How to Add Beginning Balance column

The **Beginning Balance column** is intended to show Beginning Balance 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.

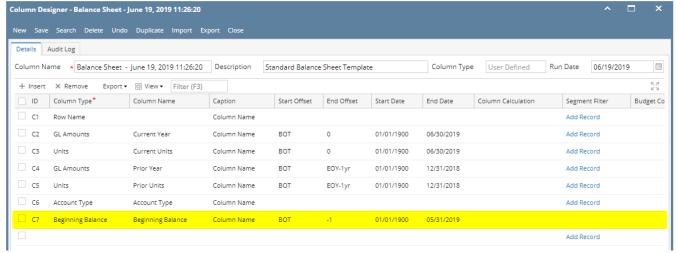
Follow these steps on how to create Beginning Balance column type.

- 1. A new row will be available in the grid section.
- 2. In the Column Type field, select Beginning Balance.
- 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 BOT, which stands for Beginning of Time. This field is read only to prevent you from modifying it.
- 6. The End Offset field will be defaulted to -1, which stands for Run Date minus 1 month or the previous month. Change this field when you need to.

*When **Start Offset** and **End Offset** are combined, it is read as From Beginning of Time up to Previous 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 Beginning Balance column will look like when you follow the above steps.



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

Balance Sheet - June 19, 2019 11:26:20						
AS OT 0/19/2019						Wednesday, June 19, 2019
	Current Year	Current Units	Prior Year	Prior Units	Account Type	1:19 PM Beginning Balance
Asset						
Asset	36,886,600	28,888,448	36,784,018	28,888,448	Asset	36,886,599.76
Cash Accounts	-79,545,020	-29,108,521	-78,466,735	-29,108,477	Asset	(79,545,020.46)
Receivables	25,035,157	3,739,651	24,712,446	3,692,276	Asset	25,035,157.20
Prepaids	1,790,236	3,022,819	1,790,236	3,022,819	Asset	1,790,236.00
Inventories	1,120,448,855	79,188,581	849,891,599	72,783,243	Asset	1,120,448,854.96
Other Assets	-1,468,117	-8,023,023	-1,455,776	-7,091,840	Asset	(1,468,114.90)
Total Assets :	1,103,147,711	77,707,955	833,255,788	72,186,469		1,103,147,712.56
· · · · · · · · · · · · · · · · · · ·						

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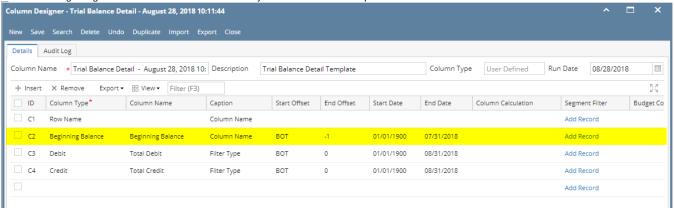
Follow these steps on how to create Beginning Balance column type.

- 1. A new row will be available in the grid section.
- 2. In the Column Type field, select Beginning Balance.
- 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 BOT, which stands for Beginning of Time. This field is read only to prevent you from modifying it.
- 6. The End Offset field will be defaulted to -1, which stands for Run Date minus 1 month or the previous month. 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.
- 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.
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- 16. All other fields are not anymore necessary so you can leave those out.

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



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

Trial Balance Detail - August 28, 2018 10:11:44			
As Of 8/28/2018			Tuesday, August 28, 2018
			10:33 AM
	Beginning Balance	01/01/1900 - 08/31/2018	01/01/1900 - 08/31/2018
10000-0000-000 - Wells Fargo - Disbursement - Home office - Admin	6,972,804.02	50,526,638.18	43,553,834.16
10000-9002-006 - Wells Fargo - Disbursement-Austin Tech Hub-Gas	(218,769,61)	0.00	218,769.61
10002-0000-000 - Fifth Third - AG Operations - Home office - Admin	(66,506.62)	289,303.65	355,810.27
10003-0000-000 - Fifth Third - Petro Operations - Home office - Admin	(35,635,419.51)	49,404,215.60	85,039,635.11
10003-0007-000 - Fifth Third - Petro Operations-Port Albert-Admin	164,272.71	232,322.71	68,050.00
10003-0007-001 - Fifth Third - Petro Operations-Port Albert-Grains	23,574.00	23,614.00	40.00
10003-0007-002 - Fifth Third - Petro Operations-Port Albert-Chemicals	(942.00)	111.00	1,053.00
10003-0007-003 - Fifth Third - Petro Operations-Port Albert-Fertilizer	(3,420.00)	0.00	3,420.00
10003-0007-004 - Fifth Third - Petro Operations-Port Albert-Petro	(112,911,71)	3.00	112,914.71
10003-0101-001 - Fifth Third - Petro Operations-iRely Mart-Grains	1,000.00	1,000.00	0.00
10003-0101-003 - Fifth Third - Petro Operations-iRely Mart-Fertilizer	(50,000.00)	0.00	50,000.00
10003-0102-007 - Fifth Third - Petro Operations-Dubai Emirates-Diesel	1,000.00	1.000.00	0.00
10003-0103-007 - Fifth Third - Petro Operations-Amman - Jordan-Diesel	1,000.00	1,000.00	0.00
10003-9000-003 - Fifth Third - Petro Operations-Silicon Valley -Fertilizer	2.000.00	2.000.00	0.00
10003-9000-005 - Fifth Third - Petro Operations-Silicon Valley -Feed	60.00	60.00	0.00
10004-0000-000 - Three Rivers - Operating - Grain - Home office - Admin	(12,098,687.18)	5,862,512.39	17,961,199.57
10005-0000-000 - Chase- Cash in Bank - Home office - Admin	(3,218,539.16)	656,510.26	3,875,049.42
10005-9002-006 - Chase- Cash in Bank -Austin Tech Hub-Gas	(41,029,906.40)	360,859.10	41,390,765.50
10006-0000-000 - Canadian Cash - Home office - Admin	46.233.475.62	90,378,921.62	44,145,446.00
10006-9001-007 - Canadian Cash-Boston Tech Hub-Diesel	(1.08)	0.02	1.10
10010-0000-000 - Common Capital - Home office - Admin	(10,194,650.00)	0.00	10,194,650.00
10011-0000-000 - Cash on hand-Home office-Admin	(26,819.19)	0.00	26,819.19
10013-0000-000 - Cash on hand-Home office-Admin	(50.00)	0.00	50.00
10051-0000-000 - Cash offset-Home office-Admin	50.00	50.00	0.00
10242-0000-000 - Beginning Inventory - Home office - Admin	2,025.00	2,025.00	0.00
10242-0007-001 - Beginning Inventory-Port Albert-Grains	(5,000.00)	0.00	5,000.00
10243-0000-000 - Ending inv - Home office - Admin	24.750.00	24.750.00	0.00
10500-0000-000 - Undeposited Funds - Home office - Admin	324,161.17	57,103,758.22	56,779,597.05
10500-0001-000 - Undeposited Funds - Fort Wayne - Admin	62,501.14	62,511.14	10.00
10500-0003-000 - Undeposited Funds - Richmond - Admin	(1.00)	0.00	1.00
10500-0004-000 - Undeposited Funds - South Bend - Admin	(1.00)	0.00	1.00
10500-0101-000 - Undeposited Funds - iRely Mart - Admin	2.00	2.00	0.00
10718-0000-000 - Payroll Checking - Home office - Admin	(520,873.12)	110,015.00	630,888.12
10999-0000-000 - Other current assets - Home office - Admin	450,300.00	450,300.00	0.00
11242-0000-000 - Purchases - Home office - Admin	201,451.95	201,481.00	29.05
12000-0000-000 - Accounts Receivable - Home office - Admin	22,781,518.65	79,248,663.54	56,467,144.89
12013-0001-004 - Accounts Receivable-Fort Wayne-Petro	1,239,151.00	1,265,289.39	26,138.39
12013-0002-004 - Accounts Receivable-Indianapolis-Petro	4,200.00	4,200.00	0.00
12500-0000-000 - Credit Card Receivable - Home office - Admin	(15,195.00)	0.00	15,195.00

The **Beginning Balance column** is intended to show Beginning Balance 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 Beginning Balance column type.

- 1. A new row will be available in the grid section.
- 2. In the Column Type field, select Beginning Balance.
- 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 BOT, which stands for Beginning of Time. This field is read only to prevent you from modifying it.
- 6. The End Offset field will be defaulted to -1, which stands for Run Date minus 1 month or the previous month. Change this field when you need to.

*When **Start Offset** and **End Offset** are combined, it is read as From Beginning of Time up to Previous 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
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- 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 Beginning Balance column will look like when you follow the above steps.

lumn Des	igner - Balance Sheet - I	March 19, 2018 17:56:15								□ ×
ew Save	Search Delete Undo	Duplicate Import Ex	port Close							
Details A	Audit Log									
Tolumn Na	me * Balance Sheet -	March 19, 2018 17:56:15	Description St	tandard Balance	e Sheet Templa	te	Column Type	User Defined R	un Date 03/19/201	8
+ Insert	X Remove Export ▼									K 7
_ ID	Column Type*	Column Name	Caption	Start Offset	End Offset	Start Date	End Date	Column Calculation	Segment Filter	Budget C
c1	Row Name		Column Name						Add Record	
C2	Beginning Balance	Beginning Balance	Column Name	вот	-1	01/01/1900	02/28/2018		Add Record	
C3	GL Amounts		Filter Type	вот	0	01/01/1900	03/31/2018		Add Record	
C4	Units		Filter Type	BOT	0	01/01/1900	03/31/2018		Add Record	
									Add Record	

Trial Balance Detail - March 19, 201	18		
17:56:41 As Of 3/19/2018			Madagaday Marah 28, 201
A3 01 3/19/2010			Wednesday, March 28, 201
			11:43 A
	Beginning Balance	01/01/1900 - 03/31/2018	01/01/1900 - 03/31/2018
15000-0001-001 - Beginning Inventory - Fort Wayne -	(10.00)	-10	0
Grains 15000-0001-005 - Beginning Inventory - Fort Wayne - Feed	(100.00)	-100	0
15000-0001-003 - Beginning Inventory - Port Wayne - Peed 15000-0004-012 - Beginning Inventory - South Bend - Grain	0.00	-50	0
- Soybeans	0.00	-50	· ·
15013-0001-004 - Inventories-Fort Wayne-Petro	13,983.27	13,983	7,402
15013-0002-004 - Inventories-Indianapolis-Petro	63.26	63	8
15033-0001-004 - Work in Progress - Blend-Fort Wayne-	235,400.00	235,400	1,014
Petro			
16000-0000-000 - Inventories - Home office - Admin	64,402,012.51	64,402,013	409,765
16000-0001-000 - Inventories - Fort Wayne - Admin	493,332,763.48	493,332,763	44,414,198
16000-0001-001 - Inventories - Fort Wayne - Grains	21,959,191.44 17,757.98	21,959,191	354,982 4,002
16000-0001-004 - Inventories - Fort Wayne - Petro		17,758	4,002 3.074.846
16000-0001-011 - Inventories - Fort Wayne - Grain - Corn 16000-0001-012 - Inventories - Fort Wayne - Grain -	41,114,187.01 224.679.904.56	41,114,187 224,679,905	736.239
Soybeans	224,079,904.30	224,079,903	730,239
16000-0001-013 - Inventories - Fort Wayne - Grain - Wheat	3,051,976,72	3.051,977	228,398
16000-0001-014 - Inventories - Fort Wayne - Propane	91,553,54	91,554	73.205
16000-0001-101 - Inventories - Fort Wayne - Pop	31,460.18	31,460	245
16000-0002-000 - Inventories - Indianapolis - Admin	14,911.79	14,912	6,101
16000-0002-004 - Inventories - Indianapolis - Petro	9,290.57	9,291	7,510
16000-0002-011 - Inventories - Indianapolis - Grain - Corn	4,067.97	4,068	850
16000-0002-013 - Inventories - Indianapolis - Grain - Wheat	23,777.35	23,777	1,000
16000-0002-014 - Inventories - Indianapolis - Propane	3,050.41	3,050	2,900
16000-0003-004 - Inventories - Richmond - Petro	5,147.45	5,147	4,000
16000-0004-000 - Inventories - South Bend - Admin	178.26	178	55
16000-0006-000 - Inventories - Blenheim - Admin	38,350.00	38,350	520
16000-0007-000 - Inventories - Port Albert - Admin	(0.15)	0	0
16000-0007-002 - Inventories - Port Albert - Chemicals 16000-0007-003 - Inventories - Port Albert - Fertilizer	210,272.73 1,669,090.91	210,273 1,669,091	6,000 6,000
16000-0007-003 - Inventories - Port Albert - Pertilizer	621,818.18	621,818	3,000
16000-0007-009 - Inventories - Port Albert - Seed	167,181.82	167,182	3,000
Soybeans	107,101.02	107,102	5,000
16000-0101-000 - Inventories - iRely Mart - Admin	5,605.20	5,605	865
16010-0001-000 - Auto Negative - Fort Wayne - Admin	114,097,111.34	114,097,111	0
16010-0002-000 - Auto Negative - Indianapolis - Admin	167.59	168	0
16020-0001-000 - Write-off Sold - Fort Wayne - Admin	(300.00)	-300	0
16030-0001-000 - Revalue Sold - Fort Wayne - Admin	4,466.00	4,466	0
16030-0007-013 - Revalue Sold - Port Albert - Grain - Wheat	(8,930.00)	-8,930	0
16040-0001-000 - Inventory Adjustment - Fort Wayne - Admin	1,931,620.82	1,931,621	142,238
16040-0001-011 - Inventory Adjustment - Fort Wayne - Grain - Corn	(142,282,596.00)	-142,282,596	0
16040-0101-001 - Inventory Adjustment-iRely Mart-Grains	(5,605.20)	-5,605	-865
16050-0001-000 - Inventory In-Transit - Fort Wayne - Admin	21,650,780.00	21,650,780	2,335,729
16050-0002-000 - Inventory In-Transit - Indianapolis - Admin	7,478.46	7,478	4,403
16050-0003-000 - Inventory In-Transit - Richmond - Admin	(5,147.45)	-5,147	-4,000
16060-0001-000 - Inventory WIP - Fort Wayne - Admin	1,038,667.47	1,038,667	258,055
Total:	843,464,253.43	843,464,552	118,548,073

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Follow these steps on how to create Beginning Balance column type.

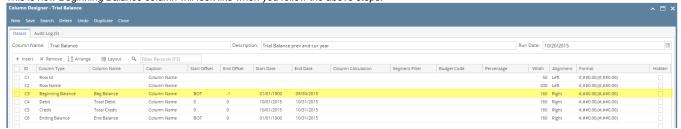
- A new row will be available in the grid section.
 In the Column Type field, select Beginning Balance.

- 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.
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- 9. Leave the Column Calculation field blank.
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- 11. Leave the Budget Code field blank.
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- 16. All other fields are not anymore necessary so you can leave those out.

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



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

As Of	10/31/2015			Wednesday, F	ebruary 10, 2016
					7:39 PM
		Beg Balance	Total Debit	Total Credit	End Balance
₹2	10000 - Check book in Bank	7,092.04	0.00	0.00	7,092.04
₹4	12000 - Accounts Receivable	700.00	0.00	0.00	700.00
88	16000 - Inventory	8,300.00	0.00	0.00	8,300.0
89	16001 - Inventory-item1	1,100.00	0.00	0.00	1,100.0
₹11	16003 - Inventory - Test1	2,690.00	0.00	0.00	2,690.0
₹18	16022 - Inventory - RM	2,480.00	0.00	0.00	2,480.00
₹21	16025 - Inventory in Transit new	3,500.00	0.00	0.00	3,500.00
₹22	16100 - Inventory in Transit	120.00	0.00	0.00	120.0
₹24	20000 - Accounts Payable	(2,010.00)	0.00	0.00	(2,010.00
₹25	21000 - AP Clearing	(14,400.00)	0.00	0.00	(14,400.00
R26	21001 - AP Clearing new	(2,480.00)	0.00	0.00	(2,480.00
R30	24010 - Payroll Taxes	(45.00)	0.00	0.00	(45.00
₹31	24050 - Federal Income Tax	(2,738.38)	0.00	0.00	(2,738.38
₹32	24110 - FICA ans Social Security	(1,621.18)	0.00	0.00	(1,621.18
133	24150 - FICA Medicare	(379.14)	0.00	0.00	(379.14
34	24201 - State Tax	(382.50)	0.00	0.00	(382.50
136	24550 - 401K Deductions	(126.00)	0.00	0.00	(126.00
139	24850 - Employer FUTA	(88.59)	0.00	0.00	(88.59
₹40	24900 - Employer SUTA	(63.99)	0.00	0.00	(63.99
54	35000 - Owners Equity	0.00	0.00	10.25	(10.25
₹58	39000 - Retained Earnings	(1,000.00)	0.00	0.00	(1,000.00
162	40000 - Sales	(560.00)	0.00	0.00	(560.00
165	40003 - Sales - Test1	(140.00)	0.00	0.00	(140.00
76	41500 - Fee Income	(100.00)	0.00	0.00	(100.00
277	42000 - Interest Income	(200.00)	0.00	0.00	(200.00
178	43000 - Options Income	(300.00)	0.00	0.00	(300.00
79	44000 - Credit Card Fee	(400.00)	0.00	0.00	(400.00
≀81	47000 - Sales Advance	(500.00)	0.00	0.00	(500.00
183	49000 - Other Income	(15,000.00)	10.25	0.00	(14,989.75
187	50000 - Purchases Default	400.00	0.00	0.00	400.0
190	50003 - COGS - Test1	100.00	0.00	0.00	100.0
100	54100 - Salary Earnings	8,500.00	0.00	0.00	8,500.0
102	54511 - Leave of Absence	4,700.00	0.00	0.00	4,700.0
105	56000 - Employer Expenses	810.59	0.00	0.00	810.5
106	56200 - Employer FICA Med	189.57	0.00	0.00	189.5
107	56300 - Empployer FUTA	88.59	0.00	0.00	88.5
108	56400 - Employer SUTA	63.99	0.00	0.00	63.9
131	80000 - Inventory Adjustment	190.00	0.00	0.00	190.0
132	81000 - Labor	10.00	0.00	0.00	10.0
134	99000 - Wash Account	1,500.00	0.00	0.00	1,500.0
136		0.00	10.25	10.25	0.0