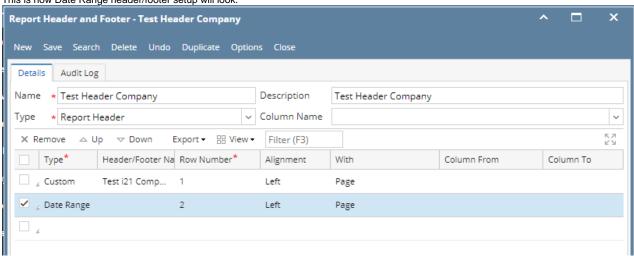
How to Add Date Range header/footer

The Date Range header/footer is used to add date coverage for your financial report.

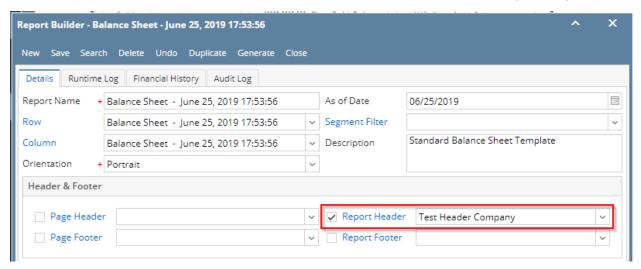
Follow the steps below to guide you on how to add date range header/footer.

- 1. A new row will be available in the grid section.
- 2. In the Type field, select Date Range
- 3. Leave the Header/Footer Name field blank.
- 4. The **Row Name** field dictates the order of the header/footer. Set this field to 1 if this will be the first row to show in the header/footer, 2 if second row, so on and so forth. Set this to 3 for this illustration.
- 5. In the Alignment field, set how the value for the column be displayed. Set this to Center.
- 6. In the With field, select Page. This will occupy the entire page.
- 7. Leave Column Name field blank.

This is how Date Range header/footer setup will look.



Select this Report Header in the Report Builder and make sure that the checkbox before it is checked when printing/previewing the report.



Here's how it is shown when report is previewed/printed. Highlighted section is the Date Range type header/footer. Since this is a report header, this will show on the first page of the report only.

Employer Liability	76,430	-4	75,335	-
Payroll Deductions	42,521	0	41,749	
Payroll Taxes Current	203,601	0	200,993	
Pending Payables	554,020	242,238	415,437	151,10
Payroll Tax Liabilities	496	0	496	
Sales Tax Payables	861,468	0	861,438	
Other Payables	981,190,200	53,077,903	736,208,705	51,305,9
Payables	36,218,273	2,986,400	11,622,715	-412,3
Liability	280,527	8	271,752	
Liability				
Total Assets :	1,103,147,711	77,707,955	833,255,788	72,186,40
Other Assets	-1,468,117	-8,023,023	-1,455,776	-7,091,8
Inventories	1,120,448,855	79,188,581	849,891,599	72,783,2
Prepaids	1,790,236	3,022,819	1,790,236	3,022,8
Receivables	25,035,157	3,739,651	24,712,446	3,692,2
Cash Accounts	-79,545,020	-29,108,521	-78,466,735	-29,108,4
Asset Asset	36,886,600	28,888,448	36,784,018	28,888,4
13 01 0/23/2010	Current Year	Current Units	Prior Year	Prior Un
As Of 6/25/2019				

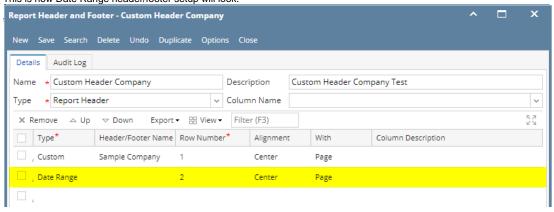
You can enhance this header/footer by setting its Font Properties and Row Height. See How to Configure header and footer font properties and row height topic to guide you on how to do this.

The Date Range header/footer is used to add date coverage for your financial report.

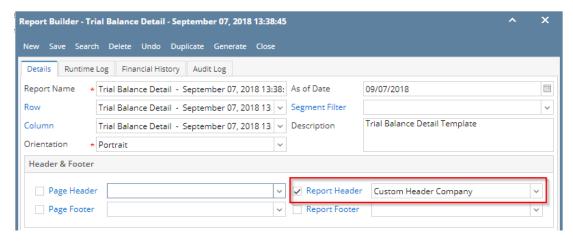
Follow the steps below to guide you on how to add date range header/footer.

- 1. A new row will be available in the grid section.
- 2. In the Type field, select Date Range.
- 3. Leave the Header/Footer Name field blank.
- 4. The **Row Name** field dictates the order of the header/footer. Set this field to 1 if this will be the first row to show in the header/footer, 2 if second row, so on and so forth. Set this to 3 for this illustration.
- 5. In the Alignment field, set how the value for the column be displayed. Set this to Center.
- 6. In the With field, select Page. This will occupy the entire page.
- 7. Leave Column Name field blank.

This is how Date Range header/footer setup will look.



Select this Report Header in the Report Builder and make sure that the checkbox before it is checked when printing/previewing the report.



Here's how it is shown when report is previewed/printed. Highlighted section is the Date Range type header/footer. Since this is a report header, this will show on the first page of the report only.

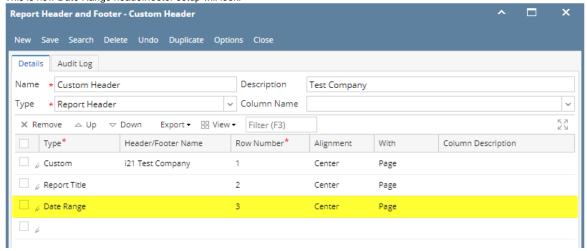


You can enhance this header/footer by setting its Font Properties and Row Height. See How to Configure header and footer font properties and row height topic to guide you on how to do this.

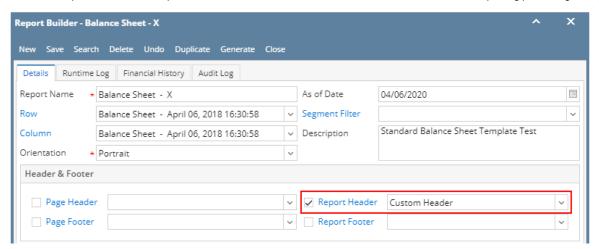
The Date Range header/footer is used to add date coverage for your financial report.

- 1. A new row will be available in the grid section.
- 2. In the Type field, select Date Range
- 3. Leave the **Header/Footer Name field** blank.
- 4. The **Row Name** field dictates the order of the header/footer. Set this field to 1 if this will be the first row to show in the header/footer, 2 if second row, so on and so forth. Set this to 3 for this illustration.
- 5. In the Alignment field, set how the value for the column be displayed. Set this to Center.
- 6. In the With field, select Page. This will occupy the entire page.
- 7. Leave Column Name field blank.

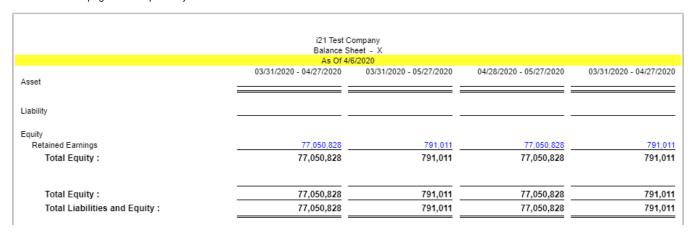
This is how Date Range header/footer setup will look.



Select this Report Header in the Report Builder and make sure that the checkbox before it is checked when printing/previewing the report.



Here's how it is shown when report is previewed/printed. Highlighted section is the Date Range type header/footer. Since this is a report header, this will show on the first page of the report only.



You can enhance this header/footer by setting its Font Properties and Row Height. See How to Configure header and footer font properties and row height topic to guide you on how to do this.

The Date Range header/footer is used to add date coverage for your financial report.

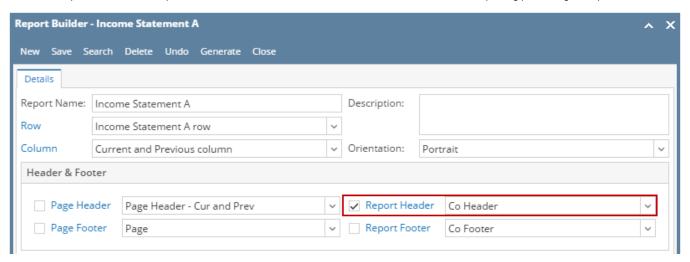
- 1. A new row will be available in the grid section.
- 2. In the Type field, select Date Range.
- 3. Leave the Header/Footer Name field blank.

- 4. The Row Name field dictates the order of the header/footer. Set this field to 1 if this will be the first row to show in the header/footer, 2 if second row, so on and so forth. Set this to 3 for this illustration.
- 5. In the Alignment field, set how the value for the column be displayed. Set this to Center.
- 6. In the With field, select Page. This will occupy the entire page.
- 7. Leave Column Name field blank.

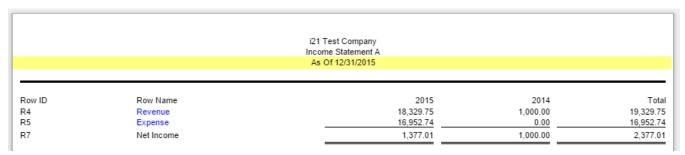
This is how Date Range header/footer setup will look.



Select this Report Header in the Report Builder and make sure that the checkbox before it is checked when printing/previewing the report.



Here's how it is shown when report is previewed/printed. Highlighted section is the Date Range type header/footer. Since this is a report header, this will show on the first page of the report only.



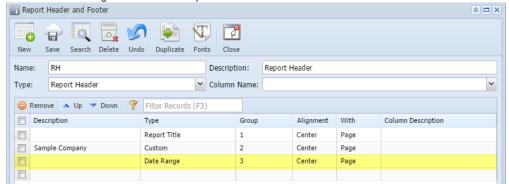
You can enhance this header/footer by setting its Font Properties and Row Height. See How to Configure header and footer font properties and row height topic to guide you on how to do this.

The Date Range header/footer is used to add date coverage for your financial report.

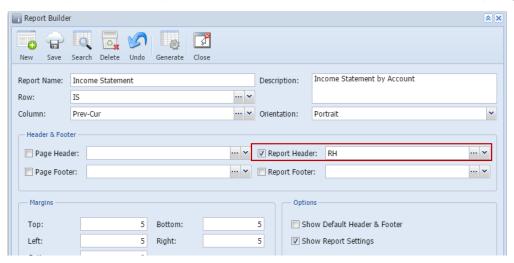
- 1. A new row will be available in the grid section.
 - 2. Leave the Description field blank.
 - 3. In the Type field, select Date Range.

- 4. The **Group** field dictates the order of the header/footer. Set this field to 1 if this will be the first row to show in the header/footer, 2 if second row, so on and so forth. Set this to 3 for this illustration.
- 5. In the Alignment field, set how the value for the column be displayed. Set this to Center.
- 6. In the With field, select Page. This will occupy the entire page.
- 7. Leave Column Name field blank.

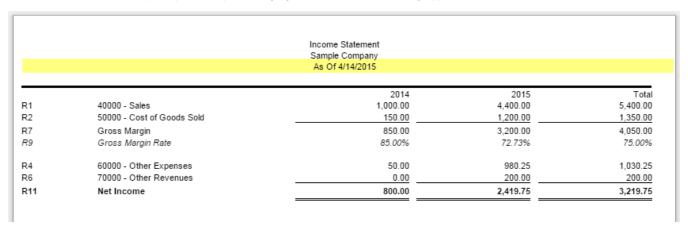
This is how Date Range header/footer setup will look.



Select this Report Header in the Report Builder and make sure that the checkbox before it is checked when printing/previewing the report.



Here's how it is shown when report is previewed/printed. Highlighted section is the Date Range type header/footer.



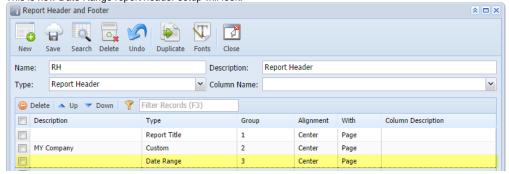
You can enhance this header/footer by setting its **Font Properties** and **Row Height**. See How to Configure header and footer font properties and row height topic to guide you on how to do this.

The Date Range header/footer is used to add date coverage for your financial report.

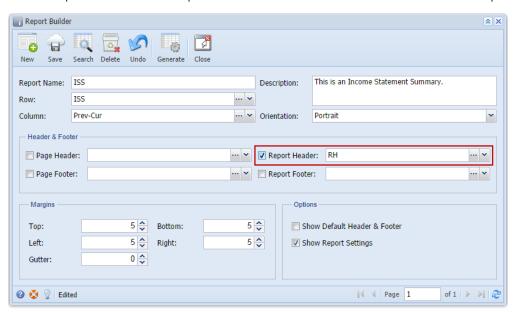
- 1. A new row will be available in the grid section.
- 2. Leave the **Description field** blank.
- 3. In the Type field, select Date Range.

- 4. The **Group** field dictates the order of the header/footer. Set this field to 1 if this will be the first row to show in the header/footer, 2 if second row, so on and so forth. Set this to 3 for this illustration.
- 5. In the Alignment field, set how the value for the column be displayed. Set this to Center.
- 6. In the With field, select Page. This will occupy the entire page.
- 7. Leave Column Name field blank.

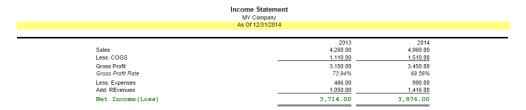
This is how Date Range report header setup will look.



Select this report header/footer in the Report Builder and make sure that checkbox before it is checked when printing/previewing the report.



Here's how it is shown when report is previewed/printed. Highlighted section is the Date Range type header/footer.



You can enhance this header/footer by setting its Font Properties and Row Height. See How to Configure header and footer font properties and row height topic to guide you on how to do this.