How to Add Budget column

The **Budget column** is used to show budget amounts configured from the Budget Import Budget from CSV (Obsolete in 15.3 and above) and can even be filtered by date.

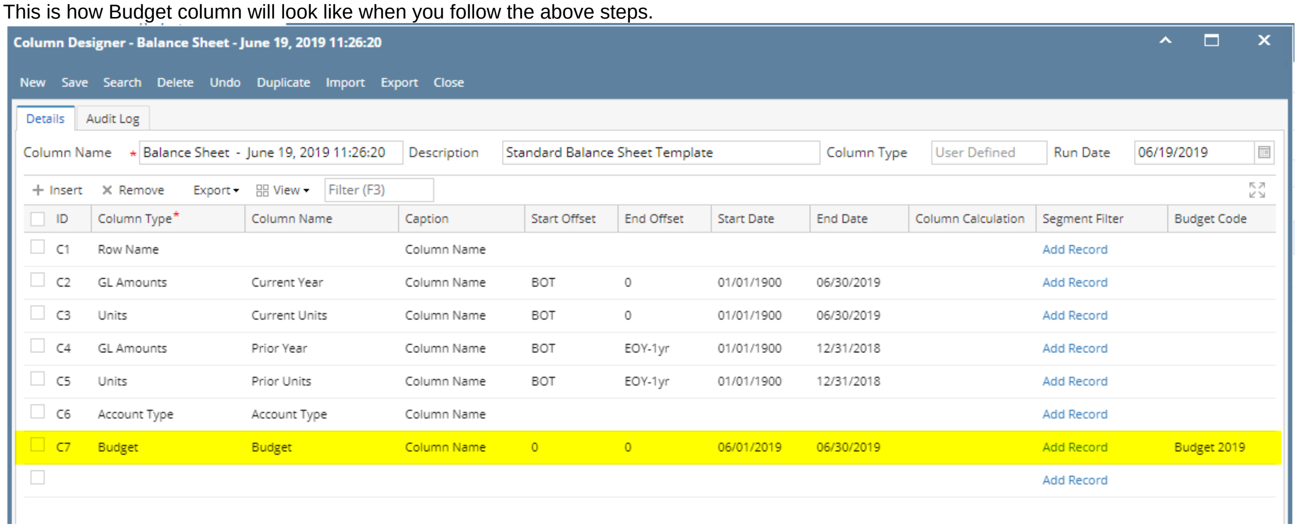
Follow these steps to add a budget column.

1. A new row will be available in the grid section.
2. In the **Column Type field**, select Budget.
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. The **Start Offset field** will be defaulted to BOT, which stands for Beginning of Time. This field is read only to prevent you from modifying it.
6. The **End Offset field** will be defaulted to -1, which stands for Run Date minus 1 month or the previous month. Change this field when you need to.

   *When **Start Offset** and **End Offset** are combined, it is read as From Beginning of Time up to Previous Month. This is discussed more on How Start and End Offset works.

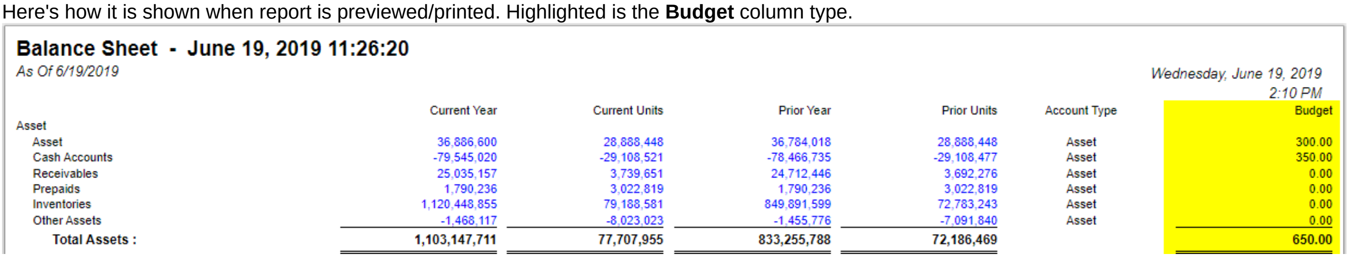
7. The **Start Date field** will show the date based on the Start Offset selected and the Run Date. This gives you a preview of what the Start Date will be. It is only when Custom is selected in the Start Offset field where you need to specify the date. The rest are computed by the system.
8. The **End Date field** will show the date based on the End Offset selected and the Run Date. This gives you a preview of what the End Date will be. It is only when Custom is selected in the End Offset field where you need to specify the date. The rest are computed by the system.
9. Leave the Column Calculation field blank.
10. The **Segment Filter field** is useful to this column type since it allows you to specify location/s filter if you need to. This is discussed more on How to Use Segment Filter in the Column Designer.
11. Select a budget from the **Budget Code field**.
12. Leave the Percentage field blank.
13. 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.
14. 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
15. 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.
16. All other fields are not anymore necessary so you can leave those out.

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



ID	Column Type*	Column Name	Caption	Start Offset	End Offset	Start Date	End Date	Column Calculation	Segment Filter	Budget Code
C1	Row Name		Column Name						Add Record	
C2	GL Amounts	Current Year	Column Name	BOT	0	01/01/1900	06/30/2019		Add Record	
C3	Units	Current Units	Column Name	BOT	0	01/01/1900	06/30/2019		Add Record	
C4	GL Amounts	Prior Year	Column Name	BOT	EOY-1yr	01/01/1900	12/31/2018		Add Record	
C5	Units	Prior Units	Column Name	BOT	EOY-1yr	01/01/1900	12/31/2018		Add Record	
C6	Account Type	Account Type	Column Name						Add Record	
C7	Budget	Budget	Column Name	0	0	06/01/2019	06/30/2019		Add Record	Budget 2019
									Add Record	

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



	Current Year	Current Units	Prior Year	Prior Units	Account Type	Budget
Asset						
Asset	36,886,600	28,888,448	36,784,018	28,888,448	Asset	300.00
Cash Accounts	-79,545,020	-29,108,521	-78,466,735	-29,108,477	Asset	350.00
Receivables	25,035,157	3,739,651	24,712,446	3,692,276	Asset	0.00
Prepaids	1,790,236	3,022,819	1,790,236	3,022,819	Asset	0.00
Inventories	1,120,448,855	79,188,581	849,891,599	72,783,243	Asset	0.00
Other Assets	-1,468,117	-8,023,023	-1,455,776	-7,091,840	Asset	0.00
Total Assets :	1,103,147,711	77,707,955	833,255,788	72,186,469		650.00

The **Budget column** is used to show budget amounts configured from the Budget Import Budget from CSV (Obsolete in 15.3 and above) and can even be filtered by date.

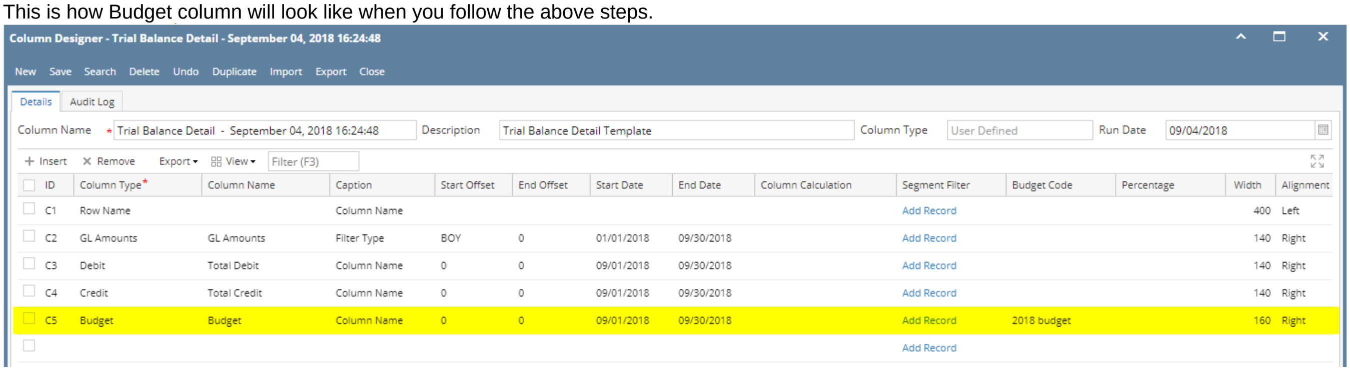
Follow these steps to add a budget column.

1. A new row will be available in the grid section.
2. In the **Column Type field**, select Budget.
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. The **Start Offset field** will be defaulted to BOT, which stands for Beginning of Time. This field is read only to prevent you from modifying it.
6. The **End Offset field** will be defaulted to -1, which stands for Run Date minus 1 month or the previous month. Change this field when you need to.

   *When **Start Offset** and **End Offset** are combined, it is read as From Beginning of Time up to Previous Month. This is discussed more on How Start and End Offset works.

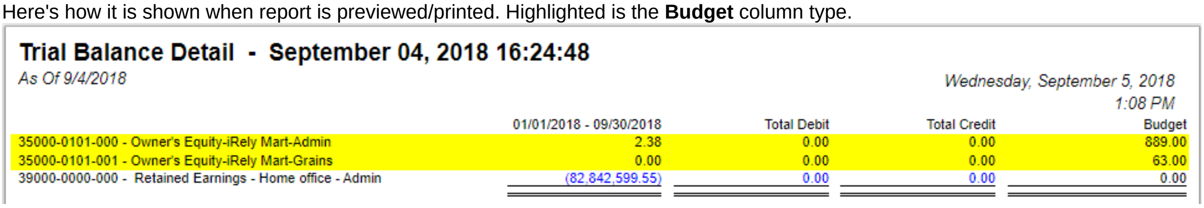
7. The **Start Date field** will show the date based on the Start Offset selected and the Run Date. This gives you a preview of what the Start Date will be. It is only when Custom is selected in the Start Offset field where you need to specify the date. The rest are computed by the system.
8. The **End Date field** will show the date based on the End Offset selected and the Run Date. This gives you a preview of what the End Date will be. It is only when Custom is selected in the End Offset field where you need to specify the date. The rest are computed by the system.
9. Leave the Column Calculation field blank.
10. The **Segment Filter field** is useful to this column type since it allows you to specify location/s filter if you need to. This is discussed more on How to Use Segment Filter in the Column Designer.
11. Select a budget from the **Budget Code field**.
12. Leave the Percentage field blank.
13. 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.
14. 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
15. 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.
16. All other fields are not anymore necessary so you can leave those out.

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



ID	Column Type*	Column Name	Caption	Start Offset	End Offset	Start Date	End Date	Column Calculation	Segment Filter	Budget Code	Percentage	Width	Alignment
C1	Row Name		Column Name						Add Record			400	Left
C2	GL Amounts	GL Amounts	Filter Type	BOY	0	01/01/2018	09/30/2018		Add Record			140	Right
C3	Debit	Total Debit	Column Name	0	0	09/01/2018	09/30/2018		Add Record			140	Right
C4	Credit	Total Credit	Column Name	0	0	09/01/2018	09/30/2018		Add Record			140	Right
C5	Budget	Budget	Column Name	0	0	09/01/2018	09/30/2018		Add Record	2018 budget		160	Right
									Add Record				

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



Trial Balance Detail - September 04, 2018 16:24:48

As Of 9/4/2018

Wednesday, September 5, 2018
1:08 PM

	01/01/2018 - 09/30/2018	Total Debit	Total Credit	Budget
35000-0101-000 - Owner's Equity-iRely Mart-Admin	2.38	0.00	0.00	889.00
35000-0101-001 - Owner's Equity-iRely Mart-Grains	0.00	0.00	0.00	63.00
39000-0000-000 - Retained Earnings - Home office - Admin	(82,842,599.55)	0.00	0.00	0.00

The **Budget column** is used to show budget amounts configured from the Budget Import Budget from CSV (Obsolete in 15.3 and above) and can even be filtered by date.

Follow these steps to add a budget column.

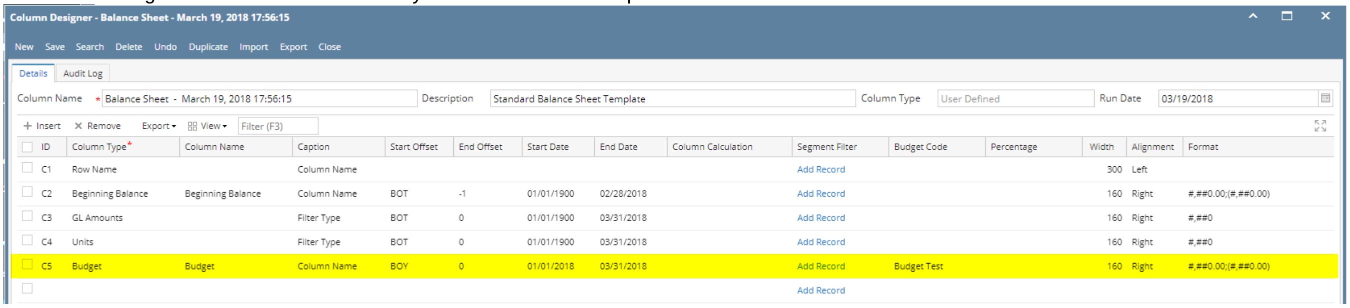
1. A new row will be available in the grid section.
2. In the **Column Type field**, select Budget.
3. In the **Column Name field**, enter the name you would like to call the column. The value entered in this field may show on your financial report, granted the Caption field for that column is set to 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. The **Start Offset field** will be defaulted to BOT, which stands for Beginning of Time. This field is read only to prevent you from modifying it.
6. The **End Offset field** will be defaulted to -1, which stands for Run Date minus 1 month or the previous month. Change this field when you need to.

   *When **Start Offset** and **End Offset** are combined, it is read as From Beginning of Time up to Previous Month. This is discussed more on How Start and End Offset works.

7. The **Start Date field** will show the date based on the Start Offset selected and the Run Date. This gives you a preview of what the Start Date will be. It is only when Custom is selected in the Start Offset field where you need to specify the date. The rest are computed by the system.
8. The **End Date field** will show the date based on the End Offset selected and the Run Date. This gives you a preview of what the End Date will be. It is only when Custom is selected in the End Offset field where you need to specify the date. The rest are computed by the system.
9. Leave the Column Calculation field blank.
10. The **Segment Filter field** is useful to this column type since it allows you to specify location/s filter if you need to. This is discussed more on How to Use Segment Filter in the Column Designer.
11. Select a budget from the **Budget Code field**.
12. Leave the Percentage field blank.

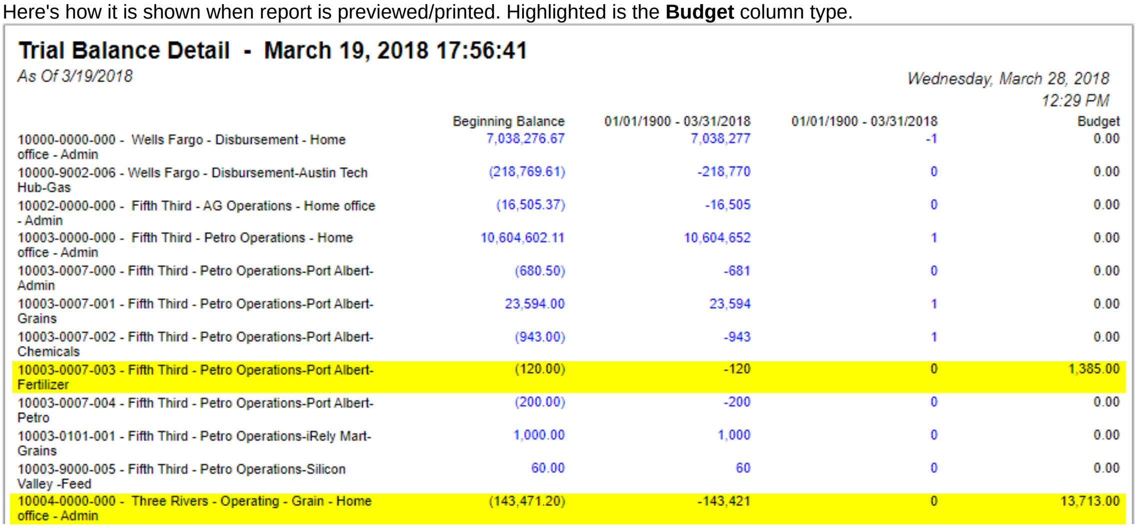
13. In the **Width field**, set it to your desired column width. By default it is set to 160 pixels, which is approximately 1 1/4 inches.
14. In the **Alignment field**, set how the value for the column be displayed.
    - Select **Center** if you want it Centered
    - Select **Left** if you want it Left Aligned
    - Select **Right** if you want it Right aligned
15. 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.
16. All other fields are not anymore necessary so you can leave those out.

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



ID	Column Type*	Column Name	Caption	Start Offset	End Offset	Start Date	End Date	Column Calculation	Segment Filter	Budget Code	Percentage	Width	Alignment	Format
C1	Row Name		Column Name						Add Record			300	Left	
C2	Beginning Balance	Beginning Balance	Column Name	BOT	-1	01/01/1900	02/28/2018		Add Record			160	Right	#,##0.00;(#,##0.00)
C3	GL Amounts		Filter Type	BOT	0	01/01/1900	03/31/2018		Add Record			160	Right	#,##0
C4	Units		Filter Type	BOT	0	01/01/1900	03/31/2018		Add Record			160	Right	#,##0
C5	Budget	Budget	Column Name	BOY	0	01/01/2018	03/31/2018		Add Record	Budget Test		160	Right	#,##0.00;(#,##0.00)
									Add Record					

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



Trial Balance Detail - March 19, 2018 17:56:41

As Of 3/19/2018

Wednesday, March 28, 2018
12:29 PM

	Beginning Balance	01/01/1900 - 03/31/2018	01/01/1900 - 03/31/2018	Budget
10000-0000-000 - Wells Fargo - Disbursement - Home office - Admin	7,038,276.67	7,038,277	-1	0.00
10000-9002-006 - Wells Fargo - Disbursement-Austin Tech Hub-Gas	(218,769.61)	-218,770	0	0.00
10002-0000-000 - Fifth Third - AG Operations - Home office - Admin	(16,505.37)	-16,505	0	0.00
10003-0000-000 - Fifth Third - Petro Operations - Home office - Admin	10,604,602.11	10,604,652	1	0.00
10003-0007-000 - Fifth Third - Petro Operations-Port Albert-Admin	(680.50)	-681	0	0.00
10003-0007-001 - Fifth Third - Petro Operations-Port Albert-Grains	23,594.00	23,594	1	0.00
10003-0007-002 - Fifth Third - Petro Operations-Port Albert-Chemicals	(943.00)	-943	1	0.00
10003-0007-003 - Fifth Third - Petro Operations-Port Albert-Fertilizer	(120.00)	-120	0	1,385.00
10003-0007-004 - Fifth Third - Petro Operations-Port Albert-Petro	(200.00)	-200	0	0.00
10003-0101-001 - Fifth Third - Petro Operations-iRely Mart-Grains	1,000.00	1,000	0	0.00
10003-9000-005 - Fifth Third - Petro Operations-Silicon Valley -Feed	60.00	60	0	0.00
10004-0000-000 - Three Rivers - Operating - Grain - Home office - Admin	(143,471.20)	-143,421	0	13,713.00

The **Budget column** is used to show budget amounts configured from the Budget Import Budget from CSV (Obsolete in 15.3 and above) and can even be filtered by date.

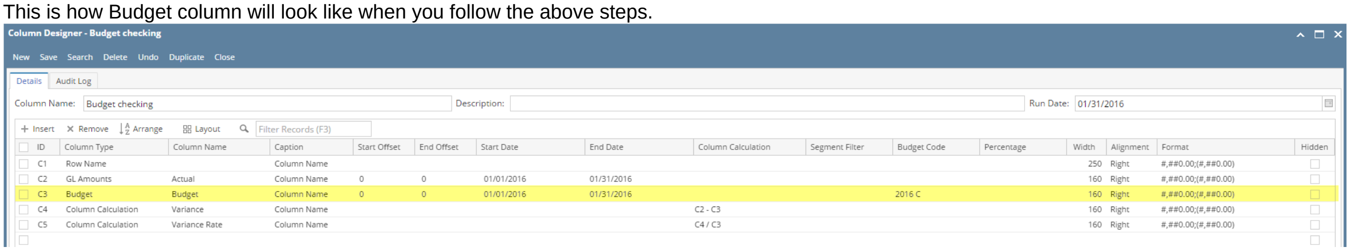
Follow these steps to add a budget column.

1. A new row will be available in the grid section.
2. In the **Column Type field**, select Budget.
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. The **Start Offset field** will be defaulted to BOT, which stands for Beginning of Time. This field is read only to prevent you from modifying it.
6. The **End Offset field** will be defaulted to -1, which stands for Run Date minus 1 month or the previous month. Change this field when you need to.

    *When **Start Offset** and **End Offset** are combined, it is read as From Beginning of Time up to Previous Month. This is discussed more on How Start and End Offset works.

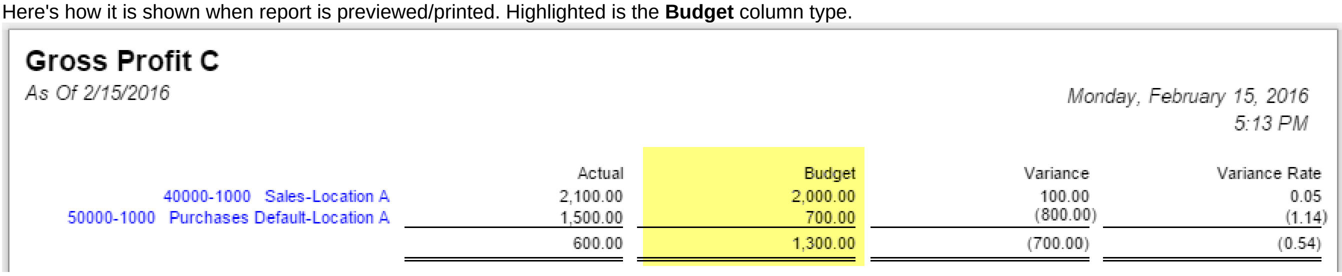
7. The **Start Date field** will show the date based on the Start Offset selected and the Run Date. This gives you a preview of what the Start Date will be. It is only when Custom is selected in the Start Offset field where you need to specify the date. The rest are computed by the system.
8. The **End Date field** will show the date based on the End Offset selected and the Run Date. This gives you a preview of what the End Date will be. It is only when Custom is selected in the End Offset field where you need to specify the date. The rest are computed by the system.
9. Leave the Column Calculation field blank.
10. The **Segment Filter field** is useful to this column type since it allows you to specify location/s filter if you need to. This is discussed more on How to Use Segment Filter in the Column Designer.
11. Select a budget from the **Budget Code field**.
12. Leave the Percentage field blank.
13. 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.
14. 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
15. 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.
16. All other fields are not anymore necessary so you can leave those out.

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



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									250	Right	#,##0.00;(#,##0.00)	
C2	GL Amounts	Actual	Column Name	0	0	01/01/2016	01/31/2016					160	Right	#,##0.00;(#,##0.00)	
C3	Budget	Budget	Column Name	0	0	01/01/2016	01/31/2016			2016 C		160	Right	#,##0.00;(#,##0.00)	
C4	Column Calculation	Variance	Column Name					C2 - C3				160	Right	#,##0.00;(#,##0.00)	
C5	Column Calculation	Variance Rate	Column Name					C4 / C3				160	Right	#,##0.00;(#,##0.00)	

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

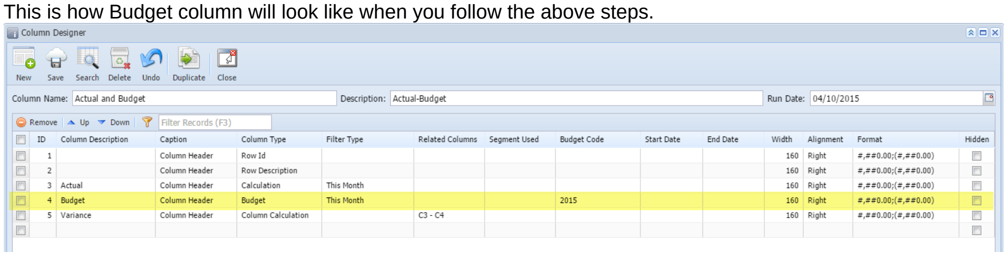


The **Budget column** is used to show budget amounts coming from Import Budget from CSV (Obsolete in 15.3 and above) and can even be filtered by date.

Follow these steps to add a budget column.

1. A new row will be available in the grid section.
2. In the **Column Description 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 Description Title Row.
3. In the **Caption field**, select the type of caption you want for the column. This is discussed more on How to Add Description Title Row.
4. In the **Column Type field**, select Budget.
5. In the **Filter Type field**, select a date filter for the column. This is discussed more on How Filter Type works.
6. Leave the Related Columns field blank.
7. Leave the Segment Used field blank.
8. In the **Budget Code field**, select from the budget codes imported. The selected budget code here will be used for this specific column.
9. The **Start and End Date fields** are to be used only on column that has Filter Type of Custom. This is discussed more on How Filter Type works.
10. 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.
11. 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
12. In the **Format field**, assign how the numbers be shown in the column. Will it have decimals, money sign or in percentage format.
13. Leave the **Hidden checkbox** unchecked. See How Hidden checkbox works when enabled.

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



ID	Column Description	Caption	Column Type	Filter Type	Related Columns	Segment Used	Budget Code	Start Date	End Date	Width	Alignment	Format	Hidden
1		Column Header	Row Id							160	Right	#,##0.00;(#,##0.00)	
2		Column Header	Row Description							160	Right	#,##0.00;(#,##0.00)	
3	Actual	Column Header	Calculation	This Month						160	Right	#,##0.00;(#,##0.00)	
4	Budget	Column Header	Budget	This Month			2015			160	Right	#,##0.00;(#,##0.00)	
5	Variance	Column Header	Column Calculation		C3 - C4					160	Right	#,##0.00;(#,##0.00)	

This is how it will be shown when you print your financial report with this column type.

Income Statement

As Of 4/10/2015

Friday, April 10, 2015
4:52 PM

		Actual	Budget	Variance
R1	40000 - Sales	2,500.00	2,100.00	400.00
R2	50000 - Cost of Goods Sold	500.00	650.00	150.00
R7	Gross Margin	2,000.00	1,450.00	550.00
R9	*Gross Margin Rate*	*80.00%*	*69.05%*	*62.50%*
R4	60000 - Other Expenses	900.25	850.00	(50.25)
R6	70000 - Other Revenues	200.00	350.00	(150.00)
R11	**Net Income**	**1,299.75**	**950.00**	**349.75**

The **Budget column** is used to show budget amounts coming from Import Budget from CSV (Obsolete in 15.3 and above) and can even be filtered by date. Follow the steps below to add a budget column.

1. A new row will be available in the grid section.
2. In the **Column Header 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 Description Title Row.
3. In the **Caption field**, select the type of caption you want for the column. This is discussed more on How to Add Description Title Row.
4. In the **Column Type field**, select Budget.
5. In the **Filter Type field**, select a date filter for the column.
6. Leave the Related Columns field blank.
7. Leave the Segment Used field blank.
8. In the **Budget Code field**, select from the budget codes imported. The selected budget code here will be used for this specific column.
9. The **Start and End Date fields** are to be used only on column that has Filter Type of Custom. This is discussed more on Filter Type - Custom.
10. 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.
11. 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
12. In the **Format field**, assign how the numbers be shown in the column. Will it have decimals, money sign or in percentage format.
13. Leave the **Hidden checkbox** unchecked. See How Hidden checkbox works when enabled.

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

Column Designer

New Save Search Delete Undo Duplicate Close

Column Name: Bud-Act Description: Budget and Actual Run Date: 09/18/2014

Delete Up Down Filter Records (F3)

ID	Column Header	Caption	Column Type	Filter Type	Related Columns	Segment Used	Budget Code	Start Date	End Date	Width	Alignment	Format	Hidden
1		Column Header	Row Description							250	Left	#,##0.00;(#,##0.00)	
2	Actual	Column Header	Calculation	Fiscal Year						160	Right	$#,##0;($#,##0)	
3	Budget	Column Header	Budget	Fiscal Year			2014eo			160	Right	$#,##0;($#,##0)	
4	Variance Amount	Column Header	Column Calculation		C2 - C3					160	Right	$#,##0;($#,##0)	
5	Variance Percent	Column Header	Column Calculation		C4 / C3					160	Right	0%	

This is how it will be shown when you print your financial report with this column type.

	Actual	Budget	Variance Amount	Variance Percent
Sales	$4,960	$6,360	($1,400)	-22%
Less: COGS	$1,510	$2,160	($650)	-30%
Gross Profit	$3,450	$4,200	($750)	-18%
Gross Profit Rate	*69.56%*	*66.04%*	*3.52%*	*5.33%*
Less: Expenses	$990	$1,440	$450	-31%
Add: REvenues	$1,416	$1,836	($420)	-23%
Net Income(Loss)	**$3,876**	**$4,596**	**($720)**	**-16%**