

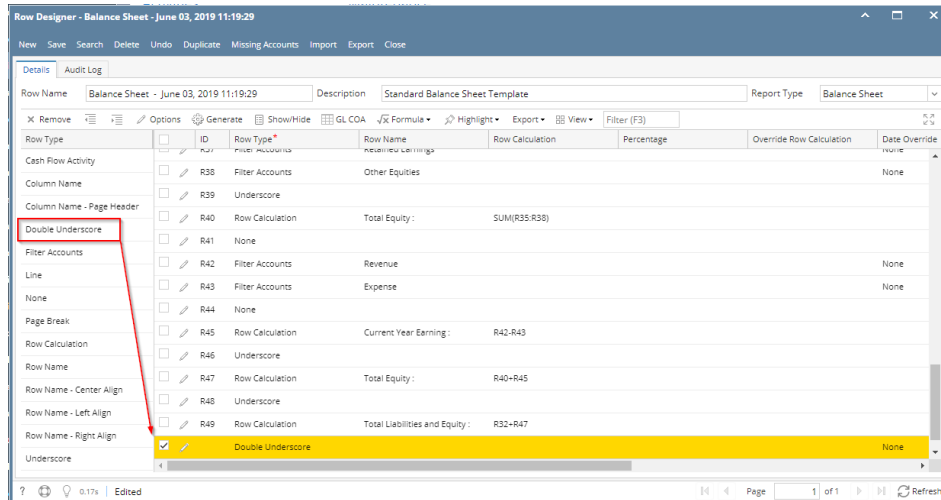
# How to Add Double Underscore row

The **Double 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 a Double Underscore row.

1. From the **Row Type** section select **Double 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 Double 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 03, 2019 11:19:29				
As Of 6/3/2019				
Monday, June 3, 2019 11:23 AM				
	Current Year	Current Units	Prior Year	Prior Units
<b>Asset</b>				
Asset	36,886,606	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	1,120,448,955	79,168,581	849,891,599	72,763,243
Other Assets	-1,468,117	-6,023,023	-1,455,276	-7,891,840
<b>Total Assets :</b>	<b>1,103,147,711</b>	<b>77,707,955</b>	<b>833,255,788</b>	<b>72,186,469</b>
<b>Liability</b>				
Liability	280,527	8	271,752	8
Payables	36,218,273	2,966,400	11,822,715	-412,393
Other Payables	981,190,200	53,077,903	736,208,705	51,305,985
Sales Tax Payables	861,468	0	861,438	0
Payroll Tax Liabilities	496	0	466	0
Pending Payables	554,020	242,238	415,437	151,163
Payroll Taxes Current	203,601	0	200,993	0
Payroll Deductions	42,521	0	41,749	0
Employer Liability	78,430	-4	75,335	-4
<b>Total Liabilities :</b>	<b>1,019,427,536</b>	<b>56,306,545</b>	<b>749,698,620</b>	<b>51,044,759</b>
<b>Equity</b>				
Owners Equities	-57	0	-57	0
Retained Earnings	83,557,225	-2,179,689	82,984,555	-3,697,017
<b>Total Equity :</b>	<b>83,557,168</b>	<b>-2,179,689</b>	<b>82,984,498</b>	<b>-3,697,017</b>
<b>Current Year Earning :</b>	<b>163,007</b>	<b>-426,898</b>	<b>572,670</b>	<b>-1,575,022</b>
<b>Total Equity :</b>	<b>83,720,175</b>	<b>-2,606,585</b>	<b>83,557,168</b>	<b>-5,272,039</b>
<b>Total Liabilities and Equity :</b>	<b>1,103,147,711</b>	<b>53,699,960</b>	<b>833,255,788</b>	<b>45,772,720</b>

The **Double 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 a Double Underscore row.

1. From the **Row Type** section select **Double 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 Double Underscore row will look like when you follow the above steps.

Row Designer - Duplicate (1) of Balance Sheet

New Save Search Delete Undo Duplicate Missing Accounts Import Export Close

Details Audit Log

Row Name: Duplicate (1) of Balance Sheet Description: Standard Balance Sheet Template Report Type: Balance Sheet

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
Cash Flow Activity							
Column Name	R39	Underscore					
Column Name - Page Header	R40	Row Calculation	Total Equity:	SUM(R35:R38)			
Double Underscore	R41	None					
Filter Accounts	R42	Filter Accounts	Revenue			None	
Line	R43	Filter Accounts	Expense			None	
None	R44	None					
Page Break	R45	Row Calculation	Current Year Earning:	R42-R43			
Row Calculation	R46	Underscore					
Row Name - Center Align	R47	Row Calculation	Total Equity:	R40+R45			
Row Name - Left Align	R48	Underscore					
Row Name - Right Align	R49	Row Calculation	Total Liabilities and Equity:	R32+R47			
Double Underscore						None	
Underscore							

0.35s Edited 1 of 1 Refresh

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

Balance Sheet - June 07, 2018 18:26:39				Friday, June 8, 2018	
As Of 6/7/2018				6:46 PM	
	Current Year	Current Units	Prior Year	Prior Units	
Asset					
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	29,476,176	3,257,048	
Prepays	1,799,236	0	1,799,236	0	
Inventories	848,993,584	50,930,197	848,283,809	52,065,719	
Other Assets	-1,425,774	-3,889,874	-1,423,737	-3,529,308	
<b>Total Assets :</b>	<b>823,976,916</b>	<b>50,430,838</b>	<b>840,694,998</b>	<b>51,794,006</b>	
Liability					
Liability	229,541	8	51,475	8	
Payables	10,821,920	8,100	27,573,166	-171,454	
Other Payables	735,765,411	54,183,110	734,719,759	54,943,296	
Sales Tax Payables	660,085	0	660,040	0	
Payroll Tax Liabilities	464	0	464	0	
Pending Payables	13,044	65,148	9,196	5,324	
Payroll Taxes Current	199,846	0	173,661	0	
Payroll Deductions	38,893	0	36,604	0	
Employer Liability	71,296	-4	65,615	-2	
<b>Total Liabilities :</b>	<b>747,991,500</b>	<b>54,256,362</b>	<b>763,490,000</b>	<b>53,877,172</b>	
Equity					
Owners Equities	-57	0	-54	0	
Retained Earnings	77,205,053	-835,703	47,746,569	-38,540	
<b>Total Equity :</b>	<b>77,204,996</b>	<b>-835,703</b>	<b>47,746,515</b>	<b>-38,540</b>	
Current Year Earning :	-1,219,580	-1,685,618	29,458,483	57,046	
<b>Total Equity :</b>	<b>75,985,416</b>	<b>-2,501,321</b>	<b>77,204,998</b>	<b>18,506</b>	
<b>Total Liabilities and Equity :</b>	<b>823,976,916</b>	<b>51,755,041</b>	<b>840,694,998</b>	<b>53,895,678</b>	

The **Double 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 a Double Underscore row.

1. From the **Row Type** section select **Double 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 Double Underscore row will look like when you follow the above steps.

Row Designer - Balance Sheet - March 19, 2018 17:56:15

New Save Search Delete Undo Duplicate Missing Accounts Import Export Close

Details Audit Log

Row Name: Balance Sheet - March 19, 2018 17:56:15 Description: Standard Balance Sheet Template Report Type: Balance Sheet

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
Cash Flow Activity	R41	None					
Column Name	R42	Filter Accounts	Revenue			None	
Column Name - Page Header	R43	Filter Accounts	Expense			None	
Double Underscore	R44	None					
Filter Accounts	R45	Row Calculation	Current Year Earning :	R42 - R43			
Line	R46	Underscore					
None	R47	Row Calculation	Total Equity :	R40 + R45			
Page Break	R48	Underscore					
Row Calculation	R49	Row Calculation	Total Liabilities and Equity :	R32 + R47			
Row Name - Center Align		Double Underscore				None	
Row Name - Left Align							

0.33s Edited Page 1 of 1 Refresh

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

**Balance Sheet - March 19, 2018 17:56:15**  
As Of 3/19/2018

Tuesday, March 20, 2018  
2:41 PM

	Current Year	Current Units	Prior Year	Prior Units
<b>Asset</b>				
Asset	-9,678,124	543	-9,678,769	543
Cash Accounts	-27,747,632	2	-27,732,093	1
Receivables	29,467,298	3,257,113	29,468,063	3,257,013
Prepays	4,199,536	8,805,892	4,199,536	8,805,892
Inventories	848,653,236	109,614,384	848,594,589	109,601,385
Other Assets	-1,420,763	-3,329,858	-1,423,714	-3,329,308
<b>Total Assets :</b>	<b>843,464,551</b>	<b>118,548,076</b>	<b>843,418,612</b>	<b>118,535,526</b>
<b>Liability</b>				
Liability	51,375	0	51,375	0
Payables	27,582,865	967,479	27,555,239	954,370
Other Payables	734,755,102	53,175,738	734,749,405	53,175,745
Sales Tax Payables	660,040	0	660,040	0
Payroll Tax Liabilities	464	0	464	0
Pending Payables	9,196	5,324	9,196	5,324
Payroll Taxes Current	168,250	0	168,250	0
Payroll Deductions	36,367	0	36,367	0
Employer Liability	64,162	-2	64,162	-2
<b>Total Liabilities :</b>	<b>763,540,621</b>	<b>54,148,547</b>	<b>763,494,588</b>	<b>54,135,445</b>
<b>Equity</b>				
Owners Equities	-54	0	-54	0
Retained Earnings	79,922,138	-14,454,227	50,446,866	-13,656,991
<b>Total Equity :</b>	<b>79,922,084</b>	<b>-14,454,227</b>	<b>50,446,812</b>	<b>-13,656,991</b>
Current Year Earning :	-93	-3	29,475,271	57,119
<b>Total Equity :</b>	<b>79,921,991</b>	<b>-14,454,230</b>	<b>79,922,083</b>	<b>-13,599,872</b>
<b>Total Liabilities and Equity :</b>	<b>843,462,612</b>	<b>39,694,317</b>	<b>843,416,671</b>	<b>40,535,573</b>

The **Double 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 a Double Underscore row.

1. From the **Row Type** section select **Double 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 Double 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 (15)

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	Column Name								
Column Name	R2	Filter Accounts	Revenue		Credit	[Type] = 'Revenue'	Column	BS		
Column Name Page Header	R3	Filter Accounts	Expense		Debit	[Type] = 'Expense'	Column	BS		
Double Underscore	R4	Underscore								
Filter Accounts	R5	Row Calculation	Net Income	R2-R3						
Line		Double Undersco...								
None										

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

## Report A

As Of 12/31/2015

Monday, January 18, 2016

7:28 PM

Id	Name	2015	2014
R2	Revenue	18,329.75	1,000.00
R3	Expense	16,952.74	0.00
R5	Net Income	1,377.01	1,000.00

The **Double Underscore row** is used to show a double underscore (or double rule) on Budget, Calculation, Column Calculation, Debit, Credit, Debit Units, Credit Units, Units, Segment Filter, Ending Balance and GL Trend columns in your financial report. Follow these steps to add a Double Underscore 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 Double Underscore.
4. All other fields are not anymore necessary so you can leave those out.

This is how Double Underscore 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  
10:16 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

The **Double 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. Follow these steps to add a Double Underscore 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 Double Underscore.
4. All other fields are not anymore necessary so you can leave those out.

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

Row Designer

Row Name: Balance Sheet Description: Summary Balances per Account Type

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'

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

## Balance Sheet - PrevCur

As Of 9/11/2014

Thursday, September 11, 2014

4:52 PM

		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