How to Add Debit column

The **Debit column** is intended to show Total Debit 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.

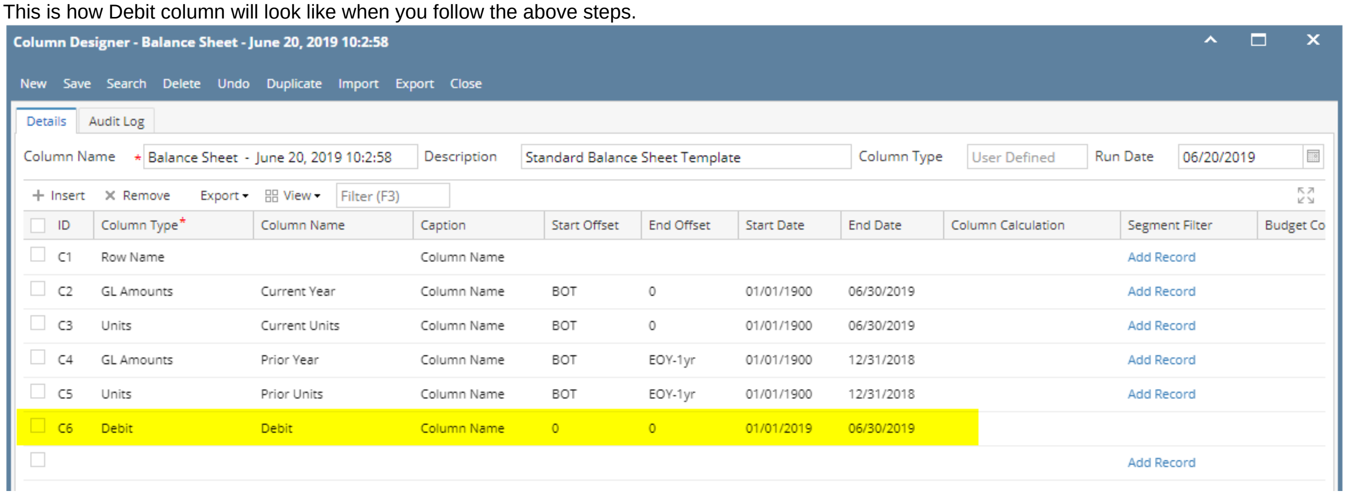
Follow these steps on how to create Debit column type.

1. A new row will be available in the grid section.
2. In the **Column Type field**, select Debit.
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.

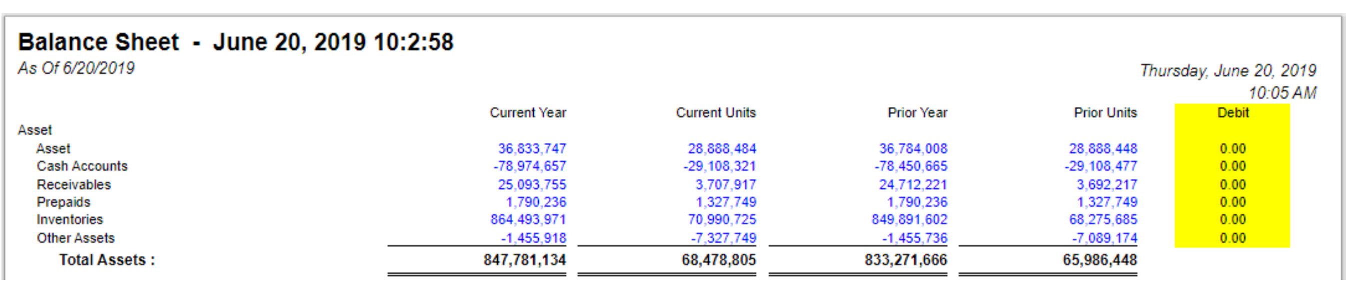
   *When **Start Offset** and **End Offset** are combined, it is read as from Start Day to End Day of the Current Month. This is discussed more on How Start and End Offset works.

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 Debit column will look like when you follow the above steps.



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



The **Debit column** is intended to show Total Debit 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.

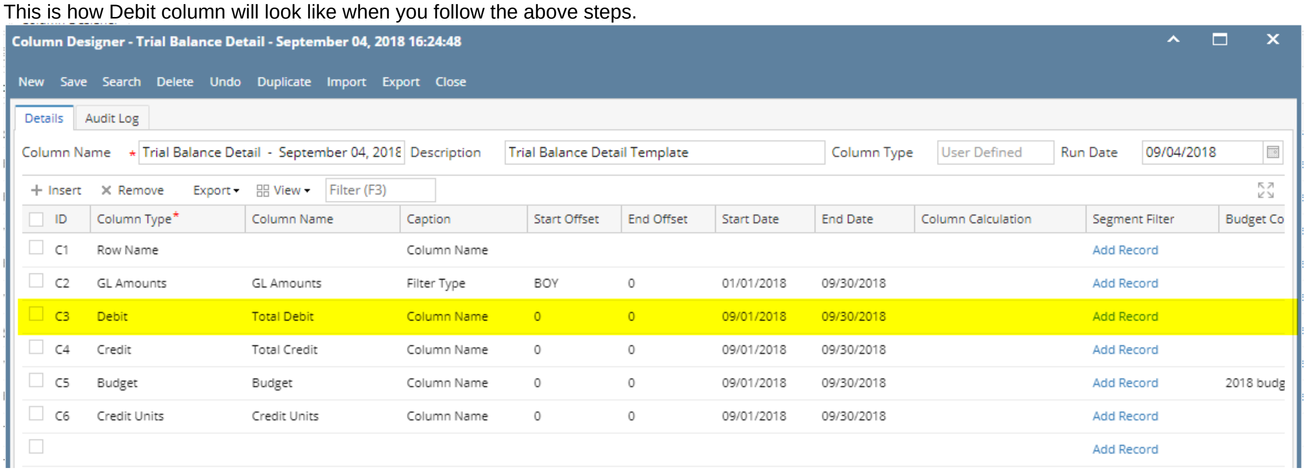
Follow these steps on how to create Debit column type.

1. A new row will be available in the grid section.
2. In the **Column Type field**, select Debit.
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.

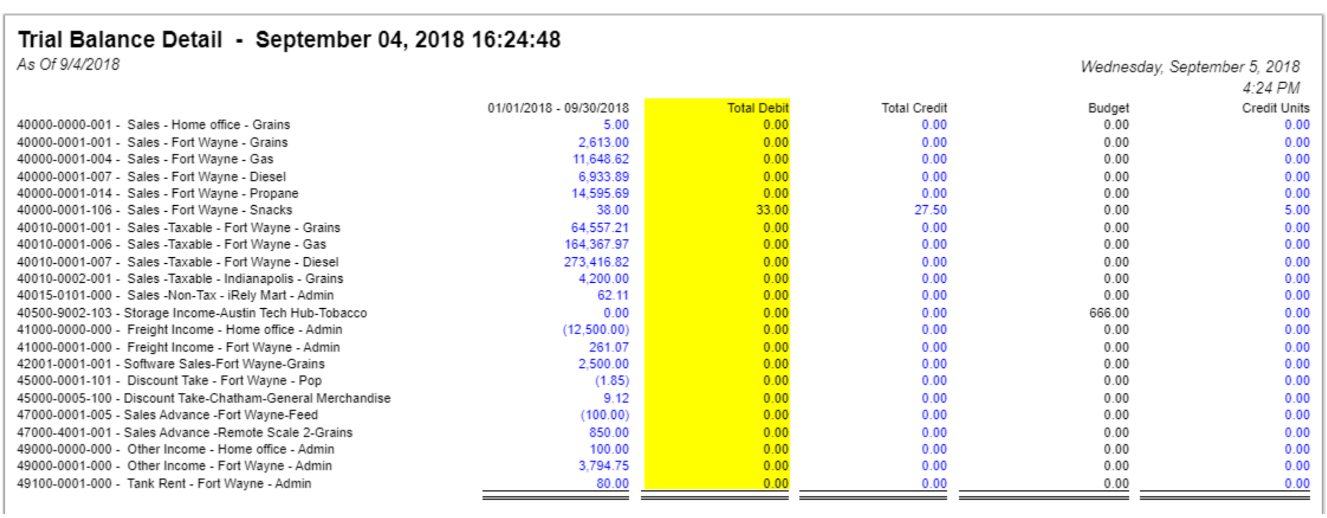
7. The **Start Date field** will show the date based on the Start Offset selected and the Run Date. This gives you a preview of what the Start Date will be. It is only when Custom is selected in the Start Offset field where you need to specify the date. The rest are computed by the system.
8. The **End 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 Debit 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	GL Amounts	Filter Type	BOY	0	01/01/2018	09/30/2018		Add Record	
C3	Debit	Total Debit	Column Name	0	0	09/01/2018	09/30/2018		Add Record	
C4	Credit	Total Credit	Column Name	0	0	09/01/2018	09/30/2018		Add Record	
C5	Budget	Budget	Column Name	0	0	09/01/2018	09/30/2018		Add Record	2018 budg
C6	Credit Units	Credit Units	Column Name	0	0	09/01/2018	09/30/2018		Add Record	
									Add Record	

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



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

As Of 9/4/2018

Wednesday, September 5, 2018
4:24 PM

	01/01/2018 - 09/30/2018	Total Debit	Total Credit	Budget	Credit Units
40000-0000-001 - Sales - Home office - Grains	5.00	0.00	0.00	0.00	0.00
40000-0001-001 - Sales - Fort Wayne - Grains	2,613.00	0.00	0.00	0.00	0.00
40000-0001-004 - Sales - Fort Wayne - Gas	11,648.62	0.00	0.00	0.00	0.00
40000-0001-007 - Sales - Fort Wayne - Diesel	6,933.89	0.00	0.00	0.00	0.00
40000-0001-014 - Sales - Fort Wayne - Propane	14,595.69	0.00	0.00	0.00	0.00
40000-0001-106 - Sales - Fort Wayne - Snacks	38.00	33.00	27.50	0.00	5.00
40010-0001-001 - Sales -Taxable - Fort Wayne - Grains	64,557.21	0.00	0.00	0.00	0.00
40010-0001-006 - Sales -Taxable - Fort Wayne - Gas	164,367.97	0.00	0.00	0.00	0.00
40010-0001-007 - Sales -Taxable - Fort Wayne - Diesel	273,416.82	0.00	0.00	0.00	0.00
40010-0002-001 - Sales -Taxable - Indianapolis - Grains	4,200.00	0.00	0.00	0.00	0.00
40015-0101-000 - Sales -Non-Tax - iRely Mart - Admin	62.11	0.00	0.00	0.00	0.00
40500-9002-103 - Storage Income-Austin Tech Hub-Tobacco	0.00	0.00	0.00	666.00	0.00
41000-0000-000 - Freight Income - Home office - Admin	(12,500.00)	0.00	0.00	0.00	0.00
41000-0001-000 - Freight Income - Fort Wayne - Admin	261.07	0.00	0.00	0.00	0.00
42001-0001-001 - Software Sales-Fort Wayne-Grains	2,500.00	0.00	0.00	0.00	0.00
45000-0001-101 - Discount Take - Fort Wayne - Pop	(1.85)	0.00	0.00	0.00	0.00
45000-0005-100 - Discount Take-Chatham-General Merchandise	9.12	0.00	0.00	0.00	0.00
47000-0001-005 - Sales Advance -Fort Wayne-Feed	(100.00)	0.00	0.00	0.00	0.00
47000-4001-001 - Sales Advance -Remote Scale 2-Grains	850.00	0.00	0.00	0.00	0.00
49000-0000-000 - Other Income - Home office - Admin	100.00	0.00	0.00	0.00	0.00
49000-0001-000 - Other Income - Fort Wayne - Admin	3,794.75	0.00	0.00	0.00	0.00
49100-0001-000 - Tank Rent - Fort Wayne - Admin	80.00	0.00	0.00	0.00	0.00

The **Debit column** is intended to show Total Debit 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.

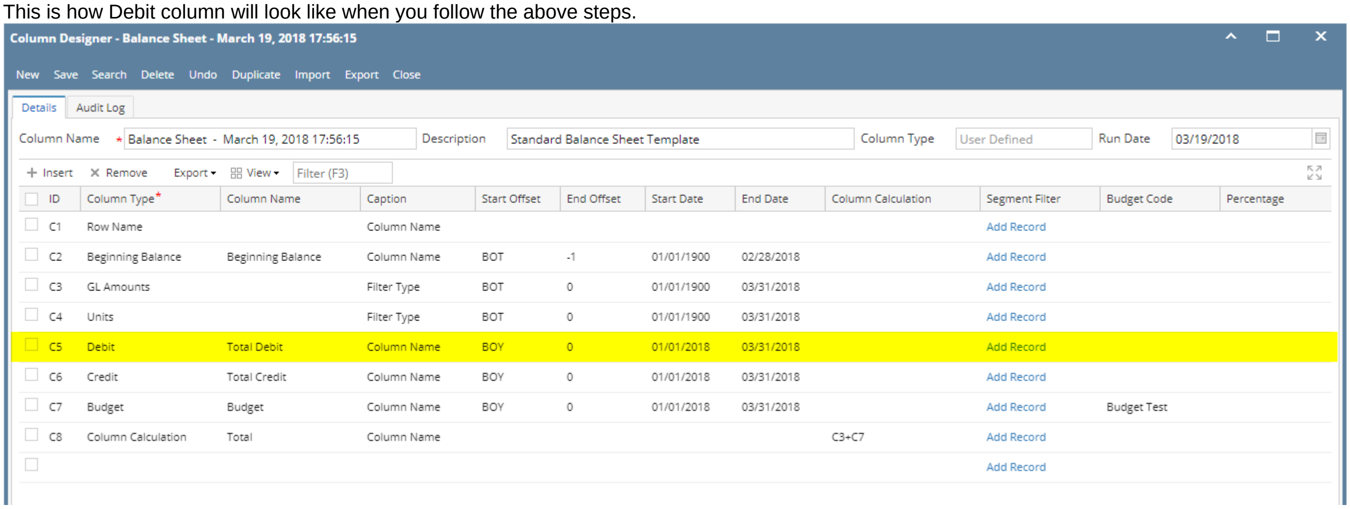
Follow these steps on how to create Debit column type.

1. A new row will be available in the grid section.
2. In the **Column Type field**, select Debit.
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.

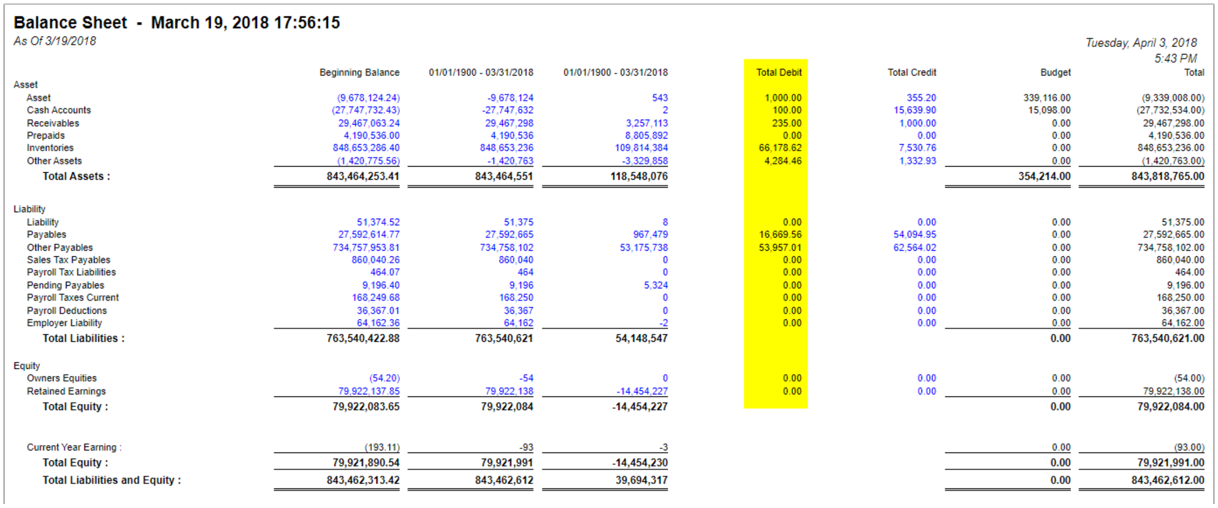
   *When **Start Offset** and **End Offset** are combined, it is read as from Start Day to End Day of the Current Month. This is discussed more on How Start and End Offset works.

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 Debit column will look like when you follow the above steps.



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



Balance Sheet - March 19, 2018 17:56:15
As Of 3/19/2018
Tuesday, April 3, 2018
5:43 PM

	Beginning Balance	01/01/1900 - 03/31/2018	01/01/1900 - 03/31/2018	Total Debit	Total Credit	Budget	Total
Asset							
Asset	(9,678,124.24)	-9,678,124	543	1,000.00	355.20	339,116.00	(9,339,008.00)
Cash Accounts	(27,747,732.43)	-27,747,632	2	100.00	15,639.90	15,098.00	(27,732,534.00)
Receivables	29,467,063.24	29,467,298	3,257,113	235.00	1,000.00	0.00	29,467,298.00
Prepaids	4,190,536.00	4,190,536	8,805,892	0.00	0.00	0.00	4,190,536.00
Inventories	848,653,286.40	848,653,236	109,814,384	66,178.62	7,530.76	0.00	848,653,236.00
Other Assets	(1,420,775.56)	-1,420,763	-3,329,858	4,284.46	1,332.93	0.00	(1,420,763.00)
Total Assets :	**843,464,253.41**	**843,464,551**	**118,548,076**			**354,214.00**	**843,818,765.00**
Liability							
Liability	51,374.52	51,375	8	0.00	0.00	0.00	51,375.00
Payables	27,592,614.77	27,592,665	967,479	16,669.56	54,094.95	0.00	27,592,665.00
Other Payables	734,757,953.81	734,758,102	53,175,738	53,957.01	62,564.02	0.00	734,758,102.00
Sales Tax Payables	860,040.26	860,040	0	0.00	0.00	0.00	860,040.00
Payroll Tax Liabilities	464.07	464	0	0.00	0.00	0.00	464.00
Pending Payables	9,196.40	9,196	5,324	0.00	0.00	0.00	9,196.00
Payroll Taxes Current	168,249.68	168,250	0	0.00	0.00	0.00	168,250.00
Payroll Deductions	36,367.01	36,367	0	0.00	0.00	0.00	36,367.00
Employer Liability	64,162.36	64,162	-2	0.00	0.00	0.00	64,162.00
Total Liabilities :	**763,540,422.88**	**763,540,621**	**54,148,547**			**0.00**	**763,540,621.00**
Equity							
Owners Equities	(54.20)	-54	0	0.00	0.00	0.00	(54.00)
Retained Earnings	79,922,137.85	79,922,138	-14,454,227	0.00	0.00	0.00	79,922,138.00
Total Equity :	**79,922,083.65**	**79,922,084**	**-14,454,227**			**0.00**	**79,922,084.00**
Current Year Earning :	(193.11)	-93	-3			0.00	(93.00)
Total Equity :	**79,921,890.54**	**79,921,991**	**-14,454,230**			**0.00**	**79,921,991.00**
Total Liabilities and Equity :	**843,462,313.42**	**843,462,612**	**39,694,317**			**0.00**	**843,462,612.00**

The **Debit column** is intended to show Total Debit 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.

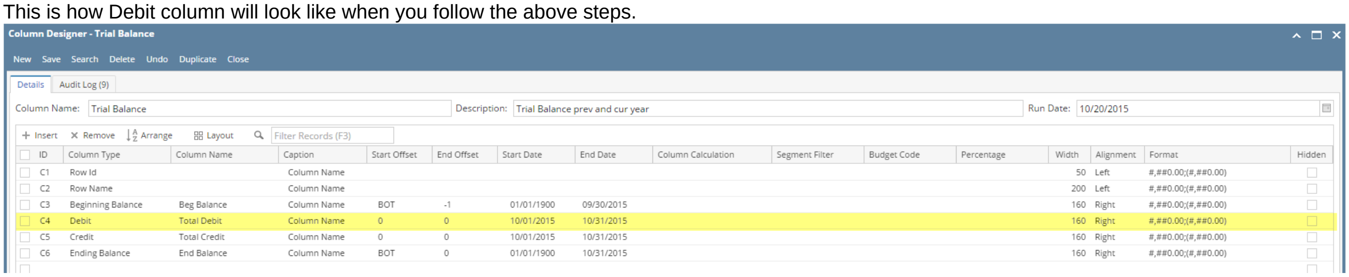
Follow these steps on how to create Debit column type.

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



Column Designer - Trial Balance

New Save Search Delete Undo Duplicate Close

Details | Audit Log (9)

Column Name: Trial Balance   Description: Trial Balance prev and cur year   Run Date: 10/20/2015

Insert | Remove | Arrange | Layout | Filter Records (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	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 **Debit** column type.

Trial Balance

As Of 10/31/2015

Wednesday, February 10, 2016
7:39 PM

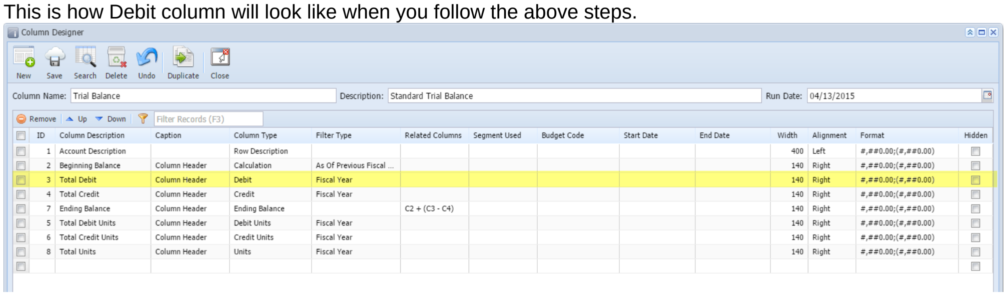
		Beg Balance	Total Debit	Total Credit	End Balance
R2	10000 - Check book in Bank	7,092.04	0.00	0.00	7,092.04
R4	12000 - Accounts Receivable	700.00	0.00	0.00	700.00
R8	16000 - Inventory	8,300.00	0.00	0.00	8,300.00
R9	16001 - Inventory-item1	1,100.00	0.00	0.00	1,100.00
R11	16003 - Inventory - Test1	2,690.00	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 - Empployer 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 **Debit Column** is used to show Total Debit column in your financial report. Amounts to show on this column is the sum of all debit transactions. This column is used for Trial Balance type of report.

The following will guide you on how to add Debit 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 Debit.
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 Debit column will look like when you follow the above steps.



Column Designer

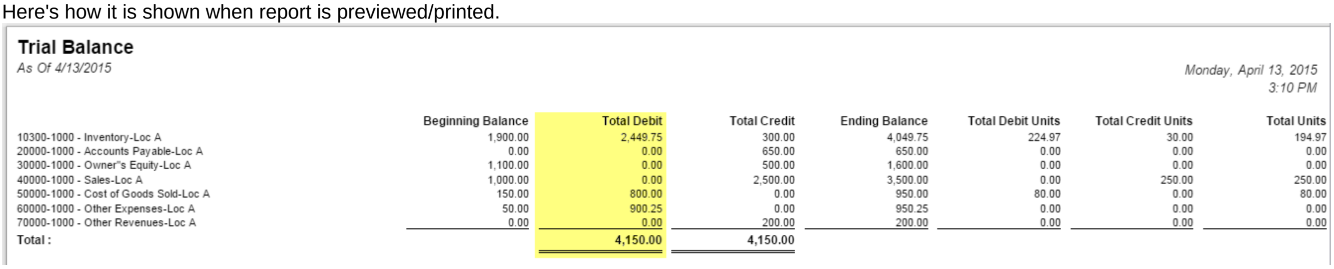
New | Save | Search | Delete | Undo | Duplicate | Close

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

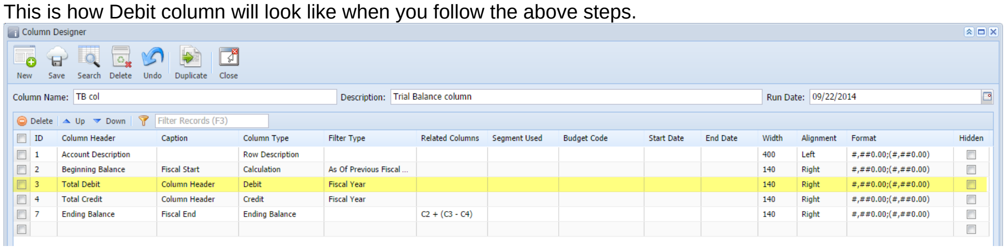
	Beginning Balance	Total Debit	Total Credit	Ending Balance	Total Debit Units	Total Credit Units	Total Units
10300-1000 - Inventory-Loc A	1,900.00	2,449.75	300.00	4,049.75	224.97	30.00	194.97
20000-1000 - Accounts Payable-Loc A	0.00	0.00	650.00	650.00	0.00	0.00	0.00
30000-1000 - Owner"s Equity-Loc A	1,100.00	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 **Debit Column** is used to show Total Debit 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 Debit.
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 Debit column will look like when you follow the above steps.



Column Designer

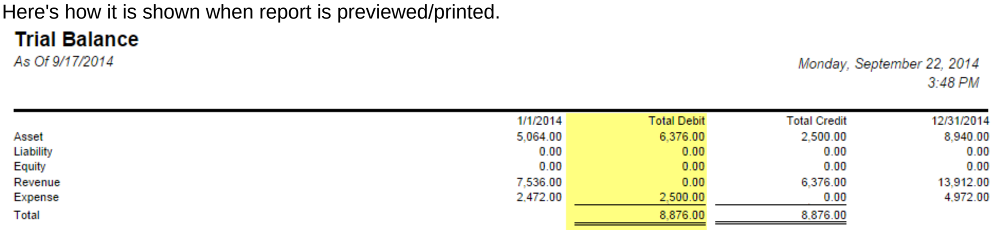
New | Save | Search | Delete | Undo | Duplicate | Close

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	