

How to Add Debit Units column

The **Debit 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 Debit Units column type.

1. A new row will be available in the grid section.
2. In the **Column Type field**, select Debit 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 Debit Units column will look like when you follow the above steps.

The screenshot shows the 'Column Designer - Balance Sheet - June 20, 2019 10:2:58' window. The 'Details' tab is active. The 'Column Name' is 'Balance Sheet - June 20, 2019 10:2:58', 'Description' is 'Standard Balance Sheet Template', 'Column Type' is 'User Defined', and 'Run Date' is '06/20/2019'. Below the configuration fields is a table with columns: ID, Column Type*, Column Name, Caption, Start Offset, End Offset, Start Date, End Date, Column Calculation, Segment Filter, and Budget Co. The table lists several columns, with the last one, 'C7 Debit Units', highlighted in yellow. This column has 'Debit Units' as the Column Name, 'Column Name' as the Caption, '0' for both Start and End Offsets, and '06/01/2019' to '06/30/2019' for the date range.

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

Balance Sheet - June 20, 2019 10:2:58						Thursday, June 20, 2019 10:13 AM
As Of 6/20/2019						
	Current Year	Current Units	Prior Year	Prior Units	Debit	Debit Units
Asset						
Asset	36,833,747	28,888,484	36,784,008	28,888,448	0.00	0.00
Cash Accounts	-78,974,657	-29,108,321	-78,450,665	-29,108,477	0.00	0.00
Receivables	25,093,755	3,707,917	24,712,221	3,692,217	0.00	0.00
Prepays	1,790,236	1,327,749	1,790,236	1,327,749	0.00	0.00
Inventories	864,493,971	70,990,725	849,891,602	68,275,685	0.00	0.00
Other Assets	-1,455,918	-7,327,749	-1,455,736	-7,089,174	0.00	0.00
Total Assets :	847,781,134	68,478,805	833,271,666	65,986,448		0.00

The **Debit 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 Debit Units column type.

1. A new row will be available in the grid section.
2. In the **Column Type** field, select Debit 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 Debit Units column will look like when you follow the above steps.

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

Trial Balance Detail - September 04, 2018 16:24:48						Wednesday, September 5, 2018 4:36 PM	
As Of 9/4/2018						Credit Units	Debit Units
	01/01/2018 - 09/30/2018	Total Debit	Total Credit	Budget			
40000-0000-001 - Sales - Home office - Grains	5.00	0.00	0.00	0.00	0.00	0.00	0.00
40000-0001-001 - Sales - Fort Wayne - Grains	2,813.00	0.00	0.00	0.00	0.00	0.00	0.00
40000-0001-004 - Sales - Fort Wayne - Gas	11,948.62	0.00	0.00	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	0.00	0.00
40000-0001-014 - Sales - Fort Wayne - Propane	14,595.69	0.00	0.00	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	0.00	6.00
40010-0001-001 - Sales - Taxable - Fort Wayne - Grains	64,557.21	0.00	0.00	0.00	0.00	0.00	0.00
40010-0001-006 - Sales - Taxable - Fort Wayne - Gas	164,367.97	0.00	0.00	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	0.00	0.00
40010-0002-001 - Sales - Taxable - Indianapolis - Grains	4,200.00	0.00	0.00	0.00	0.00	0.00	0.00
40015-0101-000 - Sales - Non-Tax - iRelly Mart - Admin	62.11	0.00	0.00	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	0.00	0.00
41000-0000-000 - Freight Income - Home office - Admin	(12,500.00)	0.00	0.00	0.00	0.00	0.00	0.00
41000-0001-000 - Freight Income - Fort Wayne - Admin	261.07	0.00	0.00	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	0.00	0.00
45000-0001-101 - Discount Take - Fort Wayne - Pop	(1.85)	0.00	0.00	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	0.00	0.00
47000-0001-005 - Sales Advance -Fort Wayne-Feed	(100.00)	0.00	0.00	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	0.00	0.00
49000-0000-000 - Other Income - Home office - Admin	100.00	0.00	0.00	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	0.00	0.00
49100-0001-000 - Tank Rent - Fort Wayne - Admin	80.00	0.00	0.00	0.00	0.00	0.00	0.00

The **Debit 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 Debit Units column type.

1. A new row will be available in the grid section.
2. In the **Column Type** field, select Debit 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 Debit 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
C1	Row Name	Beginning Balance	Column Name	BOT	-1	01/01/1900	02/28/2018		Add Record		
C2	Beginning Balance	Beginning Balance	Column Name	BOT	0	01/01/1900	03/31/2018		Add Record		
C3	GL Amounts	Filter Type	Filter Type	BOT	0	01/01/1900	03/31/2018		Add Record		
C4	Units	Filter Type	Filter Type	BOT	0	01/01/1900	03/31/2018		Add Record		
C5	Debit	Total Debit	Column Name	BOY	0	01/01/2018	03/31/2018		Add Record		
C6	Debit Units	Total Debit Units	Column Name	0	0	03/01/2018	03/31/2018		Add Record		
C7	Budget	Budget	Column Name	BOY	0	01/01/2018	03/31/2018		Add Record	Budget Test	
C8	Column Calculation	Total	Column Name					C3-C7	Add Record		

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

Balance Sheet - March 19, 2018 17:56:15				Tuesday, April 3, 2018			
As Of 3/19/2018				5:49 PM			
	Beginning Balance	01/01/1900 - 03/31/2018	01/01/1900 - 03/31/2018	Total Debit	Total Debit Units	Budget	Total
Asset							
Asset	(9,678,124.24)	-9,678,124	543	1,000.00	0.00	339,116.00	(9,339,008.00)
Cash Accounts	(27,747,732.43)	-27,747,732	2	100.00	1.00	15,098.00	(27,732,534.00)
Receivables	29,467,063.24	29,467,298	3,257,113	235.00	100.00	0.00	29,467,298.00
Prepays	4,190,536.00	4,190,536	8,805,892	0.00	0.00	0.00	4,190,536.00
Inventories	848,653,296.40	848,653,236	109,814,384	66,178.62	100.00	0.00	848,653,236.00
Other Assets	(1,420,775.56)	-1,420,763	-3,329,858	4,284.46	0.00	0.00	(1,420,763.00)
Total Assets :	843,464,253.41	843,464,551	118,548,076		201.00	354,214.00	843,818,765.00
Liability							
Liability	51,374.52	51,375	8	0.00	0.00	0.00	51,375.00
Payables	27,582,614.77	27,582,665	967,479	16,689.56	0.00	0.00	27,582,665.00
Other Payables	734,757,953.81	734,758,102	53,175,736	53,957.01	0.00	0.00	734,758,102.00
Sales Tax Payables	860,040.26	860,040	0	0.00	0.00	0.00	860,040.00
Payroll Tax Liabilities	464.07	464	0	0.00	0.00	0.00	464.00
Pending Payables	9,196.40	9,196	5,324	0.00	0.00	0.00	9,196.00
Payroll Taxes Current	168,249.68	168,250	0	0.00	0.00	0.00	168,250.00
Payroll Deductions	36,367.01	36,367	0	0.00	0.00	0.00	36,367.00
Employer Liability	64,162.36	64,162	-2	0.00	0.00	0.00	64,162.00
Total Liabilities :	763,540,422.88	763,540,621	54,148,547		0.00	0.00	763,540,621.00
Equity							
Owners Equities	(54.20)	-54	0	0.00	0.00	0.00	(54.00)
Retained Earnings	79,922,137.85	79,922,138	-14,454,227	0.00	0.00	0.00	79,922,138.00
Total Equity :	79,922,083.65	79,922,084	-14,454,227		0.00	0.00	79,922,084.00
Current Year Earning :	(193.11)	-93	-3		(103.00)	0.00	(93.00)
Total Equity :	79,921,890.54	79,921,991	-14,454,230		(103.00)	0.00	79,921,991.00
Total Liabilities and Equity :	843,462,313.42	843,462,612	39,694,317		(103.00)	0.00	843,462,612.00

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

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

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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.
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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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 - 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 Debit Units column will look like when you follow the above steps.

Column Designer - Trial Balance

NewSaveSearchDeleteUndoDuplicateClose

DetailsAudit Log (16)

Column Name: Trial BalanceDescription: Trial Balance prev and cur yearRun Date: 12/31/2015

+ InsertX RemoveArrangeLayoutFilter Records (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	Hidden
C1	Row Id		Column Name									50	Left	#,##0.00;(R,##0.00)	
C2	Row Name		Column Name									200	Left	#,##0.00;(R,##0.00)	
C3	Beginning Balance	Beg Balance	Column Name	BOT	-1	01/01/1900	11/30/2015					160	Right	#,##0.00;(R,##0.00)	
C4	Debit	Total Debit	Column Name	0	0	12/01/2015	12/31/2015					160	Right	#,##0.00;(R,##0.00)	
C5	Credit	Total Credit	Column Name	0	0	12/01/2015	12/31/2015					160	Right	#,##0.00;(R,##0.00)	
C6	Ending Balance	End Balance	Column Name	BOT	0	01/01/1900	12/31/2015					160	Right	#,##0.00;(R,##0.00)	
C7	Debit Units	Total Debit Units	Column Name	0	0	12/01/2015	12/31/2015					160	Right	#,##0.00;(R,##0.00)	
C8	Credit Units	Total Credit Units	Column Name	0	0	12/01/2015	12/31/2015					160	Right	#,##0.00;(R,##0.00)	
C9	Units	Total Units	Column Name	0	0	12/01/2015	12/31/2015					160	Right	#,##0.00;(R,##0.00)	

Here's how it is shown when report is previewed/printed. Highlighted is the **Debit 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	700.00	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	
R16	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	0.00	400.00	0.00	400.00	40.00	0.00	40.00	
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 **Debit Units Column** is used to show Total Debit Units column in your financial report. Number to show on this column is the sum of all debit units transactions. This column is used for Trial Balance type of report.

The following will guide you on how to add Debit 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 Debit 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 Debit Units column will look like when you follow the above steps.

The screenshot shows the 'Column Designer' window with the following configuration for a new column:

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

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

The following will guide you on how to add Debit 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 Debit 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 Debit 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 col

Description: Trial Balance column

Run Date: 09/22/2014

Delete

Up

Down

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)	
2	Beginning Balance	Fiscal Start	Calculation	As Of Previous Fiscal ...						140	Right	#,##0.00;(#,##0.00)	
3	Total Debit	Column Header	Debit	Fiscal Year						140	Right	#,##0.00;(#,##0.00)	
4	Total Credit	Column Header	Credit	Fiscal Year						140	Right	#,##0.00;(#,##0.00)	
5	Total Debit Units	Column Header	Debit Units	Fiscal Year						140	Right	#,##0.00;(#,##0.00)	
6	Total Credit Units	Column Header	Credit Units	Fiscal Year						140	Right	#,##0.00;(#,##0.00)	
7	Ending Balance	Fiscal End	Ending Balance		C2 + (C3 - C4)					140	Right	#,##0.00;(#,##0.00)	

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			