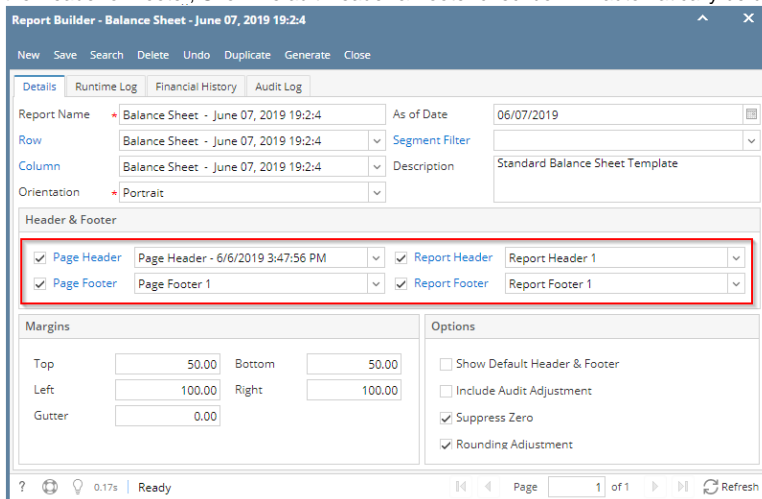


How to Use custom Header & Footer

Follow the steps below on how to use custom header and footer.

1. Create a [New](#) financial report or [Open](#) an existing one.
2. Select header and/or footer in the Header & Footer section. Check the checkbox before the header and footer. As you check the checkbox before the Header or Footer, Show Default Header & Footer checkbox will automatically be unchecked.

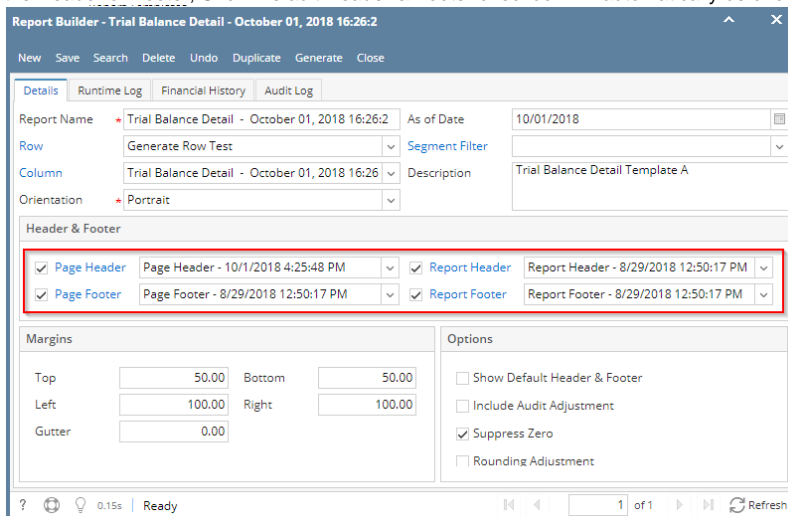


3. Click **Generate** toolbar button to [Generate](#) a report.

See topics under [How to Configure a header or footer](#) page to show you how to configure custom report header and footer and how it will look like when previewed/printed.

Follow the steps below on how to use custom header and footer.

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Report Builder - Balance Sheet - March 26, 2018 16:29:51

New Save Search Delete Undo Duplicate Generate Close

Details Runtime Log Financial History Audit Log

Report Name: Balance Sheet - March 26, 2018 16:29:51 As of Date: 03/26/2018

Row: Balance Sheet - March 26, 2018 16:29:51 Segment Filter

Column: Balance Sheet - March 26, 2018 16:29:51 Description: Standard Balance Sheet Template

Orientation: Portrait

Header & Footer

☒ Page Header Page Header - 3/7/2018 2:50:56 PM ☒ Report Header Report Header - 3/7/2018 2:50:56 PM

☒ Page Footer Page Footer Test ☒ Report Footer Report Footer - 3/7/2018 2:50:56 PM

Margins

Top: 50.00 Bottom: 50.00

Left: 100.00 Right: 100.00

Gutter: 0.00

Options

☐ Show Default Header & Footer

☐ Include Audit Adjustment

☒ Suppress Zero

☒ Rounding Adjustment

3. Click **Generate** toolbar button to [Generate](#) a report.



If Show Report Settings checkbox is **checked**, Report Settings screen will open and from there you can generate the report. See [How to Show Report Settings screen before report preview](#).
If Show Report Settings checkbox is **unchecked**, it will directly generate the report.

See topics under [How to Configure a header or footer](#) page to show you how to configure custom report header and footer and how it will look like when previewed/printed.

Follow the steps below on how to use custom header and footer.

1. Create a [New](#) financial report or [Open](#) an existing one.
2. Select header and/or footer in the Header & Footer section. Check the checkbox before the header and footer. As you check the checkbox before the Header or Footer, Show Default Header & Footer checkbox will automatically be unchecked.

Report Builder - Income Statement By Primary - February 22, 2016 14:13:14

New Save Search Delete Undo Duplicate Generate Close

Details

Report Name: Income Statement By Primary - February 22, 2016 1 Description: Income Statement By Primary Template

Row: Income Statement By Primary - February 22, 2016

Column: Income Statement By Primary - February 22, 2016 Orientation: Portrait

Header & Footer

☒ Page Header By Segments ☒ Report Header Co Header

☒ Page Footer Page ☒ Report Footer Co Footer

Margins

Top: 50.00 Bottom: 50.00

Left: 100.00 Right: 100.00

Gutter: 0.00

Options

☐ Show Default Header & Footer

☒ Show Report Settings

3. Click **Generate** toolbar button to [Generate](#) a report.



If Show Report Settings checkbox is **checked**, Report Settings screen will open and from there you can generate the report. See [How to Show Report Settings screen before report preview](#).
If Show Report Settings checkbox is **unchecked**, it will directly generate the report.

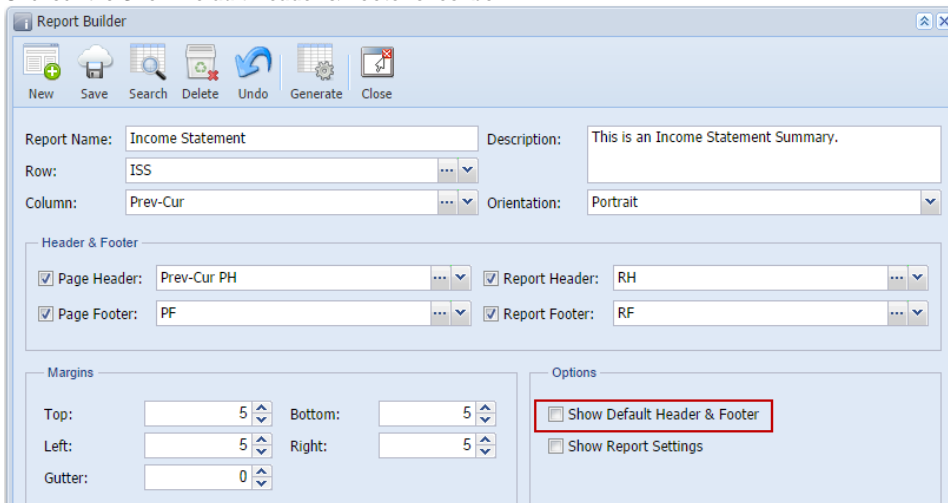
See topics under [How to Configure a header or footer](#) page to show you how to configure custom report header and footer and how it will look like when previewed/printed.

iRely i21 has default header and footer that can be readily used.

Follow the steps below on how to use this.

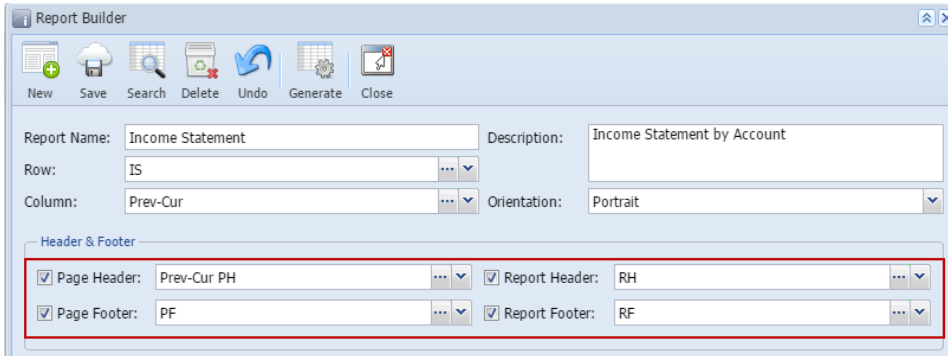
1. Create a [New](#) financial report or [Open](#) an existing one.

2. Uncheck the **Show Default Header & Footer** checkbox.



The screenshot shows the 'Report Builder' window. The 'Report Name' is 'Income Statement' and the 'Description' is 'This is an Income Statement Summary.' The 'Row' is 'ISS' and the 'Column' is 'Prev-Cur'. The 'Orientation' is 'Portrait'. In the 'Header & Footer' section, the 'Page Header' is 'Prev-Cur PH', 'Page Footer' is 'PF', 'Report Header' is 'RH', and 'Report Footer' is 'RF'. All checkboxes are checked. In the 'Options' section, the 'Show Default Header & Footer' checkbox is highlighted with a red box and is checked. The 'Show Report Settings' checkbox is unchecked.

3. Select header or footer in the Header & Footer section. Make sure also that the checkbox before it is checked.



The screenshot shows the 'Report Builder' window. The 'Report Name' is 'Income Statement' and the 'Description' is 'Income Statement by Account'. The 'Row' is 'IS' and the 'Column' is 'Prev-Cur'. The 'Orientation' is 'Portrait'. In the 'Header & Footer' section, the 'Page Header' is 'Prev-Cur PH', 'Page Footer' is 'PF', 'Report Header' is 'RH', and 'Report Footer' is 'RF'. All checkboxes are checked. A red box highlights the 'Page Header' and 'Page Footer' checkboxes, which are checked.

4. Click **Generate** toolbar button to [Generate](#) a report.



If Show Report Settings checkbox is **checked**, Report Settings screen will open and from there you can generate the report. See [How to Show Report Settings screen before report preview](#).
If Show Report Settings checkbox is **unchecked**, it will directly generate the report.

See topics under [How to Configure a header or footer](#) page to show you how to configure custom report header and footer and how it will look like when previewed/printed.