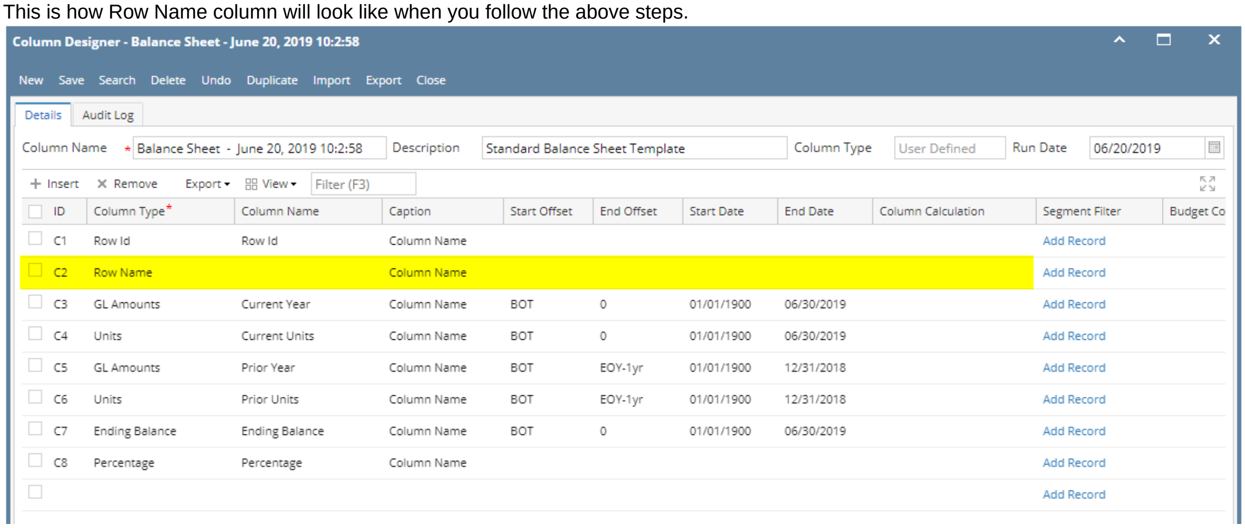
How to Add Row Name column

The **Row Name column** is used to show the Row Name entered for each row in the Row Designer record. This is a useful information on report, which tells you the the row name entered each row.

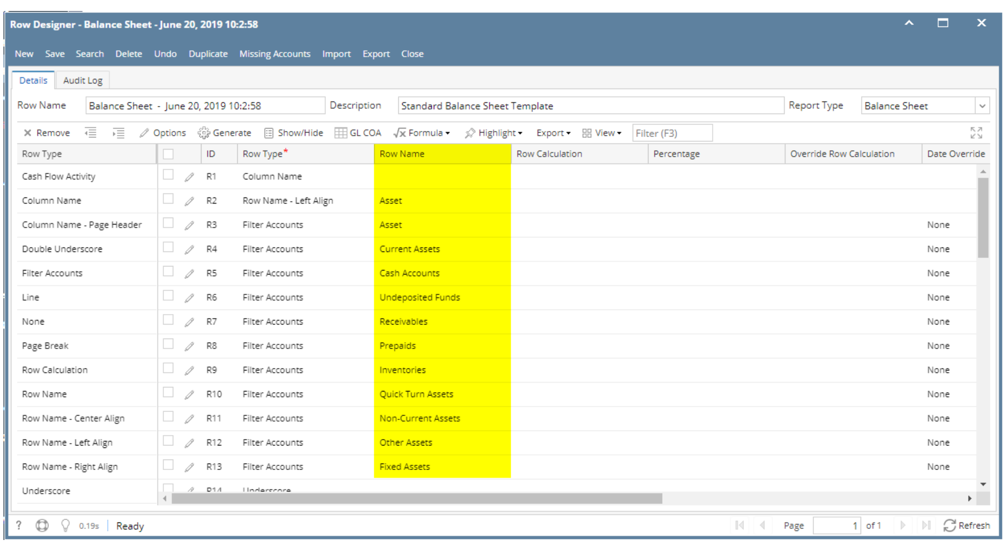
Follow these steps on how to create Row Name column type.

1. A new row will be available in the grid section.
2. In the **Column Type field**, select Row Name.
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.

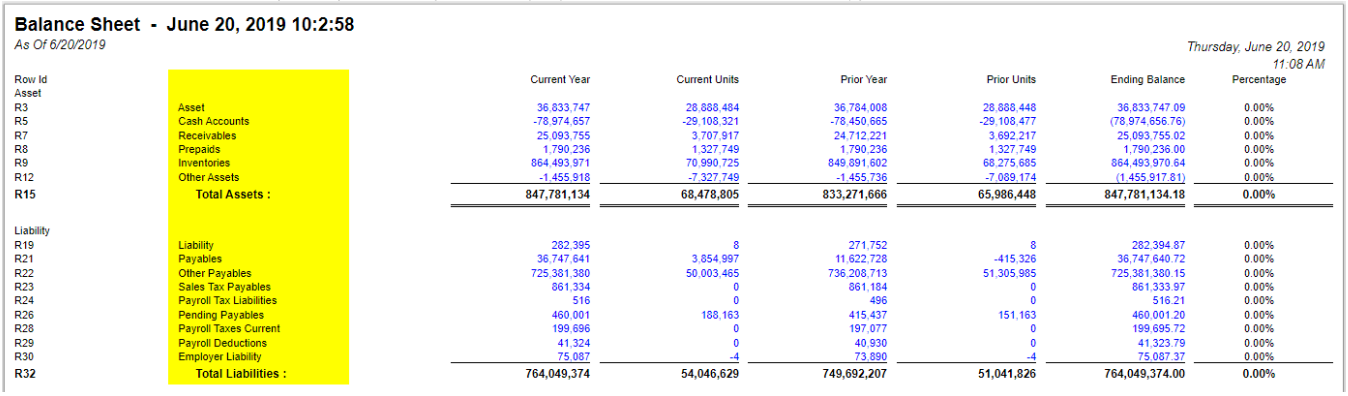
This is how Row Name column will look like when you follow the above steps.



And here is the Row Designer setup. The value entered in the Row Name field will be shown on the report > Row Name column.



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



Balance Sheet - June 20, 2019 10:2:58

As Of 6/20/2019

Thursday, June 20, 2019
11:08 AM

Row Id		Current Year	Current Units	Prior Year	Prior Units	Ending Balance	Percentage
Asset							
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	Prepaids	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	-1,455,918	-7,327,749	-1,455,736	-7,089,174	(1,455,917.81)	0.00%
R15	**Total Assets :**	**847,781,134**	**68,478,805**	**833,271,666**	**65,986,448**	**847,781,134.18**	**0.00%**
Liability							
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	725,381,380	50,003,465	736,208,713	51,305,985	725,381,380.15	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%**

The **Row Name column** is used to show the Row Name entered for each row in the Row Designer record. This is a useful information on report, which tells you the the row name entered each row.

Follow these steps on how to create Row Name column type.

1. A new row will be available in the grid section.
2. In the **Column Type field**, select Row Name.
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
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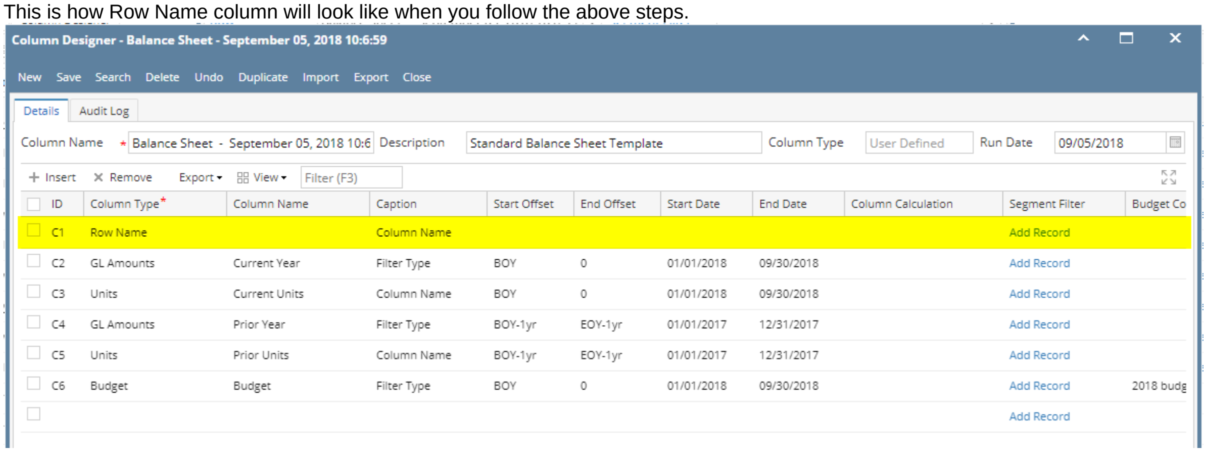
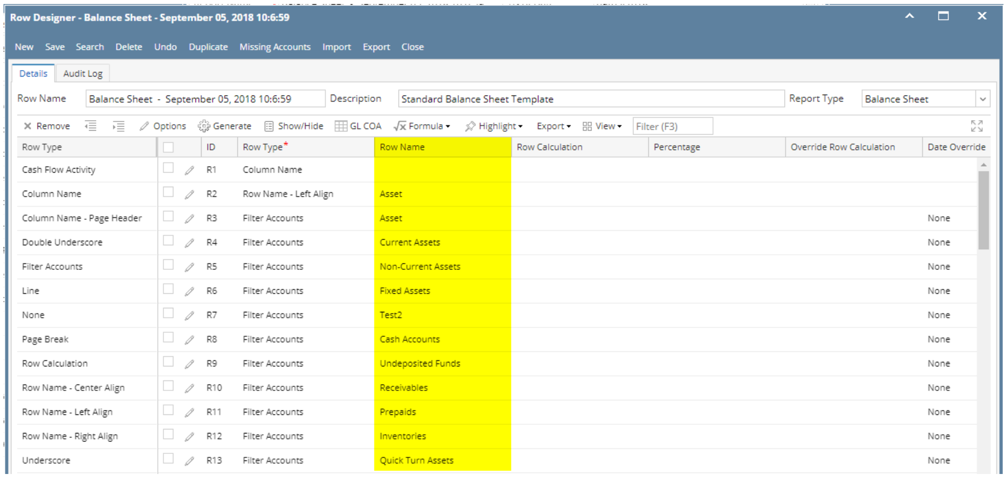
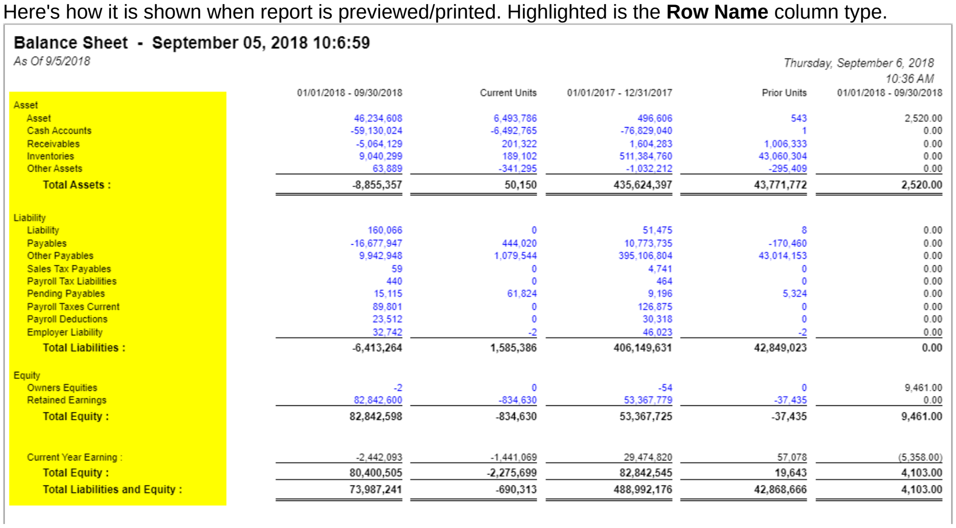


And here is the Row Designer setup. The value entered in the Row Name field will be shown on the report > Row Name column.



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



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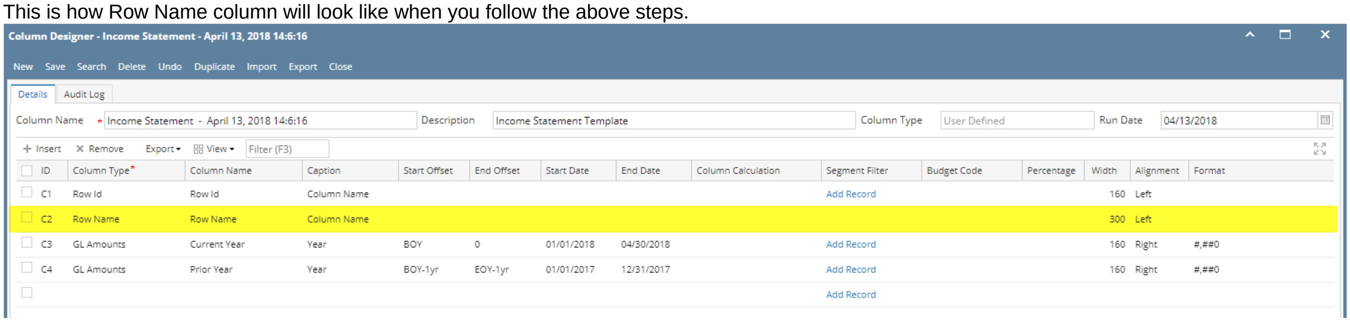
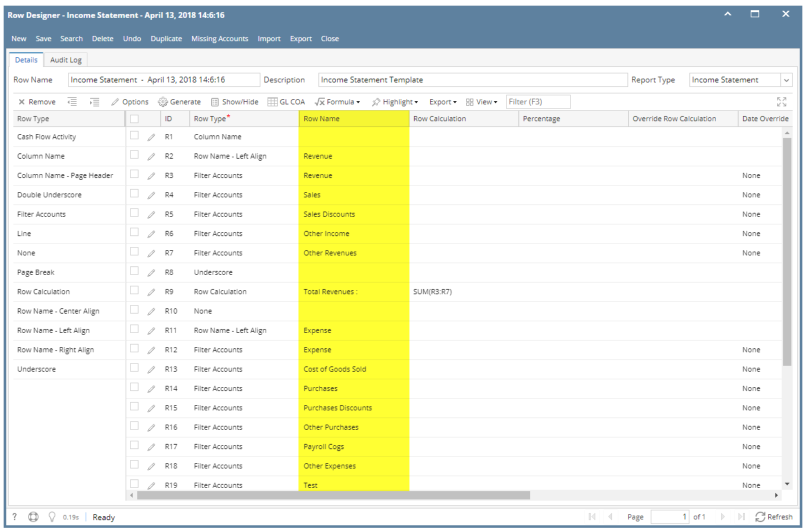
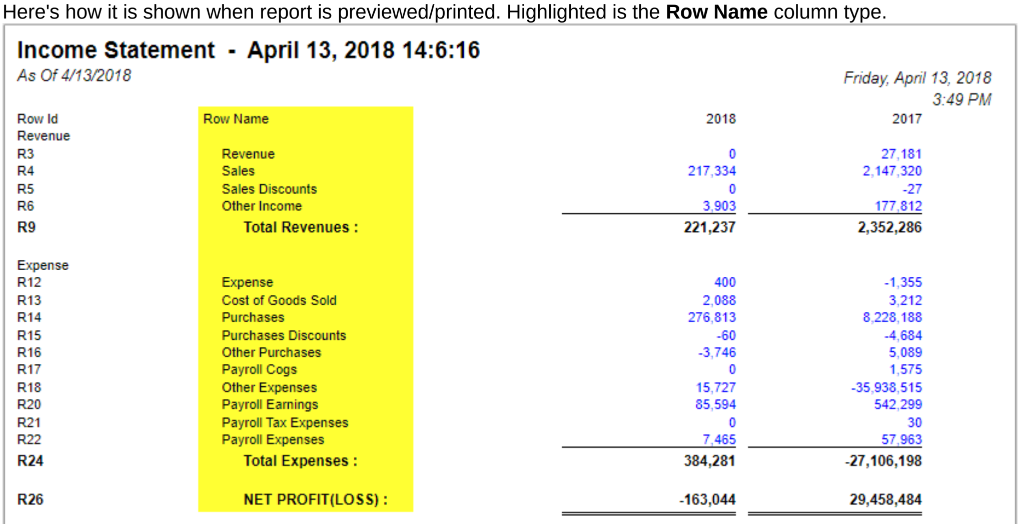


And here is the Row Designer setup. The value entered in the Row Name field will be shown on the report > Row Name column.



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



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

As Of 4/13/2018

Friday, April 13, 2018
3:49 PM

Row Id	Row Name	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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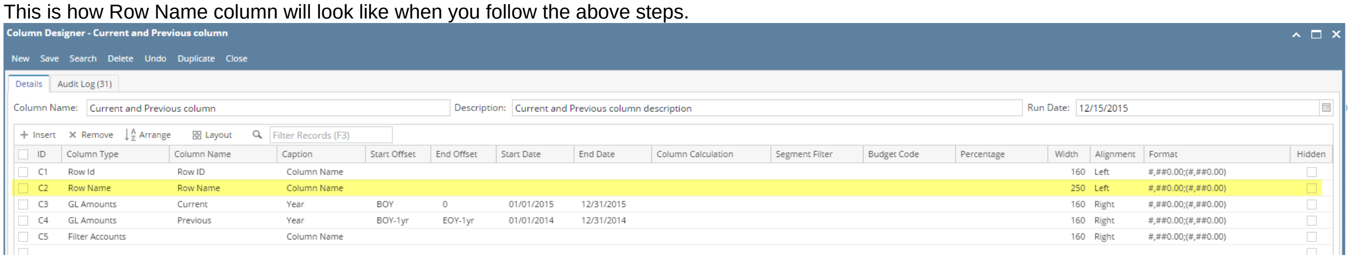
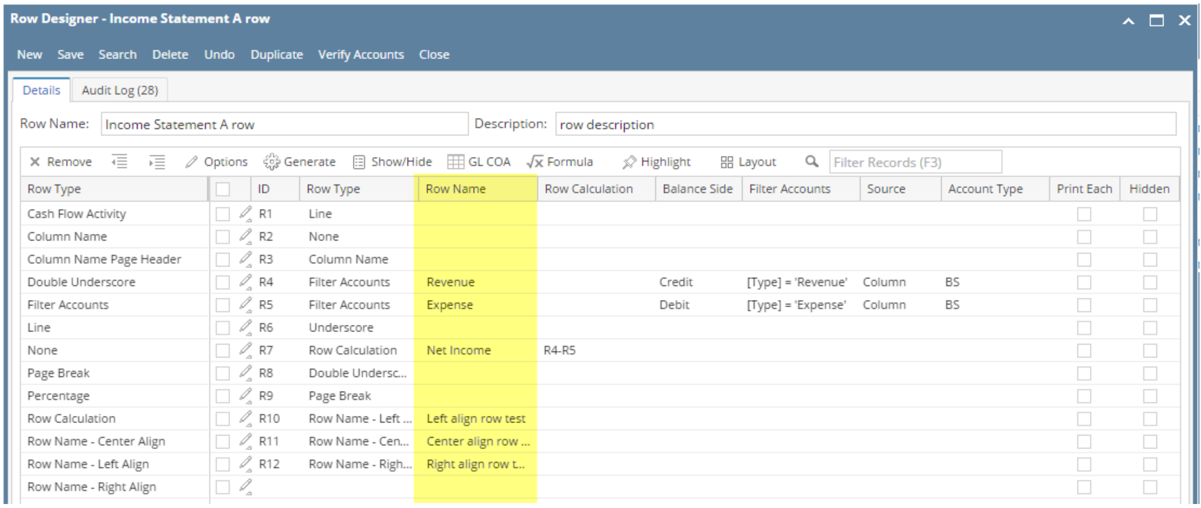
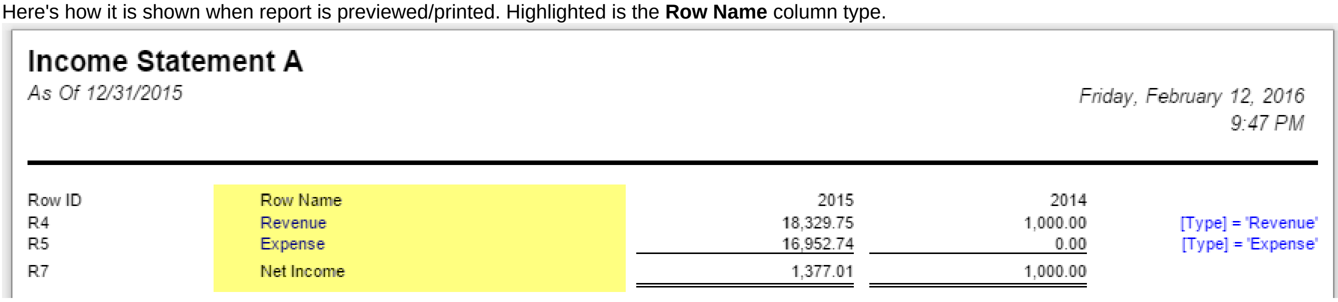


And here is the Row Designer setup. The value entered in the Row Name field will be shown on the report > Row Name column.

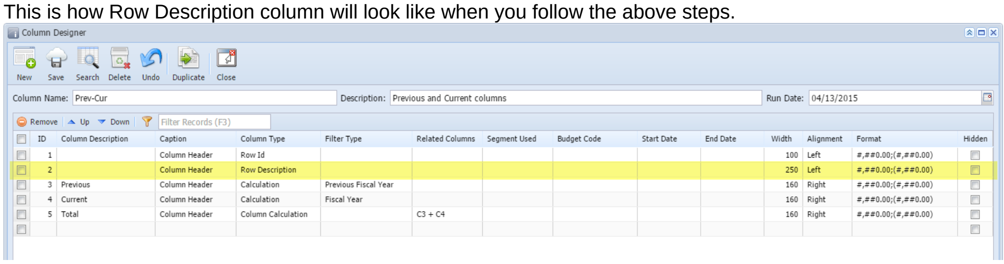


Here's how it is shown when report is previewed/printed. Highlighted is the **Row Name** column type.



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 Description.
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 Description column will look like when you follow the above steps.



Column Designer

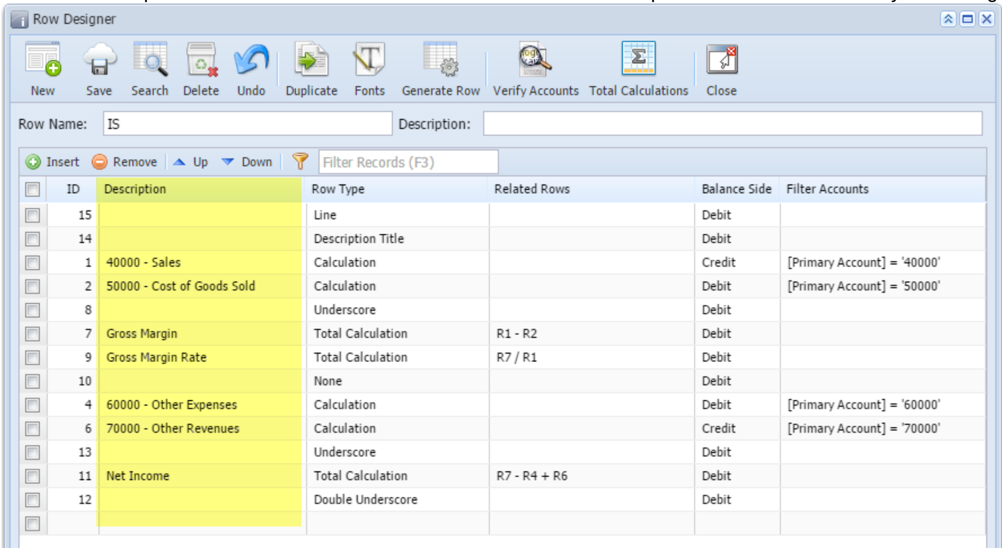
New | Save | Search | Delete | Undo | Duplicate | Close

Column Name: Prev-Cur Description: Previous and Current columns Run Date: 04/13/2015

Remove | Up | Down | Filter Records (F3)

ID	Column Description	Caption	Column Type	Filter Type	Related Columns	Segment Used	Budget Code	Start Date	End Date	Width	Alignment	Format	Hidden
1		Column Header	Row Id							100	Left	#,##0.00;(#,##0.00)	
2		Column Header	Row Description							250	Left	#,##0.00;(#,##0.00)	
3	Previous	Column Header	Calculation	Previous Fiscal Year						160	Right	#,##0.00;(#,##0.00)	
4	Current	Column Header	Calculation	Fiscal Year						160	Right	#,##0.00;(#,##0.00)	
5	Total	Column Header	Column Calculation		C3 + C4					160	Right	#,##0.00;(#,##0.00)	

The Row Description column is used to show the value entered on Description field of each and every row configured on your row designer.



Row Designer

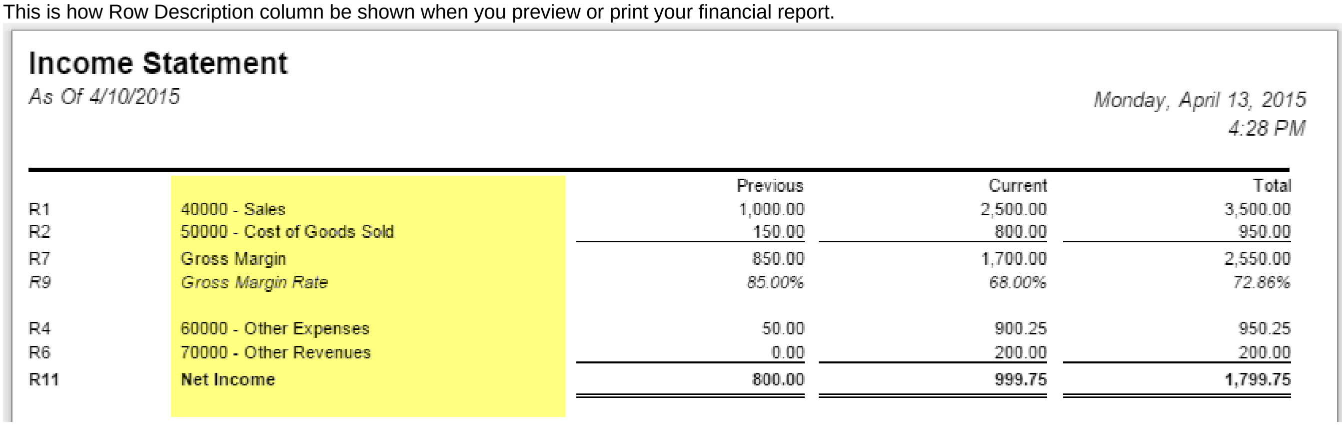
New | Save | Search | Delete | Undo | Duplicate | Fonts | Generate Row | Verify Accounts | Total Calculations | Close

Row Name: IS Description:

Insert | Remove | Up | Down | Filter Records (F3)

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 Description column be shown when you preview or print your financial report.



Income Statement

As Of 4/10/2015

Monday, April 13, 2015
4:28 PM

		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**

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 Description.
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

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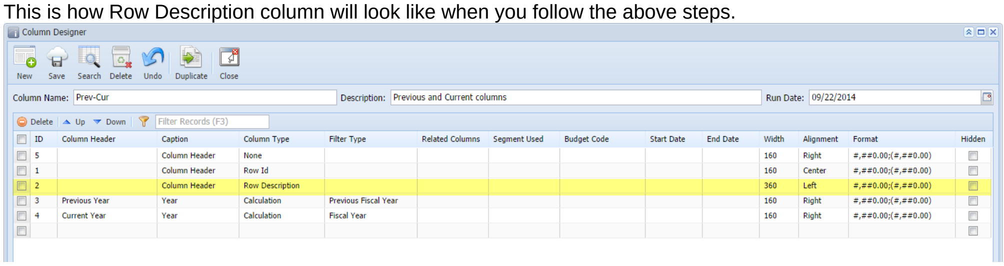


Column Designer

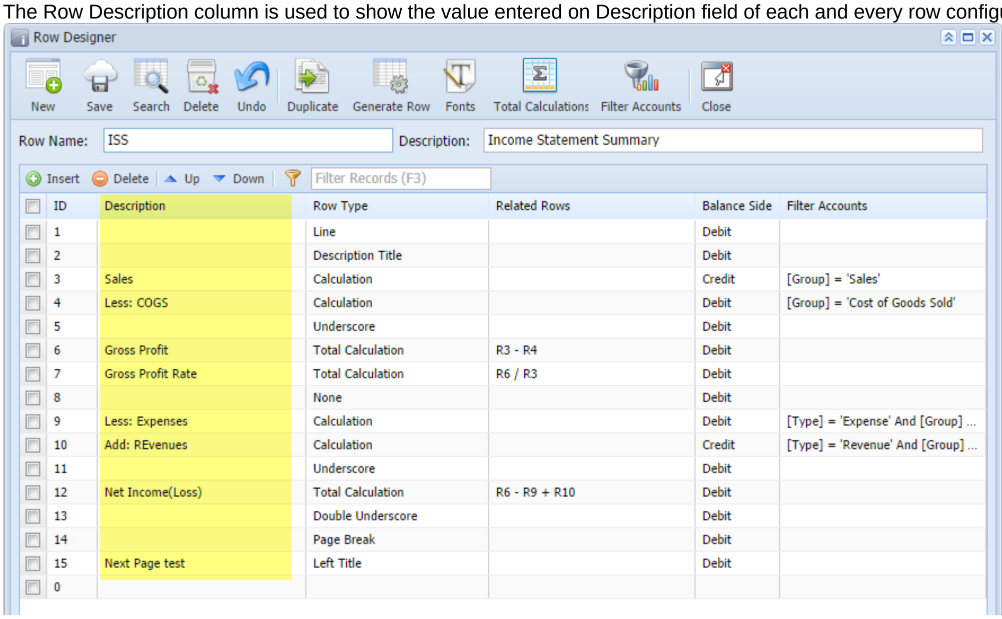
New Save Search Delete Undo Duplicate Close

Column Name: Prev-Cur Description: Previous and Current columns Run Date: 09/22/2014

Delete Up Down Filter Records (F3)

ID	Column Header	Caption	Column Type	Filter Type	Related Columns	Segment Used	Budget Code	Start Date	End Date	Width	Alignment	Format	Hidden
5		Column Header	None							160	Right	#,##0.00;(#,##0.00)	
1		Column Header	Row Id							160	Center	#,##0.00;(#,##0.00)	
2		Column Header	Row Description							360	Left	#,##0.00;(#,##0.00)	
3	Previous Year	Year	Calculation	Previous Fiscal Year						160	Right	#,##0.00;(#,##0.00)	
4	Current Year	Year	Calculation	Fiscal Year						160	Right	#,##0.00;(#,##0.00)	

The Row Description column is used to show the value entered on Description field of each and every row configured on your row designer.



Row Designer

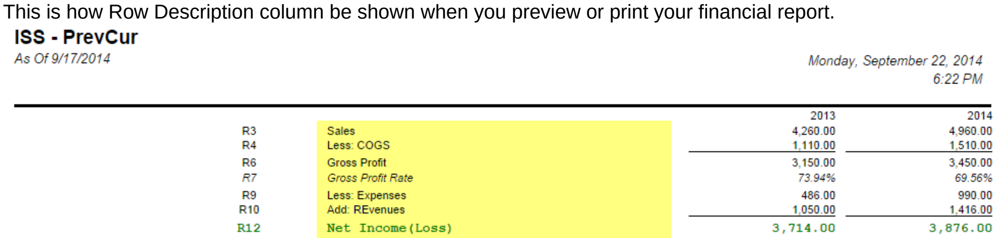
New Save Search Delete Undo Duplicate Generate Row Fonts Total Calculations Filter Accounts Close

Row Name: ISS Description: Income Statement Summary

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	Sales	Calculation		Credit	[Group] = 'Sales'
4	Less: COGS	Calculation		Debit	[Group] = 'Cost of Goods Sold'
5		Underscore		Debit	
6	Gross Profit	Total Calculation	R3 - R4	Debit	
7	Gross Profit Rate	Total Calculation	R6 / R3	Debit	
8		None		Debit	
9	Less: Expenses	Calculation		Debit	[Type] = 'Expense' And [Group] ...
10	Add: REvenues	Calculation		Credit	[Type] = 'Revenue' And [Group] ...
11		Underscore		Debit	
12	Net Income(Loss)	Total Calculation	R6 - R9 + R10	Debit	
13		Double Underscore		Debit	
14		Page Break		Debit	
15	Next Page test	Left Title		Debit	
0					

This is how Row Description 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