

# How to Add Page Of header/footer

The **Page Of 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 Of.
- 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 Of header/footer setup will look like.

Type	Header/Footer	Row Number	Alignment	With	Column From	Column To
Page Of		1	Center	Page		

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

Header & Footer

☒ Page Header ☐ Report Header

☒ Page Footer Test Page Footer ☐ Report Footer

Here's how it is shown when report is previewed/printed. Highlighted section is the Page Of 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
<b>Asset</b>	36,886,600	28,888,448	36,784,018	28,888,448
Asset				
Cash Accounts	-79,545,020	-79,108,521	-79,486,735	-79,108,477
Receivables	25,036,107	3,738,861	24,712,446	3,892,276
Prepays	1,790,236	3,022,819	1,790,236	3,022,819
Inventories	1,120,448,893	79,184,581	849,861,599	72,783,243
Other Assets	-1,483,117	-6,023,023	-1,455,276	-7,091,845
<b>Total Assets :</b>	<b>1,103,147,711</b>	<b>77,787,955</b>	<b>833,255,788</b>	<b>72,186,469</b>
<b>Liability</b>				
Liability	280,527	8	271,752	8
Payables	39,218,273	2,886,400	11,822,715	-412,383
Other Payables	991,186,305	53,077,363	736,259,705	51,305,955
Sales Tax Payables	861,468	0	861,438	0
Payroll Tax Liabilities	496	0	496	0
Pending Payables	554,020	242,238	415,437	151,163
Payroll Taxes Current	203,801	0	200,993	0
Payroll Deductions	62,521	0	41,749	0
Employer Liability	76,430	-4	75,330	-4
<b>Total Liabilities :</b>	<b>1,019,427,536</b>	<b>56,306,545</b>	<b>749,699,620</b>	<b>51,044,759</b>
<b>Equity</b>				
Common Equities	87	0	87	0
Retained Earnings	83,657,225	-3,179,689	82,984,655	-3,697,017
<b>Total Equity :</b>	<b>83,657,168</b>	<b>-3,179,689</b>	<b>82,984,498</b>	<b>-3,697,017</b>
<b>Current Year Earning :</b>	<b>-180,022</b>	<b>-405,895</b>	<b>572,670</b>	<b>-1,573,022</b>
<b>Total Equity :</b>	<b>83,725,175</b>	<b>-3,405,585</b>	<b>83,657,148</b>	<b>-4,272,039</b>
<b>Total Liabilities and Equity :</b>	<b>1,103,147,711</b>	<b>53,699,960</b>	<b>833,255,788</b>	<b>45,772,720</b>

Page 1 of 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 Of header/footer setup will look like.

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 Of

1

Center

Page

Select this Page Of 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 ☐ Report Header

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

Here's how it is shown when report is previewed/printed. Highlighted section is the Page Of 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
<b>Asset</b>				
Asset	945	0	945	0
Cash/Accounts	-80,275	0	-80,275	0
Receivables	196,496	75,451	196,496	75,451
Inventories	374,533	-1,495,869	374,533	-1,495,869
Other Assets	573	-340,586	573	-340,586
<b>Total Assets :</b>	<b>481,974</b>	<b>-1,760,984</b>	<b>481,974</b>	<b>-1,760,984</b>
<b>Liability</b>				
Liability	50	0	50	0
Payables	118,821	-11,581	118,821	-11,581
Other Payables	370,713	-124,224	370,713	-124,224
Sales Tax Payables	45	0	45	0
Pending Payables	85	54,824	85	54,824
Payroll Taxes Current	10,541	0	10,541	0
Payroll Deductions	1,439	0	1,439	0
Employer Liability	3,789	0	3,789	0
<b>Total Liabilities :</b>	<b>603,306</b>	<b>-80,951</b>	<b>603,306</b>	<b>-80,951</b>
<b>Equity</b>				
Retained Earnings	79,903,415	-14,581,302	79,903,415	-14,581,302
<b>Total Equity :</b>	<b>79,903,415</b>	<b>-14,581,302</b>	<b>79,903,415</b>	<b>-14,581,302</b>
<b>Current Year Earning :</b>	<b>-21,332</b>	<b>-1,602,540</b>	<b>-21,332</b>	<b>-1,602,540</b>
<b>Total Equity :</b>	<b>79,882,083</b>	<b>-16,183,842</b>	<b>79,882,083</b>	<b>-16,183,842</b>
<b>Total Liabilities and Equity :</b>	<b>80,385,389</b>	<b>-16,264,793</b>	<b>80,385,389</b>	<b>-16,264,793</b>

Page 1 of 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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**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

X Remove ▲ Up ▼ Down Export View Filter (F3)

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

Select this Page Of 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**

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Header & Footer

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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	195,495	75,451	195,495	75,451
Inventories	374,533	-1,495,869	374,533	-1,495,869
Other Assets	572	-340,556	572	-340,556
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	99	54,824	99	54,824
Payroll Taxes Current	10,541	0	10,541	0
Payroll Deductions	1,439	0	1,439	0
Employer Liability	3,792	0	3,792	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	-1,602,640	-21,332	-1,602,640
Total Equity :	79,882,083	-16,183,942	79,882,083	-16,183,942
Total Liabilities and Equity :	80,385,389	-16,264,793	80,385,389	-16,264,793

Page 1 of 1

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

Report Header and Footer - Page

New Save Search Delete Undo Duplicate Options Close

Details

Name:PageDescription:paging

Type:Page FooterColumn Name:

Remove Up Down Layout Filter Records (F3)

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

Select this Page Of 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 ADescription:

RowIncome Statement A row

ColumnCurrent and Previous columnOrientation:Portrait

Header & Footer

☐Page HeaderPage Header - Cur and Prev

☒Page FooterPage

☒Report HeaderCo Header

☐Report FooterCo Footer

Here's how it is shown when report is previewed/printed. Highlighted section is the Page Of 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	16,952.74	0.00	16,952.74
R7	Net Income	1,377.01	1,000.00	2,377.01

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

Description	Type	Group	Alignment	With	Column Description
Page Of	Page Of	1	Left	Page	

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

Header & Footer

☐ Page Header:

☒ Page Footer: PF

☒ Report Header: RH

☐ Report Footer:

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

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

Page 1 of 1
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This is how Page Of page footer setup will look like.

Report Header and Footer

Name: PF Description: Page Footer

Type: Page Footer Column Name:

Table:

Description	Type	Group	Alignment	With	Column Description
Page Of	Page Of	1	Left	Page	Column Description

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

Report Builder

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

Row: ISS Column: Prev-Cur Orientation: Portrait

Header & Footer

☒ Page Header:    ☒ Report Header: RH

☒ Page Footer: PF    ☐ 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 Of type header/footer.

Income Statement

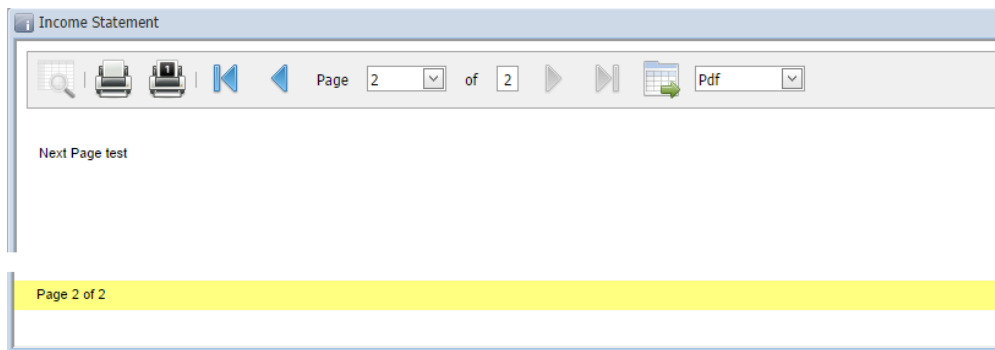
MY Company

As Of 12/31/2014 12:00:00 AM

	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 of 2





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