# 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.

etails	Audit Log										
olumn Na	ame 🔸 Balance Sheet -	June 19, 2019 11:26:20	Description	itandard Balance	e Sheet Templa	te	Column Type	User Defined	Run Date	06/19/2019	
+ Insert	X Remove Export	El View - Filter (F3)									Г И
ID	Column Type*	Column Name	Caption	Start Offset	End Offset	Start Date	End Date	Column Calculation	Segme	nt Filter	Budge
C1	Row Name		Column Name						Add Re	cord	
C2	GL Amounts	Current Year	Column Name	BOT	0	01/01/1900	06/30/2019		Add Re	cord	
C3	Units	Current Units	Column Name	BOT	0	01/01/1900	06/30/2019		Add Re	cord	
C4	GL Amounts	Prior Year	Column Name	BOT	EOY-1yr	01/01/1900	12/31/2018		Add Re	cord	
C5	Units	Prior Units	Column Name	BOT	EOY-1yr	01/01/1900	12/31/2018		Add Re	cord	
C6	Account Type	Account Type	Column Name								

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

Total Assets :	1,103,147,711	77.707.955	833.255.788	72.186.469			
Other Assets	-1,468,117	-8,023,023	-1,455,776	-7,091,840	Asset		
Inventories	1,120,448,855	79,188,581	849,891,599	72,783,243	Asset		
Prepaids	1,790,236	3,022,819	1,790,236	3,022,819	Asset		
Receivables	25,035,157	3,739,651	24,712,446	3,692,276	Asset		
Cash Accounts	-79,545,020	-29,108,521	-78,466,735	-29,108,477	Asset		
Asset	36,886,600	28,888,448	36,784,018	28,888,448	Asset		
set							
	Current Year	Current Units	Prior Year	Prior Units	Account Type		
				, , , , , , , , , , , , , , , , , , ,	nesday, June 19, 20 11:29 A		

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- 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.
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- 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.

olumn Des	signer - Balance Sheet -	August 07, 2018 15:19:	50								
New Save	search Delete Undo	o Duplicate Import E	xport Close								
Details /	Audit Log										
Column Na	ame * Balance Sheet -	August 07, 2018 15:19:	50 Description	Standard Balance	e Sheet Templa	ate	Column Typ	e User Defined F	Run Date	08/07/20	)18
+ Insert	× Remove Export -	Filter (F3)									K 2 2 S
ID	Column Type*	Column Name	Caption	Start Offset	End Offset	Start Date	End Date	Column Calculation	Segmen	t Filter	Budget
C1	None	None	Column Name						Add Rec	ord	
C2	Row Id	Row Id	Column Name						Add Rec	ord	
C3	Row Name	Row Name	Column Name						Add Rec	ord	
C4	GL Amounts	Current Year	Column Name	BOY	0	01/01/2018	08/31/2018				
C5	Units	Current Units	Column Name	BOY	0	01/01/2018	08/31/2018				
C6	GL Amounts	Prior Year	Column Name	BOY-1yr	EOY-1yr	01/01/2017	12/31/2017		Add Rec	ord	
C7	Units	Prior Units	Column Name	BOY-1yr	EOY-1yr	01/01/2017	12/31/2017		Add Rec	ord	
C8	Account Group	Account Group	Column Name						Add Rec	ord	
С9	Account Type	Account Type	Column Name								
									Add Rec	ord	

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

	, agaot 01, 2010							
As Of 8/7/2018								Friday, August 24, 2018
								7:02 PM
None	Row Id	Row Name	Current Year	Current Units	Prior Year	Prior Units	Account Group	Account Type
	R2	Revenue	258,638	107,842	2,352,285	266,628	Revenue	Revenue
	R3	Expense % Year / or \	1,479,010	1,773,460	-27,106,198	209,582	Purchases Discounts	Expense
	R5	Total	1,737,648	1,881,302	-24,753,913	476,210		
	As Of 8/7/2018	As Of 8/7/2018 None Row Id R2	As Of 87/2018 None Row Id Row Name R2 Revenue R3 Expense % Year / or \	As Of 87/2018 None Rov Id Rov Name Current Year R2 Revenue 258,638 R3 Expense % Year / or \ 1.479.010 - 1.479.010 -	As Of 8/7/2018 None Row Id Row Name Current Year Current Units R2 Revenue 258.638 107.842 R3 Expense % Year / or \ 1.479.010 1.773.460	As Of 87/2018 None Row Id Row Name Current Vear Current Units Prior Year R2 Revenue 238,638 107,842 2,3532,265 R3 Expense % Year / or \ 1,479,010 1,777,346 -27,7168,198	As Of 8/7/2018         None         Row Name         Current Year         Current Units         Prior Year         Prior Units           R2         Revenue         258,838         107,842         2,352,235         266,628           R3         Expense % Year / or \         1,479,510         1,773,460         -27,106,188         209,552	As Of 8/7/2018         Row Name         Current Year         Current Units         Prior Year         Prior Units         Account Group           R2         Revenue         256.638         107.942         2.352.255         2265.628         Revenue           R3         Expense % Year / or \         1.173.640         -271.061.96         209.522         Purchases Discounts

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Column De	signer - Generate Columi	n Test															□ ×
Details	Deals Audelog																
Column N	ame 🔹 Generate Column	n Test			Description	Test				Column	Type User Defined			Run Date 03	/22/2018		
+ Insert	X Remove Export -	E View - Filter (F3)															К.Я. 22 У
D	Column Type*	Column Name	Caption	Start Offset	End Offset	Start Date	End Date	Column Calculation	Segment Filter	Budget Code	Percentage	Width	Alignment	Format	E	Date Override	Hidden
🗆 C1	None	None	Column Name						Add Record			160	Left				
🗌 C2	Row Id	Row Id	Column Name						Add Record			160	Left				
в	Row Name	Name	Column Name						Add Record			300	Left				
🗌 C4	GL Amounts	Dollar Amount	Column Name	BOY-1yr	EOY-1yr	01/01/2017	12/31/2017		Add Record			160	Right	#,##0.00;(#,##0.00)			
C5	Units	Units	Column Name	BOY-1yr	EOY-1yr	01/01/2017	12/31/2017		Add Record			160	Right	#,##0.00;(#,##0.00)			
🗌 C6	Column Calculation	Cost Per Unit	Column Name					C4/C5	Add Record			160	Right	#,##0.00;(#,##0.00)			
C7	Account Group	Account Group	Column Name						Add Record			160	Right				
C8	Account Type	Account Type	Column Name						Add Record			160	Left				
4									10000000								
? 🔘	0.14s Ready													Id 🔄 Page	1 of 1	t 🕨 🕅	C Refresh

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

Balance Sh	Balance Sheet - March 22, 2018 10:49:7													
As Of 3/22/2018						Friday, March 23, 20								
						6:23 F								
None	Row Id	Name	Dollar Amount	Units	Cost Per Unit	Account GroupAccount Type								
	R3	Revenue	2,352,285.36	266,705.53	8.82	Revenue Revenue								
	R4	Expense	(27,104,258.28)	209,587.86	(129.32)	Purchases DiscountsExpense								
	R6		29,456,543.64	57,117.67	515.72									

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

Details	Audit Log (5)														
olumn N	ame: Trial Balance De	etail - February 10, 2016	16:59:6		Descrip	tion: Trial Balanc	e Detail Template				1	Run Date: 02	/10/2016		E
+ Insert	× Remove ↓ <sup>A</sup> <sub>Z</sub> Arra	inge 🗄 Layout 🔍	Filter Records (F3)												
ID 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)	

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

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

Wednesday, February 10, 2016

L									5:17 PM
L									
L		Beginning Balance	Total Debit	Total Credit	Total Debit Units	Total Credit Units	Ending Balance	Account Group	Account Type
L	10000-1000 - Check book in Bank	7,092	0	0	0	0	7,092	Cash Accounts	Asset
L	12000-1000 - Accounts Receivable	840	0	0	0	0	840	Receivables	Asset
L	16000-1000 - Inventory-Location A	13,790	0	0	0	0	18,713	Inventories	Asset
L	16000-2000 - Inventory-Location B	500	0	0	0	0	-500	Inventories	Asset
L	16001-1000 - Inventory-item1	1,100	0	0	0	0	1,100	Inventories	Asset
L	16003-1000 - Inventory - Test1	2,690	0	0	0	0	2,690	Inventories	Asset
L	16007-1000 - Inventory - Coffee	1	0	0	0	0	111	Inventories	Asset
L	16022-1000 - Inventory - RM	2,480	0	0	0	0	2,480	Inventories	Asset
L	16025-1000 - Inventory in Transit new	3,500	0	0	0	0	3,500	Inventories	Asset
L	16100-1000 - Inventory in Transit-Location	120	0	0	0	0	120	Inventories	Asset
L	16200-1000 - Inventory - W/P	0	0	0	0	0	27	Inventories	Asset
L	20000-1000 - Accounts Payable	-2,010	0	0	0	0	-3,010	Payables	Liability
L	21000-1000 - AP Clearing-Location A	-20,390	0	0	0	0	-24,340	Payables	Liability
L	21000-2000 - AP Clearing-Location B	0	0	0	0	0	1,000	Payables	Liability
L	21001-1000 - AP Clearing new	-2,481	0	0	0	0	-2,591	Payables	Liability
L	24010-1000 - Payroll Taxes	-45	0	0	0	0	-45	Liability	Liability
L	24050-1000 - Federal Income Tax	-2,738	0	0	0	0	-2,738	Liability	Liability
L	24110-1000 - FICA ans Social Security	-1,621	0	0	0	0	-1,621	Liability	Liability
L	24150-1000 - FICA Medicare	-379	0	0	0	0	-379	Liability	Liability
L	24201-1000 - State Tax	-383	0	0	0	0	-383	Liability	Liability
L	24550-1000 - 401K Deductions	-126	0	0	0	0	-126	Liability	Liability
L	24850-1000 - Employer FUTA	-89	0	0	0	0	-89	Liability	Liability
L	24900-1000 - Employer SUTA	-64	0	0	0	0	-64	Liability	Liability
L	35000-1000 - Owners Equity	-10	0	0	0	0	-10	Owners Equities	Equity
L	39000-1000 - Retained Earnings	-1,777	0	0	0	0	-1,777	Retained Earnings	Equity
L	Total :	0	0	0	0	0	0		