

How to Search and Open header or footer record

1. From Financial Reports module > click on **Financial Report Builder** menu.
2. The **Report Builder** search will be opened. See [Search](#) to guide you on how to use the Search screen.
 - a. If the report header or footer record you are looking for is assigned to a report, then look for that report open it. The Report Builder screen will be opened. Click on the **Page Header** field label to open the Report Header and Footer screen.

Report Builder - Balance Sheet - June 20, 2019 10:2:58

New Save Search Delete Undo Duplicate Generate Close

Details Runtime Log Financial History Audit Log

Report Name * Balance Sheet - June 20, 2019 10:2:58 As of Date 06/20/2019

Row Balance Sheet - June 20, 2019 10:2:58 Segment Filter

Column Balance Sheet - June 20, 2019 10:2:58 Description Standard Balance Sheet Template

Orientation * Portrait

Header & Footer

☐ Page Header Page Header - 6/19/2019 1:41:11 PM ☐ Report Header

☐ Page Footer ☐ Report Footer

- b. If the report header and footer record you are looking for is not assigned to a report, then continue to step 3.
3. Click **Search** to open the **Search Report Header and Footer** screen where you can find for the report header and footer record you are looking for.

Report Header and Footer - Page Header - 6/19/2019 1:41:11 PM

New Save Search Delete Undo Duplicate Options Close

Details Audit Log

Name Page Header - 6/19/2019 1:41:11 PM Description Page Header: Automation Test

Type Page Header Column Name

Type* Header/Footer Name Row Number* Alignment With Column From Column To

Custom Custom Automation Test 1 Left Page

Search Report Header and Footers

Close

Report Header and Footer

Open Selected New Export Columns View 9 records

Name Contains Add Filter Clear Filters

Name	Description	Type
<input type="checkbox"/> Demeter LP Grain Report Summary	Grain Report Summary	Report Header
<input type="checkbox"/> FRD-1406		Page Header
<input type="checkbox"/> Report Footer 1	Description 1	Report Footer

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Report Builder - Trial Balance Detail - September 04, 2018 16:24:48

New Save Search Delete Undo Duplicate Generate Close

Details Runtime Log Financial History Audit Log

Report Name * Trial Balance Detail - September 04, 2018 16:24: As of Date 09/04/2018

Row Trial Balance Detail - September 04, 2018 16 Segment Filter

Column Trial Balance Detail - September 04, 2018 16 Description Trial Balance Detail Template

Orientation * Portrait

Header & Footer

☐ Page Header Page Header A ☐ Report Header

☐ Page Footer ☐ Report Footer

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Report Header and Footer - Page Header A

Details | Audit Log

Name: Page Header A Description:
 Type: Page Header Column Name:
 X Remove Up Down Export View Filter (F3)
 Type* Header/Footer Name Row Number* Alignment With Column Description

Report Header and Footer

Close

Report Header and Footer

Open Selected New Export Columns View 2 records

Name Contains Add Filter Clear Filters

Name	Description	Type
Demeter LP Grain Report Summary	Grain Report Summary	Report Header
Page Header A		Page Header

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Report Builder - A Row Insert Demo

New Save Search Delete Undo Duplicate Generate Close

Details | Runtime Log | Financial History | Audit Log

Report Name: A Row Insert Demo As of Date: 03/08/2017

Row: Adding Rows Demo Segment Filter

Column: Trial Balance Detail - March 07, 2017 16:13:5 Description

Orientation: Portrait

Header & Footer

☐ Page Header Page Header Test ☐ Report Header

☐ Page Footer ☐ Report Footer

Report Header and Footer - Page Header-Test

Details | Audit Log

Name: Page Header-Test Description: Test

Type: Page Header Column Name: Override

X Remove Up Down Export View Filter (F3)
 Type* Header/Footer Name Row Number* Alignment With Column Description

Report Header and Footer

Close

Report Header and Footer

Open Selected New Export Columns View 40 records

Name Contains Add Filter

Name	Description	Type
(Edited) Page Header - 4/11/2018 11:07:18 AM	(Edited) Page Header: Functional Test	Report Header
Page Header-Test	Test	Page Header
Page Footer-Test	Test	Page Footer
Report Footer-Test	Test	Report Footer
Page Header - 3/19/2018 2:25:27 PM	Page Header: Automation Test	Page Header
Report Header - 3/19/2018 2:25:27 PM	Report Header: Automation Test	Report Header

- Click **Search** to open the **Search Report Header and Footer** screen where you can find for the report header and footer record you are looking for.

Report Builder - Income Statement A

New Save Search Delete Undo Generate Close

Details

Report Name: Income Statement A Description:
 Row: Income Statement A row
 Column: Current and Previous column Orientation: Portrait

Header & Footer

☐ Page Header Page Header - Cur and Prev ☐ Report Header

☐ Page Footer ☐ Report Footer

Report Header and Footer

Close

Report Header and Footer

Open Selected New Export Columns View 40 records

Name Contains Add Filter

Name	Description	Type
(Edited) Page Header - 4/11/2018 11:07:18 AM	(Edited) Page Header: Functional Test	Report Header
Page Header-Test	Test	Page Header
Page Footer-Test	Test	Page Footer
Report Footer-Test	Test	Report Footer
Page Header - 3/19/2018 2:25:27 PM	Page Header: Automation Test	Page Header
Report Header - 3/19/2018 2:25:27 PM	Report Header: Automation Test	Report Header

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Report Builder - Income Statement A

New Save Search Delete Undo Generate Close

Details

Report Name: Income Statement A Description:
 Row: Income Statement A row
 Column: Current and Previous column Orientation: Portrait

Header & Footer

☐ Page Header Page Header - Cur and Prev ☐ Report Header

☐ Page Footer ☐ Report Footer

Report Header and Footer

Close

Report Header and Footer

Open Selected New Export Columns View 40 records

Name Contains Add Filter

Name	Description	Type
(Edited) Page Header - 4/11/2018 11:07:18 AM	(Edited) Page Header: Functional Test	Report Header
Page Header-Test	Test	Page Header
Page Footer-Test	Test	Page Footer
Report Footer-Test	Test	Report Footer
Page Header - 3/19/2018 2:25:27 PM	Page Header: Automation Test	Page Header
Report Header - 3/19/2018 2:25:27 PM	Report Header: Automation Test	Report Header

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The image shows two screenshots of a software interface. The top screenshot is the 'Report Header and Footer - Page Header - Cur and Prev' window. It has a menu bar with 'New', 'Save', 'Search', 'Delete', 'Undo', 'Duplicate', 'Options', and 'Close'. The 'Search' button is highlighted with a red box and a red arrow pointing to the bottom screenshot. Below the menu bar is a 'Details' section with fields for 'Name' (Page Header - Cur and Prev), 'Description' (Page Header - Cur and Prev description), 'Type' (Page Header), and 'Column Name' (Current and Previous column). Below this is a table with columns: Type, Header/Footer Name, Row Number, Alignment, With, and Column Description. The table has two rows: 'Custom' for 'Page Header - Current' and 'Custom' for 'Page Header - Previous'. The bottom screenshot is the 'Search Report Header and Footer' window. It has a menu bar with 'New', 'Open Selected', 'Refresh', 'Export', and 'Close'. Below the menu bar is a search bar with 'Filter Records (F3)' and '10 records'. Below the search bar is a table with columns: Name, Description, and Type. The table has four rows: 'Co Header' (Company Header, Report Header), 'Page' (paging, Page Footer), 'Co Footer' (company footer, Report Footer), and 'By Segments' (By Segment columns, Page Header).

Report Header and Footer - Page Header - Cur and Prev

Menu: New Save **Search** Delete Undo Duplicate Options Close

Details

Name: Page Header - Cur and Prev Description: Page Header - Cur and Prev description

Type: Page Header Column Name: Current and Previous column

Type	Header/Footer Name	Row Number	Alignment	With	Column Description
Custom	Page Header - Current	1	Center	Column	Current
Custom	Page Header - Previous	1	Center	Column	Previous

Search Report Header and Footer

Menu: New Open Selected Refresh Export Close

Filter Records (F3) 10 records

Name	Description	Type
<input type="checkbox"/> Co Header	Company Header	Report Header
<input type="checkbox"/> Page	paging	Page Footer
<input type="checkbox"/> Co Footer	company footer	Report Footer
<input type="checkbox"/> By Segments	By Segment columns	Page Header

1. From Financial Reports module > Maintenance folder > double-click on **Report Header and Footer** menu.
2. The **Search Report Header and Footer** screen will open. See [Search](#) to guide you on how to use the Search screen.
1. From General Ledger module > Financial Reports folder > Financial Report Designer folder > double-click **Report Header and Footer**.
2. The **Search Report Header and Footer** screen will open. See [Search](#) to guide you on how to use the Search screen.