

How to Add Page header/footer

The **Page header/footer** is used to add page number for your financial report.

Follow the steps below to guide you on how to add page footer.

1. A new row will be available in the grid section.
2. In the **Type** field, select Page.
3. Leave the **Header/Footer Name** field blank.
4. The **Row Number** 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 1 for this illustration.
5. In the **Alignment** field, set how the value for the column be displayed. Set this to Left.
6. In the **With** field, select Page. This will occupy the entire page.
7. Leave **Column Name** field blank.

This is how Page header/footer setup will look like.

The screenshot shows a window titled "Report Header and Footer - Test Page Footer". It has a menu bar with "New", "Save", "Search", "Delete", "Undo", "Duplicate", "Options", and "Close". Below the menu bar are two tabs: "Details" (selected) and "Audit Log". The "Details" tab contains the following fields:

- Name**: * Test Page Footer
- Description**: Test Page Footer
- Type**: * Page Footer (dropdown)
- Column Name**: (dropdown)

Below these fields is a toolbar with buttons: "X Remove", "Up", "Down", "Export", "View", and "Filter (F3)". Below the toolbar is a table with the following columns: "Type*", "Header/F", "Row Number*", "Alignment", "With", "Column From", and "Column To".

| Type* | Header/F | Row Number* | Alignment | With | Column From | Column To |
|--|----------|-------------|-----------|------|-------------|-----------|
| <input checked="" type="checkbox"/> Page | | 1 | Left | Page | | |

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

The screenshot shows a window titled "Report Builder - Balance Sheet - June 25, 2019 17:53:56". It has a menu bar with "New", "Save", "Search", "Delete", "Undo", "Duplicate", "Generate", and "Close". Below the menu bar are four tabs: "Details" (selected), "Runtime Log", "Financial History", and "Audit Log". The "Details" tab contains the following fields:

- Report Name**: * Balance Sheet - June 25, 2019 17:53:56
- As of Date**: 06/25/2019
- Row**: Balance Sheet - June 25, 2019 17:53:56 (dropdown)
- Segment Filter**: (dropdown)
- Column**: Balance Sheet - June 25, 2019 17:53:56 (dropdown)
- Description**: Standard Balance Sheet Template
- Orientation**: * Portrait (dropdown)

Below these fields is a section titled "Header & Footer" with the following options:

- ☐ Page Header
- ☒ Page Footer (highlighted with a red box)
- ☐ Report Header
- ☐ Report Footer

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

| | Current Year | Current Units | Prior Year | Prior Units |
|---------------------------------------|----------------------|-------------------|--------------------|-------------------|
| Asset | 36,888,600 | 28,888,648 | 36,794,018 | 28,888,648 |
| Cash Accounts | -79,545,020 | -29,108,821 | -79,469,735 | -29,108,477 |
| Receivables | 25,056,157 | 2,759,861 | 24,712,440 | 3,860,276 |
| Prepays | 1,790,236 | 3,022,819 | 1,790,236 | 3,022,819 |
| Inventories | 1,120,448,855 | 79,188,581 | 845,891,599 | 72,793,243 |
| Other Assets | -1,689,117 | -8,023,923 | -1,650,176 | -2,760,882 |
| Total Assets : | 1,103,147,711 | 77,707,855 | 833,255,768 | 72,186,469 |
| Liability | 280,527 | 8 | 271,752 | 8 |
| Payables | 36,218,279 | 2,986,490 | 11,622,710 | -412,393 |
| Other Payables | 981,169,200 | 63,077,903 | 736,208,705 | 61,365,985 |
| Sales Tax Payables | 861,468 | 0 | 861,436 | 0 |
| Payroll Tax Liabilities | 496 | 0 | 496 | 0 |
| Pending Payables | 554,020 | 242,238 | 416,437 | 151,163 |
| Payroll Taxes Current | 203,601 | 0 | 200,993 | 0 |
| Payroll Deductions | 42,521 | 0 | 41,749 | 0 |
| Employer Liability | 76,632 | 0 | 76,320 | 0 |
| Total Liabilities : | 1,019,427,536 | 66,306,545 | 749,698,620 | 61,044,759 |
| Equity | 83,957,225 | 0 | 83,984,005 | -3,697,017 |
| Owners Equities | 83,957,225 | -2,179,889 | 82,984,005 | -3,697,017 |
| Retained Earnings | 0 | 0 | 0 | 0 |
| Total Equity : | 83,957,168 | -2,179,889 | 82,984,499 | -3,697,017 |
| Current Year Earning : | 193,007 | -426,896 | 577,870 | -1,475,022 |
| Total Equity : | 83,726,175 | -2,606,585 | 83,567,168 | -6,272,839 |
| Total Liabilities and Equity : | 1,103,147,711 | 63,689,960 | 833,255,768 | 45,772,720 |

Page 1

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.

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6. In the **With field**, select Page. This will occupy the entire page.
7. Leave **Column Name** field blank.

This is how Page header/footer setup will look like.

Report Header and Footer - Page Footer A

New Save Search Delete Undo Duplicate Options Close

Details Audit Log

Name * Page Footer A Description Page Footer A

Type * Page Footer Column Name

Remove Up Down Export View Filter (F3)

| Type* | Header/Footer | Row Number* | Alignment | With | Column Description |
|--|---------------|-------------|-----------|------|--------------------|
| <input checked="" type="checkbox"/> Page | | 1 | Left | Page | |

Select this Page footer 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 Page type header/footer. Since this is a page footer, this will show on each page of the report.

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Report Header and Footer - Page Footer Test

New Save Search Delete Undo Duplicate Options Close

Details Audit Log

Name * Page Footer Test Description

Type * Page Footer Column Name

Remove Up Down Export View Filter (F3)

| Type | Header/Footer Name | Row Number | Alignment | With | Column Description |
|------|--------------------|------------|-----------|------|--------------------|
| Page | 1 | Center | Page | | |

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

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 Footer - 3/7/2018 2:50:56 PM ☐ Report Header ☐ Report Footer

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

| | Current Year | Current Units | Prior Year | Prior Units |
|---------------------------------------|-------------------|--------------------|-------------------|--------------------|
| Asset | | | | |
| Asset | 645 | 0 | 645 | 0 |
| Cash Accounts | -60,275 | 0 | -60,275 | 0 |
| Receivables | 196,496 | 75,451 | 196,496 | 75,451 |
| Inventories | 374,533 | -1,495,869 | 374,533 | -1,495,869 |
| Other Assets | 575 | -340,566 | 575 | -340,566 |
| Total Assets : | 481,974 | -1,760,984 | 481,974 | -1,760,984 |
| Liability | | | | |
| Liability | 50 | 0 | 50 | 0 |
| Payables | 118,621 | -11,551 | 118,621 | -11,551 |
| Other Payables | 370,713 | -124,224 | 370,713 | -124,224 |
| Sales Tax Payables | 45 | 0 | 45 | 0 |
| Pending Payables | 98 | 54,824 | 98 | 54,824 |
| Payroll Taxes Current | 10,541 | 0 | 10,541 | 0 |
| Payroll Deductions | 1,439 | 0 | 1,439 | 0 |
| Employer Liability | 3,799 | 0 | 3,799 | 0 |
| Total Liabilities : | 583,306 | -80,951 | 583,306 | -80,951 |
| Equity | | | | |
| Retained Earnings | 79,903,415 | -14,581,302 | 79,903,415 | -14,581,302 |
| Total Equity : | 79,903,415 | -14,581,302 | 79,903,415 | -14,581,302 |
| Current Year Earning : | -21,332 | -1,602,540 | -21,332 | -1,602,540 |
| Total Equity : | 79,882,083 | -16,183,842 | 79,882,083 | -16,183,842 |
| Total Liabilities and Equity : | 80,385,389 | -16,264,793 | 80,385,389 | -16,264,793 |

Page 1

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.

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This is how Page header/footer setup will look like.

Report Header and Footer - Page
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□
×

New Save Search Delete Undo Duplicate Options Close

Details

Name: Description:

Type: Column Name:

✕ Remove
▲ Up
▼ Down
Layout

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

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

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

| | | | |
|---|----------------------------|---|-----------|
| <input type="checkbox"/> Page Header | Page Header - Cur and Prev | <input checked="" type="checkbox"/> Report Header | Co Header |
| <input checked="" type="checkbox"/> Page Footer | Page | <input type="checkbox"/> Report Footer | Co Footer |

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

i21 Test Company
Income Statement A
As Of 12/31/2015 11:59:59 PM

| Row ID | Row Name | 2015 | 2014 | Total |
|--------|------------|-----------|----------|-----------|
| R4 | Revenue | 18,329.75 | 1,000.00 | 19,329.75 |
| R5 | Expense | 18,952.74 | 0.00 | 18,952.74 |
| R7 | Net Income | 1,377.01 | 1,000.00 | 2,377.01 |

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Report Header and Footer

New Save Search Delete Undo Duplicate Fonts Close

Name: PF Description: Page Footer

Type: Page Footer Column Name:

Remove Up Down Filter Records (F3)

| Description | Type | Group | Alignment | With | Column Description |
|-------------|------|-------|-----------|------|--------------------|
| | Page | 1 | Left | Page | |

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

Report Builder

New Save Search Delete Undo Generate Close

Report Name: Income Statement Description: This is an Income Statement Summary.

Row: ISS

Column: Prev-Cur Orientation: Portrait

Header & Footer

☐ Page Header:

☒ Page Footer: PF

☒ Report Header: RH

☐ Report Footer:

Margins

Top: 5 Bottom: 5

Left: 5 Right: 5

Gutter: 0

Options

☐ Show Default Header & Footer

☒ Show Report Settings

Page 1 of 1

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

| | | | | |
|---|----------------------------|----------|----------|----------|
| Income Statement Sample Company As Of 4/14/2015 12:00:00 AM | | | | |
| R1 | 40000 - Sales | 2014 | 2015 | Total |
| R2 | 50000 - Cost of Goods Sold | 1,000.00 | 4,400.00 | 5,400.00 |
| R7 | Gross Margin | 150.00 | 1,200.00 | 1,350.00 |
| R9 | Gross Margin Rate | 850.00 | 3,200.00 | 4,050.00 |
| | | 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 |

Page 1

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| Description | Type | Group | Alignment | With | Column Description |
|-------------|------|-------|-----------|------|--------------------|
| Page | Page | 1 | Left | Page | |

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| | 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 |

Page 1

Income Statement

Page

2

 of

2

Pdf

Next Page test

Page 2

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