

## Report settings instructions

Path: [Maintenance] > [Report setting] > [Report setting]

**Report Setting-Modify** ← Back (B) Save (S)

Report Name-Traditional Chinese	資產負債表	Report Name-Simplified Chinese	资产负债表
Report Name-English *	Balance Sheet	Report Name-Japanese	貸借対照表
Use *	<input checked="" type="radio"/> Yes <input type="radio"/> No		

Add (Ins) Instruction: you could click data row to drag up and down

Del...	Item c...	Item name-Tradit...	Inde...	Account for...	Third grade...	Item formula	Display on t...	Display am...	Expand det...	Percentage.
✗	200	Debt	0			211+212+2...	Yes	No	No	No
✗	210	Current liabilities	1			211+212+2...	Yes	No	No	No
✗	211	Short-term loan	2		211		Yes	Yes	Yes	No
✗	212	Short-term notes payable	2		212		Yes	Yes	Yes	No
✗	213	Financial liability at fair value through profit or loss	2		213		<input checked="" type="checkbox"/>	Yes	Yes	No

Annotations: Red boxes highlight the 'Third grade...' column (211, 212, 213), the 'Expand details' column, and the 'Percentage' column. A red arrow points from the 'Expand details' column to the 'Percentage' column.

### 1. Indentation:

1.1 1: move one unit to the right, e.g.

Test 1

Test 2

1.2 2: move two units to the right, e.g.

Test 1

Test 2

1.3 3: .....

### 2. Display on the report:

2.1 Yes, display on the report

2.2 No, don't display on the report

### 3. Display amount:

3.1 Yes, display \$

3.2 No, don't display \$, often the heading

### 4. Expand details:

4.1 Only applicable to third grade formula items

4.2 Shown according to settings~

4.2.1 Yes: Shows accounts, account name, account sum

4.2.2 No: Shows the set item name, grade total sum

### 5. Percentage:

5.1 Yes: This item is 100% based on the items checked as "no" in the settings above