

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.

The screenshot shows the 'Column Designer - Balance Sheet - June 19, 2019 11:26:20' window. The 'Details' tab is active. The 'Column Name' is 'Balance Sheet - June 19, 2019 11:26:20', 'Description' is 'Standard Balance Sheet Template', 'Column Type' is 'User Defined', 'Run Date' is '06/19/2019'. The grid below shows existing columns (C1-C6) and a new row (C7) for 'Credit'. The 'Credit' row has 'Column Type' set to 'Credit', 'Column Name' set to 'Credit', 'Caption' set to 'Column Name', 'Start Offset' set to 0, 'End Offset' set to 0, 'Start Date' set to 06/01/2019, and 'End Date' set to 06/30/2019. The 'Add Record' button is visible at the bottom right of the grid.

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						Wednesday, June 19, 2019 2:56 PM	
As Of 6/19/2019							
	Current Year	Current Units	Prior Year	Prior Units	Account Type	Credit	
Asset					Asset	0.00	
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	
Prepays	1,790,236	3,022,819	1,790,236	3,022,819	Asset	0.00	
Inventories	1,120,448,855	79,168,581	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.

- In the **Column Type** field, select Credit.
- 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](#).
- 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](#).
- 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.
- 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](#).

- 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.
- 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.
- Leave the Column Calculation field blank.
- 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](#).
- Leave the Budget Code field blank.
- Leave the Percentage field blank.
- 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.
- 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
- 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](#).
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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
C1	Row Name		Column Name						Add Record			400	Left
C2	GL Amounts	GL Amounts	Filter Type	BOV	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

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					Wednesday, September 5, 2018		
As Of 9/4/2018					1:08 PM		
					01/01/2018 - 09/30/2018	Total Debit	Total Credit
35000-0101-000 - Owner's Equity-iRely Mart-Admin					2.38	0.00	889.00
35000-0101-001 - Owner's Equity-iRely Mart-Grains					0.00	0.00	63.00
39000-0000-000 - Retained Earnings - Home office - Admin					(82,842,599.55)	0.00	0.00

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- A new row will be available in the grid section.
- In the **Column Type** field, select Credit.
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- 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](#).

- 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.
- 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.
- Leave the Column Calculation field blank.

- 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](#).
- Leave the Budget Code field blank.
- Leave the Percentage field blank.
- 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.
- In the **Alignment** field, set how the value for the column be displayed.
 - Select **Center** if you want it Centered
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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
C1	Row Name	Column 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	Column Name	BOT	0	01/01/1900	03/31/2018		Add Record			160	Right	###0
C4	Units	Filter Type	Column Name	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)

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				Wednesday, March 28, 2018			
As Of 3/19/2018				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 - Propane	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	354.902	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	
16000-0001-001 - 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	

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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.
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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 - Trial Balance

Details | Audit Log (9)

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

+ Insert X 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	Column Name									50	Left	#,##0.00(##0.00)	
C2	Row Name	Column 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					Wednesday, February 10, 2016				
As Of 10/31/2015					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 - Employer 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				

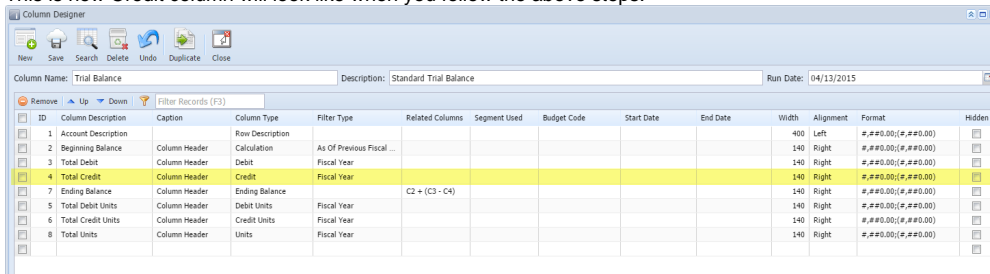
The **Credit Column** is used to show Total Credit column in your financial report. Amounts to show on this column is the sum of all credit transactions. This column is used for Trial Balance type of report.

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.



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

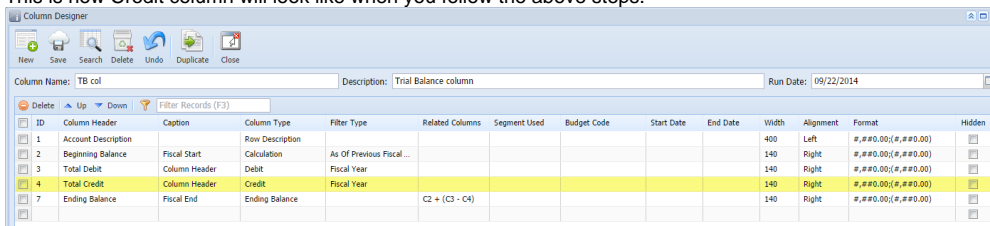
Trial Balance									
As Of 4/13/2015					Monday, April 13, 2015 3:10 PM				
	Beginning Balance	Total Debit	Total Credit	Ending Balance	Total Debit Units	Total Credit Units	Total Units		
10300-1000 - Inventory-Loc A	1,900.00	2,449.75	300.00	4,049.75	224.97	30.00	194.97		
20000-1000 - Accounts Payable-Loc 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.



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	