

How to Add Percentage column

The **Percentage column** is used to build formula for your column that would work with the Percentage row.

Follow these steps to add a Percentage column.

1. A new row will be available in the grid section.
2. In the **Column Type** field, select Percentage.
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 for that column is set to Column Header. 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 **Segment Filter** field assign a Location filter if you want to filter by location/s, else leave it blank. This is discussed more on [How to Configure Segment Filter](#).
6. In the **Percentage** field, assign the column you want to be the base column where the the formula configured from Percentage row be computed. See [How to Add Percentage row](#) to guide you on how to create the percentage row to match this percentage column.
7. 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.
8. 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
9. In the **Format** field, assign how the numbers be shown in the column. Since this is a percentage column, select from these percent format available.
 - a. 0%
 - b. 0.00%
 - c. 0.000000%
10. Leave **Hidden checkbox** unchecked. See [How Hidden checkbox works when enabled](#).

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

See also [How to Add Percentage row](#) to guide you on how to create the percentage row to match this percentage column.

Here's how it is shown when report is previewed/printed.

Balance Sheet - June 20, 2019 10:2:58						Thursday, June 20, 2019 10:55 AM
As Of 6/20/2019						
	Current Year	Current Units	Prior Year	Prior Units	Ending Balance	Percentage
Asset						
Asset	36,833,747	28,888,484	36,784,008	28,888,448	36,833,747.09	0.00%
Cash Accounts	-78,974,657	-29,108,321	-78,450,865	-29,108,477	(78,974,656.76)	0.00%
Receivables	25,093,755	3,707,917	24,712,221	3,692,217	25,093,755.02	0.00%
Prepays	1,790,236	1,327,749	1,790,236	1,327,749	1,790,236.00	0.00%
Inventories	864,493,971	70,990,725	849,891,602	68,275,685	864,493,970.84	0.00%
Other Assets	-1,455,918	-7,327,749	-1,455,736	-7,089,174	(1,455,917.81)	0.00%
Total Assets :	847,781,134	68,478,805	833,271,666	65,986,448	847,781,134.18	0.00%
Liability						
Liability	282,395	8	271,752	8	282,394.87	0.00%
Payables	36,747,641	3,854,997	11,622,728	-415,326	36,747,640.72	0.00%
Other Payables	725,381,380	50,003,465	736,208,713	51,305,985	725,381,380.15	0.00%
Sales Tax Payables	861,334	0	861,184	0	861,333.97	0.00%
Payroll Tax Liabilities	516	0	496	0	516.21	0.00%
Pending Payables	460,001	188,163	415,437	151,163	460,001.20	0.00%
Payroll Taxes Current	199,696	0	197,077	0	199,695.72	0.00%
Payroll Deductions	41,324	0	40,930	0	41,323.79	0.00%
Employer Liability	75,087	-4	73,890	-4	75,087.37	0.00%
Total Liabilities :	764,049,374	54,046,629	749,692,207	51,041,826	764,049,374.00	0.00%

The **Percentage column** is used to build formula for your column that would work with the Percentage row.

Follow these steps to add a Percentage column.

1. A new row will be available in the grid section.
2. In the **Column Type** field, select Percentage.
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 for that column is set to Column Header. 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 **Segment Filter** field assign a Location filter if you want to filter by location/s, else leave it blank. This is discussed more on [How to Configure Segment Filter](#).
6. In the **Percentage** field, assign the column you want to be the base column where the the formula configured from Percentage row be computed. See [How to Add Percentage row](#) to guide you on how to create the percentage row to match this percentage column.
7. 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.
8. 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
9. In the **Format** field, assign how the numbers be shown in the column. Since this is a percentage column, select from these percent format available.
 - a. 0%
 - b. 0.00%
 - c. 0.000000%
10. Leave **Hidden** checkbox unchecked. See [How Hidden checkbox works when enabled](#).

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

The screenshot shows the 'Column Designer' window for 'Trial Balance Detail - September 04, 2018 16:24:48'. The 'Details' tab is active. The 'Column Name' is 'Trial Balance Detail - September 04, 2018', 'Description' is 'Trial Balance Detail Template', 'Column Type' is 'User Defined', and 'Run Date' is '09/04/2018'. Below the configuration fields is a table of existing columns. A new row, 'C8 Percentage', has been added and is highlighted in yellow. The 'Column Type' is 'Percentage', 'Caption' is 'Percentage', and 'Column Calculation' is 'Column Name'. The 'Segment Filter' and 'Budget Co' fields are empty.

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							
C2	Beginning Balance	Beginning Balance	Filter Type	BOT	-1	01/01/1900	08/31/2018			
C3	GL Amounts	GL Amounts	Filter Type	BOY	0	01/01/2018	09/30/2018			
C4	Debit	Total Debit	Column Name	0	0	09/01/2018	09/30/2018			
C5	Credit	Total Credit	Column Name	0	0	09/01/2018	09/30/2018			
C6	Budget	Budget	Column Name	0	0	09/01/2018	09/30/2018			2018 budg
C7	Filter Accounts	Filter Accounts	Column Name							
C8	Percentage	Percentage	Column Name							

See also [How to Add Percentage row](#) to guide you on how to create the percentage row to match this percentage column.

Here's how it is shown when report is previewed/printed.

Trial Balance Detail - September 04, 2018 16:24:48									
As Of 9/4/2018									
Wednesday, September 5, 2018									
6:08 PM									
</									

- In the **Segment Filter field** assign a Location filter if you want to filter by location/s, else leave it blank. This is discussed more on [How to Configure Segment Filter](#).
- In the **Percentage field**, assign the column you want to be the base column where the the formula configured from Percentage row be computed. See [How to Add Percentage row](#) to guide you on how to create the percentage row to match this percentage column.
- 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
 - Select **Left** if you want it Left Aligned
 - Select **Right** if you want it Right aligned
- In the **Format field**, assign how the numbers be shown in the column. Since this is a percentage column, select from these percent format available.
 - 0%
 - 0.00%
 - 0.000000%
- Leave **Hidden checkbox** unchecked. See [How Hidden checkbox works when enabled](#).

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

See also [How to Add Percentage row](#) to guide you on how to create the percentage row to match this percentage column.

Here's how it is shown when report is previewed/printed.

Income Statement - April 13, 2018 14:6:16					Friday, April 13, 2018 2:49 PM	
As Of 4/13/2018						
Row Id		2018	Percentage	2017	Percentage	
Revenue						
R3	Revenue	0	0.00%	27,181	0.00%	
R4	Sales	217,334	0.00%	2,147,320	0.00%	
R5	Sales Discounts	0	0.00%	-27	0.00%	
R6	Other Income	3,903	0.00%	177,812	0.00%	
R9	Total Revenues :	221,237	0.00%	2,352,286	0.00%	
Expense						
R12	Expense	400	0.00%	-1,355	0.00%	
R13	Cost of Goods Sold	2,088	0.00%	3,212	0.00%	
R14	Purchases	276,813	0.00%	8,228,188	0.00%	
R15	Purchases Discounts	-60	0.00%	-4,684	0.00%	
R16	Other Purchases	-3,746	0.00%	5,089	0.00%	
R17	Payroll Cogs	0	0.00%	1,575	0.00%	
R18	Other Expenses	15,727	0.00%	-35,938,515	0.00%	
R20	Payroll Earnings	85,594	0.00%	542,299	0.00%	
R21	Payroll Tax Expenses	0	0.00%	30	0.00%	
R22	Payroll Expenses	7,465	0.00%	57,963	0.00%	
R24	Total Expenses :	384,281	0.00%	-27,106,198	0.00%	
R26	NET PROFIT(LOSS) :	-163,044	0.00%	29,458,484	0.00%	

The **Percentage column** is used to build formula for your column that would work with the Percentage row.

Follow these steps to add a Percentage column.

- A new row will be available in the grid section.
- In the **Column Type field**, select Percentage.
- 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 for that column is set to Column Header. This is discussed more on [How to Add Column Name Row](#).
- 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](#).
- In the **Segment Filter field** assign a Location filter if you want to filter by location/s, else leave it blank. This is discussed more on [How to Configure Segment Filter](#).
- In the **Percentage field**, assign the column you want to be the base column where the the formula configured from Percentage row be computed. See [How to Add Percentage row](#) to guide you on how to create the percentage row to match this percentage column.
- 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
 - Select **Left** if you want it Left Aligned
 - Select **Right** if you want it Right aligned
9. In the **Format field**, assign how the numbers be shown in the column. Since this is a percentage column, select from these percent format available.
- 0%
 - 0.00%
 - 0.000000%
10. Leave **Hidden checkbox** unchecked. See [How Hidden checkbox works when enabled](#).

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

The screenshot shows the 'Column Designer - percentage' window. The 'Column Name' is 'percentage' and the 'Run Date' is '12/14/2015'. The table below shows the configuration for the percentage column.

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 Id		Column Name									160	Right	##0.00;##0.00	<input type="checkbox"/>
C2	Row Name		Column Name									160	Right	##0.00;##0.00	<input type="checkbox"/>
C3	GL Amounts	Previous	Column Name	BOY-1yr	EOY-1yr	01/01/2014	12/31/2014					160	Right	##0.00;##0.00	<input type="checkbox"/>
C4	Percentage	Previous %	Column Name								C3	160	Right	0.00%	<input type="checkbox"/>
C5	GL Amounts	Current	Column Name	BOY	EOY	01/01/2015	12/31/2015					160	Right	##0.00;##0.00	<input type="checkbox"/>
C6	Percentage	Current %	Column Name								C5	160	Right	0.00%	<input type="checkbox"/>

See also [How to Add Percentage row](#) to guide you on how to create the percentage row to match this percentage column.

Here's how it is shown when report is previewed/printed.

The screenshot shows a report preview titled 'percent' with the date 'As Of 11/30/2015' and the time 'Friday, January 22, 2016 4:37 PM'. The table below shows the data for the percentage column.

		Previous	Previous %	Current	Current %
R2	Revenue	1,000.00	100.00%	18,329.75	7.51%
R3	Expense	0.00		16,952.74	
R5	Gross Profit	1,000.00		1,377.01	