

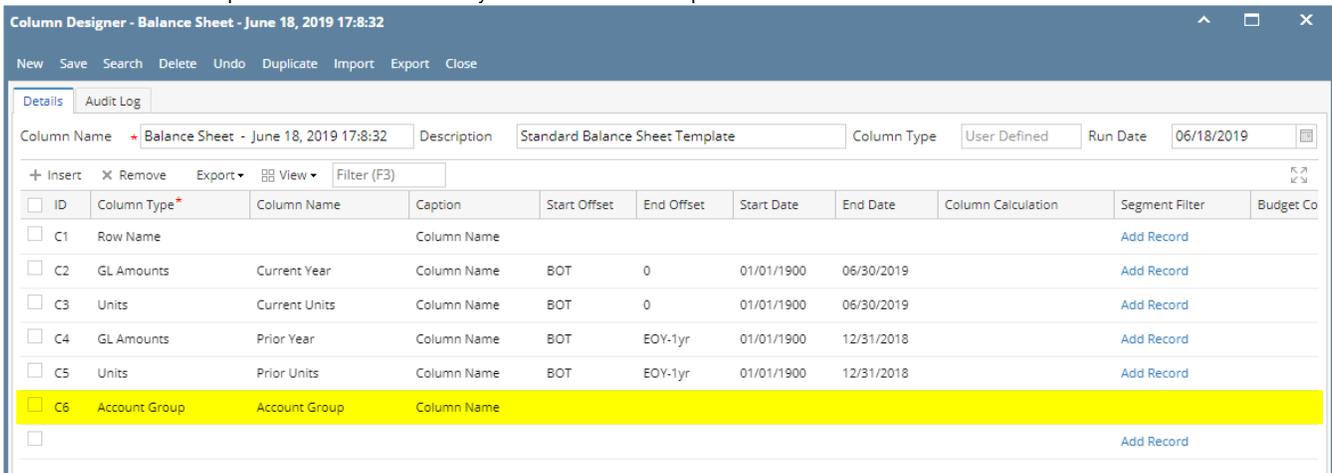
How to Add Account Group column

The **Account Group** column is used to show the account's Account Group. This is a useful information on report, which tells you what Account Group the said Account or Primary Account it belongs to.

Follow these steps on how to create Account Group column type.

1. A new row will be available in the grid section.
2. In the **Column Type** field, select Account Group.
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. 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.
6. 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
7. 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](#).
8. All other fields are not anymore necessary so you can leave those out.

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



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

Balance Sheet - June 18, 2019 17:8:32
As Of 6/18/2019 Tuesday, June 18, 2019
5:30 PM

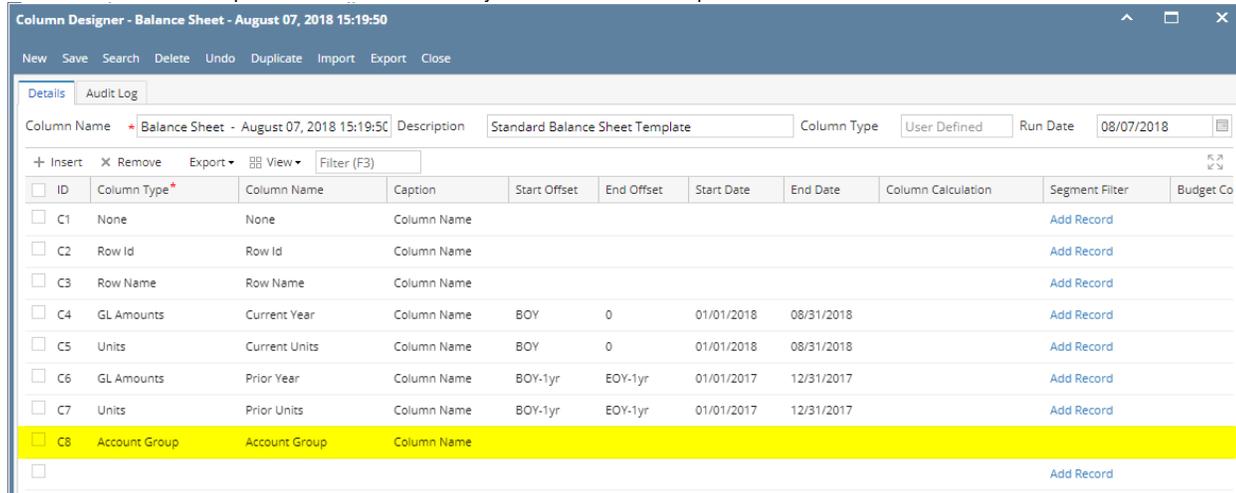
Asset	Current Year	Current Units	Prior Year	Prior Units	Account Group
Asset	36,833,747	28,888,484	36,784,008	28,888,448	Asset
Cash Accounts	-78,974,657	-29,108,321	-78,450,665	-29,108,477	Cash Accounts
Receivables	25,093,755	3,707,917	24,712,221	3,692,217	Receivables
Prepays	1,790,236	1,327,749	1,790,236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

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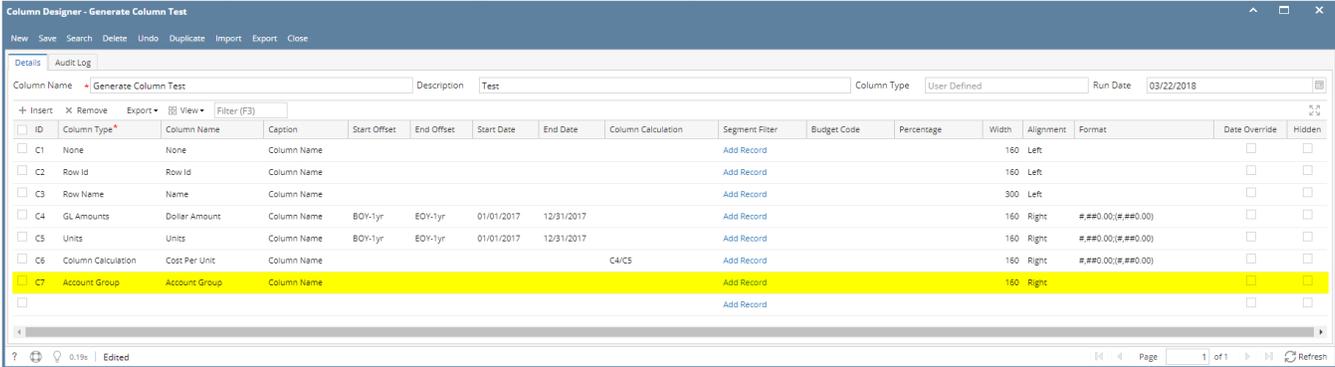
Balance Sheet - August 07, 2018 15:19:50						Friday, August 24, 2018 6:55 PM	
As Of 8/7/2018							
None	Row Id	Row Name	Current Year	Current Units	Prior Year	Prior Units	Account Group
	R2	Revenue	258,638	107,842	2,352,285	266,628	Revenue
	R3	Expense % Year / or \	1,479,010	1,773,460	-27,106,198	209,582	Purchases Discounts
	R5	Total	1,737,648	1,881,302	-24,753,913	476,210	

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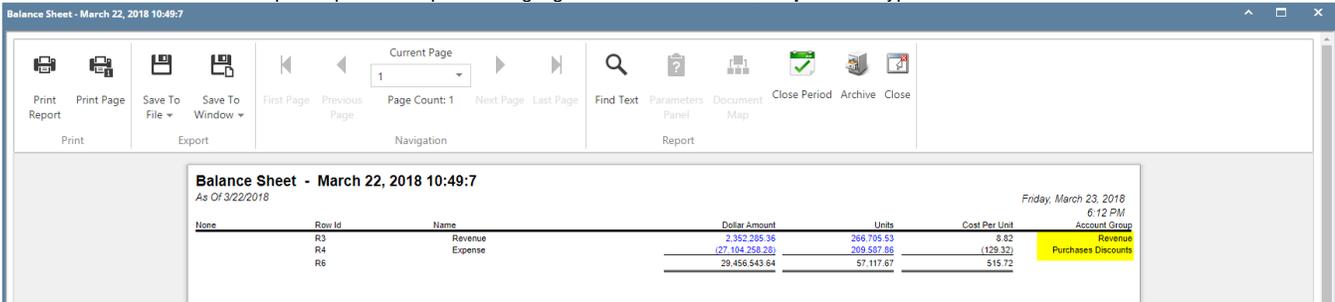
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