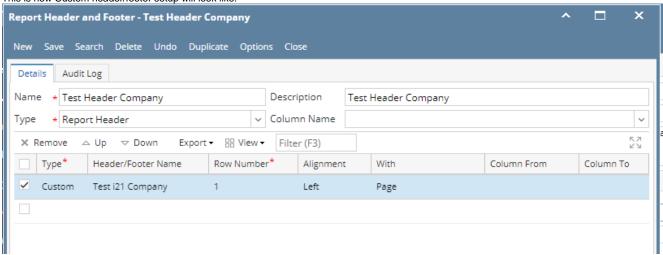
How to Add Custom header/footer

The Custom header/footer is used to add any input value you want shown in your report.

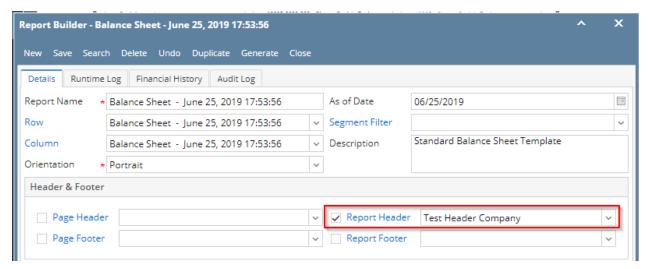
Follow the steps below to guide you on how to add custom report header.

- 1. A new row will be available in the grid section.
- 2. In the Type field, select Custom.
- 3. Enter a value in the **Header/Footer Name field**. Since this is a custom header and footer type, the value entered here is what will be shown in the report when previewed/printed.
- 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 2 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 Description field blank.

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

Payroll Deductions Employer Liability	42,521 76,430	0	41,749 75,335	0
Payroll Taxes Current	203,601	0	200,993	0
Pending Payables	554,020	242,238	415,437	151,163
Payroll Tax Liabilities	496	0	496	0
Sales Tax Payables	861,468	0	861,438	(
Other Payables	981,190,200	53,077,903	736,208,705	51,305,985
Payables	36,218,273	2,986,400	11,622,715	-412,393
Liability Liability	280.527	8	271.752	
Total Assets :	1,103,147,711	77,707,955	833,255,788	72,186,469
Other Assets	-1,468,117	-8,023,023	-1,455,776	-7,091,84
Inventories	1,120,448,855	79,188,581	849,891,599	72,783,243
Prepaids	1,790,236	3,022,819	1,790,236	3,022,81
Receivables	25,035,157	3,739,651	24,712,446	3,692,27
Cash Accounts	-79,545,020	-29,108,521	-78,466,735	-29,108,47
Asset Asset	36,886,600	28.888.448	36.784.018	28,888,44
Test i21 Company	Current Year	Current Units	Prior Year	Prior Unit

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 Custom header/footer is used to add any input value you want shown in your report.

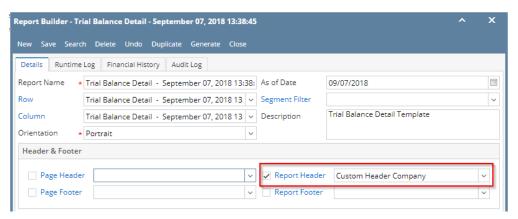
Follow the steps below to guide you on how to add custom report header.

- 1. A new row will be available in the grid section.
- 2. In the **Type field**, select Custom.
- 3. Enter a value in the **Header/Footer Name field**. Since this is a custom header and footer type, the value entered here is what will be shown in the report when previewed/printed.
- 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 2 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 Description field blank.

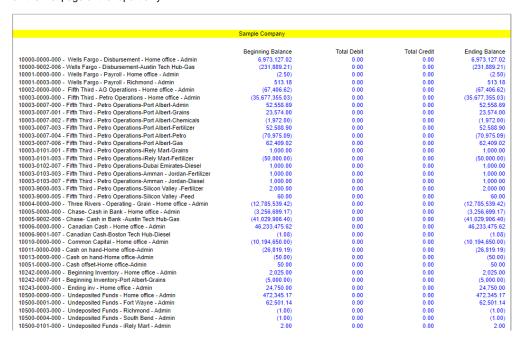
This is how Custom header/footer setup will look like.



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



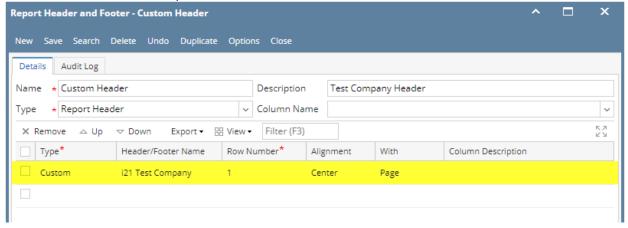
You can enhance this header/footer by setting its Font Properties and Row Height. See How to Configure header and footer font properties and row height topic to guide you on how to do this.

The Custom header/footer is used to add any input value you want shown in your report.

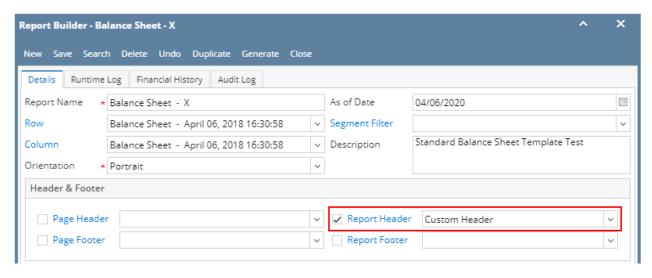
Follow the steps below to guide you on how to add custom report header.

- 1. A new row will be available in the grid section.
- 2. In the Type field, select Custom.
- 3. Enter a value in the **Header/Footer Name field**. Since this is a custom header and footer type, the value entered here is what will be shown in the report when previewed/printed.
- 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 2 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 Description field blank.

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

	i21 Test Co	ompany		
Asset	03/31/2020 - 04/27/2020	03/31/2020 - 05/27/2020	04/28/2020 - 05/27/2020	03/31/2020 - 04/27/2020
Liability				
Equity Retained Earnings	77,050,828	791,011	77,050,828	791,01
Total Equity :	77,050,828	791,011	77,050,828	791,01
Total Equity :	77,050,828	791,011	77,050,828	791,011
Total Liabilities and Equity:	77,050,828	791,011	77,050,828	791,01

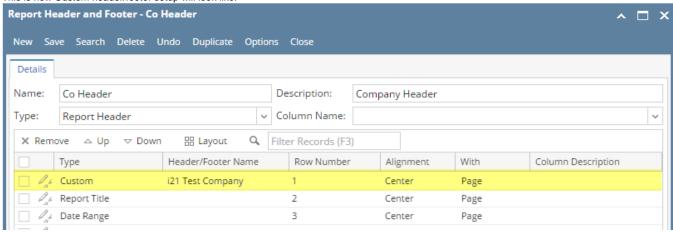
You can enhance this header/footer by setting its Font Properties and Row Height. See How to Configure header and footer font properties and row height topic to guide you on how to do this.

The Custom header/footer is used to add any input value you want shown in your report.

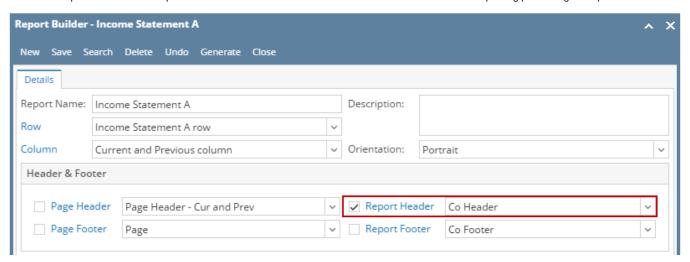
Follow the steps below to guide you on how to add custom report header.

- 1. A new row will be available in the grid section.
- 2. In the Type field, select Custom.
- 3. Enter a value in the **Header/Footer Name field**. Since this is a custom header and footer type, the value entered here is what will be shown in the report when previewed/printed.
- 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 2 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 Description field blank.

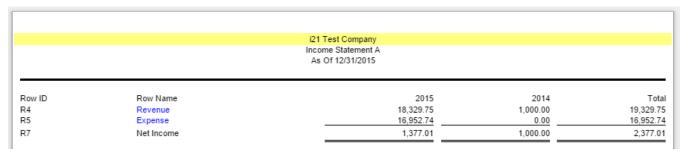
This is how Custom header/footer setup will look like.



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



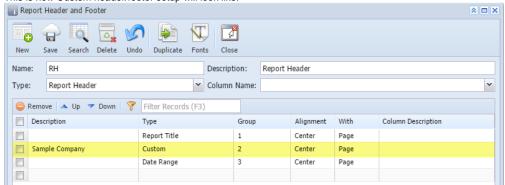
You can enhance this header/footer by setting its Font Properties and Row Height. See How to Configure header and footer font properties and row height topic to guide you on how to do this.

The Custom header/footer is used to add any input value you want shown in your report.

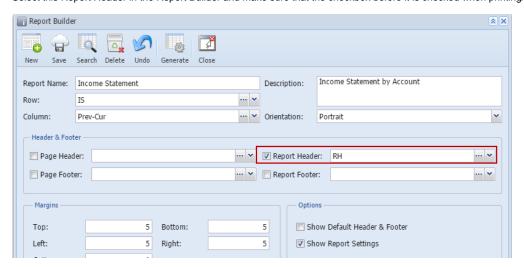
Follow the steps below to guide you on how to add custom report header.

- 1. A new row will be available in the grid section.
- 2. Enter a value in the **Description field**. Since this is a custom header and footer type, the value entered here is what will be shown in the report when previewed/printed.
- 3. In the Type field, select Custom.
- 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 2 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 Description field blank.

This is how Custom 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 Custom 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		

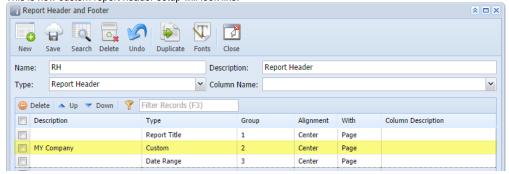
You can enhance this header/footer by setting its Font Properties and Row Height. See How to Configure header and footer font properties and row height topic to guide you on how to do this.

The Custom header/footer is used to add any input value you want shown in your report.

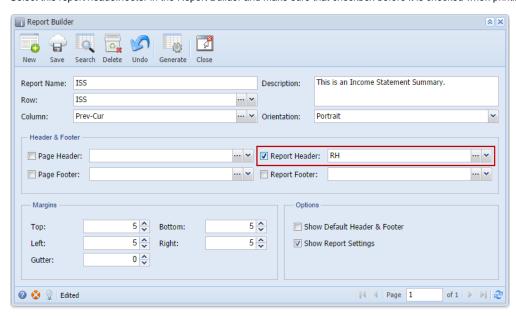
Follow the steps below to guide you on how to add custom report header.

- 1. A new row will be available in the grid section.
- 2. Enter a value in the **Description field**. Since this is a custom header and footer type, the value entered here is what will be shown in the report when previewed/printed.
- 3. In the Type field, select Custom.
- 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 2 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 Description field blank.

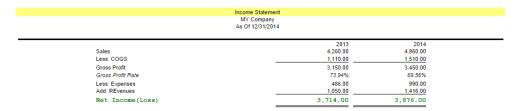
This is how custom report header setup will look like.



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 Custom type report header.



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.