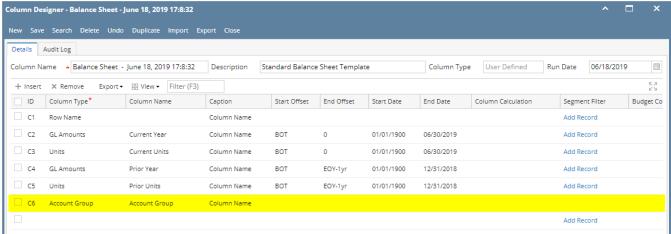
How to Add Account Group column

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.
- 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.

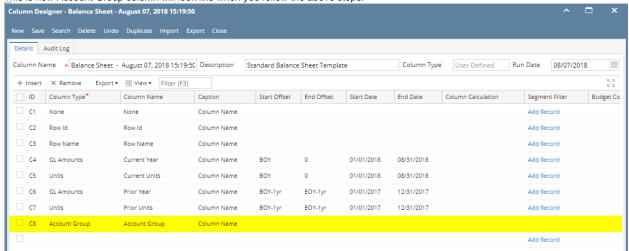
Balance Sheet - June 18, 2019 17:8:	32			
As Of 6/18/2019				Tuesday, June 18, 201
				5:30 P
	Current Year	Current Units	Prior Year	Prior UnitsAccount Group
Asset				
Asset	36,833,747	28,888,484	36,784,008	28,888,448 <mark>Asset</mark>
Cash Accounts	-78,974,657	-29,108,321	-78,450,665	-29,108,477Cash Accounts
Receivables	25,093,755	3,707,917	24,712,221	3,692,217Receivables
Prepaids	1,790,236	1,327,749	1,790,236	1,327,749Prepaids
Inventories	864,493,971	70,990,725	849,891,602	68,275,685 Inventories
Other Assets	-1,455,918	-7,327,749	-1,455,736	-7,089,174 <mark>Other Assets</mark>
Total Assets :	847,781,134	68,478,805	833,271,666	65,986,448

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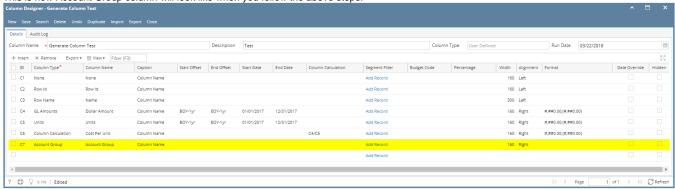
Balance S	heet - August 07	', 2018 15:19:50					
As Of 8/7/2018							Friday, August 24, 2018
							6:55 PM
None	Row Id	Row Name	Current Year	Current Units	Prior Year	Prior Units	Account Group
	R2	Revenue	258,638	107,842	2,352,285	266,628	Revenue
	R3	Expense % Year / or \	1,479,010	1,773,460	-27,106,198	209,582	Purchases Discounts
	R5	Total	1,737,648	1,881,302	-24,753,913	476,210	

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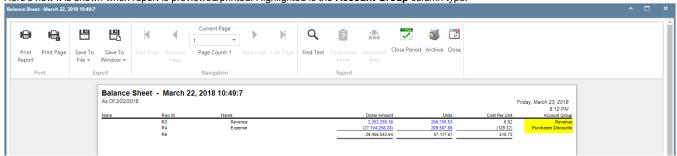
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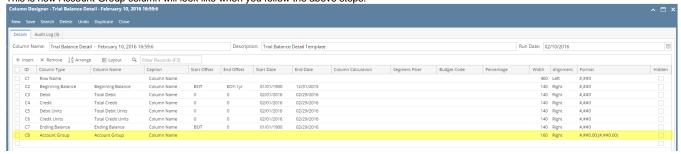


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ial Balance Detail - February 10, 2 Of 2/10/2016	2016 16:59:6					Wednes	day, February 10, 20 5:14 F
	Beginning Balance	Total Debit	Total Credit	Total Debit Units	Total Credit Units	Ending Balance	Account Grou
0000-1000 - Check book in Bank	7.092	n otal Debit	n otal credit	n ottal Dobit Office	n otal credit office	7.092	Cash Accoun
2000-1000 - Accounts Receivable	840	0	0	0	0	840	Receivabl
6000-1000 - Inventory-Location A	13.790	0	0	0	0	18.713	Inventor
6000-2000 - Inventory-Location B	500	0	0	0	0	-500	Inventor
6001-1000 - Inventory-item1	1.100	0	0	0	0	1,100	Inventor
6003-1000 - Inventory - Test1	2,690	0	0	0	0	2,690	Inventor
5007-1000 - Inventory - Coffee	1	ů	ů	0	0	111	Invento
022-1000 - Inventory - RM	2.480	0	0	0	0	2.480	Invento
025-1000 - Inventory in Transit new	3.500	0	0	0	0	3.500	Invento
100-1000 - Inventory in Transit-Location	120	0	o o	0	0	120	Invento
200-1000 - Inventory - W/P	0	0	0	0	0	27	Invento
0000-1000 - Accounts Pavable	-2.010	0	ō	0	0	-3.010	Payai
000-1000 - AP Clearing-Location A	-20,390	0	0	0	0	-24,340	Payal
1000-2000 - AP Clearing-Location B	0	0	0	0	0	1,000	Payal
001-1000 - AP Clearing new	-2,481	0	0	0	0	-2,591	Paya
010-1000 - Payroll Taxes	-45	0	0	0	0	-45	Lial
050-1000 - Federal Income Tax	-2,738	0	0	0	0	-2,738	Lial
110-1000 - FICA ans Social Security	-1,621	0	0	0	0	-1,621	Liat
150-1000 - FICA Medicare	-379	0	0	0	0	-379	Lial
201-1000 - State Tax	-383	0	0	0	0	-383	Lial
550-1000 - 401K Deductions	-126	0	0	0	0	-126	Liat
850-1000 - Employer FUTA	-89	0	0	0	0	-89	Liab
900-1000 - Employer SUTA	-64	0	0	0	0	-64	Liab
5000-1000 - Owners Equity	-10	0	0	0	0	-10	Owners Equi
0000-1000 - Retained Earnings		0	0	0	0	-1,777	Retained Earni
Total:	0	0	0	0	0	0	