name Right
---------------	-----------------	----------------

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 **Page Break row** is used to break information in your financial report and show it on next page.

Follow these steps to add a Page Break row.

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

This is how Page Break 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 (22)

Row Name: Report A row Description: row description

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 Undersc...							<input type="checkbox"/>	<input type="checkbox"/>
Percentage		Page Break							<input checked="" type="checkbox"/>	<input type="checkbox"/>
Row Calculation	R9	Row Name - Left...	Left align row test						<input type="checkbox"/>	<input type="checkbox"/>
Row Name - Center Align	R10	Row Name - Cen...	Center align row ...						<input type="checkbox"/>	<input type="checkbox"/>
Row Name - Left Align	R11	Row Name - Righ...	Right align row t...						<input type="checkbox"/>	<input 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. In this report, it breaks the information between Double underscore row and Row Name - Left Align row, where Page Break row is positioned.

Report A

As Of 12/31/2015

Monday, January 18, 2016 7:55 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

Report A

As Of 12/31/2015

Monday, January 18, 2016 7:55 PM

Left align row test	Center align row test	Right 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 **Page Break row** is used to break information in your financial report and show it on next page. Follow these steps to add a Page Break 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 Page Break.
4. All other fields are not anymore necessary so you can leave those out.

This is how Page Break 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. The rows that come after the page break row are shown on next page.

Balance Sheet

Print Report Print Page Save To File Save To Window First Page Previous Page Current Page Page Count: 2 Next Page Last Page Find Text Parameters Panel Document Map Close

Print Export Navigation Report

Balance Sheet
As Of 4/15/2015 Thursday, April 16, 2015 10:34 AM

	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

Balance Sheet

Print Report Print Page Save To File Save To Window First Page Previous Page Current Page Page Count: 2 Next Page Last Page Find Text Parameters Panel Document Map Close

Print Export Navigation Report

Balance Sheet
As Of 4/15/2015 Thursday, April 16, 2015 10:34 AM

Left Title test Center Title test Right Title test

The **Page Break row** is used to break information in your financial report and show it on next page. Follow these steps to add a Page Break 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 Page Break.
4. All other fields are not anymore necessary so you can leave those out.

This is how Page Break row will look like when you follow the above steps.

Row Designer					
<div> <div>New Save Search Delete Undo Duplicate Generate Row Fonts Total Calculations Filter Accounts Close</div> <div> <div>Row Name: Balance Sheet</div> <div>Description: Summary Balances per Account Type</div> </div> <div> <div>Insert Delete Up Down Filter Records (F3)</div> </div> </div>					
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		Underscore		Debit	
10		None		Debit	
11	Equity	Left Title		Debit	
12	Equity - exclusive of RE	Calculation		Credit	[Type] = 'Equity' And [Group] <...
13	Retained Earnings	Calculation		Credit	[Group] = 'Retained Earnings'
14	Current Year Earnings	Total Calculation	R21 - R22	Debit	
15		Underscore		Debit	
16	Total Equity	Total Calculation	R12 + R13 + R14	Debit	
17		None		Debit	
18		Underscore		Debit	
19	Total Liabilities and Equity	Total Calculation	R8 + R16	Debit	
20		Double Underscore		Debit	
21	Revenue and Sales	Hidden		Credit	[Type] = 'Revenue'
22	Expense and COGS	Hidden		Debit	[Type] = 'Expense'
23		Page Break		Debit	
24	Center Title Test	Center Title		Debit	
25	Right Title Test	Right Title		Debit	
26	For White font test	Right Title		Debit	
0					

This is how it will be shown when you print your financial report. The rows that come after the page break row are shown on next page.

Balance Sheet - PrevCur



Balance Sheet - PrevCur


As Of 9/11/2014

Friday, September 12, 2014

5:55 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

Balance Sheet - PrevCur



Balance Sheet - PrevCur

As Of 9/11/2014

Friday, September 12, 2014

5:59 PM

Center Title Test

Right Title Test