

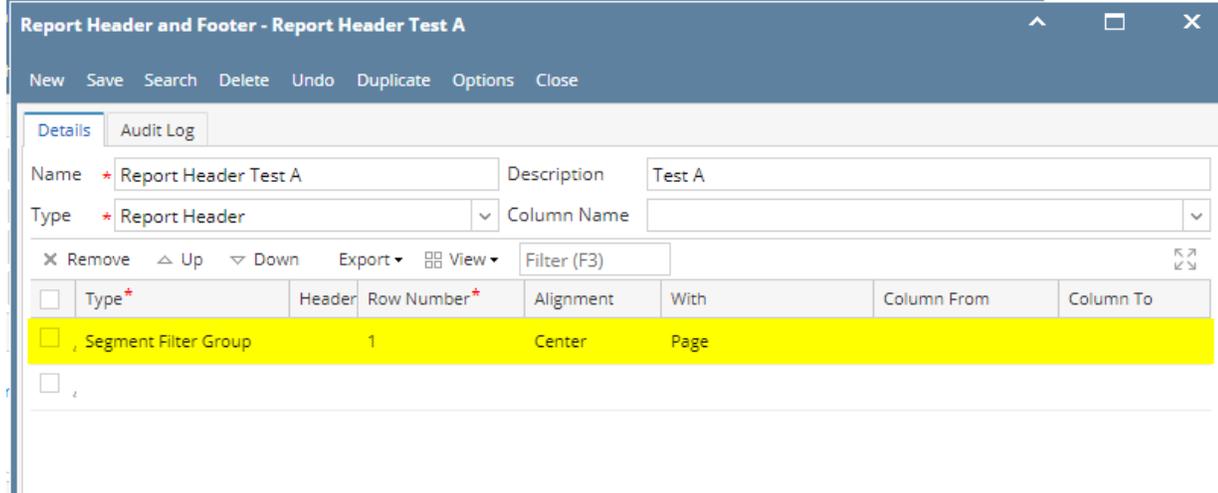
# How to Add Segment Filter Group header/footer

The **Segment Filter Group header/footer** is used to add the Segment Filter Group selected to the report when previewed/printed.

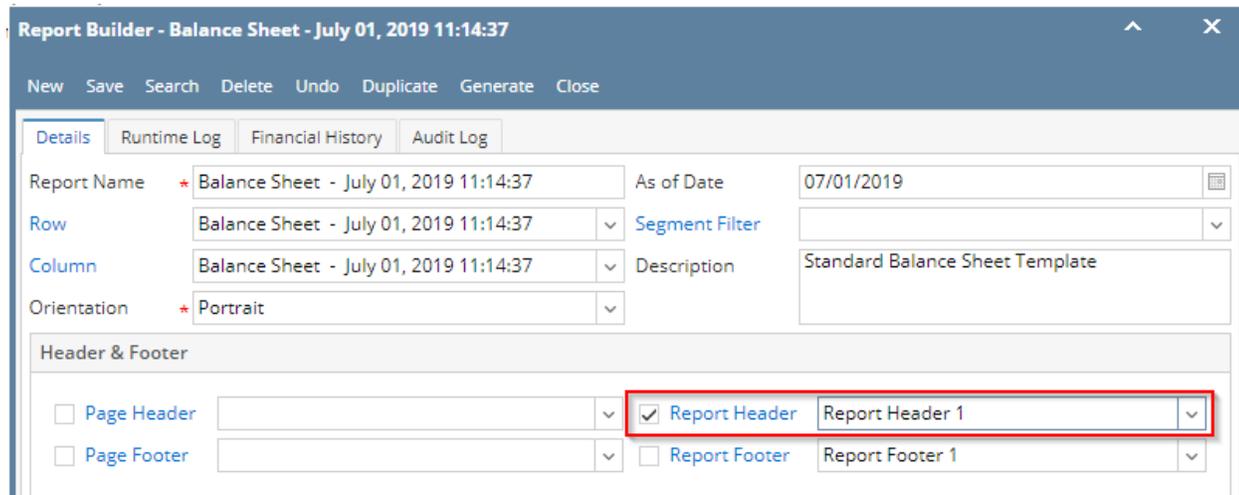
Follow the steps below to guide you on how to add report title header/footer.

1. A new row will be available in the grid section.
2. In the **Type field**, select Segment Filter Group.
3. Leave the **Header/Footer 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 4 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 Report Title header/footer setup will look like.

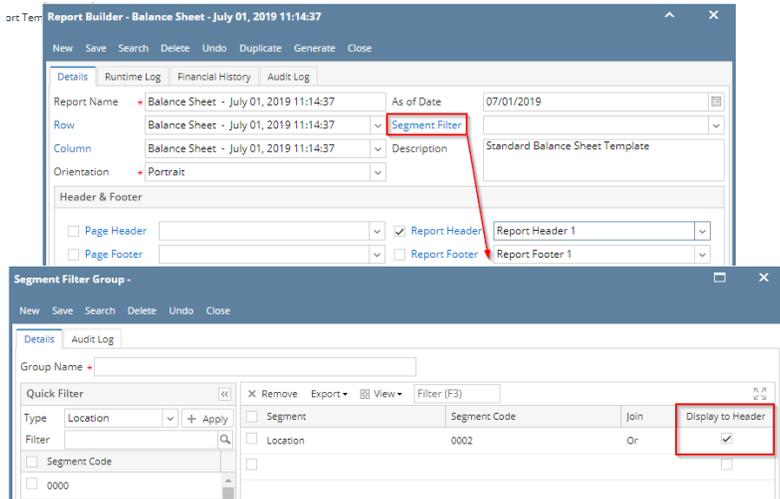


Select this Report Header in the Report Builder and make sure that the checkbox before it is checked when printing/previewing the report.



Click **Generate**. In the Report Builder screen, select a **Segment Filter**. Then click the **Segment Filter label** to open the Segment Filter Group screen.

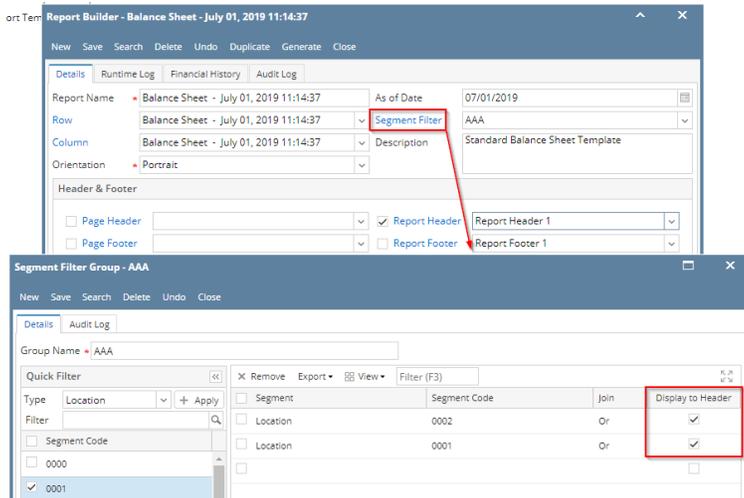
If you want the Segment Filter be shown on the report when previewed or printed, check the **Display to Header** checkbox.



Here's how it is shown when report is previewed/printed. Highlighted section is the Segment Filter Group type header/footer.

	Location: 0002 AAA			
	Current Year	Current Units	Prior Year	Prior Units
<b>Asset</b>				
Receivables	4,200	1,000	4,200	1,000
Prepays	1,791,336	1,327,749	1,791,336	1,327,749
Inventories	59,566	23,185	59,586	23,185
Other Assets	976	0	976	0
<b>Total Assets :</b>	<b>1,856,078</b>	<b>1,351,934</b>	<b>1,856,098</b>	<b>1,351,934</b>
<b>Liability</b>				
Other Payables	29,517	15,957	29,517	15,957
Sales Tax Payables	127	0	127	0
Payroll Taxes Current	2,080	0	2,080	0
Payroll Deductions	780	0	780	0
Employer Liability	819	0	819	0
<b>Total Liabilities :</b>	<b>33,323</b>	<b>15,957</b>	<b>33,323</b>	<b>15,957</b>

If multiple segments are checked, then all these segments are shown on the report.



	Location: 0002 Or Location: 0001 AAA			
	Current Year	Current Units	Prior Year	Prior Units
<b>Asset</b>				
Asset	63,326	1,043	63,326	1,043
Receivables	2,373,111	665,832	1,991,517	650,132
Prepays	1,790,236	1,327,749	1,790,236	1,327,749
Inventories	797,132,143	54,082,561	782,491,558	51,367,521
Other Assets	-6,475	-468,179	-6,475	-468,179
<b>Total Assets :</b>	<b>801,352,341</b>	<b>55,609,006</b>	<b>786,330,162</b>	<b>52,878,266</b>
<b>Liability</b>				
Liability	282,384	8	271,741	8
Payables	32,435,363	4,086,560	7,310,475	-193,756
Other Payables	720,967,746	47,546,218	731,770,660	48,848,738
Sales Tax Payables	6,603	0	6,603	0
Payroll Tax Liabilities	32	0	12	0
Pending Payables	460,001	188,163	415,437	151,163
Payroll Taxes Current	3,956	0	3,956	0
Payroll Deductions	1,192	0	1,192	0
Employer Liability	1,592	0	1,592	0
<b>Total Liabilities :</b>	<b>754,158,869</b>	<b>51,820,949</b>	<b>739,781,668</b>	<b>48,806,153</b>

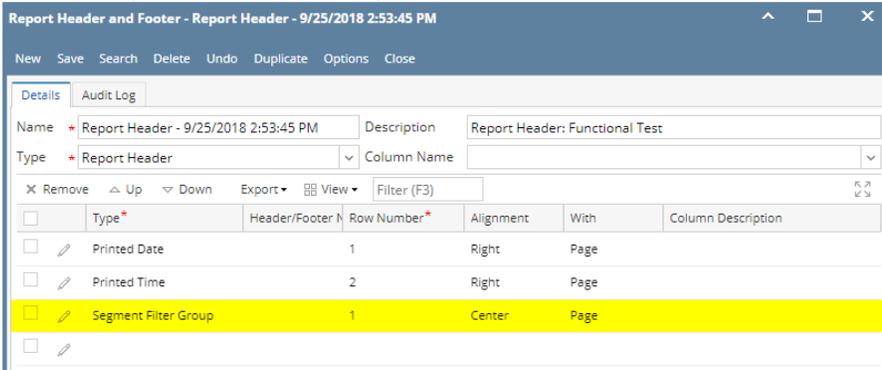
You can enhance this header/footer by setting its **Font Properties** and **Row Height**. See [How to Configure header and footer font properties and row height](#) topic to guide you on how to do this.

The **Segment Filter Group header/footer** is used to add the Segment Filter Group selected to the report when previewed/printed.

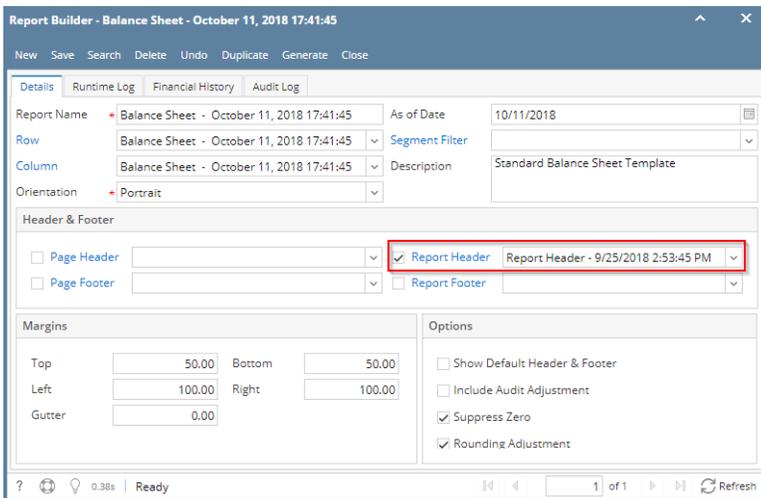
Follow the steps below to guide you on how to add report title header/footer.

1. A new row will be available in the grid section.
2. In the **Type** field, select Segment Filter Group.
3. Leave the **Header/Footer** 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 4 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.

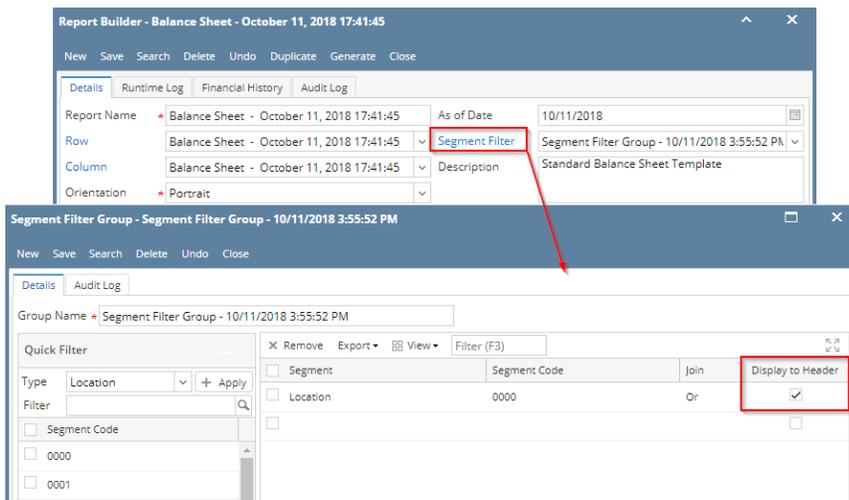
This is how Report Title header/footer setup will look like.



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



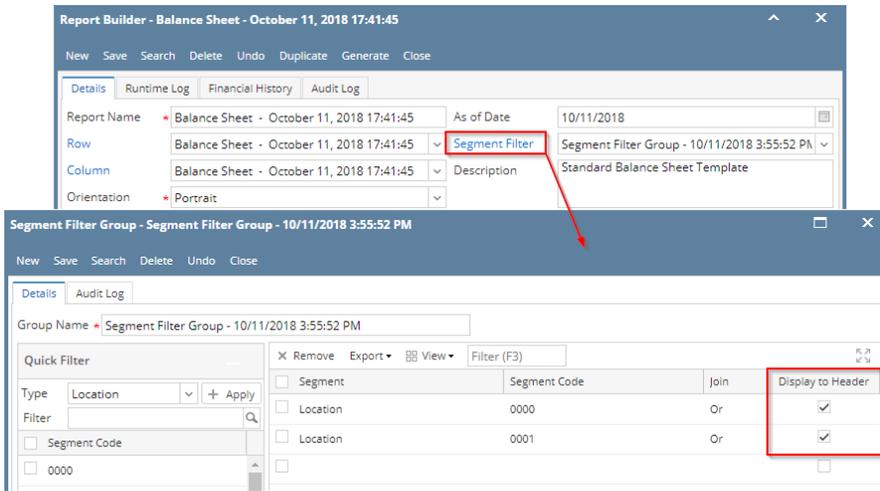
Click **Generate**. In the Report Builder screen, select a **Segment Filter**. Then click the **Segment Filter** label to open the Segment Filter Group screen. If you want the Segment Filter be shown on the report when previewed or printed, check the **Display to Header** checkbox.



Here's how it is shown when report is previewed/printed. Highlighted section is the Segment Filter Group type header/footer.

	Wednesday, October 17, 2018	Location: 0000 Segment Filter Group - 10/11/2018 3:55:52 PM		4:03 PM
	01/01/2017 - 12/31/2017	01/01/2018 - 12/31/2018	Cost Per Unit	Column Calculation
				Row Name - Right Align
Credit	434,096.38	46,659,814.58	6,493,786.49	0.07
Inventories	282,334.01	360,211.01	435,763.57	0.65
Other Assets	33,761.72	40,530.05	(3,124,022.71)	(0.01)
<b>Total Assets :</b>	<b>750,192.11</b>	<b>47,060,555.64</b>	<b>3,805,527.35</b>	<b>0.20</b>

If multiple segments are checked, then all these segments are shown on the report.



	Wednesday, October 17, 2018	Location: 0000 Or Location: 0001 Segment Filter Group - 10/11/2018 3:55:52 PM		4:07 PM
	01/01/2017 - 12/31/2017	01/01/2018 - 12/31/2018	Cost Per Unit	Column Calculation
Credit	496,607.52	46,722,325.72	6,494,329.49	Row Name - Right Align
Inventories	511,485,232.59	512,492,833.46	51,310,995.65	0.08
Other Assets	29,353.12	35,572.54	(3,568,572.78)	9.97
<b>Total Assets :</b>	<b>512,011,193.23</b>	<b>559,250,731.72</b>	<b>54,236,752.36</b>	<b>(0.85)</b>

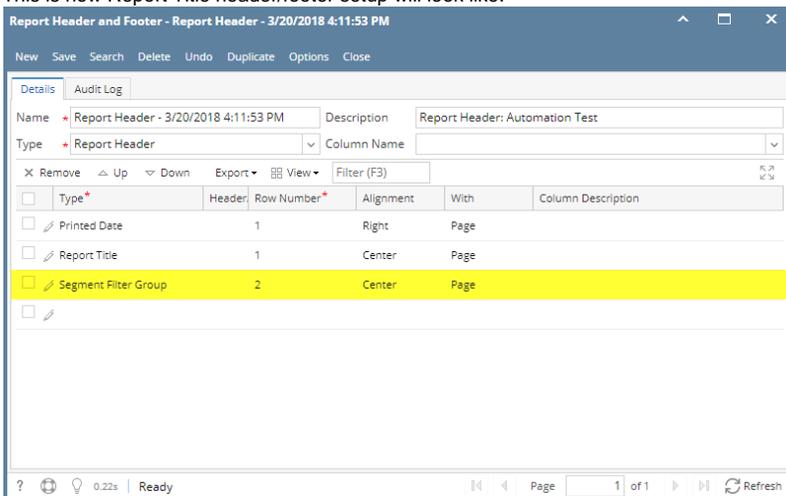
You can enhance this header/footer by setting its **Font Properties** and **Row Height**. See [How to Configure header and footer font properties and row height](#) topic to guide you on how to do this.

The **Segment Filter Group header/footer** is used to add the Segment Filter Group selected to the report when previewed/printed.

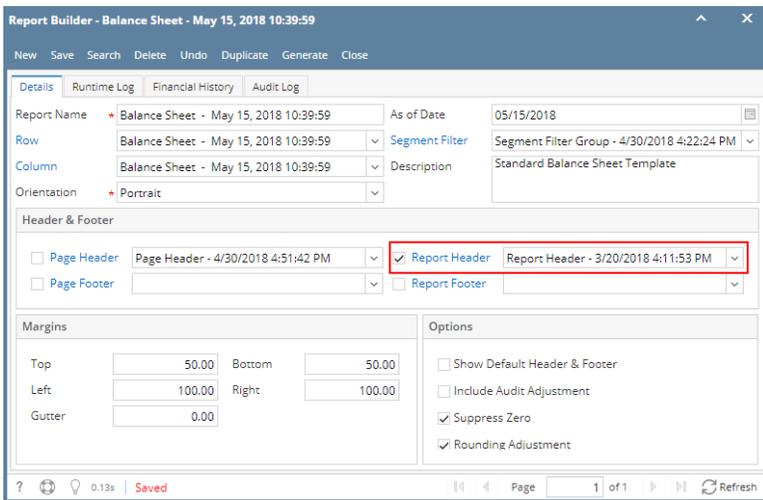
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2. In the **Type** field, select Segment Filter Group.
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6. In the **With** field, select Page. This will occupy the entire page.
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This is how Report Title header/footer setup will look like.

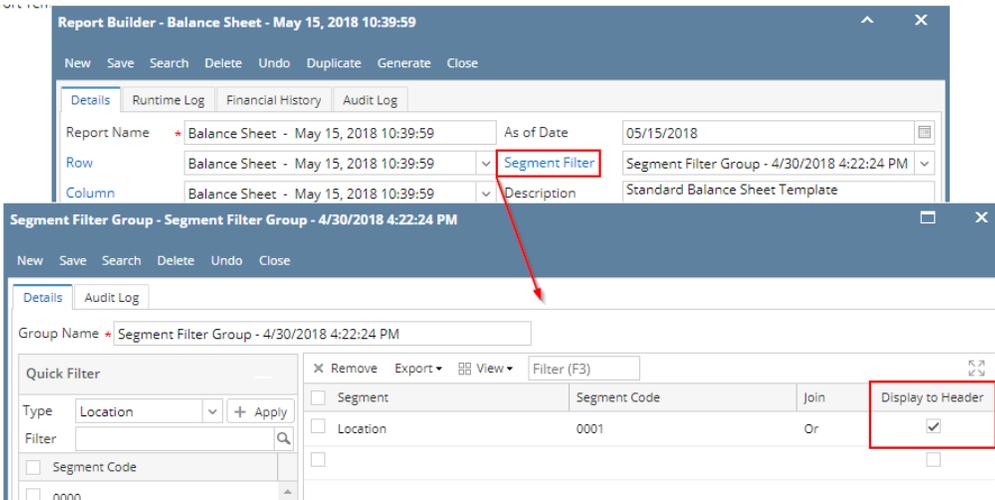


Select this Report Header in the Report Builder and make sure that the checkbox before it is checked when printing/previewing the report.



Click **Generate**. In the Report Builder screen, select a **Segment Filter**. Then click the **Segment Filter** label to open the Segment Filter Group screen.

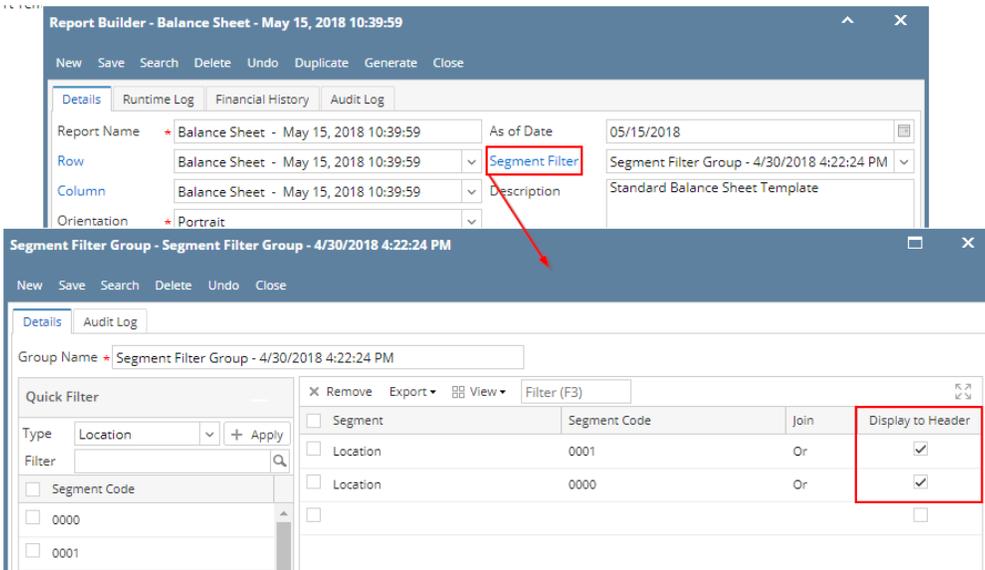
If you want the Segment Filter be shown on the report when previewed or printed, check the **Display to Header** checkbox.



Here's how it is shown when report is previewed/printed. Highlighted section is the Segment Filter Group type header/footer.

Balance Sheet - May 15, 2018 10:39:59		Tuesday, May 15, 2018		
Location: 0001 Segment Filter Group - 4/30/2018 4:22:24 PM				
	Current Year	Current Units	Prior Year	Prior Units
<b>Asset</b>				
Asset	62,501	543	62,501	543
Receivables	1,182,507	269,867	985,166	194,416
Prepays	-1,100	0	-1,100	0
Inventories	781,278,972	50,120,774	780,904,439	51,616,643
Other Assets	-4,584	-483,321	-4,448	-403,401
<b>Total Assets :</b>	<b>782,518,296</b>	<b>49,907,863</b>	<b>781,946,558</b>	<b>51,408,201</b>

If multiple segments are checked, then all these segments are shown on the report.



Balance Sheet - May 15, 2018 10:39:59		Tuesday, May 15, 2018		
Location: 0001 Or Location: 0000 Segment Filter Group - 4/30/2018 4:22:24 PM				
Asset	Current Year	Current Units	Prior Year	Prior Units
Asset	-9,678,223	543	-9,678,868	543
Cash Accounts	13,391,360	-1	13,481,635	-1
Receivables	29,664,672	3,332,500	29,468,176	3,257,049
Prepays	-1,100	0	-1,100	0
Inventories	846,209,171	118,531,848	845,834,638	120,027,716
Other Assets	495,002	-3,609,228	488,827	-3,529,308
<b>Total Assets :</b>	<b>880,080,882</b>	<b>118,255,662</b>	<b>879,593,308</b>	<b>119,755,999</b>

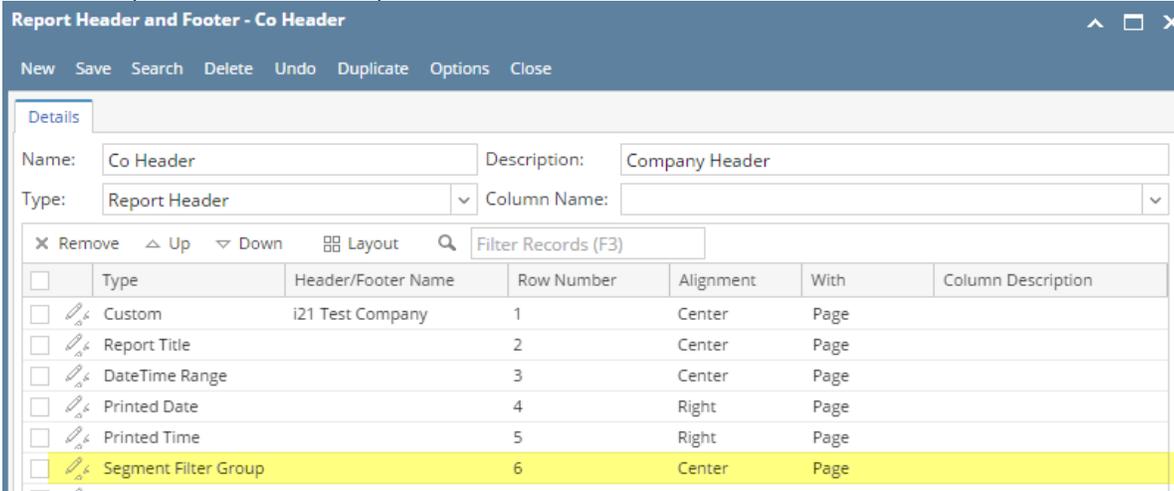
You can enhance this header/footer by setting its **Font Properties** and **Row Height**. See [How to Configure header and footer font properties and row height](#) topic to guide you on how to do this.

The **Segment Filter Group header/footer** is used to add the Segment Filter Group selected to the report when previewed/printed.

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2. In the **Type** field, select Segment Filter Group.
3. Leave the **Header/Footer** 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 4 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 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.

**Report Builder - Income Statement A**

New Save Search Delete Undo Generate Close

Details

Report Name: Income Statement A Description: Income Statement Summary

Row: Income Statement A row

Column: Current and Previous column Orientation: Portrait

Header & Footer

Page Header Page Header - Cur and Prev  Report Header Co Header

Page Footer Page  Report Footer Co Footer

Click **Generate**. In the Report Settings screen, select a **Segment Filter**. Then click the **Segment Filter label** to open the Segment Filter Group screen.

If you want the Segment Filter be shown on the report when previewed or printed, check the **Display to Header checkbox**.

**Report Builder - Income Statement A**

New Save Search Delete Undo Generate Close

Details

Report Name: Income Statement A Description: Income Statement Summary

Row: Income Statement A row

Column: Current and Previous column Orientation: Portrait

Header & Footer

Page Header Page Header - Cur and Prev

Page Footer Page

**Report Settings**

Print Close

Details

As of Date: 12/31/2015

Segment Filter: 1000

Suppress Zero:

Include Audit Adjustment:

**Segment Filter Group - 1000**

New Save Search Delete Undo Close

Details

Group Name: 1000

Quick Filter

Type: Location + Apply

Filter: Segment Code

1000

Filter Records (F3)

Segment	Segment Code	Join	Display to Header	
<input type="checkbox"/>	Location	1000	Or	<input checked="" type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>

Here's how it is shown when report is previewed/printed. Highlighted section is the Segment Filter Group type header/footer.

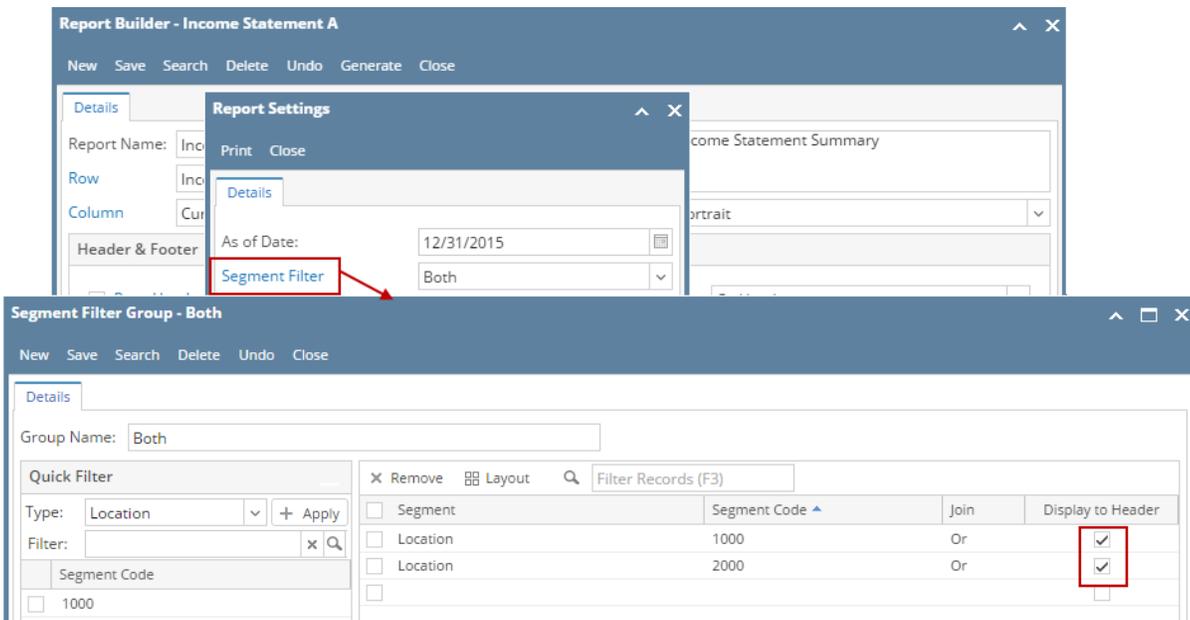
i21 Test Company  
Income Statement A  
As Of 12/31/2015 11:59:59 PM

Wednesday, February 17, 2016  
7:44 PM

Location: 1000

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

If multiple segments are checked, then all these segments are shown on the report.



i21 Test Company  
Income Statement A  
As Of 12/31/2015 11:59:59 PM

Wednesday, February 17, 2016  
7:55 PM

Location: 1000 Or Location: 2000

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

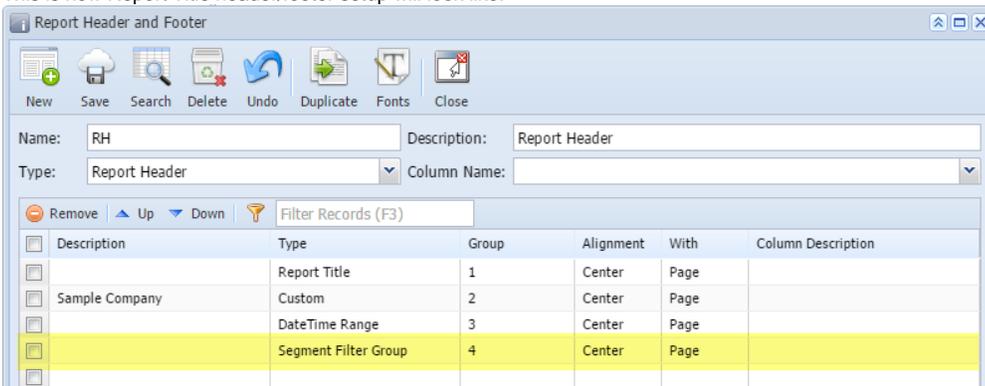
You can enhance this header/footer by setting its **Font Properties** and **Row Height**. See [How to Configure header and footer font properties and row height](#) topic to guide you on how to do this.

The **Segment Filter Group header/footer** is used to add the Segment Filter Group selected to the report when previewed/printed.

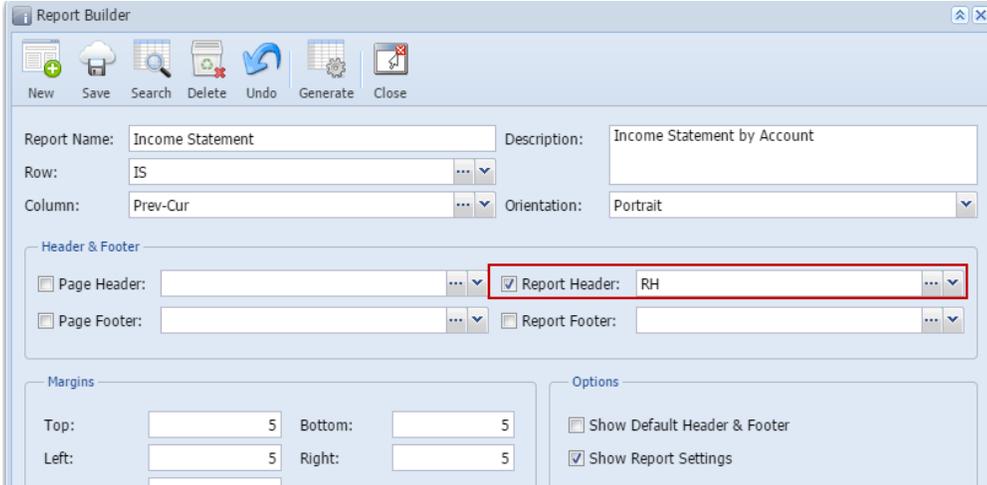
Follow the steps below to guide you on how to add report title header/footer.

1. A new row will be available in the grid section.
2. Leave the **Description** field blank.
3. In the **Type** field, select Segment Filter Group.
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 4 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 Report Title header/footer setup will look like.



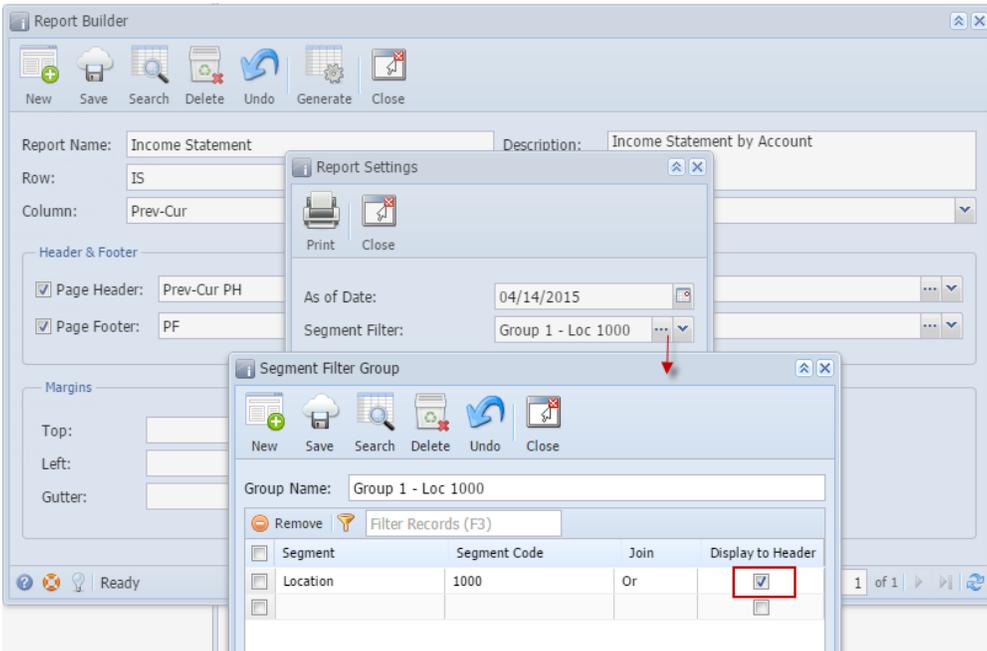
Select this Report Header in the Report Builder and make sure that the checkbox before it is checked when printing/previewing the report.



Click Generate toolbar button. In the Report Settings screen, select a Segment Filter.

### Display to Header checkbox is checked

When Display to Header checkbox is checked, the Segment and Segment Code where the Display to Header checkbox is checked will be displayed on the report.



Preview/Print the report.

Here's how it is shown when report is previewed/printed. Highlighted section is the Segment Filter Group type header/footer.

## Income Statement

Sample Company  
As Of 4/14/2015 12:00:00 AM  
Location: 1000

		1000 - Loc A	2000 - Loc B	3000 - Loc C	All Segments
R1	40000 - Sales	2,500.00	0.00	0.00	2,500.00
R2	50000 - Cost of Goods Sold	800.00	0.00	0.00	800.00
R7	Gross Margin	1,700.00	0.00	0.00	1,700.00
R9	Gross Margin Rate	68.00%	NaN	NaN	68.00%
R4	60000 - Other Expenses	900.25	0.00	0.00	900.25
R6	70000 - Other Revenues	200.00	0.00	0.00	200.00
R11	<b>Net Income</b>	<b>999.75</b>	<b>0.00</b>	<b>0.00</b>	<b>999.75</b>

If multiple segments are checked, then all these segments are shown on the report.

The screenshot shows the 'Report Builder' interface. The 'Report Settings' dialog is open, showing 'As of Date: 04/14/2015' and 'Segment Filter: Group 4 - All Loc'. The 'Segment Filter Group' dialog is also open, showing a table with the following data:

Segment	Segment Code	Join	Display to Header
<input type="checkbox"/>	Location 1000	Or	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Location 2000	Or	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Location 3000	Or	<input checked="" type="checkbox"/>

The 'Display to Header' checkboxes for all three location segments are checked and highlighted with a red box.

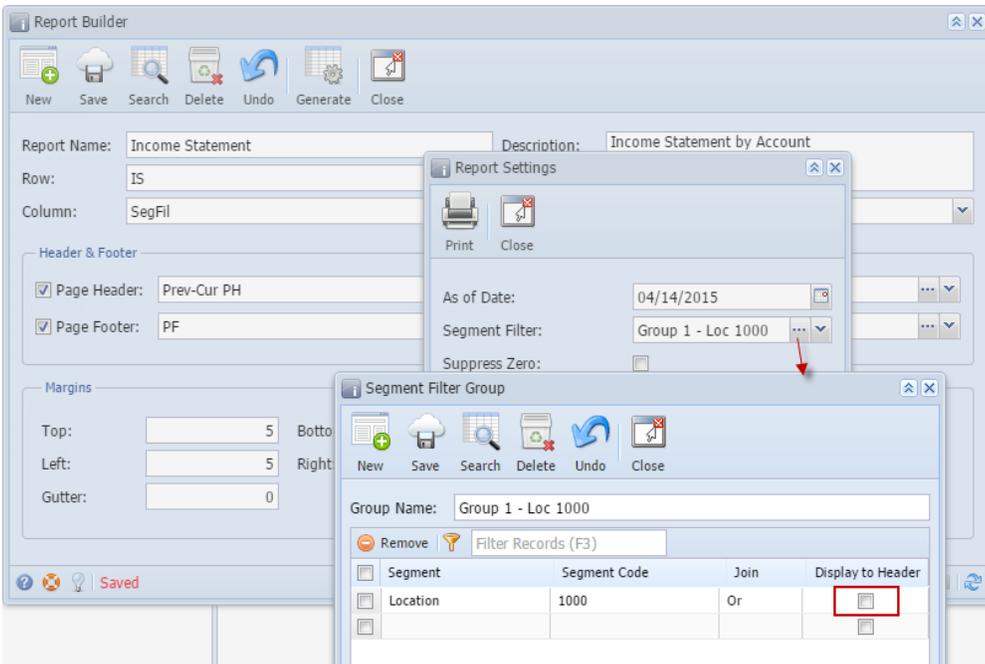
## Income Statement

Sample Company  
As Of 4/14/2015 12:00:00 AM  
Location: 1000 Or Location: 2000 Or Location: 3000

		1000 - Loc A	2000 - Loc B	3000 - Loc C	All Segments
R1	40000 - Sales	2,500.00	1,100.00	800.00	4,400.00
R2	50000 - Cost of Goods Sold	800.00	250.00	150.00	1,200.00
R7	Gross Margin	1,700.00	850.00	650.00	3,200.00
R9	Gross Margin Rate	68.00%	77.27%	81.25%	72.73%
R4	60000 - Other Expenses	900.25	50.00	30.00	980.25
R6	70000 - Other Revenues	200.00	0.00	0.00	200.00
R11	<b>Net Income</b>	<b>999.75</b>	<b>800.00</b>	<b>620.00</b>	<b>2,419.75</b>

**Display to Header checkbox is unchecked**

When Display to Header checkbox is unchecked, the Segment and Segment Code where the Display to Header checkbox is unchecked will NOT be displayed on the report.



Preview/Print the report.

Here's how it is shown when report is previewed/printed. Highlighted section is the Segment Filter Group type header/footer.

Income Statement					
Sample Company					
As Of 4/14/2015 12:00:00 AM					
no Segment Filter Group header shown					
		1000 - Loc A	2000 - Loc B	3000 - Loc C	All Segments
R1	40000 - Sales	2,500.00	0.00	0.00	2,500.00
R2	50000 - Cost of Goods Sold	800.00	0.00	0.00	800.00
R7	Gross Margin	1,700.00	0.00	0.00	1,700.00
R9	Gross Margin Rate	68.00%	NaN	NaN	68.00%
R4	60000 - Other Expenses	900.25	0.00	0.00	900.25
R6	70000 - Other Revenues	200.00	0.00	0.00	200.00
R11	<b>Net Income</b>	<b>999.75</b>	<b>0.00</b>	<b>0.00</b>	<b>999.75</b>

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.