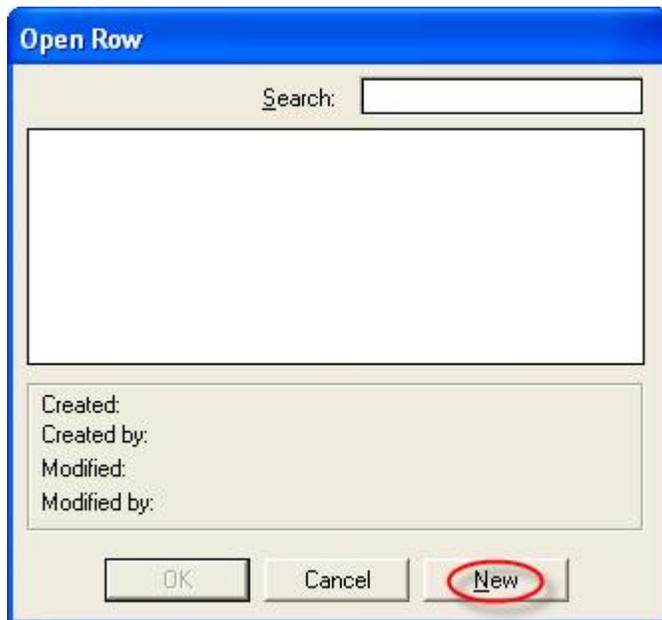


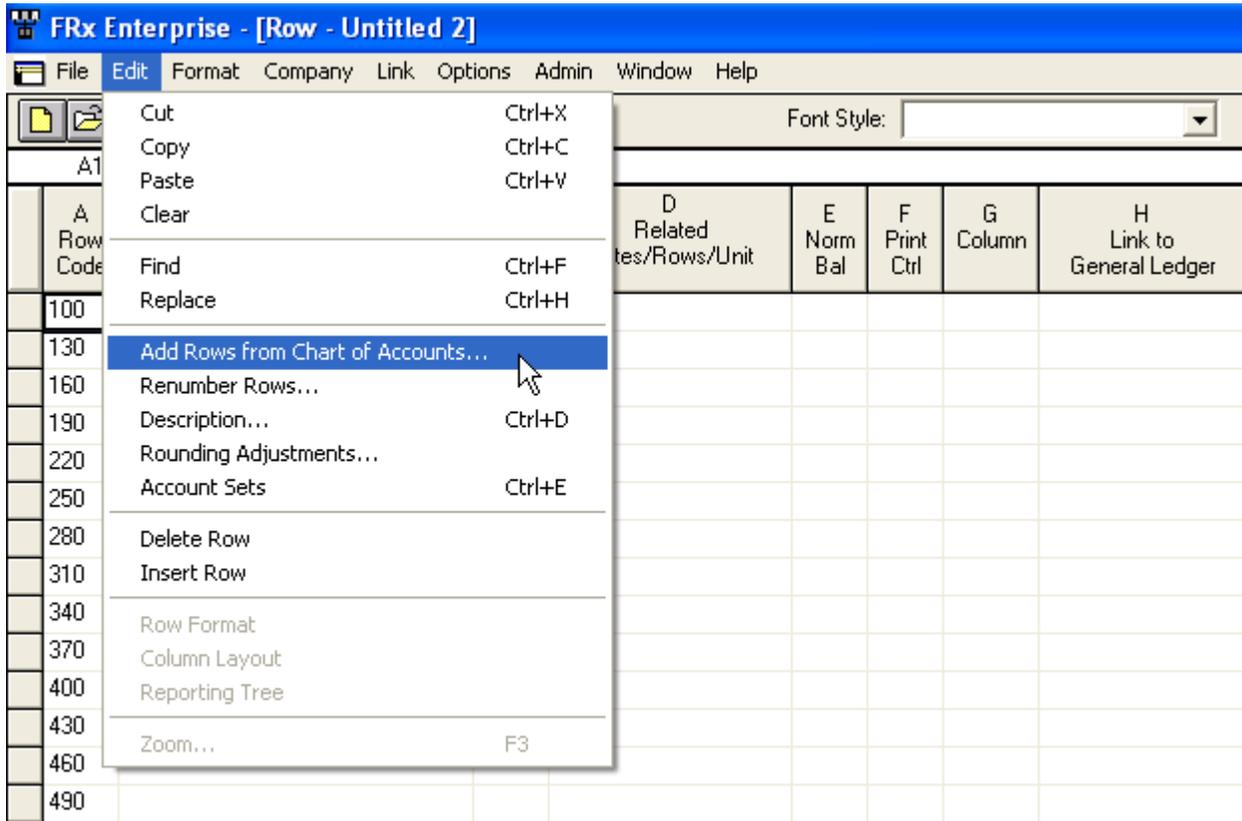
Creating the Row Format

Open a new row: click on the Row Formats icon of the Control Panel, and click **New** to open a brand new row:



Chapter 2—Trial Balance

When the new row opens, go to **Edit>Add Rows from Chart of Accounts**:



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In the resulting screen, the '&&&&' tells FRx to pull in your Natural accounts. Note that you can also specify a Starting and Ending Account Range. Don't make any changes; just click **OK**:

Add Rows from Chart of Accounts

Mask Overview

Description	Location/Division	Department
Natural	####	###
Account Mask	&&&&	###
Account Range Start		
Account Range End		

All &&& All #### Starting row code: 100 Increment each row by: 30

OK Cancel

Chapter 2—Trial Balance

FRx pulls in the account numbers and their descriptions from your chart of accounts. The **Row Code** in Column A is used to identify the row in totals and calculations. And when an account that is marked in the GL as having a normal credit balance is pulled in, FRx ‘flips its sign’ by adding a ‘C’ to column E, **Normal Balance**. Therefore, in the example of a balance sheet, your liabilities and equities will automatically have their signs flipped and will show as positive numbers.

FRx Enterprise - [Row - Untitled 1]

File Edit Format Company Link Options Admin Window Help

Font Style: []

A Row Code	B Description	C Fmt Code	D Related Rates/Rows/Unit	E Norm Bal	F Print Ctrl	G Column	H Link to General Ledger
100	Cash-Checking						1100
130	Money Market (Short-Term)						1110
160	Accounts Receivable						1200
190	Allowance for Bad Debt			C			1205
220	Due from FWC						1309
250	Inventory						1310
280	Inventory Supplies						1350
310	Prepaid Other						1430
340	Leasehold Improvements						1510
370	Accum. Depr. - Lease Imprvmnts			C			1515
400	Office Furniture & Fixtures						1520
430	Accum. Depr. - OF&F			C			1525
460	Office Equipment						1540

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Since you're working on a natural sign trial balance, though, those sign flips should be gone. So highlight the 'C's' all the way down through the last row (account 9999) and hit the **Delete** key on your keyboard.

A Row Code	B Description	C Fmt Code	D Related Rates/Rows/Unit	E Norm Bal	F Print Ctrl	G Column	H Link to General Ledger
100	Cash-Checking						1100
130	Money Market (Short-Term)						1110
160	Accounts Receivable						1200
190	Allowance for Bad Debt						1205
220	Due from FWC						1309
250	Inventory						1310
280	Inventory Supplies						1350
310	Prepaid Other						1430
340	Leasehold Improvements						1510
370	Accum. Depr. - Lease Imprvmnts						1515
400	Office Furniture & Fixtures						1520
430	Accum. Depr. - OF&F						1525
460	Office Equipment						1540

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When you've finished deleting the sign flips in column E, scroll (or better yet Ctrl-End) to the bottom of the page.

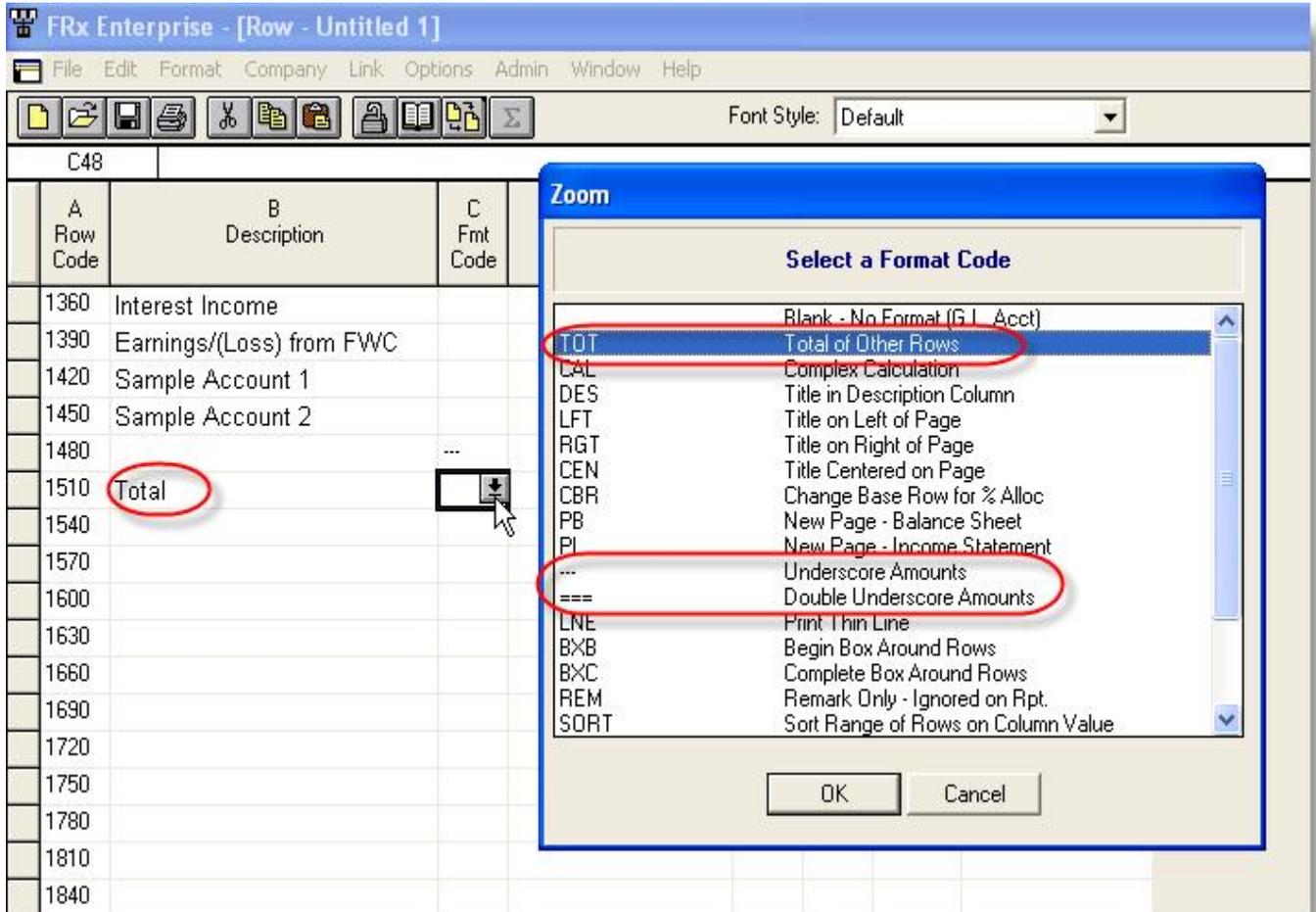
Tip: Use the **Down Arrow** on your keyboard to add a few blank lines. This is the easiest way to add rows when you're at the bottom of a page. Normally you'll do just as you do in Excel: highlight the row and right click. But in this instance, just use your Down Arrow.

A Row Code	B Description	C Fmt Code	D Related Rates/Rows/Unit	E Norm Bal	F Print Ctrl	G Column	H Link to General Ledger
1300	Income Tax Expense						5500
1330	Interest Expense						5650
1360	Interest Income						7000
1390	Earnings/(Loss) from FWC						8009
1420	Sample Account 1						8888
1450	Sample Account 2						9999
1480							
1510							
1540							
1570							

Note: If you're working with live data and have statistics in any accounts (usually in the 8 or 9000 series), delete them. They'll throw your trial balance out of balance.

Basic Formatting and Totaling

Please add an underscore, description, format code, and double underscore as shown in the next 2 screenshots. Choose TOT in column C:



Chapter 2—Trial Balance

After the TOT in column C, add the formula in column D. The formula uses the Row Codes from column A. Start with the first row code, usually 100, and take it through the row code for the underscore.

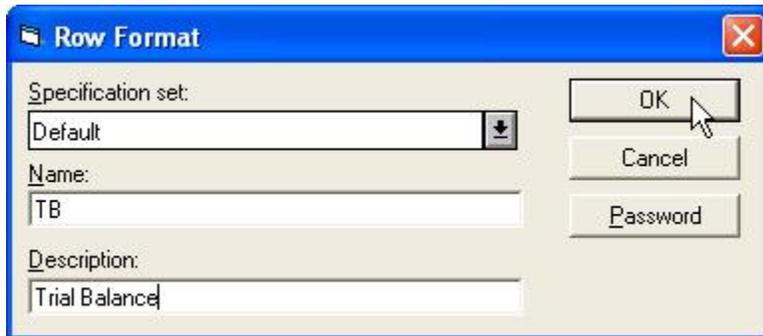
Tip: if your formulas contain row codes for one row above and one row below the range you want to include, then if you later insert rows you will not have to edit your formulas.

A Row Code	B Description	C Fmt Code	D Related Rates/Rows/Unit	E Norm Bal	F Print Ctrl	G Column	H Link to General Ledger
1360	Interest Income						7000
1390	Earnings/(Loss) from FWC						8009
1420	Sample Account 1						8888
1450	Sample Account 2						9999
1480		---					
1510	Total	TOT	100 TO 1480				
1540		===					
1570							

Chapter 2—Trial Balance

Next, save the row as TB.

Tip: It's a good idea to develop and use a naming convention. I use a 2 character leading prefix: BS for all the Balance Sheets, IS for the Income Statements, CF for Cashflows, TB for Trial Balances. This helps keep your implementation organized.



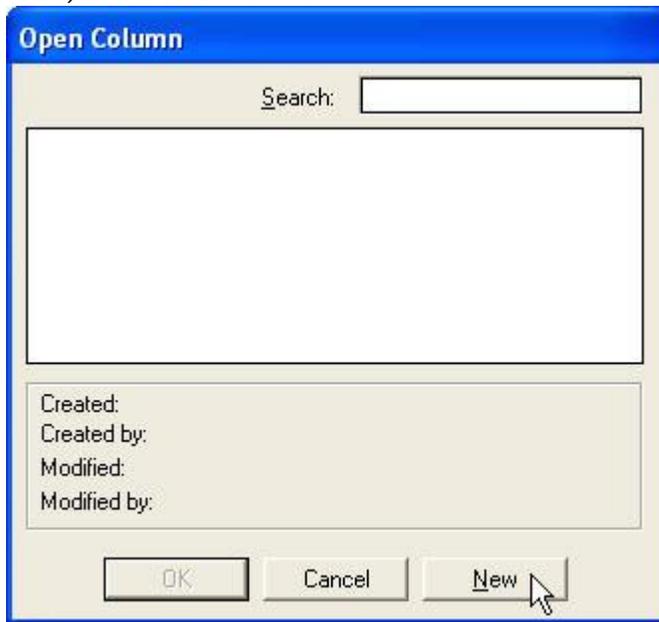
Close the row, or F6 to go to the **Control Panel**.

Explore On Your Own:

- Explore the dropdown box in Column H, Link to General Ledger.
- Explore the dropdown box in Column F, Print Ctrl.

Creating the Column Layout

Now move to the Column. From the Control Panel, click the Column icon, then click **New**:



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The Column controls where the description prints and which numbers from the GL come in (actual or budget, current or ytd, etc.). The dropdown box allows you to control what type of column you want. The items in this list that are used most often are **GL**, **CALC**, and **DESC**.

Column Headers	A	B	C	D	E	F	G	H	I	J
1										
2										
3										
Column Detail										
Type (GL, Calc, etc.):										
Book Code/Attribute Category:										
Fiscal Year:										
Period Code:										
Current Per/YTD:										
Calc Formula:										
Column Width:										
Extra Spaces Before Col:										
Special Format Mask:										
Print Control:										
Column Restrictions:										
Reporting Unit:										
Currency Code:										
Currency Display:										
Currency Rate Subtype ID:										
Account Filter:										
Attribute Filter:										
Start Date:										
End Date:										
Justification:										
OLAP Descriptions:										

Zoom

Select the Type of Column

GL	Amounts from General Ledger
CALC	Calculated Column
DESC	Row Descriptions from Row Format
ROW	Row Codes from Row Format
ACCT	G.L. Account Codes from Row Format
FILL	Fill Column w/ Character in Quotes
WKS	Amounts from External Worksheet
A_ATTR	Account Type Attribute
T_ATTR	Transaction Type Attribute
XBRL_TAG	XBRL Element Tag from Row Format
_____ Transaction Detail Codes _____ (These codes only appear on Transaction Detail Reports)	
TDESC	Tran Desc (Note: don't use this code if description should appear in DESC column shown above)
TJDESC	Journal (or batch header) Description
TAPL	Transaction Apply Date