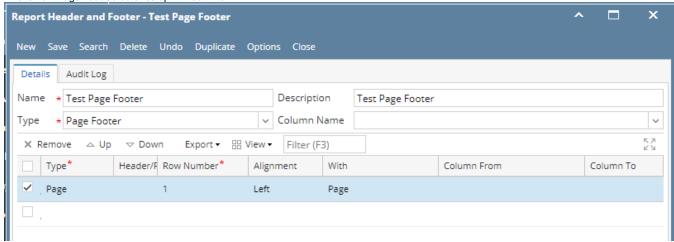# How to Add Page header/footer

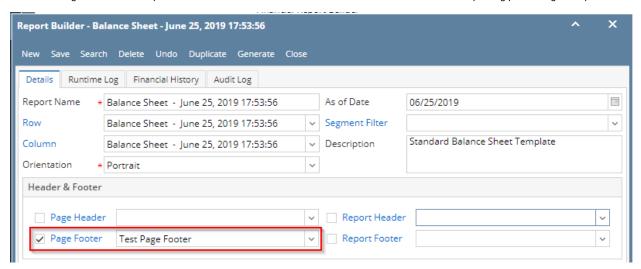The **Page header/footer** is used to add page number for your financial report.

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

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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.
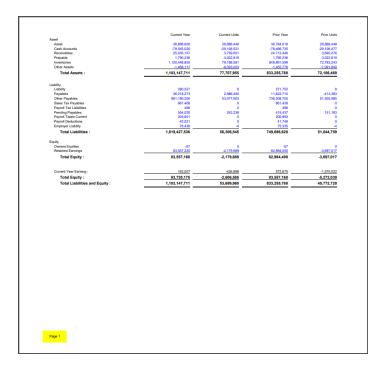7. Leave **Column Name** field blank.

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

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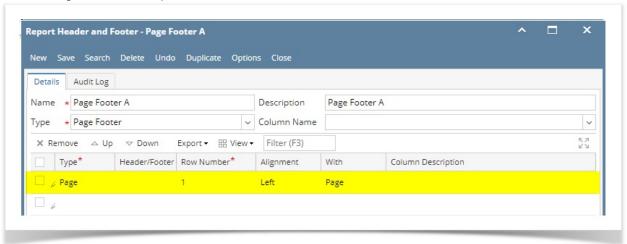
You can enhance this header/footer by setting its **Font Properties** and **Row Height**. See How to Configure header and footer font properties and row height topic to guide you on how to do this.

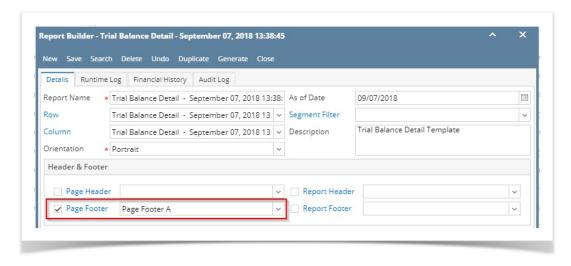The **Page header/footer** is used to add page number for your financial report.

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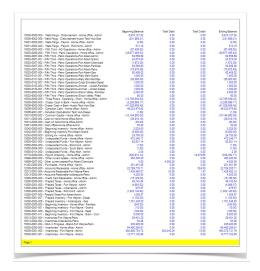7. Leave **Column Name** field blank.

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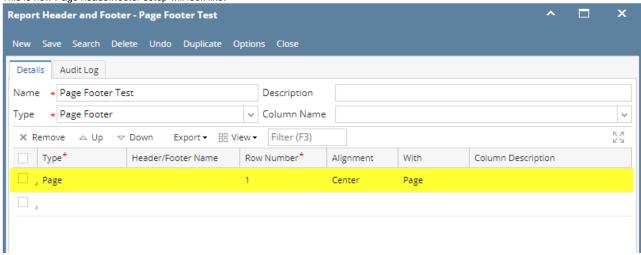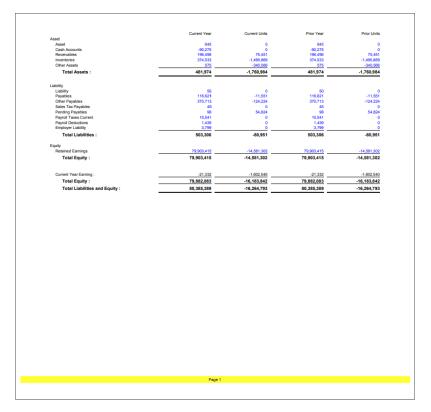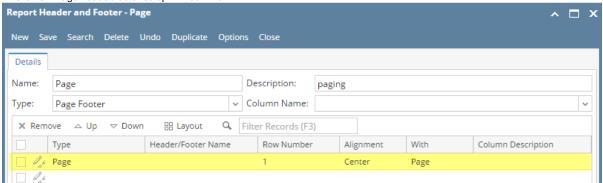
	Current Year	Current Units	Prior Year	Prior Units
Asset				
Asset	645	0	645	0
Cash Accounts	-90,275	0	-90,275	0
Receivables	196,496	75,451	196,496	75,451
Inventories	374,533	-1,495,869	374,533	-1,495,869
Other Assets	575	-340,566	575	-340,566
Total Assets :	**481,974**	**-1,760,984**	**481,974**	**-1,760,984**
Liability				
Liability	50	0	50	0
Payables	116,621	-11,551	116,621	-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 :	**503,306**	**-80,951**	**503,306**	**-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.

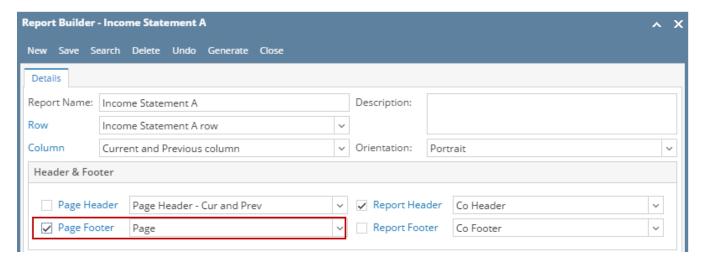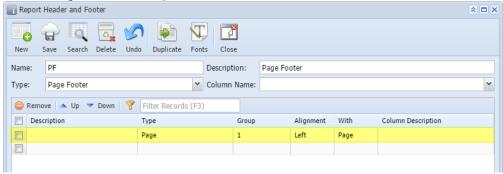The **Page header/footer** is used to add page number for your financial report.

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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

New   Save   Search   Delete   Undo   Duplicate   Options   Close

Details

Name: Page   Description: paging
Type: Page Footer   Column Name:

X Remove   △ Up   ▽ Down   ▦ Layout   🔍 Filter Records (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 - Income Statement A

New   Save   Search   Delete   Undo   Generate   Close

Details

Report Name:	Income Statement A
Row	Income Statement A row
Column	Current and Previous column

Description:

Orientation: Portrait

Header & Footer

☐ Page Header   Page Header - Cur and Prev   ☑ Report Header   Co Header
☑ Page Footer   Page   ☐ 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.

Row ID	Row Name	2015	2014	Total
R4	Revenue	18,329.75	1,000.00	19,329.75
R5	Expense	16,952.74	0.00	16,952.74
R7	Net Income	1,377.01	1,000.00	2,377.01

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

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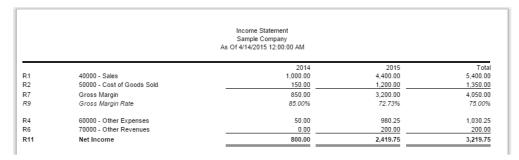7. Leave **Column Name** field blank.

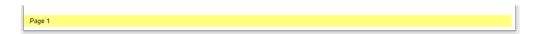This is how Page header/footer setup will look like.

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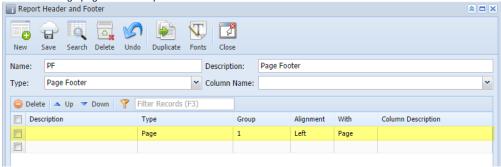The **Page header/footer** is used to add page number for your financial report.

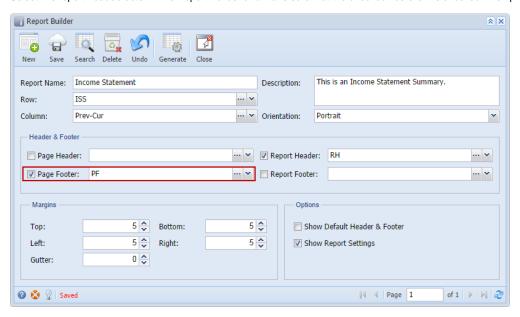Follow the steps below to guide you on how to add page footer.

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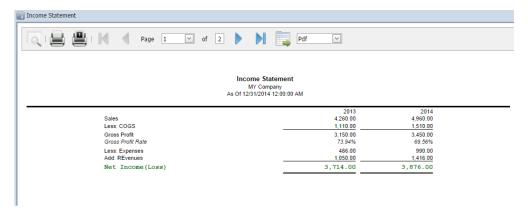7. Leave **Column Name** field blank.

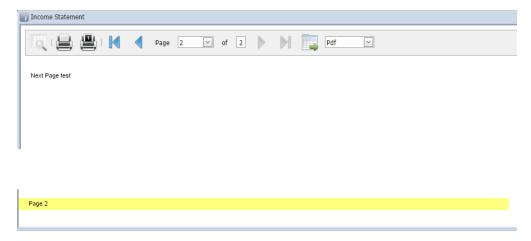This is how Page page footer setup will look like.

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Income Statement

Next Page test

Page 2

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