Last Modified on 09/28/2026 2:40 pm EDT

Rows Tab

Rows Tab of Customize Report

- **Exclude lines with zero amounts in all columns:** Check this if you wish to include only lines with at least one amount in the columns that are defined as a sum value type. If no lines are displayed for an entire section, headings and totals will also be excluded.
- **Summarize rows:** If checked, this summarizes the most detailed row on the Rows tab. If unchecked, this will always display the most detailed row, regardless of what is defined on the Rows tab.

Toolbar

- **Order By:** Specify the level breaks, one after another, in which to order the report by.
- **Direction:** Specifies whether the data is to be ascending or descending.
- **Header:** Check this if you want to show a header line every time the item changes.
  - **Header Cells:** Specifies the data to display on a header row and in which columns.
- **Repeat Header Per Page:** Prints the header at the top of every page regardless of when it level breaks. This only applies to printed reports, not reports exported to Excel.
- **Total:** Includes a total line for the item every time it changes. The last one should generally be checked.
  - **Total Cells:** Specifies the data to display on a total row and in which columns.
- **Page Break:** Whether or not to start a new page every time this item changes or level breaks. This only applies when the report is printed or exported to Excel.
- **Spaces:** The number of spaces to include before or after the header or total line. The color of these lines will match the color of the header or total line associated with them.
- **Borders:** Displays a defined border before or after the header or total line.
- **Auto-generate conditional rows and columns (FS only):** This is a tool used to create advanced custom reports. It inserts several conditional columns into a report at one time.
- **Break at this level only (FS and DRW):** This allows rows to be based on other rows, depending on the other row selections.
- **Row to base on (FS and DRW):** This allows rows to be based on other rows, depending on the other row selections.
- **Expressions:** This will allow for rows to have a background color, fonts, or text based on

defined conditions.

- **Additional row types:**
  - **Final Total:** Choose this if you wish to show a final total at the end of the report.
  - **Custom Total:** Choose this if you wish to display a custom total that is for a specific data value or range of values. Click the properties button to define the custom total.
  - **Date Total:** Choose this if you wish to display a custom date total every so many days. Click the properties button to define the date total.
  - **Global Header:** Adds a header row at the top of the report only.
  - **Sales Misc Information:** (GRW and SGA Sales only)
    - **Misc Info Properties:** Open the properties of the misc info row