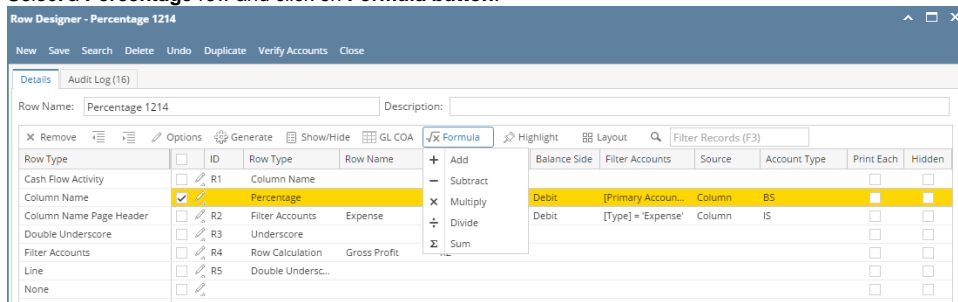


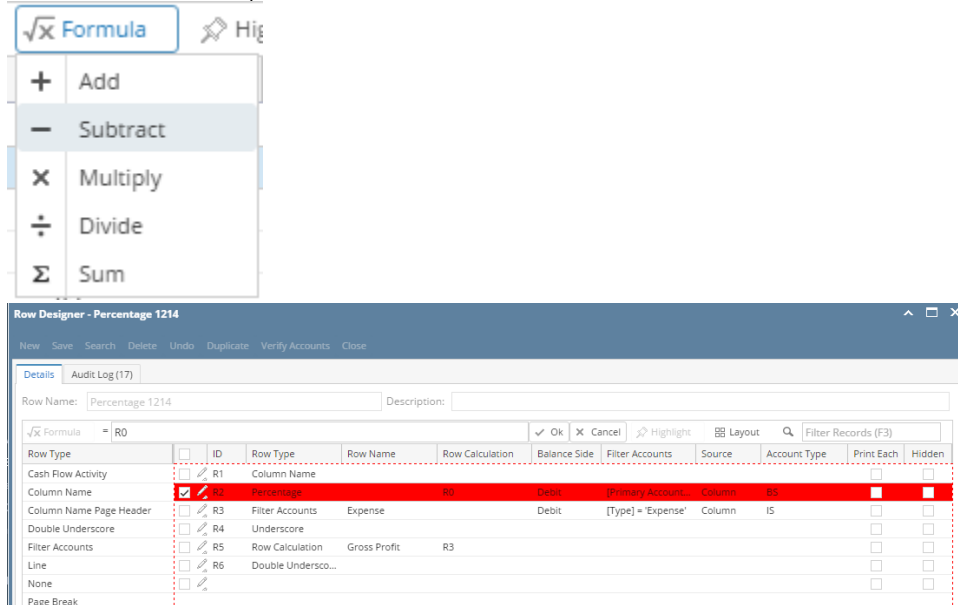
How to Configure formula for Percentage row

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

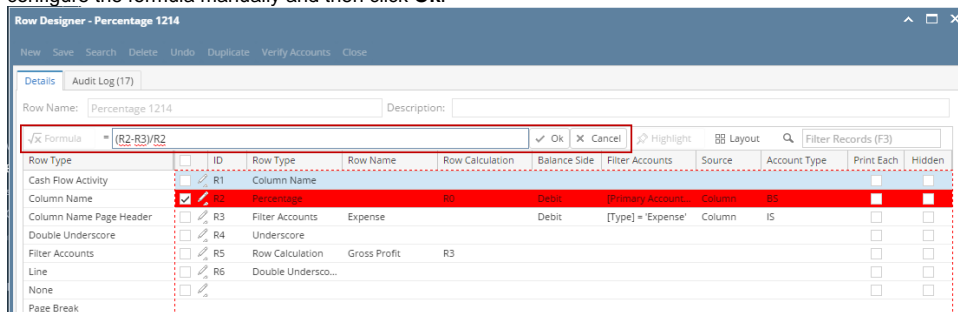
- a. Select a **Percentage** row and click on **Formula** button.



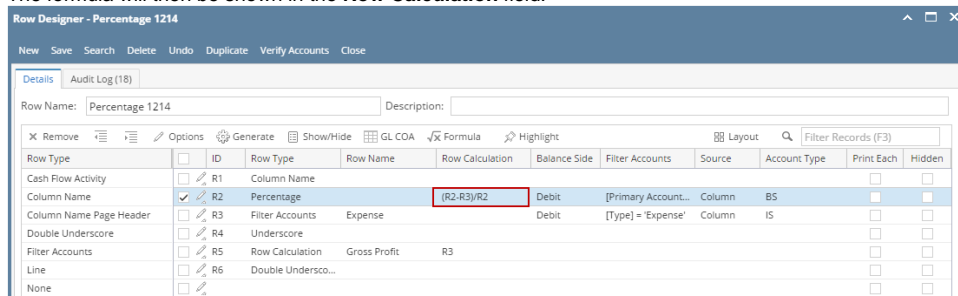
- b. Select a formula to use. If you are doing a basic formula like Add, Subtract, Multiply, Divide or Sum, select any of these and then select the 2 rows that will be the operands and click Ok.



- 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 configure the formula manually and then click **OK**.



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



- 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.