

How to Add Report Title header/footer

The **Report Title header/footer** is used to add the report name entered from the Report Builder screen to the report when previewed/printed.

Report Builder - Balance Sheet - July 01, 2019 11:14:37

New Save Search Delete Undo Duplicate Generate Close

Details Runtime Log Financial History Audit Log

Report Name * Balance Sheet - July 01, 2019 11:14:37 As of Date 07/01/2019

Row Balance Sheet - July 01, 2019 11:14:37 Segment Filter

Column Balance Sheet - July 01, 2019 11:14:37 Description Standard Balance Sheet Template

Orientation * Portrait

Header & Footer

☐ Page Header ☐ Report Header Report Header 1

☐ Page Footer ☒ Report Footer Report Footer 1

Follow the steps below to guide you on how to add report title header/footer.

1. A new row will be available in the grid section.
2. In the **Type** field, select Report Title.
3. Leave the **Header/Footer Name** field blank.
4. The **Row Number** field dictates the order of the header/footer. Set this field to 1 if this will be the first row to show in the header/footer, 2 if second row, so on and so forth. Set this to 1 for this illustration.
5. In the **Alignment** field, set how the value for the column will be displayed. Set this to Center.
6. In the **With** field, select Page. This will occupy the entire page.
7. Leave **Column Description** field blank.

This is how Report Title header/footer setup will look like.

Report Header and Footer - Report Footer 1

New Save Search Delete Undo Duplicate Options Close

Details Audit Log

Name * Report Footer 1 Description Description 1

Type * Report Footer Column Name

Remove Up Down Export View Filter (F3)

| <input type="checkbox"/> Type* | Header/F | Row Number* | Alignment | With | Column From | Column To |
|---|----------|-------------|-----------|------|-------------|-----------|
| <input type="checkbox"/> , Report Description | | 1 | Center | Page | | |
| <input type="checkbox"/> , Report Title | | 1 | Left | Page | | |
| <input type="checkbox"/> , | | | | | | |

Select this Report Header in the Report Builder and make sure that the checkbox before it is checked when printing/previewing the report.

Report Builder - Balance Sheet - July 01, 2019 11:14:37

New Save Search Delete Undo Duplicate Generate Close

Details Runtime Log Financial History Audit Log

Report Name * Balance Sheet - July 01, 2019 11:14:37 As of Date 07/01/2019

Row Balance Sheet - July 01, 2019 11:14:37 Segment Filter

Column Balance Sheet - July 01, 2019 11:14:37 Description Standard Balance Sheet Template

Orientation * Portrait

Header & Footer

☐ Page Header ☐ Report Header Report Header 1

☐ Page Footer ☒ Report Footer Report Footer 1

Here's how it is shown when report is previewed/printed. Highlighted section is the Report Title type header/footer. Since this is a report header, this will show on the first page of the report only.

| Asset | Current Year | Current Units | Prior Year | Prior Units |
|---------------------------------------|--------------------|-------------------|--------------------|-------------------|
| Asset | 36,833,747 | 28,888,484 | 36,784,008 | 28,888,448 |
| Cash Accounts | -78,975,125 | -29,108,321 | -78,450,665 | -29,108,477 |
| Receivables | 25,083,755 | 3,707,917 | 24,712,221 | 3,692,217 |
| Prepays | 1,790,236 | 1,327,749 | 1,790,236 | 1,327,749 |
| Inventories | 864,493,971 | 70,990,725 | 849,891,602 | 68,275,685 |
| Other Assets | -1,455,918 | -7,327,749 | -1,455,736 | -7,089,174 |
| Total Assets : | 847,780,666 | 68,478,805 | 833,271,666 | 65,986,448 |
| Liability | | | | |
| Liability | 282,395 | 8 | 271,752 | 8 |
| Payables | 36,747,641 | 3,854,997 | 11,622,728 | -415,338 |
| Other Payables | 725,380,912 | 50,003,465 | 736,208,713 | 51,305,985 |
| Sales Tax Payables | 661,334 | 0 | 661,184 | 0 |
| Payroll Tax Liabilities | 516 | 0 | 496 | 0 |
| Pending Payables | 400,001 | 188,163 | 415,437 | 151,163 |
| Payroll Taxes Current | 199,696 | 0 | 197,077 | 0 |
| Payroll Deductions | 41,324 | 0 | 40,930 | 0 |
| Employer Liability | 75,087 | -4 | 73,890 | -4 |
| Total Liabilities : | 764,048,906 | 54,046,629 | 749,692,207 | 51,041,826 |
| Equity | | | | |
| Owners Equities | -57 | 0 | -57 | 0 |
| Retained Earnings | 83,579,516 | -981,592 | 82,984,544 | -2,498,979 |
| Total Equity : | 83,579,459 | -981,592 | 82,984,487 | -2,498,979 |
| Current Year Earning : | 152,301 | -301,624 | 594,972 | -1,575,080 |
| Total Equity : | 83,731,760 | -1,283,216 | 83,579,459 | -4,074,059 |
| Total Liabilities and Equity : | 847,780,666 | 52,763,413 | 833,271,666 | 46,967,767 |

Standard Balance Sheet Template

Balance Sheet - July 01, 2019 11:14:37

You can enhance this header/footer by setting its **Font Properties** and **Row Height**. See [How to Configure header and footer font properties and row height](#) topic to guide you on how to do this.

The **Report Title header/footer** is used to add the report name entered from the Report Builder screen to the report when previewed/printed.

Report Builder - Trial Balance Detail - October 01, 2018 16:26:2

New Save Search Delete Undo Duplicate Generate Close

Details Runtime Log Financial History Audit Log

Report Name * Trial Balance Detail - October 01, 2018 16:26:2 As of Date 10/01/2018

Row Generate Row Test Segment Filter

Column Trial Balance Detail - October 01, 2018 16:26 Description Trial Balance Detail Template A

Orientation * Portrait

Header & Footer

☐ Page Header ☒ Report Header Report Header - 8/29/2018 12:50:17 PM

☐ Page Footer ☒ Report Footer Report Footer - 8/29/2018 12:50:17 PM

Follow the steps below to guide you on how to add report title header/footer.

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2. In the **Type** field, select Report Title.
3. Leave the **Header/Footer Name** field blank.
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5. In the **Alignment** field, set how the value for the column be displayed. Set this to Center.
6. In the **With** field, select Page. This will occupy the entire page.
7. Leave **Column Description** field blank.

This is how Report Title header/footer setup will look like.

Select this Report Header in the Report Builder and make sure that the checkbox before it is checked when printing/previewing the report.

Here's how it is shown when report is previewed/printed. Highlighted section is the Report Title type header/footer. Since this is a report header, this will show on the first page of the report only.

| Monday, October 1, 2018 5:48 PM | | | | |
|---|--------------|------------|-------------|--------------|
| | Current Year | Prior Year | Total Debit | Total Credit |
| 35000-0000-000 - Owners Equity - Home office - Admin | 0.00 | (71.45) | 0.00 | 0.00 |
| 35000-0101-000 - Owners Equity-IRey Marl-Admin | (2.38) | 17.25 | 0.00 | 0.00 |
| 39000-0000-000 - Retained Earnings - Home office - Admin | 0.00 | (8.00) | 0.00 | 0.00 |
| 39001-0000-000 - Second Retained Earnings-Home office-Admin | 0.00 | 8.00 | 0.00 | 0.00 |
| Trial Balance Detail - October 01, 2018 16:26:2 | | | | |
| Trial Balance Detail Template A | | | | |

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The **Report Title header/footer** is used to add the report name entered from the Report Builder screen to the report when previewed/printed.

Report Builder - Income Statement A

New

Save

Search

Delete

Undo

Generate

Close

Details

Report Name:Income Statement A

Description:Income Statement Summary

RowIncome Statement A row

ColumnCurrent and Previous column

Orientation:Portrait

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 5. In the **Alignment** field, set how the value for the column be displayed. Set this to Center.
 6. In the **With** field, select Page. This will occupy the entire page.
 7. Leave **Column Description** field blank.

This is how Report Title header/footer setup will look like.

Report Header and Footer - Co Header

New

Save

Search

Delete

Undo

Duplicate

Options

Close

Details

Name:Co Header

Description:Company Header

Type:Report Header

Column Name:

Remove

Up

Down

Layout

Filter Records (F3)

| | Type | Header/Footer Name | Row Number | Alignment | With | Column Description |
|--------------------------|----------------|--------------------|------------|-----------|------|--------------------|
| <input type="checkbox"/> | Custom | i21 Test Company | 1 | Center | Page | |
| <input type="checkbox"/> | Report Title | | 2 | Center | Page | |
| <input type="checkbox"/> | DateTime Range | | 3 | Center | Page | |
| <input type="checkbox"/> | Printed Date | | 4 | Right | Page | |
| <input type="checkbox"/> | Printed Time | | 5 | Right | Page | |

Select this Report Header in the Report Builder and make sure that the checkbox before it is checked when printing/previewing the report.

Report Builder - Income Statement A

New

Save

Search

Delete

Undo

Generate

Close

Details

Report Name:Income Statement A

Description:Income Statement Summary

RowIncome Statement A row

ColumnCurrent and Previous column

Orientation:Portrait

Header & Footer

☐

Page Header

Page Header - Cur and Prev

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Report Header

Co Header

☒

Page Footer

Page

☒

Report Footer

Co Footer

Here's how it is shown when report is previewed/printed. Highlighted section is the Report Title type header/footer. Since this is a report header, this will show on the first page of the report only.

| i21 Test Company | | | | |
|------------------------------|------------|-----------|----------|------------------------------|
| Income Statement A | | | | |
| As Of 12/31/2015 11:59:59 PM | | | | |
| | | | | Wednesday, February 17, 2016 |
| | | | | 7:16 PM |
| Row ID | Row Name | 2015 | 2014 | Total |
| R4 | Revenue | 18,329.75 | 1,000.00 | 19,329.75 |
| R5 | Expense | 16,952.74 | 0.00 | 16,952.74 |
| R7 | Net Income | 1,377.01 | 1,000.00 | 2,377.01 |

You can enhance this header/footer by setting its **Font Properties** and **Row Height**. See [How to Configure header and footer font properties and row height](#) topic to guide you on how to do this.

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5. In the **Alignment** field, set how the value for the column be displayed. Set this to Center.
6. In the **With** field, select Page. This will occupy the entire page.
7. Leave **Column Description** field blank.

This is how Report Title header/footer setup will look like.

| Description | Type | Group | Alignment | With | Column Description |
|----------------|--------|-------|-----------|------|--------------------|
| Report Title | Custom | 1 | Center | Page | |
| Sample Company | Custom | 2 | Center | Page | |
| Date Range | Custom | 3 | Center | Page | |

Select this Report Header in the Report Builder and make sure that the checkbox before it is checked when printing/previewing the report.

Here's how it is shown when report is previewed/printed. Highlighted section is the Report Title type header/footer.

| Income Statement | | | | |
|------------------|----------------------------|----------|----------|----------|
| Sample Company | | | | |
| As Of 4/14/2015 | | | | |
| | | 2014 | 2015 | Total |
| R1 | 40000 - Sales | 1,000.00 | 4,400.00 | 5,400.00 |
| R2 | 50000 - Cost of Goods Sold | 150.00 | 1,200.00 | 1,350.00 |
| R7 | Gross Margin | 850.00 | 3,200.00 | 4,050.00 |
| R9 | Gross Margin Rate | 85.00% | 72.73% | 75.00% |
| R4 | 60000 - Other Expenses | 50.00 | 980.25 | 1,030.25 |
| R6 | 70000 - Other Revenues | 0.00 | 200.00 | 200.00 |
| R11 | Net Income | 800.00 | 2,419.75 | 3,219.75 |

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This is how Report Title report header setup will look like.

Report Header and Footer

New Save Search Delete Undo Duplicate Fonts Close

Name: RH Description: Report Header

Type: Report Header Column Name:

Delete Up Down Filter Records (F3)

| Description | Type | Group | Alignment | With | Column Description |
|-------------|----------------|-------|-----------|------|--------------------|
| | Report Title | 1 | Center | Page | |
| MY Company | Custom | 2 | Center | Page | |
| | DateTime Range | 3 | Center | Page | |

Select this report header/footer in the Report Builder and make sure that checkbox before it is checked when printing/previewing the report.

Report Builder

New Save Search Delete Undo Generate Close

Report Name: Income Statement Description: This is an Income Statement Summary.

Row: ISS

Column: Prev-Cur Orientation: Portrait

Header & Footer

Page Header: Report Header: RH

Page Footer: PF Report Footer: RF

Margins

Top: 5 Bottom: 5

Left: 5 Right: 5

Gutter: 0

Options

Show Default Header & Footer

Show Report Settings

Page 1 of 1

Here's how it is shown when report is previewed/printed. Highlighted section is the Report Title type header/footer.

Income Statement

Page 1 of 2

| Income Statement | | | |
|------------------------------|----------|----------|--|
| MY Company | | | |
| As Of 12/31/2014 12:00:00 AM | | | |
| | 2013 | 2014 | |
| Sales | 4,260.00 | 4,960.00 | |
| Less: COGS | 1,110.00 | 1,510.00 | |
| Gross Profit | 3,150.00 | 3,450.00 | |
| Gross Profit Rate | 73.94% | 69.56% | |
| Less: Expenses | 486.00 | 990.00 | |
| Add: REvenues | 1,050.00 | 1,416.00 | |
| Net Income (Loss) | 3,714.00 | 3,876.00 | |

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