

# How to Override Column Mask

It is on **Column Designer screen** where you setup amount or percentage format for your financial reports. But there will be some instances where you will want a specific row/s to show other format. This is where **Override Column Mask** is being used. As the name implies, it overrides the format of your report columns for the selected row/s.

If these are your columns that show amounts,

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

New Save Search Delete Undo Duplicate Import Export Close

Details

Audit Log

Column Name

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

Description

Standard Balance Sheet Template

Column Type

User Defined

Run Date

06/20/2019

+

Insert

×

Remove

Export

View

Filter (F3)

<input type="checkbox"/>	ID	Column Type*	Column Name	Caption	Start Offset	End Offset	Start Date	End Date	Column Calculation	Segment Filter	Budget Co
<input type="checkbox"/>	C1	Row Id	Row Id	Column Name							<a href="#">Add Record</a>
<input type="checkbox"/>	C2	Row Name		Column Name							<a href="#">Add Record</a>
<input checked="" type="checkbox"/>	C3	GL Amounts	Current Year	Column Name	BOT	0	01/01/1900	06/30/2019			<a href="#">Add Record</a>
<input type="checkbox"/>	C4	Units	Current Units	Column Name	BOT	0	01/01/1900	06/30/2019			<a href="#">Add Record</a>
<input checked="" type="checkbox"/>	C5	GL Amounts	Prior Year	Column Name	BOT	EOY-1yr	01/01/1900	12/31/2018			<a href="#">Add Record</a>
<input type="checkbox"/>	C6	Units	Prior Units	Column Name	BOT	EOY-1yr	01/01/1900	12/31/2018			<a href="#">Add Record</a>
<input type="checkbox"/>											<a href="#">Add Record</a>

And you want a specific row in your report to have other format/mask, example for this highlighted row, instead of having the amount format as configured on the column designer (see screenshot above), you wanted this to show in percentage format. Follow the steps below.

**Row Designer - Balance Sheet - June 20, 2019 10:25:58**

New Save Search Delete Undo Duplicate Missing Accounts Import Export Close

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Details Audit Log

Row Name: Balance Sheet - June 20, 2019 10:25:58 Description: Standard Balance Sheet Template Report Type: Balance Sheet

☐ Remove 
 ☐ Options 
 ☒ Generate 
 ☐ Show/Hide 
 ☐ GL COA 
 ☐ % Formula 
 ☒ Highlight 
 ☐ Export 
 ☐ View 
 Filter (F3)

Row Type	ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override	Balance Side	Filter Accounts	Source	Account Type	Print Each	Hidden
Cash Flow Activity	R8	Filter Accounts	Prepaids			None		Debit	[Group] = 'Prepaids'	Column	B5	<input type="checkbox"/>	<input type="checkbox"/>
Column Name	R9	Filter Accounts	Inventories			None		Debit	[Group] = 'Inventories'	Column	B5	<input type="checkbox"/>	<input type="checkbox"/>
Column Name - Page Header	R10	Filter Accounts	Quick Turn Assets			None		Debit	[Group] = 'Quick Turn Assets'	Column	B5	<input type="checkbox"/>	<input type="checkbox"/>
Double Underscore	R11	Filter Accounts	Non-Current Assets			None		Debit	[Group] = 'Non-Current Assets'	Column	B5	<input type="checkbox"/>	<input type="checkbox"/>
Filter Accounts	R12	Filter Accounts	Other Assets			None		Debit	[Group] = 'Other Assets'	Column	B5	<input type="checkbox"/>	<input type="checkbox"/>
Line	R13	Filter Accounts	Fixed Assets			None		Debit	[Group] = 'Fixed Assets'	Column	B5	<input type="checkbox"/>	<input type="checkbox"/>
None	R14	Underscore										<input type="checkbox"/>	<input type="checkbox"/>
Page Break	R15	Row Calculation	Total Assets -	SUM(R3-R13)							B5 - Assets	<input type="checkbox"/>	<input type="checkbox"/>
Row Calculation	R16	Double Underscore										<input type="checkbox"/>	<input type="checkbox"/>

1. In the Row Designer record, select the row/s you want to change/override the masking and click **Options** button.

Row Designer - Balance Sheet - June 30, 2019 10:23:58

Now Search Select Delete Undo Duplicate Missing Accounts Import Export Case

Details Audit Log

Row Name Balance Sheet - June 20, 2019 10:20:58 Description Standard Balance Sheet Template Report Type Balance Sheet

X Remove ☐ Generate ☒ ShowHide ☐ GLCOA ☒ Formula ☒ Highlight ☐ Export ☐ View ☐ Filter (73)

Row Type	ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override	Balance Side	Filter Accounts	Source	Account Type	Print	Case	Hidden
Cash Flow Activity	89	Filter Accounts	Prepays			None	None	Debit	[Group] = 'Prepays'	Column	85	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Column Name	89	Filter Accounts	Inventories			None	None	Debit	[Group] = 'Inventories'	Column	85	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Column Name - Page Header	810	Filter Accounts	Quick Turn Assets			None	None	Debit	[Group] = 'Quick Turn Assets'	Column	85	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Double Underscore	811	Filter Accounts	Non-Current Assets			None	None	Debit	[Group] = 'Non-Current Assets'	Column	85	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Filter Accounts	812	Filter Accounts	Other Assets			None	None	Debit	[Group] = 'Other Assets'	Column	85	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Line	813	Filter Accounts	Fixed Assets			None	None	Debit	[Group] = 'Fixed Assets'	Column	85	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None	814	Underscore										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Page Break	815	Row Calculation	Total Assets	SUM(B5:B13)							85 - Assets	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Row Calculation	816	Double Underscore										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Row Name	817	None										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- The **Row Options** screen will open. In the **Override Mask** field, select the new format or mask.

**Row Options**

Ok Cancel

Details

Font Name: Arial

Font Style: Bold Font Size: 9

Font Color: Black Row Height: 3.00

**Override Mask: 0.00%**

Balance Side:

Source:

Print Each: ☐

☐ Override Column Calculation

? | Ready

- Click the **Ok** button to close the screen and apply the row masking.
- You will be back in the Row Designer screen. Save the record and click the **Close** button or the **x** button at the top right corner of the screen to close the screen.
- Now print your financial report and you will see that the selected row masking is now showing the new format/mask.

**Balance Sheet - June 20, 2019 10:2:58**  
As Of 6/20/2019

Monday, June 24, 2019  
1:40 PM

	Current Year	Current Units	Prior Year	Prior Units
Asset	36,833,747	28,888,484	36,784,008	28,888,448
Cash Accounts	-78,974,657	-29,108,321	-78,450,665	-29,108,477
Receivables	25,093,755	3,707,917	24,712,221	3,692,217
Prepays	1,790,236	1,327,749	1,790,236	1,327,749
Inventories	864,493,971	70,990,725	849,891,602	68,275,685
Other Assets	-1,455,918	-7,327,749	-1,455,736	-7,089,174
<b>Total Assets :</b>	<b>84778113400.00%</b>	<b>6847880500.00%</b>	<b>83327166600.00%</b>	<b>6598644800.00%</b>

It is on **Column Designer** screen where you setup amount or percentage format for your financial reports. But there will be some instances where you will want a specific row/s to show other format. This is where **Override Column Mask** is being used. As the name implies, it overrides the format of your report columns for the selected row/s.

If these are your columns that show amounts,

**Column Designer - Balance Sheet - October 11, 2018 17:41:45**

New Save Search Delete Undo Duplicate Import Export Close

Details Audit Log

Column Name: Balance Sheet - October 11, 2018 17:41:45 Description: Standard Balance Sheet Template Column Type: User Defined Run Date: 10/11/2018

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 Name	Column Name	Column Name									300	Left	
C2	GL Amounts	Prior Years	Filter Type	Custom	Custom	01/01/2016	12/31/2016	Add Record				160	Right	###0.00(###0.00)
C3	GL Amounts	Current Year	Filter Type	Custom	Custom	01/01/2017	12/31/2018	Add Record				160	Right	###0.00(###0.00)

And you want a specific row in your report to have other format/mask, example for this highlighted row, instead of having the amount format as configured on the column designer (see screenshot above), you wanted this to show in percentage format. Follow the steps below.

**Row Designer - Generate Rows 10/15/18**

New Save Search Delete Undo Duplicate Missing Accounts Import Export Close

Details Audit Log

Row Name: Generate Rows 10/15/18 Description: Generate Rows 10/15/18 Report Type:

Row Type	ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override
Cash Flow Activity	R1	Column Name					None
Column Name	R2	Line					None
Column Name - Page Header	R3	Filter Accounts	Revenue				None
Double Underscore	R4	Filter Accounts	Expense				None
Filter Accounts	R5	Underscore					None
Line	R6	Row Calculation	Net Income Loss	R3+R4			None
None	R7	Double Underscore					None
Page Break	R8	Row Calculation	Net Income %	R6/R3			None
Row Calculation							

1. In the Row Designer record, select the row/s you want to change/override the masking and click **Options** button.

Row Type	ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override
Cash Flow Activity	R1	Column Name				None	
Column Name	R2	Line				None	
Column Name - Page Header	R3	Filter Accounts	Revenue			None	
Double Underscore	R4	Filter Accounts	Expense			None	
Filter Accounts	R5	Underscore				None	
Line	R6	Row Calculation	Net Income Loss	R3+R4		None	
None	R7	Double Underscore				None	
Page Break	R8	Row Calculation	Net Income %	R6/R3		None	
Row Calculation							

2. The Row Options screen will open. In the **Override Mask** field, select the new format or mask.

Row Options

Ok Cancel

Details

Font Name: Arial

Font Style: Normal Font Size: 8

Font Color: Black Row Height: 3.00

Override Mask: 0.00%

Balance Side:

Source:

Print Each: ☐

☐ Override Column Calculation

? | Ready

3. Click the **Ok** button to close the screen and apply the row masking.
4. You will be back in the Row Designer screen. Save the record and click the **Close** button or the **x** button at the top right corner of the screen to close the screen.
5. Now print your financial report and you will see that the selected row masking is now showing the new format/mask.

**Balance Sheet - October 11, 2018 17:41:45**  
As Of 10/11/2018

Monday, October 15, 2018  
2:27 PM

	01/01/2016 - 12/31/2018	01/01/2017 - 12/31/2018
Revenue	64,499,257.12	2,972,581.15
Expense	(5,979,198.71)	(24,529,477.18)
Net Income Loss	58,520,058.41	(21,556,896.03)
<b>Net Income %</b>	<b>90.73%</b>	<b>-725.19%</b>

It is on **Column Designer** screen where you setup amount or percentage format for your financial reports. But there will be some instances where you will want a specific row/s to show other format. This is where **Override Column Mask** is being used. As the name implies, it overrides the format of your report columns for the selected row/s.

If these are your columns that show 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	Date C
C1	Row Id	Row Id	Column Name						Add Record			160	Left		
C2	Row Name	Name	Column Name						Add Record			300	Left		
C3	GL Amounts	Current	Year	BOY	0	01/01/2018	03/31/2018		Add Record			160	Right	0.00%	
C4	GL Amounts	Previous	Year	BOY-1yr	EOY-1yr	01/01/2017	12/31/2017		Add Record			160	Right	0.00%	

And you want a specific row in your report to have other format/mask, example for this highlighted row, instead of having the amount format as configured on the column designer (see screenshot above), you wanted this to show in percentage format. Follow the steps below.

Row Designer - Generate Row Test

Details | Audit Log

Row Name: Generate Row Test | Description: Generate Row Test | Report Type: [Dropdown]

Row Type: [Dropdown] | ID: [Dropdown] | Row Type: [Dropdown] | Row Name: [Dropdown] | Row Calculation: [Dropdown] | Percentage: [Dropdown] | Override Row Calculation: [Dropdown] | Date Override: [Dropdown] | Balance Side: [Dropdown] | Filter Accounts: [Dropdown] | Source: [Dropdown] | Account: [Dropdown]

Row 1: Cash Flow Activity | ID: R1 | Row Type: Column Name | Row Name: [Dropdown] | Row Calculation: [Dropdown] | Percentage: [Dropdown] | Override Row Calculation: [Dropdown] | Date Override: [Dropdown] | Balance Side: [Dropdown] | Filter Accounts: [Dropdown] | Source: [Dropdown] | Account: [Dropdown]

Row 2: Column Name | ID: R2 | Row Type: Line | Row Name: [Dropdown] | Row Calculation: [Dropdown] | Percentage: [Dropdown] | Override Row Calculation: [Dropdown] | Date Override: [Dropdown] | Balance Side: [Dropdown] | Filter Accounts: [Dropdown] | Source: [Dropdown] | Account: [Dropdown]

Row 3: Column Name - Page Header | ID: R3 | Row Type: Filter Accounts | Row Name: Revenue | Row Calculation: [Dropdown] | Percentage: [Dropdown] | Override Row Calculation: [Dropdown] | Date Override: [Dropdown] | Balance Side: Credit | Filter Accounts: [Type] = 'Revenue' | Source: Column | Account: IS

Row 4: Double Underscore | ID: R4 | Row Type: Filter Accounts | Row Name: Expense | Row Calculation: [Dropdown] | Percentage: [Dropdown] | Override Row Calculation: [Dropdown] | Date Override: [Dropdown] | Balance Side: Debit | Filter Accounts: [Type] = 'Expense' | Source: Column | Account: IS

Row 5: Filter Accounts | ID: R5 | Row Type: Underscore | Row Name: [Dropdown] | Row Calculation: [Dropdown] | Percentage: [Dropdown] | Override Row Calculation: [Dropdown] | Date Override: [Dropdown] | Balance Side: [Dropdown] | Filter Accounts: [Dropdown] | Source: [Dropdown] | Account: [Dropdown]

Row 6: Line | ID: R6 | Row Type: Row Calculation | Row Name: Net Income (Loss) | Row Calculation: R3-R4 | Percentage: [Dropdown] | Override Row Calculation: [Dropdown] | Date Override: [Dropdown] | Balance Side: [Dropdown] | Filter Accounts: [Dropdown] | Source: [Dropdown] | Account: [Dropdown]

Row 7: None | ID: R7 | Row Type: Double Underscore | Row Name: [Dropdown] | Row Calculation: [Dropdown] | Percentage: [Dropdown] | Override Row Calculation: [Dropdown] | Date Override: [Dropdown] | Balance Side: [Dropdown] | Filter Accounts: [Dropdown] | Source: [Dropdown] | Account: [Dropdown]

Row 8: Page Break | ID: R8 | Row Type: Row Calculation | Row Name: Net Income % | Row Calculation: R6/R3 | Percentage: [Dropdown] | Override Row Calculation: [Dropdown] | Date Override: [Dropdown] | Balance Side: [Dropdown] | Filter Accounts: [Dropdown] | Source: [Dropdown] | Account: [Dropdown]

Row 9: Row Calculation | ID: [Dropdown] | Row Type: [Dropdown] | Row Name: [Dropdown] | Row Calculation: [Dropdown] | Percentage: [Dropdown] | Override Row Calculation: [Dropdown] | Date Override: [Dropdown] | Balance Side: [Dropdown] | Filter Accounts: [Dropdown] | Source: [Dropdown] | Account: [Dropdown]

Row 10: Row Name - Center Align | ID: [Dropdown] | Row Type: [Dropdown] | Row Name: [Dropdown] | Row Calculation: [Dropdown] | Percentage: [Dropdown] | Override Row Calculation: [Dropdown] | Date Override: [Dropdown] | Balance Side: [Dropdown] | Filter Accounts: [Dropdown] | Source: [Dropdown] | Account: [Dropdown]

Row 11: Row Name - Left Align | ID: [Dropdown] | Row Type: [Dropdown] | Row Name: [Dropdown] | Row Calculation: [Dropdown] | Percentage: [Dropdown] | Override Row Calculation: [Dropdown] | Date Override: [Dropdown] | Balance Side: [Dropdown] | Filter Accounts: [Dropdown] | Source: [Dropdown] | Account: [Dropdown]

Row 12: Row Name - Right Align | ID: [Dropdown] | Row Type: [Dropdown] | Row Name: [Dropdown] | Row Calculation: [Dropdown] | Percentage: [Dropdown] | Override Row Calculation: [Dropdown] | Date Override: [Dropdown] | Balance Side: [Dropdown] | Filter Accounts: [Dropdown] | Source: [Dropdown] | Account: [Dropdown]

Row 13: Underscore | ID: [Dropdown] | Row Type: [Dropdown] | Row Name: [Dropdown] | Row Calculation: [Dropdown] | Percentage: [Dropdown] | Override Row Calculation: [Dropdown] | Date Override: [Dropdown] | Balance Side: [Dropdown] | Filter Accounts: [Dropdown] | Source: [Dropdown] | Account: [Dropdown]

1. In the Row Designer record, select the row/s you want to change/override the masking and click **Options** button.

Row Designer - Generate Row Test

Details | Audit Log

Row Name: Generate Row Test | Description: Generate Row Test | Report Type: [Dropdown]

Row Type: [Dropdown] | ID: [Dropdown] | Row Type: [Dropdown] | Row Name: [Dropdown] | Row Calculation: [Dropdown] | Percentage: [Dropdown] | Override Row Calculation: [Dropdown] | Date Override: [Dropdown] | Balance Side: [Dropdown] | Filter Accounts: [Dropdown] | Source: [Dropdown] | Account: [Dropdown]

Row 1: Cash Flow Activity | ID: R1 | Row Type: Column Name | Row Name: [Dropdown] | Row Calculation: [Dropdown] | Percentage: [Dropdown] | Override Row Calculation: [Dropdown] | Date Override: [Dropdown] | Balance Side: [Dropdown] | Filter Accounts: [Dropdown] | Source: [Dropdown] | Account: [Dropdown]

Row 2: Column Name | ID: R2 | Row Type: Line | Row Name: [Dropdown] | Row Calculation: [Dropdown] | Percentage: [Dropdown] | Override Row Calculation: [Dropdown] | Date Override: [Dropdown] | Balance Side: [Dropdown] | Filter Accounts: [Dropdown] | Source: [Dropdown] | Account: [Dropdown]

Row 3: Column Name - Page Header | ID: R3 | Row Type: Filter Accounts | Row Name: Revenue | Row Calculation: [Dropdown] | Percentage: [Dropdown] | Override Row Calculation: [Dropdown] | Date Override: [Dropdown] | Balance Side: Credit | Filter Accounts: [Type] = 'Revenue' | Source: Column | Account: IS

Row 4: Double Underscore | ID: R4 | Row Type: Filter Accounts | Row Name: Expense | Row Calculation: [Dropdown] | Percentage: [Dropdown] | Override Row Calculation: [Dropdown] | Date Override: [Dropdown] | Balance Side: Debit | Filter Accounts: [Type] = 'Expense' | Source: Column | Account: IS

Row 5: Filter Accounts | ID: R5 | Row Type: Underscore | Row Name: [Dropdown] | Row Calculation: [Dropdown] | Percentage: [Dropdown] | Override Row Calculation: [Dropdown] | Date Override: [Dropdown] | Balance Side: [Dropdown] | Filter Accounts: [Dropdown] | Source: [Dropdown] | Account: [Dropdown]

Row 6: Line | ID: R6 | Row Type: Row Calculation | Row Name: Net Income (Loss) | Row Calculation: R3-R4 | Percentage: [Dropdown] | Override Row Calculation: [Dropdown] | Date Override: [Dropdown] | Balance Side: [Dropdown] | Filter Accounts: [Dropdown] | Source: [Dropdown] | Account: [Dropdown]

Row 7: None | ID: R7 | Row Type: Double Underscore | Row Name: [Dropdown] | Row Calculation: [Dropdown] | Percentage: [Dropdown] | Override Row Calculation: [Dropdown] | Date Override: [Dropdown] | Balance Side: [Dropdown] | Filter Accounts: [Dropdown] | Source: [Dropdown] | Account: [Dropdown]

Row 8: Page Break | ID: R8 | Row Type: Row Calculation | Row Name: Net Income % | Row Calculation: R6/R3 | Percentage: [Dropdown] | Override Row Calculation: [Dropdown] | Date Override: [Dropdown] | Balance Side: [Dropdown] | Filter Accounts: [Dropdown] | Source: [Dropdown] | Account: [Dropdown]

Row 9: Row Calculation | ID: [Dropdown] | Row Type: [Dropdown] | Row Name: [Dropdown] | Row Calculation: [Dropdown] | Percentage: [Dropdown] | Override Row Calculation: [Dropdown] | Date Override: [Dropdown] | Balance Side: [Dropdown] | Filter Accounts: [Dropdown] | Source: [Dropdown] | Account: [Dropdown]

Row 10: Row Name - Center Align | ID: [Dropdown] | Row Type: [Dropdown] | Row Name: [Dropdown] | Row Calculation: [Dropdown] | Percentage: [Dropdown] | Override Row Calculation: [Dropdown] | Date Override: [Dropdown] | Balance Side: [Dropdown] | Filter Accounts: [Dropdown] | Source: [Dropdown] | Account: [Dropdown]

Row 11: Row Name - Left Align | ID: [Dropdown] | Row Type: [Dropdown] | Row Name: [Dropdown] | Row Calculation: [Dropdown] | Percentage: [Dropdown] | Override Row Calculation: [Dropdown] | Date Override: [Dropdown] | Balance Side: [Dropdown] | Filter Accounts: [Dropdown] | Source: [Dropdown] | Account: [Dropdown]

Row 12: Row Name - Right Align | ID: [Dropdown] | Row Type: [Dropdown] | Row Name: [Dropdown] | Row Calculation: [Dropdown] | Percentage: [Dropdown] | Override Row Calculation: [Dropdown] | Date Override: [Dropdown] | Balance Side: [Dropdown] | Filter Accounts: [Dropdown] | Source: [Dropdown] | Account: [Dropdown]

Row 13: Underscore | ID: [Dropdown] | Row Type: [Dropdown] | Row Name: [Dropdown] | Row Calculation: [Dropdown] | Percentage: [Dropdown] | Override Row Calculation: [Dropdown] | Date Override: [Dropdown] | Balance Side: [Dropdown] | Filter Accounts: [Dropdown] | Source: [Dropdown] | Account: [Dropdown]

2. The Row Options screen will open. In the **Override Mask** field, select the new format or mask.

Row Options

Ok Cancel

Details

Font Name: Arial | Font Style: Normal | Font Size: 8 | Font Color: Black | Row Height: 3.00

Override Mask: 0.00%

Balance Side: [Dropdown] | Source: [Dropdown] | Print Each: [Checkbox] | Override Column Calculation: [Checkbox]

? | Ready

3. Click the **Ok** button to close the screen and apply the row masking.
4. You will be back in the Row Designer screen. Save the record and click the **Close** button or the **x** button at the top right corner of the screen to close the screen.
5. Now print your financial report and you will see that the selected row masking is now showing the new format/mask.

**Balance Sheet - March 22, 2018 10:49:7**

As Of 3/22/2018 Thursday, March 22, 2018 5:53 PM

Row Id	Name	2018	2017
R3	Revenue	200,621.64	2,352,285.36
R4	Expense	221,953.89	(27,104,258.28)
R6	Net Income (Loss)	(21,332.25)	29,456,543.64
R8	Net Income %	-10.63%	1252.25%

It is on **Column Designer** screen where you setup amount or percentage format for your financial reports. But there will be some instances where you will want a specific row/s to show other format. This is where **Override Column Mask** is being used. As the name implies, it overrides the format of your report columns for the selected row/s.

If these are your columns that show amounts,

**Column Designer - Report A column**

New Save Search Delete Undo Duplicate Close

Details Audit Log (26)

Column Name: Report A column Description: column description Run Date: 12/15/2015

+ Insert X Remove Arrange Layout Filter Records (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	Hidden
C1	Row Id	Id	Column Name									160	Left	#,##0.00;(#,##0.00)	<input type="checkbox"/>
C2	Row Name	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"/>

And you want a specific row in your report to have other format/mask, example for this highlighted row, instead of having the amount format as configured on the column designer (see screenshot above), you wanted this to show in percentage format. Follow the steps below.

**Row Designer - Report A row**

New Save Search Delete Undo Duplicate Verify Accounts Close

Details Audit Log (33)

Row Name: Report A row Description: row description

X Remove Options Generate Show/Hide GL COA Formula Highlight Layout Filter Records (F3)

Row Type	ID	Row Type	Row Name	Row Calculation	Balance Side	Filter Accounts	Source	Account Type	Print Each	Hidden
Cash Flow Activity	R1	Line							<input type="checkbox"/>	<input type="checkbox"/>
Column Name	R2	None							<input type="checkbox"/>	<input type="checkbox"/>
Column Name Page Header	R3	Column Name							<input type="checkbox"/>	<input type="checkbox"/>
Double Underscore	R4	Filter Accounts	Revenue		Credit	[Type] = 'Revenue'	Column	BS	<input type="checkbox"/>	<input type="checkbox"/>
Filter Accounts	R5	Filter Accounts	Expense		Debit	[Type] = 'Expense'	Column	BS	<input type="checkbox"/>	<input type="checkbox"/>
Line	R6	Underscore							<input type="checkbox"/>	<input type="checkbox"/>
None	R7	Row Calculation	Net Income(Loss)	R4-R5					<input type="checkbox"/>	<input type="checkbox"/>
Page Break	R8	Double Underscore							<input type="checkbox"/>	<input type="checkbox"/>
Percentage	R9	Row Calculation	Net Income %	R7/R4					<input type="checkbox"/>	<input type="checkbox"/>
Row Calculation	R10	Page Break							<input type="checkbox"/>	<input type="checkbox"/>

1. In the Row Designer record, select the row/s you want to change/override the masking and click **Options** button.

**Row Designer - Report A row**

New Save Search Delete Undo Duplicate Verify Accounts Close

Details Audit Log (33)

Row Name: Report A row Description: row description

X Remove Options Generate Show/Hide GL COA Formula Highlight Layout Filter Records (F3)

Row Type	ID	Row Type	Row Name	Row Calculation	Balance Side	Filter Accounts	Source	Account Type	Print Each	Hidden
Cash Flow Activity	R1	Line							<input type="checkbox"/>	<input type="checkbox"/>
Column Name	R2	None							<input type="checkbox"/>	<input type="checkbox"/>
Column Name Page Header	R3	Column Name							<input type="checkbox"/>	<input type="checkbox"/>
Double Underscore	R4	Filter Accounts	Revenue		Credit	[Type] = 'Revenue'	Column	BS	<input type="checkbox"/>	<input type="checkbox"/>
Filter Accounts	R5	Filter Accounts	Expense		Debit	[Type] = 'Expense'	Column	BS	<input type="checkbox"/>	<input type="checkbox"/>
Line	R6	Underscore							<input type="checkbox"/>	<input type="checkbox"/>
None	R7	Row Calculation	Net Income(Loss)	R4-R5					<input type="checkbox"/>	<input type="checkbox"/>
Page Break	R8	Double Underscore							<input type="checkbox"/>	<input type="checkbox"/>
Percentage	R9	Row Calculation	Net Income %	R7/R4					<input checked="" type="checkbox"/>	<input type="checkbox"/>
Row Calculation	R10	Page Break							<input type="checkbox"/>	<input type="checkbox"/>
Row Name - Center Align	R11	Row Name - Left	Left align row test						<input type="checkbox"/>	<input type="checkbox"/>
Row Name - Left Align	R12	Row Name - Center	Center align row test						<input type="checkbox"/>	<input type="checkbox"/>
Row Name - Right Align	R13	Row Name - Right	Right align row test						<input type="checkbox"/>	<input type="checkbox"/>
Underscore									<input type="checkbox"/>	<input type="checkbox"/>

2. The **Row Options** screen will open. In the **Override Mask** field, select the new format or mask.

**Row Options**

Ok Cancel

Details

Font Name: Arial

Font Style: Normal Font Size: 8

Font Color: Black Row Height: 3.00

Override Mask: 0.00%

Balance Side:

Source:

Print Each: ☐

☐ Override Column Calculation

- Click the **Ok button** to close the screen and apply the row masking.
- You will be back in the Row Designer screen. Save the record and click the **Close button** or the **x button** at the top right corner of the screen to close the screen.
- Now print your financial report and you will see that the selected row masking is now showing the new format/mask.

Report A

As Of 12/31/2015

Friday, January 22, 2016  
5:35 PM

Id	Name	2015	2014
R4	Revenue	18,329.75	1,000.00
R5	Expense	16,952.74	0.00
R7	Net Income(Loss)	1,377.01	1,000.00
R9	Net Income %	7.51%	100.00%

It is on **Column Designer** screen where you setup amount format for your financial reports. But there will be some instances where you will want a specific row/s to show other format. This is where **Override Column Mask** is being used. As the name implies, it overrides the format of your report columns for the selected row/s.

If these are your columns that show amounts,

Column Designer

New

Save

Search

Delete

Undo

Duplicate

Close

Column Name: Prev-Cur

Description: Previous and Current columns

Run Date: 04/16/2015

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	Column Header	Row Id							100	Left	#,##0.00;(#,##0.00)	<input type="checkbox"/>
2	Column Header	Row Description								250	Left	#,##0.00;(#,##0.00)	<input type="checkbox"/>
3	Previous	Year	Calculation	Previous Fiscal Year						160	Right	#,##0.00;(#,##0.00)	<input type="checkbox"/>
4	Current	Year	Calculation	Fiscal Year						160	Right	#,##0.00;(#,##0.00)	<input type="checkbox"/>
5	Total	Column Header	Column Calculation		C3 + C4					160	Right	#,##0.00;(#,##0.00)	<input type="checkbox"/>

And you want a specific row in your report to have other format/mask, example for this highlighted row, instead of having the amount format as configured on the column designer (see screenshot above), you wanted this to show in percentage format. Follow the steps below.

Row Designer

New

Save

Search

Delete

Undo

Duplicate

Fonts

Generate Row

Verify Accounts

Total Calculations

Close

Row Name: ISDescription:

Insert

Remove

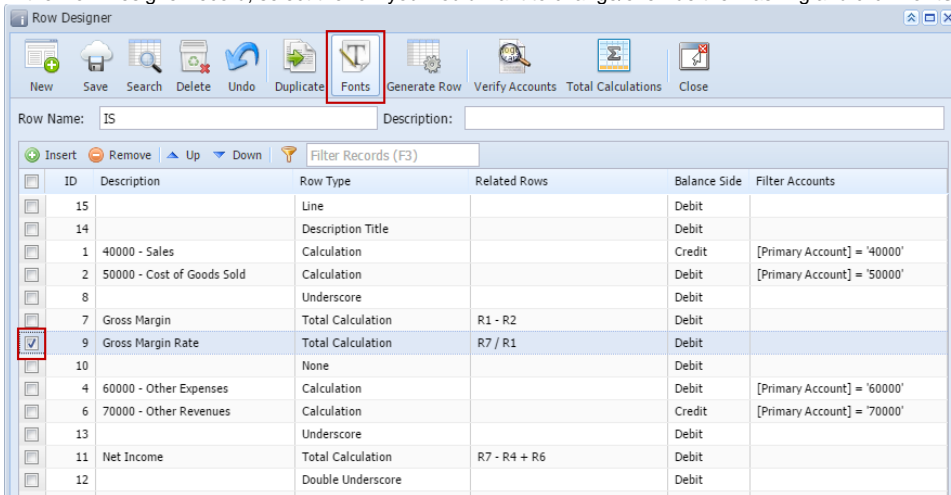
Up

Down

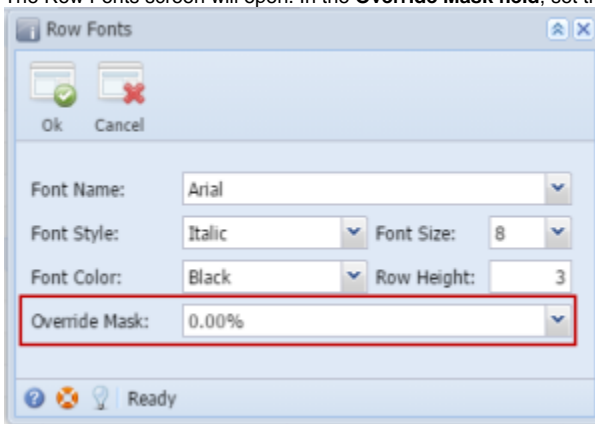
Filter Records (F3)

	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	

1. In the Row Designer record, select the row you would want to change/override the masking and click **Fonts toolbar button**.



2. The Row Fonts screen will open. In the **Override Mask** field, set the new format or mask.

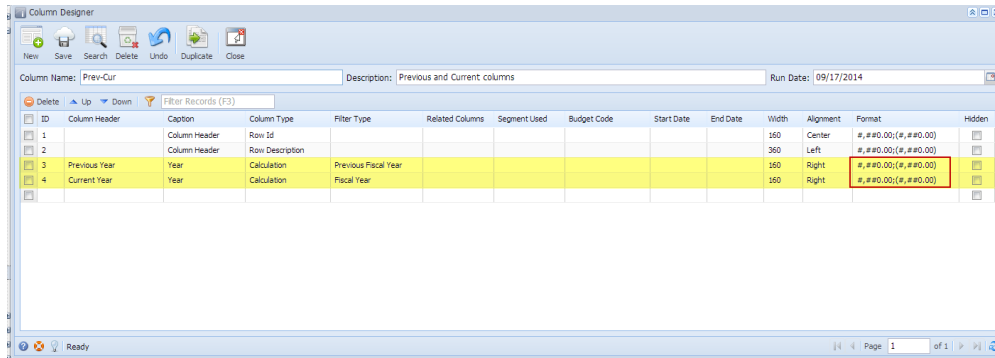


3. Click the **Ok toolbar button** to close the screen and apply the row masking.
4. You will be back in the Row Designer screen. Click the **Close toolbar button** or the **x button** at the top right corner of the screen to close the screen.
5. Now print your financial report and you will see that the selected row masking is now showing the new format/mask.

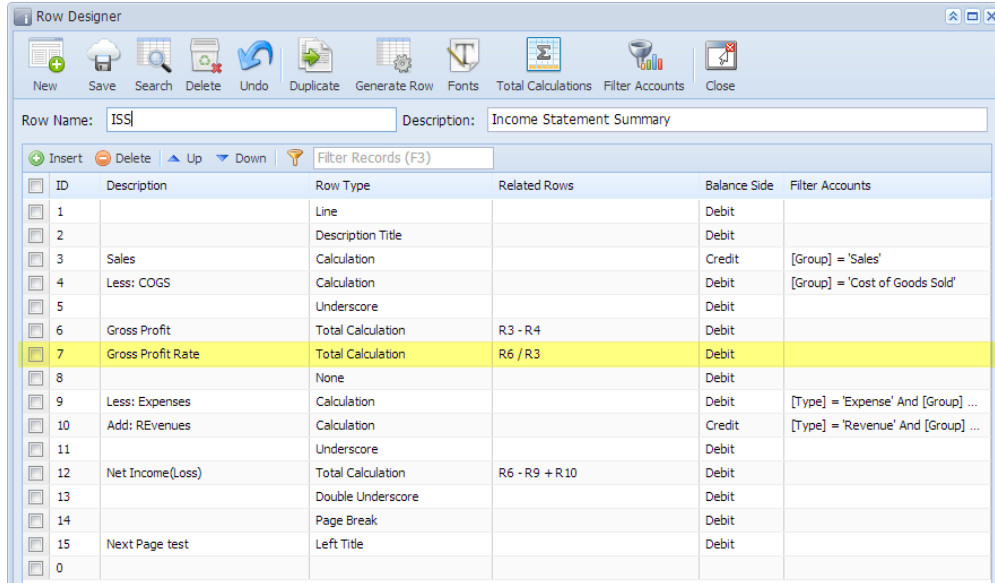
Income Statement				
Sample Company				
As Of 4/14/2015 12:00:00 AM				
		Previous	Current	
		2014	2015	Total
R1	40000 - Sales	1,000.00	4,400.00	5,400.00
R2	50000 - Cost of Goods Sold	150.00	1,200.00	1,350.00
R7	Gross Margin	850.00	3,200.00	4,050.00
R9	Gross Margin Rate	85.00%	72.73%	75.00%
R4	60000 - Other Expenses	50.00	980.25	1,030.25
R6	70000 - Other Revenues	0.00	200.00	200.00
R11	Net Income	800.00	2,419.75	3,219.75

It is on **Column Designer screen** where you setup amount format for your financial reports. But there will be some instances where you will want a specific row/s to show other format. This is where **Override Column Mask** is being used. As the name implies, it overrides the format of your report columns for the selected row/s.

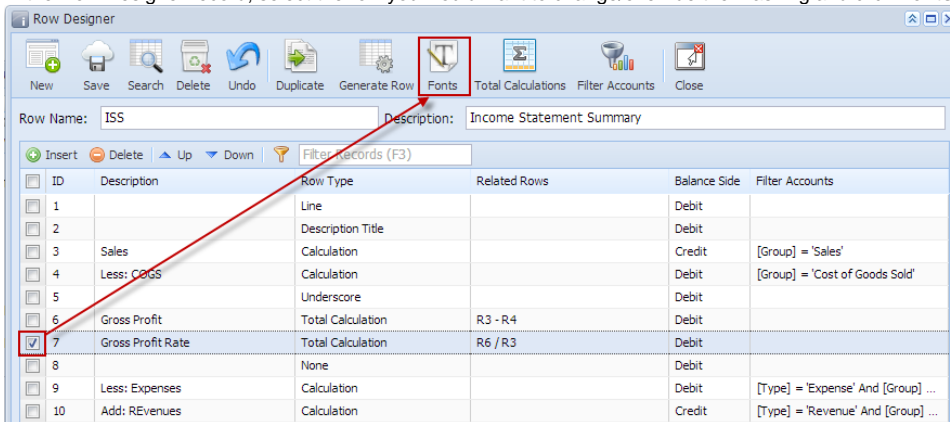
If these are your columns that show amounts,



And you want a specific row in your report to have other format/mask, example for this highlighted row, instead of having the amount format as configured on the column designer (see screenshot above), you wanted this to show in percentage format. Follow the steps below.



1. In the Row Designer record, select the row you would want to change/override the masking and click **Fonts** toolbar button.





- The Row Fonts screen will open. In the **Override Mask field**, set the new format or mask.

Row Fonts

Ok Cancel

Font Name: Arial

Font Style: Italic Font Size: 8

Font Color: Black Row Height: 3

Override Mask: 0.00%

Ready

- Click the **Ok toolbar button** to close the screen and apply the row masking.
- You will be back in the Row Designer screen. Click the **Close toolbar button** or the **x button** at the top right corner of the screen to close the screen.
- Now print your financial report and you will see that the selected row masking is now showing the new format/mask.

### ISS - PrevCur

As Of 9/17/2014

Wednesday, September 17, 2014

2:22 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