

# How to Add GL Amounts column

The **GL Amounts column** is used to filter transactions by date. This is computed based on the rows' filtered account/s and the dates configured in the Start Offset and End Offset .

Follow these steps on how to create GL Amounts column type.

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

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

7. The **Start Date field** will show the date based on the Start Offset selected and the Run Date. This gives you a preview of what the Start Date will be. It is only when Custom is selected in the Start Offset field where you need to specify the date. The rest are computed by the system.
8. The **End Date field** will show the date based on the End Offset selected and the Run Date. This gives you a preview of what the End Date will be. It is only when Custom is selected in the End Offset field where you need to specify the date. The rest are computed by the system.
9. Leave the Column Calculation field blank.
10. The **Segment Filter field** is useful to this column type since it allows you to specify location/s filter if you need to. This is discussed more on [How to Use Segment Filter in the Column Designer](#).
11. 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 GL Amounts column will look like when you follow the above steps.

**Column Designer - Balance Sheet - June 20, 2019 10:2:58**

New Save Search Delete Undo Duplicate Import Export Close

Details Audit Log

Column Name: \*Balance Sheet - June 20, 2019 10:2:58 Description: Standard Balance Sheet Template Column Type: User Defined Run Date: 06/20/2019

+ Insert X Remove Export View Filter (F3)

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	Ending Balance	Ending Balance	Column Name	BOT	0	01/01/1900	06/30/2019			Add Record
C7	Filter Accounts	Filter Accounts	Column Name							Add Record

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

**Balance Sheet - June 20, 2019 10:2:58**  
As Of 6/20/2019

Thursday, June 20, 2019 10:29 AM

	Current Year	Current Units	Prior Year	Prior Units	Ending Balance	Filter Accounts
<b>Asset</b>						
Asset	36,833,747	28,888,484	36,784,008	28,888,448	36,833,747.09	[Group] = 'Asset'
Cash Accounts	-78,974,657	-29,108,321	-78,450,665	-29,108,477	(78,974,656.76)	[Group] = 'Cash Accounts'
Receivables	25,093,755	3,707,917	24,712,221	3,692,217	25,093,755.02	[Group] = 'Receivables'
Prepays	1,790,236	1,327,749	1,790,236	1,327,749	1,790,236.00	[Group] = 'Prepays'
Inventories	864,493,971	70,990,725	849,891,602	68,275,685	864,493,970.64	[Group] = 'Inventories'
Other Assets	-1,455,918	-7,327,749	-1,455,736	-7,089,174	(1,455,917.81)	[Group] = 'Other Assets'
<b>Total Assets :</b>	<b>847,781,134</b>	<b>68,478,805</b>	<b>833,271,666</b>	<b>65,986,448</b>	<b>847,781,134.18</b>	
<b>Liability</b>						
Liability	282,395	8	271,752	8	282,394.87	[Group] = 'Liability'
Payables	36,747,641	3,854,997	11,622,728	-415,326	36,747,640.72	[Group] = 'Payables'
Other Payables	725,381,380	50,003,465	736,208,713	51,305,985	725,381,380.15	[Group] = 'Other Payables'
Sales Tax Payables	861,334	0	861,184	0	861,333.97	[Group] = 'Sales Tax Payables'
Payroll Tax Liabilities	516	0	496	0	516.21	[Group] = 'Payroll Tax Liabilities'
Pending Payables	460,001	188,163	415,437	151,163	460,001.20	[Group] = 'Pending Payables'
Payroll Taxes Current	199,896	0	197,077	0	199,895.72	[Group] = 'Payroll Taxes Current'
Payroll Deductions	41,324	0	40,930	0	41,323.79	[Group] = 'Payroll Deductions'
Employer Liability	75,087	-4	73,890	-4	75,087.37	[Group] = 'Employer Liability'
<b>Total Liabilities :</b>	<b>764,049,374</b>	<b>54,046,629</b>	<b>749,692,207</b>	<b>51,041,826</b>	<b>764,049,374.00</b>	
<b>Equity</b>						
Owners Equities	-57	0	-57	0	(56.58)	[Group] = 'Owners Equities'
Retained Earnings	83,579,516	-981,592	82,984,544	-2,498,979	83,579,516.33	[Group] = 'Retained Earnings'
<b>Total Equity :</b>	<b>83,579,459</b>	<b>-981,592</b>	<b>82,984,487</b>	<b>-2,498,979</b>	<b>83,579,459.75</b>	

The **GL Amounts column** is used to filter transactions by date. This is computed based on the rows' filtered account/s and the dates configured in the Start Offset and End Offset .

Follow these steps on how to create GL Amounts column type.

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

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

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

- 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](#).
- All other fields are not anymore necessary so you can leave those out.

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

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

Trial Balance Detail - September 04, 2018 16:24:48									
As Of 9/4/2018									
Wednesday, September 5, 2018									
5:28 PM									

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

**Column Designer - Income Statement - April 13, 2018 14:6:16**

New Save Search Delete Undo Duplicate Import Export Close

Details Audit Log

Column Name: **Income Statement - April 13, 2018 14:6:16** Description: **Income Statement Template** Column Type: **User Defined** Run Date: **04/13/2018**

+ Insert X Remove Export View Filter (F3)

ID	Column Type*	Column Name	Caption	Start Offset	End Offset	Start Date	End Date	Column Calculation	Segment Filter	Budget Co
C1	Row Id	Row Id	Column Name							Add Record
C2	Row Name	Column Name								Add Record
C3	GL Amounts	Current Year	Year	BOY	0	01/01/2018	04/30/2018			Add Record
C4	GL Amounts	Prior Year	Year	BOY-1yr	EOY-1yr	01/01/2017	12/31/2017			Add Record
C5	Filter Accounts	Filter Accounts	Column Name							Add Record
										Add Record

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

**Income Statement - April 13, 2018 14:6:16**  
As Of 4/13/2018

Friday, April 13, 2018  
2:16 PM

Row Id	Revenue	2018	2017	Filter Accounts
R3	Revenue	0	27,181	[Group] = 'Revenue'
R4	Sales	217,334	2,147,320	[Group] = 'Sales'
R5	Sales Discounts	0	-27	[Group] = 'Sales Discounts'
R6	Other Income	3,903	177,812	[Group] = 'Other Income'
R9	<b>Total Revenues :</b>	<b>221,237</b>	<b>2,352,286</b>	
R12	Expense	400	-1,355	[Group] = 'Expense'
R13	Cost of Goods Sold	2,088	3,212	[Group] = 'Cost of Goods Sold'
R14	Purchases	276,813	8,228,188	[Group] = 'Purchases'
R15	Purchases Discounts	-60	-4,684	[Group] = 'Purchases Discounts'
R16	Other Purchases	-3,746	5,089	[Group] = 'Other Purchases'
R17	Payroll Cogs	0	1,575	[Group] = 'Payroll Cogs'
R18	Other Expenses	15,727	-35,938	[Group] = 'Other Expenses'
R20	Payroll Earnings	85,594	542,299	[Group] = 'Payroll Earnings'
R21	Payroll Tax Expenses	0	30	[Group] = 'Payroll Tax Expenses'
R22	Payroll Expenses	7,465	57,963	[Group] = 'Payroll Expenses'
R24	<b>Total Expenses :</b>	<b>384,281</b>	<b>-27,106,198</b>	
R26	<b>NET PROFIT(LOSS) :</b>	<b>-163,044</b>	<b>29,458,484</b>	

The **GL Amounts** column is used to filter transactions by date. This is computed based on the rows' filtered account/s and the dates configured in the Start Offset and End Offset .

Follow these steps on how to create GL Amounts column type.

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

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

7. The **Start Date** field will show the date based on the Start Offset selected and the Run Date. This gives you a preview of what the Start Date will be. It is only when Custom is selected in the Start Offset field where you need to specify the date. The rest are computed by the system.
8. The **End Date** field will show the date based on the End Offset selected and the Run Date. This gives you a preview of what the End Date will be. It is only when Custom is selected in the End Offset field where you need to specify the date. The rest are computed by the system.
9. Leave the Column Calculation field blank.
10. The **Segment Filter** field is useful to this column type since it allows you to specify location/s filter if you need to. This is discussed more on [How to Use Segment Filter in the Column Designer](#).
11. 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 GL Amounts column will look like when you follow the above steps.

Column Designer - Current and Previous column

Details Audit Log (31)

Column Name: Current and Previous column Description: Current and Previous column description Run Date: 12/15/2015

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	Row ID	Column Name									160	Left	#,##0.00;(#,##0.00)	<input type="checkbox"/>
C2	Row Name	Row Name	Column Name									250	Left	#,##0.00;(#,##0.00)	<input type="checkbox"/>
C3	GL Amounts	Current	Year	BOY	0	01/01/2015	12/31/2015					160	Right	#,##0.00;(#,##0.00)	<input type="checkbox"/>
C4	GL Amounts	Previous	Year	BOY-1yr	EOY-1yr	01/01/2014	12/31/2014					160	Right	#,##0.00;(#,##0.00)	<input type="checkbox"/>
C5	Filter Accounts		Column Name									160	Right	#,##0.00;(#,##0.00)	<input type="checkbox"/>

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

**Income Statement A**  
As Of 12/31/2015

Friday, February 12, 2016  
10:00 PM

Row ID	Row Name	2015	2014	
R4	Revenue	18,329.75	1,000.00	[Type] = 'Revenue'
R5	Expense	16,952.74	0.00	[Type] = 'Expense'
R7	Net Income	1,377.01	1,000.00	

The **Calculation column** is used to filter transactions by date. That is why Filter Type for this column is a must since it dictates the date range of transactions to be considered in the computation of amount to show on your financial report.

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

Column Designer

Column Name: Prev-Cur Description: Previous and Current columns Run Date: 04/13/2015

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	Column Header	None								160	Left	#,##0.00;(#,##0.00)	<input type="checkbox"/>
2	Column Header	Row Description								250	Left	#,##0.00;(#,##0.00)	<input type="checkbox"/>
3	Previous	Column Header	Calculation	Previous Fiscal Year						160	Right	#,##0.00;(#,##0.00)	<input type="checkbox"/>
4	Current	Column Header	Calculation	Fiscal Year						160	Right	#,##0.00;(#,##0.00)	<input type="checkbox"/>
5	Total	Column Header	Column Calculation		C3 + C4					160	Right	#,##0.00;(#,##0.00)	<input type="checkbox"/>

Here's how it is shown when report is previewed/printed. The highlighted first column from the left, filters transactions based on Previous Fiscal Year filter type, while highlighted column that follows, filters transactions based on Fiscal Year filter type, as configured in the Column Designer.

**Income Statement**  
As Of 4/10/2015

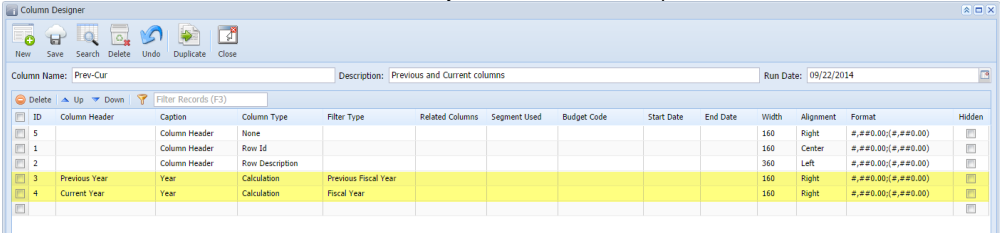
Monday, April 13, 2015  
1:22 PM

	Previous	Current	Total
40000 - Sales	0.00	2,500.00	2,500.00
50000 - Cost of Goods Sold	0.00	500.00	500.00
Gross Margin	0.00	2,000.00	2,000.00
Gross Margin Rate	NaN	80.00%	80.00%
60000 - Other Expenses	0.00	900.25	900.25
70000 - Other Revenues	0.00	200.00	200.00
Net Income	0.00	1,299.75	1,299.75

The **Calculation column** is used to filter transactions by date. That is why Filter Type for this column is a must since it dictates the date range of transactions to be considered in the computation of amount to show on your financial report.

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



Here's how it is shown when report is previewed/printed. The highlighted first column from the left, filters transactions based on Previous Fiscal Year filter type, while highlighted column that follows, filters transactions based on Fiscal Year filter type, as configured in the Column Designer.

			2013	2014
R3	Sales		4,260.00	4,960.00
R4	Less: COGS		1,110.00	1,510.00
R6	Gross Profit		3,150.00	3,450.00
R7	Gross Profit Rate		73.94%	69.56%
R9	Less: Expenses		486.00	990.00
R10	Add: REvenues		1,050.00	1,416.00
R12	Net Income (Loss)		3,714.00	3,876.00