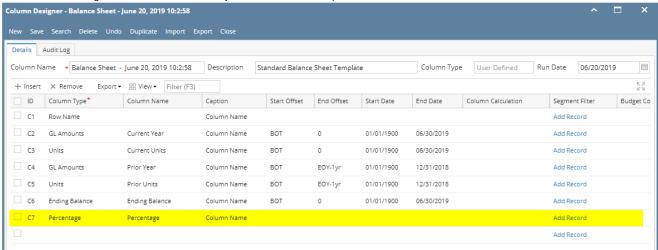
## **How to Add Percentage column**

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.

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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.

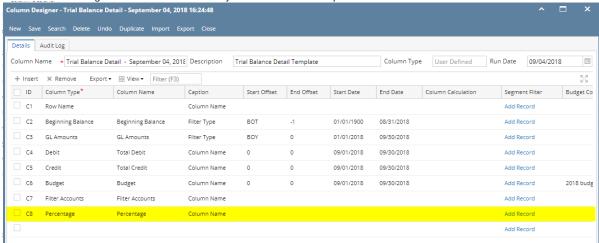
Balance Sheet - June 20, 2 As Of 6/20/2019					Thu	ırsday, June 20, 201
					1110	10:55 A
	Current Year	Current Units	Prior Year	Prior Units	Ending Balance	Percentage
Asset					-	-
Asset	36,833,747	28,888,484	36,784,008	28,888,448	36,833,747.09	0.00%
Cash Accounts	-78,974,657	-29,108,321	-78,450,665	-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%
Prepaids	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	864,493,970.64	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%

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

rial Balance Detail - September 04, 201 s Of 9/4/2018	8 10:24:48				14/0	dnesday, September 5, 2
3 01 3/4/2010					We	
						6:08
		01/01/2018 - 09/30/2018	Total Debit	Total Credit	BudgetFilter Accounts	Percentage
0000-0000-001 - Sales - Home office - Grains	5.00	5.00	0.00	0.00	0.00[ID] = '40000-0000-001'	0.00%
1000-0001-001 - Sales - Fort Wayne - Grains	2,613.00	2,613.00	0.00	0.00	0.00[ID] = '40000-0001-001'	0.00%
000-0001-004 - Sales - Fort Wayne - Gas	11,648.62	11,648.62	0.00	0.00	0.00[ID] = '40000-0001-004'	0.00%
000-0001-007 - Sales - Fort Wayne - Diesel	6,933.89	6,933.89	0.00	0.00	0.00[ID] = '40000-0001-007'	0.00%
000-0001-014 - Sales - Fort Wayne - Propane	14,595.69	14,595.69	0.00	0.00	0.00[ID] = '40000-0001-014'	0.00%
000-0001-106 - Sales - Fort Wayne - Snacks	43.50	38.00	33.00	27.50	0.00[ID] = '40000-0001-106'	0.00%
010-0001-001 - Sales -Taxable - Fort Wayne - Grains	64,557.21	64,557.21	0.00	0.00	0.00[ID] = '40010-0001-001'	0.00%
010-0001-006 - Sales -Taxable - Fort Wayne - Gas	164,367.97	164,367.97	0.00	0.00	0.00[ID] = '40010-0001-006'	0.00%
010-0001-007 - Sales -Taxable - Fort Wayne - Diesel	273,416.82	273,416.82	0.00	0.00	0.00[ID] = '40010-0001-007'	0.00%
010-0002-001 - Sales -Taxable - Indianapolis - Grains	4,200.00	4,200.00	0.00	0.00	0.00[ID] = '40010-0002-001'	0.00%
015-0101-000 - Sales -Non-Tax - iRely Mart - Admin	62.11	62.11	0.00	0.00	0.00[ID] = '40015-0101-000'	0.00%
500-9002-103 - Storage Income-Austin Tech Hub-Tobacco	0.00	0.00	0.00	0.00	666.00[ID] = '40500-9002-103'	0.00%
000-0000-000 - Freight Income - Home office - Admin	(12.500.00)	(12,500.00)	0.00	0.00	0.00[ID] = '41000-0000-000'	0.00%
100-0001-000 - Freight Income - Fort Wayne - Admin	261.07	261.07	0.00	0.00	0.00[ID] = '41000-0001-000'	0.00%
001-0001-001 - Software Sales-Fort Wayne-Grains	2,500.00	2,500.00	0.00	0.00	0.00[ID] = '42001-0001-001'	0.00%
000-0001-101 - Discount Take - Fort Wayne - Pop	(1.85)	(1.85)	0.00	0.00	0.00[ID] = '45000-0001-101'	0.00%
000-0005-100 - Discount Take-Chatham-General Merchandise	9.12	9.12	0.00	0.00	0.00[ID] = '45000-0005-100'	0.00%
000-0001-005 - Sales Advance -Fort Wayne-Feed	(100.00)	(100.00)	0.00	0.00	0.00[ID] = '47000-0001-005'	0.00%
000-4001-001 - Sales Advance -Remote Scale 2-Grains	850.00	850.00	0.00	0.00	0.00[ID] = '47000-4001-001'	0.00%
000-0000-000 - Other Income - Home office - Admin	100.00	100.00	0.00	0.00	0.00(ID1 = '49000-0000-000'	0.00%
000-0001-000 - Other Income - Fort Wayne - Admin	3.794.75	3.794.75	0.00	0.00	0.00[ID] = '49000-0001-000'	0.00%
100-0001-000 - Tank Rent - Fort Wayne - Admin	80.00	80.00	0.00	0.00	0.00[ID] = '49100-0001-000'	0.00%

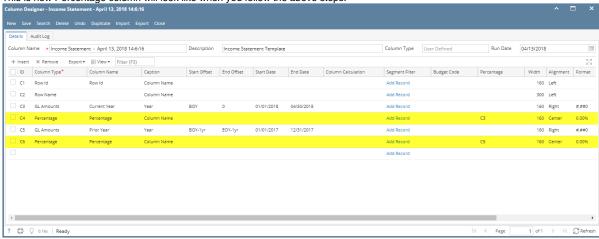
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Income Sta	atement - April 13, 2018 14:6:16				
As Of 4/13/2018					Friday, April 13, 201
					2:49 PI
Row Id		2018	Percentage	2017	Percentage
Revenue		2010	. oronnago		. croominge
R3	Revenue	0	0.00%	27.181	0.00%
R4	Sales	217.334	0.00%	2.147.320	0.00%
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%

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  - **a.** 0%
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