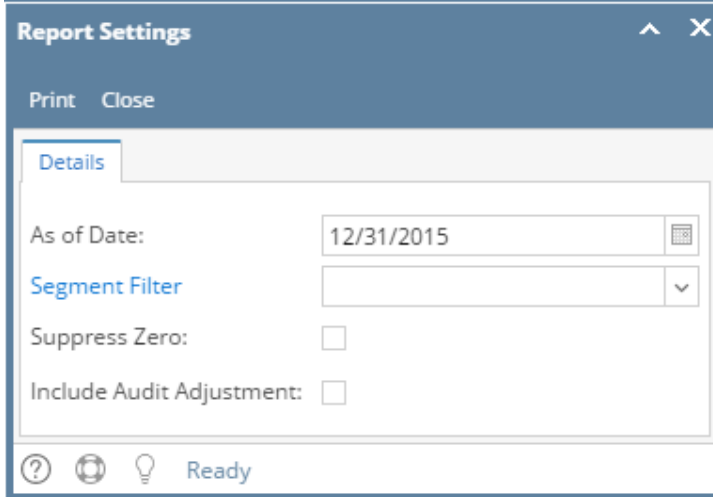


# How Suppress Zero works

The Suppress Zero option helps you configure whether or not to show rows with 0.00 on all columns. The benefit of using this option is, it makes the report readable as it shows only those rows with relevant information. The following will illustrate what will happen to the report when this option is turned on or off.

## Turn Off Suppress Zero

1. In the Report Settings screen, do not check **Suppress Zero checkbox**.



**Report Settings**

Print Close

**Details**

As of Date: 12/31/2015

Segment Filter

Suppress Zero: ☐

Include Audit Adjustment: ☐

Ready

2. Click **Print toolbar** button.
3. It will print all the rows configured in the row designer, including those rows that result to show 0.00 on all columns configured in the column designer. In the screenshot below, highlighted are rows with 0.00 on all columns.

Income Statement By Primary - February 22, 2016				
14:13:14				
As Of 12/31/2015				
Monday, March 14, 2016 5:55 PM				
	Current Year	Current Units	Prior Year	Prior Units
Revenue				
40000 - Sales	560	0	0	0
40001 - Sales-Item1	0	0	0	0
40002 - Sales-Item2	0	0	0	0
40003 - Sales - Test1	140	0	0	0
40005 - Sales - G. Sugar	0	0	0	0
40006 - Sales - Milk	0	0	0	0
40007 - Sales - Coffee	0	0	0	0
40008 - Sales - 3n1	0	0	0	0
40020 - Sales - 000 Cat	0	0	0	0
40021 - Sales - 000-A1	0	0	0	0
40022 - Sales - Invty FG	0	0	0	0
40300 - DP Income	0	0	0	0
40500 - Storage Income	0	0	0	0
41000 - Freight Income	0	0	0	0
41500 - Fee Income	100	0	0	0
42000 - Interest Income	200	0	0	0
43000 - Options Income	300	0	0	0
44000 - Credit Card Fee	400	0	0	0
45000 - Discount Take	0	0	0	0
47000 - Sales Advance	500	0	0	0
48000 - Finance Charge	0	0	0	0
49000 - Other Income	15,990	100	1,000	0
49100 - Other Charge Income	0	0	0	0
49200 - Software	140	1	0	0
49300 - Software Subscription	0	0	0	0
Total Revenues :	18,330	101	1,000	0
Expense				
50000 - Purchases Default	400	0	0	0
50001 - COGS-Item1	0	0	0	0
50002 - COGS-Item2	0	0	0	0
50003 - COGS - Test1	100	0	0	0
50005 - COGS - G. Sugar	0	0	0	0
50006 - COGS - Milk	0	0	0	0
50007 - COGS - Coffee	0	0	0	0
50008 - COGS - 3n1	0	0	0	0
50020 - COGS - 000 Cat	0	0	0	0
50021 - COGS - 000-A1	0	0	0	0
50022 - COGS - Invty FG	0	0	0	0
52000 - Wages Cogs	0	0	0	0
54000 - Payroll Earnings	0	0	0	0
54100 - Salary Earnings	8,500	0	0	0
54411 - Sick	0	0	0	0
54511 - Leave of Absence	4,700	0	0	0
55000 - Purchases Discounts	0	0	0	0
55100 - State Income Tax Expense	0	0	0	0
56000 - Employer Expenses	811	0	0	0
56200 - Employer FICA Med	190	0	0	0
62000 - Employer FICA Med	190	0	0	0

## Turn On Suppress Zero

1. Open Report Settings screen. See [How to open Report Settings screen](#) on how to turn on this option.
2. In the Report Settings screen, check **Suppress Zero checkbox**.

**Report Settings** [Up Arrow] [Close X]

Print Close

**Details**

As of Date: 12/31/2015 [Calendar Icon]

Segment Filter: [Dropdown Arrow]

Suppress Zero: ☒

Include Audit Adjustment: ☐

[Help Icon] [Refresh Icon] [Lightbulb Icon] Ready

- Click **Print toolbar** button.
- It will only print all the rows configured in the row designer with result that is not zero. If the row results to show 0.00 on all the columns configured in the column designer, then that row will not anymore be shown. In the screenshot below, if you are to compare this report from that of above, when suppress zero checkbox is turned on, the highlighted row is not anymore shown.

**Income Statement By Primary - February 22, 2016**  
14:13:14  
As Of 12/31/2015

Monday, March 14, 2016  
5:54 PM

	Current Year	Current Units	Prior Year	Prior Units
<b>Revenue</b>				
40000 - Sales	560	0	0	0
40003 - Sales - Test1	140	0	0	0
41500 - Fee Income	100	0	0	0
42000 - Interest Income	200	0	0	0
43000 - Options Income	300	0	0	0
44000 - Credit Card Fee	400	0	0	0
47000 - Sales Advance	500	0	0	0
49000 - Other Income	15,990	100	1,000	0
49200 - Software	140	1	0	0
<b>Total Revenues :</b>	<b>18,330</b>	<b>101</b>	<b>1,000</b>	<b>0</b>
<b>Expense</b>				
50000 - Purchases Default	400	0	0	0
50003 - COGS - Test1	100	0	0	0
54100 - Salary Earnings	8,500	0	0	0
54511 - Leave of Absence	4,700	0	0	0
56000 - Employer Expenses	811	0	0	0
56200 - Employer FICA Med	190	0	0	0
56300 - Employer FUTA	89	0	0	0
56400 - Employer SUTA	64	0	0	0
60000 - Miscellaneous Expense	400	40	0	0
80000 - Inventory Adjustment	190	0	0	0
81000 - Labor	10	0	0	0
99000 - Wash Account	1,500	0	0	0
<b>Total Expenses :</b>	<b>16,954</b>	<b>40</b>	<b>0</b>	<b>0</b>
<b>NET PROFIT(LOSS) :</b>	<b>1,376</b>	<b>61</b>	<b>1,000</b>	<b>0</b>

The Suppress Zero option helps you configure whether or not to show rows with 0.00 on all columns. The benefit of using this option is, it makes the report readable as it shows only those rows with relevant information. The following will illustrate what will happen to the report when this option is turned on or off.

#### Turn Off Suppress Zero

- In the Report Settings screen, do not check **Suppress Zero checkbox**.

**Report Settings** [Up Arrow] [Close X]

Print Close

As of Date: 04/13/2015 [Calendar Icon]

Segment Filter: [Dropdown Arrow]

Suppress Zero: ☐

Include Audit Adjustment: ☐

- Click **Print toolbar** button.

- It will print all the rows configured in the row designer, including those rows that result to show 0.00 on all columns configured in the column designer. In the screenshot below, highlighted are rows with 0.00 on all columns.

Trial Balance							
As Of 4/13/2015							
Wednesday, April 15, 2015 6:30 PM							
	Beginning Balance	Total Debit	Total Credit	Ending Balance	Total Debit Units	Total Credit Units	Total Units
10000-1000 - Cash in Bank-Loc A	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10000-2000 - Cash in Bank-Loc B	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10000-3000 - Cash in Bank-Loc C	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10100-1000 - Cash on Hand-Loc A	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10100-2000 - Cash on Hand-Loc B	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10100-3000 - Cash on Hand-Loc C	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10150-1000 - Undeposited Funds-Loc A	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10150-2000 - Undeposited Funds-Loc B	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10150-3000 - Undeposited Funds-Loc C	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10200-1000 - Accounts Receivable-Loc A	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10200-2000 - Accounts Receivable-Loc B	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10200-3000 - Accounts Receivable-Loc C	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10300-1000 - Inventory-Loc A	1,900.00	2,440.75	300.00	4,040.75	224.97	30.00	194.97
10300-2000 - Inventory-Loc B	0.00	1,600.00	0.00	1,600.00	224.97	0.00	224.97
10300-3000 - Inventory-Loc C	0.00	1,200.00	0.00	1,200.00	224.97	0.00	224.97
10700-1000 - Prepaid Expenses-Loc A	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10700-2000 - Prepaid Expenses-Loc B	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10700-3000 - Prepaid Expenses-Loc C	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20000-1000 - Accounts Payable-Loc A	0.00	0.00	650.00	650.00	0.00	0.00	0.00
20000-2000 - Accounts Payable-Loc B	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20000-3000 - Accounts Payable-Loc C	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20100-1000 - AP Clearing-Loc A	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20100-2000 - AP Clearing-Loc B	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20100-3000 - AP Clearing-Loc C	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30000-1000 - Owner's Equity-Loc A	1,100.00	0.00	500.00	1,600.00	0.00	0.00	0.00
30000-2000 - Owner's Equity-Loc B	0.00	0.00	800.00	800.00	0.00	0.00	0.00
30000-3000 - Owner's Equity-Loc C	0.00	0.00	580.00	580.00	0.00	0.00	0.00
31000-1000 - Retained Earnings-Loc A	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31000-2000 - Retained Earnings-Loc B	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31000-3000 - Retained Earnings-Loc C	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40000-1000 - Sales-Loc A	1,000.00	0.00	2,500.00	3,500.00	0.00	250.00	250.00
40000-2000 - Sales-Loc B	0.00	0.00	1,100.00	1,100.00	0.00	250.00	250.00
40000-3000 - Sales-Loc C	0.00	0.00	800.00	800.00	0.00	250.00	250.00
50000-1000 - Cost of Goods Sold-Loc A	150.00	800.00	0.00	950.00	80.00	0.00	80.00
50000-2000 - Cost of Goods Sold-Loc B	0.00	250.00	0.00	250.00	50.00	0.00	50.00
50000-3000 - Cost of Goods Sold-Loc C	0.00	150.00	0.00	150.00	50.00	0.00	50.00
60000-1000 - Other Expenses-Loc A	50.00	0.00	900.25	950.25	0.00	0.00	0.00
60000-2000 - Other Expenses-Loc B	0.00	50.00	0.00	50.00	0.00	0.00	0.00
60000-3000 - Other Expenses-Loc C	0.00	30.00	0.00	30.00	0.00	0.00	0.00
70000-1000 - Other Revenues-Loc A	0.00	0.00	200.00	200.00	0.00	0.00	0.00
70000-2000 - Other Revenues-Loc B	0.00	0.00	0.00	0.00	0.00	0.00	0.00
70000-3000 - Other Revenues-Loc C	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total:	0.00	7,430.00	7,430.00	0.00	0.00	0.00	0.00

### Turn On Suppress Zero

- Open Report Settings screen. See [How to open Report Settings screen](#) on how to turn on this option.
- In the Report Settings screen, check **Suppress Zero** checkbox.

Print

Close

As of Date: 04/13/2015

Segment Filter:

Suppress Zero:

☒

Include Audit Adjustment: ☐

- Click **Print** toolbar button.
- It will only print all the rows configured in the row designer with result that is not zero. If the row results to show 0.00 on all the columns configured in the column designer, then that row will not anymore be shown. In the screenshot below, if you are to compare this report from that of above, when suppress zero checkbox is turned on, the highlighted row is not anymore shown.

Trial Balance							
As Of 4/13/2015							
Wednesday, April 15, 2015 6:28 PM							
	Beginning Balance	Total Debit	Total Credit	Ending Balance	Total Debit Units	Total Credit Units	Total Units
10300-1000 - Inventory-Loc A	1,900.00	2,440.75	300.00	4,040.75	224.97	30.00	194.97
10300-2000 - Inventory-Loc B	0.00	1,600.00	0.00	1,600.00	224.97	0.00	224.97
10300-3000 - Inventory-Loc C	0.00	1,200.00	0.00	1,200.00	224.97	0.00	224.97
20000-1000 - Accounts Payable-Loc A	0.00	0.00	650.00	650.00	0.00	0.00	0.00
30000-1000 - Owner's Equity-Loc A	1,100.00	0.00	500.00	1,600.00	0.00	0.00	0.00
30000-2000 - Owner's Equity-Loc B	0.00	0.00	800.00	800.00	0.00	0.00	0.00
30000-3000 - Owner's Equity-Loc C	0.00	0.00	580.00	580.00	0.00	0.00	0.00
40000-1000 - Sales-Loc A	1,000.00	0.00	2,500.00	3,500.00	0.00	250.00	250.00
40000-2000 - Sales-Loc B	0.00	0.00	1,100.00	1,100.00	0.00	250.00	250.00
40000-3000 - Sales-Loc C	0.00	0.00	800.00	800.00	0.00	250.00	250.00
50000-1000 - Cost of Goods Sold-Loc A	150.00	800.00	0.00	950.00	80.00	0.00	80.00
50000-2000 - Cost of Goods Sold-Loc B	0.00	250.00	0.00	250.00	50.00	0.00	50.00
50000-3000 - Cost of Goods Sold-Loc C	0.00	150.00	0.00	150.00	50.00	0.00	50.00
60000-1000 - Other Expenses-Loc A	50.00	0.00	900.25	950.25	0.00	0.00	0.00
60000-2000 - Other Expenses-Loc B	0.00	50.00	0.00	50.00	0.00	0.00	0.00
60000-3000 - Other Expenses-Loc C	0.00	30.00	0.00	30.00	0.00	0.00	0.00
70000-1000 - Other Revenues-Loc A	0.00	0.00	200.00	200.00	0.00	0.00	0.00
Total:	0.00	7,430.00	7,430.00	0.00	0.00	0.00	0.00