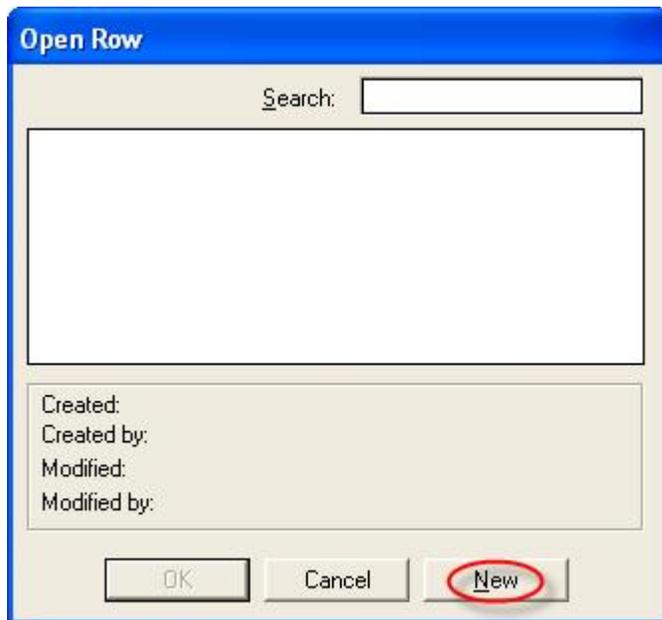


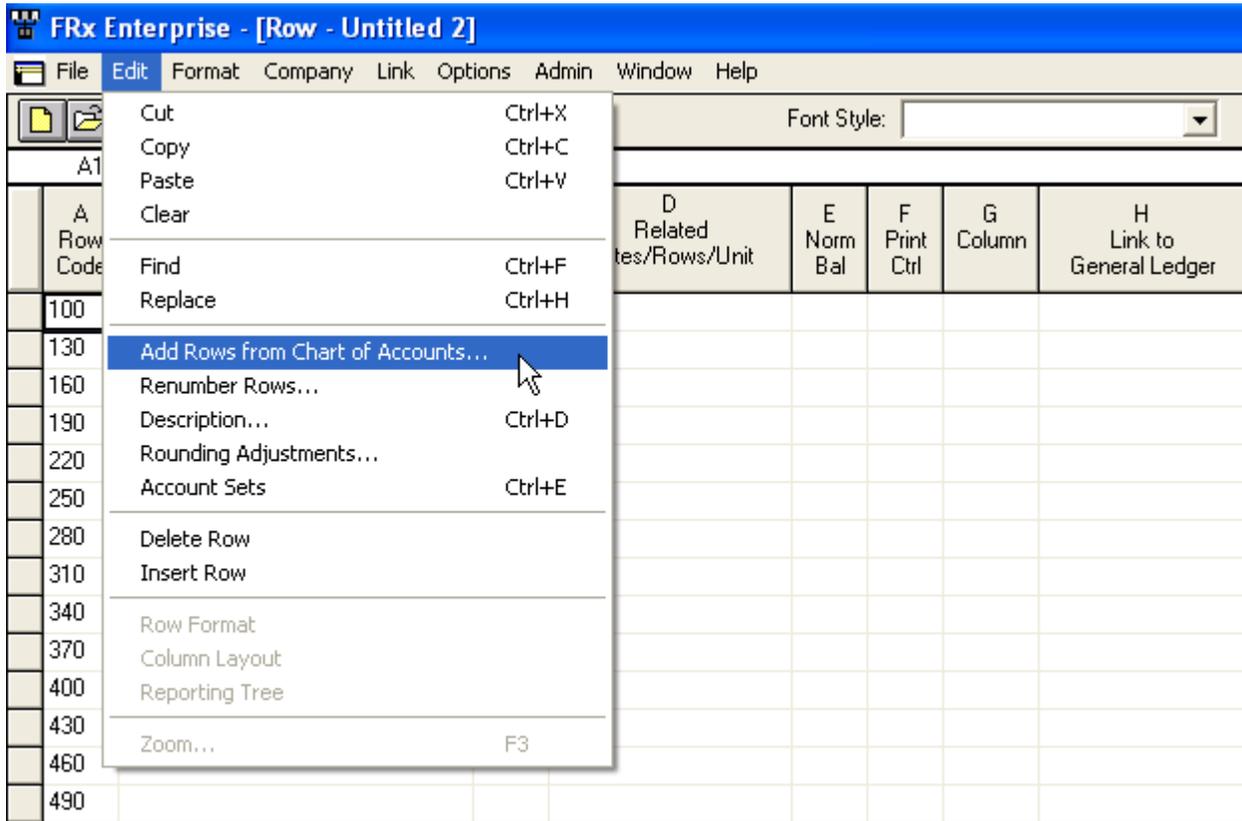
### Creating the Row Format

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**:



## Chapter 2—Trial Balance

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<br>Row<br>Code | B<br>Description               | C<br>Fmt<br>Code | D<br>Related<br>Rates/Rows/Unit | E<br>Norm<br>Bal | F<br>Print<br>Ctrl | G<br>Column | H<br>Link to<br>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                           |

## Chapter 2—Trial Balance

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<br>Row<br>Code | B<br>Description               | C<br>Fmt<br>Code | D<br>Related<br>Rates/Rows/Unit | E<br>Norm<br>Bal | F<br>Print<br>Ctrl | G<br>Column | H<br>Link to<br>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                           |

## Chapter 2—Trial Balance

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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.

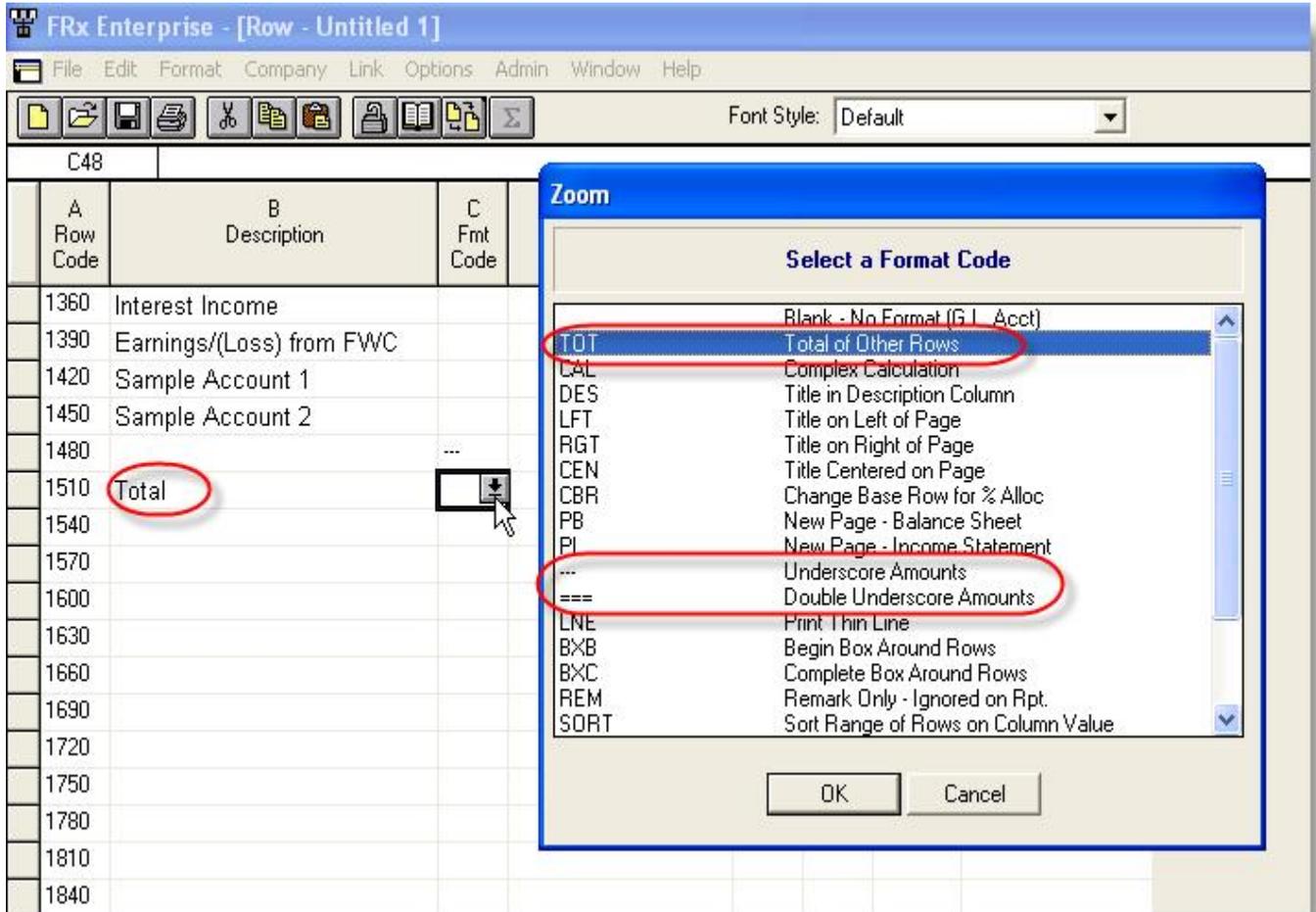
**Tip:** Use the **Down Arrow** on your keyboard to add a few blank lines. This is the easiest way to add rows when you're at the bottom of a page. Normally you'll do just as you do in Excel: highlight the row and right click. But in this instance, just use your Down Arrow.

| A<br>Row<br>Code | B<br>Description         | C<br>Fmt<br>Code | D<br>Related<br>Rates/Rows/Unit | E<br>Norm<br>Bal | F<br>Print<br>Ctrl | G<br>Column | H<br>Link to<br>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.

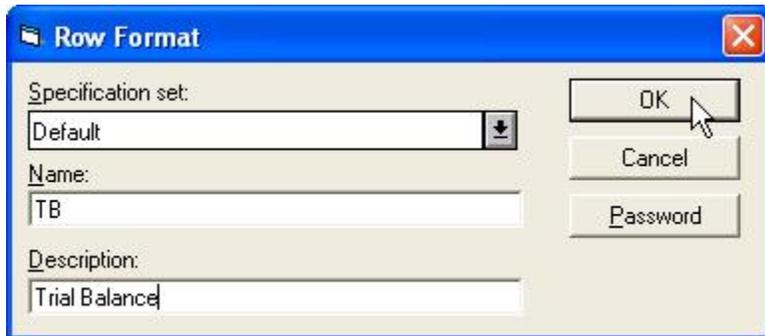
| A<br>Row<br>Code | B<br>Description         | C<br>Fmt<br>Code | D<br>Related<br>Rates/Rows/Unit | E<br>Norm<br>Bal | F<br>Print<br>Ctrl  | G<br>Column | H<br>Link to<br>General Ledger |
|------------------|--------------------------|------------------|---------------------------------|------------------|---|-------------|--------------------------------|
| 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

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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.



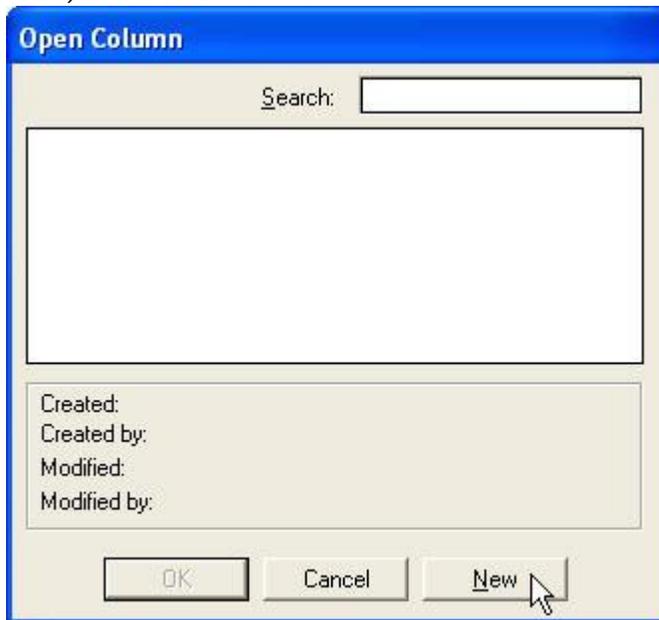
Close the row, or F6 to go to the **Control Panel**.

### 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**:



## Chapter 2—Trial Balance

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 _____<br>(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  |