## How to Add Row Name - Right Align row

The **Row Name - Right 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 right-most part of your report. Follow these steps to add a Row Name - Right Align row.

- 1. From the Row Type section select Row Name Right 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 - Right Align row will look like when you follow the above steps.

| Row Designer - Balance Sheet | t - June 03, 2019 1 | 1:19:29                |                            |                          |             |                          |               | ^ 🗆           | ×          |
|------------------------------|---------------------|------------------------|----------------------------|--------------------------|-------------|--------------------------|---------------|---------------|------------|
|                              |                     |                        |                            |                          |             |                          |               |               |            |
| Details Audit Log            |                     |                        |                            |                          |             |                          |               |               |            |
| Row Name Balance Shee        | t - June 03, 2019 1 | 11:19:29               | Description Standard       | Balance Sheet Template   |             |                          | Report Type   | Balance Sheet | ~          |
| X Remove 🖷 👼 🥖               | Options 💮 Gen       | erate 🗄 Show/Hide 🔠 G  | . COA √x Formula • 🖉 Highl | lght • Export • 🔠 View • | Filter (F3) |                          |               |               | 57         |
| Row Type                     | D ID                | Row Type*              | Row Name                   | Row Calculation          | Percentage  | Override Row Calculation | Date Override | Balance Side  | Filter     |
| Cash Flow Activity           | 🗆 🥒 R1              | Column Name            |                            |                          |             |                          |               |               | <b>^</b>   |
| Column Name                  | ✓ /                 | Row Name - Right Align | Right Align                |                          |             |                          | None          |               |            |
| Column Name - Page Header    | 🟳 🧷 R3              | Row Name - Left Align  | Asset                      |                          |             |                          |               |               |            |
| Double Underscore            | 🗆 / R4              | Filter Accounts        | Chatham Admin              |                          |             |                          | None          | Debit         | [[0        |
| Filter Accounts              | 🗆 / R5              | Filter Accounts        | Asset                      |                          |             |                          | None          | Debit         | [G         |
| Line                         | 🗆 🧷 R6              | Filter Accounts        | Current Assets             |                          |             |                          | None          | Debit         | [G         |
| None                         | 🗆 🧷 R7              | Filter Accounts        | Cash Accounts              |                          |             |                          | None          | Debit         | [G         |
| Page Break                   | 🗌 🧷 R8              | Filter Accounts        | Undeposited Funds          |                          |             |                          | None          | Debit         | [G         |
| Row Calculation              | 🗌 🥒 R9              | Filter Accounts        | Receivables                |                          |             |                          | None          | Debit         | [G         |
| Row Name                     | 🗆 🥒 R10             | Filter Accounts        | Prepaids                   |                          |             |                          | None          | Debit         | [G         |
| Row Name - Center Align      | 🗆 🥒 R11             | Filter Accounts        | Inventories                |                          |             |                          | None          | Debit         | [G         |
| Row Name - Left Align        | 🗌 🧷 R12             | Filter Accounts        | Quick Turn Assets          |                          |             |                          | None          | Debit         | [G         |
| Row Name - Right Align       | 🗌 🥒 R13             | Filter Accounts        | Non-Current Assets         |                          |             |                          | None          | Debit         | [G         |
| Underscore                   | # D1/               | Ciltar Accounte        | Other Accese               |                          |             |                          | None          | Dahit         | r/⊂ ▼<br>♦ |

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

| Balance Sheet - June 07, 2018 18                 | :26:39       |               |             |                   |
|--|--------------|---------------|-------------|-------------------|
| As Of 6/7/2018                                   |              |               | Thursda     | ay, June 14, 2018 |
|  |              |               |             | 11:24 AM          |
|  |              |               |             | Right 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         |
| Prepaids   | 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        |

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 - Right 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 right-most part of your report. Follow these steps to add a Row Name - Right Align row.

1. From the Row Type section select Row Name - Right 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 - Right Align row will look like when you follow the above steps.

| Row Designer - Duplicate (1) of | f Balance Sheet |                       |             |                         |                          |             |                     | ^           |          | ×          |
|---------------------------------|-----------------|-----------------------|-------------|-------------------------|--------------------------|-------------|---------------------|-------------|----------|------------|
|                                 |                 |                       |             |                         |                          |             |                     |             |          |            |
| Details Audit Log               |                 |                       |             |                         |                          |             |                     |             |          |            |
| Row Name Duplicate (1) or       | f Balance Sheet | 0                     | Description | Standard Balance Sheet  | Template                 |             | Report Type Ba      | alance Shee | et .     | ~          |
| X Remove 🖷 🗐 🖉                  | Options 👙 Gene  | rate 🔝 Show/Hide      | GL COA      | √x Formula • 🛷 Highligh | it • Export • 🔠 View • 🛛 | Filter (F3) |                     |             |          | 5.7<br>K 3 |
| Row Type                        | ID ID           | Row Type*             | Rov         | Name                    | Row Calculation          | Percentage  | Override Row Calcul | lation      | Date Ove | erride     |
| Cash Flow Activity              | Z /             | Row Name - Right Alig | n Rigt      | it Align                |                          |             |                     |             | None     | ^          |
| Column Name                     | 🗆 🚧 R2          | Column Name           |             |                         |                          |             |                     |             |          |            |
| Column Name - Page Header       | 🗆 🧷 R3          | Row Name - Left Align | Ass         | et                      |                          |             |                     |             |          |            |
| Double Underscore               | 🗆 / R4          | Filter Accounts       | Wel         | ls Fargo - Disbursement |                          |             |                     |             | None     |            |
| Filter Accounts                 | 🗌 🧷 R5          | Filter Accounts       | Ass         | et                      |                          |             |                     |             | None     |            |
| Line                            | 🖉 / R6          | Filter Accounts       | Cur         | rent Assets             |                          |             |                     |             | None     |            |
| None                            | □ / R7          | Filter Accounts       | Cas         | h Accounts              |                          |             |                     |             | None     |            |
| Page Break                      | 🗆 / R8          | Filter Accounts       | Unc         | leposited Funds         |                          |             |                     |             | None     |            |
| Row Calculation                 | 🗆 / R9          | Filter Accounts       | Rec         | eivables                |                          |             |                     |             | None     |            |
| Row Name - Center Align         | 🗌 🧷 R10         | Filter Accounts       | Pre         | paids                   |                          |             |                     |             | None     |            |
| Row Name - Left Align           | 🗌 🥒 R11         | Filter Accounts       | Inve        | intories                |                          |             |                     |             | None     |            |
| Row Name - Right Align          | 🗌 🥒 R12         | Filter Accounts       | Qui         | tk Turn Assets          |                          |             |                     |             | None     |            |
| Underscore                      | 🗌 🥖 R13         | Filter Accounts       | Nor         | -Current Assets         |                          |             |                     |             | None     |            |
|                                 | 4 D14           | Elter Arrounte        | 0+          | ar Arrarr               |                          |             |                     |             | None     | Ψ<br>}     |
| ? () 0.19s Edited               |                 |                       |             |                         |                          |             | < 1 of              | f1 🕨        | el Gr    | efresh     |

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

| Balance Sheet - June 03, 201 | 9 <mark>1</mark> 1:19:29 |               |             |                      |
|------------------------------|--------------------------|---------------|-------------|----------------------|
| As Of 6/3/2019               |                          |               |             | Monday, June 3, 2019 |
|                              |                          |               |             | 4:39 PM              |
|                              | Current Year             | Current Units | Prior Year  | Prior Units          |
|                              |                          |               |             | Right 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            |
| Prepaids                     | 1,790,236                | 3,022,819     | 1,790,236   | 3,022,819            |
| Inventories                  | 1,120,448,855            | 79,188,581    | 849,891,599 | 72,783,243           |
| Other Assets                 | -1,468,117               | -8,023,023    | -1,455,776  | -7,091,840           |
| Total Assets :               | 1,103,147,711            | 77,707,955    | 833,255,788 | 72,186,469           |

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

The Row Name - Right 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 right-most part of your report. Follow these steps to add a Row Name - Right Align row.

- From the Row Type section select Row Name Right Align and drag it to the grid area, in the position you want that row be added.
   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 - Right Align row will look like when you follow the above steps.

| Row Designer - Test BS             |                                 |                       |                            |                       |                  |                |   |   |                          |                |                   |   |                                |  | ^ 🗆        | ×       |
|------------------------------------|---------------------------------|-----------------------|----------------------------|-----------------------|------------------|----------------|---|---|--------------------------|----------------|-------------------|---|--------------------------------|--|------------|---------|
|                                    | Delete U                        |                       | uplicate Mis               | sing Accounts Import  | Export Close     |                |   |   |                          |                |                   |   |                                |  |            |         |
| Details Audit Log                  |                                 |                       |                            |                       |                  |                |   |   |                          |                |                   |   |                                |  |            |         |
| Row Name Test BS                   | 5                               |                       |                            |                       |                  |                | Description Test BS                                 |   |                          |                |                   |   | R                              | eport Type   |            | ~       |
| X Remove 🖷 🦷                       | / 0                             | ptions                | () Generate                | 🗄 Show/Hide 🏢 G       | L COA √x Formul  | a 🔹 🚀 Highligt | nt • Export • 🔠 View • F                            | ilter (F3)                              |                          |                |                   |   |                                |  |            | 52      |
| Row Type                           |                                 |                       | ID Ro                      | w Type*               | Row Name         |                | Row Calculation                                     | Percentage                              | Override Row Calculation | n Date Overrid | le Balance Side   | Filter Accounts                         | Source                         | Account Type   | Print Each | Hidden  |
| Cash Flow Activity                 |                                 |                       | R1 Lin                     | e                     |                  |                |   |   |                          | None           |                   |   |                                |  |            |         |
| Column Name                        |                                 | 0                     | R2 No                      | ne                    |                  |                |   |   |                          | None           |                   |   |                                |  |            |         |
| Column Name - Page He              | eader                           | 0                     | R3 Col                     | umn Name              |                  |                |   |   |                          |                |                   |   |                                |  |            |         |
| Double Underscore                  |                                 | 0 /                   | R4 Filt                    | er Accounts           | 10003-0000-0     | 0 Fifth Third  |   |   |                          | None           | Debit             | [ID] = '10003-0000-000'                 | Column                         | BS   |            |         |
| Filter Accounts                    |                                 | 0 /                   | R5 Filt                    | er Accounts           | 40000-0000-0     | )1 Sales       |   |   |                          | None           | Debit             | [ID] = '40000-0000-001'                 | Column                         | IS   |            |         |
| Line                               |                                 | 0                     | R6 Filt                    | er Accounts           | 39000-0000-0     | 0 Retained Ea  |   |   |                          | None           | Debit             | [ID] = '39000-0000-000'                 | Column                         | RE   |            |         |
| None                               |                                 | 0 /                   | R7 Un                      | derscore              |                  |                |   |   |                          | None           |                   |   |                                |  |            |         |
| Page Break                         |                                 |                       | R8 Ro                      | w Calculation         |                  |                | R4+R5+R6  |   |                          | None           |                   |   |                                |  |            |         |
| Row Calculation                    |                                 | 0                     | R9 Do                      | uble Underscore       |                  |                |   |   |                          | None           |                   |   |                                |  |            |         |
| Row Name - Center Alig             | n                               | 0 /                   | R10 No                     | ne                    |                  |                |   |   |                          | None           |                   |   |                                |  |            |         |
| Row Name - Left Align              |                                 | 0 /                   | R11 Ro                     | w Name - Center Align | Center Align -   | Row Name       |   |   |                          | None           |                   |   |                                |  |            |         |
| Row Name - Right Align             |                                 | 0 /                   | R12 Ro                     | v Name - Left Align   | Left Align - Ro  | v Name         |   |   |                          | None           |                   |   |                                |  |            |         |
| Underscore                         |                                 | 2 /                   | Ro                         | v Name - Right Align  | Right Align - Ri | ow Name        |   |   |                          | None           |                   |   |                                |  |            |         |
|                                    |                                 | 0 /                   |                            |                       |                  |                |   |   |                          |                |                   |   |                                |  |            |         |
|                                    |                                 | 4                     | _                          |                       |                  | _              |   |   |                          |                |                   |   | _                              |  | _          | Þ       |
| 2 @ 0 0 0 0 0 0                    | -<br>                           |                       |                            |                       |                  |                |   |   |                          |                |                   |   |                                | n lati   |            | Defeash |
|                                    |                                 |                       |                            |                       |                  |                |   |   |                          |                |                   |   |                                |  |            |         |
| This is how                        | it wi                           | ll be                 | show                       | n when yo             | u print y        | our fina       | ncial report.                                       |   |                          |                |                   |   |                                |  |            |         |
| Trial Balance Det                  | ail - M                         | arch 2                | 20, 2018 1                 | 6:12:17               |                  |                |   |   |                          |                |                   |   |                                | ^ □  | ×          |         |
|                                    |                                 |                       |                            |                       |                  |                |   |   |                          |                |                   |   |                                |  |            |         |
|                                    | - <b>-</b> -                    |                       | 0.000                      | 0.000                 |                  | 4              | Current Page  |   |                          | <u>ک</u>       | -                 |   |                                |  |            |         |
|                                    |                                 |                       |                            |                       |                  |                | 1   | .                                       |                          | ?              | [ ]               | .                                       | 2                              |  |            |         |
|                                    |                                 |                       |                            |                       |                  |                | 1   |   |                          |                | C                 | loco Poriod Archiv                      | Close                          |  |            |         |
| Print Pr                           | rint Pa                         | ge                    | Save To                    | Save To               |                  |                | Page Count: 1                                       |   | Page Find Text           |                | Document C        | iose renou Archiv                       | e close                        |  |            |         |
| Report                             |                                 |                       | File 🔻                     | Window 🔻              |                  |                |   |   |                          |                |                   |   |                                |  |            |         |
| Print                              |                                 |                       | E                          | xport                 |                  |                | Navigation  |   |                          | Report         |                   |   |                                |  |            |         |
|                                    |                                 |                       |                            |                       |                  |                |   |   |                          | -              |                   |   |                                |  |            |         |
| Trial                              | Bala                            | nce                   | Detai                      | I - March             | 20 2018          | 16-12-1        | 7   |   |                          |                |                   |   |                                |  |            |         |
| As Of 3                            | /20/20                          | 18                    | Betai                      | i maren               | 20, 2010         | 10.12.1        |   |   |                          |                |                   | Wedne                                   | sdav March                     | 21 2018  |            |         |
|                                    |                                 |                       |                            |                       |                  |                |   |   |                          |                |                   | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | Judy, maren                    | 2:26 PM  |            |         |
|                                    |                                 |                       |                            |                       |                  |                |   |   |                          |                |                   |   |                                |  |            |         |
|                                    |                                 |                       |                            |                       |                  |                | Decision Dalance                                    | Total Debi                              | t Total C                | Credit 1       | Total Debit Units | Total Credit Units                      | En                             | ding Balance   |            |         |
| 10003-00                           | 100-000                         | Fifth                 | Third - Petr               | o Operation           |                  |                | 10 594 622 11                                       | 0.00                                    |                          | 0.00           | 0.00              | 0.00                                    | 1                              | 0 594 622 11   |            |         |
| 10003-00<br>39000-00               | 000-000<br>000-000              | Fifth<br>Reta         | Third - Petr<br>ned Earnin | o Operation<br>gs     |                  | _              | 10,594,622.11<br>(79,903,407.91)                    | 0.00                                    |                          | 0.00           | 0.00              | 0.00                                    | 1<br>(79                       | 0,594,622.11<br>,903,407.91)                                     |            |         |
| 10003-00<br>39000-00               | 000-000<br>000-000              | Fifth<br>Reta         | Third - Petr<br>ned Earnin | o Operation<br>gs     |                  | _              | 10,594,622.11<br>(79,903,407.91)<br>(69,308,785.80) | 0.00                                    |                          | 0.00           | 0.00 0.00 0.00    | 0.00<br>0.00<br>0.00                    | 1<br>(79<br>(69                | 0,594,622.11<br>,903,407.91)<br>,308,785.80)                     |            |         |
| 10003-00<br>39000-00               | 000-000<br>000-000              | Fifth<br>Reta         | Third - Petr<br>ned Earnin | o Operation<br>gs     |                  | _              | 10,594,622.11<br>(79,903,407.91)<br>(69,308,785.80) | 0.00<br>0.00                            |                          | 0.00           | 0.00 0.00 0.00    | 0.00<br>0.00<br>0.00                    | 1<br>(79<br>(69                | 0,594,622.11<br>,903,407.91)<br>,308,785.80)                     |            |         |
| 10003-00<br>39000-00<br>Left Align | 000-000<br>000-000              | Fifth<br>Reta<br>Name | Third - Petr<br>ned Earnin | o Operation<br>gs     |                  | _              | 10,594,622.11<br>(79,903,407,91)<br>(69,308,785.80) | 0.00<br>0.00<br>Center Align - Row Name | 3                        | 0.00           | 0.00 0.00 0.00    | 0.00<br>0.00<br>0.00                    | 1<br>(79<br>(69                | 0,594,622.11<br>(903,407.91)<br>(308,785.80)                     |            |         |
| 10003-00<br>39000-00<br>Left Align | 000-000<br>000-000<br>1 - Row I | Fifth<br>Reta<br>Name | Third - Petr<br>ned Earnin | o Operation<br>gs     |                  | _              | 10,594,622,11<br>(79,903,407,91)<br>(69,308,785.80) | Center Align - Row Name                 | 3                        | 0.00           | 0.00 0.00 0.00    | 0.00<br>0.00<br>0.00                    | 1<br>(79<br>(69<br>Right Align | 0.594,622.11<br>.903,407.91)<br>.308,785.80)<br>- Row Name       |            |         |
| 10003-00<br>39000-00<br>Left Align | 000-000<br>000-000<br>1 - Row I | Fifth<br>Reta<br>Name | Third - Petr<br>ned Earnin | o Operation<br>gs     |                  | -              | (69,308,785.80)                                     | Center Align - Row Name                 | 2                        | 0.00           | 0.00 0.00 0.00    | 0.00<br>0.00<br>0.00                    | 1<br>(79<br>(69<br>Right Align | 0.594,622.11<br>.903,407.91)<br>.308,785.80)<br>- Row Name       |            |         |
| 10003-00<br>39000-00<br>Left Align | 000-000<br>000-000              | Fifth<br>Reta         | Third - Petr<br>ned Earnin | o Operation<br>gs     |                  | -              | 10.594.622.11<br>(79,903,407.91)<br>(69,308,785.80) | Center Align - Row Name                 | )<br>}                   | 0.00           | 0.00 0.00 0.00    | 0.00<br>0.00<br>0.00                    | 1<br>(79<br>(69<br>Right Align | 0.594,622.11<br>(903,407.91)<br>(308,785.80)<br>- Row Name       |            |         |
| 10003-00<br>39000-00               | 000-000<br>000-000              | Fifth<br>Reta         | Third - Petr<br>ned Earnin | o Operation<br>gs     |                  | -              | 69,308,785.80)<br>(69,308,785.80)                   | Center Align - Row Name                 | )<br>9                   | 0.00           | 0.00 0.00 0.00    | 0.00                                    | 1<br>(79<br>(69<br>Right Align | 0.594,622,11<br><u>.903,407.91</u><br>.308,785.80)<br>- 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** Field will be shown at the right-most part of your report. Follow these steps to add a Row Name - Right Align row.

- 1. From the Row Type section select Row Name Right 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 - Right Align row will look like when you follow the above steps.

| Row Designer - Report A row |   |                   |                     |                  |              |                 |                   |              |            | ^ 🗆 >  |
|-----------------------------|---|-------------------|---------------------|------------------|--------------|-----------------|-------------------|--------------|------------|--------|
| New Save Search Delete      | Undo Duplicate                                      | e Verify Accounts |                     |                  |              |                 |                   |              |            |        |
| Details Audit Log (21)      |   |                   |                     |                  |              |                 |                   |              |            |        |
| Row Name: Report A row      | Row Name: Report A row Description: row description |                   |                     |                  |              |                 |                   |              |            |        |
| 🗙 Remove 🛛 🚔 🥒              | Options ႏိုင္ငံ Ge                                  | nerate 🗄 Show/H   | ide 🏢 GL COA √      | 🗙 Formula 🛛 🔊 Hi | ghlight 🔠 🖁  | ayout 🔍         | Filter Records (F | -3)          |            |        |
| Row Type                    | ID  | Row Type          | Row Name            | Row Calculation  | Balance Side | Filter Accounts | Source            | Account Type | Print Each | Hidden |
| Cash Flow Activity          | 🗌 🖉 R1  | Line              |                     |                  |              |                 |                   |              |            |        |
| Column Name                 | 🗌 🖉 R2  | None              |                     |                  |              |                 |                   |              |            |        |
| Column Name Page Header     | 🗌 🖉 R3  | Column Name       |                     |                  |              |                 |                   |              |            |        |
| Double Underscore           | 🗌 🖉 R4  | Filter Accounts   | Revenue             |                  | Credit       | [Type] = 'Reven | ue' Column        | BS           |            |        |
| Filter Accounts             | 🗌 🖉 R5  | Filter Accounts   | Expense             |                  | Debit        | [Type] = 'Expen | se' Column        | BS           |            |        |
| Line                        | 🗌 🖉 R6  | Underscore        |                     |                  |              |                 |                   |              |            |        |
| None                        | 🗌 🖉 R7  | Row Calculation   | Net Income          | R4-R5            |              |                 |                   |              |            |        |
| Page Break                  | 🗌 🖉 R8  | Double Undersco   |                     |                  |              |                 |                   |              |            |        |
| Percentage                  | 🗌 🖉 R9  | Row Name - Left   | Left align row test |                  |              |                 |                   |              |            |        |
| Row Calculation             | 🗌 🖉 R10   | Row Name - Cent   | Center align row    |                  |              |                 |                   |              |            |        |
| Row Name - Center Align     |   | Row Name - Righ   | Right align row te  |                  |              |                 |                   |              |            |        |
| Row Name - Left Align       |   |                   |                     |                  |              |                 |                   |              |            |        |
| Row Name - Right Align      |   |                   |                     |                  |              |                 |                   |              |            |        |
| Underscore                  |   |                   |                     |                  |              |                 |                   |              |            |        |

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

| <b>Report A</b><br>As Of 12/31/2015 |  |                       |  | Monday,                              | January 18, 2016<br>7:50 PM |
|-------------------------------------|--|-----------------------|--|--------------------------------------|-----------------------------|
| ld<br>R4<br>R5<br>R7                | Name<br>Revenue<br>Expense<br>Net Income | -                     | 2015<br>18,329.75<br>16,952.74<br>1,377.01 | 2014<br>1,000.00<br>0.00<br>1,000.00 |                             |
| 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 **Right 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 right-most part of your report.

Follow these steps to add a Right 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 Right Title.
- 4. All other fields are not anymore necessary so you can leave those out.

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

|         | ow Desig | ner            |          |      |              |            |              |                 |                   |              |                      |   |
|---------|----------|----------------|----------|------|--------------|------------|--------------|-----------------|-------------------|--------------|----------------------|---|
| Ne      | ew Sa    | ave Search     | Delete   | Vndo | Duplicate    | Fonts      | Generate Row | Verify Accounts | Total Calculation | s Close      |                      |   |
| Row     | Name:    | BS             |          |      |              |            | Description: | Balance Sheet b | y account type    |              |                      |   |
| $\odot$ | Insert ( | Remove         | 🔺 Up 🖪   | Down | <b>Filte</b> | er Record  | s (F3)       |                 |                   |              |                      |   |
|         | ID       | Description    |          |      | Row Ty       | /pe        |              | Related Rows    |                   | Balance Side | Filter Accounts      |   |
|         | 1        |                |          |      | Line         |            |              |                 |                   | Debit        |                      | * |
|         | 12       |                |          |      | Descrip      | tion Title |              |                 |                   | Debit        |                      |   |
|         | 2        | Assets         |          |      | Calcula      | ation      |              |                 |                   | Debit        | [Type] = 'Asset'     |   |
|         | 3        |                |          |      | Double       | Undersco   | re           |                 |                   | Debit        |                      |   |
|         | 4        |                |          |      | None         |            |              |                 |                   | Debit        |                      |   |
|         | 5        | Liabilities    |          |      | Calcula      | ation      |              |                 |                   | Credit       | [Type] = 'Liability' |   |
|         | 6        | Equity         |          |      | Calcula      | ation      |              |                 |                   | Credit       | [Type] = 'Equity'    |   |
|         | 7        | Revenues       |          |      | Hidden       |            |              |                 |                   | Credit       | [Type] = 'Revenue'   |   |
|         | 8        | Expenses       |          |      | Hidden       |            |              |                 |                   | Debit        | [Type] = 'Expense'   |   |
|         | 9        | CYE            |          |      | Total C      | alculation | ı            | R7 - R8         |                   | Debit        |                      |   |
|         | 13       |                |          |      | Unders       | core       |              |                 |                   | Debit        |                      |   |
|         | 10       | Liabilities an | d Equity |      | Total C      | alculation | ı            | R5 + R6 + R9    |                   | Debit        |                      |   |
|         | 11       |                |          |      | Double       | Undersco   | re           |                 |                   | Debit        |                      |   |
|         | 14       |                |          |      | Page B       | reak       |              |                 |                   | Debit        |                      |   |
|         | 15       | Left Title tes | t        |      | Left Tit     | le         |              |                 |                   | Debit        |                      |   |
|         | 16       | Center Title   | test     |      | Center       | Title      |              |                 |                   | Debit        |                      |   |
|         | 17       | Right Title te | st       |      | Right T      | ïtle       |              |                 |                   | Debit        |                      | - |

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

| Balance Sheet<br>As Of 4/15/2015 |                   | Thursday, April 16, 2015<br>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.

The **Right 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 right-most part of your report.

Follow these steps to add a Right Title row.

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

- 2. Enter a value in the Description field.
- In the Row Type field, select Right Title.
   All other fields are not anymore necessary so you can leave those out.

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

| E R | ow Desig | Iner                         |                             |                                    |              | * <b>•</b> ×                    |
|-----|----------|------------------------------|-----------------------------|------------------------------------|--------------|---------------------------------|
| Ne  | ew Sa    | ave Search Delete Undo Du    | uplicate Generate Row Fonts | Total Calculations Filter Accounts | Close        |                                 |
| Row | Name:    | Balance Sheet                | Description:                | Summary Balances per Account       | Туре         |                                 |
|     |          |                              |                             |                                    |              |                                 |
| 0   | Insert ( | 📄 Delete   🔺 Up 🔻 Down   🍸   | Filter Records (F3)         |                                    |              |                                 |
|     | 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        |                                 |

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