

How to Add Row ID column

The **Row ID column** is used to show the corresponding Row ID for the row. Not all rows will show the Row ID and these rows will be itemized below. This is a useful information when reviewing the Row Designer setup vs. that of the report preview/print out since the row is somehow numbered.

Follow these steps on how to create Units Description column type.

1. A new row will be available in the grid section.
2. In the **Column Type** field, select Row Id.
3. In the **Column Name** field, enter the name you would like to call the column. The value entered in this field may show on your financial report, granted the Caption field for that column is set to Column Name. This is discussed more on [How to Add Column Name Row](#).
4. In the **Caption** field, select the type of caption you want for the column. This is discussed more on [How to Add Column Name Row](#).
5. In the **Width** field, set it to your desired column width. By default it is set to 160 pixels, which is approximately 1 1/4 inches.
6. In the **Alignment** field, set how the value for the column be displayed.
 - Select **Center** if you want it Centered
 - Select **Left** if you want it Left Aligned
 - Select **Right** if you want it Right aligned
7. There is an ability to show or hide the column. Check the Hidden checkbox if you decide to hide the column. This is discussed more on [How Hidden checkbox works when enabled](#).
8. All other fields are not anymore necessary so you can leave those out.

This is how Row Id column will look like when you follow the above steps.

The screenshot shows the 'Column Designer' window for a 'Balance Sheet - June 20, 2019 10:2:58'. The 'Details' tab is active. The 'Column Name' is 'Balance Sheet - June 20, 2019 10:2:58', the 'Description' is 'Standard Balance Sheet Template', and the 'Column Type' is 'User Defined'. The 'Run Date' is '06/20/2019'. Below this, there is a table of columns. The first column, 'C1', is highlighted in yellow and has the following details: 'Row Id' as the Column Type, 'Row Id' as the Column Name, 'Column Name' as the Caption, and 'Add Record' as the Segment Filter. Other columns include 'C2' (Row Name), 'C3' (GL Amounts), 'C4' (Units), 'C5' (GL Amounts), 'C6' (Units), 'C7' (Ending Balance), and 'C8' (Percentage).

Here's how it is shown when report is previewed/printed. Highlighted is the **Row Id** column type.

Balance Sheet - June 20, 2019 10:2:58							Thursday, June 20, 2019 10:59 AM	
As Of 6/20/2019								
Row Id		Current Year	Current Units	Prior Year	Prior Units	Ending Balance	Percentage	
R3	Asset	36,833,747	28,888,484	36,784,008	28,888,448	36,833,747.09	0.00%	
R5	Cash Accounts	-78,974,657	-29,108,321	-78,450,665	-29,108,477	(78,974,656.76)	0.00%	
R7	Receivables	25,093,755	3,707,917	24,712,221	3,692,217	25,093,755.02	0.00%	
R8	Prepays	1,790,236	1,327,749	1,790,236	1,327,749	1,790,236.00	0.00%	
R9	Inventories	864,493,971	70,990,725	849,891,602	68,275,685	864,493,970.64	0.00%	
R12	Other Assets	-1,455,818	-7,327,748	-1,455,736	-7,009,174	(1,455,817.81)	0.00%	
R15	Total Assets :	847,781,134	68,478,805	833,271,666	65,986,448	847,781,134.18	0.00%	
R19	Liability	282,395	8	271,752	8	282,394.87	0.00%	
R21	Payables	36,747,641	3,854,997	11,622,728	-415,326	36,747,640.72	0.00%	
R22	Other Payables	725,381,300	50,003,465	736,208,713	51,305,985	725,381,300.15	0.00%	
R23	Sales Tax Payables	861,334	0	861,184	0	861,333.97	0.00%	
R24	Payroll Tax Liabilities	516	0	496	0	516.21	0.00%	
R26	Pending Payables	460,001	188,163	415,437	151,163	460,001.20	0.00%	
R28	Payroll Taxes Current	199,696	0	197,077	0	199,695.72	0.00%	
R29	Payroll Deductions	41,324	0	40,930	0	41,323.79	0.00%	
R30	Employer Liability	75,087	-4	73,890	-4	75,087.37	0.00%	
R32	Total Liabilities :	764,049,374	54,046,629	749,692,207	51,041,826	764,049,374.00	0.00%	

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Follow these steps on how to create Units Description column type.

1. A new row will be available in the grid section.
2. In the **Column Type** field, select Row Id.
3. In the **Column Name** field, enter the name you would like to call the column. The value entered in this field may show on your financial report, granted the Caption field for that column is set to Column Name. This is discussed more on [How to Add Column Name Row](#).
4. In the **Caption** field, select the type of caption you want for the column. This is discussed more on [How to Add Column Name Row](#).
5. In the **Width** field, set it to your desired column width. By default it is set to 160 pixels, which is approximately 1 1/4 inches.
6. In the **Alignment** field, set how the value for the column be displayed.
 - Select **Center** if you want it Centered
 - Select **Left** if you want it Left Aligned

- Select **Right** if you want it Right aligned
- There is an ability to show or hide the column. Check the Hidden checkbox if you decide to hide the column. This is discussed more on [How Hidden checkbox works when enabled](#).
 - All other fields are not anymore necessary so you can leave those out.

This is how Row Id column will look like when you follow the above steps.

Column Designer - Trial Balance Detail - September 04, 2018 16:24:48

New Save Search Delete Undo Duplicate Import Export Close

Details Audit Log

Column Name * Trial Balance Detail - September 04, 2018 Description Trial Balance Detail Template Column Type User Defined Run Date 09/04/2018

+ Insert X Remove Export View Filter (F3)

ID	Column Type*	Column Name	Caption	Start Offset	End Offset	Start Date	End Date	Column Calculation	Segment Filter	Budget Co
C1	Row Name	Column Name	Column Name							Add Record
C2	Row Id	Row Id	Column Name							Add Record
C3	Beginning Balance	Beginning Balance	Filter Type	BOT	-1	01/01/1900	08/31/2018			Add Record
C4	GL Amounts	GL Amounts	Filter Type	BOY	0	01/01/2018	09/30/2018			Add Record
C5	Debit	Total Debit	Column Name	0	0	09/01/2018	09/30/2018			Add Record
C6	Credit	Total Credit	Column Name	0	0	09/01/2018	09/30/2018			Add Record
C7	Budget	Budget	Column Name	0	0	09/01/2018	09/30/2018			Add Record 2018 budg

Here's how it is shown when report is previewed/printed. Highlighted is the Row Id column type.

Trial Balance Detail - September 04, 2018 16:24:48
As Of 9/4/2018

Thursday, September 6, 2018 9:08 AM

	Row Id	01/01/1900 - 08/31/2018	01/01/2018 - 09/30/2018	Total Debit	Total Credit	Budget
40000-0000-001 - Sales - Home office - Grains	R2	5.00	5.00	0.00	0.00	0.00
40000-0001-001 - Sales - Fort Wayne - Grains	R2	2,613.00	2,613.00	0.00	0.00	0.00
40000-0001-004 - Sales - Fort Wayne - Gas	R2	11,648.62	11,648.62	0.00	0.00	0.00
40000-0001-007 - Sales - Fort Wayne - Diesel	R2	6,933.89	6,933.89	0.00	0.00	0.00
40000-0001-014 - Sales - Fort Wayne - Propane	R2	14,595.69	14,595.69	0.00	0.00	0.00
40000-0001-106 - Sales - Fort Wayne - Snacks	R2	43.50	38.00	33.00	27.50	0.00
40010-0001-001 - Sales -Taxable - Fort Wayne - Grains	R2	64,557.21	64,557.21	0.00	0.00	0.00
40010-0001-006 - Sales -Taxable - Fort Wayne - Gas	R2	164,367.97	164,367.97	0.00	0.00	0.00
40010-0001-007 - Sales -Taxable - Fort Wayne - Diesel	R2	273,416.82	273,416.82	0.00	0.00	0.00
40010-0002-001 - Sales -Taxable - Indianapolis - Grains	R2	4,200.00	4,200.00	0.00	0.00	0.00
40015-0101-000 - Sales -Non-Tax - (Rely Mart - Admin	R2	62.11	62.11	0.00	0.00	0.00
40500-9002-103 - Storage Income-Austin Tech Hub-Tobacco	R2	0.00	0.00	0.00	0.00	666.00
41000-0000-000 - Freight Income - Home office - Admin	R2	(12,500.00)	(12,500.00)	0.00	0.00	0.00
41000-0001-000 - Freight Income - Fort Wayne - Admin	R2	261.07	261.07	0.00	0.00	0.00
42001-0001-001 - Software Sales-Fort Wayne-Grains	R2	2,500.00	2,500.00	0.00	0.00	0.00
45000-0001-101 - Discount Take - Fort Wayne - Pop	R2	(1.85)	(1.85)	0.00	0.00	0.00
45000-0005-100 - Discount Take-Chatham-General Merchandise	R2	9.12	9.12	0.00	0.00	0.00
47000-0001-005 - Sales Advance -Fort Wayne-Feed	R2	(100.00)	(100.00)	0.00	0.00	0.00
47000-4001-001 - Sales Advance -Remote Scale 2-Grains	R2	850.00	850.00	0.00	0.00	0.00
49000-0000-000 - Other Income - Home office - Admin	R2	100.00	100.00	0.00	0.00	0.00
49000-0001-000 - Other Income - Fort Wayne - Admin	R2	3,794.75	3,794.75	0.00	0.00	0.00
49100-0001-000 - Tank Rent - Fort Wayne - Admin	R2	80.00	80.00	0.00	0.00	0.00

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Follow these steps on how to create Units Description column type.

- A new row will be available in the grid section.
- In the **Column Type** field, select Row Id.
- In the **Column Name** field, enter the name you would like to call the column. The value entered in this field may show on your financial report, granted the Caption field for that column is set to Column Name. This is discussed more on [How to Add Column Name Row](#).
- In the **Caption** field, select the type of caption you want for the column. This is discussed more on [How to Add Column Name Row](#).
- In the **Width** field, set it to your desired column width. By default it is set to 160 pixels, which is approximately 1 1/4 inches.
- In the **Alignment** field, set how the value for the column be displayed.
 - Select **Center** if you want it Centered
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 - Select **Right** if you want it Right aligned
- There is an ability to show or hide the column. Check the Hidden checkbox if you decide to hide the column. This is discussed more on [How Hidden checkbox works when enabled](#).
- All other fields are not anymore necessary so you can leave those out.

This is how Row Id column will look like when you follow the above steps.

Column Designer - Income Statement - April 13, 2018 14:6:16

New Save Search Delete Undo Duplicate Import Export Close

Details Audit Log

Column Name: Income Statement - April 13, 2018 14:6:16 Description: Income Statement Template Column Type: User Defined Run Date: 04/13/2018

+ Insert X Remove Export View Filter (F3)

ID	Column Type*	Column Name	Caption	Start Offset	End Offset	Start Date	End Date	Column Calculation	Segment Filter	Budget Code	Percentage	Width	Alignment	Format
C1	Row Id	Row Id	Column Name						Add Record			160	Left	
C2	Row Name	Row Name	Column Name						Add Record			300	Left	
C3	GL Amounts	Current Year	Year	BOY	0	01/01/2018	04/30/2018		Add Record			160	Right	###0
C4	GL Amounts	Prior Year	Year	BOY-1yr	EOY-1yr	01/01/2017	12/31/2017		Add Record			160	Right	###0

Here's how it is shown when report is previewed/printed. Highlighted is the Row Id column type.

Income Statement - April 13, 2018 14:6:16
As Of 4/13/2018 Friday, April 13, 2018 2:55 PM

Row Id		2018	2017
Revenue			
R3	Revenue	0	27,181
R4	Sales	217,334	2,147,320
R5	Sales Discounts	0	-27
R6	Other Income	3,903	177,812
R9	Total Revenues :	221,237	2,352,286
Expense			
R12	Expense	400	-1,355
R13	Cost of Goods Sold	2,088	3,212
R14	Purchases	276,813	8,228,188
R15	Purchases Discounts	-60	-4,684
R16	Other Purchases	-3,746	5,089
R17	Payroll Cogs	0	1,575
R18	Other Expenses	15,727	-35,938,515
R20	Payroll Earnings	85,594	542,299
R21	Payroll Tax Expenses	0	30
R22	Payroll Expenses	7,465	57,963
R24	Total Expenses :	384,281	-27,106,198
R26	NET PROFIT(LOSS) :	-163,044	29,458,484

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Follow these steps on how to create Units Description column type.

1. A new row will be available in the grid section.
2. In the **Column Type field**, select Row Id.
3. In the **Column Name field**, enter the name you would like to call the column. The value entered in this field may show on your financial report, granted the Caption field for that column is set to Column Name. This is discussed more on [How to Add Column Name Row](#).
4. In the **Caption field**, select the type of caption you want for the column. This is discussed more on [How to Add Column Name Row](#).
5. In the **Width field**, set it to your desired column width. By default it is set to 160 pixels, which is approximately 1 1/4 inches.
6. In the **Alignment field**, set how the value for the column be displayed.
 - Select **Center** if you want it Centered
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 - Select **Right** if you want it Right aligned
7. There is an ability to show or hide the column. Check the Hidden checkbox if you decide to hide the column. This is discussed more on [How Hidden checkbox works when enabled](#).
8. All other fields are not anymore necessary so you can leave those out.

This is how Row Id column will look like when you follow the above steps.

The screenshot shows the 'Column Designer - Current and Previous column' window. The 'Details' tab is active, displaying a table of column configurations. The first row, 'C1 Row Id', is highlighted in yellow. The table has columns for ID, Column Type, Column Name, Caption, Start Offset, End Offset, Start Date, End Date, Column Calculation, Segment Filter, Budget Code, Percentage, Width, Alignment, Format, and Hidden. The 'Row Id' column is configured with a width of 160, left alignment, and a format of '#,##0.00;(#,##0.00)'. Below the table, there are checkboxes for 'C2 Row Name', 'C3 GL Amounts', and 'C4 GL Amounts'.

ID	Column Type	Column Name	Caption	Start Offset	End Offset	Start Date	End Date	Column Calculation	Segment Filter	Budget Code	Percentage	Width	Alignment	Format	Hidden
C1	Row Id	Row ID	Column Name									160	Left	#,##0.00;(#,##0.00)	<input type="checkbox"/>
C2	Row Name	Row Name	Column Name									250	Left	#,##0.00;(#,##0.00)	<input type="checkbox"/>
C3	GL Amounts	Current	Year	BOY	0	01/01/2015	12/31/2015					160	Right	#,##0.00;(#,##0.00)	<input type="checkbox"/>
C4	GL Amounts	Previous	Year	BOY-1yr	EOY-1yr	01/01/2014	12/31/2014					160	Right	#,##0.00;(#,##0.00)	<input type="checkbox"/>

Here's how it is shown when report is previewed/printed. Highlighted is the **Row Id** column type.

The screenshot shows the 'Income Statement A' report preview. The report is dated 'Wednesday, February 10, 2016 9:37 PM'. The report title is 'Income Statement A' and the subtitle is 'As Of 12/31/2015'. The report is displayed in a table format with columns for 'Row ID', 'Row Name', '2015', and '2014'. The 'Row ID' column is highlighted in yellow. The data rows are 'R4 Revenue', 'R5 Expense', and 'R7 Net Income'. The values for 2015 are 18,329.75, 16,952.74, and 1,377.01 respectively. The values for 2014 are 1,000.00, 0.00, and 1,000.00 respectively.

Row ID	Row Name	2015	2014
R4	Revenue	18,329.75	1,000.00
R5	Expense	16,952.74	0.00
R7	Net Income	1,377.01	1,000.00

1. A new row will be available in the grid section.
2. Leave Column Description and Caption fields blank.
3. In the **Column Type field**, select Row Id.
4. Leave all other fields that follow, except Width and Alignment. Those are not anymore necessary.
5. In the **Width field**, set it to your desired column width. By default it is set to 160 pixels, which is approximately 1 1/4 inches.
6. In the **Alignment field**, set how the value for the column be displayed.
 - Select **Center** if you want it Centered
 - Select **Left** if you want it Left Aligned
 - Select **Right** if you want it Right aligned

This is how Row ID column will look like when you follow the above steps.

Column Designer window showing a table configuration. The table has columns: ID, Column Description, Caption, Row ID, Filter Type, Related Columns, Segment Used, Budget Code, Start Date, End Date, Width, Alignment, Format, and Hidden. The table is named 'Prev-Cur' and has a description 'Previous and Current columns'. The Run Date is 04/13/2015. The table has 5 rows: 1 (Column Header), 2 (Column Header), 3 (Previous), 4 (Current), and 5 (Total). The Row ID column is highlighted in yellow.

ID	Column Description	Caption	Row ID	Filter Type	Related Columns	Segment Used	Budget Code	Start Date	End Date	Width	Alignment	Format	Hidden
1	Column Header	Column Header	Row ID							160	Left	#,###.00;(#,###.00)	
2	Column Header	Column Header	Row Description							160	Left	#,###.00;(#,###.00)	
3	Previous	Column Header	Calculation	Previous Fiscal Year						160	Right	#,###.00;(#,###.00)	
4	Current	Column Header	Calculation	Fiscal Year						160	Right	#,###.00;(#,###.00)	
5	Total	Column Header	Column Calculation		C3 + C4					160	Right	#,###.00;(#,###.00)	

The Row ID column is used to show the ID equivalent of each and every row configured on your row designer.

Row Designer window showing a table configuration. The table has columns: ID, Description, Row Type, Related Rows, Balance Side, and Filter Accounts. The table is named 'IS' and has a description. The table has 15 rows: 15 (Line), 14 (Description Title), 1 (40000 - Sales), 2 (50000 - Cost of Goods Sold), 8 (Underscore), 7 (Gross Margin), 9 (Gross Margin Rate), 10 (None), 4 (60000 - Other Expenses), 6 (70000 - Other Revenues), 13 (Underscore), 11 (Net Income), and 12 (Double Underscore). The Row ID column is highlighted in yellow.

ID	Description	Row Type	Related Rows	Balance Side	Filter Accounts
15		Line		Debit	
14		Description Title		Debit	
1	40000 - Sales	Calculation		Credit	[Primary Account] = '40000'
2	50000 - Cost of Goods Sold	Calculation		Debit	[Primary Account] = '50000'
8		Underscore		Debit	
7	Gross Margin	Total Calculation	R1 - R2	Debit	
9	Gross Margin Rate	Total Calculation	R7 / R1	Debit	
10		None		Debit	
4	60000 - Other Expenses	Calculation		Debit	[Primary Account] = '60000'
6	70000 - Other Revenues	Calculation		Credit	[Primary Account] = '70000'
13		Underscore		Debit	
11	Net Income	Total Calculation	R7 - R4 + R6	Debit	
12		Double Underscore		Debit	

This is how Row ID column be shown when you preview or print your financial report.

Income Statement report showing Row ID columns. The report is dated Monday, April 13, 2015, 4:28 PM. The report has columns: Row ID, Description, Previous, Current, and Total. The report has 11 rows: R1 (40000 - Sales), R2 (50000 - Cost of Goods Sold), R7 (Gross Margin), R9 (Gross Margin Rate), R4 (60000 - Other Expenses), R6 (70000 - Other Revenues), and R11 (Net Income). The Row ID column is highlighted in yellow.

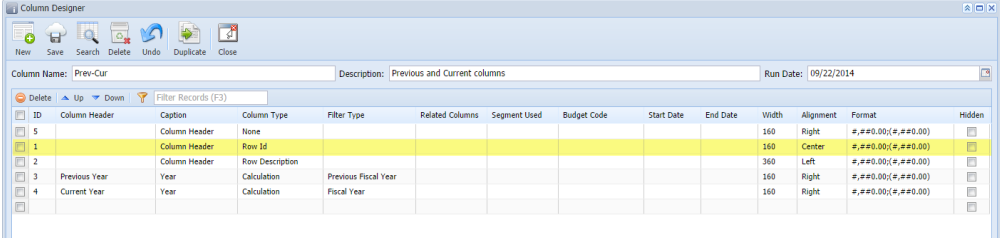
Row ID	Description	Previous	Current	Total
R1	40000 - Sales	1,000.00	2,500.00	3,500.00
R2	50000 - Cost of Goods Sold	150.00	800.00	950.00
R7	Gross Margin	850.00	1,700.00	2,550.00
R9	Gross Margin Rate	85.00%	68.00%	72.86%
R4	60000 - Other Expenses	50.00	900.25	950.25
R6	70000 - Other Revenues	0.00	200.00	200.00
R11	Net Income	800.00	999.75	1,799.75

Here are rows that do not show the Row ID even if your report column is configured to show Row ID.

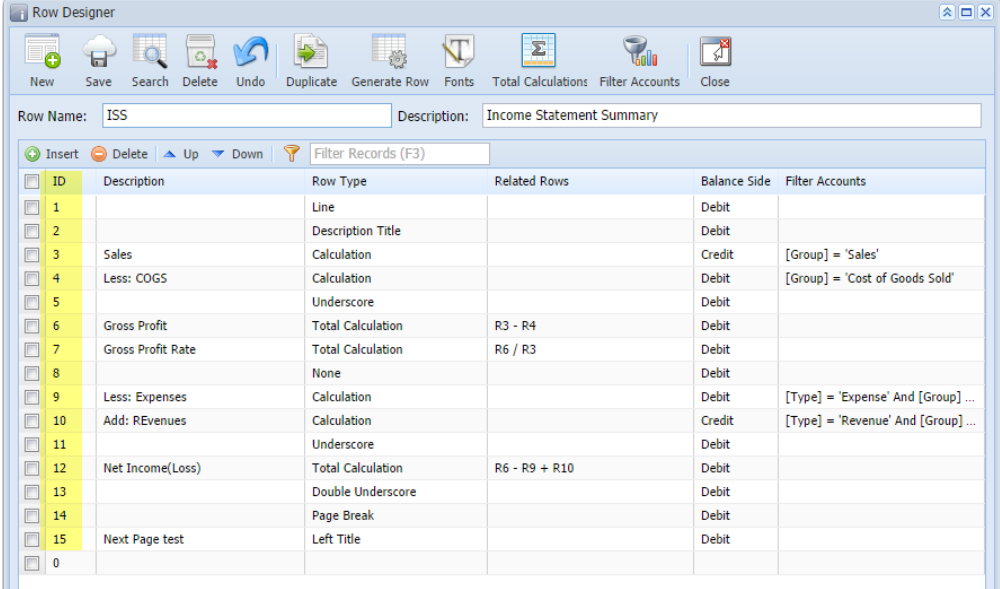
- Description Title
- Line
- None
- Page Break
- Underscore
- Double underscore
- Left Title
- Center Title
- Right Title

1. A new row will be available in the grid section.
2. Leave Column Header and Caption fields blank.
3. In the **Column Type** field, select Row Id.
4. Leave all other fields that follow, except Width and Alignment. Those are not anymore necessary.
5. In the **Width** field, set it to your desired column width. By default it is set to 160 pixels, which is approximately 1 1/4 inches.
6. In the **Alignment** field, set how the value for the column be displayed.
 - Select **Center** if you want it Centered
 - Select **Left** if you want it Left Aligned
 - Select **Right** if you want it Right aligned

This is how Row ID column will look like when you follow the above steps.



The Row ID column is used to show the ID equivalent of each and every row configured on your row designer.



This is how Row ID column be shown when you preview or print your financial report.

ISS - PrevCur

As Of 9/17/2014

Monday, September 22, 2014
6:22 PM

		2013	2014
R3	Sales	4,260.00	4,960.00
R4	Less: COGS	1,110.00	1,510.00
R6	Gross Profit	3,150.00	3,450.00
R7	Gross Profit Rate	73.94%	69.56%
R9	Less: Expenses	486.00	990.00
R10	Add: REvenues	1,050.00	1,416.00
R12	Net Income (Loss)	3,714.00	3,876.00

Note that not all rows will show the Row ID. Here are rows that do not show the Row ID even if your report column is configured to show Row ID.

- Description Title
- Line
- None
- Page Break
- Underscore
- Double underscore
- Left Title
- Center Title
- Right Title