Report Header and Footer

i21 has default header and footer, see How to Use Default Header & Footer, however, if you want to configure your own header or footer for your financial statements, you may use the **Report Header and Footer screen**.

The following topic/s will guide you on how to use the Report Header and Footer screen.

- How to Add new header or footer record
- How to Search and Open header or footer record
- How to Delete header or footer record
- How to Duplicate header or footer record
- How to Configure a header or footer
    - How to Add Custom header/footer
    - How to Add Date Range header/footer
    - How to Add Date Time Range header/footer
    - How to Add Page header/footer
    - How to Add Page Of header/footer
    - How to Add Printed Date header/footer
    - How to Add Printed Time header/footer
    - How to Add Report Description header/footer
    - How to Add Report Title header/footer
    - How to Add Segment Filter Group header/footer
- How to Associate a column designer setup to a header or footer
- How to Configure header and footer font properties and row height