

How to Add Credit Units column

The **Credit Units column** is intended to show Total Debit Units column computed based on the rows' filtered account/s and the dates configured in the Start Offset and End Offset . This type of column is most likely be used on Trial Balance report.

Follow these steps on how to create Credit Units column type.

1. A new row will be available in the grid section.
2. In the **Column Type field**, select Credit Units.
3. In the **Column Name field**, enter the name you would like to call the column. The value entered in this field may show on your financial report, granted the Caption field for that column is set to Column Name. This is discussed more on [How to Add Column Name Row](#).
4. In the **Caption field**, select the type of caption you want for the column. This is discussed more on [How to Add Column Name Row](#).
5. The **Start Offset field** will be defaulted to 0, which stands for start day of the Current Month. Example, if Run Date is 12/31/2015, then Start Day will be 12/1/2015. Change this field when you need to.
6. The **End Offset field** will be defaulted to 0, which stands for end day of the Current Month. Example, if Run Date is 12/31/2015, then End Day will be 12/31/2015. Change this field when you need to.

*When **Start Offset** and **End Offset** are combined, it is read as from Start Day to End Day of the Current Month. This is discussed more on [How Start and End Offset works](#).

7. The **Start Date field** will show the date based on the Start Offset selected and the Run Date. This gives you a preview of what the Start Date will be. It is only when Custom is selected in the Start Offset field where you need to specify the date. The rest are computed by the system.
8. The **End Date field** will show the date based on the End Offset selected and the Run Date. This gives you a preview of what the End Date will be. It is only when Custom is selected in the End Offset field where you need to specify the date. The rest are computed by the system.
9. Leave the Column Calculation field blank.
10. The **Segment Filter field** is useful to this column type since it allows you to specify location/s filter if you need to. This is discussed more on [How to Use Segment Filter in the Column Designer](#).
11. Leave the Budget Code field blank.
12. Leave the Percentage field blank.
13. In the **Width field**, set it to your desired column width. By default it is set to 160 pixels, which is approximately 1 1/4 inches.
14. In the **Alignment field**, set how the value for the column be displayed.
 - Select **Center** if you want it Centered
 - Select **Left** if you want it Left Aligned
 - Select **Right** if you want it Right aligned
15. There is an ability to show or hide the column. Check the Hidden checkbox if you decide to hide the column. This is discussed more on [How Hidden checkbox works when enabled](#).
16. All other fields are not anymore necessary so you can leave those out.

This is how Credit Units column will look like when you follow the above steps.

The screenshot shows the 'Column Designer - Balance Sheet - June 19, 2019 11:26:20' window. The 'Details' tab is active, showing the configuration for a new column. The 'Column Name' is 'Balance Sheet - June 19, 2019 11:26:20', 'Description' is 'Standard Balance Sheet Template', 'Column Type' is 'User Defined', 'Run Date' is '06/19/2019', and 'Column Calculation' is blank. The 'Segment Filter' and 'Budget Code' fields are also blank. Below the configuration fields, a table lists existing columns. The 'Credit Units' column is highlighted in yellow, showing its configuration: ID 'C8', Column Type 'Credit Units', Column Name 'Credit Units', Caption 'Column Name', Start Offset '0', End Offset '0', Start Date '01/01/2019', End Date '06/30/2019', and an 'Add Record' link.

Here's how it is shown when report is previewed/printed. Highlighted is the **Credit Units** column type.

Balance Sheet - June 19, 2019 11:26:20						Wednesday, June 19, 2019 3:00 PM	
As Of 6/19/2019						Credit	Credit Units
Asset	Current Year	Current Units	Prior Year	Prior Units	Account Type		
Asset	36,888,600	28,888,448	36,784,018	28,888,448	Asset	0.00	0.00
Cash Accounts	-79,545,020	-29,108,521	-78,466,735	-29,108,477	Asset	0.00	0.00
Receivables	25,035,157	3,739,651	24,712,446	3,692,276	Asset	0.00	0.00
Prepays	1,790,236	3,022,819	1,790,236	3,022,819	Asset	0.00	0.00
Inventories	1,120,448,855	79,188,581	849,891,599	72,763,243	Asset	0.00	0.00
Other Assets	-1,468,117	-8,023,923	-1,455,778	-7,691,840	Asset	0.00	0.00
Total Assets :	1,103,147,711	77,707,955	833,255,788	72,186,469			0.00

The **Credit Units column** is intended to show Total Debit Units column computed based on the rows' filtered account/s and the dates configured in the Start Offset and End Offset . This type of column is most likely be used on Trial Balance report.

Follow these steps on how to create Credit Units column type.

1. A new row will be available in the grid section.

2. In the **Column Type** field, select Credit Units.
3. In the **Column Name** field, enter the name you would like to call the column. The value entered in this field may show on your financial report, granted the Caption field for that column is set to Column Name. This is discussed more on [How to Add Column Name Row](#).
4. In the **Caption** field, select the type of caption you want for the column. This is discussed more on [How to Add Column Name Row](#).
5. The **Start Offset** field will be defaulted to 0, which stands for start day of the Current Month. Example, if Run Date is 12/31/2015, then Start Day will be 12/1/2015. Change this field when you need to.
6. The **End Offset** field will be defaulted to 0, which stands for end day of the Current Month. Example, if Run Date is 12/31/2015, then End Day will be 12/31/2015. Change this field when you need to.

*When **Start Offset** and **End Offset** are combined, it is read as from Start Day to End Day of the Current Month. This is discussed more on [How Start and End Offset works](#).

7. The **Start Date** field will show the date based on the Start Offset selected and the Run Date. This gives you a preview of what the Start Date will be. It is only when Custom is selected in the Start Offset field where you need to specify the date. The rest are computed by the system.
8. The **End Date** field will show the date based on the End Offset selected and the Run Date. This gives you a preview of what the End Date will be. It is only when Custom is selected in the End Offset field where you need to specify the date. The rest are computed by the system.
9. Leave the Column Calculation field blank.
10. The **Segment Filter** field is useful to this column type since it allows you to specify location/s filter if you need to. This is discussed more on [How to Use Segment Filter in the Column Designer](#).
11. Leave the Budget Code field blank.
12. Leave the Percentage field blank.
13. In the **Width** field, set it to your desired column width. By default it is set to 160 pixels, which is approximately 1 1/4 inches.
14. In the **Alignment** field, set how the value for the column be displayed.
 - Select **Center** if you want it Centered
 - Select **Left** if you want it Left Aligned
 - Select **Right** if you want it Right aligned
15. There is an ability to show or hide the column. Check the Hidden checkbox if you decide to hide the column. This is discussed more on [How Hidden checkbox works when enabled](#).
16. All other fields are not anymore necessary so you can leave those out.

This is how Credit Units column will look like when you follow the above steps.

The screenshot shows the 'Column Designer - Trial Balance Detail - September 04, 2018 16:24:48' window. The 'Details' tab is active. The 'Column Name' is 'Trial Balance Detail - September 04, 2018', 'Description' is 'Trial Balance Detail Template', 'Column Type' is 'User Defined', and 'Run Date' is '09/04/2018'. Below the configuration fields is a table of columns:

ID	Column Type*	Column Name	Caption	Start Offset	End Offset	Start Date	End Date	Column Calculation	Segment Filter	Budget Co
C1	Row Name		Column Name						Add Record	
C2	GL Amounts	GL Amounts	Filter Type	BOY	0	01/01/2018	09/30/2018		Add Record	
C3	Debit	Total Debit	Column Name	0	0	09/01/2018	09/30/2018		Add Record	
C4	Credit	Total Credit	Column Name	0	0	09/01/2018	09/30/2018		Add Record	
C5	Budget	Budget	Column Name	0	0	09/01/2018	09/30/2018		Add Record	2018 budg
C6	Credit Units	Credit Units	Column Name	0	0	09/01/2018	09/30/2018		Add Record	

Here's how it is shown when report is previewed/printed. Highlighted is the **Credit Units** column type.

Trial Balance Detail - September 04, 2018 16:24:48					Wednesday, September 5, 2018 4:24 PM		
As Of 9/4/2018							
	01/01/2018 - 09/30/2018	Total Debit	Total Credit	Budget	Credit Units		
40000-0000-001 - Sales - Home office - Grains	5.00	0.00	0.00	0.00	0.00		
40000-0001-001 - Sales - Fort Wayne - Grains	2,613.00	0.00	0.00	0.00	0.00		
40000-0001-004 - Sales - Fort Wayne - Gas	11,648.82	0.00	0.00	0.00	0.00		
40000-0001-007 - Sales - Fort Wayne - Diesel	6,933.89	0.00	0.00	0.00	0.00		
40000-0001-014 - Sales - Fort Wayne - Propane	14,595.59	0.00	0.00	0.00	0.00		
40000-0001-106 - Sales - Fort Wayne - Snacks	38.00	33.00	27.50	0.00	5.00		
40010-0001-001 - Sales -Taxable - Fort Wayne - Grains	64,557.21	0.00	0.00	0.00	0.00		
40010-0001-006 - Sales -Taxable - Fort Wayne - Gas	164,387.97	0.00	0.00	0.00	0.00		
40010-0001-007 - Sales -Taxable - Fort Wayne - Diesel	273,416.82	0.00	0.00	0.00	0.00		
40010-0002-001 - Sales -Taxable - Indianapolis - Grains	4,200.00	0.00	0.00	0.00	0.00		
40015-0101-000 - Sales -Non-Tax - iRely Mart - Admin	62.11	0.00	0.00	0.00	0.00		
40500-9002-103 - Storage Income-Austin Tech Hub-Tobacco	0.00	0.00	0.00	666.00	0.00		
41000-0000-000 - Freight Income - Home office - Admin	(12,500.00)	0.00	0.00	0.00	0.00		
41000-0001-000 - Freight Income - Fort Wayne - Admin	251.07	0.00	0.00	0.00	0.00		
42001-0001-001 - Software Sales-Fort Wayne-Grains	2,500.00	0.00	0.00	0.00	0.00		
45000-0001-101 - Discount Take - Fort Wayne - Pop	(1.85)	0.00	0.00	0.00	0.00		
45000-0005-100 - Discount Take-Chatham-General Merchandise	9.12	0.00	0.00	0.00	0.00		
47000-0001-005 - Sales Advance -Fort Wayne-Feed	(100.00)	0.00	0.00	0.00	0.00		
47000-4001-001 - Sales Advance -Remote Scale 2-Grains	850.00	0.00	0.00	0.00	0.00		
49000-0000-000 - Other Income - Home office - Admin	100.00	0.00	0.00	0.00	0.00		
49000-0001-000 - Other Income - Fort Wayne - Admin	3,794.75	0.00	0.00	0.00	0.00		
49100-0001-000 - Tank Rent - Fort Wayne - Admin	80.00	0.00	0.00	0.00	0.00		

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Follow these steps on how to create Credit Units column type.

1. A new row will be available in the grid section.
2. In the **Column Type** field, select Credit Units.

- In the **Column Name field**, enter the name you would like to call the column. The value entered in this field may show on your financial report, granted the Caption field for that column is set to Column Name. This is discussed more on [How to Add Column Name Row](#).
- In the **Caption field**, select the type of caption you want for the column. This is discussed more on [How to Add Column Name Row](#).
- The **Start Offset field** will be defaulted to 0, which stands for start day of the Current Month. Example, if Run Date is 12/31/2015, then Start Day will be 12/1/2015. Change this field when you need to.
- The **End Offset field** will be defaulted to 0, which stands for end day of the Current Month. Example, if Run Date is 12/31/2015, then End Day will be 12/31/2015. Change this field when you need to.

*When **Start Offset** and **End Offset** are combined, it is read as from Start Day to End Day of the Current Month. This is discussed more on [How Start and End Offset works](#).

- The **Start Date field** will show the date based on the Start Offset selected and the Run Date. This gives you a preview of what the Start Date will be. It is only when Custom is selected in the Start Offset field where you need to specify the date. The rest are computed by the system.
- The **End Date field** will show the date based on the End Offset selected and the Run Date. This gives you a preview of what the End Date will be. It is only when Custom is selected in the End Offset field where you need to specify the date. The rest are computed by the system.
- Leave the Column Calculation field blank.
- The **Segment Filter field** is useful to this column type since it allows you to specify location/s filter if you need to. This is discussed more on [How to Use Segment Filter in the Column Designer](#).
- Leave the Budget Code field blank.
- Leave the Percentage field blank.
- In the **Width field**, set it to your desired column width. By default it is set to 160 pixels, which is approximately 1 1/4 inches.
- In the **Alignment field**, set how the value for the column be displayed.
 - Select **Center** if you want it Centered
 - Select **Left** if you want it Left Aligned
 - Select **Right** if you want it Right aligned
- There is an ability to show or hide the column. Check the Hidden checkbox if you decide to hide the column. This is discussed more on [How Hidden checkbox works when enabled](#).
- All other fields are not anymore necessary so you can leave those out.

This is how Credit Units column will look like when you follow the above steps.

Column Designer - Balance Sheet - March 19, 2018 17:56:15

NewSaveSearchDeleteUndoDuplicateImportExportClose

DetailsAudit Log

Column Name

Balance Sheet - March 19, 2018 17:56:15

Description

Standard Balance Sheet Template

Column Type

User Defined

Run Date

03/19/2018

+ InsertX RemoveExportViewFilter (F3)

ID	Column Type*	Column Name	Caption	Start Offset	End Offset	Start Date	End Date	Column Calculation	Segment Filter	Budget Code	Percentage	Width	Alignment	Format
<input type="checkbox"/>	C1	Row Name	Column Name						Add Record			300	Left	
<input type="checkbox"/>	C2	Beginning Balance	Beginning Balance	BOT	-1	01/01/1900	02/28/2018		Add Record			160	Right	##0.00;(##0.00)
<input type="checkbox"/>	C3	GL Amounts	Filter Type	BOT	0	01/01/1900	03/31/2018		Add Record			160	Right	##0
<input type="checkbox"/>	C4	Units	Filter Type	BOT	0	01/01/1900	03/31/2018		Add Record			160	Right	##0
<input type="checkbox"/>	C5	Credit	Total Credit	Column Name	BOY	0	01/01/2018	03/31/2018	Add Record			160	Right	##0.00;(##0.00)
<input checked="" type="checkbox"/>	C6	Credit Units	Total Credit Units	Column Name	BOY	0	01/01/2018	03/31/2018	Add Record			160	Right	##0.00;(##0.00)
<input type="checkbox"/>	C7	Budget	Budget	Column Name	BOY	0	01/01/2018	03/31/2018	Add Record	Budget Test		160	Right	##0.00;(##0.00)
<input type="checkbox"/>	C8	Column Calculation	Total	Column Name				C3+C7	Add Record			160	Right	##0.00;(##0.00)
<input type="checkbox"/>									Add Record					

Here's how it is shown when report is previewed/printed. Highlighted is the **Credit Units** column type.

Trial Balance Detail - March 19, 2018 17:56:41								Wednesday, March 28, 2018	
As Of 3/19/2018								12:58 PM	
	Beginning Balance	01/01/1900 - 03/31/2018	01/01/1900 - 03/31/2018	Total Credit	Total Credit Units	Budget	Total		
15000-0001-005 - Beginning Inventory - Fort Wayne - Feed	(100.00)	-100	0	0.00	0.00	0.00	(100.00)		
15000-0004-012 - Beginning Inventory - South Bend - Grain - Soybeans	0.00	-50	0	50.00	0.00	0.00	(50.00)		
15013-0001-004 - Inventories-Fort Wayne-Petro	13,983.27	13,983	7,402	0.00	0.00	0.00	13,983.00		
15013-0002-004 - Inventories-Indianapolis-Petro	63.26	63	8	0.00	0.00	0.00	63.00		
15033-0001-004 - Work in Progress - Blend-Fort Wayne-Petro	235,400.00	235,400	1,014	0.00	0.00	0.00	235,400.00		
16000-0000-000 - Inventories - Home office - Admin	64,402,012.51	64,402,013	409,765	0.00	0.00	0.00	64,402,013.00		
16000-0001-000 - Inventories - Fort Wayne - Admin	493,332,763.48	493,332,763	44,414,198	100.00	100.00	0.00	493,332,763.00		
16000-0001-001 - Inventories - Fort Wayne - Grains	21,959,191.44	21,959,191	354,882	0.00	0.00	0.00	21,959,191.00		
16000-0001-004 - Inventories - Fort Wayne - Petro	17,757.98	17,758	4,002	0.00	0.00	0.00	17,758.00		
16000-0001-011 - Inventories - Fort Wayne - Grain - Corn	41,114,187.01	41,114,187	3,074,046	7,380.76	1,743.37	0.00	41,114,187.00		
16000-0001-012 - Inventories - Fort Wayne - Grain - Soybeans	224,679,904.58	224,679,905	736,239	0.00	0.00	0.00	224,679,905.00		
16000-0001-013 - Inventories - Fort Wayne - Grain - Wheat	3,051,978.72	3,051,977	228,398	0.00	0.00	0.00	3,051,977.00		
16000-0001-014 - Inventories - Fort Wayne - Propane	91,553.54	91,554	73,205	0.00	0.00	0.00	91,554.00		
16000-0001-101 - Inventories - Fort Wayne - Pop	31,460.18	31,460	245	0.00	0.00	0.00	31,460.00		
16000-0002-000 - Inventories - Indianapolis - Admin	14,911.79	14,912	6,101	0.00	0.00	0.00	14,912.00		
16000-0002-004 - Inventories - Indianapolis - Petro	9,290.57	9,291	7,510	0.00	0.00	0.00	9,291.00		
16000-0002-011 - Inventories - Indianapolis - Grain - Corn	4,067.97	4,068	850	0.00	0.00	0.00	4,068.00		
16000-0002-013 - Inventories - Indianapolis - Grain - Wheat	23,777.35	23,777	1,000	0.00	0.00	0.00	23,777.00		
16000-0002-014 - Inventories - Indianapolis - Propane	3,050.41	3,050	2,980	0.00	0.00	0.00	3,050.00		
16000-0003-004 - Inventories - Richmond - Petro	5,147.45	5,147	4,000	0.00	0.00	0.00	5,147.00		
16000-0004-000 - Inventories - South Bend - Admin	178.26	178	55	0.00	0.00	0.00	178.00		
16000-0006-000 - Inventories - Elkhart - Admin	38,350.00	38,350	520	0.00	0.00	0.00	38,350.00		
16000-0007-000 - Inventories - Port Albert - Admin	(0.15)	0	0	0.00	0.00	0.00	0.00		
16000-0007-002 - Inventories - Port Albert - Chemicals	210,272.73	210,273	6,000	0.00	0.00	0.00	210,273.00		
16000-0007-003 - Inventories - Port Albert - Fertilizer	1,689,090.91	1,689,091	6,000	0.00	0.00	0.00	1,689,091.00		
16000-0007-009 - Inventories - Port Albert - Seed	621,818.18	621,818	3,000	0.00	0.00	0.00	621,818.00		
16000-0007-012 - Inventories - Port Albert - Grain - Soybeans	167,181.82	167,182	3,000	0.00	0.00	0.00	167,182.00		
16000-0101-000 - Inventories - Riley Mart - Admin	5,605.20	5,605	865	0.00	0.00	0.00	5,605.00		
16010-0001-000 - Auto Negative - Fort Wayne - Admin	114,097,111.34	114,097,111	0	0.00	0.00	0.00	114,097,111.00		
16010-0002-000 - Auto Negative - Indianapolis - Admin	167.59	168	0	0.00	0.00	0.00	168.00		
16020-0001-000 - Write-off Sold - Fort Wayne - Admin	(300.00)	-300	0	0.00	0.00	0.00	(300.00)		
16030-0001-000 - Revalue Sold - Fort Wayne - Admin	4,466.00	4,466	0	0.00	0.00	0.00	4,466.00		
16030-0007-013 - Revalue Sold - Port Albert - Grain - Wheat	(8,930.00)	-8,930	0	0.00	0.00	0.00	(8,930.00)		
16040-0001-000 - Inventory Adjustment - Fort Wayne - Admin	1,931,620.82	1,931,621	142,238	0.00	0.00	0.00	1,931,621.00		
16040-0001-011 - Inventory Adjustment - Fort Wayne - Grain - Corn	(142,282,596.00)	-142,282,596	0	0.00	0.00	0.00	(142,282,596.00)		
16040-0101-001 - Inventory Adjustment-Riley Mart-Grains	(5,605.20)	-5,605	-865	0.00	0.00	0.00	(5,605.00)		
16050-0001-000 - Inventory In-Transit - Fort Wayne - Admin	21,650,780.00	21,650,780	2,335,729	0.00	0.00	0.00	21,650,780.00		
16050-0002-000 - Inventory In-Transit - Indianapolis - Admin	7,478.46	7,478	4,403	0.00	0.00	0.00	7,478.00		
16050-0003-000 - Inventory In-Transit - Richmond - Admin	(5,147.45)	-5,147	-4,000	0.00	0.00	0.00	(5,147.00)		
16060-0001-000 - Inventory WIP - Fort Wayne - Admin	1,038,667.47	1,038,667	258,055	0.00	0.00	0.00	1,038,667.00		
Total :	843,464,253.43	843,464,552	118,548,073	25,858.79	2,393.37	15,098.00	843,479,650.00		

The **Credit Units** column is intended to show Total Debit Units column computed based on the rows' filtered account/s and the dates configured in the Start Offset and End Offset . This type of column is most likely be used on Trial Balance report.

Follow these steps on how to create Credit Units column type.

1. A new row will be available in the grid section.
2. In the **Column Type** field, select Credit Units.
3. In the **Column Name** field, enter the name you would like to call the column. The value entered in this field may show on your financial report, granted the Caption field for that column is set to Column Name. This is discussed more on [How to Add Column Name Row](#).
4. In the **Caption** field, select the type of caption you want for the column. This is discussed more on [How to Add Column Name Row](#).
5. The **Start Offset** field will be defaulted to 0, which stands for start day of the Current Month. Example, if Run Date is 12/31/2015, then Start Day will be 12/1/2015. Change this field when you need to.
6. The **End Offset** field will be defaulted to 0, which stands for end day of the Current Month. Example, if Run Date is 12/31/2015, then End Day will be 12/31/2015. Change this field when you need to.

*When **Start Offset** and **End Offset** are combined, it is read as from Start Day to End Day of the Current Month. This is discussed more on [How Start and End Offset works](#).

7. The **Start Date** field will show the date based on the Start Offset selected and the Run Date. This gives you a preview of what the Start Date will be. It is only when Custom is selected in the Start Offset field where you need to specify the date. The rest are computed by the system.
8. The **End Date** field will show the date based on the End Offset selected and the Run Date. This gives you a preview of what the End Date will be. It is only when Custom is selected in the End Offset field where you need to specify the date. The rest are computed by the system.
9. Leave the Column Calculation field blank.
10. The **Segment Filter** field is useful to this column type since it allows you to specify location/s filter if you need to. This is discussed more on [How to Use Segment Filter in the Column Designer](#).
11. Leave the Budget Code field blank.
12. Leave the Percentage field blank.
13. In the **Width** field, set it to your desired column width. By default it is set to 160 pixels, which is approximately 1 1/4 inches.
14. In the **Alignment** field, set how the value for the column be displayed.
 - Select **Center** if you want it Centered
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15. There is an ability to show or hide the column. Check the Hidden checkbox if you decide to hide the column. This is discussed more on [How Hidden checkbox works when enabled](#).
16. All other fields are not anymore necessary so you can leave those out.

This is how Credit Units column will look like when you follow the above steps.

ID	Column Type	Column Name	Caption	Start Offset	End Offset	Start Date	End Date	Column Calculation	Segment Filter	Budget Code	Percentage	Width	Alignment	Format	Hidden
C1	Row Id	Column Name	Column Name									50	Left	#,##0.00(##,##0.00)	<input type="checkbox"/>
C2	Row Name	Column Name	Column Name									200	Left	#,##0.00(##,##0.00)	<input type="checkbox"/>
C3	Beginning Balance	Beg Balance	Column Name	BOT	-1	01/01/1900	11/30/2015					160	Right	#,##0.00(##,##0.00)	<input type="checkbox"/>
C4	Debit	Total Debit	Column Name	0	0	12/01/2015	12/31/2015					160	Right	#,##0.00(##,##0.00)	<input type="checkbox"/>
C5	Credit	Total Credit	Column Name	0	0	12/01/2015	12/31/2015					160	Right	#,##0.00(##,##0.00)	<input type="checkbox"/>
C6	Ending Balance	End Balance	Column Name	BOT	0	01/01/1900	12/31/2015					160	Right	#,##0.00(##,##0.00)	<input type="checkbox"/>
C7	Debit Units	Total Debit Units	Column Name	0	0	12/01/2015	12/31/2015					160	Right	#,##0.00(##,##0.00)	<input type="checkbox"/>
C8	Credit Units	Total Credit Units	Column Name	0	0	12/01/2015	12/31/2015					160	Right	#,##0.00(##,##0.00)	<input type="checkbox"/>
C9	Units	Total Units	Column Name	0	0	12/01/2015	12/31/2015					160	Right	#,##0.00(##,##0.00)	<input type="checkbox"/>

Here's how it is shown when report is previewed/printed. Highlighted is the **Credit Units** column type.

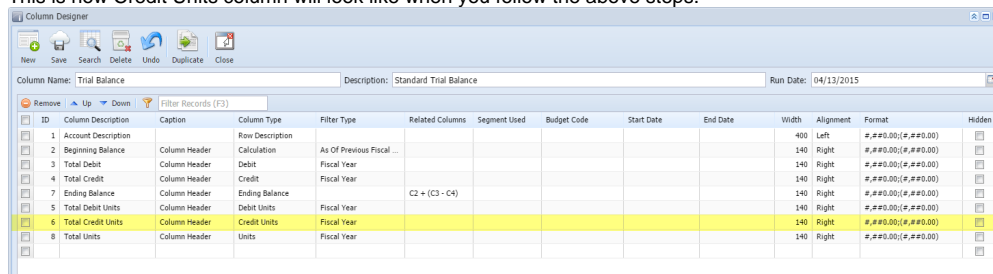
Trial Balance									
As Of 12/31/2015					Wednesday, February 10, 2016 8:09 PM				
	Beg Balance	Total Debit	Total Credit	End Balance	Total Debit Units	Total Credit Units	Total Units		
R2 10000 - Check book in Bank	7,092.04	0.00	0.00	7,092.04	0.00	0.00	0.00		
R4 12000 - Accounts Receivable	1200.00	140.00	0.00	840.00	0.00	0.00	0.00		
R8 16000 - Inventory	11,300.00	2,990.00	0.00	14,290.00	0.00	0.00	0.00		
R9 16001 - Inventory - Item1	1,100.00	0.00	0.00	1,100.00	0.00	0.00	0.00		
R11 16003 - Inventory - Test1	2,690.00	0.00	0.00	2,690.00	0.00	0.00	0.00		
R14 16007 - Inventory - Coffee	1.25	0.00	0.00	1.25	0.00	0.00	0.00		
R18 16022 - Inventory - RM	2,480.00	0.00	0.00	2,480.00	0.00	0.00	0.00		
R21 16025 - Inventory in Transit new	3,500.00	0.00	0.00	3,500.00	0.00	0.00	0.00		
R22 16100 - Inventory in Transit	120.00	0.00	0.00	120.00	0.00	0.00	0.00		
R24 20000 - Accounts Payable	(2,010.00)	0.00	0.00	(2,010.00)	0.00	0.00	0.00		
R25 21000 - AP Clearing	(17,400.00)	0.00	2,990.00	(20,390.00)	0.00	0.00	0.00		
R26 21001 - AP Clearing new	(2,481.25)	0.00	0.00	(2,481.25)	0.00	0.00	0.00		
R30 24010 - Payroll Taxes	(45.00)	0.00	0.00	(45.00)	0.00	0.00	0.00		
R31 24050 - Federal Income Tax	(2,738.38)	0.00	0.00	(2,738.38)	0.00	0.00	0.00		
R32 24110 - FICA ans Social Security	(1,621.18)	0.00	0.00	(1,621.18)	0.00	0.00	0.00		
R33 24150 - FICA Medicare	(379.14)	0.00	0.00	(379.14)	0.00	0.00	0.00		
R34 24201 - State Tax	(382.50)	0.00	0.00	(382.50)	0.00	0.00	0.00		
R36 24550 - 401K Deductions	(126.00)	0.00	0.00	(126.00)	0.00	0.00	0.00		
R39 24850 - Employer FUTA	(88.59)	0.00	0.00	(88.59)	0.00	0.00	0.00		
R40 24900 - Employer SUTA	(63.99)	0.00	0.00	(63.99)	0.00	0.00	0.00		
R54 35000 - Owners Equity	(10.25)	0.00	0.00	(10.25)	0.00	0.00	0.00		
R58 39000 - Retained Earnings	(1,000.00)	600.00	0.00	(400.00)	0.00	0.00	0.00		
R62 40000 - Sales	(560.00)	0.00	0.00	(560.00)	0.00	0.00	0.00		
R65 40003 - Sales - Test1	(140.00)	0.00	0.00	(140.00)	0.00	0.00	0.00		
R76 41500 - Fee Income	(100.00)	0.00	0.00	(100.00)	0.00	0.00	0.00		
R77 42000 - Interest Income	(200.00)	0.00	0.00	(200.00)	0.00	0.00	0.00		
R78 43000 - Options Income	(300.00)	0.00	0.00	(300.00)	0.00	0.00	0.00		
R79 44000 - Credit Card Fee	(400.00)	0.00	0.00	(400.00)	0.00	0.00	0.00		
R81 47000 - Sales Advance	(500.00)	0.00	0.00	(500.00)	0.00	0.00	0.00		
R83 49000 - Other Income	(14,989.75)	0.00	1,000.00	(15,989.75)	0.00	100.00	(100.00)		
R85 49200 - Software	0.00	0.00	140.00	(140.00)	0.00	0.00	(1.00)		
R87 50000 - Purchases Default	400.00	0.00	0.00	400.00	0.00	0.00	0.00		
R90 50003 - COGS - Test1	100.00	0.00	0.00	100.00	0.00	0.00	0.00		
R100 54100 - Salary Earnings	8,500.00	0.00	0.00	8,500.00	0.00	0.00	0.00		
R102 54511 - Leave of Absence	4,700.00	0.00	0.00	4,700.00	0.00	0.00	0.00		
R105 56000 - Employer Expenses	810.59	0.00	0.00	810.59	0.00	0.00	0.00		
R106 56200 - Employer FICA Med	189.57	0.00	0.00	189.57	0.00	0.00	0.00		
R107 56300 - Employer FUTA	88.59	0.00	0.00	88.59	0.00	0.00	0.00		
R108 56400 - Employer SUTA	63.99	0.00	0.00	63.99	0.00	0.00	0.00		
R110 60000 - Miscellaneous Expense	400.00	0.00	0.00	400.00	0.00	0.00	0.00		
R131 80000 - Inventory Adjustment	190.00	0.00	0.00	190.00	0.00	0.00	0.00		
R132 81000 - Labor	10.00	0.00	0.00	10.00	0.00	0.00	0.00		
R134 99000 - Wash Account	1,500.00	0.00	0.00	1,500.00	0.00	0.00	0.00		
R136	0.00	4,130.00	4,130.00	0.00	40.00	100.00	(61.00)		

The **Credit Units Column** is used to show Total Credit Units column in your financial report. Number to show on this column is the sum of all credit units transactions. This column is used for Trial Balance type of report.

The following will guide you on how to add Credit Units column.

1. A new row will be available in the grid section.
2. In the **Column Description field**, enter the name you would like to call the column. The value entered in this field may show on your financial report, granted the caption for that column is set to Column Header. This is discussed more on [How to Add Description Title Row](#).
3. In the **Caption field**, select the type of caption you want for the column. This is discussed more on [How to Add Description Title Row](#).
4. In the **Column Type field**, select Credit Units.
5. In the **Filter Type field**, select a date filter for the column. This is discussed more on [How Filter Type works](#).
6. Leave the Related Columns field blank.
7. Leave the Segment Used field blank.
8. Leave the Budget Code field blank.
9. The **Start and End Date fields** are to be used only on column that has Filter Type of Custom. This is discussed more on [How Filter Type works](#).
10. In the **Width field**, set it to your desired column width. By default it is set to 160 pixels, which is approximately 1 1/4 inches.
11. In the **Alignment field**, set how the value for the column be displayed.
 - Select **Center** if you want it Centered
 - Select **Left** if you want it Left Aligned
 - Select **Right** if you want it Right aligned
12. In the **Format field**, assign how the numbers be shown in the column. Will it have decimals, money sign or in percentage format.
13. Leave the **Hidden checkbox** unchecked. See [How Hidden checkbox works when enabled](#).

This is how Credit Units column will look like when you follow the above steps.



Here's how it is shown when report is previewed/printed.

Trial Balance							
As Of 4/13/2015				Monday, April 13, 2015 3:10 PM			
	Beginning Balance	Total Debit	Total Credit	Ending Balance	Total Debit Units	Total Credit Units	Total Units
10300-1000 - Inventory-Loc A	1,900.00	2,449.75	300.00	4,049.75	224.97	30.00	194.97
20000-1000 - Accounts Payable-Loc A	0.00	0.00	650.00	650.00	0.00	0.00	0.00
30000-1000 - Owner's Equity-Loc A	1,100.00	0.00	500.00	1,600.00	0.00	0.00	0.00
40000-1000 - Sales-Loc A	1,000.00	0.00	2,500.00	3,500.00	0.00	250.00	250.00
50000-1000 - Cost of Goods Sold-Loc A	150.00	800.00	0.00	950.00	80.00	0.00	80.00
60000-1000 - Other Expenses-Loc A	50.00	900.25	0.00	950.25	0.00	0.00	0.00
70000-1000 - Other Revenues-Loc A	0.00	0.00	200.00	200.00	0.00	0.00	0.00
Total :		4,150.00	4,150.00				

The **Credit Units Column** is used to show Total Credit Units column in your financial report. Number to show on this column is the sum of all credit units transactions. This column is used for Trial Balance type of report.

The following will guide you on how to add Credit Units column.

1. A new row will be available in the grid section.
2. In the **Column Header field**, enter the name you would like to call the column. The value entered in this field may show on your financial report, granted the caption for that column is set to Column Header. This is discussed more on [How to Add Description Title Row](#).
3. In the **Caption field**, select the type of caption you want for the column. This is discussed more on [How to Add Description Title Row](#).
4. In the **Column Type field**, select Credit Units.
5. In the **Filter Type field**, select a date filter for the column.
6. Leave the Related Columns field blank.
7. Leave the Segment Used field blank.
8. Leave the Budget Code field blank.
9. The **Start and End Date fields** are to be used only on column that has Filter Type of Custom. This is discussed more on [Filter Type - Custom](#).
10. In the **Width field**, set it to your desired column width. By default it is set to 160 pixels, which is approximately 1 1/4 inches.
11. In the **Alignment field**, set how the value for the column be displayed.
 - Select **Center** if you want it Centered
 - Select **Left** if you want it Left Aligned
 - Select **Right** if you want it Right aligned
12. In the **Format field**, assign how the numbers be shown in the column. Will it have decimals, money sign or in percentage format.
13. Leave the **Hidden checkbox** unchecked. See [How Hidden checkbox works when enabled](#).

This is how Credit Units column will look like when you follow the above steps.

Column Designer

New

Save

Search

Delete

Undo

Duplicate

Close

Column Name: TB with units colDescription: Trial Balance columnRun Date: 09/22/2014

Delete

Filter Records (F3)

ID	Column Header	Caption	Column Type	Filter Type	Related Columns	Segment Used	Budget Code	Start Date	End Date	Width	Alignment	Format	Hidden
1	Account Description		Row Description							400	Left	#,##0.00;(#,##0.00)	<input type="checkbox"/>
2	Beginning Balance	Fiscal Start	Calculation	As Of Previous Fiscal ...						140	Right	#,##0.00;(#,##0.00)	<input type="checkbox"/>
3	Total Debit	Column Header	Debit	Fiscal Year						140	Right	#,##0.00;(#,##0.00)	<input type="checkbox"/>
4	Total Credit	Column Header	Credit	Fiscal Year						140	Right	#,##0.00;(#,##0.00)	<input type="checkbox"/>
8	Total Debit Units	Column Header	Debit Units	Fiscal Year						140	Right	#,##0.00;(#,##0.00)	<input type="checkbox"/>
9	Total Credit Units	Column Header	Credit Units	Fiscal Year						140	Right	#,##0.00;(#,##0.00)	<input type="checkbox"/>
7	Ending Balance	Fiscal End	Ending Balance		C2 + (C3 - C4)					140	Right	#,##0.00;(#,##0.00)	<input type="checkbox"/>

Here's how it is shown when report is previewed/printed.

Trial Balance							Monday, September 22, 2014	
As Of 9/17/2014							4:31 PM	
	1/1/2014	Total Debit	Total Credit	Total Debit Units	Total Credit Units	12/31/2014		
Asset	5,064.00	6,376.00	2,500.00	0.00	0.00	8,940.00		
Liability	0.00	0.00	0.00	0.00	0.00	0.00		
Equity	0.00	0.00	0.00	0.00	0.00	0.00		
Revenue	7,536.00	0.00	6,376.00	0.00	0.00	13,912.00		
Expense	2,472.00	2,500.00	0.00	0.00	0.00	4,972.00		
Total		8,876.00	8,876.00	0.00	0.00			