

# How to Add Filter Accounts row

The **Filter Accounts row** is intended to show balances of your General Ledger accounts, that is why to complete this row setup, you will need to configure your account filter/s.

Follow these steps to add a Filter Accounts row.

1. From the **Row Type section** select **Filter Accounts** 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**. This value should be as descriptive as possible so it would be easy to read what row is that for.
3. Leave out Row Calculation field.
4. By default **Balance Side field** will show Debit.
  - Leave it as is - **Debit** if the row is intended to filter accounts under Asset or Expenses account types.
  - Select **Credit** if the row is intended to filter accounts under Liability, Equity or Revenue account types.
5. In the **Filter Accounts field**, you will have to configure your account filter. There are 2 ways to do this and each is explained in the topics below.
  - [How to Configure Account Filter using Chart of Accounts screen](#) - this is the drag and drop method
  - [How to Configure Account Filter using Filter Accounts](#) - this is a one-row-at-a-time method wherein each row is setup one by one.

This is how **Filter Accounts row** will look like when you follow the above steps.

The screenshot shows the 'Row Designer - Balance Sheet - June 03, 2019 11:19:29' window. The 'Details' tab is active, showing a table of rows. The 'Filter Accounts' row (R3) is highlighted. The 'Row Name' is 'Chatham Admin', 'Row Calculation' is 'None', 'Balance Side' is 'Debit', and 'Filter Accounts' is '[ID] = '10000-0005-000' Or [...]'. The 'Source' is 'Column'.

Row Type	ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override	Balance Side	Filter Accounts	Source
Cash Flow Activity	R1	Column Name								
Column Name	R2	Row Name - Left Align	Asset							
Column Name - Page Header	R3	Filter Accounts	Chatham Admin			None		Debit	[ID] = '10000-0005-000' Or [...]	Column
Double Underscore	R4	Filter Accounts	Asset			None		Debit	[Group] = 'Asset'	Column
Filter Accounts	R5	Filter Accounts	Current Assets			None		Debit	[Group] = 'Current Assets'	Column
Line	R6	Filter Accounts	Cash Accounts			None		Debit	[Group] = 'Cash Accounts'	Column
None	R7	Filter Accounts	Undeposited Funds			None		Debit	[Group] = 'Undeposited Funds'	Column

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

The screenshot shows the 'Balance Sheet - June 03, 2019 11:19:29' report. The 'As Of 6/3/2019' date is shown. The report is dated 'Monday, June 3, 2019' at '1:54 PM'. The table shows the following data:

	Current Year	Current Units	Prior Year	Prior Units
Asset				
Chatham Admin	6,997,204	-1	6,997,204	-1
Asset	36,886,600	28,888,448	36,764,018	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
<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>

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 Filter Accounts row.

1. From the **Row Type section** select **Filter Accounts** 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**. This value should be as descriptive as possible so it would be easy to read what row is that for.
3. Leave out Row Calculation field.
4. By default **Balance Side field** will show Debit.
  - Leave it as is - **Debit** if the row is intended to filter accounts under Asset or Expenses account types.
  - Select **Credit** if the row is intended to filter accounts under Liability, Equity or Revenue account types.
5. In the **Filter Accounts field**, you will have to configure your account filter. There are 2 ways to do this and each is explained in the topics below.
  - [How to Configure Account Filter using Chart of Accounts screen](#) - this is the drag and drop method
  - [How to Configure Account Filter using Filter Accounts](#) - this is a one-row-at-a-time method wherein each row is setup one by one.

This is how **Filter Accounts** 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			Friday, June 8, 2018 6:49 PM	
	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	-8,492,768	-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
<b>Total Assets :</b>	<b>823,976,916</b>	<b>50,430,838</b>	<b>840,694,998</b>	<b>51,794,006</b>

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 **Filter Accounts** row is intended to show balances of your General Ledger accounts, that is why to complete this row setup, you will need to configure your account filter/s.

Follow these steps to add a Filter Accounts row.

1. From the **Row Type** section select **Filter Accounts** 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. This value should be as descriptive as possible so it would be easy to read what row is that for.
3. Leave out Row Calculation field.
4. By default **Balance Side** field will show Debit.
  - Leave it as is - **Debit** if the row is intended to filter accounts under Asset or Expenses account types.
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5. In the **Filter Accounts** field, you will have to configure your account filter. There are 2 ways to do this and each is explained in the topics below.
  - [How to Configure Account Filter using Chart of Accounts screen](#) - this is the drag and drop method
  - [How to Configure Account Filter using Filter Accounts](#) - this is a one-row-at-a-time method wherein each row is setup one by one.

This is how **Filter Accounts** row will look like when you follow the above steps.

The screenshot shows the 'Row Designer - Test BS' window. The 'Details' tab is active, displaying the configuration for the 'Filter Accounts' row. The row is named 'Test BS' and has a description 'Test BS'. The row type is 'Filter Accounts'. The row calculation is '[ID] = 10003-0000-000'. The balance side is 'Debit'. The filter accounts are '10003-0000-000 Fifth Third - ...'. The source is 'Column'. The row is highlighted in yellow.

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

Income Statement - March 19, 2018 17:56:28				
As Of 3/19/2018			Tuesday, March 20, 2018	
			5:44 PM	
	Current Year	Current Units	Prior Year	Prior Units
10003-0000-000 Fifth Third - Petro Operation	50	1	10,604,602	0
40000-0000-001 Sales	0	0	-11,535	-99
39000-0000-000 Retained Earnings	-79,922,145	-14,454,227	-50,446,866	-13,656,991

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 **Filter Accounts** row is intended to show balances of your General Ledger accounts, that is why to complete this row setup, you will need to configure your account filter/s.

Follow these steps to add a Filter Accounts row.

1. From the **Row Type** section select **Filter Accounts** 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. This value should be as descriptive as possible so it would be easy to read what row is that for.
3. Leave out Row Calculation field.
4. By default **Balance Side** field will show Debit.
  - Leave it as is - **Debit** if the row is intended to filter accounts under Asset or Expenses account types.
  - Select **Credit** if the row is intended to filter accounts under Liability, Equity or Revenue account types.
5. In the **Filter Accounts** field, you will have to configure your account filter. There are 2 ways to do this and each is explained in the topics below.
  - [How to Configure Account Filter using Chart of Accounts screen](#) - this is the drag and drop method
  - [How to Configure Account Filter using Filter Accounts](#) - this is a one-row-at-a-time method wherein each row is setup one by one.

This is how **Filter Accounts** row will look like when you follow the above steps.

The screenshot shows the 'Row Designer - Report A row' window. The 'Details' tab is active, displaying the configuration for the 'Filter Accounts' row. The row is named 'Report A row' and has a description 'row description'. The row type is 'Filter Accounts'. The row calculation is '[Primary Account] = 10000'. The balance side is 'Debit'. The filter accounts are '10000 Check book in ...'. The source is 'Column'. The account type is 'BS'. The row is highlighted in yellow.

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

Report A			
As Of 12/15/2015		Wednesday, January 13, 2016	
		8:21 PM	
Id	Name	Current	Previous
R2	10000 Check book in Bank	0.00	6,092.04
R3	Expense	0.00	637.01

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 **Calculation** row is intended to show balances of your General Ledger accounts, that is why to complete this row setup, you will need to configure your account filter/s.

Follow these steps to add a Calculation row.

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

2. Enter a value in the **Description field**. This value should be as descriptive as possible so it would be easy to read what row is that for.
3. In the **Row Type field**, select Calculation.
4. Filter Accounts screen will automatically be opened. See [How to Configure Account Filter using Filter Accounts](#) to guide you on how to use Filter Accounts screen.
5. In the **Balance Side field**,
  - Select **Debit** if the row is intended to filter accounts under Asset or Expenses account types.
  - Select **Credit** if the row is intended to filter accounts under Liability, Equity or Revenue account types.

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

The screenshot shows the 'Row Designer' window with the following details:

- Row Name:** BSS
- Description:** Balance Sheet Summary
- Filter Records (F3):** [Type] = 'Asset'
- Balance Side:** Debit

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	

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

Balance Sheet Summary				
As Of 2/23/2015		Monday, February 23, 2015 5:11 PM		
		Feb	Jan	Total
Assets				
R4	Total Assets	900.00	3,900.00	4,800.00
Liabilities				
R8	Total Liabilities	130.00	0.00	130.00
Equity				
R12	Equity - w/o RE	380.00	3,350.00	3,730.00
R13	RE	0.00	0.00	0.00
R16	Current Year Earnings	390.00	550.00	940.00
R17	Total Equity	770.00	3,900.00	4,670.00
R19	Total Liabilities & Equity	900.00	3,900.00	4,800.00

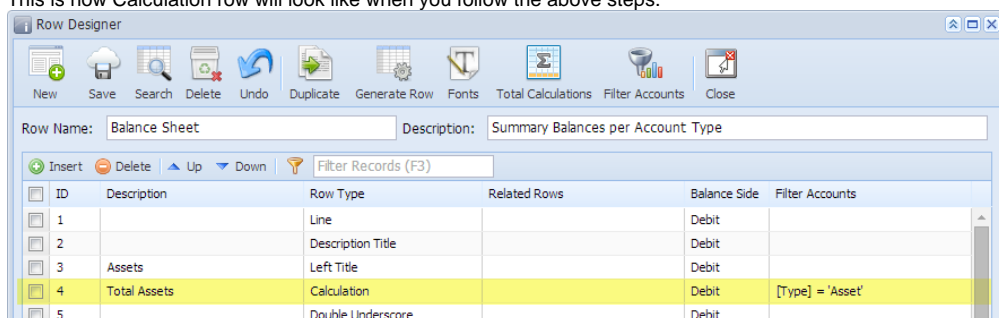
You can enhance this row by setting its **Font Properties** and **Row Height**. See [How to Configure Row Font Properties and Row Height](#) topic to guide you on how to do this.

The **Calculation row** is intended to show balances of your General Ledger accounts, that is why to complete this row setup, you will need to configure your account filter.

Follow these steps to add a Calculation row.

1. A new row will be available in the grid section.
2. Enter a value in the **Description field**. This value should be as descriptive as possible so it would be easy to read what row is that for.
3. In the **Row Type field**, select Calculation.
4. Leave out Related Rows field.
5. In the **Balance Side field**,
  - Select **Debit** if the row is intended to filter accounts under Asset or Expenses account types.
  - Select **Credit** if the row is intended to filter accounts under Liability, Equity or Revenue account types.
6. In the **Filter Accounts field**, you will have to configure your account filter. There are 2 ways to do this and each is explained in the topics below.
  - [How to Configure Account Filter using Filter Accounts](#) - this method is being used if Account Filter is configured, one at a time, as you add rows
  - [How to Configure Account Filter using Advance Filter Accounts](#) - this method is being used if Account Filter is configured after all rows were added

This is how Calculation 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 - PrevCur

As Of 9/11/2014

Thursday, September 11, 2014  
2:27 PM

		2013	2014
<b>Assets</b>			
R4	<b>Total Assets</b>	<b>3,714.00</b>	<b>3,876.00</b>
<b>Liabilities</b>			
R8	<b>Total Liabilities</b>	<b>0.00</b>	<b>0.00</b>
<b>Equity</b>			
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	<b>Total Equity</b>	<b>3,714.00</b>	<b>3,876.00</b>
R19	<b>Total Liabilities and Equity</b>	<b>3,714.00</b>	<b>3,876.00</b>

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