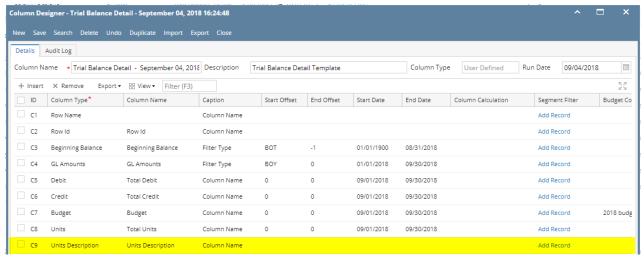
## **How to Add Units Description column**

The **Units Description column** is used to show the Units setup for the Account or Primary Account. This is a useful information on reports with Account or Primary Account row setup. This tells you the Units setup for the Account of Primary Account

Follow these steps on how to create Units Description column type.

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



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

Balance She	eet - June 20, 2019 10:2:58					_	
AS 01 0/20/2019						Ini	ırsday, June 20, 2019
							4:52 PM
Row Id		Current Year	Current Units	Prior Year	Prior Units <mark>Units Description</mark>	Ending Balance	Percentage
Asset							
R3	Asset	36,833,747	28,888,484	36,784,008	28,888,448	36,833,747.09	0.00%
R5	Cash Accounts	-78,974,657	-29,108,321	-78,450,665	-29,108,477	(78,974,656.76)	0.00%
R7	Receivables	25,093,755	3,707,917	24,712,221	3,692,217	25,093,755.02	0.00%
R8	Prepaids	1,790,236	1,327,749	1,790,236	1,327,749	1,790,236.00	0.00%
R9	Inventories	864,493,971	70,990,725	849,891,602	68,275,685	864,493,970.64	0.00%
R12	Other Assets	-1,455,918	-7,327,749	-1,455,736	-7,089,174	(1,455,917.81)	0.00%
R15	Total Assets :	847,781,134	68,478,805	833,271,666	65,986,448	847,781,134.18	0.00%
Liability							
R19	Liability	282,395	8	271,752	8	282,394.87	0.00%
R21	Payables	36,747,641	3,854,997	11,622,728	-415,326	36,747,640.72	0.00%
R22	Other Payables	725,381,380	50,003,465	736,208,713	51,305,985	725,381,380.15	0.00%
R23	Sales Tax Payables	861,334	0	861,184	0	861,333.97	0.00%
R24	Payroll Tax Liabilities	516	0	496	0	516.21	0.00%
R26	Pending Payables	460,001	188,163	415,437	151,163	460,001.20	0.00%
R28	Payroll Taxes Current	199,696	0	197,077	0	199,695.72	0.00%
R29	Payroll Deductions	41,324	0	40.930	0	41.323.79	0.00%
R30	Employer Liability	75,087	-4	73,890	-4	75,087.37	0.00%
R32	Total Liabilities :	764,049,374	54,046,629	749,692,207	51,041,826	764,049,374.00	0.00%

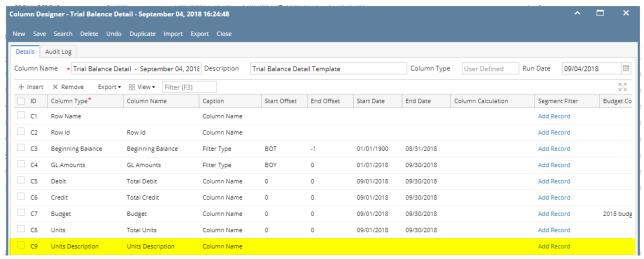
The **Units Description column** is used to show the Units setup for the Account or Primary Account. This is a useful information on reports with Account or Primary Account row setup. This tells you the Units setup for the Account of Primary Account

Follow these steps on how to create Units Description column type.

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



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

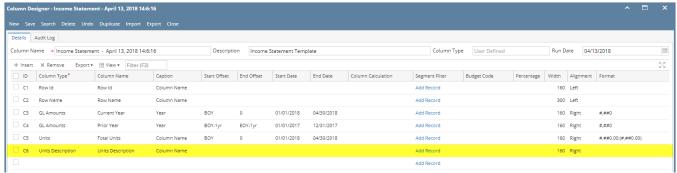
Trial Balance Detail - September 04,	2018 16:24:48							
As Of 9/4/2018							Thur	sday, September 6, 2018 10:55 AM
	Row Id	01/01/1900 - 08/31/2018	01/01/2018 - 09/30/2018	Total Debit	Total Credit	Budgel	t Total Units	Units Description
40000-0000-001 - Sales - Home office - Grains	R2	5.00	5.00	0.00	0.00	0.00	0.00	
40000-0001-001 - Sales - Fort Wayne - Grains	R2	2,613.00	2,613.00	0.00	0.00	0.00	0.00	
40000-0001-004 - Sales - Fort Wayne - Gas	R2	11,648.62	11,648.62	0.00	0.00	0.00	0.00	Gallons
40000-0001-007 - Sales - Fort Wayne - Diesel	R2	6,933.89	6,933.89	0.00	0.00	0.00	0.00	Gallons
40000-0001-014 - Sales - Fort Wayne - Propane	R2	14,595.69	14,595.69	0.00	0.00	0.00	0.00	Gallons
40000-0001-106 - Sales - Fort Wayne - Snacks	R2	43.50	38.00	33.00	27.50	0.00	(1.00)	
40010-0001-001 - Sales -Taxable - Fort Wayne - Grains	R2	64,557.21	64,557.21	0.00	0.00	0.00	0.00	
40010-0001-006 - Sales -Taxable - Fort Wayne - Gas	R2	164,367.97	164,367.97	0.00	0.00	0.00	0.00	
40010-0001-007 - Sales -Taxable - Fort Wayne - Diesel	R2	273,416.82	273,416.82	0.00	0.00	0.00		
40010-0002-001 - Sales -Taxable - Indianapolis - Grains	R2	4,200.00	4,200.00	0.00	0.00	0.00		
40015-0101-000 - Sales -Non-Tax - iRely Mart - Admin	R2	62.11	62.11	0.00	0.00	0.00	0.00	
40500-9002-103 - Storage Income-Austin Tech Hub-Tobacco	R2	0.00	0.00	0.00	0.00	666.00		
41000-0000-000 - Freight Income - Home office - Admin	R2	(12,500.00)	(12,500.00)	0.00	0.00	0.00		
41000-0001-000 - Freight Income - Fort Wayne - Admin	R2	261.07	261.07	0.00	0.00	0.00		
42001-0001-001 - Software Sales-Fort Wayne-Grains	R2	2,500.00	2,500.00	0.00	0.00	0.00		
45000-0001-101 - Discount Take - Fort Wayne - Pop	R2	(1.85)	(1.85)	0.00	0.00	0.00		
45000-0005-100 - Discount Take-Chatham-General Merchandise	R2	9.12	9.12	0.00	0.00	0.00		
47000-0001-005 - Sales Advance -Fort Wayne-Feed	R2	(100.00)	(100.00)	0.00	0.00	0.00		
47000-4001-001 - Sales Advance -Remote Scale 2-Grains	R2	850.00	850.00	0.00	0.00	0.00		
49000-0000-000 - Other Income - Home office - Admin	R2	100.00	100.00	0.00	0.00	0.00		
49000-0001-000 - Other Income - Fort Wayne - Admin	R2	3,794.75	3,794.75	0.00	0.00	0.00		
49100-0001-000 - Tank Rent - Fort Wayne - Admin	R2	80.00	80.00	0.00	0.00	0.00	0.00	

The **Units Description column** is used to show the Units setup for the Account or Primary Account. This is a useful information on reports with Account or Primary Account row setup. This tells you the Units setup for the Account of Primary Account

Follow these steps on how to create Units Description column type.

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



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

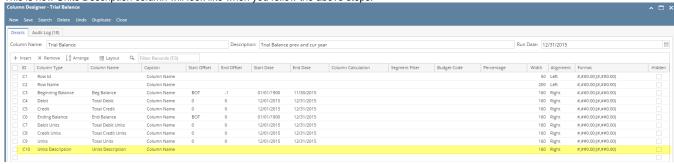
As Of 4/13/2018	atement - April 13, 2018 14:6:16				Fairless April 40, 0046
48 01 4/13/2016					Friday, April 13, 201
					4:10 PN
Row Id	Row Name	2018	2017	Total Units	Units Descrip
Revenue					
R3	Revenue	0	27,181	0.00	
R4	Sales	217,334	2,147,320	79,648.07	
R5	Sales Discounts	0	-27	0.00	
R6	Other Income	3,903	177,812	5.00	
R9	Total Revenues :	221,237	2,352,286	79,653.07	
Expense					
R12	Expense	400	-1,355	0.00	
R13	Cost of Goods Sold	2,088	3,212	1,116.32	
R14	Purchases	276,813	8,228,188	81,973.42	
R15	Purchases Discounts	-60	-4,684	1,616,431.72	
R16	Other Purchases	-3,746	5,089	(4,998.00)	
R17	Payroll Cogs	0	1,575	0.00	
R18	Other Expenses	15,727	-35,938,515	16,005.50	
R20	Payroll Earnings	85,594	542,299	(411.00)	
R21	Payroll Tax Expenses	0	30	0.00	
R22	Payroll Expenses	7,465	57,963	3.00	
R24	Total Expenses :	384,281	-27,106,198	1,710,120.96	
R26	NET PROFIT(LOSS):	-163,044	29,458,484	(1,630,467.89)	

The **Units Description column** is used to show the Units setup for the Account or Primary Account. This is a useful information on reports with Account or Primary Account row setup. This tells you the Units setup for the Account of Primary Account

Follow these steps on how to create Units Description column type.

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



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

Of 12/31/2015							Wednesda	y, February 10, 2016 8:37 PM
	Beg Balance	Total Debit	Total Credit	End Balance	Total Debit Units	Total Credit Units	Total Units	Units Description
10000 - Check book in Bank	7,092.04	0.00	0.00	7,092.04	0.00	0.00	0.00	
12000 - Accounts Receivable	700.00	140.00	0.00	840.00	0.00	0.00	0.00	
16000 - Inventory 16001 - Inventory-item1	11,300.00	2,990.00	0.00	14,290.00	0.00	0.00	0.00	
16001 - Inventory-item1	1,100.00	0.00	0.00	1,100.00	0.00	0.00	0.00	
16003 - Inventory - Test1	2,690.00	0.00	0.00	2,690.00	0.00	0.00	0.00	
1 16007 - Inventory - Coffee	1.25	0.00	0.00	1.25	0.00	0.00	0.00	
3 16022 - Inventory - RM	2,480.00	0.00	0.00	2,480.00	0.00	0.00	0.00	
1 16025 - Inventory in Transit new	3,500.00	0.00	0.00	3,500.00	0.00	0.00	0.00	
2 16100 - Inventory in Transit	120.00	0.00	0.00	120.00	0.00	0.00	0.00	
4 20000 - Accounts Payable	(2,010.00)	0.00	0.00	(2,010.00)	0.00	0.00	0.00	
21000 - AP Clearing	(17,400.00)	0.00	2,990.00	(20,390.00)	0.00	0.00	0.00	
21001 - AP Clearing new	(2,481.25)	0.00	0.00	(2,481.25)	0.00	0.00	0.00	
24010 - Payroll Taxes	(45.00)	0.00	0.00	(45.00)	0.00	0.00	0.00	
1 24050 - Federal Income Tax	(2,738.38)	0.00	0.00	(2,738.38)	0.00	0.00	0.00	
24110 - FICA ans Social Security	(1,621.18)	0.00	0.00	(1,621.18)	0.00	0.00	0.00	
24150 - FICA Medicare 24201 - State Tax	(379.14)	0.00	0.00	(379.14)	0.00	0.00	0.00	
24201 - State Tax	(382.50)	0.00	0.00	(382.50)	0.00	0.00	0.00	
24550 - 401K Deductions	(126.00)	0.00	0.00	(126.00)	0.00	0.00	0.00	
24850 - Employer FUTA	(88.59)	0.00	0.00	(88.59)	0.00	0.00	0.00	
24900 - Employer SUTA	(63.99)	0.00	0.00	(63.99)	0.00	0.00	0.00	
35000 - Owners Equity	(10.25)	0.00	0.00	(10.25)	0.00	0.00	0.00	
39000 - Retained Earnings	(1,000.00)	600.00	0.00	(400.00)	0.00	0.00	0.00	
40000 - Sales	(560.00)	0.00	0.00	(560.00)	0.00	0.00	0.00	
40003 - Sales - Test1	(140.00)	0.00	0.00	(140.00)	0.00	0.00	0.00	
41500 - Fee Income 42000 - Interest Income	(100.00)	0.00	0.00	(100.00)	0.00	0.00	0.00	
42000 - Interest Income	(200.00)	0.00	0.00	(200.00)	0.00	0.00	0.00	
43000 - Options Income	(300.00)	0.00	0.00	(300.00)	0.00	0.00	0.00	
44000 - Credit Card Fee	(400.00)	0.00	0.00	(400.00)	0.00	0.00	0.00	
47000 - Sales Advance	(500.00)	0.00	0.00	(500.00)	0.00	0.00	0.00	por
49000 - Other Income	(14,989.75)	0.00	1,000.00	(15,989.75)	0.00	100.00	(100.00)	po
49200 - Software	0.00	0.00	140.00	(140.00)	0.00	0.00	(1.00)	
50000 - Purchases Default	400.00	0.00	0.00	400.00	0.00	0.00	0.00	po
50003 - COGS - Test1	100.00	0.00	0.00	100.00	0.00	0.00	0.00	
0 54100 - Salary Earnings	8,500.00	0.00	0.00	8,500.00	0.00	0.00	0.00	
2 54511 - Leave of Absence	4,700.00	0.00	0.00	4,700.00	0.00	0.00	0.00	
5 56000 - Employer Expenses	810.59	0.00	0.00	810.59	0.00	0.00	0.00	
56200 - Employer FICA Med	189.57	0.00	0.00	189.57	0.00	0.00	0.00	
7 56300 - Empployer FUTA	88.59	0.00	0.00	88.59	0.00	0.00	0.00	
3 56400 - Employer SUTA	63.99	0.00	0.00	63.99	0.00	0.00	0.00	
0 60000 - Miscellaneous Expense	0.00	400.00	0.00	400.00	40.00	0.00	40.00	po
80000 - Inventory Adjustment	190.00	0.00	0.00	190.00	0.00	0.00	0.00	
2 81000 - Labor	10.00	0.00	0.00	10.00	0.00	0.00	0.00	
99000 - Wash Account	1,500.00	0.00	0.00	1,500.00	0.00	0.00	0.00	
3	0.00	4,130.00	4.130.00	0.00	40.00	100.00	(61.00)	