## 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:

)pen Row	
	Search:
1	
Created:	
Created by:	
Modified:	
Modified by:	
2. <u>1</u> 2. 2	
OK	Cancel New

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

Ŧ	FRx	Enter	prise -	[Row - U	ntitle	d 2]						
E	File	Edit	Format	Company	Link	Options	Admin	Window Help				
	16	Cut				C	ltrl+X		Font Sty	le:		•
	A1	Сор	)Y				trl+C					
	A	Clea	e ar				.cri+v	D Related	E	F	G	H Link to
	Code	Find	ł			C	trl+F	tes/Rows/Unit	Bal	Ctrl	Column	General Ledger
	100	Rep	lace			0	trl+H					
	130	Add	Rows fi	rom Chart ol	f Acco	unts	N					
	160	Ren	number R	Rows			43					
	190	Des	cription.			C	trl+D					
	220	Rou	Inding A	djustments.								
	250	Acc	ount Set	ts			trl+E					
	280	Dele	ete Row									
	310	Inse	ert Row									
	340	Rov	v Format	-								
	370	Colu	umn Lavi	out								
	400	Rep	orting T	ree								
	430		-									
	460	200					.5	1				
	490											

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**:

A d	d Rows from Chart of	Accounts			
[N	Mask Overview				
	Description Account Mask Account Range Start Account Range End	Natural	Location/Division #####	Department ###	
1	All &&& All ####	<u>\$</u>	Starting row code: 100	Inc	rement each row by: 30
					Cancel

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.

Ŧ	FRx E	nterprise - [Row - Untitled 1]						
E	File f	Edit Format Company Link Opti	ions A	dmin Window Help				
	١È	86 X 86 A 0	2 <u>6</u> ] :	Σ	Font Styl	e:		-
			_ ا			,		
	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			С			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 Imprvmr	its		С			1515
	400	Office Furniture & Fixtures						1520
	430	Accum. Depr OF&F			С			1525
	460	Office Equipment						1540

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			ŧ			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 Imprvmr	nts					1515
400	Office Furniture & Fixtures						1520
430	Accum. Depr OF&F						1525
460	Office Equipment						1540

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, formula, and double underscore as shown in the next 2 screenshots. Choose **TOT** in column C:

🗑 FRx I	nterprise - [Row - Untitled 1	1		
🗖 File	Edit Format Company Link Op	tions Adm	nin Window Help	
DB	8 5 6 6 A C	Ω <u>6</u> βΣ	Font Style: Default	
C48				
A	В	С	Zoom	
Row Code	Description	Fmt Code	Select a Format Code	
1360	Interest Income	5. So	Blank - No Format (G L. Acct)	
1390	Earnings/(Loss) from FWC		TOT Total of Other Rows	
1420	Sample Account 1		CAL Complex Calculation	
1450	Sample Account 2		LFT Title on Left of Page	
1480		2225	RGT Title on Right of Page	
1510	Total	±.	CEN Title Centered on Page Change Base Bow for % Allos	
1540			PB New Page - Balance Sheet	
1570		•	PI New Page - Income Statement	
1600			Underscore Amounts	
1620			LNE Print Thin Line	_
1000			BXB Begin Box Around Rows	
1000			IBAC Complete Box Around Rows IREM Remark Only - Ignored on Rpt.	
1690			SORT Sort Range of Rows on Column Value	~
1720				
1750			OK Cancel	
1780				
1810				
1840				

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	Ŧ			
1540		===					
1570							

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 keeps your implementation organized.

Row Format	
Specification set:	ОК р
Default	±
 <u>N</u> ame:	Cancel
ТВ	Password
Description:	
Trial Balance	

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**:

Created: Created by: Modified	pen Column	Search:
Created: Created by: Modified		Search:
Created: Created by: Modified		
Created by: Modified	Created:	
Modified	Created by:	
mouneu.	Modified:	
Modified by:	Modified by:	
	OK	Cancel New N
OK Cancel New N		

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	В	С	D	E	F	G	Н	1	J	
1											
2											
2											
Column Detail											
Type (GL, Calc, etc.):	×	C				2		1		1	
Book Code/Attribute Category:	ЧŚ	Zoo	m								
Fiscal Year.											
Period Code:					Select th	ne Type of (	Column				
Current Per/YTD:		FOU									
Calc Formula:			C	AM. Cal	ounts from Ge culated Colum	neral Ledger			<b></b>		
Column Width:		DE	SC	Ro	w Descriptions	"' s from Row Fo	rmat				
Extra Spaces Before Col:		RO	W	Ro	w Codes from	Row Format					
Special Format Mask:		ACI	CT	G.L	Account Cod	des from Row	Format		=		
Print Control:			L (S	Fill Óm	Column W/ Ch ounts from Ext	iaracter in Quo ternal Workshi	)(es eet				
Column Restrictions:		- AJ	ATTR	Acc	count Type Atl	tribute				L	
Reporting Unit:		T_/	ATTR	Tra	nsaction Type	e Attribute			2	L	
Currency Code:		XBI	RL_TAG .	XBI Transation (	RL Element Ta Notail Codes	ag from Row F	ormat			-	
Currency Display:		(Th	ese codes or	n ansacuum L nlu annear on	Transaction [	Detail Benorts	e R				
Currency Rate Subtype ID:				ny appear on			10 13 2020 1				
Account Filter:		TD	ESC	Tra	n Desc (Note:	don't use this	code if descri	iption		-	
Attribute Filter:		ти	should appear in DESC column shown above)								
Start Date:		TA	PL	Tra	nsaction Appl	rieaderj Desc v Date	npuon		V		
End Date:						,					
Justification:					04		ncel				
ULAP Descriptions:		_					ncer			-	