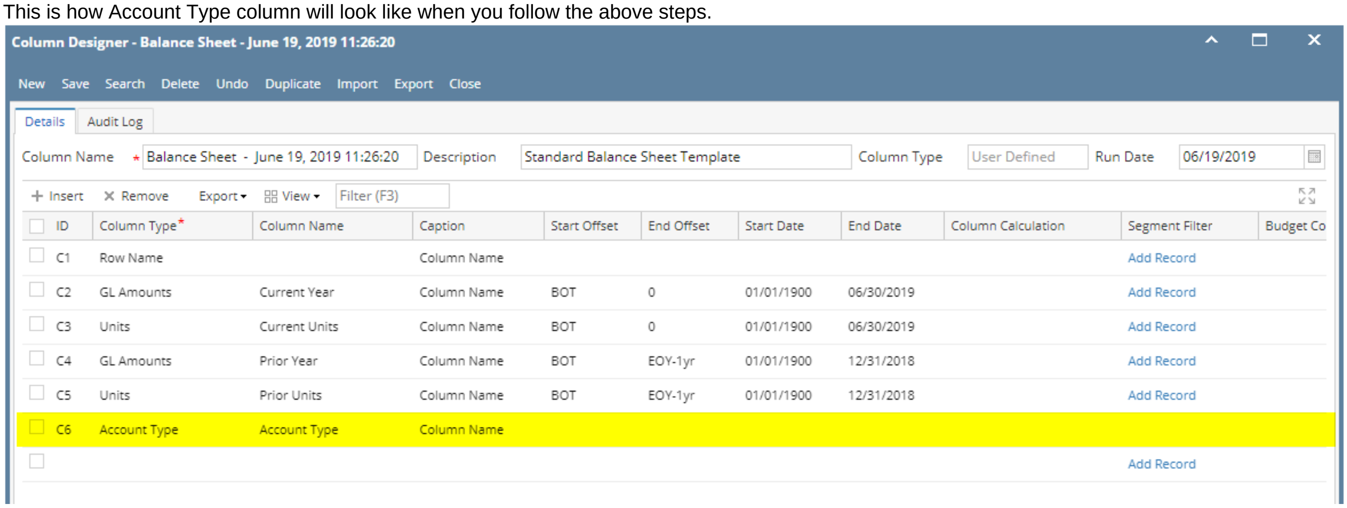
How to Add Account Type column

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

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

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



Column Designer - Balance Sheet - June 19, 2019 11:26:20

New Save Search Delete Undo Duplicate Import Export Close

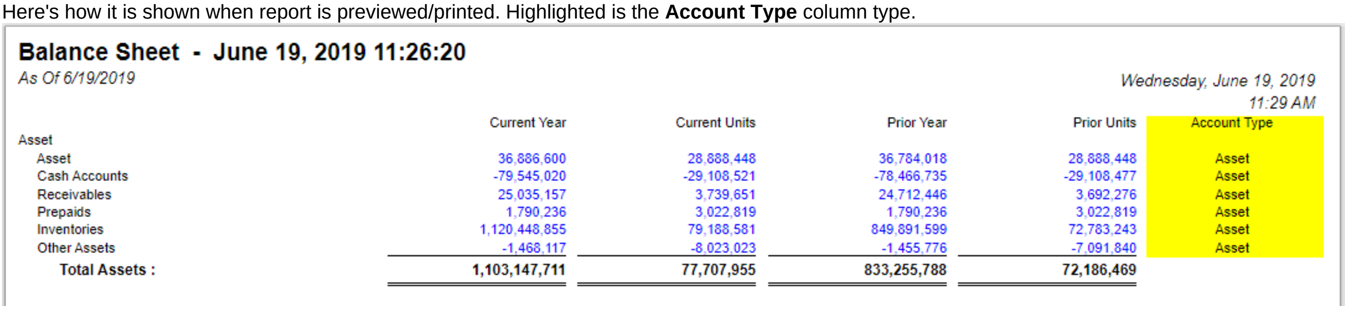
Details | Audit Log

Column Name: Balance Sheet - June 19, 2019 11:26:20 | Description: Standard Balance Sheet Template | Column Type: User Defined | Run Date: 06/19/2019

+ Insert × 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	GL Amounts	Current Year	Column Name	BOT	0	01/01/1900	06/30/2019		Add Record	
C3	Units	Current Units	Column Name	BOT	0	01/01/1900	06/30/2019		Add Record	
C4	GL Amounts	Prior Year	Column Name	BOT	EOY-1yr	01/01/1900	12/31/2018		Add Record	
C5	Units	Prior Units	Column Name	BOT	EOY-1yr	01/01/1900	12/31/2018		Add Record	
C6	Account Type	Account Type	Column Name							
									Add Record	

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



Balance Sheet - June 19, 2019 11:26:20

As Of 6/19/2019

Wednesday, June 19, 2019
11:29 AM

	Current Year	Current Units	Prior Year	Prior Units	Account Type
Asset					
Asset	36,886,600	28,888,448	36,784,018	28,888,448	Asset
Cash Accounts	-79,545,020	-29,108,521	-78,466,735	-29,108,477	Asset
Receivables	25,035,157	3,739,651	24,712,446	3,692,276	Asset
Prepaids	1,790,236	3,022,819	1,790,236	3,022,819	Asset
Inventories	1,120,448,855	79,188,581	849,891,599	72,783,243	Asset
Other Assets	-1,468,117	-8,023,023	-1,455,776	-7,091,840	Asset
Total Assets :	**1,103,147,711**	**77,707,955**	**833,255,788**	**72,186,469**	

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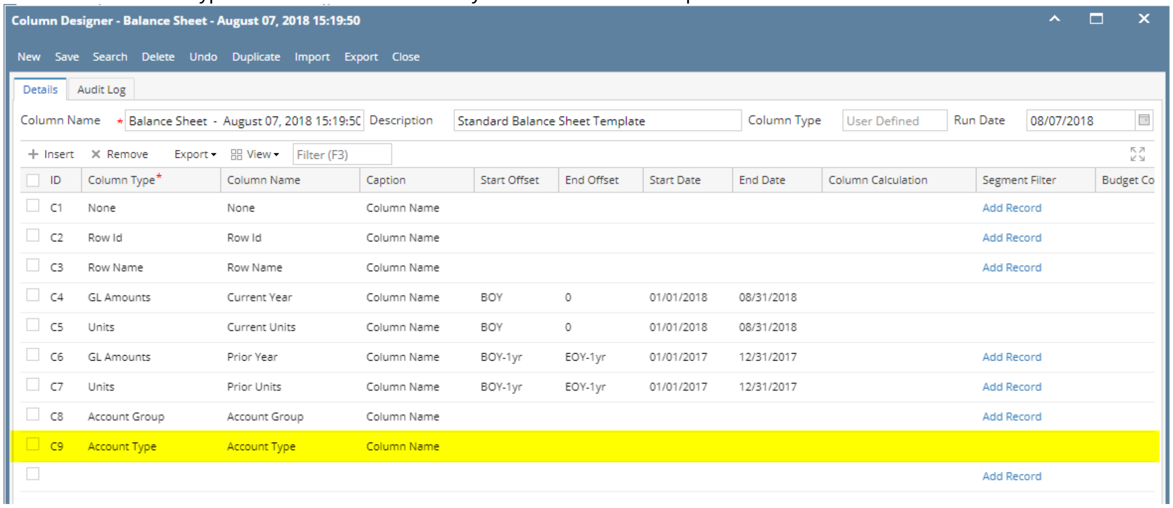

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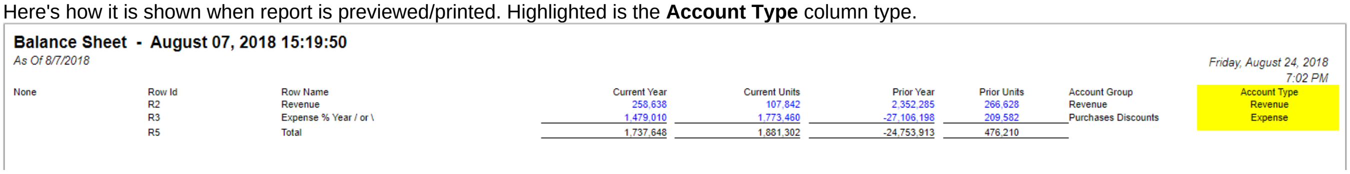

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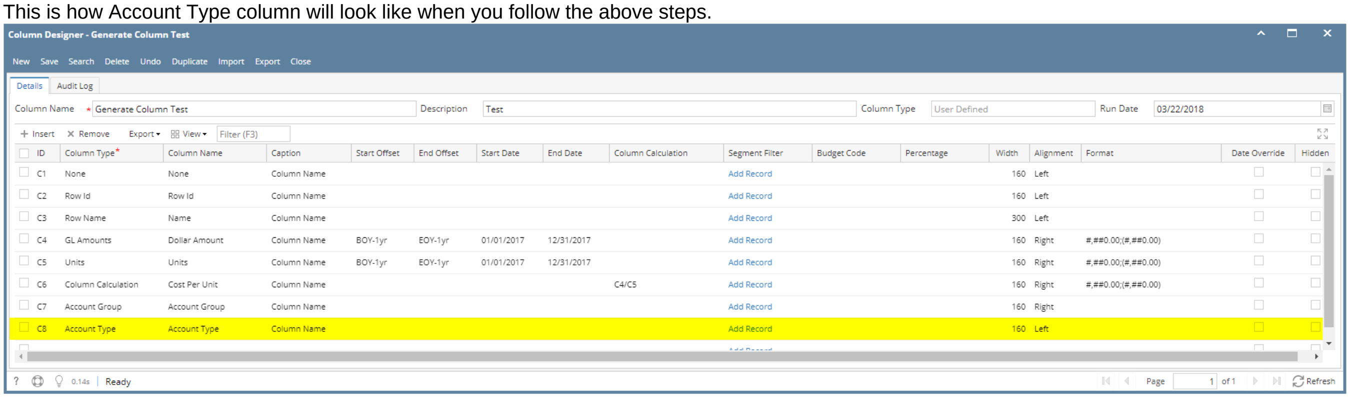

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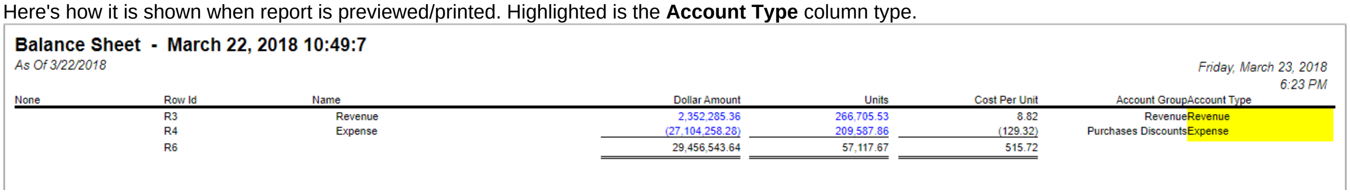

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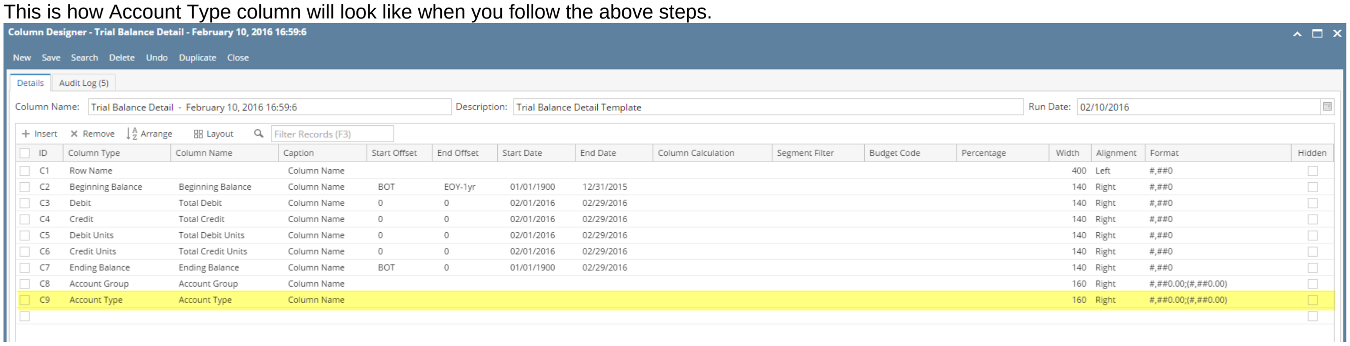

ID	Column Type	Column Name	Caption	Start Offset	End Offset	Start Date	End Date	Column Calculation	Segment Filter	Budget Code	Percentage	Width	Alignment	Format	Hidden
C1	Row Name		Column Name									400	Left	#,##0	
C2	Beginning Balance	Beginning Balance	Column Name	BOT	EOY-1yr	01/01/1900	12/31/2015					140	Right	#,##0	
C3	Debit	Total Debit	Column Name	0	0	02/01/2016	02/29/2016					140	Right	#,##0	
C4	Credit	Total Credit	Column Name	0	0	02/01/2016	02/29/2016					140	Right	#,##0	
C5	Debit Units	Total Debit Units	Column Name	0	0	02/01/2016	02/29/2016					140	Right	#,##0	
C6	Credit Units	Total Credit Units	Column Name	0	0	02/01/2016	02/29/2016					140	Right	#,##0	
C7	Ending Balance	Ending Balance	Column Name	BOT	0	01/01/1900	02/29/2016					140	Right	#,##0	
C8	Account Group	Account Group	Column Name									160	Right	#,##0.00;(#,##0.00)	
C9	Account Type	Account Type	Column Name									160	Right	#,##0.00;(#,##0.00)	

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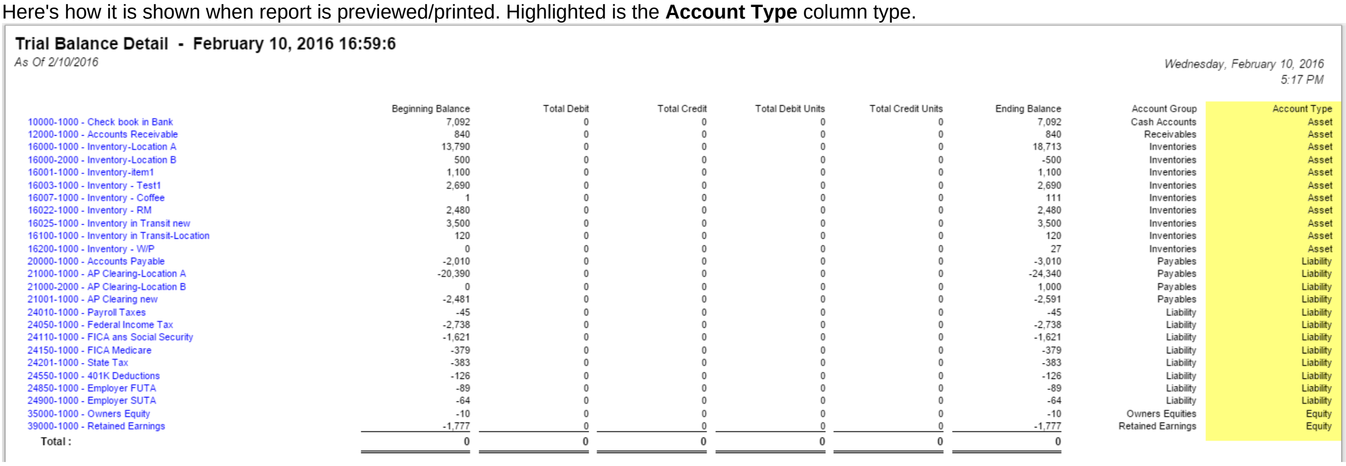

Trial Balance Detail - February 10, 2016 16:59:6

As Of 2/10/2016

Wednesday, February 10, 2016
5:17 PM

	Beginning Balance	Total Debit	Total Credit	Total Debit Units	Total Credit Units	Ending Balance	Account Group	Account Type
10000-1000 - Check book in Bank	7,092	0	0	0	0	7,092	Cash Accounts	Asset
12000-1000 - Accounts Receivable	840	0	0	0	0	840	Receivables	Asset
16000-1000 - Inventory-Location A	13,790	0	0	0	0	18,713	Inventories	Asset
16000-2000 - Inventory-Location B	500	0	0	0	0	-500	Inventories	Asset
16001-1000 - Inventory-item1	1,100	0	0	0	0	1,100	Inventories	Asset
16003-1000 - Inventory - Test1	2,690	0	0	0	0	2,690	Inventories	Asset
16007-1000 - Inventory - Coffee	1	0	0	0	0	111	Inventories	Asset
16022-1000 - Inventory - RM	2,480	0	0	0	0	2,480	Inventories	Asset
16025-1000 - Inventory in Transit new	3,500	0	0	0	0	3,500	Inventories	Asset
16100-1000 - Inventory in Transit-Location	120	0	0	0	0	120	Inventories	Asset
16200-1000 - Inventory - W/P	0	0	0	0	0	27	Inventories	Asset
20000-1000 - Accounts Payable	-2,010	0	0	0	0	-3,010	Payables	Liability
21000-1000 - AP Clearing-Location A	-20,390	0	0	0	0	-24,340	Payables	Liability
21000-2000 - AP Clearing-Location B	0	0	0	0	0	1,000	Payables	Liability
21001-1000 - AP Clearing new	-2,481	0	0	0	0	-2,591	Payables	Liability
24010-1000 - Payroll Taxes	-45	0	0	0	0	-45	Liability	Liability
24050-1000 - Federal Income Tax	-2,738	0	0	0	0	-2,738	Liability	Liability
24110-1000 - FICA ans Social Security	-1,621	0	0	0	0	-1,621	Liability	Liability
24150-1000 - FICA Medicare	-379	0	0	0	0	-379	Liability	Liability
24201-1000 - State Tax	-383	0	0	0	0	-383	Liability	Liability
24550-1000 - 401K Deductions	-126	0	0	0	0	-126	Liability	Liability
24850-1000 - Employer FUTA	-89	0	0	0	0	-89	Liability	Liability
24900-1000 - Employer SUTA	-64	0	0	0	0	-64	Liability	Liability
35000-1000 - Owners Equity	-10	0	0	0	0	-10	Owners Equities	Equity
39000-1000 - Retained Earnings	-1,777	0	0	0	0	-1,777	Retained Earnings	Equity
Total :	**0**	**0**	**0**	**0**	**0**	**0**		