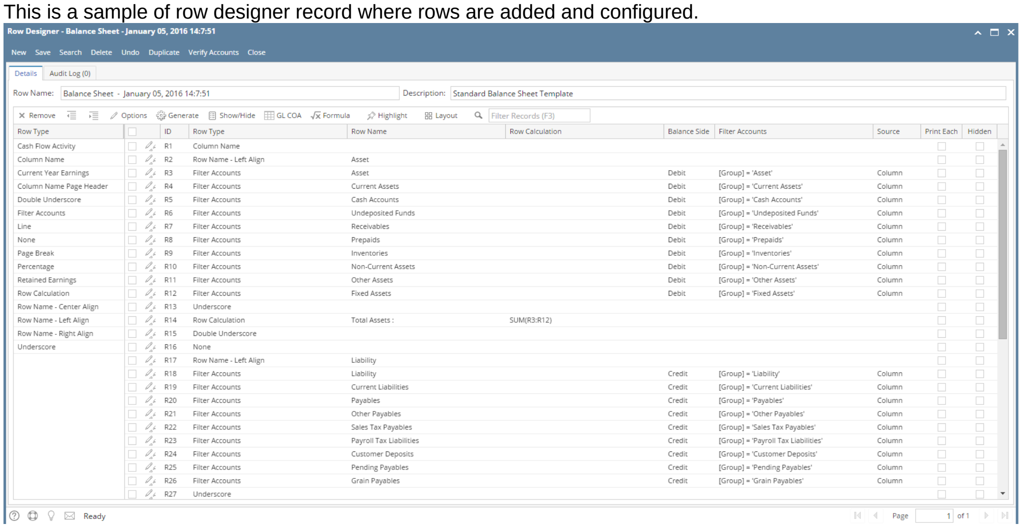
How to Configure a row

1. In the Row Type section select a row you want to add and drag it to the grid section (right part of the screen).
2. In the **Row Name field**, enter a name for the row. This field can be blank but it is recommended that you fill this in with a value that can easily tell you what row is that for.
3. The **Row Calculation field** is relevant only on the Row Calculation row type. This is discussed in detail on How to Configure formula for Total Calculation row.
4. The **Balance Side field** is relevant only on the Cash Flow Activity, Current Year Earnings, Filter Accounts and Retained Earnings types of row. This is used to tell that the row will have an account with a Debit or Credit balance side.
5. The **Filter Accounts field** is relevant only on the Cash Flow Activity, Current Year Earnings, Filter Accounts and Retained Earnings types of row. This is used to assign an account filter, which can be by Account ID, Description, Account Group, Account Type, Primary Account or Location. This is discussed in detail on How to Configure account filter for single row and How to Configure account filter for multiple rows.

This is a sample of row designer record where rows are added and configured.



Each row type will be discussed in detail on the following help topics.

- How to Add Cash Flow Activity row
- How to Add Column Name row
- How to Add Column Name Page Header row
- How to Add Double Underscore row
- How to Add Filter Accounts row
- How to Add Line row
- How to Add None row
- How to Add Page Break row
- How to Add Percentage row
- How to Add Row Calculation row
- How to Add Row Name - Center Align row
- How to Add Row Name - Left Align row
- How to Add Row Name - Right Align row
- How to Add Underscore row

1. A new row will be available in the grid section.
2. In **Description field**, enter a description for the row. This field can be blank but it is recommended that you fill this in with a value that can easily tell you what row is that for, especially for certain row types.
3. In **Row Type field**, select what type of row you would like to add.
4. The **Related Rows field** is relevant only on the Total Calculation row type. This is discussed in detail on How to Configure formula for Total Calculation row.
5. The **Balance Side field** is relevant only on the Calculation, Hidden and Cash Flow Activity types of row. This is used to tell that the row will have an account with a Debit or Credit balance side.
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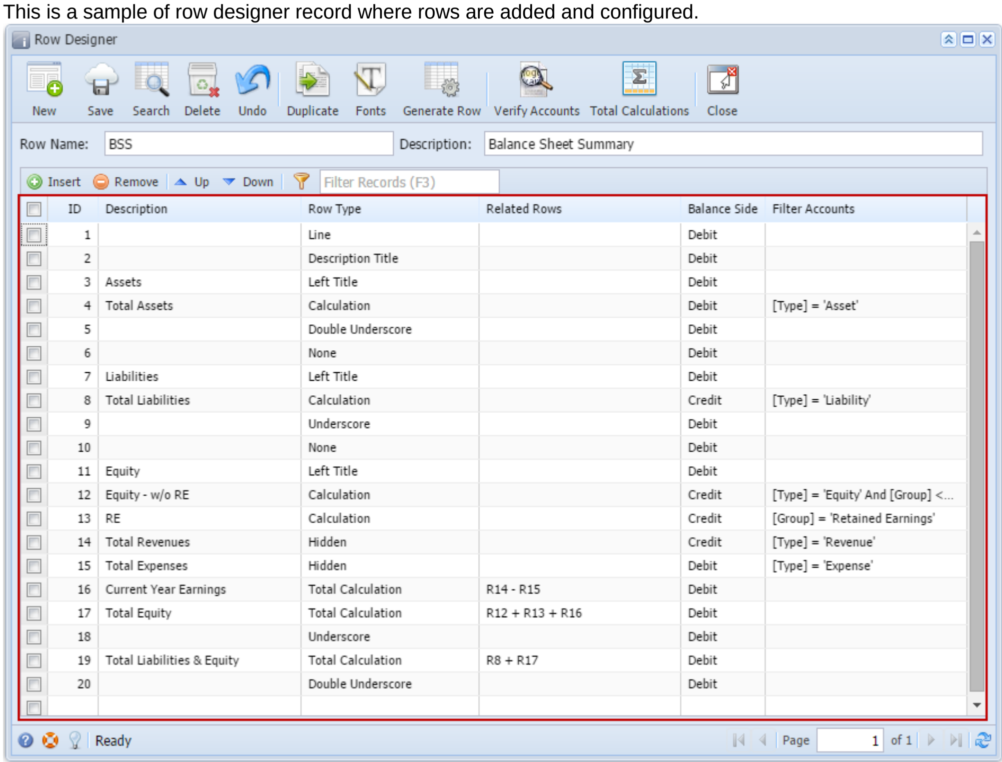

ID	Description	Row Type	Related Rows	Balance Side	Filter Accounts
1		Line		Debit	
2		Description Title		Debit	
3	Assets	Left Title		Debit	
4	Total Assets	Calculation		Debit	[Type] = 'Asset'
5		Double Underscore		Debit	
6		None		Debit	
7	Liabilities	Left Title		Debit	
8	Total Liabilities	Calculation		Credit	[Type] = 'Liability'
9		Underscore		Debit	
10		None		Debit	
11	Equity	Left Title		Debit	
12	Equity - w/o RE	Calculation		Credit	[Type] = 'Equity' And [Group] <...
13	RE	Calculation		Credit	[Group] = 'Retained Earnings'
14	Total Revenues	Hidden		Credit	[Type] = 'Revenue'
15	Total Expenses	Hidden		Debit	[Type] = 'Expense'
16	Current Year Earnings	Total Calculation	R14 - R15	Debit	
17	Total Equity	Total Calculation	R12 + R13 + R16	Debit	
18		Underscore		Debit	
19	Total Liabilities & Equity	Total Calculation	R8 + R17	Debit	
20		Double Underscore		Debit	

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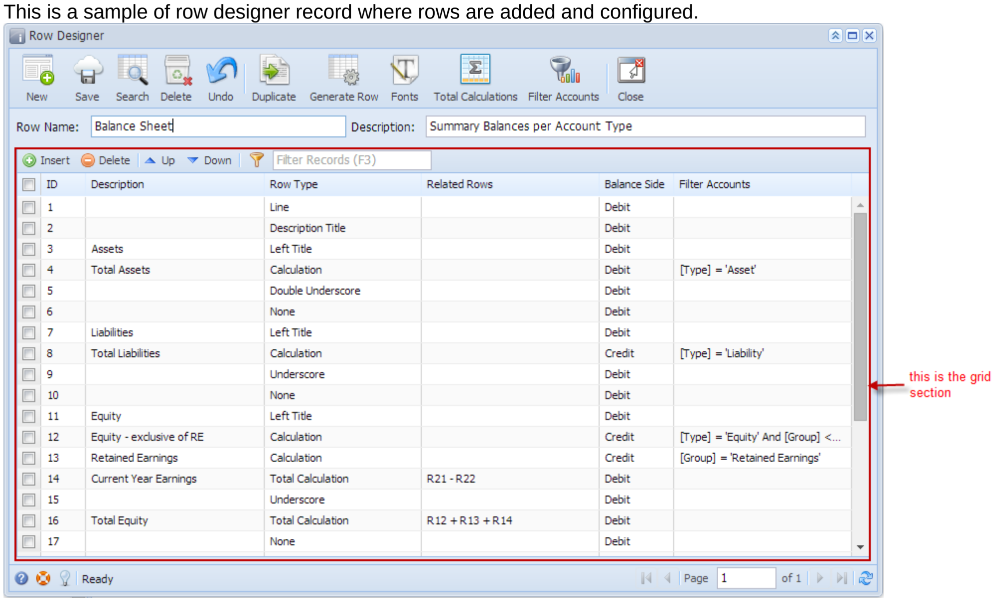

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