

How to Add Units column

The **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 Units column type.

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

Column Designer - Balance Sheet - June 20, 2019 10:2:58

New Save Search Delete Undo Duplicate Import Export Close

Details Audit Log

Column Name: Balance Sheet - June 20, 2019 10:2:58 Description: Standard Balance Sheet Template Column Type: User Defined Run Date: 06/20/2019

+ Insert X Remove Export View Filter (F3)

ID	Column Type*	Column Name	Caption	Start Offset	End Offset	Start Date	End Date	Column Calculation	Segment Filter	Budget Co
C1	Row Id	Row Id	Column Name							Add Record
C2	Row Name		Column Name							Add Record
C3	GL Amounts	Current Year	Column Name	BOT	0	01/01/1900	06/30/2019			Add Record
C4	Units	Current Units	Column Name	BOT	0	01/01/1900	06/30/2019			Add Record
C5	GL Amounts	Prior Year	Column Name	BOT	EQY-1yr	01/01/1900	12/31/2018			Add Record
C6	Units	Prior Units	Column Name	BOT	EQY-1yr	01/01/1900	12/31/2018			Add Record
C7	Ending Balance	Ending Balance	Column Name	BOT	0	01/01/1900	06/30/2019			Add Record
C8	Percentage	Percentage	Column Name							Add Record

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

Balance Sheet - June 20, 2019 10:2:58
As Of 6/20/2019

Thursday, June 20, 2019
11:29 AM

Row Id	Asset	Current Year	Current Units	Prior Year	Prior Units	Ending Balance	Percentage
R3	Asset	36,833,747	28,888,484	36,784,008	28,888,448	36,833,747.09	0.00%
R5	Cash Accounts	-78,974,657	-29,108,321	-78,450,665	-29,108,477	(78,974,656.76)	0.00%
R7	Receivables	25,093,755	3,707,917	24,712,221	3,692,217	25,093,755.02	0.00%
R8	Prepays	1,790,236	1,327,749	1,790,236	1,327,749	1,790,236.00	0.00%
R9	Inventories	864,493,971	70,990,725	849,891,602	68,275,695	864,493,970.64	0.00%
R12	Other Assets	-1,455,918	-7,327,749	-1,455,736	-7,089,174	(1,455,917.81)	0.00%
R15	Total Assets :	847,781,134	68,478,805	833,271,666	65,986,448	847,781,134.18	0.00%
R19	Liability	282,395	0	271,752	0	282,394.87	0.00%
R21	Payables	36,747,641	3,854,997	11,622,728	415,336	36,747,640.72	0.00%
R22	Other Payables	725,381,380	50,003,465	736,208,713	51,305,985	725,381,380.15	0.00%
R23	Sales Tax Payables	861,334	0	861,184	0	861,333.97	0.00%
R24	Payroll Tax Liabilities	516	0	496	0	516.21	0.00%
R26	Pending Payables	460,001	188,163	415,437	151,163	460,001.20	0.00%
R28	Payroll Taxes Current	199,696	0	197,077	0	199,695.72	0.00%
R29	Payroll Deductions	41,324	0	40,930	0	41,323.79	0.00%
R30	Employer Liability	75,087	-4	73,890	-4	75,087.37	0.00%
R32	Total Liabilities :	764,049,374	54,046,629	749,692,207	51,041,826	764,049,374.00	0.00%
R36	Equity	-57	0	-57	0	(56.58)	0.00%
R37	Owners Equities	-57	0	-57	0	(56.58)	0.00%
R37	Retained Earnings	83,579,516	-981,592	82,984,544	-2,498,979	83,579,516.33	0.00%
R40	Total Equity :	83,579,459	-981,592	82,984,487	-2,498,979	83,579,459.75	0.00%

The **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 Units column type.

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

Column Designer - Trial Balance Detail - September 04, 2018 16:24:48

New Save Search Delete Undo Duplicate Import Export Close

Details Audit Log

Column Name: Trial Balance Detail - September 04, 2018 Description: Trial Balance Detail Template Column Type: User Defined Run Date: 09/04/2018

+ Insert X Remove Export View Filter (F3)

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	Row Id	Row Id	Column Name						Add Record	
C3	Beginning Balance	Beginning Balance	Filter Type	BOT	-1	01/01/1900	08/31/2018		Add Record	
C4	GL Amounts	GL Amounts	Filter Type	BOY	0	01/01/2018	09/30/2018		Add Record	
C5	Debit	Total Debit	Column Name	0	0	09/01/2018	09/30/2018		Add Record	
C6	Credit	Total Credit	Column Name	0	0	09/01/2018	09/30/2018		Add Record	
C7	Budget	Budget	Column Name	0	0	09/01/2018	09/30/2018		Add Record	2018 budg
C8	Units	Total Units	Column Name	0	0	09/01/2018	09/30/2018			

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

Trial Balance Detail - September 04, 2018 16:24:48
As Of 9/4/2018

Thursday, September 6, 2018 10:49 AM

	Row Id	01/01/1900 - 08/31/2018	01/01/2018 - 09/30/2018	Total Debit	Total Credit	Budget	Total Units
40000-0000-001 - Sales - Home office - Grains	R2	5.00	5.00	0.00	0.00	0.00	0.00
40000-0001-001 - Sales - Fort Wayne - Grains	R2	2,613.00	2,613.00	0.00	0.00	0.00	0.00
40000-0001-004 - Sales - Fort Wayne - Gas	R2	11,648.82	11,648.82	0.00	0.00	0.00	0.00
40000-0001-007 - Sales - Fort Wayne - Diesel	R2	6,933.89	6,933.89	0.00	0.00	0.00	0.00
40000-0001-014 - Sales - Fort Wayne - Propane	R2	14,595.89	14,595.89	0.00	0.00	0.00	0.00
40000-0001-106 - Sales - Fort Wayne - Snacks	R2	43.50	38.00	33.00	27.50	0.00	(1.00)
40010-0001-001 - Sales - Taxable - Fort Wayne - Grains	R2	64,557.21	64,557.21	0.00	0.00	0.00	0.00
40010-0001-006 - Sales - Taxable - Fort Wayne - Gas	R2	164,387.97	164,387.97	0.00	0.00	0.00	0.00
40010-0001-007 - Sales - Taxable - Fort Wayne - Diesel	R2	273,416.82	273,416.82	0.00	0.00	0.00	0.00
40010-0002-001 - Sales - Taxable - Indianapolis - Grains	R2	4,200.00	4,200.00	0.00	0.00	0.00	0.00
40015-0101-000 - Sales - Non-Tax - IRely Mart - Admin	R2	62.11	62.11	0.00	0.00	0.00	0.00
40500-9002-103 - Storage Income-Austin Tech Hub-Tobacco	R2	0.00	0.00	0.00	0.00	666.00	0.00
41000-0000-000 - Freight Income - Home office - Admin	R2	(12,500.00)	(12,500.00)	0.00	0.00	0.00	0.00
41000-0001-000 - Freight Income - Fort Wayne - Admin	R2	261.07	261.07	0.00	0.00	0.00	0.00
42001-0001-001 - Software Sales-Fort Wayne-Grains	R2	2,500.00	2,500.00	0.00	0.00	0.00	0.00
45000-0001-101 - Discount Take - Fort Wayne - Pop	R2	(1.85)	(1.85)	0.00	0.00	0.00	0.00
45000-0005-100 - Discount Take-Chatham-General Merchandise	R2	9.12	9.12	0.00	0.00	0.00	0.00
47000-0001-005 - Sales Advance -Fort Wayne-Feed	R2	(100.00)	(100.00)	0.00	0.00	0.00	0.00
47000-4001-001 - Sales Advance -Remote Scale 2-Grains	R2	850.00	850.00	0.00	0.00	0.00	0.00
49000-0000-000 - Other Income - Home office - Admin	R2	100.00	100.00	0.00	0.00	0.00	0.00
49000-0001-000 - Other Income - Fort Wayne - Admin	R2	3,794.75	3,794.75	0.00	0.00	0.00	0.00
49100-0001-000 - Tank Rent - Fort Wayne - Admin	R2	80.00	80.00	0.00	0.00	0.00	0.00

The **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 Units column type.

- A new row will be available in the grid section.
- In the **Column Type** field, select 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](#).
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- 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.
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- 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
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- 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 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
C1	Row Id	Row Id	Column Name						Add Record			160	Left	
C2	Row Name	Row Name	Column Name						Add Record			300	Left	
C3	GL Amounts	Current Year	Year	BOY	0	01/01/2018	04/30/2018		Add Record			160	Right	##0
C4	GL Amounts	Prior Year	Year	BOY-1yr	EOY-1yr	01/01/2017	12/31/2017		Add Record			160	Right	##0
C5	Units	Total Units	Column Name	BOY	0	01/01/2018	04/30/2018		Add Record			160	Right	##0.00(##0.00)

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

Income Statement - April 13, 2018 14:6:16				Friday, April 13, 2018 4:00 PM	
As Of 4/13/2018					
Row Id	Row Name	2018	2017	Total Units	
Revenue					
R3	Revenue	0	27,181	0.00	
R4	Sales	217,334	2,147,320	79,648.07	
R5	Sales Discounts	0	-27	0.00	
R6	Other Income	3,903	177,812	5.00	
R9	Total Revenues :	221,237	2,352,286	79,653.07	
Expense					
R12	Expense	400	-1,355	0.00	
R13	Cost of Goods Sold	2,088	3,212	1,116.32	
R14	Purchases	276,813	8,228,188	81,973.42	
R15	Purchases Discounts	-60	-4,684	1,616,431.72	
R16	Other Purchases	-3,746	5,089	(4,998.00)	
R17	Payroll Cogs	0	1,575	0.00	
R18	Other Expenses	15,727	-35,938,515	16,005.50	
R20	Payroll Earnings	85,594	542,299	(411.00)	
R21	Payroll Tax Expenses	0	30	0.00	
R22	Payroll Expenses	7,465	57,963	3.00	
R24	Total Expenses :	384,281	-27,106,198	1,710,120.96	
R26	NET PROFIT(LOSS) :	-163,044	29,458,484	(1,630,467.89)	

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- A new row will be available in the grid section.
- In the **Column Type** field, select 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](#).
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- 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.
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16. All other fields are not anymore necessary so you can leave those out.

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

Column Designer - Trial Balance

NewSaveSearchDeleteUndoDuplicateClose

Details

Audit Log (16)

Column Name: Trial Balance

Description: Trial Balance prev and cur year

Run Date: 12/31/2015

+ InsertX RemoveArrangeLayoutFilter Records (F3)

<input type="checkbox"/>	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
<input type="checkbox"/>	C1	Row Id		Column Name									50	Left	#,##0.00(##,##0.00)	<input type="checkbox"/>
<input type="checkbox"/>	C2	Row Name		Column Name									200	Left	#,##0.00(##,##0.00)	<input type="checkbox"/>
<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"/>
<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"/>
<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"/>
<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"/>
<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"/>
<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"/>
<input checked="" 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 **Units** column type.

Trial Balance										Wednesday, February 10, 2016 8:09 PM				
As Of 12/31/2015														
		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						
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	0.00						
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	0.00	40.00	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 **Units Column** is used to show Units column in your financial report. Number to show on this column is the sum of all debit and credit units transactions. This column is used for Trial Balance type of report.

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

Column Designer

NewSaveSearchDeleteUndoDuplicateClose

Column Name: Trial BalanceDescription: Standard Trial BalanceRun Date: 04/13/2015

RemoveUpDownFilter Records (F3)

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							400	Left	#,###0.00;(#,##0.00)	
2	Beginning Balance	Column Header	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)	
7	Ending Balance	Column Header	Ending Balance		C2 + (C3 - C4)					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)	
8	Total Units	Column Header	Units	Fiscal Year						140	Right	#,###0.00;(#,##0.00)	

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				