How to Add Ending Balance column

The **Ending Balance column** is intended to show Ending Balance 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 Ending Balance column type.

1. A new row will be available in the grid section.
2. In the **Column Type field**, select Ending Balance.
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 0, which stands for Run Date month or the current 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 This 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.
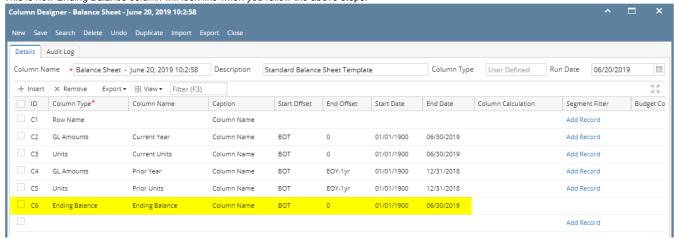16. All other fields are not anymore necessary so you can leave those out.

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

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

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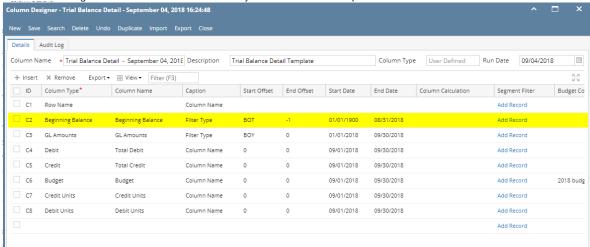

The **Ending Balance column** is intended to show Ending Balance computed based on the rows' filtered account/s and the dates configured in the Start Offset and End Offset . This type of column is most likely be used on Trial Balance report.

Follow these steps on how to create Ending Balance column type.

1. A new row will be available in the grid section.
2. In the **Column Type field**, select Ending Balance.
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 0, which stands for Run Date month or the current 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 This 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 Ending Balance column will look like when you follow the above steps.

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

The **Ending Balance column** is intended to show Ending Balance 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 Ending Balance column type.

1. A new row will be available in the grid section.
2. In the **Column Type field**, select Ending Balance.
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 0, which stands for Run Date month or the current 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 This 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 Ending Balance column will look like when you follow the above steps.

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

The **Ending Balance column** is intended to show Ending Balance 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 Ending Balance column type.

1. A new row will be available in the grid section.
2. In the **Column Type field**, select Ending Balance.
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 0, which stands for Run Date month or the current 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 This 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 Ending Balance column will look like when you follow the above steps.

Here's how it is shown when report is previewed/printed. Highlighted is the **Ending Balance** 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 **Ending Balance column** is intended to build formula from existing columns. Calculation, Debit and Credit columns can be used to build the formula. This report is most likely be used in a Trial Balance type of report.

This column is like Column Calculation in the sense that you can build formula. The only difference is, the Ending Balance column checks first whether the account has Debit or Credit normal balance.

Say this is your formula: Beginning Balance + Debit - Credit = Ending Balance

Where:

- Beginning Balance is a Calculation column
- Debit is a Debit column
- Credit is a Credit Column
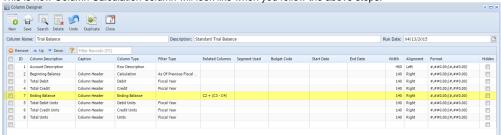- Ending Balance is an Ending Balance column

If Ending Balance is a Calculation column type - it will compute for the amount using the above formula, regardless of account normal balance. However if Ending Balance is an Ending Balance column type, this rule applies:

- If account has Debit normal balance, then Debit - Credit applies. Therefore in the above formula it would be Beginning Balance + Debit - Credit = Ending Balance
- If account has Credit normal balance, it reverses the formula to be Credit - Debit. Therefore in the above formula it would be Beginning Balance + Credit- Debit = Ending Balance

Follow these steps to add an Ending Balance 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 Ending Balance.
5. Column Calculation screen will automatically be opened where you can configure your formula. See How to Configure Formula for Column Calculation column to guide you on how to build your formula.
6. Leave the Filter Type field blank.
7. Leave the Segment Used field blank.
8. Leave the Budget Code field blank.
9. Leave the Start and End Date fields blank.
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 **Hidden checkbox** unchecked. See How Hidden checkbox works when enabled.

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

Here's how it is shown when report is previewed/printed. The balances shown on Ending Balance column is computed as:

- Beginning Balance + Debit - Credit for account with Debit normal balance
- Beginning Balance + Credit - Debit for account with Credit normal balance

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				