

How to Add Line row

The **Line row** is used to show a solid bold horizontal line in your financial report. Follow these steps to add a Line row.

1. From the **Row Type** section select **Line** 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 Line 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 row types. The 'Line' row type is selected, highlighted in yellow, and its name is entered in the 'Row Name' field. A red box highlights the 'Line' row type in the list, and a red arrow points to it from the 'Line' row type in the list.

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		Line								
Double Underscore	R3	Filter Accounts	Chatham Admin				None	Debit	[ID] = '10000-0005-000' Or [I...	Col...
Filter Accounts	R4	Filter Accounts	Asset				None	Debit	[Group] = 'Asset'	Col...
Line	R5	Filter Accounts	Current Assets				None	Debit	[Group] = 'Current Assets'	Col...
None	R6	Filter Accounts	Cash Accounts				None	Debit	[Group] = 'Cash Accounts'	Col...
Page Break	R7	Filter Accounts	Undeposited Funds				None	Debit	[Group] = 'Undeposited Funds'	Col...

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 2:18 PM		
	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	36,784,018	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	849,891,599	72,763,243
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
Liability				
Liability	280,527	8	271,752	8
Payables	36,218,273	2,986,400	11,622,715	-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	496	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	76,430	-4	75,335	-4
Total Liabilities :	1,019,427,536	56,306,545	749,698,620	51,044,759

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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	R1	Column Name					
Column Name	R2	Row Name - Left Align	Asset				
Column Name - Page Header	Line						None
Double Underscore	R3	Filter Accounts	Wells Fargo - Disbursement ...				None
Filter Accounts	R4	Filter Accounts	Asset				None
Line	R5	Filter Accounts	Current Assets				None
None	R6	Filter Accounts	Cash Accounts				None
Page Break	R7	Filter Accounts	Undeposited Funds				None
Row Calculation	R8	Filter Accounts	Receivables				None
Row Name - Center Align	R9	Filter Accounts	Prepays				None

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				
Wednesday, June 13, 2018 4:58 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	-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

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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:

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		Line					None			
Column Name	R1	Column Name								
Column Name - Page Header	R2	Filter Accounts	10003-0000-000 Fifth Third - ...				None	Debit	[ID] = '10003-0000-000'	Column
Double Underscore	R3	Filter Accounts	40000-0000-001 Sales				None	Debit	[ID] = '40000-0000-001'	Column
Filter Accounts	R4	Filter Accounts	39000-0000-000 Retained Ea...				None	Debit	[ID] = '39000-0000-000'	Column
Line										
None										

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

Trial Balance Detail - March 20, 2018 16:12:17							
As Of 3/20/2018							
Wednesday, March 21, 2018 10:53 AM							
	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)	

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Row Designer - Report A row

New Save Search Delete Undo Duplicate Verify Accounts Close

Details Audit Log (17)

Row Name: Report A row Description: row description

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										
Column Name	R1	Column Name								
Column Name Page Header	R2	Filter Accounts	Revenue		Credit	[Type] = 'Revenue'	Column	BS		
Double Underscore	R3	Filter Accounts	Expense		Debit	[Type] = 'Expense'	Column	BS		
Filter Accounts	R4	Underscore								
Line	R5	Row Calculation	Net Income	R2-R3						
None	R6	Double Undersc...								
Page Break										

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

Report A
As Of 12/31/2015

Monday, January 18, 2016
7:33 PM

Id	Name	2015	2014
R3	Revenue	18,329.75	1,000.00
R4	Expense	16,952.74	0.00
R6	Net Income	1,377.01	1,000.00

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2. The **Description** field can be blank.
3. In the **Row Type** field, select Line.
4. All other fields are not anymore necessary so you can leave those out.

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Row Designer

New Save Search Delete Undo Duplicate Fonts Generate Row Verify Accounts Total Calculations Close

Row Name: BSS Description: Balance Sheet Summary

Insert Remove 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'

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Balance Sheet Summary

As Of 2/23/2015

Monday, February 23, 2015
5:01 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

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New

Save

Search

Delete

Undo

Duplicate

Generate Row

Fonts

Total Calculations

Filter Accounts

Close

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	

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 5:17 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
	R19	Total Liabilities and Equity	367.00	738.00