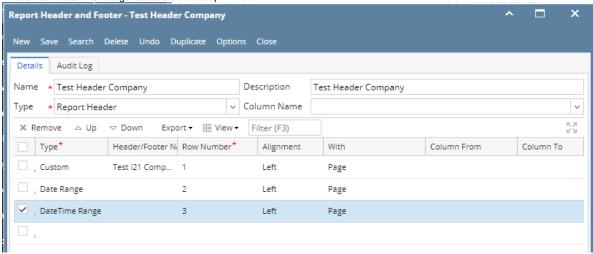
How to Add Date Time Range header/footer

The DateTime Range header/footer is used to add date and time coverage for your financial report.

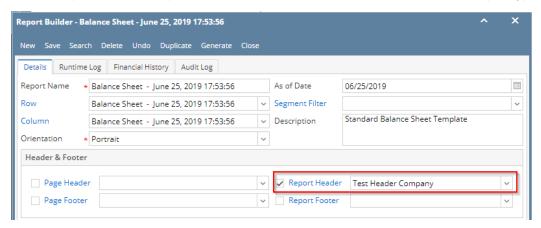
Follow the steps below to guide you on how to add date range report header.

- 1. A new row will be available in the grid section.
- 2. In the Type field, select DateTime Range.
- 3. Leave the Header/Footer Name Id 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 3 for this illustration.
- 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 Name field blank.

This is how DateTime Range header/footer setup will look.



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 DateTime type header/footer. Since this is a report header, this will show on the first page of the report only.

-1,468,117 1,103,147,711	-8,023,023 77,707,955	-1,455,776 833,255,788	-7,091,84 72,186,4 6
1,103,147,711	77,707,955	833,255,788	72,186,4
280,527	8	271,752	
36,218,273	2,986,400	11,622,715	-412,3
981,190,200	53,077,903	736,208,705	51,305,9
861,468	0	861,438	
496	0	496	
554 020	242 238	415 437	151,
			101,
	·		
	4		
/6,430	-4		
	36,218,273 981,190,200 861,468	36,218,273 2,986,400 981,190,200 53,077,903 861,488 0 496 0 554,020 242,238 203,601 0 42,521 0	36,218,273 2,986,400 11,622,715 981,190,200 53,077,903 736,208,705 861,488 0 861,438 496 0 496 554,020 242,238 415,437 203,601 0 200,993 42,521 0 41,749

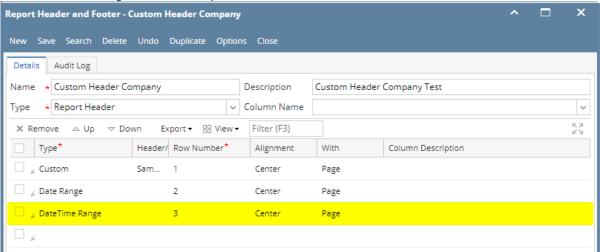
You can enhance this header/footer by setting its Font Properties and Row Height. See How to Configure header and footer font properties and row height topic to guide you on how to do this.

The DateTime Range header/footer is used to add date and time coverage for your financial report.

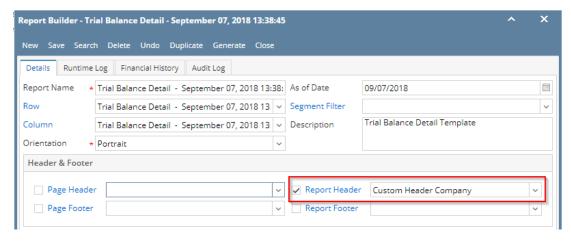
Follow the steps below to guide you on how to add date range report header.

- 1. A new row will be available in the grid section.
- 2. In the Type field, select DateTime Range.
- 3. Leave the Header/Footer Name Id 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 3 for this illustration.
- 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 Name field blank.

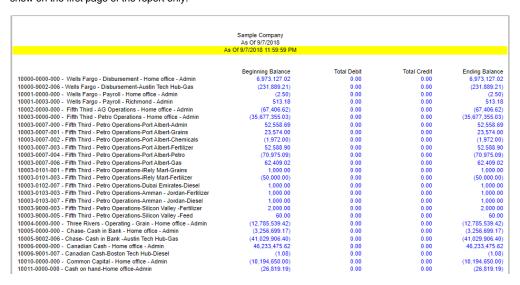
This is how DateTime Range header/footer setup will look.



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 DateTime type header/footer. Since this is a report header, this will show on the first page of the report only.



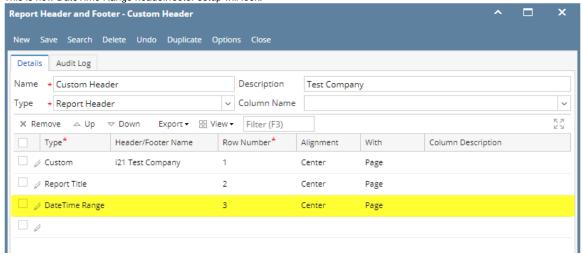
You can enhance this header/footer by setting its Font Properties and Row Height. See How to Configure header and footer font properties and row height topic to guide you on how to do this.

The DateTime Range header/footer is used to add date and time coverage for your financial report.

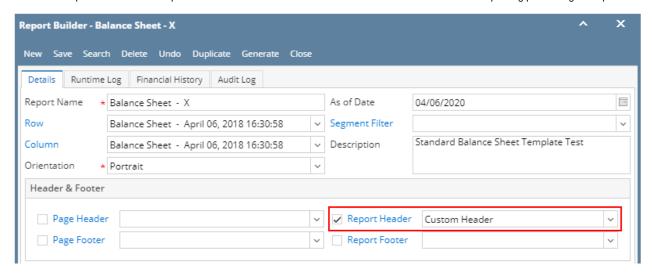
Follow the steps below to guide you on how to add date range report header.

- 1. A new row will be available in the grid section.
- 2. In the **Type field**, select DateTime Range.
- 3. Leave the Header/Footer Name Id 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 3 for this illustration.
- 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 Name field blank.

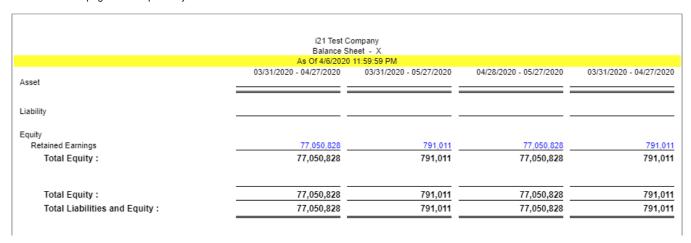
This is how DateTime Range header/footer setup will look.



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 DateTime type header/footer. Since this is a report header, this will show on the first page of the report only.



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 DateTime Range header/footer is used to add date and time coverage for your financial report.

Follow the steps below to guide you on how to add date range report header.

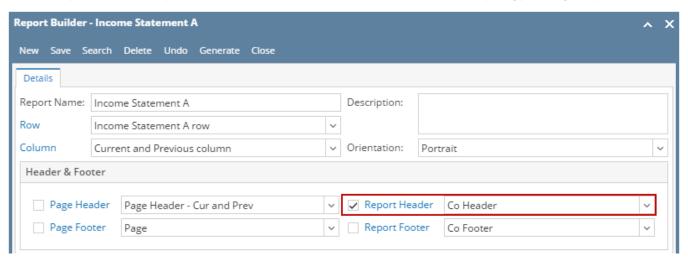
1. A new row will be available in the grid section.

- 2. In the Type field, select DateTime Range.
- 3. Leave the Header/Footer Name Id 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 3 for this illustration.
- 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 Name field blank.

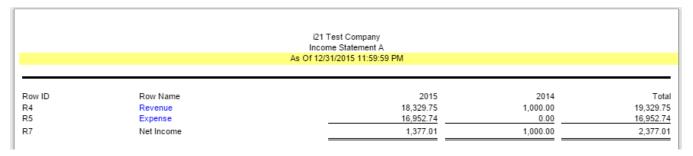
This is how DateTime Range header/footer setup will look.



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 DateTime type header/footer. Since this is a report header, this will show on the first page of the report only.



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.

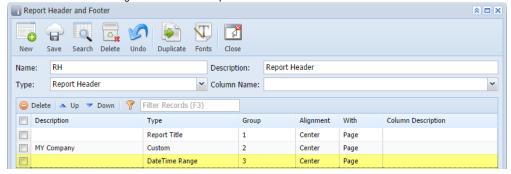
The **DateTime Range header/footer** is used to add date and time coverage for your financial report.

Follow the steps below to guide you on how to add date range report header.

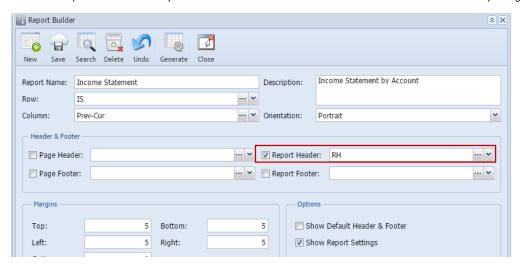
- 1. A new row will be available in the grid section.
- 2. Leave the **Description field** blank.
- 3. In the Type field, select DateTime Range.

- 4. The **Group** 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 3 for this illustration.
- 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 Name field blank.

This is how DateTime Range header/footer setup will look.



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 DateTime type header/footer.

		Income Statement Sample Company		
		As Of 4/14/2015 12:00:00 AM		
		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

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.

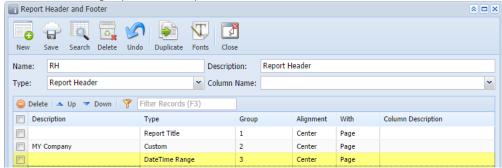
The DateTime Range header/footer is used to add date and time coverage for your financial report.

Follow the steps below to guide you on how to add date range report header.

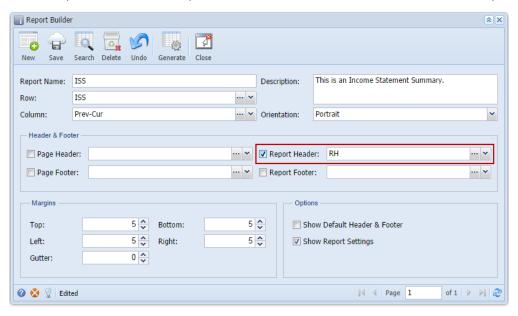
- 1. A new row will be available in the grid section.
- 2. Leave the Description field blank.
- 3. In the Type field, select DateTime Range.
- 4. The **Group** field dictates the order of the header/footer. Set this field to 1 if this will be the first row to show in the header/footer, 2 if second row, so on and so forth. Set this to 3 for this illustration.
- 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 Name field blank.

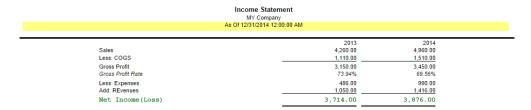
This is how Date Range report header setup will look.



Select this report header/footer in the Report Builder and make sure that 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 DateTime type header/footer.



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.