How to Add Credit column

The **Credit column** is intended to show Total Credit column computed based on the rows' filtered account/s and the dates configured in the Start Offset and End Offset . This type of column is most likely be used on Trial Balance report.

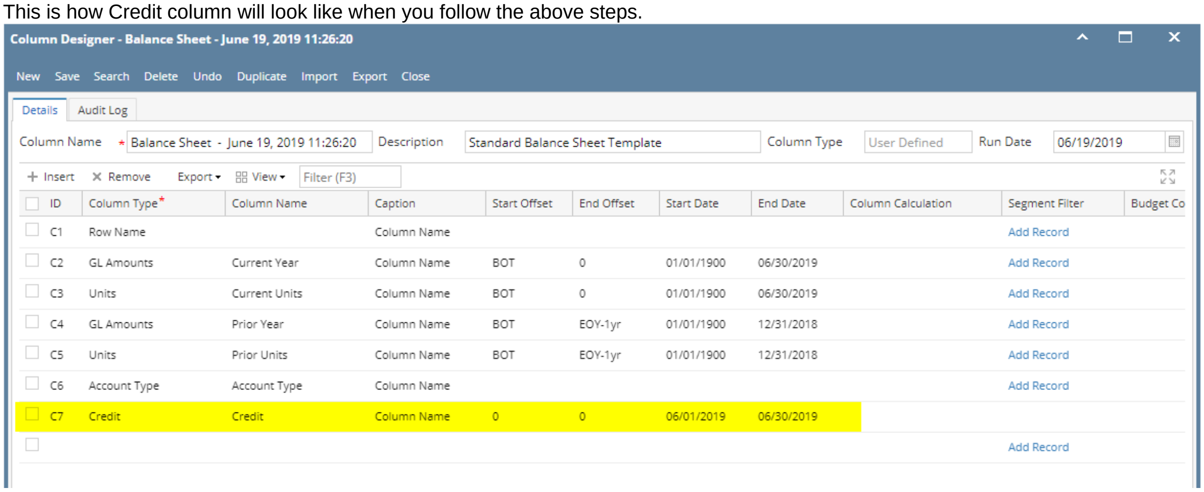
Follow these steps on how to create Credit column type.

1. A new row will be available in the grid section.
2. In the **Column Type field**, select Credit.
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 0, which stands for start day of the Current Month. Example, if Run Date is 10/20/2015, then Start Day will be 10/1/2015. Change this field when you need to.
6. The **End Offset field** will be defaulted to 0, which stands for end day of the Current Month. Example, if Run Date is 10/20/2015, then End Day will be 10/31/2015. Change this field when you need to.

   *When **Start Offset** and **End Offset** are combined, it is read as from Start Day to End Day of the Current Month. This is discussed more on How Start and End Offset works.

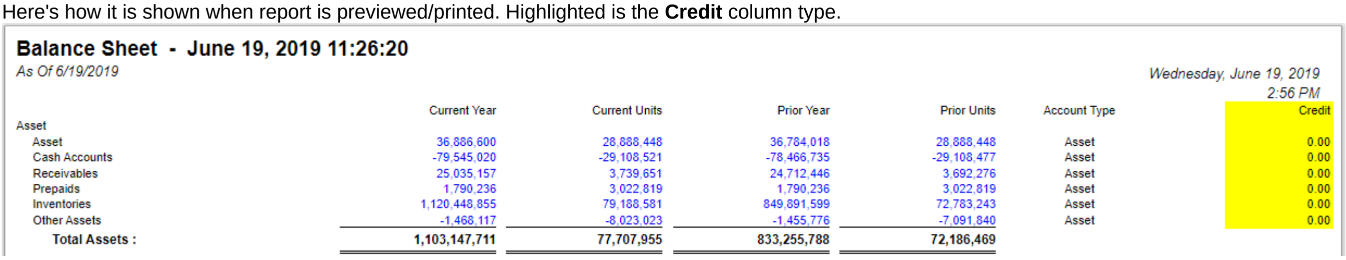
7. The **Start Date field** will show the date based on the Start Offset selected and the Run Date. This gives you a preview of what the Start Date will be. It is only when Custom is selected in the Start Offset field where you need to specify the date. The rest are computed by the system.
8. The **End 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. Leave the Budget Code field blank.
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 Credit 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 Co
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	Credit	Credit	Column Name	0	0	06/01/2019	06/30/2019			
									Add Record	

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



Balance Sheet - June 19, 2019 11:26:20

As Of 6/19/2019

Wednesday, June 19, 2019
2:56 PM

	Current Year	Current Units	Prior Year	Prior Units	Account Type	Credit
Asset						
Asset	36,886,600	28,888,448	36,784,018	28,888,448	Asset	0.00
Cash Accounts	-79,545,020	-29,108,521	-78,466,735	-29,108,477	Asset	0.00
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		

The **Credit column** is intended to show Total Credit column computed based on the rows' filtered account/s and the dates configured in the Start Offset and End Offset . This type of column is most likely be used on Trial Balance report.

Follow these steps on how to create Credit column type.

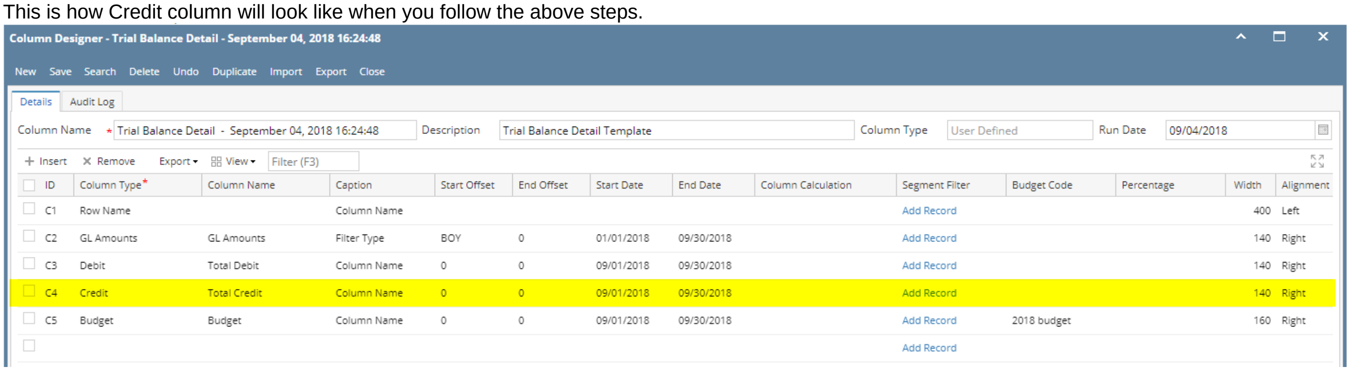
1. A new row will be available in the grid section.

2. In the **Column Type field**, select Credit.
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 0, which stands for start day of the Current Month. Example, if Run Date is 10/20/2015, then Start Day will be 10/1/2015. Change this field when you need to.
6. The **End Offset field** will be defaulted to 0, which stands for end day of the Current Month. Example, if Run Date is 10/20/2015, then End Day will be 10/31/2015. Change this field when you need to.

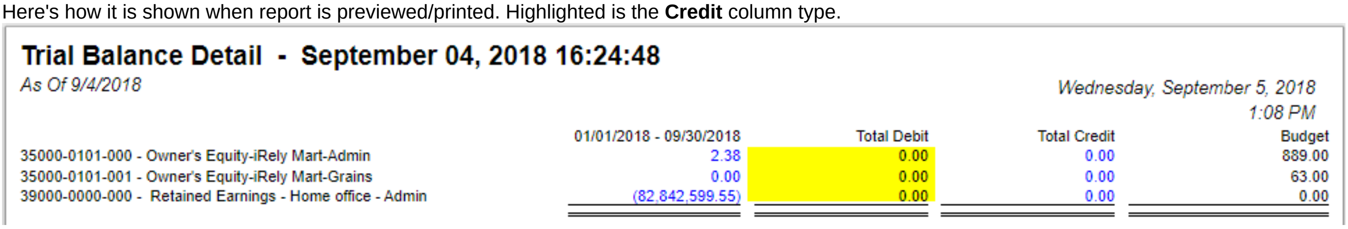
   *When **Start Offset** and **End Offset** are combined, it is read as from Start Day to End Day of the Current Month. This is discussed more on How Start and End Offset works.

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. Leave the Budget Code field blank.
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 Credit column will look like when you follow the above steps.



Here's how it is shown when report is previewed/printed. Highlighted is the **Credit** 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 **Credit column** is intended to show Total Credit column computed based on the rows' filtered account/s and the dates configured in the Start Offset and End Offset . This type of column is most likely be used on Trial Balance report.

Follow these steps on how to create Credit column type.

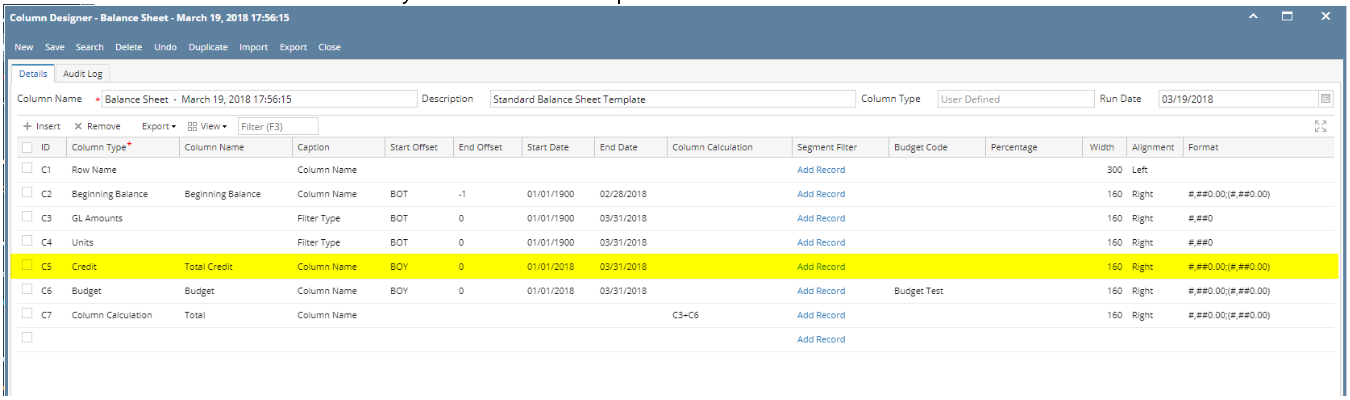
1. A new row will be available in the grid section.
2. In the **Column Type field**, select Credit.
3. In the **Column Name field**, enter the name you would like to call the column. The value entered in this field may show on your financial report, granted the Caption field for that column is set to 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 0, which stands for start day of the Current Month. Example, if Run Date is 10/20/2015, then Start Day will be 10/1/2015. Change this field when you need to.
6. The **End Offset field** will be defaulted to 0, which stands for end day of the Current Month. Example, if Run Date is 10/20/2015, then End Day will be 10/31/2015. Change this field when you need to.

   *When **Start Offset** and **End Offset** are combined, it is read as from Start Day to End Day of the Current 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. Leave the Budget Code field blank.
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 Credit column will look like when you follow the above steps.



Column Designer - Balance Sheet - March 19, 2018 17:56:15

New Save Search Delete Undo Duplicate Import Export Close

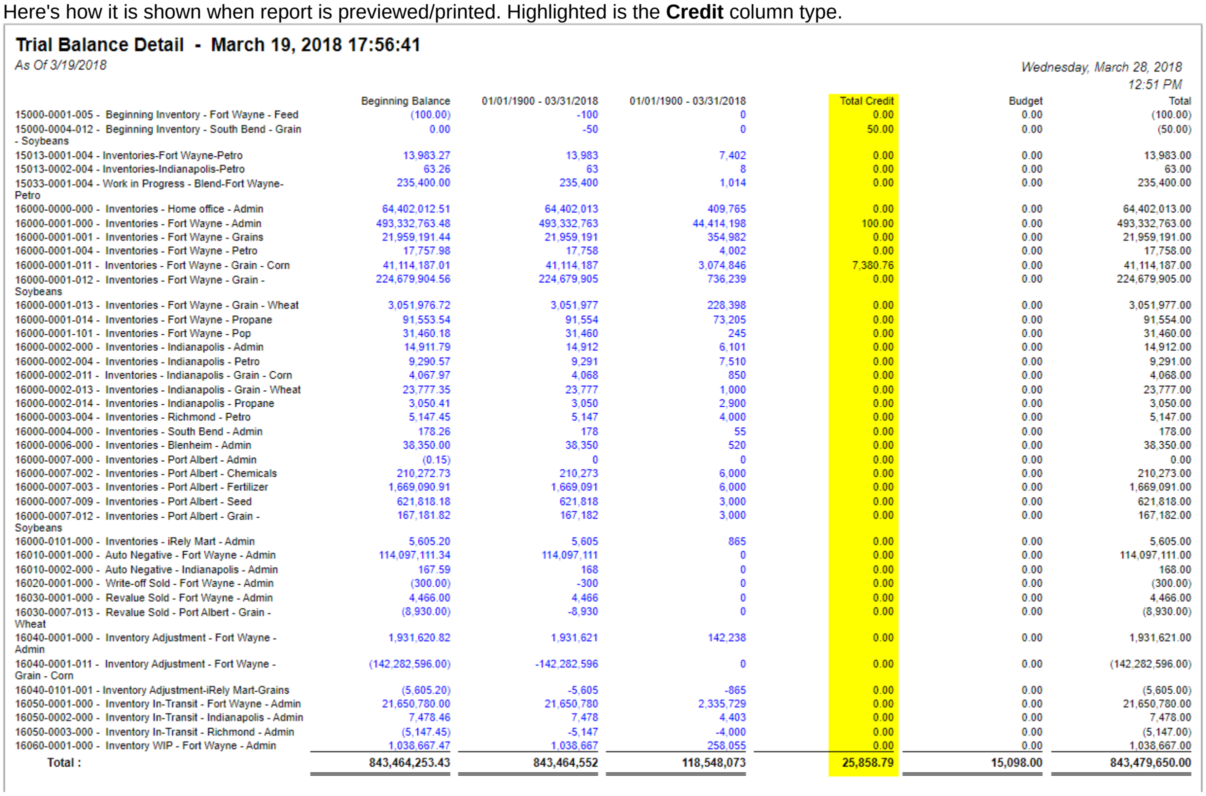
Details | Audit Log

Column Name: Balance Sheet - March 19, 2018 17:56:15 | Description: Standard Balance Sheet Template | Column Type: User Defined | Run Date: 03/19/2018

Insert | Remove | Export | View | Filter (F3)

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	Credit	Total Credit	Column Name	BOY	0	01/01/2018	03/31/2018		Add Record			160	Right	#,##0.00;(#,##0.00)
C6	Budget	Budget	Column Name	BOY	0	01/01/2018	03/31/2018		Add Record	Budget Test		160	Right	#,##0.00;(#,##0.00)
C7	Column Calculation	Total	Column Name					C3+C6	Add Record			160	Right	#,##0.00;(#,##0.00)
									Add Record					

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



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

As Of 3/19/2018

Wednesday, March 28, 2018
12:51 PM

	Beginning Balance	01/01/1900 - 03/31/2018	01/01/1900 - 03/31/2018	Total Credit	Budget	Total
15000-0001-005 - Beginning Inventory - Fort Wayne - Feed	(100.00)	-100	0	0.00	0.00	(100.00)
15000-0004-012 - Beginning Inventory - South Bend - Grain - Soybeans	0.00	-50	0	50.00	0.00	(50.00)
15013-0001-004 - Inventories-Fort Wayne-Petro	13,983.27	13,983	7,402	0.00	0.00	13,983.00
15013-0002-004 - Inventories-Indianapolis-Petro	63.26	63	8	0.00	0.00	63.00
15033-0001-004 - Work in Progress - Blend-Fort Wayne-Petro	235,400.00	235,400	1,014	0.00	0.00	235,400.00
16000-0000-000 - Inventories - Home office - Admin	64,402,012.51	64,402,013	409,765	0.00	0.00	64,402,013.00
16000-0001-000 - Inventories - Fort Wayne - Admin	493,332,763.48	493,332,763	44,414,198	100.00	0.00	493,332,763.00
16000-0001-001 - Inventories - Fort Wayne - Grains	21,959,191.44	21,959,191	354,982	0.00	0.00	21,959,191.00
16000-0001-004 - Inventories - Fort Wayne - Petro	17,757.98	17,758	4,002	0.00	0.00	17,758.00
16000-0001-011 - Inventories - Fort Wayne - Grain - Corn	41,114,187.01	41,114,187	3,074,846	7,380.76	0.00	41,114,187.00
16000-0001-012 - Inventories - Fort Wayne - Grain - Soybeans	224,679,904.56	224,679,905	736,239	0.00	0.00	224,679,905.00
16000-0001-013 - Inventories - Fort Wayne - Grain - Wheat	3,051,976.72	3,051,977	228,398	0.00	0.00	3,051,977.00
16000-0001-014 - Inventories - Fort Wayne - Propane	91,553.54	91,554	73,205	0.00	0.00	91,554.00
16000-0001-101 - Inventories - Fort Wayne - Pop	31,460.18	31,460	245	0.00	0.00	31,460.00
16000-0002-000 - Inventories - Indianapolis - Admin	14,911.79	14,912	6,101	0.00	0.00	14,912.00
16000-0002-004 - Inventories - Indianapolis - Petro	9,290.57	9,291	7,510	0.00	0.00	9,291.00
16000-0002-011 - Inventories - Indianapolis - Grain - Corn	4,067.97	4,068	850	0.00	0.00	4,068.00
16000-0002-013 - Inventories - Indianapolis - Grain - Wheat	23,777.35	23,777	1,000	0.00	0.00	23,777.00
16000-0002-014 - Inventories - Indianapolis - Propane	3,050.41	3,050	2,900	0.00	0.00	3,050.00
16000-0003-004 - Inventories - Richmond - Petro	5,147.45	5,147	4,000	0.00	0.00	5,147.00
16000-0004-000 - Inventories - South Bend - Admin	178.26	178	55	0.00	0.00	178.00
16000-0006-000 - Inventories - Blenheim - Admin	38,350.00	38,350	520	0.00	0.00	38,350.00
16000-0007-000 - Inventories - Port Albert - Admin	(0.15)	0	0	0.00	0.00	0.00
16000-0007-002 - Inventories - Port Albert - Chemicals	210,272.73	210,273	6,000	0.00	0.00	210,273.00
16000-0007-003 - Inventories - Port Albert - Fertilizer	1,669,090.91	1,669,091	6,000	0.00	0.00	1,669,091.00
16000-0007-009 - Inventories - Port Albert - Seed	621,818.18	621,818	3,000	0.00	0.00	621,818.00
16000-0007-012 - Inventories - Port Albert - Grain - Soybeans	167,181.82	167,182	3,000	0.00	0.00	167,182.00
16000-0101-000 - Inventories - iRely Mart - Admin	5,605.20	5,605	865	0.00	0.00	5,605.00
16010-0001-000 - Auto Negative - Fort Wayne - Admin	114,097,111.34	114,097,111	0	0.00	0.00	114,097,111.00
16010-0002-000 - Auto Negative - Indianapolis - Admin	167.59	168	0	0.00	0.00	168.00
16020-0001-000 - Write-off Sold - Fort Wayne - Admin	(300.00)	-300	0	0.00	0.00	(300.00)
16030-0001-000 - Revalue Sold - Fort Wayne - Admin	4,466.00	4,466	0	0.00	0.00	4,466.00
16030-0007-013 - Revalue Sold - Port Albert - Grain - Wheat	(8,930.00)	-8,930	0	0.00	0.00	(8,930.00)
16040-0001-000 - Inventory Adjustment - Fort Wayne - Admin	1,931,620.82	1,931,621	142,238	0.00	0.00	1,931,621.00
16040-0001-011 - Inventory Adjustment - Fort Wayne - Grain - Corn	(142,282,596.00)	-142,282,596	0	0.00	0.00	(142,282,596.00)
16040-0101-001 - Inventory Adjustment-iRely Mart-Grains	(5,605.20)	-5,605	-865	0.00	0.00	(5,605.00)
16050-0001-000 - Inventory In-Transit - Fort Wayne - Admin	21,650,780.00	21,650,780	2,335,729	0.00	0.00	21,650,780.00
16050-0002-000 - Inventory In-Transit - Indianapolis - Admin	7,478.46	7,478	4,403	0.00	0.00	7,478.00
16050-0003-000 - Inventory In-Transit - Richmond - Admin	(5,147.45)	-5,147	-4,000	0.00	0.00	(5,147.00)
16060-0001-000 - Inventory WIP - Fort Wayne - Admin	1,038,667.47	1,038,667	258,055	0.00	0.00	1,038,667.00
Total :	**843,464,253.43**	**843,464,552**	**118,548,073**	**25,858.79**	**15,098.00**	**843,479,650.00**

The **Credit column** is intended to show Total Credit column computed based on the rows' filtered account/s and the dates configured in the Start Offset and End Offset . This type of column is most likely be used on Trial Balance report.

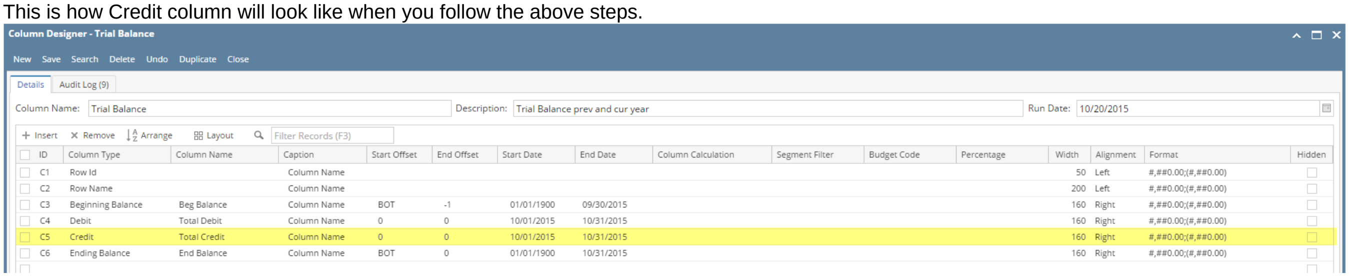
Follow these steps on how to create Credit column type.

1. A new row will be available in the grid section.
2. In the **Column Type field**, select Credit.
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 0, which stands for start day of the Current Month. Example, if Run Date is 10/20/2015, then Start Day will be 10/1/2015. Change this field when you need to.
6. The **End Offset field** will be defaulted to 0, which stands for end day of the Current Month. Example, if Run Date is 10/20/2015, then End Day will be 10/31/2015. Change this field when you need to.

*When **Start Offset** and **End Offset** are combined, it is read as from Start Day to End Day of the Current 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. Leave the Budget Code field blank.
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 Credit 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 Id		Column Name									50	Left	#,##0.00;(#,##0.00)	
C2	Row Name		Column Name									200	Left	#,##0.00;(#,##0.00)	
C3	Beginning Balance	Beg Balance	Column Name	BOT	-1	01/01/1900	09/30/2015					160	Right	#,##0.00;(#,##0.00)	
C4	Debit	Total Debit	Column Name	0	0	10/01/2015	10/31/2015					160	Right	#,##0.00;(#,##0.00)	
C5	Credit	Total Credit	Column Name	0	0	10/01/2015	10/31/2015					160	Right	#,##0.00;(#,##0.00)	
C6	Ending Balance	End Balance	Column Name	BOT	0	01/01/1900	10/31/2015					160	Right	#,##0.00;(#,##0.00)	

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

Trial Balance

As Of 10/31/2015

Wednesday, February 10, 2016
7:39 PM

		Beg Balance	Total Debit	Total Credit	End Balance
R2	10000 - Check book in Bank	7,092.04	0.00	0.00	7,092.04
R4	12000 - Accounts Receivable	700.00	0.00	0.00	700.00
R8	16000 - Inventory	8,300.00	0.00	0.00	8,300.00
R9	16001 - Inventory-item1	1,100.00	0.00	0.00	1,100.00
R11	16003 - Inventory - Test1	2,690.00	0.00	0.00	2,690.00
R18	16022 - Inventory - RM	2,480.00	0.00	0.00	2,480.00
R21	16025 - Inventory in Transit new	3,500.00	0.00	0.00	3,500.00
R22	16100 - Inventory in Transit	120.00	0.00	0.00	120.00
R24	20000 - Accounts Payable	(2,010.00)	0.00	0.00	(2,010.00)
R25	21000 - AP Clearing	(14,400.00)	0.00	0.00	(14,400.00)
R26	21001 - AP Clearing new	(2,480.00)	0.00	0.00	(2,480.00)
R30	24010 - Payroll Taxes	(45.00)	0.00	0.00	(45.00)
R31	24050 - Federal Income Tax	(2,738.38)	0.00	0.00	(2,738.38)
R32	24110 - FICA ans Social Security	(1,621.18)	0.00	0.00	(1,621.18)
R33	24150 - FICA Medicare	(379.14)	0.00	0.00	(379.14)
R34	24201 - State Tax	(382.50)	0.00	0.00	(382.50)
R36	24550 - 401K Deductions	(126.00)	0.00	0.00	(126.00)
R39	24850 - Employer FUTA	(88.59)	0.00	0.00	(88.59)
R40	24900 - Employer SUTA	(63.99)	0.00	0.00	(63.99)
R54	35000 - Owners Equity	0.00	0.00	10.25	(10.25)
R58	39000 - Retained Earnings	(1,000.00)	0.00	0.00	(1,000.00)
R62	40000 - Sales	(560.00)	0.00	0.00	(560.00)
R65	40003 - Sales - Test1	(140.00)	0.00	0.00	(140.00)
R76	41500 - Fee Income	(100.00)	0.00	0.00	(100.00)
R77	42000 - Interest Income	(200.00)	0.00	0.00	(200.00)
R78	43000 - Options Income	(300.00)	0.00	0.00	(300.00)
R79	44000 - Credit Card Fee	(400.00)	0.00	0.00	(400.00)
R81	47000 - Sales Advance	(500.00)	0.00	0.00	(500.00)
R83	49000 - Other Income	(15,000.00)	10.25	0.00	(14,989.75)
R87	50000 - Purchases Default	400.00	0.00	0.00	400.00
R90	50003 - COGS - Test1	100.00	0.00	0.00	100.00
R100	54100 - Salary Earnings	8,500.00	0.00	0.00	8,500.00
R102	54511 - Leave of Absence	4,700.00	0.00	0.00	4,700.00
R105	56000 - Employer Expenses	810.59	0.00	0.00	810.59
R106	56200 - Employer FICA Med	189.57	0.00	0.00	189.57
R107	56300 - Emppoyer FUTA	88.59	0.00	0.00	88.59
R108	56400 - Employer SUTA	63.99	0.00	0.00	63.99
R131	80000 - Inventory Adjustment	190.00	0.00	0.00	190.00
R132	81000 - Labor	10.00	0.00	0.00	10.00
R134	99000 - Wash Account	1,500.00	0.00	0.00	1,500.00
R136		0.00	10.25	10.25	0.00

The **Credit Column** is used to show Total Credit column in your financial report. Amounts to show on this column is the sum of all credit transactions. This column is used for Trial Balance type of report.

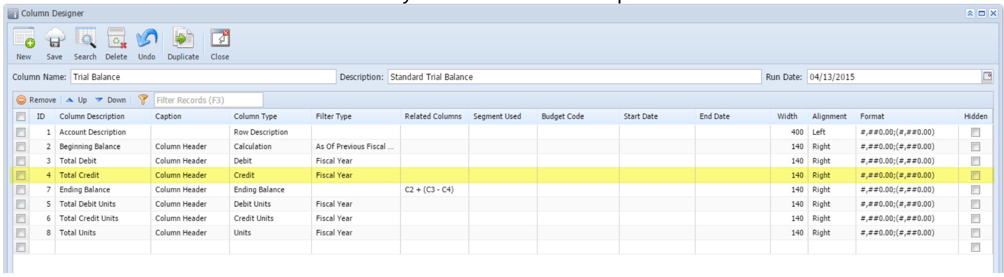
The following will guide you on how to add Credit column.

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 Credit.
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. Leave the Budget Code field blank.
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 Credit column will look like when you follow the above steps.



Column Designer

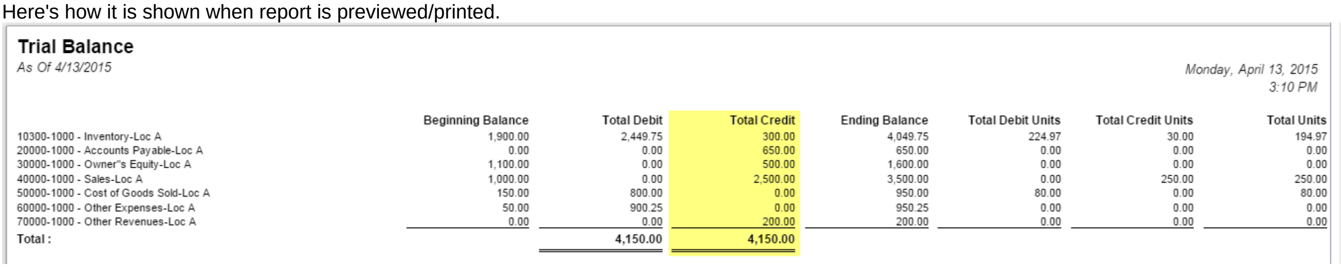
New Save Search Delete Undo Duplicate Close

Column Name: Trial Balance Description: Standard Trial Balance Run Date: 04/13/2015

Remove Up Down Filter Records (F3)

ID	Column Description	Caption	Column Type	Filter Type	Related Columns	Segment Used	Budget Code	Start Date	End Date	Width	Alignment	Format	Hidden
1	Account Description		Row Description							400	Left	#,##0.00;(#,##0.00)	
2	Beginning Balance	Column Header	Calculation	As Of Previous Fiscal ...						140	Right	#,##0.00;(#,##0.00)	
3	Total Debit	Column Header	Debit	Fiscal Year						140	Right	#,##0.00;(#,##0.00)	
4	Total Credit	Column Header	Credit	Fiscal Year						140	Right	#,##0.00;(#,##0.00)	
7	Ending Balance	Column Header	Ending Balance		C2 + (C3 - C4)					140	Right	#,##0.00;(#,##0.00)	
5	Total Debit Units	Column Header	Debit Units	Fiscal Year						140	Right	#,##0.00;(#,##0.00)	
6	Total Credit Units	Column Header	Credit Units	Fiscal Year						140	Right	#,##0.00;(#,##0.00)	
8	Total Units	Column Header	Units	Fiscal Year						140	Right	#,##0.00;(#,##0.00)	

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



Trial Balance

As Of 4/13/2015

Monday, April 13, 2015
3:10 PM

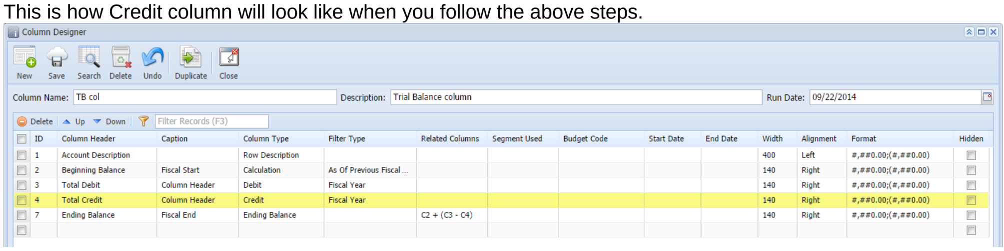
	Beginning Balance	Total Debit	Total Credit	Ending Balance	Total Debit Units	Total Credit Units	Total Units
10300-1000 - Inventory-Loc A	1,900.00	2,449.75	300.00	4,049.75	224.97	30.00	194.97
20000-1000 - Accounts Payable-Loc A	0.00	0.00	650.00	650.00	0.00	0.00	0.00
30000-1000 - Owner''s Equity-Loc A	1,100.00	0.00	500.00	1,600.00	0.00	0.00	0.00
40000-1000 - Sales-Loc A	1,000.00	0.00	2,500.00	3,500.00	0.00	250.00	250.00
50000-1000 - Cost of Goods Sold-Loc A	150.00	800.00	0.00	950.00	80.00	0.00	80.00
60000-1000 - Other Expenses-Loc A	50.00	900.25	0.00	950.25	0.00	0.00	0.00
70000-1000 - Other Revenues-Loc A	0.00	0.00	200.00	200.00	0.00	0.00	0.00
Total :		4,150.00	4,150.00				

The **Credit Column** is used to show Total Credit column in your financial report. Amounts to show on this column is the sum of all credit transactions. This column is used for Trial Balance type of report.

The following will guide you on how to add Credit 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 Credit.
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. Leave the Budget Code field blank.
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 Credit column will look like when you follow the above steps.



Column Designer

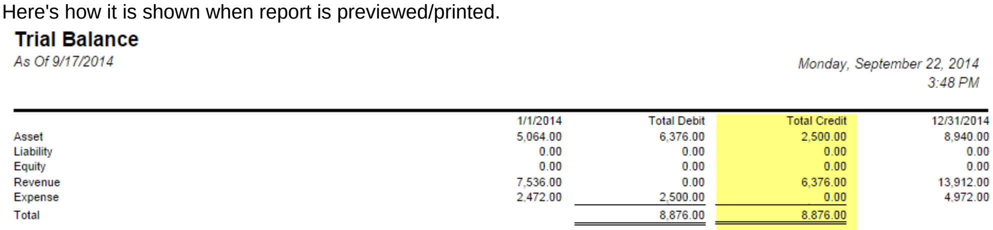
New Save Search Delete Undo Duplicate Close

Column Name: TB col Description: Trial Balance column Run Date: 09/22/2014

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	Account Description		Row Description							400	Left	#,##0.00;(#,##0.00)	
2	Beginning Balance	Fiscal Start	Calculation	As Of Previous Fiscal ...						140	Right	#,##0.00;(#,##0.00)	
3	Total Debit	Column Header	Debit	Fiscal Year						140	Right	#,##0.00;(#,##0.00)	
4	Total Credit	Column Header	Credit	Fiscal Year						140	Right	#,##0.00;(#,##0.00)	
7	Ending Balance	Fiscal End	Ending Balance		C2 + (C3 - C4)					140	Right	#,##0.00;(#,##0.00)	

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



Trial Balance

As Of 9/17/2014

Monday, September 22, 2014
3:48 PM

	1/1/2014	Total Debit	Total Credit	12/31/2014
Asset	5,064.00	6,376.00	2,500.00	8,940.00
Liability	0.00	0.00	0.00	0.00
Equity	0.00	0.00	0.00	0.00
Revenue	7,536.00	0.00	6,376.00	13,912.00
Expense	2,472.00	2,500.00	0.00	4,972.00
Total		8,876.00	8,876.00	