How to Add Account Group column

The **Account Group column** is used to show the account's Account Group. This is a useful information on report, which tells you what Account Group the said Account or Primary Account it belongs to.

Follow these steps on how to create Account Group column type.

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

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

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	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)	

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Trial Balance Detail - February 10, 2016 16:59:6
As Of 2/10/2016

Wednesday, February 10, 2016
5:14 PM

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