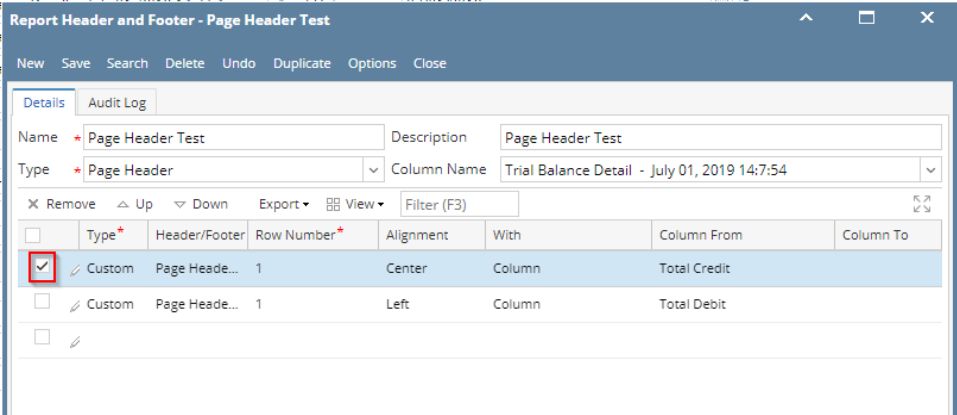


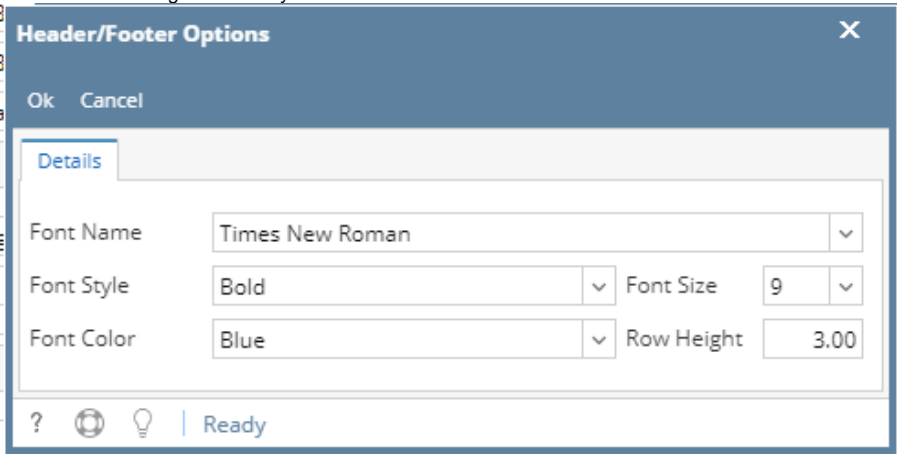
# How to Configure header and footer font properties and row height

You can configure Font and Row Height for your header and footer rows. To do this, follow these steps:

- 1. Open selected header/footer record, see [How to Search and Open header or footer record](#).
- 2. Select the header/footer row/s you would like to configure the Font and Row Height.



- 3. Click **Fonts toolbar button**. The Header/Footer Options screen will then be opened. Configure Font Name, Font Style, Font Size, Font Color and Row Height fields as you want those rows to look like. Then click **Ok button** to close the screen and apply header/footer fonts.



- 4. You will be back on the Report Header and Footer screen. Click **Save**. Close the screen either by clicking **Close** or the **x button** at the top-right corner of the screen.

This is how it will look like when report is previewed/printed.

		Page Header: Total Debit		Page Header: Total Credit			Total Debit Units		Total Credit Units		
Asset	Asset	Beginning Balance	Total Debit	Total Credit							Ending Balance
20000-0000-000 - Accounts Payable - Home office - Admin	Asset	847,781,134.18	0.00	468.00	0.00	0.00	0.00	0.00	0.00	847,780,666.18	
20001-0000-000 - Gain or loss offset AP - Home office - Admin		(4,312,277.35)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(4,312,277.35)	
20013-0001-004 - Accounts Payable - Fort Wayne - Petro		(11.00)	0.00	0.00	0.00	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	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	0.00	0.00	0.00	(460,001.20)	
21000-0001-000 - Pending Accounts Payable - Fort Wayne - Admin		(84,465,407.37)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(84,465,407.37)	
21000-0001-001 - Pending Accounts Payable - Fort Wayne - Grains		(728,895,427.31)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(728,895,427.31)	
21000-0002-000 - Pending Accounts Payable - Indianapolis - Admin		(132,802.07)	0.00	0.00	0.00	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	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	0.00	0.00	0.00	(50.00)	
21000-0005-000 - Pending Accounts Payable - Blenheim - Admin		(178.26)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(178.26)	
21000-0007-000 - Pending Accounts Payable - Fort Albert - Admin		(38,350.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(38,350.00)	
21000-0101-000 - Pending Accounts Payable - IREly Mart - Admin		(23,564,059.86)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(23,564,059.86)	
21000-9002-002 - Pending Accounts Payable - Austin Tech Hub - Chemicals		(2,815.68)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(2,815.68)	
		50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	

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2. Select the header/footer row/s you would like to configure the Font and Row Height.

3. Click **Fonts toolbar button**. The Header/Footer Options screen will then be opened. Configure Font Name, Font Style, Font Size, Font Color and Row Height fields as you want those rows to look like. Then click **Ok button** to close the screen and apply header/footer fonts.

4. You will be back on the Report Header and Footer screen. Click **Save**. Close the screen either by clicking **Close** or the **x button** at the top-right corner of the screen.

This is how it will look like when report is previewed/printed.

Custom Automation Test				
	Current Year	Current Units	Prior Year	Prior Units
Asset				
Asset	36,541,975	6,494,329	-9,678,869	543
Cash Accounts	-86,476,315	-6,494,022	-27,754,609	-1,247
Receivables	24,150,660	3,462,127	29,498,568	3,257,139
Prepays	1,790,236	0	1,790,236	0
Inventories	848,732,456	51,436,765	848,285,318	52,067,027
Other Assets	-1,424,304	-3,840,124	-1,423,742	-3,549,558
<b>Total Assets :</b>	<b>823,314,708</b>	<b>51,059,075</b>	<b>840,716,902</b>	<b>51,773,904</b>

You can configure Font and Row Height for your header and footer rows. To do this, follow these steps:

1. Open selected header/footer record, see [How to Search and Open header or footer record](#).
2. Select the header/footer row/s you would like to configure the Font and Row Height.

3. Click **Fonts toolbar button**. The Header/Footer Options screen will then be opened. Configure Font Name, Font Style, Font Size, Font Color and Row Height fields as you want those rows to look like. Then click **Ok button** to close the screen and apply header/footer fonts.

**Header/Footer Options** [X]

Ok Cancel

**Details**

Font Name:  [v]

Font Style:  [v] Font Size:  [v]

Font Color:  [v] Row Height:

? [Globe] [Lightbulb] | Ready

- You will be back on the Report Header and Footer screen. Click **Save**. Close the screen either by clicking **Close** or the **x button** at the top-right corner of the screen.

This is how it will look like when report is previewed/printed.

Balance Sheet - March 22, 2018 11:42:55

Print Report Print Page Save To File Save To Window Page Count: 1 Find Find Parameters Close Period Archive Close

i21 Test Company				
	Current Year	Prior Year	Current Units	Prior Units
Asset	13,265,572	14,367,888	-9,479,888	543
Cash Accounts	-59,621,447	-14,368,443	-27,744,867	4
Receivables	39,479,343	3,340,762	26,468,176	1,267,846
Prepays	1,790,238	0	1,790,238	0
Inventories	848,479,415	96,578,385	848,261,936	62,866,719
Other Assets	-1,423,480	-3,889,874	-1,423,733	-3,529,388
<b>Total Assets</b>	<b>841,362,099</b>	<b>89,596,834</b>	<b>840,694,946</b>	<b>51,794,896</b>

You can configure Font and Row Height for your header and footer rows. To do this, follow these steps:

- Open selected header/footer record, see [How to Search and Open header or footer record](#).
- Select the header/footer row/s you would like to configure the Font and Row Height.

**Report Header and Footer - Co Header** [X]

New Save Search Delete Undo Duplicate Options Close

**Details**

Name:  Description:

Type:  Column Name: [v]

[X] Remove [Up] [Down] [Layout] [Filter Records (F3)]

Type	Header/Footer Name	Row Number	Alignment	With	Column Description
<input checked="" type="checkbox"/> Custom	i21 Test Company	1	Center	Page	
<input type="checkbox"/> Report Title		2	Center	Page	
<input type="checkbox"/> DateTime Range		3	Center	Page	
<input type="checkbox"/> Printed Date		4	Right	Page	
<input type="checkbox"/> Printed Time		5	Right	Page	

- Click **Fonts toolbar button**. The Header/Footer Options screen will then be opened. Configure Font Name, Font Style, Font Size, Font Color and Row Height fields as you want those rows to look like. Then click **Ok button** to close the screen and apply header/footer fonts.

**Header/Footer Options**

Ok Cancel

**Details**

Font Name: Arial

Font Style: Bold Font Size: 10

Font Color: Black Row Height: 4.00

? ? ? Ready

- You will be back on the Report Header and Footer screen. Click **Save**. Close the screen either by clicking **Close** or the **x** button at the top-right corner of the screen.

This is how it will look like when report is previewed/printed.

i21 Test Company					
Income Statement A					
As Of 12/31/2015 11:59:59 PM					
Monday, February 22, 2016 11:25 AM					
		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	

Income Statement Summary  
cc: file  
accounting  
executive

You can configure Font and Row Height for your rows. To do this, follow these steps:

- Open selected header/footer record, see [How to Search and Open header or footer record](#).
- Select the header/footer row/s you would like to configure the Font and Row Height.

**Report Header and Footer**

New Save Search Delete Undo Duplicate Fonts Close

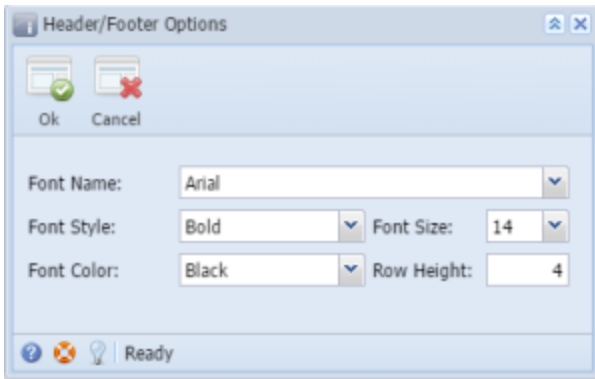
Name: RH Description: Report Header

Type: Report Header Column Name:

Remove Up Down Filter Records (F3)

Description	Type	Group	Alignment	With	Column Description
<input checked="" type="checkbox"/> Sample Company	Report Title	1	Center	Page	
<input type="checkbox"/>	Custom	2	Center	Page	
<input type="checkbox"/>	DateTime Range	3	Center	Page	

- Click **Fonts** toolbar button. The Header/Footer Options screen will then be opened. Configure Font Name, Font Style, Font Size, Font Color and Row Height fields as you want those rows to look like. Then click **Ok** button to close the screen and apply header/footer fonts.



Header/Footer Options

Ok Cancel

Font Name: Arial

Font Style: Bold Font Size: 14

Font Color: Black Row Height: 4

Ready

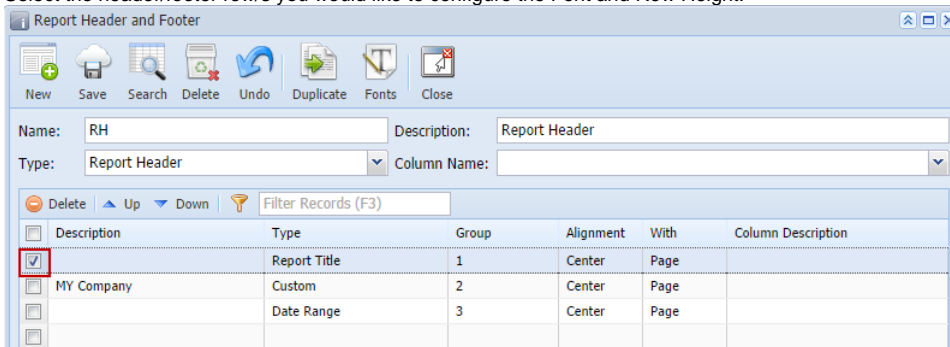
- You will be back on the Report Header and Footer screen. Click **Save toolbar button**. Close the screen either by clicking **Close toolbar button** or the **x button** at the top-right corner of the screen.

This is how it will look like when report is previewed/printed.

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

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- Select the header/footer row/s you would like to configure the Font and Row Height.



Report Header and Footer

New Save Search Delete Undo Duplicate Fonts Close

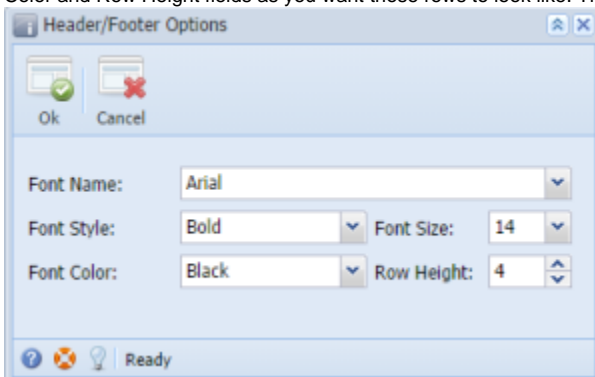
Name: RH Description: Report Header

Type: Report Header Column Name:

Delete Up Down Filter Records (F3)

Description	Type	Group	Alignment	With	Column Description
<input checked="" type="checkbox"/> MY Company	Report Title	1	Center	Page	
<input type="checkbox"/>	Custom	2	Center	Page	
<input type="checkbox"/>	Date Range	3	Center	Page	

- Click **Fonts toolbar button**. The Header/Footer Options screen will then be opened. Configure Font Name, Font Style, Font Size, Font Color and Row Height fields as you want those rows to look like. Then click **Ok button** to close the screen and apply header/footer fonts.



Header/Footer Options

Ok Cancel

Font Name: Arial

Font Style: Bold Font Size: 14

Font Color: Black Row Height: 4

Ready

- You will be back on the Report Header and Footer screen. Click **Save toolbar button**. Close the screen either by clicking **Close toolbar button** or the **x button** at the top-right corner of the screen.

This is how it will look like when printed.

Income Statement		
MY Company		
As Of 12/31/2014		
	2013	2014
Sales	4,260.00	4,960.00
Less: COGS	1,110.00	1,510.00
Gross Profit	3,150.00	3,450.00
Gross Profit Rate	73.94%	69.56%
Less: Expenses	486.00	990.00
Add: REvenues	1,050.00	1,416.00
Net Income (Loss)	3,714.00	3,876.00