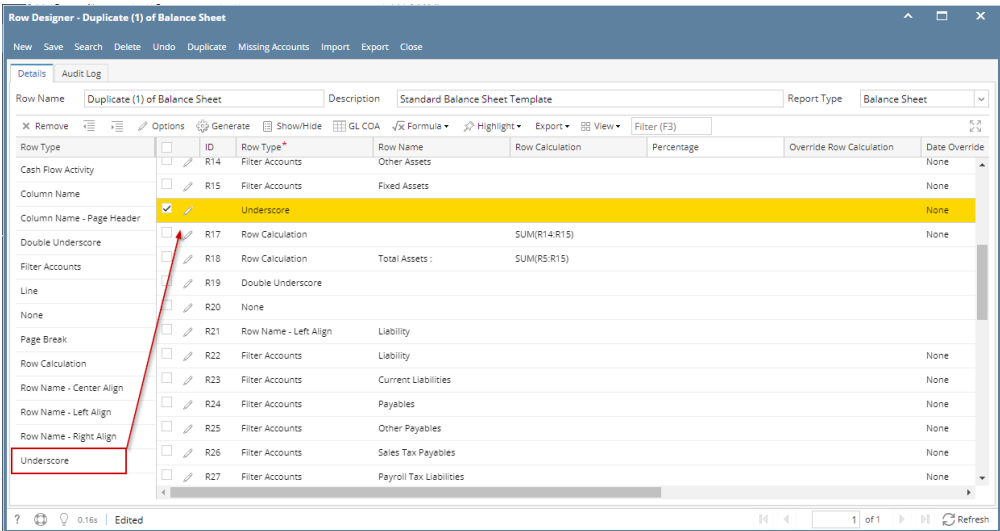


How to Add Underscore row

The **Underscore row** is used to show a double underscore (or double rule) on Beginning Balance, Budget, Column Calculation, Credit, Credit Units, Debit, Debit Units, Ending Balance, GL Amounts, GL Trend, Percentage and Units columns in your financial report. Follow these steps to add an Underscore row.

- 1. From the **Row Type** section select **Underscore** 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 Underscore 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 07, 2018 18:26:39				
As Of 6/7/2018		Thursday, June 14, 2018 11:36 AM		
	Current Year	Current Units	Prior Year	Right Align 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
Total Assets :	823,976,916	50,430,838	840,694,998	51,794,006

The **Underscore row** is used to show a double underscore (or double rule) on Beginning Balance, Budget, Column Calculation, Credit, Credit Units, Debit, Debit Units, Ending Balance, GL Amounts, GL Trend, Percentage and Units columns in your financial report. Follow these steps to add an Underscore row.

- 1. From the **Row Type** section select **Underscore** 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 Underscore 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				☐	☐	
Column Name	R2	None						None				☐	☐	
Column Name - Page Header	R3	Column Name										☐	☐	
Double Underscore	R4	Filter Accounts	10003-0000-000 Fifth Third - ...					None	Debit	[ID] = '10003-0000-000'	Column	BS	☐	☐
Filter Accounts	R5	Filter Accounts	40000-0000-001 Sales					None	Debit	[ID] = '40000-0000-001'	Column	IS	☐	☐
Line	R6	Filter Accounts	39000-0000-000 Retained Ea...					None	Debit	[ID] = '39000-0000-000'	Column	RE	☐	☐
None	☒	Underscore						None				☒	☒	
Page Break	R7	Row Calculation		R4+R5+R6				None				☐	☐	
Row Calculation	R8	Double Underscore						None				☐	☐	
Row Name - Center Align	R9	Row Name - Center Align	Center Align - Row Name					None				☐	☐	
Row Name - Left Align	R10	Row Name - Left Align	Left Align - Row Name					None				☐	☐	
Row Name - Right Align	R11	Row Name - Right Align	Right Align - Row Name					None				☐	☐	
Underscore												☐	☐	

0.19s 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 Report Print Page Save To File Save To Window First Page Previous Page Page Count: 1 Next Page Last Page Find Text Parameters Document Close Period Archive Close

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

As Of 3/20/2018 Wednesday, March 21, 2018 2:49 PM

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

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

The **Underscore** row is used to show a double underscore (or double rule) on Beginning Balance, Budget, Column Calculation, Credit, Credit Units, Debit, Debit Units, Ending Balance, GL Amounts, GL Trend, Percentage and Units columns in your financial report. Follow these steps to add an Underscore.

1. From the **Row Type** section select **Underscore** 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 Underscore 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 (24)

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							☐	☐
Column Name	R2	None							☐	☐
Column Name Page Header	R3	Column Name							☐	☐
Double Underscore	R4	Filter Accounts	Revenue		Credit	[Type] = 'Revenue'	Column	BS	☐	☐
Filter Accounts	R5	Filter Accounts	Expense		Debit	[Type] = 'Expense'	Column	BS	☐	☐
Line	☒	Underscore							☒	☒
None	R6	Row Calculation	Net Income	R4-R5					☐	☐
Page Break	R7	Double Undersc...							☐	☐
Percentage	R8	Page Break							☐	☐
Row Calculation	R9	Row Name - Left ...	Left align row test						☐	☐
Row Name - Center Align	R10	Row Name - Cen...	Center align row ...						☐	☐
Row Name - Left Align	R11	Row Name - Righ...	Right align row t...						☐	☐
Row Name - Right Align									☐	☐
Underscore									☐	☐

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

Report A

As Of 12/31/2015

Monday, January 18, 2016
8:02 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

The **Underscore row** is used to show a solid horizontal line on Budget, Calculation, Column Calculation, Debit, Credit, Debit Units, Credit Units, Units, Segment Filter, Ending Balance and GL Trend columns in your financial report.

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 Underscore.
4. All other fields are not anymore necessary so you can leave those out.

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

Row Designer

Row Name: BS Description: Balance Sheet by account type

Filter Records (F3)

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

	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

The **Underscore row** is used to show a solid horizontal line on Budget, Calculation, Column Calculation, Debit, Credit, Debit Units, Credit Units, Ending Balance and GL Trend columns in your financial report.

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 Underscore.
4. All other fields are not anymore necessary so you can leave those out.

This is how Underscore 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		Underscore		Debit	
10		None		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

6:44 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