How to Configure formula for Percentage row

The following will guide you on how to configure a formula for the Percentage row.

a. Select a Percentage row and click on Formula button.

Row Designer - Percentage 1214											∧ □ >	
New Save Search Delete	Undo Du	uplicate Verify Accounts	Close									
Details Audit Log (16)												
Row Name: Percentage 121	4		Descrip	otion:								
X Remove 🖷 👼 🖉	Options	င့်ခွဲ Generate 🗄 Show/	Hide 🔠 GL COA	√×	Formula	\$∂ н	ighlight 88	Layout Q	Filter Records (F3)		
Row Type		D Row Type	Row Name	+	Add		Balance Side	Filter Accounts	Source	Account Type	Print Each	Hidden
Cash Flow Activity	F	R1 Column Name		-	Subtract							
Column Name	Z / .	Percentage		×	Multiply		Debit	[Primary Account	n Column	BS		
Column Name Page Header	🗌 🖉 F	R2 Filter Accounts	Expense	÷	Divide		Debit	[Type] = 'Expens	se' Column	IS		
Double Underscore	🗌 🖉 F	R3 Underscore			Sum							
Filter Accounts	🗌 🖉 F	R4 Row Calculation	Gross Profit	1	Sum							
Line	🗌 🖉 F	R5 Double Undersc										
None	00											

b. Select a formula to use. If you are doing a basic formula like Add, Subtract, Multiply, Divide or Sum, select any of these and then select the 2 rows that will be the operands and click Ok.

√x	Formula	☆⊦	Hig								
+	Add										
-	Subtract										
×	Multiply										
÷	Divide										
Σ	Sum										
Row Desig New Sa	gner - Percentage 12 ve Search Delete Audit Log (17)	t 14 Undo Duplicat	e Verify Accounts	Close							
Row Nar	me: Percentage 121	4		Descriptio	in:						
√x Form	nula = R0					✓ Ok 🗙 Ca	ancel 🔊 Highlight	88 Layou	t Q Filter R	ecords (F3)	
Row Typ	be	ID	Row Type	Row Name	Row Calculation	Balance Side	Filter Accounts	Source	Account Type	Print Each	Hidden
Cash Flo	ow Activity	🗌 🖉 R1	Column Name								
Column	Name Name Page Header	✓ ✓ R2	Percentage	Evoance	RO	Debit	[Primary Account	Column	BS		
Double	Underscore	R4	Underscore	Expense		Debit	[Type] = expense	Column			
Filter Ac	counts	/ R5	Row Calculation	Gross Profit	R3						
Line		🗌 🖉 R6	Double Undersco								
None		\Box ℓ_{a}									
Page Br	eak	1.00									

c. However if you are doing a formula that is not catered by the available formula operators then you may use the **Formula field** and <u>configure</u> the formula manually and then click **Ok**.

Row Designer - Percentage 12	14									^ 🗆 X
Details Audit Log (17)										
Row Name: Percentage 1214 Description:										
√x Formula = (R2-R3)/R2	✓ 0k 🗙 0	ancel 😥 Highlight	88 Layou	t Q Filter R	ecords (F3)					
Row Type	ID 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	Percentage		RO	Debit	[Primary Account	Column	BS		
Column Name Page Header	🗌 🖉 R3	Filter Accounts	Expense		Debit	[Type] = 'Expense'	Column	IS		
Double Underscore	🗌 🖉 R4	Underscore								
Filter Accounts	🗌 🖉 R5	Row Calculation	Gross Profit	R3						
Line	🗌 🖉 R6	Double Undersco								
None	\Box									
Page Break										

d. The formula will then be shown in the Row Calculation field.

Row Designer - Percentage 1214											^ 🗆 X
New Save Search Delete	Undo	Duplicate	e Verify Accounts								
Details Audit Log (18)											
Row Name: Percentage 1214	l.			Descriptio	on:						
🗙 Remove 🖷 👼 🖉	Options	ේ දිදි Ge	nerate 🗄 Show/H	fide 🔠 GL COA ,	🗴 Formula 🛛 🎊 Hi	ghlight		88 Layout	Q Filter R	ecords (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	V 4	8 R2	Percentage		(R2-R3)/R2	Debit	[Primary Account	Column	BS		
Column Name Page Header		(R3	Filter Accounts	Expense		Debit	[Type] = 'Expense'	Column	IS		
Double Underscore		2 R4	Underscore								
Filter Accounts	04	2 R5	Row Calculation	Gross Profit	R3						
Line	04	2 R6	Double Undersco								
None		9									

e. Proceed with assigning Filter Accounts for this row. 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.