

# How to Associate a column designer setup to a header or footer

1. Select a column in the **Column Name** field.

Report Header and Footer - Page Header Test

Name: Page Header Test, Description: Page Header Test

Type: Page Header, Column Name: Trial Balance Detail - July 01, 2019 14:7:54

Type*	Header/Footer Name	Row Number*	Alignment	With	Column From	Column To
Custom	Page Header Total Credit	1	Center	Column	Total Credit	
Custom	Page Header Total Debit	1	Left	Column	Total Debit	

2. Add custom type header/footer. See [How to Add Custom header/footer](#). In the **With** field select Column. Click the dropdown button in the **Column Description** field to show all the columns available for column designer record selected in Step 1. Then select the **Column Description** you want the page header be placed to.

Report Header and Footer - Page Header Test

Name: Page Header Test, Description: Page Header Test

Type: Page Header, Column Name: Trial Balance Detail - July 01, 2019 14:7:54

Type*	Header/Footer Name	Row Number*	Alignment	With	Column From	Column To
Custom	Page Header Total Credit	1	Center	Column	Total Credit	
Custom	Page Header Total Debit	1	Left	Column	Total Debit	

See here, the columns added (highlighted in yellow in the Column Designer screen) for the selected column name in the Column Name field of Report Header and Footer, are the same columns shown when Column Description dropdown combo box is shown (grid section, highlighted in yellow in the Report Header screen).

Column Designer - Trial Balance Detail - July 01, 2019 14:7:54

Column Name: Trial Balance Detail - July 01, 2019 14:7:54

ID	Column Type*	Column Name	Caption	Start Offset	End Offset	Start Date	End Date	Column Calculation	Segment Filter	Budget Co
C1	Row Name	Column Name	Column Name							
C2	Beginning Balance	Beginning Balance	Column Name	BOT						
C3	Debit	Total Debit	Column Name	0						
C4	Credit	Total Credit	Column Name	0						
C5	Debit Units	Total Debit Units	Column Name	0						
C6	Credit Units	Total Credit Units	Column Name	0						
C7	Ending Balance	Ending Balance	Column Name	BOT						

Report Header and Footer - Page Header Test

Name: Page Header Test, Description: Page Header Test

Type: Page Header, Column Name: Trial Balance Detail - July 01, 2019 14:7:54

Type*	Header/Footer Name	Row Number*	Alignment	With	Column From	Column To
Custom	Page Header Total Credit	1	Center	Column	Total Credit	
Custom	Page Header Total Debit	1	Left	Column	Total Debit	

- Print a financial report with the selected Page Header and Page Header checkbox is checked.

**Report Builder - Trial Balance Detail - July 01, 2019 14:7:54**

New Save Search Delete Undo Duplicate Generate Close

Details Runtime Log Financial History Audit Log

Report Name: Trial Balance Detail - July 01, 2019 14:7:54 As of Date: 07/01/2019

Row: Trial Balance Detail - July 01, 2019 14:7:54 Segment Filter

Column: Trial Balance Detail - July 01, 2019 14:7:54 Description: Trial Balance Detail Template

Orientation: Portrait

Header & Footer

☒ Page Header Page Header Test ☐ Report Header

☐ Page Footer ☐ Report Footer

- This is how it will look like when printed.

		Page Header Total Debit	Page Header Total Credit			
Asset	Beginning Balance	Total Debit	Total Credit	Total Debit Units	Total Credit Units	Ending Balance
20000-0000-000 - Accounts Payable Home office Admin	847,781,134.18	0.00	468.00	0.00	0.00	847,780,666.18
20001-0000-000 - Gain or loss offset AP Home office Admin	(4,312,277.30)	0.00	0.00	0.00	0.00	(4,312,277.30)
20011-0001-004 - Accounts Payable Fort Wayne Petro	(11.00)	0.00	0.00	0.00	0.00	(11.00)
20023-0001-004 - AP Clearing Fort Wayne Petro	(32,435,363.42)	0.00	0.00	0.00	0.00	(32,435,363.42)
21000-0000-000 - Pending Accounts Payable Home office Admin	(460,001.20)	0.00	0.00	0.00	0.00	(460,001.20)
21000-0001-000 - Pending Accounts Payable Fort Wayne Admin	(64,485,407.37)	0.00	0.00	0.00	0.00	(64,485,407.37)
21000-0001-001 - Pending Accounts Payable Fort Wayne Grains	(720,805,427.31)	0.00	0.00	0.00	0.00	(720,805,427.31)
21000-0002-000 - Pending Accounts Payable Indianapolis Admin	(132,802.07)	0.00	0.00	0.00	0.00	(132,802.07)
21000-0003-000 - Pending Accounts Payable Richmond Admin	(29,516.77)	0.00	0.00	0.00	0.00	(29,516.77)
21000-0004-000 - Pending Accounts Payable South Bend Admin	(50.00)	0.00	0.00	0.00	0.00	(50.00)
21000-0006-000 - Pending Accounts Payable Berneim Admin	(178.26)	0.00	0.00	0.00	0.00	(178.26)
21000-0007-000 - Pending Accounts Payable Port Albert Admin	(30,350.00)	0.00	0.00	0.00	0.00	(30,350.00)
21000-0101-000 - Pending Accounts Payable (Rely Mart Admin	(23,584,059.86)	0.00	0.00	0.00	0.00	(23,584,059.86)
21000-0002-002 - Pending Accounts Payable Austin Tech Hub Chemicals	(2,815.68)	0.00	0.00	0.00	0.00	(2,815.68)
21001-0000-000 - Vendor Prepayment Home office Admin	50.00	0.00	0.00	0.00	0.00	50.00
21001-0007-003 - Vendor Prepayment Port Albert Fertilizer	83,856,312.18	0.00	0.00	0.00	0.00	83,856,312.18
21001-0102-006 - Vendor Prepayment Dubai Emirates Gas	455.07	0.00	0.00	0.00	0.00	455.07
21100-3001-001 - Sales Tax Account Remote Scale 1 Grains	400.00	0.00	0.00	0.00	0.00	400.00
22000-0007-000 - Inspection Fee Port Albert Admin	(150.00)	0.00	0.00	0.00	0.00	(150.00)
22000-0007-001 - Inspection Fee Port Albert Grains	(4,247.21)	0.00	0.00	0.00	0.00	(4,247.21)
22000-0007-003 - Inspection Fee Port Albert Fertilizer	(20.54)	0.00	0.00	0.00	0.00	(20.54)
23000-0001-004 - Federal Excise Tax Fort Wayne Petro	(95.00)	0.00	0.00	0.00	0.00	(95.00)
23000-0002-004 - Federal Excise Tax Indianapolis Petro	(1,167.00)	0.00	0.00	0.00	0.00	(1,167.00)
23000-0003-004 - Federal Excise Tax Richmond Petro	(126.50)	0.00	0.00	0.00	0.00	(126.50)
23000-0004-004 - Federal Excise Tax South Bend Petro	(23.00)	0.00	0.00	0.00	0.00	(23.00)
24050-0000-000 - Federal Income Tax Home office Admin	(850,195.50)	0.00	0.00	0.00	0.00	(850,195.50)
24050-0001-000 - Federal Income Tax Fort Wayne Admin	(121,805.65)	0.00	0.00	0.00	0.00	(121,805.65)
24050-0002-000 - Federal Income Tax Indianapolis Admin	(1,219.12)	0.00	0.00	0.00	0.00	(1,219.12)
24050-0002-100 - Federal Income Tax Indianapolis General Merchandise	(885.21)	0.00	0.00	0.00	0.00	(885.21)
	(500.00)	0.00	0.00	0.00	0.00	(500.00)

**Report Header and Footer - Page Header Test**

New Save Search Delete Undo Duplicate Options Close

Details Audit Log

Name: Page Header Test Description: Page Header Test

Type: Page Header Column Name: Trial Balance Detail - July 01, 2019 14:7:54

Remove Up Down Export View Filter (F3)

Type	Header/Footer Name	Row Number	Alignment	With	Column From	Column To
Custom	Page Header Total Credit	1	Center	Column	Total Credit	
Custom	Page Header Total Debit	1	Left	Column	Total Debit	

- Select a column in the Column Name field.

**Report Header and Footer - Page Header - 10/12/2018 5:40:00 PM**

New Save Search Delete Undo Duplicate Options Close

Details Audit Log

Name: Page Header - 10/12/2018 5:40:00 PM Description: Page Header: Automation Test

Type: Page Header Column Name: Balance Sheet - October 11, 2018 17:41:45

Remove Up Down Export View Filter (F3)

Type	Header/Footer Name	Row Number	Alignment	With	Column Description
Custom	Page ...	1	Center	Column	Prior Years
Custom	Page ...	1	Center	Column	Current Year
Custom	Page ...	1	Left	Page	

- Add custom type header/footer. See [How to Add Custom header/footer](#). In the **With** field select Column. Click the dropdown button in the **Column Description** field to show all the columns available for column designer record selected in Step 1. Then select the **Column Description** you want the page header be placed to.

Report Header and Footer - Page Header - 10/12/2018 5:40:00 PM

New Save Search Delete Undo Duplicate Options Close

Details Audit Log

Name \* Page Header - 10/12/2018 5:40:00 PM Description Page Header: Automation Test

Type \* Page Header Column Name Balance Sheet - October 11, 2018 17:41:45

X Remove Up Down Export View Filter (F3)

Type*	Header/Footer Name	Row Number*	Alignment	With	Column Description
Custom	Page Header - Prior Years	1	Center	Column	Prior Years
Custom	Page Header - Current Year	1	Center	Column	Current Year
Custom		1	Left	Page	

See here, the columns added (highlighted in yellow in the Column Designer screen) for the selected column name in the Column Name field of Report Header and Footer, are the same columns shown when Column Description dropdown combo box is shown (grid section, highlighted in yellow in the Report Header screen).

Column Designer - Balance Sheet - October 11, 2018 17:41:45

New Save Search Delete Undo Duplicate Import Export Close

Details Audit Log

Column Name \* Balance Sheet - October 11, 2018 17:41:45 Description Standard Balance Sheet Template Column Type User Defined Run Date 10/11/2018

+ Insert X Remove Export View Filter (F3)

ID	Column Type*	Column Name	Caption	Start Offset	End Offset	Start Date	End Date	Column Calculation	Segment Filter	Budget Co
C1	Row Name	Column Name	Column Name							Add Record
C2	GL Amounts	Prior Years	Column Name	BOY-1yr	BOY-1yr	01/01/2017	12/31/2017			Add Record
C3	GL Amounts	Current Year	Column Name	Custom	Custom	01/01/2017	12/31/2018			Add Record
C4	Units	Cost Per Unit	Column Name	Custom						
C5	Column Calculation	Column Calculation	Column Name							

Report Header and Footer - Page Header - 10/12/2018 5:40:00 PM

New Save Search Delete Undo Duplicate Options Close

Details Audit Log

Name \* Page Header - 10/12/2018 5:40:00 PM Description Page Header: Automation Test

Type \* Page Header Column Name Balance Sheet - October 11, 2018 17:41:45

X Remove Up Down Export View Filter (F3)

Type*	Header/Footer Name	Row Number*	Alignment	With	Column Description
Custom	Page Header - Prior Years	1	Center	Column	Prior Years
Custom	Page Header - Current Year	1	Center	Column	Current Year
Custom		1	Left	Page	

- Print a financial report with the selected Page Header and Page Header checkbox is checked.

Report Builder - Balance Sheet - October 11, 2018 17:41:45

New Save Search Delete Undo Duplicate Generate Close

Details Runtime Log Financial History Audit Log

Report Name \* Balance Sheet - October 11, 2018 17:41:45 As of Date 10/11/2018

Row Balance Sheet - October 11, 2018 17:41:45 Segment Filter Segment Filter Group - 10/11/2018 3:55:52 PM

Column Balance Sheet - October 11, 2018 17:41:45 Description Standard Balance Sheet Template

Orientation \* Portrait

Header & Footer

☒ Page Header Page Header - 10/12/2018 5:40:00 PM ☐ Report Header

☐ Page Footer ☐ Report Footer

4. This is how it will look like when printed.

	Page Header - Prior Years	Page Header - Current Year		
	Prior Years	Current Year	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>
Liability	51,474.52	227,235.24	8.00	6,434.32
Payables	10,773,735.34	(5,936,786.41)	389,796.20	27.64
Other Payables	395,087,422.39	396,433,514.43	51,796,378.33	7.63
Sales Tax Payables	1,098.00	1,098.00	0.00	0.00
Payroll Tax Liabilities	464.07	464.07	0.00	0.00
Payroll Taxes Current	126,875.33	144,041.10	0.00	0.00
Payroll Deductions	30,317.75	32,606.51	0.00	0.00
Employer Liability	46,022.85	51,703.47	(4.00)	(11,505.71)
<b>Total Liabilities :</b>	<b>406,117,410.25</b>	<b>390,953,876.41</b>	<b>52,186,178.53</b>	<b>7.78</b>

Report Header and Footer - Page Header - 10/12/2018 5:40:00 PM

New Save Search Delete Undo Duplicate Options Close

Details Audit Log

Name \* Page Header - 10/12/2018 5:40:00 PM

Description Page Header: Automation Test

Type \* Page Header

Column Name Balance Sheet - October 11, 2018 17:41:45

X Remove

Up

Down

Export

View

Filter (F3)

<input type="checkbox"/>	Type*	Header/Footer Name	Row Number*	Alignment	With	Column Description
<input type="checkbox"/>	Custom	Page Header - Prior Years	1	Center	Column	Prior Years
<input type="checkbox"/>	Custom	Page Header - Current Year	1	Center	Column	Current Year
<input type="checkbox"/>	Custom		1	Left	Page	

1. Select a column in the **Column Name** field.

Report Header and Footer - Page Header - Cur and Prev

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

X Remove

Up

Down

Layout

Filter Records (F3)

<input type="checkbox"/>	Type	Header/Footer Name	Row Number	Alignment	With	Column Description
<input type="checkbox"/>	Custom	Page Header - Current	1	Center	Column	Current
<input type="checkbox"/>	Custom	Page Header - Previous	1	Center	Column	Previous

2. Add custom type header/footer. See [How to Add Custom header/footer](#). In the **With** field select Column. Click the dropdown button in the **Column Description** field to show all the columns available for column designer record selected in Step 1. Then select the **Column Description** you want the page header be placed to.

Report Header and Footer - Page Header - Cur and Prev

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

X Remove

Up

Down

Layout

Filter Records (F3)

<input type="checkbox"/>	Type	Header/Footer Name	Row Number	Alignment	With	Column Description
<input type="checkbox"/>	Custom	Page Header - Current	1	Center	Column	Current
<input type="checkbox"/>	Custom	Page Header - Previous	1	Center	Column	Previous

See here, the columns added (highlighted in yellow in the Column Designer screen) for the selected column name in the Column Name field of

Report Header and Footer, are the same columns shown when Column Description dropdown combo box is shown (grid section, highlighted in yellow in the Report Header screen).

Column Designer - Current and Previous column

New Save Search Delete Undo Duplicate Close

Details Audit Log

Column Name: Current and Previous column Description: Current and Previous column description

+ Insert X Remove A Arrange Layout Filter Records (F3)

ID	Column Type	Column Name	Caption	Start Offset	End Offset	Start Date	End Date	Column Calculation
C1	Row Id	Row ID	Column Name					
C2	Row Name	Row Name	Column Name					
C3	GL Amounts	Current	Year	BOY	0	01/01/2015	12/31/2015	
C4	GL Amounts	Previous	Year	BOY-1yr	EOY-1yr	01/01/2014	12/31/2014	
C5	Column Calculation	Total	Column Name					C3+C4

Report Header and Footer - Page Header - Cur and Prev

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

X Remove Up Down Layout Filter Records (F3)

Type	Header/Footer Name	Row Number	Alignment	With	Column Description
<input checked="" type="checkbox"/> Custom	Page Header - Current	1	Center	Column	
<input checked="" type="checkbox"/> Custom	Page Header - Previous	1	Center	Column	

Row ID  
Row Name  
Current  
Previous  
Total

3. Print a financial report with the selected Page Header and Page Header checkbox is checked.

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

4. This is how it will look like when printed.

I21 Test Company  
Income Statement A  
As Of 12/31/2015 11:59:59 PM

Wednesday, February 17, 2016  
8:24 PM

		Page Header - Current	Page Header - Previous	
Row ID	Row Name	2015	2014	Total
R3	Revenue	18,329.75	1,000.00	19,329.75
R4	Expense	16,952.74	0.00	16,952.74
R6	Net Income	1,377.01	1,000.00	2,377.01

Report Header and Footer - Page Header - Cur and Prev

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

X Remove Up Down Layout Filter Records (F3)

Type	Header/Footer Name	Row Number	Alignment	With	Column Description
<input checked="" type="checkbox"/> Custom	Page Header - Current	1	Center	Column	Current
<input checked="" type="checkbox"/> Custom	Page Header - Previous	1	Center	Column	Previous

1. Select a column in the **Column Name** field.

Report Header and Footer

Name: Prev-Cur PH Description: Previous-Current Page Header

Type: Page Header Column Name: Prev-Cur

Description	Type	Group	Alignment	With	Column Description
Previous	Custom	1	Right	Column	Previous
Current	Custom	1	Right	Column	Current

2. Add custom type header/footer. See [How to Add Custom header/footer](#). In the **With** field select Column. Click the dropdown button in the **Column Description** field to show all the columns available for Prev-Cur column designer record selected in Step 1. Then select the **Column Description** you want the page header to be placed to.

Report Header and Footer

Name: Prev-Cur PH Description: Previous-Current Page Header

Type: Page Header Column Name: Prev-Cur

Description	Type	Group	Alignment	With	Column Description
Previous	Custom	1	Right	Column	Previous
Current	Custom	1	Right	Column	Current

See here, the columns added (highlighted in yellow in the Column Designer screen) for the selected column name in the Column Name field of Report Header and Footer, are the same columns shown when Column Description dropdown combo box is shown (grid section, highlighted in yellow in the Report Header screen).

Column Designer

Column Name: Prev-Cur Description: Previous and Current columns Run Date: 04/14/2015

ID	Column Description	Caption	Column Type	Filter Type	Related Columns	Segment Used	Budget Code	Start Date	End Date	Width	Alignment	Format	Hidden
1	Column Header	Row Id								100	Left	#,##0.00;(#,##0.00)	
2	Column Header	Row Description								250	Left	#,##0.00;(#,##0.00)	
3	Previous	Year	Calculation	Previous Fiscal Year						160	Right	#,##0.00;(#,##0.00)	
4	Current	Year	Calculation	Fiscal Year						160	Right	#,##0.00;(#,##0.00)	
5	Total	Column Calculation	Column Calculation		C3 + C4					160	Right	#,##0.00;(#,##0.00)	

Report Header and Footer

Name: Prev-Cur PH Description: Previous-Current Page Header

Type: Page Header Column Name: Prev-Cur

Description	Type	Group	Alignment	With	Column Description
Previous	Custom	1	Right	Column	Previous
Current	Custom	1	Right	Column	Current

- Print a financial report with the selected Page Header and Page Header checkbox is checked.

**Report Builder**

Report Name: Income Statement Description: Income Statement by Account

Row: IS Column: Prev-Cur Orientation: Portrait

**Header & Footer**

☒ Page Header: Prev-Cur PH ☒ Report Header: RH

☒ Page Footer: PF ☒ Report Footer: RF

**Margins**

Top: 5 Bottom: 5 Left: 5 Right: 5 Gutter: 0

**Options**

☐ Show Default Header & Footer ☒ Show Report Settings

- This is how it will look like when printed.

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

		Previous	Current	
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

- Select a column in the **Column Name** field.

**Report Header and Footer**

Name: Prev-Cur PH Description: Previous-Current Page Header

Type: Page Header Column Name: Prev-Cur

Description	Type	Group	Alignment	With	Column Description
Previous	Custom	1	Right	Column	Previous Year
Current	Custom	1	Right	Column	Current Year

- Add custom type page header. See [How to Add Custom header/footer](#). In the **With** field select Column. Click the dropdown button in the **Column Name** field to show all the columns available for Prev-Cur column designer record selected in Step 1. Then select the **Column Name** you want the page header be placed to.

**Report Header and Footer**

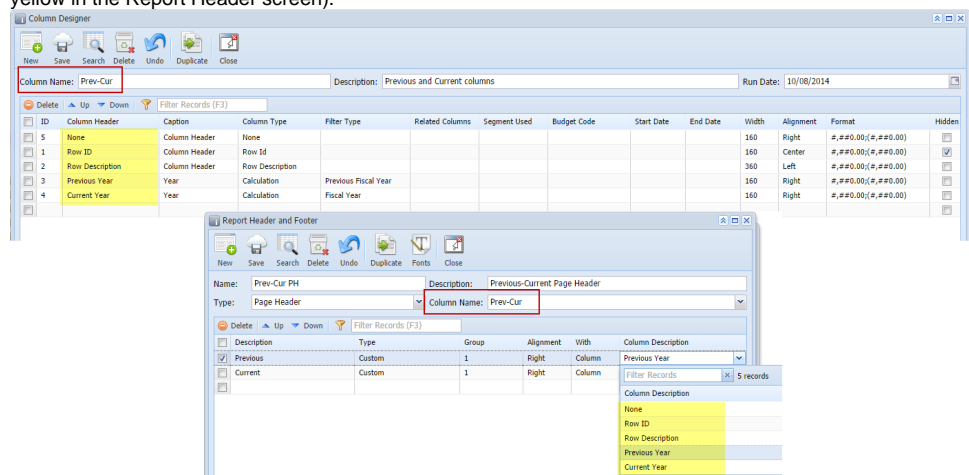
Name: Prev-Cur PH Description: Previous-Current Page Header

Type: Page Header Column Name: Prev-Cur

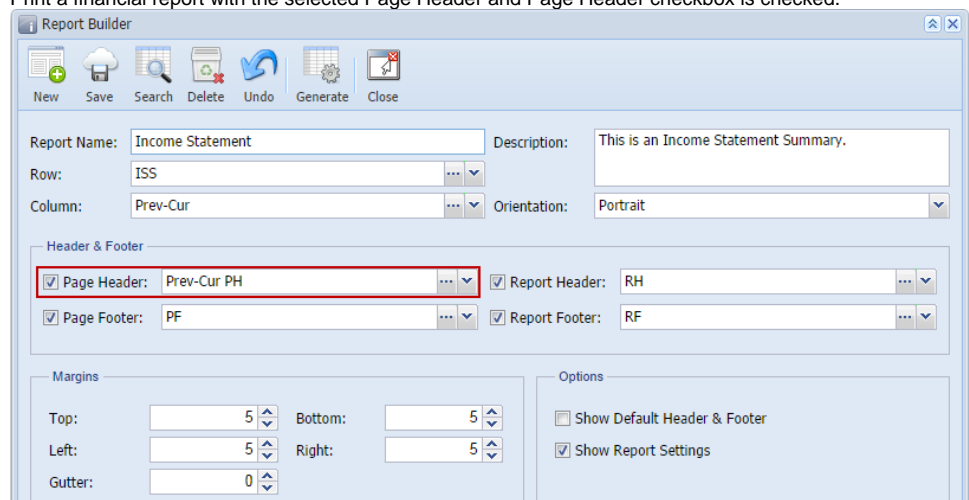
Description	Type	Group	Alignment	With	Column Description
Previous	Custom	1	Right	Column	Previous Year
Current	Custom	1	Right	Column	Current Year

See here, the columns added (highlighted in yellow in the Column Designer screen) for the selected column name in the Column Name field of

Report Header and Footer, are the same columns shown when Column Description dropdown combo box is shown (grid section, highlighted in yellow in the Report Header screen).



- Print a financial report with the selected Page Header and Page Header checkbox is checked.



- This is how it will look like when printed.

